

## WebReq Order Processing

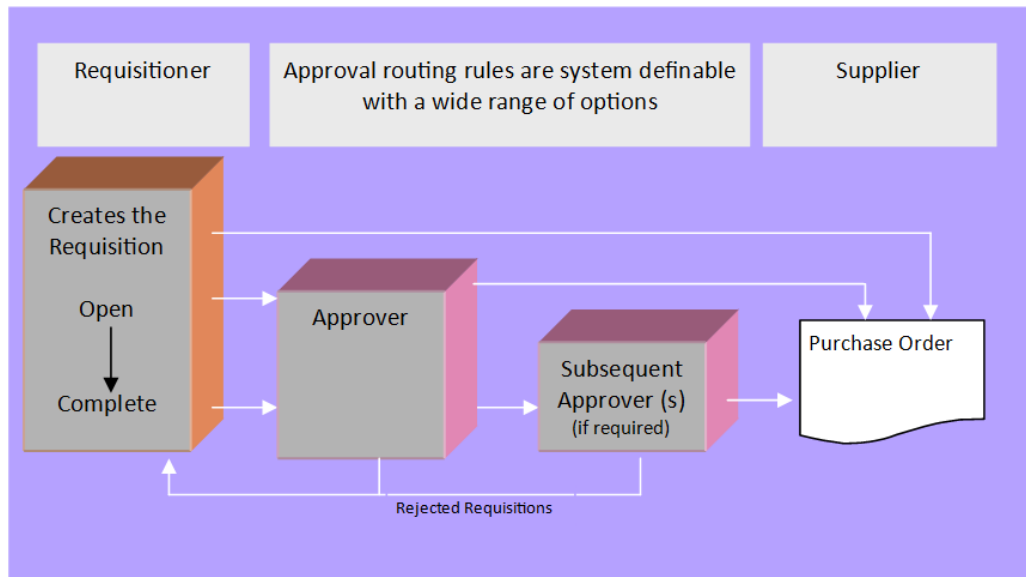
Within any organisation, access to goods and services needs to be effective and efficient whilst remaining within corporate guidelines. GT Management's WebReq system is designed specifically to address this need.

WebReq can be made available to any number of specified users within an organisation over a wide geographical area, working on diverse operations with different reporting structures.

Depending on system-defined authority, each user can do some or all of the following :

- Create Requisitions;
- Approve Requisitions;
- Dispatch Purchase Orders;
- Receipt of goods and services;
- Measure supplier performance;
- Note and report on Faults and Defects\*
- Report on Purchasing Activity; and
- Manage all associated workflows

\* Comprehensive management of Faults and Defects is also handled via WebReq Incidents (Please see separate brochure)



## Key Features of WebReq Order Processing

Requisition screens are highly configurable per Requisition Type.

Line #	Item Code	Activity	This Month's Budget	Remaining Budget	Line Code	Description	Qty	Unit Cost	Cost	Recharge	Details	Split Lines
			0.00	0.00								
Total										0.00		

WebReq provides the flexibility to:

- Specify which fields and columns are included or excluded for each Requisition Type (on Header and/or Transaction Lines)
- Rename field and column labels to suit your organisation's individual needs.
- Produce multiple Purchase Orders from a single requisition when items for a single purpose are to be sourced from multiple suppliers.
- Specify delivery address and delivery time per individual line, if required.
- Include up to 3 site-specific Analysis Codes per transaction line (eg to denote Client Recharges; to allocate costs over multiple financial periods; to select additional attributes from a dropdown list etc)

Approval routing rules are system definable per Requisition Type with a wide range of options to suit your specific needs.

WebReq supports an infinite number of \$ approval thresholds, and as many or as few approvers per requisition Type as required

WebReq 's approval process can take any or all of the following into account, per Requisition Type:

- Compliance/Non-Compliance with budgets
- Spending limits per individual per type of purchase
- Specific Commodity approvers
- Global and System-based approvers
- any number of levels of approval in the approval process, defined per Requisition Type.

Additional features include the ability to:

- copy Purchase Order(s) for use as base for new requisition(s)
- handle Requests for Quote
- Required Items can be selected via Lookup from pre-loaded Supplier Lists, or specified by free text descriptions
- create Amendments to existing Purchase Orders subject to approval, and with strict audit trail
- consolidate multiple Requisitions onto a single Purchase Order
- automate Purchase Order dispatch to Supplier, via email
- receipt Inward Goods (including serial and batch lots if required)
- manage faults and warranty claims

## Enter / Edit Requisition

**My Menu** Enter / Edit Requisition [Help Video](#) | [Help Text](#)

**Req No** 1011 **Type** Job **Status** Open **Complete**

**Purpose** Pip01 Whyalla to Rail link **Requisition Date** 31/03/2011 [2011] 3 **Requisitioner** Taylor, Geoff

**Supplier** CSN Construction Supplies (NSW) Pty Ltd **Required Date** 31/03/2011 **For Approval By** Reyes, Bong

**Supplier Address** 123 William Street Beacon Hill **For Approval** 2 Hours **Email Notification**

**Supplier Contact** Stoddart, Stuart [Stuart@const.com.au](mailto:Stuart@const.com.au) **PO Contact** Taylor, Geoff **Attach Documents**

**Del Address**

**Details**  **Requisitioner Requires Invoice Copy**  **Quote Type** Requisition

**Justification**  **Currency** AUD

Line #	Item Code	Activity	Line Code	Description	Category	Unit	Qty	Unit Cost	Cost	Required Date	Details	
1	256883	5123	256883	20 mm Ball Joint	Joints	Each	1.00	230.00	230.00	31/03/2011	<input type="checkbox"/> <input type="checkbox"/>	
									Total	230.00		

## Approve Requisition

Approval can be via email (including via smart phone)

**My Menu** Approve Requisition

**Req No** 1011 **Type** Job **Status** Completed **Completed**  **Approve**

**Purpose** Pip01 Whyalla to Rail link **Requisition Date** 31/03/2011 [2011] 3 **Requisitioner** Taylor, Geoff

**Supplier** CSN Construction Supplies (NSW) Pty Ltd **Required Date** 31/03/2011 **For Approval By** Reyes, Bong

**Supplier Address** 123 William Street Beacon Hill **Approval Required In** 2 Hours **Email Notification**

**Supplier Contact** Stoddart, Stuart [Stuart@const.com.au](mailto:Stuart@const.com.au) **PO Contact** Taylor, Geoff **Attach Documents**

**Del Address**

**Details**  **Requisitioner Requires Invoice Copy**  **Quote Type** 1

**Justification**  **Currency** AUD

**Approver Notes**

Line #	Item Code	Activity	Line Code	Description	Category	Unit	Qty	Unit Cost	Cost	Required Date	Details
1	256883	5123	256883	20 mm Ball Joint	Joints	Each	1.00	230.00	230.00	31/03/2011	<input type="checkbox"/> <input type="checkbox"/>
									Total	230.00	

## Inwards Goods Receipt

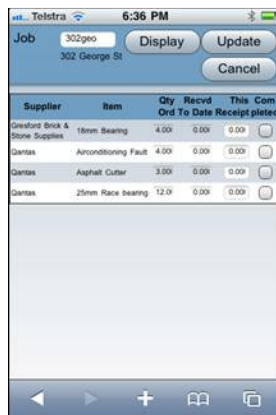
Goods/Services can be received by Quantity or by \$ value.  
 WebReq handles partial receipts, returned goods, and rejected goods with a full audit trail per docket.

PO Number	PO Date	Requisition No	Supplier	Details	Fully Received
100092	28/10/2011	1165	Sydney Security		<input type="checkbox"/>
100093	31/10/2011	1171	Bunings		<input type="checkbox"/>

PO Number	Purpose Code	Item	Description	Unit	Quantity Cost Ordered	Value Ordered	Received To Date (Qty)	Received To Date (\$)	Balance (Qty)	Balance (\$)	Receive by Quantity or Value	This Receipt (Qty)	This Receipt (\$)	Receipt Date	Docket No	Details	Receipt Complete
100093	SYDMB1	ELCND	Elec Conduit 1m		\$5.30 25.00	\$132.50	0.00	0.00	25.00	\$132.50	Q	0.00	0.00	16/11/2011			<input type="checkbox"/>
100093	SYDMB1	SLC	Silicone 250ml		\$3.98 14.00	\$55.72	14.00	55.72	0.00	\$0.00	Q	0.00	0.00	16/11/2011			<input checked="" type="checkbox"/>
100093	SYDMB1	PRTBRD	Particleboard 3mx2m		\$96.00 50.00	\$4,800.00	8.00	768.00	42.00	\$4,032.00	Q	0.00	0.00	16/11/2011			<input type="checkbox"/>

Inward Goods receipt is also available on iPhone



## Reporting on Requisitions

WebReq uses Crystal reports for Requisitions, Request for Quotes and Purchase Orders.

All Management Reports are written in Microsoft Reporting Services.

The screenshot shows the 'WebReq Reporting' interface. It includes a 'My Menu' tab, a 'Reports' dropdown menu, and 'Save Selection' and 'Print' buttons. The main area contains several filter fields: 'Req Number', 'PO Number', 'Docket No', 'From Req Date' (01/01/2010), 'To Req Date' (31/12/2099), 'Client', 'From PO Date' (01/01/2010), 'To PO Date' (31/12/2099), 'Location', 'From Purpose', 'To Purpose', 'AP Account', 'Area', 'Supplier Name Contains', 'Area Group' (All Profit Centres), and 'Purpose Manager'. Below these are two sections of checkboxes: 'Requisition Status' (Open, Completed, Approved, PO Approved) and 'Inwards Goods Status' (Received Items, Unreceived Items).

Microsoft Reporting Services reports allow drilldown per line, and it supports export of data eg to Excel for further manipulation if required.

The screenshot shows a 'Purchase Order Report' table with the following data:

PO Number	AP Account	Supplier Name	PO Date	Required Date	Purchased By	Phone	Email	PO Completed	Order Cost	Outstanding Cost	
100001	ACT-001	ACTION COMMUNICATIONS	29/05/2009		AMP, AMP			No	\$56.00	\$56.00	
100002	AGA001	Agar Chemicals Pty Ltd	01/06/2009		AMP, AMP			No	\$129.00	\$129.00	
		<b>Line Code</b>	<b>Line Description</b>	<b>Activity Code</b>	<b>Item Code</b>	<b>Unit Cost</b>	<b>Line Completed</b>	<b>Order Quantity</b>	<b>Outstanding Quantity</b>	<b>Order Cost</b>	<b>Outstanding Cost</b>
		0700	TOILET PAPER 2 PLY 700 SHT 948 ROLLS/CTN)		0700	\$25.00	No	1.00	1.00	\$25.00	\$25.00
		PF16200	SLIMLINE HANDTOWELS 4000/CTN		PF16200	\$52.00	No	2.00	2.00	\$104.00	\$104.00
100003	TBC001	True Blue Chemicals	02/06/2009		AMP, AMP			No	\$91.00	\$91.00	
100004	AFC001	A & F Cleaning Equipment	02/06/2009		AMP, AMP			No	\$49.00	\$37.00	

For contact details, visit [www.WebReq.com.au](http://www.WebReq.com.au) or email us at [sales@webreq.com.au](mailto:sales@webreq.com.au)

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