How to Use Purchase Order Requisition App?

User Action:

1-Click Requisition form button to submit New Request.

2-Fill the form and submit the request.

3-User can check the requested form status & details.

Id	Requestor	Department	Assigned To	Date	Status	Items	Quantity	Price ($)	
1013	Gaurav kumar	Sharepoint(IT)	Supervisor	8/30/2020	Pending	Desktop	12	24000	Total
						Laptop	5	15000	39652
						Mouse	17	340	
						Keyboard	12	312	

4-Now Request gets submitted for the different approval process.

5-First, it is send to Supervisor and so on.

6-User can check the details of the application.

Requisition Details

Requestor:
Gaurav kumar

Department:
Sharepoint(IT)

Date:
8/30/2020

Supervisor Approval Status:

IT Head Approval Status:

Supervisor Comment:

IT Head Comment:

MD Approval Status:

Stratigic Purchasing Approval Status:

MD Comment:

Stratigic Purchasing Comment:

Accounting Approval Status:

Purchasing Approval Status:

Accounting Comment:

Purchasing Comment:

Item	Quantity	Unit Price	Price ($)
Desktop	12	2000.0	24000
Laptop	5	3000.0	15000
Mouse	17	20.0	340
Keyboard	12	26.0	312
		Total	39652.0

Admin/Approver Action:

1-Approver Clicks the button based on the role.
For example Supervisor.

Purchase Order Requisition	⚙	≡ Requisition Form

Welcome Gaurav kumar   Choose Your Role

Supervisor	IT Head	MD
Strategic Purchase	Accounting	Purchasing

2-Get the Requisition Requests, click on any request to view the details.

‹   Pending Requisitions List   ⇅

Search User 🔍

Pending			
Approved			
Rejected			

≡ 1006	Anoop Singh (IT) Created On: 07/30/2020	📅 07/29/2020	›
≡ 1012	Anoop Singh (IT) Created On: 08/04/2020	📅 08/04/2020	›
≡ 1013	Gaurav kumar (Sharepoint(IT)) Created On: 08/05/2020	📅 08/30/2020	›

3- View the details.

Requisition Details

Requestor: Gaurav kumar

Department: Sharepoint(IT)

Date: 8/30/2020

Item	Quantity	Unit Price	Price ($)
Desktop	12	2000.0	24000
Laptop	5	3000.0	15000
Mouse	17	20.0	340
Keyboard	12	26.0	312
		Total	39652.0

Supervisor Approval Status:

IT Head Approval Status:

Supervisor Comment:

IT Head Comment:

MD Approval Status:

Stratigic Purchasing Approval Status:

MD Comment:

Stratigic Purchasing Comment:

Accounting Approval Status:

Purchasing Approval Status:

Accounting Comment:

Purchasing Comment:

4-Verify /Reject the Request.

Supervisor Approval

Status   Approve

Comment   Ok, approved.

Submit

Once Request is approved by all Approver, then order can be placed.

Assign Roles to the User:

- Click the setting Icon on Home Screen and open this Screen
- Select Dropdown for each Approval Role
- Admin can get the Users list from Azure Group too, for this they just have to enter the azure group object Id. Otherwise app should get all the users from the current organization.

How to get AD Group ID?

- Open https://portal.azure.com/ then search for your group
- Copy the Object Id and paste into the App Input box to get users from this group only.