



Slide 1

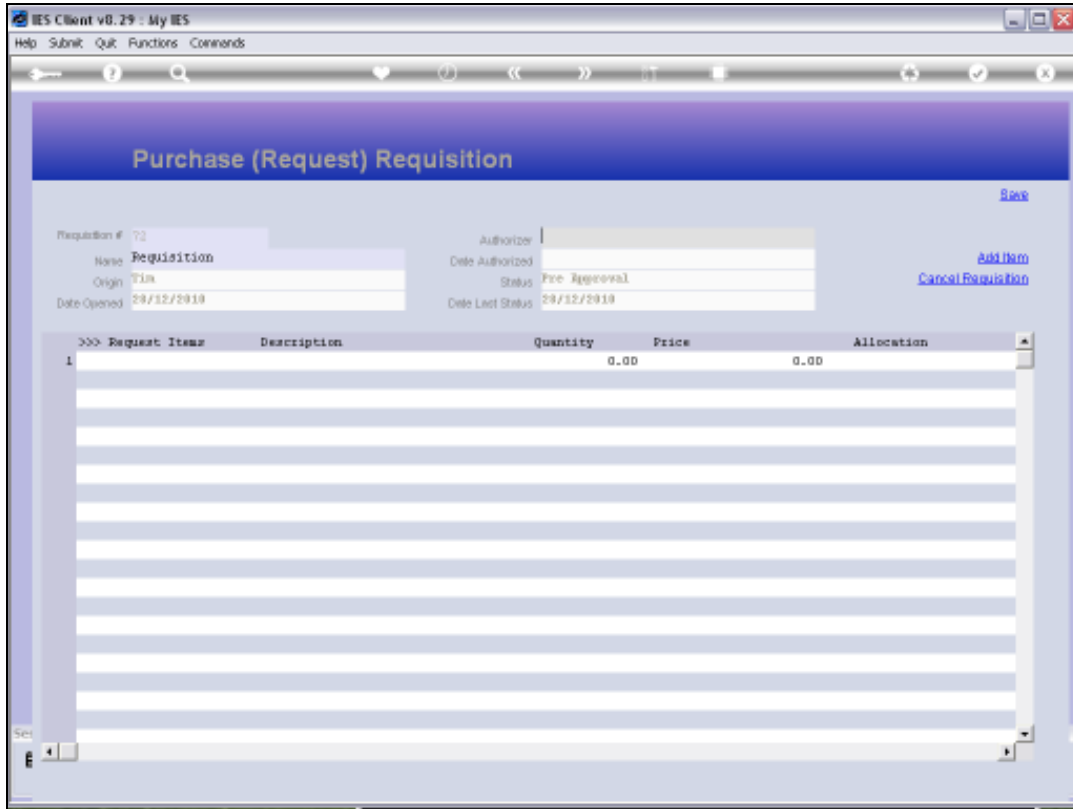
Slide notes: New Requisitions are entered from the User Requisition menu.



Slide 2
Slide notes:

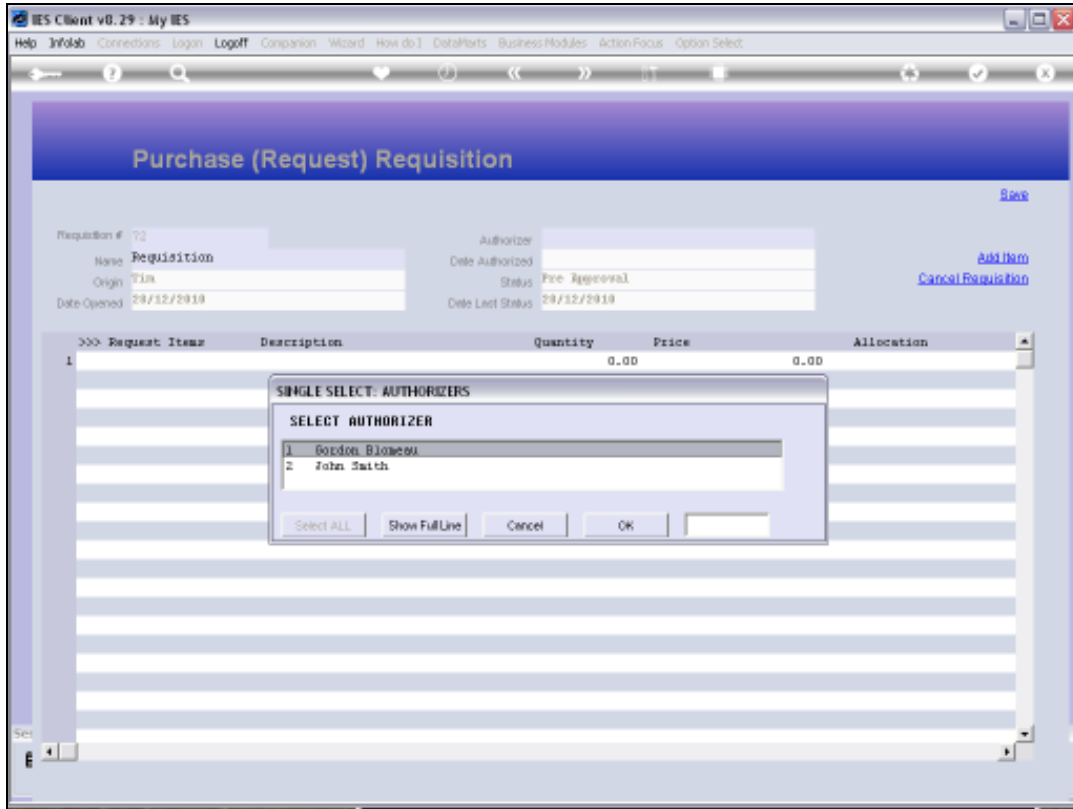


Slide 3
Slide notes:



Slide 4

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.



Slide 5
Slide notes:

IES Client v8.29 - My IES

Help Submit Quit Functions Commands

Purchase (Request) Requisition

[Save](#)

Requisition # 72
Name Requisition
Origin T10
Date Opened 29/12/2010

Authorize Gordon Blomew
Date Authorized
Status Pre Approval
Date Last Status 29/12/2010

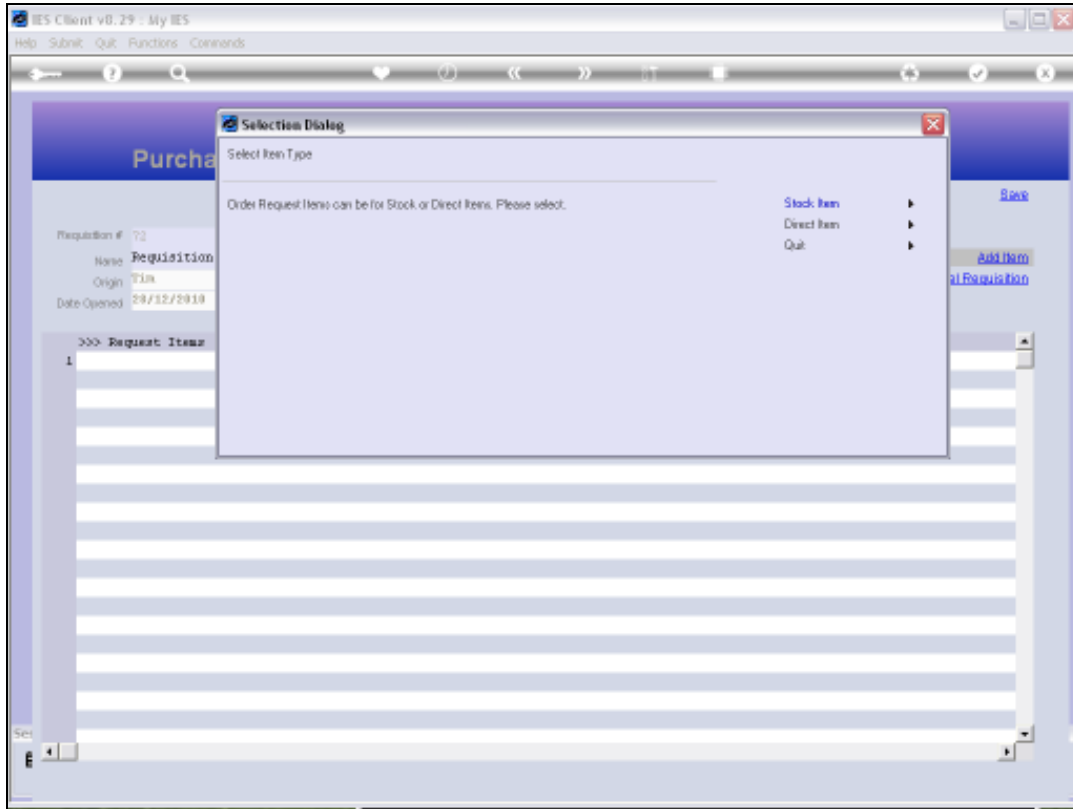
[Add Item](#)
[Cancel Requisition](#)

Request Item	Description	Quantity	Price	Allocation
1		1	0.00	0.00

See

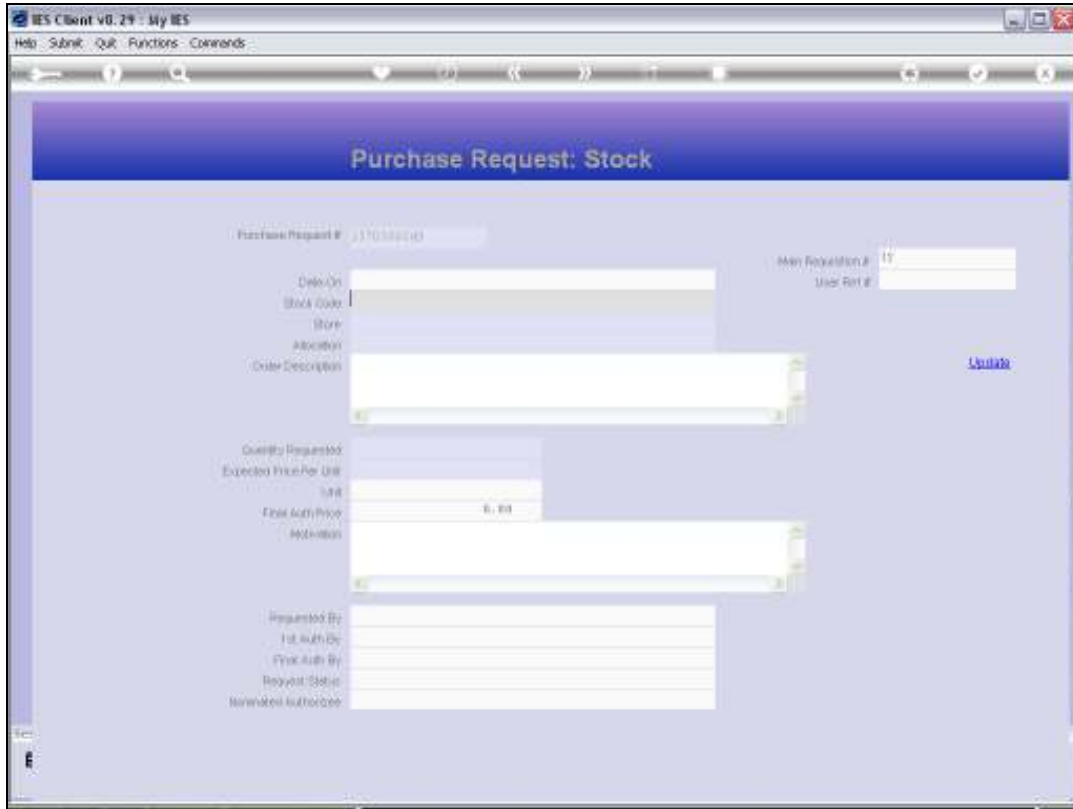
Slide 7

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.



Slide 9

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



Slide 10

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.

The screenshot shows a web browser window titled "IES Client v0.29 - My IES". The browser's address bar and navigation buttons are visible at the top. The main content area has a blue header with the text "Purchase Request: Stock". Below the header, the form is organized into several sections:

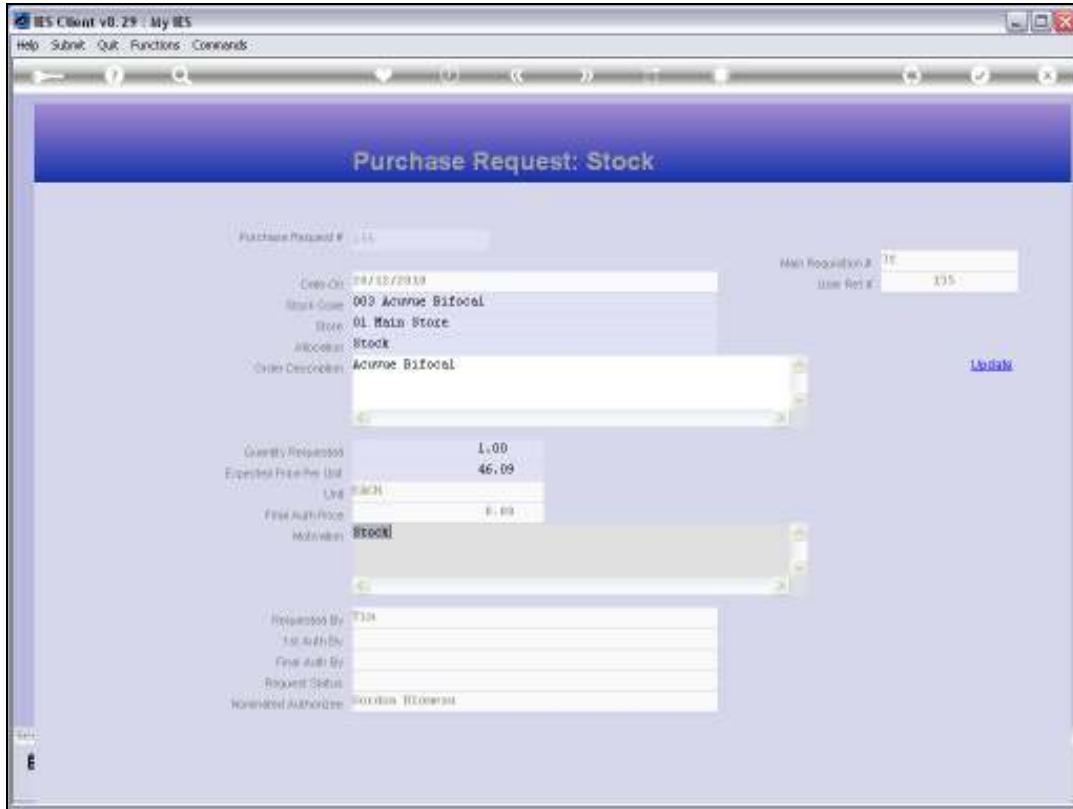
- Purchase Request #:** A text input field containing the value "117033210".
- Date On:** A date selection field.
- Stock Code:** A text input field.
- Store:** A text input field.
- Allocation:** A text input field.
- Order Description:** A large text area with a scroll bar.
- Quantity Required:** A text input field.
- Expected Price Per Unit:** A text input field.
- Unit:** A text input field containing the value "EA".
- Total Unit Price:** A text input field containing the value "6.00".
- Allocation:** A large text area with a scroll bar.
- Requested By:** A text input field.
- Est Auth By:** A text input field.
- Print Auth By:** A text input field.
- Request Date:** A text input field.
- Requested Authority:** A text input field.

On the right side of the form, there are two additional fields:

- Men Requestor #:** A text input field containing the value "11".
- User Ref #:** A text input field.

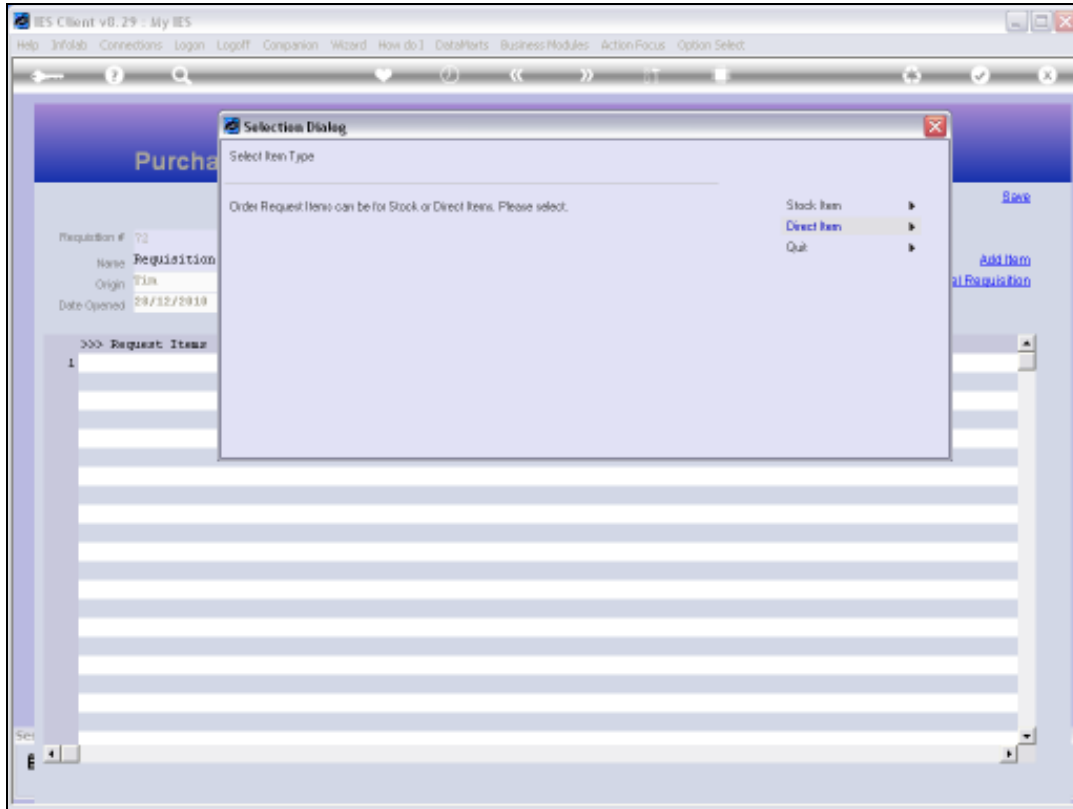
An [Update](#) button is located to the right of the Order Description field.

Slide 11
Slide notes:



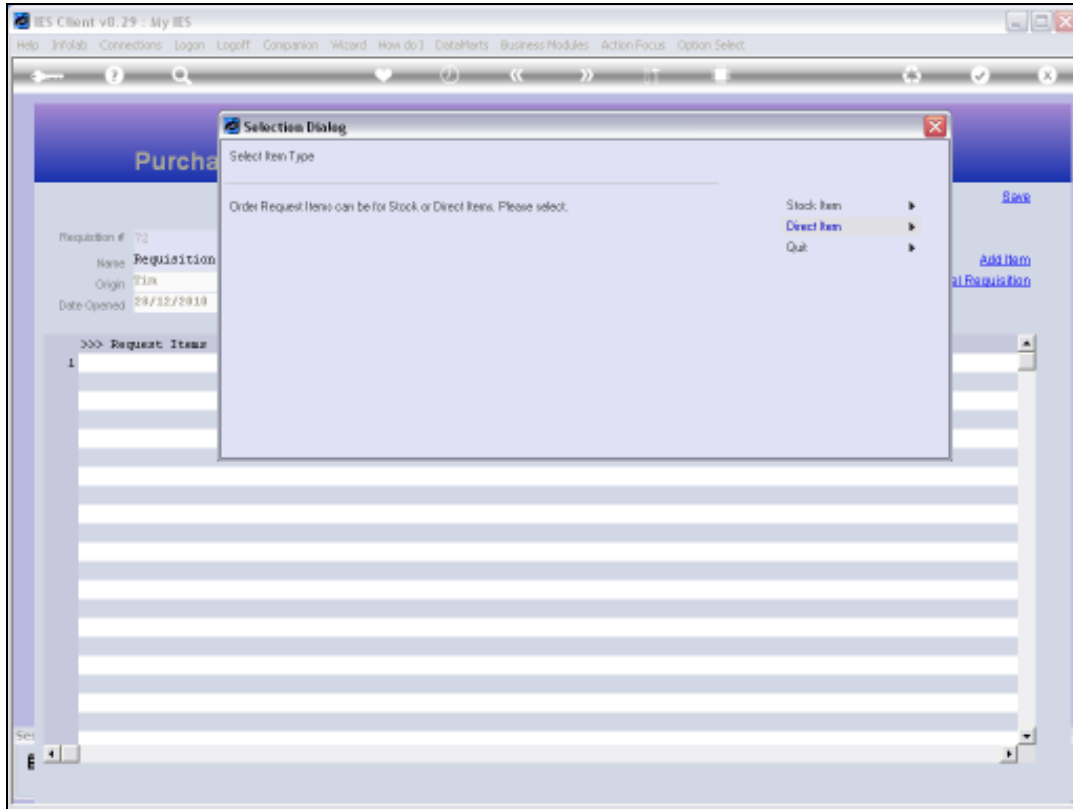
Slide 12

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.



Slide 13

Slide notes:



Slide 14

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

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

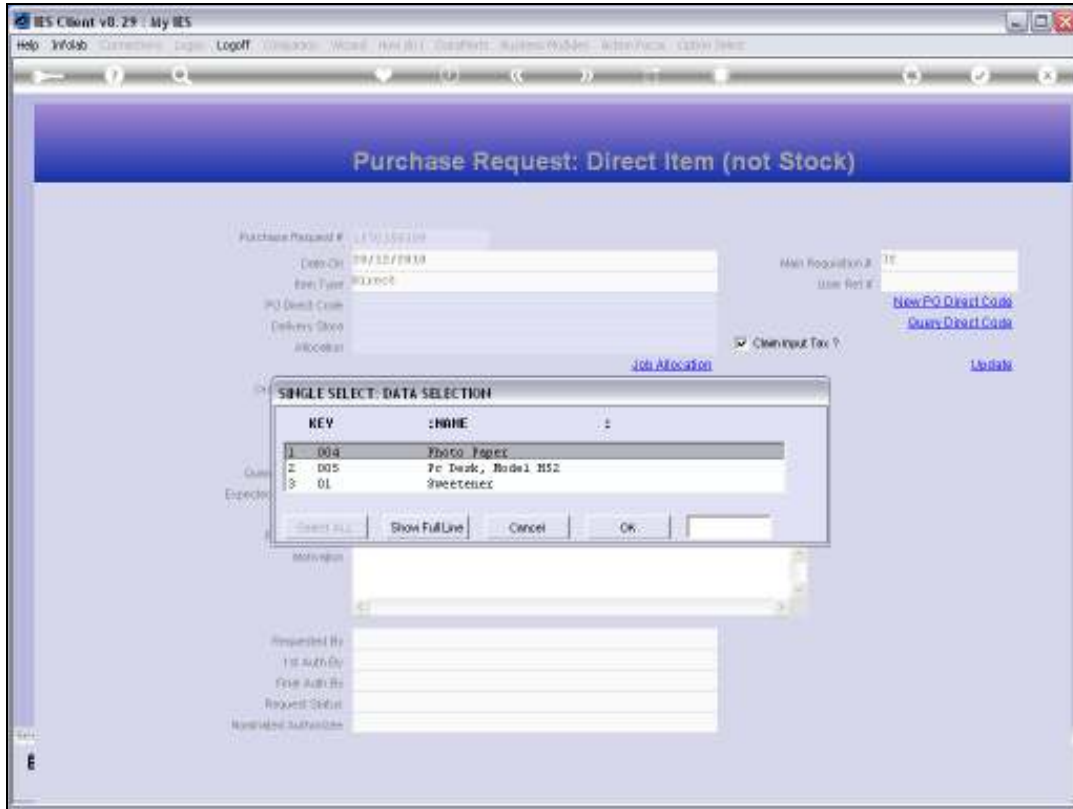
Purchase Request: Direct Item (not Stock)

Purchase Request # 1170359100
Date On 09/10/2010
Item Type 000000
PO Description
Delivery Stock
Allocation [Job Allocation](#)
Main Requestor IT
User Ref #
[New PO Direct Code](#)
[Query Direct Code](#)
 Clean Input Tax ? [Update](#)

Item Description
Quantity Requested
Expected Price Per Unit
Unit Price 0.00
Total Unit Price
Motivation
Requested By
1st Authority
2nd Authority
Request Status
Requested Authority

Slide 15

Slide notes:



Slide 16

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.

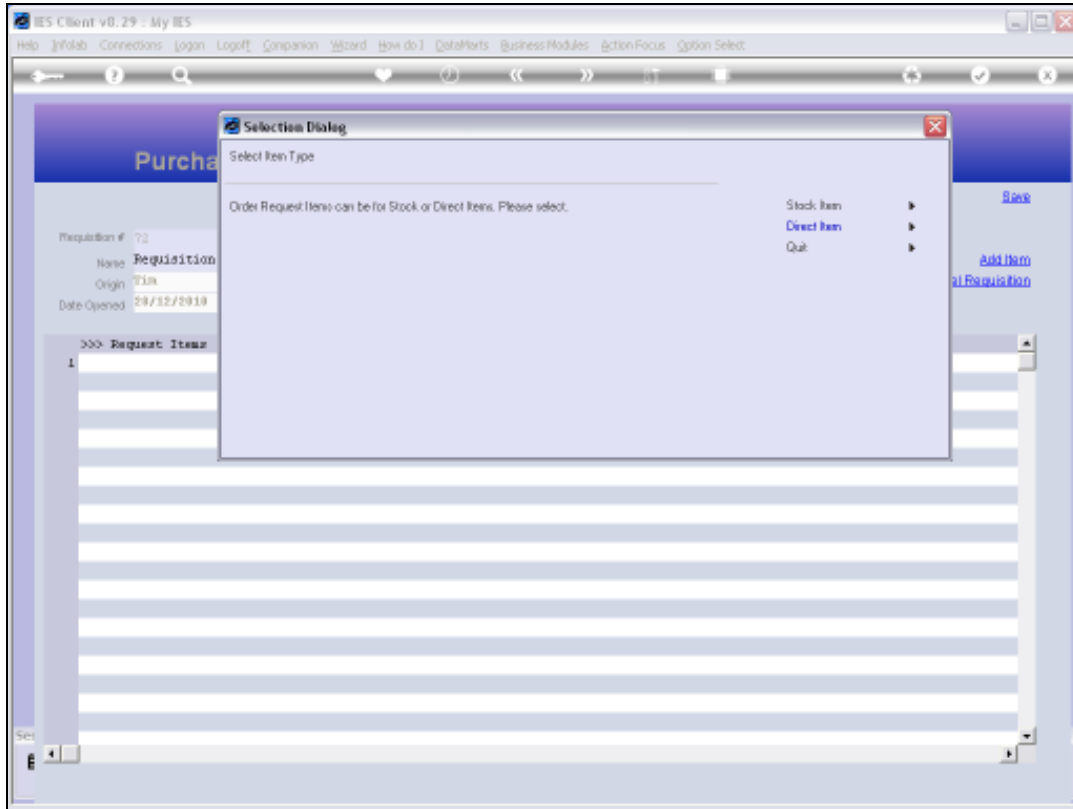
The screenshot shows a web browser window titled "IES Client v8.29 - My IES". The main content area displays a form titled "Purchase Request: Direct Item (not Stock)". The form contains the following fields and values:

- Purchase Request #:** 127
- Date:** 09/12/2010
- Item Code:** 01 Sweetener
- Quantity:** 1.00
- Expected Price Per Unit:** 20.00
- Item Description:** Sweetener, 500g, Sweetener Tube
- Requested By:** TIA
- Requested Submitter:** Gordon, Bloomberg

Additional fields include "Main Requisition #", "User Ref #", "Job Allocation", "Clear Input Tax?", and "Update". There are also links for "New PG Direct Code" and "Query Direct Code".

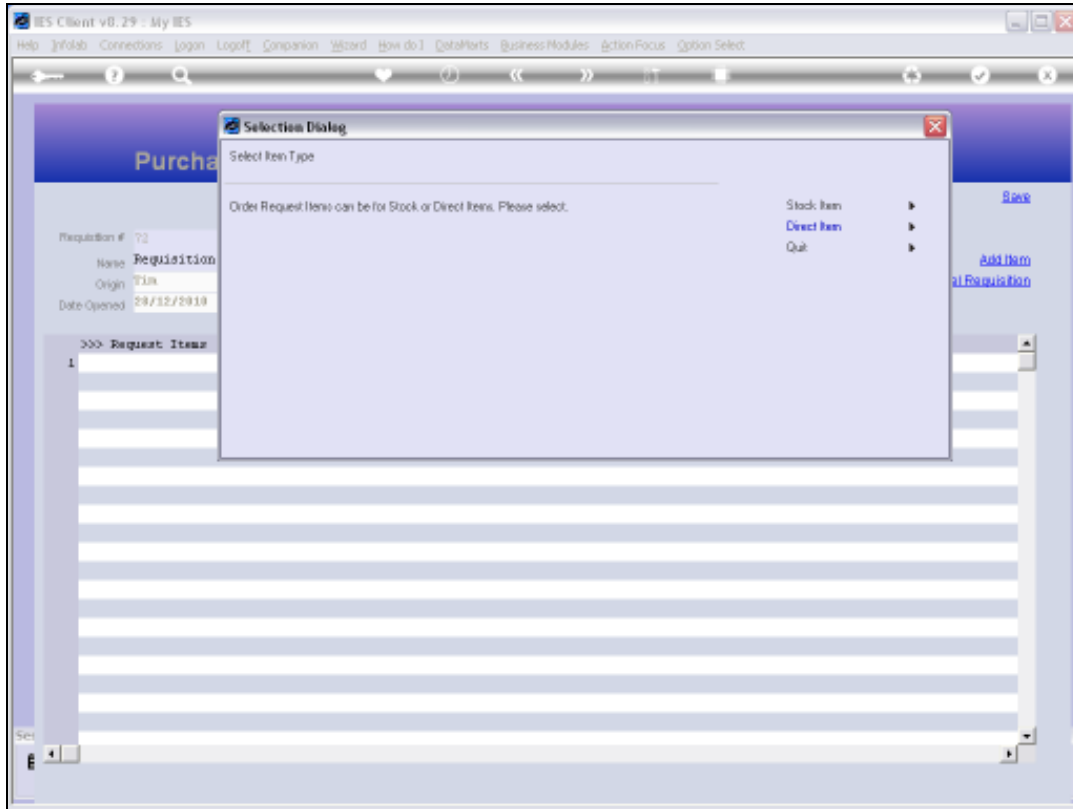
Slide 17

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



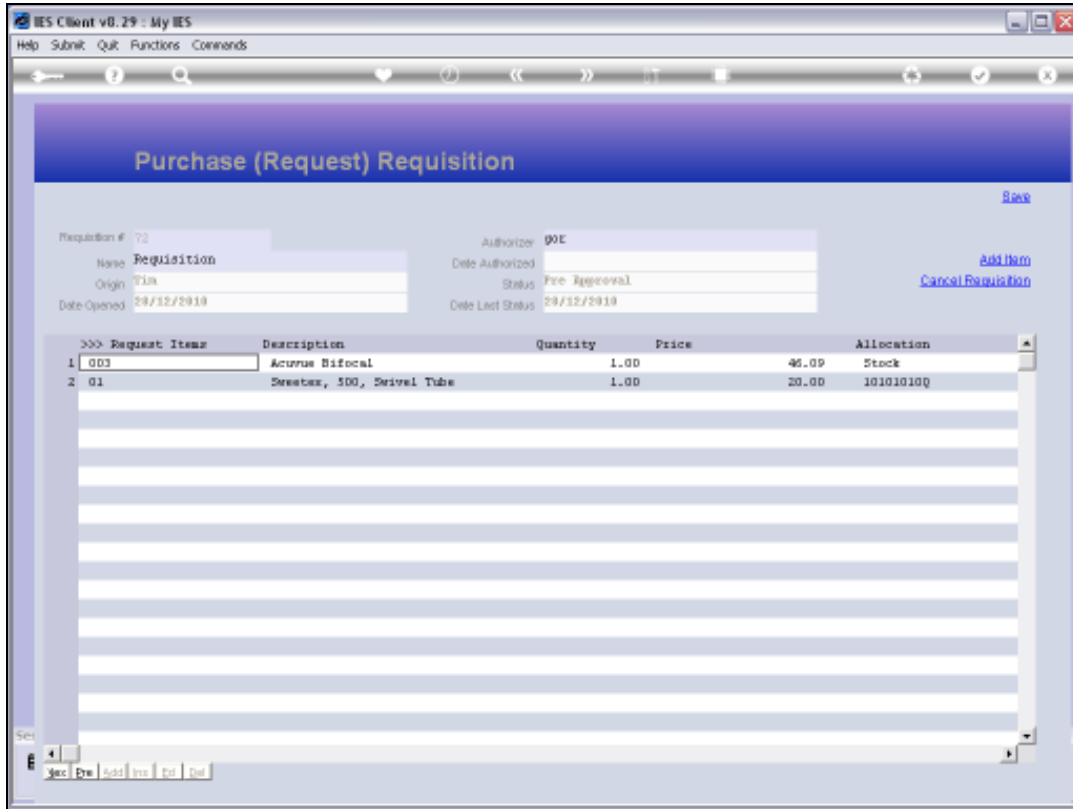
Slide 18

Slide notes:



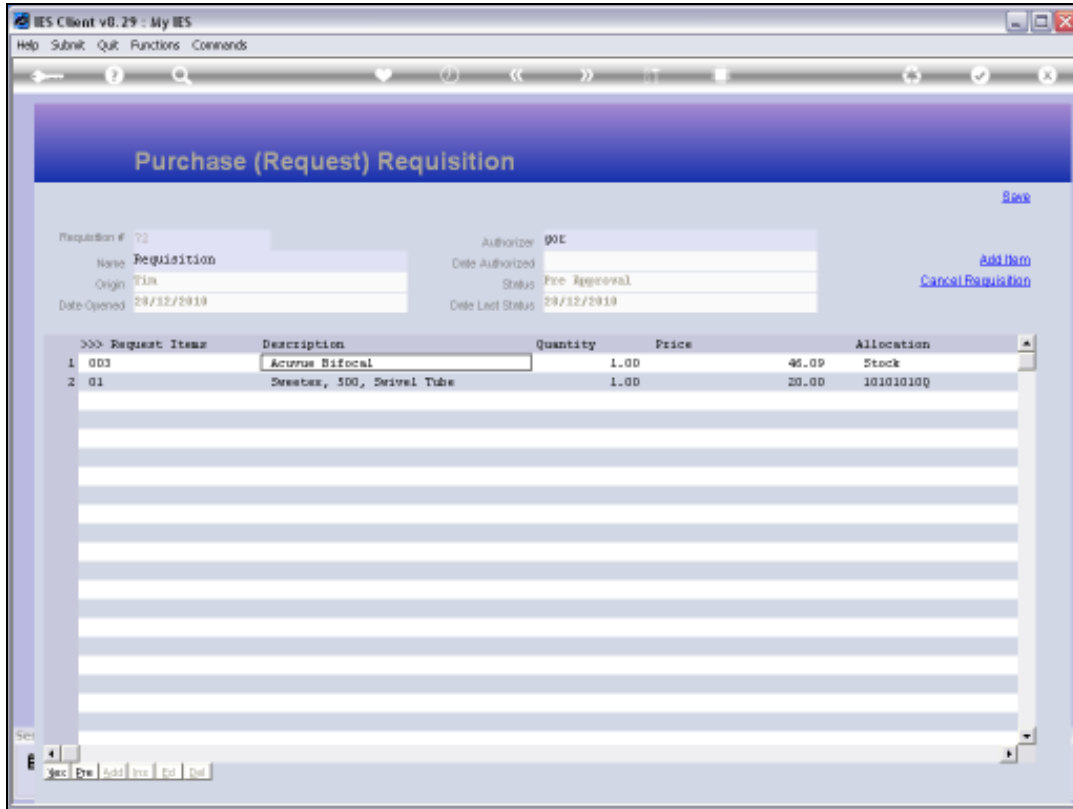
Slide 19

Slide notes:



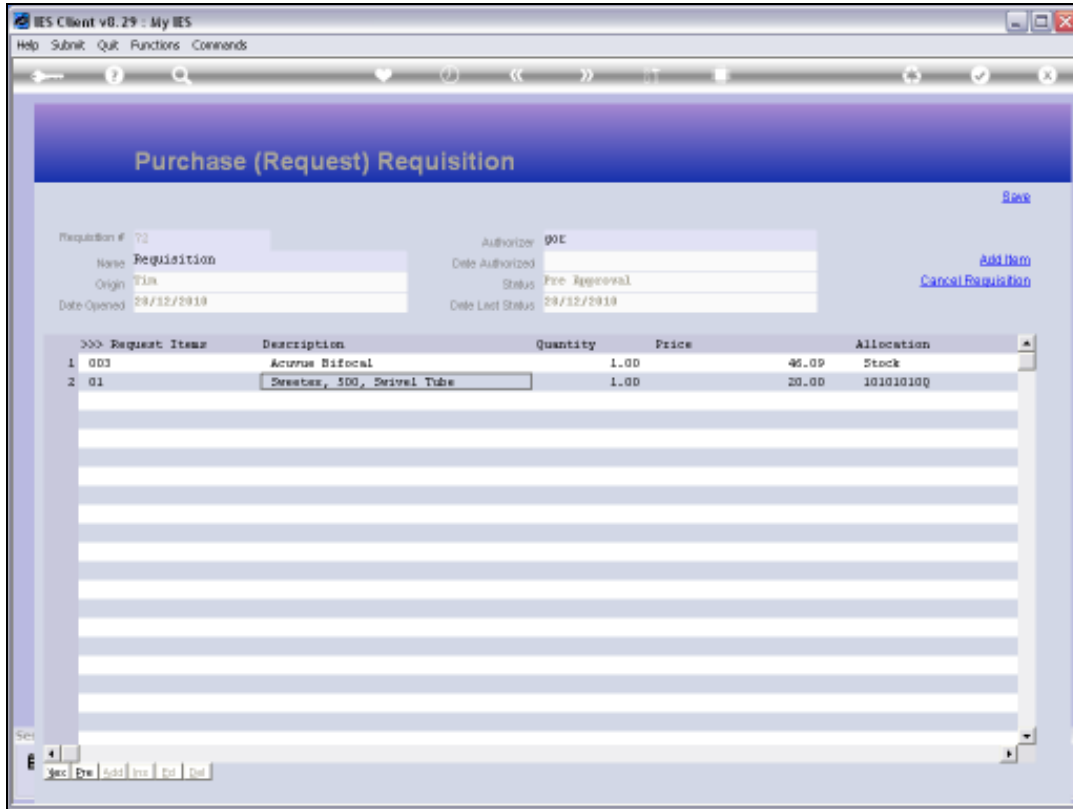
Slide 20

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



Slide 21

Slide notes:



Slide 22

Slide notes:

Purchase Request

Purchase Request # 111
Date On 09/12/2010
Stock Code 899 Acorne Bifocal
WJ Dept Code
Stock 899A, Stock
Allocation STOCK Open Prod Tax? [View PO Detail Code](#)
[View Detail Code](#)

Order Description Acorne Bifocal
Quantity Requested 1.00
Expected Price per Unit 46.09
Unit 899A
Final Unit Price 8.00
Allocation STOCK

Requested By TIA
1st Auth By
Final Auth By
Request Status Request Being Approved
Requested Authorized Gordon H. Bennett [Cancel Request Item](#)
[Update](#)

Slide 23

Slide notes:

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

Purchase Request

Purchase Request # 111
Date Chk 09/12/2010
Stock Code 899 Acorne Bifocal
WJ Dept Code
Stock 899A, 899B
Allocation **STOCK** Check next Tax? [View PO Detail Code](#)
[View Detail Code](#)

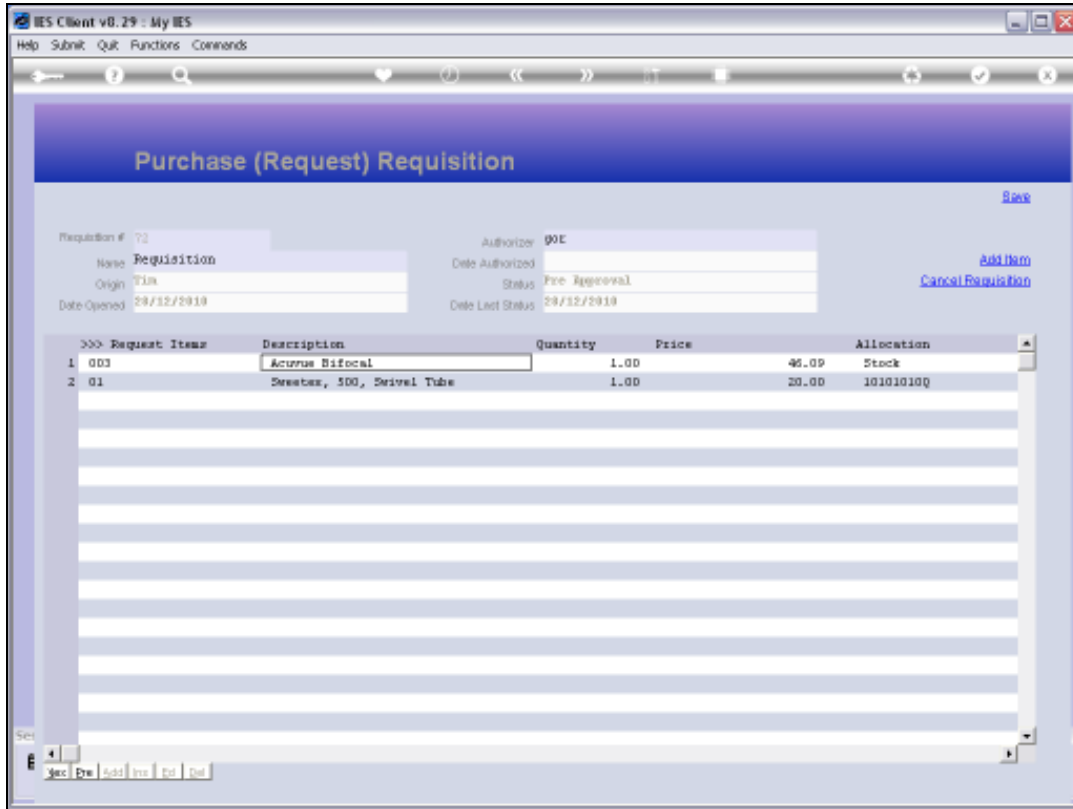
Order Description Acorne Bifocal
Quantity Requested 1.00
Expected Price Per Unit 46.09
Unit 899A
Final Auth Price 46.09
Allocation **STOCK**

Requested By TIA
1st Auth By
Final Auth By
Request Status **Wait. Req. Approval**
Requested Authorized Gordon, Rosemary [Update](#)

[Cancel Request Item](#)

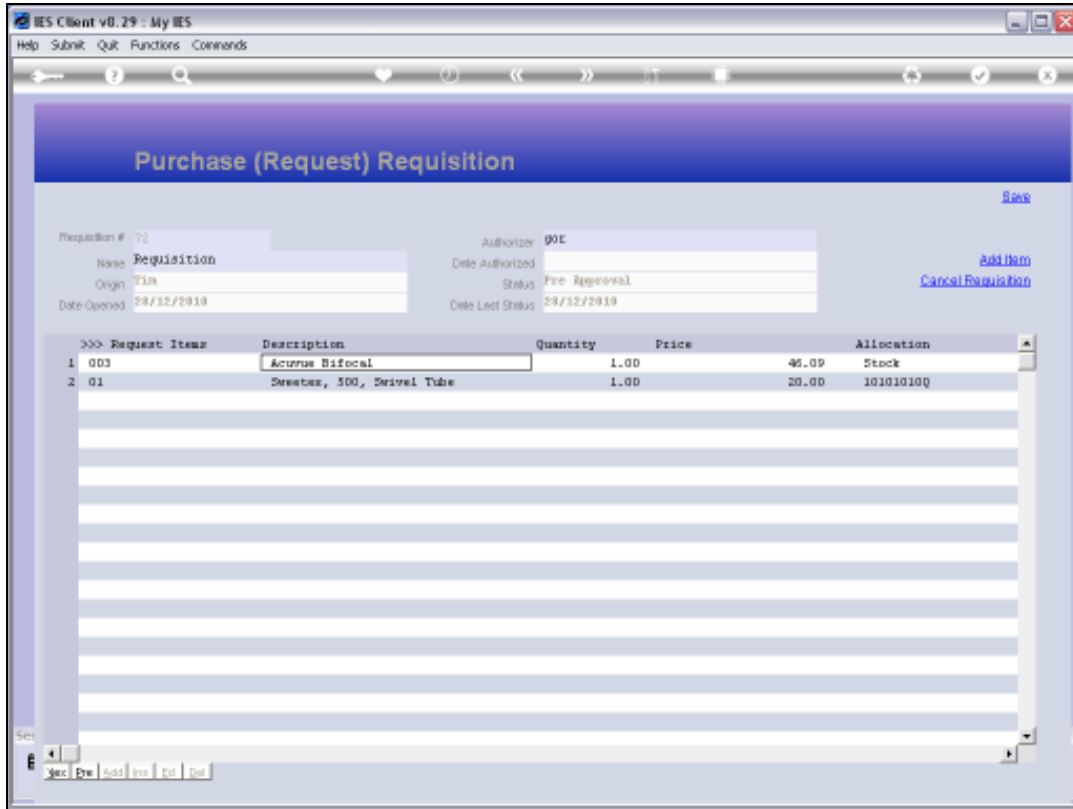
Slide 24

Slide notes:



Slide 25

Slide notes:



Slide 26

Slide notes:

IES Client v8.29 - My IES

Help Submit Quit Functions Commands

Purchase Request

Purchase Request #

Date Chk

Stock Code

WJ Dept Code

Store

Allocation Open reqd Tax? [View PO Detail Code](#)
[View Detail Code](#)

Item Description

Quantity Requested

Expected Price Per Unit

Unit

Final Unit Price

Requested By

Requested By

Request Status

Requested Authorized

[Cancel Request Item](#)

[Submit](#)

Slide 27
Slide notes:

IES Client v8.29 - My IES

Help Submit Quit Functions Commands

Purchase Request

Purchase Request #

Date Ch

Stock Code

WJ Dept Code

Store

Allocation Open reqd Tax? [View PO Detail Code](#)
[View Detail Code](#)

Item Description

Quantity Requested

Expected Price Per Unit

Unit

Final Unit Price

Requested By

Requested By

Request Status

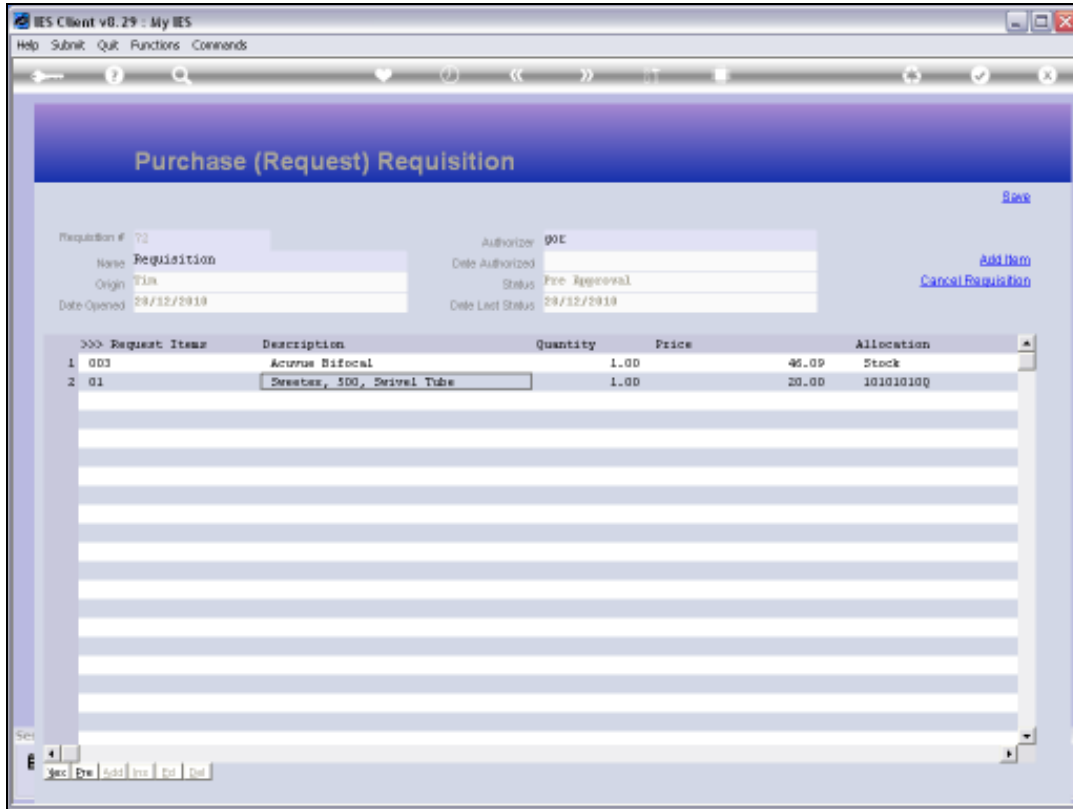
Requested Authorized

[Cancel Request Item](#)

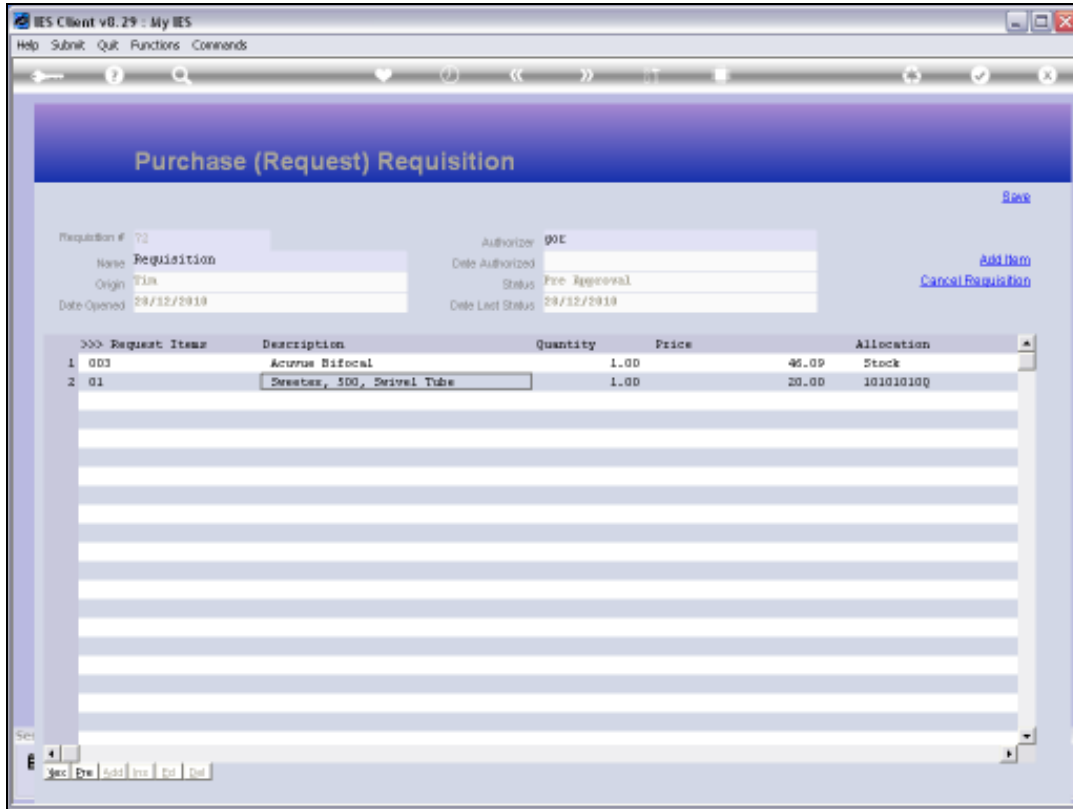
[Submit](#)

Slide 28

Slide notes:

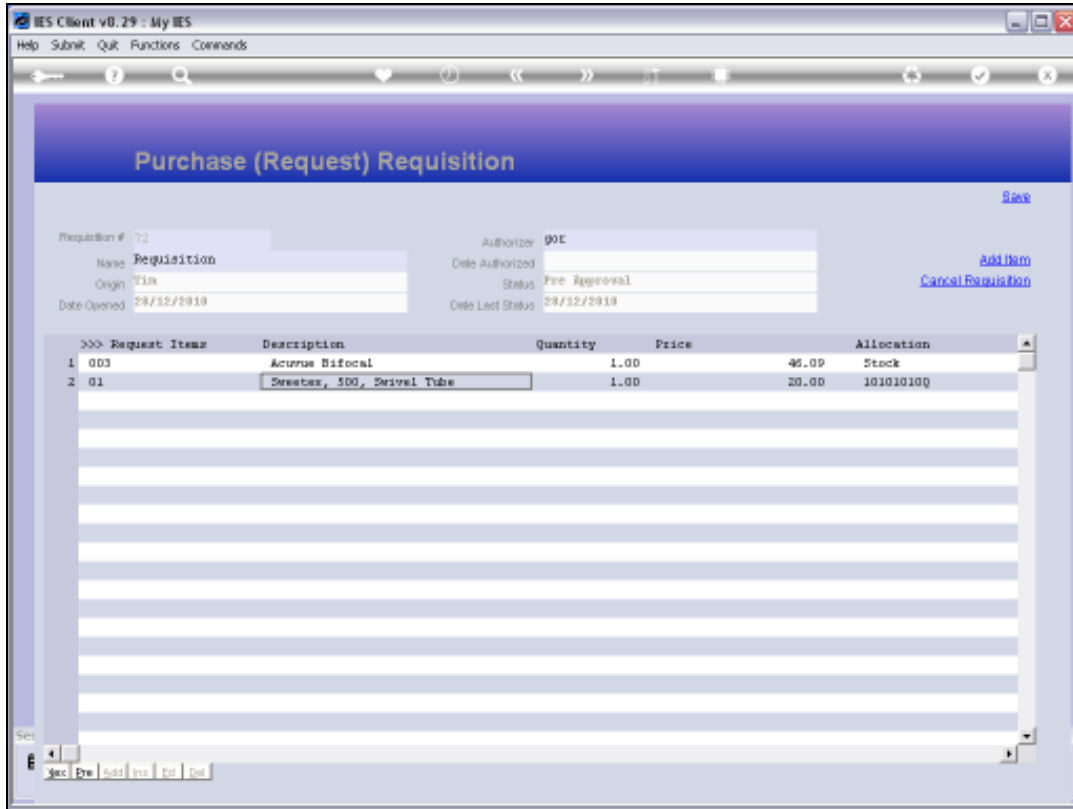


Slide 29
Slide notes:



Slide 30

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



Slide 31

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



Slide 32

Slide notes:



Slide 33

Slide notes: