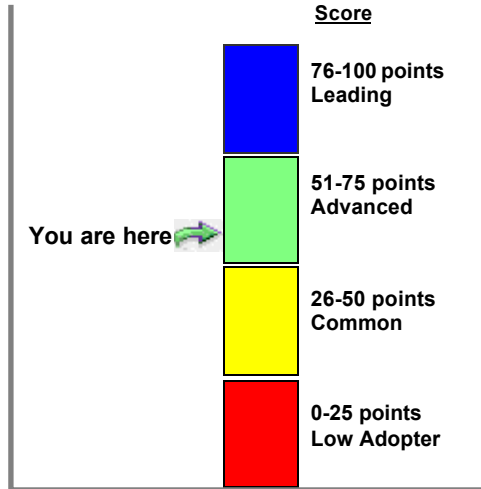




Summary Report



ABC Company

Congratulations! Based upon your responses to the Gauge questions, you scored 54.5 points. This means that your Procure-to-Pay practices are advanced when compared to companies of your revenue size. You have more successfully implemented many of process and technology enablers that can provide a company with the following benefits: lower transaction costs, greater user satisfaction, improved supplier management, and enhanced spend control capabilities.

With this report, you will be able to view best practices that are once implemented by your company can help move your organization's procurement practices to leading, and enable potential annual savings of up to \$15MM.

Score Detail

	Procure-to-Pay Foundation	Commercial Card Program	Procure-to-Pay Process	Total Score
Your Score	8.5	14.5	31.5	54.5
Maximum Score	25	25	50	100

Potential Annual Savings from Implementing Best Practices

	CompanyName	Best Practices	Potential Savings
Annual Number of POs	30,000		\$420,000
Average Cost of a PO	\$44.00	\$30.00	
Annual Number of Invoices	10,000		\$5,150 is your annual savings Well Done!
Average Cost of an Invoice	\$1.99	\$2.50	
Annual Spend	\$300,000,000		\$14,832,000
% of Spend under Contract	60%	80%	
% Savings on Spend under contract	12%	15%	
TOTAL POTENTIAL SAVINGS:			\$15,252,000

Developed with:



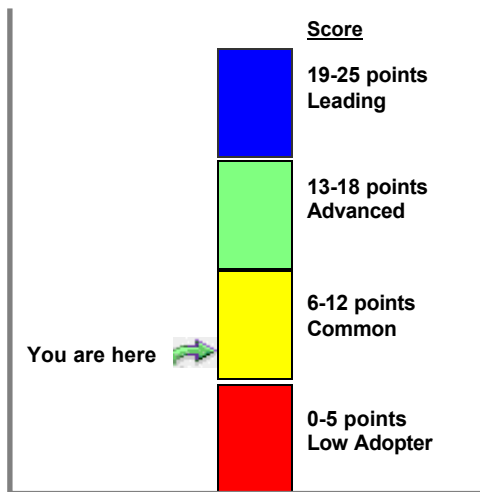


Procure-to-Pay
Foundation

Commercial
Card
Program

Procure-to-Pay
Process

Detailed Procure-to-Pay Foundation Recommendations Report



Based upon your responses in this Gauge sub-section, you scored 8.5 points. This means that your Procure-to-Pay foundation is common, when compared to companies of your revenue size.

Below you can view the 10 Procure-to-Pay Foundation best practices that when implemented by your company can help move your processes to advanced or leading. To view the more detailed best practice descriptions and implementation steps, refer to 'Procure-to-Pay Foundation improvement opportunities' page. Additionally, you can access all 17 best practices within this sub-section at the end of this report.

Below are your Procure-to-Pay Foundation improvement opportunities:

- Articulate a Procure-to-Pay Strategy with a short and long-term vision
- Ensure center-led management and control of critical Procure-to-Pay functions
- Develop an internal communication plan to convey Procurement policies, procedures, and successes
- Develop enterprise-wide Procurement policies and procedures
- Develop and disseminate enterprise-wide Commercial Card policies and procedures
- Develop an overall Procure-to-Pay technology strategy
- Utilize e-Sourcing tools such as e-RFx and e-Auctions to source suppliers and gain savings on one-off items
- Implement and leverage an e-Procurement solution
- Implement an in-house web-based booking tool
- Standardize and automate interface between expense management and accounting applications•

Developed with:



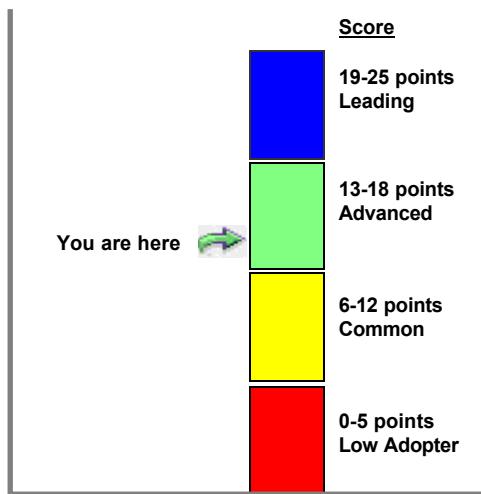


Procure-to-Pay
Foundation

Commercial
Card
Program

Procure-to-Pay
Process

Detailed Commercial Card Program Recommendations Report



Congratulations! Based upon your responses in this Gauge sub-section, you scored 14.5 points. This means that your Commercial Card Program is advanced, when compared to companies of your revenue size.

Below you can view the Commercial Card Program best practices by card type that when implemented by your company can help move your processes to leading. To view the more detailed best practice descriptions and implementation steps, refer to 'Commercial Card Program improvement opportunities' page. Additionally, you can access all 11 best practices within this sub-section at the end of this report.

Below are your Commercial Card Program improvement opportunities:

PURCHASING CARD

- Align Commercial Card program objectives with company's overall Procure-to-Pay strategy
- Incorporate a comprehensive Commercial Card training program
- Investigate Purchasing card expansion to additional spend categories to maximize benefits achieved

TRAVEL & ENTERTAINMENT CARD

- Align Commercial Card program objectives with company's overall Procure-to-Pay strategy
- Institute a centralized Travel Management function
- Coordinate event planning through the Travel Management function
- Mandate and enforce use of the T&E Card
- Standardize and pre-populate expense reporting

FLEET CARD

- Source, select and implement Fleet card program

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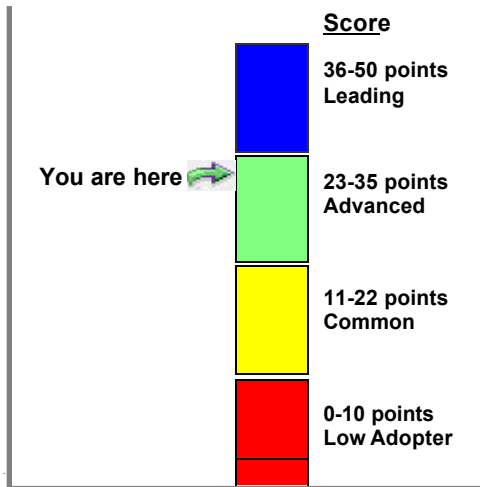


Procure-to-Pay
Foundation

Commercial
Card
Program

Procure-to-Pay
Process

Detailed Procure-to-Pay Process Recommendations Report



Congratulations! Based upon your responses in this Gauge sub-section, you scored 31.5 points. This means that your Procure-to-Pay Processes are advanced, when compared to companies of your revenue size.

Below you can view the 6 Procure-to-Pay Process best practices that when implemented by your company can help move your processes to leading. To view the more detailed best practice descriptions and implementation steps, refer to 'Procure-to-Pay Process improvement opportunities' page. Additionally, you can access all 13 best practices within this sub-section at the end of this report.

Below are your Procure-to-Pay Process improvement opportunities:

- Optimize number of Travel & Entertainment suppliers by selecting and monitoring vendors through a formal Ve
- Minimize the use of paper Purchase orders for all purchasing card eligible purchases
- When commercial cards are not used, employ three-way matching to reduce the number of approvals required•
- Understand tax liabilitie
- Monitor Procurement performance via a scorecard that includes cost, quality, and time components
- Implement post-trip exception reporting and distribute post-trip lost savings reports

Developed with:

