Session 1: Advanced Financial Deep-Dive

- Proposed Duration: 90-120 minutes

- Target Audience: Finance, Operation Team

- **Agenda & Topics for Demonstration:**

Property Management

- Mass Data Upload: Demonstrate the process for a mass upload of new property data via an Excel spreadsheet when taking up a new property.

- On-site Receipts (Sundry): Demonstrate the workflow for issuing an on-site receipt for a miscellaneous fee where no invoice exists.

- How to prepare a building management budget with historical finance data? E.g. all the management fees, mise income, and expenses should be included in the report.

- How to set up the property with different cost centers, e.g. residential, car park, common. When generating the report or budget, it can be based on different cost centers. E.g. analysis per cost center.

Lease/ Tenant management and others

- Late Payment Interest: Demonstrate how to configure a variable interest rate (e.g., Prime Rate + 2%) and apply different rules (simple vs. compound) to different properties.

- Rental Concessions Workflow: Show the end-to-end process for applying a rental concession, including how to input, the internal approval workflow and how it is reflected on the billing.

- Rate Concessions: a quarterly and monthly basis (i.e. if rates are charged monthly for some properties, the total quarterly concession should be divided by 3 and apportioned to each month)? I want to have separated items in the billing to indicate there is a rate concession (-ve in the billing)

- Turnover Rent: Demonstrate the process for tenant portal or bulk-uploading tenant sales data and the automated reminder function.

- Revenue Splitting: Show how rental income can be split by percentage between multiple shareholders with separate financial statements.

- Complex Rent Formulas: Demonstrate the configuration and calculation of "Effective Rent."

- Holdover Tenancies: Show the process for managing a holdover lease and accounting for mesne profit.

- Pre-payment/ Deposit Refunds: Show the end-to-end process for refunding a deposit. for a new lease if it commences in the middle of the month. For example, will it automatically be applied as partial payment for the following month's rent or does settlement have to be made manually once the invoice is created?

- Batch Invoicing: Show the process of creating variable batch invoices where amounts differ each month.

- Asset Valuation Metrics: Show where key metrics (valuation, yield, cap rate) are stored and tracked.

Session 2: Procurement & Vendor Management Deep-Dive

- Proposed Duration: 90-120 minutes

- Target Audience: Procurement, Finance and Operation Team

- **Agenda & Topics for Demonstration:**

Procurement Workflow & Controls

- End-to-End Lifecycle: Demonstrate the complete flow from Purchase Requisition (PR) to payment matching.

- One-to-Many PR-to-PO: Show a single PR generating multiple POs to different vendors.

- Warranty (DLP) Tracking: Demonstrate how the system tracks warranty periods and can alert or prevent duplicate PRs for services already covered.

- PR/PO Splitting Controls: Explain and show the system controls to detect and prevent the splitting of large purchases to circumvent approval thresholds. Any best practice on how to prevent this kind of contract splitting issue.

- Offline Tender Process: Show how results from a paper tender or "drawing lots" can be recorded in the system.

- How to do the quotation and tendering process

- Unit Rate / Blanket Contracts: Demonstrate how a master contract with pre-agreed rates is managed, and how individual sites can create release orders against it with correct cost allocation.

- AP Liability on GRN: Show how the system can be configured to generate the AP accrual upon Goods Receipt, rather than waiting for an invoice.

- GRNI Reporting: Show the "Goods Received Not Invoiced" accrual report.

Vendor Management & Evaluation

- Performance Evaluation: Demonstrate the workflow for conducting a vendor evaluation (both ad-hoc after a delivery and scheduled annually).

- Vendor Hierarchy: Show how parent-subsidiary relationships between vendors can be managed.

- Compliance Tracking: Demonstrate tracking of vendor licenses with automated expiry reminders.

- AI-driven Vendor Selection & Validation: Show any AI-based capabilities for suggesting vendors or validating their information.

Session 3: Reporting, Requirement Check List Deep-Dive

- Proposed Duration: 90-120 minutes

- Target Audience: Procurement, Finance and Operation Team

- **Agenda & Topics for Discussion:**

Reporting & Dashboard

- Show case **of standard reporting template**, what is included in the 600 templates?

- **Match** MRI reports with **Savills existing reports**

- How can we do configure on the **customize ad-hoc reports**, demo on the tools

- How is it integrating with **Power BI**?

- How can we set up access rights **and data governance**

- Control on **Financial Statement issued status** (e.g. Consolidated report showing the last IE issue for each property)

- Mark the reason for the fluctuation as compared to last month (**variance analysis**)

- **Contract Intelligence Platform:** A clarification of whether this is included in the offer, its capabilities, and how it integrates.

Requirement check list

- Discussion on those High priority with 'N' fulfill

- Discussion on those High priority with 'Partial' fulfill without any remarks

Session 4: Implementation, commercial and best practice discussion

- Proposed Duration: 60 -90 minutes

- Target Audience: Procurement, Finance and Operation Team

- **Agenda & Topics for Discussion:**

  - Implementation Approach: A detailed walkthrough of your proposed project timeline, phases, methodology, and key milestones.

  - Data Migration: A deep dive into your data migration strategy, required data formats, validation tools, and the expected effort from the Savills team.

  - Support Model: A review of your post-go-live support structure, including team location, hours of operation, and specific SLAs for the Hong Kong region.

  - Backend & Governance: An explanation of the backend configuration environment, administrative controls, and system governance features

  - Pricing Model: A detailed explanation of the proposed pricing model, including all user-based costs, transaction fees, and potential costs for add-on modules.

  - Mobile App Strategy: A discussion of your mobile application's capabilities and strategic roadmap.

  - Strategic Best Practices: A discussion of the key customizations and best practices from other Savills instances (UK/AUS) that could benefit our operation.