

## STEPS ON HOW TO CREATE PURCHASE REQUEST

1. HOW TO CREATE NEW PRF (*Steps on how to create New Purchase Request Form or PRF*):
  - 1.1. On MY DASHBOARD, click CREATE NEW PRF button.
  - 1.2. Click CREATE NEW PRF button found at the upper part of the main screen
  - 1.3. New window will appear as shown below:
    - 1.3.1. Figure 1.3.1

Reference Number. 148146471

Select Company: -- Select Company -- Select Dealer: Select Expense Category: -- Select Category -- Expense Type:

Purpose of Request: Item Type: [View Class](#) Date Needed: dd / mm / yyyy Approving Head: -- Select Category --

Item Description: Quantity: 1 UoM: -- Select -- [+ Add Item](#)

NO	REF. #	ITEM TYPE	ITEM DESCRIPTION	UoM	QUANTITY
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[x CLOSE](#) [POST ORDER](#)

- 1.4. Complete all the required information as shown in the above image in correct sequence.
- 1.5. Reference number will be provided by the system.
- 1.6. Select the item type in the list. If not yet in the list, you can type it manually in the text box. You can view the item type list by clicking the **View Class** button

- 1.7. In the Item Description, type the item you wish to purchase. Please make sure that all information related to the item will be included for reference of the buyer.
- 1.8. Click **Add Item** button to insert the item in the Purchase Request Form. The item will be added in the form; you can add more items as you wish but it is recommended to create PRF base on item category
- 1.9. After adding all items, you need to POST the PRF to proceed with the approval of your request.
- 1.10. To post the PRF, click the **POST ORDER** button below. This process will take about 3-7 seconds to check and validate the record. You will be prompted by the system if any of the required information is missing or incorrect.
- 1.11. After posting the PRF, the approving head will be notified via e-mail and SMS to check and approve your request.