Order Management

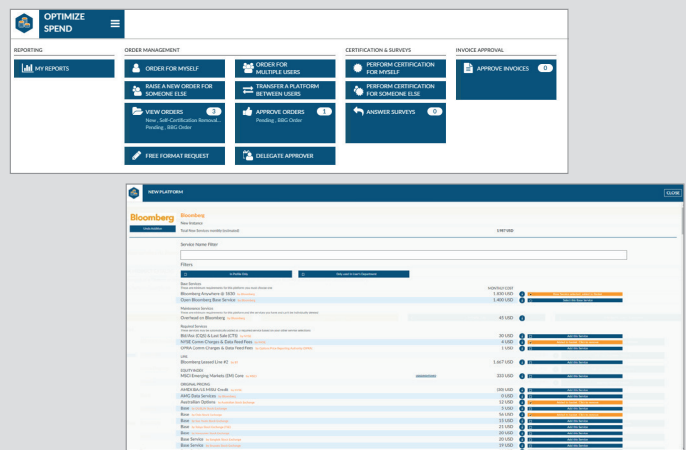## Reduce costs, increase turnaround and automate

Handling orders by e-mail or phone? Chasing up managers for approvals? Still using paper forms for sign-off? How much valuable time is wasted manually processing market data orders? How long do users have to wait to get their services? Are cost saving opportunities lost as users can't self-service their own requests?

Optimize Spend Order Management not only automates the entire order process, but it allows you to dramatically improve turn-around time on requests. Use Optimize Spend Order Management to reduce your administrative burden so you can concentrate on adding value to the business.

Key features

EMPOWERED SELF-SERVICE ORDERING

- Intuitive user-friendly online shopping-style interface
- Users can self-service and raise their own requests
- Full support for ordering on behalf of new joiners
- Clear visibility of present inventory
- Free-text search the product catalog to find new services
- Cross-browser support, embeddable in your intranet
- Costs & minimum contractual commitments clearly visible
- Filter the catalog to see services used by your colleagues
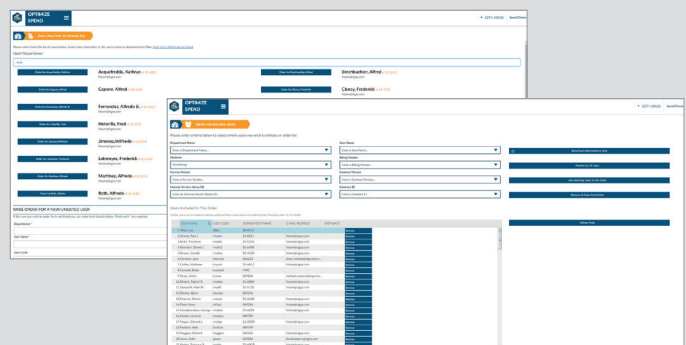- Underpinned by your Optimize Spend product catalog

AUTOMATED, FLEXIBLE, APPROVALS

- Approval requests automatically e-mailed to approvers
- Rule-based approval routing engine
- Routing based on cost thresholds, profile exceptions, etc
- Automated reminder e-mails for overdue approvals
- Approvers can quick approve directly from the e-mail
- Duplicate services highlighted, and full cost transparency
- Full historical approval audit trail for each order

INTEGRATED TEAM-ORIENTED FULFILLMENT

- Order fulfillment seamlessly integrated
- All requests linked to valid product catalog entries
- Team-based interface
- Orders can be assigned to named administrators
- One-click adds or cancels services in the inventory
- "Vendor Order Rules" tracks the vendor ordering process
- Optional interface to downstream help desk systems

Global Market Leader in Enterprise Subscription Management

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