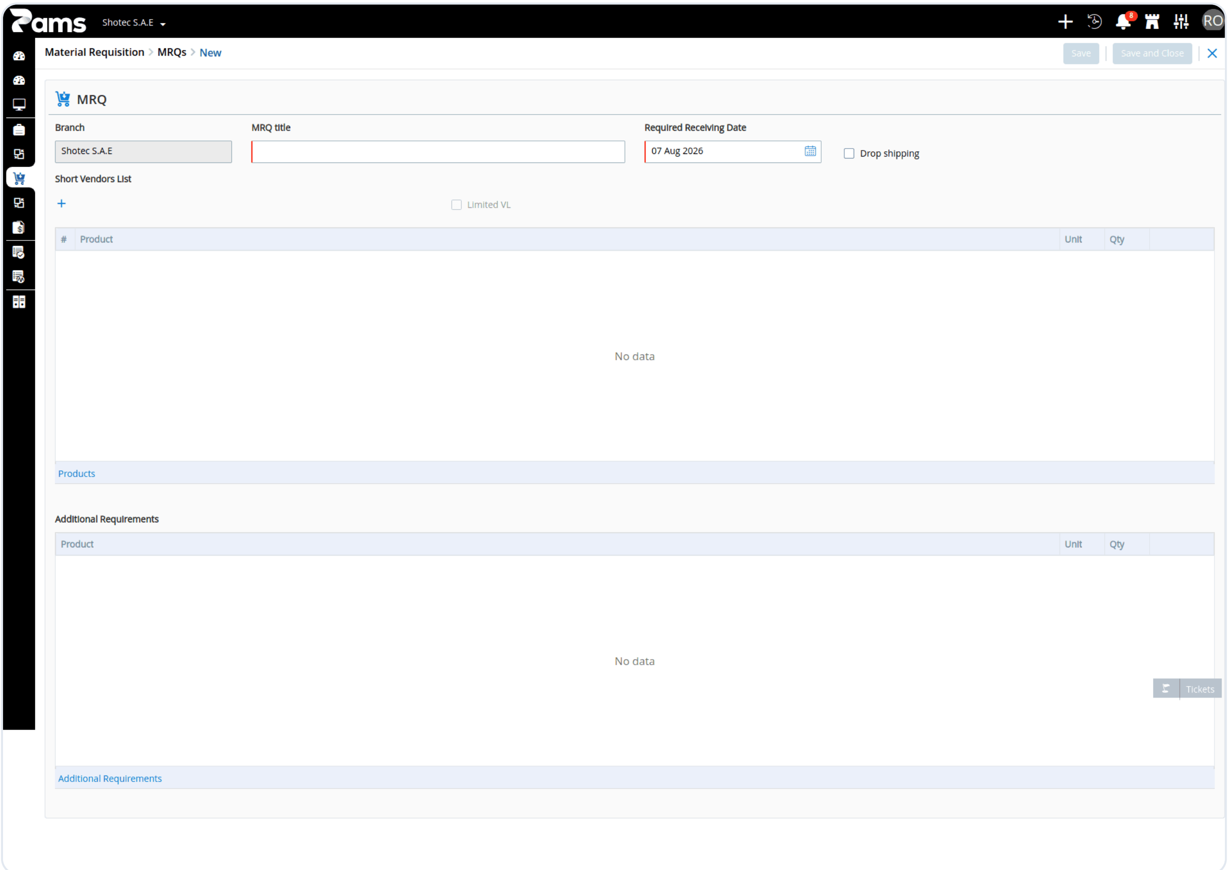
PAMS V2

For Internal

August 8, 2026

For Internal

Applications › Procurement › Material Requisition



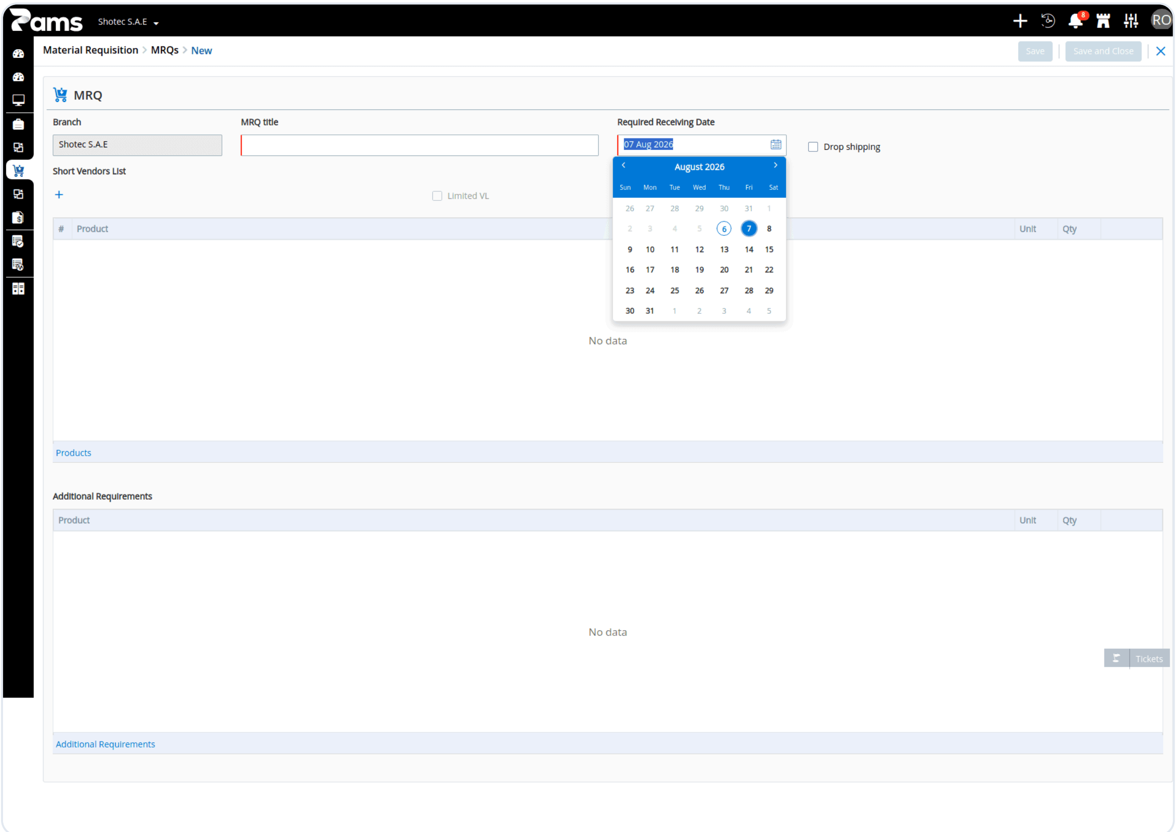
For Internal

Overview

Use **For Internal** to record an internal material requisition with its branch, title, and required receiving date. Purchasing officers, project managers, warehouse users, and other operational users can use the requisition to document materials required for internal use. Attach supporting files when the request needs specifications or related documentation.

Workflow

1. Open **MRQs** and start a new internal material requisition.



For Internal

2. Define the request before saving it:
    - Select the relevant **Branch**.
    - Enter a clear **MRQ title** that identifies the internal requirement.
    - Set the **Required Receiving Date** to indicate when the materials are needed.
    - Review the product lines shown with **Product**, **Unit**, and **Qty** information.

> **Tip:** Use a specific title, such as the project name, department, or work area, so that the requisition is easy to identify later.

3. Decide whether supporting documentation is needed:
    - To include a file, use **Attach**, or drag the file to **or Drop a file here**.
    - If an attachment window requires confirmation, select **Ok**.
4. Decide how to finish the entry:

- Select **Save** to save the requisition and continue working in the record.
- Select **Save and Close** to save the requisition and return from the form.

> **Note:** Save the requisition after entering the branch, title, and required receiving date so that the internal requirement is recorded.

Examples

A project manager needs materials for an internal warehouse preparation activity.

1. Open **MRQs** and create the internal requisition.
2. Select the appropriate **Branch** for the warehouse location.
3. Enter `Warehouse preparation materials` in **MRQ title**.
4. Set **Required Receiving Date** to the date the materials are required for the activity.
5. Review the listed **Product**, **Unit**, and **Qty** details.
6. Use **Attach** to add the preparation list provided by the project team.
7. Select **Save and Close** to store the requisition and leave the form.

The saved record provides a single internal request containing the branch, requirement title, required date, product quantities, and supporting documentation.

Tips

> **Tip:** Set the **Required Receiving Date** based on the actual operational need, rather than the date on which you enter the requisition.

> **Tip:** Attach specifications, lists, or other supporting files when they help users understand the requested materials.

Troubleshooting

Symptom	Likely cause	Fix
The requisition cannot be identified easily after saving.	The **MRQ title** is too general.	Use a descriptive title that identifies the internal purpose or work area.

Symptom	Likely cause	Fix
A supporting document is missing from the request.	The file was not attached before the record was saved.	Use **Attach** or **or Drop a file here**, then select **Save** or **Save and Close**.

Related pages

- Material Requisition
- List
- Procurement — Learning Path
- Procurement — Overview
- Getting Started with Procurement