

**DRAFT
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Automating Procurement for SAP



Purchasing is a major expenditure. Don't pay extra for the privilege.

According to several independent surveys, ad hoc purchases represent a third of the average company's total procurement. Furthermore, a large part of these are "Maverick" purchases, done without guidelines and outside existing agreements. This is expensive, in the order of an extra 35%.

That is why we'd like to end this waste and put the money back where it belongs: your bottom line.

From now on any authorized person can create a purchase order requisition for any authorized item through an easily used web connection that also provides approval workflow and SAP purchase order generator.

Knock some 10% off your total procurement costs

- Automate enterprise purchasing processes by providing a cost-efficient way to manage and control your organization's requisitioning, approval, and ordering processes.
- Eliminate time-consuming and error-prone manual procurement processes that result in poor visibility, lack of process control, and wasted opportunities for leveraging corporate expenditure.



- Focus on the core elements of procurement – shortening time to sourcing savings, increasing spend control and compliancy, leveraging contracts, and improving your organization's competitiveness through more efficient purchasing.
- Rely on built-in best practices to provide ease of use, a high level of automation, and an overall compliance with policies and contracts.
- Audit trail functionality documents the entire process.

Catalog-based purchasing enables you to fully leverage contracts. It also provides your organization with full control over the quality of the product information, which can be utilized to automate the purchase- to-pay process.

When ready, requisitions are sent for review and approval using multi-level review and approval workflows that are easily adapted to meet your company

policies. When a requisition is approved according to your purchase policy, an electronic order can be created automatically or by a professional buyer.

Optimize your supplier list

Selected suppliers and negotiated contracts will significantly lower your costs f.

Automate your purchase order generation

Effortless conversion into SAP purchase orders or SAP purchase order requisitions.

Work through your browser

Easy access for authorized users. Of course there is also an interface for SAP users.

Increase your purchase order ratio

A larger percentage of invoices based on purchase orders will simplify your accounts payable process and lower your costs.

Your processes are business critical. Let's keep them up and running.

It is important to us that your ReadSoft process solution, once up and running, will satisfy your expectations in all respects: return on investment, efficiency, and job satisfaction.

Equally essential is that projects are well handled in terms of timeliness, costs, results and management.

Guaranteed delivery according to project specifications

A service provided at the earliest possible point, covering installation and configuration of all your ReadSoft software.

Getting everybody on the right track

Change management is always regarded as an integral part of our assignment and is handled either

by ReadSoft staff or by one of our very competent partners.

Best practices

Years of experience and globally renowned methodologies for solutions and business processes as well as project management.

Milestones

Decision points and milestones continuously reviewed to ensure the project stays on track.

Benchmarking

In cooperation with renowned professionals we offer means to provide reliable forecasts.

Out-of-the-box

Our solutions' built-in functionality is often enough, at least to get you started.

Keeping the training focus on essentials

ReadSoft software is designed for ease of use. Users will learn how to handle any normal situation and how to find solutions in the Help. Administrators will minimize downtime, keeping the system up and running.

Ensuring continuity

As a part of our project process, vital knowledge and documentation is passed on to our support organization.

Supporting proactively

Our Support centers serve customers in all ReadSoft countries, ensuring direct access to solution competence in the local time zone and local language.

Register and monitor your support case via the Internet, and track the progress of your case in real-time. You also have instant access to supportive documentation through our Knowledge Base.

Improving your software

We can provide fixes to defects and maintain compatibility with 3rd party software and systems. Use our customer web to get the latest maintenance Service Pack and Hotfix downloads for your software.

Boosting performance

We can analyze the production system where your ReadSoft products are running, and determine the best way to enhance the solution for optimum performance.

Delivering new functionality

You are entitled to all newly developed functionality in future upgrades of the software. You will find it on our customer web as soon as they are released

Refreshing and adding new knowledge

Course material is always on hand when someone needs to make a quick check up or wants to go through the lessons again. And refresher courses are always to be recommended.

Pushing the limits of document process automation

“Since day one we have been fighting repetitive, monotonous, and, yes, expensive, manual office routines.

A large number of companies seem to think we are doing all right. They now all enjoy fast, cost efficient, work-savin processes.

Some call it the ReadSoft effect. Get in touch, and we’ll show you what it means.”

Jan Andersson
ReadSoft CEO and co-founder

