



Workflow & Approvals

Direct Commerce's Workflow & Approvals manages the review, encoding and approval of documents within your organization.

When combined with our Procure-to-Pay suite of services, organizations have the tools to route electronic documents – inexpensively and efficiently.

Invoices, check requests and P-Card transactions can be processed proficiently, encoded, and released for payment. Electronically routed documents reduce process times, decrease errors and increase the productivity of your entire organization.

Centralizing repetitive activities into a shared-services center reduces costs and provides better access to information. The service provides an available, easy-to-use set of tools for access to critical decision-making information.

Features

- Routing all document types
- Easy-to-use document encoding and notes
- Multi-management level process support
- Forwarding and delegation
- Dispute resolution and collaboration
- Document encoding, notes, history and tracking and more...

Workflow & Approvals, a product of the Direct Commerce® Procure-to-Pay suite of services, automates the manual routing, encoding, and approval process.

Workflow & Approvals eliminates paper-processing and provides real-time accurate information – resulting in lowered costs and improved productivity.

direct
commerce®

Easy-to-Use P2P Solutions



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Tom Garlick
Vice President of Engineering

Workflow & Approvals

Direct Commerce's Workflow & Approvals provides your employees the tools to forward, approve, append and encode business documents, such as purchase orders, invoices and P-Card transactions. All purchasing, invoicing, receiving, and payment information is available to facilitate approvals. Authorized users check the status of any document and can track its progress through the reconciliation and approval process via the web portal. Vendors receive notification as purchase orders are changed, invoices are approved or denied, P-Card transactions are cleared, or documents are otherwise moved through the process.

Workflow & Approvals allows you to communicate and collaborate with your suppliers on documents. It eliminates the need for paper transactions and inter-office mail and ensures that everyone in your supply chain has up-to-date information.

Workflow & Approvals allows you to make relevant information immediately available to those who need it. A defined, centralized process means better compliance, auditability and savings in your Procure-to-Pay processes.

Highlights

- Routing of all Document Types
- Easy-to-use Interface
- Multi-level Process Support
- Dispute Resolution and Collaboration
- Document Encoding
- Document Notes
- Document History & Tracking
- Negative Assurance (Passive Approval)
- Notification Engine
- Time-out Tasks
- Escalation Time-outs
- Forwarding & Delegation
- Out-of-Office / Vacation Routing
- Rejection Routing
- Multiple PO Types & Formatting

Easy-to-Use P2P Solutions

To learn more about how Direct Commerce solutions can optimize your discount management and P2P automation, visit **directcommerce.com** or email **info@directcommerce.com**

