



## OPERATION PROCEDURE REQUISITION MODULE

### 1.0 PURPOSE:

1.1 To provide an operation procedure for Requisition Module in ERP software.

### 2.0 SCOPE:

2.1 This procedure is applicable to all concern departments for raising material requisition in ERP system.

### 3.0 RESPONSIBILITIES

3.1 All Concern department is responsible to follow the procedure as detailed in this SOP.

3.2 IT head or designee is responsible to provide training and ensure compliance to the SOP.

### 4.0 REFERENCES:

4.1 ERP Systems,  
Version No.: erp2024  
Application build No.: ....., DB build No.:...  
Release Date: 27/11/2024

### 5.0 DEFINITIONS:

5.1 Enterprise Resource planning:- Is a process by which a company (often a manufacturer) manages and integrates the important parts of its business. An ERP management information system integrates areas such as planning, purchasing, inventory, sales, marketing, finance and human resources.

### 6.0 PROCEDURE:

#### 6.1 Material requisition:

##### 6.1.1 Purchase Requisition (PRQ):

##### 6.1.1.1 Specific purpose of the transaction:

This transaction shall be used to raise purchase request for raw/ packing/ Consumable/Miscellaneous materials from all concern department to purchase department.

##### 6.1.1.2 To login the ERP system:

Open Requisition module.  
Select Sign in to ERP  
Put user id, password and pin.  
Click on Sign In button.

##### 6.1.1.3 To raise purchase requisition:

**Step1:** Click on Transactions and then Click on Purchase Requisition.

**Step2:** Select location, year and series, Click on New.

**Step3:** Select item name from the list. Put required qty.

**Step 4:** Define required for (if applicable) and required by date.



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**Step 5:** Save the transaction.

**Step 6:** PRQ number shall be generated automatically on saving the data for RM, PM, Capital and miscellaneous.

6.1.1.4 To modify the PRQ, Select the required PRQ No. and press enter. Click on modify, change the data required and save the transaction.

**6.1.1.5 To verify purchase requisition:**

**Step 1:** Click on Requisition Transactions and then Click on Purchase Requisition.

**Step 2:** Select location, year and series, Click on Find.

**Step 3:** Select the required PRQ No. and press enter.

**Step 4:** Click on Modify.

**Step 5:** Click on verify and save the transaction.

**6.1.1.6 To authorize purchase requisition:**

**Step 1:** Click on Requisition Transactions and then Click on Purchase Requisition.

**Step 2:** Select location, year and series, Click on Find.

**Step 3:** Select the required PRQ No. and press enter.

**Step 4:** Click on Authorize button.

**Step 5:** Again Click on Confirm Authorize button; then click on OK.

**Step 6:** To take print, click on print button and select layout which is required.

**Step 7:** To clear the existing screen, Click on clear button.

**Step 8:** To exit from the screen, Click on exit.

**6.1.2 Store Requisition From Other Department (SRD):**

**6.1.2.1 Specific Purpose:**

This process is being used to raise requisition for material required other than production batch

**6.1.1.2 To raise Store Requisition from Other Department:**

**Step 1:** Login to Requisition Module.

**Step 2:** Click on Transactions then Click on store requisition from other department.



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**Step 3:** Select location, year & series. Click on New button.

**Step 4:** Select item name, define required qty. & due date.

**Step 5:** To add additional item name, click on footer add button.

**Step 6:** To delete unwanted item name, click on footer delete button.

**Step 7:** Click on verified and authorize and save the transaction.

**Step 8:** To take print, click on print and select desired layout.

**Step 9:** To clear from the SRD screen, click on clear button.

**Step 10:** To exit from the SRD screen, click on exit button.

6.1.1.3 To modify the SRD, Select the required SRD No. and press enter. Click on modify, change the data required and save the transaction.

### 6.2 Un-Authorization of authorized transaction

#### 6.2.1 Un-authorization Work Bench

##### 6.2.1.1 Specific purpose:

This process is being used to un-authorize any authorized transaction

##### 6.2.1.2 How to unauthorized transaction:

**Step 1:** Login to inventory module.

**Step 2:** Click on Authorization and Auditing, and then Click on Un-authorization Work Bench.

**Step 3:** Select location, year, type and series. Click on Refresh button.

**Step 4:** Now click on below given buttons to check functionalities.

**View/Edit Transaction** -> Gives provision to view and edit transaction as per selection in type and series.

**Mark as unauthorized** -> Gives provision to unauthorized the transaction as per selection in type and series.

**Unauthorized all** -> Gives provision to unauthorized all the transactions as per selection in type and series.

**Step 5:** To exit from the screen, click on Exit button.

### 7.0 ATTACHMENTS:

7.1 NA



**PHARMA DEVILS**

QUALITY ASSURANCE DEPARTMENT

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### 8.0 ABBREVIATIONS:

Abbreviation	Full Form
SOP(s)	Standard Operating Procedure(s)
No.	Number
QA	Quality Assurance
qty.	Quantity
Mfg.	Manufacturing
Ref.	Reference
NA	Not applicable
PRQ	Purchase Requisition
SRD	Store requisitions from other department

### 9.0 CHANGE HISTORY:

Change control no.	Version	Reason for Changes
NA	00	NEW