E-PO

SESAMi's E-Procurement solution allows users to create purchase requests, purchase orders, perform goods receipt and goods return. This facilitates contracted and non-contracted buys. Contracted items/services are uploaded into our E-Catalogue for easy management and ordering. Purchases made through E-Procure system will be captured digitally and properly categorized to facilitate spend analysis.

BENEFITS

Cost Efficiency

Reduced organizational and operational costs by controlling maverick spending, volumized buying power and manual labour costs.

Transparency in spending

Having every decision made documented online ensures that procedures are conformed to organizational policies and best practices.

Increase productivity

E-Procurement is less time consuming, cutting down manual labour hours which can be allocated for other strategic purposes. Usage of standard templates means that paperwork can be populated more quicky and accurately.

Elimination of human errors

As manual work is streamlined into digital processes, human errors will be reduced, and past references can be easily retrieved for analysis and future decision making.

FUNCTIONALITIES

Contracted and non-contracted purchases in our E-Procurement module covers the following steps:

1	**Purchase Requisition** Users can raise purchase requisitions for their authorized departments and types & value of purchases granted.
2	**Cost Assignment** Total transparency in the PR items cost distributions via Cost Centres and GL Accounts allocations.
3	**Routing for E-Approvals** Allow smoother transactions and governance with the highly configurable E-Workflow based on Buyer's approval parameters to convert PRs to Pos.
4	**Obtaining Acknowledgement from Vendors** POs can be acknowledged by vendors so Buyers are aware that vendors have started processing the order.
5	**Goods Received / Goods Received Note** This establishes that the conditions of the contract are met, verified by the receiver and the whole process is well documented.