

## PURCHASE ORDER MANAGEMENT

The first step to effective merchandising is the Purchase Order. It is the most critical and often time consuming part of properly controlling inventory. When it comes to Inventory Control Systems, more time is spent entering orders and defining inventory than is spent recording sales! Everyone knows "GIGO" (Garbage In, Garbage Out), but few fully appreciate how important recording the Purchase Order is in assuring the proper identification of merchandise for future analysis, pricing, delivery timing, assortment planning and effective allocations and store distribution. It is the basis for efficient receiving and distribution, but more importantly, the cornerstone of effective merchandise planning and forecasting that maximizes margins and turn rates.



### FEATURES

- Standard Vendor Defaults
- Order by Total and/or by Store
- Enter by Style and/or SKU
- Scan Receipts using UPC codes
- Efficient new Styles creation on the fly
- Multi-dimensional Size Grids
- Copy Lines Function
- Enter Unit or Extended Costs
- Price Management Controls
- Quickly identify current assortments with dynamic on-hand values for fill-in orders
- Integrated Stock Replenishment
- Flexible Printing & Email Options
- Internal, Vendor and/or Line Notes
- PO Level Cancellations
- Line Level Cancellations & Substitutions

### STORE DISTRIBUTION OPTIONS

- Easy-to-use Single Store Ordering
- Pre-Distributed Purchase Orders
- Direct Store Delivery
- Just-in-time PO Distribution
- Distribution as Received
- Post-receipt Distribution

### PO MANAGEMENT TOOLS

- PO Cancellation Wizard
- Purchase Order Reports
- On Order by Delivery Date
- Open to Buy Integration
- Substitution Tracking
- Late Shipment Controls
- Integrated to Receiving & Distribution
- Dynamic Grouping of Ordered Merchandise for Future Analysis and Management



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***Sometimes, dreams come true!*** Historically, purchase order entry has been a data entry function performed after the actual Purchase Order was written. In early technology it represented the most burdensome barrier to overcome when automating a retail store, especially in the seasonal and fashion sectors. For decades the industry has dreamed of a tool so helpful, so efficient, and easy to use that every buyer would prefer to use the computer to record Purchase Orders instead of making notes, writing orders, and waiting weeks to see the results updated to the merchandising system. At Smyth Retail, we have made this dream come true for our clients! Certainly, there are times when paper must be left at market, but buyers using **Merchant Plus!** actually prefer to enter orders using the Purchase Order system!

***Efficient PO Entry:*** Intelligent defaults and an elegant design allow for the creation of Purchase Orders, new Styles, and new color codes with a minimal number of keystrokes. Integrated look-up functions prevent duplication of styles, colors and sizes. Automated size allocation, store distribution tools and the ability to copy common allocations and distributions can significantly speed up the entry process. The integrated replenishment tool displays current stock levels as well as past sales to easily review suggested order levels based on recent trends.