

OpusCapita Procurement Manager

Seamless procurement of goods and services

OpusCapita Procurement Manager enables the direct integration of supplier catalogues.

OpusCapita eProcurement solution supports each and every step in the procurement process – thereby ensuring simple, secure and accurate purchasing. This includes tight integration of contracted suppliers and their catalogs.

OpusCapita Procurement Manager enables the direct integration of supplier catalogues. Specific forms for individual product groups (Smart Forms) can be used to enable addition-

al services, special requirements and configurable products to be handled in the same way as catalogue items. From requisition and approval to goods receipt or returns, all steps supported in an auditable way.

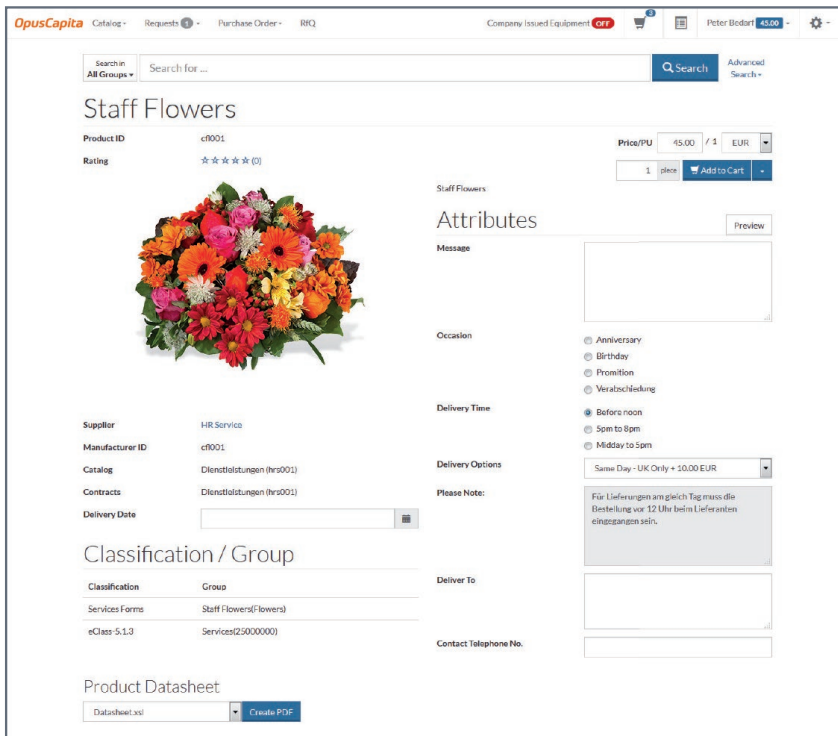
With Procurement Manager, even complex and challenging processes like multi-level approval workflows are fast and easy. Mobile approval functionality via tablet or smartphone accelerates the approval processes.

Key features

- Support for all procurement process steps
- Direct integration of supplier catalogues into your procurement processes
- Specific forms for individual product groups make ordering services, specifying special requirements and procuring configurable products as easy as with catalogue items
- Integrated, configurable approval workflows map your procurement processes and provide for seamless processes
- Using mobile devices for approval processes reduces unnecessary delays
- A direct link to your SAP system ensures transaction data is always up-to-date
- All your procurement processes are covered by a single system
- Orders can be executed directly from the procurement application; including transfer to the ERP system
- Attractive user interface provides for intuitive usability and high user acceptance

Requisition ID	Requisition Name	Created on	Requested by	Description	Total	Status
C150790000	Warenkorb(2015-12-14)	12/14/2015 4:21:25 PM	Peter Bodarf	Kopierpapier	570,00 EUR	ordered
C140065400	Warenkorb(2014-11-30)	12/14/2015 12:00:19 PM	Peter Bodarf	TestCase1	0,00 EUR	in approval
C150789400	Warenkorb(2015-12-14)	12/14/2015 11:59:16 AM	Peter Bodarf	Programmierer	140,00 EUR	delivered
C150785500	Cart(2015-12-11)	12/11/2015 1:42:44 PM	Peter Bodarf	Staff Flowers	55,00 EUR	in approval
C150785300	Cart(2015-12-11)	12/11/2015 1:39:12 PM	Peter Bodarf	Epson Stylus N6625 Color Inkjet All-in-One	2.519,80 EUR	created
C150779800	Warenkorb(2015-12-09)	12/09/2015 1:38:09 PM	Peter Bodarf	Chauffeur-Service	125,00 EUR	withdrawn
C150779500	Warenkorb(2015-12-09)	12/09/2015 12:27:53 PM	Peter Bodarf	Toner Lyreco wie HP C3900A schwarz	80,09 EUR	delivered
C150779200	Warenkorb(2015-12-09)	12/09/2015 11:58:43 AM	Peter Bodarf	Toner Lyreco wie HP C3900A schwarz	980,34 EUR	partially delivered
C150772300	Warenkorb(2015-11-27)	11/27/2015 3:03:52 PM	Peter Bodarf	Tintenroller Schneider Xtra 805 rot	0,69 EUR	cancelled
C150771600	Warenkorb(2015-11-27)	11/27/2015 1:01:01 PM	Peter Bodarf	Coca Cola 0,33l	0,00 EUR	pending

Check the current status of all order requirements at a glance



Create tailored forms for ordering services

High performance, easy integration

OpusCapita Procurement Manager guarantees fast and smooth integration into existing SAP (SAP OCI 5.0 certified) environments and other commercial software systems. Our catalogue software has been designed to process an unlimited number of articles, so marketplaces with several million products can also be operated reliably and economically.

Uniform procurement processes

Using central catalog management functionality facilitates the flow of your procurement processes and considerably reduces your procurement costs.

In a nutshell

OpusCapita Procurement Manager fully supports all the process steps in procurement: from requisitioning to goods receipt or returns, and to service entry via approving and ordering. The software comes with a default best-practice-workflow that can be flexibly adapted to the individual requirements of your company. Close integration with SAP provides for the master data and business documents always being up-to-date.

Functional scope

- In order to adhere to corporate order approval guidelines, approval workflows combine data about categories, products and cost centers with information about organizational structures. This makes it possible to support challenging procurement categories – such as those for temporary work and labor leasing – in an auditable and compliant way, and without staff needing to know all the guidelines in detail.
- OpusCapita Procurement Manager offers functions to place orders for others on “their behalf” or “by proxy”. Thus orders for field staff can be processed without delay. These features are also useful when someone is on vacation or ill.
- The Procurement Manager supports various cost objects, including cost centers, internal orders, WBS elements and production. These cost objects can be used for processing orders in the accounting system, with allocations made on a pro rata basis (i.e. cost center splitting). Validation against and integration with an Enterprise Resource Planning (ERP) system - such as SAP - is possible, and ensures account assignment elements are always up-to-date and accurate.

OpusCapita eProcurement

- **Supplier Information Manager:** Manage and enable suppliers to keep their own information up-to-date
- **Request for Quote (RFQ)** Send, receive and process price and availability enquiries or prepare tenders for large purchase projects.
- **Self Service Manager** Integrate supplier catalogs and contracts with full data validation, editing, mapping and data enrichment capability.
- **Online Product Catalog** Your employees' Amazon-like one-stop shop for requisitioning goods and services.
- **Smart Forms:** Create and add order forms covering complex services and configurable products to the Online Product Catalog
- **Procurement Manager** Manage all the steps in the procurement process: requisition, approval, order, goods receipt/return, and service entry.
- **Spend Analytics** Analyze company-wide spend using extensive dashboards, real-time analysis and standard reporting.