

# Business World

## Staff update



### Business World staff update - requisitioning screen change 13 April 2017

This update is to share information about a change to the requisitioning screen in Business World. This change is to simplify and reduce the number of fields where supplier details can be entered. A full explanation is provided below.

Please email the [Business World project team](#) with any related queries.

To simplify the requisition screen, the ability to enter a supplier through the default supplier entry field has been removed as shown below. This means that you will either:

- Select a catalogue product which will mean the supplier field is automatically populated with the contracted supplier, or...
- Select a general product which means you will be able to search for the supplier you wish to use.

The screenshot shows the 'Requisitions - standard' interface. It includes tabs for 'Requisition entry', 'Product explorer', and 'Punchout'. The 'Requisition number' field is set to 0. The 'Requisition' section has fields for 'Requisitioner\*', 'Status\*' (set to 'Active'), 'Period' (set to '201701'), and 'External reference'. The 'Default supplier & contract' field is highlighted with a red arrow. Below it, the 'Default GL analysis' section has a 'Costs' field and a checkbox for 'Do you want to show the price on the Purchase Order?' (set to 'Y').

All catalogue products have suppliers attached to them and so you do not need to add a supplier to these products. The example product highlighted below has then automatically populated the supplier field with the supplier. **Please note you must not overwrite this supplier with any other.**

aid		13/04/2017	201701	0.0
26604	CALYPSO CITRUS SPARK AID (24x330ml)			
26605	CALYPSO APPLE SPARK AID (24x330ml)			
26607	CALYPSO BERRY SPARK AID (24x330ml)			
500228-254864000	Kit First Aid Keep Safe Standard 50-350 x 250 x 100mm			
500228-254865000	First Aid Kit Stnrd 20 with Fixing Bracket 270x230x90mm			
500228-254868000	Kit First Aid Keep Safe Standard 10-270 x 230 x 90mm			
501775-11076	Educational Aids-Versatile Storage Trolley-S100			
501775-11077	Educational Aids-Secure Band Trolley-S45A			
505831-AN1011	AEROSTATIONERY® FIRST AID LEAFLET A5 - PACK/50			
505831-AN1063	FIRST AID LABEL			
505831-SC100	AERO® FIRST AID UNIVERSAL SCISSORS PLASTIC HANDLES 19cm			
505831-SC102	AERO® FIRST AID SCISSORS STAINLESS STEEL SHARP/BLUNT 13cm			
505831-SC103	AERO® FIRST AID SCISSORS STAINLESS STEEL SHARP/SHARP 13cm			
505831-SC104	AERO® FIRST AID SCISSORS STAINLESS STEEL BLUNT/BLUNT 13cm			
505831-SC106	AERO® FIRST AID INSTRUMENTS FORCEPS FINE STAINLESS...			
505832-CADR0002	XP Auto Dishwash Rinse Aid 20ltr			
505832-CAGR0001	XP Glass/Dish Rinse Aid (5ltr)			

Requisition details										
#	Funds check	Product	Description	Unit	Supplier	Delivery date	Period	Quantity	Price	Amount
1		500228-254864	Wet First Aid...	EA	500228 Greenham Trading Lim...	13/04/2017	201701	1.00	9.27	9.27
			Wet First Aid Keep Safe S&S...	Each						

When you use a general product you can search and then enter the supplier in the field identified below.

The screenshot shows the UNIT4 Business World interface. At the top, there's a navigation bar with 'unit4 Business World' and 'Scottish Borders Council'. Below this, there's a 'Requisition details' section. A red arrow points to the 'Supplier' field in the table. The table has columns: #, Funds check, Product, Description, Unit, Supplier, Delivery date, Period, Quantity, Price, Amount, Supplier pt., Supplier pr., OrderNo, and Status. The first row shows a requisition for 'Wet First Aid...' with a quantity of 1.00 and a price of 9.27. Below the table, there are sections for 'Detailed information', 'Product test', and 'Workflow log (new 1)'. At the bottom, there are buttons for 'Save', 'Clear', 'Open', 'Print preview', 'Export', 'Log book', 'Copy requisition', 'Start from template', 'Save as template', and 'More actions'.

Regards,  
Business World Project Team

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