

E – PROCUREMENT MANAGER

E-procurement manager is designed for any hospitality business looking to streamline & improve their procurement processes, with orders being submitted to *your* existing suppliers.

The module works best when aligned with all the outputs of IndiCater StORM but can be used on a standalone basis.

E-Procurement offers an exceptional return on investment, traditionally improving client margins by 3-7%.

PURCHASE ORDER



Haringtons Fine Foods
The Orangery
Oldfield Lane
Tetbury

Invoice To:
Indicater

Deliver To:
Students Union Shop

Order Date: 08/11/2012
Delivery Date: 09/11/2012
Account No:
PO Number: IND00308
Authoriser: Clair Wentzel

Terms:
Terms to be created

Qty	Description	Product Code	Case Size	Unit Price	Net Price
4	1/2 GAMMON JNT BONELESS 3-5KG	20647	1-3kg	£4.37	17.48
5	BACON CHOPS 140-168G.	11448	1-5pk	£7.49	37.45
1	BEEF MACHINE DICED 1KG	20517	1-1kg	£5.00	5.00
2	BEEF TOPSIDE ROLLD IMPRT 4-6KG	27656	1-5kg	£7.04	14.08

Net Total: £74.01
VAT: £0.00
Gross Total: £74.01

Authorising Signature: _____ **Date:** ____ / ____ / ____

The key module features are:

- On line management of supplier catalogues
- On line supplier ordering facility
- Order Book off processes including bank orders / credit requests
- Functionality to export purchasing data into in house accounting systems.
- Comprehensive & meaningful reporting

As a web based system, E-procurement Manager can be accessed remotely 24/7. Licensed on a monthly basis, the module can be linked to other IndiCater modules & tools at any time.

E-procurement has a particularly strong role to go with Stocktaking, recipe costing, wastage recording, menu nutrition and much more.

Key Functions

OVERVIEW

There are a number of processes that form part of our e-Procurement module and these can each be used in isolation, or to enhance our StORM module.

SUPPLIER CATALOGUES

Good management of suppliers and establishing data submission protocols is vital to the success of online ordering. Our project management services (Optional) can help manage the process obtaining these electronically. IndiCater can integrate with suppliers systems or can upload via our 'supplier portal'. A report will identify what products and prices have changed since catalogues were last uploaded. Changes can be reviewed so that you can authorise or reject them ready for activation.

ONLINE ORDERING SET UP

Setting up 'Favourite Order' templates, or accepting auto created ones from recently placed orders or stock taking sheets, can provide quick and efficient ways to produce and submit supplier orders. Additional options can be activated including a range of authorisation levels to ensure internal controls are maintained or even improved on.

ORDER BOOK OFF

A simple process that ensures goods delivered match those ordered. Any variance can be submitted as a credit request to the supplier and monitored until it is received. Some clients have rules that prohibit higher value deliveries without authorisation. Delivery notes or invoices can be used for booking off.

AUTO ACCRUAL & EXPORT CREATION

This process plays a vital part in eliminating lost invoices and constant requests for copy invoices. Clients can export data to their account application at the end of each period as a single value per business unit or by line by line transaction.

ELECTRONIC SUPPLIER INVOICING

Purchase invoices and credit notes can be submitted electronically so they do not need to be manually entered. IndiCater can help with this, first carrying out an audit process so invoices can be automatically matched with the relevant order, and any price or quantity variations send back to the supplier as a query or credit request (Optional).

PURCHASE EXPORT

A simple process (Optional) configuring exports to each client's accounting application and running time when required. Alternatively the process can be totally automated on a pre-timed scheduled. Once exported, rules ensure the same transactions cannot be exported twice.

SUPPLIER STATEMENT RECONCILIATION

This enables suppliers to upload their monthly statements (Optional) so they can be automatically reconciled with the EDI invoices received.

RULES & TOOLS

E-Procurement manager audits are designed to accommodate specific supplier bespoke requirements, for example when a supplier changes a Unit or Measure for a product but keeps the same product code; or where a supplier is used in different divisions with different codes, or when an invoice needs to be matched to multiple delivery notes – the system can manage these (Optional).

REPORTS

A comprehensive range of report wizards, tailored to specific monitoring requirements are available.