



PROCURE-TO-PAY AUTOMATION GUIDE

2018

A guide to cloud procure-to-pay automation for CIOs, CFOs and CPOs.

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Procure-to-Pay Automation

WHAT IS PROCURE-TO-PAY AUTOMATION?

Procure-to-Pay or P2P automation streamlines all purchasing, accounts payable and related activities electronically. P2P automation is a tool that can enable businesses to:

- ✓ Connect with all of your suppliers online by accessing their catalogs, creating purchase orders, viewing real-time pricing and receiving
- ✓ View and report on forecasting and budget impact
- ✓ Electronically match POs, receiving documents and invoices
- ✓ Manage inventory that is ordered, used, transferred, replenished, planned and tracked
- ✓ Manage food operations to control margins, food costs and consistency across multiple locations while easily connecting and managing suppliers
- ✓ Manage and purchase for capital projects and expenditures
- ✓ Easily report on all spend and purchasing due to a centralized marketplace

PROCESS FLOW

1. **Search and Connect with Suppliers:** Order guides, favorites, compare prices, find suppliers and select items; Inventory, Recipe & Capital Budget modules are connected to suppliers in eProcurement
2. **Create Purchase Order:** Assign multiple GL codes, delivery instructions, select from multiple suppliers, attach documents, submit
3. **Workflow Approvals:** Based on your business rules, PO is routed for approval with email alerts, access to budget Checkbook Drilldown functionality
4. **Supplier Receives Order & Delivers:** Supplier is automatically notified of PO and delivers items
5. **Receiving:** Items are received in Inventory and Receiving documents are submitted for auto-matching
6. **AP 3-Way Auto-Matching:** Purchase Order, Receiving and Invoice goes through 3-way auto-matching and invoice is either matched, marked as an exception or not matched
7. **Payment:** BirchStreet integrates to customer's ERP/accounting system for payment
8. **Reporting and Business Intelligence:** On demand, real-time dashboards and reporting can be generated at any time



CIO Strategic Advantage

STRATEGIC OVERVIEW

BirchStreet for Information Technology Departments: IT security and integrations.

There's no disputing that a cloud based SaaS solution makes the most sense for small, medium and large size businesses. Real-time, on demand information across the globe, whether you are on a mobile device or sitting in your office, is what is expected in today's business environment. Customers and partners expect immediate information and BirchStreet can deliver that data. The cloud based SaaS platform will complement your cloud strategy to give your business a competitive advantage.

Benefits:

- ✓ BirchStreet integrates with most accounting or ERP systems, GL, HRIS, POS and other applications
- ✓ The SaaS environment doesn't require any extra headcount or IT resources to manage the system as updates are continuously made in the cloud by BirchStreet
- ✓ Deployment and implementation is all done by BirchStreet
- ✓ Reporting and analytics help with strategic initiatives
- ✓ BirchStreet has internal, worldwide customer support and tools
- ✓ Software maintenance is handled by BirchStreet
- ✓ The BirchStreet platform is easy, flexible and configurable to any company
- ✓ Secure access and secure data
- ✓ Approval workflow controls
- ✓ Integration into corporate ERP

SECURITY

IT departments and CIOs often worry about security, especially when dealing with purchasing, finance and inventory functions. BirchStreet has single sign on (SSO) for each user. The customer assigns user rights, access and exposure for each user and location.

BirchStreet Systems is dedicated to providing customers with not only the best procure-to-pay products and services, but keeping its infrastructure and technology current and running with maximum performance. BirchStreet recognizes that speed and efficiency are crucial to our customer's business, as well as our own. Our uptime stats are on par. From database and application servers to firewalls and Storage Area Networks and more, top of the line equipment and security is important to us.

Your data is safe with us. BirchStreet has its servers in a highly secured location with a Disaster Recovery Center backup in a separate location. Customer data is eternally archived for the life of the contract. In addition, BirchStreet does not store credit card numbers so the data cannot be breached or stolen.

CFO Strategic Advantage

STRATEGIC OVERVIEW

BirchStreet for Finance Departments: Business intelligence to reduce costs.

BirchStreet's procure-to-pay automation platform lets Finance departments strategically make real-time decisions about the company's spend. Budgets, spend, approvals and reporting can now be managed anywhere, anytime. Having valuable insight into your spend gives you control and the tools to make the best decisions and the ability to reduce costs. Finance departments and CFOs assess financial performance, operations, risk management and control on a daily basis, and BirchStreet gives you the business intelligence and information you need.

Benefits:

- ✓ Budgeting for OS&E and multi-year cap ex
- ✓ Instant budget/forecast updates in the system
- ✓ Advanced approval workflow anytime and any place
- ✓ Analytical business intelligence (BI) in real time, on demand and scheduled
- ✓ Checkbook Drilldown provides line level budget item and PO detail (past, present and future)
- ✓ Visibility into property level transactional activity by location and region (brand, geography, type of location)
- ✓ Total, optimal control over the P2P business processes, including compliance and spend
- ✓ Reduces time and expense at AP process level by automating invoice matching
- ✓ Identify saving opportunities through spend visibility
- ✓ FF&E controls and management using capital budget management
- ✓ Corporate business rules embedded into the Marketplace
- ✓ AP tolerances for AP Automation
- ✓ Inventory product masters controls
- ✓ Integration into corporate ERP

BIRCHSTREET DRIVES COMPLIANCE AND CONTROL

Rules, regulations and audits are part of today's business environment. BirchStreet can help. Cloud-based software allows companies to incorporate their business rules into the platform. Supplier, product, price, approval workflow, budgets and tolerance compliance are all customized to your business rules. With over 200 standardized reports, analysis and reporting – on demand or scheduled – will bring efficiency and visibility. The data is at your fingertips. BirchStreet becomes an integral partner with indispensable tools for finance and the accounts payable department.

CFO STRATEGIC ADVANTAGE

BIRCHSTREET INCREASES EFFICIENCY

BirchStreet eProcurement combined with AP 3-Way Auto-Matching enhances process efficiencies that can help finance run leaner and repurpose employees with other tasks for even more productivity. Purchase orders and invoices no longer sit in approver's inboxes or get misplaced. Approvers are alerted via email and with BirchStreet's cloud based SaaS platform, and can approve anywhere, anytime. In addition, eInvoicing capabilities can speed up processes and allow companies to take advantage of early and on-time discounts, reduce paper and other mailing costs.



CPO Strategic Advantage

STRATEGIC OVERVIEW

BirchStreet for Purchasing Departments: Optimize purchasing and cut costs.

Purchasing departments are focused on saving your company by getting the best pricing through contracts, developing strong relationships with suppliers and making sure each purchase is compliant by brand, price or vendor. BirchStreet can make your lives easier by automating all of these processes. Adopters of procure-to-pay technology know that BirchStreet's eProcurement module in particular, allows purchasing departments to streamline spend, have accurate real-time pricing with connections to every supplier, online catalogs and tracking. This automated, cloud based system creates efficiency, control, visibility and compliance all in one centralized location.

Benefits:

- ✓ Robust catalog functionality
- ✓ Centralized and automated cloud based purchasing activities
- ✓ Faster approval process for purchase orders and invoices
- ✓ Brand and supplier compliance
- ✓ Ability to search by low price, vendor, or order guides
- ✓ Purchasing analytics, tracking and reporting
- ✓ Spend Analytics to reduce product compliance gap
- ✓ Strong supplier relations with options for automated payments, discounts and credits
- ✓ Access to over 345,000 suppliers, including Punch-outs, Adopted Suppliers and Suppliers-on-the-Fly, with no charge to your suppliers
- ✓ Corporate business rules embedded into the Marketplace
- ✓ User access to the system by role, location or business rules
- ✓ Visibility into property level transactional activity by location and region (brand, geography, type of location)
- ✓ Purchasing with property ship to addresses
- ✓ Integration into corporate ERP

PURCHASING ROI:

Depending on the current state of purchasing processes and the desired state using best practices, most companies see their return on investment in 6 to 9 months following implementation. The combination of the reduction of manual processes, including faster approval time, the ability to search for the best prices, the reduction of rogue spending, and potential negotiated discounts and savings from suppliers all lead to large savings for businesses. Visibility and control into all purchasing activities keeps the return on your investment in BirchStreet increasing year after year.

CPO STRATEGIC ADVANTAGE

IT'S EASY:

Purchasing departments who use BirchStreet find the system easy to use despite the complex functionality that powers the system. For purchasing, the steps are simple: login, search your catalogs, select your items and submit your PO for approval. Once the PO is approved in the system, the buyer automatically submits their order to the supplier. Purchasing departments can access real-time data and tracking of orders. Reports can be run ad hoc or scheduled.



READY FOR A DEMO?

As the leading provider of cloud based procure-to-pay automation technology for the hospitality industry with over 11,000 contracted locations in over 100 countries, BirchStreet understands your business and provides its services and platform to food service management, restaurants, food manufacturing, hotels, casinos, country and athletic clubs, stadiums, airports, education and other industries. Contact us today for a demo at sales@birchstreet.net.

Company Information

BIRCHSTREET OVERVIEW

BirchStreet Systems provides global enterprises with cloud based procure-to-pay automation software and services to improve efficiency and increase profits. BirchStreet offers SaaS based operating and reporting tools to improve business processes by automating eProcurement, AP 3-Way Auto-Match, Inventory Control, Recipe Management System, Executive Dashboards and Capital Project modules. Thousands of businesses in over 100 countries currently subscribe to BirchStreet to connect with a network of 345,000 suppliers. Established in 2002, BirchStreet is privately held and is headquartered in Newport Beach, California with offices in China, Singapore, India and the UK.

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