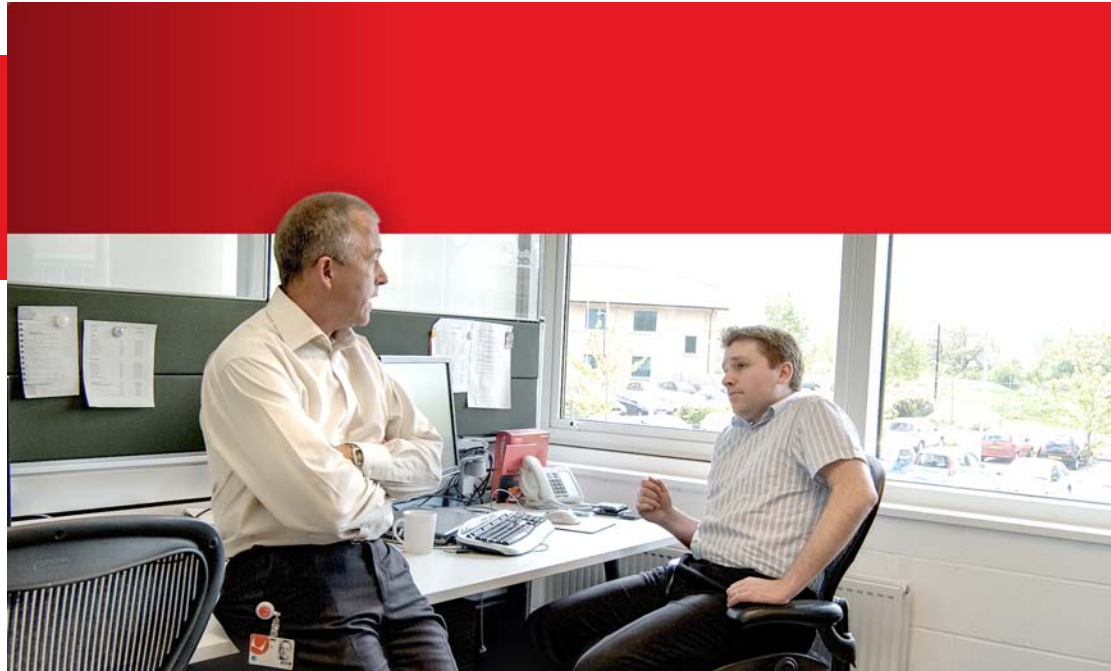




Strategically automate your company's approval process with Infor Expense Management Payment Requests for a more efficient payment process and better visibility of what you spend.



# INFOR EXPENSE MANAGEMENT REQUESTS

## DO BUSINESS BETTER.

Employees often need to purchase goods and services on the fly without going through their company's structured requisition process. Unfortunately, these requests often go untracked, resulting in an incomplete view of employee spending. Infor<sup>®</sup> Expense Management Payment Requests creates a strategic process for automating the slow and often cumbersome employee-initiated process of requesting vendor payments. Better still, it helps companies track non-PO purchases centrally, make more timely payments, and realize considerable cost savings by reducing the workload of accounts payable personnel and improving overall financial management.

## LEVERAGE EXPERIENCE.

At Infor, we measure our success by the success of our customers. And with more than a decade of experience in expense management, we have a proven track record of helping companies benefit by significantly improving their payment request process. A key module of Infor Expense Management, Payment Requests captures all the information these organizations need to automate their payment processing.

Payment Requests is perfectly suited for companies with manual payment request processes, no PO process, or a tedious PO process that often jeopardizes timely payments.

Now that Infor's flexible delivery options allow you to buy Infor Expense Management on a pay-as-you-go basis, your company can achieve better cost control, greater efficiency, closer tracking of employee-initiated expenditures, and fewer policy violations.

## GET BUSINESS SPECIFIC.

Infor Expense Management Payment Requests allows your employees to request vendor payments quickly and easily from the office or on the road. It can help your company increase business policy compliance and preferred vendor usage, track spending more effectively and operate easily in global markets.

**Accelerated request processing.** Our solution's intuitive, interactive interface guides employees through request creation and allows them to track the status of submitted requests in real time. It automatically flags any policy violations and gives employees a chance to correct those violations before submitting the request. The database-driven workflow allows managers to review requests, resolve any purchasing violations, and then approve those requests in minutes. Companies accelerate the approval process and keep their vendors happy by paying them in a more timely manner.

### **Business policy compliance and preferred vendor usage.**

Payment Requests alerts employees of policy violations in real time and notifies them of preferred vendors. Central tracking of employee spending also yields important information that helps managers set up new preferred vendor relationships and negotiate additional discounts.

**Complete integration.** Payment Requests integrates with other Infor applications to link key operational processes like expense reporting, travel planning, and employee time capture. This provides a single platform for employee-based financial processes so you can thoroughly analyze employee spending, preferred vendor usage, and other areas.

**Global functionality.** With Payment Requests, global organizations gain comprehensive international features including local language support, date and time formats, and support for all ISO currencies, as well as for local statutory and legal requirements. Multinational companies can quickly

deploy applications that meet the unique operations of each local division and facilitate easy local management of each country's business policies, workflows, and corporate data.

**Flexible delivery options.** We offer an unparalleled range of software deployment options so that you can use the power of Infor Expense Management in the way that suits you best. You can take advantage of a hosted version and let us deal with application management, or you can license the application outright.

## SEE RESULTS NOW.

By capturing all the information necessary for automated payment processing, you'll see compelling results and a faster return on your investment through:

- ▶ Central tracking of non-PO purchases
- ▶ Additional vendor discount
- ▶ More timely payments
- ▶ Increased policy compliance and preferred vendor usage
- ▶ Less work for accounts payable personnel
- ▶ Better strategic financial management

Infor Corporate Headquarters  
13560 Morris Road  
Suite 4100  
Alpharetta, Georgia 30004  
USA  
Phone: +1(800) 260 2640

[www.infor.com](http://www.infor.com)

The Infor logo consists of the word "INFOR" in a bold, sans-serif font. The letters "I", "N", "F", and "O" are black, while the letters "R" and "A" are red. A small trademark symbol (TM) is located to the upper right of the "R".