



Requisition Submission

>> Go to <http://portal.kuet.ac.bd/vehicle/> (Fig. 1)

Fig. 1

>> **Login** with your **Login ID** (which is your 4 digit **accounts id** with leading **1** for teachers, **2** for 1st class officers, **3** for 2nd class officers, **4** for 3rd class staff, and **5** for 4th class staff ex. A teacher having accounts id 0050 will login with id 10050, A 1st class officer having accounts id 1000 will login with id 21000) & **Password** (Password will be provided by transport section/committee in institutional email). Users can also login with **Google sign in**.

>> After successful Login you will be redirected to **Dashboard(Fig. 2)**

>> If your mobile and email id is not present you will be redirected to **Profile update Tab** instead of Dashboard.

>> On **Profile Tab** update your information (**Email and Mobile No.**) (Fig. 3)



Vehicle Requisition System

Khulna University of Engineering & Technology

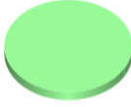
- Dashboard
- User Requisition
- Vehicle Uses
- Information
- Profile

Md.Mehadi Islam (User)

Designation: Assistant Programmer Dept./Office: Central Library
Mobile: 01960995082 Email: mehadi@kuet.ac.bd

Requisition Count

Total Monthly Limit	: 6
Monthly Used	: 0
Monthly Remaining	: 6




Legend: ■ Used Limit ■ Remaining

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Fig. 2

Update Information

KUET Id* : 1054 (4 digit) [eg. 0705]

Photo : 

User Type* : Officer Ist Designation* : Assistant Programmer

Department/ Office* : Central Library Name* : Md.Mehadi Islam

Mobile (11 digit)* : 01960995082 Additional Mobile:

Email* : mehadi@kuet.ac.bd Additional Email :

Present Address :

Grade : Select

Fig. 3

>> You can navigate this site using side menu. Fig. 4

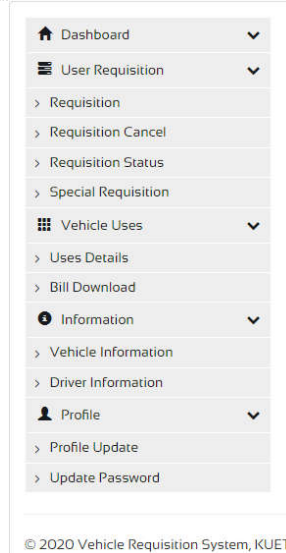


Fig. 4

>> For requisition click on **User Requisition** then **Requisition** To fill up. This will redirect to **Requisition page (Fig. 5)**

Vehicle Requisition

Date:

Blank: ■ Booked: ■ Confirmed: ■ RQ Start Point: ■ RQ End Point: ■

VehicleId	05:00	05:30	06:00	06:30	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00
CHA-08-0003	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
CHA-51-0197	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
CHA-51-0206	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
CHHA-14-0007	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
CHHA-14-0057	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
KHA-11-9542	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

From Date : To Date (* Next 15 Days):

From Time : To Time(* Any hours) :

Requisition Type: Travel Category :

Vehicle Type : Vehicle Id :

Travel Area : Reporting Place :

Purpose : Forward By :

Fig. 5

>> Then select **date** for requisition (**Fig. 6**)

Date:

Fig. 6

>> This will open a grid view which will indicate real scenario of vehicles for that date; from there you can select **available vehicles**. (**Fig. 7**)

Blank: ■ Booked: ■ Confirmed: ■ RQ Start Point: ■ RQ End Point: ■

VehicleId	05:00	05:30	06:00	06:30	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00
CHA-08-0003	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank
CHA-51-0197	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank
CHA-51-0206	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank
CHHA-14-0007	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank
CHHA-14-0057	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank
KHA-II-9542	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank	Blank

Fig. 7

>> After selecting an available slot for a particular vehicle some information for below form will automatically fill up, you have to fill up other fields before requisition submission (**Fig. 8**)

From Date : To Date (* Next 15 Days) :

From Time : To Time (* Any hours) :

Requisition Type: Travel Category :

Vehicle Type : Vehicle Id :

Travel Area : Reporting Place :

Purpose : Forward By :

Fig. 8

>>

Requisition site/ portal will be live from **8.00 am to 8.00 pm**, before or after this time you will see a warning and will not be able to give requisition (**Fig. 9**)

Requisition is Open from 08:00:00 to 20:00:00



Fig. 9

>>

Click on requisition status tab for viewing month wise requisition details (**Fig. 10**) additionally you can download each requisition as a pdf for printing hard copy of submitted requisition (**Fig. 11**)

Vehicle Requisition Status

Date:

Show entries Search:

RequisitionId	Vehicle Id	From DateTime	To DateTime	Type	Forwarding	Status	Download
21054202012822851653	CHA-51-0206	2020-12-11 07:00:00	2020-12-11 11:00:00	Personal	Head: VC:	REQUESTED	Download

Showing 1 to 1 of 1 entries Previous Next

Fig. 10



Khulna University of Engineering & Technology

Transport Section

Vehicle Requisition

Name: Md.Mehadi Islam

Designation: Assistant Programmer

Office: Central Library

Requisition Type: Personal

Mobile: 0196099

Email: ji@kuet.ac.bd

Requisition Id: 21054202012822851653

System Id: 2

From Date	From Time	To Date	To Time
11-12-2020	07:00:00	11-12-2020	11:00:00

Reporting Place: dvdvdf

Purpose: efcecdf

Vehicle Id: CHA-51-0206

Vehicle Type: Microbus

Vehicle Model: Model-

Number: CHA-51-0206 (Bia)

Authority

Transport Officer

Signature

* Please sign the log book by observing the KM after using the vehicle
* All requisition must to be submitted before 24 hours

Date: 12/6/2020 10:10:48 PM

Fig. 11

>> In case of cancellation click on requisition cancel tab (Fig. 12)

Vehicle Requisition Cancel

Cancel with Penalty (CP)

Requisition	From Time	To Time	Type & Purpose	Vehicle Id	Reason	<input type="checkbox"/>
21054202012822851653 Personal	11/12/2020 07:00:00	11/12/2020 11:00:00	R efcecdf	CHA-51-0206 CHA-51-0206	<input type="text"/>	<input type="checkbox"/>

Cancellation Reason:

Fig. 12

>> You can also see all past vehicle uses from vehicle uses tab (Fig. 13)

Vehicle Uses Details

Date:

RequisitionId	Vehicle Id	From DateTime	To DateTime	Type	Forwarding	Status	Download
207052020122113121189	KHA-11-9542	2020-12-04 07:00:00	2020-12-04 11:00:00	Personal	Head:NOT FORWARDED VC:NOT SEEN	APPROVED	Download
20705202012211337537	KHA-11-9542	2020-12-03 20:30:00	2020-12-03 22:00:00	Personal	Head:NOT FORWARDED VC:NOT SEEN	CANCELLED	Download
207052020127112238730	CHA-51- 0206	2020-12-08 07:00:00	2020-12-08 11:00:00	Personal	Head:NOT FORWARDED VC:NOT SEEN	REQUESTED	Download
207052020127132642957	CHA-51-2819	2020-12-09 07:30:00	2020-12-09 11:30:00	Personal	Head:NOT FORWARDED VC:NOT SEEN	APPROVED	Download

Fig. 13

>> You can change your password by clicking Profile then clicking Update Password, this will open a page from where you can do that. (Fig. 14)

Update Password

Old Password :

New Password :

Confirm New Password:

Fig. 14

Here is a special menu in side menu bar by clicking 'special requisition' (Fig. 15) you will be redirected to special requisition page (Fig. 16).

Note that special requisition is only applicable for special purposes, it allows **overlapping** requisitions and also requisition for next **15** days.

Here in **requisition type** there are **4** types listed,

>>

1. **Personal**: Only applicable in case of marriage, or outside city journey by approval of higher authority.
2. **Official**: If all slots for official vehicles are booked then official requisitions can be given from special requisition but this will be approved by higher authority.
3. **Academic**: For academic purposes (ACPG, ACUG, moderation, viva board) requisitions can be given but this will be approved by higher authority.
4. **Emergency**: In case of emergency a user can give requisition which will be approved by higher authority.

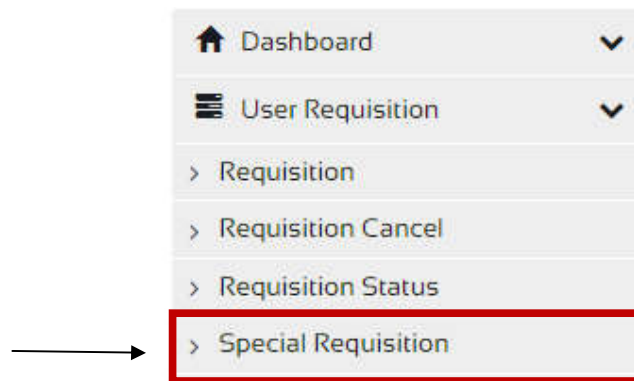


Fig. 15

A screenshot of a requisition form. The form contains the following fields:

- From Date: 2020-12-13
- To Date (* Next 15 Days): 2020-12-13
- From Time: 08:00 (with a clock icon)
- To Time(* Any hours): 12:00 (with a clock icon)
- Requisition Type: Personal (dropdown menu)
- Travel Category: Local (dropdown menu)
- Vehicle Type: Official (dropdown menu, highlighted in blue)
- Vehicle Id: CHA-51-0206 (dropdown menu)
- Travel Area: Emergency (dropdown menu)
- Reporting Place: Reporting Place (text field)
- Requisition Purpose: (text area)
- Forward By: Select (dropdown menu)

A 'Submit Requisition' button is located at the bottom right of the form.

Fig. 16