

Power Purchase



Purchasing Software

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PowerPurchase was designed to provide a fast, simple and efficient system of ordering for the furniture manufacturing industry, but is also suitable for a whole range of small industries where complex manufactured items are made up from a number of components or materials, priced by cubic, square, linear measurements or per individual component. It is very simple to use and flexible in a wide range of situations, used by both craftsmen making custom-built items and companies who manufacture a standard range of furniture.

Order Printout for Supplier

Using our simple user-friendly screen, you can make up an order for a chosen supplier. There are options to display only items available from this supplier, or all items on the database to choose from, or else free typing of items not on the list. Colour/Finish and supplier's units are available from a dropdown box. You can link this order to a job no for simple cross-referencing. If required, items can be priced by single items, linear, square, cubic measurements or ordered without pricing. If you calculate the price on the screen, you can choose to display the price on the order to the supplier or not.

When the order is complete, it is then a simple button push to print out the order complete with your company's logo and letterhead ready to present to your supplier.

This order can be customised to show your terms and conditions and each order can also display a short message relevant to that order. You can direct delivery to your company's address or to a nominated address eg, a client.

Simplifying the Ordering Process

This system provides a number of short cuts to ordering. If you place a regular order with a supplier, you can tick it as regular to allow it to be found quickly. You can then copy it as your current order and add, delete or change details if necessary.

Orders can be linked to your manufacturing job no, so that you can quickly check whether you have received all the materials needed to complete a specific job.

As each item is received it can be ticked off with the date received. There is also a facility to track part-orders received. When all items have been received, the order is ticked as completed.

Figure 1 shows a simulated order featuring automatic date sequential Order numbering.

PURCHASE ORDER

Order No: 97
 Ordered By: BRAD HAMMOND
 MANAGING DIRECTOR

Date Ordered: 20/02/2003
 Date Required By: 27/02/2003

Price/Unit
 per GST
 101.3335
 454.2325

Site: REAR

Delivery Address:
 WCH SITE OFFICE
 29 GREENELL RD
 ALLENBY GARDENS SA 5009

Supplier:
 BOARD & HARDWARE SUPPLIES
 45 EATON TCE
 WINGFIELD SA 5013
 PHONE: 8748 4322 FAX NO: 8748 4333
 Attention: BRIAN JENNINGS

Colour/Finish
 SATIN CHROME
 BLACK
 MILL FINISH

Lock FR FIX MULTI DR CASE, CORE, BAR & TAB
 96MM HANDLE SATIN CHROME BOW
 22MM X 2 HP EDGE TO MATCH VARONA
 CUSTOMYWOOD 18MM
 BEECH MEL 25MM
 ALUMINIUM ANGLE 25 X 25 X 1.6 MM
 CONTACT ADHESIVE CLEAR

| Ref | Qty | Type | Description | L | W | D | Order Code | Price/Unit per GST |
|-----|-----|---------------|--|------|------|---|------------|-----------------------|
| A | 3 | ONLY | LOCK FR FIX MULTI DR CASE, CORE, BAR & TAB | | | | | |
| B | 10 | ONLY | 96MM HANDLE SATIN CHROME BOW | | | | | |
| C | 100 | LINEAL METRES | 22MM X 2 HP EDGE TO MATCH VARONA | | | | | |
| D | 8 | SETS | CUSTOMYWOOD 18MM | | | | | |
| E | 1 | SHEET | BEECH MEL 25MM | 2400 | 1200 | | | |
| F | 3 | SHEETS | ALUMINIUM ANGLE 25 X 25 X 1.6 MM | 3800 | 1800 | | | |
| G | 3 | LENOTH | CONTACT ADHESIVE CLEAR | | | | | |
| H | 1 | DRUM 2BL | | | | | | |

Footnote: PLEASE SEND THESE GOODS WITH OUR PREVIOUS ORDER, ON BG

Requirements & Purchase Order No, must be printed on Certificate & Invoice.

Accounts will not be paid, until all orders are completed, processed & correct.

ABR No: 17007 839 915

Friday, 21 February 2003

Print name of person authorized to sign, if other than purchaser

Signature of person authorized to purchase

PowerPurchase

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Figure 1.

Reports

A number of management reports are available.

You can run reports to list outstanding orders/items, and detailed or summary lists of all purchases with costs over a given period, for an individual supplier or for all suppliers.

You can also print a stock list of all items and materials from your Materials table for a given supplier or all suppliers.

Code Tables

The database is built from a number of code or lookup tables. These are -

- **Company Setup** – ABN No, footnotes for your purchase orders, and current GST rate.
- **Colours/Finishes**
- **Materials** – The items and materials you wish to purchase. Each item is priced per cubic, square, linear or each unit so that pricing can be calculated accordingly. *
- **Order Types** – The ordering unit sheet, roll, pack, etc.
- **Postcodes** – Australian suburbs and postcodes. *
- **Sites** – Sites for delivery instructions, eg, front, rear.
- **Staff** – Names of your company staff responsible for each order. *
- **Suppliers** – Name, address, phone, fax, etc for each supplier. *

These tables provide dropdown lists on the data entry forms so all details of a supplier, for example can be quickly and accurately entered by one click on the list. Each table is easily updateable by the user, so that the latest details are instantly available to the dropdown lists and also updated on all screens and printouts. Each table can be sorted in order of any field and printed if necessary.

If you are a **QuikQuote** user, the tables marked with * are shared between both systems. One entry or change to either system is made available to both, saving unnecessary data entry.

Additional Features

- **PowerPurchase** can run on a stand-alone PC or an average office network.

Pre-requisites

- **Windows 95** or higher
- **Microsoft Access 97** or higher
- Suitable PC or laptop with pre-requisites as required for Windows and Access 97
- If networking is required, a suitable Local Area Network should be already in place, with one PC designated as server and the others mapped to it.
- Any suitable printer
- Users familiar with keyboard, mouse and Windows

Installation

Installation on one stand-alone PC or for a current network on 3 PC's is included in the cost. Further PC's can be added to the network at the time or in the future at a cost of \$100 per PC.

Installation includes customisation of programs to display your company name, logo and letterhead.

Each PC desktop is set up with an icon to open the database front screen at a mouse-click.

Setup of code tables is your responsibility, but we will provide training and advice.

Tables from another database such as MYOB or Excel can be copied and adapted. A small charge may apply.

Training

4 hours of training after installation on your site is included in the cost. This can be split into 2 sessions, the first to setup the code tables for the database and the second to get started with orders, or some other format to suit your needs. For most effective training, it is recommended to limit the number of users to 2 or 3, each at a separate PC, but in the same room. You should also use your company data in the training sessions.

Training should be taken within 90 days of installation or it may be chargeable.

Extra staff training sessions can also be arranged if necessary at current costs. It is not recommended that your staff train other staff until they have become competent in all aspects of this program.

Support

Most support problems are due to inexperience or incorrect setup of code tables. For this reason we provide free support for the first 90 days after installation. Support will be available as soon as possible within 48 hours of notification of the problem.

If the database has been corrupted a backup copy may need to be installed which means that all data entered since the last backup is lost. For this reason, you are recommended to do regular daily backups. We can advise on best procedure for backups and train users to restore from backups. We can advise on best procedure for backups and train users to restore from backups.

We will happily fix any problems that arise from programming bugs at no charge.

For trouble-free operation, we recommend using this system in conjunction with your previous quote procedure as a double-check for a short initial period until all users are confident with its operation.

Disclaimer

The size of your database and the speed at which it operates may be limited by the size of your PC's available memory & MS Access capabilities. We do not anticipate this to be a problem in normal conditions, but please discuss this with our consultants if there is any doubt.

Orders may be emailed as an MS Word rich text format attachment As MS Access does not recognise the graphic format of your logo for email transfer, we will customise the program to ensure that your company name is clearly identifiable on all email orders.

Customisation

Additional features or further customisation to users specifications, addition of fields, tables, screens, printouts can be undertaken if required, chargeable at current rates.

Code tables can be shared or linked to some other applications, eg., Microsoft Products, other Access databases, Excel spreadsheets, Word. This means that a table needs to be updated in only one place to provide current information directly into other applications.

Copyright

Purchase of **PowerPurchase** © 2001 allows one license per site, which includes a number of networked PC's. More than one database for another enterprise requires a separate purchase, although this can be negotiated at a lower rate. Normal copyright and licensing conditions apply and are set out within the database.