

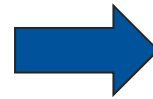
Smart Purchasing: Use Electronic Systems to Improve Procure-to-Pay Process

1

Purchasing

Common Issues:

- Pre-negotiated contracts with preferred vendors are not fully utilized
- Purchase orders are not consistently created
- Manual purchase orders take extra time to create and send to vendors



Benefits of Procure-to-Pay Systems:

- When shopping, staff are directed to vendors with pre-negotiated contracts reducing off-catalog purchases, saving product search time, and saving money
- Purchase approval is embedded in the shopping experience saving staff time and leading to better budget management
- Purchase orders automatically sent to vendors and electronically stored for easy retrieval

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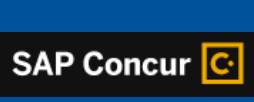

Invoice Processing and Vendor Payment

- Matching invoice to physical purchase order is time consuming
- Physical invoices takes space to store and are difficult to retrieve
- Securing approval to pay invoices is difficult given busy schedules and the fact that staff may be located on different sites

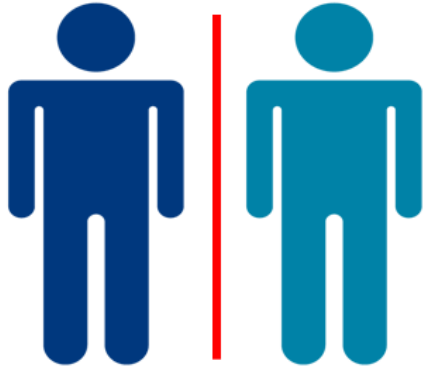


- Invoices can be approved via digital workflow and stored electronically saving staff time
- Invoices can be matched to purchase orders and packing lists saving staff time
- Vendor payments can be made electronically increasing efficiency and improving security
- Creates possibility that some vendors can send invoice data electronically

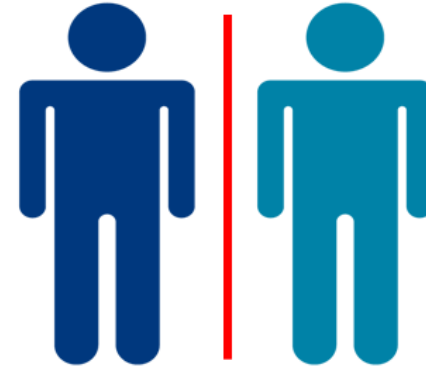
Examples of Procure-to-Pay Systems Known to Serve Schools

Features	 SpendBridge	 nexonia	 Procurify	 coupa	 SAP Concur	 Bill.com
Sourcing	✓			✓		
Procurement	✓	✓	✓	✓		
Invoice Processing	✓	✓	✓	✓	✓	✓
Expense Reports		✓	✓	✓	✓	
Electronic Payment			✓		✓	✓

Purchasing Policy – Segregation of Duties



The person who requisitions the purchase of goods or services does not approve the purchase



The person who receives goods does not purchase or process payments for them

No single person has control over purchasing process