

August 8, 2026

Material Requisition List

Applications > Procurement > Material Requisition

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Purchasing : Material Requisition

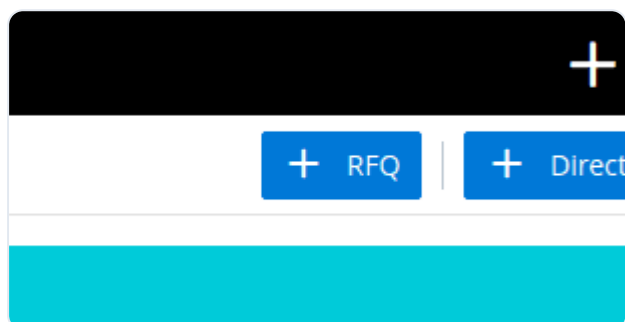
+ RFQ
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☒ All
 ☐ RFQs
 ☐ Offers
 ☐ POs
 ☐ Archived
 ☰ MRQs

☐	MRQ no.	MRQ type	Title	Required receiving date	Sales	Short vendor list	
	Q	Q	Q	Q	Q	Q	
	M26.1118	Mrq For Stock	JJ	11 Aug 2026			
☐	M26.1119	Mrq For Stock		06 Aug 2026			
	M26.1120	Mrq For Stock	test	07 Aug 2026			
☐	M26.1121	Mrq For Stock	test3	07 Aug 2026			

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Tickets

Material Requisition List



Overview

Use the Material Requisition list to review material requisitions and work with the purchasing actions available for them. Purchasing officers and project-related users can identify requisitions by their number, type, title, required receiving date, sales reference, or short vendor list. Use layouts to focus the list on the columns needed for your current review or export.

Workflow

1. Review the material requisitions displayed in the list. Use the visible columns, including **MRQ no.**, **MRQ type**, **Title**, **Required receiving date**, **Sales**, and **Short vendor list**, to identify the requisitions relevant to your work.
2. Decide whether the standard column arrangement is sufficient.
 - To return to the default arrangement, select **Standard Layout**.
 - To change the columns shown in the list, select **Columns Chooser** and choose the columns required for the review.

Tip: Select the columns needed for the current purchasing or receiving-date review before exporting the list.

3. Decide whether to save the revised list arrangement for reuse.
 - To create a new layout, select **Add Layout**, enter a value in **Layout name**, and select **Save**.
 - To revise the layout currently in use, make the required changes and select **Update Current**.
 - To abandon a new or revised layout without saving it, select **Cancel**.
4. Decide whether the current layout is no longer needed.
 - To remove the active saved layout, select **Delete Current**.
 - When prompted to confirm removal, select **Delete**.

Warning: Deleting the current layout removes that saved arrangement. Use **Standard Layout** when you only need to return to the default view.

5. Decide which purchasing route is required for the material requisition.
 - Select **RFQ** when you need to proceed with an RFQ (Request for Quotation).
 - Select **Direct P.O.** when a direct order is required instead of an RFQ workflow.

- Select **RFQs** to work with RFQs from the list.

6. When the list is ready for sharing or analysis, select **Export**.

Examples

A purchasing officer needs to review stock-related material requisitions required during August.

1. In the Material Requisition list, review **MRQ type** and **Required receiving date** to identify the stock requisitions requiring attention.
2. Select **Columns Chooser** and retain the columns needed for the review: **MRQ no.**, **MRQ type**, **Title**, **Required receiving date**, and **Short vendor list**.
3. Select **Add Layout**, enter **August Stock Requirements** in **Layout name**, and select **Save**.
4. For a requisition that requires supplier pricing, select **RFQ**. For an item that should be ordered directly, select **Direct P.O.**.
5. Select **Export** to produce the reviewed list using the selected column arrangement.

Tips

Note: Use **Standard Layout** to quickly restore the default list arrangement after working with a saved layout.

Tip: Give saved layouts descriptive names that indicate their purpose, such as a receiving-date review, sales-related review, or vendor-list review.

Warning: Select **Update Current** only when you intend to replace the current saved layout with your revised column arrangement.

Troubleshooting

Symptom	Likely cause	Fix
The required column is not visible in the list.	The active layout does not include that	Select Columns Chooser and add the required column, then select Update Current

Symptom	Likely cause	Fix
	column.	or save a new layout.
Layout changes are lost after leaving the list.	The revised layout was not saved.	Select Add Layout and Save for a new layout, or select Update Current for the active layout.
The wrong column arrangement is displayed.	A saved layout is active.	Select Standard Layout to return to the default arrangement, or choose the appropriate saved layout.
A saved layout is no longer required.	The layout remains stored as the current layout.	Select Delete Current , then confirm with Delete .

Related pages

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