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a Softline Company

BBGC – a Novacom company solutions platform



Reporting collection and processing system

Not everybody realizes that the process of collecting and processing even simple requests from corporate departments or branches is far from trivial and requires significant expenses. It is necessary to create and send a paper document, which is almost always duplicated by the e-mail. Afterwards, it is required to trace the document processing process and remind respondents to review it in due time. After obtaining the response, it is necessary to send the received data to a storage (from Excel to the DBMS) and to check it for correctness, completeness and integrity.

The proposed reporting collection system allows to simplify this process by building a unified work environment for creation and distribution of reporting forms and collection of required reporting data.

Key goals and objectives:

- To increase timeliness, efficiency and quality of collection and delivery of information within geographically distributed structures or organizations with a large number of departments.
- To reduce the number of errors when filling primary reports due to creation of templates and using formal logical control at the stage of data entry.
- To lower the time necessary to form and submit summary and analytical reports.

System capabilities

- Creation of forms (Form designer):
 - development of templates for report forms;
 - definition of rules and restrictions / data transformation.
- Form publishing:
 - form parameter adjustment;
 - assignment of the form to respondents;
 - delivery of forms to respondents by e-mail.



Data collection system offered by Novacom allows to directly automate the process of collection, consolidation and processing of the forms, including economic, industrial, statistical, personnel, internal documents and other types of data.

- Data provision:
 - filling of the form;
 - submitting the form for control.
- Data collection monitoring:
 - data provision term monitoring;
 - returning the filled forms for correction.
- Administration:
 - user and role management.
- Keeping internal reference data.

Implementation benefits:

- Unified work environment: it is no longer necessary to spend time preparing and distributing reporting forms.
- Web interface: no need to deploy and install any software on computers of remote users.
- Common data repository: it is unnecessary to store reporting data on computers of respondents, which reduces probability of their loss, theft and unauthorized access.
- Control of timeliness and correctness of accounting form delivery on all levels of reporting delivery chain.
- Quick access to all primary and summary reporting data.

Implementation effect (according to the experts)

- up to **80%** cost reduction on expendables
- telephone and fax expenditures reduced by **75%**
- the number of errors caused by manual data input / transfer is reduced by **95%**
- **70-80%** less costs of working hours for data entry and their check



Implementation options:

- **ready-to-use solution** – web portal, https-access;
- **installation on the customer's resources, implementation and adaptation to the customer's requirements.**

Electronic archive



The demand for electronic archives is caused by the considerable volumes of incoming and outgoing information. Monthly document flow can reach several thousands.

At the present time, keeping electronic documents and their storage management is an essential business task. Electronic archives naturally cut down expenses on paper documents storage, reduce time required to search for the necessary document, possibility of concurrent access to the document, and ensures safety of documents originals.

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Novacom's proposal

The Electronic archive solution proposed by Novacom is designed to provide secure storage and convenient use of electronic documents in compliance with internal corporate policies and legislative requirements. This solution is based on time-tested technologies and optimal business processes covering the whole lifecycle of the electronic document.

Electronic archive provides:

- secure long-term storage of different types of electronic and digital documents;
- quick search for documents related to the entire history of organization and delivery of their copies having the same legal validity;
- increased performance and reduction of workload on operating systems due to separation of rarely used documents from them;
- preservation of document legal validity during their storage period;

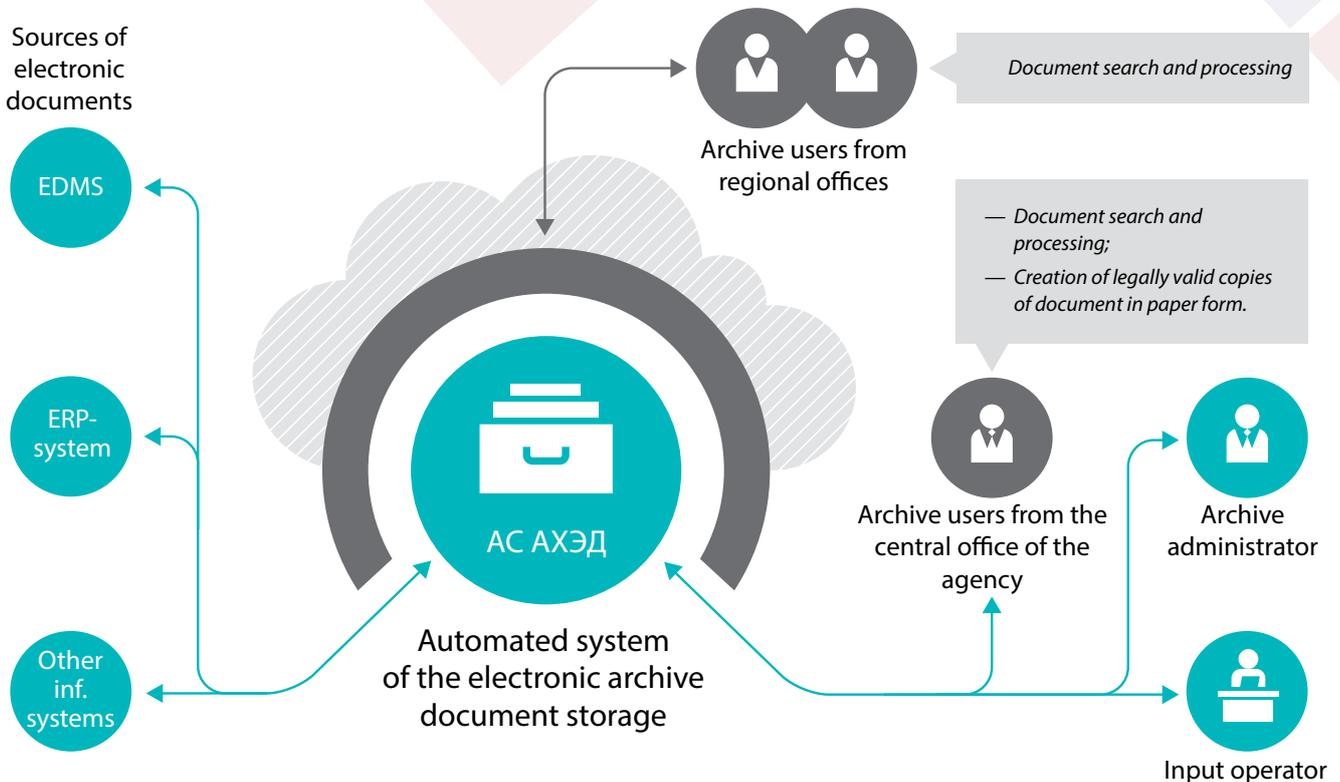
- transformation of paper documents to electronic format and freeing of physical storage areas;
- reduction of storage costs;
- quick search allows to increase employee productivity.

Main problems solved by the system

- Receiving electronic documents from different corporate sources for long-time storage
- Categorization and standardization of documents
- Check of correctness of incoming packages of electronic documents and requests (format, access permissions)
- Automatic document recognition and sorting
- Ensuring integrity and authenticity of electronic documents during the entire storage lifecycle
- Support of meta descriptions. Compatibility with international standards
- Release of electronic documents, including hard copies
- Executing queries on electronic document search, presentation of statistical and other data
- Provision of statistical and other data
- Delivery of notification messages about significant events



The Electronic Archive solution is based on time-tested technologies and optimal business processes covering the whole lifecycle of the electronic document.



Electronic trading platforms



At the present time, an increasing number of organizations start to consider implementing electronic trading platforms. Some of them need to create an electronic trading platform for managing the corporate electronic purchase system, some, on the contrary, need electronic trading platform to sell their products at electronic auctions. For banks, the corporate electronic trading platform can be useful for solving tasks, such as collateral disposal or selling rights for claims. Creation of electronic trading platform allows bankruptcy commissioners to organize an electronic auction to sell bankrupts' property competently and accurately. Attorney organizations selling distrained property can also hold tenders by means of electronic auctions. Due to the forthcoming entry into force of the Federal Law No. 223-FZ "On the purchases of goods, works, services by specific types of legal entities", many enterprises affected by it decide to create their own electronic trading platforms.

The system allows to hold auctions, tenders, requests for quotations and proposals and other types of auctions and keeps the detailed history of this events.

For what industries is this solution designed?

Electronic trading platforms are necessary for selling unique goods in such market segments, as real estate deals, and such as trade in objects of art and collecting. On the other hand, electronic trading platforms are useful in selling standard goods such as oil products, metals, agricultural products and other raw materials.

Electronic trading platform could become the tool enhancing the existing business, or independent business for entrepreneurs specializing in intermediary activities.

System benefits for auction holders

- Transparency and openness of the auction, elimination of corruption
- Increased audience of buyers and providers, simplified participant notification and search procedure
- Efficient tendering process (publications, auction formation and announcement of results)
- Financial economy due to selection of an optimal offer
- Decreased internal resources due to the considerable reduction of working hours
- Lowered overhead costs on publication and communication with auction participants
- Flexible integration and compliance to the internal business processes of the company
- Saved history of operations, possibility of receiving statistics
- Minimal total cost of ownership due to the possibility of using Open Source technologies



Use of electronic trading platform allows to provide choice transparency for buyer or supplier, to receive the best sale or purchase conditions and to reduce costs of their arrangement.

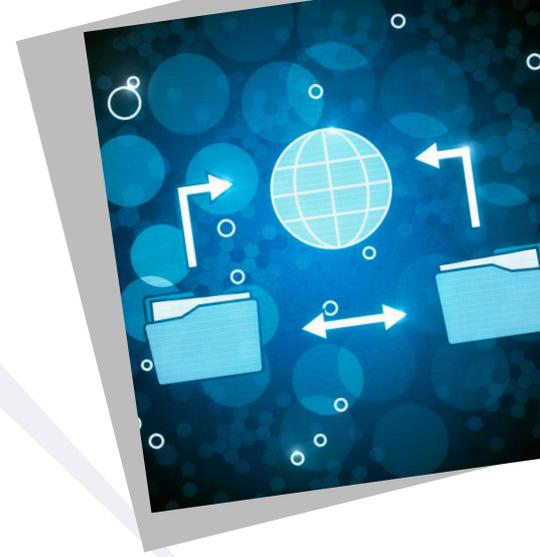
System benefits for participants

- Fast search of the necessary information
- Increased sales market
- Honest competition excluding improper methods of work
- Equal rights for all bidders
- Possibility to participate in auctions without leaving the office or from anywhere globally

Business process of trading platform



Electronic Data Interchange (EDI)



Electronic Data Interchange (EDI) is a concept of business document exchange between partners through the intermediary – the centralized document transfer service. It describes the methodology of establishing “communication” between partners’ information systems by means of electronic messages without human input.

The main objective of EDI is to replace exchange of paper documents by electronic document flow between information systems.

Main objectives of EDI

- To replace paper-based information exchange
- To standardize and unify data
- To integrate data processing in information systems
- To reduce percentage of manual labour
- To increase speed and accuracy of data collection
- To guarantee efficient delivery of data
- To provide necessary monitoring, management and legal validity of information flows
- To guarantee information security

Main functions of EDI

- Search of products and suppliers, information browsing, price comparison, rating formation
- Formation, keeping and sending EDI documents
- Signing documents with Electronic Digital signature
- Integration with accounting systems (for example, with 1C or SAP)

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Advantages of implementation

- Increased commodity turnover up to **15%** due to decreased time of out-of-stock situations
- Reduced costs of expendables up to **80%** due to lowered expenditures on paper, cartridges, maintenance of office equipment, etc.
- Expenses on telephone and fax can be cut down by **75%**
- Labor costs of the involved staff are reduced by **70–80%** due to reduction of manual labour
- The number of errors during manual data entry is decreased by **95%** due to lowered human factor and avoiding data duplication and transfer
- Data on EDI efficiency assessment were obtained by results of implementations in companies of the former Soviet Union (Russian Federation, Ukraine, the Baltic States) and far abroad countries (the USA, Europe)



EDI documents exchange



Reference data system

Building a unified information environment is one of the most important objectives of business process optimization. It is a common situation that data use and accumulation is decentralized, and many documents are stored at different places simultaneously. As a result, information is duplicated and incorrectly used, which leads to errors in information exchange, uncoordinated actions and considerable financial expenses.

Implementation of a unified reference data (RD) system allows to streamline this process, improve interaction of departments in the field of work with reference data and considerably cut down expenses.

The Novacom unified RD management system allows to develop united principles of RD management, checking for data correctness, and integrating with business applications.

What is unified RD management system?

The unified RD management system is a combination of information, technical, software, regulatory and methodological tools designed for managing, keeping and using the enterprise-level RD in companies with complex regional structure or non-unified information environment.

Tasks and objectives

- Ensuring integration of corporate information systems at the reference data level
- Development and maintenance of a single reference data management center, and keeping the change history
- Improved data quality in information systems
- Increased accessibility and trustworthiness of corporate business performance information



The Novacom unified RD management system allows to develop united principles of RD management, checking for data correctness, and integrating with business applications.

- Improved business process manageability due to implementation of common regulations and rules of regulatory and reference information keeping
- Increased timeliness and efficiency of corporate management
- Automation of application processing procedure for requests related to making amendments and additions to existing reference and regulatory data, application completion monitoring
- Export of reference and regulatory data on user demand or following the adopted regulation.

System capabilities:

- Meta description management:
 - Creation of a new reference book;
 - Definition and configuration of the reference book structure.
- Reference and regulatory data keeping:
 - Reference and regulatory data browsing, sorting and filtering;
 - Processing of applications on introduction of modifications into existing reference and regulatory data;
 - Processing the history of changes for regulatory and reference data.
- Regulatory and reference data export:
 - Export of regulatory and reference data actual at the present day;
 - Export of regulatory and reference data updates related to a specific period.
- Audit:
 - User sections and actions audit;
 - Regulatory and reference data export request audit.
- Administration:
 - User management;
 - System configuration;
 - Notification delivery.

Implementation benefits

- System implementation allows to cut down regulatory and reference data keeping costs in the organization, its regional units and affiliates.
- Regulatory and reference data are precise and trustworthy, using common reference books leads to increased accuracy and trustworthiness of consolidated corporate reporting, reduced time and labor costs needed to generate reporting.



Benefits for executives

- **Data correctness**
- **Simplified regulatory and reference data request process**
- **Efficient decision making**
- **Reduction of time and financial costs for system maintenance**
- **Acceleration of corporate business processes**



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About Novacom Company

Novacom is a member of Softline Group of Companies and specializes in development and implementation of applicable information systems using diverse platforms and technologies. Novacom possesses deep competences and a large portfolio of sophisticated projects successfully carried out in the field of business optimization. Novacom clients include both governmental institutions and commercial companies.

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