



Infor Lawson Requisition Center and Procurement Punchout

A winning proposition for your bottom line

Much is expected of today's purchasing professionals—not only in terms of sheer workload, but in the expectation that they will play a strategic role in the organization. For many, the conundrum is this: "How can I be a strategic player when my time is spent on processing requisitions and making sure purchase orders go out on time?"

Infor® Lawson Requisition Center and Procurement Punchout offer hope for overburdened purchasing departments. With these web-based Infor Lawson Supply Chain Management applications, your end users can create their requisitions online, and you can automate the requisition approval process. Infor Lawson Procurement Punchout saves your purchasing staff even more time by allowing end users to requisition from vendor-maintained web sites, which reduces maintenance on an internal item master.

Infor Lawson Requisition Center and Procurement Punchout speed up the requisition process by empowering end users to assume more responsibility for their purchases (within approved boundaries). In addition, built-in controls reduce the potential for off-contract buying, which can significantly reduce your purchasing costs.

In fact, you'll not only reduce your costs and improve efficiency, you'll also save on the most valuable commodity of all—time.

Streamline your purchasing processes

Infor Lawson Requisition Center and Procurement Punchout work with Infor Lawson Procurement to help streamline purchasing processes, eliminate volumes of paperwork, accelerate order cycle times, increase standardization, improve your negotiating leverage, and, ultimately, lower your total supply spend.

With Infor Lawson Requisition Center and Procurement Punchout, you can:

- Delegate the responsibility for creating purchase requests electronically to your end users, without the need for extensive user training.
- Allow end users, such as internal requesters, to search the item master and choose from an approved selection of items at negotiated prices.
- Connect to an external vendor-maintained web site to browse and select items to add to a requisition.
- Electronically route requisitions to the right approvers for each request, without the need for manual administration.
- Consolidate multiple types of products and services into a single requisition.
- Make it easy for your suppliers to do business with you.
- Improve your negotiating leverage and the potential for discounts.

Requisition center: Empower your employees

Infor Lawson Requisition Center, enables you to extend the power of your Infor Lawson system beyond the purchasing department. Infor Lawson Requisition Center offers easy-to-use templates, robust search capabilities, and other time-saving features to help end users become more productive without the need for extensive training.

Key features and benefits

Infor Lawson Requisition Center is accessible to authorized users through a secure internet connection and standard web browser. It gives users greater visibility into approval processes, allowing them to identify bottlenecks and take prompt action when necessary. It also includes a self-service desktop receiving feature for items delivered directly to requesters.

With Infor Lawson Requisition Center, users can:

- Create a single requisition for stock, nonstock and special-order items, as well as services; Infor Lawson Procurement can then automatically generate multiple purchase orders from that requisition.
- Configure the system to meet their business requirements—you determine what information is available and which fields, menus and buttons are displayed, according to each user's role.
- Reduce the number of keystrokes needed and the amount of time generating requisitions.
- Conduct advanced searches, using key-word and autocomplete capabilities—an easy, fast way for users to find the items they need.
- Automate workflows, via Infor Lawson ProcessFlow, for routing and approval processes; you can create additional workflows with Infor Lawson ProcessFlow Integrator (optional).

Procurement punchout: A direct connection to vendors

Purchasing departments typically devote considerable time to uploading and updating item master data. Infor Lawson Procurement Punchout, an optional extension to Infor Lawson Requisition Center, can help reduce this obligation by allowing end users to browse and search vendor-maintained web sites, choosing from approved products at negotiated prices.

Infor Lawson Requisition Center at a Glance

- Eliminates paper-based requisitioning.
- Streamlines approval processes.
- Drives standardized purchasing.
- Saves money by supporting compliance to contracts.
- Helps bring more categories of spend under control.

Key features and benefits

- Enables you to punch out to multiple vendor web sites.
- Includes support for cXML punchout standards to help you extend your trading community to new vendors.
- Gives you the option to work with your vendors to set up your company view of their web sites.
- Leverages Infor Lawson Requisition Center to ensure conformity to transaction rules for user access, budget checks and manager approvals.

Free up your procurement department

With Infor Lawson Requisition Center and Procurement Punchout, you can automate your requisitioning processes and enable your end users to manage their own purchases. This frees up your procurement department to concentrate on what really matters—managing strategic relationships with your suppliers.



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About Infor

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