

# STAVE

## Procurement

Procurement lifecycle management on ServiceNow

Stave Procurement is an intuitive procurement solution for managing requisitions, purchase orders, invoicing, sourcing, contracts, and vendors on the Now Platform.

Built on **now**

servicenow  
Partner

Elite

## Key Features

### Requisitions

Requesters are given a single location to submit catalog requests, generic requests, or PunchOut requests when the PunchOut plugin is enabled

### Purchase Orders

Generate Purchase Orders from a Purchase Request and track orders digitally or generate PDFs to send to vendors

### Vendor Invoices

Create digital Vendor Invoices linked to Purchase Orders for end-to-end traceability throughout the procure to pay process

### Sourcing

Manage sourcing projects and find the best vendor for your organizational needs

### Contracts

Digital contracts simplify key date and obligation management, renewal processes, and document management for all your vendor contracts

### Vendors

Invite new vendors, manage your existing vendor network, and track vendor certificates, issues, orders, and invoices

## Additional Benefits

- ✓ Automated invoice matching ensures Purchase Orders, Receipt of Goods, and Invoices all match.

- ✓ Easy to manage approval stages with conditions, assignment to groups or individuals, and auto-approvals

- ✓ Procurement dashboard to track key metrics and identify process bottlenecks

- ✓ Vendor portal for your vendors to view purchase orders, submit invoices, update profiles and certifications, and more

STAVE

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