

# NAV Requisition and Canvassing Module

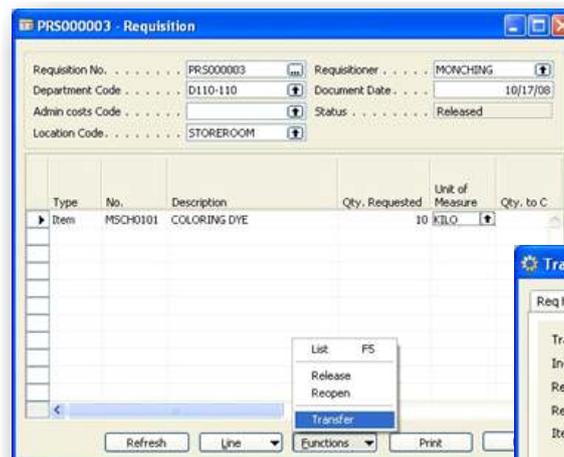


The NAV Requisition and Canvassing Module is an add-on to the Purchases and Inventory Modules. This module has two components: **Requisition Document** and **Purchase Canvassing**.

## Requisition Document

Requisition Document is used to list items or services that are being requested. You can use Requisition Document to:

- List items for canvassing and/ or items that need to be purchased. Request document is then transferred to the **Requisition Worksheet**.
- List items that shall be transferred to another location. Request document is then moved to the **Transfer Order**.
- List items that shall be expensed out. Request document shall be transferred to the **Item Journal**.



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Each Requisition Document is assigned a unique Requisition No. enabling you to keep track of each request. Department codes, and admin cost code can be assigned to each Requisition Document.

Requisition Document provides you options to assign each item being requested to specific accounts:

- Choose **Item Account**, if you are requesting for an item maintained in inventory
- **G/L account**, if you are requesting non stock items, items that needs to be purchased or services/ job orders; or
- **Fixed Assets**, if you are requesting a fixed asset.



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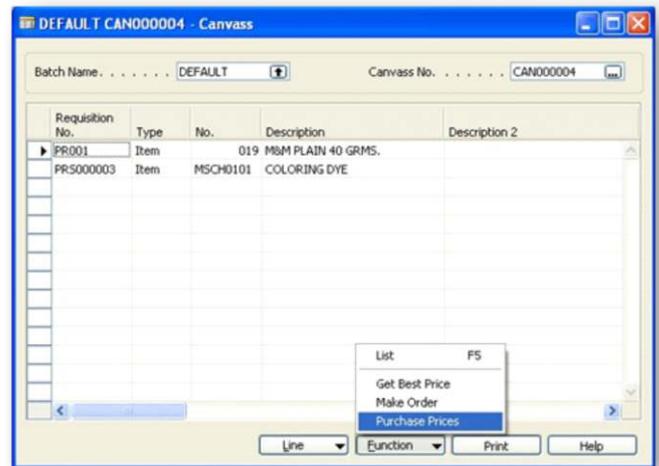
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## Purchase Canvass

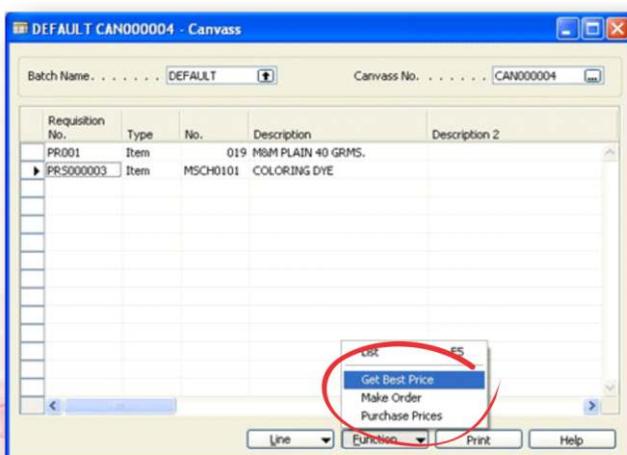
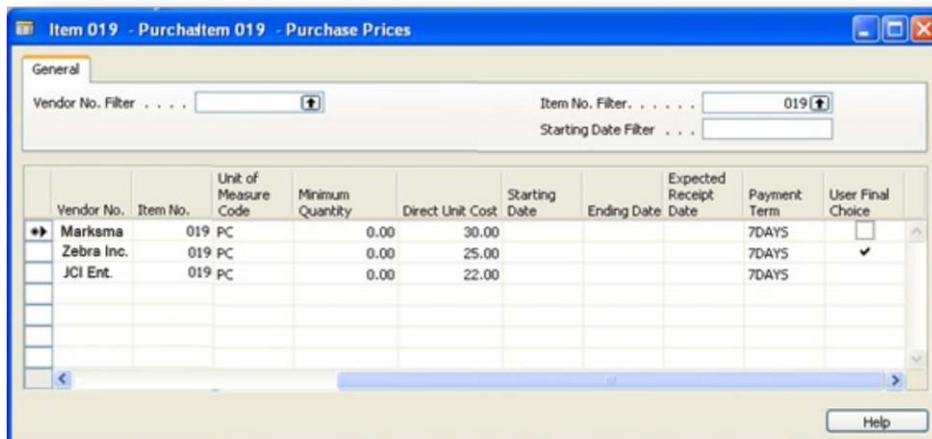
Purchase canvass enhances the purchasing module of Microsoft Dynamics NAV by allowing you to record the canvass made to different suppliers and automatically select the best supplier.

The module also provides you different options in selecting the best supplier. Choosing the winning vendor maybe configured in the system based on the criterion you set. Criteria are: **best price, best delivery and best payment terms**. You may also opt to manually select the vendor.

The canvass window shows you the items that need to be canvassed.



Purchase Price window records the details (unit cost, delivery date, payment terms, etc.) of your canvass from your various vendors. In choosing the winning supplier, you can manually select the vendor by checking the **User Final Choice**. By leaving the User Final Choice unchecked, the system will automatically generate the winning vendor.



**Get Best Price Function** populates the Canvass window with the best vendor while **Make Order function** automatically converts the canvass sheet to a Purchase Order.