



ProCoeur

ProCoeur. Get your spending under control.

Do you need to understand **where** your expenses are coming from?
Would you like to get the purchases in your company under **control**?

Do you wish to have your P2P process **compliant**?

Do you want to **minimize** the risk of **frauds**?

Would you like to **maximize** the **effectiveness** of your spending?

Do you dream to know **exactly what you pay** for and when?

And do you want to do all of this in a simple, fast, transparent
and organized manner?

If you answer YES more than once - than you need ProCoeur®.



ProCoeur® is a powerful spend management solution.
It is not only a software or tool. **It is a complex P2Psolution.**
It forms the spending culture in your company.



- REQUEST** - simply and intuitively create Requisition for purchase.
- APPROVE** - approve Requisitions transparently in real time.
- ORDER** - easily convert your approved Requisition into a Purchase Order.
- RECEIVE** - authenticate Receipts and deliveries of goods and services.
- PAY** - match Purchase Orders, Receipts and Invoices in one place.

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REQUEST - create Requisitions for purchases simply and intuitively

Let the users create Requisitions for what they need. And let them do that in a simple and intuitive way fitting to your company structure.

Do not just guess with your Requisitions. Speak the same language. ProCoeur® offers the functionality to create Requisitions using predefined items (Cost Types) at the right Cost Center. Easily create Requisition in any currency, even if different from your local one.

Do not allow for unwanted creativity. With ProCoeur®, requesters will only be allowed to create Requisitions with approved Vendors. Big amounts? Make sure that proper tendering and vendor selection is done.

Be predictive. You want to plan and know when you will have to pay for things. Ask requesters to define Expected Delivery Date to indicate when goods or services will be received.

Meet the compliance criteria. If your procurement policy requires providing certain upfront approvals, e.g. legal review, involvement of procurement or bidding, ProCoeur® will support it. No Requisition can be submitted without it.

Use catalogue*. If you want, force your users to buy only standardized services or products. This can be defined at Cost Type level. Not for all purchases, only for categories you define. Users will see just the predefined item price and vendor that can't be changed and will enter only the required quantity.

You can create 3 types of Purchase Requisitions:

- One-time Requisitions – for ad-hoc one-time purchase with single Receipt
- Recurring Requisitions - for regular and repetitive purchases of services (e.g. telephony costs or reception services). You just create 1 Requisitions for total annual spent with monthly breakdown.
- Limit (Blanket) Requisitions – one-time summary (limit) Order for multiple Receipts during the year.

Request features:

- Link with your organization structure
- Choose from predefined items and only approved vendors
- Use Catalogue *
- Define date of delivery
- Compliance tracking
- Various types of Requisitions supported
- Edit Requisitions if needed (change of item, delivery date, quantity)

** available only in version ProCoeur® Premium*



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APPROVE - approve Requisitions transparently in real time.

Have full control over the approval process. You need to know who is buying what. Setup the approval matrix according to your company's needs and structure. Each approver in the flow will have its own threshold for approval. If your organization is complex than define multilevel and sequential approval flow.

Do not wait until you get back to the office. Be immediately notified when you receive Requisition for approval. Approve instantly on the go. Use your smartphone.

Approve, reject or clarify. It is your decision, you are the manager. Clarify the details, communicate with the others in the flow. ProCoeur® keeps everything in one place.

Send Reminders. No actions taken by the Approver? Send them a reminder directly from ProCoeur®, no need to start writing another email.

Going on vacation? Than use Delegation. Simply define a person in your organization who will do the Approvals while you are not present. You set the delegation period. You will still be able to see what happened during your absence. All delegate actions are recorded.

Promote a proactive spend behavior. With ProCoeur® you promote transparency in your procurement process - know who is responsible for what. Know when things are done. The status of each requests is visible and actions traceable. Your internal auditor will love this.

Make informed decision *. Link ProCoeur® with your budget and know exactly how the purchase plan will influence your future spending. Immediately, even before you do the approval.

Approve features:

- Real-time notification
- Multilevel and sequential approval flow
- Reminder function
- Sophisticated Delegation
- Audit log
- Real-time spend visibility

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ORDER - easily convert your approved Requisition into Purchase.

Organize your company purchasing. Easily convert your approved Requisitions into a Purchase Order and send it to your vendor. Electronically.

Be flexible and efficient. Allow your users to send the purchase order directly or setup a role of buyer to have a procurement layer in the process. Increase effectiveness by consolidating Purchase Requisitions into one Purchase Order.

Reduce work for the organization. Great for repetitive small orders during the year. Use Limit Requisition and have the full expected annual spent approved at once. Then the buyer can issue partial orders during the year whenever needed and nobody needs to be involved until the full amount or Requisition is consumed. Need to continue at this time? Edit the Requisition, have it re-approved and continue ordering.

Stay in the loop. Track the response from the vendor and receive Order acceptance Confirmation. This is done also electronically and ProCoeur® will archive all received Confirmations.

Order features:

- Simple Purchase Order Creation
- Prompt ordering
- Consolidate multiple Requisitions into one Order
- Create multiple Orders from one Limit Requisition
- Real-time Confirmation.

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RECEIVE - authenticate Receipts and deliveries of goods and services.

Make sure you get what you ordered. ProCoeur® will track records of goods Receipts and its confirmations. Know exactly who confirmed reception of ordered goods or services and when.

Receipts are not matching Purchase Orders? Not happy with the quality or quantity? Delivery Note includes different Currency than the Purchase Order? No problem! Decide what you want to do. Make a partial receipt. Reject the delivery. Setup a tolerance. ProCoeur® will help you handle this.

Partial receiving? Is the delivery not coming at once but only in several steps? No problem. With ProCoeur® you can create multiple Receipts to one Order. You will simply keep receiving until you have reached the amount of the Order. Each Receipt will then create one separate accounting entry even in different currency, if needed.

Get organized and keep everything at one place. Collecting tons of supporting documents with your Receipt? Perfect. You can store everything at one place and have it accessible when you need this. Need to look at the receiving history? Everything will be there.

Receive features:

- Confirm reception of goods or service
- Multiple Receipts
- Handle differences
- Keep documents organized
- Audit log



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PAY - match Purchase Orders, Receipts and Invoices in one place.

Complete the famous 3-way match. Compare Purchase Order, Receipt documents and Invoice. Everything at one place. Match it.

Make the invoice processing simple and faster. Change the incoming invoice processing, have the invoices sent to you electronically or scan them upon receiving. ProCoeur® will help you match them with Receipts. Simply and quickly.

Automated invoice booking *. Integrate ProCoeur® with OCR and your ERP software, automatically read the content of the invoices and book the invoices without manual input. If OCR is not available, ProCoeur® can facilitate and make invoice booking easier via a batch load.

Sophisticated accruing. Work smart *. Ever wondered how to calculate your accruals? With ProCoeur® Pro you will not need to do this. Once you have Receipts logged in the system, ProCoeur® will calculate everything automatically. Accruals per Account. Per Cost Center. Stop chasing invoices around the company.

Think ahead. Know exactly how much you can still afford to spend *. Always thinking how much you have really spent and not only booked? Do not forget to include Commitments. Link ProCoeur® with your accounting and budget and you will always know where you stand. ProCoeur® will combine future committed spending from your confirmed Orders not fulfilled yet with actual data and compare it against budget. Never over or underspend your budget again.

Pay features:

- 3-way match
- Fast invoice processing
- Stop exchanging tons of paper
- Transparent accruing
- Informed forecasting

** available only in version ProCoeur® Premium*

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PRODUCTS

Professionalize your spend management process and get it under your control.

ProCoeur® will help you to transform your organization and go from ex post control to proactive process management.

ProCoeur Standard – if you want to get the best out of ProCoeur®.

Covers the complete P2P process. Start with Purchase Requisition, go through Approval to create Purchase Order, track goods or services Receipts to finally process and pay the Invoice.

Requires:

- SQL server on local LAN network
- MS Access and MS Excel
- MS Exchange based email setup

ProCoeur Premium – if you want to utilize full potential of ProCoeur®.

Offers the same functionality as Standard but adds advanced features:

- use of Catalogue for predefined items
- link with your budget to have full visibility when approving Requisitions.
- integration with OCR and your ERP. Automated invoice booking.
- sophisticated accruing including reports and automated booking of accrual vouchers.
- link with accounting and powerful reporting. Contains full spending report including actual booked invoices together with accruals and commitments. Compared with budget.

Requires:

- the same infrastructure as for Standard
- interfaces for integration to your existing EPR. We can assist and work with your ERP consultant to build such interface.

ProCoeur Mini – if you want to use ProCoeur® in less complex organization

Offers the same functionality as Standard and requires limited IT infrastructure:

- LAN network
- can use free version of MS SQL server (limitation is the database size)
- can run without MS Access Licenses (required is MS Excel and Outlook client)
- for use on more than 2 workstations

ProCoeur Micro - ProCoeur® as easy as it can get

Offers the same functionality as Standard and requires only:

- MS Office version 2010 and higher and no need of SQL server
- can run without MS Access Licenses (required is MS Excel and Outlook client with/without Exchange Server)
- everything runs on one shared workstation



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How does the typical implementation look like?



Contact us. Tell us what you actually need. Choose the version that fits your organization the best. We do not just sell the software. We can actually help you with the whole procurement process.



Provide us with more information, use our web questionnaire form.



We will give you a price & service offer.



Analysis. If you like, we will do a thorough and deep analysis of your current flows and as a result of it you will get a proposal of recommendations what needs to be changed to make your process best in class. Than it is up to you to decide what to put in practice. This can take 1-4 weeks, depending on the size and complexity. We can even draft a Procurement Policy for you. If you like.



Customization. We adapt ProCoeur® to fit exactly to your organization. This can be done, depending on your current procurement culture and setup, rather quickly in 1-2 weeks for a simply structured company, or take up to 8 weeks for a complex full size organization.



Implementation. We will give you a checklist of technical request what needs to be done by your IT. Actually most of the points we will cover and fix during the customization phase.



Training and go-live. We organize a full day workshop to train your users. And the next day you are set to go.



Post go-live support. Do not worry, you won't be left alone. We will still be around to help. Depending on the support program you choose we will support your users either remotely or will be there with them on site. You define for how long.



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What can we do for you?

- analyze your P2P process from A to Z.
- make recommendations to improve the process.
- implement best in class procurement solution.
- train your employees.

How does ProCoeur® differ to other solutions?

- complex P2P solution covering the whole process from requisition to payment.
- flexible customization to fit your organization.
- no need to pay big money for the complicated ERP module that you will never use in full.
- quick and simple implementation.
- can run stand alone or be integrated with your existing ERP.
- secure and closed solution. Runs on your hardware. No cloud.

What are the implementation requirements?

- eMail, MS Office (Access, Excel, Outlook)
- Fileserver (SharePoint*) SQL server*
- enthusiasm and attitude to make a change
- implementation time 2 weeks - 2 months depending on the size and complexity of your organization

** depending on the version of ProCoeur® and customer's technical resource availability*



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About us

Who we are?

We are group of professionals that share passion in developing and putting in live things that make our living or working easier and better. And we too do not like complicated software or processes.

Our mission: We aim to do simple things in a simple way.

Procurement is about buying stuff. When you want to buy something new at home (TV or car, mobile or whatever), you will be very carefully choosing the right type, assessing what it does or does not, who is going to give you the best offer and how much and when you actually need to pay for it. And most likely someone will need to approve the purchase for you, let that be your wife or your dad, perhaps.

And why shouldn't you do the same at work? Buying things is not difficult. You only need to do it the right way and follow some basic principles. And ProCoeur® will help you with that.

Team:

Miloslav Bustik, Co-founder

Miloslav is a recognized IT expert with many years of experience in various IT areas (user & company support and helpdesk, IT management, programming, projects and solutions, consultancy), most of them in international (healthcare and pharmaceutical) companies. His domain is to project and develop so called local applications, support or add some extra customized tools which can cooperate with other corporate systems (finance, business, customer support, etc.).

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Vit Lustinec, Co-founder

Vit has many years of proven experience in various finance management positions, local and international, mainly in healthcare sector, that including more than nine years working as a CFO of large multinational pharmaceutical companies, both in the Czech Republic and abroad. His expertise is in finance management, procurement, accounting & taxes and financial compliance. He is active also as a finance consultant supporting various projects like ERP implementations, organization or process transformation, internal controls/SOX development, M&A activities, tax optimization or interim finance management.

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What does actually ProCoeur® do?

ProCoeur® is a spend management tool. It is basically a software that manages the procurement (purchasing) process in the company. It helps you to get the whole process under organized control. But it does more than this. It is a solution. It changes the way the organization thinks and people work. Of course, changes are not easy. And we will help you to go through this in an elegant, smart and efficient way.

Who is ProCoeur® made for?

ProCoeur® can be used just by any organization. Small or big. Simple or complicated structure. Our solution is so flexible that it can be customized to fit any size or complexity of your business. Company of 10 or 1.000 employees? No problem, we can handle both. And you define how you want your procurement flow to be done. With this approach you get a solution that does 100% what you want. You will only pay for what you actually use.

Do I need to be only a Czech company?

Certainly not. ProCoeur® will work everywhere. No country or type of business limitation.

What languages do you support?

At the moment we support Czech and English. The software menus and commands are all in English. However, the output documents like formal Purchase Order will always come in your language.

How is ProCoeur® priced?

ProCoeur® is not a software that you just grab from the store and install. The price depends on many factors - size of the organization and complexity of the business, number of users, version of the product, degree of customization or portfolio of services you choose from us. Give us call or write to us and we will give you an offer.

How do I pay for ProCoeur®?

You actually purchase a license to use our software. Than you can use for as long as you want. Depending on your country of residence legislation, the purchase price needs to be capitalized and depreciated, usually for 3-5 years. There are no other implementation fees, except if you opt to go for the Analysis phase of your current P2P process.

Is there a maintenance fee?

Yes, there is. You can choose various service programs and get a package with prepaid hours or pay per hour as you need. This fee includes helpdesk, online support and customer initiated changes. Regular maintenance and improvements of ProCoeur® are of course completely free of charge.

Is my data safe?

Since everything runs on your hardware, all data in ProCoeur® is safe as much as the other data in your company, so it is actually up to you. We do not store any data on our side. We only require secure connection to your systems so as to be able to provide maintenance and service entries.

