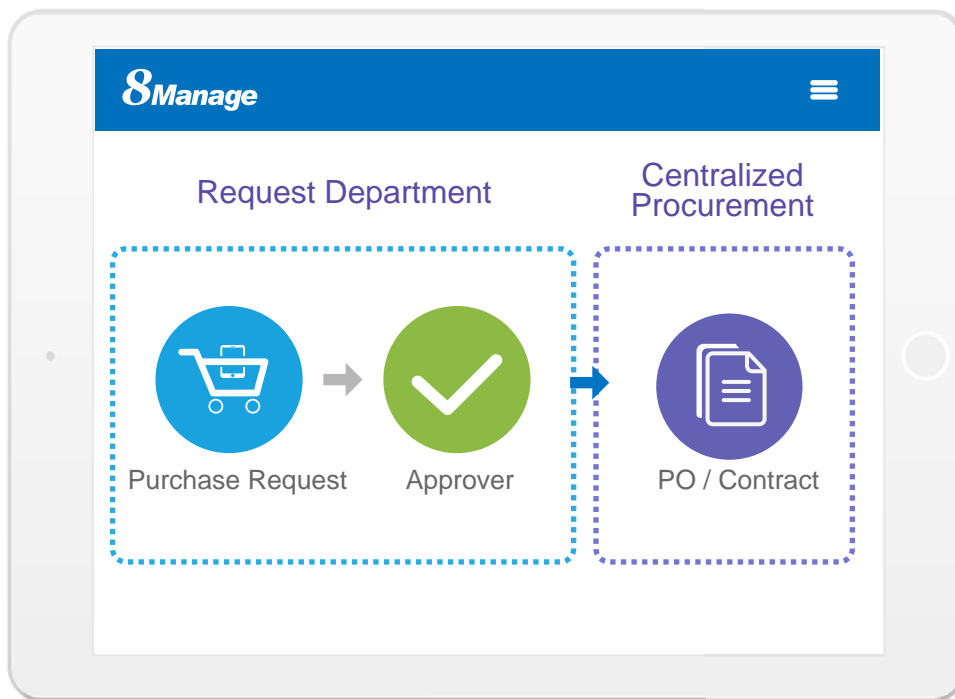# PURCHASE REQUEST

We will deal with different types of procurement in our daily work. 8Manage SPM can help you manage the following types of procurement requirements easily and effectively:
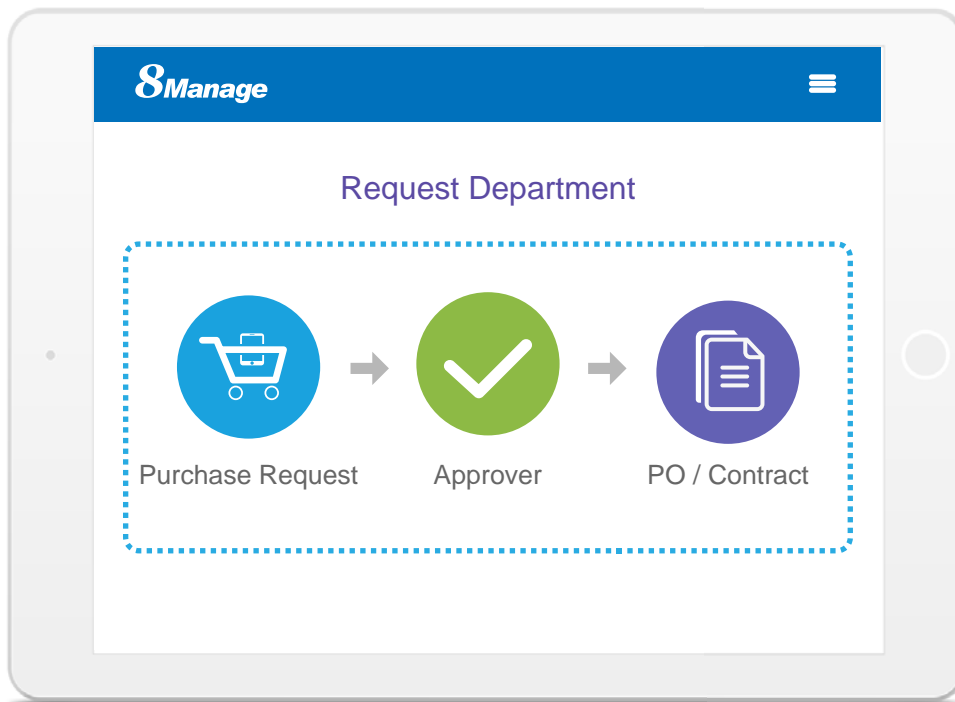
• Centralized procurement (centralized required quantity to win the best price)

• Departmental procurement (user department purchase directly

• Large procurement (can trigger a formal tender process with 8Manage)

• Commonly used products procurement (e.g.: high-volume purchases, regular purchases)

• Emergency goods or fresh food procurement

1. To be used with centralized and/or departmental procurement

8Manage Purchase Request (PR) can be used for any department to request items to be purchased by the procurement department.
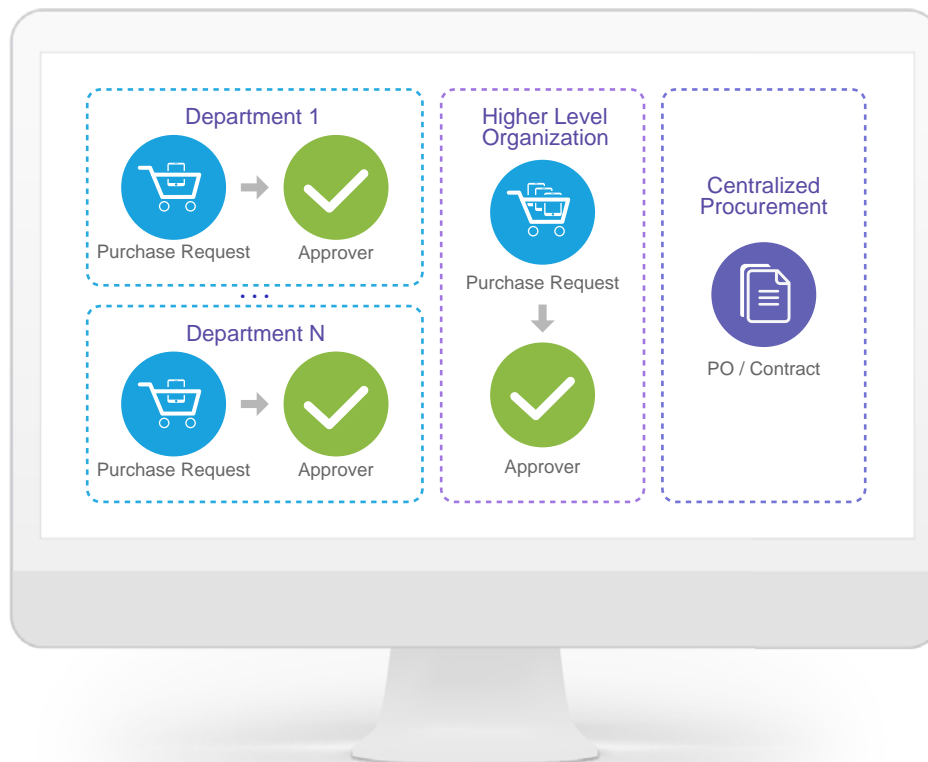

If what intended to be purchased is a piece of specialized equipment or service and should be managed within the request department who has the specialized knowledge, 8Manage PR can also be used in the following way:
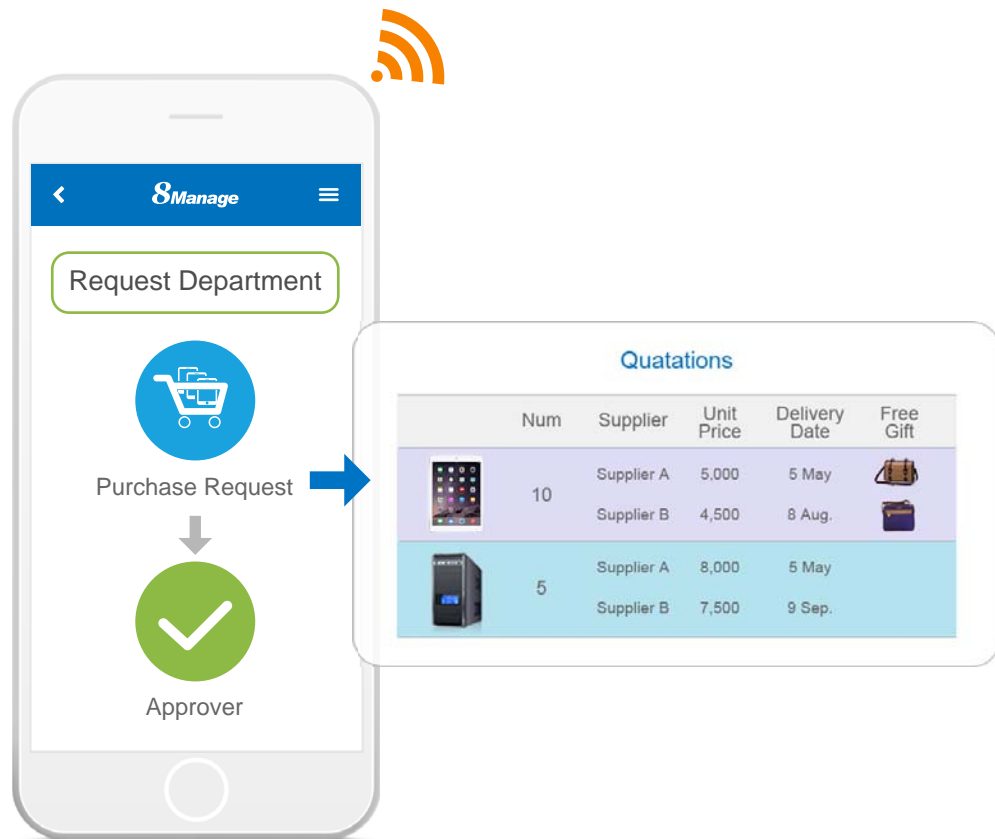
2. To be used for aggregation

8Manage PR can be used by the higher level organization or the centralized procurement department to aggregate purchase requests of the same items from different departments to form a higher volume purchase request for the purpose of negotiating better prices and/or reducing costs.
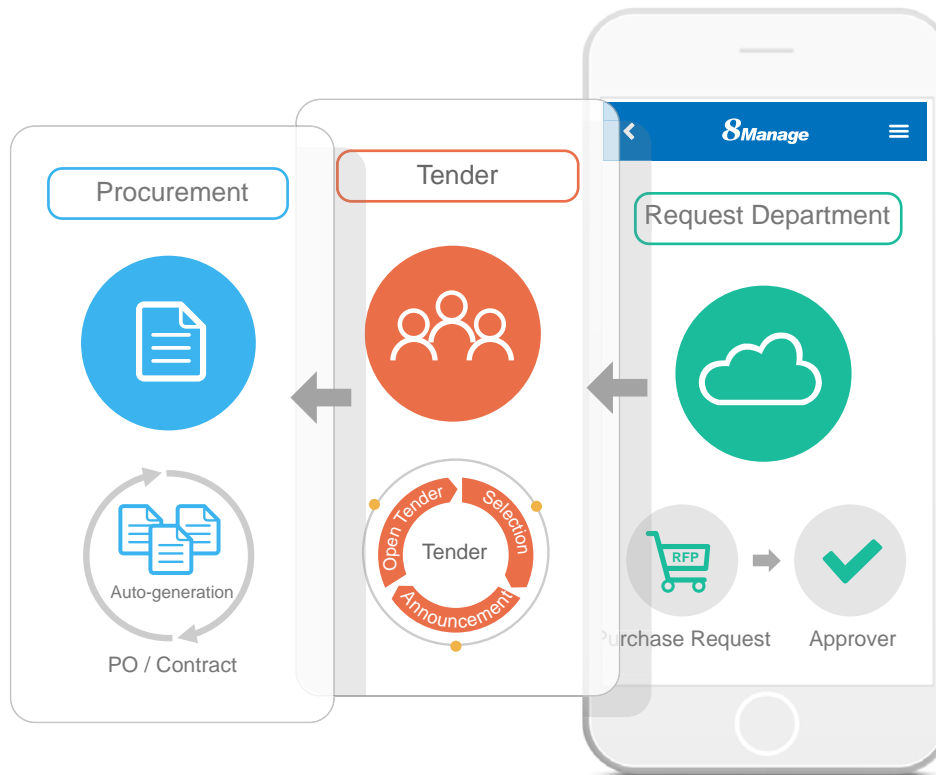
3. To be used for quick quotation and price comparison

8Manage PR can be used for soliciting quotations from different suppliers in real-time and then compare their prices, delivery dates and other aspects.
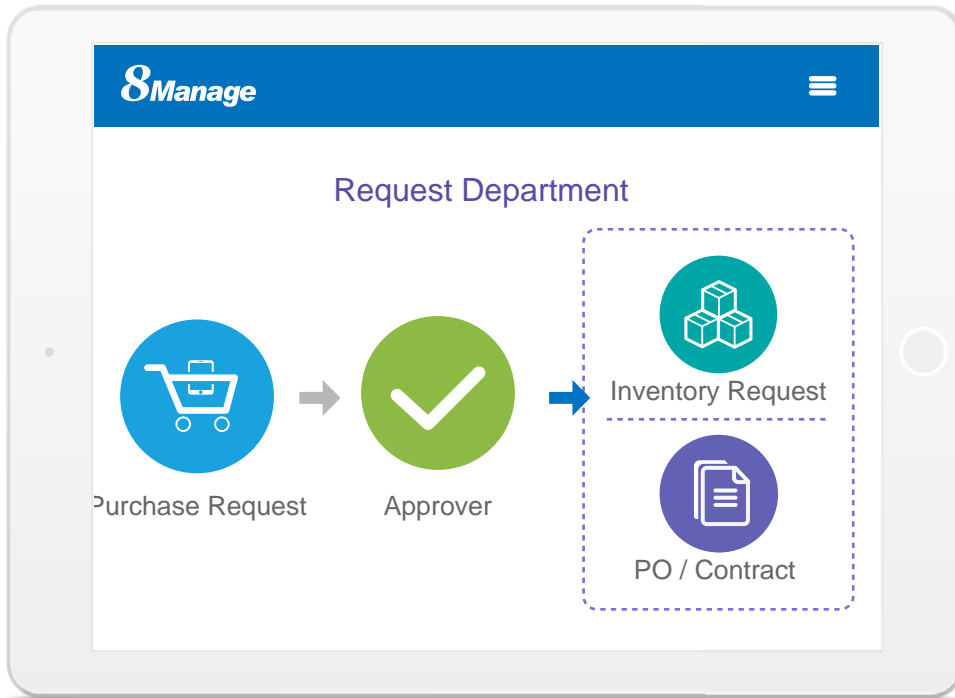

8Manage PR can also be used for conducting real-time reverse auction. The user can set up one or multiple rounds of reverse auction and the system will automatically notify the select-ed suppliers for each round and control its start and close. During each round of reverse auction, each supplier will see its dynamic ranking when itself or other contenders.

4. To be used to trigger a formal tender process

8Manage PR and its rule-driven control process can be used as the preamble of request-for-information, request-for-proposal and request-for-quotation types of tendering. Since 8Manage PR is the important control mechanism between an user group and the central procurement department or between business domain experts and procurement, financial and legal experts, it can be used to ensure the request organization has the proper budgets and controls before the start of the formal tendering process.

5. To allow the requestor to use the inventory first

Request Department

Purchase Request → Approver → Inventory Request / PO / Contract

8Manage PR can be used for any department to request items that might be partially or fully in stock. The user is allowed to view the inventory information and generate inventory request for the needed items. If not all the item quantities are available, the user can click the "PO Generation" command and a purchase order for the missing item quantities will be automatically generated .

8Manage SPM

Purchase Request

Wisage Technology is an international software product company with clients in many countries and regions, including the U.S., Canada, China mainland, Hong Kong, Macau, Taiwan, Malaysia and Singapore. All its products are mobile internet ready and can be accessed with IE, Firefox, Safari and Chrome browsers and we also provide different apps on Android and iOS. It offers perpetual licenses for all regions and SaaS in certain regions only for the following products:

8Manage CRM	: Mobile Internet CRM	**8Manage eExpense**	: Web & Smartphone Expense Report System
8Manage SPM	: Supplier & Procurement Management	**8Manage eLeave**	: eLeave & Leave Management
8Manage Simple PM	: Simple to Start & Extend PM	**8Manage eTimesheet**	: Web & Smartphone Timesheet System
8Manage PM	: Advanced Tool for Project Planning & Execution	**8Manage eLearning**	: Advanced eLearning System
8Manage PMO	: High Performance PMO	**8Manage eSurvey**	: Easy-to-use eSurvey System
8Manage Finance	: Strong Connectivity with Businesses & Operations	**8Manage eDMS & KM**	: eDocument & Knowledge Management
8Manage HR	: Human Capital Management		
8Manage OA	: New Generation Office Automation		
8Manage BI	: Point-and-click BI		
8Manage O2O	: B2C, B2B, eExchange, eSettlement & eERP		
8Manage FAS	: Knowledge Enterprise Full Automation Suite		
8Manage eERP2	: Manufacturer eERP2		

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