

# Requisition & Procurement

Automate your Procurement process from requisition through invoice, move projects forward, gain real-time visibility and control, and deliver strong ROI across your organization.

Designed as an out-of-the-box, direct integration with:

Sage



## KEY FEATURES



### Requisition

Submit requisitions prior to creating POs using powerful tools that eliminate data entry errors, speed up order processing and track budget with alerts.



### PunchOut Catalogs

Connect to your punch-out vendor catalogs in real-time – see what's in stock, current prices, and delivery times. Automatically transfers data onto the requisition for easy approval.



### WorkPlace Inventory

Gain full visibility and control costs with a tightly integrated procurement inventory system. Order, fulfill, or transfer stock held at any inventory location with confidence and ease.



### Powerful Vendor Contract Management

Add your vendor contracts to WorkPlace to view and control contract spend throughout the procurement process. Track expiration dates to renegotiate before the contract expires.



### Centralized Invoicing with OCR

Capture and approve PO and Non-PO invoices prior to seamlessly transmitting invoices to BB Accounts Payable Bills, reducing the need for manual invoice entry in Sage Intacct.



### WorkPlace Projects

Track spend against projects throughout the transaction process, including project manager approvals. WorkPlace Projects has out-of-the box reports to assist managing expenditures and budget reviews.



### Dynamic Rule Engine & Approval Workflow

Implement any corporate approval rule you can imagine during the entire process, even at creation!



### Sophisticated Audit Capabilities

Experience full visibility of what was changed, who made it, and when it was made.



### Workplace Expense

Take control of the entire expense reimbursement lifecycle by creating, submitting, approving to pay, reporting, and analyzing expenses with full tracking.



## Questionnaire Capabilities

Enhance communications, streamline entry, and prompt users to provide key information for specific charges, as a requirement or as an option.



## Powerful Receiving Capabilities

Recognize receipt of goods & services easily from any location with multiple receiving options to compliment user needs



## Guided Buying Catalogs

Enhance user shopping experience & control costs, using your own catalog, pictures, descriptions, and company selected items.



## Request for Quote

Obtain the best deal & turnaround time. Submit and manage RFQs to multiple vendors. Compare quotes based on delivery date & price. Manually or auto award POs in seconds.



## Purchase Order Management

Automatically create and manage POs in a centralized location dedicated to the procurement team. Filters can be streamlined so buyers can receive only transactions they are responsible to purchase for.



## Advanced GL Budget Integration

WorkPlace integrates directly with Sage Intacct's GL budgets, including dimension-level budgets. View, warn, or stop expenses from occurring based on budget controls that you determine.



## Powerful Tax Engine

Assign taxes by line level, incorporate enterprise-wide tax amount visibility, and adjust recoverable taxes within the system in no time.



## PaperSave Document Management **NEW!**

Attach, store, and review WorkPlace attachments in one location using our PaperSave Document Management interface.



## Discover How Your Business Can Start Doing More With Less

Making a positive impact on your organizations, customers, and communities with paperless procure-to-pay solutions from PairSoft.

PairSoft helps businesses, nonprofits, foundations, and organizations of all sizes streamline their financial automation processes, save time and money, and get more done. If you'd like to see our platform for yourself, or just hear more about how we can help your organization, call us at **(844) 819-1208**.