HighStone from Claremont Controls Ltd

An Introduction to the Raising of Contract Requisitions

Requisitions are Managed within the HighStone Application. This introduction demonstrates the basic steps for Users, the Purchasing and Buying Team, and Authorisers of Contract Purchases.

All Requisitions must be linked to a valid Works Order. A Works Order may be accessed through:

- The Works Order Panel
- From the Schemes Panel or Contract Schemes Log
- The Works Order Log List

You must be within the Allowed Timescale for the placing of Orders as defined on the Works Order. You can check these dates if you need to.

Requisitions are submitted using the **Requisition Form.**

Once submitted the details will be immediately available to the Purchasing Team. They will be able to access all Requisitions for Update, Pricing and Authorisation by the appropriate member of the Contract Staff.

The Purchasing Form will be completed when an Order has been placed with the Purchase Order Number from the Purchasing System added.

Raising Contract Requisitions Overview

> If you know the Works Order Number against which the Requisition is to be raised the quickest way to find it is to use the Works Order Panel.

HighStone Application - Claremont Controls Ltd

- HighStone - Claremont Controls Ltd
  - My Details
    - My HighStone Documents
    - Contract Scheme Documents
  - Incident Log
  - Contract Mail Log
  - Office Post Log
  - Contract Schemes / Lump Sum Works
  - Labour / Plant Allocation
  - RMMS Works Orders, Surveys, Defects
    - Contract Works Orders
    - Network Surveys / Maintenance
    - Network Defects Recorded
    - RMMS KPI Reporting
    - RMMS Network Inventory Items
    - Network Section Details
    - Network Chart Sketches
    - HAPMS System Documents
  - Setting Target Costs and Review
  - Contract Invoices
  - HighStone Reports Library
  - HighStone Query Requests

HighStone Hosted on Moth at Claremont Controls Ltd

On the Main Menu open the **RMMS Works Orders, Surveys, Defects** branch by clicking on the + icon or double click on the caption.

Login: Janet Williamson - Contract Admin

Close HighStone Application

Raising Requisitions - Finding the target Works Order

If you know the Works Order Number against which the Requisition is to be raised the quickest way to find it is to use the Works Order Panel.

Open the **Contract Works Orders** branch by clicking on the adjacent + icon or double click on the caption.

Click on the **Works Order Details Panel** to open a blank Works Order Form.

Raising Requisitions - Finding the target Works Order

> ⚙ **If you know the Works Order Number against which the Requisition is to be raised the quickest way to find it is to use the Works Order Panel.**

Enter the required Works Order Number and click on **Fetch** to recall the existing details.

Raising Requisitions - Finding the target Works Order

> **If you know the Works Order Number against which the Requisition is to be raised the quickest way to find it is to use the Works Order Panel.**

Raising Requisitions - Finding the target Works Order

If you do not know the Works Order Number but you have the Scheme Number then you can find the Works Order Number through the Schemes Display.

HighStone Application - Claremont Controls Ltd

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  - My Details
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  - Office Post Log
  - Contract Schemes / Lump Sum Works
    - Contract Schemes List Log
    - Schemes Details Panel
  - Labour / Plant Allocation
  - RMMS Works Orders, Surveys, Defects
    - Contract Works Orders
      - Works Order List Log
      - Works Order Details Panel
      - External (SiteMAN) Works Order List Log
      - Materials Requisitions List Log
      - Works Order Material Requisition Panel
    - Network Surveys / Maintenance
    - Network Defects Recorded
    - RMMS KPI Reporting

Login: Janet Williamson - Contract Admin

Close HighStone Application

HighStone Hosted on Moth at Claremont Controls Ltd

Open the **Contract Schemes / Lump Sum Works** branch by clicking on the adjacent + icon.

Click on the **Scheme Details Panel** to open a blank Schemes Form.

Raising Requisitions - Finding the target Works Order

If you do not know the Works Order Number but you have the Scheme Number then you can find the Works Order Number through the Schemes Display.

Contract Schemes

Raised Schemes / Projects

Target Record [_____] [Fetch]

Current Record [_____] [_____]

[< Prev] [* New] [Next >]

Tabs: Scheme Details | Works Stages | Raised Works Orders | Cost Reports | Program Cost Profile | Notes

Project Details

Description Works [_____]   Identifier [--]

Scheme Class [_____▼]   Region [South - South Region ▼]   Date Raised [_____]

Client Budget Code [_____]   Valid Cost Activities [_____]   [Define]

Enter the required Scheme Number and click on **Fetch** to recall the existing details.

Key Scheme Dates

Commence Date [_____] [<]

Complete Date [_____] [<]

Close Out Date [_____] [<]

Location Details   Road Number [_____]   [Set Locn Details..]

Grid Reference [_____]   Section [_____]   [View Map ...]

[_____]   [View Sketch]

Locn Id [_____]   [Route Details...]

Project Manager [_____▼]   HA Contact [_____▼]

Scheme Stages

Scheme Stage	Stage Budget	Costs To Date	Planned St	Planned Fn	Actual St	Actual Fn

Actions: [Select required Action...▼] [Go]   [Save] [Close]

If you do not know the Works Order Number but you have the Scheme Number then you can find the Works Order Number through the Schemes Display.

Contract Schemes

Raised Schemes / Projects

Target Record [   ] [Fetch]

Current Record [210034] [Small Works - A55 EB A483 to A41 Road Markings]   [< Prev] [* New] [Next >]

Tabs: Scheme Details | Works Stages | Raised Works Orders | Cost Reports | Program Cost Profile | Notes

Project Details

Current Status [Raised ▼]

Description Works [Small Works - A55 EB A483 to A41 Road Markings]   Identifier [360]

> Click on the **Raised Works Orders** tab.

Scheme Class [210000 - Roads Renewal Schemes Under $500k ▼] Region   Date Raised [18 Dec 2007]

Client Budget Code [FH86465]   Valid Cost Activities [RM; SV; TM]   [Define]

Key Scheme Dates

Commence Date [25 Jun 2008] [<]

Complete Date [28 Jun 2008] [<]

Close Out Date [17 Sep 2008] [<]

Location Details   Road Number [A55]   [Set Locn Details..]

Grid Reference [SJ 412 6]   Section [0600-A55-1-32]   [View Map ...]

[A55 WB EB A483 to A41 Road Markings]   [View Sketch]

Locn Id [3174]   [Route Details...]

Project Manager [Dickinson, Jason ▼]   HA Contact [Rashdi, Freda ▼]

Scheme Stages

Scheme Stage	Stage Budget	Costs To Date	Planned St	Planned Fn	Actual St	Actual Fn
▶ Scheme Study	0.00	0.00				
Scheme Design	0.00	16,121.88				
Scheme Construction	58,950.43	54,380.24				

Actions: [Select required Action... ▼] [Go]   [Save] [Close]

If you do not know the Works Order Number but you have the Scheme Number then you can find the Works Order Number through the Schemes Display.

Contract Schemes

Raised Schemes / Projects

Target Record [ ] Fetch

Current Record [210034] [Small Works - A55 EB A483 to A41 Road Markings]   < Prev   * New   Next >

Scheme Details | Works Stages | **Raised Works Orders** | Cost Reports | Program Cost Profile | Notes

Raised Works Orders for Scheme   Record Page [1]

Works Order	WK Stage	Descrip Works	Status	Date	Completed	Raised By
► 11722	SWK	Small Works - A55 WB & EB A483 to A41	Raised	16 Jun 2008		David Hands

This panel will list all Raised Works Orders for the Scheme.

Click on the row for the required Works Order.

Click on the **View WO** command button to open up the target Works Order Form as shown earlier.

[View WO]   [Raise WO...]

Actions: [Select required Action... ▼] [Go]   Save   Close

Raising Requisitions - Finding the target Works Order

If you need to find a specific Scheme but you do not know the Scheme Number then you can use the Schemes List Log Display to search the HighStone database.

Click on the **Contract Schemes List Log** to open a panel listing all Contract Schemes.

Raising Requisitions - Finding the target Works Order

If you need to find a specific Scheme but you do not know the Scheme Number then you can use the Schemes List Log Display to search the HighStone database.

HighStone - Contract Schemes

Contract Schemes and Lump Sum Works

List All Schemes (Paged) ▾ | Go

Record Page ▴▾ 1

	Scheme No	ProjTitle	ProjCommenceD	ProjCompleteDa	ProjCloseOutDate	MPLProjectTitle
	210011	Small Works - Fencing - M62 FM 66.3 - 66.2	05 Nov 2007	31 Jan 2008	08 Jul 2008	Roads Renewal Schemes Under £500k
	210012	Small Works - Fencing - M62 J10 WBX	19 Feb 2008	19 Mar 2008	10 Oct 2008	Roads Renewal Schemes Under £500k
	210013	Small Works - Fencing - M62 J9 WB Access	13 Feb 2008	10 Mar 2008		Roads Renewal Schemes Under £500k
	210014	Small Works - Fencing - M62 EB MP62.4 Jct 1	05 Nov 2007	31 Mar 2008	29 Aug 2008	Roads Renewal Schemes Under £500k
	210015	Small Works - Fencing - M62 EB MP	05 Nov 2007			Roads Renewal Schemes Under £500k
	210016	Small Works - Fencing - M53 NB 32.8			27 Aug 2008	Roads Renewal Schemes Under £500k
	210017	Small Works - Fencing - M60A J12 link to M62	05 Nov 2007			Roads Renewal Schemes Under £500k
	210018	Small Works - VRS - M60A J5 Exit Slip	05 Nov 2007	20 May 2008	15 Aug 2008	Roads Renewal Schemes Under £500k
▶	210019	Small Works - VRS M62 MP18/7	05 Nov 2007	05 Jan 2008	05 Jan 2008	Roads Renewal Schemes Under £500k
	210020	Small Works - VRS - M62 MP32/6	05 Nov 2007	05 Jan 2008	05 Jan 2008	Roads Renewal Schemes Under £500k
	210021	Small Works - Footpaths - A55/A483 Footpath	05 Nov 2007			Roads Renewal Schemes Under £500k
	210022	Small Works - Cheadle Parapet Sub Standard	05 Nov 2007	05 Nov 2007		Roads Renewal Schemes Under £500k
	210023	Small Works - M58 Eastbound MP 23/4 - 24/7	15 Apr 2008	20 Apr 2008	03 Oct 2008	Roads Renewal Schemes Under £500k
	210024	Small Works - M61 Northbound MP20/1 - 20/7	07 Dec 2007	18 Dec 2007		Roads Renewal Schemes Under £500k
	210025	Small Works - M61- Northbound MP 6/7 - 7/7	12 Dec 2007	26 Jun 2008	27 Aug 2008	Roads Renewal Schemes Under £500k
	210026	Small Works - M61 - Southbound MP 29/2 - 28	08 Dec 2007	18 Dec 2007	26 Sep 2008	Roads Renewal Schemes Under £500k
	210027	Small Works - M56 - Westbound MP55/0 - 55/	21 Jan 2008	01 Feb 2008	03 Oct 2008	Roads Renewal Schemes Under £500k
	210028	Small Works - M62 Junction 8 - 10 Road Ma	13 Dec 2007	10 Jan 2008	27 Aug 2008	Roads Renewal Schemes Under £500k
	210029	Small Works - M6 Junction 17 Southbound	22 Jan 2008	07 Feb 2008	17 S	Roads Renewal Schemes Under £500k

Select the required Scheme by clicking on the grid row.

Click on Details... command button to open the Scheme details panel as shown earlier.

Actions: Select required Action... ▾ | Go | | Find | Details... | New... | Refresh | Filter... | Close

If you need to search for the Works Order number directly then you can use the Works Order List Log Display to search the HighStone database.

HighStone Application - Claremont Controls Ltd

- HighStone - Claremont Controls Ltd
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  - Contract Schemes / Lump Sum Works
    - Contract Schemes List Log
    - Schemes Details Panel
  - Labour / Plant Allocation
  - RMMS Works Orders, Surveys, Defects
    - Contract Works Orders
      - Works Order List Log
      - Works Order Details Panel
      - External (SiteMAN) Works Order List Log
      - Materials Requisitions List Log
      - Works Order Material Requisition Panel
    - Network Surveys / Maintenance
    - Network Defects Recorded
    - RMMS KPI Reporting

HighStone Hosted on Moth at Claremont Controls Ltd

Click on the **Works Order List Log** to open a panel listing all Contract Works Orders.

Login: Janet Williamson - Contract Admin

Close HighStone Application

Raising Requisitions - Finding the target Works Order

> ✠ **If you need to search for the Works Order number directly then you can use the Works Order List Log Display to search the HighStone database.**

HighStone - Works Orders

Works Order Records

List All Works Orders (ALLOW FILTERS, Paged) ▼ | Go

Filter: [No Filter Applied]

Record Page 1

WorksOrder	WODescription	WORaisedDate	Raised By	WOActualFinishDate	Route	Directio	CSTagCaption	Location
20791	Purchase of magnetic/stickers for vehicles	17 Dec 2008 12:26	Ella Logan		Network	UnSpec	Unknown	All Network
20790	RTC # 9 #				M6	SB	Cway	J17-16 prior to
20789	RTC # 9 #			17 Dec 2008 12:12	M6	SB	Cway	J17-16 prior to
20788	Fence Damage	17 Dec 2008 11:33	Rebecca Conway		M6	NB	Cway	340/8+20 J28
20787	Fence Damage	17 Dec 2008 11:33	Rebecca Conway	17 Dec 2008 11:34	M6	NB	Cway	340/8+20 J28
20786	M6 Masseybrook Farm Drainage Clearance	17 Dec 2008 10:59	Pete Arrowsmith		M6	NB	Cway	300/1 Massey
20785	On 100 yrd MP and bridge	17 Dec 2008 10:46	Rebecca Conway		M60	Aclock	Slip	Junc 24 Exit
20784	On 100 yrd MP and bridge	17 Dec 2008 10:46	Rebecca Conway		M60	Aclock	Slip	Junc 24 Exit
20783	Timing fault on traffic lights	17 Dec 2008 10:29	Rebecca Conway		M56	WB	Slip	J11 exit slip
20782	Timing fault on traffic lights	17 Dec 2008 10:29	Rebecca Conway	16 Dec 2008 18:29	M56	WB	Slip	J11 exit slip
20781	Barrier Dam of 48 mts & Bridge strike. # 2 #	17 Dec 2008 10:28	Linzi Blakemore		M62	WB	Cway	MP 42/5
20780	Barrier Dam of 48 mts & Bridge strike. # 2 #	17 Dec 2008 10:28	Linzi Blakemore	17 Dec 2008 10:29	M62	WB	Cway	MP 42/5
20779	Cone Strike	17 Dec 2008 10:15	Graham Burrows	17 Dec				
20778	Cone Strike	17 Dec 2008 10:14	Graham Burrows	17 Dec				
20777	B/D tanker carrying sulphuric acid # 4 #	17 Dec 2008 10:03	Linzi Blakemore	17 Dec				
20776	B/D tanker carrying sulphuric acid # 4 #	17 Dec 2008 10:03	Linzi Blakemore	17 Dec				
20775	2 potholes on Bridge extension # 8 #	17 Dec 2008 09:59	Linzi Blakemore		M6	SB	Cway	MP 341/2 +50

Select the required Works Order by clicking on the grid row.

*Click on **Details...** command button to open the Works Order details panel as shown earlier.*

Actions: Select required Action... ▼ | Go

Find | Details... | New... | Refresh | Filter... | Close

Raising Requisitions - Finding the target Works Order

The Works Order Details panel is used to manage the Works on site.

Works Orders

Works Orders

Works Order Number WO- 19924 Date Raised 05 Dec 2008 10:00

Works Order Type Scheme Works (LPA / PL) Current Status Raised Identifier 18929

Works Order Details Structures Small Works - Hollyhedge Road Concrete Repairs - TM

Details / Location | Asset Defects | Works Packages | Works Order Costs | Notes

Works Order Details

Handling Depot Westhoughton

Works Class

Works Packages

Incidents IRN/ Parent Scheme 220102 - SWK

Valid Activities TM Define

Route Details...

Define WP

Location

Road Number M56 M56 J3 - 4 10/7 Set Locn Details...

Cway Direction Clockwise Grid Ref SJ 819 882 Section / Chainage 4200-M56-2-16 UN View Map ...

View Sketch

Works Order Dates

Target Completion Date Dates

Date Works Completed Works Order Cancelled

> The **Date Works Completed** should be blank to indicate this is still a live Works Order.

☐ Damage To Network

☐ Third Party Claim

☐ Third Party Claim Exceeds £5000

Actions: Select required Action... Go Save Close

Raising Requisitions - Checking compatibility of dates

The Works Order Details panel is used to manage the Works on site.

Works Order Dates

Target Completion Date [   ]   [Dates ...]

Date Works Completed [   ]   ☐ Works Order Cancelled

☐ Damage To Network

☐ Third Party Claim

☐ Third Party Claim Exceeds £5000

Actions: [View / Set LPA and PL Date Options ▼] [Go]

Select required Action...
Print Works Order to PDF
Cancel/Reinstate Works Order Record
View / Set LPA and PL Date Options
Close out Associated Defects
Review Works Order Folder...
Import File(s) to Works Order Folder...

To check the Purchase Ledger date settings use the **Actions** menu in the bottom left to select the **View / Set LPA and PL Date Options**.

Then click on the **Go** command button.

Raising Requisitions - Checking compatibility of dates

The Works Order Details panel is used to manage the Works on site.

Works Orders

Works Orders

Works Order Number   WO- 19924   Date Raised 05 Dec 2008 10:00

Works Order Type   Scheme Works (LPA / PL)   ▼   Current Status   Raised   ▼   Identifier 18929

Works Order Details   Structures Small Works - Hollyhedge Road Concrete Repairs - TM

Tabs: Details / Location | Asset Defects | Works Packages | Works Order Costs | Notes

Works Order Details

Handling Depot   Not Specified   ▼

Works Class   ▼

Works Packages

Incidents   IRN/   Parent Scheme   220102 - SWK

Valid Activities   TM   Define

Route Details...

Location

Road Number   M56

Cway Direction   Clockwise   Grid Ref   SJ 8 9 882   Section / Chainage   4200-M56-2-16   UN

Set Locn Details...

View Map ...

Locn Id   29747   View Sketch

Works Order Dates

Target Completion Date

The allowed dates for Labour / Plant Allocation, and Purchase Ledger Orders will be shown.

Ensure the relevant items are Checked.

Allocations Allowed in Labour / Plant Allocations
☑ Start Works   05 Dec 2008 10:00   Finish Works   ✕

Purchases Allowed in Purchase Ledger
☑ From Date   05 Dec 2008   To Date   ✓

☐ Damage To Network
☐ Third Party Claim
☐ Third Party Claim Exceeds £

Check the From Date is specified and is before the required Order Date.

The To Date field should be blank to indicate the Ledger is still open.

Actions: View / Set LPA and PL Date Options   ▼   Go   Save   Close

The Works Order Details panel is used to manage the Works on site.

Works Orders

Works Orders

Works Order Number	WO- 19924	Date Raised 05 Dec 2008 10:00
Works Order Type	Scheme Works (LPA / PL)	Current Status Ra...
Works Order Details	Structures Small Works - Hollyhedge Road Concrete Repairs - TM	

Details / Location | Asset Defects | Works Packages | Works Order Costs | Notes

Works Order Details

Incidents IRN/

Handling Depot Not Specified

Valid Activities TM

Works Class

Works Packages

Location

Road Number M56

Cway Direction Clockwise

Works Order Dates

Target Completion Date

Date Works Completed

You can set required dates in these fields. Date fields offer a Calendar Prompt popup by pressing the F4 key when the cursor is in the field.

Allocations Allowed in Labour / Plant Allocations

☑ Start Works 05 Dec 2008 10:00 Finish Works

Purchases Allowed in Purchase Ledger

☑ From Date 05 Dec 2008 To Date

☐ Damage To Network
☐ Third Party Claim
☐ Third Party Claim Exceeds £5000

Actions: View / Set LPA and PL Date Options Go

LPA Works Date: Press F4 for Calendar Prompt
- F6 For Time Now

Save   Close

HighStone Date Prompt

Year 2008 Month December < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Selected Date 16 Dec 2008

Cancel   OK

Raising Requisitions - Checking compatibility of dates

The Works Order Details panel is used to manage the Works on site.

Works Orders

Works Orders

Works Order Number	WO- 19924	Date Raised 05 Dec 2008 10:00
Works Order Type	Scheme Works (LPA / PL)	Current Status Raised	Identifier 18929
Works Order Details	Structures Small Works - Hollyhedge Road Concrete Repairs - TM	

Tabs: Details / Location | Asset Defects | Works Packages | Works Order Costs | Notes

Works Order Details

Handling Depot	Not Specified
Works Class	
Works Packages		Define WP

Incidents IRN/
Parent Scheme 220102 - SWK
Valid Activities TM Define
Route Details...

Location

| Road Number | M56 | M56 J3 - 4 10/7 |
| Cway Direction | Clockwise | Grid Ref SJ 819 882 | Section / Chainage |

Locn Id 29747   View Sketch

Works Order Dates

| Target Completion Date | |
| Date Works Completed | |

Allocations Allowed in Labour / Plant Allocations
☑ Start Works 05 Dec 2008 10:00 Finish Works

Purchases Allowed in Purchase Ledger
☑ From Date 05 Dec 2008 To Date

Click the red cross to close the dates panel without saving any changes.

Click the green tick to save any changes and close the dates panel.

☐ Damage To Network
☐ Third Party Claim
☐ Third Party Claim Exceeds £5000

| Actions: | View / Set LPA and PL Date Options | Go |

LPA Works Date: Press F4 for Calendar Prompt
- F6 For Time Now

Save   Close

Raising Requisitions - Checking compatibility of dates

The Works Order Details panel is used to manage the Works on site. Requisitions linked to a Works Order are shown alongside Works Order Costs.

Works Orders

Works Orders

Works Order Number   WO- 19924   Date Raised 05 Dec 2008 10:00

Works Order Type   Scheme Works (LPA / PL)   Current Status Raised   Identifier 18929

Works Order Details   Structures Small Works - Hollyhedge Road Concrete Repairs - TM

Details / Location | Asset Defects | Works Packages | Works Order Costs | Notes

Staff Time and Cost Reports

1) Click on the **Works Order Costs** tab.

5 - Works Order Site Labour Booked Hours Between Dates
6 - Works Order Site Plant Booked Hours
7 - Works Order Site Plant Booked Hours Between Dates

HighStone Selection Prompt

Works Order Requisitions - WO-19924

- ○ List Existing Requisitions
- ○ Review Existing Requisitions...
- ● Raise New Requisition
- ○ Open Requisition Panel
- ○ Raise Retrospective Requisition

OK   Cancel

3) Click on the **Raise New Requisition** option and click **OK** on the popup panel to start a new Requisition.

Works Order Costs To Date Summary

Cost Class	Costs To Date	Last Allocation
Staff Management		
Materials		
SubContract		
Total W.O. Costs		

Refresh Costs

Cost Report...

WO Requisitions...

2) Click on the **WO Requisitions...** command button to show options.

Actions: Select required Action...   Go   Save   Close

Raising Requisitions - Accessing the Requisition Form and Raising a Requisition

The Requisition Form is used to Raise, Edit, Review, Price and Authorise Requisitions.

HighStone has carried forward the Works Order Number.

4) The Requisition Form is now available for completion and submission.

Raising Requisitions - Accessing the Requisition Form and Raising a Requisition

The Requisition Form is used to Raise, Edit, Review, Price and Authorise Requisitions.

Requisition for Materials / Services

Requisition Form

Requisition Ref No REQ· <New> Date Raised 16 Feb 2009 19:05 By Janet Wiliamson

Supplier Supplier Name   Scheme Ref No 220102 Structures Small Works - Hollyhedge Road Concrete Repairs

Contact Supplier Contact   Works Order No 19924 WO Activity Class TM - Traffic Management

Tel No 01112 123 456   Contract POC   Current Status

Requisition Class

1) Enter the potential Supplier Contact details if they are known.

2) From the drop down list specify the Works Order Activity Class.

Required Delivery Date

Requisition Items

Item No	Quantity	Unit	Description	Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Cancelled
*								☐	☐

Delivery Details FAO: COSHH Refs (if applicable)   Total Requisition Value

Address: ☐ Contra Charged to Supply Chain Company
                                                                            ☐ Costs Recoverable from the Client

Requisition Approvals

☐ Submitted   Requestor _____ Date _____
☐ Req Picked Up Handled by _____ Date _____
☐ Req Priced   Signatory _____ Date _____
☐ Authorised   Signatory _____ Date _____ PL Order No
☐ Order Placed Signatory _____ Date _____

Details / Authorisations

Requisition Notes

Actions: Select required Action...   Go   Save   Close

The Requisition Form is used to Raise, Edit, Review, Price and Authorise Requisitions.

Requisition for Materials / Services

Requisition Form

Requisition Ref No   REQ-   <New>   Date Raised   16 Feb 2009 19:05   By   Janet Williamson

Supplier   Supplier Name   Scheme Ref No   220102   Structures Small Works - Hollyhedge Road Concrete Repairs

Contact   Supplier Contact   Works Order No   19924   WO Activity Class   TM - Traffic Management

Tel No   01112 123 456   Contact POC   Westhoughton   Current Status

Requisition Class   5.03 - Overhead Departments - Periperals, Non-capital IT hardware, software up to £1,000

Required Delivery Date   Req Caption

Requisition

Item No	Unit	Description			Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Cancelled
*									☐	☐

3) Specify the Point of Contact (Office or Depot) that is handling the Requisition.

4) Select the Requisition Class from the pull down list. This defines the Budget Department and Maximum Purchase Order Value limit. HighStone uses this to identify the person who will Authorise the completed Requisition.

Delivery Details   FAO: COSHH Refs (if applicable)

Address:

Requisition Approvals

			Date	
☐ Submitted	Requestor		Date	
☐ Req Picked Up	Handled by		Date	
☐ Req Priced	Signatory		Date	
☐ Authorised	Signatory		Date	PL Order No
☐ Order Placed	Signatory		Date	

Details / Authorisations

Requisition Notes

Actions: Select required Action...   Go   Save   Close

Raising Requisitions - Accessing the Requisition Form and Raising a Requisition

The Requisition Form is used to Raise, Edit, Review, Price and Authorise Requisitions.

Requisition for Materials / Services

Requisition Form

| Requisition Ref No | REQ - | <New> | Date Raised | 16 Feb 2009 19:05 | By | Janet Williamson |

Supplier	Supplier Name			Scheme Ref No	220102	Structures Small Works - Hollyhedge Road Concrete Repairs
Contact	Supplier Contact			Works Order No	19924	WO Activity Class	TM - Traffic Management
Tel No	01112 123 456		Contract POC	Westhoughton		Current Status	

Requisition Class | 5.03 - Overhead Departments - Periperals, Non-capital IT hardware, software up to £1,000

Required Delivery Date | 10 Dec 2008 09:00 | Req Caption | Order Replacement Widgets for Custom TM

Requisition Items

| | Item No | Quantity | Unit | Description | | Hire Start | Hire End | Est Unit P | Unit Price | Requisitioned | Cancelled |
| * | | | | | | | | | | | |

> **5)** Specify the required Delivery Date (and Time if appropriate).
>
> HighStone offers Calendar Prompt by pressing the F4 key.

> **6)** Complete a brief Caption for the Requisition. HighStone uses this Caption on record list displays.

Delivery Details - FAO: | | COSHH Refs (if applicable) | | Total Requisition Value |

Address: | | | [ ] Contra Charged to Supply Chain Company
| | | [ ] Costs Recoverable from the Client

Requisition Approvals

[ ] Submitted	Requestor		Date	
[ ] Req Picked Up	Handled by		Date	
[ ] Req Priced	Signatory		Date	
[ ] Authorised	Signatory		Date	PL Order No
[ ] Order Placed	Signatory		Date	

Actions: | Select required Action... | Go | | Save | Close |

The Requisition Form is used to Raise, Edit, Review, Price and Authorise Requisitions.

Requisition for Materials / Services

Requisition Form

Requisition Ref No   REQ·   <New>   Date Raised   16 Feb 2009 19:05   By   Janet Williamson

Supplier   Supplier Name   Scheme Ref No   220102   Structures Small Works - Hollyhedge Road Concrete Repairs

Contact   Supplier Contact   Works Order No   19924   WO Activity Class   TM - Traffic Management

Tel No   01112 123 456   Contract POC   Westhoughton   Current Status

Requisition Class   5.03 - Overhead Departments - Periperals, Non-capital IT hardware, software up to £1,000

Required Delivery Date   10 Dec 2008 09:00   Req Caption   Order Replacement Widgets for Custom TM

Requisition Items

Item No	Quantity	Unit	Description	Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Cancelled
▶ 1	10	No	10 Boxes of Large Widgets - WD-987654					☐	☐
*								☐	☐

7) Complete the details of all Items to be added to the Requisition. All Items added must be sourced from the same supplier.

8) The Unit Price will be completed by the Buyer. If an Estimated Price is known then it may be specified in this column.

COSHH Refs (if applicable)   Total

☐ Contra Cha
☐ Costs Rec

Delivery Details - FAO

Address:

Requisition Approvals

☐ Submitted	Requestor		Date	
☐ Req Picked Up	Handled by		Date	
☐ Req Priced	Signatory		Date	
☐ Authorised	Signatory		Date	
☐ Order Placed	Signatory		Date	PL Order No

9) If you are ordering Plant complete the Hire Start and Hire End date fields on the grid.

Actions: Select required Action...   Go   Save   Close

The Requisition Form is used to Raise, Edit, Review, Price and Authorise Requisitions.

Required Delivery Date: 10 Dec 2008 09:00   Req Caption: Order Replacement Widgets for Custom TM

Requisition Items

Item	Quantity	Unit	Description	Hire Start	Hire End
1	10.00	No	10 Boxes of Large Widgets - WD-987654		

10) If you need to make the grid rows larger to enter additional text use the mouse to click and drag the row divider.

COSHH Refs (if applicable)

COSHH Details

17 Feb 2009 18:37

11) Drag the corners of the panel to enlarge the overall form size. This will make the Requisition Items grid area larger.

Save   Close

The Requisition Form is used to Raise, Edit, Review, Price and Authorise Requisitions.

Requisition for Materials / Services

Requisition Form

| Requisition Ref No | REQ- | <New> | Date Raised | 16 Feb 2009 19:05 | By | Janet Wiliamson |

Supplier: Supplier Name
Contact: Supplier Contact

Scheme Ref No: 220102
Works Order No: 19924
Structures Small Works - Hollyhedge Road Concrete Repairs
WO Activity Class: TM - Traffic Management

Contract POC: Westhoughton
Current Status:

Requisition Class: 5.03 - Overhead Departments - Periperals, Non-capital IT hardware, software up to £1,000

Required Delivery Date: 10 Dec 2008 09:00
Req Caption: Order Replacement Widgets for Custom TM

Requisition Items

	Description	Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Cancelled
	Boxes of Large Widgets - WD-987654					☐	☐

12) Complete the Recipient for the Goods and the Depot or Site Address.

HighStone will prompt with main Depot Addresses if you press the F4 key within the text field.

13) If appropriate fill in COSHH References, Requirements and Details.

Delivery Details FAO: Receiver
Address: Depot or Site Address

COSHH Refs (if applicable)
COSHH Details

Total Requisition Value: 0.00

☐ Contra Charged to Supply Chain Company
☐ Costs Recoverable from the Client

Requisition Approvals

			Date	
☐ Submitted	Requestor		Date	
☐ Req Picked Up	Handled by		Date	
☐ Req Priced	Signatory		Date	
☐ Authorised	Signatory		Date	
☐ Order Placed	Signatory		Date	PL Order No

Details / Authorisations
Requisition Notes

Actions: Select required Action...   Go

Save   Close

Raising Requisitions - Accessing the Requisition Form and Raising a Requisition

The Requisition Form is used to Raise, Edit, Review, Price and Authorise Requisitions.

Requisition for Materials / Services

Requisition Form

Requisition Ref No	REQ·	<New>	Date Raised	16 Feb 2009 19:05	By	Janet Wiliamson

				Scheme Ref No	220102	Structures Small Works - Hollyhedge Road Concrete Repairs
Supplier	Supplier Name					
Contact	Supplier Contact			Works Order No	19924	WO Activity Class: TM - Traffic Management
Tel No	01112 123 456		Contract POC	Westhoughton		Current Status:

Requisition Class: 5.03 - Overhead Departments - Periperals, Non-capital IT hardware, software up to £1,000

Required Delivery Date: 10 Dec 2008 09:00   Req Caption: Order Replacement Widgets for Custom TM

Requisition Items

	Item No	Quantity	Unit	Description	Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Cancelled
▶	1	10	No	10 Boxes of Large Widgets - WD-987654					☐	☐
*									☐	☐

Details / Authorisations

Requisition Notes

Delivery Details FAO: Receiver

Address: Depot or Site Address

COSHH Refs (if applicable)

COSHH Details

☐ Contra Charged
☐ Costs Recoverable

Total Requisition Value: 0.00

Requisition Approvals

☐ Submitted	Requestor		Date	
☐ Req Picked Up	Handled by		Date	
☐ Req Priced	Signatory		Date	
☐ Authorised	Signatory		Date	
☐ Order Placed	Signatory		Date	

PL Order No

Actions: Select required Action...   Go

Save   Close

> 14) Once all details are entered click on the **Save** command button to save the entry. HighStone will allocate a Requisition Number to the record as it is saved.

Raising Requisitions - Accessing the Requisition Form and Raising a Requisition

The Requisition Form is used to Raise, Edit, Review, Price and Authorise Requisitions.

Requisition for Materials / Services

Requisition Form

| Requisition Ref No | REQ· | 200009· | Date Raised | 16 Feb 2009 19:05 | By | Janet Wiliamson |

Supplier — Supplier Name
Contact — Supplier Contact
Tel No — 01112 123 456

Scheme Ref No — 220102
Works Order No — 19924
Structures Small Works - Hollyhedge Road Concrete Repairs
WO Activity Class — TM - Traffic Management
Current Status — Submitted

Contract PO... — Westhaughton

Departments - Periperals, Non-capital IT hardware, software up to £1,000

HighStone has allocated a Requisition Number to the record.

Required Delivery Date — 10 Dec 200... 09:00 Req Caption — Order Replacement Widgets for Custom TM

Requisition Items

Item No	Quantity	Unit	Description	Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Cancelled
1	10	No	10 Boxes of Large Widgets - WD-987654					☐	☐
*								☐	☐

15) Once successfully saved you can **Submit** the Requisition by checking this item.

Delivery Details — FAO: Req... COSHH Refs (if applicable) COSHH Detail...
Address: Depot or Site Address

Total Requisition Value — 0.00

☐ Contra Charged to Supply Chain Company
☐ Costs Recoverable from the Client

Requisition Approvals

☑ Submitted	Requestor	Janet Wiliamson	Date	16 Feb 2009 19:36
☐ Req Picked Up	Handled by		Date	
☐ Req Priced	Signatory		Date	
☐ Authorised	Signatory		Date	
☐ Order Placed	Signatory		Date	

PL 0

Actions: Select required Action...   Go

Details / Authorisations
Requisition Notes

16) When the Requisition has been **Submitted** it will be instantly available to the Purchasing Department who will confirm Supplier Details and Final Price.

The record status will now show as **Submitted** until it has been picked up by a Buyer to set the final Price.

> ✿ **If you wish to attach a file with some additional information to the Requisition you can place these in the Requisition Folder that HighStone creates.**

HighStone Requisition Documents

Requisition Documents - 200009   Close

Root HighStone Requisition Documents

📁 [HighStone Requisition 200009]

Refresh
Open in Explorer
New Folder
Copy Files To Here
View Folder Image Files

2) HighStone will open the Requisition Folder.

Use the Right Mouse Button to click on the folder name - this will open a popup menu and you can select **Copy Files To Here**.

3) HighStone will show a File Explorer panel within which you can browse and select one or more Files to Copy.

Select the files you need and HighStone will copy the files to the folder.

The folder button icon will now show a red tag to indicate the folder does hold one or more files.
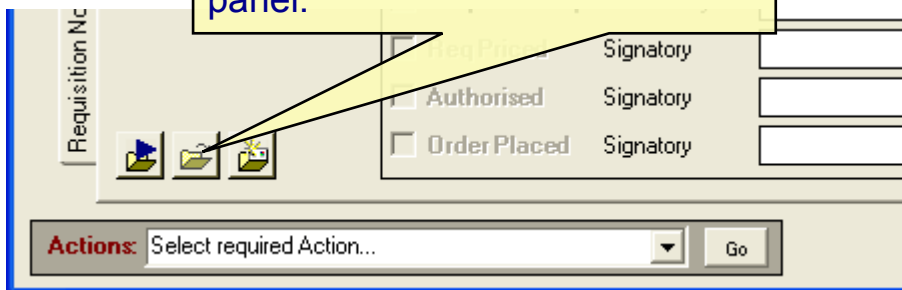
1) Click on the Open Folder button to the bottom left of the panel.

Signatory

☐ Authorised   Signatory

☐ Order Placed   Signatory

Actions: Select required Action...   ▾   Go

Raising Requisitions - Attaching Documents to the Requisition

To Process Submitted Requisitions Buyers and Signatory Authorisers should check HighStone regularly to check for any recently processed Requisitions.

HighStone Application - Claremont Controls Ltd

- HighStone - Claremont Controls Ltd
  - My Details
  - My HighStone Documents
  - Contract Scheme Documents
  - Incident Log
  - Contract Mail Log
  - Office Post Log
  - Contract Schemes / Lump Sum Works
  - Labour / Plant Allocation
  - RMMS Works Orders, Surveys, Defects
    - Contract Works Orders
      - Works Order List Log
      - Works Order Details Panel
      - External (SiteMAN) Works Order List Log
      - Materials Requisitions List Log
      - Works Order Material Requisition Panel
    - Network Surveys / Maintenance
    - Network Defects Recorded
    - RMMS KPI Reporting
    - RMMS Network Inventory Items
    - Network Section Details

Login: Janet Williamson - Contract Admin

Close HighStone Application

HighStone Hosted on Moth at Claremont Controls Ltd

Navigate the Main Menu to open the **Contract Works Orders** heading.

Click on the **Materials Requisitions List Log** to open a panel listing all Logged Requisitions.

Raising Requisitions - Accessing an Existing Requisition Form for Pricing / Authorisation

To Process Submitted Requisitions Buyers and Signatory Authorisers should check HighStone regularly to check for any recently processed Requisitions.

HighStone will List the Requisition Records on the standard List Panel.

List All Requisitions (Desc, Paged)   Go

Record Page   1

ReqRefNo	Scheme No	WorksOrder	AClassT	ReqRaisedDate	ReqStatusDesc	ReqCaption	ReqTotalValue	Raised By	Submitted By
200009	220102	19924	TM	16 Feb 2009 19:06	Submitted	Order Replacement Widgets for Custom TM	0.00	Janet Williamson	Janet Williamson
200008	100062	20807	IS	19 Jan 2009 10:33	Order Placed		2.00	A Admin	A Admin
200007	100062	20797	IS	19 Jan 2009 10:23			10.00	A Admin	A Admin
200006	100061	20811	IS	14 Jan 2009 15:20			10.00	A Admin	A Admin
200005	100061	20811	IS	13 Jan 2009 16:00			1.00	A Admin	A Admin
200004	100061	20811	IS	13 Jan 2009 15:30			259.00	A Admin	A Admin
200003	800101	10442	OH	13 Nov 2008 10:4	Order Placed	Test Purchase Order	29.00	Janet Williamson	Janet Williamson
200002	100203	2546	GC	29 Oct 2008 09:54	Order Placed		1.00	Emma Kelly	A Admin

If this is the first time you have used this Form HighStone will list All Requisitions with the most recent items at the top.

Use the Pull-Down in the top right corner to filter the displayed records to help you find what you need.

Actions: Select required Action...   Go
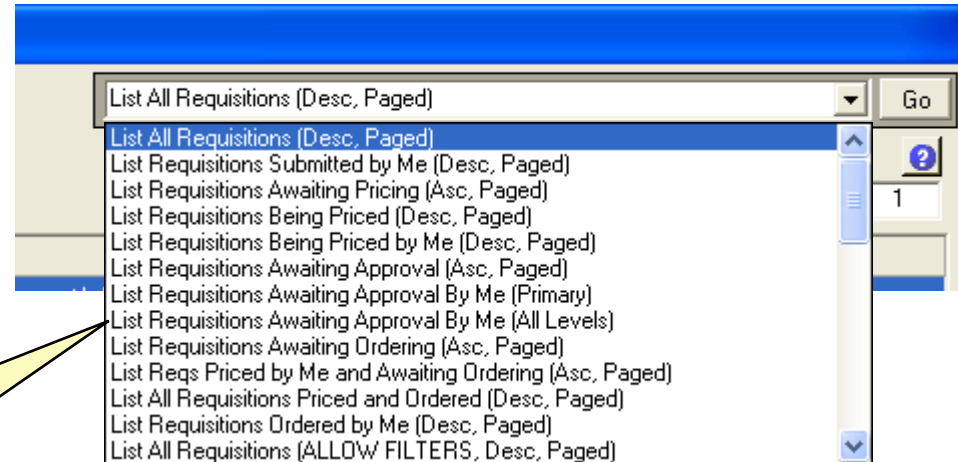
Find   Details...   New...   Refresh   Filter...   Close

Raising Requisitions - Accessing an Existing Requisition Form for Pricing / Authorisation

To Process Submitted Requisitions Buyers and Signatory Authorisers should check HighStone regularly to check for any recently processed Requisitions.

List All Requisitions (Desc, Paged)   ▼   Go

List All Requisitions (Desc, Paged)
List Requisitions Submitted by Me (Desc, Paged)
List Requisitions Awaiting Pricing (Asc, Paged)
List Requisitions Being Priced (Desc, Paged)
List Requisitions Being Priced by Me (Desc, Paged)
List Requisitions Awaiting Approval (Asc, Paged)
List Requisitions Awaiting Approval By Me (Primary)
List Requisitions Awaiting Approval By Me (All Levels)
List Requisitions Awaiting Ordering (Asc, Paged)
List Reqs Priced by Me and Awaiting Ordering (Asc, Paged)
List All Requisitions Priced and Ordered (Desc, Paged)
List Requisitions Ordered by Me (Desc, Paged)
List All Requisitions (ALLOW FILTERS, Desc, Paged)

The list of Filter Options allow you to target the main display to Requisitions at a given Status, and also extract those Requisitions that are for your specific attention (the **By Me** option).

When you have selected the required Filter click on the **Go** command button to refresh the main list of records.

HighStone will remember the last selection made when you return to the Requisition List panel.

To Process Submitted Requisitions Buyers and Signatory Authorisers should check HighStone regularly to check for any recently processed Requisitions.

HighStone - Material Requisitions

Material Requisitions

List All Requisitions (Desc, Paged) ▼ | Go

The Status of each Requisition is shown in this column.

	ReqRefNo	Scheme No	WorksOrderN	AClassT	ReqRaisedDate	ReqStatusDesc	ReqCaption	ReqTotalValue	Raised By	Submitted By
▶	200009	220102	19924	TM	16 Feb 2009 19:06	Submitted	Order Replacement Widgets for		Janet Williamson	Janet Williamson
	200008	100062	20807	IS	19 Jan 2009 10:33	Order Placed	Fuel Delivery for Allenbrook Depot	3,565.25	Patrick Price	Patrick Price
	200007	100062	20797	IS	19 Jan 2009 10:23	Req Priced	Restock of Electrics Lamp Parts	850.45	Andy Finn	Andy Finn
	200006	100061	20811	IS	14 Jan 2009 15:20	Order Placed	White Lining Renewal on M6		Oliver Goss	Oliver Goss
	200005	100061	20811	IS	13 Jan 2009 16:00	Order Placed	Scheme Traffic Light Installation		Dave Glover	Dave Glover
	200004	100061	20811	IS	13 Jan 2009 15:30	Order Placed	Restock of Bitumen Patching Materials	85.00	David Glover	David Glover
	200003	800101	10442	OH	13 Nov 2008 10:44	Order Placed	Concrete Testing on Structural Columns	1,867.95	Jason Worthington	Jason Worthington
	200002	100203	2546	GC	29 Oct 2008 09:54	Order Placed	New Batteries for TM Cones	279.80	Emma Kelly	Dean Babun

Status will show as:
- Raised
- Submitted
- Picked up (Being Priced)
- Req Priced
- Authorised
- Order Placed

Click on **Refresh** to update the record list with recent changes and additions by other users.

Actions: Select required Action... ▼ | Go | Find | Details... | New... | Refresh | Filter... | Close

To Process Submitted Requisitions Buyers and Signatory Authorisers should check HighStone regularly to check for any recently processed Requisitions.

HighStone - Material Requisitions

Material Requisitions

List All Requisitions (Desc, Paged) ▼ | Go

Record Page ▲▼ 1

	ReqRefNo	Scheme No	WorksOrderM	AClassT	ReqRaisedDate	ReqStatusDesc	ReqCaption	ReqTotaValue	Raised By	Submitted By
▶	200009	220102	19924	TM	16 Feb 2009 19:06	Submitted	Order Replacement Widgets for Custom TM	0.00	Janet Williamson	Janet Williamson
	200008	100062	20807	IS	19 Jan 2009 10:33	Order Placed	Fuel Delivery for Allenbrook		Patrick Price	Patrick Price
	200007	100062	20797	IS	19 Jan 2009 10:23	Req Priced	Restock of Electrics Lamp		Andy Finn	Andy Finn
	200006	100061	20811	IS	14 Jan 2009 15:20	Order Placed	White Lining Renewal on M6	5,987.50	Oliver Goss	Oliver Goss
	200005	100061	20811	IS	13 Jan 2009 16:00	Order Placed	Scheme Traffic Light Installation	35,287.00	Dave Glover	Dave Glover
	200004	100061	20811	IS	13 Jan 2009 15:30	Order Placed	Restock of Bitumen Patching Materials	85.00	David Glover	David Glover
	200003	800101	10442	OH	13 Nov 2008 10:44	Order Placed	Concrete Testing on Structural Columns	1,867.95	Jason Worthington	Jason Worthington
	200002	100203	2546	GC	29 Oct 2008 09:54	Order Placed	New Batteries for TM Cones	275.00	Emma Kelly	Dean Babun

Click on the required Requisition to highlight it.

Click on **Details** to open the selected Requisition Form.

Actions: Select required Action... ▼ | Go | Find | Details... | New... | Refresh | Filter... | Close

Raising Requisitions - Accessing an Existing Requisition Form for Pricing / Authorisation

Once a Requisition has been submitted the next stage is for the Buyer to Pick Up the record and starting compiling the Pricing Details. Once this is complete the Requisition can be passed on for Authorisation.

Requisition for Materials / Services

Requisition Form

Requisition Ref No   REQ· 200009   Date Raised 16 Feb 2009 19:06   By Janet Wiliamson

Supplier Supplier Name   Scheme Ref No 220102   Structures Small Works - Hollyhedge Road Concrete Repairs

Contact Supplier Contact   Works Order No 19924   WO Activity Class TM - Traffic Management

Tel No 0111 23 456   Contract POC Westhoughton   Current Status Req Picked Up

          Requisition Class 5.03 - Overhead Departments - Periperals, Non-capital IT hardware, software up to £1,000

Required Delivery Date 19 Dec 2008 09:00   Req Caption Order Replacement Widgets for Custom TM

1) Purchasing - Confirm and complete the chosen supplier details.

		Description	Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Cancelled
►	1	10.00 No	10 Boxes of Large Widgets - WD-987654			0.00	25.85	☐	☐
*								☐	☐

2) Purchasing - Research and enter the Unit Prices for the Order Items. Add additional items such as Delivery etc.

Delivery Details   FAO: Receiver   Total Requisition Value 258.50

          Address: Depot or Site Address   COSHH Details
                                            ☐ Contra Charged to Supply Chain Company
                                            ☐ Costs Recoverable from the Client

Requisition Approvals

☑ Submitted	Requestor	Janet Wiliamson	Date	17 Feb 200
☑ Req Picked Up	Handled by	Andy Finn	Date	17 Feb 200
☐ Req Priced	Signatory		Date	
☐ Authorised	Signatory		Date	
☐ Order Placed	Signatory		Date	

3) Purchasing - Check the Req Picked Up as soon as you start working on the Requisition. HighStone then sets the Requisition record for your attention.

4) Purchasing - Save the entered details regularly using the Save command button.

Actions: Save   Close

Raising Requisitions - Pricing a Requisition

Once a Requisition has been submitted the next stage is for the Purchasing Team to Pick Up the record and start compiling the Pricing Details. Once this is complete the Requisition can be passed on for Authorisation.

Requisition for Materials / Services

Requisition Form

Requisition Ref No   REQ· 200009   Date Raised 16 Feb 2009 19:06   By Janet Williamson

Supplier   Supplier Name   Scheme Ref No 220102

Contact   Supplier Contact   Works Order No 19924   WO Activity Class TM - Traffic Management

Tel No   01112 123 456   Contract POC Westhoughton   Current Status Req Priced

Requisition Class   5.03 - Overhead Departments - Periperals, Non-capital IT Hardware, software up to £1,000

Required Delivery Date   10 Dec 2008 09:00   Req Caption   Order Replacement Widgets for Custom TM

Requisition Items

	Item No	Quantity	Unit	Description	Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Cancelled
▶	1	10.00	No	10 Boxes of Large Widgets - WD-987654			0.00	25.85	☐	☐
*									☐	☐

5) Purchasing - Check the Requisition Class is Appropriate to the listed items and total Requisition Value.

7) Purchasing - HighStone will validate the details before allowing it to be passed on and will report any shortcomings. This could include:
- **No Item Prices specified**
- **Total Value exceeds Class Limit**
- **Other missing details**

Correct any details before continuing.

6) Purchasing - When all Pricing Details are Complete check the Req Priced item to pass the Requisition on for Authorisation.

Receiver

Depot or Site Address

COSHH Refs (if applicable)

COSHH Details

Requisition Approvals

☑ Submitted	Requestor	Janet Williamson	Date	17 Feb 2009 18:37
☑ Req Picked Up	Handled by	Andy Finn	Date	17 Feb 2009 09:07
☑ **Req Priced**	Signatory	Andy Finn	Date	17 Feb 2009 09:45
☐ **Authorised**	Signatory		Date	
☐ Order Placed	Signatory		Date	

PL Order No

Actions: Select required Action...   Go

Save   Close

Once a Requisition has been submitted the next stage is for the Purchasing Team to Pick Up the record and start compiling the Pricing Details. Once this is complete the Requisition can be passed on for Authorisation.

Requisition for Materials / Services

Requisition Form

Requisition Ref No   REQ·   200009   Date Raised   16 Feb 2009 19:06   By   Janet Williamson

Supplier   Supplier Name   Scheme Ref No   220102   Structures Small Works - Hollyhedge Road Concrete Repairs

Contact   Supplier Contact   Works Order No   19924   WO Activity Class   TM - Traffic Management

Tel No   01112 123 456   Contract POC   Westhoughton   Current Status   Req Picked Up

Requisition Class   5.03 - Overhead Departments - Periperals, Non-capital IT hardware, software up to £1,000

Req Caption   Order Replacement Widgets for Custom TM

8) Purchasing - If you wish to make any Notes on the Requisition for future reference then click on the **Requisition Notes** tab and add the comments using the text box field and the **Add Note** command button.

			Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Cancelled
		Widgets - WD-987654			0.00	25.85	☐	☐
							☐	☐

Req Notes / Comments

☐ Order Placed

PL Order No

	Date	Entered By	Entered Note
▶	17 Feb 2009 2?:41	Janet Williamson	Requested a Quote for the required items from Key Supplier. New price list is now in force.

Add New Note Here :

Add Note

Refresh

Actions: Select required Action...   Go

Save   Close

Raising Requisitions - Pricing a Requisition

Having been Priced the Requisition is made available for the relevant Authorisers to Approve the Purchase. After this stage the Requisition is passed back to the Buyer to place the order.

Requisition for Materials / Services

Requisition Form

| Requisition Ref No | REQ. | 200009 | Date Raised | 16 Feb 2009 19:06 | By | Janet Wiliamson |

Supplier: Supplier Name

Contact: Supplier Contact

Tel No: 01112 123 456

Scheme Ref No: 220102 — Structures Small Works - Hollyhedge Road Concrete Repairs

Works Order No: 19924

WO Activity Class: TM - Traffic Management

Contract POC: Westhoughton

Current Status: Authorised

Requisition Class: 5.03 - Overhead Departments - Periperals, Non-capital IT hardware, software up to £1,000

Required Delivery Date: 10 Dec 2008 09:00

Req Caption: Order Replacement Widgets for Custom TM

Requisition Items

Item No	Quantity	Unit	Description	Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Canc
1	10.00	No	10 Boxes of Large Widgets - WD-987654			0.00	25.85	☐	
*								☐	

Receiver

Depot or Site Address

COSHH Refs (if applicable)

COSHH Details

Total Requisition Value: 258.50

☐ Contra Charged to Supply Chain Company
☐ Costs Recoverable from the Client

Requisition Approvals

☑ Submitted	Requestor	Janet Wiliamson	Date	17 Feb 2009 1
☑ Req Picked Up	Handled by	Andy Finn	Date	17 Feb 2009 0
☑ Req Priced	Signatory	Andy Finn	Date	17 Feb 2009 0
☑ Authorised	Signatory	Margaret Forster	Date	17 Feb 2009 1
☐ Order Placed	Signatory		Date	

Requisition Notes

Actions: Select required Action...   Go

Save   Close

1) Authoriser - Click the Authorised item to acknowledge that you agree for the goods and services to be ordered.

2) Authoriser - Once authorised the Requisition record status will be changed and it will be accessible by the purchasing department ready for the order to be placed.

With the Requisition now Authorised it is passed back to the Buyer to place the order.

Requisition for Materials / Services

Requisition Form

Requisition Ref No   REQ·   200009   Date Raised   16 Feb 2009 19:06   By   Janet Wiliamson

Supplier   Supplier Name   Scheme Ref No   220102   Structures Small Works - Hollyhedge Road Concrete Repairs

Contact   Supplier Contact   Work

Tel No   01112 123 456   Contract POC   Westhought

Requisition Class   5.03 - Overhe

Required Delivery Date   10 Dec 2008 09:00   Req Caption   Order Replacement Widgets for Custom TM

1) Buyer - Check the items off the list as they are Ordered from the Supplier.

Requisition Items

Item No	Quantity	Unit	Description	Hire Start	Hire End	Est Unit Pr	Unit	Requisitioned	Cancelled
1	10.00	No	10 Boxes of Large Widgets - WD-987654			0.00	25.85	☑	☐
*								☐	☐

Delivery Details   FAO: Receiver

COSHH Refs (if applicable)

Total Requisition Value   258.50

Address: Depot or Site Address

COSHH Details

☐ Contra Charged to Supply Chain Company

☐ Costs Recoverable from the Client

2) Buyer - HighStone will prompt to check all items on the list when the Order Placed status is set and any items have not been checked off.

Requisition Approvals

☑ Submitted	Requestor	Janet Wiliamson	Date	17 Feb 2009 1		
☑ Req Picked Up	Handled by	Andy Finn	Date	17 Feb 2009 0		
☑ Req Priced	Signatory	Andy Finn	Date	17 Feb 2009 0		
☑ Authorised	Signatory	Margaret Forster	Date	17 Feb 2009 16:33		
☑ Order Placed	Signatory	Andy Finn	Date	17 Feb 2009 16:45	PL Order No	87588

Actions: Select required Action...   Go   Save   Close

Raising Requisitions - Showing that the Order has been Placed

With the Requisition now Authorised it is passed back to the Buyer to place the order.

Requisition for Materials / Services

Requisition Form

| Requisition Ref No | REQ· | 200009 | Date Raised | 16 Feb 2009 19:06 | By | Janet Wiliamson |

Supplier	Supplier Name		Scheme Ref No	220102	Structures Small Works - Hollyhedge Road Concrete Repairs
Contact	Supplier Contact		Works Order No	19924	WO Activity Class	TM - Traffic Management
Tel No	01112 123 456				Current Status	Order Placed

Contact POC Westhoughton

Requisition Class 5.03 - Overhead Departments - Periperals, Non-capital IT hardware, software up to £1,000

| Required Delivery Date | 10 Dec 2008 09:00 | Req Caption | Order Replacement Widgets for Custom TM |

Requisition Items

	Item No	Quantity	Unit	Description	Hire Start	Hire End	Est Unit Pr	Unit Price	Requisitioned	Cancelled
▶	1	10.00	No	10 Boxes of Large Widgets - WD-987654			0.00	25.85	☑	☐
*									☐	☐

Delivery Details FAO: Receiver

COSHH Refs (if applicable)

Address: Depot or Site Address

COSHH Details

> 4) Buyer - Insert the Order Number generated by the Contract Accounts system (this must be entirely numeric).

> 3) Buyer - Click the **Order Placed** item when the Order has been placed.

Requisition Approvals

☑ Submitted	Requestor	Janet Wiliamson	Date	17 Feb 2009 18:37
☑ Req Picked Up	Handled by	Andy Finn	Date	17 Feb 2009 09:07
☑ Req Priced	Signatory	Andy Finn	Date	17 Feb 2009 09:45
☑ Authorised	Signatory	Margaret Forster	Date	17 Feb 2009 10:35
☑ Order Placed	Signatory	Andy Finn	Date	17 Feb 2009 16:45

PL Order No 87588

> 5) Buyer - The Requisition will now show a status of **Ordered**.

Actions: Select required Action...   Go

Save

Raising Requisitions - Showing that the Order has been Placed

This completes the introduction to the HighStone Requisition facility. The following topics have been covered.

All Requisitions must be linked to a Works Order. Works Orders are accessed from the main Works Order panel, the Contract Scheme record for which the Works Order is raised or the Works Order List Log.

You can only submit Requisitions within the allowed timescale as defined on the Works Order record. This will be checked for consistency by HighStone.

Requisitions are Submitted to the Purchasing Team using the same Requisition Form in HighStone.

The Requisition Form is also used by the Purchasing Team to price the items and confirm the Supplier details.

The Requisition Authorisation is automatically offered to those Users with the relevant approval authority. These Users need to check HighStone regularly to approve further Requisitions as they are Priced.

Finally the Buyer records the date and Purchase Order Number for the final ordering of the required goods and services.

Further explanation is provided within the main HighStone Help system which can be accessed using the Help button on the Requisition Form.

Raising Requisitions - Review