

GET YOUR QUOTES QUICKER WITH

DIRECT



TAKING THE DIRECT APPROACH TO PROCUREMENT

When it comes to procurement, time is of the essence. As IT issues become further imbedded in the business decision-making process, technology is subject to the same efficiency demands as other business-critical functions. Which means timely and accurate quotations are a top priority.

To expedite your procurement process, Datacraft has developed Direct, a real-time, web-based ordering portal that enables you to receive or create quotes and fulfil orders almost instantly. With Direct, there's no waiting at any time.

Built to the highest industry standards, Direct is a scalable solution that can cater to your business expansion and augment your procurement capabilities, all at the click of a mouse. No fuss, no rush and no delays.

Key benefits

- Instant, online access to quotes with no waiting at any time.
- Simplified procurement procedures that are easy to manage.
- Lower transaction costs and reduced cost per purchase.
- No capital outlay for the benefit of operating an e-procurement system.
- Greater visibility into the ordering process with real-time reports.
- Mitigation against off-contract purchases.
- Configured to generate quotes in English, Simplified Chinese, Korean or Japanese.

Designed for your convenience

Direct allows you to receive or create your quotes based on your preferences, giving you greater speed and control when it comes to ordering technology and services from Datacraft.

1. Preparing a quote for you

Our Sales Managers can configure and prepare a quotation on your behalf. If you wish to include multi-vendor items or Datacraft services within your quotation, leveraging our expertise could be your most convenient option.

2. Creating your own quotes

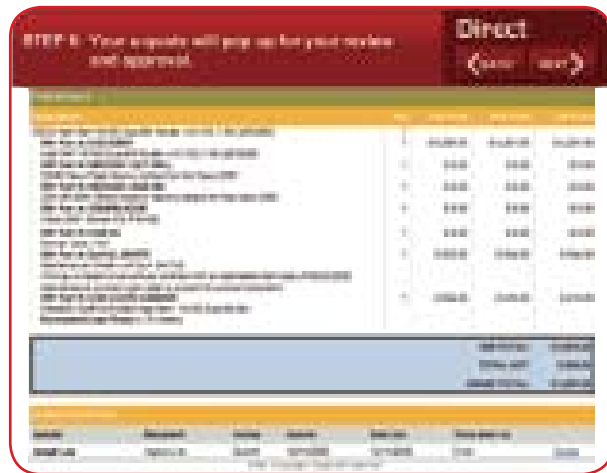
If you prefer to generate your own quotes, Direct can provide them in real time, along with the supporting Purchase Orders. You will be given personalised login details and options that allow you to pre-configure multi-vendor bundles on the basis of infrastructure requirements or budget specifications.

In all instances, the quotes are presented professionally in electronic format, which means no more faxes or large e-mail attachments.

PREPARING YOUR QUOTE FOR YOU

Our Sales Managers are always at hand to configure and prepare a quotation on your behalf. If you wish to include multi-vendor items or Datacraft services within your quotation, leveraging our expertise could be your most convenient option. The steps below show you how:

- Step 1:** Request your Sales Manager to prepare an e-quote for you.
- Step 2:** When ready, your e-quote will be sent directly to your Direct account.
- Step 3:** You will then receive e-mail advice that your e-quote is ready for review.
- Step 4:** Simply click on the enclosed hyperlink or the attachment to view the quotation.
- Step 5:** Enter your Direct account login details when prompted.
- Step 6:** Review the e-quote, and choose how to proceed from the options below:
- Approve the e-quote and proceed with order fulfilment.
 - Export the e-quote to a printer-friendly format, a PDF or an Excel spreadsheet.
 - Change the order quantity and receive instant cost re-calculations.
 - Reject the quote and our Sales Manager will be notified automatically.
 - Make revisions which are then e-mailed directly to our Sales Manager.
 - Forward the quote for internal approval with your comments attached.



Direct Demonstration

CREATING YOUR OWN QUOTES

If you prefer to generate your own quotes, Direct can provide them in real time, based on negotiated pricing structures, and create the supporting Purchase Orders. You will be given personalised login details and options that allow you to pre-configure multi-vendor bundles on the basis of infrastructure requirements or budget specifications.

- Step 1:** Log on to Direct using your user name and password.
- Step 2:** Select the currency, ordering and delivery country for your order from the drop-down menu.
- Step 3:** Select the appropriate technology or services from the catalogue menu.
- Step 4:** Search for the individual product by product number, description or family. Product results will appear based on your search criteria.
- Step 5:** Select add-on options or maintenance services to complete your order configuration.
- Step 6:** Review the e-quote and, where appropriate, choose from the following options:
- Edit the product configuration or service component of your order.
 - Add/delete items or service elements from the catalogue menu.
 - Change the order quantity and receive instant cost re-calculations.
 - Save the e-quote for future retrieval at any time.
 - Approve the e-quote and place the order.
 - Forward it for internal approval with your comments attached.
 - Export e-quote to PDF, Excel spreadsheet or printer-friendly format.



Direct Demonstration

INTEGRATING WITH YOUR PROCUREMENT PROCESS

Direct can also be integrated into your existing procurement system, and operate according to the workflows and rules set up in this system. You can choose to create your own quotes by logging into the Datacraft account in your system. Or, our Datacraft Sales Manager can prepare the quote on your behalf, and you can then review, edit, delete and/or approve the quotation in your system at your convenience.

All the quotations created will be stored in your system, so that you can retrieve and re-use them at anytime. Besides saving you time, the integration will enable you to manage the entire procurement process better and maximise the investment returns of your e-procurement system.

Additional key features of Direct

- **Automated workflow engine**
Our automated workflow engine helps organisations with different buyer roles. If an employee creates a quote in Direct, but requires approval from their manager, an approval matrix can be set up for this purpose. In fact, Direct can be configured to observe all your internal approval procedures before proceeding.
- **Reporting capabilities**
With Direct, you can generate reports which highlight historical purchasing activity. This can help you add a strategic aspect to purchasing and budgeting decisions. In addition, you can choose to receive a pre-determined set of reports which allow you to view purchases by quote number or other assigned attributes.
- **Templates**
Ideal for branch office expansion, Direct allows you to store templates or Bills of

Materials (BOMs) for repeat orders.

Selecting a previously saved template automatically brings up the same equipment and service configuration, without having to recreate the quotations from scratch. Within your personalised account, you can create as many templates as you wish.

- **Multi-lingual support**
Direct can provide you with quotes in several business languages: English, Simplified Chinese, Korean and Japanese.
- **Host user**
Clients who do not have an existing internal e-procurement portal can use Direct for their e-procurement.
- **Online checking for Bills of Materials**
Whenever you log into your account, you'll have the opportunity to check the configurations for any quotations you've requested or orders you've placed.

For more information, contact us at:

direct@datacraft-asia.com or visit www.datacraft-asia.com/direct to view the Direct demonstration.

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