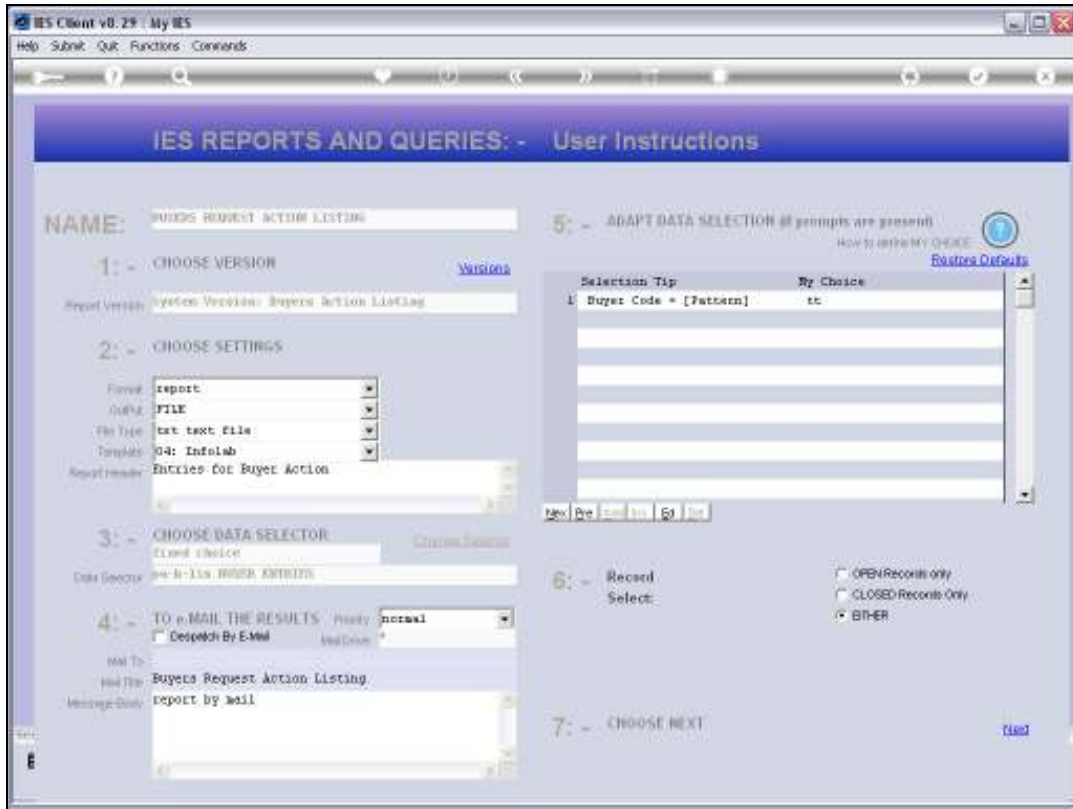Slide 1

Slide notes: At the Buyer Activity menu, we have an option to list the Buyer queue.
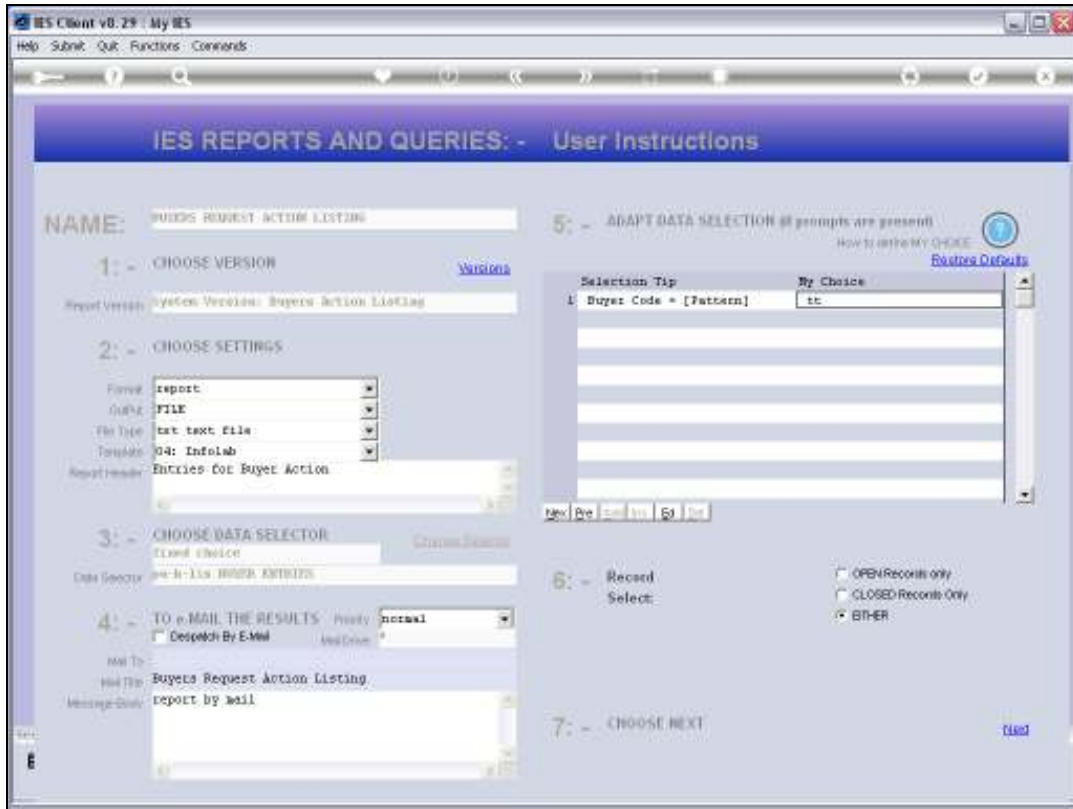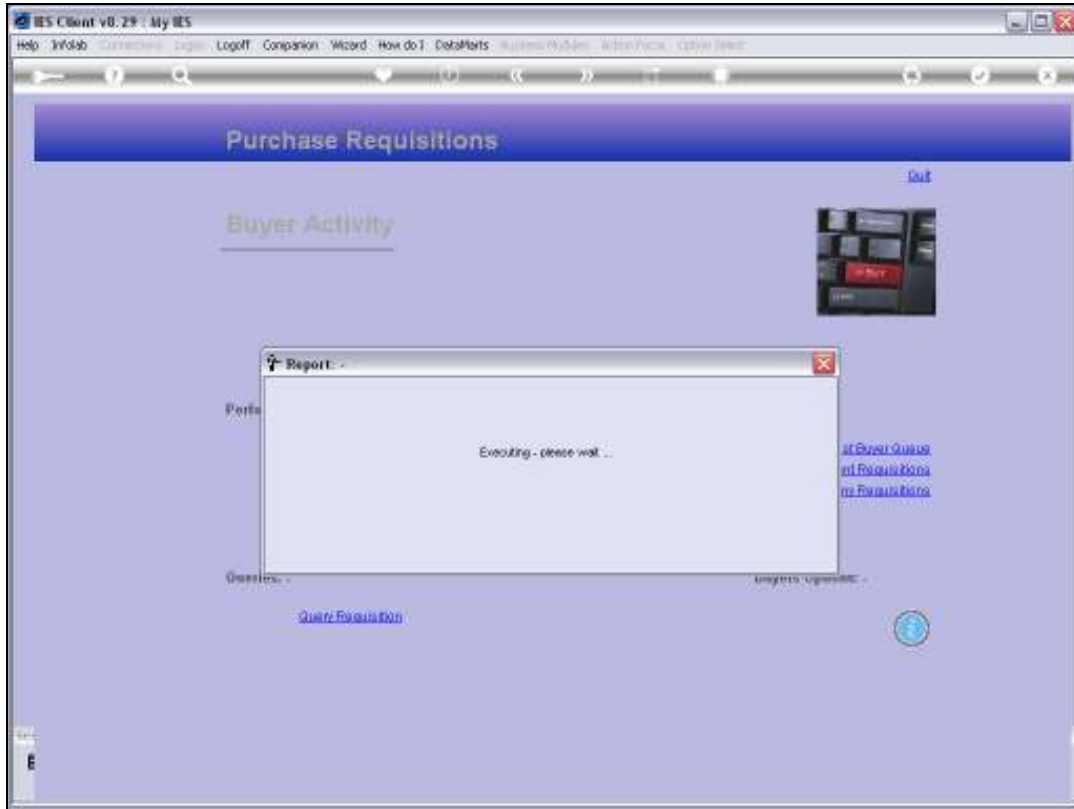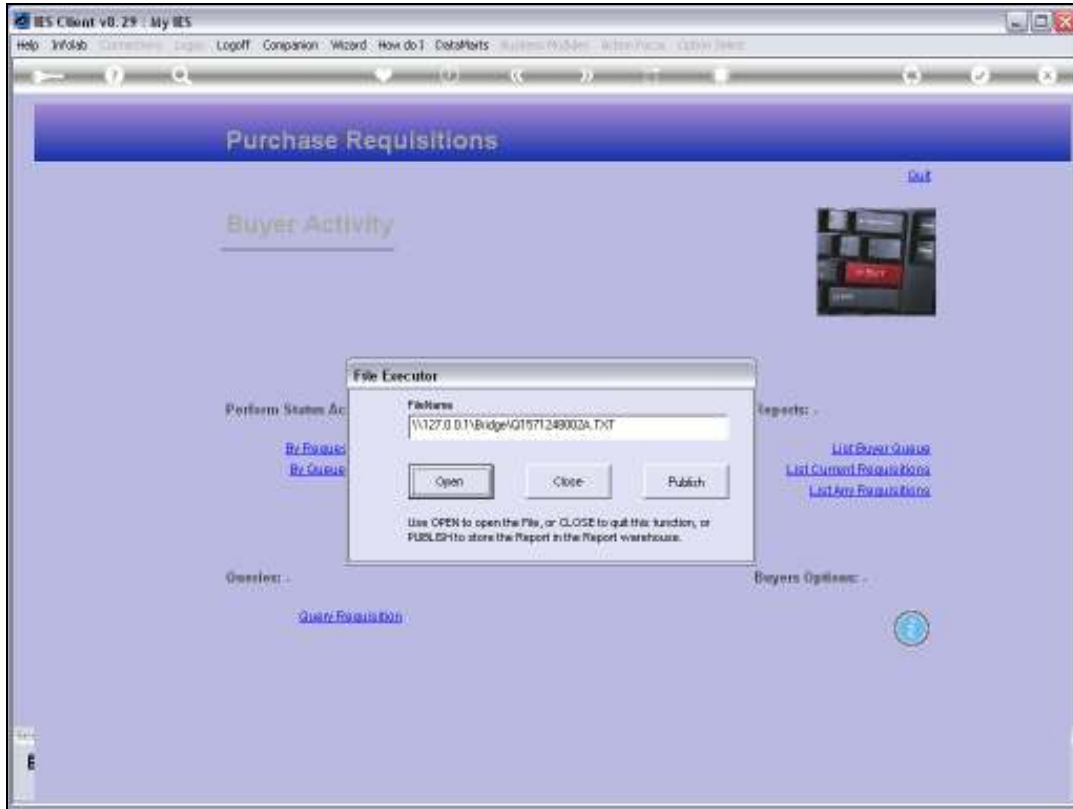
Slide 2
Slide notes:

Slide 3

Slide notes: The Buyer Queue Report will include only entries for the current User or Buyer, and is used by the Buyer to see which entries require which kind of action.

Slide 4
Slide notes:

Slide 5
Slide notes:

Slide 6
Slide notes:

Slide 7
Slide notes:

Slide 8

Slide notes: The Purchase Requests, that are assigned to the current Buyer for ordering, are listed

on the Report and when the Request originates from a Requisition, then the Requisition

Number is indicated.

Slide 9

Slide notes: The Main Queue number is the Purchase Request Number in the Main Queue, and may be used to retrieve a Purchase Request for action.

Slide 10

Slide notes: For each Purchase Request, we can see whether it is ready to be included on a Purchase Order.

Slide 11
Slide notes: We can see which Items still need a Confirmed Price.

Slide 12

Slide notes: And in the case of Direct Items where an Allocation is still required for the Purchase Order, it is indicated accordingly.

Slide 13
Slide notes:

Slide 14
Slide notes: