



Purchase Order Management

Streamline purchasing with automated workflows, real-time visibility, vendor management, and accurate cost control to improve efficiency, minimize stockouts, and accelerate procurement.

- Manual or Automated Purchasing
- Vendor Drop-Shipments
- Landed Costs
- Blanket Purchase Order Contracts

Key business benefits

- Generate orders based on stock level and replenishment formulas.
- Identify the best vendor based on price or delivery time.
- Automate drop shipment purchase orders from open sales orders.
- Collaborate with suppliers, receiving, accounting, and other departments.
- Modify pricing during invoice entry in Accounts Payable with automatic GL variance posting.

Related resources

- Automate Procure-to-Pay Processes > [LEARN MORE](#)
- Mitigate Supply Chain Disruptions > [LEARN MORE](#)
- Schedule a Personalized Demo > [LEARN MORE](#)

Automate the Procurement Process from Vendor Quote to Invoice Payment

Acumatica Purchase Order Management helps reduce costs and improve vendor relationships by automating and centralizing global purchasing processes. Streamline procurement processes to ensure a steady supply of materials while enforcing policy and process controls.

REDUCE COSTS AND CONNECT THE SUPPLY CHAIN

- **Automate Processes.** Convert requisitions to purchase orders and automate replenishment using economic order quantities (EOQ), min and max, and vendor lead times to ensure product availability.
- **Minimize Costs.** Integration with sales orders allows customer service to select the best vendor based on price or lead time to reduce costs and improve the customer experience. Reduce labor costs with receipt rules, barcoding, and automated email communications with vendors.
- **Connect Workflows.** The Purchase Order Management module is integrated with all areas of Acumatica, including Sales Order, Requisition Management, Project Accounting, Service Management, Material Requirements Planning, Inventory Management, and Accounts Payable.
- **Improve Communications.** Automated workflows improve communications internally with automated email and document transmittal for vendors.
- **Drop Shipments.** Link purchase orders or drop-shipments directly to sales orders.

“We know the pricing of 10 different vendors on the same product so we can compare them instantly and, depending upon those needs, satisfy whatever is the customer’s biggest priority.”

–Patrick Madison, CFO, Korpac

> CUSTOMER STORIES

Partial and Consolidated Receipts

Track when purchase orders are received. Orders can be partially filled, completely filled, or consolidated from multiple purchase orders into a single receipt. You can modify pricing information during bill entry in Accounts Payable, and the difference will be posted to the designated variance account.

Simplified Item Tracking

Manage disparate inventory IDs among suppliers and your system. Automatically assign serial and lot numbers when you receive purchase orders.

Prepayments on Purchase Orders

Streamline your procurement process by generating prepayment invoices from purchase orders with a single click. The system automatically applies the prepayment to the final AP bill, reducing manual data entry and simplifying reconciliation.

Drop Shipments

Create drop shipments to deliver goods directly to a customer's location. You can create drop shipments automatically from sales orders or enter them manually by linking to a sales order from the purchase order entry screen. After the bill is entered for the drop shipment order, the corresponding sales order can be released, and the invoice can be generated for the customer.

Landed Cost

Include shipping, receiving, insurance, and duties in the total cost of your purchase items. Costs can be allocated across several goods using custom allocation methods. You can enter landed cost bills directly in Accounts Payable and associate them with received items.

Vendor Selection and Performance Analysis

Upload vendor price lists with product descriptions, prices, and delivery times. Inventory information, such as costs, quantities, and lead times, is updated each time inventory is received. Review prices from multiple vendors for a purchase order. Statistical information is used to produce purchase orders automatically and analyze vendor performance.

Approval Workflows

Tailor workflows for purchase transactions without coding. Use workflows to change purchase order status, receipt and put-away, approvals, and other processes based on order type, vendor, amount, or order-specific details.

Product Family Purchasing

Use table and matrix views to streamline purchase order entry for product families.

Blanket Orders

Aggregate purchase orders for volume discounts and vendor contracts. View quantities on the blanket purchase order, receipt quantities, and open quantities with auto-close rules when expected quantities are received.

Cross-Company Transactions

Streamline cross-company buy-sell transactions by automatically creating a sales order in one company from a purchase order in another company. Cross-company transactions generate the purchase receipt in the buying company from the shipment in the selling entity and create the sales invoice in the selling company when the bill is created in the buying company.

Purchase Accrual Inquiry

The period-sensitive PO Accrual Inquiry simplifies General Ledger PO Accrual Account reconciliation by displaying out-of-balance purchasing documents alongside the General Ledger.

Audit Trail

Maintain an audit trail of purchasing transactions, including users who entered and approved transactions or modified the record. Notes and documents can be attached to transactions.

Reporting

Analyze and manage your purchasing experience through a complete set of inquiry screens and auditing reports with drill-down to the original transactions.

Role-Based Dashboards

Stay on top of your business with role-based dashboards for warehouse managers, purchasing managers, and receiving clerks.

Side Panels

Side panels provide direct access to vendors, items, and order details for purchase orders and receipts.

ABOUT ACUMATICA

Acumatica Cloud ERP is a comprehensive business management solution that was born in the cloud and built for more connected, collaborative ways of working. Designed explicitly to enable small and mid-market companies to thrive in today's digital economy, Acumatica's flexible solution, customer-friendly business practices, and industry-specific functionality help growing businesses adapt to fast-moving markets and take control of their future.

For more information on Acumatica, visit www.acumatica.com or follow us on [LinkedIn](#).