



Purchase Requisition and other processes optimizations

Jaime González Melly | Los Portales S.A. (Lima, Perú)

The background of the lower half of the slide features a stylized beach scene. Silhouettes of palm trees of various heights are scattered across a light blue horizon line, set against a white background. The trees are rendered in a dark blue color.

WINSHUTTLE
USER
GROUP
SAN DIEGO | 2013

Los Portales S.A.



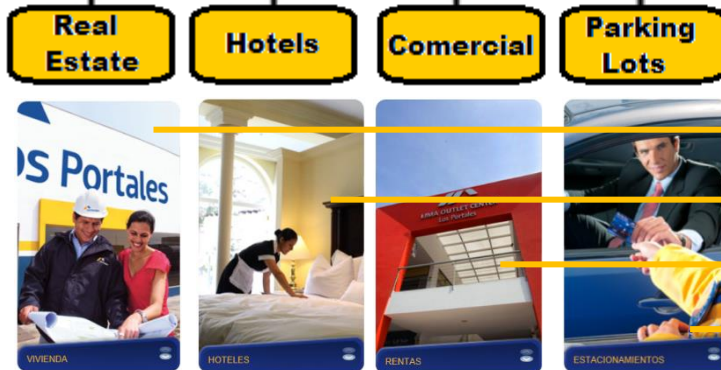
México

50%

50%



Perú



- 55 Projects
- 6 Hotels, 6 Cities
- 3 Strip Mall
- 172 Parking



Los Portales : Presencia Nacional



Los Portales S.A.

- + 50 years
- + 3,000 employees
- Annual Net Revenues US\$ 140MM
- Income Annual Growth 20% last year



Background Jaime González Melly

- MBA & System Engineer
- + 27 years of experience in IT and Telecommunications, IT Project Manager, Process Optimization, Audit and Information Security.
- Industries expertise: banking, telco, commercial, shipping , real estate and shared services.



Background Jaime González Melly

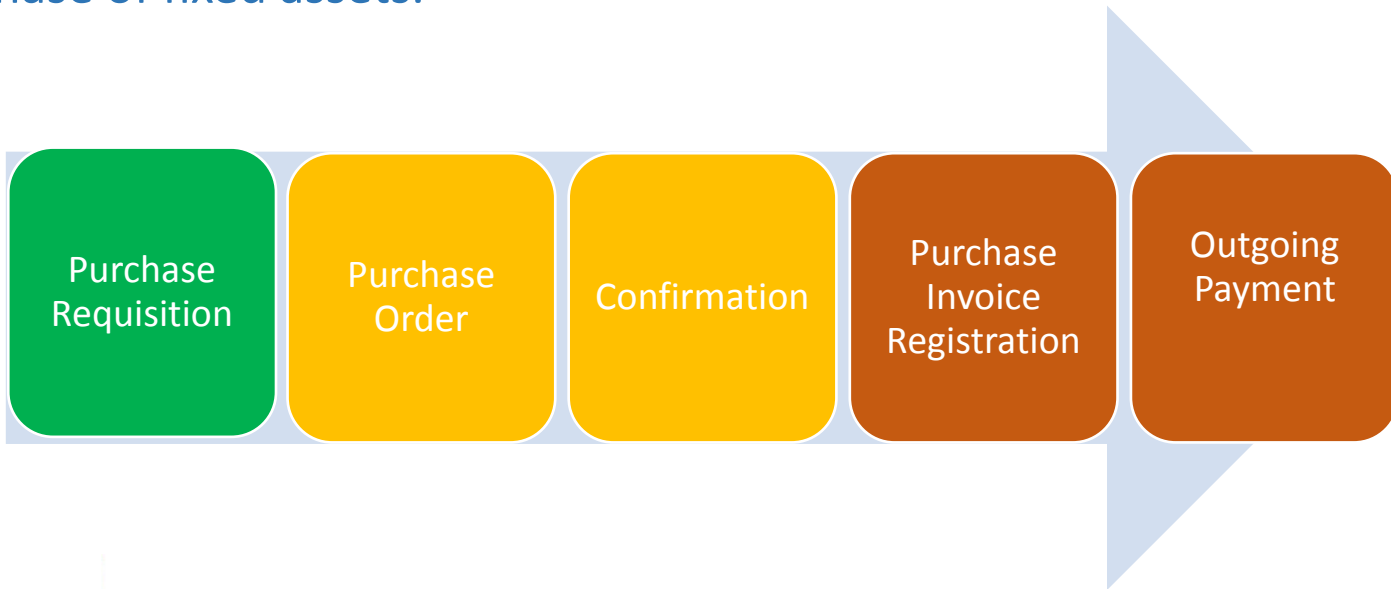
- Led a Project Implementation of ERP SAP for Los Portales. Modules: FI, CO, MM, WM, PS, HR, PP, LP, PI, FM and TRM. | Societies: 14 | Industries: Real Estate, Construction, Parking, Hotels, Strip Malls, Mining & Stocks.
- Led a Project Implementation of ERP SAP for Corporación AESA. Modules: FI, CO, MM, WM, SD, PS, PM, HR and RE. | Societies: 15 | Industries: Real Estate, Mining, industry, construction & security.
- Led a Project Implementation of OPERA & MICROS for 6 hotels.
- Led a Project of Business Intelligence QLIKVIEW.
- Led a Project of CRM (MS DYNAMICS).
- Led a Project of CORPORATE PLANNER (CP Corporate Planning AG).
- Led several projects with the WINSHUTTLE Technology.



Procure to Pay

About the Project

Given the complexity of this process, it was divided in three phases. Currently we have implemented the **first phase of "purchase requisition management"**, since the creation of the requisition until its release. Supports material procurement processes, procurement of services, purchase of fixed assets.



Procure to Pay

Challenges

- Poor Visibility of Release Strategies.
- Change in strategies are not flexible.
- Slow Attention on branches around the country.
- Low availability of time for approvals by managers.
- Decentralization of the requisition process
- Complexity in the implementation of security controls
- Management of the so called garbage purchase requisitions.



Demonstration – 10 minute recording...

Solicitud de Servicios: Imputación a Centros de Costo

Datos Generales:

N° Solicitud WS: ZSERCECO0000000004201

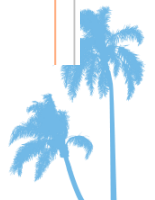
Usuario:	Nombre Completo:	Fecha Actual:	Segmento	Area Solicitante:
cegutierrezh	System Account	2013-10-18 11:57:39	CENTRAL	ADMINISTRACIÓN CE
Codigo Solicitante:	N° Liberadores:	Proveedor:	N° Ruc	Texto Cabecera
2100002000	3	Portales S.A	2000012201	Demo WUG

Datos del Pedido: (Si se desea agregar otra posición, selecciones "Insertar Posición")

Descripción:	Cantidad:	Unidad de Medida:
Demo WUG	1	UN
Fecha de Entrega:	Organización de Compras	Centro:
31.10.2013	LOS PORTALES	1201-LPH - CAMINO REAL

Datos de Imputación de Servicios (Si se desea agregar otro servicio, seleccione "Insertar Servicio")

Número de Servicio:	Cantidad:	Unidad de Medida:
A0000161	1	UN
Consultar Servicio		
Precio:	Repartición por Cantidad:	Repartición por Porcentaje
2000		X
Cantidad de Reparto:	Centro de Costo:	
0	21000002000	



Procure to Pay

Why do we choose Winshuttle?

- Changes of the release strategy of purchase requisition, are very flexible and can be deploy in time according with the requirements of corporate office and branches.
- Allows better control and visibility into current release strategies
- Reduced complexity in filling out the application along with greater control over it.
- Significant decrease of purchase requests with errors.
- Extend the coverage of the purchase requisition process.



Procure to Pay

What's next?

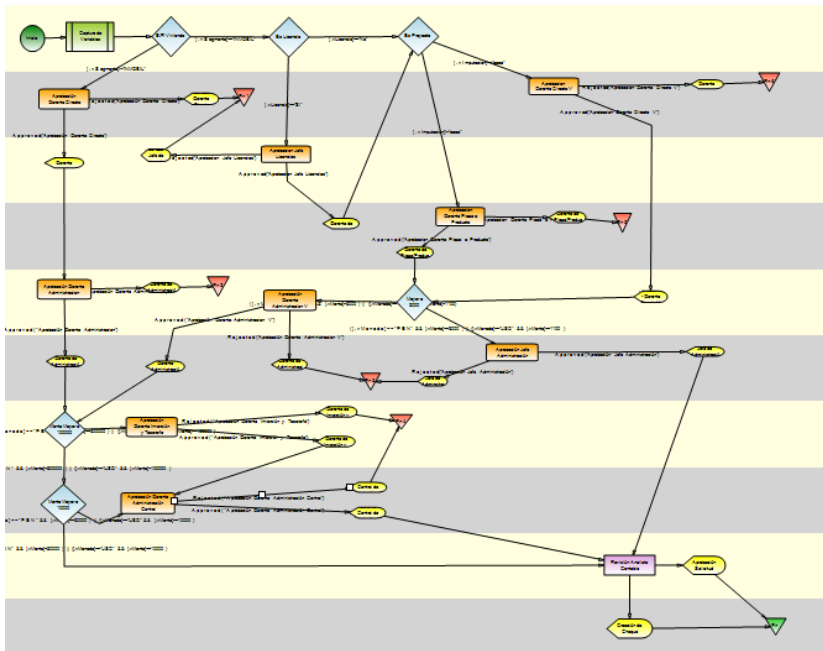
- Management of purchase orders for materials or services
- Reception of goods.
- Service Entry Sheet
- Recording invoices
- Payment to Suppliers

Scheduled to be implemented in the next three months.



Other implemented projects

Process for delivery of cash accountability



Innovanet
Los Portales

Solicitud de Entrega a Rendir

Datos Básicos:		
Usuario de Red: SHAREPOINT\system	Permisos y Licencias: No	N° de Solicitud: ER0001052013
Moneda: Soles	Sociedad: Los Portales S.A.	Segmento: Central
Imputación: Centro de Coste	Clave de Operación: Operaciones Varios	Fecha de Solicitud: *
Datos Complementarios:		
Sustento (Cabecera):		Girar e nombre de:
* <input type="text"/>		Proveedor Portales <input type="text"/>
<input type="text"/>		<input type="button" value="Verificar Existencia"/>
<input type="text"/>		<input type="button" value="ObtenerCodigo"/>
<input type="text"/>		<input type="text"/>
Sustento Detalle:		Importe:
* <input type="text"/>		<input type="text"/>
Clave de Anticipo: Viajicos	Insertar DNI:	Salida de Dinero:
<input type="text"/>	<input type="text"/>	Cheque de Gerencia
<input type="button" value="Consulta Colaborador"/>	<input type="text"/>	<input type="text"/>
Responsable de Rendición:	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Dato de Imputación:		
Centro de Costo:	Proyecto:	Provisión:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Listar CeCo"/>	<input type="text"/>	<input type="text"/>
Adjuntar Sustento:		
Nota: El solicitante debe adjuntar toda la documentación necesaria para procesar su solicitud.		
<input type="text"/>		
<input type="button" value="Examinar..."/>		

El responsable de uso de fondo se compromete a liquidar la presente "Entrega a Rendir Cuenta" dentro del plazo establecido por la empresa, caso contrario autorizo el descuento de mi remuneración mensual y/o beneficios sociales que me pudieran corresponder.

Other implemented projects

Petty Cash Management – Implemented in one month.

Registro de pre asientos contables - Caja Chica

Sociedad: 0021 Su Id de usuario es: SHAREPOINT\system

ID Proveedor:

Fecha de emisión:

Número de Documento: * - *

Importe en el documento: Nuevos Soles Código de Impuesto:

Sustento: * Sustento de detalle: *

ID Cajero: * Usuario: system

Concepto	Importe	Impuesto	Centro de Coste	Elemento PEP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Asiento: 0

Insertar elemento

Reporte de pre asientos contables de Caja Chica

Cajero: System Account SHAREPOINT\system

Sociedad: 0021

Año Fiscal: *

Cajero: *

Greater Than Equal To Op And: * *

Soc.	Documento Contable	Año	Fecha Contable	N° de Comprobante	Sustento	Cuentas Contable	Importe (Local)	Importe Documento	Moneda	Detalle	Proveedor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total							<input type="text"/>	<input type="text"/>			



Other implemented projects

Automation of SAP FI/CO and HCM transactions

- FB60
- FB50
- FB01
- PA30
- PA40



Lessons Learned – Best Practices

1. Identify key users in the process.
2. Identify what improvements need to be achieved with the project.
3. Develop the project with internal procedures.
4. Involve key users in the development and testing processes
 1. So they can perceive the improvements – provide validation.
5. Incremental rollout
 1. Deploy solutions in small and medium departments, then we go to the big ones.
6. Key users are responsible for the staff training. (Not the IT team)
7. Provide constant support for the applications.
8. Document the lessons learned.
9. Ask users how they feel about the improvement.



Results

Purchase requisition:

- 60% reduction in processing time.
 - Before Winshuttle three days, after Winshuttle one day
- 90% reduction in inaccurate registries

Delivery of cash

- 50% reduction in processing time.
 - Before Winshuttle 7-8 days, after Winshuttle 3-4 days.
- 100% paper usage reduction.

