SOLUTION FOR PURCHASE REQUISITIONS
GIRA

Challenge:
» Automation and digitization of purchase requisitions

Solutions:
» AFI Purchase seamlessly integrated in SAP
» Purchase requisitions can be copied and updated
» Integration of Simple System and additional catalogues
» Extensive search functions within the self-service request portal
» Automatic release workflows

Benefits:
» Maximum transparency
» Elimination of several process steps
» Use of current purchasing conditions
» High data quality
» Time for core business

AFI SOLUTIONS

Just like online ordering: smart processing of purchase requisitions in SAP

Checking via smartphone from the road whether all lights are really switched of at home or simply opening your front door at home from the office so that a neighbor can safely park the long-awaited parcel. All of this and much more is possible with GIRA products.

The company is one of the leading full-range suppliers of intelligent system solutions for electrotechnical and interconnected digital building control.

Of course this requires production material, resources and services of all kinds. In short: a well-organized purchasing department. Preferably one in which purchasers have enough time to concentrate on core tasks such as the strategic expansion and support of the supplier network. A major unnecessary time waster in purchasing was often the processing of internal purchase requisitions which were previously displayed by Lotus Notes. Process hurdles such as a lack of transparency, no automation and a lot of manual effort crossed the core business. Since Lotus Notes will no longer be a part of Gira's IT strategy in the future, the company decided to remove these hurdles once and for all.

Gira is already relying on an AFI solution for the digitization and automation of incoming invoice processing. Since this project was successful, the decision-makers resolved to use AFI know-how in purchasing as well.

Best preparation for customized practical application

Gira had allowed enough time for the preparation of the project in order to implement the solution in the best possible way as Hans-Jürgen Tiroux, strategic buyer at Gira, explains: *"It was important to us to clearly work out the target states so that we knew which functions, workflows, forms or internal order numbers from SAP had to be integrated in order to work smoothly. Practice shows that the detailed preparation has paid off."*

A fundamental prerequisite for this was the connection of all relevant catalogues. Gira's purchasing department uses the procurement platform Simple System which was easily integrated into the AFI self-service portal just as separate catalogues for workwear and maintenance.

End-to-end data exchange with SAP

The self-service request portal is linked

to Gira's intranet. As a matter of principle, anyone who releases purchase requisitions is given access. Mandatory fields in the input mask guarantee that all relevant information is entered.

The system automatically transfers the data – including attachments – to SAP in real-time. The information exchange works in both directions of course, so that requesters can see the status of their purchase requisition at any time. If there are schedule or price deviations, current data from SAP is also available in the self-service portal. Thereby, Gira's purchasing department has eliminated another time waster, explains Tiroux: *"Previously, there were frequent inquiries about status, delivery dates, approvals and the like but these are now a thing of the past."*

For approvals, the requester can individually select the responsible or available approver in compliance with a signature regulation valid in the company. However, for the order type »budget request«, a predefined workflow is stored for approval.
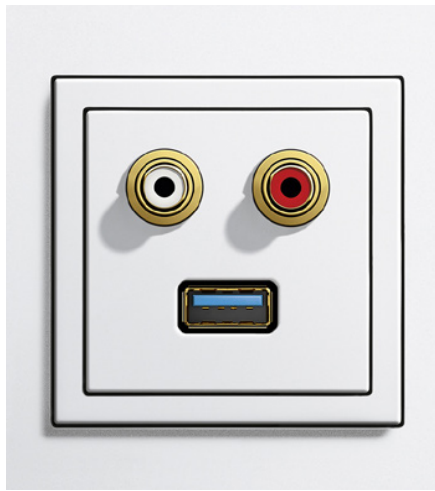
Gira Data Technology Communication Technology

Approval not only works via stationary computers but can also be carried out externally by mobile terminals. *"This accelerates our processes additionally,"* adds Tiroux.

At first, the solution was rolled out in areas where it is mostly used by those who have already worked with SAP. According to Tiroux, acceptance was accordingly high: *"In these areas the AFI software is firmly integrated into the daily work. Inquiries regarding the use of the software tend to arise from departments that rarely work with the portal and have no experience with SAP."*

Daily lifehacks: convenient search and copy function

The pooling of several suppliers in one purchase requisition is also convenient, explains Tiroux: *"In the past, it was not possible to represent several suppliers in one purchase requisition but now the AFI solution allows 10 items to be placed with 10 different suppliers in one purchase requisition for example. Once they have been released, SAP automatically creates 10 purchase orders."*

On top of this, employees can specify a comprehensive search term for a topic via the „description" field in the requirement request. The exact specification of the desired article then takes place in the individual items of the request.

This often results in time-saving tricks for daily work. Tiroux uses the following example: *"Let us take the subject of trade fairs. Our marketing has created different purchase requisitions with the keyword TradeFair2020 for example and thus ordered all necessary materials and services for our trade fair appearance. TradeFair2022 is now just around the corner. By the use of the search function with the search term TradeFair 2020, employees quickly find everything they had purchased for the last trade fair which principally provides them with small guidelines: they see what had been ordered from whom and can then decide whether they need more, less or just as much for the upcoming trade fair."*
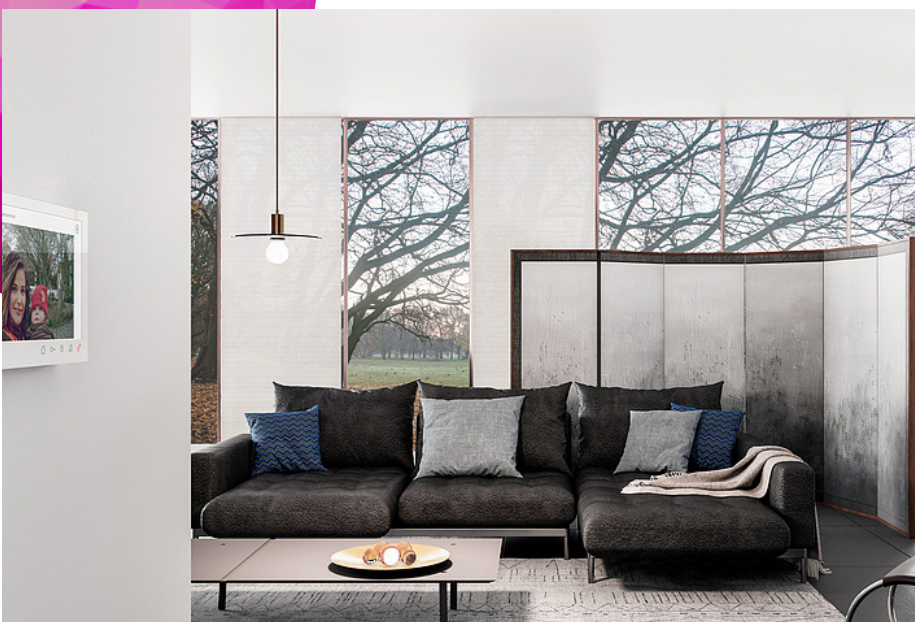
Gira System 3000 Light Control, Blind and Time Control Bluetooth

Another time-saving feature at Gira is the option to copy former purchase requisitions and then refill them with current data. *"Anyone who regularly needs the same resources over and over again will really appreciate this function,"* explains Tiroux.

Conclusions

Gira's purchasing department receives approximately 80 purchase requisitions per day and almost 7,200 of them have been processed with the AFI solution AFI Purchase by now. Preconfigured input masks in the AFI portal avoid errors because terms of payment and delivery are already preallocated with the supplier selection. Workflows control approvals and the linked catalogues ensure that the currently negotiated purchasing conditions are always observed. Purchasers as well as requesters can see the status of a purchase requisition at all times.

"Most notably, transparency and time saving are clearly noticeable benefits of the AFI solution," summarizes Tiroux.

GIRA

Gira Giersiepen GmbH & Co. KG is one of the leading full-range suppliers of intelligent system solutions for electrotechnical and interconnected digital building control.

Founded in 1905 and headquartered in Radevormwald, the family business has been shaping and influencing the world of electrical installations and building control for 114 years with its numerous developments. With varied innovations such as the Gira HomeServer, Gira has given significant impetus to the promising development of intelligently interconnected "smart building systems" and the digitization of buildings from the very beginning.

www.gira.de

AFI
SOLUTIONS

AFI Solutions GmbH is a leading solution provider for the digitization and optimization of document processes around SAP. The solutions cover the entire purchase-to-pay and order-to-cash process.

AFI is the only software manufacturer on the market that offers everything from a single source: With the RedPaperCenter as a managed service, companies can easily outsource the digitization of a wide variety of paper documents. In process optimization, AFI scores with SAP-integrated software solutions. The cloud-based DocumentHub as software as a service (= SaaS) completes the unique product portfolio.

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