

Purchase Request

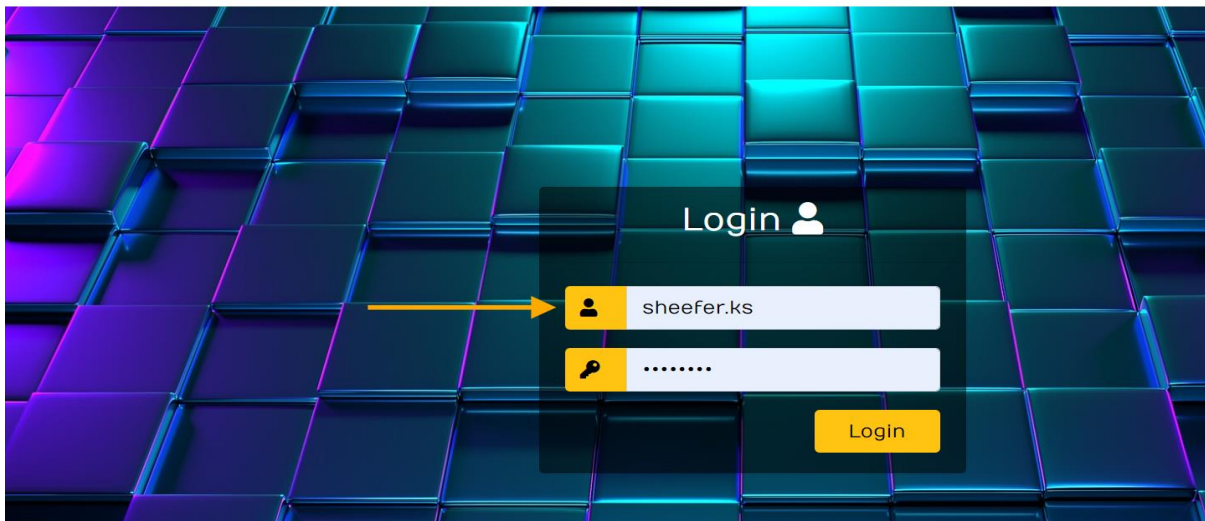
Quick Reference User Guide

1. Navigate to PR Approval Request URL

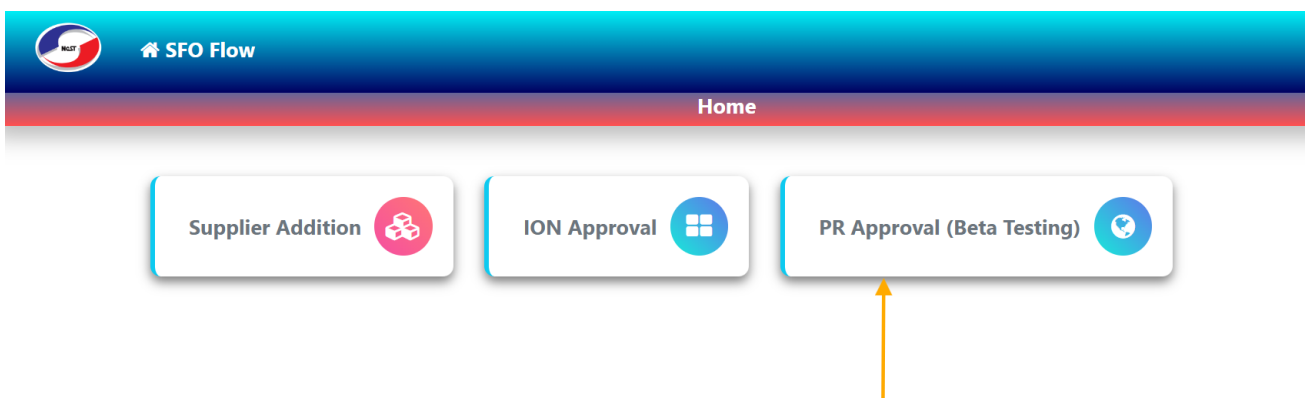
Launch a web browser and type the address of supplier addition request site.

<https://home.nestgroup.net/purchase/>
or
[Login Page \(nestgroup.net\)](https://home.nestgroup.net/login)

- Username - <Computer Login Name>
- Password - <login password>

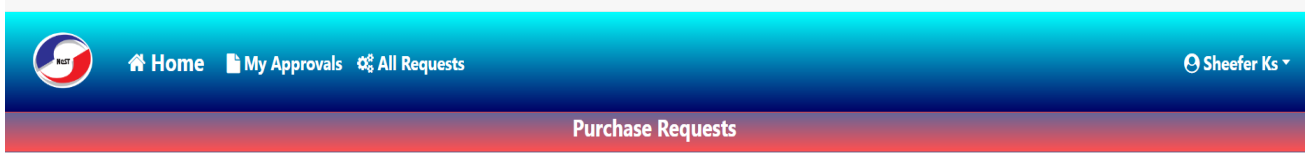


- Click on “PR Approval” button to open the Home page.



2. New Request

Click on “+New Request” to open the New Purchase Request page.



+New Request

Show 10 entries

Search:

PR #	Type of Material	Customer PO	Division	Department	Created	Attachment	Status	Actions
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→ Select or insert values in the Purchase Request (PR) form.

New Purchase Request

Type of Material:	PR #:	Customer PO:
<input type="text"/>	<input type="text"/>	NO
Requested Date:	Division:	Department:
21-12-2024	NATDC PVT LTD	Select...
Business Unit:	Category:	Currency:
AEROSPACE N DEFENCE	Others	select
IF Engineering NRE:	Project:	Plant Operations Related:
NO	<input type="text"/>	NO
Total Value:	Attach Quote*	Requested By:
<input type="text"/>	Choose Files No file chosen	sheefer.ks@nestgroup.net

→ Enter the 'Department Head's Email Address,' select the appropriate approver's name, and click the 'Submit' button to submit the form and start the workflow.

PR Approvers		
Department Head*	Finance Head*	Plant Manager
useraccount@nestgroup.net	Vinod.Rao@nestgroup.net	Not Applicable
Procurement Team*(If Total PR value > 1L)	Operations Head/Final Approver*	Purchase Team*
sheefer.ks@nestgroup.net	shiyas.rehman@nestgroup.net	mohammed.raisal@nestgroup.net

Details								
<input type="checkbox"/>	SL#	Part#	HSN/SAC Code	Description	Supplier	Qty	Price	Net Cost
<input type="checkbox"/>	1							

- Delete + Add Item

Total Value:

Submit Close

→ Click on the “action button” to view the PR record.

PR #	Type of Material	Customer PO	Division	Department	Created	Attachment	Status	Actions
PR-Electronics-Finance-52	Temp Materials	NO	Electronics	Finance	2024-12-21		Waiting for Dep Head Approval	

3. Approval Process

→ Approvers will receive mail from helpdesk.cochin@nestgroup.net, click on the “Approval link” to open approval page.

PR Request - PR-Electronics-Finance-52 IT Corporate x

PR Request
to me

from: PR Request <helpdesk.cochin@nestgroup.net>
to: PR Request <sheefer.ks@nestgroup.net>
date: Dec 21, 2024, 11:01AM
subject: PR Request - PR-Electronics-Finance-52
mailed-by: nestgroup.net
security: Standard encryption (TLS) [Learn more](#)

Requested By	sheefer.ks@nestgroup.net
Category	Others
Division	Electronics
Department	Finance
Project	PR Test Project
Total Value	290000
purposeofpurchase	PR Test purpose
Status	Waiting for Dep Head Approval

[Approval Link](#)

→ click on the “Approve/Reject” button to navigate approve page

My Pending Approval Tasks : 6

Show 10 entries Search:

PR #	Type of Material	Customer PO	Division	Currency	Total Value	Attachment	Status	Actions
PR-Electronics-Quality-51	ssssss	NO	Electronics	INR	26660.0000		Waiting for Dep Head Approval	Approve/Reject

→ Choose action buttons (“Approve,” “Reject”) to complete the tasks.

Details

SL #	Part #	HSN/SAC Code	Description	Supplier	Qty	Price	Net Cost
1	test part	hsn	descfitpyion	supplier	23	1333.C	26660

Approve Reject

Total Value: 26660.0000

Close

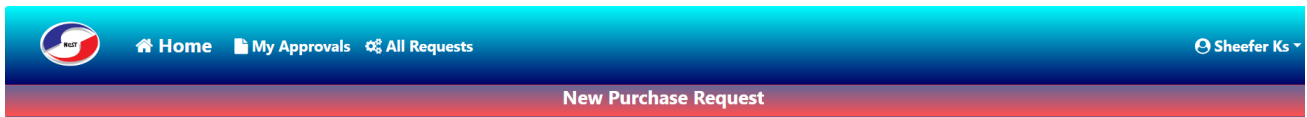
→ Approvers can also open the approval task page by clicking on 'Approval Tasks' to navigate to the approval task page.

My Pending Approval Tasks : 6

Show 10 entries Search:

PR #	Type of Material	Customer PO	Division	Currency	Total Value	Attachment	Status	Actions
PR-Electronics-Quality-51	ssssss	NO	Electronics	INR	26660.0000		Waiting for Dep Head Approval	Approve/Reject

→ Users can submit 'NRE' requests by selecting 'YES' in the 'If Engineering NRE' field”.



Type of Material: <input type="text"/>	PR #: <input type="text"/>	Customer PO: NO
Requested Date: 21-12-2024	Division: Select...	Department: Select...
Buisness Unit: AEROSPACE N DEFENCE	Category: Others	Currency: select
IF Engineering NRE: YES	Project: <input type="text"/>	Plant Operations Related: NO

→ Two-level approval workflow is enabled for 'Engineering NRE' requests by entering the department head's email address and selecting the appropriate purchase team approvers from the list

PR Approvers		
Department Head* useraccount@nestgroup.net	Finance Head* sheefer.ks@nestgroup.net	Plant Manager Not Applicable
Procurement Team*(If Total PR value > 1L) sheefer.ks@nestgroup.net	Operations Head/Final Approver* vijju.vincent@nestgroup.net	Purchase Team* sachin.ml@nestgroup.net