**ESKER®**

# Procurement Automation

## Transform buying into a fast, consumer-friendly experience

Esker's Procurement automation solution eliminates manual spend requests and goods/services ordering, resulting in substantial cost savings and process efficiencies. The solution helps enforce internal policies and regulatory compliance by enabling every spend request to get the required authorisation and allowing users to shop from a lists of items from approved vendors. Not only is the process fully transparent from the start to finish, invoice matching is also automated so that suppliers get paid on time.

## Why automate with Esker?

**Speed up requisition-to-receipt process**
Automated processes mean orders can be placed on time and with minimum effort.

**Reduce maverick spending & ensure internal policy compliance**
Electronic approval workflows guarantee that purchases get the proper authorisations. Supplier catalogues enable staff to easily navigate and select from pre-approved vendor items.

**Control & follow-up budgets in real time**
Maintaining visibility over budgets at every step makes it easy to keep an eye on spend targets.

**Lower supply costs & risks**
Every transaction, from request to receipt of goods or services, is tracked, enabling reporting on what is bought, from whom and for how much.

## How it works

Esker offers a comprehensive solution that automates every phase of procurement — from the requisition to the receipt of goods or services — minimising manual touch points so companies can reduce maverick spending and risk of fraud.

1. **Requisition**
   Requesters quickly create electronic purchase requisitions for goods or services by selecting items from online catalogues or from supplier quotations.

2. **Approval workflow**
   Based on the company's buying policy, the request is routed to the appropriate person(s) for approval. Approvers can check that the request is within budget allowance.

3. **Ordering**
   Requests are converted to orders and placed with the supplier either automatically or in a few clicks by the buyer.

4. **Receiving**
   Once items or services are received/executed, goods receipts are generated automatically or upon user entry.

5. **Invoice reconciliation**
   Received invoices can be auto-matched with the corresponding purchase orders and goods receipts.
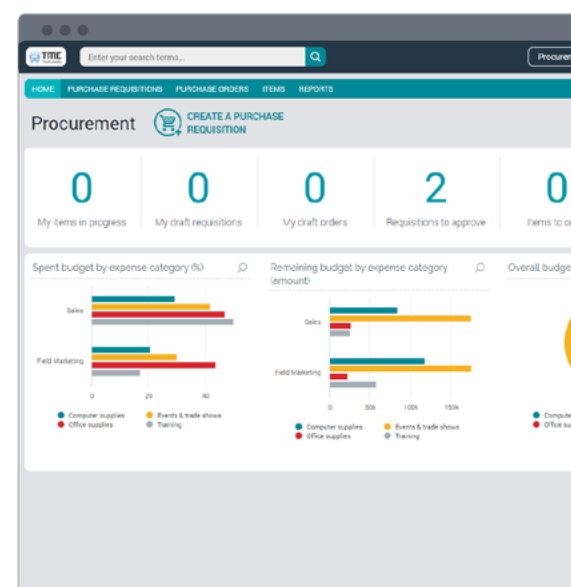
# Solution features

Esker's 38+ years of field experience and dedication to product development is key to our Procurement solution's continued innovation. Below are some of the most prominent features behind the benefits:

### E-purchase requisition

A user-friendly interface enables users to easily place orders in just a few clicks, thanks to the ability to group requests, clone requisition and convert quotes to requests.

### Dashboards & analytics

Esker's solution is equipped with intelligent customisable dashboards that display live, visual analytics to follow budgets in real time and track every transaction such as requisitions, items purchased, orders processed and payments made. Users can efficiently manage daily tasks, organise priorities and spot problems or opportunities as soon as they arise.

### Project procurement

Esker gives users the ability to create projects and associate contracts and sourcing events to projects. They can also manage participants, deadlines and supporting documents. Everything related to a particular project is accessible from one place, enabling efficient collaboration across teams. Stakeholders can easily track progress and spending against the project.

### Supplier catalogues

Esker offers flexible catalogue management options to help companies create, deploy and maintain their catalogues. Users can create their internal e-commerce-like web store by broadcasting hosted catalogues or by giving access to vendors' online catalogues (punch-out catalogues).

### Internal stocks

Internal stock allows companies to have a buffer stock so they can quickly supply the necessary goods to the business while benefiting from volume discounts and be less subject to supplier stock shortages. Additionally, buyers can save on rush order costs. The feature also includes warehouse management, stock orders, stock transfer, reorder point and stock replenishment management.

### Mobile reach

The Esker Anywhere™ mobile application equips managers with on-the-road accessibility to review and approve requisitions and supplier invoices, as well as track KPIs anytime, anywhere.

### Automatic invoice processing

Because all orders are pre-approved, all invoices become PO-based and can easily be matched with the corresponding PO and goods receipt, speeding up the verification process.

### Supplier portal

As part of Esker's Procurement solution, a convenient online portal gives suppliers self-service access to order and payment information, legal documents and more. Users also have the ability to easily collaborate on issues as they arise so they can be quickly resolved. Suppliers can also upload their catalogues directly for the portal.

## Want to automate your entire source-to-pay process?

Procurement is just one part of the source-to-pay (S2P) process. Esker's Source-to-Pay suite is designed to help Procurement and Finance leaders achieve their goals by removing departmental siloes, streamlining procurement processes, improving enforcement of policy compliance, and enhancing supplier management with visibility over the entire buying process. By aligning procurement and finance, Esker helps CFOs and CPOs achieve better financial outcomes and foster collaboration across all operations. Companies that use Esker's Source-to-Pay suite have the flexibility and agility to reduce costs, increase process efficiency and mitigate supply chain risks, resulting in a more sustainable and profitable business.

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