



# **8** Procure-to-Pay

Establishes a real-time and connected procurement process  
and intelligently correlate data

Wisage Technology Limited (Hong Kong)

📍 2702-6 Lucky Commercial Center 103-9 Des Voeux Road West

☎ +852-6919-6665



## 8 Procure-to-Pay

8 provides the **advanced** and **comprehensive** procure-to-pay (P2P) solution on the market. It uses a combination of real-time business protocols & mobile internet technology to leapfrog procurement efficiency and control.

# Supplier Mgt.

Manage many suppliers in their each step

## Supplier Segmentation



8 allows you to segment your suppliers into groups based on certain criteria, you can decide on the type and level of attention needed. By doing so, you will achieve the following benefits:

- Procurement teams can focus on specific suppliers and categories, improving efficiency.
- Buyers can have access to data for better price negotiation and risk management.
- Finance teams can track spending by supplier type, making it easier to identify cost drivers.

## Evaluation & Selection



**8** provides you the workflow to identify, evaluate, and select suppliers that meet your specific requirements. You can have many criteria to consider when selecting your suppliers, such as quality, price, delivery time, track record and potential conflicts of interest.

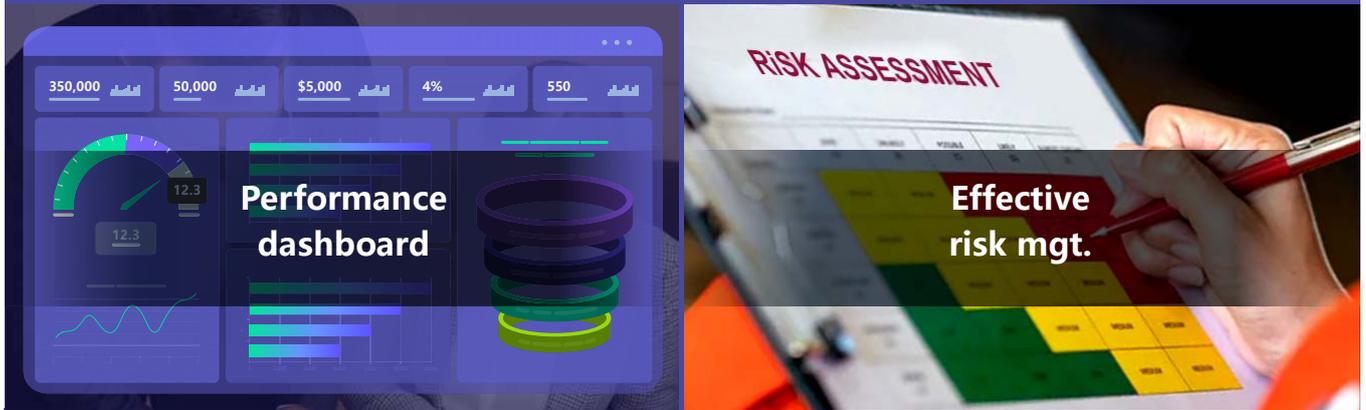
## Onboarding and Implementation



**8** supplier portal provides the automated workflows for collecting and analyzing supplier information in order to register and approve suppliers for the purpose of procurement of goods and service in a secure and compliant manner.

**8** provides the workflows for putting a contract into action. Since contract implementation can be complex and time-consuming, it is very important to get it right so that both parties receive the benefits they expect from the agreement. **8** tracks contractual terms to ensure both parties meet the contractual obligations. It also provides visibility to the large business.

## Performance Mgt.



8 provides the workflows to measure, analyze, and manage the supplier's performance in an effort to cut costs, alleviate risks, and drive continuous improvement. Supplier performance can be assessed by evaluating a few characteristics which can include:

- Product or service quality
- Percentages of incoming rejects
- Delivery accuracy
- Warranty claims
- Customer service
- Delivery lead times
- Account management
- Commercial costs

## Supplier Relationship Mgt.

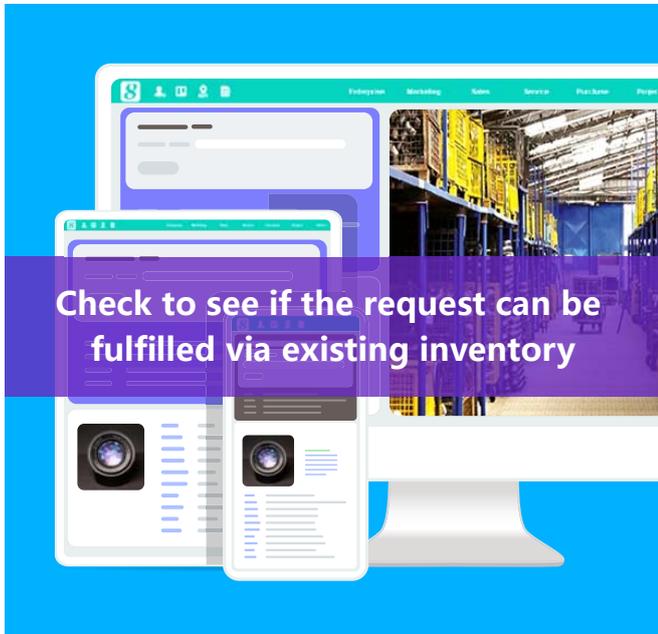


Replacing a supplier can be costly and time-consuming and may slow your business down.

8 keeps accurate records and provides you better data and enhanced collaboration to ensure your relationships with your suppliers remain profitable. It's a win-win for all parties. Over time you'll notice that communications improve and mutual goals will align more closely.

# Purchase Requisition (PR)

Formalize request from a user or group, act as a control and track results



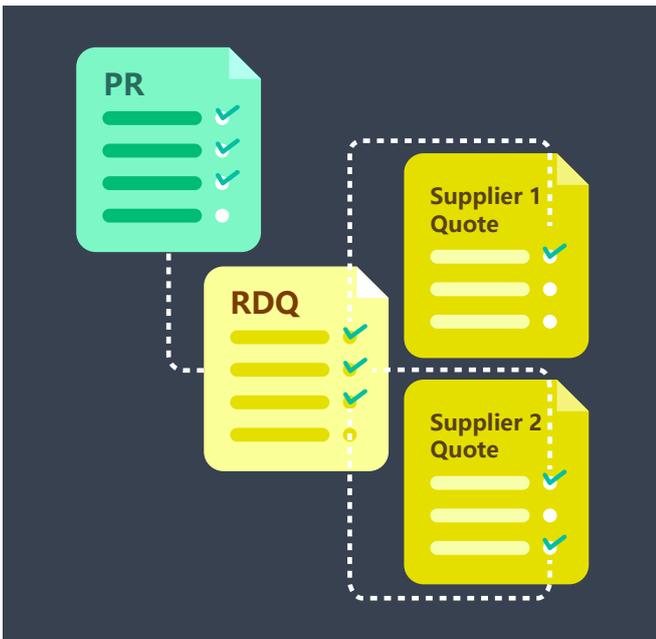
## Demand Mgt.

8 provides tools to forecast, plan for and manage the demand for products and services so that they are available when the business needs them. The tools allow you to carefully manage resources, budget and forecast to ensure that the right amount of goods and services are available at the right time.

## Approval Mgt.

8 provide the purchase requisition approval flows to set clear checks and balances for spend requests related to new material, new equipment, new labors, new budgets and every other type of expense. The well-designed approval workflows protect your organization from spending over budget and running out of cash.



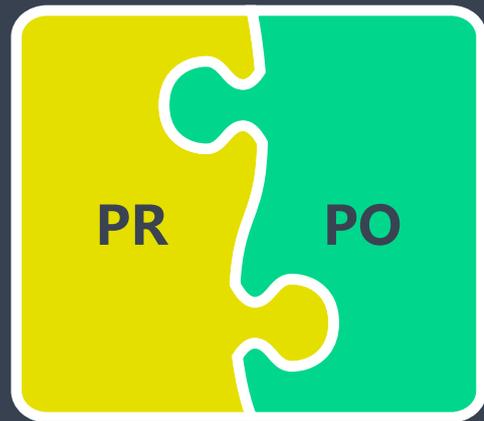


## RFQ & Quotation

8 PR can be converted to 8 RFQ to solicit goods or services in which a business can invite suppliers to submit price quotes and bid on the job.

## Purchase Order

8 PR can also directly converted to 8 PO. It then becomes a legally binding agreement between the buyer and the supplier.



<b>TARGET</b>	<b>ACTUAL</b>
Delivery time	Delivery time
Delivery quality	Delivery quality

## Delivery Performance

8 provides delivery metrics such as below to allow you to manage performance:

- Number of complete deliveries
- Order accuracy rate
- On-time delivery rate
- Late frequency
- Complain rate
- Return rate

# e-Quote

8 e-Quote provides an efficient way for inviting sealed quotations.

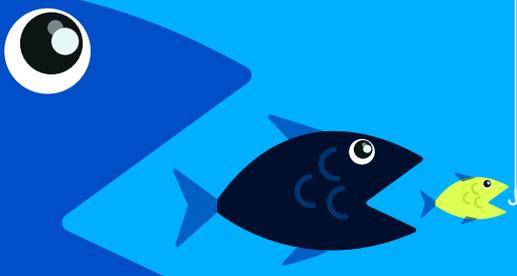


## Open & fair process

8 e-Quote offers an open and fair process to reduce the chance for corruption.

## Confidential bids

8 e-Quote's confidential bids encourage contractors to drive down prices



## Incentive best offer

8 e-Quote maximizes the competitive incentive to offer the best price initially.

## Accurate comparison

8 e-Quote allows your teams to compare bids accurately.



# Purchase Order (PO)



**Compliance mgt.**

8 enforces the specification of the following during PO creation and detects their deviations during PO execution:

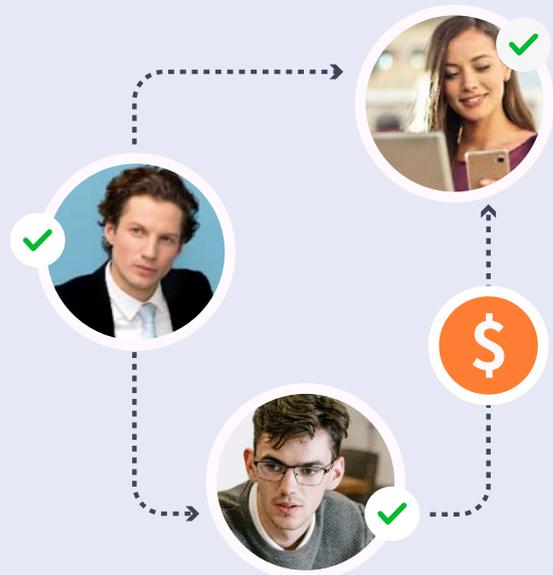
- Terms and conditions of the order
- The list of which items will be purchased
- The quantity of each item
- The price of each item
- The delivery date for each item (or for the entire PO)
- The delivery location for each item (or for the entire PO)

## Approval mgt.

8 PO approval is the flow of actions required from different stakeholders to validate a PO and bring it into effect. The process checks and balances to ensure the organizations:

- Spends within a budget limitation
- Complies with company spending policies

For any purchase order to be a legally binding contract, it must pass the approval process.



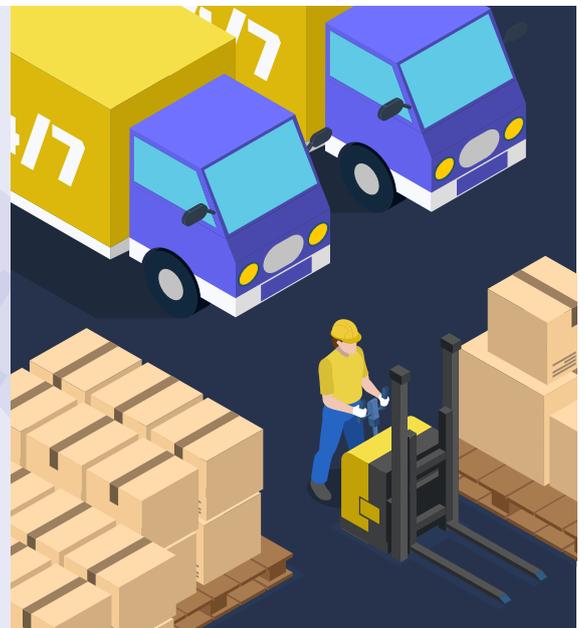


## Communication mgt.

8 PO helps manage the orders and expectations surrounding a transaction. When a clear workflow is established, all parties will understand what happens at each step. This helps teams better communicate and clear up any misunderstandings along the way.

## Acceptance

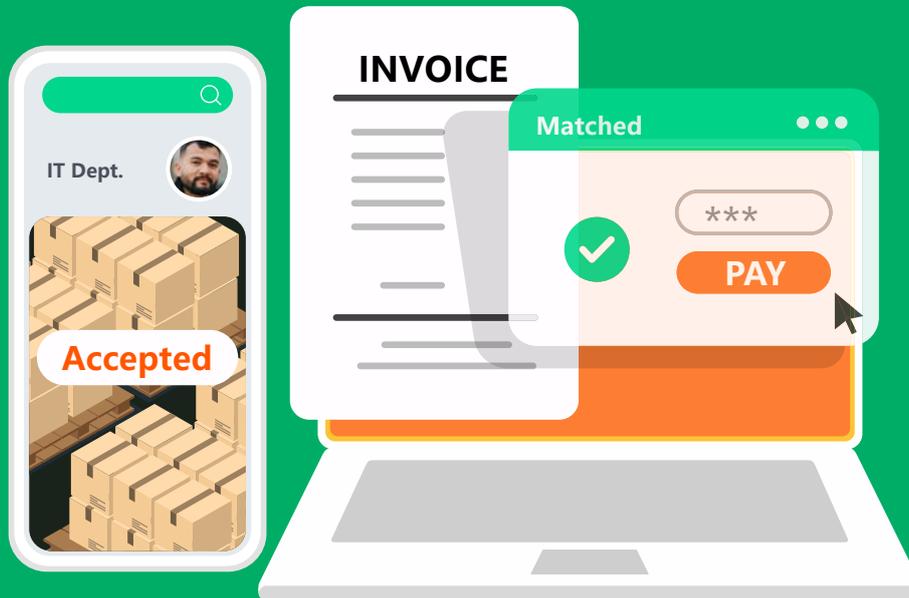
8 PO supports planning, organizing and managing the delivery and acceptance of goods and services. It also supports the inspection, storage, return and any movement of goods. This is a crucial aspect of any goods and services acquisition, as it affects the cost, quality and safety of the production or work.



## Warehousing & inventory

8 PO allows you to take control of your inventory levels, minimize out-of-stocks, and sync warehouse stock levels with purchasing tasks. Whether you're a small business or an enterprise-level corporation, ensure efficient inventory control and smooth procurement processes.

## Invoicing & Payment



Once an invoice is received from the supplier, 8 will start the three-way matching process of the following to ensure the supplier has fulfilled their contractual obligation according to the details of the purchase order:

- Purchase order
- Order receipts and/or packing slips
- Invoice

Once the series of checks are completed and the invoice is in fact payable, 8 will generate a payment request to send to your payment system. After the payment is paid, 8 will mark the invoice status as "already paid" .

With purchase-order-based invoice verification, all the items of a purchase order can be settled together, regardless of whether an item has been received in several partial deliveries. Each goods receipt is settled separately. Invoices can be posted directly to G/L accounts or material accounts.

## Others

8 PO provides you the following additional functionality.

### Type & Rule Settings –

8 allows you to categorize your purchase according to your company's purchasing categorization and set up the corresponding rules to ensure your company's policies are properly enforced.

### Manual or Automatic Creation –

8 allows you to create your purchase order manually or automatically generate it from your purchase request.

### Payment Terms –

8 allows you to set up the payment terms in your purchase order so that subsequent invoices and payments can be automatically tracked.

### e-Signing & e-Chopping –

8 allows you to e-Sign and/or e-Chop your purchase order.

### e-Send to Supplier –

8 allows you to send the purchase order electronically to your supplier.

### e-Confirmation from Supplier –

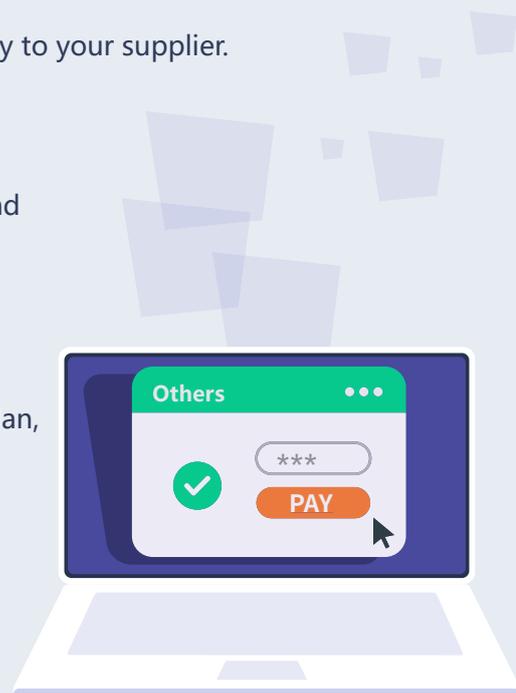
8 notifies your supplier of the new purchase order and allows it to confirm the order and then notifies you.

### Delivery Planning and Confirmation –

8 allows you and your supplier to set up a delivery plan, make changes and confirm the (final) plan.

### Rate Supplier Performance –

8 allows you to rate the supplier's performance according to its ability to fulfill the order.



# Procurement Contract

8 Procurement Contract is for long-term arrangements between your organization and suppliers.



## Cost Budgeting

8 Procurement Contract provides you tools to estimate contractual costs, set an agreed budget and manage the actual and forecast costs against that budget.

## Selection

8 Procurement Contract provides you the workflows for identifying, evaluating, and choosing third-party product suppliers or service providers. It involves seven main stages, starting from determining the needs of your organization and ending with managing the relationship with the supplier. The entire process ensures that suppliers meet the organization's specific needs and requirements for their operations.



## Requirements Specification

8 Procurement Contract provides you tools to collect and specify requirements that are to be imposed on the design and verification of the product. The specification also contains other related information necessary for the design, verification, and maintenance of the product.

## Due Diligence

8 Procurement Contract allows you to gather information to understand the credibility and suitability of the prospective supplier that you intend to have a business relationship with.

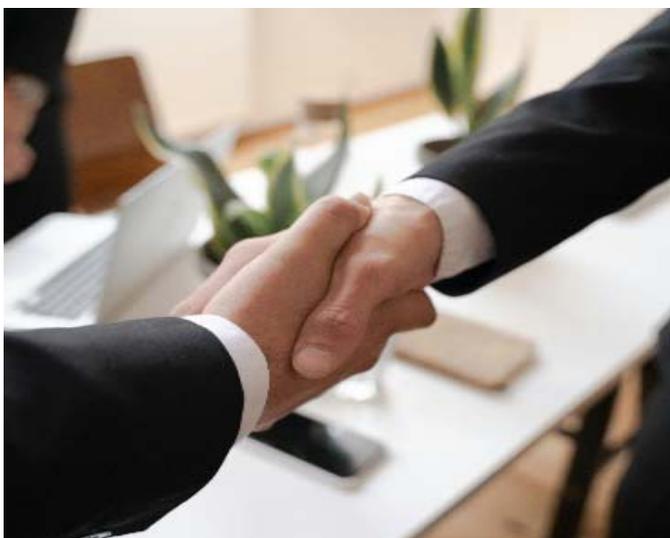


## Service Level Agreement

8 Procurement Contract provides you tools to specify and track the commitment to the standards the provider must adhere to, and the metrics to measure the performance.

## Terms & Conditions

8 Procurement Contract allows you to set the rules of how the product or service may be used including, but not limited to, things like copyright conditions, age limits, and the governing law of the contract.



## Negotiation

When two companies negotiate, both parties seek to obtain favorable terms and minimize financial, legal and operational risk.

8 Procurement Contract provides you the communication tools to work with your suppliers to come to an agreement on a set of legally binding terms.



## Legally Binding

8 Procurement Contract provides you the electronic signing tool to allow you and your supplier to append signatures to your contract, symbolizing agreement and understanding between the parties involved. This process is fundamental to business transactions, serving as the final step in formalizing agreements. The act of signing a contract holds significant legal weight.

## Project Initialization

8 provides you tools for project initiation. Project initiation is the first step in starting a new project. During the project initiation phase, you establish why you're doing the project and what business value it will deliver—then use that information to secure buy-in from key stakeholders.



## Project Delivery

8 Procurement Contract provides you and your supplier tools to manage each activity and deliverable in your procurement project to meet the delivery requirements.

## Change Management

8 Procurement Contract provides you tools to manage unexpected changes to ensure that impacts are minimized, changes are made smoothly and without disrupting the other tasks.



## Final Acceptance

Under the common law of contracts, upon final acceptance, the owner takes control and ownership of the project and the risk of loss passes from the contractor to the owner.

8 Procurement Contract provides you tools to record the final acceptance of the work as completed, including any deficiencies known to exist.



## Invoicing & Payment

8 Procurement Contract provides you tools for your supplier to submit invoices to you and you to request payments to pay the invoices according to the contractual payment terms.

## Maintenance

8 Procurement Contract provides you tools to manage support service levels to ensure nursing activities and defect repairs are done according to the contractual terms.



## Renewal

8 Procurement Contract provides you tools to track contractual renewal periods and pre-agreed upon prices and automatically generate reminders and renewal contract drafts for you.

# Settlement

Settlement is a crucial step in the procurement process. 8 provides a secure cloud environment with the highest transparency and visibility into the settlement workflow. Immediate access to procurement budget information helps you detect inconsistencies and potential fraud before they become significant problems.

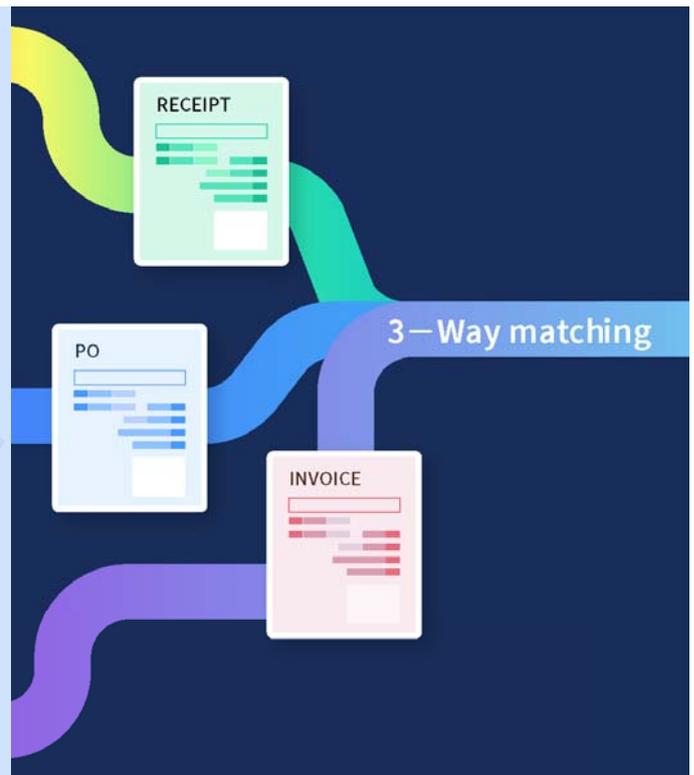


## Supplier Invoice & AP

8 automates your supplier invoice and AP workflow seamless and simple. Say goodbye to wasted time managing invoices and payments.

## 3-way Matching

With 8 you can perform three-way matching between the delivery-and-acceptance document, supplier Invoice, and PO/Contract to check if you have received the order correctly and if there aren't any discrepancies. Once three-way matching is complete, the invoice is approved and forwarded to payment processing.



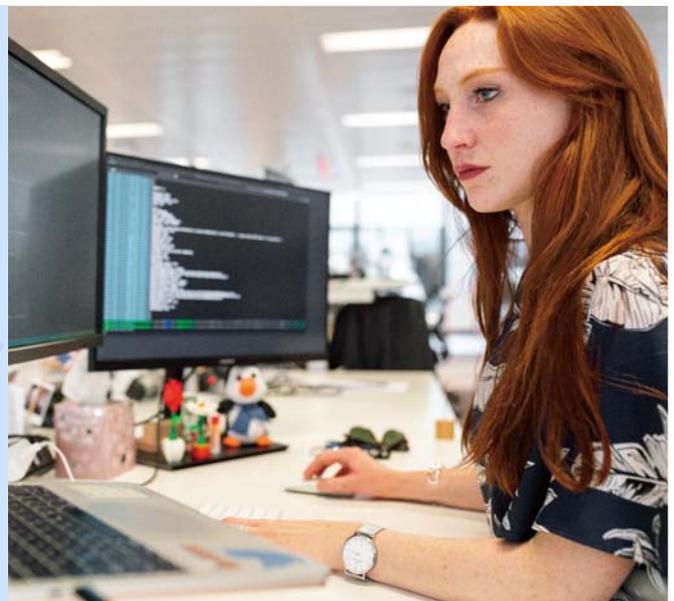


## Payment

8 allows you to pay one or multiple approved invoices to the supplier. After your payment request is approved, your finance department will be notified to issue the payment.

## Bookkeeping

After the payment process, you make a record of it for bookkeeping and auditing. All appropriate documents right from purchase requests to payment are stored in the 8 system.



## Traceability and Auditability

8 allows a simple and cost-effective way for a business to investigate its transactions and invoices presented by its suppliers. You can use 8 to examine invoice integrity prior to paying a supplier. 8 provides valuable information on the status of an invoice and signals a warning when receivables are disputed or goods are undelivered.

# Procure To Pay Feature List

Feature	Description
<b>Supplier Mgmt</b>	
Info Mgmt	Support to record basic info of suppliers, such as region, industry, type, grade, product, status, etc.
	Support to record communications with suppliers.
	Support self-defined fields on the supplier page.
On-boarding Approval	Support self-defined appraisal criteria for supplier on-boarding .
	Support self-defined workflows for supplier on-boarding approval.
Performance Appraisal	Support performance appraisal for suppliers.
	Allow to score supplier performance and submit for approval.
	Support supplier classification by grade.
	Support to check the supplier blacklist.
	Support flexible definition of questionnaire content.
Risk identification	Support to connect TianYanCha business search platform to access suppliers' credit information.
<b>Purchase Demand Mgmt</b>	
Purchase Demand Basics	Support online filling and approval of procurement demands .
	Support setting purchasers by product type, who can generate purchase requests based on the approved purchase demand's products.
	Supports associating products of approved purchase demands with purchase requests.
<b>e-Quote Mgmt</b>	
e-Quote Basics	Support to record basic info of e-Quote requests, such as name, responsible person, responsible group and product.
	Support one or more rounds of e-Quote requests to multiple suppliers.
	Support to set start and end dates of e-Quote requests which automatically start after the settings.
	Support association between e-Quote and purchase requests .
	Support price ranking according to supplier quote info.
	Support quote approval.
	Support to generate purchase orders after price comparison is completed.
<b>Purchase Request &amp; Request Mgmt</b>	
Purchase Request & Request Basics	Support online submission and approval of the procurement requests.
	Allow to define different approval flows according to groups, cost levels etc.
	Auto check of procurement budget when submitting a procurement request.
	Able to assign procurement responsible person after the procurement request is approved.
	Allow to raise purchase request for products with info is already in Item Master and also for one-time purchase products with info entered on the fly.
	Able to fetch effective quotations of a desired product.
	Support quick-quote-request function.
	Track for the procurement execution results of Purchase Request.
Quotation & Quick Quote Process	Allow suppliers to quote online.
	Able to rank offers by quoted price.
	Support quotation approval.
	Allow to generate PO directly from the Purchase Plan or Purchase Request.

Standing Offer Mgmt	Auto reminding and generating product price inquires to suppliers according to different standing offer cycles.
	Support to convert standing offers to quotations and auto putting them in Quotation Master.
<b>Purchase Order Mgmt</b>	
Purchase Order (PO) Basics	Support to generate PO directly from the purchase request.
	Support user-defined PO approval flow.
	Support PO approval via mobile apps.
	Able to retrieve the agreed upon price from the quotations and blanket contracts.
	Auto comparison of the purchase price with the benchmark price in real-time and generating derivation alert.
	Support user-defined payment terms and goods delivery arrangements.
	Provide procurement cost overrun alert.
	Allow supplier to confirm PO and provide delivery info on line.
Goods Receipt	Allow to set rules for free quantity and under and over delivery.
	Push goods receipt notifications to the dashboard of the responsible person.
	Allow to receive the goods partially or exceedingly.
	Allow to receive free quantities.
	Support quality inspection process.
	Support goods return process.
	Support auto conversion of the goods received units to the inventory units before putting the goods in warehouse.
	Able to track down goods receipt status.
Support quick supplier performance evaluation immediately after inspecting the received goods.	
Quality Inspection	Support user-defined quality inspection template.
	Support goods quality control process.
	Support recording of inspection results.
<b>Procurement Contract Mgmt</b>	
Contract Basics	Allow user-defined contract types.
	Support basic contract info (e.g., Responsible parties, dates, cost items, payment terms, renewal)
	Allow to upload the contract attachments.
	Support recording of important interactions with suppliers related to the contract.
	Support contract budgeting and cost tracking
	Support the online contract approval flow.
	Support assignments of contract activities.
	Support contract on-hold.
	Support contract version Mgmt.
	Support contract evaluation.
Support audit trail.	
Blanket Contract	Support multiple types (e.g., fixed-price, time-and-material) of blanket contract.
	Support the end-to-end blanket contract process from establishment to fulfillment.
	Auto tracking execution of subcontracts or PO under the blanket contract.
SLA	Allow user-defined Service Level Agreements (SLA) based on pre-defined SLA types.
	Auto real-time tracking of each SLA actual against target.

Procurement Financial Mgmt	
Invoice	Support to generate invoices based on a single receipt or payment terms.
Statement of Account	Support to gather goods receipt notices and returns based on the periods to generate statements of account.
	Support sending statements of account to the supplier contact for confirmation.
	Support to deduct the supplier advance payment from the bill amount to calculate the actual account payable.
Payment	Support payment based on confirmed statement or invoice amount.
	Support correlation between payment amount and invoice amount, and to filter payment records with difference between payment amount and invoice amount.
Product Mgmt	
Info Mgmt	Able to store and maintain product info such as product name and product ID.
Price & History	Add user-defined fields in the product basic info page.
	Support product info access privilege control.
	Auto summary of product unit cost, total cost etc.
	Able to collect all the historical purchase records.
Benchmark Price	Auto calculation of the procurement benchmark price based on the minimum/average historical prices in quotations/PO.
Admittance Approval	Support product admittance approval flow.
Inventory Mgmt	
Warehouse Mgmt	Support warehouse location, storage type, partition and space definition.
	Support product inventory quantity, balance and outstanding requests for each item by warehouse.
	Support entering/exiting warehouse by warehouse location, storage type, partition and size (space).
Inventory Mgmt	Support different kinds of auto inventory adjustments including inventory increment or decrement by PO and manual adjustments. The system will record all the changes in real-time and provide instant updating of the inventory info.
	Support request from inventory, receive from inventory and return to inventory Mgmt.
Stock Transfer	Support pre-defined stock transfer strategy (e.g., FIFO), transfer request and transfer approval.
Stock Check	Support stock check mgmt.
Real-time Monitoring	
Expense Monitoring	Support to define cost budget by different cost classifications and provide budget approval mechanism.
	Support the real-time aggregation of the actual cost to each subgroups, subbranches and the headquarter.
	Provide cost overrun reminding.
Business Map (OGSM)	Support comprehensive Mgmt of all the key business info and KPI under one page.
Reporting & Alerts	
Standard Reports	Provide all kinds of real-time reports for purchase request, purchase order, procurement contract, supplier, invoice and payment.
Real-time alert	Allow user-defined alert rules and auto sending of alert messages for reminding, notification and escalation.
Org Chart & Control	
Org. Chart/Users/Roles Mgmt	Support to define enterprise org chart, client org chart and supplier org chart.
	Support to manage different titles of the internal users and their corresponding enterprises levels; approval rights can be assigned according to different enterprises levels.
	Allow login and non-login external users associated with different suppliers.
	Role-based access control -- separate general privileges, specific role rights to access to certain functions and specific data rights to access certain data.
Policy and Rule Mgmt	Allow user-settings of different policies and rules for different business processes and events.
	Provide audit trail to track for the changes of policies and rules, including time, users, original value and new value.

User Interface Personalization	
User Selected & Defined Specific Fields/Pages	Allow to select different fields and subpages for each major screen.
	Allow to define new fields of different types (e.g., text, numbers, date, money, system objects) in each major screens to capture of new info.
	Allow to embed user-defined fields in search criteria and display user-defined field values in each system object's listing page.
User-defined Menus	Allow to define major menus and the sub-menus within each major menu to be shown.
	Allow to define the "Attention" dashboards and the real-time display components to be used on each dashboard.
	Allow to define the default language, default page for each major menu and commonly used navigation flows.



**8** can provide best combination of standard products & redevelopment services for enterprise management and over 500 corporations in Asia are using our following modules on-premises or SaaS:

**8 SRM** : Supplier Management, e-Procurement and e-Tender

**8 PPM** : Project and Portfolio Management

**8 CRM** : Corporate Client CRM and Consumer CRM

**8 Timesheet** : Resource Time and Cost Management

**8 New Way** : Visual Agile and Lean

**8 Service** : Service Management

**8 EDMS** : Electronic Document Management System

**8 OA** : Office Automation

**8 HCM** : Human Capital Management

**8 All-in-one** : Enterprise Full Automation

**Wisage Technology Ltd.**

 [8Manage.com](http://8Manage.com)

 [info@wisagetech.com](mailto:info@wisagetech.com)

 +852-6919-6665