

eProcurement & eInvoicing

The ProcServe eProcurement and eInvoicing solution helps organisations to answer the following questions:

- Do you know what your organisation spends its money on?
- Are you able to maximise your buying power by channelling your spend to preferred suppliers?
- Are there bottlenecks in the approval process causing delays within the order cycle?
- Is there too much administration within your purchase-to-pay (P2P) process?

This solution enables you to capture and harness your organisation's spending power by rapidly deploying intuitive spend management tools and conduct electronic commerce with your strategic partners.

Features

Requisition Creation - An easy-to-use self-service user interface for creating requisitions that all levels of users can use. Account code and delivery information can be defaulted onto requisitions, providing a fast and accurate method of submitting purchase requests.

Direct access to the ProcServe Catalogue System provides self-serve capability, allowing a user to search for items from preferred suppliers and add them easily to their shopping cart. A non-catalogue request feature ensures that all requests are captured and routed to sourcing professional, thus minimising contract leakage.

Easy Approvals - Automated workflow approval rules can be based on spend amount, supplier, and commodity type. Email Notification with approve/ deny buttons, line item details, comments, and approval history helps expedite the approval process.

Contract Compliance - Purchasing contracts can be created at the supplier, commodity or line item level and can be enabled in the user interface or imported via Excel. Contract terms can be applied to the PO or to the invoice if no PO exists.

Electronic Routing of POs to Suppliers - Purchase orders are sent to suppliers via the ProcServe Trading Network. Suppliers can set their own preferred PO communication method such as email, on-line, cXML etc. In addition, they can electively send order confirmations and/or advance ship notices that help facilitate supplier-to-buyer communication.

PCard Ordering and Reconciliation - The ProcServe eProcurement Solution provides full support for corporate card programs. Create orders against a PCard profile and submit for

approval. The system will transmit the card details securely with the purchase order for onwards processing by the supplier(s).

Receiving - Receiving can be configured by commodity and allows auto, full, partial, negative and amount-based receiving. It can be set up to be done centrally or by an end user.

Electronic Routing of Invoices from Suppliers - Suppliers can send electronic invoices directly to the customer via the ProcServe Trading Network. An easy-to-use PO-flip function allows suppliers to select POs and create electronic invoices easily with a single-click. Large suppliers can upload electronic invoice files for rapid transmission to the buyer's accounts payable team.

Reconciliation and Payment - As electronic invoices are pre-matched and reconciled at a line item level, the business unit and accounts payable team can manage the line item discrepancy on an exception-only basis-speeding up the process considerably. Once the reconciliation process is done, a detailed OK-to-pay notification file is generated.

Reporting - Pre-built and custom reports in an easy-to-use interface provide purchasing teams with insightful data on spending patterns and cycle time.

Administration and Configuration - A robust administrative UI allows business users to configure business rules and processes in the system without the need for expensive IT resources.

The ProcServe eProcurement Solution combines the best spend management applications, connected to ProcServe's Electronic Trading Network.