

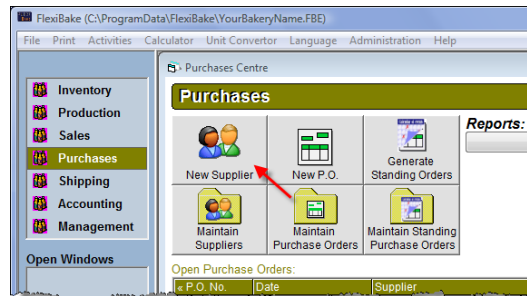


PURCHASING MODULE USER GUIDE

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Adding A New Supplier

To add a new supplier to the database, click the New Supplier button within the Purchases Centre.



FlexiBake Purchases Centre

The Add Company screen is displayed. Enter the company name and contact details, check the Supplier checkbox and then click the OK button to save the record and enable the tabs below. In the Basic Info Tab, click the Bill/Pmt To Address button and enter the company address details. Click the OK button to save the information entered.

Name	Position	Telephone	Alt. Telephone

Add Company Window

Click the Other Info Tab and complete as many of the fields as possible.

Company: XYZ Wholesale

Contact: John Smith

Tel: (250) 412 3355 Toll Free:

Fax: Mobile:

Email:

Type

Customer

Supplier

Carrier

Inactive

Related Files

OK

Close

Next

Previous

Basic Info | **Other Info** | Notes and Correspondence | Purchase Orders

Default Values

	SALES ORDERS	PURCHASE ORDERS
Payment Terms...	<input type="text"/>	NET 30 DAYS
Loading Port...	<input type="text"/>	<input type="text"/>
Destination City...	<input type="text"/>	<input type="text"/>
Destination Country...	<input type="text"/>	<input type="text"/>
Delivery Terms...	<input type="text"/>	<input type="text"/>
Packaging...	<input type="text"/>	<input type="text"/>
Ship From Location:	<Default>	<input type="text"/>

Account Details

Default Currency: Canadian Dollars

Account Numbers...

Currency	Account

Tax, Pricing and Billing Information

Tax Profile:

Credit Limit:

Price Tier...:

Tax Exempt No.:

Billing Frequency:

Add Company Window - Other Info Tab

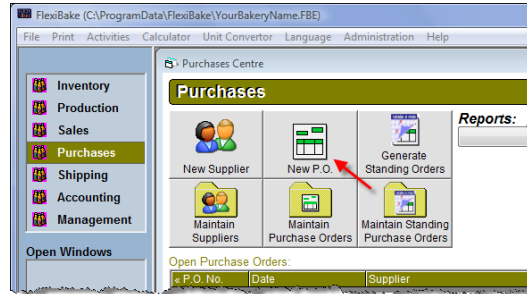
The following fields below must be completed as this information is required when creating a Purchase Order.

Payment Terms – This is the terms of sale. It refers to the agreement of payment of invoice. Click on the drop down and select the applicable payment term. If the required payment term does not exist, click the button to add it to the list.

Default Currency – FlexiBake allows you to purchase from a supplier in any currency. Select the default currency that will be used to transact with the supplier.

Creating A Purchase Order

Click the Purchases Centre and then the New P.O. button.



FlexiBake Sales Centre

The New Purchase Order window will be displayed.

New Purchase Order Window

Start typing the supplier's name in the Supplier text box. The program will attempt to complete the supplier name as you are typing. If the program displays the supplier before you have finished typing, simply press the tab key to move the cursor to the next field. You can also click the Supplier button to display and search all the supplier records. The program will attempt to locate the supplier record while you are typing the name in the Search field. Double click a supplier record to select.

Once you have selected the supplier and tabbed to the next field, the currency and payment terms will be automatically entered (providing this information has been entered in the supplier record).

Once you have entered the items and the quantity required, click the OK button to save the Purchase Order. A unique incremental Purchase Order Number will be assigned. The order total is displayed at the bottom of the Purchase Order.

Supplier: XYZ Wholesale

SUPPLIER: XYZ Wholesale
235 Cook Street
Victoria BC V8N 6Y8

P.O. No.: 1
P.O. DATE: 15/04/2008

SUPPLIER REFERENCE	CURRENCY	PAYMENT TERMS
	Canadian Dollars	NET 30 DAYS

DATE REQUIRED	DELIVERY TERMS	LOADING PORT	TRACKING NUMBER
16/04/2008			

DESTINATION CITY	DESTINATION COUNTRY	PACKAGING

NOTES (to appear on P.O.): **THIS ORDER MUST BE DELIVERED ON 16 APRIL 2008 **

NOTES (for internal use only):

CODE	NAME	QTY	UNITS	UNIT COST	EXTENSION	RCVD
WF20	Flour, White Bread Flour	10	bag (20 kg)	10.7	107.00	0

ORDER TOTAL: 107.00

Completed Purchase Order

Click the Print Preview button to view the Purchase Order. You can print the Purchase Order or save it as a pdf file from this window.

Click to save as a pdf file

Click to print

Your company logo goes here

Neighbourhood Bakery Ltd.
26985 116th Avenue
Maple Ridge, BC
Telephone: (604) 637-6538
Email: support@flexibake.com
Website: www.flexibake.com
Nutrition labelling made easy!

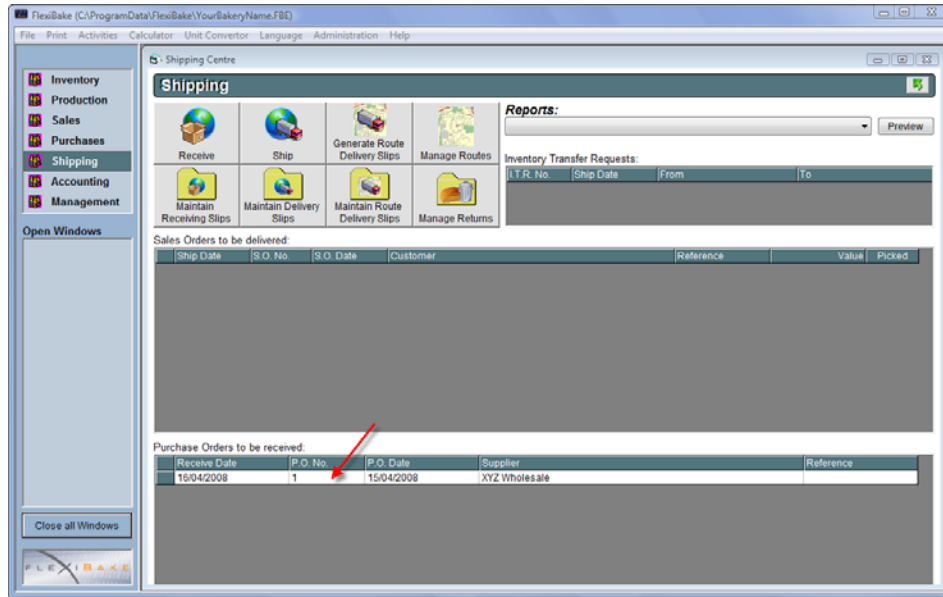
PURCHASE ORDER **1**

SUPPLIER: XYZ Wholesale 235 Cook Street Victoria BC V8N 6Y8	ORDER DATE: April 15, 2008
REFERENCE:	DATE REQUIRED: April 16, 2008
CURRENCY: Canadian Dollars	PAYMENT TERMS: NET 30 DAYS
	DELIVERY TERMS:
	DESTINATION:

PRODUCT	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
WF20	White Bread Flour - 20kg	10 bag (20 kg)	10.7000	107.00
Total:				107.00

Purchase Order Preview

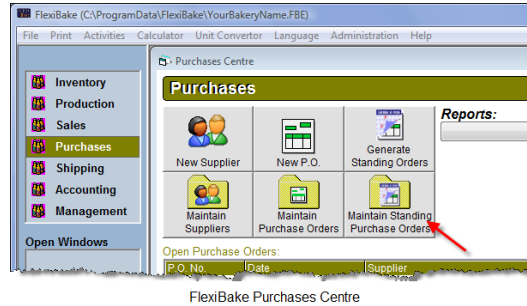
Once a Purchase Order has been created it will appear in the Shipping Centre (Purchase Orders to be received grid) until such time as it is received.



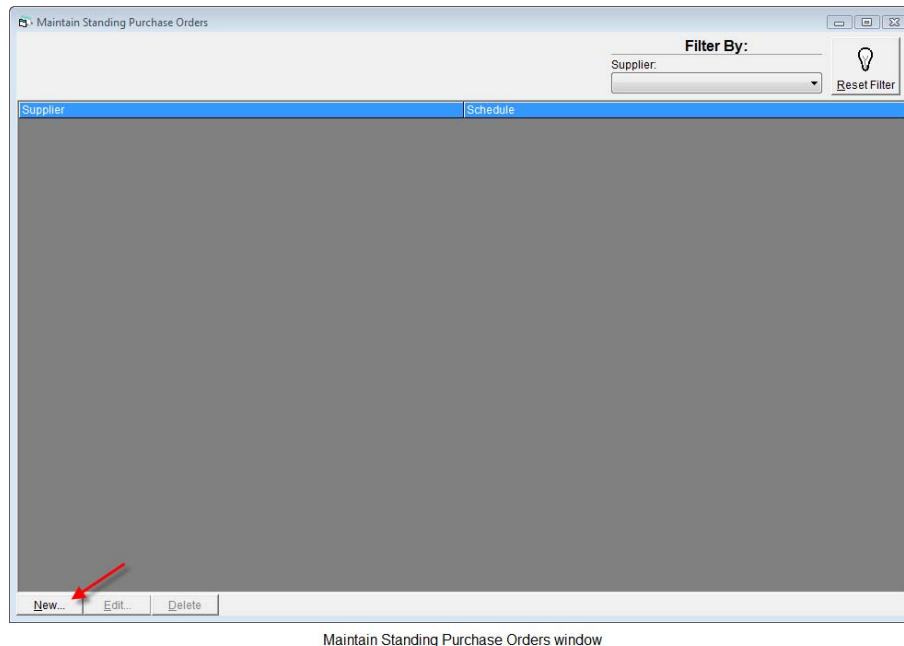
Shipping Centre - Purchase Orders to be received

Creating A Standing Purchase Order

Click the Purchases Centre and then the Maintain Standing Purchase Orders button.



The Maintain Standing Purchase Orders window will be displayed.



Click the New button to create a new Standing Purchase Order. Create in exactly the same way that you create a Purchase Order but instead of entering the required delivery date, select the day (or days) you want to place the order with the supplier each week.

Generating Standing Purchase Orders

Click the Purchases Centre and then the Generate Standing Orders button.



The Generate Standing Purchase Orders screen will be displayed.

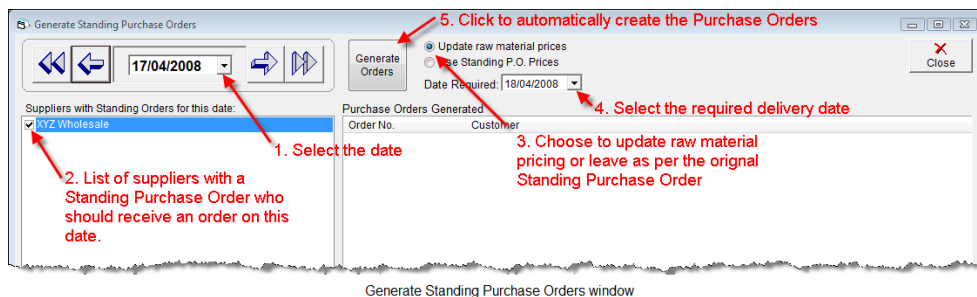
Step 1: Select a date, to view if any standing orders need to be generated.

Step 2: A list of the suppliers scheduled to receive an order on the date selected will be displayed. Select those you want to generate orders for (i.e. checkbox ticked).

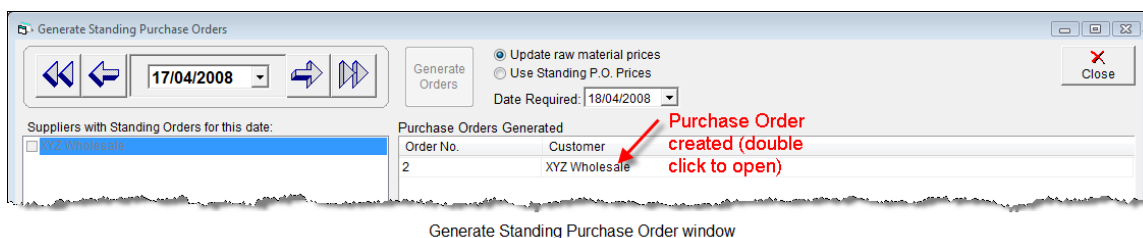
Step 3: You can choose to use the raw material pricing contained in the Standing Purchase Order or update to the latest pricing in the database.

Step 4: Select the required delivery date.

Step 5: Click the Generate Orders button to create the Purchase Orders.



The Purchase Orders generated will be listed on the right hand side of the window. You can open a Purchase Order by double clicking on the record.



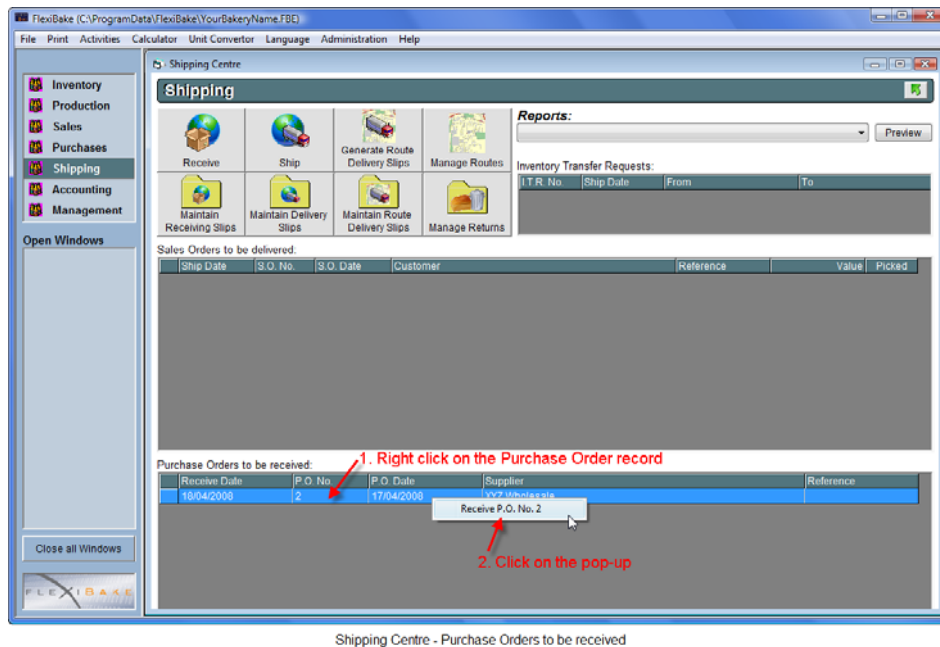
Creating a Receiving Slip

To receive the items ordered on a Purchase Order, you must create a Receiving Slip.

Click the Shipping Centre and then the Receive button.



You can also right click on a Purchase Order record in the Shipping Centre grid and then click on the pop-up.



The New Receiving Slip window will be displayed. Select the Purchase Order from the P.O. No: dropdown list if it is not already selected.

New Receiving Slip

Receiving Slip No.

Date: 16/04/2008 Received in full:

P.O. No: 2 View

Supplier: XYZ Wholesale

Lot Number: 04162008-

Notes:

Preview OK Close Next Previous

Code	Description	Supplier Lot Number	Qty Received	Unit Cost	Cost
WF20	Flour, White Bread Flour		10	10.7	107.00

Item Summary:

Code	Description	Qty Ordered	Rcvd To Date	Qty Received	Qty Outstanding
WF20	Flour, White Bread Flour	10 bag	0	10	0

New Receiving Slip window

Enter the supplier lot number (if applicable) for each item on the Receiving Slip. If all the items ordered have been received in full, ensure the Received in full checkbox is ticked and then click the OK button to save the information and close the Receiving Slip. The received items will be added to inventory and the Purchase Order will be closed.

New Receiving Slip

Receiving Slip No. 1

Date: 16/04/2008 Received in full: 3. Click to save and close the Receiving Slip

P.O. No: 2 View 2. Check if all items have been received in full

Supplier: XYZ Wholesale

Lot Number: 04162008- 1. Enter the supplier lot number and quantity received for each item

Notes:

Preview OK Close Next Previous

Code	Description	Supplier Lot Number	Qty Received	Unit Cost	Cost
WF20	Flour, White Bread Flour	S12345	10	10.7	107.00

Item Summary:

Code	Description	Qty Ordered	Rcvd To Date	Qty Received	Qty Outstanding
WF20	Flour, White Bread Flour	10 bag	0	10	0

New Receiving Slip window

Click the Preview button to view or print the Receiving Slip.

The screenshot shows a preview window titled "Receiving Slip #1". The window contains a form with the following information:

RECEIVING SLIP 1

SUPPLIER: XYZ Wholesale
235 Cook Street
Victoria BC V 8N 6Y8

DATE RECEIVED: April 16, 2008

DATE ORDERED: April 17, 2008

P.O. NUMBER: 2

CURRENCY: Canadian Dollars

CLOSED: Yes

Code	Description	Items Ordered	Items Received
WF20	Flour, White Bread Flour Lot Numbers : S12345	10 bag @ 10.70 / bag	10 bag @ 10.70 / bag

Receiving Slip