

# Stationery Requests

## Improving Productivity

Do you find it a hassle to entertain stationery requests from staff all the time? Are you able to manage all the staff in your organization easily with productivity? Solve your problem now with stationery request forms where staff can request for their own stationery anytime.

Stationery Request is an application that will allow staff to request for stationery and make their own orders anytime, anywhere. You can request the type and amount of stationery required using the application. The application will allow quicker orders and improves productivity without having to go through administrative staff.

- Why customers use Stationery Request**
- ▶ Different order requests at different duration.
  - ▶ It allow the request to be submitted to vendor through proper workflow approval process without the need to duplicate the request process.

### Organization distributed by Many Groups or Locations

- Free up all the manual handling and processing time of requests or enquiries from various departments or even multiple locations, countries outside of Head Quarter Office

All changes are directly updated and reflected from Office 365

### Audit Logs for Compliance & Accountability

- All your orders made for Stationery Request are logged and recorded
- Costs can be controlled by tracking stationery bought

Additional Metadata for Users can be stored

### No Compromise on Work Efficiency

- Stationery requests can be done without the hassle and delay of administrative staff.
- Accessible anytime, anywhere


Protected from hassle and eases data entry

# Stationery Requests





Back to Site Stationery request

Save Cancel Print to PDF



Microsoft Partner

Gold Cloud Productivity  
Gold Collaboration and Content



Department  
Finance

Item *	Quantity	Purpose
Blue Ballpen	30	Replenish

Submit Cancel

