

ItecDocs

Procurement Pro

Procurement departments require a centralised, efficient system to manage purchasing activities, vendor relationships, and contract lifecycles, all while ensuring cost control, compliance, and operational transparency. Our Procurement Solution is built to streamline the end-to-end procurement process, from requisition to purchase order to vendor payment, helping organisations optimise spend, reduce risks, and drive better supplier performance.



Procurement & Inventory Challenges



MANUAL PROCESSES

Manual and fragmented procurement processes create inefficiencies, errors, and lack of visibility across purchase orders, invoices, and goods received.



LIFECYCLE TRACKING

Difficulty tracking the full lifecycle of procurement documents from Request for Quote (RFQ) through to invoicing and goods receipt, resulting in delays, missed payments, and disputes.



SECURITY CONCERNS

The need for a secure, auditable system to ensure compliance with internal policies and industry standards.



COMPLIANCE RISKS

Non-compliant processes increase the risk of audits, fraud, and errors in financial reporting.



POOR INVENTORY VISIBILITY

Poor inventory visibility leads to stockouts, overstocking, and inventory discrepancies, affecting operational efficiency.



Our Solution

ItecDocs Procurement Pro is a comprehensive Document Management System (DMS) designed to optimise procurement and inventory management while ensuring compliance with industry best practices.



RFQ MANAGEMENT

Create, send, and compare RFQ's to streamline the vendor selection process while ensuring compliance with purchasing policies.

PURCHASE ORDER WORKFLOW

Automatically generate purchase orders (POs) from RFQs, with automated approval workflows to ensure compliance and proper authorisation before purchasing.



GOODS RECEIPT & INVENTORY MANAGEMENT

Track goods receipt (GRN) and maintain real-time inventory levels, ensuring accurate stock management and avoiding overstocking or stockouts.

INVOICE MATCHING & APPROVAL:

Match incoming invoices with corresponding POs and goods receipts to ensure accuracy before approval, reducing discrepancies and payment errors..



AUDIT TRAIL & COMPLIANCE TRACKING

Maintain a detailed, immutable audit trail for every action in the procurement process, from RFQs to invoices, ensuring full compliance and easy auditing.

CENTRALISED DOCUMENT REPOSITORY

Store all procurement-related documents (RFQs, POs, invoices, GRNs) in a centralised, searchable, and secure location for easy retrieval and analysis.



Key Features & Benefits



IMPROVED EFFICIENCY

- Fully automated RFQ-to-payment workflow streamlines procurement operations, saving time and reducing manual errors.
- Centralised document management system enables easy access to all procurement-related documents, improving transparency and collaboration.



COMPLIANCE & SECURITY

- Maintain an auditable, transparent workflow that supports compliance with internal policies, industry standards, and regulatory requirements.
- Secure access controls to ensure only authorised personnel can approve, view, or modify sensitive procurement documents.



AUDIT-READY

- Detailed, immutable audit trails for each document and action taken in the procurement process, enabling easy and transparent audits.
- Compliance tracking tools ensure that businesses meet internal and external regulatory requirements.



ENHANCED INVENTORY MANAGEMENT

- Real-time tracking of inventory levels and automated reordering prevents costly stockouts and excess inventory.
- Barcode scanning and goods receipt tracking ensure accurate stock levels at all times.



+27 11 236 2000
info@itecgroup.co.za
www.itecgroup.co.za

MANAGED
BUSINESS SERVICES

