SunSystems
Key Features- SunSystems Procurement

Overview

In a highly competitive and constantly changing environment, controlling purchasing has never been more important.

SunSystems Procurement is a complete, comprehensive, web-based spend control and management solution, designed to be deployed to large numbers of employees to provide visibility and control over purchasing activities.

It enables employees to manage their own purchasing requirements within the rules and policies that are defined for their organization.

SunSystems Procurement reduces administration overheads and streamlines purchasing activities, thus enabling purchasing professionals to focus on purchasing strategies and supplier negotiation and management.

Empowering Employees and Purchasing Professionals

Purchasing professionals are freed from labor-intensive administration and processing, enabling them to focus on managing suppliers and the purchasing strategy.

SunSystems Procurement empowers employees by enabling staff to manage their own purchasing requirements within the rules and policies that are defined for their organization.

Users are able to drill down to a transaction to gain an accurate and immediate picture of where the transaction stands; from requisition, to purchase order, to goods received through to supplier invoice and payment.

Rapid Deployment

The system can be deployed quickly to any device with an Internet browser and is simple for employees to access and use regardless of their location and payment.

Flexible Workflow Management

A flexible workflow facility enables the system to match any approval and authorization requirements at any stage of the workflow process.

Fast and Easy Requisitioning For Employees

Using a web browser via an Internet or intranet connection, employees are able to use SunSystems Procurement to enter requisitions or to track their progress in the purchasing cycle. Users are able to drill down to a transaction to gain an accurate and immediate picture of where the transaction stands; from requisition, to purchase order, to goods received through to supplier invoice and payment.

Requisitions

→ Easy to use browser-based screens

→ User definable requisition types

→ Free form data entry or select from catalogues

→ Budget checking and commitment accounting

→ Attachments such as scanned documents, emails, images to aid the approval process

Contracts and Purchase Orders

→ Create PO directly or compile from one or more requisitions

→ Manage approval process

→ Link to local or web-based supplier catalogues, price books

→ Set up call-off or blanket orders

→ Produce orders in a variety of formats such as PDF, HTML and XML

Goods Received

→ Goods receipts and returns may be entered and matched against orders

→ Users may reject delivery of items and record comments

→ Goods inwards can be linked to certain suppliers to ensure this process is not required for specific suppliers such as utilities etc.

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Invoice Reconciliation and Payment

→ Invoice details can be entered manually or imported via document scanning

→ May be subject to further approval prior to payment

→ Quick and simple Invoice matching process

Inquiry & Analysis

→ Browser-based inquiry system

→ Immediate visibility to purchasing information based upon user definable parameter selections

→ View all requisitions or purchase orders placed over the last month with all associated values

→ Powerful drill-down facilities from summary level to detailed transactions

Intelligent Web Architecture

The application architecture extends the capabilities of leading web browsers to deliver intuitive and simple to use functionality, while eliminating the need to install local software.

This architecture dramatically reduces systems administration time and cost by enabling enterprise-wide deployment of a zero footprint, zero administration, browser-based solution.

Availability

→ **Client:**

- **Application Users** - Users of the entry, authorization and inquiry functions require a PC with Internet Explorer V5 or above.

- **Administrator Users** - Administration users require Java run-time software to be installed on the client PC. This is downloaded from the server during installation.

- The PC should have a minimum of 256 MB RAM and a display capable of 256 colors at a resolution of 800 x 600 or better.

→ **Server:**

- Minimum single Intel Pentium ™ IV, 500Mhz or above, 1 GB RAM

- Recommended Dual Xeon Processors, 2Ghz or above, 2 GB RAM*

- Windows NT4 (SP5) or Windows 2000 (SP3 or above)

- MS SQL Server 2000 (SP3 or above), or Oracle 9i

- Minimum disk space requirement is 40GB

  * Standard license is to operate the system on a single specified processor. There are additional charges for multiple processor servers.

→ **Languages:**

- English

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