

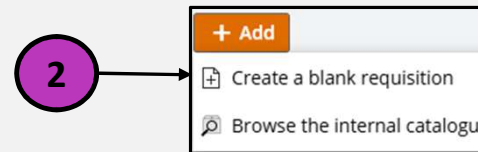
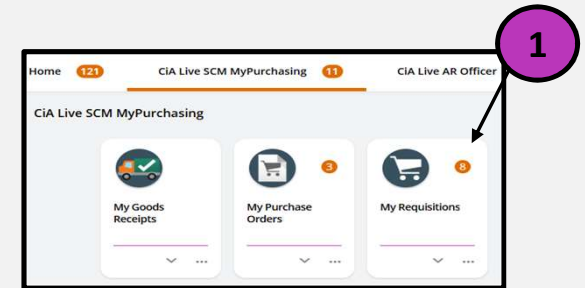
Purchasing Officer

Overview

- Raising Requisition
- Requisition Status
- My Tasks
- Approving Requisition

Raising Requisitions

1. In **CIA Live SCM MyPurchasing**, navigate to **My Requisition**.
2. Create a blank requisition by clicking **Add**.
3. In the **General Section**, tick the **Single Supplier Requisition**.



Add New Requisition

General

Purchasing System *
PUR (Purchasing)

Purchasing Location
Vocational & Professional Development

Requisition User
VTPD53

Comment

Processing Group
26ACTUAL (Actual 2025/26)

Reference 1

Reference 2

Purchase Order Type *
Standard

Priority *
Normal

GST Entry Mode *
Inclusive

Date Required *
22-Apr-2026

☒ Single Supplier Requisition

Supplier

☐ Select Supplier From Supplier Catalogue

Supplier Ledger
AP (APLEDGER)

Supplier Account *
30085 (Capelle & Partner)

Supplier Address
001 (Primary Address)

Exchange Rate

Exchange Rate Table
SPOT (Nauru SPOT)

Exchange Rate Date *
15-Apr-2026

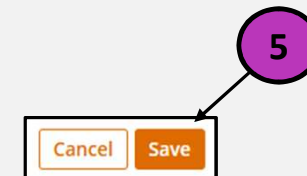
Reporting Codes

Department *
53 (Vocational Trail)

Contact Person *
Ailine

Delivery Address
001 (Main Delivery Address)

4. Fill in the **Supplier Account (AP)** and the required fields (*).
5. Click **Save** once all fields are filled.



Raising Requisitions – Cont.

6. Once the **General Details** are saved, an **RD number** will be generated. This RD number is essential for tracking the requisition.
7. Continue to **Requested Items** and **Add** requested items.
8. Fill in the requisition **Description**, **Amount** details, and **External Invoice No.**

← Requested Items

Add New Requested Item

Item

Description *
Stationeries

Long Description
Stationeries

Supplier Product

Comment

Goods / Service *
Goods

Due *
22-Apr-2026

GST Rate *
NA (Not Appli...

Quantity
1

Unit Name *
EACH (Each)

Unit Amount (Inclusive) (AUD)
6000.00

Line Amount (Inclusive) (AUD)
6,000.00

Invoice Match
Receipt not required

Reporting Codes

External Invoice No.
Invoice # 123

Submit for Approval

Capelle & Partner (RD000257)

1 item, Total (Inclusive) AUD 6,000.00

Requested Items

0 items

Settings
Vocational & Professional Devel...
Required 23-Apr-2026
Entered

Supplier Details

Addresses
Government Offices
Yaren District
Nauru
Australia

Authorisation History
2 items

Attachments
0 Attachments

Requested Items

No records found.

+ Add

No records found.

Raising Requisitions – Cont.

8. Proceed to **Cost Accounts** (Dissections in CI), where you input the account code to which the requisition will be charged.
9. Click **Save** once confirmed.
10. In the **Settings** tab, **Allocate Next Order Number** for the system to generate the PD number. **Save** once confirm. **Note:**

Capelle & Partner (RD000257) 1 Item, Total (Inclusive) AUD 6,000.00

Requested Items
1 Item

Settings
Vocational & Professional Devel...
Required 22-Apr-2026
Entered

Supplier Details

Addresses
Government Offices
Yaren District
Nauru
Australia

Authorisation History
2 Items

Attachments
0 Attachments

Settings - General

Comment 1000

Reference 1 Reference 2

Purchase Order Type * Standard Priority * Normal

GST Entry Mode * Inclusive Date Required * 22-Apr-2026 Apply To All Lines

Purchasing Location Vocational & Professional Development Requisition User VTPD53

Processing Group 26ACTUAL (Actual 2025/26)

☒ Single Supplier Requisition

Purchase Order **Allocate Next Order Number**

Settings - General

Comment

Reference 1 Reference 2

Purchase Order Type * Standard Priority * Normal

GST Entry Mode * Inclusive Date Required * 22-Apr-2026 Apply To All Lines

Purchasing Location Vocational & Professional Development Requisition User VTPD53

Processing Group 26ACTUAL (Actual 2025/26)

☒ Single Supplier Requisition

Purchase Order PD190036



Once the PD number is allocated, the Allocate Next Order Number option will disappear.

Submit for Approval

Capelle & Partner (RD000257) 0 Items, Total (Inclusive) AUD 0.00

Requested Items
0 Items

Settings
Vocational & Professional Devel...
Required 22-Apr-2026
Entered

Supplier Details

Addresses
Government Offices
Yaren District
Nauru
Australia

Authorisation History
2 Items

Attachments
0 Attachments

Cost Accounts
Add New Requested Item

External Invoice No.
Invoice # 123

Balance Amounts

Dissection Number	Ledger	Account	Account Description	GST Rate	Dissection Amount (Inclusive)	Resource Group	Resource
1	GL	53-0000-00000-2040	Vocational Tral. Ge...	NA	6000.00		

Raising Requisitions – Cont.

- 11. **Supplier Details** tab displays more details of the supplier.
- 12. **Address** tab shows the delivery address for the goods.
- 13. **Authorisation** tab shows the workflow for the requisition.



Submit for Approval

Capelle & Partner (RD000257) 1 Item, Total (Inclusive) AUD 6,000.00

Requested Items 1 Item

Settings Vocational & Professional Development Required 22-Apr-2026 Entered

Supplier Details

Supplier

Select Supplier From Supplier Catalogue

Supplier Ledger AP (Account Payable) Supplier Account 30085 (Capelle & Partner)

Supplier Address

Supplier Address 001 (Primary Address)

Street Address

City/Town State

Postcode Country

Phone Fax

Email test@xxx.com.au



Submit for Approval

Capelle & Partner (RD000257) 1 Item, Total (Inclusive) AUD 6,000.00

Requested Items 1 Item

Settings Vocational & Professional Development Required 22-Apr-2026 Entered

Supplier Details

Addresses

Delivery Address

Delivery Instructions

Delivery Address * 1 (Republic of Nauru)

Street Address Government Offices

Yaren District

City/Town Nauru State

Postcode Country Australia

Phone +674 557-3133 Fax

Contact

Email



Submit for Approval

Capelle & Partner (RD000257) 1 Item, Total (Inclusive) AUD 6,000.00

Requested Items 1 Item

Settings Vocational & Professional Development Required 22-Apr-2026 Entered

Supplier Details

Addresses Government Offices Yaren District Nauru Australia

Authorisation History

Source Check

Draft VTPD53

Assigned to VTPD53 VTPD53 11:45:31 15-Apr-2026

HOD Approval

Treasury Assessor

Chief Acct Approval

PreApprover

Raising Requisitions – Cont.

14. On the **Attachments** tab, drag and drop the required files to attach them to the requisition.
15. Once everything is confirmed, click **Submit for Approval**.
16. An **Assignment Prompt** will appear, indicating where the PD will go next. **Save** to send the requisition to the HOD for approval.

Submit for Approval

Capelle & Partner (RD000257) 1 item, Total (inclusive) AUD 6,000.00

Requested Items 1 item

Settings Vocational & Professional Development Required 22-Apr-2026 Entered

Supplier Details

Addresses Government Offices Yaren District Nauru Australia

Authorisation History 2 items

Attachments 1 attachment

Attachments

Drag new attachments here

SME users.xlsx Created By YTP053 on 15-Apr-2026 13:18:45 Modified By YTP053 on 15-Apr-2026 13:18:45 No extract available

NOT REGISTERED

Submit for Approval

Capelle & Partner 1 item, Total (inclusive) AUD 6,000.00

Requested Items 1 item

Cancel Requisition

Create a blank requisition

Save as new requisition

Save as new template

Submit for Approval

Cancel Save

Assignment Prompt

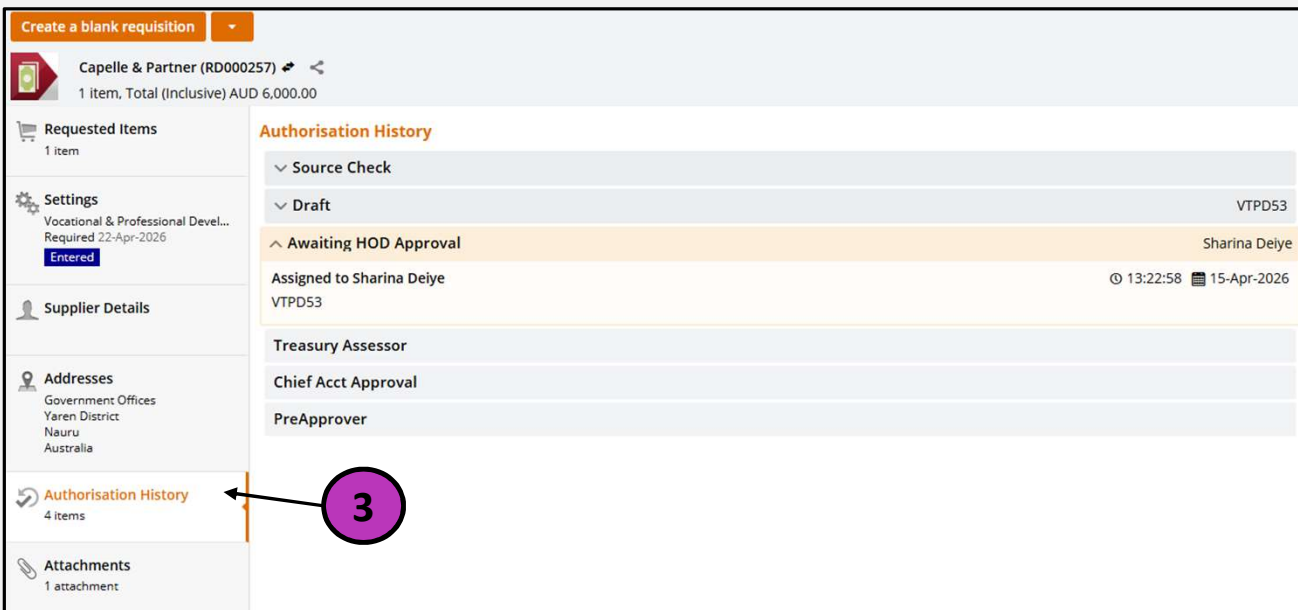
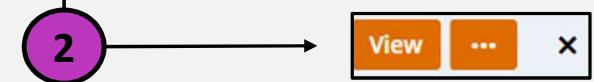
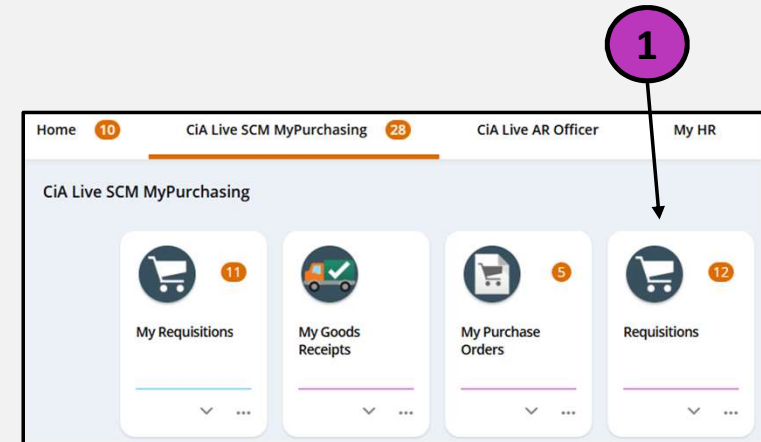
User * HOD53 (Sharina Deiye)



After submission, the requisition can only be amended if it is returned by the approvers.

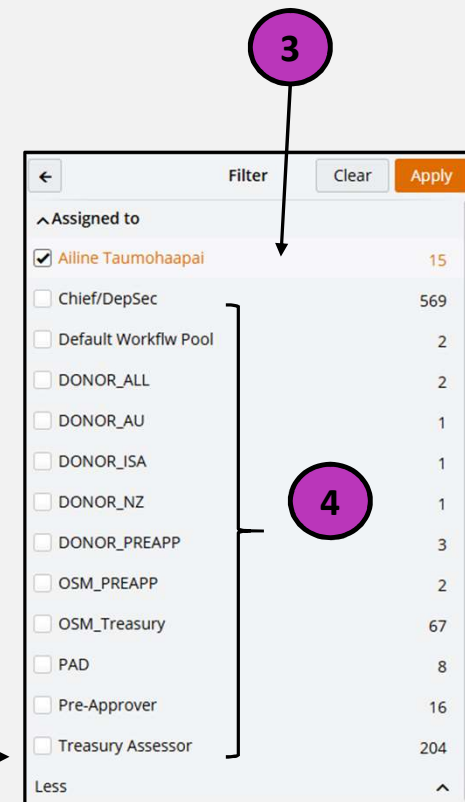
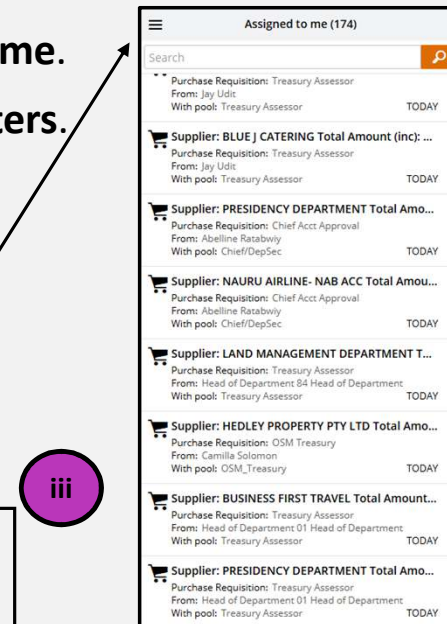
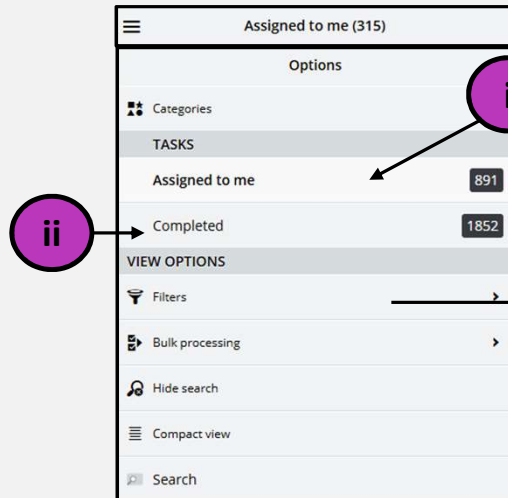
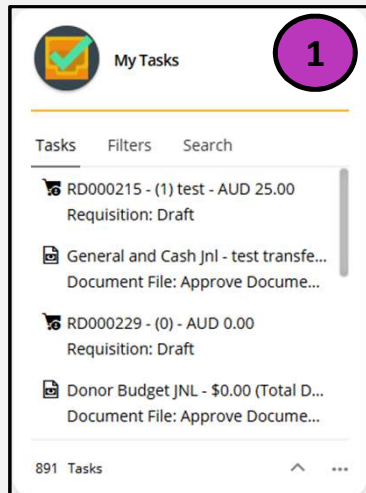
Requisition Status

1. In **CIA Live SCM MyPurchasing**, open **Requisitions**.
2. Search for the **RD** number in the search bar and select View to open the requisition.
3. Navigate to **Authorisation History** to check the current status of the requisition.



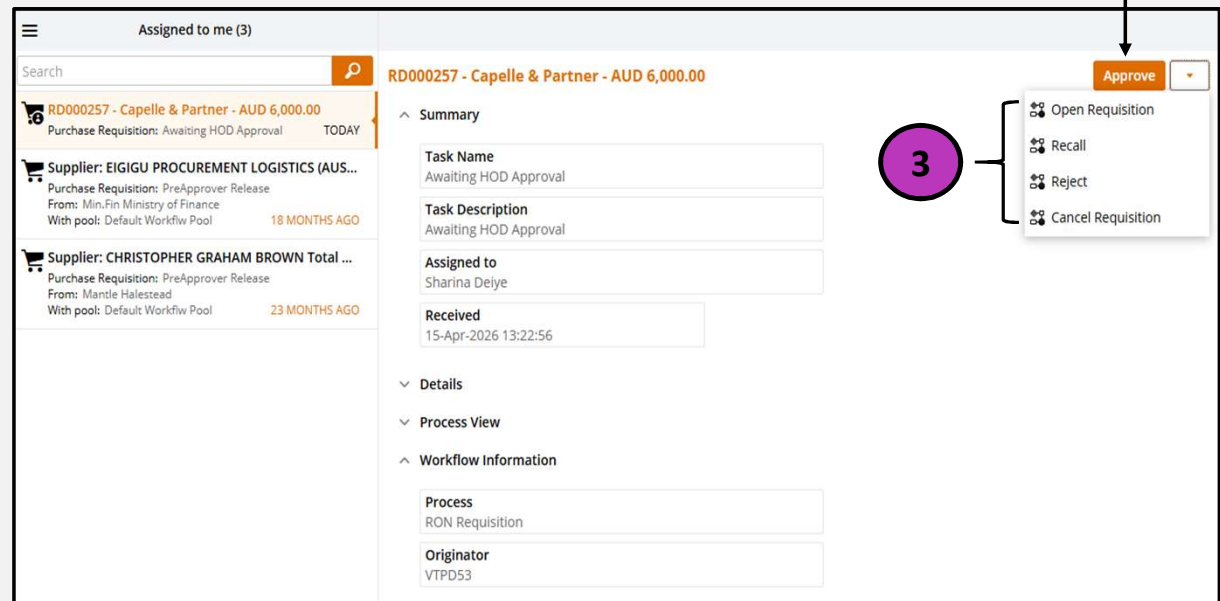
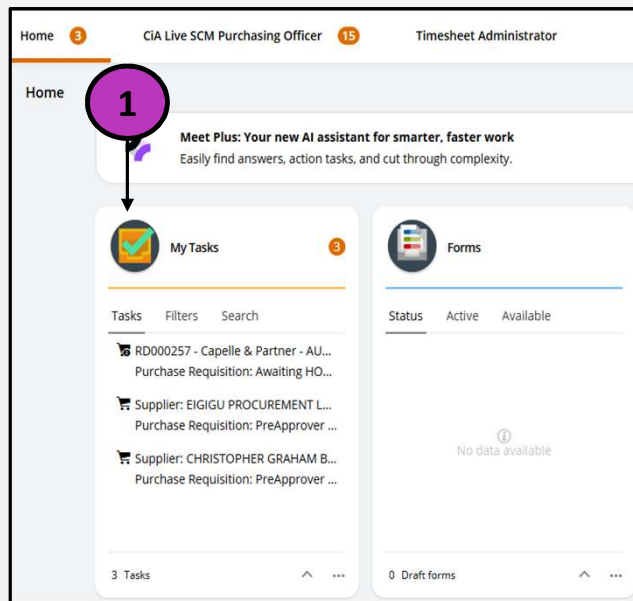
My Tasks

1. **My Tasks** function is the equivalent of **My Workflow** in CI.
2. My Tasks options include:
 - i. **Assigned to Me** – Inbox.
 - ii. **Completed** – All requisition and document files that you have actioned.
 - iii. **Filters** – to see items in Assigned to Me in their folders.
3. Each user's draft folder is labelled with their **name**.
4. For **Finance users**, workflow pools will be in **Filters**.



Approving Requisitions - HOD

1. As HOD, requisitions submitted for approval will be listed in **My Tasks**.
2. If all in order, click **Approve** to forward the requisition to Finance for processing.
3. Other options include:
 - **Open Requisition** – view the requisition details.
 - **Recall** – to return the requisition to the previous step.
 - **Reject** – return the requisition to the creator.



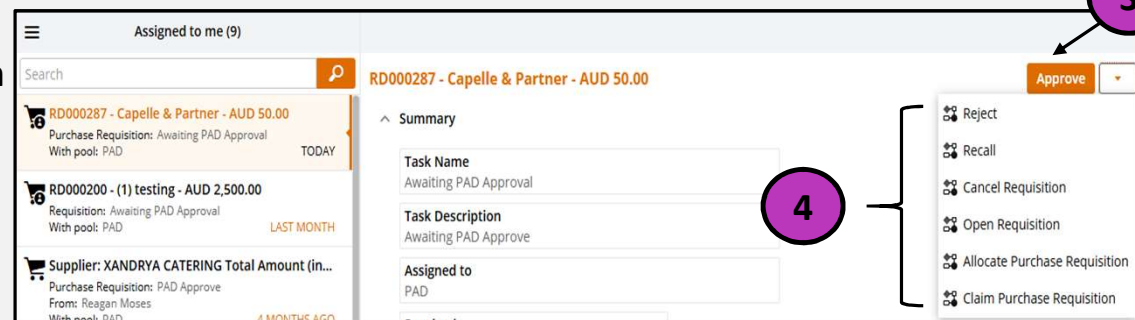
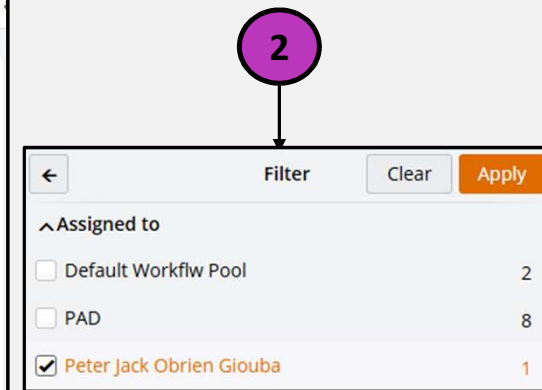
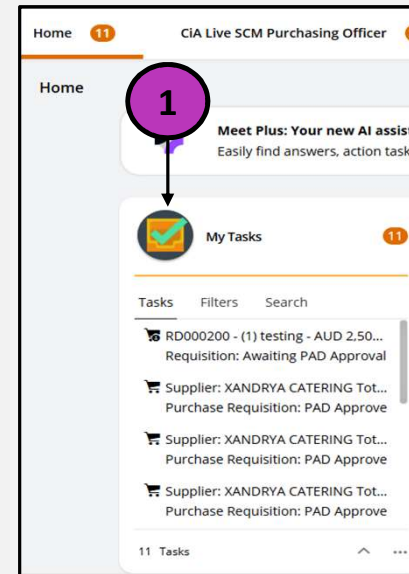
Approving Requisitions – Treasury Assessor (TA)

1. As TA, requisitions submitted for approval will be listed in **My Tasks**.
2. Use the filter to select the **TA** pool, then click **Apply**.
3. If all in order, click **Approve** to forward the requisition for approval for payment.
4. Other options include:
 - **Reject** – return the requisition to the creator.
 - **Open Requisition** – view the requisition details.
 - **Recall** – to return the requisition to the previous step.

The screenshot displays the Treasury Assessor (TA) interface. At the top, the navigation bar includes 'Home', 'CIA Live SCM Purchasing Officer', and 'Timesheet Administrator'. The main content area is divided into 'My Tasks' and 'Forms'. The 'My Tasks' section lists three tasks: 'RD000216 - (1) Stationeries for VTP...', 'Supplier: EIGIGU PROCUREMENT L...', and 'Supplier: CHRISTOPHER GRAHAM B...'. A filter panel on the right shows a list of pools, with 'Treasury Assessor' selected. The bottom section shows a detailed view of a requisition 'RD000257 - Capelle & Partner - AUD 6,000.00' with a summary, task description, and a list of actions: 'Approve', 'Reject', 'Open Requisition', 'Recall', and 'Cancel Requisition'.

Approving Requisitions – PAD Approver

1. As PAD Approver, requisitions submitted for approval will be listed in **My Tasks**.
2. Use the filter to select the **TA** pool, then click **Apply**.
3. If all in order, click **Approve** to forward the requisition for approval for payment.
4. Other options include:
 - **Reject** – return the requisition to the creator.
 - **Recall** – to return the requisition to the previous step.
 - **Open Requisition** – view the requisition details.



Approving Requisitions – CA pool members

1. As CA pool member, requisitions submitted for approval will be listed in **My Tasks**.
2. Use the filter to select the **CA pool**, then click **Apply**
3. If all in order, click **Approve** to forward the requisition to MinFin or for payment.
4. Other options include:
 - **Refer to Minfin** – to refer the requisition to Minister.
 - **Reject** – return the requisition to the creator.
 - **Recall** – to return the requisition to the previous step.
 - **Open Requisition** – view the requisition details.

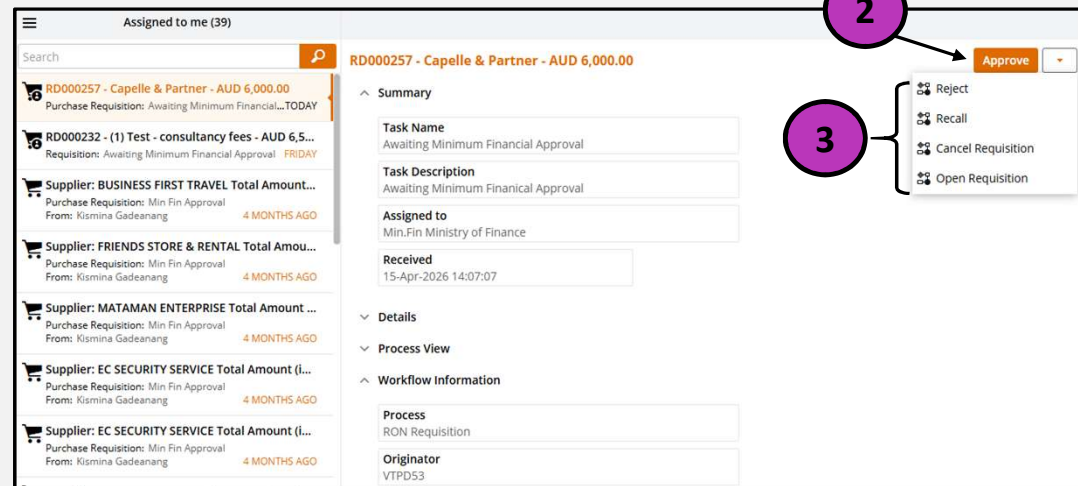
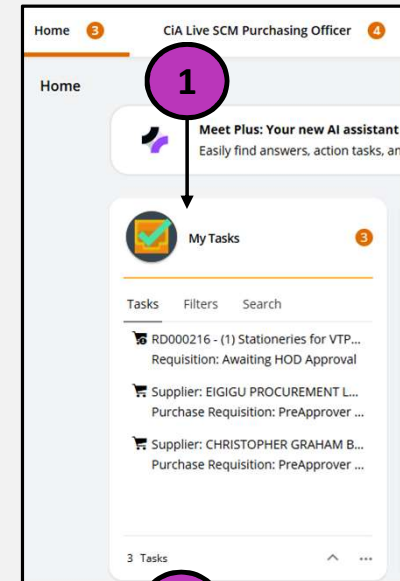
The image shows two screenshots of the CIA Live SCM Purchasing Officer system interface, illustrating the steps for approving requisitions.

Top Screenshot: This screenshot shows the 'Home' page of the system. A purple circle with the number '1' points to the 'My Tasks' section in the left-hand navigation menu. Another purple circle with the number '2' points to the 'Filter' button in the top right corner of the 'Assigned to' dropdown menu. The dropdown menu is open, showing a list of roles and their counts, with 'Chief/DepSec' selected.

Bottom Screenshot: This screenshot shows the 'Assigned to me (940)' page. A purple circle with the number '3' points to the 'Approve' button in the top right corner of the requisition details panel. A purple circle with the number '4' points to the 'Refer to MinFin', 'Reject', 'Recall', and 'Open Requisition' options in the bottom right corner of the same panel. The requisition details for 'RD000257 - Capelle & Partner - AUD 6,000.00' are visible, including the task name, description, assigned to, received date, and linked attachments.

Approving Requisitions – MinFin

1. As MinFin, requisitions submitted for approval will be listed in **My Tasks**. Open it to see the list.
2. If all in order, click **Approve** to forward the requisition for payment.
3. Other options include:
 - **Reject** – return the requisition to the creator for corrections.
 - **Recall** – to return the requisition to the previous step.
 - **Open Requisition** – view the requisition details.



Exercise: Purchasing Officer

1. Raise a requisition and submit it to your HOD for approval.
2. Log in as your HOD and approve the requisition you submitted.

Finance Team:

3. Assess the submitted requisition and approves it.

