

Ketera eProcurement

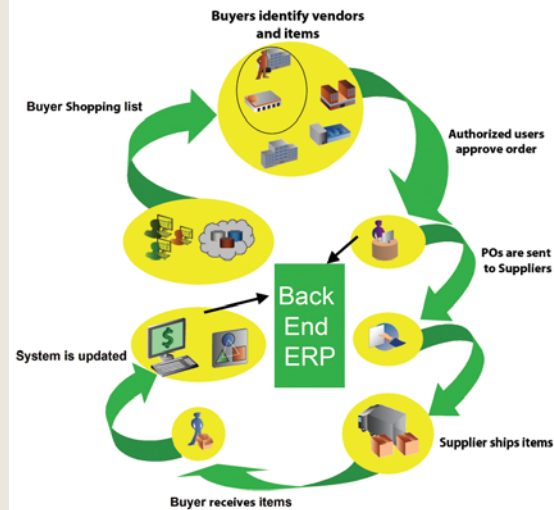
Ketera eProcurement automates the entire procurement process to remove dependence on manual and paper based systems. It enables employees to quickly search and compare product prices between multiple suppliers, create requisitions, order electronically and obtain approvals for their requisitions. It is designed to be intuitive and provides the user a familiar web shopping experience, resulting in rapid user adoption and increased spend compliance.



Organizations are working aggressively to reduce their indirect procurement costs – any cost savings drop directly to the bottom line. However, one of the largest stumbling blocks in reducing such procurement costs for an organization is the lack of a streamlined and automated procure-to-pay process.

Another challenge that companies face is getting employees to comply with the purchasing policies and processes. Many organizations invest a lot of time and resources to source preferred suppliers and negotiate best possible prices in order to improve their bottom line. However, these efforts are rendered useless because employees continue to spend outside the managed spend initiative. Maverick spend occurs because the employees are often spread across various geographic locations and don't have ready and sufficient information about items available for procurement, preferred suppliers and negotiated prices.

Ketera eProcurement provides a solution to all these problems. It is an on-demand solution that enables you to automate the procurement process which reduces transaction costs and add to bottom line profits. Ketera eProcurement provides Consumerized online shopping experience, enabling rapid user adoption to eliminate maverick spend and increase spend compliance. With Ketera eProcurement, you can achieve centralized control over procurement within a decentralized ordering environment.



A recent study by Aberdeen shows that orders processed electronically cost 40-50% lower than those processed manually. Best-In-Class companies achieve more than 80% of their spend under management, realizing substantial savings. Ketera's on-demand eProcurement solution is easy to deploy & use, geared to increase user adoption and accomplish procurement goals. Using Ketera e-Procurement, our customers across North America & Europe, have processed orders worth 1.2 Billion USD through more than 350,000 POs across thousands of commodities in the year 2007 alone and with the order volume growing at a rate of more than 40% annually.

Consumerised User Interface

Ketera eProcurement is an easy to use and intuitive solution. You can facilitate rapid user adoption and efficiency since users are already familiar with the web shopping experience. Buyers can conveniently search items in a catalog and compare one or more items to facilitate easy selection. Buyers can also track orders and get snapshots of all procurement activities with one click access to details.

Web Shopping Experience We provide users convenient browse and search access to product catalogs including images. Browse items by categories or search using attributes like price, supplier name, supplier part number, manufacturer name, manufacturer part number etc. Refine search results by supplier / manufacturer, price band, and category attributes. Compare and sort items on attributes in search results.

“Shopping Cart” Features Select one or more items from the results page or from an external supplier website or order by description and add them to shopping cart for further requisition processing. Make comparisons between attributes of similar items selected on

results page. Save, edit and delete shopping carts.

Punch-Out to Supplier Websites use single click access to external supplier catalogs and enable transfer of items to their shopping cart.

Drill through Dashboards Get a summarized view of all your procurement activities (i.e. pending approvals) with one click access to the details.

Comments and Notes Enable requisitioners and buyers to add comments and notes during requisitioning and approval process. Record and track material changes to the requisition through its life-cycle. Enter comments, notes and instructions for the entire order or for the line items and specify if comments are for internal use or they need to be transmitted to the supplier on the Purchase order.

Attachment of Documents Attach documents, in any file format, to requisitions both at the entire order level and at the individual line item level. Specify attachments that need to be shared with suppliers.

Requisitioning and Ordering

Ketera eProcurement automates the entire procurement process and removes dependence on manual and paper based systems, thereby helping to reduce associated transaction costs. Streamline and standardize approval processes to improve process efficiency. Raise multi-supplier requisitions and provide increased choice of preferred items and flexibility to order from any preferred supplier.

Order Creation Facilitate easy order creation for occasional users who can set themselves up for a basic view from where requisitioning can be completed with minimal data entry. Advanced users have the ability to set an advanced view from where they can review and perform certain advanced tasks as part of the requisitioning process.

Off Catalog Requisitions or Spot Buys

Enable users to add off-catalog items and services by putting in descriptive text for items and services for which requisition is being created.

Requisition Routing Route requisitions internally for approval by supervisors and other users within the organization before they are sent out as a purchase order to the supplier or externally to be processed out of the system. The requisitions that are processed externally cannot be acted upon in Ketera once an external processing request has been raised.

Email based Approvals Receive and approve notifications through emails instantly using your desktop or mobile devices.

Order Transmission Transmit orders by email, cXML, EDI or Fax to suppliers. The orders can also be routed to the Ketera Supplier Portal for processing by suppliers.

Multi-Supplier Requisitions Include as many items from multiple suppliers and from different sources such as catalogs, spot buys, external supplier websites in a single requisition.

Requisition Template Provide buyers the ability to define baskets of frequently ordered

items in an order template that can contain multiple items from multiple supplier. This is similar to a "saved shopping cart" to facilitate quick ordering.

Payment Method Assign supplier specific and preferred payment method. Utilize P-Card (Purchasing Card) for purchases.

Blanket Purchase Order Capability Enter into long term agreements with the supplier using a Blanket Purchase order where suppliers will ship goods to the buyers. Set limits for BPO (Blanket Purchase Order) and create releases against these based on the available limits.

Approval Workflows for BPO Define approval workflows to create BPO so that appropriate people in the organization can approve them before they become effective.

Alerts and Reminders Get alerts on exceptions and reminders before the expiry of the BPO.

Proxy Order Placement Place orders on behalf of other users, so that assistants can create requisition on behalf of their executives using their own credentials instead of using only executive credentials.

Fulfillment Parameters Edit various fulfillment parameters (i.e. shipping address, shipping method, etc.) either at header or at line-item level. Specify ad-hoc shipping address for those address that have not been or assigned to the buyer

Work-in-Progress Save incomplete requisitions periodically for submission at a later point in time.

Attachment of Documents Attach documents, in any file format, both at the entire order level and at the individual line item level. Specify attachments that need to be shared with suppliers.

Catalog Management

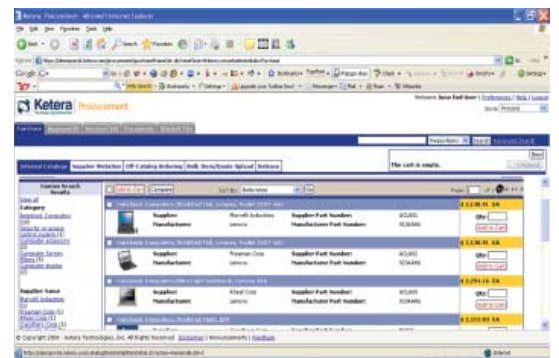
Ketera catalog management enables you to provide current and consistent catalog data to users. Increase user adoption and improve searchability using simple excel based catalog templates to build catalogs. Standardize content using content validation framework and provide access to up-to-date catalog content. Track changes to ensure conformity to contracted prices and terms using catalog versioning and difference reporting features.

Catalog Templates Build catalogs using simple excel based configurable templates to gather catalog information specific to buyer's needs.

Catalog Workflows Specify the review and approval process to create catalogs and keep them current.

Extensible Content Validation Framework

Specify validation rules to standardize catalog content, improve data quality (e.g., UOM, commodity code) and determine appropriate workflow routing based on any element in the data (e.g., price change approval). Automatically check conformity to various standards such as UNSPSC, eClass, RUS (Requisite Unified Schema), SIC, NAICS or any custom commodity scheme.



**Ketera eProcurement
simplifies requisitioning
process**

Purchasing Policy Compliance and Control

Ketera eProcurement system enables you to achieve centralized control over procurement within a decentralized ordering environment. Enforce purchases from preferred vendors of preferred items to maximize savings and ensure purchasing policy compliance. Eliminate maverick spend by defining approval hierarchy and limits. Provide flexibility by authorizing users for expedite approvals in case of special circumstances and exercise greater control over approval process by adding independent reviews.

Direct Searches to Preferred Vendors /

Items Restrict catalog views based on user group, user level, item level, contracted price, and preferred suppliers.

Approval Hierarchy, Limits and Capabilities:

Specify approval levels, hierarchy and approval limits. Have provisions for specific capabilities around approvals (such as edit, approve, deny) to users.

Hierarchy Based Approval Authorize different approval flows based on rules around order value, accounting code, supplier, commodity type. Specify approval hierarchies for commodities and accounting codes, which can be different from the organization hierarchy.

Dynamic Approval Routing Add approvers dynamically for additional approval without modifying pre-configured approval workflows.

Requisition Review Exercise greater control by adding reviewers without approval capability, as part of the approval process.

Delegation of Authority Delegate approval authority when assigned approvers go for a vacation or leave the company.

Expedite Approvals: Authorize users to expedite requisitions for speedy order placement

Catalog and Content Services2B

Improve the usability and searchability of supplier catalogs via progressive levels of content services offered through Ketera Content services. Standardize and classify catalog data for improved searchability and easy ordering. Populate additional item descriptions and images for ease of use and increased user adoption.

Content Services Improve the usability and search-ability of supplier catalogs via seven progressive levels of content services offered by Ketera: *Validation; Normalization; Categorization; Parameterization; Parameterization Sourcing; Image Sourcing; Translation.*

Supplier Enablement Services

Leverage Ketera's extensive expertise to enhance the effectiveness of supplier program management. Facilitate smooth change management by using Ketera's project management expertise to implement supplier programs. Ensure rapid supplier adoption, reduced transaction costs for you and the supplier, increased connectivity and faster communication between you and the supplier using supplier e-Business enablement services. Train the users for increased user adoption and maximize productivity. Services include: *Change Management; Supplier Management Consulting; Training Packages.*

Part of a Full Enterprise Spend Management Suite

Ketera Supplier Connect is part of an integration of spend management applications providing closed-loop support for spend analysis, sourcing, contract management, procurement, supplier enablement & content management, supplier performance management, and invoice management.



About Ketera

Ketera is the fastest-growing provider of On Demand Spend Management solutions, providing companies with the applications and services needed to control and reduce corporate spending. For more information about Ketera and the Ketera Spend Management suite of services, please visit:

www.ketera.com