Electronic Requisition Approval & Work Flow System
## (and now with a Mobile Approval application!)

General Overview for XA Users

The Web/Requisition Approval and Workflow System (Web/Req) is an integrated procurement "electronic process" that improves purchasing processes, communication, and visibility throughout the procurement cycle.

Because of tight XA integration via **System-Link**, the system eliminates re-keying and provides easy visibility to procurement costs BEFORE being finalized. This avoids a "black hole" where costs may be hidden until invoice time. With web accessibility, it standardizes, simplifies, and organizes communication between:

- Requisitioners ⇔ Buyers
- Buyers ⇔ Suppliers
- Buyers ⇔ Approvers
- Purchasing ⇔ Finance

The system accurately and consistently enforces your "rules" and limits of authority while keeping requisitions <u>visible at every step along the way</u>. Web/Req is a **complete system** with flexibility and options that can grow along with your procurement needs.
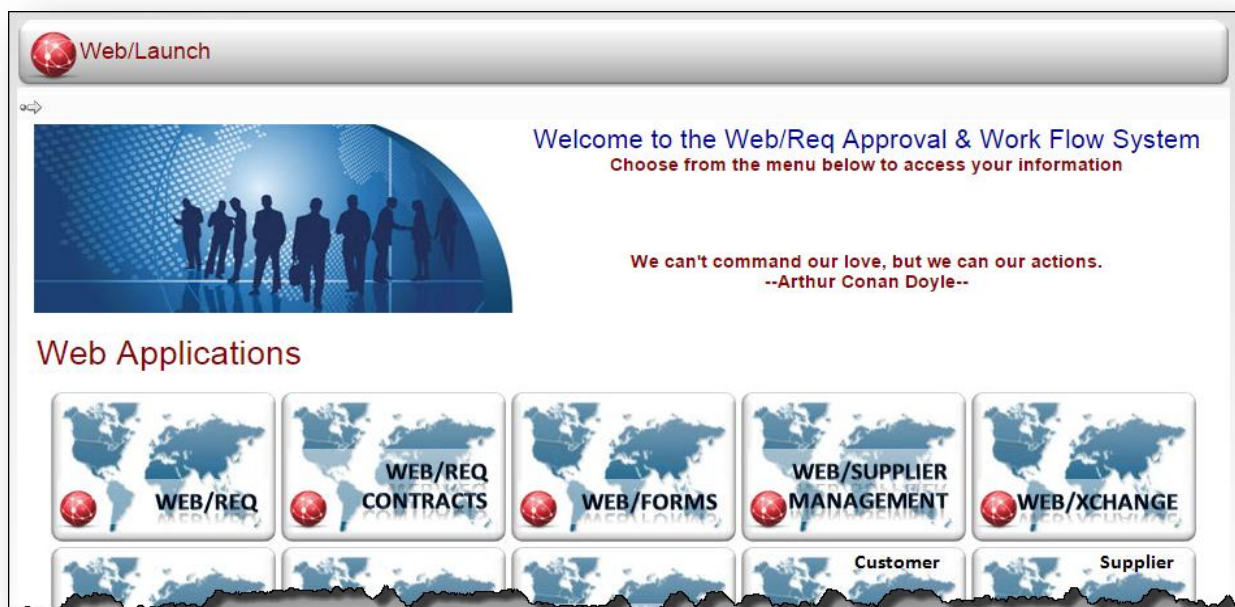
Common Issues and Problems

Many XA customers use the electronic Web/Req system to streamline the procurement process. Using the Web/Req System, thousands of requisitions are created every day on four different continents, with multiple environments, in over seven countries, by thousands of users. MKA has worked with XA for over 30 years. For over a decade we've specifically worked with Purchasing and Finance departments to automate and streamline procurement processes. Consequently, we've seen a lot of common issues.

Here are 10 common issues and problems we see over and over again. Do any of these sound familiar?

1. An inefficient and manual requisition process—or no formal requisition process at all
2. Buyers doing data entry, chasing requisitions, and tracking down approvers vs. doing their job.
3. No limits of authority rules – or use of informal rules, if any.
4. Limits of authority rules are not enforced or are enforced inconsistently.
5. Little or no visibility to what is being requisitioned and spent
6. No visibility to where a requisition is in the process
7. No integration with XA Purchasing (information is re-keyed or system is stand alone)
8. Little or no audit traceability or control.
9. No ability to tie the requisition and purchase order together easily.
10. Purchases are coded/re-coded at invoice time because the purchase order is incomplete.

If some of the issues on this list apply to your company, then the **Web/Req System** and MK & Associates can help. We work with your team and use a proven methodology to identify, document, and automate your processes, resulting in faster and more efficient procurement throughput.

Major Benefits/Business Case

There is a **SIGNIFICANT BUSINESS CASE** that justifies increasing efficiencies in the requisition and purchase order **approval process**.

Annual ROI between $100,000 and $250,000 is frequently realizable. It also represents a MONTHLY opportunity cost of between $8,000 and $20,000, depending on your situation.

The Web/Req Approval & Workflow System can help you streamline operations and realize a quick ROI. MKA has an ROI model to help you assess the potential savings of streamlining the requisition and procurement process.

Key Application Features

The following key features are available to you on **Day One**. There is no complicated technology set-up and figuring-it-out on your own. MK & Associates assists your team with setup, training, and implementation. **We focus on business improvements.** Depending on the size of your company, implementation can be a matter of a few weeks. Some of the basic features include:

❖ **Web based system that is EASY TO USE.**

Pop-up search, type-ahead, and other features reduce keying.

Select actual XA data, like a part number, so that requisitions don't require additional data later.

Enter as many parts on the requisition as you need.
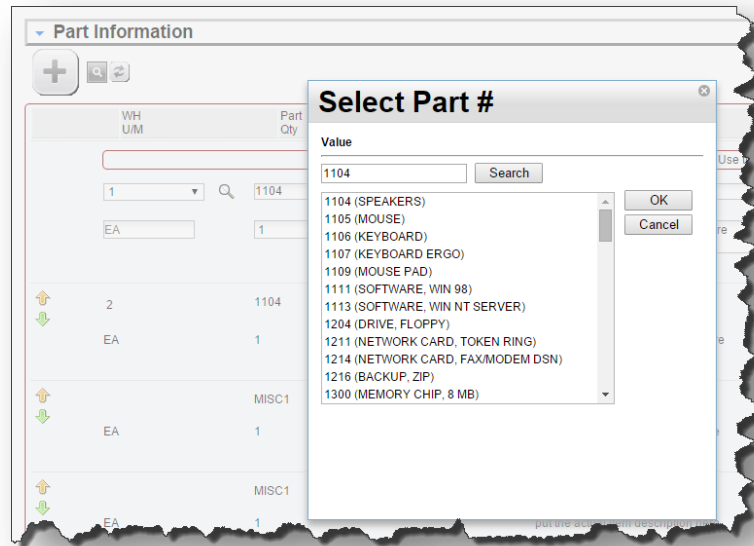
❖ **Requisition information and status that are always visible.**

Requisitioners see only their own requisitions in a "My Requisitions" view. Simple.

With icons and color coding, users can easily see where the requisition is at all times and who it is waiting on.
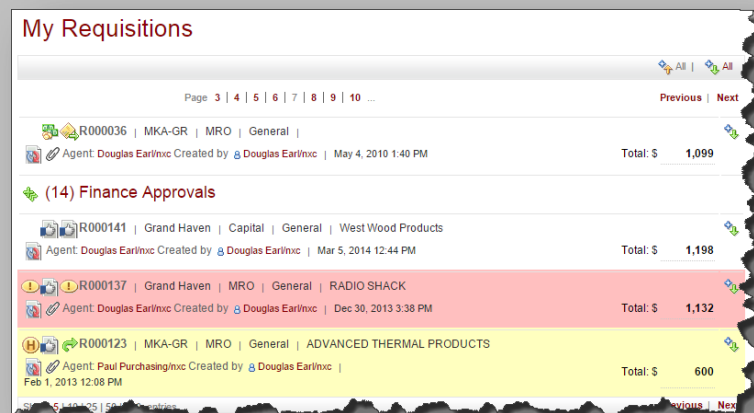
❖ **User defined locations, expense types, purchase types, and more.**

Controlled access to set-up of approval rules, backups for approvers, currency, and other controls.

You decide what data is available for Requisitioners, and which locations/departments can use it.
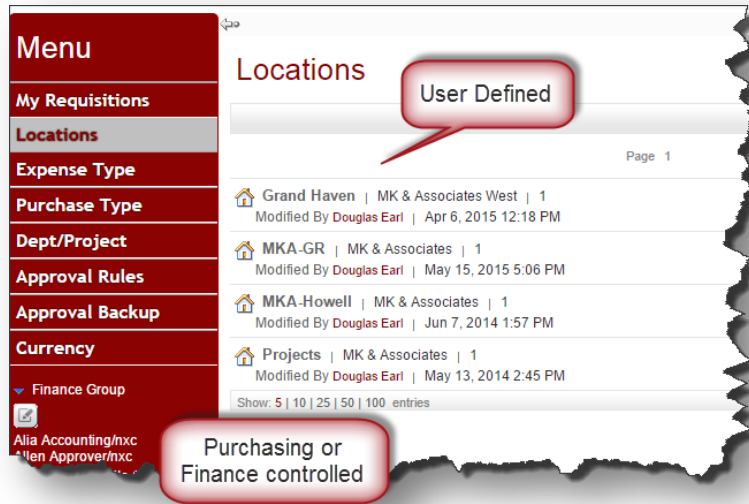
❖ **Automatic enforcement of "limits of authority" rules**

You create the rules and the system enforces them. Create different rules for different situations.

Break down spending by location, expense type, and department with multiple spending limits and special consideration for over budget cases.

❖ **Tight integration to XA Purchasing – no re-keying**

Use data from XA or new information you gathered without re-keying it into the purchase order.
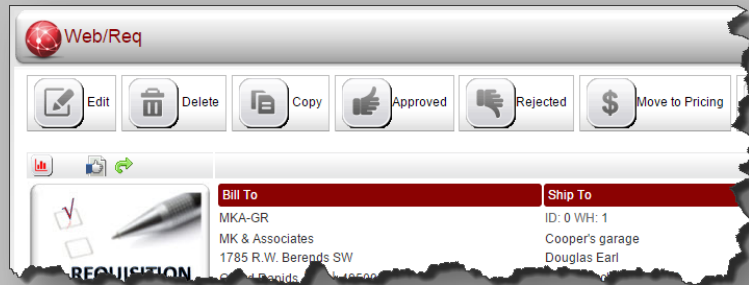
Simply create the XA Purchase Order or add the requisition to an existing one.
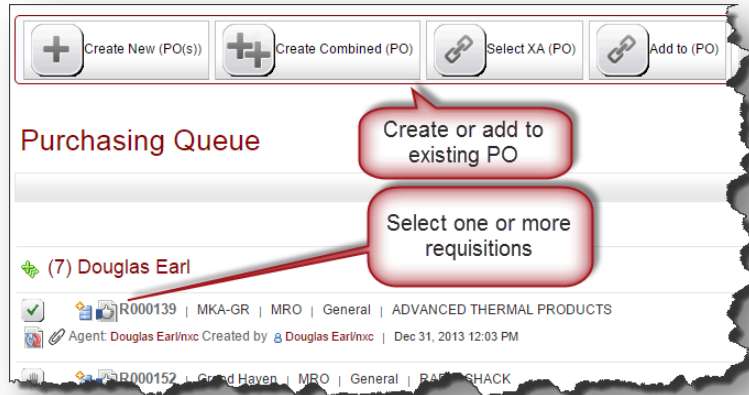
❖ **An automatic workflow driven process**

Personnel complete their assigned task and click the appropriate button.

The system routes the requisition to the next required work queue. Simple. Easy. Fast. Accurate.

Support for multiple currencies – choose to approve in US Dollars or local currency

❖ **Support for one system over multiple XA environments**

Up to 5 environments are supported, even if they are on different iSeries servers.

Environments can be a mixture of XA IFM or AM, single and double byte (DBCS).

❖ **Project/IFM Budget snapshot** – Enter a Dept/Project budget total or define a detailed budget in International Finance Management (IFM). Budget information is available immediately for approvers when they need it – not just at the end of the month.

❖ **Standard or Custom Request-for-Quote (RFQ)**

Send RFQ via email or supplier portal.

Compare completed RFQs and accept new pricing and delivery dates into the original requisition.

❖ **Support for Custom Contract Requisition/Quote**

Create your own Quote/RFQ form to capture your unique requirements.

❖ **Custom PO e-mail form**

Create your own customized email purchase order form.

Format and/or eliminate confusing or unnecessary information from the PO.

❖ **System Link compliant**

At R9 or higher, create purchase orders via System-Link with all the same multiple environment flexibility of Web/Req and without using multiple XA licenses.

❖ **Double Byte (DBCS) capable**

The system automatically detects DBCS iSeries and adjusts data for mixed single and double byte mixed field entry.

Bill To	Ship To
Kunshan	ID: 999 WH: 351
DMI China Operation	迪姆艾（苏州）汽车部件有限公司
迪姆艾（苏州）汽车部件有限公司	Lily Zhou 周莉
Kunshan Province | |	中国江苏省昆山市玉山镇玉杨路299 号平谦产业园B栋 BUILDING NO. 299 YUYANG ROAD
Fax:	YUSHAN TOWN, KUNSHAN | | 215300
Phone:	Phone: +86 159 6262 7650
Expense Type	Plant Expense
Purchase Type	Quality
Purchase Agent	lcao

❖ **Audit/Performance tracking** – See exactly where a Req takes time in its approval process.

▼ **Workflow/Activity Log**

	Section	Description	Completed	By	Time	Performance	%
	[Requisitioner]	Requisition created	05/12/15 12:28 AM	jbennett	36.93 Minutes |		1.01%
	[DeptMgr]	Dept Mgr Approval					
	[PurchType]	Purchase Type Approvals	05/14/15 09:58 AM	AxeC	2.40 Days	‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖	94.4%
	[PurchType]	Purchase Type Approvals	05/14/15 10:07 AM	rrains	9.03 Minutes |		0.25%
	[NewSupplier]	New Supplier Setup/Approval					
	[Technical]	Technical Approver					
	[Buyer]	Pricing	05/14/15 11:45 AM	AxeC	1.63 Hours	‖	2.68%
	[Approver]	Finance Approvals	05/14/15 12:14 PM	jackos	28.72 Minutes |		0.79%
	[Approver]	Finance Approvals	05/14/15 12:46 PM	jackok	32.08 Minutes |		0.88%
	[Purchasing]	Purchasing Final Review		AxeC			

Business Automation Features

❖ **Electronic Forms** are web-based and have search, type ahead, spell check, and other features. Web access means browser capable devices have access when and where needed.

|	
🔍 Supplier #	008739 ☐ New 🔍 🔁
🔍 Company	RADIO SHACK
Contact	
Address	925 COUNTY RD E. EAST #170
City/St/Zip	MN 55127
Phone	651-482-8009
Email	dearl@mkassoc.com
Terms	Pemstar
Ship Via	Pemstar -
Incoterms	Pemstar -
Currency	A

❖ **Work Flow** (data conditioned)

A flexible integrated workflow is already set up and working. It will direct your work to the *right* people at the *right* time. Workflow includes the ability to assign backup personnel for your critical approval steps. Thus, a requisition keeps "moving" along the process. It doesn't get stuck in somebody's in-basket.
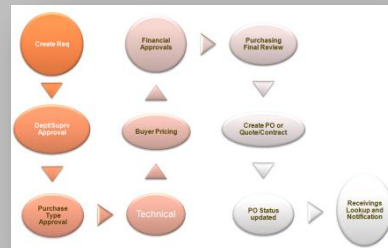
❖ **Data Connections / XA Integration**
(integration points externally defined)

Data integration options include JDBC and System Link with security and data definitions described externally for better security and control. *Phone Home* error-monitoring reports problems, sometimes before users know there is one! Program template updating keeps your system fresh and current as new features are released.
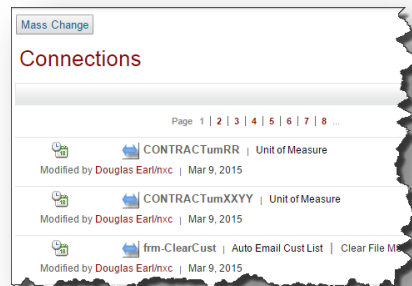
❖ **Centralized accessibility**

Serve multiple locations from one application server. Span multiple XA environments, even multiple iSeries servers, and have them look and feel like ONE Procurement environment.

❖ **Role-based security**

Manage security by groups and roles. Employees with different authority see different menus and options.

Most security is maintained by the system, not I/T.

❖ **Designed for web access**

Web/Req is created uniquely for the web with open source technology, like dojo, for up-to-date features such as pop-up search and type ahead. Built on the powerful IBM XWorks platform, it provides choices for flexible and scalable hardware solutions.

XPages

❖ **Work is pushed through the system automatically.**

The system organizes work into queues. As the work is completed, the system routes it automatically to ensure the correct people work on the requisition at the correct time.

Need to set up a new supplier? The system can route the requisition to the proper person to set up an XA approved supplier.

Do you require CFO sign-off if the requisition is over budget? Require XA or project budgets to be reviewed before sign-off and then route to the CFO for final approval. All of this— and more—is possible in Web/Req without additional complicated workflow setup.
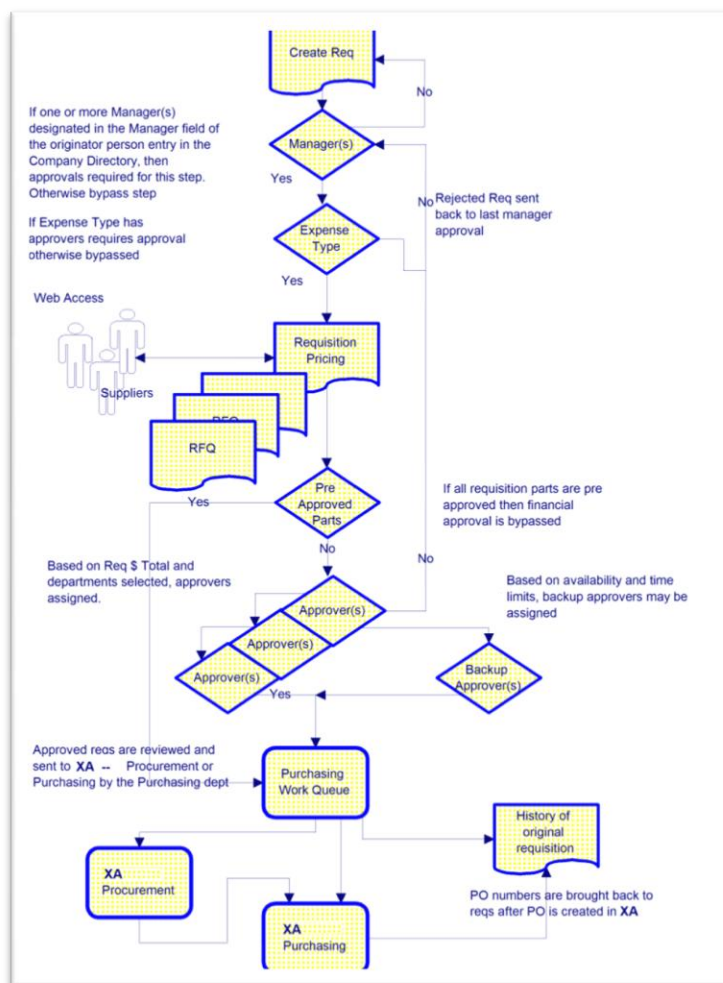
An integrated system that works this way provides new and greater efficiencies. The right information comes to the right people at the right time. It helps you create new and improved processes, and also automates processes so that information "moves" *efficiently*.

Web/Req Suite of Options

Mix and match the options that fit your current procurement needs, and then add more options in the future when you need them.

WEB/REQ IS CONSTANTLY ADAPTING TO TODAY'S PROCUREMENT CHALLENGES.

Join the Web/Req family today. Call or email MK & Associates for a full demonstration of Web/Req with your procurement team.

New Option: Mobile Review and Approval of Requisitions!

When the requisition is opened, the system detects the type of device being used. If the system determines it is a mobile device, then special formatting is used to make the information more accessible. The mobile review mode is not just a phone app, but a special set of Internet pages formatted for use on smaller mobile devices. The mobile device must be able to access the Internet and have a compatible Internet browser.

The requisition is divided up into sections very similar to the collapsible sections in the requisition when used from a desktop computer. Select a section from the list and the section slides onto the screen.

If the requisition is assigned to you, then the work flow approval or review buttons are listed. Select the menu option and, if authorized, the approval comments area is available. Security is by user, and there is no direct "exposure" of XA to the outside world.