

Xerox® Workflow Automation Solution for Procurement and Purchasing

Sourcing and purchasing the right materials from the right suppliers at the right cost is no easy task. With an automated solution, you can increase visibility into your organization's spend, manage short and long-term savings potential, as well as keep your key personnel focused on delivering operational excellence to the business.

Build stronger, more profitable relationships with best-in-class vendors.

The Xerox® Workflow Automation Solution for Procurement and Purchasing can help facilitate secure and private communication with vendors within the platform whether you are requesting new vendor setup information, a proposal, or an official quote. Regardless of your level of process complexity, our centralized platform can not only support your existing business, but also be flexible enough to meet changing needs such as conforming to new supplier standards, new evaluation criteria or integrating with a new Vendor Management or Contract Management system implementation.

The Xerox® Workflow Automation Solution for Procurement and Purchasing enables your procurement and supply chain departments to:

- Establish a streamlined and centralized procurement and purchasing process
- Provide staff with access to necessary supplier information such as POs, RFPs, contracts, etc.
- Reduce costs associated with efforts and improve turnaround on time-sensitive processes such as PO and vendor approvals
- Provide additional visibility to management and value chain partners on total spend, category of spends, status of vendor relationships and vendor performance.



Automate processes to help reduce turn-around time for requisition approval and fulfillment.

The procurement and purchasing process can be complex. But there's a solution to simplify the process.

Imagine how much more efficient and cost-effective your procurement and purchasing staff will be when freed from slow, error-prone paper-based processes by capturing, storing, and routing documents electronically. The Xerox® Workflow Automation Solution for Procurement and Purchasing enables employees to focus on other high-value tasks such as working with your internal value chain partners who rely on indirect purchasing or enhancing their industry expertise to support a competitive and complex market.

Enhance cross-departmental collaboration with a streamlined and centralized solution.

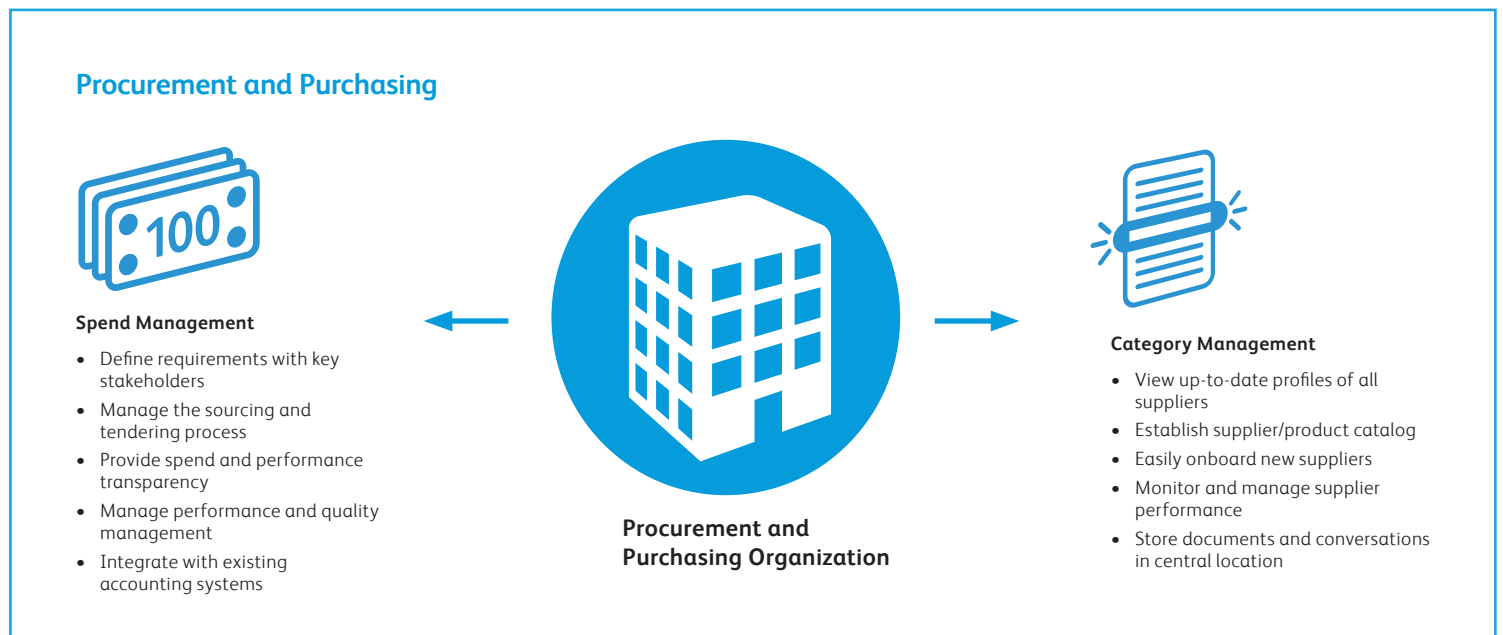
Procurement and purchasing professionals work with a variety of departments—from accounts payable to vendor management, supply chain and manufacturing. They need a streamlined and centralized solution that supports building true value chain partnerships. The products and services being procured, both direct and indirect, have cost and revenue implications for your company and require real-time feedback and collaboration. A centralized system allows for product information, category data, quality and performance metrics to be captured and referenced by all relevant teams to support managing spend creep, cost containment and decision-making.

Enable staff to enhance their sourcing and industry expertise by automating administrative tasks.

The procurement and purchasing function requires personnel to be enabled for better decision-making, insights into supplier quality, knowledge about industry costs, standards, etc. If staff is inundated with manual tasks, then building knowledge and expertise becomes an afterthought. With the Xerox solution, you can automate administrative tasks and implement and enforce your processes within our system workflow so that your staff is enabled to focus on bringing value to the organization, to work collaboratively with their value chain partners, and to effectively manage your overall organization spend.

Work with a knowledgeable team.

We're knowledgeable in digital documents and workflows, but we recognize that your information and processes are unique to your business. Through qualitative and quantitative assessments, we capture a true analysis of your current state. From there, we can deliver an integrated solution for you. Our procurement and purchasing solution is just one building block within our overall finance and accounting offerings, so we can help you along your digital journey. From initial design, to deployment and rollout, to training and support, Xerox stays with you at every step.



For more information, visit xerox.com/was.

