



Case Study of FingerTips implementation in the Procurement Department at inControl-Tech Sdn Bhd.

INCONTROL TECH SDN BHD (iTEC) has been providing engineering excellence since 1997. Today, iTEC is one of the largest engineering solutions providers for Automation, Control and Protection in the ASEAN region.

iTEC has implemented some of the largest Substation Automation Systems, Protection Schemes and Control Systems, including automation and control for the World's first Stormwater Management & Road Tunnel project (SMART) and the largest Distribution Automation/DMS SCADA in Malaysia. iTEC supplies more than 60% of the Electrical Power Secondary Systems market in Malaysia ranging from 11kV up to 500kV substations.

The Challenges

Each month, the Purchasing Department will receive Purchase Requisition forms submitted by the Engineers to purchase equipments required for the ongoing projects. The details of the corresponding supplier invoices, proofs of delivery (DOs), and purchase orders (POs) are retrieved, grouped together for trekking the progress of the purchased equipments. When using hard copies, this was a laborious and costly procedure for finance department employees.

"The costs associated with manually processing and distributing invoices were too high, and our in similar invoices, PODs and POs together caused staff members to spend hours on menial tasks," says Paul Wolf, applications support manager at Caudwell Logistics.

The Solution

iTech created a Purchase Requisition Form template in MS Excel and embedded a few macros to easily pick-up the Project Code from the data field.

The Purchase Requisition number is manually typed in by the requester and as it is being typed-in, a barcode strip is automatically generated on the form. The rest of the form is filled in and is printed out for submission to the Purchasing Department.

As the Purchasing employees scan PR's using a high speed scanner, FingerTips imports these documents into the secure central FingerTips repository. **Barcode recognition engine** in FingerTips will capture the Purchase Requisition number and the Project Code directly from the barcode into the profile fields associated to the file hence minimizing the requirement for the staff to key in these information for every document.

To add other related documents like PO's, Invoices and DO's for the same Purchase, the employee can easily retrieve the PR by using the Search function in FingerTips and key in the PR number and the documents matching the criteria will appear in the search results which will then take them directly to the relevant



document. By right-clicking on the document, the user has the option to choose to scan the next document as an Invoice, PO or DO. The following documents will automatically inherit the PR number and the Project Code values in the fields thus just requiring the user to input the PO, DO or the Invoice number depending on which document is being scanned.

The Benefit

- **Fast access to documents:** Respond immediately to customer inquiries
- **Restricted Access:** Only authorized users have access.
- **Reproduce document:** Scanned and archived documents can be reproduced as proof in legal action.
- **Person Independent Processes:** Even if a person is away you can take action on any file.
- **Minimum storage area:** Electronic data storage is cheap and requires very little space.
- **Frees up time:** Reduction in manual process frees up time for your staff to do other important task.

Features of FingerTips are specially designed and the solution streamlines your processes, saves time and money, making the organization efficient and technology savvy.

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The name for our 'in-house' developed document management software is Fingertips. Fingertips is the result of a four year 'Learning Curve' , marketing and working with available software from the United States and Canada. As a result, Fingertips offers comparable and even superior features to the foreign software, at a fraction of the price!

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