

Product Profile: iPos Purchase Requisitioning



Reducing cycle time drives down operating costs and working capital requirements. Significant and tangible cost savings result from electronically transmitting orders to suppliers – saving management time, reducing handling inaccuracies and delays, and eliminating non-value-added tasks such as redundant entry of requests or paper based approvals.

iPOS

It gives companies the power to channel all buying activity through one system, to suppliers of their choosing, thus greatly reducing 'maverick buying'.

Automating the process

Money is lost because employees purchase items at list prices when a discount from an existing volume pricing agreement should have been received. The iPOS solution solves this problem by offering employees an alternative that is faster, simpler and more convenient. It gives companies the power to channel all buying activity through one system, to suppliers of their choosing, thus greatly reducing 'maverick buying'.

Bottom line

In today's competitive marketplace, companies can add several percentage points to their bottom line by implementing a strategic procurement solution.

The iPOS solution

iPOS has been designed to meet the needs of the most demanding user. The browser based solution harnesses the latest technical innovations to deliver an intuitive, easy to use requisitioning system. This approach is the cornerstone in delivering significant cost savings, operational efficiencies and a greater return on investment.

Ease of use

With a new requisitioning system companies need the assurance that employees will readily embrace the new application. iPOS is intuitive, convenient and attractive to use, ensuring employees readily adopt the newly sanctioned process rather than merely following a directive to use it.



Requisition



Approval



Control
Desk



Goods
Receipt



Invoice
Entry

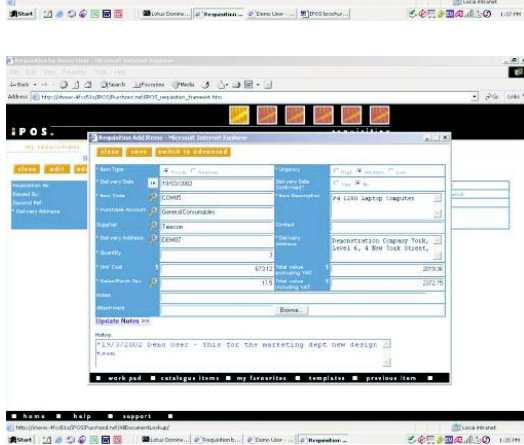
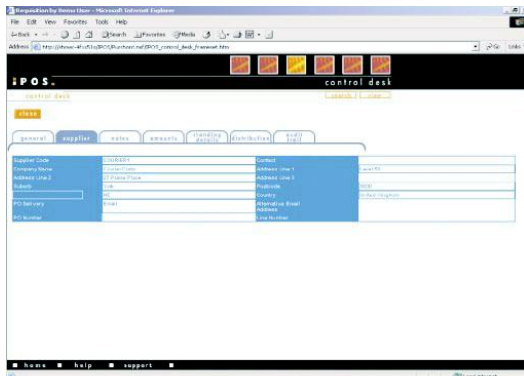
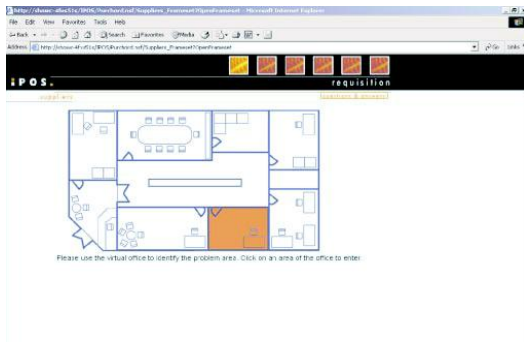


Invoice
Approval

The internet changes everything. The internet has changed procurement forever by allowing companies to connect employees and suppliers across boundaries, making it possible to streamline and automate purchasing across departments, business units and divisions.

Browser solution. Using only a simple browser, employees can access and use the iPOS solution, with little or no training.

Savings. iPOS provides significant savings for two reasons. Firstly, all the paperwork in the purchasing lifecycle is eliminated through self service automation. Secondly, the price, quality and delivery information for all your purchases across all locations can be viewed, enabling the negotiation of contracts with costs savings.



iPOS

Integration. A hidden pitfall in most requisitioning solutions is the level of integration required, but unavailable, with the company's financial system. iPOS is tightly integrated with the SunSystems solution thus offering significant benefits immediately.

Self service simplifies the process and makes the entire purchasing life cycle simpler and faster by eliminating redundant effort. When employees enter requests themselves, the need for double entry is removed – saving time and paper.

A **structured implementation** path addressing specific business needs will maximize your iPOS investment. The iPOS implementation service offers you a comprehensive blueprint for your successful implementation of iPOS for SunSystems.

Features of iPOS

- The purchase functions available in iPOS include self service requisitioning, catalogue searches, virtual company searching, purchase order creation, work flow-driven approvals, receiving goods, returning goods to suppliers, correcting receipts, supplier invoice entry and approval.
- Simple & advanced entry forms.
- Multi layer approval matrices.
- Exception authority.
- Email notification.
- Selection of items from catalogues, my favourites, templates & previous items.
- Emergency purchase order number creation.
- Unlimited requisition lines for multiple delivery addresses and multiple suppliers.
- Purchase order consolidation.
- Receive goods without a purchase order.
- Process invoices without a purchase order.
- Virtual entities for contractors.
- Powerful searches.
- Budget checking.
- Soft commitment, hard commitment and accrual postings.
- Users validated with corporate address book.
- Ability to define a supplier for an item and define multiple supplier addresses for each item.
- Unlimited internal delivery addresses.

Building the business case for Requisitioning

There are many publicised benefits for implementing a requisitioning system. We suggest that there are two approaches in building the business case. The first case, the Process Model, estimates the cost of the organisation's purchasing process multiplied by the number of invoices and orders. This is the amount that the savings are measured against.

In the Process Model, savings in time spent on queries, following up transaction status and time taken to receive approvals are emphasised. There are pit falls with this approach. Namely, the process is principally about time & motion.

The second approach, Compliance Model, addresses the standardisation of the purchase policy & procedures and purchasing on the company's pre-negotiated terms and conditions. The savings arise from only purchasing approved goods and services in an automated process.

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Savings available when you adopt Requisitioning

The significant savings available to your company include:

- Process automation which boosts productivity.
- Planned item catalogues deliver quick savings.
- Payment integration reduces transaction costs.
- Tight integration with SunSystems avoids the integration pitfalls and automatically incorporates electronic payments and reconciliation.
- Virtual company searches assist in selection of service contractors.
- Cradle to grave inquiry functionality.
- Security and approval matrices.

For more information about IPOS for SunSystems contact our product advisory team on +1 (212) 541 2406.