

Advanced Requisition Management

Advanced Requisition Management (ARM) is an online requisition management and workflow solution designed to deliver full-cycle procurement functionality securely to your organization's desktops or mobile devices.

Get visibility and take control of the spending in your business by effectively managing your entire procurement process with Advanced Requisition Management for Kinetic.

Stay on budget and manage spend limits with automated processes and flexible multi-dimensional approval workflows

In today's economy there is no room for waste and inefficiency. Success is about reducing costs as much as it is about increasing revenue. Keeping tight control over capital and operational expenditure is a critical priority for any organization.

The key to efficient controlled spending lies in the ability to empower staff with requisitioning responsibilities whilst ensuring that contracted buying agreements and spending limits are enforced, with requisitions routed to the relevant individuals for approval in a timely manner.

This control needs to be streamlined to avoid extra steps and lengthy processes. With its budget and receiving tolerance checking, ability to provide more flexibility in requisitioning materials for jobs and a flexible approval and notification workflow engine, Advanced Requisition Management (ARM) streamlines and automates the entire procurement process – increasing efficiency and communication, enforcing control and driving down costs throughout your organization.

Tight integration with Kinetic

Advanced Requisition Management was built to extend the requisition and purchasing functions within Kinetic. It has tight real-time integration hooks with your Kinetic system, giving your staff a seamless experience when it comes to the Kinetic data that ARM uses and the transactions it creates.



Advanced Requisition Management

"Advanced Requisition Management enables us to keep tight control over capital and operational expenditure. More importantly it has improved process efficiencies, optimised inventory levels, and reduced costs right across our organisation."

*David Fisher
Executive Manager,
Business Services | Juniper*



- All or part of the inventory items can optionally be available in the ARM catalogue.
- Purchase requests can be processed for Kinetic jobs and projects.
- Non-inventory requests for goods and services are linked directly to GL accounts including budgets and GL splitting ability.
- Kinetic suppliers and preferred suppliers are supported including integration with their online catalogue or web store.
- Multiple location and multiple company requisitions are supported.
- Purchase Orders, Transfer Requests, Receipts and Accounts Payable Invoices are automatically generated within Kinetic.
- You want to control the procurement process for non-job and non-inventory OpEx and CapEx spend and/or alert the Requestor and Approver if they are over budget.
- You want to change the MOM in any way - for example, use an alternative material or accommodate an ad-hoc change or unexpected need.
- You want a more granular approval workflow which accommodates multiple dimensions at a line level rather than being limited to approval at the 'Buyer' level for the whole purchase request.

Advanced Requisition Management automates these steps for you, enabling you to easily fulfil these functions without a labour cost overhead. Processes are streamlined, eliminating costly errors and enabling your staff to source materials, goods and services faster.

What are the main differences between Advanced Requisition Management and standard Kinetic Purchase Requests?

Kinetic Purchase Requests have been built primarily on the premise that you are requisitioning material or a subcontract operation for a job that is part of the Method of Manufacture (MOM). As long as you don't want to change the MOM or you don't have a non-linear approval flow, Kinetic handles this quite well. The challenges occur in the following circumstances;

Multi-dimensional Approval Workflow

- Routing of approvals based on authorization limits and next approver.
- Design approval 'trees' based on GL Account/ Account Mask, Category/Part Class of the item or goods/services being requested, and/or Location/ Site/Warehouse the request is for.
- Automate the delegation of tasks to other team members to account for absences or team changes.

Real-Time GL Budget Checking

- If configured, ARM will check the requisition amounts against the GL Budget linked to all non-inventory Catalogue and Non-Catalogue items for any ARM users required to follow GL Budget checking, real-time every step along the approval chain.
- If over budget, the user will be alerted visually in ARM, however the requisition can still be submitted and the approver can decide on the action to take.

Standing Orders and Blanket Orders

- Create a Standing Order in ARM and then generate recurring orders automatically from this template, based on a configured recurrence pattern.
- Create a Blanket Order for a supplier where you have an arrangement to draw down against the PO, for example a one year contract for maintenance services.

Internal Transfer Requests

- Control if a material is requisitioned from another location, or purchased from a supplier, and whether it should go into stock or be automatically expensed on receipt.
- Requisitions generate a transfer request in Kinetic after approval.

Accounts Payable Approval Workflow

- Easily manage variations between receipt and AP invoice values with tolerance levels.
- Ability to attach a scanned copy of the invoice that flows through to the AP Invoice record.
- Easily add miscellaneous lines that appear on the invoice but weren't captured on the PO, such as freight.
- Support of two- and three-way matching.

Support for Preferred and One-Time Vendors

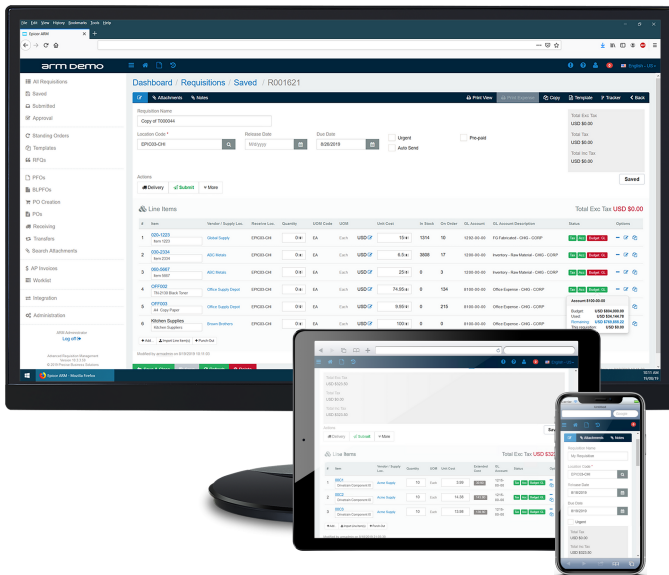
- If pricing arrangements have been made with your suppliers, ARM helps ensure these prices are utilised via Preferred Suppliers for Catalogue and Inventory items.
- No need to set up new vendors for one-off purchases, as this is easily managed within ARM and integrated to Accounts Payable.

Manage Supply Bids with Request for Quote

- Easily create a Request for Quote (RFQ) for suppliers to invite them to bid on your purchase request.
- Centralised management of the communications between you and the suppliers bidding for the opportunity, including win and loss communication.
- Turn the successful RFQ into a requisition line to be submitted for purchasing approval.

Integration with Supplier Websites

- Access or 'punch-out' to a suppliers web store and add items to the suppliers shopping cart.
- The shopping cart is returned back into the ARM requisition, ready for approval and subsequent PO to the supplier.



How Procurement Automation can optimize your business

- Greater control and visibility of business spend and the procurement process.
- Elimination of time-consuming and non-value adding manual steps.
- Standardized workflows and approvals across the organization.
- Automation of discrepancy management and budget checking to stay on track.
- Compliance to preferred suppliers and pricing contracts.
- Faster sourcing of materials, goods and services.
- Less non-preferred suppliers means less risk and greater cost savings.
- Better handling of low dollar purchases to free up time for managers.
- Electronic processing for faster results and less paper management.

EPICOR

We're here for the hard-working businesses that keep the world turning. They're the companies who make, deliver, and sell the things we all need. They trust Epicor to help them do business better. Their industries are our industries, and we understand them better than anyone. By working hand-in-hand with our customers, we get to know their business almost as well as they do. Our innovative solution sets are carefully curated to fit their needs, and built to respond flexibly to their fast-changing reality. We accelerate every customer's ambitions, whether to grow and transform, or simply become more productive and effective. That's what makes us the essential partners for the world's most essential businesses.

Contact Us Today: info@epicor.com | www.epicor.com

The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations, or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality, or reasonable skill and care. This document and its contents, including the viewpoints, testimonials, dates, and functional content expressed herein are believed to be accurate as of its date of publication, July, 2021. Use of Epicor products and services are subject to a master customer or similar agreement. Usage of the solution(s) described in this document with other Epicor software or third-party products may require the purchase of licenses for such other products. Epicor and the Epicor logo are trademarks or registered trademarks of Epicor Software Corporation in the United States, and in certain other countries and/or the EU. Copyright © 2021 Epicor Software Corporation. All rights reserved.