

SSR

SSR is a feature rich, web-based e-procurement system that has been designed to support all of the functions of procurement in an organisation. It is an intuitive, user-friendly system that allows members of staff to requisition items at any time using any PC on the premises. The system's benefits include significantly reduced purchase costs, reduced order processing costs, standardisation of products, rationalisation of the supplier base, and improved management information on all non-pay spend.

The e-procurement system

SYSTEM FUNCTIONS

SSR has 15 main features that together support the full procurement life cycle.

- ◆ Catalogue of Products and Services
- ◆ Remote Requisitioning
- ◆ Authorisation
- ◆ Order Consolidation
- ◆ Order Transmission
- ◆ Receiving
- ◆ Order Closure
- ◆ Materials Management
- ◆ Pre-Purchase Questionnaires
- ◆ Returns
- ◆ Management Reporting
- ◆ Security
- ◆ Interfaces with other client systems
- ◆ On-Line Help
- ◆ System Administration

Catalogue of Products and Services

Suppliers and product details are maintained on one central organisation-specific catalogue that everyone can access. In addition, local catalogues and shopping lists can be set up for users who do not need to access the entire organisation's catalogue.

Remote Requisitioning

Any registered staff member can requisition at any time using any PC in the organisation. A requisition can be created: from the organisation's catalogue, from a departmental local

catalogue, using a shopping list or in free format. In addition, Materials Management staff can make requisitions to top up stores items using hand-held scanners.

Authorisation

When SSR is first installed, a hierarchy of authorising managers is set up. Authorisers are notified of requisitions they need to review by e-mail and can then use SSR to accept, modify or reject the requisition.

Order Consolidation

Stock and materially managed requisitions for the same supplier can be held in a pending state until they are rolled up into one order, hence reducing the number of orders created and increasing the average order value. Order consolidation can be switched off at organisational level allowing reversion to real time order generation. In addition users can mark individual requisitions to bypass consolidation. Consolidation schedules can be specified for individual suppliers or a default schedule can be applied. Orders can be consolidated at two levels; by user point and by delivery point.

Receiving and Order Closure

SSR supports both one-stage receiving and two-stage receiving. When an order has been completely delivered, SSR passes the full information to the organisation's finance system so that the invoice can be paid.

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Materials Management

SSR includes several features to support Materials Management. Consumable product and distribution lists can be created and maintained. Information can be uploaded to hand-held devices in preparation for scanning. Once captured, information can be down loaded from hand-held scanners. In addition, Stock information can be generated for usage reviews with departmental staff.

Pre Purchase Questionnaires

This feature enables your organisation to determine whether a product requires completion of a pre purchase questionnaire (PPQ) by its supplier, before your users are able to order the product from the catalogue. Until such times, the product is quarantined or made inactive. Searches for catalogue items with PPQ's can be executed. Additionally, those products that require electrical testing can be highlighted ensuring that once these goods are received, they will be readily identified and the appropriate department notified.

Management Reporting

SSR provides a comprehensive suite of reports that allows management to review non-pay spend by supplier, category, user and cost centre. For those who need more specialised reports, SSR includes Crystal Reports® – an easy to use package that can create almost any bespoke report that might be required.

System Administration

SSR provides a full set of functions to change any of the organisation's data that was input when the system was first installed. Only the SSR System Administrator, who receives special training for the role, can access these functions.

Security

SSR user access is password protected. The SSR System Administrator is responsible for initial creation of all passwords when SSR is implemented. For security purposes individual users must change their passwords on initial log in. Users can then change their passwords at any time. To maintain security passwords expire on a regular basis, a parameter that is set by the SSR System Administrator.

Interfaces with other systems

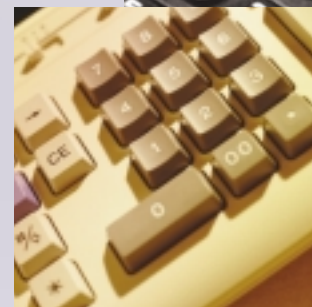
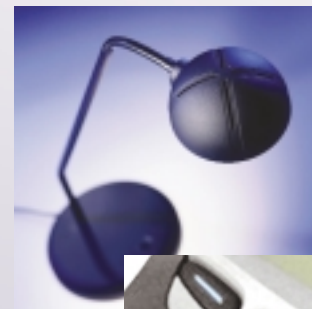
SSR interfaces with many finance systems. These include: Cedar Cefacs, Geac Smartstream, Oracle Financials, and Torex Integra. SSR also interfaces with many stock control systems. Interfaces with other finance and stock control systems can be developed when needed.

DELIVERY OPTIONS

SSR can be delivered in two ways: either as a hosted service that is accessed using the Internet – or as a software licence for an organisation to run in-house.

FUTURE ENHANCEMENTS

This flyer describes Release 4.03.01. SureStock has a policy of continually enhancing SSR to add functionality, improve performance and availability, and embrace new technology. The company ships new releases three times a year. In addition, key users of SSR are invited to join the SSR User Group, whose function is to advise SureStock on future enhancements.



RELATED SERVICES

SureStock provides services that complement the technical installation and day-to-day use of SSR. Each of these is listed below:

- ◆ SSR Implementation Services

- ◆ SSR Training Services

- ◆ SSR Technical Support

- ◆ SureStock Procurement Training

- ◆ SureStock Procurement Consulting

- ◆ SureStock Change Management Programmes

Other products in the range can be integrated with SSR, such as STR, the e-tendering and reverse auction system and SIS, the inventory management system, can be integrated with SSR.



FURTHER INFORMATION

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