



FACTS Data Sheet: Purchase Orders

**Purchase Orders
allows distributors to
improve efficiency
and accuracy for both
their employees and
their vendors.**

Purchase Orders has the robust functionality and flexibility needed for today's purchasing managers. Purchase Orders integrates with the Inventory Control and Sales Order programs to automate purchases for stocking items and special orders.

Purchase Order Creation

To save the buyer time, most purchase order lines are suggested from two sources - replenishment programs and from special sales order lines:

- Review suggested POs from the replenishment programs or sales order for special orders
- Combine stock and non-stocked orders to maximize buying targets and minimize paper flow
- Import suggested PO lines into a new purchase order without re-keying data
- Sync Purchase Order Entry with Vendor and Item Inquiry views, allowing these views to "follow along" as you enter new vendors and items
- Receive notification if the PO is within 80% of the buying target with an option to automatically increase quantities evenly to meet the target
- Print vendor-item numbers on purchase orders instead of or in addition to item numbers
- See vital item information while in purchase order entry such as standard pack, weight, warehouse quantities and more

Invoice Receiving provides a quick way to convert received purchase orders into AP invoices:

- Track differences between received cost and invoiced cost
- Create multiple AP invoices per receipt
- Monitor un-invoiced receipts



focus on essentials

➔ KEY REPORTS:

- Purchase Order Status Report
- Cash Requirements Report
- Open Payables Report
- Receiving Report

Purchase Order Receiving functions are fast and efficient, allowing the user to:

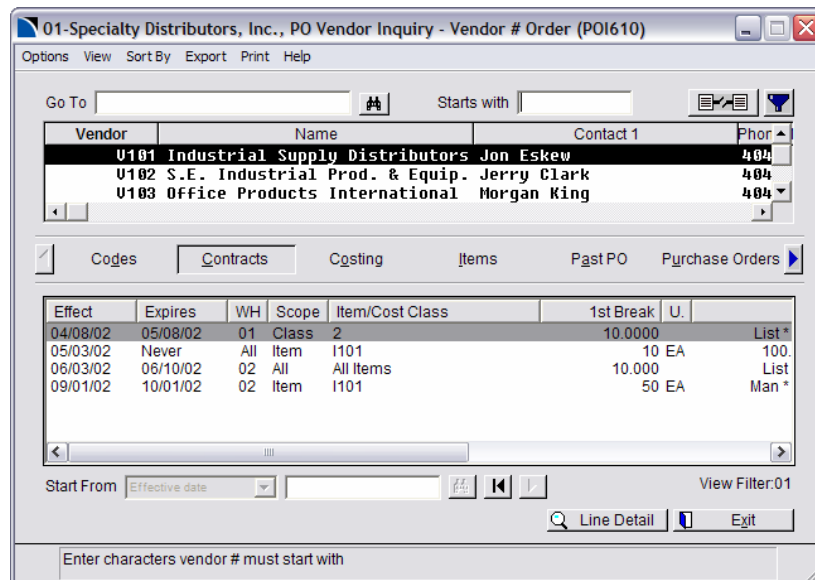
- Create Non-PO receipts for unexpected arrivals that have been phoned in and not recorded
- Enter freight amounts that can be factored into item cost by weight, units or dollar amount
- Update inventory immediately in the warehouse for rush shipments
- Create multiple receipts per purchase order
- Quickly confirm complete shipments.

Cost Contracts ensures that the cost structure is carefully maintained for each vendor:

- Establish item costs as a fixed cost, percent of list price, a multiplier of manual cost, or a multiplier of a previous quantity break
- Establish default PO costs per individual item, by item class, or all items
- Dictate an effective date and expiration date for each contract
- Create customer-specific contracts for a vendor
- Create default PO costs by warehouse
- Create multiple contracts per vendor

Inquiries provide purchasing managers with the right information at their fingertips:

- Vendor Inquiry provides information about recent receipts, suggested purchase orders, cost contracts, and other salient vendor information
- PO Document Inquiry offers information about open and past purchase orders, including receipt information for each order



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