# PO Pro is the intuitive, dynamic, and powerful solution for easy purchase order processing.

**Smart**Office

Introducing PO Pro from SmartOffice: an intuitive solution for seamless purchase order processing. Say goodbye to budget overruns with effortless spend management. PO Pro streamlines workflows, ensuring maximum efficiency whether you're managing a handful of orders or hundreds. Get ready to revolutionise your purchase order process with SmartOffice PO Pro.

## How it works

Automate and simplify your entire purchasing process and say goodbye to overspending and delay.

### Requisition to Approval

Enable all users to requisition goods and services faster and easier.

### Auto-Matching

Ensure that your orders are auto matched for single or split deliveries.

### Automated Approvals

Increase invoice approvals for faster payments and fewer supplier queries.

> " *With SmartOffice, we enhance our purchase order and invoice process by streamlining document handling and ensuring precise PO matching. SmartOffice for automating our PO and Invoicing process provides value to our corporate operations to focus more on our core responsibilities. As industry experts, we rely on cutting-edge solutions to support our mission of fostering a safe, secure, and consumer-focused aviation environment.*

Deirdre Coss
Purchasing Manager, IAA

**IAA**

## Business Critical Documents

- Ensure your PO requisition includes all necessary backup documentation.

- Provide supporting quotations, product specifications, and preferred supplier details with your request.

- Simplify decision-making and ensure your needs are met perfectly.

## Multi-Stage Approvals

- Stay in control with flexible multi-stage approval processes.

- Let requisitions find the right approver automatically.

- Keep financial transactions transparent and efficient, without delays.

## Dynamic Reporting

- Keep track of your spending with reports tailored to your needs.

- Understand where your costs come from and manage them effectively.

- Customise reports to fit different types of purchase orders, such as Capex, Opex, Recurring, or Standard.

## Budget Management

- Take charge of your budget by allocating costs effectively.

- Ensure budget holders are notified promptly for approval.

- Stay on top of your spending with clear visibility into monthly, year-to-date, and annual budgets.

# Never go over-budget with simple spend management

**Data capture without manual entry**

**Tracking of spend per contract, project or department**

**Variety of order types supported; expense, capital expenditure, & more**

**Customizable order numbers**

**Template orders for frequently purchased items**

**Easy integration of new suppliers, products and services**

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*Efficiency in the transport industry is paramount, and Perennial Freight has found a trusted ally in SmartOffice Accounts Payable. PO matching and streamlined document handling have given us more visibility on our operations, saving us valuable time and resources. With accurate tracking and  processing, we can focus on delivering excellence in every load, knowing our backend processes are in capable hands.*

David Goode
Perennial Freight

**PF** Perennial Freight
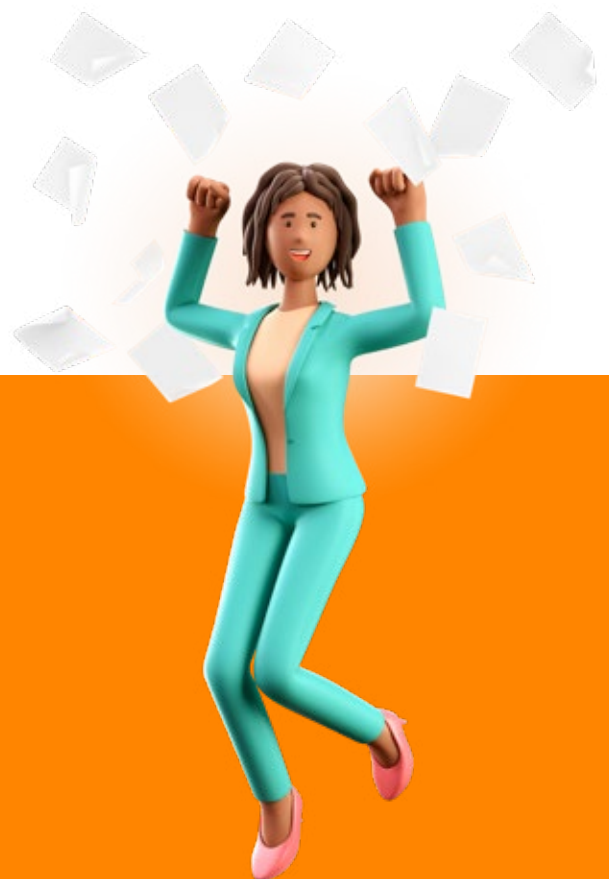
# SmartOffice

## Finance automation to save you time and money