



# Purchasing

✓ It's included

Does everybody know what they need to know to create POs quickly and get them right?

## Everybody with SpruceWare.NET does.

They say that knowledge is power, and nowhere is that more true than in inventory control. **SpruceWare.NET provides you with that knowledge.** Whether it's in setting up purchase orders, receiving inventory, setting branch minimum and maximum quantities on hand, building suggested orders, buying for multiple branches, or digging into historical purchasing performance, no software gives you better tools to stock the right levels all year long so you can improve your turns and boost your ROI.

**Basics Done Well.** If you want to order stock, you can have all the tools right at hand to decide on the right quantities to order confidently. Entering items manually, copying old POs or templates you've made, letting the system suggest orders based on your selection criteria, working with mobile units on the sales floor, or even importing order information from outside sources is all in a day's work for SpruceWare.NET. Even better, regardless of how you get the items onto a PO, you have the ability to check history and historical trends instantly without ever leaving the order.

**Special Orders.** POs for Special Orders can be created as part of the Point of Sale transaction or by copying the customer's order items onto a PO. If the cost changes along the line, everything is updated. Anyone with the need and the security access can go from the customer order to the PO to the receipt to the AP invoice...you get the picture.

**Receiving.** Receiving inventory is simply a matter of bringing one or more orders into the receipts area. If there are any charges (freight adders, tarp charges, fuel surcharges, etc.) not entered on the original PO, you can enter them while finalizing the

receipt, no problem.

A/P folks won't have to ask you what happened on any given receipt—it will all be documented on the system.

**Automation to speed up and simplify the ordering process.** For any given item, set the system to automatically calculate lead time and even minimum and maximum quantities, boosting ROI by reducing shelf space, back stock and the amount of time spent determining order quantities. For the most volatile commodities you can periodically update those quantities yourself and override based on your knowledge and on the historical snapshot the system presents to you for each item.

**Order for selected branches.** Select the branches

you want to include, then either build a suggested PO and override as you see fit or manually select branch quantities, taking into account the stock requirements the system presents to you. When you're satisfied with the quantities, make it one PO to be received at a warehouse with allocations for branch transfers or have the system create a separate PO for each branch.



*Gain valuable insight with no extra effort*

**Shop around.** The Vendor Quote function lets you compare quotes from up to three vendors, showing you apples-to-apples pricing that takes into account each vendor's adder structure when displaying the net total price and more. Instantly use any combination of print, fax or e-mail to request pricing from each of the vendors.

**Take advantage of complete EDI functionality.** Product catalogs including warehouse quantities updated automatically; pictures; straightforward electronic ordering and receiving—it's all part of the package. Check to see if your suppliers are supported. They probably are!

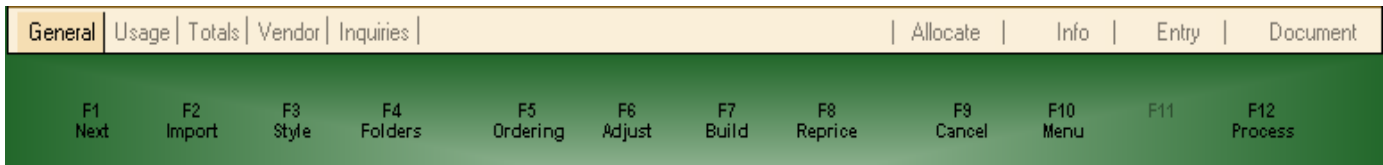
## How it works

### Stocked Purchase Orders

A basic PO for stock is straightforward: select a vendor, bring the items in, and process. Don't let the simplicity of the Windows interface fool you, though. There's a lot in there, ready for you if you need it. Let's break it down some more.

Selecting items can be as simple as entering a partial SKU, or:

- Select by category (Group/Section), Key Word, Description, Bar Code, Vendor SKU, or Primary Vendor.
- Import POs, documents, and external files. Once you import any information, you can re-cost the items to current numbers instantly, and you can update quantities automatically or while looking at usage history.
- If you want to order what you ordered last time, just import the last PO, updating it as you choose. If you want to bring in some other system document (a quote from Point of Sale; an old receipt; even a price update), it is just as simple. If you have an external file, perhaps one you set



*If you need functions and features, they're right there. If you don't, there's no clutter to make your job harder.*

- up in Excel or one you get as output from a third party program, the Import Wizard is at your service.
- Use a handheld. Walk the floor with your wireless handheld and create the order as you scan items.
- Order a vendor's quote. If you've used the SpruceWare.NET Vendor Quote function to comparison shop, it's a straight choice to proceed with ordering from the vendor with the best deal.
- Build an Order. Take advantage of manual or automatic minimum/maximum quantity settings and let the system generate an order for you based on stock status. Review the order in line to adjust it as desired.

The Folders always allow you to see more information if you choose to use them. In the case of a PO, this includes the ability to view basic item information with stock status; three years of usage history as straight monthly quantities or in a trend graph allowing you to get a handle on seasonality and whether sales are likely to get better or worse over time; total monthly dollar sales/cost/margin/turns/GMROI information allowing you to determine if you've been purchasing the right levels over time; vendor information; receipt history; a list of POs the item is already on and a list of customer orders the item is on. As always, you can also look at attachments (scanned notes, emails, delivery charts, etc.) and notes specific to the vendor, the item, or the PO itself.

All this information is great, even indispensable, when you need it. When you don't need it, don't choose to view it; no clutter, no mess!

Adders (delivery, freight, fuel, tarp, etc.) charges can be documented in the purchasing or receiving stages of the ordering process.

When you are ready to place the PO, you can do so via email, fax, printing, or Vendor EDI, which is an integral part of the PO system. SpruceWare.NET ties with major hardware suppliers, and our compatibility with Kleinschmidt means you have a world of niche and specialty vendors to choose from as well.

### Special Order POs

Typically, a salesperson creating a customer order with one or more special order items on it will let the system automatically generate POs (or place items on existing van orders) when they create the customer's order. Alternatively, they can leave the PO side of it up to the purchasing department.

### Receiving

The most common way of receiving inventory is by selecting the PO being received and reviewing quantities and costs to

verify they are accurate. The packing slip is often scanned at this point and attached to the receipt within SpruceWare.NET so it will always be available without paper. An alternative is to manually scan items and enter quantities as they come off the truck, then use the Reconcile option to have the system highlight discrepancies between ordered and received quantities and/or costs.

### Consolidated Purchasing

If you need to order for multiple locations, the Consolidated Purchasing features of SpruceWare.NET will help you immensely. Choose a vendor; choose which stores or groups of stores you would like to include in the order; then bring items in. Just as with single-yard POs, you have the ability to bring items in manually, automatically, or by importing. The system will automatically display an item's stock situation in each selected branch, including overstocks.

As you determine or review order quantities for each location, the system keeps a running total for each item in the top half of the screen. Upon processing the order, you can have the system place one central PO or create individual POs which can be received at each branch upon delivery.

### Improve turns and tempers

Improving turns is the natural result of having information when you need it; of intelligent automation that lets you make the final decisions; and of superior document and historical information retrieval. SpruceWare.NET has it all!