



## **PURCHASING COMPONENT**

An efficient and robust Purchasing module is key for all manufacturers and distributors. If you don't track who you buy from, what you buy from them, the cost items are purchased for, and how long it will take to get to you, it will be impossible to keep your shelves stocked and service your customers. Not having this information leads to procedural inefficiencies, inferior customer service, and reduced profitability. With FitriX Purchasing you have a comprehensive purchasing system that will track your purchases from the moment they are ordered to the moment your vendor invoices you. The open order report lets you know what is coming in and when; the receipt of merchandise updates your quantity on hand and accrues the liability to your vendor in the GL.

### ***Features/Function Highlights:***

- Item Catalogs – the ability to store multiple vendors, vendor item code, and vendor cost per item. This makes data entry more efficient and ensures that the costs used on your purchase orders are accurate
- Approved Vendor Lists- restrict which vendors items can be purchased from
- Compliant Vendor Tracking- track which vendors have not yet sent Full Material Disclosure information on items purchased from them
- Non Stock Items – purchase orders can be processed for items not stocked in inventory such as supplies, capital expenditures, and services
- Requisitions – create requisitions for internal purchases that in turn create purchase orders to your vendors once approved
- Blanket Purchase Orders-create a master blanket purchase order that is then released and shipped in increments when requested from vendor
- Landed Cost - Add additional costs such as inland freight and duty to items received to achieve a true landed cost
- Extensive reporting to track open Purchase Orders and Requisitions, Expected Receipts and Pricing Variances

When Fitrix Purchasing is integrated with Fitrix Inventory Control, Replenishment, Production Order Processing, Order Entry, Accounts Payable, and General Ledger you have a comprehensive purchasing system. Additional benefits include:

- Quantity on hand is increased and General Ledger is updated when the PO is received
- Interface with Accounts Payable – when you receive the vendor invoice there is no need to enter the purchase information again to record the liability. Simply bring up the PO, enter the invoice number and date, and post to Accounts Payable thereby creating an open payable item to the vendor. If there are any variances in cost between the
- Drop Shipments – by specifying in order entry via order type, a drop ship customer order automatically creates a vendor purchase order to your preferred vendor at your contract cost
- Automatic Reordering – if the Replenishment module is also in use, purchase orders will be created automatically for items that fall below user specified reorder levels
- Automatic Release of Customer Back Order – when purchase orders are received, in addition to updating your quantity on hand and General Ledger, any items on back order will be released in oldest order date order
- Extensive reporting for Direct/Drop Ship status, Purchase Replenishment Advice, General Ledger Activity from Purchasing and Vendor Rebate Analysis

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