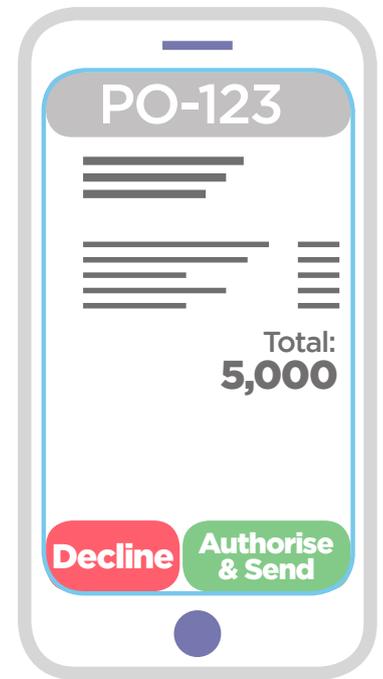


Purchase Order Authorisation

Purchase Orders raised in Freeway can be e-mailed directly to suppliers, but may optionally be routed through an internal authorisation process that is managed and facilitated by Freeway



Authorise while on the move

The authorisation is managed via e-mails and hyperlinks. A manager in the authorisation chain can receive an authorisation request via e-mail and simply click on a hyperlink to directly open the authorisation interface and record their authorisation (or decline) of the order.

Authorise levels per person per store

Users have access to only those stores for which they have rights and responsibilities; and for each store that a person has access to their authorisation limit may be set differently. For example, there may be an 'Engineering Store' at which a user's authority level is 500.00, but a 'Diesel Store' where the same user has an authority level of 10,000.00.

Authorisation chain

For each store it is possible to see a 'chain' of users with their different authority levels. Where there is more than one user with the same authority level at the same store a priority user may be set (only one of the users will be included in the chain of communication). The other user at the same authority level will only be e-mailed when the priority user sets themselves as 'un-available'.

Automated email routing

Where a user generates an order that is within their authority level an e-mail can be automatically sent direct to the supplier. Where an order exceeds their authority the mail is instead routed to the next user in the chain.

Flexible auto-escalate time frames

The number of minutes that an order will stay at an authorisation level may be set (normally 120 minutes) before the order is automatically sent on to the next user in the chain.

Full transparency & audit trail

A full audit trail of communication e-mails sent and all users 'creation', 'support', 'authorisation', and 'decline' of all orders is maintained and visible against the order.

Authorisation options

Users within the authorisation chain may elect to 'Decline' orders and specify the reason that they do not wish to support the Purchase Order. This will e-mail the Creator of the order and they will have the option to re-submit the order after amendment (and usually discussion with their manager). If an order is within a User's authority they may elect to 'Authorise' the order for it to be automatically sent on to the supplier. If an order is beyond a user's authority level they may elect to 'Support' the order up the chain (for further users in the chain to 'decline', 'support' or finally 'authorise' to the supplier).

Comprehensive authorisation interface

The interface shows all details related to the order, including, supplier, instructions to supplier, all lines on the order (and per line whether purchased for stock, job-card, vehicle or cost-centre), names of creator and all users who have thus far supported the order.

Control email to supplier

Purchase Order creators will normally want their orders to auto-e-mail to the supplier on final authorisation, but can elect to switch this option off when the order is submitted to the chain.

Unavailable settings with auto-return

Users may remove themselves from the chain due to holiday, meeting commitments or for any other reason. A date-time to be auto-returned to the chain is also set at this time. For the duration of the unavailability the user is auto-excluded from the chain.

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