



Create, manage & automate purchase orders with CompleatOrder

You need to track spend throughout your business.

Many companies rely on budget manager's Excel reports. However, in most companies tracking spend is the responsibility of finance.

Even if finance has complete control, budget management is almost always manual, via Excel workbooks. Because of this manual process, they are rarely 100% correct.

You need real-time access to spend data to help you plan, or catch any maverick spend. Better yet, manage & automate your companies spend using purchase orders & punch-out to preferred suppliers.

As an addition to our supplier invoice capture & approval solution, CompleatInvoice, CompleatOrder can help with that.

With simple purchase order processing, you can see spend even before supplier invoices arrive in your inbox.

What does CompleatOrder do?

- ✓ Purchase order requests.
- ✓ Multi-line orders.
- ✓ Existing requisition duplication.
- ✓ Auto-completion of coding.
- ✓ Dynamic approval workflow routing.
- ✓ Approval reminders.
- ✓ Email notifications.
- ✓ Unlimited notes.
- ✓ Generate purchase orders.
- ✓ Send purchase orders.
- ✓ Personalised purchase order layout.
- ✓ Easy workflow setup.
- ✓ Simultaneous workflows.



See it live.

We want Compleat to be 100% self-service. You can go from zero to hero in as little as 30 minutes on your own. Having said that, we would be delighted to give you a live tour before you commit. You may even learn something.

Why do you need CompleatOrder?



Simple processes are followed processes.

Purchase Order processing, approvals, & PO distribution.

Paper purchase order forms are a thing of the past & so are ad-hoc emails.

CompleatOrder makes life simple, both for you & your staff. Easy to approve (or deny) spend. Easy to request spend. It's a win-win.

Taking PO requisitions & invoice processing utterly digital, in the cloud, means flexible working is *actually flexible*. 'Approve on the move' just became a reality, as well as 'request at your behest' — okay we made this one up, but you get the idea, do what you need, where you want, when you want.

Supplier Invoice capture, matching & approval.

Now you have PO numbers allocated to orders, invoice matching just became Compleatly touchless, with exceptions automatically highlighted. Set your mind at ease knowing that you're only going to see invoices with queries attached whilst the rest goes straight through!

You may be perfect, but what about your team? Humans make mistakes, often costly mistakes. Computers, less so. Reduce errors, save time, save money, yada yada, you get the picture!

Collect smart spend data to achieve significant savings.

Every digital transaction leaves a footprint. Compleat collates these footprints from all your transactions allowing you to make more informed decisions.



Who is Compleat Software?

#TheFutureIsNow

We believe in helping business to achieve the extraordinary, simplify the way you buy & pay. Find out more about us [here](#).



COMPLEAT

Simplifying the
way everyone
buys & pays.

Invoice Automation | Online Buying |
Purchase to Pay | Digital Procurement

**Empowering businesses to
achieve the extraordinary.**

Contact Compleat [here](#)...

Compleat-ly social

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