

You should already have your Purchase, Manufacturer, and Product groups set up for every vendor you purchase goods from.

When setting up your inventory you should determine 3 things:

- 1) Who do I buy it from MOST of the time?
 - a. This is your purchase group.
- 2) Who is the manufacturer of the item?
 - a. This is your Manufacturer group.
- 3) How do I want to see it reported on my monthly Sales Analysis?
 - a. This is your Product Group which deals with your G/L's.

Then you create an Alt. Supplier record referencing the item you wish to purchase under a different Purchase Group. On the occasions that you buy from another vendor their part numbers will appear on the PO, instead of the current vendor.

Alt Supplier file is used for those parts that you sometimes buy from more than one supplier. In all cases (Normal supplier or alt. supplier) you should be printing a "work" copy of the purchase order and faxing it off to the vendor asking for pricing and availability. When they return it, you go back to the purchase order and change any costs that differ. If the order is being placed for the "normal" vendor, you should also go into inventory maintenance and update the cost so the next PO placed will be correct. If this is for the "sometimes" vendor, then you should change the cost in the "work" purchase order. By checking before you release the purchase order, you make sure that the cost is going to match the invoice the supplier is going to send you. It also makes sure that the FIFO layer cost is accurate, so any sales that relieve the layer do so at the proper cost.

*Purgrp: _____

*Our Item number: _____

Vendor Item number: _____

Vendor Divisor(7.2): 0000000 U/M: Use MFG price diskette? N