

# Proposal for Implementing Odoo 18 ERP System

## 1. Executive Summary:

- **Problem:** Your printing company faces challenges like difficulty in accurately determining product costs, slow information and report generation, poor inventory control, delays in sales and purchasing, and complex manufacturing processes.
- **Solution:** We propose using the Odoo 18 ERP system to transform your manual operations into an integrated system.
- **Benefits:** This will improve efficiency, reduce errors, enable quick and easy cost determination, simplify processes, provide real-time insights into business performance, increase productivity, and support future growth.
- **Applications:** The system will be implemented across six main applications: Accounting, Inventory, Manufacturing (Printing), Sales, Purchasing, and Point of Sale (POS).

## 2. Introduction:

- We specialize in cost management and financial analysis.
- We have experience in integrating financial knowledge with technical skills to achieve continuous improvement and boost productivity.
- We are experts in creating and implementing advanced ERP systems, focusing on improving business operations and training users to maximize efficiency and reduce costs.
- We continuously develop and improve the tools and models used to speed up reporting and results, helping in faster and more accurate strategic decision-making.
- The Odoo 18 ERP system we use is supported by an active community of developers and users and offers a user-friendly interface.

## 3. Proposed Solutions:

The Odoo system can be tailored and implemented in your printing company through six main Modules:

- **Accounting:**
  - Odoo provides comprehensive solutions for managing accounting operations, including managing the general ledger, financial reports (like balance sheets and profit/loss statements), invoice and payment management, and tax management according to local and international laws.
  - It supports creating and developing the chart of accounts, making entries, and generating various financial statements and periodic reports (monthly or quarterly), and facilitates integration with the tax system.
  - It integrates with other systems, such as banks, to simplify account reconciliation and provides tools for financial monitoring and analysis to improve performance and make accurate decisions.
  - It also supports monthly reconciliations, tax reports, fixed asset management, and compliance with international accounting standards.

- **Inventory:**
  - Odoo's inventory module allows for flexible and unlimited creation of warehouses in different locations and management of various items like raw materials, spare parts, production supplies, and tools.
  - Different types of warehouses can be created to meet the printing company's needs:
    - Printing input warehouses (paper, ink, staples, etc.) to help determine the actual cost of the final product.
    - Spare parts warehouses, categorized by type and brand of each machine, to track actual quantities and balances and ensure continuous operation, with minimum stock level alerts for reordering.
    - Asset warehouses (computers, printers, scanners, etc.).
    - Delivery warehouses (final product: books, magazines, labels, promotional prints, etc.) with options for different delivery methods (delivery, POS, direct delivery).
    - Waste warehouses (damaged paper, ink barrels, chemicals, etc.) to accurately track quantities and enable resale for additional revenue.
  - The system offers flexibility in inventory management by setting stock levels for each item in each location, tracking inventory movement between locations, and organizing shipping and receiving processes.
- **Manufacturing (Printing):**
  - Odoo's manufacturing module manages all stages of the printing process, from design and plates to printing, assembly, and packaging.
  - This includes creating a custom application to manage all stages of the printing process (design, plates, paper cutting, printing, assembly, packaging...) while tracking input and output quantities at each stage and determining the actual cost of each stage. It also allows for future expansion and converting paper rolls into reams to meet the printing company's needs, as well as selling to other printing houses.
  - It tracks raw materials on production lines, including product stages.
  - It monitors input and output quantities at each stage and determines the actual cost, improving operational efficiency, reducing time and costs, and providing accurate insights for production process improvement.
- **Purchasing:**
  - Odoo's purchasing application offers comprehensive solutions, including automatic purchase orders based on inventory levels, tracking suppliers and their performance (such as pricing and service quality), and creating a database of local and international suppliers, with different payment methods and due dates for each supplier.
  - The system integrates with inventory to ensure timely availability of materials and automatically updates received quantities.
  - It processes invoices and compares them with purchase orders and receipts to verify accuracy, manages payments according to supplier agreements, and provides financial analyses and detailed reports on expenses and supplier performance. It supports strategic decision-making to improve efficiency and reduce costs.

- **Sales:**
  - Odoo's sales application provides comprehensive solutions, including automatic creation of sales orders based on customer and inventory data, tracking order status from start to delivery, flexible customer management, and developing a customer database with customized payment methods for each customer and specifying receiving locations based on the type of product sold, as well as tracking outstanding amounts for each customer.
  - It enables creating customized quotes and analyzing purchasing behavior, assigning special prices to specific customers, automatically generating invoices, and tracking payments.
  - The system integrates with inventory to ensure timely product availability and provides analytical tools to monitor sales performance.
  - Detailed reports support better marketing and sales strategies and improve logistics for efficient product delivery.
- **Point of Sale (POS):**
  - The Odoo POS system offers integrated solutions for efficient management of point-of-sale operations.
  - It provides a simple interface for transactions with multiple payment options such as cash, credit cards, and Instapay, and tracks sales across different points of sale, analyzing sales volume and payment methods.
  - The system integrates with inventory to automatically update quantities after each sale, automatically generates invoices, and provides detailed reports on sales performance, such as daily totals and best-selling products.
  - Additionally, it manages customer data to offer special promotions and integrates with other systems like inventory and purchasing, enhancing overall business efficiency.

#### **4. Implementation Timeline:**

The system can be implemented in approximately 4 to 6 months, as follows:

- **Month 1:** Create the Accounting and Inventory modules.
- **Month 2:** Create the Manufacturing and Purchasing modules.
- **Month 3:** Create the Sales and Point of Sale modules for the libraries.
- **Month 4:** Train users, address any issues or errors, and complete system testing and identify any additional improvements.
- **Months 5 and 6:** Finalize improvements and deliver the fully operational system to 40 users, with customized permissions and authorizations according to the work policy.
- By the end of the sixth month, the system will be fully operational with comprehensive support for all users.

#### **5. Required Resources:**

- Financial data, including the last two balance sheets and the latest trial balance.
- Data on the printing company's assets according to the balance sheet.

- Chart of accounts, organizational chart, and codes designed specifically for the printing company.
- Inventory data, including locations and items in each warehouse.
- Vendors data in Excel file format.
- Customer data in Excel file format.
- Point of sale (libraries) data.

## **6. Technical Requirements:**

- Stable and fast internet connection to ensure employee access to the Odoo cloud system and support remote work and team collaboration.
- Computers, tablets, and smartphones capable of running modern browsers (such as Google Chrome and Mozilla Firefox).
- Barcode reader if used to facilitate business operations in warehouses or sales.
- Two-factor authentication (2FA) to secure user accounts, especially in the cloud environment.

## **7. Terms and Conditions:**

- Implementation will be according to the specified timeline. Any additional requests beyond the initial scope may extend the duration and the outlined timeline.
- If the printing company requests an increase in the project scope or additional features during the project, the timeline will be adjusted accordingly.
- Providing the necessary data and resources for the project.
- Ensuring the participation of human resources in training and feedback.
- The proposed system (Odoo) will remain the property of the project implementer or developer.
- The printing company has the right to use the system, with annual license renewal.
- The printing company owns the data entered into the system and may terminate the subscription at any time after the contract ends, with the ability to export the data.
- The printing company's sensitive data will be protected under data protection laws.
- Both parties will be exempt from obligations in cases of unforeseen circumstances (such as natural disasters, wars, and pandemics).

## **8. Summary:**

- The proposal aims to implement the Odoo system to enhance the management of various operations in the printing company.
- The system will address current problems related to manual operations and errors in managing accounting, inventory, and purchasing, the difficulty of determining the actual cost of products, and the slow extraction of information and reports.
- By using Odoo 18, efficiency will be improved, errors reduced, and future growth of the printing company supported.
- Key benefits include:
  - A central system for streamlining operations.
  - Real-time insights into business performance.

- Increased productivity and reduced manual errors.
- A scalable structure to support future growth.
- Improved management of suppliers and customers.