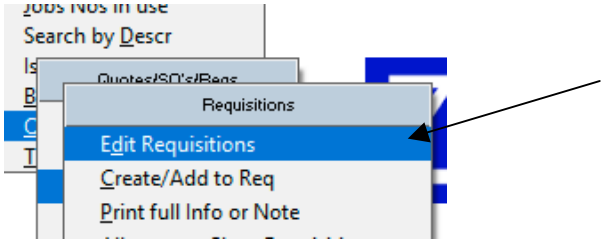
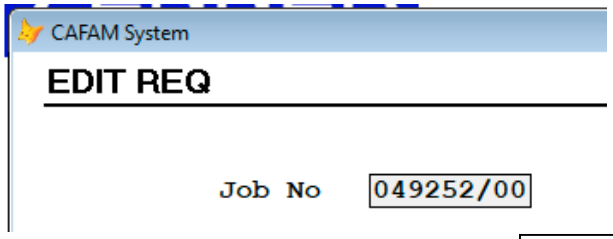
REQUISITION APPROVAL NOTE & PURCHASE ORDER

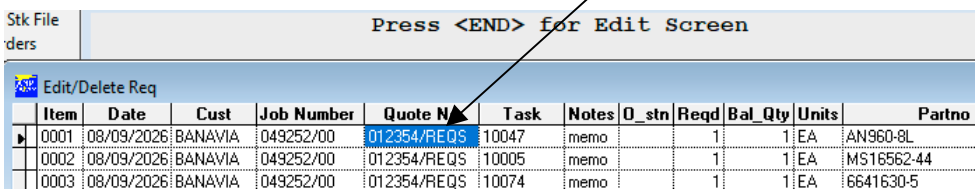
These notes cover the costing process for Requisition Approval Notes and the raising of a Purchase Order that follows. After you have created a Requisition you will need to enter the predicted costs before you can produce the Requisition Approval Note. The process relies on you getting an RFQ from your supplier and entering this price on the line so that the cost is now a know factor. Here are the steps to follow:

1. Go to the Edit Requisitions sub-menu to determine the Requisition Quote Number that has been assigned to the subject requisition i.e.



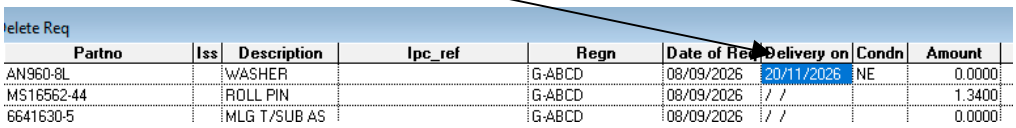


Requisition Quote No.



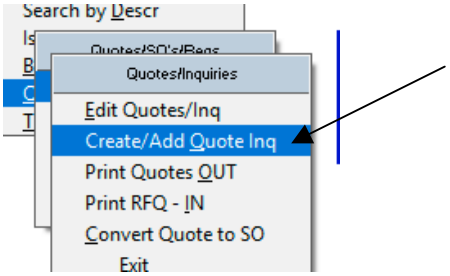
Item	Date	Cust	Job Number	Quote No	Task	Notes	O_stn	Reqd	Bal_Qty	Units	Partno
0001	08/09/2026	BANAVIA	049252/00	012354/REQS	10047	memo		1	1	EA	AN960-8L
0002	08/09/2026	BANAVIA	049252/00	012354/REQS	10005	memo		1	1	EA	MS16562-44
0003	08/09/2026	BANAVIA	049252/00	012354/REQS	10074	memo		1	1	EA	6641630-5

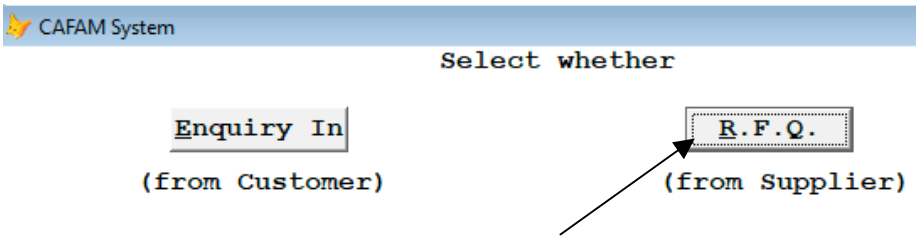
You can at the same time enter any other information as required e.g. Estimated Requested Date

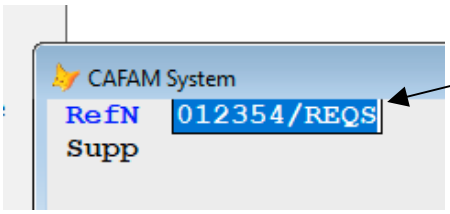


Partno	Iss	Description	Ipc_ref	Regn	Date of Req	Delivery on	Condn	Amount
AN960-8L		WASHER		G-ABCD	08/09/2026	20/11/2026	NE	0.0000
MS16562-44		ROLL PIN		G-ABCD	08/09/2026	/ /		1.3400
6641630-5		MLG T/SUB AS		G-ABCD	08/09/2026	/ /		0.0000

2. Using Requisition Quote Number you now create an RFQ from your Supplier as follows

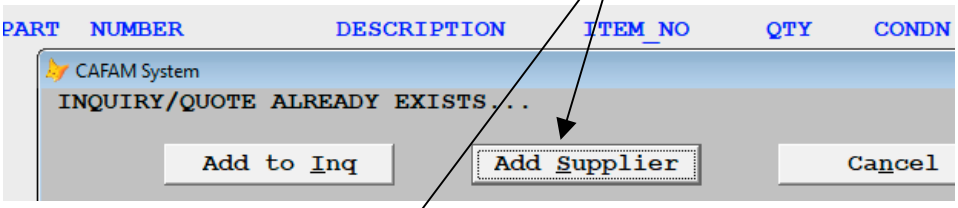






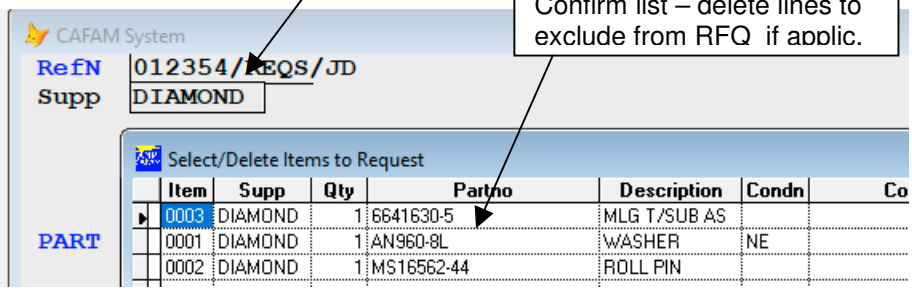
Enter the Requisition Quote No.

Select Add Supplier & enter the Supplier



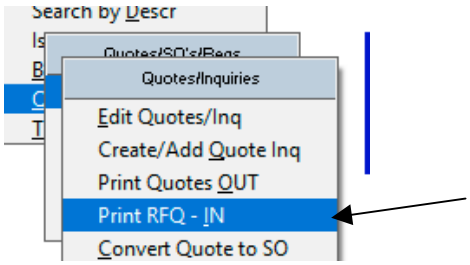
Confirm the list being sent for RFQ to the Supplier (Ctrl+T to delete any not being selected

Confirm list – delete lines to exclude from RFQ if applic.

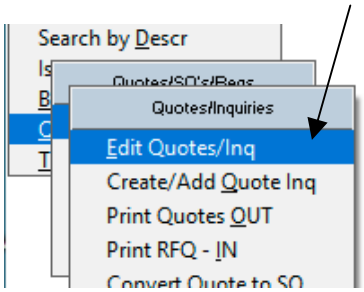


Press ESC when edit is done and enter any additional Suppliers

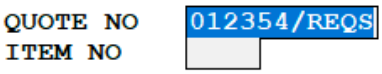
3. Print the RFQ and await the pricing

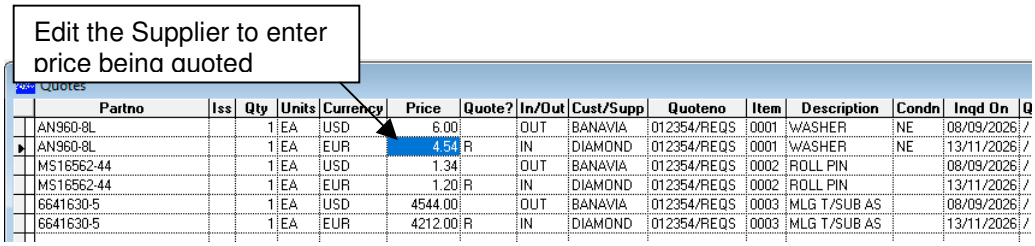


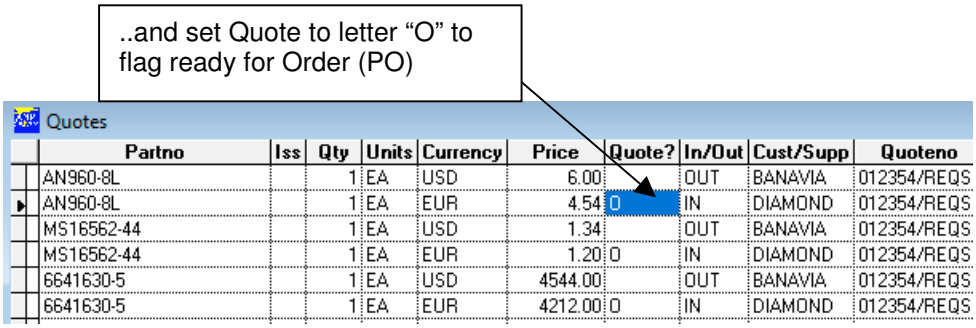
4. On receiving the pricing, do an Edit on the Requisition Quote No. from:



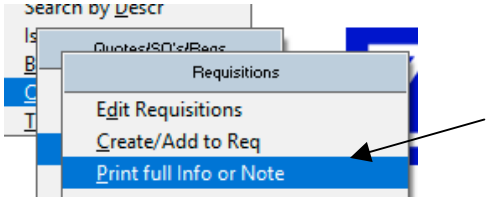


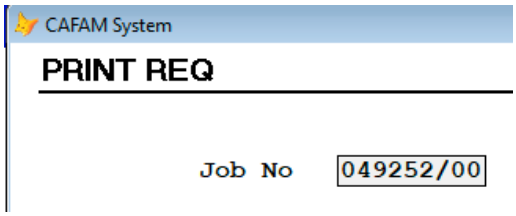






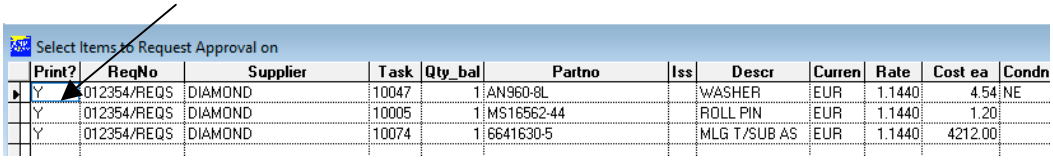
5. Now you can proceed to Print the Requisition Approval Note







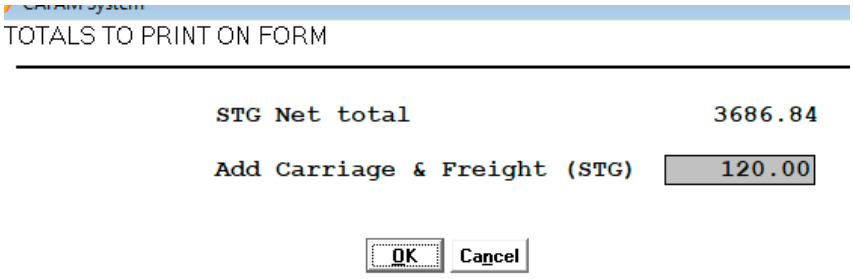
Select Items to Print on the Note



Select Items to Request Approval on

Print?	ReqNo	Supplier	Task	Qty_bal	Partno	Iss	Descr	Curren	Rate	Cost ea	Condn
Y	012354/REQS	DIAMOND	10047	1	AN960-8L		WASHER	EUR	1.1440	4.54	NE
Y	012354/REQS	DIAMOND	10005	1	MS16562-44		ROLL PIN	EUR	1.1440	1.20	
Y	012354/REQS	DIAMOND	10074	1	6641630-5		MLG T/SUB AS	EUR	1.1440	4212.00	

Enter Freight if applicable



…to Print Approval to Purchase

Page 1

REQUISITION NOTE
APPROVAL TO PURCHASE

APPROVED AS INDICATED
Signed

Customer **BANAVIA**
Aircraft **G-ABCD**
Job No. **049252/00**

Requestd By	ReqNo	Date/Delv	Task	Part Number	Description	Qty Required	STG Total Cost	Apprvd Y/N	P/Order No. raised
JD	012354/REQ	08/09/202 20/11/202	10047 Supplier : DIAMOND Reference:	AN960-8L	WASHER (4.54 EUR @ 1.144 ea)	1 @ 4.54 EA	3.97		
JD	012354/REQ	08/09/202 / /	10005 Supplier : DIAMOND Reference:	MS16562-44	ROLL PIN (1.20 EUR @ 1.144 ea)	1 @ 1.20 EA	1.05		
JD	012354/REQ	08/09/202 / /	10074 Supplier : DIAMOND Reference:	6641630-5	MLG T/SUB AS (4212.00 EUR @ 1.144 ea)	1 @ 4212.00 EA	3681.82		

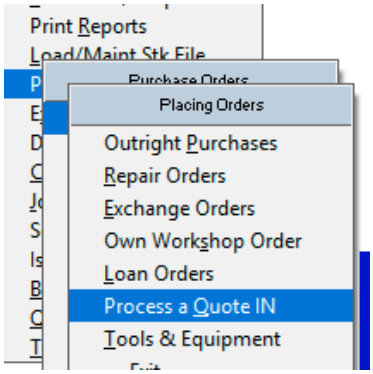
PRINTED BY JD ON 13/11/2026 AT 17:17:49
APPROVAL REQUIRED TO PURCHASE THE ABOVE ITEMS FOR THE JOB AS SPECIFIED ABOVE

NET 3686.84
Freight/Carriage etc 120.00

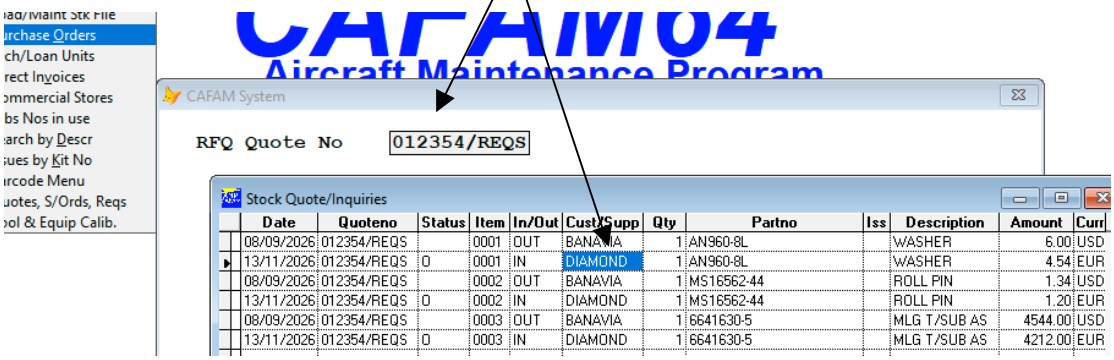
ITEMS ORDERED AS PER P.O.
Signed

/

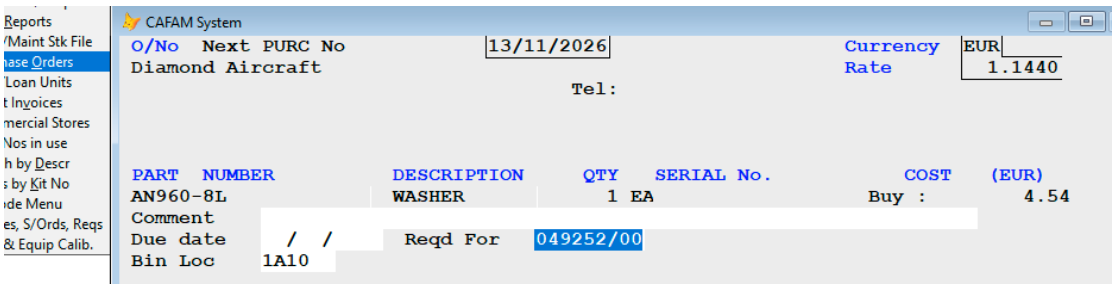
6. When approved proceed to convert the RFQ to PO as follow:



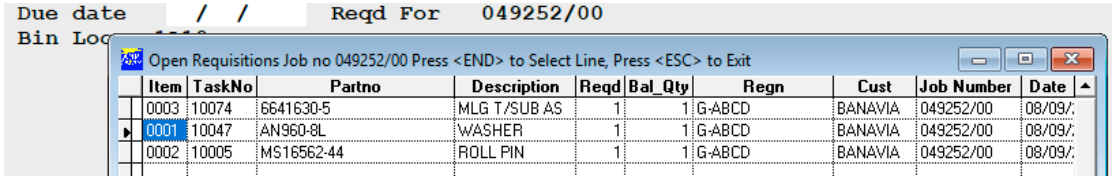
Enter the RFQ Number when prompted and select Supplier



Press <Enter> to accept all the Data that will retrieved from the RFQ file to create the PO until you are prompted for the “Reqd For”



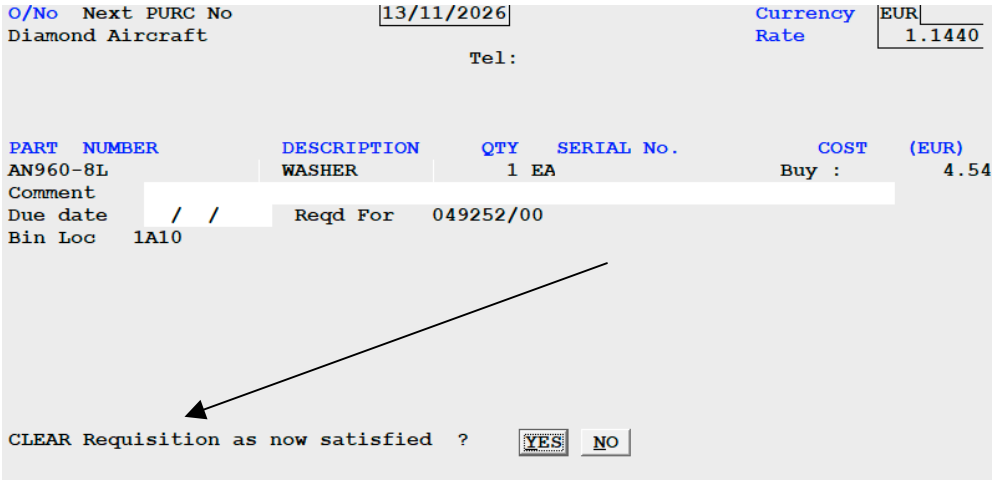
Accept the default as found and CAFAM will present you with the following screen:



Options here are to press the <END> key if you intend to clear and close the Requisition with this PO or,

Press <ESC> to leave the Requisition open to clear down later. This step is <u>important</u>

If you elect to clear and close the Requisition, you will be presented with the following screen



On selecting [YES] the Purchase will continue but internally the Requisition “”Bal_Qty” will go to Zero and be now cleared as fulfilled

Notes to selecting [YES]:

1. If you wish to split the RFQ on 2 different suppliers, then go though the above steps and Edit to change the Qty to whatever you wish to order from the first supplier, then do an Edit on the Requisition to change the “Bal_qty” to the remaining balance to place on a new Purchase Order on the different supplier.
2. It is important to understand that if you reduce to change the Qty to whatever you wish to order from the first supplier, the Program will **not** reduce or change the Requisition to match. You must manually do an Edit to the Requisition to make the Qty correct for the balance to Order.
3. However if you increase to change the Qty to to whatever you wish to order from the supplier, the Program will deem the Requisition as CLEAR and the Requisition “”Bal_Qty” will go to Zero

-eod-