

# Complete Retail

## Auto Order Module

### **The Problem:**

- Store staff spends a lot of time ordering inventory.
- Items are out-of-stock causing missed sales and customer frustration.
- Items are over-stocked causing high inventory carrying costs, increased labor ,and increased back-stock storage space requirements.

### **The Solution:**

The Auto Order Module of Complete Retail!

### **How Does It Work?**

- Vendor's are set up for auto ordering. (Identify which day(s) of the week the orders should be created and how the order should be sent.)
- Items that are to be auto ordered are identified and an ordering method is selected. (Build-To an inventory level, Minimum inventory level, or Movement based inventory ordering.)
- On the order day for the vendor all items that are marked for auto order are ordered using the selected ordering method.
- If the orders are set up to print they are on the back office printer in the morning; if the order is to be sent via e-mail they are emailed during the night.

### **Features:**

- Easy to Use
- Print or E-mail Purchase Orders to Vendors
- Order Using Three Different Methods

### **Benefits:**

- Decreased Time Ordering Inventory
- Lower Inventory Carrying Costs
- Improved Inventory Availability
- Improved Inventory Control

## Sample Purchase Order:

Microsoft Access [Purchase Order]

File Edit View Tools Window Help

Exit Accounting Customers Employees Inventory Lottery Tracking Products Rentals Sales Vendors Administration

**Purchase Order**  
**Perrault's Market**

PO Number: 00392  
 Date: 08/30/05  
 Account: 588

**Vendor**  
 Jilbert Dairy  
 Phone: 8004270980 Fax: 8662251385  
 200 Meeske Avenue  
 Marquette, MI 49855

**Ship To**  
 Perrault's Market  
 (906) 789-7879  
 4897 Danforth Road  
 Escanaba, MI 49829

UPC	Item	Description	Pack Size	Cases	Units	Cost	Total
0001189600024	23	1% Milk 1/2 Gal	1 1/2 Gal	0	2	\$1.24	\$2.48
0001189600022	22	1% Milk Gallon	1 Gallon	0	8	\$2.32	\$18.57
0001189600014	14	2% Milk 1/2 Gallon	1 1/2 Gal	0	2	\$1.33	\$2.65
0001189600012	12	2% Milk Gallon	1 Gallon	0	32	\$2.50	\$79.92
0001189600016	16	2% Milk Quart	1 Qt	0	1	\$0.99	\$0.99
0001189600545	158	Amaretto Cherry Mack	1 1/2 Gal	0	1	\$3.95	\$3.95
0007054700316	3054	Bubble Play	24 Count	1	0	\$0.42	\$0.98
0001189600096	96	Chocolate Milk 1/2 Gal	1 1/2 Gal	0	1	\$1.40	\$1.40
0001189600097	97	Chocolate Milk 1/2 Gal	1 1/2 Gal	0	4	\$0.68	\$2.72

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Ready NUM

## Setting Up Items:

Microsoft Access - [Inventory Order Maintenance]

File Edit View Insert Format Records Tools Window Help

Exit Accounting Customers Employees Inventory Lottery Tracking Products Rentals Sales Vendors Administration

**Inventory Ordering Maintenance**

From: 00000000000000 To: 00000000000000 UPC Range

Department: [ ]

Section: [ ]

Vendor: Jilbert Dairy

UPC	Description	Pack	Size	Active	Discont	Qty On Hand	Stock Min	Stock Max	Reorder Qty	Movement
0001189600024	1% Milk 1/2 Gal	1	1/2 Gal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0	8	0	Movement
0001189600022	1% Milk Gallon	1	Gallon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23	0	30	4	Movement
0001189600014	2% Milk 1/2 Gallon	1	1/2 Gal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15	0	18	0	Movement
0001189600012	2% Milk Gallon	1	Gallon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	32	0	62	4	Movement
0001189600016	2% Milk Quart	1	Qt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	0	4	0	Movement
0001189600545	Amaretto Cherry Mack	1	1/2 Gal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0	3	0	Movement
0007262306110	American Glory Sundae Cone	24	Count	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	4	0	24	Movement
0001189600161	Apple Pie Ice Cream	1	1/2 Gal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	0	3	0	Movement

Form View NUM

**For More Information:**

Contact Retail Solutions at  
(906) 789-7879 or via Email: [Sales@CompleteRetail.net](mailto:Sales@CompleteRetail.net)

