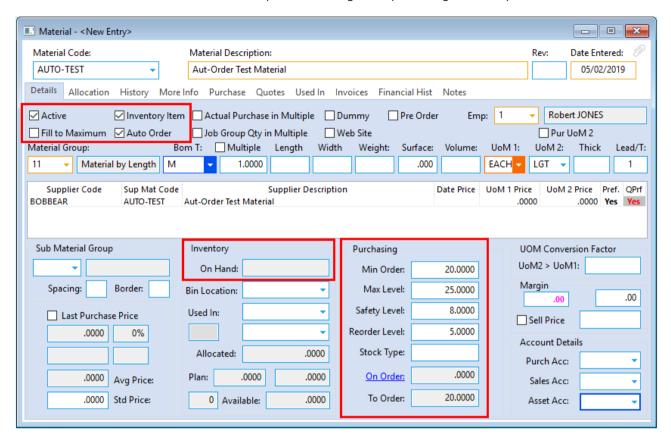
Material Auto Order

Overview:

Material Auto Order is set-up in the 'Material Details' window. Inventory materials set to 'Auto Order' will be displayed in the 'Material Auto Re-Order List' to enable companies to manage their purchasing. See example below.



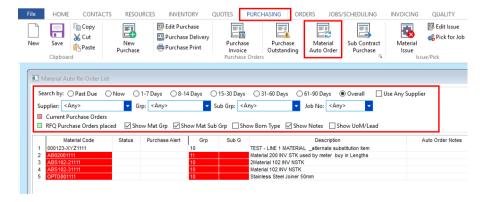
From the OPTO ribbon, select the 'Purchasing' tab and click on the '

Open the Purchase module and then click on the 'Material Auto Order' icon to display the 'Material Auto Re-Order List'.

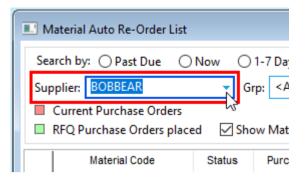
Refresh the information in the following two ways -

- a. **Click** on one of the radio buttons at top of the window. This will display only the materials that are required within the period.
- b. **Click** the green **Refresh** icon at far top right hand side of window to display the overall materials that are due to be ordered.

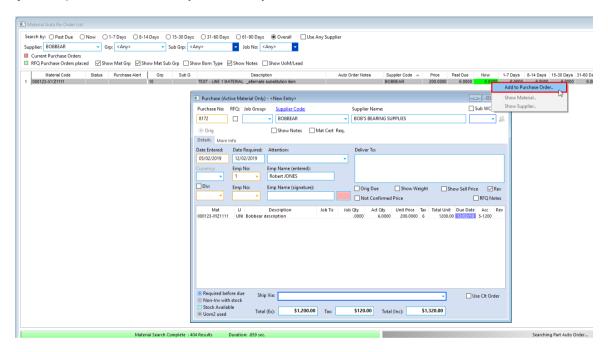
The list can be refined by using the drop-down menus or tick-boxes.



To generate a purchase order for a supplier for multiple items, **click** on the 'Supplier' drop-down list and select a supplier.



Only materials ticked for auto order for that supplier will be displayed. In the Columns "Now" through to "Overall", **click** on the quantity shown for the required material to be added to a purchase order. (For this example the "Now" column has been used, the quantity will change to green in that cell. When all items to be purchased are selected, **right-mouse-click** to display options list, then **click** to select the "Add Selected Material to a New Purchase Order" Option. A new purchase order will be opened and the selected material will be added to the order. Process the purchase order in the normal way and adjust the quantities in the "Act Qty" as necessary. **Press** <F9> to save.



To print **click** on the 'Print' icon on the top right side of the 'Material Auto Re-Order List' window to display the 'Print Table Data' window. Select or de-select tick-box options and **click** on 'Print'.