

*Cost
Containment*



eRequester[®]

Web Purchasing & Expense Management Software

*Purchasing
Visibility*

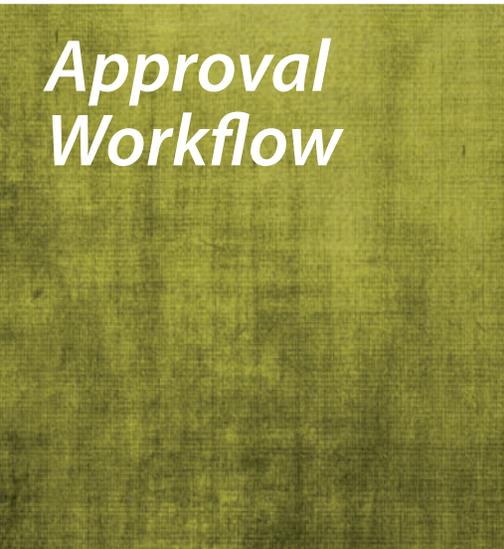


*Financial
Accountability*



Spend Wisely

*Approval
Workflow*



Requisitions (35) Purchase

Detail Level: Header Line Item

| View | View PO | Receive |
|--------|--------------|---------|
| Req ID | PO Num | |
| 119337 | 000000009432 | |
| 113681 | 000000009431 | |
| 113676 | 000000009430 | |
| 113675 | 000000009429 | |
| 113674 | 00000000939 | |
| 113650 | 00000000939 | |
| 112912 | 00000000938 | |
| 112911 | 0000000093 | |

*Centralized
Reporting*



eRequester Purchasing & Expense Management Software is an e-procurement system designed to manage internal purchasing and payment processes from start to finish.

Financial Accountability

eRequester enables purchase requests to be created, viewed, compared, routed for approval and processing, and tracked easily and conveniently. Having purchase requests available in a central location not only speeds up data entry and processing but also helps ensure that all purchases are properly approved and justified before they are placed with vendors.

With the addition of optional modules like the Budget Module, eRequester can be enhanced to allow budget comparisons for each transaction to be made with real-time data. Budget reports have several configurable options to view and compare Budgeted amounts per Period, Quarter, or Fiscal Year-to-Date with Actuals, Commitments, and Commitments Pending Approval.

Cost Containment

Manual purchasing processes are cumbersome and impact the bottom line. Industry studies estimate that it costs the average company between \$75 and \$100 each time a purchase order is manually processed. With eRequester, you can cut that cost in half.

Cost per Purchase Order Reduced

eRequester cuts the average cost of processing a purchase order by up to \$40.

Speeds PO Turnaround Time

Cut the average turnaround time on a purchase order from over a week to about two days.

Reduces Unauthorized Spending

Use eRequester to reduce unauthorized or "Maverick" spending by over 50%.

To schedule a live demo contact us at:

sales@erequester.com or

call toll-free (877) 727-9528



Purchasing Visibility

eRequester's built-in reporting tools and search functionality make it easy to see where requisitions and purchase orders are at any point throughout the procurement process.

Having all requisition, approval and purchase order data available in one place allows employees and managers to always know what they have requested, approved and purchased, and provides a valuable audit trail for every requisition. With the Optional Receiving and Payment Request Modules, you can also track the requisition and purchase order through to receiving and the AP expense.

Whether you need to see what you have waiting to be approved, what is on open purchase orders, or what has been purchased in the past, eRequester provides a simple interface to find complex data relationships.

Centralized Reporting

eRequester's built in reports focus on the core information you need to know about your purchases. From open purchase orders and purchase order history to a breakdown of purchases by requester, vendor, or even department, eRequester can help you answer important business questions as well as solve common accounting problems.

eRequester's new and improved search capability also serves as an ad-hoc reporting solution with its convenient "Export to Excel" feature. This allows users to get data out of eRequester with one click of a button, and allows reporting at both the header and line level of transactions. If eRequester is integrated with your ERP, eRequester's Advanced Search and Export to Excel lets you easily follow requisitions to purchase orders to receipts to AP vouchers, with drilldown to view the original requisition.

Approval Workflow

eRequester's flexible workflow can be as simple or complex as you need it to be given your workflow requirements. Approval routing can be triggered and managed based on almost any eRequester data and user-defined parameters.

Using departmental hierarchies, approval paths, different request types, line item information and more, you can route different types of requests to the right people immediately based on different approval routing requirements. Combined with email notifications, email reminders and an award-winning user interface, eRequester provides a flexible and comprehensive transaction management and approval processing system that can match your organizational structure and facilitate vast and distributed operations with efficient centralized purchasing.

eRequester web-based software helps you create and manage purchase requisitions, purchase orders, receiving, expense reimbursement requests, budget checking, RFQs, blanket POs, approval routing, and a lot more. eRequester is a competitively priced strategic investment that features an easy-to-use web interface to manage expenditures, create visibility, and provide internal controls to aid with SOX compliance in connection with purchase and expense requests and approvals.

eRequester integrates with a number of accounting systems to link in real-time to vendors, GL accounts, inventory items, project or job numbers, budgets, ship-to addresses, etc., and then can create purchase, expense or receiving transactions in your accounting system.

Take the paper out of purchasing with eRequester.

eRequester is easy to use:

- Employees request items, services, or other purchases by logging into eRequester and entering data in the web interface.
- Once submitted, requests are routed for approval through eRequester's robust approval workflow engine.
- Approvers log in, review, approve, or take other action regarding the pending request.
- Once approved, requisitions are posted as purchase orders (POs) or approved payment requests.
- POs can then be sent to vendors by e-mail or printed.
- All key information is captured in the requisition history to provide an audit trail and to act as a tool for communication.

Key Features

- Create and approve requisitions
- Check commitments and expenses against budgets
- Process receipts and match invoices
- Review and control encumbrances
- Work with built-in multi-company support
- Use eRequester standalone or integrate with your ERP
- Generate requests for quotes
- Send POs to vendors
- Use extensive search features
- Work with an easy-to-use web interface

The screenshot displays the eRequester web interface. At the top, there is a navigation bar with the eRequester logo and a search bar. Below this, the main content area is divided into several sections:

- Requisition #121936**: A summary of the requisition with a progress bar showing steps: 1. Setup Requisition (checked), 2. Manage Items (checked), 3. Shipping (checked), 4. Review Req (checked), 5. Approval Routing (checked), 6. Authorization, and 7. Create PO.
- Setup Info.**: Fields for Name (New Laptops for Salespeople), Type (IT Request), and Dept (Sales).
- Item Summary**: A table showing 1 item, a tax of \$323.98, and a total of \$3,923.78.
- Shipping**: Fields for Ship To (Corporate), Method (UPS Ground), and Ship date (3/3/2012).
- Approval Routing**: A table with columns for Seq, Approvers, and Status. It lists three approvers: Bob Approver, Jane Director, and Bill Admin, all with checked boxes and a status of 'Not M'.
- Posting Coordinators**: A section for assigning coordinators.
- Summary and Justification**: A text area for providing details about the request.
- Additional Notifications**: A section for selecting users to be notified, with a list of users (Bill Admin, Bob Approver, Jane Director, Joe Requestor, Default User) and buttons for 'Add', 'Add All', 'Remove', and 'Remove All'. There is also a 'Submit Request' button and a checkbox for 'Notify me of each approval'.



eRequester[®]

Web Purchasing & Expense Management Software

“eRequester has dramatically improved our internal controls over purchasing and we’ve been able to cut way down on paperwork. I’d recommend eRequester to anybody.”



A Cross-Industry Solution

The eRequester customer install base is growing at a record pace. When evaluating ERP solutions, we know it is helpful to have real-world, related customer scenarios and references.

Here are just a few of the markets and industries in which eRequester has been successfully deployed:

- » Banking
- » Bio-Technology
- » Education
- » Entertainment
- » Gaming
- » Government
- » Health Care
- » High Tech
- » Hospitality
- » Internet
- » Manufacturing
- » Non-Profit

Optional Modules for Expanded Functionality

eRequester offers additional modules with important and useful features designed to provide a comprehensive procurement and accounting process, including:

| | |
|-----------------|----------------------|
| Receiving | Inventory Management |
| Budget Checking | Project Accounting |
| Multi-Currency | Multi-Currency |
| Mobile | Request for Quote |
| Punchout | Expense Management |

For information on the full list of modules, contact eRequester at:
www.erequester.com 1 (877) 727-9528