

Genís

environmentally friendly information solutions



[e GenDoc]

Cutting costs and controlling liquidity

best practices in managing procurement for operational cost reductions, optimizing ordering and improving control over cash flow.



The e-GenDoc IT solution reduces costs and improves management, control and execution of the purchasing process for enterprises and government.



lower costs



faster execution of purchasing process



cash flow management



reports and documents



integrated processes and documents



security and orderliness of business operations

The e-GenDoc reduces costs of purchasing and eliminates risks of non-transparent and unregulated operations procedures and documentation.

As integrated information solution to optimize the purchasing process, e-GenDOC combines modules e-Invoice, e-Office, e-Orders and e-Contracts for the user to obtain a comprehensive e-procurement process, from preparation to recording contracts, orders confirmation and invoices received in a business information system.

All processes are connected, standardized and automated. Embedded analytics functionalities and reports simplify data collection and decision making for users in controlling, financial and accounting, purchasing and other departments.





e-Office

e-Office establishes basis for electronic commerce as a standard classification of mail allows digitization of paper messages, receiving messages by fax, e-mail and through e-exchange systems (eg electronic invoices). The central storage of all incoming and outgoing documents manages the electronic folders of all the documents and user-control and controls data protection and confidentiality. e-Office is also responsible for the rapid spread of relevant information throughout a company, distribution of documents through pre-established procedures for rapid access to original documents with records of all the changes and the production of documents in an electronic archive.

e-Invoices

The e-Invoices supports all the supervision procedures of received invoices from a filing, formal and logical control, sending it to the unit responsible for review and signature, to the formal end of the transaction. It is the master data acquisition module from other information systems and fosters the transfer of approved invoices in the ERP system.

e-Contracts

This solution establishes the central register of contracts. It is designed to capture contracts and annexes suppliers. Electronic records combine documents and descriptive data, thereby allowing for greater transparency and control over documents. It allows users of the e-Invoices module easy verification of compliance with contracts accounts, instant information on the utilization of the contract value and control over the validity of contracts.

e-Procurement

The e-Procurement solutions is for managing and transmitting purchase orders to suppliers by email (PDF format), fax or paper. e-Procurement enables logical control of invoices received, in conjunction with receipted invoices and contracts, and provides the complete information about a particular transaction. Simultaneously it allows the recording of types of costs, speed of manufacturing and distribution of model orders and deliveries of goods and services to facilitate the subsequent distribution of the received account by cost center.

- With the use of e-GenDoc the purchasing process is ready to be integrated with standard business information systems such as SAP, Navision and SSA Global.
- As a collection of best practices e-GenDoc does not require new investments in IT infrastructure.
- It works on most popular platforms for electronic commerce and on most operating systems.



procurement control



centralised overview on purchasing



suppliers relationship management



consolidated information



environmentally friendly



communication and collaboration

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Genis d.o.o.

Likozarjeva 1/a
4000 Kranj

phone: +386 425 19 300

fax: +386 425 19 315

info@genis.si
www.genis.si