

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.

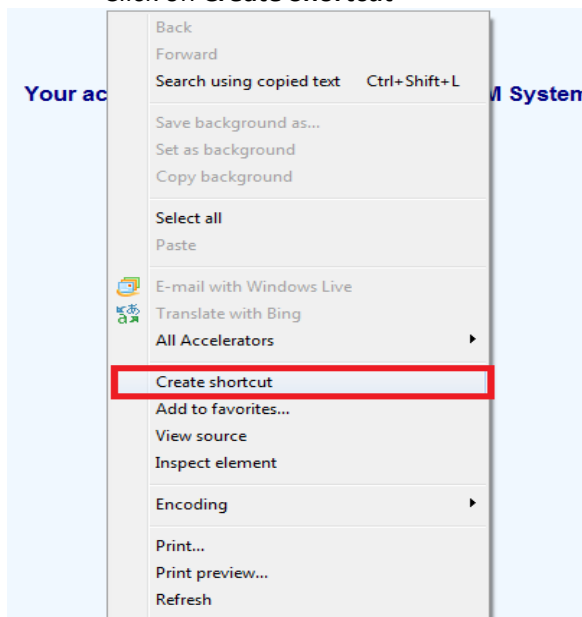
Users can create short-cuts for easy access into ARM with the click of a mouse.
The following options are the most commonly used.

Option 1 - Creating a short-cut on your desktop

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

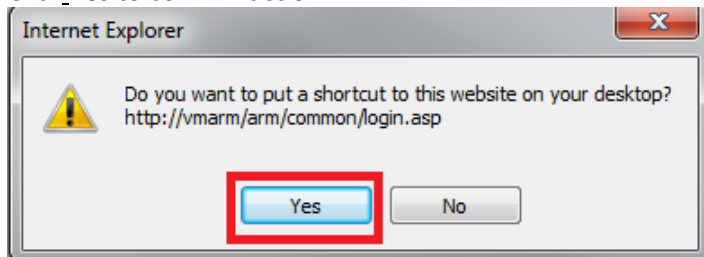
Step 2. Right click anywhere in the windows page to get the following window of options.

Click on **Create Shortcut**



Step 3. The Internet Explorer window should display as per example below.

Click **Yes** to confirm action.



Outcome

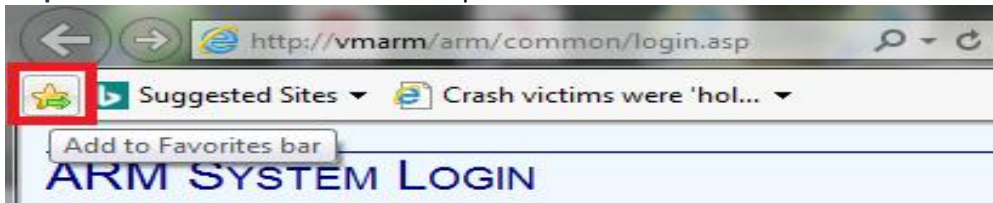
Check your desktop for the ARM-Online Requisition System short-cut icon.



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.

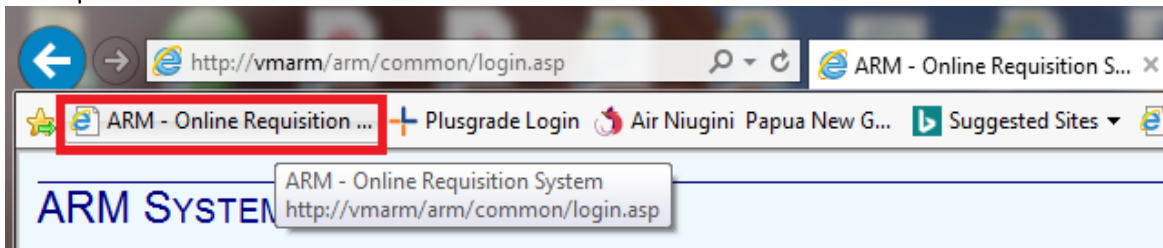


Outcome

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.

The screenshot shows the 'REQUISITION' form with the following elements highlighted by red numbers:

- 1:** Delivery button next to the Location Code field.
- 2:** Requisition Name field.
- 3:** Release Date field.
- 4:** Due Date field.
- 5:** Internal Note field.
- 6:** Add Cat button.
- 7:** Add Non-Cat button.
- 8:** Import button.
- 9:** OK button.
- 10:** Apply button.
- 11:** Cancel button.
- 12:** Attachments button.
- 13:** Submit button.

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

- 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.

ADD CATALOGUE ITEMS

Part No.	<input type="text"/>	Description	<input type="text" value="paper"/>	<input type="button" value="Search"/>
From Inventory	<input type="checkbox"/>	Active	<input type="checkbox" value="Yes"/>	<input type="button" value="Clear"/>
Vendor Part Number	<input type="text"/>	Buyer	<input type="text"/>	

Enter search criteria and click search

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).

ADD CATALOGUE ITEMS

Part No.	<input type="text"/>	Description	<input type="text" value="paper"/>	<input type="button" value="Search"/>
From Inventory	<input type="checkbox"/>	Active	<input type="checkbox" value="Yes"/>	<input type="button" value="Clear"/>
Vendor Part Number	<input type="text"/>	Buyer	<input type="text"/>	

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

Page 4 of 4. Results 31 to 39 of 39.

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.

CATALOGUE ITEM INFORMATION

Part No: SP0058
 Description: PAPER - BOND A4 WHITE (REAM OF 500)
 Category: STA (Stationary)
 Inventory Type: Purchase
Standard UOM: RE (Ream)
 Tax: EXEMPT (Tax EXEMPT)

Preferred Vendor:
 Allow Fractions: No
 Print Label: No
 Barcode:
 Active: Yes
 Obsolete: No

Location	Lead Time	In Stock	In Order	GL Account Code Mask	Purchase UOM
1WH	0	849 [RE]	5125 [RE]	00-940-F24	EA (Each)

Quotes:

Vendor	Quantity	Effective Date	Price	Vendor Part Number	Note
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Close

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

ADD CATALOGUE ITEMS

Part No. Description
 From Inventory Active
 Vendor Part Number Buyer

Search Clear

Part No.	Description	Quantity	Line Type	Source	Price	Category	Category Group	Vendor Group	Inventory
SP0058	PAPER - BOND A4 WHITE (REAM OF 500)	10	Expense	1WH	\$11.50 [EA]	Stationary			Yes

Page 1 of 1. Results 1 to 1 of 1.

OK Apply Cancel

System Response upon Updating the Requisition.

Adding 'SP0058' ... Done.

Adding Catalogue Items

Update Complete

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

REQUISITION NEW

Location Code: 1WH Delivery

Requisition Name: Stationery Oder 02/07/18

Release Date:

Due Date: 2/07/2018

Auto Send:

Urgent:

Internal Note: Attention: Commercial Stores
Urgent order, appreciate process by 05/02/18

Created:

Modified:

Submitted:

Approved:

Total Exc. Tax: K 67.74
Total Tax: K 0.00
Total Inc. Tax: K 67.74

External Note:

Print Expense
Set Vendor
Set GL Account
Set GL Ref
Attachments
Tracker
Submit

#	Item	Vendor / Supply Loc.	Quantity	UOM	Unit Cost	GL Account Code	Status	Remove	Options	Approver(s)
1.	SM0049	1WH	1	K	30.00000000	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	
2.	SM0050	1WH	1	K	18.24358974	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	
3.	SM0051	1WH	1	K	19.50000000	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	

Add Cat Add Non-Cat Import OK Apply Cancel

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.

REQUISITION R00531 SAVED

Location Code: 1WH Delivery

Requisition Name: Stationery Oder 02/07/18

Release Date:

Due Date: 2/07/2018

Auto Send:

Urgent:

Internal Note: Attention: Commercial Stores
Urgent order, appreciate process by 05/02/18

Created: Tasha Tukana, 2/07/2018 10:44:07 AM
Modified: Tasha Tukana, 2/07/2018 10:44:07 AM
Submitted:

Approved:

Total Exc. Tax: K 211.12
Total Tax: K 0.00
Total Inc. Tax: K 211.12

External Note:

Print View
Print Expense
Reload
Set Vendor
Set GL Account
Set GL Ref
Delete
Attachments
Tracker
Submit

#	Item	Vendor / Supply Loc.	Quantity	UOM	Unit Cost	GL Account Code	Status	Remove	Options	Approver(s)
1.	SM0049	1WH	1	K	30.00000000	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	
2.	SM0050	1WH	1	K	18.24358974	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	
3.	SM0051	1WH	1	K	19.50000000	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	
4.	SP0058	1WH	10	Ream	11.50000000	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	
5.	SB0047	1WH	1	K	10.58000000	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	
6.	SB0048	1WH	1	K	6.24000000	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	
7.	SB0049	1WH	1	K	9.74307692	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	
8.	SE0050	1WH	1	Box	0.91875000	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	
9.	SE0051	1WH	1	Box	0.91875000	00-410-523	X Tax Acc	<input type="checkbox"/>	Edit	

Add Cat Add Non-Cat Import OK Apply Cancel

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

Requisition Template Current User Info About Help Log Off

REQUISITION R00531

Location Code: Delivery

Requisition Name:

Release Date:

Due Date:

Auto Send:

Urgent:

Internal Note:

Created: [Tasha Tukana](#) 2/07/2018 10:44:07 AM

Modified: [Tasha Tukana](#) 3/07/2018 2:08:41 PM

Submitted:

Approved:

Total Exc. Tax: K 211.12

Total Tax: K 0.00

Total Inc. Tax: K 211.12

External Note:

SAVED

Print View

Print Expense

Reload

Set Vendor

Set GL Account

Set GL Ref

Delete

Attachments

Tracker

Submit

#	Item	Vendor / Supply Loc.	Quantity	UOM	Unit Cost	GL Account Code	Status	Remove	Options	Approver(s)
1.	SM0049	1WH	<input type="text" value="1"/>	K	30.00000000	00-410-523	X Tax Acc Ref	<input type="checkbox"/>	Edit	
2.	SM0050	1WH	<input type="text" value="1"/>	K	18.24358974	00-410-523	X Tax Acc Ref	<input type="checkbox"/>	Edit	
3.	SM0051	1WH	<input type="text" value="1"/>	K	19.50000000	00-410-523	X Tax Acc Ref	<input type="checkbox"/>	Edit	
4.	SP0058	1WH	<input type="text" value="10"/>	Ream K	11.50000000	00-410-523	X Tax Acc Ref	<input type="checkbox"/>	Edit	
5.	SB0047	1WH	<input type="text" value="1"/>	K	10.58000000	00-410-523	X Tax Acc Ref	<input type="checkbox"/>	Edit	
6.	SB0048	1WH	<input type="text" value="1"/>	K	8.24000000	00-410-523	X Tax Acc Ref	<input type="checkbox"/>	Edit	
7.	SB0049	1WH	<input type="text" value="1"/>	K	9.74307892	00-410-523	X Tax Acc Ref	<input type="checkbox"/>	Edit	
8.	SE0050	1WH	<input type="text" value="1"/>	Box K	0.91875000	00-410-523	X Tax Acc Ref	<input type="checkbox"/>	Edit	
9.	SE0051	1WH	<input type="text" value="1"/>	Box K	0.91875000	00-410-523	X Tax Acc Ref	<input type="checkbox"/>	Edit	

Add Cat Add Non-Cat Import OK Apply Cancel

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.

REQUISITION R00531

Location Code: Delivery

Requisition Name:

Release Date:

Due Date:

Auto Send:

Urgent:

Internal Note:

Created: [Tasha Tukana](#) 2/07/2018 10:44:07 AM

Modified: [Tasha Tukana](#) 17/07/2018 12:31:41 PM

Submitted: [17/07/2018 12:31:39 PM](#) ←

Approved:

Total Exc. Tax: K 211.12

Total Tax: K 0.00

Total Inc. Tax: K 211.12

External Note:

SUBMITTED

Print View

Print Expense

Reload

Attachments

Tracker

Review

#	Item	Vendor / Supply Loc.	Quantity	UOM	Unit Cost	GL Account Code	Status	Options	Approver(s)
1.	SM0049	1WH	<input type="text" value="1"/>	K	30.00000000	00-410-523	X App Tax Acc Ref	Edit	Sam Romano
2.	SM0050	1WH	<input type="text" value="1"/>	K	18.24358974	00-410-523	X App Tax Acc Ref	Edit	Sam Romano
3.	SM0051	1WH	<input type="text" value="1"/>	K	19.50000000	00-410-523	X App Tax Acc Ref	Edit	Sam Romano
4.	SP0058	1WH	<input type="text" value="10"/>	Ream K	11.50000000	00-410-523	X App Tax Acc Ref	Edit	Sam Romano
5.	SB0047	1WH	<input type="text" value="1"/>	K	10.58000000	00-410-523	X App Tax Acc Ref	Edit	Sam Romano
6.	SB0048	1WH	<input type="text" value="1"/>	K	8.24000000	00-410-523	X App Tax Acc Ref	Edit	Sam Romano
7.	SB0049	1WH	<input type="text" value="1"/>	K	9.74307892	00-410-523	X App Tax Acc Ref	Edit	Sam Romano
8.	SE0050	1WH	<input type="text" value="1"/>	Box K	0.91875000	00-410-523	X App Tax Acc Ref	Edit	Sam Romano
9.	SE0051	1WH	<input type="text" value="1"/>	Box K	0.91875000	00-410-523	X App Tax Acc Ref	Edit	Sam Romano

OK Apply Cancel

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

Home Requisition Template Current User Info About Help Log Off

REQUISITION PURCHASE LINE

Part No:* Safety Boots

Source: Non-Catalogue

Description:* Safety Boots, Steel Cap, Mens size 14

Category:*

Vendor Code:

Vendor Part Number:

Unit of Measure:*

Quantity:* 1

Unit Cost:* 0.00000000

Release Date:

Due Date: 16/07/2018

Tax Code: PNG

GL Account Code: - - - -

GL Reference Code:

Note:

OK Apply Cancel

- 3.1 On the Search Category page, there are numerous options to search, two are listed:
 3.1.1 Click on the Search radio tab without filling in any of the text boxes.

SEARCH CATEGORY

Category Code

Category Group

Description

Active Yes

Search

Clear

Enter search criteria and click search

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.

SEARCH CATEGORY

Category Code

Category Group

Description

Active

Category Code	Description	GL Account Mask	Category Group	Approver
120	Meal Allowances	___-120		
122	Staff Training	___-122		
150	Licenses - Software Maintenance	___-___		
151	Licenses - Hardware Maintenance	___-___		
152	Licenses - Software Renewals	___-___		
252	Tools (Technical)	___-252		
402	Consultants Fees	___-402		
509	Cables/ Networking	___-509		
510	Telex/ Cables	___-510		
512	Radio Communications	___-512		

Page 1 of 9. Results 1 to 10 of 89.

- 3.1.2 Type in the category description in the Description 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.

SEARCH CATEGORY

Category Code

Category Group

Description

Active

Category Code	Description	GL Account Mask	Category Group	Approver
604	Uniforms/ Safety Workwear	___-604		
UNI	Uniforms	___-___		

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 search, two are listed:

VENDOR SEARCH

Vendor Code	<input type="text"/>	Group Code	<input type="text"/>	<input type="button" value="Search"/>
Vendor Name	<input type="text"/>	Active	Yes <input type="button" value="v"/>	<input type="button" value="Clear"/>

Enter search criteria and click search

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 SEARCH

Vendor Code	<input type="text"/>	Group Code	<input type="text"/>	<input type="button" value="Search"/>
Vendor Name	<input type="text"/>	Active	Yes <input type="button" value="v"/>	<input type="button" value="Clear"/>

Vendor Code	Vendor Name	Group	Address	City	State	Postcode	Phone
002161	BRIAN BELL-MADANG A/C	LOCAL	P.O.BOX 442 MADANG PROVINCE				
010616	ANDERSONS FOODLAND-POM A/C	LOCAL	P.O.BOX 597 KONEDOBUN 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 RABAU 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 RABAU	BRIDGESTONE TYRES (PNG) LTD-RAB	P.O. BOX 161	RABAU	
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				

Page 1 of 644. Results 1 to 10 of 6433.

VENDOR SEARCH

Vendor Code	<input type="text"/>	Group Code	<input type="text"/>	<input type="button" value="Search"/>
Vendor Name	<input type="text" value="bishop"/>	Active	<input type="text" value="Yes"/>	<input type="button" value="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				
304036	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 ▶▶

UOM SEARCH

UOM Code	<input type="text"/>	<input type="button" value="Search"/>
Description	<input type="text"/>	<input type="button" value="Clear"/>

Enter search criteria and click search

UOM SEARCH

UOM Code

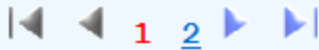
Description

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.



Close

REQUISITION PURCHASE LINE

Part No.*

Source:

Description.*

Category.*

Vendor Code:

Vendor Part Number:

Unit of Measure.*

Quantity.*

Unit Cost.*

Release Date:

Due Date:

Tax Code:

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:	EXEMPT NBTAX PNG VAT VAT_INV UNIFORMS
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:	EXEMPT NBTAX PNG VAT VAT_INV UNIFORMS
GL Account Code:	
GL Reference Code:	
Note:	

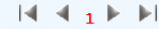
OK Apply Cancel

ADD CATALOGUE ITEMS

Part No.	<input type="text"/>	Description	<input type="text" value="markers"/>	<input type="button" value="Search"/>
From Inventory	<input type="checkbox"/>	Active	<input checked="" type="checkbox" value="Yes"/>	<input type="button" value="Clear"/>
Vendor Part Number	<input type="text"/>	Buyer	<input type="text"/>	

Part No.	Description	Quantity	Line Type	Source	Price	Category	Category Group	Vendor Group	Inventory
SM0049	MARKERS - WHITEBOARD CHISEL TYPE (BLUE) PKT OF 12	<input type="text" value="1"/>	Expense	1WH	\$30.00 [EA]	Stationary			Yes
SM0050	MARKERS - WHITEBOARD CHISEL TYPE (BLACK) PKT OF 12	<input type="text" value="1"/>	Expense	1WH	\$18.24 [EA]	Stationary			Yes
SM0051	MARKERS - WHITEBOARD CHISEL TYPE (RED) PKT OF 12	<input type="text" value="1"/>	Expense	1WH	\$19.50 [EA]	Stationary			Yes
SM0052	MARKERS - WHITEBOARD CHISEL TYPE (GREEN) PKT OF 12	<input type="text"/>	Expense	1WH	\$16.61 [EA]	Stationary			Yes

Page 1 of 1. Results 1 to 4 of 4.



<input type="button" value="OK"/>	<input type="button" value="Apply"/>	<input type="button" value="Cancel"/>
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