*AvidXchange™*

PURCHASE ORDER

The problem with paper.

Paper-based requisitioning systems are cumbersome and introduce unnecessary time delays to the purchase order routing process. Paperwork for product and service purchases is often completed after the purchase has been made, which can lead to purchases from unapproved vendors, or purchases that are out of budget.

How it works.

AvidXchange's Purchase Order Application enables you to automate your company's purchase order process and control costs by preventing unwanted purchases You begin your AP process by entering a requisition into the Invoice Application for the goods and/or services vendors require. That requisition is then sent into a workflow for approval.
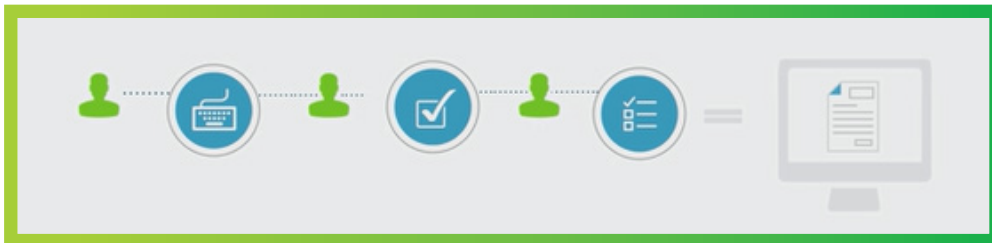
Once the requisition has the appropriate approvals, it becomes a purchase order and is sent to your vendor for fulfillment. After those goods and/or services have been rendered, the vendor will invoice you. When the invoice enters into the AvidBill Service, the purchase order is associated to the invoice using the original purchase order number, vendor, and amount that was established at the beginning of the process. The purchase order and all of the individual line items and coding have now "flipped" to the invoice.

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