

Automate the purchasing process and get full control over costs before they arise



Automate your organization's purchases to get full control over the purchasing process and regulate buying behaviour. Control which vendors employees buy from and ensure that all purchases comply with contracted prices and conditions. Simply put, purchase automation saves you time and money!

How it works

Palette's purchasing solution gives the buyer an online shopping experience. Selected vendors and their products show up with the prices as dictated by your supplier contracts, making it easy for employees to place an order.

Key advantages of purchase automation:

- Limit purchases to preferred and properly approved suppliers
- Comply with supplier contracts, terms and preferential prices
- Control costs before they arise
- Automate the matching of invoices against approved purchase orders

Order the right product at the right price

Palette's purchasing module is a user-friendly solution where employees can place orders for supplies and services. The interface is similar to an online shopping experience and very easy to navigate. Only preferred and properly approved suppliers and products are visible in the portal.

The offer can be restricted by roles and their designated budgets. An employee will only see the products that he or she is entitled to order, making it easy for the entire organization to comply with purchasing policies since only approved suppliers are featured. Purchases are only made according to pre-defined rules.

Functions

- "One-click buy"
- Punch out functionality gives access to suppliers' product catalogues
- Import supplier catalogues
- Approval of purchases goes through an automated approval workflow before the order is placed
- Advanced search functionality
- Support for service purchases
- Reporting tool for analysis and follow-up

Buy from selected and approved suppliers

By prioritizing selected vendors you eliminate the risk of buying the wrong product, or the right product at the wrong price. When using the "punch out" feature users access the selected vendor's online shop, and there is an option to import suppliers' online catalogues. Purchase orders are approved according to a pre-defined authorization workflow and then sent to the supplier, stopping unsolicited purchases before the order is placed.

User friendly e-purchasing with "one-click-buy"

The user interface in PaletteBuyer is intuitive and easy to use. With only a few clicks the purchases are approved and finalized. Approvers can authorize the purchase order in a smartphone, tablet or desktop. Users of PaletteBuyer can also apply more advanced filters, sort the result and then choose the most appropriate product.

Simplify the purchasing of services

For purchasing services it's important to guide the buyer with updated information about the supplier and the supplier's contract terms. Palette's vendor presentation and online form for service purchases makes the process easier to finalize. When relevant information is available in the purchasing solution the need for support from the purchasing department is minimized. That frees up resources to perform more qualitative tasks.

Approval of the purchase order automates the AP process

PaletteBuyer uses the same approval rules and workflows that are already in place for supplier invoices (and you can always add more approvers if needed, i.e., purchases connected to a specific project or product category).

When the purchase order is approved by the authorized person the invoice is automatically matched against the order and/or delivery, making it ready for payment. If information is missing on the invoice or it deviates from the underlying order, the invoice will be sent out in a pre-defined workflow to the proper approver.

Full control over expenses and suppliers

PaletteBuyer is a powerful tool that helps the purchasing department and persons responsible for the budget to keep track of costs by using controlled purchasing processes. Standardized reports give you the spend based on project, cost unit, product category or product. Users may also create customized reports, and reports can be exported to Excel for further analysis. By monitoring approved purchase orders, it's possible to foresee upcoming costs and make a more reliable cash flow analysis.

Advantages with PaletteBuyer:

PaletteBuyer gives you full control over costs before they arise. Control who can buy what and at what price from your preferred suppliers.

- Steer purchases towards selected vendors in order to improve the potential for preferential terms and conditions
- Contracted prices will always be applied with PaletteBuyer – any deviation is flagged
- Full control over costs, as all purchases are approved by the authorized person before the order is placed
- Approve purchases wherever you are, using a smartphone or tablet
- Have accurate data for cash flow analysis, based on future invoices and approved purchase orders
- Intuitive and easy-to-use interface

Additional functionality that increases efficiency

With Palette**Budget** employee spend will be limited to a specific budget or budgets connected to the product or service category. This increases the amount of cost control you have.

Read more about [PaletteBudget](#)

With Palette**Contract** you get access to the supplier contract before you place the order. The purchasing department can easily control purchases made with contracted and approved suppliers.

Read more about [PaletteContract](#)



Get in touch with us today
for more information about
PaletteBuyer
– via our [website](#) or email:
sales@palettesoftware.com

