

# PURCHASE REQUISITION FORM - MANUAL

## Introduction

This form used to raise the Purchase Request in the Internal portal.

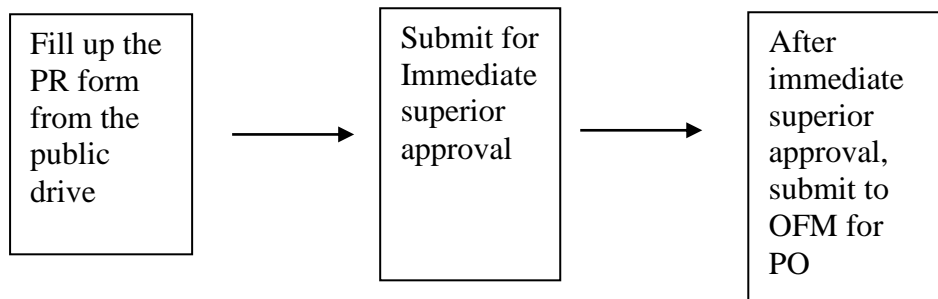
The new requirement will help EPL to achieve the following targets: -

- ✓ Reduce the paper usage
- ✓ Online E-Approval for all request
- ✓ Tracking the purchase requisition history

## Current Process:

Users need to fill up the form and submit for approval.

## Process Flow Diagram:



## Proposed Process:

1. A new online form will be hosted in the internal form
2. Enter the Supplier data
  - Supplier Name
  - Attention To
  - Telephone
  - Fax
  - Address
  - Email Address
  - Attachment (Quotation)

Supplier Name	<input type="text" value="ERIKS Pte Ltd"/>	Attention To	<input type="text" value="Prakash"/>	Tel	<input type="text" value="+65 6272 2405"/>	Fax	<input type="text" value="+65 6274 1706"/>
Street Name	<input type="text" value="No 8 Tuas Loop"/>	City	<input type="text" value="Singapore"/>	Country	<input type="text" value="Singapore"/>	Postal Code	<input type="text" value="637 344"/>
Email	<input type="text" value="prakash@eriks.com.sg"/>	Attachment	<input type="button" value="Choose File"/> No file chosen				

3. User will feed the below details in the form,
  - Items Required
  - Purpose of purchase
  - Quantity
  - Unit Price
  - Amount

<input checked="" type="checkbox"/>	Item Required	Purpose of Purchase	Qty	Unit Price	Amount
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Item Required	Purpose of Purchase	Qty	Unit Price	Amount
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. The total amount, GST will be calculating automatically upon submit
5. Click on “Submit” button to submit the request
6. An email will send to immediate superior for the approval
7. After immediate superior approve, a notification will send to OFM
8. OFM can print the PO

**Web Address:**

<http://www.eriks.com.sg/internal/forms/pr/>

**Approval Process:**

**2 level approvals:**

The approval process will follow the below matrix

<1000 dollar => Immediate supervisor will approve => go to office admin

>1000 dollar => GM