



## Purchase Requisition Worksheet

### **Purpose of this document**

Ceres utilizes the Requisition Worksheet as the central area for calculating agency demand and purchased product replenishment. The planning engine considers inventory on hand (where applicable), transfer orders and agency orders as sources of demand. Kitting/Advanced Kitting demand is not considered.

Once demand is calculated, Ceres will create actions to generate purchase orders. Users can review the suggestions and accept, change, or deny the action. This procedure is closely tied with the item level setup defined in the Item Purchase Replenishment Procedure Document.

Please note that this functionality is not for a pre-purchase order manual purchasing request. That process is handled via a purchase quote in Ceres.

*Ceres Object release 5.00.00 is required for the functionality described in this document.*

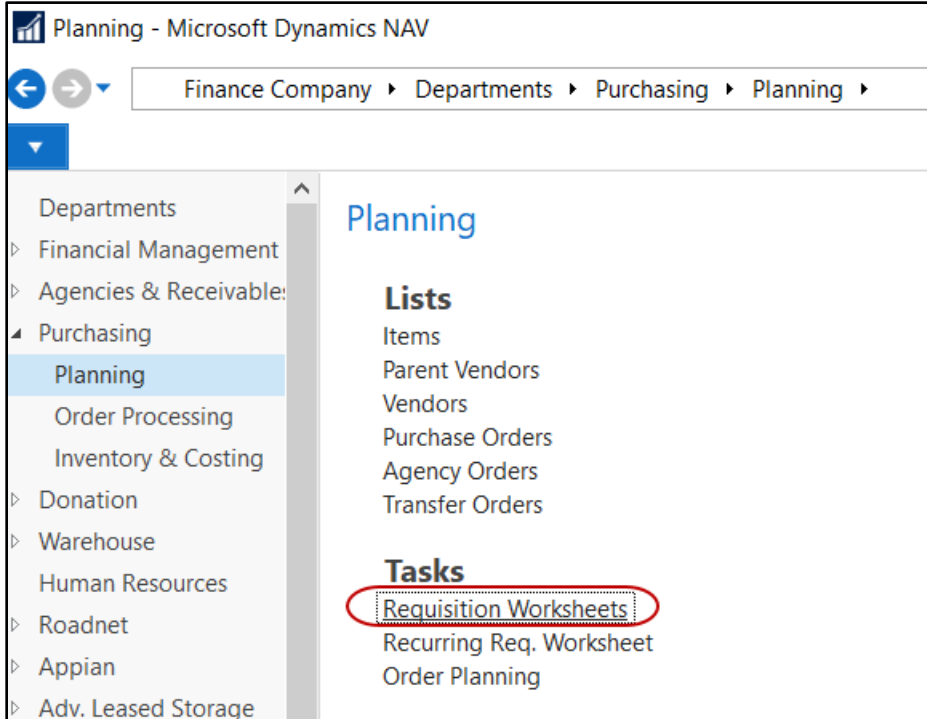
# Table of Contents

---

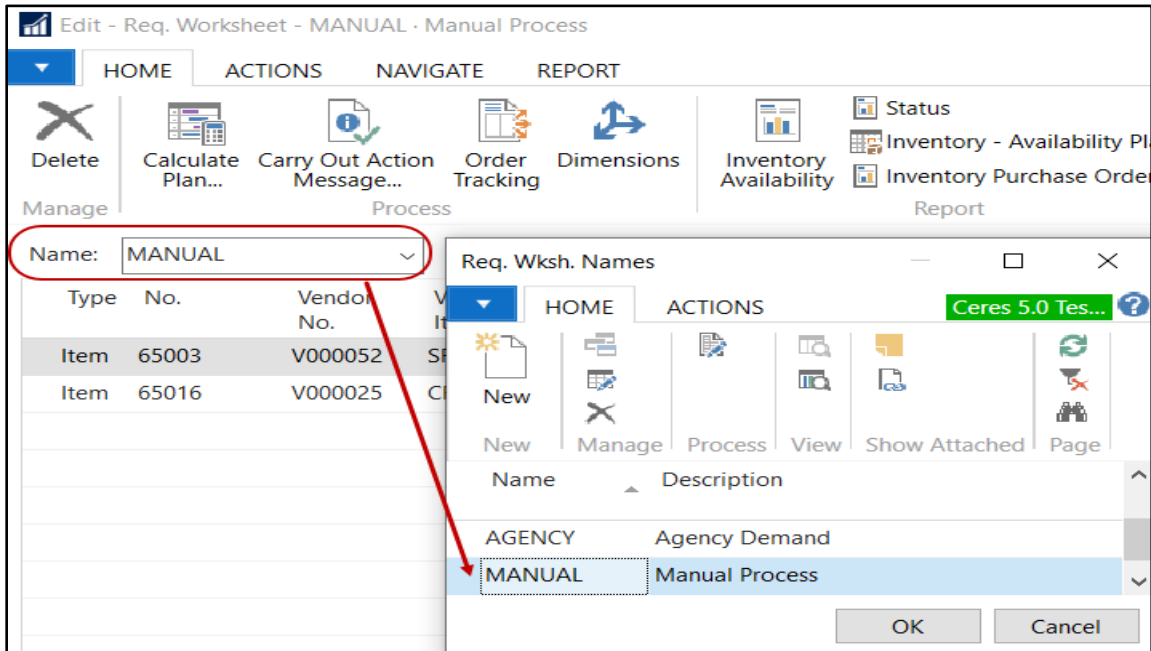
<b>ACCESSING THE REQUISITION WORKSHEET .....</b>	<b>3</b>
<b>REORDERING POLICIES AND SETUP .....</b>	<b>4</b>
<b>MANUAL CREATION OF THE REQUISITION WORKSHEET .....</b>	<b>5</b>
<b>AUTOMATIC CREATION OF THE REQUISITION WORKSHEET .....</b>	<b>8</b>
<b>RELATED TOPICS.....</b>	<b>10</b>

## Accessing the Requisition Worksheet

1. The Requisition Worksheet can be accessed from Departments → Purchase → Planning → Tasks → Requisition Worksheets.



2. In the Name field, select a Requisition Worksheet. You may have one Requisition Worksheet for manual processing and another or processing demand based on agency orders.



## Reordering Policies and Setup

Reordering Policies are the starting point for of the setup, so Ceres knows the quantity to re-order and when. Reordering policies are set on a per-item basis. The Requisition Worksheet uses the Item setup to determine how to plan for replenishment. The below matrix describes the various reordering policy options. The options that are supported in Ceres are Fixed Reorder Quantity and Maximum Qty.

Fixed Reorder Quantity	The program uses the quantity specified in the Reorder Quantity field as the standard lot size. The program may adjust this quantity to meet additional requirements or the specified inventory level. If you select this option, the program disables the Maximum Inventory field, which is used exclusively with the Maximum Quantity option.
Maximum Qty.	The program uses the quantity specified in the Maximum Inventory field to determine the maximum lot size. The program may adjust this quantity to meet additional requirements or the specified inventory level. If you select this option, the program disables the Reorder Quantity field, which is used exclusively with the Fixed Reorder Quantity option.
Order	The program generates an order for each individual requirement, and does not use the reorder cycle. This option is not supported in Ceres.
Lot-for-Lot	The program generates an order proposal with a quantity that meets the sum of the requirements that come due within the reorder cycle. In other words, this policy will attempt to summarize replenishment into a single purchase/production. Note - the Lots described here are base NAV manufacturing Lots, and not Ceres Lots. This option is not supported in Ceres.

The planning engine is location-sensitive when considering inventory on hand. Ceres assumes that items are always stored in one location. When planning for items at locations other than specified in setup, Ceres will default the planning engine to Lot-for-Lot, Include Inventory with no other settings included. Make sure to define the setup for another option since Lot-for-Lot is not supported in Ceres.

## Manual Creation of the Requisition Worksheet

1. From the Requisition Worksheet Name field, select a Worksheet. In this example the Manual Worksheet was selected.
2. In the Type field select Item and then select an Item No.

Type	No.	Vendor No.	Vendor Item No.	Action Message	Accept Action Message	Description	Location Code	Original Quantity	Quantity	Unit of Measur...	Direct Unit Cost
Item	65003	V000052	SF76320	New	<input checked="" type="checkbox"/>	Coop Macaroni An...	KAN		100	CASE	12.50
Item	65016	V000025	CFS34467	New	<input checked="" type="checkbox"/>	Coop Jelly Grape	KAN		100	CASE	13.00

3. If a Vendor No is setup on the Replenishment FastTab of the Item Card, then the Vendor No. will automatically populate on the line once the item is selected. If not, when you do a lookup on the Vendor No. field, the Vendor Catalog List will display. Select the vendor you want to use to replenishment the item.

Type	No.	Vendor No.	Vendor Item No.	Location Code	Original Quantity
Item	65003	V000052	SF76320	KAN	
Item	65016	V000025	CFS34467	KAN	

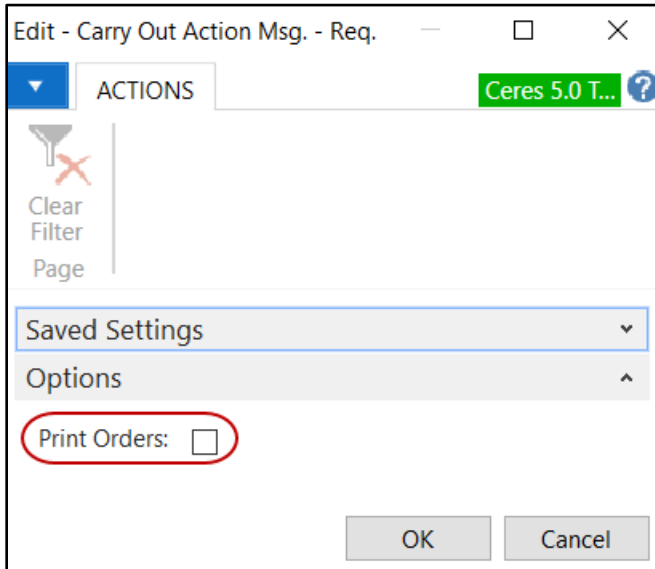
Vendor No.	Vendor Item No.	Lead Time Calculation
V000025	CFS00265	5D
V000052	SF76320	2W

4. In the Location Code field, select the location where the product will be received.
5. In the Quantity field enter the quantity you want to replenish.
6. In the Direct Unit Cost field, verify the cost that automatically populate or input a cost.
7. Update the FBC Code fields for the product source and product category.
8. In the Action Message field, select New to create new purchase orders for each vendor for the lines in the Requisition Worksheet. Other options are: Change Qty, Reschedule and Change Qty, and Cancel.

Type	No.	Vendor No.	Vendor Item No.	Action Message	Accept Action Message	Description	Location Code
Item	65003	V000052	SF76320	New	<input checked="" type="checkbox"/>	Coop Macaroni An...	KAN
Item	65016	V000025	CFS34467	New	<input checked="" type="checkbox"/>	Coop Jelly Grape	KAN

9. Review the accuracy of each line. Once you are sure they are correct, select Home → Process → Carry Out Action Message to carry out the action specified on each line. In this case New was selected which means a new purchase order will be created for each vendor.

- From the Carry Out Action Msg. Page, place a checkmark in the Print Orders field if you want a printed copy of the purchase order. Then click the OK button to carry out the action.

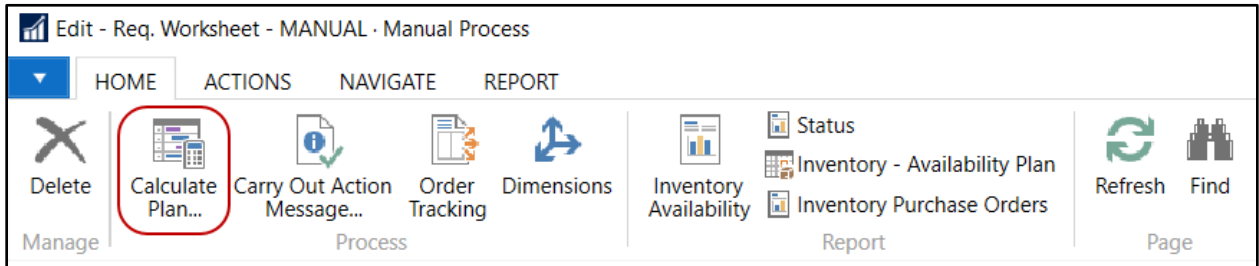


- The lines will be cleared in the Requisition Worksheet once the purchase orders have been created.
- Navigate to the Purchase Order List and confirm that purchase orders were created for each vendor. In this example a new purchase order was created for V000052 – Superior Foods Co (item 65003), and V000025 – Cosentino’s Food Stores (item 65016).

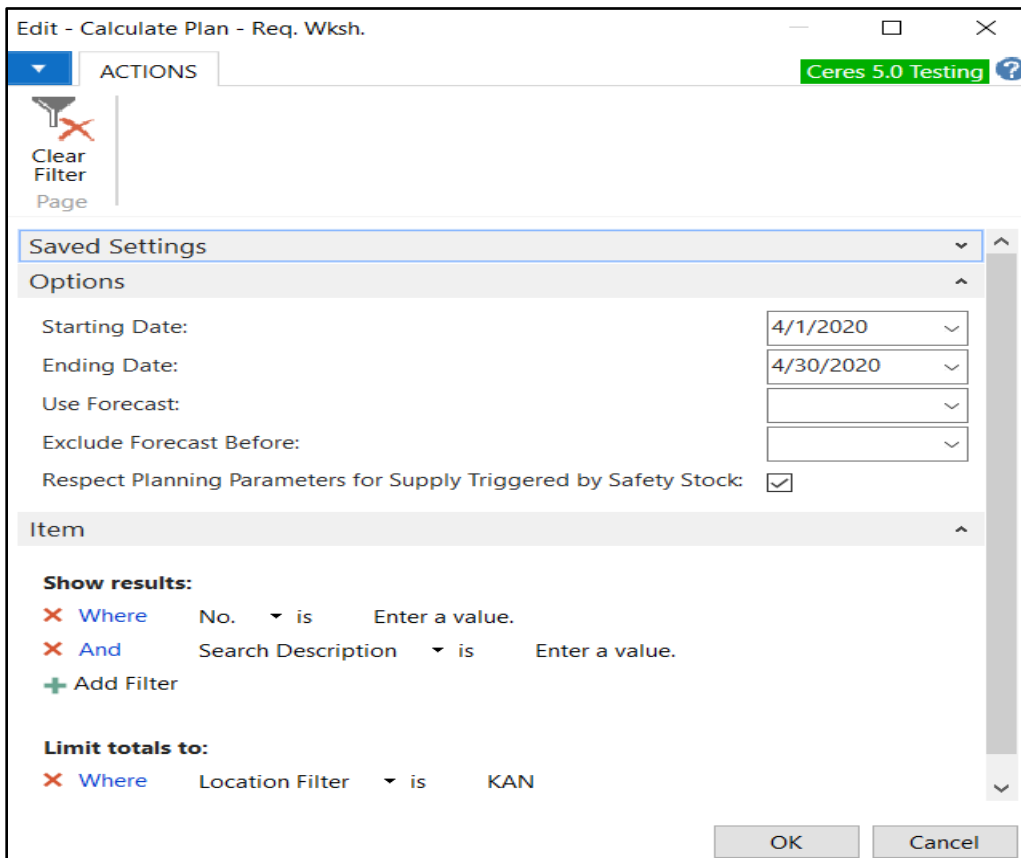
Purchase Orders					
No.	Buy-from Vendor No.	Buy-from Vendor Name	Buy-from Address	Buy-from City	Buy-from State
PO-00349	V000052	Superior Foods Co	Vendor Mailing Address	Grand Rapids	MI
PO-00348	V000025	Cosentino's Food Stores	3901 W 83rd Street	Prairie Village	KS

## Automatic Creation of the Requisition Worksheet

1. From the Requisition Worksheet Name field, select a Worksheet. In this example the Agency was selected.
2. From the Requisition Worksheet, select Home → Process → Calculate Plan.

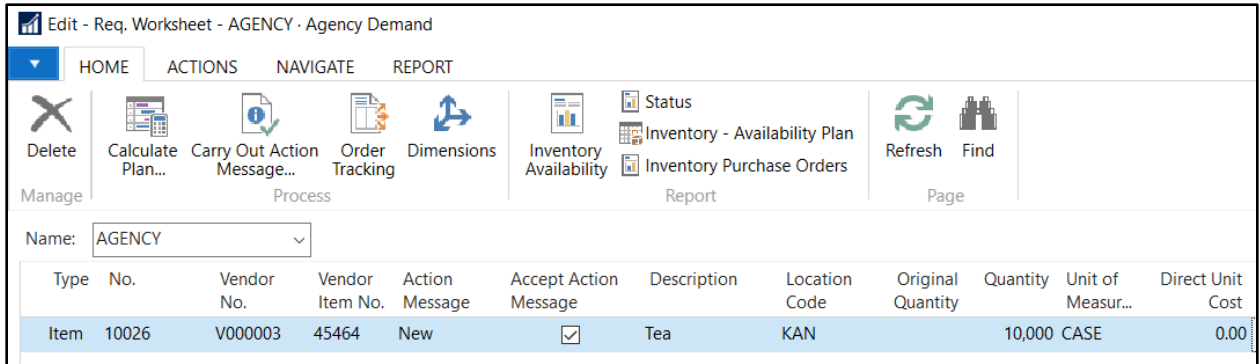


3. Fill in the desired options on the Options FastTab and any filters in the Item FastTab. The click the OK button.

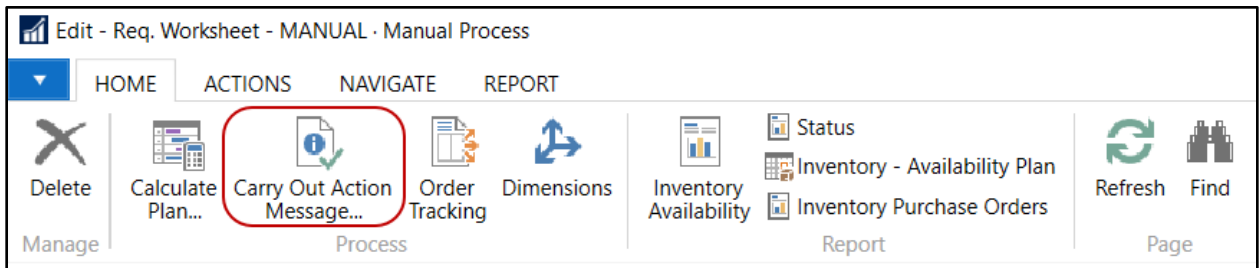




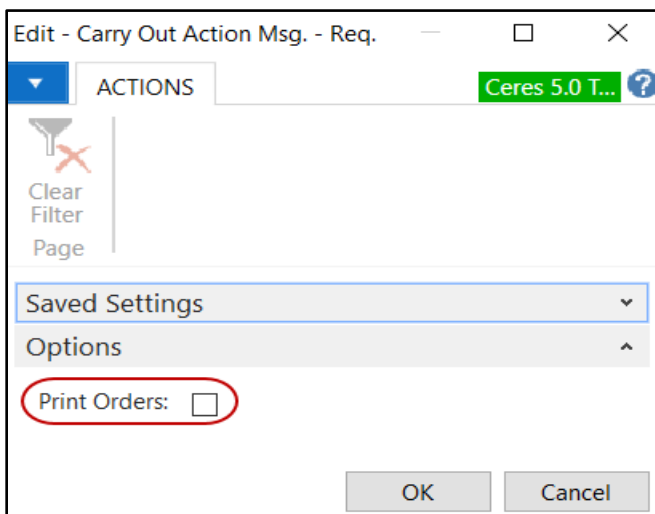
- The Requisition Worksheet will populate with suggestions on how to fulfill demand. Users should pay attention to the Action Message, Location, Quantity, Due Date, and Vendor No. fields, and adjust them as necessary. Any line that should not be carried out can be deleted, or users can uncheck the Accept Action Message flag.



- Update the FBC Code fields for the product source and product category.
- Review the accuracy of each line. Once you are sure they are correct, select Home → Process → Carry Out Action Message to carry out the action specified on each line. In this case New was selected which means a new purchase order will be created for each vendor.



- From the Carry Out Action Msg. Page, place a checkmark in the Print Orders field if you want a printed copy of the purchase order. Then click the OK button to carry out the action.



8. The lines will be cleared in the Requisition Worksheet once the purchase orders have been created.
9. Navigate to the Purchase Order List and confirm that purchase orders were created for each vendor. In this example a new purchase order was created for V000003 - Cargo Master, LLC. (item 10026).

Purchase Orders ▾				
Type to filter (F3)			No.	▾   →
Limit totals: "..04/02/20				
No.	Posting Date ▾	Buy-from Vendor No.	Buy-from Vendor Name	Buy-from Address
PO-00354	4/3/2020	V000003	Cargo Master, LLC	1675 Republic Pkwy Ste 201

### Related Topics

1. Item Overview
2. Item Purchase Replenishment
3. Item Vendor Cross References and Prices
4. Agency Order Overview
5. Transfer Order Overview
6. Purchase Order Overview
7. Item Journal Overview