Purchasing implementation questions :

General environment :

- Are you centralized or de-centralized ?
- Will you utilize multi-plant feature ?
- What other systems with purchasing have to interface/integrate
  with ?

Vendor definition :

- Who assigns vendors ?
- How are vendor numbers assigned ?
- What types of terms are used ?
- Are discounts known at the purchase order entry point ?
- Do you require multiple addresses per vendor ?
- Do you vendors cross plants ? Orgs ?
- How do you track vendor statistics ?
- How many days constitute an early/late vendor shipment ?
- What is your matching criteria ?
- Within your matching criteria, what are your tolerances ?
- Are there minimum/maximum order amounts established ?
- Do you have established receiving policies ?

Part Processing :

- Do you have a formal part numbering scheme ?
- Do you have a part master file established ?
- Will you be considering production items, non-production
  items, or both ?
- Are you considering implementing multiple plants ?
- Are lead times at the part level, or at the part/plant level ?
- Do you have minimums/maximums/multiples established ?
- What types of costing do you have available ?
- Do you have preferred vendors for each part ?
- Are products grouped by commodity ?
- Do standards exist for commodities, whether stock or
  non-stock ?
- What are your inspection criteria ?
- What engineering data would you require for purchasing ?
- Do you associate buyers with parts ? Commodities ?
- Can you identify issue, purchase, and price units of
  measure for each item ?
- Are some items serially or lot controlled ?
- What are your process control codes ?
- What are your ordering policies ?
- Do you want to maintain warehouse data ?
- What are your bin definition policies ?

Vendor / Part Processing :

- Can you identify what stock parts a vendor supplies ?
- Do you have prices established for these items ?
- Do you have multiple pricing UOM's ?
- Do you have volume price breaks by part ? Price factors ?

- Are these prices determined by effective date ?
- Do your vendors quote prices in multiple units of measure ?
- Do your prices include extended/non-extended charges ?
- Will you have specific prices for each vendor/part/plant, or will you use a refer-to plant structure ?

Request for Quotations :

- Do you request general price quotes from your vendors ?
- Do you print the general RFQ's ?
- Do you request specific RFQ's against purchase orders ?
- Do you print specific RFQ's ?

Requisition Processing :

- Where do requisitions originate ?
- Who is responsible for submitting and maintaining them ?
- Are contracts, projects, and/or general ledger accounts assigned to a requisition ?
- Do you associate text with requisitions ?
- Do you allow requisitioners to recommend vendors ?
- Can requisitioners recommend prices ?
- Are receiving stations required ?
- Do you print requisitions ?
- What type of requisition analysis do the buyers do ?
- Do you have multi-plant requisitions ?
- How are requisitions formalized or opened ?
- Will requisitions from a manufacturing system be fed in ?
- If not from our MRP or MPS, how will you feed them in ?

Purchase Order Processing :

- What are your purchase order generation policies ?
- Do you combine requisitions onto a single purchase order ?
- Do you combine like commodities onto a single purchase order ?
- Are recommended vendors taken into consideration ?
- Will you combine multiple MRP/MPS generated requisitions for like parts ?
- Do you allow requisitions to be placed short of total requisition quantity ?
- What are your policies regarding pricing ?
- Do you have multiple delivery dates per line item ?
- When do you assign the vendor to the purchase order ?
- What are your approval policies ?
- Do you have blanket or master orders ?
- Will you place requisitions onto releases from blankets or masters ?
- How are order limits established for blankets and masters ?
- How do you number releases from blankets and masters ?
- How/when/where do you print purchase orders ?
- Do you require acknowledgements ?
- Do you print acknowledgement notices ?
- Do you require change orders ?
- Are service orders handled differently than regular purchase orders ?
- Do you record freight and waybill information ?
- Do you associate text with a purchase order ?

Dock-To-Stock Processing :

- What are your receiving policies ?
- Do you have multiple receiving stations, or a single dock per warehouse ?
- Who records the receipt of goods ?
- How and to whom is the receiving traveler routed ?
- If a partial receipt, do you close short ?
- How will you record inspection information ?
- Are inspectable items routed through multiple inspection stations ?
- After inspection, do items that clear inspection get routed to holding area prior to stock or distribution ?
- How do you deal with rejects ?
- Who records transfer from inspection to stock ?