Purchase Order Management

Purchase Order Requests and Requisitions
The eMIS Purchase Order Request and Requisition subsystem can be used to account for all Requests involving Material and/or Services made by all personnel in the business. The Buyer has the ability to convert several Requests into a single Requisition to maximize price breaks and cost efficiencies. The Buyer can then convert the Requisition into a Purchase Order.

Purchase Order
The eMIS Purchase Order Management System is designed to overcome the inefficiencies in the Purchasing/Receiving of Material and/or Services, which can so often adversely affect profitability. This system provides a powerful, but easy-to-use, tool to enable you to effectively control Purchasing, Vendors, Receiving, and the flow of funds. The Buyer can create Purchase Orders manually, or a Planner can create a Firm Planned Order in the eMIS Material Requirements Planning System. All paperwork required to properly control Purchasing is generated automatically. Not only does this system streamline all Purchasing procedures, but it also provides a multitude of reports, which are necessary to improve Purchasing flexibility and to analyze performance. Unique to the eMIS Purchase Order Management System is the ability to interface with the eMIS Accounts Payable System to create "pro forma" records, which will automatically create account distributions when Vendor Invoices are entered into the system.

Purchase Order Quotation System
The eMIS Purchase Order Quotation System is designed to provide an effective way to manage your Vendor base through a formal Quotation system. The Purchase Order Quotation System provides a seamless and powerful process to convert successful Vendor Bids into actual Purchase Orders.

ESI/
Technologies

Features:
- Paper files are not required because the system stores details on all Purchase Orders by Vendor.
- Capable of handling blanket purchases with releases created against Blanket Purchase Orders.

- Permits standard on-line editing, which allows information to be changed at any time.
- Provides extensive on-line purchasing inquiry by Purchase Order, Item Number, Vendor, etc.
- After a Purchase Order Line has been received, the stock-on-hand balance, the stock-on-order balance, and the Average Cost are updated.
- Allows for general comments or other explanatory text, which can be entered from user-maintained Standard Comment Records.
- Produces a "behind the scenes" audit trail of all transactions related to the Purchasing function.
- An easy-to-use Bid Analysis and Disposition process is available.
- Materials can be received using Bar Codes.
- System is capable of shipping directly from the Vendor to the Customer.
- Employees of the business can be identified as Buyers, Planners, or Buyer/Planners.
- Receiving/Disposition of accepted/rejected Material may be handled in the Purchase Order System or in the Quality Control System.
- Contracts with Vendors may be created with Effectivity Dates to allow for special Pricing.
- System allows for the creation of Manufacturer's Item Numbers and related information plus the tying of this information to Item Numbers from the business.

Benefits:
- Reduces costly paper generation, filing, and time spent retrieving lost or misplaced paperwork.
- Reduces paperwork. You can receive ordered Items over a period of time, while having complete accountability and control over the process.
- Simplifies modifications due to various changes, and allows accurate reporting of order status.
- Information needed to make decisions is available at any time in various formats.
- Provides management with the up-to-the-minute information necessary to control the Purchasing function efficiently and effectively.
- Reduces communication errors and makes data entry easier.

- Management has the ultimate control and accountability over the Purchasing function.
- Bids can be easily evaluated and dispositions assigned for Vendors who win or lose the Bid.
- Data entry is quicker, easier, and more accurate.
- Need to bring product "in house" before sending to Customer is eliminated.
- Maximum flexibility is allowed in the Purchasing/Planning of Material and/or Services.
- System allows for maximum flexibility in the Receiving/Disposition of Material and/or Services.
- User has maximum control over the way Items are priced in the system.
- Maximum information is available to the user if this information is desired in the business process.