

- **Control over spend**
- **User friendly**
- **Save time and money**
- **Increase process compliance**
- **Detailed reporting and statistics**
- **PO/Invoice Matching for complete P2P automation**



Optimize your purchase processes

With **PaletteBuyer** you can get full control over your spend and greatly reduce maverick buying. You improve performance with better forecasting and increased efficiency. **PaletteBuyer** is so user friendly that it's easy for the employees to create or approve orders increasing compliance with corporate policies. You will gain control over your suppliers and generate better information for price and contract negotiations.

Manage the entire procurement process

Your company can realize savings in three areas when utilizing *PaletteBuyer*: You can channel employees to purchase from preferred suppliers lowering costs and improving service times. Unnecessary or fraudulent purchases can be prevented and process improvement can save time and money. In addition *PaletteBuyer* in conjunction with your ERP or *PaletteInvoice* can provide straight through invoice processing providing even more savings.

With *PaletteBuyer* employees can punch out to your preferred supplier's web shops to access company specific catalogs. You can also import catalogs for easy product selection and of course an ad hoc requisition can be created for those special situations. Detailed statistics on purchasing activity gives you valuable information when negotiating pricing and terms or doing supplier reviews.

All purchasing is controlled through detailed permissions and approval workflows. This ensures that your employees are

purchasing goods and services that they have permissions for from suppliers you prefer and are properly approved using your business rules.

PaletteBuyer's user interface is extremely intuitive. This allows your employees to quickly and easily create and track requisitions freeing up time to concentrate on other tasks. Approvers are then notified via email that they have requisitions to work on in workflow.

When the requisition is approved it can be sent to the supplier electronically or printed and mailed.

CAPEX or OPEX

Managing both expense types are no problem for *PaletteBuyer*. Operational expenses are managed through the standard requisition to PO process. In addition *PaletteBuyer* features a CAPEX module which allows your organization to create, justify, and track spend against Capital Projects. Please see the *PaletteCapex* Brochure for more details.

Create a requisition guided by the system

Your company sets up item types in *PaletteBuyer*. This makes it very easy for the user to locate the correct item and/or supplier. Item types are linked to general ledger codes. This along with the employee’s default coding information (cost center, business unit etc.) is used by the system to automate the account coding on each PO line. All requisitioned items are placed in a shopping cart no matter if they are chosen from an internal or external catalog, multiple catalogs, or are specified in free text.

PaletteBuyer is flexible; you can use any combination of catalog or free text requisition. Your employees can use imported catalogs to quickly select often used items or services and set them as ‘favorites’. Punching out to external catalogs is very easy and allows your users to shop at pre-negotiated prices and terms from preferred suppliers. Additionally users can create an ad-hoc requisition when required for special items or one time purchases. Any item or supplier can be flagged as ‘recommended’ for preferred selection or ‘high priority’ to escalate approval.

For free text orders, a buyer’s assistance workflow step can be automatically added. This is often used if the price or the supplier has not been filled in. This step adds an advisor to the workflow to help the user with information that is missing on the requisition or check with other employees before the requisition is finalized. The system also supports the concept of responsible purchasers and advisory roles. Responsible purchasers are used by the workflow to always send certain items being requisitioned to an expert or an individual who is charged with ordering those types of goods. Advisory roles can be added so that other parties may be added as an FYI during

the ordering process. Such as sending all computer equipment requisitions to IT for checking.

When requisitions are approved one or several POs are created per supplier and sent in the manner that is specified in the supplier register, this can be via an automatic flow (e-order), an e- mailed PDF or manually via the postal service, phone or fax.

Matching orders against invoices

All invoices are automatically matched against the corresponding PO at the header or line level according to predefined rules and tolerances. Matching can be done based on amount or quantity. Which matching method to use is set on the purchase order or is set on the item type and is added automatically. Any invoices matching within approved tolerances can be directly sent to the ERP system for recording, without manual intervention. If any information is missing on the invoice it can be corrected and matched manually. Please refer to the Palette PO Matching brochure for more details.

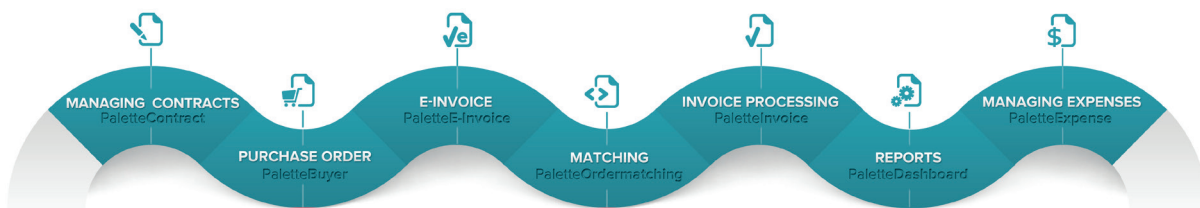
Reports and statistics

PaletteBuyer is a powerful source of useful information for management purposes. Users can select from a long list of search criteria that can be used to generate custom reports. Tracking supplier performance, commodity purchases, matching statistics, vendor spend etc can all be facilitated in the *PaletteBuyer* reporting system.

PaletteBuyer reports can be named, saved and reused as needed. All reports provide a summary result set which can be drilled into to see specific detail and actual images or exported to excel for modeling outside of the system.

PaletteArena – our product suite from purchase to payment

Choose the modules that suits your company based on the needs today and expand the system at your own pace.



PaletteArena is designed to integrate to all ERP systems and has off-the-shelf integration solutions for about 50 different ERP systems. The system is user friendly and flexible. Choose to have your own installation or cloud service (SaaS).

Our products and services

<p>PaletteContract Contract and agreement management</p>	<p>PaletteBuyer Structured purchases with complete cost control</p>	<p>PaletteE-invoice Send and receive e-Invoices and other e-documents</p>	<p>PaletteInvoice Automates invoice work flow and gives full control</p>
<p>PaletteDashboard Quick process overview and many KPI's</p>	<p>PaletteSpendManagement Analysis and follow-up on costs</p>	<p>PaletteExpense Managing expenses</p>	<p>PalettePunchoutLayer Connection to all types of web shops</p>
<p>PaletteMobile/Mail Manage invoices via mail or in your mobile phone</p>	<p>PaletteOrdermatching Match invoices against purchase orders</p>	<p>PaletteCapex Managing Capex requests. Control purchases against budgets.</p>	<p>PaletteSupplierPortal Information portal for better communication</p>
<p>PaletteConnectivity-Services Send/receive electronic documents</p>	<p>PaletteOnline Easy e-invoice in the cloud</p>		