

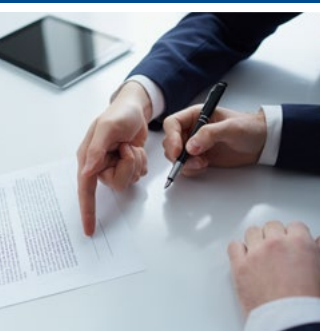
## CONTROL YOUR EXPENSES



Auto Processing



Procurement &  
Supply Chain













Vendor Portal

## PROCUREMENT & SUPPLY CHAIN



THE TOTAL SOLUTION SYSTEM FOR YOUR BUSINESS

# CONTENTS

-  Introduction To Procurement & Supply Chain.....2
-  Purchase Requisition.....3
-  Quotation Request.....4
-  Quotation Evaluation.....5
-  Purchase Order.....6
-  Goods Received Note.....7
-  Invoice Management.....8
-  Payments Management.....9
-  Vendor Contracts.....10
-  Vendor Portal.....11
-  Dashboards, Inquiries & Reports.....12



Maintenance  
Contract



## PROCUREMENT & SUPPLY CHAIN

“Control Your Expenses”

**Mallats Procurement & Supply Chain** covers the full procurement cycle, from departmental / purchase request, quotation request, purchase orders, deliveries and invoices to payments.

**Mallats** is fully integrated with **Mallats** Inventory and Fixed Assets Modules.

**Mallats Procurement & Supply Chain** includes a fully - fledged Vendor Contracts module where you can manage all general expenses and support contracts in terms of contract administration, payment schedule with reminders and expense amortization.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Why Mallats?

#### Product Specific:

- Full e-Procurement Cycle
- Vendor Portal
- Contracts Management
- All Type Of Payments
- Integrated With Inventory
- Integrated With Fixed Assets

#### Product General:

- Business Intelligence Reporting
- In-Built Document Workflow
- Bi-Lingual Arabic/English
- Powerful Security Control
- Fully Integrated ERP

### Procurement & Supply Chain Functionalities:

- Purchase Requisition
- Quotation Request
- Quotation Evaluation
- Purchase Order
- Goods Received Note
- Invoice Management
- Payments Management
- Vendor Contracts
- Vendor Portal
- Dashboards, Inquiries & Reports



2



## PURCHASE REQUISITION

**Purchase Requisition** or Item / Departmental Request covers all types of departmental request whether it's an inventory item, non-inventory item and / or services. The request will be electronically requested and transferred through a preset workflow or selected workflow for approval and can be easily compared to the existing budget.

### Unique Features

#### Product Specific:

- Online requests by the users
- Pre-defined budget
- Auto processing
- Item Requisition Processing
- Purchase Requisition Status

#### Product General:

- Supports Document Attachment
- Posting Alerts (Emails, sms..etc)
- Bi-Lingual Arabic/English
- Powerful Security Control

The **Purchase Requisition** can be transferred to purchasing department or to inventory store for supply. All Departmental requests can be monitored according to their status till delivery and payments.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Purchase Requisition Functionalities:

- Purchase Requisition Management
- Purchase Requisition Cancellations
- Purchase Requisition Processing
- Purchase Requisition Inquiry & Reporting

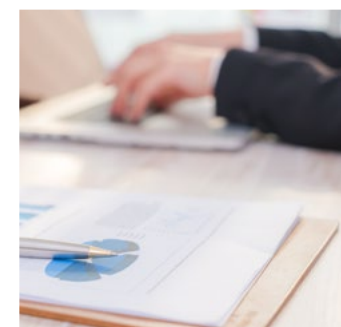
3



Posting Alerts



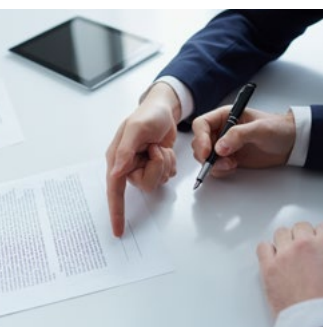
Online Requests



Auto Processing



Vendor Portal



Payment





Posting Alerts



Electronic Process



## QUOTATION REQUEST

**Quotation Request Module** is used for requesting quotations for all types of inventory items, non-inventory items and/or services. The request will be electronically sent to the selected vendor/vendors through e-mails, text messages or any other electronic media. Requests can also be printed and sent manually.

### Unique Features

#### Product Specific:

- *Electronic Requests by Users*
- *Send e-Requests to Vendors*
- *Submit Quotations to the System*
- *View Quotations in One Screen*
- *Contact Vendors*

#### Product General:

- *Supports Document Attachment*
- *In-Built Approval Workflow*
- *Posting Alerts (Emails, SMS..etc)*
- *Powerful Security Control*

The module can be viewed in Vendor Portal from where vendors can submit quotations directly system or manually received quotations can be input in the system. All quotations received can then be viewed under Quotation Selection Process.

### Technologies:

- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*

### Quotation Request Module Functionalities:

- Quotation Request Management
- Quotation Request Cancellations
- Quotation Request Processing
- Quotation Request Inquiry & Reporting



## QUOTATION EVALUATION

**Quotation Evaluation Module** is used for evaluating all quotations submitted against a Request for Quotation by various vendors either through the Vendor Portal or manual quotations input in system. System will list down all quotations received with items in one screen for evaluation.

### Unique Features

#### Product Specific:

- *Electronic Process by Users*
- *Easy View to All Quotations*
- *Select Items from Quotations*
- *View Quotations in One Screen*
- *Automated Selection Process*
- *Contact Vendors*

#### Product General:

- *Supports Document Attachment*
- *In-Built Document Workflow*
- *Posting Alerts (Emails, SMS..)*
- *Powerful Security Control*

**Quotation Evaluation** allows the users to select items from various quotations for Purchase Orders. Users can select items from different quotations based on the pricing and different criteria. All the selected items will then be available at Purchase Order level.

### Technologies:

- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*

### Quotation Evaluation Module Functionalities:

- Quotation Listing
- Quotation Selection
- Quotation Rejection
- Quotation Inquiry & Reporting



Submit Quotation



Microsoft SQL Database



Submit Quotations To The System



Contact Vendors





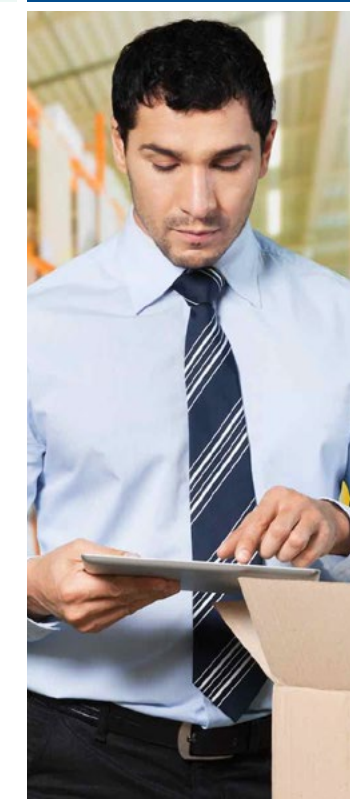
## Discount Management



## Advanced Payment

Supports Document  
Attachment

## Auto Processing To Invoice



## Update Inventory



## Record Other Costs



## PURCHASE ORDER

**Purchase Order Module** is used to raise purchase orders whether against a quotation/quotations or direct input. The Purchase Order will be electronically raised and transferred through a preset workflow or selected workflow for approval and can be easily compared to the existing budget. The module can be transferred to purchasing

## Unique Features

**Product Specific:**

- *Electronic Purchase Orders*
- *Pre-defined Budget Comparison*
- *Auto processing to Delivery*
- *Advance Payment Management*
- *Discount Management*
- *Purchase Order Drill Down*

**Product General:**

- *Supports Document Attachment*
- *In-Built Approval Workflow*
- *Posting Alerts (Emails, SMS, etc.)*
- *Powerful Security Control*

department or to inventory store for supply. All Departmental requests can be monitored according to their status till delivery and payments. Partial transfer to Stores and partial transfer to Purchasing Department can be easily handled by the system.

## Technologies:

- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*

## Purchase Order Module Functionalities:

- Purchase Order Management
- Purchase Order Cancellations
- Purchase Order Revision
- Advance Payment Management
- Purchase Order Processing
- Purchase Order Inquiry & Reporting



## GOODS RECEIVED NOTE

**Good Received Notes (GRN) Module** is used to record goods delivery along with additional costs against the purchase orders. The GRN will be electronically raised and transferred through a preset workflow or selected workflow for approval and can be easily compared to the existing budget.

## Unique Features

**Product Specific:**

- *Online Electronic GRN*
- *Add all Extra Costs*
- *Auto processing to Invoice*
- *Update Inventory / Fixed Assets*
- *Drill Down Facility*

**Product General:**

- *Supports Document Attachment*
- *In-Built Approval Workflow*
- *Posting Alerts (Emails, SMS, etc.)*
- *Powerful Security Control*

**Good Received Notes** can be used to record additional costs for each item. Goods can be directly updated to **Mallats** Inventory of **Mallats** Fixed Assets module with all purchase related details. Partial delivery to stores can be easily handled by the system.

## Technologies:

- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*

## Good Received Notes Module Functionalities:

- GRN Management
- GRN Cancellations
- Record Other Costs
- GRN Processing
- GRN Inquiry & Reporting





Auto Processing



Direct Payment



## INVOICE MANAGEMENT

**Invoice Management Module** includes a comprehensive Invoice / Billing functionality through which all invoices from the vendors can be recorded in the system with proper accounting treatment. The Invoice is electronically raised and transferred through a preset workflow or selected workflow for approval and can be easily compared to the

existing budget.

### Unique Features

#### Product Specific:

- Multiple Invoices
- Pre-defined Budget Comparison
- Auto processing to Payments
- Partial Processing
- Invoice Status
- Invoice Drill Down

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

**Invoice Management** can be used to raise invoices against Purchase Order, Contracts or Direct (Standard) Invoices. Multiple invoices from same vendor can be handled in a single invoice input.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Invoice Management Module Functionalities:

- Invoice Management
- Invoice Cancellations
- Invoice Processing
- Invoice Inquiry & Reporting



## PAYMENTS MANAGEMENT

The **Payments Management Module** manages all kinds of vendor related payments be it Direct Payment or Payment Against Invoices.

All payment types like cash, cheques, credit notes, telex transfers, direct bank transfer etc. can be setup in the system.

### Unique Features

#### Product Specific:

- Multiple Payments
- Direct Payments
- Payment Againsts Invoice
- Remittance Advice Printing
- Direct Bank Transfer
- Drill Down Facility

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

The **Payments Management Module** can be used to manage Petty Cash as well. Users have the flexibility to print Cheques directly from system with preset workflows and approval levels.

### Technologies:

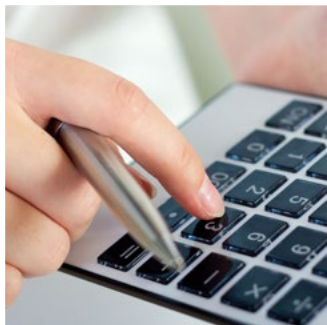
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Payment Management Module Functionalities:

- Direct Payments
- Payment Against Invoices
- Remittance Advice Processing & Printing
- Payments Inquiry & Reporting



Bank Transfer



Multiple Payments



Invoice Status





Contracts Status



Online Purchase Orders



## VENDOR CONTRACTS

**Vendor Contracts Module** is used to manage all kinds of contracts with vendors like maintenance, services, rental or any other contracts. System is capable of amortizing the expense based on payment terms be it 'Advance Payment' or 'Accrued Expenses'. The contract will be electronically created and transferred through a preset workflow or

selected workflow for approval.

### Unique Features

#### Product Specific:

- Manage contracts electronically
- Contracts Extension/Termination
- Amortization as per Payment
- Alerts for Renewal/Due Payments
- Contracts Status
- Accounting Treatment

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

The system can be managed with ease with the functionality of alerts and reminders which can be setup to remind about contract renewals or due payments. Contracts can be renewed in system manually or automatically.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Vendor Contracts Module Functionalities:

- Vendor Contracts Recording
- Expense Amortization
- Purchase Requisition Processing
- Purchase Requisition Inquiry & Reporting



## VENDOR PORTAL

**Vendor Portal** is the state of the art online facility for your vendor's to manage their own account controlled by you. Vendor's can login to system to perform variety of tasks including quotation submission, view issued purchase orders, payment advice, view statement of account and dashboards.

### Unique Features

#### Product Specific:

- e-Quotations by Vendors
- Vendor Statement of Account
- Alerts & Reminders
- Payment Advice
- Online Purchase Orders
- Paperless Process

#### Product General:

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

**Vendor Portal** also provides you with ease of managing all your vendors electronically in system giving you the flexibility to communicate with vendors in the most professional way avoiding all kind of paper work and operational delays.

### Technologies:

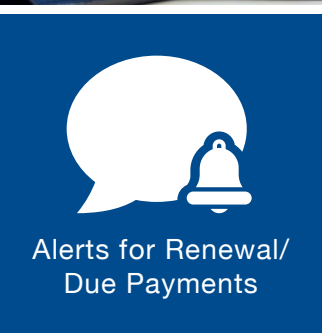
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Vendor Portal Functionalities:

- Vendor Account & Login
- Quotation Submission
- View Statement of Account
- Dashboards, Inquiry & Reporting



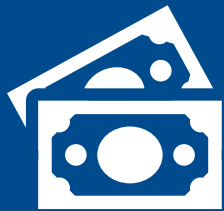
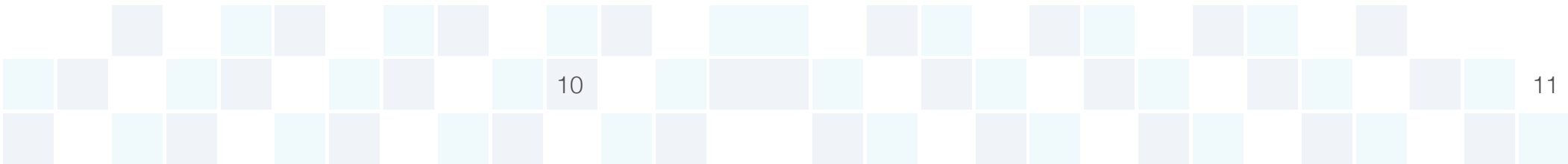
C# Development Tool



Alerts for Renewal/  
Due Payments



Contracts  
Termination



Payment Advice



Standard Reports



## DASHBOARDS, INQUIRIES & REPORTS

**Mallats Dashboards, Inquiries & Reports** provides users with a number of comprehensive reports and inquiries including management dashboards. System uses state of the art technology to provide most stunning and user friendly dashboards, inquiries and reports providing wholesome view of the organization from every perspective.

### Unique Features

#### **Product Specific:**

- Multiple Dashboards
- Inquiries for Employees & Admin
- Standard Reports
- Create Your Own Reports
- Self-services

#### **Product General:**

- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS.)
- Powerful Security Control

The system is available for almost all modules in **Procurement & Supply Chain** like eProcurement Cycle, Vendor Portal, Contracts Management etc. Users can also create their own reports and charts based on various parameters in Business Intelligence Reporting.

### Technologies:

- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Dashboards, Inquiries & Reports Functionalities:

- Dashboards for Recruitment
- Dashboards for Administration
- Dashboards for Attendance
- Inquiries for Recruitment, Admin and Payroll
- Comprehensive Standard Reports
- Business Intelligence Reporting
- Create Your Own Reports

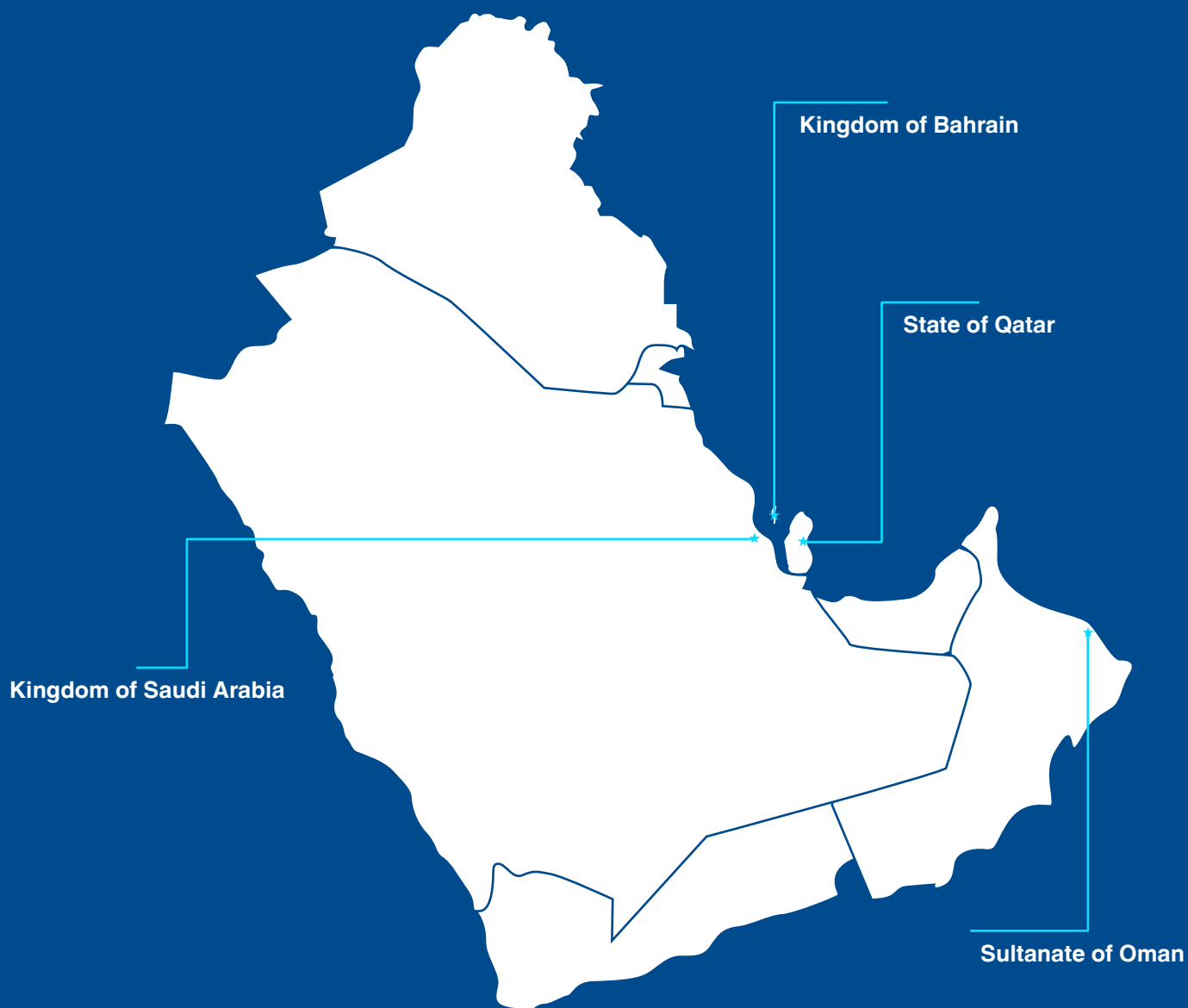


Posting Alerts



Supports Document Attachment





## REGIONAL OFFICES

### BAHRAIN

P.O. Box 2949  
Manama, Kingdom of Bahrain  
Tel. +973 17 297 227  
[amthaladmin@al-amthal.com](mailto:amthaladmin@al-amthal.com)

### QATAR

P.O. Box 31122  
Doha, State of Qatar  
Tel. +974 44 503 659  
[amthaldoha@al-amthal.com](mailto:amthaldoha@al-amthal.com)

### SAUDI ARABIA

P.O. Box 3674  
Al Khobar, Kingdom of Saudi Arabia  
Tel. +973 17 297 227  
[khaleeji@al-amthal.com](mailto:khaleeji@al-amthal.com)

### OMAN

P.O. Box 1801  
Muscat, Sultanate of Oman  
Tel. +968 26 855 546  
[amthaloman@al-amthal.com](mailto:amthaloman@al-amthal.com)

