



**Ten second summary**

- Complete e-Procurement solution
- Powerful and flexible approval chain control
- Centralise Supplier records, Products and Services
- Automate budget controls, GL Codes and Cost Centres
- Simplify Purchase Order output
- Transparent Workflow means control without headaches
- Standardise Goods Receipting
- Control Invoice Entry, automate procedures and thresholds
- Calculate accruals in one click
- Automate alerts and reminders
- Supports remote and mobile users
- User-friendly experience boosts usage and uptake – a fresh approach!
- Built according to IBM Lotus accredited development standards

**Further details...**

**Complete e-Procurement solution**

Buyer! is a proven, full featured e-Procurement solution which delivers intuitive purchasing functions to the end-user desktop out of the box, whilst introducing powerful, but configurable approval controls to match the rules in your organisation. All aspects of the purchasing approval process are simplified: from Request through to Order; receipting of goods/services and Invoicing.

The screenshot displays the Buyer! software interface with a navigation bar at the top containing 'New', 'My', and 'Admin'. The main content area is divided into three sections:

- All Requests Flat:** A table listing requests with columns for Date, PR #, PO #, Status, and Dept/CC. The status values include 'Awaiting Approval', 'Request Approved', and 'New'.
- All Requests by Status:** A summary view showing counts for various request statuses such as 'New', 'Under Revision', 'Awaiting Approval', 'Request Approved', 'Order placed', 'Part Received', and 'Goods Received'.
- Invoices By Supplier:** A table listing invoices with columns for Supplier, Status, Invoice Ref, Invoice Date, Received Date, Accepted Date, PO, Value, and Currency. Suppliers listed include '1066 NEWSPAPERS LIMITED', '1ST CALL MAINTENANCE LTD', '55 Degrees Ltd', and '74 Unified Distribution'.

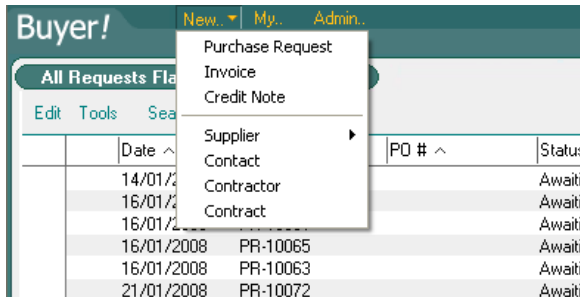
Buyer! personalized home page – contextual information, minimal clicks.

## Q:chi Solution Profile – Buyer!

### Powerful and flexible approval chain control

**Buyer!** delivers a wide range of approval options out of the box. Purchasing sign-off can be configured according to a wide range of models – determined by value, cost-centre or requestor identify; simultaneous or linear. Sign-off levels according to role and department. You are in control, no programming required.

### Centralise Supplier records, Products and Services.



**Buyer!** provides a central database for managing Supplier records; their Contacts, Products and Services. Control approved Suppliers, standardise the entry of Purchase Requests, and save your end-users' time. The integrated "New Supplier Request" process enables end-users to propose new Suppliers for approval - reducing paperwork and maintaining controls.

### Automate budget controls across GL Codes and Cost Centres

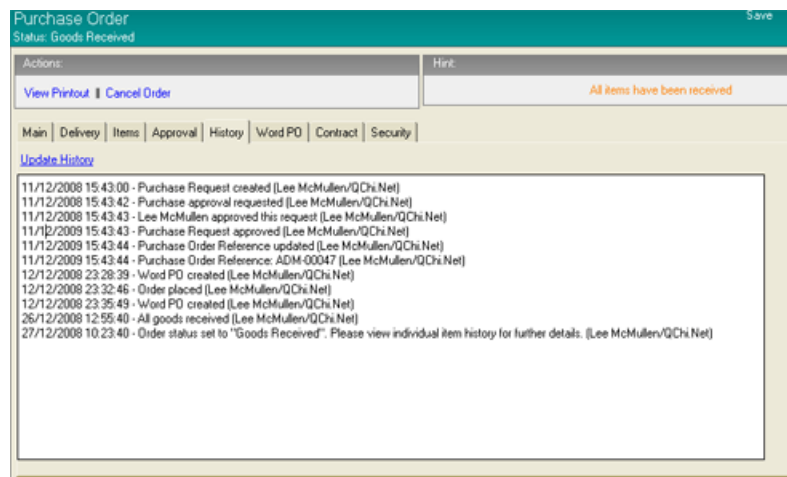
Budget Management functionality allows limits to be set on spending according to Financial Period, Department, GL Code and Cost Centre. Budget balances are checked at the point of Request entry - reducing wasted time and preventing overspends, whilst giving the Financial Controller a clear view of commitments.

### Simplify Purchase Order output.

Once a Purchase Request is fully authorised the requestor is informed that the Order can be placed. **Buyer!** provides a range of single-click options to communicate a PO to the Supplier, including: "easyEmail", fax and print. To improve output quality and control **Buyer!** fully integrates with Microsoft Word to support central PO template management in Word format using native features.

### Transparent Workflow means control without headaches

Each Purchase Order holds a complete record of its Workflow history ensuring auditing is worry free. Email notifications and reminders ensure everyone in the loop is kept informed of their responsibilities and deadlines.



### Standardise Goods Receiving

As goods and services are received it is essential for your accruals that Orders are kept up to date. A simplified process of updating "Goods Received" information and automated reminders ensure requestors keep their information up to date and your accruals are accurate.

## Q:chi Solution Profile – **Buyer!**

### **Control Invoice Entry, automate procedures and thresholds**

Received Invoices are entered into Buyer and matched with Orders. Controls and procedures ensure when an Invoice exceeds the approved value of an Order that Finance are alerted and given the option to apply for additional approval for the Order – this ensures transparency and auditability at all times. Once Invoices are accepted as valid, accruals are updated accordingly.

### **Calculate accruals in one click**

Standard “accruals” reporting gives your Finance department full and real-time accruals information which can be exported to Excel with one click. Providing the Financial Controller with the full picture is just another way **Buyer!** delivers value.

### **Automate alerts and reminders**

Automated e-Mail notifications keep the right people aware of their expected actions regarding requests and approvals. Requestors are notified when their PO number is available and when “Goods Received” information is overdue. Suppliers can receive orders by e-Mail. Finance and Accounts Payable are kept up to date with their action items and requests.

### **Supports remote sites and mobile users**

Most organisations now support some if not many SOHO workers in addition to operating smaller, remote sites. Both need to connect to the central offices via WAN networks or dial-up connections. Buyer! extends to support these dispersed users with the same functionality and security as centrally based users. Intelligent solutions to PO Number issuing and approval routing allow a distributed organisation to operate effectively.

### **User-friendly experience boosts usage and uptake – a fresh approach!**

The user experience is core to Buyer! and has been carefully researched and constructed. A customizable Home Page and your choice of layout and content, it’s always clear and concise. Contextual information is at your fingertips, wherever you are in the database. Capturing new information is also logical, simple and fast. This all boosts usage and radically improves acceptance. The result is users make the effort to capture essential knowledge properly. It’s a fresh approach and we think you will like it.

### **Runs on the peerless IBM Lotus Domino server**

Buyer! is built to run on the IBM Lotus Domino Server and is ready to integrate with the next generation IBM Workplace. This platform supports high security, unique collaborative services, synchronized remote working, integrated e-Mail & calendaring, document management, approval workflow and web access. It is a key component of IBM’s collaborative software strategy.

### **Built according to IBM Lotus accredited development standards**

Q:chi managers, developers and administrators have the highest level available of IBM Technical Certifications for Notes and Domino. For pricing information, to arrange an obligation-free onsite demonstration or just to understand more of what Buyer! could do for your organisation, we would be delighted to hear from you. Don’t hesitate to call or e-Mail us:

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