

The Complete Checklist to Choosing the Right Procurement Solution

20 questions to help you narrow down your search

The role of Procurement is rapidly evolving. Forward-thinking organizations have embraced the value-adding potential of Procurement – transforming their historically cost reduction-focused teams into spend management powerhouses. How can you bring your Procurement team there? By choosing the right solution.

Ask yourself these key questions to help understand your procurement needs and narrow down your search for a holistic procurement solution.



Catalog Management

1. How are you currently managing supplier catalogs?
2. Are you able to receive real-time catalog content updates from vendors and third parties?
3. How easy is it to navigate and find items on the catalog?
4. Can users make specific requests if needed items aren't found?

PRO TIP: Look for a catalog management tool that provides shopping cart capability and enables a more intuitive, simplified buying experience.



Purchasing or Requisitioning

1. Do you have visibility over all your requisitions?
2. How quickly can you process purchase requests?
3. Is your process or workflow prone to errors?
4. Is your requisitioning process automated?

PRO TIP: The P2P requisitioning process can be automated through predefined requisition types and workflows, which can help to quickly process purchase requests from business users.



Electronic Purchase Orders

1. Are you always delayed on your payments?
2. Do you have an integrated online purchase order system?
3. Do your suppliers have a platform that gives them centralized access to view real-time purchase order status and send order acknowledgements?
4. Can your purchase order solution integrate directly into your ERP?

PRO TIP: Going paperless with an automated purchase order process generates significant cost savings and reduces processing times.



E-invoicing

1. Are you still relying on paper invoices and manual processes?
2. Have your payment processes affected supplier relationships?
3. Can you create e-invoices in your company's ERP or AP system?
4. Do you have visibility into all your previous invoices?

PRO TIP: Automation lowers exception rates and the average cost to process a single invoice.



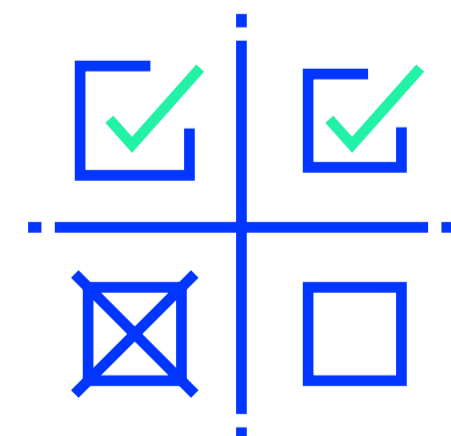
Contracts and Dispute Management

1. Do you have visibility over your contracts?
2. How do you manage spend against catalogs?
3. Do you have a problem managing indirect spend?
4. Do you have an effective way to manage disputes?

PRO TIP: A solution with an embedded contract process simplifies spend management against catalogs, tracking usage and controlling indirect spend.

Corcentric's Procurement Management Software gives you full control of your Procurement.

Our solutions give businesses total visibility into all purchasing and sourcing by simplifying the entire procurement workflow. Expand your capabilities, save time and streamline every single procurement function by kicking off your digital transformation with Corcentric's procurement automation software.



Unite Disparate Systems



Eliminate Manual Labor



Strengthen Supplier Relationships