

OMS: Purchase Order Management (POM)

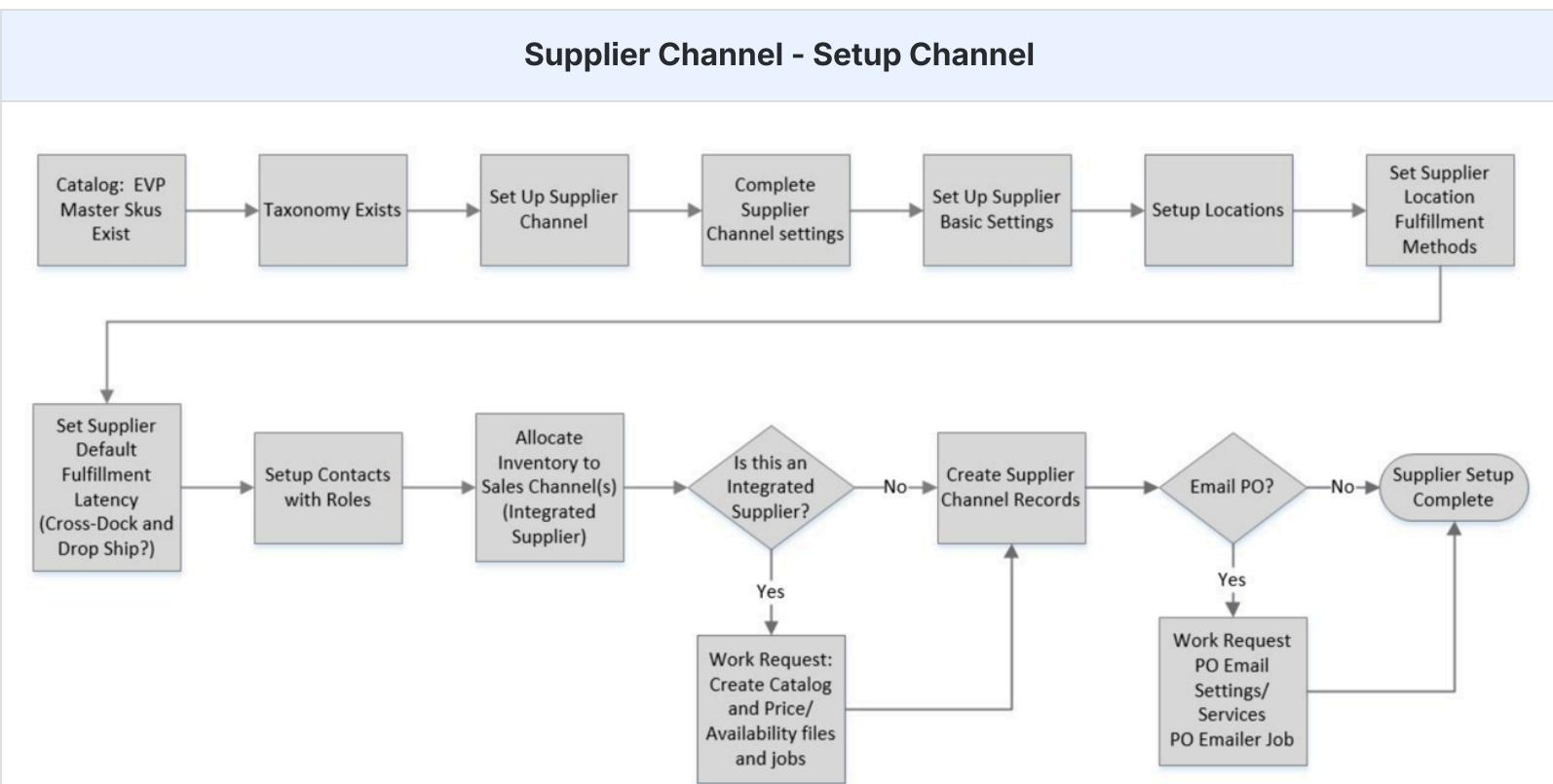


The process and activities associated with the creation and processing of purchase orders.

- PM01: Suppliers
- PM02: Purchase Orders
- PM03: Inbound Shipment
- PM04: Return to Supplier
 - How-to Articles

PM01: Suppliers

A supplier represents the source of inventory for specific items and needs to be set up before required supplier listings can be created and then associated with a purchase order.



The supplier channels that have been added to the system

Supply

- Purchase Orders
 - All
 - Inbound Shipments
- Replenishment
 - Planning (Item)
 - Planning (Listing)
 - Orders
 - Demand Profiles
- Receiving
 - Cross-Dock
 - Received Inventory
- Fulfilled by Amazon
 - Inventory Status
 - Shipment Planning
 - Inbound Shipments
 - Removal Orders
- Settings
 - Suppliers

Analytics and Data

Sales

Catalog

Supply

Suppliers

Show/Hide Columns

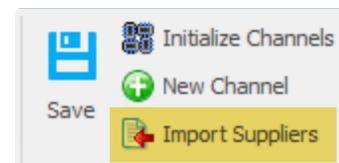
Name	Currency	Status	Abbr	Legal Name	Website	Portal Settings	Default Location						
							Location Na...	Tier	Priority	Allow Purchase	Direct	Dropship	Cross-Dock
A4	USD	Active	A4	A4	https://ww...		Vernon-CA	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
Alpha Shirt	USD	Active	AL	Alpha Shirt	https://ww...		Fresno CA	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
Augusta Sportswear	USD	Active	AG	Augusta Sp...	https://ww...		Grovetown...	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
Badger	USD	Active	BG	Badger	https://ww...		Statesville-NC	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
DeltaApparel	USD	Active	DA	Delta Apparel	https://ww...		Hebron-OH	2	1	<input checked="" type="checkbox"/>	Off	Available	Off
Edwards Garment	USD	Active	ED	Edwards Ga...	https://ww...		Kalamazoo-MI	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
Healing Hands	USD	Active	HH	Healing Han...	https://ww...		Default	2	1	<input checked="" type="checkbox"/>	Off	Off	Available
Kavio	USD	Active	KV	Kavio	https://ww...		Commerce-...	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
Landau	USD	Active	LM	Landau	https://ww...		Olive Branc...	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
Maevin	USD	Active	MV				Default	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
Med Couture	USD	Active	MD	Med Couture	https://med...		Default	2	1	<input checked="" type="checkbox"/>	Off	Off	Available
Morris	USD	Active	MC	Morris Cost...			Default	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
SanMar	USD	Active	SN	SanMar	https://ww...		Dallas-TX	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
SPI	USD	Active	SC	SPIConnect	https://ww...		Dallas-TX	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
TriMountain	USD	Active	TM	TriMountain	https://ww...		IRWINDALE...	2	1	<input checked="" type="checkbox"/>	Off	Available	Available
VantageApparel	USD	Active	VA	Vantage Ap...	https://van...		Avenel-NJ	2	1	<input checked="" type="checkbox"/>	Off	Off	Available
White Swan	USD	Active	WS	White Swan	http://www...		McDonough...	2	1	<input checked="" type="checkbox"/>	Off	Off	Available

It is possible to create supplier channels via the System's modules 'New Channel' menu option

Etail Solutions

- System
 - Automation
 - Tasks
 - Monitors
 - Monitor Summaries
 - Issues
 - All
 - Security
 - Users
 - Roles
 - Reports
 - Taxonomies
 - A4
 - AlphaShirt
 - Amazon US 20190912-1054
 - Amazon US 20200617-0128
- Setup
- New Channel
- Import Suppliers
- Lookup Tables
- Physical Location Types
- Physical Locations
- Item Sets
- Carrier
- Convert Shipping
- Package Types
- Shipping

If needed multiple suppliers can be created using the Supplier spreadsheet import suppliers option



A	B	C	D	E	F	G	H	I	J
Name	Legal Name	Abbr	SalesRepName	SalesRepPhone	SalesRepEmail	Website	Currency	Status	MailingName
abc Company	abc, LLC	ABC	John Doe	555-555-5555	johndoe@abc.com	abc.com	USD	Active	ABC
xyz Company	xyz, LLC	xyz	John Doe	555-555-5555	johndoe@xyz.com	xyz.com	USD	Active	xyz
									12345
									12345
J	K	L	M	N	O	P	Q	R	
MailingName	MailingStreet1	MailingStreet2	MailingStreet3	MailingCity	MailingState	MailingPostal	MailingCountry	MailingPhone	
ABC	1234 ABC Drive	Suite 123		Anytown	MN	12345	US	555-555-5555	
xyz	1234 xyz Drive	Suite 123		Anytown	MN	12345	US	555-555-5555	
S	T	U	V	W					
MailingEmail	PurchaseOrderEmail	PortalAddress	PortalUser	PortalPassword					
johndoe@abc.com	johndoe@abc.com	abc.com	abcd	abc123					
johndoe@xyz.com	johndoe@xyz.com	xyz.com	xyzd	xyz123					

The supplier channel base set up tabs include general details

Purchase order templates to be used for non-integrated suppliers when sending PO via email

Status: Active Abbr: A4

Legal Name: A4

Website: <https://www.a4.com/>

Custom Shipping Cost Calculator

Enabled

Assembly:

Class:

Max Availability Qty:

Items Require Verification

Max Qty for Unverified:

Email Service: [EditValue is null]

Dropship

Attachment Type: None

Body Template:

Attachment Template:

Report: Purchase Order

Carrier Service Level:

Warehouse

Supplier specific replenishment planning override details

History Days:

Planning Days:

Minimum Daily Sales:

Min Stock: Ratio Absolute

Max Stock: Ratio Absolute

Drop ship purchase order creation location and hold limit settings

Create location specific Purchase Orders

Hold if over cost:

Hold if over weight: Pound

Supplier default availability mode settings

Enable Default Availability Controls

Mode:

Amount:

Max:

Min:

Latency:

Supplier contact details - a ship from contact is mandatory for purchase order creation

Role	Contact Name	Street Address	City	Country
ShipTo	Anthony Johnson	6199 Malburg Way	Vernon	US
ShipFrom	Anthony Johnson	6199 Malburg Way	Vernon	US

Supplier Locations

A supplier need to have a minimum of one location - see section '[eDC04 Global Inventory Engine](#)' of this document for details on how supplier and other locations are leverage within EVP



PM02: Purchase Orders

A purchase order (PO) is a commercial document and the first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services. It is used to control the purchasing of products and services from external suppliers

Purchase Order - Types

The creation of a Purchase Order can be triggered by another EVP process (Cross Dock Planning, Drop Ship Fulfillment Decision, Replenishment Planning) or manually by a user. A Purchase Order can be either a '**Warehouse Purchase Order**' - The inventory associated to the PO will be sent to a warehouse managed by the EVP user and it will be received into their inventory location, even if the inventory is going to be used for cross dock fulfilment and shipped immediately to a customer; or '**Drop Ship Purchase Order**' - The inventory associated to the PO will be sent directly to the customer who purchased the item

Purchase Order - List All

Details of the Purchase Orders that have been created for suppliers can be viewed on the 'All' Purchase Orders screen within the Supply module.

Supply < Purchase Orders

From 4/9/2021 To Date Range

Save As Export List Search Dropship Shipping Edit Complete Resubmit Cancel Import Status Purchase Order Show Receive Status Show All Create Inbound Shipment Receipt Control

Purchase Orders

Exact Phrase Contains Advanced Show/Hide Columns Select Filters Clear Filters

Order Date	PO Number	Inbound Shipments	Status	No.	Acknowledgement	Supplier	Supplier Number	Total
5/7/2021 7:59 AM	PO-210507-0060-SN		Open			SanMar	PO-210507-006...	261.23 USD
5/7/2021 7:59 AM	PO-210507-0059-SN		Open			SanMar	PO-210507-005...	179.26 USD
5/7/2021 7:39 AM	PO-210507-0055-SC		Open			SPI	PO-210507-005...	147.25 USD
5/7/2021 7:39 AM	PO-210507-0054-A4		Open			A4	PO-210507-005...	13.6 USD
5/7/2021 7:39 AM	PO-210507-0053-AL		Open			Alpha Shirt	PO-210507-005...	77.96 USD
5/7/2021 7:39 AM	PO-210507-0052-ED		Open			Edwards Garment	PO-210507-005...	138.59 USD
5/7/2021 7:39 AM	PO-210507-0051-TM		Open			TriMountain	PO-210507-005...	125.5 USD
5/7/2021 7:39 AM	PO-210507-0050-SN		Open			SanMar	PO-210507-005...	115.49 USD
5/7/2021 6:57 AM	PO-210507-0049-SN		Open			SanMar	PO-210507-004...	25.85 USD
5/7/2021 6:57 AM	PO-210507-0048-SN		Open			SanMar	PO-210507-004...	241.31 USD
5/7/2021 6:36 AM	PO-210507-0046-ED		Open			Edwards Garment	PO-210507-004...	8.03 USD
5/7/2021 6:36 AM	PO-210507-0047-A4		Open			A4	PO-210507-004...	4.85 USD
5/7/2021 6:36 AM	PO-210507-0045-SC		Open			SPI	PO-210507-004...	66.25 USD

Record 1 of 4648

Shipping Address History Edit

Sku	Title	Quantity	UOM	Unit Cost
PORTAUT...	Port Authority ® Ladies Silk Touch 3/4-Sleeve Polo. L562 Light Blue L	2	EACH	\$10.99
PORTAND...	Port & Company ® - Tall Essential Tee. PC61T Steel Blue 3XL	1	EACH	\$7.25
SPORTEK...	Sport-Tek ® Open Bottom Sweatpants. ST257 Black XL	1	EACH	\$13.99

Purchase

Sales

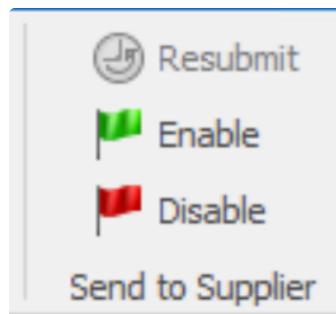
Sku	Order Number	Order D.	Sales Channel	Status	Customer	Quantity	UOM	Price
PORTAUTH...	113-3002821-6...	5/6/202...	Amazon_US	Open	D. L. Rosapepe	1	EACH	\$17.58
PORTAUTH...	112-0614649-2...	5/6/202...	Amazon_US	Open	William Schostak	1	EACH	\$17.58
PORTANDC...	111-7419410-8...	5/6/202...	Amazon_US	Open	Nell Tobias	1	EACH	\$13.66

Supplier Supplier Status New 4,648

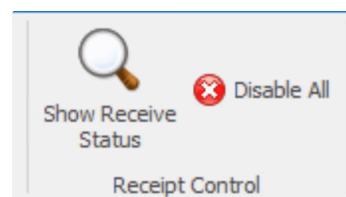
The general actions that can be performed on a PO are:



It is possible to enable or disable the sending on PO's via email or supplier integration



It is possible to indicate if a 'Cross Dock' PO can be received against - this is to limit the number of active PO's in the warehouse and hide orders that may not be scheduled to arrive for days or weeks



Purchase Order - Details

The PO Details are visible on the main view

The Confirm Item view allow a user to enter confirmed qty details

The Recieve Items view allow a user to perform receipt activities

Purchase Order: PO-2300182-OTS

General

PO Number:	PO-2300182-OTS	Discount %:	0.0 %	Name:	PO-2300182-OTS	Currency:	USD
Order Date:	4/29/2021 9:00 AM	Freight:	0.00 +	Location:	Direct Tech Sales	Net Cost:	0.00
Receive To:	CrossDock	Fees:	0.00 +	Status:	Default	Total:	130.00
Order Status:	Open	Notes:	New				

Line Items

#	Sku	Quantity	User	Title	UPC	Part Number	Sales Listing	Total
1	CON-100-NEW	10	EACH	Continuous PC300 Pure Control Water Resistant Anti...	191713254788	CON-100-NEW	70.00	
2	RCA-R2302-NEW	10	EACH	RCA R2302 Master Commercial TV Remote Control	191713254773	RCA-R2302-NEW	60.00	
		20						130.00

Actions

Show: All Selected Delete

Type: Order Number Quantity User Order Date Channel Channel Type Sales Chan.

Print Labels Print Put Away Sheet

Purchase Order: PO-2300182-OTS

General

PO Number:	PO-2300182-OTS	Discount %:	0.0 %	Name:	PO-2300182-OTS	Currency:	USD
Order Date:	4/29/2021 9:00 AM	Freight:	0.00 +	Location:	Direct Tech Sales	Net Cost:	0.00
Receive To:	CrossDock	Fees:	0.00 +	Status:	New	Total:	130.00
Order Status:	Open	Notes:	New				

Line Items

#	Sku	Quantity	User	Title	UPC	Part Number	Sales Listing	Total
1	CON-100-NEW	10	EACH	Continuous PC300 Pure Control Water Resistant Anti...	191713254788	CON-100-NEW	70.00	
2	RCA-R2302-NEW	10	EACH	RCA R2302 Master Commercial TV Remote Control	191713254773	RCA-R2302-NEW	60.00	
		20						130.00

Actions

Show: All Selected Delete

Type: Order Number Quantity User Order Date Channel Channel Type Sales Chan.

Print Labels Print Put Away Sheet

Purchase Order: PO-2300182-OTS

General

PO Number:	PO-2300182-OTS	Discount %:	0.0 %	Name:	PO-2300182-OTS	Currency:	USD
Order Date:	4/29/2021 9:00 AM	Freight:	0.00 +	Location:	Direct Tech Sales	Net Cost:	0.00
Receive To:	CrossDock	Fees:	0.00 +	Status:	New	Total:	130.00
Order Status:	Open	Notes:	New				

Line Items

#	Sku	Quantity	User	Title	UPC	Part Number	Sales Listing	Total
1	CON-100-NEW	10	EACH	Continuous PC300 Pure Control Water Resistant Anti...	191713254788	CON-100-NEW	70.00	
2	RCA-R2302-NEW	10	EACH	RCA R2302 Master Commercial TV Remote Control	191713254773	RCA-R2302-NEW	60.00	
		20						130.00

Actions

Show: All Selected Delete

Type: Order Number Quantity User Order Date Channel Channel Type Sales Chan.

Print Labels Print Put Away Sheet

Purchase Order: PO-2300182-OTS

General

PO Number:	PO-2300182-OTS	Discount %:	0.0 %	Name:	PO-2300182-OTS	Currency:	USD
Order Date:	4/29/2021 9:00 AM	Freight:	0.00 +	Location:	Direct Tech Sales	Net Cost:	0.00
Receive To:	CrossDock	Fees:	0.00 +	Status:	New	Total:	130.00
Order Status:	Open	Notes:	New				

Line Items

#	Sku	Quantity	User	Title	UPC	Part Number	Sales Listing	Total
1	CON-100-NEW	10	EACH	Continuous PC300 Pure Control Water Resistant Anti...	191713254788	CON-100-NEW	70.00	
2	RCA-R2302-NEW	10	EACH	RCA R2302 Master Commercial TV Remote Control	191713254773	RCA-R2302-NEW	60.00	
		20						130.00

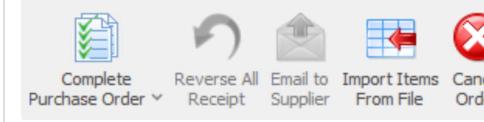
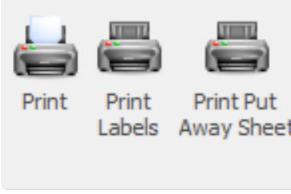
Actions

Show: All Selected Delete

Type: Order Number Quantity User Order Date Channel Channel Type Sales Chan.

Print Labels Print Put Away Sheet

Purchase Order - Menu Options



Complete PO will close the PO and remove all open allocations

Reverse All Receipt will rollback any receipt events on the PO

Email to Supplier will send the PO as PDF or .CSV attachment

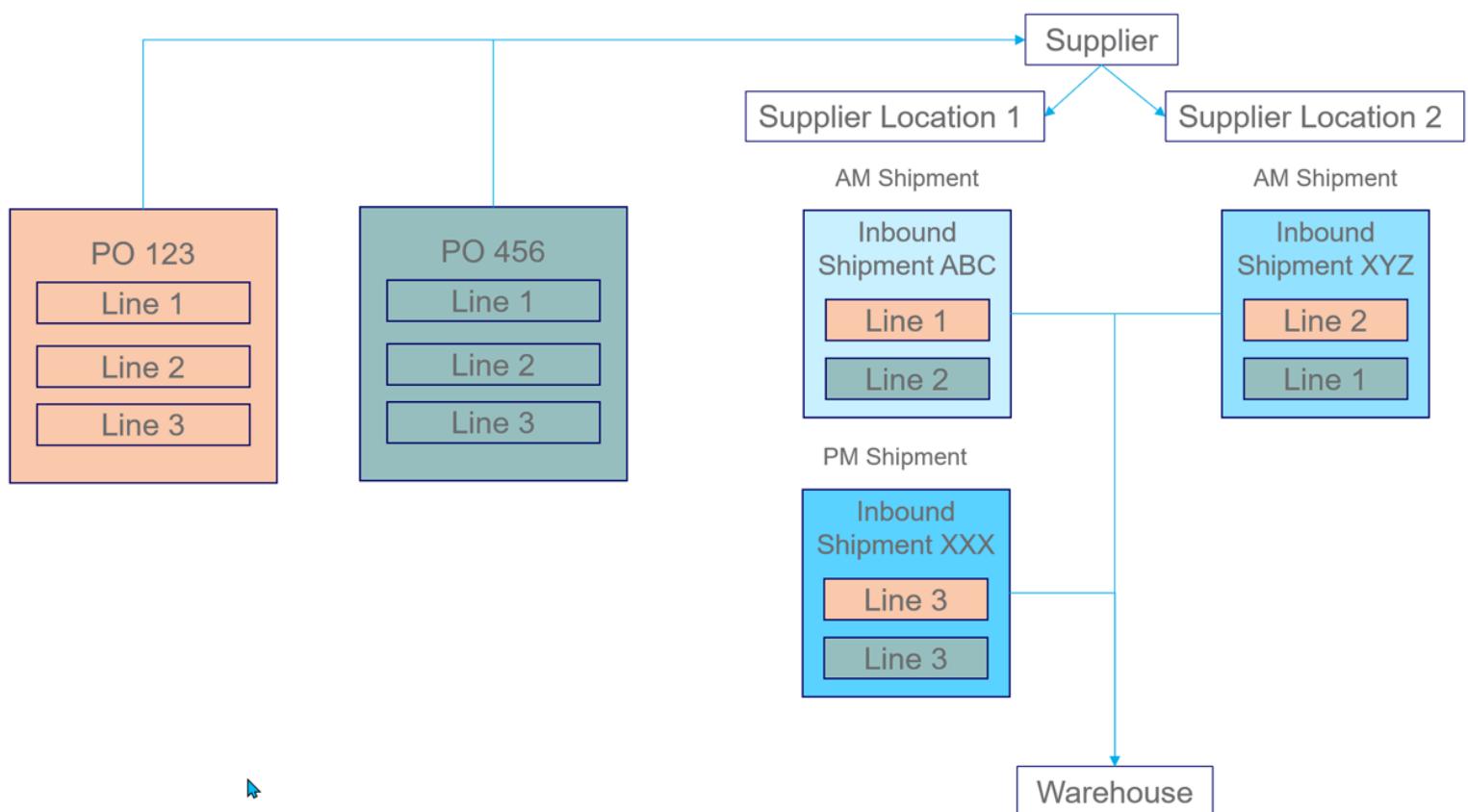
Import Items From File will all item details to be imported

Cancel Order will cancel the PO

PM03: Inbound Shipment

Inbound Shipment - Structure

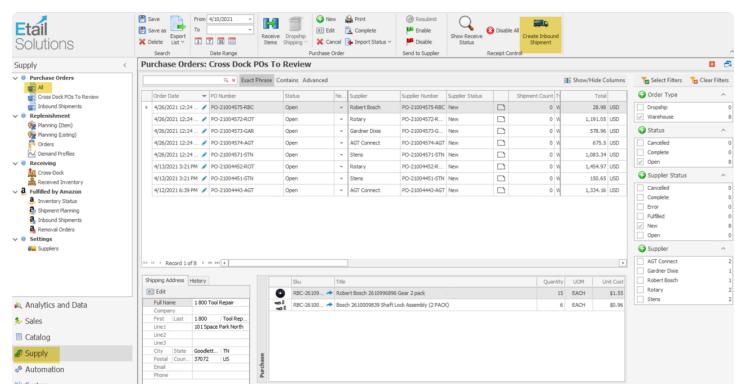
When a Purchase Order is sent to a supplier it could reflect items that are expected to arrive tomorrow, this week or at a future date across multiple deliveries. The purpose of an Inbound Shipment is to define how a supplier is sending the inventory to your warehouse from one or more purchase orders that could be split across one or more supplier locations; but represent the contents of a physical shipment that is expected to arrive at a warehouse.



Inbound Shipment - Creation

An inbound shipment is best created upon the processing of a electronic ASN document from the supplier. An advance ship notice or advance shipping notice (ASN) is a notification of pending deliveries, similar to a packing list. It is usually sent in an electronic format and is a common EDI document. In the EDI X12 system, it is known as the EDI 856 document and the EDIFACT equivalent is the DESADV (Dispatch Advice) message. The ASN can be used to list the contents of a shipment of goods as well as additional information relating to the shipment, such as order information, product description, physical characteristics, type of packaging, markings, carrier information, and configuration of goods within the transportation equipment. The ASN enables the sender to describe the contents and configuration of a shipment in various levels of detail and provides an ordered flexibility to convey information.

Alternatively it can be manually created when needed by selecting one or more POs and the selecting 'Create Inbound Shipment' option from the menu



The Inbound Shipment Creation screen is displayed - with 3 options to indicate the content of the inbound shipment

Type	PO Number	Supplier Status	Receive Location	Date	Status	Ordered	Confirmed	Shipped	Received	Unshipped	Unreceived
Warehouse	PO-21004572...	New	Drop Ship	4/26/2021	Open	93.0	0.0	0.0	93.0	93.0	93.0

The items screen will be populated as requested and then if needed a user can adjust shipment quantities then press the 'Go' option to create the Inbound Shipment

Sku	Supplier	Title	UOM	Ordered	Shipped	Received	Unshipped	Unreceived	Confirmed	In Shipment
ROT 101...	10439	Drive Disc Kit With Liner Snapper 7600133P Indud...	EACH	10.0	0.0	10.0	10.0	10.0	10.0	10.0
ROT 104...	10431	Rotary Replacement Cups for Reacher Fids #10432	EACH	12.0	0.0	12.0	12.0	12.0	12.0	12.0
ROT 107...	10772	Rotary Solenoid Starter Universal 4 Pole, 12	EACH	15.0	0.0	15.0	15.0	15.0	15.0	15.0
ROT 121...	12175	Rotary Item 22175, Trimmer Line .095 Md Spool Bla...	EACH	10.0	0.0	10.0	10.0	10.0	10.0	10.0
ROT 134...	13418	Rotary Flanged Ball Bearing Heavy Duty	EACH	5.0	0.0	5.0	5.0	5.0	5.0	5.0
ROT 141...	14108	TWO CYCLE OIL 32:1 MDX 48/8 OZ, TWO/2-STROK...	PACK_6	1.0	0.0	1.0	1.0	1.0	1.0	1.0
ROT 144...	14498	Ignition Switch Module Replaces MTD Cub Cadet 92...	EACH	30.0	0.0	30.0	30.0	30.0	30.0	30.0
ROT 150...	15019	Rotary 15019 Mower Blade Adapter Kit	EACH	10.0	0.0	10.0	10.0	10.0	10.0	10.0

Inbound Shipment - Details

Inbound Shipments once created can be viewed on the 'Inbound Shipment' screen within the Supply module.

Shipment Number	Shipment Number	Supplier	Receive Location	Status	Allow	Carrier	Required Delivery	Actual Delivery	Expected	Shipped	Received
IS-21000001-A4	IS-21000001-A4	A4	Cross Dock-9PS	Pending	<input type="checkbox"/>		3/29/2021 12:00 AM	3/29/2021	19	0	0
IS-21000007-SH	IS-21000007-SH	SanMar	Cross Dock-9VG	Pending	<input type="checkbox"/>		3/30/2021 12:00 AM	4/9/2022	230	0	0
IS-21000002-SH	IS-21000002-SH	SanMar	Cross Dock-9VG	Closed	<input type="checkbox"/>		3/30/2021 12:00 AM	4/9/2021 5:0...	21	21	0
IS-21000003-SH	IS-21000003-SH	SanMar	Cross Dock-9VG	Closed	<input type="checkbox"/>		3/30/2021 12:00 AM	4/9/2022	27	23	0
IS-21000004-SH	IS-21000004-SH	SanMar	Cross Dock-9VG	Closed	<input type="checkbox"/>		3/30/2021 12:00 AM	4/9/2022	15	14	0
IS-21000005-SH	IS-21000005-SH	SanMar	Cross Dock-9VG	Closed	<input type="checkbox"/>		3/30/2021 12:00 AM	4/8/2021 4:0...	34	33	0
IS-21000006-SH	IS-21000006-SH	SanMar	Cross Dock-9VG	Closed	<input type="checkbox"/>		3/30/2021 12:00 AM	4/9/2022	31	28	0

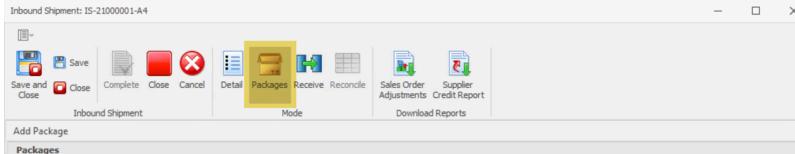
The 'Details' mode option displays the content of the Inbound Shipment and overall receipt status

Shipment Details	Address
Shipment Number: IS-21000001-A4	Declared Value: <input type="text"/>
Supplier: A4	Estimated Freight: <input type="text"/>
Supplier Number: IS-21000001-A4	Freight: <input type="text"/>
Carrier: <input type="button" value="A4"/>	Status: <input type="button" value="Pending"/>
Ship From: Vernon-CA	Pre-Ship Status: <input type="button" value="None"/>
Receive To: Cross Dock-9PS	

Show	All	Incomplete	Base UOM
Items	<input type="button" value="All"/>	<input type="button" value="Incomplete"/>	<input type="button" value="Base UOM"/>
Allocations	<input type="button" value="All"/>	<input type="button" value="Incomplete"/>	<input type="button" value="Base UOM"/>

The 'Packages' mode option displays the content of the packages within Inbound Shipment. If created manually this will be a single package but in created from a ASN document it could have multiple packages.

The 'Receive' mode option allows a user to perform receipt of inventory, which in turn will update the relevant purchase order and allocate the inventory to the sales order. This is an exception process as normally this will occur using the inbound shipment cross-docking processing screen



PM04: Return to Supplier

To support efficient processing of supplier returns a best practice has been implemented within the EVP allocation to handle receipt, storage, and returns picking and shipping activities.

RTS Screens and Reports

Each RTS Supplier has a location configured on the Etail Channel.

Inventroy can be placed in one of these locations via a combination of these process options:

- Inventory Transfer from stock or cross-dock problem resolution location
- Use the Crossdock screen 'Receive to location' option
- Use the PO Receive function
- Inventory adjustment into this location when an item is returned from a customer

The EVP user will then follow supplier specific processes to confirm that the items can be return, i.e. within a 'n' day window, still as new product, etc.

A report has been added which will show you which SKUs have QTY in these RTS locations

When needed a user will run the 'Return to Supplier' task; There is a task specific to each RTS Supplier. Running this job creates a unique Return Order (RO aka Sales Order) The Return Order will contain all items in the relevant location with an unallocated quantity. This processor will also

lookup the supplier cost on the item and set his to the Return Orders's item price. A 'RTS' shipping method is assigned to the RO so it will only be fulfilled from a RTS location and not a regular stock location.

When the Retun Order is created the user can adjust the QTY and SKUs on the RO to match the actual items being returned.
To process the returns order the user will selet the RTS packinglist form

Select the Print → Packing Slip → RTS Packing List; This will print the RTS Form.

The next step is the user to either manifest the RO for shipment using native shipping manifesting capabilities or add Tracking to the RO (Use fake Tracking#) to consume the assocaited inventory and mark the RO as fufulfilled.

Return to Supplier Report		RO-210000019				
SHIP FROM	SHIP TO					
38 Broad St, 37B Elizabeth, NJ 07201 United States 07201-1307	ACHIM IMPORTING COMPANY 58 2ND AVENUE BROOKLYN, NY 11215-3102 United States					
RTS Date 2/16/2021 9:10:31 PM	Shipping Method RTS					
Warehouse RTS - Achim Importing Co.	Etail Order# RO-21000019					
Item SKU	Location	Item Description	Qty	Uom	Price	Extended
COTV36BL12	Primary:20-12-3	Colby 3-Piece Printed Kitchen Curtain Set, Blue, Tiers 58x26, Swag 38x14 Inches	17	EACH	85.00000	
ANFTMBTF12	Primary:10-29-2	Butterflies Decorative Anti-Fatigue Mat, Green, 18x30 Inches	5	EACH	28.75000	
MSG27WH04		Cordless Gia Morningstar 1" Light Filtering Mini Blind 72x64 - White	26	EACH	160.68000	
CFTS36BW12	Primary:20-12-3	Achim Home Furnishings Coffee Tier And Swag Kitchen Curtain Set, 57 By 36-Inch, Brown	57	EACH	270.75000	
						545.18000

Date Printed: Wednesday, February 17, 2021

How-to Articles

Filter by label

There are no items with the selected labels at this time.
