

# LEXIAN EVENT MANAGER



Lexian Event Manager (LEM) is a comprehensive logistics and materials management system designed to automate the management and control of the procurement, warehousing, movement and disposal of assets and inventory for major business conventions and sporting events. Event Manager is part of a suite of Lexian supply chain tools including Dispatch Manager, Procurement Manager, Warehouse Manager, Inventory Optimiza and Asset Manager.

## Key benefits of the system are:

- ◆ A fully integrated system that manages and records the procurement, warehousing, location, movement and disposal of materials for major events.
- ◆ Comprehensive contract management functionality to manage and record the lifecycle of a contract from tender issue through to contract completion.
- ◆ Requirements planning capability permitting the consolidation and coordination of individual venue/location requests for assets and inventory.
- ◆ Order Management functionality allowing for venue specific or games/convention wide purchasing.
- ◆ Inbuilt warehouse management system to record and manage storage of product.
- ◆ Transport management capability allowing vehicle scheduling and time slotting, delivery confirmation and the production of a master delivery schedule.
- ◆ Asset management functionality permitting the movement, disposal and tracing of assets.
- ◆ Comprehensive reporting on all Event activities.

## System Features include:

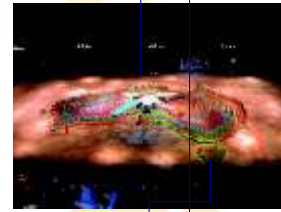
### Procurement

#### Contract Management

- ◆ Standardise and formalize the contract management process ensuring contracts conform to policies that govern their use.
- ◆ Central database of all event contracts including key information, financial parameters and dates.
- ◆ Lifecycle management of contract status.
- ◆ Establish approved suppliers and material catalogues for requirements planning and ordering.
- ◆ Alerts for key one off or recurring dates.

## Requirements Planning

- ◆ Planning of asset and inventory requirements by event, clusters, precincts, venue or room.
- ◆ Preset inventory and asset catalogues for planning requests via approved suppliers defined in Contract Management Module.
- ◆ Central database allowing consolidation, review and approval of all requests.



## Purchase Order Management

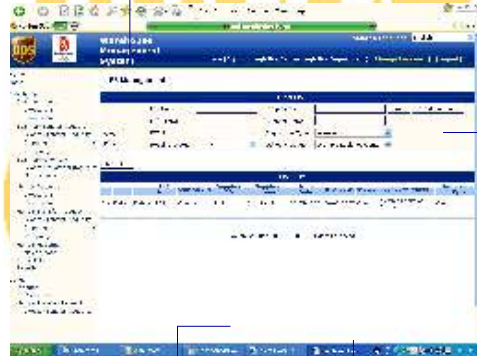
- ◆ Single or bulk order allocations against suppliers by individual or multiple locations.
- ◆ Ability to order by supplier, location, rate card item, product category or type or by a user defined field.
- ◆ Configure order sets for rapid ordering of materials for venues with many identical rooms.
- ◆ Order detail to product line item level.
- ◆ Ability to split orders, freeze orders and/or generate backorders.
- ◆ Ability to manage changes to orders and open orders.
- ◆ Inbuilt financial and business rules covering order levels, suppliers, materials and users to ensure compliance.
- ◆ Inbuilt user authorisation levels.
- ◆ Allows for automatic or manual generation of purchase orders.



## Warehousing and Venue Management

### Receiving and Putaway

- ◆ Receive advanced shipment notification from supplier and via Purchase Order Management Module.
- ◆ Receive unordered and out of date sequence items.
- ◆ Inbuilt materials location and storage rules based on material classifications (eg hazardous goods).
- ◆ Assign materials automatically to final venue location, inventory storage location, cross dock position or inspection area.



### Warehouse Storage

- ◆ Inbuilt bar coding for inventory management, asset tracking and stock taking
- ◆ Capacity limits on storage locations to ensure optimal usage of space and optimal putaway and pick sequencing.
- ◆ Label printing for storage locations and inventory
- ◆ Inventory reports by location and sub location
- ◆ Stock taking capability and inventory movement audit trail
- ◆ Record of damaged or unusable products
- ◆ Multiple unit of measures allowed



## Warehouse Picking and Dispatch

- ◆ Single or bulk picking by product, venue, precinct, cluster or event
- ◆ Optimal order pick sequencing taking into account warehouse layout, available resource and order dispatch priority.
- ◆ Integration with Transport Manager module for dispatch routing and scheduling.
- ◆ Automatic production of all outbound shipment documentation.

## Inventory and Asset Management

- ◆ Location and tracking of assets from procurement to disposal.
- ◆ Record of asset ownership and means of classification.
- ◆ Categories assets into owned, leased, sponsor provided, value in kind and/or rate card.
- ◆ Inbuilt bar coding for inventory management, asset tracking and stock taking.
- ◆ Inventory and asset reports by location and sub location.
- ◆ Stock taking capability and asset movement audit trail.
- ◆ Record of asset status including damaged or unusable assets.
- ◆ Freeform asset numbering system.
- ◆ Categorise assets into sets for ease of ordering.
- ◆ Allows for multiple asset prices.

## Transport Management

- ◆ Records asset returns and disposal process.
- ◆ Receive and generate delivery requests via interface with Procurement and Warehousing Modules.

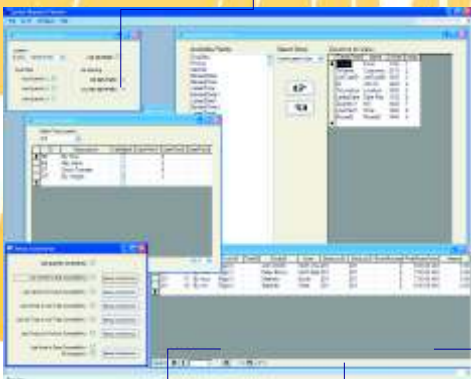
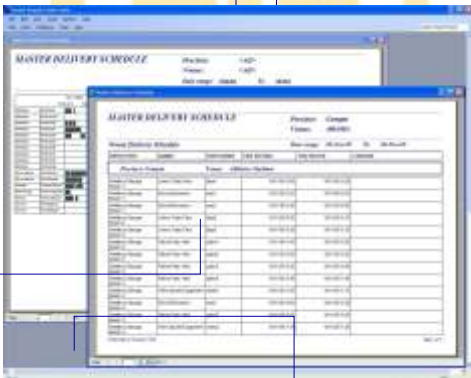
## Load Planning

- ◆ Automatically generate optimal routes and/or drag and drop orders onto vehicles.
- ◆ Reoptimise individual routes based on minimum time and/or distance.
- ◆ Optimal time slotting of vehicles for peak delivery periods.
- ◆ Configurable time window, vehicle capacity and vehicle, location and
- ◆ Part orders can be loaded and unallocated orders are maintained.
- ◆ Driver/vehicle manifest and time sheet produced.
- ◆ Freeform text area for keeping notes and instructions for the selected order.
- ◆ Sort capability on all list fields.
- ◆ Exception reports and alerts if constraints are breached.
- ◆ Ability to query on any field.
- ◆ Automatic calculation of route drive times and distances.



## Master Delivery Schedule

- ◆ Produces MDS for all or selected material requests by truckload for the entire event or a specific time period or venue.
- ◆ Source information is from the Procurement, Warehousing and Transport Modules plus manual 'out of system' deliveries.
- ◆ Identifies the source of the delivery as either direct from supplier or from the Event warehouse.



- ◆ Identifies item to be delivered, the delivery location, the person responsible and date and time of delivery.
- ◆ Identifies the delivery vehicle information including permit information and security requirements if required.

### Post Delivery Processing

- ◆ Capture of actual delivery times via driver run sheets.
- ◆ Ability to configure and record delay information.
- ◆ Data checks to ensure authenticity of information.
- ◆ Produce delivery confirmation advice and reports.

### Reporting

- ◆ Comprehensive list of reports with ability to generate user defined reports.
- ◆ Extensive Key Performance (KPI) reports to monitor Event, Supplier, Warehouse and Transport performance.
- ◆ Each report has its own selection criteria dialog specifically written for the report.
- ◆ Data underlying all reports can be exported as Adobe pdf or Microsoft Excel spreadsheet files.

### System

- ◆ Web based
- ◆ SQL database technology.
- ◆ Full customization of fields.
- ◆ User security at database level.
- ◆ Automatic archiving of data.
- ◆ Interface with external ERP systems.
- ◆ Multilingual.

### The Event Manager functionality:

