HILINKS NETWORK SOLUTIONS

DIGITAL SYSTEMS FOR CONTROLLED BUSINESS OPERATIONS

COMPREHENSIVE PROFILE

Procurement Management System

Smart Procurement & Supply Chain Automation Platform

Comprehensive Marketing Profile

REQUEST	APPROVE	PROCURE
with clarity	with control	with confidence

PROCUREMENT / SUPPLIERS / INVENTORY / COMPLIANCE

HILINKS NETWORK SOLUTIONS

Procurement Management System

Transforming Procurement Through Automation, Transparency, Control, and Better Supplier Management

The Procurement Management System by **Hilinks Network Solutions** is a comprehensive digital platform designed to help organizations automate purchasing activities, control expenditure, manage suppliers, monitor inventory, enforce approval procedures, and improve visibility across the entire procurement lifecycle.

From the initial identification of a business requirement to requisition, approval, supplier selection, purchase order issuance, delivery, inspection, invoicing, payment, and performance evaluation, the platform provides a centralized environment for managing procurement operations.

Instead of relying on paper forms, spreadsheets, email approvals, disconnected records, telephone conversations, and manually prepared reports, organizations can coordinate procurement activities through one secure and structured platform.

The system can be configured around departments, branches, projects, procurement policies, approval limits, budgets, supplier categories, inventory locations, and operational procedures.

Make every purchase properly requested, authorized, documented, received, and accounted for.

CONTROL Apply policy and approval authority.	**VISIBILITY** Track budgets, orders, and suppliers.	**ACCOUNTABILITY** Maintain a complete audit trail.

PROFILE AT A GLANCE

One platform for the complete procurement cycle

Employees submit requests. Department heads review requirements. Procurement teams source quotations and manage suppliers. Finance verifies budgets. Stores confirm stock and receive supplies. Management approves high-value transactions. Auditors review documented histories.

01	**Requests, Authority & Suppliers**	Requisitions, approval controls, onboarding, and qualification
02	**Strategic Sourcing**	RFQs, tenders, comparison, scoring, and supplier selection
03	**Purchasing, Planning & Budgets**	Purchase orders, plans, expenditure, and cost control
04	**Inventory, Receipt & Payment**	Stock, warehouses, inspection, matching, invoices, and payments
05	**Contracts & Supplier Performance**	Contracts, documents, evaluations, portals, and catalogues
06	**Procurement Controls & Projects**	Methods, emergency buying, projects, assets, analytics, and compliance
07	**Access, Scale & Value**	Roles, multi-company operations, notifications, cloud, integrations, and benefits

SECTION 01

Requests, Authority & Suppliers

Establish controlled demand, approval responsibility, and a qualified supplier base.

01 Purchase Requisition Management

Employees and authorized departments can submit purchase requisitions digitally.

- Requesting employee, department, branch, project, or cost centre
- Products, services, descriptions, quantities, and estimated costs
- Required date, business justification, preferred supplier, and priority
- Supporting documents and unique tracking reference

02 Configurable Approval Workflows

Requests can move through predefined approval stages according to policy.

- Rules based on value, department, category, project, branch, or budget
- Approve, reject, return, request information, comment, or delegate
- Automatic routing to the appropriate authority

This helps ensure purchasing decisions follow authorized procedures.

03 Approval Limits and Authority Controls

Enforce approval limits based on each user's assigned authority.

- Supervisor and department-level approvals
- Finance confirmation of budget availability
- Procurement-manager sourcing approvals
- Director and executive approval for high-value acquisitions

Transactions exceeding a user's limit can move automatically to the correct level.

04 Vendor and Supplier Registration

Register suppliers through a structured onboarding process.

- Business name, registration, tax, ownership, address, and contacts
- Product and service categories and service locations
- Banking details, certifications, insurance, references, and documents

The result is a centralized, searchable supplier database.

05 Supplier Qualification and Verification

Assess suppliers before approving them for procurement activity.

- Corporate and tax verification
- Licences, technical certifications, insurance, and quality standards
- Financial capacity, experience, references, and health and safety
- Conflict-of-interest declarations and supplier status

Suppliers can be approved, pending, suspended, restricted, or rejected.

06 Supplier Categorization

Group suppliers according to the goods or services they provide.

- Office supplies and information technology
- Construction materials, equipment, and manufacturing inputs
- Professional, logistics, maintenance, medical, and facility services
- General merchandise and custom categories

Categorization accelerates sourcing and improves reporting.

SECTION 02

Strategic Sourcing

Run transparent quotation, proposal, tender, comparison, and evaluation workflows.

07 Request for Quotation Management

Prepare and distribute RFQs to selected suppliers.

- Products, services, specifications, quantities, and delivery requirements
- Submission deadlines, payment terms, evaluation criteria, and attachments
- Terms and conditions and digital quotation submission

08 Request for Proposal and Tender Management

Support complex sourcing exercises for projects and service contracts.

- RFP creation, tender publication, and supplier invitation
- Bid submission, deadlines, technical and commercial documentation
- Security records, clarifications, evaluation, approval, and award
- Unsuccessful-bidder notification

This creates a structured and transparent tendering process.

09 Supplier Quotation Comparison

Compare received quotations within a standardized environment.

- Unit and total prices, taxes, discounts, and delivery charges
- Delivery periods, payment terms, specifications, and warranty
- Supplier ratings, compliance, and previous performance

Teams can make better-informed supplier-selection decisions.

10 Bid Evaluation and Scoring

Evaluate supplier bids using configurable criteria.

- Technical compliance, commercial value, and delivery capacity
- Experience, financial strength, quality, and warranty
- Methodology, local content, and sustainability
- Individual evaluator scores and comments

Evaluation records strengthen accountability.

SECTION AT A GLANCE

SOURCE	COMPARE	SELECT
Invite qualified suppliers.	Evaluate value and compliance.	Document the best decision.

SECTION 03

Purchasing, Planning & Budgets

Convert approved demand into controlled orders, procurement plans, and responsible expenditure.

11 Purchase Order Management

Convert approved requests into formal purchase orders.

- Supplier, item, quantity, pricing, tax, and discount information
- Delivery location, schedule, payment terms, and contract reference
- Approval information, terms, and electronic distribution

12 Purchase Order Approval and Tracking

Track each order through review, authorization, delivery, invoicing, and closure.

- Draft, awaiting approval, approved, and sent
- Accepted, partially delivered, fully delivered, and invoiced
- Completed, cancelled, or closed

Procurement teams gain visibility into outstanding obligations.

13 Blanket and Framework Purchase Orders

Support recurring requirements through longer-term arrangements.

- Agreed pricing and approved suppliers
- Spending ceilings and validity periods
- Repeated releases and scheduled deliveries
- Remaining balances and contract references

Frameworks reduce repetitive work and improve purchasing consistency.

14 Procurement Planning

Let departments prepare procurement plans for defined periods.

- Items, services, quantities, and expected cost
- Method, planned purchase date, and delivery date
- Department, project, programme, funding source, and status

Management can compare planned and actual procurement.

15 Budget Monitoring and Control

Connect procurement decisions with approved budgets.

- Controls by department, branch, project, category, period, or funding source
- Approved budget, committed and actual expenditure
- Available balance, pending requisitions, and utilization percentage

Over-budget requests can be flagged or routed for special authorization.

16 Expense and Cost Control

Monitor spending patterns and identify savings opportunities.

- Price and supplier comparisons
- Historical prices and category, department, or project spending
- Unplanned and emergency purchases
- Price variance and negotiated savings

Management receives stronger control over organizational expenditure.

SECTION 04

Inventory, Receipt & Payment

Connect purchasing to stock, receipt, inspection, invoicing, and financial settlement.

17 Inventory and Stock Management

Integrate purchasing with accurate inventory records.

- Catalogues, categories, quantities, and units
- Locations, minimums, maximums, and reorder levels
- Valuation, batches, serial numbers, and expiry dates

18 Automated Reorder Management

Identify items approaching minimum stock levels.

- Low-stock alerts and recommended reorder quantities
- Draft requisitions and staff notifications
- Frequently purchased items and consumption analysis

This helps reduce shortages and unnecessary overstocking.

19 Warehouse and Store Management

Manage multiple warehouses, branches, and stock locations.

- Warehouse and storage-location information
- Balances, movements, transfers, goods received, and goods issued
- Damaged, returned, reserved, and adjusted stock

20 Goods Receipt Management

Record goods received against approved purchase orders.

- Order reference, supplier, delivery date, and delivery note
- Ordered, received, outstanding, and damaged quantities
- Inspection status, receiving officer, photographs, and documents

Payments can be connected to supplies actually received.

21 Inspection and Quality Control

Inspect goods and services before acceptance.

- Quantity, specification, quality, and damage assessment
- Test results, acceptance decision, rejection reasons, and corrective action
- Inspector comments and supporting evidence

Rejected or partial deliveries can be documented for supplier resolution.

22 Three-Way Matching

Compare the purchase order, goods receipt, and supplier invoice.

- Quantity, unit-price, tax, discount, delivery-charge, and total checks
- Automatic identification of discrepancies

Significant differences can be flagged before payment approval.

23 Supplier Invoice Management

Link supplier invoices to the relevant procurement transaction.

- Invoice number, supplier, order, delivery, dates, and due date
- Subtotal, tax, discounts, total, status, and supporting document

This creates a clear path from request to financial obligation.

24 Payment Approval and Status Tracking

Track approved invoices through the organization's payment process.

- Received, under review, matched, or disputed
- Approved, scheduled, partially paid, or fully paid
- Overdue or cancelled

Procurement and finance teams can share consistent payment-status information.

SECTION AT A GLANCE

RECEIVE	VERIFY	SETTLE
Record delivery against the order.	Inspect and match the transaction.	Approve accurate supplier payments.

SECTION 05

Contracts & Supplier Performance

Manage commitments, documents, supplier performance, and controlled supplier collaboration.

25 Contract Management

Maintain a central repository for procurement contracts.

- Contract title, supplier, value, dates, and deliverables
- Payment schedule, service levels, owner, and renewal terms
- Guarantees and supporting documents

26 Contract Milestone and Renewal Monitoring

Monitor important contractual dates and obligations.

- Milestones, payments, deliverables, and expiry
- Insurance, performance bonds, renewals, and reviews
- Automated reminders

Organizations can reduce missed deadlines and unplanned expiration.

27 Document Management

Organize procurement documents in one secure environment.

- Requisitions, quotations, bid documents, and evaluations
- Purchase orders, delivery notes, inspections, and invoices
- Contracts, certificates, approvals, and correspondence

28 Supplier Performance Management

Evaluate suppliers using actual procurement and delivery data.

- Product and service quality
- Delivery speed, punctuality, and order accuracy
- Responsiveness, pricing, compliance, complaints, and documentation

Ratings can guide future sourcing and renewal decisions.

29 Supplier Complaints and Corrective Actions

Document performance issues and required remedies.

- Late delivery, poor quality, incorrect quantity, or specification failure
- Invoice discrepancies and contract violations
- Corrective requests, supplier responses, and resolution status

30 Supplier Portal

Give approved suppliers controlled access to procurement activities.

- Profile and compliance-document maintenance
- Sourcing invitations and quotation submission
- Purchase orders, acceptance, invoices, and payment status
- Corrective actions and performance feedback

The portal reduces manual communication and improves engagement.

31 Internal Product and Service Catalogue

Standardize frequently purchased goods and services.

- Item name, description, category, and approved specification
- Unit, preferred supplier, contracted price, image, and delivery period
- Availability

Employees can select approved items rather than recreate descriptions.

SECTION 06

Procurement Controls & Projects

Apply the correct procurement method while connecting projects, assets, returns, analytics, and compliance.

32 Procurement Method Management

Support multiple procurement methods under defined rules.

- Direct purchase and request for quotation
- Restricted, open, and single-source tendering
- Emergency procurement, frameworks, and negotiation
- Method-specific approvals and documentation

33 Emergency Procurement Management

Use a dedicated workflow for urgent purchases without removing accountability.

- Urgency reason, department, required items, and supplier
- Pricing justification, emergency approval, and documents
- Post-procurement review

34 Project-Based Procurement

Link construction, engineering, development, or client purchases to projects.

- Project, budget, bill of quantities, and work package
- Materials, supplier, delivery location, and milestone
- Committed and actual cost

35 Asset Acquisition and Registration

Transfer accepted purchased assets into an asset register.

- Description, price, supplier, purchase date, and serial number
- Department, employee, location, warranty, and maintenance
- Asset status

36 Returns and Supplier Credit Management

Document rejected, damaged, or incorrectly supplied items.

- Items, quantities, reason, and supplier response
- Replacement, credit note, refund, documents, and resolution date

37 Procurement Analytics and Reporting

Convert procurement data into management information.

- Expenditure by department, supplier, category, project, and period
- Requisition, approval, purchase-order, and contract status
- Supplier and delivery performance
- Budgets, savings, invoices, and inventory consumption

38 Procurement Dashboard

Display a visual overview of procurement activity.

- Pending requisitions and approvals
- Active sourcing and outstanding orders
- Deliveries, invoices, budgets, and contracts
- Low stock and recent transactions

39 Audit Trail and Activity Monitoring

Record important user activity.

- Responsible user, action, date, and time
- Previous and updated information
- Approval decisions, comments, documents, and transaction reference

40 Compliance and Procurement Policy Enforcement

Incorporate policy requirements into system workflows.

- Approvals, spending limits, and supplier qualification
- Required quotations, competition, and declarations
- Documentation, contracts, budgets, and segregation of duties

This reduces unauthorized purchasing and promotes consistency.

SECTION AT A GLANCE

GOVERN	ANALYSE	ASSURE
Apply the correct method and policy.	Turn activity into management insight.	Maintain evidence for accountability.

SECTION 07

Access, Scale & Value

Provide controlled access across organizations, locations, devices, integrations, and operational growth.

41 Role-Based Access and Permissions

Restrict access according to each user's responsibilities.

- Owner, administrator, procurement director, manager, and officer
- Department head, requester, finance, budget, stores, and inventory roles
- Inspector, auditor, contract and project managers, and supplier

Permissions can match the organization's governance structure.

42 Multi-Branch and Multi-Company Management

Manage procurement across subsidiaries, branches, and locations.

- Views by company, subsidiary, branch, and department
- Project, cost centre, warehouse, and financial period

Useful for corporate groups, public institutions, and distributed organizations.

43 Notifications and Reminders

Keep relevant users informed throughout procurement.

- Requisitions, approvals, rejections, and quotation deadlines
- Supplier submissions, orders, deliveries, and delays
- Invoice discrepancies, contract milestones, expiry, low stock, and document renewal
- Email, SMS, in-system, or compatible services

44 Mobile-Friendly Access

Give authorized users convenient access across devices.

- Desktop computers and laptops
- Tablets and smartphones
- Remote review and approval and current transaction information

45 Secure Cloud-Based Deployment

Deploy as a secure web-based platform.

- Authentication, role-based access, and controlled privileges
- Encrypted connections, monitoring, sessions, and password recovery
- Backups, account management, and audit logs

Management can monitor procurement without always being on premises.

SECTION AT A GLANCE

CONNECT	SECURE	SCALE
Serve users across locations.	Control access and activity.	Extend systems and operations.

OPTIONAL ADVANCED INTEGRATIONS

Extend the system around your organization

The Procurement Management System can be extended according to organizational requirements.

- Accounting and enterprise resource planning systems
- Banking, payment, tax-verification, and government procurement platforms
- Inventory, warehouse, asset, project, and human-resource systems
- Electronic signatures, supplier databases, barcode and QR-code systems
- Email, SMS, business intelligence, mobile applications, and third-party APIs

KEY BUSINESS BENEFITS

A stronger procurement operating model

Reduced delays	Digital requests, routing, approvals, and supplier communication shorten cycles.
Spending transparency	Management can see where funds are committed and spent.
Stronger accountability	Requests, approvals, quotations, orders, receipts, invoices, and payments connect.
Improved suppliers	Central records, qualification, ratings, and communication strengthen relationships.
Budget control	Purchasing can link directly to budgets, projects, departments, and cost centres.
Better inventory	Stock visibility and reorder alerts reduce shortages and excessive stock.
Lower costs	Comparisons, price history, spend analysis, and performance support value.
Improved compliance	Configured workflows reinforce policy, limits, documentation, and duties.
Better decisions	Dashboards and analytics transform records into operational intelligence.
Scalable operations	Support expanding users, branches, projects, suppliers, stores, and volumes.

IDEAL FOR

Designed for diverse procurement environments

- Corporate organizations and multi-branch business groups
- Government ministries, departments, and agencies
- Manufacturing, construction, engineering, oil and gas, and agriculture
- Healthcare, education, hospitality, retail, and distribution
- NGOs, financial institutions, telecommunications, property, logistics, and transport

WHY HILINKS NETWORK SOLUTIONS?

Configured around your policies and priorities

Hilinks Network Solutions provides configurable technology designed around real organizational processes.

- Procurement-process assessment and workflow configuration
- Approval limits, suppliers, catalogues, inventory, budgets, and cost centres
- Custom branding, users, permissions, and data migration
- Integration with existing systems
- User training, deployment assistance, technical support, and maintenance
- Continuous improvement and custom module development

The platform can be configured around your procurement policy, departmental structure, approval hierarchy, supplier ecosystem, reporting requirements, and operational priorities.

Modern procurement requires transparency, accountability, accurate information, policy compliance, supplier visibility, and timely decisions. The Hilinks Procurement Management System connects employees, departments, procurement teams, finance, warehouses, suppliers, management, and auditors through one secure platform.

Request efficiently. Approve responsibly. Purchase transparently. Manage suppliers confidently.

HILINKS NETWORK SOLUTIONS

Transform your procurement operations.

One connected platform for requests, approvals, suppliers, purchasing, inventory, contracts, payments, reporting, and compliance.

Improve control. Increase transparency. Create lasting value.

Powered by Hilinks Network Solutions