

# PN<sup>3</sup> for Purchase Requisitions

## Overview

Stop relying upon paper-based procurement processes that are inconsistent, difficult to manage and do not enforce your spending policies. PN<sup>3</sup> for Purchase Requisitions™ enables you to rapidly implement and deploy electronic purchase authorization workflows configured to adhere to your organization's spending policies.

## Benefits

### Improve Internal Controls

- Customer Defined Workflows
- Guaranteed Adherence to Your Purchase Authorization Policies
- Monitor Purchase Requisition Status

### Improved Visibility Into Your Organization Spending

- Immediate Access to Open Purchase Orders & Purchase Requests
- Real-Time View Into Budgetary Impact

### Improve Organization Efficiencies

- Eliminate Paper-Based Purchase Requests
- Distribute Purchase Requests Electronically for Internal Review
- Streamline Communication Throughout the Purchase Approval Process
- Capture Data Electronically
- Eliminate Repetitive Manual Tasks
- Reduce Data Entry Errors
- Eliminate Paper Storage

## Key Features

- Electronic Purchase Requests
- Attach Supporting Documents
- Automated Routing
- Automated Email Alerts & Reminders
- Paperless Coding & Approvals
- Real-Time View Into Budget Data
- Online Product and Services Receipt Confirmations
- Online Search/Retrieval of Purchase Requests & Purchase Orders



# PN<sup>3</sup> for Purchase Requisitions

## Customer Testimonial

"PN<sup>3</sup> enables us to more efficiently manage our expense authorizations. Managers can quickly see how purchase requests will affect their budgets before making a decision. PN<sup>3</sup> also helps them select the correct expense account because descriptions are presented in the dropdown.

Our General Manager likes having vendor quotes attached to the purchase requests. This helps her evaluate the various offerings. The ability to track open purchase requests is wonderful. We no longer have to guess who has the purchase request.

Our AP department and managers are able to quickly determine the status of every invoice at all times. This is especially helpful when I am trying to close out the month. I can find invoices and get them processed and paid for the month.

I love not having to search for paper invoices in file cabinets or finding files that staff has pulled out for review. The PN<sup>3</sup> applications are very easy to use and have worked very well for us. I would definitely recommend them to other organizations."

*The Landings Association – Debbie Waterlander*



Click to play demo



To receive additional information about PN<sup>3</sup> for Purchase Requisitions or to discuss another process that may benefit from a PN<sup>3</sup> solution please contact Derrick Hicks at [dhicks@idsdocs.com](mailto:dhicks@idsdocs.com) or 240-482-3738 x2.