

# PURCHASING & REQUISITIONS

INTEGRATED WITH INVENTORY FOR MAXIMUM EFFECTIVENESS



## CONTROL YOUR SPENDING & UNDERSTAND YOUR COSTS WITH REQUISITIONS & PURCHASING

Purchasing Management provides the tools to raise purchase orders and track your supplier's performance.

With the control and approval processes in requisitioning, BusinessCraft is the right solution for all of your purchasing management needs.

### AUTOMATIC GENERATION

Purchase orders are directed to a specific job(s) or to stock and can be automatically generated from Inventory levels, Quotations, Requisitions, and Back Orders.

Automatically generate purchase orders based on nominated suppliers and specific products and have these automatically emailed or faxed to selected suppliers.

Extra detail documents can be automatically attached eg drawings.

### PURCHASING RECEIPTS

Store Receipt Management allows better control of partial and multiple deliveries with the cost to jobs is taken up at the time of receipting.

### ORDER PRINTING

Utilise Purchase Order Clause Codes for regular notes on orders, such as subcontractor agreements. There is no need for separate items and there is full control over Purchase Order templates, with ability to print in batches.

### REPORTING

Purchase Order reporting is by Order, Vendor, Item, and Jobs, and monitors your supplier performance and controls your supplier price lists, i.e relevant supplier prices applicable to that location.

### INTEGRATED WITH REQUISITIONING

Purchasing selects requisitions that have been created and authorised, and groups like items to like suppliers and generates the purchase orders.

### REQUISITIONS

The use of the Requisitions module improves the efficiency of your purchasing and the requisitions are generated from the following areas; inventory min/max reorder points, estimates, back orders, staff requisitions, range of jobs.

An approval process is required subject to the value of the requisition and the authorisation level of the person requesting the items.

### FOR MORE INFORMATION

Would like to know more about how BusinessCraft can streamline your success? Please visit: [www.businesscraft.com](http://www.businesscraft.com) or call +61 2 4965 5555