

SKELTA

PR Process Manual

FEATURES

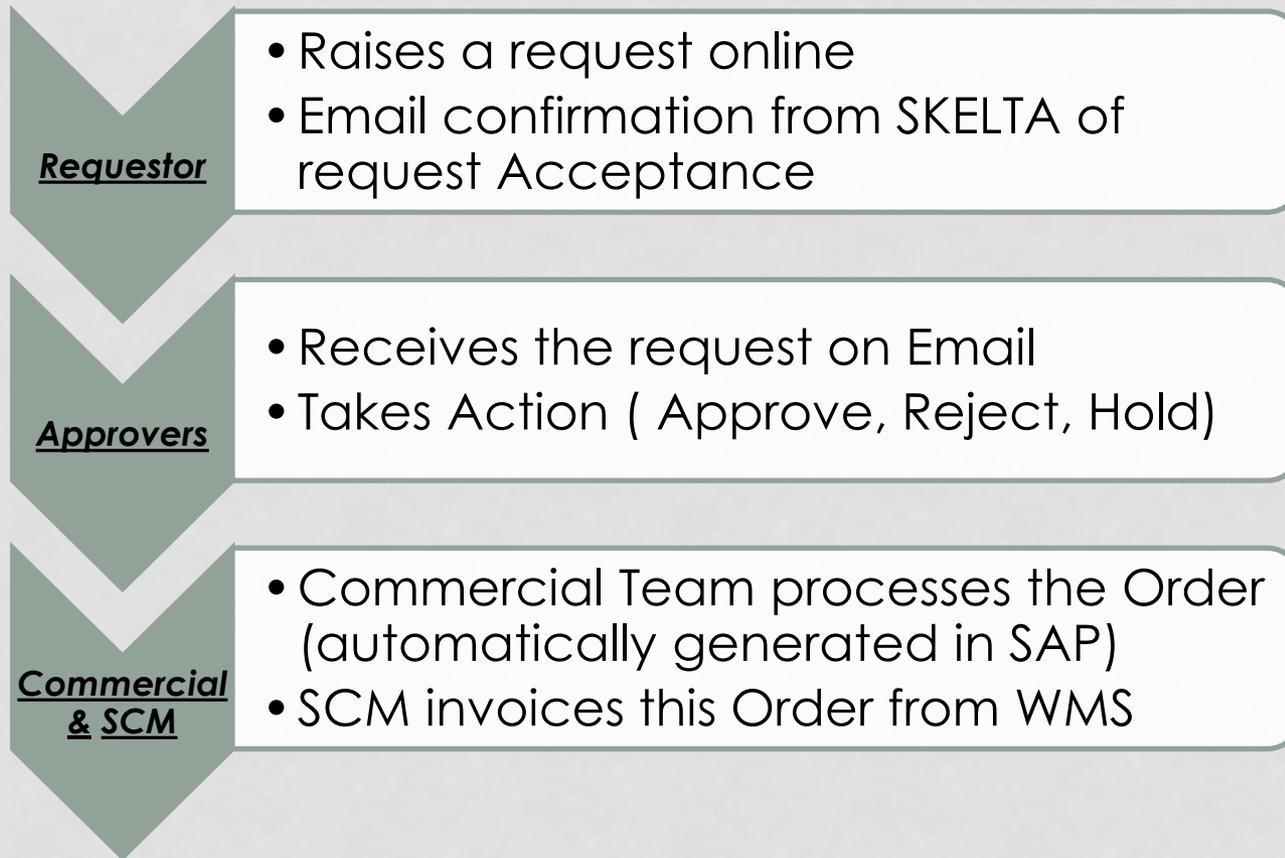
Simple

Transparent

Online – on the GO

**Alternative to SAP Order
Processing**

THE PROCESS



THE FLOW

Requestor

- Open the PR process URL (LAN or WAN)

The screenshot shows the Fujifilm website's Purchase Requisition Process page. At the top, the Fujifilm logo is on the left and the Indian flag is on the right. Below the logo, there are four categories: Digital Camera, Recording Media, Photo Imagine, and Medical. The Recording Media category is highlighted with a teal banner that says 'Frontier'. Below the categories, there is a 'Purchase Requisition Process' section with a login form. The form includes fields for 'Please enter Username!', a password field with dots, and a dropdown menu labeled 'Select here'. There is a blue 'Login' button and a link for 'Forgot password?'. Below the login form, there is a section titled 'Best Visible on below browsers:' with icons for Google Chrome and Microsoft Edge. At the bottom of the page, there are links for 'FAQ's | Privacy Policy | Terms of Use | Contact Us' and a copyright notice '© Fujifilm India'.

THE FLOW

Requestor

- Confirm the credentials

The screenshot shows the Fujifilm India website's login page. At the top left is the Fujifilm logo, and at the top right is the Indian flag. The main content area features a collage of Fujifilm products: a Digital Camera, Recording Media, Photo Imagine, Medical, and Graphic System. To the right of the collage is a 'Purchase Requisition Process' login form. The form includes fields for 'Please enter Username!', a password field with masked characters, and a dropdown menu labeled 'Select here'. Below these fields are a blue 'Login' button and a link for 'Forgot password?'. At the bottom of the form, it states 'Best Visible on below browsers:' followed by icons for Google Chrome and Microsoft Internet Explorer. At the very bottom of the page, there are links for 'FAQ's | Privacy Policy | Terms of Use | Contact Us' and a copyright notice '© Fujifilm India'.

THE FLOW

Requestor

- On the “Requestor/Admin” Tab click “Create Purchase Request” Link

The screenshot shows the Fujifilm Purchase Requisition Process web application. The header includes the Fujifilm logo, the title "Purchase Requisition Process", and a user profile for "Syed Tauseef [MEDICAL]". Navigation tabs for "Admin" and "Reports" are visible. A yellow banner displays "Purchase Requisition Request" with details: "Date: 1/27/2014", "Request Number: PR-MD0120147347", and "Location: North / Delhi / Delhi". Below this is a search bar and a form for creating a request. The form includes fields for "Requestor Name" (Syed Tauseef), "Service Type" (a dropdown menu), and "Reason" (a dropdown menu). A "Purpose of Request" text area is present, with an "Attach here" link. A "User Details" section is also visible. At the bottom, there is a table with columns for "Requirement Detail", "Specification", "Material Code (Optional)", "Delivery Date", "Delivery Location", "Quantity", and "Tentative Price". Each column has a corresponding input field. An "Add" button is located below the table.

Requirement Detail	Specification	Material Code (Optional)	Delivery Date	Delivery Location	Quantity	Tentative Price
Please enter Requirement Details	Please enter specification	Type here to search		Type here to search		

THE FLOW

Requestor

- Fill The Fields (code preferred) & select from Dropdown options and click to add. Now there are two buttons 'Submit' & 'Save'. By clicking submit it will directly go for approval with pre defined approval matrix. But once you save the request, it will save to your own dashboard and in future you can submit this request with any updation.

The screenshot shows the 'Purchase Requisition Process' web application. At the top, there's a navigation bar with 'Admin' and 'Reports' tabs, and a user profile for 'Syed Tauseef [MEDICAL]'. Below this, a yellow banner displays 'Purchase Requisition Request' with details: Date: 1/27/2014, Request Number: PR-MD0120147347, and Location: North / Delhi / Delhi. A search bar is present with the text 'Click to Show Search..'. The main form area includes fields for 'Requestor Name' (Syed Tauseef), 'Service Type' (Service Request), and 'Reason' (One time). There's a 'Purpose of Request' field containing 'Payment' and an 'Attach here' link. Below this is a 'User Details' section. The core of the form is a table for adding items, with columns for Requirement Detail, Specification, Material Code (Optional), Delivery Date, Delivery Location, Quantity, and Tentative Price. An 'Add' button is positioned below the table. A table below shows one item added: SrNo 1, Requirement Details Payment, Specification Payment to Dinesh, Material Code, Delivery Date 2/5/2014 12:00:00 AM, Delivery Location FUJIFILM - Mumbai Bhiwandi(ZJ12), Quantity 1, Tentative Price 1000, and SubTotal 1000. At the bottom, there are 'Submit', 'Save', and 'Cancel' buttons.

FUJIFILM Purchase Requisition Process

Welcome Syed Tauseef [MEDICAL]

Admin **Reports**

News

Purchase Requisition Request Date: 1/27/2014 Request Number: PR-MD0120147347 Location: North / Delhi / Delhi

Click to Show Search..

Requestor Name : Syed Tauseef Service Type : Service Request Reason: One time

Purpose of Request: Payment [Attach here](#)

User Details

Requirement Detail	Specification	Material Code (Optional)	Delivery Date	Delivery Location	Quantity	Tentative Price
Please enter Requirement Details	Please enter specification	Type here to search	2/5/2014	FUJIFILM - Mumbai		

Add

SrNo	Requirement Details	Specification	Material Code	Delivery Date	Delivery Location	Quantity	Tentative Price	SubTotal
1	Payment	Payment to Dinesh		2/5/2014 12:00:00 AM	FUJIFILM - Mumbai Bhiwandi(ZJ12)	1	1000	1000

Change page: < 1 > | Displaying page 1 of 1, items 1 to 1 of 1.

Submit **Save** **Cancel**

THE FLOW

Requestor

- The request saved but not go for approval until it will not be submitted.

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** "FujiFilm Master Data Man...", "192.168.1.36/PRProcess/P...", and "PDF Converter - Convert...".
- Address Bar:** "192.168.1.36/PRProcess/PurchaseRequest.aspx#x".
- Page Header:** "FUJIFILM Purchase Requisition Process".
- Navigation Menu:** "Admin", "Reports", "News", and "Purchase Requisition Request" (highlighted in yellow).
- User Profile:** "Syed Tauseef [MEDICAL]" with icons for a key, home, and power.
- Location:** "Location: North / Delhi / Delhi" (highlighted in yellow).
- Form Fields:**
 - Requestor Name: Syed Tauseef
 - Service Type: Service Request (dropdown)
 - Reason: One time (dropdown)
 - Purpose of Request: Payment (text input)
 - Attach here (link)
- Confirmation Dialog:** A small window titled "The page at 192.168.1.36 says:" with the message "PR Request has been saved." and an "OK" button.
- Footer:** "FAQ's | Privacy Policy | Terms of Use | Contact Us" and "Powered by Skelta BPM © Fujifilm India".

THE FLOW

Requestor

- Once you saved the request, you can see it by clicking 'click to show search' display below the 'News' tab. Now by clicking 'select' for particular request,

The screenshot shows the Fujifilm Purchase Requisition Process web application. The browser address bar displays the URL 192.168.1.36/PRProcess/PurchaseRequest.aspx. The application header includes the Fujifilm logo, the title 'Purchase Requisition Process', and a user welcome message for Syed Tauseef [MEDICAL]. Navigation tabs for 'Admin', 'Reports', and 'News' are visible. A yellow banner displays 'Purchase Requisition Request' with details: Date: 1/27/2014, Request Number: PR-MD0120140655, and Location: North / Delhi / Delhi. Below this is a search section with a 'Click to Hide Search...' link and a search button. A table lists three requests with columns for Requestor Name, Request Date, Request Number, Service Type, Reason, Remarks, and Current Status. Each row has a 'Select' button. Below the table are input fields for 'Requestor Name' (pre-filled with Syed Tauseef), 'Service Type', and 'Reason'. A 'Purpose of Request' field and an 'Attach here' link are also present. A 'User Details' section contains a table with columns for Requirement Detail, Specification, Material Code (Optional), Delivery Date, Delivery Location, Quantity, and Tentative Price. Each column has an input field. An 'Add' button is located below this section. The footer contains links for 'FAQ's | Privacy Policy | Terms of Use | Contact Us' and 'Powered by Skelta BPM © Fujifilm India'. The Windows taskbar at the bottom shows the system tray with the time 12:41 PM.

Requestor Name	Request Date	Request Number	Service Type	Reason	Remarks	Current Status	
Syed Tauseef	11/18/2013 3:32:17 PM	PR-MD1120137413	Service Request	Contract	Recruitment	Running	Select
Syed Tauseef	1/15/2014 6:04:55 PM	PR-MD0120141355	Material Request	Asset Purchase	Test	Pending for approval	Select
Syed Tauseef	1/27/2014 12:39:57 PM	PR-MD0120147347	Service Request	One time	Payment	Pending for approval	Select

THE FLOW

Requestor

- you will get detail of the request with 'Submit' & 'Save' button.
- Now you can submit it for the approval.

FUJIFILM | Purchase Requisition Process Welcome
Syed Tauseef [MEDICAL]

Admin | **Reports** | **News**

Requestor Name	Request Date	Request Number	Service Type	Reason	Remarks	Current Status	
Syed Tauseef	11/18/2013 3:32:17 PM	PR-MD1120137413	Service Request	Contract	Recruitment	Running	Select
Syed Tauseef	1/15/2014 6:04:55 PM	PR-MD0120141355	Material Request	Asset Purchase	Test	Pending for approval	Select
Syed Tauseef	1/27/2014 12:39:57 PM	PR-MD0120147347	Service Request	One time	Payment	Pending for approval	Select

Change page: < 1 > | Displaying page 1 of 1, items 1 to 3 of 3.

Requestor Name : Syed Tauseef Service Type : Reason:

Purpose of Request: [Attach here](#)

User Details

Requirement Detail	Specification	Material Code (Optional)	Delivery Date	Delivery Location	Quantity	Tentative Price
<input type="text" value="Please enter Requirement Details"/>	<input type="text" value="Please enter specification"/>	<input type="text" value="Type here to search"/>	<input type="text"/>	<input type="text" value="Type here to sear"/>	<input type="text"/>	<input type="text"/>

Add

SrNo	Requirement Details	Specification	Material Code	Delivery Date	Delivery Location	Quantity	TentativePrice	SubTotal	
1	Payment	Payment to Dinesh		2/5/2014 12:00:00 AM	FUJIFILM - Mumbai Bhiwandi[ZJ12]	1	1000	1000	

Change page: < 1 > | Displaying page 1 of 1, items 1 to 1 of 1.

Submit **Save** **Cancel**

THE FLOW

Requestor

- Online Tacking is available via "Track Purchase Request" in "Reports" Tab

Requestor Name	Request Date	Request Number	Service Type	Reason	Remarks	Current Status	PR Number	PO Number	PO Value	Delivery Date By Purchase	History	Approvals
Syed Tauseef	1/20/2014 3:11:36 PM	PR: MD0120147814	Material Request	Asset Purchase	Test	Pending for approval					View	Show
Syed Tauseef	1/16/2014 11:52:03 AM	PR: MD0120141857	Material Request	Asset Purchase	Test1	Purchase Request Approved					View	Show
Syed Tauseef	1/15/2014 6:09:49 PM	PR: MD1220131435	Service Request	Contract	test	Pending for approval					View	Show
Syed Tauseef	12/17/2013 3:31:36 PM	PR: MD1220132332	Material Request	Asset Purchase	po	Pending for approval					View	Show
Syed Tauseef	12/10/2013 11:41:55 AM	PR: MD1220130816	Material Request	Asset Purchase	test request	Pending for approval					View	Show
Syed Tauseef	12/9/2013 3:43:15 PM	PR: MD1220135442	Material Request	Asset Purchase	test for training	Pending for approval					View	Show
Syed Tauseef	12/9/2013 12:31:31 PM	PR: MD1220138218	Material Request	Asset Purchase	test for training	Force Closed		001	12939	12/10/2013	View	Show
Syed Tauseef	12/6/2013 11:51:04 AM	PR: MD1220132503	Material Request	Asset Purchase	This is demo test	Reject				12/19/2013	View	Show
Syed Tauseef	11/25/2013 10:31:48 AM	PR: MD1120137755	Material Request	Asset Purchase	tesr	Pending for approval					View	Show
Syed Tauseef	11/19/2013 11:31:26 AM	PR: MD1120132587	Material Request	Asset Purchase	www	Reject	PR0001	PO0001	10000	12/21/2013	View	Show

Change page: < 1 2 > | Displaying page 1 of 2, items 1 to 10 of 14.

THE FLOW

Requestor

- The user can check the current status and history of the Purchase request.

The screenshot displays the FUJIFILM Purchase Requisition Process web application. The main interface includes a search bar for PR requests, a table of request details, and a detailed history view for a specific request.

Request List Table:

Requestor Name	Request Date	Request Number	Service Type	Reason	Remarks	Current Status	PR Number	PO Number	PO Value	Delivery Date By Purchase	History	Approvals
Syed Tauseef	1/20/2014 3:11:36 PM	PR-MD0120147814	Material Request	Asset Purchase	Test	Pending for approval					View	Show
Syed Tauseef	1/16/2014 11:52:03 AM										View	Show
Syed Tauseef	1/15/2014 6:09:4 PM										View	Show
Syed Tauseef	12/17/2013 3:31:36 PM										View	Show
Syed Tauseef	12/10/2013 11:41:55 AM										View	Show
Syed Tauseef	12/9/2013 3:43:3 PM										View	Show
Syed Tauseef	12/9/2013 12:31:31 PM									12/10/2013	View	Show
Syed Tauseef	12/6/2013 11:51:04 AM									12/19/2013	View	Show
Syed Tauseef	11/25/2013 10:31:48 AM										View	Show
Syed Tauseef	11/19/2013 11:31:26 AM									12/21/2013	View	Show

Request History Detail View:

Name	Role	Email	Status	Created Date	Comments
Syed Tauseef	Deputy Manager	syed.tauseef@invensys.com	Initiated	1/20/2014 3:12:05 PM	New PR Request
Syed Tauseef	Deputy Manager	syed.tauseef@invensys.com	Hold By Approvar	1/20/2014 3:13:02 PM	Comment Given By Syed Tauseef on 1/20/2014 @ 3:13:01 PM [Action taken : Hold] none
Syed Tauseef	Deputy Manager	syed.tauseef@invensys.com	Response back to Approvar	1/20/2014 3:22:42 PM	Comment Given By Syed Tauseef on 1/20/2014 @ 3:22:42 PM [Action taken : Submit] jjkjjk

THE FLOW

Requestor

- In some case if you are also approver for some of the request. You can take action from here as well as from mail. Have a look.

FUJIFILM Purchase Requisition Process

Welcome **Syed Tauseef [MEDICAL]**

Admin Reports

Purchase Request
Pending Request

Search

Pending PR Request(s):

Requestor Name	Request Date	Request Number	Service Type	Reason	Remarks	Status	History	Approvals	Action
Syed Tauseef	1/20/2014 3:11:36 PM	PR-MD0120147814	Material Request	Asset Purchase	Test	Pending at L1Approvar	View	Show	Approve Reject Hold
Syed Tauseef	1/15/2014 6:09:49 PM	PR-MD1220131435	Service Request	Contract	test	Pending at L1Approvar	View	Show	Approve Reject Hold
Syed Tauseef	12/17/2013 3:31:36 PM	PR-MD1220132332	Material Request	Asset Purchase	po	Pending at L3Approvar	View	Show	Approve Reject Hold
Syed Tauseef	12/10/2013 11:41:55 AM	PR-MD1220130816	Material Request	Asset Purchase	test request	Pending at L1Approvar	View	Show	Approve Reject Hold
Syed Tauseef	11/25/2013 10:31:48 AM	PR-MD1120137755	Material Request	Asset Purchase	tesr	Pending at L1Approvar	View	Show	Approve Reject Hold
Syed Tauseef	11/18/2013 9:29:14 AM	PR-MD1120132658	Material Request	Consumption		Pending at L1Approvar	View	Show	Approve Reject Hold
Syed Tauseef	11/14/2013 5:24:07 PM	PR-MD1120138763	Material Request	Asset Purchase	ok	Pending at L1Approvar	View	Show	Approve Reject Hold

REQUESTER'S PART IN PR PROCESS

Order Creation in SKELTA

Maintaining the correct records for requests raised

Check with the approver in case of delay in response

THANKS

FOR YOUR PRECIOUS TIME