

basware

Basware
Procurement
Solutions



Key Benefits

BUSINESS PERFORMANCE

- Streamline purchase processes
- Strengthen buyer-supplier interaction
- Extensive, fast, and practical reporting functionality
- Improve coordination, reporting, and monitoring throughout the supply chain
- 24/7 requisitioning and approval using mobile technology
- Realize continuous process improvement
- Enable supplier self-service

COMPLIANCE, TRANSPARENCY, AND CONTROL

- Multi-hierarchical review and approval workflows
- View complete audit trail
- Maximum control with robust approval-rights management
- High level of procurement process transparency
- Responds to compliance and legislation requirements

SAVINGS AND RETURN ON INVESTMENT

- Implement quickly - no lengthy customized programming needed
- Adapt to business needs through flexible parameter-driven configuration
- Realize savings from process improvements
- Improve supplier visibility, discounts, and penalty avoidance
- Improve productivity with an intuitive, easy-to-use interface
- Streamline contract management with extensive automation

Streamline and manage your procurement cycle

Basware's proven Procurement Solutions offer you a reliable way to improve spend compliancy and make cost savings throughout your procurement cycle, from sourcing and contract management to day-to-day purchasing and supplier connectivity.

Basware Procurement Solutions is a suite of packaged procurement software that consists of Basware RFX Management for effective sourcing, Basware Contract Lifecycle Management for managing and leveraging contracts, Basware Purchase Management for creating an efficient purchasing cycle, and Basware Business Connectivity solutions and services for easy supplier connectivity.

Basware Procurement Solutions help you to improve and automate time-consuming and error-prone manual procurement processes that result in poor spend visibility, lack of process control, and wasted opportunities for leveraging corporate spend. Basware Procurement Solutions allow your organization to focus on the core elements of procurement - shortening time to sourcing savings, increasing spend control and compliancy, leveraging contracts, and improving your organization's competitiveness through more efficient purchasing.

FULL CONTROL AND CONTINUOUS IMPROVEMENT

Built-in best practices provide ease of use, a high level of automation, and overall compliance with policies and contracts. This enables full control and transparency from sourcing to purchasing and is driven by versatile sourcing documents, contract and requisition review and approval workflows, robust approval rights management, and easy supplier integration. The solutions also feature powerful

search, analysis, and reporting capabilities and a full audit trail from purchase to pay.

Your organization can achieve world-class procurement performance with Basware solutions. Continuous improvement is made possible by next practices such as integrated procurement KPI (Key Performance Indicators) measurement and the use of mobile technology for requisitioning and approval anywhere and any time.

EASY IMPLEMENTATION, HASSLE-FREE SUPPLIER INTEGRATION, AND REAL-TIME CONTROL

Basware solutions' intuitive applications and hassle-free supplier integration offer high added value and justifiable cost of ownership. Incorporated catalogs and contracts help you to realize savings by focusing on preferred suppliers and preventing unwanted purchasing behavior. Basware solutions also support other ways to improve contract compliancy, such as punch-out integration with supplier-side processes and marketplaces.

With Basware solutions, you can monitor every step of the purchasing process, from requisitioning and approval to ordering and goods receipt. Basware provides real-time control and visibility over your organization's spend, as well as supplier performance monitoring.

Basware - more than 1,200 customers in 50+ countries.

Basware Purchase Management

Key Features

- Multi-company, multi-language environment
- Catalog management
- Product and product group management
- Catalog and non-catalog buying:
 - Buy-side catalogs
 - External catalogs on supplier's site
- Contract management
- Requisition and purchase order management
- Multi-level approval process
- Automatic orders enabled either by XML or email
- Delivery confirmation
- Extensive reporting
- Supplier performance tracking
- Extension modules:
 - Authorization check
 - Automatic workflow
 - Budget check

BASWARE 5-WAY MATCHING OF PURCHASE ORDERS AND INVOICES

- 2-way = Invoice to purchase order
- 3-way = 2-way + goods receipt
- 4-way = 3-way + quality inspection
- 5-way = 4-way + complete audit trail

With Basware 5-way Matching, you can match your invoice data or invoice line items with purchase orders, purchase order rows, or contracts. This gives you a complete audit trail and real-time visibility.

Ultimate exception handling is what makes Basware Matching unique. Basware Matching allows you to handle defective invoices manually or electronically instead of having to create the entire purchase order over again.

Basware Purchase Management (PM) automates enterprise purchasing processes by providing a cost-efficient way to manage and control your organization's requisitioning, approval, and ordering processes.

The solution enables requisitioning and approval workflow with maximum automation and facilitates efficient ordering and receiving of goods. Basware PM is the optimal solution for purchasing products and services in all essential indirect spend categories, such as MRO (maintenance and repair), IT, travel, finance and insurance, marketing, corporate security, and cleaning services.

GUARANTEE MAXIMUM SPEND COVERAGE WITH THE RIGHT TOOLS

Requisitioning starts with selecting products from catalogs. The system also supports free-text based requisitioning. All requisitions can be linked to preferred suppliers' contracts, which facilitates spend management and compliancy. Catalog-based purchasing enables you to fully leverage contracts. It also provides your organization with full control over the quality of the product information, which can be utilized to automate the purchase-to-pay process.

External punch-out catalogs based on supplier extranets and marketplaces offer an optimal solution in cases where product information is updated frequently and where a supplier has a large number of product items available. Free-text requisitioning can be used for non-standard services and products, and for one-off purchases. Plan-based purchasing is usually used for pre-approved purchasing, for example for projects and campaigns.

REVIEW AND APPROVE ACCORDING TO YOUR POLICIES

When ready, requisitions are sent for review and approval using multi-level review and ap-

proval workflows that are easily adapted to meet your company policies. For example, your organization can define automatic approval workflows by product category.

When a requisition is approved according to your purchase policy, an electronic order can be created automatically or by a professional buyer. Order confirmations from suppliers can be registered to the system automatically or manually.

Goods receipt with comprehensive five-way order matching ensures that invoices are paid only after goods have been received. At each step of the process, users are notified by an email that includes a link to the required action. The user interface is browser-based and installation-free, which makes it perfect for remote use.

MANAGE CATALOG CONTENT AND ENGAGE SUPPLIERS

Efficient supplier connectivity is one of the key factors in realizing successful eProcurement projects. Basware Business Connectivity offering promotes more effective supplier engagement with for example services and tools for managing and importing catalogs. External catalogs on suppliers' websites or third-party marketplaces are also easily accessible. Basware enables supplier self-service, for example by allowing the supplier to enter catalogs, receive orders, and send order confirmations and invoices.

Value-added modules

Key Features

BASWARE RFx MANAGEMENT

- Management of RFx documents
- Collaborative preparation of the RFx review & approval process
- Publishing RFx events online
- Enables competitive bidding online
 - Publishing requests
 - Receiving tenders
 - Tender scoring based on user defined qualitative and price criteria
 - Supplier selection.
- Responds to compliance and legislation requirements

BASWARE CONTRACT LIFE-CYCLE MANAGEMENT

- Provides a structured means for developing and maintaining agreements
- Facilitates coordination, reporting, and monitoring of multiple business processes and partners
- Provides maximum level of automation for contract lifecycle management
- Supports all corporate contract types
- Contract spend and supplier compliance reporting

BASWARE BUSINESS CONNECTIVITY

- Purchase Order management
 - Confirm, reject, confirm with changes
- Invoice process
 - Creating invoices based on Purchase Orders
 - Entering non-purchase order based invoices
 - Tracking invoice statuses
- Order and delivery date confirmations
- Invoice feed and invoice processing follow up
- Configurable views to invoices and orders
- Catalog management

Basware Purchase Management's value-added modules are a straightforward way to streamline your organization's purchasing process by adding sourcing, contract lifecycle management, and supplier engagement to the procurement portfolio.

BASWARE RFx MANAGEMENT – ELECTRONICALLY MANAGE REQUESTS

Basware RFx Management is an agile electronic sourcing solution. It supports an electronic tendering process and offers buyers easy-to-use automated tools for sourcing document and process management. Basware RFx enables full electronic management of sourcing projects, including a real-time view of all ongoing sourcing projects, improved collaboration and online knowledge-sharing, project scheduling and efficient process management.

Basware RFx Management also provides tools for management of tender documents. It enables competitive bidding online, including requesting and receiving of tenders, tender scoring, and supplier selection. It improves the efficiency of contract negotiations by making different tender processes more comparable and enabling automatic scoring based on both price and qualitative criteria. Basware RFx Management responds to compliance and legislation requirements.

BASWARE CONTRACT LIFECYCLE MANAGEMENT – STRUCTURED BUSINESS AGREEMENTS

Basware Contract Lifecycle Management facilitates coordination, reporting, and monitoring of multiple business processes and partners throughout the supply chain. It provides a structured means for developing and maintaining client/partner business agreements in one centralized place and enables everyone in the organization to easily access contract information according to their user rights. Basware Contract Lifecycle Management streamlines the management of each contract through its entire lifecycle with the maximum level of automation.

Basware Contract Lifecycle Management supports all corporate contract types. It delivers value through its integrated purchase-to-pay process automation that includes automated handling of contract-based invoices, contract-based self-billing, and automatic handling of POs based on contract definitions. Tight integration into purchase-to-pay process automation enables, for example, contract based purchase orders, automatic price/discount control, pay/buy control and contract spend reporting, automatic handling of contract based invoices, and contract based self-billing.

BASWARE BUSINESS CONNECTIVITY – ENGAGE YOUR SUPPLIERS

Basware Business Connectivity services and tools integrate customer supplier information. For example the Basware Supplier Portal enables your suppliers to manage catalog-, order- and invoice-related transitions via a secure and easy-to-use web interface. Suppliers can receive, pick up, and respond to purchase orders, confirm delivery dates and track goods receipt, as well as create invoices and view the status of their own invoices throughout the invoice handling process. Suppliers can create invoices based on purchase orders or goods receipt or enter non-purchase order based invoices, as well as enter and update product catalogs and individual products.

Basware Business Connectivity tools can also be used by suppliers to create electronic product catalogs in Basware Purchase Management. Product data can be imported or created manually, and images and attachments can be added to be displayed to end-users in Basware Purchase Management.

Basware - more than 1,200 customers in 50+ countries.

Enterprise Purchase To Pay

Key Features

CONTROLLED PERFORMANCE

- Comprehensive solution, supporting the entire EPP process
- Maximum automation with
 - Leading-edge scan and capture
 - Next generation rule-based matching
 - Powerful exception handling workflow
 - Automatic archiving
- Integrated key performance indicators (KPI) enable continuous process improvement
- Anywhere, anytime access with mobile solution
- Extreme robustness and simple integration - in even the most complex IT environments
- Compliant with de-facto IT standards

BASWARE

Basware is the global leader in purchase-to-pay solutions with more than 1,200 customers and 650,000 users in over 50 countries around the world. Basware solutions are distributed and implemented in Europe, the US, and Asia-Pacific through an extensive network of Basware offices and business partners.

www.basware.com

The leading solution for purchase-to-pay automation

Gain maximum benefits by streamlining your entire purchase to pay process. Basware Enterprise Purchase to Pay solution automates three key support processes: procurement, accounts payable, and travel & expense management.

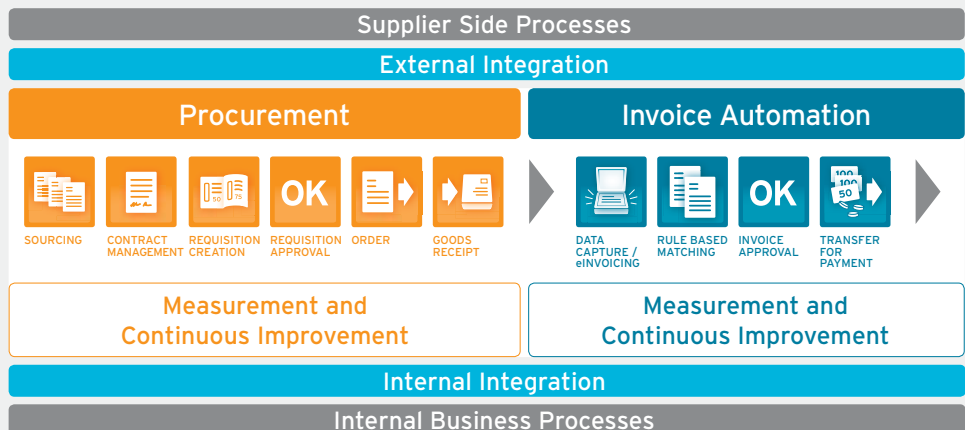
Basware solutions deliver value by providing compliance and control, as well as fast return on your investment. Built-in intelligent process automation and powerful exception management increase efficiency and reduce costs. By choosing Basware you can think big but start small - our packaged composite applications provide step-by-step guidance to help you build a high impact end-to-end solution that fits your organization's needs.

Basware's Enterprise Purchase to Pay solution offers easy implementation and roll out.

Basware is compatible with over 200 ERPs and has certified integration with all leading ERPs on the market. Microsoft's "Certified for Windows Server 2003", "SAP® Certified Interface", and Certified for SAP® NetWeaver™ certifications and endorsements guarantee seamless integration with Basware Enterprise Purchase to Pay Solution.

Basware's suite provides a global solution for purchase-to-pay automation that cannot be matched by any other workflow solution or ERP.

End-to-End Support for Purchase to Pay Process



CONTROLLED PERFORMANCE