



Infor Service Management

Supply Chain Management

LOGICDATA[®]

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Purchase Order Requisitions

Infor Service Management (ISM) Purchase Order Requisitions can help you enforce your organization's internal financial controls by managing requests for purchases that are originating from within various departments in your organization.

Purchase Order Requisitions authorize the purchasing department to procure goods and services. Requests are documented and routed for approval within the organization and then delivered to the accounting group. Then, ISM allows you to manually create a PO requisition, or the requisition can be created by cross-referencing from a sales order, transfer order, or service order. A planned order can also be firmed into a PO requisition.

Proposed purchases are subject to approvals and can be approved by users with the proper authorization levels.

- Generate a unique Purchase Order Requisition number automatically
- Create POs for Inventory and Non-Inventoried Items
- Create PO Requisitions from Sales Order Lines, Planned Service Order Transactions, and Transfer Order Lines automatically
- Set Approval Levels by PO Requisition Limit and PO Requisition Line Limit
- See and approve all of the PO Requisitions that an approver owns
- Convert approved PO Requisitions to Purchase Orders automatically

Purchase Order Processing

Infor Service Management (ISM) allows you to easily coordinate material purchases by providing online decision support that simplifies record keeping. Purchasing supports your company in managing its expenditures and reimbursing vendors promptly for services or goods provided.

It helps you maintain control of inventory to enhance your company's cash flow and shorten delivery times. ISM handles all types of purchases, including inventoried items, items for service, subcontracted labor, and miscellaneous expenses such as airfare or hotel charges from a specific vendor. Drop shipments can include specific locations other than the primary ship-to address, such as various warehouses or customer locations.

The ISM purchasing module provides standard form reports such as purchase orders, acknowledgments, and order lists for purchasing personnel, as well as analytical accounts payable-related reports, including purchase order lists and voucher's payable reports.

- Enter purchase orders, order receipts, and returns in real-time and let ISM automatically calculate the adjustments to POs
- PO Tolerance for Inventory and Non-Inventory Items
- Purchase materials directly to a service transaction
- Generate vendor purchase requisitions with approval limits
- Maintain Blanket Purchase Orders, supporting multiple delivery schedules and shipping addresses
- Store and track information about a particular item from a specific Vendor using Vendor/Item Cross Reference function.
- Specify multiple parts and delivery dates on purchase orders and include the vendor's part number for cross-referencing.
- Access Vendor Performance information and a listing of vendor information for items purchased regularly. In this manner, you can ensure that you have selected the best vendor for each purchase.
- View the planned costs, actual unit costs, promise dates, and due dates for each line item.
- Place vendors on payment hold if their goods or services are unacceptable using the Payment Hold feature.

- Because a Purchase Order represents a contract with a vendor, Purchasing provides you with a utility for changing Purchase Orders and tracking the changes you make. Purchase Order Change Logs.

Goods Receiving Notes (GRN)

Infor Service Management Goods Receiving Notes allows you to link a receipt to multiple purchase orders for the same vendor. The GRN lists which items and quantities have been received and when. This GRN can be sent to the Accounts Payable department and can be used in the matching process.

Once the supplier sends the invoice, this is matched to the GRN and purchase order. In addition to receiving under one GRN number, multiple receipts can also be vouchered under one voucher number during the voucher generation process

- Consolidate multiple GRNs under one voucher
- Generate a Voucher for a specific Goods Receiving Note
- Create Goods Receiving Notes from Purchase Orders or Posted Receipts
- Use in place of packing slip for three-way matching

Request for Quote

ISM Request for Quote (RFQ) module allows users to create and maintain within their ISM system the RFQs they send to potential vendors and subcontractors. Users can record a variety of RFQ responses including lead time, quote quantities, and price breaks for each individual RFQ. Via an optional web extension, vendors can update the RFQ records via the Internet. RFQs are created and managed out of the standard Purchase Requisition function of ISM.

Using RFQ, a user can shop the purchase request to all or a predefined set of vendors. RFQ contains the complete flow from the creation of the RFQ Header to the selection of the winning Vendor. It helps streamline the entire purchasing process, making it more efficient and effective, helping managers make decisions to optimize use of resources.

- Multiple price and quantity breaks — Record pricing received from vendors or suppliers based on up to 10 different buckets for convenient evaluation and comparison of cost advantages based on variations to the RFQ.
- Predefined vendor sets — Determine specifically which vendors or suppliers will be given the option to submit a quote based on the item or product code that is being purchased. (For example: One set of vendors may be used for buying materials but another set may be used for purchasing electronics.)
- Automatic vendor/supplier — Have the system automatically generate a list of vendors/suppliers to use based on the standard Vendor/Item Ranking, a past RFQ, or one of the Predefined Vendor Sets.
- Multiple quote distribution — Generate quotes and send to vendors or suppliers via email, fax, printed and mailed, or posted on the Internet via the Web add-on module.
- One-time vendor support — Supports the use of vendors/suppliers that are not in the standard Vendor Master for quoting purposes only. This will allow a user to shop without creating a vendor until it is selected.
- Multiple selection methods — Select a vendor/supplier based on multiple selection methods, such as price, lead time, or response time.

