

## I. Requisitions, Material Receipt and Status

### A. Requisitions

1. **SAY:** Now that you have finished writing your Master Production Record, I will guide through the prerequisite steps needed to get ready to manufacture using a Batch Production Record. These steps include purchasing some materials, receiving them into inventory, updating their status and generating a Batch Production Record. At that point I will guide you through the process of actually manufacturing something.

Note: Objectives:

1. To understand how to purchase materials
2. **SAY:** In this section you will learn how to purchase materials and receive them into your system. Then you will learn how to update their status so they can be used in batch production.
3. Click on the Requisitions menu item. A requisition is equivalent to a purchase order. InstantGMP creates a form that can be delivered to the purchasing department to place the order.
4. Requisitions are used to create an order form for materials needed from a specific vendor. A requisition is a prerequisite for receiving material into inventory. You can't receive anything into inventory without a requisition.
5. You are going to requisition the materials needed for this Training Project. First select the Add New Record button. Then select the Training Supplier as the vendor and today's date for "needed by." Click the "Add Material Requisition" button to add a row to the Requisition. Select the update arrow to pick Training Liquid from the list. Enter 30 as the quantity to order and L as the unit. If you know a vendor catalog # you would enter it here. Enter "123" for training purposes. Click the C of A box to show that you want a Certificate of Analysis sent with the material. A Certificate of Analysis will have the test data for the material you are ordering.
6. Click the "Add Material Requisition" button again then click the update icon in the new row. Pick the "1 oz. Amber Bottle". Enter 1,000 as the quantity to order and "ea." as the unit. Enter "456" as the Vendor Catalog #. Click the MSDS box to indicate that we are looking for the Material Safety Data Sheet to come with the order. An MSDS is a document that contains information on the potential hazards and how to work safely with that chemical.
7. Now sign and confirm to bring you to a summary screen of your order.

8. Click Requisitions in the Main Menu. You will see the materials you just ordered. There is a Print icon next to each one. Click the Print icon next to the 1 oz. Amber Bottle. A Purchase Order pops up. This can be printed or e-mailed to your purchasing agent. Click the red X to close this window.
9. You have just ordered the materials needed for the project. Next you will have to receive these materials into inventory.