

## Purchase Order Management

**Slingshot Software's Purchase Order Management module is the heartbeat of the complete procurement solution, using the Internet to dramatically improve the purchasing process.**

### **No paperwork, maximum efficiency.**

Requisitions for purchased items are entered in Slingshot's requisition management application, approved electronically and forwarded to the Purchase Order Management (PO Management) module for procurement. Buy also receives signals from Slingshot's patented supply chain planner to purchase planned inventory items for delivery at the optimal time. The inventory replenishment system will also provide suggested order quantities for unplanned items.

The entire procurement cycle is addressed including supplier registration, requests for information or bid and contract issuance and management. Supplier performance is measured through each step in the process.

Internet connectivity shortens acquisition cycles, tightens supplier communications and reduces costs. The Internet also extends the opportunities for reducing costs by increasing procurement options. Internet auctions, price search engines and collaborative purchasing strategies can be used to drive down costs and improve the quality of procured items.

### **Order Types Allow You to Set the Processing Path**

Slingshot's Order Types configuration capabilities control the life cycle of an order. The system is delivered with the following standard order types:

- Domestic Purchase
- Imports
- Blankets
- Request For Quotation
- Emergency Orders
- Service/Repair Orders
- No Charge Orders
- Supplier Return
- Outside Fulfillment (subcontractors)

Slingshot's exclusive Order Type design tool allows you to create an unlimited number of new Order Types, each with a unique sequence of processing events. This allows you to quickly meet changing business needs without custom programming.



Enter aggregated purchase orders and track their fulfilment through online collaboration with your suppliers. You can eliminate inefficiencies and shorten the acquisition process. Reduce costs. Increase margins.

## **Multiple Tools Speed the Entry Process**

Purchase order entry is quick and easy. Order data defaults automatically from the Supplier record. Standard paragraphs, shipping instructions and other information are automatically added to the order. For repetitive purchases, reference a shopping list and simply select the items you wish to order – or use the copy facility to copy some or all of the products from a recent order.

Tax and freight are calculated automatically as the order is entered. The tax calculation considers the taxing jurisdiction and the tax class of the product and your receiving location. Freight can be calculated based on the weight of the order, a percentage or a flat dollar amount. The actual freight charges can be confirmed during shipment (interface with manifest system) or they can also be entered during an invoice review process. It is also possible to accrue estimated freight and reverse the accrual when the carrier invoice is received. The Freights Terms table defines whether the freight is re-billed or paid by the supplier.

## **Use the Internet to Register Suppliers and Collect Supplier Information**

Require your suppliers to maintain accurate information over the Internet. The “User Roles” function allows you to set up your own registration forms – the amount of information required is up to you. Collect current financial information, insurance certifications and other useful information.

Slingshot’s exclusive “Span of Control” facility allows you to restrict a supplier to view only its own information. Receive “Alerts” automatically if supplier information is incomplete or “stale”.

## **Reduce Maverick Purchases – Drive Buys to Contracts**

There are several factors promoting “off contract” maverick buys. An appropriate contract may not exist, the individual requiring the item may not be aware of the contract, or the requirement can’t be met within the contract’s terms at the lowest price. Slingshot’s PO Management module addresses these issues and drives purchases to contract at the lowest possible cost. Price and availability of any item can be instantly determined. Search and ordering facilities make it more convenient to order from the contract than the store “in town”. Reporting facilities identify items that are contract candidates as well as potential suppliers for those items. Habitual maverick buys are highlighted providing an opportunity to educate requestors.

The Bid Analysis form allows you to compare bids and award contracts. Contracts can include an effective date, a review date and an expiration date. Contract prices and purchase commitments are also recorded. Reports and “Alerts” allow you to monitor contract compliance, thus avoiding costly penalties.

## **Inherit Purchase Order Approval from Approved Requisitions**

Purchase requests are entered in Request and routed to one or more approvers. Once the estimated cost is approved, the request is forwarded to the appropriate buyer for procurement. The buyer can choose to enter a “Spot” purchase order, release from an open contract or request supplier quotations. If the order or quoted price exceeds the estimate, the approvers are required to re-approve the request. When sufficient approval is received the purchase order is automatically “Opened” and the requestor is notified with the price and expected delivery date.

## **Keep Internal Notes and Attachments with the Order**

Notes can be added to a purchase order or a line item. Support is also provided for attachments including pictures, drawings, spreadsheets and word processing documents. Notes can also be automatically associated with a group of orders. For example, add a special handling instruction to the purchase order whenever a certain product is ordered. A glossary of standard terms and conditions can also be maintained and attached to an order.

## **Create a Hierarchical Product Catalogue with Pictures**

An unlimited amount of descriptive information (including pictures) can be entered for each product. Each product can be placed in a hierarchy, which is also used to produce a printed catalog. Powerful search capabilities enable users to instantly pinpoint any product, using the hierarchy or product description.

## **Electronic Approval of “Stand Alone” Purchase Orders**

A purchase which did not result from a requisition may require one or more approvals, depending on the amount of the purchase or the items purchased. “Alerts” are created to notify approvers that their approval is pending. When all required approvals are in place, the order is automatically “Opened” and forwarded to the supplier.

## **Supplier Part Cross Reference**

Sell allows you to cross reference your part number with your supplier’s part number – orders can be entered using either number. Cross-references are also maintained by manufacturer.

## **Line Types Control Receiving and Payment Processes**

Standard Line Item Types include: “Receive&Pay”, “ReceiveOnly”, “PayOnly”, “Ship&Debit”, “ShipOnly”, “DebitOnly” and Quotation. New line types can be “user defined”. An Order Type can be associated with a default line type and a group of “valid line types”. This powerful capability allows you to support multiple fulfillment flows on a single purchase order. For example, return a defective item to a supplier and include a separate “ReceiveOnly” line item to receive a replacement.

## **Purchasing Control at the Order Line Level**

Slingshot’s PO Management module defaults information from the purchase order but allows you to override most controls on each line item. Receiving and Ship From addresses can be set at on each order line along with a shipping schedule (with allows for entry of multiple dates). Fulfillment rules (Ship Complete, Auto Cancel Back Order) can also be set for each line item.

## **Supplier Hierarchy**

Each supplier can have one address record or an unlimited number of Pay To, Ship From and Order From addresses. Information defaults from the supplier records to the purchase order automatically to speed the entry process and eliminate errors.

## **E-mail Documents to Suppliers and Other Stakeholders**

Slingshot's PO Management module allows contacts at an address to "subscribe" to e-mailed documents. For example, you can e-mail purchase orders and change orders to the supplier automatically.

Whenever a document is generated, all subscribers at the addresses associated with the purchase order (pay to, ship from, order from, receiving location) are automatically checked. Each subscriber is e-mailed a copy of the requested document in PDF format.

## **Invoice Matching Options**

Multiple matching options are supported, including: two and three way matching, pay valued receiver, milestone payments and recurring billing. The pay valued receiver option bypasses the matching process. Where this occurs, the supplier is automatically paid the purchase order unit price times the quantity received.

## **Multiple Payment Methods**

A default payment method is kept at the pay to supplier level. Options include "On Account", "Credit Card" and "Cash On Delivery". For credit card payments, the company's (e.g. Visa) card number and expiration date are maintained. The value of the goods received is posted to the credit card company as a payable in Slingshot's Payables application. The balance is settled by creating a payment to the credit card company.

## **"Alerts" Automatically Monitor Critical Issues**

Slingshot's Alerts allow you to define conditions that will be monitored by the system. Alerts can be triggered when an approved requisition is late for fulfillment; a blanket purchase order is about to expire or when a purchase order is about to hit its "firm" date.

Any number of Alerts can be defined. Your "User Role" determines the alerts available to you. You receive an alert by "subscribing" to it on your home page. If the Alert condition is true you will receive a message when you sign in to the system (or you can also request notification via e-mail).

## **Integrated Report Writer**

A complete set of order registers, supplier performance reports and table listings comes standard with the PO Management module. All reports and documents were developed using SAP Business Objects Crystal Reports toolset. Formats can be easily modified to meet your specific requirements. New reports can be developed and easily added to the application menus.

## **Microsoft Office Integration**

All reports can be exported into a range of different formats including PDF and CSV files. They can also be downloaded into MS Excel or MS Word documents.



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Over the past 3 decades, Slingshot has helped companies just like yours achieve the next level of efficiency, growth and profitability.

Our innovative approach to ERP software development, implementation and ownership allows you to extend your ERP systems without programming.

This lowers your costs, ensures scalability, decreases time to return on your investment and lowers your overall risk.

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