



Electronic Workflow Systems

Direct Workflow manages the review, encoding, and approval of documents within your organization. When combined with our Procure-to-Pay suite of services, organizations now have the tools to route electronic documents, inexpensively and efficiently - all in a hosted environment.

Centralize Shared Services

Centralizing repetitive activities into a shared-services center reduces costs and provides better access to information. Direct Workflow quickly delivers important information to those who need it when they need it. The service provides an available, easy-to-use set of tools for access to critical decision-making information.

Collaboration and Dispute Resolution

Direct Workflow provides tools to route, forward, encode, and update transactions as well as allowing you to communicate and collaborate with your suppliers on documents, such as purchase orders, P-card transactions, and invoices. It eliminates the need for paper transactions and inter-office mail and ensures that everyone in your supply chain has up-to-date information.

Improve Compliance

Direct Workflow allows you to make relevant information immediately available to those who need it. A defined, centralized process means better compliance, auditability, and savings in your Procure-to-Pay processes.

Direct Workflow, a component of the Direct Commerce Procure-to-Pay suite of services, automates manual approval and review processes. Invoices, check requests and P-Card transactions can be efficiently, routed, encoded and released for payment. Electronically available documents reduce process times, decrease errors and increase the productivity of your entire organization. Direct Workflow lowers costs and provides better information, all in a secure environment.

Call us today for a demo.

Maximize the Value in Your Procure-to-Pay Process



Direct Workflow eliminates the need for paper approvals and interoffice mail.

Direct Workflow provides employees the tools to forward, approve, append and encode any business document requiring availability, such as purchase orders, invoices and P-Card transactions. All purchasing, invoicing, receiving, and payment information is available to facilitate approvals. Authorized users check the status of any document and can track its progress through the reconciliation and approval process via the web portal. Vendors receive notification as purchase orders are changed, invoices are approved or denied, P-card transactions are cleared, or documents are otherwise moved through the process.

Direct Commerce is the leader in Procure-to-Pay systems. Our scaleable business model ensures your success. The superior functionality, implementation and post-sales support offered by Direct Commerce have made us the clear choice of Fortune 2000 users worldwide.

HIGHLIGHTS

- Routing of all Document Types
- Easy-to-use Interface
- Multi-level Process Support
- Dispute Resolution and Collaboration
- Document Encoding
- Document Notes
- Document History & Tracking
- Negative Assurance (Passive Approval)
- Notification Engine
- Time-out Tasks
- Escalation Time-outs
- Forwarding & Delegation
- Out-of-Office / Vacation Routing
- Rejection Routing
- Multiple PO Types & Formats

Direct Commerce: The leader in P2P solutions.

Visit us online at: www.directcommerce.com or contact us by phone: **415-288-9700**