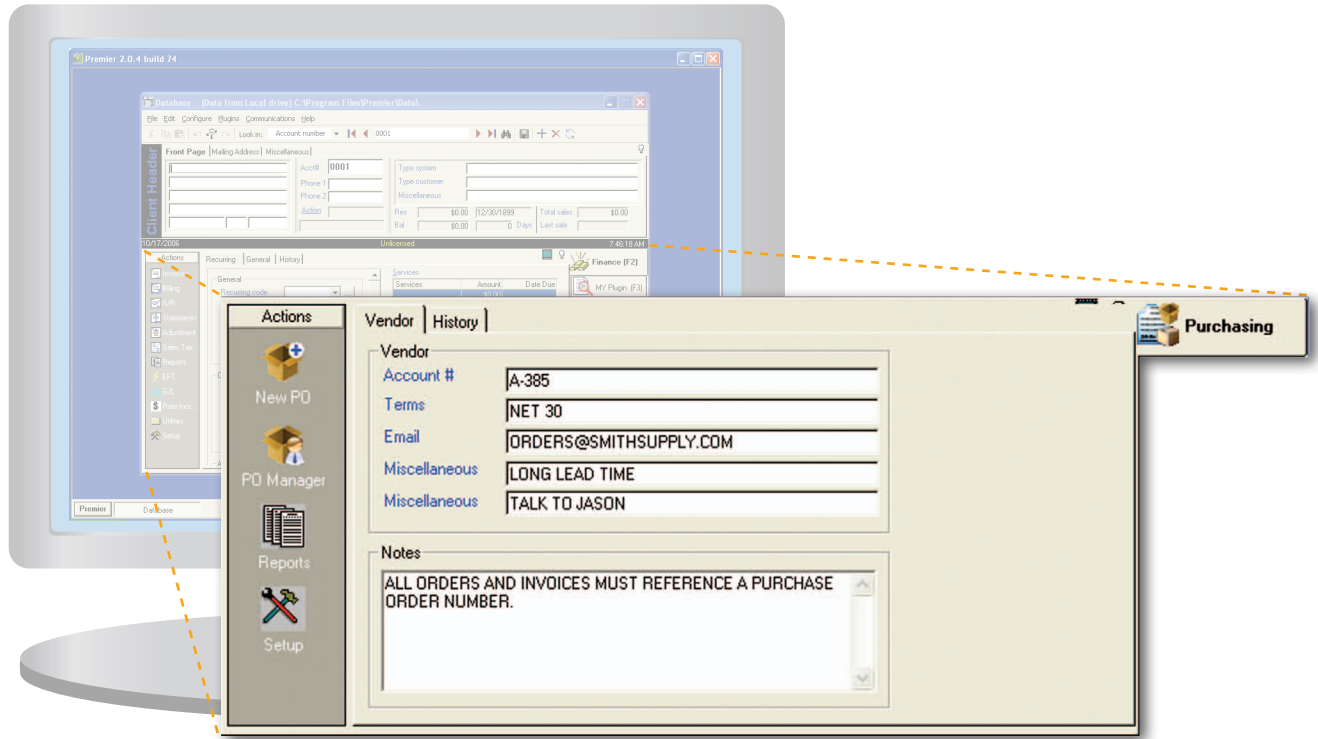# PURCHASING PLUGIN



## PURCHASING

The Purchasing Plugin is used to manage all purchasing and receiving from your vendors.

After selecting a vendor, you simply create a purchase order showing the items to be purchased and the price that you agree to pay for each. Then you either print or email the purchase order to your vendor.

When items are received, use the purchase order manager to receive items against your purchase orders. The purchase order manager will also help manage returns and replacements.

Why purchase orders are important Managing your purchasing in this way helps control costs. Your purchase order will show the agreed upon price that you expect to pay. When you receive invoices from your vendor you can compare the prices you're

being charged against the prices you showed on your purchase order. Purchase orders can also eliminate the possibility of being billed twice for something or for being billed for something you have not ordered.

Add the Purchasing Plugin for only $595.00

## PURCHASING PLUGIN

- Create purchase orders
- Manage recieved items
- Manage returns for replacement or repair