



## Purchase Requisitions

Manage your vendor purchase requests using Purchase Requisitions.

Create multi-tier approval procedures and advise management of buying requests using email notifications and electronic approvals.

Track requisitions as they are routed through your business from request to approval or rejection. Purchase Requisitions keeps all of the people in charge of purchasing connected.

Purchase Requisitions uses the SAP Business One user interface to provide an easy to use, familiar, purchase requesting system that adds the ability to either request quotes from suppliers before committing to an order or prevent employees from creating purchase orders without review.

Automated email sending and one click processing of purchase requests optimizes your departmental purchase order cycle.

Manage your purchase requests through to purchase orders in SAP Business One in a streamlined and automated workflow.



With Purchase Requisitions your business can manage a paperless purchasing system that recognizes individuals' purchasing authority levels, and ensures control and accountability in your purchasing decisions.

### Purchase Requisition Workflow:

#### For Staff:

- Create new purchase requisitions
- Edit purchase requisitions not awaiting authorization
- Request approval from line managers
- Email notifications of approval / rejection of request

#### For Managers:

- Email notification of new requests awaiting approval
- One click approval / rejection of requests
- Sophisticated management reports

#### For AP department:

- Automatic creation of purchase order based on request
- Purchase request and order reports
- Manage purchase requests to vendors
- Email notifications
- Multi-tier approval procedures

Reduce unauthorized purchasing and increase productivity with a streamlined and automated purchasing process.

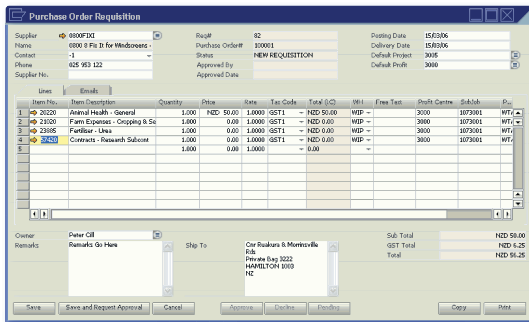
Req. #	Vendor	Vendor Name	Vendor Ref. #	Post. Date	Delivery Date	User Name	Status	PO NO#	Job ID	Total Value
3	40	AEITEC	AEI	24/07/05	26/07/05	Peter Cill	AWAITING AUTH.	2006		2000.00
4	40	4THMESBO	4th Westland Boys	17/08/05	17/08/05	Peter Cill	AWAITING AUTH.	2006		15.00
5	40	4THMESBO	4th Westland Boys	17/08/05	17/08/05	Peter Cill	AWAITING AUTH.	2006		200.00
7	40	ACAMB	Bill Adam	19/03/05	19/03/05	Peter Cill	AWAITING AUTH.	2006		30.00
8	40	AGDTE	Agile IT Solutions Limited	19/03/05	19/03/05	Peter Cill	AWAITING AUTH.	2006		50.00
9	40	ACTENG	Actual Engineering	19/03/05	19/03/05	Peter Cill	AWAITING AUTH.	2006		25.00
11	40	ACTENG	Actual Engineering	19/03/05	19/03/05	Peter Cill	AWAITING AUTH.	2006		25.00
12	40	900PFX	0800 8 Fru. Dr Fru W	15/03/06	15/03/06	Peter Cill	NEW REQUEST#-# 100001	2006		50.00
13	40	900PFX	0800 8 Fru. Dr Fru W	15/03/06	15/03/06	Peter Cill	NEW REQUEST#-# 100001	2006		50.00
36	40	900PFX	0800 8 Fru. Dr Fru W	15/03/06	15/03/06	Peter Cill	NEW REQUEST#-# 100001	2006		50.00
422	40	AGSDCITY	Abstract Computer	12/06/06	12/06/06	Peter Cill	NEW REQUEST#	2006		100.00
43	40	ACAMB	Bill Adam	16/05/06	16/05/06	Peter Cill	AWAITING AUTH.	2006		346.00
424	40	SERRAV	Virginia Sears	16/05/06	16/05/06	Peter Cill	NEW REQUEST#	2006		12.00
425	40	HRSESE	Hughson Sewell St	16/05/06	16/05/06	Peter Cill	AWAITING AUTH.	2006		50.00
426	40	DELAR	DeLar Lubronet	16/05/06	16/05/06	Peter Cill	AWAITING AUTH.	2006		25.00
427	40	ACAMB	Bill Adam	16/05/06	16/05/06	Peter Cill	AWAITING AUTH.	2006		1234.00
428	40	AGDRED	AgMedia Ltd	16/05/06	16/05/06	Peter Cill	AWAITING AUTH.	2006		50.00
431	40	AGITO	AgITO	16/05/06	16/05/06	Peter Cill	NEW REQUEST#	2006		50.00
432	40	ACAMB	Bill Adam	16/05/06	16/05/06	Peter Cill	AWAITING AUTH.	2006		50.00
437	40	ROYTSOON	The Royal Society	17/05/06	17/05/06	Peter Cill	NEW REQUEST#	7009		123.00

Purchase Requisition Enquiry



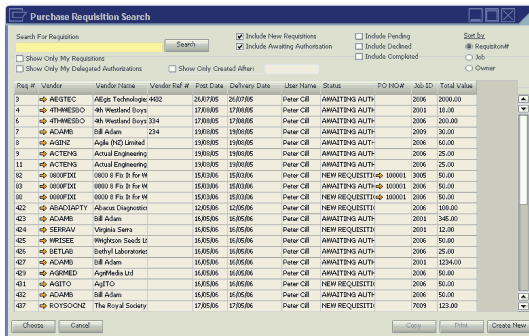
## Purchase Requisitions

Control your staff's purchasing activities by ensuring that all purchase orders entered are passed through a request process before being sent on to suppliers.



Purchase Requisition Entry

Purchase Requisitions will send all requests to and from the requestor's and authorizer's email inboxes reducing the amount of time required logging in to the requisition system to determine if requests remain outstanding.

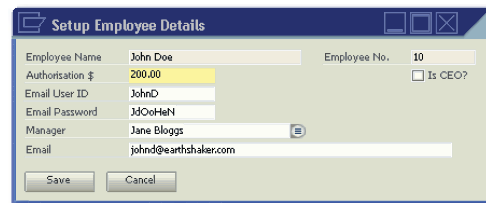


Purchase Requisition Enquiry

## Approval Procedures

Are project managers' or line managers' approval required before processing a purchase request through to order?

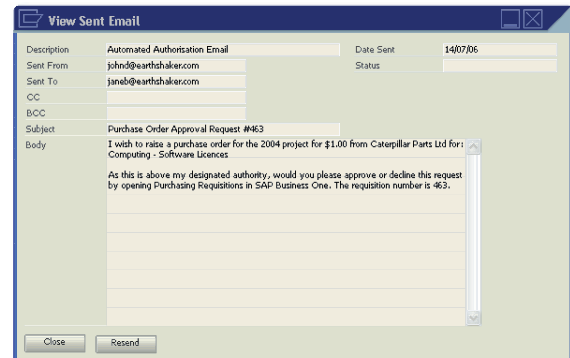
Configurable amount-controlled approval workflow can be customized to prevent purchase being created without prior approval from either an employee's manager, or where Job Costing for SAP Business One is installed, the job's project manager.



Employee Approval Level Configuration

## Built-in Email Sender

All purchase requests are sent to and from staff members using a built-in SMTP email sender.



Email Recording and Sending

- Quick to install
- Familiar user interface
- Packaged with Report Writer
- Developed in SAP Business One for SAP Business One

## Technical Requirements

- SAP Business One 2005A SP01
- Microsoft Windows XP Client
- Microsoft SQL Server Installations Only
- Microsoft .Net Framework 1.1