Quick Buy

Beginning with ProcureAZ version 9.0, the Quick Buy Search field has been added to the main tool bar which will allow the user to search for items from their home page and not just when creating a requisition. ProcureAZ will search the item description to find relevant matches. Search results using Quick Buy will include all document types matching that item and allow you to add that item directly to a requisition or initiate a punchout.

Navigation

The Quick Buy search field is located in the navigation bar, and is accessible from any screen in the application.
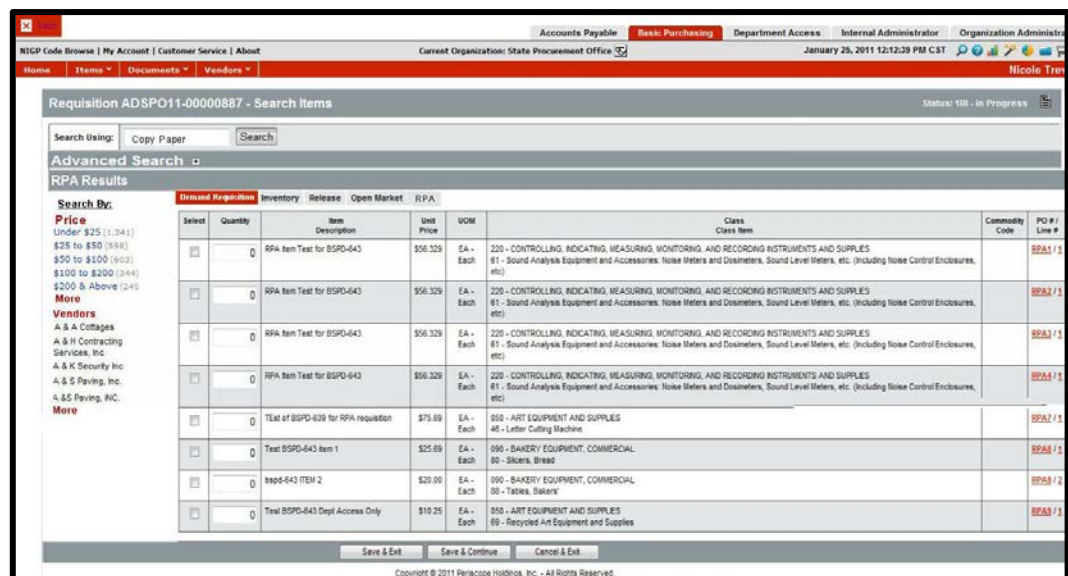

Quick buy search results will be displayed, as will the available requisitions that the user may add the items. Only requisitions that are in 1RI – In Progress will be displayed as possible options. The search data will auto- populate the Search field in the advance search.

Searching for an item

To begin a search in Quick Buy, simply type the desired term(s) in the Quick Buy field and click Find It

The monitor screen will briefly dim while the search is conducted.

The results shown will combine selectable items and punchout items together, and the user will be able to punchout from the results screen. You can also add Inventory, Release, Open Market and RPA items directly to a new or existing requisition from the result set.

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Results will display the first 25 records found on each tab. If there are more than 25 records returned, additional records may be accessed by choosing the page number or Next link.

Results may be filtered by using the links under Any Price or Any Vendor to select a price range or vendor name. Once selected, to return to the full list of results, click the Any Price or Any Vendor link.

The number of single line items allowed on requisitions, purchase orders (except Master Blanket POs), and invoices is 25 items. Additionally, the total number of accounting lines on a document is limited to 75 separate accounting strings.

Creating a Requisition from a Search

The Quantity column of the search results is editable to allow the line items to be added to a requisition. After adding a quantity to one or more items, choose from the options at the bottom of the page to add to an existing requisition, add to a new requisition, or exit.

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To create a new requisition, choose Add to New Req & Exit or Add to New Req & Next Page (to add additional search items).

To add item selections to an existing requisition, choose Add to Req & Exit or Add to Req and Next Page.

A list of In-Progress Requisitions will display for you to select which Req to add your items to. If there are no available In-Progress Requisitions, then you will have to create a New Req.