

Chapter 5 Tools to Assist the Buyer

Purchasing provides many tools that make day-to-day purchasing tasks more efficient for the buyer. These tools include:

- The Item Search/Browse which assists in the ordering of items.
- Special Order Processing which helps you handle orders that are drop-shipments, non-stocks, or orders of such a large quantity that you do not want to remove the items from stock.
- Suggested Orders which creates orders for items that fall below minimum stocking level.
- Customer Order Assignment which brings backordered items to your attention when they are received.
- Product Activity Data (852), an EDI document that automatically notifies a vendor of changes in quantity for items of which that vendor is the primary vendor.
- Product Transfer & Resale Report (867), an EDI document that automatically notifies a vendor of item sales (including warehouse transfers) of which that vendor is the primary vendor.

Item Search/Browse

The [Requisition/PO Entry Item Search/Browse Screen](#) allows the buyer to use search criteria to search for and select items to order on a requisition. You may search by:

- Our Item Description
- Our Item Number
- Browse by Vendor
- Or, Include or Exclude Suspended Items

This allows you to limit the items that display. When searching for items below their minimum stocking level, you may key a percentage (of the minimum balance) to increase the number of items displayed. This allows you to select items that are near their minimum stocking levels. For additional information on this feature, refer to the [Requisition/PO Entry Item Search/Browse Screen](#).

Searching by Our Item Description

You may locate items by keying item description search criteria in the Find field to activate the Item Search. Items with descriptions (in the Item Master File or Vendor/Item File) matching the search criteria entered will be displayed.

To search by item description only, key criteria in the Find field and leave the item number (Item No) field blank. Search criteria can be up to fifteen characters long and do not have to match the sequence of words in the item description. Refer to the Cross Application User Guide for details about using searches in Distribution A+.

Searching by Our Item Number

Use in addition to or in place of item description search criteria to select the items for display. A partial (or complete) item number may be keyed in the Item No field to limit the number of items displayed to those that match the number keyed. The number keyed will be matched against the item number in the Vendor/Item File. This search method will work for a single vendor or for all vendors.

Browsing by Vendor

You may review all items available from this order's vendor by keying a ? in the Item No field. This type of browse is only available for this order's vendor; you cannot key ? if you have used F6 to display all vendors.

The buyer may also access the following inquiries from the [Requisition/PO Entry Item Search/Browse Screen](#) using the **F4=INQUIRIES** function key:

- Item Inquiry
- Vendor/Item Information Inquiry (which includes Vendor/Item/Price File data)
- Vendor List Inquiry
- Buying Information Inquiry

Once **F4** is pressed, the Reference Number field on the Item Search/Browse Screen changes to a selection field where you may key the displayed value related to the inquiry you desire to access.

Note: You cannot access these inquiries unless item(s) are found based on the search criteria entered

~~Including or Excluding Suspended Items~~

~~After entering criteria in either the Find or Item No fields, you may use F9 to include or exclude suspended items from the search. Items that meet the search criteria are displayed, including or excluding those items that are suspended, depending on the F9 toggle key.~~