



## BellHawk Data Sheet PO Module for Purchase Order Receiving

The base BellHawk materials tracking system (MTS) and Job and Materials Tracking System (JMTS) allow users to record the receipt of materials from suppliers. Essentially this is a material entry with the selection of the supplier and the entry of a tracking number, such as a PO number, as a text field.

The Purchase Order (PO) module expands upon these capabilities to enable:

1. The entry of purchase orders for inventoried items plus non-inventoried items, such as shipping charges, and the creation of purchase orders in PDF format for mailing or Emailing to suppliers.
2. The entry of multiple supplier bill-to and ship-to addresses.
3. Conversion between supplier part numbers and host-company part numbers, including conversions of quantities.
4. The entry or import of advanced shipment notice data for the receipt of customer owned materials as well as purchased materials.
5. Generation of barcoded receiving sheets to make it easier for receiving personnel to receive materials by scanning the PO number and PO Lines.
6. Using mobile devices to record the receipt of materials against purchase orders or advanced shipment notices. This simplifies the receipt of materials as it minimizes required data entry.
7. When used in conjunction with the weighing scale module can be used to weigh incoming materials and to determine estimated quantities based on the net weight.
8. When used in conjunction with the TAG barcode scanning option, PO can be used to print tracking barcode labels with human readable information for attachment to incoming materials.
9. Can track the receipt of sequences of containers and generate sequenced labels for each container as they are received.
10. Editing and approval of each receipt before export to an ERP or accounting system. This includes the ability to edit the cost and quantity of non-inventoried items on the PO, such as shipping charges.



In addition, this module gives the ability to track the status of purchase orders, advanced shipment notices and receipts against those orders in real-time.

This module is required if purchase orders are to be imported into BellHawk from another system, such as an accounting, ERP, MRP system. It can be used in conjunction with the User Defined Parameter (UDP) capabilities of MTS and JMTS to enter and receive purchase orders for common part numbers with different sizes, dimensions, colors and markings.

For more information, please see [www.BellHawk.com](http://www.BellHawk.com).