

E-PROCUREMENT ONLINE (EPO)



COMPUSOFT



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Your Solution For Intelligent Business



In a highly competitive business world, outdated processes and a lack of professional ERP solutions can easily damage your business and give your competition an advantage.

Whether you're running a small business or handling procurement for a larger organization, the right procurement system can make a huge difference in how well the procurement process works in your organization.

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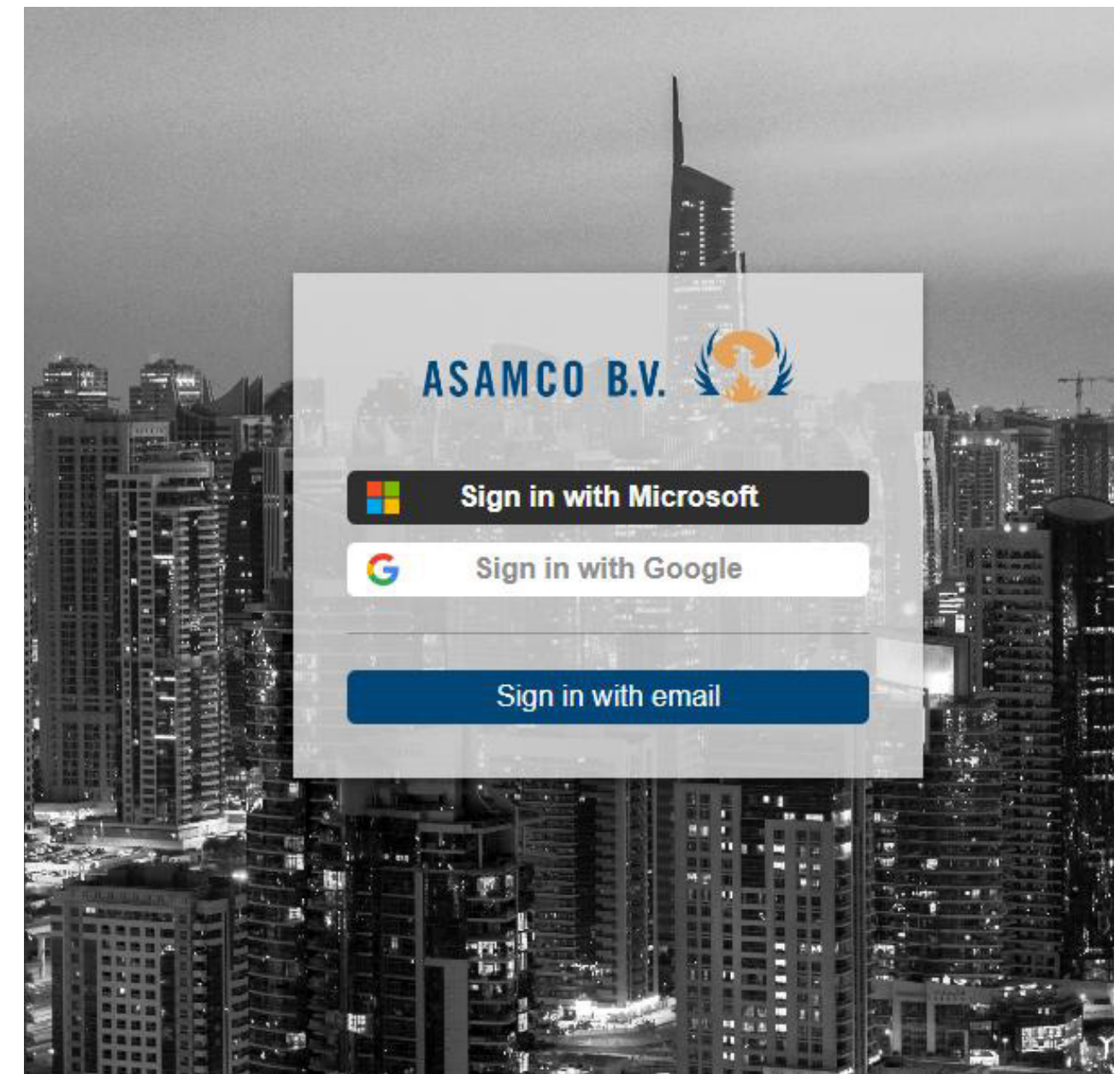
Core Functionality

The EPO module is a web-based application that seamlessly integrates with Sage Evolution ('Evolution').

The core functionality of the EPO module is to create and submit purchase orders and expense claims in an online environment that is accessible from anywhere, with customizable workflows. EPO allows the submission of purchase orders and expense claims with all relevant information directly accessible from the company's database.

EPO has multiple additional modules, such as payment batches, cash advances and staff loans, which are available on request.

Streamline and accelerate your procurement processes.



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Key Features

- Advanced procurement functionality available such as:
 - supplier rotation
 - suppliers linked to sectors
 - supplier portal to have supplier capture quotations
 - configurable weight factors to assess supplier quotations.
- Multi-currency support (with automatic FX rates).

Requisition

Purchase order

Expense claim

Return to supplier

Sales order

Credit note

New supplier

Payment batch

Direct debit batch

RFQ

Direct debit/Payment batches to authorize






Requestee	Batch reference	Bank account	Request date ↓	Default payment/debit date	Last Approver	Currency	# of invoices
Thinan Pillay	APB00196	696500 - FAc - Petty Cash ZAR	24/06/2022	24/06/2022		ZAR	2
Administrator	ADB00012	690000>031010 - FAc - Stanbic UGX - 9030008232422	28/09/2021	28/09/2021		ZAR	1
Support Demo	ADB00010	690000>031020 - FAc - Stanbic USD - 9030008232503	07/09/2021	07/09/2021		ZAR	1
Support Demo	APB00178	690000>031010 - FAc - Stanbic UGX - 9030008232422	07/09/2021	07/09/2021		ZAR	2

Key Features

- Branch accounting support.
- Fully customizable report layouts.
- Manage the entire Procure-2-Pay flow in one application.
- Configure the application to work for your organization. The workflow module allows for unlimited options with configurable thresholds and workflow steps.
- Seamlessly integrated with Sage 200 Evolution.
- Full history and audit trail of every document created in EPO.



GL	300300	Growers Development	Packaging	2,000.00	2,000.00	0.00	ZAR 2,500	0%	ZAR 0.00	7 (0%)	ZAR 5,000.000		
											Total excl.	ZAR 5,000.000	
											Total VAT	ZAR 0.000	
											Total incl.	ZAR	
											Total incl.	5,000.000	
												R 5,000.000	



Example of a workflow

1 AA HEAD OF FINANCE-EPO ————— 2 AA MANAGING DIRECTOR-EPO

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Key Benefits

A screenshot of the 'New expense claim' form in the Sage CXD system. The form is divided into several sections: 'General information' with fields for 'XTIM (TIM TIM)', 'ZAR', 'Building Approvals', and '2021/06/01'; 'Purpose' with fields for 'Travel Expenses', '01/06/2021', and 'Test 123'; and 'Detail lines'. On the right side, there is a 'File attachments' section with a table of 'Attached files' and a 'Select files' section with a 'Drop files here' area. The 'Attached files' table has columns for Status, File name, File size, Category, Pre-view, Download, and Delete. The table contains one row with a green checkmark in the Status column, 'Asamco Test File.docx' in the File name column, '12 KB' in the File size column, and 'INVOICE' in the Category column. The 'Select files' section has a 'Drop files here' area and a 'Select files' button. The 'Queue progress' section shows a progress bar and a 'Cancel upload' button. The form is titled 'New expense claim' and has a 'Sage CXD' logo in the top right corner.

- Customizable workflows – no limitations to thresholds or workflow steps.
- Onshore and offshore notifications.
- Send procurement documents directly to suppliers.
- Auto-creation of suppliers for employees when submitting an expense claim.
- Supplier requests – have new suppliers approved before creating them on the system.

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Key Benefits



- Supplier rating – allow employees to rate suppliers after completing a transaction.
- Scalable – as the organization grows, the application grows with you.
- Hosted in Azure, SSO with MS 365.
- Create and approve your purchase orders, requisitions, requests for quotations, and employee expense claims from anywhere in the world.

Gain perfect control over your procurement processes!

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EPO Modules

Purchase Requisitions (RQs)

- Submit new requisitions to be authorized by the relevant parties.
- Create multiple RQs in one batch, even with different workflows.
- Capture the expected price and upload supporting documents.
- Budget vs Actual comparison before submitting an RQ.
- Full UDF support on the RQ lines. Have RQs auto re-approved when the actual price differs too much from the expected price.



- Easy and complete overview of pending, approved and rejected requisitions.

The screenshot displays the Sage X3 EPO interface. On the left is a navigation menu with options like 'Credit note', 'Expense claim', 'Return to supplier', 'Pending orders', 'History', 'Rejected', 'Payments and Debits', 'Advanced procurement', 'Requisition', 'Pending requisitions', 'Approved requisitions', 'Rejected requisitions', 'Processed requisitions', 'REQ to RFQ', 'Pending RFQ', and 'Fully approved RFQ'. The 'Requisition' option in the 'Advanced procurement' section is highlighted with a red box. The main area shows a dashboard with icons for 'Requisition', 'Purchase order', 'Expense claim', 'Return to supplier', 'Sales order', 'Credit note', and 'Payment batch'. Below this is a table titled 'Your (pending) requests' with the following data:

Type	Order date	Order number	Code	Supplier	Currency	Amount	Awaiting authorization
99	14/04/2021	SOQ0022	3RA001	3R Agro Industry Ltd	ZAR	1.00	AA Finance Office - EPO
99	14/04/2021	SOQ0021	3RA001	3R Agro Industry Ltd	ZAR	500.00	AA Finance Office - EPO
99	13/04/2021	SOQ0020	AAFA002	AA Farming- Interest Receivable	ZAR	517,041.14	AA Head of Finance-EPO
99	11/11/2020	SOQ0018	HJ0001	Hudani Manji Holdings Ltd	ZAR	246.00	AA Head of Finance-EPO
99	22/09/2020	SOQ0017	ATA001	AT Amatheon Trading GmbH	ZAR	44,966.16	AA Head of Finance-EPO

Did you know that you can reject or approve per line?

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EPO Modules

Request For Quotation (RFQs)

- Convert approved RQs into a RFQ from suppliers. Have suppliers capture the quotes and review the quotations uploaded.
- EPO will automatically determine the winner of the RFQ based on the total offer. Extend that by adding weight factors to individual characteristics of the RFQ.



The screenshot displays the 'Processed requisitions' section of the EPO system. A red box highlights the 'Processed requisitions' menu item in the left sidebar. Another red box highlights the 'Processed requisitions' header in the main table area. A red arrow points from the sidebar menu to the table header. The table lists various requisitions with columns for Supplier name, Request date, Expected date, Last approver, Item, Project code, Project name, Expected price, Actual price, Preview, RFQ/PG link, and View. The table is filtered to show 25 items, with a search bar and a PDF icon at the top right.

Supplier name	Request date	Expected date	Last approver	Item	Project code	Project name	Expected price	Actual price	Preview	RFQ/PG link	View
Agri Wes Zambia Ltd (US...	25/05/2021	25/05/2021	Administrator	AAU-HR		Human Resource	1,000	700			
Agriserv Ltd	21/05/2021	21/05/2021	tim tim				556,556	600,000			
Boy Holdings (U) Ltd	21/05/2021	21/05/2021	tim tim	AAU-FC F&C		Finance & Control	60,000	65,000			
Boy Holdings (U) Ltd	21/05/2021	21/05/2021	tim tim	AAU-FC F&C		Finance & Control	60,000	65,000			
A/C Strategic Logistics Ltd	23/04/2021	13/05/2021	tim tim	AAU-FC F&C		Finance & Control	2,500	2,500			
Achwa Valley Ranch Ltd	14/04/2021	14/04/2021	tim tim	AAU-Rent Equipment		Land Development	500,000	495,000			
Achwa Valley Ranch Ltd	29/03/2021	13/04/2021	tim tim	L 02-LUTA1-CROP-1502		L 02-LUTA1-CROP-1502	28	30			
	10/11/2020	17/11/2020	tim tim	AAU-FC F&C		Finance & Control	3,600	3,900			
	05/11/2020	05/11/2020	tim tim	AAU-GD		Growers Development	163,269	0			
	22/09/2020	22/09/2020	Ellen Thomas	CROP-RICE-LT-LT1-14-2		CROP-RICE-LT-LT1-14-2017S2...	144	0			

Upgrade your company to the next procurement level!

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EPO Modules

Purchase Orders (POs)

- Manage a portal, dedicated to suppliers directly inputting their quotation details. Provide suppliers with access to the system.
- Assign a RFQ expiry date and auto close the RFQ once the RFQ is expired.
- Easy document upload for suppliers to attach soft copy quotations to their bids. Choose suppliers easily based on the “winners” provided by the system.

The screenshot displays the EPO Purchase Order (PO) form interface. It is divided into several sections: 'General information' at the top with fields for 'Select supplier', 'Select project', '1', '18/07/2022', '18/07/2022', 'LU - Lutara', 'Select workflow', 'External order number', and 'Supplier invoice number'. Below this is the 'Detail lines' section, which includes a table with columns: Type, Item, Description, Qty, Confirm qty, Processed qty, Price, Disc%, VAT, Tax, and Total (excl.). The table is currently empty. To the right of the table are summary rows for 'Total excl.', 'Total VAT', and 'Total Incl.', all showing 'R 0.00'. At the bottom of the form is a navigation bar with icons for a truck, a bar chart, a refresh symbol, and a home icon. On the right side of the interface, there is a 'File attachments' section with a table for 'Attached files' (Status, File name, File size, Category, Pre..., Do..., Re...). Below this is a 'Select files' section with a 'Drop files here' area and a 'Select files' button. Further down is a 'Queue progress' section with a 'Cancel uploads' button. At the bottom right is a 'Purchase order messages' section.

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EPO Modules

Payment Batches (PB)

- Creation of payment batches
- Create PBs using the web app, including outstanding supplier invoices and employee ECs.
- The batches form the beginning of each payment run.
- Partial payments
- Upon including an invoice in the batch, the "amount to pay" can be adjusted to settle the desired amount with the supplier.



Payment batch filter options

Select a bank account... 18/07/2022

Auto filter

Disable transactions with equal reference ☐

Supplier options

From supplier To supplier

Include suppliers on hold ☐

Include Remittance Cheque EFTS ☒

Transactions

Payment due date 18/07/2022

Action date ☒ Due Date ☐ None

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EPO Modules

Supplier Requests



- Request the addition of new suppliers to the system with a few clicks. Provide supplier details, supporting documentation, and reason for the request.
- Assign a workflow and keep your supplier database clean!

The screenshot shows the 'New supplier information' form in the Sage COMPUSOFT system. The form is divided into several sections: 'New supplier information' with fields for Supplier Name, Supplier email, Supplier Mobile Number, Supplier Telephone number, and a currency selector; 'Address information' with separate columns for Postal and Physical addresses, each with five lines and a code field; 'Why is this supplier required?' with a text area; and 'Tax information' with radio buttons for VAT, ESN, and Company registration numbers, each followed by a text field. On the right side of the form, there are two green headers: 'Supplier request messages' with a text input field, and 'File attachments' with a table for attached files (Status, File name, File size, Category, Pre..., Co...) and a 'Select files' section with a 'Drop files here' area. At the bottom right, there is a 'Queue progress' section with a 'Cancel upload' button.

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EPO Modules

Return To Suppliers (RTS)

- Not 100% satisfied? EPO allows for the easy creation of RTS documents.
- Select a PO to RTS or complete all the required information and optionally submit the RTS for approval.
- Upload supporting documents and handle your returns with just a few clicks.



New return to supplier

General information

Select supplier

Select project

1

Select default warehouse

Select workflow

External order number

Supplier invoice number

Return to supplier messages

Type a message...

Post

File attachments

Attached files

Status	File name	File size	Category	Pre...	Do...	Re...
No data						

Select files

Drop files here

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EPO Modules

Expense Claims (EC)

- Post ECs directly in the system. Specify workflow, purpose and upload supporting documents.
- Automatic conversion for foreign currency amounts if no FX rate is available.
- Change beneficiary bank account before submitting the EC and track your EC from creation until settlement!



New expense claim

General information

 XTIM (TIM TIM)	 UGX
 Select workflow	 2020/10/21
 0	

Purpose

 Select expense claim purpose	 21/10/2020
 Description	

File attachments


Attached files

Status	File name	File size	Category	Pre...	Do...
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No data

Select files

Drop files here

 Select files

Queue progress:

 Cancel uploads

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EPO Modules

Supplier Gateway

- Manage a portal, dedicated to suppliers directly inputting their quotation details. Provide suppliers with access to the system.
- Assign a RFQ expiry date and auto close the RFQ once the RFQ is expired.
- Easy document upload for suppliers to attach soft copy quotations to their bids. Choose suppliers easily based on the “winners” provided by the system.



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CONTACT US

For further enquiries
or to book a demo



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