



eProcurement

Web Portal & Logistics

Key features:

Front-end Portal

- ◆ Intuitive front-end interface similar to standard web shops, including:
 - ◆ Simple drop-down menus for browsing by categories/sub-categories
 - ◆ Visual elements such as product images, supplier logos etc.
 - ◆ Intelligent product search function
 - ◆ 'What's New' section
 - ◆ 'Similar' or 'Related' products pop-up function
 - ◆ Product filters
 - ◆ User basket (with running total)
- ◆ 'Lite' option available for low bandwidth areas (hides images & any fancy formatting)
- ◆ High degree of product information available (input by user or script), including:
 - ◆ Dimensions & weight (used for shipping calculations)
 - ◆ Supplier information (website/code)
 - ◆ Product origin/source (for embargoed countries)
 - ◆ Append product note(s)





- ◆ Multi-currency capabilities – combine any products with any currency/source and the system works everything out for you.
- ◆ Save baskets and add to them later
- ◆ Basket summaries by currency, supplier or product source
- ◆ Shop for specified projects and select funding rules (back-end)
- ◆ Automatic shipping calculations & shipment tracking
- ◆ Review past requests (this is where you find saved baskets)
- ◆ Definable minimum-spend surcharge(s)
- ◆ Planning mode – create plans over 2+ years for projects & budgeting purposes, then make purchases against them over time.



- ◆ Simple registration form that feeds directly into admin system
- ◆ Notification emails
- ◆ Terms & conditions agreements
- ◆ Status report – lets you view total of baskets by number and monetary value for specific regions & cost centres.
- ◆ Option for users to recommend/request products not listed in the catalogue
- ◆ Full catalogue export option available



Back-end Admin

- ◆ Interactive drill-down dashboards including:
 - ◆ People & Products – Links to approve new registrants & review new non-standard (i.e. unlisted) product requests. Also features top products added to user baskets.



- ◆ Interactive Dashboards (cont.)
 - ◆ Baskets – Values by region, status and by month. 'Purchase orders vs. receipt of goods'.
 - ◆ Plans – Values of plans by month, cost centre and category. Select specific years from a dropdown.
- ◆ Update all product details due for front-end display.
- ◆ Review all legacy (archived) products.
- ◆ Associate products with each other for display in front-end recommendations.
- ◆ Group products to create 'Kits' for simple front-end purchase.
- ◆ Category & subcategory management, including user view permissions, names, details, images & ordering.



- ◆ Simple registrant approval grid
- ◆ Maintain admin & general user details – basic information and access permissions
- ◆ Manage all front-end requests including:
 - ◆ Pending requests
 - ◆ Saved requests
 - ◆ Submitted requests
 - ◆ Requests under review (usually those affected by funding rules or containing non-standard products)
 - ◆ Closed requests
 - ◆ Cancelled requests



- ◆ View all plans by user or group. Includes multiple view options.
- ◆ Detailed reporting features including:
 - ◆ Status report (similar to front end but in more detail)
 - ◆ Category & product purchase stats (totals added to basket)



- ◆ Self-service admin features including:
 - ◆ Maintain countries
 - ◆ Maintain notifications
 - ◆ Maintain dropdowns
 - ◆ Maintain exchange rates
 - ◆ Maintain content (i.e. text/images shown on each page, directs user to inbuilt CMS)
 - ◆ Maintain system groups
 - ◆ Create hints/tips/notifications



- ◆ Basket resubmission to procurement system (in case of failure)
- ◆ Create/maintain funding rules – defines rules/triggers that apply to funding pots to display product recommendations, route to central procurement team etc.
- ◆ Create/maintain supplier rules
- ◆ Define shipping rates – set variables for complex shipping calculations using simple tools.
- ◆ Detailed grids with user definable settings
- ◆ Integration with Proactis, Microsoft Active Directory, Exchange Email and Calendar, SharePoint™, Sage™ accounting system, payroll systems & more.
- ◆ Advanced filter functions & saveable grid preferences

If you want to get in touch with us for a free quotation, drop an email to enquiries@intouch-business.com.

You can also get in touch with us by phone on **+44 (0)190 388 5900**