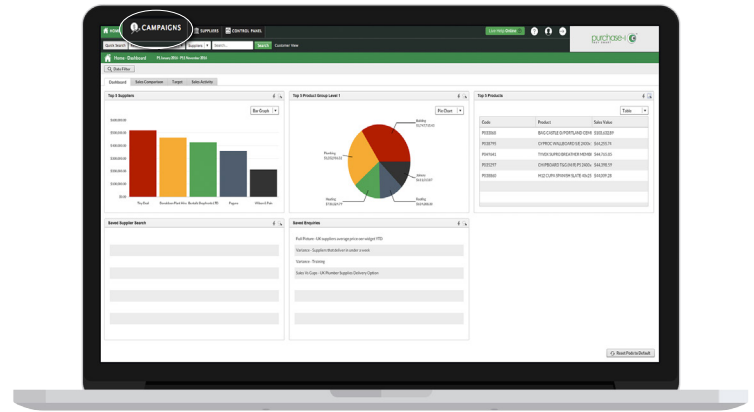


# HOW TO SPOT WHICH SUPPLIERS YOUR SPEND HAS INCREASED WITH

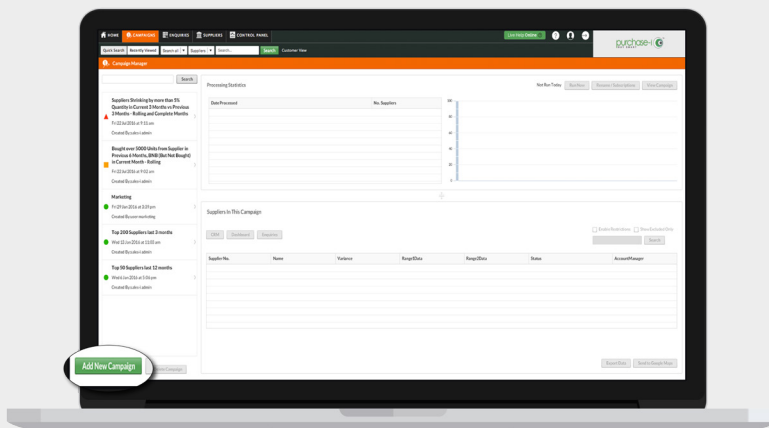
This guide will show you how to use purchase-i's Campaigns feature to discover which suppliers' you have decreased spend with by more than 10% over the last 3 months vs the previous 3 months.

Note: Campaigns can only be created by Power Users or Team Leaders. However, anyone with access can view the associated results.

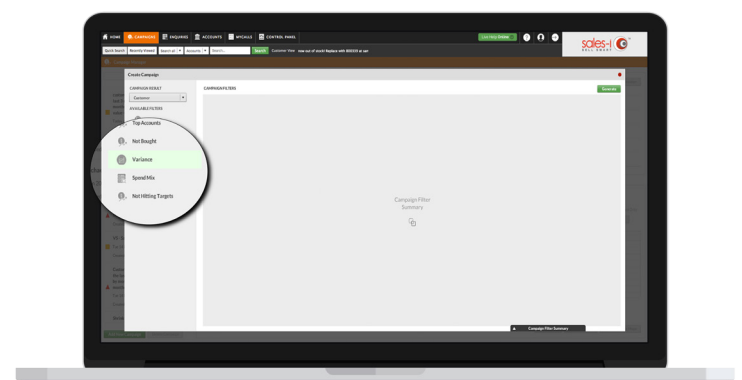
**01** From the top navigation, click **Campaigns**.



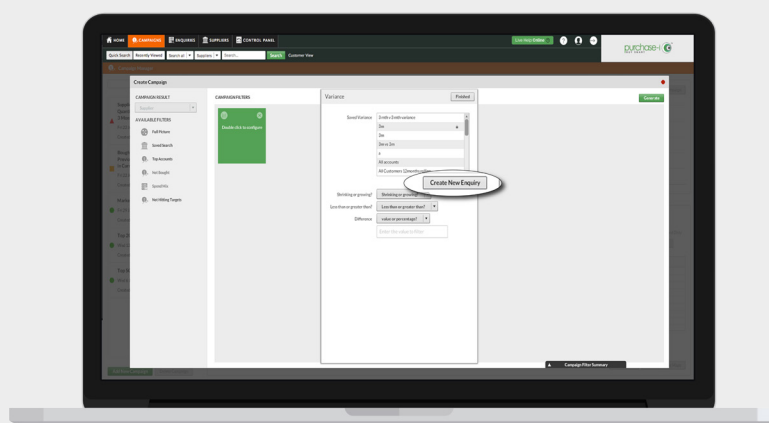
**02** Click the green **Add New Campaign** button at the bottom left of the screen.



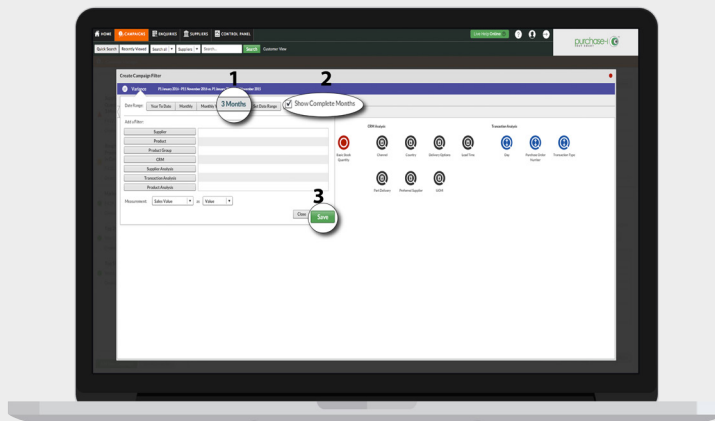
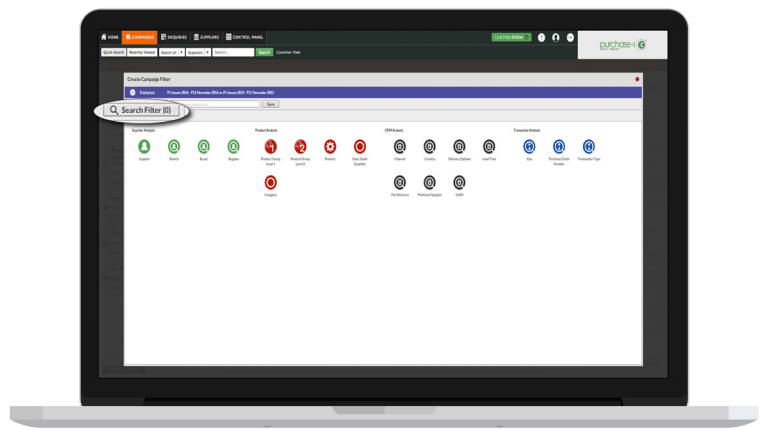
**03** Drag and drop the **Variance** filter into the large box on the right.



**04** In the new window that appears click **Create New Enquiry**.



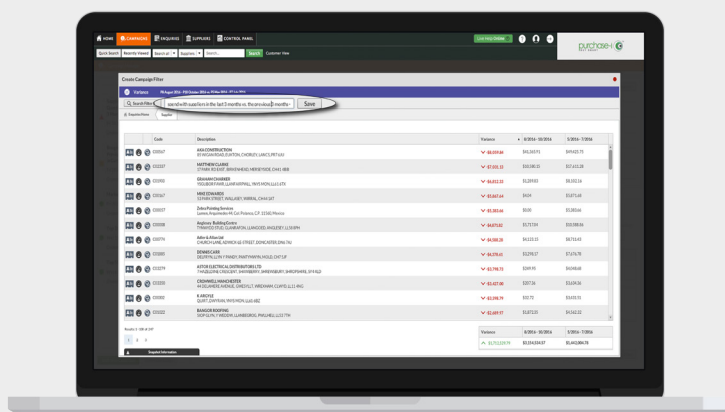
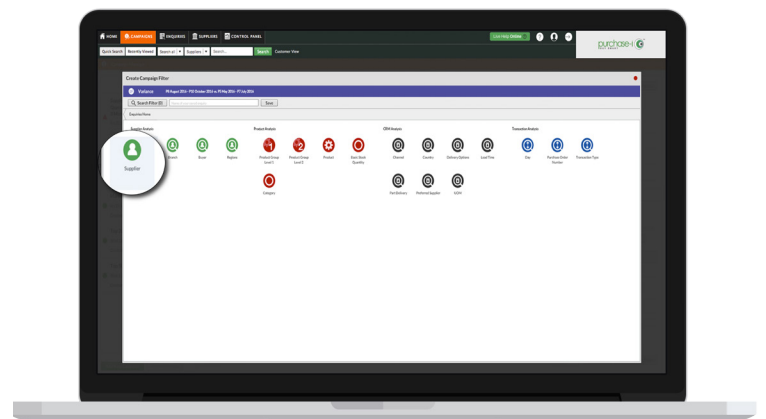
**05** Click **Search Filter** in the top left of the window, this will allow you to adjust many filters.



**06** Select the **3 months** date button, tick **Show Complete Months\*** and then click the green **Save** button in the bottom right hand corner.

\*When ticked the **Show Complete Months** option excludes the current calendar month.

**07** Select the **Supplier** bubble, which can be found in the Supplier Analysis section.



**08** Now name your Enquiry. For this example we'll use 'Spend with suppliers in the last 3 months vs. the previous 3 months - rolling & complete'. Click **Save**.

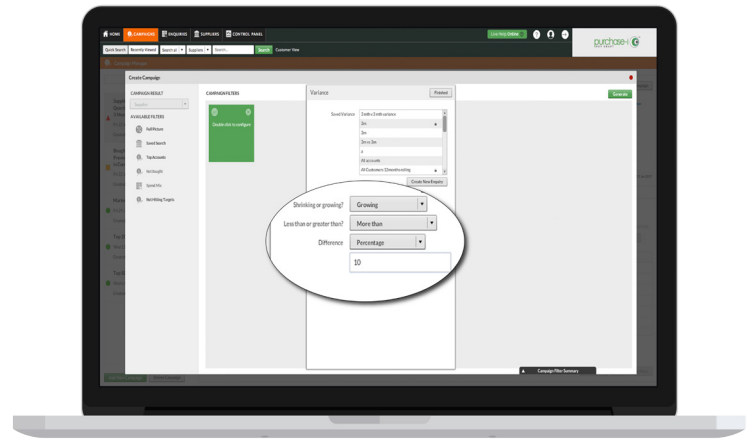
## 09 Ensure your recently saved enquiry is highlighted green.

The drop-down menus act as a series of questions that will determine a list of suppliers based on your answers.

Options used for this specific campaign:

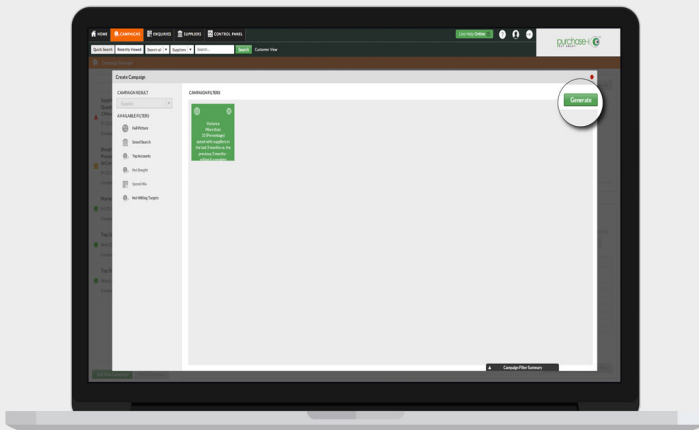
- a. Growing
- b. More than
- c. Percentage
- d. Type '10' into the last box

Then press **Finished** in the top right.



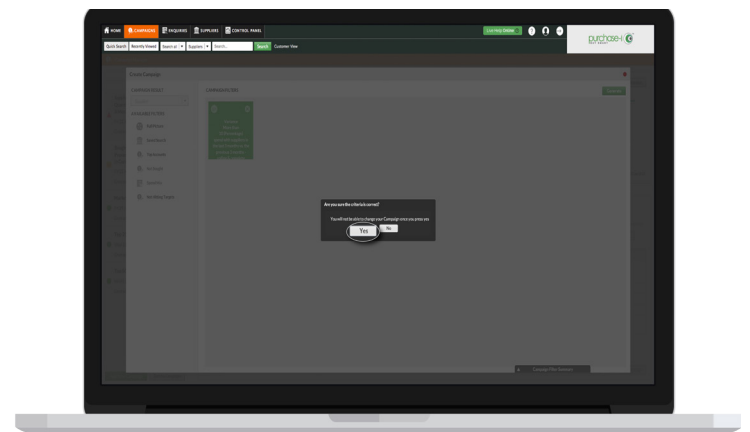
## 10 Press the green **Generate** button in the top right of the window.\*

\*Please note: This campaign uses a single filter, other campaigns may use more than one filter. This can be achieved using similar steps as detailed above.



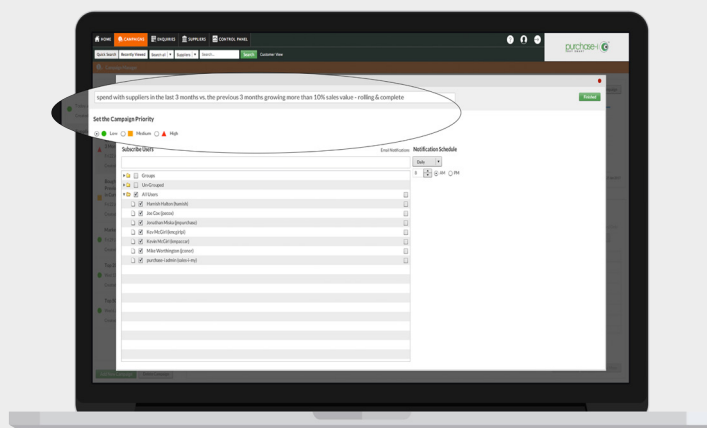
## 11 At this stage a black box will appear warning you that you will not be able to change your Campaign once you press Yes.

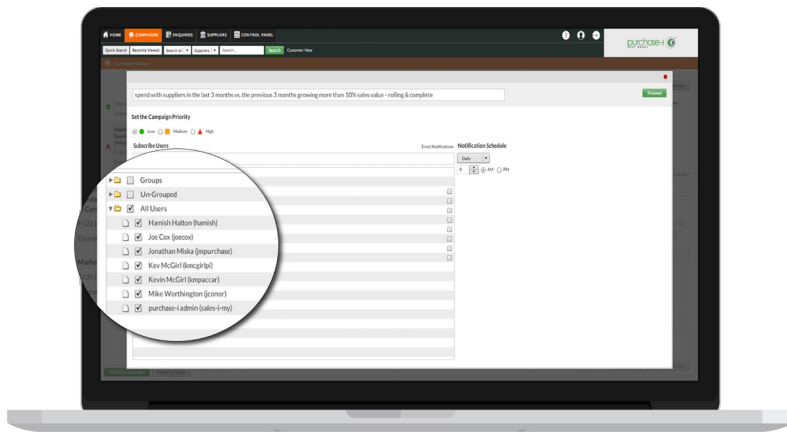
Click **Yes** to continue.



## 12 Name this overall campaign 'Spend with suppliers in the last 3 months vs. the previous 3 months growing more than 10% sales value - rolling & complete'.

Using the traffic light system, give your campaign a colour of priority.





**13** Next, select the users you wish to have access to the campaign results.

Clicking the grey arrow next to the **All Users** folder will open up a list of users.

Select the tick box next to **All Users** if you wish to allow all your users to access the campaign results.\*

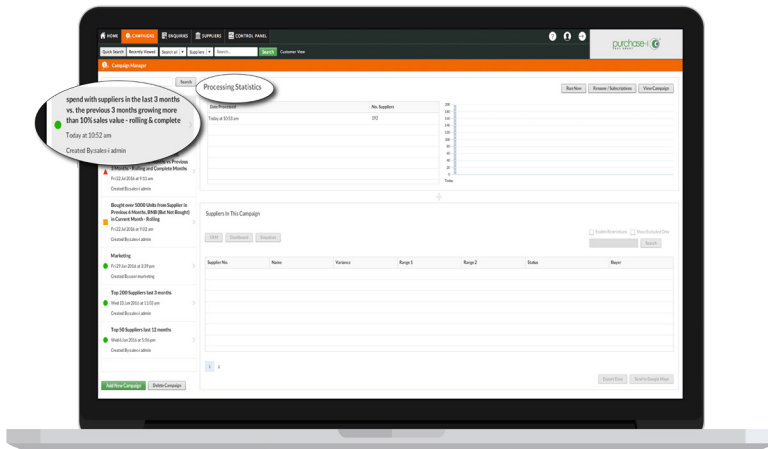
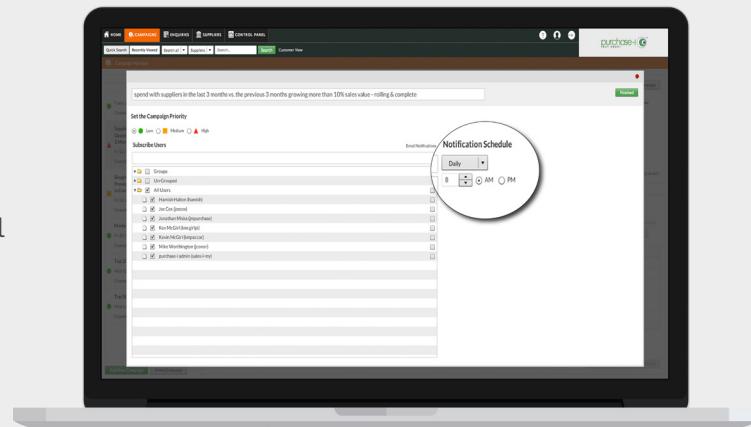
\*If used, **Groups** will assign access to the users included in the relevant group(s).

**14** When you're ready to move on, click **Finished**.

This section is editable for name, priority and user selection.

Optional: The tick box to the right of the user(s) selected to access the campaign is an optional email notification reminder.

Under **Notification Schedule**, select the frequency you would like an email reminder to run the campaign to be sent out.



**15** To view the results of this campaign, click on its title in the menu on the left.\*

\*Please note: Only the Power User can see the **Processing Statistics** tab and associated line graph.

Select **Date Processed** to see the results list.

**16** You will now see a list of suppliers. The **Variance** column shows how much their spend has grown by a percentage over the last 3 months.\*

**Range 1** is the closest date range to the current date.

**Range 2** is the furthest date range from the current date.

\*Please note: Clicking the header of a column will sort by ascending or descending order.

