



Infor Lawson Procurement Card

Paying by the rule.

Companies operate with generally accepted business principles in play. One such principle is called Pareto Distribution; more commonly known as the “80/20” rule. Essentially, it is an observation that most things in business are not evenly distributed, and that idea can be applied to many situations. Every company has bills to pay, whether for major capital equipment expenditures or for minor office supply purchases. The 80/20 rule applies to the time needed to settle those debts. You and your staff may already know that you spend very little time in processing the major payments for your company, when compared to its minor outlays. So 20% of your budgetary expenses may be taking up 80% of your processing time. Yet it’s the minor purchases that often keep your business operating on a daily basis.

Add freedom and flexibility to your procurement process.

The time and energy spent on processing such things as multiple requisitions, purchase orders, out-of-pocket expense reports, and accounts payable ultimately will cost your company both time and money.

Implementing a procurement card program for your employees can help you simplify these processes and save some of the costs of processing the transactions. However, you still have to administer the program, audit spending, track who is buying what, and tie it all to your Infor™ Lawson Procurement and Financials system.

The Infor Lawson Procurement Card works with your bank’s procurement card program to give you the flexibility to enhance the use of procurement cards, without limiting control over accounting processes or sacrificing visibility into what is being purchased. With Infor Lawson Procurement Card, you can implement and manage your procurement program and help ensure that your employees acquire and receive goods quickly, efficiently, and on an as-needed basis.

With the Infor Lawson Procurement Card, you can make purchasing more efficient, flexible, and convenient. You get set purchasing rules and policies, so you can give staff the freedom to purchase the items they need to keep your business running on a daily basis. Audit, review, and approval controls are already built into the system so that your employees can obtain new parts, supplies, or services while avoiding the relative high cost of getting the paperwork approved for low-cost purchases.

Breaking the rule.

While the 80/20 rule can be expressed mathematically, it is not an inviolate law. In fact, you can break it by changing the situation—and that’s what the Infor Lawson Procurement Card helps you to do. It gives your staff the flexibility to purchase items or services for the company while providing you with the security of flexible limits, reviews, and approval controls. You receive one detailed report on spending each month, much like a personal credit card statement. You have visibility into total spend, yet make just one payment for all procurement card purchases instead of multiple payments for individual invoices. Most importantly, you get to see where and how often money is spent.

With your Infor Lawson Procurement Card you can:

- Limit the use of purchase orders for low cost, high volume purchases.
- Reduce out-of-pocket costs and expense reimbursements.
- Pay from one statement instead of multiple vendor invoices.
- Match procurement card charges to purchase orders.
- Link merchants to vendors for easy 1099 reporting.
- Capture additional details like purchase categories and manufacturer details.
- Tie purchases to accounts and activities.
- Include procurement card purchases in your overall spend analysis.

Procurement card self-service.

Now you can view the data you need, when and where you need it and as fast as you need it. With the Infor Lawson Procurement card, you can significantly reduce the traditional requisition/purchase order/invoice voucher review cycle. To take it a step further, you can empower your cardholders by having them review their own purchases. With web-based Infor Lawson Procurement Card Self-Service, your cardholders can access statement details anytime, through a familiar Infor Lawson interface. They can review detailed purchases every month (including level 2 and 3 line item detail, if available from your card provider) to approve or dispute charges.



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About Infor.

Infor is the world's third-largest supplier of enterprise applications and services, helping more than 70,000 large and mid-size companies improve operations and drive growth across numerous industry sectors. To learn more about Infor, please visit www.infor.com.

What's more, Infor Lawson Procurement Card Self-Service ties into Infor Lawson Procurement, so your users have many options for viewing and recording the right amount of information about each of their purchases, including:

- Sales tax
- Freight charges
- 1099 information
- Line-item details, including merchant and item descriptions
- Commodity codes or other purchasing categories
- Accounting details, including accounting unit and activity codes
- Manufacturer detail

Your Infor Lawson Procurement Card purchases automatically load into Infor Lawson Procurement and provide easy access to cardholders and managers to review and approve their purchases. You get the efficiency and cost savings of procurement cards and the details and control of a purchase order. Best of all, you're freed up to spend more time focusing on higher-value purchases and catch up on your strategic spend and purchasing management.