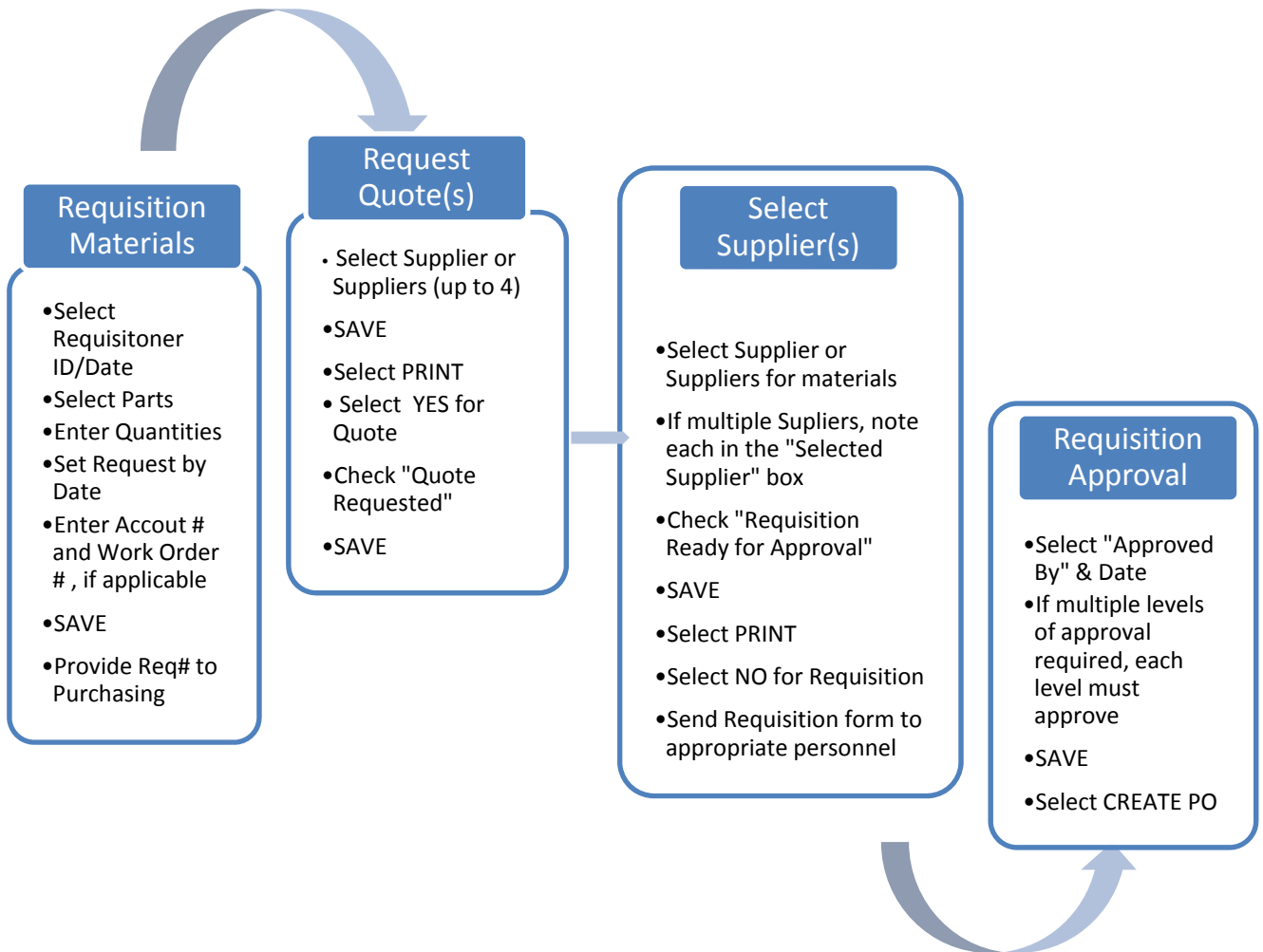




## STS: The Requisition Module:



## Select the Requisition Function:

- Select 'Requisitioned By' and the "Date"

The screenshot shows the 'Requisition' window in the STS - Stores Tracking System. The 'Requisitioned By' dropdown menu is open, showing 'Admin\_User' selected. The 'Date' field is set to '05/14/2012'. A red box highlights these two fields. The 'Requisition Number' is '000014'. The 'Requester Printer' is 'Adobe PDF'. The 'Requester' is 'Admin\_User'. The 'Approved By' is 'D. SUSAN'. The 'Date' is '05/14/2012'. The 'Requisition Ready For Approval' checkbox is checked. The 'General Remarks' field is empty. The 'Subtotal' is \$ 0.00. The 'Sales Tax' is \$ 0.00. The 'Special Charges' is \$ 0.00. The 'Total' is \$ 0.00.

- Select Parts, Enter Quantities, then Account and Work Order #'s, if applicable

The screenshot shows the 'Requisition' window in the STS - Stores Tracking System. The 'Part' list is open, showing a list of parts with their descriptions. A red box highlights the 'Part' list. The 'Part' list includes the following items:

PART NUM.	DESCRIPTION
1003	FILTER AIR
1002	TUBING, RUBBER, 1/2 IN. DIA.
1003	PRESSURE SWITCH
1004	PVC VALVE, 1/2 IN.
1005	FITTING, COPPER, 1-1/2 IN.
1006	RELAY, 120 VAC, 20 AMP
1007	FUEL PUMP
1008	THERMOCOUPLE
1009	FUEL PUMP GASKET
101	Filter, Air
1010	NOZZLE, HIGH PRESSURE
102	FILTER AIR
103-5A	Filter, Air
104	FILTER AIR
200	FILTER AIR
202	FILTER AIR
203	FILTER AIR
BG-102	Musical, Piano, Baby Grand, Strings, 43 inch

The 'General Remarks' field is empty. The 'Subtotal' is \$ 0.00. The 'Sales Tax' is \$ 0.00. The 'Special Charges' is \$ 0.00. The 'Total' is \$ 0.00.



- **SAVE**

- **Select PRINT ..... YES to generate Quote Form request to Suppliers**

Requisition Printer: Adobe PDF

Requisition Number: 000014

Quote Requested:

Requisition Ready For Approval:

Date: 05/14/2012

Subtotal \$: 0.00

Sales Tax (5.0%) \$: 0.00

Special Charges \$: 0.00

Total \$: 0.00

ITEM NUM.	SELECTED SUPPLIER	QTY	PART NUM.	DESCRIPTION	REQUESTED DATE
1		4	1001	FILTER, AIR	05/31/2012
2		34	1010	NOZZLE, HIGH PRESSURE	05/31/2012

○

- **Check “Quote Requested” and SAVE**

Requisition Printer: Adobe PDF

Requisition Number: 000016

Quote Requested:

Requisition Ready For Approval:

Date: 05/14/2012

Requisitioned By: Admin, User

Approved By:

Date:

Subtotal \$: 0.00

Sales Tax (5.0%) \$: 0.00

Special Charges \$: 0.00

Total \$: 0.00

ITEM NUM.	SELECTED SUPPLIER	QTY	PART NUM.	DESCRIPTION	REQUESTED DATE	ACCT. NUM.	W.O. NUM.	UNIT PRICE	PER	ITEM TOTAL	TAXABLE
1		5	1004	PVC VALVE, 1/2 IN.	05/31/2012	002000	WO555		Each		<input checked="" type="checkbox"/>
2		3	1009	FUEL PUMP GASKET	05/31/2012	002000			Each		<input checked="" type="checkbox"/>

- Once Quotes/Bids are received, Select Suppliers. (If multiple suppliers for Requisition, Identify in the appropriate Row Item.)

Check "Requisition Ready for Approval" and SAVE

Requisition Number: 000015

Quote Requested

Requisition Ready For Approval

ITEM NUM.	SELECTED SUPPLIER	QTY	PART NUM.	DESCRIPTION	REQUESTED DATE	ACCT. NUM.	W.O. NUM.	UNIT PRICE	PER	ITEM TOTAL	TAXABLE
1	A	3	1001	FILTER, AIR	05/31/2012		WO2525		Each		<input checked="" type="checkbox"/>
2	B	5	1002	TUBING, RUBBER, 1/2 IN. DIA.	05/31/2012	002000	WO2525		Feet		<input checked="" type="checkbox"/>

Subtotal \$ 0.00  
Sales Tax (5.0%) \$ 0.00  
Special Charges \$ 0.00  
Total \$ 0.00

- Select PRINT.....**NO** to generate Requisition approval form

Do you want to print a Request For Quote form?

Press:

YES for Request For Quote form

NO for Requisition form

Yes No Cancel

- **Send Requisition Approval form to requestor for Final approval**
- **Authorized person selects the “Approved By” & Date fields (If multiple approvals required, both will need to approve.)**

**SAVE**

The screenshot shows the 'Requisition' software interface. At the top, there are navigation buttons: Previous, Next, Find, New, Save, and Delete. The 'Save' button is highlighted with a red box. Below the navigation buttons, there are fields for 'Selected Bidder(s)', 'Select Suppliers For Bid', 'Address', and 'PO Number'. There are two suppliers listed: A (BAKER SUPPLY, INC.) and B (EverythingAvailable). The 'Approved By' field is set to 'Admin, User' and the 'Date' is '05/14/2012'. A calendar pop-up is open, showing the date '14' (May 14, 2012) selected. Below the calendar, there is a table with columns: ITEM NUM., SELECTED SUPPLIER, QTY, PART NUM., DESCRIPTION, REQUESTED DATE, ACCT. NUM., W.O. NUM., UNIT PRICE, PER, ITEM TOTAL, and TAXABLE. The table contains two rows of data. At the bottom right, there are summary fields: Subtotal \$, Sales Tax (5.0%) \$, Special Charges \$, and Total \$, all showing 0.00. There is also a 'Create PO' button.

- **Select CREATE PO button (Creating the PO will Close the Requisition and Generate Purchase Order Number)**

The screenshot shows the 'Requisition' software interface. At the top, there are navigation buttons: Previous, Next, Find, New, Save, and Delete. The 'Create PO' button is highlighted with a red box. Below the navigation buttons, there are fields for 'Selected Bidder(s)', 'Select Suppliers For Bid', 'Address', and 'PO Number'. There are two suppliers listed: A (BAKER SUPPLY, INC.) and B (EverythingAvailable). The 'Approved By' field is set to 'Admin, User' and the 'Date' is '05/07/2012'. Below the calendar, there is a table with columns: ITEM NUM., SELECTED SUPPLIER, QTY, PART NUM., DESCRIPTION, REQUESTED DATE, ACCT. NUM., W.O. NUM., UNIT PRICE, PER, ITEM TOTAL, and TAXABLE. The table contains two rows of data. At the bottom right, there are summary fields: Subtotal \$, Sales Tax (5.0%) \$, Special Charges \$, and Total \$, all showing 0.00. There is also a 'Create PO' button.

- **Creating the PO “closes” the Requisition and Generates the PO#**

Requisition

Previous Next Find New Save Delete

Requisition Printer: Adobe PDF

Selected Bidder(s) Select Suppliers For Bid Address PO Number Requisition Number

A  BAKER SUPPLY, INC. 6677 MAPLE ST. ANYWHERE, WI 55555    
 Ph: (222) 222-2222 Fx: (222) 222-3333   Quote Requested  
 Requisition Ready For Approval

B  EverythingAvailable 123 Any Street AnyCity, AN 00000  Requisitioned By Admin, User Date 05/14/2012  
 Ph: 555.1212 Fx:

C    Approved By Admin, User Date 05/07/2012

D

ITEM NUM.	SELECTED SUPPLIER	QTY	PART NUM.	DESCRIPTION	REQUESTED DATE	ACCT. NUM.	W.O. NUM.	UNIT PRICE	PER	ITEM TOTAL	TAXABLE
1	A	5	1004	PVC VALVE, 1/2 IN.	05/31/2012	002000	W0555		Each		<input checked="" type="checkbox"/>
2	A	3	1009	FUEL PUMP GASKET	05/31/2012	002000			Each		<input checked="" type="checkbox"/>

General Remarks

Close Requisition

Subtotal \$ 0.00  
 Sales Tax (5.0%) \$ 0.00  
 Special Charges \$ 0.00  
 Total \$ 0.00

Create PO Calculate Total

Closed