

# Lawson<sup>®</sup> Web-Based Requisitioning

A Winning Proposition for Your Purchasing Department, Internal Customers — and Bottom Line

## At-a-Glance

Much is expected of today's purchasing professionals — and not just in terms of sheer workload, but in the expectation that they will play a strategic role in the organization. For many, the conundrum is this: “How can I be a strategic player when my time is spent on processing invoices and making sure purchase orders go out on time?”

Lawson Requisitions Self-Service and Procurement Punchout offer a bright ray of hope for overburdened purchasing departments. With these web-based Lawson Supply Chain Management applications, your internal customers can create their requisitions online, and you can automate the requisition approval process. Lawson Procurement Punchout saves your purchasing staff even more time by allowing end users to shop directly at vendor-maintained web sites, reducing the demands of maintaining an internal item master.

By empowering end users to assume more responsibility for their purchases — within organizational rules and negotiated contracts — Lawson Requisitions Self-Service and Procurement Punchout contribute to a faster fulfillment process, thereby boosting customer satisfaction. And, because built-in controls decrease the potential for off-contract buying, you may significantly reduce your purchasing costs.

## Lawson Delivers

Lawson Requisitions Self-Service and Procurement Punchout work with Lawson Procurement to help streamline purchasing processes, eliminate volumes of paperwork, accelerate order cycle times, increase standardization, improve your negotiating leverage, and ultimately lower your total supply spend. With your current purchase request system, are you able to:

- Delegate to internal customers the responsibility for electronically creating purchase requests, without the need for extensive user training?
- Allow internal customers to browse and shop vendor catalogs, choosing from an approved selection of items at negotiated prices?
- Electronically route requisitions to the right approvers for every request, without the need for manual administration?
- Consolidate multiple types of products and services onto a single requisition?
- Make it easy for your suppliers to do business with you, improving your negotiating leverage and the potential for discounts?

If not, consider the many exceptional advantages of Lawson Requisitions Self-Service and Procurement Punchout.

## Requisitions Self-Service: Empower Your Employees

Lawson lets you extend the advantages of Lawson Requisitions, a component of Lawson Procurement, beyond the purchasing department. Lawson Requisitions Self-Service offers easy-to-use templates and other timesaving features, adapted from the world of e-commerce, to quickly help make every internal customer a productive

user of the system with minimal training. Key features and benefits of Lawson Requisitions Self-Service include:

- Automatically generates multiple purchase orders for stock, non-stock, and special-order items, as well as services, from a single requisition
- Configure to meet many of your business requirements — you determine what information is available and which fields, menus, and buttons are displayed, according to each user's role
- Defaults required user information, reducing the number of keystrokes needed and the amount of time generating requisitions
- Accessible to authorized users through a secure Internet connection and standard web browser
- Uses drop-down lists, checkboxes, shopping cart tabs, and other graphical elements to create the familiar look and feel of an e-commerce shopping experience
- Advanced search function, employing item number, multiple-word, or partial-word search capabilities — an easy, fast way for users to find the items they need
- Includes automated workflows, via Lawson ProcessFlow Standard, for routing and approval processes; you can create additional workflows with optional Lawson ProcessFlow Professional
- Visibility into approval processes allows you to identify bottlenecks and take prompt action, when necessary
- Browse by United Nations Standard Products and Services Code® (UNSPSC®), or you may define/import your own categorization schemas

- Self-service desktop receiving for items delivered directly to requesters

### Procurement Punchout: a Direct Connection to Vendors

Purchasing departments typically must devote considerable time to uploading and updating item master data. Lawson Procurement Punchout, an extension of Lawson Requisitions Self-Service, can help reduce this obligation by allowing end users to browse and shop vendor web sites, choosing from approved products at negotiated contract prices. Features and benefits of Lawson Procurement Punchout include:

- Pre-built integration with a large universe of individual trading partners and digital marketplaces
- Contains technology, including universal XML connectivity, to extend your trading community to new suppliers
- Gives you the option to set up external catalogs, hosted and managed by vendors
- Conforms to transaction rules for user access, budget checks, and manager approvals
- Seamlessly transitions users from the Requisitions Self-Service menu to their selected vendor sites
- Incorporates key Lawson Requisitions Self-Service features, such as role-based catalog presentation, multi-item consolidation into a single purchase order, and easy-to-navigate drop-down menus
- Standard reports deliver a variety of useful information, such as purchase order activity by source, operator productivity, requisition volume, and departmental procurement expense

## Contact Lawson

It's time to find out how your organization can eliminate paper, reduce costs, and improve service through web-based, self-service requisitioning. For more information about Lawson® Requisitions Self-Service, Procurement Punchout, 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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