

## WHAT'S CHANGING: REQUEST MATERIALS

### What do I need to know?

If a Requestor wishes to purchase Products (stocked or non-stocked) from Planon, requests can be initiated by one of the methods below:

1. Request Materials from a Work Order via the Planon Mobile Field Service (PMFS) App
2. Add Requisition Lines to a Work Order via Back Office
3. Create a Requisition & Requisition lines via Product Store (Without a Work Order)



### What do the changes mean?



Today...	With Planon
Technicians visit Stores (USB) for consumables	➤ Technicians use Planon Mobile Field Services (PMFS) App to request materials by adding items to Work Order
Material requisitions can only be created by the Head and Subhead	➤ Technicians can create requisitions
Purchase requisitions are only for direct purchases (i.e. non-inventory)	➤ Requisitions can lead to direct purchases or to a stocked item (i.e. inventory)

Today...	With Planon
<p>Total cost of items is approved by the Manager of the Head and Subhead</p>	<ul style="list-style-type: none"> <li>➤ All requisition lines must be reviewed by the coordinator of the Work Order (Head or Sub-head)</li> <li>➤ Requisition lines can be reviewed in batch</li> </ul>
<p>Heads have limited support for complex purchases which require significant time to manage</p>	<ul style="list-style-type: none"> <li>➤ New buyer roles and procurement partner will assist shops with complex, non-preferred supplier purchases i.e. quotes</li> </ul>
<p>Limited visibility on the status of purchase requests (POs and receipts)</p>	<ul style="list-style-type: none"> <li>➤ Increased visibility on the status of purchase requests and notification when items are received and ready for pick-up</li> </ul>