



Our Software

The CAP© (for AIA Forms) Prevailing Wage Bid Tracking Job Costing Inventory Register your Product Customers Purchase Orders Accounts Receivables Accounts Payable Payroll General Ledger The Integrity System Our History

Order Online or Call Us Toll free at: 1-800-803-1315

Purchase Orders

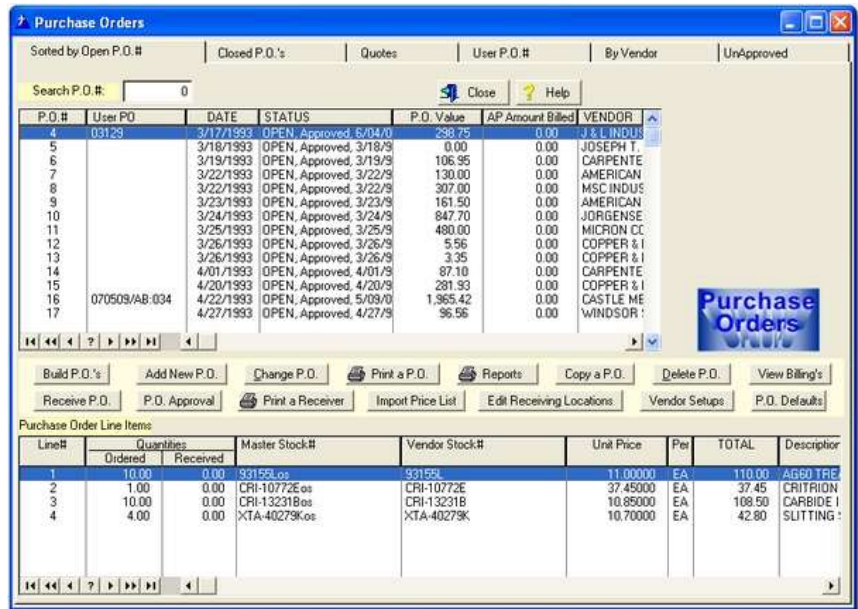
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PEM software knows how important our customers businesses are and we want to make sure that you are spending your time growing your business instead of always doing paperwork. With that in mind we have developed our products to meet and exceed our customers

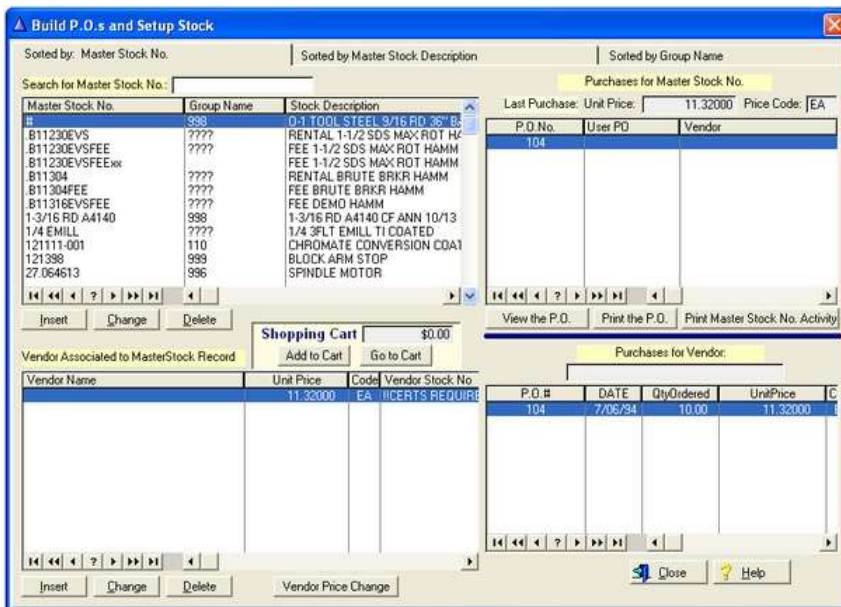
needs and expectations. Unlike most software companies our software is not designed in a box where the same thing is supposed to work for everyone. Our software has been developed and grown based on our customer's exact needs.

With all that said take a look at our Purchase Orders application software. Our Purchase Orders software comes ready to go as either a single standalone product or you can add our other application software's and have them all work together.

One of the first things you will notice is that our Purchase Orders software comes loaded with features that you just won't find anywhere else. Like most P.O. software you can Add, Change or Delete any P.O.'s in the system. When Purchase



Orders come in we have made it simple to mark them received. The system will allow the user to either receive each PO in full or specify how much to partially receive. Unlike spreadsheets and word processors our software will keep track of everything that has been done in the system. This means the system will keep track of what items are ordered and when, price changes and which vendor's parts are received from. One of the latest features exclusive to PEM's Purchase Orders software is our Build P.O.'s option.



This allows the users to select all the parts and supplies they need to order all at once. Then the user can have the system create the Purchase Orders they need based on the items selected.

By using the Build P.O.'s option users are not restricted to creating one Purchase Order at a time for each vendor used to order from. The Build P.O.'s uses our shopping cart feature to allow you to add any parts you need for any vendors you use.

This will also show the users their ordering History for each item selected. This history will include all prices for each vendor parts come from. So if you use several different vendors for similar parts the prices for each vendor will be displayed right on screen to help you decide which one to select. The order history will

also be displayed on this screen to show all past orders for this part by the selected vendor. PEM knows from experience how different vendors all use different Part No's for similar parts. With our software you are free to enter your Name, Number and description for

each part as well as the vendors. This way when looking through the system to order the parts needed you only have to know what you call the part and not what each vendor labels the parts as. When you create your Purchase Orders the Vendors number will be printed on the P.O.. When the items arrive and they are received the system will show you both part or Stock #'s to make it easy for you to receive your items.

Creating / Changing / or Approving P.O.'s

As you are Adding or Changing any Purchase Orders in the system the software will keep track of everything for you. If you enter a **Stock** or **Part #** that does not exist in the system already the software will create it for you. The software will also add that part to your Master list

and assign it to the selected vendor. This is all done as you create the Purchase Order.

When creating or changing a purchase order the system will give the user the option to copy a P.O., or to Replicate lines on the P.O. . There are spaces on each line to enter remarks about that line. There are also spaces on every single Purchase Order to enter remarks that will print out on the P.O.'s.

The **Purchase Order Approval** process is another feature included with our software. This feature makes it so the system requires an managers approval before a Purchase Order can be submitted. If the approval feature is turned on then any Purchase Order that is created but not approved yet will have the words "**NOT APPROVED**"

printed across it. This will stay on each Purchase Order until an Approving Manager or Officer goes in and marks each Purchase Order approved. With our Integrity front end it is easy to setup security and user profiles to make it easy to keep track of who is creating Purchase Orders and who is allowed to Approve them.

Setting Defaults

Within our Purchase Orders software we have a defaults menu that sets all the major options for working within our software. From the

Defaults menu you can setup defaults like P.O. Remarks, which paper format you want your P.O.'s to print in. Whether you want to print in Portrait or Landscape format. Type in the name of the signatory person on each P.O. . As well as import your company logo.

With our Purchase Orders software you can import your company logo as jpg file and have that print out at the top of each Purchase Order. You are free to change your logo at any time or just remove it if you do not wish use it any longer.

With the choice of Vertical or Horizontal paper orientation our software lets our users decide. Choose which format to present Purchase Orders in. This option can be changed at anytime, giving our users the choice.

Along with being able to print out your Purchase Orders our software also comes complete with additional **Reports** to choose from. These reports

range from viewing all Purchase Orders by their status. Choose from **Open**, **Closed** or **Quotes**. There is also a report to show the Stock #'s that have been entered in the system. Choose which vendors to include and whether to print their information as either detail

or summary for each vendor.

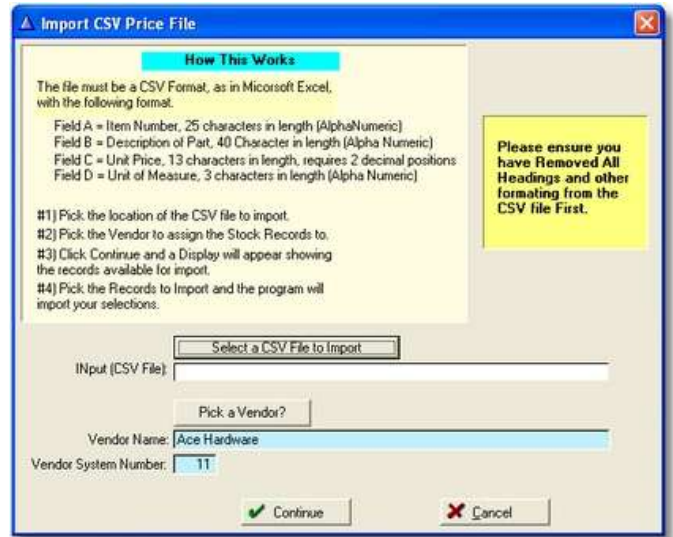
Import Price List

We all have our price or parts lists that we keep track of. And we know that our customers have been receiving goods prior to getting our software. So because of this we have added the ability to import your Items into Purchase Orders as a CSV file. This is basically an Excel spreadsheet that will have all your items listed on it.

Instead how having to type all that information in by hand. If you have it saved to a spreadsheet already then you are just a couple of clicks away from importing all that right into the system.

Our Purchase Orders software is also designed to work together with our other software applications. You can add them at any time and share information across each application. Easily build an Accounts Payable invoice based on a Purchase Order created. Automatically receive items into Inventory as they are mark received on any P.O.'s

in the system. Add our Job Costing software and cost the expense of every part on each Purchase Order out to as many Jobs as needed. Just take a look and see what our programs can do for your business. Give us a call today and talk to our of our Sales team and see how we can help you focus on growing your business instead of making sure all the paper work is completed.



Our Software

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