



PURCHASING MANAGEMENT

The Guardian Purchasing Management System Module is a comprehensive system that allows you to quickly and easily maintain vendors, vendor items, requisitions, purchase orders and purchase order history. When utilized fully, the Guardian Purchasing Management System provides for improvement of material status and reduction of inventory costs. Integrated with Guardian's Inventory Management and Accounts Payable Management Systems, your company's Procurement Management needs are easily handled.

SYSTEM FEATURES:

- Vendor Master with multiple addresses
- Vendor Price Break file with vendor part number lead time and quantity breaks
- Purchase Requisitions with security for Approval
- Ability to automatically turn Requisition into a Purchase Order
- Ability to select among vendors on an item and automatically generate Purchase Order
- Stock and non-stock purchases
- Blanket Purchase Orders
- Purchase Orders for Outside Processes
- Standard messages to help eliminate repetitive keying
- Multiple purchase order text types
- Purchase Order Approval security before printing
- On-line printing of Purchase Orders
- Ability to print Packing Slip for Outside Process Purchase Orders
- Multiple on-line inquiries by Purchase Order, Vendor, Item, Promised Date, Account Number and Work Order number
- Multiple warehouse and multiple stocking locations within a warehouse
- Three step receiving process - on the dock, inspected and stocked
- Receipt for Outside Process Purchase Order updates Work Order
- Vendor performance analysis
- Large variety of inquiries and reports available
- Integrates with balance of Guardian System