User Guide
v.2.0

ProcuMan - The Open Source Procurement Software

1. Procuman Software

Procuman Software is based on open source EspoCRM no-code platform and it has been configured to support wide range of procurement management processes. EspoCRM provides a flexible platform with possibility for unlimited customisations. Customers are able to add new fields or even create completely new forms and reports without the need for programming.

2. Modules Overview

Supplier Portal:
Supplier management portal is seamlessly integrated with Procuman e-procurement and it allows suppliers to register, maintain their contact information, submit quotations and documents. Suppliers can register at Supplier Portal registration page (see Supplier Portal User Guide document).

"Requisitions" menu:
Module to submit and approve purchase requisition for end users and approving managers.

"Purchasing" menu:
All purchasing data. It includes "Purchase Orders", "Goods Receipts", "Invoices Received", "Inventory" modules.

Purchase Orders:
Module where Purchase Orders are created, maintained and send to suppliers.

Goods Receipts:
Module allows to acknowledge the receival of goods and linking the GR with Purchase Orders.

Invoices Received:
Contains records for received invoices and tracking for payment status and goods receipts.

Inventory:

Contains the on-hand quantity of products at the warehouses and allows pick, add and transfer of goods.

"Suppliers" menu:

All supplier data including all contact records and products. It includes "Suppliers", "Products", "Portal Contacts", and "Suppliers Registrations".

"Tenders" menu:

RFx Requests:

Create and maintain tenders that are open for bidding by the suppliers and visible in supplier portal.

RFQ BIDs:

All bids that have been submitted by suppliers to RFXs in Supplier Portal.

Supplier Questions:

During RFX, supplier may ask questions and these are managed at Supplier Questions module.

"Master data" menu:

Includes modules for "Reports", "Branches", "Cost Centers", "GL Accounts", "Product Category", "Projects" and "Budgets".
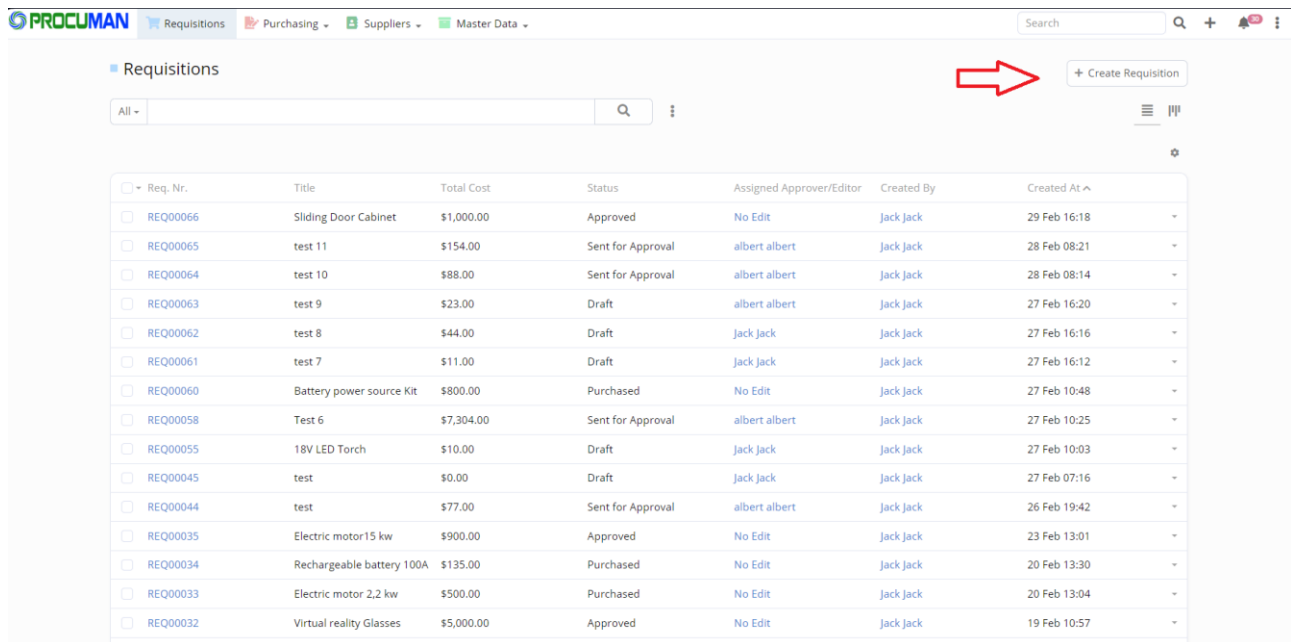
System Setup (Administration-module):

Before starting to use a new system, following system configurations are needed:

1. Enter the company default currency and exchange rates for other purchasing currencies against your company default currency: Administration → Currency.
2. Upload your company logo: Administration → User Interface.
3. Update the Branches module for company's delivery locations and bill-to addresses: Master Data → Branches.
4. Create new users and user groups. Assign each user to a group and to a role: Administration → Users.

3. Purchase Requisition Process

Purchase Requests can be created by end users who require their requisition to go through an approval process ("Requisitions" menu).

Requestor user needs to select the approving manager for the "Assigned Approver/Editor"-field, create "Title", "Required Date", etc., and add "Requisition Lines". Mandatory fields are marked as " * ".

Requestor adds "Product Name" by selecting product from the database or creating a new one in the "Requisitions Lines".

Approvals:

Approving Manager sees the his pending approval requests in the "Requisitions"-list with status "Sent for Approval".

Approving manager can approve a requisition by clicking the Req.Nr. link and creating approval record by pressing "+" icon in the "Approvals" subpanel and selecting the approval action from list. Options are:

- Approved - Final
    - o This is final approval and requisition can no longer be updated thereafter. Final Approval is subject to approver's approval limit that may block user from approving the requisition.
- Approved – Forward to Next Level
    - o Approver may need to forward the requisition for final approval for a higher level manager
- Declined – To Revise
    - o Requisition is declined and assigned back to the creator. Creator can revise the requisition and assign back to approval manager for approval

After requisition "Status" is changed to "Approved", Purchase Agent can either "Create RFx" or "Create PO".

4. E-Tendering

In Requisitions the "Create RFx" action button triggers the e-Tendering process by creating a new RFX record. Tenders can also be opened manually in "RFx Request" list view.
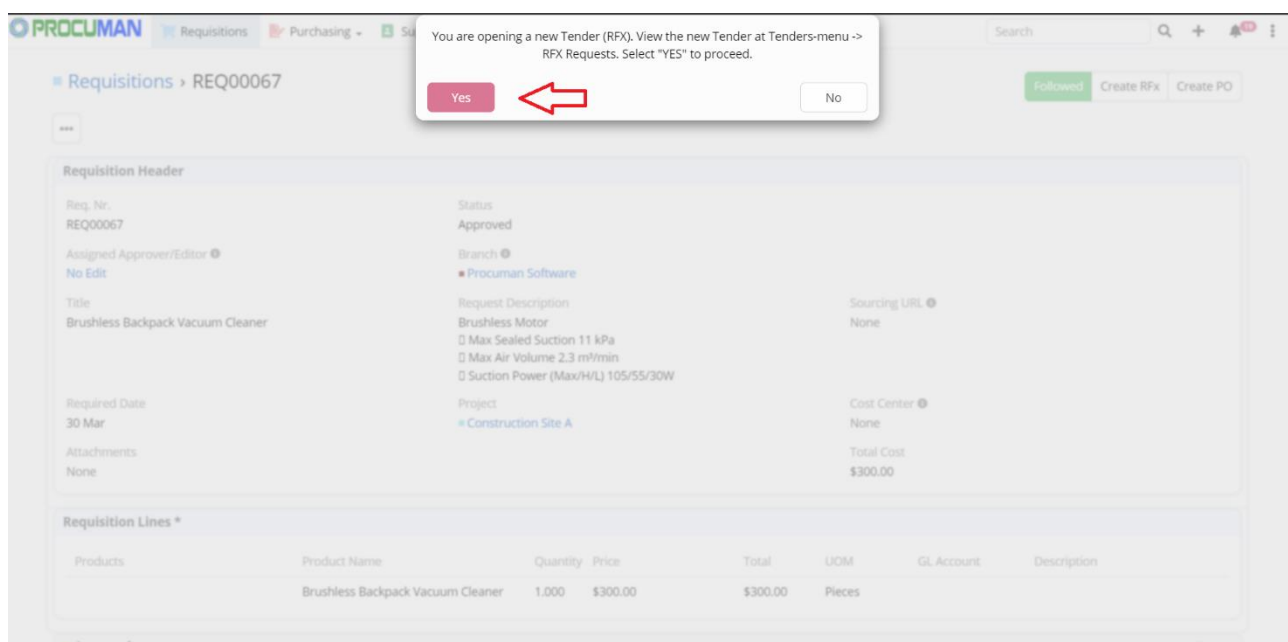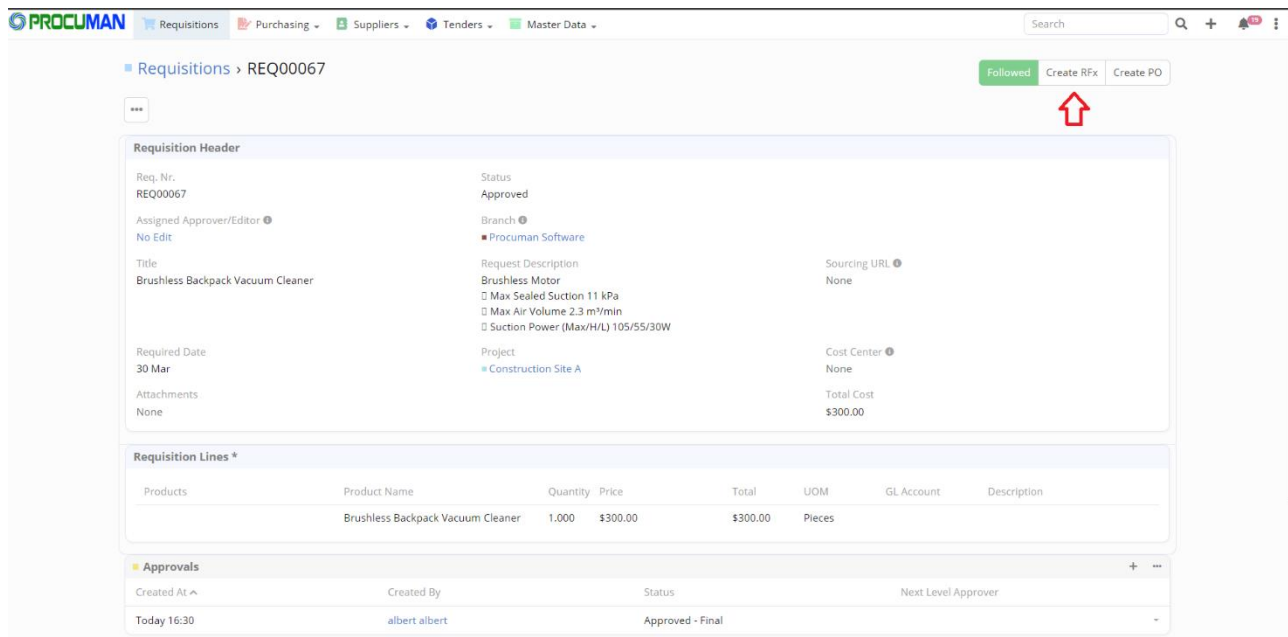
Afterwards Purchase Agent can visit the "RFx Requests"-submenu, edit the newly created request and invite the Suppliers in the "Invited Suppliers" subpanel. Note that RFX can only be edited when it's status is "Draft, Not Published".

The tender can be published manually by selecting the "Published, No Bidding" status. Invited Suppliers will now see the tender in Supplier Portal but bids cannot be submitted yet. A scheduled workflow will automatically publish the tender when the "Publishing Start" date is reached. Tender status will be set as "Bidding Open" when the "Bidding Starts" date is reached and status will be set as "In Evaluation" when Bidding End date is reached.
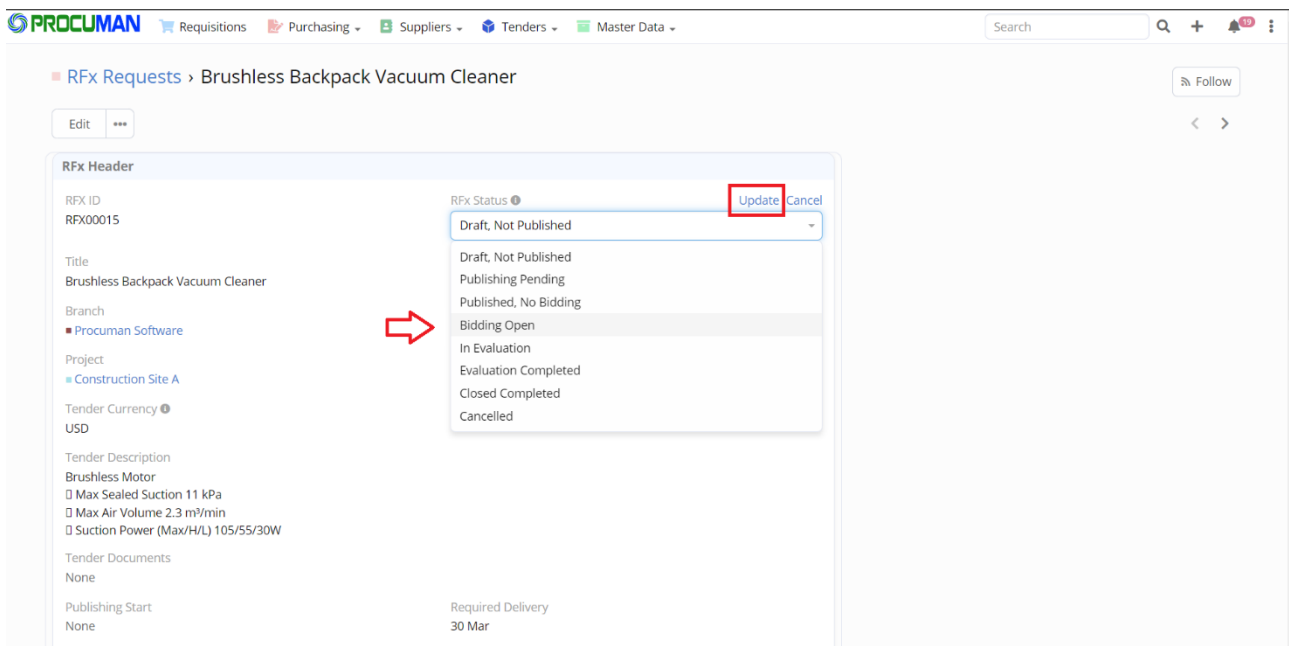
Bid Evaluation

New bids can be viewed in the RFQ BIDs module under the Tenders-menu. Vendor Bids can be

filtered for the particular RFX ID that is being evaluated.

BID scoring is done under the "Evaluation" tab in the BID details view. Total score is calculated based on the individual scores and their weight %. The sum of all weight % should be 100.

BID Questions are evaluated at the subpanel "Requirements Q&A" and their total average score is saved in field "BID Questions Score". The winner bid is defined by selecting a value from the drop-down list "Selection Status".

Purchase order for the winner supplier and bid can be created by pressing the "Create

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PO" button in bid detail view.

5. Purchase Order Process

"Create PO" action button allows to create new Purchase Order directly out of the purchase requisition record.

System will automatically add the PO Number in the "Purchase Orders" subpanel and flags the PO Status as "Draft".

After PO is created you can access the PO under Purchasing -> Purchase Orders menu item.

Supplier needs to be selected for the newly created PO. You may need to remove some of the line items that may be provided by another supplier. You can create several POs out of a single Requisition.

After "Supplier" is selected "Receive Invoice" button and "Send PDF to Supplier" buttons appear in Purchase Order detail view.

After "Send PDF to Supplier" button is pressed, the supplier will get email notification with PDF file of the PO attached, including Purchase Order No., Purchase Order Date, Item Description, List Price, Payment Terms, Delivery Date, etc.

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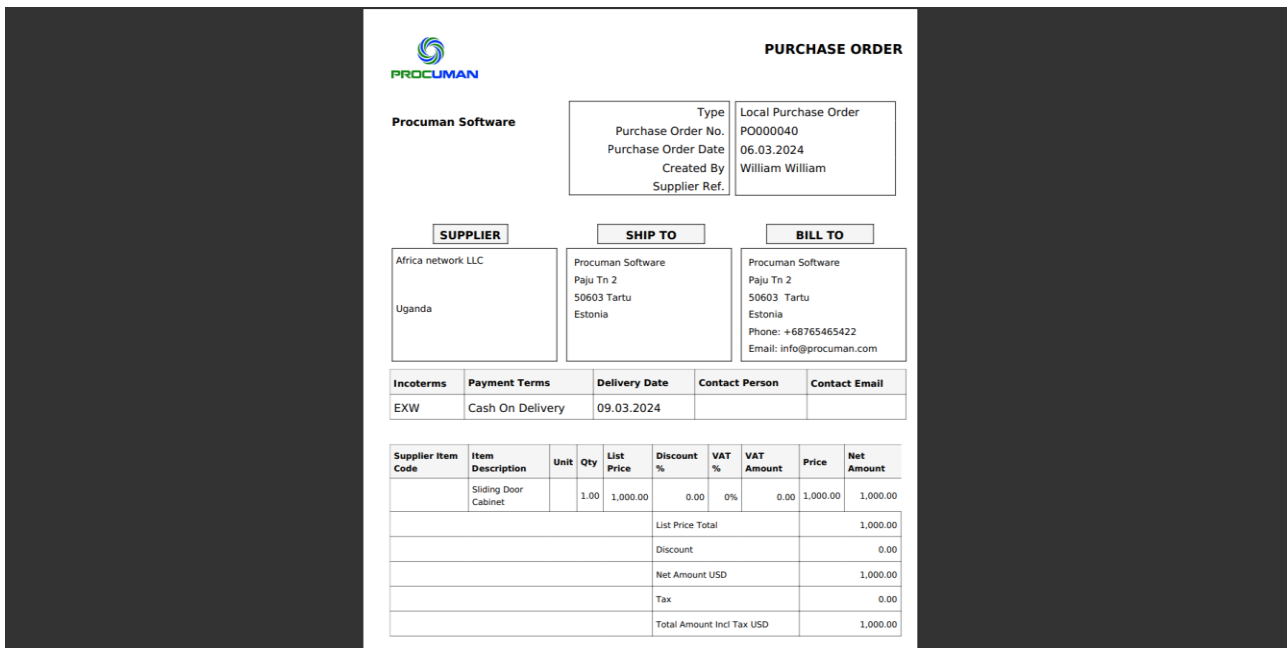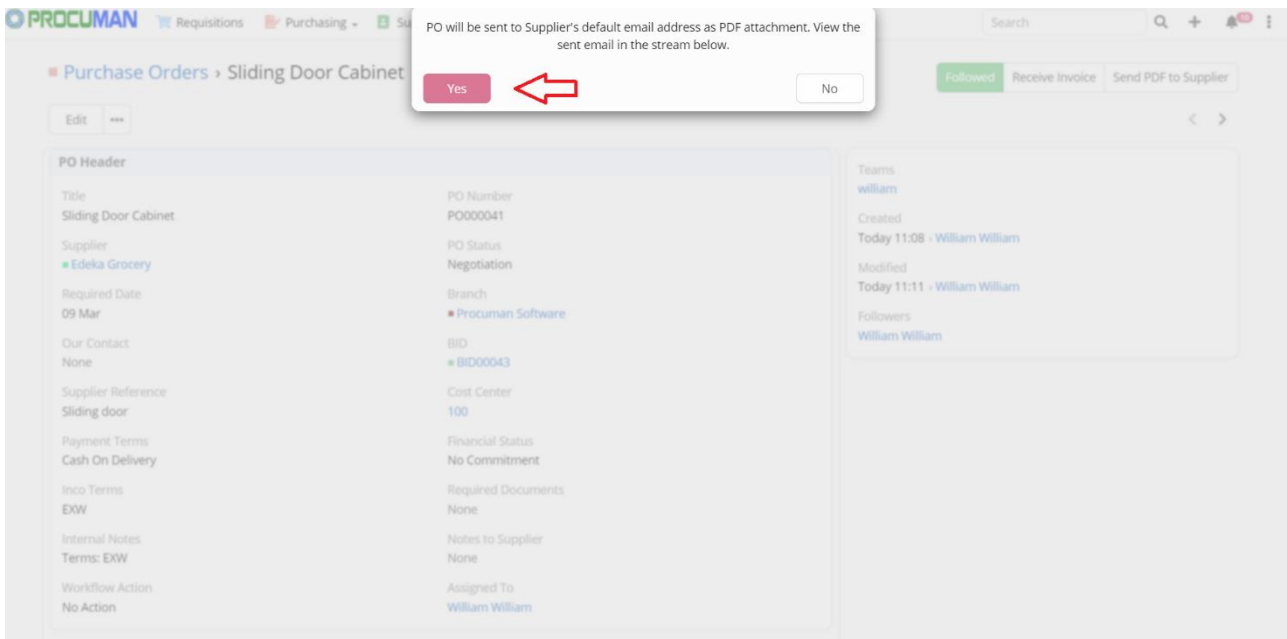
After "Receive Invoice" button is pressed, a new invoice record is created. View it in the main "Purchasing"- menu, "Invoices Received"-submenu.

After selecting and opening the invoice in the "Invoices Received"-submenu, Purchase Agent can confirm that the actual invoiced amount per line item is same as the ordered amount in the original PO. Also the actual invoiced quantity can be compared with the quantity of delivered items.

Payments can be requested from the finance team by selecting the Workflow action "Request Payment" and selecting the responsible person from the finance team. The person responsible for the payment will receive an email notification.

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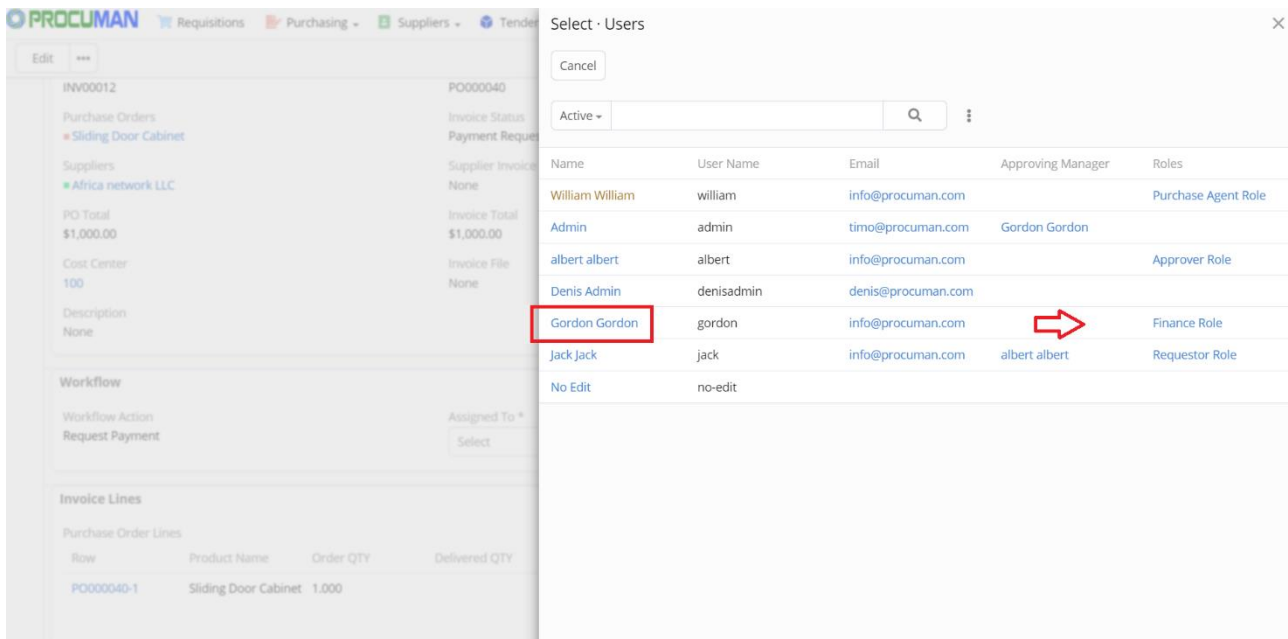
Payment processor user will open the invoice in the "Invoices Received"-submenu and selects "+" sign in the "Payments" subpanel and creates payment record in the pop-up window.
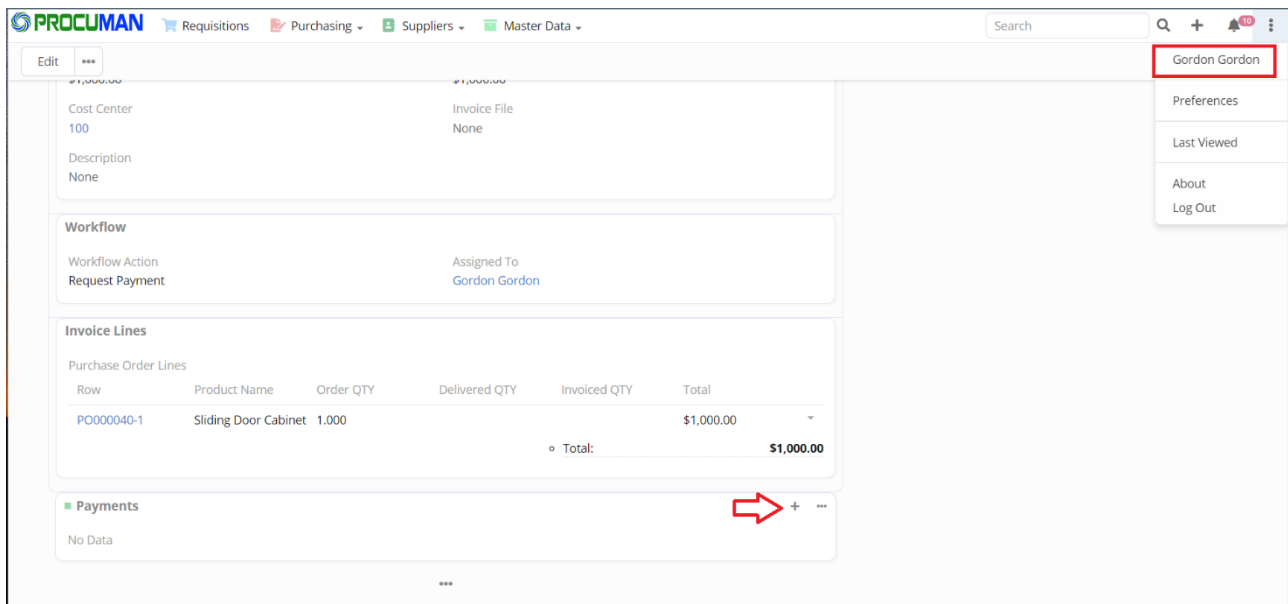
Goods Receipt

Goods can be received by each PO line item separately. Edit the PO record and enter the quantity of received goods in the GR QTY field. This will change the PO status as Delivered or Partially Delivered and increases the Delivered count on the line item. Also Inventory record will be created and the goods will be placed at the "Received Goods Area" warehouse.

6. Inventory

In the "Inventory" module products' quantity on-hand can be seen in their warehouse locations. Product can be excluded from inventory tracking in Products module.

Products can be picked, added or transferred to another location in the "Transactions" panel in the inventory record detail view.

Products

In the Products module each Product will display the Total Quantity On-Hand and Quantity On Orders. On Orders count is calculated by scheduled workflow where PO line status is Submitted or Partially Delivered.

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7. Budget

Spend management is done under Master data -> Budget. Each cost center budget can be defined with a monthly period and with a budgeted amount. All submitted POs for a cost center will calculate towards the Period Spend amount (calculation runs a scheduled workflow). A cost center can be defined in each user profile which is then copied to the Requisition and PO.

■ Budgets › 100 2-2024

| Edit | ••• |

Overview

Name
100 2-2024

Period Month
02

Period Year
2024

Cost Center
100

Budgeted Amount
1,000.00

Period Spend
875.00

Remaining
125.00

Remarks
None

Period Start Date
01 Feb

Period End Date
29 Feb

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■ Budgets › 100 2-2024