Workday Procurement

Indirect spend can make up a significant portion of your corporate spending. In today's business environment, building a world-class procurement organisation requires you to drive cost savings and implement best practices in spend management. That's where Workday comes in.

Workday addresses the unique requirements of both goods and services spend, and doesn't require you to deploy multiple systems to manage it. From requisition to payment, Workday Procurement provides a single system for the procure-to-pay process and is built for today's global businesses.

End-to-end goods and services procurement

Workday Procurement enables you to bring user profiles, business process controls, and analytics into one system, streamlining the entire indirect procurement process. With everything in one place, you can establish consistency and gain real-time visibility into spending trends across your organisation.

Self-service supplier management

Extend the Workday experience to your suppliers through the supplier portal, which allows suppliers to maintain their personal data and specify their goods and services. Suppliers can also view their purchase orders (POs), view and load catalogues, view and respond to request-for-quotes (RFQs), and view and create invoices from POs. This allows you to automate invoice processing and payments while improving supplier maintenance.

Supplier punchout

Connect to the supplier website or network of your choice to access a broad, open community of suppliers. Select the items you would like to purchase and add them to your shopping basket to create a requisition from the punchout session. You can select from preconfigured punchout suppliers in Workday or use the supplier network punchout connector to access other suppliers who support the punchout standard, allowing you to access and procure goods from multiple catalogues.

Supplier contracts

Use your company procurement policies to enforce contractual agreements with preferred suppliers. With Workday, you can configure business processes within your procurement practice to validate against pricing thresholds, and automatically generate invoices and POs from a contract or instalment schedule. Combine these capabilities with powerful analytics on contractual spend to realise better control and standardisation.

Key benefits

- Single comprehensive system for indirect spend management
- Streamlined procure-to-pay process
- Consumer-friendly interface for high self-service adoption
- Reduced "maverick" spending
- Potential savings identified through better spend insight
- Stronger internal spend policies and adherence
- Consistent global spend controls
- Multi-supplier punchout for seamless purchase requisitions
- Management spend reporting with multidimensional drill-down
- Cloud delivery model for easier maintenance and improved cost-effectiveness
- Faster cost savings with online RFQ process for standardised goods and services
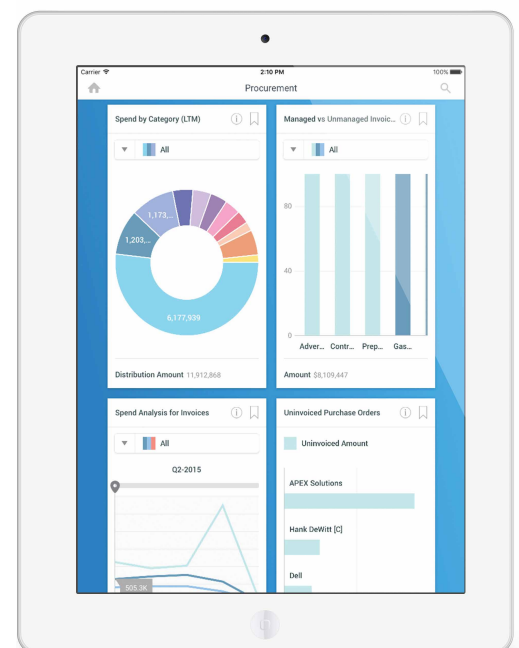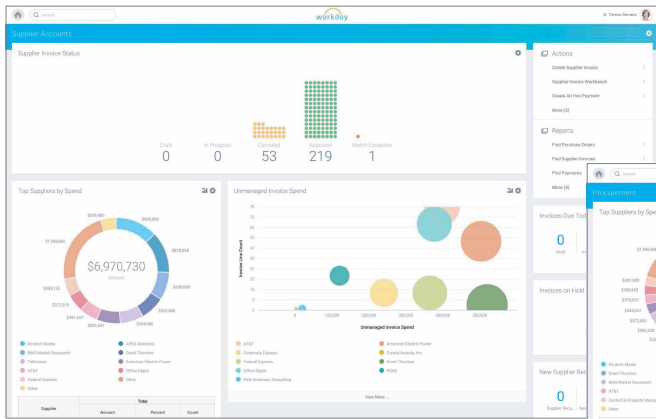
Gain insight into suppliers and organisational spend directly from the procurement and supplier accounts dashboards.
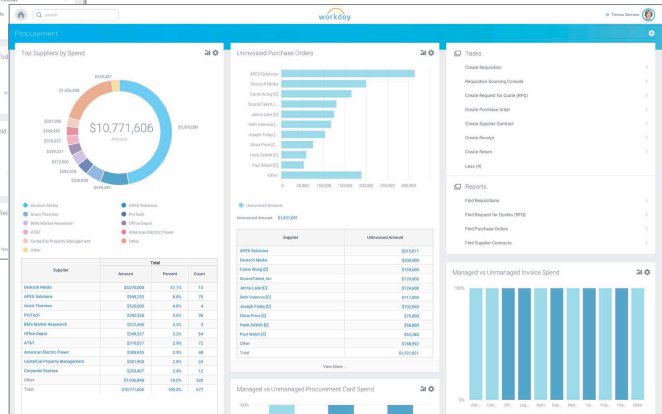
Real-time spend insights

Workday gives you the details on who, what, when, where, and why in every transaction. With the ability to capture and analyse data in business terms, Workday allows you to better understand your organisational spend. These reporting dimensions, known as worktags, provide deeper and richer reporting capabilities than traditional procurement systems. They are always drawn directly from transactional data in real time – not a delayed business intelligence repository.

Global controls

Workday gives you the power to establish consistent security and controls across your global organisation. Ensure that every type of requisition adheres to the rules and approvals set up for the organisation. Specialised approvals or validation needed by any part of your organisation can be provided without a separate deployment. Even with employee and manager self-service, each person has visibility and rights according to their role and permissions within the organisation.

One system with Workday Financial Management and Workday Human Capital Management

Workday is the only provider of enterprise cloud applications that give you financial management and HR in a single system. As a result, your organisation can rely on a real-time single source of truth. When Workday Procurement is used with Workday Financial Management, the financial and accounting impact is instantaneous. When combined with Workday HCM, Workday Procurement immediately updates any changes in your organisation that affect employee roles or approvals. In addition, you'll realise consistency across your data, security policies, and global processes for even greater efficiency, management, and control.

"TripAdvisor is an incredibly international company. We've got sites in over 20 languages and we conduct business all around the globe. We really needed an enterprise-level system that could handle all the different subsidiaries, all the different payments, all the different pieces that come with running a pretty big company. And we're very pleased with what Workday has been able to provide for us."

– TripAdvisor

Workday Procurement

Goods procurement

- Create and issue requisitions and RFQs
- Item catalogue search
- Multi-supplier punchout
- Buyer console for visibility and control
- Side-by-side comparison of RFQ responses
- Specify ship-to and deliver-to information at the line level on procurement documents
- Invoice creation from PO or receipt
- Internal services provisioning

Services procurement

- Use service coordinator console for manual sourcing
- See project-based milestones, deliverables, and tasks
- Fill internally or through supplier PO
- Task log entry by supplier or internal
- Create invoice from PO or task log

Supplier management

- Allow prospective suppliers to self-register through an external website
- View and create invoices from POs and load catalogues, and respond to RFQs
- Deliver RFQ documents electronically
- View and print RFQs on the portal
- Collaborate with suppliers through the activity stream
- RFQ dashboard

Supplier contracts

- Record and enforce agreements with preferred suppliers
- Implement contractual spend
- Automatically generate invoices/POs from contract or instalment schedule
- Define contract renewal terms and notifications before contracts expire
- Partition suppliers by company
- Amend supplier contracts

Integrations

- EDI supplier integrations (EDI 810, 850, and 856)
- cXML format for purchase orders and invoices
- Integration templates
- Supplier network connector
- Web services to support integrations with other procurement or sourcing systems

Spend control

- Supplier invoice retention
- Supplier invoice accounting date override
- Spend freezes
- Requisition templates
- Configurable approval processes
- Requisition consolidation into a single PO
- PO change orders
- Two- and three-way matching

Reporting and insight

- Embedded analytics during approvals
- Real-time, consolidated spend insight
- Reporting for contract history including any amendments
- Standard reporting library and custom report writer
- Configurable procurement and supplier accounts dashboards

Global readiness

- Intercompany transaction documentation for supplier invoices
- Requisitions in foreign currencies
- Multilanguage and available translations
- Global consistency and auditability
- Business processes configurable for specific regional requirements

One system with Workday Financial Management

- Immediate capture of accounting impact
- A single settlement engine across all financial functions
- Budget checking and commitment accounting

One system with Workday Inventory

- Automatic purchase requisitions for replenishment
- Common item master with inventory
- Source requisition from inventory
- Unit of measure conversion

One system with Workday Human Capital Management

- Visibility into employees and contingent workers
- More-accurate insight into workforce capacity, capabilities, and costs
- Automatic business process updates with organisational or worker role changes

Workday | Australia: 1300-WORKDAY | New Zealand: 0800-WORKDAY | workday.com/au