

## Workday Procurement

Indirect spend can make up a significant portion of your corporate spending. In today's business environment, building a world-class procurement organization requires you to drive cost savings and implement best practices in spend management. That's where Workday comes in.

Workday addresses the unique requirements of both goods and services spend, and doesn't require you to deploy multiple systems to manage it. From requisition to payment, Workday Procurement provides a single system for the procure-to-pay process and is built for today's global businesses.

### End-to-End Goods and Services Procurement

Workday Procurement enables you to bring user profiles, business process controls, and analytics into one system, streamlining the entire indirect procurement process. With everything in one place, you can establish consistency and gain real-time visibility into spending trends across your organization.

### Self-Service Supplier Management

Extend the Workday experience to your suppliers through the supplier portal, which allows them to maintain their personal data and specify their goods and services. Suppliers can also view their purchase orders (POs), view and load catalogs, view and respond to requests for quotes (RFQs), and view and create invoices from POs. This allows you to automate invoice processing and payments while improving supplier maintenance.

### Supplier Punchout

Connect to the supplier website or network of your choice to access a broad, open community of suppliers. Select the items you would like to purchase and add them to your shopping cart to create a requisition from the punchout session. You can select from preconfigured punchout suppliers in Workday or use the supplier network punchout connector to access other suppliers who support the punchout standard, allowing you to access and procure goods from multiple catalogs.

### Supplier Contracts

Use your company procurement policies to enforce contractual agreements with preferred suppliers. With Workday, you can configure business processes within your procurement practice to validate against pricing thresholds, and automatically generate invoices and POs from a contract or installment schedule. Combine these capabilities with powerful analytics on contractual spend to realize better control and standardization.

## Key Benefits

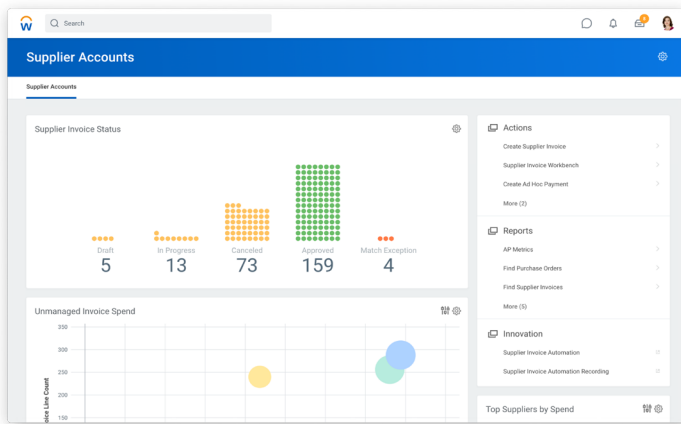
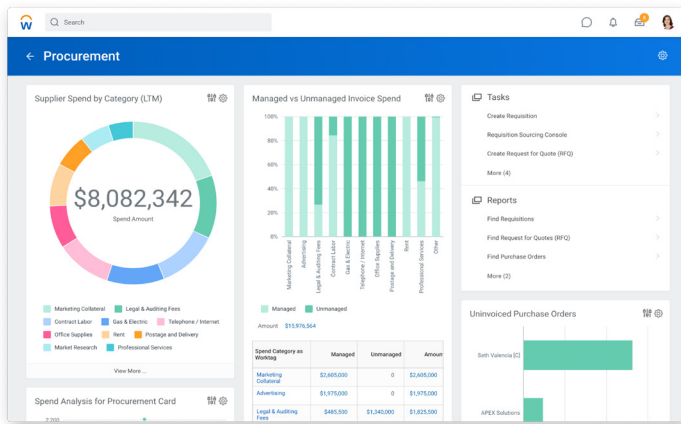
- Single comprehensive system for indirect spend management
- Streamlined procure-to-pay process
- Consumer-friendly interface for high self-service adoption
- Reduced "maverick" spending
- Potential savings identified through better spend insight
- Stronger internal spend policies and adherence
- Consistent global spend controls

## Key Features

- Cloud-based system for easier maintenance and improved cost-effectiveness
- Multisupplier punchout for seamless purchase requisitions
- Management spend reporting with multidimensional drill down
- Consistent global spend controls

## Results

- Unum: 86% reduction in requisition-to-PO cycle time; 38% improvement in on-time payments
- Broward College: 189% ROI; 50% reduction in questionable spend
- Shelter Insurance: \$650K annual reduction in out-of-policy spend



Gain insight into suppliers and organizational spend directly from the Procurement and Supplier Accounts dashboards.

### Real-Time Spend Insights

Workday gives you the details on who, what, when, where, and why in every transaction. With the ability to capture and analyze data in business terms, Workday allows you to better understand your organizational spend. These reporting dimensions, known as worktags, provide deeper and richer reporting capabilities than traditional procurement systems. They are always drawn directly from transactional data in real time—not a delayed business intelligence repository.

### Global Controls

Workday gives you the power to establish consistent security and controls across your global organization. Ensure that every type of requisition adheres to the rules and approvals set up for the organization. Specialized approvals or validation needed by any part of your organization can be provided without a separate deployment. Even with employee and manager self-service, each person has visibility and rights according to their role and permissions within the organization.

## One System with Workday Financial Management and Workday Human Capital Management

Workday is the only provider of enterprise cloud applications that gives you financial management and HR in a single system. As a result, your organization can rely on a real-time single source of truth. When Workday Procurement is used with Workday Financial Management, the financial and accounting impact is instantaneous. When combined with Workday Human Capital Management, Workday Procurement immediately updates any changes in your organization that affect employee roles or approvals. In addition, you'll realize consistency across your data, security policies, and global processes for even greater efficiency, management, and control.

### WORKDAY PROCUREMENT

#### Goods Procurement

- Create and issue requisitions and RFQs
- Item catalog search
- Side-by-side item comparison in requisitions
- Multisupplier punchout
- Buyer console for visibility and control
- Side-by-side comparison of RFQ responses
- Specify ship-to and deliver-to information at the line level on procurement documents
- Invoice creation from PO or receipt
- Internal services provisioning

#### Services Procurement

- Use service coordinator console for manual sourcing
- See project-based milestones, deliverables, and tasks
- Fill internally or through supplier PO
- Task log entry by supplier or internal
- Create invoice from PO or task log

#### Supplier Management

- Allow prospective suppliers to self-register through an external website
- Collaborate with and manage suppliers using the supplier portal
- Define priority-ranked suppliers for purchase items
- Categorize suppliers by various classifications, such as minority-owned business (MBE), foreign vs. domestic, and more
- Track and manage back orders from suppliers

#### Supplier Contracts

- Record and enforce agreements with preferred suppliers
- Implement contractual spend
- Automatically generate invoices/POs from contract or installment schedule
- Define contract renewal terms and notifications before contracts expire
- Partition suppliers by company
- Amend supplier contracts

## WORKDAY PROCUREMENT

### Integrations

- EDI supplier integrations (EDI 810, 850, 855, and 856)
- cXML format for POs and invoices
- Integration templates
- Supplier network connector
- Web services to support integrations

### Integrations

- Supplier invoice retention
- Configure spend freezes and budget checking
- Requisition templates
- Configurable approval processes
- Requisition consolidation into a single PO
- PO change orders
- Two- and three-way matching

### Reporting and Insight

- Embedded analytics during approvals
- Real-time, consolidated spend insight
- Reporting for contract history including any amendments
- Standard reporting library and custom report writer
- Configurable procurement and supplier accounts dashboards

### Global Readiness

- Intercompany transaction documentation for supplier invoices
- Requisitions in foreign currencies
- Multilanguage and available translations
- Global consistency and auditability
- Business processes configurable for specific regional requirements

### One System with Workday Financial Management

- Immediate capture of accounting impact
- A single settlement engine across all financial functions
- Budget checking and commitment accounting

### One System with Workday Inventory

- Automatic purchase requisitions for replenishment
- Common item master with inventory
- Source requisition from inventory
- Unit of measure conversion

### One System with Workday Human Capital Management

- Visibility into full-time and contingent workers
- More accurate insight into workforce capacity, capabilities, and costs
- Automatic business process updates with organizational or worker role changes

To explore how Workday Procurement can help you, please visit [workday.com/procurement](https://workday.com/procurement).



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