



# PROcure

## A PRIMER FOR PROCESS, PROPERTIES AND PAYBACK

*“To harness its diverse competitive advantages, a robust e-Procurement system like PROcure should be an integral part of every supply chain and operational strategy.”*

### PROcure PROCESSES

**e-Procurement management** with **PROcure** includes the following processes for acquiring goods and services:

- **Procurement planning**  
*Determining what to procure and when*  
Coordinates with legacy ERP system
- **Solicitation planning**  
*Documenting product requirements and identifying potential sources*  
Maintains an historical on-demand database of pertinent supplier information, including profiles and capabilities; negotiated prices; negotiated terms; contracted limitations...
- **Solicitation and Vendor Registration Portal**  
*Obtaining quotations, bids, offers or proposals*  
Electronic step-by-step bid submission with built-in assurances for complete vendor responses allows for a fuller bid process; email notification to vendor for incomplete and/or out-of-date (e.g., licenses, insurance) information
- **Source selection**  
*Choosing from among potential vendors*  
Allows “apples-to-apples” comparison for ease of vendor selection
- **Contract administration**  
*Managing the relationship with the vendor*  
Sends purchase order delivery directly to the supplier; maintains real-time order status; submits payment request; coordinates payment approval process
- **Contract close-out**  
*Completion and settlement of the contract*  
Sends electronic notifications/receipts to suppliers, archives, managers
- **Measurement & management**  
*Means to continuously measure and manage supplier performance*  
Full on-demand reporting for benchmarking the facilitation of comparative and costs analyses

## SPECIFIC PROPERTIES OF PROcure

- Ease of deployment: local on premise or cloud-based hosted
- Designed on a Microsoft-based SQL platform, a database engine that is very stable, fast, secure, easy to work with and extremely popular with IT developers
- Integration with Microsoft Active Directory
- Secure two-factor authentication
- Integration with existing ERP systems
- Application is embedded (“iframed”) into your existing website for a seamless look and feel as well as for recognition with your brand
- Mobile-friendly
- Browser-responsive
- Ensures regulatory compliance
- All-sector usage: private, public (school districts/government) and not-for-profit

## OVERALL BENEFITS OF PROcure

- Streamlines the procurement process and facilitates operational improvements and efficiency
- Reduces paperwork and paperwork handling
- Reduces the time between need recognition and the release and receipt of an order
- Enhances communication within the company/organization and with suppliers
  - Automatically notifies relevant stakeholders when key milestones are reached
  - Creates transparency
  - Allows for on-time payment processing
- Virtually eliminates manually inputted errors
- Lowers overhead costs; eliminates the need for non-value added personnel
- Allows purchasing personnel to spend less time processing purchase orders/invoices and more time on strategic, value-added purchasing activities
- Provides a secure record-keeping repository
- Encompasses robust on-demand reporting
- Presents tracked data in an actionable format so you can measure supplier performance and identify bottlenecks in the purchasing process

## BENEFITS OF SIGNATURE SYSTEMS

- Over 30 years’ experience in diverse turn-key and in-depth technology solutions
- CISSP Level 1 Certified
- Certified PCI DSS Provider
- Thousands of satisfied customers in thousands of locations—many of whom routinely recommend our products and services to others