



e-Procurement

How can Documotive's e-Procurement Solution for purchasing set me free?

Make buying items a simple task for all of your staff by implementing Documotive's web-based Purchasing system.

How does it work?

It's as easy as filling out a paper requisition but without all of the hassles!

Quickly search for the items you want to buy, select the required quantity (all via a catalogue lookup) and choose your delivery location – the system will then do the rest!

The approval process will be followed for authorisation and if accepted, the orders will be automatically generated and sent electronically to the supplier.

Upon receipt of goods a GRN process allows the user to validate that the goods have been received. Our solution will work with any line of business system.

Documotive's e-procurement solution can be enhanced with the implementation of the automated invoice capture and approval process to deliver real operational benefits across the organisation.

A truly paperless purchasing solution!

Technical specification:

- Windows Server: 2003
- Pentium 1GHZ / 512MB RAM min
- MSSQL, .NET Framework
- PDA / mobile device running Windows Mobile 5 or later (optional)
- Any TWAIN-compliant image-capture device
- Computers running Windows XP Professional
- Internet Explorer or Outlook-based client application.

set yourself free

Documotive. Lonsdale House, 52 Blucher Street, Birmingham, B1 1QU

T: 0845 241 0220 F: 0121 616 5047 E: info@documotive.co.uk W: www.documotive.co.uk

The Documotive range includes:

- Finance Scanning Solutions
- Integrated Housing & Tenancy Document Management
- Mailroom e-Post Office
- Expenses Claim Process
- Customer Dashboard
- HR File Management
- Intelligent Data Capture from scanned forms and letters
- Document Hosting Solutions.

Benefits:

- Saves time
- Improves processes
- Increases efficiency
- Reduces costs
- Tracks every expense claim that comes in
- Reduces internal bottlenecks
- Improves business continuity
- Automatically analyses pending costs and historical claims.