



DATA SHEET

Infor SunSystems Purchasing

Complete oversight on purchasing activities to improve control and reduce costs

Infor SunSystems® delivers powerful tools to manage and simplify your purchasing processes. Our solution is highly configurable and gives you the ability to analyze and report on a comprehensive database of supplier information in order to improve your buying power.

The purchasing module includes purchase order entry, PO confirmation, print purchase orders, goods receiving, AP invoice entry, and invoice matching.

It also includes flexible purchase cycles, extensive user-defined analysis fields, and numerous user-defined value calculations.

The purchasing module provides components for purchase invoicing, purchase management, and budget and commitment control—as well as options for advanced pricing and product profiles that deliver profiling specifically for suppliers. The module also allows for real-time financial ledger updates.

Support your digital transformation

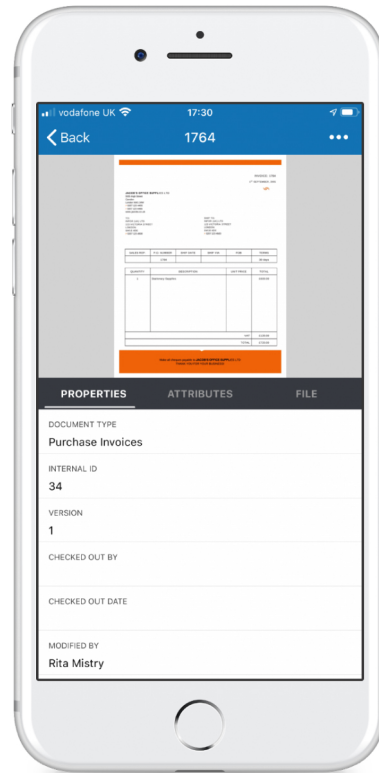
- Infor OS serves as the underlying technology platform of Infor SunSystems—ensuring that systems work seamlessly together
- With a modern, conversational user experience, the purchasing module is more intelligent, intuitive, and delivers greater value
- The solution is cloud-enabled to react quickly to ever-evolving industry and market changes

Purchase order entry

- Enter, amend, review, and delete purchase orders and returns
- Use units of measure and UOM conversion
- Process by individual lines
- Set operator permissions on actions
- Take advantage of commitment checking and budget checking; standard, scheduled, blanket, pre-paid, and back-to-back orders; and direct invoice entry
- Match multiple and part orders to single invoice lines
- Approve multi-level purchase orders/invoices, using amounts, quantities, items, projects, and cost centers
- Set re-approvals if an order is changed, as well as approval tolerances on values

Purchase processing

- Sequence or eliminate various purchasing stages to match business needs
- Set up hard or soft budget and commitment checking and report on excess purchase invoice spend against budget
- Create security-based views per user, with extensive drill-paths to associated information
- Set up automated procedures to select or print purchase orders, and match invoices and goods receipts
- Take advantage of full three-way matching
- Use the receipt note functionality to track goods, services, and non-stock items
- Perform receipting using inspection locations and receipt transfer to permanent stocking locations
- Avoid arbitrage differences between currencies that can occur from successive conversions with a flexible conversion process
- Hold invoices in their actual value according to the time they were created at a user-defined rate in up to three currencies



Mobile purchase requisition transaction approvals on an iPhone.

Supplier management

- Search an extensive range of data per supplier
- Review supplier performance analysis for price, delivery dates, and quality
- Perform analysis on a wide range of performance statistics

Pricing management

- Use sophisticated and flexible pricing capabilities for structured price bands
- Set up a price book hierarchy of up to 10 levels for complex requirements
- Take advantage of user-updateable purchase prices
- Maintain approval hierarchies, showing IDs, limits, and criteria

Reporting on purchasing

- Gain access to reports through the user's defined view or directly from menus
- Create standard reports on supplier listings, invoices by line detail, commitments, purchase order status, and order amendments
- Perform simple and rapid reporting in any combination of currencies
- Set up statistical declaration reports as required by European tax authorities

Integration

- Create custom workflows and alerts via Infor OS integration
- Import purchase orders, goods receipt notices, and invoice information from external sources
- Export purchase orders for use elsewhere
- Map values from a movement or transfer to the ledger
- Leverage integrated mobile functionality

Complementary solutions

- [Infor SunSystems eBook](#)
- [Infor SunSystems Sales Order Management overview](#)
- [Infor SunSystems Inventory overview](#)
- [Infor SunSystems Query and Analysis overview](#)

Extend your purchasing control

You can increase purchasing control with Infor® SunSystems and its web-based, end-to-end, procure-to-pay capabilities that support centralized and decentralized purchasing, purchase requisitions, orders, contracts, receipts, and invoice processing and reconciliation.

