



# Request to Pay

**Slingshot's procurement suite provides powerful yet easy-to-use facilities for controlling and streamlining your procurement activities. Whether procuring services, consumable items, inventory, out-of-pocket expenses, or capital projects Slingshot makes the process intuitive without sacrificing capability or control.**

## **Benefits throughout Your Organization**

Requisitioners experience a simple and familiar user interface allowing them to begin using Slingshot immediately. Request status is a click away reducing phone calls to purchasing. Unnecessary or cumbersome purchasing tasks can be easily automated allowing buyers to focus their efforts on building and monitoring supplier relationships. Accounting personnel will appreciate the efficiency, auditability, and control provided. These capabilities make Slingshot the most advanced procurement solution available today and translate to significant and immediate "bottom line" results.

## **Quick and Easy Request Entry**

Slingshot's "Request" application is engineered to allow requisitioners to begin using it without training. Requests can be entered on any web browser. Slingshot's exclusive "touch mode" automatically resizes and reformats each form to allow convenient entry on any tablet.

Select from a catalogue or shopping list, copy from another request, or simply describe what is needed. Items selected are added to your shopping cart. You can also access a supplier's web site (a.k.a. "Punch Out"), shop, and add the items chosen to your requisition shopping cart. Access the cart with one click from any form to see or amend what's been requested.



An easy-to-use application promotes rapid user adoption. Tools allow you to shorten procurement times and eliminate paperwork. Configurable workflows enforce compliance with internal procedures. Drive purchases to contracts to reduce costs and build strong supplier relationships.

Attach documents or web links to better describe your requirements to approvers or buyers. Accounting information, delivery address, and estimated cost default automatically. You can request a quote or specify a preferred supplier. Justification and buyer instructions can be added as needed. When the request is complete, click the Check Out button and a summary of your request is displayed.

### **“Punch Out” to Supplier Web Sites**

Many suppliers today allow you to integrate your procurement applications with their website. Your employees link to the supplier site and are immediately logged in. Your products and contract prices are presented. The shopper selects items and checks out in the normal manner, at which point the contents of the shopping cart are received by Slingshot and added to the current requisition or purchase order.

“Punch Out” allows you to increase the percentage of your purchases “on contract” reducing costs and enforcing strategic supply relationships. Pricing is 100% accurate, reducing the need for re-approval and allowing purchasing to do its job more efficiently.

### **Configurable Request Approval**

Slingshot’s configurable approval workflow has the flexibility to meet your company’s unique approval requirements. Requisitions are driven through a rules-based approval process. Approvals are routed to one or more approvers. The routing can depend on the type of request, the requestor’s position in your organization, the commodity (e.g. electronics and software could require separate approval), and estimated value of the requested items. Approvals can be routed to approvers in a serial or parallel manner. “Stop Points” can be set requiring lower level approval before approvals are sent to higher level approvers.

### **Automatic Notifications and Alerts**

Slingshot Notifications and Alerts constantly monitor procurement processes eliminating bottlenecks and shortening request-to-pay timeframes. Notifications are triggered by specific events (e.g. Request Approval) and are sent to stakeholders via e-mail or mobile app notification. Alerts periodically check for exception conditions. Messages are sent to subscribing users via the application dashboard or e-mail.

Approvers are notified immediately via e-mail and/or mobile device notifications. Alerts will automatically remind an approver that an approval is late. The requestor is notified when the request is approved or denied as well as when the goods are ordered and received. Buyers receive alerts when items are approved and awaiting purchase.

### **Mobile Approval**

Approvers can review and process their approval requests on a computer, tablet, or mobile phone. The mobile app allows the user to review the requested items and accept or deny with one click. Approvals can be processed offline when a web connection is not available. The approver can accept the request or deny approval and return the request to the requisitioner for further action. If denied, a reason code and optional description are entered. A permanent audit trail shows who approved what and when.

### **Multiple Fulfilment Paths**

There are several options for fulfilling the request. Stocked items can be issued from inventory with no buyer involvement. Specified items on blanket PO's can also be purchased automatically. A bid process allows the buyer to select request lines and solicit price quotations from a list of suppliers. An optional "Punch Out" process allows requisitioners or buyers to shop on a supplier website and copy the contents of their shopping cart into a requisition or a PO. All processes are monitored automatically. E-mail notifications inform each user of needed actions. Alerts keep you on top of bottlenecks in the process (e.g. late approvals or receipts). Slingshot eliminates manual processes allowing buyers to focus on building and monitoring supplier relationships.

### **Buyer's Work Queue**

Approved request lines that require buyer actions appear in the buyer work queue. These lines can be selected by commodity, request, preferred supplier, need date, or any other request field. The buyer selects lines to work on and they are immediately removed from the queue and placed in the buyer's personal shopping cart. Inquiries allow the buyer to scan purchase history and identify potential suppliers. Price, delivery, and performance metrics help select the best supplier. When the supplier has been determined, the buyer opens a PO and transfers request lines from the cart to the order.

Multiple request lines can be merged to a single PO line allowing you to obtain quantity discounts. Lines on a single request can be split to multiple purchase orders.

## **Bid Processing**

Request lines can also be filled with a special PO type of “Bid Request”. The order refers to a list of suppliers. When completed the Bid Request generates a “Request for Quotation” which is e-mailed to each supplier on the list. As each response is received the supplier’s price, delivery date, and terms information on the order is updated. At any point the buyer can accept a quote or quote lines from multiple bidders. The purchase order is automatically opened and transmitted to the supplier. Reject reason codes can be attached to losing quotations providing valuable information for future bids.

When the goods arrive, the requisitioner (or warehouse personnel) can confirm receipt with a couple of clicks. Support is provided for lot and serial number tracking. Units can be barcoded. All stocking transactions can be recorded on a browser or with wireless scanners.

## **Automated Stock Replenishment**

Used in conjunction with Slingshot’s eStock module, inventory replenishment is a simple and efficient process. Target stock levels can be set for each product in each warehouse. These can be a fixed quantity or based on forecasted usage over time (e.g. 2 weeks supply). Rules can be copied or inherited from other products to minimize the maintenance effort. A suggested reorder quantity is available at all times considering the target stock level, current supply, and open demand. Alerts inform the buyer of items requiring replenishment. The buyer can review suggestions at any time and select items to a purchase order or to the shopping cart.

## **Integrated Invoice Matching**

Invoice matching is included with the Slingshot procurement suite providing a simple means of integrating with “non-Slingshot” accounts payable applications. Accounting personnel can match an invoice to a purchase order (services) or a receipt. Scanned images of the invoice can be permanently attached. If the invoice doesn’t match due to price or terms it is automatically forwarded to the buyer for review. Tolerance rules allow you to accept minor discrepancies without involving the buyer. Matched invoices are forwarded to your accounts payable software by Slingshot’s Connect module.

## **Strategic Sourcing**

The optional Strategic Sourcing application extends the above capabilities with a supplier portal and automated RFx facilities (request for information, proposal, or quotation).

The supplier portal allows a supplier to maintain current information including products offered, pricing, required financial and other supplier qualification information. The supplier can use the portal to acknowledge purchase orders, provide shipment promises, and accept preliminary invoices. The portal also provides a means of responding to requests for information, quotation, or proposals (RFx).

An RFx document can contain a survey, required terms and conditions, and a list of products or services requiring a price quotation. Weighting factors are applied to each survey question. The RFx is linked to a candidate supplier list which can be imported from an external source or constructed from purchasing history. Click a button and the RFx document is e-mailed to all candidates along with a link accessing your supplier portal. Responses are submitted by the suppliers and scored automatically based on weighting factors built into your survey. A “reverse auction” feature notifies the supplier if a lower price has been received and encourages them to return to the site and lower their quotation.

The responsible buyer is notified as each response is received. A selected response can be transformed into a purchase order or contract with one click.

## **Integrated Report Writer**

A complete set of reports including supplier listings, supplier performance reports and table listings comes standard with the Strategic Sourcing module. All reports and documents were developed using SAP Business Objects Crystal Reports toolset. Formats can be easily modified to meet your specific requirements. New reports can be developed and easily added to the application menus.

## **Microsoft Office Integration**

All reports can be exported into a range of different formats including PDF and CSV files. They can also be downloaded into MS Excel or MS Word documents.

*This brochure summarizes key aspects of Slingshot's “procure to pay” capabilities. For more information review the eRequest, eBuy, eSource and eStock datasheets.*



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