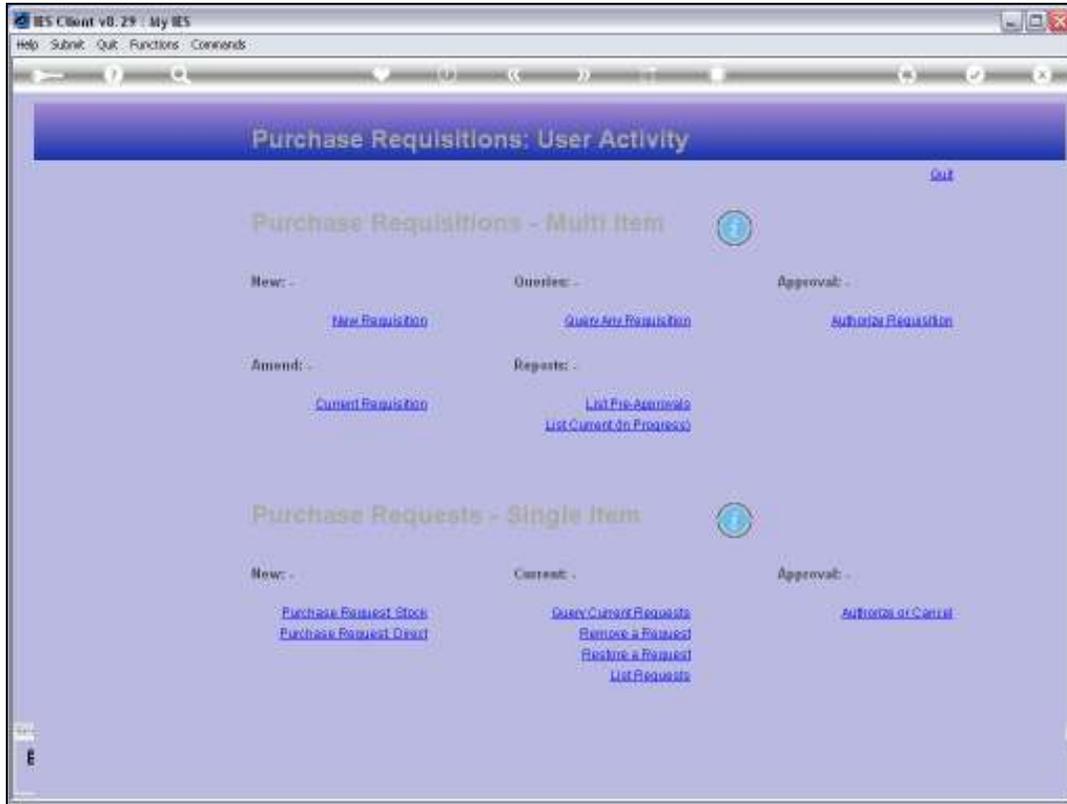




Slide 1

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:

The screenshot shows a web browser window titled "IES Client v8.29 : My IES". The main content area is titled "Purchase Request: Stock". The form contains the following fields and controls:

- Purchase Request # (text input)
- Date On (text input)
- Stock Code (text input)
- Store (text input)
- Allocation (text input)
- Order Description (text area)
- Quantity Requested (text input)
- Expected Price per Unit (text input)
- Unit Price (text input, value: 0.00)
- Total Price (text input)
- Requested By (text input)
- Request Status (text input)
- Submit (button)

Slide 4

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

The screenshot shows a web browser window titled "IES Client v8.29 : My IES". The main content area is titled "Purchase Request: Stock". The form contains the following fields:

- Purchase Request #
- Date On
- Stock Code
- Stock
- Allocation
- Order Description
- Quantity Requested
- Expected Price per Unit
- Unit
- Price per Unit (displayed as 0.00)
- Material
- Requested By
- Top Auth By
- Final Auth By
- Request Status
- Requested Authorize

A "Submit" button is located on the right side of the form.

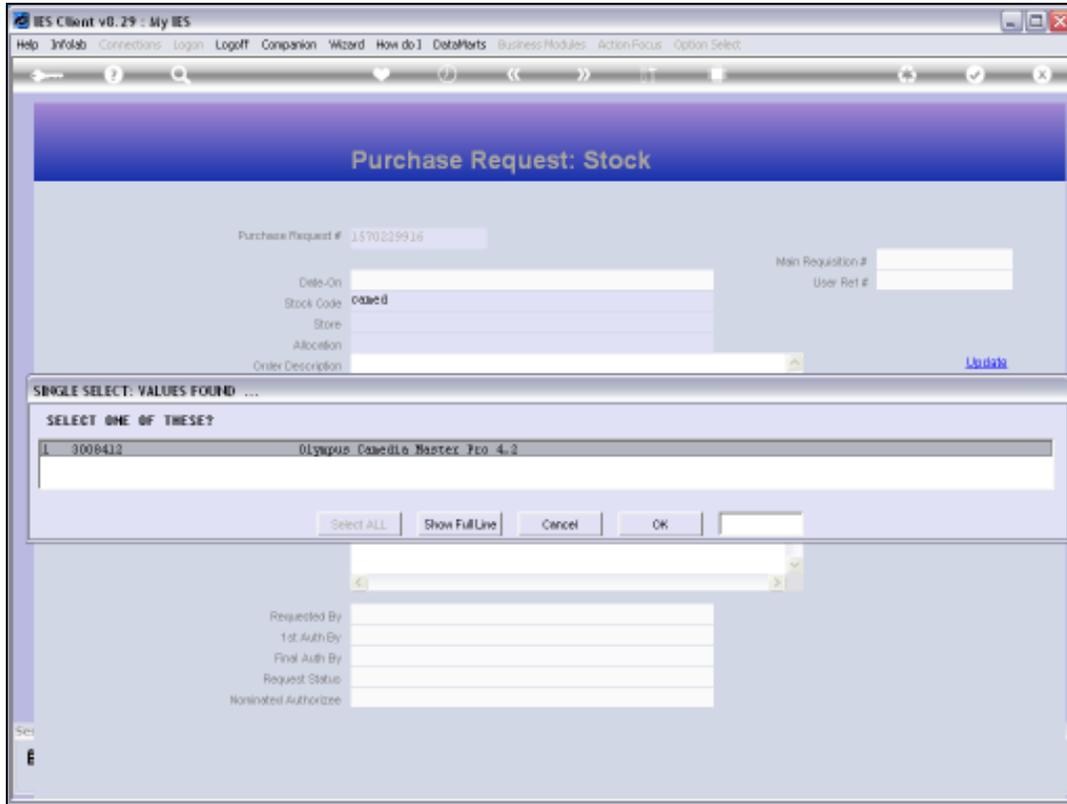
Slide 5  
Slide notes:

The screenshot shows a web browser window titled "IES Client v8.29 - My IES". The main content area is titled "Purchase Request: Stock". The form contains the following fields and elements:

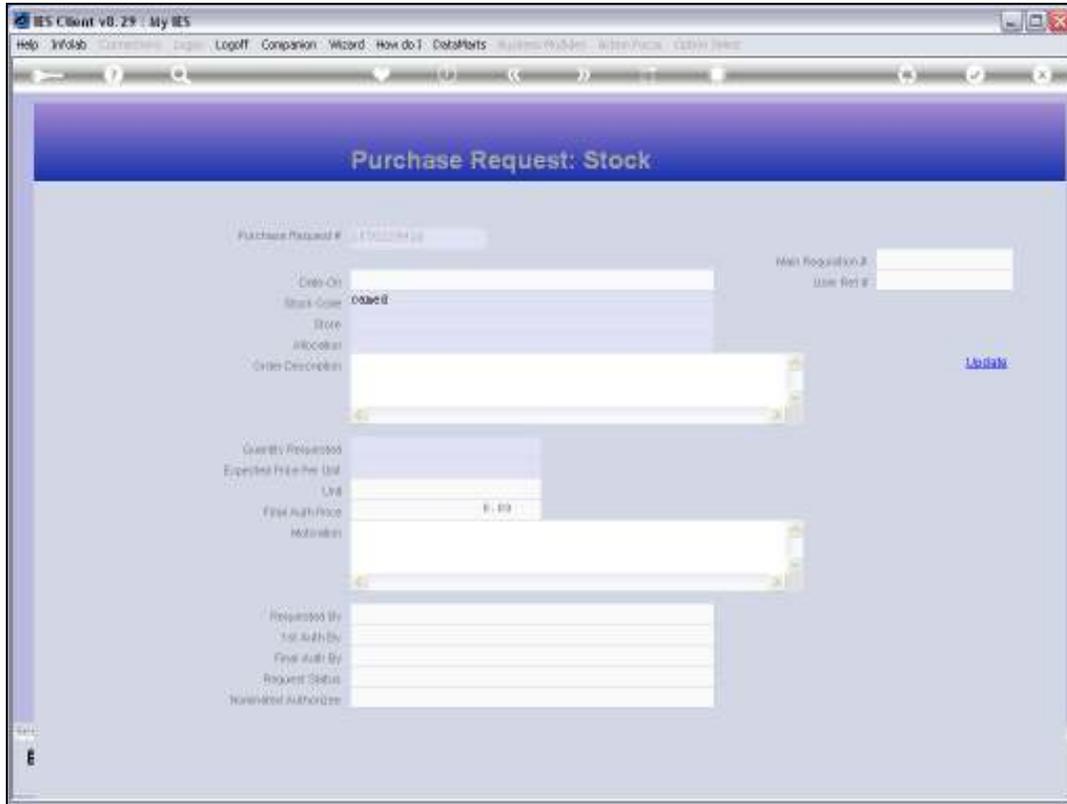
- Purchase Request #
- Order On
- Stock Code
- Stock
- Allocation
- Order Description
- Quantity Requested
- Expected Price per Unit
- Unit
- Final Auth Price
- Requested By (list)
- 1st Auth By
- Final Auth By
- Request Status
- Requested Authorize

On the right side of the form, there are additional fields for "Main Requestor #", "User Ref #", and a "Submit" button.

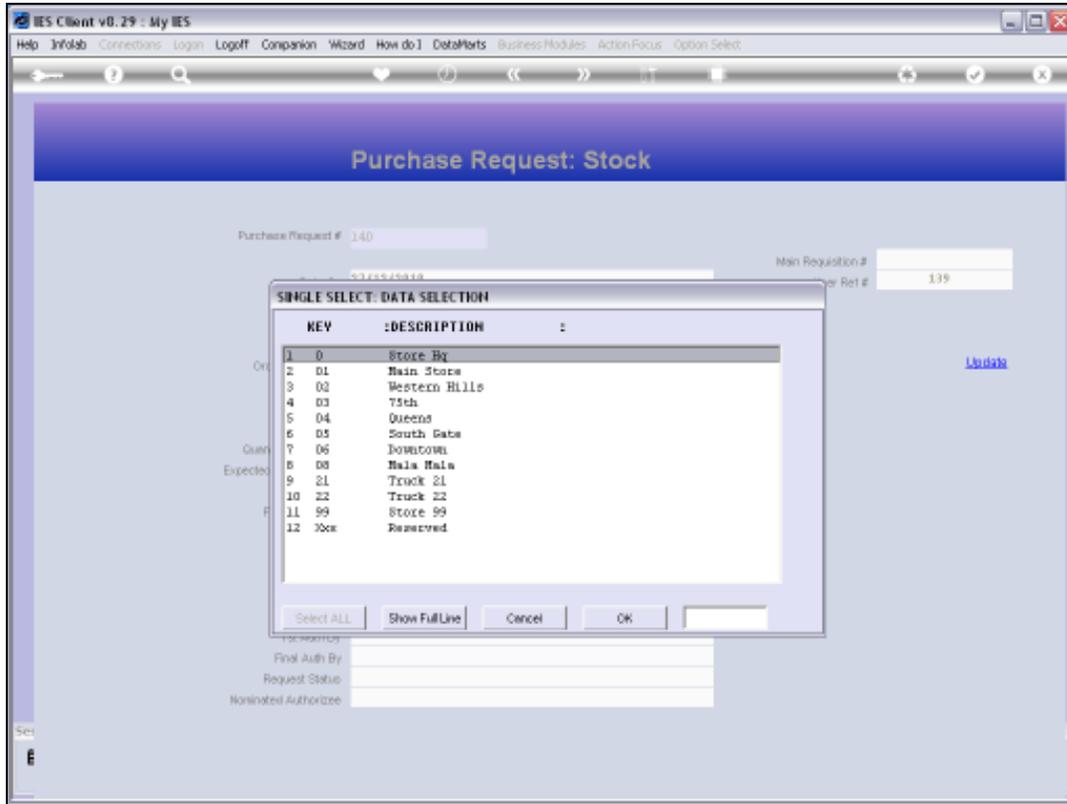
Slide 6  
Slide notes:



Slide 7  
Slide notes:



Slide 8  
Slide notes:



Slide 9

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

The screenshot shows a web browser window titled "IES Client v8.29 - My IES". The browser's address bar is empty, and the page title is "Purchase Request: Stock". The form contains the following fields and values:

- Purchase Request #:
- Date:
- Stock Code:
- Stock:
- Order Description:
- Quantity:
- Expected Price:
- Unit:
- Final Auth Price:
- Material:
- Requested By:
- 1st Auth By:
- Final Auth By:
- Request Status:
- Requested Authority:

There is a "Mail Request" button on the right side of the form.

Slide 10

Slide notes:

**IES Client v8.29 - My IES**

Help Submit Quit Functions Commands

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**Purchase Request: Stock**

Purchase Request #

Date:  Mail Requestor:

Stock Code:  Use Ref #:

Store:

Allocation:

Order Description:  [Upload](#)

Quantity Requested:

Expected Price per Unit:

Unit:

Price per Unit:

Material:

Requested By:

1st Auth By:

2nd Auth By:

Request Status:

Requested Authorize:

Slide 11

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

IES Client v8.29 - My IES  
Help Submit Quit Functions Comments

### Purchase Request: Stock

Purchase Request #

Date: 07/12/2010  
Stock Code: 3008412 OLYMPUS CAMERA MASTER PRO 4.2  
Store: 01 Main Store  
Allocation: Stock  
Order Description: OLYMPUS CAMERA MASTER PRO 4.2 [Detail](#)

Quantity: 1  
Expected Price per Unit: 0.00  
Unit: EACH  
Price per Unit: 0.00  
Material: STOCK

Requested By: T124  
1st Auth By:   
2nd Auth By:   
Request Status:   
Requested Authorize:

Mail Requestor:   
User Ref #: 119

Slide 12  
Slide notes:

IES Client v8.29 - My IES

Help Submit Quit Functions Commands

### Purchase Request: Stock

Purchase Request #

Date:  Mail Requested:   
Use Ref #

Stock Code: 3008412 OLYMPUS CAMERA MASTER PRO 4.2

Store: 01 Main Store

Allocation: Stock

Order Description: OLYMPUS CAMERA MASTER PRO 4.2 [Detail](#)

Quantity Requested: 3

Expected Price per Unit:

Unit: EACH

Price:

Material: STOCK

Requested By: T124

1st Auth By:

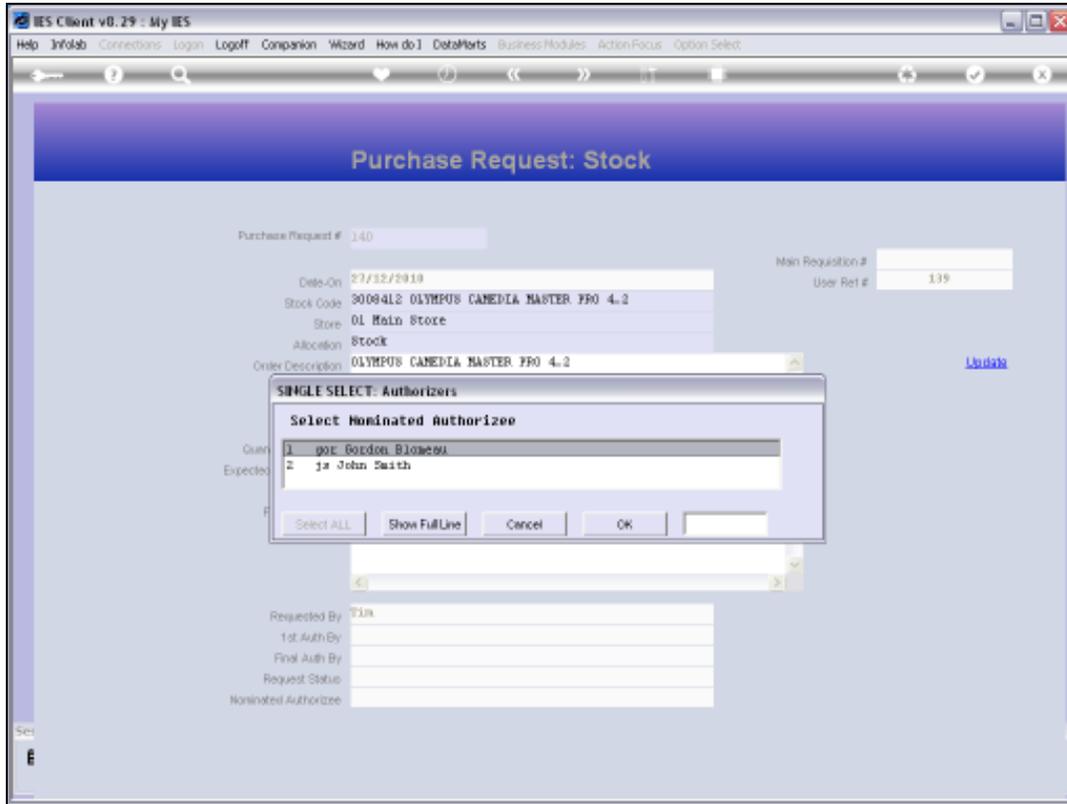
2nd Auth By:

Request Status:

Requested Authorize:

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.

The screenshot shows a web browser window titled "IES Client v8.29 - My IES". The main content area is titled "Purchase Request: Stock". The form contains the following fields and values:

- Purchase Request #:
- Date: 07/12/2010
- Stock Code: 3008412 OLYMPUS CAMERA MASTER FPO 4.2
- Store: 01 Main Store
- Allocation: Stock
- Order Description: OLYMPUS CAMERA MASTER FPO 4.2
- Quantity: 3.00
- Expected Price: 932.66
- Unit Price: 310.88
- Final Auth Price: 8.89
- Material: STOCK
- Requested By: T324
- 1st Auth By:
- Final Auth By:
- Request Status:
- Requested Authorized:

There is a "Submit" button in the top right corner of the form area.

Slide 15

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

IES Client v8.29 - My IES

Help Submit Quit Functions Comments

### Purchase Request: Stock

Purchase Request #

Date:  Unit Price:

Stock Code: 3008412 OLYMPUS CAMERA MASTER PRO 4.2

Store: 01 Main Store

Allocation: Stock

Order Description: OLYMPUS CAMERA MASTER PRO 4.2 [Detail](#)

Quantity Requested	3.00
Expected Price per Unit	932.66
Unit	EACH
Final Unit Price	0.00
Material	STOCK

Requested By: TIA

1st Auth By:

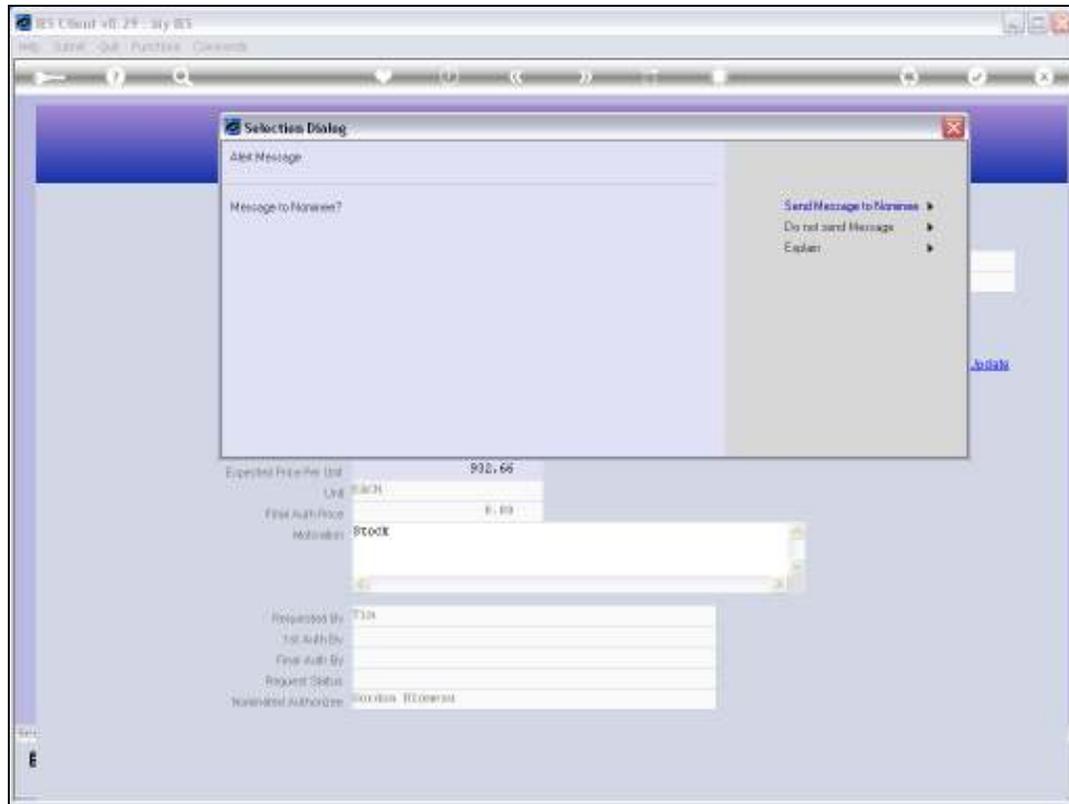
Final Auth By:

Request Status:

Requested Authority: Gordon H. General

Slide 16

Slide notes:



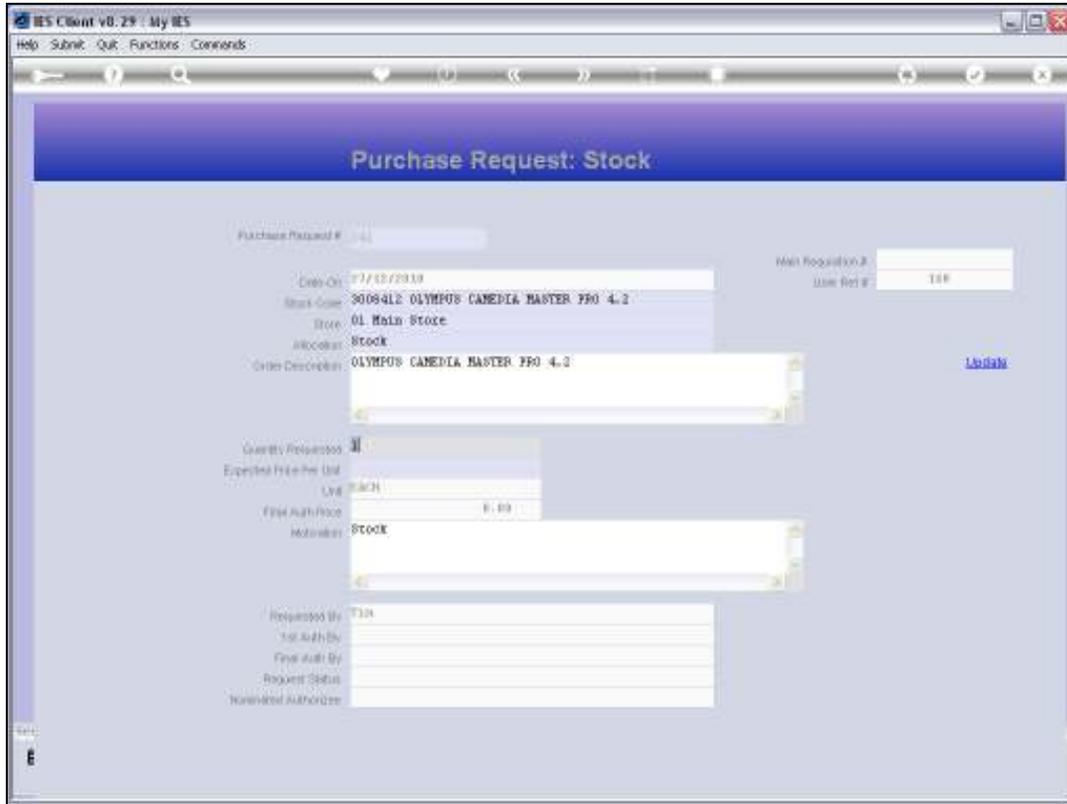
Slide 17

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.

IES Client v8.29 - My IES  
Help Submit Quit Functions Comments

### Purchase Request: Stock

Purchase Request #

Date: 07/13/2010

Stock Code: 3008412 OLYMPUS CAMERA MASTER FPO 4.2

Store: 01 Main Store

Allocation: Stock

Order Description: OLYMPUS CAMERA MASTER FPO 4.2 [Detail](#)

Quantity: 2.00

Expected Price per Unit: \$12.65

Unit: EACH

Final Auth Price: \$1.00

Material: STOCK

Requested By: T124

1st Auth By:

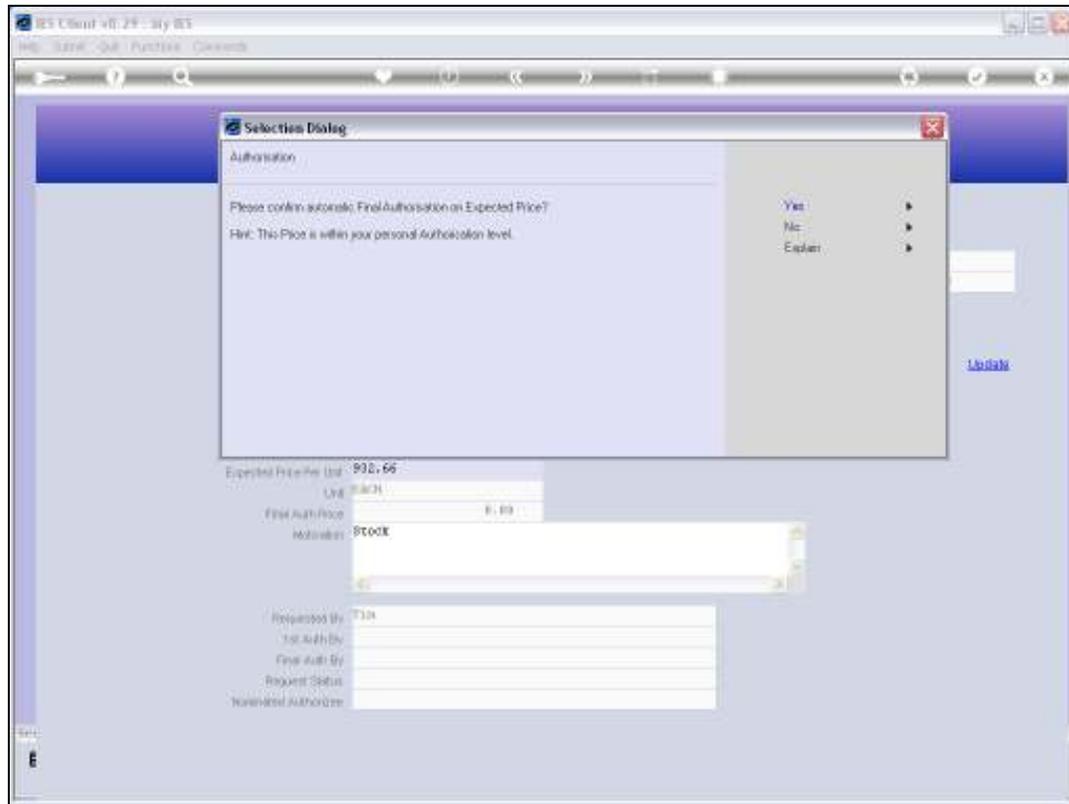
Final Auth By:

Request Status:

Requested Authorize:

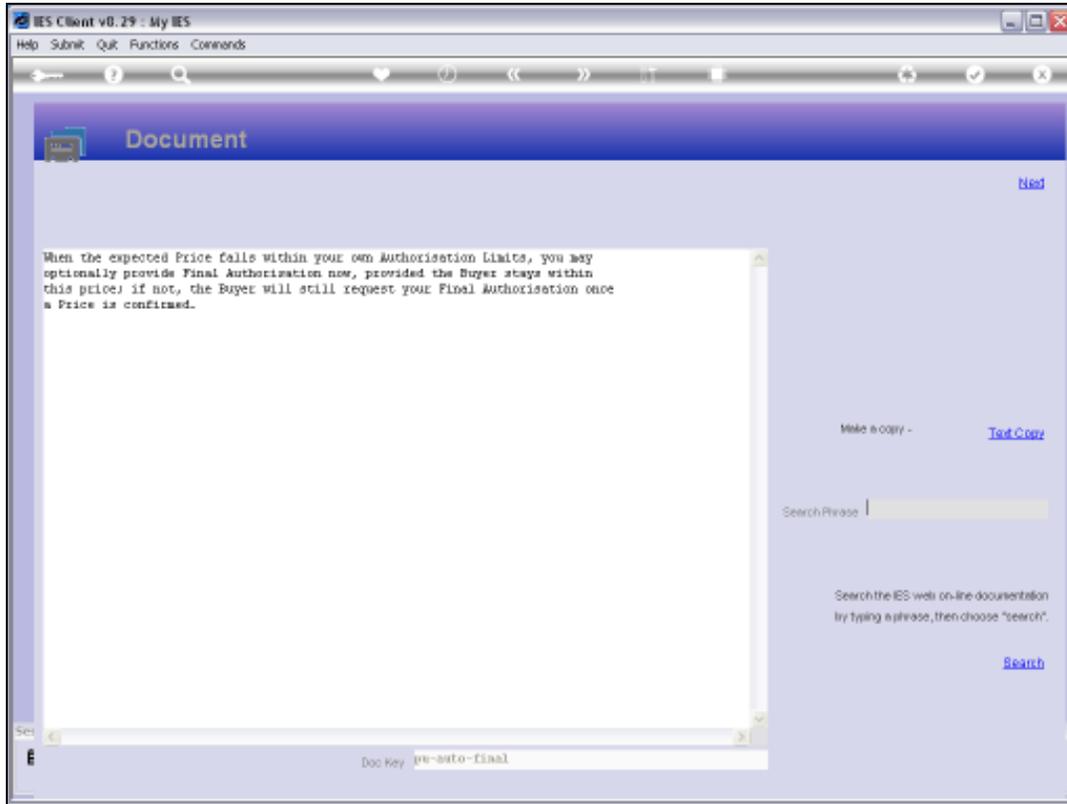
Slide 20

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.



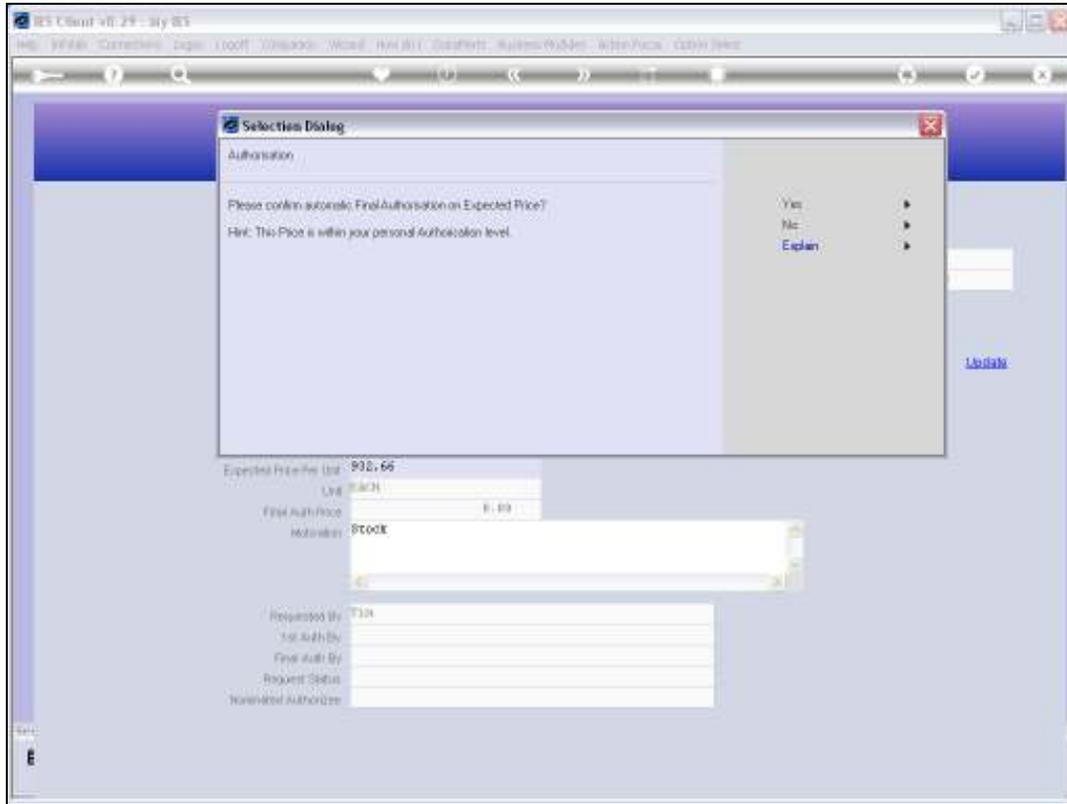
Slide 22

Slide notes: Here is an explanation from the system.



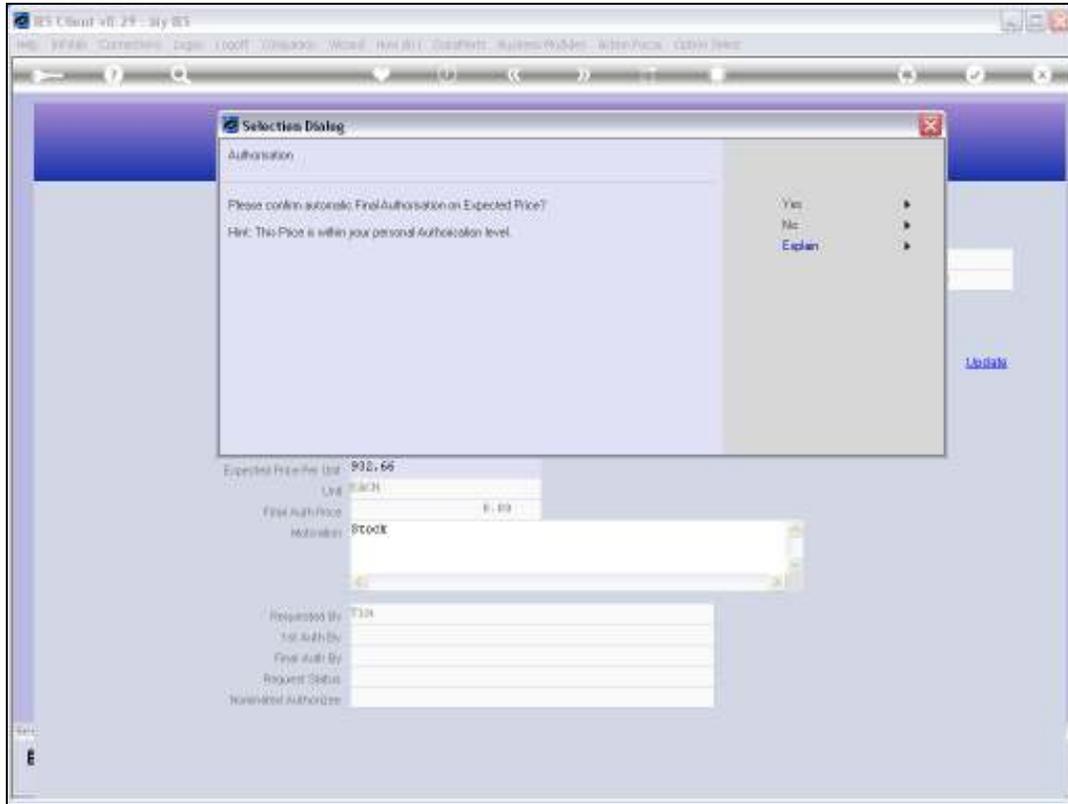
Slide 23

Slide notes:



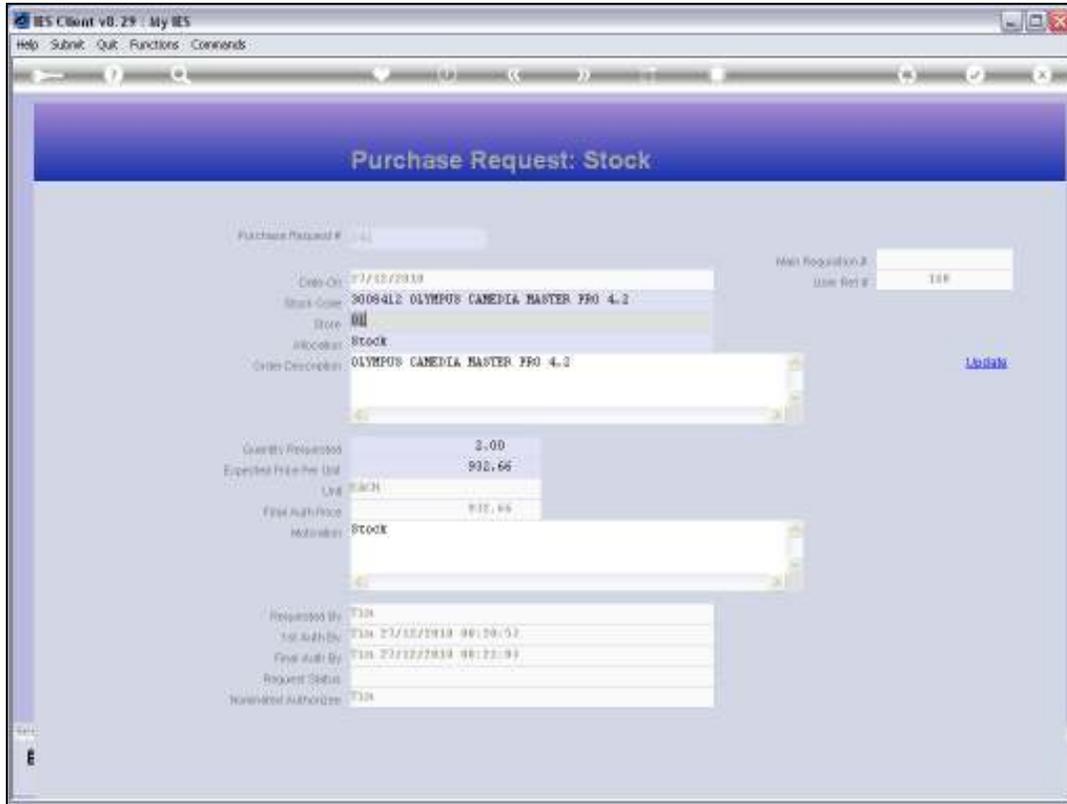
Slide 24

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.

IES Client v8.29 - My IES  
Help Submit Quit Functions Comments

### Purchase Request: Stock

Purchase Request #

Date: 07/12/2010  
Stock Code: 3008412 OLYMPUS CAMERA MASTER PRO 4.2  
Stock: 00  
Allocation: Stock  
Order Description: OLYMPUS CAMERA MASTER PRO 4.2 [Detail](#)

Mail Requestor:   
User Ref #: 100

Quantity Requested: 2.00  
Expected Price per Unit: 932.66  
Unit: EACH  
Final Auth Price: 932.66  
Material: STOCK

Requested By: T10  
1st Auth By: T10 07/12/2010 09:20:52  
Final Auth By: T10 07/12/2010 09:22:09  
Request Status:  
Requested Authority: T10

Slide 27

Slide notes:



Slide 28

Slide notes:



Slide 29  
Slide notes: