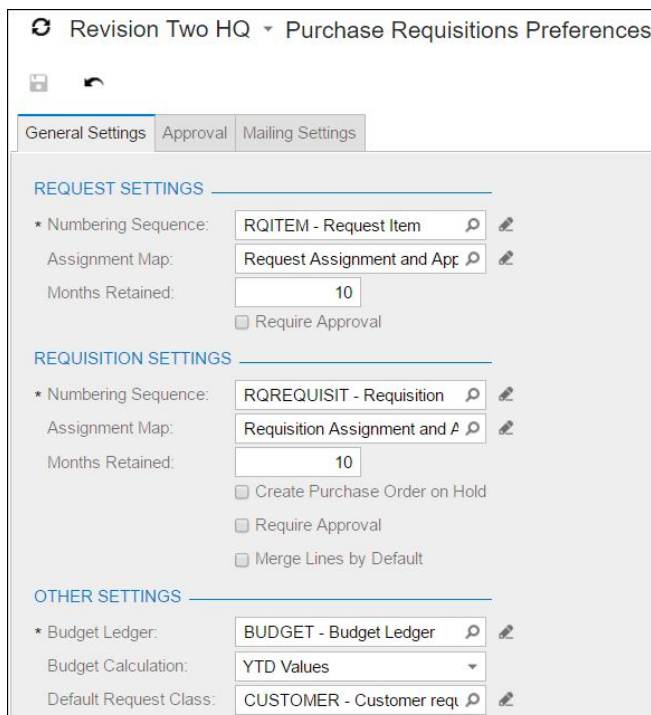# REQUISITION MANAGEMENT

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

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 Requests	Bundle requests from multiple sources in a single requisition. Create approval rules based on quantity, request amount, or other factors.
Request Classes	Set 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 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.

Create a new requisition with a few clicks

THE ACUMATICA ERP DIFFERENCE

Acumatica delivers a full suite of integrated business management applications unlike any other ERP solution on the market today.

STREAMLINE OPERATIONS
Manage your business more efficiently:

- Automate processes
- Control workflows
- Access the system from anywhere on any device—including mobile
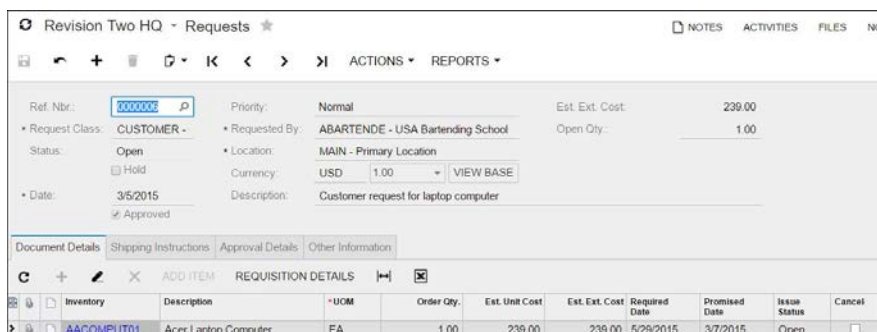- Promote collaboration with all-inclusive user licensing

ADAPTABLE SOLUTION
Add and extend:

- Deploy in-house or in a private or public cloud
- Easily configure your solution to fit your needs
- Add capabilities such as CRM or data visualization at any time
- Extend to other solutions and applications beyond ERP

YOUR BUSINESS ACCELERATED
Get a single version of the truth:

- Accelerate business performance and make smarter decisions with automated processes, real-time data collection, financial analyses, and forecasting
- No per user pricing – system scales as your business grows