



SunSystems Procurement

Achieve greater control and visibility of spend

Reduce costs and improve efficiency



Significant and tangible cost savings result from electronically transmitting orders to suppliers – saving time, reducing handling delays, and eliminating non-value-added tasks such as redundant entry of requests or paper based form approvals.

Digitising your manual procurement processes eliminates maverick purchasing behaviour, costly administration and risky data inconsistencies. Orchestrating the whole purchase lifecycle from initial request to authorised payment, SunSystems Procurement brings visibility and control to managers while giving employees consistency and predictability.

SunSystems Procurement makes it easy for your employees to rapidly request and purchase what they need while preventing non-conforming behaviour and inappropriate spending. As a result, companies can quickly turn the advantages of improved governance, compliance with internal requirements and audit visibility into a positive return on investment.

Eliminate the surprises

SunSystems Procurement simplifies the day-to-day purchasing process and gives employees:

- Visibility of the relevant procurement budget and spend within each step of the cycle
- The complete budget picture with calculations based on actuals plus hard and soft commitments
- Email alerts for requisition status updates with automatic escalation where required.
- Ability to interrogate the spend pipeline at any stage, SunSystems Procurement assists decision making at many levels.

Purchase to Pay Simplified

Using a simple shopping basket style interface, staff can request the purchase of goods or services without needing any understanding of the business' underlying cost allocation or finance processes or coding. Purchases are created via:

- Internal catalogues – for frequently purchased goods/services
- Templates – for frequently purchased groups of goods/services
- Online supplier catalogues
- Free form entry

Requisitions can be for multiple suppliers, may have dependencies on linked items to avoid accidental spending and are checked against available budget.

Flexible Approval Routes

Business rules control extensive approval delegations such as value, department, cost centre, location and purchase type. Employees can approve requisitions within their delegations. They can easily see any budget constraints and can choose to approve at a line item or overall header level.

Purchase orders can be automatically allocated to preferred suppliers, consolidated to reduce the number of small transactions and can be associated with item based or blanket contracts to enforce and track spend commitments. POs can be issued with extensive terms and conditions and delivery instructions and sent by XML, email, fax or post as preferred by each supplier.

Full and partial deliveries can be receipted and the initial requestor is provided regular updates, and can query the status of their purchase online.

Supplier invoicing can be processed electronically and the finance department can easily allocate invoices to multiple purchase orders including partial deliveries.



Mobile Access

For users out of the office, mobile access allows budget holders to approve requisitions and invoice on the go!

All major devices are supported including iPhone, iPad and Android.

Get in contact today to see how we can
save you time and money on your
procurement process

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