Functionality and Services Matrix

Purchase Plus is a fully functioned eProcurement platform that provides a complete online purchasing marketplace capability for Hotels and hospitality venues and their suppliers. Hotel/Restaurant groups may also create private marketplaces to manage the Procurement and spend of multiple restaurants and group suppliers in one place.

In addition to state of the art eProcurement functionality, there are several key managed services available that ensure maximum efficiency, savings and support for the Procurement function at both a Restaurant and Group level. Purchase Plus ensures group wide consistency of data, reporting, workflow and category contract compliance.

A good eProcurement system is dependant on engaging the end user. It must be simple to understand and easy to use. "Technology" should not get in the way. The key focus should be what the user needs to do their job faster and more efficiently.

The end user must feel that any system makes their life easier overall. Purchase Plus is very end user focused to ensure a complete solution that minimises training and change management overhead.

What this means for you is that all users will buy the right products, from the right supplier at the right price - every time an order is placed anywhere across your organisation.

PurchasePlus gives you the ability to leverage your spend data to negotiate from a position of strength with your suppliers and create stronger partnerships.

Key Functional areas include:

- Automated Approval Workflows
- Purchase Orders
- Receiving
- Invoicing
- Inventory
- Stocktake
- Catalogue Management
- Supplier Management
- Spend Management Tools
- Reporting and Dashboards

Key Managed Services include:

- Catalogue Management
- Product Data Mapping
- Supplier Engagement
- Supplier Management
- Group Implementation and Training
- Procurement Team Support Services
- Procurement and Spend Analysis
- Accounts Payable Integration
- POS Integration
  Systems Data Integration

PurchasePlus

Key Features

Our Customers Favourite Features	Overview
Best Buy	Built in price competition reduces the need for procurement overhead. The platofrm ensures your are automatically getting the best price available from your preferrred suppliers.
Price Premium Alert	If an order is created where a lower price is available, an alert will inform the approver of the savings available on that order.
Straight through, paperless invoice processing	Using paperless invoicing and automated 3-way matching, any invoice that meets approval requirements are automatically processed. Your team only deals with exceptions where the system will flag the specific issue with the relevant users.
Group wide settings and controls	Buyers can manage multiple sites from the same interface with rules around approval workflow, AP settinga and supplier contracts all managed centrally. Power users only need 1 login to manage it all.
System integration	Connect with your AP and POS systems to ensure end to end workflow and data
Live Chat Customer Support	PurchasePlus supports end users with realtime in app training and live chat and an extensive support library

End to End eProcurement

E-Procurement	End to End eprocurement platform
Approval Workflow	Approval workflows automatically driven by your organisation structure and chart of accounts
Central Catalogue	Price comparisons and group reporting are built in with a centrally managed catalogue
Real Time Pricing	Suppliers can update their pricing in real time using our API or online supplier portal
Price comparison	Best Buy automated price comparison with "Price Premium" alerts
Live Chat Customer Support	PurchasePlus supports end users with realtime in app training and live chat and an extensive support library

Automated and Paperless Accounts Payable

Invoicing	Invocies pre-coded to your Chart of Accounts eliminate most of the invoice processing time.
AP 3-Way Matching	Automated 3-way matching for straight through processing minimising approval and AP workload
Electronic Invoicing	Eliminate all paper with integrated electronic supplier invoices via a dedicated invoice mailbox and API integration options.

Key Features

User Interface for all users	Overview
WebShop	Simple webshop interface for order focused users
Multi-Device System	Fully web based for use on most devices with mobile app for approval, ordering and stocktaking.
Mobile App	app.purchaseplus.com mobile app for approval, ordering and stocktaking.
Systems Integrations	Use open API to integrate important documents or data. Pre-existing integrations with common systems make setup fast.

Cost Controls

Inventory Management	Track all inventory from the moment it arrives automatically using invoice price to maitain accurate stock values.
Mobile barcode scanning stock counts	Easy and fast stocktake with the PurchasePlus stocktake application
Receipe Management	Maintain a high COGS awareness with realtime reciepe costing and create consistency in menu standards and costing.
Budgeting	Maintain budget awareness and limit over spending automatically or with additional approval workflows
CAPEX	Manage CAPEX using budgeting, approval workflows and invoice processing

Data, Reporting and Analytics

Reporting/Data Analytics	All your data in one place. use the directory of existing reports and data exports or integrate with your own reporting tools.

Services and Expertise

Training and Implementation	In Application help guides and tips. Guided workflows to assist in getting over 100 different tasks done with our live virtual assistant. On site training and setup to ensure you maximise the use and value of the platform with webinars, videos and tutorials also available.
Supplier Engagement	Expert, knoweledgable and globally connected supplier expertise to assist with supplier engagment, catalogues, pricing, and supplier selection.
Invoice Scan Correction	Full service solutions with invoice scan corrections and matching validation with AI and human eyes to reduce workload, incraese automation and simplify your operations

PurchasePlus

Requisition

Features and Functions	Overview

Requisition Creation

Automated or Manual Requisition Number	Unique requisition numbers that can be tracked through the procure-to-pay cycle
Assigning Delivery Date	Set delivery dates for future purchases
Delivery Address Book	With default delivery address tied to the user for ease of use you are able to choose alternate locations/sites to ensure the correct instructions get to suppliers
Favourites List	Favourites are easily added to make repeat purchases really quick and easy, importantly pulling from current prices reducing order/invoice issues and time
Event Audit Log	User tracking, approval tracking, time and date stamp, internal and external comment history
Product Search	Product search can be initiated from any relevant page to quickly find the required product. Searches are contextual to the selected supplier or user rights
Inline Product Creation	Products can be created on the fly in a requisition with appropriate user rights
Live Supplier Product and Price Lookup	When searching or ordering, live prices from available alternative suppliers may be viewed if user permission is granted
Supplier Selection	Supplier can be selected during Requisition creation
Customisable Expense Codes	Multiple Expense or Accounting codes may be applied to a requisition to facilitate AP and ERP integration

Business Rules

Order From Product Catalogue	Place Requisitions from a customised list of products or services or search the global catalogue
Order From Supplier Catalogue	Place requisitions quickly and easily for agreed specification and price with contracted suppliers
Non catalogue Orders	Create open orders that still run through the defined approval and workflow to capture 100% of spend
Supplier Selection Rules	Define contracted items or panel supply categories and let the system ensure your supplier preference is followed for every order
User Permissions	Ensure users can access only data and functions relevant to their role

Workflow

Custom Approval Routing	Apply workflow to requisitions relative to the supplier, category and spend level
Workflow Audit Log	Complete log history of approval events and users
Cancel or Decline Requisitions	Direct from email or through the application
Requisition Workflow Status	Open, Awaiting Approval, Approved, Closed, Cancelled, Declined documents stored

Purchase orders

Features and Functions	Overview

Purchase Order Creation

Automated or Manual Purchase Order Numbers	Unique Purchase Order Numbers are created for Auditing and order tracking
Order Consolidation*	Multiple orders can be consolidated saving on errors and multiple deliveries
Customisable Purchase Order Format	Purchase order formats can be customised - for example loading dock hours
Event Audit Log	User tracking, approval tracking, time and date stamp, internal and external comment history

Workflow

Custom Approval Routing	Cater for user permissions, product areas, expense codes and value limits
Purchase Order Document Management	Open, Awaiting Approval, Approved, Declined, Not Sent, Sent, Cancelled, Received, Invoiced

Supplier Order Management/Integration

Order Delivered In Supplier Preferred Format	Suppliers receive their order in their preferred format including their product identifiers
XML, HTTP, HTTPS, EDI	Supplier may integrate Purchase Orders into their back end systems
API order support	Allows integration into 3rd party applications such as POS, AP, Accounts, ERP etc
Order Document Tracking	Log history of order transmission including resend function
Complete Purchase Order History	Orders can be accessed for agreed history period
Supplier Live Price Validation	Price on Requisition and PO reflects current (not historical) price of contract or agreed market price for all products

Receiving

Receiving Note Creation

Receiving Against Purchase Orders	Receiving from order is a one click process
Blind Receiving	Receiving forms may have prices removed for separation of duties
Receive to Inventory*	One click receiving to inventory
Partial and Catch Weight Receiving	Allows partial, quantity receiving to allow for delivered weight differences
Direct Expense to Cost Centre	Direct Expensing of goods is possible while still ensuring a 3 way match validation
Reconcile against Purchase Order	Validate quantities
Multiple Delivery Management	Ensure tracking of back orders
Order Compliance with Suppliers	Suppliers receive their order in their preferred format including their product identifiers
Event Audit Log	User tracking, time and date stamp, supplier delivery performance
User Permissions	Ensure users can access only data and functions relevant to their role

PurchasePlus

Paperless Invoicing

Features and Functions	Overview
Invoice Creation	
Record Supplier Invoice	Use of supplier generated references is supported for all invoicing transactions
3 Way Reconciliation with Purchase Order, Receiving Note and Invoice	All transactions support three way match Purchase Order Price and Quantity with Received Quantity and Invoice Price and Quantity - automated for your AP Systems
Invoice Quantity and Price Alerts*	Invoice thresholds of percentage or dollar amounts can be set to flag the transaction to mange by exception
Invoice Exception Handling	Filter incorrect invoices to deal with directly
Invoice Flagging And Escalation*	Invoices can be flagged and or escalated to bring attention to supplier performance or account issues
Accounts Payable Integration	Purchase Order, Receiving or Invoice may all be integrated to AP system where required
Automated Approved Invoice Integration	Approved invoices may be integrated to AP for automatic payment to supplier terms
User Permissions	Ensure users can access only data and functions relevant to their role
Any Document Type	Any Invoice, all suppliers, you get a unique mailbox for all invoices to be received where we read the information line by line for matching with purchase order, goods receipt and invoice received - then upload to AP systems

Spend Management

Features and Functions	Overview
Automated Supplier Selection	Purchase Plus can select the supplier based on your preferred suppliers and associated business rules
Contracted Supplier Selection	Purchase of contracted goods can be locked down to the line item and the supplier ensuring compliance
Best Available Price Selection	Best available price selection compares the same specified product from multiple approved suppliers
Manual Supplier Selection	With appropriate permission, users may override supplier selection. Price premium is recorded in log file.*
Track Premium Paid to Best Available Price	Where there is a lower price available this is recorded as an opportunity for savings
Delivery Reduction Management	Shows 'what if' scenario of removing suppliers from a requisition o reduce number of deliveries
Override Supplier Selection to Best Available Price	Approvers have the ability to remove and Price Premium to Best Available Price at the click of a button
Contract Management	Manage contract details including pricing, valid dates and contact information and all details to make finding details easy and fast
Rebate Management	Report on expected rebates
Product Price Comparison by Supplier	Directly compare suppliers price movement to assist negotiation

Catalogue Management

Features and Functions	Overview
Purchase Plus Catalogue	Our catalogue is centrally mapped to all buyers and suppliers to allow group reporting and comparison across locations and suppliers
Mapping to Purchase Plus Central Catalogue	A tool that allows you to add unique/local products and suppliers
Custom Catalogues	Create internal catalogues that are not mapped if required
Pricing Management	Manage supplier pricing internally or connect to supplier managed price catalogues
Live Supplier Catalogues	Connect with your suppliers with Purchase Plus Supplier Hub to gain the benefit of Live market pricing
Catalogue Sharing Management	Catalogues of product specifications can also be shared with other users, locations or suppliers
Import/Export Catalogue Function	All data may be Imported or Exported in electronic format
Multilingual Catalogue Mapping	View product details in local language at the click of a button
Custom Categorisation	Apply a custom categorisation to products for internal reporting requirements
Product Tagging	Products may be tagged with key words to make searching and reporting easier
Product Creation	Create a new product at any time

Supplier Management

Features and Functions	Overview
Purchase Plus Supplier Hub	Give suppliers access directly to keep their catalogues up to date, receive your ordersrs and send you invoices accurately and in real time. The portal includes an open API gateway for suppliers to integrate and automate.
Supplier Account Login and live pricing	Suppliers may mange their own data if required through their own login, catalogues and live pricing
Punch Out	Link key supppliers online catalogues and websites directly the PurchasePlus ordering interface
Platform Engaged Suppliers	Connect with PurchasePlus' extensive directory of connected suppliers for realtime pricing and electronic invoicing
Supplier Relationship Authorisation	Buyers and suppliers need to approve each other before they can transact through Supplier Connect
Supplier Deactivation	Ensure suppliers are not available to users if they are banned or on hold
Platform Engaged Suppliers	Connect with PurchasePlus' extensive directory of connected suppliers for realtime pricing and electronic invoicing
Self Managed Suppliers	Manage your own suppliers and pricing and access exclusive and local suppliers
RFQ	Realtime marketplace quotes to drive competition

Inventory Management

Features and Functions

Features and Functions	Overview
User Management	Individual user accounts can be maintained centrally
Password Security Best Practice	Secure login management
Multiple Site Management	Users can be setup to work within multiple properties / accounts
Custom Expense Codes	Custom coding can be setup and applied to users for Expensing, Reporting and Integration purposes
Live Supplier Catalogues	Connect with your suppliers with Purchase Plus Supplier Connect to gain the benefit of Live market pricing
User Roles	Built in default profiles for user rights
User Permissions	Permissions may be set at a User or User Role level
Workflow Management	Any number of workflows can be setup and applied as required
Approval Hierarchy by User or Role	Purchases can have multiple ranks of approvers required
Approval Rights by Catalogue or Value	Apply Approval rights based on products and value of orders
Assign Compulsory or Substitute Approvers	Purchases can also have mandatory approvers that occur regardless of ranking
Workflow Email Notifications	Emails sent to next approver

Stocktake

Features and Functions

Features and Functions	Overview
Dashboards	A single view of important relevant information including outstanding actions for a user when they log in
Smart Buttons	Some functions minimise user 'clicks' to ensure end user ease of use
Intuitive Search	Powerful search capability
Contextual Help	Built in Customer support with Knowledge base and support ticketing
Purchase Plus Support Connect	Send a support request from the screen the user is working on that records all details automatically
Multi-Lingual	Multi-lingual user interface
Step by Step Wizards	Wizards are used to assist with complex task reducing training overhead
Barcode Scanning App	Add barcodes to inventory products, scan existing barcodes, print barcodes if required and use the stocktake mobile applictcation both online and offline when in stores with no wifi

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Administration

Features and Functions	Overview
User Management	Individual user accounts can be maintained centrally
Password Security Best Practice	Secure login management - forced password changes
Multiple Site Management	Users can be setup to work within multiple properties / accounts
Custom Expense Codes	Custom coding can be setup and applied to users for Expensing, Reporting and Integration purposes
Live Supplier Catalogues	Connect with your suppliers with Purchase Plus Supplier Connect to gain the benefit of Live market pricing
User Roles	Built in default profiles for user rights
User Permissions	Permissions may be set at a User or User Role level
Workflow Management	Any number of workflows can be setup and applied as required
Approval Hierarchy by User or Role	Purchases can have multiple ranks of approvers required
Approval Rights by Catalogue or Value	Apply Approval rights based on products and value of orders
Assign Compulsory or Substitute Approvers	Purchases can also have mandatory approvers that occur regardless of ranking
Workflow Email Notifications	Emails sent to approver, and backups where required - approve direct from email

Usability

Features and Functions	Overview
Dashboards	A single view of important relevant information including outstanding actions for a user when they log in
Smart Buttons	Some functions minimise user 'clicks' to ensure end user ease of use
Intuitive Search	Powerful search capability
Contextual Help	Built in Customer support with Knowledge base and support ticketing
Purchase Plus Support	Send a support request from the screen the user is working on that records all details automatically, email, chat, phone and in-app user guides and help tools
Multi-Lingual	Multi-lingual user interface
Step by Step Wizards	Wizards are used to assist with complex task reducing training overhead

Reporting

Features and Functions	Overview
Reports Library	Over 70 pre configured reports and access to all data across your property or group
Business Intelligence Reports	What if scenarios, Comparative analysis
Market Intelligence Reports	Market Intelligence reporting that feeds back information on the greater market
Report Engine	Industry leading GoodData report engine

Infrastructure and Software Requirements

Features and Functions	Overview
Only a current web browser is required	Chrome optimised, works on most browsers and devices
Cloud based	Using AWS with local data storage and industry leading backup

Services

Features and Functions	Overview
Central Catalogue Management	A content management team maintain a fully Mapped, Cleansed and Categorised product catalogue that allows automatic product and price comparison. This also enables extensive centralised reporting and the ability to benchmark pricing and suppliers
Supplier Engagement	An experienced team with proven processes work with Purchase Plus users to enable suppliers to join Supplier Hub. Suppliers may then manage orders and their price catalogues as well as integrate into their back end systems
On-going Supplier Management	Purchase Plus can manage your suppliers price updates and catalogue management for new products to ensure up to date products and pricing
Procurement Support Services	Use the Purchase Plus support team to provide additional support to your procurement team. This may include assistance with reporting, user management, business rule implementation, supplier and contract price changeover etc.
Procurement and Spend Analysis	Additional reporting and investigative analysis of your spend data to assist making your procurement team more effective with valuable insights into your spend and system configuration. They also can support extensive RFQ and Tender projects