Supply Chain Management

BENEFITS

Help reduce paper trails and improve accuracy. Enter and approve requisitions online and automatically transfer orders to new or existing purchase orders in Purchase Order Processing.

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

Streamline daily tasks. Copy existing requisitions to create new orders. This can help increase accuracy and efficiency when creating orders for frequently purchased items.

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

Requisition Management for Business Portal in Microsoft Dynamics GP

Help increase control and visibility over your entire purchasing process, reduce paperwork, and streamline approval processes. Equipped with Web-based requisition management capabilities, employees can enter purchase requisitions online for manager approval. Requisitions are then automatically transferred to Purchase Order Processing saving time and ensuring accuracy.

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 role-tailored approval rights and limits.

EASILY CREATE AND SUBMIT purchase requisitions online.

MANAGERS CAN QUICKLY REVIEW and approve all outstanding requisitions.

Microsoft Dynamics GP

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 to increase accuracy and efficiency for frequently ordered items.
Integration with Purchase Order Processing in Microsoft Dynamics GP	Reduce paperwork by transferring approved requisitions to a new or existing purchase order in Purchase Order Processing in Microsoft Dynamics GP.
Consolidate Vendor Items	Negotiate better terms with vendors by combining multiple requisitions for items from the same vendor into a single purchase order.
Consolidate Same Items	Take advantage of volume discounts by combining multiple requisitions for the same item into a single purchase order line item.
Inventory and Non-Inventory Items	Include both inventoried and non-inventoried items on requisitions.
Comments	Add comments to line items to add explanations or 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 be reviewed and then when it has been approved or requires modification.
Flexible Routing for Approvals	Implement unlimited levels of approval hierarchy so 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 out of the office.
Individual- or Role-Tailored Approval Rights	Assign approval rights by individual or by role. This provides the flexibility for any individual or role to approve the requisition. Examples of role-tailored approval rights include the Accounting, Administrative Assistant, and Project Manager roles.
Individual- or Role-Tailored Approval Limits	Set approval limits by individual or by role. This helps 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.

For more information about Requisition Management for Business Portal in Microsoft Dynamics GP, visit www.microsoft.com/dynamics/gp.

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