



Requisition Selection and Sourcing Workbench Demo

May 19, 2014

Requisition Selection

- Used to enter search criteria and source requisitions to purchase orders
- View Requisition Details and Requisition Line
- Provides option to change requisition supplier prior to sourcing if needed
- View Contract details, if available
- View Procurement Card data, if available

Requisition Selection Page

Requisition Selection
Sourcing

Search Criteria

Business Unit	<input type="text" value="US001"/>	Buyer	<input type="text"/>
Supplier ID	<input type="text"/>	Origin	<input type="text"/>
Category	<input type="text"/>	Max Rows	<input type="text" value="20"/>
Requisition ID	<input type="text"/>	<input checked="" type="checkbox"/> Include Reqs With No Supplier	
Requisition Name	<input type="text"/>	<input checked="" type="checkbox"/> Include Inventory Items	
Contract ID	<input type="text"/>	<input type="checkbox"/> Stockless Item	
<input type="button" value="Search"/>		<input type="checkbox"/> Exclude Auto Source Item	

Selection Options

<input checked="" type="checkbox"/> Define PO	<input type="checkbox"/> All Lines From Req
<input type="checkbox"/> Check Item Available	*PO Item Supplier Option <input type="text" value="No Edit Required"/>
	<input type="button" value="H"/> <input type="button" value="H H"/> <input type="button" value="H H H"/> <input type="button" value="H H H H"/>

Select Requisition Lines Personalize | Find | View All |

Sourcing										
Include	Supp ID	Supplier	Supplier Location	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement
<input type="checkbox"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>		Descr	Req ID		Procurement

Sourcing Workbench

- Provides overview of the results of the sourcing process
- View staged rows (rows to be sourced)
- Sourcing Errors
- Recycle rows in error for reprocessing
- View source transactions (Reqs/POs)

Sourcing Workbench Page

Sourcing Workbench

Sourcing

Search Criteria

Process Instance

Business Unit

Requisition ID

Requisition Name

Buyer

Contract SetID

Contract ID

System Source

PO Stage Type

PO Stage ID

Stage Status

Item ID

Line Number

Schedule Number

Search

Select All

UnSelect All

Purge

Recycle

 Save

 Notify

 Refresh

Discussion

