

SKELTA

PR Process Manual

FEATURES

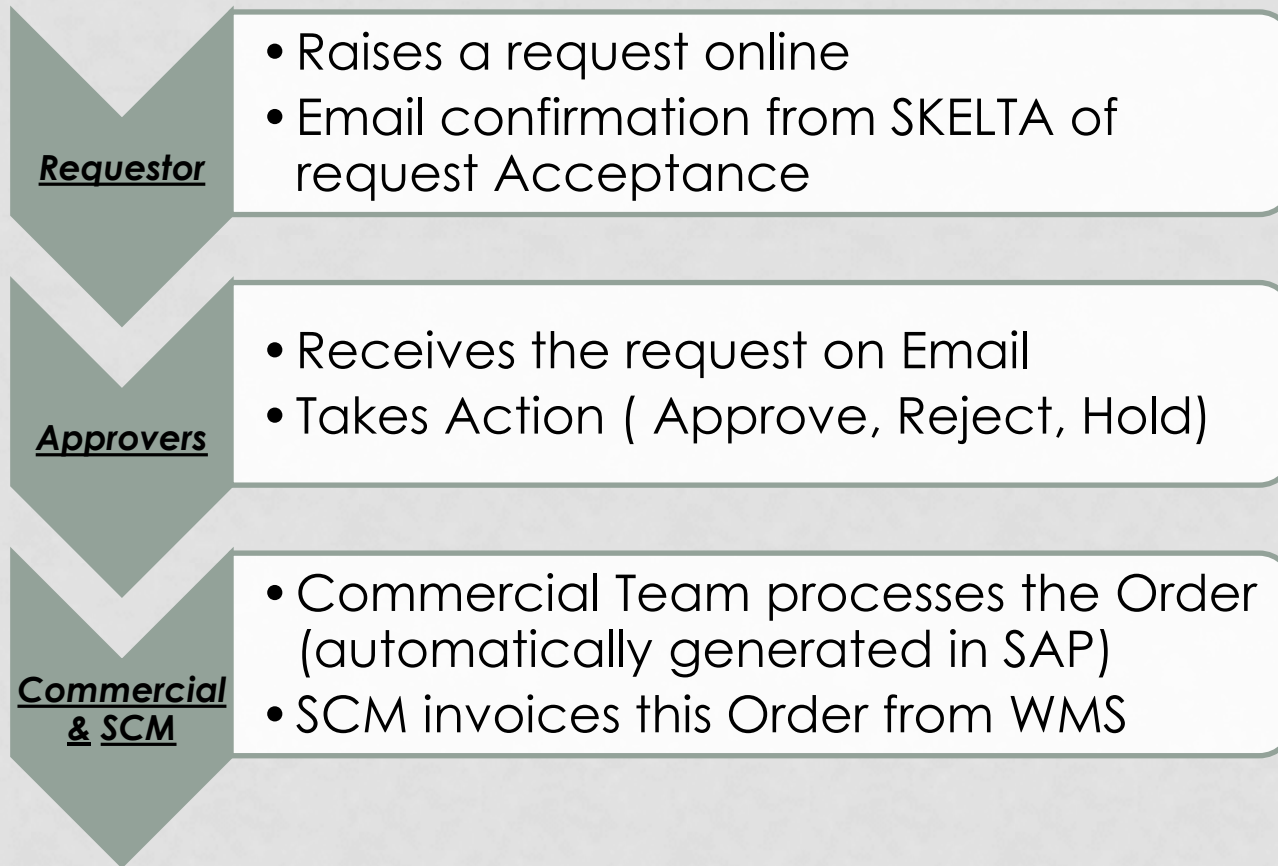
Simple

Transparent

Online – on the GO

**Alternative to SAP Order
Processing**


THE PROCESS




THE FLOW

Requestor


- Open the PR process URL (LAN or WAN)

FUJIFILM


► Digital Camera




► Medical




► Recording Media




► Photo Imagine





► Graphic System



Purchase Requisition Process

 Please enter Username!





 Select here ▼

Login

Forgot password?

Best Visible on below browsers:




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THE FLOW

Requestor


- Confirm the credentials

FUJIFILM


▶ Digital Camera




▶ Medical




▶ Graphic System




▶ Recording Media




▶ Photo Imagine




Purchase Requisition Process

 Please enter Username!



.....



 Select here

▼

Login

Forgot password?

Best Visible on below browsers:



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FUJIFILM

THE FLOW

Requestor

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

The screenshot displays the Fujifilm Purchase Requisition Process web application. At the top, the Fujifilm logo is on the left, and the title 'Purchase Requisition Process' is in the center. On the right, there is a user welcome message 'Welcome Syed Tauseef [MEDICAL]' and an Indian flag icon. Below the header, there are navigation tabs: 'Admin' (highlighted in green), 'Reports' (highlighted in green), and 'News' (highlighted in blue). A yellow banner below the tabs contains the text 'Purchase Requisition Request', 'Date: 1/27/2014', 'Request Number: PR-MD0120147347', and 'Location: North / Delhi / Delhi'. Below the banner, there is a section titled 'Click to Show Search..'. This section contains a form with the following fields: 'Requestor Name' (pre-filled with 'Syed Tauseef'), 'Service Type' (a dropdown menu with 'Select' as the current value), 'Reason' (a dropdown menu), and 'Purpose of Request' (a large text area). There is an 'Attach here' link next to the 'Purpose of Request' field. Below the search section, there is a 'User Details' tab. Under this tab, there is a table with the following columns: 'Requirement Detail', 'Specification', 'Material Code (Optional)', 'Delivery Date', 'Delivery Location', 'Quantity', and 'Tentative Price'. The table contains one row with the following values: 'Please enter Requirement Details', 'Please enter specification', 'Type here to search', a date picker set to '1/27/2014', 'Type here to search', an empty quantity field, and an empty tentative price field. Below the table, there is an 'Add' button.

Requirement Detail	Specification	Material Code (Optional)	Delivery Date	Delivery Location	Quantity	Tentative Price
Please enter Requirement Details	Please enter specification	Type here to search	1/27/2014	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.

Purchase Requisition Process

Admin
Reports

Welcome
Syed Tauseef [MEDICAL]

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
Please enter Requirement Details

Specification
Please enter specification

Material Code (Optional)
Type here to search

Delivery Date
2/5/2014

Delivery Location
FUJIFILM - Mumbai

Quantity

Tentative Price

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

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

The screenshot displays a web browser window with the address bar showing `192.168.1.36/PRProcess/PurchaseRequest.aspx#x`. The page title is "FUJIFILM Purchase Requisition Process". A modal dialog box is open in the center, displaying the message: "The page at 192.168.1.36 says: PR Request has been saved." with an "OK" button.

The main form contains the following fields and controls:

- Navigation:** Admin, Reports, News, Purchase Requisition Request (highlighted in yellow).
- Header:** Syed Tauseef [MEDICAL], Location: North / Delhi / Delhi.
- Form Fields:**
 - Requestor Name : Syed Tauseef
 - Service Type : Service Request (dropdown)
 - Reason: One time (dropdown)
 - Purpose of Request: Payment (text input)
- Actions:** Attach here (link).

At the bottom of the page, there is a footer with links: FAQ's | Privacy Policy | Terms of Use | Contact Us, and a note: 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: 'Welcome Syed Tauseef [MEDICAL]'. The main navigation bar has tabs for 'Admin', 'Reports', and 'News'. The 'News' tab is active, showing a 'Purchase Requisition Request' section with filters for Date (1/27/2014), Request Number (PR-MD0120140655), and Location (North / Delhi / Delhi). Below the filters is a 'Click to Hide Search...' button and a search bar. A table displays the search results:

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

Below the table, there are fields for 'Requestor Name' (Syed Tauseef), 'Service Type' (Select), and 'Reason' (Select). A 'Purpose of Request' field is also present with an 'Attach here' link. The 'User Details' section includes fields for 'Requirement Detail', 'Specification', 'Material Code (Optional)', 'Delivery Date', 'Delivery Location', 'Quantity', and 'Tentative Price'. An 'Add' button is located at the bottom of the form. The footer contains links for 'FAQ's | Privacy Policy | Terms of Use | Contact Us' and 'Powered by Skelta BPM © Fujifilm India'.

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 : 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		Type here to search		

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

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

FUJIFILM Purchase Requisition Process

Welcome **Syed Tauseef [MEDICAL]**

Admin **Reports**

Track Purchase Request 

Search

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.

FUJIFILM Purchase Requisition Process

Welcome **Syed Tauseef [MEDICAL]**

Admin **Reports** **News**

Search PR Request:

Request No: From Date: To Date: **Search**

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										View	Show
Syed Tauseef	12/6/2013 11:51:04 AM										View	Show
Syed Tauseef	11/25/2013 10:31:48 AM										View	Show
Syed Tauseef	11/19/2013 11:31:26 AM										View	Show

Change page: < 1 2 > | Display

FOC History - Google Chrome

192.168.1.36/PRProcess/ShowHistory.aspx?Exid=3189

FUJIFILM Purchase Requisition Process

View History

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 L1 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

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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