



## SUPPLIER AND CONTRACT MANAGEMENT



The Qmuzik business solution provides comprehensive tools to register suppliers and to maintain related Supplier details and catalogues. This incorporates the process of qualifying suppliers via pre-defined measurement and performance criteria and analysis tools to aid the process and the subsequent rating, ranking and qualification of your suppliers.

The solution also provides for electronic requisitioning of goods and services, with electronic workflow for expense approval and budget checking. The functionality allows for very dynamic and flexible rules regarding the E-mandate for procurement of goods and services. Predefined set-up governs the type of procurement activities allowed, the departments and/or employees allowed to perform call-offs against the E-mandate, time constraints as well as limitations for auto-approval amounts, stop- and warn limits and electronic mail notifications.

The above requisitioning process seamlessly interfaces with the procurement and contract management processes in the system. This includes RFQ features, the application of supplier catalogues with time-based pricing, freight-, discount- and settlement terms and the management of related contracts. Contract actions and status can be captured and a full audit trail of all procurement activities is provided with on-line workbenches to view and analyse purchasing history, delivery performance and open- or overdue purchase orders by buyer, commodity, supplier, and project or numerous other filters and options.



- **Supplier Details** – Capture and maintain the supplier master records. This includes defaults and rules for discount, freight terms, settlement terms and preferred settlement methods and supplier banking details. Also included are address details, tax and registration numbers, listing of contact persons with contact details, supplier EDI data (website and other details), real-time accounts payable, ageing analysis and drill-down and supplier status, qualification details, performance indicators and ratings.

- **Supplier Catalogues** - Supplier catalogues can be defined for stocked items, non-stocked items and services and provides for a cross-reference between your parts and those of the supplier. The functionality allows for sourcing of items in multiple units of measure, with time-based pricing, terms, conditions, lead-times, lot size rules and a breakdown of additional cost for taxes, freight and insurance.

- **Electronic mandate and Requisitioning** – Dynamic and flexible rules regarding the E-mandate for procurement of goods and services; Allocation of cost to departmental budget entities/accounts or project budgets at material resource level; Time constraints and limitations for auto-approval amounts, stop- and warn limits and electronic mail notifications to E-mandate coordinator or account/project managers; Electronic workflow for automated or manual expense approval with incorporated budget checking and adherence to predefined rules, constraints and authorisation limits.

- **Contracting** - The requisitioning process seamlessly interfaces with the procurement and contract management processes in the system. Contracting can be preceded by the RFQ process. Contract actions can be predefined and scheduled for a number of user-defined steps prior to contractual commitment and during the contract life cycle.

- **External Object Management** – Allows for the electronic linking and viewing of contract documents; technical and legal requirements; drawings or specifications; marking and pack instructions; quality release certificates and inspection reports or any other images or documentation to describe and support the contract /purchase order details and history.

- **Buyer and Account manager Workbench** - A powerful, one-stop and real-time workbench allowing users to browse and analyse open and historical purchasing activities. A multitude of view options and filters are provided to extract the data by supplier, buyer, project, account, commodity and status. The results can be exported to MS Word or Excel and can be mailed to suppliers for expediting and confirmation of delivery commitments.