The demand-oriented procurement of required goods, raw materials and services is essential for a company. Not only purchasing itself, but also planning and scheduling, adherence to budgets, legal and internal requirements and the monitoring of all processes are challenges here.

Procurement Center by **DIGITENCE**

In this independent function element, all necessary features required for an effective ordering process are provided. Components of the Function Centre are used. In addition, many integrated functions are provided in the two segments described below, which relieve and rationally support both technically and organisationally:

Buying

Purchasing is entrusted with a variety of different activities, all of which place different demands on the user. In the Buying module, the following functions are provided, among others, to support work effectively:

- Suppliers are managed in the supplier master. The assignment of contact persons and their contact data (phone, email, mobile...), but also all information about the supplier itself, such as articles purchased, contracts, offers, tenders, etc. are available for selection.
- Different delivery addresses can be managed and selected for orders if you have multiple locations.
- Controlling is also supported. Cost centres and types can be managed and considered when placing an order, such as a budget to be observed
- The scheduling of an order (dispo) can be carried out. Duplication for the following year is possible. Planned orders just have to be activated and released.
- The assignment of order bases such as offers, or tenders can be mapped.
- Invoice allocation is supported. Partial calculations can also be made, e.g., for call orders.
- Digital order dispatch by mail is supported if the infrastructure is available.

To maintain an overview, summaries are available in all components. These "lists" can be sorted and/or selected in various ways. In this way, you always get an overview that meets your needs. Consolidated views at data record level are also available for details.
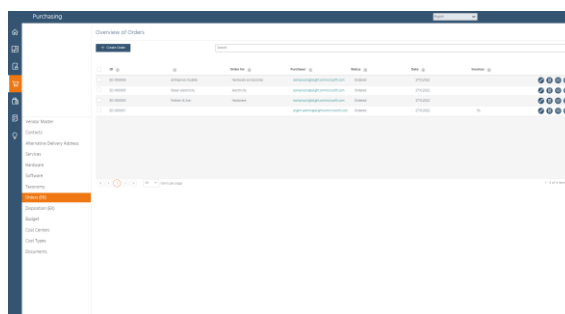

Fig. 1: Entry mask for creating an order
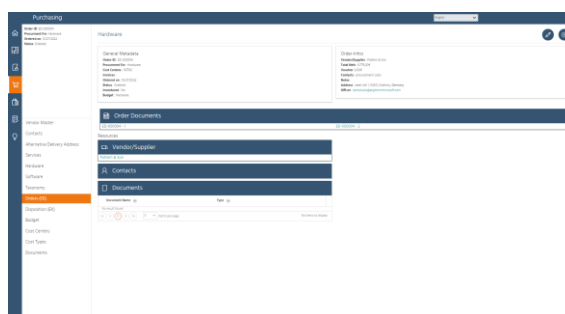

Fig. 2: Overview of Orders

Fig. 3: Detailed overview of an order

Budget Management

Making the right use of existing resources has always been a crucial management task. Especially when it comes to capital, an effective tool is indispensable.

Features that actively support you in planning:

- Your planning can be structured individually. The scalability in categories, which are not limited in number, allow a structure that suits your needs.
- Within a category, items can be assigned as desired.
- Each item can be assigned to a cost type according to the cost plan.
- Each item is assigned its budget volume.
- Within a category, the budget volume is automatically cumulated when saving. In addition, the total budget is calculated for all categories.

Planning anew every year is time-consuming. Especially when basically only the budget volumes of the individual items have changed! Therefore, it is possible to "duplicate" a budget plan of the previous years and then only add changes to it. This makes targeted planning child's play!

However, the Budget Management module does not only have a planning aspect. It is used for every single order! The relevant planning item must be selected in the order! For example, it is checked whether the budget for the purchase quantity is sufficient or not! If not, a message is issued. The order cannot be executed via this planning item.

With the purchase order, the volume of the budget item in the element "Total consumed" is added and the residual budget of this item is determined.

Various overviews are available for monitoring, which provide cumulative or detailed information on the status at the click of a button.

Like all components, the module is included in the authorisation concept so that only authorised employees have access or insight. Versioning also takes effect in this module. This means that changes are documented and updated in the form of a new version. Older, previous versions can be accessed at any time. In addition, an "old" version can be specifically reverted to.
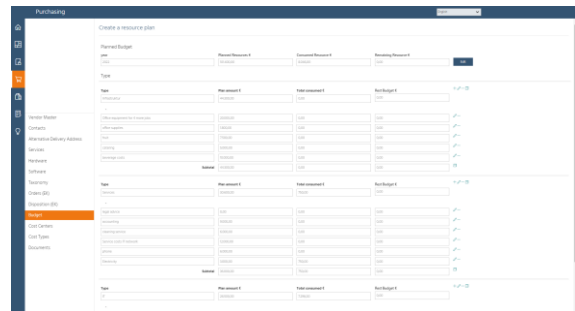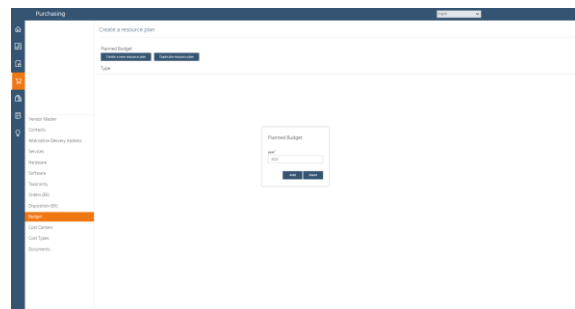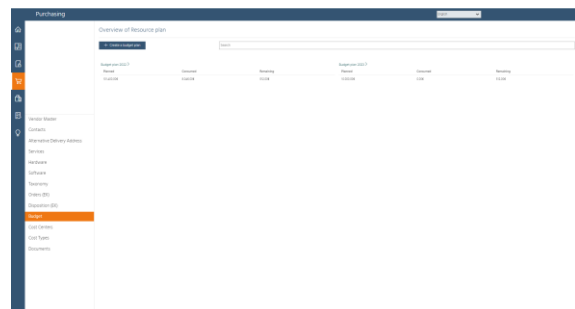

Fig. 4: Budget-/ Resource plan

Fig. 5: Create a resource plan

Fig. 6: Overview Resource Plans