



# Simplified Purchase Order Management With Complete Control

## Chrome River **PURCHASE ORDER**

Processing purchase orders manually can be costly, time consuming and error prone. Procurement professionals want to rely on an automated solution to facilitate the request for goods and services, streamline approval processing, ensure compliance with policies, and ultimately support the invoice-to-PO matching process in Accounts Payable. Chrome River PURCHASE ORDER automates this entire workflow, and gives you visibility into the status of your POs.

As an addition to INVOICE, Chrome River PURCHASE ORDER allows you to easily create, approve and reserve funds for purchases of goods and services with your suppliers. Leverage the Invoice Receiving Module to document goods receipts against purchase orders, directly within the Chrome River application. You can also ensure accurate payment with invoice matching, providing you with complete configuration control over your entire procure-to-pay workflow.



## Create Efficiency

With your purchase order data in Chrome River, corresponding invoices and goods receipts can automatically be matched to them. Your organization's matching tolerances can be easily maintained, and matching exceptions routed to the appropriate user for resolution, bringing efficiency to your purchase order process.



## Drive Insight

As a completely digital and automated solution, PURCHASE ORDER gives your team the visibility and insights needed to make critical decisions on your organizational spend. No more wondering what the status is of your purchase orders, no more guessing what previously committed spend may already be.



## Increase Agility

As your business grows, it is increasingly important to understand where your funds are committed. PURCHASE ORDER provides your organization with an intuitive application that streamlines the process to obtain authorization to spend funds. Prevent unauthorized spending with the right controls to provide confidence with your management and your suppliers that funds are committed and approved for purchase.

The screenshot shows the Chrome River web application interface for creating a purchase order. The main form is titled 'Purchase Order' and includes fields for Vendor Name, Vendor Address, PO Number, PO Date, PO Amount, and Reference. The vendor is 'Hartford Office Supply Co'. The PO Number is '070000073008'. The PO Date is '04/19/2019'. The PO Amount is '2,800.00' USD. The Reference is 'MB424191'. Below the main form is a 'Purchase Order Detail' section with fields for Request Memo, Requester, Description, Rush, Delivery Date, Promise Date, and Cancel Date. The Request Memo is 'Account ID 3212'. The Requester is 'Julia Marko'. The Description is 'Copying Services'. The Rush checkbox is unchecked. The Delivery Date is '04/19/2019'. The Promise Date is '04/19/2019'. The Cancel Date is empty. On the left side of the screen, there is a 'Purchase Order' summary table with columns for Item, Quantity, Unit Price, and Total Price. The table lists items like 'Spiral Bound', 'Curtain Bound', and 'Delivery' with their respective quantities and prices. At the bottom of the screen, there is a 'Thank you for your business!' message.

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## Procure-to-Pay Lifecycle

Chrome River PURCHASE ORDER automates your full procurement process. From pre-purchase authorization to approval and purchase order conversion, you can keep all your purchase orders in one digital platform alongside Chrome River INVOICE.

## Elegant and intuitive design

Quickly and easily provide your users an intuitive experience to create and approve requisitions for conversion to purchase orders in an application that has a consistent user interface and functionality as EXPENSE and INVOICE.

## Embedded business and routing rules

Purchase order routing and compliance rules can be created based on virtually any data attribute of the purchase order record (e.g., vendor, GL / allocation, date, amount, etc.), providing your Procurement organization the internal controls they are looking for.

## Purchase order report transmission

Approved purchase order information is easily transmitted to your suppliers via email/PDF attachment, or can be printed, signed, and manually forwarded based on your policies.

## About Chrome River

Chrome River is part of Emburse, a global leader in expense management and accounts payable automation solutions, which is trusted by more than 4.5 million users in more than 120 countries. Over 14,000 customers, from start-ups to global organizations, rely on Emburse's tailored, highly-configurable offerings.