



THE SHELBY GROUP
Part of Accenture

Procurement Process Automation

PROGRAM OPTIMIZATION SERVICES

Transform procurement operations to improve bottom-line impact.

Are manual processes, paper-based systems, rogue spend and lack of adherence to standardized processes inhibiting your company's ability to manage spending, compliance and savings? Whether you are implementing new technology, upgrading or looking to increase the bottom-line impact of your procurement strategy, optimizing Procurement Process Automation across the enterprise is critical to your success.

The Procurement Processes Challenge: For many companies, disparate processes, systems and workflows across different business units pose the greatest challenge to procurement process transformation. For others, the challenge lies in marshalling internal resources and finding procurement experts to help design and implement new processes.

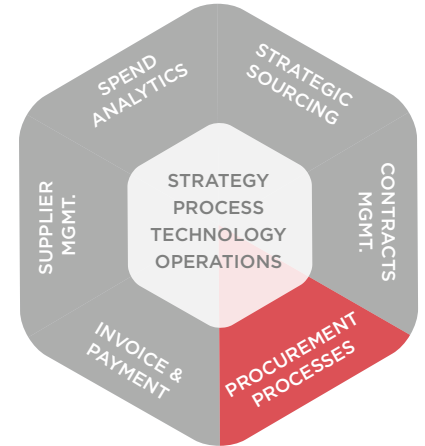
Procurement Processes Optimization Services: Shelby, acting as an independent advocate for your success, can help you optimize automation throughout the procurement lifecycle. Our team of seasoned veterans has the strategy, business process and technology expertise you need to achieve actionable insight into spending, increase contract compliance, negotiate better pricing, rein in rogue spend, negotiate and take more discounts and prevent errors and overcharging. We can help you:

- Assess/refine/develop your Procure-to-Pay automation strategy
- Prioritize opportunities for savings and business impact
- Engage and enable buyers and suppliers
- Automate manual and paper-based processes
- Streamline purchasing processes with catalogs, electronic requisitions, and workflow and approval processing tools
- Increase visibility on opportunities for savings and discounts
- Leverage existing ERP system capabilities

Business Benefits: Shelby's Procurement Processes Optimization Services can help you achieve these important business benefits:

- Increase transparency and accountability
- Improve accuracy of financial statements
- Strengthen supplier negotiation power
- Strengthen financial controls
- Enhance stakeholder and supplier relationships

The Shelby Group leverages its deep understanding of enterprise procurement processes and technology to maximize savings and optimize business results throughout the procurement lifecycle. Whether you want to create sustainable procurement savings, maximize utilization of current tools, deploy or upgrade new software, move to the cloud, or outsource operations, partnering with Shelby pays off. To learn more, call 312.445.8500.



Streamline procurement processes to reduce costs and increase spend under management.

For more information, contact:
312.445.8500

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Procurement Processes Optimization Services

Your company's culture, business processes and technology infrastructure are unique. Choosing the right technologies for Procurement Process Automation is no guarantee of success. In order to transform procurement operations to improve bottom-line impact, you'll need an end-to-end strategy that is tailored for your company's success.

The following chart provides a high-level view of Shelby's Procurement Processes Optimization Services. To learn more about what we can do to help optimize your success, call 312.445.8500.

PLAN

- Develop/validate business case
- Prioritize category management workflows
- Define business requirements to support KPIs
- Quantify potential challenges and risks
- Understand existing policies and procedures
- Allocate resources
- Evaluate supplier portals and networks
- Define catalog requirements
- Identify data and application integration points
- Infrastructure/architecture planning

DESIGN

- Define Master Data Requirements
- Process Mapping and Business Process Redesign
- Define "To Be" Processes:
 - Catalog and Non-Catalog Requisition Flow
 - Workflow Processing Rules
 - Contract Compliance Requirements (complex pricing, milestone pricing)
 - Purchase Order Design
- Invoice Processing (exception processing, approvals, dynamic discounts, etc.)
- Receiving Requirements
- Accrual Reporting Needs
- Analytical Reporting Requirements
- Interface Requirements (data, frequency)
- Potential Data Flows
- Data Extraction, Formatting and Cleansing

BUILD

- Evaluation of Technology Platforms
- Application Upgrades
- Data Integration and Cleansing
- Application Development
- Application Configuration (non-development)
- Creation of Test Scripts
- Testing
 - Test Plan
 - Application and User Testing
- Enhancement Requests/Break Fix
- Infrastructure/Architecture Planning
- Performance Testing and Tuning

PROGRAM AND CHANGE MANAGEMENT

- Change Management and Communication Plan
- Governance Model
- Create Standard Operating Procedures
- Go Live/Pilot Phase Support
- Administrator, Supplier and End-User Application and Process Training
- Documentation and User Guides
- Project Management
- Help Desk Support: System Administration, Technical and Operations
- Systems Administration Support
- Risk Management and Mitigation
- Procure-to-Pay Transaction Lifecycle Support