

**COMARCH** ERP



Comarch ERP  
XL

Integrated Management System



## THEY TRUSTED US



Kupiec Sp. z o.o.

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Vitrosilicon  Ciech

Vitrosilicon S.A.

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Olimp Laboratories Sp. z o.o.

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MPM AGD S.A.

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PPG Deco Polska Sp. z o.o.

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Drzwi i podłogi 

Vox sp. z o.o. Sp.j

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HERBAPOL S.A.

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## IMPLEMENTATION OF COMARCH ERP XL - INVESTING IN SUCCESS

Each entrepreneur can choose an optimal for their company set of solutions that meet the need of implementation of a standard ERP system, but also allow them to use mobile devices effectively; start a new distribution channel - no commission on-line sale both in B2C and B2B segments; ability to use several dozens of ready Business Intelligence reports and business processes within BPM; ensure electronic circulation of documents, and safety of company's data thanks to the automatic backup.

A complete integration of the individual Comarch ERP solution simplifies the way of thinking about the IT in a company. Our clients can choose among option of installation on a company's server or can use safe and reliable Comarch Cloud, where clients have an access to advanced IT solutions which allow them to eliminate the need to pay significant amounts of money for one's own servers, licences and related to these services. The software is installed on Comarch Data Centre servers - up-to-date and safe data centre located in Poland, France and Germany.

According to a report of the International Data Corporation (IDC) on the Polish market of the ERP systems, Comarch is a leader amongst Polish providers of IT systems in this field.

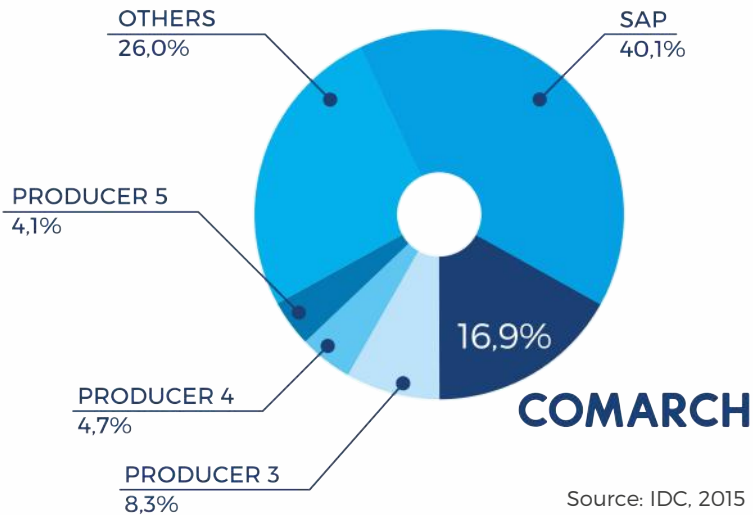
As the IDC analysts point out, the strategy to invest in a development of the solutions in the field of the so-called Third Platform Solutions (among others, cloud, mobility, big data and social media) adopted by Comarch, have proved to be effective and translated into a very dynamic rise in the revenue from sales.



The most satisfying thing is that the implemented Comarch ERP XL system is contributing not only to the continuous improvement of our organisation and production processes, as well as achievement of measurable business effects, but most of all, it helps us to offer our clients highest quality products according to our latest standards.

**Tomasz Peterman**

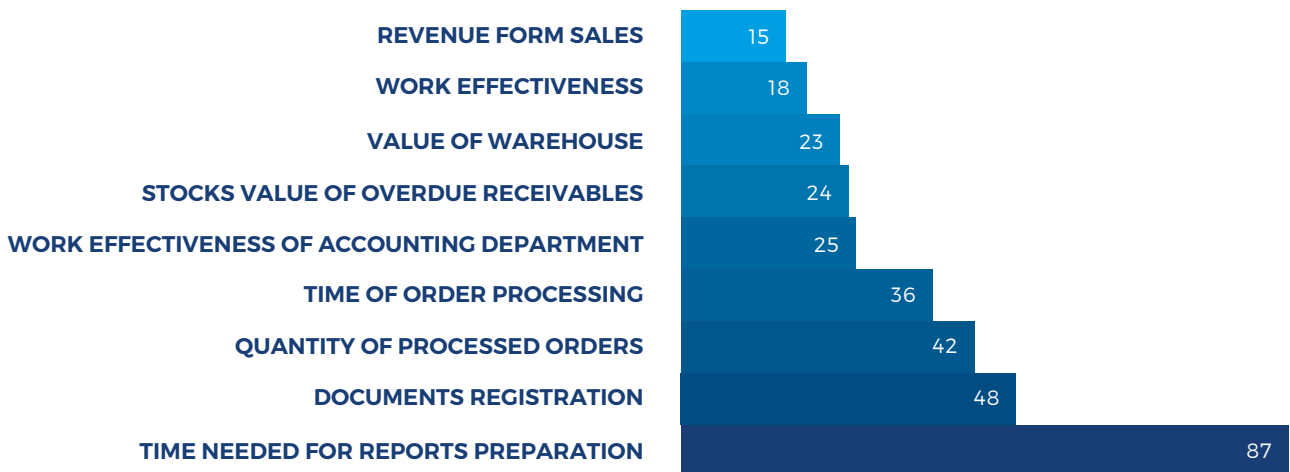
Director of Business Development, Kupiec Sp. z o.o.,  
Producer of healthy food.



Source: IDC, 2015

According to the recent report The Enterprise Application Software Market in Poland: 2016-2020 Forecasts and 2015 Vendor Shares prepared by the research company IDC, Comarch has increased its market share as the only company from among the top three largest providers of ERP systems in Poland. Thereby, the Cracovian ERP system manufacturer once again strengthened its leading market position among Polish providers of ERP systems and came second in the general classification including both Polish and foreign companies.

Comarch ERP XL is a tool which allows companies to gain measurable benefits. Already, at the stage of consulting the matter with clients, we set out specific objectives which achievement translates into valuable results. Benefits and mean value parameters indicated by the clients as a result of implementing Comarch ERP XL system are:

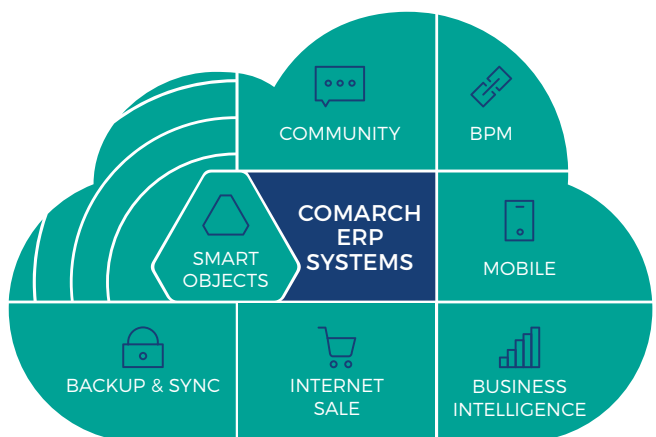


## COMARCH ERP XL

Comarch ERP XL is best selling ERP system in Poland currently used by more than 5000 companies. A network of nearly 900 of local highly qualified Contractors, operating all over the country, ensures the high quality of services. Our partners are always very close to the clients.

A distinguishing feature of the Comarch ERP XL system is the integration of Comarch innovative solutions which definitely expand the possibilities of a standard ERP system, therefore ensure company's development on a top level.

Moreover, thanks to the Comarch ERP Community companies will have access to a flexible place to exchange knowledge and experience, and to ask questions and submit suggestions.



## COMARCH ERP XL - RELEASE THE POSSIBILITIES OF YOUR COMPANY WITH ERP 4.0

- The Polish IT system ERP **is aimed at medium and large production, commerce and services businesses** from various industries.
- It is fully adapted to national and international realities of an economy, including standards set out by the European Union. **It integrates all areas of company's activities into one IT tool.**
- It allows to **use the latest forms of e-commerce (cooperation with EDI systems, orders and e-sales handling, i.e. Comarch B2B and Comarch e-Store, as well as shopping platform [wszystko.pl](http://wszystko.pl)).**
- It works with Comarch Mobile application dedicated to **mobile devices** and to the Comarch Retail solution developed for **retail stores.**
- **It works closely with Comarch beacon technology** – bluetooth transmitters which transmit any broadcast of a company (an offer, notification etc.) directly from the ERP system to a mobile device of potential clients. It enables integration with external applications. It guarantees **strong support on basis of merit** for clients and reduces implementation time thanks to proven implementation methods.
- It is also available on a basis of monthly subscription as an option of **application licensing within the SaaS model** (Software as a Service).
- It provides **reliable, trouble-free operation, safety of data** and integration with Microsoft Office application suite.
- Thanks to the integration with iBard24 application safety of company's data is guaranteed.

## FEATURES OF COMARCH ERP XL

Comarch ERP XL is in terms of functionality an extended ERP system, characterised by flexible modular design - individual functionalities are grouped in several areas that are interlinked with each other. Based on careful analysis of company needs and specificity, an optimal set and number of modules, used by employees, is selected. What is more important, with the expansion of the company, the Comarch ERP XL system can be also developed with no obstacles. Thanks to flexibility and scalability of the system, new users, modules and complementary solutions can be added.

## PRODUCTION



Optimisation of the production processes, a possibility to determine real costs of the production for individual products, or elimination of the so-called bottlenecks of a production process – these are the improvements desired in a production companies, regardless of a branch or specificity of a technological process (jobbing or serial production). Support in these areas are expected by the manufactures – discrete or process – regardless whether the end product is manufactured once the customer places the order (MTO - make to order) or products are manufactured based on demand forecasts (MTS - make to stock). Thanks to the fact that the Comarch ERP XL system meets MRP standards improvements of production support activities is possible – and simultaneously, key to the production itself – for example, timely provision of raw materials or semi-finished products, and at appropriate time - information of lack of these products.



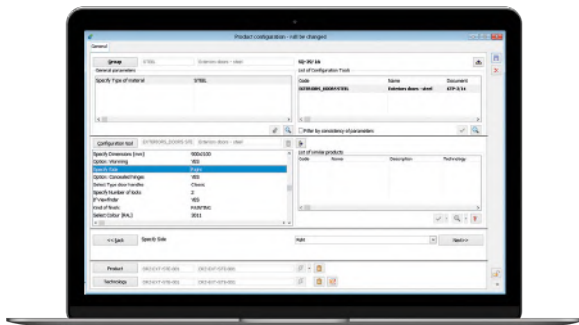
*Comarch ERP XL, is a tool which enables efficient management of the production processes, as well as constant improvement of a company's operation based on a conception of lean management*

### 1. Defining technology of product manufacturing

Technologies constitute a set of information fully depicting the parameters which comprise the production process of a specific product or products:

- Under the technology the production operations are defined, for which technology parameters are determined and the raw materials and their substitutes (BOM - Bill of Materials), as well as semi-finished products and products are assigned.
- Many technology versions can be created (e.g. for different group of contractors), as well several technologies – in order to obtain a product with specific parameters – can be combined.

### 2. Product Configurator – support of production and sales processes of products for individual orders.



*Mechanism of the configurator leads an employee by hand and therefore keeps to the minimum the possibility of making a mistake, for instance, in the case of selecting of elements that do not match.*

- Convenient method of technology creation and preparation of profitable offers with the use of a wizard based on a linking matrix of questions and answers.
- Tool for calculating costs of product manufacturing and sales prices simulation based on a number of parameters.
- Possibility to select successive steps – i.e. production operations – as ones which can occur or not, or operations which occurrence will depend on meeting specific conditions.

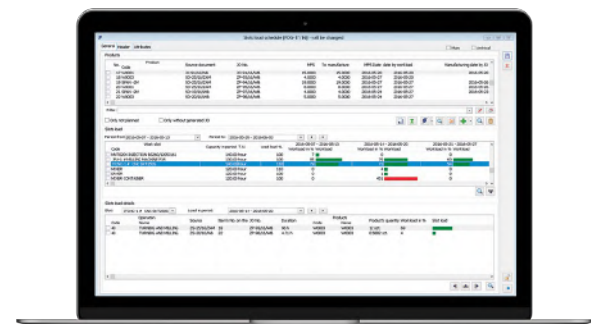
### 3. Strategic and operation planning

- Reporting work centre load.
- Carrying out simulation which specify when a potential order can be delivered.

- An option to choose numerous method of production planning, depending on the company's needs and project requirement.
- Production schedule can be visualised with the use of Gantt chart, which clearly illustrates a progress of works and enables change of deadlines for planned activities.
- Planning to a set-out deadline and for a set-out deadline (backward planning).
- Interlocking the time of planned activities with the amount of assigned supplies.
- Generation of raw-materials reservation, and in the case of their lack – substitutes reservation.
- Reporting conflicts if an operation cannot be completed on time.
- Generation of job cards.
- Simple modification of planned operation time on the Gantt chart (method of “drag and drop”).
- Reporting production supplies usage and their reassignment between orders.



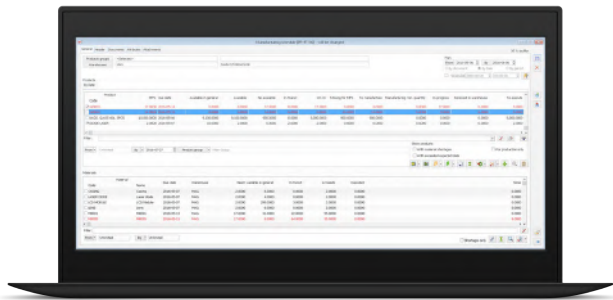
*Production schedule can be visualised with the use of Gantta diagram, which clearly illustrates a progress of works and enables change of deadlines for planned activities.*



*Plan of work centres load information on current load of production capabilities and evaluation of production possibilities in the past.*

#### 4. Master Production Schedule (MPS).

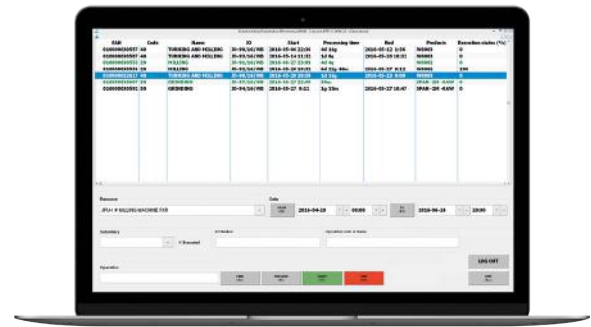
- Creating plans taking into consideration planning periods.
- Cross-section analysis of product demand.
- Balancing material requirements needed to manufacture products.
- Information about the time when an order has to be placed in order meet the deadline.



*Plan of work centres load information on current load of production capabilities and evaluation of production possibilities in the past.*

#### 5. Completion of production, supervision and reporting

- Option to register a complete or partial production operation.
- Preview of an operation and its completion for an indicated work station, employee, and team within a specific time interval etc.



*Registration of production using electronic timesheets.*

#### 6. Production settlement.

- Option of detailed production settlement.
- Precise cost estimation of an manufactured product.
- Production order settlement can be done according to fixed or actual prices.



*Analysis of Overall Equipment Effectiveness (OEE).*

#### Possibilities of 4.0

Comarch B2B allows a user to monitor on on-going basis status of production orders for the Contractor.

## PROJECTS, CONTRACTS

For companies which – irrespective of a branch – implement projects, it is extremely important to monitor on on-going basis the progress of operation set out in a schedule, feasibility of budget realisation in terms of scope of costs and incomes, or usage and availability of supplies. Comarch ERP XL thanks to a full integrity of areas of operative project management and control areas, allows a user to monitor profitability at every stage of project realisation. Potential risks resulting, e.g. from a deviation from the budget are immediately indicated, allowing a user to carry out corrective and preventive measures.



## STRUCTURE PREPARATION OF PROJECT AND BUDGETING

## DOCUMENTATION MANAGEMENT - QUERIES, OFFERS, ORDERS AND CONTRACTS

## CREATION OF BILL OF MATERIALS BASED ON COST ESTIMATION

## SCHEDULING WORKS, COOPERATION

## SCHEDULING MANAGEMENT

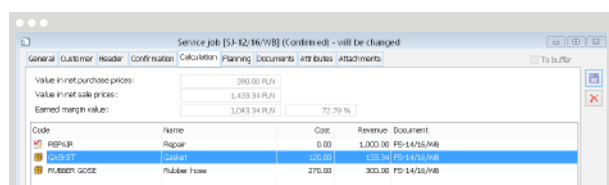
## DETAILED COST REGISTRATION, SETTLEMENT

- **Support of a complete chain of document circulation under a given project** – orders' documentation (RFP, offers, orders, commerce and warehouse documents and project and production objects, such as cost evaluation of projects and schedules.
- **Recording on-going tenders and interface with cost evaluation applications** – it allows the supervisors to carry out even more effective control over realisation of individual stages of process.
- **Precise budgeting and feasibility control** over substantive and financial schedules, among others, based on cost evaluation documents, orders a job cards.
- Possibility not only to **generate own cost evaluation of a give order**, but also to **import cost evaluation** from external applications (e.g. data from cost evaluation programme file Norma Pro and Zuzia).
- **Recording and contract management** of various types, including profitability control and annex handling.

## SERVICE, REPAIRS, AND MAINTENANCE

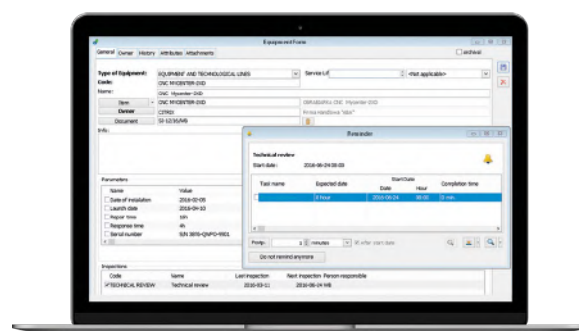
Servicing can involve recording and realisation of service orders provided for external entities (e.g. servicing of one's own products that are sold to clients under post-sales support service), as well as within one's own company (e.g. maintenance). In either case, the Comarch ERP XL system provides tools for implementation of processes typical for servicing area.

- Generating, calculating and completing service orders.
- Cost analysis, margin calculation.
- Access to the full history of each service order as well as objects within the order.



Code	Name	Cost	Revenue	Document
REPUB	Repair	0.00	1,000.00	PS-14/15/16B
CO31ET	Coil set	250.00	155.00	PS-14/15/16B
PLUBBER GOSE	Rubber hose	270.00	300.00	PS-14/15/16B

- Possibility to assign any set of parameters to devices and to enter information on the scope and costs of a completed service.
- Defining recipes and service activities, order planning.
- Support in creation of technological preview plans.



### Possibilities of 4.0

Comarch B2B Clients can check the status of their service orders.

## Vitrosilicon Ciech

The system was implemented in all key areas of company activity – logistic, production, commercial and accountancy processes, as well as information circulation and management reports. The main objective of the implementation was an automation of the production processes support, also within the scope of production settlement costs and the possibility to register clients' data and better information management between departments. The objectives set at the beginning of the system implementation were reached. And after several months of work with the system we recommend Comarch ERP XL. We are convinced that Comarch products are of high quality, reliability and rich functionality.

### **Wojciech Dawid Krzeszowski,**

Member of Economic and Financial Board, Vitrosilicon S.A. – producer of glass melt and chemical product.

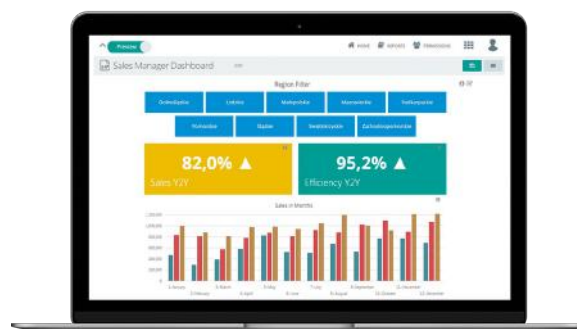


## ANALYSIS AND REPORTS

In a company there is so many data generated every day that it is becoming more and more difficult to analyse them. Then, as an invaluable support in actual analysis of a company's situation comes Business Intelligence solution.

### BUSINESS INTELLIGENCE – UP-TO-DATE INFORMATION AVAILABLE FOR EVERY EMPLOYEE.

- The reports are presented in a flexible way in many layouts and cross-sections (tables, diagrams, maps), and include all processes occurring in a company.
- The employees can in a simple and independent way create reports with the use of mouse ("drag & drop"), use databases of several dozen standards and ready to use analysis.
- Automatic notifications and e-mail alerts on any non-planned deviations.
- Access to the analysis via Internet browser, email or mobile devices – convenient solution for people working outside the office.



*Sales Director dashboard example*

### ANALYTICAL POSSIBILITIES OF BUSINESS INTELLIGENCE PLATFORM ARE GROUPED IN SEVERAL AREAS:

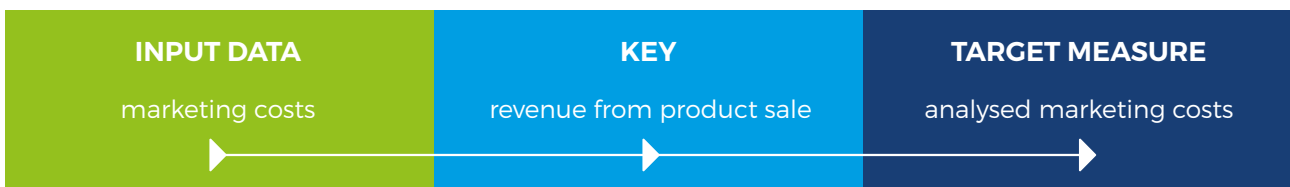
- **Logistics** – thanks to the support of this area it is possible to comprehensively report data related to the transaction of products and services sales taking into consideration discount and sales promotions, inventory balance and movements, transactions of orders, offers and purchases.
- **CRM** – information on the effectiveness of given marketing campaign stages, control over incomes, costs and amount of products which are being sold under a given campaign. The analysis enable to obtain precise information on used by both retailer and people who are managing the entire process of marketing strategy.
- **Visits and transport** – the analysis of sent corporate documents and packages taking into consideration time criteria, specific dispatcher, type of transport etc., the reports on trading agents' visits to clients (e.g. costs and income generated by the trading agents, time of travel), analysis on employees operation (e.g. expenditure).

- **Payments** – the analysis of both settled and unsettled receivables and payables of a company, accurate control of historic settlements (e.g. status of receivables of recipients for a given day, report informing on promptness of payments to a given contractors), as well as control over receivables and payables (e.g. reports showing receivables overdue by 60 days).
- **Accountancy** – a comprehensive analysis of Turnovers and Balances on accounts, creation of accounting statements defined by a user. Turnovers and balances can be analysed depending on a type of the accounts (balance sheet, off-balance sheet and nominal, account). Accounting data thanks to Business Intelligence acquire value in terms of management accounting, and becomes the foundation for decision-making relating to a company business activity.
- **Production** – comprehensive information on production orders, individual stages of production process and time consumption of operation completion with the use of appropriate resources of a company. Detailed analysis of production enable monitoring of each, even the smallest element of the entire process. Thanks to this, the management can quickly react to technical faults of the

machinery, deviations from a plan or other factors which can have negative impact on a company's profitability.

- **Operational performance** – information on incomes and costs both of the entire company and its subdivisions.
- **Business Scorecard** – statement enabling definition of a few or several dozen indicators called the Key Effectiveness Indicators which constitute peculiar barometer of a company's condition. Permanent analysis of a value and trend of these indicator and comparison with desired values, will enable a user to assess whether the direction were a company is heading is appropriate.
- **Budgeting** – assistance in specifying and achieving strategic goals of a company, by easy creation of multi-variant budgets, e.g. based on optimistic, realistic or pessimistic scenarios, and then help in a permanent control over budget implementation.
- **Data mining** – possibility to find the hidden dependency between data and forecast future values, e.g. analysis of shopping carts of the clients, sales forecasts, clients segmentation.

## EXEMPLARY APPLICATION OF SPECIFIC ANALYSIS:



Thanks to the mechanism of cost allocation you can break down all intermediate costs incurred by a company with the use of any distribution key. Thanks to this mechanism you gain information on margin taking into consideration all costs.

	FROM SUM	Sales value	Sales margin	Avg time of receivables payment	Cost of borrowing	Real margin
Alcon		171 675.00 zł	20 732.00 zł	22.00	15 733.32 zł	5 058.68 zł
BOKOR		205 503.00 zł	19 855.00 zł	83.00	7 002.86 zł	156 203 zł
HELMIS		82 013.01 zł	19 795.72 zł	130.00	4 381.56 zł	10 418 16 zł
SEHERY		45 442.00 zł	19 892.81 zł	36.00	672.25 zł	19 020 70 zł
ZLEEK		168 265.00 zł	19 498.00 zł	58.00	4 013.80 zł	19 498 20 zł
STANPAR		35 534.00 zł	19 295.00 zł	28.00	412.22 zł	19 846 78 zł
BAETES		82 048.00 zł	19 240.00 zł	42.00	886.36 zł	19 063 64 zł
FANGORAL		20 175.00 zł	17 178.00 zł	13.00	124.37 zł	17 053 63 zł
DOCEBT		188 982.00 zł	16 374.00 zł	59.00	6 488.17 zł	9 670 83 zł
GANKAR		42 112.00 zł	12 114.00 zł	36.00	623.03 zł	8 490 97 zł
SHOCKEK						

Assessment of client's profitability taking into consideration making loans for payments.

- **Costs allocation** – thanks to this mechanism a user can break any general costs down according to defined by him or her keys (e.g. the analysis of general costs of electric energy with breakdown by products, analysis of marketing cost with breakdown by revenues from individual products, analysis of salaries costs with breakdown by man days under projects being under realisation etc.).

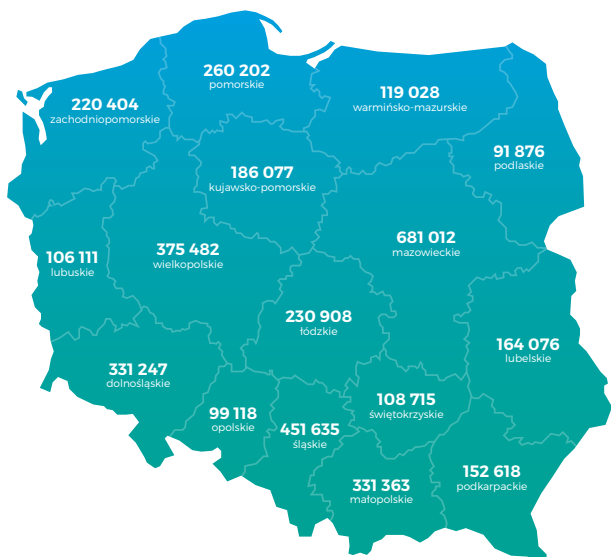
- **ABC-XYZ Analysis** – classification that links a breakdown of products in view of income (A – goods of high share in income, C – goods of low share in income) and in view of the structure of their usage (X – regular usage, Z – non-regular usage); the products coefficients under ABC-XYZ classification can be used for automatic determination and keeping optimum level of stocks.
- **Analysis based on statistic data of Central Statistical Office** – the possibility to compare company's internal information with market data (e.g. the analysis of average retail prices of given products and services, analysis of GDP and currency exchange rates of the National Bank of Poland, analysis of population structure on a given area, analysis of the amount and structure of economic operators).

- **Simulation of future business scenarios (What If analysis)** – determination of quantities which are subject of the analysis and factors which influence the analysis, and then observation of how the values changes of the assumed factors influence the analysed quantity (e.g. the impact of a currency exchange rate on sales revenues, impact of price change of financial results).
- **Determination of future behaviour of clients (the RFM analysis)** – it consists in grouping the information relating to contractors based on future shopping behaviour. The objective of the report is to find and assess the most valuable clients for a company's.



- **Monitoring of best-selling products or contractors with the highest outstanding receivables** – selection of the “Top-H” elements narrows down the analysis results to “H” - the highest/lowest values, which results with income in the form of simple information for the analysis.

## NUMBER OF BUSINESS ENTITIES



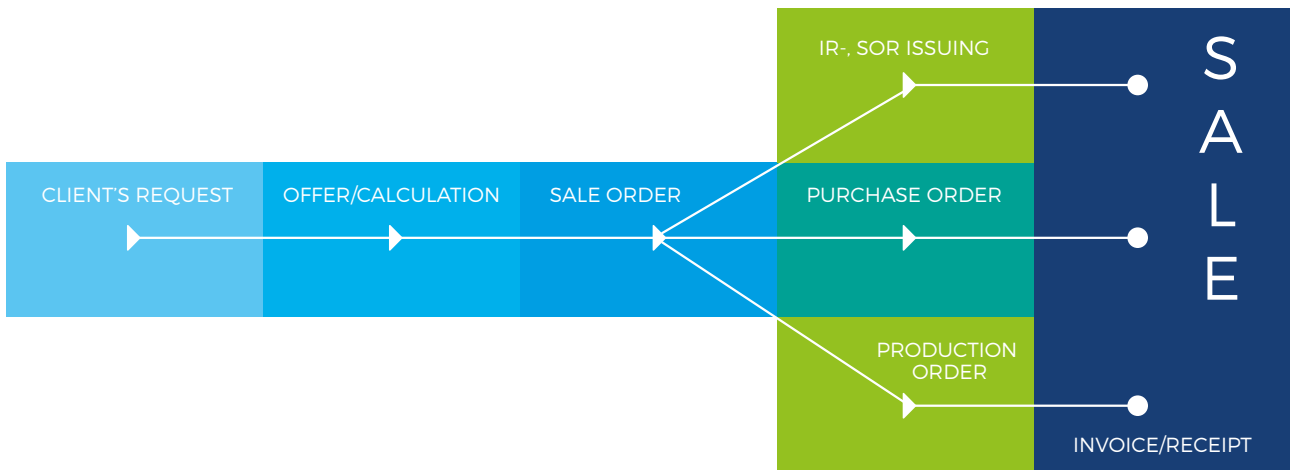
*The possibility to plan operations and analyse historical values in the context of actual market potential.*

## TRADE AND LOGISTICS

Along with Comarch ERP XL system you gain full support of trade and distribution processes both for vending (execution of transactions, many available sales channels, support of through retail network) and for purchasing (management of process and commercial purchase documents).

### SALE:

- **Execution of all types of commercial transactions**, both national and foreign, including handling of specific cases of sale (e.g. tax free, scrape trading, licensed goods trading, securities handling).
- **Arrangement of commercial documents flow** from offer requests, through offers, orders and to invoices/receipt.

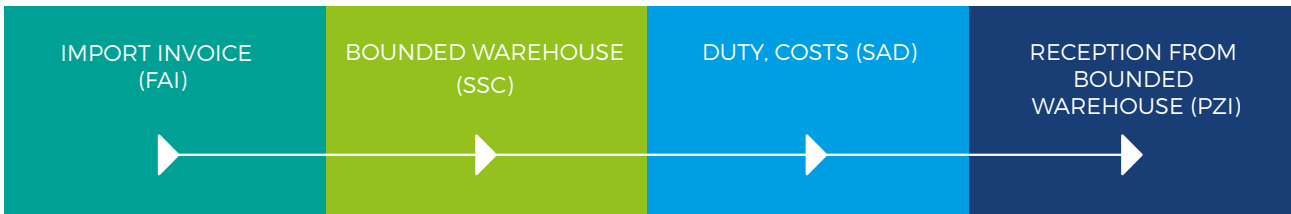


- Simplification of and time reduction for issuing commercial documents thanks to the possibility of **documents creation based on other documents**.
- Effective post-sale support - registering and **implementation of advertising scenarios**, automatic corrections and effective support of products returns.
- Flexible **price and discount management** - support of prices calculation, full historical price lists, the possibility to import external price lists.
- **Creation of expanded mechanism of discount calculation of various types** (including the so-called promotional packages, e.g. buy two get third for free), as well as the determination of valid time limits and method of combining discounts.
- Permanent **control over contractors' credit limits**,
- Unrestricted **definition of substitutes** for individual product assortments and creation of sets.
- Simple **sales execution at a cash desk** thanks to the application dedicated to the shop assistants working with touch panels.
- **Payment management** of contractors (payment payments, support of bank and cash operations).
- The possibility of **invoicing commodity of non-fixed value**, e.g. if the commodity form a supplier has been received into a warehouse based on quantitative documents, and the determination of delivery price can be carried out at a later date, upon registering invoices from the supplier.
- Effective **exchange of electronic documents** with suppliers and/or consumers (EDI).
- Support of goods **dispatches preparation** to the clients with the use of transport documents, dispatches and delivery note.
- Built-in **mechanism facilitating discounts settlements of retro discounts** and issuing collective corrections.
- Precise information on margin breakdown thanks to the option of **registering additional costs when a product is bought** (purchase price).

## IMPORT:

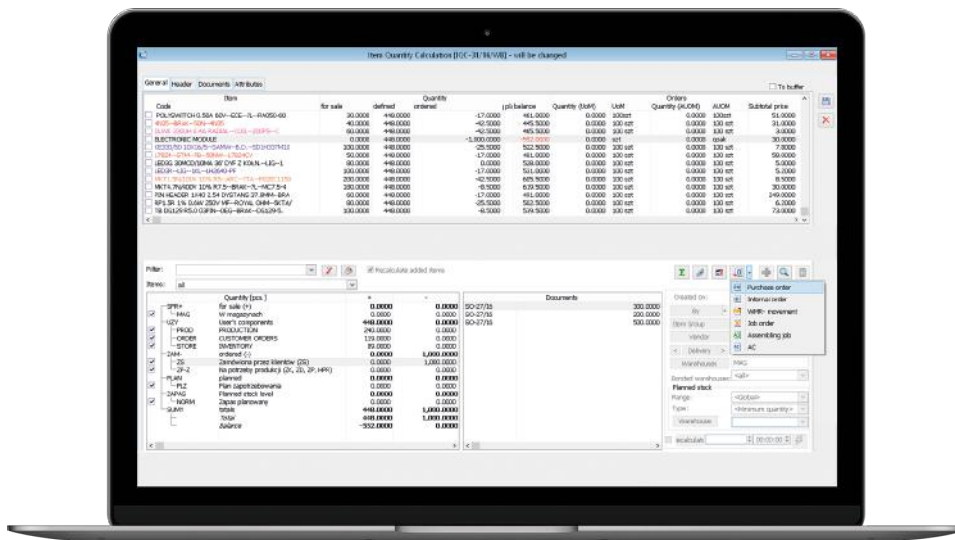
Comarch ERP XL gives you the possibility of unrestricted registering of a commodity circulation coming from abroad and its valuation. It applies both to the registration of sales of goods which requires customs clearance and SAD documents and intra-Community trade.

- **Comprehensive support** of international purchases both of **intra-Community purchase, and import from outside the European Union**.
- **Generation of base documents for registering international purchases**, e.g. Purchase order, SAD, Internal invoice, material receipt note, Customs bonded warehouse, e.g. procedure 7100 and 4071, registration of SAD documents.
- **Including additional costs** e.g. transport, packing fee etc.
- **Calculation of due fees**, (customs, VAT, excise tax)



## ORDER:

- Execution of **processes related to the handling of orders according to the standard of quality system** (the designing based on ISO norm) is guaranteed, from registering offer request, offer, then an order which is the source of an invoice.
- Smooth work with documents under one purchase, sale or purchase and sale process thanks to the option of **documents processing** (information common for respective documents are transferred automatically which helps to save time of an employee).
- The possibility to **create multi-version sales offers**. Convenient **registering of suppliers offers**.
- **Registering purchase, sale and internal orders** in the case of **multi-branch companies**.
- Ensuring accessibility of assortment thanks to an option of goods **booking in a warehouse at the time of taking an order**.
- Simple management of orders - an option of **optimisation according to different criteria**, e.g. the lowest price, the shortest time of supply realisation, minimum number of suppliers, the ordered resources can be right away and automatically assigned to recipients' orders who are expecting a given good. The possibility to issue **advance invoices** for orders.



Automatic generation of purchase orders with the use of Goods Balance Status (buyer's panel) with an option of selection of method of suppliers' optimisation.



w trosce o Wasze zdrowie

Implementation of Comarch ERP XL system enabled us to optimise several processes of individual areas of our business activity. Numerous improvements in the production allowed us to gain full control and maintain the highest level of quality of our products.

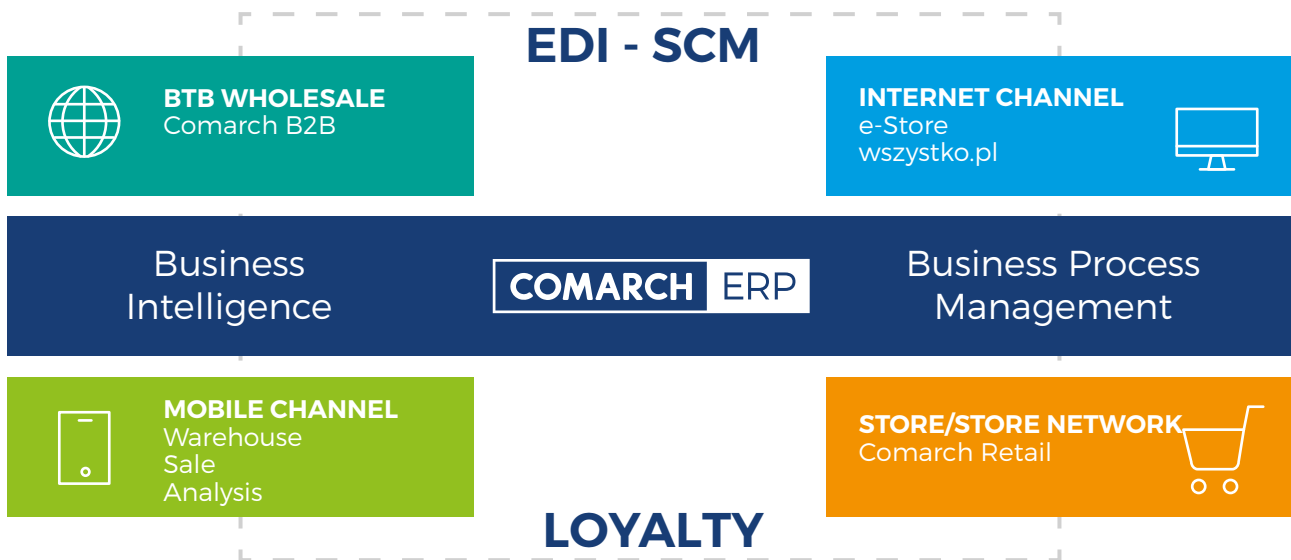
**Anna Micuła**

Manager of Drugs and Dietary Supplements Company Olimp, Laboratories Sp. z o.o.



# MULTI-CHANNEL SALE WITH ERP 4.0

Every entrepreneur can select an optimal for their company profile set of solution allowing them to start a new channel of distribution - non-commission on-line sale both in B2C and B2B segments or to effectively use application and mobile devices.



## B2B SOLUTIONS

### ON-LINE B2B PLATFORM - COMARCH B2B

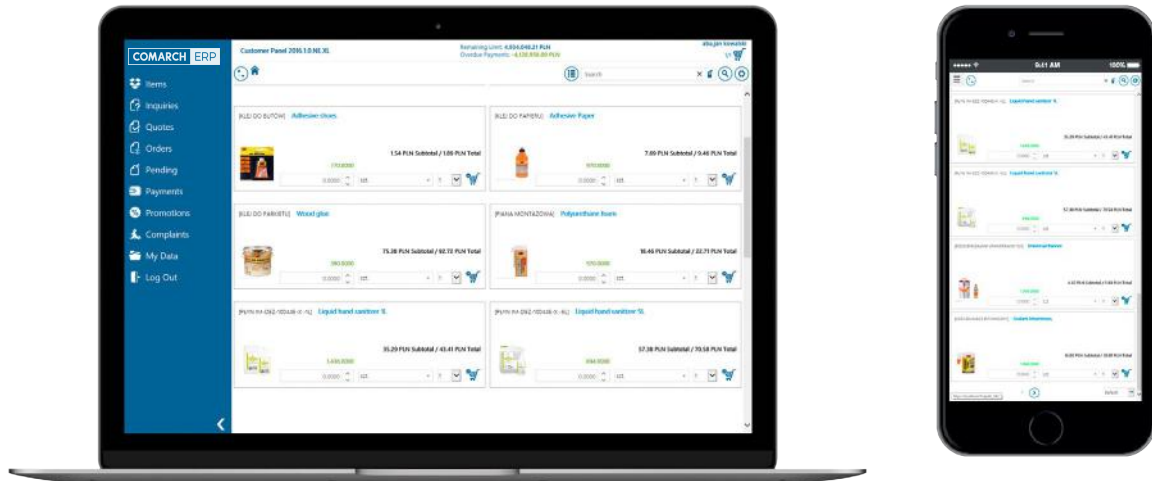
If you are looking for a way to reduce work consumption of processes related to orders handling or if you want to bolster cooperation with regular clients you should try the possibilities of B2B platform - Comarch B2B. It is much more than just on-line channel for placing orders by the clients.

With the support of Comarch B2B tool you can develop remote contact with business partners management. Individual contractors with the use of Internet browser gain access to up-to-date commercial offer that can be different for each of the contractor (e.g. different prices).

You can communicate with the contractor via accessible application supported by Internet browser. The application will adjust to the resolution of each device used by a contractor (laptop, smartphone, and tablet). Any user activity in the Comarch B2B are right away visible in the system. Contractors can, among others:

- View an offer dedicated to a specific contractor.
- Create and save personal search filters for product.
- Place offer request and product orders.
- File complains.
- Track status of orders execution.
- Monitor payment status.
- Monitor realisation of service or production complaints.
- Analyse purchases (real-time and acc. to groups of goods) orders, as well as payables status and obtain discounts.

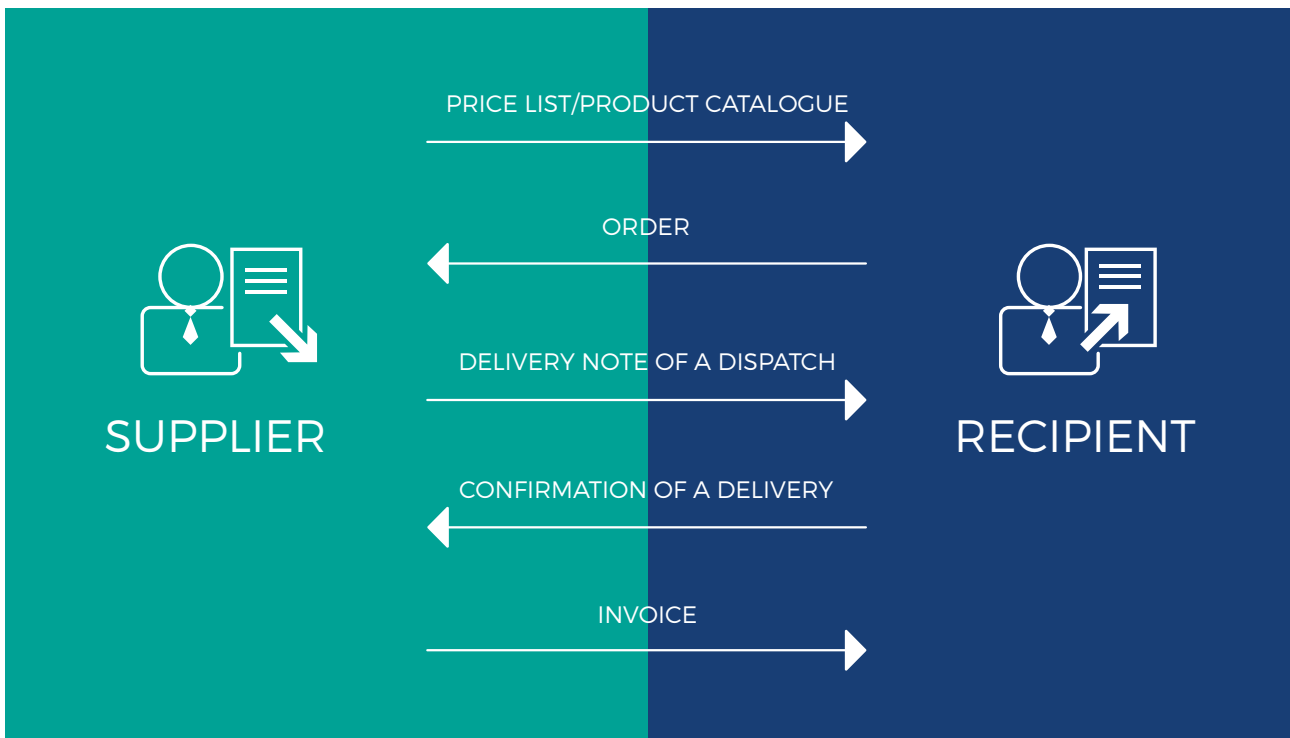
By using Comarch B2B a user can transfer execution of part of processes from their employees onto their contractors which means one's costs can be reduced and satisfaction of business partners will rise thanks to a permanent access to the offer, trade conditions from any place and at any time.



Contractors place orders on any devices thanks to a comprehensive responsiveness of the application.

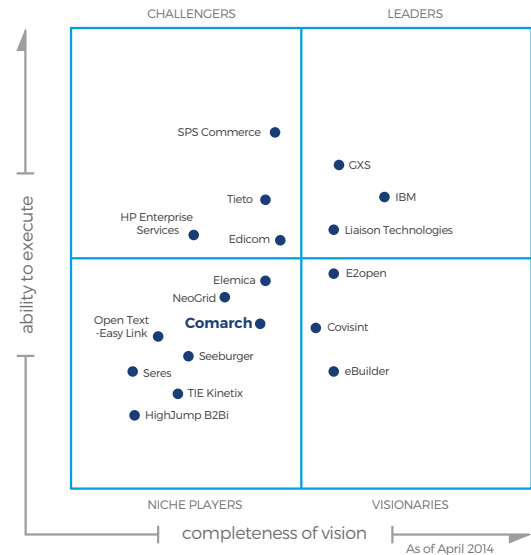
## ELECTRONIC DOCUMENT INTEREXCHANGE (EDI)

Comarch EDI provides an effective and safe data exchange in the entire supply chain. Within a few days your company can start e-communications with all partners irrespective of their technological advancement and location. Electronic document exchange among companies is a method for improving and speeding up transaction handling.



Comarch ERP works with Polish leading platform dedicated to the electronic document exchange – Comarch EDI – which allows a user to send and receive many different types of documents, e.g. orders, invoices, on-line. As a result, a user can reduce cost related to hard copy documents (printouts, cost of dispatch), and the number of errors can be reduced to the minimum, as errors related to the processing documents or interferences in communication channels can be eliminated.

*Comarch EDI solution has been once again recognised by an analytical company, Gartner, in a report "Magic Quadrant for Integration Brokerage 2014".*



## SALE WITH THE ASSISTANCE OF MOBILE APPLICATION

Packet of tools - Comarch Mobile - was developed for employees who want carry out their task from any place. Our solutions are dedicated both to managers and directors supervising sale team and for mobile employees who work outside the company's offices. The applications support work with the use of mobile devices, among other, smartphone, tablets, mobile terminals, which improves and simplifies the job.

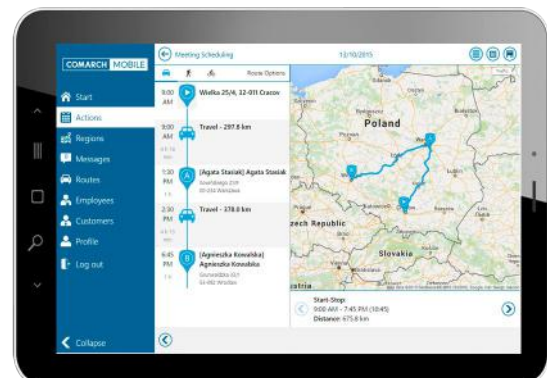
### EFFICIENT MANAGEMENT OF A SALES TEAM WITH COMARCH MOBILE MANAGEMENT

**Mobile Management** is an application for sales directors and managers enabling efficient management of mobile employees thanks to the use of any mobile device through:

- Quick method of planning, re-planning, confirmation and rejection of employees' visits.
- Preview of activities carried out by the employees.
- Possibility to check current location of the employees and analysis of registered by them routes.
- Adding and editing of markers (work statuses), required for reporting the work of employees.
- Efficient communication with the employees with the possibility of sending urgent messages.
- Management of regions, employees and contractors.

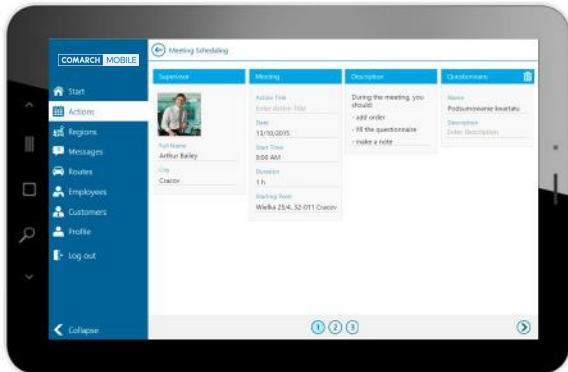
#### Three steps of optimal routes planning

1. Selection of visit pattern and indication where the activities were commenced.
2. Indication of contractors whom employee are going to visit.
3. Planning of optimal route by the system and showing on a map.



## Do you need to add a new supervisor to a region?

The Mobile Management gives the possibility of region management, and therefore reassigning, adding, and removing supervisors and specifying whether the supervisor is to be main or temporary supervisor.



Checking GPS location of employees where they performed their work activities i.e., starting a work day confirmation of orders, taking photos, refuelling etc.



## PROFESSIONAL CUSTOMER SERVICE WITH COMARCH MOBILE (SALES)

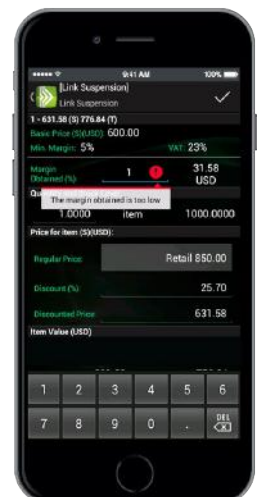
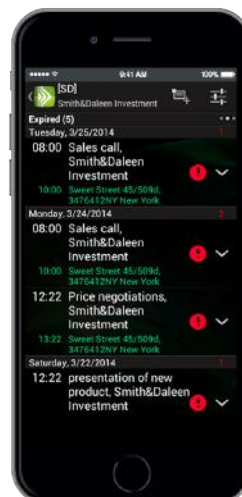
**Sales** is an application for sales agents and mobile employees working in the field. Wide range of possibilities enables efficient implementation of activities, among others, execution of sale transaction of preselling types (taking orders and offers at client's place) and vanselling (execution of sale transactions at client's place) through an access to:

- Comprehensive product offers with photos and descriptions.
- History of transaction, payment and contact with clients.
- Up-to-date commercial and trade and discount and promotion conditions, including package promotion.
- Printouts: fiscal, thermal printing, regular (PDF).
- Report data, among other, current information on transactions executed in a given day.

The application enables an efficient planning and execution of commercial visits. The visits can involve elements named and selected by a user, among others, questionnaires, attendance reports, reports on competition, taking photos, issuing market materials, settling receivables, document registration and others.

**Get necessary information at the meeting with a client filling in a questionnaire or report on attendance/competition!**

Sales agent during a meeting with a client, in an easy and convenient way, can gain information not only relating to sales (registration of orders), but also relating to the market information (e.g. photographic documentation of product exposition in display cabinets, collecting data about competition offer, questionnaires).



## Real time supervision of sale plans

A mobile employee has access to the reports and therefore can verify and analyse required data and gain necessary information. The sale plan report containing set-out plans with a summary of a degree of

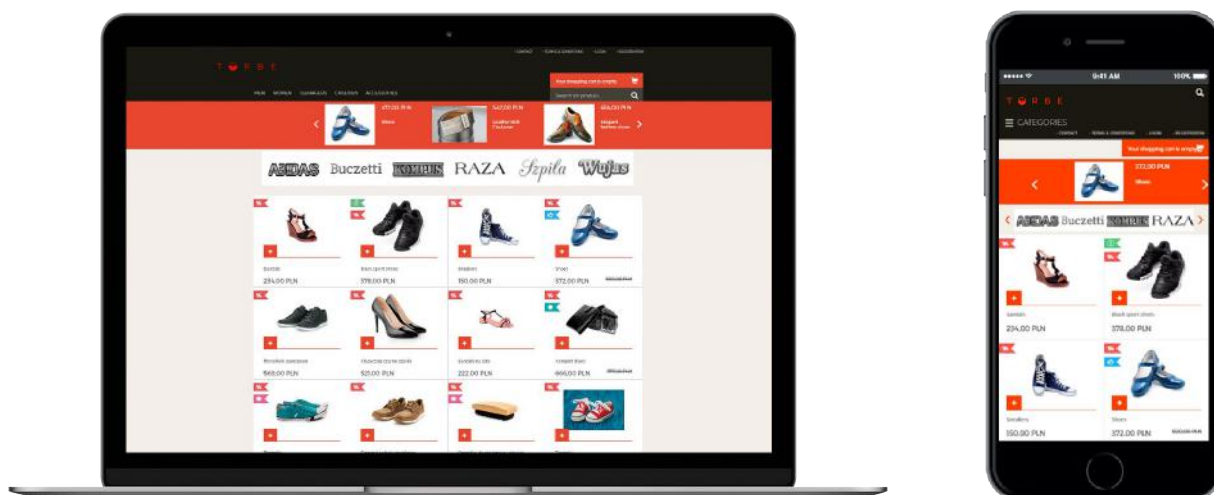
their realisation, or commission report containing a comparison of particular product sale along with calculated of lost commission, are just exemplary reports which can be used by an employee.

# ON-LINE STORE

## ON-LINE SHOP INTERLINKED WITH COMARCH ERP XL

If you are looking for a support in expanding your on-line shop the Comarch e-Shop is an ideal solution for you. It is **technologically advanced platform based on which you will able to create e-shop independently** that will meet your clients'

expectations. Simultaneously, **an automatic communication in both directions e-shop – Comarch ERP XL** system reduces to the minimum your effort to run a shop.



## WHY IS IT WORTH IT?

- You can present your offer in e-store the way you want to – design your shop appearance by yourself by choosing from many graphic templates.
- You don't need to send the information on orders placed via the shop to the Comarch ERP XL system – **it is done automatically** – thanks to which you can be sure that each order will be appropriately handled.
- Your production offer will be available to millions of smartphone and table users thanks to a **mobile version of the shop**.
- Sharing offers in a shop does not involve additional work with the shop application – you just need to add descriptions and product photos in Comarch ERP XL system.
- You can use built-in tools which will allow you to generate **reports relating** to products, orders or contractors. You can also create advanced statistics thanks to the integration with Google Analytics.
- The shop **works with price checkers**: Ceneo, Skąpiec, Nokaut, Okazje.info, Sklepy24, Google Shopping,
- Your clients will easily find your shop on the Internet thanks to an **effective mechanism of positioning in Google** and promotions on the on-line trading platform wszystko.pl.
- You can sell your products via Allegro; and thanks to integration with **InPost** – you can sell products with the use of Paczkomaty 24/7 service.



The biggest advantage of Comarch ERP XL is the development according to the ERP 2.0 strategy that enabled us to implement the system in every area of company's activity. We provided our sales representatives with Comarch Mobile Sales application which supports our company on a daily basis, helps our team to carry out tasks in the field with the use of mobile devices and gives them access to the product and customers database. Thanks to the system we are able to build stable relations with our business partners.

**Bartłomiej Obwojski,**  
System Administrator, MPM AGD S.A., a producer  
of automated white goods.

- Store **works with on-line payment platforms:** Dotpay, PayPal, PayU, PayByNet, Przelewy24.pl, eCard, mTRANSFER, MultiTransfer.
- Comarch e-Shop allows you **to start up an on-line shop free of charge via one of the most popular social media – Facebook.**

## FREE OF CHARGE SELLING ON THE INTERNET AND FINDING THE BEST OFFERS VIA WSZYSTKO.PL WEBSITE

Launching on-line selling has never been so easy. Join **wszystko.pl** community, i.e. clients using Comarch ERP management systems and place your offer on the Internet-based trading platform **wszystko.pl**



*You do not need have your own on-line shop or Internet website – the sales on wszystko.pl is carried out directly via the management system*

## WHY IS IT WORTH IT?

- The service is **completely free of charge** and its launching **does not require IT knowledge.**
- The sales on **www.wszystko.pl** – means **minimum formalities and work effort** – you just need a description, photo and one click, and your offer is seen by millions of retail and business clients.
- You do not need **any additional applications** what you need is just Comarch ERP XL system.
- The portal is supported by all mobile devices.
- You do not need to worry about the graphics, positioning or advertising on the Web – **Comarch will do it for you.**
- You can place and calculate offer requests directly on **wszystko.pl**, as well as on a new platform - dedicated to business offers handling – **oferty.wszystko.pl.**
- Completely **free of charge** you can use **built-in promotion tools** of your own product offer on home page of the portal, among others, **product of a day, banners, promotional products.**

# THE RETAIL SALES WITH THE USE OF COMARCH RETAIL

In the case of the retail sales, the smooth **flows of information** between central **office – store under the central office – single Point of Sale (POS) is required**. Thanks to the support of the Comarch Retail tool that is interlinked with Comarch ERP XL, the way of carrying out tasks by your employees on every organisational level under retail network is improved.

## Central office

- Permanent access to all documents from individual sales offices.
- Global **management of the price and promotion/ discount politics for the whole** network.
- **Defining scope of authorisation and responsibilities for** employees of individual shops.
- Effective **management of stock replenishment** taking into consideration various parameters e.g. seasonality of sales.

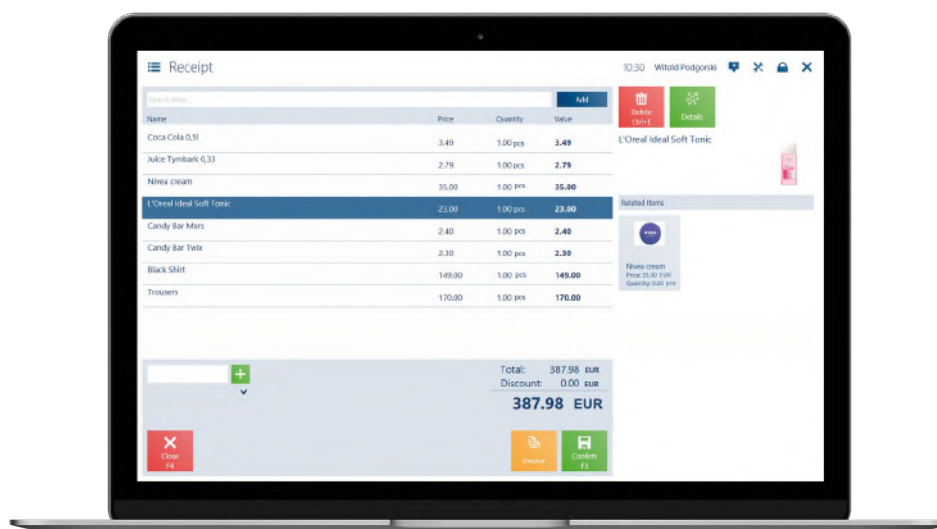
## Store

- Effective **management of single sales office**, both in terms of „backoffice” (optimisation of store’s warehouse, handling of orders from the central office) and „frontoffice” (transaction handling).
- The possibility of unlimited **movement of products between stores** without the need to engage the central office.

- Smooth **sale even during inventory** – integration with solutions based on bar code readers.
- **Automatic software update** in stores, with the use of „autoupdate” function executed from the central office.

## Point of Sale (POS)

- **Simple and intuitive work even for a beginning cashier** (ergonomic interface based on the touch screens).
- Fast and professional customer service at a point of sale, among others, thanks to the option of **on-going checking of goods availability in other shops, sales below inventory**, or opening of several receipts simultaneously which eliminates the need to terminate opened, at a given time, transactions.
- The sales security is guaranteed thanks to, among others, a mechanism of **fraud detection** that prevents abuses which can be committed by clients and store employees.
- **A shop assistant has a permanent access to product information**, including **product photos**.
- **Loyalty programmes**.
- The possibility to **make payment** not only in **cash or by card**, but also through the **voucher** or mixed method of payment.



*Intuitive and adjustable interface of POS application managed via a touch screen*



## Possibilities of ERP 4.0

The sales transactions and receipt of orders can be carried out in mobile application Comarch Mobile Sales

The sales orders can be also sent via the e-Commerce application Comarch B2B, Comarch e-Shop and [wszystko.pl](http://wszystko.pl)

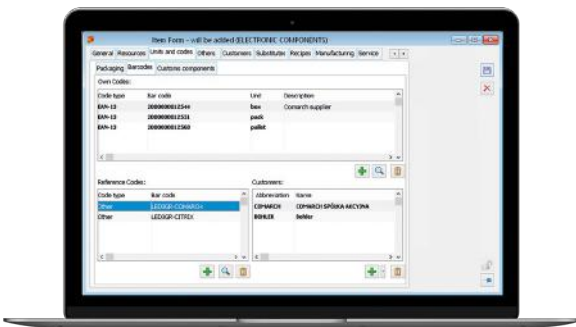
## More:

- Analysis and reports - page 8
- On-line sale - page 15
- B2B solutions - page 12

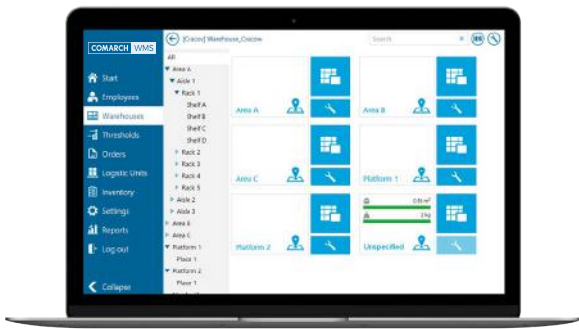
# WAREHOUSE MANAGEMENT AND HIGH BAYS WAREHOUSE (WMS)

Efficient execution of warehouse orders, on-going control over inventory or elimination of mistakes – these are the improvements provided by Comarch ERP XL in the area of warehouse management. The system supports a comprehensive scope of processes associated with the logistics.

- **Multi Warehouse Capability** – operation of any number of warehouses, both internal and branch based.
- Option to **define bar codes**, both for product range (many codes for a given product), and warehouse addresses.
- Accurate management of available warehouse space via **definition of warehouse structure**.
- Ensuring **an optimal allocation of products in a warehouse**.
- Handling of **various packages types**, including return packages; option to define packages conversion rates.
- Flexible **management of product lots** with the use of defined parameters for resources (e.g. colour, size).
- **Registering external codes** of suppliers or customers.
- **Defining substitutes and sets**.
- **Automatic creation of the demand plan** (the so-called Product Balance Status) based on defined criteria, and maintaining the set-up stock, among others, via automation of orders.
- **Optimisation of supply sources** – fast information on the quickest order execution time (SCM – Supply Chain Management).
- **Record of warehouse movements** both of external input or output flows, as well as of movements between warehouses, or movement within one warehouse.
- **Transport support** – operability of routes, load support, the possibility to prepare shipping documents, record of packages, shipments, vehicles and transport costs.
- **Automation of securities calculation determination** – records of collected securities, e.g. in relation to return package turnout.
- The possibility **to carry out inventory for several warehouses simultaneously**.
- **Automation of warehouse operations** thanks to the interconnection between labels printers, codes readers and data collectors.



The management of product range is facilitated thanks to the option of defining many bar codes for a product, both company's own bar codes as well as external bar codes. The codes are defined based on unit (base and auxiliary), additionally, more than one code can be assigned to one unit.



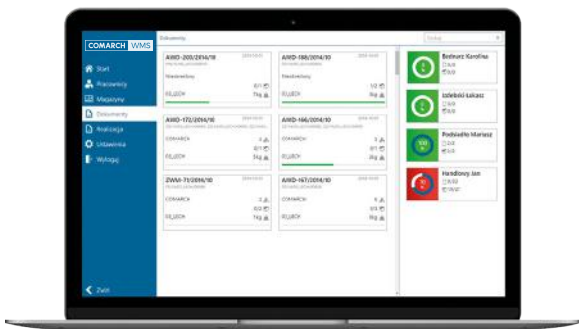
Accurate management of available warehouse space via definition of warehouse structure.



The possibility to work in command or decision mode

## EFFICIENT EXECUTION OF WAREHOUSE ORDERS WITH COMARCH WMS MANAGEMENT

**Comarch WMS** – it is an application which improves the process of receipt, issuing, movement and inventory of products. A warehouseman executing warehouse orders can both edit the warehouse documents pre-prepared in the ERP system, and add new warehouse documents directly via mobile terminal.



The warehouse manager assigns, and on an on-going basis, tracks the execution stages of individual warehouse orders.

### Quick preparation of products for issuing

Execution of assembling and receipt orders is done thanks to:

- Permanent access to information on contractors and products (contractor and product files).
- Easy product lists filtering acc. to a user criteria (EAN code, name, feature, location).
- Possibility to verify product based on readout EAN code.
- Monitoring of execution progress.
- Possibility to assign hardware e.g. a fork lift.
- Assigning many operators to one order.

### Specifying steps and sequence of their execution during the process of warehouse orders execution.

The application can be adjusted to the individual needs thanks to the configuration and command options that allow a user to:

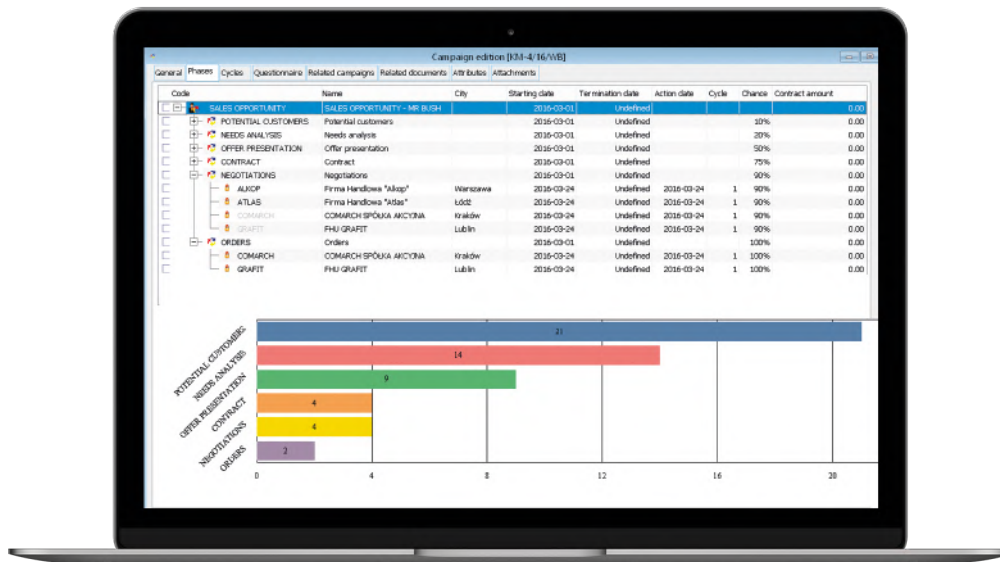
- Configure steps of order execution.
- Exclude of unnecessary processes.
- Change the sequence of steps execution.
- Change of message content.
- Use simplified interface with large buttons.



A warehouseman receives clear commands on a terminal screen - thanks to this solution even an inexperienced employee can execute ordered task effectively.

# CRM

Thanks to the CRM solution available in the Comarch ERP XL suite, you can freely create your own database of clients, and run for them organised task of different types.



## CREATING CLIENTS' DATABASES:

- The possibility to **create an extended database** both of current contractors as well as potential clients. Comprehensive **history of any types of contacts with clients**, form a phone calls or e-mail, through contact via on-line communicator to a traditional meeting.
- Access to a complete **history of all transaction** with a given contractor via any level of the Comarch ERP XL System.

- Arrangement of contact history with a contractor with the use of **topics threading** of contacts – facilitation of information usage collected in CRM by all employees, both experienced and newly hired.
- Effective **analysis of clients' information** with the use of the Business Intelligence reports.

## MANAGING WORK OF A SALES TEAM

- Clear **responsibility for individual customer** service – the possibility to define sales regions or customer consultants, and even contact persons of a client.
- Effective **formulation of sales strategies** (sales plans), both global and for particular regions.
- Arrangement and deliberate **management of client-focused tasks** thanks to the option of task definition, and automatic reminders, as well as graphic visualisation in diary.
- **Work management of mobile sales agents** – Planning visits at client's place, as well as individual activities of the visits which need to be carried out.
- Verification **of product display in stores** with the use of photographic documentation (merchandising), preparation of a report of your or

competition's products presence in a store, or recording the share of your product in the entire shelf (the so-called facing).

- **Optimisation of client's visits implementation**, among others, thanks to the option of route definition.
- The possibility of **collecting and analysing information from the market** (clients' preferences, opinion on product, assessment of cooperation etc.) among others, thanks to the survey function that can be carried out within the scope of the sales visits, telemarketing actions or other activities.



Thanks to Comarch ERP XL and Comarch ERP platform Business Intelligence the management have a permanent access to the data which allow them to make effective and strategic for the company decisions. The sales forces receive transparent reports which give opportunity to have permanent control over the achieved results, as well as other parameters key to the company functioning.

**Katarzyna Sikora**

Operations Manager Trade, PPG Deco Polska Sp. z o.o., Poland's market-leading producer of paints and varnishes.

## CAMPAIGN PLANNING AND REALISATION:

- **Clear method of campaign preparation** divided into stages.
- The possibility to run campaign in different time frames. — **Permanent or temporary campaigns, one-time or periodical campaigns.**
- **Segmentation and targeting** — offers for relevant clients thanks to the campaign aimed at selected groups of contractors.
- Clear **determination of objectives for particular actions** and on-going monitoring of their execution.
- **Support of implementation of various tasks** concerning marketing (e-mail marketing, telemarketing, marketing surveys) or sales (before-sale campaigns or supporting promotions), and also under after-sale services.



Example of CRM campaign - assessment of profitability and feasibility of quantified objectives; sales funnel

### Possibilities ERP 4.0

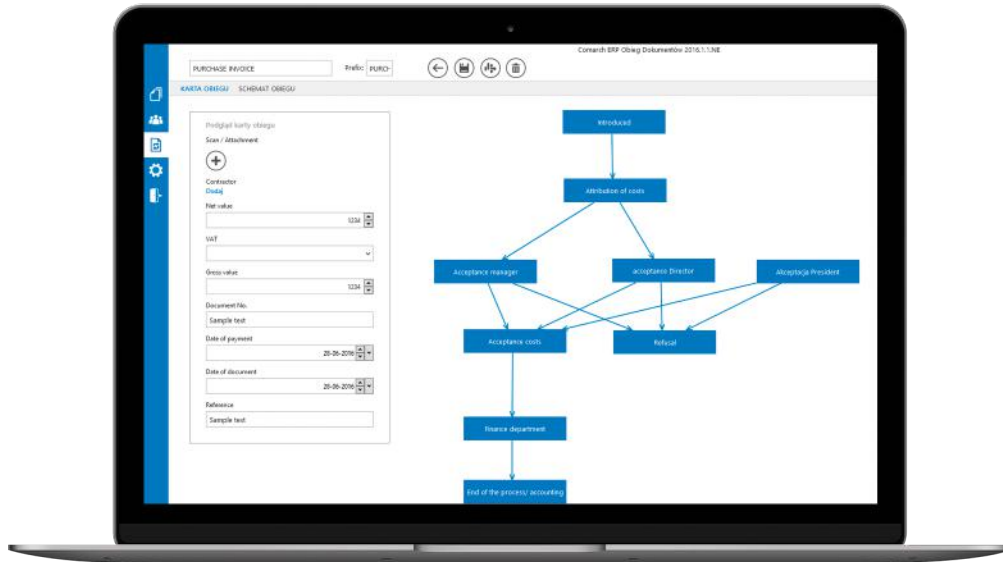
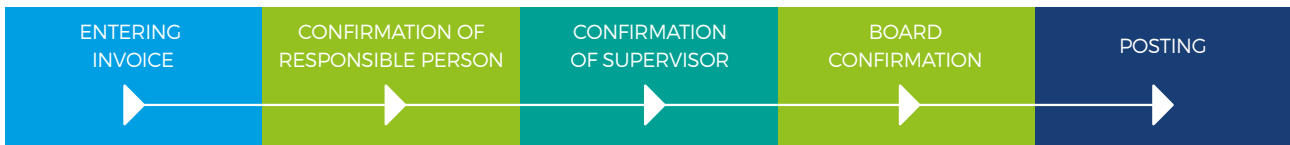
Activities can be planned via an Internet browser in the Comarch Mobile Management application. Activities can be carried out in the mobile application Comarch Mobile Sales.

## AUTOMATION OF WORK AND DOCUMENTS CIRCULATION

Along with Comarch ERP XL system you gain the possibility to reflect business processed performed in your company and as a result their arrangement and automation. The solution supports entrepreneurs also in managing the internal flow of documents.

### AUTOMATION OF DOCUMENT CIRCULATION

- Comprehensive **correspondence administration** of a company, both via the system and via an internet website.
- The possibility **to store key documents (e-documents repository)**, interaction of scanning devices).
- **Protection against data loss** in the case of losing or destruction of a hard copy (if a document was introduced into the documents circulation).
- Simple **analysis of document circulation paths** thanks to the physical visualisation, starting from a receipt of a document at a company, through all internal processes and ending up on making note in a postal dispatch book.
- Clear **structure of document segregation** — records according to incoming, outgoing, internal documents; each document is introduced into the circulation will be automatically assigned to an administrator and further proceedings depend on a selected model of documents circulation (manual or automatic documents passing on).
- Facilitation of work with documents within the scope of circulation thanks to the mechanism of **automatic reminders** (tasks in the system Employee Box or in diary, or in an external e-mail box).
- Fast and effective search of required information thanks to the option of **labelling documents with EAN code**. Control of a work flow and arrangement of information flow in a company — thanks to the **specific procedures of documents circulation** each task is carried out in a planned, systematised and relevant for a company method.
- **Cost reduction** by limiting traditional hard copy documents.



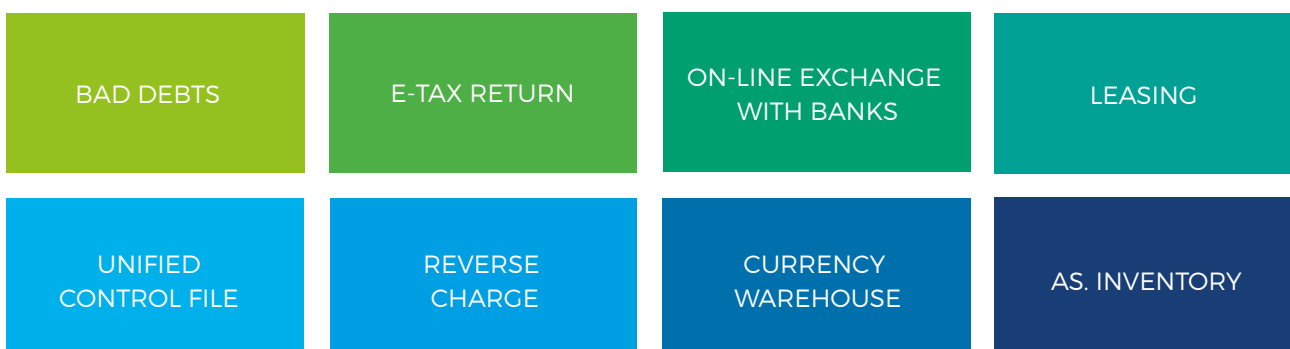
Intuitive tools -workflow - allow a user to model any documents circulation patch, activities and tasks.

## MODELLING BUSINESS PROCESSES:

- **Control and transparency of tasks** carried out in a company thanks to task box assigned individually to each of the employees.
- **Thanks to automatic reminders generated by the system** it is easier to ensure that the employees to carry out assigned to them tasks.
- **Partial of complete automation of routine tasks** – task which do not require human decisions – an employee’s involvement in such types of processes is flexible defined at the state of creation of a model process.

## FINANCE AND ACCOUNTANCY

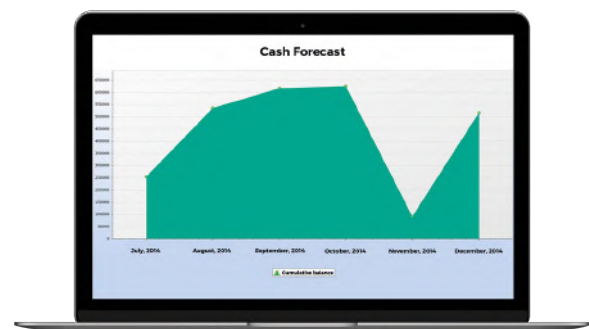
The area of finance and accountancy in a company is something much more than just an obligatory recording of economic activity. With Comarch ERP XL your company acquires a tool that provides a comprehensive analysis of a situation of the entire company based on the financial and accounting data.





## FINANCE:

- **Operation of many cash points and banking registers in PLN or any other currency.**
- An option **enabling a usage of any number of payment methods** and assigning for each of them an appropriate cash/bank register.
- Recording of a turnout with the use of **payment cards**, including registering fees for cards and terminals service.
- **Co-operation with e-banking** Export of transfers and import of statements, and no-file communication with banks with the use of Comarch Data Connect.
- Simple **identification of a contractor during an import of banking** records.
- Effective **reporting of receivables and payables**, both of a specific contractor and all entities with which a company cooperates.
- Efficient **linking of payments and documents** – information on settling receivables and payables can be register in the system as the settlements (linking invoices with payment confirmations) or as clearances (linking pre-postings registered as a result of posting payment invoice).
- An option **of partial settlement of receivables or payables.**
- **Flexible process of issuing compensations** - balance recording of mutual resulting receivables and payables.
- Support in financial liquidity thanks to effective option of **generating reminders interest notes**, both single and collective ones.
- Suited to developing at a rapid place new financial products **service of leasing and deposits of various type** (overnight, time, renewable, non-renewable and currency).
- An option **of automatic downloading currency exchange rate of the Polish National Bank.**
- **Automatic calculation of exchange differences** - upon registering bank/cash report the documents of exchange differences can be automatically register. Mechanism of valuation **of cash in foreign currency** (the so-called currency warehouse) - control over correct distribution of currency at appropriate exchange rates resulting from income operations.
- **Flexible generation of financial statements** with the use of available creators - an automatic creation of financial statements based on available templates.



*Support of Business Intelligence tools in forecasting incomes and expenditures.*

**More:**

- Analysis and reports - page 8

## ACCOUNTANCY:

- Comprehensive financial and accounting services for a company according to the Act on Accounting and to International Financial Reporting Standard — **up-to-date adjustment of the Comarch ERP XL system to the changing law provision.**
- Operation based on **clear multi-level plan of accounts** organised in a tree structure created manually with the use of an easy-to use creator, fully flexible in terms of adjusting it to the individual needs.
- **Ergonomics of daily work of an accountant** – quick search of an account acc. to various criteria, e.g. name fragment, symbol, attribute, date of creation, account level and others.
- The possibility **to register costs only based on an account of team 4 or 5 or using only “fours” and “fives”.**
- Maintaining **comprehensive bookkeeping** in a form of subsidiary ledgers that group financial operation according to a given type.
- The possibility to **pre-allocate booking records** to the so-called accounting buffers in which the records are verified and can be modified. Possibilities of ERP 4.0 A client can follow status of his or her settlements in Comarch B2B. An employee can settle payments in Comarch Mobile Sales.
- **Simple access to the source documents** through the booking records.
- **Automation of postings** – option to prepare templates of posting, to a large degree automating repeatable activities; integral posting schemes recognise characteristics of posted documents and automatically pre-post to a register (buffer) based on documents entered to subsidiary records. Unburden of accountancy team from task related to a routine postings: monthly, quarterly,

annual etc. thanks to the **automatic periodic postings**; most often, they are used at the end of a month to settle costs and VAT tax, as well as cross-posting of incomes and cost to a financial results.

- Assurance of postings accuracy thanks to the mechanism of **control over pre-posting accuracy** – at the time when a collective pre-post is being prepared it is not balanced, and a user will be notified about it.
- **Control over any number of costs ranges.**
- Simple analysis of costs thanks to **definable analytical dimensions** – documents issued in Comarch ERP XL upon their confirmation can be described with the use of any, defined by a user, categories (e.g. department, location of costs generation, aim, type of cost, project, contractor, location); obtained data are used to carry out costs analysis in various frames and perspectives.
- Flexibility within the scope **of setting and deducting VAT.**
- Recording which enables a user to maintain VAT registers, specifying tax liability acc. to valid law provision in a way that enables preparation of VAT return; register is created automatically based on trading documents in the system; there is also a possibility to enter VAT invoices in a simplified way - directly to the VAT registers.

### Possibilities of ERP 4.0

A client can follow status of his or her settlements in Comarch B2B. An employee can settle payments in Comarch Mobile Sales.

Account Name	01 opening balance	02 opening balance	03	04	05 closing	06 balance	07 balance	08 end of period balance
<b>Koszty działalności</b>	0.00	121,963.03	0.00	0.00	0.00	0.00	121,963.03	121,963.03
Koszty działalności - Baza	0.00	283,246.88	0.00	0.00	0.00	0.00	283,246.88	-161,283.85
Koszty działalności - Usługi	6,194.05	0.00	0.00	0.00	6,194.05	6,194.05	6,194.05	6,194.05
Koszty działalności - Usługi - Inne	6,194.05	0.00	0.00	0.00	6,194.05	6,194.05	6,194.05	6,194.05
Koszty działalności - Usługi - Inne - Inne	1,803.01	0.00	0.00	0.00	1,803.01	1,803.01	1,803.01	1,803.01
Koszty działalności - Usługi - Inne - Inne - Inne	1,803.01	0.00	0.00	0.00	1,803.01	1,803.01	1,803.01	1,803.01
Koszty działalności - Usługi - Inne - Inne - Inne - Inne	26,187.93	0.00	0.00	0.00	26,187.93	26,187.93	26,187.93	26,187.93
Koszty działalności - Usługi - Inne - Inne - Inne - Inne - Inne	69,224.07	0.00	0.00	0.00	69,224.07	69,224.07	69,224.07	69,224.07

Multi-level plan of accounts in Comarch ERP XL – exemplary layout



# FIXED ASSETS

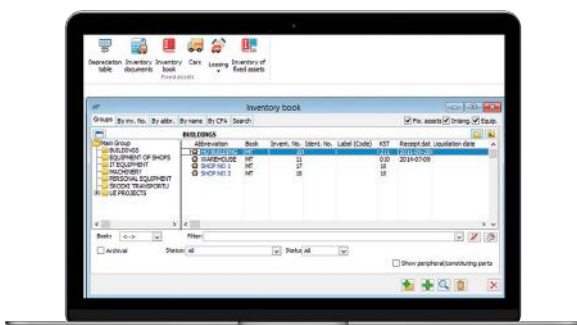
Thanks to the Comarch ERP system a company can effectively improve process of management of fixed assets, not only in terms of registering and recording basic fixed assets but also in terms of automation of calculating depreciation allowances. The system support full range of processes of assets management.

## ACCOUNT OF A FIXED ASSET ITEM:

- The foundation of fixed assets account are the **inventory book organized in a multilevel tree structure**, i.e. items of fixed assets used in a company.
- On the card of a fixed asset a user can **define a range of parameters**, such as FAC, a person responsible for a given fixed asset, methods and rates of depreciation and amortisation, responsible person, a place where fixed asset is located, or a range of FA features.
- Registration of all business events related to fixed assets/properties and intangible assets is based on appropriate documents, e.g. acceptance – RUD document, decreases increases in the value – MW document, liquidation – LD document, amortisation – document AM, change of the person responsible for the asset – CPR document.

## AMORTISATION OF A FIXED ASSET ITEM:

- **Depreciation allowances can be done automatically** for periods indicated by a user.
- The amount of generated allowances depends on a method and rate indicated in the inventory book.
- It is possible to maintain **dual-path amortisation**, i.e. in terms of balance sheets (according to the Accounting Act or acc. to IAS/IFRS).
- In the case of fixed assets which are being serviced, there is a possibility to **suspend amortisation calculation**, until the fixed asset is repaired and put again into explanation.



Inventory book - foundation of fixed assets recording

## AMORTISATION PLAN:

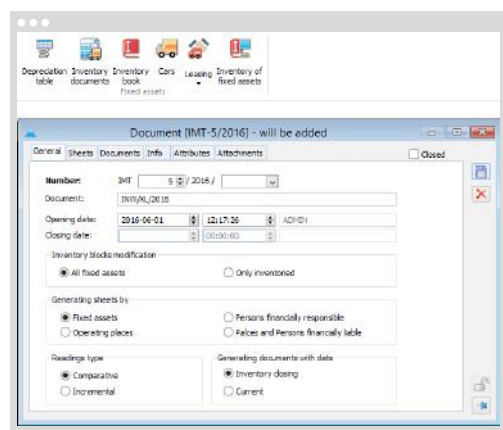
Allows user to prepare amortisation plan and compare planned with real allowances.

## DYNAMIC REPORTING:

Allows a user to obtain **detailed information on indicated fixed assets** with the possibility do specify a range of analysis based on an extended list of parameters.

## INVENTORY OF FIXED ASSET

- Preparation of census sheets taking various parameters into consideration.
- Wide range of a scope and method of readouts creation.
- The possibility to add bard codes to the assesses items and carrying out an inventory with the use of data collectors.



Preparation of inventory sheets taking various criteria into consideration.

## Drzwi i podłogi

The highest level of customer service, promptness and reliability constitutes the base of our daily business activity. We chose Comarch ERP XL as it delivers rich functionality, flexibility which is highly rated by our clients. Comarch ERP XL optimises the sales and logistic processes in our nation-wide chain of Salon Drzwi i Podłóg VOX (Doors and Floors Stores).

### **Grzegorz Struzik,**

Finance Director, Prokurent, Składy Vox (Building Depot) Sp. z o.o. Sp.j. – owner of the chain of Salon Drzwi i Podłóg VOX (Floor and Floors Stores).

# HUMAN RESOURCES

Do you want facilitate HR and payroll processes? Or maybe by using an external HR and payroll services your company incur significant costs and it is advisable that these tasks were carried out by your own employees? In both cases, a professional HR and payroll tool can do these tasks for you.

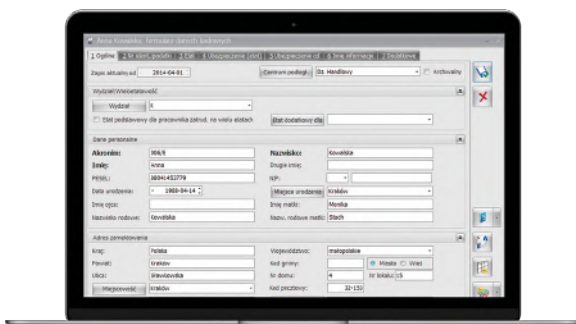
## SUPPORT OF HR AND PAYROLL:

- **Administration of HR and payroll process** – beginning with hiring a new employee, through all operations relating to settlements, up to work contract termination and registering him or her off from the social security services.
- **Support in defining salary components** which level depends on working time, absences or employment duration.
- **Sending Social Insurance Institution declarations to “Płatnik” programme.**
- **Sending PFRON and SodiROffline declaration.**
- **Sending e-returns** on to the servers of Ministry of Finance.
- **Settlement**, among others **of civil law employment contracts and of company owners**- access to a full range of declarations of Social Insurance Institution and tax office.
- **The system prepares cash withdrawals** and bank transfers for employees.
- Automatic **information about costs of salaries.**
- **Printouts of tax returns.** There are also available, among others, work agreements, testimonials, full or shorten list of employees, employees hired/ dismissed within selected time period, reports to health insurance, periodical examinations, absences, time sheets, structure of employments and others.

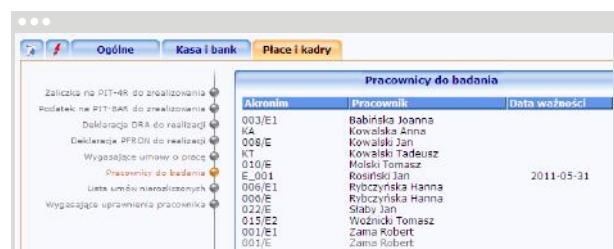


Employee's time sheet

- Integration with RCP devices – Work Time Registers.
- Complete **compliance with valid law regulations** – permanent adjustment to any changes in law.
- Records of qualifications and authorisations of employees.
- Built-in mechanism of supervising and remaining about authorisations, medical check-ups and contracts termination.



Form of HR data of an employee.



A HR employee on an on-going basis is informed about crucial events relating to the management process of personnel.

# COMARCH ERP E-EMPLOYEE

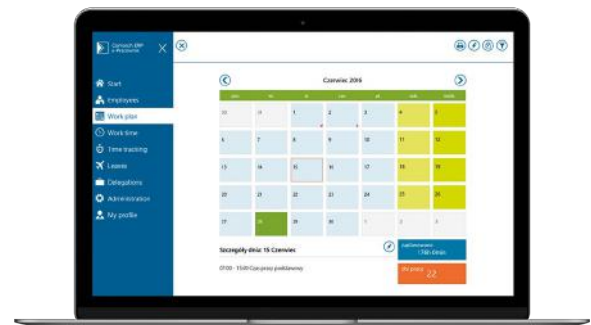
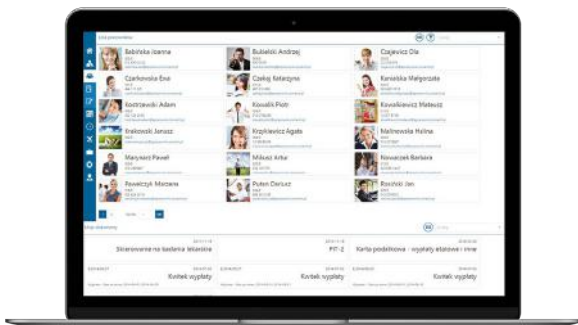
Do you wish every employee had an access to information about goals set out for them and about evaluation of the method of archiving these goals? Do you need an effective registration of the personnel work time? These and many more processes can be implemented without any restrictions by giving your employees access to dedicated employees panels which operate via an Internet browser.



The Comarch ERP e-Employee can be used via a PC, laptop, tablet or smartphone. The software dynamically adjusts to the size of the device screen on which it is displayed.

## COMARCH ERP E-EMPLOYEE OFFERS:

- A list of employees along with their basic personal data.
- Access to the printouts prepared by Comarch ERP XL, e.g. payslips, tax returns.
- Recording of employees' qualifications (e.g. languages they use, HSE and SEP courses).
- Work plan in a monthly layout, 7 and 5 days working time along with verification of valid rules for breaks.
- Records of real work time of an employee with a division into tasks and projects.
- Holiday entitlement and a list of every absence of an employee.
- Absence registration – planning and confirmation of holidays and business trips.
- E-mail confirmations relating to entering and confirmation of a holiday or business trip.



Employee work time in Comarch ERP e-Employee.

# iBARD24 - SHARING AND DATA ARCHIVING

Databases are usually the most important resource of a company. Data security and improvement of an internal communication in a company can be achieved thanks to modern application for creating a backup and data archiving.

iBard24 service is a multi-function application which enables automatic backup and sharing files, as well as storing and remote access to your corporate data from any device.

All files saved in iBard24 are immediately available on any device you are using. In case of a failure, theft or loss of a device, iBard24 guarantees your data will be easily and quickly recovered.

iBard24 ensures the highest level of security to the customers by storing their data in modern and certified Comarch Data Centers located in Germany and Poland.

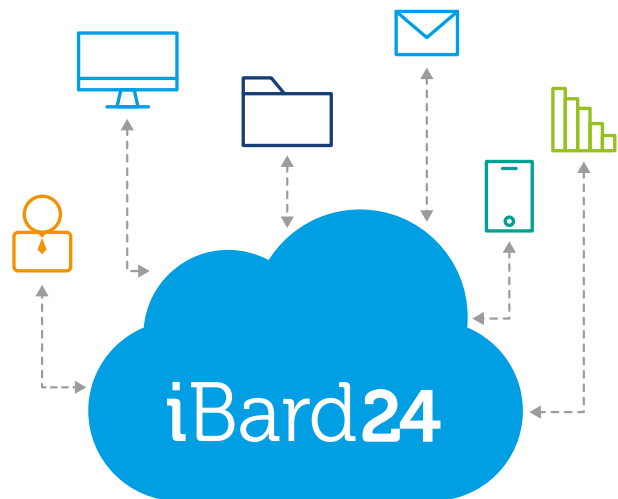
iBard24 is used by over 70 thousands of companies (among others, Neckermann Polska, BP, ArcelorMittal, Kreisel, Orlen, Orange, Cyfrowe.pl, Lewiatan and Caritas) and individual customers. The service is available in four languages: Polish, English, German and French.

## More:

- Comarch Data Center – p. 29

## iBARD24 PROVIDES:

- The highest level of security: data encoding during a transfer (SSL 128-bit) and directly on a user computer with the use of AES 256-bit algorithm.
- Integration with Comarch ERP XL – databases backup directly from the system.
- Backup for any MS SQL databases acc. to schedules.
- E-mail/SMS notification about status of a given backup task.
- Automatic backup of files, folders and documents, as well as network locations (SMB and FTP) from PCs, laptops and servers.
- Creation of backups of e-mail software archives (e.g. Microsoft Outlook).
- Easy and safe data sharing with other iBard24 users and other Internet users.
- Team work on documents with an option of adding commentaries.
- Recover of previous documents versions (up to 20 versions).
- Backup of opened files.
- Registering and management of users' accounts inside the main account (among others, registering subaccounts, authorisation management).
- Free application for mobile devices (smartphones, tablets) with Android, Windows Phone and iOS.
- Access to data via an Internet browser or application installed on a PC/mobile device. System of commands which expands the content of your account free of charge.



## Possibilities of ERP 4.0

The system provides data securities sent from mobile devices on any platform: Android, iOS and Windows Phone.

# COMARCH ERP XL IN CLOUD

If you think of an IT system as a support in improving your business processes, but you do not want necessary buy servers, operating systems or data bases, we have Comarch ERP XL in the so-called service model. Comarch Cloud are two basic models - renting of the Comarch ERP XL system or its purchase and hosting only hardware-software space.

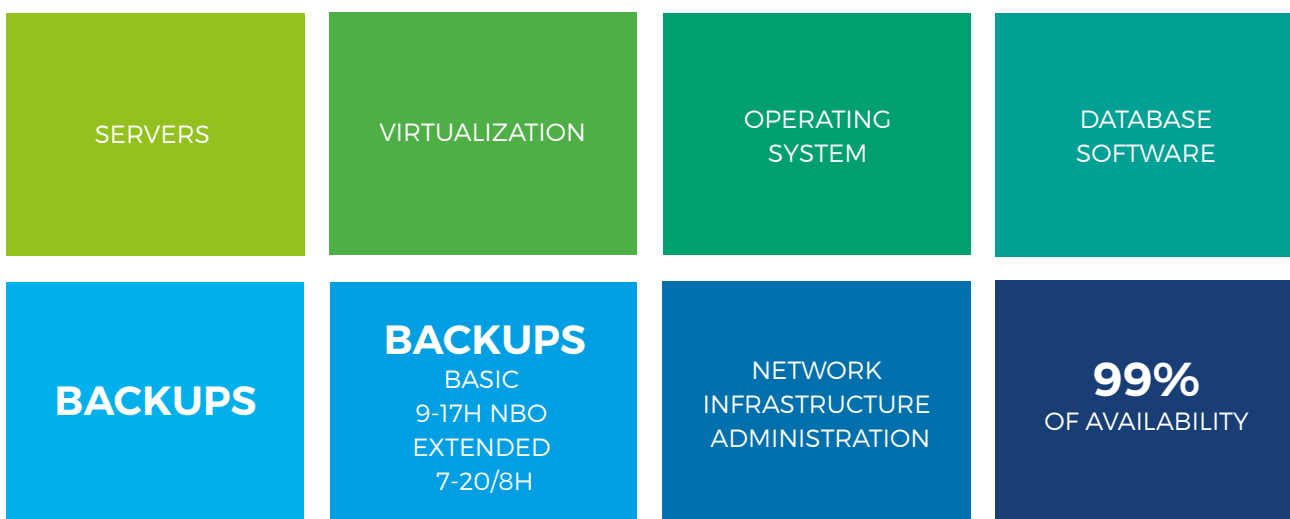
## COMARCH ERP XL ONLINE (SAAS)

- Access to a full range of Comarch ERP XL possibilities based on a lease.
- Fixed monthly payment for using the system installed on the Comarch Data Center server rooms.
- No one-time investment costs (licence, servers, third software purchase).
- A comprehensive data security thanks to a mechanism of protections – **Comarch Data Center**.
- Access to the system from any place with an Internet Connection.
- Outsourcing tasks related to maintain system with hardware and software infrastructure outside the head office.
- No need for periodical hardware modernisation.

## DEDICATED HOSTING (PAAS) - RENT A COMPREHENSIVE ENVIRONMENT SUITED FOR YOUR APPLICATION

Within Comarch Integrated Offer we provide a comprehensive service in hosting model consisting in leasing and administration of hardware and software platform located in Comarch Data Center.

The range of services is based on rich experience of Comarch, supported with numerous references in developing and hosting of IT systems, as well as knowledge and understanding of the needs in this field. Thanks to an extensive technological potential, financial stability and experience in implementing telecommunication projects for the largest customers on the Polish market, both institutional and individual, Comarch guarantees services on the highest level. A comprehensive data security thanks to a mechanism of protections - Comarch Data Center, access to the system from any place with an Internet Connection, outsourcing tasks related to maintain system with hardware and software infrastructure outside the head office, no need for periodical hardware modernisation.



We offer a comprehensive server, network and backup environment dedicated to Comarch ERP application. As required installation of our Clients we created ready environment variants which depend on a number of the system users.

# COMARCH DATA CENTRES

Comarch Data Center are services provided based on technologically sophisticated centres for data processing of high availability and advanced TIER III and TIER IV architecture. Comarch Data Center is an alternative for extending a business's resources. This solution allows customers to reap the benefits of using specially designed server space for data storage without the need of purchasing and constructing an expensive technical infrastructure.

By choosing Comarch Data Center services our clients gain an effective telecommunication infrastructure and guarantee of data security and availability of business applications.

Comarch has 5 own data centres located in: Krakow (two centres), Warsaw, Dresden and Lille.

Comarch Data Center were design in a way to meet high expectation of availability and security of information. Regular audits carried out by independent audit companies and our clients prove that our centres meet law and industry norms e.g. TIA-942 TIER3, ISO 27000, ISAE3402, ITIL v3.



## COMPETENCY

- 15 years of experience of providing data centres services on the international markets.
- 24/7/365 Network Operations Center.
- Quality level – TIER 2 and TIER 3,
- 5 Data Centres around the world.
- Approx. 5 thousands of monitored devices.
- Clients from 500 countries.

## DATA SECURITY

- Safety zones and access control of employees to each of them.
- Fire-fighting system based on NERGEN and FM200.
- Full CCTV monitoring.
- Redundant power management – N+1 generators and UPS system.
- Maintaining the highest safety standards for the hardware and storing of information and the continuity of access.





The investment in the Comarch ERP XL system has brought measurable benefits in terms of operational improvement, faster order processing and elimination of errors. A dynamic system development allows us to optimise other business areas and use application of just one producer.

**Ireneusz Kaczmarek,**

Chairman of Board of Herbal Company - HERBAPOL S.A., a producer of herbal drugs, cosmetics and natural dietary supplements.



# ADDITIONAL SUPPORT FOR CUSTOMERS

## FINANCING COMARCH ERP XL SYSTEM

For customers who looking for lowering financial barrier fo purchasing Comarch ERP XL system, the Comarch Financial Centre offers a support in gaining an access to the available on the market methods of ERP project co-financing, including, among others, EU funding, IT lease or technological loan.

Since 2003, our company has been actively supporting the customersin obtaining EU funds from, among others, pre-accession programmes PHARE and structural funds between both programming periods, i.e. between 2004-2006 and 2007-2013, during which, the amount of the acquired funds amounted to PLN 40 mln.

Within the framework of the new financial frame for 2014 - 2020, under which EU funds are also dedicated to financing IT investments, we offer support in preparation material input for EU application - especially in relation to innovation documentation implemented thanks to our systems, including Comarch ERP XL. We are authorised to use programs delivered in relation to the implementation of new IT and communication technologies (ITC) and appropriate certification of research institutes which confirm technological innovation.

Our Comarch Financing Center offers our clients a valuable source of financing - IT operating lease. For a several years it has been one of the most advanced and popular instrument of financing SME sector in Poland.

Thanks to the cooperation with the biggest financing institution in Poland and -abroad, among others, European Leasing Fund, interested companies can use the lease option of ERP system. Due to a large popularity amongst the customers of this form of financing the purchase of ERP system and due to the high volume of lease sales, Comarch received an award of The Best IT Partner IT at the 20th anniversary gala of European Leasing Fund. Comarch lease offer is dedicated formicro, small and medium enterprises, and even for the so-called start-ups - companies who have been operating on the market for 6 months, which often encounter obstacles in financing an investment due to low creditworthiness.

Comarch ERP has its own product - COMARCH FINANCING for financing IT investments via lease or a loan. The product allows a customer to finance low rate loan of a complete implementation of ERP system with services and IT hardware.

The range of possibilities of co-financing is therefore wide and for sure will gain interest of companies looking for tools of investment support available on the market without the need to engage the entire company's assets in order to implement so key investment of implementing ERP system.

## UNIQUE CONDITIONS COMARCH FINANCING:

### FUNDS

### LEASING IT

### BANK LOAN

### TECHNOLOGICAL LOAN

- One of the simplest loan agreement on the market – only one agreement.
- The lowest interest rate on the market – from 104% for the period of 24 months.
- Simplified standard procedure:
  - no entry fees,
  - without declaration form a Tax Office of Social Security Institution.
- Fixed instalments of the loan during the whole period of financing.
- Financing period: from 12 to 60 months.

- No entry fees - no own payment!
- Minimum project price for a loan: 30 000 PLN net.
- Minimum project price for leasing: 70,000 PLN net.
- Possibility to finance complete IT projects, including services.
- Possibility of financing complete IT projects or only costs of implementation/installation.
- Possibility of refinancing settled invoice-release of funds for other objectives.

# RESPONSIBILITY, SECURITY AND CERTAINTY OF TOMORROW

We are **stable, leading Polish IT company** listed on the Warsaw Stock Exchange, employing nearly 4500 IT and management specialist - 1000 of them develop software for companies.

For years, according to various rankings (IDC, DiS) we have been a market leader of software development of company management in Poland and a leading Central European IT business solutions provider specializing in forging business relationships that maximize customer profitability while optimizing business and operational processes.

Comarch software is breaking out to the world markets. Our systems for management operate successfully on several continents. **Strong position of Comarch in the industry guarantees**, that the selection of our software is a good investment that brings profits for many years which contributes to an increase in revenues and development of each company.

Comarch potential in performing simple implementation, as well as large and complex IT projects under international network of software development lies in:

- **Innovation** which is possible thanks to the use of a perfect information flow in global network of subsidiaries and implementations.
- **Global community** accounting for several millions of people which via an implementation of IT project for thousands of clients has a direct contact with Comarch technologies.



## STRONG NETWORK OF PARTNERS

The strategy of ERP sector based on cooperation with more than 900 Partners across the whole country is a competitive advantage of Comarch. These are carefully selected IT companies, often since their beginning of operation implement Comarch management systems. Our Partners are selected based on their ability to ensure for our Clients the highest level of IT services.

The biggest partner network gives us the possibility to meet even non-standard clients' requirements which **constitute a guarantee of competences, easy access to a professional support** from any location in the country and a **competitive price**.

## CONTACT US

Visit [www.comarch.com](http://www.comarch.com) for the contact information of our offices in the following countries:

Albania	Malaysia
Austria	Panama
Belgium	Poland
Brazil	Russia
Canada	Spain
Chile	Switzerland
China	Turkey
Finland	UAE
France	UK
Germany	Ukraine
Italy	USA
Luxembourg	

Comarch Spółka Akcyjna with its registered office in Kraków, ul. Aleja Jana Pawła II 39a, registered in the National Court Register conducted by the District Court of Kraków - Śródmieście in Kraków, XI Economic Division of the National Court Register under KRS number KRS 0000057567.

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