



Provides Supply Center and Purchase Requisition Capabilities As An Add-on Module For UA

- Define PO Requisition Templates
- Define PO Requisition Users
- Supports manager approval to individual users and department managers
- Two security levels
- Three types of requisitions
 1. **Quick Order: No approval necessary. Goes to the Process Purchase Requisition form**
 2. **Approval Required: Goes to the Manager Approval Form, then on to Process Purchase Requisition form**
 3. **Product Request: Routes directly to Purchasing**

Material Number	Description	Approval Level 1 Mgr	Approval Level 2 M
399int24serv	Dual Intel 2.4 Server	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3812 Paper	Staples 8 1/2 paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
314legPaper	Staples Legal Paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3430N830S	Windows XP Pro	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
398uPen	Bic Pens 100 Count	<input type="checkbox"/>	<input type="checkbox"/>
2983	Box of White Out	<input type="checkbox"/>	<input type="checkbox"/>

Password : Form

Employee ID:

Password:

Qty	MaterialNumber	Description
2	399int24serv	Dual Intel 2.4 Server
30	3812Paper	Staples 8 1/2 paper
20	314legPaper	Staples Legal Paper
0	3430N830S	Windows XP Pro
2	398uPen	Bic Pens 100 Count
0	2983	Box of White Out

- Create and Edit PO Requisitions
- Real time creation/editing of PO Requisitions
- Material listing is populated through set up
- Customized departmental listing

- Free Form Requisition for goods not on departmental templates
- Always requires departmental approval
- Purchasing completes the process of converting request into PO Requisition that shows up on the Process PO Requisition form

Quantity Requested:

Description:

MaterialNumber	Description	Qty	ReqNumber	Employee	Approved
39Int24serv	Dual Intel 2.4 Server	2	37889	Nancy Jones	<input checked="" type="checkbox"/>
3812Paper	Staples 8 1/2 paper	30	37890	Tom Baker	<input type="checkbox"/>
314legPaper	Staples Legal Paper	20	37891	Fred Olson	<input type="checkbox"/>
3430N83DS	Windows XP Pro	0	37892	Jim Johnson	<input checked="" type="checkbox"/>
398uPen	Bic Pens 100 Count	2	37891	Joe Fisher	<input checked="" type="checkbox"/>
2983	Box of White Out	0	0	Susan Butler	<input type="checkbox"/>

- Provides a listing of requisitions, the materials, quantities and users, that require managerial approval
- Approval required items remain in Manager Approval until departmental manager signs off
- Sends approved requisitions to Process Purchase Requisition form
- Password requirement for Requisitions Module

- Process Product Requisition form receives Quick Orders, Approved Requisitions, and Product Requests
- Processes PO Requisitions
- Records the delivery of goods to the user
- Assigns inventory expenses to departmental expenses based on departmental setup

Req#	Date	Department	Material	Qty	Approved
<input type="checkbox"/>			A26 CALCULATOR	QTY: 1	
<input type="checkbox"/>			A26 CALCULATOR	QTY: 1	
<input type="checkbox"/>			A26 CALCULATOR	QTY: 1	
<input type="checkbox"/>			A26 CALCULATOR	QTY: 1	
<input type="checkbox"/>			A26 CALCULATOR	QTY: 1	
<input type="checkbox"/>			A26 CALCULATOR	QTY: 1	
<input type="checkbox"/>			A26 CALCULATOR	QTY: 1	
<input checked="" type="checkbox"/>	140382	5/22/2003 Tom Baker			
<input checked="" type="checkbox"/>	88011	HEATER/FAN	QTY: 2		
<input type="checkbox"/>	88011	HEATER/FAN	QTY: 2		
<input type="checkbox"/>	88011	HEATER/FAN	QTY: 2		
<input checked="" type="checkbox"/>	140383	5/22/2003 Jim Johnson			
<input checked="" type="checkbox"/>	1104	Beige TELEPHONE	QTY: 2		
<input checked="" type="checkbox"/>	1104	TELEPHONE	QTY: 2		
<input checked="" type="checkbox"/>	140409	5/23/2003 Nancy Jones			
<input checked="" type="checkbox"/>	72088	Large Box 8 1/2 paper	QTY: 3		
<input checked="" type="checkbox"/>	72088	Bic Pens 100 Count	QTY: 4		
<input checked="" type="checkbox"/>	72088	Dual Intel 2.4 Server	QTY: 7		
<input checked="" type="checkbox"/>	140415	5/23/2003 Fred Olson			
<input checked="" type="checkbox"/>	99124	Box of White Out 50 Count	QTY: 1		
<input checked="" type="checkbox"/>	99124	Windows XP Pro	QTY: 1		
<input checked="" type="checkbox"/>	99124	Bic Pens 100 Count	QTY: 3		

RequestDate	Material Number	MaterialDescription	Req Qty	Lot Qty	PalValue	SR	Selec	WD	P
3/16/2003	ASFL2-023	1/2 O-RING MIL-R-83248 TY-1 CL-2 S	1					WD	P
3/16/2003	BCUP6100	1/2 IPS RETAINER RING	1934					WD	P
	AS568-023	1/2 O-RING FLUORCARBON 70D	1934					WD	P
	BCUP6100	1/2 IPS RETAINER RING	1134					WD	P
	AS568-023	1/2 O-RING FLUORCARBON 70D	1134					WD	P
	ASFL2-023	1/2 O-RING MIL-R-83248 TY-1 CL-2 S	8					WD	P
11/22/2002	B939N060	3-1/2 x 3/8 x 3/8 OUTLET 90/10 400	8	0	0			WD	P
3/3/2003	SB106400	2 SR ST. 90/90/10 CL200 BELL END	1	0	0			WD	P
3/16/2003	8A111448	2-1/2X 1-1/2 LR90 SCH10 BW 304L	4	0	0			WD	P
3/16/2003	8A111598	4X 3 LR90 SCH10 BW 304L	4	0	0			WD	P
2/3/2003	8A111749	8X 6 LR90 SCH10 BW 304L	2	0	0			WD	P

- Accumulated Materials to be purchased list
- Color Coded: Red = Overdue; Yellow = Warning (within 10 days.); White = needed > 10 days; Blue= Selected
- Click SRC button to view source PO Req document
- Click P button to view Purchase History for the selected material in the Open Purchase Orders form
- Select one or more items
- Make New Purchase Order or assign the requirement(s) to an existing Purchase Order
- Assign to Existing PO button displays all open Purchase Orders and allows a drill down to PO details
- Completed items are removed automatically