

Purchase Orders Tab

Create or draft purchase orders using suggested quantities
View in-progress purchase orders and quickly create receipts

Why use this feature:

- Reduce time and effort spent estimating how much product to order using Suggested Order Quantity
 - Suggested Order Quantity calculates using current Auto Par, on-hand quantity, daily volume (average daily picks) date of the order, and estimated delivery date:

[(**Auto Par** - current on hand in the WH) - (daily volume * # of days until est. delivery date)]

- If you have not set up Auto Par for warehouse products, the Suggested Order Quantity will not provide useful estimates
 - How to set up Auto Par link

Purchase orders provide a high level of accountability within the warehouse by:

- Documenting the amount ordered, receipts for received product will display any variances
- Users in VMS and Field quickly know when a delivery is short or over on product
- Decrease the probability of human error by providing staff receiving deliveries with a list of what and how much to expect, immediately edit quantities, and add quantities to the warehouse upon receipt completion
 - Receipts can be created from an in-progress purchase order in Field or VMS

Most importantly, the estimated delivery date of products and their quantities provides data needed to use Warehouse Rationing

How to find it:

- Select the top left **three line menu button**
- Select Warehouses
- Choose a warehouse
- Select the **Purchase Order** tab

How to use it:

- Create a new purchase order
 - Select **New Order**
 - Select the **Vendor, Product Family, and Estimated Delivery Date**
 - To use **Suggested Order Quantity**, select one Product Family (not "All")
 - This will auto fill your purchase order with products and quantities based on the aforementioned calculation
 - Products suggested can be removed or edited as needed
 - ***IMPORTANT* THIS FEATURE REQUIRES AT LEAST 10 DAYS OF PURCHASE ORDERS AND RECEIPTS ALONG WITH SETTING UP AUTO PAR**
 - To schedule training, contact Evan@gimmevending.com
 - When the order is complete, select "Confirm Order"
 - ***IMPORTANT* THIS DOES NOT SUBMIT A PURCHASE ORDER TO THE VENDOR**