

# Creating a Requisition in UnKnot

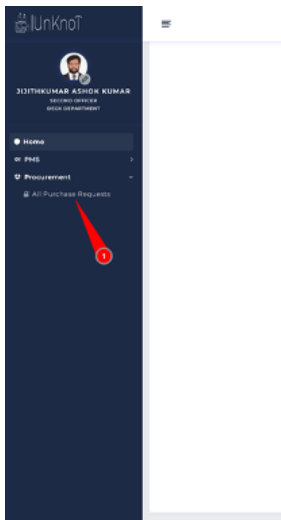
## Overview

The **Requisition Module** in UnKnot enables users to create and manage purchase requisitions for vessel supplies, spare parts, and service requests. Once a requisition is **finalized**, no further changes can be made, ensuring procurement workflow integrity..

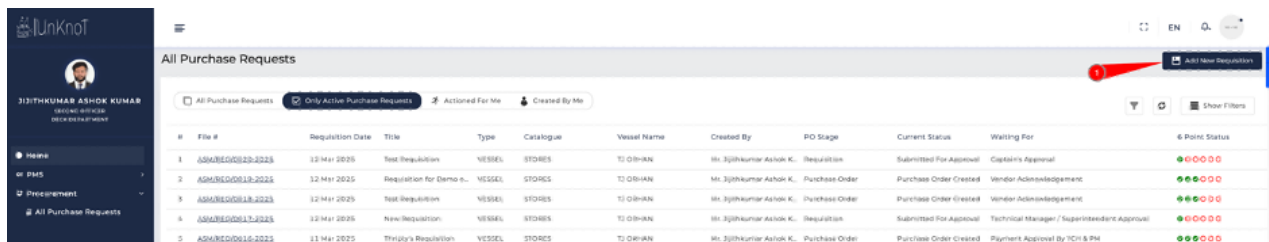
## Steps to Create a Requisition

### Step 1: Navigate to the Requisition Module

1. Log in to **UnKnot**.
2. In the main menu, select **Procurement > All Purchase Requests**



3. Click the “**Add New Requisition**” button on the top right corner.



### Step 2: Enter Requisition Details

1. **Subject / Title:** Enter a meaningful name for the requisition (e.g., *Test Requisition*).
2. **Requisition Priority:** Choose from options like **Immediate, High, Medium, Low**.
3. **Frequency Type:** Select whether this is a **Quarterly, Monthly, Piece-Meal, Dry Dock** requisition.

---

## Step 3: Set Delivery Details

1. **Expected Delivery Date:** Choose the desired date for receiving the items.
2. **Delivery Port:** Select the port where the goods will be delivered (e.g., *Abu Dhabi*).

The screenshot shows a web form titled "Requisition Details". It is organized into three main sections:

- Requisition Details:** Contains a text field for "Subject / Title", a dropdown for "Requisition Priority", and a dropdown for "Frequency Type".
- Vessel Details:** Contains a dropdown for "Select Vessel" (currently showing "TJ ORHAN"), a dropdown for "Vessel Voyage Number", and a date field for "Expected Delivery Date".
- Select Catalogue:** Contains a dropdown for "Catalogue Type". Below this dropdown, a small note reads: "Catalogue Type will be enabled after you have selected the vessel or the department".

## Step 4: Set Catalogue Type

UnKnot offers **three types of catalogues**:

### 1. Stores (IMPA Catalogue)

- Selecting this option enables the **Product Catalogue** dropdown.
- The **Product Catalogue** dropdown lists all **IMPA product categories**, including:
  - **Cabin Stores**
  - **Charts & Publications**
  - **Class Flag**
  - **Deck & Engine Stores**
  - **Electrical Equipment**
  - **Provisions & Bonded Stores**
  - **etc**
- Choose the relevant catalogue to browse and select products.

### 2. Spare Parts / Items

- This option is for requesting **specific spare parts or items** needed for vessel maintenance or operations.
- Users can search for parts by **Product Name or Code**.

### 3. Service Requests

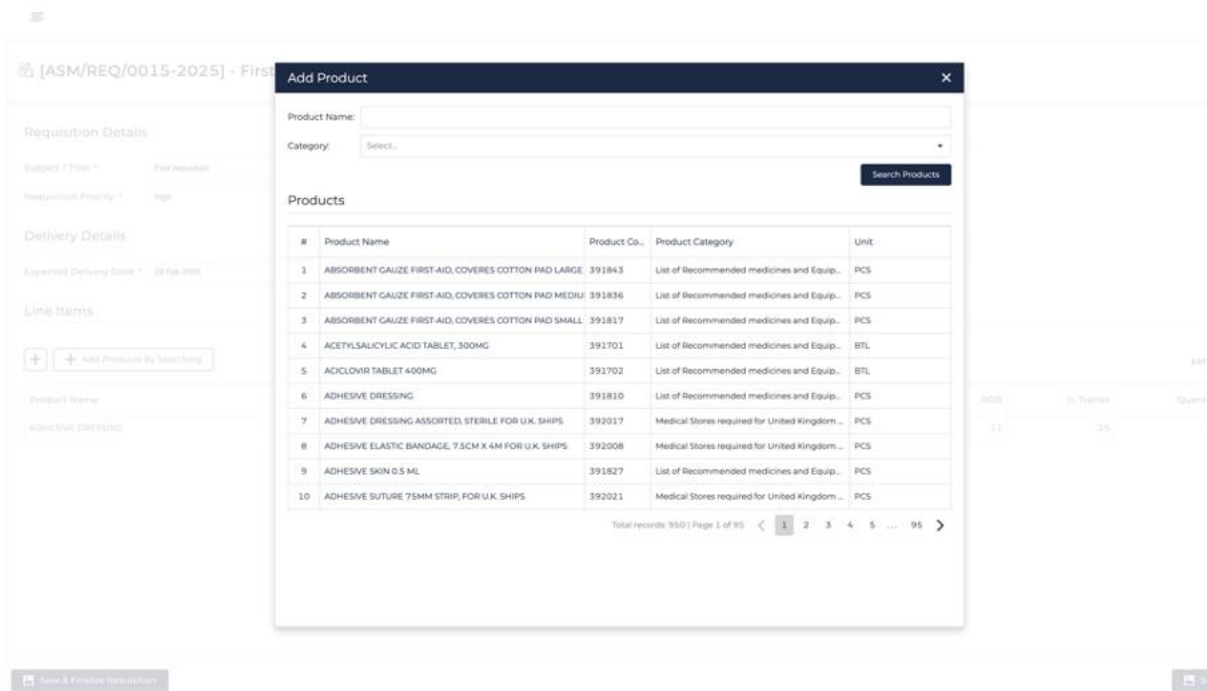
- This is used to request **services** from vendors (e.g., installing MS Office on a vessel computer).
- A **Service Type** dropdown appears, allowing users to select a vendor from the predefined list and enter request details.

Click on **Save Requisition Details** button to save the requisition.

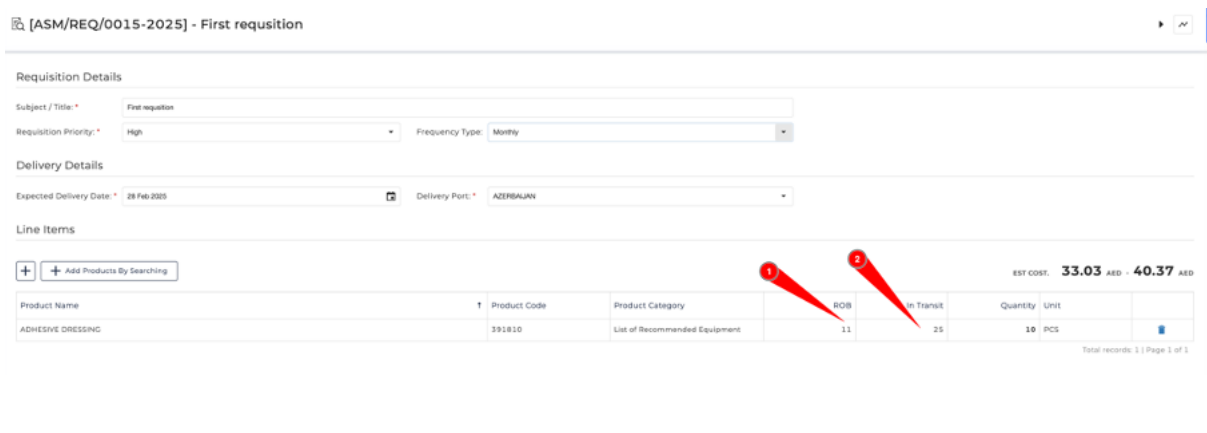
NB: You need to save the requisition before you can add line items.

## Step 5: Add Line Items

1. Click “+ Add Products By Searching” to open the product selection window.
2. Use the **search bar** to find required products.
3. Click on a product to add it to the requisition.






4. Adjust the following fields:
  - **Quantity:** Specify the number of units required.
  - **ROB (Remaining On Board):** displays stock available on the vessel.
  - **In Transit:** shows pending deliveries for the selected product.



## Step 6: Review & Submit

1. **Verify all details** of the requisition, including product selection and estimated cost.
  2. **Click “Save & Finalize Requisition”** on the bottom-right to submit it for review.
    - **◆ Once finalized, no further edits or modifications can be made.**
    - **◆ The requisition is now locked and will proceed to the approval workflow.**
  3. If you need to save your work but are not ready to submit, use the **Save Requisition Details** instead.
- 

## Additional Features

-  **Delete Items:** Click the **trash bin icon** next to a product to remove it.
  -  **Track Costs:** Estimated cost range is displayed for budget estimation.
  -  **Edit Requisitions:** Modify draft requisitions before submission.
- 

## Best Practices

- ✓ **Ensure correct priority selection** to avoid delays.
- ✓ **Regularly check ROB & In Transit values** to prevent over-ordering.
- ✓ **Use categories & product codes** for faster search and selection.