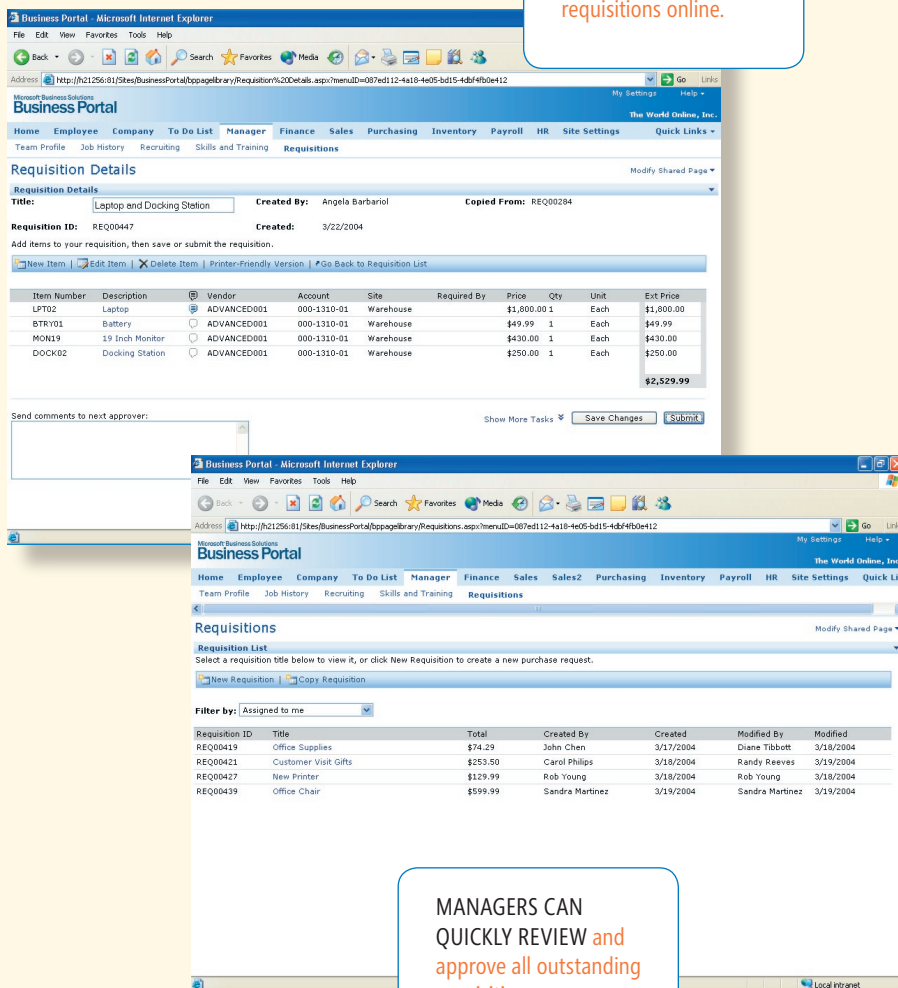


## Requisition Management for Microsoft Business Portal

Help increase control and visibility over your entire purchasing PROCESS, reduce paperwork, and automate approval processes. With Requisition Management for Microsoft® Business Solutions Business Portal, employees can enter purchase requisitions online for manager approval and automatic transfer to Microsoft Business Solutions—Great Plains® Purchase Order Processing.

EASILY CREATE AND  
SUBMIT purchase  
requisitions online.



MANAGERS CAN  
QUICKLY REVIEW and  
approve all outstanding  
requisitions.

Microsoft  
Business  
Solutions

### Help reduce paper trails and improve accuracy

Enter and approve requisitions online and automatically transfer orders to new or existing purchase orders in Microsoft Great Plains Purchase Order Processing, thus minimizing paper work 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.

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AVAILABLE WITH:



GREAT PLAINS



GREAT PLAINS STANDARD

# Requisition Management



## 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 Great Plains Purchase Order Integration	Transfer approved requisitions to a new or existing purchase order in Microsoft Great Plains Purchase Order Processing, helping reduce paperwork and confusion for vendors and purchasers.
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.
E-mail Notification	Enable automatic e-mail notifications to alert approvers when a requisition needs to be reviewed and to alert employees when a requisition has been approved or requires further 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, giving you the flexibility to allow any individual in the "accounting" role, for example, to approve the requisition. Other examples of role-based approval rights include administrative assistants and project managers.
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.