QuickFlora Purchase Order Management

This is an introduction and overview to the FLORICA purchase order management system.

Features and Benefits

- Consolidate all company purchases in one place, accessible to everyone (having roles assigned) online.

- Buy more efficiently with better, real time data from vendors.

- Stay within Budgets for each product group and location.

- Receive shipments on tablets. You can receive using bar code readers, if vendors feed with shipment info.

- Account for any adjustments before payment is issued.

- Real Time Reports on all purchases.

- Event and Wedding Purchases all visible to company buyers.

- Manage all standing orders with farms.

Purchase Order Processing Setup

- Load all items to be purchased (hard goods and fresh goods).
- Categorize Items into logical groups.
- Load all vendors and contact information.
- Load trucking schedules.
- Load authorized users.
- Schedule a starting inventory count.
- Load starting inventory into the system.
- Load all standing orders into the system.

Transfer Processing Setup

- **Create transfers for each location.**
- **Print the transfer detail for the pick person.**
- **Pick the transfer products.**
- **Schedule shipment using Non-order stop.**

Buyer Maintenance

Buyers must maintain:
- Item List
- Trucking Schedules
- Authorized Users

Company Policy Outline

1. No fresh and hard goods purchases are to be ordered without being put into the system the same day.

2. The agreed upon price should be on every PO issued.

3. All items purchased MUST exist in the system prior to purchase. Also they must be defined with UOM and Pack size.

4. Recipe lists for all arrangements should be loaded into the system.

5. All standing orders for fresh goods should be loaded into the system.

6. GL codes for all items should be present.

7. Receiving Adjustments need to be filed the SAME DAY received.

8. Vendors must confirm the receipt of purchase order using the link within the PO email.