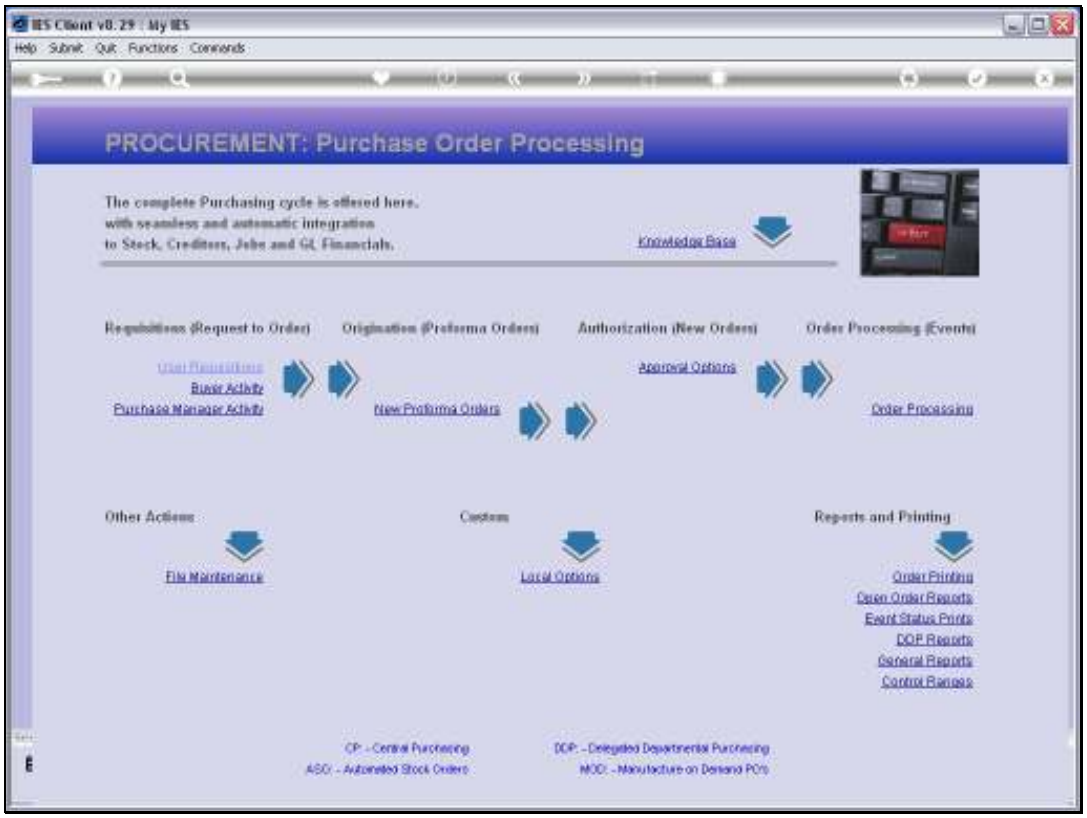
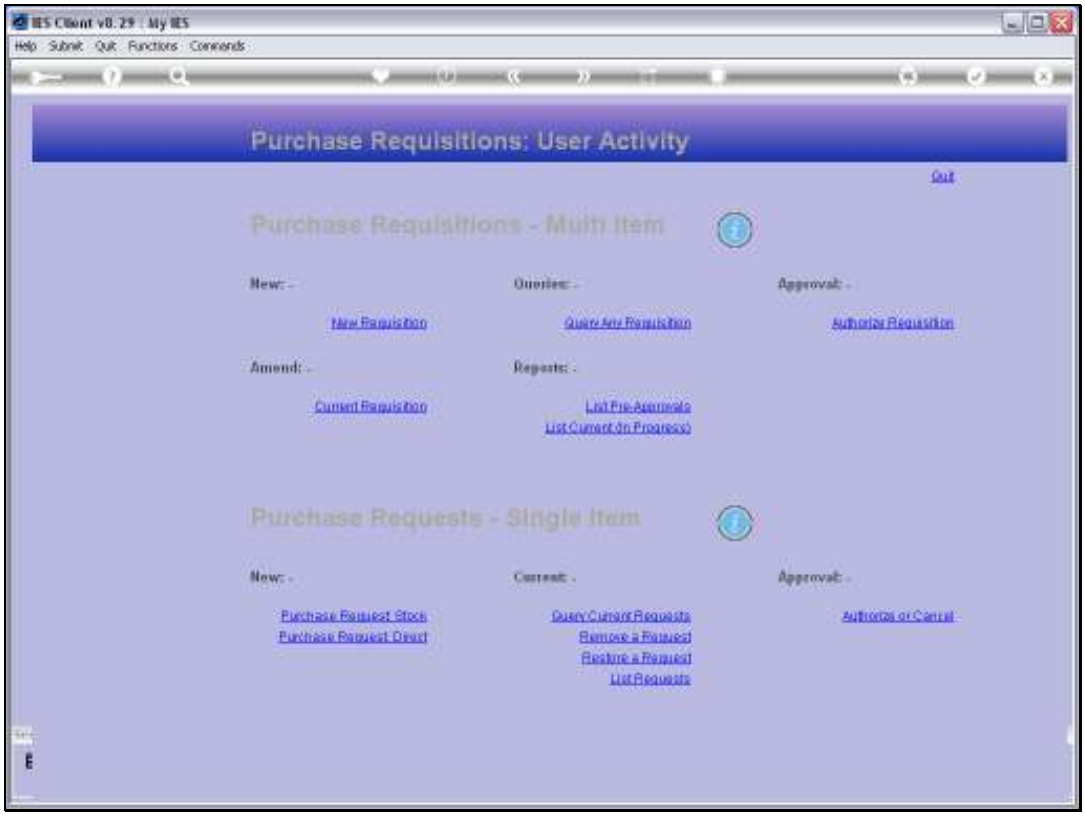


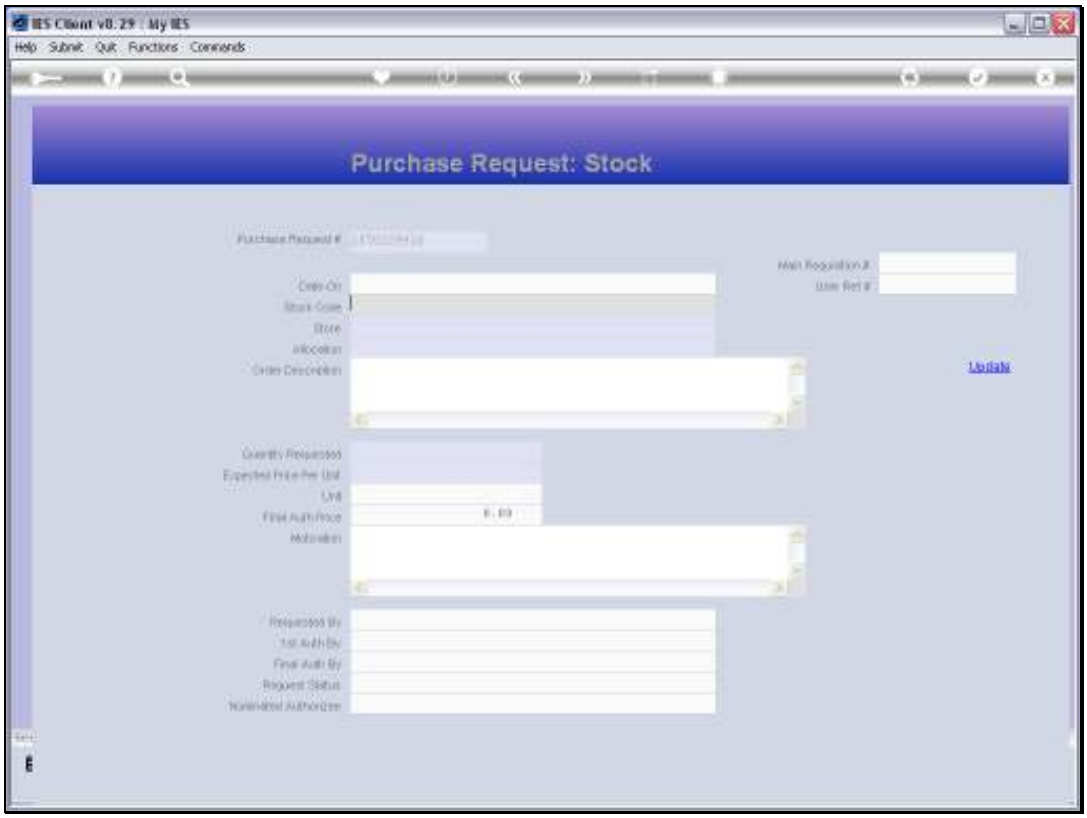
Slide 1

Slide notes: A single Item Purchase Request for Stock may be entered from the Requisition menu, but it is highly dependent on Company procedures as to whether Stock Replenishment will be managed with this method, since there are other, more automated functions available.

Slide 2
Slide notes:

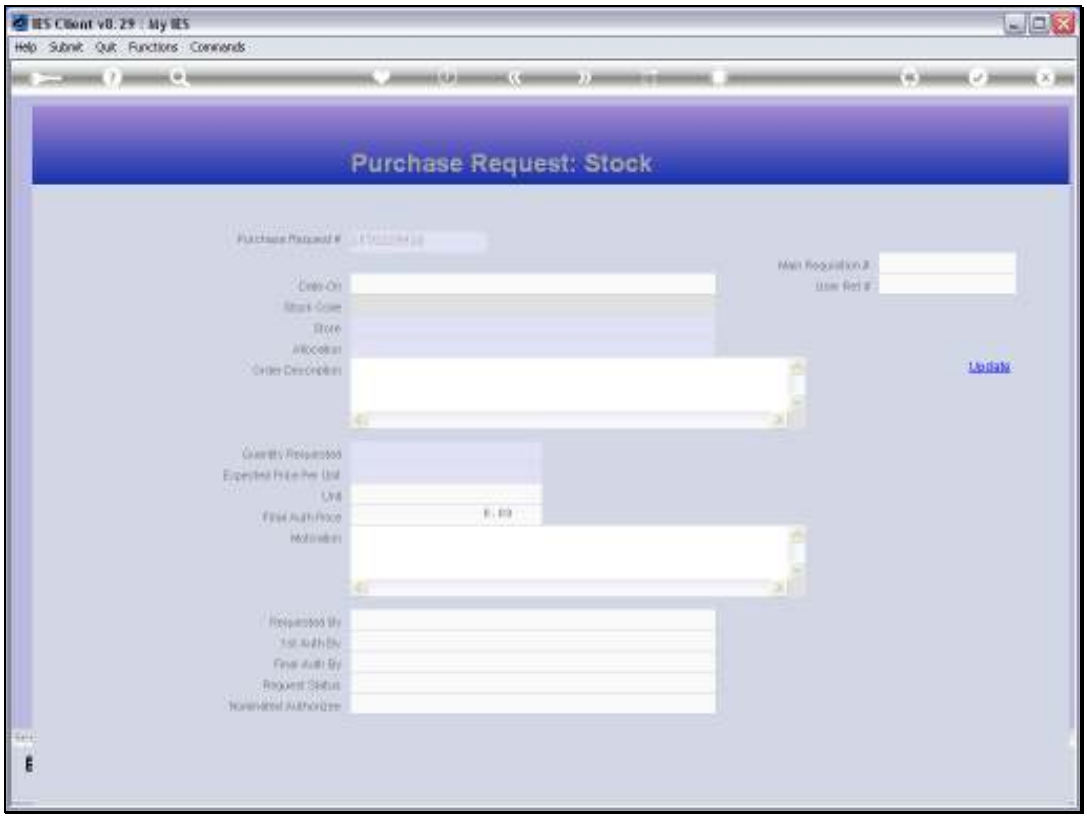


Slide 3
Slide notes:

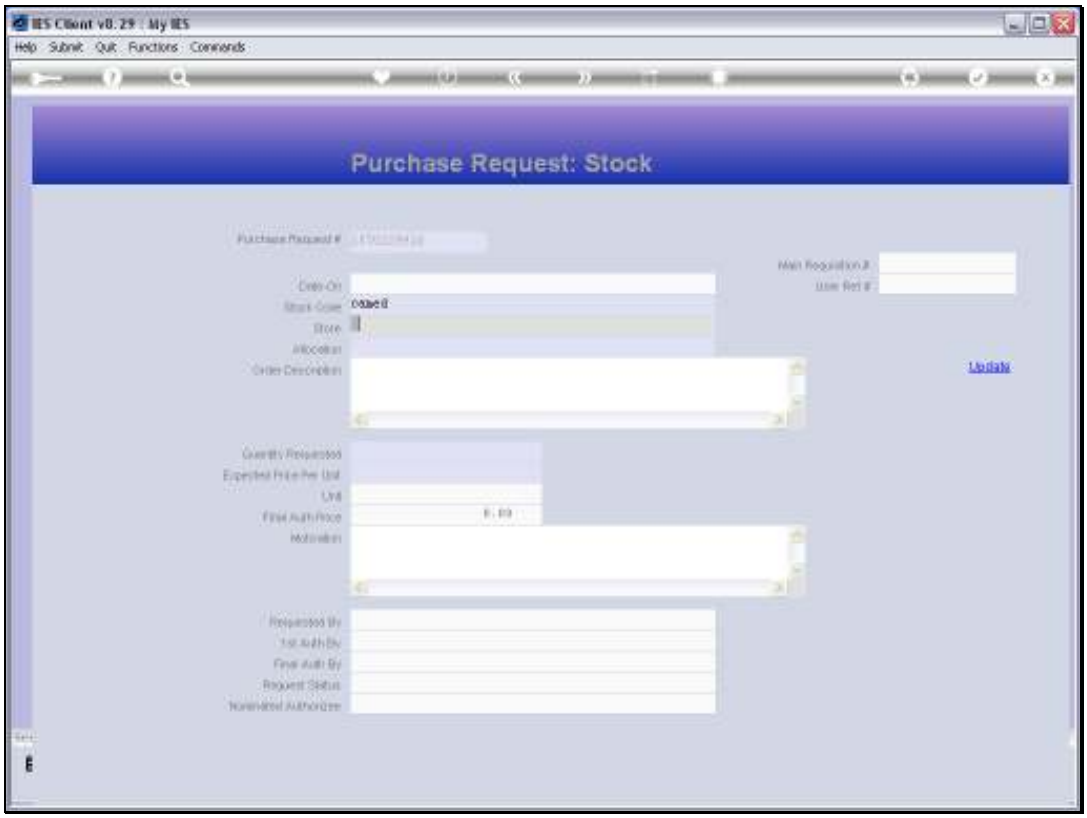


Slide 4

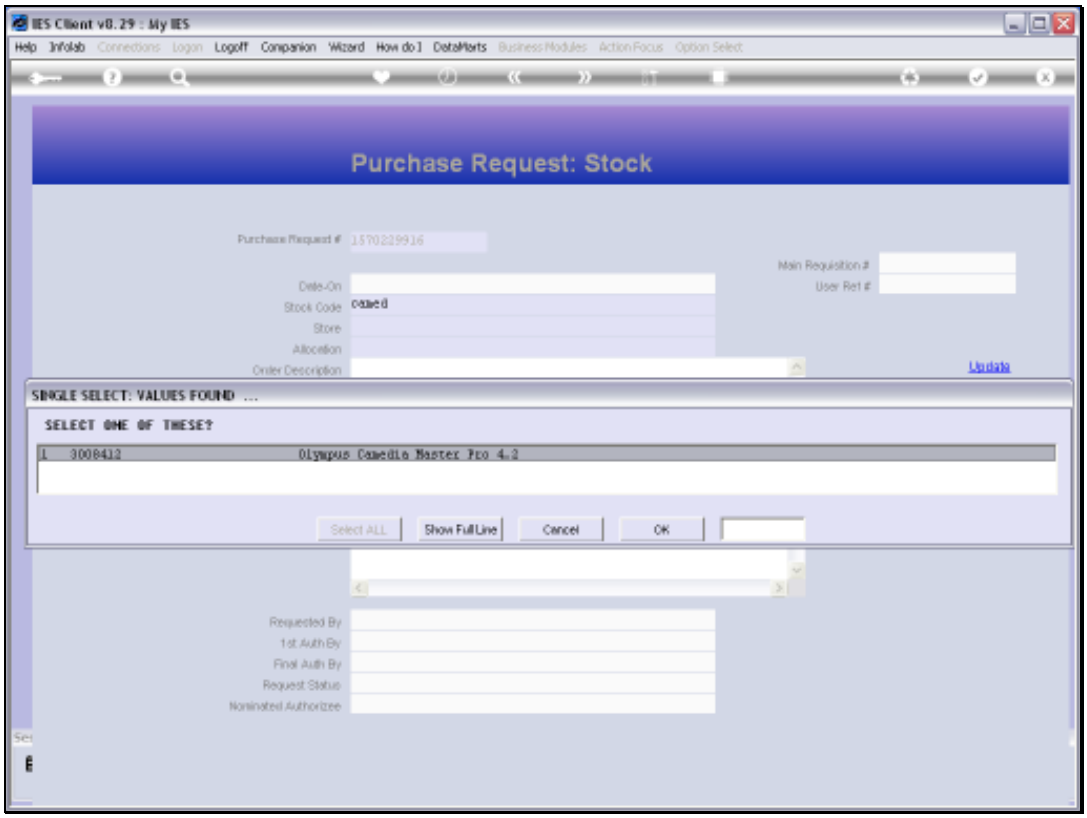
Slide notes: The Stock Code must be entered, and can be looked up or retrieved with any of the available methods.



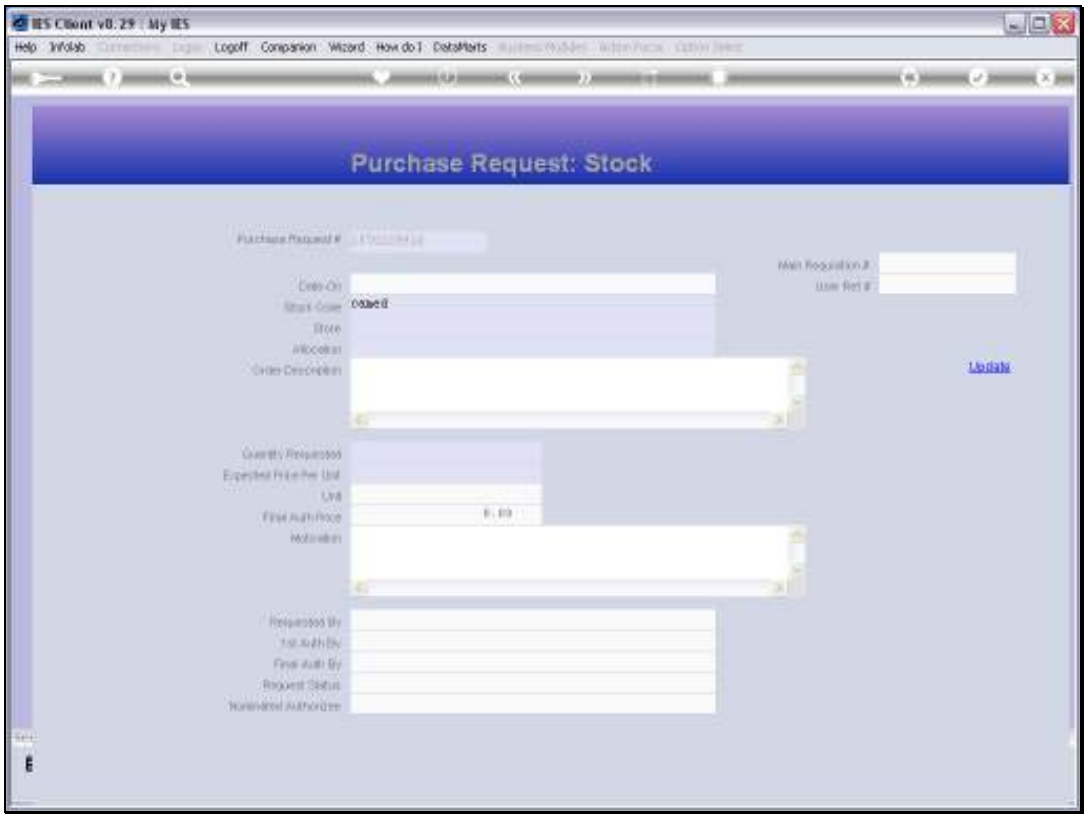
Slide 5
Slide notes:



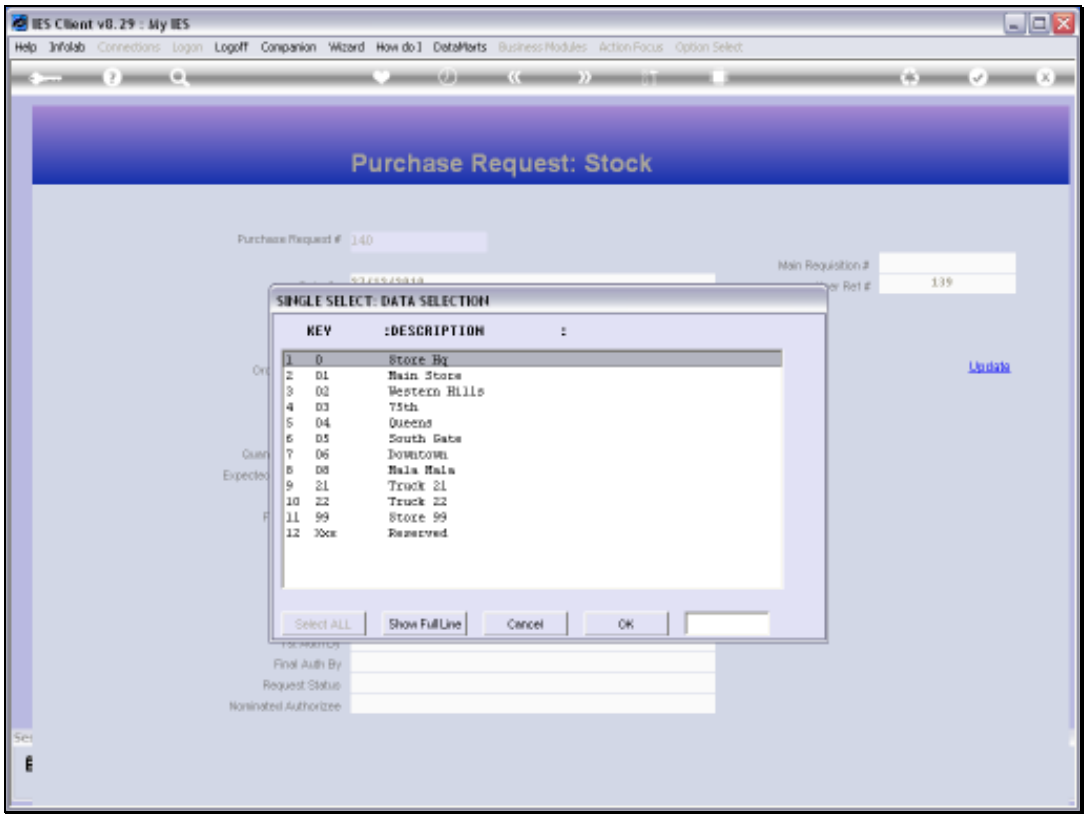
Slide 6
Slide notes:



Slide 7
Slide notes:

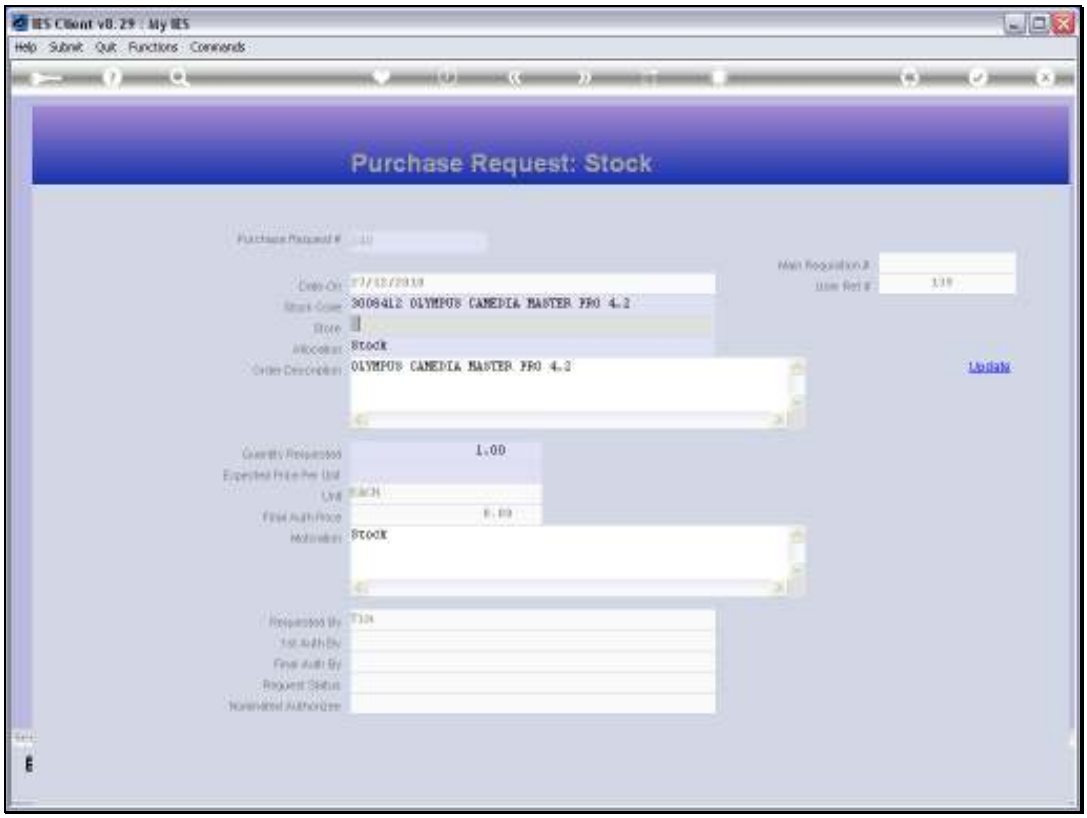


Slide 8
Slide notes:

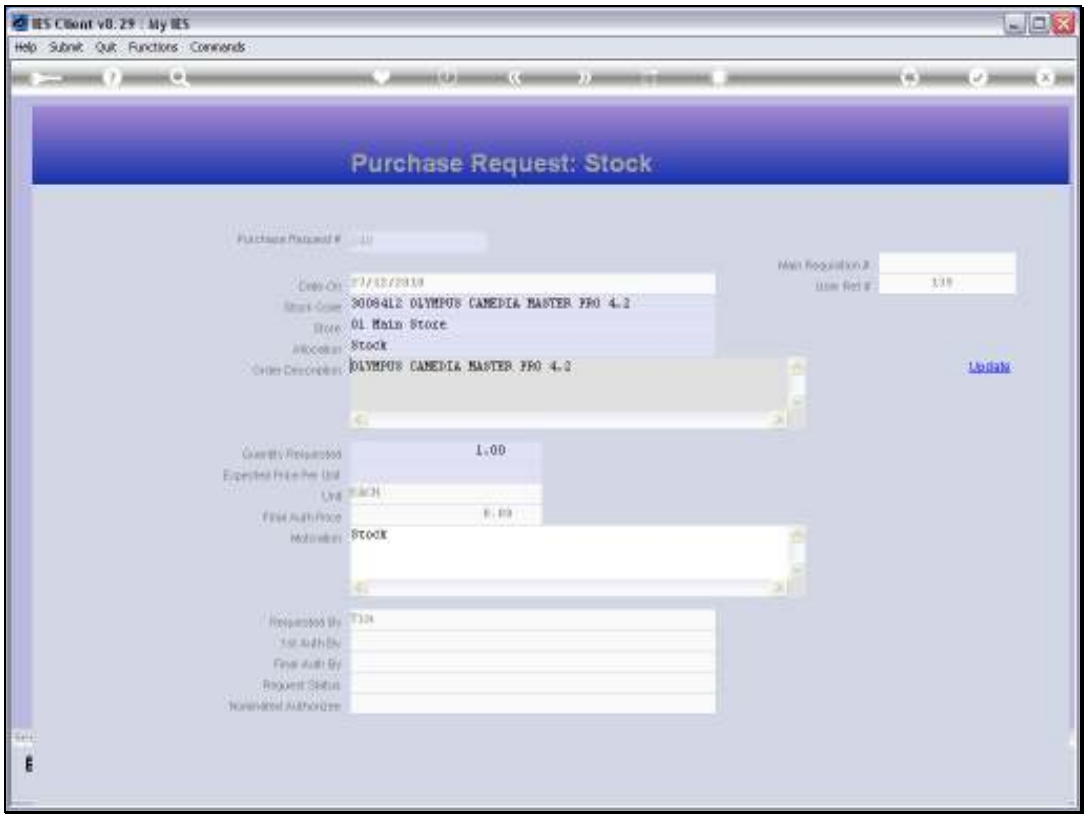


Slide 9

Slide notes: A Stock Item must always be requested for a specific Store.

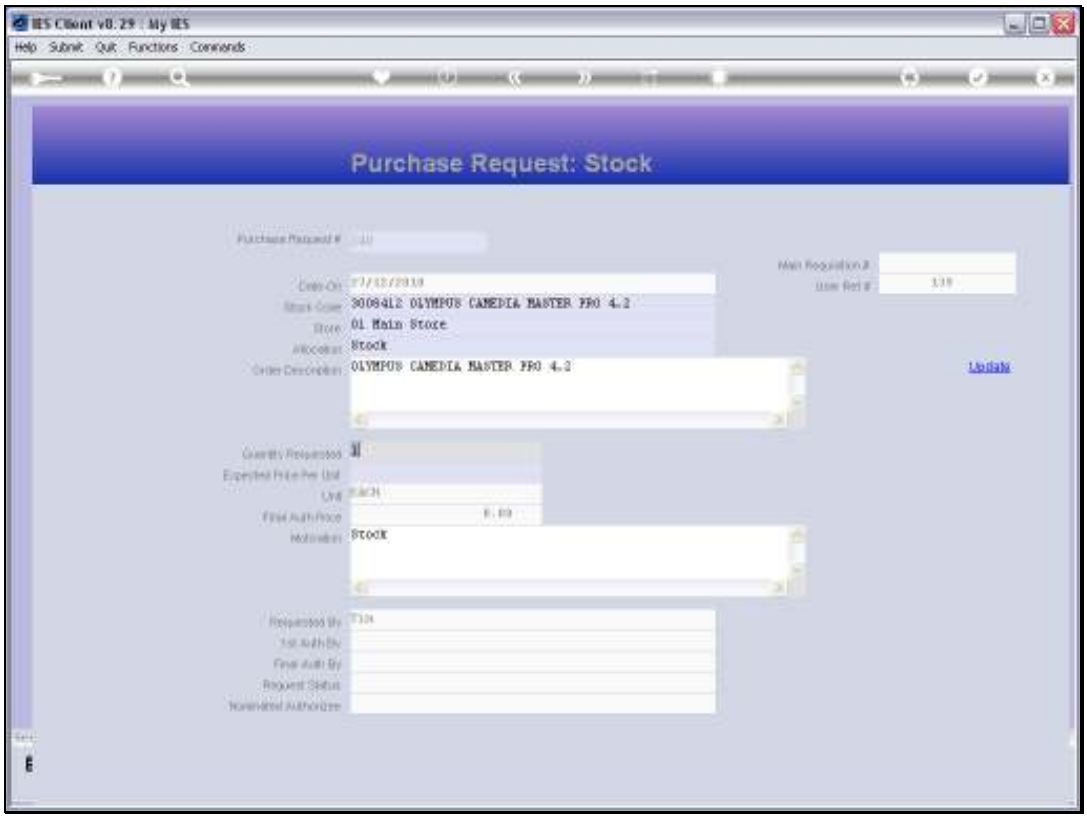


Slide 10
Slide notes:

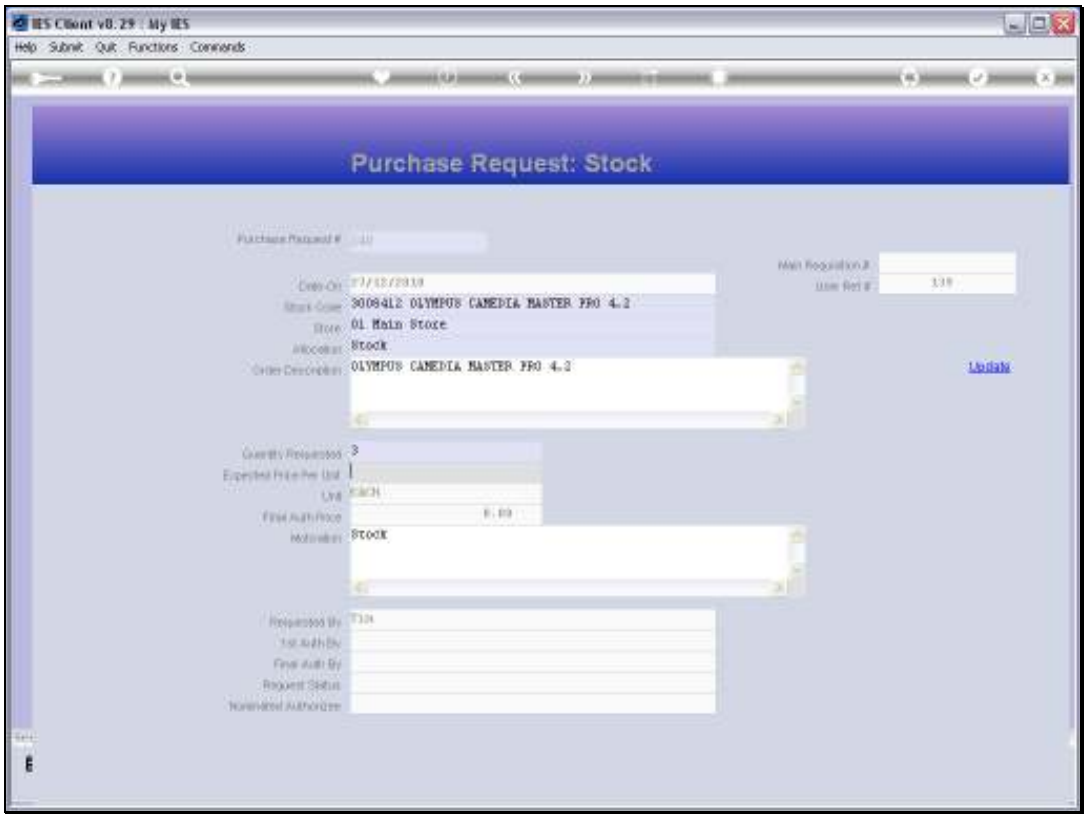


Slide 11

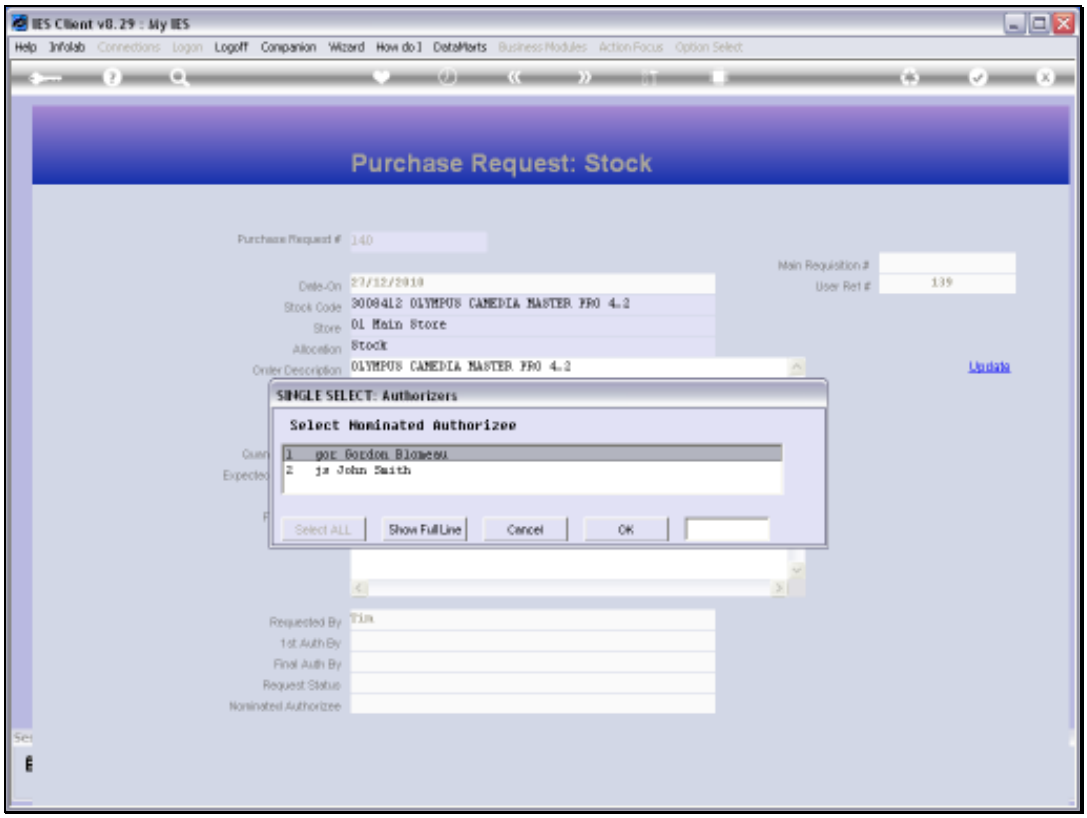
Slide notes: The Order description is derived from the Stock Master and is not likely to require any change.



Slide 12
Slide notes:

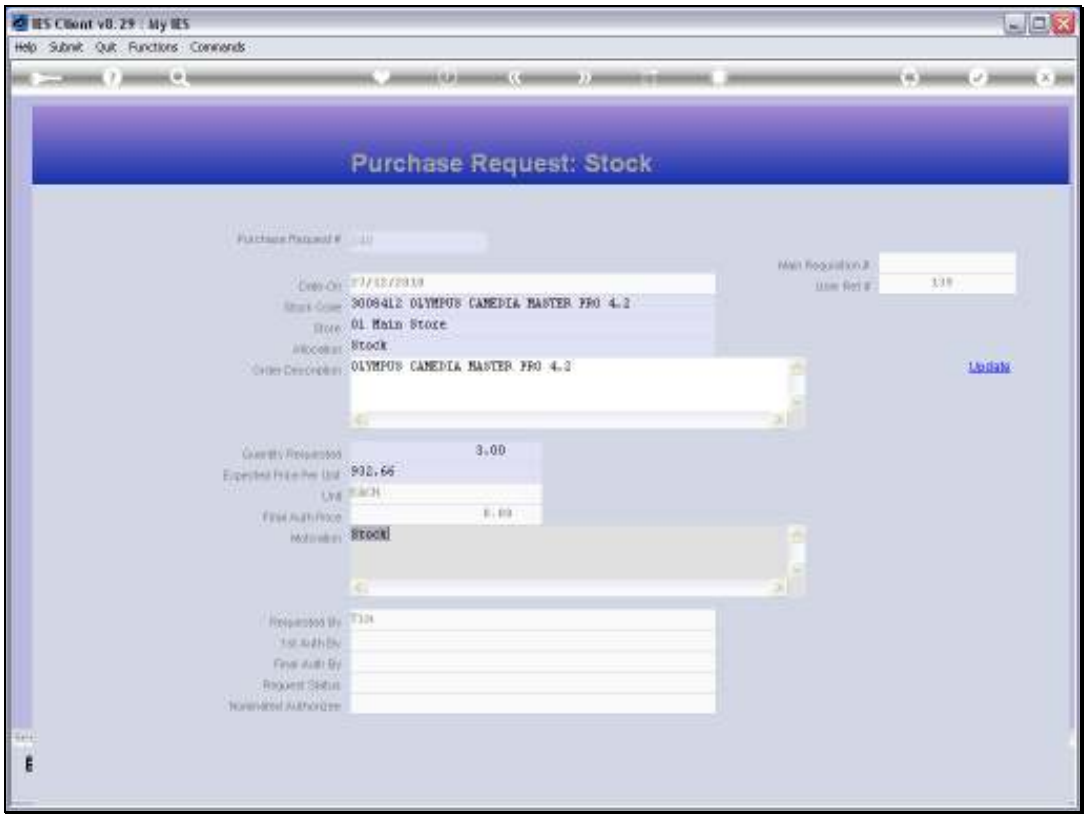


Slide 13
Slide notes:



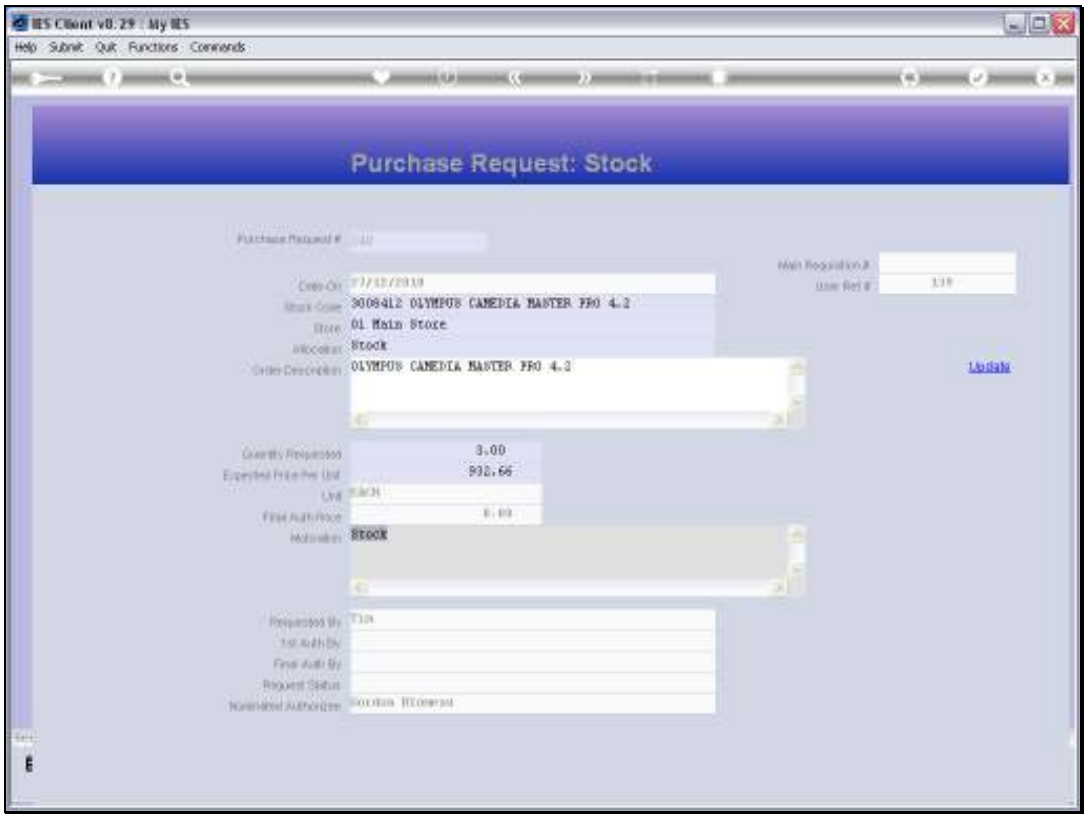
Slide 14

Slide notes: If the current User does not have sufficient authorization levels for the Request, then of course an Authorizer must be selected. This Authorizer must then approve the Request before it is forwarded to Purchasing.



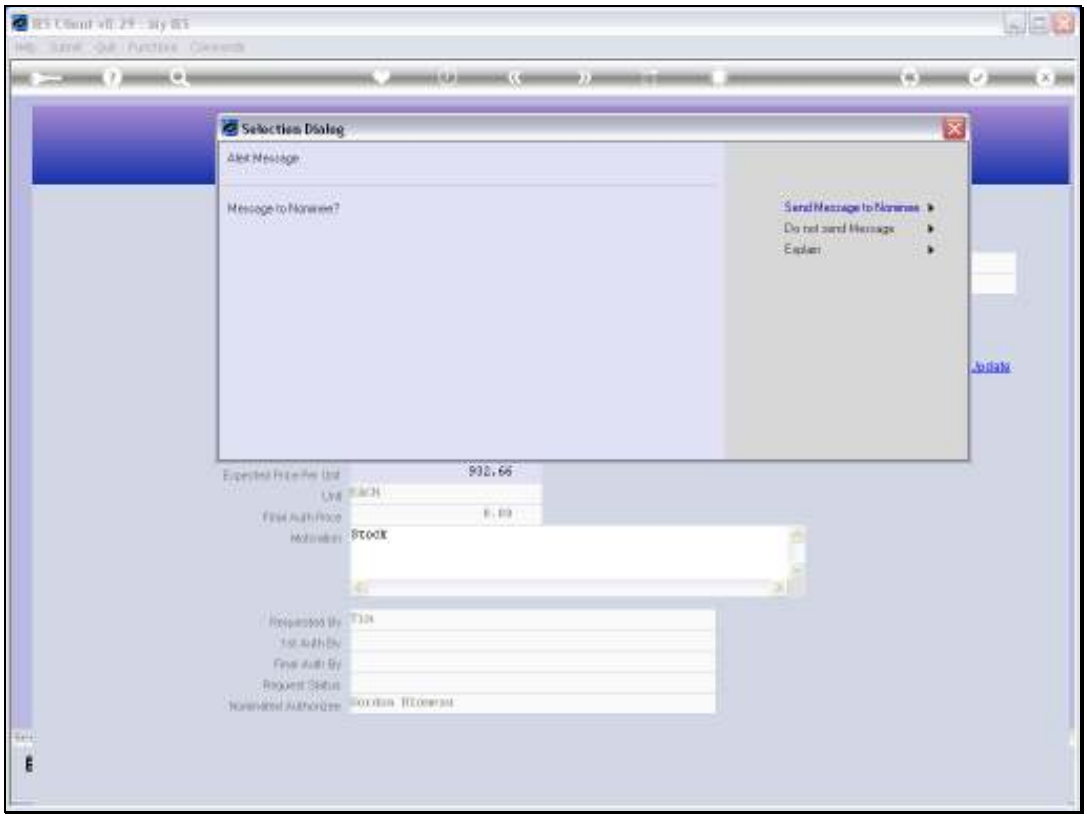
Slide 15

Slide notes: In this case, there is no 1st or final Authorization on the Request yet.



Slide 16

Slide notes:

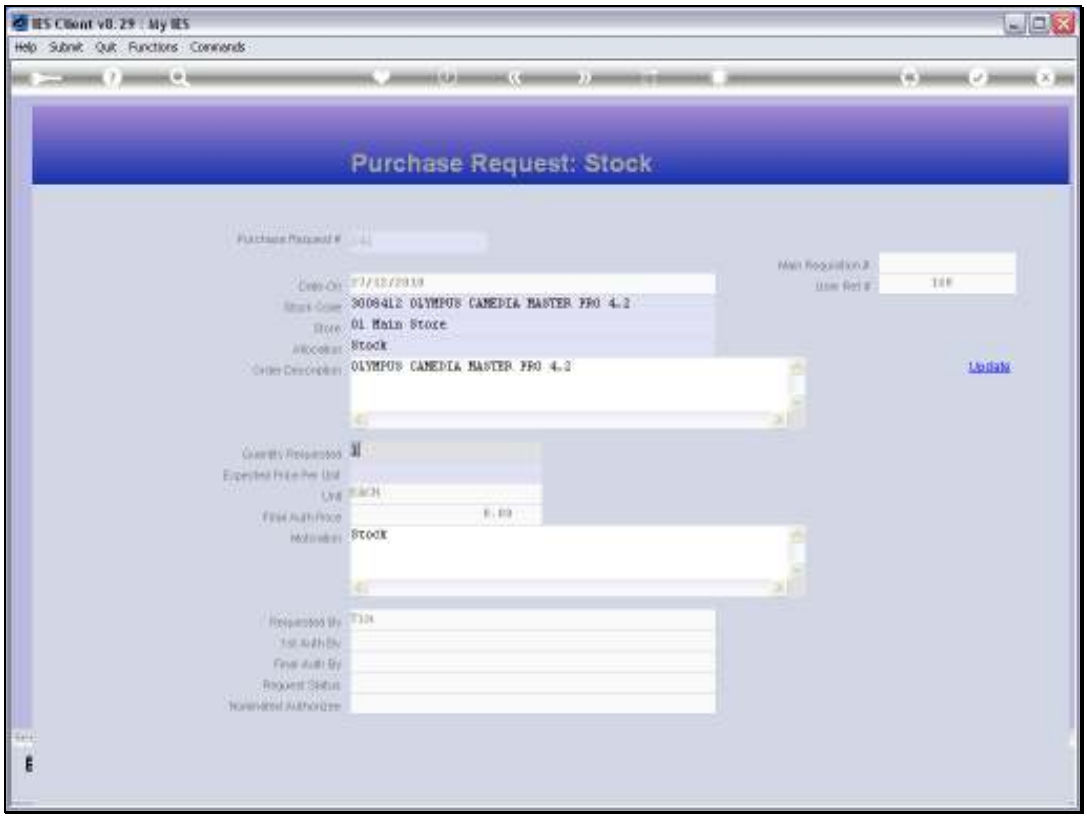


Slide 17

Slide notes: When we choose update, there is an option to send a message to the nominated Authorizer to alert him or her about the waiting Request.

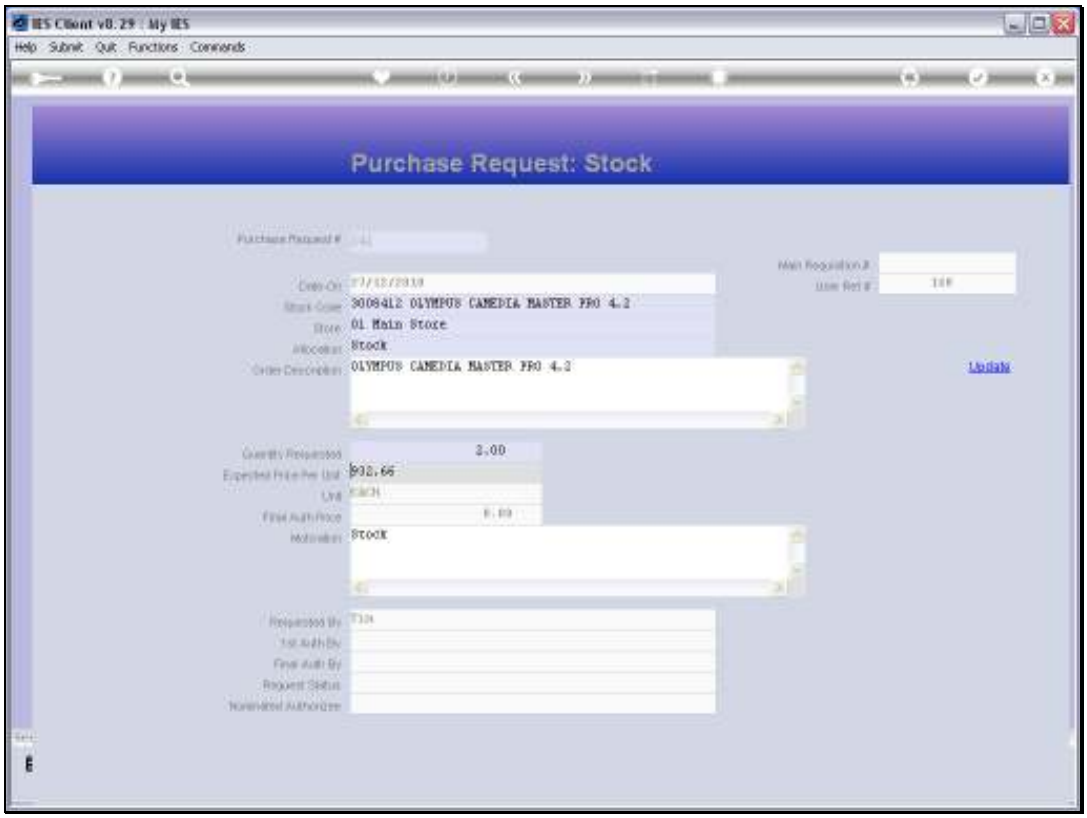
Slide 18

Slide notes: The Purchase Request Item is now in the Authorization queue of the selected Authorizer.

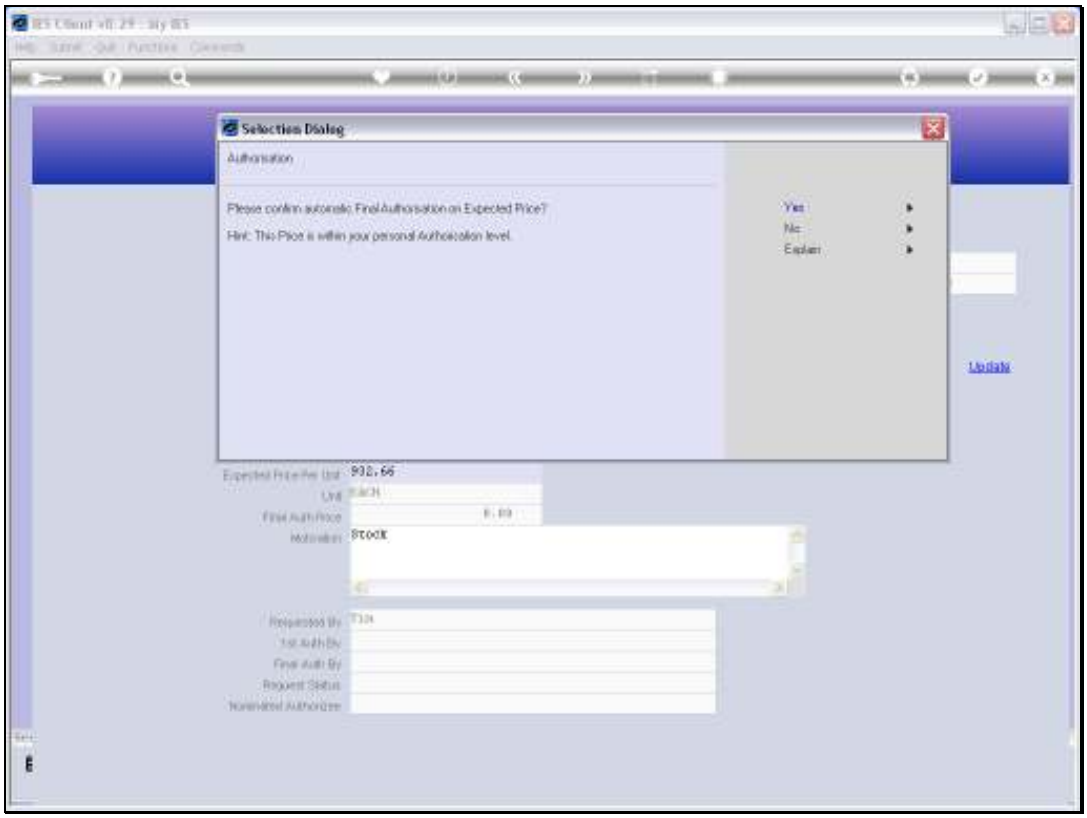


Slide 19

Slide notes: Next, we look at another example. This time, the User actually has adequate Authorization levels for the value of the Purchase Request.

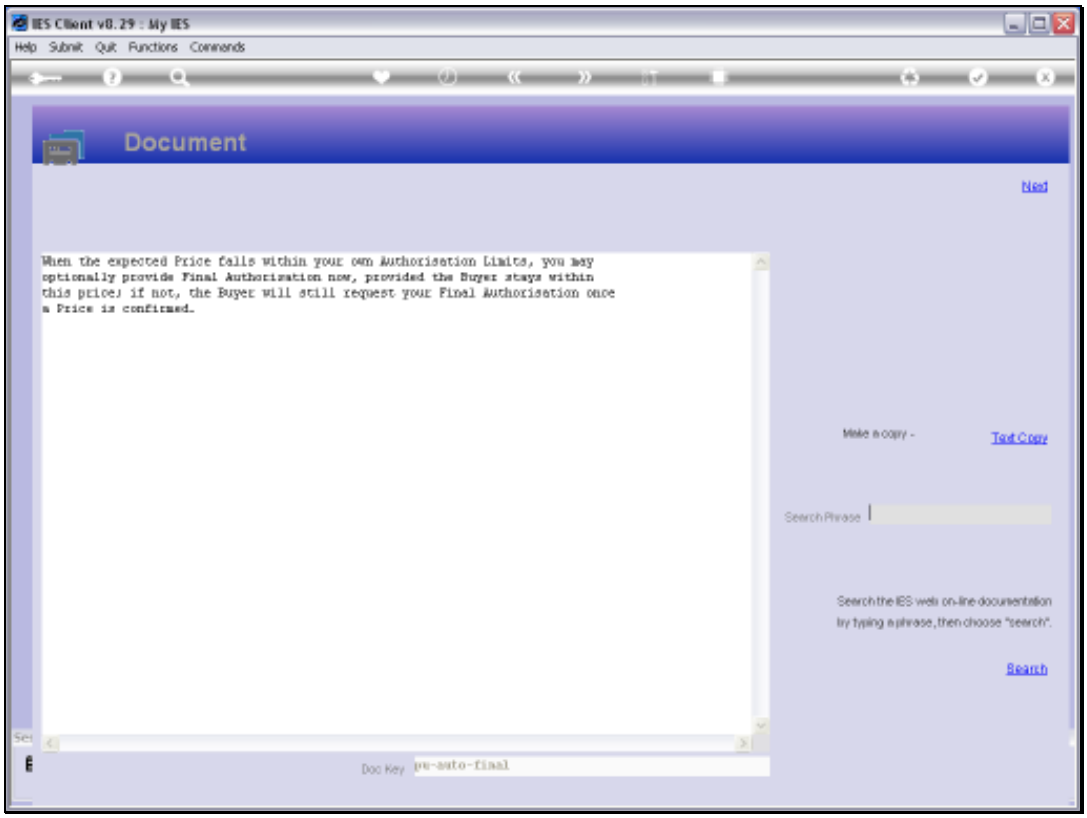


Slide 20
Slide notes:



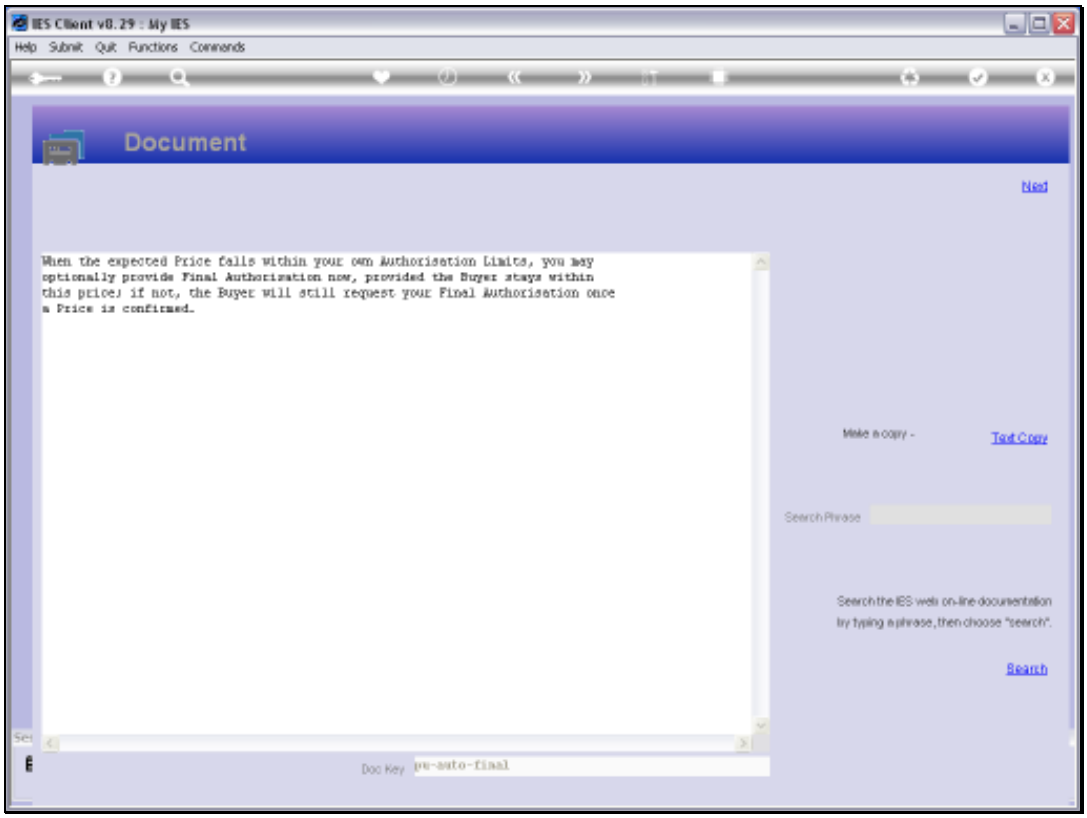
Slide 21

Slide notes: So, in this case, the User is automatically performing the 1st Authorization to place the Purchase Request in the queue at Purchasing, but additionally, the User may also choose to perform Final Authorization on Expected Price. What does that mean? It means that if the Buyer is able to source the Item at or below the indicated expected Price, then there is no need to ask the Authorizer again to confirm the final price, and the Item can be ordered. However, if we do not perform Final Authorization, then the Buyer at Purchasing has to find out what the final price will be, and ask the Authorizer for confirmation on that before being able to include the Item on a Purchase Order.

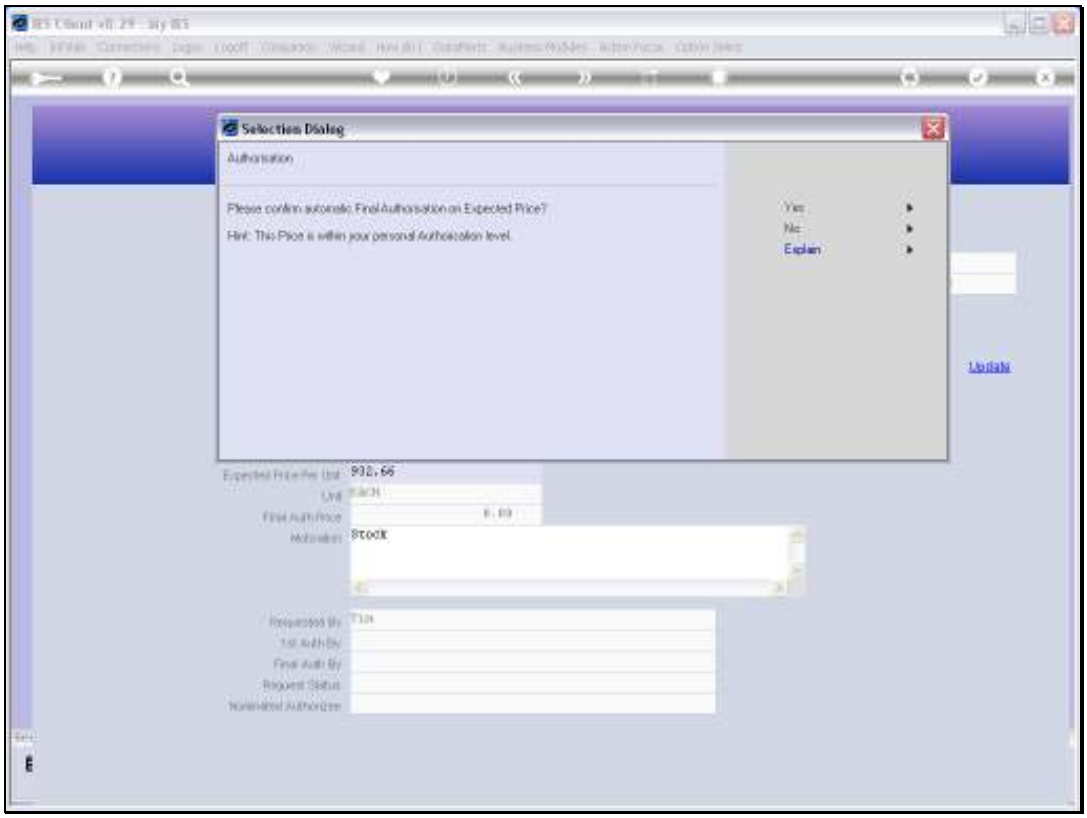


Slide 22

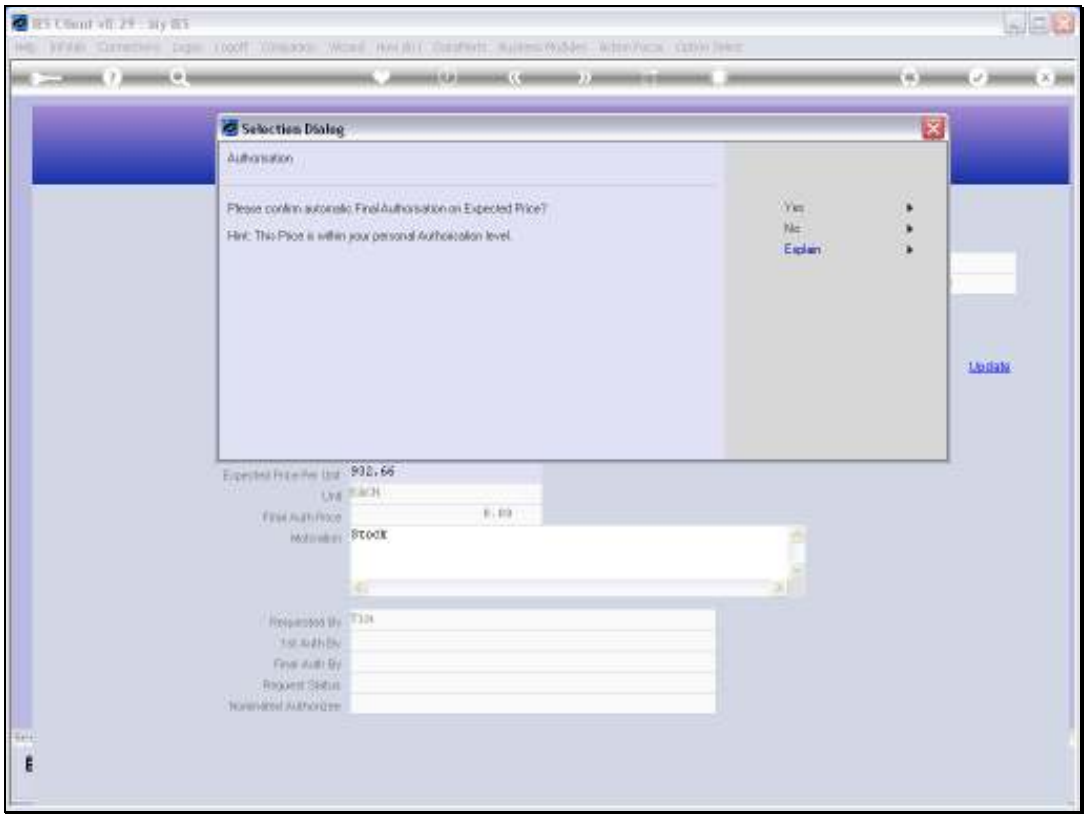
Slide notes: Here is an explanation from the system.



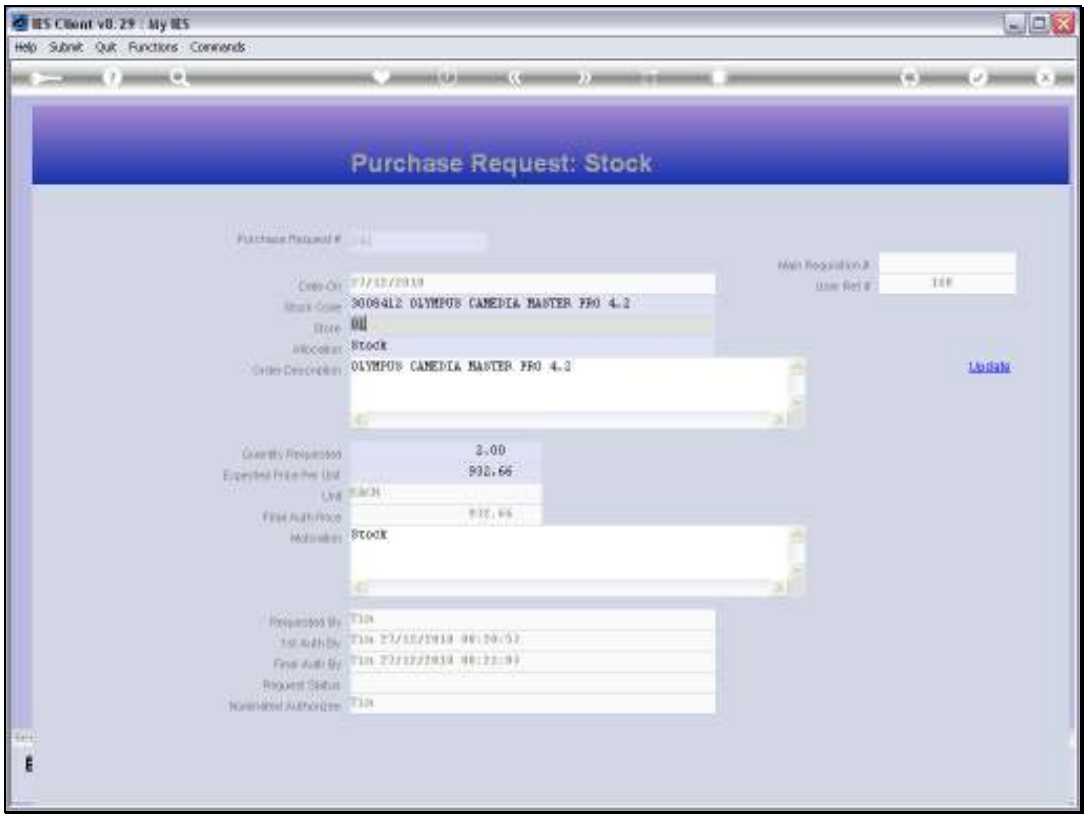
Slide 23
Slide notes:



Slide 24
Slide notes:

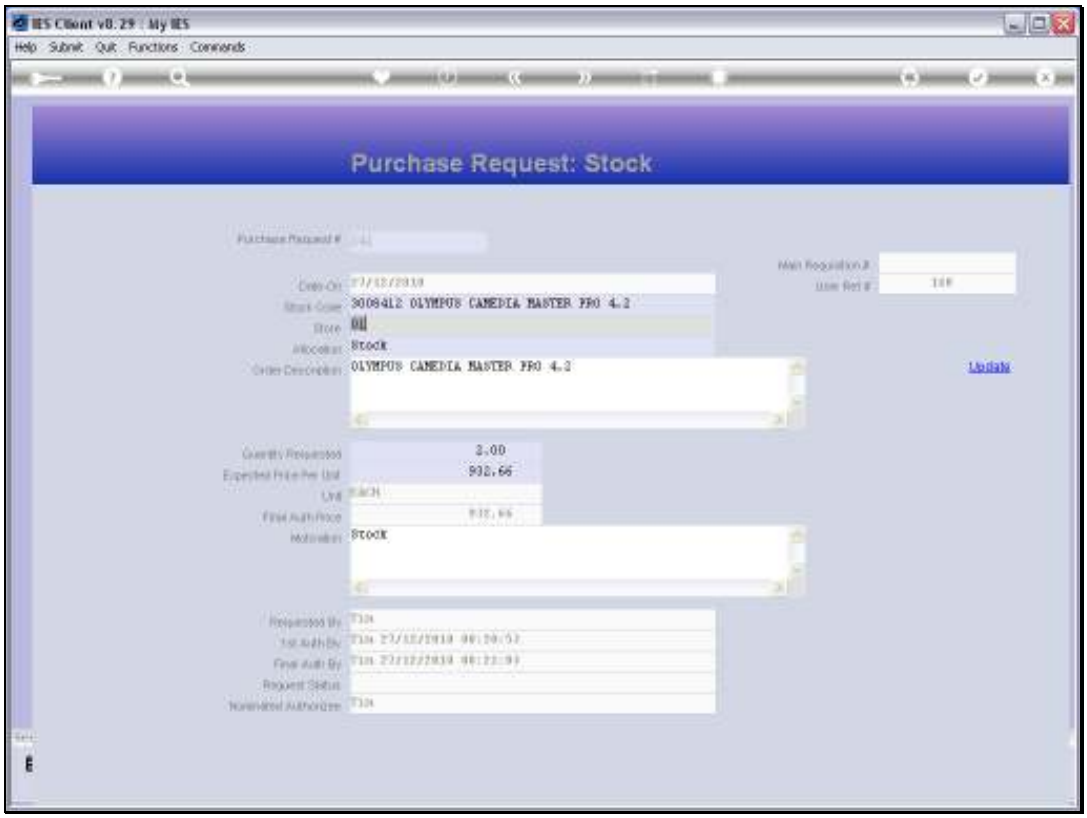


Slide 25
Slide notes:



Slide 26

Slide notes: So now we can see that for this Purchase Request, we already have 1st and Final Authorization. Therefore, when we choose update, the Purchase Request goes directly to the Purchasing Department.



Slide 27
Slide notes:

Slide 28
Slide notes:

Slide 29
Slide notes: