

# PURCHASE ORDER PROCESSING

Procurement of correct quantity of items at right time and price ensures increased profitability and optimum inventory levels. **ProMIS** Purchase Order Processing module is designed to make procurement hassle free. It is closely integrated with the Inventory Control module.

## Purchase Workflow

The system automates the entire purchase process from purchase requisition to material receipt. It incorporates the authorization and approval at various levels, comparison of supplier quotations, purchase order preparation, goods receipt note, short delivery handling, back orders, purchase returns, seamless integration with General Ledger and Accounts Payable.

The standard process includes:

- ⇒ Material Requisitions
- ⇒ Verify stock availability
- ⇒ Purchase Orders
- ⇒ Goods Receipt
- ⇒ Material Issues

However the workflow may vary based on the actual procedures followed by the user. We take care of these requirements and customize the system accordingly.

## Supplier Database

Supplier information including the address and contact details, persons, payment terms etc. can be entered into the system. If rate rate contracts are available from suppliers, the price list could be entered so that it will be used while preparing the purchase orders.

## Purchase Orders

The material requisitions received are verified for stock availability and Purchase Order is prepared by consolidating the actual requirement. Supplier quotations can be compared to prepare the PO. Multiple approval levels can be setup for Purchase orders.

## Projects

In case of purchases against specific projects, the material as per LPO could be issued and value debited directly to the project.

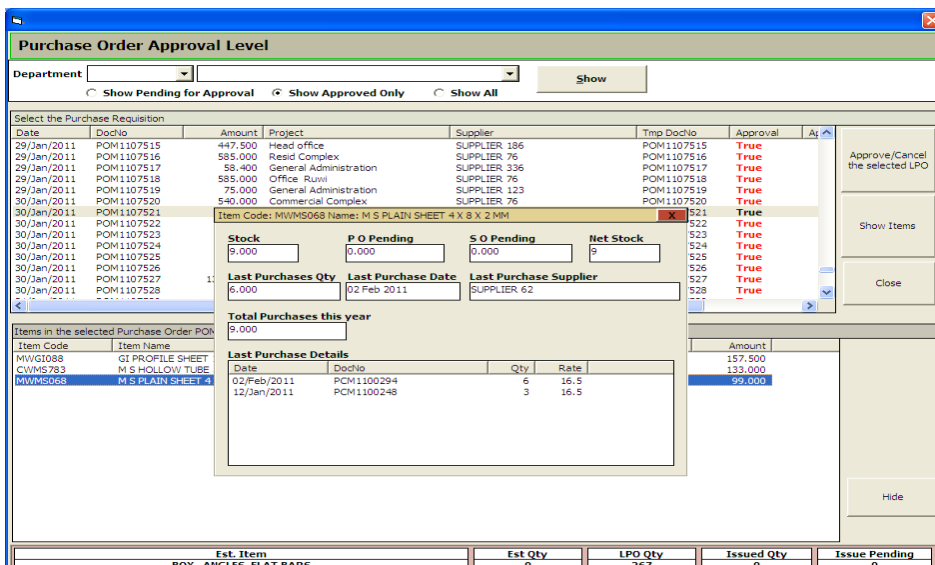
## Stock Data

The system provides comprehensive reports on the stock status. The re-order levels could be utilized to trigger an alert when an item need to be procured.

## Key Features:

- \* Multi-location purchases
- \* Multiple approval levels based on workflow
- \* Alerts and Exception reports on pending status of various activities.
- \* Requisitions pending to be ordered
- \* Purchase Orders pending for delivery or partially delivered
- \* Back Orders against pending Purchase Orders
- \* Delivery Orders pending for invoicing
- \* Accounts Payable tracking - integrated with Financial Accounting module
- \* Customization of Purchase Order print format
- \* Single Point Data Entry - with option to download data from Requisitions to Purchase Orders, Purchase Orders to GRVs etc.
- \* Purchase returns and creation of debit notes
- \* Re-order level alert and report
- \* Supplier Quotation comparison
- \* Purchase reconciliation (GRVs against Bills posted to GL)
- \* Net stock status considering the present stock, LPOs pending and Sales Orders pending
- \* Last purchase information
- \* Listing of previous purchases
- \* Total yearly purchases for the item

**Customized Software  
to meet your requirements**



Date	DocNo	Amount	Project	Supplier	Temp DocNo	Approval	Ap
29/Jan/2011	POM1107515	447,500	Head office	SUPPLIER_186	POM1107515	True	
29/Jan/2011	POM1107516	585,000	Resid Complex	SUPPLIER_76	POM1107516	True	
29/Jan/2011	POM1107517	58,400	General Administration	SUPPLIER_336	POM1107517	True	
29/Jan/2011	POM1107518	585,000	Office Ruwi	SUPPLIER_76	POM1107518	True	
29/Jan/2011	POM1107519	75,000	General Administration	SUPPLIER_123	POM1107519	True	
30/Jan/2011	POM1107520	540,000	Commercial Complex	SUPPLIER_76	POM1107520	True	

Stock	P O Pending	S O Pending	Net Stock
9,000	0,000	0,000	9

Date	DocNo	Qty	Rate	Amount
02/Feb/2011	PCM1100294	6	16.5	99,000
12/Jan/2011	PCM1100248	3	16.5	