FAMIS Creating Purchase Requisitions Module 7
Objectives:

1. Creating a Purchase Requisition
2. Searching and adding parts to a Work Order
3. Approving Purchase Requisitions

Purchase Req. Form OR create from WO → Add Line, Enter Information → Enter part no. if known or search. → Add more lines if necessary → Press Approve and verify status change
1. Creating a purchase Requisition
   a. This can be done in two different ways – depending on whether the material ordered is to be associated with a work request. The following example is assuming there is no work request.
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2. To create a PREQ – open the purchase requisition form
3. Let the PREQ number automatically be assigned. Type in description.
4. Select the ADD LINE button at the bottom
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5. In the pop-up screen, input the necessary information including:
   a. Warehouse – the warehouse the user is assigned to
   b. Part number – select the part number. If this item does not have a part number assigned in FAMIS, use the DIRECT or NONSTOCK part number
      i. To select a part, press the PART button next to the field. In the pop-up screen, search for the desired part, and press ok.
      ii. If more than one part is needed, add another line item.
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c. In the description field, insert any information that is appropriate.
d. Input the quantity.
e. Input the required date.

6. Note that the status is in REQUESTED. In order for the PREQ to be processed, it must be in status APPROVED. The only way to do this is by selecting the approve button to the right.

7. Press SAVE and the Purchase Requisition has been created and is ready to be processed by the buyer.
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