

Order management workflow

As all relevant information is available for processing.

Advantages at a glance

- **Speed** > Faster processing of order applications
- **Transparency** > Order applications and processing status can be viewed at any time
- **Traceability** > Who entered or approved what?
- **Compliance** > Archived proof of inputs and approvals
- Better communication between processors
- Integrated options for annotations
- Cost savings
- More and updated information for the applicant

The right overall solution

The HYDMedia G6 workflow for order applications offers the right overall solution for processing order applications faster and to make the processing status visible to everyone involved in the process at any time.

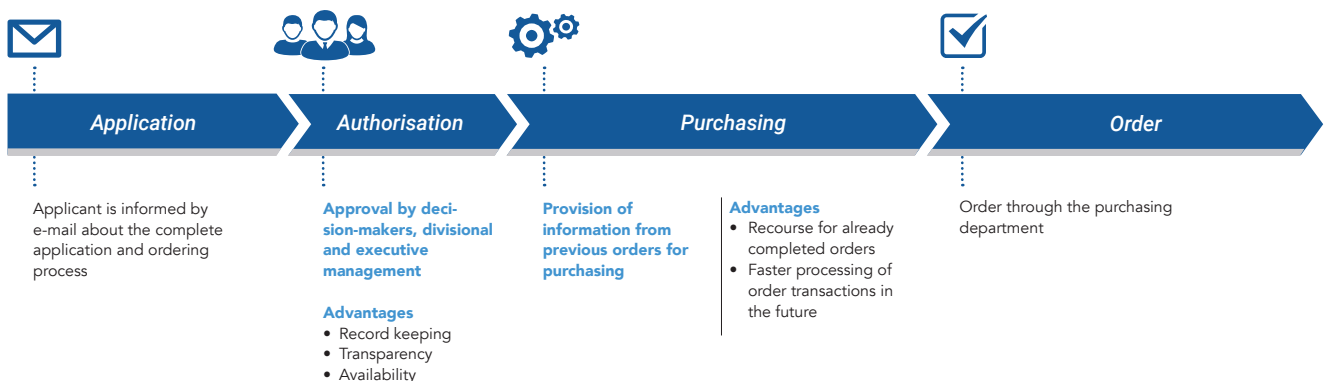
Furthermore, it is traceable who entered or approved what and when – archived and logged. Workflow-integrated annotation tools improve communication with each other and save time by avoiding steps. Information for purchasing about previous orders is recorded and stored in the system so that time can also be saved here.

Everything flows

The application is digitised and then filed in the incoming order application log. This triggers the process in the HYDMedia G6 workflow. After receipt of the application, all processors involved in the ordering process will be informed about the receipt. In addition, the applicant is notified of each step of the process by e-mail.

Comments and notes can be written for better communication with each other.

Flow of the HYDMedia G6 workflow for order management

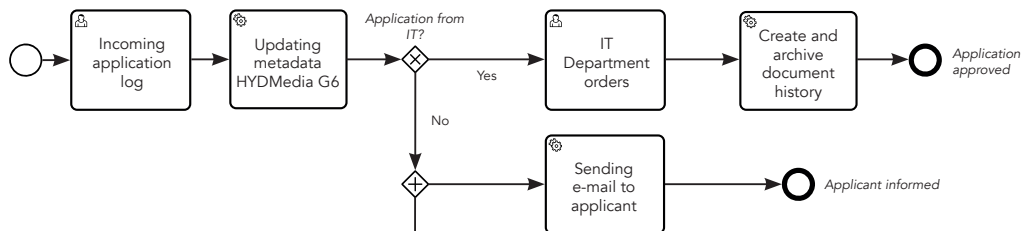


As soon as an application has been approved or rejected in the respective process step, the application is forwarded to the next processor or to the corresponding department according to the responsibility. This can be done manually or automatically according to defined rules. Further documents (quotations, product descriptions, declarations of operation, etc.) can be attached to the order application in the course of

the process. After completion of the HYDMedia G6 workflow for order applications, the order application including the automatically created history document is archived in HYDMedia G6 in an audit-proof manner. The history document contains the comprehensive record keeping of the processing history of the order application process (who did what in which process step?).

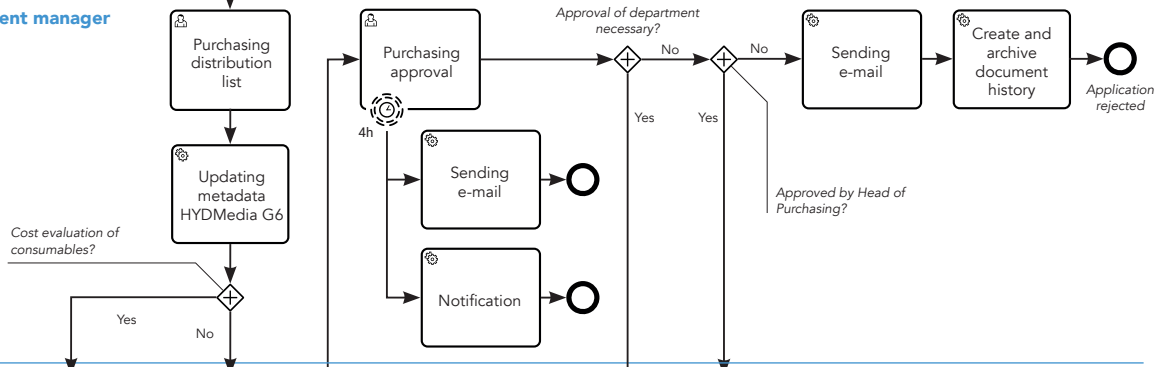
The entire ordering process under control across departments

Application creator

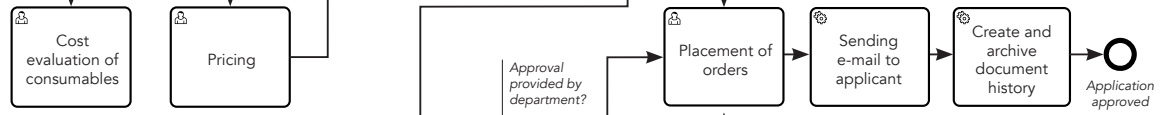


A workflow for order applications drawn with BPMN 2.0 – individually adapted to the company organisation

Purchasing department manager

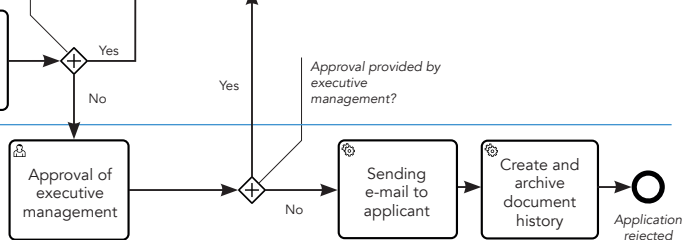


Processor



Department

Executive management



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