B²BE
Business to Business e-Solutions

Requisition Solutions

Control and management of your requisitions

Solution overview

In a Purchase to Pay context the requisition is where many organizations don't often spend enough time to ensure the requisition or purchase order not only has the correct information, it's also approved before it's sent to the supplier.

Many supply chain problems are simply symptomatic of a poor requisitions process, which may include goods for resale and others which are consumed by an organization as part of an organization's day to day operations. Get the requisition right and the processes thereafter will be easier to manage and align. B2BE's Requisition solution helps you on this journey.

Key Features

Structured data
The requisitions solution relies on structured catalogue data to be able to search for products to add to requisitions. Data is maintained by the buyer and product groups and attributes can be setup to make it easy to find products. Similarly, requisitions can be created for multiple suppliers at the same time before being split into the relevant supplier's purchase order to make requisitions easier.

Data alignment

The requisitions solution allows you to upload and maintain supplier data within the catalogue, along with pricing, technical information and images. This means you can align the data based on what you actually want to buy from the supplier.

Requisition approval and management

As with all requisition solutions in the B2BE P2P portfolio requisitions can also, once created, be sent into the approval workflow solution so when the supplier receives the requisition it's been approved and given the goods are shipped correctly there shouldn't be any issues when the invoice arrives so accounts payable teams are not simply passed issues in the P2P process.

Data permissions

User access to catalogue data can be restricted so specific users within the organization can only requisition certain products. This means you have greater controls so employees cannot purchase goods they have no authorization to purchase.

Requisition distribution and automation

Using document routing workflow or any one of the Document Management solutions requisitions can be sent via; EDI, Web EDI and Email. This can be configured based on your organizations preference or the suppliers.

Requisition approval workflow

One of the keys to ensuring you have control at the requisitions phase of the P2P journey is requisitions are approved prior to arriving at the supplier's doorstep. This can be configured by spend, function or cross-function or by groups with approval balancing so approval workload isn't left to a few individuals.