

## PURCHASE ORDER ENTRY

There are four (4) ways that purchase orders can be created in the Harvest Software.

### Stock and Specials

- 1) On the **Purchase Order Processing** menu (POP) the items to be purchased for one branch can be entered one-by-one, and the system will display the total cost and weight as the items are entered.
- 2) **Build a Purchase Order** (POP) is an interactive program where the operator enters the manufacturer(s) and the system displays the items that need to be purchased. The screen displays the purchasing information/quantities and the sales history for each stock items for the last 24 months. Specials can automatically be added, and after the stock items are reviewed, the complete P.O. is displayed and items can be changed or new ones added.
- 3) **Pro-Forma Purchase Orders** (POP) are well suited for multi-branch companies, and particularly centralized purchasing. In order to use Pro-Forma Purchase Orders, the Replenishment Action Report must be run to select the items that should be purchased. Then a Consolidated Purchase Order can be created, where the items are displayed by manufacturer with the quantity that is needed at each branch, and the operator can change the quantity or remove an item by branch. When the Pro-Forma P.O. is updated, then one purchase order is created and inter-company transfers are created for the items ordered for other branches.
- 4) During Customer Order Entry (CTR), the operator can flag selected items (or all) to be put on a purchase order when the order is updated. This is called "**P.O. Now**". The operator can combine more than one manufacturer on a purchase order or put each manufacturer on a separate purchase order.

### Direct Shipments

There are two (2) ways that direct ship purchase orders can be created in the Harvest Software.

- 1) During Customer Order Entry (POP), the operator can flag one item for direct shipment with the **P.O. Now** feature, and the system will automatically put all items on one direct ship purchase order.
- 2) In **Purchase Order Entry** (POP) the operator can enter the Customer Order # to be direct shipped, and the system will put all of the items on the purchase order.

### Notes

- A. A customer order can be flagged as Direct Shipment by the salesperson in the "source code", but it is not truly a direct shipment until the Direct-Ship P. O. is created.
- B. There must be a one-to-one correspondence between each of the items on a customer order and a direct-ship P.O. If there are multiple vendors on a customer order, the order must be separated by vendor, using the program called "Separate an Order for Direct Shipment", before the purchase orders are entered.
- C. A purchase order must either be for stock items or for direct-ship items, they cannot be combined on a single purchase order.