1. **Purchase Order – includes**

* P.O. No. – (pre-numbered)
* HARD-1097-15-0001 – Hardware
* SOFT-1097-15-0001- Software
* GEN-1097-15-0001 – General Items
* Supplier’s Name and Address
* Tracking of all Purchase Order
* Receives items from Purchase Orders and move them to asset inventory upon delivery of items
* Keep track of outstanding POs and completed purchases.

## Asset Management

* Tracking the complete life cycle of the assets – including location
* Get the complete ownership and history for all assets
* Tracks contract information of all assets and notify on lease expiry - Set up e-mail notifications to renew contracts before expiry.
* Get **one view** of all your IT assets, Non-IT assets, components and consumables
* Import any type of asset from **CSV** files

1. **Inventory Reports - Tracking**

* Assets by Product Types
* Assets by Service Tag No.
* Assets by Asset Tag No.
* Assets by Expiry Date
* Assets by User Name
* Assets by Project Name
* Unassigned Assets by Product Type
* Assets in Contract (by ProductType)
* Assets not in Contract (by Product)