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

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Prerequisites

1. Existing Air Niugini Domain Account
2. Internet Explorer as the preferred Web Browser due to compatibility settings.

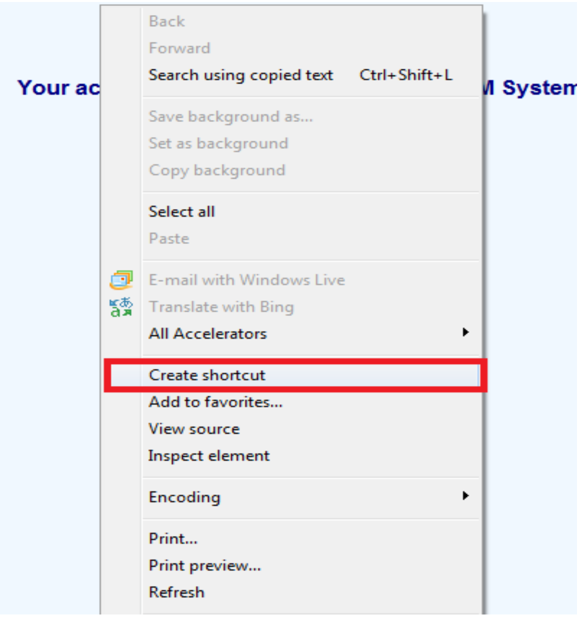
Accessing ARM

Users can access ARM Production environment via link: http://vmarm/arm
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.

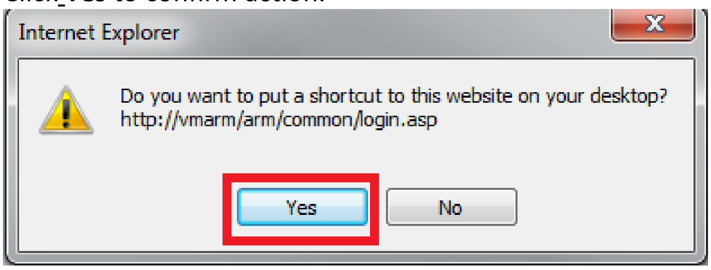
Users can create short-cuts for easy access into ARM with the click of a mouse.
The following options are the most commonly used.

Option 1 - Creating a short-cut on your desktop

Step 1. Log-in to ARM via link : http://vmarm/arm 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.

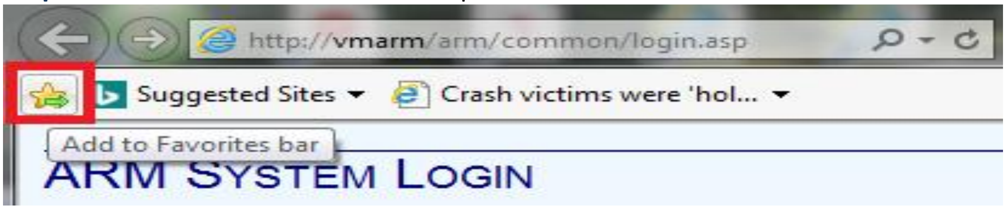


Outcome

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

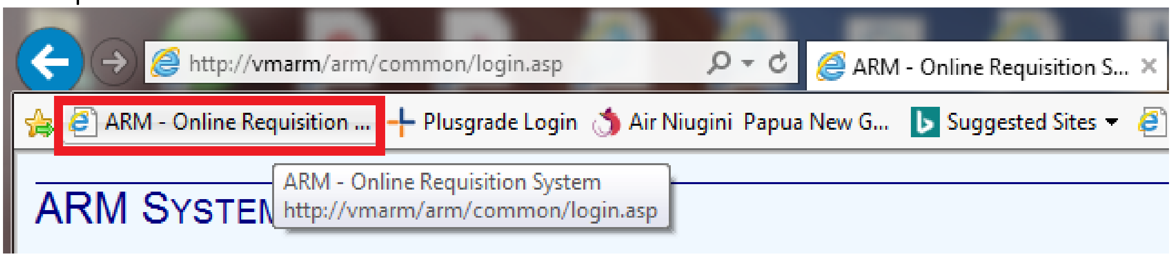
Option 2 - Adding the ARM landing page to your Favorites Bar

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



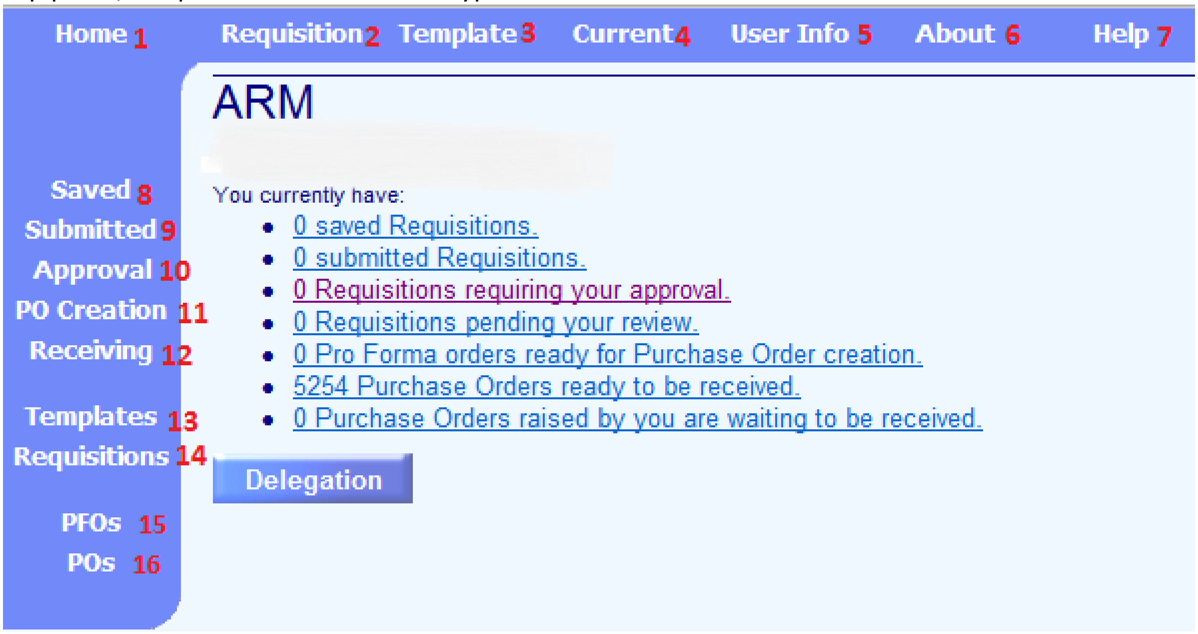
Outcome

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.



Navigation

Depending on profile and roles, users will have access to certain functions.
Upon successful login, users will view the main dash board also the Home Page with labels on the top panel, left panel and centre with hyperlinks.



Refer table on next page for label names and function description.

Identifier	Label	Function
1	Home	Navigates back to the Home Page
2	Requisition	Creates a New Requisition
3	Template	Creates a New Template
4	Current	Edit Current Requisition
5	User Info	Display User Details
6	About	Display ARM system details
7	Help	Access ARM help files, search topics, FAQs,etc.
8	Saved	Search for Saved Requisitions under user profile
9	Submitted	Search for Submitted Requisitions under user profile
10	Approved	Search for Requisitions awaiting Approval
11	PO Creation	Search for Pro-forma Orders awaiting Purchase Order creation
12	Receiving	Search for Purchase Orders from orders that you can receive
13	Templates	Search for Requisition Templates
14	Requisitions	Search for Requisitions
15	PFOs	Search for all Pro-formas
16	POs	Search for all Purchase Orders

Requisitions

Before raising requisitions, Requisitioners must be able to differentiate:

1. Which items are Catalogue (PX referenced - Stocked) Items
    a) Despatched from which warehouse, i.e. 1WH or 2WH

2. Which items are Non-Catalogue (PX referenced – Non-Stocked) Items

Note, if in doubt, always double check with Commercial Stores.

Clicking on the Requisition label (top panel) will open up a new requisition.

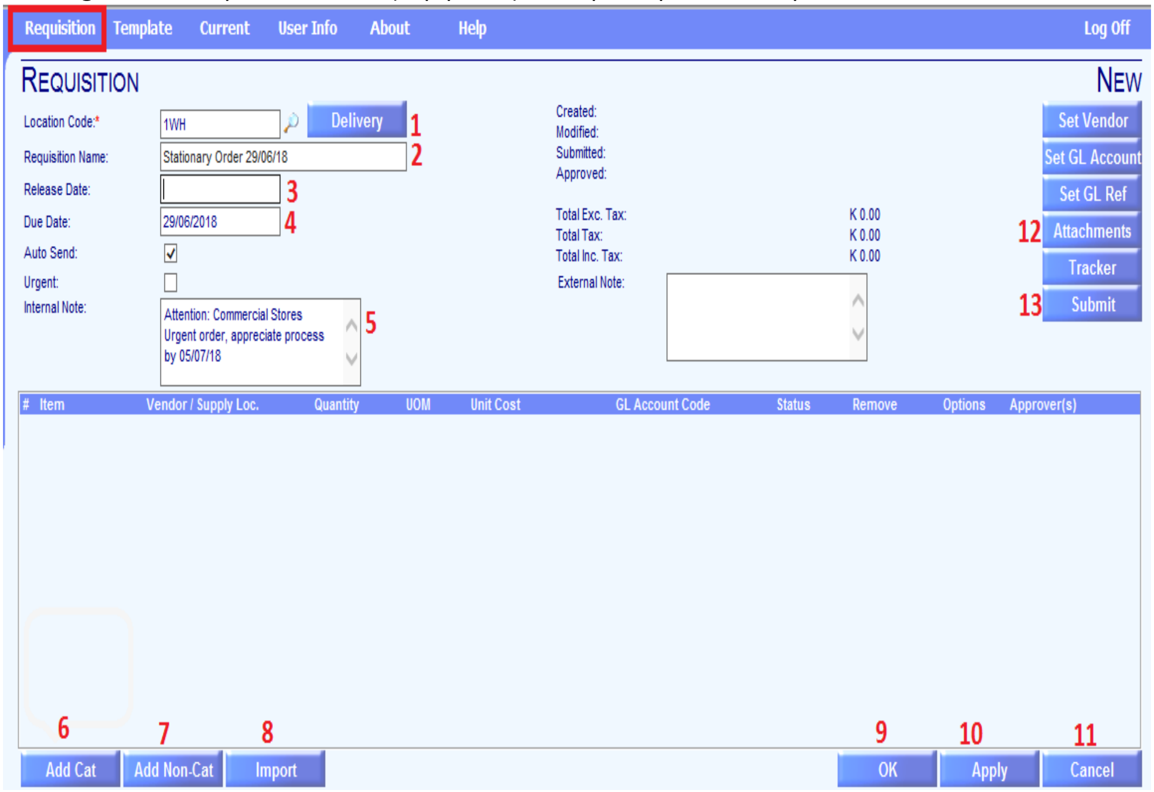


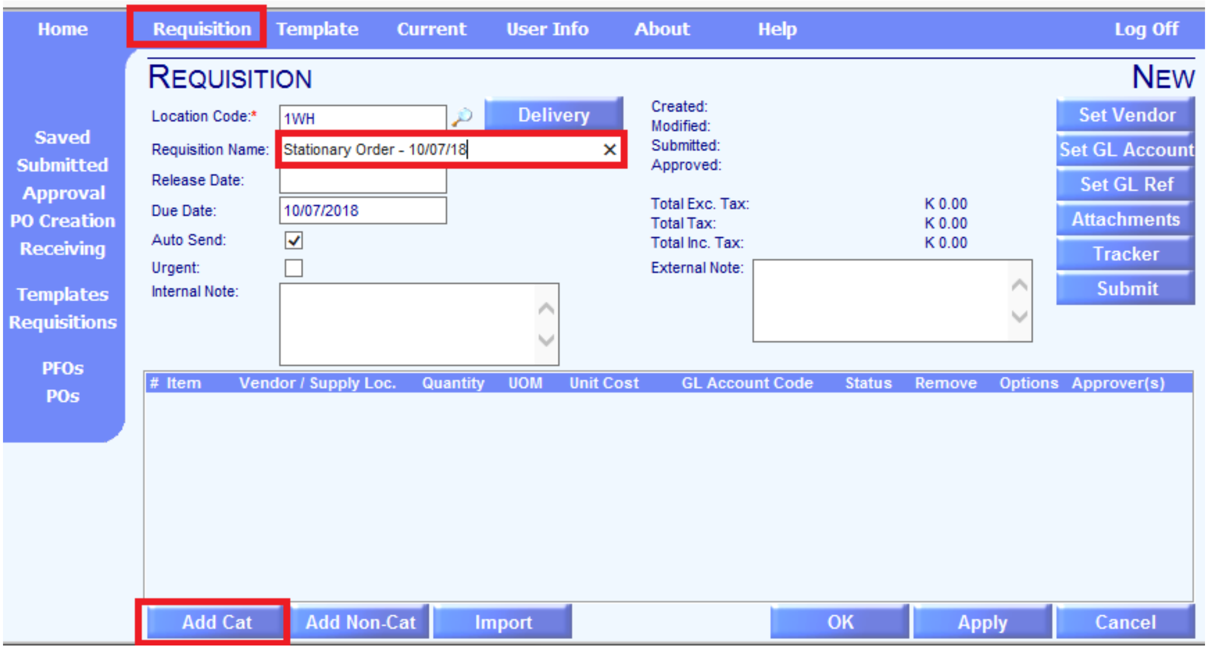
Table below describes functions of the various key fields and tabs commonly used when raising requisitions, refer image on previous page for identifiers.

Identifier	Field / Tab	Function
1	Local Code	Mandatory field, specifies which warehouse items will be despatched out of
2	Requisition Name	Optional field giving requisitioners the ability to name requisitions for easy reference
3	Release Date	Optional field for requisitioners to specify preferred release/collection date of stock requisitions
4	Due Date	Default date set to requisition creation date; requisitioners are able to amend to preferred date for stock collection
5	Internal Note	Optional field for users to communicate internally within the system. Can be viewed by all accessing the particular requisition
6	Add Cat	Clicking this tab each time will add a line for Commercial Stores Stocked items
7	Add Non-Cat	Clicking this tab each time will add a line for Non-Stock items, i.e. will generate a Pro-forma Order
8	Import	Import template used by requisitioners dealing with large orders on a daily basis
9	OK	1. Clicking on OK will save the new requisition and assign a unique requisition number. 2. Clicking on OK on an already saved requisition will apply recent updates and return to the main requisition page

10	Apply	Applies recent updates and stays on the same page without exiting
11	Cancel	Cancels recent updates and returns to the main requisition page or Home page
12	Attachments	Optional function for attaching local saved documents to requisitions, eg. attaching Quotations, email approvals
13	Submit	Submits requisition for approval

Raising a Requisition for Catalogue (Stocked) Items

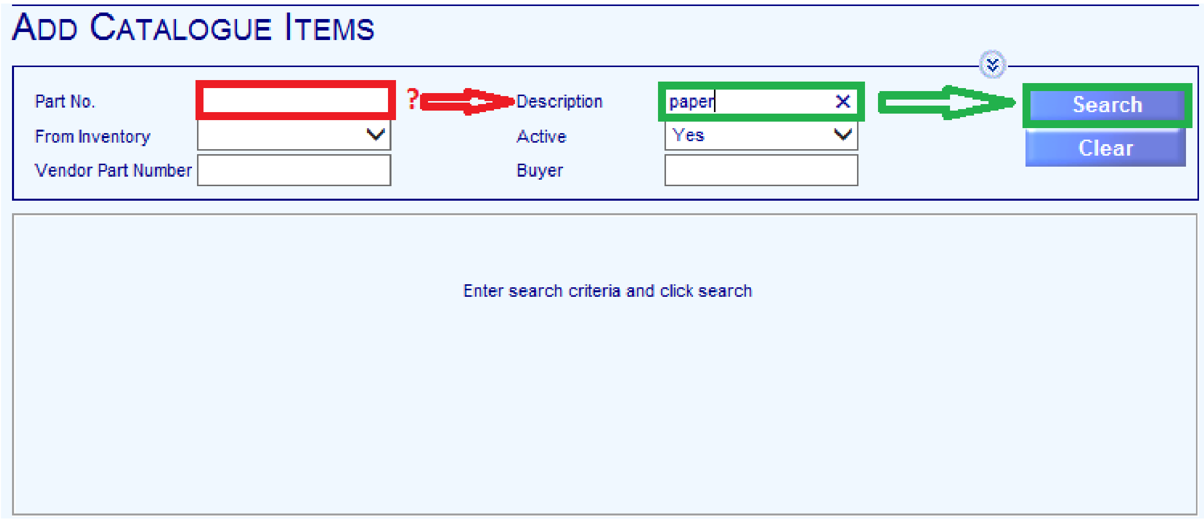
1. Click on Requisition on the top panel to create a new requisition
2. Type in a suitable name for the requisition in the Requisition Name field
3. Click on Add Cat to add stock item line



The Add Catalogue Items screen will appear to add the items.

1. Add the item part number in the Part No field and click on the Search tab

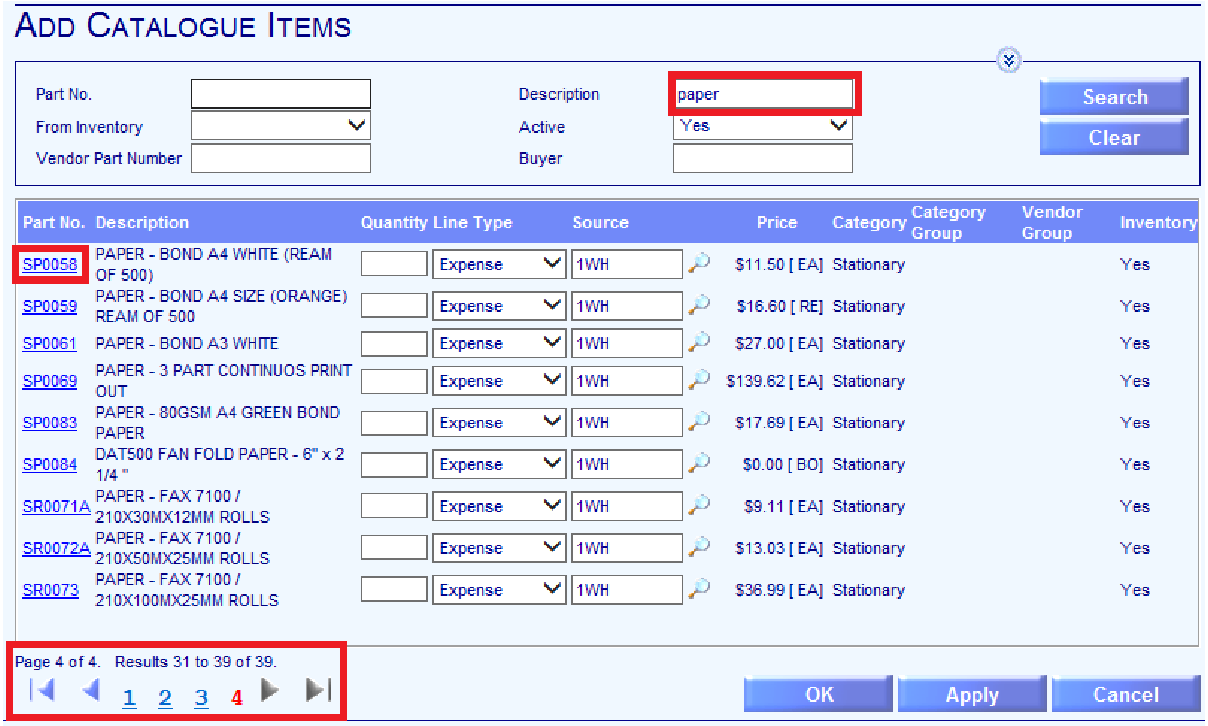
2. If the part number is unknown, type in a suitable key word in the Description field and click on the Search tab to begin the search process.



A list of possible search items containing the key word will display.
A page can contain up to 10 lines the maximum for each display.
Click on either the page number, previous, next, first page or last page options to view other possible items.

Example

A search was done on A4 papers. On page 4, first on the list is the best search option - A4 White (Ream of 500).



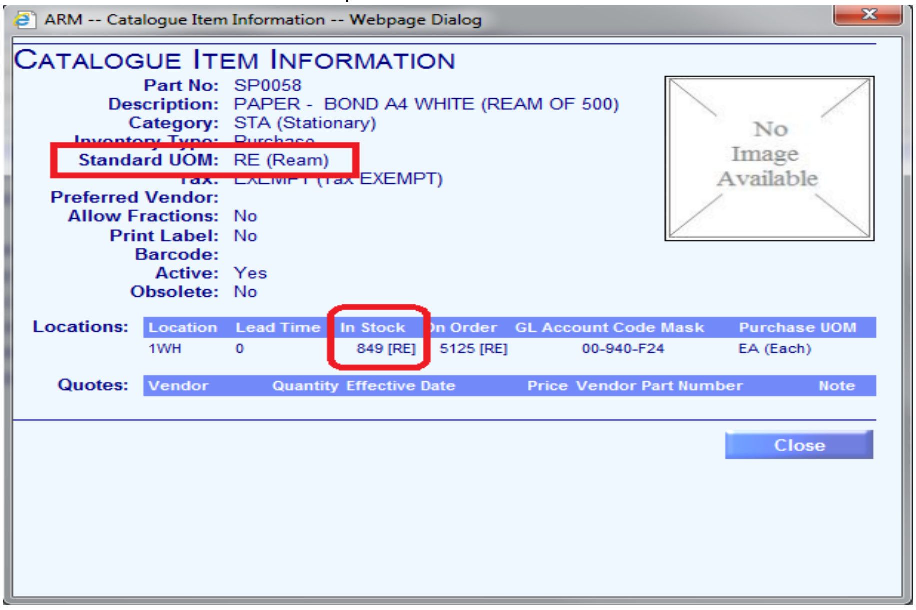
Part No.	Description	Quantity	Line Type	Source	Price	Category	Category Group	Vendor Group	Inventory
SP0058	PAPER - BOND A4 WHITE (REAM OF 500)		Expense	1WH	$11.50 [EA]	Stationary			Yes
SP0059	PAPER - BOND A4 SIZE (ORANGE) REAM OF 500		Expense	1WH	$16.60 [RE]	Stationary			Yes
SP0061	PAPER - BOND A3 WHITE		Expense	1WH	$27.00 [EA]	Stationary			Yes
SP0069	PAPER - 3 PART CONTINUOS PRINT OUT		Expense	1WH	$139.62 [EA]	Stationary			Yes
SP0083	PAPER - 80GSM A4 GREEN BOND PAPER		Expense	1WH	$17.69 [EA]	Stationary			Yes
SP0084	DAT500 FAN FOLD PAPER - 6" x 2 1/4 "		Expense	1WH	$0.00 [BO]	Stationary			Yes
SR0071A	PAPER - FAX 7100 / 210X30MX12MM ROLLS		Expense	1WH	$9.11 [EA]	Stationary			Yes
SR0072A	PAPER - FAX 7100 / 210X50MX25MM ROLLS		Expense	1WH	$13.03 [EA]	Stationary			Yes
SR0073	PAPER - FAX 7100 / 210X100MX25MM ROLLS		Expense	1WH	$36.99 [EA]	Stationary			Yes

Important!

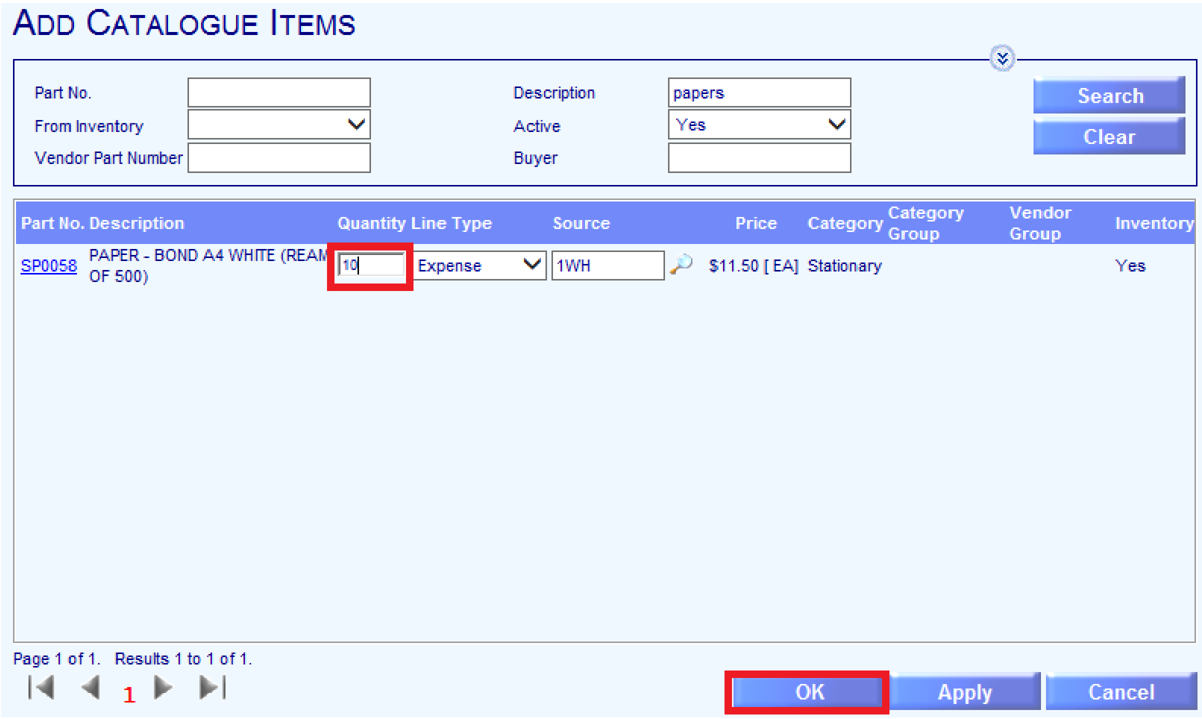
Always view the item information to check Stock amount and Unit of Measure when despatched.
Click on the part number hyperlink to display an additional window.
If unsure, always check with Commercial Stores on the UOM for items upon despatch.

E.g. Catalogue Item Information for A4 papers shows RE (Ream) in Standard UOM.
The ARM system has Ream as the set UOM but Commercial Stores despatches papers in Boxes hence orders for papers must be in quantities of 5 (5 reams = 1 box)

Click the Close tab or the X option to exit window.

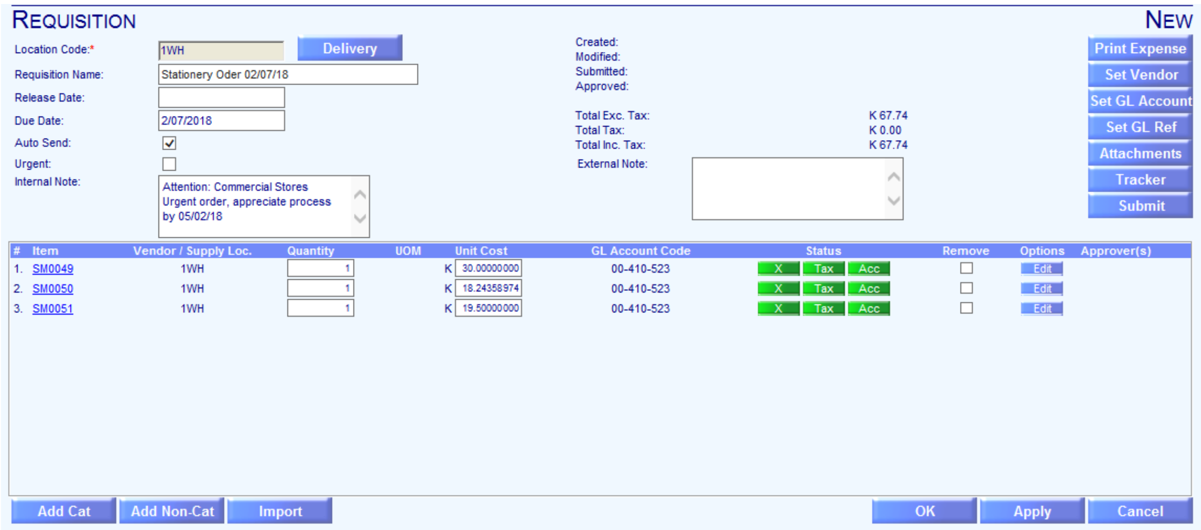


To add items in the requisition, type in the quantity in the Quantity field, click on OK or Apply tab to add item lines.

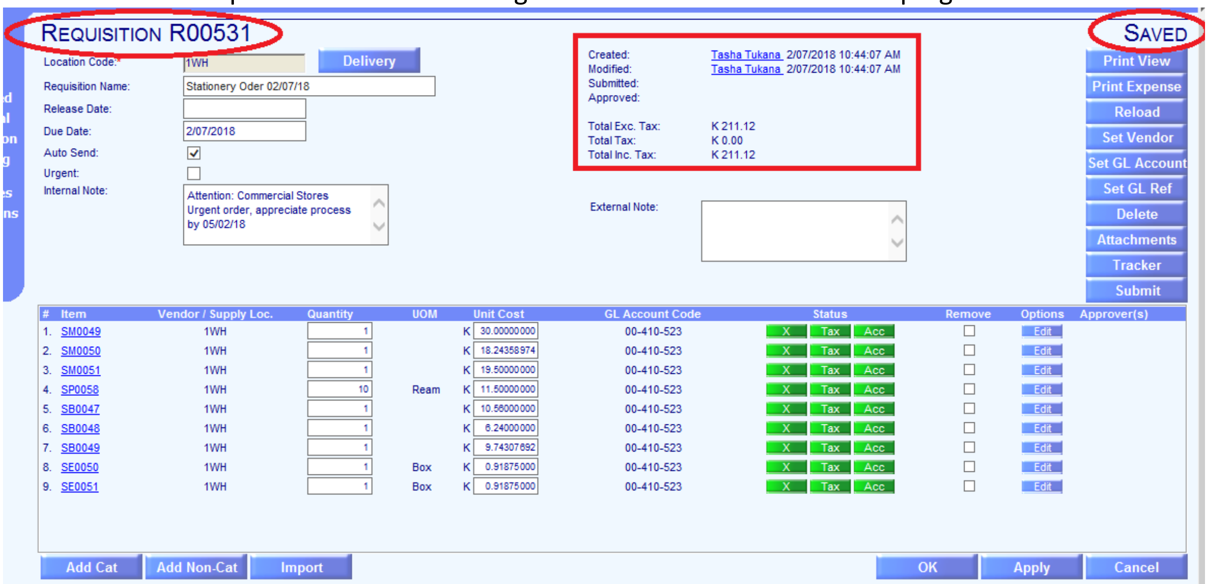


System Response upon Updating the Requisition.

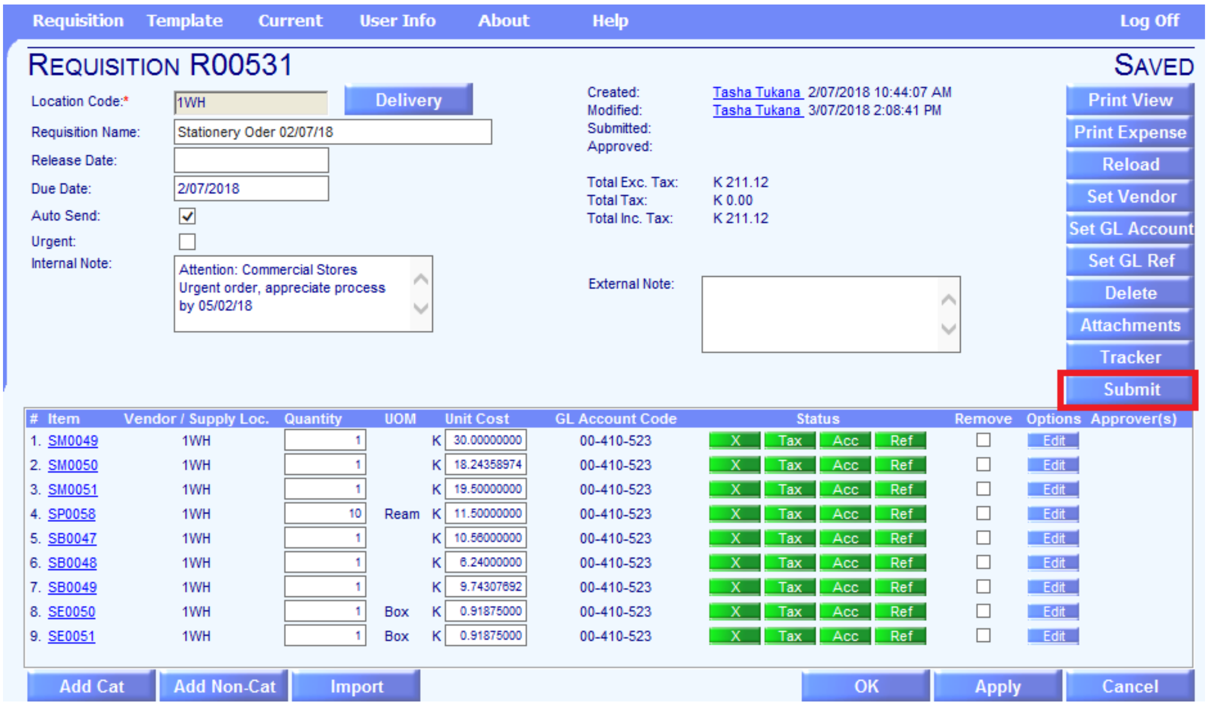
Items have been added with Unit Cost, GL Account Code, Status, etc.



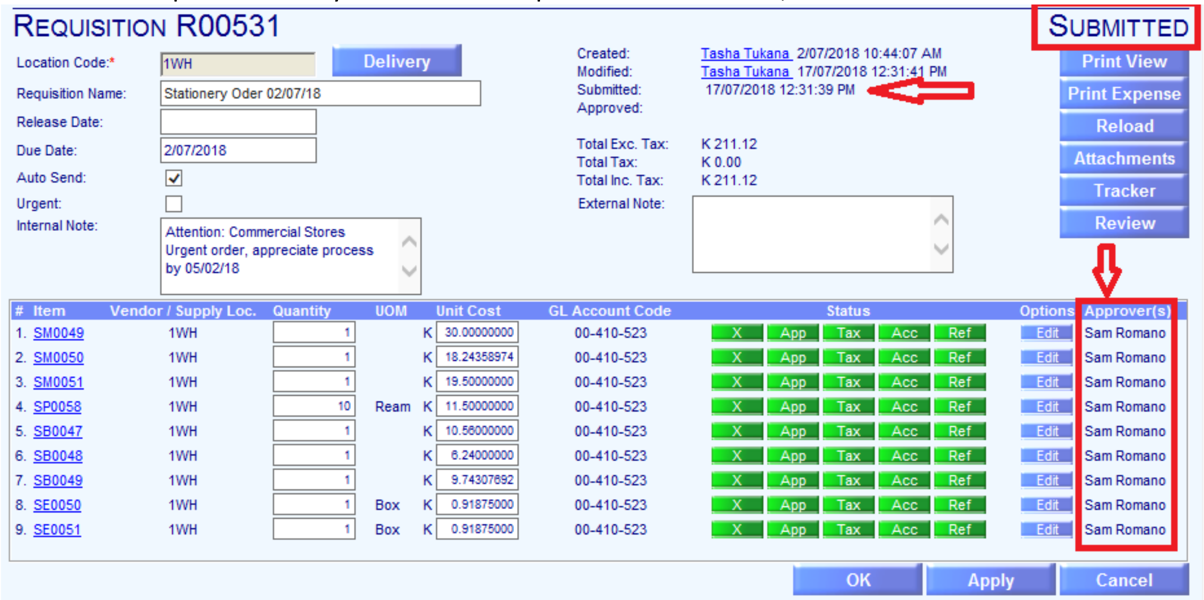
Clicking on the OK or Apply tab will assign a unique requisition number and save the requisition. Notice that the Requisition status will change from NEW to SAVED at the top right hand corner.



To Submit your requisition for your manager's approval, click on the Submit Tab on the right.



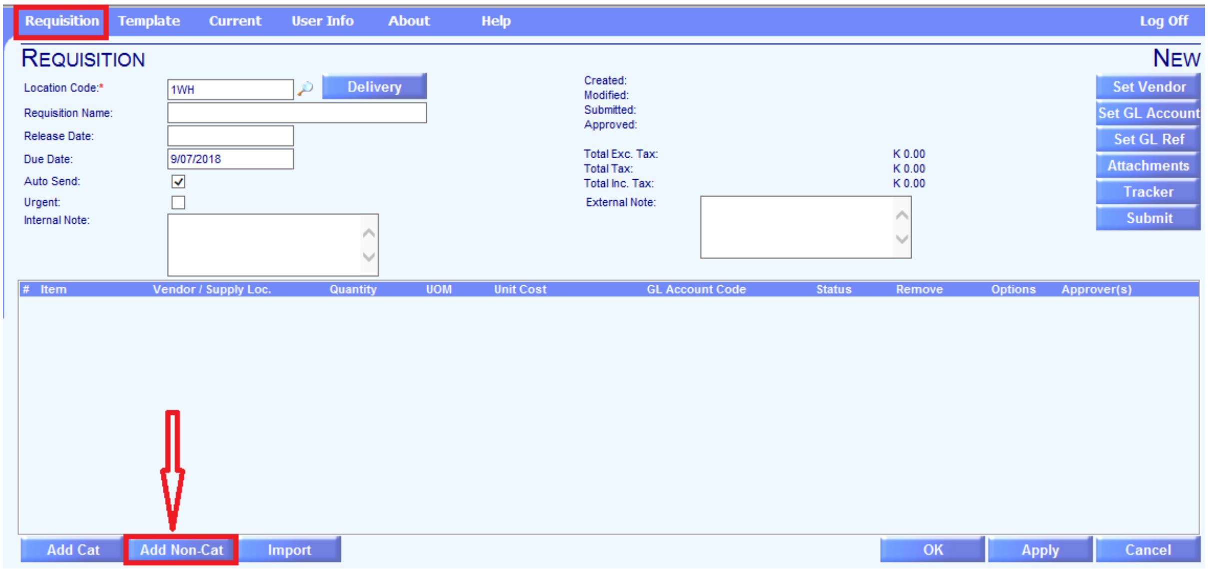
The requisition status has been changed from Saved to Submitted and is pending approval by the nominated manager.
The time stamp has a history of when the requisition was created, modified and submitted.



Raising a Requisition for Non-Catalogue (Non-Stocked) Items

Raising a requisition for non-catalogue items will follow a slightly different path requiring more steps.
To begin:

1. Click on the Requisition label to open a new requisition
2. Fill in the Requisition Name
3. And click on Add Non-Cat tab.

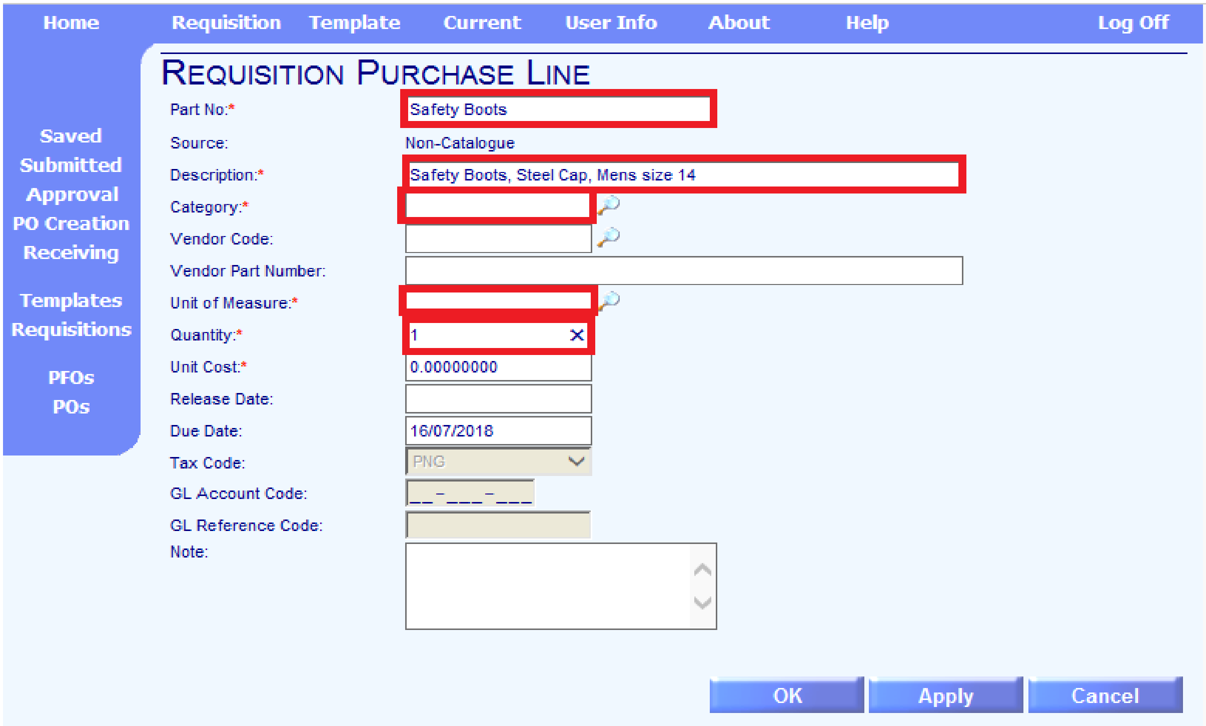


The next screen will be Requisition Purchase Line requiring manual data entry into respective fields.
Fields with red asterisks are mandatory and must contain valid data.
Fields with a lens next to it have search options if the value is unknown.

Field	Data Requirement
Part No	Mandatory field and must have a suitable name
Description	Mandatory field and must have a suitable description capturing all item details
Category	Choose most appropriate category for item charge into correct expense account. If category is unknown, click on the lens to begin search
Vendor Code	Optional field. If a preferred vendor is chosen, the vendor code or number must be keyed in. If this vendor code is unknown, click on the lens to begin search
Vendor Part No	Optional field and free text. Type in a suitable item number if provided on a vendor invoice
Unit of Measure	Mandatory field and must have appropriate unit of measure for the item If the unit of measure is unknown, click on the lens to begin search
Quantity	Mandatory field and must have a value greater than zero
Unit Cost	Mandatory field and can have zero value if the value is unknown. If the value is known, can be keyed in.
Release Date	Optional field used to give the requisition a date for item release from supplier
Due Date	Default date to date of requisition creation
Tax Code	Applies selected tax option

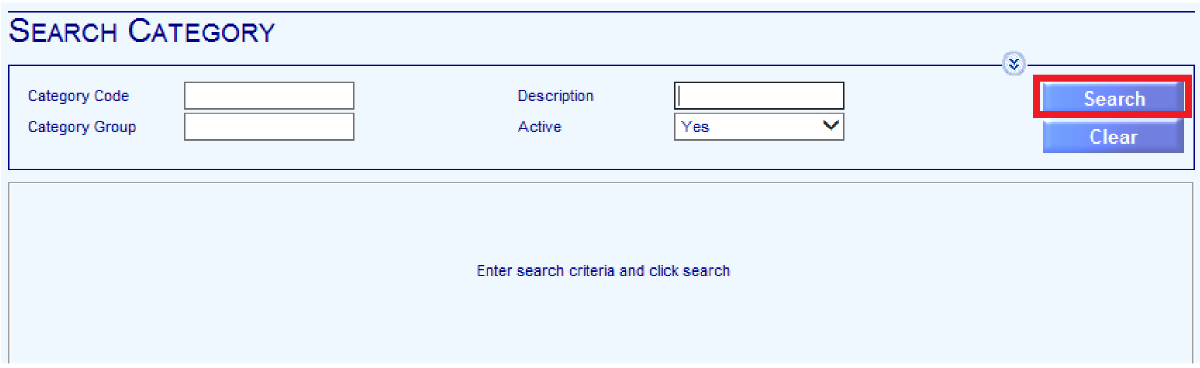
E.g. Below is an order for Safety Boots.
Ensure to fill in data in the mandatory fields with the red asterisks.

1. Type in a suitable name for your item
2. Type in the description of your item giving as much details as possible
3. Type in the Category code, if unknown click on the lens beside the text box to search for the code/number

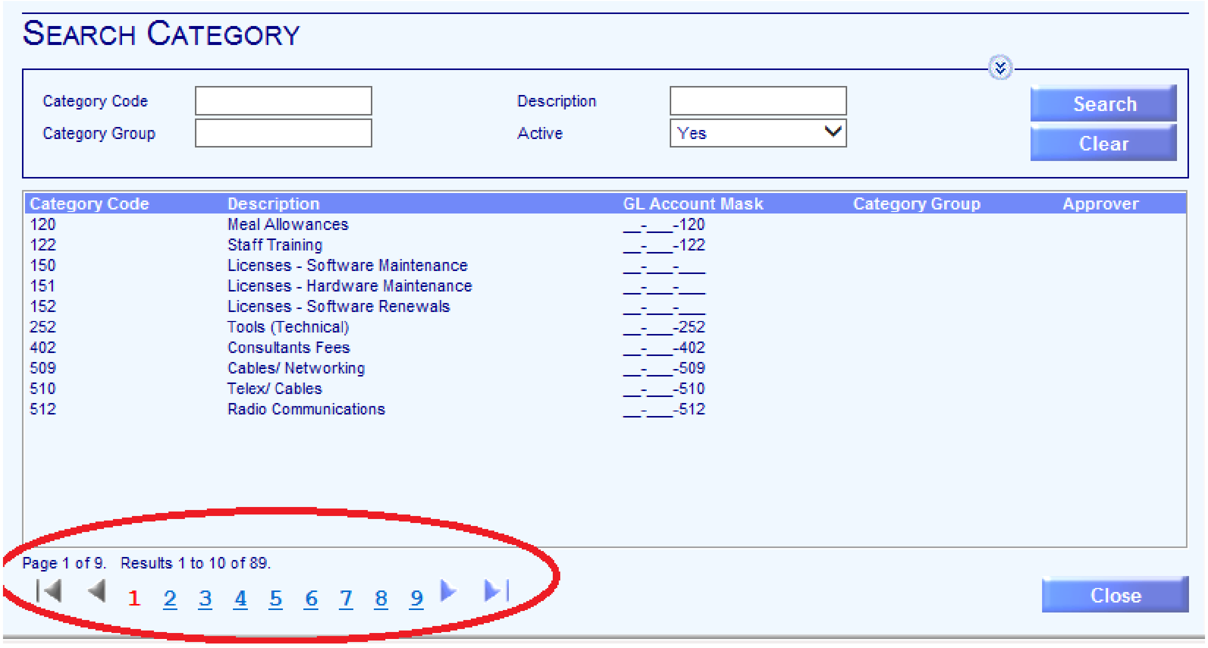


3.1 On the Search Category page, there are numerous options to seach, two are listed:

3.1.1 Click on the Seach radio tab without filling in any of the text boxes.



A list of all categories will be listed, most with missing GL mask information/expense account codes. Find the most suitable by selecting the category line from the list.



3.1.2 Type in the category description in the Desciption text box and click on Search. This will narrow down the search.

E.g. A search for uniforms has returned 2 results

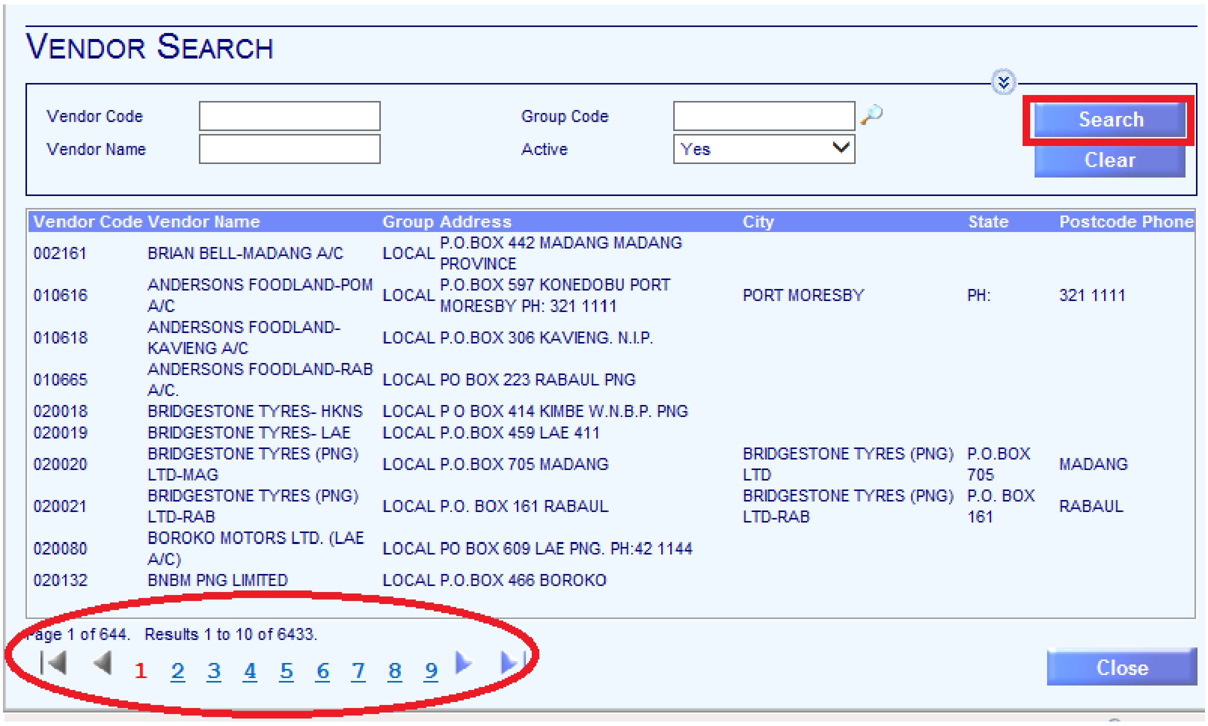
- One with 604 code and with a GL account mask
- The other with UNI code and a blank GL account mask

The most appropriate is category 604. Select the code by clicking on the line.

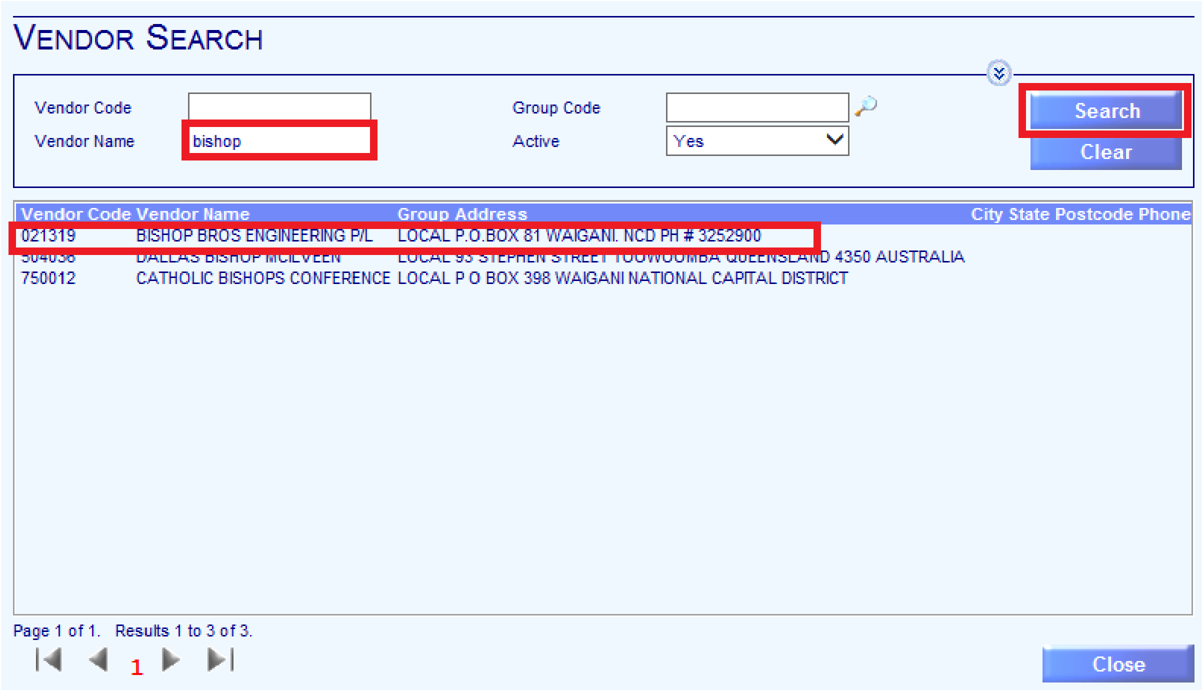
4. Vendor Code information is optional and can be utilised if a certain vendor is preferred – mainly for specialized orders (pilot uniforms, computers, printers, food & beverage, etc) Leaving this field blank will give Commercial Stores the option to source from the best vendor and purchase on the requesting department's behalf.

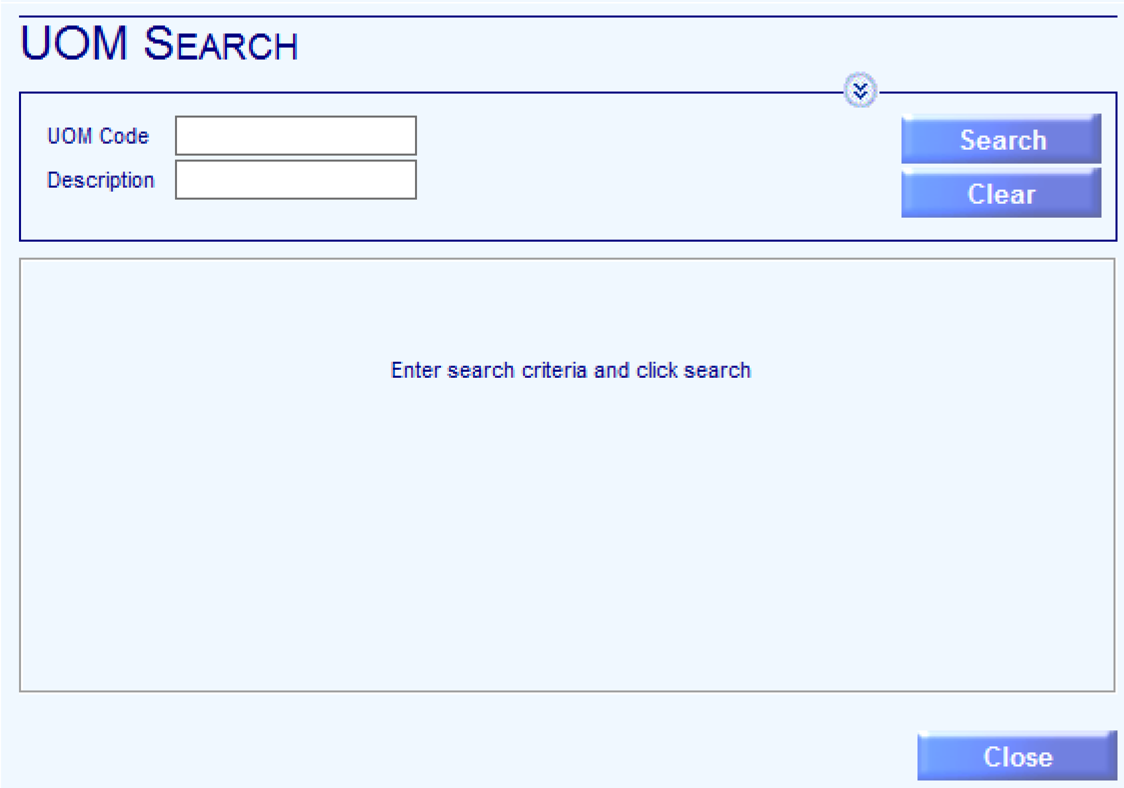
   4.1 On the Search Category page, there are numerous options to seach, two are listed:

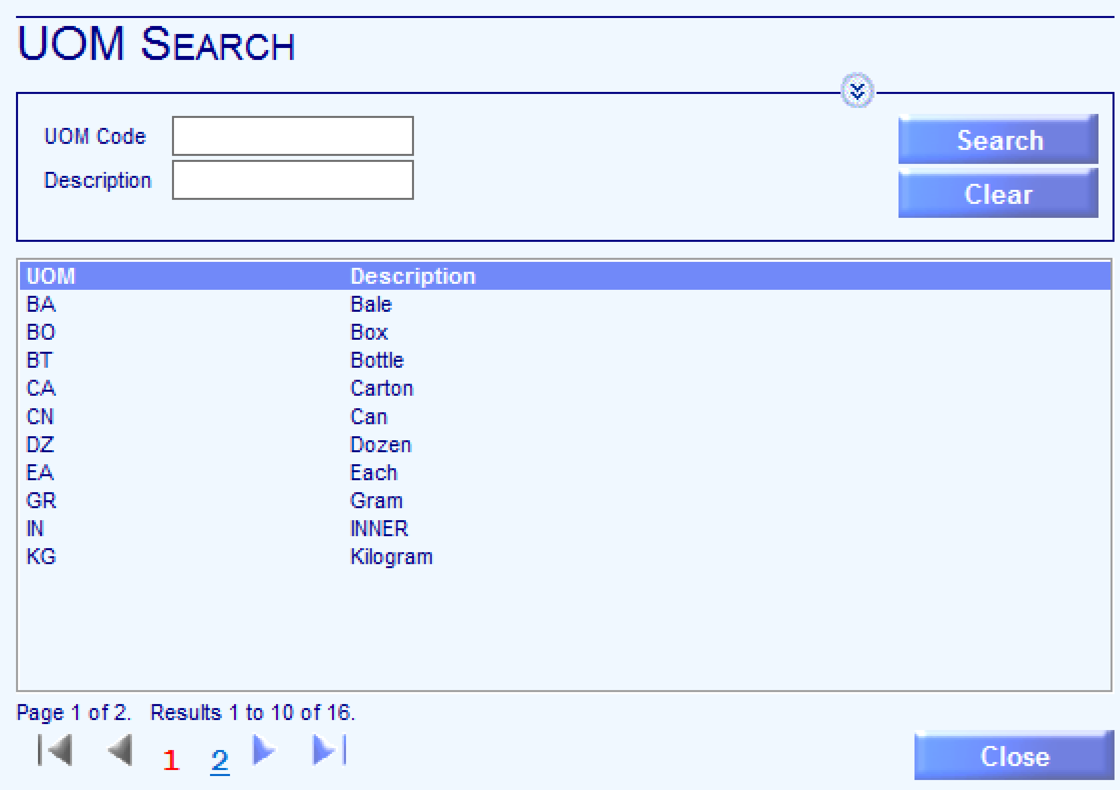
5. Add in the item quantity
6. Click Apply to apply the changes and remain on this screen or click OK to return to the main requisition page.

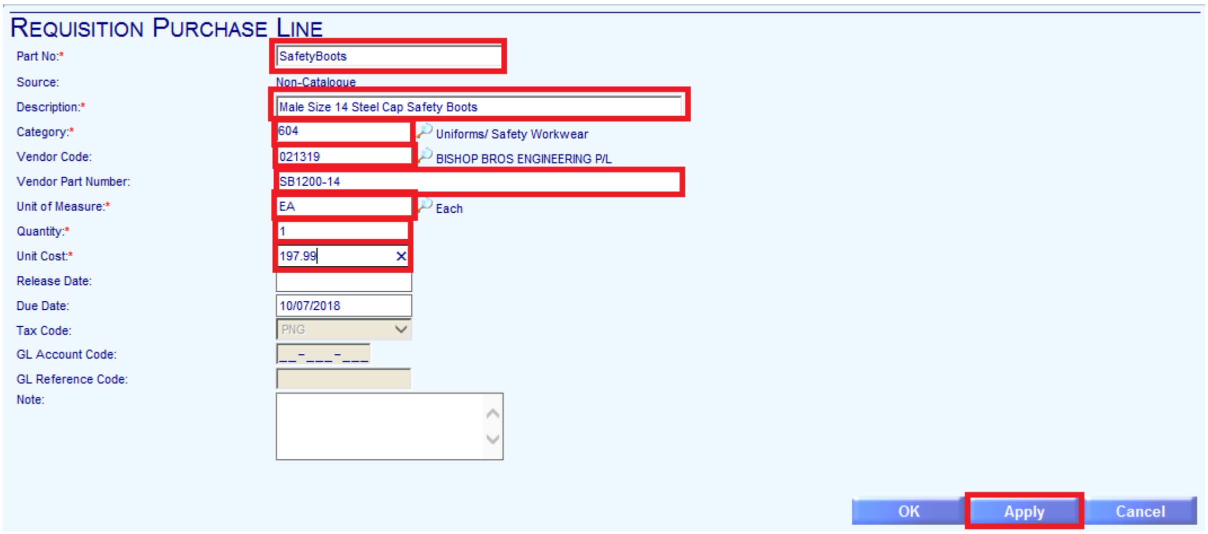


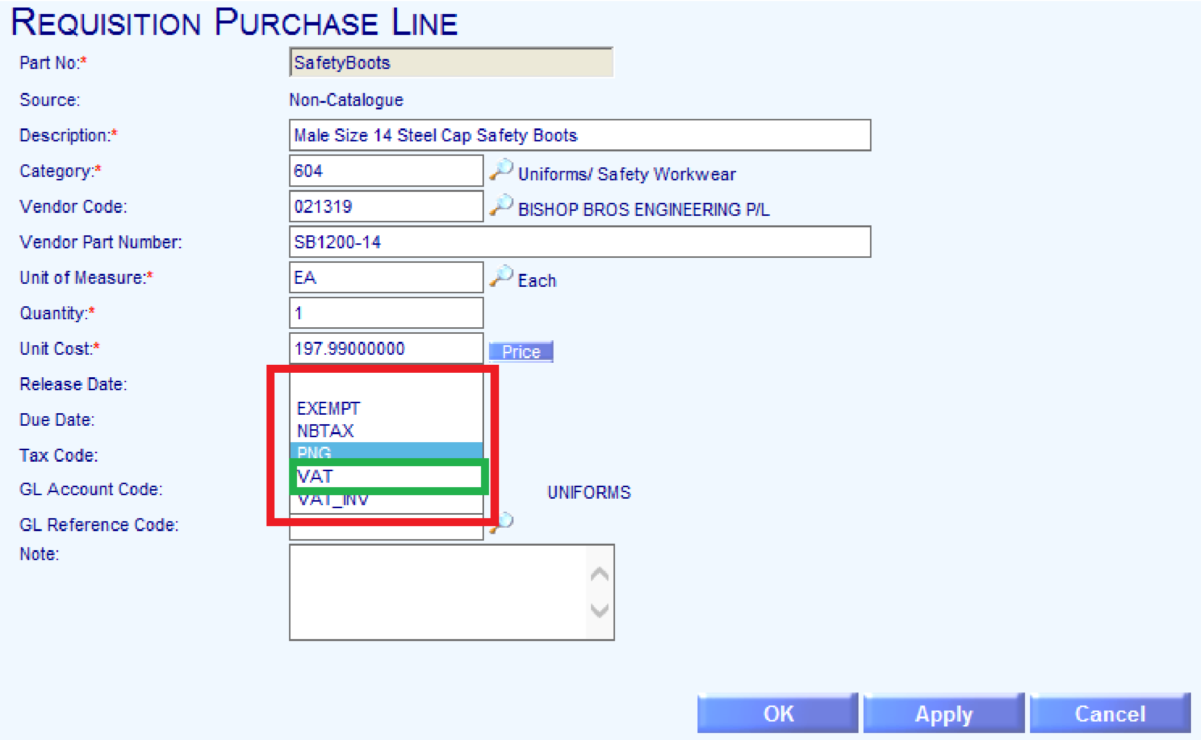
Vendor Code	Vendor Name	Group	Address	City	State	Postcode	Phone
002161	BRIAN BELL-MADANG A/C	LOCAL	P.O.BOX 442 MADANG MADANG PROVINCE				
010616	ANDERSONS FOODLAND-POM A/C	LOCAL	P.O.BOX 597 KONEDOBU PORT MORESBY PH: 321 1111	PORT MORESBY	PH:	321 1111	
010618	ANDERSONS FOODLAND-KAVIENG A/C	LOCAL	P.O.BOX 306 KAVIENG. N.I.P.				
010665	ANDERSONS FOODLAND-RAB A/C.	LOCAL	PO BOX 223 RABAUL PNG				
020018	BRIDGESTONE TYRES- HKNS	LOCAL	P O BOX 414 KIMBE W.N.B.P. PNG				
020019	BRIDGESTONE TYRES- LAE	LOCAL	P.O.BOX 459 LAE 411				
020020	BRIDGESTONE TYRES (PNG) LTD-MAG	LOCAL	P.O.BOX 705 MADANG	BRIDGESTONE TYRES (PNG) LTD	P.O.BOX 705	MADANG	
020021	BRIDGESTONE TYRES (PNG) LTD-RAB	LOCAL	P.O. BOX 161 RABAUL	BRIDGESTONE TYRES (PNG) LTD-RAB	P.O. BOX 161	RABAUL	
020080	BOROKO MOTORS LTD. (LAE A/C)	LOCAL	PO BOX 609 LAE PNG. PH:42 1144				
020132	BNBM PNG LIMITED	LOCAL	P.O.BOX 466 BOROKO				

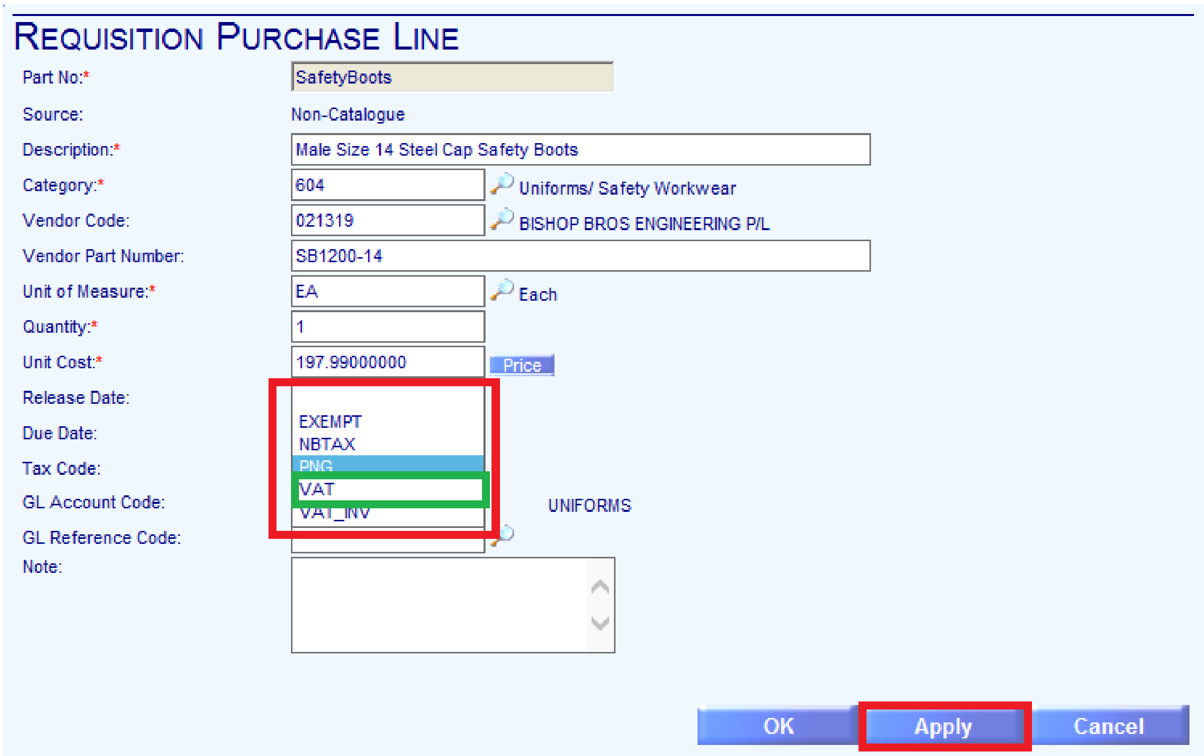

VENDOR SEARCH
Vendor Code
Vendor Name
bishop
Group Code
Active
Yes
Search
Clear
Vendor Code Vendor Name Group Address City State Postcode Phone
021319 BISHOP BROS ENGINEERING P/L LOCAL P.O.BOX 81 WAIGANI. NCD PH # 3252900
DALLAS BISHOP MCILVEEN LOCAL 93 STEPHEN STREET TOOWOOMBA QUEENSLAND 4350 AUSTRALIA
750012 CATHOLIC BISHOPS CONFERENCE LOCAL P O BOX 398 WAIGANI NATIONAL CAPITAL DISTRICT
Page 1 of 1. Results 1 to 3 of 3.
1
Close

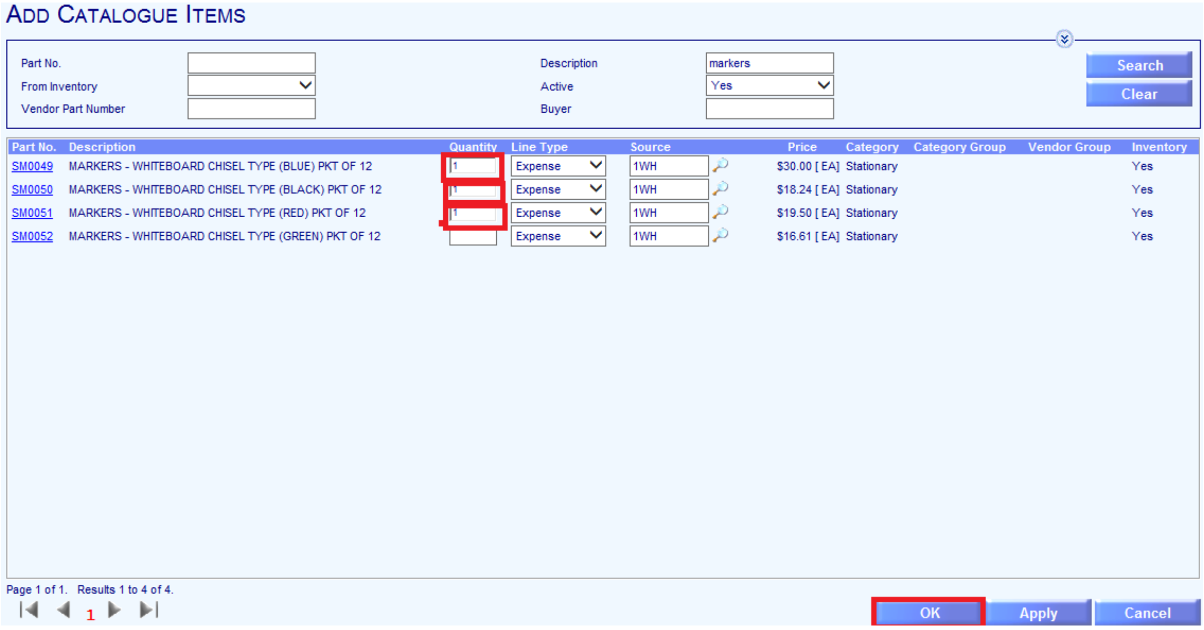

UOM SEARCH
UOM Code
Description
Search
Clear
Enter search criteria and click search
Close


UOM Search
UOM Code
Description
Search
Clear
UOM | Description
BA | Bale
BO | Box
BT | Bottle
CA | Carton
CN | Can
DZ | Dozen
EA | Each
GR | Gram
IN | INNER
KG | Kilogram
Page 1 of 2. Results 1 to 10 of 16.
1 2
Close


Requisition Purchase Line
Part No:* SafetyBoots
Source: Non-Catalogue
Description:* Male Size 14 Steel Cap Safety Boots
Category:* 604 Uniforms/ Safety Workwear
Vendor Code: 021319 BISHOP BROS ENGINEERING P/L
Vendor Part Number: SB1200-14
Unit of Measure:* EA Each
Quantity:* 1
Unit Cost:* 197.99
Release Date:
Due Date: 10/07/2018
Tax Code: PNG
GL Account Code:
GL Reference Code:
Note:
OK
Apply
Cancel


Requisition Purchase Line
Part No:* SafetyBoots
Source: Non-Catalogue
Description:* Male Size 14 Steel Cap Safety Boots
Category:* 604 Uniforms/ Safety Workwear
Vendor Code: 021319 BISHOP BROS ENGINEERING P/L
Vendor Part Number: SB1200-14
Unit of Measure:* EA Each
Quantity:* 1
Unit Cost:* 197.99000000 Price
Release Date:
Due Date:
Tax Code:
GL Account Code:
GL Reference Code:
Note:
EXEMPT
NBTAX
PNG
VAT
VAT_INV
UNIFORMS
OK
Apply
Cancel


Requisition Purchase Line
Part No:* SafetyBoots
Source: Non-Catalogue
Description:* Male Size 14 Steel Cap Safety Boots
Category:* 604 Uniforms/ Safety Workwear
Vendor Code: 021319 BISHOP BROS ENGINEERING P/L
Vendor Part Number: SB1200-14
Unit of Measure:* EA Each
Quantity:* 1
Unit Cost:* 197.99000000 Price
Release Date:
Due Date:
Tax Code:
GL Account Code:
GL Reference Code:
Note:
EXEMPT
NBTAX
PNG
VAT
VAT_INV
UNIFORMS
OK
Apply
Cancel


ADD CATALOGUE ITEMS
Part No.
From Inventory
Vendor Part Number
Description
markers
Active
Yes
Buyer
Search
Clear
Part No. Description Quantity Line Type Source Price Category Category Group Vendor Group Inventory
SM0049 MARKERS - WHITEBOARD CHISEL TYPE (BLUE) PKT OF 12 1 Expense 1WH $30.00 [EA] Stationary Yes
SM0050 MARKERS - WHITEBOARD CHISEL TYPE (BLACK) PKT OF 12 1 Expense 1WH $18.24 [EA] Stationary Yes
SM0051 MARKERS - WHITEBOARD CHISEL TYPE (RED) PKT OF 12 1 Expense 1WH $19.50 [EA] Stationary Yes
SM0052 MARKERS - WHITEBOARD CHISEL TYPE (GREEN) PKT OF 12 Expense 1WH $16.61 [EA] Stationary Yes
Page 1 of 1. Results 1 to 4 of 4.
1
OK
Apply
Cancel