

For Internal Use

October 1, 2026

For Internal Use

User Guide > Procurement > Material Requisition

The screenshot displays the 'Material Requisition > MRQs > New' form in the PAMS system. The interface includes a top navigation bar with the PAMS logo and user information (Shotec S.A.E.). The main form area is divided into several sections: 'MRQ' with fields for 'Branch' (Shotec S.A.E.), 'MRQ title', 'Required Receiving Date' (13 Aug 2026), and a 'Drop shipping' checkbox; 'Short Vendors List' with a '+ Limited VL' button; a 'Products' table with columns for '#', 'Product', 'Unit', and 'Qty', currently showing 'No data'; and an 'Additional Requirements' section with a similar table also showing 'No data'. A large circular logo with a stylized 'P' is centered over the 'Products' table. The bottom of the form has a 'Tickets' button.

For Internal Use

Overview

Use the **For Internal Use** material requisition page to record product requirements for internal business use. Purchasing officers and warehouse managers use this page when preparing a Material Requisition (MRQ) that identifies the required products, their units, and requested quantities.

Before you start

You must have access to **MRQs** and to the internal-use material requisition page.

Steps

1. Select **MRQs** and open the new **For Internal Use** material requisition.
2. Review the product lines and complete the available line information under **Product**, **Unit**, and **Qty**. Enter a quantity in **Qty** for each required product line.
3. Select **Save** to validate and save the Material Requisition. Complete any required information identified by the form before saving.
4. If you have completed your work on the requisition, select **Save and Close**.

Tips & cautions

Warning: **Qty** is required. The Material Requisition cannot be saved while required information is missing.

Note: If you leave the page with unsaved changes, the application displays a warning before you exit.

Troubleshooting

- The Material Requisition does not save → Required information is missing → Complete the required entries, including **Qty**, and then select **Save**.
- A warning appears when leaving the page → The Material Requisition contains unsaved changes → Select **Save** to retain the changes, or continue leaving the page if the changes are not required.
- The internal-use requisition page is not available → You may not have access to the material requisition area → Access **MRQs** with the appropriate business role.

Result

The internal-use Material Requisition is validated and saved with its product, unit, and quantity information.

Related pages

- [Material Requisition](#)
- [List Material Requisitions](#)
- [Procurement — Learning Path](#)
- [Procurement — Overview](#)
- [Getting Started with Procurement](#)
- [Procurement](#)
- [Procurement List](#)