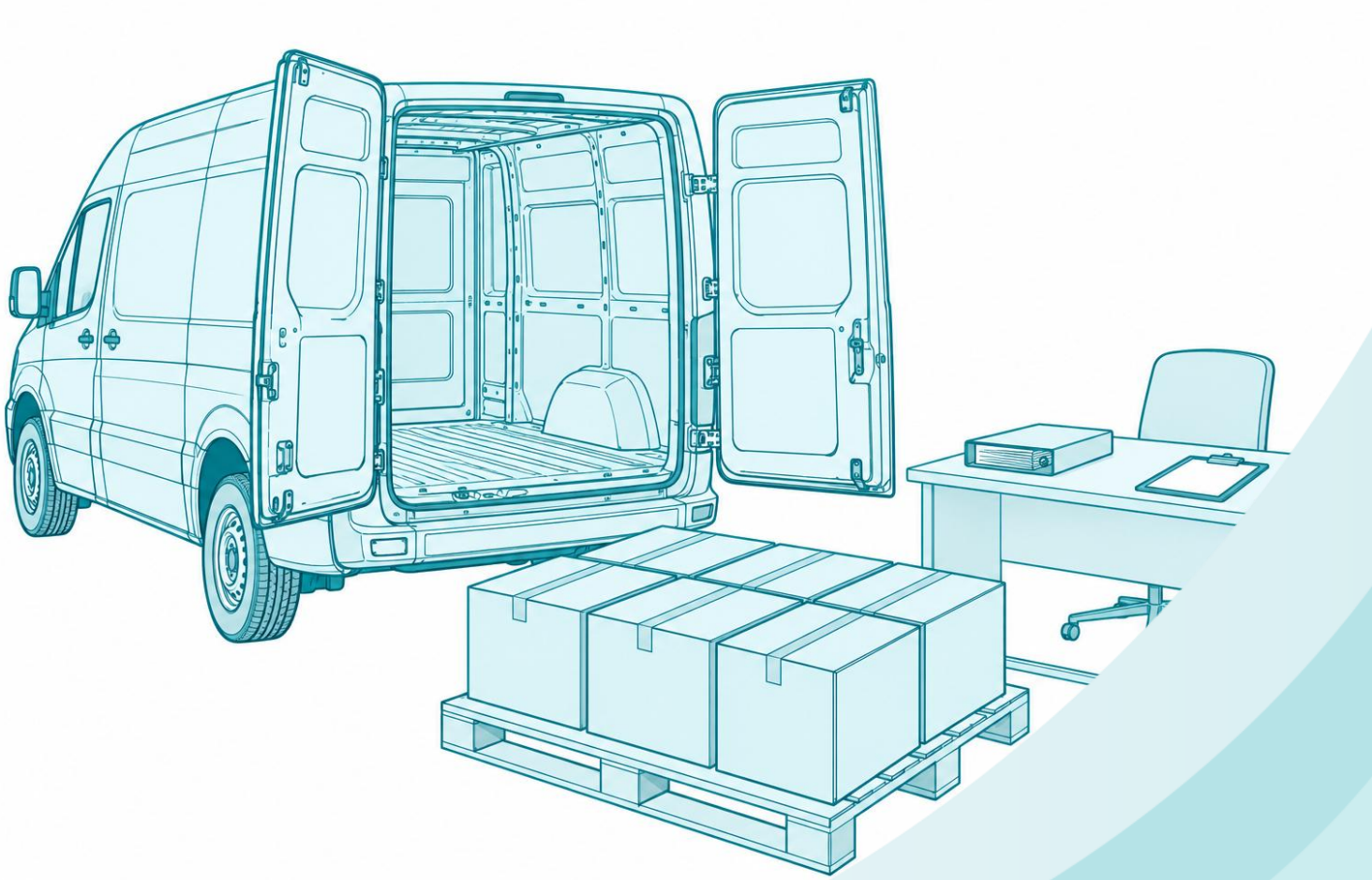
FMIS

Purchasing

Control purchasing from request to receipt

Purchasing and purchase order management software



FMIS Purchasing

Purchasing and purchase order management software



Control purchasing from request to receipt

A clear record of what has been ordered and received.

A practical way to manage purchasing

FMIS Purchasing brings requisitions, supplier quotations, purchase orders and goods receipt into a defined process. Requests follow configured approval workflows, while supporting documents and transaction histories remain linked to the purchasing record.

Teams can compare supplier responses, manage changes to approved orders and record deliveries and returns. This gives purchasing, operations and finance a consistent view of the activity they need to manage.



Request → **Source** → **Order** → **Receive** → **Review**

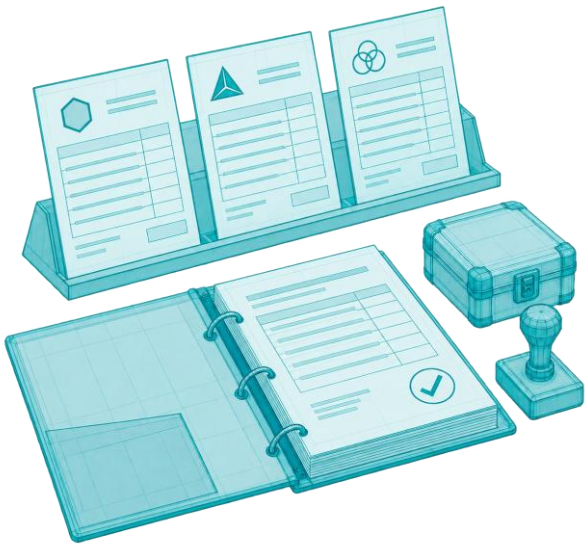
Record the requirement | Compare supplier quotes | Approve and issue | Check the delivery | Follow the record

Why purchasing processes often fall short

When purchasing is spread across emails, spreadsheets and accounting records, teams can face:

- Requests that are difficult to follow
- Approvals chased manually
- Order changes missing from the records used by other teams
- Uncertainty over outstanding orders and deliveries

As more people and sites become involved, maintaining a consistent purchasing record becomes harder.



Where FMIS fits best

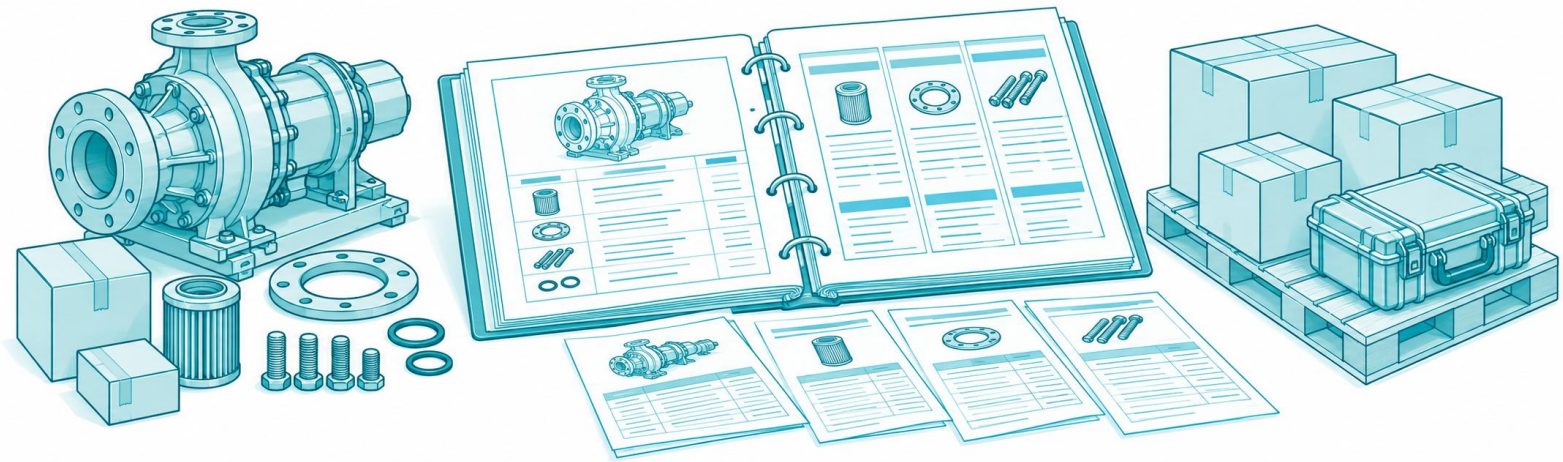
FMIS suits organisations where purchasing involves several requesters, approvers or delivery locations, and orders need to remain traceable as requirements change.

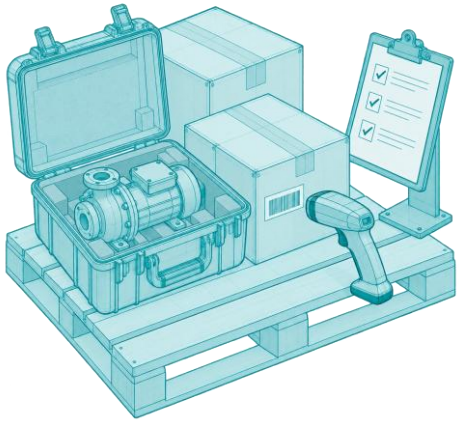
- Purchases raised across teams or sites
- Review, sourcing and authorisation stages
- Equipment, materials and operational purchases
- Repeat requirements and blanket orders
- Links to project, inventory or asset records

From disconnected records to controlled purchasing

Bring requests, supplier decisions, orders and deliveries into a process that teams can follow.

- **Consistent purchase requests**
  Capture requirements, delivery details and supporting documents in a structured requisition.
- **Clear approval progress**
  See the stage each request or order has reached and review its authorisation history.
- **Recorded supplier decisions**
  Compare quotations by price and delivery date, with responses held against the request for quote.
- **Controlled order changes**
  Route amendments through approval and retain previous purchase order versions.
- **Visibility of outstanding deliveries**
  Review quantities ordered and received, with reports for outstanding and overdue deliveries.
- **Traceable receipt and returns**
  Keep delivery discrepancies and supplier returns connected to the purchasing record.





Designed for purchasing control

FMIS supports the decisions and records behind each purchase, from the initial request through order changes and delivery.

- Configurable approval and sourcing workflows
- Supplier quotation comparisons
- Purchase orders, changes and blanket orders
- Goods receipt, returns and purchasing reports

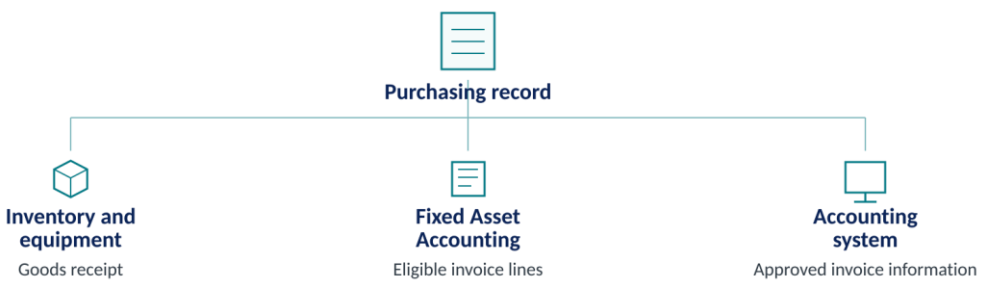
Key capabilities

- **Requisitions and approvals**
  Raise requests with item requirements, delivery details and attachments. Route them through the relevant approval and sourcing stages.
- **Supplier requests for quote**
  Invite suppliers to quote, record responses and compare prices and delivery dates before selecting a supplier.
- **Purchase order management**
  Create orders directly or from approved requisitions. Review status, supporting records and authorisation progress.
- **Changes and blanket orders**
  Manage amendments with version history. Use blanket orders for recurring purchases or agreed spending limits.
- **Goods receipt and returns**
  Record full or partial deliveries, note discrepancies and manage supplier returns, including repaired or replacement items.
- **Reporting and history**
  Review requisitions, orders, planned receipts, overdue deliveries and supplier returns, with references to the transactions.

Connected to operations and finance

Where the relevant FMIS modules are used, purchasing can draw on available inventory and create stock or equipment records through goods receipt. Eligible purchases can also be passed to the Fixed Asset Accounting in-tray during invoice matching.

Configured financial workflows can support project budgets and cost allocations, accruals, and two- or three-way invoice matching. Approved invoice information is passed to the connected accounting system. The available workflow depends on the modules and accounting interface in use.



How it works in practice

- **Raise the requirement**
  Record the required items, delivery location and supporting information, then submit the requisition for approval.
- **Source the purchase**
  Invite quotations where needed. Compare supplier responses and select the supplier for each item.
- **Approve and issue the order**
  Complete the configured approval process and send the purchase order to the supplier.
- **Manage changes**
  Authorise amendments through a change order. The order updates and its previous version remains available.
- **Receive and resolve**
  Record full or partial deliveries, note discrepancies and manage supplier returns.
- **Review purchasing activity**
  Follow outstanding orders and deliveries. Where included, match invoices to orders and receipts before posting.

"FMIS gives us much greater visibility and control across all aspects of purchasing, from initial requisitions and approvals through to goods receipt and accounts payable."

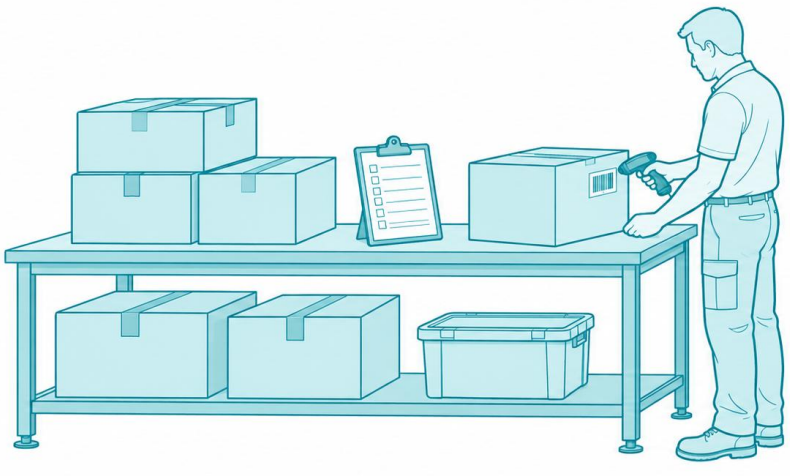
Teresa R, Director of ERP and Supply Chain Management

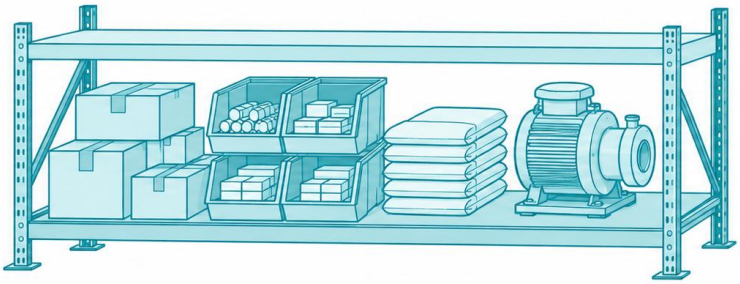
"Love that this software does all of my inventory management. Also love that when I need something special, FMIS works with us until it is delivered."

Jayne R, Purchasing Manager

"The order processing and goods receipting is easy to use for the non financial staff."

Elaine F, Finance Executive





FMIS

A complete approach to asset management

FMIS delivers a range of solutions to support asset management across finance and operational teams, with a focus on structure, accuracy and control.

More FMIS Solutions:

- **Asset Tracking**
- **Fixed Asset Accounting**
- **Equipment Maintenance (CMMS)**
- **Lease Accounting**
- **Stock & Inventory Management**

Speak to FMIS

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