



e-Procurement Overview

OneOffice e-procurement is a comprehensive, componentised solution that is quick and easy to implement either as a standalone system or within a wider integrated solution. e-Procurement can deliver substantial savings by automating requisitioning, approvals and procurement, maximising 'best value' sourcing and effective control of inventory.

Key Features at a Glance

- Single procurement-to-pay system
- Encapsulates procurement best practice
- Automated workflow
- Active Intelligence™ proactively monitors delivery of best value process improvements and procurement efficiencies
- Management Dashboards enable real-time tracking of KPI's and progress vs. efficiency targets
- Requisitions and approvals require little or no user training
- Supports UNSPSC product and service numbering

Benefits

- Improves user productivity, releasing people for front-line activities
- Improves service levels
- Tangible savings in back office costs
- Increased empowerment for user community
- Supports paperless requisitions, ordering, invoicing and payment
- Optimises electronic interactions with suppliers
- Works in synergy with initiatives such as Purchase Cards and e-Marketplaces
- Key enabler for delivery of best value initiatives
- Reduces user stress levels

Introduction

The OneOffice e-Procurement components can deliver tangible cost savings and improvements in the speed and effectiveness of procurement of both goods and services. Further cost reductions and process improvements may also be obtained by linking OneOffice e-procurement to related systems such as e-marketplaces.

e-Requisitions

The Requisitioner component enables authorised users across the organisation to create requisitions for products and services. As a user enters a requisition they are guided through the process to ensure that all the appropriate information is captured to expedite subsequent approvals and purchasing. For example users can select the specific item(s) they require from the on-line catalogue rather than relying on a free text description and/or reserve physical stock to be used to fulfil the request. OneOffice Active

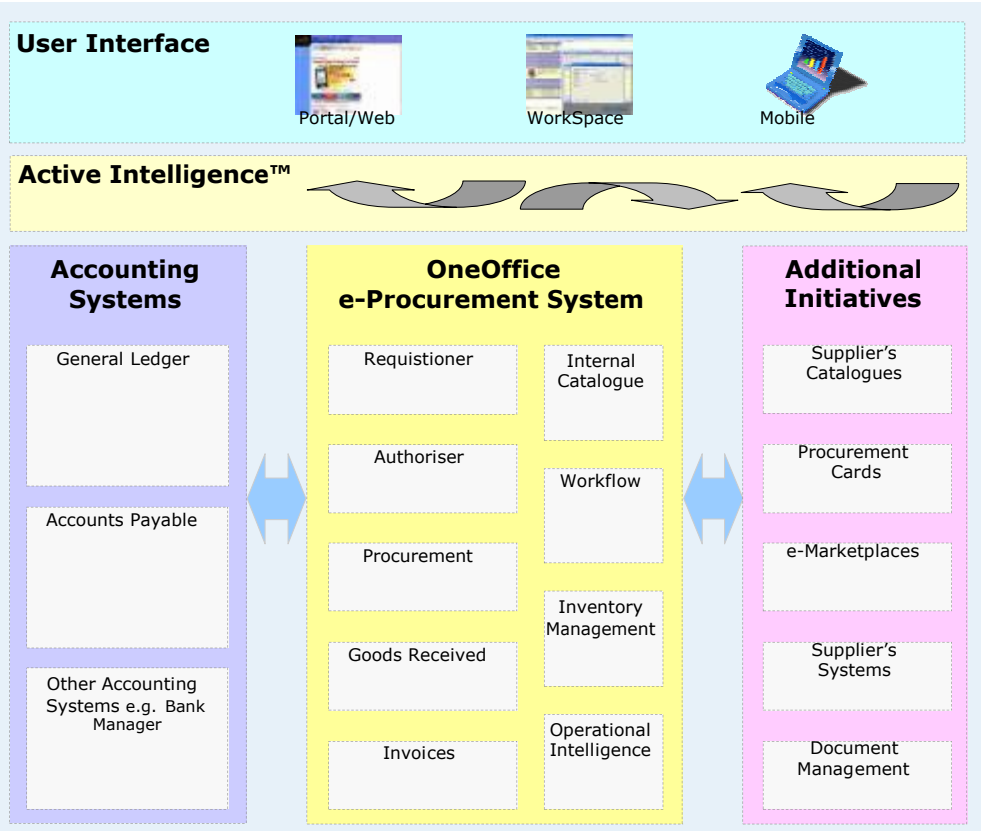


Figure 1. OneOffice e-Procurement is a component based system enabling organisations to select the capabilities they require either as part of a larger OneOffice implementation or integrated with existing systems.



Intelligence™ can provide users with additional information relating to each requisition such as year-to-date spend vs budget or Health and Safety information on a product. When the requisition has been completed and is ready for approval, if the value is greater than the user's own approval limit they will be warned and the requisition passed to the appropriate person(s) for review using automated workflow. Throughout the approval process the originator can automatically be kept fully informed on the current status of the requisition.

Approvals

Where a requisition requires approval, OneOffice will inform the appropriate approver and continue to proactively monitor the approval process ensuring that requisitions are reviewed quickly and automatically escalated as required. When a requisition has been approved the procurement team are notified and optionally the originator as well. If the requisition is rejected, the originator is informed and the requisition is held pending amendment and resubmission by the originator. The combination of both e-requisitions and pro-active workflow ensures that approvals (or rejections) can be as quick as possible saving valuable time and money.

Throughout the approval process the procurement team have visibility of upcoming requirements enabling current purchasing decisions to be as well informed as possible. For example a supply contract may provide a range of price breaks which could be maximised by consolidating a current requirement and a requisition in the process of being approved.

Purchasing

Following approval of the e-requisition, OneOffice notifies the procurement team that they can proceed with fulfilling the requirement. A range of options are available to them reflecting the specific needs of the organisation. For example, some items may be held in stock enabling the organisation to take advantage of economic order volumes for frequently used items or where critical items may have extended lead times which could materially impact service levels. For these stock items the requisition is automatically converted into a request/pick note and is sent via workflow to the warehouse ensuring the quickest possible fulfilment of the requisition. For non-stock items and for services the procurement team can select from a wide range of tools to enable them to obtain best value for the organisation. Where a supply contract already exists, the requisition can be converted into a purchase order, either automatically if it meets defined parameters or following review. This avoids the need to re-key information between systems, eliminating errors and saving time and resources. Multiple requisitions for the same item can be grouped together to both maximise discounts and rebates and minimise costs such as delivery charges.

Where a supply agreement is not already in place or a specific value threshold is exceeded, quotations requests (RTQs) and e-Tenders can be sent to potential suppliers. Suppliers can respond to RTQs and e-Tenders in various ways, electronically using XML messages, over the internet via the OneOffice Supplier Portal or using a paper based document. Any paper based RTQs can be entered into OneOffice for analysis alongside the electronic responses.



Alternatively RTQs can be passed electronically to an established e-marketplace for price, availability etc, with subsequent responses being passed back electronically to OneOffice ready for final approval and procurement.

Following selection of a supplier, the requisition is automatically converted into a purchase order which is then dispatched to the chosen supplier either electronically or mailed.

Managing Inventory

For organisations that elect to hold items in stock, OneOffice includes an extensive range of inventory management tools to optimise stock management and reduce costs. For example capabilities such as automated reordering of high usage

items, stock monitoring, real-time aged stock analysis and stock taking can all contribute to a reduction in inventory management costs, improvements in stock control and service levels.

Paying Suppliers

When goods are received from suppliers, or services have been provided, they can be matched to the original purchase order and where appropriate, stock levels will be updated automatically. The originator of the requisition (and others) can be automatically notified that the goods have been delivered. When the supplier's invoice is received, either electronically or manually, the purchase order, receipt and invoice are matched (three-way matching) and the invoice marked for payment.

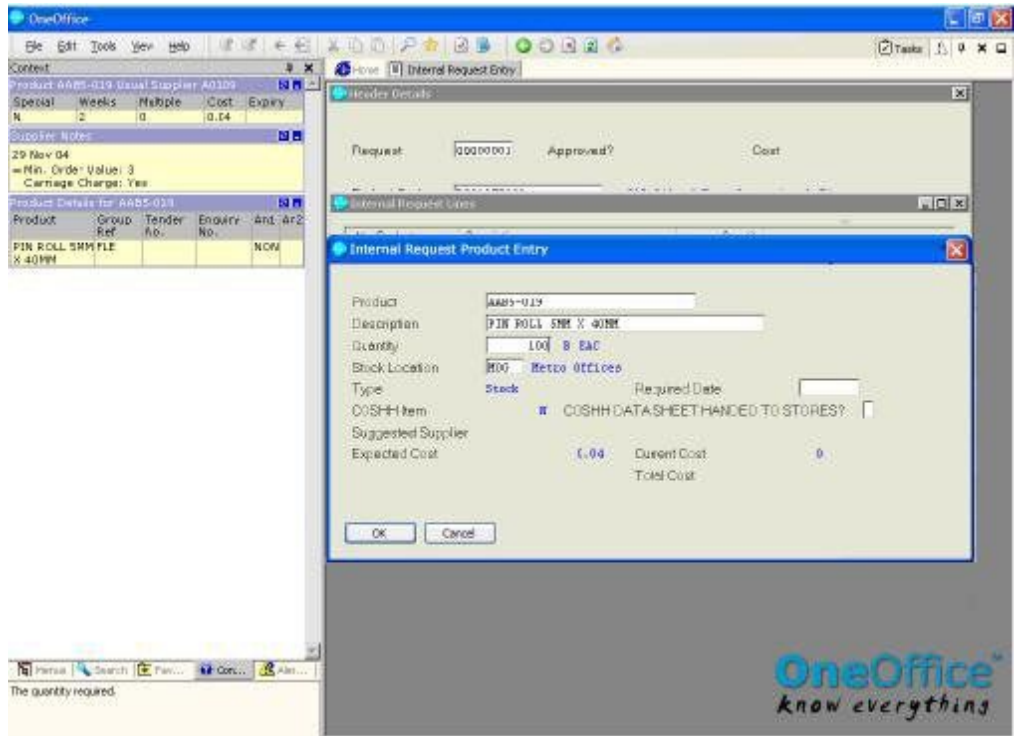


Figure 2. As a user creates a requisition they can be shown additional information to help them make well informed decisions. For example this user is being shown lead time information, typical cost details and supplier terms.



Electronic Document Management

Throughout the procurement cycle people frequently need to access documents to support their decision making. These documents could include specifications, Health & Safety information, supplier agreements, product information, etc. If this information is not immediately to hand delays can occur while the information is found or alternatively ill-informed decisions may be made without the benefit of relevant information. To ensure that decisions are made using the best available information, OneOffice includes a component called Media Manager which enables people to access the electronic documents they require quickly and easily. Documents held in Media Manager can be linked to related requisitions, purchase orders, etc ensuring that people have the information they need to make well informed decisions quickly and easily.

The capabilities of Media Manager extend beyond the storage of electronic documents. Media Manager can also generate and store electronic versions of OneOffice documents such as purchase orders and transmit them via either e-mail or fax offering considerable savings in time and money over traditional methods. Alternatively documents can be formatted prior to printing on a conventional laser printer.

User Interfaces

A range of user interfaces are available to support the needs of different users, roles and devices. These include web portals, mobile devices for people working away from an office and WorkSpace™ for desk based users.

Active Intelligence™

OneOffice includes a unique capability called Active Intelligence (patent pending) which can ensure that users have the information they need to make well informed decisions just when they need it. This capability can be tuned to support the unique requirements of each user or job role. For example when a user raises a new requisition they could be shown information about their budget status and their usage of the product or service during the past year, while the procurement team may choose to see information relating to supplier performance during the last eighteen months. Importantly, as the requirements of the organisation change, it is straightforward to change the profile of the information users see.

Additional Initiatives

Through the use of open standards and capabilities unique to OneOffice, organisations can embrace wider e-government initiatives such as e-marketplaces, procurement cards and programmes such as eProcurement Scotl@nd & Project Zanzibar. This approach can offer the lowest cost route to derive the maximum benefit from these wider initiatives.



Summary of Benefits

OneOffice is a proven solution offering significant efficiency improvements and cost savings. In summary, OneOffice e-Procurement provides:

- A single application across the full procure-to-pay cycle
- Visibility across every department
- Real-time monitoring of budget status and availability
- Analysis of supplier responses to RTQs
- Structured workflow to reduce paperwork and expedite processes
- Improved buying power through better informed decisions and supplier rationalisation
- Immediate notification of critical events
- Context based supplier, product & budget information
- Dashboards to enable managers to monitor performance versus KPI's
- Release of staff time to concentrate on core tasks and front-line activities rather than administration
- Standards based approach to simplify any integration of OneOffice components with related initiatives such as procurement cards
- Rapid ROI
- Low cost of ownership



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