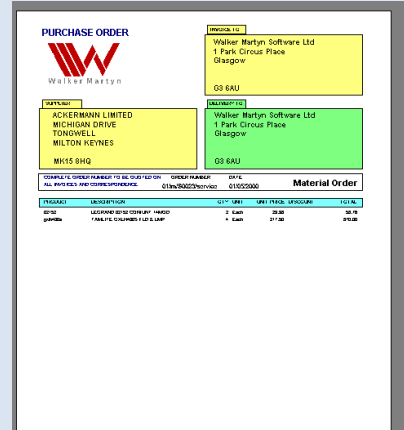


SERVICELINK DIRECT – PURCHASE ORDERS

OVERVIEW

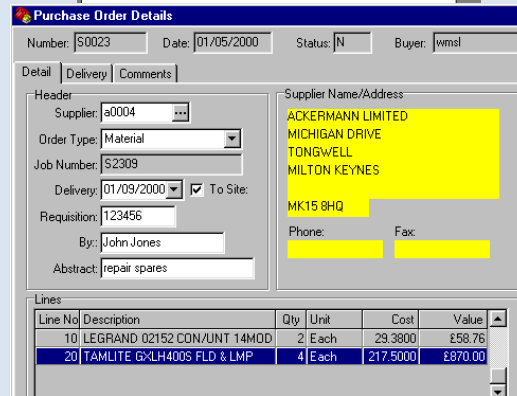
The Purchase Order module allows orders to be created printed / emailed / faxed and the materials ordered to be applied to the job for costing and charging.

Purchase Orders are linked to jobs so that it is possible to see which job a purchase order is for, and when looking at job details it is possible to see which purchase orders have been raised for that job



PURCHASE ORDER INPUT

The raising of purchase orders is straightforward and uses information set up in advance. Supplier details are maintained by the system and used for purchase orders. Product details can be set up in the product table and accessed for purchase orders.



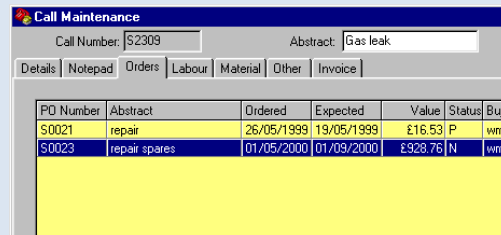
PURCHASE ORDER PRINTING

Purchase Orders can be faxed / emailed directly to the supplier.

JOB VIEW OF PURCHASE ORDERS

One of the tabs on the job details screen provides a simple method of viewing which purchase orders have been raised for any job.

The details of materials ordered can be transferred to the job materials very simply, which is used to help ensure that all material ordered for a job is invoiced and costed.



SYSTEM AUDITING

The system automatically logs the date and time of any changes to job information including Purchase Order details of date raised, who by etc.

This audit is automatic and is not alterable by the user, which means that an independent, verifiable history of "who did what & when" is built-in.

CUSTOMER HISTORY

It is possible to locate the job, that an Purchase Order was raised from, quickly and easily using the job number, PO number, customer order number etc