



## Document Management

# Procurement Pro

Procurement departments require a centralised, efficient system to manage purchasing activities, vendor relationships, and contract lifecycles, all while ensuring cost control, compliance, and operational transparency. Our Procurement Solution is built to streamline the end-to-end procurement process, from requisition to purchase order to vendor payment, helping organisations optimise spend, reduce risks, and drive better supplier performance.



## Procurement & Inventory Challenges



### MANUAL PROCESSES

Manual and fragmented procurement processes create inefficiencies, errors, and lack of visibility across purchase orders, invoices, and goods received.



### LIFECYCLE TRACKING

Difficulty tracking the full lifecycle of procurement documents from Request for Quote (RFQ) through to invoicing and goods receipt, resulting in delays, missed payments, and disputes.



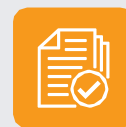
### SECURITY CONCERNS

The need for a secure, auditable system to ensure compliance with internal policies and industry standards.



### COMPLIANCE RISKS

Non-compliant processes increase the risk of audits, fraud, and errors in financial reporting.



### POOR INVENTORY VISIBILITY

Poor inventory visibility leads to stockouts, overstocking, and inventory discrepancies, affecting operational efficiency.



# Our Solution

ItecDocs Procurement Pro is a comprehensive Document Management System (DMS) designed to optimise procurement and inventory management while ensuring compliance with industry best practices.



## RFQ MANAGEMENT

Create, send, and compare RFQ's to streamline the vendor selection process while ensuring compliance with purchasing policies.

## PURCHASE ORDER WORKFLOW

Automatically generate purchase orders (POs) from RFQs, with automated approval workflows to ensure compliance and proper authorisation before purchasing.



## GOODS RECEIPT & INVENTORY MANAGEMENT

Track goods receipt (GRN) and maintain real-time inventory levels, ensuring accurate stock management and avoiding overstocking or stockouts.

## INVOICE MATCHING & APPROVAL:

Match incoming invoices with corresponding POs and goods receipts to ensure accuracy before approval, reducing discrepancies and payment errors..



## AUDIT TRAIL & COMPLIANCE TRACKING

Maintain a detailed, immutable audit trail for every action in the procurement process, from RFQs to invoices, ensuring full compliance and easy auditing.

## CENTRALISED DOCUMENT REPOSITORY

Store all procurement-related documents (RFQs, POs, invoices, GRNs) in a centralised, searchable, and secure location for easy retrieval and analysis.



# Key Features & Benefits



## IMPROVED EFFICIENCY

- Fully automated RFQ-to-payment workflow streamlines procurement operations, saving time and reducing manual errors.
- Centralised document management system enables easy access to all procurement-related documents, improving transparency and collaboration.



## COMPLIANCE & SECURITY

- Maintain an auditable, transparent workflow that supports compliance with internal policies, industry standards, and regulatory requirements.
- Secure access controls to ensure only authorised personnel can approve, view, or modify sensitive procurement documents.



## AUDIT-READY

- Detailed, immutable audit trails for each document and action taken in the procurement process, enabling easy and transparent audits.
- Compliance tracking tools ensure that businesses meet internal and external regulatory requirements.



## ENHANCED INVENTORY MANAGEMENT

- Real-time tracking of inventory levels and automated reordering prevents costly stockouts and excess inventory. Barcode scanning
- and goods receipt tracking ensure accurate stock levels at all times.



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