



V1 Purchasing Management

V1 PURCHASING MANAGEMENT TAKE CONTROL OF YOUR PURCHASE TO PAY PROCESSES

A comprehensive purchase to pay solution which manages the entire purchasing process, helping you to achieve paperless business automation. It enables employees to enter draft purchase orders online, and approvals to be managed using V1 rules based workflow to route approvals to the correct budget holders and authorisers automatically.

What is V1 Purchasing Management?

V1 Purchasing Management (V1 PM) is a simple to use spend control solution which manages the entire purchase to pay process. It enables employees to enter draft purchase orders online and approvals to be managed using rules based workflow to route approval to the approvals to the right staff automatically.

Quick and Easy Purchase Submission

V1 PM is simple for 'non finance users' to use with intuitive screens and pre-templated forms making it easy to raise and submit purchase order requests.

Fast approvals online or on mobile

Intelligent approval workflow means that each transaction is routed to the correct budget holder or authoriser for approval, with email alerts built in.

The screenshot displays the V1 Purchasing Management interface. The top section shows a 'Dashboard' with a 'Summary' pie chart indicating 5 'Approve' tasks and 1 'Submit' task. Below this is a 'Reminders and Notifications' section stating 'You have no proxy user dates currently'. The right sidebar contains 'My Tasks' (Submit PO, Approve PI) and 'Recent' actions (View All Purchase Orders, Add Purchase Order, View All Purchase Invoices, Edit Purchase Invoice, Rapid Invoices). The bottom section shows the 'Purchase Order List' with a search/filter bar and a table of purchase orders.

Select	Date	Originator	PO Number	Supplier	Currency	Amount	Base Amount	Status
<input type="checkbox"/>	03 Mar 2015	Bob Lee	0016279	AS Cookers	GBP	120.00	120.00	Approved
<input type="checkbox"/>	05 Feb 2015	Demo Admin	0016276	CTI Computers	GBP	60.00	60.00	Submitted
<input type="checkbox"/>	05 Feb 2015	Richard Hall	0016272	Acme Associates	GBP			Submitted
<input type="checkbox"/>	05 Feb 2015	Demo Admin	0016271	Acme Associates	GBP			Submitted
<input type="checkbox"/>	02 Feb 2015	Bob Lee	0016270	CTI Computers	GBP			Draft
<input type="checkbox"/>	02 Feb 2015	Bob Lee	0016269	CTI Computers	GBP			Submitted
<input type="checkbox"/>	17 Dec 2014	Bob Lee	0016268	CTI Computers	GBP			Part Approved
<input type="checkbox"/>	09 Dec 2014	Bob Lee	0016267	CTI Computers	GBP			Rejected
<input type="checkbox"/>	25 Nov 2014	Bob Lee	0016266	CTI Computers	GBP			Submitted
<input type="checkbox"/>	25 Nov 2014	Bob Lee	0016265	CTI Computers	GBP	1500.00	1500.00	Submitted

Purchase order list.

Intelligent Scanning & Matching

Suppliers can email in their invoices and V1 PM will pick up the attachments from the email, scan them and intelligently match them to approved POs meaning finance users simply need to check and submit, meaning no re-keying or manual work.

Reporting for budget holders

V1 PM also produces audit reports, ensuring compliance, and provides valuable real time web-based business intelligence, to help organisations to minimise its overall spend.

No re-keying of data

V1 PM can be stand alone or can integrate with your existing finance system* using the optional data connector. (*contact us for the growing list of finance systems supported by the data connector)

V1 Purchasing Management incorporates;

- ▶ Purchase Requisitions
- ▶ Purchase Contracts
- ▶ Purchase Orders
- ▶ Goods Receipts
- ▶ Supplier invoice email pick up
- ▶ Intelligent OCR scanning
- ▶ Purchase Invoices
- ▶ 100% web browser interface
- ▶ Mobile approvals
- ▶ Flexible workflow and business rules
- ▶ Online reports
- ▶ Proxy approvers
- ▶ Dashboard
- ▶ Microsoft Outlook integration for alerts and approvals
- ▶ Microsoft Excel integration
- ▶ Data connector for links to other business systems
- ▶ Document Management Automation

New Purchase Requisition

Supplier: C21 Computers Order type: SERVICE Required By: USER - Lee Downes Currency: £ Exchange rate: 1

Supplier address: 31 Norton Crescent Birmingham, B24 6JH, UK Approver: Demo Admin Group: Operations

Purchase Requisition lines

Select GL Accounts	Description	Delivery Date	VAT
		05/04/2015	Exempt Input -- X1

Purchase Requisition footer

Requisition status: Subtotal: VAT

New purchase requisition.

Rapid Entry

Supplier: C21 Computers Purchase Service Number: C1835222 PO Number: 1

Document Date: 08/09/2014 Credit note: VAT Rounding: 0

One Date: 08/10/2014 Posting Date: 08/09/2014

Terms: Net 30 Currency: £ Exchange Rate: 1.0000000 Group: Operations Approver: USER - Steve Marshall

Total Inet: Total VAT: Total Gross: 24.66 4.93 29.59
Total Inet: Total VAT DE: Total Gross DE: 24.66 4.93 29.59

GL Accounts	Line/Description	VAT group	Price	Quantity	Qty. Recd
Consultancy Fees - 635530	Services	UK Std rate 20% -- 11	24.66	1.00	1.00

Rapid entry.

New Purchase Order

Supplier: C21 Computers Order type: SERVICE Order date: 08/10/2015 Document Date: 05/04/2015

Delivery to: Clockhouse Place, Felling, Cumbria, LA6 1JH, UK Bill to: Wolf Lodge, Farnham, Surrey, GU14 7AB, UK

Supplier address: 31 Norton Crescent Birmingham, B24 6JH, UK Approver: USER - Richard Hall Group: Operations

Select GL Account

Account Code	Account Name	Select
620040	Gardening	Select
620020	Gas	Select
620030	Water & Air Conditioning	Select
600000	Inbound Freight & Carriage	Select
510020	IT Equipment	Select
600010	Machinery & Equipment Maintenance	Select
510000	Other Vehicles	Select
110000	Office Equipment	Select
640020	Office Stationery	Select
690010	Other Maintenance Costs	Select

Purchase order lines

Select GL Accounts	Description	Delivery Date	VAT
IT Equipment -			

Purchase order footer

Order status: Subtotal: VAT: Total: 500.00 0.00 500.00

New purchase requisition.



Get in touch about how V1 can benefit your business:

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