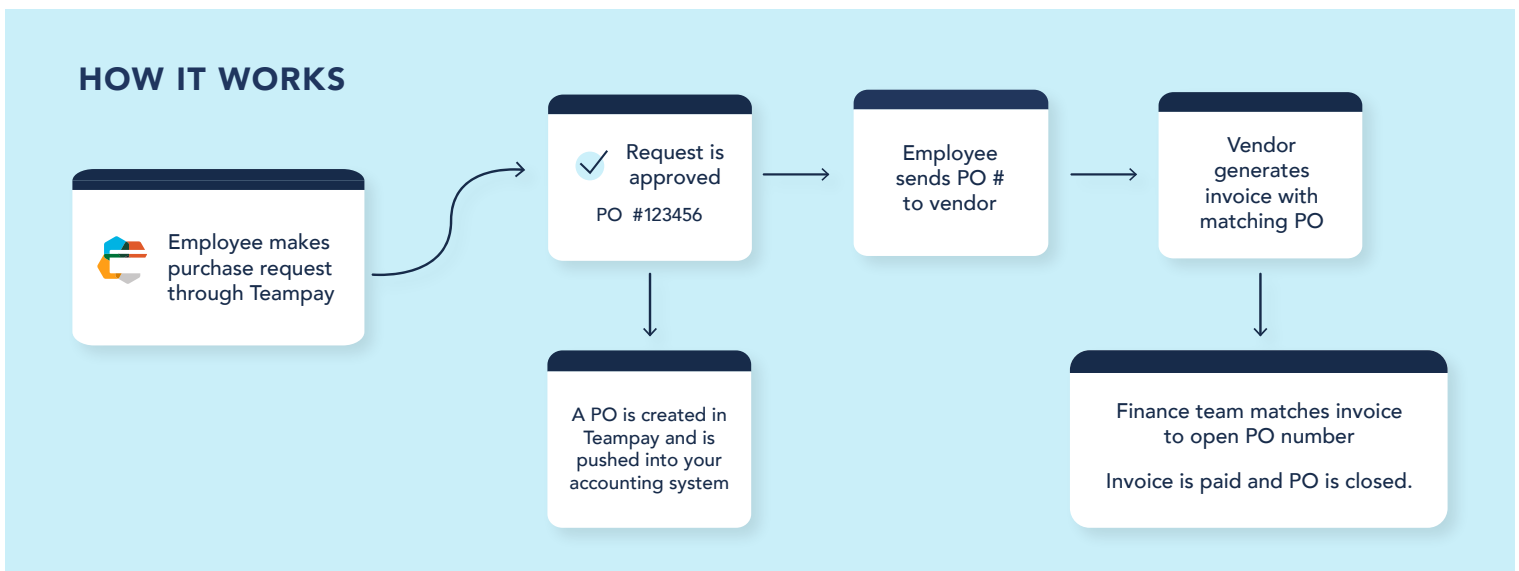# Never be surprised by an invoice again.

Teampay's distributed spend management platform makes it easy to manage any type of payment - virtual, physical, and even purchase orders. This allows you to provide the same great experience for employees when they need to make a purchase, regardless of the payment type. Unlike traditional procurement systems, Teampay guides users through the purchase order process, and requests are routed to the right person to approve, ensuring compliance and controls.

With Teampay's Purchase Order feature, employees get pre-approvals on invoiced spend, giving Finance full visibility into what's coming. Teampay automatically creates purchase orders using the request data, and sends the POs to your accounting system for greater insight into committed spend.

HOW IT WORKS

Employee makes purchase request through Teampay

Request is approved
PO #123456

Employee sends PO # to vendor

Vendor generates invoice with matching PO

A PO is created in Teampay and is pushed into your accounting system

Finance team matches invoice to open PO number

Invoice is paid and PO is closed.

Drive adoption with a great experience

With Teampay's Purchase Order feature, employees have one place to go to request funds, regardless of the payment type. The experience is familiar to employees, increasing adoption and compliance. As a result, Finance gains visibility into everything that's being spent.

Gain visibility into committed spend

Purchase orders give you a clear trail of the purchase request and approval, ensuring you are prepared for an audit at any time. And by receiving the PO in advance of spend, you can understand what budget has already been committed. You can even see how much spend is outstanding for partially-closed POs. No more surprises!

Save time with POs that fit into your accounting process

Automated purchasing workflows guide employees through the process of creating a purchase order - including adding details of what's being bought with multi-line items. With request data entered and approved upfront, compliant purchase orders are automatically created and sent to your accounting system. From there, you can manage payment according to your organization's process.