PO Software

68 Key Features

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About this e-book

If you're looking for a PO software, this guide will help you better understand the available features and make an informed decision.

There is a lot to think about when it comes time for choosing PO software system. There are many different options available, and they all seem like good deals at first glance, but how do you know which one will work well with your business needs and what features will most benefit your business?

If you work in procurement for a while now you probably already know what Purchase Order Software is, but to make sure we're on the same page let's review the basic definition.

PO Software is a computer program that helps you create, manage and track purchase orders. It can also help with other tasks related to purchasing, such as inventory management and vendor management. It allows businesses of all sizes to automate the process of creating and processing purchase orders, eliminate manual errors and reduce administrative work such as order entry, invoice matching, and payments.

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Introduction to PO software

Purchase Order

A purchase order is the perfect way to keep track of all your company's upcoming purchases. They include detailed information about quantities, prices and contact details for vendors so you can make sure that everything ordered has been sourced correctly from reliable suppliers. It also ensures no overages occur when ordering too many units; this could lead to higher costs than what was originally planned!

Purchase Order Software

A PO software can save your company time, money, and effort by automating this process. The best systems will allow you to create purchase orders electronically, which get sent directly to the supplier's system. You'll also be able to track the progress of each order and review past orders for reference. This information can help you make better purchasing decisions in the future.

In addition to making purchase orders electronically which are sent directly to suppliers' systems for processing, you'll also be able to track each order's progress as well as review past ones. This information can help you make better purchasing decisions in the future.

If your company is looking for a way to streamline its procurement process, consider using PO software. Not only will this technology save you time and money, but it will also help you maintain accurate records of your purchases. With the help of PO software, your company can enjoy a more streamlined and efficient procurement process!

2 What to do before deciding to buy a PO software?

Know your business

If you're looking to purchase a PO software, it's important to consider the needs of your company. In particular, be sure to think about the following:

- Company size and growth potential
- Variety of purchase types
- Compatibility with industry standards
- Divisional usage
- Customization options
- Support availability

Questions to ask

The best way to find out your business needs in terms of PO software is by asking yourself some questions. These may include:

- How big is your company (and do you anticipate growth soon)? The software you buy should be scalable and grow with your company.
- What types of purchases does your company make? The software should be suitable for all the types of purchases you make, not just a few.
- Will the software work with industry standards like EDI or XML? This will help ensure smooth and efficient communication with suppliers.

- Will it be used across multiple divisions within your organization? If so, you need a user-friendly interface that can help all your employees work more efficiently.

- If you choose an application service provider, are they available over the long term?

- How will you be able to customize it for your specific needs? This is important because these customizations are often unique to each company.

- Is there a support team that can assist with implementation and training? his is important in case of any glitches or problems with the software.

After considering all the factors and answering any other questions that might arise, it's time for the next step: research, try, and compare different solutions to be able to make an informed decision.

3 Make an informed decision

After considering all the factors and answering all the necessary questions, and before buying a specific PO software it's very good to make an informed decision.

Choosing the perfect software for your company can be challenging, but it is worth all of your time and effort. The PO software that you choose needs to be the best fit for your company. If not, problems downstream are inevitable and may start developing soon after the purchase.

Before committing some time and money to purchase new PO software it is important to research the market, consult with different suppliers, test the software and get some quotes.

Research

The PO software market is filled with many options, but it's important to research and select several that will work for you. After you understand the market better, it's time to narrow down your PO software options.

The top 3 software selected should be based on the needs of your business and what the software can do for you.

Test

Once you have your top 3 PO software in mind, you can then test each of them on a free trial basis which will allow you to fully experience the full capabilities of PO software before buying your licenses or subscription plan.

We suggest you make the most of everything that the free trial offers to better understand how the software fits your needs.

Get quotes

After the free trial, contact your favorite suppliers and ask for quotes. It is important to compare prices with more than one supplier in order to find out which of them has better offers on software that meets all of your needs before making any decisions about where you want ultimately to purchase from!

Compare

Once you have tested and received the quotes, compare what each provider is offering to see which one is the best deal. Don't forget to consider also the features, compatibility, and customization options of each software.

Decide

The last step in the process is choosing a PO software that will work best for your company and keep things running smoothly from start to finish.

4 68 key PO software features

Once you have decided to invest in purchase order software, it is important to understand the features that are available to ensure that you select the right product for your business.

Here are 68 key features to look for when shopping for PO software sorted by category:

I. Functionalities

1 Automated Notification

In PO software, automated notifications are the process of sending notifications to suppliers and buyers electronically. These notifications can be in the form of an email, fax, auto-responder, text message, or some other type of communication when various events occur with the PO. An automated notification is a message that is triggered by an event.

Automated notification helps to improve communication between suppliers and buyers by providing them with timely information about their orders. This allows them to see the movement of their orders through the supply chain. It also reduces mistakes by ensuring that information is sent to the correct recipient, and that conditions are met before doing so.

Early notification of shipping or product availability provides downstream businesses with ample time for preparedness purposes.

Besides improved communication, automated notifications also create an audit trail of events. This can be helpful when investigating problems or trying to recreate a process.

Finally, the use of automated notifications can help to speed up the procurement process. When buyers and suppliers are able to communicate well with each other, it can lead to a more streamlined process for everyone involved.

Custom Alerts

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Real-time Spend Tracking and Alerts

In PO software, real-time spend tracking and alerts is a feature that enables users to track and monitor spending in real-time. This allows businesses to stay on top of their spending and make sure they are not overspending on any items. Additionally, it can send alerts to users when certain spending thresholds have been reached so they can take action to bring spending back under control.

Real-time spend tracking and alerts are a powerful way for businesses to stay within budget and ensure optimal allocation of funds. By using PO software with this feature, you can make sure your spending is always under control.

This feature can be especially helpful for businesses who want to keep track of their expenses while on the go. With real-time Spend Tracking and Alerts, users can receive alerts via email, text message, or push notification, so they can act immediately.

The benefits of this feature include the ability to track spending in real-time from anywhere whenever there is an internet connection; the ability to receive alerts immediately when no more spending is allowed; and the ability to act on overspending right away.

4 Messaging with suppliers

The Messaging with suppliers feature in PO software is a function that allows buyers and suppliers to communicate with each other directly through the software.

The Messaging with suppliers' feature can be used by buyers and suppliers for a variety of purposes. For instance, it allows them to send messages on order updates, product queries, price negotiation concerns, etc., between each other using the PO software as a medium. They can also send and receive documents containing orders, shipment details, invoices, etc. among themselves using the software. It helps to minimize errors in the process of transferring documents across the supply chain. This is because more attention is paid to the documents at every stage of the supply chain.

The Messaging with suppliers feature also allows buyers and suppliers to communicate and collaborate in real-time using instant messaging tools that are integrated into the software. This makes communication fast and efficient between buyers and suppliers who can discuss issues and quickly come to resolutions on them without waiting for an extended period. It also reduces delays that result due to miscommunication or lack of communication between buyers and suppliers.

5 Messaging with other colleagues

Messaging with other colleagues' functionality in PO software is a function that allows users to communicate with other users on the same purchase order. This can be helpful when trying to get approvals or determining who is responsible for what task. The messaging system will create a new conversation thread between all participants and keep track of the messages in that thread. This can be helpful when trying to follow the progression of the order.

This feature is a must for managing information between multiple employees working on the same case or task. It also makes communications through orders much more effective, time-efficient and productive.

Users can ask questions, provide updates, attach documents and get approvals right from within the system. This saves time, effort, and sometimes even the need to track down the other person via other communication methods. The messaging system is secure, and all messages are archived for future reference.

The benefits of this feature are:

1. Improved communication and collaboration between coworkers;
2. Easier coordination of tasks;
3. Faster approvals and fewer mistakes;
4. All messages are archived for future reference.

6 Custom Automation

Custom automation feature in PO software is an advanced setting that allows users to create their own individual PO rules. They are separate from the predefined (or built-in) rules of the program.

When setting up custom automation, it is important to ensure that the correct information is used. If you have purchase orders that are rejected, for example, incorrect information in the automation rules can cause them to be processed incorrectly. Test your rules thoroughly before putting them into production.

In a Purchase Order (PO) software, custom automation allows you to configure the system to automatically take specific actions based on certain conditions. This can save you time and ensure that your orders are processed accurately and efficiently.

Custom automation can be extremely useful in streamlining your order-processing procedures. By taking advantage of the many different custom automation options that are available, you can ensure that your orders are handled quickly and accurately.

There are many different types of custom automation that you can set up in PO software. For example, you can automate the process of creating purchase orders based on supplier information that is already stored in the system. You can also create rules to automatically approve or reject purchase orders based on specific criteria. You can generate invoices based on PO information and create reports to track your purchase orders. The rules you set up are completely dependent on your purchases and business processes.

7 Rule-based purchasing functionality - Rules based on Departments

The capability to set up rules based on departments is an important feature in PO software. This allows businesses to create specific rules for different departments, making the process more efficient and organized. For example, a company might have a rule that requires all purchase orders for office supplies to be approved by the accounting department. This feature can also help businesses track down errors that are the result of human error, such as when a new purchase order is submitted but no one has received approval.

Businesses can benefit from this capability in many ways:

1. It helps keep PO information more organized and complete.
2. The rules will be easier to remember if they're clearly documented and available for everyone to see.
3. Allows businesses to automatically track down errors and/or incomplete information more easily.
4. This capability can help a business save time by automating certain tasks, such as the submission or approval of a new purchase order.

This functionality has many uses, including helping businesses to be more organized with specific policies for different departments. With this functionality implemented in the company's PO software, every department will have its own set of rules, so all employees are following the same specifications.

8 Rule-based purchasing functionality - Rules based on the Total Value of the PO

The Capability to set up Rules based on the Total Value of the PO is a feature that allows users to create rules that are based on the total value of the purchase order. This can be helpful for organizations that want to ensure their purchasing process is as efficient as possible.

By setting up rules that are based on the total value of the PO, users can automate certain tasks or processes that are related to purchasing. For example, an organization could set up a rule that states that any purchase order that is over a certain amount must be approved by a certain individual. This would help to ensure that only high-value purchases are made without having to manually review every purchase order.

If you are looking for software that has this capability, be sure to look for PO software that has Rule-based purchasing functionality. This will ensure that you are able to create rules that are based on the total value of the purchase order. Additionally, if you are not sure if a particular PO software has this capability, be sure to ask the software provider. They will be able to let you know if their software has this feature and how it can be used to improve your purchasing process.

Overall, the Capability to set up Rules based on the Total Value of the PO is a helpful feature that can save organizations time and money.

9 Rule-based purchasing functionality - Rules based on certain Items that are ordered

The "Capability to set-up Rules based on certain items that are ordered" feature in PO software is a feature that allows the software to automatically trigger workflows when a pre-defined item that is ordered by the buyer is detected. This feature can be used to automate the process of fulfilling orders and tracking inventory. For example, a business could use this feature to automatically create a work order when a specific item is ordered or to trigger an email notification when a new order is placed. This feature can also be used to help manage inventory levels by automatically ordering more stock when certain items are low in inventory.

The "Capability to set-up Rules based on certain items that are ordered" feature allows you to:

1. Create a rule and associate it with the items of your choice, and/or
2. Create a rule that is automatically applied to orders that contain specific items.

This feature can be used to, for example, manage stock levels more effectively or apply a specific discount to orders that contain a particular item. It provides you with a great deal of flexibility and control over how your orders are processed.

This functionality is highly useful for large e-commerce stores because it would help them avoid being inefficient. With this feature on their hands, small businesses could also have an upper hand against the competition. This could be an important functionality in PO software, so it should be implemented on all major purchasing platforms.

10 Audit Log or Trails

Audit logs or trails are a feature found in purchase order software that keeps track of all changes made to a purchase order. This can include things like when the purchase order was created, edited, or approved. Having an audit log or trail can be helpful for businesses as it can help them track down any errors that may have been made and correct them. Additionally, if there is ever a dispute over a purchase order, an audit log or trail can be used as evidence.

There are a few different ways to access an audit log or trail in purchase order software. In some programs, you can find it by clicking on the "History" tab. Others will have a separate tab labeled "Audit Log." Regardless of where it is located, the audit log or trail will list all of the changes that have been made to the purchase order along with the date and time each change was made.

The term " trails " is also often used in conjunction with this type of software feature and can be defined as a chronological history of changes that have been made to specific data. This information is generally tracked and maintained by the software program itself but can also be exported for further analysis or review.

The audit trail feature can be extremely helpful when attempting to troubleshoot specific issues or errors that may have occurred during the PO process. It can also provide an added layer of security by ensuring that all changes made to critical data are tracked and documented.

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Track Supplier Engagement

With the supplier engagement tracking feature, purchasing teams can make more informed decisions about which suppliers to engage. This helps them avoid time wasted on unproductive deals and adds value to your company's assessment process by identifying potential weaknesses or opportunities in your supply chain that might otherwise go unnoticed.

This feature also allows you to track how suppliers are engaging with you and helps identify opportunities for improvement. You can evaluate whether certain vendors meet expectations; identify opportunities for cost savings; monitor supplier performance and make more productive use of supplier information.

With this feature, you can see how often your suppliers are interacting with you, as well as what kind of interactions they are having. This information can help you to determine whether or not your suppliers are meeting your expectations and identify areas where they could be doing better.

The information generated can be used as insight into who you should contact next or avoid double contacting when there are easier alternatives that provide quicker response times and higher quality products at lower prices than what was previously available or ordered.

If you're looking to improve your supplier relationships, be sure to check out the Track Supplier Engagement feature in your PO software.

12 Automated Purchase Order creations

Automated PO creation is a feature that allows you to automatically create purchase orders based on predefined criteria. This can save you time and hassle when ordering supplies and materials.

There are several ways to set up automated PO creation. Some software programs allow you to create rules for automatic PO creation, while others require you to input specific information into a template. The benefit of this second option is that the template will automatically populate all your company's information, which can aid in making sure nothing is left out.

When setting up automated PO creation, it's important to make sure that all of your company's suppliers are included in your vendor list. This will ensure that the correct supplier is chosen when the program automatically creates a purchase order.

It's also important to check your PO history list regularly, especially if you have several templates set up. This will ensure that the purchase order was created successfully and allows you to see if any corrections or changes need to be made.

Automated PO creation is a great way to streamline your ordering process and save time when placing orders for materials and supplies. By setting up the correct rules and templates, you can ensure that your company's information is automatically populated into each purchase order. This will help to avoid any mistakes and make the ordering process easier and more efficient.

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Purchase Order Templates

PO template is a feature that is used to help create and manage purchase orders. It allows for the creation of a template that can be saved and reused for future orders. It can save time and make the process of creating purchase orders easier. PO templates can be customized to fit the needs of your organization. PO templates can also be used to create orders for multiple items at once. This feature can be helpful when ordering supplies or products in bulk.

It is important to note that PO templates are not item master records. They can be used as a guide for creating purchase orders, but they don't have all of the information about product costs and other details. This helps you control how much cost data is input into the system. You might want to create separate PO template records for items with different cost structures.

The benefits of using PO templates include:

1. Saving time when creating purchase orders;
2. Creating orders for multiple items at once;
3. Customizing templates to fit the needs of your organization;
4. Reducing data entry errors;
5. Controlling how much cost data is input into the system.

The use of PO templates can help improve the efficiency of your purchase order process. They are an easy way to create and customize orders, which can save time and minimize data entry errors. If you are looking for a way to improve your purchase order process, consider using PO templates.

14 Customizable Purchase Order

Customizable PO is a feature of PO software, which enables users to create custom templates for the template editor. This makes it possible to design and implement custom PO formats, which can be tailored to specific needs. This can save time and effort, as well as improve the quality of purchase orders.

There are several advantages to using customizable PO. Firstly, it enables the user to create a format that is specific to their needs. Secondly, it makes it possible to centralize and standardize PO formats. This measure ensures that all POs can be processed in the same way, which reduces errors and eases stock management.

Finally, it makes the purchase order more effective by allowing for a constant streamlining of processes, such as immediate electronic delivery notifications to recipients about incoming POs via email or SMS messaging.

All in all, customizable PO is a very useful feature that can save time and improve the quality of purchase orders. It is worth considering if you are looking for a better way to manage your PO process.

15 Purchase Order Revision

Purchase Order Revision is a feature in PO software that can help you solve issues of wrongly placed purchase orders. It also provides a solution for cases when the item is out of stock.

The way Purchase Order Revision works depends on company setup configuration settings. For example, you can set the number of days after placing an order or receiving goods, at which point you will get a notification to revise the purchase order.

When an order is placed, there is always a possibility that the wrong item was ordered or that the quantity was not accurate. In these cases, Purchase Order Revision can help by providing an easy way to change the order. This can help save time and ensure that all orders are accurate.

Purchase Order Revision is also helpful when goods are received but are not the correct quantity or type. For example, if a purchase order is for 10 items, but only 5 are received, the Revision window can be used to change the quantity to 5. This will ensure that the order is corrected, and the right items are delivered.

Purchase Order Revision is a very helpful feature that can save time and ensure accuracy in orders. It is important to understand how it works and how to use it properly in different scenarios.

16 Sent Interactive PO

An interactive PO is a feature that allows you to communicate with suppliers in real-time. You can ask them questions and they can answer, you can add documents (like invoices) to the chat, and it will remain accessible in history. This helps streamline your daily work but also adds transparency to the whole process.

Buyers and suppliers can add more information and context to their PO, which can be very useful when there is a need for some clarification on something said in the past.

When you open an interactive PO, you'll see several tabs: one for the chat, one for the documents, one for the audit log, and some other specific tabs for the PO.

The chat tab will show all the messages that have been sent back and forth between you and the supplier. The documents tab will show any documents that have been added to the conversation, while the audit log will keep a record of everything that has happened in the PO.

This feature saves time and reduces work-related stress during the purchasing process. You can easily make changes at any time or assign messages to others who are responsible for following up on the purchase order.

17 Electronically send the po to supplier

The Electronically send the PO to supplier functionality enables you to speed up and simplify sending a Purchase Order to your supplier, as it eliminates any time that manual entry would have taken. This function ensures that once you've checked and created the PO, it will automatically send to your supplier.

To use this function, you first need to create a purchase order and enable this option. Once the functionality is activated, an email will be sent to the supplier with all information about the order including some information.

When you send your purchase order electronically, it eliminates the need for human error. When manually entering data into an email, there is always a chance that the information will get lost or deleted. By using the Electronically send the PO to supplier functionality, you can avoid any potential issues that may occur when sending your purchase order manually.

In addition, this function also allows you to track your purchase orders more easily. When you send a PO electronically, it creates an electronic trail that can be tracked and monitored. This information is stored online in your "Purchases" tab on your dashboard.

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Purchase Order Status Tracking

Purchase Order Status Tracking is a feature that helps organizations keep track of the status of their purchase orders. It allows users to see the current status of a purchase order, as well as the history of any changes that have been made to it. This feature can be helpful in ensuring that orders are processed efficiently and accurately.

The Purchase Order Status Tracking feature is accessible from the purchase order's details page. Here, users can see the current status of the order, as well as any changes that have been made to it. The history of changes is displayed in a timeline view and includes the date and time of each change, as well as the name of the user who made it.

The Purchase Order Status Tracking feature can help organizations ensure that purchase orders are processed as efficiently and accurately as possible.

By tracking the status of orders and viewing the history of changes, organizations can identify any potential issues and take corrective action. This can help keep businesses running smoothly.

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Speedy Approval

Speedy Approval is a feature in PO software that allows you to make approvals quickly and easily. This feature is especially helpful when you need to approve many items at once. It also allows you to view all approved or rejected items in a single list. This makes it easy to keep track of all the approvals and rejections. It is a very handy feature that can save you a lot of time.

Speedy Approvals are an efficient way of speeding up the PO and invoicing process. What essentially happens when you use speedy approvals is that once a PO or invoice is submitted, your company receives a notification. The approver can log in to the PO software and approve or reject items by following a few steps. This saves up time for the person who would have otherwise manually had to go through each PO or invoice and approve or reject it. Speedy approvals provide you with a list of all the POs and invoices that require approval. The approvers can select the ones they need to take care of and approve them in one go.

When you use speedy approvals, creating an approval hierarchy is out of the question since everyone has access to the list of all invoices. You can, however, set up rules for speedy approvals.

The best part about Speedy Approvals is that even if someone is out of the office or on vacation, their role can be easily delegated to another person in the company who will have access to the list of invoices and can approve invoices on their behalf.

20 Custom Approval Flow

Custom Approval Flow feature in PO software helps manage the approval process for purchase orders. It allows you to create a custom flow for approvals, based on the needs of your organization.

This feature can be used to route purchase orders to approvers based on department, cost center, vendor, or any other criteria. It also enables you to specify the order in which approvers should be contacted. This can help speed up the approval, process and ensure that purchase orders are approved on time.

The ability to fully customize the approval process to meet the specific needs of your organization can bring several benefits:

1. Faster approvals: The ability to route purchase orders to approvers based on department, cost center, vendor, or any other criteria can help speed up the approval process.
2. Smooth approvals: By specifying the order in which approvers should be contacted, you can help ensure that purchase orders are approved on time.
3. Control over approvals: You can choose who gets involved in the approval process, and which steps they need to complete before a purchase order can be approved.
4. Easier financial management: The ability to automatically route purchase orders to the approvers who have the authority to sign them off, based on a variety of criteria, can help prevent costly mistakes and rework.
5. Fewer errors: This feature can streamline approvals for recurring purchase orders by enabling you to create rules for approvals that apply to similar products, services, and vendors.

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Custom Workflows

A custom workflow is a system of interconnected programs and tools that can be set up in different ways for any given PO.

Custom Workflows feature in PO software helps to define business rules that are related to the process of purchasing. This is very useful to streamline the purchase process and optimize it according to the specific needs of a company.

The Custom Workflows feature helps in making the whole process smoother for buyers, vendors, and internal employees. Some benefits are listed below:

1. Ability to automate repetitive tasks;
2. Improved communication between different departments;
3. Easier to track purchase history and performance;
4. Faster response time to buyers' questions or requests;
5. Increased accuracy of financial reports.

Overall, the Custom Workflows feature provides an efficient and streamlined way to manage the purchasing process. It can help save time and money, while also improving the purchasing process.

Supplier Management

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Supplier Management is a feature in purchase order (PO) software that helps manage suppliers outside of an organization's procurement process. It allows you to create and maintain a list of suppliers, track contact information, view order history, and more.

Supplier Management ensures that suppliers are always up-to-date with services, prices, and any other terms in their contracts with the company. This function is important for business continuity because it helps to ensure there are no errors when processing invoices. Businesses that fail to use Supplier Management may harm their revenue and profit margins.

When a supplier is managed, the software automatically performs certain tasks to ensure that suppliers are complying with contracts and terms of business. This may include checking new onboarded suppliers, negotiating new rates, updating supplier information, or discounting outdated invoices. Supplier Management helps companies increase cash flow by minimizing the time it takes to process invoices and maximizing cash flow.

Supplier Management also works closely with the sales team to ensure that sales quotes and orders are accurate. This is particularly important for businesses that rely on purchasing goods or services from suppliers, as these relationships affect their business' revenue and survival.

By using Supplier Management, you can keep track of all your suppliers in one place. This makes it easy to find contact information, review order history, and more. Plus, it can help you make better purchasing decisions by providing information on past orders.

23 Contract Management

Contract Management is a feature in PO software that helps manage and track the contracts between two or more parties. This feature can help to keep track of contract dates, expiration dates, and contact information. Additionally, it can help to create and send invoices, as well as receive payments. Contract Management can help to streamline the contracting process and ensure all contracts are relevant and up-to-date.

Key activities include performance analysis against the contract terms to maximize operational and financial success while also identifying and minimizing financial and reputational risk through non-compliance with contract requirements.

When choosing a PO software, it is important to consider whether or not the software has a Contract Management feature. If it does not, the software may not be able to meet all your needs. Alternatively, if the software does have a Contract Management feature, be sure to test it out to make sure it is fully functional and meets your needs.

By using this feature, businesses can save time and money. Contract Management is a valuable tool for any business that wants to streamline its contracting process.

24 Receiving Management

Receiving Management is a feature found in PO software that helps manage and track the receipt of goods. This feature allows users to create, manage, and track purchase orders as well as the items received against those purchase orders. Additionally, it can help users identify any discrepancies between what was ordered and what was received.

Receiving Management can also help companies keep track of their inventory levels and reconcile any discrepancies between what is on hand and what was expected. This feature can be especially helpful for businesses that deal with a high volume of inventory or those that have multiple warehouses. By using Receiving Management, businesses can improve their process for receiving goods and avoid any confusion or missed orders.

The functionality of PO software makes receiving management easier by allowing for multiple checks at once without relying heavily on manual labor. It quickly identifies problems with received items so that discrepancies can be handled right away instead of waiting until later when they have time. Additionally, the use of this feature allows businesses to spend less time managing purchase orders and more time on order fulfillment.

25 Invoice Management

Invoice management is an internal business function linked to procurement and is responsible for managing and processing invoice documents from vendors and suppliers. The invoice management process usually involves the following steps: receiving the invoice, extracting invoice information, validating and verifying the invoice information, approving payments, and finally archiving the invoice for future reference.

Invoice management helps companies to process invoices faster and easier. By sorting received invoices into predefined categories, the invoice management feature makes it possible for company employees to process invoices at once instead of doing them separately. Grouping allows not only to place them by name/payment date, but also by the supplier or to any other category that makes sense for a particular company. In addition, the PO software invoice management feature provides specific criteria for approving and rejecting invoices based on predefined rules.

Having an invoice management feature in your PO software is a great way to improve your company's invoicing process. It can help you to save time and money by ensuring that invoices are processed quickly and accurately. Additionally, it can help to improve supplier relationships by providing a fast and easy payment process.

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Access Management and Granular Roles

Access Management and Granular Roles is a feature in PO software that helps provide security and restrict access to certain areas or data based on the user's role within the organization. It can also help automate the process of granting or denying access to specific users, groups, or systems. This feature is often used in conjunction with authentication methods such as usernames and passwords.

By having full control of this functionality, administrators can set up granular roles within the system for other users. You can think of these as different levels of permissions that determine what activities individuals are allowed to perform on a given application.

One example is when a user logs into the system and they are assigned a role based on their account. That role dictates what tasks or functionality that particular user has access to within the PO software application. If the user's role allows them to edit certain fields, then they can do so without needing any additional permission from an administrator.

Another example is when a user tries to access a file or folder that is not within their assigned scope. In this case, the system will either deny access or prompt the user for additional authentication information. This can help prevent unauthorized users from accessing sensitive data or areas of the system.

The Access Management and Granular Roles feature can be an important part of an organization's security program. It can help augment the existing authentication and authorization processes used by the company.

27 Set-up Budget capability

The set-up budget capability in PO software helps organizations manage their spending and allocate resources accordingly. It allows users to establish budgets for specific items or projects, track how actual spending compares against these budgets so that overspending doesn't occur; this ensures the organization stays within a fixed amount of money available while still delivering on all required functions

This is done through providing insight into where every penny goes - helping with transparency when it comes time crunching numbers, forecasting or even taking a step back to see where efficiencies can be made. Alternatively, some organizations might use it as a way of setting ambitious goals and trying to funnel extra cash flow into particular areas to increase overall growth potential.

The beauty of the PO software set-up budget capability is that it's flexible enough to be applied to different types of businesses and industries, as long as they can keep track of spending and ensure that those resources don't go over budget.

The set-up budget capability can also be used to create different versions of a budget, for example, one that is currently running and another which will run next year. This helps organizations plan their spending in advance, so they know exactly how much money has been allotted without having any surprises come up along the way!

28 Set-up Multiple Catalogs of Items capability

Set-up Multiple Catalogs of Items capability in PO software helps to speed up the process of creating purchase orders. It allows buyers to create purchase orders for items from different catalogs, without having to switch between tabs or windows. This capability can be especially useful when buyers need to order items from multiple suppliers.

When setting up the Multiple Catalogs of Items, buyers need to decide whether the catalogs will be arranged in a hierarchical order or will they be displayed in alphanumerical order.

The hierarchical setup, which includes up to 5 levels, is the most common type of setup. When using this type of setup, buyers need to create the main catalog and then add sub-catalogs to it. The sub-catalogs can then be used to order items from specific suppliers or departments within the company.

The alphanumerical setup, which includes an unlimited number of catalogs, is less common. With this type of set up the buyer needs to create a catalog for every supplier or department within the company.
After setting up multiple catalogs in PO software, buyers need to go through the process of defining custom fields and values for every individual catalog. This step can be time-consuming, so PO software usually allows users to import custom fields and values from one catalog to another. It is also common for PO software to provide a predefined set of fields and values, so buyers only need to define those that are missing.

The set-up Multiple Catalogs of Items capability in PO software allows for a more efficient way of ordering items. It also helps to ensure that buyers have all the information they need, from different suppliers, in one place.

29 Set-up Multiple Locations capability

This capability is often referred to as ‘Multi-Location’, ‘Set-Up Multi-Location’ or simply ‘Multiple Location’ and it’s a feature that enables you to manage unique pricing and/or processes for individual customer locations. It is used to maintain the rules, prices, workflows, etc. that are specific to each customer location or business unit. The result is that once you set up 'ALL' your customer locations in the PO software, all the necessary information is automatically populated on Purchase Orders (POs) and other sales documents.

It can help save time and improve accuracy when creating or processing sales documents since you only need to define the rules/information once - rather than for every customer location. It also helps ensure that the correct pricing and rules are applied when creating each PO.

The benefits of this feature are multiple, including:

1. Improved accuracy and consistency when creating or processing sales documents;
2. Reduced time needed to define rules/information for each customer location;
3. Centralized management of pricing and process information for all customer locations;
4. Easier management of customer-specific pricing and rules.

30 Set-up Multiple Currencies capability

Set-up Multiple Currencies capability in PO software helps in better management of foreign currency finances. It also allows keeping track of multiple currencies in the organization and their conversion rates. This helps to make better financial decisions for the company.

The multi-currency feature can be used to process payments, receive payments and make bank transfers in different currencies. It is also helpful in creating invoices and doing advanced management of accounts receivable and payable. The multiple currencies feature helps keep track of all financials including those from branches across the country.

The multi-currency capability helps business owners gain better insight into their operation with real-time information about all monetary transactions that are processed through the system. With real-time, up-to-date information it becomes easy for the management to determine everywhere the organization stands financially. This also helps in making better decisions resulting in improved efficiency within the organization. The reporting function lets users create reports based on transactions of any currency and convert them to their desired format or language.

The multi-currency capability can be used to manage and monitor cash flow, budget, and forecast in multiple currencies. In short, the set-up multiple currency capabilities in PO software provides a comprehensive solution to all foreign currency financial needs of an organization.

31 Upload Invoice to PO capability

Upload Invoice to PO capability is a feature in Purchasing Order software that allows you to upload invoices to a PO from your accounting system.

Professional purchasing organizations, especially those that handle a high volume of invoices regularly, can benefit greatly from the Upload Invoice to PO capability in PO software. This feature allows you to quickly and easily match up invoices with purchase orders, which can speed up the entire payment process.

Matching up invoices with purchase orders can be a time-consuming process, but it's a necessary step in making sure that payments are made correctly and on time. With the Upload Invoice to PO capability, you can automate this process and save yourself some valuable time.

In addition to speeding up the payment process, the Upload Invoice to PO capability can also help you to catch mistakes sooner. By matching up invoices with purchase orders, you can catch errors and discrepancies that may have been missed if the invoices were handled separately from the purchase orders.

The Upload Invoice to PO capability can also help you to improve your purchasing process overall. When purchase orders and invoices are matched up correctly, it can be easier to track spending and to identify areas where you may be able to save money.

32

Upload Receipt of Goods to PO capability

Upload Receipt of Goods to PO capability in a PO software is a feature that allows businesses to upload receipts of goods purchased against Purchase Orders. This helps ensure that the correct inventory is tracked and eliminates the need to match invoices to purchase orders.

The Upload Receipt of Goods to PO capability is typically used by businesses that buy items in large quantities or have a high number of purchase orders. This capability can help speed up the process of receiving goods and reconciling invoices.

When using the Upload Receipt of Goods to PO capability, businesses should ensure that the receipt is accurately matched to the corresponding purchase order. This can be done by including information like the purchase order number, item description, quantity, and price on the receipt.

This functionality is very important because it provides an easy way to track orders and shipments by PO. Most businesses find it difficult to provide shipment tracking information without this functionality. Also helps in order management and inventory management.

33 Catalog and Punchout capabilities

A punchout catalog (or punch-out catalog) is an e-procurement solution that allows a customer to access the supplier's catalog from the vendor's website. To put it another way, a consumer "punches out" a procurement application to the origin site, gains access to the supplier's inventory, and may add items to his.

Punchout capabilities are an excellent (or supplementary) alternative to maintaining guided buying catalog knowledge for big or rapidly evolving catalogs since they cut down purchasing maintenance time while still allowing purchases to be seen and controlled. Punchout catalogs can be used in conjunction with a guided buying experience, such as the price book solution.

There are two ways to use punchouts: either using a pre-defined device ID or by directing the user to a specific URL that will automatically log them into an existing site and then send them into that company's record by punching out from the website. The first method uses an ID device to create a direct connection between the supplier's catalog and procurement application, while the second makes use of a URL. In either case, the consumer enters their own login info – not access info for a buying site – which encourages single sign-on.

The punchout functionality will typically allow suppliers to create a replica of their site in the supplier portal, permitting consumers to log in with their usual credentials used on the origin site. The customer can add items to their shopping cart on the supplier's site, and when they are finished, they can either checkout through the supplier's site or return to the buying site.

34 Mobile Applications

A mobile software sometimes called a mobile app or simply an app is a computer program or software application that may be used on a smartphone, tablet, or watch. Apps are typically obtained through app stores, which are types of digital distribution platforms.

Mobile Application for PO software is a software that can be used to manage purchase orders on the go. It can be installed on a mobile device, such as a phone or a tablet, and allows users to create, edit, and view purchase orders while they are away from their desks. This is helpful for businesses that want to be able to track and manage their purchasing activity while they are on the go.

Mobile applications also allow back-office users to have more control over the purchase order process while not being directly involved with it. For example, a manager who is responsible for creating new purchase orders can include an authorized mobile device user on each PO they create. That way if they are away from their desk when a PO comes in, they can quickly get the information about it and take action.

35

3 Way Matching

A three-way matching is a method of matching purchase orders (PO), goods receipt notes, and suppliers' invoices to weed out fraud, save money, and keep adequate documentation for the audit trail. The 3-way matching compares the PO, the GRN, and the invoice to make sure they all match. It can help to prevent fraudulent activity because it catches discrepancies between what was ordered and what was received. The 3-way matching can also help companies save money by catching incorrect pricing on invoices. Finally, it creates an audit trail that can be used when needed.

The 3-way matching feature is used primarily by companies that make a lot of purchases and deal with suppliers regularly. In many cases, the goods received may not be correct for what was ordered. This is especially true if the supplier doesn't have a good computer system or staff aren't diligent about checking orders before processing them. It can also help companies save money by helping to ensure that the prices on invoices are correct.

When a company doesn't utilize a 3-way matching feature, employees can submit fraudulent documents or incorrect pricing. This can lead to increased costs for materials and supplies, problems when tax audits roll around, and even legal issues when no records exist.

To utilize the 3-way matching feature, a company needs to have a purchase order software system in place. The PO software should be able to connect to the company's accounting software so that the invoices can be properly matched. There are several different PO software systems on the market, and most of them include some type of three-way matching feature.

36 Cloud base/ Online

A cloud-based solution is a type of on-demand service, computer network, storage, program, or resource accessed via the internet and through another company's shared cloud computing infrastructure. End users and firms enjoy increased capacity, scalability, functionality, and cost savings when using cloud-based solutions.

Cloud base/ Online functionality in PO software can help you keep your business organized and running smoothly by providing access to your information from any location with an internet connection. This can be especially helpful if you are often on the go or have multiple locations where you need to access your data.

Additionally, this functionality can help you collaborate with others more easily by allowing them to access and edit your information simultaneously. This can be a real-time-saver if you are working on a project with multiple people. Ultimately, cloud base/ online functionality can help you streamline your business operations and improve your productivity.

37 Cloud Storage

Cloud Storage is a feature that helps store data on a remote server. This is done to free up space on the local device and improve performance. Additionally, it makes it possible to access files from anywhere with an internet connection.

Cloud Storage can be used for various purposes, such as file sharing, backup, and collaboration. It is also a great way to store large files that would otherwise take up too much space on your device.
Most PO software offers Cloud Storage as a built-in feature. This makes it easy to get started and saves you the hassle of having to set up and manage your server. Simply connect to the remote server, upload your files, and you're good to go.

You have many benefits when using Cloud Storage, including increased collaboration and simplified workflows. You can send files to your co-workers by simply sharing a link - no need for email attachments or any other complicated process.

Since it is online, you can access the file even when working offline. This allows for more flexible working hours and prevents disruptions in case of internet connection problems.

When it comes to backup, Cloud Storage is a great option. It can be used to store important files and ensure that they are safe in case of a disaster or system crash.

Overall, Cloud Storage is a handy feature that can make your work easier and more efficient.

38

High Security

High-Security functionality helps businesses keep their data safe and secure, while also complying with regulations. Here are some of the benefits of using PO software with High-Security functionality:

1. Increased security for your data - The High-Security functionality will help to keep your data from being accessed by unauthorized persons.
2. Regulatory compliance - Several industry-specific regulations require businesses to keep their information secure, such as Payment Card Industry Data Security Standard (PCI DSS). A good PO software must have a security feature that will help you comply with these regulations.
3. Vendor protection - The High-Security functionality should protect your data at all levels, so even if a vendor does not keep their side of the agreement, you will still be safe.
4. Multiple users - The PO software should allow different users to log in using their username and password. This is an important feature that will help avoid unauthorized access to secure information.

39 Dashboards

A centralized dashboard can help streamline and improve the user experience when working with PO software. The dashboard provides an at-a glance view of all the key objects and their status in the system. It also enables users to quickly navigate to the relevant object and take appropriate action.

The centralized dashboard is an important part of PO software as it allows for better management of projects and tasks. The dashboard gives users a clear understanding of what is happening in the system at any given time. It helps identify potential problems and take corrective action. In addition, the dashboard helps in the efficient utilization of resources as it allows for better management and allocation of tasks.

In a nutshell, a centralized dashboard is an important feature in PO software that enables users to monitor and manage information from different objects or projects alongside each other. Thus, a user can see all object statuses at a glance. As it is updated with the most recent information, the dashboard helps prevent and identify potential problems. Finally, it allows users to make better decisions by providing a comprehensive view of data across different dimensions.

40 Ease-of-use

Ease of use functionality in PO software is very important because it makes the use of your product more enjoyable for users. It is detected that ease-of-use functionality in PO software can increase the purchase intent of users.

In addition, ease of use functionality in PO software is important because it helps with the adoption rate of your product. If a user finds a PO software easy to use, they will more likely want to adopt the functionality and find out what else the functionality can do for them.

Ease of use in software is very important. Many studies show that one of the most important factors in business is the time an employee spends to perform a task, When speaking about PO software ease of use should be considered in how many features are easy to locate and how user-friendly they are. It is the same thing as referring to user interface design and how it affects not just PO software, but all types of software.

When users have a positive experience with an interface, they are more likely to come back and use it again in the future. Additionally, ease of use functionality can help increase productivity because users spend less time trying to figure out how to use the software and more time using it.

41 Multi-Language

Multi-Language functionality in PO software allows for the translation of text strings into different languages. This functionality is important because it enables companies to communicate with their customers or partners who speak different languages.

Multi-Language functionality can be used in two ways:

1. By translating all text strings in the software into different languages. This will enable all text in the software to be in a language of the user's choosing.
2. By translating only certain text strings while leaving others in the original language. This is common when there are many languages to select from, and some have more relevance than others do. In this case, you would define which translations should be available for which languages.

This functionality allows you to work with the software effortlessly.

When using PO software's functionality for working with multi-language, you will be able to switch from one language to another, which will help you organize very well the purchase orders from different countries and help you work effortlessly on your project.

42 API infrastructure

An application programming interface (API) is a collection of tools, definitions, and protocols for enabling applications to interact with one another. It's the backbone of how software communicates.

An API infrastructure integration in PO software helps companies to manage their product information and enables them to connect with other parts of the business, such as sales, marketing, and finance. This allows businesses to get a better understanding of what's going on with their products and makes it easier for them to make changes. Additionally, it can help with things like inventory management and order tracking.

When a company decides to implement an API infrastructure integration, they will need to make sure their PO software can handle the increased load. This usually involves upgrading to a more recent version of the software or purchasing a new module. Once the integration is in place, businesses can access the product information they need to keep their business running smoothly.

Companies that implement an API infrastructure integration in their PO software can expect to see several benefits, including:

1. Improved communication between departments
2. Faster and more accurate product information
3. More efficient inventory management
4. Better order tracking and fulfillment

When it comes to making decisions about a company's products, accurate information is essential. An API infrastructure integration can help businesses get the information they need to make informed choices. By improving communication between departments and making inventory management and order tracking easier, API integration can help businesses run more efficiently.

43 Custom integrations

Custom integrations in PO software can often be beneficial to the business. It allows for faster and more effective solutions that will lead to a better business process. They are integrations that can be customized and built into your company's existing process to reduce redundant work or any other problems that arise with the job.

Different types of integrations can be customized for a PO software. Solutions can be created in a single interface, allowing companies to have one place for all the management of their business from customer data, order processing, and job fulfillment. This can lead to higher quality work when your staff is working together on a common platform.

There are a lot of options to choose from when it comes to building a custom integration into a PO software. It all depends on the company's business model, needs, and preferences.

When looking for a PO software, it is important to find one that offers custom integrations. This will ensure that the software can be tailored to fit the needs of your business and help improve your business process.

44 Easily exporting data as csv or excel files

Easily exporting data as CSV or Excel files integrations in PO software can help tremendously when it comes to analyzing and manipulating data. When data is easily exportable, it can be quickly and easily sorted and analyzed in a spreadsheet program like Microsoft Excel. This can be extremely helpful for businesses that need to keep track of their inventory or sales data.

There are many different PO software programs and all of them approach CSV and Excel file integrations in a slightly different way. There are many ways to export data from PO software programs, but if you aren't familiar with the process it takes some time and patience.

Many companies would also like to track their shipments that contain more than one package number (known as multiple shipments tracking numbers). Some software can export this data into CSV or Excel files, but some cannot.

45

Out of the box integrations

Out-of-the-box integration in PO software is a process of linking the PO software with other applications, like ERP, without the need for custom coding or programming. The purpose of out-of-the-box integration is to make it easier for businesses to connect and use different software applications, which in turn can lead to increased productivity and efficiency.

One of the main benefits of out-of-the-box integration is that the applications are already designed to work together, so they don't need custom code. Out-of-the-box integration allows for immediate data exchange without additional coding, giving businesses access to several tools with one connection.

Another benefit of out-of-the-box integration is that it can allow for multiple functionalities in one software application. The out-of-the-box integration means that the applications are all designed to work together seamlessly, so businesses can access several tools in one system. This can save time and money, as businesses don't have to waste time learning how to use different applications.

Out-of-the-box integration is also beneficial because it can improve data quality. When different software applications are integrated, it's possible to have a more complete view of the data. This can help businesses make better decisions based on a more complete picture.

Out-of-the-box integration can often be implemented with just a few clicks, reducing both the cost and time needed to integrate the applications.

II. Reports

46 Standard reports

Standard reports in PO software are automated reports that are preset to run at certain times or intervals. They usually provide information on the status of open purchase orders, supplier performance, and other key metrics.

Having standard reports in PO software can be extremely helpful in keeping track of important purchasing information. They can help you identify any potential issues with your suppliers or purchase orders and allow you to take corrective action quickly.

Some standard reports that are commonly found in PO software include:

- ✓ Open purchase order report: This report shows all open purchase orders, along with key information such as order date, supplier, and total amount.
- ✓ Supplier performance report: This report shows how each of your suppliers is performing, including how many orders they have fulfilled on time, how many were late, and the total amount of money lost due to late orders.
- ✓ Purchase order aging report: This report shows how old each of your open purchase orders is and can be used to identify any overdue orders.
- ✓ Budget vs. actuals report: This report compares your budgeted spending against the actual spending for a given period. This can help you identify areas where you are over or under-budget.

47 Custom reports

Custom reports are specific reports that have been designed by the user, in contrast to the standard reports that are provided by the software. They can be extremely helpful in getting a better understanding of how your business is performing.

The process of creating a custom report is typically very simple. You just need to know what information you want to see and how you want it to be formatted. Then, you can either create the report yourself or ask the software provider to do it for you.

If you would like to create your custom report, then there are several guidelines that you will need to follow:

- ✓ Personalize information (i.e., replace names and dates with your information).
- ✓ Ensure data is accurate and reflects what you're looking for (i.e., show if a product was shipped within the promised time frame, not just the order date).
- ✓ Use an easy-to-read layout, such as tables or graphs instead of long text blocks.
- ✓ Make sure that the data is sorted in a way that makes sense to you.
- ✓ Use filters to focus on specific data points.
- ✓ Group related data together (e.g., order totals, shipping costs, and taxes).
- ✓ Adjust the settings so that the report prints out the way you want it.
- ✓ Save the report as a template for future use.

Custom reports can be a valuable tool for businesses of all sizes. By taking the time to create one or more custom reports, you can get a clear picture of how your business is performing and make the necessary changes to improve your bottom line.

III. Pricing

48

Free trial

Free trial PO software is the PO software that you can use for free, for a certain amount of time. This will allow you to test it out before making any decisions on acquiring it.

When thinking about using a PO (purchase order) system, it is important to understand the different features and benefits that are available. Many companies offer a free trial for their software, to allow potential customers to explore the full capabilities of the software before making a purchasing decision.

When considering PO software, be sure to ask about the availability of a free trial. This will allow you to try out the software and see if it is a good fit for your business. Make sure to take advantage of any free trials that are offered, as they can be a great way to explore different software options. Ultimately, this can help you make the best decision for your business.

49

Pay per active user or license

Pay per active user or license is an agreement that allows a company to pay for the number of users or licenses they use. A typical scenario is paying for each user in the purchasing department instead of buying one license and letting them share it between them. This can be beneficial when you have more than 10 users at one time and less than 90% utilization (100 - 90 = 10 users).

Pay per active user or license can be used by companies to focus on their core business. They don't have to worry about making money from users who are not using their services; thus, they will build a solid reputation with their client base. Focusing on their core business also lets companies spend less time and money managing their software products.

Pay per active user is only available on a monthly basis, whereas pay per license can be both monthly and yearly.

What are the pros of adopting this pricing plan? A major benefit comes from being able to scale back or start up with this method. You could have an initial setup fee which you would lose if you cancel the subscription, so it's important to weigh the pros and cons before making a decision.

Another plus is that you pay for what you use. This can save you money upfront and prevent unused licenses from piling up.

50

Pay separately for add-ons

Pay separately for add-ons is the practice of asking customers to pay for extras, such as customizations or features, on top of the price of the software. This pricing model can be beneficial for users as they know exactly what they are paying for.

The main advantage of this pricing model is that it makes it easy for customers to understand what they are getting. By separating the cost of add-ons from the price of the software, users know exactly how much they are spending on each feature. This can be helpful for businesses that only need a few specific features or customizations from their software.

For instance, a business owner who only needs to send out invoices and contracts without any extra features does not need to pay for extra applications such as inventory management or time-tracking.

Another advantage of the Pay separately for add-ons pricing plan is that it can be cost-effective. By separating the cost of add-on features, users can save money on the services or features they do not need.

For example, a business owner who only needs the invoicing feature from an application could purchase addons such as time-tracking and inventory management after paying for the software.

51 No minimum number of users required

No minimum number of users is required in the PO software pricing plan is a type of pricing model in which buyers are not required to have a minimum number of users from the company to use the software. This is a big advantage for small businesses and start-ups.

Since there is no need to have a certain number of users to use the software, businesses can save on costs by only having the number of users that they need. This also makes it easier for businesses to switch to PO software, as they don't have to worry about a minimum number of users being required before they can switch.

All this leads to businesses having more flexibility in choosing the software that is right for them. This also saves the business money because they would not have to purchase many licenses that they do not need. Once users try the product and see its great features, they will pay for it and the product will start generating revenue.

52 Monthly/quarterly payment

Monthly/quarterly payment in a PO software pricing plan is an option for companies who don't want or need to make big investments but want to use at least some of the functions of PO software. This type of payment it's called "subscription" because the payment is made on time (in this case every month or quarter). Thus, if one subscribes to a monthly payment, he pays every month. If one subscribes to a quarterly payment, he pays once every quarter.

Monthly/quarterly payments are also called "leases" because the customer leases the use of the software for 1 or 3 months or until further notice (whichever comes first). The company that makes this kind of payment is called the "lessee."

The benefits of monthly/quarterly payments are that it gives the lessee the ability to use the software right away, without having to wait for a full year for the investment to be repaid. Additionally, monthly/quarterly payments make it easier for companies to budget because they know how much money they need to set aside every month/quarter.

Monthly/quarterly payments are also a good way for companies to try out a PO software before they make a bigger investment. If the lessee decides that he does not want to continue using the software after the first month/quarter, he can stop making payments and cancel his subscription.

Benefits of this type of pricing plan include:

1. You can cancel your subscription at any time;
2. You can avoid a large upfront cost;
3. You can spread the cost out over time;
4. You can receive updates and new features more often

IV. Support

53

Email support

Email support for PO software users is a great way to get help with your purchase orders. By sending an email to the support team, you can get assistance with anything from creating a new PO to troubleshooting a problem with an existing one.

The benefits of email support are numerous. First, it's fast and easy to use. You can easily send a message from your computer or mobile device to get help. It doesn't require you to wait for a response or schedule an appointment. Second, email support is available around the clock in many cases. The team that supports your PO software can be awake and working while you're at home, asleep, or even on vacation. Third, email support helps you save money because it's often included in the price of your software. By getting help when you need it, you can avoid costly mistakes and delays.

Finally, email support is a great way to get to know your software better. By communicating with the support team, you can learn more about the features and functions of your PO software. This can help you get more out of your purchase orders. For all these reasons and more, email support is a great way to get fast, easy help with PO software.

54 Chat support

Chat support for PO software users is a very convenient way to communicate with a support representative of the company that you bought your Product Owner software from.

This method is as fast as it can get and very easy to use. For one to be able to answer any questions that may arise from users, some companies have chosen to hire chat support personnel who are specifically experienced in using Product Owner software.

The benefits of chat support for PO software users are as follows:

1. Fast and easy communication: Chat support is a fast and easy way to communicate with a support representative. There is no need to wait on the phone or send an email. One can simply type in a question and receive an answer immediately. This is very helpful for users who are experiencing difficulties with the software and need help right away.
2. Personalized support: Chat support is a great way for companies to provide support for their customers because it is fast, easy, and convenient. Customers appreciate the ability to get help quickly and easily, without having to wait on the phone or send an email. This type of support is also very personalized, as the support representative can help users one-on-one and address any questions or concerns that they may have.
3. Expert help: In some cases, companies have chosen to hire chat support personnel who are specifically experienced in using Product Owner software. This means that customers can get expert help with any questions or issues that they are having. The chat support representative can help users through any difficulties, ensuring that they understand how to use the software correctly.

55 Phone support

With the help of phone support, PO software users can get their questions answered and resolve any issues they are experiencing with the software. Phone support is a valuable resource for users who need assistance with the software and want to get their questions answered as quickly as possible.

The benefits of phone support include:

1. Quick response time - Users can get their questions answered quickly by talking to a support representative. Phone calls are generally answered right away or within minutes.
2. No wait times - Most PO software companies do not require users to wait on the phone for support. Representatives are available to answer calls immediately.
3. Personalized support - Support representatives can help users resolve any issues they are experiencing with the software. They can also provide tips and advice on how to use the software more effectively.
4. Ability to solve problems - Users can get the answers they need or have their issues resolved.
5. Comprehensive support - Phone support provides users with access to comprehensive support for the software.

Phone support is a valuable resource for users of PO software. It provides quick response times and personalized support, which can help users resolve any issues they are experiencing with the software.

56 SLA for incidents

SLA for incidents on a PO software system is an absolute necessity. Customers respond more favorably to the introduction of a service level agreement that guarantees the functionality of your PO software product, as opposed to one that only guarantees availability. While availability addresses the functionality of the software itself, functionality refers to both capability and usability.

When considering functionality, consider all functionality for which there are tests on functionality - it is not only limited to functionality on the application level.

SLA for incidents for PO software is a key factor in ensuring that your business processes are running as smoothly as possible. By having an agreed-upon response time for incidents, you can ensure that your team can address any issues as quickly as possible. This can help to minimize the impact that any incidents may have on your business.

Additionally, by having a set response time for incidents, you can help to ensure that your team can effectively manage any potential issues. This can help to minimize the amount of downtime that your business may experience.

There are various benefits of using help desk software for incidents. Some of these benefits are mentioned below:

1. The help desk software can be used to manage and track incidents. This helps in resolving the incidents as soon as possible.
2. It provides a single point of contact for the users to report the incidents.
3. It helps in assigning the incidents to the relevant team for resolution.
4. It provides reports and dashboards for monitoring the progress of the incidents.
5. It helps in improving the communication between the teams involved in resolving the incidents.

57

Knowledge base

A knowledge base is a published collection of solution information that may include answers to commonly asked questions, how-to, and troubleshooting tips. Its goal is to make it easier for customers to find solutions to their issues without having to seek assistance.

A good PO software knowledge base would include:

- ✓ Tutorials on how to use all the features of the software;
- ✓ FAQs with answers to common questions;
- ✓ Videos demonstrating how to do various tasks in the software;
- ✓ A searchable database of articles on specific topics

A knowledge base can be an extremely valuable resource for users of PO software, as it can help them learn how to use all its features and avoid spending a lot of time on forums or documentation that may be incomplete. It will also enable users to quickly find answers to their questions without having to search through multiple different resources for them.

58 Video tutorials

Video tutorials are a useful form of documentation for PO software. By watching a video, you can see how the software works and learn how to use it.

There are many different PO software programs available, and each one has its own unique set of features. It can be difficult to learn how to use all of these features without some form of instruction. That's where video tutorials come in. Video tutorials teach you how to use the features of PO software.

Many PO software programs offer video tutorials as part of their documentation. The advantage of using video tutorials is that you can see exactly how to use the software. This can be especially helpful if you are having trouble figuring out how to do something. Video tutorials can also be a great resource for people who want to learn more about PO software.

There is a wide range of possibilities and uses for video tutorials in Po software:

- ✓ Getting to know about new features in an application. For example, when a new version of your PO software comes out you might want to see what's new; video tutorials can show you how to do things that you used to do with the older version of the software, as well as how to use new features.
- ✓ Troubleshooting. If something doesn't seem to be working right in your office suite, a video tutorial may be able to help you identify and fix the problem.
- ✓ Explaining concepts. If you are just starting to use a PO software or even if you just want to help other users learn how to use the program, video tutorials can be very useful.
- ✓ Demonstrating techniques. Typically, this will involve free-form narration with the on-screen action only as a visual reference. This type of tutorial is good for software that has a lot of buttons, windows, and options that can be confusing to new users.

59 Webinars

When you are looking for a new piece of software, it is important to do your research first. With so many choices on the market, how do you know which one is the best for your business? One way to learn more about different software options is to attend a webinar.

A webinar is a presentation that a vendor gives about a specific PO software. They explain the features, show how it works in action, and answer any questions that may come up during the webinar.

Most vendors have begun to offer online webinars that can be viewed from anywhere with an Internet connection. It saves you time and money when traveling to attend a presentation in person.

Webinars are also a great way to get your questions answered. Vendors often provide a Q&A session during the webinar, where you can ask anything that is on your mind. This is a great opportunity to learn more about the software and how it can benefit your business.

If you are interested in learning more about PO software, be sure to check out the upcoming webinars on the software provider website. Some of them have a variety of webinars that are perfect for business owners, accountants, and purchase order professionals. You will learn everything you need to know about the software and how it can benefit your business.

60

Expert tips and advice

Expert tips and advice you can get in PO software support are very beneficial for your business. When you have a support system, you can get help and advice for any questions or problems you may have with your PO software. This means that you can get the most out of your software and keep your business running smoothly.

Some of the benefits of getting support from experts include:

1. Troubleshooting help - If you are having problems with your software, the experts can help you to identify and solve the issue.
2. You need Training / Education on how to use your software - When you are trying to get the most out of your PO software, you may benefit from some training or educational services.
3. You need support for customizations - If you have made any customizations to your software, it is essential to make sure these are kept in place. Otherwise, you could end up with a situation where the customizations are no longer valid, and you will need to start from scratch at that point.
4. You need support for problem-solving - When you have a question about something that is not working as expected or just an overall inquiry on how to use your software better, then contacting PO experts can help you immensely.
5. You need a reliable way to get updates - If you want your PO software to remain up to date, then you must have a reliable source for the latest available updates.
6. You need help to customize your software - If you have specific needs that are not being met by the standard software, then you may require some customization. PO experts can help with this, and they can often do it more efficiently and cost-effectively than if you were to try to do it yourself.
7. You need support for configuration issues - This is one of the main things that PO software companies will help with, since having this support can save you a lot of time and headaches in the long run.

V. Usability

61 Clean and intuitive user interface

A clean and intuitive user interface is important for usability when working with PO software. When the user interface is cluttered or confusing, it can lead to frustration and errors. A clean and intuitive user interface helps to avoid this and makes it easier for users to find what they need and complete tasks.

There are several benefits of a clean and intuitive user interface. One of the most important benefits is easier navigation and less confusion. With a cleaner design, it is also much easier for a user to find what they are looking for. A clean UI helps users easily organize tasks and be more efficient in using their time because there is no confusion or frustration when trying to complete a task. Additionally, a clean user interface can also create a better first impression of the software and leave a more positive lasting impression. In sum, having a clean and intuitive user interface can result in an overall improved user experience with the PO software.

There are many factors to consider when designing a clean and intuitive user interface. One such factor is simplicity. Keeping the design simple can help users focus on the task at hand and avoid confusion. Additionally, using commonly used icons and designs can also help users navigate more easily. Providing clear labels and instructions is also important, as is ensuring that the user interface looks and feels the same across all devices (e.g., desktop, laptop, tablet, smartphone).

A clean and intuitive user interface can help users feel more in control of the software, which can lead to a better overall experience. When users feel in control, they are more likely to be satisfied with the software and be more productive. By focusing on the design of the user interface, developers can create software that is both easy to use and visually appealing. This, in turn, can lead to a more satisfied user base and improved productivity.

62 Internal collaboration features

Internal Collaboration is an essential part of any organization's success at achieving its goals because without it there would be no means to share ideas, streamline processes or share important information about the business.

Some of the internal collaboration features include:

- ✓ Cloud-based file storage - Your purchasing team should have access to a secure online space where they can store all of the purchase orders they create and all the documents they need access to.
- ✓ Cross-Functional collaboration - For example, your purchasing department may need to collaborate with the accounting department on a purchase order before it can be approved.
- ✓ Teamwork software - This feature allows multiple team members to view and edit the same file at the same time from wherever they are.
- ✓ Internal messaging - This feature allows team members to communicate with each other directly without having to leave the PO software.
- ✓ Notification system - Your team should be able to receive notifications when a purchase order is updated. This will help keep everyone informed of the latest changes.

The benefits of internal collaboration features in PO software are:

1. Efficiency - It helps your team work more efficiently by allowing them to communicate and collaborate directly.
2. Accuracy - It helps ensure accuracy by allowing team members to review and edit purchase orders together.
3. Corporate compliance - It helps corporate policies and regulations to be met by allowing all department members to have complete access to purchase orders.
4. Centralized storage space - It gives your team a centralized space to store all of the purchase orders and related documents.

63 Fast set-up of the system

A fast setup of the system is important for PO software usability. When users spend a lot of time setting up the software, they are less likely to use it. Poor usability can also lead to frustration and a lack of productivity.

Fortunately, some PO software are designed for easy set-up and ease of use. With user-friendly PO software, you can set up your data in no time and spend more time on other tasks.

Being able to set-up fast your PO software means having a clear and well-organized interface. It also requires a good set of default values for your data.

The benefits of a fast set-u are:

1. Increased usability – Users can start using the software quickly and easily.
2. Increased productivity – Users can start working on their tasks right away.
3. Improved satisfaction – Users are more likely to be satisfied with software that is easy to set up.
4. Reduced frustration – Frustration can lead to a lack of productivity and unhappy users.

When evaluating a PO software, it's a good idea to take a look at the ease of use and how quickly you can set up the system. In some cases, the time needed for the initial setup is more important than having dozens of features.

In conclusion: If you have a fast set-up of your PO software, you'll be able to spend more time on your work and less time on learning how to use the software. Look for PO software with a user-friendly interface and an easy setup. You'll be glad you did!

VI.White-Labeling

64 Using your own domain

Using your domain is a white label feature that allows you to use your domain name as the brand for the software being hosted by the service provider. Many customers have asked for this feature because the software they are using is more of a complement to their current business rather than being an integral part. Instead of sending prospects, suppliers, or customers to a service, you'll be able to send them directly to your website which can help strengthen customer loyalty and develop credibility.

Using your domain with white labeling in PO software is a great way to present your company with a more professional image. It can also help build trust with customers and partners.

A custom domain name gives your company an air of professionalism and legitimacy. When potential customers see your website, they will know that you are not some fly-by-night operation. Your custom domain name lets potential customers know that you are serious about what you do.

65 Branding the po with your logo

Branding the PO with your logo is a white label feature that enables you to brand the purchase order (PO) with your company logo. The “branding” of the PO with your company logo gives an authentic look that customers can see before they purchase or implement the product. This is important because it acts as a comforting aspect for customers who are hesitant about a new product that they may not know much about.

The branding part of the POs is usually located at the top right or left corner of the purchase order, and it is usually a small image that is easy to overlook. However, this branding sends a clear message to customers and suppliers that the PO is trusted and verified by your company.

There are many benefits to branding the PO with your logo. For starters, it builds trust and credibility for your company. It can also help increase sales, as customers are more likely to purchase a product that is branded by a trusted company. Additionally, it can help improve communication with customers and suppliers. By branding the PO with your logo, you are providing them with important information about your company that they can use to make better business decisions.

Branding the PO is also simple when it comes to implementation. There are many different software providers for this service, and they all offer their features in terms of how you can brand the PO with your logo. You must find a provider who offers this product because it will make your life much easier when trying to build an image.

66 Using your own email address for sending alerts and notifications especially to suppliers

Using your email address for sending alerts and notifications is a white label feature that many software companies either provide or are considering. Using your email address for sending alerts and notifications is a nice way to personalize notifications from your PO software. It does not take much effort to set up and it is a nice touch for your users when they see an email notification that came from you, not just the company offering the software.

Using your email address for sending alerts and notifications especially to suppliers in PO software is beneficial because it allows you to have greater control over the notifications you send, and it also allows you to easily manage all your supplier communications in one place. Additionally, using your email address for sending alerts and notifications can help to improve your supplier relationships by ensuring that communication is timely and accurate.

Overall, using your email address for sending alerts and notifications can help to improve your efficiency and organization when working with suppliers. Additionally, it can help to strengthen your relationships with your suppliers as you will be able to easily and consistently provide them with information.

67 Using your accent color

Using the accent color as a feature of White Label Software is a very underused method of creating brand identity.

Using accent colors to brand PO Software can be very effective when used correctly. It's important to make sure that the rest of your brand identity (company logo, display text, and such) complements reinforces what you are trying to get across with your accent color branding.

Some benefits of using an accent color in your PO Software include:

1. Creating a visual hierarchy: When used correctly, an accent color can help to create a visual hierarchy on the page. This is done by using a specific color to draw attention to specific elements, such as headings or buttons.
2. Establishing brand recognition: A consistent use of an accent color can help to establish brand recognition for your company.
3. Providing a contrast: Accent colors can be used to provide a much-needed contrast on a page that is otherwise filled with neutral colors. This can help to make specific elements stand out more and be easier to read.

When choosing an accent color for your PO Software, it's important to consider the rest of your brand identity. Colors can be very powerful in terms of branding, so make sure you pick one that reflects your style, tone of voice, and brand personality.

68 Changing UI labels, buttons names, text or email body, and subject

Changing UI labels, buttons names, text or email body, and subject as a white label feature is a common request from software product developer's consumers.

From a consumer point of view, each company is very different from its competitors in terms of the technological stack used on their website or desktop application. Many companies have special characters that they do not want to be displayed on the software interface and some even use custom encoding for non-Latin languages such as Chinese.

To provide the best usability results it is needed to be able to configure text labels, buttons, menu items names, and the UI body content the way they want it before deploying the software.

Some PO software offer changing UI labels, buttons names, text or email body, and subject as part of their service offering. The cost per product change depends on how hard it is to implement and if they need to re-write or just search and replace text.

Prokuria is a PO software system that allows businesses to automate and simplify the issuance and management of purchase orders. Businesses can spend more time on their core competencies and less time on managing their purchasing operations.

We have all the key features you should look for in a purchase order software, which are worth it for any business no matter how big or small it is.

Also, what most companies look for when purchasing software is how quickly they can implement the new system so that it will be ready for work on Monday morning. With Prokuria you can start using PO software in less than an hour!

Try it free now by creating an account **here**. There is no credit card required to sign up! If you have questions, you can **contact us today** and see how easy it is to start using our PO software!

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