

The Platform supports, in the most efficient way, the management of: e-Procurement, material and warehouse, financial and human resources – Payroll of Public Organizations. The system can be customized according to the existing Law.

The Platform is a centralized system with which you can manage multiple branches (located in different places) thus allowing you to achieve overall or separate control on real time basis and at the minimum running cost.

The system architecture supports the operation of each branch as an autonomous economical unit or as a sub-unit under the same principal unit. In this direction in the system there are four different hierarchical levels, in each one of an unlimited number of units is supported.

Therefore, with the said system without any additional process for data collection the Organization is able at a real time for monitoring and controlling its economical units and subunits in total or selectively as user's defined groups.

In the platform the following sub-systems are included:

1. e-Procurement
2. Material and Warehouse management
3. Financial Management
4. Human Resources Management System – Payroll
5. MIS Reporting
6. Security and Users

## CAPABILITIES

### e-Procurement

- The system keeps the limitations concerning the Procurement issues according to the law
- It supports electronic Auctions
- The system supports direct assignments and bidding process
- Submit of Inquiries for purchasing. Complete electronic management of files. Interconnection with the Budgeting sub-system.
- Creation of Needs based on Inquiries with multiple criteria. Automated optimization and allocation according to the administrator's inputs.
- Automated preview of the Purchasing Prices (min, max, average, last) during the Inquiry submission or the Need creation. Electronic files management.
- Complete Tender Management (Phases, Progress, Participants, Results, Objections, electronic file, etc)
- Detailed Contract Management (Phases, Warranties, Deliverables, Payments, timetables)
- Unique Supplier Register
- The system provides definable templates for the common documents (tenders, contracts etc)

### **Material and Warehouse Management**

- Material management based on RFID and Barcode technologies
- Warehouses – Depots are related with Cost Centers and/or Organization Chart
- On line Stock Control
- User definable warehouse subdivisions at multiple levels (Depot, Sector, Position, Shelf, etc)
- Automated process of Deliveries, Purchasing Orders tracking
- Automated process of inter-transfer deliveries between branches/units
- User definable item categories, sub-categories, groups and sub-groups. Items are related with Codes of Budget and CPV.
- Consumption of the materials
- Selling and Purchasing processes
- Inventory process

### **Financial Management**

- Budgeting (Proposals from Sections and Divisions, Composition, Multiple Versions, etc.) for all of the Branches/Units and for each one individually.
- Execution, Monitoring of Revenue and Expense Budget for all Branches/Units and for each one individually.
- Process for transferring of Budget appropriations to the Secondary Units
- Double-entry system full keeping
- Automated process of issuing administrative decisions of Commitments on the Public System
- Automated control of the limitations and correlation of the Commitments and Pay Orders.
- Automated Management Payable - Receivable Accounts
- Automated process for the calculations of each invoice (VAT, Retention, withholding etc)
- Issuing of Pay Orders – Automated process for collecting and imputing Taxes, Retentions etc to third Organizations and Funds.
- Receipt and Payment Management (Financial Management), electronic payments
- General Accounting
- Asset Management - Maintenance
- Automated procedures for closing of the Fiscal Year - Balance Sheet and Results issuance.
- Interoperability with e-Procurement system
- Reporting and Statistics subsystem

### **Human Resources Management System – Payroll**

- Organization Charts
- Personnel Data
- Education Information
- Position - Job Description
- Salary Grades
- Ranks
- Benefits and Bonuses
- Collective – Corporate Conventions
- Assignments, Mobility, Permutations, Allegations of Conventions
- Special Activities
- Working Shifts
- Absences – Furlough
- Sickness Leave
- Penalties
- Loans
- Pay Roll calculations
- Statements / Reports

### **MIS Reporting**

- Tracing of Inquiries
- Item traceability
- Inquiries per Branch/Unit, overall
- Monitoring of purchasing Prices per Item, Supplier
- Tenders Results, multiple criteria (e.g. Supplier per Item)
- Contracts execution, multiple criteria
- Stock control on time basis
- On line monitoring of Budget execution per Branch/unit, overall
- Receipt and Payment Monitoring

- Aggregated (from all Branches/Units) supplier sheet
- Purchasing price differences (%) per item and Branch/Unit
- Totally cost per cost center or per each defined unit on the Organization Chart
- Correlation between Purchasing and Material consumption
- Aggregated Balance Sheets of General Ledger
- Other Reports - Statistics