Your key to efficient purchase order management

"I want orders to be handled through an electronic catalog, with online approval and monitoring, and with profile restrictions to categories, vendors and amount limits."

Three reasons why you should use FULLSTEP's apps:

1. Specialists solutions

2. Modularity & flexibility

3. Simple & efficient implementation

Description

FULLSTEP EP (e-Procurement) allows users to have access to all material and services available for purchase orders, based on the conditions negotiated or pre-authorized by the company.

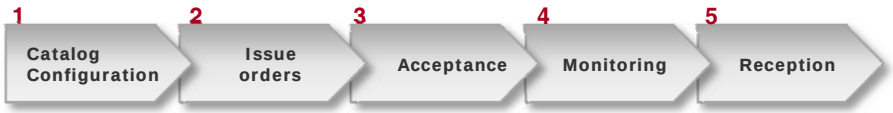
It allows you to automatically transfer the purchasing conditions approved by your organization to an online internal catalog, available to the users in charge of releasing orders.

You can set up users profiles per category and limit amounts as well as approval rules, and you can define preferred users who will be able to release off-catalog orders to pre-approved vendors. You will avoid double data entry and gain efficiency while ensuring company policies are under compliance.

Functionalities

FULLSTEP EP, or eProcurement, is the tool to handle the electronic release of purchase orders, from an internal electronic catalog. Based on their customized profiles users have access to a list of parts included in purchasing agreements or contracts with approved vendors.

All characteristics are pre-loaded in the system (price, specifications, image, etc…), as well as the pre-existing rules for electronic approval of orders.



The basic functionality of this module is to issue orders and to monitor order status. Its core functionalities are:

- **View items**: the internal catalog has a complete file for each product with description, characteristics, price and photos
- **Advanced search**: when making purchases, users can select product by category, price, supplier or other variables
- **Online notifications**: the supplier is notified of every order through email and the Portal, in which the order can be accepted or rejected
- **Incident communication**: after the order has been approved, the supplier can communicate any incidents that may occur
- **Reports**: FULLSTEP EP provides consumption data by category or supplier for better usage information
- **Save transaction history** of all the purchases made

Your key to efficient purchase order management

"FULLSTEP EP is designed for final users of the material and services negotiated by the Procurement department. Its "online shopping" design maximizes its usability"

Some advantages

- **Online access**: users can access information based on individual profiles via the web
- **Traceability**: allows users to see the status of an order and to interact with suppliers
- **Flexibility**: user friendly and simple interface, allowing repetitive orders to be saved as favorites
- **Control:** requisitioners place orders based on the terms negotiated by buyers, with approval flow for spend and budget control
- **Security**: each user is assigned a profile that defines the type of purchases and maximum amounts that have been pre-approved
- **Integration**: buyers can transfer the terms negotiated for eProcurement in a single click, and orders and conditions transferred to the companies ERP's (Enterprise Resource Planning systems)

Main applications

Electronic catalog

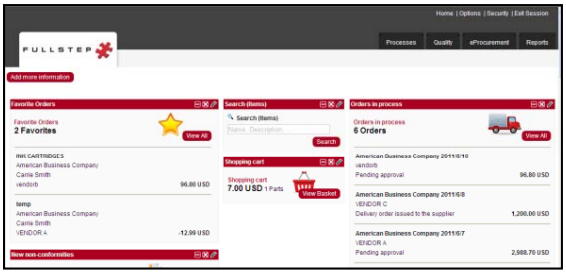
Internal catalog of items pre-negotiated

- Negotiated conditions automatically loaded to catalog
- Items specs, attributes and images
- User-friendly 'online shopping'-like experience

Customized online monitoring

Follow-up the status of your orders in real-time

- Save favorite orders and create shortcuts
- Sort information by date, supplier, status
- Efficient online monitoring and management



Our services include the support of specialized consultants that will help you before, during and after the implementation:

- ✓ Management consulting
- ✓ Process optimization
- ✓ Training and support

FULLSTEP USA L.L.C
1332 N Halsted - #302
60642 Chicago – IL
United States
+ 1 (312) 202 6510
www.fullstep.com
contact@fullstep.com

© FULLSTEP