

# Fact Sheet

## glovia OM Purchase Order Overview

Your Business in the Cloud: What is missing in your cloud solution?



### Visibility and Control Over Your Suppliers and Inventory

Your supply chain does not stop at your delivery docks and neither should your system. To synchronize supply with demand, you must pass forecast and collaborate with your suppliers, strengthen and automate business processes, and coordinate the complex flow of materials and services from suppliers to your facilities.

#### Glovia OM Purchasing Benefits

glovia OM Purchasing enables efficient, cost-effective and paperless procurement of products and services. It streamlines your procurement process through delivered purchase requisition, request for quotation, purchase order, receiving and invoice matching functionality. The procurement process is supported by approval workflows and exception-based alerts and notifications.

#### Supplier Information

glovia OM Purchasing manages supplier information so you will have the answers that you and your suppliers need. The system allows you to maintain supplier contacts and price books in multiple currencies. You can also maintain supplier hierarchy with multiple addresses.

#### Bid Process

Typical purchasing systems automate little more than purchase order generation, an activity normally found at the end of the purchasing cycle. glovia OM extends the functionality of purchasing beyond the purchase order by maintaining your purchasing requests from users. In order to get the best value for your procurement, supplier quotes give your business an edge over your competitors. glovia OM gives you the tools you need to have one of the leading procurement processes in your business.

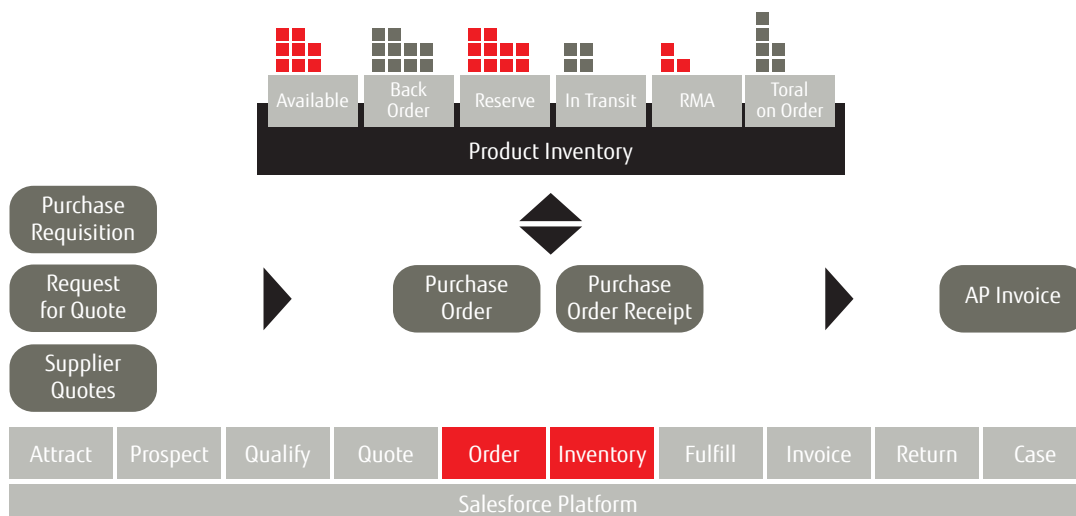
#### Purchasing

Purchase orders help you manage suppliers, control inventory levels and record your financial obligations. glovia OM reduces administrative costs and delays with automatic

approvals, requisitions and related invoices. Additional functionality includes the ability to support standard purchase orders, requisitions, receiving, and supplier returns. Purchase orders provide information about each supplier and supports order for stock, non-stock, and service items. Orders can include multiple deliveries per line item and multiple ship-to locations as well as drop shipments.

#### Invoice

glovia OM gives you the ability to create supplier invoices based on your received purchases. This allows you to accurately gauge and track the purchased amounts in your business. It will also help you track payments and the payment method used.



# Extend the Salesforce Platform with glovia OM Purchase Order Management

## Benefits

- Streamline the purchasing process
- Manage all purchasing activities online via a desktop, mobile and vendor portal
- Manage global procurement with multi language and currency support
- Efficiently procure goods and services
- Paperless procurement with approvals workflows

## Key Features

- Purchase requisition for product or service
- Request quote from multiple suppliers
- Manage supplier quotes
- Approve supplier quotes and select vendors
- Create purchase orders for products and services
- Supplier price books
- Drop shipment
- Track purchase order approvals and order status
- Receive purchase orders with an option for a partial quantity receipt
- Assign lot and serial numbers when receiving purchase orders
- Create, match and approve AP invoice for purchase orders

## Creating Purchase Order

The purchase order can be created in a variety of ways depending on the business use case. Procurement happens when there is a need for products or services. For drop ship and purchase to order items glovia OM provides you with the ability to create a purchase order based on your sales order. In addition, purchase orders can be created from your supplier bids or simply from purchase requisition. Another option to start your purchasing is based on your product planning. By determining the quantity that you like in your inventory, glovia OM is smart enough to show you the products that you need to reorder in order to maintain your inventory levels.

## Entering Products and Services on a Purchase Order

Products and services can be entered in multiple ways on a purchase order. It can be created based on a single product or service. It can be created from supplier price books. It can be created from history based on what you have ordered in the past. In fact, for efficiency, you can also copy your previous purchase order to create a new purchase order. You have the option to copy all or selected line items and an option to reset your supplier defaults.

## Receiving your Order

Whether you receive entire or partial purchase order, glovia OM allows you to record exactly what you received. You have the option to receive your order in full. You also have the option to receive your order one line item at a time. Another option at your fingertips is the ability to receive partial quantities of each line item. After receiving items, you have the option to record serial and lot numbers. You also have the option to reject and return the products to the supplier.

## Inventory replenishment

glovia OM Purchasing helps control inventory levels and match supply with demand. The solution allows you to forecast your inventory and automatically lets you know when your inventory is low and needs repurchasing.

## Invoicing

Supplier invoice is the last step in the purchasing process. glovia OM allows you to enter or import supplier invoice and match them to purchase order and receivers. Matched invoices with no discrepancy can be approved for payment and journal entries can be created.



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### More information

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### Fujitsu green policy innovation

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