

# RapidPO

## PURCHASE ORDER MANAGEMENT

### Purchase Order Management Made Simple!

Rapid Purchase Order Management (RapidPO) streamlines your procurement process and gets faster approvals.



**RapidPO**



# What Is Purchase Order Management?

Purchase Order Management is the process of formally requesting the procurement of goods or services. It involves creating and submitting a purchase requisition form, which is then reviewed and approved before a purchase order is issued. An efficient PO requisition process ensures that procurement activities are well-managed and aligned with company policies and budgets.

At Efficiency Leaders, we are dedicated to enhancing business processes through innovative solutions. Our Rapid Purchase Order (RapidPO) management product is designed to optimise purchase order operations, streamlining the process to ensure efficiency and accuracy.

## Why Automate Purchase Order Management?

Manually managing purchases and payments is inefficient and lacks visibility and control.



On average, manual purchase orders takes more than a week to process.



Companies find lack of visibility to be significant challenge in procurement.



Manual purchase order process is prone to 2x more errors.



# Efficiency Leaders specialises...

in business process automation across New Zealand and Australia and provides comprehensive software solutions designed to streamline and optimise various business operations. With over a decade of experience, we excel in optimising accounts payable and driving financial transformation, reducing invoice costs, and boosting efficiency.

From small businesses to large enterprises, our intelligent software solutions are designed to improve operational workflows, reduce costs, and enable better decision-making. Partner with Efficiency Leaders to experience the future of business process automation and unlock new levels of efficiency and success.

## 01

### Efficiency

Streamlining the PO process reduces administrative overhead and speeds up the approval process.

## 02

### Compliance

Ensuring all requisitions are reviewed and approved as per organisation policies such as financial delegation, purchasing requirements etc, maintaining compliance from the source of procure to pay cycle.

## 03

### Cost Control

Properly managed requisitions help control spending and ensure that procurement activities align with budgetary constraints.

## 04

### Improved Accuracy

Automated data entry and approval workflows reduce the risk of errors and ensure that requisitions are accurate and complete.

## 05

### Improved Visibility

Real-time tracking and reporting provide greater visibility into procurement activities and spend.



# How does Our Automated Purchase Order Management Work?

Manually managing purchases and payments is inefficient and lacks visibility and control. Our automated process reduces processing time, brings down the average processing cost, and eliminates invoice processing errors with 100% data accuracy. Here's how it works:



## 1. Raise a Requisition

Fill out an online form with purchase details and supporting documentation through RapidPO to make a purchase requisition.



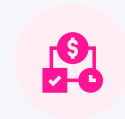
## 2. Get Approved

RapidPO's automated business rules engine generates an approval task for the requisitioner's manager to speed up the approval.



## 3. Send Purchase Order

If the purchase requisition is approved, then RapidPO automatically generates and emails the PO for a specific vendor.



## 4. Perform Matching

A procure-to-pay automation that efficiently manages the purchase requisition, ordering and supporting the payment process, establishing financial controls.



# Features Of RapidPO

**1**

## Automated Requisition Form

Create and submit PO requisition forms efficiently through automated workflows.

**2**

## Coding Of Purchases

Enable automated coding of purchase requisitions to capture the costs of your purchases and ensure correct cost accounting.

**3**

## Approval Workflows

Ensure that all requisitions are reviewed and approved according to company policies.

**4**

## Real-Time Tracking

Monitor the status of PO requisitions in real-time with RapidPO's intuitive dashboard.

**5**

## Centralised Repository

Maintain a centralised repository of requisitions for easy access and management.

**6**

## Seamless Integration

Integrate the PO requisition process with your existing procurement and ERP systems for a seamless workflow.

# Transform Your Business Processes with Rapid Purchase Order (RapidPO)

**Faster and Better Procurement Processing**



At Efficiency Leaders, we understand the importance of efficient and accurate purchase order requisitions. By using Rapid Purchase Order (RapidPO), we provide a comprehensive solution that enhances your procurement operations. Our commitment to innovation and excellence ensures that you receive the most advanced and reliable requisition solution available.

## Get Started Today

Transform your purchase order requisition processes with Rapid Purchase Order (RapidPO) management. Contact Efficiency Leaders today to learn more about how our solution can help your business achieve greater efficiency, accuracy, and compliance in your procurement operations.

**Book A Demo**

<https://efficiencyleaders.com.au/book-a-demo/>





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