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

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: 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.

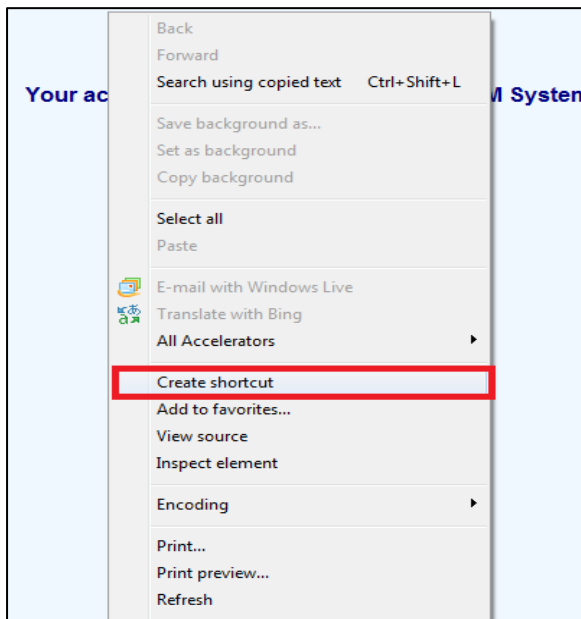Users can create short-cuts for easy access into ARM with the click of a mouse.
The following options are the most commonly used.

Option 1 - Creating a short-cut on your desktop

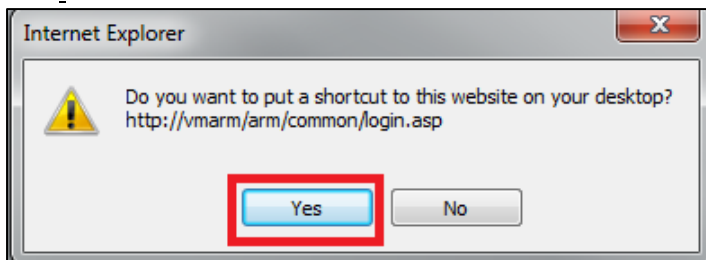**Step 1**. Log-in to ARM via link : http://vmarm/arm using Internet Explorer
Step 2. Right click anywhere in the windows page to get the following window of options.
Click on **Create Shortcut**

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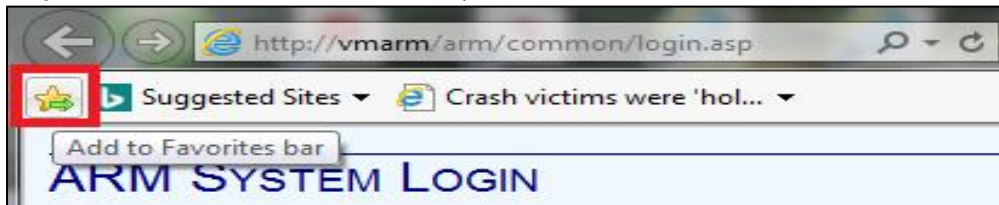Click **Yes** to confirm action.

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
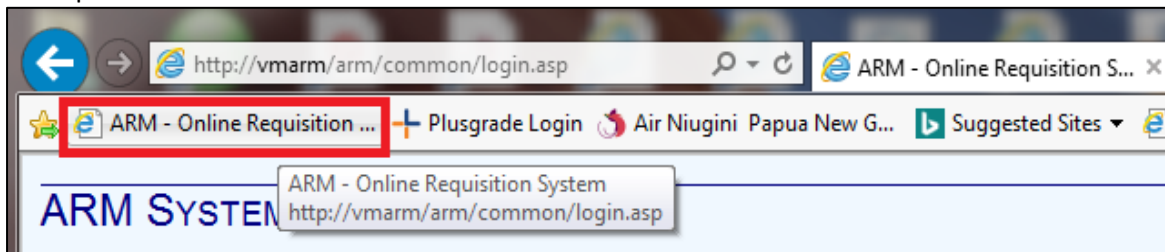**Step 2.** Click on the Star Icon on the top left-hand corner.

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.

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 *"Requisitions requiring your approval",* Approvers can view a list/number of requisitions awaiting approval.

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

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

Approving Requisitions

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

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.
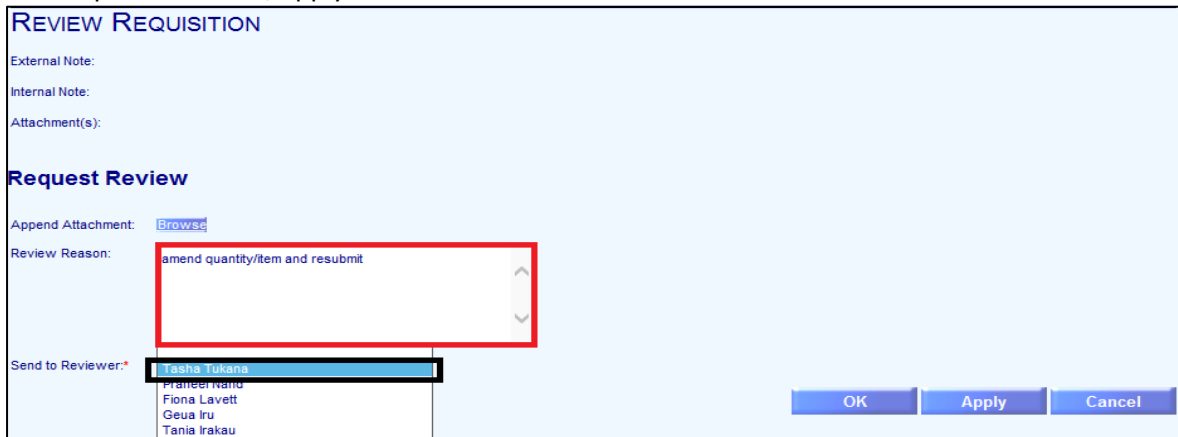
Reviewing Requisitions

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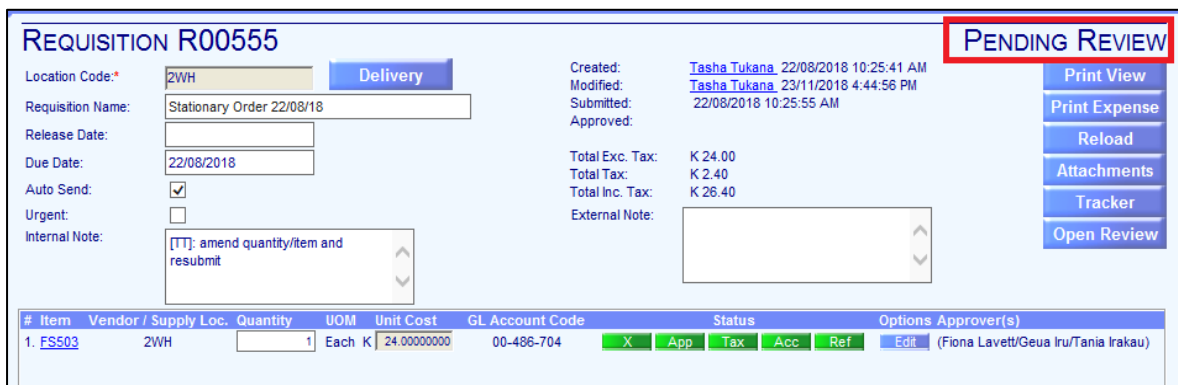Click on the Review tab on the left.
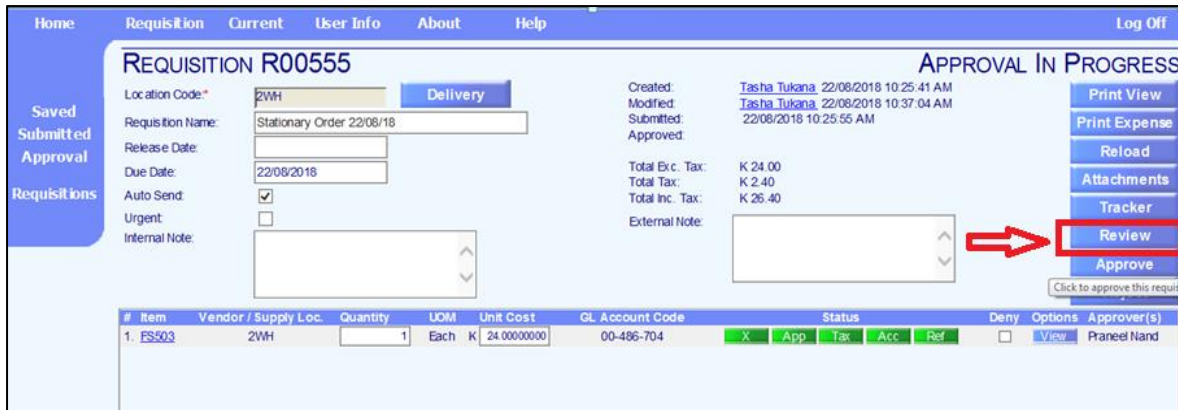
Type in the reason for the Review and select the name of the requisitioner/reviewer from the drop down option. Click OK/Apply to confirm action.

The Requisition status will change to Pending Review.

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.

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.

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'

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.
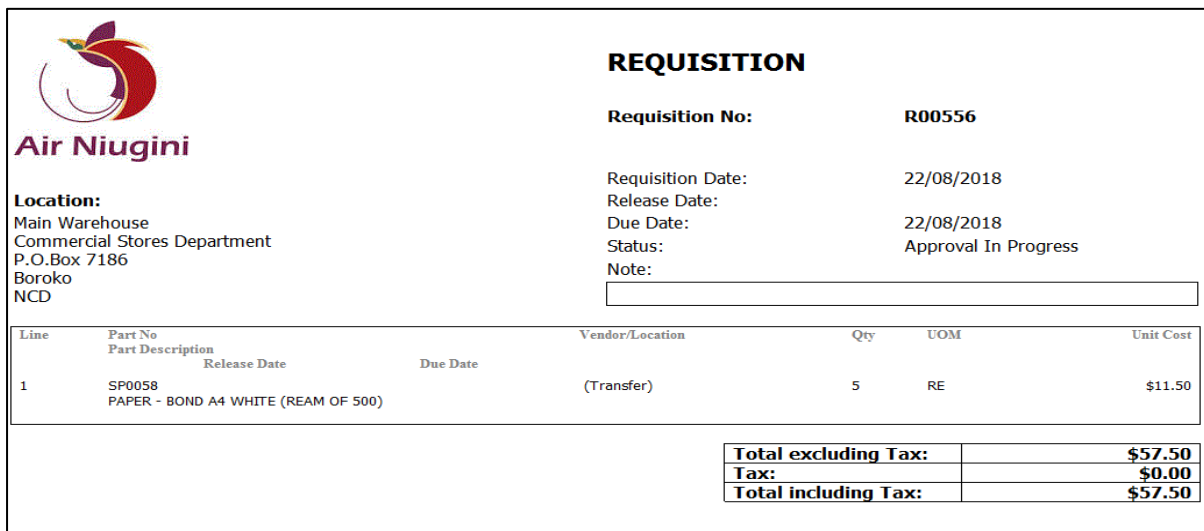
Other ARM Options

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.
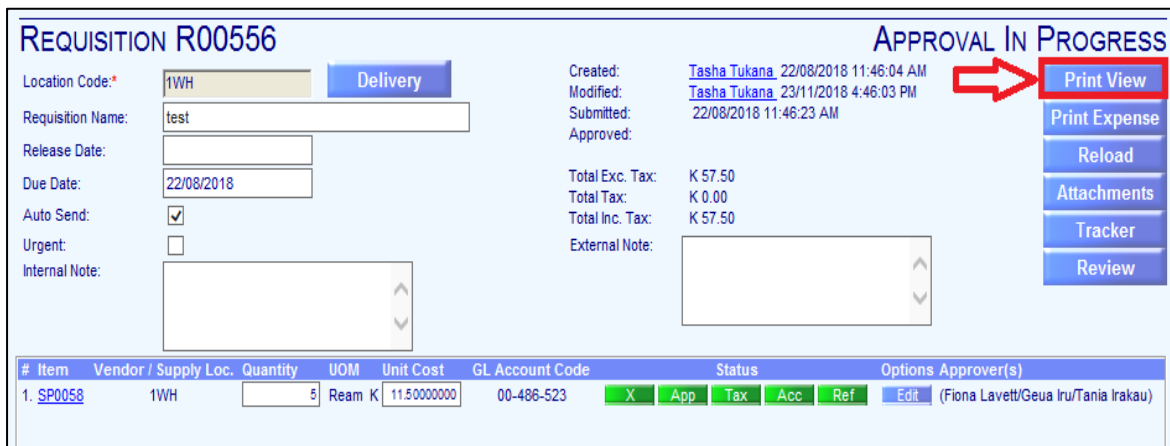
Sample of a Requisition in Print Preview

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.

Sample of a Print Expense Report – Purchase Order Template

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:

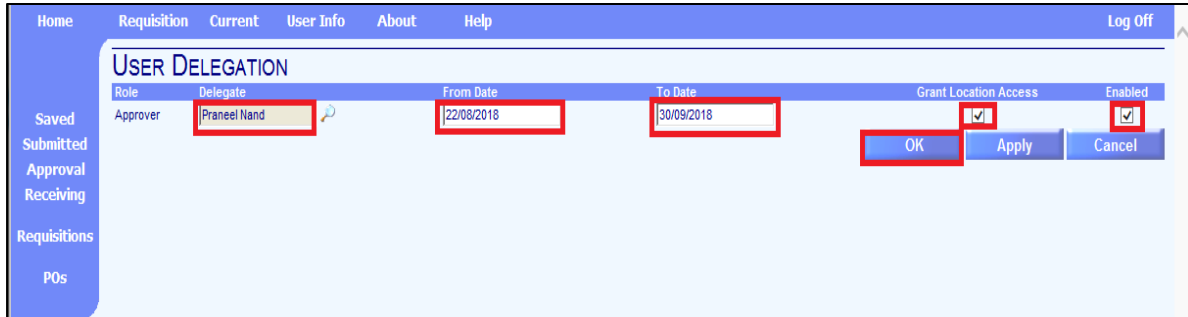Click on the Delegation Radio Tab on the Home Page

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.

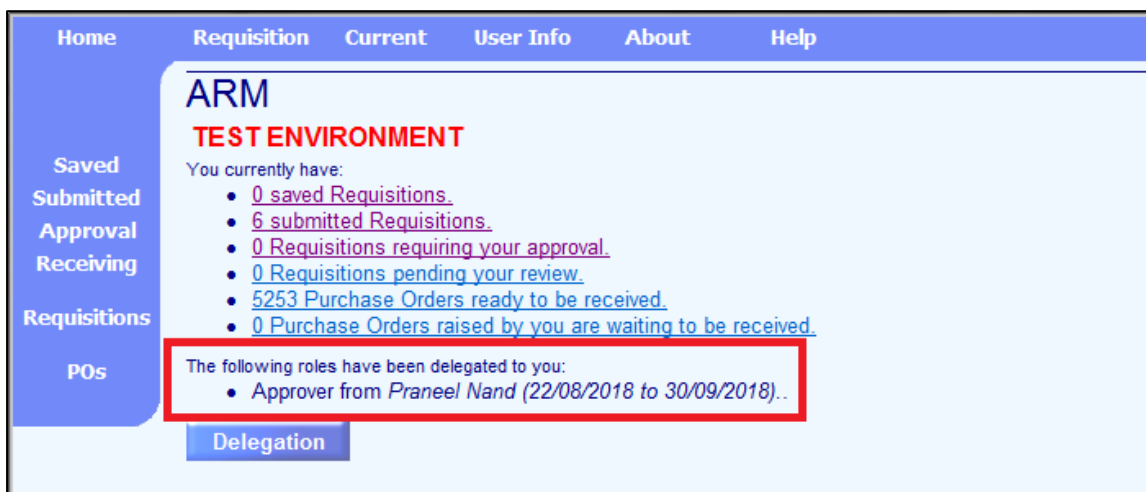Check off the Grant Location Access and Enable check boxes to complete the set-up.

Click OK to activate.

The Delegated Approver should receive an email notification on the Approval role change.
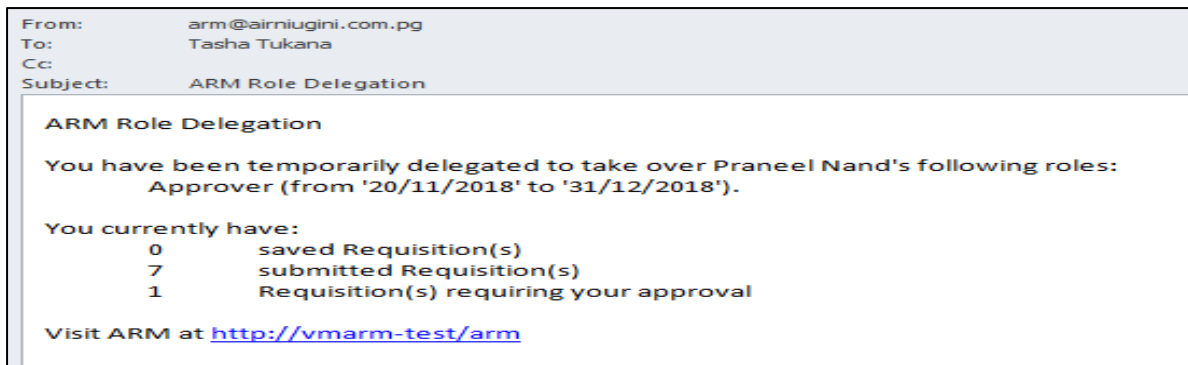
Upon log-in, the Alternate Approver should view the ARM landing page with the delegated role notice.

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.
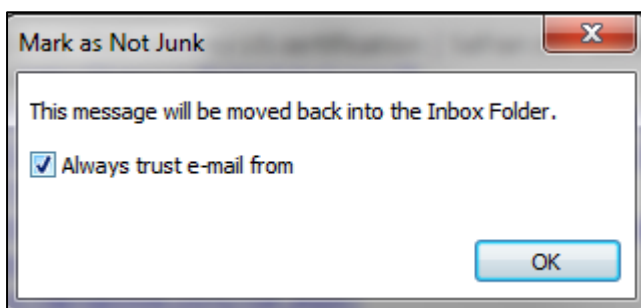
The following steps should help users achieve this.
Step 1. With the email notification still sitting in the Junk/Spam folder, right click on it. A list of options will display
Step 2: Hover your mouse on the **Junk** option to give more options. Click on **Not Junk**
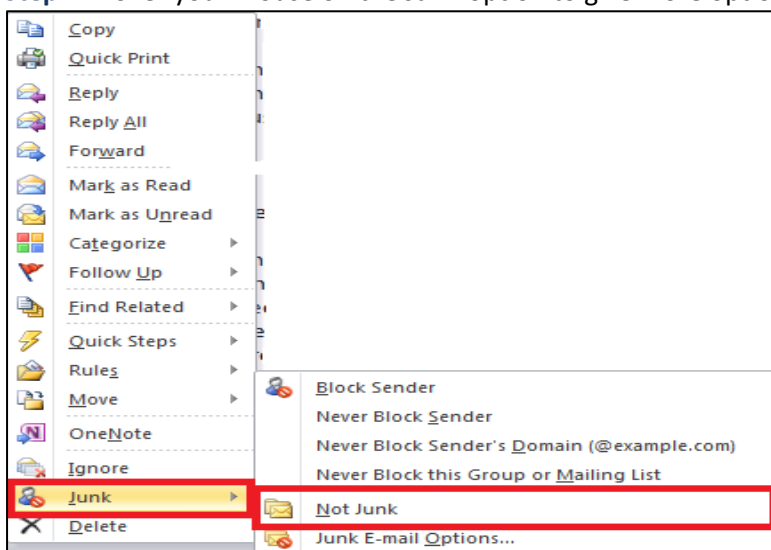
Step 3: Click OK to finalise this action.

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