



## Tools

- ⇒ Preconfigured Business Processes
- ⇒ Developed Add-Ons to Enhance Synergy

## Manuals

- ⇒ Training Guides for Users
- ⇒ Product Knowledge

## Customization

- ⇒ Synergy and Tools do not address your requirements

## Training

- ⇒ On-site
- ⇒ Remote Training

## Workspaces / Reports

- ⇒ Development

## HAVING THE RIGHT TOOLS

= **IMPORTANT**

## HOW TO BEST USE THEM

= **PRICELESS**

[CONTACT US FOR TRAINING](#)

## Procurement Light

### Application:

In a Purchasing Department, Resources often have several responsibilities. These include the collection of purchase requisitions for items used by resources or in jobs. Checking for the approvals by managers of these requested items. Ultimately the vendor is selected and a purchase order is created.

This process involves many steps and unless automated processes are in place, your purchasing department will be working with stacks of papers and forms.

Our solution is to use Synergy Enterprise to have all purchase requisitions to be approved by appropriate management resources. Once the decision of vendor has been selected, Synergy will create the purchase order in Macola ES / Globe or Macola 10 and can be sent to the vendor.

### Functionality:

- ⇒ Personalization of Purchase Requisitions
- ⇒ Synergy workflow provides purchase requisitions approvals
- ⇒ Personalization of Requests for Quotes
- ⇒ On-screen review process provided for RFQs

### Features:

Creation of Purchase Orders in Macola ES / Macola 10 or Globe.

Resources may have multiple Purchase Order limits.

Other GLM Tools included with this Tool are Workflow Plus modules that include: Free Fields, Purchase Limits, Multiple Approver and e-Mail Notification

**Contact us to schedule a live demonstration today.**



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## ADDITIONAL INFORMATION OR SPECIFICATIONS:

- **30 minutes of training** / installation assistance **included** with this tool.
- **Manual included** will provide guidance for the self-install process and training of staff with this new functionality.
- **Delivery** of this tool will take approximately **7 business days**.
- The tool - Multiple Purchase Limits in Requests is included with this purchase.
- Consulting Time of 8 hours to 16 hours should be planned at current Consulting hourly rate.

### Requirement for Install and Use

This tool requires the addition of the Exact Role – “Enabling Add-On Solutions” for any Resource that is Viewing, Editing or a Participant in a Workflow Request that will be using this functionality. This Role is available at a small cost from Exact Software, and is licensed by individual users. This Role is required for many of our tools and custom applications described on this website.

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