OPUSCAPITA CATALOG MANAGEMENT SERVICE

Quick and accurate supplier integration

Improve the quality of the electronic catalogs in your eProcurement system and reduce the effort needed to manage them. OpusCapita can work directly with your suppliers to ensure quick and accurate integration of their catalogs and contracts, and help you with catalog management every step on the way.

When it comes to onboarding your suppliers, and integrating their catalogs and contracts, OpusCapita can assist you every step on the way, right from the start. By establishing a direct contact with your suppliers, we are able to provide a quick, accurate integration of their electronic catalogs into your eProcurement system. This leads to high quality catalogs – which, in turn, will be a significant factor for later acceptance of the procurement system.

In supplier integration, we rely on a standardized project process that is perfectly tailored to our procurement software. This enables us to achieve maximum speed, compliance with defined standards as well as high degree of accuracy.

OpusCapita's service for Catalog Management in detail

Planning phase

OpusCapita can support you in supplier onboarding right from the start. With the proven, standardized process and tools, we can establish a solid basis for the supplier catalog management.

» Coordinating supplier selection
» Defining goals
» Prioritizing suppliers
» Technical consultation on formats, classifications, units of quantity, and name conventions
» Standard-based supplier manual

OpusCapita

Intensive initial customer liaison and support

If your suppliers are without previous experience of electronic catalogs, OpusCapita's service can support them to get started. With the support, you will receive high-quality catalogs to your eProcurement system from your suppliers from the start.

» Introductory training for suppliers
» Standardized templates (Excel, CSV, BMEcat 1.2, BMEcat 2005)
» First integration of a test catalog
» Notification about the successful uploading of a catalog or cases of errors
» Liaison and support incl. two subsequent improvement cycles
» Advanced trainings and documents
» Support by telephone and e-mail

Running operation

As soon as the first catalogs are integrated and available for use in the eProcurement system, the focus of the service will shift to extending operations in line with your visions while keeping processes stable with adequate performance.

» System support and monitoring, back-ups, anti-virus protection
» Importing patches
» Extending the systems where required
» Regular reports on catalog loading processes / the current state of supplier integration

Optional services for you and your spliers:

If your suppliers are unfamiliar with sending electronic catalogs, OpusCapita service can also be extended to cover the preparation of the catalogs. Other optional services ensure complete support for every step of the way.

» Preparation of electronic catalogs
» Classification mappings, customer-specific where required
» Supplier day
» Project presentation and goals
» Overview of the service scope
» Defining responsibilities and appointing contact persons
» Defining deadlines
» Configuring and managing catalog views
» Setting-up test systems

Technical services

To make sure the catalogs are available reliably and according to the agreement, OpusCapita provides the following services in a consistent and transparent way.

» Catalog and customer master data management
» Creating standard classifications
» Configuring automated catalog checks based on standards
» Fine-tuning the reporting process (successful and non-successful imports)
» Adapting the approval workflow with integrated e-mail notifications
» Organizing the flow of information to send adequate messages in case of configurable events

Punch-out catalogs

Even if your supplier is integrated via punch-out, i.e. your procurement system is directly integrated with the supplier webshop, we can take the following steps to ensure seamless integration.

» Harmonization of interface requirements
» Definition of connection parameters
» Assistance with test integration
» Release

Federated Search

OpusCapita is among the few software developers on the market to offer an integrated "Federated Search" functionality. It enables the end-users to conduct a transparent, synchronized parallel search in supplier webshops without leaving your organization's own, familiar eProcurement environment. The results can be easily compared to internal catalog search results. To this end, we rely on various connectors for a number of renowned webshops. The required services are very similar to those that we odder for Punch-out catalogs.

OpusCapita Source-to-Pay Solutions

Sourcing

Supplier Information Manager:
Risk Assessment and rating of suppliers based on hard and soft facts such as financial data and delivery reliability.

Request for Quote:
Send, receive and process price and availability enquiries or prepare tenders for large purchase projects.

Contract Manager:
Contract lifecycle management integrated tightly to sourcing and operational procurement processes.

Self Service Manager:
Integrate supplier catalogs and contracts with full data validation, editing, mapping and data enrichment capability.

Business Network Portal:
Self-service tools for supplier data maintenance, order reception and PO-flip, RFQ submission and more.

eProcurement

Online Product Catalog:
Your employees' 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.

Budget Manager:
Visibility to budgets enables better cost control as well as expenditure tracking.

Services Procurement:
Order services easily while managing and tracking fulfillment.

Inventory Manager:
Make inventory a source of supply by integrating the warehouses and inventory into your general procurement process.

Invoice Process Automation

Multi-channel e-Invoice Receiving:
Receive 100% e-invoicing from all your suppliers.

Invoice Workflow:
Automate your invoice processes for PO and non-PO based invoices.

Matching:
Drive down costs by automating the matching of invoices to orders, goods receipts, contracts and other items.

Mobility:
Provide mobility to your busiest people and minimize bottlenecks.

Payments:
Centralize your group's payments to mitigate the risks of fraud or cybercrime.

OpusCapita enables organizations to sell, buy and pay quickly and securely, with a real-time view of their business. Visit us at **www.opuscapita.com**

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