ERPAdvance Asia

FOR SAGE 300

NORMING RESOURCE MANAGER · PROCUREMENT

Purchase Requisition

Paperless purchasing, approved on web or mobile

Employees raise purchase requests on web or mobile. Managers approve on web or mobile, budgets are checked as requests are raised, and approved requests become purchase orders in Sage 300.

HOW IT WORKS

Request
Raise on web or mobile

→

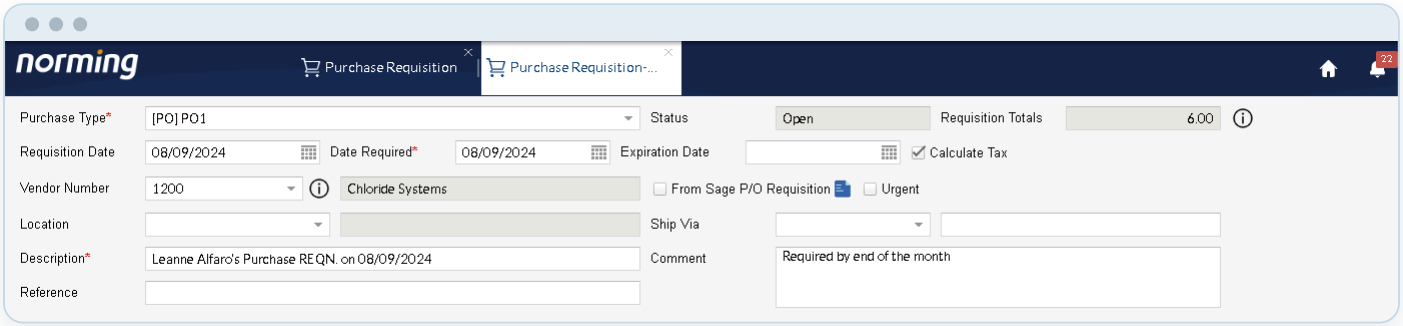
Check budget
Real-time warning or stop

→

Approve
Rule-based, web or mobile

→

Create PO
PDF emailed to vendor



Purchase requisition entry

▸ Watch the demo

KEY CAPABILITIES

One request, many vendors
Sage 300 creates a separate PO for each vendor on the request.

Partial approval
Approve part of a request so urgent items go ahead first.

Configurable approvals
A workflow engine with roles and conditions to match your approval rules.

Request for quotation
Manage quotes online and compare suppliers on cost or lead time.

Real-time budget control
Warn, stop, or send over-budget requests for extra approval.

Documents attached at entry
Attach quotes and specs with the request. Approvers see them; they stay on file for audit.

APPROVALS THAT DON'T GET STUCK

Auto-escalation
Moves up a level after the time limit you set.

Delegation
A substitute approves for you on set dates.

Transfer
Hand a request to a colleague to approve.

Reminders
Scheduled emails nudge pending approvers.

Approved requests become Sage 300 POs with no re-keying, and the PO can be emailed to the vendor as a PDF. ESS web user licences cost a fraction of a full Sage 300 user licence.

See how it fits your business

Contact your Sage 300 partner or ERPAdvance Asia for a demo.

WhatsApp +65 8168 3926 | contact@erpadvanceasia.com | erpadvanceasia.com