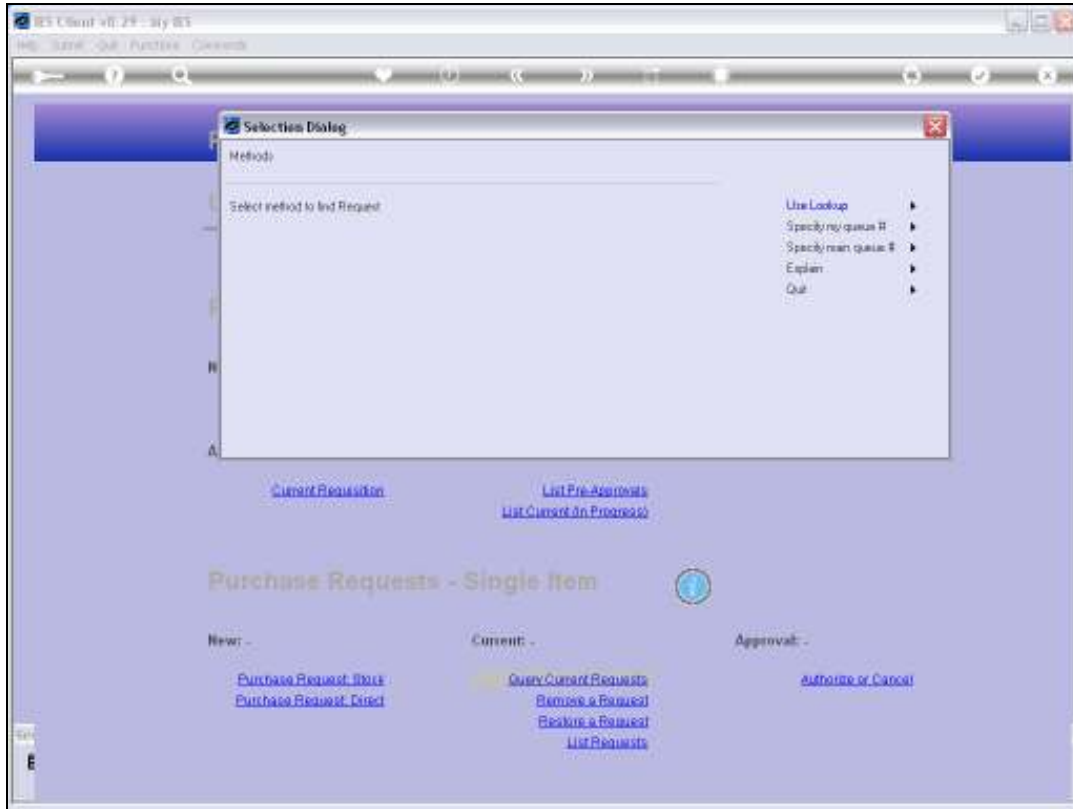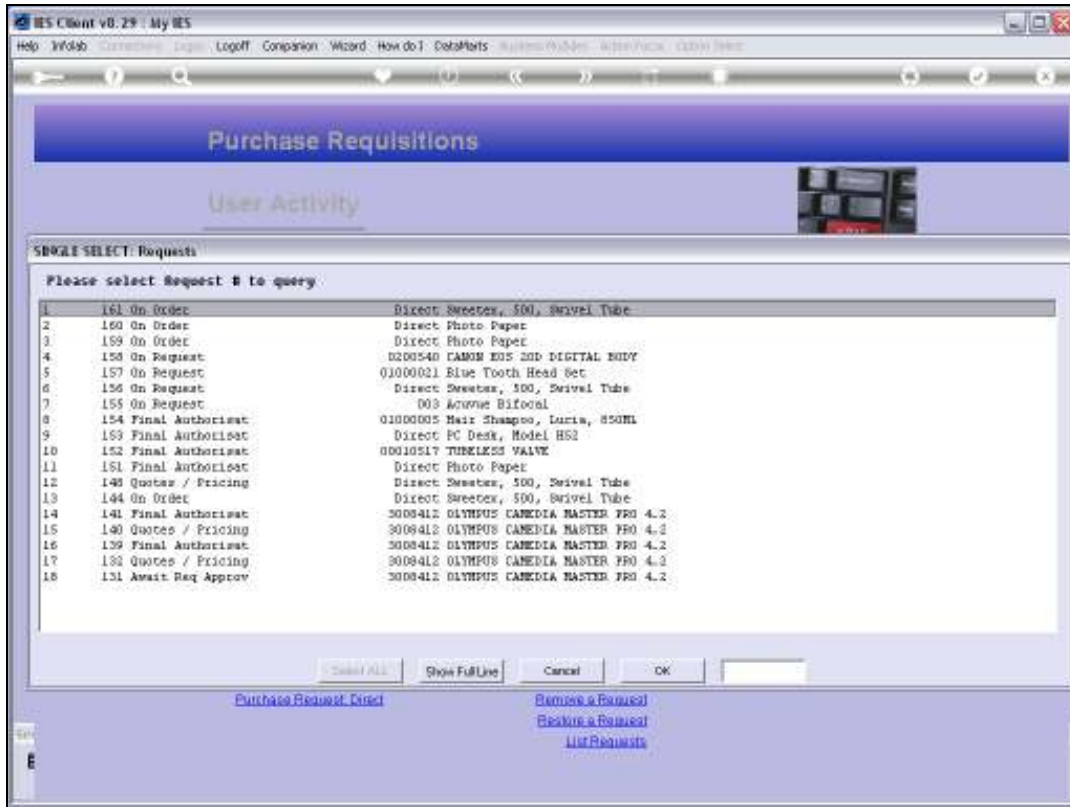Slide 1

Slide notes: Purchase Requests can be queried from the User Requisition menu, and this includes Direct Purchase Requests as well as any Line Items included on Requisitions, because each such Line Item is a Purchase Request.
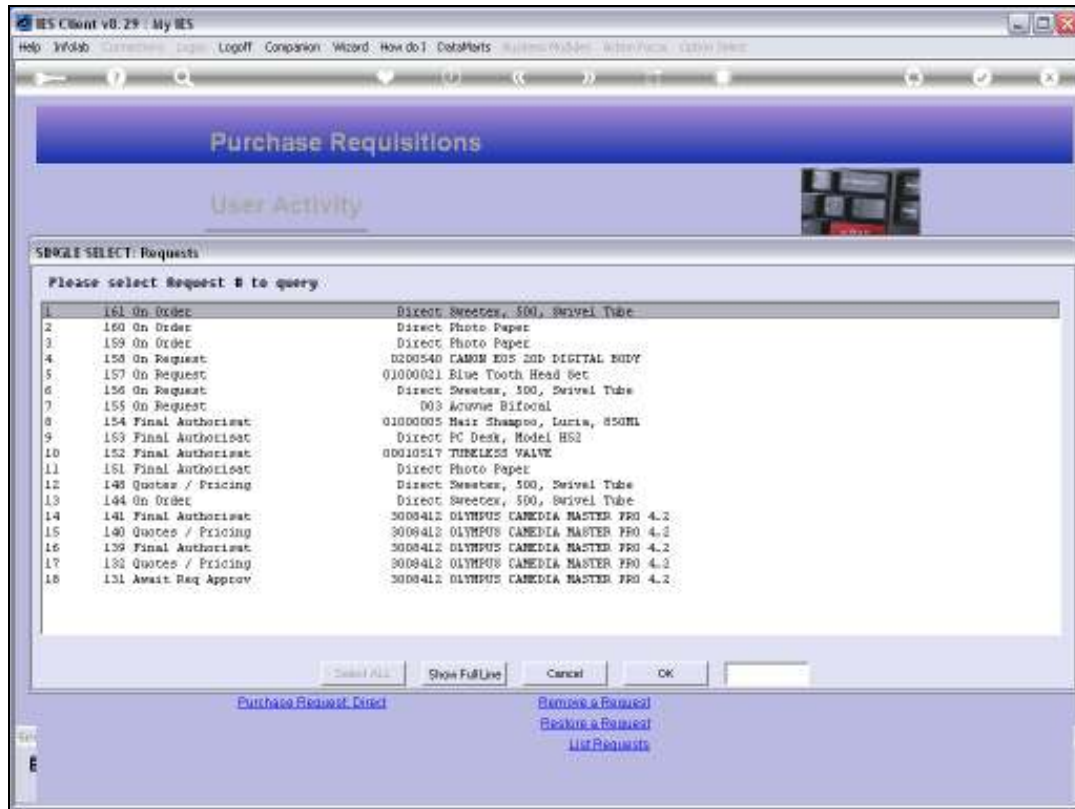
Slide 2

Slide notes: The easiest way to locate a Purchase Request is from the User Lookup, although it can also be done by specifying the Queue Number.

Slide 3

Slide notes: The lookup includes all the current User's Requests, but if the Purchase Request is from another User, then it is better to specify the Queue Number to retrieve it.

Slide 4
Slide notes:

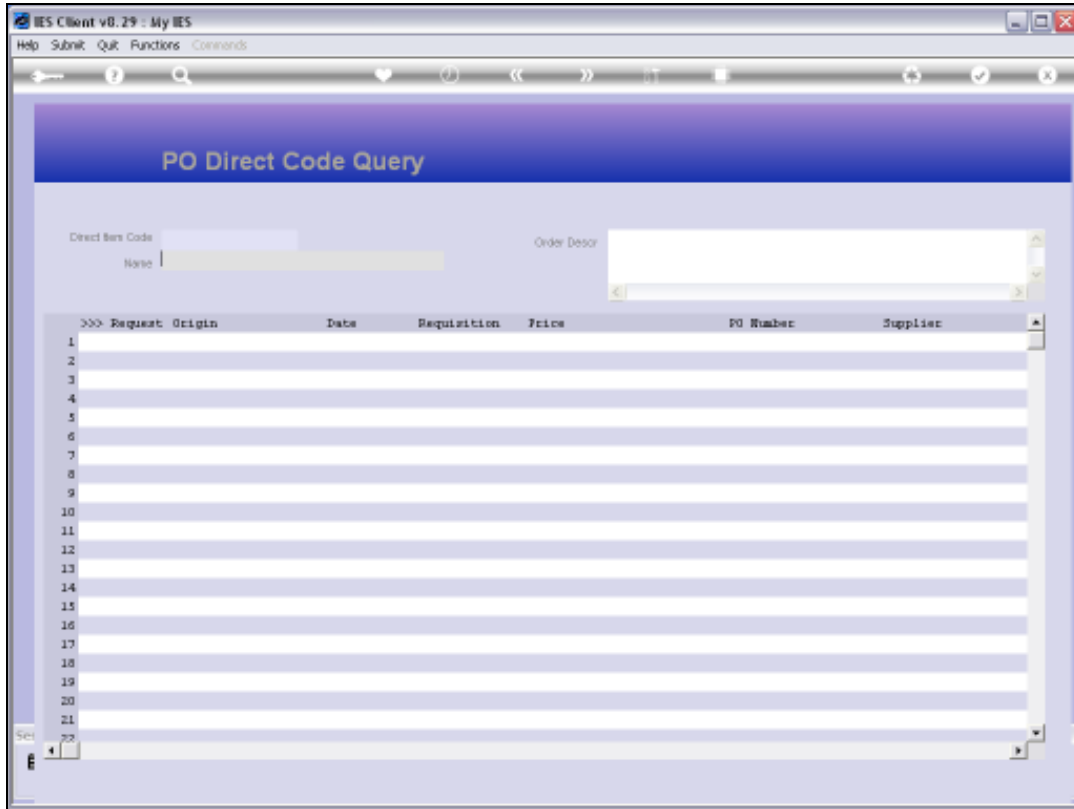Slide 5
Slide notes:

Slide 6
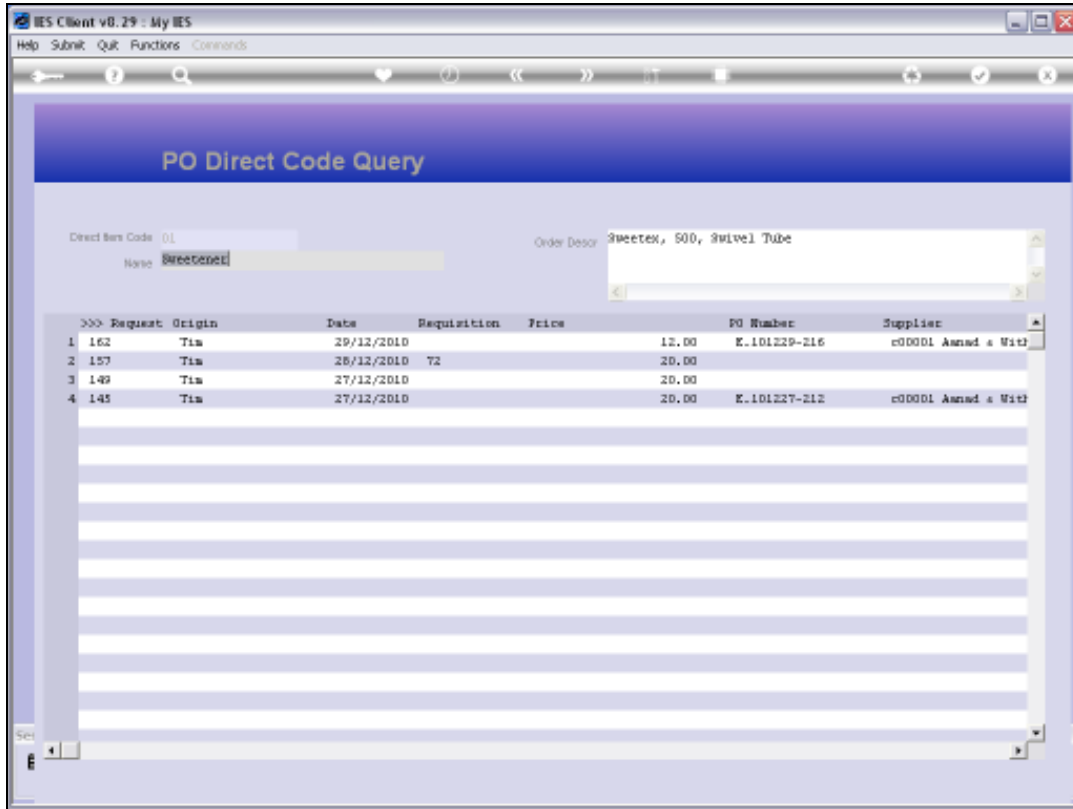Slide notes:

Slide 7
Slide notes:
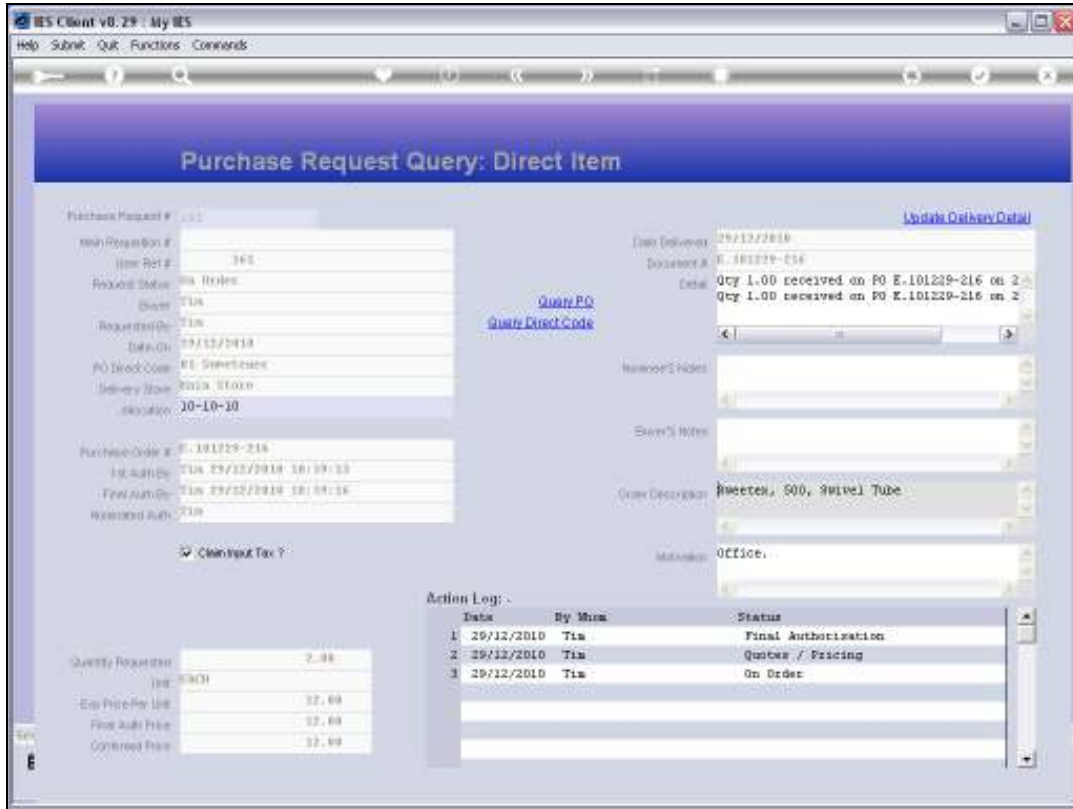
Slide 8

Slide notes: In the case of a Direct Item, we can of course query the Direct Code to see Request and Order history for this Code.
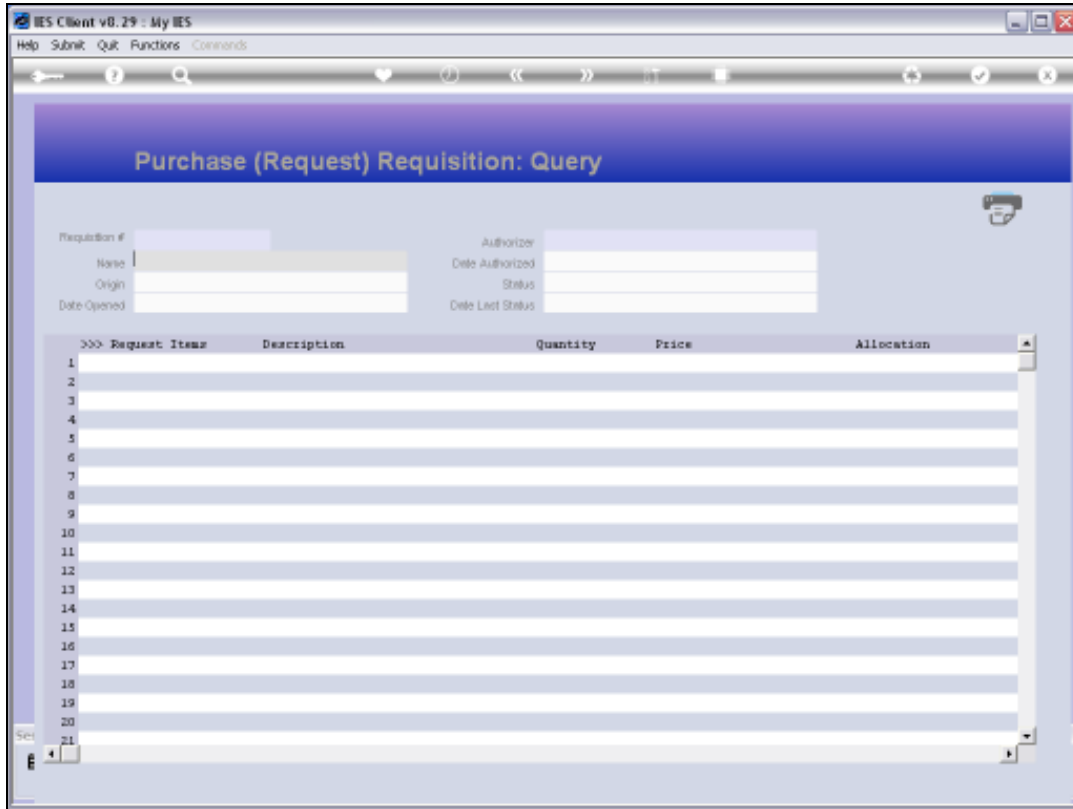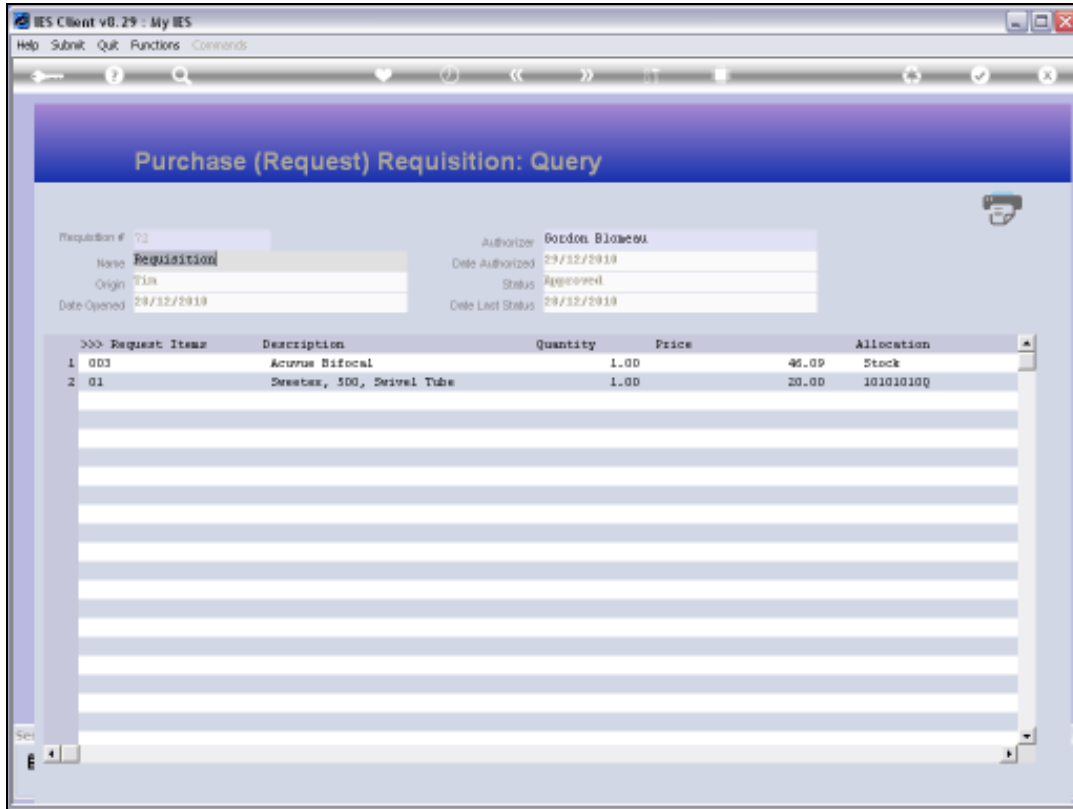
Slide 9
Slide notes:

Slide 10

Slide notes: On the history item, we can drill Requisitions where the Item was listed, and Orders and Suppliers.
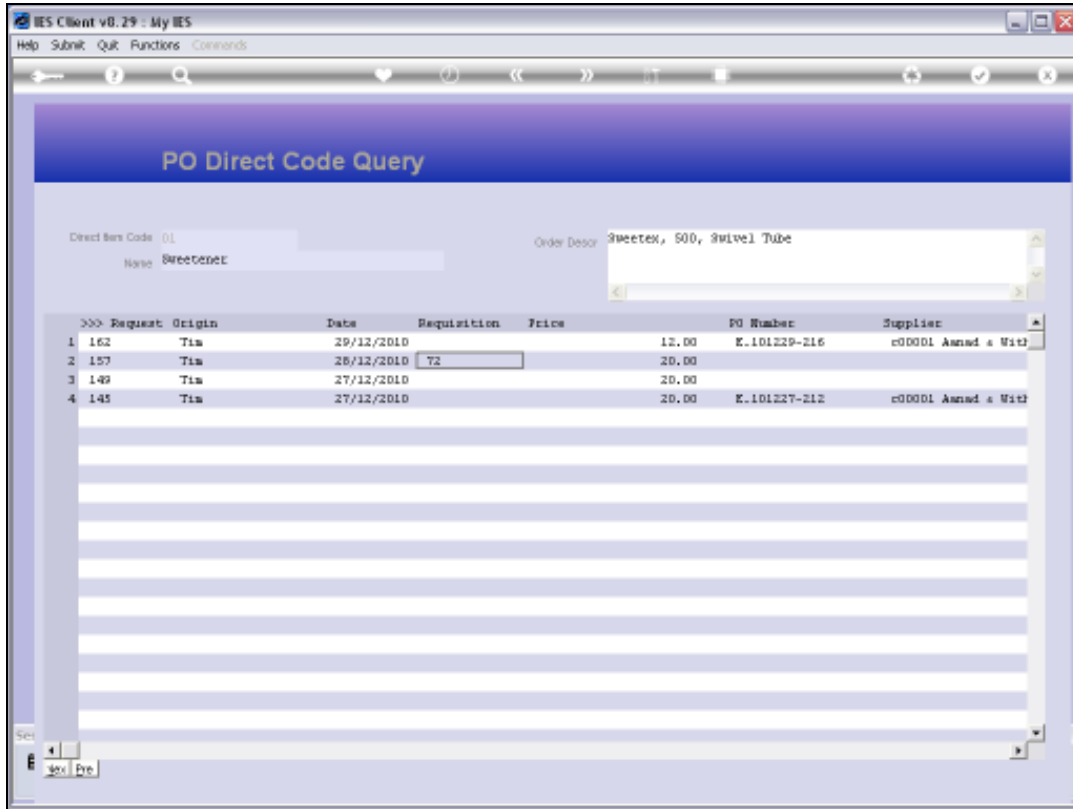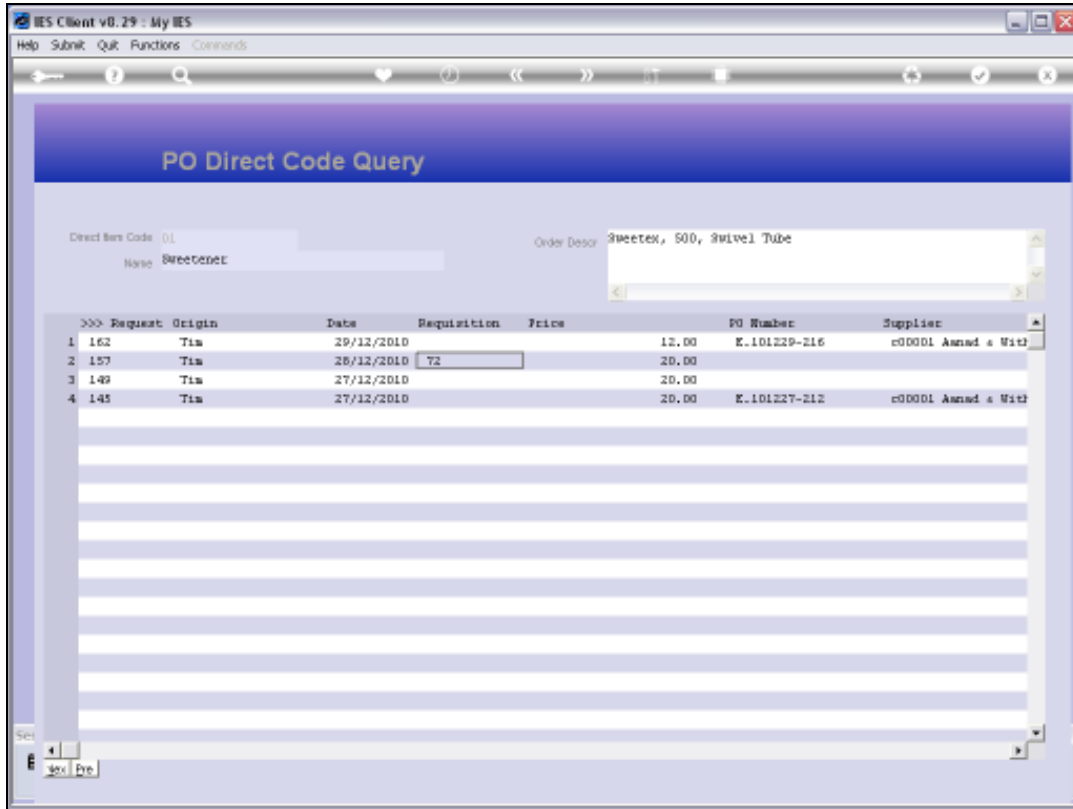
Slide 11
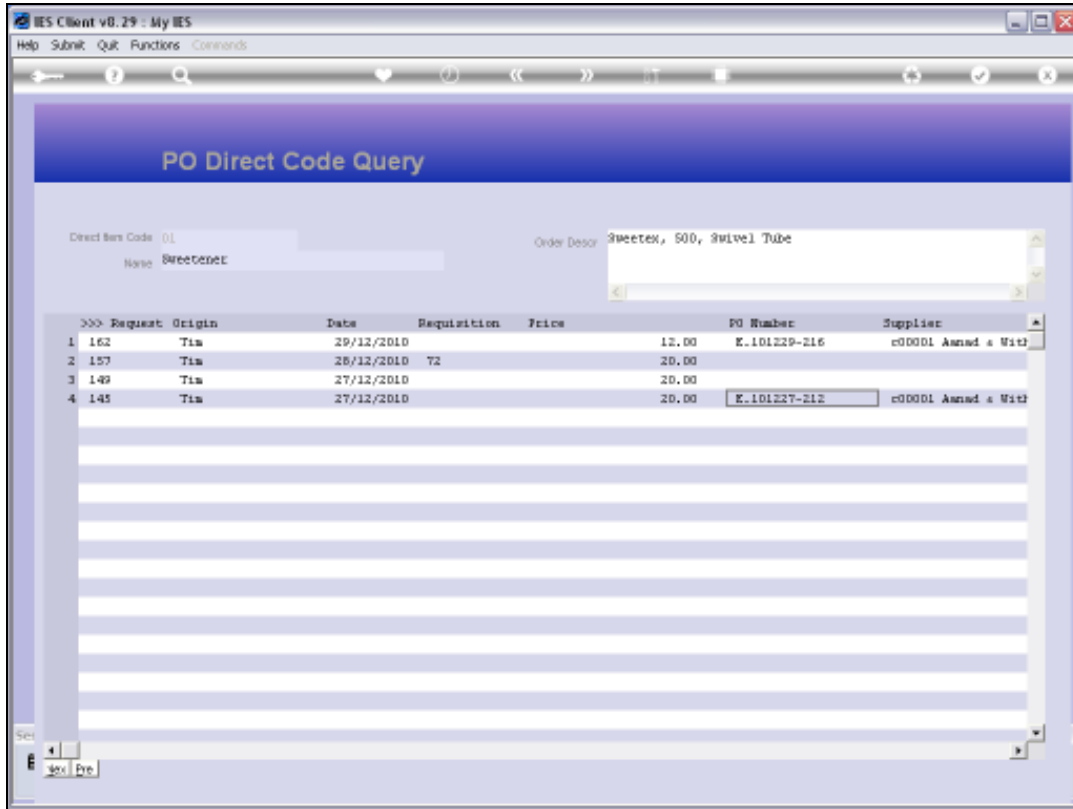Slide notes:

Slide 12
Slide notes:

Slide 13
Slide notes:

Slide 14
Slide notes:

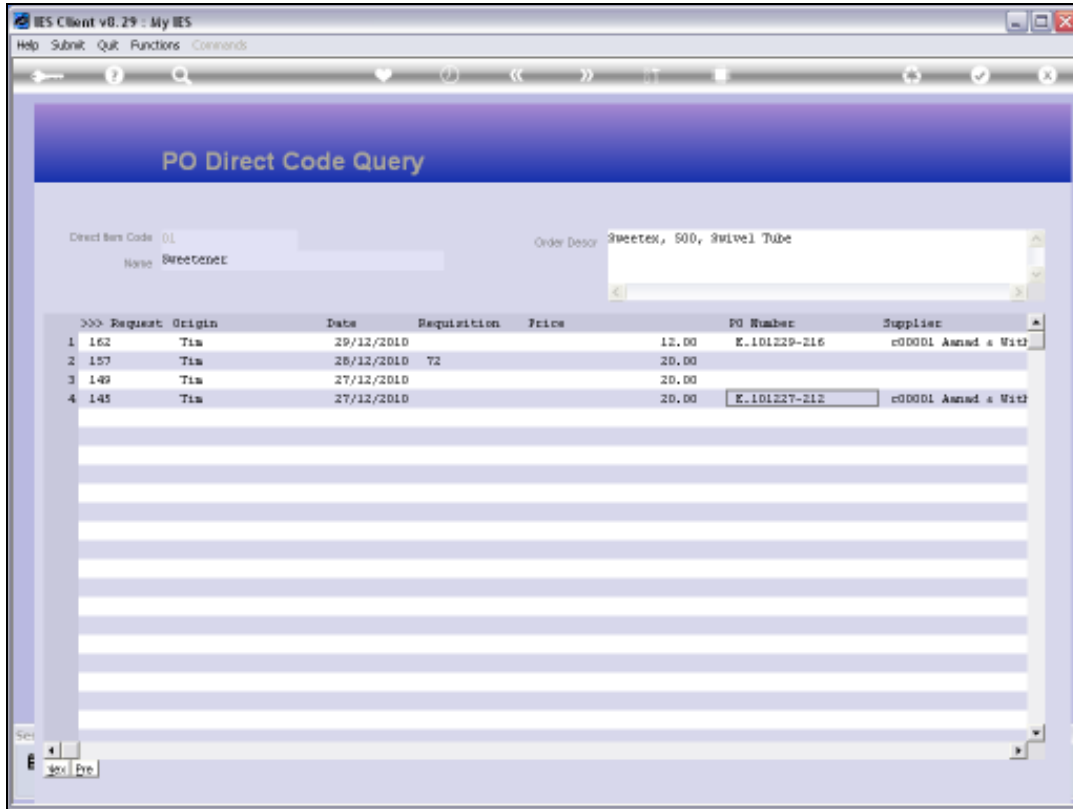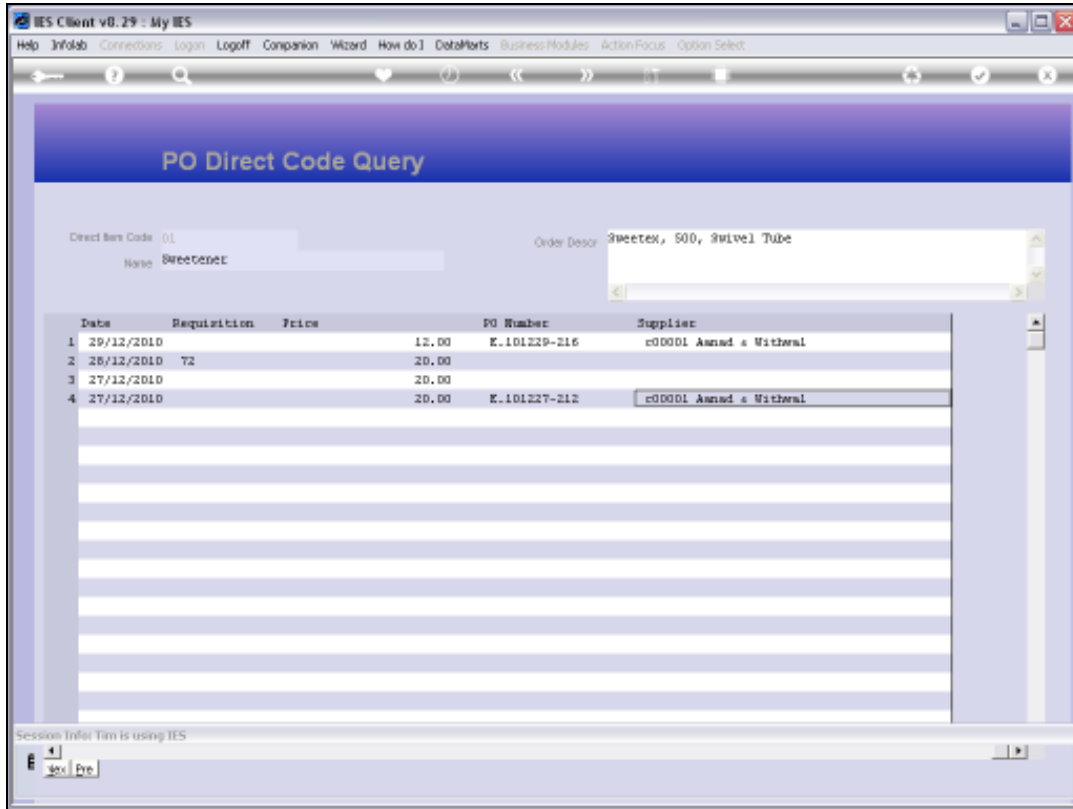Slide 15
Slide notes:

Slide 16
Slide notes:

Slide 17
Slide notes:
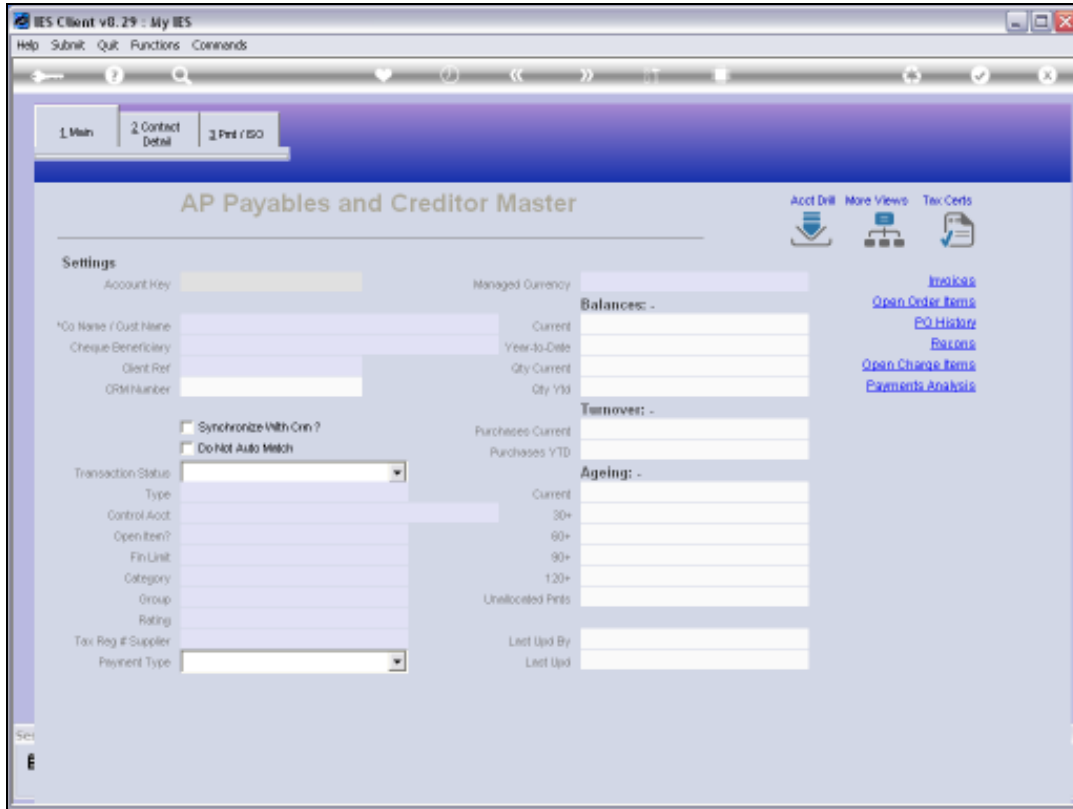
Slide 18
Slide notes:

Slide 19
Slide notes:

Slide 20
Slide notes:

Slide 21
Slide notes:
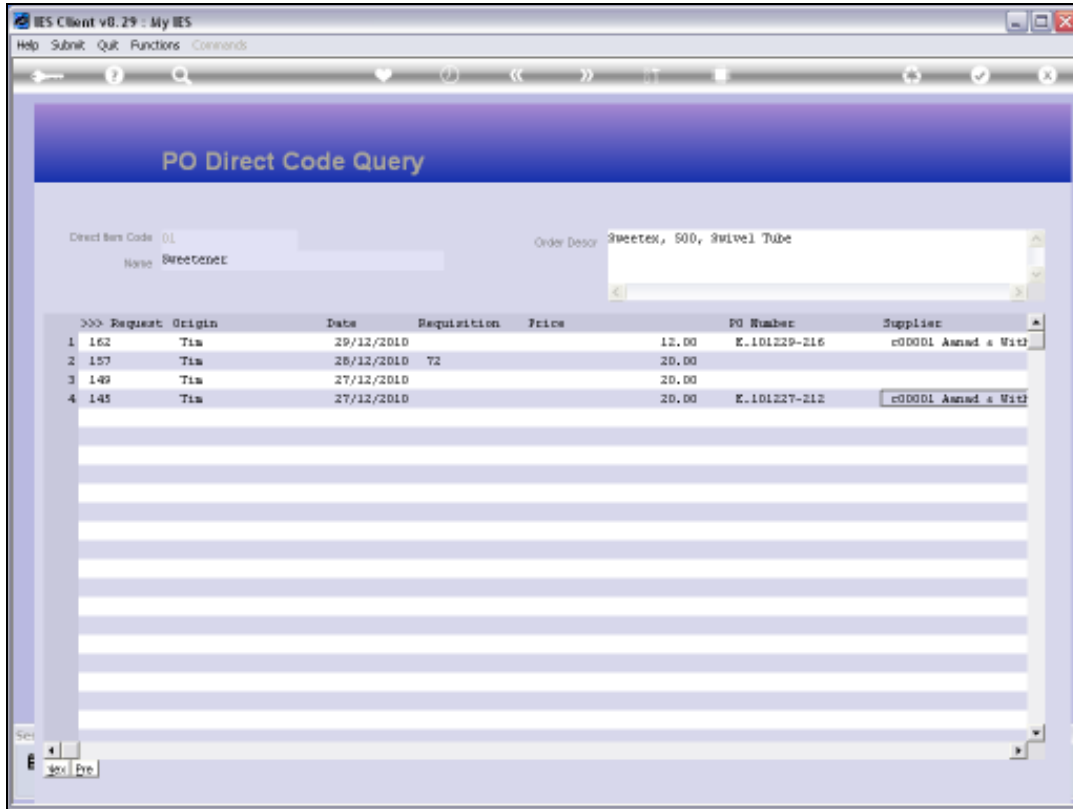
Slide 22
Slide notes:

Slide 23
Slide notes:

Slide 24
Slide notes:

Slide 25

Slide notes: If the current Item is already included on a Purchase Order, then we can also drill that Order directly.

Slide 26
Slide notes:

Slide 27

Slide notes:

Slide 28

Slide notes:

Slide 29

Slide notes: Delivery detail for Direct Items are automatically updated by the system on the Purchase Request, but we can also manually change the detail if we need to.

Slide 30
Slide notes:

Slide 31
Slide notes:

Slide 32
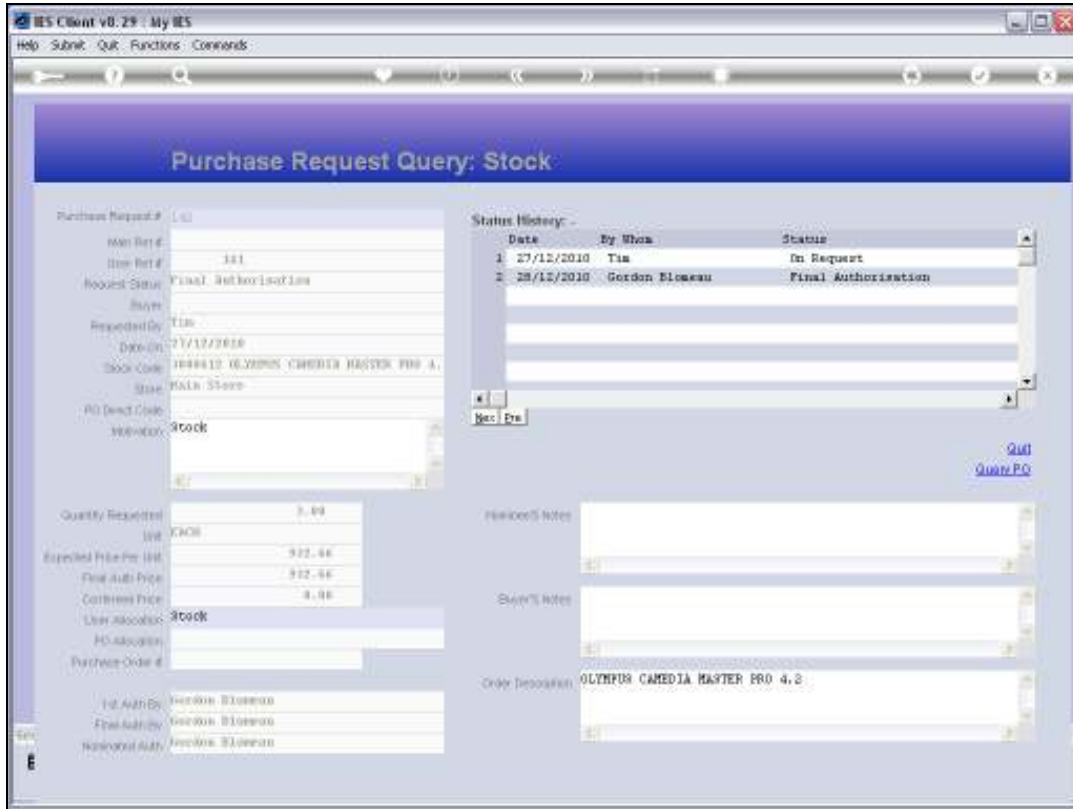Slide notes:

Slide 33
Slide notes:
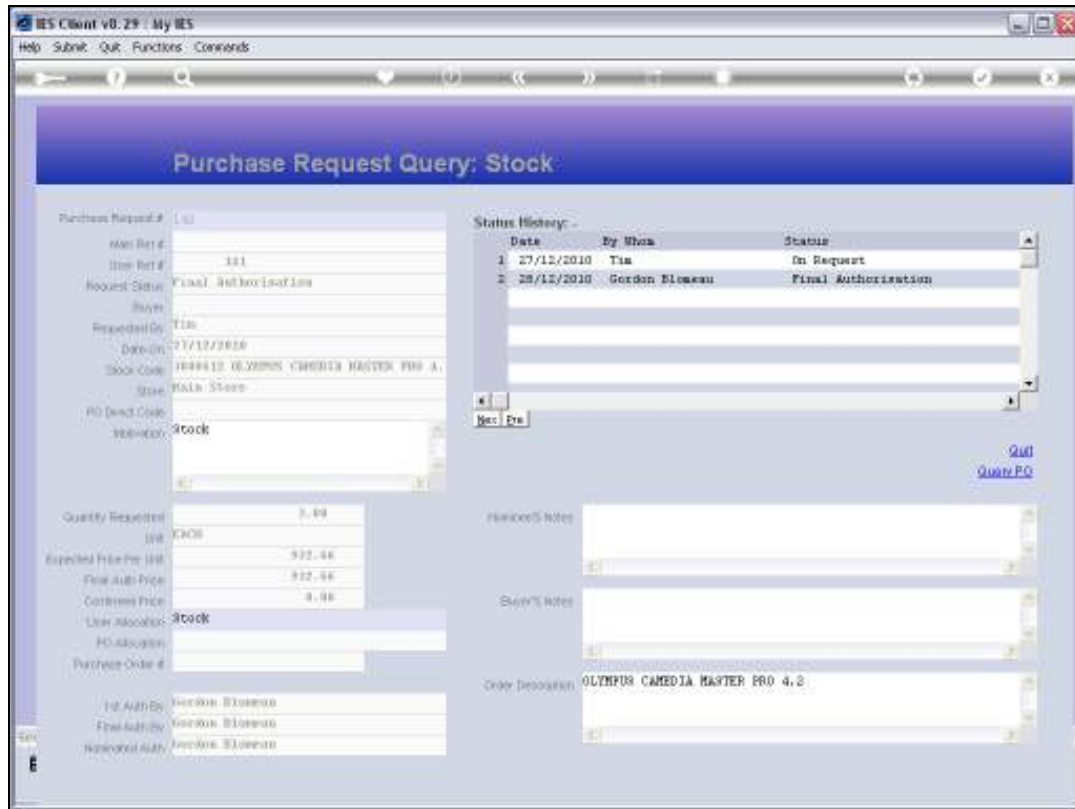
Slide 34
Slide notes:

Slide 35

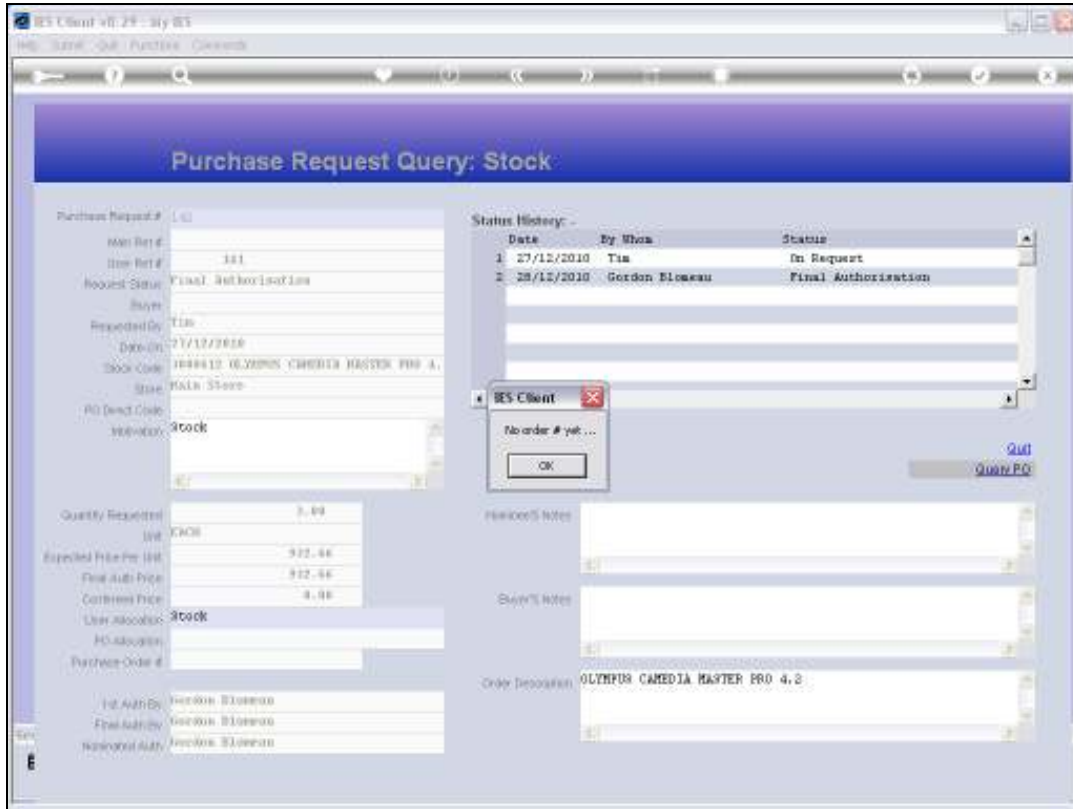Slide notes: Next we will choose a Stock Item as an example.
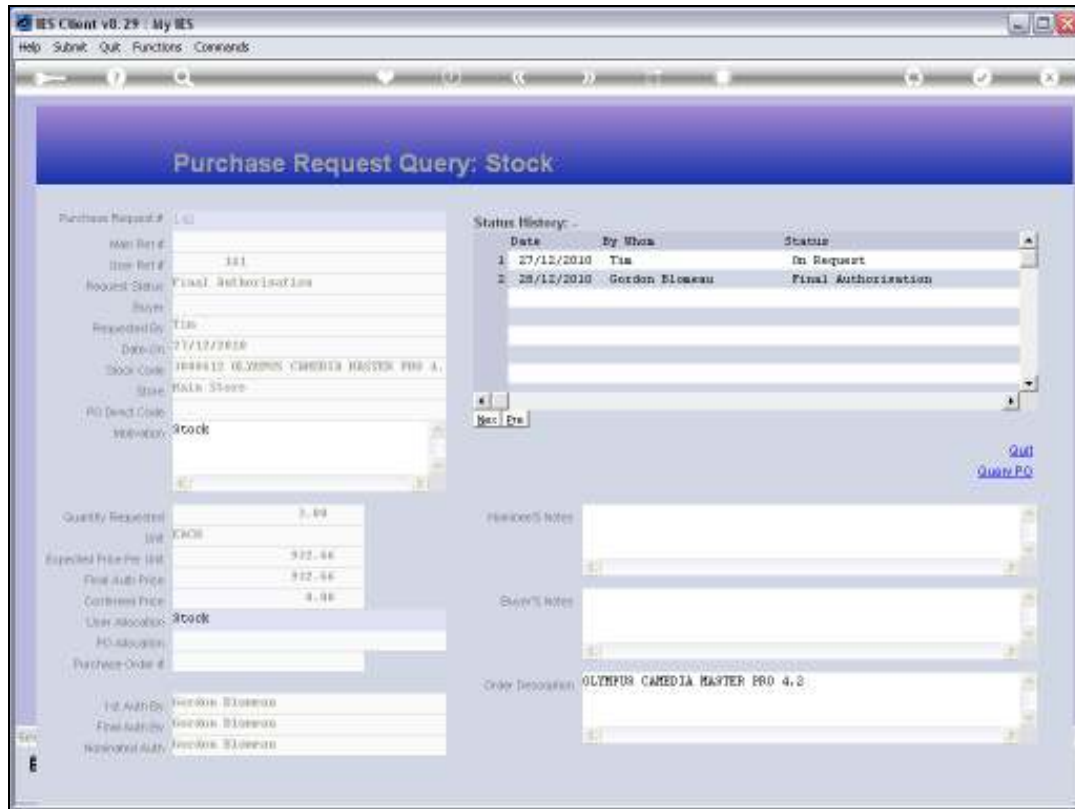
Slide 36
Slide notes:

Slide 37

Slide notes: The Purchase Order can also be drilled, but not if the Item is not on order yet.
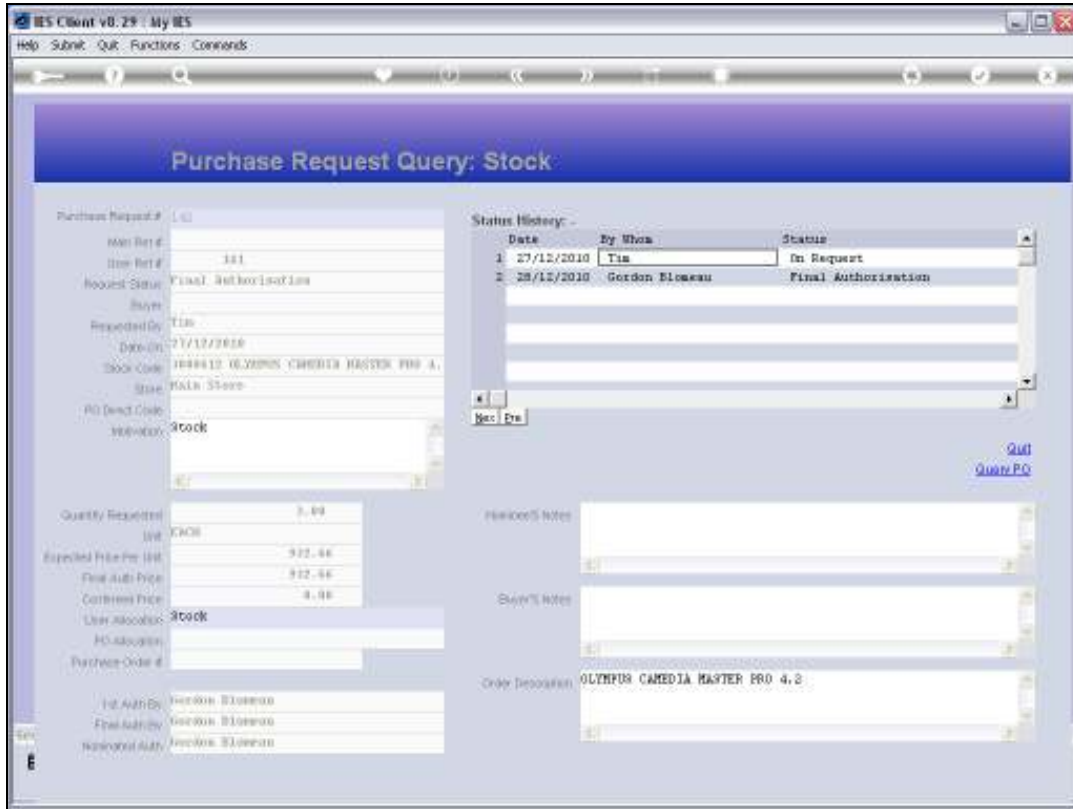
Slide 38
Slide notes:

Slide 39

Slide notes: For all Purchase Requests we can find out what the current progress is in the Status History section. The Item in this example can be seen to be requested and approved, but is not yet assigned to a Buyer.
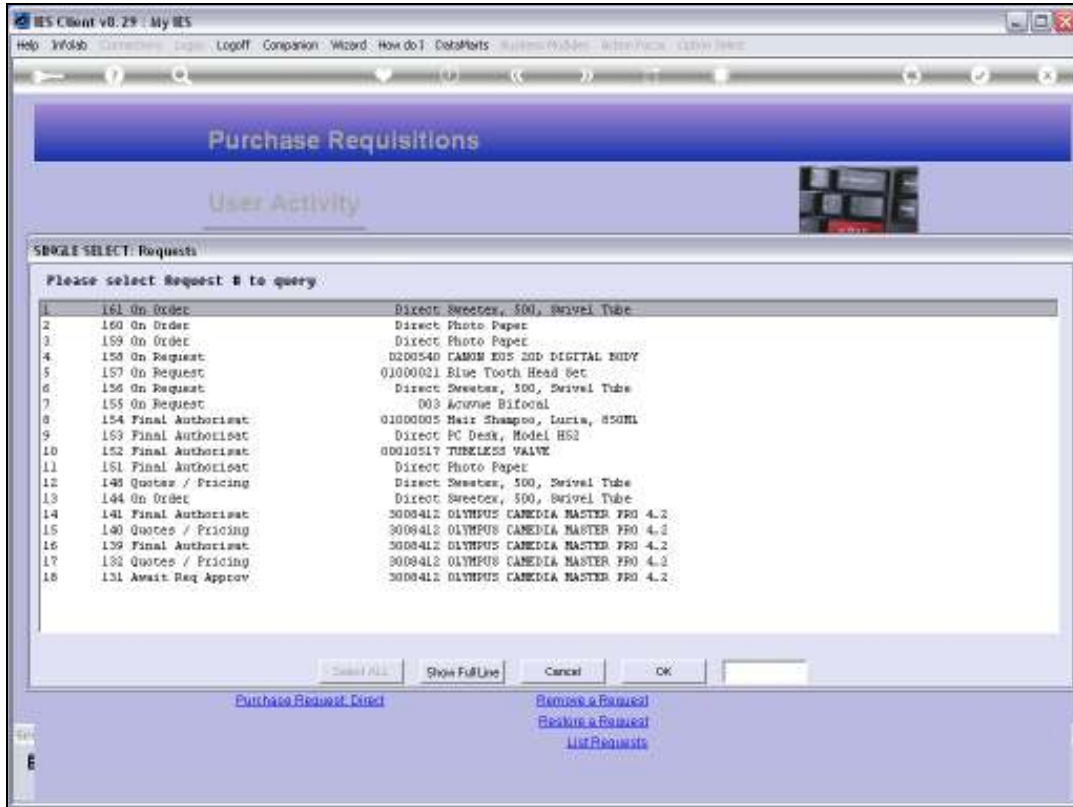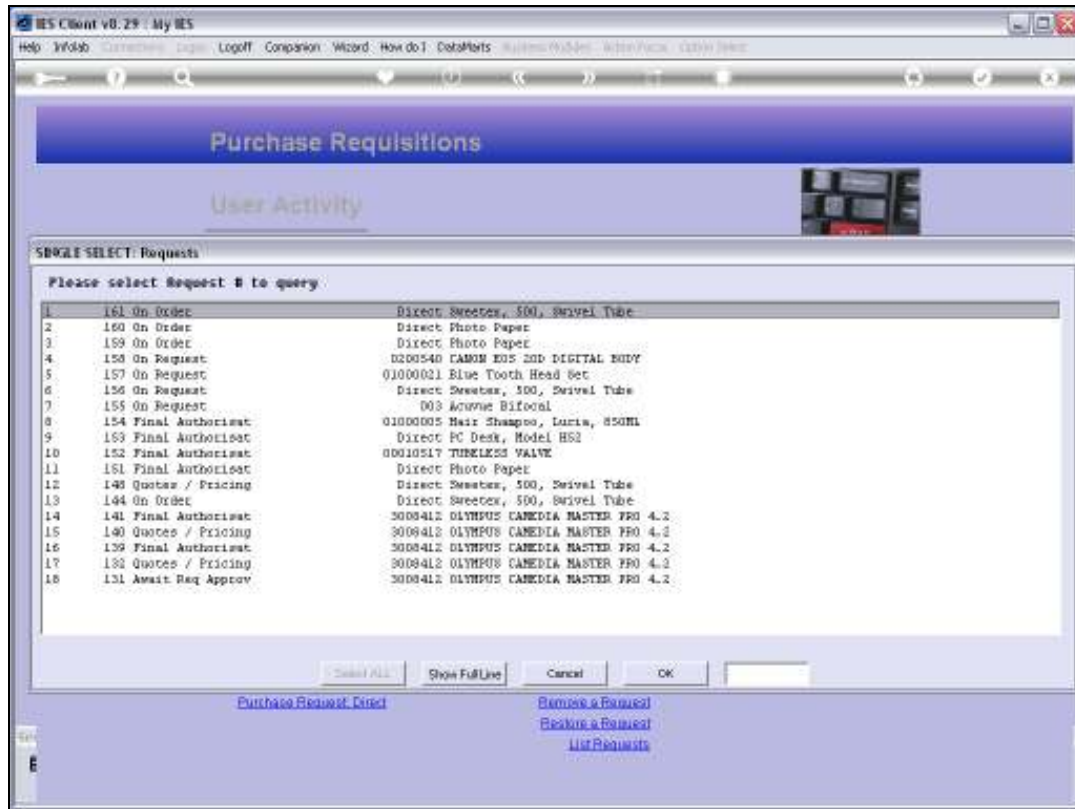
Slide 40
Slide notes:

Slide 41
Slide notes:

Slide 42
Slide notes:

Slide 43
Slide notes:

Slide 44
Slide notes:

Slide 45
Slide notes: