

ACHAT & the Approvisionnement group

Supply-management software

ADVANTAGES AND BENEFITS

- ***Creation of the order using a catalogue of products***
- ***Approval of orders***
- ***Issuing of orders and invitations to tender by fax or e-mail***
- ***Efficient follow-up of orders***
 - Reminders to suppliers
- ***Electronic processing of invitations to tenders***
- ***Integrated search tool***
- ***Personalization of Order and Invitation to tender forms as well as of various reports***
- ***Centralize or decentralize the purchasing operations, as required***
- ***Financial link***
 - Direct access to the suppliers directory in DOFIN (financial management software)
 - Charging of commitments

ACHAT is a complete software package for the management of supply stock that integrates all aspects of the purchasing process. In addition to using all telecommunication tools for exchanges with suppliers (fax, Internet, e-mail), the software is directly linked with the DOFIN financial management software.

Intended clientele

ACHAT is mostly intended for the personnel involved in the purchasing process. It can also be used in a decentralized mode so that the staff involved can operate the application in accordance with their duties.



Main features

Groups together all aspects of the purchasing process

- Supply orders
- Invitations to tender and requests for quotations
- Orders

Provides a complete follow-up of articles ordered

- Follow-up of suppliers

Uses all communication tools with suppliers

- Fax
- Internet
- E-mail

Main functions

Catalogue management

This function is used to maintain a catalogue of products and to define, for each article, the brand names and the institution's favored supplier. A history of the orders is saved for each article in the catalogue. Moreover, various searches are available, one of which allows the use of keywords.

Supply-order management

The supply order is the first step in the purchasing process. It is not required but it is necessary for the system to follow up on orders or to centrally process a series of orders to proceed with invitations to tender or to order from suppliers. It is possible to transfer to the catalogue the information concerning a given item as well as to generate one or several orders.

Invitation-to-tender management

This function authorizes quotations from different suppliers. It ensures a flexibility in each of the following steps in the submission process :

- manual or automatic creation;
- electronic transmission to the various suppliers;
- entry and analysis of suppliers' responses;
- automatic generation of orders to the various suppliers retained.

Purchase-order management

The purchase order contains the detailed information sent to the supplier. This function is used to enter this information, to electronically transmit the order form to the supplier, to take care of the reception of the merchandise and to provide an adequate follow-up of orders.

School decentralization

ACHAT also functions in a decentralized setting, giving the schools access to centralized data, in an interactive mode. The user can access the various purchasing functions to which they are authorized.

Accessibility to other catalogues

This possibility allows institutions to exchange and share a set or sub-set of products from their own purchasing catalogues. This possibility is made possible through an Internet link.



Complementary modules of the Approvisionnement group

Store

The Store module is a sub-module of ACHAT. It is used to manage more than one store while respecting the particular operations of each, that is to say :

- customer-related services :
 - record the store orders;
 - process merchandise deliveries and returns;
 - issue the internal delivery form.
- re-stocking :
 - a production carries out the automatic creation of the order while establishing, for each out-of-stock product, the optimum quantity to order.
- the physical taking of inventory :
 - this activity is used to enter the actual number of products in stock and to actualize these quantities as the new quantities in store.

Electronic submissions

This activity gives access to the bidders, through the Internet, to the invitations to tender so that they may enter their submissions.

Inventory

Ensures the follow-through of immovable property present in the institution's different buildings, both when an item is entered in inventory and at the time of transfer of an item from one building to another.

- Managing loans, returns and repairs of articles
- Managing warranties and service contracts
- Taking of inventory ensured by the "Goods received" component of ACHAT
- Electronic data entry (portable bar-code reader)
 - Transfer of articles
 - Physical inventory taking
- Inventory value



For more information please visit our Web site at www.grics.qc.ca, or communicate with Customer Service at (514) 251-3730 or by e-mail at info@grics.qc.ca.