



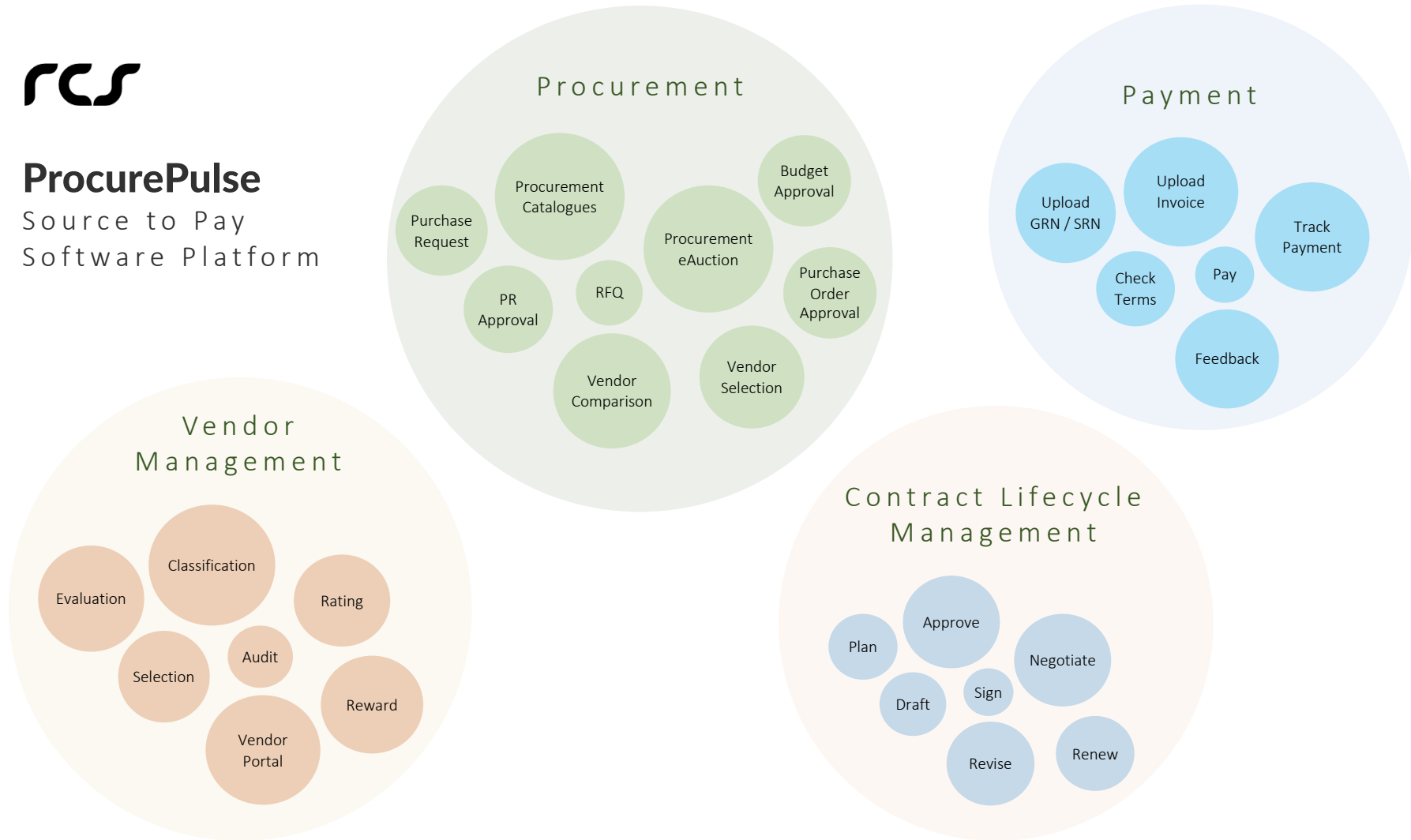
**Source to Pay**  
Software Platform





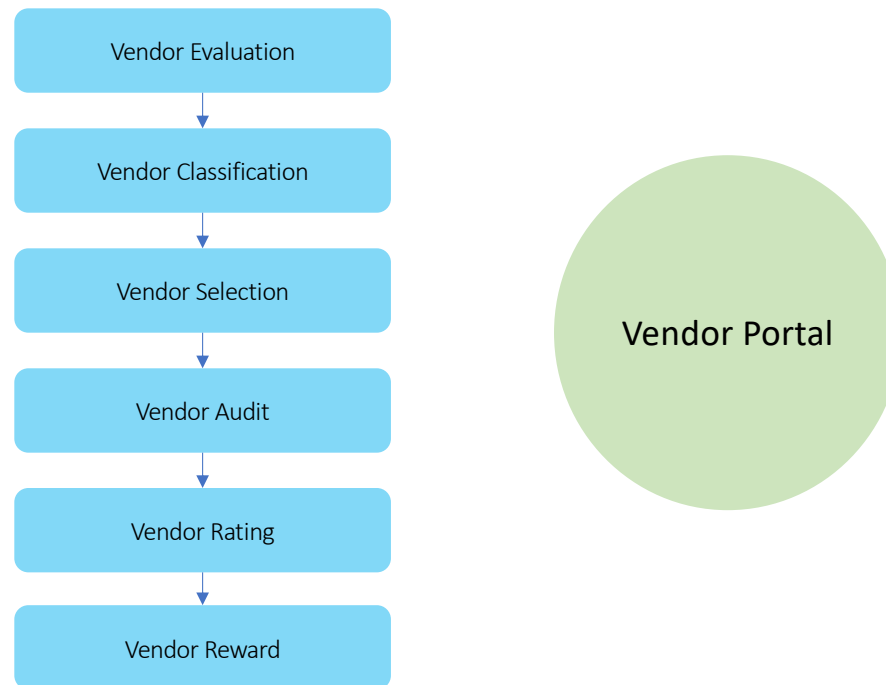
# ProcurePulse

Source to Pay  
Software Platform

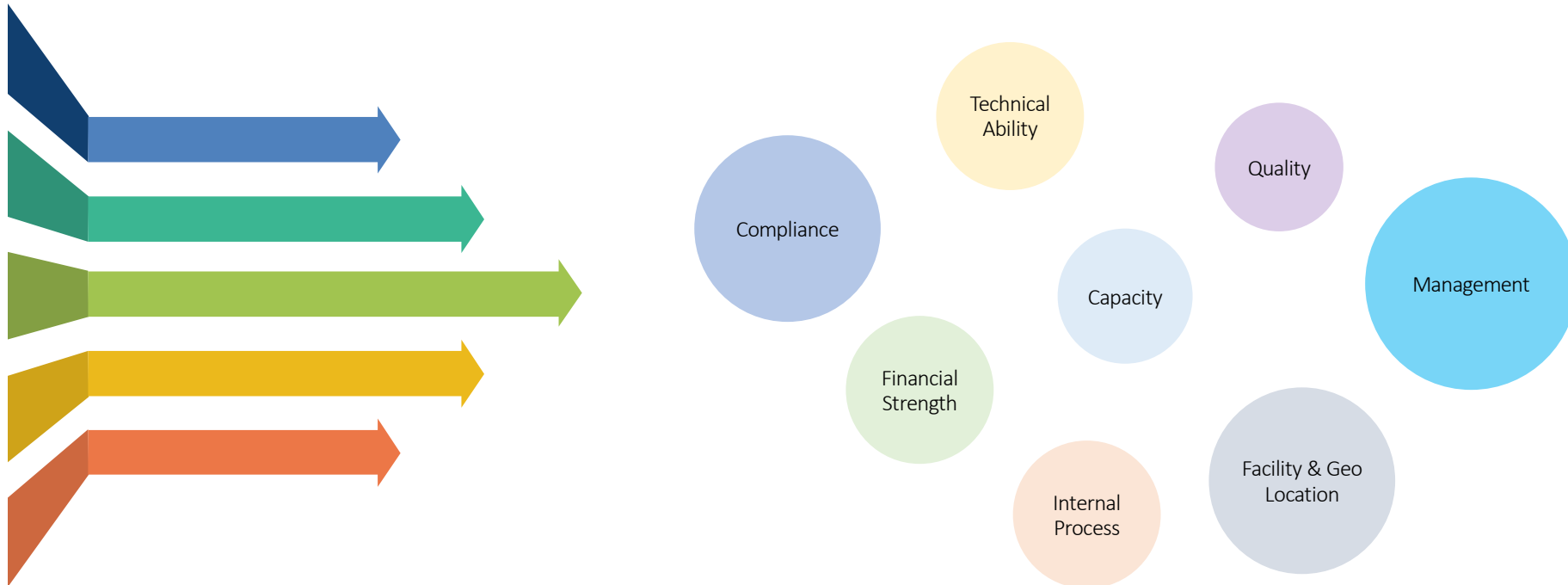


# Vendor Management

ProcurePulse Vendor Management is a software system featuring Vendor Assessment and Empanelment, RFQ with eAuction, Delivery of Goods or Services, and Payments. All functions are built for collaborative functioning of client and vendor through ProcurePulse Vendor Portal. Data collated in ProcurePulse can be used to audit vendors to rate them for rewards.



# Vendor Assessment Framework





# Vendor Assessment

Businesses can utilise ProcurePulse vendor assessment, an evaluation and approval procedure, to find out whether potential suppliers and vendors can fulfil their contractual commitments and organisational requirements. Securing a best-in-class, low-risk vendor and supplier portfolio is the ultimate objective. ProcurePulse can collaborate with the vendor evaluation team with documents uploaded by prospective vendors on key parameters.

- 1 Compliance**  
Companies can steer clear of legal problems like fines, penalties, work stoppages, lawsuits, and reputational damage by adhering to vendor compliance. Statutory compliance documents are examined as part of the ProcurePulse evaluation process.
- 2 Technical Ability**  
Request testimonials from previous clients as proof of their shown excellence, and examine the vendors' hiring practises, background checks, certification records, and training and development policies.
- 3 Capacity**  
Examine the orders and clients that potential partners have now and in the future, as well as how that affects their capacity to fulfil your present and future needs. Request operational data.
- 4 Quality**  
Examine the company's ongoing policies and practises for managing quality and adhering to industry standards like ISO, SEI-CMM or Six Sigma.
- 5 Management**  
The management team fosters collaboration among staff members to accomplish shared goals and objectives, resulting in higher output, enhanced effectiveness, and superior services.
- 6 Internal Processes**  
Request documentation detailing the company's inventory, quality assurance, purchasing, marketing, distribution, and health and safety procedures.
- 7 Financial Stability**  
Get the most recent profit and loss (P&L) statements, credit rating documentation, and fixed and current asset lists.
- 8 Facilities & Location**  
It might take longer for the goods to be delivered if the supplier is located far from the customer. This could lead to higher transportation costs and longer lead times. The facility of the supplier may also have an effect on the calibre of the products or services rendered.





# Vendor Compliance

## MANDATORY UPLOADS BY PROSPECTIVE VENDORS

Businesses must abide by the many labour and tax rules that are in effect in India, which vary depending on the state and the central government. Breaking these rules may result in fines, penalties, or harsher legal repercussions. As a result, businesses must make sure that they are streamlined, well-organized, and that the appropriate policies and procedures are in place.

- 
- PAN Card** ●

A copy of the organization's PAN card is necessary..
  - Promoters' Bio-Data** ●

A brief biography of the promoters with their email address and contact information.
  - GST Registration** ●

GST Certificate for every billing location
  - Bank Account Confirmation** ●

One of the directors' Self cancelled cheque of the Company's Bank Account.
  - Technical Ability** ●

Brief details of the Company's Technical Strength with Special Qualificarions and Certifications if any
  - **Articles of Association**

Articles of Association or Partnership Deed
  - **Financial Statements**

Balance Sheet of Company for the last three financial years.
  - **Bank Reference Letter**

Reference letter from the Company's bank narrating the health of the account.
  - **Blacklists if any With Reason**

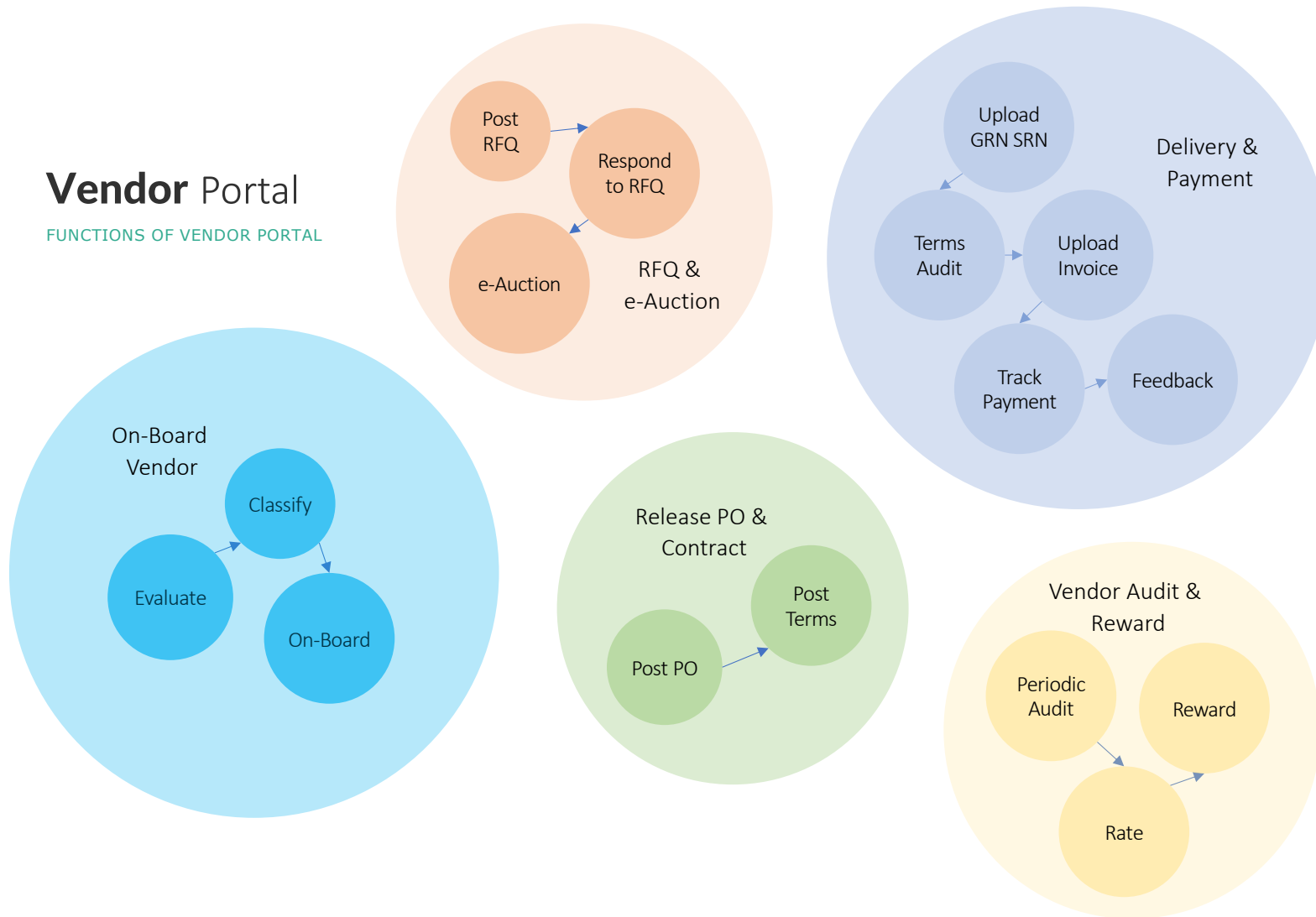
Document with reasons for blacklists if any.
  - **Quality & Internal Process**

Brief on Company's processes. Include details of certifications like ISO, SEI\_CMM if any.



# Vendor Portal

FUNCTIONS OF VENDOR PORTAL







# Vendor Portal

## FUNCTIONS OF VENDOR PORTAL

ProcurePulse Vendor Portal is an online platform that facilitates communication between businesses and their suppliers. It is sometimes referred to as a ProcurePulse Supplier Portal. It is utilised for communicating, exchanging documents, displaying status, and uploading supplier information.

The issuance of purchase orders (PO) and associated bids to vendors, reminders, receiving vendor invoices, automatically processing them in ERP, scheduling vendor payments, and other vendor management tasks can all be automated with the use of ProcurePulse Vendor Portal.

### ON-BOARD VENDOR

ProcurePulse Vendor Portal gathers the data and documents required to accept or onboard a company as a supplier or vendor for a business.

The aim is to expedite and optimise the procurement process so that businesses may quickly fulfil payments and obtain the necessary goods or services.

### RFQ & eAUCTION

ProcurePulse Vendor Portal incorporates eAuction and RFQ to expedite and streamline the procurement process. Businesses can conduct eAuctions, send out RFQs, and get quotes from vendors through our Vendor Portal.

### PO & CONTRACT

Purchase Orders can be posted in ProcurePulse Vendor Portal.

Vendors can respond with their acceptance.

Contracts and agreements can also be made in collaboration with the Vendor. The same can be posted in ProcurePulse

### SUPPLY & PAYMENT

GRN or SRN can be uploaded to the Vendor Portal followed by invoice. System triggers notification to Finance. Finance team makes payment after checking the terms.

Payment details can be posted in the Vendor Portal for intimation to the Vendor and for future reference.

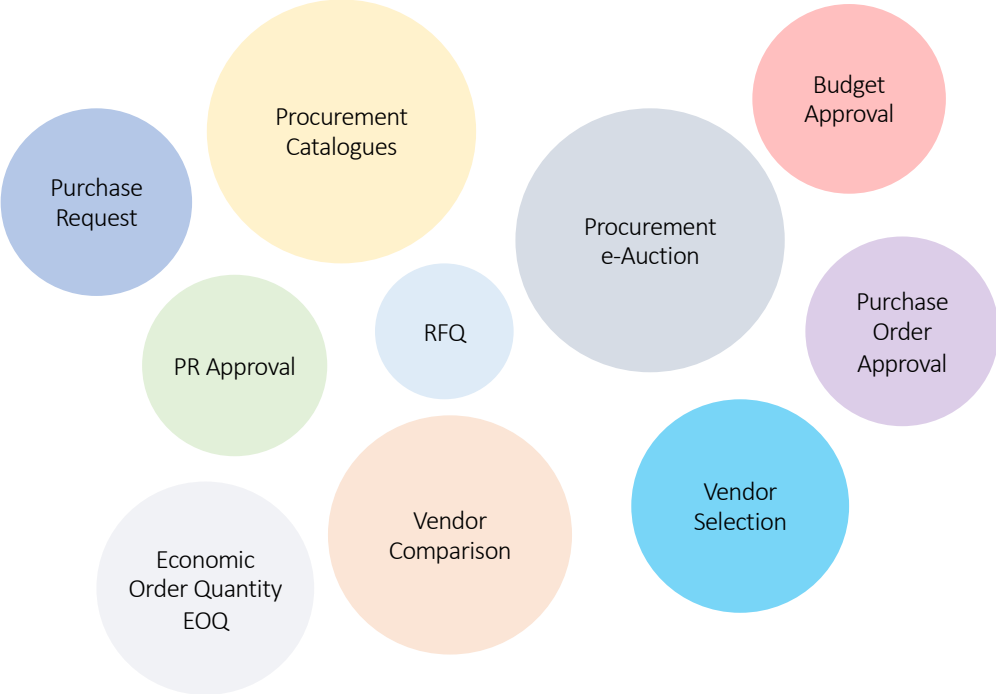
### VENDOR AUDIT AND REWARD

Using the information found in the ProcurePulse Vendor Portal, periodic audits can be carried out. Auditors can verify if contract terms are followed, supplies are delivered efficiently, and recipients are satisfied.

In order to ensure compliance, auditors can also look for updated statutory documents.

Vendors may receive rankings and rewards based on how well they perform.

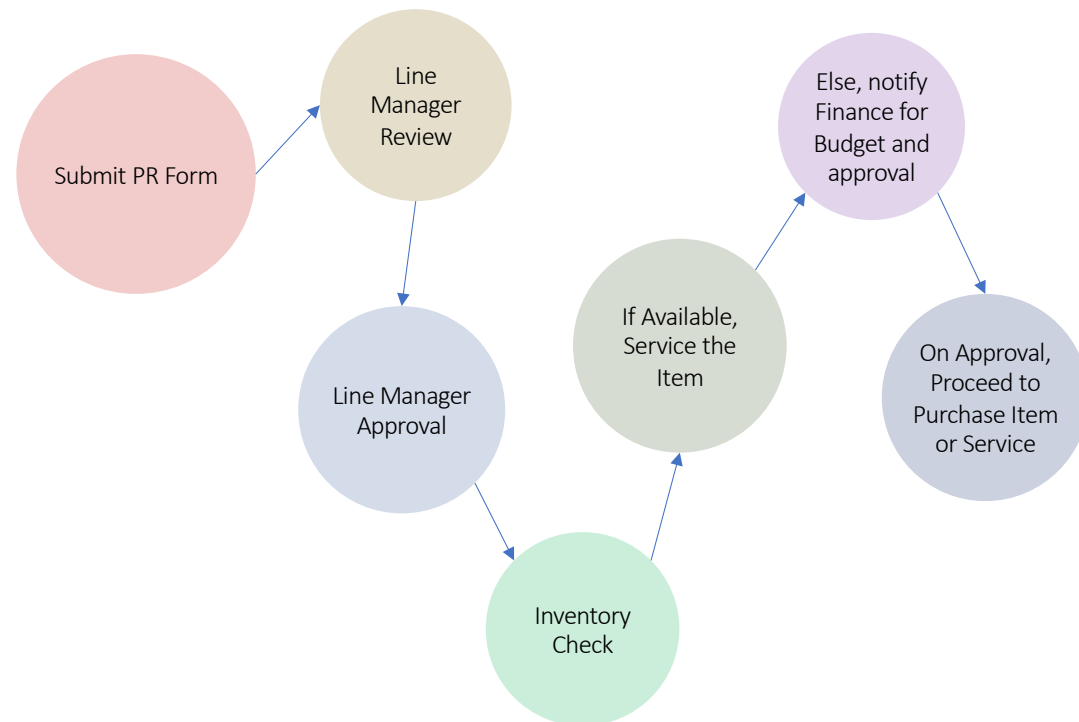
# Procurement Management



# Purchase Request

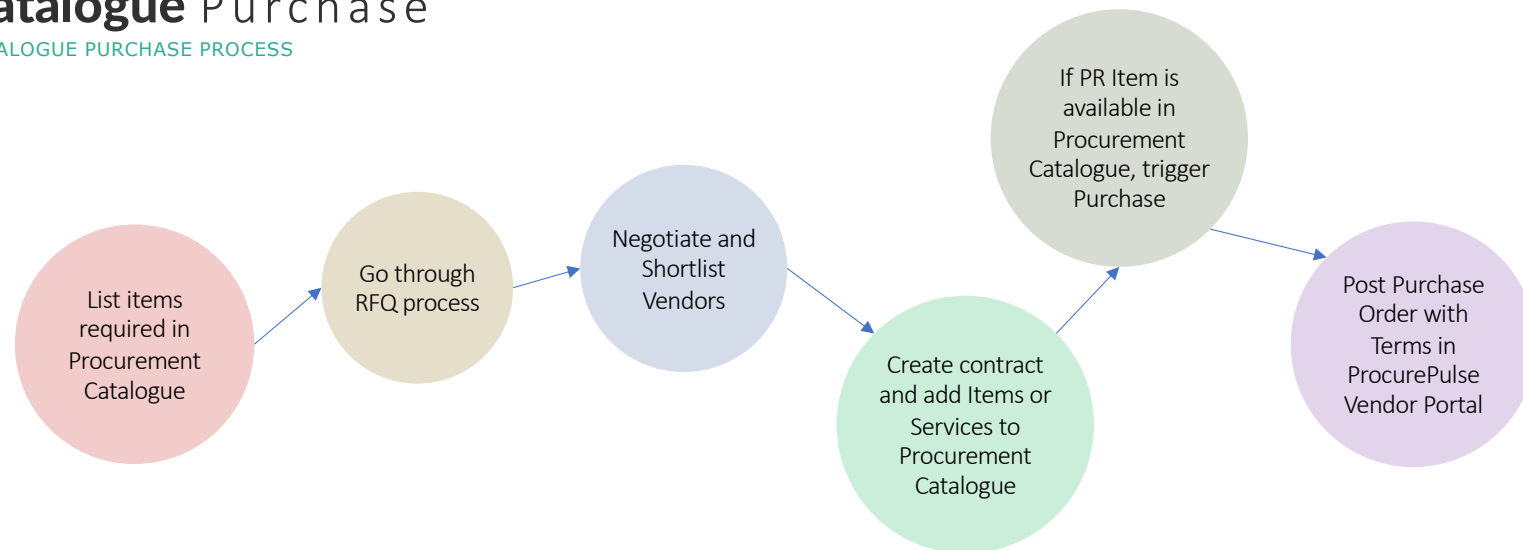
## PURCHASE REQUEST PROCESS

- An employee or department within an organisation can use the ProcurePulse Purchase Request form to request specific items or services. It includes the description of item or service, quantity required and cost that is being sought.
- The Line Manager examines the Purchase Request. He will make an assessment and decide whether to approve or reject it.
- Request to check if stock is available are sent to the stock department upon approval from the line manager. The item is served to the requester, assigned to him if it is available, and the procedure is closed.
- The purchase request goes to the finance department for the required budget checks and approval if the item is not in stock. Following approval, the procedure proceeds to the buying stage.



# Catalogue Purchase

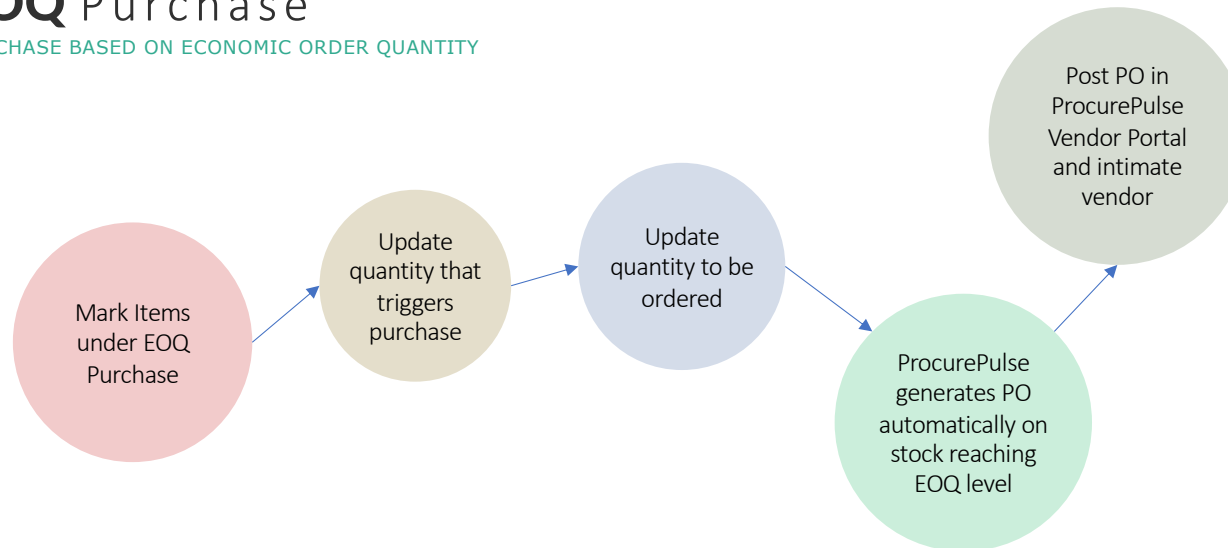
## CATALOGUE PURCHASE PROCESS



- ProcurePulse provides data to Examine material and service needs and facility to make a list of everything that is required to be in the procurement catalogue.
- These products and services go through RFQ and approval processes in ProcurePulse. Vendors are selected based on cost-effectiveness and capability after negotiations by analysing ProcurePulse Vendor Comparison Chart. Necessary contracts are signed with selected Vendors and posted in ProcurePulse Vendor Portal.
- The Procurement Catalogue in ProcurePulse now includes these products and services.
- If any item in Purchase Request is available in catalogue, ProcurePulse will allow the Requestor to trigger a Purchase Order Request.
- ProcurePulse compiles the Purchase Order and makes it available in PO Repository and Vendor Portal.

# EOQ Purchase

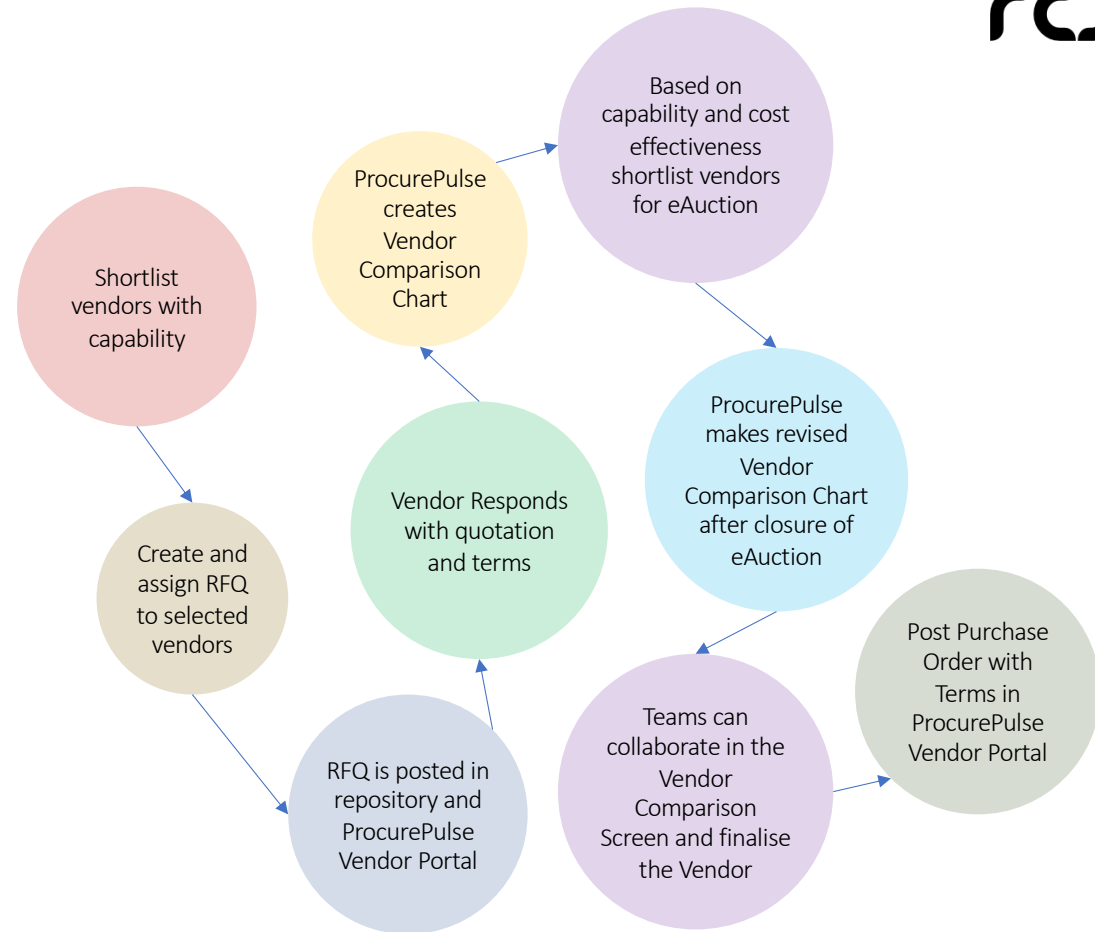
PURCHASE BASED ON ECONOMIC ORDER QUANTITY



- ProcurePulse provides feature to mark items that come under EOQ Purchase.
- Users update ProcurePulse with EOQ quantity that triggers automatic purchase and the quantity to be ordered. Vendors will be selected and mapped in ProcurePulse for the EOQ purchase of various items.
- ProcurePulse generates PO automatically on stocks reaching EOQ levels.
- An intimation goes to the vendor and the PO gets posted in ProcurePulse Vendor Portal.

# RFQ eAuction Purchase

RFQ AND eAUCTION PURCHASE PROCESS





# RFQ eAuction Purchase

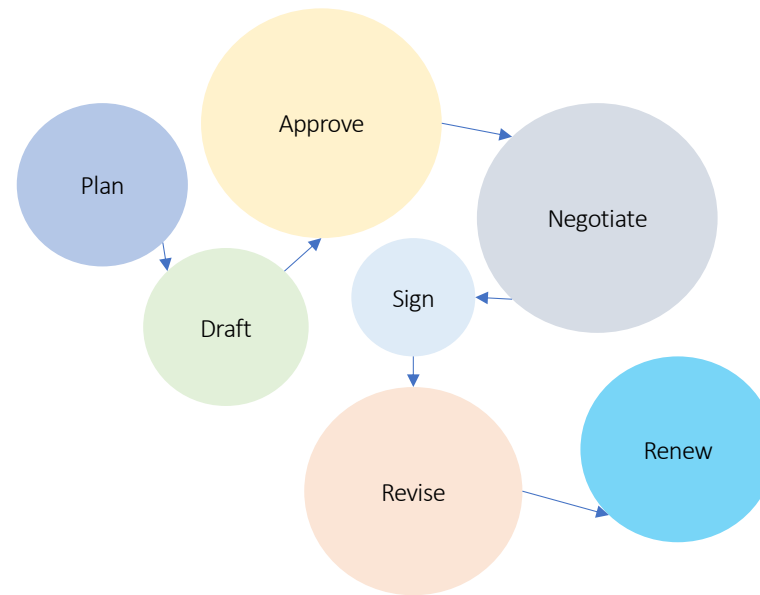
## RFQ AND eAUCTION PURCHASE PROCESS

Using ProcurePulse's eAuction and RFQ features to negotiate the best price and quality can be extremely beneficial for businesses. Vendors can reply to RFQs via the ProcurePulse Vendor Portal. They might collaborate to get clarifications. A Vendor Comparison Chart is compiled by ProcurePulse. Clients can shortlist suppliers for an eAuction based on this data. In eAuction vendors offer their best. ProcurePulse uses information from eAuction to update the Vendor Comparison Chart. This data can now be used from ProcurePulse to choose the best vendor.

- 1 Shortlist Vendors**  
Vendors who are capable of providing the material or service can be grouped together using ProcurePulse data visualisation.
- 2 RFQ and Response**  
RFQs with terms can be created and placed on the shortlisted vendors' ProcurePulse Vendor Portal.
- 3 Vendor Comparison**  
Vendors can use the ProcurePulse Vendor Portal to post proposals after receiving the RFQ. ProcurePulse compiles Vendor Comparison Chart with received price and terms.
- 4 eAuction**  
A further vendor shortlist for eAuction may be created upon examination of the ProcurePulse Vendor Comparison Chart. These vendors can participate in eAuction and submit their best Price and terms.
- 5 Vendor Selection**  
RProcurePulse compiles information from eAuction and generates a new Vendor Comparison Chart. Purchase Panel having access to this information, may collaborate, and choose the most capable provider.
- 6 Create Contract & PO**  
With the agreed-upon terms and contract, ProcurePulse creates the purchase order. The same gets posted to the vendor portal and PO repository. Suppliers may reply by accepting.



# Contract Lifecycle Management



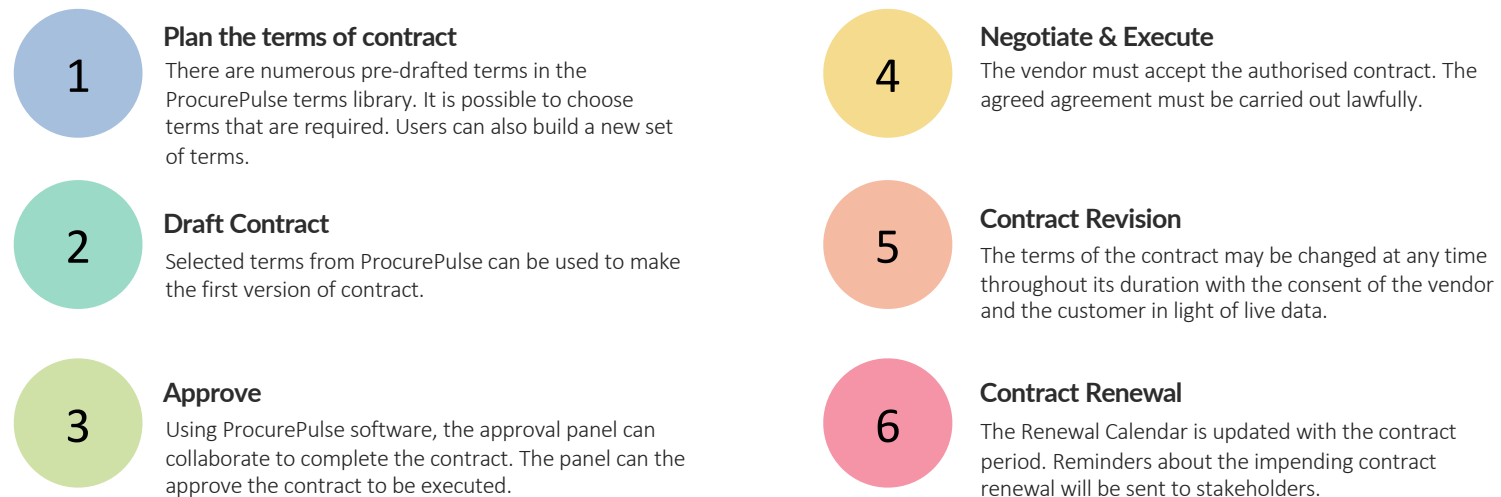




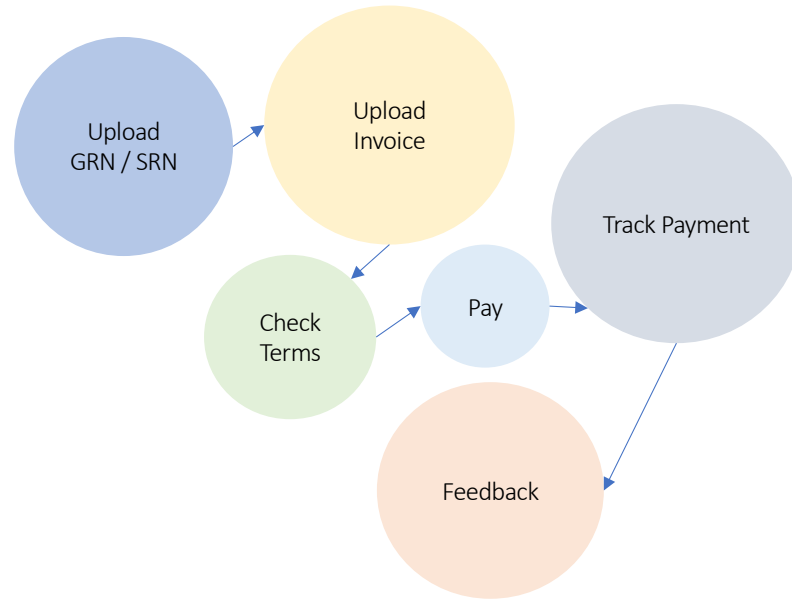
# Contract Lifecycle Management

## CLM PROCESS

The ProcurePulse Contract Management system contains a database of terms appropriate for buying different kinds of products and services. Stakeholders can select appropriate ones to put together a contract. They can create new terms as well. The repository will be updated with the latest ones. The approval panel can collaborate and approve the contract in ProcurePulse. The approved contract can be posted in the ProcurePulse Vendor Portal. The agreement will be signed once the vendor gives their consent.



# Vendor Payments





# Vendor Payments

## VENDOR PAYMENT PROCESS

Goods or services can be delivered by vendors. The GRN or SRN can then be uploaded into the ProcurePulse Vendor Portal by them. If the delivery attracts a payment as per contract terms, the vendor prepares invoice and uploads into the ProcurePulse Vendor Portal. The finance team receives notification after invoice reaches the vendor portal. The finance team will review the terms of the contract and the order's previous payments. The vendor is paid after internal checks. The seller will be able to track this payment through the ProcurePulse Vendor Portal. Stakeholders can provide their feedback for future reference and vendor rating.

