



Manufacturers Gain Relief from the High Price of Purchase Requisition Processing

Adobe solutions help manufacturers streamline inventory management

Online forms and automated approvals cut time and costs for purchase requisition processing.

With Adobe® Network Publishing Solutions, manufacturers can streamline purchase requisition processes to dramatically reduce administrative costs and better manage inventory. By taking advantage of Adobe's expertise in digital document technologies, manufacturers can quickly integrate their ERP, supply chain management (SCM), product data management (PDM), and other core business systems with automated purchase requisition processes. As a result, manufacturers can shorten approval cycles, reduce administrative overhead, and effectively control inventory levels. This Adobe solution is modular and integrated for phased implementations that solve immediate problems and hold down costs while ensuring a growth path to comprehensive purchase requisition automation.

Manual purchasing processes waste millions of dollars.

Paper-based processes bog down requisition operations. These manual and isolated processes cost manufacturers millions of dollars in escalating operating expenses and poorly managed inventory that lengthens product development cycles.

- Paper-based forms require labor-intensive tasks as forms must be manually typed, rekeyed, logged, validated, routed, and stored. The result is inefficient processing that burdens users and administrators and hampers the manufacturer's ability to manage the load with existing resources.
- Data scattered in a multitude of heterogeneous corporate systems and a lack of access to relevant information cause employees to waste time locating and updating information, resulting in unacceptable levels of error and slow requisition cycles.
- Manual purchase order notification, tracking, and reporting contribute to supply chain inefficiency and prevent effective control of the procurement cycle.

Adobe PDF expedites purchase requisition processes.

This Adobe solution is elegant and easy to deploy. With Adobe Portable Document Format (PDF), manufacturers can quickly engage in efficient online purchase requisition processes.

- Minimize administration and staffing with total process automation—from online submission and multiparticipant approval routing to supplier notification.
- Better manage inventory and shorten production cycles with automated requisition processes that are integrated with core systems.
- Effectively enforce purchasing policies to reduce the cost of goods and services with automated archiving and tracking procedures.



Purchase Requisition Processing Solution Highlights

Increase employee efficiency and productivity.

Extend streamlined purchase processes company-wide

- Help all employees complete purchase requisitions quickly and easily with online Adobe PDF forms.
- Simplify the process with customized forms that include prepopulated fields, built-in decision support tools for actions such as calculating totals, and real-time data that is dynamically assembled from multiple systems and formats, such as PDF, HTML, and XML, based on rules and content.

Eliminate manual handling.

Cost-efficiently streamline inventory management

- Shorten approval cycles using automatic rule- and role-based approval routing across multiple departments.
- Eliminate human intervention and increase data accuracy with intelligent forms that validate data against corporate systems to intercept data entry mistakes, such as out-of-range values.
- Automatically extract transaction data from online forms to update corporate systems, such as SCM, PDM, and CRM systems.

Reduce administrative and delivery costs.

- Process more requisitions using online review and feedback tools, such as electronic sticky notes, text highlights, comment sharing, and notes compilation.
- Decrease document development effort with a single Adobe PDF form or template that can be customized to department location, document type, and employee need.
- Eliminate printing, storage, and distribution costs using Adobe Acrobat® software to deliver forms and documents online over a variety of electronic channels, including the Web, e-mail, fax, and wireless devices.

Ensure document accuracy, security, and reliability.

Meet privacy and security requirements with multiple security checkpoints

- Control user access with permissions that define exactly what the user can do, such as print a document, revise it, enter data into it, save it to a local computer, archive it, or make no changes to it.
- Communicate as intended with exact-image Adobe PDF documents.
- Easily integrate with third-party security technologies for secure and transactive electronic documents, such as legally binding digital signatures and public key infrastructure (PKI) certification.

For more information on Adobe's solution for purchase requisition processing, please call 800-861-9428 or e-mail solutions@adobe.com.

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