

Requisition Management

Reduce the internal costs associated with paper requisitions, tighten financial controls with electronic approval and create a solution that drives a higher percentage of buys to corporate contracts.

Slingshot Software's requisition management module enables the automated collection, approval and fulfilment of requisitions. Through online collaboration, a requisition starts the process that your purchasing team will finish – ideally using by Slingshot's sales order management module – knowing they are dealing with an approved and aggregated requisition for goods or services.

Real-Time Requisitioning

Slingshot's requisition module collects, approves, and fulfills requisitions via the Internet. Any authorized employee can enter requisitions quickly and easily then review and update open requisitions any time from any Internet browser. Confirmation is emailed to the requestor at each step in the process (approval, purchase, receipt). The process eliminates unnecessary calls to Purchasing, saving time and money. The Internet makes it possible to implement this solution quickly and inexpensively across many locations.

Simple “Self Service” Requisition Entry

Any authorized requestor can quickly request the materials needed. A familiar shopping cart metaphor is used. Multiple options exist for selecting items and adding them to the shopping cart. Products can be selected from your company's “authorized item catalog”. Requestors locate a product by clicking through pictures and descriptions. Shopping lists can be set up for commonly requested items. A product “key word” search is also provided. The items in the cart can be reviewed or modified at any point. If the requestor leaves the application, the cart is automatically saved, and appears when the requestor returns.

Once the item is identified, simply enter the quantity required, a requested delivery date and an estimated cost. The estimated cost will default to the last price paid if available, and the total cost of the requisition is also displayed.

Instant Feedback on Price and Availability

As each item is entered, the requestor is told whether the item is in stock, or whether must be purchased. For items in stock, availability is confirmed; for items that must be purchased, purchase history is used to provide a list of potential sources, along with the price and lead time quoted by each supplier. The requestor can ask for a specific supplier, request a price quotation, or leave all sourcing concerns to the purchasing department.



Collaborate with your trading partners to automate the collection, approval and fulfilment of requisitions. Route approved requisitions to purchase or seek material issue from inventory.

Check-Out and Electronic Approval

A “check out” process allows the requestor to review the items ordered and delivery instructions before confirming the requisition. When the requisition is confirmed, eRequest automatically routes the request for approval. Authorized approvers can approve or deny a request with a single click. Requisitions that require multiple approvals, due to the amount of the purchase or the items ordered, are sent to all required approvers simultaneously. When all approvals have been provided, the request is forwarded to the responsible department for fulfillment. Items are then issued from stock or purchased from outside suppliers.

Requesting New Items

The requestor can order a new item (off catalog) by filling in a description and entering the estimated cost. When the request is approved, purchasing will source the item in the normal manner. The requestor can also specify that a price quotation is required. When the quote is received and entered by the buyer, the requestor is notified. The request can be cancelled or forwarded for approval at this point.

Audited Receipt and Delivery Processes

Purchased items can be drop-shipped directly to the requestor or shipped to a receiving location. When shipped to a receiving location, the requestor is notified via email as soon as the receipt is posted. Delivery tickets are printed and the goods are delivered. The requestor can confirm delivery and record any problems or issues.

If goods are received at a receiving location a receiving document is entered. This document is available for invoice matching in Slingshot’s purchasing module. If the goods are shipped directly to the requestor, the supplier invoice is entered by your accounts payable department and routed to the requestor for electronic approval.

Purchasing Inventory

Inventory can be requisitioned for replenishment purposes. A special function allows the requestor to view current availability and suggested reorder quantities. The suggestion can be taken or overridden. An Inventory policy determines whether or not electronic approval is required.

Job Costing and Tracking Facilities

Slingshot’s requisition and inventory management modules are integrated for complete up-to-the-minute job costing and project tracking facilities. The requisition module allows requestors to create jobs and projects, and then select the inventory and non-inventory components required from the inventory management module.

Where this integration is in place, availability (e.g. in stock, low stock, out of stock) of each item, and its cost, is indicated. Job estimate work sheets can be generated at any time. Once a job has been specified an electronic approval process can be enforced. Here again, approval can involve multiple approvers.

Once approved, the job is available for fulfillment. Purchased and stocked material(s) can be issued to the job. Labor costs can also be recorded. Actual costs are accumulated, and the original estimates preserved, for reporting purposes. Comprehensive project reporting is available to monitor actual versus quoted and estimated costs on an item by item basis.

Complete Budget Commitment Control

Slingshot's requisition module is integrated with your financial applications. Expense accounts are automatically derived based on the requestor's organizational unit (e.g. department) and the type of item requested. Support for allocations (one item may be allocated to multiple accounts) is also provided. Optional encumbrance checking verifies that available budgeted funds exist before the request is routed for electronic approval.

"Alerts" Automatically Monitor Critical Issues

Slingshot's Alerts allow you to define conditions that will be monitored by the system. For example an Alert can be triggered when an approved requisition is late for fulfillment, or when received items are awaiting pickup, or when a requisition is awaiting your approval.

Any condition can trigger an Alert. Your "Requestor Role" determines the alerts available to you. You receive an alert by "subscribing" to it on your home page. If the Alert condition is true, you will receive a message when you sign in to the system. You can also request delivery via email.

Integrated Report Writer

The requisition module provides a complete set of order registers, supplier performance reports, and table listings. All reports and documents were developed using SAP Business Objects Crystal Reports toolset. Formats can be easily modified to meet your specific requirements. New reports can be developed and easily added to the application menus.

Microsoft Office Integration

All reports can be exported into a range of different formats including PDF and CSV files. They can also be downloaded into MS Excel or MS Word documents.



Over the past 3 decades, Slingshot has helped companies just like yours achieve the next level of efficiency, growth and profitability.

Our innovative approach to ERP software development, implementation and ownership allows you to extend your ERP systems without programming.

This lowers your costs, ensures scalability, decreases time to return on your investment and lowers your overall risk.

When it comes to ERP software – we innovate.

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