



## Automate Procurement of Indirect Products and Services

### ■ Reduce maverick expenditure and increase compliance

Many enterprises rely on a manually intensive paper or email based processes for purchasing indirect goods and services. And where eProcurement software solutions have been implemented, rollout and adoption has typically been slow and incomplete. As a result, it is difficult to reduce maverick buying and ensure compliance with procurement policies so that products and services are purchased only at the best or negotiated prices and only from permitted suppliers.

Manual processes and incomplete implementations also make it hard for enterprises to implement internal controls such as requiring that every spending request is approved by all appropriate managers before purchase orders are processed.

### ■ Automate requisitioning, purchasing and receiving

Ketera Procurement, a key component of the Ketera Network, addresses these issues by streamlining and automating the requisitioning, purchasing, and receiving processes. It ensures compliance with procurement policies and internal controls and maximizes savings by eliminating maverick spending and ensuring that products are purchased only at negotiated prices and from permitted suppliers. Rollout to wide user groups is greatly facilitated by a simple consumer eCommerce-like browser interface.

Automation and electronic interactions make the requisitioning and purchasing process more efficient, cost-effective, and error-free. With a comprehensive set of capabilities for customers ranging from mid-sized organizations to Fortune 100 companies, Ketera ensures that as organizations grow in scale and complexity, the system continues to meet their needs. Ketera's low cost of ownership and speedy implementations deliver unbeatable time-to-value.

### ■ Benefits of Ketera Procurement:

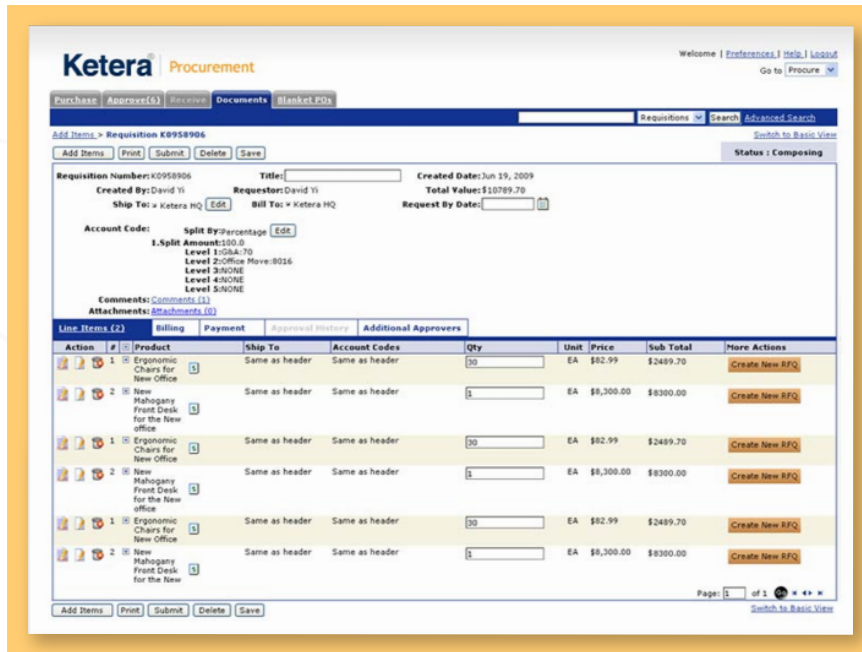
- Capture savings from pre-negotiated prices and preferred vendor lists and catalogs
- Eliminate maverick and off-contract spending with controls and automated approval routing
- Manage and track spend based on budgets
- Improved accountability, transparency, compliance and traceability across the procurement process
- Quick time to value from rapid implementation and simple deployment
- High end-user adoption rates and minimal training demands as a result of consumer eCommerce-like browser interface
- Comprehensive functionality that scales as organizations grow in size and complexity  
Integrate easily with your existing ERP systems
- No upfront software and hardware investments due to an On Demand (SaaS) delivery model

**“We recognized an opportunity to enhance our purchasing process with state-of-the-art technology, without the upfront investment and ongoing resource commitment associated with the implementation of enterprise software.”**

VP Procurement

*Con-way*





## Key Features

### ■ Requisitioning, Ordering, and Receiving

- **Receipt Management:** Record all receipts, including partial shipments and over-receiving. Ability to reject receipts.
- **Advanced Search:** Enable users to find products and services in readily available public catalogs or from an approved list of suppliers, eliminating calls to suppliers or browsing through paper-based catalogs. Access items from individual and company favorites.
- **Requisition Approvals:** Web and email-based approval process, including on hand held devices.
- **Requisition Templates:** Buyers can define baskets of frequently ordered items from multiple suppliers.
- **Attachments:** Attach documents in any file format, either for the entire order level, receipt level or for an individual line item.
- **Fulfillment Parameters:** Edit shipping address, shipping method etc. at item or order level.
- **Payment Method:** Assign supplier specific preferred payment method. Support for P-Card (Purchasing Card).
- **Blanket Purchase Orders:** Comprehensive capability, including order limits, approval process for making them effective, alerts, and reminders before their expiry.
- **Proxy Order Placement:** Enable individuals (assistants) to create proxy orders on behalf of their managers using their own credentials.
- **Receiving Methods:** Support for centralized receiving or by the individual who ordered.
- **Flexible Ordering:** Place orders via catalogs, off-catalog (spot buys), and "Punch-out" to individual supplier Web sites. Create multi-supplier requisitions and order from any preferred supplier. Save incomplete requisitions for later submission.

### ■ Purchasing Policy Compliance

- **Restrict Searches:** Restrict catalog views based on user group, user level, item level, contracted price and preferred suppliers.
- **Approval Controls:** Specify approval levels, hierarchy and approval limits. Authorize different approval flows based on rules around order value, accounting code, supplier, commodity type etc. Add approvers dynamically without modifying pre-configured approval flows.
- **Budget Controls:** Define budgets for cost centers/departments/projects and enforce budget checks to control spend.
- **Requisition Review:** Exercise greater control by adding reviewers without approval authority.
- **Delegation:** Delegate approval authority when assigned approvers are unavailable.

### ■ Self Administration & Setup

- **Wizard based administration:** Quick setup of users & procurement attributes, so organizations can be up & running within a few hours.

### ■ Integration

- **Supplier Integration:** Interact with suppliers by CXML, EDI, e-mail or fax.
- **Integration with other systems:** APIs for easy integration with Procurement and Accounts Payable modules of any enterprise system.

For more information:  
[www.ketera.com](http://www.ketera.com) or 1(877) 486-4340