

An integrated approach to Material Management for subcontractors – strengthen your bottom line and reduce your workload!

Challenge

Materials management is the process of planning and controlling material flows. It includes planning and procuring materials, supplier evaluation and selection, purchasing, expenditure, shipping, receipt processes for materials (including quality control), warehousing and inventory, and materials distribution and replenishment.

The goal is to purchase the highest quality equipment and products at the lowest possible cost for the organization....all while effortlessly managing the inventory.

Below are some real life comments and questions from our customers. If you can identify yourself with any of these.....read on!

- Isn't it time we stop playing phone tag with our suppliers, waiting for a price on an 18 cent item?
- I feel like our estimates are too low. Are we charging enough for materials?
- I have to plan our labor for next week. Which items are due for these different jobs? Which items are on backorder?
- Why can't our T&M billings go out as soon as the job is completed?
- We need to cut the time spent keeping our material prices up to date.
- Has any customer ever questioned the material charges on the bill sent to them?
- Am I being overcharged for materials by my suppliers?



Solution

Our **JetTrac Field Service Automation** solution features an integrated Material Management suite of program modules that includes:

- Pricebook
- Inventory
- Purchase Order
- Accounts Payable

These programs are connected and integrated with each other to minimize the workload managing materials and maximize your profit potential.

Let's dig deeper into these programs and uncover their value.

Pricebook

The Pricebook tool integrates with all areas of a contractor's business. Estimators, project managers, purchasers, billing and warehouse personal - everyone uses the Pricebook to streamline their tasks and improve their performance.

Features of the Pricebook include:

- **Automatic Material Price Updating**

The Pricebook supports local supply vendor pricing as well as national pricing services. The **automatic price updating feature** reduces manual price updating time by 99% while ensuring accuracy.

- **Powerful Search Engine**

Finding items in the Pricebook is fast and easy. Choose from **10 different search criteria** including vendor part number, vendor model number, trade number, product group, description, pet name, item number, recall name, double search, and all items.

- **Price Codes for Customized Pricing to your Customers**

Everyone in business has good customers as well as those less-than-ideal customers. Our exclusive Price Codes group customers into different pricing columns so you can bill your materials according to past performance. So whether your customer is a trusted long-time general contractor, a late-paying commercial/industrial account, or a residential client with a good payment history, **the Price Codes allow you to adapt to different market conditions.**

- **Item Usage Reporting**

Item Usage is updated as soon as you update the job. The on-screen view reports **how many items you've used during each month of the year and to which customers and jobs.** The Item Usage **Report Writer** allows you to *drill down into the data* to see, which are your "most frequently used material items" by date range, job type, inventory and other sources.

- **Quote/Price History**

This function tracks which suppliers you've purchased the same item from and distinguishes between what you paid and what you were quoted. It will help you determine which suppliers are most consistent with their pricing. The Quote/Price History feature integrates with our Purchase Order module or can be used through manual entry.

- **Model and Serial Number Tracking**

Used to **track installation dates and warranty expiration dates on equipment you've purchased**. Choose from countless bar code scanners to auto receive the items into your inventory.

- **Bar Coding for Accuracy and Speed**

Print Barcode labels for your material inventory and truck inventories. **Use the scanner to receive items into stock or trucks**. Pull items from stock or trucks to auto-update job cost.

- **Tracking of Multiple Supplier Costs per item for the ultimate in cost control**

Multiple costs for an item can be recorded using either a supplier specific materials update file (i.e. data import) or directly through the Purchase Order module based on a quote received from a supplier. This provides for the possibility to track the different costs from different suppliers for the same item.

All the work and effort are taken out of the process while ensuring that all the material related functions of the business are working in sync allowing you to purchase materials at the best price possible.

Here are a few examples of how using Multiple Supplier Costs can benefit your business

- Purchase materials at the lowest price based on your supplier's best pricing.
- Eliminate time spent online looking up material prices.
- Spend less time calling suppliers for prices or ordering materials online.
- Use Lowest or Highest Cost when pricing out jobs and billings to improve your job margin.
- Estimate more competitively and win more bids!

Inventory:

The Inventory Management program integrates with the Pricebook module. Proper inventory management allows you to better manage your working capital, ensuring only items needed will be ordered and at the right price.

JetTrac Field Service Automation provides you with all the integrated tools needed to manage your inventories as efficiently as possible.

Let's review some of the highlights:

- Create **multiple inventory locations**, including service vans and off-site locations.
- **Transfer items** between locations or service vans, and monitor inventories in all locations.
- **Print barcoded bin labels**, making inventory counting a snap; especially when hand-held devices are used to record the items in each inventory location.
- Import item count data from hand-held devices directly into **JetTrac Field Service Automation** and automatically **update the on-hand quantities** for the items in each inventory location.
- Set up **re-order levels** on all material items in the Pricebook that need to be tracked as inventory items.
- Automatic program **alerts** will indicate when an item's on-hand-quantity is below the re-order level so more items can be ordered.
- When an inventory item is posted to a job, the item's on-hand-quantity is reduced in **real-time**. This ensures accurate availability of inventory items for other jobs, prior to invoicing.
- Purchase Orders can be automatically generated based on low on-hand-quantities and reorder levels for each item.

- **Enables Serial Number Tracking.** Create reports based on model and serial numbers. If a supplier has a recall or a replacement of an item, lists of customers with the installed item model or serial numbers can be generated, allowing the contractor to re-engage with customers, driving customer satisfaction and business.

Item#	Description	OHQty	Count	Item#	Description
0	-----ALU	0	0	11860	1-H JIFFY CLIP: 3/8 BX FL
6960	*****ALUMINUM RIGID *****	1000	0	11870	122 SOL 600V/90D MC C
6961	1/2 ALUMINUM CONDUIT	835	0	11880	123 SOL 600V/90D MC C
6962	3/4 ALUMINUM CONDUIT	1000	0	11881	124 MC CABLE(CORRA
6963	1 ALUMINUM CONDUIT	950	0	11890	10/2 MC CABLE (CORRA
6964	1 1/4 ALUMINUM CONDUIT	880	0	11900	14/2 BX CABLE (AC)
6965	1 1/2 ALUMINUM CONDUIT	1000	0	11910	14/3 BX CABLE (AC)
6966	2 ALUMINUM CONDUIT	1000	0	11920	12/2 BX CABLE (AC)
6967	2 1/2 ALUMINUM CONDUIT	1000	0	11930	12/3 BX CABLE (AC)
6968	3 ALUMINUM CONDUIT	1000	0	11935	10/3 BX CABLE (AC)
6969	3 1/2 ALUMINUM CONDUIT	1000	0	11936	103 SOL 600V/90D MC C
6970	4 ALUMINUM CONDUIT	1000	0	11937	104 SOL 600V/90D MC C
6971	*****ALUMINUM RIGID SWEEPS*****	1000	0	11938	102 SOL 600V/90D MC C
6972	1 1/4 RIGID ALUMINUM ELBOW	1000	0	11940	3/8 BX CONNECTOR
6973	1 1/2 RIGID ALUMINUM ELBOW	1000	0	11950	1/2 BX CONNECTOR
6974	2 RIGID ALUMINUM ELBOW	1000	0	11951	WP CORA CLAD CONN
6975	2 1/2 RIGID ALUMINUM ELBOW	1000	0	11952	ARL 8413 1-1/4 MC CONN
6976	3 RIGID ALUMINUM ELBOW	1000	0	11953	2-2-2-4 ALUMINUM .98 OD
6977	3 1/2 RIGID ALUMINUM ELBOW	1000	0	11954	12/2 MC CABLE THHN ALLUM
6978	4 RIGID ALUMINUM ELBOW	1000	0	11955	12/3 MC CABLE THHN ALLUM
0	-----ARMCBL	0	0	11956	12/4 MC CABLE THHN ALLUM
6450	3/8 MC 90 CONN	996	0	11957	12/2 MC CABLE THHN STEEL
11849	MC SNAP SWIVEL CONN	8	0	11958	12/3 MC CABLE THHN STEEL
11850	3/8 DOUBLE MC SNAP-ON CONNECTOR	1140	0	11959	12/4 MC CABLE THHN STEEL

The Purchase Order module is used to order items for each inventory location. The **“Import Inventory”** feature automatically imports a list of items that need to be re-ordered from each specific supplier. (See section *Purchase Order*)

As items are received into the inventories, the on-hand quantity is updated and triggering the following automated functions at the same time:

- Updating current item costs in the inventories
- Create a Price History to monitor fluctuations in pricing by supplier, supporting future purchasing decisions
- Updating the item's cost code - a great way to track multiple costs per item and supplier

Purchase Orders:

JetTrac Field Service Automation’s Purchase Order program draws its strength from the fact that it integrates into many areas of your business.

Imagining the following real life scenarios:

- Your estimator does an estimate in the Mobile Proposal Writer as part of **JetTrac Field Service Automation** using the same materials Pricebook that everyone else in the company uses. He calculates the job and items estimate and eventually wins the bid.
- Each estimated material list or other inventory material list can be cross-checked against the physical inventory on hand to ensure that only items below the established Reorder Levels are purchased.

- Next, the person responsible for purchasing opens the Purchase Order module and IMPORTS the Estimate’s Material List. The purchaser can select the entire list of items, randomly select items from the list, or choose a partial list by phase; i.e. rough-in, finish, etc.
- The Purchase Order is sent or emailed to the supplier with the **Delivery Date Required** to allow the project managers to plan the Labor for the job based on when the items are due to arrive at the Job Site.
- As the items are received at the office warehouse, the Costs of the material items are posted to the Job directly from the Purchase Order program. Alternatively, items shipped directly to a job site can be verified by an onsite field worker or project manager using the Mobile Purchase Order. The worker simply verifies that all items ordered have been received and “Submits the Mobile PO to the office, updating Job Cost in *real time*. *Items not received or return items* are also managed with the Mobile Purchase Order.

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PURCHASE ORDER

COBRA Contracting Company, Inc.
261 School Ave Suite 120
Excelsior MN 55331
Phone: 952-933-2507
Fax:

PO NUMBER	8618
DATE	08/16/2016

VENDOR ACE INDUSTRIAL SUPPLY	SHIP TO ABC BUILDERS
2525 WEST BURBANK BLVD. BURBANK CA 91505	123 MAIN STREET Oshkosh FL 33131

ORDERED BY CHUCK CAMERON	JOB NUMBER 147985
PHONE 952-555-2507	QUOTE#
DATE REQUIRED 08/16/2016	TAXABLE 0
CONTACT BILL WEATHERS	TERMS

SPECIAL INSTRUCTIONS CALL ME IF ANY ITEM IS BACK ORDERED BECAUSE WE NEED EVERYTHING ON THE JOB SITE BY THE DATE REQUIRED.	TECH NOTES See picture of smashed Lamps
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Ord Qty	Item Number	Item Description	UoM	Rec Qty	Receiving Qty
1	0	Lot Fixture Package [A]	E	0	1
100	10	EMT 1/2 CONDUIT	E	0	100
50	33860	F32T8 120-277 4 LAMP	E	0	50
35	38921	150W ALUM LAMPFLDR STONCO 3400	E	0	35
10	31930	TRAWR 15A 125V WHT DUP REC	E	0	10
10	31110	SWITCH/1P 15A 120V IV #1451-I	E	0	10
100	10220	10 SOLID THHN COPPER WIRE	E	0	100
10	31480	WP SW COV 1G LEV HNDL 5121-0	E	0	10
1	26420	200A 42 CIR 1PH 240V LOAD CENTER	E	1	0
500	7090	1/2 STANDOFF HANGER W/BOLT	E	0	500

- Upon receipt and recording of the supplier’s invoice, each item’s invoiced costs will be compared to the item’s costs on the purchase order. The Accounts Payable clerk will automatically be alerted if an overbilling occurred and can initiate either a dispute of the invoice or send the **overbilling notification** to the person responsible for the purchase order to handle the overbilling with the supplier.
- In addition, your Project Managers can get listings of items due at the Job Sites for a particular week based on the generated purchase orders. This supports planning for labor needed at the job site to install the items.

These processes are well structured to allow for efficiency and transparency at each step of the job cycle.

Accounts Payable:

JetTrac Field Service Automation's Accounts Payable includes critical money-saving features for the Contractor, in particular:

- Manages pricing discounts such as discounts for early payment or other promotions or pricing specials granted by the supplier
- The Invoice-to-Purchase Order comparison alerting possible overbillings by the supplier
- Setting up *on-time payment* to ensure no payment default or late-charges occur.

In conclusion:

The bottom line of a well-run Material Management solution is to save time, effort and money, manage workflows, and put the Contractor in control of material costs and prevent labor overruns. Experts have documented how Contractors can lose up to 20% of their material value due to inefficiencies, loss of cost control and productivity. The solutions provided in this document are designed to mitigate and prevent these losses.

About ProTechnology:

ProTechnology is a motivated team of talented individuals, dedicated to providing exceptional customer service and helping clients improve the efficiency of their business processes while reducing costs and driving revenue.

Founded in 1996, with its roots in production document generation and electronic forms, ProTechnology became an expert in intelligent fillable PDF forms for mobile data capture as an Adobe National Solutions Partner and developed a range of software specifically for Field Service Automation.

Go to: <https://protechinc.com/us/> to learn more about us and our products



JetTrac Field Service Automation® takes the Pain out of Field Work and relieves the Stress in the Office

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