

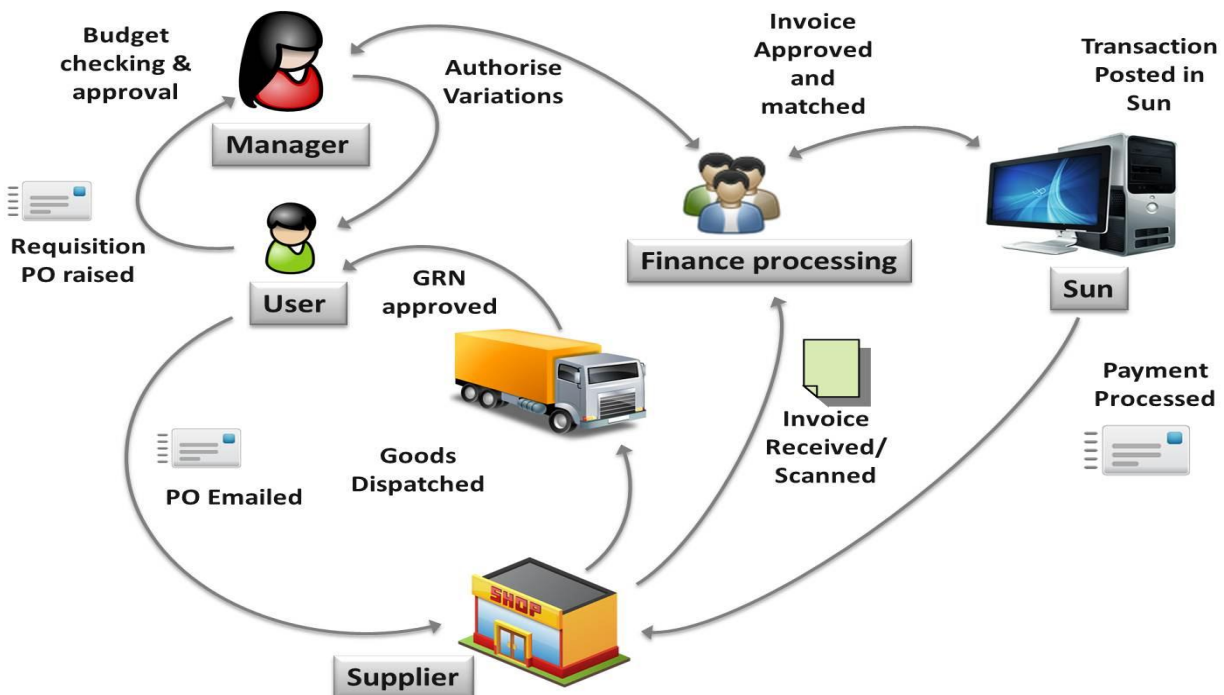
A Web based procurement solution that helps you to manage costs and improve visibility

Kypera Purchasing is a web based procurement solution that provides you with complete visibility of costs and commitments across your entire procurement process. With easy on-line requisition entry, budget checking, on-line approvals and invoice scanning, Kypera Purchasing is an end-to-end solution for all of your procurement needs.

Key Features

- ➔ **Create:** Easy and customisable on-line requisition entry using catalogues, favourites, user-defaults and system validation for fast data entry.
- ➔ **Control:** Budget Checking capabilities allow users to view budget analysis at both entry and approval to ensure budgets are maintained.
- ➔ **Automate:** Eliminate paper based manual processes by emailing orders, attaching notes and routing for on-line approval.
- ➔ **Approve:** On-line approval, email notifications and workflows enable you to streamline the authorisation process and save time.
- ➔ **Process:** Invoice scanning and entry ensures fast processing and allows users to create invoices or match to approved orders on-line, without manually re-keying data.
- ➔ **Integrate:** Full integration with Sun Accounting allows users to utilise Sun's existing supplier details, accounts and analysis codes and post transactions into Sun Accounting as required.

Web Procurement Workflow





Web Procurement

Create: Easy on-line requisition entry

Kypera Purchasing allows easy on-line requisition and fast data entry by utilising catalogues and favourites. Forms can be customised to suit individuals or groups of users and system validation and user-defaults ensure that all orders meet corporate purchasing standards.

Control: Full budget checking capabilities

Full budget checking capabilities allow users with the appropriate access to view budget analysis at both entry and approval; ensuring budgets are maintained and overspends are highlighted. Combined with real time reporting of hard and soft commitments the solution gives you the control and visibility you need.

Automate: Eliminate manual processes

Eliminate paper based and manual processes by entering on-line requisitions, emailing orders and utilising electronic workflow approvals. Notes and attachments can be applied to orders to ensure that all relevant detail and supporting documentation is captured throughout the process. Once complete, requisitions are released for online approval, created as a purchase order and emailed directly to the supplier – removing the need for any paper to exchange hands.

Approve: On-line approval and workflow

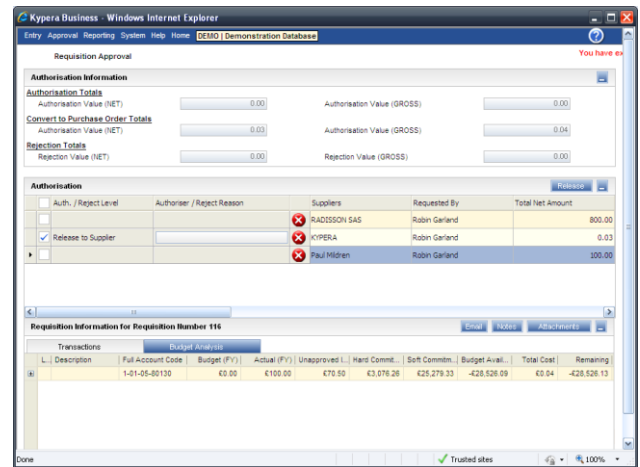
On-line approvals and email notifications enable managers to efficiently control the authorisation process. Managers have full visibility of actual expenditure, estimates and available budgets, including supporting notes and attachments.

Process: Invoice scanning and entry

Invoice scanning and entry enables the finance team to create invoices or match to approved orders on-line, without manually re-keying data. This ensures faster processing and reduces keying errors.

Integrate: With Sun Accounting

Full integration with Sun Accounting allows users to utilise Sun's existing supplier details, accounts and analysis codes and post transactions into Sun Accounting as required.



Use catalogues, defaults and favourites for fast entry

