



eCommerce Solutions



## **Take Ownership of procurement costs**

**Save time and money with our  
eCommerce Solutions**

# End uncontrolled purchasing

Product costs of indirect procurement are one thing. But have you considered the time it takes staff to research products, check availability, negotiate prices and arrange delivery?

Then there's seeking internal approval, issuing purchase orders, processing invoices and payments ...

It all adds up. In fact, sourcing and processing costs are typically more than twice your product costs. So if your indirect product spend is \$170,000, your process costs are probably over \$340,000.

**2:1**

Indirect (MRO)  
process costs

Indirect (MRO)  
product costs

# Cut costs and take control with an RS eCommerce Solution

If multiple people across your organisation are placing large numbers of low-value orders, you have little control over who's ordering what. And you're almost certainly wasting both resources and money.

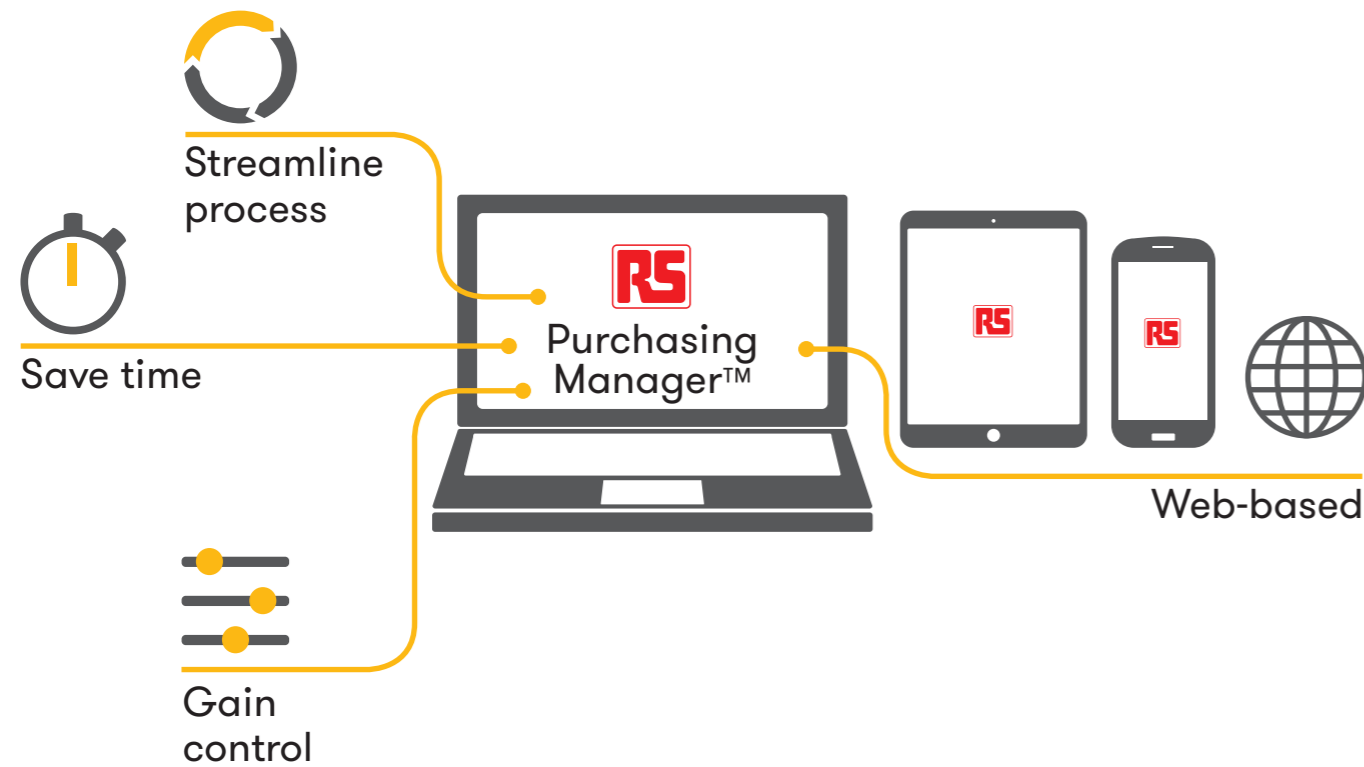
You could also be losing valuable production time if the ordering process only starts when a part or item needs replacing. Delays can occur while the purchasing process lumbers into action – meaning costly downtime.

The good news is there's a simple and effective way to lower your company's total cost of ownership.



## PurchasingManager™

# Cut costs, manage processes and improve control



RS PurchasingManager™ is a free, web-based order management tool that can dramatically streamline your buying processes, save your business substantial time and money and improve control.

It helps you manage your procurement processes whilst cutting back your procure-to-pay costs, making it an effective way to reduce the costs of high-volume, low-value, ad-hoc purchasing.

This powerful, customisable tool is ideal if you don't have an in-house eProcurement system. And there's no cost or investment involved, as you don't need to upgrade your IT systems or software.

### The benefits

- **Save money** by reducing costs involved in the procure-to-pay process of each order
- **Improve control** by keeping up to date with purchasing activity and restricting maverick purchases
- **Save time** by freeing staff from low-value manual tasks and inefficient, non-compliant ordering methods
- **Increase efficiency** with authorised staff ordering products whenever they need them
- **Reduce errors** in ordering, processing and invoice reconciliation thanks to clear data from requisition to invoice

### How PurchasingManager™ works

PurchasingManager™ is a self-administered system. You create an account structure with sites, departments and users, and assign spend controls, cost centres and approval limits.

- Can be set up and ready to use quickly – your staff will easily learn how to get the most from our website and understand the workflow process
- Automates large sections of the purchasing process
- Supports the process, from ordering through to receiving goods
- Lets staff place their own orders, under your control, with a full suite of online management reports
- You can customise the system to mirror the way your business is organised
- Our intuitive website, backed by extensive technical data and advanced search, makes it easy to find the right product

### Regular reports and order histories keep you fully informed

- Reporting function allows you to track audit trail for each purchase, including any changes made to an order before approval
- Order history available for the last 13 months

### Consolidated monthly summary, saving time and increasing accuracy

- A single document shows all your RS transactions for the current month
- Reduces administration as invoice reconciliation can be completed at summary level
- Order summaries can be filtered by blanket order and cost centre

### Training for your staff

Our dedicated team will visit your site and train your staff on how to use PurchasingManager™, making it easy for you to adopt this solution. And we offer tailored training and support for both administrators and users to ensure everyone gets the guidance they need.

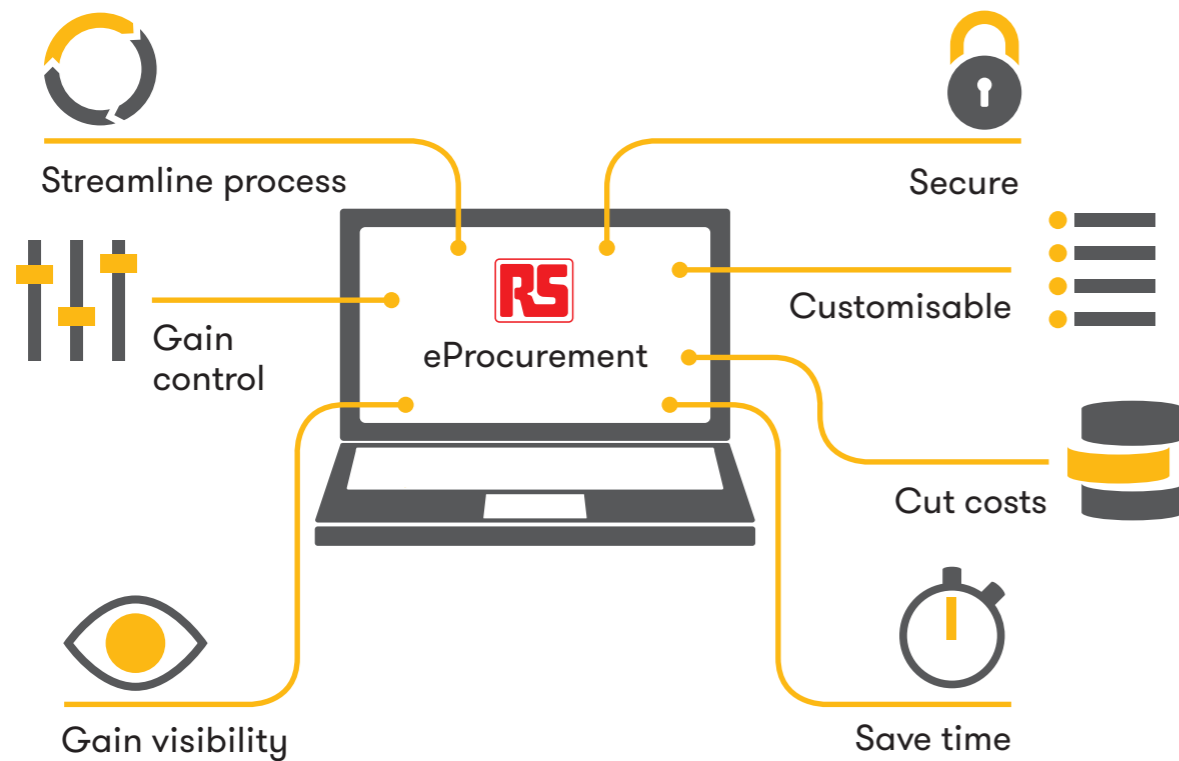


RS can help lower the total cost of ownership, please talk to your Account Manager for more information



## PunchOut

# Seamless integration for maximum efficiency



eProcurement is a vital tool for controlling purchasing costs. Especially so if you're handling high transactional volumes and need to standardise procure-to-pay processes and maximise cost efficiencies.

With RS PunchOut, your company can search directly within the RS website, build a basket of products and raise a requisition from your own procurement system. And whether you use SAP, Oracle, Ariba or any other eProcurement module, we can configure seamlessly to your requirements.

### The benefits

- **Save money** on administration and process costs
- **Improve control** on spending and approvals
- **Increase efficiency** as all purchasing data is captured electronically, with no manual re-keying of product data
- **Vendor consolidation** and **contract compliance**  
PunchOut offers a single platform for users to source products from preferred suppliers across agreed categories, minimising maverick spend

### Count on our support

We make doing business with us as simple as possible.

- Access to our online catalogue with prices, technical product descriptions, product images, pack sizes and product coding
- Connect and auto-login to our website from within your eProcurement system
- When a list of products is returned to your system, it's accompanied by the information you need to create a purchase order, including:
  - Article number
  - Quantity selected
  - Price
  - Global product code if used (such as UNSPSC or eClass code)
  - Unit of measure
  - Hazardous status

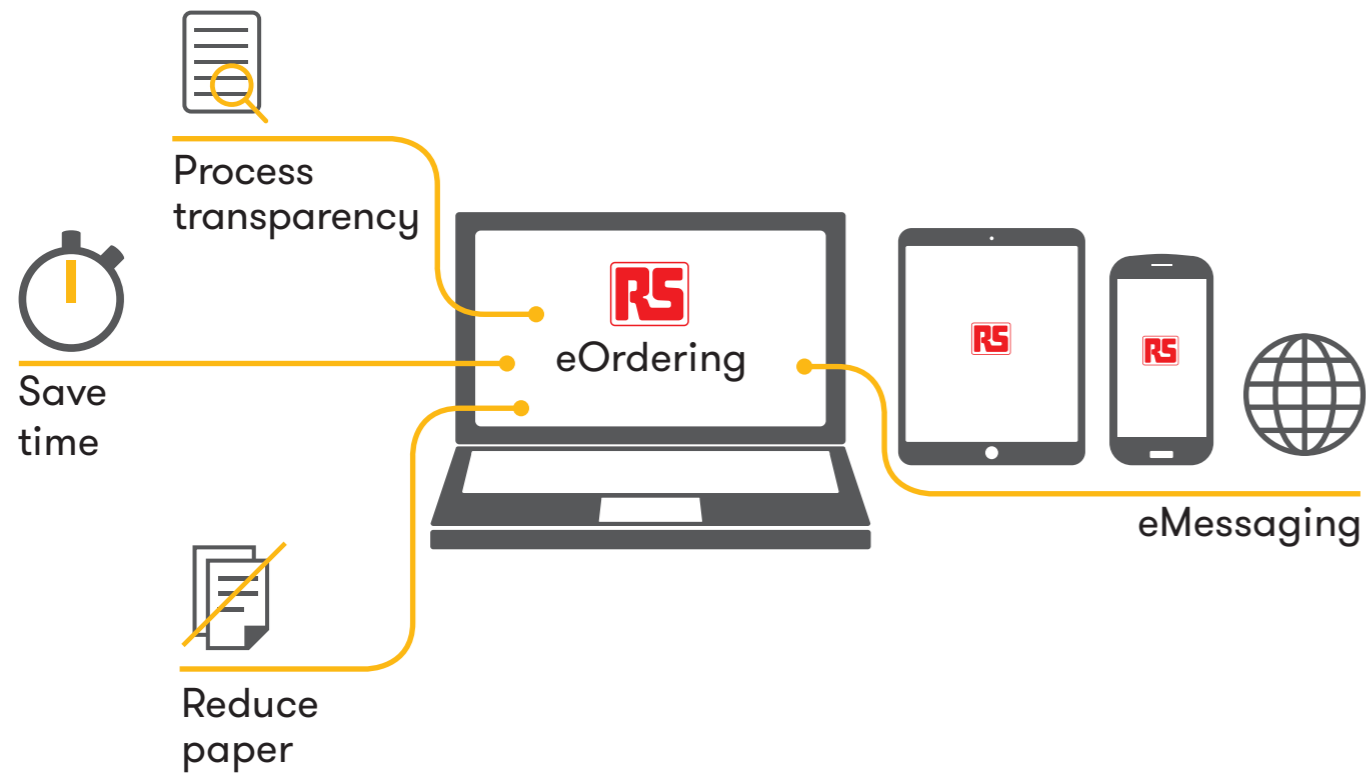


➤ **Whichever eProcurement set-up you use, we can provide electronic ordering and invoice capabilities to help streamline your processes and make them as efficient as possible**

➤ **RS can help lower the total cost of ownership, please talk to your Account Manager for more information**

# eOrdering

## Speed up ordering



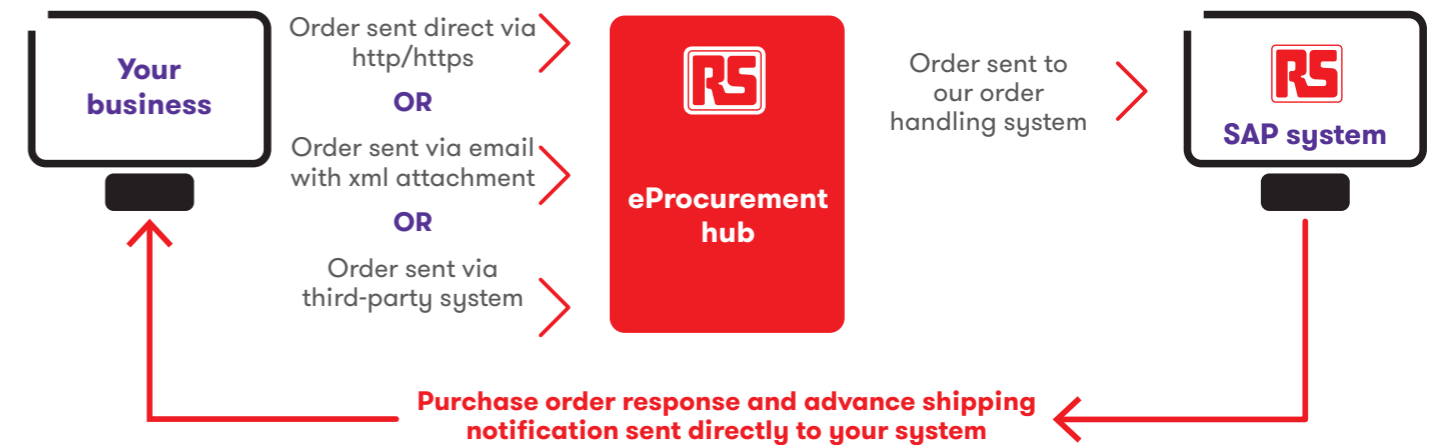
Save time and money – and reduce manual order processing – with eOrdering. This fast and secure system cuts admin and improves accuracy by eliminating order and invoice errors. And electronic order and shipment confirmation means you have complete order transparency, giving you more control over your procurement process.

### The benefits

- **Faster and easier processing**, reducing end-to-end process costs
- **Secure, error-free order delivery**
- **Eliminates paper usage**
- **Full system audit trail** of order from buyer to supplier
- **No lost, misdirected or duplicated orders**
- **Improved data quality** for better analysis
- **Supports eInvoicing** for a complete end-to-end solution

### How eOrdering works

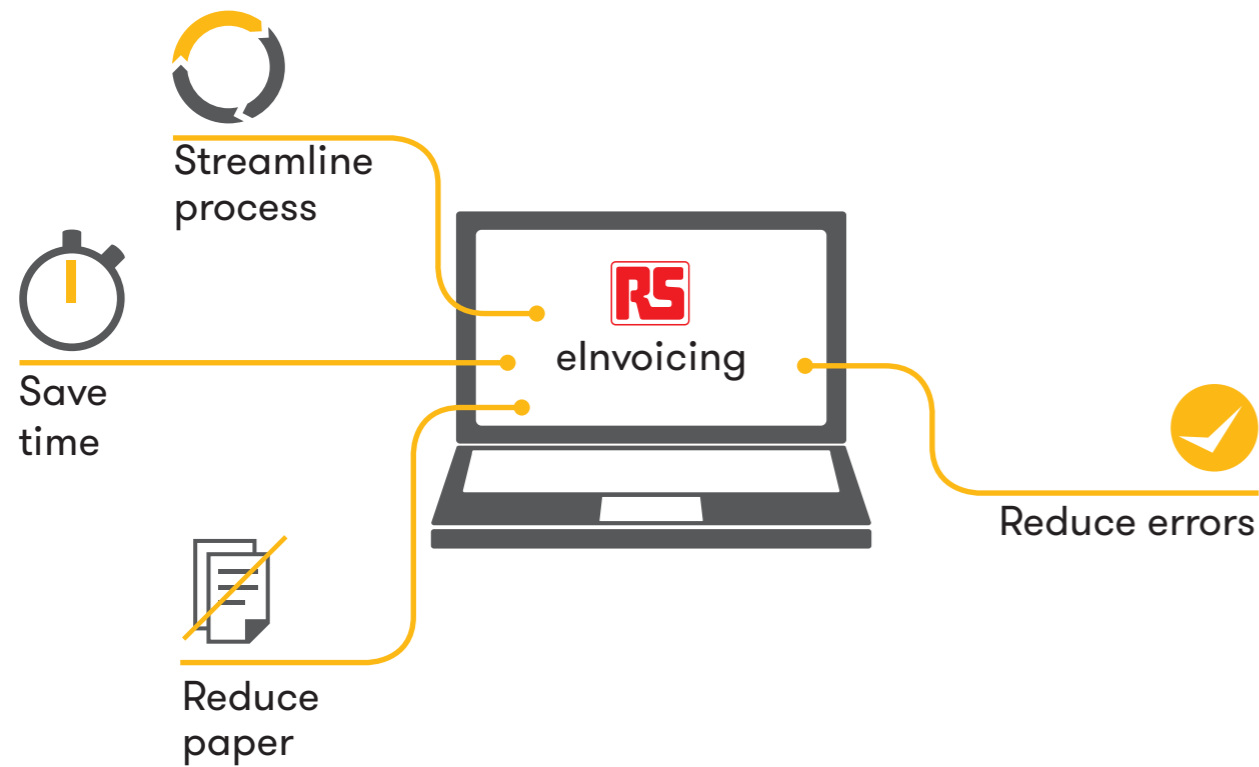
- eOrdering is the ability to place orders in electronic format via the internet
- The data can be sent via a number of routes:
  - Direct from your system to RS
  - From you to a third-party system and then on to RS
- The incoming order data is stored on our eProcurement Hub, then is sent to our systems to be processed
- We can then send advanced shipping notes and a purchase order response
- This gives you better order transparency and more control over your procurement process



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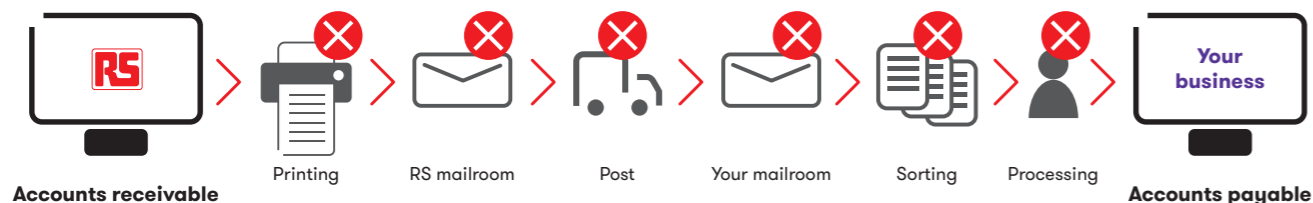
# eInvoicing

## Streamline your invoicing



Opening paper invoices, sorting them and entering them onto a finance system takes time – and ultimately costs money.

By automating the process, eInvoicing removes many of the manual invoicing handling steps by sending data from our billing systems to your system. Which not only saves admin time, but increases transparency and compliance too.



eInvoicing removes many of the manual invoicing handling steps

### The benefits

- **Increase efficiency** with quick and easy electronic reconciliation, eliminating large volumes of paperwork and manual reconciliation
- **Faster, more streamlined processing** eliminates postal delays and lost invoices
- **Full audit trail** from supplier to customer
- **Improve compliance** by making the process quicker and easier for end users

### How eInvoicing works

- Invoices are created by our billing system and sent out to our eInvoicing partner
- Our eInvoicing partner creates an electronic file, to the exact specifications needed by your system
- The file is sent to your system. This may be direct, or via a third-party system, depending on your set-up
- Our eInvoicing partner will also create a PDF file which is the legal tax invoice. This is sent to an email address you specify
- The invoice is archived and you can access this document through a portal, for example during a tax audit
- The invoice is then either accepted by your system or rejected back to us in the event of a query



> Cut the paperwork and improve efficiency with our eInvoicing

> RS can help lower the total cost of ownership, please talk to your Account Manager for more information

# Discover the benefits of RS eCommerce Solutions



Gain more control over orders and spend



Save time



Boost visibility



Improve reporting



Speed up processing



For more information about RS eCommerce  
Solutions please talk to your RS Account Manager

