

PURCHASING Features

CONTENTS

***PURCHASE ORDER CREATION AND MODIFICATION
RECEIVING, DISTRIBUTIONS AND TRANSFERS
VENDOR RETURNS FOR CREDIT OR EXCHANGE
OPEN TO BUY (OPTIONAL MODULE)
FORECASTING AND ALLOCATION METHODS
VENDOR ORDER INQUIRY
PURCHASING REPORTS***

PURCHASE ORDER CREATION AND MODIFICATION

- Order for any or all locations on one PO.
- E-mail, print or fax purchase orders.
- Pre or post allocations.
- Establish cancellation dates by vendor.
- PO Status field shows open, closed, partial, printed and unprinted.
- Displays and compares PO to vendor minimums by units and dollar amount.
- Add new items on the fly.
- Auto PO Generation.
- All Inquiries available directly from PO screen (no need to exit and re-enter).
- Calculates line costs vendor discounts, one-time or permanent price change.
- 3-dimensional size/color/width matrix available for apparel type merchandise.
- Cross reference special order and backorders from open sales orders by line and order number and option to print receiving to display only special orders.

RECEIVING, DISTRIBUTIONS AND TRANSFERS

- Generates "Receiving P.O."
- Receive by exception or entire PO.
- Allocate special orders directly to customer order.
- Date and time stamped with document number for audit trail.
- Interface to wireless, hand-held scanner for distribution/transfers.
- Receiving worksheets assist in post allocation/distribution (also see allocation and forecasting section).
- Transfer documents (in-transit, unacknowledged transfers, received transfer)

VENDOR RETURNS FOR CREDIT OR EXCHANGE

- Tracked through same entry screen as purchase orders.
- Reporting on outstanding credits and exchanges.
- Prevents items that generally "fall through the cracks" from being lost.

PURCHASING Features

OPEN TO BUY

- Easy to read spreadsheet format.
- Track by month 3 year comparison.
- Planned vs. Actual.
- Variances Displayed.
- Sort by location, department and/or class.
- Sales History.
- Markdowns.
- Beginning of month inventories.
- Stock to Sales.
- Receiving.
- Open to Buy calculations.

FORECASTING AND ALLOCATION METHODS

- Self-defined A/B/C Store mix, where as A stores receive X%, B stores Y% and C store Z%.
- A/B/C can be in ratio format, whereas A=1 unit, B=1.5 units, C=3 units.
- Min/Max from predefined levels.
- Forecast from a "Different" like-item, for example Denim Jean "A" is no longer being purchased, you can use its history to purchase Denim Jean "B".
- Forecast from a "Group Average". Define any or all of the following: Department, Class, Category, Vendor, Season.
- Forecast from Same Item History.
- Adjust allocation by percentages for Safety Stock, Growth/Contraction, Warehouse Allocation.
- Manually adjust recommended quantities on purchase orders.

VENDOR ORDER INQUIRY

- View all orders; view open orders only; view closed orders only.
- Displays by PO, location, amount of PO.
- Displays Status (open, closed, partially received).
- Displays order dates, expected delivery dates, receipt dates.
- Displays Return authorization numbers.

PURCHASING REPORTS

- Purchase Order status reports.
- Cash Requirement reports.
- Reorder Reports with season codes, projected balances and in-transit units.
- Inventory Receipts Journal.

Corporate Office

5504 Business Drive
Wilmington, NC 28405
(910) 452-9808 · (910) 452-9826 Fax

www.mtpos.com

Sales Office

330 West 38th Street, #307
New York, NY 10018
(800) 395-8324 · (212) 268-9176 Fax