Arco
Procurement and Order Matching
September 2017

Arco

A new era in document management.

Table of Contents

# 1 Positioning

1.1 Business context

Organizing a purchase process offers important benefits:

- Decentralized or centralized people can rapidly place an order
- Order status is always clear and up-to-date
- More control on the approval process of order (right people approve)
- Streamline the ordering content: select correct suppliers, articles etc
- Prepare G/L and cost centres correctly and guide the users in it
- Automatically generate a PO-document
- Structured (automated) sending of the orders
- Management of the goods receipt

Possible benefits related to the order matching process:
- PO number can be extracted from the invoice via OCR or EDI
- Ability to match the PO with the order information in Arco Invoice (manually or automatically, on header level or detail level)
- Ability to fill in data related the delivery of goods and services, and to launch approval (goods receipt, buyer, other)

1.2 Global flow
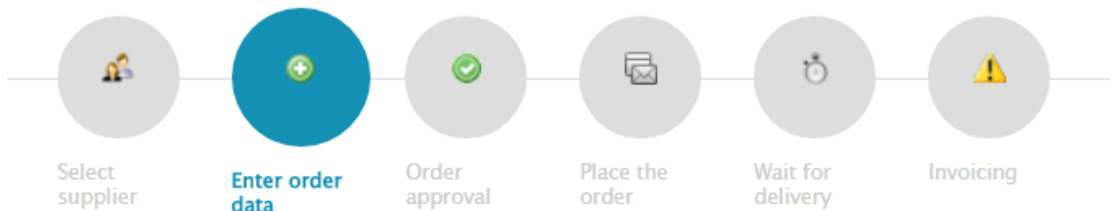
2 Prepare the Order

2.1 Entering the order information

2.1.1 Header of the order

Data that can be managed on header level:
- Purchase order number is generated automatically in a specific format, e.g. PO/company/year/incremental number. Extra checks are :
  - The incremental numbering system guarantees that there is no hole in the numbering
  - The number is generated only when the order is approved

- Company for which is ordered: the list can be filtered depending on the user ID (not each user orders for each company)
- Supplier:
  - Select from is list (this is the standard approach, avoids that it is unclear which supplier was selected)
  - If the supplier does not exist:
    - Fill in basic data of the supplier (request)
    - PO request goes first to the purchase department
- Delivery address (possibility to copy from the invoice address)
- Date request and date order (filled in automatically)
- Expected delivery date (optional)

Other:
- Comments
- If needed documents can be added: proposal, emails, specifications, …

Selecting an existing supplier:

2.1.2   Order lines

Lines can be selected:
- From a catalogue
- Non-catalogue items (if allowed)

Information on detail line level:

- Quantity
- Unit of measure
- Unit price
- Total amount (calculated)
- GL account / cost centre (if articles this is generated automatically)
- Description

Searching/Selecting articles from catalogue:

Select articles

Search

All

Code

Description

Clear

Search

Your Selection : 9391, ARTIKEL_28, Artikel twee9, 100.00, 8335, 100.00
9392, ARTIKEL_3, Artikel drie, 10.00, 8335, 10.00

Close Clear

Code	Description	Quantity	Unit of measure	Unit price
ARTIKEL_28	Artikel twee9	100.00	8335	100.00
ARTIKEL_3	Artikel drie	10.00	8335	10.00
ARTIKEL_4	Artikel vierafp	10.00	8335	100.00
ARTIKEL_1	Artikel een	-999999.00	8335	10.00
123	ARTIKEL 1 VIA XML	-999999.00	8335	0.00

Previous 1 Next (5 results found)

Selected articles:

| Order details | Extra details | Approval overview (1) | Comments (0) | Attachments (0) | Purchase order (0) |

Requestor — Admin   Step — 01b. Select articles

Company

Company — Arco Information

Supplier

Supplier name — Rosco

Articles

Orderlines based on article

Article Code	Description	Quantity	Unit of measurement	Unit price	LineTotal
✕ ARTIKEL_28	Artikel twee9	100.00	stuk	100.00	10000.00
✕ ARTIKEL_3	Artikel drie	10.00	stuk	10.00	100.00
				Totals:	10100.00

Extra order lines

	Description	Quantity	Unit of measurement	Unit price	LineTotal	GeneralLedger	CostCenter1	CostCenter2	CostCenter3	LineComments
				0.00						
				Totals:	0.00					

2.2 Catalog management

Structured articles can be managed:
- Via articles managed in the Arco catalogue (limited to users allowed to manage the catalogue).
- Synchronisation of catalog items of external vendors.

Special functions:
- Articles sent by external suppliers can be uploaded via Excel and managed.
- Prices can have validity dates, so that orders are always generated based on the correct price information.

- Articles can be active or deactivated.
- Articles are active for one company or for all companies.
- Information about related accounting structure can be stored (GL account, Cost centres). These values can be linked to the accounting system.
- Photos and documents about the articles are managed.
- Export of article info: data can be exported to Excel. This can be used for uploading in other systems or for verification.

Article list:

Article Details:

Excel upload of articles (create new or update):

Export of articles to excel for reuse in other systems:

2.3 Template orders

Users can save order data as template orders.

They are linked to:
- a supplier
- a number of order lines (article, quantity)
-

Template orders are limited to a group of users, or available for all users.

3 Approval of the order

Additional steps can be foreseen in the Arco Routing flow.

3.1 Approval of the order

One ore multiple approvers can be defined based on parameters such as level in hierarchy, amount.

Approval decision:
- Approval
- Refuse

Other:
- Add comments
- Change GL or cost information (if allowed, this is configured in the application)
- Change order content (if allowed)

Approval screen:

Once the order is approved, the order details cannot be changed any more.

3.2 Optional Review by the Purchase department

The draft order can (or must be) sent to the Purchase department in certain cases, for example:

- Total amount is too high
- New supplier
- Other supplier then the default supplier for a given product category
- Specific products or suppliers

In the other cases the PO request does not go to the purchase department.

4 Sending the order

The order document (PDF) can be generated automatically with all the variables filled in.
The sending to the supplier: (depending on a parameter per supplier)

- Is done via the tool in a manual way
- Is sent automatically via email
- Is sent via EDI (if the EDI-order sending is activated)

Part of the order document:

BESTELBON / BON DE COMMANDE / PURCHASE ORDER

PO-N°: PO/ArcoPO/2011/15 belangrijk – attention – important
!!! te vermelden op de factuur - à mentionner sur la facture – to be mentioned on the invoice !!!

LEVERANCIER / FOURNISSEUR / VENDOR :

Sercue	po
xxx	Tel/Tél :
2777 Zee (Be)	Fax :
BEXXX	E-mail :

FACTURATIE-ADRES / ADRESSE DE FACTURATION / INVOICE ADDRESS :
Arco Information
C/O Accounts Payable (SSC)
Address
ZIP Location (Landcode)
BE123456789
accountspayable@usgpeople.be

LEVERINGSADRES / ADRESSE DE LIVRAISON / DELIVERY ADDRESS :
Arco Information
Ter att. van / A l'att. de / For the att. of:
Address
ZIP Location (Landcode)
Tel/Tél :
E-mail :

omschrijving / description	aantal quantité	eenheid unité	EH prijs prix unitaire	totaal total

5   Search, work list

5.1   Search

Search screen for orders

Orders	
Company	Arco Information
Supplier	Rosco, BE123456789, Wayenborgstraat 5, 2800, Mechelen
Order number	
Total Amount of the order	>1000
Status	Received
Order date	Last month
Internal reference	

5.2   Result list / work list

			Order Nbr	Company	Supplier	Amount	Status	Step	Assigned to
☐	⊞	🔒	2017/T12913	Arco Information	Rosco	11079.99	Request	01b. Select articles	Admin
☐		🔒				0.00	Request	01a. Company and supplier	Admin
☐		🔒		Arco Information	Rosco	0.00	Request	01b. Select articles	Admin
☐	⊞	🔒	2017/T12808	Arco Information	Rosco	397.99	Ordered	4. Accept Deliveries	Everyone
☐	⊞	🔒	2017/T12827	Arco Information	Rosco	557.97	Received	4. Accept Deliveries	Everyone
☐	⊞	🔒	2017/T12814	Arco Information	Rosco	2941.99	Ordered	4. Accept Deliveries	Everyone
☐	⊞	🔒	2017/T12881	Arco Information	Rosco	15600.00	Received	4. Accept Deliveries	Everyone
☐		🔒				0.00	Request	01a. Company and supplier	Admin
☐		🔒		Arco Information	Apple	0.00	Request	01b. Select articles	Admin
☐		🔒		Arco Information	Rosco	0.00	Request	01b. Select articles	Admin
☐	⊞	🔒	2017/T12776	Arco Information	Rosco	397.99	Ordered	4. Accept Deliveries	Everyone

5.3   Export to Excel

This export of orders is useful for operational follow-up and for reporting.

5.4   Status of the order

Typical status is
- Request: data are filled in
- For approval
- Approved or Rejected
- Ordered
- Received: Goods or services are received
- Invoiced (linked to matching in Arco Invoice)

When an order is searched the status can be viewed.

6   Delivery of the order

- Delivery can be related to goods and to others like services.
- Per article line you can indicate what has been delivered
- If several (partial) deliveries are executed, then the history is kept of the deliveries
- The complete order can be transformed to delivered via one button. The user can still correct it (e.g. one item not completely delivered)
- When no extra delivery is expected for an incomplete delivery, then the status of the line can be set to completed. So the system is aware of this.
- If you are away from your computer and you want to check a delivery, you can generate a picklist with one button. This allows you to immediately check the status on the document.

Picklist:

ORDER PICK LIST

PO: 2017/T12881 (Internal Ref: 2017/T12881)

Supplier / Leverancier / Fournisseur : Rosco

Description Omschrijving Déscription	Quantity Aantal Quantité	Unit Eenheid Unité	Already received Reeds ontvangen Déjà reçu	Received Ontvagen Reçu	Comments Commentaar Commentaire
ARTIKEL_4 - Artikel vierafp	55.00	55.00			Comments Commentaar Commentaire
ARTIKEL_28 - Artikel twee9	100.00	100.00			Comments Commentaar Commentaire
ARTIKEL_3 - Artikel drie	44.00	44.00			Comments Commentaar Commentaire
123 - ARTIKEL 1 VIA XML	66.00	66.00			Comments Commentaar Commentaire

7   Order Matching (Arco Invoice)

7.1   Principles

Matching can be done automatically (fastest solution) or manually.

Default rule is one PO for one Invoice (allows automatic matching). Matching of one line (or a few but not all) of an order number with a PO can be done via manual matching.

Matching of the invoice with order is done in Arco Invoice.

7.1.1   Automatic matching on header level

Automatic matching can be performed if following tests are positive:
- Invoicing company = company that was expected in order
- Supplier Invoice = supplier order
- Order number is correct
- Delivery is OK
- Not yet invoiced (or only partially)
- Amount invoice corresponds with balance (within tolerance, e.g. 2 %)
- Amount of invoice is not too high (above a certain amount check can be required if necessary)

Due to this automatic matching no further manual matching or approval is required.

7.1.2   Manual matching

A user can execute the manual matching.

The user:

- can select the correct PO line
- for a given PO assign the full order amount or just a part.
- View the purchase order information (read-only) and the associated PO-document

Lookup additional order data:

7.2 Matching on detail line level

Edit data :

7.3 Action after matching

When the matching is positive:
- booking can happen without approval (approval was already given during the purchase process).
- Are approval can still be activated

Approval can be :
- Specific rules after matching (e.g. for price and for volume problem)
- The same approval rules as without matching