

# Prism Purchase Orders



## Simplify the purchase order process and track costs across your portfolio

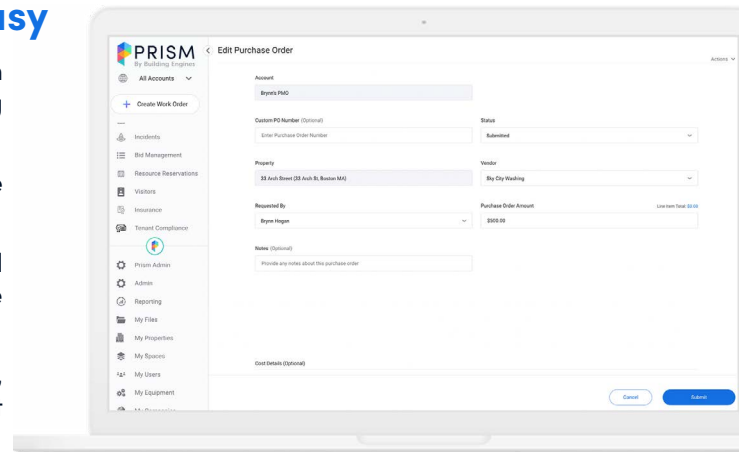


Prism Purchase Orders streamlines the purchase order and approval process for CRE property teams, provides deeper insight into materials and services costs, and shows vendors which materials are needed to complete work. And it's all integrated into the parts of Prism you use most.

## Purchase orders and approvals made easy

Creating and approving purchase orders in Prism is easier than ever, so you can get the work done faster and keep your building running smoothly.

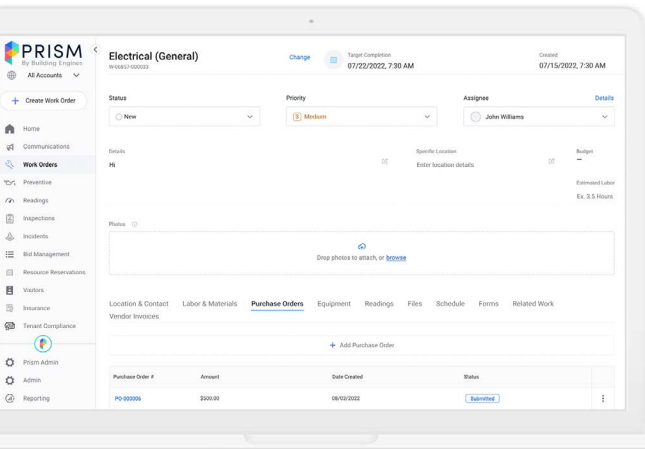
- Create a purchase order directly from a work order and get the equipment needed to complete a job.
- Once the purchase order is submitted, the approver gets notified and has all the information required for approval – all in one place.
- Purchase orders are integrated into your operations workflow, so you'll have full visibility into your purchases in the most commonly used areas of Prism.



## Track materials costs across your portfolio

Purchase orders are linked to your work orders and material library, so you can track costs and quantities for a single building or your entire portfolio.

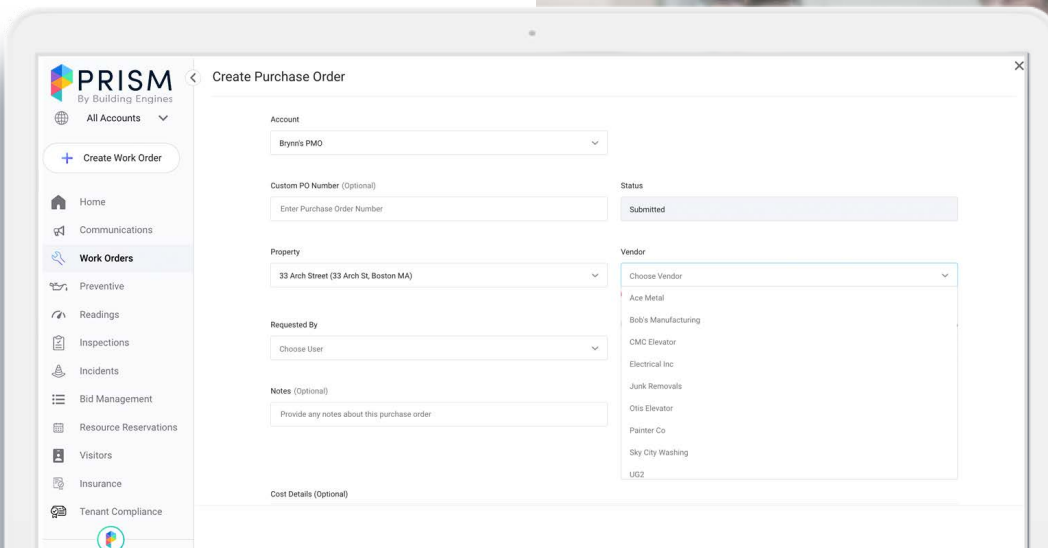
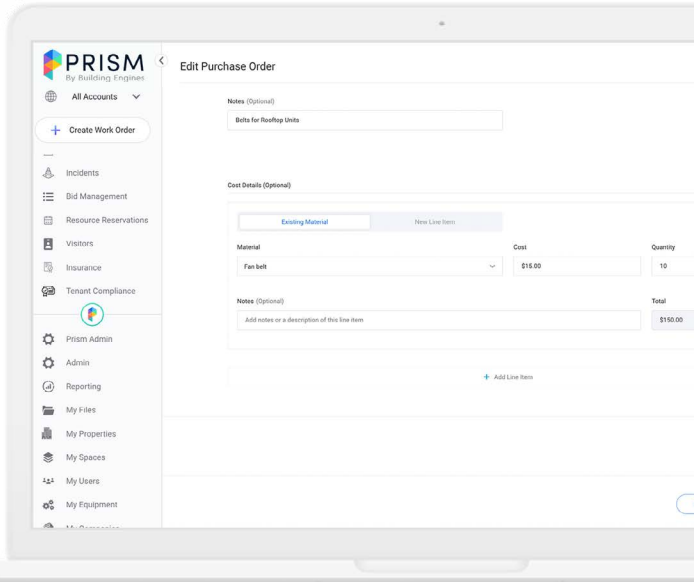
- Pick existing materials or quickly add new items to your library, right from the Purchase Order module.
- Save time with pre-populated material costs and adjust as needed.
- Purchase order totals are dynamically updated based on material costs and quantities, so you will always know how much it costs to complete work.
- Add line items and notes to purchase orders so your team has the level of detail they need to approve and complete jobs.



## Simplify your vendor workflows

Prism's simplified workflows and automated alerts make working with vendors easier.

- Attach a vendor to a purchase order right from your approved vendor roster.
- Purchase orders are associated with work orders in Prism, so vendors know exactly what work is being done.
- When you share purchase orders with vendors, they'll also see Terms and Conditions.



Learn more about how Prism Purchase Orders streamlines the purchase order process and helps you track your costs.