odoo
Bangladesh

Yuko Leather Goods Ltd.
Proposal of Odoo Implementation

Table of Contents

Introduction and Background

This proposal has been put together for the installation and implementation of Odoo ERP powered by Odoo, the leading Open Source ERP solution.

Expected Project Benefits

Quantification of benefits from the ERP system implementation is. However there should be a very high focus on benefits tracking (from specific system functionality deployed) for each business area to ensure that the implementation is on track and is meeting business objectives. One example of such benefits would be the savings from automating budget checks which are currently carried out manually by the Offices based on paper files received. This functionality will free up resources for more value adding analytical tasks that need to be performed in a best-practice based budget management environment.

Regulatory Framework and Financial Management

The establishment of re-engineered and automated processes which are essential for the effective implementation of the new Financial Rules and Regulations and the approved new human resource strategy;   the establishment of a basis for comprehensive and coherent internal control and accountability framework based on user roles, automated approval procedures and workflow; and establishment of an integrated and harmonized management reporting system that will provide high quality, reliable and consistent management information.

Productivity Improvements

Realization of efficiency gains in all sectors within the scope of the project through simplification, streamlining and automation, in particular in those areas which are poorly supported by IT systems today; reduced manual and paper work throughout the Organization through automated workflow and approval processes; and the provision of a standard tool set which will disseminate up-to-date financial information to Program Managers for the purpose of budget tracking; thus eliminating the need for parallel, manual or semi manual records to be maintained within each Program.

IT Improvements

The retirement of a patchwork of legacy and departmental systems that are complex and expensive to maintain, and the establishment of a standard, unified IT platform for the key administrative and resource management applications.

Staff Development

ERP system implementations serve as an excellent platform or vehicle for training and professionalization of staff, (as users adapt to best practice based processes), higher data discipline and more value added analytical tasks facilitated by the improved availability of data.

Odoo Services We Provide

- Odoo Consultancy
- Odoo Implementation
- Odoo OFFSHORE DEVELOPMENT
- Odoo Customization / Development
- Odoo Training
- Odoo Support

Odoo Consulting

Most of the self-determined companies would like to organize their processes, avoid manual operations, automatically record the progression in the enterprise and provide a macroscopic view of the company performance to allow driving it more efficiently thus requiring implementation of progressive Odoo system. The successful implementation of Odoo in the organization will acknowledge several features that oblige expertise consultants.

To achieve the goals framed by business, it requires a team of professionals consisting of experienced consultants, efficient project managers and sound developers – the rare combination which Odoo Bangladesh's consultancy has. We specialize in OpenERP consulting and suggest Client Company with the best possible combination of modules that would benefit their organization.

Our consultancy offers a wide spectrum of services to suit every need and requirement of the clients. Odoo Bangladesh's Odoo is a full suite solution that integrates accounting with sales, purchasing, inventory, and manufacturing. We, with years of experience, workout to provide complete Odoo support & upgrade, hosting, development & implementation and integration solutions. We are there to assist client through our innovations to make their firms win potential business opportunities. With a goal to serve our clients we offer professional, custom and cost-effective consultation services in Odoo. We make sure that our partnership will assure clients with long term prospects.

Odoo Implementation

Odoo is considered to be the most efficient ERP software applicable for any size of the firms. Implementation of ERP will afford clients organization to draw maximum profits out of the software. Odoo implementation process involves various functions such as evaluation, planning, configuration, data migration, deployment etc. the implementation process will influence the support and maintenance of the application in any organization. Thus, in order to work out on various requirements, an expert handling is mandatory.

Handling of the process will be successful, only when the implementation team has an ability to think beyond the technical frameworks of the client and implement a scalable solution after considering the current legacy system. This obliges a complete insight about amendments needed to be done in the client's previous application and deliver a precise solution that gains competitive advantage. Odoo Bangladesh, with its flair expertise, has complete insight that will offer clients enterprise with wide spectrum Odoo solutions.

We, at Odoo Bangladesh, are able to perform complete OpenERP deployments: from the functional analysis up to the technical development of new modules and user training. We operate both locally and remotely. We strongly believe that our ability to deliver competent business solutions was possible only because of our extensive analysis and research of the client's industry background and their requirements. This evaluation helps us in identifying the gaps in the functions. We provide a range of

consulting services which helps the organizations to analyze their requirements and plan to deploy the business solutions and reap the benefits. Our implementation model essentially has:

- Requirement analysis
- Gap analysis
- Cost estimation
- Strategy planning
- Product development/customization
- Testing
- Implementation at the client location
- User training
- Maintenance and support

We provide periodical updates on product development progress to our clients through reports. We involve our clients in every phase of the delivery model to ensure the success of deployment.

Odoo Development

Odoo Bangladesh provides custom software application development services to its clients who necessitate an efficient and cost-effective business solution. We have design, development, and implementation expertise in turnkey as well as module-based projects. We have an in-house application development framework to quickly deliver the projects.

We ascertain unique and efficient development application by interacting with the client from the initial requirements detailing phase through architecture design to implementation, deployment, and testing. The inputs available from the requirement analysis phase are utilized to create a prototype using the application development framework. Our approach increases assured clarity, on a whole, which requires proceeding further phases in the development process. This ensures minimum project risk and investment for the client.

Odoo Bangladesh has been a model in developing open source software and can help clients to leverage the existing open source software without compromising on the security and support aspects. We try and reduce development cycles, use a consistent code base, and emphasize on leveraging the industry best practices across the projects.

Odoo Support

Availability of precise Odoo ERP support is considered to be most disrupting service needed by any enterprise as most of the consultants fall short of providing complete support solutions. We, at Odoo Bangladesh, have extensive knowledge in Odoo ERP and provide full spectrum support services as we understand 'Support' as the largest expenditure in total cost of ownership of an ERP system.

Odoo Bangladesh provides Odoo ERP support services to ensure that our clients have the maximum gains from the ERP launch. We provide support for technical as well as functional issues. We also perform system upgrades so that our clients gain the advantage of accessing the latest functionalities available. We offer preventative maintenance which includes revising and testing the complete system for each new version so that they are compatible with basic Odoo ERP.

We have various maintenance contract options which will entitle the companies for a quicker resolution of the issues. This also includes migration support to new upgrades. For simple updates, our maintenance team would evaluate to determine whether the update is of any use. It is first tested on the

offline case of Odoo ERP before going live. Our maintenance team will perform the regular updates to Odoo ERP also in case of troubleshooting, if required. Our highly qualified technical support team is capable of performing upgrades and migration meticulously so that the outcome guarantees long-term benefits for our clients.

Offshore Development

Odoo Bangladesh is a full-service ODOO organization based in Bangladesh that serves global clientele and offers outstanding offshore ODOO development services. Our cardinal objective is to deliver world-class original, ethical and appropriate ODOO solutions to our clients that aid them in succeeding.
ODOO is an Open Source Enterprise Resource Planning tool that offers superior design, astounding extensibility and flexibility. A business organization needs thousands of efficient business applications that can enhance the functioning of the organization. ODOO serves this purpose quite impeccably and gives you the required flexibility. Fundamentally, ODOO assimilates all the organizational functions and departments onto a single computer system. Odoo customization integrates all the organizational departments seamlessly and enables them to communicate effectively whilst sharing all the imperative information effortlessly.

Project Scope

The project is proposed to address the most essential information management needs of those business areas which were deferred under the phased approach, providing thereby the integration with the finance and budget system that is necessary if the full benefits of such a system are to be realized. These areas are described below.

Accounting & Finance

Features and functionalities of the Accounting & Finance module will be describe in the below table:

Modules	Features	Feature Details	Contents
General Features			
	Company	Multi-Company	
	Currency	Multi-Currency	
	Audit Trails	Full Audit Trail	
	Accounting Period	Multiple accounting period	
Accounting			
	General		
		N-Layer COA Hierchy	
		Multiple Document Attachment	
		Advanced Taxes Management	Tax engine support, a wide range of tax computations: price included / excluded,

			percentage, grid, tax on taxes, partial exemptions, etc.
	Accounts Receivable		
		Customer Accounts Management	
		Customer Invoice	
		Recurring Invoices	
		Invoice Duplication	
		Email Invoicing	
		Sales Tax / VAT Calculation	
		AR Aging Reports	
		Advanced customer statements	
	Accounts Payable		
		Vendor Records Management	
		Manage Supplier Invoice / Bill	
		Vendor Tax / VAT Calculation	
		Get a proposition of supplier bills to pay and print checks in batch	
		Vendor TDS Calculation	
		Duplicate Supplier Bill Alert	
		Payment Date Calculation	
		Suspicious Payment Alerts	
		Accounts Payable Purchase Order Reconciliation	
		Check Printing	
	Accounts Budgeting		
		Define GL-wise budget	
		Budgeting based on Cost Center	
		Budget Variance Report	
	Cash Management		

		Multiple Bank Accounts	
		Bank Account Reconciliation	
		Petty Cash Management	
	Fixed Assets		
		Asset Register	
		Asset Register through Vendor Bill	
		Standard Asset Tagging	
		Multiple Depreciation Method	
		Auto Depreciation Calculation	
		Asset Allocation	
		Asset Transfer	
		Asset Disposal	
		Asset Sale	
		Asset List on Category, Status	
		Asset Depreciation Reports	
	Analytic Accounting		
		Hierarchies of cost accounts	Structure automatically your analytic accounts based on projects, contracts, departments, etc.
		Multiple-plans	Manage multiple analytic plans with default values and assignations ratios between cost accounts or projects.
		Fully integrated	Get analytic entries automatically produced based on timesheets, supplier bills, work orders, etc.
	Financial Reporting		
		Balance Sheet	Get your current year earnings automatically reported to your balance sheet to report at any time without having to close/open fiscal years.
		Profit & Loss	Navigate easily through the flow of information from the Profit & Loss report.
		Cash Flow Statement	Get a cash flow statement in real time with lots of options in the filters.
		General Ledger	Search and filter in the general ledger easily and zoom into documents in just a click.
		Consolidated Journal Report	The consolidated journal displays what happened in each journal organized month by month for readability.

Human Resource Management

Features and functionalities of the HR module will be describe in the below table:

Human Resource Management	
Employee Directory	
	Employee Profile with Image
	Employee Family Information
	Employee Educational Information
	Career history
	Appraisal history
	Leave history
	Attachment facility
	Employee Hierarchy
	Employee Seniority
Organization Calendar	
	Define organization calendar
	Define yearly public holidays
	Define yearly week Holidays
Leave	
	Declare Leave Year
	Multiple Leave Type
	Leave Allocation Process
	Single Approval Process
	Multiple Approval Process
	Short leave/ half day leave
	Attachment Facility
	Leave Carry Forward
	Leave Encashment
	Leave without Pay
	Integration with payroll
	Integration with attendance
	Integration with organization calendar
	Integrated with employee directory
Attendance	
	Employee Work Schedule
	Employee Roastering

	Integration with access control system
	Employee Manual Attendance
	Approval of Manual Attendance
	Late Attendance Detection
	Overtime Approval
	Overtime Calculation
	Attendance Summary
	Integration with payroll
Payroll	
	Employee Contract
	Employee Salary Structure
	Festival Bonus
	Tax calculation (Govt rule/ others)
	Advance Salary Process
	Generate Salary
	Print Salary Sheet
	Print Employee Payslip
	Generate payslip batch according to department/ Branch
	Generate top sheet
	Provident fund
Recruitment	
	Multiple Job Positions / Designations
	Manpower Planning
	Manpower requisition
	Approval of manpower requisition
	Multi-Layer of approval
	Job portal
	CV Bank
	CV filtering
	CV searching by different criteria
	Define stage of recruitment process
	Design test for applicant
	Interview management
	Define action for applicants
	Attachment facility for resume or cover letter
	Generate appointment letter
	Mail notification for applicant
Exit Process	
	Employee exit request
	Mail notification

	Approval of employee exit request
	Employee Exit Checklists
	Configure checklists for Exit process
	Employee clearance
	Final settlement
	Exit interview
	Integrated with employee directory
	Reports
Loan management	
	Loan type configuration
	loan policy setup
	Employee loan request
	Mail Notification
	Loan approval
	Single/Multi-layer approval for all loan
	Single/Multi-layer approval for specific loan
	Rejection of loan request
	Loan disbursement
	Attachment facility
	Loan repayment process
	Integration with payroll
	Integrated with employee directory
	Loan report
Appraisal/ Performance Evaluation	
	Appraisal Planning
	Configurable 90/360 degree evaluation and appraisal
	Employee job evaluation yearly/ half yearly/ quarterly
	Due date appraisal
	Department wise or employee wise appraisal
	Define appraisal criteria
	Feedback by employee
	Stage of appraisal process
	Maintain critical success factor
	Integrated with employee directory

Inventory / Warehouse

Features and functionalities of the Inventory / Warehouse module will be describe in the below table:

Inventory / Warehouse	
Products	
	Product Types/ Category
	Product Creation
	Add product variants
	Multiple unit of measures
	Custom fields with expiration dates
	Product Price List
Manage Indent	
	Indent Type
	Raise Indent
	Approve Indent
	Issue Indent
	Close Indent
Gate Log book	
	Gate In
Stock In & Out	
	Receive Stock against Purchase
	Multi Warehouse/ Inventory location
	Simple adding of new item
	Entry of goods in stocks
	Delivery of Product
Item Loan Landing	
	Issue Item
	Approve Item
	Adjustment of landing Item
	Return of Lending Item
Item Loan Borrowing	
	Issue Item of Borrowings
	Approve Item of Borrowings
	Adjustment of Borrowing Item
	Return of Borrowing Item
Manage Scrap Product	
	Issue Scrap
	Approval of Scrap Product
	Adjustment of Scrap Product
Inventory Adjustment	
	Adjust Item(s) for item missing
	Adjust Item(s) for Item damage
Dashboard & Reporting	

	Inventory Operation Dashboard
	Forecast Inventory
	Stock Summary Report
	Consumption Report
	Transfer Report
Integration	
	Integration with accounting
	Integration with purchase
	Integration with sales

Purchase Management

Features and functionalities of the Purchase / Procurement module will be describe in the below table:

Purchase Management	
Master Data	
	Products Type/ Category
	Create products
	Add product variants
	Multiple unit of measures
	Custom fields with expiration dates
	Product Price List
	Set Suppliers on Product
	Import suppliers price list
	Check stock and availability
	Specify storage location
	Create sale conditions
	Ideal search filters
Purchase Requisition	
	Issue Purchase Requisition
	Approval of Purchase Requisition
	Validation of Purchase Requisition
Requests for Quotations	
	Create RfQs for suppliers for Single/Multiple product
	Send requests through the post or by email
	Collect Quotation
	Revision of Quotation
Purchase orders	
	Bid analysis- Quotation analysis option with dynamic feature added

	Purchase Order generation
	Approval of Purchase Orders
Manage invoicing	
	Create Draft Invoice
	Multi-Currency Support
Dashboard & Reporting	
	Customized Dashboard
	Monthly Purchase Report
	Purchase Order
	Purchase Requisition
	Department Wise Purchase Report
Integrations	
	Integration with Sales
	Integration with inventory
	Integration with accounting

Commercial Management

Features and functionalities of the Commercial module will be describe in the below table:

Commercial Management	
Master Data	
	Manage Customer
	Manage C&F Agent
	Manage C&F Services
Integration With Purchase	
	Monitor Purchase Requisition
	Manage Purchase Order
Letter of Credit (LC)	
	LC Creation
	LC Amendment
	LC Shipment Management
	Audit log
	Collect Quotation from C&F
	Finalize C&F Quotation
	Manage FOB and freight charge
	Shipment Cancelation/ Done
	LC Cancelation/ Done
	LC Evaluation

	LC Documents Attachment
	Multi-Currency Support
FTT (Foreign Telegraphic Transfer)	
	FTT Creation
	FTT Amendment
	FTT Shipment Management
	Audit log
	Collect Quotation from C&F
	Finalize C&F Quotation
	Manage FOB and freight charge
	Shipment Cancelation/ Done
	FTT Cancelation/ Done
	FTT Evaluation
	FTT Documents Attachment
	Multi-Currency Support
Dashboard & Reporting	
	Customized Dashboard
	LC Summary Report
	LC Costing Report
Integrations	
	Integration with Sales
	Integration with Purchase
	Integration with inventory
	Integration with accounting

Key Deliverables

- Odoo Installation, Configuration and Training
- User Guides and Manuals

Key Elements of the Strategy

Application Hosting Strategy

Odoo Bangladesh offers two mode application hosting strategy –
- In-House
    - The server will be hosted at client's premises in their server. The hardware requirements will be provided upon request.
    - The customer will require a minimum amount of competency managing linux based servers.
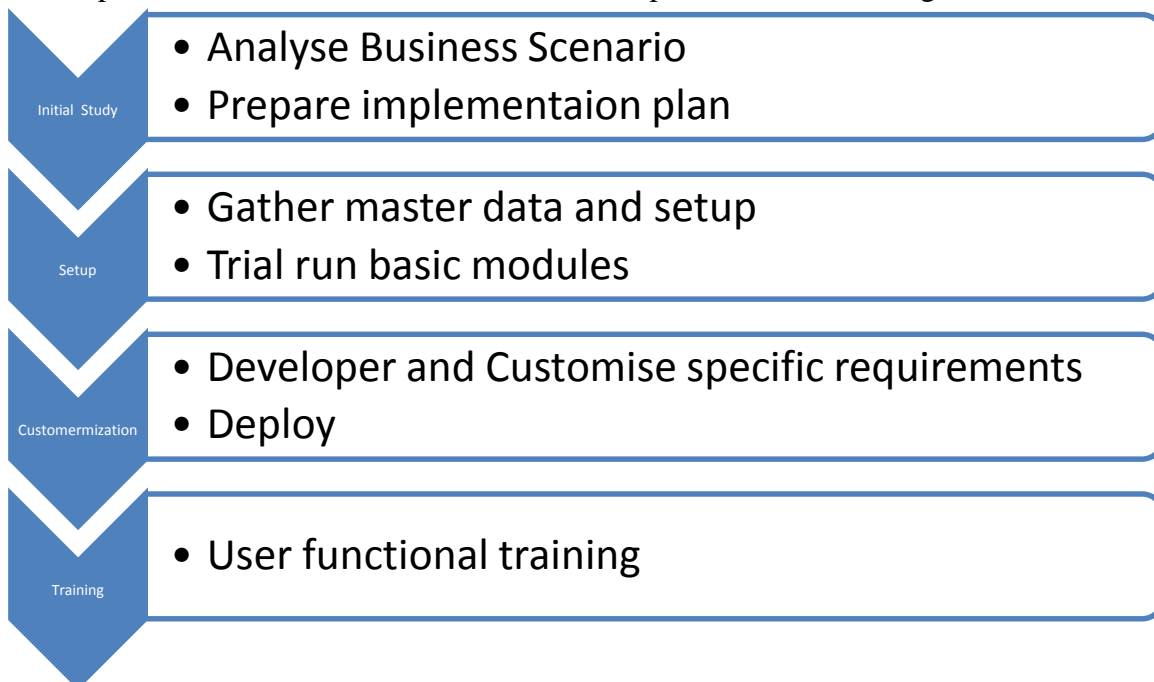   - In this model, the customer holds all their data and software.

- Usually quicker for data transmission if accessed locally on a LAN environment.
- Need to engage IT resources to maintain and regular housekeeping operation like backups.
- More complicated if client wants to access the server offsite via Internet. Requires a good full duplex internet connection.

- Hosted at Odoo Bangladesh Servers/Data Center
  - Zero management and maintenance.
  - Always update and backed up and in a secured environment.
  - Access anywhere from the world even with a low bandwidth internet.
  - No initial investment needed for hardware.
  - Easy to scale when user base grows.
  - Small monthly fee to manage and keep the services running.
  - No need to manage internal IT resources.

- Hosted at Odoo
  - Zero management and maintenance.
  - Always update and backed up and in a secured environment.
  - Access anywhere from the world even with a low bandwidth internet.
  - No initial investment needed for hardware.
  - Easy to scale when user base grows.
  - Small monthly fee to manage and keep the services running.
  - No need to manage internal IT resources.

Implementation Strategy

The implementation will be carried out in smaller phase as the following:

Initial Study
- Analyse Business Scenario
- Prepare implementaion plan

Setup
- Gather master data and setup
- Trial run basic modules

Customermization
- Developer and Customise specific requirements
- Deploy

Training
- User functional training

Project Phasing and Tentative Timeline

Task	Timeline
Initial Study and Planning	5-10 business days
Setup master data	10 days
Setup Hosting Solution	5 days
Basic Data Migration	10 days
User Training	3/5 days
HR Application Go Live	45 Days
Accounting Application Go Live	45 Days
Custom Development	Depends on requirements

Approximate overall project timeline will be 6 (Six) months.

Estimated Project Cost and Underlying Assumptions

Underlying Assumptions

- Hosted In-House application server, enough IT resources to manage Linux based server
- A clear and well documented management vision will be delivered and available prior to the commencement of the work.
- The effort estimates and therefore costs of internal and external resources are based on a "minimum customization" approach. This will imply important changes to policies and business processes to adapt the Organization's way of working to the best practices and functionality within the ERP software package.

Software Licensing

- If client wants to host the server software in a windows based platform, they much provide their own OS license.

Project Personnel

- The client must assign at least 1 project manager from the organization to help implement the product in a timely fashion.

User Data Filing Resources

- Odoo Bangladesh will provide basic data migration support like setting company name, departments, importing employee names, suppliers, customers list. If more data migration support is needed that will be part of the customer requirement part. Also clients should provide enough resources to complete all the initial data entry work to utilize opener completely.

Financial Offer

Item/Service	Unit Cost (BDT)	Total (BDT)
Odoo Implementation [Community Edition]	50,000.00	**50,000.00**
Support:		
Includes phone and email support for 2 Months		
Does not Include:		
New Version Upgrade		
No Customization		
No Security Patches		
Modules		
Human Resource Management	2,50,000.00	**2,00,000.00**
Accounting & Finance	2,50,000.00	**2,00,000.00**
Inventory / Warehouse	2,50,000.00	**2,00,000.00**
Purchase Management	1,50,000.00	**1,50,000.00**
Commercial Management	2,50,000.00	**2,00,000.00**
Fleet Management	1,00,000.00	**1,00,000.00**
Project Management	1,50,000.00	**1,00,000.00**
Sub Total		**12,00,000.00**
Discount	1,00,000.00	**1,00,000.00**
Total		**11,00,000.00**
Customization Charge		
Per Man/Day	6,000.00	**6,000.00**

All the price mentioned above are VAT and TAX excluded.

Payment Schedule

Description	Amount
Project Initiation	20 %
Submission of GAP Analysis Document	10%
Deployment of 1ˢᵗ Phase (2/3 modules)	20%
Deployment of 2ⁿᵈ Phase (2/3 modules)	20%
Deployment of 3ʳᵈ Phase (2/3 modules)	20%

Training

Functional Training Course Outline

Odoo Bangladesh will provide comprehensive user training to the users via various medium like Online, Books, Guides and in-person (if agreed prior to signing contract).

Support

Odoo Bangladesh will provide support for the software from Monday to Friday between GMT + 6 10am to 6pm. Email support will be provided always, with turnaround time of 4 to 6 hours.

Acceptance & Agreement

*Please sign and email a scanned copy to info@odoo.com.bd
Signature Signed and Approved by

For Odoo Bangladesh	For
M Rahman	
Name: Matiar Rahman	Name:
Position: CTO	Position:
Date: 20th Mar 2019	Date:

*Note: By signing this document, you hereby declare to engage with Odoo Bangladesh to run this project in question and fully agree with the terms specified on the following page.

Terms and Conditions

A minimum 70% advance payment for agreed total cost should be made payable to Odoo Bangladesh upon acceptance of the cost quoted.

The outstanding balance is to be paid within 30 days upon completion of each phase. Invoices that are not paid after 30 days from the date of invoice may result in a late fee per month based on the outstanding balance.

The indicated costs are valid for 1 month from the date of this quotation.

Changes in project direction due to change of briefing will be separately quoted for. Ongoing changes will be evaluated and should be based on valid feedback within reasonable amount. A separate quotation will be given for additional and ongoing rounds of changes.

Additional services and materials to support and complete the project will be separately quoted for. Should the client terminate the project or phases of the project, Odoo Bangladesh will be reimbursed for all fees and costs incurred for work completed prior to the point of termination, this includes any external party costs and material costs incurred.

In the event that the termination of the contract is not caused by any act or neglect of Odoo Bangladesh the client shall also be liable to pay to Odoo Bangladesh a sum equivalent to 20% of the balance of the fees not bill-able at the date termination but agreed to be paid by the client to Odoo Bangladesh under the contract upon completion of the contract.

lf Odoo Bangladesh is delayed or impeded by an event of Force Majeure; or by any act or omission of the client; or by a delay that occurs without the fault or negligence of Odoo Bangladesh; then, provided Odoo Bangladesh shall notify the client in writing of such delay or impediment, the client shall grant to Odoo Bangladesh in writing such extension of time as may be deemed reasonable, and the delivery date shall be amended accordingly.

Odoo Bangladesh will provide full quality control and help to review all project phases and match the deliverables with the initial requirements & agreed terms. While every effort will be taken to carry out the project according to the client's instructions, Odoo Bangladesh cannot be held responsible for any errors not noted during milestone briefings and concept proofs & reports submitted to the client for approval.

In the event that any of the terms and conditions in the contract including these conditions is held by any judicial or other competent authority to be void, voidable illegal or otherwise held to be invalid or unenforceable, the remaining terms and conditions in the contract including these conditions shall remain in full force and effect These conditions and the terms and conditions contained in the contract may not be modified or amended except by agreement in writing between the client and Odoo Bangladesh.

The client acknowledges that Odoo Bangladesh is not responsible for the results obtained by the vendor on the Software. The client acknowledges that Odoo Bangladesh. are not responsible for fixing problems, errors or omissions on the Software once the client has tested, proofed and approved the Software and either a written approval has been given to Odoo Bangladesh or the Software has been mass produced or transmitted in the Public Domain in any way. The Client waives any claim for damages, direct or indirect, and agrees that its sole and exclusive remedy for damages (either in contract or tort) is the return of the consideration paid to Odoo Bangladesh. No action, regardless of form, arising out of any claimed Breach of this Agreement or transactions under this Agreement may be brought by either party more than one (1) year after the cause of action has occurred.