



## Procurement

Modern user  
experience meets  
enterprise control



### MODERN, SIMPLE DIGITAL EXPERIENCE

Delight your users with a pleasant buying experience from start to finish.



### MAXIMIZED COMPLIANCE

Ensure compliance through flexible workflows which easily adapt to your evolving organization.



### ALL SPEND CATEGORIES

Bring more spend under management be it complex direct materials, indirect or services.

Procurement

Purchase  
Requisitions

Purchase  
Orders

Receiving

Budget  
Tracking

Services  
Procurement



“The solution that combined much better usability...with better functionality is Ivalua, a world class, end-to-end suite of procurement modules.”



DATA SHEET

## Procurement

ivalua

The image displays three overlapping screenshots of the Ivalua procurement system. The top-left screenshot shows a 'Checkout' page with a table of items: a MacBook Pro 15.4" and a Logitech M793 Wireless Mouse. The top-right screenshot shows a 'Single Receipt : REC000107 - Delivery of 6/22/2020' with buttons for 'Save', 'Save & Close', 'Cancel', 'Submit', and 'Create Return'. The bottom screenshot shows a 'Search Products' page with various Dell Latitude laptops and accessories listed with their prices and 'Add to Cart' buttons. In the center, there is a flowchart diagram illustrating the procurement process.

```

graph TD
    Draft[Draft] --> Change{Is Significant Change Request?}
    Change --> Over{Over Threshold?}
    Over -- More --> Manager[Manager Approval]
    Over -- Less --> Exceptions{Exceptions?}
    Manager --> Exceptions
    Exceptions -- No --> Order[Order]
    Exceptions -- Yes --> Purchasing[Purchasing Department]
    Purchasing --> Requestor[Requestor Approval]
    Requestor --> Order
  
```

## A better buying experience

- ✓ **Find what you need, fast**  
Powerful search to help employees find products or services they need from internal or external catalogs with the same shopping-like experience, create kits or save favorites.
- ✓ **Increase collaboration**  
Route request via procurement or other stakeholders for input, launch spot bidding to suppliers from a requisition, share key information via instant messaging.
- ✓ **Balance spend control and business pace**  
Configure workflow to apply the right level of control, set up alerts and default values that streamline the approval process, approve from anywhere with our mobile application.
- ✓ **Ensure accurate accounting**  
Generate accounting entries for different ledgers, manage taxes appropriately and connect to your accounting system.

## Purchase Requisitions

## Efficient and collaborative orders

- ✓ **Digitize large volumes quickly**  
Automate the creation of multiple orders from one requisition, leverage EDI/cXML technologies to accelerate large volumes of POs.
- ✓ **Achieve true supplier collaboration**  
Allow your supplier to amend a PO quantity, item reference or delivery date according to his stock capabilities. Spot modifications at a glance and decide upon them in one click. Supplier acknowledgement is only one click away for them too.
- ✓ **Follow policy**  
Automatically assign cost categories based on the user profile and the type of purchase, while keeping track of your budget.
- ✓ **Control those change orders**  
A simple, collaborative and controlled change order process with complete audit trail.

## Purchase Orders

## Simplify this tedious process

### Receiving

#### ✓ **Get ready for delivery**

Suppliers can send Advanced Shipping Notices (ASNs), allowing you to know in advance details of the delivery and prepare for it to secure just-in-time inventory management.

#### ✓ **Benefit from an agile receiving process**

Auto-receiving for mere commodities, partial receipt for staggered delivery or receipt controlled by a workflow for strategic spend, all business cases have their answers.

#### ✓ **Don't miss deadlines**

Users are notified about future receipts and can receive anywhere thanks to our mobile capabilities.

#### ✓ **Easily manage delivery quality**

Gather your users' feedbacks about product or service that is delivered and accelerate the return process when necessary.

## Track actual and planned spend

### Budget Tracking

#### ✓ **Control and manage budgets your way**

Manage budgets by fiscal year, cost center, organization, project, etc.

#### ✓ **Seamless integration**

Easily import and load budgets from your financial system and configure chart of accounts.

#### ✓ **Budget analysis**

Conduct budget line spend analysis based on progress and know all usage against a budget.

#### ✓ **Stay informed**

Configure alerts and track encumbrance (requisition), commitment (order), usage (invoice).

## Realize the value of all services spend

### Services Procurement

#### ✓ **Increase your talent reach**

Easily leverage all talents channels (contingent labor agencies, freelancers, consultancies, MSPs), accelerate selection process, ensure perfect match between talent and need.

#### ✓ **Achieve end-to-end process excellence**

Speed up talent on/offboarding, ensure compliance with policies & legislation (rate cards, master agreements) and secure re-engagement process.

#### ✓ **Ensure quality service**

Get full visibility of service quality with deep granularity (from supplier and project levels to individual contributor level), assess against milestones, deliverables, KPIs, whether you work on a SOW or a time & material basis.

#### ✓ **Stay on budget**

Monitor cost and project cadence in real-time through consumption alerts, timesheet and milestone approvals. performance from stakeholders.

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**ALL Spend, ALL Suppliers, NO Compromises**