



PURCHASE ORDER WORKFLOW WAS AUTOMATED IN LESS THAN 10 DAYS OF WORK

- Central Wyoming College was handling Purchase Order Requisitions using a paper, manual process before implementing frevvo.
- POs were often incomplete requiring multiple follow ups and hours of wasted time.
- Approvals were processed by hand on paper that took days or weeks to complete.
- Flexible, dynamic routing with unlimited approvers was a must-have.

Customer Profile: Central Wyoming College serves Fremont, Hot Springs and Teton Counties. CWC is committed to supporting students through their educational journey and helping them achieve success.

Business Situation: CWC wants to reduce their reliance on paper and sneaker-net processes. They saw significant value in streamlining their PO process which involves calculations, lookups and dynamic routing fixing a particularly error-prone procedure as a result.

Solution Summary: CWC’s selection of frevvo Live Forms to automate their PO process was based on the look & feel of the forms, speed of implementation, ease of use and dynamic workflow routing. The PO form contains logic that validates all fields entered by the user before routing to approvers. The dynamic workflow routing relies on cost center codes to determine the appropriate approvers. POs over a specific amount automatically route to the VP – matching CWC’s purchasing policies. frevvo also includes reminders if the PO is not approved within a specified time as well as an escalation path.

Benefits:

- CWC streamlined their PO process reducing hours of staff time manually chasing approvals.
- Dynamic workflow routing is integrated with Google Apps making it easy to maintain.
- The built-in task list allows their Business Office to quickly review POs including a full audit trail.
- With frevvo, CWC staff can get back to focusing on students rather than administrative tasks.

About frevvo: frevvo is software to quickly design online forms and approval workflows at affordable cost. We are committed to helping you achieve success via our Customer Success Team that includes world-class support, services and training. We can’t wait for you to join over 750 customers currently using frevvo Live Forms increase productivity and drive down costs. To learn more, please visit <http://www.frevvo.com>, contact us at info@frevvo.com or call 203.208.3117.

“Our PO workflow was automated in record time. The forms look good and are easy-to-use. frevvo’s system just works and meets our needs at reasonable cost.”

John Wood, CIO