

Slide notes: At the Buyer Activity menu, we have options to remove and restore queue entries. However, it must be understood that this queue is only for entries listed as 'ready to Order', for the current Buyer or User.

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Slide notes: The probable reason to remove an entry is when it is included on a Purchase Order without using the "load" function, or if for another reason it is no longer going to be ordered. In other words, it is usually a "tidying" function.



Slide 3 Slide notes:



Slide notes: The Items are listed with the Main Queue number, followed by a Requisition Number, if any.

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Slide notes: So for our example, we will remove Purchase Request number 133. The Purchase Request is not affected in any way; it is simply removed from the queue of available Items that the current Buyer can load onto a Purchase Order.

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Slide notes: When we look at the queue now, there is no longer an entry 133 listed.

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Slide notes: We can also use the 'restore' option to put an entry back into the order queue.

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Slide 16 Slide notes:



Slide 17 Slide notes:

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Slide notes: When we look at the queue of Items for this Buyer, and ready to order, then Request number 133 is back.



Slide 20 Slide notes:



Slide 21 Slide notes: