

## Control Your Buying Process

- Employee Requisition
  - Vendor Bids
    - Management Approval
      - Generate Purchase Order

Blytheco's Purchase Order Requisition allows users to send a Purchase request to their purchasing agent/ department to request an item, such as a file cabinet or laptop. P/O Requisition can include as little as a description or all fields required for a P/O.

The purchasing agent can then send out bid requests to multiple vendors. As the bids are received, they are entered for each item requested on the Vendor Bids screen for comparison.

Supporting documents can be attached from a network location if required. File types able to be attached are .tif, .pdf and .doc.

Multiple people can be listed per requisition to approve or reject the request. Blytheco's Email Manager then sends automatic email notifications to the people required to review the requisition. They each need to open the request and either Approve or Reject the request. Approval levels can be defined according to the employee type and dollar limits they are authorized to approve.

If the request is approved, the original requester is notified via email. The purchasing agent can then automatically create a Purchase Order based upon the accepted bid to place the order.

You define multiple security options and approval level options to meet your company's needs.

**Email Manager and Purchase Order are required.**

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### P/O Requisition

**P/O Requisition Entry**

Requisition No. 000000084 Copy Req Approval Steps Create PO

1. Main 2. Lines 3. Attachments 4. Notes

Line Number 00001 Type Buy P/O Number

Item Number 1001-HON-H254LK HON 4 DRAWER LETTER FLE W/ LCK

Vendor Number Vendor Part No.

Required Date 10/31/02 G/L Account WHSE

Unit of Measure EACH QTY 0.02 Cost 86.50 EXT 1.73

Line No.	Type	Vendor No.	Item	QTY	Cost	Extension	Ve
00001	Buy	1001-HON-H254LK		0.02	86.50	1.73	

Merge Vendor Bids

Send E-Mail Accept Cancel Delete

GLK ABC 10/14/2002

### Vendor Bids

**Vendor Bids**

Line No. 00001 Bid No. 001 Accept Bid

Vendor No. 01-CONT Container Corporation Of Usa

Item No. 1001-HON-H254 HON 4 DRAWER LETTER FLE W/O LK

Vendor Part

Bid Date 10/16/02 Available Date 10/16/02

Ref. No. Comment

U/M EACH QTY 1.00 Cost 79.00 AMT 79.00

Vendor No.	Bid Date	Available	QTY	Cost	Extension	Reference	Cor
01-CONT	10/16/02	10/16/02	1.00	79.00	79.00		
01-IBM	10/18/02	10/20/02	1.00	81.00	81.00		

Exit

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### Approval Sequence

**Approval Maintenance**

Employee Type Employee Status Undecided Date Sent Comment

Employee Type	Employee	Approval Status	Date Sent
Requester	GINGER	Undecided	
Department Manager	PAM	Undecided	10/14/02
Purchasing Agent	CHUCK	Approved	10/14/02

Add Skip Exit

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# P/O Requisition

## Email Send Process

## Email Notifications

Sent to originator, purchaser and approvers

## Automatic Purchase Order Generation

## Approval Level Maintenance

<b>Pricing for P/O Requisition</b>	<b>\$ 6,000</b>	<b>Initial purchase</b> (Includes 1 <sup>st</sup> year Subscription Plan)
	<b>\$ 1,500</b>	<b>Annual Support Plan</b> - This includes unlimited telephone support for this enhancement.
	<b>\$ 1,500</b>	<b>Annual Subscription</b> - This includes all updates and fixes for this enhancement and compatibility upgrades for future MAS 90 version releases.
<b>Pricing for Email Manager</b> <i>(Required)</i>	<b>\$2,500</b>	<b>Initial purchase</b> (Includes 1 <sup>st</sup> year Subscription Plan)
	<b>\$ 625</b>	<b>Annual Support Plan</b> - This includes unlimited telephone support for this enhancement.
	<b>\$ 625</b>	<b>Annual Subscription</b> - This includes all updates and fixes for this enhancement and compatibility upgrades for future MAS 90 version releases.

## Integration

MAS 200 SQL – Call for Pricing

Purchase Order Requisition integrates with Purchase Order and Email Manager.