

Chapter 2 – Shopping

Creating and Adding to *Requisitions*

*Note: To advance from slide to slide press your **Page Down** key
Or the right button on your mouse*

Shopping > Creating and Adding to REQs

- 3 different Options to add to or create new REQs
 - ▶ From Product Search
 - ▶ From Shopping Cart
 - ▶ From Order Guide



Shopping > Creating and Adding to REQs > From Product Search

From your search results under the Catalog Tab you can add products directly to a REQ (new or existing).

Suppose you want to create a Requisition for two types of Floor Lamps. Select the models by checking the boxes at the line item level.

Type the order quantities here.

Search All Catalogs: Products | lamp | GO | In Box: New23 | Total29

Buttons: Add to Cart, Add to Order Guide, Create PO, Add to PO, Create REQ, Add to REQ

Item#	Product Name	Mfr	Pack/Size	UOM	Min Qty	Ord Qty	Price	Select
SKU130016	Floor Lamp 8003PW 36" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- / 17" H X 24" D X 12" L	EA	1	2	23.15	<input checked="" type="checkbox"/>
SKU130017	Floor Lamp 3003EM 59" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- / -	EA	1	4	23.99	<input checked="" type="checkbox"/>
SKU130018	Floor Lamp 2003EM 56" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- / -	EA	1		24.0	<input type="checkbox"/>
SKU130019	Floor Lamp 5003EM 58" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- / -	EA	1		25.99	<input type="checkbox"/>
SKU130020	Floor Lamp 4003EM 53" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- / -	EA	1		26.0	<input type="checkbox"/>
SKU130021	Floor Lamp Willow HF24 4511-12 More Product Info	McBride's Hotel Furniture Suppliers	- / -	EA	1		27.99	<input type="checkbox"/>
SKU130022	Floor Lamp Leaves HF24 6701-20 More Product Info	McBride's Hotel Furniture Suppliers	- / -	EA	1		30.1	<input type="checkbox"/>



Shopping > Creating and Adding to REQs > From Product Search

Click the 'Create REQ' button.

Unlike creating Purchase Orders, if you have selected items from multiple suppliers, only one REQ will be generated

The screenshot shows the Hilton Supply Management web application interface. At the top, there is a search bar with 'Products' selected and 'lamp' entered. Below the search bar, there are navigation tabs: 'Catalogs', 'Order Guide', 'Cart', 'InBox', 'PO', 'REQ', 'Approval', and 'Suppliers PO'. The 'REQ' tab is active, and the 'Create REQ' button is highlighted with a red box. A red line connects this button to a callout box on the left. Below the navigation tabs, there is a table of search results for 'Floor Lamp' products. The table has columns for Item#, Product Name, Mfr, Pack/Size, UOM, Min Qty, Ord Qty, Price, and Select. The products listed are:

Item#	Product Name	Mfr	Pack/Size	UOM	Min Qty	Ord Qty	Price	Select
SKU130016	Floor Lamp 8003PW 36" Polished Brass	McBride's Hotel Furniture Suppliers	- / 17" H X 24" D X 17" L	EA	1	2	23.15	<input checked="" type="checkbox"/>
SKU130017	Floor Lamp 3003EM 59" Polished Brass	McBride's Hotel Furniture Suppliers	- / -	EA	1	4	23.50	<input checked="" type="checkbox"/>
SKU130018	Floor Lamp 2003EM 56" Polished Brass	McBride's Hotel Furniture Suppliers	- / -	EA	1		24.0	<input type="checkbox"/>
SKU130019	Floor Lamp 5003EM 58" Polished Brass	McBride's Hotel Furniture Suppliers	- / -	EA	1		25.99	<input type="checkbox"/>
SKU130020	Floor Lamp 4003EM 53" Polished Brass	McBride's Hotel Furniture Suppliers	- / -	EA	1		26.0	<input type="checkbox"/>
SKU130021	Floor Lamp Willow HF24 4511-12	McBride's Hotel Furniture Suppliers	- / -	EA	1		27.50	<input type="checkbox"/>
SKU130022	Floor Lamp Leaves HF24 6701-20	McBride's Hotel Furniture Suppliers	- / -	EA	1		30.1	<input type="checkbox"/>

Shopping > Creating and Adding to REQs > From Product Search

Create Document Window

After Clicking on 'Create REQ', this window will open up. It represents the first step of the Requisition creation process.

Subject

Type the subject or name of the Requisition.

Need by Date

Type in the date you need the order to be delivered by. Or click the calendar icon to launch a calendar window and choose a date from there.

Approver

Select the name of the person approving this REQ from the drop down list

Notes

Type any applicable notes here.

Confirm

Click OK to proceed or Cancel to revert back to your previous screen

Item#	Product
SKU130016	Floor L. McBride's
SKU130017	Floor L. McBride's
SKU130018	Floor L. McBride's
SKU130019	Floor L. McBride's
SKU130020	Floor Lamp 4003EM 53" Polished Brass McBride's Hotel Furniture Suppliers

Shopping > Creating and Adding to REQs > From Product Search

You will get a message stating the number for the newly generated REQ.
Click OK to proceed

The screenshot shows the Hilton Supply Management web application interface. At the top, there is a search bar with 'Products: lamp' and a 'GO' button. To the right, it displays 'In Box: New:23 Total:29' and 'Your Shopping Cart: Lines:2 Total: \$ 142.20'. Below the search bar, there are navigation tabs for 'Catalogs', 'Order Guide', 'Cart', 'Inbox', 'PO', 'REQ', and 'Approval Posting'. A row of buttons includes 'Add to Cart', 'Add to Order Guide', 'Create PO', 'Add to PO', 'Create REQ', and 'Add to REQ'. The main content area shows a list of products with columns for 'Item#', 'Product Name', 'UOM', 'Min Qty', 'Oral Qty', and 'Price'. A red box highlights a pop-up message that says 'Generated REQ Number: 000000000000048'. A red arrow points from the 'Add to REQ' button to the pop-up message.

Item#	Product Name	UOM	Min Qty	Oral Qty	Price	Select
SKU130016	Floor Lamp 1003PW McBride's Hotel Furniture Suppliers	EA	1	2	22,455.5	<input checked="" type="checkbox"/>
SKU130017	Floor Lamp 3003EM 50" Polished Brass McBride's Hotel Furniture Suppliers	EA	1	4	23,270.3	<input checked="" type="checkbox"/>
SKU130018	Floor Lamp 2003EM 56" Polished Brass McBride's Hotel Furniture Suppliers	EA	1		24,153	<input type="checkbox"/>
SKU130019	Floor Lamp 5003EM 58" Polished Brass McBride's Hotel Furniture Suppliers	EA	1		25,210.3	<input type="checkbox"/>
SKU130020	Floor Lamp 4003EM 53" Polished Brass McBride's Hotel Furniture Suppliers	EA	1		25,596	<input type="checkbox"/>
SKU130021	Floor Lamp Willow HF244511-12 McBride's Hotel Furniture Suppliers	EA	1		27,150.3	<input type="checkbox"/>

Shopping > Creating and Adding to REQs > From Product Search

You will be taken to the REQ tab for further processing of the newly generated REQ.

For quick access, the system will automatically filter out the REQ you just have created.

All system functionality concerning Requisitions will be explained within the Requisition tutorial.

The screenshot shows the Hilton Supply Management web application interface. The browser title is "Sagecra Systems - 34 Menu - Microsoft Internet Explorer". The page header includes the Hilton logo and navigation links like "Home", "Use Terms", "My Mailbox", "My Settings", "Help", "Tutorial", and "Logout". A search bar at the top left contains "Products" and "Temp" with a "GO" button. To the right, a shopping cart summary shows "In Box: New:23 Total:29" and "Your Shopping Cart: Lines:2 Total:142.28". A navigation menu below the search bar includes "Catalogs", "Order Driver", "Cart", "REQ" (circled in red), "Approval", and "Posting". Below the menu, there are buttons for "Submit", "Create PO", and "Buyer Contact". A search section includes "All My REQ's", "Advanced Search", "Search Column: All", and "Search Text: 000000000000048" with a "GO" button. Below the search section, a table displays requisition data:

	REQ number	Status	Subject	Inn code	REQ date	Req delivery	REQ Total
⊞	000000000000048	New	Floor Lamp Test REQ	SMA00	11/19/2002	11/00/2002	142.28

Shopping > Creating and Adding to REQs > From Product Search

Go back to the search result page by clicking the Catalogs Tab.

Suppose you want to add another Floor Lamp to the REQ you have just created. Select the model by checking the boxes at the line item level.

Type the order quantity here.

Click the 'Add to REQ' button.

The screenshot shows the Hilton Supply Management web application interface. At the top, there is a search bar with the text "Search All Catalogs" and a dropdown menu set to "Products". The search results show "In Box: New23" and "Total: 29". Below the search bar, there are navigation tabs: "Catalogs", "Order Guide", "Cart", "In Box", "PO", "REQ", "Approval", and "Suppliers PO". The "Catalogs" tab is highlighted with a red circle. Below the tabs, there are buttons for "Add to Cart", "Add to Order Guide", "Create PO", "Add to PO", "Create REQ", and "Add to REQ". The "Add to REQ" button is highlighted with a red box. Below the buttons, there is a table of products. The table has columns: "Item", "Product Name", "Mfr", "Pack/Size", "UOM", "Min Qty", "Ord Qty", "Price", and "Select". The table contains several rows of floor lamp products. The third row, for SKU130018, has a "Select" checkbox checked and a "Min Qty" of 1. A red box highlights the "Select" checkbox and the "Min Qty" field. A red arrow points from the "Add to REQ" button to the "Select" checkbox. Another red arrow points from the "Add to REQ" button to the "Ord Qty" field of the same row. A third red arrow points from the "Add to REQ" button to the "Price" field of the same row. A fourth red arrow points from the "Add to REQ" button to the "Product Name" of the same row. A fifth red arrow points from the "Add to REQ" button to the "Mfr" of the same row. A sixth red arrow points from the "Add to REQ" button to the "Pack/Size" of the same row. A seventh red arrow points from the "Add to REQ" button to the "UOM" of the same row. A eighth red arrow points from the "Add to REQ" button to the "Min Qty" of the same row. A ninth red arrow points from the "Add to REQ" button to the "Ord Qty" of the same row. A tenth red arrow points from the "Add to REQ" button to the "Price" of the same row. A eleventh red arrow points from the "Add to REQ" button to the "Select" checkbox of the same row. A twelfth red arrow points from the "Add to REQ" button to the "Item" of the same row. A thirteenth red arrow points from the "Add to REQ" button to the "Product Name" of the same row. A fourteenth red arrow points from the "Add to REQ" button to the "Mfr" of the same row. A fifteenth red arrow points from the "Add to REQ" button to the "Pack/Size" of the same row. A sixteenth red arrow points from the "Add to REQ" button to the "UOM" of the same row. A seventeenth red arrow points from the "Add to REQ" button to the "Min Qty" of the same row. An eighteenth red arrow points from the "Add to REQ" button to the "Ord Qty" of the same row. A nineteenth red arrow points from the "Add to REQ" button to the "Price" of the same row. A twentieth red arrow points from the "Add to REQ" button to the "Select" checkbox of the same row. A twenty-first red arrow points from the "Add to REQ" button to the "Item" of the same row. A twenty-second red arrow points from the "Add to REQ" button to the "Product Name" of the same row. A twenty-third red arrow points from the "Add to REQ" button to the "Mfr" of the same row. A twenty-fourth red arrow points from the "Add to REQ" button to the "Pack/Size" of the same row. A twenty-fifth red arrow points from the "Add to REQ" button to the "UOM" of the same row. A twenty-sixth red arrow points from the "Add to REQ" button to the "Min Qty" of the same row. A twenty-seventh red arrow points from the "Add to REQ" button to the "Ord Qty" of the same row. A twenty-eighth red arrow points from the "Add to REQ" button to the "Price" of the same row. A twenty-ninth red arrow points from the "Add to REQ" button to the "Select" checkbox of the same row. A thirtieth red arrow points from the "Add to REQ" button to the "Item" of the same row.

Item	Product Name	Mfr	Pack/Size	UOM	Min Qty	Ord Qty	Price	Select
SKU130016	Floor Lamp 8003PW 36" Polished Brass	McBride's Hotel Furniture Suppliers	- (17" H X 24" D X 17" L	EA			23.15	<input type="checkbox"/>
SKU130017	Floor Lamp 3003EM 59" Polished Brass	McBride's Hotel Furniture Suppliers	- (-	EA			23.99	<input type="checkbox"/>
SKU130018	Floor Lamp 2003PW 56" Polished Brass	McBride's Hotel Furniture Suppliers	- (-	EA	1	1	24.5	<input checked="" type="checkbox"/>
SKU130019	Floor Lamp 5003EM 58" Polished Brass	McBride's Hotel Furniture Suppliers	- (-	EA			25.99	<input type="checkbox"/>
SKU130020	Floor Lamp 4003EM 53" Polished Brass	McBride's Hotel Furniture Suppliers	- (-	EA			26.0	<input type="checkbox"/>
SKU130021	Floor Lamp Willow HF24 4511-12	McBride's Hotel Furniture Suppliers	- (-	EA	1		27.99	<input type="checkbox"/>
SKU130022	Floor Lamp Leaves HF24 6701-20	McBride's Hotel Furniture Suppliers	- (-	EA	1		30.7	<input type="checkbox"/>

Shopping > Creating and Adding to REQs > From Product Search

A Requisition lookup window will appear.

Locate and click on the REQ number you have just created to add the selected item.

You will receive a confirmation message, that the item has been added.

The screenshot shows the Hilton Supply Management interface. A 'Requisition Lookup' window is open, displaying a table with the following data:

Subject	REQ number	Status
REQ Co Sub	0000000000000001	New
REQ Co Sub	0000000000000002	New
REQ Co Sub	0000000000000003	New
REQ Co Sub	0000000000000004	New
REQ Co Sub	0000000000000007	New
REQ Co Sub	0000000000000030	New
REQ Co Sub	0000000000000031	New
REQ Co Sub	0000000000000032	New
SAGA	0000000000000033	New
isa	0000000000000034	New
Doug Test	0000000000000035	New
Doug Test 2	0000000000000036	New
FDOADOF	0000000000000039	New

The main product search results page shows a list of floor lamps with the following columns: Item#, Product Name, and More Product Info. The first few items are:

Item#	Product Name
SKU130016	Floor Lamp 1003PW 30"
SKU130017	Floor Lamp 3003EM 56"
SKU130018	Floor Lamp 2003EM 56" Polished Brass
SKU130019	Floor Lamp 5003EM 58" Polished Brass
SKU130020	Floor Lamp 4003EM 53" Polished Brass
SKU130021	Floor Lamp Willow HF24.4511.12

Shopping > Creating and Adding to REQs > From Shopping Cart

From your Shopping Cart Tab you can add products previously moved to the cart directly to a REQ.

Suppose you want to create a Requisition for two Floor Lamp models you previously moved to the cart. Select the models by checking the boxes at the line item level.

Edit order quantity and UOM if desired.

Important Note:
If you change anything here you have to click **UPDATE** for the changes to take effect.

The screenshot shows the Hilton Supply Management interface in a Microsoft Internet Explorer browser. The 'Cart' tab is selected and circled in red. Below the navigation tabs, there are buttons for 'Create REQ', 'Create PO', 'Add to Favorite', 'Add to PO', 'Add to REQ', 'Update', and 'Delete Item'. The 'Update' button is highlighted with a red box. A table lists items in the cart:

Item #	Product Name	Req UOM	Min order qty	Quantity	Price	Extension
SKU138616	WemeFloor Lamp 1003PV 36" Polished Brass Supplier:McBride's Hotel Furniture Suppliers	EA		2	23.15	46.3
SKU138617	WemeFloor Lamp 3003DH 50" Polished Brass Supplier:McBride's Hotel Furniture Suppliers	EA		4	23.99	95.96

Shopping > Creating and Adding to REQs > From Shopping Cart

Click the 'Create REQ' button.

The steps that follow are identical to the procedure under 'Creating and Adding from Product Search'

The screenshot shows the Hilton Supply Management web application interface. The top navigation bar includes 'Catalogs', 'Order Guide', 'Cart', 'InBox', 'PO', 'REQ', 'Approval', and 'Suppliers PO'. The 'Cart' tab is active. Below the navigation bar, there are buttons for 'Create REQ', 'Create PO', 'Add to Favorite', 'Add to PO', 'Add to REQ', 'Update', and 'Delete Item'. The 'Create REQ' button is highlighted with a red box. A red arrow points from a callout box to this button. Below the buttons is a search area with 'Search All Catalogs' and 'InBox: New:23 Total:29'. The main content area displays a table of items in the shopping cart.

Item #	Product Name	Req UOM	Min order qty	Quantity	Price	Extension
SNP130016	WemeFloor Lamp 1003PN 36" Polished Brass Supplier:McBride's Hotel Furniture Suppliers	EA	1	2	23.15	46.3
SNP130017	WemeFloor Lamp 3003DN 50" Polished Brass Supplier:McBride's Hotel Furniture Suppliers	EA	1	4	23.99	95.96

Shopping > Creating and Adding to REQs > From Order Guide

From your Order Guide you can create Requisitions or add to existing ones. Click the Order Guide Tab.

Select the Order Guide you want to use from the pull down list. In our example the Lighting Replacement list.

Select the products by checking the corresponding boxes. (Check the 'All' box to select the entire Order Guide)

Edit order quantity and UOM if desired.

Important Note:
If you change anything here you have to click **UPDATE** for the changes to take effect.

Item	Item #	Product Name	Req UOM	Min order qty	Quantity	Price	Extension
<input checked="" type="checkbox"/>	800130017	Floor Lamp 3003EM 59" Polished Brass McEwain's Hotel Furniture Suppliers	EA		1	\$23.99	\$23.99
<input checked="" type="checkbox"/>	800130016	Menu Stand, 2" diameter tube, 1 1/4" x 1 1/4" angle frame, 12" diameter base, 14 1/2" H x 18" 1/2" W, display area, foil insert, McEwain's Hotel Furniture Suppliers	EA		1	\$23.15	\$23.15

Shopping > Creating and Adding to REQs > From Order Guide

Click here to add to an existing REQ

Click here to create a new REQ

The steps that follow are identical to the procedure under 'Creating and Adding from Product Search'

The screenshot shows the Hilton HSM Online interface. At the top, there's a search bar with 'jamp' entered. Below it, a navigation bar includes 'Catalogs', 'Order Guide', 'Cart', 'In Box', 'PO', 'REQ', and 'Approvals'. A table of items is displayed with columns for 'Item #', 'Product Name', 'Req UOM', 'Min order qty', 'Quantity', 'Price', and 'Extension'. The table contains two items: a floor lamp and a menu stand. A control menu above the table includes buttons for 'New Order Guide', 'Copy', 'Delete', 'Add to Cart', 'Create PO', 'Create REQ', 'Add to PO', 'Add to REQ', 'Update', 'Delete Order Guide', and 'Rename Order Guide'. The 'Create REQ' and 'Add to REQ' buttons are highlighted with red boxes. Red arrows point from the callout boxes to these buttons.

Item #	Product Name	Req UOM	Min order qty	Quantity	Price	Extension
580138817	Floor Lamp 3883EM 59" Polished Brass McDermid's Hotel Furniture Suppliers	EA		1	\$23.99	\$23.99
580138816	Menu Stand, 2" diameter tube, 1 1/4" x 1 1/8" angle frame, 12" diameter base, 14 1/2" H x 15" 1/2" W, display area, felt insert, McDermid's Hotel Furniture Suppliers	EA		1	\$23.15	\$23.15