

e-Procurement

Purchase Cycle Management

Unitas Purchase Cycle Management solution is designed to address the purchase to payment cycle within large organisations. With good management control of your daily purchasing activity all the work that went in to sourcing and negotiating your supply needs can be instantly deployed and controlled. This enhances preferred supplier relationships by eliminating off-contract purchasing, reduce order/invoice queries through right first time ordering and reduce manual intervention in the order/payment cycle.

Unitas PCM manages the full purchase life cycle from requisition, order approval and order delivery through to receipting, payment and analysis. The application gives high levels of visibility, tractability and audit control at each stage through reporting and on-screen up to the minute inquiries. Unitas PCM provides a range of exception reporting highlighting potential issues in the field immediately.

The following modules are available:

- Supplier Cataloguing
- Purchase Order
- Receiving and matching
- Payments Module
- Purchase Analysis
- Reporting
- Stock Control
- Commitment Accounting
- Requisition & Order Approval Management
- Internal communications
- Security



Product Catalogues

The system can support a number of different catalogue scenarios

- Customer maintainable generic catalogue
- Supplier maintained catalogues
- Third party maintained catalogues



Generic catalogue products can be assigned to one supplier or multiple suppliers. The supplier from which you purchase the product in this mode can be overridden at actual purchase time, if you have the correct authority level.

One of the unique features of the system allows for an automatic price hunt through multiple supplier catalogues to determine who is providing equivalent products at the best price. This price hunt algorithm uniquely designed by Unitas Software revolutionises the need to search suppliers catalogues to find the best price. New individual generic products can also be created at order time allowing the user to key description, unit of measure and price for one off purchases.

Access to outlets, suppliers, buying patterns, budgets, products on contract and individual products can all be controlled by management. This allows management to control what products are purchased, from whom, at the agreed price, within budget.

Product ordering has been designed in a unique way that allows people with little or no computer experience to order confidently. Powerful self-maintaining buying pattern templates allow the user to order goods and rather than management setting up complex buying templates the system decides whether the item is being ordered on a regular basis and is required on the pattern. This technique was perfected over a number of years working with high volume telesales personal. Unitas Software has enabled one client to work with 3 telesales personnel to take one thousand orders a day using this approach.



Buying patterns can also be based on stock re-order reports and menu-planning systems.

The system allows for powerful catalogue search arguments to be entered. Users can also find linked products e.g. search for a particular tile and find instantly the adhesive that is to be used with the tile. The system can also highlight special offers and new products available from suppliers.

A price alert function highlights immediately any price change a supplier has made on any product that has been previously ordered. A full suite of reporting options can also be carried out against catalogues. If the item is an agreed contract product the supplier will not be able to override the price.



Purchase Order

The Unitas suite allows seamless purchase ordering for buyers and automatic order delivery for suppliers. Users no longer have to decide if they need to fax, email, post or send the order via EDI depending on whom they are purchasing the goods from. The system will automatically split orders by supplier and deliver the order in the preferred format. This allows the user to place all orders in the same way regardless of how the supplier wants to receive the order – this can save considerable time and effort for the user.

The system automatically generates sequential purchase order numbers – therefore allowing accurate matching against supplier documentation. The required delivery dates chosen by the user are checked against the agreed supplier/product/area lead-time algorithm to ensure that the product can be delivered on the requested date.

Division 1 Buying Pattern : Office Equipment												
Product Code	Description	Quantity	Notes	Price	Unit	Delivered In	Goods	Tax	Total	Remove		
A011026	Brie 60%	<input type="text" value="2"/>	Notes	5.05	/ 3 Kg		30.30	0.00	30.30	<input type="checkbox"/>		
							Delaneys Supplies	2 days	30.30	0.00	30.30	Terms
A0345527	ALMONDS FLAKED	<input type="text" value="3"/>	Notes	17.46	1 X 1Kg		52.38	0.00	52.38	<input type="checkbox"/>		
							Devenish Foods	2 days	52.38	0.00	52.38	Terms
A04101090	COCOA CADBURY	<input type="text" value="3"/>	Notes	58.80	12 X 250		176.40	0.00	176.40	<input type="checkbox"/>		
A04101110	COCOA POWDER C.R.	<input type="text" value="1"/>	Notes	22.00	2 X 1Kg		22.00	0.00	22.00	<input type="checkbox"/>		
							Food-Stuff Ltd	1 days	198.40	0.00	198.40	Terms
Pre-Order Total:								281.08	0.00	281.08		

Enter in required delivery date

Year: Month: Day:

Number of order lines : 4

Receiving and Matching

The purpose of the system is not simply a “shopping cart experience” – the full purchasing life cycle is covered within the application. The next logical step therefore after ordering the goods is to identify what has been received and ultimately what needs to be paid for.

The goods receiving function allows the user to state what goods they have received not received or have received substitute items for. The system also highlights any goods that may have been received but are not acceptable for whatever reason e.g. shelf life expired, goods damaged etc. This facilitates accounts payable to pay the correct and agreed amount for goods.

Up to the minute analysis can be performed to identify operational problems resulting from suppliers under supplying, delivering late or substituting products. Temperature, batch/lot control can also be recorded on receiving. Any issues occurring at this stage are reported back to the vendor and can automatically be imported into their customer management system – this unique supply-chain information flow can quickly reduce problems in the field therefore reducing cost of credit notes and associated admin.



Customer Number :	A0001	Customer :	Division 1
Order Number :	000034	Address :	Bridge Road
Delivery Date :	22 Oct 2001	Town :	BRIDGEPORT
Order / Received Value :	305.24 - .00		
Supplier :	The Good Food Company	Supplier Delivery Reference	89827
		Year	2002
		Month	Jul
		Day	7

Product	Description	Unit	Goods	Tax	Total	Ord	Rec	Pack Type	Total Qty Rec	Total Wgt Rec	Line Notes	Close Line
A022048	CHEESECAKE CRUMB MCD	4 X 96PT	45.96	0.00	45.96	1					Notes	<input type="checkbox"/>
A022054	CHOUX PASTRY MIX MCD	4 X 3KG	160.64	0.00	160.64	2					Notes	<input type="checkbox"/>
A022079	APPLES SP BRAMLEY GLA/CHO	6 X 2.72	98.64	0.00	98.64	3					Notes	<input type="checkbox"/>
Totals: 305.24												

Auto Rec Auto Clear

Back Previous Receipts Add Line Accept

Payments Module

Pay the correct amount at the agreed price within budget and analyse your costs by cost centres and individual GL amounts. A large amount of customer's cost in purchasing products is not necessarily the value of the goods. Processing and handling large volumes of Invoices /Credit notes can result in massive admin costs. Using the Unitas procurement system this cost can dramatically be reduced – no more paper matching at head office – let the staff at the outlets enter what they received and create the payment file from this information.

The Unitas system gives various exception reports to highlight payment amounts based on order values, suppliers invoice total and what actually was received. Payment reports also include the reason a particular item may not be paid, again these are forwarded to the end supplier cutting down administration costs involved in suppliers chasing explanations for payment discrepancies against Invoices. With the reduction in admin work, payments can now be created quicker, if required, allowing you to ask for more settlement discounts off the bottom line of your goods.

The payment module allows you to easily create a payment file based on date transactions should be paid. You can then flag individual payments if in dispute, holding them indefinitely or assigning them for payment next time a run is made. On accepting a payment run a remittance is automatically created and forwarded to the supplier, along with a report detailing payment exceptions against invoice amounts. A payment file can then automatically be updated into the customers ERP financial package. The supplier can also import the payment file into their ERP system allowing them to reduce invoice payment matching. Again this concept is unique and raises the supplier/buyer data information sharing to a new level.





Click to select

Display All
To Be Paid
Not To Be Paid
Display All

Click to select outlet

Any...
Any...
ABC Of Belfast
ABC Of Coleraine

Click to accept

Payment File Modification - Supplier

GRN Type: Display All Outlet: Any... Search Back Accept

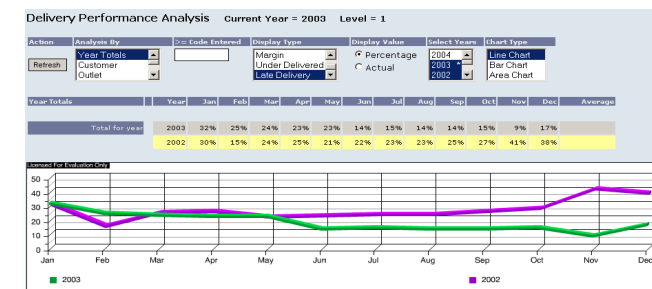
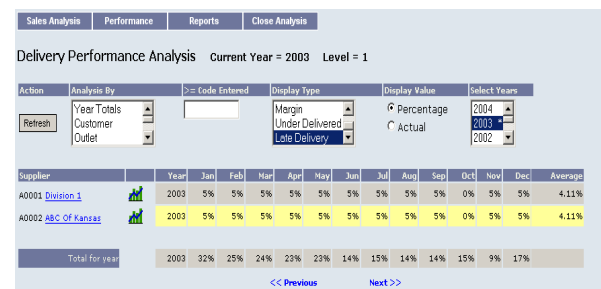
Supplier	Order No.	Ref.	Date Received	Status	GRN Value	Outstanding	To Be Paid		
Devenish Foods									
Division 2	000061	4667	2 Sep 2002		376.69	376.69	376.69	Pay This Time	Details
	000046	3466	3 Sep 2002		235.66	235.66	.00	Not This Time	Details
	000014	1234	23 Sep 2002		102.54	102.54	.00	Not This Time	Details
Supplier Total:					714.89	714.89	376.69		
Total for Payment Run :							376.69		

Click to view details of payment

Select payment status

Pay This Time
Pay This Time
Not This Time

Purchase & Performance Analysis



View, drill and compare your monthly purchases based on value, weight and quantity for up to 10 years using the Unitas Purchase Analysis module. The Unitas system also has supplier side analysis features. Using the same information and accounting calendar, the supplier can view the same information – again raising the sharing of consistent information to a new level.

The analysis module also provides a full drill facility on under, late and substitute deliveries. This allows you to analyse supplier performance and highlight any issues that may be occurring within your organisation.

Both performance and purchase analysis can be viewed at Supplier, Outlet, Region, Country, Master Product group, sub product group and product level. You can drill from any of these levels to any other level. At any point the information can be graphed and displayed either for the customer or supplier. “What if” scenarios can be performed to find out what a price change would mean for your organisation.

Reporting

All modules within the application have detailed, summary and management exception reports that can be viewed, printed, emailed or downloaded into your preferred spreadsheet. Reports give full traceability and visibility of all user and system activity. Exception reports include out of range receipts, orders not received, receipts without GL codes etc.

ABC Of Belfast
General Ledger Code Payment Due Detail Report Run by: DEMOCUS Date: 2001-11-29 12:14:49

[Back](#)

Supplier	Outlet	Dept Code	GL Code : Description	Product Code	Description	Total Goods	Total Tax	Total GRN	Discount Goods	Discount Tax	Discount Total	Commission Total	Commission Tax	Commission Total
ABC Of Belfast														
	HQ 01		ABC - GL Top level code			35.76	4.85	40.41	.00	.00	.00	.00	.00	.00
ABC Of Belfast Total						35.76	4.85	40.41	0.00	0.00	0.00	0.00	0.00	0.00
Total						35.76	4.85	40.41	0.00	0.00	0.00	0.00	0.00	0.00
Delaney's Supplies														
ABC Of Belfast														
	HQ 01		ABC - GL Top level code			-2.94	0.00	-2.94	.00	.00	.00	.00	.00	.00
	HQ 01		ABC - GL Top level code	AD11026	Brie 60%	55.44	0.00	55.44	54.89	0.00	54.89	0.55	0.10	0.85
	HQ 01		ABC - GL Top level code	AD100118	CHEESECAKE ORIGINAL B&P	190.55	0.00	190.55	188.04	0.00	188.04	1.91	0.33	2.24

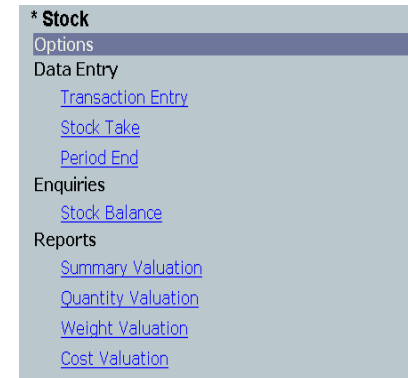


Stock Control

The Unitas stock control module allows simple stock takes to be performed at each outlet. The user simply enters the quantity of stock in the stores and the system automatically calculates the value. Because the system is used to receive goods for payment this information can also be used by the stock system to view the total value of stock received over a period of time.

Management stock reports are then available for valuations of issues, receipts and quantity of stock at overall and individual outlet level.

With the stock module being integrated into the system, minimum and maximum levels of stock can be set and suggested re-order buying patterns created based on these values. The maximum quantity value against a product can be used to give the user a warning if they are about to order an excessive quantity of a product.



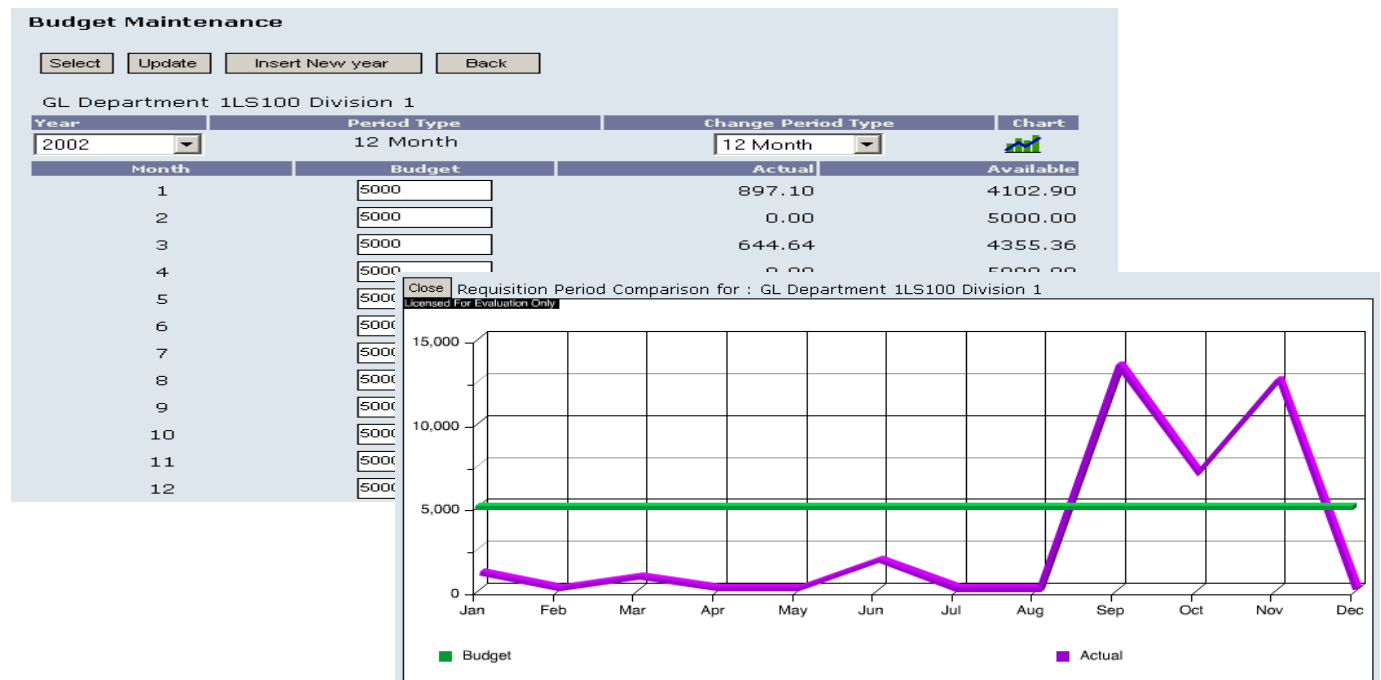
* Stock
Options
Data Entry
Transaction Entry
Stock Take
Period End
Enquiries
Stock Balance
Reports
Summary Valuation
Quantity Valuation
Weight Valuation
Cost Valuation



Commitment Accounting

Budgets for distributed organizations are often difficult to maintain and administer. This is often due to the fact the head office does not find out what has been purchased until they receive the supplier invoice. With the Unitas system, budgets can be set and as orders are being raised they are automatically compared to the outlet or GL code budget. The management can configure the system to warn or hold orders for approval, if they exceed budget. Exception reports also highlight budgets that are at a pre-defined percentage of their overall limit so that evasive action can be taken before the budget is exceeded.

Budgets can be set against outlets, product groupings or individual products. Yearly, monthly or weekly budgets can be set up depending on the organizations preference.



Requisition and Order Approval Management

A full order approval matrix can be configured to determine when an order needs to be forwarded for approval and who needs to approve it. Orders can be forwarded for approval based on budgets, order value, non-contract purchase etc.

Customer Organisation Requisition Level Maintenance

Search:

Search

Code	Description	Purchase Maximum	Approval Maximum	Same Level Release	Non-contract Purchases	Order Value Exceeded	Budget Exceeded
0	Administrator	10000	10000	<input type="checkbox"/>	N/A	N/A	N/A
1	Manager	1000	1000	<input type="checkbox"/>	N/A	Requisition	Warning Only
2	Standard	0	0	<input type="checkbox"/>	N/A	Requisition	Warning Only

View Requisitions

Type: Outlet: Requisition Number:

Display All...

Search Results - Page 1 of 1

Outlet	Requisition Ref	Order Ref	Placed By	Approved By	Pending	Date	Value
Head Office : Division 1							
000000	104		DEMOCUS			25 Nov 2002	0.07
000003	105 106 107 108		DEMOCUS	DEMOCUS		26 Nov 2002	432.78
000007			DEMOSTD2		DEMOMSR2	13 Jan 2003	407.34
000008			DEMOSTD2		DEMOMSR2	13 Jan 2003	360.68
000009			DEMOSTD2		DEMOMSR2	13 Jan 2003	276.30
000005	111		DEMOSTD	DEMOMSR2	DEMOCUS	13 Jan 2003	1633.51
000010	112		DEMOSTD2	DEMOMSR2	DEMOCUS	13 Jan 2003	272.46

Records 1 - 7 of 7

Requisition Details

Purchase action on order: Requisition
Level restriction: Order not allocated to supplier: Food-Staff Ltd

Outlet	Requisition Ref	Order Ref	Placed By	Approved By	Pending	Date	Value
000000	104		DEMOCUS			25 Nov 2002	0.07
000003	105 106 107 108		DEMOCUS	DEMOCUS		26 Nov 2002	432.78
000007			DEMOSTD2		DEMOMSR2	13 Jan 2003	407.34
000008			DEMOSTD2		DEMOMSR2	13 Jan 2003	360.68
000009			DEMOSTD2		DEMOMSR2	13 Jan 2003	276.30
000005	111		DEMOSTD	DEMOMSR2	DEMOCUS	13 Jan 2003	1633.51
000010	112		DEMOSTD2	DEMOMSR2	DEMOCUS	13 Jan 2003	272.46

View User Details - Microsoft Internet Explorer

User Name: DEMOSTD
Full Name: Demo Standard
Last Logon: 27 Nov 2002
Customer: Division 1
Managed By: DEMOCUS
Company Level: Standard
Permission Group: Purchasing and Goods Receiving
Telephone:
Fax:
Mobile:
Email:

View User Details - Microsoft Internet Explorer

User Name: DEMOCUS
Full Name: DEMOCUS
Last Logon: 3 Jan 2003
Customer: Division 1
Managed By:
Company Level: Administrator
Permission Group: System Administration
Telephone: 02305 489439
Fax: 02304 489439
Mobile: 0780101 648362
Email: demo@unitasoft.com

Internal Communications

The internal communications module allows management to forward messages to staff electronically and vice-versa. This gives a more easily controlled level of messaging throughout the organization than email can give. Users can be set up to only receive and send messages to their manager. The manager also has a report to monitor exactly when a user has read their messages.

An internal notice board is also provided which pops up as the user logs in. This method of communication can be very effective for keeping staff informed and up to date with organization policy etc.

This facility can dramatically cut down on costs of faxing, telephoning or posting information to distributed outlets.

* Message Board - Old
DEMOCUS

Folder: Old Messages | Type: ...Display All... | Search: [] | [Search] [New] [Delete]

Search Results - Page 1 of 1

<input type="checkbox"/> Delete	Type	Subject	Read	Priority	From	Sent Date	Emp Date
<input type="checkbox"/>	Msg	Holiday Cover	R		DEMOSTD	26 Nov 2002	
<input type="checkbox"/>	Msg	Number of hours worked this week	R		DEMOSTD	27 Sep 2002	

Records 1 - 1 of 2

Message Editor - Microsoft Internet Explorer

View Message

[Close] [Reply] [Print]

From : DEMOSTD
Sent : 2002-09-27 11:24:39.000
Subject : Number of hours worked this week
Message :

Number of hours worked this week

Kate Smith 30 hrs
Sue Little 20 hrs
Jia Brown 15 hrs



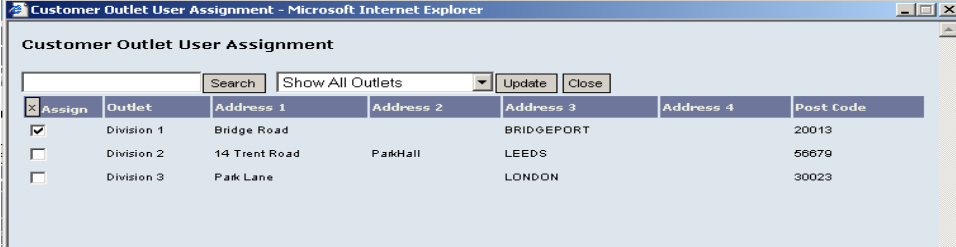
Security

Security plays a vital role in the functioning of the e-supply system; ensuring your catalogue and customer prices are kept confidential.

There are three different aspects of security the e-supply system addresses

1. **Access Control:** The controls implemented will prevent unauthorized access, modification and disclosure of information. The measures taken include utilization of special protocols, generation of 'hard to crack' passwords, user authorization procedures, menu options suppressed for user groups and firewalls. User names and time stamps are also used to track all transaction movement.
2. **Communication Control:** As specified in the requirements, all communications with system components will be encrypted.
3. **Storage Security:** Computer generated audit trails (which is a log of all accesses to the database) will be used to facilitate the system security. Data loss prevention software will also be used to account for natural disasters, malicious software and system component failure.

The ongoing resilience of the systems security is tested by the use of tiger teams: A team is set up and given the objective of breaching the system security. They simulate attacks on the system and use their skills to identify new ways to compromise system security.



Assign	Outlet	Address 1	Address 2	Address 3	Address 4	Post Code
<input checked="" type="checkbox"/>	Division 1	Bridge Road		BRIDGEPORT		20013
<input type="checkbox"/>	Division 2	14 Trent Road	ParkHall	LEEDS		55679
<input type="checkbox"/>	Division 3	Park Lane		LONDON		30023

Purchase Cycle Management - Product sheet

Purchase Cycle Management - Product Sheet	
Admin Functions	
Organisation Address & Outlets	•
External Outlet References	•
User Administration	
Set Outlet/Cost centre Order points	•
Set Buying Patterns permissions	•
Set Menu permissions	•
Set if Users can view price on catalogues	•
Allow User to override Price	•
Allow user to create Free Format Products	•
Allow user to key a free Format Delivery Address	•
New Users required to enter new password	•
Password Expiry period	•
Set Number of log in Attempts	•
Set Log In IP address	•
Requisition & Authorisation Levels	
Order value Approval levels	•
Non-Contract Item Approval	•
Budget Accounting Approval	•
Catalogue Management	
Manual Catalogue Build	•
Add/Amend Catalogues in bulk using Spreadsheets	•
Alternative Product coding	•





Quantity/weight/length/volume product pricing	•
Lead time against individual products	•
Short and detailed descriptions with Image	•
Alias search words e.g. T.V., tv for television	•
Multi-Level Product builds	•
Product Groups	•
Supplier Catalogue Imports	•
Buying Pattern Maintenance	•
Internal Catalogues	•
Record Supplier Reason/Justification for Price Increase	•
Advanced Pricing Structure	
Diary dated price arrangements	•
Diary dated Supplier arrangements	•
Product Price Discount Percentage	•
Set price bands	•
Contract Management	
Manage Contract Item Price	•
Manage Contract Item Supplier	•
Diary Dated Contracts	•
Order Entry	
Choose Delivery Points	•
Self maintaining Buying Pattern templates	•
Search for Products by Specification Descriptions	•
Attach Order Notes	•
Controlled delivery date based on Supplier/Product lead time	•
Configure price of an item according to chosen options	•



Multi-Supplier Orders automatically split	•
Optional facility to key manual internal reference number	•
PO automatically forwarded to supplier via email, xml etc	•
Price Change alert function	•
Highlight Special offers	•
Override Price/UOM based on permission level	•
Override Supplier to alternative or any based on permission level	•
Multi-day delivery Orders	•
Goods Receiving	
Match PO to receipts and supplier's Invoices	•
Receive Complete orders automatically	•
Receive Complete or partial orders	•
Add Additional lines e.g. substitute products	•
Auto Receiving of goods	•
Raise Service Requests directly to suppliers	•
Record Batch number/Best before dates etc.	•
Receipts & Adjustments Admin Functions	
Price Update – Purchase Orders	•
Price Update – Goods Received	•
Direct Receipts	•
Direct Adjustments	•
Relationship Management	
Assign Users to Cost Centers, Delivery Points	•
Assign Suppliers to specified delivery points	•
Communications	
Organisation Notice Board	•



Internal Messaging system direct to users or User groups	•
General Ledger – Commitment Accounting	
GL & Cost Centre maintenance	•
Sub Group Costing	•
Commitment – Budget Accounting	•
Payments	
Generate Payment File wizard	•
Modify Payment File – Hold/Put off payment	•
Order total/Receipt comparisons	•
Supplier total/ Receipt Comparisons	•
Receipts without GL Codes	•
Payment Due Report Summary	•
GL Payment Due Report Summary	•
Disputed Payment Report	•
Service Request Summary report	•
Auto generated Remittance Emails	•
Stock	
Transaction Entry	•
Stock Take	•
Stock Period End	•
Summary Valuations	•
Quantity Valuations	•
Weight Valuations	•
Cost Valuations	•
Stock Enquiries on Transactions & Due In	•
Analysis	



Purchase Analysis	•
Supplier Performance Analysis	•
Reporting	
View/print/email or import reports into Spreadsheet	•
Full traceability and visibility of all user and system activity	•
Supplier Features – Electronic Orders	
Order Email	•
Print/View Outstanding orders	•
Download Orders directly into ERP	•
View Order History	•
Upload Catalogue Manual/Nightly/Immediate Update	•
Electronic Remittance Advice	•
Supplier Analysis	•
Full ERP integration	•