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Ver. 1.2 (2022-11-05)

VOYAGER 9

Requisition orders - manual





Ver. 1.2 (2022-11-05)

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1 GENERAL INFORMATION – INTRODUCTION

There are two kind of goods defined in the VOYAGER system: **spare parts** and **consumables**.

1.1 Spare parts

Spare parts are goods which are **inventoried** – present stock quantity can be checked. Spare parts are elements of the components which are subject of supervising, ordering, etc. Available operations:

- Receiving
- Using
- Returned to stock (Inventory)
- Out of stock (Inventory)
- Main properties of the Parts:

- Number, Name default (entered during configuration process), Name English

- Description,

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- Manufacturer (component manufacturer)
- Spare component.
- Quantity in stock, ordered, minimum in stock, maximum in stock quantity

The "Components manager" is a window designed to overview and manage components and parts. The "Components manager" has 7 main parts: the components tree, jobs list table for selected component, <u>list</u> of parts for selected component, <u>list of requisition orders for selected component and subcomponents</u>, list of work orders for selected component and subcomponents, component/<u>part details panel</u>, drawings panel.

Each spare part has its own number eg. 601.1.1-100 It consists of two parts:

- Prefix which is its owner component number eg. 601.1.1
- Number in component eg. 100 for that example

Number 0 is reserved for spare component. Eg. 601.1.1-0 is spare cylinder cover for ME1

1.2 Consumables

Consumables are goods which are **not inventoried**. Consumables can be ordered and received, but in isolation from spare parts consumables when received in requisition order then automatically out of stock operation is applied.

There are two kind of consumables in system:

Predefined consumables

This kind of good was defined by system administrator as typical consumable with standardized number, name, unit etc.

Each predefined consumable is grouped with one of consumables groups.

Ordering this kind of consumables doesn't require to give any additional reason.

Predefined consumable can be defined and edited in "*Consumables manager*". VOYAGER menu select "General" select "Maintenance, inventory managers" select "Consumables"

Administrator access level required.

Each predefined consumable has it own 5 digits number. First 3 digits belongs on which consumable group consumable belongs to.



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User defined consumables

If there is no predefined consumable in database it is possible to define new consumable. New consumable can be defined when making requisition order. Edit and Delete operations can be done in "*Consumables manager*".



When ordering not predefined consumable it is necessary to give ordering reason (in general - default predefined consumable should be ordered).



Parts data location in "Components manager" window



2 REQUISITION ORDERS

There are two kind of Requisition orders in VOYAGER system:

- 1. Requisition order for **spare parts** (inventoried positions)
- 2. Requisition order for **consumables** (not inventoried positions)

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Inventoried and not inventoried positions can not be placed in the same Requisition order.

Each Requisition order has its own number eg. **87-21-0005-E**. The first two digits are the vessels owner number, the next two digits are the year last digits, the last four digits are part of sequence number in the year, the letter at the end of number is the prefix letter of general department.

When a Requisition order is created its status is: **project**. This order is visible on the ship but not in the office. It can be printed but the printout will contain a water mark: "NOT SENT". This water mark protects order against printing not sent orders (orders not sent are not visible for technical superintendents in the office).

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| Re | auisition Order N | 0. 91-2 | 1-0001-D |) | | | |
| lease | e refer Requisition Order number on all o | orrespondence | | | Ship | IMO No. | 936566 |
| | Title: T3 | | | | | | |
| Crea | ated by: ArkadiuszŚlaski(Kapitan) | | | | Stamp and s | signature: | |
| Orde | ered by: | | | | | | |
| Date | e issue: 2021-04-22 | Date de | elivery: | | | | |
| Date | e order: | F | Priority: | | | | |
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Generated by: Arkadiusz Śalski(Starszy Oficer) Generated: 2021-09-08 19:30 91-21-0001-D

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2.1 Requisition order for spare parts

To create a Requisition order for spare parts:

- Select spare part in "Component manager" window
- In the "Component manager" select "Add to requisition order" or use context menu to open the "Select requisition order" dialog window
- In the "Select requisition order" dialog window select if create new order or add to existing (saved and opened) order, select language for order positions
- If the new requisition order is selected then fill in the "*Requisition order*" dialog window header tab Required fields are:
 - o Title
 - o General department
 - Technical manager

| Number: | 87-21-0018-D | Header tab | | |
|----------|-----------------------|------------|--|--|
| Componen | t: 601 - ME1 - main e | Items tab | | |

- Enclose additional data. If the Requisition order is urgent then select "priority": URGENT
- Select technical description for main component for which order is created
- When all necessary data are enclosed to Requisition order then select "update" and remain open
- Add spare parts to requisition order

To send order to office select "Send order" button. Requisition order will get status: **sent** and will be visible for office users

To add spare parts to Requisition order this order must be saved and **requisition order window must be opened.**



Created requisition order and not reeded by technical superintendent is displayed with bold characters. If characters are normal, it means that order was reeded.

Once sent order cannot be edited. If it is necessary to make some changes, the order can be sent back. Use button "Send back order". This operation is possible until firs synchronization. After synchronization only splits can be done.

Example

Create requisition order for spare part: 601.1.1-0 - Cylinder cover, compl.

1. In "*Components manager*" window find component 601.1.1 in components tree *Hint*: component or spare part can be found manual in components tree or using search box:

| Components tree |
|-----------------|
|-----------------|

| | | | | | | - ,0 X | Components, Parts, Jobs, Requisition 👻 |
|-----|-------------|-----------------------|------|----------|--------------------------------------|------------------------------|--|
| Nu | mber | | | | Title English | | |
| | Part number | Ref. number | Unit | In stock | Part title | Part title english | |
| il. | 601.1.1-0 | PLATE:P90101-0163,ITE | pcs | 0 | Głowica cylindrowa kompletna | Cylinder cover, compl. | |
| | 601.1.1-100 | PLATE:P90101-0163,ITE | pcs | 0 | Płaszcz wodny głowicy | Cylider cover cooling jacket | |
| | 601.1.1-101 | PLATE:P90101-0163,ITE | pcs | 0 | O-ring | O-ring | |
| | 601.1.1-102 | PLATE:P90101-0163,ITE | pcs | 0 | Śruba płaszcza wodnego | Screw | |
| | 601 1 1-110 | PLATE-P90101-0163 TTE | ncs | 0 | Szpilka mocowania zaworu wydechowego | Stud | × |

2. Select spare part (click)



3. Select spare part 601.1.1-0 - Cylinder cover, compl. In spare parts list table – it will be automatic selected 4. Click button "Add to requisition order" or use context menu to create new requisition order



5. Change language if necessary and click "Update"

6. Fill in the "Requisition order" dialog header tab (title, technical manager, date order, date delivery if necessary, priority if different than: Not urgent)

Hint: general department is retrieved from the data of the user creating the requisition order 7. Select in the "*Requisition order*" dialog header tab technical description component. Selected component's technical description will be taken to requisition order component data

8. Select in the "Requisition order" dialog header tab manufacturer - if known

9. Input remarks - if necessary



10. Click button "Update" and remain this window open – now order is ready to fill in with part/parts

11. Select again spare part 601.1.1-0 - Cylinder cover, compl. In spare parts list table

12. Click button "Add to requisition order" or use context menu to add spare part to opened requisition order

13. In "Select requisition order" dialog choose "Add to existing (opened) requisition order"



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14. Click button "Update" – "Add part position to requisition order" dialog will open

15. Fill in – "Add part position to requisition order" dialog (quantity, spare part technical description, remarks)



16. Click button "Update" – Item will be added to requisition order

17. Repeat points 11 to 16 to add additional spare parts

18. Click button "Update" in "Requisition order" dialog to save order

Hint: it is recommended to save order after each position added

19. Click button "Send order" if the requisition order creation has been completed

- 20. Click button "Print order" to get hardcopy to sign and stamp
 - Quantities in "Add part position to requisition order" dialog can be **only integer value**; no comma is supported.

Items added to requisition order can be edited/modified if order is not sent (project). If order is sent then only delivery, split activities are available.

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2.2 Requisition order for consumable

To create a Requisition order with consumables:

- In the "Components manager" menu select "Orders" select "Requisition orders".
- In the "*Requisition orders manager*" window select "New requisition order" button.
- If the new requisition order is selected, then fill in the "*Requisition order*" dialog window header tab. Required fields are:
 - o Title
 - General department
 - o Technical manager

| Number: | 87-21-0018-D | Header tab | | |
|-----------|-----------------------|------------|--|--|
| Lader Ite | 10 | Items tab | | |
| Componen | t: 601 - ME1 - main e | | | |

- Enclose additional data. If the Requisition order is urgent, then select "Priority": URGENT.
- Select technical description for main component for which order is created.
- When all necessary data are enclosed to Requisition order then click button "Update" and remain open.
- In the "*Requisition order*" dialog window select button "Add item" or use context menu.
- Fill the "Add consumable position to requisition order" dialog window.
- Select "Predefined consumable (recommended)" or "Define new consumable (not predefined)"
- If predefined consumable was selected: use number or select form consumables groups list or search by name (loupe button).
- Input: quantity, remarks if required, input ordering reason when position is not predefined consumable (required).
- Select "Update".



To send order to office select "send order" button. Requisition order will get status: **Sent** and will be visible for office users.



Created requisition order and not reeded by technical superintendent is displayed with bold characters. If characters are normal, it means that order was reeded.

Once sent order cannot be edited. If it is necessary to make some changes, the order can be sent back. Use button "Send back order". This operation is possible until first synchronization. After synchronization only splits can be done.



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Example

Create requisition order for consumables PPE cloths

1. In "Components manager" window in menu select "Orders", select "Requisition orders"

2. In the "*Requisition orders manager*" window select "New requisition order" button or use context menu.

3. Fill in the "Requisition order" dialog window header tab (title, technical manager, date order, date

delivery if necessary, priority if different than Not urgent)

Hint: general department is taken from issued user data

4. Select in the "Requisition order" dialog header tab manufacturer - if known

- 5. Input remarks if necessary Requisition order: 87-21-0019-D - [New] × Manage requisition order 0 Number: 87-21-0019-D Title: PPE cloths Heder Itens omponent Date issue: 2021-09-10 General department: Deck Date order: 🗸 2021-09-10 🔍 -+ Issued by: Arkadiusz Śalski(Starszy Oficer) Date sent: Date issue or date Ordered by: Date received: sent Ren ks: Requisition order remarks Date delivery: 🔽 2021-09-23 🔍 ÷ Expected delivery Priority: Not urgent date Technical descripti Select technical description from component - X × Order priority Manufacturer Select component manufacturer Technical manager: Jacek Budniak - X Technical Vendor/supplier: Select vendor/supplier for requisition order superintendent Send orde Delivery place: elect delivery palce for requisition orde - X Delivery conditions: FpB (free on board) Agent: Select agent for requisition order - X De Invoicing address: See cover letter or separate instruction. Print order - X Order transactions history 🌌 Order changes history Update Cancel Header tab Items tab Send order Send back button order button
- 6. Click button "Update" and remain open now order is ready to fill in with consumables
- 7. Select "Items" tab and click button "Add item" or use context menu
- 8. Select consumable type (Predefined consumable, Define new consumable)



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| Select pro | nsumable to requisition order redefined consumable or define new consumable | Onsumable type (Predefined consumable, Define new consumable) |
|--|--|---|
| Consumable | type: Predefined consumable (recommended) | Predefined consumable |
| Predefined con | nsumables (input number or select from group) | number |
| Nu | amber: 31001 | |
| Consumable | e group remarks: | Predefined consumable in |
| > 🗽 1 BO | ARD MATERIALS | consumables groups tree |
| > 🍋 2 OFI | FICE AND IT MATERIALS | |
| 🗸 🌉 🛛 З ОН | IS MATERIALS | Quantity (integer values |
| 🗸 🍋 31 | 1 WORK, WORK AND PROTECTIVE CLOTHING | only) |
| 7 | 31001 One-piece cotton coverall | |
| * | 31002 Two-piece cotton coverall | Remarks/additional data |
| 200 3000 | 31003 XL white dust suit | • |
| b' | | |
| Name: | | |
| Quantity / unit: | | |
| Remarks: | 2025: | <u> </u> |
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| DEFINED CO add consumable p Add con Select pro- Consumable Predefined con Nu Consumable 2 0FI 2 0FI 2 0 FI 3 0H 2 0 FI 3 0H 3 0H | DNSUMABLE SELECTION position to requisition order nsumable to requisition order redefined consumable or define new consumable type Define new consumable (not predefined) nsumables (input number or select from group) umber: 0 2 group remarks: ARD MATERIALS FICE AND IT MATERIALS FIS | Consumable type (Predefined consumable, Define new consumable) Predefined consumable name Quantity (integer values only) Default unit Remarks/additional data Define NEW consumable button Search consumable buttor |
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| DEFINED CO dd consumable p Select pro Consumable Predefined cor Nu Consumable Consumable Consumable Nu Consumable Nu Consumable Select pro Nu Consumable Select pro Nu Select pro Select pro Nu Select pro Select p | DNSUMABLE SELECTION position to requisition order nsumable to requisition order redefined consumable or define new consumable type: Define new consumable (not predefined) nsumables (input number or select from group) umber: 0 e group remarks: ARD MATERIALS FICE AND IT MATERIALS FICE AND IT MATERIALS FICE AND IT MATERIALS FICE AND NON-STEL PRODUCT OLS WORKSHOP MATERIALS FICE AND NON-STEL PRODUCT OLS WORKSHOP MATERIALS FICE AND THATERIALS FICE AND THATERIALS FICE AND MATERIALS FICE AND MATERIALS FICE AND MATERIALS FICE AND NON-STEL PRODUCT OLS WORKSHOP MATERIALS FICE AND THATERIALS FICE AND THATERIALS FICE AND THATERIALS FICE AND CONTROL OF MATERIALS FICE AND | Consumable type (Predefined consumable, Define new consumable) Predefined consumable name Quantity (integer values only) Default unit Remarks/additional data Define NEW consumable button Search consumable buttor Ordering reason (required consumable is out of |
| DEFINED CO dd consumable p Select pro Consumable Predefined con Nu Consumable Consumable Predefined con Nu Consumable 2 OFF 3 OFF | Define new consumable type Define new consumable (not predefined) nsumables (input number or select from group) umber: 0 e group remarks: ARD MATERIALS FICE AND IT MATERIALS IS MATERIALS SODUCTS OF PLASTIC, RUBBER, TELENIS EEL AND NON-STEEL PRODUCT OLS WORKSHOP MATERIALS ECTRIC M | Consumable type (Predefined consumable, Define new consumable) Predefined consumable name Quantity (integer values only) Default unit Remarks/additional data Define NEW consumable button Search consumable buttor Ordering reason (required consumable is out of predefined database) |
| DEFINED CO dd consumable p Select pro Consumable Predefined con Nu Consumable Consumable 2 0FF 3 0H 3 0H | DNSUMABLE SELECTION position to requisition order nsumable to requisition order edefined consumable or define new consumable type Define new consumable (not predefined) nsumables (input number or select from group) umber: 0 e group remarks: ARD MATERIALS FICE AND IT MATERIALS IS MATERIALS SUDUCTS OF PLASTIC, RUBBER, TELENS FICE AND NON-STELL PRODUCTS OLS WORKSHOP MATERIALS ECTRIC MATERIALS ECTRIC MATERIALS ECTRIC MATERIALS ECTRIC MATERIALS ECTRIC MATERIALS ECTRIC MATERIALS EXPRESS WORKING-WITH STEEL TOE, 29CM SHEES WORKING-WITH STEEL TOE, 29CM Q pair Not in predefined database | Consumable type (Predefined consumable, Define new consumable) Predefined consumable name Quantity (integer values only) Default unit Remarks/additional data Define NEW consumable button Search consumable buttor Ordering reason (required consumable is out of predefined database) |
| DEFINED CO dd consumable p Select pro Consumable Predefined cor Nu Consumable Consumable Consumable Consumable Consumable Consumable Consumable Consumable Consumable Consumable Consumable Consumable Nu Consumable Consumable Nu Consumable Consumabl | DNSUMABLE SELECTION Desition to requisition order asumable to requisition order edefined consumable or define new consumable type Define new consumable (not predefined) asumables (input number or select from group) amber: 0 e group remarks: ARD MATERIALS FICE AND IT MATERIALS IS MATERIALS SECTRIC MATERIALS EEL AND NON-STEEL PRODUCES COLS WORKSHOP MATERIALS ECTRIC MATERIALS SECTRIC | Consumable type (Predefined consumable, Define new consumable) Predefined consumable name Quantity (integer values only) Default unit Remarks/additional data Define NEW consumable button Search consumable buttor Ordering reason (required consumable is out of predefined database) |

NOT PREDEFINED CONSUMABLE SELECTION



Ver. 1.2 (2022-11-05)

9. Fill in "Add consumable position to requisition order" dialog window (quantity, remarks)
 Hint: Consumable name can be found using "Search consumable" button
 10. Click button "Update" – Item will be added to requisition order

11. Repeat points 7 to 10 to add additional consumable

12. Click button "Update" in "Requisition order" dialog to save order

Hint: it is recommended to save order after each position added

13. Click button "Send order" if order is completed

14. Click button "Print order" to get hardcopy to sign and stamp



Quantities in "Add consumable position to requisition order" dialog window accept **only integer value**; no comma is supported.



Items added to requisition order can be edited/modified if order is not sent (project). If order is sent then only delivery, split activities are available.

2.3 New consumable for requisition order

If required consumable cannot be found in predefined and not predefined consumables database, then user can create new not predefined consumable.

A) Predefined consumable can be created in "Consumables manager" window.

B) Not predefined consumable can be created directly in "Add consumable to requisition order" dialog window

To create not predefined consumable directly in "Add consumable to requisition order" dialog window:

 In "Add consumable to requisition order" dialog window click button "Define new consumable" on consumable name box

| Name: Select existing consumable or define new (button at the right) | Define NEW consumable button |
|---|------------------------------|
| Fill in "Consumable" dialog window (title, unit, remarks, currency) | |
| Consumable: - [New] | Consumable title |
| Manage consumable | Default unit |
| Seneral Number: Title: Input consumable title | Consumable currency |
| Consumable group: - Unit: - | Remarks/additional data |
| Remarks: | |
| Is ordering reason required | |
| | |

 Click button "Update" – consumable will be created and selected in "Add consumable to requisition order" dialog window



3 SPLIT REQUISITION ORDER ITEMS

Requisition order items can be splitted (transferred) to another Requisition order.

A Split of the item is possible to:

- A new Requisition order (order will have the same component number, general department)
- An existing Requisition order (order must be active project, not sent)

3.1 Split item to New requisition order

- In the "Components manager" menu select "orders" then open "Requisition orders" window
- In the "Requisition orders" window select requisition order that you wish to split and click "Edit requisition order" button
- When the "Requisition order" dialog window is open select the "Items" tab

| Items tab |
|-----------|
| |

- In the "Items" tab select the position that you wish to split and select "Split item" button or context menu
- In the "Select requisition order to split item" dialog window select position "Create new requisition order for split item"

| Select requisition order to split item | × |
|--|--------------------------------|
| Select requisition order Select new order or select existing (active) order to split order item | Split to new requisition order |
| Create new requisition order for splited item Add to existing (active) requisition order | |
| | - X |
| Update | ancel |

- Click "Update" and new requisition order will be created
- Fill in the "*Requisition order*" dialog window (title, technical manager, date order, date delivery, if necessary, priority if different than not urgent)
- Click "Update" to save the order

Splitted item in original requisition order is marked as completed and new item is created in new requisition order.



Item when splitted then only remain (not received quantity is splitted to another requisition order. *E.g., If originally ordered were 5 pcs and in the meantime 2 were received, only the 3 remaining pcs will be splitted.*

3.2 Split item to Existing requisition order

- In the "Components manager" menu select "Orders" then open "Requisition orders" window
- In the "Requisition orders" window select requisition order that you wish to split and click "Edit requisition order" button
- When the "Requisition order" dialog window is open select the "Items" tab

| Number: | 87-21-0018-D | Header tab |
|------------|------------------------|------------|
| Header Ite | n | Itoms tab |
| Componer | it: 601 - ME1 - main e | items tab |

- In the "Items" tab select the position that you wish to split and select "Split item" button or context menu
- In the "Select requisition order to split item" dialog window select position "Add to existing (active) requisition order"

| Select existing order to split to | |
|--|--------------------------------------|
| Select requisition order to split item | Split to existing active requisition |
| Select requisition order | order |
| Select new order or select existing (active) order to split order item | |
| Create new requisition order for splited item | Chosen existing active requisition |
| Add to existing (active) requisition order | Uldel |
| PPE doths | |
| Update Cancel | |

Click "Update" and chosen requisition order will be updated with item data

Splitted item in original requisition order is marked as completed. If there is no item with the same name in existing requisition order, then new item is created.



If there is already an item with the same name in the order to which the item is splitted, the splitted quantity will be added to the existing order item.

Item when splitted then only remain (not received quantity is splitted to another requisition order. E.g., If originally ordered were 5 pcs and in the meantime 2 were received, only the 3 remaining pcs will be splitted.



Ver. 1.2 (2022-11-05)

Example

Split requisition order item to new requisition order

1. In "Components manager" window in menu select "Orders", select "Requisition orders"

2. Open requisition order no 87-18-0060-D, select item no 3 to split

| | 57-18- | -0060-D | Title: DECK WIN | TER PPE | | | | |
|-----------|--------|------------|-----------------|---------------------------------------|------|----------|----------|-------------|
| ader Item | ıs | | | | | | | |
| / 🖡 I | Item | Part no. | Ref. no. | Component Title | Unit | Required | Received | Receive dat |
| 2 | 1 | Consumable | SKU:5.117 | NIKA LADIES LOW ANKLE LEATHER BOOTS (| pcs | 2 | 0 | - |
| < | 2 | Consumable | SKU18.702 | NAVY CLOVES LEATHER | pee | 20 | 0 | |
| 3 | 3 | Consumable | COLOR:FLU | WINTER PARKA OLYMPUS, FOR -5 DEGC, RA | pcs | 3 | 0 | 2 |
| | 4 | Consumable | COLOR:BLUE | WINTER TROUSERS (BIB AND BRACE) | pcs | 5 | þ | 2019-03-28 |
| / | 5 | Consumable | COLOR:BLUE | WINTER TROUSERS (BIB AND BRACE) | pcs | 3 | 3 | 2019-03-28 |
| 1 | 6 | Consumable | SIZE 59 | WINTER CAP | pcs | 30 | 30 | 2019-03-28 |
| 1 | 7 | Consumable | | WINTER GLOVES | pcs | 30 | 30 | 2019-03-28 |
| ۲. | 8 | Consumable | | FULL PALM GLOVES | pcs | 30 | 0 | |
| 1 | 9 | Consumable | | WINTER SOCKS | pcs | 30 | 30 | 2019-03-28 |
| 1 | 10 | Consumable | COLOR:BLUE | WINTER TROUSERS (BIB AND BRACE) | pcs | 4 | 4 | 2019-03-28 |
| / | 11 | Consumable | COLOR:BLUE | WINTER TROUSERS (BIB AND BRACE) | pcs | 3 | 3 | 2019-03-28 |
| 3 | 12 | Consumable | COLOR:FLU | WINTER PARKA OLYMPUS, FOR -5 DEGC, RA | pcs | 5 | 0 | - |
| 3 | 13 | Consumable | COLOR:FLU | WINTER PARKA OLYMPUS, FOR -5 DEGC, RA | pcs | 4 | 0 | - |
| 3 | 14 | Consumable | COLOR:FLU | WINTER PARKA OLYMPUS, FOR -5 DEGC, RA | pcs | 3 | 0 | - |
| > | 15 | Consumable | 314509 IMPA | GLOVES WINTER IMPACT PROTECT, WATER | pair | 30 | 0 | * |
| <u>n</u> | 17 | C | 0175 41 | | -/- | | | 2010 07 20 |

Split button

3. Click "Split item" button or use context menu

4. In the "Select requisition order to split item" dialog window select position "Create new requisition order for split item"

| Select requisition order Select new order or select existing (active) order to s | plit order item | 0 | 2 | Split to new requ | isition orde | er |
|--|--------------------------------------|-----------------------------------|--------------|--------------------------------------|--------------------------|-------------------|
| Create new requisition order for splited item Add to existing (active) requisition order | | | | | | |
| 1 | Jpdate C | ancel | | | | |
| Number Title S7-21-0020-D [New order for split] | Jpdate C Date issue 2021-09-11 | ancel Date order 2021-09-11 | Date sending | Created by Arkadiusz Śalski(Stars | Component Consumables | General departmen |

5. Click "Update" and new requisition order (87-21-0020-D) will be created *Hint*: New requisition order header contains data from original order (general department, technical manager, etc.)



Ver. 1.2 (2022-11-05)

| mber: 87-21-0020-D | Title: [New order for split] | | Default data taken |
|-----------------------|---|------------------------|---------------------------------|
| er Items | | | from original requisition order |
| eneral department: | Deck - Date issue: 2021-09-11 - | Date order: | |
| Issued by: | Arkadiusz Śalski(Starszy Oficer) | Date sent: + | |
| Ordered by: | | Date received: | |
| Remarks: | Requisition order remarks | Date delivery: | |
| | | Priority: Not urgent - | |
| echnical description: | Select technical description from component - 🗙 | | |
| Manufacturer: | Select component manufacturer | | |
| Technical manager: | Technical Superintendent | | |
| Vendor/supplier: | Select vendor/supplier for requisition order | | |
| Delivery place: | Select delivery palce for requisition order | Send order | |
| Delivery conditions: | FOB (free on board) | Send back order | |
| Agent: | Select agent for requisition order 🔹 🗙 | Delivery report | |
| Townicing address | Calastinus address for samiating and a | Print order | |

6. Fill in the "*Requisition order*" dialog window (title, date order, date delivery, if necessary, priority if different than Not urgent)





Hint: Information about split from and to can be found in *"Split history"* window. Use *"Split history"* button



Ver. 1.2 (2022-11-05)

Example

Split requisition order item to existing requisition order

1. In "Components manager" window in menu select "Orders", select "Requisition orders"

2. Open requisition order no 87-18-0060-D, select item no 3 to split

| Number: | 87-18 | -0060-D | Title: DECK WIN | TER PPE | | | | |
|----------|-------|------------|-----------------|---------------------------------------|------|----------|----------|------------|
| ader Ite | ems | | | | | | | |
| / 🍡 | Item | Part no. | Ref. no. | Component Title | Unit | Required | Received | Receive da |
| 3 | 1 | Consumable | SKU:5.117 | NIKA LADIES LOW ANKLE LEATHER BOOTS (| pcs | 2 | 0 | - |
| < | 2 | Concumpbio | SKI16 702 | | 200 | 20 | | |
| 3 | 3 | Consumable | COLOR:FLU | WINTER PARKA OLYMPUS, FOR -5 DEGC, RA | pcs | 3 | 0 | 2 |
| ê l | 4 | Consumable | COLOR:BLUE | WINTER TROUSERS (BIB AND BRACE) | pcs | 5 | 5 | 2019-03-20 |
| 1 | 5 | Consumable | COLOR:BLUE | WINTER TROUSERS (BIB AND BRACE) | pcs | 3 | 3 | 2019-03-28 |
| 1 | 6 | Consumable | SIZE 59 | WINTER CAP | pcs | 30 | 30 | 2019-03-28 |
| / | 7 | Consumable | | WINTER GLOVES | pcs | 30 | 30 | 2019-03-28 |
| ٢ | 8 | Consumable | | FULL PALM GLOVES | pcs | 30 | 0 | |
| 1 | 9 | Consumable | | WINTER SOCKS | pcs | 70 | 30 | 2019-03-28 |
| 1 | 10 | Consumable | COLOR:BLUE | WINTER TROUSERS (BIB AND BRACE) | pcs | 4 | 4 | 2019-03-28 |
| 1 | 11 | Consumable | COLOR:BLUE | WINTER TROUSERS (BIB AND BRACE) | pcs | 3 | 3 | 2019-03-28 |
| 3 | 12 | Consumable | COLOR:FLU | WINTER PARKA OLYMPUS, FOR -5 DEGC, RA | pcs | 5 | 0 | 2 |
| 3 | 13 | Consumable | COLOR:FLU | WINTER PARKA OLYMPUS, FOR -5 DEGC, RA | pcs | 4 | 0 | - |
| 3 | 14 | Consumable | COLOR:FLU | WINTER PARKA OLYMPUS, FOR -5 DEGC, RA | pcs | 3 | 0 | - |
| 3 | 15 | Consumable | 314509 IMPA | GLOVES WINTER IMPACT PROTECT, WATER | pair | 30 | 0 | - |
| 0 | 10 | Cbl- | 0775 41 | | 1 | | | 2010 02 20 |

Split button

3. Click "Split item" button or use context menu

4. In the "Select requisition order to split item" dialog window select position "Add to existing (active) requisition order"

| | | | - 🗙 | | • | | | s | cloth | PPE |
|----|---------------------------------------|-----|-----|---------|----------------------|---|---------------------------------|-----------------|----------------|-----|
| | | | | | | | | | | |
| on | Selected active re order for split | — s | | | • | order for splited item requisition order | requisition on ng (active) | te ne to exi | Creat Add t | 0 |
| | requisition order | r | | er item |) order to split ord | r select existing (active | ew order or | Select | 3 | 1 |
| | requisition order | r | Ø | er item |) order to split ord | n order r select existing (active | requisitio ew order o | Select | 3 | ł |

5. Click "Update" and item will be splitted to requisition order 87-21-0019-D

6. Fill in the "*Requisition order*" dialog window (title, date order, date delivery, if necessary, priority if different than not urgent)



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| Manage requisition | 9-D - [Edit] order | Splitted item |
|---|---|-------------------------|
| Number: 87-21-0019-D | Title: PPE cloths | Edit item – if required |
| Header Items Header Item Part no. Image: Im | Ref. no. Component Title Unit Required 2 (31001) One-piece cotton coverall Pcs 2 2 SHOES WORKERNS WITH STEEL TOE, 29CM pair 2 2 Overall wateroroof - signal pcs 1 | Split icon |
| | | |
| | | |
| • | | Þ |

Click "Update" to save the order



If there is already an item with the same name in the order to which the item is splitted, the splitted quantity will be added to the existing order item.

Hint: Information about split from and to can be found in *"Split history"* window. Use *"Split history"* button

4 RECEIVE REQUISITION ORDER ITEM

Receiving item in requisition order is available if order has status: Sent.

- In the "Components manager" window menu select "Orders" then open "Requisition orders" window
- In the "*Requisition orders*" window select the Requisition order that you wish to edit and click "Edit requisition order" button or use context menu
- When the "*Requisition order*" dialog window is open select the tab "Items"

| Number: | 87-21-0018-D | Header tab |
|-----------|------------------------|------------|
| Cader Ite | | Items tab |
| Componer | it: 601 - ME1 - main e | |

- In the tab "Items" select the item to receive and select "Receive item" button or use context menu
- Fill the "*Receive requisition order item*" dialog window.
 - o Required fields are: quantity, date, invoice number
 - Optional fields are: remarks, deliverer, delivery place
- Select "Update" button

Received quantity can be equal ordered or greater or less than required



If quantity is less than required order and user does not expect next deliveries item can be completed using "Complete item" button or use context menu.

Is spare part is received then field "required" in "*Components manager*" window will be updated automatically.

| | , | | | | | |
|---------------|---|-----------|-------|-----------|-------|------------------------------|
| In stock: | 0 | Ordered: | 0 | Required: | 1 🔍 | Quantity ordered and not |
| Min in stock: | 0 | Expiry | | | pcs | received yet from all active |
| Max in stock: | 0 | Location: | MER/1 | | | requisition orders |
| Catalogue: | | | | Price: | 0 USD | |
| Details: | | | | | | |
| | | | | | | |
| | | | | | | |



Quantities in "Receive requisition order item" dialog window accept **only integer value**; no comma is supported.

Example

Receive requisition order item no 1 from order 87-21-0014-L

- 1. In "Components manager" window in menu select "Orders", select "Requisition orders".
- 2. Open requisition order no 87-21-0014-L

| Requisition order: 87-21-0014L - [Edit] Manage requisition order | Item to receive |
|--|----------------------|
| Number: 87-21-00144. Title: MATTING RUBBER CORRUGATED, NON-CONDUCTIN | Receive item button |
| Header Items | |
| V 😼 Item Part no. Ref. no. Component Title Ubr Required Received Received date | Complete item button |
| 1 Consumable 511098 IMPA MATTING RUBBER CORRUGATED, NON-COL | |
| Add item Edit item Cancel item Receive item Complete item Split item Preview items Split history | |
| The second secon | |

3. Click "Receive item" button or use context menu

4. Fill the "*Receive requisition order item*" dialog window (required fields are: quantity, date, invoice number, optional are: remarks, deliverer, delivery place)



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| Receive requisitio | on order item | Delivery date |
|--------------------|--|---------------------------------------|
| Specify | e requisition order item quantity, invoice, remarks for delivery | Delivered quantity (integer |
| Item details | | |
| Part no. | Consumable | Delivery invoice – if known |
| Ref. no. | 511098 IMPA | · · · · · · · · · · · · · · · · · · · |
| Title: | MATTING RUBBER CORRUGATED, WON-CONDUCTING 3X10000M9X10M | Remarks - optional |
| Receiving det | tails | Deliverer - optional |
| Delivery date: | 2021-09-11 • Requisition order number: 87-21-0014-L | Delivery place - optional |
| Quantity / unit: | 20 lenght | |
| Invoice: | DE-01121/21 | |
| Remarks: | Only 20 delivered | |
| Deliverer: | Select deliverer for item receiving | |
| Delivery place: | Select delivery palce for item receiving • - 🗙 | |
| | Update Cancel | |

5. Select "Update" button

6. In this example delivered quantity (20) is less than ordered (30). User can:

7A. Wait for remain (10)

7B. If delivery of remain quantity is not expected – select "Complete item" button or context menu to complete order item delivery with quantity (20)

7C. If it is necessary to collect not received items to another requisition order, use "Split item" button or context menu to split item

8. In case 7B, 7C order item will be marked as completed

| ~ | | Item | Part no. | Ref. no. | Component Title | Unit | Required | Received | Receive date | - Itom completed |
|---|---|--------------|------------------------|-------------|------------------------------------|---------|----------|----------|--------------|--------------------------------|
| V | • | 1 | Consumable | 511098 IMPA | MATTING RUBBER CORRUGATED, NON-CON | lenght | 30 | 20 | 2021-09-11 | item completed |
| | 1 | | | | | | | | 1 | |
| i | | Quai supp | ntities in ' orted. | "receive r | equisition order item" dic | alog wi | indow a | accept | only inte | ger value , no comma is |



When all requisition order items will be received, completed, splitted or canceled then order will be closed (status: **Filed**).



5 MONITS

Monit is a functionality that automatically reminds the recipient of a requisition order about an unreceived order.

The monit is generated automatically as an e-mail with information reminding about the fulfillment of the requisition order.

E-mail is sent automatically during data synchronization in the office.

Sending a monit for a requisition order is available if the requisition has the status sent.

[EXT]KOPET2Office - Requisition Order no: 32-16-0308-D - osłona liny (monit !)

| | Odpowiedz | 🏀 Odpowiedz wszystkim | → Prześlij dalej | G | · |
|--|----------------------------|----------------------------|---------------------------|-------------|-------------------------|
| | | | wt. 2022 | 2-03-29 20: | 39 |
| (i) Usuneliśmy dodatkowe podziały wiersz | ta w tej wiadomości. | | | | |
| 32-16-0308-D.pdf 99 KB | | | | | |
| VOYAGER message - do not respond. | | | | | |
| Requisition Order no: 32-16-0308-D - (| osłona liny monited by Sys | stem Administrator (Admini | istrator) - realization r | required. | |
| Order lines monited: 01 | | | | | |
| Consumable - osłona na liny cumownie 2 szt. | cze | | | | |
| | | | | | |
| See enclosed file for order details. | \sim | | | | |
| Monited or | der lines | Requisition or | der printout | | Information about monit |
| 2 szt. | der lines | Requisition or | der printout | | Information about monit |

The monit always applies only to those requisition order lines that have not yet been delivered or have not been marked as "Completed"

Example

i

Monit for position no 01 from requisition order 32-16-0308-D

1. In "Components manager" window in menu select "Orders", select "Requisition orders".

- 2. Open requisition order no 32-16-0308-D
- 3. Select "Send monit" check button

The requisition order will be marked as monited with a specific date and monitor



Ver. 1.2 (2022-11-05)

| Manage requisi | tion order | | Send monit check buttor |
|-----------------------------------|---|--------------------------------------|----------------------------------|
| Number: 32-16-0308-0 |) Title: Osłona liny | | |
| ader Items | | | Monit date and monitor signature |
| General department: Issued by: | Deck Date issue: 2016-07-11 | Date order: Date sent: 2016-07-11 + | |
| Ordered by: | | Date received: | |
| Remarks: | Requisition order remarks | Date delivery: Priority. Not urgent | |
| Technical description: | Select technical description from component | Approve order | |
| Manufacturer: | Select component manufacturer | | |
| Technical manager: | Tantan Malai | Send n it 🖉 2022-03-29 🔹 | |
| Vendor/supplier: | Select vendor/supplier for requisition order | System Administrator (Administrator) | |
| Delivery place: | Select delivery palce for requisition order 🔹 🗙 | Send order | |
| | FOB (free on board) | 😥 Send back order | |
| Delivery conditions: | | The second second | |
| Delivery conditions: Agent: | Select agent for requisition order | Im Delivery report | |

Monitored requisitions are marked in the "Requisition orders" window in a column "Is monit sent"

| Commands | Req | uisitio | n orde | ers | | | | |
|---------------------------------------|----------|---------------------------|--------|---------------------|--|------------|------------|--------------|
| View requisition order | Enter te | Enter text to search Find | | | | | | |
| New requisition order | | - | ~ | Number | Title | Date issue | Date order | Date sending |
| Edit requisition order | | | 100 | 32-16-0319-H | ROZCHODOWE NA 09/08/2016 | 2016-07-20 | 2016-07-20 | - |
| Cancel requisition order | | | 0 | 32-16-0318-H | ECOLAB NA 09/08/2016 | 2016-07-20 | 2016-07-20 | - |
| Delete requisition order | | | 0 | <u>32-16-0317-D</u> | ZAMÓWIENIE ROZCHODOWE - POKŁAD | 2016-07-20 | 2016-07-20 | 2016-07-20 |
| | | | 0 | <u>32-16-0316-D</u> | Zamówienie mapy BA 2677 | 2016-07-15 | 2016-07-15 | 2016-07-15 |
| | | | 0 | <u>32-16-0315-E</u> | Zamówienie szybkozłączki do poboru MGO | 2016-07-14 | 2016-07-14 | 2016-07-14 |
| | 2 | | 0 | 32-16-0299-L | Zamówienie materiałowe lipiec 2016 | 2016-07-11 | 2016-07-11 | 2016-09-27 |
| | P | | - | <u>32-16-0308-D</u> | Osłona liny | 2016-07-11 | 2016-07-11 | 2016-07-11 |
| | | | 0 | <u>32-16-0307-E</u> | Zamówienie rozchodowe i BHP - II zmiana | 2016-07-11 | 2016-07-11 | 2016-07-11 |
| | | | 0 | <u>32-16-0306-D</u> | odzież | 2016-07-10 | 2016-07-11 | 2016-07-11 |
| | P | | -6 | <u>32-16-0305-D</u> | BHP | 2016-07-10 | 2016-07-11 | 2016-07-11 |
| | | | ٢ | <u>32-16-0304-D</u> | rozchodówka 26.07.2016 | 2016-07-10 | 2016-07-11 | 2016-07-11 |
| Filter | | | ٢ | <u>32-16-0303-H</u> | Zamówienie Ecolab na 26.07 | 2016-07-09 | 2016-07-09 | 2016-07-11 |
| | | | 0 | <u>32-16-0302-H</u> | Rozchodówka II zm na 26.07 | 2016-07-09 | 2016-07-09 | 2016-07-11 |
| V Not sent | | | 0 | <u>32-16-0301-L</u> | Przekaźnik czasowy sprężarka klimatyzacji. | 2016-07-08 | 2016-07-08 | 2016-07-08 |
| Sent | | | 0 | <u>32-16-0300-D</u> | IAMSAR | 2016-07-08 | 2016-07-11 | 2016-07-11 |
| | | | 0 | <u>32-16-0298-D</u> | Leki | 2016-07-02 | 2016-07-02 | - |
| General dept: All departments | * | | 0 | <u>32-16-0292-E</u> | Zamówienie oleju Mobil Rarus 827 | 2016-06-25 | 2016-06-25 | 2016-06-26 |
| Priority: All priority | • | | 0 | <u>32-16-0291-E</u> | Zamówienie części zamiennych do SG - SPS | 2016-06-25 | 2016-06-25 | 2016-06-26 |
| All years Selected only | | | 0 | <u>32-16-0290-E</u> | Zamówienie części zamiennych do wtryski | 2016-06-25 | 2016-06-25 | 2016-06-26 |
| 2016 | - | | 0 | <u>32-16-0289-E</u> | Zamówienie materiałowe - I zmiana | 2016-06-25 | 2016-06-25 | 2016-06-26 |
| | 3 | | 0 | <u>32-16-0287-D</u> | ZAMÓWIENIE ROZCHODOWE - POKŁAD | 2016-06-25 | 2016-06-25 | 2016-06-25 |
| Save as default Search all criteria 🍌 | 2 | | 0 | 32-16-0284-E | Zamówienie części - KaMeWa | 2016-06-23 | 2016-06-23 | 2016-06-23 |

Monit column

Monitored requisition orders



6 NOTES

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