

5.1.1.Requisition

A **Requisition document** is an internal form used within an organization to formally request the purchase of goods or services. It specifies what is needed, who is requesting it, and when it is required. It ensures that every purchase is properly authorized, budgeted, and recorded before any external order is made.

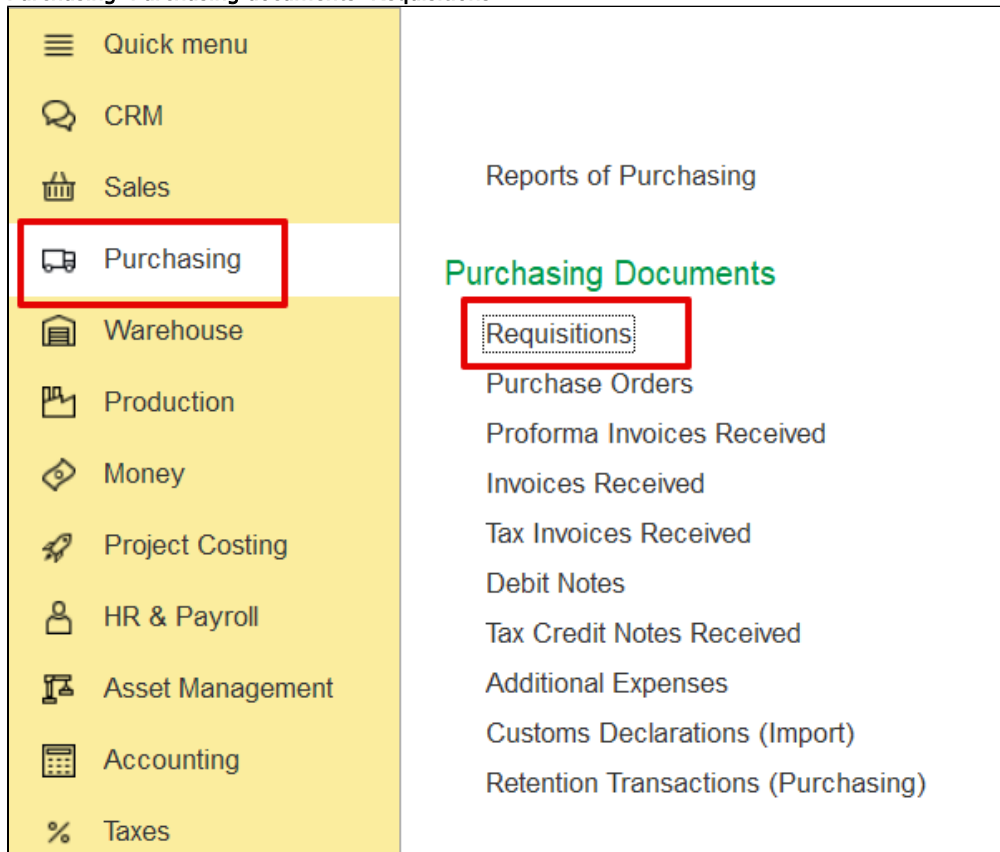
This document serves as the primary option to request and initiate the processing of any type of project resource. It acts as the starting point and forms the basis for subsequent transactions such as Purchase Orders and Subcontractor Agreements.

How to create

A Requisition can be created from the following locations-













- **Purchasing Section**

Purchasing **Purchasing documents** **Requisitions**



- **Project Costing section**

Project Costing **Project Management Documents** **Requisitions**

<ul style="list-style-type: none">  Warehouse  Production  Money <li style="border: 2px solid red;"> Project Costing  HR & Payroll  Asset Management  Accounting  Taxes  Analysis  Process Management  Administration  Telegram 	<h3 style="color: green;">Project Management Documents</h3> <ul style="list-style-type: none"> Project Damages/Losses Report Project Item Pricing <li style="border: 2px solid red;">Requisitions Request for Information (RFI) Resource Planning Document Resource Planning Document Adjustments Time Cards <h3 style="color: green;">Project Progress</h3> <ul style="list-style-type: none"> Project Progress Reports Payment Applications Issued Payment Certificates Received <h3 style="color: green;">Equipment Management</h3> <ul style="list-style-type: none"> Equipment Management Resource Calendar
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Main Tab

The **Main tab** contains the general information about the Requisition.

- **Recipient** - The department or warehouse that will receive the requested items or services.
- **Requested By** - The employee who created or requested the items.
- **Required Date** - The date by which the requested items or services are needed.
- **Customer Order** - Reference to a related customer order, if applicable.
- **Project** - Links the Requisition to a specific project.
- **Status** - Shows the current stage of the document (e.g., Draft, Waiting for Processing, Waiting for Approval).
- **Entity** - Indicates the entity responsible for the Requisition.
- **Basis** - Refers to the source document (Customer Order, Project Estimate, or Production Order) from which data can be filled using the **Fill by Basis** button.
- **Required Period** - Defines the time frame within which the requested goods or services are needed or expected to be fulfilled.

← → ☆ Requisition MEREQ25-0000001 dated 10/31/2025 10:11:56 AM

Main Approvals Requisition Statuses History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate - Settings Print -

Main Inventory and Services (3) Additional Information

Recipient: Main Warehouse Status: **Waiting for Approval** [Change Status](#)

Requested By: Yusuf Number: MEREQ25-0000001 From: 10/31/2025 10:11:56 AM

Required Date: 11/ 3/2025 Entity: MRB Engineering and Contracting

Customer Order: Basis:

Project: Villa #351 - Dubai South Required Period: 11/ 1/2025 - 11/30/2025

Comment

Inventory and Services Tab

This tab lists the requested items or services, including details of quantity, UOM, and fulfillment method.

- **Resource Type** - Specifies the type of requested resources (e.g., Material, Service, Fixed Asset, Manpower, and all).
- **Item** - Choose the required item from the Item master.
- **Content** - Automatically filled with the item's description; can be modified if needed.
- **Unit of Measure** - Specify the Unit of Measure (UOM) for the item.
- **Quantity** - To enter the quantity of the item requested. For resource types "Manpower" or "Fixed Assets", the quantity will be automatically recalculated based on the Resource Details columns if the request is raised in Shifts rather than in Hours.
- **Resource details** - This section captures key information about the resources being picked or allocated to a project task. The columns in this section are available only for rows with resource types "Manpower" or "Fixed Assets", where the Unit of Measure (UOM) is linked to the Shifts catalog.
 1. **Number of Resources** - Shows how many resources (e.g., workers, equipment, or units) are required.
 2. **Quantity (UOM)** - Indicates the requested amount of resources along with the unit of measure (e.g., months, weeks, days).
 3. **Start Date** - The date when the resource or activity is planned to start.
 4. **End Date** - The date when the resource or activity is planned to finish
- **Default UOM Values** - Indicates the requested quantity of the resource along with its unit of measure (e.g., hours, days, pieces).
 1. **Quantity (def. UOM)** - Displays the quantity in the item's default unit of measure as defined in the Item master.
 2. **Stock Balance** - Shows the available stock quantity for the selected item in the system.
 3. **Remaining Budget** - Indicates the remaining quantity in the project budget for this item.

← → ☆ Requisition MEREQ25-0000001 dated 10/31/2025 10:11:56 AM Conversation

Main Approvals Requisition Statuses History of Approval History of Object Status Changes Taken Decisions

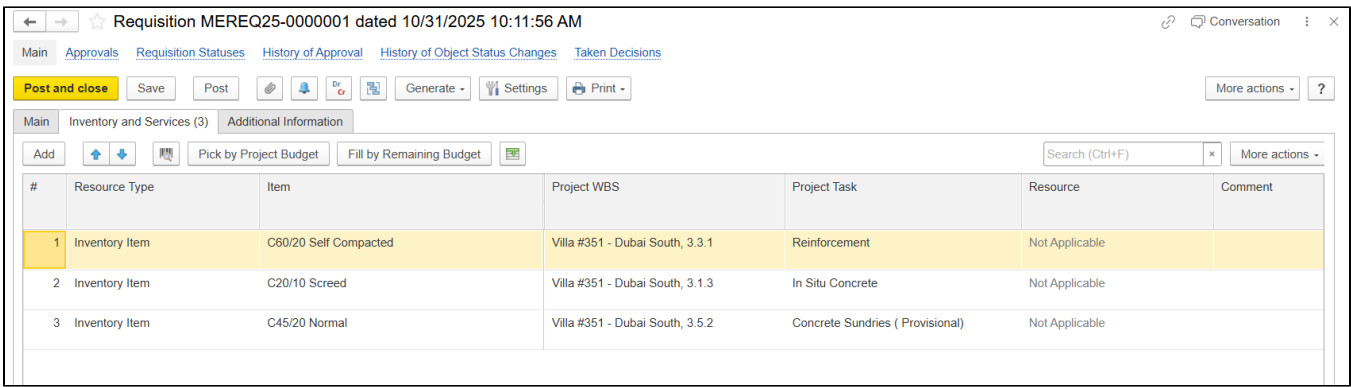
Post and close Save Post Generate - Settings Print - More actions - ?

Main Inventory and Services (3) Additional Information

Add Pick by Project Budget Fill by Remaining Budget Search (Ctrl+F) More actions -

#	Resource Type	Item	Content	UOM	Quantity	Resource Details				Default UOM Values		
						Number of Resour...	Quantity (U...	Start Date	End Date	Quantity (def. UOM)	Stock Balance	Remaining Budget
1	Inventory Item	C60/20 Self Compacted	C60/20 Self Comp...	m3	2,000	n/a	n/a	-	-	2,000		4,000
2	Inventory Item	C20/10 Screed	C20/10 Screed	m3	3,000	n/a	n/a	-	-	3,000		3,000
3	Inventory Item	C45/20 Normal	C45/20 Normal	m3	2,000	n/a	n/a	-	-	2,000		4,000

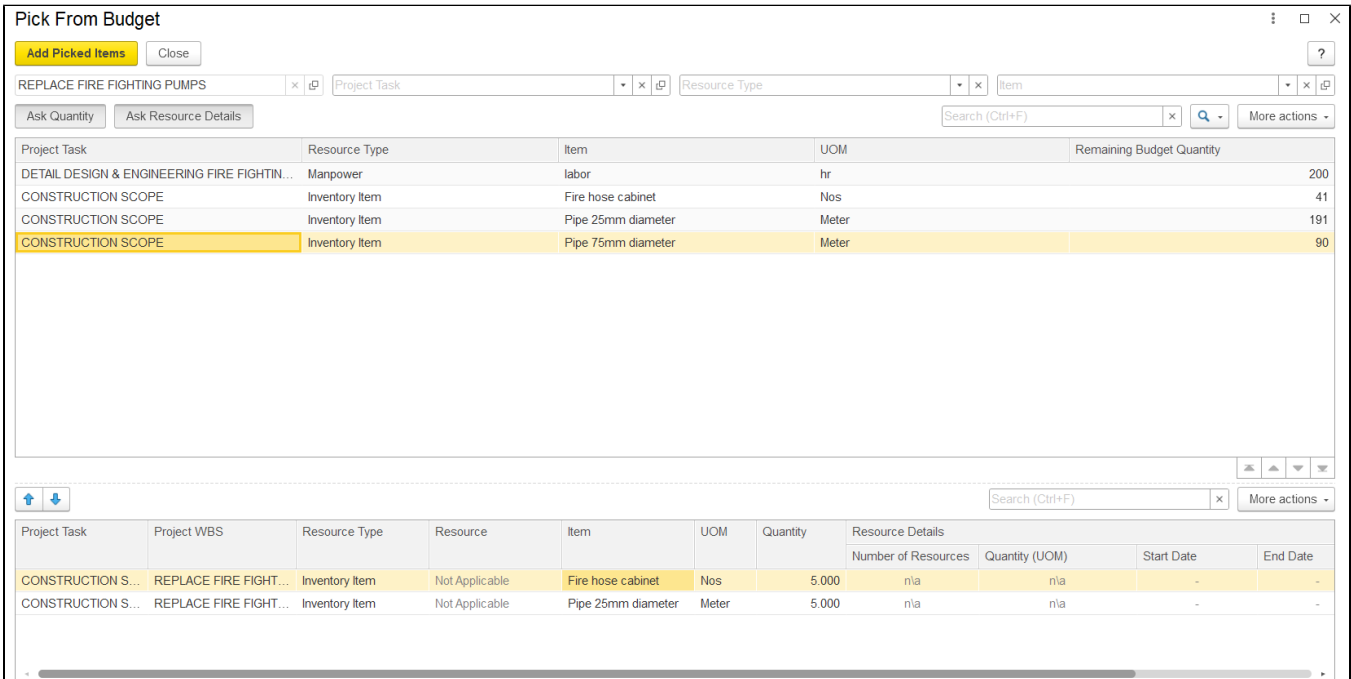
- **Project WBS** - Specific WBS code of the project that the item belongs to. It is used to indicate which part of the project the material should be charged to.
- **Project Task** - Refers to the specific project task related to the requisitioned resource.
- **Resource** - Identifies the resource type or category (e.g., Material, Equipment, Manpower). Displays "Not Applicable" if no resource type is linked.
- **Comment** - Field to add additional text or information.



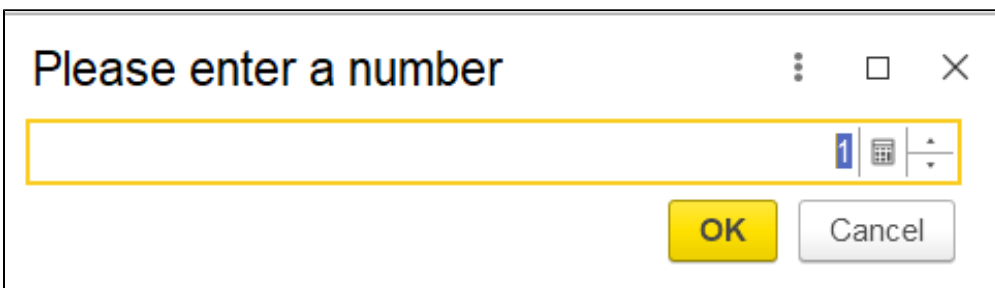
Pick from the budget

This screen allows users to allocate budgeted materials, labor, or other resources to specific project tasks. It ensures that only pre-approved quantities (as defined in the project budget) are assigned.

- **Picked Items Table** - Displays all currently selected (picked) items for the task, pending confirmation or saving.



- **Ask Quantity** - Allows the user to specify the amount of a resource to be picked. To use, click Add Quantity, then select the relevant line item. A dialog box will appear where the required quantity can be entered.



- **Ask Resource Details** - Opens a form for entering supplementary information about the resource. To use, click Ask Resource Details, then select the specific line item. A dialog box will open for entering details such as location, assigned team, or remarks.

Resource Details Input Form

Item: Labor

UOM: day shift

Start Date: / / End Date: / /

Quantity: 1.000

Number of Resources: 1

Total (def UOM): 8.000

OK Cancel

- **Add Picked Items** - the button transfers the selected items or resources with project analytics to the Requisition document table.

Fill by Remaining Budget

Using this option automatically fills item quantities based on how much budget is left in the project or cost center. It makes sure the total request doesn't go over the available budget.

Requisition MEREQ25-0000001 dated 10/31/2025 10:11:56 AM

Main Approvals Requisition Statuses History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate Settings Print

Main Inventory and Services (3) Additional Information

Add Pick by Project Budget **Fill by Remaining Budget** Search (Ctrl+F) More actions

#	Resource Type	Item	Content	UOM	Quantity	Resource Details				Default UOM Values	
						Number of Resources	Quantity (UOM)	Start Date	End Date	Quantity (def. UOM)	Sto
1	Inventory Item	C60/20 Self Compacted	C60/20 Self Comp...	m3	2.000	n/a	n/a	-	-	2.000	
2	Inventory Item	C20/10 Screed	C20/10 Screed	m3	3.000	n/a	n/a	-	-	3.000	
3	Inventory Item	C45/20 Normal	C45/20 Normal	m3	2.000	n/a	n/a	-	-	2.000	

Additional Information tab

The **Additional Information** tab allows for the entry of supplementary remarks or internal notes related to the Requisition.

- **Transaction Remarks** - free text field for internal comments.
- **Terms and Conditions** - dropdown field indicating the applicable set of terms for this requisition, and further appears in the print form.

← → ☆ Requisition MEREQ25-0000001 dated 10/31/2025 10:11:56 AM *

Main Approvals Requisition Statuses History of Approval History of Object Status Changes Taken Decisions

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Main Inventory and Services (3) Additional Information

Transaction Remarks

Terms and Conditions: Terms&Conditions Interior

B **U**

[b]NOTES :[/b]
 ** If there is any changes in the sizes and requirement as per the actual site measurements, there will be variation and will be priced accordingly.
 ** Cancellation of Order shall have a 10% penalty/deduction of the Net Total Amount "IF" client decided to cancel the order.

[b]EXCLUSIONS[/b]
 1.00 Any items/works not mentioned in the attached BOQ
 2.00 All Local authorities fees, NOCs and Permits
 3.00 Contractor's All Risk Insurance
 4.00 Water, electricity and site access during execution of works will be provided by the client
 5.00 5% VAT will be implemented for all the scope of works starting January 1, 2018
 6.00 Any wall paneling design, kitchen/pantry, buffet cabinet & wardrobes are not included as per given price above.
 7.00 Any AC, electrical, plumbing works & electrical accessories (sockets and switches) are not included as per given price.
 8.00 Kindly note that only provided samples and specification from Classic Home's proposal will be valid selection in choosing the materials and finishes. Any materials or finishes that the client prefers which are not included in the offered samples and specifications will be considered as variations and will be measured and priced separately.

Print form

The Requisition Print Form provides a summarized view of the request, including requester details, project, and required date. It lists all requested items with quantity and UOM, along with notes or exclusions.

← → Document Print

Print Copies: 1 Edit Save... Send...

REQUISITION

MEREQ25-0000004
 July 14, 2025

MRB GROUP

Requester Information:
 MRB Engineering and Contracting LLC
 Requested By: Siam
 Required Date: July 15, 2025
 Recipient: Main Warehouse
 Project: REPLACE FIRE FIGHTING PUMPS

#	Description	Quantity	UOM
1	labor	4.000	day shift

Terms and Conditions:

NOTES :
 ** If there is any changes in the sizes and requirement as per the actual site measurements, there will be variation and will be priced accordingly.
 ** Cancellation of Order shall have a 10% penalty/deduction of the Net Total Amount "IF" client decided to cancel the order.

EXCLUSIONS
 1.00 Any items/works not mentioned in the attached BOQ
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 8.00 Kindly note that only provided samples and specification from Classic Home's proposal will be valid selection in choosing the materials and finishes. Any materials or finishes that the client prefers which are not included in the offered samples and specifications will be considered as variations and will be measured and priced separately.

Released By _____ Received By _____