optimum

CONTROL YOUR EXPENSES

Procurement &
Supply Chain

Auto Processing

Vendor Portal

PROCUREMENT & SUPPLY CHAIN

THE TOTAL SOLUTION SYSTEM FOR YOUR BUSINESS

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PROCUREMENT & SUPPLY CHAIN
"Control Your Expenses"

Optimum Procurement & Supply Chain covers the full procurement cycle, from departmental / purchase request, quotation request, purchase orders, deliveries and invoices to payments.

Optimum is fully integrated with Optimum Inventory and Fixed Assets Modules.

Optimum Procurement & Supply Chain includes a fully - fledged Vendor Contracts module where you can manage all general expenses and support contracts in terms of contract administration, payment schedule with reminders and expense amortization.

Why Optimum?

Product Specific:
- Full e-Procurement Cycle
- Vendor Portal
- Contracts Management
- All Type Of Payments
- Integrated With Inventory
- Integrated With Fixed Assets

Product General:
- Business Intelligence Reporting
- In-Built Document Workflow
- Bi-Lingual Arabic/English
- Powerful Security Control
- Fully Integrated ERP

Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Procurement & Supply Chain Functionalities:
- Purchase Requisition
- Quotation Request
- Quotation Evaluation
- Purchase Order
- Goods Received Note
- Invoice Management
- Payments Management
- Vendor Contracts
- Vendor Portal
- Dashboards, Inquiries & Reports

PURCHASE REQUISITION

Purchase Requisition or Item / Departmental Request covers all types of departmental request whether it's an inventory item, non-inventory item and / or services. The request will be electronically requested and transferred through a preset workflow or selected workflow for approval and can be easily compared to the existing budget.

Unique Features

Product Specific:
- Online requests by the users
- Pre-defined budget
- Auto processing
- Item Requisition Processing
- Purchase Requisition Status

Product General:
- Supports Document Attachment
- Posting Alerts (Emails, sms..etc)
- Bi-Lingual Arabic/English
- Powerful Security Control

The **Purchase Requisition** can be transferred to purchasing department or to inventory store for supply. All Departmental requests can be monitored according to their status till delivery and payments.

Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Purchase Requisition Functionalities:
- Purchase Requisition Management
- Purchase Requisition Cancellations
- Purchase Requisition Processing
- Purchase Requisition Inquiry & Reporting
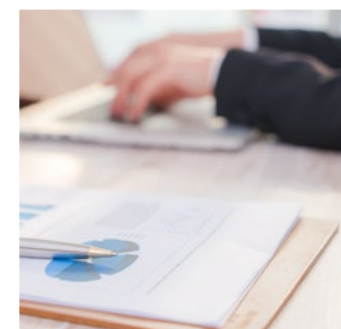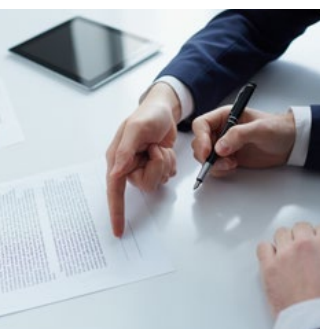
QUOTATION REQUEST

Quotation Request Module is used for requesting quotations for all types of inventory items, non-inventory items and/or services. The request will be electronically sent to the selected vendor/vendors through e-mails, text messages or any other electronic media. Requests can also be printed and sent manually.

Unique Features

Product Specific:
- Electronic Requests by Users
- Send e-Requests to Vendors
- Submit Quotations to the System
- View Quotations in One Screen
- Contact Vendors

Product General:
- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS..etc)
- Powerful Security Control

The module can be viewed in Vendor Portal from where vendors can submit quotations directly system or manually received quotations can be input in the system. All quotations received can then be viewed under Quotation Selection Process.

Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Quotation Request Module Functionalities:
- Quotation Request Management
- Quotation Request Cancellations
- Quotation Request Processing
- Quotation Request Inquiry & Reporting

QUOTATION EVALUATION

Quotation Evaluation Module is used for evaluating all quotations submitted against a Request for Quotation by various vendors either through the Vendor Portal or manual quotations input in system. System will list down all quotations received with items in one screen for evaluation.

Unique Features

Product Specific:
- Electronic Process by Users
- Easy View to All Quotations
- Select Items from Quotations
- View Quotations in One Screen
- Automated Selection Process
- Contact Vendors

Product General:
- Supports Document Attachment
- In-Built Document Workflow
- Posting Alerts (Emails,SMS..)
- Powerful Security Control

Quotation Evaluation allows the users to select items from various quotations for Purchase Orders. Users can select items from different quotations based on the pricing and different criteria. All the selected items will then be available at Purchase Order level.

Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Quotation Evaluation Module Functionalities:
- Quotation Listing
- Quotation Selection
- Quotation Rejection
- Quotation Inquiry & Reporting

PURCHASE ORDER

Purchase Order Module is used to raise purchase orders whether against a quotation/quotations or direct input. The Purchase Order will be electronically raised and transferred through a preset workflow or selected workflow for approval and can be easily compared to the existing budget. The module can be transferred to purchasing department or to inventory store for supply. All Departmental requests can be monitored according to their status till delivery and payments. Partial transfer to Stores and partial transfer to Purchasing Department can be easily handled by the system.

Unique Features

Product Specific:
- Electronic Purchase Orders
- Pre-defined Budget Comparison
- Auto processing to Delivery
- Advance Payment Management
- Discount Management
- Purchase Order Drill Down

Product General:
- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS, etc.)
- Powerful Security Control

Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Purchase Order Module Functionalities:
- Purchase Order Management
- Purchase Order Cancellations
- Purchase Order Revision
- Advance Payment Management
- Purchase Order Processing
- Purchase Order Inquiry & Reporting

GOODS RECEIVED NOTE

Good Received Notes (GRN) Module is used to record goods delivery along with additional costs against the purchase orders. The GRN will be electronically raised and transferred through a preset workflow or selected workflow for approval and can be easily compared to the existing budget.

Good Received Notes can be used to record additional costs for each item. Goods can be directly updated to Optimum Inventory of Optimum Fixed Assets module with all purchase related details. Partial delivery to stores can be easily handled by the system.

Unique Features

Product Specific:
- Online Electronic GRN
- Add all Extra Costs
- Auto processing to Invoice
- Update Inventory / Fixed Assets
- Drill Down Facility

Product General:
- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS, etc.)
- Powerful Security Control

Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Good Received Notes Module Functionalities:
- GRN Management
- GRN Cancellations
- Record Other Costs
- GRN Processing
- GRN Inquiry & Reporting

INVOICE MANAGEMENT

Invoice Management Module includes a comprehensive Invoice / Billing functionality through which all invoices from the vendors can be recorded in the system with proper accounting treatment. The Invoice is electronically raised and transferred through a preset workflow or selected workflow for approval and can be easily compared to the existing budget.

Invoice Management can be used to raise invoices against Purchase Order, Contracts or Direct (Standard) Invoices. Multiple invoices from same vendor can be handled in a single invoice input.

Unique Features

Product Specific:
- *Multiple Invoices*
- *Pre-defined Budget Comparison*
- *Auto processing to Payments*
- *Partial Processing*
- *Invoice Status*
- *Invoice Drill Down*

Product General:
- *Supports Document Attachment*
- *In-Built Approval Workflow*
- *Posting Alerts (Emails,SMS.)*
- *Powerful Security Control*

Technologies:
- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*

Invoice Management Module Functionalities:
- Invoice Management
- Invoice Cancellations
- Invoice Processing
- Invoice Inquiry & Reporting

PAYMENTS MANAGEMENT

The **Payments Management Module** manages all kinds of vendor related payments be it Direct Payment or Payment Against Invoices.

All payment types like cash, cheques, credit notes, telex transfers, direct bank transfer etc. can be setup in the system.

The **Payments Management Module** can be used to manage Petty Cash as well. Users have the flexibility to print Cheques directly from system with preset workflows and approval levels.

Unique Features

Product Specific:
- *Multiple Payments*
- *Direct Payments*
- *Payment Agaitns Invoice*
- *Remittance Advice Printing*
- *Direct Bank Transfer*
- *Drill Down Facility*

Product General:
- *Supports Document Attachment*
- *In-Built Approval Workflow*
- *Posting Alerts (Emails,SMS.)*
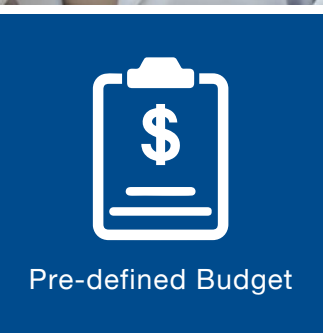- *Powerful Security Control*

Technologies:
- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*

Payment Management Module Functionalities:
- *Direct Payments*
- *Payment Against Invoices*
- *Remittance Advice Processing & Printing*
- *Payments Inquiry & Reporting*

VENDOR CONTRACTS

Vendor Contracts Module is used to manage all kinds of contracts with vendors like maintenance, services, rental or any other contracts. System is capable of amortizing the expense based on payment terms be it 'Advance Payment' or 'Accrued Expenses'. The contract will be electronically created and transferred through a preset workflow or selected workflow for approval.

The system can be managed with ease with the functionality of alerts and reminders which can be setup to remind about contract renewals or due payments. Contracts can be renewed in system manually or automatically.

Unique Features

Product Specific:
- Manage contracts electronically
- Contracts Extension/Termination
- Amortization as per Payment
- Alerts for Renewal/Due Payments
- Contracts Status
- Accounting Treatment

Product General:
- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails,SMS.)
- Powerful Security Control

Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
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Vendor Contracts Module Functionalities:
- Vendor Contracts Recording
- Expense Amortization
- Purchase Requisition Processing
- Purchase Requisition Inquiry & Reporting

VENDOR PORTAL

Vendor Portal is the state of the art online facility for your vendor's to manage their own account controlled by you. Vendor's can login to system to perform variety of tasks including quotation submission, view issued purchase orders, payment advice, view statement of account and dashboards.

Vendor Portal also provides you with ease of managing all your vendors electronically in system giving you the flexibility to communicate with vendors in the most professional way avoiding all kind of paper work and operational delays.

Unique Features

Product Specific:
- e-Quotations by Vendors
- Vendor Statement of Account
- Alerts & Reminders
- Payment Advice
- Online Purchase Orders
- Paperless Process

Product General:
- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails,SMS.)
- Powerful Security Control

Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Vendor Portal Functionalities:
- Vendor Account & Login
- Quotation Submission
- View Statement of Account
- Dashboards, Inquiry & Reporting

DASHBOARDS, INQUIRIES & REPORTS

Optimum Dashboards, Inquiries & Reports provides users with a number of comprehensive reports and inquiries including management dashboards. System uses state of the art technology to provide most stunning and user friendly dashboards, inquiries and reports providing wholesome view of the organization from every perspective.

Unique Features

Product Specific:

- *Multiple Dashboards*
- *Inquiries for Employees & Admin*
- *Standard Reports*
- *Create Your Own Reports*
- *Self-services*

Product General:

- *Supports Document Attachment*
- *In-Built Approval Workflow*
- *Posting Alerts (Emails,SMS.)*
- *Powerful Security Control*

The system is available for almost all modules in **Procurement & Supply Chain** like eProcurement Cycle, Vendor Portal, Contracts Management etc. Users can also create their own reports and charts based on various parameters in Business Intelligence Reporting.

Technologies:

- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*

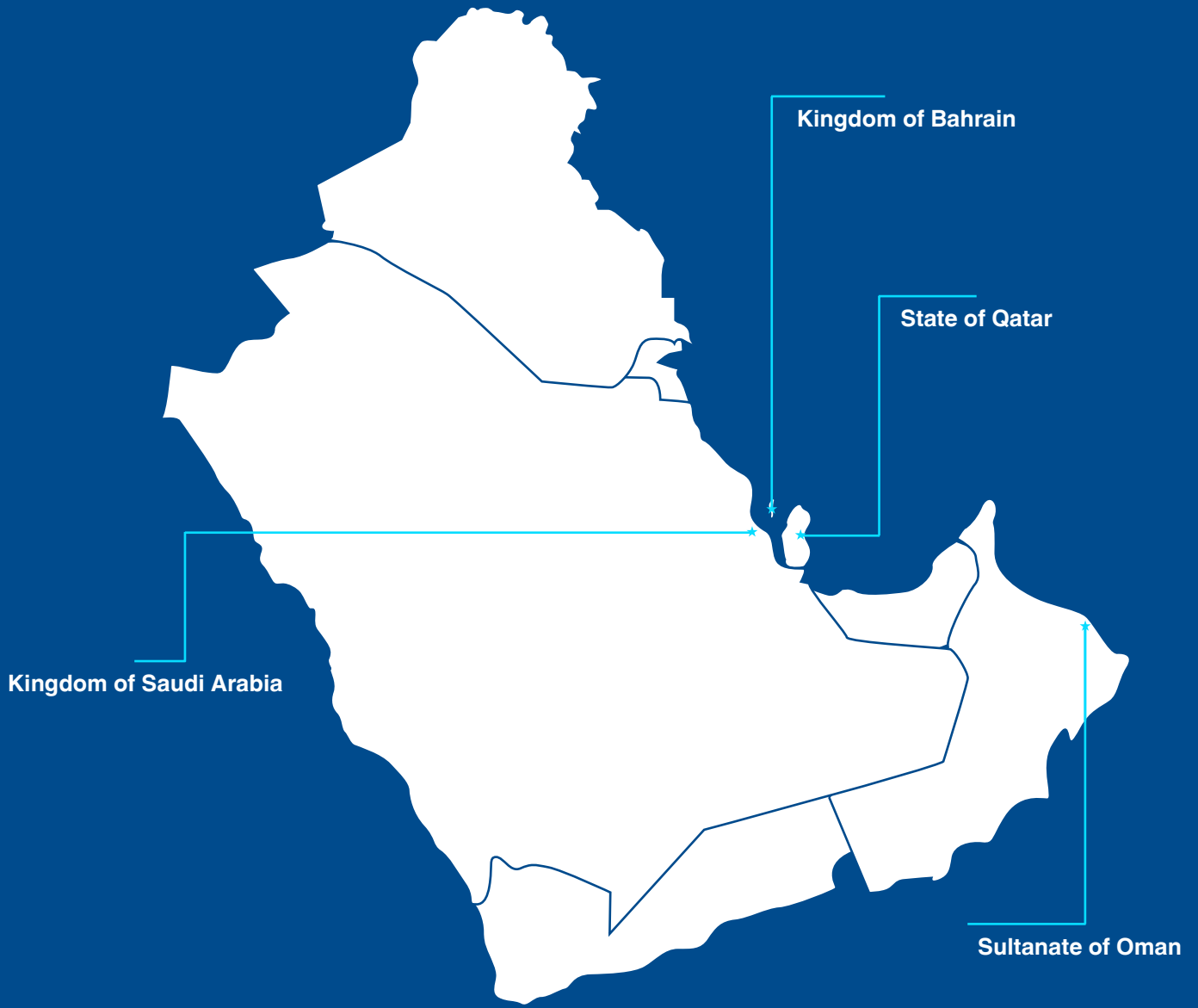### Dashboards, Inquiries & Reports Functionalities:

- Dashboards for Recruitment
- Dashboards for Administration
- Dashboards for Attendance
- Inquiries for Recruitment, Admin and Payroll
- Comprehensive Standard Reports
- Business Intelligence Reporting
- Create Your Own Reports

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