

# Centrally manage purchasing, inventory, facilities, and more with the FMX Purchase Order Module

Keeping your inventory and asset management in the same system as your purchase orders gives you a more wholistic view of what's going on in your facilities. Separate systems often lead to data inconsistencies since employees must manually enter much of the same information in both systems. These inconsistencies prevent organizations from taking full advantage of their data, especially if they want to use it for budgetary and audit planning.

**With FMX, you can easily enter and access all of your purchasing, inventory and facilities data with just a few clicks! You can also:**

- Restock inventory and purchase one-off items
- Develop approval chains
- Send purchase orders to suppliers
- Track shipments
- Calculate inventory and shipping costs



## Benefits of FMX

- Easy to use
- Tailored to your needs
- Unlimited:
  - + Information storage
  - + Requesting and vendor users
  - + Lifetime customer support
- Accessible from any Internet-enabled device
- Import and export your data at any time

**New Purchase Order**

Name: Amy Thompson

\* Address: Welcome Center

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**Ship To**

Name: Amy Thompson

Address: Welcome Center

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**Line Items**

One off	Item	Qty	Unit price
1	260178 - 196945 - zSupply - Washer Cleaning tabs	40	\$ 5.00
2	259713 - Beverage napkins (packs of 1000)	50	\$ 1.50
<b>Totals</b>		90	

Shipping cost: \$

Discount: \$

**Office Supplies** due Tue, Feb 13, 2018 Pending receipt

Shipping cost: -

Discount: -

Tax: \$11.20

Grand total: \$211.20

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**Email Order Form**

To: \_\_\_\_\_

Cc: fmxoffice@gofmx.com

Bcc: \_\_\_\_\_

Subject: Purchase Order #13881 for Office Supplies is ready

Body: Hello Staples,  
Please see the attached purchase order from Paradise Cove Resorts.  
Regards,  
Paradise Cove Staff

Email ← Back

## What can you do with the FMX Purchase Order module?

**Order more than one item at a time:** Need to order multiple items from the same supplier? With FMX you can add multiple line items to a purchase order and check them off as you receive them.

**Route orders to your suppliers:** FMX will automatically notify suppliers in your system of new purchase orders, and enables you to keep all of the contact info for your suppliers in one place.

**Set approval processes** for purchase orders based on dollar amounts and by supervisor. If your purchase order exceeds that amount, the request will automatically go to the next person in the chain for approval.

**Automatically calculate the estimated cost of each order:** All you have to do is input the price of each item and estimated shipping cost, and then select the appropriate tax rate.

**Associate inventory with work orders and PM tasks:** Your technicians will be prompted to record any inventory they used when resolving work orders and PM tasks. FMX automatically calculates the total inventory cost for that task.

**Route bills and invoices to your purchasing department** while routing the purchased items to those who need them.

**Configure FMX to your needs:** Use FMX's custom fields to tailor your FMX site to meet the demands of your organization.

**Alert purchasing staff of low inventory** through email and text notifications. You can set up alerts for purchasing staff for when your inventory dips below a certain level.

**Send automatic notifications to your suppliers** for when your inventory needs to be restocked. If you add suppliers as users in FMX, they can be notified via email when inventory items dip below their minimum quantity. Then, FMX can create a purchase order for that piece of inventory and submit it for approval.

**Print and email purchase order forms:** These forms are automatically generated in FMX. You can easily pick and choose what information is included on the form.

**View when orders are expected to arrive:** Estimated delivery dates will automatically appear on the FMX calendar.

**Eliminate missing items and cost miscalculations:** In order to close out a purchase order, your staff will need to enter the order number provided by the supplier for each item, indicate the quantity received, and record the actual shipping cost.

**Look up details of past purchase orders:** You can easily pull up past purchase orders and view histories for each piece of inventory.

**View inventory costs over time:** FMX will automatically calculate the costs associated with a piece of inventory and inventory type (ex. HVAC inventory) over time.

## Learn more about FMX



Schedule a demo  
[gofmx.appointlet.com](https://gofmx.appointlet.com)



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