Arena in Purchasing

151 Products
Reduced errors and increased efficiency

151 Products is a Manchester-based distributor and importer of household goods to supermarkets and high street retailers.

Finance Director, Ian George, told us; "we have ambitious growth plans so it is critical that we have smooth administrative and accounting systems. Our warehouse is 30 miles from our head office and we were hitting problems with purchasing. Documents could go missing between premises and staff spent too much time searching through paper files.

*"Technology is making our processes more efficient as we grow. Arena integrated **m**store with our existing accounts payable processing system. Each item of paperwork is barcoded and tagged to link it to the relevant business transaction so we keep all the related documents together. I can see all our documents wherever I'm working.*

"We are now talking to Arena about extending the system to cover invoicing so that all our documentation will be electronic and we can stop the flow of paper completely."

"Storing our accounts payable documents electronically has eliminated human error, is saving time and has given us more control over our processes"

Ian George, Finance Director,
151 Products

"190,000 paper invoices a year is an awful lot of paper. It was everywhere and it certainly made hard work of locating records. Now it's all electronic our lives are a great deal easier!"

Ian Caley, Group Accountant
AtlasFram Group

The challenges for your business

The purchase-to-pay process is an area in which many organisations are increasingly looking to improve spend control and management of information about costs whilst increasing efficiency. Reducing your back office costs can add considerably to your bottom line and help your business to remain competitive. Streamlining your purchase-to-pay process can play a core part in cost reduction and improved cash flow.

Your competitive issues

Some critical issues include;

- Lengthy, inefficient and often paper-led processes that are prone to human error, disrupt cash flow and do not comply with ISO 9001.
- Difficulty managing secure data sharing with external parties and sites.
- Purchases made without correct authorisation.
- Lack of management access to complete information relating to committed costs - risking uncontrolled spending and fraud.
- Lack of control over GRNI (goods received but not yet invoiced) negatively impacts on cash flow and hinders forecasting.
- Dispersed or incomplete data leads to errors in the goods receiving process that include pricing discrepancies such as over-charging.

mstore

How Arena works in Purchasing

mstore is Arena's own software for electronic document management. It helps businesses to store, share, process and retrieve documents digitally. Some of the areas **m**store for Purchasing addresses are detailed below.

- **Efficiency**
  - Improve productivity by simplifying the purchasing process.
  - Put documents at your fingertips at the click of a mouse.
  - Minimise document loss and filing errors.
  - Link related documents for quick and simple review. For example, invoices can be matched to purchase orders.
  - Manage a multitude of document formats.

- **Governance**
  - Prevent inappropriate purchases through better enforcement of your authorisation policies in support of ISO 9001 Compliance.
  - Track processes through various stages - export reports for analysis.
  - Free up storage space and destroy paper copies by complying with BS10008.
  - Improve forecasting through improved visibility of committed costs.

- **Document Security**
  - Evidence that documents have been processed correctly.
  - Secure documents from deletion or over-writing.
  - Protect confidential information and limit access to sensitive files.

- **Disaster recovery and resilience**
  - Digitise documents to protect them from physical damage or loss.
  - Reduce paper consumption and the movement of paper.

Benefits to your business

Improved processes deliver cost savings, reduced errors and wastage alongside 'greener' ways of working. **m**store typically provides wider benefits such as:

- **Improved information sharing and access** – this tends to lead to improved collaboration and problem solving across your workforce.
- **Improved efficiency** – getting the right product to the right location at the right time and price. In turn, this develops greater customer loyalty.

Some of our customers have seen such rapid and significant improvement that they do not want us to promote their use of **m**store. It is giving them a serious competitive advantage.

Why Arena?

Our business has been built on customer service, we invest heavily in training and have won numerous national awards – **98% of our customers would recommend us.**

"The introduction of purchasing controls in our new system has saved us up to £10,000 per month"

David Crook, Director, Dransfield Engineering

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INVESTORS IN PEOPLE

bsi. ISO 9001 Quality Management ISO 14001 Environmental Management

Compatible with Windows 7

Microsoft Partner
Gold Application Development
Silver Application Development
Silver Midmarket Solution Provider
Silver Server Platform

To find out how Arena can help you call **0844 863 8000** www.arenagroup.net