

INDIVIDUAL RELEASE WORKFLOWS

Release processes in purchasing departments must be clearly regulated. With predefined workflows, you can ensure that your release processes are always adhered to correctly.



WORKFLOW FEATURES:



USER RIGHTS MANAGEMENT

Set user rights for workflow and system administrators, RFP managers and viewers



DOCUMENTATION OF ALL STEPS

All release steps are completely documented with timestamp



DIFFERENTIATION BY TYPE OF TENDER

Define different workflows depending on the type of RFQ



SYSTEM NOTIFICATIONS

Users are automatically informed about requested approvals



VOLUME-DEPENDENT WORKFLOWS

Set volume limits for multiple release workflows



SEPARATE RELEASES FOR RFQS AND SUPPLIERS

Approval steps for RFQ release and supplier selection can be defined separately



AUTOMATIC MATCHING

The correct release process is determined by the system based on information within the RFQ



INDIVIDUAL RELEASE DEADLINES

A deadline can be set for each release step, triggering automatic issue of the release



CHALLENGES:

- **Various approval processes:**

The need for quick release processes for small projects and multi-user approval for larger volumes means that purchasers must always be informed about limit values while being able to check and comply with them.

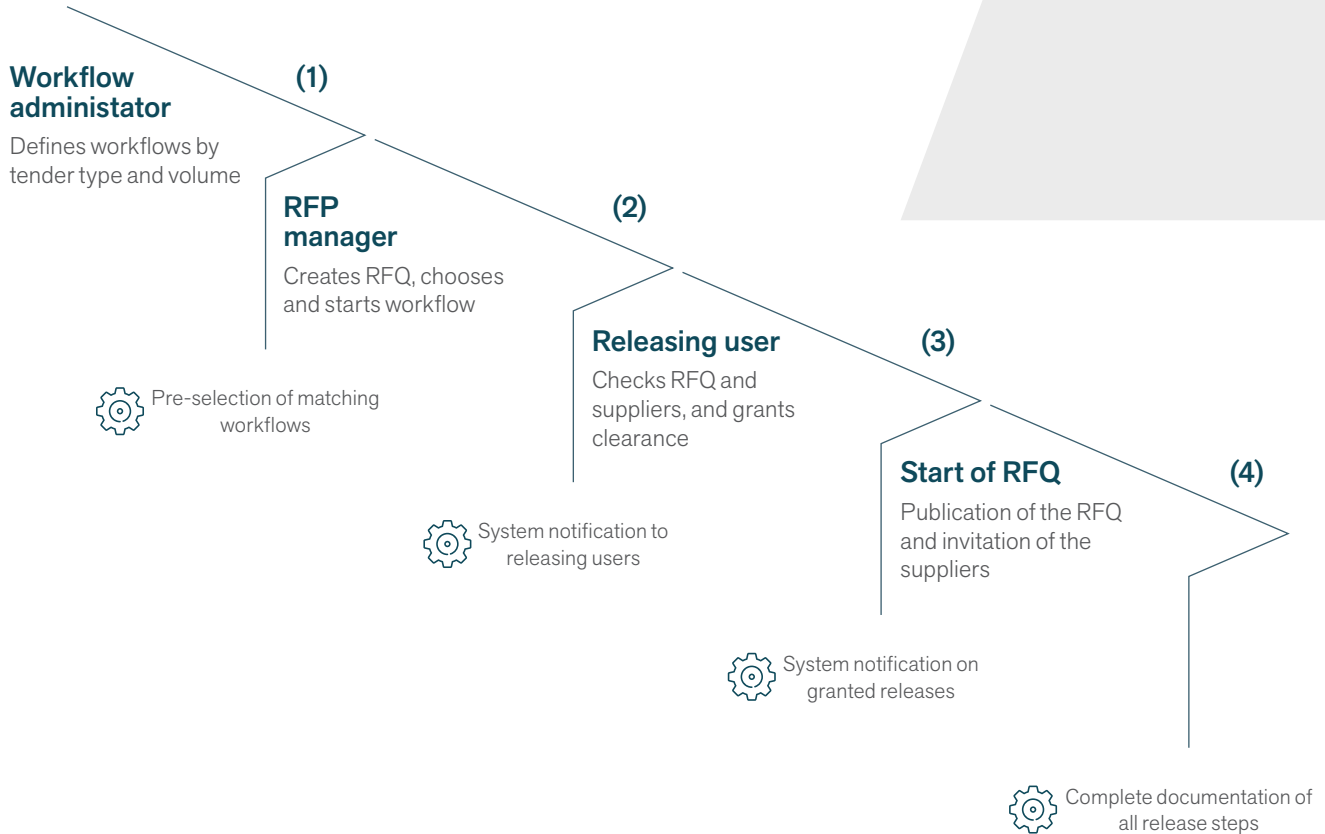
- **Documentation:**

When were releases requested and granted, and have there been modifications after the release? Manual release processes can only be fully documented with great effort.

- **Differences and changes in responsibilities:**

Depending on the type of freight, type of RFQ, mode of transport, region or volume, different release processes may be required and different personnel may be authorized to approve transport tenders.

SYSTEM-BOUND RELEASE PROCESS:



BENEFITS:

- ✓ Technically enforced compliance with approval processes
- ✓ Complete documentation of all changes and release steps without additional effort
- ✓ Accelerated release procedures by leveraging system notification of participants and centralized access to RFQs
- ✓ Relieves the purchasers by automatically determining the correct release process
- ✓ Central availability and management of all release processes
- ✓ Easy implementation and immediate effectiveness of changes

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