Dear colleagues,

To organize our administration more effectively, we are introducing the [Easy1 software](https://www.easy-1.com/) platform.

With Easy1, we aim to optimize our purchase and contract management, as well as our expense claim and invoice processing. This will ensure a uniform procedure, clear structure and optimal transparency within these processes.

Starting from **[date]** you can expect an invitation to create a password for your account.

Wondering what this means for you?
Below, we explain each process along with a link to [the Easy1 knowledge base](https://help.easy-1.com/en), which details all the functionalities.

[**Purchase management**](https://help.easy-1.com/en/45614-employee)The goal of purchase management is to pre-register and approve purchases. This allows us to automatically process invoices without needing retroactive approval. As a result, invoice processing and payments to our suppliers will fasten.

[**Contract management**](https://help.easy-1.com/en/45604-contract-manager)The objective is to have full control over our contracts. This prevents contracts from being lost or being late in cancelation or renegotiating them. Notifications are sent from the Easy1 platform to the contract owners and other selected stakeholders.

[**Expense management**](https://help.easy-1.com/en/45614-employee)
Download the 4CEE Connect app, take a picture of your receipt through the app, enter some remaining details and submit it. You will be kept informed about the status of your claim (waiting for approval, approved/rejected – paid). You can also easily submit the miles driven with your own car for purposes like commuting.

[**Invoice processing**](https://help.easy-1.com/en/45619-financieel-medewerker)By recording purchases, expense claims and contracts in Easy1, invoice processing becomes easier and more automatic. This leads to benefits such as negotiating payment discounts for prompt payments to our suppliers.

Much information can be found in the knowledge base, but if you have specific questions about this process, you can also reach out to **[name]**.

Kind regards,
**[Name]**