



**SUNCODE**  
business process management



# REQUISITION PROCESS IN MARMITE

MARMITE IS A LEADING EUROPEAN MANUFACTURER OF WASHBASINS, SHOWER TRAYS AND BATHTUBS MADE OF MINERAL COMPOSITE. THE COMPANY BRINGS TOGETHER NATURAL MINERAL MATERIALS, SOPHISTICATED TECHNOLOGY AND DEVELOPS HIGH EFFICIENT MINERAL COMPOSITE INNOVATIONS. THE COMPANY HAS OVER 800 EMPLOYEES AND INCLUDES IN ITS OFFER OVER 2000 PRODUCTS. PRODUCTION TAKES PLACE IN 2 FACTORIES. THE COMPANY'S PRODUCTION CAPACITY REACHES 1 800 000 PIECES A YEAR. THESE IMPRESSIVE NUMBERS INDICATE THE SCALE OF THE IMPLEMENTATION PROJECT REALIZED TOGETHER WITH SUNCODE.

# IMPLEMENTED BUSINESS AND TECHNICAL SOLUTIONS

A great number of requisitions and linked with them invoices is a challenge for production companies. The system for document and business process management is a solution which enhances work with such documents. The implementation of such a solution enables work automation and optimization. Aiming to reduce costs and enhance the process of requisitions, Marmite company has decided to implement Plus Workflow – the system produced and delivered by Suncode.

*In Marmite we were facing a great number of purchase documents and, hence, a great amount of invoices. Reflecting the discussed processes in the electronic system is aimed to increase **document security, increase control over the costs, reduce labor intensity of the process and increase process efficiency.** We have chosen Plus Workflow system because it is a **flexible tool** in which we have reflected the process exactly in the way we wanted it to be. – Agnieszka Slawnikowska, Marmite Accounting and Debt Collection Department Manager.*

A user making a requisition begins the process. At this moment, the user defines basic information concerning the requisition such as: amount of goods, unit price or measure unit. Additionally, the user defines the type of a requisition, requisition price, provider's name and budget year. In order to improve the process, **Plus Workflow connects with Exact database** which contains all providers of the company. If a product is ordered in a provider who is not in the database, the user can apply for creating a new supplier.

The next stage is requisition acceptance. In Marmite company, **the matrix of acceptance** has been implemented. It means that the path of acceptance has been adjusted to the way of acceptance in the company. Depending on a **requisition type** (operating expenses: OPEX or invest expenses: CAPEX), the task reaches appropriate users in the next level of acceptance.



After accepting a requisition, the first user generates purchase requisition print in Polish or English and sends it to a provider and changes the order status to 'Send'. When the user receives the order, the task status will be changed to 'Done'. It ensures order in the process and **time control**.

Requisition receipt takes place in the invoice process. The invoice of an order is registered just after the invoice reaches the company. Then, the invoice is sent to a substantial description which is made by the person who placed the order. Here, the invoice is linked with the order. From the dynamic dropdown list a user selects an appropriate order number. Subsequently, the invoice is pinned to the selected order. If an order includes many invoices, the order disappears from the dropdown list only when the overall cost of the order is covered. After invoice description, if there are some discrepancies between the order and the invoice, the invoice is sent to acceptance and, then, to Accounting Department in order to post it and pay it. Plus Workflow ensures linking a couple of order lines with many invoice lines.

*The implementation was fluent and, as it was expected, has contributed to requisition acceptance process and invoice flow process enhancement in the company. The integration with Exact system is a great facilitation, just as the possibility to work on both **Polish and English version, which is extremely useful for our providers.** – Agnieszka Slawnikowska, Marmite Accounting and Debt Collection Department Manager.*

