# Advanced Requisition Management (ARM) - Basic Guide for Approvers v1.0

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## Prerequisites

- 1. ARM Users must have individual Air Niugini Domain Accounts
- 2. Access ARM via Internet Explorer as the preferred Web Browser due to compatibility settings.
- 3. Department workflow is created with access to ordering certain category of items only.

# **Accessing ARM**

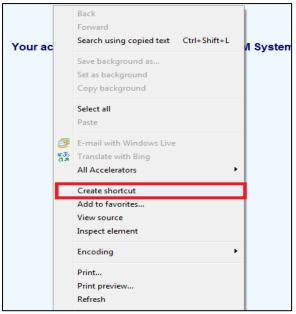
Users can access ARM Production environment via link: <u>http://vmarm/arm</u> Login is seamless due tied to the Air Niugini Domain account and does not require credentials. *Note; if errors experienced during login, call PX IT Helpdesk on Extn # 3315 to check your domain account.* 

Users can create short-cuts for easy access into ARM with the click of a mouse. The following options are the most commonly used.

## **Option 1 - Creating a short-cut on your desktop**

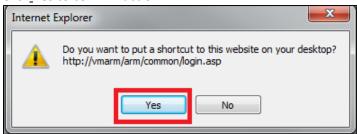
Step 1. Log-in to ARM via link : <u>http://vmarm/arm</u> using Internet Explorer

Step 2. Right click anywhere in the windows page to get the following window of options.



Click on Create Shortcut

**Step 3.** The Internet Explorer window should display as per example below. Click **Yes** to confirm action.



#### Outcome

Check your desktop for the ARM-Online Requisition System short-cut icon.



## **Option 2 - Adding the ARM landing page to your Favorites Bar**

**Step 1.** Log-in to ARM via link : <u>http://vmarm/arm</u> using Internet Explorer **Step 2.** Click on the Star Icon on the top left-hand corner.



#### Outcome

The ARM URL will be added to the Favorites Bar and stored for future reference.

Upon each session the Internet Explorer web browser is launched the ARM icon will be present on a separate tab.

Example below.

(	5 + Q	<i>e</i> ARM - Online Requisition S ×
👍 🧃 ARM - Online Requisition 🕂 Plusgrade Login 🐧	为 Air Niugini Papua	New G 🕨 Suggested Sites 🔻 🧃
ARM - Online Requisition System http://vmarm/arm/common/logi	in.asp	

# Approving, Reviewing, Rejecting Requisitions

## **Accessing Requisitions**

Accessing requisitions can be done in 2 ways:

#### 1. Accessing Requisitions via Email Notification

Upon receipt of email notifications, Approvers can click on the ARM hyperlink to log-in to ARM to view the requisition and take appropriate action. *Please ensure Internet Explorer is set as your default browser to use this option.* 

#### 2. Approving Requisitions via Direct ARM log-in

Approvers can log-in directly into the system and search for the requisition. Under the hyperlink <u>"Requisitions requiring your approval</u>", Approvers can view a list/number of requisitions awaiting approval.

Home	Requisition	Current	User Info	About	Help	
	ARM					
	<b>TEST ENVI</b>	RONMEN	т			
Saved	You currently hav	e:				
Submitted		Requisitions				
Approval		tted Requisit	ions. ng your approva			
Requisitions			ng your review.	<u>.</u>		
	Delegation					

#### The Approver will then be routed to the Approval Requisition Search List.

Requisitio	on Current User	Info About	Help						L	og O	ff
APPROVAL REQUISITION SEARCH											
								<u>-</u>			
ReqNo	Requisition Name	Receive Location(s)	Vendor / Location	Owner	Created	Status	Net	Tax	Options	Α	R
R00555	Stationary Order 22/08/18	2WH	2WH	Tasha Tukana	22/08/2018	Approval In Progress	\$24.00				
R00555 R00556	· · · · · · · · · · · · · · · · · · ·	2WH 1WH	2WH 1WH	<u>Tasha Tukana</u> <u>Tasha Tukana</u>	22/08/2018 22/08/2018			\$2.40			
	· · · · · · · · · · · · · · · · · · ·						\$24.00	\$2.40			
	· · · · · · · · · · · · · · · · · · ·						\$24.00	\$2.40			

#### Clicking on the Req No. hyperlink will display the Requisition.

Home	Requisition	Current	User Info	About	Help			Log Off
Saved Submitted Approval Requisitions	REQUISIT Location Code.* Requisition Name: Release Date: Due Date: Auto Send: Urgent Internal Note:	2WH	ry Order 22/08/18	Delivery		Created: Modified Submitted: Approved: Total Exc. Tax: Total Tax: Total Inc. Tax: External Note:	Appre <u>Tasha Tukana</u> 22/08/2018 10:25:41 AM <u>Tasha Tukana</u> 22/08/2018 10:37:04 AM 22/08/2018 10:25:55 AM K 24.00 K 24.00 K 24.00 K 26.40	ROVAL IN PROGRESS Print View Print Expense Reload Attachments Tracker Review Approve Ctick to approve this requisi
	# Item Ver 1. FS503	ndor / Supply I 2WH	.oc. Quantity		Jnit Cost 24.0000000	GL Account Code 00-486-704	Status X App Tax Acc Ref	Deny     Options     Approver(s)       View     Praneel Nand

## **Approving Requisitions**

Click on the Approve Tab as shown below to approve the requisition and move it along to the next role.

Home	Requisition	Current	User Info	About	Help				Log Off
	REQUISITIO	ON ROO	0555	Delivery		Created: Modified	APP Tasha Tukana 22/08/2018 10:25:41 AM Tasha Tukana 22/08/2018 10:37:04 AM	ROVAL IN I	PROGRESS Print View
Saved Submitted Approval	Requisition Name: Release Date:	Stationa	ry Order 22/08/18			Submitted: Approved:	22/06/2018 10:25:55 AM		Print Expense Reload
Requisitions	Due Date: Auto Send	22/08/2	)18			Total Exc. Tax: Total Tax: Total Inc. Tax:	K 2.40 K 26.40		Attachments Tracker
	Urgent Internal Note:			^		External Note:	0	=>	Review Approve
]	# Item Vend	dor / Supply I	.oc. Quantity	and and the second s	Init Cost	GL Account Code	Status		ck to approve this requis ns Approver(s)
	1. <u>FS503</u>	2WH		1 Each K	24.00000000	00-486-704	X App Tax Acc Ref		Praneel Nand

Depending on the ARM Approval tree set-up for respective departments/sections, the requisition will route to the next role for approval before reaching Commercial Stores for final processing.

## **Reviewing Requisitions**

Requisitions that need to be reviewed by the Requisitioner/Reviewer can have their status changed to Reviewed by the Approver. This action pushes the requisition back to the Requisitioner or nominated staff within the approval tree to review the order and make amendments before resubmission.

Home	Requisition	Current	User Info	About	Help				Log Off
Saved REQUISITION R0055		0555	Delivery		Created: Modified	Tasha Tukana 22/08/2018 10:25:41 AM Tasha Tukana 22/08/2018 10:37:04 AM	roval In F	Print View	
Saved Requi Submitted Relea Approval Due D Requisitions Auto Urger Intern	Release Date: Due Date: Auto Send:	Stationa 22/08/20	ary Order 22/08/18			Submitted Approved Total Exc. Tax: Total Tax: Total Inc. Tax: External Note	22/08/2018 10:25:55 AM K 24.00 K 2.40 K 26.40	Print Expense Reload Attachments Tracker	
	Urgent: Internal Note:			~				<b>⇒</b> [	Review Approve to approve this requis
	# Item Ven 1. <u>FS503</u>	dor / Supply 2WH	Loc. Quantity		nit Cost 24.00000000	GL Account Code 00-486-704	Status X App Tax Acc Ref	Deny Option	Approver(s) Praneel Nand

Type in the reason for the Review and select the name of the requisitioner/reviewer from the drop down option. Click OK/Apply to confirm action.

REVIEW REC	QUISITION
External Note:	
Internal Note:	
Attachment(s):	
Request Revi	ew
Append Attachment:	Browse
Review Reason:	amend quantity/item and resubmit
Send to Reviewer:*	Tasha Tukana Haneer waru Fiona Lavett Geua Iru Tania Irakau

The Requisition status will change to Pending Review.

REQUISITIO	N R00555			Pending Review
Location Code:*	2WH Delivery	Created: Modified:	Tasha Tukana 22/08/2018 10:25:41 AM Tasha Tukana 23/11/2018 4:44:56 PM	Print View
Requisition Name:	Stationary Order 22/08/18	Submitted: Approved:	22/08/2018 10:25:55 AM	Print Expense
Release Date:				Reload
Due Date:	22/08/2018	Total Exc. Tax: Total Tax:	K 24.00 K 2.40	Attachments
Auto Send:		Total Inc. Tax:	K 26.40	Tracker
Urgent: Internal Note:		External Note:	~	Open Review
	[TT]: amend quantity/item and resubmit		$\checkmark$	
	$\sim$			
# Item Vendor /	Supply Loc. Quantity UOM Unit Cost GL Accoun	t Code	Status Options A	pprover(s)
1. <u>FS503</u> 2	WH 1 Each K 24.0000000 00-486-	704 X	App Tax Acc Ref Edit (F	Fiona Lavett/Geua Iru/Tania Irakau)

## **Rejecting Requisitions**

An ARM user other than a Requisitioner can reject a requisition to stop it progressing further for various reasons.

Click on the Reject tab on the left and type in a reason in the text box and click OK.

Home	Requisition	Current	User Info	About	Help		Log Off
	REQUISIT	10N R00	557				Approval In Progress
Saved Submitted Approval Receiving Requisitions POs	Location Code:* Requisition Name Release Date: Due Date: Auto Send: Urgent: Internal Note:	1WH Stationary 25/08/201	Order 25/08/18	Delivery		Created: Modified: Submitted: Approved: Total Exc. Tax Total Tax: Total Inc. Tax: External Note:	K 0.00 Attachments K 398.39 Tracker
POS							✓ Approve
	# Item         Vol           1. S20058         2. S80047           3. S80047         3. S80049           5. SM0049         6. SM0050           7. SM0051         8. SM0052	endor / Supply I 1WH 1WH 1WH 1WH 1WH 1WH 1WH 1WH 1WH	.oc. Ouantity 25 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	K 10.56 K 6.24 K 9.74 K 30.00 K 18.24	0000000 0000000 0000000 1307692 1000000 1358974 1000000	GL Account Code	Rejected     rover(s)       Duplicate order     eel Nand eel Nand       ØK     Cancel       ØK     Cancel       ØK     Cancel       X     App       Tax     Acc       Ref     Edt       Yraneel Nand       X     App       Tax     Acc       Ref     Edt       Praneel Nand       X     App       Tax     Acc       Ref     Edt       Praneel Nand       X     App       Tax     Acc       Ref     Edt       Praneel Nand
							OK Apply Cancel

The Requisition status will change to Rejected, so will the line items display as Denied in red. The requisition will become inactive for further update.

REQUISITIC	N R0055	7					REJECTED
Location Code:*	1WH		Delivery	Created: Modified:	Tasha Tukana 25/08/201 Tasha Tukana 23/11/201		Print View
Requisition Name:	Stationary Orde	Stationary Order 25/08/18		Submitted:	25/08/2018 4:30:23 PM	0 4.40.10 m	Print Expense
Release Date:				Approved:			Reload
Due Date:	25/08/2018			Total Exc. Tax:	K 0.00 K 0.00		Attachments
Auto Send:				Total Tax: Total Inc. Tax:	K 0.00		
Urgent:				External Note:			Tracker
Internal Note:			~			<u>^</u>	
						~	
			*				
# Item Vend	or / Supply Loc.	Quantity	UOM Unit Cost	GL Account Code	Status		Options Approver(s)
1. <u>SP0058</u>	1WH	25	Ream K 11.50000000	00-486-523	X Denied App T	ax Acc Ref	View
2. <u>SB0047</u>	1WH	1	K 10.56000000	00-486-523	X Denied App T	ax Acc Ref	View
3. <u>SB0048</u>	1WH	1	K 6.24000000	00-486-523	X Denied App T	ax Acc Ref	View
4. <u>SB0049</u>	1WH	1	K 9.7 4307692	00-486-523	X Denied App T	ax Acc Ref	View
5. <u>SM0049</u>	1WH	1	K 30.0000000	00-486-523	X Denied App T	ax Acc Ref	View
6. <u>SM0050</u>	1WH	1	K 18.24358974	00-486-523	X Denied App T	ax Acc Ref	View
7. <u>SM0051</u>	1WH	1	K 19.5000000	00-486-523	X Denied App T	ax Acc Ref	View
8. <u>SM0052</u>	1WH	1	K 16.61333333	00-486-523	X Denied App T	ax Acc Ref	View
Add Cat	Import						Close

## **Rejecting line items in Requisitions**

Sometimes you only want to reject/remove certain items in your requisition and keep others for processing. You can do this by checking the box beside the items you want removed/rejected. This column name is labelled 'Deny'

6. <u>SM0050</u> 1	WH 1	K 18.24358974	00-456-523	X App Tax Acc Ref		Praneel Nand
7. <u>SM0051</u> 1	WH 1	K 19.50000000	00-486-523	X App Tax Acc Ref	E Edd	Praneel Nand
8. <u>SM0052</u> 1	WH 1	K 10.01333333	00-488-523	X App Tax Acc Ref.		Praneel Nand
				A CONTRACTOR OF		
				OK	Apply	Cancel

When you have selected the items you want to deny, Click on the Approve Tab to approve the requisition and move it along to the next role. Items that were selected are rejected. Other items move on to be approved and processed.

# **Other ARM Options**

## **Print Preview**

Users have the ability to view/print orders in a standard report template. Click Print Preview tab on the top left corner.

The Print View allows you to review the requisition in full detail.

REQUISITIC	N R00556				Approval In	Progress
Location Code:*	1WH	Delivery	Created: Modified:	Tasha Tukana 22/08/2018 11:4 Tasha Tukana 23/11/2018 4:46		Print View
Requisition Name:	test		Submitted: Approved:	22/08/2018 11:46:23 AM		Print Expense
Release Date:				K 57 50		Reload
Due Date:	22/08/2018		Total Exc. Tax: Total Tax:	K 57.50 K 0.00		Attachments
Auto Send: Urgent:			Total Inc. Tax: External Note:	K 57.50		Tracker
Internal Note:			External foto.		^	Review
					~	
# Item Vendor	/ Supply Loc. Quantity	UOM Unit Cost	GL Account Code	Status	Options Approver(s)	
1. <u>SP0058</u>	1WH	5 Ream K 11.50000000	00-486-523 X	App Tax Acc Ref	Edit (Fiona Lavett/Ge	ua Iru/Tania Irakau)

#### Sample of a Requisition in Print Preview

	1		REQUISITION					
$\mathcal{C}$	<b>M</b>		Requisition	No:	R00556			
Air ľ	Niugini							
Locatio	n:		Requisition D Release Date		22/08/2018			
Main Wa	irehouse		Due Date:		22/08/2018			
	rcial Stores Department		Status:		Approval In Progress			
P.O.Box Boroko	7186		Note:					
NCD								
Line	Part No Part Description Release Date	Due Date	Vendor/Location	Qty	UOM	Unit Cost		
1	SP0058 PAPER - BOND A4 WHITE (REAM OF 500)	Duo Duio	(Transfer)	5	RE	\$11.50		
				Total excluding	ax:	\$57.50		
				Tax:		\$0.00		
				Total including T	ax:	\$57.50		

## **Print Expense**

Users also have the ability to view/print orders in a standard Purchase Order template. Click Print Preview tab on the top left corner.

REQUISITIC	N R00556			Арр	ROVAL IN PROGRESS
Location Code:*	1WH	Delivery	Created: Modified:	Tasha Tukana 22/08/2018 11:46:04 AM Tasha Tukana 23/11/2018 4:46:03 PM	Print View
Requisition Name:	test		Submitted: Approved:	22/08/2018 11:46:23 AM	Print Expense
Release Date:					Reload
Due Date:	22/08/2018		Total Exc. Tax: Total Tax:	K 57.50 K 0.00	Attachments
Auto Send:	✓		Total Inc. Tax:	K 57.50	Tracker
Urgent: Internal Note:			External Note:		Review
internatione.		^			
		$\sim$			
# Item Vendor	/ Supply Loc. Quantity	UOM Unit Cost	GL Account Code	Status Option	ns Approver(s)
1. <u>SP0058</u>	1WH	5 Ream K 11.50000000	00-486-523 X	App Tax Acc Ref Edit	(Fiona Lavett/Geua Iru/Tania Irakau)

#### Sample of a Print Expense Report – Purchase Order Template

Air Niu	gini	AIR N	IUGINI LIMITED P.O BOX 7186 BOROKO, NCD			COF	γ
Ship From:	1WH	Ship To:	Ship To Information	Requisition No:			R00556
	Main Warehouse		Main Warehouse	Date:			22/08/2018
Issue No	Part No	P	art Description	Qu	antity	Cost	Ext Price
	SP0058	PAPER - BON	ID A4 WHITE (REAM OF 500)		5.00	11.50	57.50
Picked By:		Delivered By:		Received By:			

## **Attachments**

Use this option to attach electronic documents to the requisition.

## **Delegating Approval Roles**

Approver can delegate his/her role if they are going to be absent from work. Ensure the person they are delegating to is enrolled in ARM and familiar with ARM approval process. Following steps will help achieve this role re-assignment:

#### Step 1:

Click on the Delegation Radio Tab on the Home Page

Home	Requisition	Current	User Info	About	Help
Saved	ARM TESTENV	/e:			
Submitted Approval Receiving Requisitions	<ul> <li><u>6 submi</u></li> <li><u>0 Requi</u></li> <li><u>0 Requi</u></li> <li><u>5253 Pu</u></li> </ul>	sitions pendii irchase Orde		eceived.	received.
POs	Delegation		_		

#### Step 2:

You will be re-routed to the User Delegation screen.

Type in the Alternate Approver's name or use the search option (click on the lens).

Type in the effective and discontinue dates.

Check off the Grant Location Access and Enable check boxes to complete the set-up.

Click OK to activate.

Home	Requisitio	n Current	User Info	About	Help				Lo	og Off	~
	USER [	DELEGATIO	N								
	Role	Delegate		F	rom Date	 To Date	 Grant	Location Access	En	abled	
Saved	Approver	Praneel Nand	P	2	2/08/2018	30/09/2018	01/	<b>V</b>		<b>I</b>	
Submitted Approval							ОК	Apply	Can	cel	
Receiving											
Requisitions											
POs											

The Delegated Approver should receive an email notification on the Approval role change.

From:	arm@airniugini.com.pg							
To:	Tasha Tukana							
Cc:								
Subject:	ARM Role Delegation							
ARM Role	Delegation							
	been temporarily delegated to take over Praneel Nand's following roles: pprover (from '20/11/2018' to '31/12/2018').							
You curre	ntly have:							
0	saved Requisition(s)							
7	submitted Requisition(s)							
1	1 Requisition(s) requiring your approval							
Visit ARM at http://vmarm-test/arm								

Upon log-in, the Alternate Approver should view the ARM landing page with the delegated role notice.



The role delegation expires at the due date and approval control is back with the Primary Approver.

You can also go back in Delegation and Grant Location Access and Enable check boxes to remove the delegation manually.

## Making Email Notifications 'Safe'

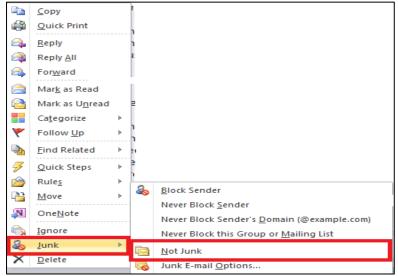
The ARM system will generate an email notification once a requisition has been submitted.

If the email notification doesn't reach your Inbox, it will be in the Junk/Spam folder. To avoid this reoccurring in future and to get the notifications delivered directly to your Inbox, the Sender's Address has to be made a recognized safe address.

The following steps should help users achieve this.

**Step 1.** With the email notification still sitting in the Junk/Spam folder, right click on it. A list of options will display

Step 2: Hover your mouse on the Junk option to give more options. Click on Not Junk



Step 3: Click OK to finalise this action.



-End of Document-