

Management  
technology  
for the future.

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10 reasons for choosing PRIMAVERA

# Take advantage of cutting-edge technology

Benefit from the best of the Cloud and installed systems: even the most complex operations are fast and secure and you can access information from anywhere.

## The past was Windows, the future will be the Cloud and the present is the two combined!

Today, we are all familiar with technology that lets us access information from anywhere, using a vast array of devices. We all use the Internet for everyday actions, such as checking the weather forecast before leaving home, making simple investments or booking a table at a restaurant. Having access to the right information and apps at the right time allows us to make better decisions and take action quickly and conveniently.

This flexibility is also essential for organisations, where multidisciplinary teams do their very best every day to ensure the success of the business. But just putting in a huge amount of effort is not enough! They must have technological tools supporting them if they are to maximise their efforts and convert their skills into added value.

Have you ever wondered what it would be like if everyone in your company could carry out operations relevant to their jobs at exactly the right time and in exactly the right place? Have you ever wondered what it would be like if your ERP could help users intelligently? And if it could be available across a wide range of devices and facilities? It would mean a massive boost to productivity!

The future of business is going to increasingly require the ability to take the best decisions at the drop of a hat and to adapt quickly to the cultural, social, economic, tax and technology context. And there is only one way to get there: investing in technological solutions that are true allies when it comes to adapting to this entire context, but which simultaneously guarantee solid, secure and rigorous management of the business.

# The ERP of the future

PRIMAVERA offers you technologies capable of rising to the new challenges facing digital-era businesses, as well as the reliability of a 25-year track record.

Mobility is essential for businesses nowadays. By providing access to the system for employees who are out of the office or even to external service providers, you can make significant gains in productivity and in the quality of the service.

However, this concept of mobility is no longer merely a question of using web browsers to access online apps but, rather, of having access to systems that operate in multiple environments, integrated in Cloud infrastructures and accessed via internet. This makes the use of apps across the widest range of technologies and devices a feasible option.

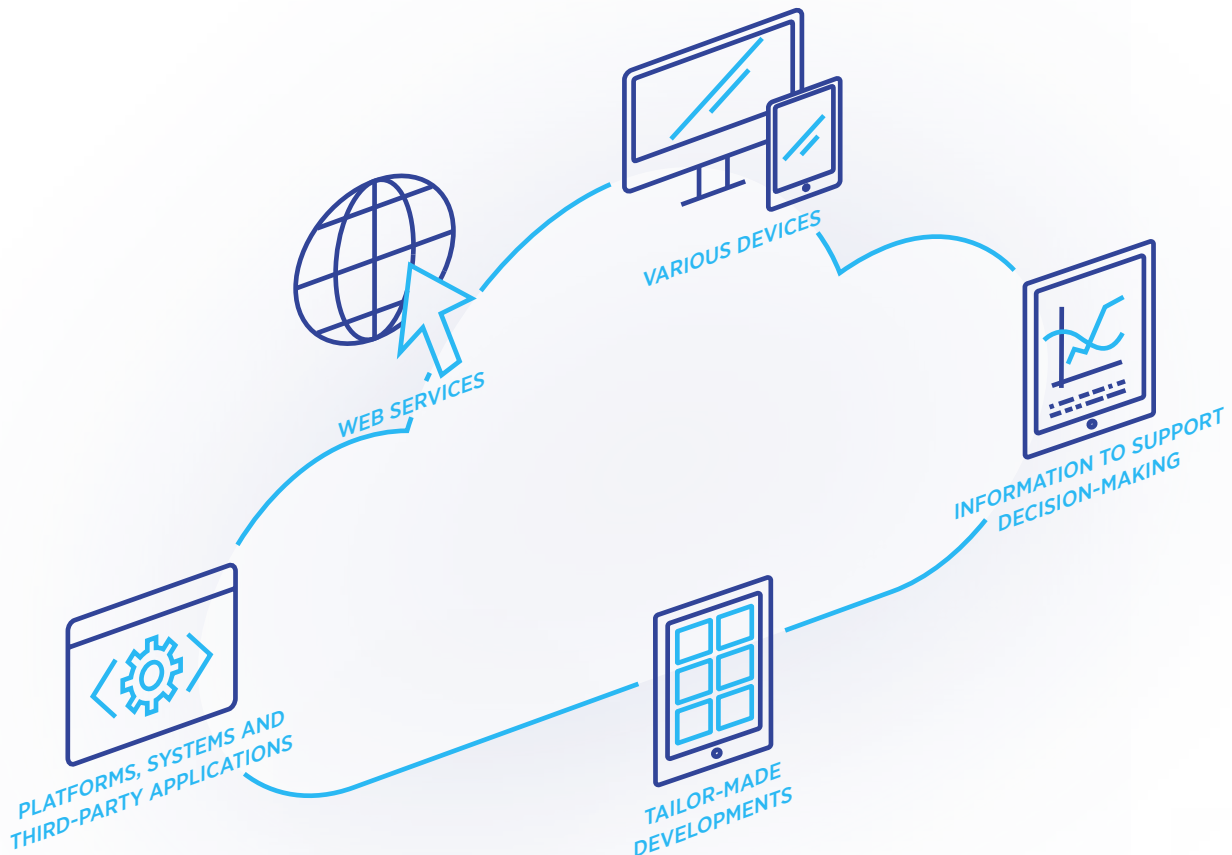
## Get your company ready for the future now

Intelligent, integrated, technologically advanced and functionally robust. Get an ERP that you can take with you to use where it is most needed but don't lose the maturity and productivity of back-office operations, where ensuring high performance is fundamental.

### **Be pleasantly surprised by intelligent mechanisms that are true allies for your business.**

This is the vision of PRIMAVERA's management solutions. A symbiosis of cutting-edge technologies combined with a solid and robust platform, with more than 30,000 user companies and a track record spanning 25 years, providing you with the security, productivity and flexibility needed to successfully rise to the challenges of the digital era.

Today's technological offerings afford greater flexibility for organisations and improve overall results, ensuring:



Today's technological offerings afford greater flexibility for organisations and improve overall results, ensuring:

**ENHANCED PRODUCTIVITY**

Integration with micro-services available online

**ENHANCED FLEXIBILITY**

Capable of integrating with any device (REST)

**ENHANCED MOBILITY**

Fluidity of information for mobile devices

**ENHANCED ADAPTABILITY**

New functionalities can be developed with ease

**REDUCED OWNERSHIP COSTS**

Standard, up-to-date and open technology

A hybrid system that combines robust processing with ease of access on any device.

### **Boost productivity on your back-office operations while taking advantage of the Cloud, mobility and the internet**

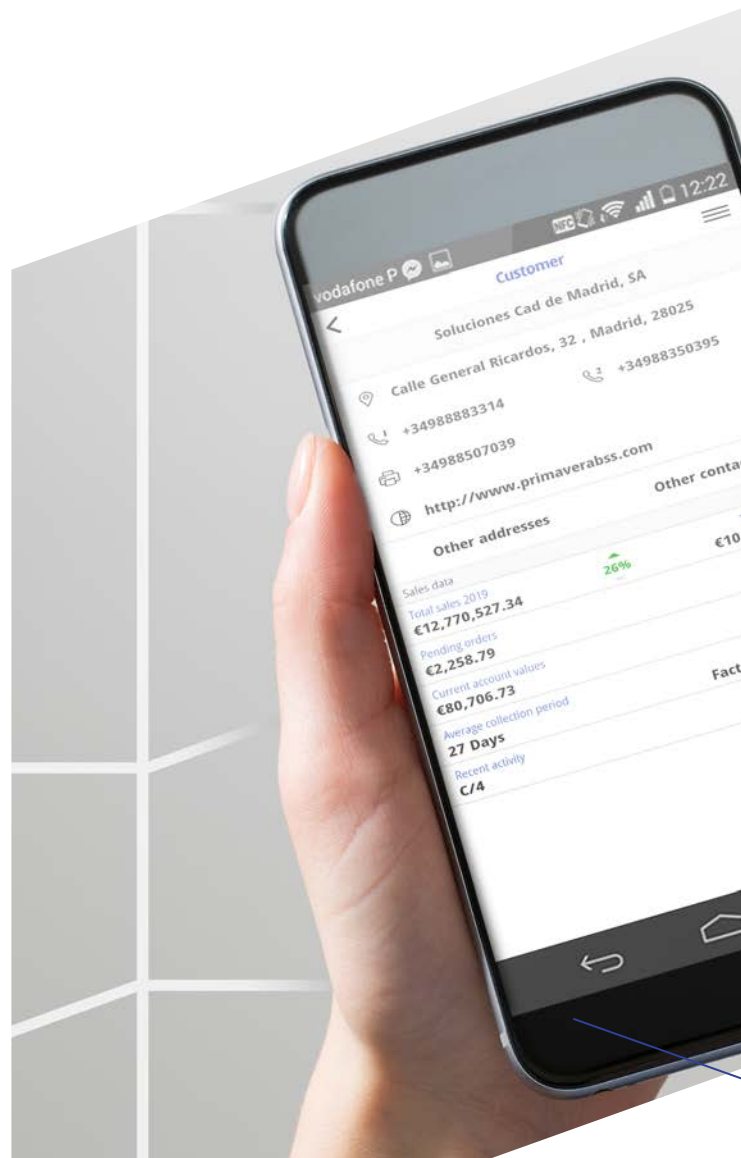
It is increasingly necessary to ensure that back-office operations are carried out in environments promoting the highest levels of productivity and performance. And by this we mean calculating and processing salaries, current account management, balancing bank balances, treasury management, accounting analyses, account consolidation, and legal and tax reporting, among others.

The efficient performance of these operations requires a robust system with denser interfaces and a far-reaching response capability in environments with multiple accesses and simultaneous operations.

The PRIMAVERA ERP combines robust operations with easy access to data. On the one hand, it offers apps aimed at mobility that take the best possible advantage of the characteristics of the devices where they are used and, on the other, it includes productivity apps designed to respond to the most demanding paces of operations.

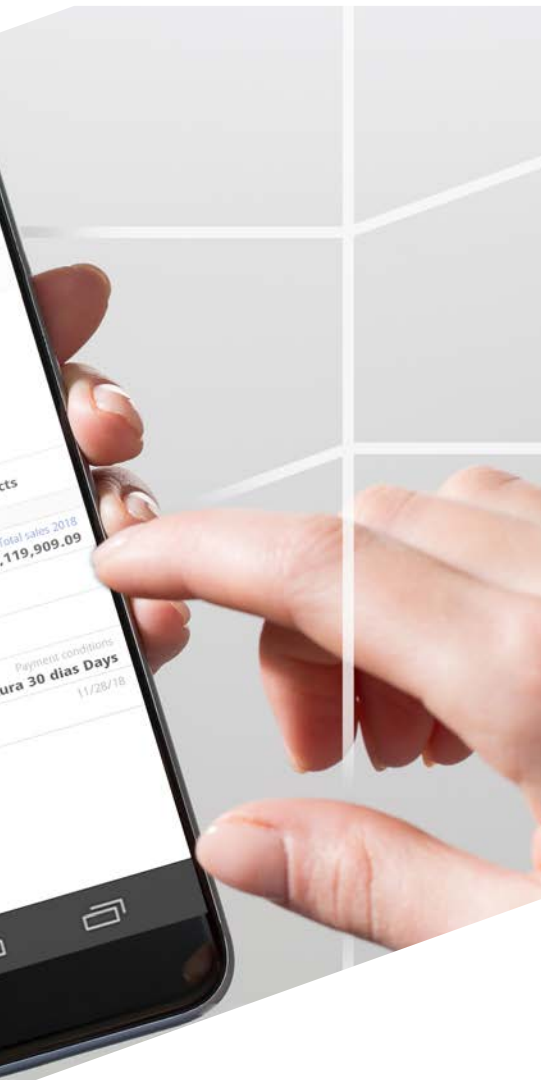
### **The Cloud and installed solutions interconnected**

Imagine a scenario in which a human resources officer receives a message from the system informing them that there are new personal income tax (IRS) tables available and if they want to update them in the system. Or a scenario in which the head of purchasing receives the inflation adjustment coefficients or the updated table of post codes.



### **Sounds interesting, doesn't it?**

This is PRIMAVERA's interpretation of the Cloud: a world of possibilities for companies to create value by means of micro-services that bring useful information to the management system at the just right time.



Consult your customers' details wherever you happen to be.

Put the latest trends in innovation at the service of your business. Get predictive capacity and analytical depth with this results accelerator.

## Artificial intelligence at the service of your business

### The digital era has never been closer to your business

The PRIMAVERA ERP is more intelligent and you only need to leave it connected to the internet for its capacities to develop. Mechanisms for Machine Learning, Big Data Processing, Gamification and other cutting-edge techniques have been associated with business concepts to enable them to bring added value for organisations and contribute to unprecedented administrative efficiency.

### ECHO, your virtual assistant

Enjoy the benefits of having a virtual assistant that interprets usage patterns, warns you about potential errors and shows you useful information that lets you anticipate scenarios and take preventative action for greater speed and assertiveness.

ECHO will help you keep your customers' details up-to-date, detect entities that could influence the business and anticipate certain risk scenarios.

The business assistant can be entrusted with more time-consuming processes and is capable of taking advantage of times when there is less demand on the system. And finally, it even sends you a notification with the results of the tasks it has carried out.

## Everything you need for successful management

Often, once you have chosen a management solution, you discover a range of things that it can't do; for example, it cannot easily be adapted to your company's internal processes; integrate it with other apps and platforms; get fast, proximity technical support; keep abreast of legal, tax-related and technological developments in timely fashion; contact the manufacturer or find professionals with the necessary technical skills to get the best possible benefits from the functionalities provided.

But when you choose PRIMAVERA solutions, you can rest assured that you will get all the support you need to develop your business as you steer it towards the digital era. Enjoy benefits such as:

- 1. A network of 400 certified partners,** with extensive capacity to adapt the systems to your specific needs and who guarantee quality, proximity support.
- 2. A pool of thousands of professionals** certified by the PRIMAVERA Academy, facilitating your access to qualified resources capable of rapidly contributing to the success of your business.

- 3. The peace of mind that comes from having a system that continuously and automatically updates,** ensuring you are kept constantly abreast of legal, tax-related and technological developments.

- 4. The versatility of a multi-currency and multilingual system, adapted to the cultural, legal and tax contexts of various markets** and which provides support for your international expansion strategy.

- 5. Support from a technological partner who is always on hand,** developing innovations that will contribute to the continuous development of your business.

### **Greater speed in your operations and certainty in your results**

Take advantage of a system of related information panels that interpret your needs and provide you with the right information at the right time. Quickly and accurately.

Using a unique technological base of management panels, the PRIMAVERA ERP helps perform operations by automatically opening grids containing information that complements the tasks being carried out. This technology gives you faster performance and more reliable results.



Fast familiarisation, intuitive and pleasant to use, and easily adaptable to every user's preferences and to every organisation's needs.

## A solution that's a perfect fit for users and companies alike

What makes this system stand out is the way users are able to interact with it. Everyone can adapt the solution as they see fit. You can adjust the layout depending on individual needs or user profiles. This means that the most common operations are always to hand and those that are of little importance can be hidden.

The solution's user-friendliness can be felt from the moment you start using it. The ease with which users can work with the solution and the efficiency of this interaction, mean that tasks can be completed faster, with less effort and with no errors. Guaranteed to boost productivity!

### **Considerable extensibility cuts your business's specialisation costs.**

As well as being able to adjust the interface, you have the option to add new functionalities in line with your business's specific needs. The PRIMAVERA platform is open and widely extensible, ensuring easy adaptation to every business. The technology used streamlines the development of tailor-made functions, cutting the total cost of ownership.

Being an open platform, it also simplifies integration with various systems, apps or platforms, constituting a solid and comprehensive base for the overall management of your business.

This central management hub gives you rigorous and comprehensive control of your operations, as well as optimising reporting and the driving of your business strategy.

# Forge strong bonds with your customers

Integrated management tools covering the entire purchasing process simplify the planning, performance and control of the sales cycle.

## Boost efficiency throughout the entire sales cycle

Commercial activity as we knew it has ceased to exist. Competition is planet-wide and potential customers are scattered across countless platforms. It is becoming increasingly difficult to communicate value, generate confidence, attract customers and build long-lasting relationships.

Not only is there an overwhelming amount of information circulating on the various media, but potential customers are extremely knowledgeable.

It has never been harder to stand out from the crowd, be relevant and earn trust. Only with the help of technology can we communicate value at the right moment, convert leads into customers and gain true brand ambassadors.

The PRIMAVERA ERP simplifies the integration of commercial strategies adjusted to the digital era, through a set of interconnected automated functions that generate efficiency throughout the entire sales cycle, from marketing and pre-sales operations to sales processes, customer loyalty management and after-sales services. And all integrated with the other areas of your business.



Ensure your sales force is more results-focused and get satisfied customers who will recommend your brand.



Monitor your sales figures from anywhere.

## Efficient management of contacts and opportunities

Just as in interpersonal interactions, when you come into contact with the market there is no second chance to make a good first impression.

However well-adapted your messages or well-segmented your target audience, you can only interact at the right time, offer appropriately-timed value, convert at exactly the best moment and nurture an enduring and trusting relationship with the help of technology.

Take advantage of every interaction opportunity to position your business through the technology provided for you by your PRIMAVERA ERP.

An exclusive area with support tools for managing contacts and opportunities simplifies the management of your customer portfolio and streamlines your relationship with potential customers; it centralises the management of your sales and marketing team's daily activities; it lets you keep track of business opportunities in the pipeline; proposals and budgets can be drawn up in an instant; orders can be created with just a few clicks and payment collection processes can be speeded up too.

Your sales force will be more focused on every deal and work towards having happy, loyal customers who will recommend your brand.

There's no longer any excuse to spend more time on paperwork than on selling!

## Fast processing of sales

With the PRIMAVERA ERP you can focus on attracting customers and earning their loyalty. Administrative operations are quickly dealt with by automated functions that control pricing rules, orders, dispatches, tax processing, exchange rates, retainers, instalments, and sales and financial documents, and always in strict compliance with the applicable legislation.

### **Simple processes for online and over-the-counter sales**

Here you will find everything you need to close both online and over-the-counter sales quickly and easily.

The POS guarantees ease of use and speed for over-the-counter sales and the fact that it is natively integrated in PRIMAVERA's back office ensures that all of the information flows smoothly for everyone else involved. No synchronising necessary.

### **Streamlined administrative work thanks to electronic invoicing**

You must have noticed that sales processes give rise to all sorts of documents that have to be dealt with. Purchase orders, invoices, credit notes, debit notes, receipts and so on and so forth.

Herein lies the bulk of companies' administrative tasks, and the bulk of their mistakes as well! It is now a known fact that an electronic invoicing solution which supports the digital processing and automatic integration of these documents makes organisations more efficient. Try it! The results are amazing.

### **Streamlined payment collection**

In order for the entire process to be efficient, there should be no excuse for delaying payment collection after closing a sale.

Offering an electronic payment facility means you can provide customers with a fast way to pay. This service prints a Multibanco (ATM) reference on invoices and customers can pay immediately using internet banking, ATM machines or payshop facilities.

Turn the input you receive from the market into valuable commercial information to help you attract customers and earn their loyalty.

## Offer a first-class after-sales service

The quality of a brand's after-sales service is one of the most important factors for customer loyalty. Make your brand your customers' favourite once and for all with the support of the right technology.

The PRIMAVERA ERP simplifies the management of activities such as technical support, maintenance, repairs and contract management. It provides a set of automated functions that assist with the scheduling of services, managing technicians' diaries, fulfilling contractual obligations, moving stocks of items needed for repairs, inputting expenses and invoicing contracts.

### Let technology take care of the red tape!

Save time that you can devote to what you do well: strategic thinking, profitability analysis and operational optimisation.

## Never get caught off-guard by your sales figures.

Keep abreast of your sales figures so that you can take action when you need to.

Get access to a range of updated and ready-to-use charts that show you your sales figures in real time, as well as comparative analyses of figures by period, analyses by seller, sales summaries, analyses of branch office and department performances, highest-selling product, analyses by customer, etc.

An app that complements the ERP provides you with all of the useful information using a system that you know well – Excel.

This app lets you assess the performance of individual members of your sales team, check if targets are being met and compare results between periods, as well as having access to other data that will give you extensive insight into how your commercial department is performing.

**And if you're out of the office, simply access the app and check the sales figures in real time on your smartphone.**

# Entrust your company's accounts and financial area to a solid solution

Save time that you can devote to what really matters: strategic analysis so you can make the best decisions.

With the PRIMAVERA ERP, all of the information relevant to your accounts is integrated in a financial hub from which your company's management, analytical and financial accounting are handled. Everything flows to ensure coherence and reliable management reports.

Know your business inside out and obtain maximum profitability with a solution that guarantees you:

- › **Automated critical operations**
- › **Fast and easy inputting of documents**
- › **Robust financial calculation tools**
- › **Security and traceability of accounting records**
- › **Integration of the information from the various modules**
- › **Fulfilment of legal and tax obligations**
- › **Planning of cash-flow needs**
- › **Financial control of projects**
- › **Multiple management reports**
- › **Access to consolidated information**

## **Fast administrative management**

The productivity mechanisms are to be found across the entire solution, from General Accounts to Budgeting and Analytical Accounts. Thanks to the fast inputting of documents and the speed of all the processes, your administrative and financial department will reach new heights of productivity and efficiency. On the one hand, numerous automatic functions eliminate time-consuming operations that are highly susceptible to errors. And on the other, the extensive integration ensures that any information relevant to the accounts is copied to the accounting area.

## **Greater flexibility for Accounting Offices**

And if speed is essential for every area of activity, for Accounting Offices it's absolutely vital. This is why we provide a tool to accelerate operations that automates the inputting of documents and respective reconciliation, in order to cut the cost of repetitive operations. This accelerator of operations boosts productivity and streamlines the internal organisation of the work of the Office itself.

## **Solid accounting**

Whatever your business sector, the currency you invoice in or your accounting models, PRIMAVERA's accounting solution guarantees you efficiency and accurate information.

Here you get integrated handling of your processes. And if all your company's management is centred in the accounts hub then all of the accounting transactions can be automatically reflected in your current account, cash flow and fixed assets. Plus, everything is traceable so that you can see the origin of every transaction.

## Rigorous current account management

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The solution offers you efficient management of payment collection and payments associated with various types of current accounts; payment plans; offsetting of accounts with pendings and respective traceability; liquidation of debts in arrears; bank remittances; processing of bonds or the management of Factoring and Confirming processes.

Everything has been designed to ensure you have all the information you need. Keep track of your company's financial assets and liabilities in real time or see an estimate, so that you have the right information and can always make the best decisions.

The PRIMAVERA Accounting solution guarantees you speed, rigour and security in handling operations such as:

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**Transaction checking**

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**Calculation of past and potential exchange rate differences**

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**Automatic calculation of VAT and requests for reimbursement**

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**VAT support documents, summaries and withholding**

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**Calculation of profits and autonomous taxation**

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**Processing of deferred costs**

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**Processing of cash flow using the direct method**

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**Issuing of official charts**

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**Support for alternative accounting plans**

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**Financial reporting**

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Benefit from automated functions that make cash flow management much simpler.

## Totally reliable cash flow data

Get complete control over all kinds of monetary flows. The PRIMAVERA ERP ensures cash flow transactions are processed with a maximum of precision and no mistakes. A chain of operations ensures the speed and reliability of the information. Bank documents are communicated automatically as is the respective account balancing and subsequent liquidation of current account pendings. All in a single step!

The solution lets you manage multiple account types and specific banking operations such as transfers between accounts, capitalisation of financial investments, transfer of cheques, management of pre-dated cheques and future bank transactions. You can also see aggregated, daily and full statements of account.

If you need to manage cash-flow type financial accounts, you have everything you need. The system supports operations such as daily opening and closing, providing a print-out of the respective figures and a pay-in slip.

The automated functions provided in the treasury section of the PRIMAVERA ERP ensure:

- › **Fewer errors in amounts and deadlines for payments and receipts**
- › **More efficient debt collection**
- › **Automatic inputs**
- › **Productivity in checking balances**

## Information to support decision-making

Get fast financial analyses that are always up-to-date. Through the XLS Financial solution, located within MS Excel®, you can access analyses, indicators and statistics that allow you to make fast decisions on the basis of up-to-date, trustworthy information.

With a minimum of effort and in just a few seconds, you can get concise and up-to-date information that will help you understand the performance of the various areas of your business, including:

- › **Gross and Net Results**
- › **Costs and Revenue Reports**
- › **Income Statements**
- › **Balance Sheets and Comparisons**
- › **Compared Income Statements and miscellaneous ratios**

## Automated account consolidation

As organisations grow, there is a strong tendency to create economic groups led by a parent company. In such situations, the need arises to present consolidated accounts, a demanding accounting process.

PRIMAVERA's ERP provides you with automated account consolidation functions that let you consolidate accounts using integral, partial or equity equivalence methods; consolidate financial accounts, cash flows, analytical accounts or cost centres.





A reporting tool provides charts of your results that are always up-to-date.

## Fast submission of tax returns

Fulfilling tax obligations can be torture. Things often change and constant monitoring is required.

With the PRIMAVERA ERP, the generation and submission of tax statements couldn't be easier. The solution includes all of the statements and models in force in Portugal, Spain, Angola, Mozambique and Cape Verde and it is updated ahead of time whenever new models or reporting obligations are introduced, without affecting the normal functioning of the ERP.

In situations where the official entities permit it, a file is generated for submission through the tax office's website or direct submission via Web Services. You can also simulate tax scenarios that will help you determine the most appropriate tax strategy for your company.

## Monitoring tools

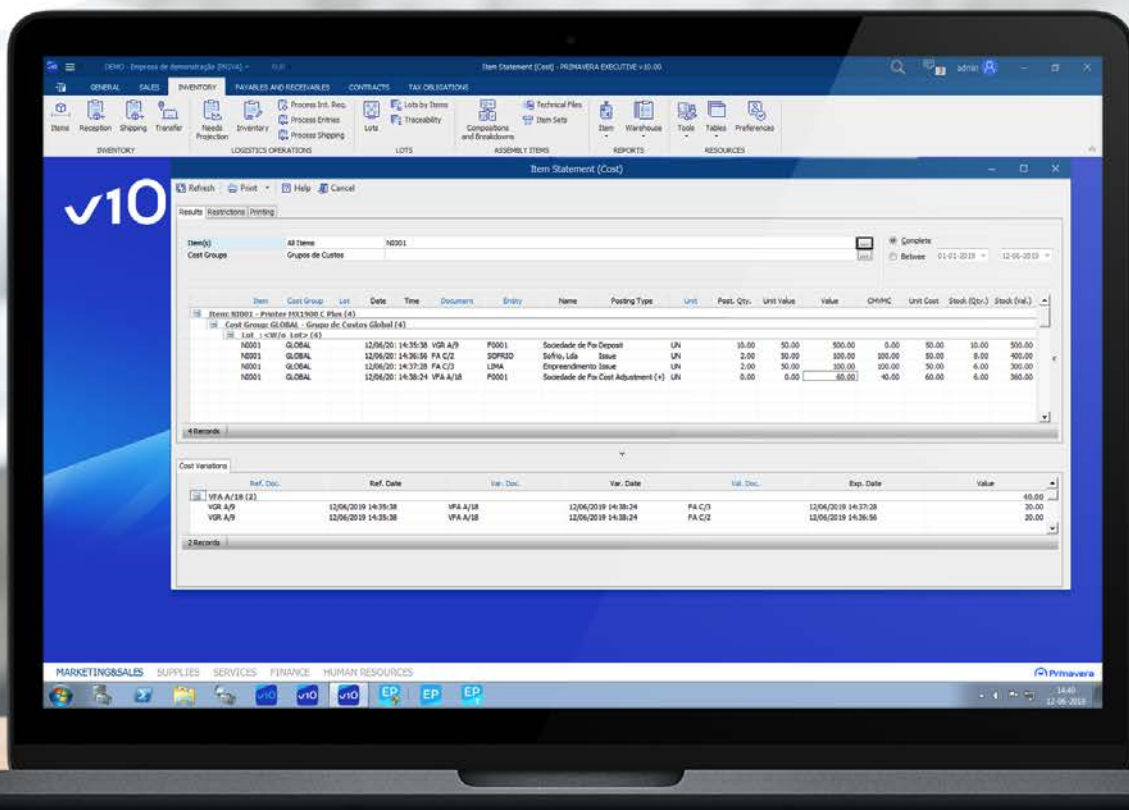
Financial planning and the calculation of differences between estimated values and real values are the primary function of management. For this function to be performed with utmost precision, the support of a robust system is fundamental.

The PRIMAVERA ERP provides a monitoring area that allows you easily to compare costs and assess the profitability of products, services or activities, as well as analysing the performance of an operating unit, section or department.

It also features tools to handle indirect costs and to distribute costs and revenue by simple distribution keys or calculated on the basis of statistical indexes.

# Give the logistics area of your company a boost

Take advantage of the best purchasing opportunities and ensure efficient inventory management with intelligent mechanisms that help increase the profitability of your business.



Get precise and streamlined stock management.

## Efficient purchasing and inventory management

Managing purchasing and stocks efficiently is complicated. It requires that you purchase exactly what you need at the most opportune moment and under the best conditions. Purchasing more than you need is an unnecessary investment. Purchasing less could mean losing customers.

Profitability depends very much on efficient purchasing and inventory management. Achieve this efficiency with the PRIMAVERA ERP. This integrated management system provides you with the necessary information to keep your stocks at an appropriate level, optimise the receipt of materials, manage warehouse locations and ensure that stocks are valued correctly.

Here are a few of the mechanisms that will make a difference to your company's logistics management:

- › **Accelerators for administrative work**
- › **Automated calculation processors for purchasing requirements**
- › **Digital assistant for managing proposals and customers**
- › **Monitoring of quantities and inventory valuations**
- › **Tracking of consumption, entry and exit of stock**
- › **Tools for calculating cost prices**
- › **Integrated warehouse management**

Continuous and automated updating of inventory simplifies stock management.

## Mechanisms for the automated calculation of purchasing requirements

However complex the scenarios when estimating purchasing requirements, you will find the PRIMAVERA ERP provides a suitable solution.

You can configure a variety of scenarios to estimate your needs, ensuring that you purchase the right amounts in line with your company's schedules or intended strategy. If the scenarios supported by the system are insufficient, an extensibility platform makes it possible to respond to your specific requirements.

### Simplify internal and external supply management

The processing of internal requisitions lets you centralise purchasing from suppliers. In this solution, you can design your own purchasing flows and the respective approval criteria. For the process to be more efficient, you have a proposal comparison mechanism at your disposal, and the system itself helps formalise orders.

Even the most complicated pricing conditions agreed with suppliers become easy to follow without mistakes, whether they are pre-determined freely or are set out in a supply contract.

You can also track the progress and keep control of every purchasing process in moments (from the request for a quote, the actual quote, ordering and receipt). They can even be included in your stock forecasts or in new requirement estimates.

Simplify the management of your purchasing contracts with suppliers.

### Easily monitor compliance with purchasing contract rules.

No more time wasted on managing contracts. This solution provides mechanisms that help you create contracts, manage contractual guarantees, draft clauses and manage the respective life cycle.

It also provides analyses of the turnover (purchases) associated with each contract so that you can quickly find the information you need to help you renegotiate the best conditions with your suppliers.

### Greater speed and control over import processes

And no more additional costs due to merchandise languishing for lengthy periods at the unloading dock because of difficulties in monitoring order statuses.

Gone forever are the uncertainties over the total cost of an imported product and the consequent difficulty in calculating your profit margins. Banish time-consuming administrative processes, with mistakes and inconsistencies in the data.

With the PRIMAVERA ERP, you can optimise the organisation of information pertaining to imports, monitor the status of every process, control the timing of merchandise deliveries and get overall control of the costs involved.

The information about purchasing operations abroad flows smoothly through the various areas of the ERP, guaranteeing speed throughout the entire purchase cycle: from the selection and management of suppliers and dispatchers, to the management of commercial documents, control of the transport status of your merchandise, insurance costs, taxes, customs duties, control of deposits, stays, the state of the containers, requisition of funds and receipt of the merchandise.

## Contract management

CREATION AND BUDGETING

APPROVALS AND VERSIONING

ISSUING AND RENEWALS

GUARANTEE MANAGEMENT

CLAUSE MANAGEMENT

ANALYSES AND REPORTS

ATTACHMENTS

EXTENSIBILITY

## Business conditions

SALES

COMPRAS

AFTER-SALES

Never again miss out on an opportunity because of low stock.

## Detailed status of stock in an instant

No more headaches caused by inventory management. The extensive functional range associated with tradable goods ensures support for the most demanding requirements, including multidimensional management of items, serial number management, multi-units, substitute and associated items, batch processing, manufacturing and validity dates, formulas, sequencing formulas (FIFO, LIFO, etc.), perishability and many more.

Inventory control is precise and rigorous thanks to the use of the most sophisticated item-counting techniques, such as:

- › **Counting with total or partial blocking of stocks**
- › **Counting without blocking (hot)**
- › **Free counting (without preparation)**
- › **Counting with no notion of the expected amount (blind)**
- › **Integration with inventory control devices**

The various warehousing operations, such as receipts, transfers, re-coding, make-up and breakdowns, to name but a few, ensure an adequate response to highly-sophisticated processes.

The transfer of items and stocks makes it possible to re-code or transfer amounts of one item to another, and transfer stocks between warehouses (with or without transport), locations, batches, serial numbers or statuses.

### **Guarantee the availability of materials by reserving stocks.**

Make sure you have the necessary stock at the right time. This solution lets you reserve stocks for a particular recipient, a customer order or a factory order. The reservation is made immediately or straight after receipt of the goods.

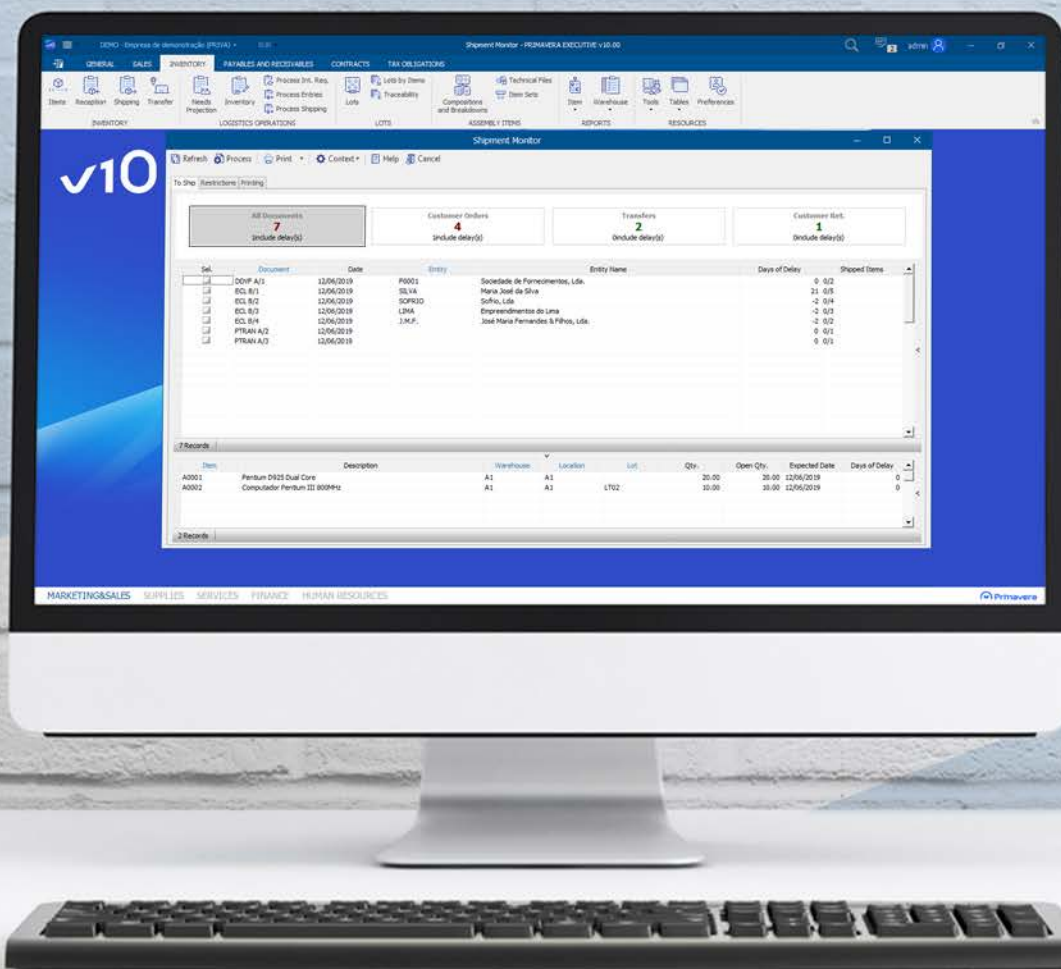
## Simplify order-to-order management

The ability to associate orders from customers to orders from suppliers ensures that your purchasing keeps step with customer orders while also holding the stock so that it is automatically reserved upon receipt at the warehouse.

## Monitor the status of your stock in real time

Take goods management to the next level. With this solution, you can classify stocks in accordance with their status: expected, available, blocked, quarantined, reserved, in transit, etc.

And don't worry if you need to tailor the various statuses to your company's needs; the infrastructure is fully customisable.



### Receive and dispatch goods faster

Give your warehouse managers a solution they will love to work with! The dispatch and receipt of goods areas have screens designed specifically for the purpose.

Take receipts as an example: it processes receipt of everything to be received on a single screen, whether it's orders from suppliers, customer returns or receipt of warehouse transfers. The same screen provides contextual and performance-related data, such as the efficiency of the supplier, the number of days' delay, amounts already received, the intended destination of the items received and lots more useful information.

### Simplify picking and packing operations.

Separating and preparing orders for delivery is easier too. The PRIMAVERA ERP helps you create a list of the materials to be gathered from the warehouse (picking) depending on a variety of criteria. And if you need to package the items for dispatching in units (packing) you can also count on the system's help.

## Precision in costing and accounting

With this solution you can count on a cost calculation model that is extremely reliable. The calculation infrastructure is based on a centralised algorithm that implements cutting-edge concepts, enabling the effective implementation of permanent inventory and total consistency in accounting.

The warehouses are associated with cost groups. This means complete flexibility in terms of merging or separating of warehouses for the purpose of calculating cost prices.

## Costing in a range of currencies

If you need to do financial reporting in two currencies, the costing infrastructure calculates the prices in different currencies, ensuring that the reporting currency is reliable across all of the various analyses, management charts and controls.

Rest assured that you are meeting delivery deadlines by means of a monitor that helps organise dispatches.

# See a peak in productivity in HR management

Value the human component of your company with a solution that involves the staff, streamlines operations and cuts administrative costs to a minimum.

Your employees are the driving force of your business. They are valuable. But Human Resource management is replete with such long-winded operations that take up time and resources without generating any value for your company! Have you ever taken a moment to consider that?

Routine operations such as processing salaries and costs, ADSE, contract management, assessment of training requirements, organisation of occupational health, hygiene and safety sessions, sending of legal and tax-related charts to official bodies, and the management of expenses, holidays, absences and overtime consume lots of time and are highly prone to errors.

With PRIMAVERA's solutions, these tasks are automated, which means you come out on top in a number of ways. Here are just a few of them:

- › **Save time:** the HR department has more time to deal with more profitable matters
- › **Cut out errors:** the processes are automated, so mistakes are a thing of the past
- › **No more worries:** compliance with legal and tax-related obligations is automated and always guaranteed

## Automated processing, with no errors or failings

Payroll and cost management are crucial operations for any company. They require meticulous attention to detail, are very time-consuming and there is considerable scope for error. With PRIMAVERA solutions, you can focus on people rather than on processes.

The processing of salaries, remunerations, contributory schemes and withholdings by official entities is done automatically and in batches, whether it is a case or employees, freelancers, retainers or commissions.







Approve expenses or requests for holiday leave on any device.

Appreciate the speed of execution of operations such as:

- › **Automatic adjustment of absences and overtime in periods already processed**
- › **Definition of upper limits for absences, holidays, overtime and employee agreements**
- › **Automatic calculation and processing of seizures**
- › **Unlimited processing of back payments**
- › **Management of salary advances**
- › **Payments from various bank accounts in a single operation**
- › **Monthly alterations for every type of remuneration**
- › **Management of meal vouchers**

Get fast, high-quality payroll processing and ensure permanent compliance with legal and tax-related obligations.



## Immediate identification of training needs

Training needs are identified automatically, in accordance with the requirements of each position. Once identified, the solution helps you with things such as putting together a full training plan: budget management; organisation and implementation of training sessions (in-house or off-the-premises); assessment; automatic update of employees' CVs; logging of attendance and absences, with details automatically included on the payroll.



## Reports and statistics in seconds

Whenever you need personnel-related reports, does it take ages to get the information? And does the same happen month after month? Not anymore!

In seconds you can have analyses that are always up-to-date, using a simple Excel-supported app. This app integrates with the PRIMAVERA ERP and gives you many different charts and reports containing all you need to know about your company's human capital:

- › **Staff profiles**
- › **Absenteeism and the main justifications**
- › **Industrial accidents**
- › **Training costs**
- › **Distribution of costs by department**
- › **Salary ratios**



## Easy contract management

You no longer need to be concerned about trial periods, renewals and expiring contracts. A digital assistant sends you an alert whenever action is needed.

The solution also automatically takes care of calculating compensatory and proportional payments that may be necessary when a contract comes to an end. This means you can be sure you are obeying all of the contractual rules and abiding by what was agreed with the staff.



## GDPR-compliant data protection

PRIMAVERA solutions are compliant with the GDPR, the new personal data protection legislation, so you can rest assured that you are meeting the legally-required standards. A system-wide area in the ERP simplifies actions such as:

- › **Search and extraction of personal data in every PRIMAVERA solution**
- › **Anonymisation of data**
- › **Creation of a copy of the anonymised database**
- › **Certificate guaranteeing additional security associated with the copy of the database**
- › **Detection of incidents of personal data breach**
- › **Encryption of documents and attachments, limiting access to certain profiles**
- › **Encryption of documents containing personal data**

Get access to collaborative and mobile tools that boost productivity in personnel management



## Management of seizures and maintenance payment processes

Easily meet legal requirements in respect of seizures and maintenance payment processes. PRIMAVERA solutions incorporate mechanisms that let you automatically manage the execution of seizures on salaries and processes involving loans to employees. Integrated in the areas of payroll, accounting and current accounts, the solutions ensure you meet the legal requirements quickly and easily.



## Mobility, connectivity and collaboration

People increasingly want to have information at their fingertips. Whether it's to do with their personal and family lives or work-related matters.

Take advantage of the widespread availability of mobile devices with internet access. Using the PRIMAVERA platform, your employees can see their payslips, annual salary statements and other employer-generated documents, as well as booking holiday leave, checking absences and overtime, sending requests to the organisation or updating their personal data. And all it takes is internet access.

Can you imagine how much time will be saved? The HR department is freed-up from a large volume of work and your employees will appreciate being able to easily and freely access the information.



## Management of expenses with no administrative work

Desks piled high with receipts for expenses are a thing of the past! With PRIMAVERA solutions, employees log their expenses on the spot, using a mobile device with internet access. All they have to do is take a photo of the document with their phone, upload it to the app via internet and associate it with their expenditure. The process is completed on the spot and the expense is forwarded immediately for approval. It's as simple as that!

## Simplify the processes for managing expenses. See how easy it is with the PRIMAVERA platform:

- › **Log expenses using a smartphone**
- › **Automatic control of expense limits**
- › **Handle refunds, advance payments and credit cards**
- › **Bank reconciliation and automatic account offsetting in the ERP**
- › **Log expenses in multiple currencies**
- › **Track the status of expenses**
- › **Dashboards with analyses of the amounts and origins of staff expenses**

# Simplify the legal, tax-related and accounting management of assets

Get a fast return on your company's investment in installations, equipment and assets.

Every company has a seemingly endless list of assets. Property, computer equipment and electronics, vehicles, machinery and a vast array of materials needed for the company to be able to conduct its business.

Managing a company's assets is a complex task. Make sure you meet the very strict national and international accounting standards. PRIMAVERA's solutions simplify your company's asset management – in terms of legislation, taxation and accounting.

## Integrated management of every type of asset

Make use of simple and flexible tools that simplify the management of your own, assigned, rented or used assets throughout their entire useful life cycle. Make managing your processing easier with a solution that helps with logging purchases, calculating depreciations, posting revaluations, logging repairs, disposals and write-downs, managing insurance policies and assets assigned to allowances, etc.

All of the information is integrated with the other areas of the management system, ensuring extensive control over your company's assets.





Ensure the fulfilment of the legal and tax-related obligations associated with the management of your company's assets.

### **Easily identify your company's assets**

Get a list and a complete description of your company's assets. This solution provides you with mechanisms that let you carry out operations such as:

- › **General description of assets**
- › **Values and depreciation parameters**
- › **Management, financing and insurance elements**
- › **Records of physical and organisational location**
- › **Issuing of labels to trace assets**
- › **Association of the asset with the respective user**

### **Quickly associate assets with projects or cost centres**

If you wish, you can quickly associate part or all of each asset with a particular project, cost centre, function or analysis, for accounting purposes.

All of the information about the assets is automatically integrated in the accounting area, ensuring you have a high degree of accounting control over your company's assets.

Using the Depreciation Plan, you can create a variety of accounting scenarios for asset management, in accordance with official tax regulations.

## Alternative depreciation scenarios



## Support in the response to all tax-related matters

Simplify everything tax-related too, with a solution that automatically fills in the legally-required forms for disposals and depreciations.

Enjoy the support of an ally when it comes to complying with the tax regulations related to managing your company's assets. PRIMAVERA's solutions speed up processes, guaranteeing you:

- › **Compliance with all of the national and international accounting standards (IFRS) associated with your company's assets.**
- › **Support for the legal justifications integrated with the criteria for processing depreciations.**
- › **Issuing of charts for depreciations/ amortisation, revaluations, gains/losses in official format for all of the geographies where PRIMAVERA is present**

## Charts and statistics that are always up-to-date

Get fast access to statements showing all of the possible changes to assets: purchases, write-downs, disposals, extraordinary depreciations, revaluations, impairment losses and more.

In order to fully analyse your assets, accounting balances are available by management element (cost centre, function or project), and through support charts for insurance policies, reinvested capital gains, equity valuation, tax benefits, rate variation and other statistics.

The reports and management charts provided give you a detailed perspective of the accounting status of your company's assets, letting you take the best decisions in terms of investment/disinvestment.

Try out various asset depreciation scenarios and criteria until you find the one that best suits your goals. The simulation of depreciations can be based on a variety of scenarios and criteria (by financial year, for your assets as a whole, or only for certain specific assets).

The ability to simulate scenarios in a test environment without any connection to your accounts system provides you with a long-term overview of how you can expect your assets to perform, right at the start of the financial year, or of the useful life of your assets, through to the end of the financial year.

### Streamlined and automated calculation of depreciations

Benefit from mechanisms that calculate depreciations automatically. Calculations can be done according to a precise linear schedule (daily), monthly or annually. In this solution, it is very easy to change the depreciation criteria, input extraordinary depreciations (to be added or deducted), log impairment losses and subsequent recovery, and log revaluations required by law (by decree) or for accounting purposes (by market value or by replacement cost).

In the case of subsidised assets, the solution automatically controls the revaluation reserve and deferred income.

Legal and tax-related forms are filled in automatically, ensuring a faster response in tax-related matters.

# Improve your decision-making capacity with consolidated information that is always up-to-date

Get management indicators that help consolidate your business and increase profits.

The PRIMAVERA ERP provides you with specific functionalities that enable you to control your financial activity through tools that let you assess performance and set out the necessary actions to ensure your goals are met.

## **Immediate calculation of the costs, income and profitability for each project**

The financial management of projects over the course of time can be crucial for your business. Knowing the exact consumption associated with every project, allowances and funding, managing conditions, materials and resources involved, requisitions made, work sheets, invoices generated, advance payments and bank guarantees are fundamental aspects of controlling a business.

With the PRIMAVERA ERP, you get a comprehensive overview of all projects in progress. All the information will be centralised, giving you financial control from a perspective of costs, income and profitability.

## **Support in the distribution of your investment budget**

You can control your projects (or any other task) from the point of view of costs, profits or treasury (cash flow) using an area devoted exclusively to the Financial Control of Projects. This makes it easier to assign priorities and distribute your investment budget by project, stage or heading.

In terms of budgeting, you can define different versions of the budget without losing control. The solution's traceability means you can always see the history of any changes made.

The information recorded is incorporated into the main components of the ERP. This means you are assured of standardised processes, consistency of information and optimisation of resources. The solution helps you distribute costs evenly by Cost Centre, in accordance with a hierarchical plan and Distribution Keys. You can assign a percentage of the fixed costs to each account or redistribute the costs when you input the amounts.

Analyses and balance sheets for each cost centre ensure you maintain control over the status of every account.



Get comparative analyses that help you steer your business towards increasing competitiveness.

### **Invoicing support**

The solution also provides support in invoicing projects, in accordance with consumption or by tranches, managing documents related to sales, purchases, stocks and treasury in a centralised manner. Commercial operations logged at your branch offices are synchronised in the central structure. Thus, it is easier to have complete control over your company.

### **Profitability analyses that are always up-to-date**

The internal document technology included in this solution streamlines the data flow between the project/job management area and the logistics and finance areas. Thus, you have access to charts and analyses that will help you in your decision-making:

- › **Profitability, cost and profit analyses for every stage of the project**
- › **Detailed consumption figures with information of associated resources**
- › **Pre-sale and After-sale costs by project**
- › **Analyses from the perspective of the customer, the project and the company.**
- › **Justification of the amounts presented**

### **Precise rendering of accounts**

Speedy reporting and the consolidation of accounting information are essential in business management. The main foundation for decision-making lies in the quality of your financial data. This solution streamlines the consolidation of economic and financial balance sheets, not only with a view to compliance with legal and tax obligations but also from a perspective of management analysis. Get access to consolidated accounting information too.

### **Fast extraction of reports**

Explore the data on the ERP with no restrictions, using the countless options afforded by Microsoft Excel spreadsheets.

PRIMAVERA's solution lets you use Microsoft Excel to work directly with all of the information stored in the Sales, Human Resources and Finance areas of the ERP. This flexibility results in an enormous capacity to explore your data with the huge advantage of being able to work with information that is always up-to-date.

## CLOUD / MOBILE SERVICES



- › e-invoicing
- › Workflow approvals
- › HR information
- › Electronic payments
- › ePayments
- › Accounting Automation



## ERP

### MARKETING AND SALES

- › Contacts and Opportunities
- › Sales
- › Point of Sale

### MATERIALS MANAGEMENT

- › Logistics
- › Purchases
- › Inventory Management

### MANAGEMENT INSTRUMENTS

- › Cash Flows Forecast
- › Projects
- › Controlling
- › Contracts Management

### SPECIALIZED SOLUTIONS

- › Enterprise Asset Management
- › Warehouse Management
- Human Resources

### FINANCE AND ACCOUNTING

- › Payables and Receivables
- › Banks
- › Financial Accounting

### PRODUCTION

- › Technical Data
- › Planning
- › Control

### RESOURCES

- › Human Resources
- › Fixed Assets



## REPORTING TOOLS

- › Business Analytics
- › Office Extensions
- › Fiscal Reporting

## SOLUTIONS FOR SPECIFIC INDUSTRIES SUCH AS:

- › Construction
- › Retail
- › Public Sector
- › Food & Beverage
- › Manufacturing
- › Accounting

# A global solution for your business

Connect all the dots of your business with the PRIMAVERA ERP, whatever sector you operate in.

## Integrated management of all business processes

The PRIMAVERA ERP is a central management solution that connects the various operational areas of your company through a technological platform that manages the activities of sales and marketing, purchasing and inventory, accounting and financial management, assets and human resources.

Because it is an integrated solution, the information flows through the various areas, providing you with numerous analyses and management reports and giving you a detailed perspective of the business.

This platform also supports manufacturing processes, financial, legal and tax reporting and integrates with management applications that bring the information you need to your smartphone at all times.

### **Integrate manufacturing processes to get greater control over your business**

Joining together all the different management pieces in a company in the industrial sector is a complex task. There are many different pieces, but all are indispensable. The only way to ensure control and profitability is the solid and integrated management of all the functional areas, connecting machines, people and processes.

Manufacturing streamlines all the operations – starting with the management of orders, and includes the supply of raw materials, subcontracting, production planning, quality control, equipment maintenance, budgeting, stock management, and shipping, right up to strategic and financial management.

### **Get integrated management of all your projects and works**

Boost your results through the integrated management of the operating, administrative and financial processes.

With the PRIMAVERA Construction solution, optimise works management, from the tendering process all the way through to profitability analysis, by way of negotiation and job-awarding, budgeting, planning, subcontractors, execution and control.

And get access to apps that will let you consult important information, make requests and report situations on-site.

With PRIMAVERA's solutions, you can monitor works in real time, wherever you happen to be.

# Ten reasons for choosing PRIMAVERA

## Stability and Solidity

Twenty-five years' experience in providing support for the day-to-day management of companies from every business sector, in various markets.

## Ongoing technological development

Uninterrupted access to cutting-edge business-management technology.

## Reliable compliance with tax regulations

Timely and continuous monitoring of changes to tax regulations in various markets.

## Easy to use

An intuitive system that is simple and easy to use, and can be adjusted to the needs of every profile.

## Easy access to technical support and qualified human resources

A network of 400 business partners ensures proximity support. Continuous certification of users guarantees access to professionals capable of obtaining the maximum potential from the solutions.

## Cutting-edge technology

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A hybrid system that combines traditional and Cloud-based solutions and promotes connectivity with mobile devices.

## Fast day-to-day operations

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Digitalisation of processes and artificial intelligence mechanisms speed up operations and bring your company into the digital era.

## Can be adapted to different businesses

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Extensible technology that can quickly be adapted in line with the specific requirements of your business.

## Simple integration with other systems and apps

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Integration with various apps, platforms and information systems provides integrated and cohesive business management.

## Can be adapted to different markets

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A solution that is used in various European and African markets and is capable of supporting your company's international expansion.

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