

Your Goals. Our Solutions.



Financial Reports



Budget



Company Structure

**PROCUREMENT  
& SUPPLY CHAIN  
MODULE**



الحل الأمثل والنظام الشامل لإدارة الأعمال  
The Total solution system for your business

Your Goals. Our Solutions.







## Procurement & Supply Chain

**Optimum Procurement & Supply Chain Module** is an integrated system designed to cover your entire supply chain and procurement process by managing expenditure in multi-currency starting from departmental or divisional request, receiving online quotations from vendors, managing tendering process and issuing purchase order, documenting delivery note and invoice, tracking payable aging and cash disbursements through multiple bank accounts. It allows you to track any of the documents mentioned and its status be it under input or approval, received or returned, partially or fully settled.

**Optimum** provides powerful Security and Workflow. Specific system and operational roles can be defined at user or user group levels. A powerful document workflow ensures the smooth flow of documents within the organization. Any number of approval levels can be defined according to the nature of the document.



### Core Components:

1. Departmental Request Management.
2. Quotation Request Management.
3. Quotation Evaluation Management.
4. Purchase Order Management.
5. Goods Received Note Management.
6. Invoice Management.
7. Vendor Contracts.
8. Payment Management (Direct or Against Invoice).
9. Remittance Advice Management.
10. Inquiries & Reports.



## Company Structure



## Budget



## Departmental Requests

Users can raise Departmental Requests in the **Optimum Procurement & Supply Chain Module** in the form of Item Requests or Claim Requests. The following features are included:

- √ Online electronic requests by the users.
- √ Online electronic approval of requests as per the defined hierarchy (workflow).
- √ Comparison with pre-defined budget.
- √ Inquire about the last purchase order raised for the items requested.
- √ Transfer of requests to online Quotation Request or Purchase Order for procurement or to Inventory Store or to Direct Payment.
- √ Print Purchase Orders.
- √ Cancellation of Purchase Orders.
- √ Inquiries & Reports.
- √ Send requests & alerts electronically via e-mail.



Procurement  
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Departmental Requests



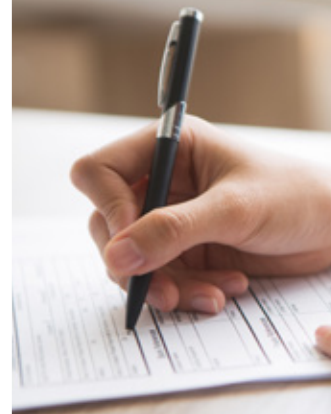
## Quotations

**Optimum Procurement & Supply Chain Module** module provides the ease of receiving Quotations online from vendors directly. Vendors can login to the system to submit their quotations.

- √ Transfer Departmental Request to Request for Quotation directly.
- √ Request quotations from vendors online.
- √ Linking prices of goods & services from suppliers file.
- √ Online approval for issuing Request for Quotation.
- √ Send Request for Quotations with all necessary documents attached electronically online.
- √ Option for vendors to login to the online Optimum system to submit their prices.
- √ Option for the vendor to download all necessary documents from the system.
- √ Close the online Request for Quotation automatically upon reaching date of request expiry.
- √ Print Request for Quotations or send electronically online.



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Quotations





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Quotations Evaluation

## Quotations Evaluation

**Optimum Procurement & Supply Chain Module** module provides the facility to evaluate the quotations received by selecting the best prices for the products or services quoted for. Following features are available under this process:

- √ Tabular display of quotations received sorted in ascending order of the prices.
- √ Input comments for the vendor at item level.
- √ Possibility of choosing more than one vendor for each set of services & goods.
- √ Access to the estimated budget.
- √ Online approval for the selected quotations through built-in workflow.
- √ Attach all necessary documents in electronic format.
- √ Transfer the quotation to purchase order.
- √ Print quotation or send electronically.
- √ Inquiries & Reports.
- √ Send quotation & alerts electronically via e-mail.



## Purchase Orders

**Optimum Procurement & Supply Chain Module** is capable of producing Purchase Orders for the vendors with the following features:

- √ Convert selected quotations to purchase orders directly.
- √ Create purchase orders directly without a quotation.
- √ Pass all related transactions to General Ledger immediately after approving a purchase order.
- √ Access to the estimated budget.
- √ Approval of purchase order electronically through workflow.
- √ Attach all related documents electronically.
- √ Define expected delivery date.
- √ Print the purchase order or send electronically.
- √ Inquiries & Reports.
- √ Send quotation & alerts electronically via e-mail.



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Purchase Orders



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Delivery

## Delivery

**Optimum Procurement & Supply Chain Module** covers the recording of Delivery / Goods Received Notes (GRN) comprising of the following features:

- √ Transfer Purchase Orders to Delivery Notes electronically.
- √ Update other expenses and additional costs like freight etc. for each item.
- √ Update Optimum Inventory or Optimum Fixed Assets modules immediately in case inventory or asset item is procured.
- √ Approval of Delivery Note electronically through workflow.
- √ Update financial transactions to general ledger electronically.
- √ Attach all relevant documents.
- √ Print Delivery Note or send electronically.
- √ Inquiries & Reports.
- √ Send Delivery Notes and alerts electronically via e-mail.





## Invoice

**Optimum Procurement & Supply Chain 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 following features are available:

- √ Add Invoices online & download electronically.
- √ Create invoice directly by picking up multiple purchase orders.
- √ Enter the direct invoices like utility bills without purchase order.
- √ Validation against assigned budget.
- √ Invoice approval through workflow.
- √ Update financial transactions to general ledger electronically.
- √ Attach all relevant documents.
- √ Print Invoice or send electronically.
- √ Inquiries & Reports.
- √ Send Invoice & alerts electronically via e-mail.



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Invoice



## Vendor Contracts

**Optimum Procurement & Supply Chain Module** Vendor /Supplier Contracts enables to manage all types of vendor/ supplier contracts or agreements like Annual Maintenance Contracts, Rental Contracts, License Renewal Contracts etc.

- √ Prepaid/Accrued Contracts Management.
- √ Contracts Register.
- √ Auto Reminders for Payments.
- √ Auto GL Entries.
- √ Contract Terms Modifications.
- √ Inquiries & Reports.



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Vendor Contracts



## Payment

The Payment feature of **Optimum Procurement & Supply Chain Module** includes the following:

- √ Generation of payment voucher automatically upon maturity date of invoice.
- √ Online approval of Payment Voucher through workflow.
- √ Update financial transactions to general ledger electronically.
- √ Attach all relevant documents.
- √ Print Payment Voucher or send electronically.
- √ Inquiries & Reports.
- √ Send Payment Voucher and alerts electronically via e-mail.



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Payment





## Direct Payment

**Optimum Procurement & Supply Chain Module** includes the functionality of generating Remittance Advice like Cheques, Credit Notes, Telex Transfer etc. with the following features:

- √ Generate Remittance Advice online & attach invoices directly.
- √ Online approval of Remittance Advice through workflow.
- √ Update financial transactions to general ledger electronically.
- √ Attach all relevant documents.
- √ Print Remittance advice or transfer electronically.
- √ Inquiries & Reports.
- √ Send Remittance Advice and alerts electronically via e-mail.



Human Resources  
& Payroll

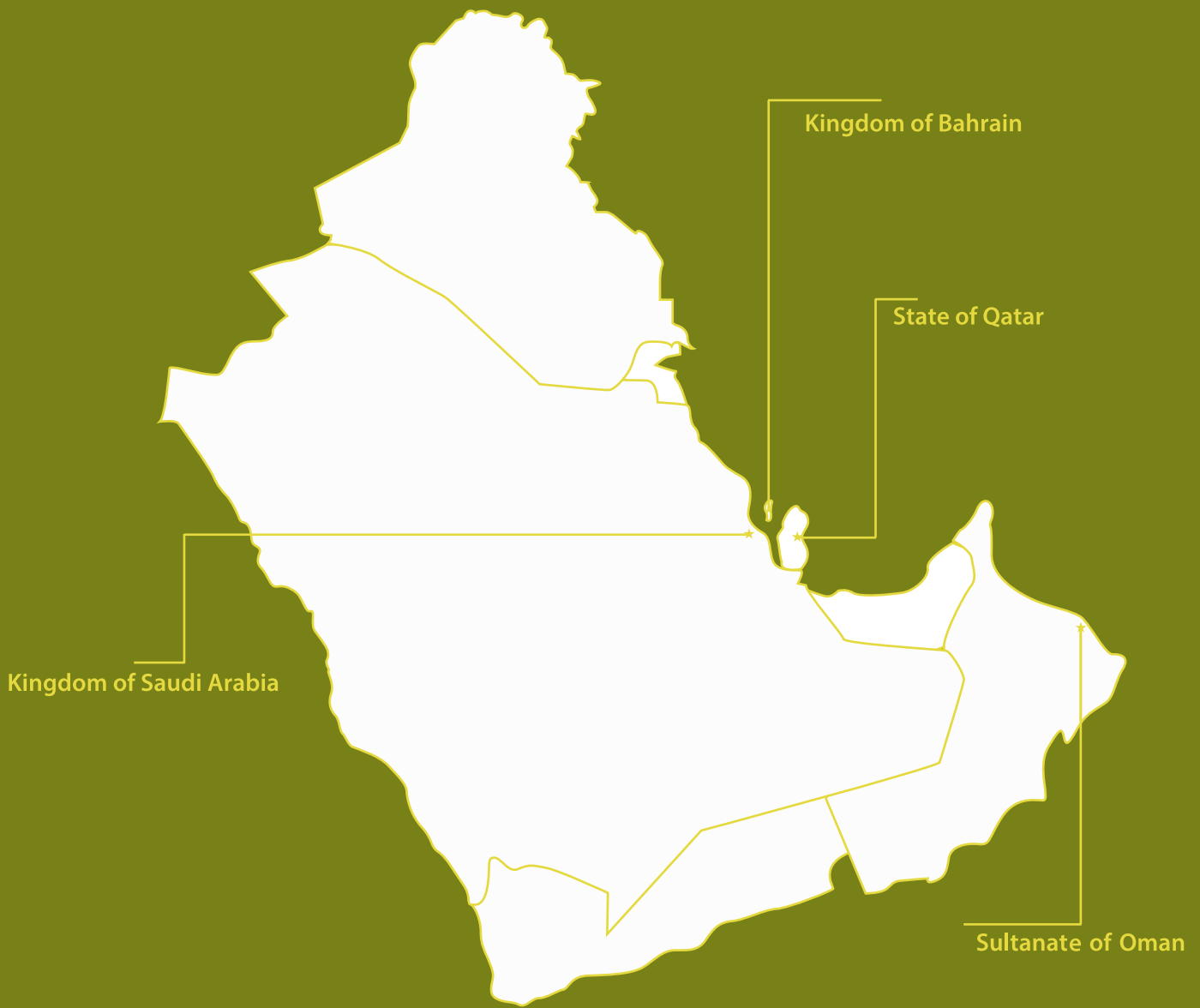


Direct Payment



Al-Arithmal  
GROUP

COMPANY PROFILE



## Regional Offices

### Bahrain

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