

UGP wants to reduce your paperwork



Order Approval Systems



We can streamline your ordering process. Our online system makes it easy for you.

STREAMLINED ORDERING!

Our Internet based order approval system is designed to reduce the time it takes for an approver in your organization to place an order. It does this by streamlining the ordering process. Our Web site allows employees in your organization to directly place an order, subject to the approval of your management. The approver only needs to approve the online order.

SECURE AND SIMPLE

After an employee in your organization logs in to our secure site, they enter the order information. Our system immediately sends a request to the person with the approval responsibility. By clicking a link in the e-mail, the approver can review the actual order and if acceptable, click an Approve button and enter any notes.

AUTOMATED FOR YOUR CONVENIENCE

The employee is automatically notified of the status, as is our staff. If a second person must then approve the order, the system automatically sends them an e-mail and the process repeats.

AUTOMATED FOR SPEED

After our staff receives the final approval, we then fulfill the order. Our Web-based approval system allows individuals to enter their own orders, thereby streamlining the process, while providing management with control and final approval. This provides your organization with digital speed, 24x7 convenience, faster turnarounds, and great communication. Call us at 334-5220 for more information.