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Project – Purchasing Database

CHALLENGES

- Company wished to go paperless as much as possible.
- All purchasing was done using paper pads with multiple copies
- Invoices were printed out and attached to paper purchase orders
- No consistency in supplier and product naming on Purchase orders
- No easy visibility of invoices being matched with POs

RESULTS

- Purchase orders are now created electronically.
- Electronic PDFs are created of Purchase orders and send to suppliers by e-mails
- Upon receipt of invoices, the amounts are matched to the POs for easy identification of outstanding invoices.
- All POs now electronically entered allowing for easy analysis of past and current POs if required.

ACTIONS

- Analysed current purchasing process and created database for their purposes
- Create data entry screens to minimize required information and improve consistency of data