

# Lawson® Procurement

Automate and Integrate Purchasing Processes for Lower Costs, Improved Service

## At-a-Glance

From purchase request through invoice match, traditional procurement processes are often very inefficient. They can devour vast amounts of staff time and substantial dollars. The underlying problem: Many organizations employ time-consuming manual purchasing processes or, at best, a disconnected collection of software solutions.

Lawson® offers a Procurement application designed to drive inefficiencies and hidden costs out of your purchasing processes. In addition, Lawson Procurement can help support your goal of consistently obtaining the right products and services at the best possible price... and to assist in bringing consistent accuracy, reliability, and timeliness to order fulfillment.

Your purchasing staff stands to directly benefit, too. No longer saddled with many unwieldy administrative tasks, they are free to concentrate on strategic sourcing and other activities which can add real value to the organization.

## Lawson Delivers

Lawson Procurement can assist your organization in three primary ways — through process automation, strengthened internal controls, and increased visibility to purchasing activities. In addition, you have the opportunity to integrate Lawson Procurement with other Lawson Supply Chain Management, Enterprise Financial Management, Enterprise Performance Management, and Business Process Management applications, helping to create a truly powerful end-to-end solution. With your current procurement system, are you able to:

- Give your buyers access to customizable electronic requisitions, featuring easy-to-use templates?
- Specify multiple routing and approval scenarios that comply with your business rules?
- Automatically create purchase orders from requisitions?
- Remove a host of tedious, time-consuming administrative tasks from your buyers' job descriptions, allowing them to become more strategically focused?
- Consistently maintain all types of inventories at optimal levels?
- Integrate your purchasing and financial systems to create a seamless “req-to-payment” solution?

If not, consider the many deliverables of Lawson Procurement.

## Requisitions: Customizable, Easy to Use

Lawson Procurement features a Requisitions module which simplifies the process of creating and routing purchase requests — even in high-volume environments. Like all Lawson Procurement modules, Requisitions is web browser-accessible, with strong built-in security safeguards, allowing your buyers to remain productive users of the system regardless of time zones or geographic locations. Key features and benefits of Requisitions include:

- Configurable to your organization's purchasing rules, permitting you to set spending limits, approval processes, and reorder requirements, strengthening control and accountability
- Accommodates a variety of requesting locations, both stock and non-stock, to meet specific business process needs
- Allows automatic approval routings to the right individuals, using built-in Lawson ProcessFlow Standard workflows; or requisitions may be manually routed to address special situations
- Role-based access to requisition information, establishing greater control of each employee's purchasing privileges
- Permits multiple requisitions to be consolidated into a single purchase order, which can reduce the number of POs generated and enhance relations with your vendors
- Many timesaving user features, such as reusable templates for repeat orders and screens which accommodate both routine and non-routine items
- Automatically charges purchases to an activity, job, or department, improving visibility and control
- Automatic generation of requisitions through the replenishment process within Lawson Inventory Control, helping to ensure that essential items are available when needed
- Automatically creates a purchase order when a requisition is released, helping to eliminate manual steps and reduce the potential for errors
- Standard reports contribute to more effective tracking and, ultimately, improved budget reporting and commitments

## Purchase Order: Simplify the Complex

Whether a purchase order is launched automatically via requisition or through your buyers, the Purchase Order module within Lawson Procurement can substantially help smooth the process of acquiring goods and services. You get a web browser-based, timesaving tool for effectively establishing pricing agreements and contracts with vendors, maintaining item information, creating and issuing purchase orders, receiving goods, and more. Key features and benefits of Purchase Order include:

- Price agreement functionality helps improve your bargaining leverage with vendors, while simplifying the creation and management of business contracts
- Functionality to add, import, track, and report on multiple types of vendor agreements, including contracts, blanket, catalog or quote, standing, and service
- Automatic default pricing from vendor agreements, helping to ensure the right price appears on purchase orders
- Links to attachments, such as bids, terms, descriptions, specifications, and instructions, for easy retrieval and review of important detail
- Price management functionality, with customizable triggers, allowing buyers to take advantage of volume buying discounts

- Procurement card functionality for credit card purchases, permits you to reduce transaction costs, view spend data, and capture rebates
- A single, convenient buyer worksheet screen for reviewing and purchasing items when the vendor has not been identified
- Flexible options for electronically sending out purchase orders, including by fax or EDI
- An invoice matching component, which when integrated with Lawson Accounts Payable, automates the process of matching large volumes of invoices with purchase orders
- Standard reports improve your ability to view pricing agreements and analyze contract compliance

### Inventory Control: Achieve the Ideal Balance

The less money you have tied up in inventory, the more money you have for more strategic priorities. Lawson Procurement has an Inventory Control module that assists you in maintaining inventories at optimal levels, balancing costs with reliable supply distribution and replenishment. Web-accessible and integrated with the Requisitions and Purchase Order modules of Lawson Procurement, Inventory Control includes these key features and benefits:

- Automatic updates of receipts from purchases or transfers from other inventories, issuances, returns, transfers, and allocations
- Continually calculates reorder information, to help you achieve the ideal inventory levels
- Tracks lot and serial numbers, as well as providing prompts for Material Safety Data Sheet reporting, supporting compliance with hazardous material tracking regulations
- User-formatted screens and mass maintenance options enable greater control over the amount of information needed, from units of measure to item components
- Supports the use of handheld, wireless devices for simplified inventory data gathering
- Enables customized processes to support a number of initiatives, such as streamlining the flow of goods and improving the quality of information available to your suppliers
- Track consignment inventories function makes it easier to know their value and location
- Standard reports help track inventory usage and optimize inventory levels

### Extend the Value of Lawson Procurement

Effective management of your supply chain involves more than just purchasing activities. That's why Lawson offers you the opportunity to build a true end-to-end system of automated processes and shared information. Consider how integrating Lawson Procurement with other Lawson Supply Chain Management applications can benefit your organization:

- **Requisitions Self-Service** extends the functionality of Lawson Procurement Requisitions, enhanced with simplified templates and other intuitive features, to end users across the enterprise.
- **Procurement Punchout**, a supplement to Requisitions Self-Service, allows users to browse vendor web sites and purchase approved items at negotiated contract prices.
- **Strategic Sourcing** supports you through the full sourcing lifecycle, from requisitions for supplies or services through award of contract or purchase order.
- **Vendor Self-Service** "helps suppliers help themselves" — reducing calls to your staff — by providing access to invoice, payment, inventory level, and shipment receipt status information.

- **Electronic Data Interchange (EDI) for Supply Chain Management** electronically links you with your trading partners, helping to accelerate the procurement process and limit exceptions.
- **Mobile Supply Chain Management**, utilizing wireless handhelds, positions you to enhance receiving, delivery, and inventory management processes by automating data collection where the work is done.

Add even more value to Lawson Procurement by implementing it in tandem with other Lawson applications, such as:

- **Accounts Payable** and other Lawson Enterprise Financial Management applications, connecting your supply chain with your finance department, helping to streamline settlement processes and expanding your awareness of how supply chain activities impact your bottom line
- **ProcessFlow Professional**, a component of Lawson Business Process Management Suite and a powerful tool for creating a virtually unlimited array of automated workflows to match your business needs
- **Business Intelligence**, part of Lawson Enterprise Management Suite, which comprises a comprehensive set of tools to help you retrieve, analyze, and comprehend the information contained in your Lawson database

## Contact Lawson

For more information about Lawson® Procurement or other Lawson Supply Chain Management applications, visit [www.lawson.com](http://www.lawson.com), or call 1-800-477-1357 or 651-767-7000 (U.S. and Canada); outside North America, call +44 (0) 1344 360273.

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