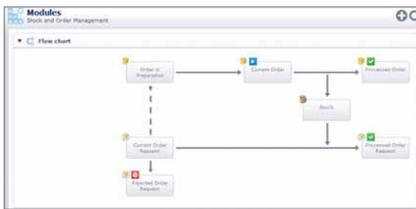
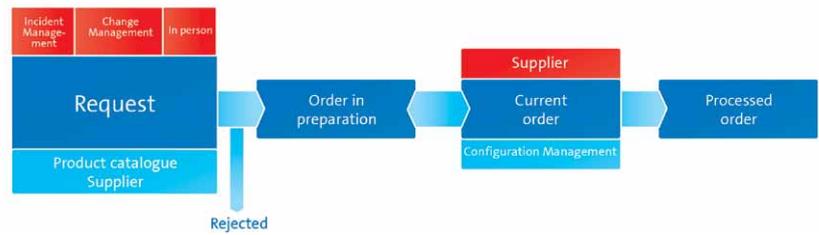


Stock and Order Management

Does your organization have to manage stocks and supplies? If so, you understand the importance of a structured and comprehensive system to monitor stock levels and register who has placed orders. TOPdesk lets you record and track all such logistical tasks, while our Stock and Order Management module ensures that you have a clear overview of your stock.



▲ Gain insight into your processes



▲ The Stock and Order Management module supports the entire order process

Stock and Order Management for your organization

With TOPdesk's Stock and Order Management module, you will be able to keep track of current orders and stock levels. Our versatile and user-friendly software ensures that you will never find yourself unexpectedly running low on materials again. Our software lets you:

- Keep your stocks up to date.
- Gain insight into requests and current orders.
- Coordinate several processes, such as Call Management and Change Management.
- Gather all the information you need to manage your stocks and orders with TOPdesk's comprehensive reports and cards.
- Never run out of items again thanks to handy stock level warnings.

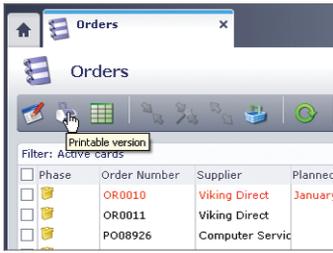
Extensive integration options

Stock and Order Management is integrated with the Change Management and Asset Management modules. When a customer logs a request, TOPdesk checks whether the item is in stock. If not, you can place an order straight away. Managing your stocks is also made easier: once an item has been delivered, you can update the Asset Management data with a single click.

Need to order several different items at once? For instance, setting up a new work station requires a desk, a chair, a computer and a monitor. In TOPdesk, you can request several items in the same order. These items are ordered from different suppliers, but can be linked to a single request.



▲ Manage current orders



▲ *Print a summary of your orders*



▲ *Place order requests via the Self Service Desk*

Service Management Simplified

TOPdesk believes in the power of simplicity. Every day, millions of demanding users across 45 countries trust in TOPdesk as their service management solution. TOPdesk is among the top five service management tools worldwide.

TOPdesk
Facility Management Simplified

Insight into your stocks, requests and orders

TOPdesk's to-do lists help you stay on top of your current stocks, requests and orders. All the data you need is presented in clear and concise overviews, letting you see at a glance which requests have been logged and which orders are still open. You can also create a wide range of reports and KPIs based on stock and order data. From stock overviews to lists of supplier products, you will always have the correct information at hand.

Stay on top of costs

TOPdesk's Stock and Order Management module differentiates between assets and 'bulk items' such as computer keyboards and stationery, making it possible to manage them separately. Accounting information is primarily stored in the financial processes (ERP). TOPdesk also links this to your administrative process flow, which can be consulted via the web interface.

Place orders via the Self Service Desk

Your employees can place and track their own orders via the shop in the Self Service Desk, TOPdesk's web portal. Has the request been approved and converted to an order? Has the request been rejected? What is the estimated delivery date? Your employees know exactly what is going on, eliminating frustration and making it easier to plan ahead.

Supplier information at hand

You want to stay up to date on your suppliers' performance, the contractual agreements made and upcoming contact moments. TOPdesk records all this data in a central location, making it easy for you to:

- Keep supplier contact details at hand.
- Gain insight into order history.
- Place orders by email.
- Link TOPdesk to your suppliers' order systems.

Free demonstration or more information?

We would be pleased to show you what TOPdesk can do for your organization or provide you with more information.

You can reach us by telephone on +44 20 7803 4200 or by email at info@topdesk.co.uk.