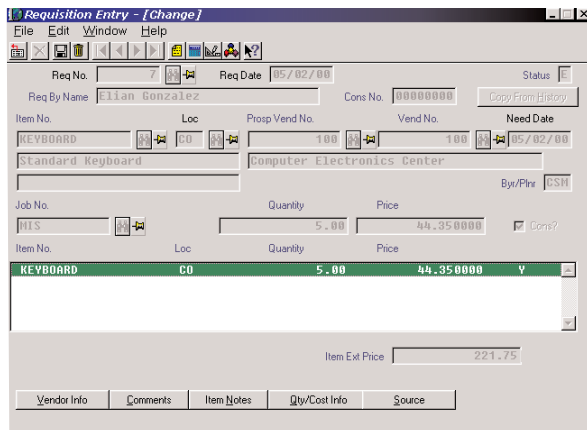


PROGRESSION'S VERSION 7.6 PURCHASE REQUISITION/REQUEST FOR QUOTATION ALLOWS YOUR PURCHASING AGENTS TO CONSOLIDATE PURCHASE REQUISITIONS FROM OTHER DEPARTMENTS AND OPTIONALLY ISSUE A REQUEST FOR QUOTATION AND ULTIMATELY CONVERT THE RECEIVED RFQ OR REQUISITIONS TO AN OPEN PURCHASE ORDER.



Requisition Entry Screen

PURCHASE REQUISITION

Purchase requisition entry allows each department to enter and manage its specific material requisitions. These may be consolidated later by the purchasing agent.

REQUISITION CONSOLIDATION

Requisitions may be consolidated across a selection of items, locations, buyers, and/or need dates. This allows your purchasing agent to consolidate each location's requisitions onto individual Requests for Quotation (RFQ) or each buyer's requisitions onto separate RFQ's for a specific period. Additionally, you may leave specific requisitions separate for special purchases.

REQUEST FOR QUOTATION

You may select only the primary vendor to quote the requisitioned goods, or you may select multiple vendors or prospective vendors. You may configure the system so that only existing vendors may be utilized, or that prospective vendors may be sent the resulting RFQ. Prospective vendors may be converted to a normal vendor if the decision is made to issue a purchase order to them. An unlimited number of prospective vendors may be maintained in the system for use in identifying a final supplier or suppliers. The vendor number may be assigned at the time the prospective vendor is originally entered, or when the prospective vendor is converted.

QUOTATION ENTRY

As Quotations are received from vendors or prospective vendors, they may be entered with vendor/item pricing and quantities for price breaks. You can later utilize this information in Item Cost Analysis reports to determine the best cost or promise date or decide the tradeoff between the two.

CONVERSION TO PURCHASE ORDER

When ready to purchase, quotations received from vendors or prospective vendors may be directly converted to open Purchase Orders. Up to five levels of sign-offs may be designated to facilitate zero or multiple sign-offs for a purchase order. Once converted, it becomes a normal purchase order in Purchasing.

ITEM COST ANALYSIS BY BEST PRICE

The Item Cost Analysis By Best Price Report will list Vendor Quotes for a particular Item or Consolidated Requisition Number. Those Vendor Quotes will be listed in Best Quote Price order with the least Vendor Quote Price records listed first. This report facilitates analysis and identification of the best price for a needed item.

ITEM COST ANALYSIS BY PROMISE DATE

The Item Cost Analysis By Promise Date Report will list Vendor Quotes for a particular Item or Consolidated Requisition Number. Those Vendor Quotes will be listed in Promise Date order with the earliest Vendor Promise Dates listed first. This report facilitates identification of the potential suppliers that could meet the needed delivery date for the item(s).

MORE INFORMATION

For more information on how to put the power of Exact Software North America to work in your front office and mission critical back office, call today:

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