



Bellwether *ePMX* Purchasing Automation Software

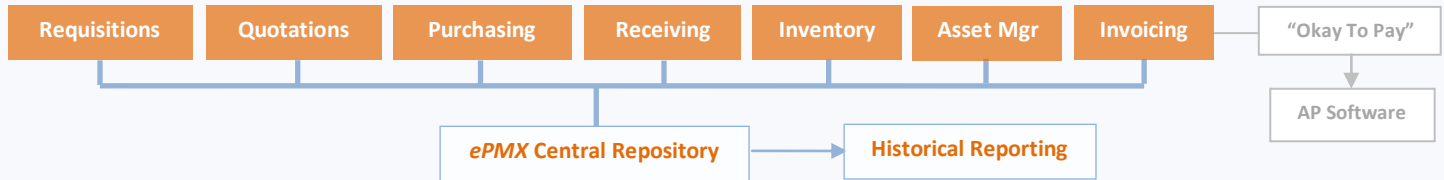
- *ePMX* Requisitions
- *ePMX* Request For Quotation
- *ePMX* Purchasing
- *ePMX* Receiving
- *ePMX* Inventory
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ePMX by Bellwether

Purchasing Automation Software



Automation of:

- End user requisitions
- PO generation from scratch, requisitions, & RFQs
- Issuing RFQs to vendors, comparing bids, & awarding the winning vendor
- Tracking of order receipts
- Inventory management with optional bar code scanner interface
- Three way invoice matching and approvals
- Asset tracking

Bellwether Software

- Over 750 customers
- 28 years in business
- Solely focused on procurement

ePMX Features:

- Self-service order status inquiry for requisitioners
- Automated, enforceable approval workflows with email notifications
- Single data repository of entire procure to pay process for historical reporting and analysis
 - Including reports with filtering capabilities for Order Status, Materials On Order, Overdue Orders, Requisition & PO Analysis, Budget Analysis, Inventory Re-Orders and more.
 - PDF report generation and/or export data to spreadsheets
- Modular software enables purchase only the functionality you require
 - License per user / per module
- Cloud architecture for fast deployment
- Software automation reduces purchase processing time by up to 50%

"Now employees cannot simply buy what they want, we have tools. We have better contract compliance and we know what we spend."

Louis Nicolosi
St Ann's Community Rochester, NY

"ePMX is user friendly very easy to implement. It paid for itself in six months and reduced our purchasing cycle time by 50%."

Jim Bruce
First Realty Management

BELLWETHER IS THE LEADER IN AUTOMATED PURCHASING SOFTWARE

ePMX Requisitions

ePMX's Requisition Software module (e-requisition software) completely automates the on-line requisitions entry (electronic requisitions) and approval process. Most importantly, it's designed to be user-friendly and incredibly easy to use.

Key benefits:

- Individual users or departments can requisition items directly from on-line catalogs or in free-form mode.
- Requisitions can be imported directly from *ePMX's* Purchase Order System Inventory Module for items at or below their reorder points.
- Purchase requisitions can be printed or transmitted in a paperless environment.
- For users of *ePMX's* Inventory module, requisitions for stock items are automatically routed to your warehouse.
 - Stock availability and subsequent stock commitment is performed in real-time.
 - If warehoused items are unavailable when requisitioned, the outstanding portion will be automatically filled when re-supply occurs.
 - Disbursement reports identify which items to pull from stock, their stocking locations and delivery information.
- A multi-level, on-line approval process prevents items from being ordered without necessary approvals.
 - Requisitions are automatically routed by e-mail to the next approver listed in your business rules.
 - If denied, requisitions can be returned to the original requisitioner with a reason for the rejection.
- With *ePMX's* Purchase Order System, you can review requisitions online and convert them into Purchase Orders or Requests for Quotations without re-keying any data.
- Multiple requisitions for similar materials or services can be combined in one order, or a single requisition can be split up into multiple purchase orders for a number of vendors.
- On-line status inquiry and printed status reports make it easy to track the progress of requisitioned items, including expected delivery dates, back-order conditions and assigned buyers.
- *ePMX's* Requisition Software shows which requisitions are on hold awaiting approval; approved but not ordered; and ordered but not received.
- Additionally, *ePMX* will display date received and quantity.

ePMX Request For Quotation

ePMX's e-procurement Request for Quotations Software module helps you determine the best price and terms for an order. This module comes with complete vendor and material file management capabilities and provides your company with a powerful web-based e-procurement solution.

Key benefits of *ePMX* e-Procurement request for quotation software:

- Create a Request for Quotation (RFQ) from an existing requisition using *ePMX's* sourcing software, or simply enter your bid items and selected vendors.
- Print, fax or e-mail completed RFQs to selected vendors. Enter the vendors' quotes into the system as they are received, along with any discounts, terms shipping charges and lead days.
- *ePMX's* sourcing software automatically converts the original RFQ and the successful vendor's bid information into a Purchase Order.
- All Purchase Order information can be reviewed and modified before launching the actual order.
- Like requisitions, RFQs are easily modified until they are converted to Purchase Orders. Amended RFQs can also be transmitted directly to vendors.
- A variety of bid analysis reports and inquiries simplify the selection process. You can review bids online or on the printed Bid Analysis Report. *ePMX's* e-procurement software displays bid information for each line item, grouped by RFQ, commodity, item, vendor, buyer or date range.
- *ePMX's* eprocurement software RFQ status inquiry gives you up-to-the-second tracking of bids, including:
 - Vendor's bid information
 - The successful vendor receiving the bid and the final purchase order.
 - Detailed status report information on all RFQs entered into the system and the Purchase Order to which they were converted.
 - Data on open or closed RFQs organized by RFQ, vendor, item, commodity, buyer and date required.

ePMX Purchasing

ePMX's Procurement Management software was designed to work the way purchasing professionals think. With *ePMX* Purchase Order software, you can quickly create purchase orders from requisitions, requests for quotations and previous purchase orders. Or, you can create a purchase order by specifying the desired vendor and the materials or services you wish to purchase. Complete vendor and material file management capabilities are built into the Purchasing module. Speed up the purchasing process even more by using the Fax and Email Interfaces. Also, the Purchasing Inventory software allows you to maintain a balance between your quantities on hand and what is requested through a guided Economic Order Quantity (EOQ).

Other key benefits:

- You can enter up to 999 items on a single Purchase Order.
- You can override standard ordering information for any Purchase Order Line Item.
- You can rename Purchase Order Line Item data fields in *ePMX*'s Data Dictionary.
- *ePMX* automatically calculates the tax amount on all taxable items.
- *ePMX* also displays the total cost of the order as each Purchase Order line item is priced.
- The Purchase Order total is maintained and printed on your Purchase Order form.
- You can process multiple invoice types and contracts including prepaid, credit memo and debit memo invoices with this robust Purchase Order Management System.
- Use the [QUESTION MARK] button next to Vendor Number field on the Purchase Order Header screen to search through the Vendor File and select the desired vendor.
- Use the [QUESTION MARK] button next to the Item Number field on the Purchase Order Line Items screen to search through the Material File and select the items you want to purchase.
- Search for vendors by entering the first few characters of the vendor's name or search for all authorized vendors for a specific commodity group or material item.
- Once the vendor is selected, *ePMX* automatically returns you to the Purchase Order screen and enters the appropriate vendor data for you.
- Enter up to 30,000 characters of free-form Purchase Order instructions on each purchase order.
- After creating a Purchase Order, you can immediately print, fax or e-mail it directly to your vendor. In the event a Purchase Order is lost or destroyed, new copies can easily be reprinted or retransmitted.
- *ePMX*'s Purchasing Software allows you to print purchase orders on our standard form or have us customize the print format to suit your needs.
- For repeat purchases, the process is even faster. *ePMX* maintains detailed historical information on all previous orders and gives you a variety of search options for locating and listing these orders.
- You can create blanket orders for specific items or general categories (such as office supplies) without specifying quantities, unit prices or delivery dates.
- *ePMX*'s Purchasing Software allows you change any Purchase Order-just display the order on your screen and edit the necessary information.
- A complete set of management reports lets you analyze your total purchases by vendor, commodity, item, job, account, project, buyer and much more-over any time period.

E-Mail Interface

Speed up the purchasing process by e-mailing purchases orders and request for quotations directly to your vendors. You tell *ePMX's* Purchasing Management software which vendors will be "e-mail" vendors. Each time you create a Purchase Order or Request for Quotation for one of these vendors, *ePMX's* Purchase Order Management software immediately transmits it to your vendor. The e-mail interface is a standard feature with *ePMX*.

ePMX Receiving

For procurement management, the days of filing a copy of the purchase order to act as a receiving document are over. Simply call up the Purchase Order and enter the quantity received and quantity rejected counts online.

ePMX's e-purchasing software immediately alerts users to early shipments and shipments over/under expected quantities. And with the e-procurement software, you can even print a receiving ticket to accompany received items. With *ePMX's* Receiving Software, you have instant on-line access to procurement management of all open orders and receiving information.

Key benefits of the *ePMX's* e-purchasing software for receiving:

- *ePMX's* e-procurement software's Quick Entry feature automatically generates quantity received counts for all open items on a purchase order.
- For partial shipments, *ePMX* lets you enter multiple receipts for a single Purchase Order. You can even enter different units of measure from the Purchase Order- *ePMX* will do the conversion for you!
- *ePMX* automatically updates the status of open purchase orders as you enter material receipts. Inventory balances are also updated for users who have installed the Inventory module.
- *ePMX* updates vendor performance statistics based on your receipt entry.
- The module includes a complete set of ready-to-use expediting reports that tracks open orders and analyzes receiving information.
- Standard Receiving reports include:
 - Open Purchase Order Status Report prints open orders scheduled for delivery during a specified period.
 - Overdue Purchase Order Status Report prints orders not received by the vendor's committed date.
 - Closed Purchase Order Report prints orders closed during a specified period.
 - Receiving Report prints materials received during a specified period.
- The Vendor Performance Report prints each vendor's delivery and quality performance percentages.
- The Accounts Payable Receiving Report prints purchase order and receiving information for invoice matching.

ePMX Inventory

Stay in control of your valuable inventory and automate your entire materials management process with *ePMX*'s inventory management software, material management software and warehouse management software.

Key benefits of the *ePMX* inventory management software:

- *ePMX*'s integrated tracking system automatically updates on-order inventory balances when you create a purchase order and updates on-hand balances when those items are received.
- The system keeps an up-to-the-second status of all inventoried items and current stock levels at multiple warehouse locations.
- *ePMX*'s e-procurement solutions Inventory Management features include:
 - Full statistical inventory control, including reorder point, reorder quantity and minimum and maximum stock levels. *ePMX* tracks which items are taken and by whom, letting buyers know when and how much to order.
 - Automatic creation of requisitions for items below predefined minimum stock levels (when joined with the *ePMX* Requisitions module).
 - Easy handling of issues, returns, receipts, adjustments and transfers between warehouses-all on a single inventory transaction screen.
 - Tracking of inventory transactions by department, consumer, project, general ledger charge account and date range.
 - Automatically maintains standard, average and current costs.
 - Efficiently identifies and reports items by ABC category.
 - A special Kit File that helps you track products that require assembly or special packaging prior to shipment.
 - Instant tracking of usage history for material items on your screen by item, warehouse, receiving department, consumer, project and date range.
 - On-line inquiry features show you up-to-the second on-order and on-hand inventory balances for items at a single warehouse or all warehouses.
- Bar Codes:
 - The module prints bar code labels for your inventory items.
 - It scans inventory issues, receipts, serial numbers, returns and physical inventory counts.
- Inventory Reports:
 - A complete set of inventory reports lets you review inventory balances, analyze the value of your on-hand inventory and track usage history.
 - Inventory reports include:
 - Detailed information on all quantities received, issued, returned, adjusted and transferred during a specified time period.
 - Inventory Status Report of inventory balances and costs.
 - Reorder Analysis Report of items at or below their reorder levels.
- Serial Reconciliation Report of the location of each item's recorded serial number and asset tag number.
- Physical Inventory Worksheet of working document to facilitate a fast and accurate inventory count.

ePMX Asset Manager

You can't afford the wasted time, effort, and cost of searching for and replacing lost or missing assets. With Asset Manager, you can track your assets---where they are, their value, and much more. Efficient asset tracking from Bellwether's Asset Management Software record the asset location and other details for all fixed assets, stock and inventory items.

Asset Manager provides IT decision makers and finance professionals with the capability to record both fixed and portable items, allowing detailed information to be stored against each entry. Portable assets can be recorded using the latest technology (iphone, android, scanners, etc) enabling new, missing and moved items to be updated on the system.

Check in and check out assets

With Asset Manager, you can check out computers and equipment to employees and always know who to call when you need an item returned. Set a due date during the check out process, and then run reports to find the overdue assets.

Track the fixed assets in your business

Whether you need help keeping track of your assets, or if you simply need a better way to account for what you have and for its value, Asset Manager can easily track it all. Attach owner's manuals, pictures, notes and more to your service records, and then look them up again in one place whenever you need.

Track service, vendors, and contacts

When servicing an item, track the service instructions, tips and tricks, vendors, and contacts in your database. If the item requires more service, you will have all the information you need right at your fingertips. Find the items quickly using a barcode scanner or a quick search.

Conduct quick and accurate physical audits for all fixed assets and inventory items

Data from the audit is then translated by the Asset Management Software and used to report on changes (new, missing or moved items) and updates the appropriate item instantly.

Establish asset values and produce accurate depreciation and amortization calculations in accordance with relevant tax and accounting rules.

ePMX Invoice

Matching invoices to purchase orders and receipts has always been a time-consuming, paper-based, manual process. *ePMX's* Invoice Reconciliation (with optional Invoice Approval) Purchase Order Software makes it easier than ever before!

Simply enter the Purchase Order number into *ePMX's* Invoice Entry screen from the Purchase Order program. *ePMX* immediately creates the complete invoice from the Purchase Order program and receipt information already in the Purchase Order system-all within a paperless purchasing mode.

ePMX's invoice data can then be passed to your accounts payable system for payment. *ePMX's* Invoice Reconciliation and Approval Module (Accounts Payable) Interface software is a perfect complement as an add-on unit to the Purchase Order Software and Receiving software.

Key benefits of the *ePMX* Invoice Reconciliation Purchase Order software:

- During invoice entry, you can override system-generated invoice dollar amounts.
- The system immediately alerts you if the dollar discrepancy falls outside your user-defined tolerances.
- *ePMX's* paperless procurement software automatically calculates sales tax from the tax percent on the purchase order and the taxable dollar amounts on the invoice.
- *ePMX* immediately alerts you if freight charges are not authorized on the invoice.
- You can automatically allocate freight charges and taxes to predefined expense accounts or prorate over the invoice line amounts.
- During invoice entry, you can view the complete purchase order from the Purchase Order Management System, including any comments from the buyer and all receipt activity against the purchase order-all within a paperless purchasing environment.
- You can process multiple invoice types and contracts--including prepaid, credit memo and debit memo invoices--with this robust Purchase Order Management System.
- You can implement an approval process to Invoice processing to capture any potential inconsistencies with the Invoice and the original Purchase Order.

The Accounts Payable Interface module features a complete set of status reports, including:

- The Unmatched Receipts Report prints material received but not invoiced after a predefined number of days.
- The Approved Invoice Report prints invoices approved for payment during a specified period.
- The Accounts Payable Distribution Account Report prints invoice distribution amounts, along with their G/L charge accounts, during a specified date range.