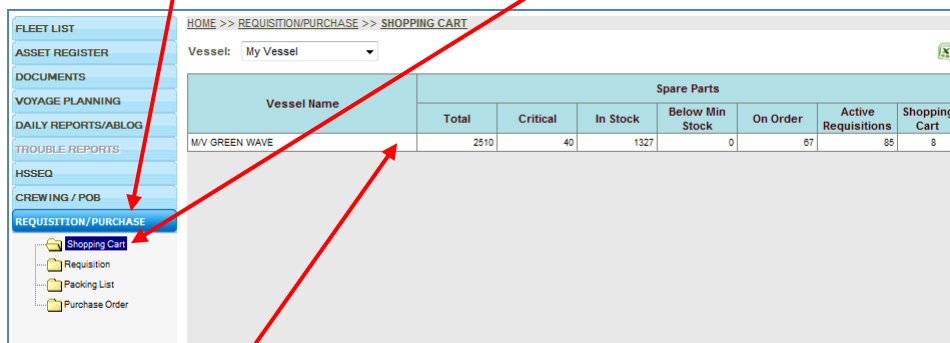




VMOSnet : HOW TO CREATE REQUISITIONS

Select **Requisition/Purchase > Shopping Cart** from Left menu



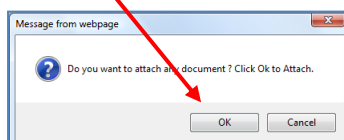
Double Click vessel name on Shopping Cart summary page to view the **Shopping Cart** for the vessel.

Spare Part Name	Technical Account / Tag Number	Position Number	Part Number	Supplier Reference	Location	STOCK LEVELS				ORDER STATUS	
						IN	MIN	MAX	ORDER	On Order	Request Sent
<input checked="" type="checkbox"/> CYL RELIEF VALVE ASSY	001.01	18		14903-02790		0	0	0	0	0	2
<input checked="" type="checkbox"/> VALVE SPRING	001.01	23		14901-1121		0	0	0	0	0	2
<input checked="" type="checkbox"/> RUBBER HOSE	204.02	3		DRG NO:34-5181-5000L...		0	0	0	0	0	3
<input checked="" type="checkbox"/> ACUMPER	301.02	12		DRG NO:004-7055		0	0	0	0	0	4
<input checked="" type="checkbox"/> THRUST SPINDLE COMPL	001.01-02.01.01	8	344-B	REQ NO:344-B-SHEET N...		0	0	0	0	0	3
<input checked="" type="checkbox"/> COUPLING NUT	001.01-02.01.01	18	344A-7	REQ NO:344A-7-SHEET N...		0	0	0	0	0	3
<input checked="" type="checkbox"/> GASKET	714.01.01	2	42	DRW NO:514-20782-PART... GR-SP		0	0	0	0	0	3
<input checked="" type="checkbox"/> PROTECTING PLATE	714.01.01	4	41	DRW NO:514-20782-PART... GR-SP		0	0	0	0	0	4

You can update shopping cart by using  / 

Click on the **Check Box** to mark item for requisition

Click **OK** in popup window to attach document to item



For removing item from Shopping Cart select item & click **Remove From Cart**

After selecting required items click on **Create Requisition**

RELATED HOW TO DOCUMENTS

How To Add Spare Parts To Shopping Cart

How To View Spare Part Details

VMOSnet : **HOW TO CREATE REQUISITIONS**

On clicking **Create Requisition** following window will pop up

Total Items Selected:		8						
Number of Requisition created:		7						
Requisition Details								
Requisition Number	Technical Account Number	Department	Number of Items in Requisition	Date Of Requisition	Delivery Port	Priority	Date Required	Comment
PSK-M-20100725-20000	651.01	M	2	25/07/2010	SIBU	High	25/08/2010	
PSK-D-20100725-20001	301.02	D	1	25/07/2010	SAFFI	Low	10/11/2010	
PSK-M-20100725-20002	301.02	M	1	25/07/2010	RABIGH BAY	High	25/08/2010	
PSK-E-20100725-20003	601.01.02.01.01	E	1	25/07/2010	FALMOUTH	Low	25/08/2010	
PSK-M-20100725-20004	601.01.02.01.01	M	1	25/07/2010	KAHIGI	High	15/09/2010	
PSK-M-20100725-20005	714.01.01	M	1	25/07/2010	HACHUO-JIMA(Y...	Low	25/08/2010	
PSK-D-20100725-20006	714.01.01	D	1	25/07/2010	LA GOULETTE	Low	31/08/2010	
<input type="button" value="Save Requisition"/>								

Enter details of **Delivery Port, Priority, Required date** and **Comments** etc

Once the relevant details are entered click on **Save Requisition**

Requisitions will be created and the items requisitioned will be removed from the shopping cart.