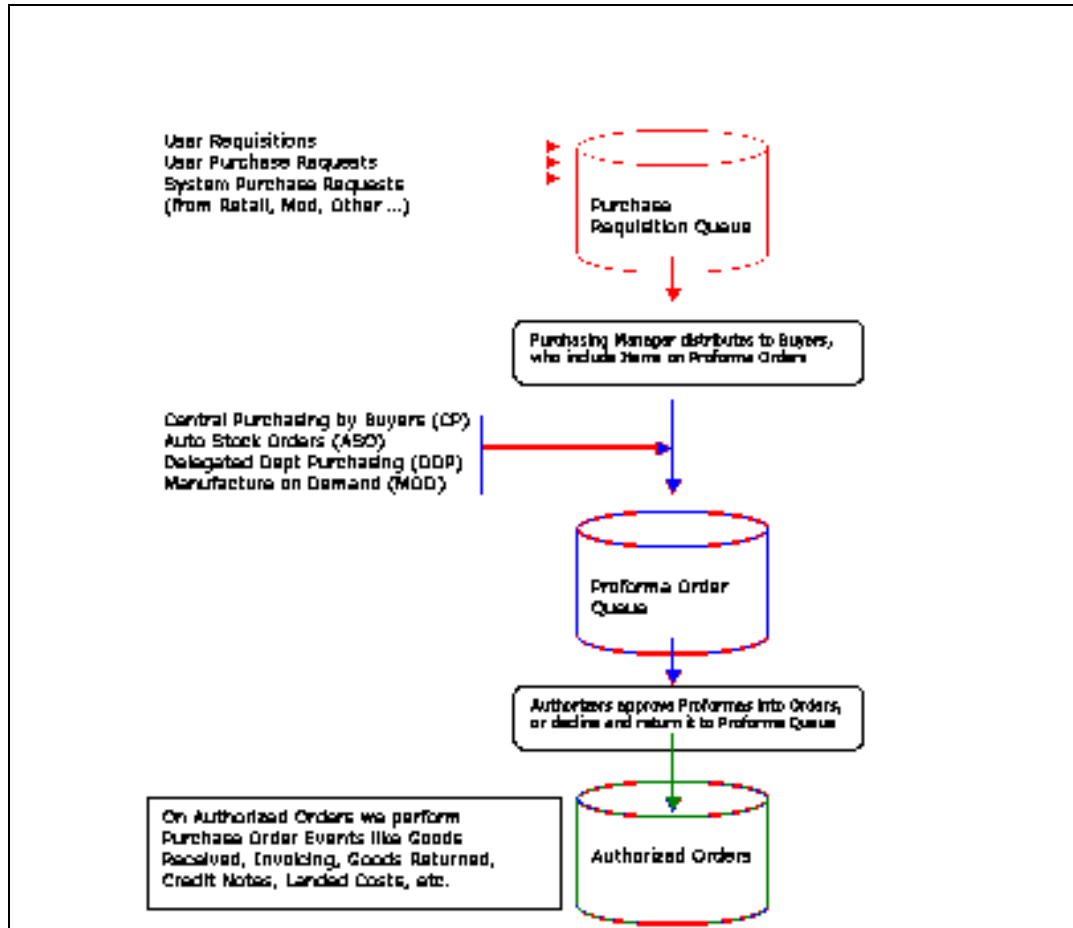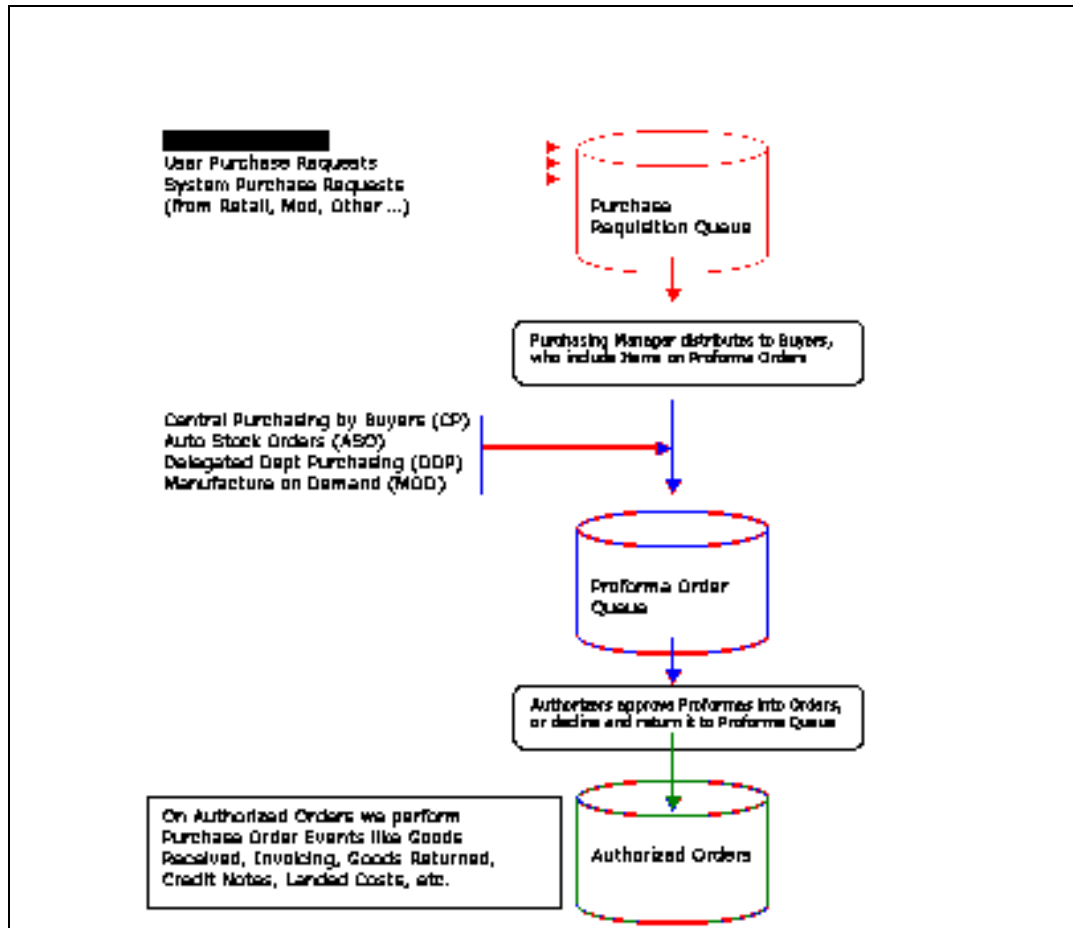Slide 1

Slide notes: What is a Purchase Request and what is a Requisition? Both are Requests to Purchase an Item, and a Purchase Request is always singular whereas a Requisition can include multiple Items.
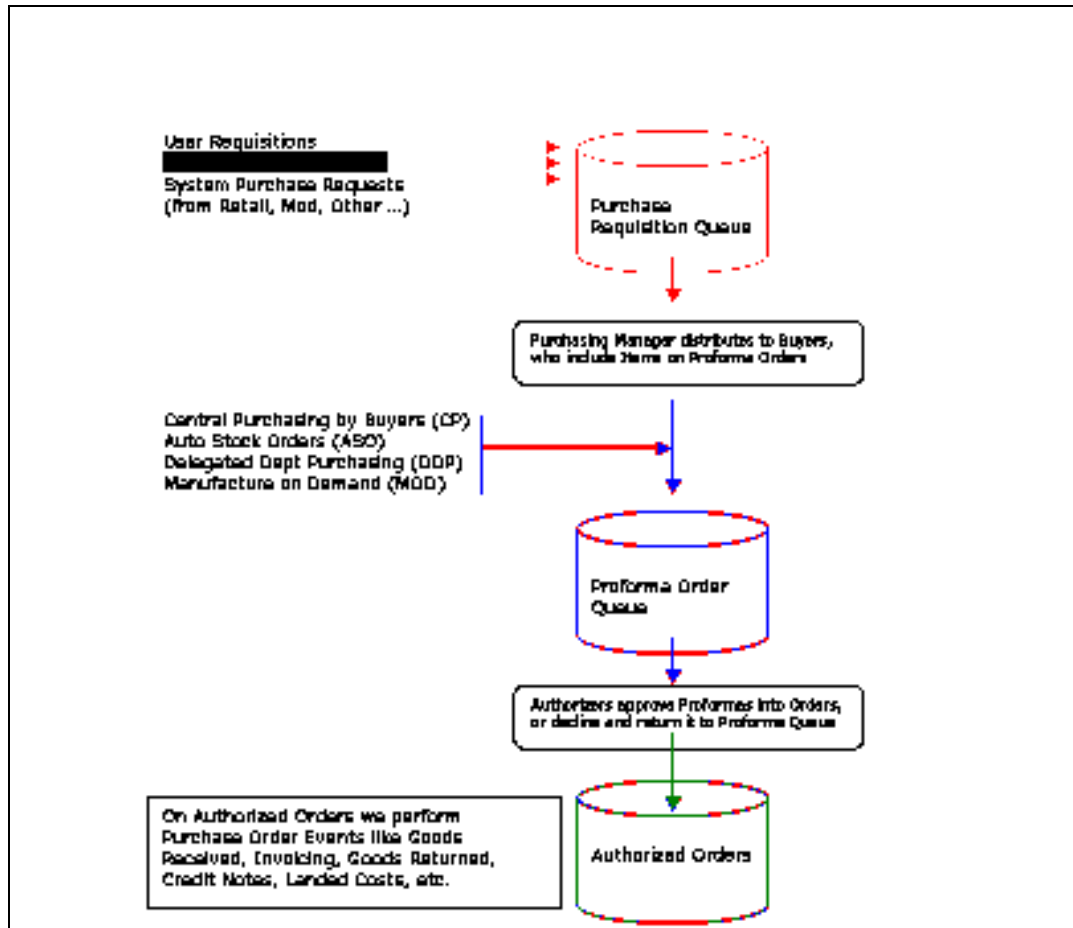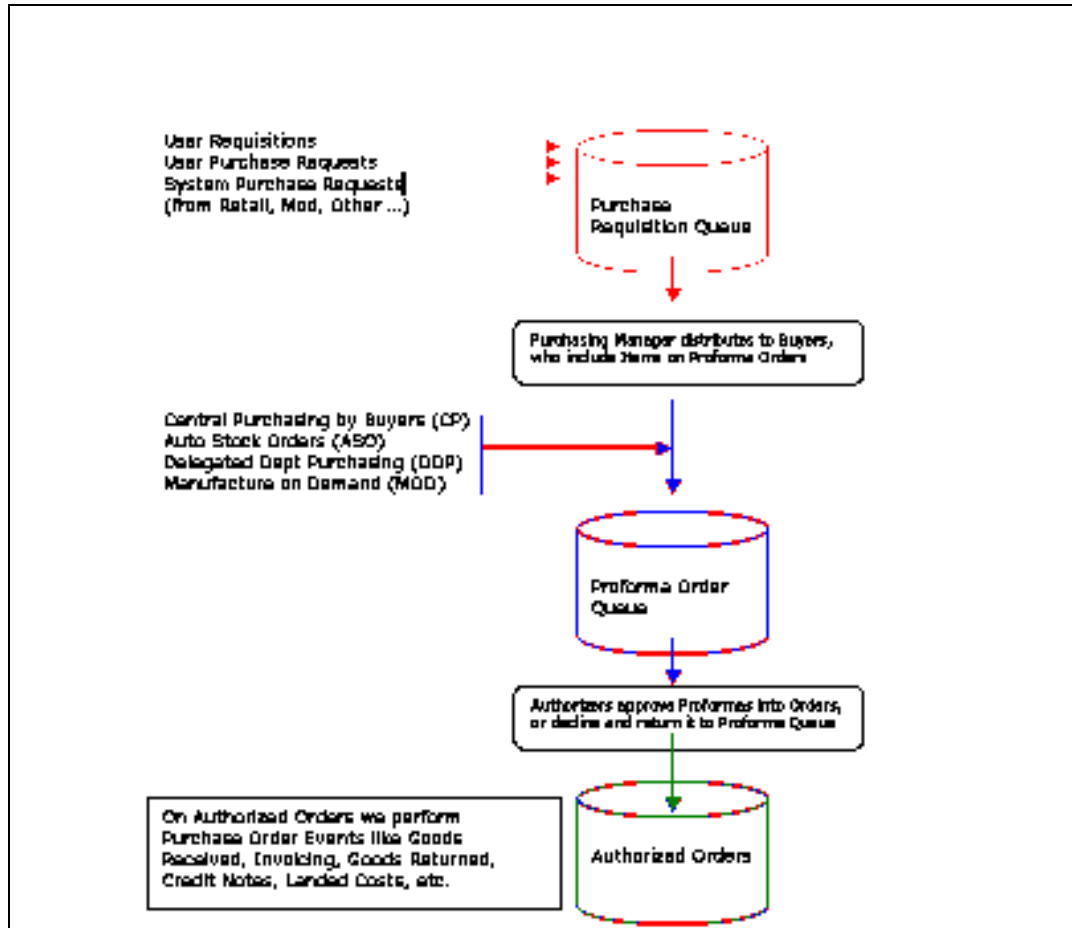
Slide 2
Slide notes:

Slide 3
Slide notes: Users can capture Requisitions and Purchase Requests into the Requisition Queue.
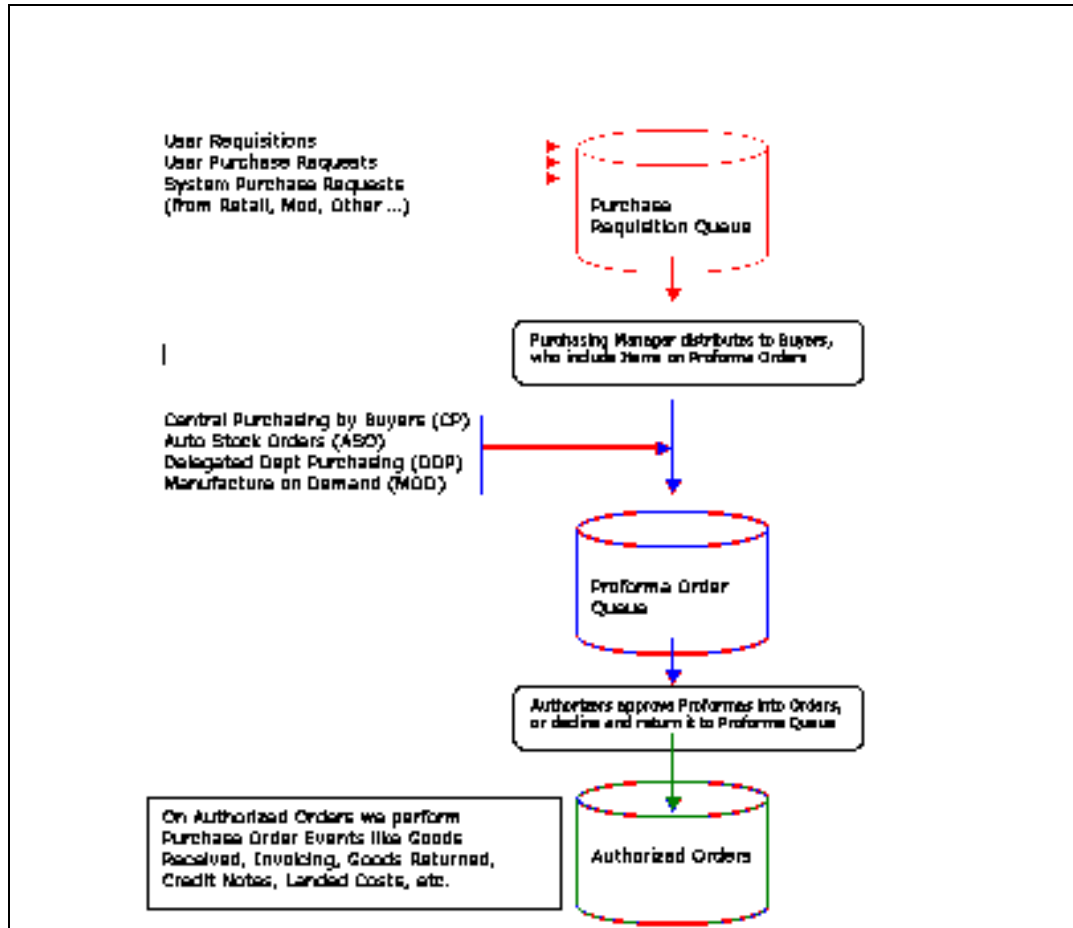
Slide 4
Slide notes: Once these Items are approved, they move along to the Purchasing
Department in an electronic queue, and are assigned to Buyers to procure the Items.

Slide 5
Slide notes:

Slide 6

Slide notes: Purchase Requests and Requisitions are not essential to use, because Orders can be performed without using Items from the Requisition queue, but the Purchase Requests and Requisitions provide a formal approval channel to deal with Items to be ordered, and can be used in conjunction with "Ordering without Requisitions".