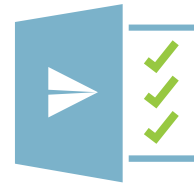


SmartApprovals



Get the Office add-in that helps you get *reliable, accountable action* on the document and decision processes that affect your business.

NEW QUOTE REQUEST

DOCUMENT APPROVAL

SmartApprovals

Submit Track Approve Process

Approval Request forms & flows

DATE OF REQUEST:	DATE REQUIRED:	VENDOR NAME:	
REQUESTED BY:		VENDOR CONTACT:	
PROGRAM MANAGER APPROVAL (up to \$1,500):		SHIP TO ADDRESS:	
DIRECTOR APPROVAL (\$1,500 to \$5,000):			
EXEC DIR. OR ASST. DIR. APPROVAL (\$5,000 to \$10,000):			
Special Instructions, Quotes, Etc.:			
QTY	ITEM #	DESCRIPTION	PRICE EACH

INVOICE APPROVAL

Automate Office workflow

Seamlessly connect and optimise submitting, tracking and approving document-based requests, right alongside the forms and spreadsheets you need them for.

CAPEX REQUEST

Effortlessly improve, *move* and **approve** your document-based requests with the Office add-in for running TRUE rule-driven approval processes directly from

Word **Excel** **Outlook**

Request > Approved

The smartest, *SIMPLEST* thing you can use to help your business...

REDUCE RISKS

If not streamlined and standardised, casual approval methods expose your business to serious unseen financial and operational risk.

INCREASE EFFICIENCY

If legacy manual approval processes are still in practice, business productivity and effectiveness will be significantly compromised.

ENSURE ACCOUNTABILITY

If your processes do not track or log all actions and decisions appropriately, audits or evaluations could reveal difficult consequences.



Available on
Microsoft AppSource

Scan the QR code to get the add-in from [apps.microsoft.com](https://apps.microsoft.com/store/detail/smartapprovals/9NBLKBBK6090)
or see more about it on www.SmartApprovals.co.za



RELIABLE REQUESTING

Less fuss > More flow

SmartApprovals

Request Track Approve Process

Expense Claim approval

DATE OF REQUEST: DATE REQUIRED: VENDOR NAME:

REQUESTED BY: ACT:

PROGRAM MANAGER APPROVAL (up to \$1,500): VENDOR CONTACT: ESS:

DIRECTOR APPROVAL (\$1,500 to \$5,000): SHIP TO ADDRESS:

EXEC DIR. OR ASST. DIR. APPROVAL (\$5,000 to \$10,000):

Special Instructions, Quotes, Etc.:

QTY	ITEM #	DESCRIPTION	PRICE EACH	TOTAL PRICE

PRICE EACH TOTAL PRICE

Request approval for:

- PUR Purchase Requisitions
- EXP Expense Claims
- INV Invoices
- QUO New Quotes
- LVE Leave
- DOC Document Approval
- ACC System Access Request

Initiate process

Effortless efficiency

All company forms or business templates instantly on hand, right where you want to work on them.

No need to find in folders, dig in drawers, hassle HR - or fight the office printer. Digitised, optimised, CENTRALISED FILES ready for getting things done. Go!

Creating request for:

Invoice Approval

ID: INV-001_20180931-ms

REQUEST FORM (alongside)

* Required fields COMPLETE

REQUEST DETAIL (optional)

Add any notes or message here to send with your request...

PROCESS PARTICIPANTS

Adam Shapiro - Line manager

Tawanda P - Operations manager

Samantha v d W - HR & Payroll

Submit your request



Seamless submitting

Send your document for approval right from the program you just created it in.

Fill in the form, add any notes or a message, and send it on its way! Let workflow rules and automated actions get it to where it needs to be and inform those involved of what to do next.



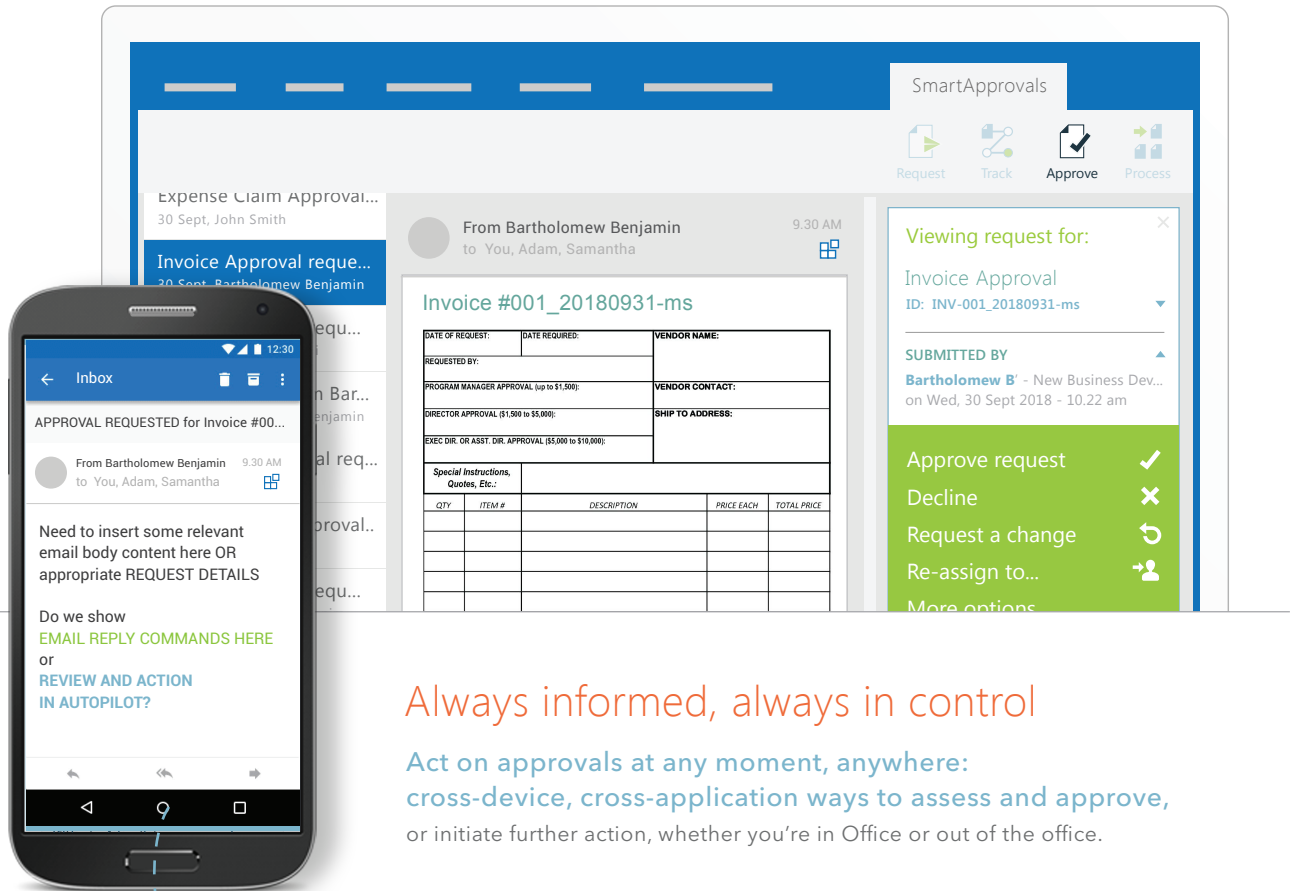
Fussless follow-up

Need to know what's happening on your request? Not sure where it is or who's dealing with it?

Effortlessly see an index of what you've sent or what's been sent to you - No more fussing, filtering or fighting the mess in your mailbox to locate important tasks and statuses.

ACCOUNTABLE APPROVING

Less risks > More in the know



Always informed, always in control

Act on approvals at any moment, anywhere:
cross-device, cross-application ways to assess and approve,
or initiate further action, whether you're in Office or out of the office.



Decisions without delays

Receive everything you need to know to respond,
all registered and recorded with the request.

Workflow rules notify those that need to know the outcome,
and automatically progress it for processing by dependant
departments, so you're free to get back to business.



Reliable records

Frictionless finalising and 'filing' - No more misplaced paperwork,
lost information and unknown outcomes.

Automatically archived, always accounted for.

All business documents and decisions ready for
recall or reporting when required.

PUR_001-20180931

Request
approved



and automatically sent
for processing by...

Tawanda Phulekwayo
- Operations manager

Samantha v.d. Westhuizen
- HR & Payroll

3 more to review...



BETTER BUSINESS

Request ➤ Approved

Using SmartApprovals in your Office ensures better communication, greater transparency and more accountability. Not only will you reduce your company's exposure to significant operational and financial risk but you will also increase the efficiency and productivity of your workforce, all of which positively impacts business net worth.



BUSINESS BENEFITS

Always in control, whether you're in Office, or out-of-office.



Get true workflow functionality up and running today with the cloud-powered add-in.



Automate approval processes in minutes, not months*, and seamlessly Onboard the people involved.



Initiate approval requests directly within Word or Excel using your existing company forms, OR quickly customise the best-practice templates included with SmartApprovals.



Track the progress and status of approval requests at any moment and always know what's going on.



Approve from anywhere using any email client, or via the companion browser-based web-app.



Streamlined, automated processes improve efficiency, increase effective productivity, enable operational scalability / growth.



Ensure consistent best practices and compliance - prevent unseen operational and financial risks.



Full tracking and audit trail of all approvals within your business.



Better communication, greater transparency and more accountability within your team.



Centralized workflow management tool reduces confusion and ensures standardisation.



Involve anyone: Customers, suppliers or employees.



Improve data accuracy and visibility.



Go paperless - reduce paperwork problems*. Cut costs of paper supply, usage, wastage and disposal services, printing, printers and maintenance costs, filing and archiving services.



Save effort, save time, save money. - improve business value.