



## Computron Enterprise Procurement Manager

Procurement Manager supervises the entire procurement lifecycle process. From supply need to payment for received goods (requisition - to - payment), Procurement Manager allows employees to securely purchase critical goods and services via the Intranet, discourages off-contract or "maverick" buying, and consolidates purchasing practices. By granting users freedom to select from an approved list of products and services while allowing management to maintain control over the process and supplier relationships, company executives can now track immediate results and positively impact the bottom line.



### Procurement Management Process

#### > *Vendor Maintenance and Catalog Management*

Procurement Manager begins by ensuring that you have all the current information pertaining to your vendors and the supplies available to you. Procurement Manager has the ability to either maintain local or internal catalogs - ones that you maintain on your server - or link to external supplier catalogs.

#### > *User Interface*

Once you have a need to procure supplies, Procurement Manager provides you with an Internet interface to browse through catalog information from a multi-supplier product catalog. Crafted by the concept of online "shopping carts," Procurement Manager is intuitively easy to use. Procurement Manager also provides direct links to supplier Web pages allowing you to access additional information such as technical specifications, pictures or detailed descriptions.

#### > *Create Requisitions*

Once you find what you need, you can quickly and easily create requisitions online and afterwards, add additional detail at any time. During this step, Procurement Manager can be configured to check against your spending authority.

#### > *Budget and Authority Checking*

Procurement Manager adds extra security by providing budget and authority checking to ensure that control is enforced. The budget control function within Procurement Manager allows you to set up predetermined limits at either the requisition or PO level to control spending. By monitoring and tracking orders from their initial point of origin through each stage of the approval process, tight financial control is gained, and only those items that have been approved for purchase will be procured, helping prevent unauthorized spending.

#### > *Approval Routing*

Upon completion of the online requisition, Procurement Manager executes predefined business rules and automatically routes the electronic requisition to a supervisor for approval and release. Additionally, Procurement Manager can be used to present a list of requisitions to a user or group of users for review and approval.

The approving supervisor then enters Procurement Manager through a secure Web site and either approves, declines or changes the order. He or she has the ability to view all waiting or pending requisitions and also a history of past requisitions.

Throughout the process, Procurement Manager allows you as the requisitioner to view the status of your order.

#### > *Create PO*

Once the requisition is approved, it can be converted to a PO (paper or electronic) for sending to your vendor.

#### > *Supplies Receipt*

To help ensure that all orders are tracked and inventoried, Procurement Manager allows users to account for received goods. Rather than key-in individual item receipts, you can default quantities from the purchase order. For partial receipts, individual items can be entered into the system and the balance of the order can be canceled automatically, when required. Receiver tolerance testing may also be applied to determine whether or not to cancel the balance of that purchase order line item.

## The Enterprise Financials and Accounting Solutions Company

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➤ *Invoice Payment*

If everything matches (Invoice to PO, or Invoice to PO and Receipts), then Procurement Manager triggers a scheduled payment. If it doesn't match, then Procurement Manager manages the exception process by routing the error to the appropriate personnel for correction.

➤ *Spending and Vendor Analysis*

To facilitate optimal procurement arrangements, Procurement Manager can maintain statistics by vendor only, by item only, or by a combination of vendor/item on critical aspects relating to vendor performance so that each vendor can be rated against standards defined by your organization. Performance ratings can extend to such areas as shipment fulfillment, adherence to delivery commitments, frequency of returns, price performance and others. Since vendor performance is measurable, you can determine which vendors best serve your needs.

**Measurable Value**

Procurement Manager streamlines the purchasing process by automating manual labor and paper-intensive aspects of purchasing, such as creating documents, retrieving them and matching them. It can also shorten the approval and payment process. Ultimately, you can benefit from improved productivity, optimized purchasing power and better control over spending. At the same time, both your purchasing department's need for control and your end-user's need for flexibility are satisfied.

**About Computron Enterprise Solutions**

Procurement Manager is part of Computron Enterprise, a suite of solutions that address mission critical business processes that directly affect the overall performance of an enterprise. The degree of success or failure of these processes is measured in terms of speed, accuracy, control and accountability and are fundamental to achieve success.

Computron Enterprise also manages the expense process, including relationships with vendors with Expense Manager; the revenue process, including relationships with customers with Revenue Manager; and the business planning, budgeting, analysis and reporting process with Business Manager. Computron Enterprise solutions allow companies to effectively automate tasks, share information and manage processes in a fast, reliable and scalable environment.

**About Computron**

Computron has a proven 20-year track record in developing robust, high-volume, scalable, secure and effective e-business and financial solutions for more than 500 companies worldwide. Headquartered in Rutherford, New Jersey, Computron has offices in Australia, Europe, South Africa and the United States. Visit the Computron Web site at [www.computronsoftware.com](http://www.computronsoftware.com).

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