

Electronic Requisition Approval

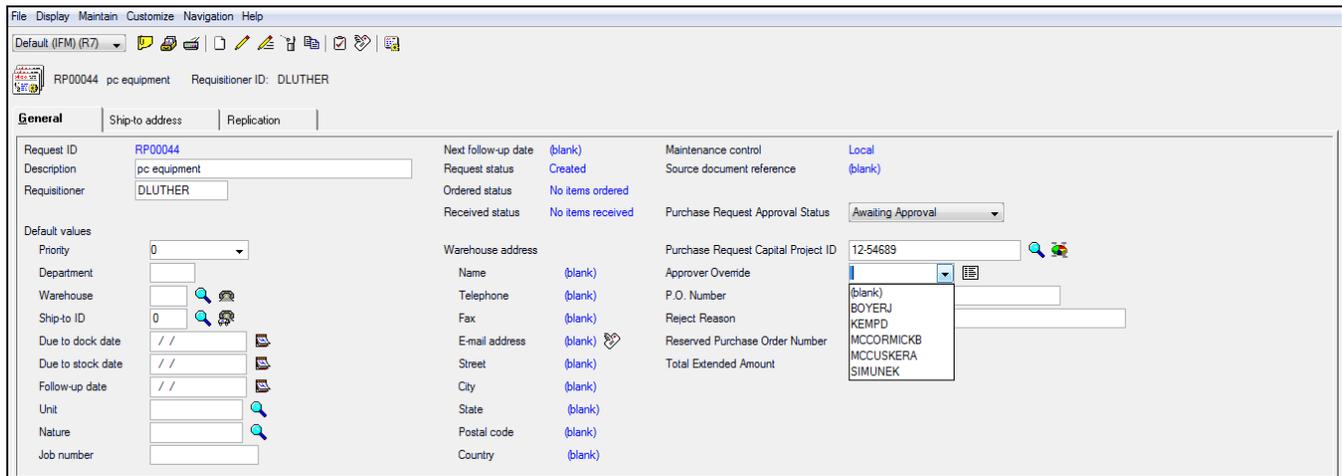
eREQ for MAPICS XA enables electronic approval for XA Requisitions and Purchase Requests. eREQ automatically routes these objects to the appropriate person for review. Review and approval can be accomplished in PowerLink or via e-mail. Real time status of the request is always available in PowerLink. eREQ extends standard XA Procurement Management capabilities so it is deployed quickly and cost effectively and is easy to maintain and upgrade.

eREQ improves the timeliness, accuracy, and efficiency of communications between requesters, buyers and managers, which results in numerous benefits including:

- *Improved control of spending for supplies, MRO, and production material*
- *Reduced paperwork and administration costs*
- *Improved visibility of Requisition approval status*
- *Decreased expediting costs due to delays in approvals*
- *Improved uptime through visibility of direct material and/or machine part approvals*

eREQ Features

The starting point for eREQ is an XA Requisition or Purchase Request, a new capability at XA 7.7 that allows for multiple line items on a single Requisition



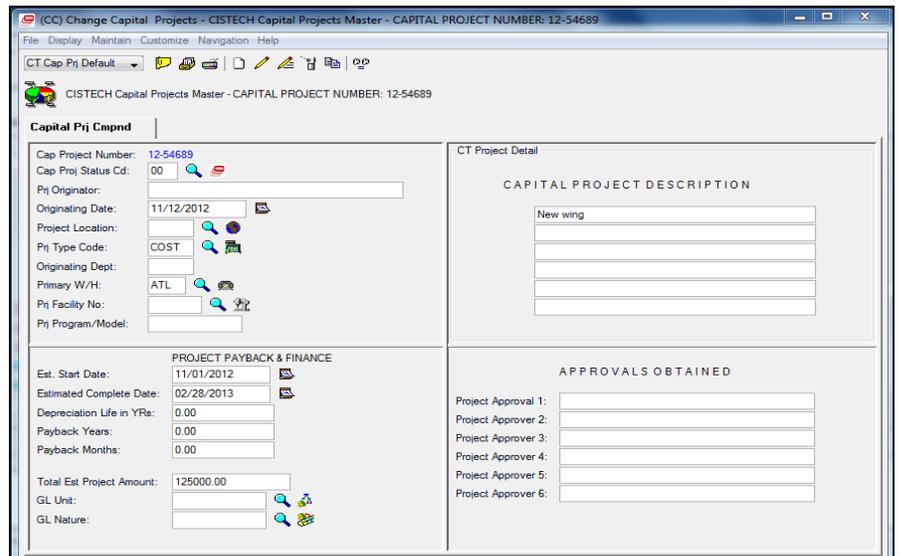
The screenshot displays the eREQ software interface for a requisition. The main window title is 'File Display Maintain Customize Navigation Help'. Below the title bar, there is a menu bar and a toolbar. The main content area shows the following details:

- Request ID:** RP00044
- Description:** pc equipment
- Requisitioner:** DLUTHER
- Request status:** Created
- Ordered status:** No items ordered
- Received status:** No items received
- Purchase Request Approval Status:** Awaiting Approval
- Purchase Request Capital Project ID:** 12-54689
- Approver Override:** A dropdown menu is open, showing a list of names: (blank), BOYERJ, KEMPD, MCCORMICKB, MCCUSKERA, and SIMUNEK.

Other fields include 'Next follow-up date' (blank), 'Maintenance control' (Local), 'Source document reference' (blank), 'Warehouse address' (Name, Telephone, Fax, Street, City, State, Postal code, Country - all blank), 'Priority' (0), 'Department', 'Warehouse', 'Ship-to ID' (0), 'Due to dock date', 'Due to stock date', 'Follow-up date', 'Unit', 'Nature', and 'Job number'.

Requisition Setup

Requisitions can be classified as inventory, non-inventory or capital requests. eREQ includes a capital projects database, which allows you to define project parameters like start and stop dates, default financial accounting codes, and more.

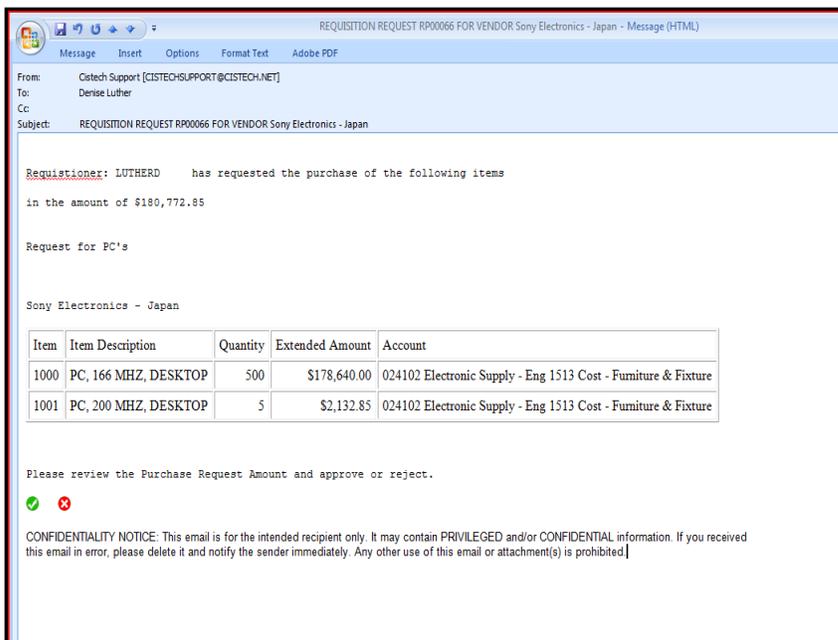


eREQ automatically routes the request based on pre-defined approvers and dollar limits. Multiple levels of approval are supported. The dollar limit for approvers can vary based on the 3 types of requisitions supported. You can override the approver for exception situations, or if you have a single person entering requisitions from multiple users within the department. If a requisition is modified prior to approval, the approval process is reinitiated to ensure correct approvals are received based on new requisition amounts.

In addition to approvers, you can also define 'watchers' who can observe the status of the approval process. This function is useful for people whose budget will be impacted by the PO. Notification to watchers can be tailored by dollar limit and account type.

Requisition Approval Process

Once a requisition has been entered and flagged for approval, eREQ routes the object to the appropriate reviewer based on type of request and the total \$ amount. That request is also delivered via e-mail to the appropriate manager for approval. If the requisition had an XA attachment, that attachment will be included with the email. A password can be required for an email user. The manager can approve the requisition by clicking  or reject the requisition by clicking  in the e-mail body. The approver does not have to be an XA user to utilize the email approval or rejection.



eREQ integrates with IFM/EFinance budgets to provide visibility of Budget status for the specific account, and how the budget will be affected by this requisition.

From: Purchasing [mailto:Purchasing@cistech.net]
Sent: Tuesday, July 8, 2014 4:20 PM
To: Neil Evans
Subject: Request RP00252 For Vendor CDW DIRECT, LLC

Requisitioner: John.Smith@cistech.net has requested the purchase of the following items

in the amount of 944.64

Misc. Supplies

Item	Item Description	Quantity	Extended Amount	Unit	Nature	Period	Budget	G/L Balance	Remaining	Job No.	Vendor
A	... Kensington ProFit Mid-Size Mouse CDW #: 2763778 Misc. Supplies	3	78.54	21912	64510-0000	JUL2014	4,833.00	677.04	4,077.42	CONLEYC	CDW DIRECT, LLC
B	... LEXMARK RP E260/E36X/346X TONER CDW #: 1607697 Misc. Supplies	2	213.38	21912	64510-0000	JUL2014	4,833.00	677.04	3,864.04	CONLEYC	CDW DIRECT, LLC

If the approver uses PowerLink, detailed reviews of requests and approvals can be done directly from the requisition screen. PowerLink also provides real-time status of the requisition so interested parties can quickly determine exactly where in the process their requisition is. Detailed history of each transaction is saved so you know specifically who approved/rejected the requisition and when they took that action.

Request	Description	Requisitioner	Approval Status	Approval Date	Requestor	Approver	Capital Project ID	Total Extended Amount
RP00016	New division equip...	DLUTHER	2 = Approved, Not Authorized	12/05/2012	DLUTHER	KEMPD	18-A1453	20,007.68
RP00017	Laptops	DLUTHER	2 = Approved, Not Authorized	12/05/2012	DLUTHER	KEMPD	55-12345	35,728.00
RP00018	new	DLUTHER	3 = Authorized to Buy	11/21/2012	DLUTHER	MCCORMICKB		198,290.40
RP00019	new	DLUTHER	4 = Rejected	11/21/2012	DLUTHER	BOYERJ		198,290.40
RP00020	new	DLUTHER	4 = Rejected	11/21/2012	DLUTHER	BOYERJ		198,290.40

To help manage the decision process eREQ provides notification if an approver does not act within a timeframe specified during eREQ setup. Approval emails can be resent as needed.

PO Creation

When approval is completed or the requisition is rejected, confirmation emails can be sent to the requester and any watchers. Within XA Procurement Management, the procurement team is provided with a list of items that have been approved for purchase. Buyers can create a PO directly from that requisition or multiple items on multiple requisitions, and then simply release that PO for communication to the supplier. If the requisition has not been authorized for purchase, eREQ will prevent creation of a PO.

(SP) Purchase Request - RP00066

File Display Maintain Customize Navigation Help

RP00066 Request for PC's Requisitioner ID: LUTHERD

General

Request ID: RP00066 Next follow-up date: 08/12/2011 Nature: 1513
 Description: Request for PC's Request status: Created Unit: 024102
 Requisitioner: LUTHERD Ordered status: No items ordered
 Received status: No items received Purchase Request Approver: MCCORMICKS
 Purchase Request Approval Date: 08/12/2011
 Purchase Request Approval Status: Authorized to Buy
 Reason for Rejection: (blank)
 PD #: P123466

Default values
 Capital Project ID: (blank) Warehouse address: (blank)
 Priority: 0 Name: (blank)
 Department: (blank) Telephone: (blank)
 Warehouse: 1 Fax: (blank)
 Ship-to ID: 0 E-mail address: (blank)
 Due to dock date: (blank) Street: (blank)
 Due to stock date: (blank) City: (blank)
 Follow-up date: (blank) State: (blank)
 GL Account: (blank) Postal code: (blank)
 Job number: (blank) Country: (blank)

Total Extended Amount: 180,772.85

Requisition Items

Requisition	Item	Whs	Primary vendor	Quantity	Sit	UM	Dock	Stock	Price	Extended price	Requisitioner	Create
RP00066	1000	1		500.000	EA		08/12/2011	08/12/2011	357.2800	178,640.0000	LUTHERD	08/12/2011
RP00066	1001	1		9.000	EA		08/12/2011	08/12/2011	426.5700	2,132.8500	LUTHERD	08/12/2011
									783.8500	180,772.8500		

Continue Help

Developed for XA, using strategic XA development components

- XA Procurement Management requisitions and PO's are the foundation for the enhanced capabilities of eREQ. If you already have knowledge of core XA Procurement Management capabilities, installation and training for eREQ is accomplished quickly, you can be live in just a few days.
- There is no separate 'workflow' product to install and maintain, no server applications, and no additional database. All data is inherent to XA. eREQ is XA.

Prerequisites for eREQ: XA R7.7 and higher, Procurement Mgmt, Enterprise Integrator, SMTP messaging for email alerts.