Order Procurement Automation

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aACE provides automatic purchasing to help you manage the procurement process. When orders are placed for items you don't carry in inventory, aACE can automatically generate purchase orders (POs) and ready them for processing.

Your company policies dictate how to proceed with auto-generated purchase orders and your system administrator can configure these options as needed:

1. Navigate from **Main Menu** > **System Admin** > **Preferences**.
2. In the Order Management section, click **Procurement**.
3. Mark the two flags required to activate automation:
   - Auto-generate purchase orders — Enables aACE to automatically generate POs for items needed to fill an order.
     Note: The LIC record must be a Purchase or Item type. Read more about line item code types (http://aace5.knowledgeowl.com/help/overview-of-line-item-codes).
   - Default Delivery Type — When auto-generated POs are set to Ship Together, aACE inserts the customer's shipping address into the PO instead of your company's address.