Purchase Requisition

Purchases · https://spos.pk/docs/purchase-requisition/

A purchase requisition is an internal request for stock, made before anything is ordered from a supplier. For example, a branch asks the head office for more of a fast-selling product. Recording the request in Smart POS keeps the buying process organised and approved before money is spent.

Purchase requisition

1. Go to the purchases section in Smart POS and start a new purchase requisition.
2. Select the location that needs the stock and add the products and quantities being requested.
3. Add a note explaining why the stock is needed, and the date it is needed by.
4. Save the requisition and send it for approval to the person who authorises purchases in your business.
5. Once approved, convert the requisition into a purchase order for the supplier, and track it until the goods arrive.

Tip: Never order stock without an approved requisition, so every purchase can be traced back to a genuine need.