

## Requisition Management for Business Portal

[ BENEFITS ]

### Help reduce paper trails and improve accuracy

Enter and approve requisitions online and automatically transfer orders to new or existing purchase orders in Microsoft Dynamics GP Purchase Order Processing, thus minimizing paperwork and errors, and streamlining approval processes.

### Minimize costs, maximize savings

Move your requisition process online to help reduce repetitive data entry and eliminate costly mistakes, and consolidate same items or same-vendor items on a single bill to take advantage of volume discounts and improve vendor negotiations.

### Set-up approval hierarchies and processes

Customize approval processes to work for you — define approval hierarchies on a per-company basis, or use a single hierarchy for multiple companies; implement unlimited levels of approval requirements; and set individual- and role-based approval rights and limits.

### Streamline daily tasks

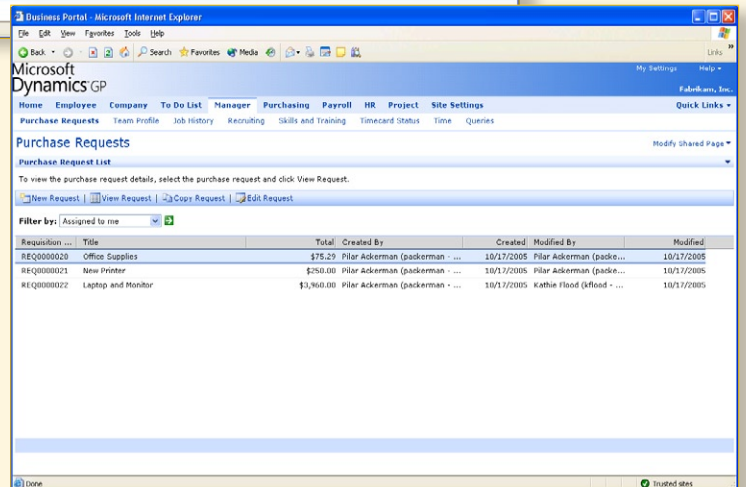
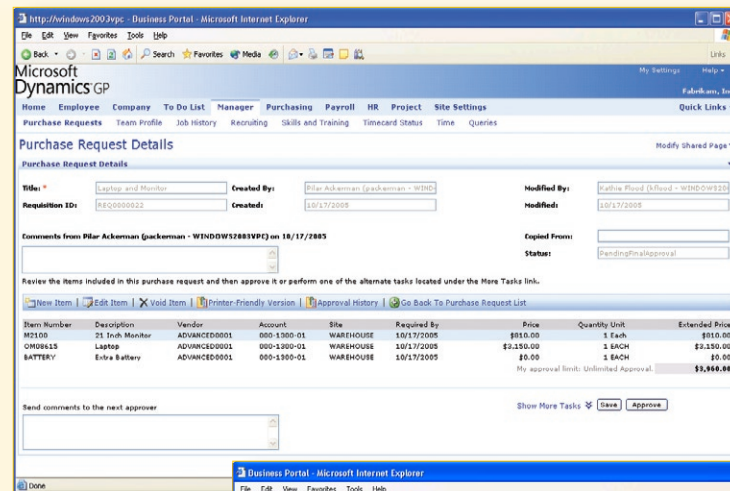
Copy existing requisitions to create new orders, helping increase accuracy and efficiency when creating orders for frequently purchased items.

### Deliver the right information

Provide the right information and the right processes to the right people with role-based access to requisition information. Roles include: Requisition Creator, Requisition Approver, Requisition Purchaser, and Requisition Administrator.

Help increase control and visibility over your entire purchasing process, reduce paperwork, and automate approval processes. With Requisition Management for Business Portal, employees can enter purchase requisitions online for manager approval and automatic transfer to Microsoft Dynamics™ GP Purchase Order Processing.

EASILY CREATE AND SUBMIT purchase requisitions online.



MANAGERS CAN QUICKLY REVIEW and approve all outstanding requisitions.

## [ FEATURES OVERVIEW ]

**Create Requisitions**

Employees can easily enter and submit their own purchase requests by creating a new requisition from scratch or by copying an existing requisition, helping increase accuracy and efficiency for frequently ordered items.

**Microsoft Dynamics GP Purchase Order Integration**

Transfer approved requisitions to a new or existing purchase order in Microsoft Dynamics GP Purchase Order Processing, helping to reduce paperwork.

**Consolidate Vendor Items**

Combine multiple requisitions for items from the same vendor into a single purchase order, allowing you to negotiate better terms with vendors.

**Consolidate Same Items**

Combine multiple requisitions for the same item into a single purchase order line item, allowing you to take advantage of volume discounts.

**Inventory and Non-Inventory Items**

Include both inventoried and non-inventoried items on requisitions.

**Comments**

Add comments to line items for further explanation or to request further information.

**eCommitments for Requisition Management**

Include measurement of commitments against budgets as part of your online, integrated requisition and approval processes.

**E-mail Notification**

Enable automatic e-mail alerts when a requisition is ready to review and then when it has been approved or requires modification.

**Flexible Routing for Approvals**

Implement unlimited levels of approval hierarchy so that you can match approval routing to your business practices. Users and roles can appear multiple times in the approval hierarchy, and approval requests can be submitted to multiple approvers.

**Extended Approval Routing**

Allow more than one person in the approval chain to approve a requisition to avoid delays that may ensue when the initial approver is on vacation or out of office.

**Individual or Role-Based Approval Rights**

Assign approval rights by individual or by role, providing the flexibility for any individual or role to approve the requisition. Examples of role-based approval rights include the accounting, administrative assistant, and project manager roles.

**Individual or Role-Based Approval Limits**

Set approval limits by individual or by role, helping ensure that top manager approval is obtained for large requisitions.

**User-Defined Approval Hierarchies**

Define approval hierarchies on a per-company basis or use a single hierarchy for multiple companies.

**Manager Rights**

Managers can approve or reject requisitions, modify requisitions to include specific information such as item numbers or accounts, or return the requisition to the originator for more information.