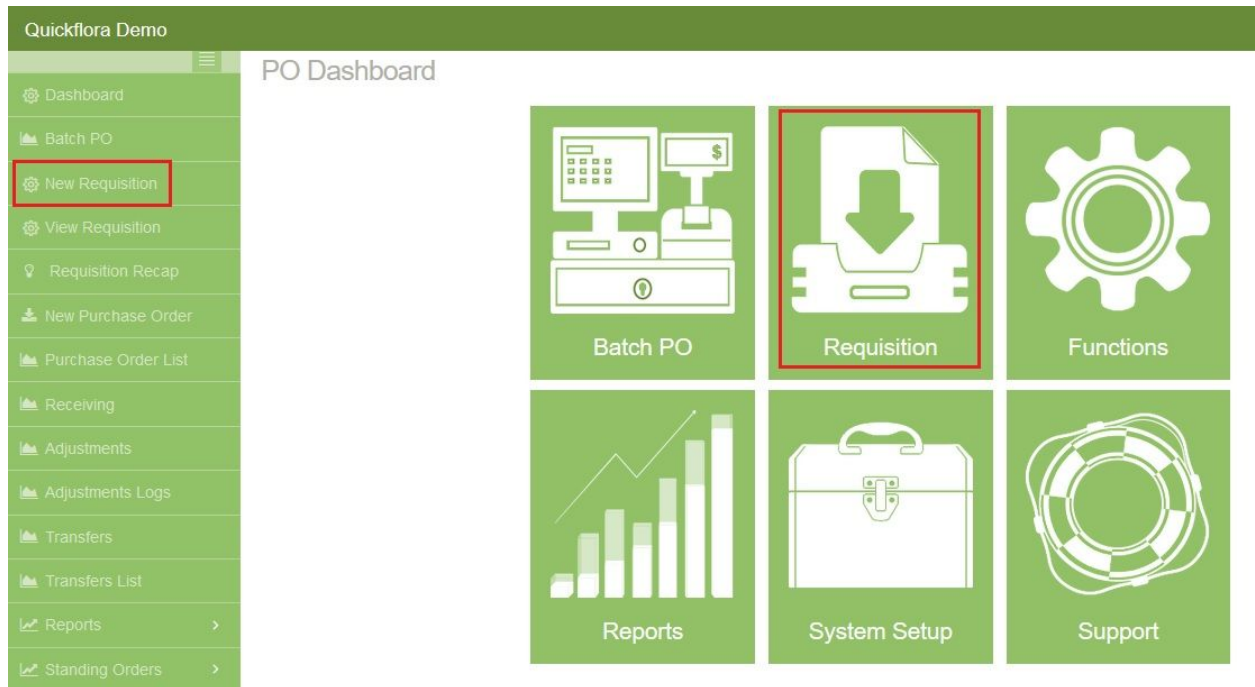


# How to Add a New Requisition

Login to your Purchase Order Module.

Go to “New Requisition” on the left hand menu or “Requisition” icon on the dashboard.



Select your location (it will be pre selected if you logged in with your pre configured location URL).

## Requisition

The image shows the 'Requisition Details' form. The 'Location' dropdown menu is open, showing a list of locations: --Select Location--, test (selected), Corporate, DEFAULT, Test Location, Walker's, Westwood, and Fallon's. The form includes the following fields: Requisition No. (New), Ship Date, Last Change At (9/25/2018 1:40:25 PM), Recv On, Inventory Origin (Select Origin), Ship Method (Select Ship Method), Type (Select Status), Remarks, Order Placed, Order by, Total Amount (0.00), and Status (Entry In Process). The 'Products Details' section is visible at the bottom.

Select the Inventory Origin (it is the location from where inventory will come from).

## Requisition

The screenshot shows the 'Requisition Details' form. The 'Inventory Origin' dropdown menu is open, showing options: '--Select Origin--', '--Select Origin--', 'California', and 'Miami'. The 'Location' is set to 'DEFAULT'. The 'Ship Method' is set to '-- Select Ship Method --'. The 'Status' is 'Entry In Process'.

Select the Ship Method. These ship methods are pre defined in the system by your administrator based upon selected location and inventory origin.

## Requisition

The screenshot shows the 'Requisition Details' form. The 'Ship Method' dropdown menu is open, showing options: '-- Select Ship Method --', '-- Select Ship Method --', 'Armellini', 'Armellini Holiday', 'CalAir', 'Fedex', 'FL Beauty Holiday', 'Florida Beauty', 'Local Truck', 'Prime', and 'Prime Holiday'. The 'Inventory Origin' is set to 'Miami'. The 'Status' is 'Entry In Process'.

Select the Ship Date. You will see available dates based upon the predefined trucking schedule for your selected Location, Inventory Origin and Ship Method.

## Requisition

The screenshot shows the 'Requisition Details' form. The 'Ship Date' field is highlighted with a red box, and a calendar is open showing the month of September 2018. The 'Inventory Origin' is set to 'Miami'. The 'Ship Method' is set to 'Fedex'. The 'Status' is 'Entry In Process'.

The Arrival Date will auto populate for your selected ship date.

## Requisition

Requisition Details		
Requisition No.	Location	Inventory Origin
2569	DEFAULT	Miami
Ship Date:	Arrive Date:	Type:
09/27/2018	9/27/2018	--Select Status--
Last Change At:	Last Change By:	Order Placed:
9/25/2018 1:47:33 PM	Admin	
Recv On:	Recv by:	Total Amount:
		0.00

Select the Requisition Type. This can be any one of the pre configured requisition types.

## Requisition

Requisition Details			
Requisition No.	Location	Inventory Origin	Ship Method:
2569	DEFAULT	Miami	Fedex
Ship Date:	Arrive Date:	Type:	Remarks:
09/27/2018	9/27/2018	--Select Status--	
Last Change At:	Last Change By:		Order by:
9/25/2018 1:47:33 PM	Admin		
Recv On:	Recv by:		Status
			Entry In Process

Distribute

Flowers

Greens

Hardgoods

Holiday

Holland

Plants

Products Details	
------------------	--


Enter the Remarks for the requisition IF you wish to inform buyers about this requisition.

## Requisition

Requisition Details			
Requisition No. 2569	Location DEFAULT	Inventory Origin Miami	Ship Method: Fedex
Ship Date: 09/27/2018	Arrive Date: 9/27/2018	Type: Flowers	Remarks: Demo Requisition
Last Change At: 9/25/2018 1:47:33 PM	Last Change By: Admin	Order Placed:	Order by:
Recv On:	Recv by:	Total Amount: 0.00	Status Entry In Process

Other fields are configured to auto populate based upon future actions on this requisition.

Now you add the products on the requisition. Click “Add New” button in the products Details section. This will add a new blank row in which you can click in the product column and search for any product you wish to add.

Products Details												
<div><div>Add New</div><div>Delete</div><div>Load Product List</div><div>Load Flowers</div><div>Load Greens</div><div>Load Hardgoods</div><div>Load Plants</div><div></div><div>Save Changes</div><div>Submit</div><div>Close</div></div>												
Select	Product	QOH	Dump	Q Req	Pre Sold	Color Variety	Remarks	Q Ord	Pack	Cost	Ext.Cost	Vendor Code
<input type="checkbox"/>	SEARCH Item	0	0	0	0			0	1	0	0	SEARCH VEN
Requisition #2569 saved Successfully												
<div>Save Changes</div> <div>Submit</div> <div>Close</div>												

After selecting the product you can either use tab key or mouse to move to the next column. You can enter the values in various columns and/or just tab after that.

In this example we are adding 4 products.

Products Details

Add New
Delete
Load Product List
Load Flowers
Load Greens
Load Hardgoods
Load Plants
EXCEL
Save Changes
Submit
Close

Select	Product	QOH	Dump	Q Req	Pre Sold	Color Variety	Remarks	Q Ord	Pack	Cost	Ext.Cost	Vendor Code
<input type="checkbox"/>	805832 Gerbera Red COL	5		25			Red	0	50	1.03	0	Allure Farms I
<input type="checkbox"/>	VASE Vase	0	0	5				0	0	0.00	0	SEARCH VEN
<input type="checkbox"/>	HYDBL Hydrangea Blue			25				0	0	0.00	0	SEARCH VEN
<input type="checkbox"/>	bouttonniere bouttonniere	1		5	0		bouttonniere	0		0.00	0.00	SEARCH VEN

After you are done, click on the “Submit” button to save and submit the requisition. This will now show up on the screen of buyer to complete the purchase order.

Products Details

Add New
Delete
Load Product List
Load Flowers
Load Greens
Load Hardgoods
Load Plants
EXCEL
Save Changes
Submit
Close

Select	Product	QOH	Dump	Q Req	Pre Sold	Color Variety	Remarks	Q Ord	Pack	Cost	Ext.Cost	Vendor Code
<input type="checkbox"/>	805832 Gerbera Red COL	5		25			Red		50	1.03	0.00	Allure Farms In
<input type="checkbox"/>	VASE Vase	0	0	5				0	0	0.00	0	SEARCH VENC
<input type="checkbox"/>	HYDBL Hydrangea Blue			25				0	0	0.00	0	SEARCH VENC
<input type="checkbox"/>	bouttonniere bouttonniere	1		5	0		bouttonniere	0		0.00	0.00	SEARCH VENC

Requisition #2569 saved Successfully

Save Changes
Submit
Close

Once you submit the request it redirects you to list of all requisitions in the system. You can also filter them by available parameters on the screen to list only desired requisitions.

View	Edit	Cancel	Status	Type	Total	Ship Date	Arrive Date	Order Placed Date	Order By	Remarks	Received On Date	Received By	Location	Status	Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 7:19AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:00AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:07AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:19AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:23AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:24AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:25AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:31AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry Completed	Flowers	\$0.00	09/27/2018	9/27/2018	9/25/2018 2:02:07 PM	Admin	Demo Requisition			DEFAULT		Change History
			Entry Completed	Flowers	\$28,020.00	09/26/2018	9/26/2018	9/25/2018 2:05:08 AM	Admin	Test			DEFAULT		Change History
			Entry Completed	Flowers	\$18,444.00	09/26/2018	9/26/2018	9/25/2018 2:09:23 AM	Admin				DEFAULT		Change History
			Entry	Flowers	\$11,400.00	09/15/2018	9/15/2018	9/14/2018	Admin	Test Do not fill			DEFAULT		Change History

From the Requisition list screen you can view details of any requisition or edit them if you wish to make adjustments on already submitted request. Note, you will only be able to make changes in only those products which have not already been bought by buyers (meaning the PO was already issued).

Dashboard

Batch PO

New Requisition

**View Requisition**

Requisition Recap

New Purchase Order

Purchase Order List

Receiving

Adjustments

Adjustments Logs

Transfers

Transfers List

Reports

Standing Orders

### Requisitions List

Search

Requisition Range

9/25/2018

to

9/25/2018

☒ All
☐ Only Selected
☐ Include Standing Requests

Order By

=

SEARCH

☐ Include Canceled
☐ Include Received
☐ Only Canceled
☐ Only Received

Type:

--Select Status--

Location

--Select Location--

Status

--Select Status--

EXCEL

Excel

View	Edit	Cancel	Status	Type	Total	Ship Date	Arrive Date	Order Placed Date	Order By	Remarks	Received On Date	Received By	Location	Status	Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 7:19AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:00AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:07AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History
			Entry In Process	Flowers	\$0.00	Jul 23 2019 12:00AM	Jul 17 2019 12:00AM	Jul 29 2018 9:19AM	Admin	Related to Event ID2	1/1/1900		FTMyers		Change History