Purchasing with SDScribe™

I. Working with purchases - an overview

This section of the program allows you to create purchase records for the ingredients and parts that you will need to produce batches of your products.

The Purchasing section is part of the SDScribe™ Inventory/Production Manager, an optional feature of the program. You can create a purchasing record, but without the supplementary license you won't be able to save it.

There are four approaches to using the section:

1. Create **individual, blank purchase records**. Click on the **[N]ew purchase** button on the Purchases browse list (Fig. 1), and select **New blank purchase**. From the data entry form, enter the ingredients and/or parts that you require in the item list.

2. Create **multiple purchase records**, based on whether your current stock levels for individual Substances and/or parts has fallen to or below defined reorder levels. Click on the **[New] purchase** button on the Purchases browse list, and select **New purchases for items at or below reorder levels**.

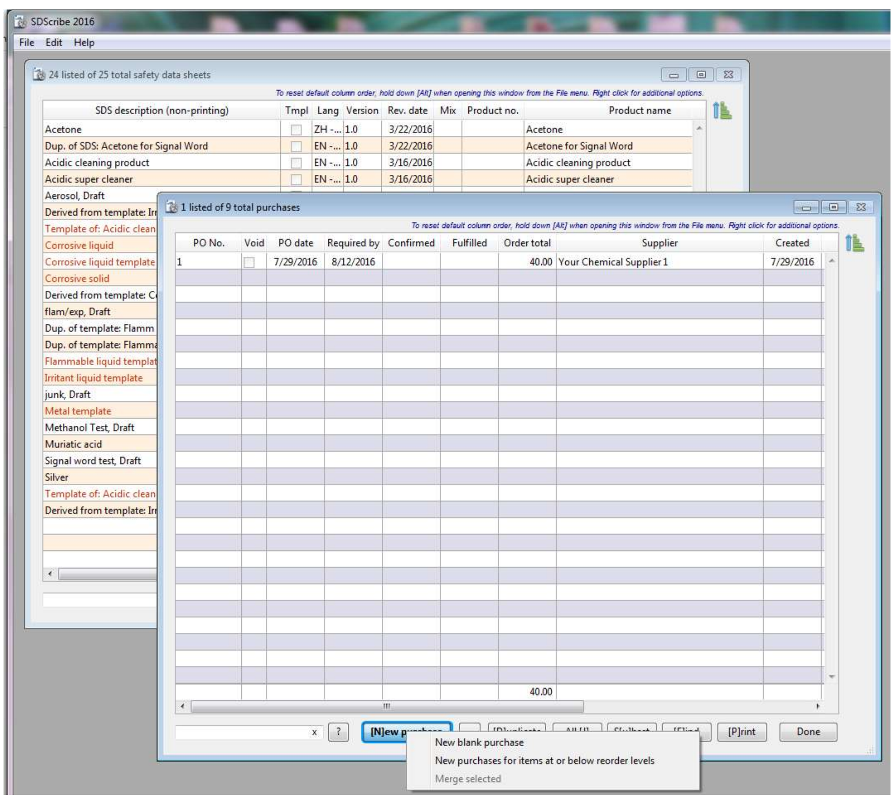

Fig. 1. Creating a new purchase from the Purchases browse list.

The program will find all Substance and part records at or below reorder levels, and group the associated ingredients and/or parts together into purchase records for each common supplier. For Substances or parts that are not associated with a supplier, the program will create individual purchase records for each ingredient or part.

Once the purchase records appear in the Purchases browse list, you can highlight two or more and combine them together into one purchase for multiple items: click on the **[N]ew purchase** button and select the **Merge selected** menu item.

3. Create a purchase record from a **selection of Substance records**. From the **Substances browse list**, select (highlight) the Substance(s) you wish to purchase, and then select **Create purchase from selected Substances**, from the drop-down menu next to the **[P]rint** button (Fig. 2). You can also right click on the highlighted record(s) to use this feature, but be careful not to de-select some of the highlighted rows.

   The program will create one purchase record containing ingredients for the highlighted Substances, and open it for you to edit.

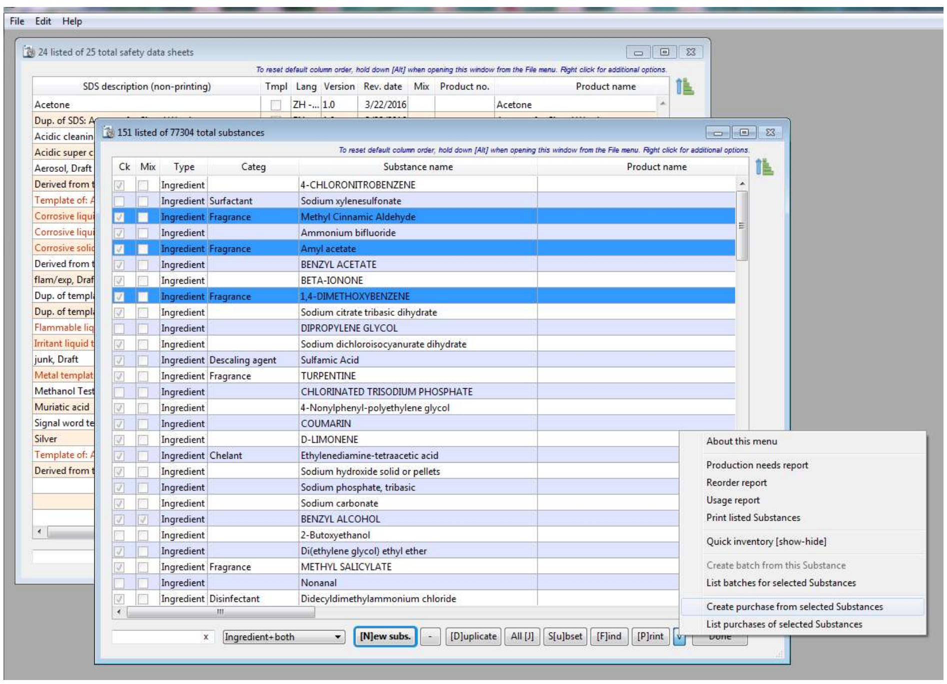

Fig. 2. Selecting Substances to purchase, from the Substances browse list.

4. Create a purchase record from a **selection of part records**. From the **Parts browse list**, select (highlight) the part record(s) you wish to purchase, and then select **Create purchase from selected parts**, from the drop-down menu next to the **[P]rint** button (Fig. 3). You can also right click on the highlighted record(s) to use this feature, but be careful not to de-select some of the highlighted rows.

   The program will create one purchase record containing parts for the highlighted items, and open it for you to edit.

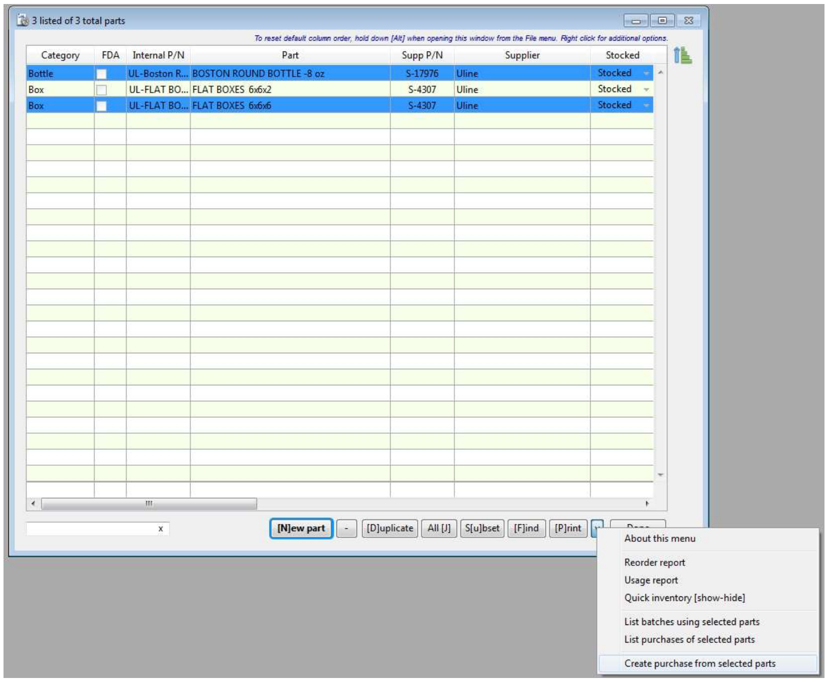

Fig. 3. Selecting parts to purchase, from the Parts browse list.

II. Suppliers, unit pricing, and units of measure

To make the most of the Purchasing section, you should associate parts and Substances that you use frequently with a **supplier**. While you are editing a Substance or part record, if you enter a supplier that the program does not recognize, it will prompt you to create a new supplier record (Fig. 4).

Supplier information for a Substance appears in the lower-middle section on the Identification tab, of the Substance data entry form.

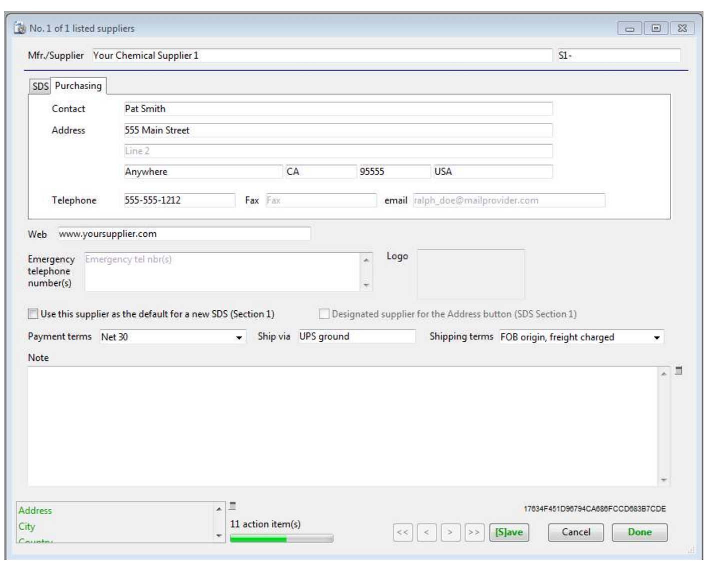

Fig. 4. Creating a supplier record.

Additionally, consider entering the **supplier's unit prices and quantities** for each Substance (Fig. 5) and part (Fig. 6). In the case of parts, there is also a provision for volume discounts at specified order levels (the list at lower left on the part data entry form).

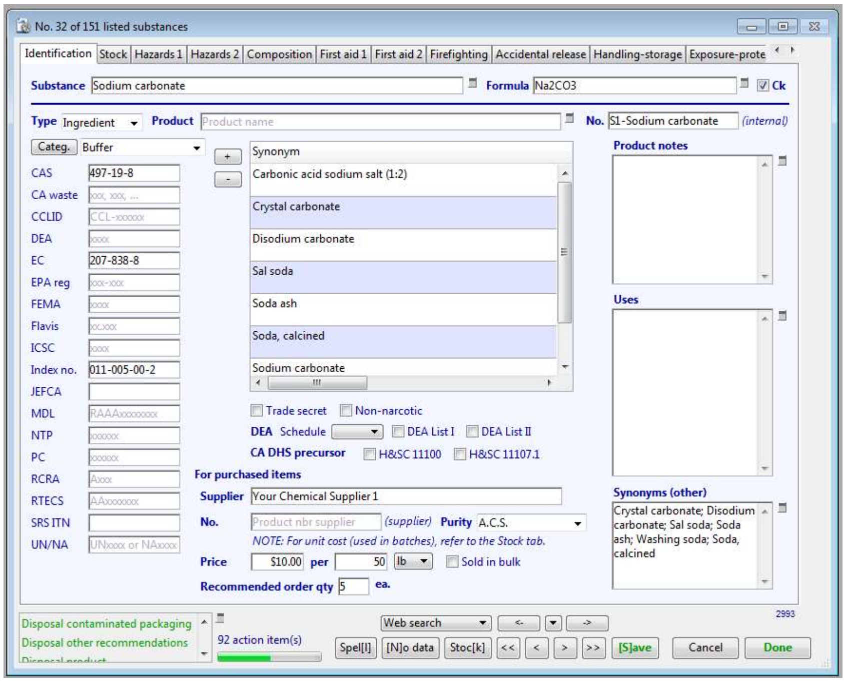

Fig. 5. Substance record with supplier information.
(NOTE: The internal reference number in this example is: "S1-Sodium carbonate", shown at upper right.)

The **units of measure** associated with **stocking** a Substance or part may differ from the units of measure for **purchasing** the same item.

For example, you might have 250 pounds total of sodium carbonate in stock, but you might actually purchase the material in 50-lb bags. Or you could have 25 liters on hand of a buffer which you purchase in half-liter bottles; in this case, in terms of purchase units, you might at present have 50 half-liter bottles.

In the case of **parts**, the purchase unit is always **one package**. Some parts are sold as one per package, so the unit price and the per-package price will be the same. In other cases, the parts might come 12 to a package, or 250 per package.

Both the Substance and the part data entry forms allow you to enter unit size and pricing. In the case of the Substance, the entry area is at the bottom center of the first (Identification) tab. For the part, it's the **per package price**.

When you revise the seller's unit price for a Substance, the program will calculate the equivalent price in stock units (on the Stock tab). If the calculated price differs from the entered price, then the program will ask whether it should revise the stock price.

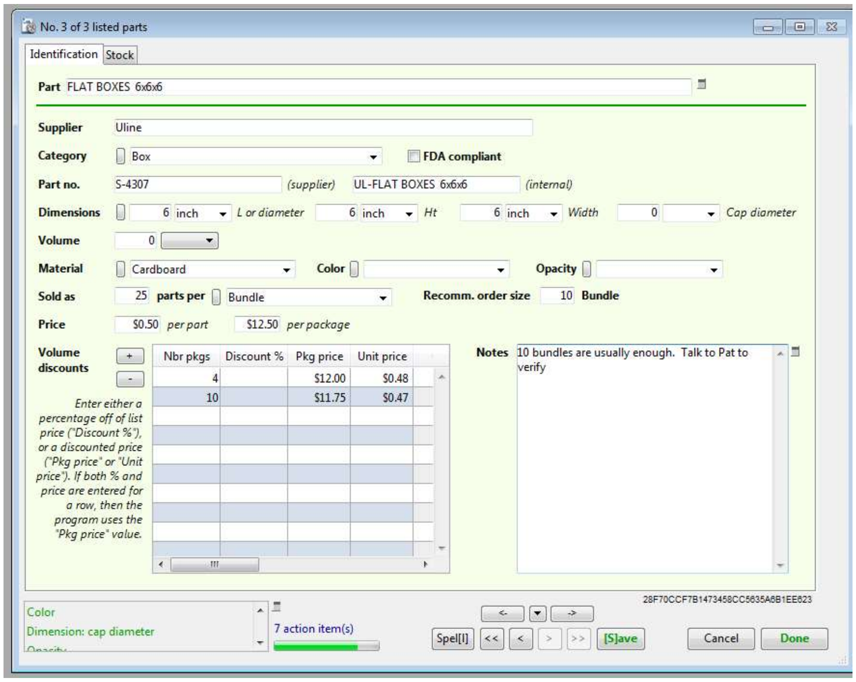

Fig. 6. Part record with pricing data entered.

Purchase data entry form highlights (Fig. 7)

PO no. **-** Enter a purchase order number that is unique to this purchase. You do not need to assign a PO number to save the purchase record, or before being able to print. However, you won't be able to designate the purchase as fulfilled without a PO number.

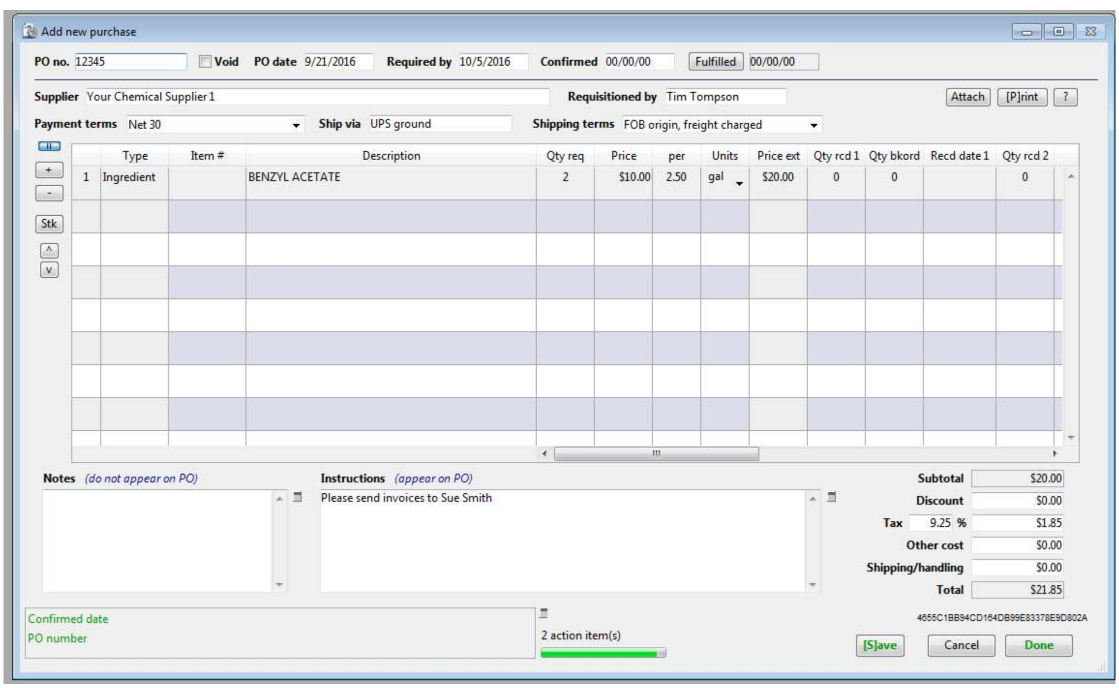

Fig. 7. Purchase data entry form.

Void (check box) - Indicates that the purchase has been voided. A purchase can be voided only if none of the items in the purchase have been received or placed into stock. A purchase that has a fulfilled date (i.e., it's been marked as fulfilled) cannot be voided.

When a purchase record is marked as void, the program saves it with its current field contents. At this point, the **[S]ave** and the **Done** buttons will be disabled, and any further modifications you make to the record cannot be saved. A purchase cannot be un-voided. However, voided purchases can be deleted from the browse window.

PO date - Generally the date on which you assign the purchase order number. Can also represent the date that you send a purchase order to the supplier.

Required by (date) **-** The date on which you would like the purchase to be fulfilled by the supplier.

Confirmed (date) - The date on which the supplier confirms receipt of a purchase order.

Fulfilled (button and date display) - A blue ("pressed") Fulfilled button and a visible date indicate that the supplier has sent all items that will be sent, i.e., no other shipments are expected.

To be marked as fulfilled, the purchase:

- Must not have been voided;
- Must have a PO number and date;
- Must have payment terms, shipping terms, and ship via information;
- Must have a supplier;
- Must have a "requisitioned by" name and a required-by date;
- Must have items listed to be purchased, and at least some of these items must have been received.

If the number received of some items does not match the number requested, the program will identify the discrepancies, and ask you whether you still wish to mark the purchase as fulfilled.

Once a purchase is marked as fulfilled, you can no longer change quantities of items requested or received, or the unit quantity of the items. Nor can you add new purchase items or delete existing ones. Fields such as the PO number, dates, supplier, requisitioned-by person, payment terms, ship via, and shipping terms will no longer be enterable.

You will still be able to vary the unit pricing for items, the discounts, tax rates, shipping/handling, and other costs, however. You can also move received items in or out of stock.

You can **un-fulfill a purchase record** by clicking again on the Fulfilled button when it is "pressed" (blue color).

Supplier - Name of the supplier/vendor to whom you will send the purchase order. You can enter a supplier name; a supplier code (an internal identification number for the supplier); a portion of the address; the telephone or fax number; the word "default" (the "Use this supplier as the default..." check box on the supplier data entry form); or the word "designated" (the "Designated supplier for the address button..." check box on the supplier entry form).

If the program finds one or more suppliers matching your entry, it will ask you to confirm the supplier record to be used. If the program cannot find the supplier, it will ask whether it should create a new supplier record ("Could not find a supplier with that name. Add as new?").

When you associate the purchase with a supplier record, the program will copy over the full supplier name. If the supplier record includes default payment terms, shipping terms, and/or ship via information, then the program will copy those items onto the purchase, as well.

Requisitioned by - Name of the person initiating the purchase record.

Attach (button) - Clicking on this button allows you to attach a scanned document on disk to the purchase record. The document might be a faxed or emailed confirmation, a packing slip, a bill of lading, an invoice, or some combination of these items. The document can be in a graphic format or in pdf format. Other document types can still be attached, but might not be viewable. Only one document on disk can be attached; attaching a second document will replace a previous attachment. When a document is attached, the "Attach" button text is orange.

[P]rint (button) - Clicking on this button causes the program to generate a printed purchase order form (Fig. 8).

YOUR LOGO HERE

PURCHASE ORDER

PO No. 12345
Date 9/16/2016

Acme

Attn: Sue Smith
1234 Main Street
Any City, Any State 55555
Tel: 555-555-1234

VENDOR
Your Chemical Supplier 1
Pat Smith
555 Main Street
Anywhere, CA 95555 USA
Tel: 555-555-1212

SHIP TO
1234 Main Street
Any City, Any State 55555
Tel: 555-555-1234

Requisitioned by	Required by	Ship via	Shipping terms	Payment terms
Tim Tompson	10/5/2016	UPS ground	FOB origin, freight charged	Net 30

Qty	Item #	Description	UM	Unit price	Extension
2		BENZYL ACETATE	2.5 gal	10.00	20.00

Please send invoices to Sue Smith

	Subtotal	20.00
	Discount	0.00
9.25%	Sales tax	1.85
	Other cost	0.00
	Shipping / handling	0.00
	Total	**21.85**

Authorized by   Date

Fig. 8. Example of a printed purchase order form.

Before you print purchase orders, you may want to complete your billing and shipping addresses in Preferences (File menu -> Preferences), as these items will appear on the printed form.

If **sales tax** or **default purchase order instructions** are relevant in your situation, you can also enter these items in Preferences (Fig. 9). To be included, however, sales tax and instruction preferences must be entered **before the purchase record is created**.

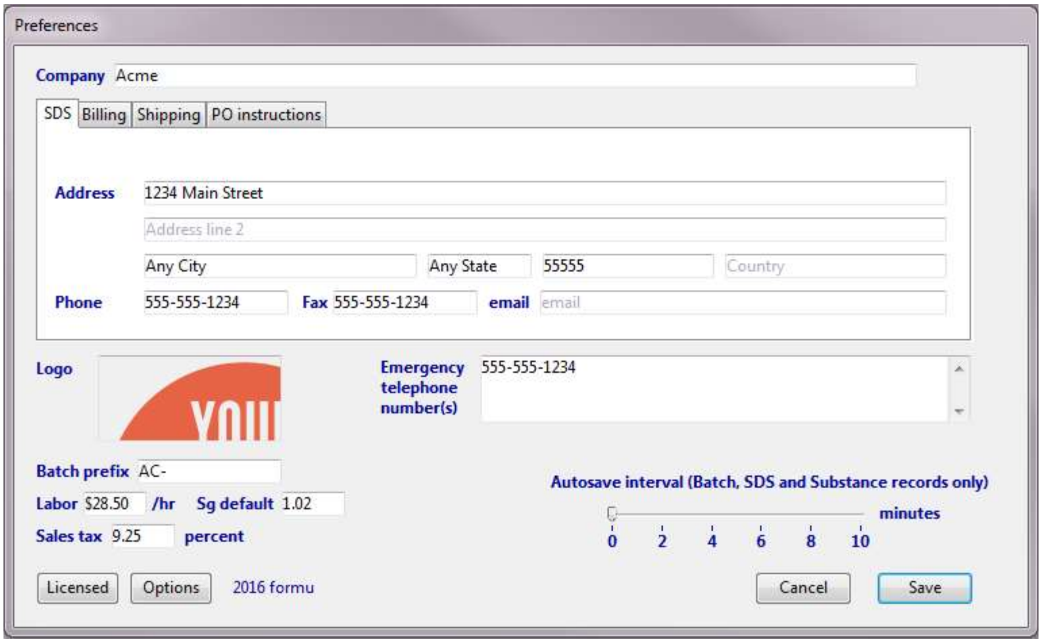

Fig. 9. Sample preferences showing a billing address and default sales tax rate.

Payment terms - Terms of payment that the supplier has negotiated with you; or the terms that the supplier accepts in general for customers. May be copied from the Suppliers section of the program, if you have entered them there as defaults for this supplier.

Ship via - The intended shipping carrier and rate/class for sending the order from the supplier to you. May be copied from the Suppliers section of the program, if you have entered it there as a default for this supplier.

Shipping terms - FOB and freight payment terms that the supplier has negotiated with you; or the terms that the supplier accepts in general for customers. May be copied from the Suppliers section of the program, if you have entered them there as defaults for this supplier. For some shipping terms, it may be inappropriate to add shipping/handling charges into the purchase record.

III. Purchase items (table and associated controls)

The table which occupies most of the purchase data entry form (Fig. 7) lists **parts and/or ingredients to be purchased** with this purchase record. Except when the order is voided or marked as fulfilled, the columns with alternate **colored-and-white** banding are **enterable**, usually by "slow clicking" (a slow double click) into the cell that you wish to edit. Columns with **light-gray-and-white** banding are **non-enterable**.

[||] (button) - When depressed (shown in blue), this button "freezes" the first four columns so that they don't scroll horizontally with the rest of the columns. Allows you to see the purchase item descriptions regardless of horizontal scroll position.

[+] (button) - Click on this button to **add an ingredient or a part**, as a new row in the table. The button displays a menu, prompting you to either add a part or to add an ingredient.

You can also:

- Double click below the last item in the table;
- Right click on any row and select "Add an ingredient" or "Add a part"; or
- [Alt]-double click anywhere among the rows (whether occupied or not).

[-] (button) - Click on this button to **delete** one or more ingredients and/or parts from the list. One or more lines must be selected (highlighted) by clicking, [Shift]-clicking, or [Ctrl]-clicking. You cannot delete items that have already been received in any quantity.

[Stk] (button) - Click on this button to **place items into stock, or remove items from stock**. You must have received one or more items in the "Qty rcd 1", "Qty rcd 2" columns. If you are placing items into stock, the total quantity in these two columns must be more than the quantity already placed into stock ("Qty to stk" column).

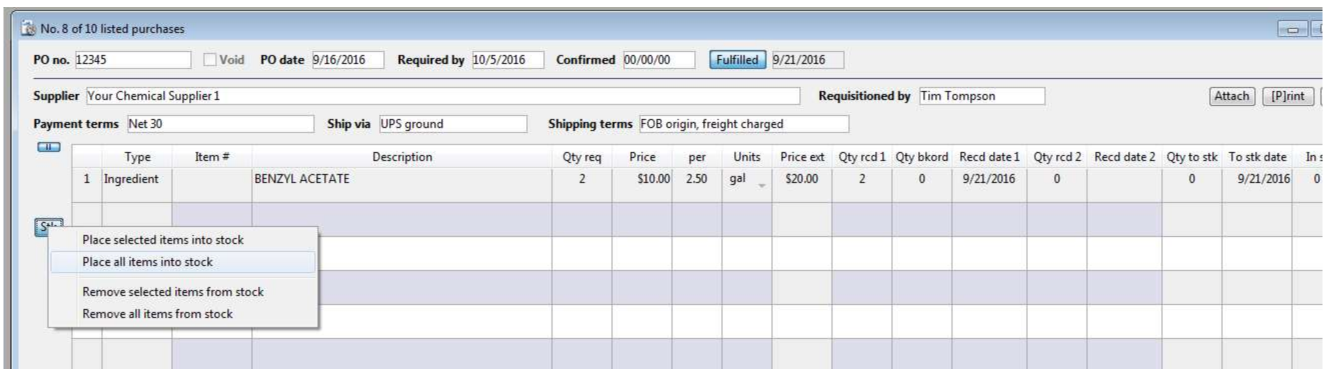

Fig. 10. Placing received items into stock.

[^] and [v] (buttons) - Click on one of these buttons to move a highlighted purchase item (ingredient or part) up or down, to change the order of appearance of items in the list.

Type (column, non-enterable) - When you add a purchase item, the program will display either "Part" or "Ingredient" here, depending upon which type you selected with the [+] button.

Item # (column, enterable) - For ingredients, enter the chemical name, CAS number, or some other identifier. If the program cannot find the ingredient among existing Substance records, it will ask whether you wish to add it as a new Substance record.

For parts, enter a part name or a part number (internal or supplier's). If the program cannot find the part among existing records, it will ask whether you wish to create a new part record.

Once you have **received** a shipment of the ingredient or part, you can **no longer change** the item number or the description (the next column).

Description (column, enterable) - This column works in the same manner as the **Item #** column. Once there is a link to a Substance or a part record, the **Item #** column will contain the supplier's code for the item (where available), and the **Description** column will contain the ingredient chemical name or the part name.

Qty req (column, enterable) - The quantity of the ingredient or part requested of/required from the supplier. If you have entered a default purchase quantity in the associated Substance or part record, then the program will insert the default quantity when you associate the purchase item with the Substance or part record. However, you can edit the quantity as you wish.

Price (column, enterable) - The seller's unit price of the purchase item. If you have entered the seller's unit price in the associated Substance or part record, then the program will insert that price when you associate the purchase item with the Substance or part record. However, you can edit the price as you wish.

Part records also allow you to enter volume discounts, based upon purchasing at or above a certain quantity of packages. Accordingly, the program will offer to revise the part unit cost if you enter a quantity (in the **Qty req** column) which causes the pricing tier to change.

per and **Units** (columns, enterable) - These columns define the seller's unit quantity of the ingredient or part to be purchased. For ingredients, the supplier might offer (for example) a 2-liter bottle of the ingredient for a price of $4.50. In this case, the unit price (**Price** column) would be $4.50; the **per** column would contain the numeral "2"; and the **Units** column would contain the symbol "L", for liters.

In the case of a part, the **per** column **always** contains the numeral "1", and the **Units** column **always** contains the abbreviation "pkg" (for package).

Price ext (column, non-enterable) - This column contains the product of the quantity requested (**Qty req**) and the unit price (**Price**).

Qty rcd 1 (column, enterable) - The actual quantity of the ingredient or part received in the first shipment from the supplier. The number you enter here can be larger than the quantity requested (for example, the supplier made an error in shipment). However, the sum of the quantity in this column and the quantity received in subsequent shipments (**Qty rcd 2**) *cannot be less than the quantity already placed into stock* (**Qty to stk**).

Qty bkord (column, enterable) - The quantity of the ingredient or part on backorder, i.e., not in the first shipment from the supplier. If the backorder and subsequent shipment (**Qty rcd 2**) quantities are zero, and the quantity in the first shipment (**Qty rcd 1**) is less than the requested (**Qty req**), then the program will enter the backorder as the difference between the requested and first shipment quantities. However, you can change the quantity backordered as you wish.

Recd date 1 (column, enterable) - The date on which the first shipment arrived. If the date is blank when you enter the quantity received (**Qty rcd 1**), then the program will enter today's date. However, you can change the date as you wish, as long as it is not after the subsequent shipment date (**Recd date 2**).

Qty rcd 2 (column, enterable) - The actual quantity of the ingredient or part received in all shipments from the supplier subsequent to the first. The number you enter here can be larger than the quantity requested (for example, the supplier made an error in shipment). However, the sum of the quantity in this column and the quantity received in the first shipment (**Qty rcd 1**) cannot be less than the quantity already placed into stock (**Qty to stk**).

Recd date 2 (column, enterable) - The date on which the last of any subsequent shipments arrived. If the date is blank when you enter the quantity received (**Qty rcd 2**), then the program will enter today's date. However, you can change the date as you wish, as long as it is not before the first shipment date (**Recd date 1**).

Qty to stk (column, non- enterable) - The quantity of the ingredient or part that has been placed into stock by using the [Stk] button. This quantity cannot exceed the total quantity received (the sum of the values in the **Qty rcd 1** and **Qty rcd 2** columns).

To stk date (column, non- enterable) - The most recent date on which you used the [Stk] button to add or remove quantities of the purchase item to/from stock.

In stock (column, non- enterable) - The total amount of the ingredient or part in stock. For ingredients, the units of measure are the **inventory units** (a real number, such as liters or lbs. weight) rather than the purchased unit (a whole number, such as 2-liter containers). For parts, the units of measure are **ea** (each, or individual parts), rather than **pkg** (a package of parts).

IV. Other fields (below the table) and associated controls

Notes - Miscellaneous information concerning the purchase record. This information will not appear on the printed purchase order. The program enters a date/time stamp here if you mark the purchase record as fulfilled or as voided.

Instructions - Miscellaneous information that you wish to appear as instructions for the supplier, on the printed purchase order. If you have entered default purchase order instructions (in Preferences under the PO instructions tab, Fig. 9), then those instructions will appear here when you create a new purchase record.

Subtotal (non-enterable) - The sum of the extended prices (**Price ext** column) for the purchase items.

Discount - A cash discount subtracted from the subtotal of the purchase items.

Tax (two fields) - Sales tax to be applied to the purchase. If you enter a value in the percentage field (immediately after the **Tax** label), then the program will always calculate the tax from the subtotal of the purchase items. If you leave the percentage field at zero, then you can manually enter a cash value for sales tax, in the second field.

Other cost - A miscellaneous amount that should be added to the total cost of the purchase.

Shipping/handling - An amount that should be added to the total to cover shipping and handling. You may want to verify the shipping terms for the order before including the cost of freight in this field.

Total (non-enterable) - The sum total cost for the order.