



Procurement and Materials Management

Keeping you supplied

Your material and purchasing departments have a significant impact on how smooth your operations run. In order to meet demand from production and satisfy customer requirements, these teams need to evaluate the production schedule in conjunction with supplier lead times to determine how you will meet the promised delivery date. Your planners and purchasers also need a detailed understanding of each order's requirements so that the right materials and services are bought from the correct vendors and for the right price. Managing your vendors and their performance is integral to the success of these departments to ensure that supply issues are avoided and everything sails smoothly into production.

"Managing our purchases and our vendors has saved us thousands. We know who our approved vendors are for each item, and can stay on top of costs."

— Gloria Marchand, Controller,
Security Door Controls



The INDUSTRIOS Procurement and Materials Management suite represents a group of modules completely dedicated to managing the procurement process from purchasing to processing supplier invoices. This comprehensive collection of tightly integrated modules ensures a seamless flow of information among departments. The features will enable your material planning and purchasing teams to quickly and easily identify inventory shortfalls, create realistic material requirement plans, and manage vendor relationships while lowering costs. As many others have discovered, we provide you with the solutions you can depend on.

Vendor Relationship Management (VRM)

Closer cooperation with vendors is critical if your objective is to eliminate inefficiencies, improve delivery cycles, and reduce inventory balances and costs. The INDUSTRIOS VRM is designed to assist you in managing relationships with your vendors by improving how you are able to classify vendors, review transactions, monitor and manage communications. At the end of the day, you want to ensure your vendors are meeting their commitments and delivering high-quality products and services at the lowest possible cost.

Manage Relationships

- Once a prospective vendor becomes an approved vendor, you can begin transacting without having to reenter account information or lose history of communications.
- Each account can have an unlimited number of contacts associated with it. Contacts can be classified by type, status, department, and job titles. You can also identify which contacts are primary, and contact specific addressing.
- Appointments, activities and document references are fully integrated to the operations modules. Review and create appointments, activities or documents and associate them with a specific record from any of the operations workbenches.

Automate

- Easily record email communications using the MS Outlook integration.
- The integration of mail merge functionality allows you to create printed communications, envelopes, labels and emails.
- Export account information for mass emailing, faxing or mail drops.
- Attach external documents to the account or contact for quick and easy reference.
- Communications received through email can be updated on the account and contact records directly through the email system.

Track

- Establish reminders in the system for appointments or activities to be completed or followed up with the account.
- Define the appropriate level of security based on the relationship with the account and the user's function within the vendor management process. Restrict visibility to sensitive account information based on user's security rights.
- Record communications and appointments with vendors. Classify the nature of the activity through user defined types. The activity type allows you to manage the nature of the activity, the direction and results. Record the date and time of the activity, the account, contact and the operations it related to.

Classify

- The Vendor Account Type allows you to classify vendors and prospects into groupings that are meaningful to your business, define how vendor numbers will be assigned and establish the vendor profile defaults.
- The activity type allows you to classify appointments and communications. You can also associate expected results for appointments.
- The Vendor Account Status allows you to define business specific statuses. Each of the statuses can have unique business rules, color coding and exception messages.

Navigate

- Search and range accounts based on standard search keys such as vendor name, city, country as well as status of account, source, terms, and responsibility in the vendor account workbench, contact workbench, appointment and history transaction information.
- Easily review documents related to an account: purchase orders, receipts, production orders, vouchers, debit memos, and a complete vendor account profile directly from the vendor account workbench screen.



Material Requirements Planning

Having too much inventory can result in obsolescence and increased costs but not having enough can result in lost sales, delayed deliveries and overtime premiums.

The challenge is to increase sales and maintain on-time deliveries while working to lower costs, reduce inventory levels and manage supplier relationships. Companies that can master this balancing act enjoy on-time customer deliveries without over investing working capital in inventory.

Classify

- Establish the planning horizon to be used when calculating the material requirements plan. The planning horizon includes: the planning bucket length, the start date for the plan, and the demand horizon.
- Schedule the materials planning calculation to automatically generate on a user-defined schedule.
- Considers the low level code for multi-level bills of materials to ensure the proper sequencing of material requirements.
- Identify one or more forecasts to include in the materials requirement plan.
- Define the expedite horizon to minimize the number of suggested requisitions or production orders.

Analyze

- Dynamic ranging filters allow planners to quickly focus on shortages that will affect firm demand in the short-term planning horizon.
- Time phased view of material requirements plan allows planners to easily review trends in demand and supply.
- Material planning results provide visibility to the opening available inventory, source of demand and supply, and shortages for each planning bucket.
- Easy drill down access to details supporting the material planning recommendations for all or ranges of planning buckets.
- Quickly identify and address situations where it is necessary to pull in, push out or cancel supply due to changes in demand.

Anticipate

- Analysis of time phases allows you to quickly predict when there will be a shortage in inventory based on firm bookings, forecasts, planned production and purchase commitments.
- Define stocking constraints such as minimum stock levels help to reduce the risk of shortages due to unexpected increases in demand.
- Easily integrate forecasts to manage and commit purchasing plans for long lead-time items or create master production schedules.
- Standard templates developed in MS Excel make it simple to create new or adapt existing forecasts to be included in the Material Planning Calculation.
- Multiple forecasts can be created and included in the planning calculation.

Execute

- Suggestions to purchase inventory can be easily and quickly converted to a purchase order directly from the material planning results.
- Requirements to manufacture inventory are automatically translated from the materials plan into preliminary production orders for consideration in the production schedule.



Purchasing

Purchasing teams have the responsibility of ensuring that commitments for product and services are made to approved vendors, according to specifications, within the appropriate lead time so production and customer delivery schedules are not jeopardized. With the enhanced Procurement functionality, the capability to track your vendors' shipments, capture specific information as it pertains to only your business, and manage goods and services processed outside of your company, ensures the purchasing team can meet their objectives.

Anticipate

- Communicate when goods or services are to be received at the ship to address and track the following dates for each purchase order line: require date, promise date, dock date, cannot arrive before date and cannot arrive after date. Use these dates to communicate delivery requirements, manage changes and evaluate vendor performance.
- Supervise and track those goods in transit to ensure the status of the order can be properly communicated and record specific information such as: container number, bill of lading, and commercial invoice.
- Forecasted requirements provide vendors with visibility to future requirements.
- Automatically generate and distribute expected delivery reports to vendors and those responsible to expedite purchases and minimize surprises with late deliveries.

Analyze

- Procurement staff can address concerns relating to delivery status and history, available inventory and pricing using query functions and drill down options inherent in the Purchase Order Workbench.
- Query purchase orders using the new range criteria to quickly group orders for reviewing and reporting including: branch, ship to, responsibility, and order type.
- Quickly review related information in other modules such as: vouchers, receiving, receiving inspection, sales order or production order, through drill down icons.
- Utilize late purchase order and vendor delivery performance reports to evaluate performance issues with vendors.

Classify

- Classify purchase orders using user-defined order types that represent specific characteristics of the order. The purchase order type allows you to: define how purchase order numbers will be assigned; identify how user defined fields will be associated and if the type reflects a blanket order.
- Capture business specific information through user-defined fields. You can associate a user-defined field group with a specific order type to simplify and standardize the data collection during purchase order entry. Associate the fields at the purchase order header and at the line level and indicate if these fields will flow to the Receiving Workbench.

Track

- Automate the status on production order sequences when goods are sent to vendors for outside processing, and be able to reconcile the quantity and value to support financial and operational reporting.
- Purchase order line types allow you to signify the nature of the purchase and how it is to be charged at the time of receipt. The types include: material, inventory, subcontract, direct purchase and non-inventory. Material, subcontract and direct purchase line types signify that the goods or services are being purchased to a specific job and will be received directly against the job at the time of receipt.
- Manage the status and approval of purchase orders. Define unique status flows based on business practices. Allows for email triggers to appropriate users at specific statuses.



Receiving

As purchased goods and services arrive at the receiving dock, it is important that they can be quickly and easily identified and forwarded to the departments that require them. The team responsible for processing receiving transactions need tools that will allow them to easily identify product and services, update the status of inventory and purchasing records, and generate the paperwork to support accounts payable.

Anticipate

- Easily generate expected delivery reports to allow receiving staff to plan resources.
- Online queries allow receiving staff to quickly identify when product or services are expected to be delivered, the vendor and quantity ordered.
- The immediate visibility to the goods and services received provides the planners and production team with the inventory status needed to efficiently manage material and production plans.

Record

- INDUSTRIOS pre-populates the receiving information based on the purchase order details to ensure that receipts can be entered into the system with a minimal amount of data entry.
- Based on the purchase order selected, the receiver simply needs to record the quantity received, the packing slip number and the receiving date in order to process the transaction.
- If a receipt is recorded incorrectly, the receipt void function provides a quick and easy method of correcting errors, tracking the reason they occurred and creating an audit trail to the corrected receipt.
- When business or quality practices require the tracking of serial or lot numbers, INDUSTRIOS provides the capability to record the tracking information at the time the goods are received, monitor the usage against production orders and follow through to shipping.
- Identification labels can be easily generated at receiving. With integration to Bartender® by Seagull Scientific, easily create user defined label formats, including barcodes.
- Easily review a variety of receiving information including vendor, item type, purchasing UOM, conversion factors to stocking UOM, and associated production order information.

Integrate

- The integration between receiving and voucher processing provides the flexibility to manage the relationship of purchase receipts to supplier invoices. With INDUSTRIOS you are able to group multiple receipts, regardless of the purchase order, onto one voucher. Receiving can simply record goods received without the need to modify procedures to support the accounting. This significantly streamlines the reconciliation to supplier's invoices, statements of accounts and reduces the transactions recorded in the accounts payable sub ledger.
- The Receiving Workbench completely integrates with the Purchase Order, Inventory, Production Orders, Receiving Inspection and Voucher Workbenches. Through this integration, inventory balances and production orders are updated; vouchers can be automatically generated; purchase order statuses updated; and the audit trail is visible throughout the system from any of the procurement screens, from purchase order through to voucher history.

Go Mobile

- Enter receipts from vendors directly from the dock using handheld PC's.
- Initiate the printing of receiving reports and barcode labels.
- Update inventory in real time by posting transactions directly from handheld PC's.



Receiving Inspection

Incoming inspection and test procedures are a standard part of the process to ensure that product and services conform to specified requirements. The Quality team is responsible to develop the quality plans to support inspection and test procedures for incoming inspection. To support these procedures, the inspectors need tools that will allow them to easily identify product and services that require inspection, document inspection results, and segregate non-conforming product.

Vouchers and Debit Memos

Processing supplier invoices within INDUSTRIOS has been designed with integration from purchase order through to receiving and accounts payable, providing the group responsible for posting expense transactions with a clear view of what has been received, what is waiting for disposition in receiving inspection, and an opportunity to validate quantities, prices, and miscellaneous charges prior to posting the supplier invoice.

Evaluate

- Inspection History maintains a complete record of all inspections that have been completed and approved. Understand inspection trends relating to specific vendors and items, and put corrective actions in place with objective evidence.

Contain

- Control the release of goods and services subject to inspection until they have been verified against the inspection criteria.

Control

- Visibility to the goods pending inspection provides the inventory status needed to efficiently manage material, production plans, and supplier invoices.
- Inspection configuration and application settings control how receiving inspections are conducted, including rules related to specific vendors, items, and inspection frequency.

Track

- Receipts subject to inspection will automatically be recorded as pending inspection.
- Automatic calculation of accepted quantities makes entering inspections quick and easy.
- Through integration to the various workbenches, inspection records are automatically created, inventory balances and production orders are updated, only approved vouchers are generated, and the audit trail can be accessed from any of the procurement screens.
- The workbench provides the Quality team with access to purchasing and item information, serial and lot details, and user-defined data collection fields.
- Easily group inspections by a variety of criteria including vendor, item, receipt dates, etc.
- User-defined fields may be used to capture information required for evaluating vendor performance and conducting an analytical review of non-conformances or rejects.

Record

- Supplier Invoices or Debit Memos can be entered quickly and accurately by taking advantage of standard vendor default tables, vendor part number references, pricing tables, selling units of measure, and copy order/line commands.
- Cost adjustments captured at voucher post updates jobs and inventory cost layers.
- Verification of duplicate vendor invoices performed at time of entry.
- Group multiple receipts, regardless of the purchase order, onto one voucher to streamline the reconciliation to suppliers' invoices and statements of account.

Account

- The INDUSTRIOS accrual process uses a periodic view of accrual accounting. This means that the value of the liability to be recognized will be calculated as at a defined cut-off period and then set to auto-reverse based on user-defined date.
- Determine the accrued liability at any time, manage the level of detail required in the general ledger file, simplify the analysis of inventory and expense balances, and generate reports to support accrual entries from history batches.

Integrate

- Vouchers can be automatically generated from receipts, and purchase order and receiving details can be reviewed within the Voucher Workbench, and the audit trail can be accessed from any of the procurement screens.



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