

# Supplier Module – Purchasing & Returns

The EasyRetail Supplier Module has all the features you require to help you manage your stock purchasing and goods returns procedures. Purchase order transactions can be created for stock replenishment or to fulfil customer back orders. Purchase orders can be printed and posted/faxed or emailed directly to the supplier. The supplier's part number can also be printed on the PO where this is a requirement. When the goods arrive into your stores they can be booked against the PO manually or electronically using a Unitech wireless scanner.

Faulty or damaged goods that are returned to a supplier for credit or replacement can also be recorded and processed through to completion, allowing you to track your credit note and replacement entitlements.



- Full Purchase Order Processing for stock and non-stock orders
  - Raise purchase orders for customer back orders.
  - Order stock for delivery to any branch or location in the chain
  - Options to specify a required delivery date for order and individual items
  - Unlimited free type text area on purchase order for special notes or instructions
  - Purchase Orders can be printed or e-mailed
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- Option to show or suppress cost prices on printed purchase order
  - Optional allocation of serial numbers to items when receiving from a purchase order
  - Book in all goods from a purchase order as default and un-tick items not delivered
  - Option to print stock/price/barcode labels for stock received from a purchase order
  - Facility to reconcile supplier's invoice to received purchase order and post reconciled invoice to the appropriate supplier's ledger account in Sage Line 50
  - Option to create a return transaction to supplier for faulty or damaged goods. Repaired or replaced items can be returned to stock when they arrive. Credit notes received for returned items can be posted to the supplier's account in Sage Line 50.