

Simplify Complex Requisition Processes Involving Multiple Vendors, Sales Quotes, and Approvals

Automate the way you gather requests, obtain vendor bids, create and approve quotes, manage purchases, and fulfill orders for internal or external clients. Eliminate paperwork while providing your sales, service, shipping, receiving, management, and other departments with greater visibility through integration across the Acumatica system.

WITH ACUMATICA REQUISITION MANAGEMENT, YOU CAN

- Receive and approve requests from multiple sources
- Bundle requests into a requisition
- · Source materials from inventory or use a vendor bidding process
- Create a sales quote for customer approval
- Create sales and purchase orders
- Include alerts when requests exceed allocated budgets
- · Combine multiple requests into a single requisition automatically
- Create approval steps for requests and requisitions

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General Settings Approval	Mailing Settings	
REQUEST SETTINGS		-
* Numbering Sequence:	RQITEM - Request Item	£
Assignment Map:	Request Assignment and Apr 🔎	L
Months Retained:	10	
	Require Approval	
REQUISITION SETTINGS	·	
* Numbering Sequence:	RQREQUISIT - Requisition	R
Assignment Map:	Requisition Assignment and A P	R
Months Retained:	10	
	Create Purchase Order on Hold	
	Require Approval	
	Merge Lines by Default	
OTHER SETTINGS		-
* Budget Ledger:	BUDGET - Budget Ledger 👂	£
Budget Calculation:	YTD Values 🔹	
Default Request Class:	CUSTOMER - Customer requ P	R

Easily configure your preferences for purchase requisitions

KEY BENEFITS

SAVE TIME AND ELIMINATE PAPERWORK

 Automate the requisition process, including order collection, supplier bids, sending and approving quotes, issuing purchase orders, and receiving goods

ENHANCE WORKFLOW AND APPROVALS

• Use approval maps and authorizations to ensure that the right people are alerted when they are needed in the process

STREAMLINE VENDOR BIDDING

- Eliminate paperwork and speed up the bidding process by emailing requests to multiple vendors
- Award business to a single vendor or select multiple vendors for different line items on the request

PROVIDE SALES QUOTES EASILY

- Create sales quotes based on catalog pricing or cost-plus algorithms
- Print or email quotes to customers
- Generate sales orders and purchase orders automatically to complete sales activities



REQUISITION MANAGEMENT FEATURES AND CAPABILITIES

Purchasing Integration	Automatically create purchase orders in the purchase order module from approved requisitions.					
Predefined Request Lists	Limit requests to a specific list of inventory items by user.					
Hide Inventory Items	Optionally hide your product catalog from users, requiring manual item entry.					
Collect and Organize RequestsBundle requests from multiple sources in a single requisition. Create approval rules based on quantity, request amount, or other factors.Request ClassesSet requisition defaults by request class to simplify data entry and reduce errors. Limit selection to a specific list of items, create customer-only requests, hide vendor information, hide inventory catalog information, allow multiple vendors per request, and set promised lead times.Create Customer QuotesCreate customer quotes to offer a price to customers for requested goods.Sales Order IntegrationTurn an approved quote into a sales order form with one click. Sales orders are managed by the						
Request Classes	to a specific list of items, create customer-only requests, hide vendor information, hide inventory					
Create Customer Quotes	Create customer quotes to offer a price to customers for requested goods.					
Sales Order Integration	Turn an approved quote into a sales order form with one click. Sales orders are managed by the rules within the sales order module and linked to the requisition for easy access.					
Complete Integration	Take advantage of integration with purchasing, order management, inventory management, and all Acumatica financial modules to automate all processes, eliminate duplicate data entry, and properly account for all transactions.					
Audit Trail	Automatically create a complete audit trail of all transactions, including the identity of users who entered and approved the transaction or modified the record. Optional notes and attached electronic documents remain with the activity records.					

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• Request Class: CUSTOMER - • Re			• Requested By:	ABARTENDE - USA Bartending School				Open Qty:		1.00			
Status: Open		Location:	MAIN - Primary Location										
• Date:	🖽 Hold		Currency:	USD	1.00	+ VIE	EW BASE						
	3/5/2015		Description:	Customer request for laptop computer									
	Approv	ed											
Document Details	Shipping I	nstructions	Approval Details	Other Inform	nation								
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Create a new requisition with a few clicks

ABOUT ACUMATICA

Acumatica is the world's fastest growing provider of cloud ERP, with the industry's highest customer satisfaction rating trusted by companies across diverse industries. Acumatica is easy-to-use, full-featured and mobile software. With unlimited users, everyone can have a real-time view of your business anytime, anywhere.

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