

# Purchase Orders

## SOLUTION FACTSHEET

SYSPRO Purchase Orders is an integral part of the organization's distribution and manufacturing functions. Purchase Order provides you with the functionality to simplify your purchasing and receiving processes while ensuring greater order accuracy. It enables the monitoring of the quality, accuracy, lead times and cost of purchases, while providing comprehensive supplier performance analysis.

Purchase Orders can also maximize warehouse efficiencies by guiding receiving personnel to designated preferred stock put-away bins. The Purchase Order system includes a Preferred Supplier System to manage the processes and policies that deal with the sourcing of goods and services during your purchasing cycle; Goods Received Notes Suspense System (GRN) for Accounts Payable invoice matching; a Requisition System and a Supplier's Performance report, along with currency options. Goods can be received directly into a warehouse or can go through an inspection process. Various pricing mechanisms can be used, such as contracts with suppliers, foreign prices, the warehouse cost or last cost from the supplier.

Supplier performance can be monitored and reported on. The Requisition System includes the ability to monitor capital expenditure and also includes complete route tracking of the request. Purchase Order also tightly controls buyer's spending limits and provides complete audit tracking for maximum accountability. It enables an operator (who is assigned a user code) to request items to be purchased. The request is then routed through various user codes and associated authority levels until the final stage, when the request is converted into a live purchase order. These routes and authority levels are user-defined and in some instances the approval can be automated if the requisition value is below a specified amount

### The Benefits of Purchase Orders

#### ■ Improved purchasing efficiencies

Purchase Orders provide a great deal of information about what's going on in your company and they provide accurate documentation of what has been ordered in case of a dispute. A PO lists the item description, quantity, price, discounts, delivery instructions if applicable and date of ordering. This leaves less margin for error than a verbal order. Making sure the details are correct on the PO will help when it comes to dealing with payments.

#### ■ Control the cost of ordered goods and services

Purchase Orders control the cost of ordered goods and services in many significant ways, and provide improved cost control through structured approvals and better spend reporting. This helps stop 'off grid or dark purchasing' by helping to ensure all spend is authorised.

#### ■ Identify an collaborate with top performing suppliers

Purchase Orders let businesses analyze and understand how they interact with their vendors, fostering improved supplier collaboration, and ensuring as few a process delays and administrative burden as possible.

#### ■ Help you streamline your stock

Purchase Orders provide insight into the financial commitment on inventory. They provide visibility into current inventory levels, stock on hold, reorder levels and free stock along with cost prices and sales prices, meaning there's visibility of product profit margins.

#### Product Version:

SYSPRO 8

#### Related Modules:

- Inventory
- Accounts Receivable
- Sales Orders

#### Sectors:

Manufacturing and Distribution

#### Industries:

- Automotive Parts and Accessories
- Electronics
- Fabricated Metals
- Food and Beverage
- Industrial Machinery and Equipment
- Packaging
- Plastics and Rubber

# Purchase Orders Capabilities

## ■ Purchase Recognition

Generate requisitions from customer back orders Link Purchase Orders to Sales Order lines or Work Orders Manage the purchases of stocked and non-stocked items Purchase in multiple units with user-defined conversion rates

## ■ Review of Request

The Requisitions capability within SYSPRO handles and automates the process of purchase approvals Budget owners and signatories are alerted on their to do list or by email of purchase requests This purchase approval workflow allows for improved expenditure control Requisition groups can be created for approval levels and budgets

## ■ Quotation Requests

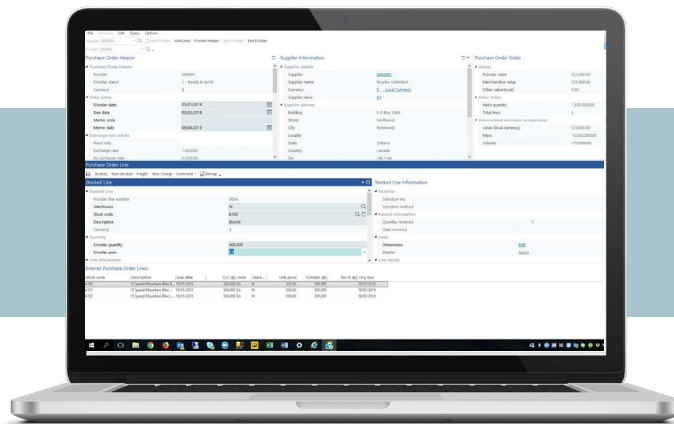
Once a requisition has been approved, suppliers are requested for quotes to supply the goods or services. A Request for Quote is converted from a Requisition which includes detailed product specifications for suppliers Suppliers can enter their bid through automated email alerts or directly into the Supply Chain Portal The Supply Chain Portal can be extended with additional tiles to show consignment stock levels, returned items and provide indications of supply non conformance against delivery dates, volumes or quality standards

## ■ Negotiation & Contract

Capture and maintain predetermined sourcing policies Select from a recommended list of suppliers and leverage auto recommendation to ensure the correct supplier is used Use electronic signatures capabilities to improve purchasing governance Bulk email multiple purchase orders to the corresponding suppliers as a single process Analyze Supplier performance for delivery, pricing and quality

## ■ Receiving Goods/Services

Purchase Order receipts program physically books items into stock when they arrive or into inspection to be checked If items are faulty or incorrect, they can be returned to the supplier using the Return to Supplier module and tracked via the Return to Supplier status report Links to Return to Supplier documentation to ensure full control of all information and traceability of the product history allows the capturing of all of the applicable product dates on the same screen during the Purchase Order receiving process.



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