



eRequester[®]

By Paperless Business Systems, Inc.

Web-based Requisition, Purchasing
& Expense Management Software



For any business,
eRequester can streamline
your operational efficiency.

Learn more about how this leading web-based
requisition and approval routing solution can
simplify your purchasing and payment processes.

Take the paper out of purchasing with eRequester.

What is eRequester?

An e-procurement system designed to manage internal purchasing and payment processes from start to finish. eRequester helps you create and manage purchase requisitions, purchase orders, receiving, expense reimbursement requests, budget checking, RFQs, blanket POs, approval routing, and a lot more.

eRequester is a competitively priced strategic investment, that provides an easy-to-use web interface to manage expenditures, create visibility, and provide internal controls to aid with SOX compliance in connection with purchase and expense requests and approvals. eRequester integrates with a number of accounting systems to link in real-time to vendors, GL accounts, inventory items, project or job numbers, budgets, ship-to addresses, etc., and then can create purchase, expense or receiving transactions in your accounting system.

How does it work?

- Employees request items, services, or payments by logging into eRequester and entering data in the web interface.
- Once submitted, requests are routed for approval through eRequester's robust workflow engine. Approvers log in, review, approve, or take other action regarding the pending request.
- Once approved, requisitions are posted as purchase orders (POs) or approved payment requests. POs can then be sent to vendors by e-mail or printed.
- All key information is captured in the requisition history to provide an audit trail and to act as a tool for communication.

Key Features

- ✓ Create & approve requisitions
- ✓ Check budgets against commitments & actuals
- ✓ Generate requests for quotes
- ✓ Send POs to vendors
- ✓ Process receipts & match invoices
- ✓ Provide control over encumbrances
- ✓ Built-in multi-company support for businesses
- ✓ Extensive search features
- ✓ Easy to use web interface
- ✓ Standalone or integrated with financial systems

View the demo

www.erequester.com/demo
or contact sales@erequester.com
for a live web demo.

Why eRequester?

Manual approval and purchasing processes aren't just cumbersome—they impact the bottom line. Industry studies estimate that it costs the average company between \$75 and \$100 to process a purchase order manually. With eRequester you can significantly reduce that cost.

Cost per Purchase Order Reduced

The cost drops by an average of over \$40 per purchase order.

Speeds PO Turnaround Time

In terms of turnaround time, e-procurement drives days out of the process—from just over a week to two days on average.

Reduces Unauthorized Spending

Unauthorized or maverick spending drops by over 50% using e-procurement.

Why eRequester makes sense for you:

| Organization Size | Small | Medium | Large |
|------------------------|----------|-----------|-----------|
| » Requisitions/Month | 100 | 250 | 750 |
| » Est. Monthly Savings | \$3,500 | \$8,750 | \$26,250 |
| » Est. Annual Savings | \$42,000 | \$105,000 | \$315,000 |

Cross-Industry Solution

The eRequester customer install base is growing at a record pace. When presenting ERP solutions to customers, we know it is helpful to have real-world, related customer scenarios and references.

Below are some of the vertical markets for which eRequester has been successfully deployed:

- » Banking
- » Bio-Technology
- » Education
- » Entertainment
- » Gaming
- » Government
- » Health Care
- » High Tech
- » Hospitality
- » Internet
- » Manufacturing
- » Non-Profit

Please contact us for references in your industry.

The screenshot displays the eRequester web application interface within a Windows Internet Explorer browser window. The browser address bar shows the URL <http://intranet/acma/login>. The application header includes the eRequester logo, the version number "eReq 4.1.6.58", the date "Tuesday, February 10, 2009", and a user greeting "Welcome Peter Glenn". Navigation tabs for "Requisitions", "Reports", "Administration", and "Search" are visible. Below the header, there are buttons for "My Requisitions (34)", "Receiving (101)", "Pending Approval (0)", "Create PO (7)", and "Templates". A table lists various requisitions with columns for "Req ID", "Name", "Vendor", "Request Type", "Requester", "Created", "Ship", and "Total". The table contains 8 rows of data, including items like "Rack Server", "Phone System", "Router/Switch", "LCD Monitor", "File Cabinets", "Printer Toner", and "VoIP Service". A "Page Total" of \$1,423.30 is shown at the bottom right of the table. The footer of the application states "Copyright © 2009, Paperless Business Systems, Inc. All rights reserved." and the browser status bar shows "Local intranet" and "100%" zoom.

Available Modules

Receiving

Create receipts including partial receipts of goods in a single centralized database. Facilitate Accounts Payable processing and give visibility of items received but not yet invoiced.

- Establish tolerances for Under or Over Receiving at line level
- Easy attachment of scanned invoices, packing slips, bills of lading, etc.
- Multiple partial receipts
- Facilitates three-way matching

Budget Checking

Gives users visibility into budget dollars available to the assigned General Ledger code on line items. Line items can be flagged as over budget automatically as a warning.

- Allows easy comparison of budgets against purchases and commitments
- Specific routing based on over-budget requests
- Enables more informed decision making

Multi-Currency

This module facilitates the use of multiple currencies within eRequester. It displays amounts in the appropriate currency for a vendor, and provides an easy way to convert amounts from one currency to another for line items. Create POs and receiving transactions in the appropriate currency for your vendors.

NEW Mobile

Use your mobile device to manage approvals remotely. With the Mobile module, managers can review and decide on purchases from another location, while on a business trip or on the road, from their handheld device.

- Real-time visibility into requisitions and budgets
- Add notes and comments while out of office
- Request more information, approve or reject purchases any time, any place

NEW Punchout (To Vendor Ecommerce Sites)

Requesters can 'punchout' to selected vendors' web sites to fill out a shopping cart that can then be transferred to their eRequester requisition.

- No need to maintain item files with current description and price
- POs are automatically transmitted to vendor electronically once created
- Allows for more precise communication between users
- Create a purchase order and a shopping cart at the same time

Request for Quote

The Request for Quote (RFQ) Module converts a requisition into a paperless RFQ document that can be emailed to multiple vendors for competitive pricing.

- Reduce costs by easily submitting to multiple vendors for competitive pricing
- Attach electronic copies of vendor bids received
- Easily edit requisitions with lower costs and submit to winning vendor
- Route awarded bid for approval

Expense Management/Payment Request

Users can request their expenses to be reimbursed, or invoices to be paid to vendors such as services or utilities. These requests can then be routed for approval and posted directly to your accounting system.

- Drastically reduces the time to process expense reports
- Centralizes expense data for reporting and query purposes
- Attach scanned copies of receipts and invoices for accounting and audits
- Reduces rogue non-PO spending

Companies seeking an efficient way to process purchasing will find a good solution in Paperless Business Systems, Inc.'s eRequester...

- eWeek



eRequester[®]

Copyright ©2009 Paperless Business Systems, Inc. All rights reserved. www.paperlessbusiness.com
eRequester is a Registered Trademark of Paperless Business Systems, Inc. All rights reserved.