Create a Requisition Request

How to Create a Requisition Request in Muhasib ERP

Overview

This guide will help you request authorized stock or purchasing action through a requisition.

Muhasib records a request for review; it should not be assumed to move stock or create a purchase automatically.

Who can do this

You need access to Requisition Request plus item/location and needed approval.

Before you start

Confirm requesting/destination location, items, quantities, required date, purpose, available stock, and approval route.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Items & Advanced Inventory → Requisition Request, when visible.

Create a Requisition Request

Step 1: Start a requisition and select requester/location

Step 2: Enter request and required dates

Step 3: Add items, units, and requested quantities

Step 4: Review available stock and business justification

Step 5: Add reference/notes and submit or save once

Step 6: Record the requisition number for follow-up

Check your work

Confirm the requisition appears once with correct requester, items, quantities, date, and status.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- If the feature is hidden, do not present it as available without product-owner confirmation.
- Search for the request before retrying.

Related guides

- Review and Progress a Requisition
- Transfer Stock Between Locations
- Create a Purchase Order

What to do next

> **Review and Progress a Requisition**.

Revision #0
Created 2026-09-04 09:20:17 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed