



Suhas Bhairav

AI Purchase Order Exception Guide

**Detect and resolve PO mismatches fast with
practical workflows.**

Empower procurement leaders to detect, investigate,
and resolve PO mismatches in days, not weeks.

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suhasbhairav.com

Mismatch Detection Basics

Mismatch detection across requisitions, POs, invoices, and deliveries defines the scope. It also clarifies what to automate, what to review, and the required data and tools.

Key move Choose a single supplier as the initial pilot and assign an owner.

PRACTICAL CHECKLIST

- 01** Map end-to-end touchpoints: requisition -> approval -> PO -> invoice -> delivery.
- 02** Identify mismatch types: quantity, price, unit, delivery date, and supplier data.
- 03** Define human-review triggers and decision rights.
- 04** Specify minimal data fields required for matching.
- 05** Identify data sources: ERP, e-invoicing, supplier portals.
- 06** Outline guardrails: SLAs, audit trails, access controls.
- 07** Optional: pilot with a single supplier to test automation.

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Automation Scope & Data

Define what to automate and what to keep human-reviewed. Identify data sources, tools, and roles required to support reliable PO exception handling.

Key move Establish a single owner for end-to-end mismatch resolution.

PRACTICAL CHECKLIST

- 01** Automate: cross-record matching across requisitions, POs, invoices, and delivery records.
- 02** Automate: flag quantity, price, or date mismatches for automated or human review.
- 03** Keep human review for ambiguous supplier part numbers, freight terms, or thresholds beyond automation limits.
- 04** Data needed: requisition fields, supplier PO lines, invoice line items, delivery receipts, and pricing terms.
- 05** Tools: ERP/PO exports, OCR for invoices, AI agents, rule engine, and dashboards.
- 06** Data quality guardrails: accuracy checks, audit trails, versioned data, and access controls.
- 07** KPIs: match rate, cycle time, exception rate, and processing cost.

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Adoption Plan & Governance

Scale automation in weekly increments with a single pilot supplier. Define ownership, approvals, and measurable targets from day one.

Key move Document ownership and SLA expectations before scaling.

PRACTICAL CHECKLIST

- 01** Week 1: Pilot data extraction, matching on 1-2 suppliers; data quality checks and a named workflow owner.
- 02** Week 2: Enable auto-matching for PO to invoices; require human review for price or quantity variances; set clear approvals thresholds.
- 03** Week 3: Add delivery receipts reconciliation; tighten guardrails; integrate with dashboards for management review.
- 04** Week 4: Establish escalation path, approvals, ownership; finalize KPI targets; sunset manual reviews for matched records.
- 05** Week 5: Scale to additional suppliers; refine thresholds; implement anomaly alerts and audit logs.
- 06** Week 6: Full pilot review; decide rollout plan; document playbook and governance.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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