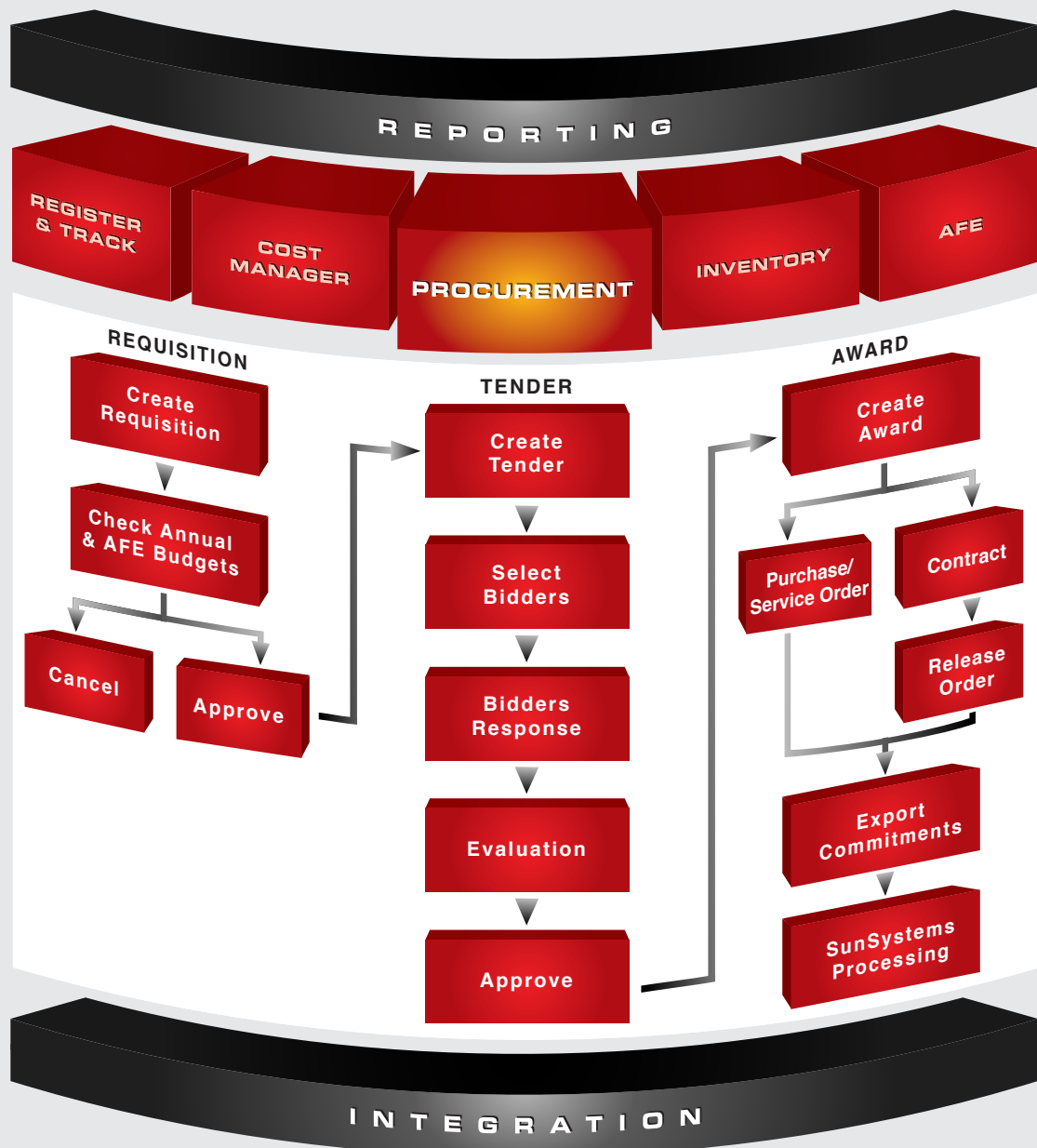# NAVA™
PROCUREMENT

NAVA™ Procurement is an integrated web-based solution that enables tracking of the complete procurement process through requisition, invitation to bid, purchase/service order/contract and release order. NAVA™ Procurement can either be implemented by individual module or as the complete suite.

Workflow environment ensures data is entered only once, at source (requisition) and then used in tender and award processing in a multi-user environment. Each step in the process adds only the additional data required for that step. Workflow also determines the routing of documents and the approvals required therefore improving the efficiency in the procurement cycle.

Approved requisitions can be converted into tender documents that are sent to bidders for competitive bidding. Successful bids are then converted to purchase/service order/contract. Release orders are matched against contract and provide information on contract balance, committed costs and contract expiry before being released.

Selected list of bidders or sole source can be registered to the materials and services allowing for transparency in the procurement process.

Budget checking can be configured for any event based on annual budget, AFE, contract or any combination, helping the company with cost control.

REPORTING

REGISTER & TRACK — COST MANAGER — PROCUREMENT — INVENTORY — AFE

REQUISITION
- Create Requisition
- Check Annual & AFE Budgets
- Cancel
- Approve

TENDER
- Create Tender
- Select Bidders
- Bidders Response
- Evaluation
- Approve

AWARD
- Create Award
- Purchase/Service Order
- Contract
- Release Order
- Export Commitments
- SunSystems Processing

INTEGRATION

KEY FEATURES

REQUISITION

Auto-numbering of the requisition number upon registration enhances internal control and reporting. User-defined numbering allows incorporation of prefix, department and year as part of the number structure for easy reference.
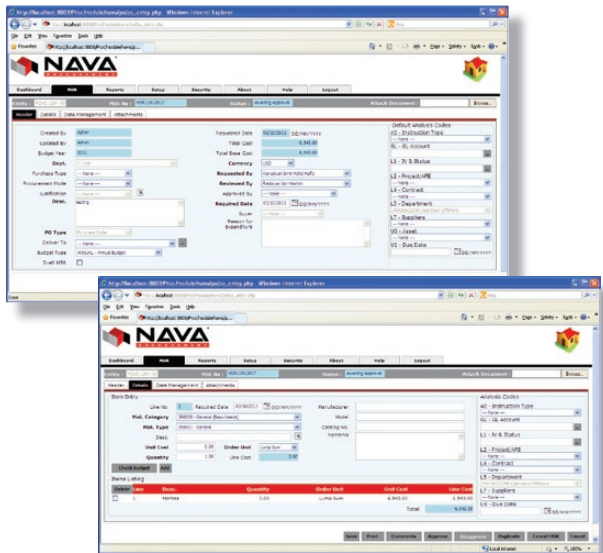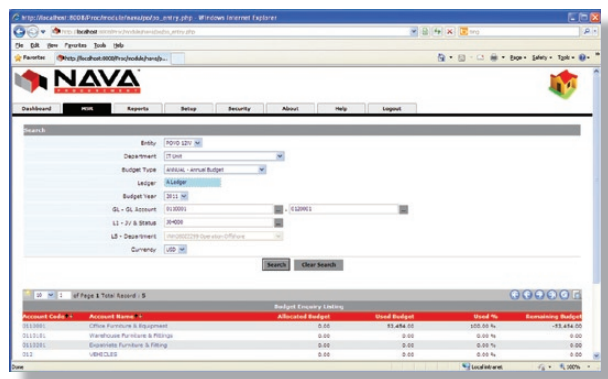
Details from an existing requisition can be copied to a new requisition using the duplicate function for recurring purchases. This minimises data entry, save time and improves efficiency in the process.

Scanned documents such as technical specification that are relevant for requisition can be attached during data entry and later viewed via the workflow process, providing supporting documents before approval.

Ship-to address facilitates the delivery of materials and services to the required location and person in charge thus improves delivery lead-time.

Requestors can select for competitive bidding or sole source, providing justification for sole source allows for transparency in the requisition process.

Requestors can follow up and check the status (draft, awaiting approval, approved and cancel) of the requisitions. Names, dates and departments are automatically tagged to requisitions to assist in tracking by requestors.
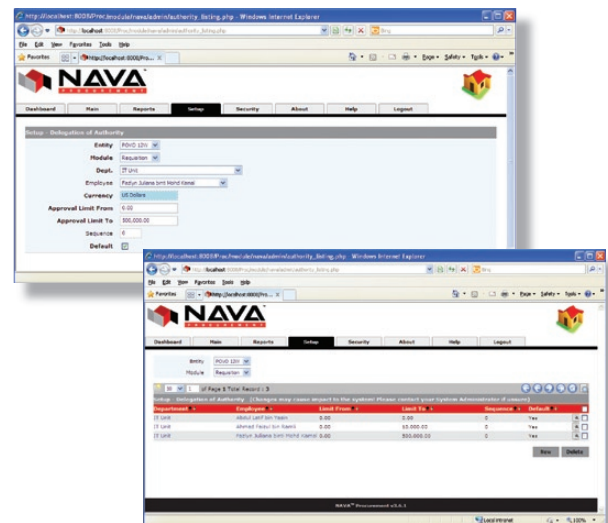
Estimated cost at requisition stage can be tracked and allows for budget checking against account codes, AFEs and multi-budgets.

Multi-level approvals in the workflow allow delegation of authority based on user, department and approval limits.
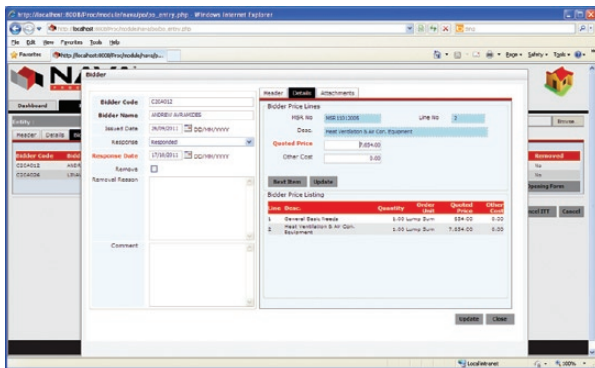
Comments can be added and viewed by approvers before approving the requisitions. Emails can be sent as notification of outstanding requisitions.

TENDER

Bidders List can be generated automatically based on supplier material configuration, thus improves efficiency in purchasing process and provides control where only registered bidders are allowed to bid.
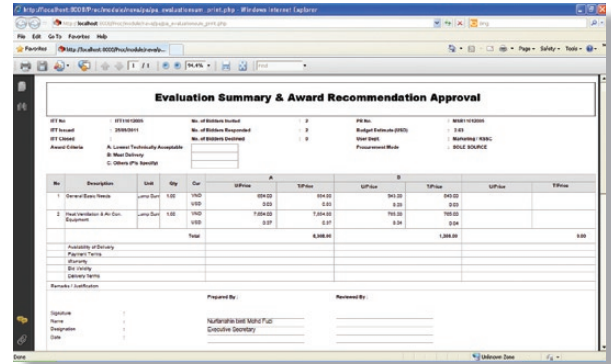

Unlimited tender templates can be created (RFQ, ITB and RFP) depending on the tender information that is required from the bidders.

Bidder response and details can be recorded to assist in evaluation. Evaluation Summary report showing both technical and commercial details allows for review and monitoring of bidders performance and capabilities.

Bidder quotes and documents can be attached for later viewing via the workflow process, providing supporting documents for buyers and managers review.
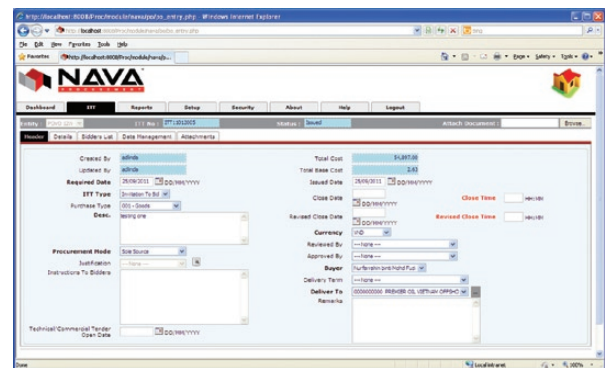
Close bid date ensures that bidders follow the timelines, allowing buyers to proceed to the evaluation stage in a timely manner.

Removal of bidder who failed the evaluation due to technical or commercial reason can be noted for future reference.

Buyers can track the status (open, issued, re-bid, awarded and closed) of bids which helps to improve the buyers performance and facilitate KPI reporting.

Tender templates with standard clauses can be modified with slight changes and invitation to bid document can be generated, thus saves time and improves efficiency.

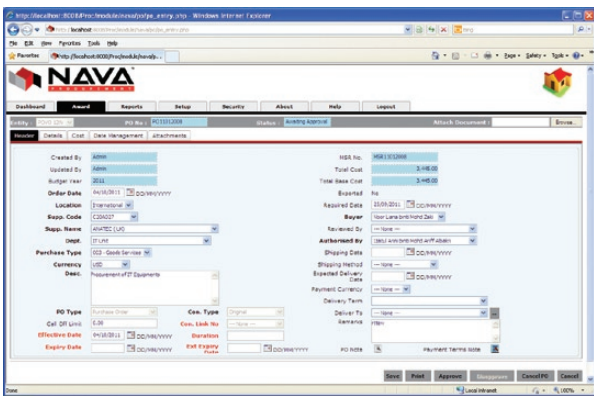Internal and external approval by tender committee can be tracked by names, dates and departments.

Re-bid allows for cancellation of bid and the existing requisition can be converted to create a new bid.
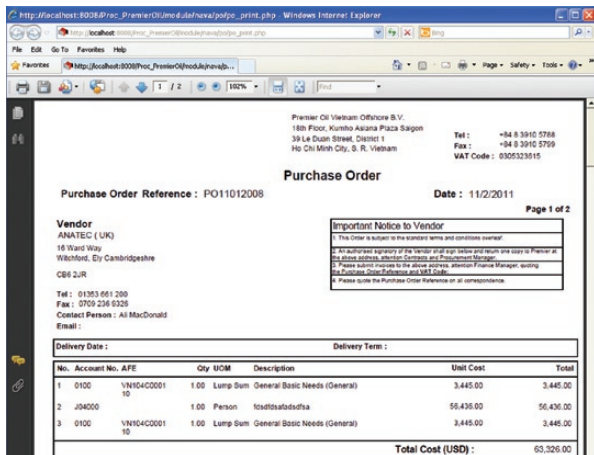
AWARD

Purchase/service order/contract can be converted from successful bids. In some cases where tender is not required such as change order, stationery and other small items requisition can be converted directly to an award.

Single and blanket awards include purchase/ service order, single contract, farm-in contract, framework agreement and umbrella contract provide a comprehensive solution to meet business requirements.
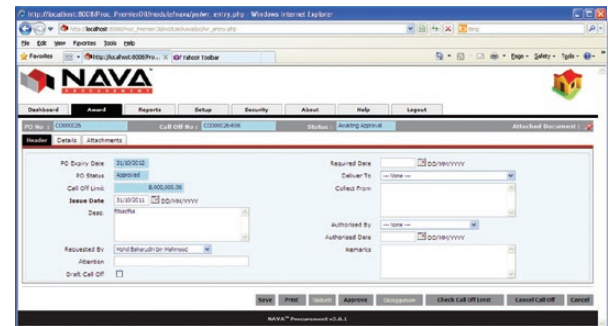

Change orders can be created for variation in quantity and price that are authorised by managers.

Expected delivery date assist buyers to manage the delivery schedules ensuring a smooth purchasing process.
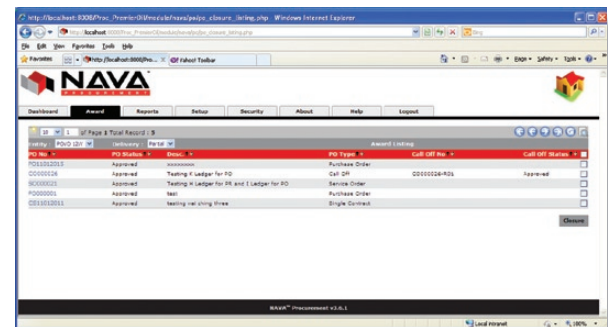

Award status (open, printed, closed and cancel) enables it to be tracked and monitored, ensuring that the materials and services meet the required delivery schedules.

Release orders will be checked against contract values and expiry date enhancing the business controls. Tolerance limit can be set, giving early warning of committed costs against contract value.

Award closure is the last process in the procurement cycle and provides control to prohibit any changes in award details.

Award cancellations will restore the budget amount for future requisitions therefore reflecting accurate budgets against account codes, AFEs and contracts.
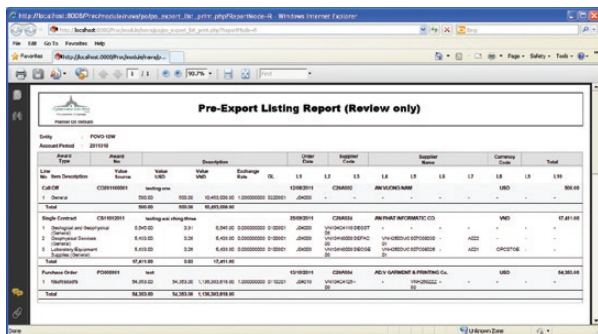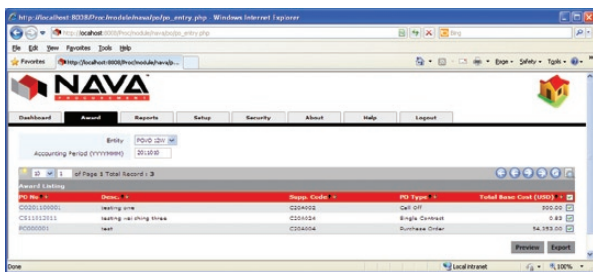
NAVA™ PROCUREMENT

INTERFACES

Approved purchase/service orders/contracts are uploaded to the commitment ledger in Infor™ FMS SunSystems to facilitate reporting.
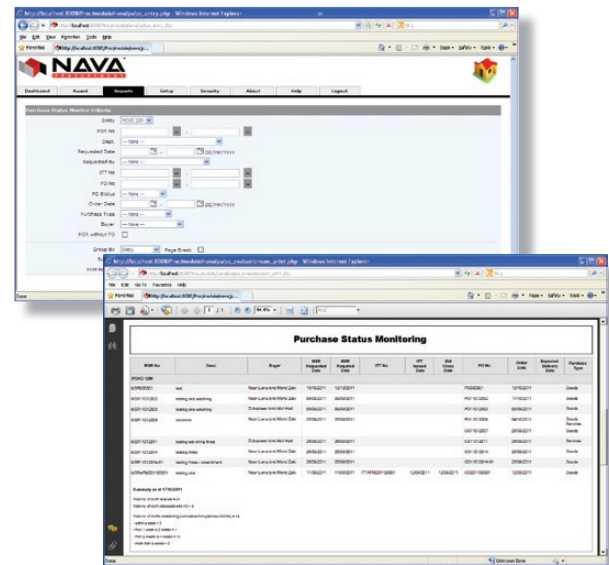
Export Validation Report (listing approved orders) allows checking prior to the actual export of data. Export Document Report (listing orders actually exported) is available for the purpose of audit control.
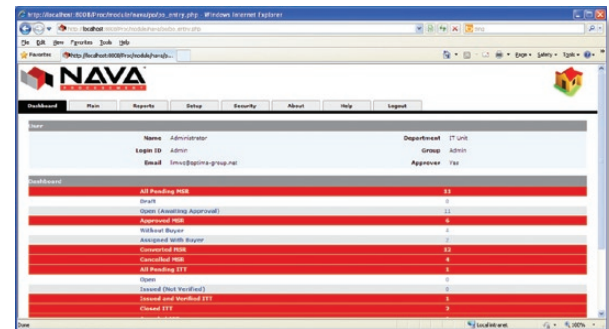
TRACKING & REPORTING

Forms such as requisitions, tenders and awards can be automatically attached, viewed via the workflow and send through e-mails.

Purchase Status Monitoring Report enables date tracking from requisition, required date, bid, bid close, award and expected delivery.

Contract Monitoring Report allows tracking of contract values, percentage usage and contract expiry date.

KPI reporting such as Average Processing Time (APT) Status, APT by Buyer and Vendor Performance are available for all key activities showing performance and efficiencies of your company's processes.

NAVA™ SUITE

NAVA™ Suite provides a comprehensive range of modules that meet the business process and management needs of your company.

- NAVA™ AFE (Authorisation For Expenditure)
- NAVA™ Register & Track
- NAVA™ Cost Manager
- NAVA™ Procurement
- NAVA™ Inventory

NAVA™ was created with both simplicity and usability in mind. Its success is proven with implementation that required minimum training for end users and system administrators.

Reporting combines information from Infor™ FMS SunSystems and NAVA™, producing consolidated and comprehensive reporting. Multi-currency reporting with transaction, local and base currency cater for companies with world-wide operations.

Seamless integration with Infor™ FMS SunSystems ensures that account codes, analysis codes and business rules are instantly available in NAVA™.

Transactions entered in NAVA™ can be directly uploaded into Infor™ FMS SunSystems without the need of building time consuming and costly interfaces.

APPLICATION FEATURES

- The application is web-based, capable of supporting multiple locations world-wide in real time.
- Comprehensive built-in security supports creation and management of role-based user groups for every key function within the application.
- The application can be fully configured and easily re-configured by system administrators as the business changes and develops.
- NAVATerm™ allows the company to use their own terminology to describe key data elements for ease of use and reference.
- Ready-built standard reports ensure rapid implementation and customised reports allow for enhanced reporting. All reports can be exported into various formats e.g. Microsoft® Excel, Microsoft® Word or PDF.
- Scanned documents can be attached during data entry and form part of the company's document management and control procedures. This includes technical drawings, contracts, purchase orders, invoices, general correspondences and emails.
- Emails alert decision-makers on important milestones i.e. budgetary constraints and status of events in the workflow. Hyperlink provided in the emails brings user directly to the relevant event for further processing.
- A Workflow Dashboard is available and tailored based on the role of the user, providing an overview of events that required processing.
- Application development employs commonly used Microsoft technology running on SQL Server database.

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