

ICAM-PTO

PURCHASING MANAGEMENT

The activities of your Purchasing Department have never played a more important roll in the effort to reduce throughput costs.

Port operations that rely on paper or outdated systems are constantly being plagued by redundant, time consuming, error prone procedures that cost you time, money, aggravation and even worse... your reputation.

Transcription errors, double entry, lost paperwork, excess approval time and order duplication are a thing of the past with ICAM-PTO.

The design of ICAM-PTO's Purchasing Management realizes that the information requirements of your Purchasing and Engineering Managers are similar, while their management requirements are very different.

The Requisitioning Module is the tool that allows the engineering department and storeroom to communicate their need for repair parts and/or contractor services to the purchasing department. This design reduces the clerical effort required to initiate any transaction.

The Purchase Order Module directly receives and presents requisition information in a way that allows your buyers to quickly evaluate the requirements and urgency of the individual requests and to take appropriate action.

REQUISITIONING

Since Purchase Requisitioning, is linked to the storeroom inventory there is no need for hand written forms. You simply choose the items that you want from a list. You can also use the automatic order recommendation feature.

As your requisitions are completed they are automatically submitted for approval.

Your approvers can easily view all of the information required to make a factual management decision.

Using ICAM-PTO, you are informed and you can decide what to do with the flood of requisitions that hit your desk. You can approve, reject or hold all purchases. You can add to blanket orders, You can do partial PO's and open-ended service orders. You can do all of this because with ICAM-PTO all of the pertinent information is in one place

Once your individual requisitions are approved, they are automatically passed on to the ordering system for canvassing, awarding, and execution.

CANVASS/VENDOR

Canvass and Vendor Master contain historical and current price and supplier information for each item that has either been quoted or purchased through the system including;

- last quoted price
- all qualified sources
- expiration dates for the individual quotes
- discount information
- the vendor reference number
- any conditions that may apply.

Having accurate information available significantly reduces a buyer's research time and effort.

Vendor Master performs multiple functions including;

- a master listing of all qualified supplier sources (items and labor)
- actual price and delivery performance data for each vendor and each purchase
- aging information for all open orders and all vendors.

When the canvassing and awarding is completed the system will automatically generate individual PO's by vendor and currency.

Purchase Order's are routed to the manager(s) that you nominate based on the predetermined spending limits that you establish.

Once approved, official purchase orders may now be printed, signed and issued.

Visibility throughout the life of a transaction significantly improves the scheduling accuracy of your engineering department because they are assured of timely deliveries.

Total visibility of all transactions gives your purchasing department the control necessary to assure that these same timely deliveries are at the best available cost.

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