

## ABSTRACT

Office Mate is the stationery and office supply company which does not have front office to sell products. The ways by the company used to sell products are through product catalogs, and E-commerce web site. The product catalog was the first and the main channel of selling. The company produces both monthly and yearly catalogs. In order to be able to produce catalogs on time with no or less inaccuracies as possible, an effective process is required. Therefore this project is to develop the new information system to facilitate the process of producing catalog.

The current existing system is mostly based on manual system, which causes a lot of inefficiencies. As well as a large amount of paper which used during gathering product information from suppliers. The company wastes a lot of time to wait for reply, rewrite product information, key in the computer and print the revised information for approval by suppliers, this often causes delay of other related tasks. Moreover, in the yearly and monthly catalog producing period, a large number of new products are added simultaneously, often the catalog cannot be completed and distributed on the time.

The new proposed system will be developed to replace the manual system and get rid of all the ineffectiveness. Considering efficiency of the Internet and the scattered location of product suppliers, web-based system is applicable and the new system will be extended from the company existing web site with friendly user interfaces and security control. As a result the number of staff, operating costs, and office supply cost will be reduced dramatically.