

SmartSuite

Business Operations › Procurement Operations · Datasheet

Procurement Requests & Intake

Capture and manage procurement requests with structured intake, automated approvals, and real-time visibility.

SKU	BUS - PRC - REQ
Solution area	Business Operations
Works with	Vendor & Supplier Management, Finance & Administration, Contract Lifecycle Management (CLM), Purchase Orders & Procurement, Spend & Procurement Analytics
Updated	Sep 26, 2026
Datasheet	v1.0

What it is

Procurement Requests & Intake is the process of capturing and managing requests for purchases, services, and financial transactions through a structured and governed workflow. It ensures that all procurement activity begins with complete, validated information and follows consistent approval processes.

SmartSuite's Procurement Requests & Intake solution provides a structured, scalable system to capture and manage procurement requests across departments. It replaces email-based requests, spreadsheets, and disconnected forms with a centralized, governed intake process.

With a standardized intake layer, all requests are submitted through structured forms that ensure complete, validated data from the start.

Core capabilities

Structured Request Intake Forms

Capture complete and validated procurement requests.

Multi-Type Request Support

Handle purchases, travel, reimbursements, and vendor payments.

Automated Approval Workflows

Route requests through finance, procurement, and leadership.

Budget Validation & Controls

Ensure requests align with available budgets.

Vendor Validation Integration

Verify vendor status and compliance before approval.

Real-Time Request Tracking

Track status, approvals, and bottlenecks.

Policy & Compliance Checks

Embed procurement rules and requirements into workflows.

Notifications & Escalations

Ensure timely approvals and responses.

Audit Trails & Documentation

Maintain full traceability for compliance and audits.

The Procurement Intake Lifecycle

Step 1 Submit Request Capture structured procurement request data.	Step 2 Validate & Route Apply policy checks and route to appropriate reviewers.	Step 3 Review & Approve Complete multi-level approval workflows.	Step 4 Prepare for Execution Connect approved requests to procurement workflows.	Step 5 Track & Monitor Provide visibility into request status and outcomes.
--	---	--	--	---

Who it is for

Request Submitters (Faculty, Staff, Students) Submit procurement and financial requests.	Department Administrators Manage departmental requests and approvals.	Procurement Teams Validate requests and enforce policies.
Finance Teams Review budgets and financial alignment.	Senior Approvers (Deans, Directors, Executives) Approve high-value or strategic requests.	Operations Leader Monitor pipeline and performance.

Works with

Vendor & Supplier Management Validate vendors and track relationships.	Finance & Administration Align requests with budgets and approvals.
Contract Lifecycle Management (CLM) Ensure compliance with agreements.	Purchase Orders & Procurement Convert approved requests into execution.
Spend & Procurement Analytics Track request trends and financial impact.	

Built differently. Procurement Requests & Intake runs on the same relational platform as every other SmartSuite product, so its records link to the risks, controls, issues and evidence they affect, and every report reflects the current state rather than a copy.

See it working with your data

Ask your SmartSuite account team for a demo of Procurement Requests & Intake configured for your organization, or read the full product entry at smartsuite.com/products/procurement-requests-intake.

Schedule a demo