



Project “Spreadsheet Loader Bulk Invoices Inbox Integration”

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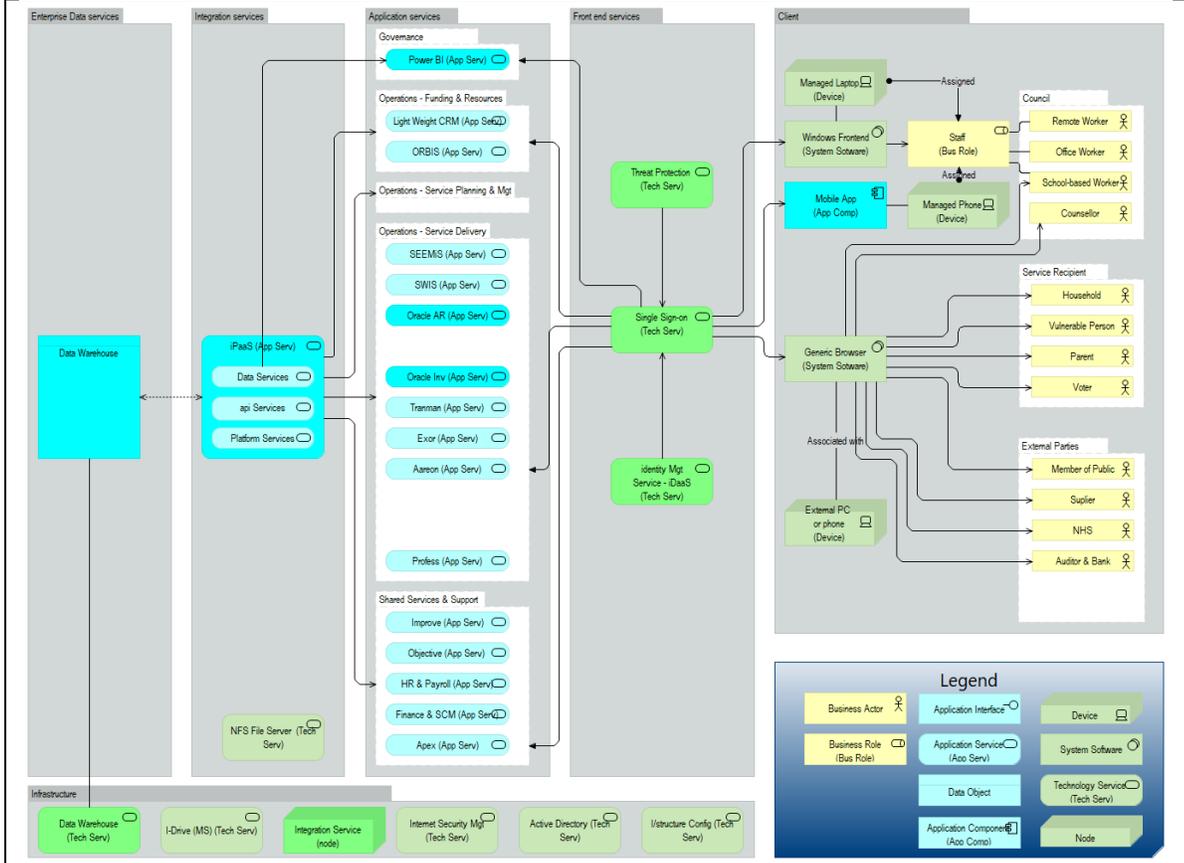
CANDIDATE PROJECT

Candidate Project Outline	
Project ID:	CPO_006
Project Name:	Spreadsheet Loader Bulk Invoices Inbox Integration
<u>Outline description of candidate project</u>	
<p>Automate supplier invoice processing operations with a secure easy-to-use standard spreadsheet bulk loader template via email inbox.</p> <p>Deliver "Spreadsheet Loader Bulk Invoices Inbox Integration" for seamless, timely, scalable and reconcilable integration of high volume Supplier Invoices to Oracle Payables and Oracle Purchasing for a streamlined Purchase to Pay process supporting PO Matched Invoices and also retrospective PO Matched Invoices with submit for Approval Certified Invoices.</p> <p>Leverage existing SCM SMEs with responsibility to manage and maintain service, and setting up and supporting solution. Provide supplier training for Bulk Load Invoices (supplementing Supplier Portal) solution as necessary.</p> <p>Unwind related Apex, Profess reconciliation, manual and related point-point solutions.</p>	
CP Level:	Enterprise Candidate Project
<u>Rationale/Business Problem</u>	
<p>Free up Council resources by significantly reducing continuous manual effort of loading bulk supplier invoices through a standard solution.</p> <p>XXX Council's Apex, Profess reconciliation and manual solution relying on significant manual effort and manual integration resulting in un-timely with retrospect management of spend and reconciliation and a high potential for multiple versions of the truth and pockets of expertise leading to repetition and high maintenance effort. Bulk Load Invoice Integration to Oracle Payables and Oracle Purchasing will provide seamless, timely, scalable and reconcilable standard solution and will pave the way for continual timely optimisation and management of contracts and spend.</p>	

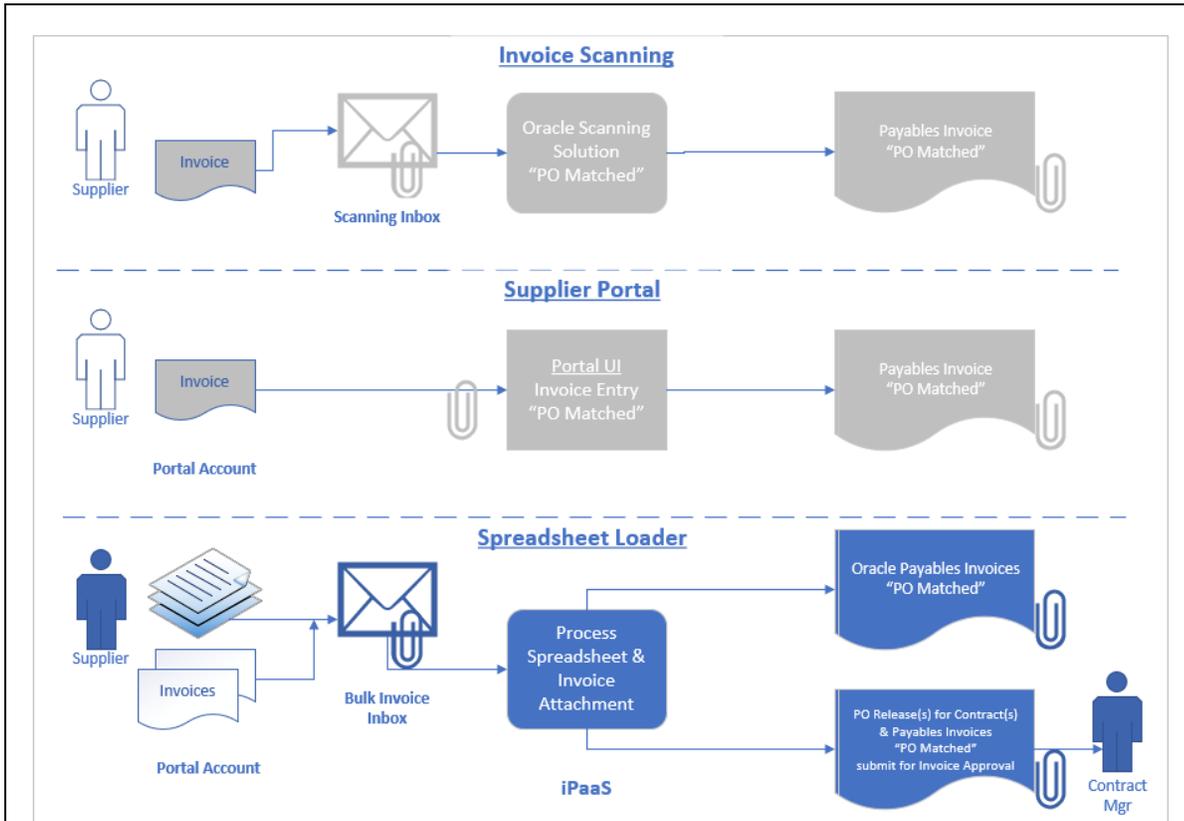
<p>This candidate project will implement volume Invoice Integration to Oracle Payables and Oracle Purchasing solution to deliver standard scalable solution with savings of £283-£397k annually.</p> <p>Additionally, this implementation will provide XXX Council with scalability to increase in size and capability without a disproportionate increase in head office staff cost, which otherwise would have been required.</p>	
<u>Option</u>	<u>Description</u>
Baseline Option	No change. Continue with current Apex, Profess and manual bulk load supplier invoice solution and retrospect management of spend to contract and reconciliation. Business and IT continue to deliver services in pockets of expertise and continue maintaining manual solutions.
(Option A)	Automate supplier invoice processing operations with a secure easy-to-use standard spreadsheet bulk loader template via email inbox.
<i>Bulk Load Invoices PO Matched & Certified Invoices</i>	Replace Apex, Profess reconciliation and significant effort manual solution with <i>Bulk Load Invoices PO Matched & Certified Invoices</i> processing providing seamless, timely, scalable and reconcilable manage spend to contract supporting PO Matched and also retrospective PO Matched Invoices with submit for Approval Certified invoices.
(Option B)	Automate supplier invoice processing operations with a secure easy-to-use standard spreadsheet bulk loader template via email inbox.
<i>Bulk Load Invoices PO Matched</i>	Replace significant effort manual solution with <i>Bulk Load Invoices PO Matched Invoices</i> processing providing seamless, timely, scalable and reconcilable manage spend to contract supporting PO Matched Invoices.
(Option C)	
Stakeholders	
<u>Name/Role</u>	<u>Interest</u>
XXX	Deputy SRO
XXX	Fusion Programme Manager

XXX	Business Change Manager (Oracle Fusion)
XXX	IT Services Project Manager
Summary Use Cases	
<u>Use case</u>	<u>Use case description</u>
1	Automated bulk load supplier invoices via email inbox (supplementing supplier portal) for PO Matched and Certified Invoices with Approval (retrospective PO drawdown from contract process).
2	Automated bulk load supplier invoices via email inbox (supplementing supplier portal) for PO Matched Invoices.
3	
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Potential Target Architecture



Potential Target Process



<u>Baseline Option</u>	<u>1-year Costs</u>
Software	Apex – No information available, assuming ~£10,000 annually Profess – No information available, assuming ~£20,000 annually
Hardware	Assume two VMs (Prod & Test) per application @ ~ £40 pcm Apex – £40 X 12 X 2 = £960 Profess – £40 X 12 X 2 = £960
IT Staff	½ Sys Admin, ½ DBA and 4-5 Application Support for Apex and Profess. £50k X 6 = £300,000
Business Staff	Manual effort to process volume supplier invoices and reconciliation 6.5 FTEs. £38k X 6.5 = £247,000

	<u>1-year Benefits</u>
	None.
Total costs	Approx ~£579k

<u>Option A</u> <i>Bulk Load Invoices PO Matched & Certified Invoices</i>	<u>1-year Costs</u>
Software (Subscription)	Leverage Oracle OIC iPaaS solution Assuming Zero cost since iPaaS included as part of wider programme £0
Implementation & Integrations	~£120,000 Disclaimer: The implementation figures are for illustration purposes and are not intended to for a form of quotation or a financial commercials commitment.
Training	~£10,000 Disclaimer: The training figures are for illustration purposes and are not intended to for a form of quotation or a financial commercials commitment.
Total costs	£130,000 in year 1
	<u>1-year Benefits</u>
IT Staff	Assuming IT Staff reduction by half for Apex and Profess.. Savings of £300k X ½ = £150,000
Business Staff	Saving of manual effort for volume supplier invoices and reconciliation 6.5 FTEs. Savings of £38k X 6.5 = £247,000

Total Savings	£397,000 less £130,000 = £267,000 in year 1 £397,000 following years
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<u>Option B</u> <i>Bulk Load Invoices</i> <i>PO Matched</i>	<u>1-year Costs</u>
Software (Subscription)	Leverage Oracle OIC iPaaS solution Assuming Zero cost since iPaaS included as part of wider programme £0
Implementation & Integrations	~£100,000 Disclaimer: The implementation figures are for illustration purposes and are not intended to for a form of quotation or a financial commercials commitment.
Training	~£10,000 Disclaimer: The training figures are for illustration purposes and are not intended to for a form of quotation or a financial commercials commitment.
Total costs	£110,000 in year 1
	<u>1-year Benefits</u>
IT Staff	Assuming IT Staff reduction by half for Apex and Profess.. Savings of £300k X ½ = £150,000
Business Staff	Saving of manual effort for volume supplier invoices and reconciliation 3.5 FTEs. Savings of £38k X 3.5 = £133,000
Total Savings	£283,000 less £110,000 = £173,000 in year 1 £283,000 following years

Benefits Summary	
<u>Option</u>	<u>Summary</u>
Option A	£397,000 less £130,000 = £267,000 in year 1 £397,000 following years
Option B	£283,000 less £110,000 = £173,000 in year 1 £283,000 following years
Option A	<ul style="list-style-type: none"> • Scalable • Timely Single version of the truth • PO Match and Certified Invoices • Enabler for Contracts drawdown • Standard Solution • Scale up without increase of support staff cost • Continuous optimal operations
Option B	<ul style="list-style-type: none"> • Scalable • Timely Single version of the truth • PO Match • Standard Solution • Scale up without increase of support staff cost • Continuous optimal operations
Risk Summary	
<u>Option</u>	<u>Description of Risk</u>
Option A & B	Medium Complexity to Deliver. Medium Complexity in Business Transformation.

REFERENCES

AMENDMENT HISTORY

Version No.	Date	Amendment History	Remarks
00-001	01/09/2022	Initial Draft	