

Automated purchasing management: simple as that!

Our solution: Easy Purchase

MORE CONTROL AND INSIGHT

Digital purchasing management is the solution that gives you maximum insight into your purchase contracts. Easy Systems offers a solution within your process, from budgeting, right down to payment, allowing you to process your company's requests and approvals within an easy-to-use digital platform. Subsequently your orders and receipts are registered correctly, and securely. Organising your obligations using Easy Purchase, ensures timely insight into your costs. On top of that, Easy Purchase provides statistics which allow you to optimise the purchasing process.

PRIOR APPROVAL

Approve the purchase of goods prior to ordering, rather than finding out about orders through invoices. This provides a continuous overview of your obligations and prevents unnecessary surprises in terms of budgeting and/or expenses. Managing, and checking, purchase requests and orders placed by your employees, reduces the amount of unnecessary expenses.

ADVANTAGES

The solution provided by Easy Systems, gives your employees an easy, quick method to submit purchase requests. The user-friendliness of the application is pivotal. It enables users to implement the necessary solutions quicker, and more easily. Easy Purchase was developed with user-friendliness in mind.

- ✓ Entirely web-enabled;
- ✓ Limited investment costs (great price-quality ratio);
- ✓ Aligned with your business operations (parameters and configuration);
- ✓ Integration with all finance and – ordering systems;
- ✓ Selection of standard integration templates;
- ✓ Source files centralised in one place (within financial package);
- ✓ Automatic security;
- ✓ Personal digital archive;
- ✓ Integration with DMS;
- ✓ Automatic matching of the purchase invoices.



15 users | AccountView



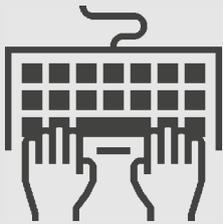
20 users | AccountView



10 users | Exact Globe



Our solution in 5 steps



Request is submitted.

STEP 1: REQUEST

Employee submits request based on the options provided. This can be done by selecting products/services, or by using the open text field option. The dashboard gives the employee insight into requests made. The request is then forwarded to the approval-flow for moderation and approval.



Employee assesses request.

STAP 2: APPROVE

Requests are approved, rejected or parked by the authorised individuals within the organisation. Employees can also be notified if an order exceeds the budget. The request can potentially be overridden by an authorised manager. The approval-flow is determined on the basis of the chain-of-command in your organisation.



Purchasing employee can order approved request.

STAP 3: ORDER

The approved request can be processed by an authorised employee for purchasing. The order, using a unique ID number, is subsequently forwarded to the supplier.



Register service or goods as received.

STAP 4: RECEIVE

The product/service is provided. The order is subsequently marked as received in Easy Purchase. The receiver can be determined prior to receipt via the authorisation tool.



Relevant invoice is automatically processed.

STAP 5: ARCHIVE

The incoming invoice can be matched (in Easy Invoice) to the registered receipt of goods/service. All requests are archived in Easy Purchase and easily retraceable for authorised employees. The status of the request is also displayed in the archive.