

# Catalogue Management

PROACTIS Catalogue Management allows simplified management and internal access of supplier catalogues; listing and classifying all goods and services purchased. PROACTIS offers a centrally managed, content-rich catalogue repository that allows staff to search and compare items from multiple sources.

## Reducing Complexity

The availability of an electronic catalogue significantly enhances and streamlines the purchasing process, and is an essential element of eProcurement. When a catalogue is readily available to users at the time of purchase, they can simply search for, select, and order the items they need; automatically incorporating the correct price, SKU, and other item information into their purchase order or requisition. There is no need to locate and physically search through paper catalogues, and no buyer assistance is needed. The more items that can be purchased this way, the more effective spend control and eProcurement becomes for an organisation.

What is needed in order to effectively manage catalogues and optimise the eProcurement process is a solution that provides:

- A single, consistent, and content-rich catalogue repository with a single classification and indexing scheme
- Tools to manage ongoing supplier catalogue updates in an efficient, well-controlled manner
- Functionality to allow external, internal and generic catalogue items to be purchased in one place
- A single intuitive search capability with consistent presentation of information, easy comparison of items from multiple sources, and familiar metaphors similar to online retail sites

The catalogue should be easily accessible from, or exportable to, whatever eProcurement system is in use by the organisation.

## Business Performance Benefits

- Reduce off-contract purchases and maverick buying
- Reduce time and effort on frequent catalogue updates
- Improve efficiencies with supplier self-service catalogue maintenance
- Allow rapid search and comparisons of goods and services

## Central Management of Electronic Catalogues

PROACTIS Catalogue Management provides centrally managed, content-rich electronic catalogues with consistent information, classification, search capabilities and information display across all suppliers and purchasing categories. Maintenance and publishing tools enable incorporation of new supplier catalogues and updates in an efficient, controlled manner. Supplier self-service maintenance makes the process even easier without losing internal control. Extensive search and visual item comparison capabilities make it easy for users to find and select exactly what they need. Integration with PROACTIS Contract Management ensures catalogue items and prices are always in sync with current contracts.

The catalogue can be accessed directly from PROACTIS Purchasing applications or as a “punch-in” website from an external purchase-to-pay system. If desired, suppliers can even download and export the catalogue for use by other customers.

## Electronic Catalogue Repository

PROACTIS Catalogue Management is an eCatalogue – a central directory of items representing goods and services available to be purchased by the organisation. The eCatalogue may be hosted publically or privately with the ability to enable or disable access to suppliers. In any event, the application delivers the information via a web-browser interface to any linked application and permitted user.

- **Central eCatalogue repository** provides a consistent way to find and view items across all suppliers
- **User-defined classification and indexing** allows the buying organisation to access items from all suppliers in a way most meaningful to that organisation
- **Content-rich item records** include:
  - Extensive description fields
  - Industry classifications (e.g. NIGP, UNSPSC)

- Pricing, including quantity breaks, taxation, discounts, etc
- Multi-media attachments that enhance the user experience
- Linked items necessary to buy or available as options
- Account coding links to Finance system
- Buyer-specific custom fields to fully contextualise items
- **Extensive multi-parameter search** facility ensures the item can be retrieved by users with non-standard viewpoints
- **Access permissions** by user-profile restrict access by user, department, group, transaction type, etc
- **Visual comparison** of user-specified similar items supports informed buying decisions

## Catalogue Maintenance & Publishing

Individual items can be managed and maintained within the eCatalogue, but it is often the case that suppliers provide the latest updates of their full catalogue in electronic form. PROACTIS provides the facility to rapidly upload these files with minimum effort.

- **Easy-to-use, upload facility** allows buyers to take files from suppliers and perform rapid uploads
- **Offline catalogue maintenance** allows catalogue managers to review and maintain separate copies of catalogues prior to publishing

## Supplier Self-Service Maintenance

Suppliers are often prepared to maintain their catalogue on the buyer’s system; facilitating access to the latest information and pricing. This function is secured for each supplier, and any changes are subject to buyer approval before the new eCatalogue is published.

The user interface for the supplier is simple and compelling, and the supplier requires minimal introduction to the system before commencing use.

- **Supplier self-service** option facilitates the remote maintenance and updating of catalogues by suppliers
- **Change management** and publishing process retains buyer-control over catalogue availability to users

## Contracts Integration

PROACTIS eCatalogues are linked to the PROACTIS Contracts Repository, allowing contracted pricing agreements to be managed as eCatalogue items.

- **Link to PROACTIS Contract Management** means that contractual agreements become available to users of the eCatalogue and more spend is brought under management
- **Contracted items inherit similar structural properties** to non-contract items and are available using the same search and retrieval criteria

## Purchasing Integration

PROACTIS Catalogue Management can be integrated into the PROACTIS purchasing system or an existing purchase-to-pay system in multiple ways:

- **Punch-in** provides a simplified way for the purchasing system to dynamically access up-to-date catalogues
- **Catalogue export** provides an easy way to transfer catalogues for import to systems not capable of punch-out

## Key Features

Ease of Use	Automation	Control	Implementation
<ul style="list-style-type: none"> <li>• Central eCatalogue repository</li> <li>• Extensive multi-parameter search</li> <li>• Content-rich item records</li> <li>• Easy-to-use upload facility of catalogues</li> </ul>	<ul style="list-style-type: none"> <li>• Remove repetitive and onerous tasks</li> <li>• Integration of contracted pricing agreements</li> <li>• Purchase-to-pay integration</li> </ul>	<ul style="list-style-type: none"> <li>• High level of transparency</li> <li>• Centralised management of catalogues</li> <li>• Self-service maintenance by suppliers</li> <li>• Offline catalogue maintenance</li> <li>• Change management and publishing process</li> <li>• User-defined classification and indexing</li> <li>• Access permissions by user profile</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid deployment</li> <li>• Quick ROI in less than six months</li> <li>• Leverage existing IT investments</li> </ul>

