



Arco
Procurement and Order Matching
September 2017



Arco

A new era in document management.

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1 Positioning

1.1 Business context

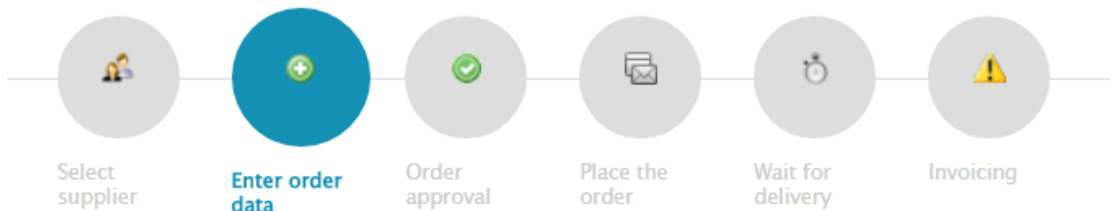
Organizing a purchase process offers important benefits:

- 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:

The screenshot shows a form titled 'Supplier'. Under the heading 'Existing supplier?', there are two radio buttons: 'Yes' (which is selected) and 'No'. Below this, there is a search box for 'Supplier'. The search box is open, displaying a list of two suppliers: 'Apple, --, Palo Alto, 1111, SV' and 'Rosco, BE123456789, Wayenborgstraat 5, 2800, Mechelen'. To the right of the search box, there are icons for a calendar and a help question mark.

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

<p>Company</p> <p>Company Arco Information ?</p>	<p>Supplier</p> <p>Supplier name Rosco</p>
--	---

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
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	0.00		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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:

Code	Code Supplier other	Description	Supplier	Unit price	Unit of measurement
ART1	ART 1 SUPPLIER	ART VIA CSV	2		1.00 piece
7936728	7936728BA	bananen	Apple		1.00 KG
123	123	ARTIKEL 1 VIA XML	Apple		10.00 piece
ART1	ART 1 SUPPLIER	ART VIA CSV 1	Apple		100.00 piece
ART1	ART 1 SUPPLIER	ART VIA CSV 1	Apple		100.00 piece

Previous | Next (5 results found)

Article Details:

Code: 7936728 Active Yes No

Code Supplier other: 7936728BA

Description: bananas

Default order quantity: 10.00

Unit price: 1.00 Valid price? Yes

Valid from: 26-09-2017 Until 30-09-2018

Unit of measurement: KG

Price	From	Until
1.00	26-09-2017	30-09-2018
1.00	01-10-2018	30-09-2019

Company: 1 Supplier: 2, Apple

General ledger: 1 Costcenter: 1

Kostendrager 1: 3 Kostendrager 2: 4

Files: bananen

Comments: receive price update on September 15
Admin - 10-10-2017 13:55:58

Excel upload of articles (create new or update):

Start upload

Add File

articles upload 1.xlsx Remove

article upload test 2 - Excel

CODE	CODE SUPPLIER	DESCRIPTION	COMPANYCODE	COMPANYNAME	SUPPLIERID	SUPPLIER	UNIT PRICE	FROM	UNTIL	OPERATIONAL QUA	UNIT OF MEASURE	DEACTIVATE?
TADB301	TADB 300 Elec	tandenborstel elektrisch	*	ALL PO COMPANIES	1	Rosco	99	26-09-2017	26-09-2099		1 stuk	

Export of articles to excel for reuse in other systems:

The screenshot shows the Arco digital paperflow application interface. At the top, there is a navigation bar with 'Home', 'Library', 'Routing', 'Procurement', 'Mail', 'Invoice', and 'Admin'. Below this is a search bar and a 'My Work' section with tabs for 'Orders', 'Templates', and 'Articles'. The main area displays a list of articles with columns for Code, Code Supplier, Description, Supplier, Unit price, and Unit of measurement. Two articles are visible: ART1 (ART 1 SUPPLIER, ART VIA CSV, Supplier: Apple, Unit price: 1.00, Unit of measurement: piece) and 7936728 (79367288A, bananas, Supplier: Apple, Unit price: 1.00, Unit of measurement: KG). An Excel spreadsheet is overlaid on the interface, showing a table with columns for CODE, CODE SUPPLIER, DESCRIPTION, COMPANY CODE, COMPANY NAME, SUPPLIER ID, SUPPLIER, UNIT PRICE, FROM, UNTIL, OPERATIONAL QUANTITY, and UNIT OF MEASUREMENT. The data in the Excel table is as follows:

CODE	CODE SUPPLIER	DESCRIPTION	COMPANY CODE	COMPANY NAME	SUPPLIER ID	SUPPLIER	UNIT PRICE	FROM	UNTIL	OPERATIONAL QUANTITY	UNIT OF MEASUREMENT
ART1	ART 1 SUPPLIER	ART VIA CSV	1	ALL PO COMPANIES	2	Apple	1.00	04-10-2017	04-10-2099	1.00	stuk
7936728	79367288A	bananas	1		2		1.00	26-09-2017	30-09-2018	1.00	KG
ART6	ART 6 SUPPLIER	ART VIA CSV 6	1		1		9.00	04-10-2017	04-10-2099	1.00	stuk
ARTIKEL 3	ARTIKEL 3 SUPPLIER	Artikel drie	ARCO	Arco Information	1	Rosco	10.00	13-09-2017	13-09-2999	1.00	stuk

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 or 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:



Order details	Extra details	Approval overview (1)	Comments (0)	Attachments (0)	Purchase order (0)		
Requestor	Admin			Step	2. Order to be approved		
Company	Arco Information ?			Supplier			
Company				Supplier name	Rosco		
Orderlines							
Description	Quantity	Operational quantity	Units	Unitprice	Total price	Generalledger	Costcente
ARTIKEL_28 - Artikel twee9	100.00 (*)	1.00	stuk	100.00	10000.00		
ARTIKEL_4 - Artikel vierafp	10.00 (*)	100.00	stuk	100.00	1000.00		CC 1 (1)
TADB200E - Elektrische tandenborstel Magic. erg ma...	1.00 (*)	1.00	stuk	79.99	79.99		
123 - ARTIKEL 1 VIA XML	10.00 (*)	0.00	stuk	10.00	0.00		

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	<input type="text"/>
Total Amount of the order	>1000
Status	Received 
Order date	Last month 
Internal reference	<input type="text"/>

5.2 Result list / work list

	Order Nbr	Company	Supplier	Amount	Status	Step	Assigned to
<input type="checkbox"/>	2017/T12913	Arco Information	Rosco	11079.99	Request	01b. Select articles	Admin
<input type="checkbox"/>				0.00	Request	01a. Company and supplier	Admin
<input type="checkbox"/>		Arco Information	Rosco	0.00	Request	01b. Select articles	Admin
<input type="checkbox"/>	2017/T12808	Arco Information	Rosco	397.99	Ordered	4. Accept Deliveries	Everyone
<input type="checkbox"/>	2017/T12827	Arco Information	Rosco	557.97	Received	4. Accept Deliveries	Everyone
<input type="checkbox"/>	2017/T12814	Arco Information	Rosco	2941.99	Ordered	4. Accept Deliveries	Everyone
<input type="checkbox"/>	2017/T12881	Arco Information	Rosco	15600.00	Received	4. Accept Deliveries	Everyone
<input type="checkbox"/>				0.00	Request	01a. Company and supplier	Admin
<input type="checkbox"/>		Arco Information	Apple	0.00	Request	01b. Select articles	Admin
<input type="checkbox"/>		Arco Information	Rosco	0.00	Request	01b. Select articles	Admin
<input type="checkbox"/>	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.

Order Nbr	Company	Supplier name	Amount	Status	Desired Delivery date	Step	Assigned to	Step start date
2017/T12861	Arco Information	Rosco	15600.00	Received		4. Accept Deliveries	Everyone	06-10-2017
2017/T12983	Arco Information	Rosco	11100.00	For approval		3a. Place the order (manual)	Admin	10-10-2017
2017/T12913	Arco Information	Rosco	11079.99	Request		01b. Select articles	Admin	09-10-2017
2017/T12910	Arco Information	Rosco	10100.00	For approval		3a. Place the order (manual)	Admin	10-10-2017

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 Description	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 screenshot shows the Arco digital paperflow interface. On the left is an invoice entry form with fields for Type (Invoice), Category (Financial), Invoicedate (17-12-2013), Duedate (16-01-2014), Invoiceno (13121053), Journalcode (600), Book year (2013), Period (12), Journalno, Net Amount (604.34), Currency (EURO), Tot amount (604.34), Tijdelijk Boekstuknummer, Bestelnr, Comment, and Boekingsdatum (22-11-2016). On the right is a matching table with columns for Invoice and Order, and sub-columns for link, Article, Q, QA, P, Order, Article, Q, P, matching_ordercomments, and D. The table shows a header row with values 0.0000, 0.0000, 604.3400 and a row with a minus sign and the word 'HEADER'. Below the table are buttons for 'Save', 'adm_mm_end', and 'New'.

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:

The screenshot shows the 'searchorderstomatch' interface. It includes a 'Filters' section with input fields for Supplier (1612), Company, Ordernumber, and Articulo. Below is a table with columns: Ordenumber, Supplier, articulo, Article description, deliverydate, price_takenmatched, priceordered, quantityordered, quantityavailable, and totalgricrtobenatched. The table lists several orders, including those from 'Vleesworst (blauwe darm)' and 'Wilbert box'.

7.2 Matching on detail line level

The screenshot shows the matching interface with a table containing columns: link, Article, Q, QA, P, Order, Article, Q, P, Comments, Date, Q, P, total p matched, Comments, and acties. Two rows are visible: one for '03815 - VLEESWORST TRACE' and another for '09700 - LEEGGOED PALETBOX'. The 'Matching' column shows values for 'total p matched' and 'Comments'.

Edit data :

The screenshot shows the 'Edit data' interface with a table similar to the one above. It shows the same two rows for '03815 - VLEESWORST TRACE' and '09700 - LEEGGOED PALETBOX', but with different values in the 'Matching' column, such as '7.0000' and '1.7400' for the first row.

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