



## Purchase Orders

### Objective

To monitor the quality, accuracy, lead times and costs of purchases, while providing comprehensive supplier performance analysis.

### The Value of Purchase Orders

- Detailed queries with graphical purchase order commitment
- Place orders using current cost, last price paid or contract pricing
- Analyze vendor performance for delivery, pricing and quality
- Goods Received Notes (GRN) facility provides A/P to P/O matching and variance reporting
- Streamline purchasing with requisitions and authorization procedures
- Generate requisitions from customer back orders
- Fax or email P/O documents
- Link P/O to Sales Order or Work Order

### Matching Purchase Orders to your business

- Supplier stock code cross-referencing with pricing
- Record P/O notes using the notepad facility
- Manage stocked and/or non-stocked items
- Customize multiple P/O and GRN document formats
- Expedite purchases using follow-up codes and dates
- Retain original and revised due dates to monitor performance
- Order for multiple due dates and warehouses
- Two stage receipting for inspection items
- Order stocked and non-stocked items on same order
- Purchase in multiple units with user-defined conversion rates
- Automatically include comments for each line item
- Interface efficiently with data collection system
- Receive directly into Work in Progress
- Call-off against blanket P/O
- Non-merchandise apportionment across all lines
- Export P/O in XML format
- Manage purchases by specifying approved manufacturers

### Integration

- Integrates with the following modules:
  - Accounts Payable
  - Activity Based Costing
  - Assets Register
  - Bill of Materials
  - Business-to-Business Trading

- General Ledger
- Inventory
- Landed Cost Tracking
- Quotations
- Requirements Planning
- Sales Orders
- SYSPRO Factory Scheduling (Advanced Planning and Scheduling)
- Work in Progress

### Audit trails and reporting

- Full inventory journals are generated for P/O receipts
- The GRN system monitors variances between receipt and the invoiced price or P/O price and current/standard cost
- Expediting reports prompt buyers to follow up by vendor, by item, etc.
- Extensive vendor performance reports
- Prints inspection documents on-line
- Provides the facility to print local or foreign purchase orders
- Gives the receipt history and tracks scrap/rejections per supplier

