



**Purchase Orders brings new levels of efficiency and accuracy to purchase order processes.**

## TakeStock Data Sheet: Purchase Orders

TakeStock Purchase Orders is a fundamental solution that allows distributors to manage and track all their purchasing transactions throughout their operation. From essential inventory to everyday business supplies, Purchase Orders allows for close monitoring, tracking and reporting of all purchasing to ensure that each dollar of inventory investment is maximized.

Designed to bring new levels of efficiency to purchasing processes, features include the automatic review of each vendor on an optimal review cycle. This allows for line point replenishment at frequencies and quantities that maximize service levels while taking advantage of supplier discounts. Once a purchase order has been issued, the system monitors the transaction from receipt through invoice, while pinpointing discrepancies.

### **Purchasing**

- Integrates with inventory to automate vendor review, replenishment calculations and creation of suggested purchase orders
- Makes buying recommendations based on analysis of past sales, current stocking levels, anticipated need and lead time
- Compares purchase order to product line buying targets (weight or dollar), with option to increase order to meet buying targets
- Selects cost from cost schedules, last cost or manual cost based on hierarchy by vendor
- Calculates aggregate cost discounts across related items with quantity breaks defined as units, dollars or weight
- Reserves multiple sales orders, production orders and transfer requests against a single purchase order line item



focus on essentials

➔ KEY REPORTS:

- Order Status
- PO Status
- Auto Commit Backorders
- Suggested PO
- Receiving Schedule
- Receiving Document
- Document Fill
- PO Receipts
- Goods Received Notice
- Uninvoiced Receipts
- Vendor Returns

➔ INQUIRIES:

- Vendor/Item History
- Vendor
- PO Document

**Receiving**

- Lists anticipated receipts with ability to print reservation information and bin locations for effective put-away
- Directs warehouse personnel to fill open sales orders, production orders or awaiting received items
- Allows multiple receipts against a single purchase order
- Consolidates purchase orders and transfer documents on receiving reports
- Factors add-on charges (freight and miscellaneous charges) into cost, on a user-defined basis, allows receiving by item or PO
- Optionally calculates landed cost for imported items via the Importing solution
- Allows cost adjustment and factoring of freight into prior purchase order receipts for unsold inventory

**Vendor Controls**

- Maintains cost selection hierarchy and payment priority by vendor
- Stores vendor/item information including lead times, item number and purchase history
- Tracks multiple ship-from's and contacts

**Management Reporting**

- Notifies management of overstocked items for return to the vendor and optionally generates return documents
- Analyzes vendor/item history
- Allows entry of charges such as freight and handling through user-defined add-ons
- Prints purchase orders on laser forms, stock paper or preprinted forms immediately upon entry or in batches
- Fax and e-mail integration also available
- Tracks purchases of supply items
- Records expected tax

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