



## Workday Procurement.

Indirect spend can make up a significant portion of your corporate spending. In today's business environment, building a world-class procurement organization requires you to drive cost savings and implement best practices in spend management, all while reducing risk and improving inefficiencies with automation. That's where Workday comes in.

Workday addresses the unique requirements of both goods and services spend, and doesn't require you to deploy multiple systems to manage it. From requisition to payment, Workday Procurement provides a single system for the procure-to-pay process and is built for today's global businesses.

### End-to-end goods and services procurement.

Workday Procurement enables you to bring user profiles, business process controls, and analytics into one system, streamlining the entire indirect procurement process. With everything in one place, you can establish consistency and gain real-time visibility into spending trends across the organization.

### Self-service supplier management.

Extend the Workday experience to your suppliers through the supplier portal where they can maintain their personal data and specify their goods and services. Suppliers can also view their purchase orders (POs), view and load catalogs, view and respond to requests for quotes (RFQs), and view and create PO and non-PO invoices. This allows you to automate invoice processing and payments while improving supplier maintenance.

### Supplier punchout.

Connect to the supplier website or network of your choice to access a broad, open community of suppliers. Select the items you would like to purchase and add them to your shopping cart to create a requisition from the punchout session. You can select from preconfigured punchout suppliers in Workday or use the supplier network punchout connector to access other suppliers that support the punchout standard, allowing you to access and procure goods from multiple catalogs. Additionally, Workday integrates directly with select third-party catalogs to eliminate the need to punchout.

### Key Benefits

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- Single comprehensive system for indirect spend management
- Streamlined procure-to-pay process
- Consumer-friendly interface for high self-service adoption
- Reduced "maverick" spending
- Potential savings identified through better spend insight
- Stronger internal spend policies and adherence
- Consistent global spend controls

### Key Features

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- Cloud-based system for easier maintenance and improved cost-effectiveness
- Multisupplier punchout and integrated marketplaces for seamless purchase requisitions
- Reduced errors and automated processes with Workday AI
- Management spend reporting with multidimensional drill down
- Consistent global spend controls

### Results

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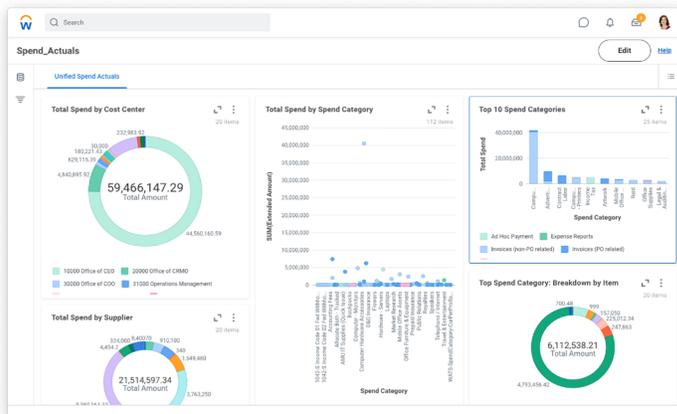
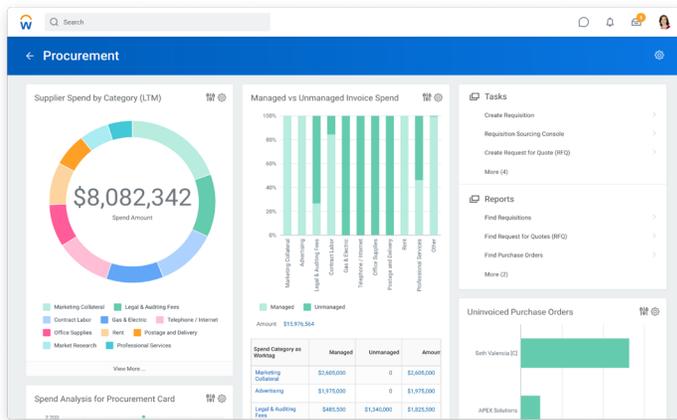
- Unum: 86% reduction in requisition-to-PO cycle time; 38% improvement in on-time payments
- Broward College: 189% ROI; 50% reduction in questionable spend
- The Met: Saved 220% of its set goal and saw a 15% ROI from projects, while also decreasing approval time by 84% and eliminating 24 business process steps

## Supplier contracts.

Use your company procurement policies to enforce contractual agreements with preferred suppliers. With Workday, you can configure business processes within your procurement practice to validate against pricing thresholds, and automatically generate invoices and POs from a contract or installment schedule. Combine these capabilities with powerful analytics on contractual spend to realize better control and standardization.

## Single system for source to pay.

With the integrated Workday Spend Management solution, you can streamline your source to pay processes. Workday enables you to measure results, manage risk, and automate processes all while driving cost savings and increasing control over your spend. Combining Workday Strategic Sourcing and Workday Procurement provides one system to manage your supplier spend.



Gain insight into suppliers and organizational spend directly from the procurement dashboard and spend actual discovery board.

## Real-time spend insights.

Workday gives you the details on the who, what, when, where, and why in every transaction. With the ability to capture and analyze data in business terms, Workday allows you to better understand your organizational spend. These reporting dimensions, known as worktags, provide deeper and richer reporting capabilities than traditional procurement systems. They are always drawn directly from transactional data in real time—not a delayed business intelligence repository.

## Global controls.

Workday gives you the power to establish consistent security and controls across your global organization. Ensure that every type of requisition adheres to the rules and approvals set up for the organization. Specialized approvals or validation needed by any part of your organization can be provided without a separate deployment. Even with employee and manager self-service, each person has visibility and rights according to their role and permissions within the organization.

## One system with Workday Financial Management, Workday Strategic Sourcing, and Workday Human Capital Management.

Workday is the only provider of enterprise cloud applications that give you spend management, financial management, and human capital management in a single system. As a result, your organization can rely on a real-time single source of truth. When Workday Procurement is used with Workday Financial Management, the financial and accounting impact is instantaneous. When used alongside Workday Strategic Sourcing, you can deliver increased spend under management all while reducing your supplier risk. When combined with Workday Human Capital Management, Workday Procurement immediately updates any changes within your organization that affect employee roles or approvals. In addition, you'll realize consistency across your data, security policies, and global processes for even greater efficiency, management, and control.

## WORKDAY PROCUREMENT

### Goods Procurement

- Ability to create and issue requisitions and RFQs
- Item catalog search
- Side-by-side item comparison in requisitions
- Multisupplier punchout
- Buyer console for visibility and control
- Specify ship-to and deliver-to information at the line level on procurement documents
- Invoice creation from PO or receipt
- Internal services provisioning
- Easily check the status on requisitions and invoices with Workday Assistant
- Seamlessly search across internal catalogs and third-party sites
- Utilize Workday AI for spend category recommendations

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### Services Procurement

- Use service coordinator console for manual sourcing
- See project-based milestones, deliverables, and tasks
- Fill internally or through supplier PO
- Task log entry by supplier or internal
- Create invoice from PO or task log

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### Supplier Management

- Allow prospective suppliers to self-register through an external website
- Collaborate with and manage suppliers using the supplier portal
- Define priority-ranked suppliers for purchase items
- Categorize suppliers by various classifications, such as minority-owned business (MBE), foreign vs. domestic, and more
- Track and manage back orders from suppliers
- Report on detailed change history across supplier records

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### Supplier Contracts

- Record and enforce agreements with preferred suppliers
- Implement contractual spend
- Automatically generate invoices/POs from contract or installment schedule
- Define contract renewal terms and notifications before contracts expire
- Partition suppliers by company
- Amend supplier contracts

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### Integrations

- EDI supplier integrations (EDI 810, 850, 855, and 856)
- cXML format for POs and invoices
- Integration templates
- Supplier network connector
- Web services to support integrations
- Procurement integrations work area displays errors and allows corrections

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### Spend Control

- Supplier invoice retention
- Configure spend freezes and budget checking
- Requisition templates
- Configurable approval processes
- Requisition consolidation into a single PO
- PO change orders
- Two- and three-way matching

## WORKDAY PROCUREMENT

### Reporting and Insight

- Embedded analytics during approvals
- Real-time, consolidated spend insight
- Reporting for contract history including any amendments
- Standard reporting library and custom report writer
- Configurable procurement and supplier accounts dashboards
- Discovery boards display key insights, including view of company spend across key transactions, and supplier diversity data
- Buyer hub for visibility into status and tasks

### Global Readiness

- Intercompany transaction documentation for supplier invoices
- Requisitions in foreign currencies
- Multilanguage and available translations
- Global consistency and auditability
- Business processes configurable for specific regional requirements

### One System with Workday Financial Management

- Immediate capture of accounting impact
- A single settlement engine across all financial functions
- Budget checking and commitment accounting

### One System with Workday Inventory

- Automatic purchase requisitions for replenishment
- Common item master with inventory
- Source requisition from inventory
- Unit of measure conversion

### One System with Workday Strategic Sourcing

- Simplify workflow between sourcing and procurement functions
- Onboard suppliers and maintain a single supplier master
- Third-party integrations with key fraud, security, financial, and sustainability data providers for risk scoring
- Author and manage contracts across all stages of your supplier relationship
- Create a requisition in procurement once a supplier is awarded

### One System with Workday Human Capital Management

- Visibility into full-time and contingent workers
- More accurate insight into workforce capacity, capabilities, and costs
- Automatic business process updates with organizational or worker role changes

To learn more about Workday Procurement, visit: [workday.com/procurement](https://workday.com/procurement)



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