

Process automation of the Purchase Requisition

Purchase requisitions are, as a part of procurement processes in companies, created and processed a thousand to the thousand times every year. Due to the quantity and method of processing, purchase requisitions enable a high degree of standardization and automation and are therefore part of the classic workflow-capable processes for TIM. By an optimal degree of process control and –automation the saving potential reveals itself quickly.

Which situations do we discover at the customers?

- Purchase requisitions are normally tied to approval procedures
- Approvals are carried out in paper form
- Inflexible and inefficient approval workflow in ERP-Systems
- Long wait time
- Inadequate information for each process status, as well as lacking or unnecessary communication
- Lack of prioritization and partially delivered wrong or lost purchase requisitions on transport routes
- Varying conditions depending on the company



TIM creates a fast remedy!

Through the use of TIM the disadvantages are quickly eliminated.

- Direct approvals via the TIM user interface or via e-mails enable an efficient work regardless of the users' location and access device
- Distribution of assignments, as well as the delivery of e-mails for status information or as reminders on the basis of escalation scenarios or representative appointment, is done automatically
- Communication with the ERP system (e.g. SAP) ensures an always-updated state of the data
- At any time ad-hoc tasks can be created and existing ad-hoc tasks can be accessed
- All data can be evaluated in real time and therefore new optimization potential can be discovered
- Standards are set under the observance of potentially possible ways of approval

The process of approval is designed in a slimmer, more transparent and more comfortable way. As a result of standardization and automation throughput times are decreased significantly. The whole process and single throughput times gain transparency and the quality is increased automatically as a result of standardization.

Savings through the use of TIM:

Per 1.000 Purchase Requisitions

<i>time savings</i> / <i>hourly rate</i>	30 €	40 €	50 €
5 min.	2.500 €	3.333 €	4.167 €
10 min.	5.000 €	6.667 €	8.333 €
15 min.	7.500 €	10.000 €	12.500 €