



## Adding Line Items to a Requisition

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Knotical PMS — Planned Maintenance System  
**User Guide**

June 2026

### Overview

This guide explains how to add line items to a purchase requisition in Knotical PMS. A requisition lists the items you want to procure, and each line item is a single product with a quantity and optional details. You add items by searching the catalogue, set the quantity, attach any supporting files, and then save or finalize the requisition to send it forward for approval.

### Step 1. Open the requisition list

From the **Procurement** menu, select **All Purchase Requests**. The list shows every requisition currently in the system, along with its file number, title, type, vessel, and 6-P status. Use the tabs above the list — such as **Only Active Purchase Requests** or **Created By Me** — to narrow what is shown.

| #  | File #            | PO Date     | Title                       | Requisition Date | Type   | Catalogue             | Vessel Name | Budget Code | Budget Account          | Net       | Logistics | Total     | 6-P Status | Actions       |
|----|-------------------|-------------|-----------------------------|------------------|--------|-----------------------|-------------|-------------|-------------------------|-----------|-----------|-----------|------------|---------------|
| 1  | 105/REQ/0015-2026 | -           | VDR - Showing ERROR Cap.    | 26 Jan 2026      | VESSEL | Service Jobs & Others | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 2  | 105/REQ/0014-2026 | -           | Gyro Repeater (Bridge wing. | 26 Jan 2026      | VESSEL | Service Jobs & Others | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 3  | 105/REQ/0013-2026 | -           | SMOKE DETECTOR FIRE AL.     | 24 Jan 2026      | VESSEL | Spares / Items        | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 4  | 105/REQ/0012-2026 | -           | HFO AND LO PURIFIER         | 24 Jan 2026      | VESSEL | Spares / Items        | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 5  | 105/REQ/0011-2026 | -           | DIESEL OIL PURIFIER         | 24 Jan 2026      | VESSEL | Spares / Items        | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 6  | 105/REQ/0010-2026 | -           | BOILER TEMPERATURE CON.     | 24 Jan 2026      | VESSEL | Spares / Items        | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 7  | 105/REQ/0009-2026 | -           | EVAC VACUUM SYSTEM          | 24 Jan 2026      | VESSEL | Spares / Items        | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 8  | 105/REQ/0008-2026 | -           | BITZER FRIDGE COMPRESS.     | 24 Jan 2026      | VESSEL | Spares / Items        | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 9  | 105/REQ/0007-2026 | -           | CATERPILLAR 3412 C FILTERS  | 24 Jan 2026      | VESSEL | Spares / Items        | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 10 | 105/REQ/0006-2026 | -           | FREON 407 C 11.3 KG         | 24 Jan 2026      | VESSEL | Spares / Items        | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 11 | 105/REQ/0005-2026 | -           | VDR APT                     | 23 Jan 2026      | VESSEL | Spares / Items        | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |
| 12 | 105/REQ/0004-2026 | 26 Jan 2026 | LAB TESTING OF BUNKER S.    | 22 Jan 2026      | VESSEL | Service Jobs & Others | MT SELENIA  | 5004-15     | Lube Oil Fuel Oil Anal. | 1,395.74  | 0.00      | 1,395.74  | 000000     | Other Actions |
| 13 | 105/REQ/0003-2026 | 16 Jan 2026 | REPROGRAMMING OF GMD.       | 16 Jan 2026      | VESSEL | Service Jobs & Others | MT SELENIA  |             | Pre Take Over Expenses  | 1,200.00  | 0.00      | 1,200.00  | 000000     | Other Actions |
| 14 | 105/REQ/0002-2026 | 16 Jan 2026 | DBS CLASS SURVEYOR ATT.     | 15 Jan 2026      | VESSEL | Service Jobs & Others | MT SELENIA  | 5050-01     | Pre Ops Class Audit Fee | 16,895.80 | 0.00      | 16,895.80 | 000000     | Other Actions |
| 15 | 105/REQ/0001-2026 | -           | DBS CLASS SURVEYOR ATT.     | 15 Jan 2026      | VESSEL | Service Jobs & Others | MT SELENIA  |             |                         | 0.00      | 0.00      | 0.00      | 000000     | Other Actions |

All Purchase Requests. Each row is a requisition; click its file number to open it.

## Step 2. Open a requisition

Click the requisition's **File #** to open it in a new window. The **Requisition Details** window shows the basic details — **Subject / Title**, **Requisition Priority**, and the **Delivery Details** — with the **Line Items** section below.

[105/REQ/0013-2026] - SMOKE DETECTOR FIRE ALARM SYSTEM | SPARES

Go back to list Click here to toggle Requisition Overview

Requisition Details

Subject / Title: \*  
SMOKE DETECTOR FIRE ALARM SYSTEM

Requisition Priority: \*  
High

Frequency Type:  
Select.

Delivery Details

Expected Delivery Date: \*  
30 Jan 2026

Delivery Port: \*  
Jebel Ali

Line Items

+ Add Items By Searching Attachments

| SI #    | Item Name | Item Code | ROB | In Tran. | Quantity | Origin | Unit | Critical | Maker | Model Number | Part Number | Drawing Number |
|---------|-----------|-----------|-----|----------|----------|--------|------|----------|-------|--------------|-------------|----------------|
| No data |           |           |     |          |          |        |      |          |       |              |             |                |

Total records: 0 | Page 1 of 1

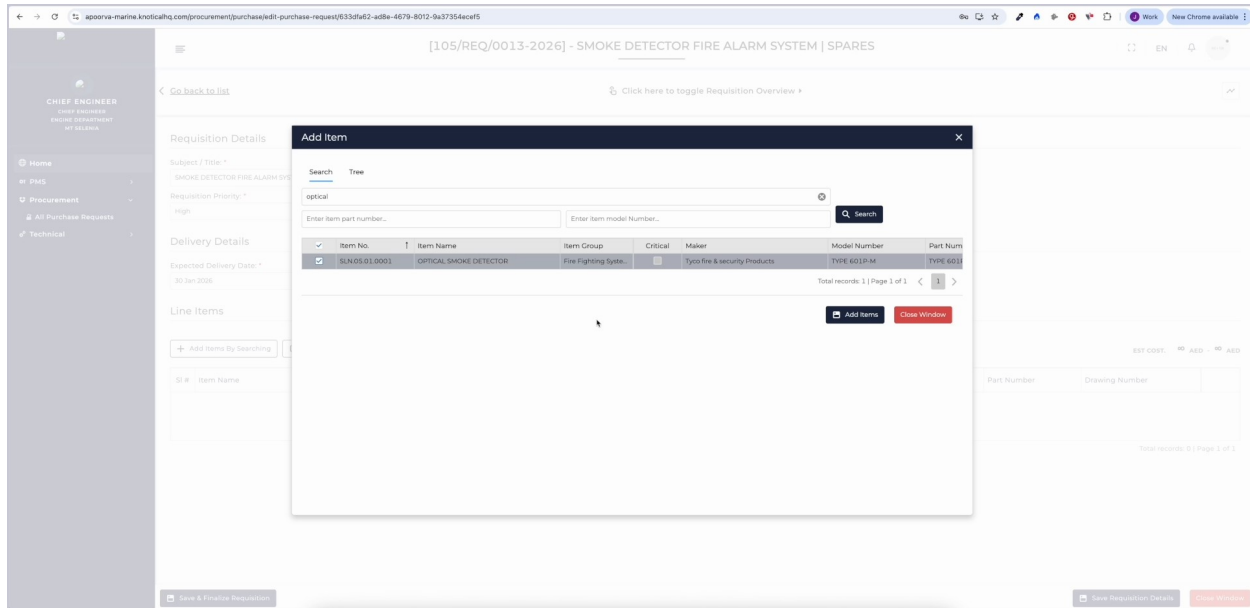
Save & Finalize Requisition Save Requisition Details Close Window

The Requisition Details window. Line items are added in the section at the bottom.

## Step 3. Add a line item by searching

In the **Line Items** section, click **Add Items By Searching** to open the **Add Item** dialog. Type all or part of a product name into the search box and click **Search**. A partial name is enough. The matching products appear with their item code, maker, model number, and part number. Tick

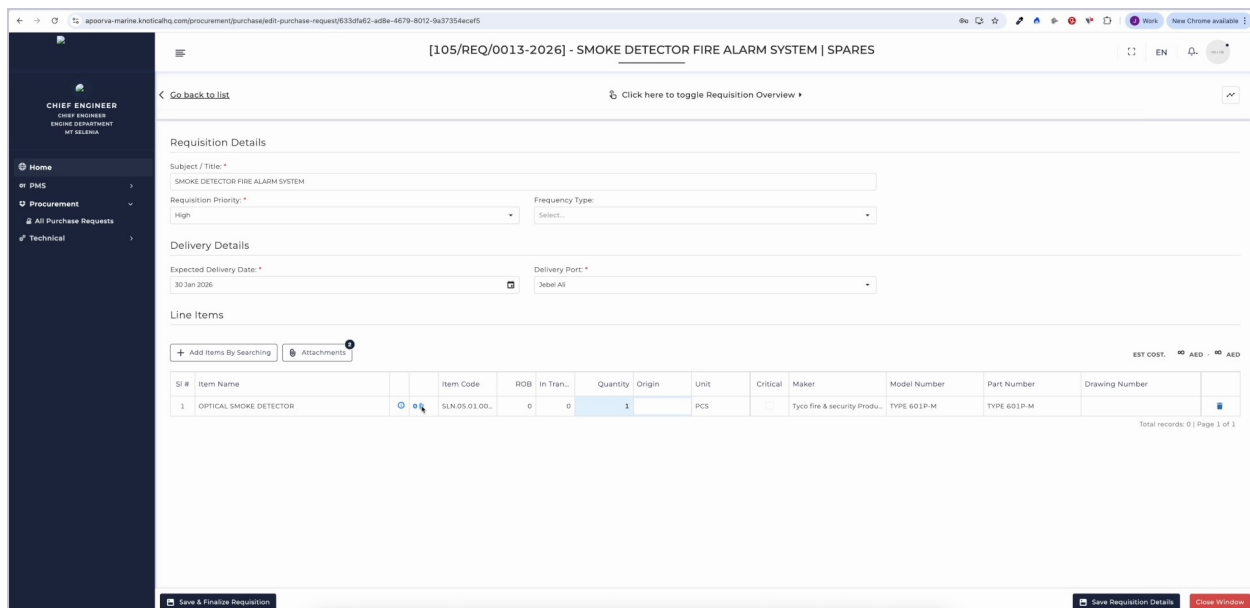
the checkbox beside the product you want, then click **Add Items**. The item is added to the line-items grid.



*Search for a product, tick it, then Add Items. A partial name is enough.*

## Step 4. Set the quantity and details

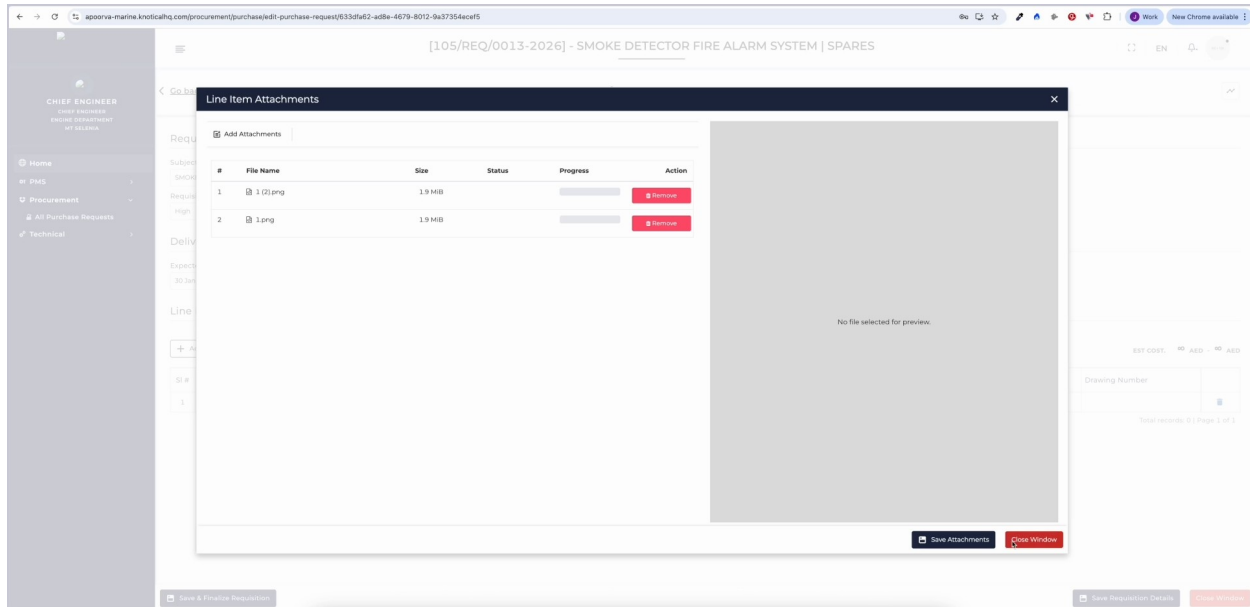
The selected item now appears as a row in the grid. Enter the **Quantity** you want to procure — this is the only mandatory field. You can also add **Origin** or brand details if they are required, but these are optional. The **Unit**, **Maker**, **Model Number**, and **Part Number** are carried over from the catalogue.



*The line item in the grid. Quantity is mandatory; Origin and brand details are optional.*

## Step 5. Add attachments (optional)

To attach images or documents to a line item, click the small attachment icon on the item's row — or the **Attachments** button above the grid — to open the **Line Item Attachments** window. Click **Add Attachments** to choose one or more files; you can add any number of files. When you are done, click **Save Attachments** to upload them to the server.



*The Line Item Attachments window. Add one or more files, then Save Attachments.*

## Step 6. Save or finalize the requisition

While you are still working, click **Save Requisition Details** (bottom right) to keep your changes without submitting — you can return and add more items later. When the requisition is complete, click **Save & Finalize Requisition** (bottom left) to submit it.

**Note:** Save & Finalize Requisition finalizes the requisition and advances it to the next stage — the captain's approval. Until then, use Save Requisition Details so you can keep adding or editing line items.

*This completes the process of adding line items to a requisition in Knotical PMS. The finalized requisition then moves on for the captain's approval.*