

Atamis SA



Improving procurement visibility and control

Client Briefing Pack

April 2018

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Quick Reference

What are we required to do for this project?

1. Send Atamis your initial spend data (see Appendix 1 for format)
2. Send Atamis your existing supplier classifications where appropriate
3. Send Atamis your latest Contract Register
4. Respond to any queries relating to system setup and spend classification
5. Attend training where scheduled

Do we need to install any hardware or software to use Atamis SA?

No, this solution is 100% web-based.

Is our data secure?

Yes. Your system environment meets recognised third-party enterprise security certifications including ISO27001 and the SysTrust Audit. Secure protocols (SFTP) are available for the transfer of data to Atamis.

How will spend be classified?

This depends on your Service Level Agreement (SLA). There are generally 3 approaches employed by Atamis: 1) single category per supplier, using either your own classification or those sourced by Atamis; 2) multiple categories per supplier, using a combination of supplier classifications and mappings from reliable subjective codings; or 3) line item-level classification to classify according to textual invoice/PO content and information on the supplier's website. If you wish to, you can also re-classify spend yourself using the Category Mapping Rules which are explained in the training.

What help is available for doing the data extract?

Atamis has clients with most of the commonly used Finance Management Systems, and can often assist in introducing you to other clients who have created the extract routines from the same system.

Should we exclude non-third-party spend?

Where possible your data extract should contain only 'influenceable' procurement expenditure, and you should exclude all other types of payments 'at source' where possible. See Appendix 3 for details.

Can we send data updates once the system is live?

Yes. Files in a consistent format can be sent every month, quarter or year, according to your SLA.

Do we need to redact individuals?

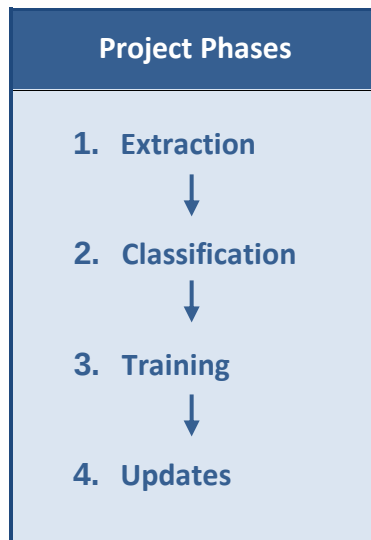
Atamis uses an effective automated process for identifying individuals and can redact names of individual suppliers for you at each annual refresh.

How can we send data to Atamis?

Preferably as a file uploaded to your secure Atamis system (over https, up to 2GB) or alternatively via SFTP, secure drop-box, email or CD-ROM/post. For SFTP you may need to involve your IT department to install FTP Client software. Please contact support@atamis.co.uk for all connection details.

Atamis SA Set-up

There are four phases for implementing Atamis SA:



Set up takes between 2 and 6 weeks from receipt of data to training, depending on how much spend needs to be classified, availability, and whether there are any custom requirements.

1. Extraction

This phase is primarily concerned with creating an extract file of spend data from your finance system containing the required fields, and in an acceptable format.

Client tasks

- Create an extract routine from your finance system to send a sample spend file for validation
- Run this extract for your initial data load (normally prev. FY) and send to Atamis
- Confirm the Primary Category Structure to be used and provide any existing supplier classifications
- Provide your Contract Register data for loading into Atamis

Atamis tasks

- Assist client with details required for extract
- Validate file format and data identify/resolve data issues
- Provide feedback on QC1: spend data format acceptable for initial loading
- Provide feedback on QC2: contract data format acceptable

Notes

Please see Appendix 1 for the required file format for the spend data.

Data files can be sent to Atamis by SFTP, secure drop-box, a file attachment to Atamis (https), by email or by CD-ROM/post. For SFTP you may need to involve your IT department to install FTP Client software. Please contact support@atamis.co.uk for all connection details.

Contract Compliance Reporting

If you wish to load contracts into Atamis SA to benefit from the compliance reporting feature, you will need to provide a copy of your Contract Register in any electronic format including these fields as a minimum:

- Your Contract ID
- Contract/Framework Name
- Creditor Ref/Supplier ID used in your finance system
- Supplier Name
- Contract Start Date
- Contract End Date
- Estimated Total Value

If you provide all other fields in your Contract Register, Atamis will load as many as possible where they match standard fields in Atamis SA (e.g. Description, Contract Manager, Review date, Procedure, etc.).

Contracted suppliers on Framework Agreements should ideally be sent as separate rows, with the same Contract Name.

If you are unable to provide the Creditor Ref/Supplier ID of the contracted suppliers, Atamis will (as a one-off during setup only) run a matching algorithm to match the supplier name on your contract register against the supplier names in Atamis SA.

2. Classification

During this phase, Atamis will prepare your Atamis SA system and classify/cleanse your data.

Client tasks

- Provide confirmation of spend classification used for top 20 suppliers (normally via a 30 min phone-call)
- Confirm with the Project Team the delegates to attend the training and notify the delegates of the training venue and date

Atamis tasks

- Process prev. FY data in Atamiser database
- Identify duplicate suppliers
- Classify spend at required level to required category structure
- Generate Category Mapping Rules
- Build system and load data
- Organise training

Notes

On-site training requirements: room with projector and internet-connected PCs for the required number of training delegates. The room will be required for one day maximum.

3. Training

In this phase your system is launched and you receive the necessary training and hand-over to start using Atamis SA.

It is recommended that any client validation of data is conducted at or after the training, once users are familiar with the operation of Atamis SA and how it can be used to address validation issues. See the [Atamis SA Roadmap to Savings](#) for hints and tips on validating and refining spend classification and contract compliance issues.

Client tasks

- Attend training
- Activate user accounts
- Validate system data

Atamis tasks

- Deliver training and provide user guides
- Set up user accounts

Notes

Training is provided either On-site with an in-depth 3-hour (half-day) course, or off-site via a 2-hour webinar. Training covers:

Session for all users

- Logging in/System orientation
- Spend Analysis with the Atamis system
- Using dashboards and reports
- Drill-down & data analysis
- Custom reports
- Creating new reports – Report Types
- Using Category Mapping Rules to reclassify spend
- Managing large suppliers and duplicates
- Using Contract Compliance Rules
- Roadmap to Savings

4. Updates

This phase relates to the duration of the contract while your Atamis SA system is active, in particular how spend data updates are handled.

Client tasks

- Provide regular updates to spend data
- Maintain Category Mapping Rules*
- Maintain Contract Compliance Rules*

Atamis tasks

- Create a Client Template File defining the agreed spend file format for each client
- Manage automated loading of spend files
- Assist with manual load of spend files
- Conduct Refreshes

* Clients wishing to achieve high levels of accuracy in mapping spend to multiple categories for key suppliers, and in assigning spend for suppliers with multiple contracts should plan for a high level of user activity for a 1 to 2 month period after the training course. Once Rules have been established, the user involvement will reduce significantly and be limited to analysis tasks.

Notes on Spend Data Updates

Spend Data updates may be sent through at a frequency stated in your SLA provided they are in a format consistent with the Client Template File.

Update files that are sent in exactly the same format as the agreed Client Template File will normally be loaded within 48 hours. Files that vary from this format (e.g. different column order or headings) may incur delays of up to 2 weeks to process.

Spend data updates can be sent in the same way as described in Section 1: Extraction. Refreshes of the spend classification will be conducted by Atamis at a frequency dictated in your SLA/proposal.

Notes on Contract Data Updates

Contracts in Atamis can be loaded in one of three ways:

- Option 1: using Atamis as a central Contract Register updated by multiple users
- Option 2: providing the title of the contract used for each transaction in the spend data files (possible only where your purchasing system enables users to select the contract they are purchasing off)
- Option 3: taking data feeds from external Contract Registers, either a) automated from an external Contract Register, or b) manually from a spreadsheet

If using Option 3a, (External Contract Register), please contact Atamis support who will provide you with the integration requirements.

If using Option 3b, (Excel spreadsheets)

- Please use the Atamis report called Contract Register as a template (go to the Reports tab, type 'register' in the Find Reports box and export the report)
- If you can't use this template, please ensure that contracts with multiple suppliers are sent as a separate row for each supplier

- Email to support@atamis.co.uk

About Atamis

Atamis runs on a robust cloud computing platform called Force.com (provided by the CRM business Salesforce.com). This platform meets ISO27001 and SysTrust Audit certification. Please follow these links for further details on [system security](#) and on [data centre security](#).

There is no requirement for clients to install any hardware or software to access Atamis as part of this project. Atamis will not attempt to connect with your finance system.

Each client organisation will have its own Atamis Local system. Only users from your organisation will have access to this system.

Appendix 1: Atamis Spend Data File Format

Field	Mandatory?	Type	Notes
Invoice number	Strongly Recommended	Text	Use the supplier's Invoice Number if possible. If not, a voucher number from your finance system can be used but this may invalidate some Atamis reports on Invoice Volume analysis.
Item Description	Recommended	Text	Important field for assisting with auto-classification of spend
Transaction Payment/Posting Date	Mandatory	DD/MM/YYYY	e.g. 22/05/2012. Other dates can be used if preferred, e.g. invoice received date. It is not recommended to use the invoice date as you will only be able to send data annually after FY accounts have been closed, and you will not be able to generate accurate monthly or quarterly updates.
Amount	Mandatory	Number, 2 dp	Net amount (i.e. excl. VAT) Preferably no commas or £ signs, e.g. 1000.00 or -99.99
Supplier/Vendor ID (or Creditor Ref)	Mandatory	Text (max. 20)	i.e. the unique creditor ref or Supplier/Vendor ID used by your own Finance system.
Supplier Name	Mandatory - See note	Text	We recommend that you provide the Supplier Name and address on every row of spend data. However if this is not possible you can provide supplier details (including Supplier ID) in a separate file.
Supplier Address & Post Code (use multiple cols)			
Company Registration Number	Recommended	Text	Recommended if available to ensure greater matching accuracy and make use of External Links
Department/Directorate	Strongly Recommended	Text	The Department should be HIGHEST LEVEL in your organisation. There should preferably be < 20 distinct Departments.
Cost Centre	Strongly Recommended	Text	If you cannot supply the Department in this file you can just send the Cost Centre, but you will also need to provide a separate file detailing which Cost Centres belong under which Departments.
Cost Centre Description	Strongly Recommended	Text	Strongly recommended
Expense Code	Recommended	Text	Subjective code, account code or detail code
Expense Code Description	Strongly Recommended	Text	Strongly recommended
Contract Name/Ref	Optional	Text	For use where your FMS allows purchase orders to be raised against a contract
Account Type (Capex/Opex indicator)	Optional	Text	If this field cannot be populated, it may be still possible to analyse spend by capex/opex by notifying Atamis of Capital code ranges
Approver / budget holder	Optional	Text	Employee code or name
PO Number	Optional	Text	
PO Description	Optional	Text	
Procurement Category	Optional	Text	Only relevant if you record a procurement category/description on each PO in your finance/P2P system, e.g. UNSPSC

Transaction ID	Optional	Text	Your internal transaction ID or Voucher number
Invoice Date	Optional	Date	
Unit Price	Optional	Currency	

Notes on Spend Data Extracts

1. The column order is not important provided that a Header Row is supplied with each file, and that **every time you send data you use the same format**.
2. Data should be supplied in a **CSV or Excel** file.
3. Data should be extracted from your Creditors Ledger at **line item level**. (Please ensure that the Amount field contains the line item amount, not the invoice total.)
4. If any of your cost centres, expense codes or Vendor IDs start with a **leading zero**, e.g. 00037436, then we recommend you generate the data in CSV format as Excel will remove the leading zeros.
5. **Additional fields** can be incorporated in the spend data file if required for further analysis. Please include in the file and notify Atamis of your requirement. See section below on Flexi Fields for full details.
6. Transactions that do not relate to **‘influenceable’ third party expenditure** should not be included in the file (e.g. personal expenses, etc.).
7. We recommend you use a **single file** for the data, however you may alternatively use **lookup files** for: Supplier address details (including Creditor Ref/Vendor nbr as the lookup), Department and Cost Centre Descriptions (including Cost Centre Code as the lookup) and Detail Code Descriptions (using Detail Code/Expense code as the lookup). For Capital expenditure you can also send Job Code Descriptions (using Job Code as the lookup), and these values will be made visible in the Cost Centre fields in Atamis.

Classification Data

If you are sending existing supplier classifications please inform Atamis of which taxonomy you use (e.g. UNSPSC, ProClass, Thomson or custom) and supply a separate file with these fields:

Field	Mandatory?
Supplier/Vendor ID (or Creditor Ref)	Mandatory
Supplier Name	Recommended
Company Registration Number	Recommended
Category Code	Mandatory for one or more fields
Category Name Level 1	
Category Name Level 2	
Category Name Level 3	
Category Name Level 4	

The SLA offered on your proposal/contract will determine whether it is necessary for you to provide existing classifications and for how many suppliers.

Flexi Fields

Field	Usage	Behaviour in Data Aggregation	Available for setting Supplier Custom Mapping Rules?
Flexi1	Any	Retained – can be reported on	No
Flexi2	Any	Retained – can be reported on	No
Flexi3	Transaction ID or line item level data	Aggregated – appears in Transaction Details	No
Flexi4	Category data	Retained – can be reported on	No
Flexi5	Category data	Retained – can be reported on	No
Flexi6	Any	Retained – can be reported on	Yes
Flexi7	Any	Retained – can be reported on	Yes
Flexi8 (Detail Code)	Default usage is Detail Code	Retained – can be reported on	Yes
Flexi9 (Detail Code Description)	Default usage is Detail Code Description	Retained – can be reported on	Yes
Flexi10 (Approver)	Default usage is Approver	Retained – can be reported on	No

Appendix 2: Contact Details



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Email address for sending spend data, or requesting FTP connection details: support@atamis.co.uk

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