



# Purchase Desk P2P (Purchase to Pay)

## Why should we do anything

- Current system open to abuse
- No control on who can place orders
- Process is not being operated as documented and is unmanageable in its current state
- No audit trail from order to invoice
- Goods can be added to orders without authorisation
- Signatory list not complete
- Different processes for different suppliers
- Too much paper work
- Process too manual and too many coding errors.
- Lost Invoices
- Long turnaround time on invoices



## Are There Any Benefits?

- Quicker turn around on Invoices – Better Terms with suppliers
- Encourage use of preferred suppliers – Save money
- Improved visibility of spending before invoices arrive – Cashflow
- Managers have more control of spending on their budgets.

## Purchase Desk P2P – An Overview

- Purchase Desk for Legal - tightly integrated with PMS
- A set of processes providing anyone in Practice support with the ability to raise an electronic purchase order.
- Orders are raised for any existing supplier maintained in PMS
- Items are costed to PMS matters or GL codes.
- Orders are either pre-approved based on order value and approval limits, or forwarded to someone who has the right level of approval authority.
- Authorisation limits are calculated by currency rates in PMS
- Deliveries are recorded against orders.
- Invoices are recorded and matched to orders and approved for payment.

## Key Process Stages

- Create a Draft PO / Quote
- Approval of PO
- Place order with supplier for goods/services
- Receive goods or services / match GRN to PO
- Receive invoice
- Match invoice to PO
- Post invoice data to PMS
- Archive PO

## Purchase Order Initiation

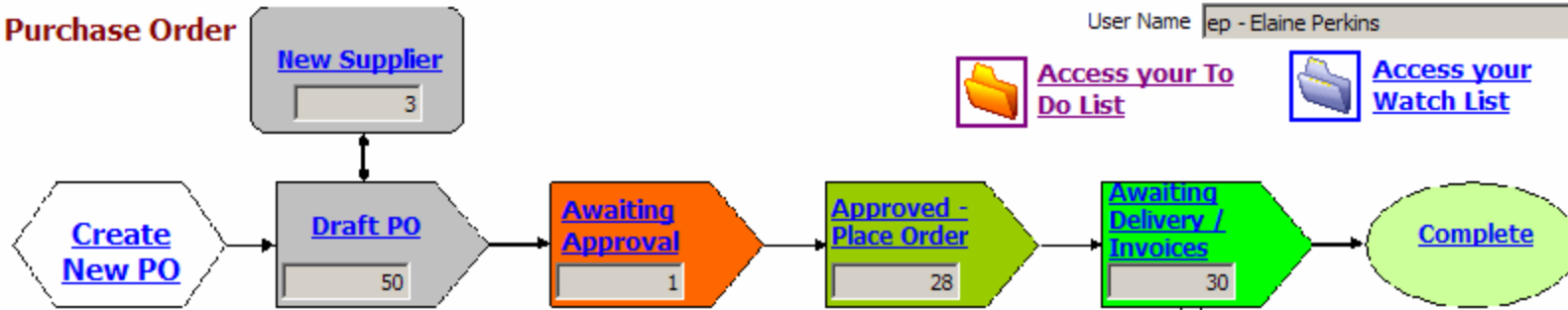
- Create bespoke PO's or 'copy' standard re-order templates (job type or generic stock replenishment)
- Search/select supplier
- Search/enter Delivery location
- Add special instructions
- Add items – freeform or 'pick' from catalogue
- Option to save PO and return for editing at any time
- Finish and release PO for approval; approver governed by contract
- SLA timed reminders for approver and requester
- Approver can approve or reject back to requester with questions
- Approved PO is automatically assigned PO number
- Hard copy PO is delivered back to requester for faxing, post or email.



User Name



**Purchase Order**



Number of folders processed and average time at each stage in process

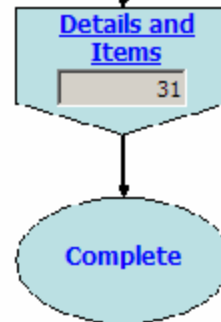
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Purchase Order Stage	POs through	Av days
PO Rejected	13	84.93
Purchase Ordered	40	40.43
Draft PO	93	20.54
Awaiting Invoice	18	8.66
New Supplier Requested	6	7.26

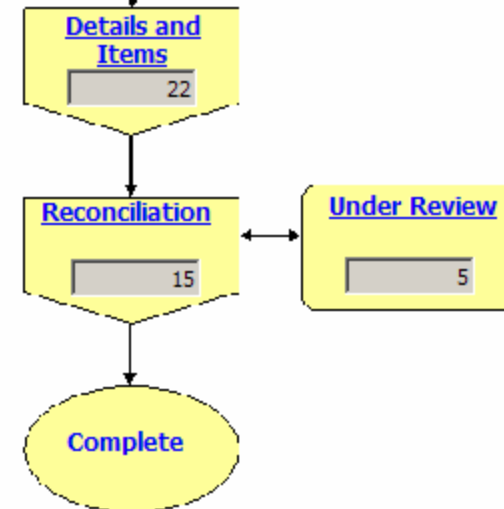
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Invoice process stage	Inv Through	Av days
Update Items	30	41.53
Assess Variance	12	9.07
Check For PO	11	1.13
PO Requester	4	0.95
Awaiting PO	12	0.45

**Delivery Notes**



**Invoices**



# Initiation

**Initiate Purchase Request (eP\_PurchaseOrder@Metastorm BPM Server) - Metastorm BPM - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [http://win2k3/metastorm/eForm.aspx?Map=eP\\_PurchaseOrder&Action=Initiate%20Purchase%20Request](http://win2k3/metastorm/eForm.aspx?Map=eP_PurchaseOrder&Action=Initiate%20Purchase%20Request)

## Purchase Order Initiation

You are initiating a purchase approval process. Stage 1 is to complete the fields on this form, when you submit this form a draft PO is created and placed on your ToDo list. Another form is automatically presented to you to add items to this PO.

Draft Created: 18/03/2008 11:13  
By: jep

### PO Details

PO Title:

Dept:

Deliver To Location:

Invoice To Location:

Address:

Address:

Contact Name:

Telephone:

Email:

Delivery Date:

Validity Start:

Validity End:

Payment Method:

Payment Details:

Special Instructions:

### Supplier Details

Search for supplier

Search By:  Supplier Name  Supplier No  Category

Search Category:  Starts With  Ends With  Contains  Exactly

Enter full or part of name (SearchTerm):   
 Found: 4,545

Preferred Supplier:  No  Yes

Supplier working On Site:  No  Yes

Confidential information involved:  No  Yes

Supplier No:

Name:

Address:

Contact:

Email:

Tel:

Fax:

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Supplier Name	Number	Category	Address 1	Postcode	Telephone
A & L GOODBODY (EURO)	126066	DISBS	INTERNATIONAL FINANCIAL SERVICES CENTRE		
A & L GOODBODY (GBP)	133928	DISBS	INTERNATIONAL FINANCIAL SERVICES CENTRE		
A ACKROYD	122868	GEN			
A ADEI-MANU	133877	GEN			
A B WHITELEGGE	106225	GEN			

Done Local intranet



# Purchasing

Draft\_PO\_0000229@Metastorm BPM Server - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print New Tab

Address http://win2k3/Metastorm/eFolder.aspx?FolderID=000000000000000000000000000000001396&FolderName=Draft\_PO\_0000229&Service Go Links

Details Items Audit and History Notes History All Notes History

## Purchase Order Details

PO Title Put the description of PO in here, can be used for searching as well as information.

PO Number Draft\_PO\_00000229

Draft Created 18/03/2008 11:13

By ep - Elaine Perkins

Dept Facilities and Procurement

Currency GBP

PO Total 445.00

Contact Name Elaine Perkins

Telephone 0208 333 6666

Email elaine.perkins@cms-cmck.com

Delivery Date 12/09/2009

Validity Start

Validity End

Deliver To Location Invoice To Location

Location Aberdeen Location Bristol

Address Migvie House  
North Silver Street  
Aberdeen  
AB10 1RJ

Address Accounts Payable  
Merchants House North  
Wapping Road  
Bristol  
BS1 4RW

Special Instructions

Any special instructions are entered or a description of the order. Should this order be for consultancy, the details, duration and expected deliveries can all be documented here. Any information entered here is merged into the generated hard copy purchase order.

Approver Name 1

Approver Name 2

Approval Type

Payment Method One Off

Payment Details

Any special payment instructions are entered here.

Terms NCL

Supplier ID 100015 Address PINNACLE HOUSE  
23-26 ST DUNSTANS HILL  
LONDON  
EC3R 8HL

Supplier Name A & L GOODBODY

Contact Name Bily Fast

On Site No Confidential No

Email bilfast@bf.org

Tel 020 79292425

Fax 020 74899677

Refresh

Items Details Supplier Withdraw PO Submit For Approval New Supplier Save Template Note

http://win2k3/Metastorm/eFolder.aspx?FolderID=000000000000000000000000000000001396&FolderName=Draft\_PO\_0000 Local intranet

# Approval

Submit For Approval Draft\_PO\_0000238@Metastorm BPM Server - Metastorm BPM - Microsoft Inter...

Dept

Approval Type  
 Single  
 Joint

Requester

Creation Date

PO Total

PO Total GBP

Please select the name of the person you wish to assign / reassign the approval of this purchase order to. If reassigning, please give a reason in the notes field below.

Approver Name

Additional Notes

## Delivery Note Matching

- Requester logs one or more deliveries against a PO
- Delivery acceptance can be delegated
- Delivery records can be saved and edited
- When complete, requester updates as a complete delivery

# Delivery

DNNote\_0000081@Metastorm BPM Server - Microsoft Internet Explorer

Details Audit and History Notes History DN View

DN Reference DNNote\_0000081

### Delivery Note Details

Delivery note number 23456  
Delivery Note Date 03/01/2008  
Delivery Date 03/01/2008  
DOCS Reference AB123456

Details Initial delivery of goods, this a part delivery due to supplier shortage. Further part deliveries are expected

### Supplier Details

Supplier ID 126066  
Supplier Name A & L GOODBODY (EURO)

### PO Details

PO Number 001000065  
PO Total 3,336.80

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Item No	Description	Qty Ordered	Qty Delivered	Mismatch	Mismatch Description
1	Test for GL ITems	23.00	12.00	Part Complete	More expected
2	NB Matter items for test	3.00	3.00	Complete	
3	Billable item for more testing	10.00	1.00	Damaged Goods	3 delivered but 2 are damaged, have asked supplier to collect
4	More GL ITems on another code	5.00	4.00	Complete	
5	Another Billable Code	6.00	6.00	Complete	

## Invoice Matching

- Accounts payable receive invoices
- Search for a PO
- Log invoice against a PO
- Update details on PO to reflect invoice
- Invoice can be forwarded for review to requestor (with questions)
- SLA timed reminders to reviewer and accounts payable
- Completed delivery notes associated to an invoice
- Option to enforce at least one delivery record before invoice can be approved
- Approved invoices can be automatically posted to accounts for payment

# Invoicing

InvMatch\_0000065@Metastorm BPM Server - Microsoft Internet Explorer

Details Items Audit and History Notes History Invoice View

## Invoice Details

**Invoice Details**

DOCS Reference: notes

Document Type: IN Invoice

Supplier Inv No: 555

Invoice Date: 12/12/2007 Tax Date: 12/12/2007

	Inv Values	Calc Values
Net	500.00	102.00
Tax	67.98	5.95
<b>Total</b>	<b>567.98</b>	<b>107.95</b>

Assigned User: may

**Invoice Details**

This invoice does not seem to cover all the items we have had delivered.

**Supplier Details**

Supplier ID: 126066

Supplier Name: A & L GOODBODY (EURO)

Tax Code: 5 Rate: 0.000

Address ID: 1 Curr:

**PO Details**

PO No.: 001000065

PO Total: 3,336.80 View

Requester: may - Mayank Patel

**DN Details**

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Item	DN Reference
1	DNote_00000081

Item	Description	Qty Inv	Item Price Inv	Item Total	Tx Rate	VATAmount	Item Cost Code	Matter	GL Code	Work Date
1	Test for GL Items	0.00	78.00	0.00	0.00	0.00			001400000000000000010100000	
2	NB Matter items for test	0.00	54.10	0.00	0.00	0.00		101050.0002P		
3	Billable item for more testing	0.00	89.00	0.00	0.00	0.00		108219.00002		
4	More GL Items on another code	0.00	4.50	0.00	0.00	0.00			001675100000000000010100000	
5	Another Billable Code	0.00	78.00	0.00	0.00	0.00		120113.0001P		
6	Test for GL Items	3.00	34.00	102.00	17.50	5.95	C1	IT0001.00001		12/12/2007



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Details Items Supplier PO Requester Select DN Note

# Cost Allocation

Items InvMatch\_00000065@Metastorm BPM Server - Metastorm BPM - Microsoft Internet Explorer

## Items Edit

Item No	Qty	Description	Net Price	Tax Code	Tax Rate	Code Desc
5	0.00	Another Billable Code	78.00	5	0.000	Input exempt

Charge Code Type: **NB Matter** | Matter Number: **120113.0001P** | Desc: **Legal Services for Major IT Programme**

Cost Code: **C1** | A-Z: **A1 Colour Plan** | Time Keeper: **R** | Work Date: **12/12/2007** | Item Note:

**OPTIONS**

Use Search

Validate Code

Update

Add

Delete

Item Reset

Budgets

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Item	Description	Qty	Item Price	Item Total	Tx Rate	VATAmount	Cost Code	Matter	GL Code	TimeKeeper	Work Date
1	Test for GL ITems	0.00	78.00	0.00	0.00	0.00			00140000000000000010100000		
2	NB Matter items for test	0.00	54.10	0.00	0.00	0.00		101050.0002P			
3	Billable item for more testing	0.00	89.00	0.00	0.00	0.00		108219.00002			
4	More GL ITems on another code	0.00	4.50	0.00	0.00	0.00			00167510000000000010100000		
5	Another Billable Code	0.00	78.00	0.00	0.00	0.00		120113.0001P			
6	Test for GL ITems	3.00	34.00	102.00	17.50	5.95	C1	IT0001.00001		AAF	12/12/2007