Who bought this, and **why?**

Purchasing

www.TrackerSuite.com/Purchase

Automation Centre
www.Acentre.com
435 E. 9th Street
Tucson,. AZ 85705
(520) 882 - 9287 (phone)
(520) 623-8721 (fax)

IBM Business Partner

Purchase Tracker
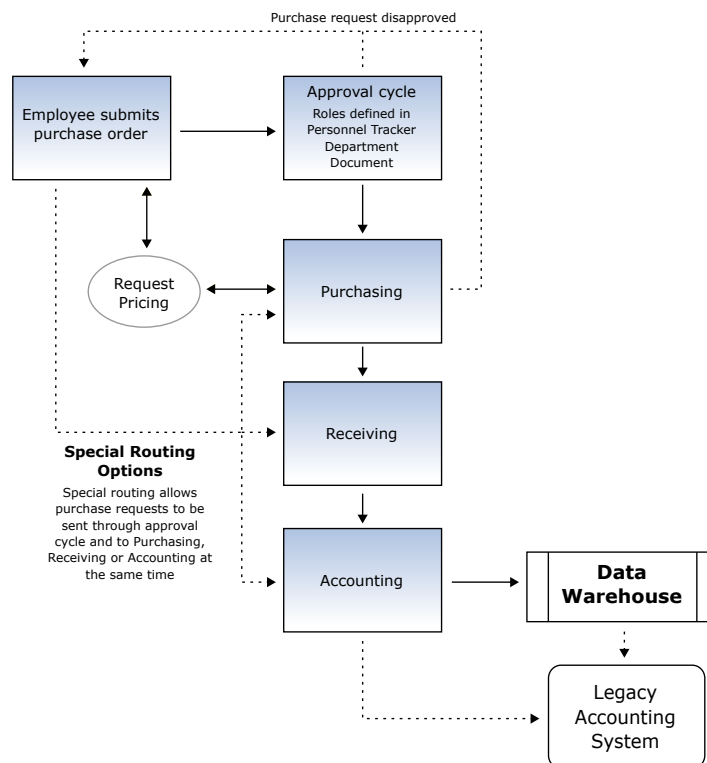
www.TrackerSuite.com/Purchase

Simplify, streamline and secure your procurement using Lotus Notes and the Web

Purchase Tracker maximizes the efficiency and security of your organization's purchasing processes by simplifying the creation and submission of purchase orders, streamlining the approval process and providing security with approval routing and activity logs that track PO activity from creation to fulfillment.

Users can submit purchase orders from any location, through Lotus Notes or the Web. For organizations with a highly mobile workforce or international offices, Purchase Tracker offers currency rate conversions. These purchase orders are linked to vendor, project, IT and cost center databases, allowing users to quickly and accurately fill out their purchase orders with picklists. Purchase Tracker also supports charge backs between business units.

Purchase Tracker provides automatic email notifications throughout the purchase order lifecycle, speeding the purchasing process and keeping the responsible parties aware of the PO's status.

Submitted purchase orders are automatically routed based on spending limits, department rules and roles. Electronic signatures track the document's activity throughout its lifecycle: creation, editing, approvals and final processing, creating a trail of responsibility. Purchase Tracker can integrate with existing fixed asset and legacy systems, for a painless transition to a stronger, more secure procurement system.

Purchase request disapproved

Employee submits purchase order → Approval cycle
Roles defined in Personnel Tracker Department Document

Request Pricing

Purchasing

Receiving

Accounting → Data Warehouse → Legacy Accounting System

Special Routing Options

Special routing allows purchase requests to be sent through approval cycle and to Purchasing, Receiving or Accounting at the same time

Purchase orders in Lotus Notes

Purchase orders over the Web

www.TrackerSuite.com/Purchase

Supervisors automatically receive approval notifications

Automatic notifications of approvals and processing, with doclink

www.TrackerSuite.com/Purchase

Purchasing reports

Activity logs

www.TrackerSuite.com/Purchase

Set approval limits and assign proxy approvers

Fax or email POs from Notes

Export POs to Word

Manage invoices and vendor payments

www.TrackerSuite.com/Purchase