

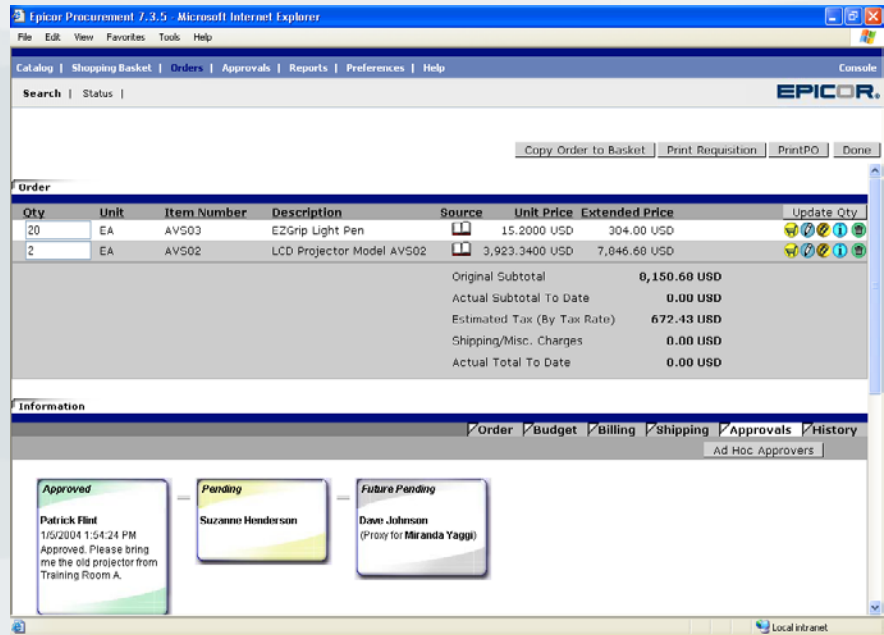
Procurement

Take your entire purchasing process online to achieve reach, speed and control that delivers bottom-line results.

Chances are, your employees are throwing away money without even knowing it. With paper catalogs, supplier web sites, employees choosing their own suppliers, and a maze-like purchase order process, spending is difficult to control. Allowing end-users to create their own requisitions 24/7 from any location while improving purchasing controls may seem like a paradox, but not with Epicor Procurement.

With Epicor Procurement, requisitioners have access to approved catalogs with pre-negotiated items and prices. Buyers and CFOs can sleep better at night knowing that Procurement ensures organizational compliance to purchasing rules. The result is better control over who buys what and when with less work on everyone's part.

Epicor Procurement, a core component of the Epicor Enterprise Supplier Relationship Management (SRM) Suite, handles direct procurement for raw materials as well as indirect procurement for administrative goods and services. It enforces the everyday purchasing rules for requisitions and approvals with simple, streamlined processes and employee self-service, freeing up buyers and others for more strategic tasks.



Requisitioners and approvers easily see the status and workflow of their orders, as well as commitments against budgets and a complete audit history.

Two Kinds of Savings

Epicor Procurement enables organizations to deliver savings and ROI in two ways. First, savings come from spending less for the goods and services needed to operate and produce. Vendor consolidation and the reduction of "maverick" — or off-contract — spending make the biggest impact, followed by the automated enforcement of approval rules. Our customers have reported hard savings of 5-20% on key categories. Second, additional savings come from process efficiencies. Studies have shown a 58% reduction in the cost of creating and processing purchase orders by using electronic procurement.

Enabling Suppliers

When procurement goes electronic, everybody saves, even suppliers. The exchange of electronic documents like catalogs, purchase orders, acknowledgements, and advanced ship notices makes each part of the process flow faster and with more accuracy. Epicor Procurement is designed to enable suppliers of all kinds with a variety of technical capabilities. From spreadsheet catalogs and faxed POs to email, XML, and EDI, we understand what suppliers can support.

Epicor Procurement supports importing supplier catalogs, maintaining them manually, or doing a Tap Out to a supplier's e-commerce site. Procurement can also synchronize to an internal inventory catalog allowing you to use current inventory as a first alternative to ordering from a supplier. But not everything needs to be in a catalog. Procurement also supports ordering non-catalog items by routing those requests to the appropriate buyer for sourcing.

Documents or files in any format, like spreadsheets, pictures and CAD drawings, can be attached to requisitions and line items to further specify details of items being purchased. Epicor Procurement's unique FreeForms feature allows an administrator to create HTML forms in any Web page authoring tool and publish them to Procurement. Procurement automatically creates the database tables and code necessary to interact with those forms in the procurement process.

Adaptable Business Rules

The key to effective control is giving the right users access only to what they need to make smart purchasing decisions. Catalog and account code access can be granted to user groups with the requisite granularity. Automated approval routing is sophisticated yet simple to set up with a point-and-click interface — there's no coding or scripting required. The workflow engine supports hierarchical and rules-based routing as well as serial, parallel, and ad hoc routing paths. Real-time email integration facilitates a swift approval process that benefits requisitioners and approvers. And the ability to check budgets and outstanding commitments while entering and approving requisitions keeps everyone informed for predictable performance.

Familiar Metaphors

By now, the vast majority of today's business users are familiar with Web-based ordering applications that perform searches and create shopping baskets. Epicor Procurement's multi-parameter search engine helps requisitioners find just what they need quickly. Other time-savers like personalized favorites lists, saved shopping baskets, intelligent code defaults, and a one-click order copy feature make reorders a snap.

In short, Procurement's patently simple user interface and email-enabled workflow makes it easy for every user to "do the right thing."

DETAILED FEATURES

- Boolean keyword search
- Internal category and UNSPSC® search
- Item attribute search
- Remote catalog search (Tap Out)
- Private and public favorites lists
- Private and public saved shopping baskets
- One-click order copy
- Non-catalog items and special workflow
- Split account distributions
- Split ship to addresses
- User preferences and catalog item associations for intelligent defaulting
- Header and line file attachments
- FreeForms (custom forms to include in the requisitioning process)
- Blanket orders and releases
- Budget and commitment checking with override limits
- Two-tiered estimated sales tax
- Requisition and approval proxies with effective dates
- P-card and invoice forms of payment
- Point-and-click workflow routing rules definition
- Serial, parallel and ad hoc routing options
- External routing engine interface
- Configurable email notifications at each stage of the process
- Spending limits and approval limits
- Most recent orders lists
- Order search and order status folders
- Graphical workflow view
- Detailed order history
- Automated PO transmission via email, fax, XML, EDI, or hard copy
- Order acknowledgements
- Advanced Ship Notices (ASNs)
- Requisition and PO change process
- Requisition and PO cancellations
- Returns processing
- Desktop or centralized receiving
- Secure, personalized reports
- Electronic catalog import
- Catalog change reports
- Catalog load scheduling
- Numerous configuration options for users, user groups, organizations, enterprise codes, suppliers and supplier groups
- Multicurrency support
- Branding Pack for custom look and feel
- BizTalk Adapters for integration to ERP, MRP, and other systems
- Integration to Epicor Sourcing for non-catalog requests

Timing is Everything

When an automated system that's fast reaches every desktop and is controlled by organizational rules, everyone benefits. Gone are the time-wasting activities of "place, chase, and trace" that typified paper- or email-based processes. Procurement keeps track of everything, notifies users of tasks and status changes, and ensures that everyone plays by the rules. All that efficiency encourages compliance and user satisfaction.

But there's more than just speed to generate savings. The elimination of redundant data entry and clerical errors pays off in spades all the way through the process, from requisition to receipt and invoice matching.

Integration

Epicor Procurement really shines when it is integrated to other systems, like general ledger, accounts payable, inventory, and human resources. Using Microsoft® BizTalk® Server as a messaging backbone, Procurement's own BizTalk Adapter handles the publication and subscription of documents in and out of the application for timely and labor-saving data synchronization. Using the latest XML and Web services technology, Procurement can integrate with Epicor or non-Epicor systems. Items in inventory, accounts in general ledger and receipts for accounts payable are just three of over a dozen out-of-the-box integration touchpoints that make Procurement the heart of a well-orchestrated "req to check" process.

Manage Your Spending Today

For more information on how Epicor Procurement can help you rein in your spending and speed up the purchasing cycle, contact your authorized Epicor Partner, or call Epicor at 800-997-7528 (U.S. and Canada) or 949-585- 3700 (international).



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