

# eQuire – Office Automation & eProcurement Solution



## eQuire

A Flagship product by Octaware

SEI CMMI Level 3 ISO 9001 : 2008 | IEC 27001 : 2005

### Are you facing a Challenge?!!!!

- Tracking employee time For customers/ Projects/ Cost Centers?
- Struggling with inefficient paper or email and Excel based processes?
- Managing Employee expense?
- Managing Employee service requests?
- Reduce direct and indirect purchasing costs.
- Increase control over business transactions.
- Streamline the employee management and procurement processes.

To efficiently manage monthly expense Bill & automate administrative & Procurement tasks Presenting Octaware's eQuire.....

#### Office Automation Features:

- Employee Request Dashboard
- Business Card Request
- Expense Claim Form
- Employee request for IT services. Referral Bonus Application
- Airport Facilities for Employee
- Annual Airfare
- Personal Request for Immigration Service
- Professional Membership Request
- Company Assets Receipt Acknowledgement
- Health Insurance -Non Qualifying Dependent
- Return to Work after Medical Leave [Pregnancy included]



#### Project Management, Employee News & Workflow:



Project  
Communication  
Dashboard

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## eProcurement Features:

- Purchase Requisition Automation
- Received Evaluation
- Quotation Evaluation
- Purchase Requisition/ Quotation Received
- Evaluation Dashboard
- Vendor Quotation Evaluation.
- LPO issue Register – Dashboard



	<b>Traditional/Manual</b>	<b>eProcurement</b>
Price of materials and services	-	5% to 10% reduction
Purchase and fulfillment cycles	7.3 days	2 days
Administrative costs	\$107 per order requisition	\$30 per order requisition
Inventory Costs	-	25% to 50% reduction

## Benefits

- Eliminate error-prone paper-based processes
- Track and manage expenses
- Control claims and costs
- Speed up claims processing
- Reduce administration costs
- Reduce requisition-to-order cost & cycle time
- Control maverick spending
- Manage by exception - ensure that your purchases adhere to your policies.
- Ensure Sarbanes-Oxley compliance with a complete audit trail of transactions.
- Universal Acceptability&Ease of Use
- Powerful User Requisition Entry
- Configurable Controls (Approval Routing & Escalations)
- Comprehensive Approval Status Monitoring
- Improve billing accuracy
- Identify costsaving measures.
- Consistent, easy to use SharePoint interface
- ERP/ Legacy System Integration



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The Bridge To Productivity