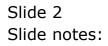
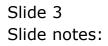


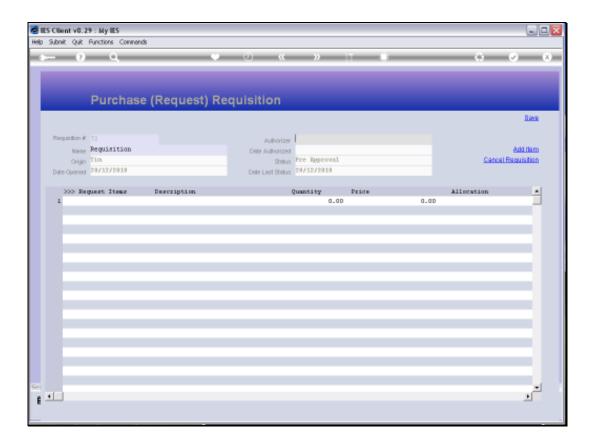
Slide notes: New Requisitions are entered from the User Requisition menu.

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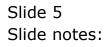
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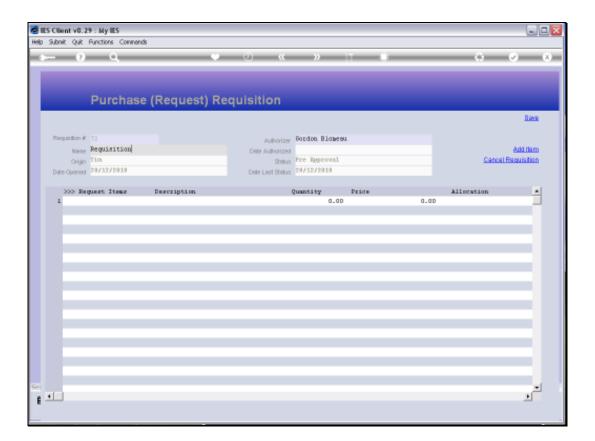
Slide notes: As soon as the Requisition screen is entered, the system checks which Authorizers are available to the current User, and an Authorizer for the Requisition is selected.

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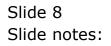
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Slide notes: A Requisition has a Name that may be changed to make it more recognizable on lookups.



Slide notes: The Request Items are listed when we use the 'Add Item' function, and each line on a Requisition is in fact a Purchase Request for a Stock Item or a Direct Item. So a Requisition is essentially a function to group Purchase Requests together on a single document, and it adds another layer of authorization, because the Requisition has to be authorized and each Purchase Request on the Requisition is subject to the normal rules of authorization for Purchase Requests.

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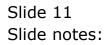
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Slide notes: We can add Stock Items and / or Direct Items, as many as needed, on a single Requisition.

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Slide notes: When we choose Stock, then we enter the screen for a new Stock Purchase Request. We will not show the detail of entering the new Purchase Request, because that is already shown in detail in the tutorial for new Stock Purchase Requests.

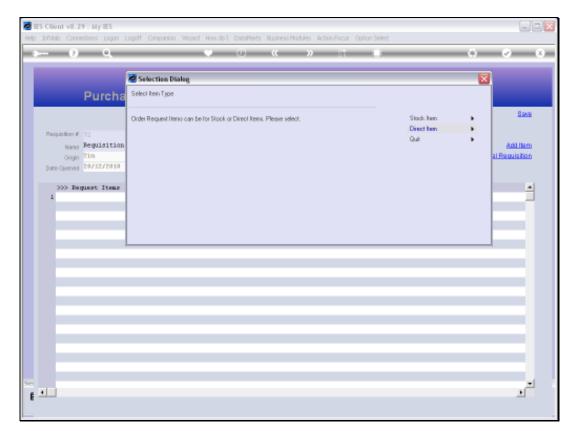
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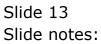


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Slide notes: When we complete the new Stock Purchase Request and choose 'update', then the Request is listed on the Requisition, and we may continue to add more Request Items.



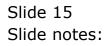




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Slide notes: When we choose a Direct Item, then we enter the screen for a new Direct Item Purchase Request.

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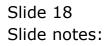
Slide notes: Once again, we do not show all the detail for entering a new Direct Item Purchase Request, because it is shown in detail in the tutorial for new Direct Item Purchase Requests.

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Slide notes: When we complete the Item and choose 'update', then the Purchase Request is listed on the Requisition.

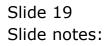


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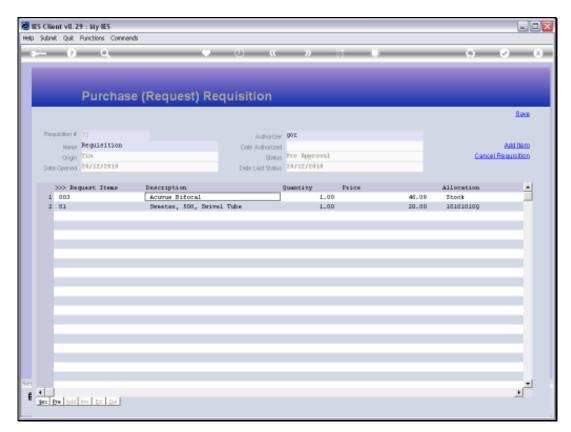


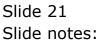
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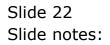
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Slide notes: Any Purchase Requests listed on the Requisition can still be drilled to make further changes if needed.

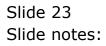




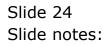
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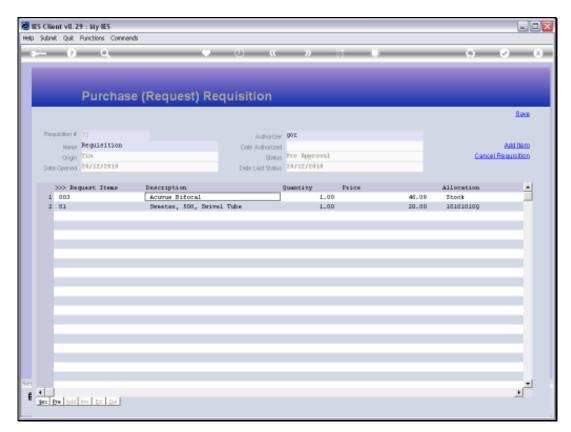


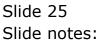
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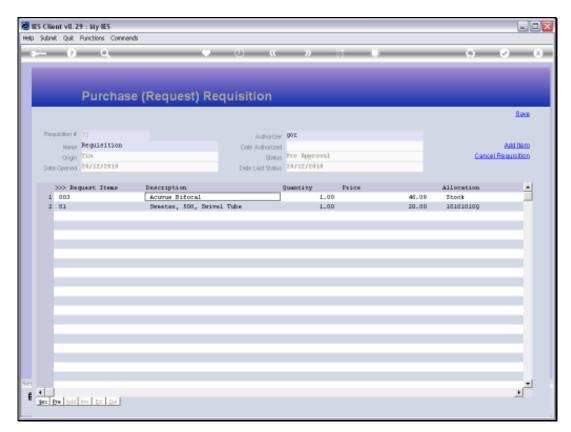


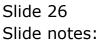
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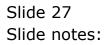








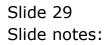
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Slide notes: The Requisition is still new and not yet authorized.

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Slide notes: When we choose 'save' the new Requisition is updated to the master and is now in the Pre Approvals queue for Requisitions.

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