



Automate Procurement of Indirect Products and Services

- **Reduce request to delivery time, errors, and administrative costs**

Most small and medium businesses rely on a manual paper- or email-based process for requisitioning and purchasing indirect goods and services. As a result, business critical purchases often take longer than they should, are error prone, and leave employees ill-equipped to do their job. The purchases are often even more costly to the company because preferred suppliers and pre-negotiated pricing are not effectively leveraged, enforced during the purchase event, and/or create a great administrative burden to oversee and manage. As a company grows, its general spend controls, compliance, and predictability become more difficult to enforce, manage, and drive across the organization, leaving more room for maverick spending and untimely surprises that negatively impact the bottom line.

- **Improve spend control, predictability, and cycle time, while paying less for goods and services**

By using Ketera Procurement, an application available within the Ketera Network, small to medium companies can eliminate many of the traditional, costly challenges of managing indirect spend and begin reaping the benefits of an automated system at a fraction of the cost of traditional ERP/spend management systems. Ketera Procurement improves an organization's bottom line by streamlining and automating the entire requisition, approval, purchase, and receiving process. As a subscription service, Ketera's on demand solution makes it easy to get started - there is no upfront hardware or software to purchase, or IT resources to enlist.

- **Benefits of Ketera Procurement:**

- Maverick and off-contract spending eliminated because controls and automated approval routing in place
- Pre-negotiated prices and preferred supplier lists and catalogs
- Over-expenditure control by managing and tracking spend against budgets
- Improved accountability, transparency, compliance and traceability across the procurement process by bringing more spend under management
- 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

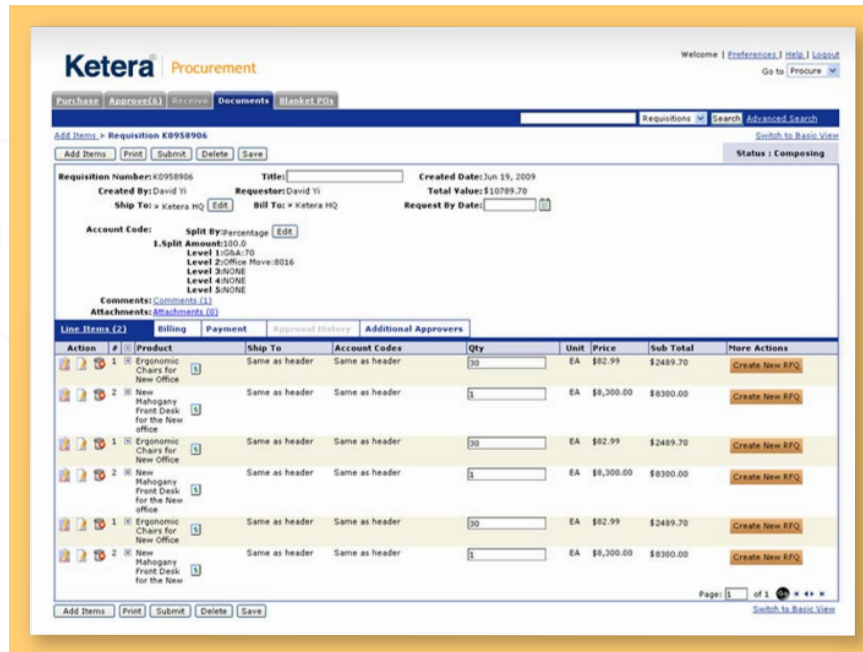


"Using Ketera, we've lowered our costs and improved our compliance with negotiated corporate contracts. By buying on contract, we typically see a ten percent reduction in cost."

Director of Global Purchasing



for Ketera
Buyers



Key Features

■ Requisitioning, Ordering, and Receiving

- **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.
- **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.
- **Receipt Management:** Record all receipts, including partial shipments and over-receiving. Ability to reject receipts.

■ 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 or 1(877) 486-4340