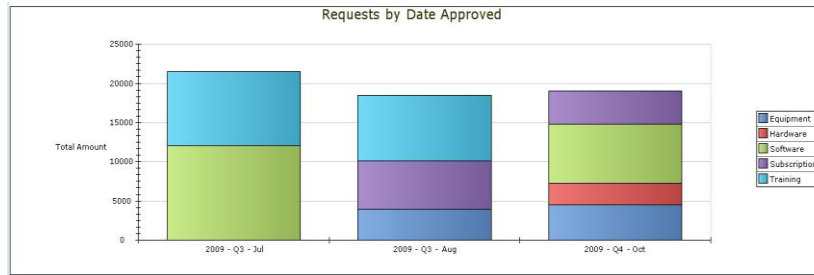


R3 Business Solutions

building modular, reusable solutions for SharePoint

Purchase Request Management Application Data Sheet



The Purchase Request Management application automates and tracks the process of submitting and approving purchase requests within a department or organization. The application allows employees to submit and managers to approve or deny requests in real-time and online. Employees can monitor and manage the stage of their requests. They can specify whether a request has been budgeted, and also categorize the request by type. Managers are informed of pending requests via email and can then review the request to make their approval decision. Once a request has been approved, it can be forwarded to accounting to request a purchase order or for further processing. This application is easy to use and customize in order to meet the needs of any department or organization.

Features

- Easy creation and submission of requests with automatic email notification and the ability to re-submit requests which were canceled or put on hold
- Allow multiple attachments to be included with any request
- Instant access to the status of My Requests with the ability to send email reminders to reviewers and other users
- Various reports of My Requests both submitted and approved
- Simple review and approval process enabling reviewers to see all their work, thus allowing them to add comments, send emails, review, modify, approve or deny requests
- Audit trail of request process from creation to final disposition
- Cost summations within displays
- Variety of report options using both grids and charts
- Secure management environment which can be implemented to suit unique security requirements
- Tabs, displays, forms, and end-user actions that are customizable using point-and-click wizards
- Ability to distribute both end user and approval functionality to department dashboards, user consoles, or other locations in your environment

Specifications

- Requires CorasWorks Workplace Suite v10 or AppEngine
- Does not contain additional compiled code to install
- Upload of application requires Site Collection Administrator rights

Also Available:

Document Set Approval: Manage documents as a set and run them through a review and approval process that can be easily customized.

Budget Change Request: Manage the process of submitting and approving budget change requests allowing funds to be reallocated from one source to another.

Travel Request: Manage the process of submitting and approving travel requests. Managers can set expense limits and a shared calendar is available to see who is traveling.

Time-Off Request: Manage the process of submitting and approving time-off requests. Submissions can be organized by type (vacation, sick, personal). Approved requests can be published to a shared calendar.

R3BS Business Process Suite:

Includes the following applications integrated with a dashboard

- Budget Change Request
- Purchase Request
- Time-Off Request
- Travel Request

Instantly see all of the work assigned to you for review as well the status of requests you've already submitted.

To learn more, please contact:

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