

# **SCOPE OF WORK – FoodByUs Platform Deep Analysis & Implementation**

## **1. Project Overview**

This Scope of Work provides a detailed evaluation of the FoodByUs hospitality procurement platform and outlines the required phases for assessment, integration, onboarding, and ongoing optimization.

## **2. Platform Deep Analysis**

FoodByUs is a centralised procurement, ordering, and invoice automation system for Australia's hospitality industry. It connects restaurants, bars, cafés, hotels, and venues with over 3,000 suppliers.

Core Modules:

- Supplier Marketplace (3000+ suppliers)
- Centralised Multi-Supplier Ordering
- Live Price-Change Tracking
- Menu-Costing & Profitability Engine
- Automated Invoice Scanning & GL Coding
- Cashback Program (Shop & Save)
- Integrations with Xero, MYOB, QuickBooks & POS Systems

Key Benefits:

- Reduce procurement admin workload
- Improve cost visibility & track supplier pricing
- Automate invoice categorisation
- Enhance menu profitability tracking
- Improve supplier communication & order accuracy

Limitations Identified:

- Mixed customer service feedback

- Platform requires staff training
- Only suitable for hospitality—not retail

### **3. Objectives**

- Evaluate FoodByUs for suitability across business workflows
- Perform full competitor comparison (Fresho, Ordermentum, ProcurePro)
- Define technical integration with accounting & POS systems
- Establish onboarding, training, and change management plan
- Improve cost control, ordering accuracy, and invoice processing

### **4. Scope of Work**

#### 4.1 Requirements Analysis

- Conduct stakeholder interviews
- Map procurement & ordering workflows
- Analyse internal supplier categories
- Audit technical systems (Xero/POS integrations)
- Deliverables: Requirements Report, Workflow Maps

#### 4.2 Platform Evaluation

- Feature-by-feature evaluation of FoodByUs
- Risk, scalability, and operational assessment
- Competitor comparison matrix creation
- Deliverables: Evaluation Document, Comparison Sheet

#### 4.3 Technical Integration Planning

- Define accounting integration architecture
- Design invoice automation system
- Map menu costing data requirements

- Deliverables: Integration Blueprint, Data Map

#### 4.4 Implementation & Onboarding

- Supplier onboarding & configuration
- User training sessions
- Workflow setup for ordering & invoicing
- Define KPIs for cost savings & efficiency
- Deliverables: Training Guide, Setup Checklist, KPI Dashboard

#### 4.5 Post-Implementation Monitoring

- Track system usage for 30–60 days
- Evaluate supplier performance
- Measure KPI improvements
- Provide optimization recommendations
- Deliverables: Monitoring Report, Optimization Plan

### 5. Project Timeline

- Phase 1 – Discovery & Requirements: 1–2 weeks
- Phase 2 – Platform Evaluation: 1 week
- Phase 3 – Technical Planning: 1 week
- Phase 4 – Onboarding & Setup: 2–3 weeks
- Phase 5 – Monitoring & Optimization: 30 days

### 6. Resources Required

- Project Manager
- Procurement Analyst
- Technical Integration Lead
- Training & Support Team

## **7. Assumptions**

- Business provides access to operational data
- Internal teams attend workshops
- Supplier coordination is supported by the business

## **8. Acceptance Criteria**

- All deliverables completed and approved
- Successful platform rollout and team adoption
- Improved procurement efficiency metrics
- Reduced ordering and invoice-processing time