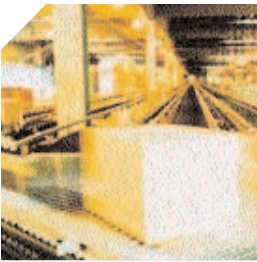


Content Services



In today's competitive business environment, successful companies are implementing enterprise asset management solutions to help manage, maintain, and maximize their single largest investment—their capital assets. Companies lose millions of dollars every year due to insufficient or inaccurate information on assets, inventories bloated with obsolete or duplicate stock, and time wasted because of unorganized storerooms.

As a global leader in enterprise asset management, Datastream (now Infor) offers state-of-the-art software and outstanding professional services. With Content Services, companies generate savings and increase capital resources by maximizing inventory data and streamlining inventory storeroom processes.

With Data Cleansing, Data Management, and Inventory Storeroom Management, Content Services can help your company:

- > Reduce surplus inventories and reclaim capital from inventory investments
- > Eliminate spot/maverick buying that drains capital
- > Prepare for e-commerce initiatives that reduce purchase order costs
- > Reduce stock-outs and maximize uptime
- > Save on purchases by consolidating the vendor base
- > Build a standardized maintenance, repairs, and operations inventory database
- > Maximize the ROI of your asset management system

Data Cleansing

To maximize return on investment, asset and inventory data must be accurate and in a standardized form. Customers are helped building databases that ensure the integrity and accuracy of inventory information. With accurate and reliable database information, companies can maintain lower inventory levels and create "data-driven" purchasing. Data Cleansing services help companies edit and clean existing inventory data and create an accurate baseline database.

The following is a list of standard data cleansing terms:

- **Standardization** – expanding abbreviations
- **Normalization** – ensuring that attribute values have the same name for the same attribute
- **Deduping** – removal or identification of duplicate records
- **Categorization** – assigning like products to common class groupings
- **Taxonomy** – set of defined attribute names and attribute values
- **Enhancement** – passing the electronic item master through a master library of parts or a manual collection of information

> Normalization and Identification of Duplicates

Industry-standardized nomenclature is compiled for each part's description using a repository of common items. Item descriptions are normalized, and duplicate records are identified. Item normalization includes assignment of a noun and noun modifier and standard spelling and syntax for item description details.

STANDARD FORMAT	EXAMPLE
Noun	Bearing
Modifier	Roller
Attribute Name_1	Type
Attribute Name_1	4-Bolt
Attribute Name_2	Shape
Attribute Name_2	Flanged
Attribute Name_3	Material
Attribute Name_3	Stainless Steel

This example shows a roller bearing in the standard format.

The elements of normalized data include:

- **Noun** – identifies a product category
- **Modifier** – identifies a product within a category
- **Attribute Name** – discrete title for descriptive information about a product
- **Attribute Value** – descriptive detail that distinguishes a product within a category

"Datastream helped us identify duplicate parts and perform inventory cross checks in separate storerooms. With the information they provided we plan to reduce inventory by 15% and save approximately \$100,000."

∴ Joe Conway, Site Engineering Manager,
BBA Nonwovens ∴

> UNSPSC Coding

Items are organized by commodity groups using client-customized or Universal Standard Products and Services Classification (UNSPSC) categorization codes. Items are coded with the most current global electronic commerce standard, providing a framework for classifying goods and services by commodity. By developing the corporate item master list, companies consolidate and organize their database to identify savings opportunities, create a multi-site database, and initiate demand-driven purchasing.

UNSPSC CODE	
26111702	Alkaline batteries
31171500	Bearings
26111802	Geared timing belts
31161610	Eye bolts
26101600	Motors

This illustration shows a view of the UNSPSC codes and their commodity classification.

> Enhancement

Enhancing inventory data significantly improves day-to-day operations by ensuring more accurate purchasing and better control over inventory levels. It also means customers have the right inventory available to keep operations running smoothly. With enhancement, parts are electronically matched using manufacturer name and part numbers and then reviewed and enhanced in accordance with industry standards.



Before	Item #	=	58451656
	Oemmfng	=	ALLEN-BRADLE
	Model	=	
	Description	=	DISCONNECT, SWITCH A-B 194R-NJ100P3
After	Item #	=	58451656
	Oemmfng	=	ALLENBRADLEY
	Model	=	194R-NJ100P3
	Description	=	SWITCH DISCONNECT FUSED CLASS J 575V 100A 3 PHASE 60HZ

This chart illustrates how content services helps companies enhance their data with more detailed supplier information, product descriptions, and model numbers.

Data Management

The ability to maintain data long-term is just as important as the initial cleansing. Data Quality Manager enables companies to maintain the integrity and accuracy of a cleansed database by providing standardized processes and formats. The Data Quality Manager is a software tool that ensures standardization when entering new data and maintaining existing data.

"Datastream provides a comprehensive approach to day-to-day data quality issues and to the long-term issues of data quality management."

∴ Jeff Leech, Director, Project Services,
iGate Corporation ∴

The Data Quality Manager enables customers to:

- Prevent the entry of duplicate customers or master file items
- Match new items to the existing cleaned master file in real time
- Force the use of standards (category codes, USPS prefixes/suffixes, descriptions, etc.)
- Edit existing master file items
- Create a data warehouse with additional data attributes (taxonomy)
- Establish a parts taxonomy, including categories, attributes and standard values
- Assign commodity identifiers (logical numbers) according to proprietary business rules

- Manage the structure of short and long descriptions
- Add, update, or delete records within category specific templates
- Integrate inventory data with a current or future Asset Performance Management solution

Inventory Storeroom Management

How well companies physically manage their inventory and storage spaces affects their ability to be cost- and time-efficient in operations and purchasing. Inventory and storeroom management helps customers analyze and evaluate their inventory and storage practices to identify, track, and organize parts and supplies. The result is a more functional, reliable storeroom, better inventory processes, and inventory reductions—all of which can lead to improved efficiency and cost savings.

Inventory Storeroom Management services include:

> Parts Identification

The first step is to identify, document, and standardize the data for all of the parts in the facility's storeroom,



generally via a walk-down. A consultant then works with the company's team to develop a spreadsheet of all the items that are identified as valid storeroom items. This is presented in a standard format which serves as the basis for developing an item master across all sites.

> Asset Identification

To identify, document, and standardize the data for assets located across a facility, asset walk-down is recommended at each plant. Data is verified and collected, and a spreadsheet template of key attributes and fields to collect for assets is created. This serves as the basis for creating an asset master list for entry into the customer's current or future Enterprise Asset Management system.

> Storeroom Organization

A storeroom organization plan is built by electronically organizing inventory into commodity groups and developing integral barcoding procedures. The commodity groups include bearings, electrical parts, pipes, valves, fittings, air and hydraulics, industrial supplies, instrumentation, and Original Equipment Manufacturer (OEM) supplies. Organizing the storeroom helps companies save time and capital, ensuring the right parts are on-hand and eliminating surplus and obsolete inventory.

"Without effective inventory management processes, industry experience shows 20-30% of a customer's inventory is in the category of Excess-Active items or surplus inventory (carrying higher levels of inventory than is necessary)."

∴ Jim Calvert, President & CEO,
Inventory Management Analysis ∴

> Spend Analysis

Taking a company's cleansed database a step further, items are analyzed to determine minimum inventory levels, excess inventory, recommended active inventory, and obsolete items. In addition, spend can be analyzed by supplier, commodity type, and stock versus non-stock to identify supplier consolidation opportunities.

Companies uncover opportunities for significant savings with item and spend analyses.

Items are analyzed and organized by commodity groups, categorized into active, surplus, obsolete, and "spot-buy" groups, and recommended optimal inventory levels. Spend analysis involves identifying vendor market share by commodity group based on dollar amount and Stock Keeping Unit (SKU) to help companies negotiate better corporate-wide unit-cost



reductions.

> **Process Development**

After companies define proper ways to perform inventory checkouts, returns, physicals, valuations, and purchasing procedures, baselines are established using an "Industry Metrics & Best Practices" approach and barcoding technologies. This method measures performance against proven quality standards that streamline and strengthen inventory practices. For example, if a plant wanted more control over the flow of parts in and out of the storeroom, Datastream content services consultants would combine the industry best practices with the client's specific needs to make inventory more stable and controllable.

Getting Started: Needs Assessment and Project Plan

To understand your company's unique objectives and priorities, an on-site needs analysis is performed. A



Datastream consultant evaluates present inventory processes and conducts a gap analysis. A needs analysis typically takes one to two days. The Datastream consultant conducts an informative survey, meets with maintenance, purchasing, and IT personnel, reviews storeroom and inventory

locations to assess management methods, and evaluates maintenance, repairs, and operations parts inventory/purchasing databases.

Within ten days of completing the needs analysis, the customer receives a formal report of the findings that includes:

- > An overview of the current inventory environment
- > Recommended steps for reaching objectives
- > An outline of the implementation process and the services involved
- > A project timeline and estimated project cost with ROI analysis
- > The anticipated results upon completion of the project

These steps provide a clear path for bringing structure and discipline to a company's data management and inventory management processes. After the customer chooses the specific services needed to fit their objectives, the Datastream consultant works with the client's core team throughout the implementation process.

Experienced Consulting Team

The consulting team is made up of experienced, highly trained professionals who understand your business. Our consultants have worked with businesses like yours all over the world to help them develop and implement comprehensive inventory management solutions that reduce costs and give a competitive edge.



Content Services can help control your maintenance, repairs, and operations inventory storeroom, clean up and standardize inventory and asset data to eliminate profit-draining surpluses and obsolete stock, and maximize purchasing decisions—all of which help reduce costs and maximize profits.

To find out more about Content Services or to schedule an on-site needs analysis, please call 1.800.955.6775 (USA & Canada), 1.864.422.5001 (Direct) or e-mail info@datastream.net.

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