

# Sage ERP X3

## Distribution

Sage ERP X3 distribution functionality is comprised of three domains—Sales, Purchasing, and Inventory.

**Sage ERP X3 Sales** enables you to monitor all information concerning customers or prospects, manage sales force assignment, and monitor corresponding targets and commissions. This module provides a quick look at information concerning products, price lists, discounts, or carriers, among others. You can issue customer quotations, book orders and transmit order acknowledgements, manage contracts, display and allocate goods from stock, and manage the dispatch and loan of goods prior to invoicing.

**Sage ERP X3 Purchasing** covers the purchasing process from end to end, starting with management of requests for quotes (RFQs), input and follow-up of replies, and integration into the price list base. This is followed by purchase requests, orders raised and delivery monitoring, subcontract orders, buyer workloads, and management of signature circuits through to incoming goods reception and verification of invoices.

Analytical tools are used to monitor exchanges with suppliers to meet the main objectives of the purchasing department in terms of quality assurance, compliance with delivery dates, and purchase cost.

Integration into the accounting system is automatic through preliminary and firm commitments. This provides operational budget control from purchase requests to the issue of orders. Actual data is integrated automatically through management of invoices receivable and definitive invoices. Accounting procedures involving averaging of expenses in relation to service provision periods are also available.

**Sage ERP X3 Inventory** ensures optimum coherence and real-time monitoring of inventory status data. Inventory control is fully user-definable on each site with the application of the multisite, multiwarehouse and multilocation management. The module also incorporates some powerful quality control functions, also providing for total traceability of inventory quantities in real time, both upstream and downstream, by material flow management.

The optional Freight Management Interface add-on enables rate shopping at order entry and seamless data exchange between Sage ERP X3 and the most popular parcel shipping systems such as FedEx Ship Manager®, UPS Worldship®, USPS Shipping Assistant, and LTL carriers.

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## Sales

### Business Partners and Products

Sage ERP X3 Sales accesses the latest data about business partners and products. Sold-to, ship-to, bill-to, and pay-by information is defaulted on sales documents while customer product-level information can be accessed to assure a personalized, customer-driven order entry environment. Supporting information—such as product substitutes and supersessions, notes, previous orders and prices, and special customer packaging—can either be displayed automatically or by user request. Sage ERP X3 also supports sales kits with fixed components or as special configurations using variants and options. Shipping functions use customer-specific information to schedule deliveries on the right day and to enforce complete shipments of orders or line items as required.

### Flexible Pricing Rules

Sage ERP X3 promotes innovative, flexible pricing that helps companies achieve an appropriate mix of customer value and profits. By combining key elements from customer and product master data, companies can exploit a wide variety of pricing methods like contracts, promotions, sales channel prices, and variable kit pricing. Special features include the ability to price by groups of lines and to add free products or quantities if predefined thresholds are met. Discounts and charges can be automatically factored into net price or broken out and tracked separately.

### Flexible Order Acceptance and Processing

Sage ERP X3 supports a variety of ways to facilitate building and optimizing long-term relationships with business partners. Quotes can easily be turned into orders, contracts can be defined, and releases scheduled for fixed and long-term planning horizons. User-defined order types assure that only data supporting the appropriate order mode is prompted, allowing companies to vary order acceptance easily to phone, order form, counter sales, and electronic environments. Other productivity-enhancing features include the ability to duplicate previous orders easily and to revise existing orders by populating changes in order date, carrier, or location across multiple line items.

Secure credit card processing is provided through a seamless connected service utilizing Sage Exchange, Sage's payment solutions platform.

## Inventory Allocation and Delivery Scheduling

Inventory can be allocated to orders immediately or deferred to a separate process that allocates based on user-defined criteria. Sage ERP X3 also supports the ability to reserve inventory for key customers in advance of receiving their orders and to allocate by lot number as required. Ship-to addresses, shipping sites, carriers, and delivery dates can be set by order line, eliminating the need to create separate orders. Sage ERP X3 calculates the shipping dates needed to meet each customer's delivery date and automatically backorders quantities that are not available at the needed time. Users have easy access to time-phased, Available-To-Promise information, as well as online visibility into different warehouses to help determine the most appropriate shipping point for filling orders. Alternatively, orders can be sourced by shipping directly from suppliers, by transferring products from other sites or by creating production orders. Sage ERP X3 provides the ability to create purchase orders (POs) to preferred suppliers automatically for prespecified products, such as nonstocks.

## Order/Shipment Preparation

Shipment Preparation provides a flexible process for managing warehouse and customer order deliveries. Orders can be processed individually or grouped. These options allow customers to tailor the process to maximize their return on warehouse personnel and equipment.

## Features and Functions

### Order Entry

User-defined order types for varying prompts, displays, and event sequencing

Special orders for loans, transfers, and consignments

Fuzzy search customer locator

Add new customers online during order entry

Order products by customer product number and default customer-specific information on order line

Order substitutes and products that supersede obsolete products

Vary ship-tos, shipping sites, carriers, and delivery dates by order line

Order kits with variants and options

Check minimum gross margin and low price thresholds, and block or accept further entry according to rules

User-defined order holds with allocation control

Sales order revision control with ability to replicate one change across multiple line items

Automatically close unfilled orders and lines within predefined tolerance

Automatic intercompany transaction management

### Contracts

Vary contract terms, validity dates, and prices by line  
Schedule releases over user-defined firm and planning time horizons

### Automatically Generate Purchase Orders

Nonstock purchases

Automatically order predefined minimum quantities from preferred supplier

Supports direct and cross-docked orders

### Quotes

Enter quotes for customers or prospects with full expiration date control

Produce hard copy quotations

Track probability of converting quotes into orders

Easily convert quotes into sales orders

### Sales Documents

Order acknowledgements

Sales quotes

Contracts

Packing slips

Bill of lading

Certificate of analysis

### Invoicing

Produced automatically or by user request

Define invoicing rules according to customer preference—one per order, shipment, bill of lading, or period

Consolidate invoices based on customer-preferred frequencies—daily, weekly, monthly, and more

Supports counter sale environments

Issue and track prepayment requests and payments

Multiple payment terms and methods, including scheduled due dates per invoice and recurring invoicing

Automatically use alternate payment terms if amount is less than predefined minimum

Pro forma invoicing

### Supporting Inquiries

Inquire during or outside of entry functions

Last prices and price reasons

Customer account information

Current and projected stock levels by site or all sites

Zoom to detailed information—locations, lots, serial numbers, and more

### Reminders/Dunning Letters

Supports multiple successive levels of reminder according to severity of past due condition

Block account activity based on user-defined criteria

## Pricing

Automatic pricing by line item according to pricing rules with ability to edit

Maintains gross and net price on order line with option to view price reasons and last prices

Automatically factor discounts and charges into net price or break out separately

Adds free products or quantities if predefined thresholds are met

Recalculates prices for groups of related products if predefined threshold is met

Calculates differential between kit components selected during order entry

Definition of restricted price books

## Inventory Allocations

Allocate manually during order entry or separately using a batch process with options

Allocate by site, lot, or consignment location

Reserve inventory for customers (preorder)

Deallocate inventory

Allocate by customer shipping route and priority

Automatically allocate backorders upon receipt

Ability to “preassign” inbound inventory to existing operational activities

## Customer Delivery Scheduling

Default shipping sites by ship-to delivery address

Maintain shipping lead times between sites and ship-to addresses

Calculate shipping date for meeting requested delivery date based on lead time

Maintain customer availability days and dates and round delivery date to next work day

Multiple fulfillment methods—from stock, vendor direct, buy-in, transfer order

## Shipping Confirmation

Produce picking tickets and packing slips

Record serial numbers for end-user tracking

Combine multiple orders on a single shipment

Automatic or manual shipping confirmation

Interfaces available for UPS and FedEx

## Sales Commissions

Multiple sales reps per order line

Commission calculations based on user-defined formulas

## Customer Returns

Link return to original shipment

Track return, expected return, and expiration dates

Automatically or manually assign RMA numbers

Track return reasons by line item

Process returns for loans

Produce credit memos

## Credit Checking

Online credit checking with ability to hold customers that fail credit check

Bypass credit checking for specified customers

Customer credit inquiries

## Reporting and Statistical Analysis

Standard reports or user-defined reporting using Crystal Reports®

User-defined formulas for calculating ABC rankings for customers and products

Standard tools for business intelligence and user-defined inquiries

## Sales Tax Calculations

Supports North American and VAT taxing

Option to calculate prices with or without taxes

Integration with third-party vendor for complex tax environments

## Purchasing

### Business Partners and Products

Sage ERP X3 Purchasing accesses the latest data about business partners and products. Buy-from, pay-to, and bill-from information is defaulted on purchasing documents, while specific product-level information can be used for sending documents to suppliers using their own nomenclature to facilitate error-free transactions. Supporting information—such as supplier performance metrics, notes, previous purchase prices, and current promotions—can be displayed automatically or by user request. Buyers can easily access product information supporting a variety of purchasing needs related to raw materials, nonstocks, supply items, and services. A special purchase order workplan facility is available for buyers to pull in all open purchase requirements from MRP and other purchase requests, make any adjustments, and automatically create POs.

### Flexible Pricing Rules

With Sage ERP X3, companies can easily maintain the latest supplier prices, terms, and promotions. Catalog prices, vendor quotes, and contracted prices can be used automatically on purchasing documents, while discounts and charges can either be factored into net price or broken out separately. Financial rewards like free freight can be achieved by ordering groups of related products that meet predefined thresholds.

### Purchase Planning and Ordering

Sage ERP X3 supports the entire RFQ process, including entering products, issuing RFQs to vendors, sending follow-up notices, registering responses, and automatically generating pricing records to use on purchase orders. Purchase requests can be entered manually or generated automatically by MRP or non-MRP replenishment. Contracts can be defined and releases scheduled for both fixed and long-term planning horizons. Purchase orders can be entered manually or created automatically from sales orders, buyer workplans and purchase requests. Sage ERP X3

also supports encumbrance accounting, which allows companies to precommit at the time of request—and formally commit at the time of purchase—expenditures against predefined budgets.

### Delivery Scheduling and Receiving

Sage ERP X3 provides the ability to schedule an order quantity for multiple receipt points and delivery dates on one purchase order, thereby reducing the number of POs and allowing price breaks for total purchase quantities. A receipt entry function provides the ability to record carrier information, assign inventory to warehouse locations based on predefined putaway rules, and move quality-controlled products to and from QC areas based on user-defined inspection rules. Accepted quantities are immediately available for allocating to orders. Lot numbers and serial numbers can be recorded and subsequently tracked to their final destination, while expiration dates are calculated as required. Rejected products can be scheduled for supplier return with the option to reinstate the PO or request credit. Supplier invoices can be loaded from POs or receipts and three-way-matched prior to acceptance and payment.

## Features and Functions

### Purchased Product Categories

- Raw materials
- Products purchased for resale
- Supplies and capital equipment
- Services and recurring items (for example, maintenance)
- Nonstocks
- Subcontracted products

### Purchasing Modes

- Centralized and decentralized purchasing sites
- Deliver to internal sites, consignment locations, and customers (direct shipments)

### PO Creation Methods

- Manually enter POs or duplicate a previous PO
- Copy from purchase requests and vendor quotes
- Automatically generate POs from sales orders and buyer workplans

### Purchase Requests

- Enter manually or generate automatically from replenishment requirements
- Precommit amounts against budgeted expenditures (encumbrance accounting)
- Optional multilevel approval cycle

### Requests for Proposal

- Enter manually or copy from purchase requests
- Issue RFQs to any number of vendors
- Send follow-up reminders to vendor

- Record vendor quotes, terms, and conditions
- Automatically generate pricing records

### Purchase Order Entry

- User-defined order types for varying prompts, displays, and event sequencing
- Vary receiving sites and delivery dates by line item
- Access previous purchase prices during entry
- Enter and default product information by supplier product
- Track product group price thresholds for obtaining free freight
- Issue purchase orders—hard copy or electronic
- Order status inquiries by PO, supplier, and product
- PO revision control with ability to replicate one change across multiple line items

### Contracts

- Vary terms, validity dates, and prices by line item
- Schedule releases over user-defined firm and planning time horizons

### Encumbrance Accounting

- Checks budget allowances at time of request and purchase
- Precommits at time of request; commits at time of PO, in fiscal period of order date or due date
- Signature process for approving budget overruns

### Signature Management

- Multilevel approval process:
- Purchase requests | Purchase orders | Contracts

### Workflow

- Controlled by signature management specifically for PO processing
- Available globally based on any significant event trigger

### Receiving

- Receive by supplier, PO number, or product
- Assign putaway locations
- Record lot numbers and serial numbers
- Inspect QC products and calculate expiration dates
- Receive full or partial quantities and products not on PO; option to disallow overreceipts
- Record rejected and disputed receipts

### Supplier Invoice Entry

- Vary entry based on user-defined parameters and by invoice type—normal, memo, third-party
- Load lines from original PO or receipt
- Match invoice to PO and receipt information

### Supplier Returns

- Enter manually or copy from PO or receipt
- Track return reasons and lot numbers
- Option to cancel order or reinstate on same PO line, new PO line, or new PO Inventory

## Inventory

### Comprehensive Product Information

Sage ERP X3 Inventory provides a common repository for maintaining product information used in sales, purchasing, warehousing, and production. Sage ERP X3 manages lots, serial numbers, shelf life, expiration dates, and potency. Supported costing methods include standard, average unit, FIFO, LIFO, last, lot, and order cost. Sales information referring to substitutes, supersessions, warranty periods, customer products, and packaging is also provided. Products can be handled in various units of measure including stock, sales, purchasing, and packing, and in different types such as volume and length.

### Location Management

Site parameters are used for flexible location numbering format definitions, as well as warehouse receiving, storage, and picking location assignments. Controls are provided to facilitate, delay, or restrict access to locations as needed. Locations can be dedicated to specific items, dynamically assigned, or used to track inventory stored at third-party sites.

### Inventory Balance Snapshots

Sage ERP X3 allows users to view stock balances by site including on-hand, reserved, available, on-order, in-transit, on backorder, and QC, with further zooms to details at the location and lot levels. Available-to-Promise and projected stock level inquiries help users to visually see—using tables, graphs, or charts—the impact of events like order allocations and planned purchase or production orders.

### Quality Control and Sampling

Quality control features include forward and backward tracing of all QC-related transactions, as well as managing the disposition of accepted and rejected items. Both normal and lot-controlled items can be tracked from the point of origin—production or supplier—to the subsequent end user. All QC historical transactions are available on a single, easy-to-view window. Quantities in QC may be considered when calculating available stock. Special features are available to control items managed by expiration date, potency, and International Units. QC Sampling logic that supports the ISO 2859 standard is available. Sampling is initiated through multilevel controls and is integrated throughout the QC process.

### Replenishment

Inventory replenishment rules and data are maintained by product and site to help balance customer service and inventory levels, including lead time, safety stock, reorder formulas, and firm and planning time horizons. Replenishment orders can be generated as part of MRP or to reorder buy-for-stock items separately. Multiple-order point and quantity schemes are supported including minimum/maximum, EOQ, and period coverage. Replenishment orders automatically become open requirements for action by production or purchasing. Internal picking bins are automatically replenished from bulk storage.

## Stock Movements

Sage ERP X3 manages all inbound, outbound, and intrasite stock movements. Receipts, shipments, intersite transfers, and returns are tightly integrated with sales and purchasing. Transactions resulting from physical count and other stock adjustments are controlled by parameter-driven entry windows, adaptable to individual user and site policies. All intrasite stock movements to and from the appropriate storage and picking locations are also managed. Simple intersite transfers can be entered without the need to create sales and purchase orders.

## Features and Functions

### Product Categories

- Manufactured
- Purchased
- Subcontracted
- Phantom
- Internal (supplies and capital equipment)
- Services
- Nonstocked

### Descriptive Product Information

- User-defined numbers, descriptions, and notes
- Embedding of Microsoft® Office documents (Word, Excel®)
- Attached images and documents (such as MSDS)
- Supporting information for sales and purchasing (warranty periods, nonstocks, and substitutes and supersessions)
- Vendor and customer part number cross reference
- Life cycle validity dates
- Multilingual translations

### Location Management

- Flexible location numbering formats
- Dedicated, random, and dynamic storage types
- Suggested putaway and picking location assignments
- Dedicated to single or multiple items/location
- Immediate, delayed, or blocked access
- Consigned inventory tracking at third-party sites
- Automatic bin location replenishment

### Stock Management

- Track inventory by physical location
- Lot numbers and sublots
- Quality status and disposition (accepted, rejected, in QC)
- Serial numbers
- Expiration dates
- Potency
- Issue stock based on first-in or first-expired
- International Units management
- Forward and backward traceability

**Inventory Costing Methods**

Standard  
 Revised standard  
 Order cost  
 Average lot cost  
 FIFO  
 LIFO  
 Average unit cost

**Inventory Balances**

On-hand  
 Allocated  
 Reserved  
 QC  
 Available  
 On-order  
 Backordered  
 Transferred  
 In-transit  
 Available-to-promise  
 Active

**Quality Control**

Flexible definition of questions and responses  
 Tracks accepted, rejected, and expired stock  
 Performed with or without lot control  
 Receiving, storage, and preshipping inspections  
 Historical transaction inquiries for traceability

**Multiple Units of Measure**

Inventory units  
 Sales units, by product and customer product  
 Purchasing units, by product and supplier product  
 Packing units  
 Statistical units  
 Fixed or variable conversion factors  
 Define decimal quantities up to six digits

**Stock Inquiries**

Quantities by warehouse  
 Stock details by warehouse  
 Location contents  
 Expired and expiring stock  
 Projected stock quantities  
 Lots traceability

Serial numbers  
 Available-to-promise  
 Stock movements  
 Allocation details  
 Potency  
 Easy download to Excel

**Physical Counting**

Cycle, spot, annual, and zero stock counts  
 Option to include serial number validation  
 Select products based on ABC class  
 Enter, review, and validate physical counts  
 Maintain last count data by product/size

**Inventory Replenishment**

Calculates reorder points and EOQs  
 User-defined safety stock factors  
 Calculates periods of coverage and lot sizes  
 Use with or without MRP  
 Supports minimum/maximum

**Bills of Material**

Single or multilevel production and sales bills  
 Normal components, variants, and options  
 Alternate BOM for special customer requirements  
 Where-used inquiries  
 Copy feature for defining similar BOM structures

**Inventory Movements and Transactions**

Intersite (transfers between sites)  
 Intrasite (transfers between locations)  
 Picking location replenishment suggestions  
 Receiving putaway suggestions  
 Places locations with expired products on hold  
 User-defined allocation and issue rules  
 Complete traceability of all movements  
 User-defined inventory quantity adjustments  
**Statistics and Management Reports**  
 Inventory accuracy based on count adjustments  
 Quality control (rejects, expired products, and others)  
 ABC rankings (simulated and actual)  
 Supports up to five user-defined statistical product groups (product line, price class, and more)  
 Last activity data by product/site

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