

Adaco/Fourth.com Order Flow for dokshop (powered by Prisma)

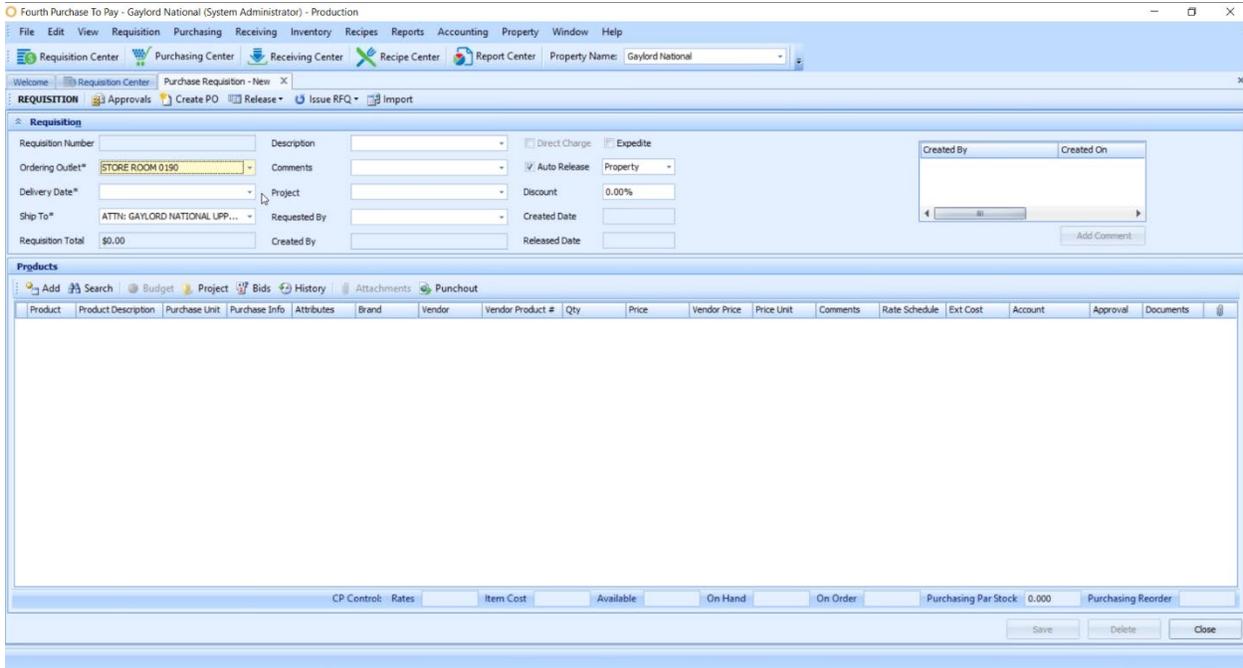
Login to **fourth.com** and go into your PO system.

The screenshot shows the 'Fourth Purchase To Pay - Gaylord National (System Administrator) - Production' window. The top menu includes File, Edit, View, Requisition, Purchasing, Receiving, Inventory, Recipes, Reports, Accounting, Property, Window, and Help. Below the menu is a toolbar with icons for Requisition Center, Purchasing Center, Receiving Center, Recipe Center, and Report Center. The main content area displays a 'Welcome, System Administrator!' message dated Tuesday, January 7, 2020 10:12 AM. It includes an 'Administrator message' about release notes, a 'Tip of the Day' about the Date editor, and a 'Message of the Day' highlighted in purple: 'CHEF'S/LEADERS - PLEASE DOUBLE CHECK YOUR REQUISITIONS BEFORE YOU RELEASE THEM TO MAKE SURE THAT THEY ARE ACCURATE, I.E. CORRECT OUTLET, CORRECT ACCOUNT CODE, CORRECT AMOUNT, CORRECT PRODUCTS.' Below this are sections for Messages (86 receiving(s) scheduled), Approvals (no requisitions pending), Tasks (4 requisitions released), and Last Sync Date (Database was synced).

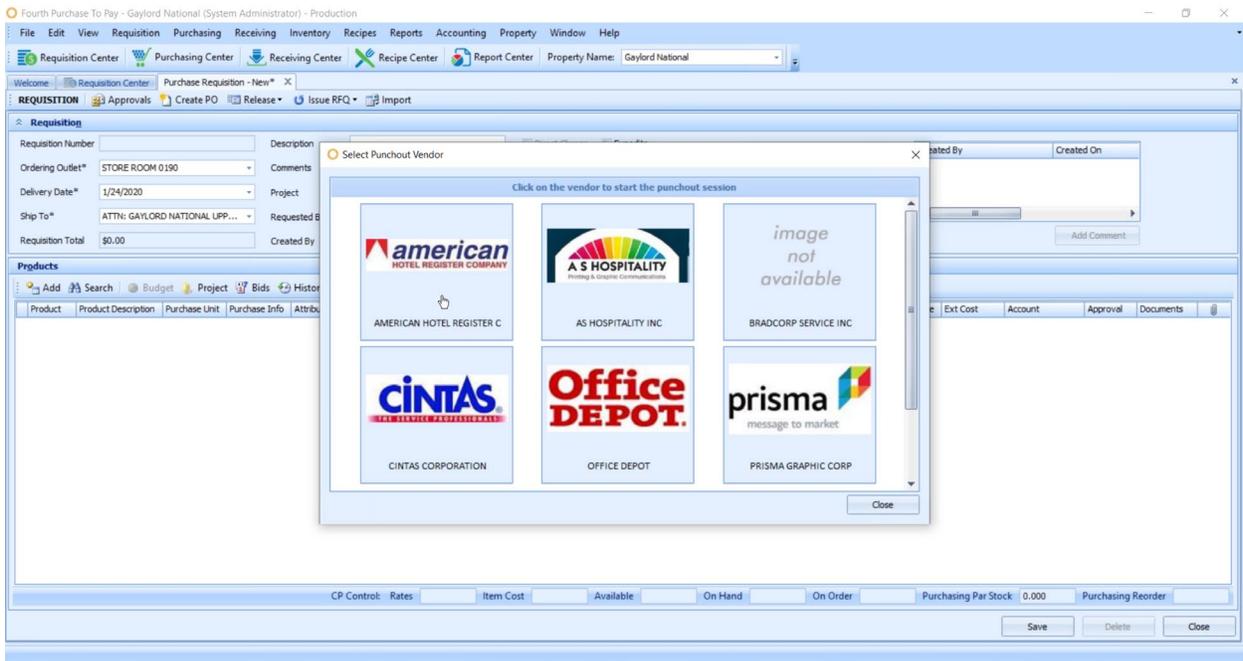
Once in you select **New Requisition**, select **Purchase Requisition** in the dropdown.

The screenshot shows the 'REQUISITION CENTER' interface. The top menu is the same as in the previous screenshot. The main area has a 'New Requisition' dropdown menu open, showing three options: 'Purchase Requisition' (Alt+E, 1), 'Outlet Requisition' (Alt+E, 2), and 'From Template'. A search panel on the left contains fields for Requisition Number, Requisition Type (set to 'Purchase Requisition'), and Status (set to 'Current'), with a 'Search' button. The 'Advanced Options' section is collapsed.

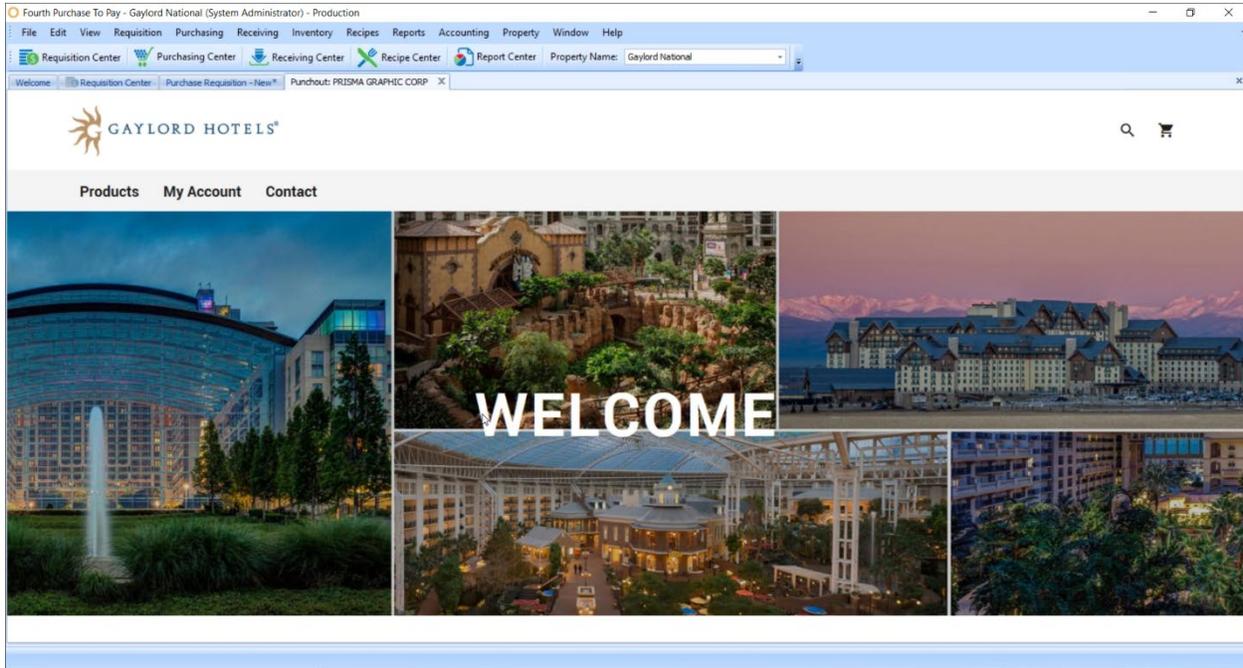
You are then taken to the PO requisition form where you will fill in your store, your address information, and the delivery date. Then select **“Punchout”** on the middle of the page.



When you click the **“Punchout”** button, you get a popup with all of the available vendors. You select **Prisma**, which logs you into the **dokshop (by Prisma)** site.



Once you are on **dokshop**, the site functions like any other **dokshop** site until you submit the order. That is where, like all other procurement systems (Ariba, Brichstreet, Coupa, Workday), the order goes into your system for approval routing and final submission.



From this screen you approve the order and click **save**.

