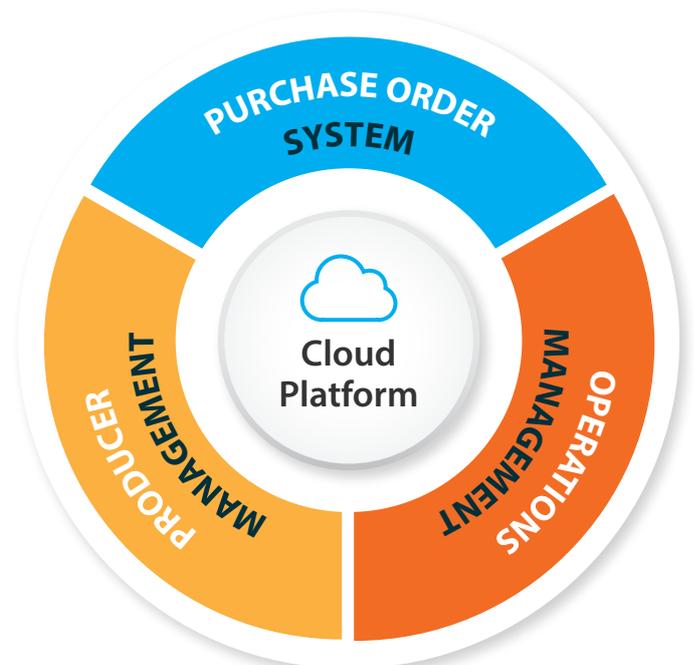


PURCHASE ORDER SYSTEM

The online solution to manage your costs

The Purchase Order System (POS) is an online system for POs, third party invoices and cash & payments management.



The online solution to manage your costs



CONFIGURATION:

Companies set-up and configuration on the system

COMPANIES LEVEL:

- + Companies' configuration: name, address, VAT number, contact person
- + Approval rules: definition of purchase orders workflow approval, based on Chart of authority defined for each company
- + Banks: financial entities working with the company
- + Project: list of specific projects developed by each company
- + Requester: list of employees entitled to request a new purchase order in each company

GENERIC LEVEL:

- + Accounts and articles: in line with internal chart of accounts
- + Cost centres: business divisions within the company
- + Types: product / service purchased
- + Currency:
- + Terms: payment terms defined and applicable to the different suppliers or types of products/services
- + Units: measure of products/services purchased (kgs, tons, lump sum, etc)
- + Payment methods: list of existing and approved payment methods (check, wire transfer, credit card, etc)

SUPPLIERS MANAGEMENT

- + Create new suppliers for approval
- + Manage suppliers database
- + Manage suppliers mandatory data
- + Deactivation of suppliers
- + Access to "Pending Approval" suppliers

REPORT

Extract multiple reports from the system:

- + Account Payables Ageing
- + Paid documents by Purchase Order / Payment List
- + Purchase Report / Extended Report
- + Purchase Orders created by user
- + Purchase Order Re-approval List
- + Canned Reports (Other)

PURCHASE ORDERS MANAGEMENT

- + Create new purchase orders to be approved or rejected by the defined intervenients
- + Manage existing purchase orders
- + Ability to check purchase orders status and act accordingly the need:
 - + Submitted for approval
 - + Re-send email for approval
 - + Approve purchase order
- + Print or email the approved purchase order to the supplier (pdf document)
- + Initiate re-approval process in case changes are needed: increase PO amount, change any of the PO specification, etc. A brief explanation for the re-approval is requested and kept in the system
- + Duplicate a purchase order

INVOICES AND PAYMENTS:

Once the purchase order is approved, it is made available to the user:

- + Check purchase orders specifications: supplier, amount, VAT, project, requester, description, lines, related account and article, workflow history (from creation to last level of approval)
- + Record invoices and credit notes data related to the purchase order
- + Upload related documents (invoices and credit notes – pdf file)
- + Check/manage purchase order open amounts
- + Block invoices for payment
- + Cash application
- + Check open balances on the purchase order
- + List payments