

NAV2SITE Web-Based Requisition Management



NAV2SITE helps increase control and visibility over your entire purchasing process, reduce paperwork, and streamline approval processes.

Equipped with Web-based requisition management capabilities, employees can enter purchase requisitions online for manager approval.

The screenshot shows the NAV2SITE web application interface. At the top, there is a navigation bar with the IT Group International logo and the NAV2SITE title. Below this is a search and filter section with dropdown menus for Status (set to Pending) and fields for Requisition Date and Requisition No. A 'Search' button and a 'New Req' button are also present. The main content area displays a table of requisitions with the following data:

Requisition No	Requisition Date	Site No	Site Name	Status	Status Date	Site User	Comments
17	29/09/2009	OFFICE	70 St Maurices Road	PENDING	29/09/2009		View
16	29/09/2009	7244	34 Thornton St	PENDING	29/09/2009		View
15	29/09/2009	7358	90 Stone St	PENDING	29/09/2009		View
14	29/09/2009	7199	37 Osborne Road	PENDING	29/09/2009		View
13	29/09/2009	7287	39 Hendford Hill	PENDING	29/09/2009		View
12	29/09/2009	7117	5 Castledor Road	PENDING	29/09/2009		View
11	29/09/2009	7069	43 St Omers Road	PENDING	29/09/2009		View
10	29/09/2009	7344	18 St James Boulevard	PENDING	29/09/2009		View
9	14/09/2009	7180	24 Park Row	PENDING	14/09/2009		View
6	31/08/2009	7169	84 Annfield Rd	PENDING	31/08/2009		View
5	31/08/2009	7200	Highway House 222	PENDING	31/08/2009		View

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Requisitions are then automatically transferred to the procurement Workbench saving time and ensuring accuracy.

NAV2SITE streamlines the flow of information between Requisitioner & Buyer thus reducing administrative overheads and associated costs.

NAV2SITE also integrates seamlessly with IT Group's Procurement Workbench meaning that the status of a requisition can be tracked remotely or on site at any stage by the Requisitioner or the Buyer, streamlining the procurement process. This also reduces paperwork by allowing the transfer of approved requisitions to new or existing orders in the Procurement Workbench.



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KEY FEATURES

Create Requisitions Employees can easily enter and submit their own purchase requests by creating a new requisition from scratch or by copying an existing requisition, helping to increase accuracy and efficiency for frequently ordered items.

Integration with Procurement Workbench Reduce paperwork by transferring approved requisitions to a new or existing purchase order in Procurement Workbench.

Comments Add comments to line items to add explanations or request further information.

Manager Rights Managers can approve or reject requisitions, modify requisitions to include specific information such as item numbers or accounts, or return the requisition to the originator for more information.

KEY BENEFITS

Help reduce paper trails and improve accuracy Easily enter, submit and approve requisitions online and automatically transfer orders to new or existing purchase orders in the integrated Purchase Workbench System.

Minimize costs & Maximise Savings Move your requisition process online to help reduce repetitive data entry and eliminate costly mistakes. In addition, no extra NAV Licenses are required to run NAV2SITE thus further reducing costs.

Streamline daily tasks Copy existing requisitions to create new orders. This can help increase accuracy and efficiency when creating orders for frequently purchased items.

Deliver the right information Provide the right information and processes to the right people at the right time.

Ease of Use Familiar web browser interface facilitates end user acceptance and training and makes information and knowledge sharing intuitive and easy.

Enhances business collaboration within the Procurement environment via easy to use messaging system.

Enterprise wide view of procurement requirements for all sites. This allows the buyer to get better pricing by negotiating volume discounts by having a global view of purchasing requirements.

Automatic conversion to enquiries or orders. The Purchasing Manager can quickly produce price queries/ purchase orders and send them to suppliers electronically (using NAV2PDF).

Audit trail for the entire procurement process from requisition to payment by automatically documenting the interactions from site.



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