

# K3|eReqs

Web based requisition solution designed specifically for integration with Sage that streamlines procurement processes.

Sage Line 500 and Sage 1000

Allow local and remote users to raise requisitions, submit them for authorisation and automatically raise purchase orders following approval.

This real-time business tool removes the need for raising requisitions and purchase orders via a carbon copy order book

**Increase your visibility and eradicate wasted time re-typing information into Sage by exploring eReqs from K3|eReqs.**

## Business benefits

- Easy to use with minimal training required
- Non-Sage users can also have access to raise and authorise requisitions
- Business processes are improved as a result of automated workflows
- Customise workflows by user, type of purchase and value
- Budget tracking to ensure requesters and approvers are aware of budgets
- Single request for multiple supplier purchases
- Supports your mobile workforce with access from handheld devices too.
- Email notifications ensuring prompt responses to requests

The screenshot displays the K3|eReqs web application interface. At the top, there is a navigation menu with links for Home, Requisition Entry, My Settings, Sys Admin, Change Password, and Sign Out. Below the menu is a 'Your Home Page' section with a house icon and a message: 'This is your homepage, use this page to access all your past and present requisitions'. A URL is provided: <http://10.100.1.31/ereqs/default.aspx>. There is also a search bar labeled 'Search Your Requisitions'. Below this is a tabbed interface with three tabs: 'My Requisitions', 'My Authorisations', and 'Purchase Orders'. The 'My Requisitions' tab is active, showing a table of requisitions with columns for Req ID, Entered, Required, Ref, and Type. Below the table is a detailed view of a requisition with fields for Date/Time, Stage, Status, and Comment. At the bottom, there is an 'Authorisation' section with a text area for a comment and two buttons: 'Accept' and 'Reject'.

| Req ID                  | Entered    | Required   | Ref              | Type       |
|-------------------------|------------|------------|------------------|------------|
| <a href="#">R004527</a> | 12/12/2016 | 15/12/2016 |                  | Stationary |
| <a href="#">R004526</a> | 03/08/2016 | 27/10/2016 | Lorem ipsum dolo | SSG1       |
| <a href="#">R004525</a> | 03/08/2016 | 06/08/2016 |                  | GBH        |
| <a href="#">R004524</a> | 03/08/2016 | 06/08/2016 |                  | CAPEX C    |
| <a href="#">R004523</a> | 03/08/2016 | 06/08/2016 |                  | CAPEX C    |
| <a href="#">R004522</a> | 03/08/2016 | 06/08/2016 |                  | CAPEX C    |
| <a href="#">R004521</a> | 03/08/2016 | 06/08/2016 |                  | CAPEX C    |
| <a href="#">R004520</a> | 03/08/2016 | 06/08/2016 | fghdh            | CAPEX C    |
| <a href="#">R004519</a> | 03/08/2016 | 06/08/2016 |                  | CAPEX C    |
| <a href="#">R004517</a> | 04/07/2016 | 07/07/2016 |                  | CAPEX C    |
| <a href="#">R004516</a> | 04/07/2016 | 07/07/2016 |                  | CAPEX C    |

**Date/Time** 27/03/2018 08:37:56  
**Stage** 2  
**Status** Not Set  
**Comment** [RaCode] - Recode line 1 from 6-00-PL-CT-EXT to 6-00-BS-WP-CST , Contract Code from CC00001 to CC00001/001 to LAB-L02

**Authorisation**  
Please enter a comment for this action  
Approved - Mike P has confirmed this is needed. T&Cs have been checked by Legal.]

Accept Reject

Whether it's a relatively small step forward, or an ambitious change of direction, we'll be the partner to deliver systems which meet your exact needs.

Specialising in ERP, CRM, BI and Managed Service solutions we have offices in England, Wales, Ireland and worldwide helping over 800 customers reach their goals.

# Streamline procurement and improve financial visibility

## Integration with Sage

**Works with minimal set-up and can even work in a multi-company environment, with different rules and users across many companies if required integrating with both Sage Line 500 and Sage 1000.**

The standard integration allow for the following functionality:

- ▲ Select suppliers directly from Sage
- ▲ Select products directly from Sage
- ▲ Ensure GL codes and mappings are selected and validated against the Sage system
- ▲ Allow project or contract costing records to be selected directly from Sage
- ▲ Use budgets from Sage including commitments
- ▲ Automatically raise purchase orders once approval has been completed
- ▲ View purchase orders raised via requisitions
- ▲ Allow for receipt entry by the requester to aid 3-way matching.

## Workflow management

**Workflow allows for different actions to take place and/or people to be notified depending on the rules you put in place.**

You can define processes, depending on the:

- ▲ Requisition type (travel, stationery, IT equipment etc.)
- ▲ User requesting the purchase
- ▲ Value of the request.

Workflows can have as many different levels as required. It's an easy to use solution, so creating the workflow, along with all of the administration functions is simple to set-up and manage without the need for technical knowledge.

**Automatic email notifications are used to inform users in the workflow of:**

- ▲ A request to authorise a requisition
- ▲ Approvals made
- ▲ Rejections of a request.

Workflows can be put in place to handle rejection paths and to relay reasons. There is also full tracking of the requisition history, including both approvals and rejections, to ensure a full audit trail is maintained.

## Useability

**K3|eReqs is so simple, it needs minimal training.**

Even those who don't usually use Sage, are able to gain easy access and authorisers can also view everything they need before simply approving or rejecting.

## Say goodbye to...

- Raising requisitions and purchase orders via a carbon copy order book
- Having no visibility of who the requisition is with for authorisation
- Manually having to re-type information into Sage
- The risk of losing and filing bits of paper

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"The integrations work with minimal set-up and can even work in a multi-company environment"  
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**K3.  
Experience  
Applied.**