



# Katipunan Bank

Proudly a Rural Bank

## KATABANG SA KALAMPUSAN



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*Katipunero Ko!*

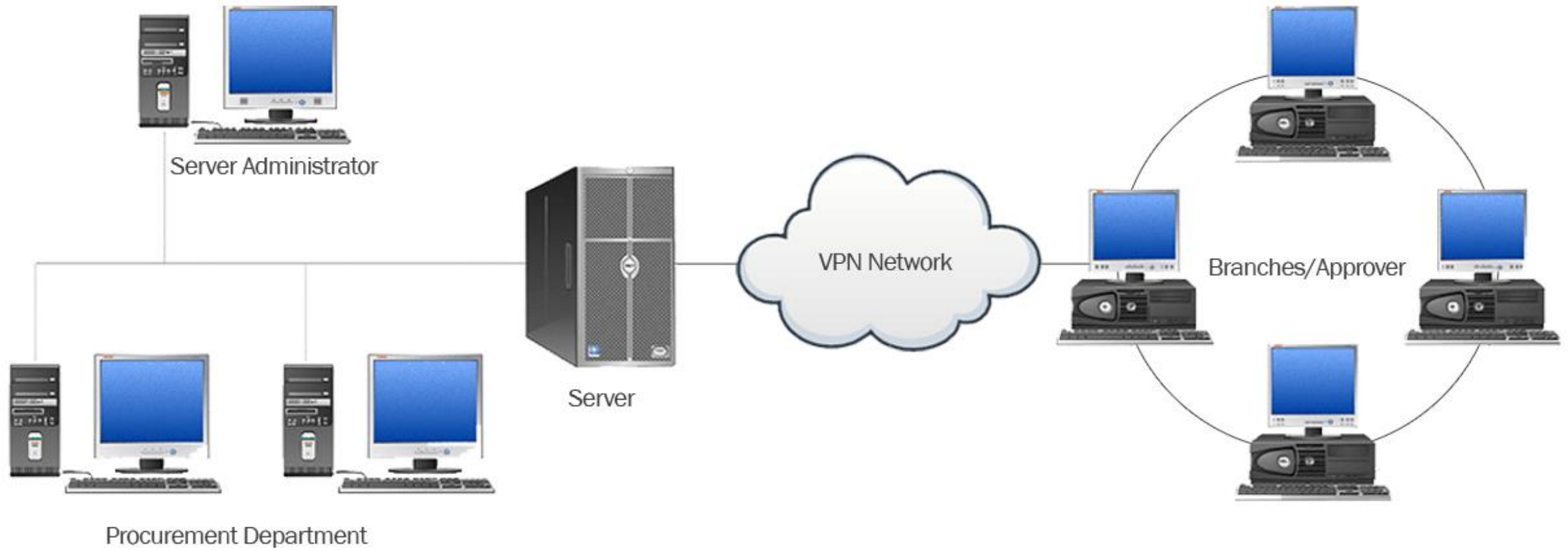


Coffeecup<sup>TM</sup>

# Overview

- ▶ **Coffeecup System** is procurement software that helps to automate the purchasing function of the organization. Activities include raising and approving of purchase orders, selecting and ordering the product or service, receiving and matching the invoice and order, payment of bill is handled electronically. It enables the procurement department to see everything that is being ordered, ensures that nothing can be ordered without correct approval, and let them see and get the best value by combining several orders for the same type of good or even getting suppliers to bid for the business.
- ▶ The key benefit of the organization using procurement software includes ease of administration task and potential long-term cost savings. Having a single interface for procurement related management information will cut down the time and effort required to monitor organizational spending. The use of such software also allows procurement managers to control the vendors used by the wider organization so all employees take advantage of negotiated rates and other terms of service.

# How it works?



# FAQ and Common Problems (Previous Version)

- ▶ Sir dili ko kasulod sa coffeecup!
- ▶ Can't login to my account
- ▶ Change of approving authority
- ▶ Error attach file
- ▶ Error during uploading/approving request
- ▶ No Internet Connection

# New Features and Updates

## Request Creator / New Requisition

- Save as Draft (New)
- Request Product Registration
- Supplier Management (New)
- Select Approving Level Base on Procurement Policy (New)
- All item are categorized and available base on your request type
- The new policy of procurement has been incorporated in the system and it will be applied soon once the system fully implemented

# New Features and Updates

## Purchase Order

- List of for Approval purchase order
- List of Approved PO
  - Download Copy of Approved Purchase Order PDF format.
- List of Disapproved/Cancelled PO
- List of Delivered PO Item
- List of Close PO

# New Features and Updates

## Delivery / Receiving of Item

- **Advance Mode Delivery**

- Received actual individual item with changes of quantity or amount cost.
- As per policy changes can only made not more than approved purchase order

- **Normal Mode Delivery**

- Batching of receiving Items

- **Transferred Item from Branch/Corporate Delivery**

- Batching of receiving Items



# New Features and Updates

## Update Highlights

- Restore copy from previous request history to create new request (a laziest way to create new request)
- No download data anymore.
- Real-time transaction
- Centralized approving
- Notification Connected via Zimbra Mail
- System run via VPN line
- Embedded auto system update.
- Paperless approving. Except Purchase order
- Detailed transaction and approving history

# New Features and Updates

## Update Highlights

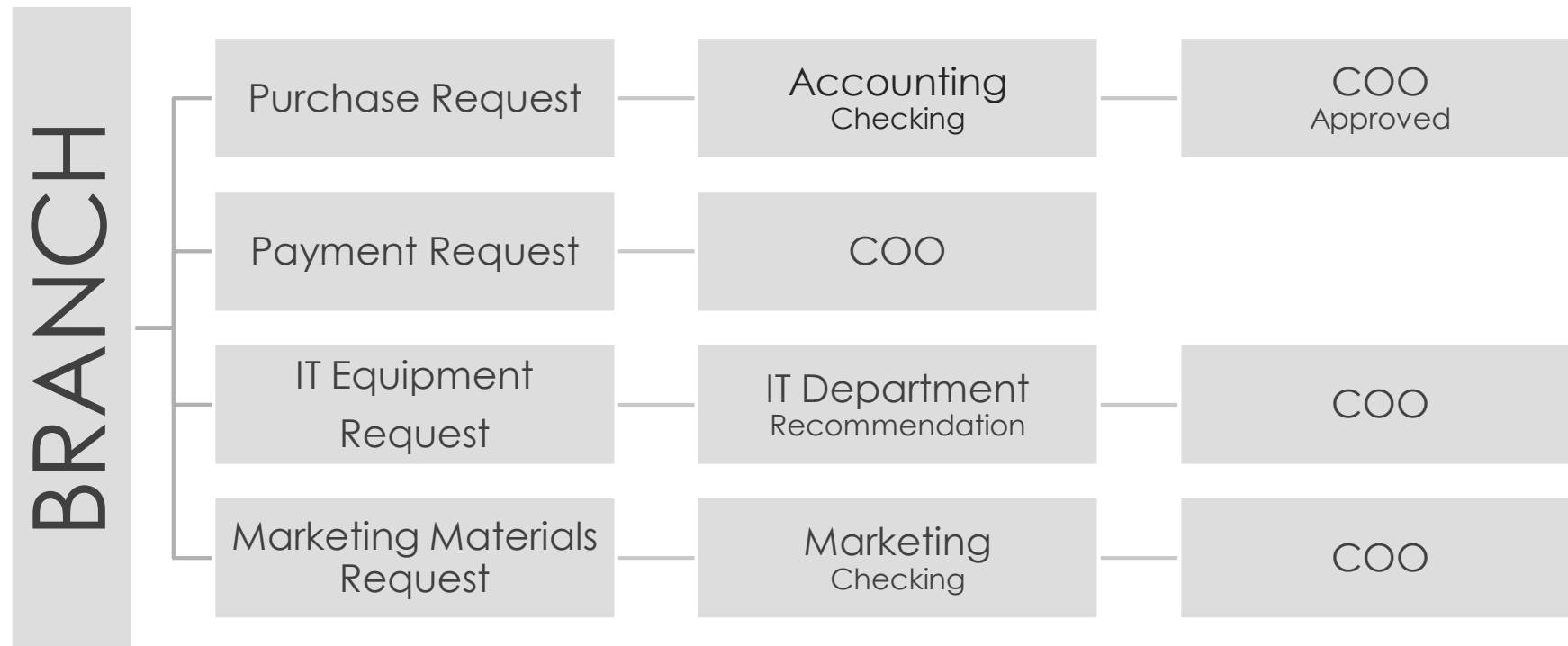
- Approval Process Management (APM) - Customized
  - Requisition Approval Process
  - Purchase Order Approval Process
  - Accounts Payable(AP) Approval Process
- Assets Management

# Approval Process

CORPORATE LEVEL

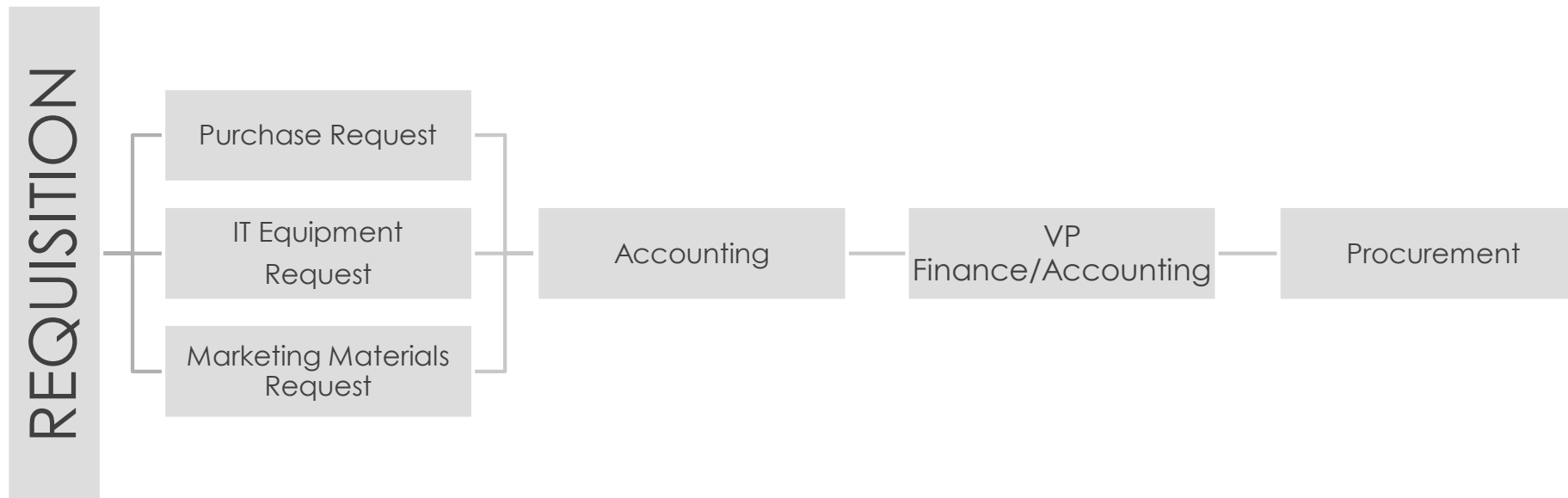
# Approval Process in Corporate Level

## Requisition



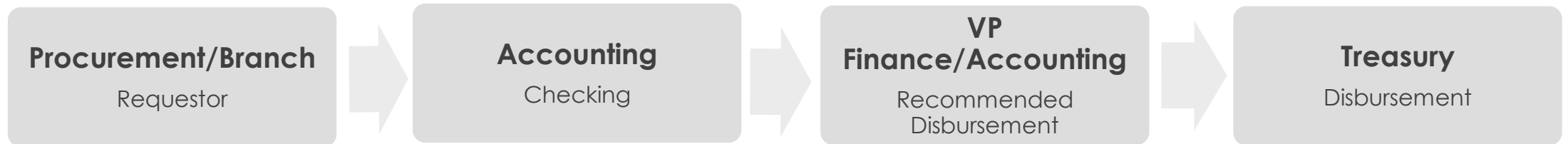
# Approval Process in Corporate Level

## Purchase Order



# Approval Process in Corporate Level

## Accounts Payable - AP

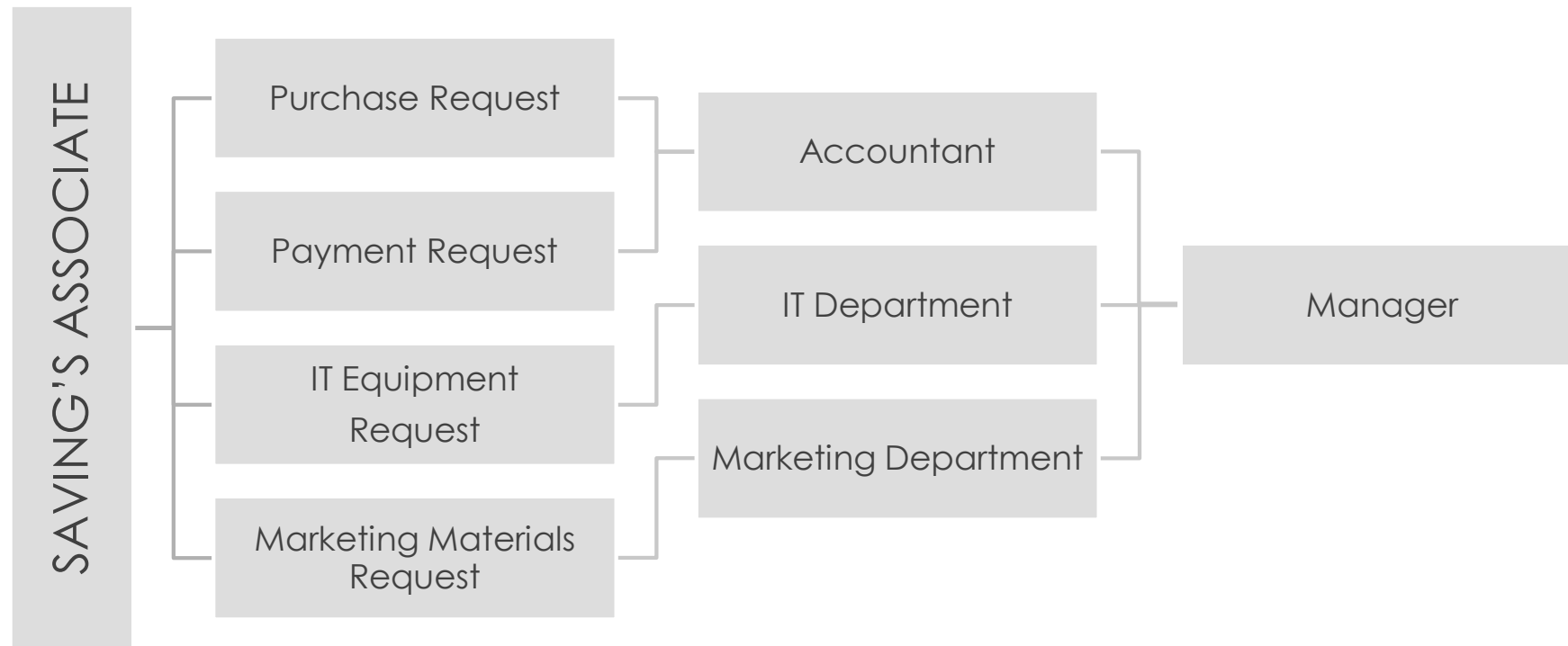


# Approval Process

BRANCH LEVEL

# Approval Process in Branch Level

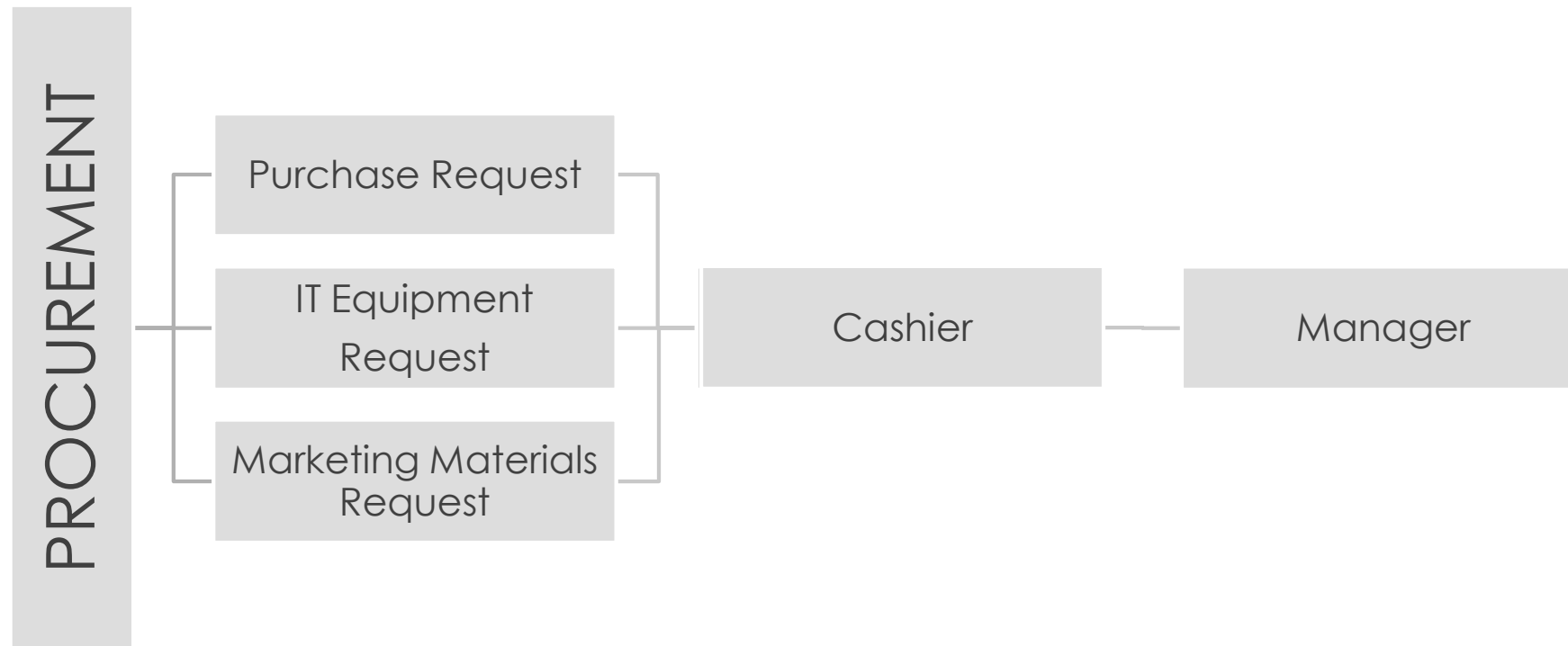
## Requisition





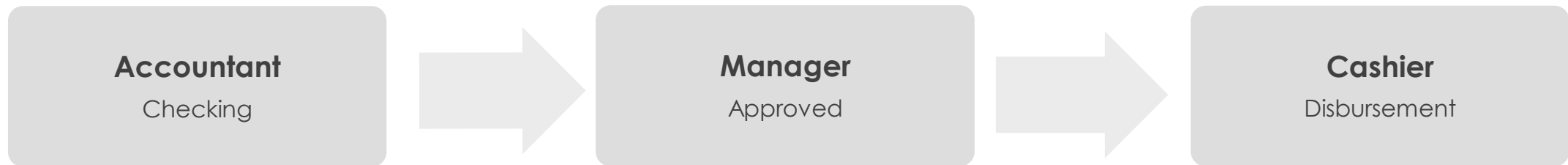
# Approval Process in Branch Level

## Purchase Order



# Approval Process in Branch Level

Accounts Payable - AP



# Future Update Plan by 2016

- Supported Mobile Approving with any devices
- Electronic Bidding

# Question and Answer