4D PROCURE-TO-PAY SOFTWARE (P2P)

Procure to Pay Software that's flexible, loaded with functionalities and easy to use

4D PROCURE-TO-PAY SOFTWARE

RFQ & Quotation

❖ Raise Request for Quotation (RFQ) against suppliers

❖ Obtain quote from suppliers for items requested

❖ Negotiate online with suppliers for quote provided

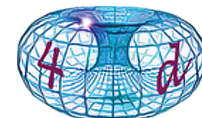❖ Finalise supplier and convert to Requisition/PO for approval

Requisition

❖ Raise Requisition for items both from web and mobile

❖ Define and choose rate card items with approved suppliers.

❖ Check funds availability against budget before raising requisition.

❖ Approve requisitions can be approved based on approval hierarchy and approver list.

4D PROCURE-TO-PAY SOFTWARE

Purchase Orders

- Auto-create PO from Requisition, PO Print and email to Suppliers.
- Manually create purchase order
- Approve purchase order based on approval hierarchy.

Receipting / QC

- Receipt items from Purchase Order
- Quality Check of goods receipted

Purchase Invoice

- PO matched & Non-PO invoicing
- Approve invoices based on hierarchy
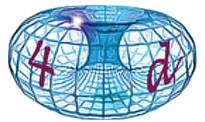- Advance invoice, apply advance invoice to standard invoice

Payments

- Single payments and batch payments
- Approval of payments
- Payment bank file generation

4D PROCURE-TO-PAY SOFTWARE

Petty Cash

- Advance voucher
- Booking of petty cash voucher and payments
- Approval for petty cash invoice

Inventory

- Maintain inventory for goods
- Automatic inventory valuation
- Capture minimum and re-order level for goods

Expenses

- Create Expense report through 4D Expenses APP
- Expense Approval via hierarchy
- Interface Approved Expenses to 4D Purchase invoice application

Payroll

- Create employees and capture all relevant employee details
- Upload employee attendance via mobile APP or via Excel / CSV upload
- Calculate salary