



**OFSY Purchase allows you to maintain and control the complete purchasing of a Company. The features incorporated into PURCHASE make sure that they are user friendly to use with complete features of the Purchase Department.**

### · **Vendor**

The Vendor section will list out all the approved vendors and their item and item specific details.

### · **Vendor Registration**

Initially a vendor registers with the company and gives his general details to the company. Then he applies to the company to be approved for supplying an item to the company. The approval of a vendor is item specific. The approval procedure is through sample testing. The vendor supplies some samples to the Quality department of the company which then tests it and produces the result whether the item was below or above the threshold Quality.

### · **Contracts**

If we have a contract with a vendor then that information is not added at the time of vendor creation. Instead it is created through the Contracts form, which will take into consideration, the vendor name for whom the contract is created and for what items and other details.

### · **Vendor Rating Parameters**

These are the parameters on which the vendor's capability and quality of service is judged. There are two types of parameters basically. One is static meaning they have to be entered only once

e.g., vendor Reputation and infrastructure. And the other one is Recurrent parameters meaning these parameters have to be changed with every deal e.g., Quality of goods supplied. This link contains all the parameters the user has created. After creating a parameter the user can add these defined parameters for an item and assign a particular weight to it. Assigning a higher weight to a parameter means increasing its maximum marks.

### · **Purchase Request**

The purchase request is the request from other departments for a particular item or service to be provided. This will show a list of all current requests made by other departments. Only those requests that have not yet been attended will be shown. Selecting a particular request the user will be able to turn it into a Purchase Order, issue a Purchase Quote for it, view the vendors-quotes for it, cancel the request, modify the request.

Provision for raising a new Requisition is provided. A corresponding notification is sent to the concerned department that the request has either been accepted, rejected( and the reason for it) or modified .

### · **Vendor Quotations**

This will show a list of item wise vendor-quotes. A facility to view the vendor-quotes for a particular item is provided. A trace of every vendor-quote to its respective Purchase Requisition as well as the purchase quote is provided. Selecting a particular vendor-quote the user is able to accept it and generate a Purchase Order from it, keep a particular vendor-quote under negotiation, modify a particular vendor-quote, view the vendor info and cancel the quote. Once a particular vendor-quote is selected then the rest of the quotes is transferred to old documents' repository. A new purchase Quote can also be generated from here. This will automatically verify whether the corresponding request exists or not. If not then the corresponding request can be generated. .In addition to this the user is able to add a new vendor quote for a particular item.

### · **Purchase Order**

This will show a list of item wise purchase orders along with their due date, vendor, issuing department, current status (undelivered/delivered/approved/rejected/other/partially delivered etc.) The list is sorted according to the date or vendors. Selecting a Purchase Order the user will be able to view its details or cancel it(a request for cancellation should prompt whether to again convert it back to a Purchase Requisition or generate a new Purchase Order for a new vendor.)

This will done by tracing the corresponding purchase Requisition and its corresponding vendor-quotes.), modify the Purchase Order, turn the purchase Order into a return order ( based on the conditions of the purchase order) , generate Purchase Receipt for it. ( receipt can be generated only for those purchase orders which have been delivered and require no Quality check) . Also the user will be able to generate a new purchase order.

### · **Purchase Receipts**

This will contain a list of Purchase receipts generated up till now for those items whose delivery as well as Quality has been approved. This will include partial payments as well as complete payments. Selecting a particular receipt the user will be able to trace it back and also generate its continuation receipt in case of partial payments.

### · **Debit quote**

The debit quote will contain a reference of invoice as well as the original purchase order, the goods to be returned, the terms of return etc. The status field will show whether the RMA has been received or not.

### · **Debit order**

Depending on the RMA, the debit order is built. It lists the items that are to be returned and the refund procedure or the replacement schedule whichever is suitable and in accordance with the terms of the purchase order. The debit order serves as a tool to track how many items have been actually returned if the return procedure involves multiple delivery schedules.

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