

Slide 1

Slide notes: A nominated Authorizer will approve new Requisitions in his or her queue by using the User Requisitions menu.

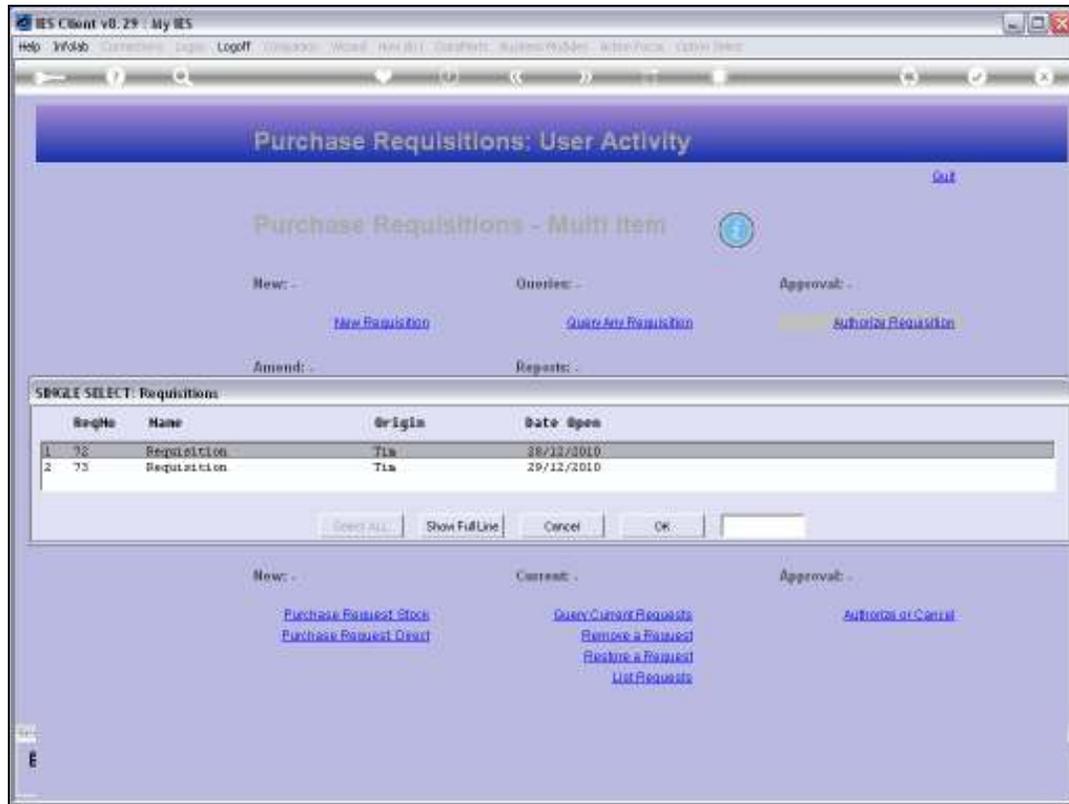


Slide 2

Slide notes: Here, we choose 'Authorize Requisition'.

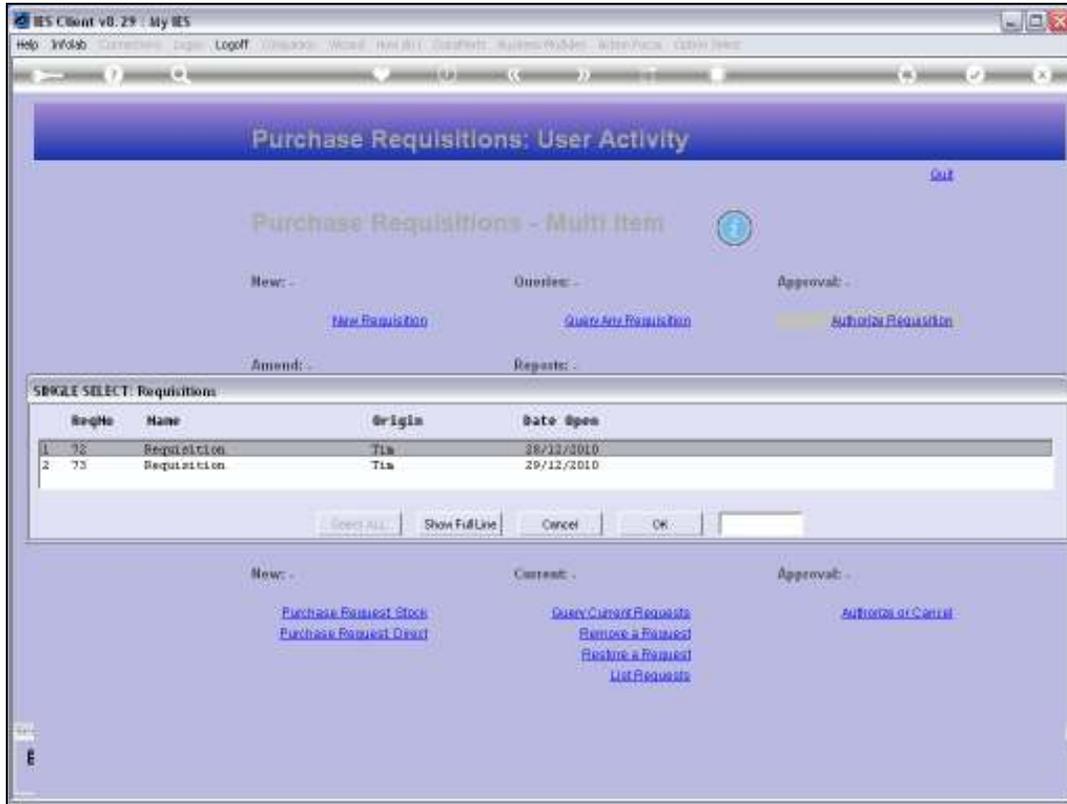


Slide 3
Slide notes:



Slide 4

Slide notes: The system will offer only Requisitions waiting in the queue of the current User.



Slide 5
Slide notes:



Slide 6
Slide notes:



Slide 7

Slide notes: On the Requisition, any listed Item can be drilled for viewing or for making changes.

IES Client v8.29 - My IES

Help Submit Quit Functions Commands

Purchase Request

Purchase Request # 111
Date Chk 09/13/2010
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 Auth Price 46.09
Material STOCK

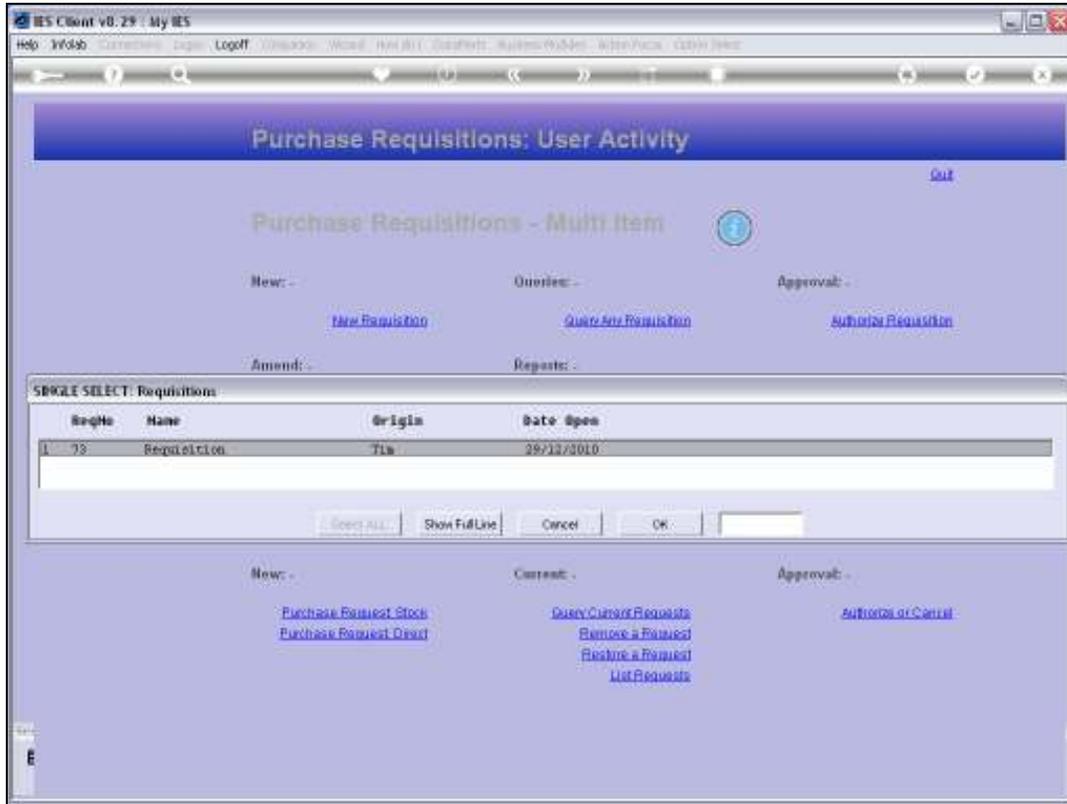
Requested By TIA
1st Auth By
Final Auth By
Request Status Requesting Approval
Requested Authorized Location Belmont [Cancel Request Item](#)
[Update](#)

Slide 9
Slide notes:



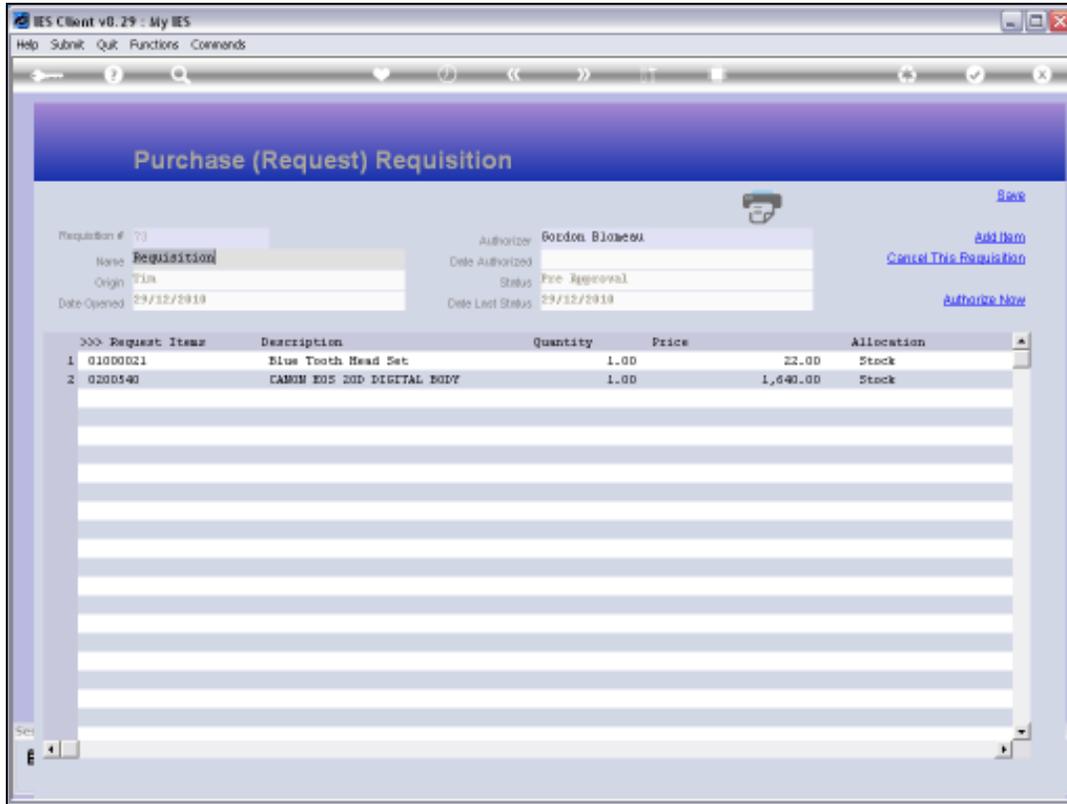
Slide 13

Slide notes:



Slide 14

Slide notes: The system then offers any further waiting Requisitions.



Slide 15

Slide notes:



Slide 17

Slide notes: When there are no further Requisitions, the system will indicate this.



Slide 19
Slide notes:



Slide 20
Slide notes: