

Introducing

The New PurchasePlus

Welcome from our CEO

We are pleased to announce the New PurchasePlus, our new and improved platform. Staying cloud-based and moving in the direction that your own business is heading, more digital, intuitive and easy to use whilst providing the accountability, control and purchasing efficiency that you expect to help run your hospitality business.

Over the coming months we will be reaching out to all of our customers as we gradually release each module of New PurchasePlus. You will be able to access our existing platform or our new platform interchangeably, at your discretion. We're creating a new way to experience PurchasePlus, while keeping all of your data identical and consistent across both interfaces.

More than just an update of our user interface, our strategy is to make New PurchasePlus so easy that formal lengthy training is a thing of the past. Explicit processes for success at every point of the process. Purchasing, approving, and soon also goods receipting, invoice control, stocktake, inventory and beyond will be easy to do from any device, at any location at anytime. Continuing to allow you to buy the right product, from the right supplier, at the right price.



Malcolm Jull, CEO

www.purchaseplus.com





Powerfully Simple


Users at your organisation can create a Purchase Requisition directly from the dashboard of New PurchasePlus.


Any draft Requisitions the user has saved to complete and submit later are also available to be resumed from the home page.

Once our Customer Success team has setup your organisation, you can visit <https://app.purchaseplus.com> to access the New PurchasePlus.



 Michelle Smythe
Example Organisation

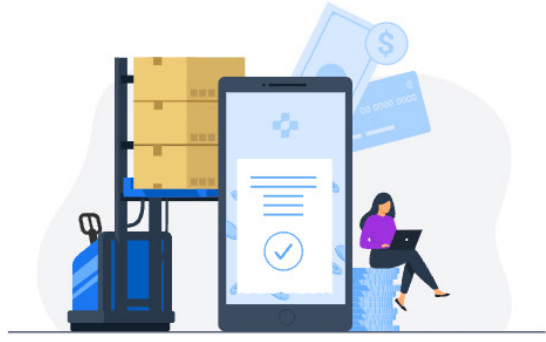
Menu 


 > Dashboard

Welcome Michelle!

Start ordering now from your Suppliers


Start Shopping >




 3 Requisitions

Awaiting My Approval


>

 My Draft Requisitions ⓘ

 \$412.50


PR017354 Fruit and Vegetables

Options ▾ Resume

 \$1,272.41

PR017355 Meat and Poultry

Options ▾ Resume

 \$19,312.73

PR017356 Beverage

Options ▾ Resume

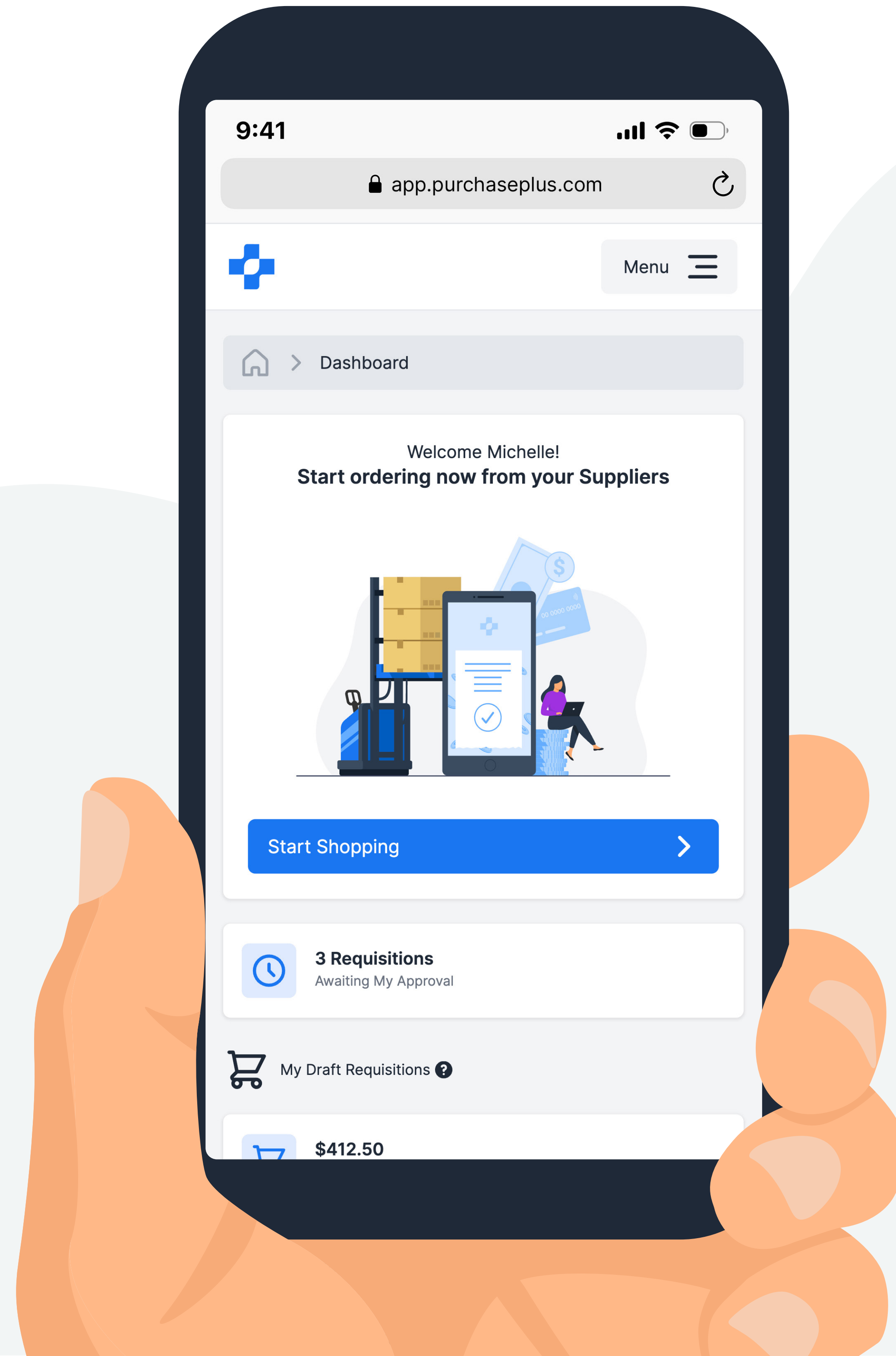


Mobile & Modern

Everything about New PurchasePlus is mobile friendly, simple and modern, with a focus on product innovation.

Your users can access their account from any mobile, tablet or desktop device.

No need to install any apps, the New PurchasePlus works directly in the browser on the device of your choice.





Innovative Ordering

We've added new ways to create Requisitions. You can now shop from all your Supplier's catalogues at the same time, use Favourites, Buy Lists and Single Suppliers.

Advanced Purchasing methods retain detailed control for expert purchasing managers.

Create a New Purchase Requisition

Reference

Please include a brief description of the Purchase Requisition. This reference will appear on all Purchase Orders that are created when this Requisition is submitted and fully approved. The reference will be visible to Suppliers and anyone at your organisation.

Requisition Type

Choose the type of requisition that you'd like to create.



All Suppliers

Order items from all of your Suppliers

☐

Single Supplier

Order items from a single Supplier

☐

Buy List

Order items from a pre-defined Buy List

☐

Advanced Requisition

Create an Advanced Purchase Requisition

☐

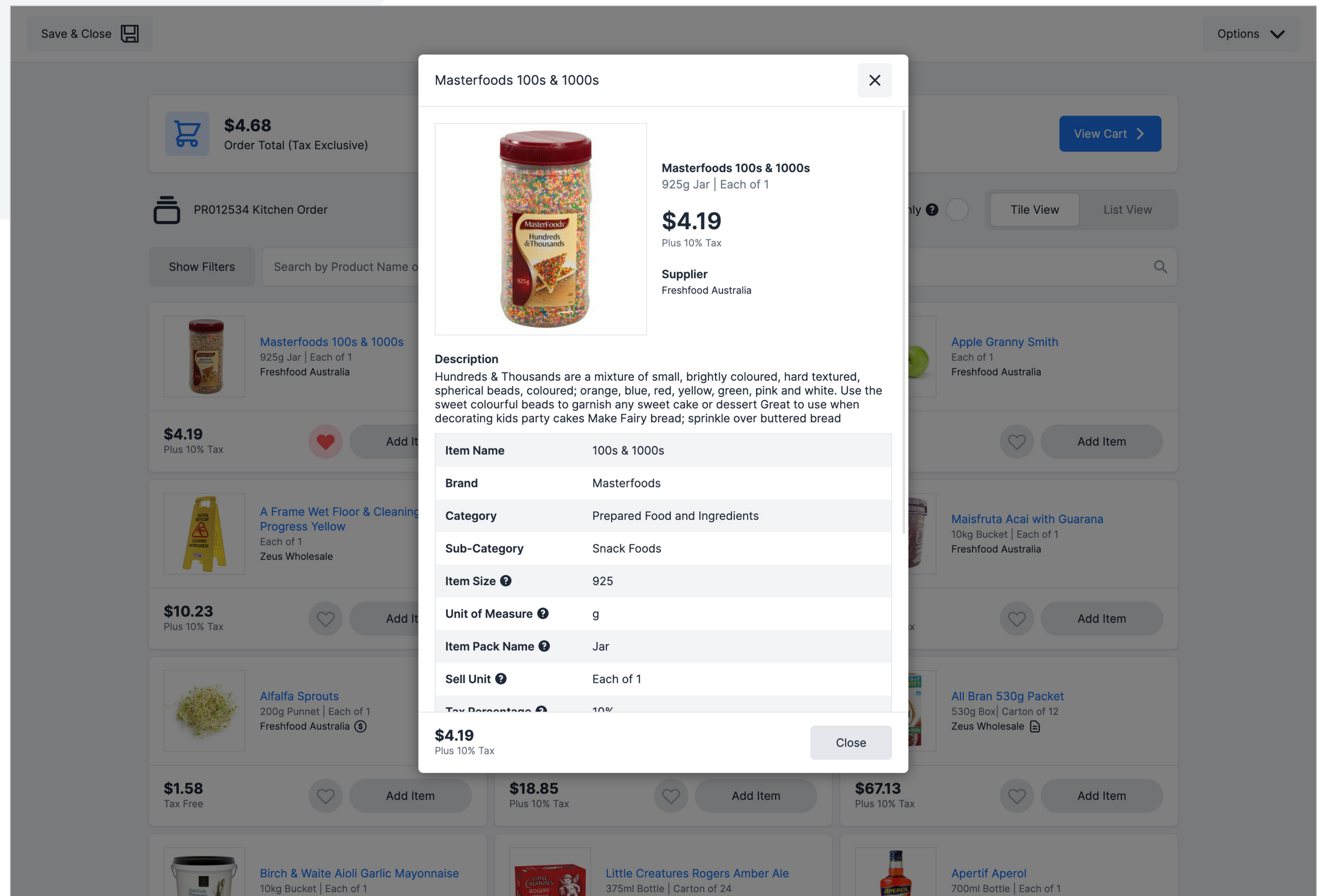
[Get Help with Requisitions](#)

Cancel

Create Requisition



Open the product detail window of any product to bring up additional information about the product and the Supplier.





List View

Search, filter, favourite and add items to your Requisition in our new List view shown here.

Save & Close

Options

\$4.68

Order Total (Tax Exclusive)

View Cart >

PR012534 Kitchen Order

Tile ViewList View

Show Filters

Search by Product Name or Brand

Image	Item	Supplier	Unit Price	Favourite	Add Item	More
	<div>Masterfoods 100s & 1000s</div> <div>925g Jar Each of 1</div>	<div>Freshfood Australia</div> <div>Pay Before Delivery ⓘ</div>	<div>\$4.19</div> <div>Tax Exclusive</div>		Add Item	
	<div>Tork 2Ply Toilet Roll</div> <div>Carton of 6</div>	<div>Zeus Wholesale</div> <div>Formal Trading ⓘ</div>	<div>\$2.34</div> <div>Tax Exclusive</div>		<div><div>-</div><div>2</div><div>+</div></div>	
	<div>Apple Granny Smith</div> <div>Each of 1</div>	<div>Freshfood Australia</div> <div>Pay Before Delivery ⓘ</div>	<div>\$0.77</div> <div>Tax Exclusive</div>		Add Item	
	<div>A Frame Wet Floor & Cleaning in Progress Yellow</div> <div>Each of 1</div>	<div>Zeus Wholesale</div> <div>Formal Trading ⓘ</div>	<div>\$10.23</div> <div>Tax Exclusive</div>		Add Item	
	<div>Roasted Almonds</div> <div>1Kg Bag Each of 1</div>	<div>Freshfood Australia</div> <div>Pay Before Delivery ⓘ</div>	<div>\$7.27</div> <div>Tax Exclusive</div>		Add Item	
	<div>Maisfruta Acai with Guarana</div> <div>10kg Bucket Each of 1</div>	<div>Freshfood Australia</div> <div>Pay Before Delivery ⓘ</div>	<div>\$91.58</div> <div>Tax Exclusive</div>		Add Item	
	<div>Alfaifa Sprouts</div> <div>200g Punnet Each of 1</div>	<div>Freshfood Australia</div> <div>Pay Before Delivery ⓘ</div>	<div>\$1.58</div> <div>Tax Exclusive</div>		Add Item	
	<div>Alpha Hard Surface Cleaner</div> <div>5L Bottle Each of 1</div>	<div>OzClean Supplies</div> <div>Pay Before Delivery ⓘ</div>	<div>\$18.85</div> <div>Tax Exclusive</div>		Add Item	
	<div>All Bran 530g Packet</div> <div>530g Box Carton of 12</div>	<div>Zeus Wholesale</div> <div>Formal Trading ⓘ</div>	<div>\$67.13</div> <div>Tax Exclusive</div>		Add Item	



View Cart

View a summary of Requisition items, add order instruction notes and custom department and account codes to any product.

Save & Close

Options

\$116.89

Total (Tax Inclusive)

Continue Shopping

Submit Requisition

Product Summary

Requisition Settings

There are 2 Suppliers included in this Requisition

Zeus Wholesale

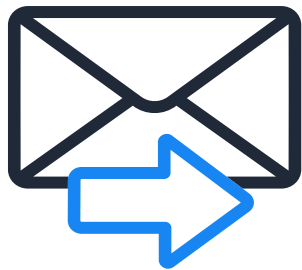
View Supplier Details

Product	Quantity	Options	Unit Price	Tax	Total
<div>Maisfruta Acai with Guarana</div> <div>10kg Bucket Each of 1</div>	<div><div>-</div><div>1</div><div>+</div></div>	<div><div></div><div></div><div></div></div>	\$91.58	10%	\$91.58
<div><div>Order Instruction</div><div>Please keep chilled below 4 degrees</div></div>					
<div><div>Department and Account Code</div><div>Food and Beverage 0001153</div></div>					
<div>TORK 2Ply Toilet Roll</div> <div>Carton of 6</div>	<div><div>-</div><div>3</div><div>+</div></div>	<div><div></div><div></div><div></div></div>	\$2.34	10%	\$7.02
Sub-Total (Tax Exclusive)					\$98.60
Total Tax					\$9.86
Supplier Total (Tax Inclusive)					\$108.46

Freshfood Australia

View Supplier Details

Product	Quantity	Options	Unit Price	Tax	Total
<div>Masterfoods 100s & 1000s</div> <div>925g Jar Each of 1</div>	<div><div>-</div><div>1</div><div>+</div></div>	<div><div></div><div></div><div></div></div>	\$7.27	10%	\$7.27



Submit for Approval

Submission of your cart will result in a confirmation message with the detail of the Requisition.

The Approving users will receive an Approval Notification Email, and will have the option to Approve or Decline the Requisition.

[Return Home](#)

✓

Successfully Submitted

PR017253 is now successfully submitted. Approvals are now required and approving users have been notified by email. Purchase Orders will only be generated for Suppliers once all required approvals have been granted. You can view details of the Requisition below, you can save it as a Favourite for easy re-use in the future, or you can close and return home.

Fruit and Vegetable Order PR017253	\$116.89 Total (Including Tax)
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Status	Awaiting Approval
Requisition Type	Multi-Supplier
Reference	Fruit and Vegetable Order
Requested By	Michelle Smythe
Delivery Date	16th July 2022
Approval Workflow	Hotel Plus Default Approval
Next Approvers	Andrew Lang or Michelle Smythe
Send PO's to Suppliers?	Yes
Total (Excluding Tax)	\$96.26
Tax	\$10.63
Total (Including Tax)	\$116.89

View Requisition Details



Approve & Decline



Approve or Decline Requisitions submitted by any user at your organisation, on any desktop or mobile device.

Set customised workflows from simple auto-approvals, through to complex multiple-level approvals.

Michelle Smythe
Example Organisation

Menu

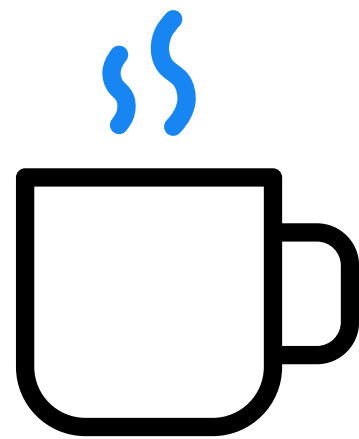
> Requisitions > Awaiting My Approval

3 Requisitions

Awaiting My Approval

Options

Requisition	Requested By	Requisition Type	Account	Delivery Date	Send POs	Total Value	Actions	More
<div><div>PR017254</div><div>Contract Cleaning</div></div>	Robert Cummins	Ezy Clean Services	Operating Hotels Other - 3192827	16th October 2022	Yes	<div><div>\$14,327.43</div><div>Tax Inclusive</div></div>	<div></div> <div></div>	<div></div>
<div><div>PR017253</div><div>Contract Cleaning</div></div>	Robert Cummins	Ezy Clean Services	Operating Hotels Other - 3192827	18th October 2022	Yes	<div><div>\$14,075.21</div><div>Tax Inclusive</div></div>	<div></div> <div></div>	<div></div>
<div><div>PR017252</div><div>Furniture Order</div></div>	Sandi Toglinini	Zeus Wholesale	Operating Hotels Other - 3192827	19th October 2022	Yes	<div><div>\$1,687.13</div><div>Tax Inclusive</div></div>	<div></div> <div></div>	<div></div>

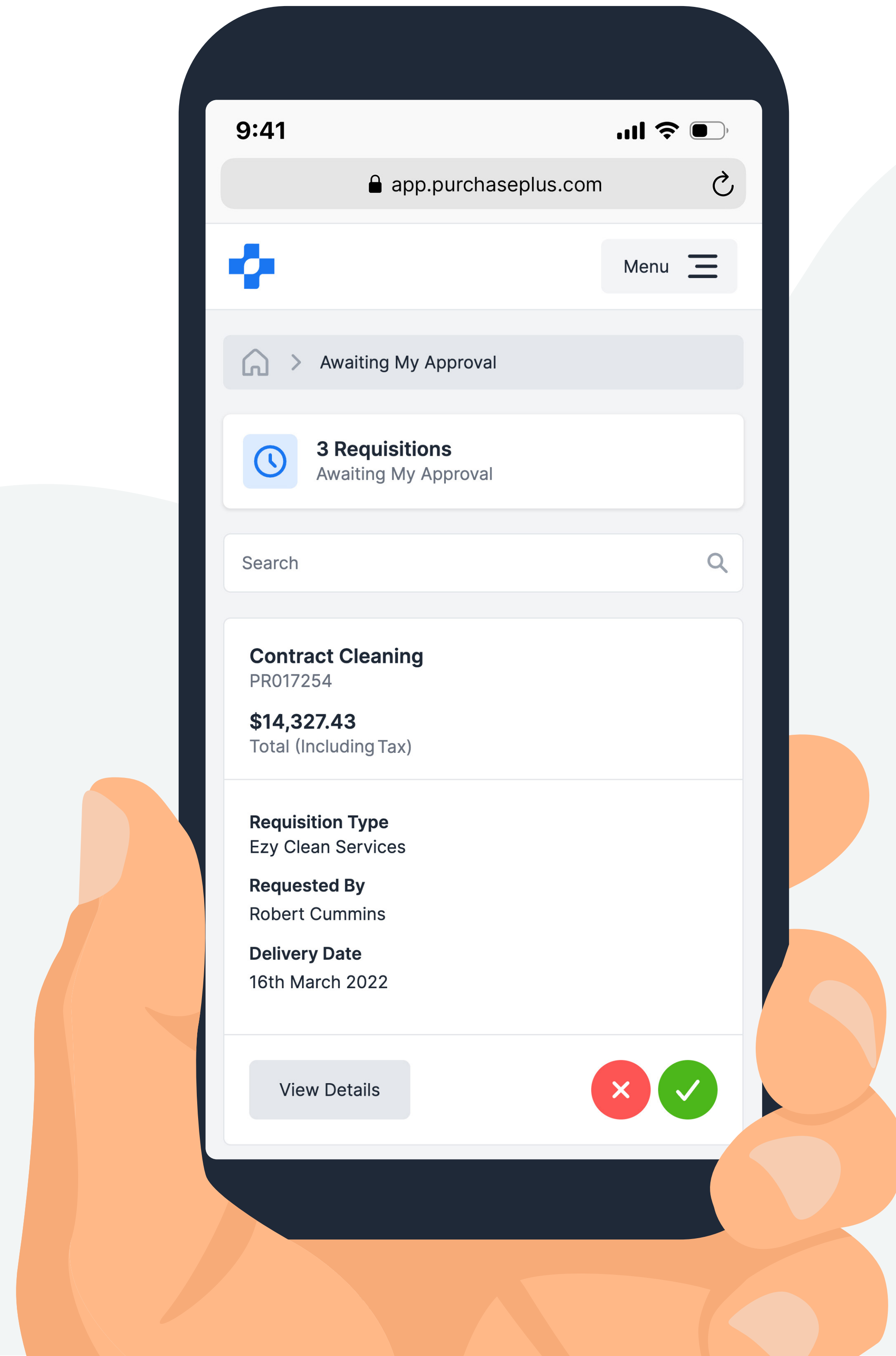


Mobile Approvals

View, Approve or Decline any Purchase Requisition on your Awaiting Approval list while you're on the move.

You can also approve or decline directly from each Approval Notification Email without needing to sign in.

Take care of everything on your Awaiting Approval list no matter what device you're on, or where you are.





Approval Confirmation



On desktop and mobile you'll be provided with confirmation of your approval decision, along with other important information about the status of the Requisition.

[Return to List](#)

✓

Successfully Approved

You have successfully approved this Purchase Requisition however additional approvals are now required by other users at your organisation and these users have now been notified by email. You can view details of this Requisition in PurchasePlus, or close and return to your Awaiting Approval list.

Contract Cleaning PR017254	\$14,327.43 Total (Including Tax)
Requisition Type	Ezy Clean Services
Status	Awaiting Approval
Reference	Contract Cleaning
Requested By	Robert Cummins
Delivery Date	16th March 2022
Approval Workflow	Hotel Plus Default Workflow
Next Approvers	Andrew Lang or Michelle Smythe
Send PO's to Suppliers?	Yes
Total (Excluding Tax)	\$13,024.94
Tax	\$1,302.49
Total (Including Tax)	\$14,327.43

[View Requisition Details](#)

9:41

app.purchaseplus.com

[Return to List](#)

✓

Successfully Approved

You have successfully approved this Purchase Requisition however additional approvals are now required by other users at your organisation and these users have now been notified by email. You can view details of this Requisition in PurchasePlus, or close and return to your Awaiting Approval list.

Contract Cleaning
PR017254

\$14,327.43
Total (Including Tax)

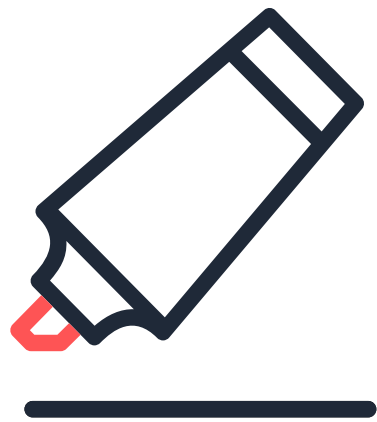
Requisition Type
Ezy Clean Services

Status
Awaiting Approval

Reference
Contract Cleaning

Requested By
Robert Cummins

Delivery Date
16th March 2022



Decline a Requisition

Decline any Purchase Requisition awaiting your approval and provide a decline reason to the requesting user. The decline reason will be included in the notification email sent to the requesting user when the decline action is confirmed.

< Cancel and Return

Decline PR017253?

Are you sure you want to decline this Purchase Requisition? The Requestor will be notified of the decline decision via email, and they will be able to cancel the order, or modify and re-submit it for approval. Please leave a decline reason below and it will be included in the decline notification email.

Contract Cleaning PR017253	\$14,075.21 Total (Including Tax)
Status	Awaiting Approval
Requisition Type	Ezy Clean Services
Requested By	Robert Cummins
Delivery Date	16th October 2022
Approval Workflow	Hotel Plus Default Approval
Send PO's to Suppliers?	Yes
Total (Excluding Tax)	\$12,795.65
Tax	\$1,279.56
Total (Including Tax)	\$14,075.21
View Requisition Details ↗	

Decline Reason

Please add a reason for the decline to include in the decline notification email.

Robert, this request doesn't meet our budget guidelines for October.

Decline and Send Notification Email

Cancel and Return



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