

Requisition & Procurement Automate the entire Requisition & Procurement process, move projects forward, enhance communications, gain real-time visibility and control, and deliver strong ROI across your entire organization. Designed for mid-size and enterprise organizations as a standalone solution, or as a seamless out-of-the-box, real-time integration with:

- Microsoft Dynamics GP, AX, NAV, SL

Mobile Catalog Shopping & Approvals

Enjoy Mobile App Catalog Shopping & Approvals - browse & shop your catalogs, save items to the shopping cart to process or submit as a requisition directly from your Mobile App, anywhere, anytime!

- Available for iOS & Android
- Secure mobile access to WorkPlace via the On-The-Go (OTG) web service
- View status of open requisitions from the Mobile Requisition dashboard
- Approve & process requisitions from To-Do list, all from within the App

Enterprise Purchase Order Management

Automatically track, manage, organize, and instantly route approved request for PO creation. Control transactions, keep purchasing commitments up to date, and streamline the procurement process company-wide.

- Control who can create manual POs, initiate Change Orders, or automatically generate from approved Requisition & RFQ workflows
- Release PO via automatic email, printer/fax, and cXML
- One click Receipt & Invoice creation directly from the PO screen
- Full Change Order Management document retention, revision number tracking and approval workflow
- Quantity status & detailed audit log throughout the purchasing lifecycle
- Effective dashboards & analytics of PO status, detailed audit logs, inquiries, and reporting for any required compliance

Powerful Receiving Capabilities

Recognize receipt of goods & services easily from any location with multiple receiving options to compliment user needs.

- Auto notification to requesters when requests are fulfilled or not received by due date
- Single wizard-driven session to streamline receiving process for multiple vendor shipment transactions
- Easy filters to restrict items available to receive based on users' responsibility
- Receivers can cancel or reject item quantities at the point of receiving and update PO status in real-time
- Multiple user-tailored receiving options include auto-receiving, Load by PO number, Receive Load Wizard and detailed transaction entry
- Auto GL journal based accrual accounting option for items received not invoiced



Requisition Ad Hoc Approvals

Introduce additional approval requirements on the fly while maintaining policies & controls to your original defined configuration, moving process forward across the entire organization.

- Ad Hoc Approval functionality for additional level of flexibility
- Approvers can add additional approvals to existing workflows on the fly

Extensive Project & Job Cost Capabilities

Track purchases against projects with budget checking throughout the entire purchasing process.

- Detailed budgeting & reporting features
- Robust project approval engine
- Seamless Requisition & Procurement integration with your ERP or 3rd party project/job cost solution



Multi-Currency & Multi-Language

Eliminate language & currency barrier, and provide system access to your global teams.

- Foreign & actual local currency options
- Manage & update exchange rates manually or automatically from ERP or online service
- Currency can be selected at the transaction line level
- Foreign & actual local language options
- Personalize interface to each user's language
- French, Spanish, Swedish, English US, UK, CAN or even submit your own language template
- Switch languages on the fly with a single click



Centralized Invoice Matching

Ensure correct receipt & billing of items ordered with true centralized AP Invoice Processing across your entire organization.

- Easy 3-way matching process to avoid paying for items billed and paid for, but not yet received
- Separate user & role level security for Receiving, 3-way & 2-way matched invoices to enforce segregation of duties
- Auto unmatched invoice processing workflow & notifications to eliminate processing delays
- Exception based invoice variance approvals based on quantity or amount thresholds to enhance purchasing controls
- Line level audit log for instant access to each item's purchasing history - from requisition, approvals, receipts, invoice match



Dynamic Rule Engine & Approval Workflow

Implement any corporate approval rule you can imagine during the entire process, even at creation!

- Unlimited entry rules
- Unlimited approval rules based on any field available such as vendor, amount, department, GL account, expense type, etc.
- Position-based approvals, a rapid deployment based on organizational structure and approval limits
- Mobile & e-mail approvals
- Approval of revisions to a transaction
- Optional auto skip to next (but not final) approver
- Acceptance of variances (price, quantity)
- Approval criteria can be at transaction (header) level, or item (line) level
- Approval workflows & budgetary controls for PO & Non-PO invoices
- Auto detect invoice variances and route for approval



Powerful Vendor Contract Management

Enforce vendor-negotiated terms & provide blanket PO capabilities.

- Track committed amounts & quantities against contract budgets
- Originate vendor contracts from within requisition
- Enforce vendor contract for a specified period
- Manage by \$ amount, quantity, or both
- Restrict to a predefined list of items
- Auto route requisition line items for approval when amount is exceeded

REQUISITION & PROCUREMENT – Key Features

Flexible GL Distributions

Distribute requisition line items into hundreds of GL accounts in seconds.

- Total control & flexibility in the expense & ERP sides
- Distribution Groups for auto or manual GL distribution
- Distribute unlimited line items into unlimited GL accounts



Invoice Attachment Maintenance Page

Streamline uploading scanned invoices & make available for users from Check Request page entry. Add attachments to the Select Invoices queue without relying on access to remote file systems.

- Invoice attachment from repository with a simple click
- A dedicated page to set up invoice repositories
- Simple drag & drop one or more files into repository
- Invoice repositories configuration by department or system-wide
- Quick & secure interface drop zone



Sophisticated Audit Capabilities

Experience full visibility of what was changed, who made it, and when it was made.

- Detailed transaction line & field level audit trail capabilities
- Audit detail reporting to track critical user, security, configuration changes
- Detailed log of date, time, user actions during the entire transaction lifecycle



PunchOut Capabilities

Speed order processing, lower procurement costs by integrating real-time with suppliers' online catalogs.

- Real-time browsing & shopping on vendors website for easy checkout - requisitions auto populate for quick, accurate entry
- After approval, POs are created and auto sent to vendors



Guided Buying Catalogs

Enhance user shopping experience & control costs, using your own catalog, pictures, descriptions, and company selected items.

- Customized catalogs by vendor, location, type of item, etc.
- Auto generate requisitions & route for approval before PO is created

Questionnaire Capabilities



Enhance communications, streamline entry, and prompt users to provide key information for specific charges, as a requirement or as an option.

- Configurable questionnaires, anytime, anywhere
- Unlimited number of questions
- Multiple data types to tailor responses to your business needs



Multi-Company & Inter-Company

Consolidate purchasing across the entire organization, eliminate duplicate purchases, and take advantage of your buying power with volume discounts.

- Ability to transfer inventory among companies
- Central repository for multiple AP ledgers
- Single session invoice processing capabilities regardless of payment location
- Enterprise-wide centralized data for detailed analytics, dashboards and performance metrics



Robust Check Request Features

Manage non-PO invoices from vendors in seconds. Link paper invoices with your digital data via robust document management capabilities.

- Initiate check requests using scanned invoices
- Robust check request approval
- Supports 1099 entry & payments



Flexible Vendor Approval

Control vendor creation within the ERP by keeping vendor approvals with A/P while providing requisition & procurement users an easy way to request a new vendor.

- Fully configurable approval process within WorkPlace
- Detailed audit log of who requested and approved the vendor
- Document attachment capabilities
- 1099 vendor support



Intuitive Vendor Portal

Eliminate data entry for your payables team, reduce cost, and provide vendors a self-service portal for PO/non-PO invoice entry.

- Internet not required for network where WorkPlace resides
- Multiple browsers & mobile device portal accessibility
- Secure & reliable off-site WorkPlace hosting portal
- Vendor access to multiple companies on a single dashboard
- Flexible vendor password management and reset



Effective Request for Quote

Obtain the best deal & turnaround time. Manually or auto award POs in seconds. Submit & manage RFQs to multiple vendors. Compare quotes based on delivery date & price.

- SaaS/Cloud-based & on-premise
- RFQ Module & securely hosted RFQ Portal options
- Online vendor response via vendor portal
- Real time e-mail notification to vendors when items are available for quote
- Automate vendor selection based on rank & commodity codes
- Award vendors manually or automatically based on price or quickest delivery



Advanced Budgeting Engine

Establish & enforce any corporate budget throughout the entire requisition & procurement process.

- Configure budgets to be strictly enforced
- Real-time GL budget validation
- Define approval routing rules to specific budget or when exceeded
- Visibility to budget detail during the entire procurement process



Inventory & Materials Management

Gain full visibility & control costs with a tightly integrated inventory-to-requisition system. Order, fulfill, or transfer stock held at any inventory location with confidence and ease.

- Real-time updates & visibility of item stock levels
- Hand-held scanner interface, serial, lot items support
- Materials management workflow
- Inventory replenishment examines stock levels & requirements to auto generate requisitions



Powerful Tax Engine

Assign taxes by line level, incorporate enterprise-wide tax amount visibility, and adjust recoverable taxes within the system in no time.

- Designed with foreign tax guidelines in mind
- Recoverable tax capabilities
- Advance tax GL distribution features



Comprehensive Status Monitoring

Solves the common problem of delays encountered in paper-based, Excel, e-mail requisition and approval process.

- Intuitive user dashboard shows employees their To-Do's at a glance
- Users & approvers view the status of a transaction in real-time
- Users & approvers receive e-mail alerts & reminders
- Alternate approvers can be assigned to avoid delays during absences
- Administrators can add custom reports & enable controlled access by user