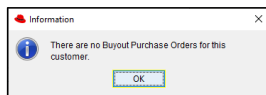




When you purchase merchandise for your customers from outside the NAPA supply chain, like a local auto dealership or a wholesaler, create a buyout purchase order as follows.

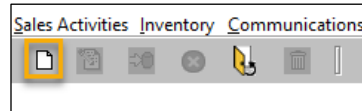
1

Open invoicing and enter customer number. Select **Special functions > Pickup**, then press **Enter**. Select **OK**. Select **Add PO** or **F2**.



2

Select **New record**.



3

Specify the following.

- Vendor number** enter a known vendor or select **Search**. Select **One time vendor** to create a new vendor – independent stores only.
- Payment type** select *Purchase Card* if store purchase card used for payment.
- Purchase card number** select store purchase card used for payment.

Select **OK**.

4

Purchase order is created. Provide this purchase order number to the vendor if needed to order or purchase buyout merchandise.

To add part information, select **Add detail**.

5

Select new record. Specify the following.

- Type** select *Special order*.
- Part number** enter buyout part number.
- Line** enter *NON* for non-NAPA or other non-NAPA line code.
- Description** enter part description.
- Order quantity** enter buyout quantity purchased.
- Unit cost** enter buyout cost per part.
- Core cost** enter cost of core if charged by vendor.
- Customer number** enter customer account number.

Select **Save**.



TAMS II

Invoice Buyout Purchase Orders

Use the following steps to invoice a buyout purchase order for a customer.

- 1 Open invoicing and enter customer number. Select **Special functions > Pickup**, then press **Enter**. Select part to invoice and select **Next** or **F8**. Edit part or select **Next**.

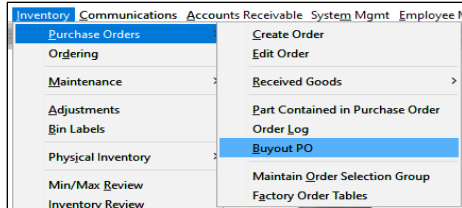
- 2 Select **Invoice parts** or **F8**.

- 3 Buyout part is added to invoice. Add additional parts or select **Checkout** or **F2**.

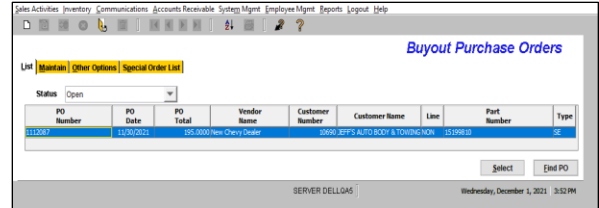


After invoicing the customer for the buyout part complete the buyout purchase order.

- 1 From the back office go to **Inventory > Purchase Orders > Buyout PO**.



- 2 Select buyout purchase order to complete. Select **Other options** tab.



- 3 Under **Vendor invoices** select **Add**. Specify the following.

- **Invoice number** enter vendor purchase invoice number.
- **Invoice date** enter date from purchase invoice.
- **Amount** enter amount from purchase invoice.
- **Payment type** select *Purchase Card* if used for payment.
- **Purchase card number** select store purchase card if used for payment.

Select **Save**.

Under **G/L information** select **Add**. Specify the following.

- **G/L code** select *140 Inventory* for inventory if buyout part for resale.
- **Amount** enter the purchase amount.

Select **Save**.

- 4 Verify information entered is correct. Select **PO unit costs verified**, then select **Approve PO**.