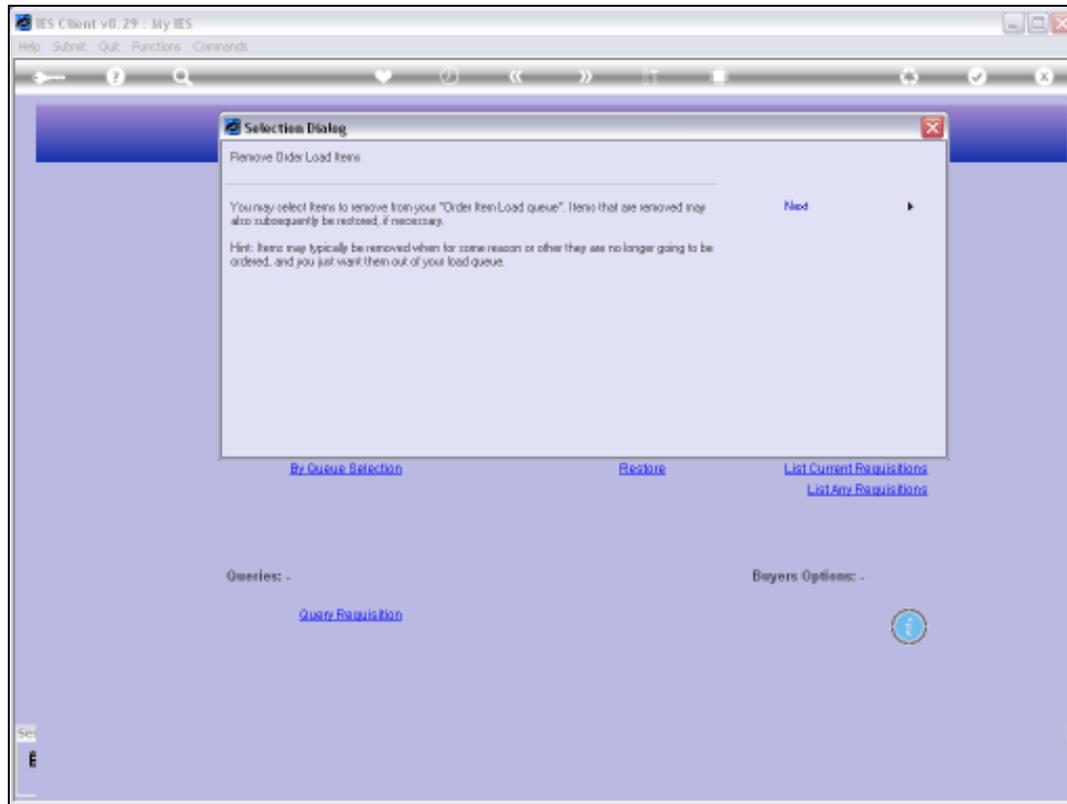


Slide 1

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.



Slide 2

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.

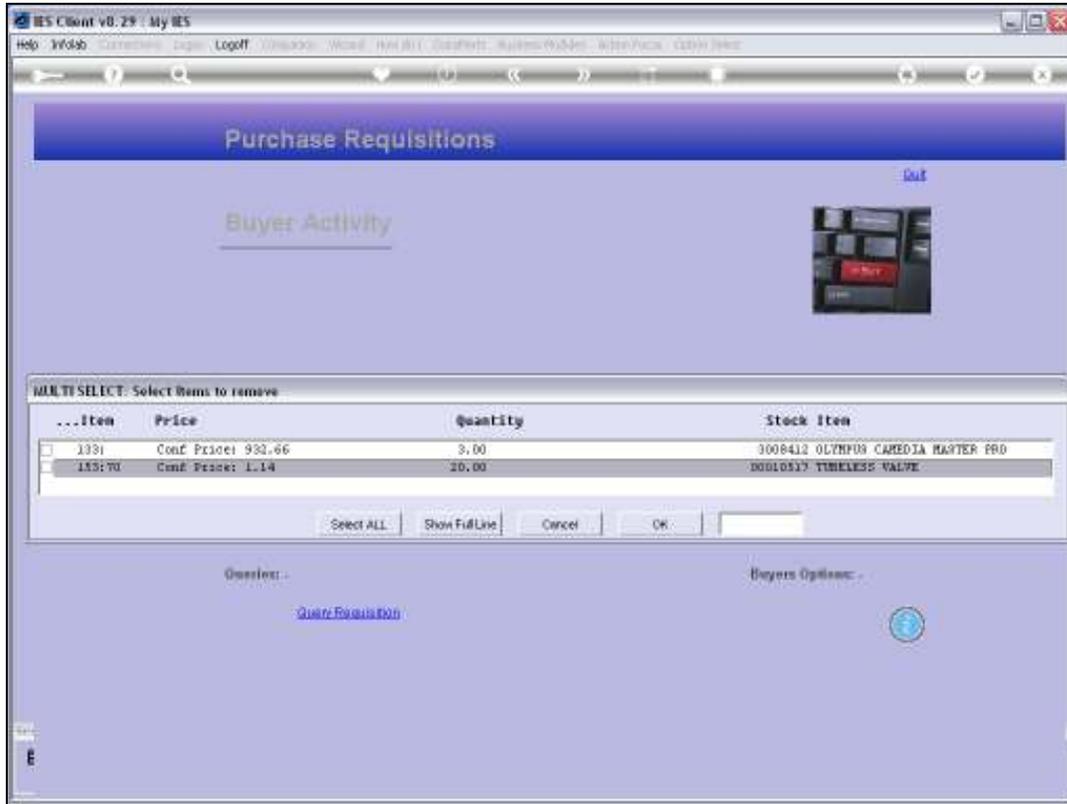


Slide 3
Slide notes:



Slide 4

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



Slide 5
Slide notes:



Slide 6

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.



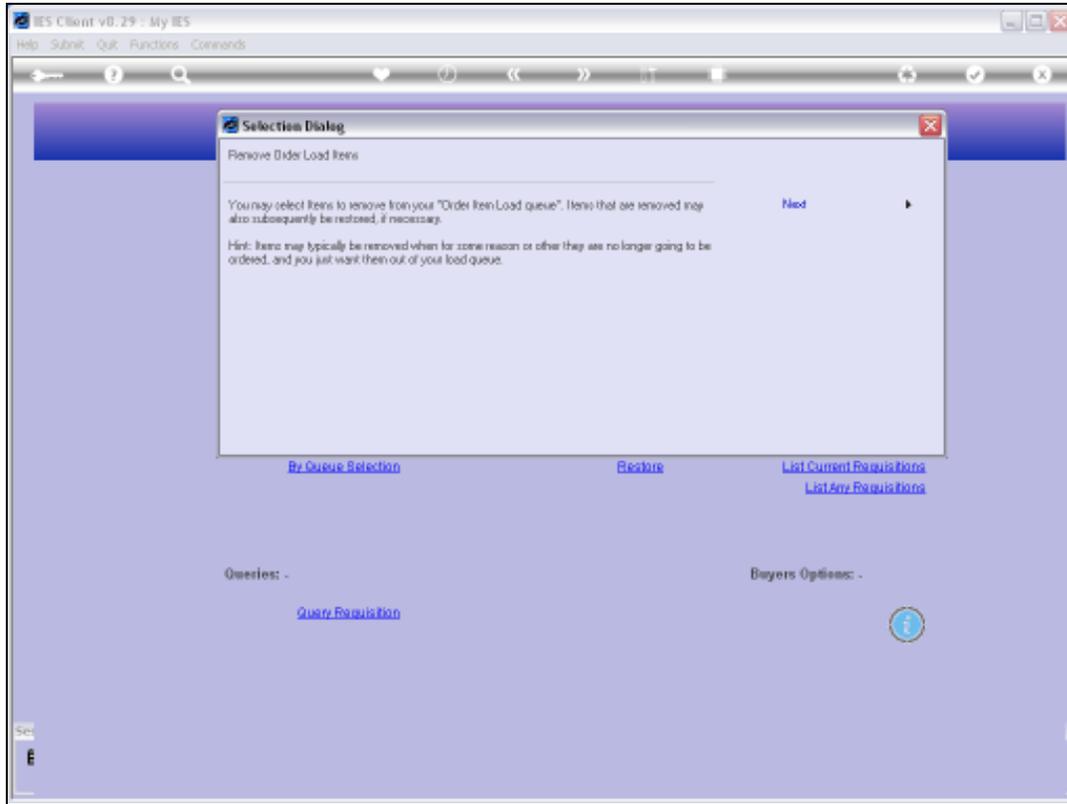
Slide 7
Slide notes:



Slide 8
Slide notes:

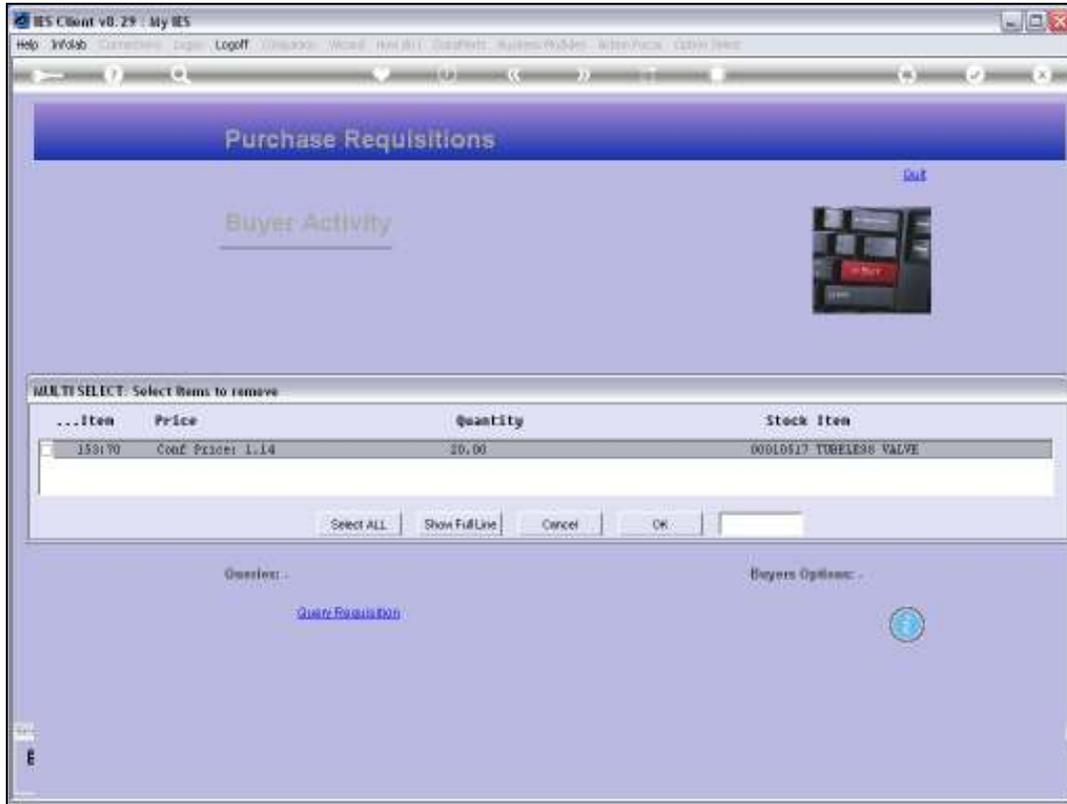


Slide 9
Slide notes:



Slide 10

Slide notes:



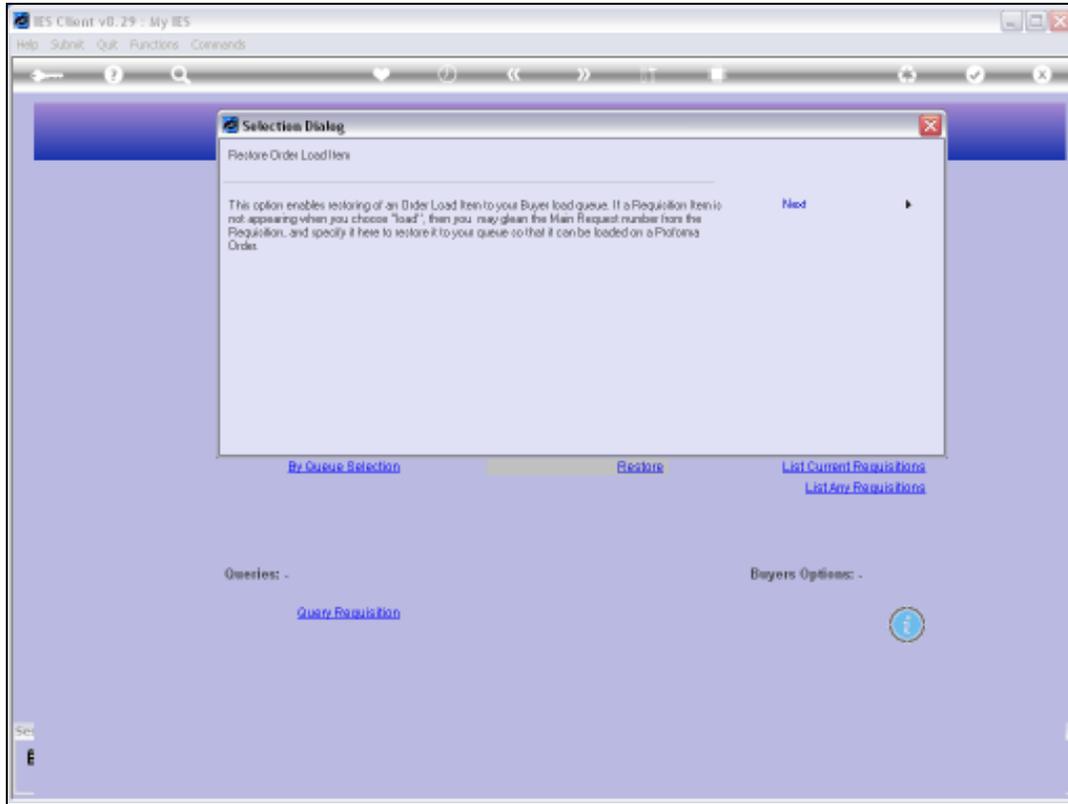
Slide 12

Slide notes:



Slide 13

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



Slide 14

Slide notes:



Slide 15

Slide notes:



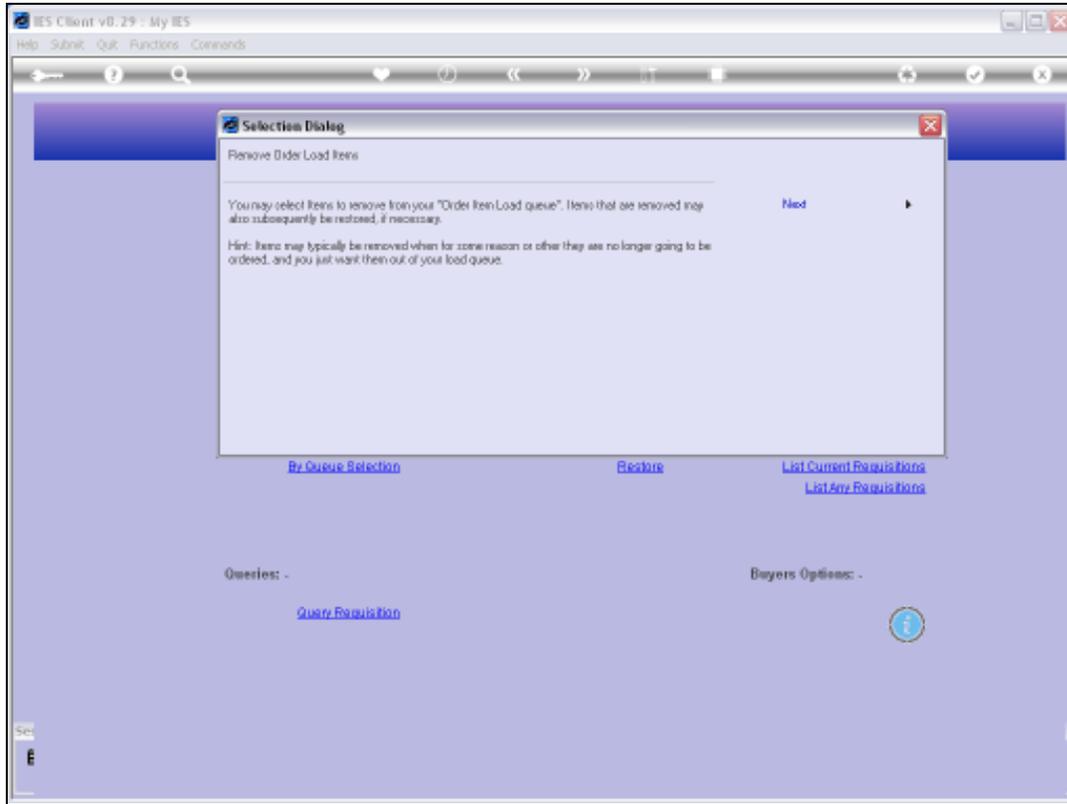
Slide 16

Slide notes:



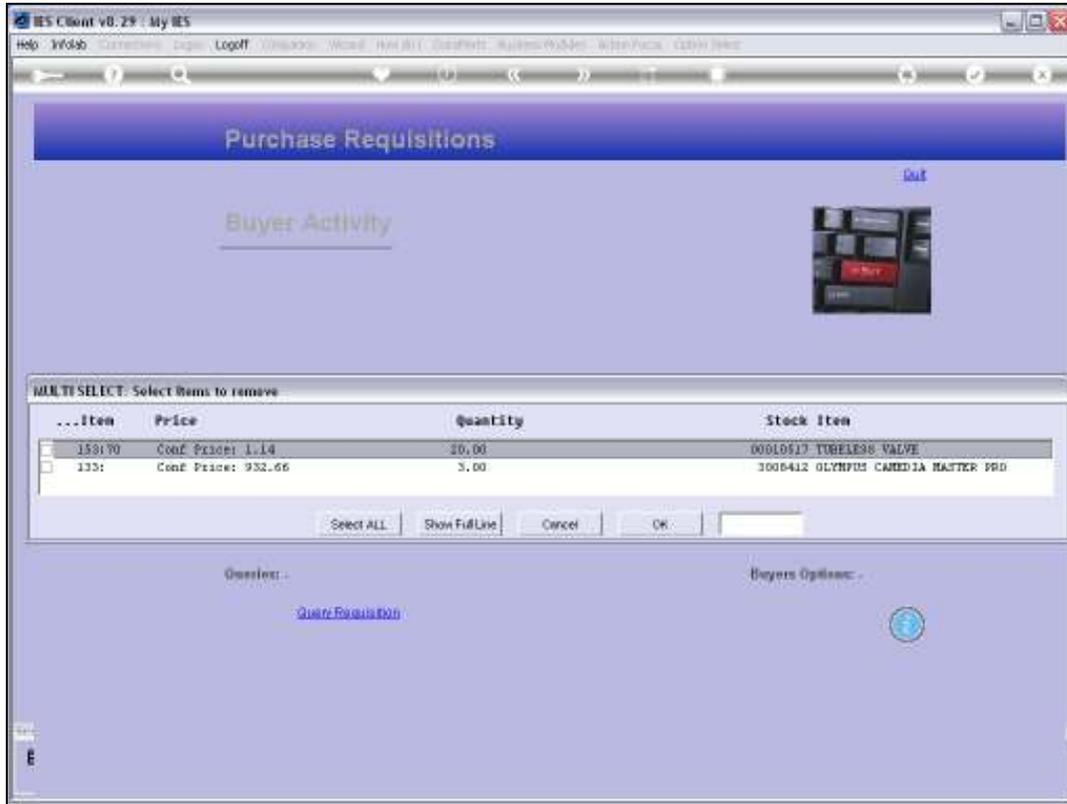
Slide 17

Slide notes:



Slide 18

Slide notes:



Slide 19

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: