

Procurement Intelligence - User Guide

SAP spend, finally asked a question it can answer.

For boards that still ask questions a dashboard cannot answer. Sit in the CEO seat, then ask the copilot - it cites the PO.

Live system: <https://app-production-cb563.up.railway.app>

Access (demo only)

Start as ceo@client.com / demo1234; Admin admin@digicane.com / admin123

Try this

1. Executive dashboard
2. Copilot Q&A
3. Role difference vs admin

Full user guide

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1. Before You Start

This guide is for the people evaluating the Procurement Intelligence platform. It covers how to sign in on a browser and on a phone, what every screen does, and what to try first. No training or setup is needed - the trial environment is already loaded with a full set of procurement data.

****What you are looking at.**** The platform reads purchase orders, contracts, suppliers, materials and inventory out of SAP ECC or SAP S/4HANA and turns them into spend analytics, supplier scorecards, demand forecasts, automatic alerts and a question-and-answer copilot. In the trial the SAP data is synthetic but

realistic: several years of orders across multiple company codes, plants, categories and suppliers, with the same shape and volume as a live system.

****How long a look takes.**** Ten minutes gets you around the dashboard and the copilot. An hour covers everything in section 5.

> ****Please treat the accounts in section 3 as public.**** They exist only for this trial. They are not suitable for real procurement data and should be removed before the platform is put into production use.

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2. Getting In

On a computer

Open the address below in any modern browser - Chrome, Edge, Safari or Firefox. Nothing needs installing.

Environment	Address
---	---
Trial / demonstration	https://app-production-cb563.up.railway.app
Local Docker Compose	http://localhost:8000
Local development server	http://localhost:3000

The login screen lists the trial accounts under ****Evaluation accounts****. Clicking a name signs you straight in, so in practice you never need to type a password.

On a phone or tablet

The Android and iOS apps are the same platform in a native wrapper. They connect to the same trial environment and show the same data, so you can sign in on both at once.

Platform	How you get it	Requirement
---	---	---
Android	Install the APK file supplied with this guide	Android 7.0 or newer
iPhone / iPad	Accept the TestFlight invitation emailed to you	iOS 14 or newer, TestFlight app

On Android you may need to allow installation from your browser or file manager the first time, since the app is distributed directly rather than through the Play Store. Open the APK, tap ****Install****, then ****Open****.

Once installed the app already knows which server to use - there is nothing to configure. Sign in with any account from section 3.

Staying signed in

A session lasts 12 hours on the web. The phone apps quietly renew the session every time you open them, so you stay signed in between visits and only see the login screen if you sign out deliberately.

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3. Trial Accounts

Six accounts are provided, one for each role, so you can see how the platform changes shape depending on who is looking at it. ****All of them are safe to share within your evaluation team.****

Role	Email	Password	Use it to see
---	---	---	---
Administrator	admin@digicane.com	admin123	Everything, including SAP connectors and the audit trail
Executive	ceo@client.com	demo1234	The CXO view: headline numbers, no administration
Procurement Head	procurement@client.com	demo1234	The owner's view: can acknowledge alerts and trigger SAP loads
Purchase Manager	buyer@client.com	demo1234	The day-to-day buyer's read-only view
Finance Controller	finance@client.com	demo1234	Budget and cost focus, without forecasting
Supply Chain Lead	supplychain@client.com	demo1234	Demand, stock and replenishment focus

****Where to start.**** Sign in as the ****Executive**** first for the intended board-level experience, then as the ****Administrator**** to see the machinery underneath. Comparing the two shows the permission model better than any description.

What each role can open

The menu is built from your permissions, so you are never shown a page you cannot use. This is the same model that would apply to your own users.

Page	Admin	Executive	Procurement Head	Purchase Manager	Finance	Supply Chain
---	: :	: :	: :	: :	: :	: :
Executive Dashboard	Yes	Yes	Yes	Yes	Yes	Yes
Spend Analytics	Yes	Yes	Yes	Yes	Yes	Yes
Suppliers	Yes	Yes	Yes	Yes	Yes	Yes
Forecasting	Yes	Yes	Yes	Yes	No	Yes

AI Copilot	Yes	Yes	Yes	Yes	Yes	Yes
Alerts and Insights	Yes	Yes	Yes	Yes	Yes	Partial
Reports	Yes	Yes	Yes	Yes	Yes	Yes
Administration	Yes	No	Yes	No	No	No

Three details worth knowing while you test:

- **Acknowledging an alert** is restricted to the Administrator and Procurement Head. Other roles see the same alerts but cannot clear them.
- **The audit trail** is Administrator only. The Procurement Head can see system status and start an SAP load, but not the record of who did what.
- **Supply Chain** sees the alert list in full but not the recommendations panel beside it, which is why the table above says partial.

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4. Finding Your Way Around

The filter bar runs across the top of the Dashboard, Spend, Suppliers, Forecasting and Reports pages, and everything below it obeys your selection:

- **Period** - the last 3, 6, 12, 24 or 36 months. It starts at 12.
- **Company code** - restricts everything to one legal entity.
- **Plant** - narrows further, offering only plants that belong to the company code you picked.
- **Category** - a single material category.

A **Reset** button appears as soon as you change anything, and a chip on the right tells you how current the data is, for example 'Data to 2026-07-31'.

The banner under the header reports what the data is doing. On a freshly built environment it reads "Loading procurement data from SAP" with a progress bar; the figures fill in by themselves and nothing needs reloading.

Money appears in the source currency and is abbreviated as K, L for lakh and Cr for crore.

On a phone the same pages stack into a single column and the menu moves behind the button in the top left. Nothing is removed.

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5. The Features

Executive Dashboard

The one-screen answer to "how are we doing". Six tiles run across the top: total spend and how it moved against the previous period, identified savings, active suppliers, contract coverage, average cycle time and open alerts. Below them sit the spend trend, the category split, the largest suppliers, and the alerts and recommendations that need attention.

Tiles marked with a small question mark explain how the number was derived. Identified savings, for instance, is the gap between what you currently pay and the best price already achieved for the same material elsewhere in the business.

Try this: switch Period to 24 months and watch every panel move together.

Spend Analytics

The detail behind the dashboard: spend by category, supplier, plant and month; maverick spend, meaning anything bought outside an available contract; budget utilisation against plan; procurement cycle times from requisition through order to receipt; and a savings opportunities list pairing each material with the cheapest supplier who has already delivered it.

Try this: open savings opportunities and sort by value. This is the list a negotiation would start from.

Suppliers

Every supplier with a composite score out of 100 built from delivery, quality and cost performance, plus a risk band. Search by name or code, filter by risk, sort by spend or score. Selecting a supplier opens a panel with its order history, delivery reliability, price movement and the contracts it holds.

Try this: filter to high risk, then open one and look at why it scored badly.

Forecasting

A demand forecast for each material, shown with its backtest error so you can judge how much to trust it, next to the replenishment plan: stock on hand, reorder point, forecast monthly demand, lead time and any resulting shortfall. The most urgent materials sort to the top.

AI Copilot

Plain-English questions answered from the data. See section 6.

Alerts and Insights

Open alerts by severity - critical, high, medium and low - each carrying the

reason it was raised and the entity it concerns. Filter by severity, and show or hide the ones already acknowledged. Beside them, the insight engine's ranked recommendations with a value attached to each.

Five rules raise alerts: high-risk suppliers, persistent delivery delays, stock below the reorder point, contracts approaching expiry, and categories over budget. The same underlying situation only raises one alert, so the list does not repeat itself every time the data refreshes.

Reports

Ten reports, each previewing on screen before you export.

Group	Reports
Spend	Spend by Category, Spend by Supplier, Spend by Plant, Monthly Spend Trend
Value	Savings Opportunities, Budget Utilisation
Supplier	Supplier Scorecard
Planning	Replenishment Plan
Action	Insights and Recommendations, Open Alerts

Choose a report, check the preview, then export as **CSV**, **Excel** or **PDF**. The filter bar applies to exports too, so a file always matches what you were looking at. The preview shows the first 100 rows; the export contains every row.

On a phone, exporting opens the system share sheet, so you can save the file or send it straight on from the app.

Administration

Reserved for the Administrator and Procurement Head: system status, the SAP connectors and their health, the history of ingestion runs with record counts and watermarks, and the audit trail. A delta load or a full reload can be started from here.

Try this: sign in as the Administrator and trigger a delta load, then watch the run appear in the history with its record counts.

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6. Asking the AI Copilot

Type a question and press enter. Every answer is produced from the data in the platform rather than from a language model's memory, and each one shows which records it used and which question it matched, so you can check its working. Suggested questions appear as chips when the page opens and after each answer.

Ask about	Try
Total spend	"What is our total spend?"
Category breakdown	"Which category costs the most?"
Top suppliers	"Who are our top vendors?"
Spend by plant	"Which plant spends most?"
Spend over time	"What is the spend trend?"
Savings	"Where can we save money?"
Contract compliance	"How much is maverick spend?"
Budget	"Are we over budget?"
Cycle time	"How long does procurement take?"
Supplier ranking	"Who is our best supplier?"
Supplier risk	"Which suppliers are risky?"
One supplier in detail	"Tell me about Bharat Industries"
Price movement	"Which suppliers raised prices?"
Demand and reordering	"What should we reorder?"
Contract renewals	"Which contracts expire soon?"
Open alerts	"Show me critical issues"
Recommendations	"What should I do?"
Materials	"Which materials cost the most?"

Some things it will deliberately not do, which are worth testing precisely because they are the failure modes that matter: it will not write anything back to the database, it will not answer questions outside procurement, and it will not invent a supplier or material that does not exist. Ask about one it cannot find and it tells you so rather than guessing. Spend trends leave out the current, part-finished month so an incomplete month never looks like a collapse.

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7. On Your Phone

The apps carry every page described above. Two things work better there than in a browser:

- **Report exports** open the system share sheet, so a file can go to Files, Drive, email or a colleague without leaving the app.
- **Staying signed in.** The session renews each time you open the app, so the platform behaves like any other business app on the phone rather than asking you to sign in again.

Alert notifications are built but not switched on in this trial. They require a Firebase project to be created for your organisation, which is a deployment step rather than a development one. Until then, alerts are on the Alerts page as usual. Once enabled, critical and high alerts arrive as notifications and tapping

one opens the Alerts page; routine alerts stay on email, and a batch raised at once arrives as a single summary rather than a string of buzzes.

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8. If Something Looks Wrong

****Every number is zero, or pages look empty.**** Check the banner at the top. If it says the data is loading, wait - a first load takes a few minutes and the figures appear on their own. If it says no data has been loaded, an Administrator needs to start an ingestion run from the Administration page.

****A page says it is not available for your role.**** That page needs a permission your account does not hold. The table in section 3 shows which role would.

****You were signed out unexpectedly.**** Web sessions last 12 hours. Sign in again.

****An export will not download.**** Large exports take a moment to build and the button reads "Preparing" while it works. If it fails, narrow the filters and try again.

****The copilot says it cannot answer.**** Rephrase using the wording in section 6, or click one of the suggested questions. It matches on intent, so "suppliers by risk" works where a colloquial phrasing may not.

****A number disagrees with SAP.**** Check the filter bar first. Period, company code, plant and category all restrict what you are looking at, and the chip on the right tells you the date the data currently runs to.

****The mobile app will not sign in.**** Confirm the phone has internet access, then check the same credentials work in a browser. If the browser works and the app does not, you are likely on an older build - ask for the current APK or TestFlight version.

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9. Moving Beyond the Trial

Three things change when this stops being an evaluation:

1. ****The accounts in section 3 are deleted.**** Real users are provisioned through your identity provider, keeping the same six roles or a set matched to your own structure.
2. ****The synthetic data is replaced**** by a connection to your SAP ECC or S/4HANA system, loading on a schedule with delta runs.
3. ****Notifications are switched on****, which needs a Firebase project registered

to your organisation and, for iPhones, an Apple push key.

Everything else - the pages, the reports, the copilot, the alert rules - behaves exactly as it does in this trial.

Prepared by Digicane Systems. Treat demo accounts as public evaluation credentials.