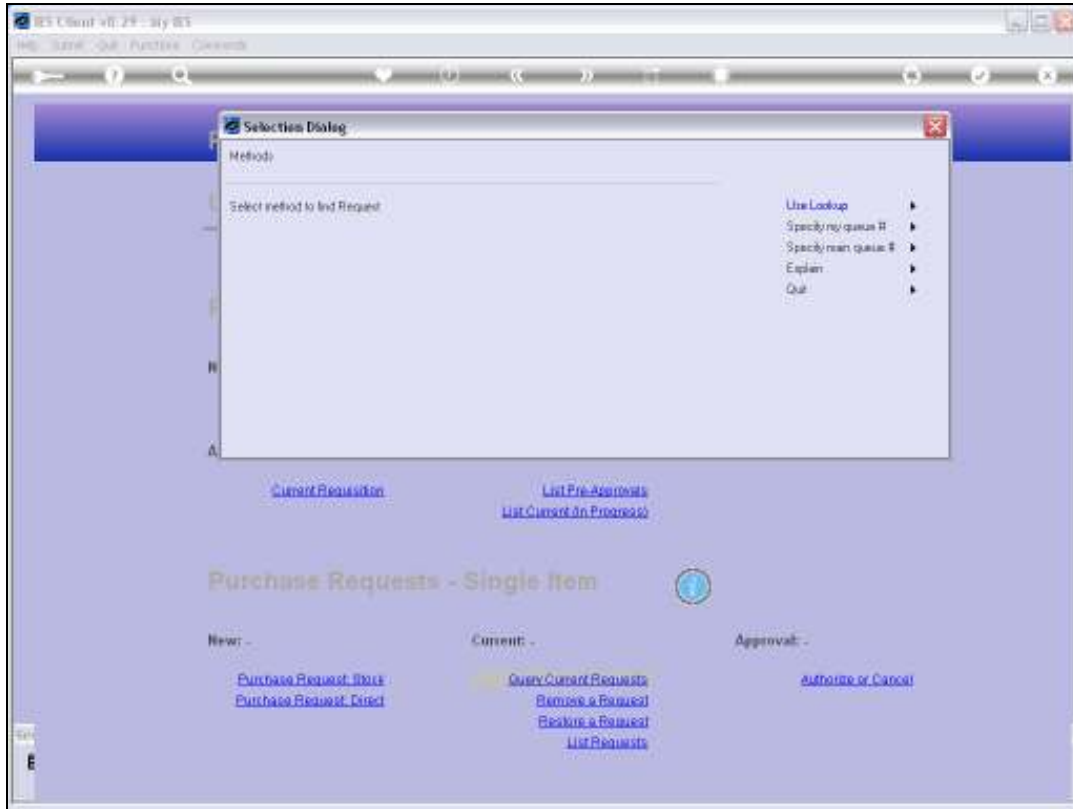




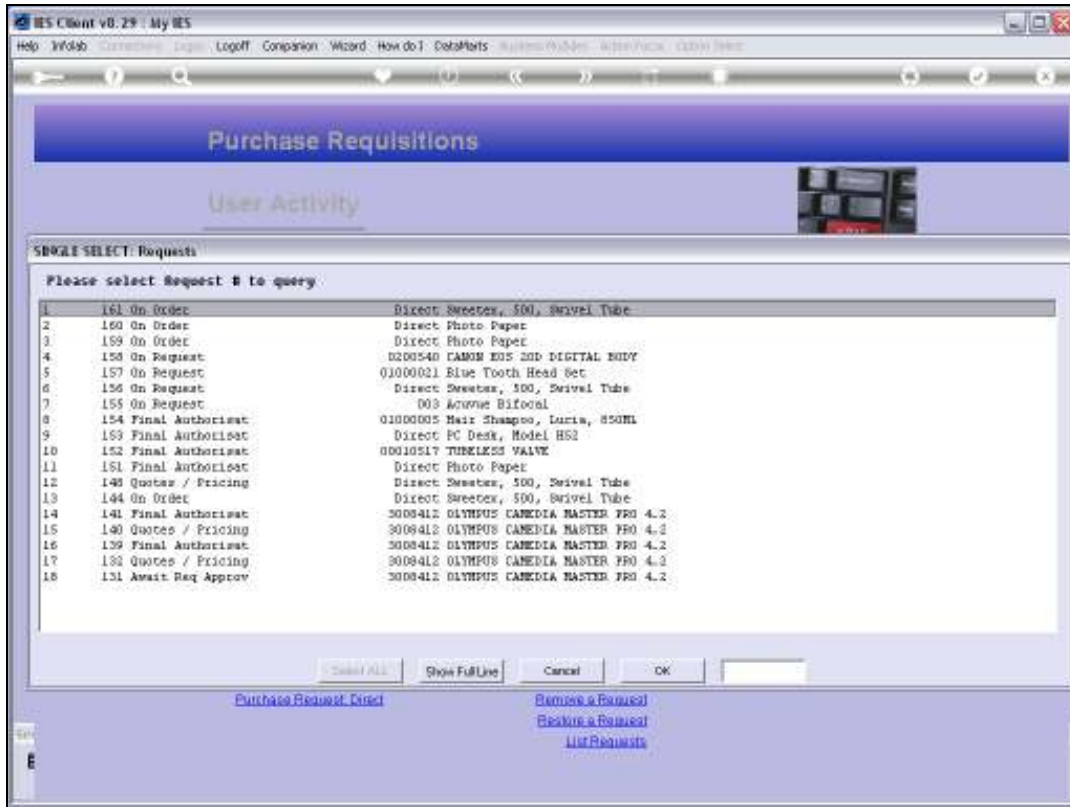
### Slide 1

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.



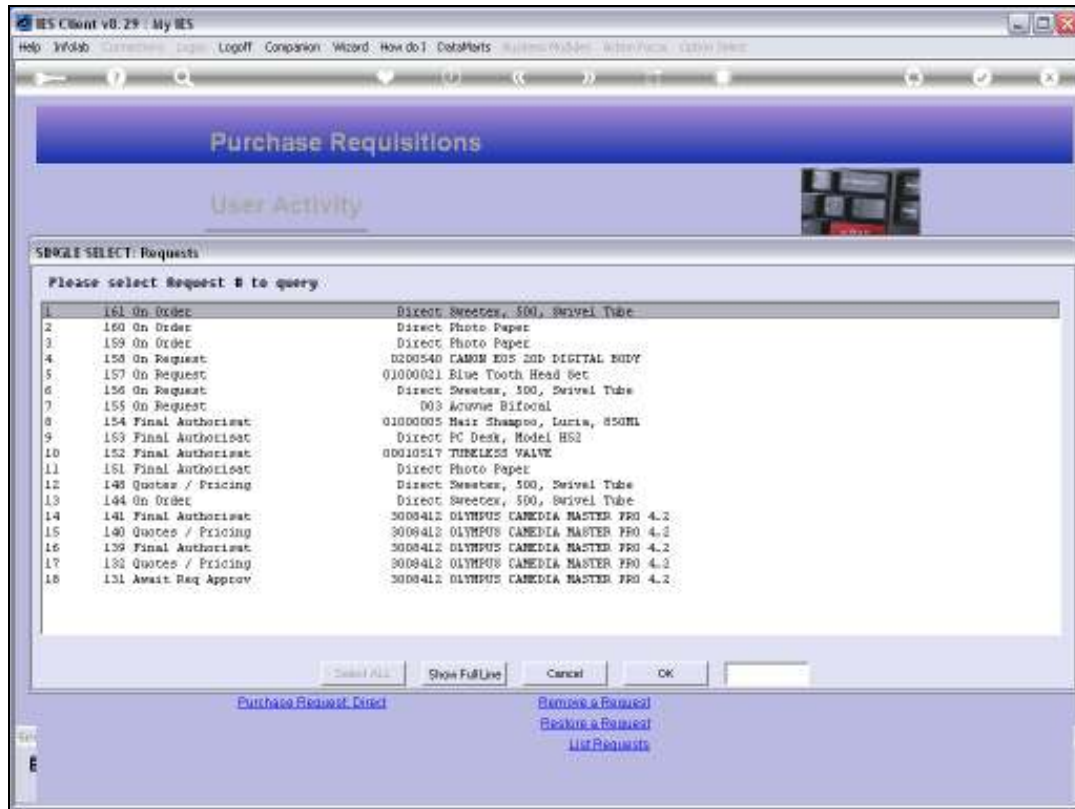
Slide 2

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:



**Purchase Request Query: Direct Item**

Purchase Request # 101

Item Request # 343

Request Status: RA - Review

Base: TIM

Requested On: 29/12/2010

Date On: 29/12/2010

PO Direct Code: EE - Standard

Delivery Date: 2010 - 2010

Allocation: 10-10-10

Purchase Order # E-101229-216

PO Auth By: TIM 29/12/2010 10:59:13

PO Auth On: TIM 29/12/2010 10:59:13

Requested Auth: TIM

Cleanup Tax ?

Quantity Requested: 2.00

Unit: SACI

Est Price Per Unit: 22.00

Final Auth Price: 22.00

Contract Price: 22.00

Date Delivered: 29/12/2010

Delivery # E-101229-216

Date: Qty 1.00 received on PO E-101229-216 on 2

Qty 1.00 received on PO E-101229-216 on 2

[Update Delivery Detail](#)

[Query PO](#)

[Query Direct Code](#)

Hardware Notes:

Exam's Note:

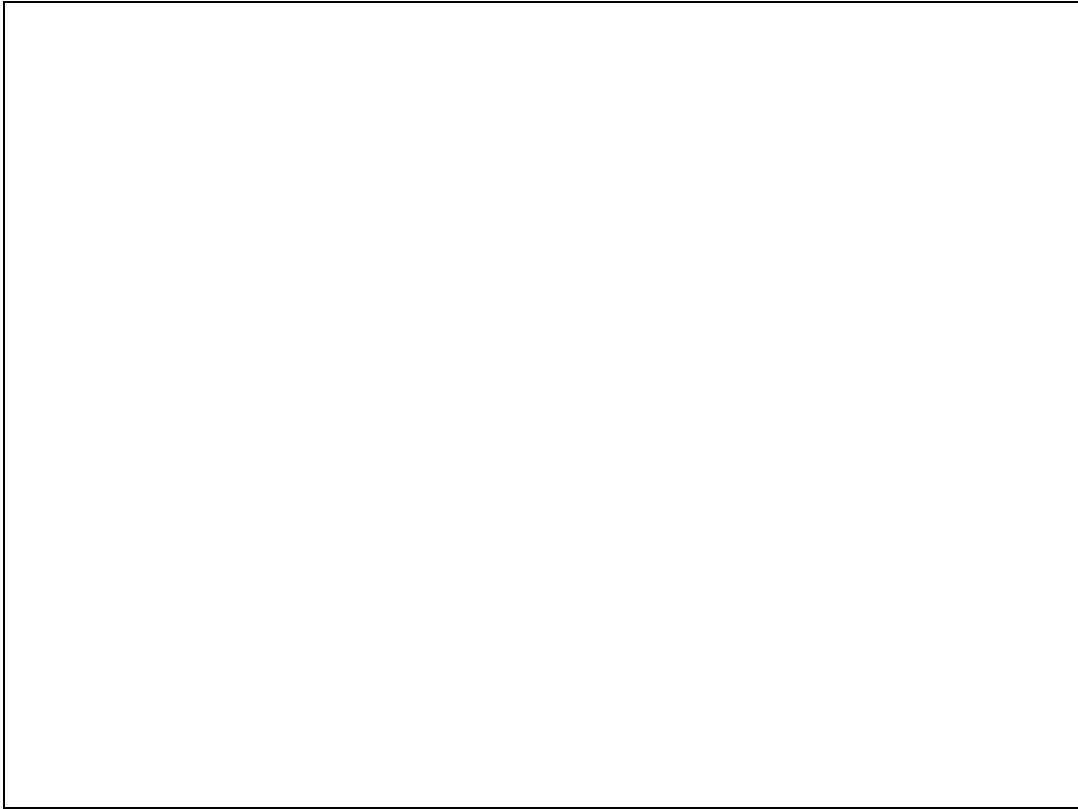
Item Description: Tweeter, 500, 90vdc Tube

Material: OFFICE

**Action Log:**

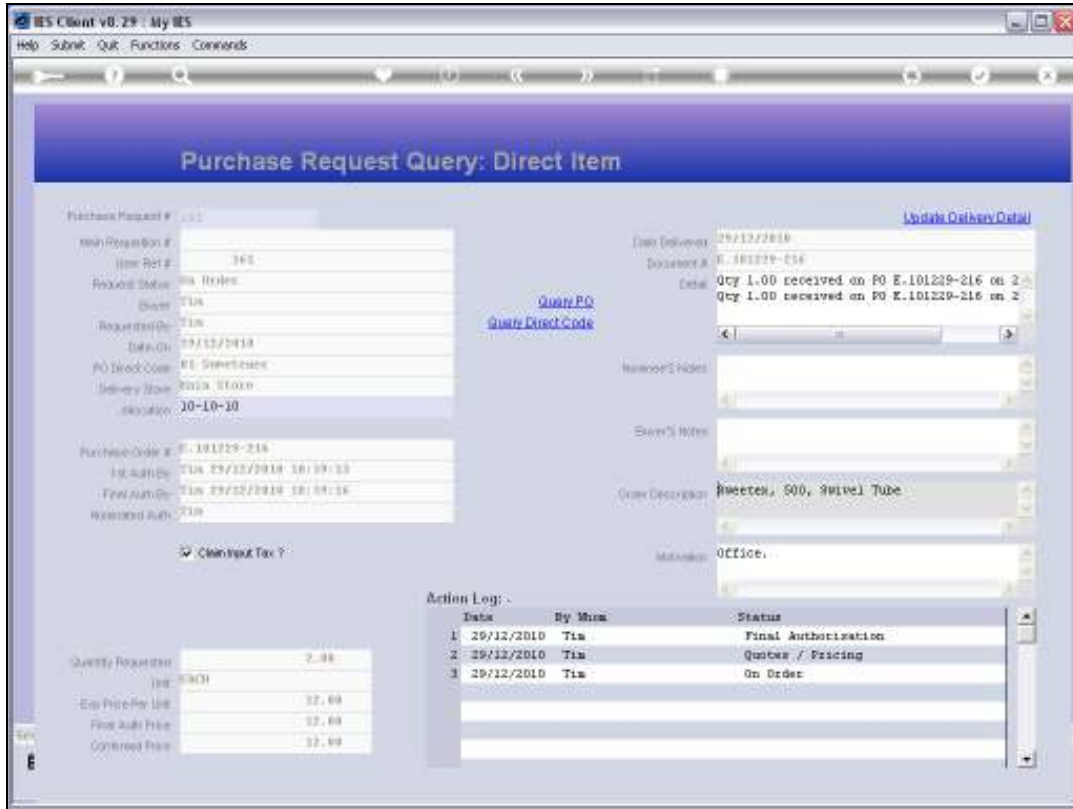
Date	By Whom	Status
1 29/12/2010	Tim	Final Authorization
2 29/12/2010	Tim	Quotes / Pricing
3 29/12/2010	Tim	On Order

Slide 6  
Slide notes:



Slide 7

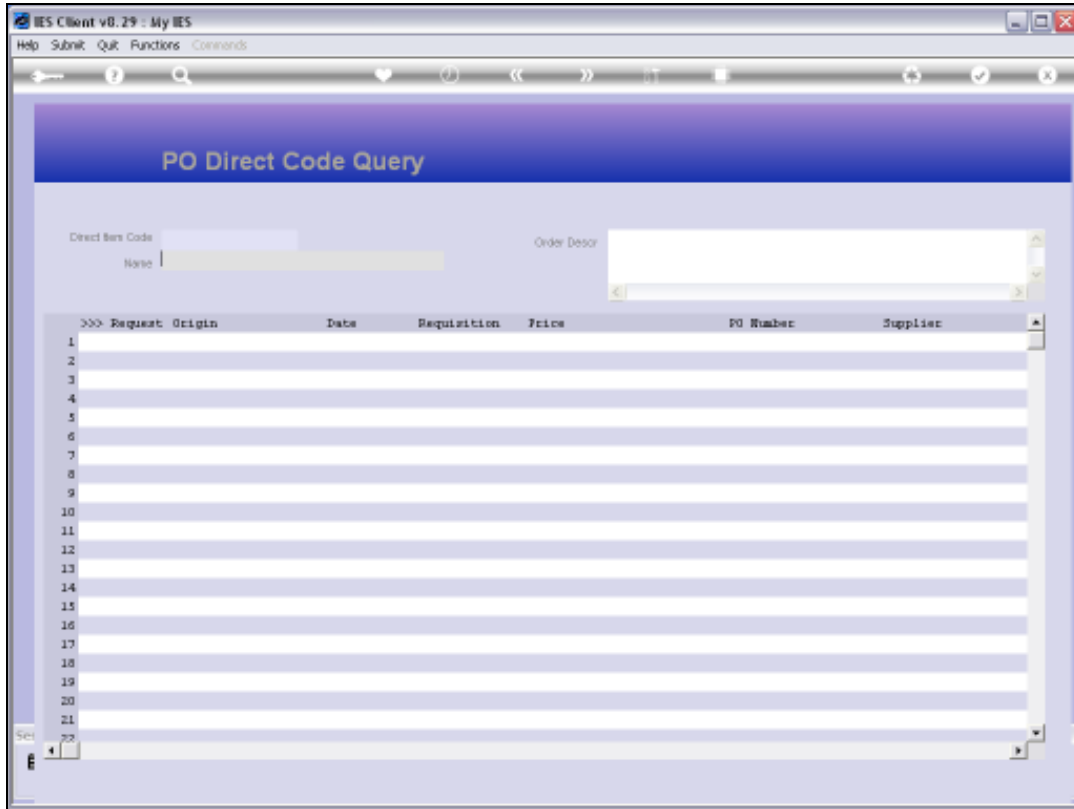
Slide notes:



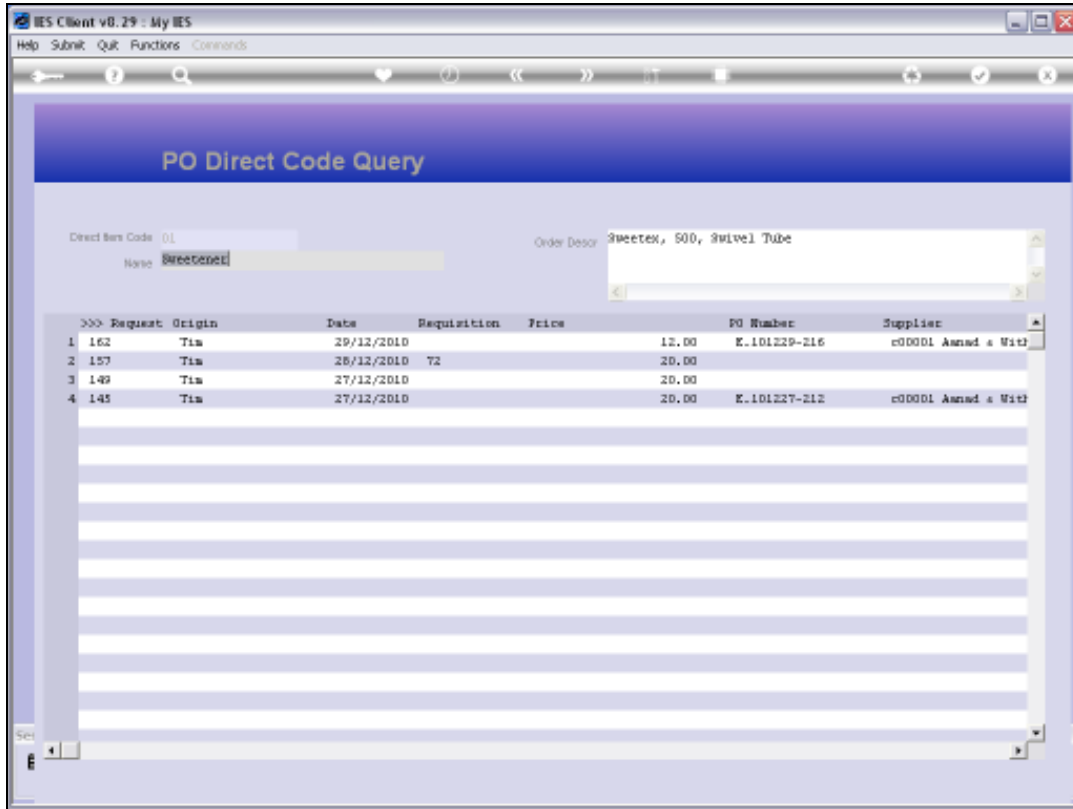
Slide 8

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.



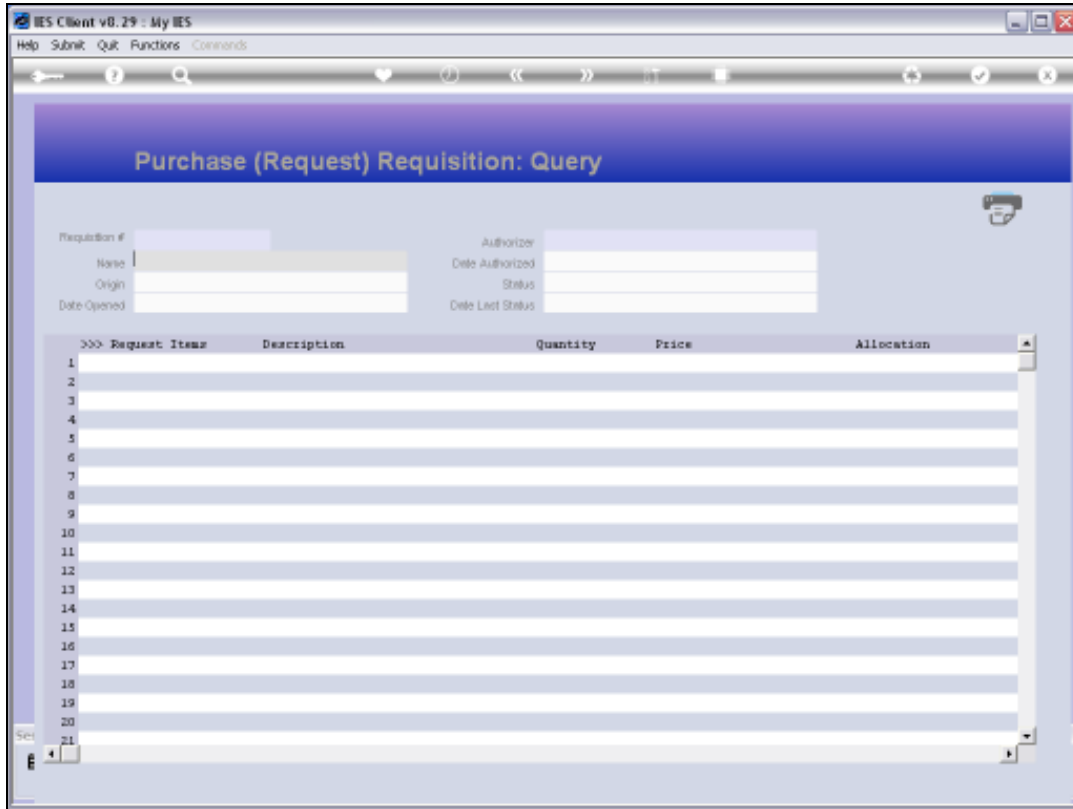


Slide 9  
Slide notes:



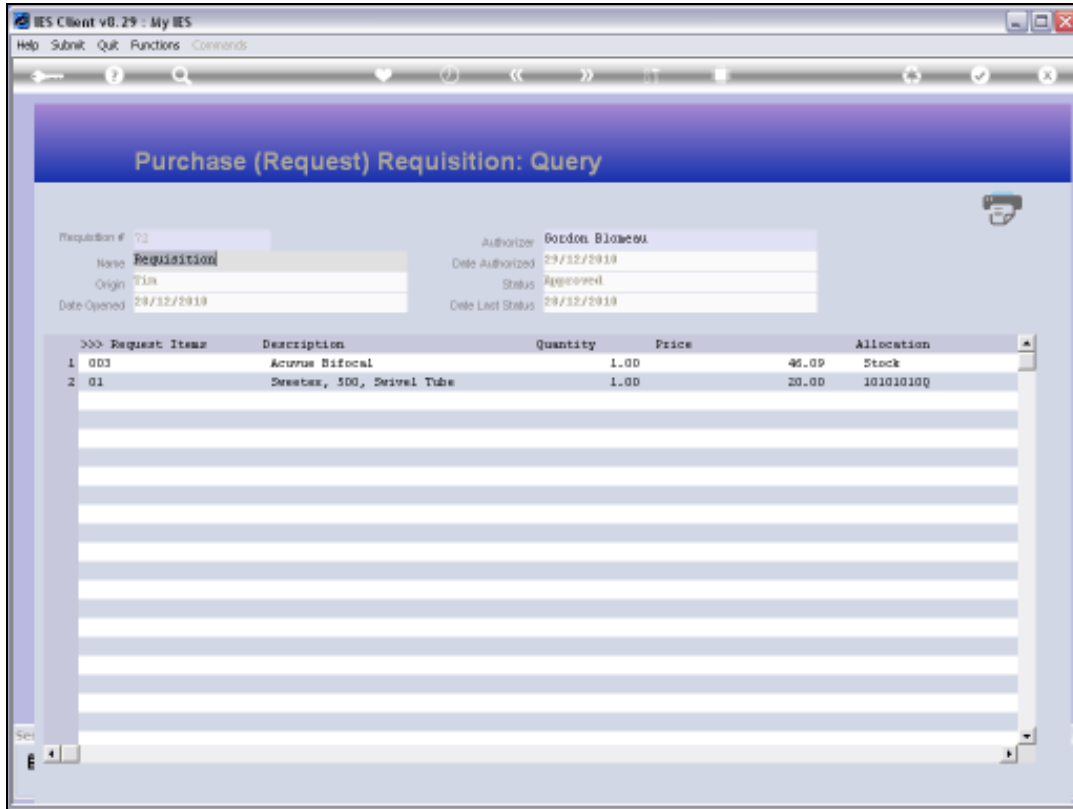
Slide 10

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



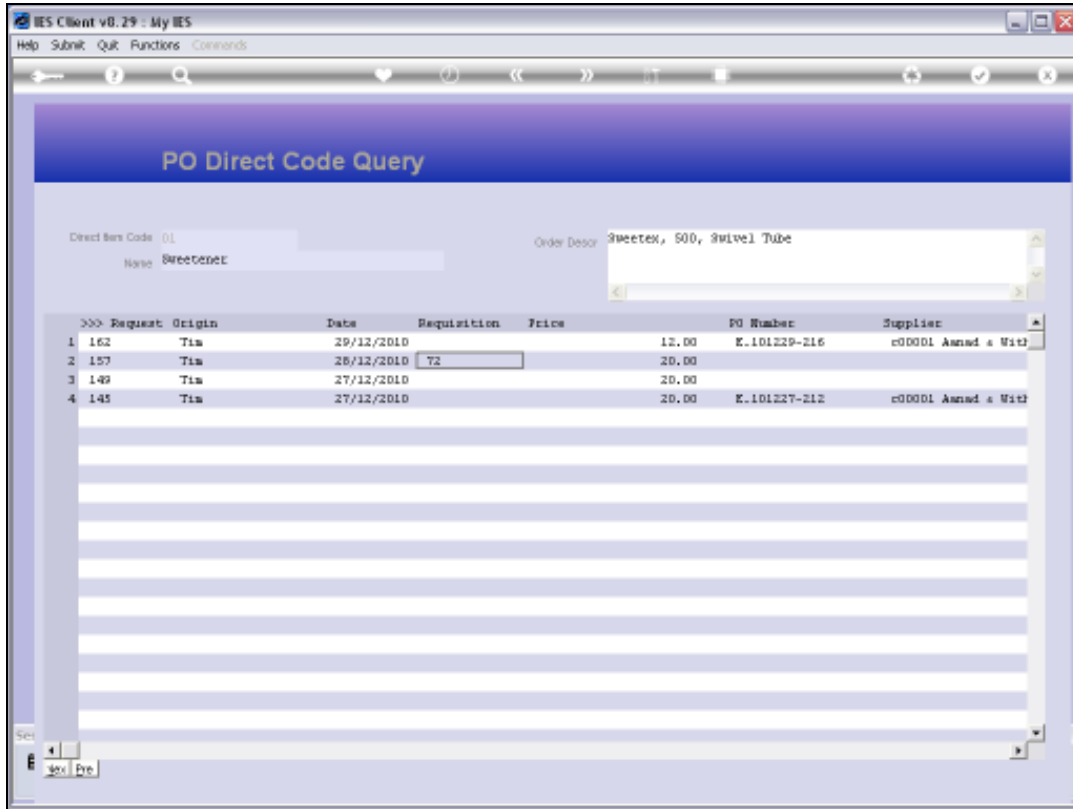
Slide 11

Slide notes:



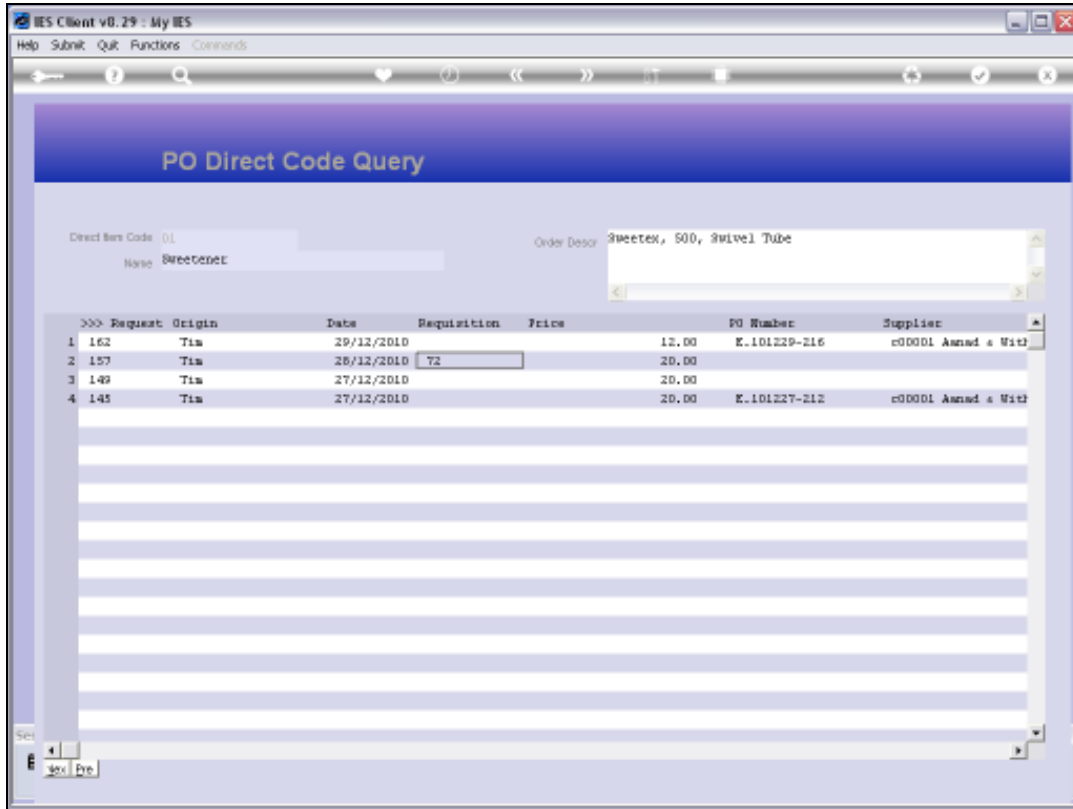
Slide 12

Slide notes:



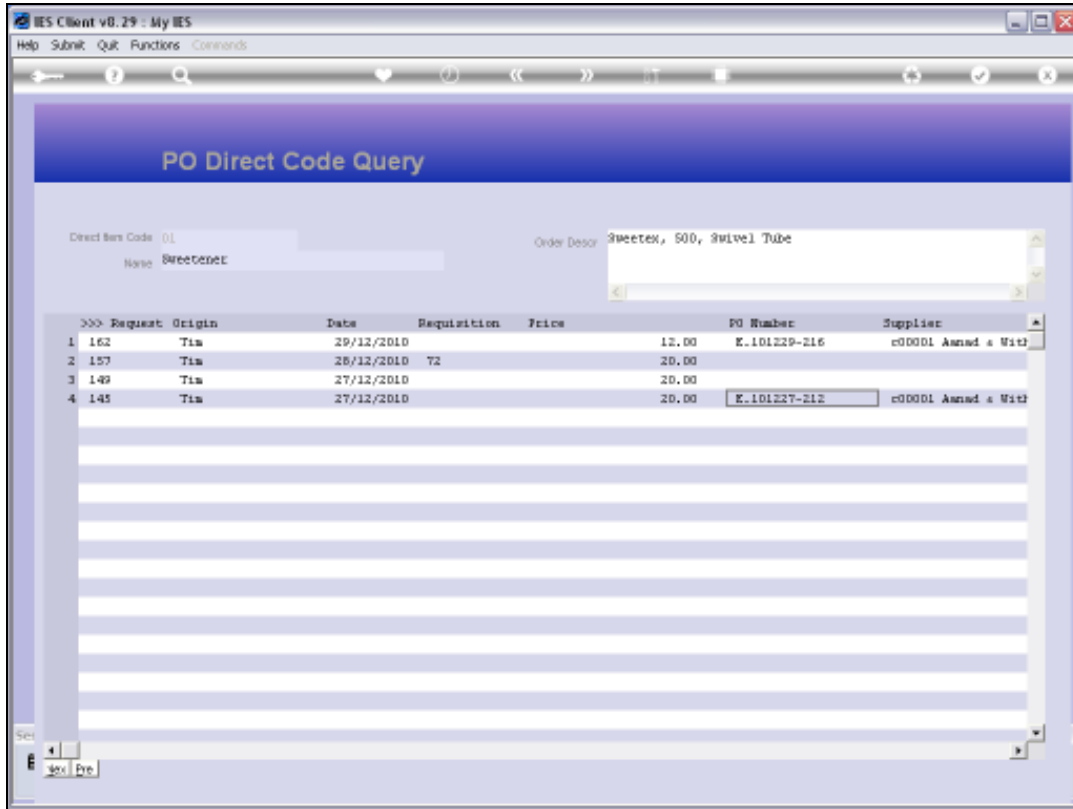
Slide 13

Slide notes:



Slide 14

Slide notes:



Slide 15

Slide notes:

The screenshot shows the 'Line Item Status' window in the IES Client v8.29. The window title is 'IES Client v8.29 : My IES'. The menu bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The toolbar contains navigation icons. The main area has tabs for '1 Main', '2 Line Status', '3 Allocations', '4 Stock', and '5 Direct', with '2 Line Status' selected. The title 'Line Item Status: -' is displayed above three tables. The first table, 'On Order', shows one item with a quantity of 20.00 and an actual quantity of 3.00. The second table, 'Received', and the third table, 'Invoiced', both show zero quantities. Each table has columns for 'On Order', 'Code', 'Descr', 'Unit Price', 'Quantity', and 'Actual', and includes a 'Sec: Pre' label and a scroll bar.

On Order	Code	Descr	Unit Price	Quantity	Actual
1	1570237255	n/1 Sweater, 500, Strivel Tube	ea	20.00	3.00

Received	Code	Descr	Unit Price	Quantity	Actual
1				0.00	0.00

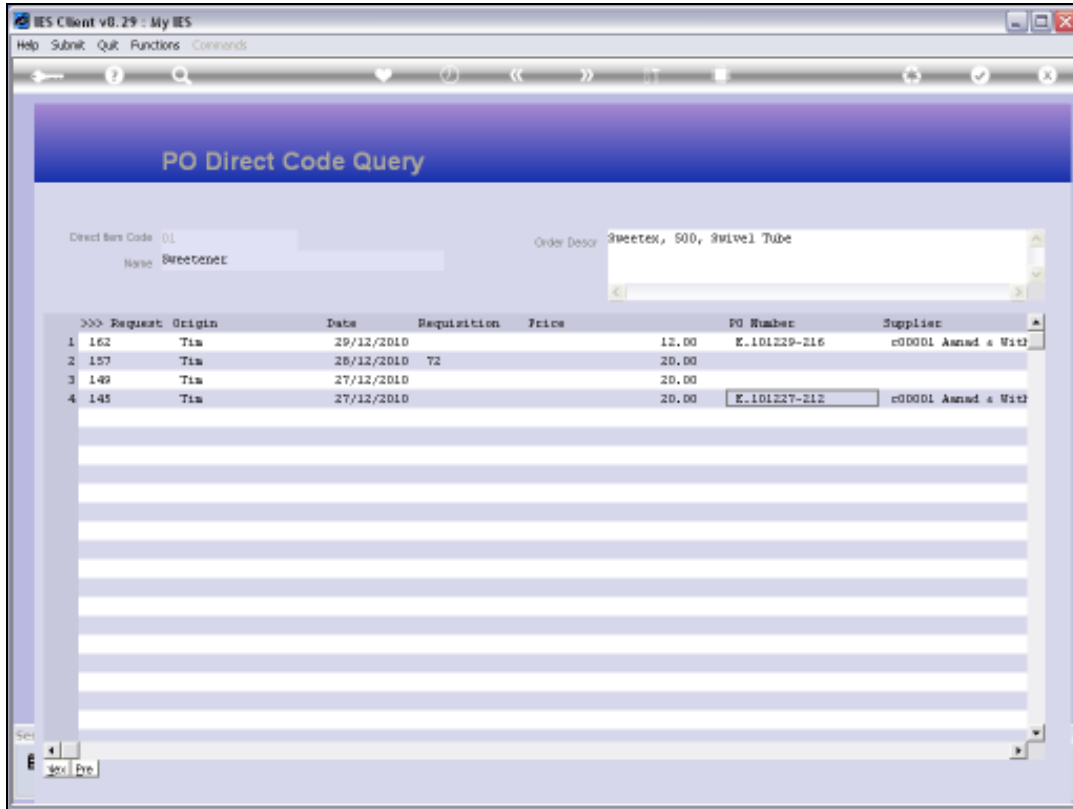
  

Invoiced	Code	Descr	Unit Price	Quantity	Actual
1				0.00	0.00

Slide 16

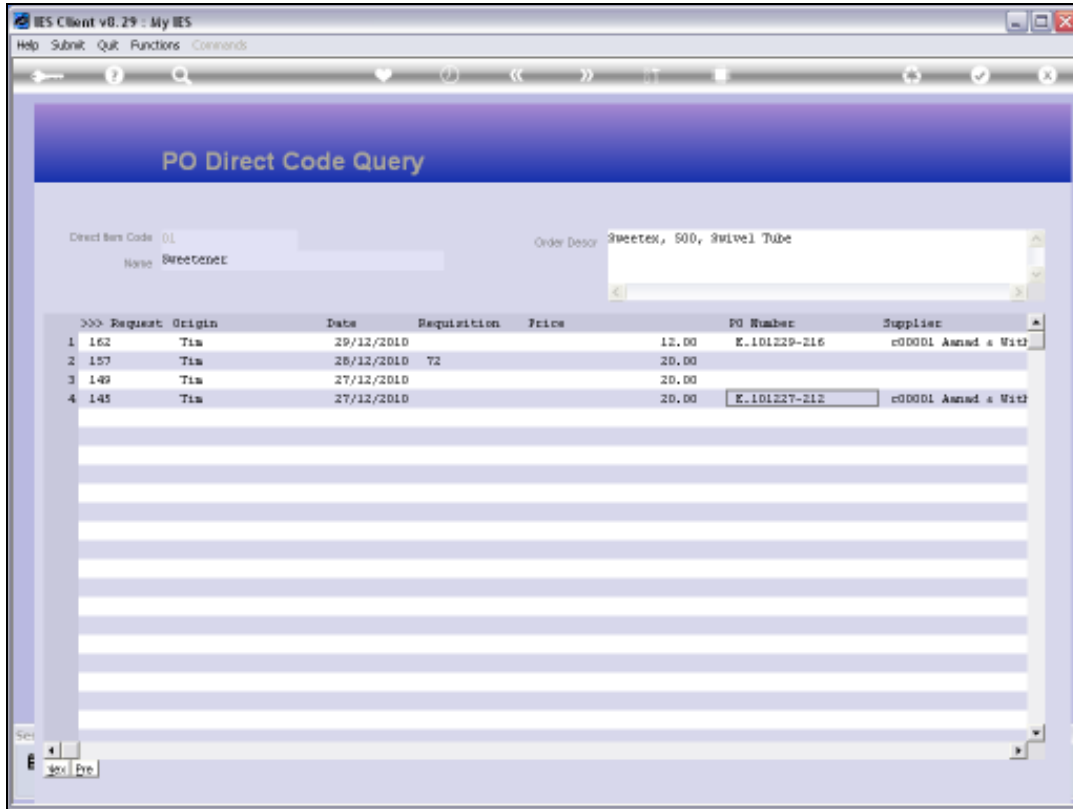
Slide notes:





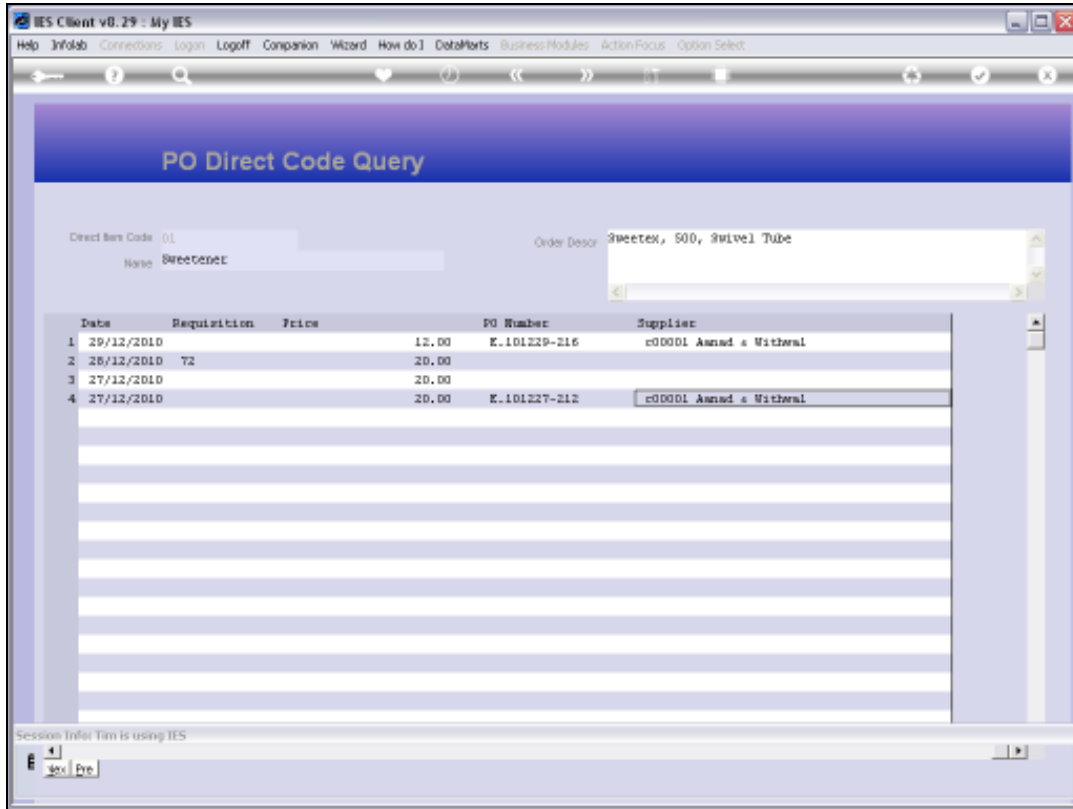
Slide 17

Slide notes:



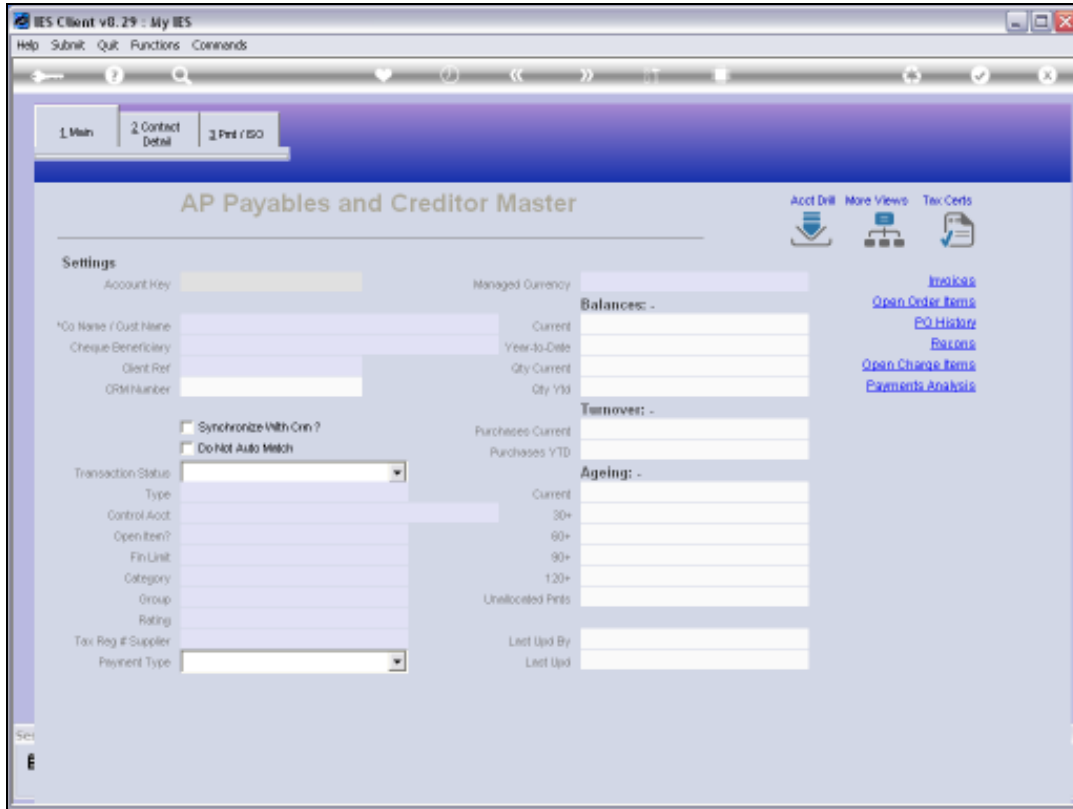
Slide 18

Slide notes:



Slide 19

Slide notes:

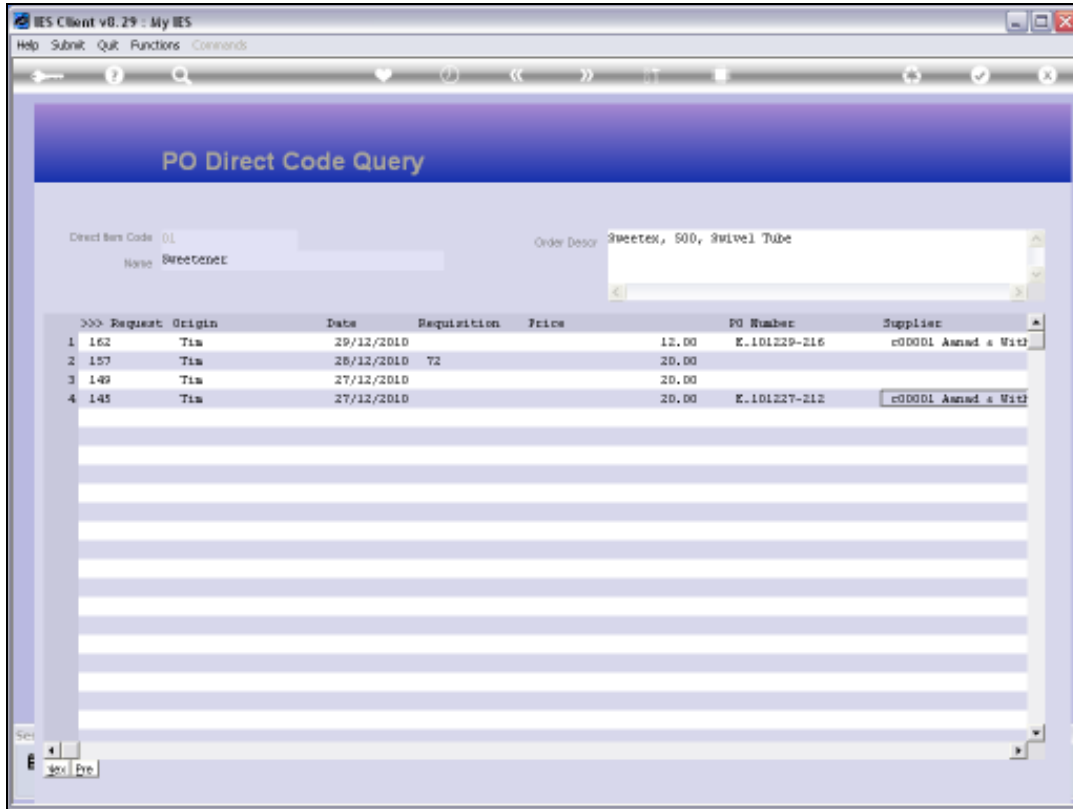


Slide 20

Slide notes:

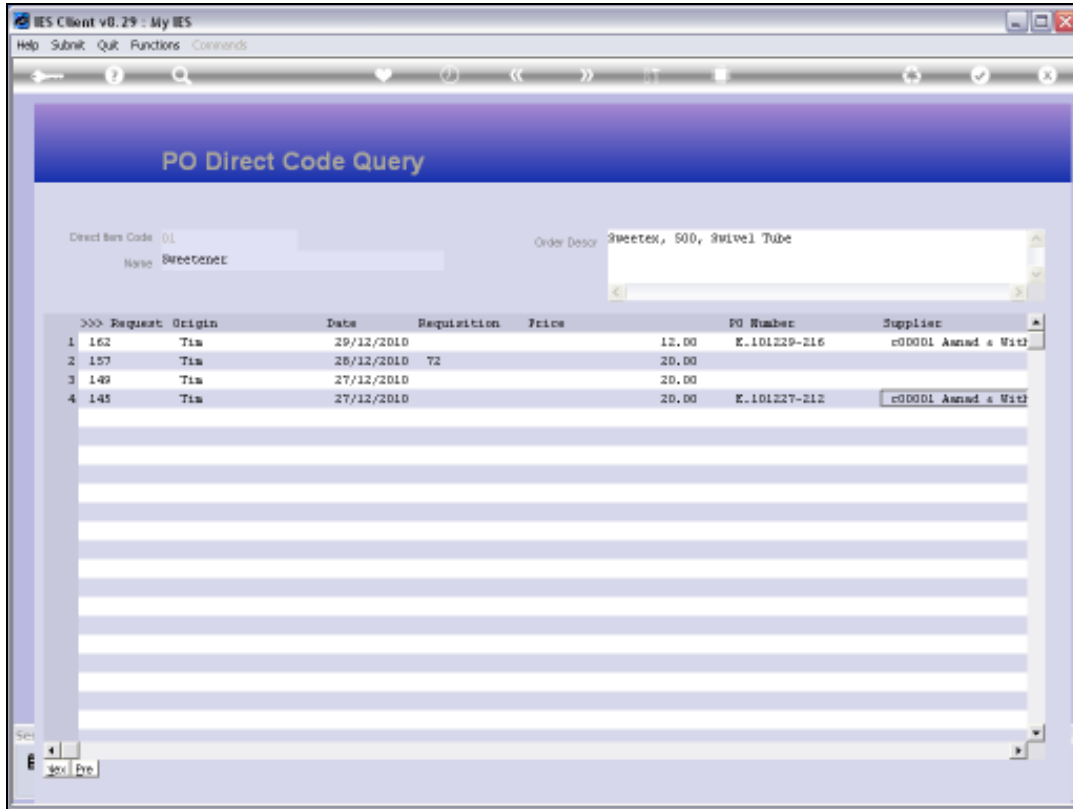


Slide 21  
Slide notes:



Slide 22

Slide notes:



Slide 23

Slide notes:

**Purchase Request Query: Direct Item**

Purchase Request # 101

Item Ref # 343

Request Date 29/12/2010

Requester Tim

PO Direct Code EE Siemens

Delivery Date 2010-10-10

Purchase Order # E-101229-216

PO Auth By Tim 29/12/2010 10:59:13

PO Auth On Tim 29/12/2010 10:59:13

Requested Auth Tim

Quantity Requested 2.00

Unit SACI

Est Price Per Unit 32.00

Final Auth Price 32.00

Contract Price 32.00

Date Delivered 29/12/2010

Delivery # E-101229-216

Date Qty 1.00 received on PO E-101229-216 on 29/12/2010

Date Qty 1.00 received on PO E-101229-216 on 29/12/2010

Item Description Sweeten, 500, 90ml Tube

Material Office

[Query PO](#)

[Query Direct Code](#)

[Update Delivery Detail](#)

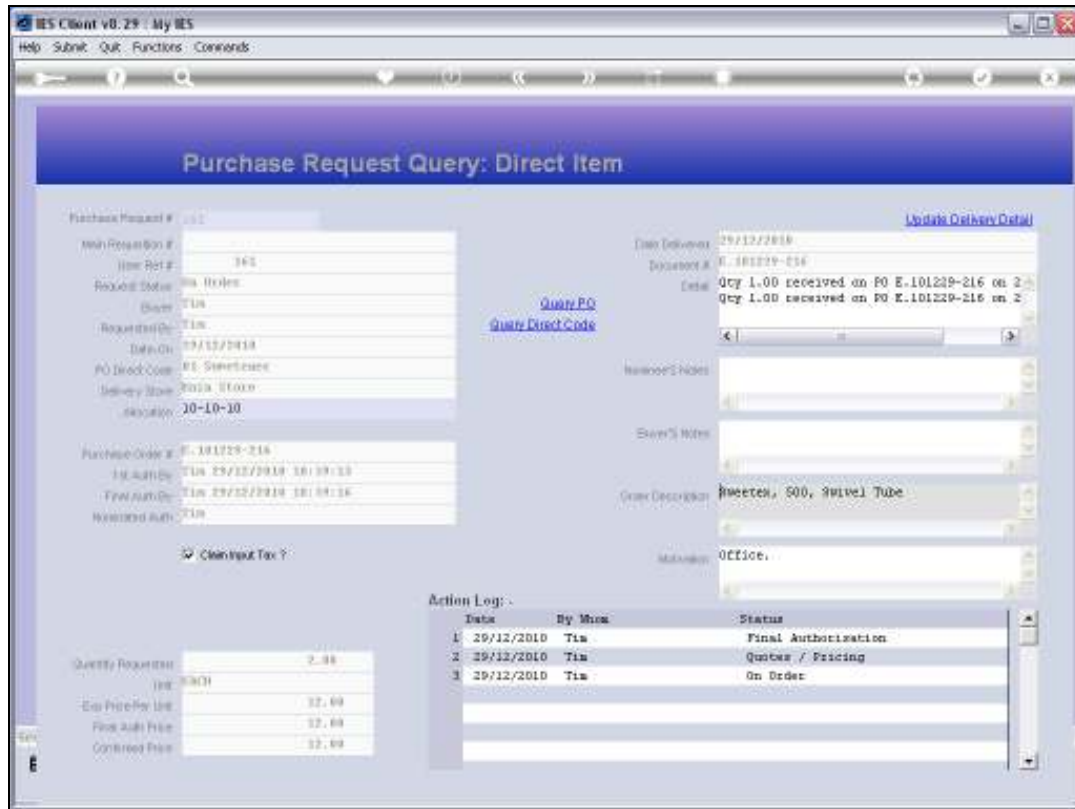
Cleanup Tax ?

**Action Log :**

Date	By Whom	Status
1 29/12/2010	Tim	Final Authorization
2 29/12/2010	Tim	Quotes / Pricing
3 29/12/2010	Tim	On Order

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.

The screenshot shows the 'Line Item Status' window in IES Client v8.29. It features a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Comments'. Below the menu is a navigation bar with tabs for '1 Main', '2 Line Status', '3 Allocations', '4 Stock', and '5 Direct'. The main content area is titled 'Line Item Status: -' and contains three data tables. The first table, 'On Order', has one row with a quantity of 0.00 and an actual quantity of 0.00. The second table, 'Received', has two rows for 'Sweets, 500, Drivnl Tube' with a unit price of 'ea', a quantity of 12.00, and an actual quantity of 1.00. The third table, 'Invoiced', has one row with a quantity of 0.00 and an actual quantity of 0.00. Each table has columns for 'On Order', 'Code', 'Descr', 'Unit Price', 'Quantity', and 'Actual'. There are also 'Sec' and 'Pre' buttons and a 'Sci' label at the bottom left of the window.

On Order	Code	Descr	Unit Price	Quantity	Actual
1				0.00	0.00

Received	Code	Descr	Unit Price	Quantity	Actual
1	1570467199	n/1 Sweets, 500, Drivnl Tube	ea	12.00	1.00
2	1570467199	n/1 Sweets, 500, Drivnl Tube	ea	12.00	1.00

Invoiced	Code	Descr	Unit Price	Quantity	Actual
1				0.00	0.00

Slide 26

Slide notes:

The screenshot shows the 'Line Item Status' window in IES Client v8.29. It features a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Comments'. Below the menu is a navigation bar with tabs for '1 Main', '2 Line Status', '3 Allocations', '4 Stock', and '5 Direct'. The main content area is titled 'Line Item Status: -' and contains three data tables. The first table, 'On Order', has one row with a quantity of 0.00 and an actual quantity of 0.00. The second table, 'Received', has two rows for 'Sweets, 500, Strivel Tube' with a unit price of 'ea', a quantity of 12.00, and an actual quantity of 1.00. The third table, 'Invoiced', has one row with a quantity of 0.00 and an actual quantity of 0.00. Each table has columns for 'On Order', 'Code', 'Descr', 'Unit Price', 'Quantity', and 'Actual'.

On Order	Code	Descr	Unit Price	Quantity	Actual
1				0.00	0.00

Received	Code	Descr	Unit Price	Quantity	Actual
1	1570467199	n/1 Sweets, 500, Strivel Tube	ea	12.00	1.00
2	1570467199	n/1 Sweets, 500, Strivel Tube	ea	12.00	1.00

Invoiced	Code	Descr	Unit Price	Quantity	Actual
1				0.00	0.00

Slide 27

Slide notes:

**Purchase Request Query: Direct Item**

Purchase Request # 101

Item Request # 343

Item Ref # 343

Request Status RA - Request

Base TUN

Requested By TIM

Date Cr 12/12/2010

PO Direct Code EE - Smartbase

Delivery Date 2010-10-10

Revision 10-10-10

Purchase Order # E-101229-216

PL Auth By TIM 29/12/2010 10:59:13

PL Auth Cr TIM 29/12/2010 10:59:13

Requested Auth TIM

Cleanup Tax ?

Quantity Requested 2.00

Unit SACI

Est Price Per Unit 22.00

Final Auth Price 22.00

Contract Price 22.00

Date Delivered 29/12/2010

Delivery # E-101229-216

Date Qty 1.00 received on PO E-101229-216 on 2

Date Qty 1.00 received on PO E-101229-216 on 2

[Update Delivery Detail](#)

[Query PO](#)

[Query Direct Code](#)

Warehouse Code

Item's Name

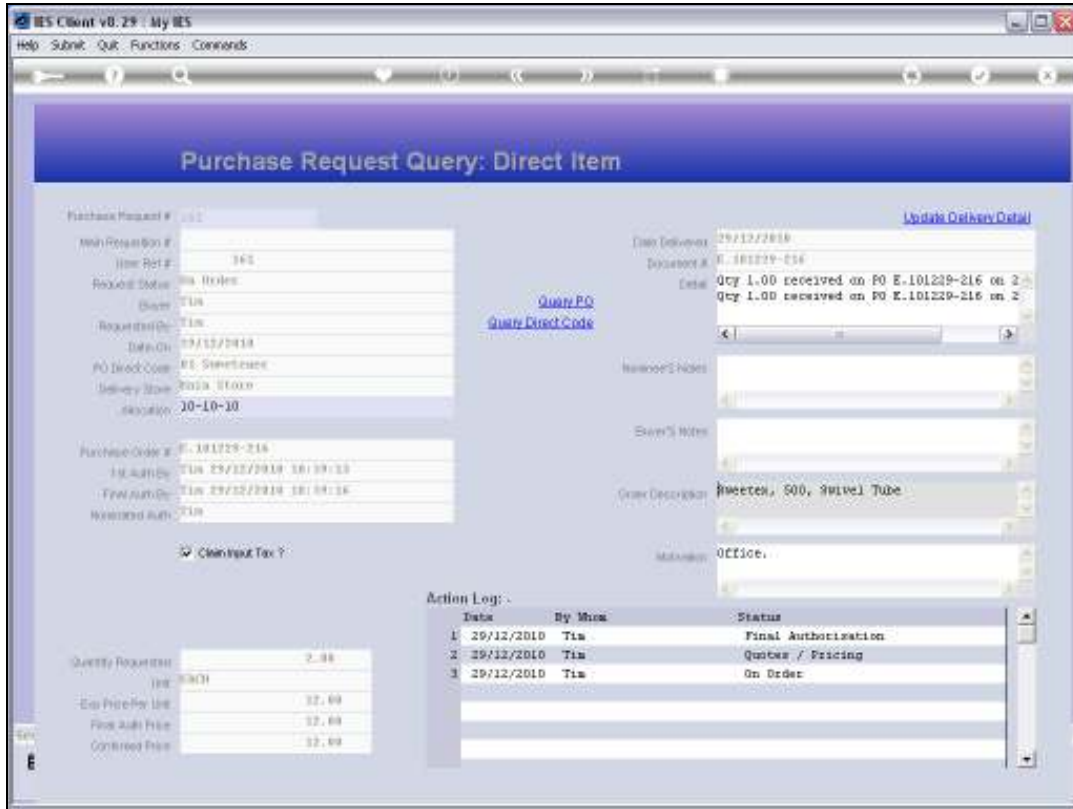
Item Description Sweeten, 500, 90mil Tube

Material OFFICE

**Action Log:**

Date	By Whse	Status
1 29/12/2010	TIM	Final Authorization
2 29/12/2010	TIM	Quotes / Pricing
3 29/12/2010	TIM	On Order

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.

**Purchase Request Query: Direct Item**

Purchase Request # 101

Item Request # 343

Request Status RA - Request

Base TIM

Requested On 19/12/2010

Date On 19/12/2010

PO Direct Code EE - Smartbase

Delivery Date 2010 - 2010

Allocation 10-10-10

Purchase Order # E-101229-216

PL Auth By TIM 29/12/2010 10:59:13

PL Auth On TIM 29/12/2010 10:59:13

Requested Auth TIM

[Update Delivery Detail](#)

Date Delivered 29/12/2010

Delivery # E-101229-216

Date Qty 1.00 received on PO E-101229-216 on 2

Qty 1.00 received on PO E-101229-216 on 2

[Query PO](#)

[Query Direct Code](#)

Warehouse Code

Item's Name

Item Description Tweeter, 500, Silver Tube

Material OFFICE

**Action Log:**

Date	By Whse	Status
1 29/12/2010	Tim	Final Authorization
2 29/12/2010	Tim	Quotes / Pricing
3 29/12/2010	Tim	On Order

Quantity Requested 2.00

Unit SACD

Est Price Per Unit 22.00

Final Auth Price 22.00

Contract Price 22.00

Slide 30  
Slide notes:



Slide 31

Slide notes:



Slide 32

Slide notes:



**Purchase Request Query: Direct Item**

Purchase Request # 100

Item Request # 343

Request Status RA - ROLDS

Base TIM

Requested On 19/12/2010

Date On 19/12/2010

PO Direct Code EE - Sinterware

Delivery Date 2010 - 2010

Allocation 10-10-10

Purchase Order # E-101229-216

PL Auth By TIM 29/12/2010 10:59:13

PL Auth On TIM 29/12/2010 10:59:13

Requested Auth TIM

[Update Delivery Detail](#)

Date Delivered 29/12/2010

Delivery # E-101229-216

Date Qty 1.00 received on PO E-101229-216 on 29/12/2010

Qty 1.00 received on PO E-101229-216 on 29/12/2010

[Query PO](#)

[Query Direct Code](#)

Barcode Notes

Exam's Note

Item Description Tweeter, 500, Silver Tube

Material OFFICE

**Action Log:**

Date	By Whom	Status
1 29/12/2010	Tim	Final Authorization
2 29/12/2010	Tim	Quotes / Pricing
3 29/12/2010	Tim	On Order

Quantity Requested 2.00

Unit SACI

Est Price Per Unit 22.00

Final Auth Price 22.00

Contract Price 22.00

Slide 33  
Slide notes:

**Purchase Request Query: Direct Item**

Purchase Request # 101

Item Request # 343

Request Status RA - ROLDS

Base TIM

Requested On 19/12/2010

Date On 19/12/2010

PO Direct Code EE - Sinterware

Delivery Date 2010 - 2010

Allocation 10-10-10

Purchase Order # E-101229-216

PL Auth By TIM 29/12/2010 10:59:13

PL Auth On TIM 29/12/2010 10:59:13

Requested Auth TIM

[Update Delivery Detail](#)

Date Delivered 29/12/2010

Delivery # E-101229-216

Date Qty 1.00 received on PO E-101229-216 on 29/12/2010

Qty 1.00 received on PO E-101229-216 on 29/12/2010

[Query PO](#)

[Query Direct Code](#)

Barcode Notes

Exam's Note

Item Description Tweeter, 500, Silver Tube

Material OFFICE

**Action Log:**

Date	By Whom	Status
1 29/12/2010	Tim	Final Authorization
2 29/12/2010	Tim	Quotes / Pricing
3 29/12/2010	Tim	On Order

Quantity Requested 2.00

Unit SACI

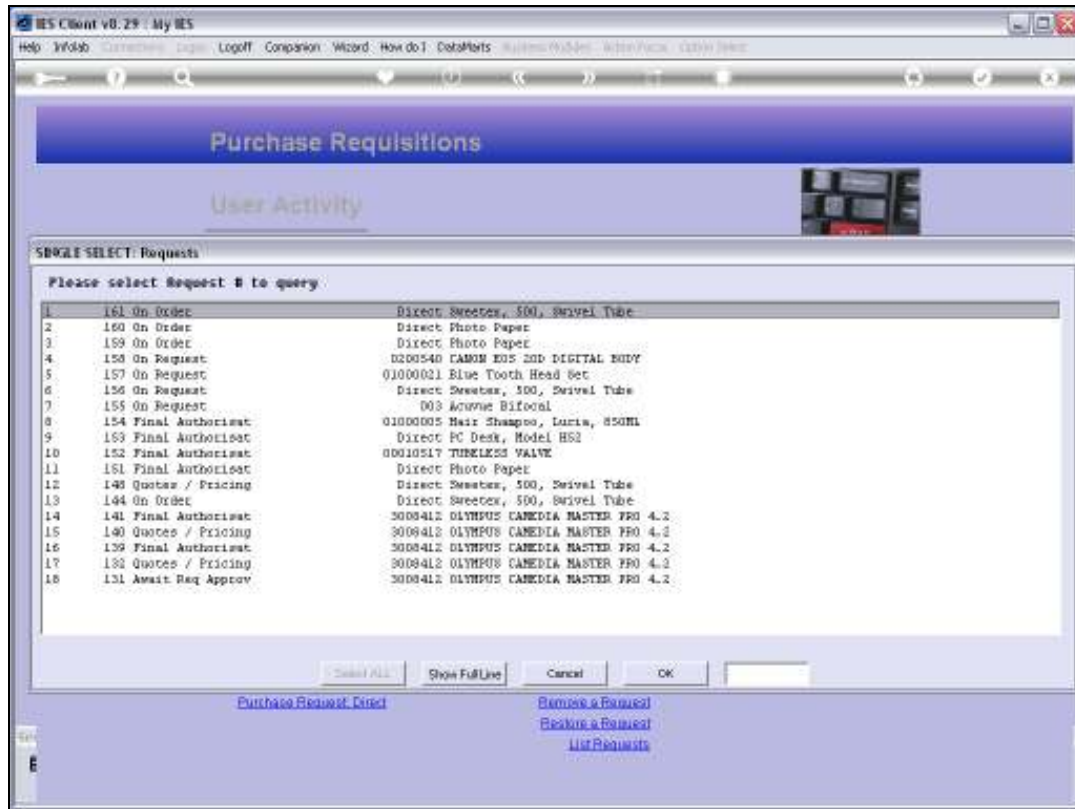
Est Price Per Unit 22.00

Final Auth Price 22.00

Contract Price 22.00

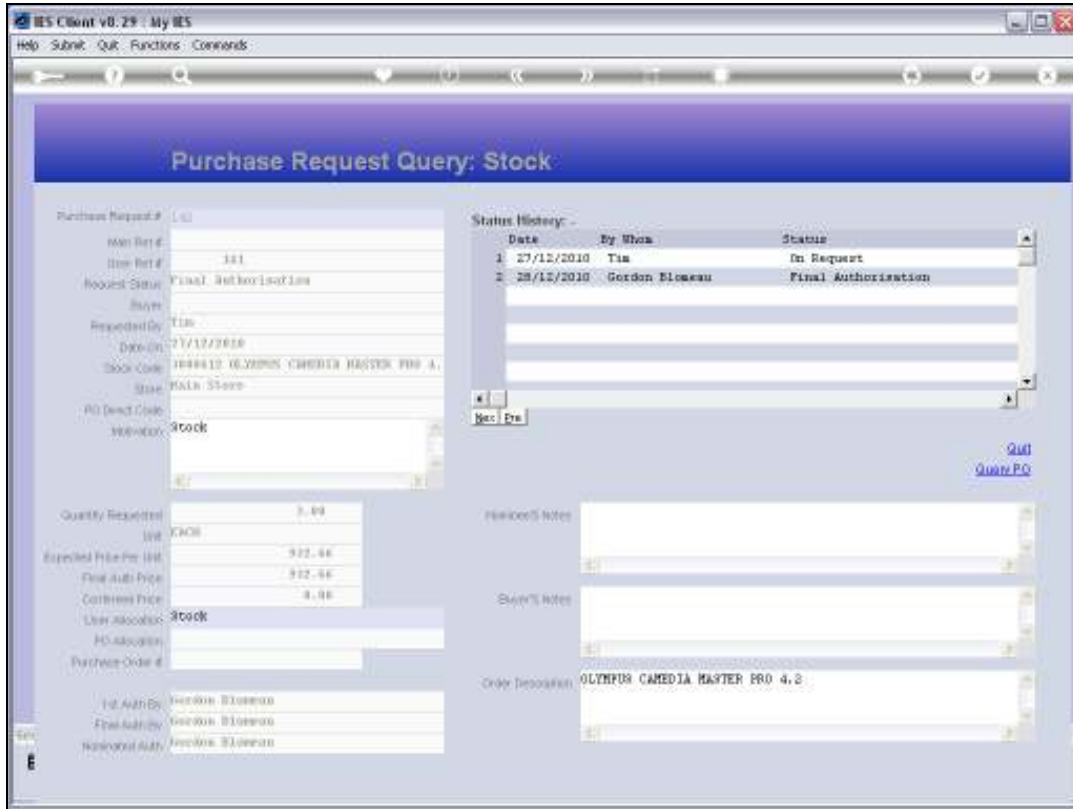
Slide 34

Slide notes:



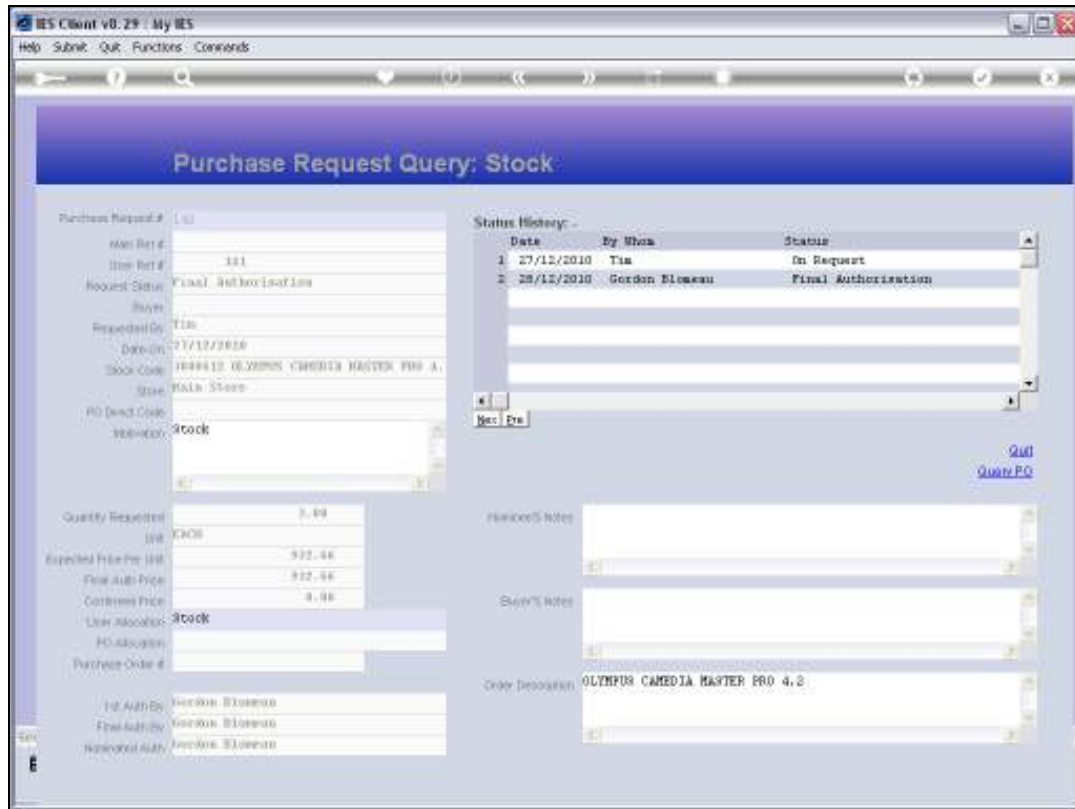
Slide 35

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



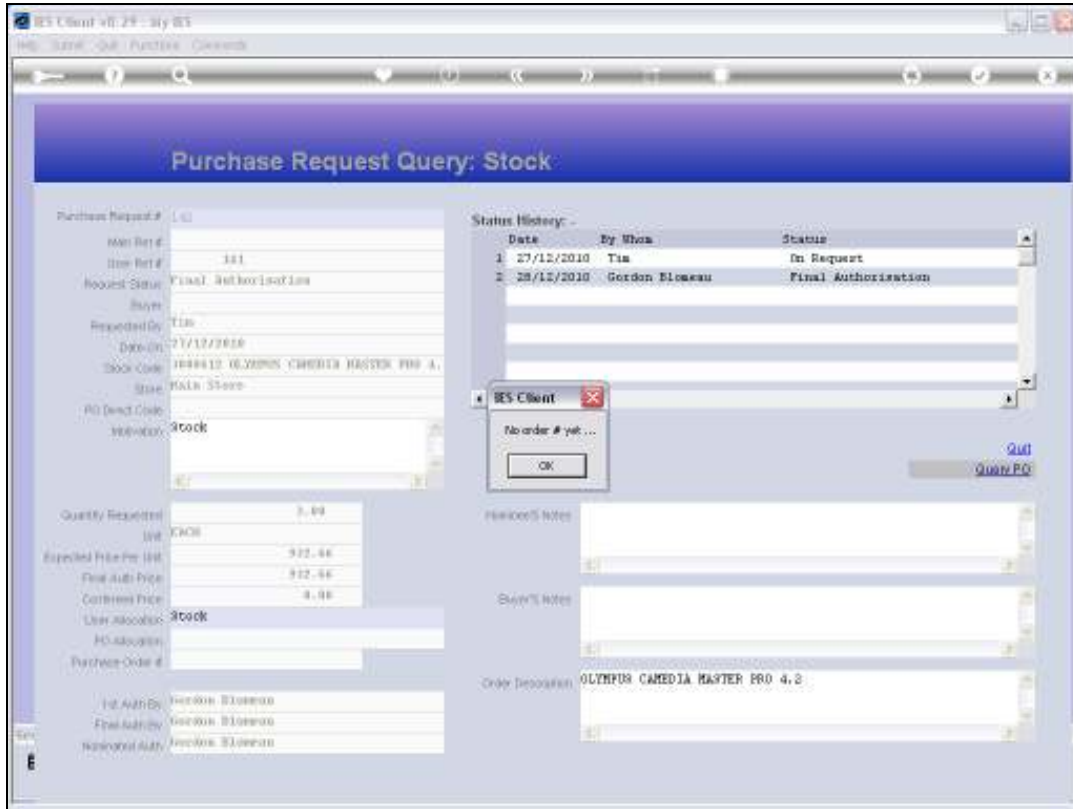
Slide 36

Slide notes:



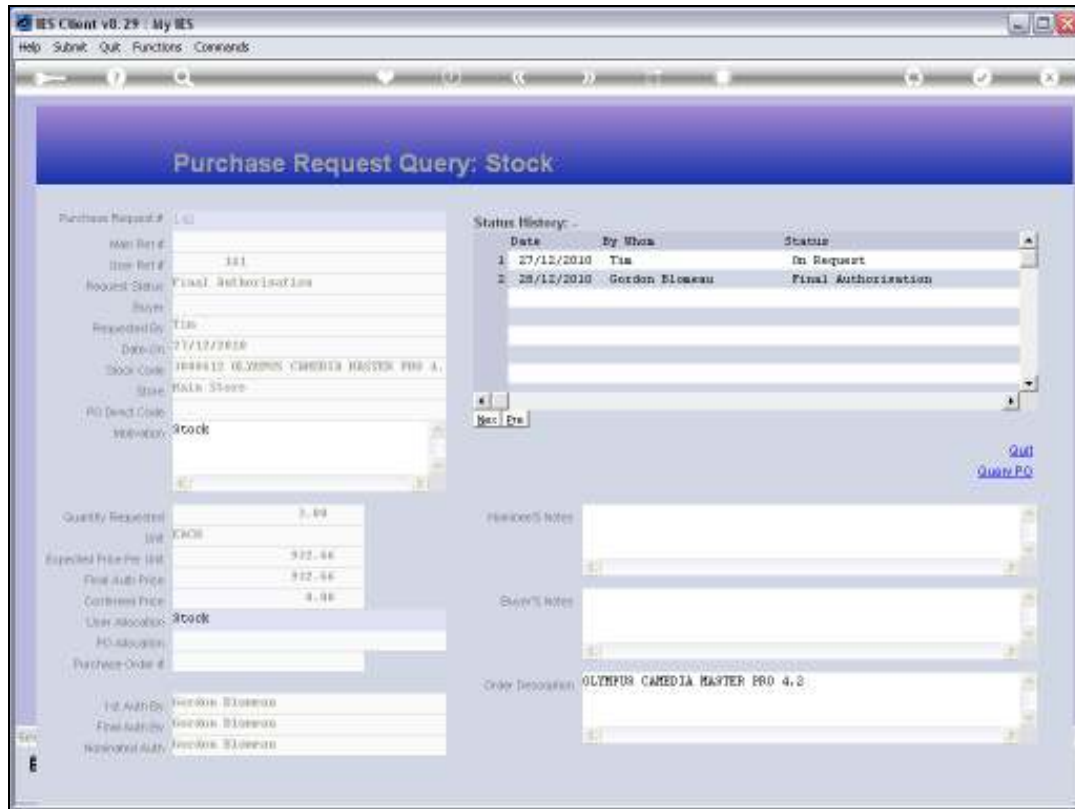
Slide 37

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



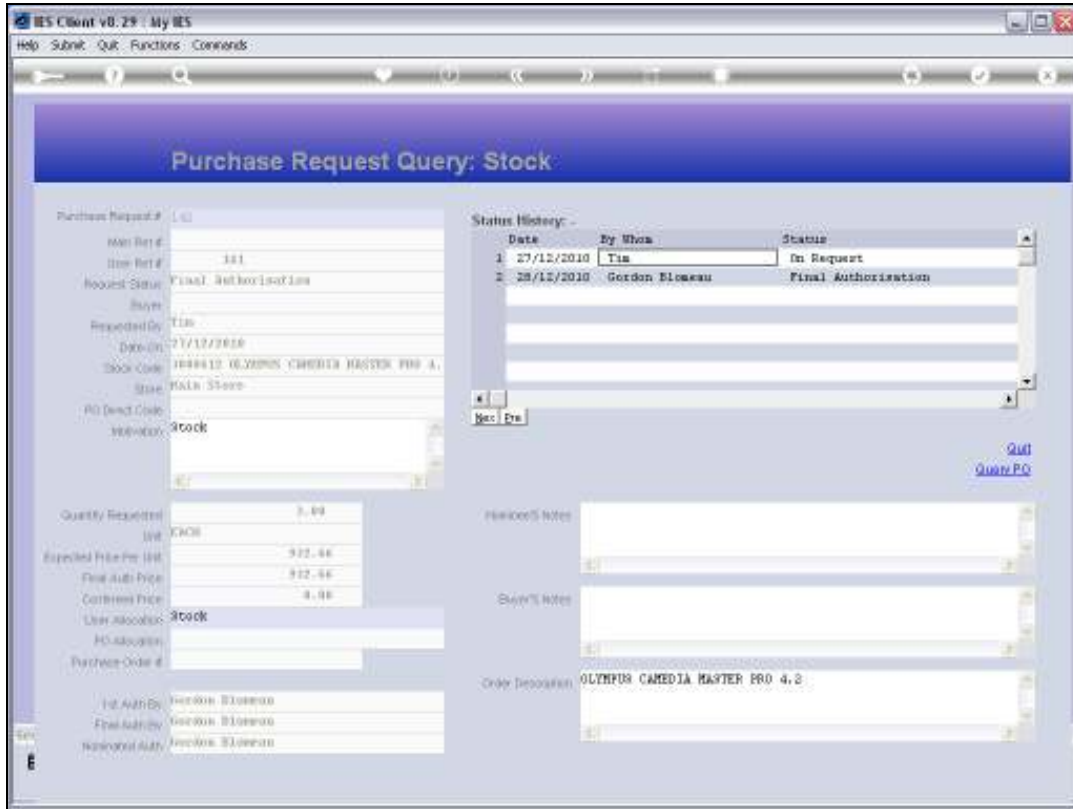
Slide 38

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.

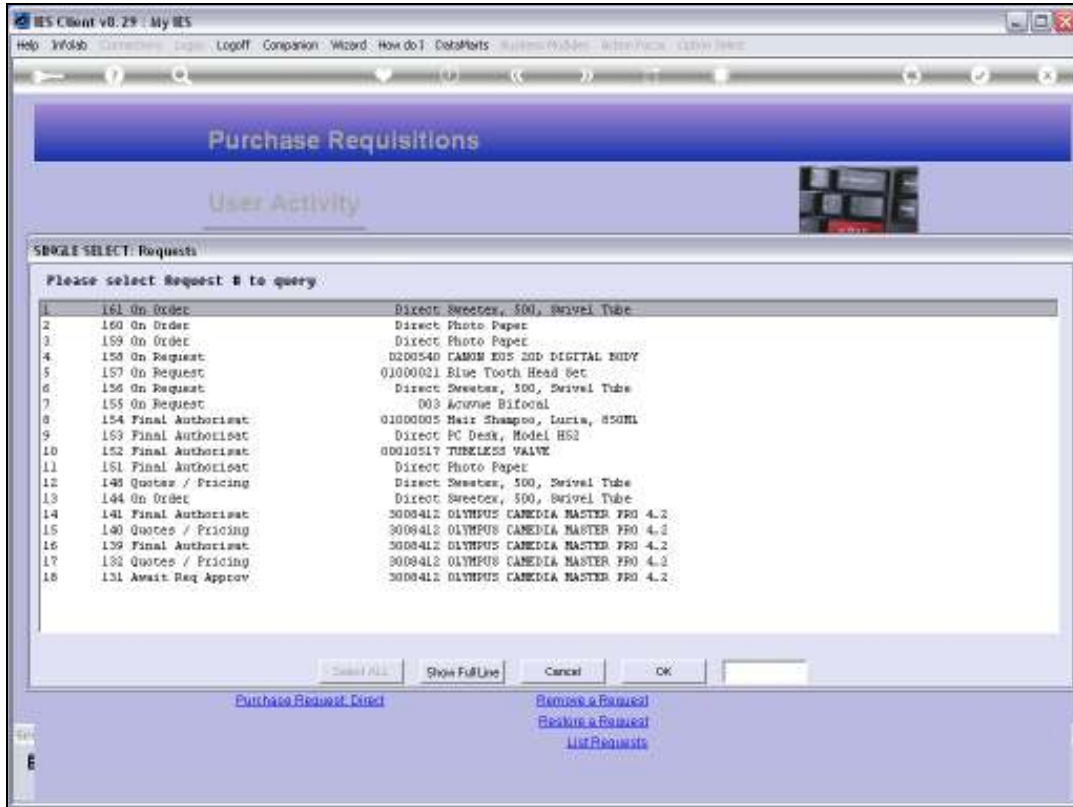


Slide 40  
Slide notes:

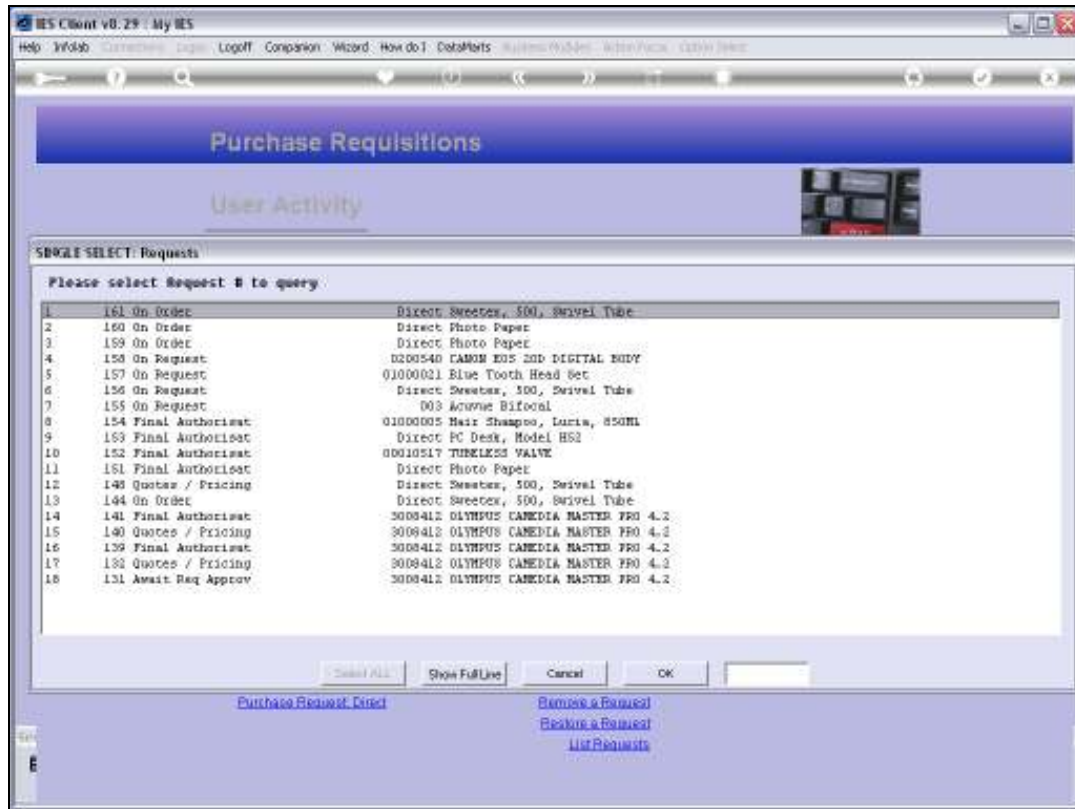




Slide 41  
Slide notes:



Slide 42  
Slide notes:



Slide 43  
Slide notes:



Slide 44

Slide notes:



Slide 45

Slide notes: