SCM-Web

SOUTH AFRICA'S LEADING SUPPLY CHAIN MANAGEMENT SOFTWARE

P raxis SCM-Web is South Africa's leading software to manage your supply chain according to PFMA and MFMA regulations. SCM-Web records the steps in the supply chain from purchase requisition through bid committees to contracting. SCM-Web includes a secure self-service supplier registration portal.

Suppliers are automatically and electronically validated against Treasury's central suppler database for, SARS tax clearance, company registrations, directors and government payrolls, Requisitions are automatically routed by value to the correct workflow. Quotes are requested and received electronically through the Vendor Portal. Vendors are automatically rotated. Tenders can be advertised, distributed and received electronically through the Vendor Portal. B-BBEE, functionality and price weightings are configurable within National Treasury guidelines and regulations.

All tender committee minutes and scores are recorded. Tender awards are also published on the portal. Performance, compliance and status dashboards provide an executive view. Comprehensive audit trails, analysis and reporting complete the solution.

MFMA and PFMA complaint electronic procurement system

> Supports Municipal and Public Finance Management Act regulations
> Multi-dimensional workflow-based approval process
> Supports three committees system for tenders
> Includes a vendor registration portal with direct intergration to the CSD
> Automated tax status, director ID, company registration, state employee verification
> Purchasing functionality cover from purchase requisition to contact
> Multi-tier purchasing - quotes and formal written price quotation and full tenders

Vendor Registration

A portal for vendors to register as suppliers intergrates with Treasury's CSD. All suppliers must be registered before they can submit a quote or bid. When a prospective supplier registers, the supplier completes additional information fields. When an unregistered supplier gets a tender document, the supplier is nominally registered and asked to complete a full registration online before submitting any bid. Vendors will be warned by email when certificates expire.

Vendors that are not compliant with the regulations will not be listed as prospective suppliers; their bids can be automatically disqualified and buyers will not be able to put them on purchase requisitions

Vendor Compliance Checking

A comprehensive electronic compliance check is done via the CSD at all stages of procurement. Additional checks include:
• Central, provincial or municipal employee
• Municipal accounts valid
• Tax validation

Purchasing- General

Purchase requisitions can be generated in Praxis SCM-Web or your ERP system. PRs generally fall into one of five categories:
• Against an existing valid contract
• Require at least three quotes
• Formal written price quotation process
• Full tender required
• Requisition not actually required as requirement can be met from inventory
• Emergency requisitions

The buyer is automatically routed to the correct process depending on the contract, stock level and purchase value.

Contract Purchases

Purchase requisitions can be generated in Praxis SCM-Web or your ERP system against a valid contract. SCM-Web allows a buyer to split the requisition amongst a number of contract holders and rotate against a panel of contract suppliers.

Tender processes that end in an award of a contract will initiate the contract, and then purchases can be made using this contract from within SCM-Web or your ERP.

Purchases Less the R30K

These purchase requisitions will routed to buyers. Buyers will be prompted to select suppliers based on rotation. SCM-Web will email the quote request to the selected suppliers. Suppliers must complete the quote online and can upload supporting documents.

Whilst the buyer cannot see the quotes until after the deadline, the buyer can see how many quotes have been submitted and follow-up if necessary.

Purchases Less Than R200K

This is formal written price quotation process. The request for quotation is automatically advertised on the Vendor Portal website for a period. The buyer can manage questions and answers and the tender office can manage submissions. The buyer in consultation with the end-user can recommend a vendor. Many of the steps described below are applicable to this process.

Tender Process for Purchases > R200K

This covers the budget approval, setting up the bid specification commitee, agreeing the specification, drawing up the evaluation criteria, the approvals and creating the advertising copy (web and print).

Specify, Advetise and Manage Q & A

Praxis SCM-Web records the bid specification committee's specification, criteria and minutes. SCM-Web will manage the request for quotations and bids published to your website, branded as your website. Attendance at briefings session and managing question and answers are also covered

Tender Distribution

Electronic download of tender documents will be subject to the vendor providing limited registration information. In the case a supplier needs to pay for tender documents, the site routes the supplier to a secure credit card payment facility.

Tenders can continue to be distributed on paper from the tender office. All recipients will either need to be fully registered on the SCM-Web Vendor Portal or a skeleton entry will be made by the tender office. SCM-Web will print a uniquely numbered acknowledgement form for the supplier. The supplier will then be informed by email that they must complete full registration if they wish to submit a response.

Tender Submission

Praxis SCM-Web can be configured to allow both or either manual and electronic submissions - manual on paper in the tender box/office, or electronic using a specific submit function. Submissions will be receipted in SCM-Web.

Acknowledgements will be emailed to suppliers. This process also covers scanning submissions, physical checks of submissions and a full electronic vendor verification.

Appeals

Any supplier may raise an objection or complaint within fourteen days of the event, eg tender closing, tender award, SCM-Web will allow registered suppliers to lodge a complaint or objection electronically.

Back-office SCM staff member can also register a complaint on behalf of a supplier. These will be recorded and tracked.

Any correspondence can be logged in SCM-Web. Workflow emails will alert relevant managers. This will be available as part of the vendor portal.

Tender Evaluation

Tender evaluation covers the bid qualification confirmation, the evaluation committee process, scoring against evaluation criteria, the bid adjudication committee and communication with suppliers. Praxis SCM-Web supports individual scoring against weighted evaluation criteria and the reporting on the overall scores and averages.

B-BBEE weighting rules can be applied to give a final weighted score. The minutes, attendance and report of the bid evaluation committee are all recorded in the system.

The results are passed to the bid adjudication committee who make the award.

Demand Planning and the Procurement Plan

Praxis SCM-Web facilitates demand planning and the creation of a procurement plan as per National Treasury guidelines. Goods, services and works can be identified from the service delivery plan. These can be grouped into projects or allocated to departments. A bid proposal (precursor to tender document) can be created. These create the bid register with lead times showing when tenders need to be initiated.

Contracts and Contract Performance

Contracting starts with the award of the tender. A contract is created which links the supplier to the items or services for the contracted period. Relevant dates and prices are recorded. At the same time, a contract performance monitoring template can be set up. Workflow emails will prompt (project) managers to complete a pre-defined performance appraisal at regular intervals.

All requisitions for items, services and works covered by the contract will be automatically routed to an in-force contract. Thus an up-to-date contracts register showing expiry dates, totals awarded, committed and spend is always available.

Auditing

Key features of Praxis SCM-Web auditing are:
- Authorized users must approve changes to primary information.
- Field level changes are recorded, so that you have a record of the data before and after the change.
- All audit entries are time and user stamped.
- There is a user-friendly event history of what happened to a particular entity and a complete log of each field change.
- Standard audit reports for Auditor General.
- No master record deletion is allowed.
- All attached documents support full versioning including deleted attachments.
- All records are tagged with dates and user created.
- All features and functions in the system can be access controlled by the administrator.

Interface To Your ERP

Praxis SCM-Web provides real-time interface to your ERP.
- Vendors are created in the ERP when a contract is awarded or a purchase is made.
- Budgets and commitments are checked before a purchase requisition is approved.
- Inventory items can be synchronised with your stores module.
- Purchase orders can be automatically created in the ERP from approved purchase requisitions.

Other Interfaces

Security can be integrated with your network security — either AD (Active Directory) or LDAP (Lightweight Directory Access Protocol). Document management can be integrated with EDMS systems such as Alfresco. BI capability can be delivered using Pentaho, Microsoft BI or other BI platforms.

- CIDB intergration for construction tenders
- Accessible from any web browser and supports mobile access
- Simple, easy-to-use interface for all roles of staff
- SAP, Sage Evolution, Microsoft Dynamics, Solar, JDE and other ERP systems intergration
- Comprehensive BI capability (ad-hoc analysis, dashboards, reports) using Pentaho
- Data downloads to spreadsheet for specialist analysis and inclusion in reports
- On-site or hosted solution

VENDOR PORTAL

Vendor Registration portal

Vendor Compliance checking
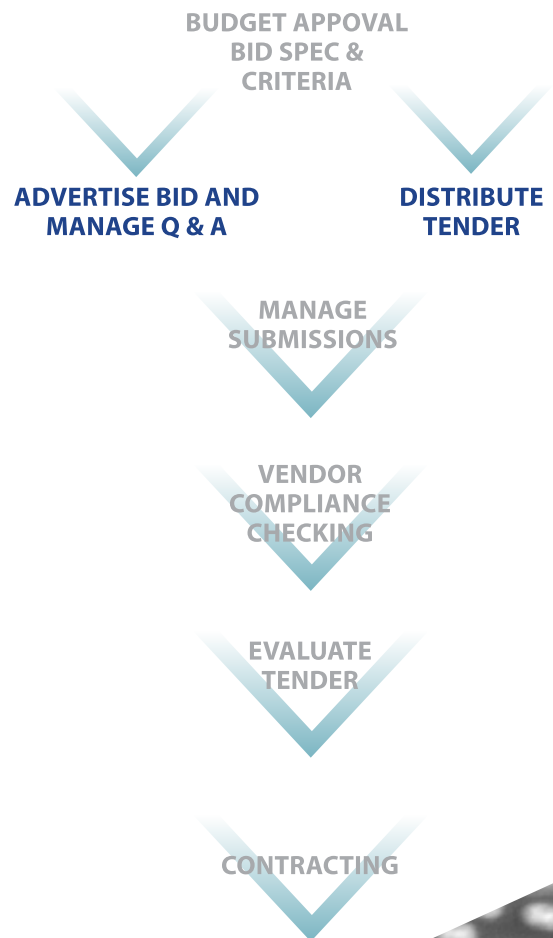
PURCHASING

Contract Purchase

Supplier Rotation

Less than R30K

Less than R200K

TENDER PROCESS

BUDGET APPOVAL BID SPEC & CRITERIA

ADVERTISE BID AND MANAGE Q & A

DISTRIBUTE TENDER

MANAGE SUBMISSIONS

VENDOR COMPLIANCE CHECKING

EVALUATE TENDER

CONTRACTING

SOUTH AFRICA
LEADING
ADVERTISE
PURCHASE
PRAXIS
CHECKING
SUPPLY CHAIN
MANAGEMENT
REGISTRATION
REPORTS
COMPLIANCE
VENDOR
SOFTWARE
COMMUNICATION
SOLUTIONS
SUPPLIER
TENDER
ROTATION
CONTRACT
BUDGET
APPROVAL
ELECTRONICALLY
PORTAL
FUNCTIONALITY
INFOMATION
PROCUREMENT
SYSTEM

Praxis