

# Overview

The supplier and purchase management in Surface Solutions serves as a central hub for organizing all supplier information, purchases, and material requirements.

Here, you can create suppliers, manage their articles and batch sizes, create purchases, and monitor material requirements.

The information from supplier management forms the basis for efficient purchase processes and timely fulfillment of all purchases – making it a central part of the overall workflow.

With the supplier and purchase management, you can:

- Record and edit supplier master data
- Manage supplier articles and batches
- Create, edit, generate as a PDF, and send purchases via email
- View material requirements and receive automatically optimized purchase suggestions

The supplier and purchase management are divided into the main areas:

1. **Manage Suppliers:**

In the supplier overview, you see all suppliers recorded for your company.

Here you can add new suppliers or edit existing records.

For each supplier, central information can be stored, including articles, batch sizes, color system, gloss level, and surface structure.

Articles can be marked as preferred so that they are prioritized in purchase suggestions, even if the price is higher.

2. **Create Purchases:**

Use the "**Create Purchase**" button to start the purchase process.

First, select the desired supplier, then the articles and batches to be purchased.

In the purchase editor, you can finalize the purchase, generate it as a PDF, and send it directly via email to the supplier.

3. **Material Requirements:**

The requirements list shows the current material needs from all purchases.

On the left, you see the required materials and their quantities; on the right, the system automatically displays the matching purchase suggestions.

The system considers the optimal suppliers, batch sizes, and quantities to minimize costs and avoid shortages.

Low stock is also highlighted, allowing you to respond in a timely manner.