



### eRequisition

Electronically interconnect your employees by giving them the power to enter their own purchase requisitions right into your purchasing system. You'll save time in the purchasing department, eliminate inefficient paper systems, increase purchase order accuracy, and best of all, have complete control over the entire process.

eRequisition allows employees to enter their own purchase requisitions using a Web browser over a corporate Intranet. The requisition is routed to the appropriate individuals for review and approval, before it is entered in the Purchase Order Processing system. eRequisition eliminates the need for a paper-based requisition system in your company, and gives all employees an easy and efficient way to enter requisitions.

- Allows employees to route a requisition from their desktops to the supervisor or person authorized to approve the requisition.
- Approved requisitions are automatically routed to the accounting department.
- Provides views for employees, supervisors and accounting department members to see purchase requisitions in process.
- Allows for security on views, based upon user, to limit access on requisitions and ensure that they are requisitioning against the appropriate budgets.
- Creates purchase orders by combining line items for the same vendor from multiple requisitions.
- Delivers seamless integration with Purchase Order Processing to eliminate data re-entry.
- E-mail notifications inform the end user of activities such as rejection, deletion or final approval of their requisition.