

# The eSign solution for procurement teams

**Built to give you total control**

eSignature Document Workflow Automation



## The problem procurement teams face

*Procurement teams have the massive responsibility of managing purchasing policies and procedures to improve organisational efficiency. Being transparent & accountable at all times is a must, but with the multitude of parties and processes involved, this can be a challenge.*

### **Busy schedules = Delayed approvals**

Most procurement processes start with getting approvals. But, given everyone's busy & diverse schedules, getting the required signatures and approvals from the right people can be like pulling teeth.

### **Procurement audits: It's complicated**

At the best of times, audits are complicated, energy-sapping and time-consuming. Add physical paper and roving files to the mix, and you have yourself a bona fide disaster.

### **Broken telephone**

Procurement teams have the difficult task of ensuring everyone is kept in the loop, and on the same page. But with many different departments involved in the bigger picture, the silo effect often takes hold - and costly mistakes are the result.



# Introducing Procurement Portfolios

SigniFlow portfolios help procurement teams manage and share customer and vendor contracts & documents, so they can work more efficiently and collaboratively.

## Effortless approvals, in a jiffy

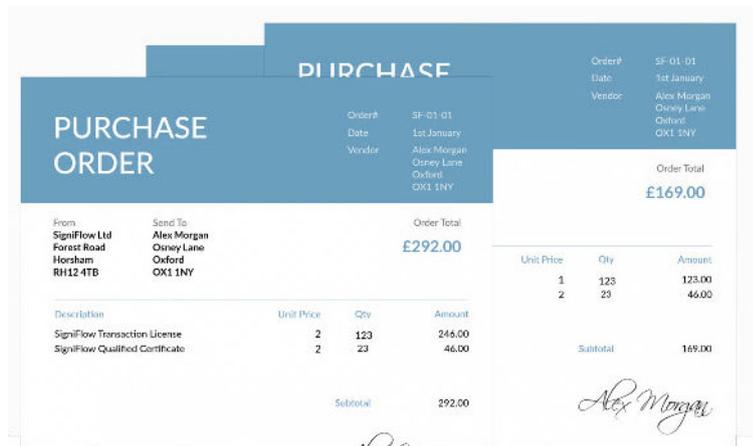
SigniFlow's document workflow automation allows you to stay put, simply upload the document you need actioned, and send it to the relevant person/people to sign or approve immediately.

## Fast, efficient audits

SigniFlow's portfolios feature offers a central digital portal for all your records by supplier, customer, or department – with their supporting documents. Come audit time, the relevant files can be accessed using intelligent search in just seconds.

## All on the same page

Procurement teams can grant access to customer or vendor portfolios to the necessary individuals, teams or departments, so everyone has the same insight, access & info. Different levels of access can be configured, and access can be revoked as needed.



Stay in control with automated document sharing and workflows

[READ MORE](#)

## SigniFlow use cases for procurement teams:



### Easy authorisations:

Instant signatures or approvals

[FIND OUT MORE](#)



### Fast, efficient audits:

Organised and accessible info

[FIND OUT MORE](#)



### Internal collaboration:

Internal sharing and access

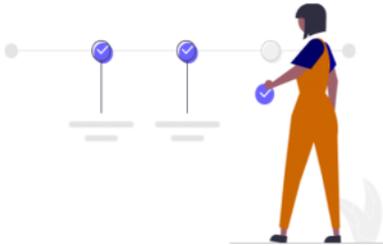
[FIND OUT MORE](#)

## A tool that brings it all together and gives you total control

Procurement teams everywhere have spoken and we've listened. **We get you.** Coordinating processes when there are multiple suppliers and vendors, each with their own systems, is challenging.

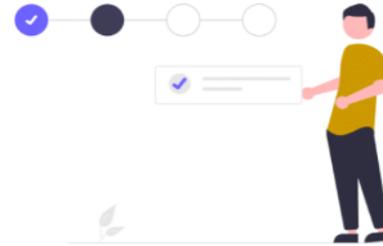
You need more than just eSign workflow, you need a tool that understands your day at the office.

### Approval forms



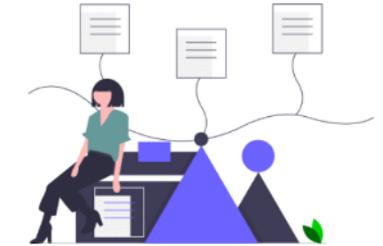
**Tired of waiting for IT?**  
Easily create your own digital forms. You can quickly turn paper or email forms into online electronic forms. eForms can be filled in, approved or eSigned by anyone in the organisation.

### Powerful workflow



**Send, eSign track and manage**  
It has never been easier to send and manage supplier contracts for eSign. Trackable workflows with automated reminders keep you informed. Detailed audit logs keep you compliant.

### Manage & control



**Take a break - You deserve it**  
Signed contracts and supporting docs are automatically filed together. Now you can give anyone access to add documents at any time. The system will notify you of any changes.

[LEARN MORE](#)



## Get approvals faster

Reduce time spent waiting for others to approve procurement documents.

Track workflow progress with live audit trails, automated reminders and push-notifications.

What does this mean for you? Faster turn-around times.

And achieving faster turn-around times gives you more time to focus on the details that save your company money: **A job well done!**

## Know Your Customer

SigniFlow offers basic authentication, two-factor authentication, Digital Identity as well as digital KYC and AML (Anti Money Laundering).

We build and design electronic onboarding systems to help you comply with regulations.

We've gone the extra mile to ensure our Advanced eSignatures are legally binding and compliant with eSign and Privacy legislation.



[LEARN MORE](#)

[REQUEST A DEMO](#)

## 24/7 Online support

We understand your office hours. SigniFlow offers 24/7 online support to all customers.

No matter where you are and no matter what time it is, we are always online to help you meet your deadlines.

[CONTACT US NOW](#)



## Across the enterprise

Discover how SigniFlow connects enterprise teams.

### PROCUREMENT



[LEARN MORE](#)

### SALES



[LEARN MORE](#)

### HR



[LEARN MORE](#)

### LEGAL



[LEARN MORE](#)

### FINANCE



[LEARN MORE](#)

### SigniFlow

International Contact Centre Telephone: 002710 300 4898

SOUTH AFRICA Telephone: +27-10-300-4899, UK & EU Telephone: +44-208-611-2681,

AMERICAS Telephone: +1-603-229-8702, ASIA PACIFIC Telephone: +61-3-9623-2262

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

