

BasWare Procurement Solutions

BasWare - more than 1,000 customers in 20+ countries.

▶ Key Benefits

Improved Business Performance

- ▶ Enables purchases of different kinds of products and services by providing catalogs, contract-based and free-text purchasing processes
- ▶ Strengthens buyer-supplier interaction through easy catalogue management and supplier-side catalogue connectivity
- ▶ Supports versatile content management
- ▶ Provides extensive reporting functionality for management purposes

Compliance, Transparency and Control

- ▶ Initiates multi-hierarchical approval workflows
- ▶ Enhances compliance by providing a complete audit trail
- ▶ Provides full transparency across purchasing processes including transaction specific history log
- ▶ Controls authorization through flexible user rights based on roles and user groups

Savings and Return on Investment

- ▶ Offers built-in best practices for fast implementation without lengthy parameterization
- ▶ Reduces costs and improves accuracy by automating critical tasks
- ▶ Provides anywhere, anytime access via browser-based interface (web-based for end-users and PC-based for professional buyers)
- ▶ Improves productivity with an intuitive, easy-to-use interface for users

- ▶ Proven electronic procurement solutions for large and medium size enterprises - across industries, across the world

Streamlining the Purchasing Processes

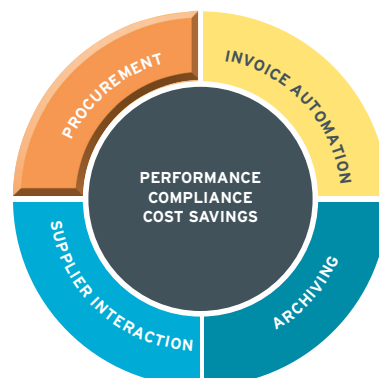
Would you like to increase control of your company's spending? Or gain real-time visibility of the purchasing process? BasWare Procurement Solutions can help your organization improve supplier management with fact-based spend information. At the same time you'll maximize supplier value and implement procurement strategies through appropriate purchasing authorizations. The result is a streamlined, cost-effective procurement solution that saves your company time and money and boosts your bottom line.

BasWare Procurement Solutions BasWare Procurement Solutions is a suite of off-the-shelf applications that consist of: BasWare Purchase Management, Supplier Portal and Catalog Feeder solutions. These solutions come with built-in best practices for purchasing, including catalogs and standardized methods for service and one-time-purchasing. BasWare's built-in best practices help you manage, control and automate your Purchase-to-Pay process.

Manage your organization's purchases. Catalogues and contracts let you focus on preferred suppliers and prevent maverick buying. With BasWare, it is easy to manage your organization's purchases by cost management structure, purchasing categories, products, or supplier and contracts. Cut costs by contract based purchasing. According to BasWare's customers, when using a procurement solution you can achieve a cost savings of approximately EUR 10 per purchase order by cutting off mail, fax, copy machine, handling and archiving cost; and by increasing contract based purchasing. BasWare Procurement Solutions helps you to manage contracts and cut down maverick buying. This is critical to creating bottom line savings and optimizing the entire purchase to pay process.

Control purchasing in real time. With BasWare, you monitor every step of the purchasing process from creating a purchase requisition through approving, ordering, and goods receipt. You have a real-time control over your organization's spending and can easily keep track of deliveries and supplier performance.

Automate Purchase-to-Pay. It's simple to integrate BasWare Procurement Solutions with BasWare Invoice Automation Solutions and Enterprise Resource Planning Systems (ERP), suppliers systems or payment systems. A highly automated Purchase to Pay process improves business performance, ensures compliance and transparency, and facilitates organization-wide control over procurement and A/P processes.



BasWare's Procurement Solutions consist of BasWare Purchase Management for your organization's internal procurement, Supplier Portal and Catalog Feeder for supplier interaction.

▶ Key Features

- ▶ Multi-company environment
- ▶ Quote management
- ▶ Catalog management
- ▶ Product and product group management
- ▶ Catalog and non-catalog buying:
 - Buy-side catalogs
 - External catalogs on the supplier's site
- ▶ Contract management
- ▶ Requisition and purchase order
- ▶ Multilevel approval process
- ▶ Automatic orders enabled either by
 - XML or
 - e-mail
- ▶ Delivery confirmation
- ▶ Extensive ready made reporting
- ▶ Supplier performance tracking
- ▶ Extension modules:
 - Authorization check
 - Automatic workflow
 - Budget check

BasWare extends 3-way matching of purchase orders and invoices

- 2-way = Invoice to Purchase Order
- 3-way = 2-way + Goods receipt
- 4-way = 3-way + Quality inspection
- 5-way = 4-way + Complete audit trail

With BasWare 5-way Matching, you can match your invoice data or invoice line items, with purchase orders, purchase order rows, or contracts. It ensures your invoice is paid only after goods have been received and their qualities have been inspected. This will help you to achieve complete audit trail and real-time visibility.

What makes BasWare Matching unique is the ultimate exception handling. According to a Gartner-study, 35% of all paper invoices can be defective. BasWare Matching helps you to handle defective invoices manually or electronically instead of creating the entire purchase order over again.

BasWare Purchase Management

BasWare Purchase Management (PM) application automates enterprise purchasing processes by providing a cost-efficient way to manage and control your organization's internal procurement process. It enables fully automated workflow from requisition generation to approval, order and goods receipt.

The powerful features of BasWare PM support procurement of different kinds of products and services services, such as: office supplies, IT equipment, transport services, insurances, marketing & PR, travelling expenses, security & cleaning services, etc. These features provide extensive reporting capabilities for managing procurement operations:

Select from catalogs. Users can simply select the products from pre-defined catalogs and create a requisition. The system also enables users to create requisitions from outside the standard product catalogs. All requisitions can be associated with contracts of preferred suppliers.

Review and approve according to your policies. When ready, requisitions are sent for review and approval using BasWare's multilevel review and approval workflows that adapt easily to meet company policies. For example, your organization can define automatic approval workflows by product category.

Confirm the delivery. The system supports both manual and electronic creation of purchase orders. Delivery confirmation with comprehensive five-way order matching ensures that invoices are paid only after goods have been received.

E-mail notifications. At each step of the process, users are notified by email including a link to the required action. The user application is browser-based and installation-free, which makes it perfect for remote use.

Managing catalog content. Buyer-side product catalogs can be imported into the system in XML format or created manually. External catalogs are easily accessible on suppliers' websites or third-party marketplaces.



BasWare Supplier Portal

Reduce the time you spend answering invoicing-related inquiries and handling order responses - give your suppliers a self-service solution!

BasWare Supplier Portal (SP) is a value-added product that integrates customer-supplier information value-added, out-of-the-box. With BasWare Supplier Portal, your suppliers can access specific, real-time order and invoice data through a secure website. Suppliers can pick up and respond to orders, confirm delivery dates, view their own invoices and customer orders invoice status via the BasWare Supplier Portal.

BasWare Catalog Feeder

BasWare Purchase Management supports xCBL - the industry standard - in electronic product catalogs. While product catalogs can be created from suppliers' or your organization's customer's own systems, the simplest solution is the BasWare Catalog Feeder.

BasWare Catalog Feeder (CF) is a free application that customers and suppliers can use to create XML product catalogs for BasWare Purchase Management. It is quick and simple to set up and very easy to use.

BasWare Catalog Feeder makes it easy to create products and add them to customer-specific product catalogs. Users can import product data into the application or create data manually, and can even add images and attachments that are displayed to end-users in BasWare Purchase Management.

▶ Key Features

- ▶ Order browsing
- ▶ Order and delivery date confirmations
- ▶ Order commenting
- ▶ Invoice browsing
- ▶ Configurable views to invoices and orders
- ▶ Supplier-specific rights to invoice and orders
- ▶ Supplier visits logged

▶ Key Features

- ▶ Product creation
 - Manual entry
 - Import data (CSV)
- ▶ Product images and attachment
 - Files and URLs supported
- ▶ Catalog creation
- ▶ Flexible pricing
- ▶ Customer history

Leading software for financial process automation

▶ BasWare Enterprise Purchase to Pay Solutions for end-to-end financial processing

BasWare Enterprise Purchase to Pay Solutions automates all business-critical financial processes of large and medium size organizations. The solutions deliver value in three key areas: improved business performance, visibility of financial processes, and fast return on investment. BasWare solutions let you start small and think big, gradually building a high-impact, quickly implemented end-to-end solution to fit your company's needs.

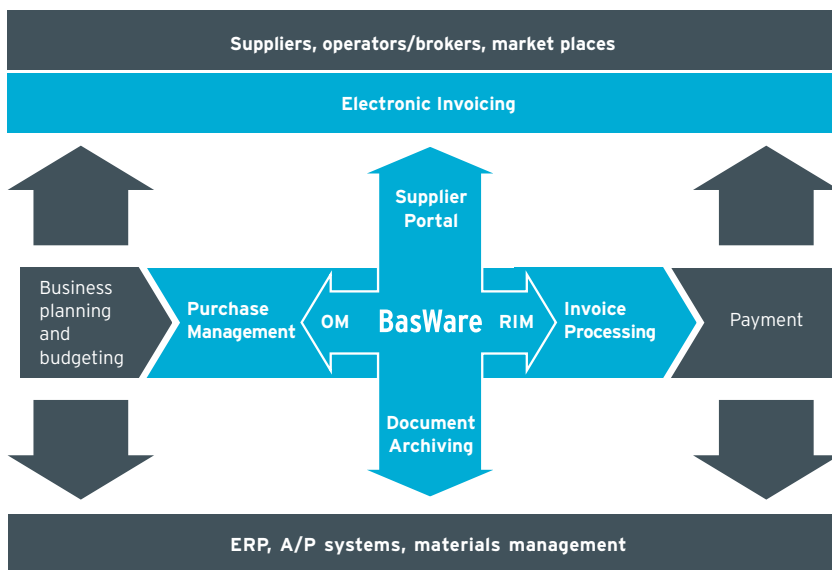
With BasWare, you realize greater return on your existing investments (ROel) from core business and financial systems such as Enterprise Resource Planning (ERP), Accounts Payable (AP) and materials management. BasWare uses the information generated by these systems to feed its automated processes, adding value to your organization and making it easier and faster to manage process change.

In all, the BasWare suite provides an end-to-end financial processing solution that can't be matched by non-integrated manual or point software. BasWare's proven concepts have been enhanced over time, based on extensive input from our global customer base, to become the most cutting-edge Enterprise Purchase to Pay Solutions in the world.

BasWare

With more than 1,000 customers in 20+ countries around the world, BasWare achieves rapid and profitable growth by delivering software solutions that meet customer needs. Over 300,000 users in various industries across the private and public sectors depend on BasWare products to automate business-critical financial processes. Founded in 1985 and headquartered in Espoo, Finland with subsidiaries throughout Europe and the US, BasWare Corporation is a public company listed on the Helsinki Stock Exchange.

BASWARE ENTERPRISE PURCHASE TO PAY SOLUTIONS



OM = Order Matching, RIM = Recurring Invoice Matching

Copyright © 2005 BasWare Corporation. All rights reserved. BasWare is a registered trademark of BasWare Corporation. Other product names mentioned may be trademarks of BasWare or the property of their respective owners.

For further information please contact:

Arcplace

Arcplace AG, Seehofstrasse 6, CH-8008 Zürich
T: +41 44 260 80 00 / www.arcplace.ch / info@arcplace.ch

Digital Archiving Solutions