

## **PURCHASE MANAGEMENT SYSTEM - Overview**



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## INTRODUCTION

In current downturn, organisation often finds difficult to expand their revenue. The alternate way to increase their revenue is by reducing cost. Saving cost is equals to revenue generated. Purchase of goods and services costs almost 40 – 60% of the average company's revenue (Ref: Aberdeen Research). In manual purchase process, it is often difficult for organisations to identify the gaps and opportunities to save cost.

Vcidex Purchase Management System can be an effective tool for organisation to automate their purchasing process and thereby helps the management to gain visibility and control over the purchasing process which can open up the opportunity to save cost in many ways.

Vcidex PMS is an ON premise, easy to implement, flexible, user friendly purchase automation system. With Vcidex PMS, you can automate and streamline all stages of purchasing process starting from user requisition and up to payment process.

Vcidex PMS can help you to streamline your end user requirements, control spending with approval mechanism, reduce paperwork with workflow based system, lower prices by aggressive vendor negotiation, lower inventory by increasing turnaround time and comply with Government and Audit regulations.

With Rapid implementation and user friendly support by Vcidex, Organisation can realise higher levels of user adoption, low total cost of ownership and a better positive return on your investment.

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## FEATURES

- Work flow system that connects all the departments pertaining to purchasing using this system
- Fully automate the requisition-to-GRN process — Complete workflow system that provides instant information of order status
- Create purchase requisitions and route them for approval as a work flow system
- Vcidex PMS offers a highly flexible system to organisation as follows:
  - Consolidate multiple requisition from different users into one Purchase Order
  - Create multiple Purchase order for different vendors from a single Purchase Requisition
  - Create multiple enquiry to different vendors from a single Purchase Requisition
  - Create one enquiry to different vendors from multiple Purchase Requisitions
  - Generate Purchase Order from previous Quotations received from vendor for frequent Purchase Requisitions
  - Accept multiple Goods Receipt for one Purchase Order
  - Accept one Goods Receipt for many Purchase Order
  - Can make part payments to vendor and track pending invoices
- 4 Way Match between Purchase Requisition - Purchase Order - GRN – Invoice
- Organisation can generate VAT Report, Excise Duty Report from the system which enables them to comply with Government Regularities much faster and cleaner way
- Possible to extent to our MyEprocurement system where the buyer interacts with seller to exchange purchasing status instantly ([www.myeprocurement.com](http://www.myeprocurement.com)).

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## BENEFITS

- Vcidex Purchase Management System helps organisation to stop maverick buying, capture maximum value from Supplier and implement best practice purchasing process.
- Split Purchase requisitions by line items and order to different Vendors - Results in getting right product with a right price and good quality of service
- Product Consumption Report that helps to analyse purchasing trends and evaluate suppliers to identify volume purchasing opportunities and gain leverage in negotiations
- Vendor Evaluation Report helps to analyse Vendor Performance on Delivery Commitment, Delivery Capacity and QC Rejection Rate helps organisation to reduce time to consumption and lower inventory level
- Paperless transactions which result in cost saving, shorter cycle time and eliminate human mistakes
- With Automated Purchasing process, Organisation can able to demonstrate compliance with external regulations
- With integrated inventory system, Immediate inventory availability to requestor and purchase manager will help to avoid excess ordering

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## PURCHASE MANAGEMENT SYSTEM MODULES

- Product Group Management
- Products Management
- Vendor Management
  - Vendor Rating Report (Total Order Vs QC Approved with automated system ranking)
- Purchase Requisition by Users
- Purchase Requisitions Approval/Reject
- Enquiry Module
  - One Purchase Requisition to Multiple Enquiry
  - Multiple Purchase Requisition to One Enquiry
- Quotation Module
- Purchase Order Module
  - One Purchase Requisition to Multiple Purchase Order
  - Multiple Purchase Requisition to One Purchase Order
  - Purchase Order Generation from Quotation received from Vendor
- GRN Module
  - GRN Maker
  - GRN Checker
    - QC on Item Based with option to approve partial products
  - Map GRN – PO – PR
  - GRN Approver
- Invoice Module
- Reports
  - Purchase Requisition Report
  - Purchase Order Report
  - Enquiry Report
  - GRN Report
  - Quotation Report
  - Invoice Report
  - Payment Report
  - Product Consumption Report
  - Vendor-wise Report
  - Product-wise Report

**FACT SHEET**

<i><u>Purchase Management System</u></i>	
<i>Multi-User</i>	<i>Unlimited</i>
<i>Multi-Department</i>	<i>Unlimited</i>
<i>Multi-Cost Center</i>	<i>Unlimited</i>
<i>One Requisition to Multiple PO</i>	<i>Yes</i>
<i>Multiple Requisition to One PO</i>	<i>Yes</i>
<i>One Purchase Order to Multiple GRN</i>	<i>Yes</i>
<i>Multiple Purchase Order to One GRN</i>	<i>Yes</i>
<i>One GRN to Multiple Invoice</i>	<i>Yes</i>
<i>Multiple GRN to One Invoice</i>	<i>Yes</i>
<i>One Invoice to Multiple Payments</i>	<i>Yes</i>
<i>Multiple Invoice to One Payment</i>	<i>Yes</i>
<i>PR – PO - Two way match</i>	<i>Yes</i>
<i>PR – PO – GRN Three way match</i>	<i>Yes</i>
<i>PR – PO – GRN – Invoice Four way match</i>	<i>Yes</i>
<i>Approval Process – Reversal Flow</i>	<i>Yes</i>
<i>Enquiry Generation and send to Vendor by Mail</i>	<i>Yes</i>
<i>Generate PO from Quotation received from Vendor</i>	<i>Yes</i>
<i>Budget management</i>	<i>Yes</i>
<i>Vendor Evaluation Tool</i>	<i>Yes</i>