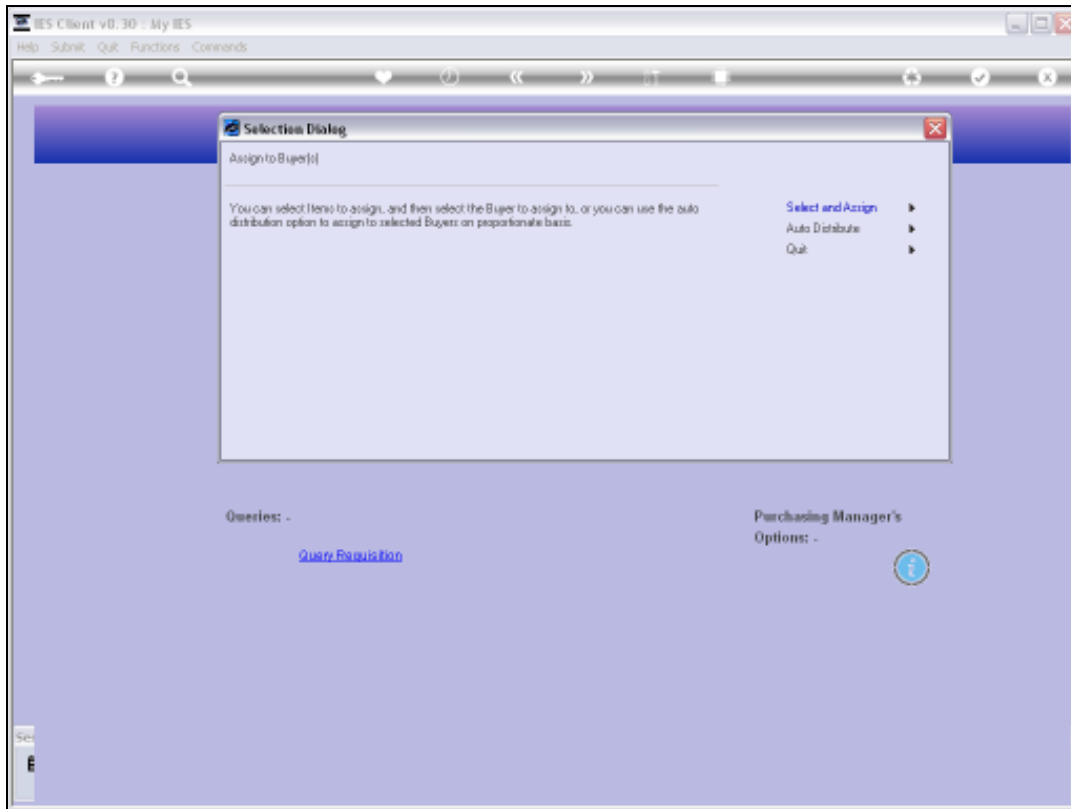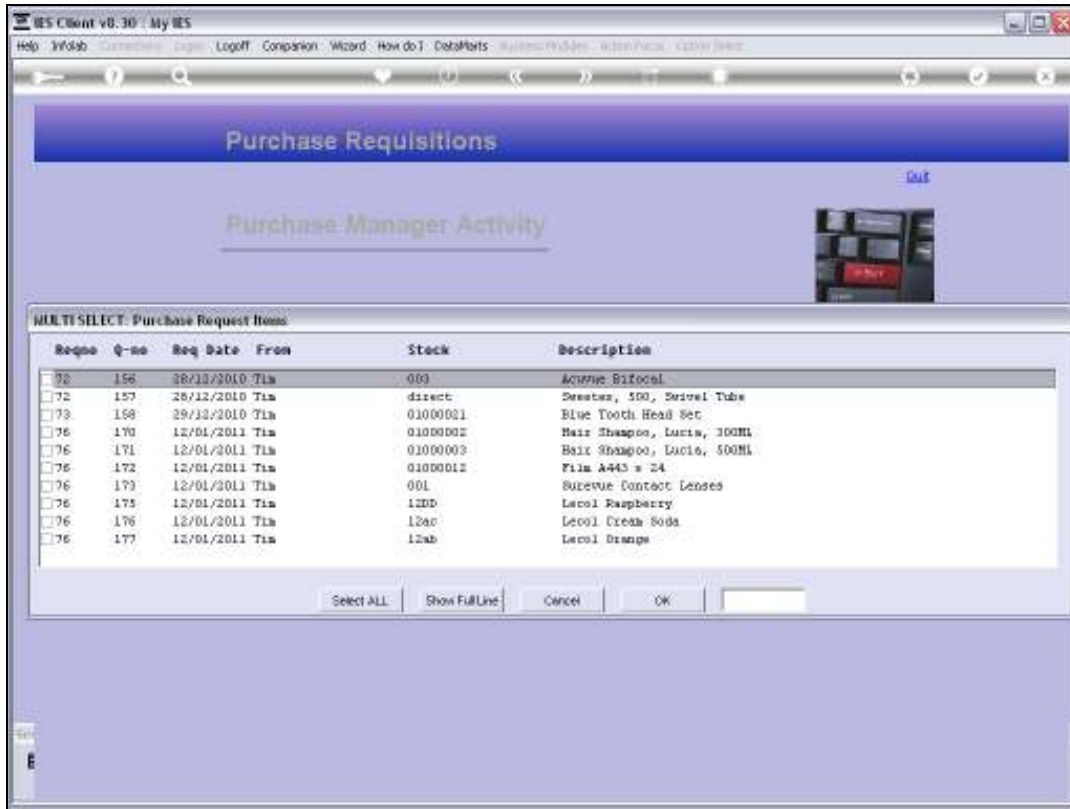Slide 1

Slide notes: The 'Work Distribution' is an easy and productive option for the Purchase Manager to assign incoming Purchase Requests to Buyers for further action.
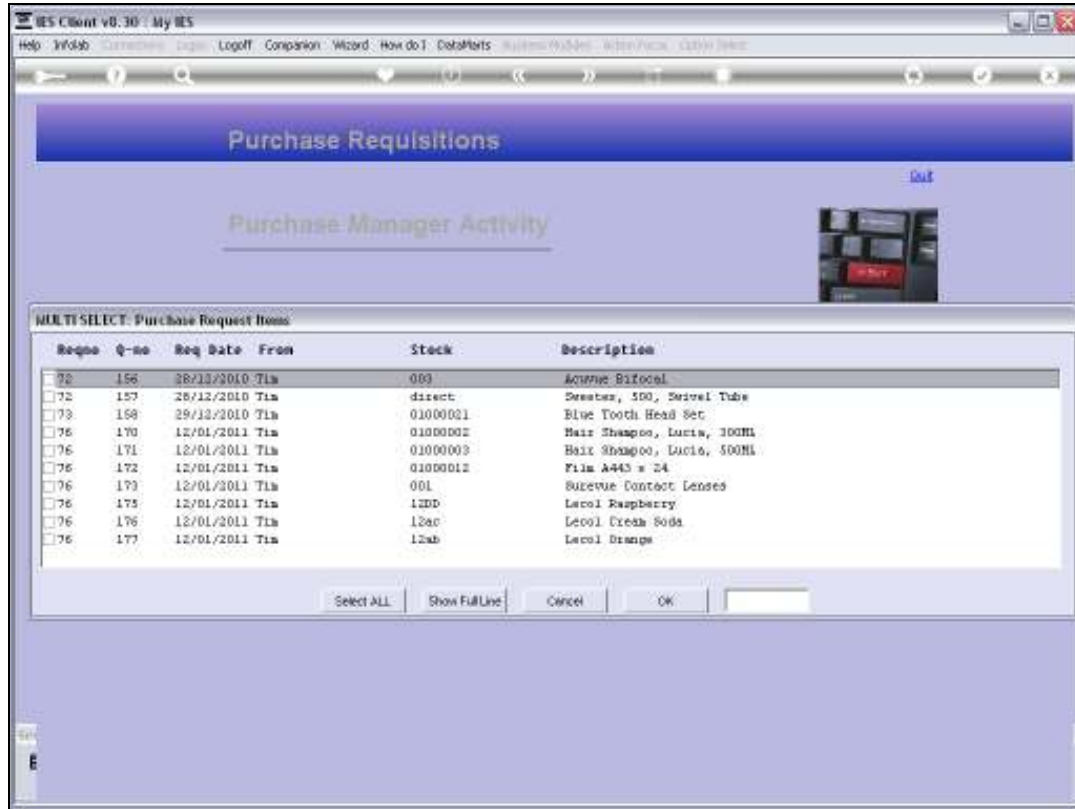
Slide 2

Slide notes: We can choose to 'Select and Assign' or to 'Auto Distribute'. Let us look at the 'Select and Assign' option first.
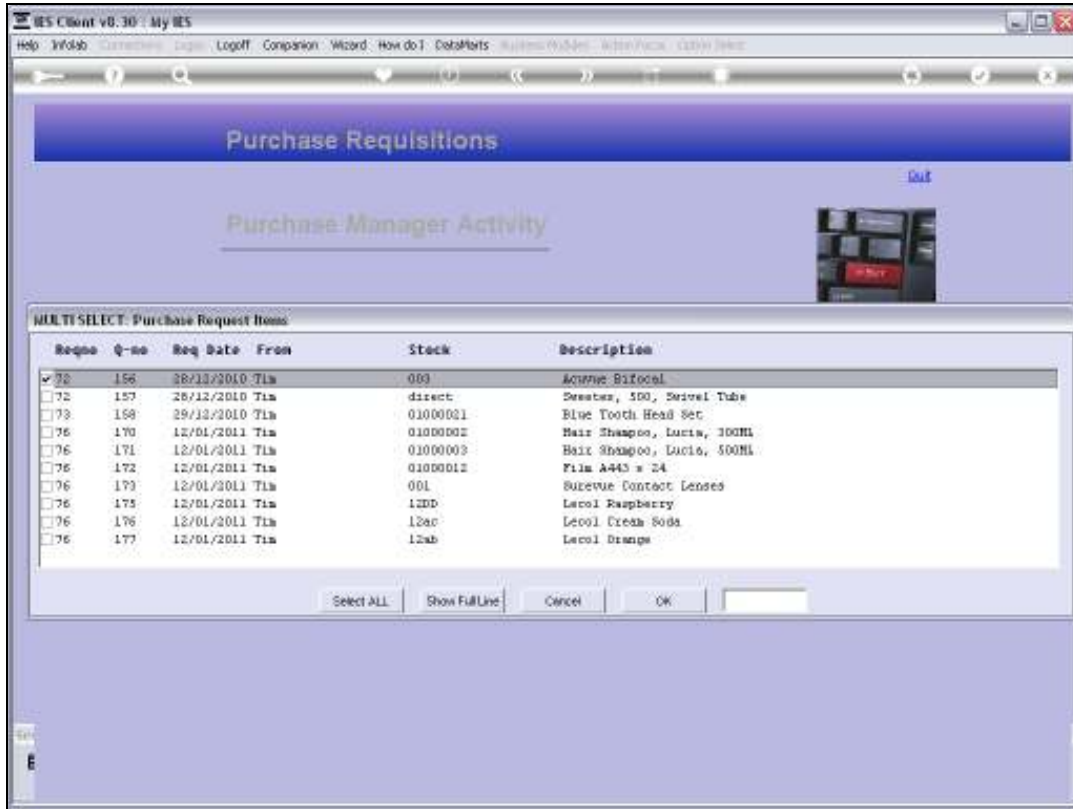
Slide 3

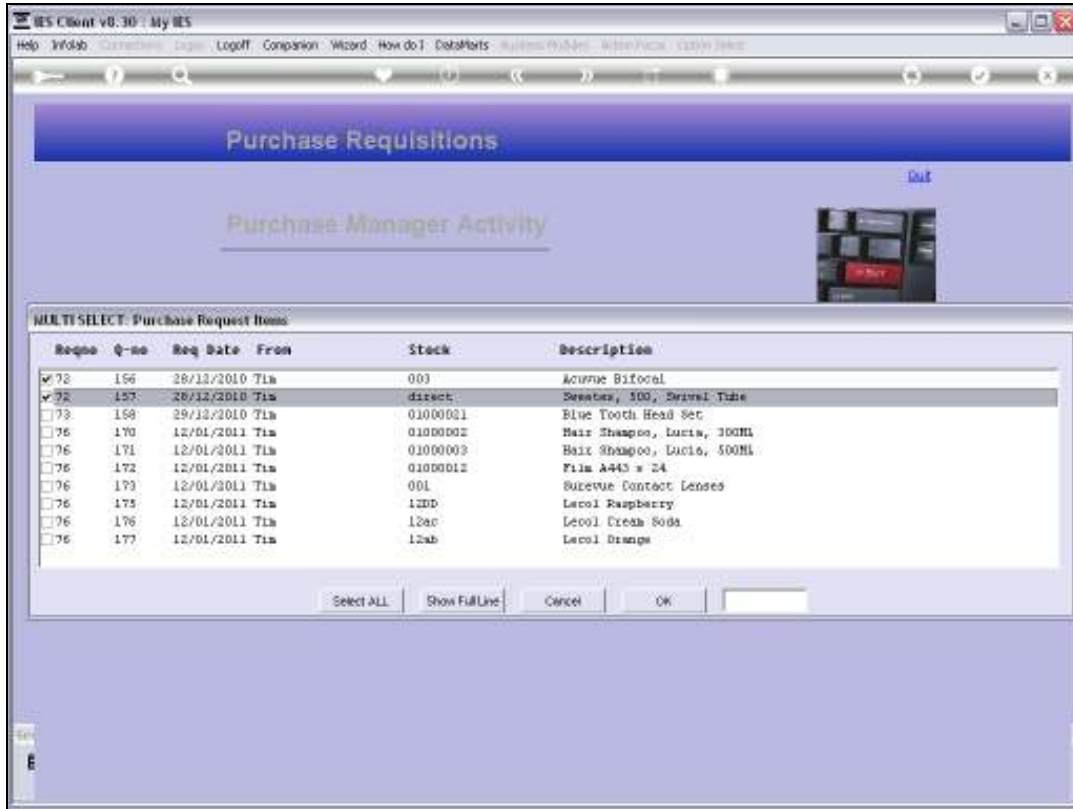Slide notes: We can now select Purchase Requests to assign.
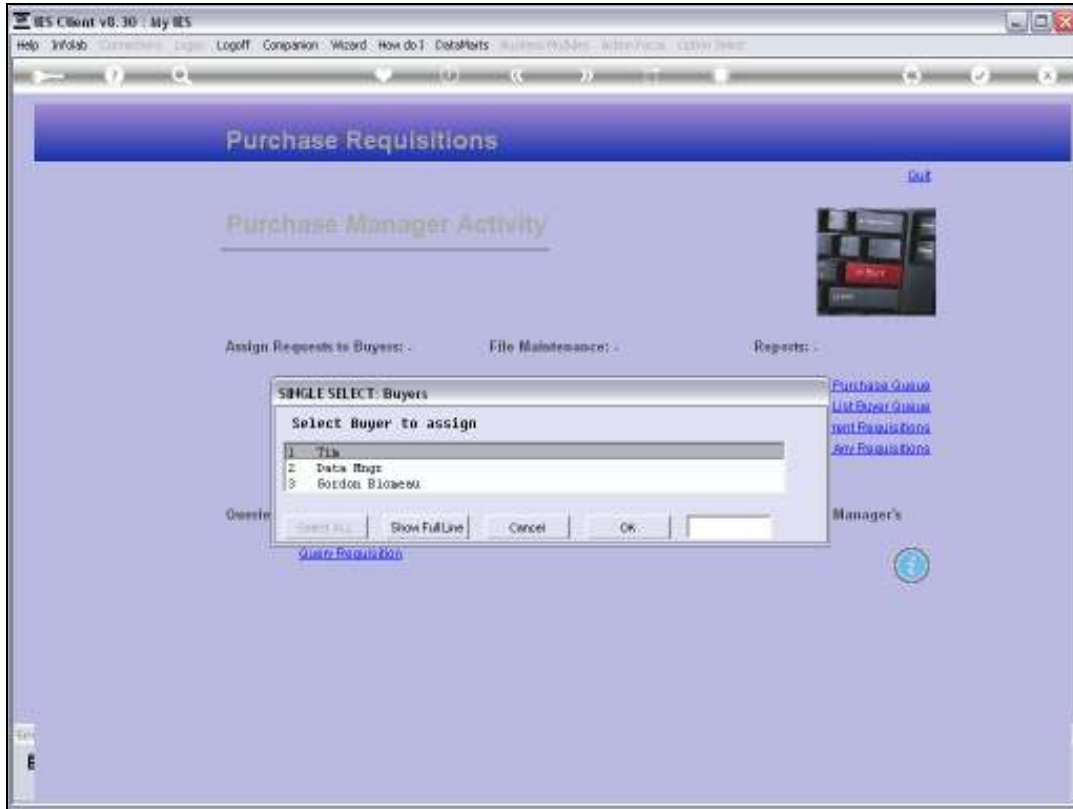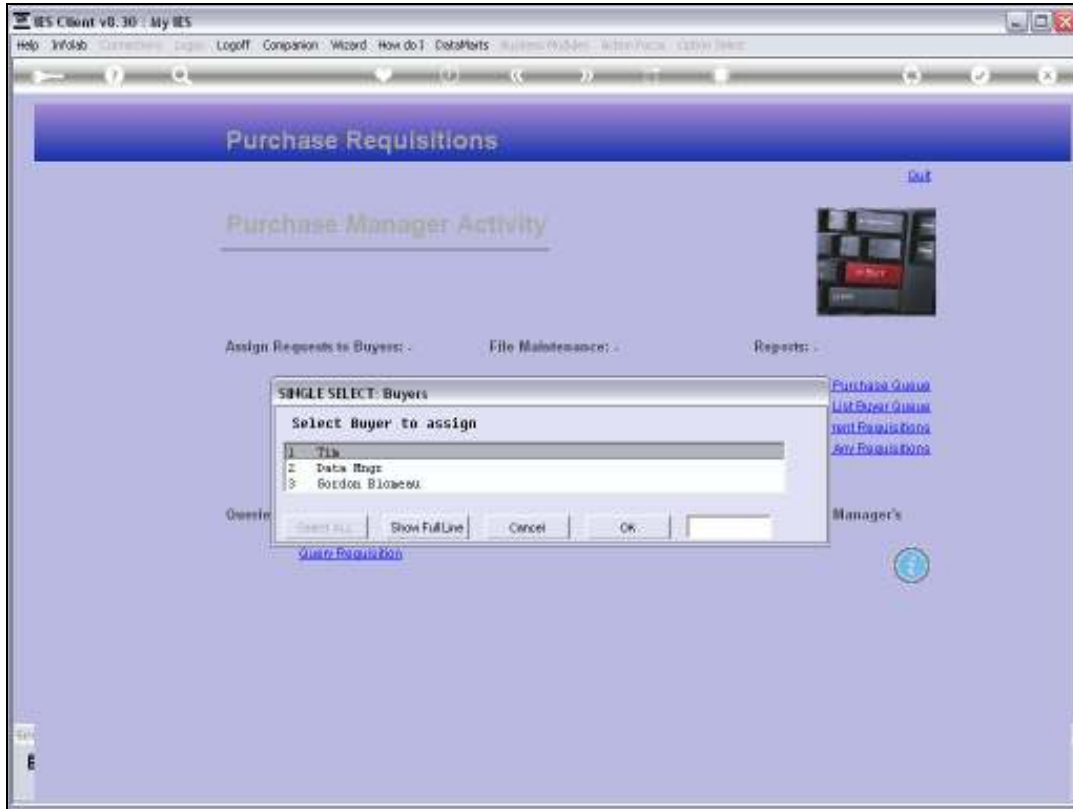
Slide 4
Slide notes:

Slide 5
Slide notes:
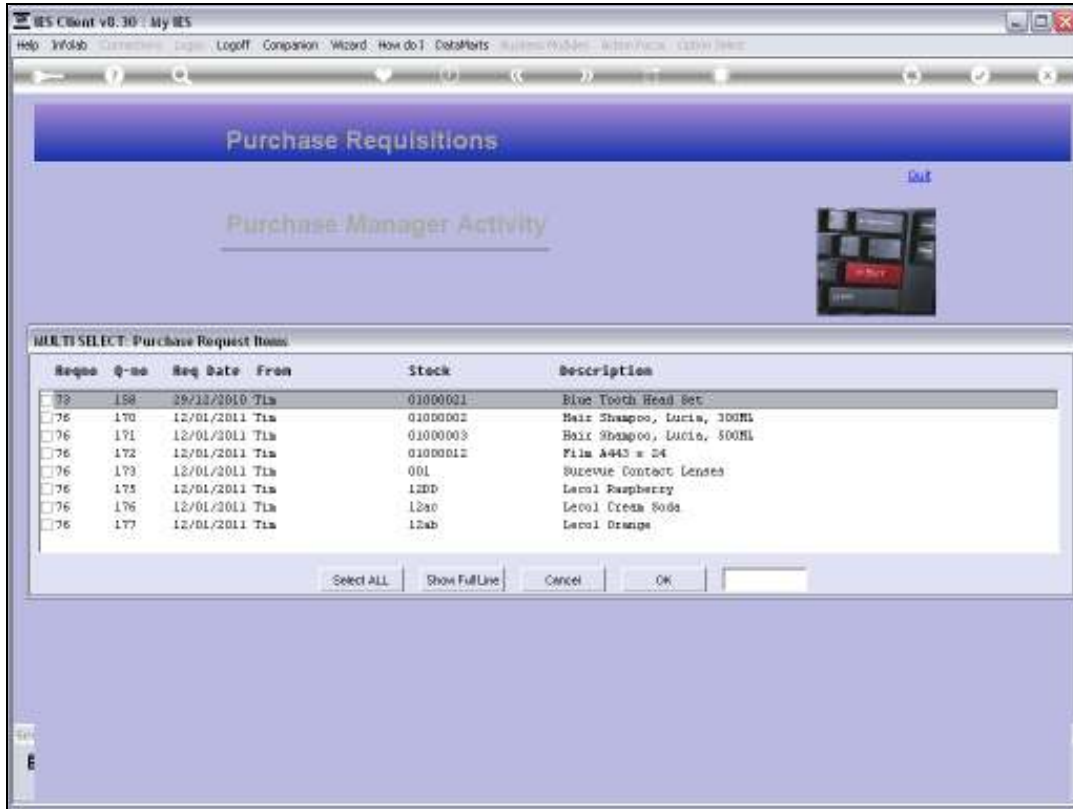
Slide 6
Slide notes:

Slide 7
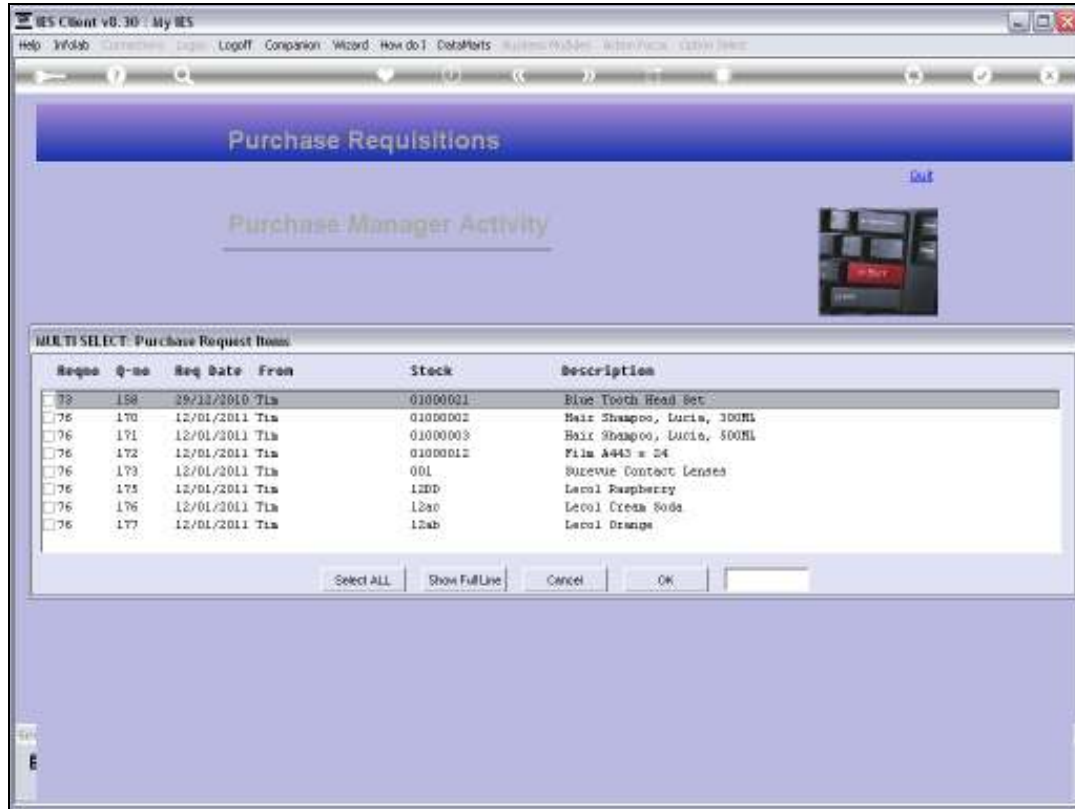Slide notes: And then we select the Buyer to assign them to.

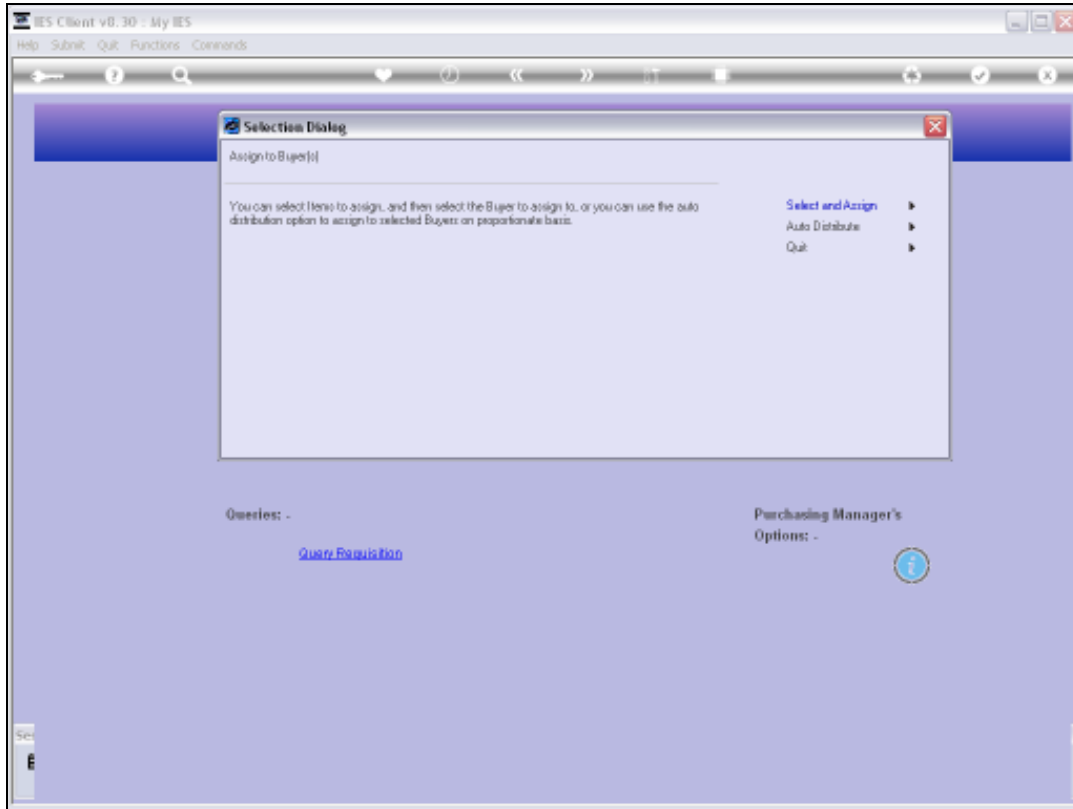Slide 8
Slide notes:

Slide 9

Slide notes:

Slide 10

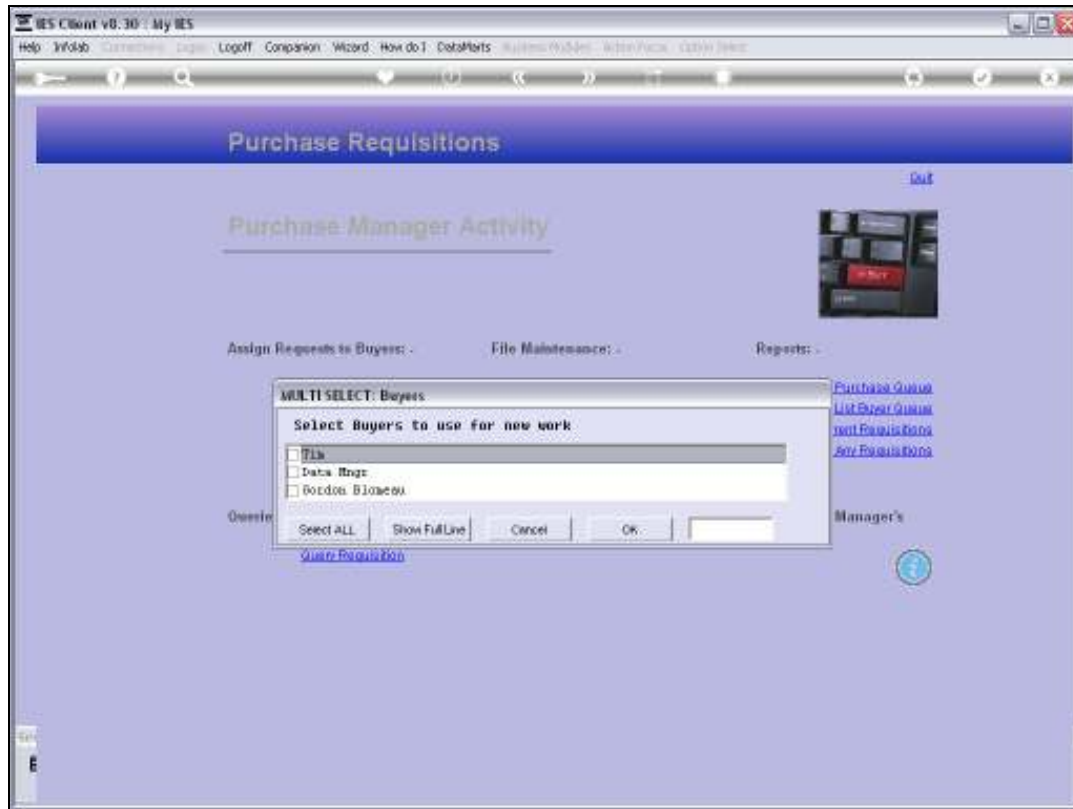Slide notes: And we can continue in that fashion.
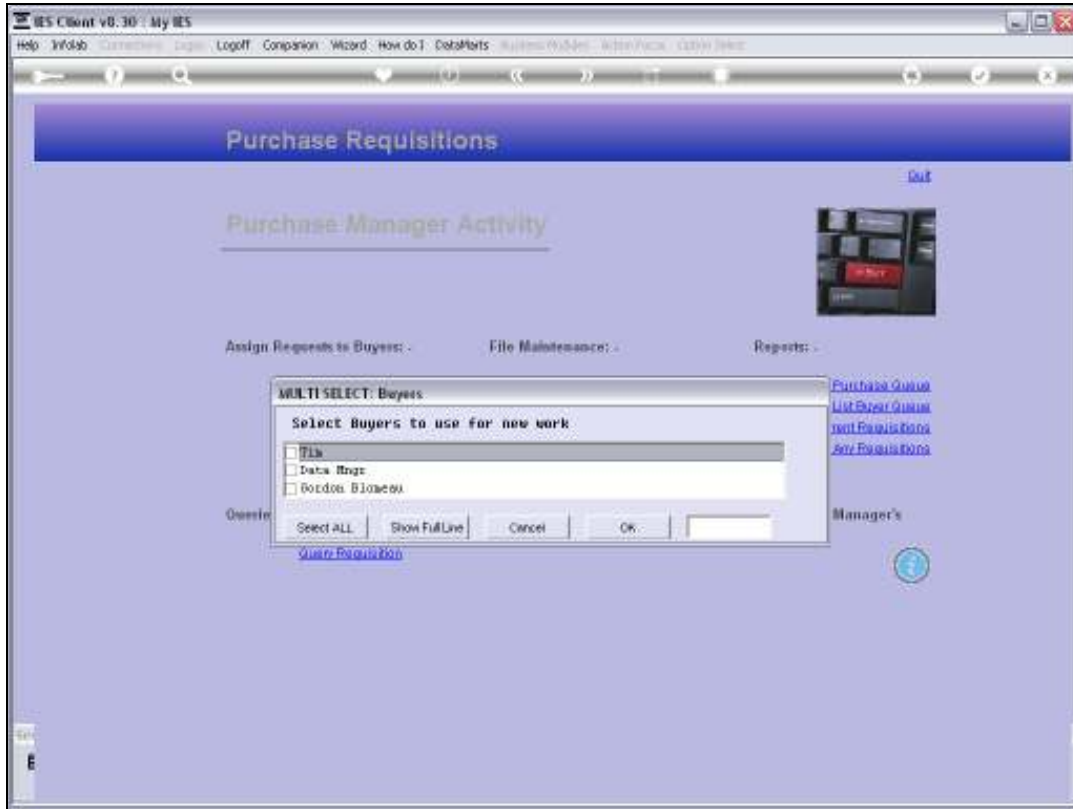
Slide 11
Slide notes:

Slide 12

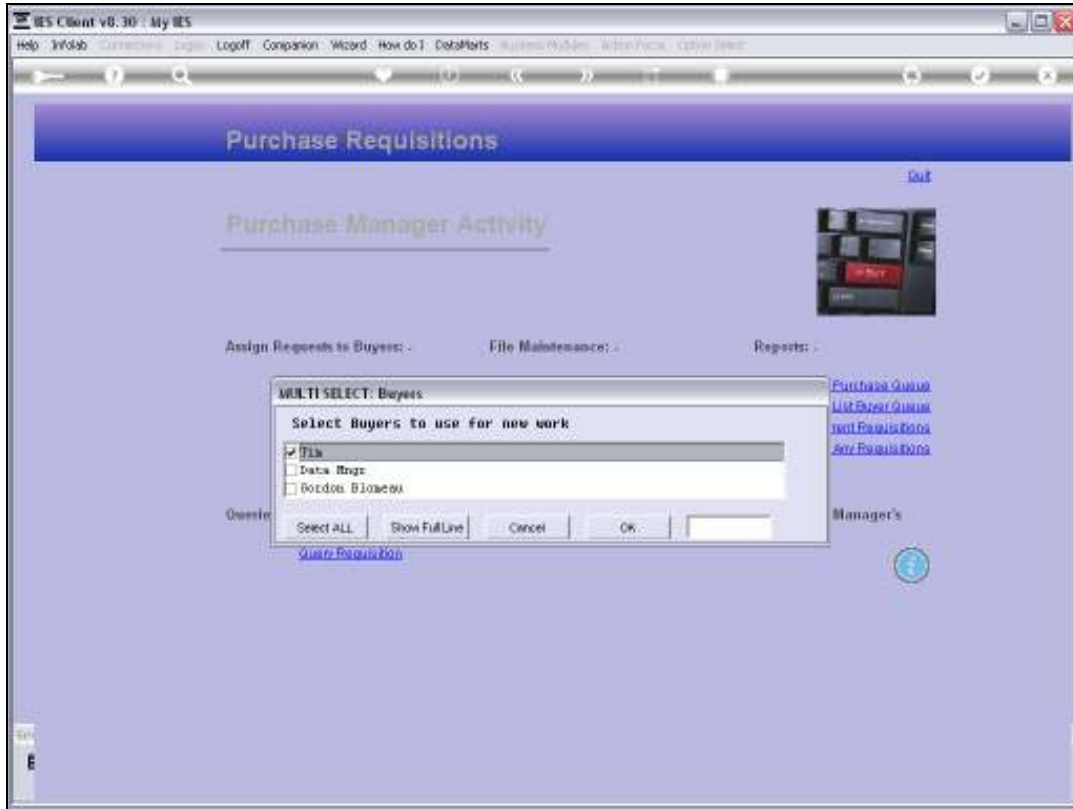Slide notes: Next, we will use 'Auto Distribute'.

Slide 13

Slide notes: In this case, we just select the Buyers that should receive work, and then the system will distribute all incoming Purchase Requests that are now ready for assignment, proportionately among the selected Buyers.
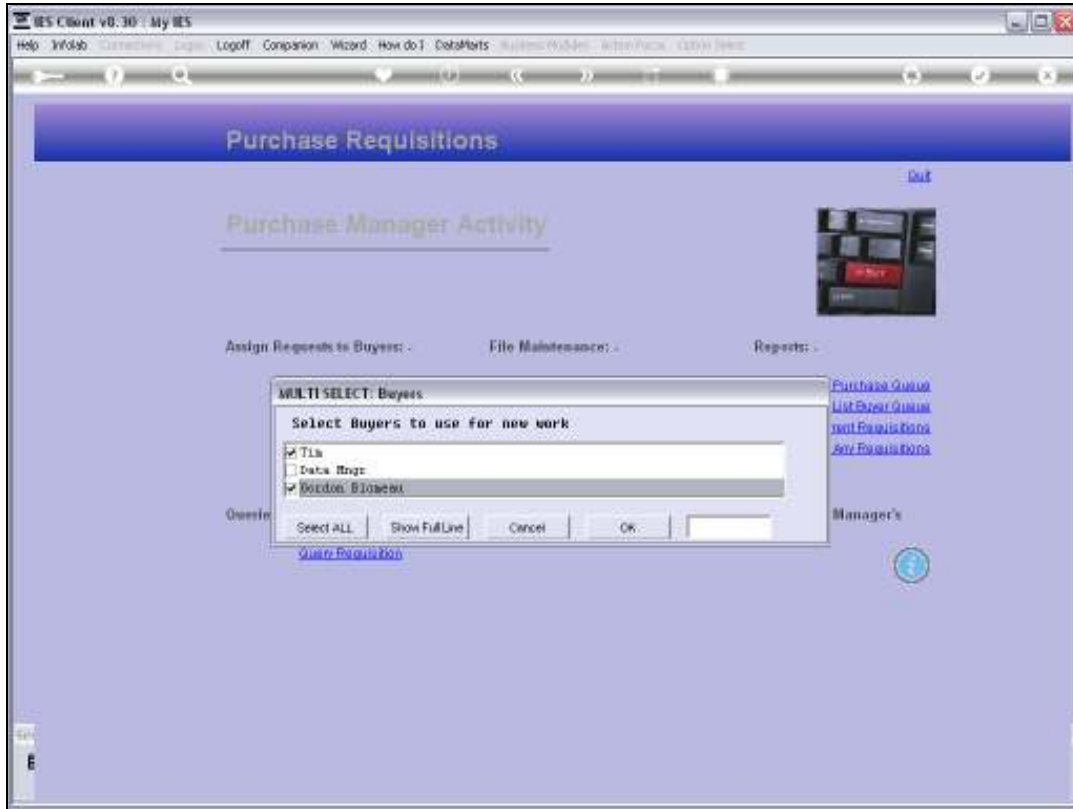
Slide 14
Slide notes:

Slide 15
Slide notes:

Slide 16
Slide notes:

Slide 17
Slide notes:

Slide 18

Slide notes: If we want to see the results of the automatic assignment, then we can do so with the Buyers Queue Report.