



PECOS Internet Procurement Manager

Version 13.1

Approvers Guide

Release October 2013

Company Confidential

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1. Introduction and Overview

1.1 About this Manual

This Guide has been produced to guide users who are only required to **approve** Requisitions, Order Requests, Change Orders or Invoices during the procurement process. This guide gives an introduction to eProcurement, explains the requisitioning and approval process within PECOS and finally explains the simple steps required to perform approval tasks.

Feedback

If you have any comments about this or any other PECOS document please inform your system administrator who will pass your comments onto Elcom Support.

1.2 About Elcom

Elcom Systems is a trading company of Elcom International Inc., a leading global provider of remotely-hosted automated procurement and electronic marketplace systems with over fifteen years experience in electronic commerce. Elcom offers the most cost-effective remotely-hosted eProcurement solution available today and with clients in the US and UK, provides purchasing solutions for the world's largest public sector eProcurement contract. For more information please contact <http://www.elcom.com>.

1.3 About PECOS

PECOS Internet Procurement Manager (PECOS.ipm) is a fully hosted 'cloud' solution that enables buying organisations of all sizes to automate their purchasing processes and leverage the benefits of eProcurement. PECOS is not installed directly within your organisation but resides in a remote data centre: as a PECOS user, the system is simply available from anywhere within your organisation from any desktop running a standard a web browser as well as from iPad, iPhone, Blackberry or Android.

PECOS is an easy to use and convenient application for ordering all maintenance, repair, and operations (MRO) items, goods and services your organisation needs to run its day-to-day business. PECOS provides a full-circle P2P solution: from ordering via electronic catalogues, through approval routing, to delivery and financial settlement. A wealth of information is captured and reported to support purchasing professionals for more effective management of strategic suppliers.

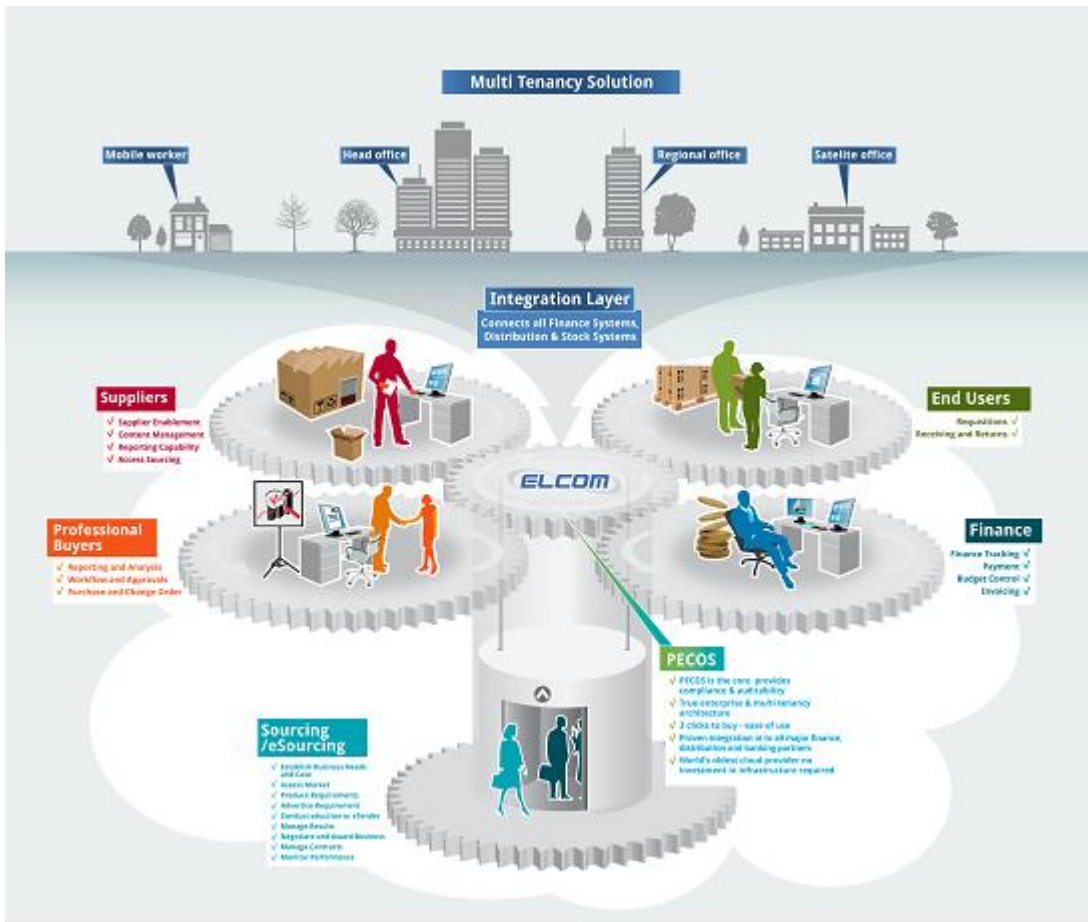
At the heart of PECOS is a best of breed workflow engine which manages transactions and approvals, and supports seamless interfaces into finance and ERP systems. Purchase information and General Ledgers can be updated in real time with easy reconciliation of commitments and spend at period end.

PECOS works for suppliers too. Suppliers can receive orders by multiple channels - from eMail and Fax to direct electronic XML interface with a supplier's Sales Order Processing System. Invoices can be processed through PECOS, or suppliers can submit electronic invoices directly for two or three-way matching and settlement.

1.3.1 Configuration and Business Rules

PECOS will be configured and customised for your organisation so that your approval process follows your business rules.

- The access that each user has to data such as catalogues and account codes as well as access to read other users orders and requisitions is restricted by individual User Profiles maintained by your System Administrator.
- The format and content of Requisitions is automated. PECOS will populate default data from user and supplier profiles to expedite the accurate completion of each order request. After selecting the items you wish to order, there may be no need to anything else other than click 'submit'!
- PECOS will automatically route requisitions and order requests to the individuals and managers (approvers) your organisation specifies. This approval routing cannot be by-passed by a requisitioner.
- PECOS can put time limits on approval steps and may contain 'escalations' to ensure that a document does not get stuck in the approval process.
- Purchase orders are automatically created and transmitted electronically to your suppliers after all the necessary approval steps have been completed.



1.4 Current Release

The current release of the application is version 13.1 which contains the following key new features and enhancements:

- **Invoice Attachments**
- **Order Tolerance by Value**
- **Price Quote**
- **Default Delivery Dates**
- **ERS HMRC Compliance**

Further information may be found in the appropriate section of this manual, other relevant PECOS documentation and also the Release Notes.

1.5 System Requirements

Details of required software, supported platforms and web browsers can be found in the current version of the **Supported Technology Guide for PECOS**.

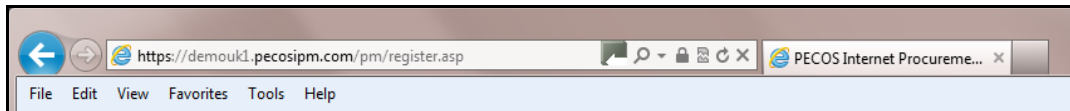
Note that the recommended platform will greatly enhance performance. If you are in any doubt please speak to your local IT department.

2. System Access and Security

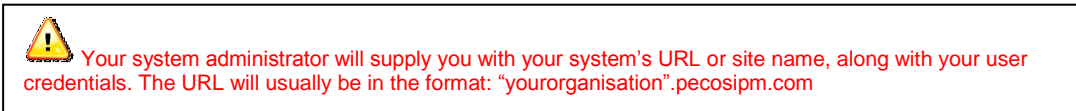
2.1 Logging In

PECOS is a remotely hosted application which is accessed over the internet using a web browser.

1. To access the application open a web browser and enter your system's URL (site name) in the address bar and press enter on your keyboard.



Browser bar



2. Alternatively, if you have created a link, select PECOS from:
 - a. Your **Favourites** or
 - b. Your **Links** bar or
 - c. A **Shortcut** on your desktop.

Contact your IT support personnel if you are unsure how to create any of these links. This is recommended for fast and accurate access to your PECOS site.

3. The PECOS **login page** will appear.



Login page

4. Click in the **User ID** field and type your User ID.
5. Press **Tab** or click in the **Password** field and enter your password. If you have forgotten your password it may be reset using the 'Forgot your password' link. Alternatively you must contact your system administrator to have it reset. See the **Security – Passwords** section below.
6. Click **Enter**. The **PECOS Home page** appears:

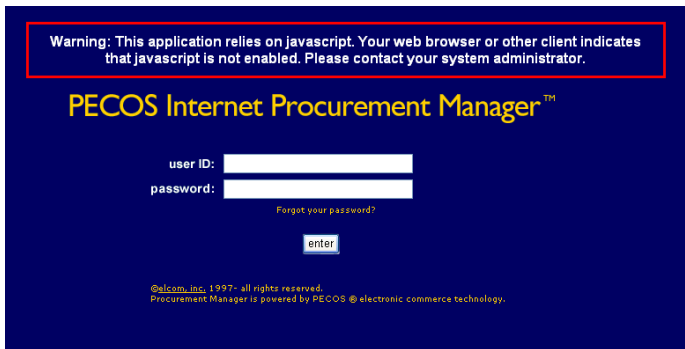


Home page

7. You have now entered **your** PECOS application.

2.1.1 JavaScript Warning

If JVM is not installed or Java Applets are not enabled on your web browser (see 'System Requirements' above) a warning message will be displayed on the login page. This issue will not prevent you logging in but it will adversely affect how some pages are displayed and how some features operate.



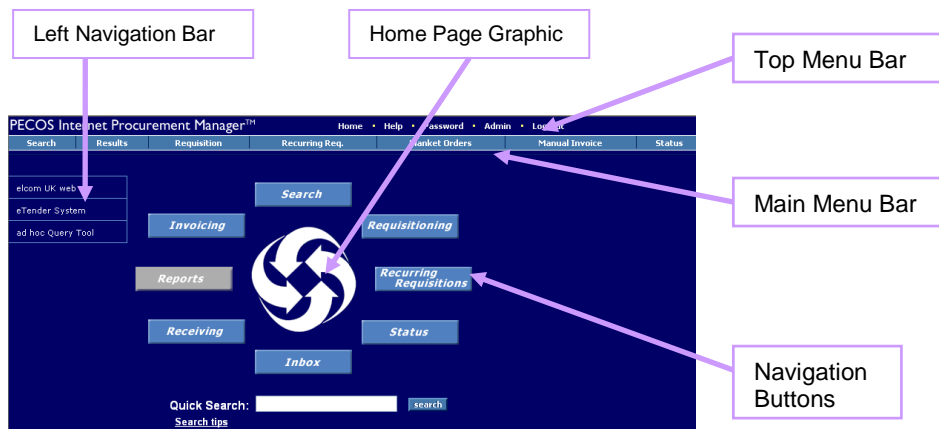
JavaScript warning message

It is recommended that the appropriate changes are made to your web browser settings or you seek advice from your system administrator.

2.2 Home Pages

2.2.1 Standard

The content of the standard default PECOS homepage is described below.



Home page displaying navigation options

Top Menu Bar

In all screens, the menu options along the **top menu bar** are visible. This menu bar is also visible irrespective of the home page view assigned to you.



Top menu bar

Home: Click here to return to your home page or workbench view from any menu option within PECOS.

Help: Click to open the online, context sensitive Help Files (see 'Using Online Help' below).

Password: Select this option to change your password and open the Change Your Password window (see 'Security-Passwords' below).

Admin: This option will only display if you have been given Administration rights. Click to navigate to the Administration Module.

Log Out: When you have completed all your tasks and wish to leave the application, click here to log out of PECOS. The sign on screen will display, from where you can close the web browser.

Main Menu Bar

In all screens, the menu options along the **main menu bar** are visible. These are your primary means of navigating through the application. Not all of the options listed below will display if you have not been granted user permissions by your system administrator.

This menu bar is visible irrespective of the home page view assigned to you.

An overview of the main menu options is given here, each of these menu options are explained in detail later in this manual.

Search: Opens the search page where supplier catalogues and web sites are displayed. Items are selected here and added to a requisition.

Results: Displays your last set of search results.

Requisition: Opens your current requisition: navigate to this screen at any time whilst the requisition is being created. This is where all financial and delivery editing activities are undertaken.

Recurring Requisition: Displays a list of 'template' or 'skeleton' requisitions that have been saved by you or any other user that has given you access permissions. Items can be selected and added to your current requisition.

Blanket Orders: Allows access to create and edit blanket orders or create blanket release orders, depending on your user permissions.

Status: Provides access to a search screen where current and historic requisitions and orders can be accessed. It is through the Status screen that access to receiving, returns, change orders and financial settlement is given.

Inbox: The inbox displays lists of requisitions and orders that require your attention as part of the approval or settlement process. Approvers will find all documents requiring their approval here and requisitioners will find any document that has been returned to them during the approval process and requires further action.

Reports: This option will display if you have been given access to the Actuate reporting tool.

Navigation Buttons

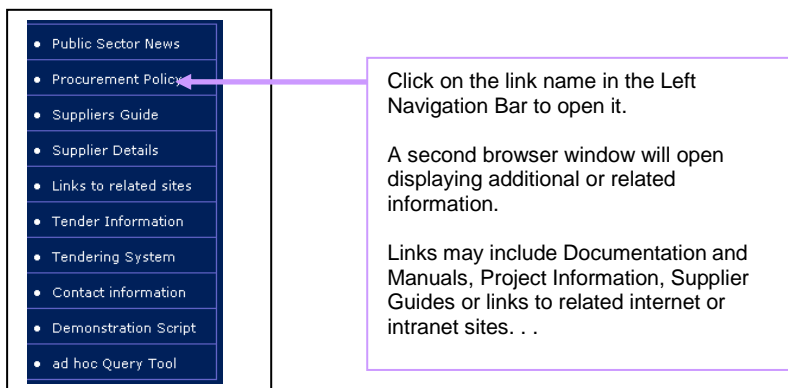
In the Standard Home Page the Navigation **buttons** in the centre of the home page can be used in the same way as Main Menu Bar to navigate to your required page.

If you see a button '**greyed out**' or cannot see a menu option this simply means that you have not been given access to this area of PECOS functionality. If additional access permissions are required please speak to your system administrator.

Left Navigation Bar / Bulletin Board

The left navigation bar (or bulletin board) contains links that will direct you to additional information. This additional information may take the form of a document, an external web site or an internal intranet page.

Note that the Links on the Left Navigational Bar will be configured specifically for your organisation.



Home Page Graphic

The image in the centre of the home page will be configured for your organisation and will usually be your organisation's logo.

2.2.2 Workbench

There is a choice of two **Workbenches** that can be set as your Home Page. Your System Administrator will have selected either the *Standard Home Page* (displayed in the 'Logging In' section above) or one of the *Workbench views* to be the default for you or your organisation. Speak to your System Administrator and enquire if you have the option to change it.

1. Requisitioner's Workbench

The Requisitioner's workbench is designed for regular PECOS requisitioners and contains framed links to the following areas:

- **Inbox:** containing links to all PECOS inboxes, informing you if there are any items that need to be reviewed (e.g. returned requisitions).
- **Item Search:** supports a quick search without the need to navigate to the search page.
- **Recurring Requisitions:** displays all recurring listings that you have access to and allows access direct to the recurring requisition detail screen.
- **Order Status:** displays all orders to which you have access that have been submitted in the past 30 days, up to a maximum of 20 orders. You can enter a search string to locate specific orders or requisitions.
- **Reports:** will only display if you are a member of a report group and have access to Actuate Reports.
- **Custom Links:** will display any hyperlinks that are contained in your standard homepage left navigation bar.

Requisitioner's Workbench

Inbox

- Requisitions to Approve (4)
- Order Requests to Approve (5)
- PO Changes to Approve (0)
- Returned Requisitions (1)
- Returned Order Requests (1)
- Returned PO Changes (0)

Item Search

Search
Advanced Item Search

Recurring Requisitions

- Paper Products
- Paper Products
- CEW Test #1

Order Status

Req: PO: Search Clear Advanced Status Search

Req	PO	Supplier	Req Date	Status	Order Total
512	U471	Guilbert UK Ltd	08/08/2005	Order requires approval routing	£625.84
511	U470	Lyreco Ltd	27/07/2005	Order transmitted to supplier	£8.60
510	U469	Guilbert UK Ltd	27/07/2005	Order transmitted to supplier	£6.50

Requisitioner's workbench home page view

2. Professional Buyer's Workbench

The Professional Buyer's workbench is designed for purchasing professionals and contains framed links to give easy access to the following areas:

- **Inbox:** containing links to all PECOS inboxes, informing you if there are any items that need to be reviewed (e.g. returned requisitions).
- **Item Search:** supports a quick search without the need to navigate to the search page.
- **Recurring Requisitions:** displays all recurring listings that you have access to and allows access direct to the recurring requisition detail screen.
- **Order Status:** displays all orders to which you have access that have been submitted in the past 30 days, up to a maximum of 20 orders. You can enter a search string to locate specific orders or requisitions.
- **Blanket Orders:** lists all blankets for which you have maintenance rights. Selecting a blanket order number will open the blanket order summary page. If you do not have rights to blanket orders the following message will be displayed: "There are no active blanket orders for which you have maintenance privileges".
- **Supplier Utilities:** contains a 'create supplier' link that takes you to the supplier profile page where supplier profiles can be created and maintained. Note that you must have the appropriate administrative privilege for this link to be displayed.
- **Reports:** will only display if you are a member of a report group and have access to Actuate Reports.
- **Custom Links:** will display any hyperlinks that are contained in your standard homepage left navigation bar.

Professional Buyer's Workbench

Inbox

- Requisitions to Approve (4)
- Order Requests to Approve (5)
- PO Changes to Approve (0)
- Returned Requisitions (1)
- Returned Order Requests (1)
- Returned PO Changes (0)

Item Search

Search
Advanced Item Search

Recurring Requisitions

- Paper Products
- Paper Products
- CEW Test #1

Order Status

Req: PO: Search Clear Advanced Status Search

Req	PO	Supplier	Req Date	Status	Order Total
513	U472	Guilbert UK Ltd	08/08/2005	Order transmitted to supplier	£6.50
512	U471	Guilbert UK Ltd	08/08/2005	Order requires approval routing	£625.84
511	U470	Lyreco Ltd	27/07/2005	Order transmitted to supplier	£8.60

Blanket Orders

Name	Blanket No.	Supplier	Expiration Date
There are no active blanket orders for which you have maintenance privileges.			

Professional buyer's workbench home page view

Custom

As well as the standard default and workbench homepages, it is possible to create customised views which include linking your homepage to a web site.

Below is an example of a home page that has been linked to an alternate web site. Notice that it is simply an html page opened within the PECOS application: the main menu bars are displayed as normal.

If your organisation has changed the name of PECOS it will displayed here.

PECOS Internet Procurement Manager™

Home • Help • Password • Admin • Log Out

Search Results Requisition Recurring Req. Blanket Orders Manual Invoice Status Inbox

elcom

The Next Standard of Value in B2B eCommerce

Home About elcom Solutions Alliances Customers Events Media Contact elcom

Home About elcom Solutions Alliances Customers Events Media Contact elcom

click here to start.

Path to e-procurement

Links to other elcom sites

Global leader in remotely-hosted eProcurement and eMarketplace solutions

What is eProcurement?

What is an eMarketplace?

Welcome

elcom's innovative technology has established the next standard of value in B2B eCommerce.

elcom was an early pioneer in B2B eCommerce with the introduction of its PECOS™ (Professional Electronic Commerce Online System) remotely-hosted procurement technology.

PECOS Internet Procurement Manager, the world's first "live" remotely-hosted eProcurement platform, and PECOS Internet Exchange Manager, its second generation eMarketplace platform, enable enterprises of all sizes to rapidly deploy systems and realize the many benefits of B2B eCommerce.

Topical News Headlines

OGChoying solutions Has Announced its Intent to Enter into a Framework Agreement with PA Shared Services Ltd.

Elcom to Provide its PECOS eMarketplace System for the U.K.'s Zanzibar eMarketplace

Elcom Receives Short-Term Working Capital Funding

Several Major Clients Prepay or Accelerate Payment of Licence and other Fees

Oakland Unified School District Uses

elcom & GE Capital Digital

elcom and GE Capital's eProcurement Two new documents to download

Frequently Asked Questions

Customised homepage example

System Name

Your organisation may also have created a new name for PECOS. If so, the home page will display your organisation's bespoke name for the application in the top left hand corner, replacing the 'PECOS Internet Procurement Manager' logo.

2.3 Security - Passwords

PECOS has password security features which your system administrator can configure. These password security features include:

- Requiring a minimum password length.
- Requiring that passwords contain both numbers and letters.
- Requiring that passwords be changed at first login.
- Requiring that passwords expire after a specific period of time.
- Ensuring that you cannot reuse old passwords.

Please check with your system administrator if you have any questions about your organisation's password restrictions.

When you use PECOS for the first time, the system may require you to change your default password. You can also change your password manually, at any time.

Elcom recommends the use of 'strong' passwords that are changed regularly.

Use a combination of numbers and letters (irrespective of the rules created for you) and avoid using words that may be easy for others to guess. Do not write down your password, do not disclose it to other users or store it on your PC. If you think someone else knows your password change it immediately.

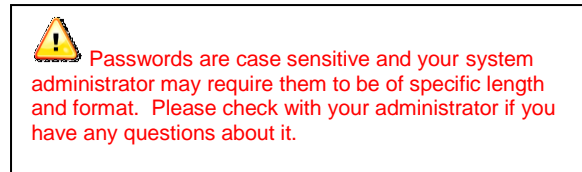
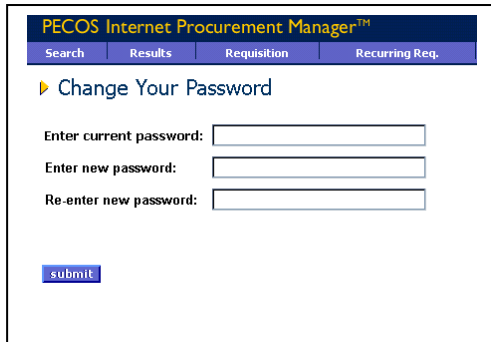


You do not have to wait for your password to expire before you change it.

You do not only have to format your password according to system defined rules: you may choose your own additional formatting to make your password stronger.

Change Your Password

1. After Logging into PECOS, click **Password** on the top menu bar. The **Change Your Password** page appears:



Change password page

2. Type your current password in the **Enter current password:** field.
3. Type your new password in the **Enter new password:** field and then again in the **Re-enter new password:** field.
4. Click the **Submit** button.

If you are changing your password because PECOS has **forced** you to, the application will present a **back** button for you to return to the login page where you will need to enter your new user credentials. PECOS will also prompt you a number of days before your password is due to expire.

Lock-outs

If you enter your password incorrectly **three** times whilst logging into PECOS your user account will become **locked**. Your password can be reset in one of two ways:

- a) You will need to contact your system administrator to have your password re-set. Depending upon your organisation's password rules, your new password will either be reset to be the same as your user id or a system generated password will be eMailed to you.
- b) Click '**Forgot your password?**' on the home page. This option can only be used if your organisation's password rules are set to be system generated. See 'Forgotten Passwords' below for further details.

Forgotten Passwords

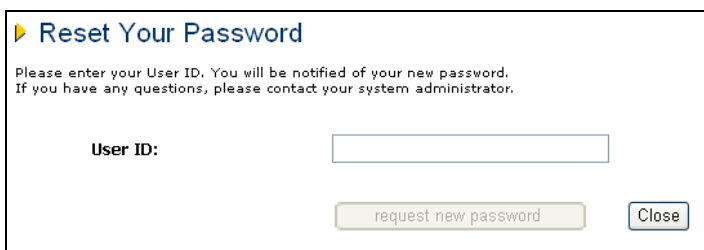
If you become locked out and have forgotten your password, it is possible to reset it without recourse to contacting your system administrator. This means of password reset is only available to users who are not also administrators. For security reasons a system administrator will still need to have their password reset manually by another administrator. For security purposes you will be eMailed a system generated password.



Forgot your password link on the login screen

The steps required to change a password from the login screen are shown below.

1. Click '**Forgot your password?**' on the login page. The 'Reset Your Password' window will open:



Reset your password window

2. Enter your User ID and click the **'request new password'** button. PECOS will validate the user id.

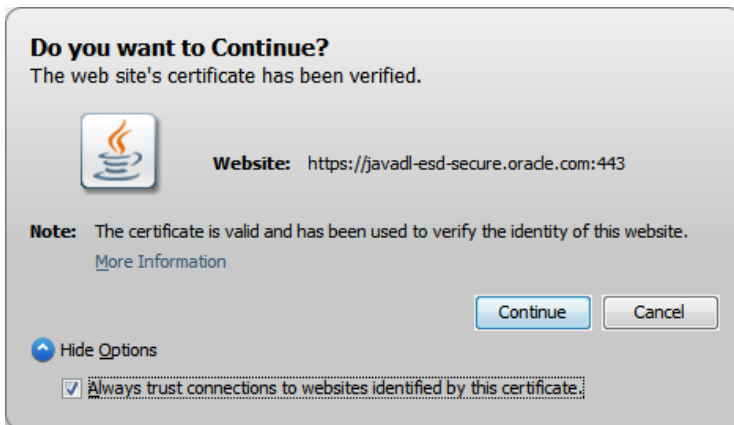
A confirmation message will be displayed informing you that your password has been reset. The reset password will be eMailed to you using the email address in your user profile.

If PECOS is unable to reset your password a message will be displayed informing you of this: "Your password could not be reset. Please contact your Administrator." This will occur if your organisation does not have the appropriate configuration or the user requesting the password reset is an administrator.

2.4 I.E. 10 Security Pop-ups

Microsoft Internet Explorer 10 (IE10) includes enhanced security which detects when applications attempt to run in part on the end user computer. Elcom uses common programming, known as *Java*, to enable some pages, usually within the Administration module, to fully display tables, trees and image related fields.

PECOS launches the user's local *Java Runtime Environment* and IE10 seeks to validate a digital signature for these applications and depending on the browser security configuration, may prompt for permission to continue. Elcom have securely signed the PECOS application and if prompted, the users will receive a java message confirming the validity of our certificate. In order to continue, the user should select the 'Continue' button and as long as the 'Always trust connections to websites identified by this certificate' check box is selected (the default), the message will not appear again.



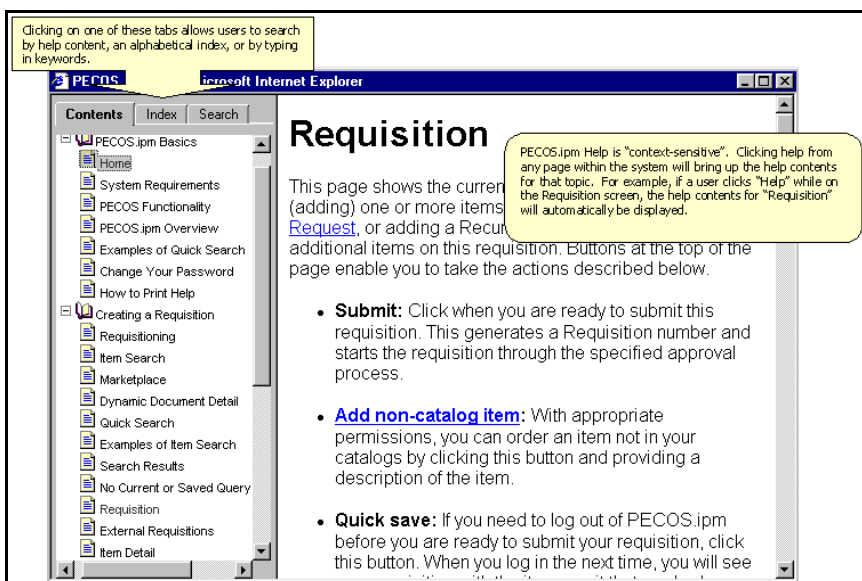
Java verification

2.5 Using Online Help

1. Access the online Help by clicking **Help** on the top menu bar.

A secondary window opens on top of the PECOS application displaying the help content for the topic you are looking for. PECOS help is "context sensitive". This means that the appropriate help is displayed for the part of the application you are using.

2. You can search through the help files by using the **Contents, Index, or Search** tabs located in the left window pane:



The help window

- **Contents** allow you to search for help by topic
 - **Index** allows you to search for help topics alphabetically
 - **Search** allows you to search for help by typing in keywords
3. Once you have located the topic you are looking for, make a selection by clicking on that topic when your cursor turns into a hand over each link. The section content with that title will appear in the right hand window.
 4. Click any of the [blue links](#) within the help text to navigate to related topics.
 5. Click the **X** in the top right corner of the **Help** window to close it when you have finished.

2.6 Logging Out

For security reasons, please log out whenever you have finished ordering.

To logout of PECOS click **Log Out** located on the top menu bar of the Home Page. The initial **Login Page** reappears when you have logged out successfully.

After logging out you can close down your browser window by clicking the **X** in the top right hand corner.

Time Outs

PECOS may also be configured to automatically log you out after a period of inactivity. This is a security feature that ensures that the application is not inadvertently left open whilst you are away from your computer. It is recommended that you always log out of PECOS when you are away from your desk.

If you are timed out, PECOS does not lock your user id. Simply login once more.

2.7 WCAG Compliance

All procurement pages are enhanced according to WCAG 2.0 (Level A) guidelines for people with disabilities.

3. Business Rules and Approval Routing

PECOS will be customised for your company so that the approval process follows your business rules. These business rules are defined within the system in Approval Plans that are assigned to users or organisations.

- PECOS will automatically route Requisitions, Order Requests, Change Orders and Invoices to the individuals your company specifies.
- Routing can be based on individual or multiple criteria and includes (but is not limited to):
 - Requisition, Order or Invoice values
 - Supplier details or type
 - Financial tracking code (e.g. a cost centre)
 - Business organisational unit (e.g. a department)
 - Product classification code (e.g. UNSPSC Code)
 - Document Type
 - Budget criteria
 - Buy-For user rights
- The amount/percentage variance from the original order or previous change order can be set to trigger Change Order approval.
- Approval routing can be defined for both individuals or for approval **roles** (see below).
- Approval may be performed by either single or multiple approvers.
- The system can put limitations on what can be purchased and by whom in your organisation.
- Approvers can be given different editing capabilities.
- Approvers have the ability to delegate an alternate approver to them for a defined time period to accommodate periods of temporary absence.
- Notification eMails can be sent to both Requisitioner and Approver throughout the approval process.
- Audit Trails continually update to include all approval actions.
- Your system administrator has control of the permissions assigned to each person.

Approval Ownership - Roles

The owner of an approval task can either be a **named user** within PECOS or a defined **role**.

Both users and roles can be used within an approval plan but only one type of approver is assigned to any task (i.e. a user or a role).

Some examples of approver roles are:

- Departmental Manager
- Cost Centre Manager
- Finance Manager
- Budget Holder
- Technical Approver
- Director of I.T.

Alternatively roles may be generic and defined:

- Approver 1
- Approver 2
- Approver 3 etc.

If Roles are used within an approval plan, PECOS users (i.e. approvers) are assigned to these roles within a requisitioner's Approval Rule Group. This ensures that documents are routed to the correct role owner.

Note. In the event of a routing failure, the reason might be that your system administrator has forgotten to assign an approver to a role that is used in an approval plan. If this occurs your administrator will receive an error message.

The advantages of using role based approval routing include:

- There is less administration required to approval plans when individuals leave your organisation. People change but roles do not!
- The same role can be used across several different Approval Plans and assigned to different people within Approval Rule Groups. (For example the role of 'Department Manager' is often generic across an organisation and can be filled by many different individuals.)
- Roles allow for multiple approvers to be assigned to a single approval task. (For example there might be four people filling the role of 'Technical Approver'. One or all of these people can be required to approve.)

3.1 Types of Document

Requisitions and Order Requests

A Requisition is defined as the complete set of items requested for purchase by an individual and may contain items supplied by a number of different suppliers. The requisition is sorted by supplier and is routed for approval BEFORE being converted into Purchase Orders.

An Order Request is defined as all the items to be purchased from an individual supplier. PECOS will create one Order Request for each supplier from every Requisition that is submitted and these will subsequently become Purchase Orders

Approval Plans may be defined to route **either** complete Requisitions **or** individual Order Requests or a combination of both for approval. Each user may have one Requisition routing plan and one Order Request routing plan assigned to them to optimise their organisations approval requirements. PECOS will first route a users requisition through a **Requisition plan** and once completed will route the individual order requests through a **Purchase Order plan**.

For approval purposes this allows for flexibility. A department manager can approve everything purchased on a Requisition but a divisional director or commodity manager who only wants to see and approve specific items for certain suppliers can do so on an Order.

Change Orders

Change Orders are created when an original order, already sent to the supplier, needs to be amended. The rules defining when a Change Order needs approval may be based on the amount or percentage it has changed since the original or previous change order was sent to the supplier. Each user must have a **Change Order plan** assigned to them to define these rules and ensure change orders are routed for approval. Change orders are NOT routed for approval using the original requisition or purchase order plans but may be written to accommodate the same or similar rules.

Invoices

An Invoice is the supplier's charging or billing document that is presented to you in order that you can record the transaction financially and undertake payment for the goods or services received. Invoices may optionally be entered into PECOS and matched to order and receipt data before being transferred to your organisation's financial system for payment. After matching and before integration, Invoices can be routed for approval using an **Invoice Settlement plan**.

3.2 The Role of an Approver

As an approver you will have a different role to perform depending on the document being approved, the rights assigned to you as an approver or the user's profile you are an assigned approver for. These approval responsibilities include:

- a) Reviewing and approving item content
- b) Updating or completing Non-Catalogue items
- c) Sourcing Non-Catalogue items
- d) Approving over budget expenditure
- e) Checking financial tracking codes
- f) Reviewing or adding attachments
- g) Technical reviewer
- h) Checking or updating invoicing information
- i) Force Settlement of invoice mismatches
- j) Checking VAT codes

3.3 Approval Options

Requisitions and Orders

The decision options available during the approval of requisitions, orders and change orders include:

- a) **approve** Click 'Approve' to indicate your approval and move the document forwards in the approval plan. The document will be removed from your inbox and the audit trail updated.
- b) **return to requisitioner** Click 'return to requisitioner' to indicate that you DO NOT approve the content of the document and return it to the requisitioner. You must enter a reason for the return in the 'comments/feedback' box which will be included in an eMail sent to the requisitioner informing them of your decision. The document will be removed from your inbox and the audit trail updated.
- c) **edit** Click 'edit' to open the document in 'approval edit mode' and undertake changes. The changes available for you to make will depend on the permissions granted to this task in the approval plan. All editing activities will be recorded in the audit trail. After editing and saving you will need to make one of three further decisions:
 - i) Approve – Move the edited document forwards in the approval plan. The document will be removed from your inbox and the audit trail updated.
 - ii) Return – Return the edited document to the requisitioner (see above). The document will be removed from your inbox and the audit trail updated.
 - iii) Back – Save the edits and return to your main inbox selections. The document will be retained in your inbox.
- d) **cancel requisition** or **cancel order request** Click the 'cancel' option to neither approve nor return the document but cancel it in the approval process. An order will not be created or transmitted and no further processing will be allowed. The document will be removed from your inbox and the audit trail updated.

Invoices

The options available during the approval of an invoice are:

- a) **approve** Click 'Approve' to indicate your approval and move the invoice forwards in the approval plan. The invoice will be removed from your inbox and the audit trail updated.
 - b) **force settle** Click 'force settle' to approve all invoice exceptions and update the invoice status to 'force settled'. You must enter force settlement reasons in the comments/feedback box. The invoice will REMAIN in your inbox and the audit trail will be updated. After force settlement you must decide on a further course of action:
 - i) Approve – Move the force settled document forwards in the approval plan. The document will be removed from your inbox and the audit trail updated.
 - ii) Return – Return the edited document to the requisitioner or Invoicer. The document will be removed from your inbox and the audit trail updated.
 - iii) Back – Save the edits and return to your main inbox selections. The document will be retained in your inbox.
- Note that even though the invoice is force settled, it will not be made available for payment until it has been fully approved.
- c) **deactivate** Click 'deactivate' to deactivate the invoice. The invoice will be removed from your inbox and move forwards in the approval plan. The audit trail will be updated.
 - d) **return to requisitioner** Click 'return to requisitioner' to indicate that you DO NOT approve the content of the document and return it to the designated requisitioner. You must enter a reason for the return in the 'comments/feedback' box which will be included in an eMail sent to the requisitioner informing them of your decision. The document will be removed from your inbox and the audit trail updated.
 - e) **return to invoicer** Click 'return to Invoicer' to indicate that you DO NOT approve the content of the document and return it to the user who processed the invoice. You must enter a reason for the return in the 'comments/feedback' box which will be included in an eMail sent to the Invoicer informing them of your decision. The document will be removed from your inbox and the audit trail updated.
 - f) **edit** Click 'edit' to open the document in 'edit invoice' mode and undertake changes. The changes available for you to make will depend on the permissions granted to this task in the approval plan. All editing activities will be recorded in the audit trail. After editing and saving you will need to make one of four further decisions:
 - i) Approve – Move the edited document forwards in the approval plan. The document will be removed from your inbox and the audit trail updated.
 - ii) Force Settle – Force settle the invoice (see b above).
 - iii) Return – Return the edited document to the requisitioner or Invoicer. The document will be removed from your inbox and the audit trail updated.
 - iv) Back – Save the edits and return to your main inbox selections. The document will be retained in your inbox.

3.4 Editing Options

Documents can be fully edited during the approval process according to the following rules contained in the task of the approval plan.

- a) Accounting Information
- b) Delivery and Invoicing information
- c) Comments and Attachments
- d) Items and Quantities
- e) VAT Treatment
- f) Payment Terms (invoice approval only)
- g) Remittance Address (invoice approval only)

Any combination of these rules can be enabled for each step in an approval plan and therefore the options available to an approver may differ for each document.

You may receive documents to approve from different users who are assigned different approval plans. If these approval plans are configured differently you will notice that you may not have the same editing rights for similar documents.

3.5 Escalation

To ensure that documents are not held up in the approval process, for any reason, each approval task may have an escalation timeframe added to it. Any task that has an escalation will expire after its designated timeframe and will automatically move documents forward to the next task in the approval plan. The next task in the plan will often be a specifically configured escalation approval step assigned to a deputy or subordinate approver. Your approval responsibility may be being performed therefore as the owner of an escalation task.

3.6 Notification Messages

The eMail notification message sent by the system to an approver is an important source of information and must be carefully read. In the section above we have seen that as an approver you may have different roles to perform for each document sent to you. Remember that the eMail you receive replaces the verbal communication that would normally accompany a paper document handed to you!

The body of the eMail will tell you exactly why a document has been sent for your attention and may also tell you whom it is from as well as its value or content. Below are some examples indicating different actions that may be required. You must take care to take the appropriate action in each case.

- Requisition is from a subordinate and requires approval for all the items being purchased.
- Requisition contains Non-catalogue lines and requires you to call a supplier for pricing and part numbers.
- Requisition contains items of a dangerous or sensitive nature and requires you to attach a health and safety document.
- Requisition contains an electronic leave application form and requires your consent.
- Order Request has been sent to you because you are the budget holder for the cost centre being charged and you need to check your budget.
- Order Request has been sent to you because it contains items of computer equipment and it requires your technical review.
- Order Request has been escalated to you because the nominated approver has failed to approve within pre-defined time limits.
- Change Order has been sent to you because it is for your department and the value has increased by 7% since the original approved order.
- An invoice is being charged to your cost centre.
- An invoice has been placed on a matching exception and requires your approval before payment.

3.7 Approval Stages

Each document may have single or multiple approvers. Where multiple approvals are required, the approval plan will define if just **one of** the approval recipients or **all of** the approvers are required to approve before the document progresses through the workflow. If just 'one of many' approval is required, after the first approver has taken action, the document will be removed from the inbox of the remaining approvers.

Approval steps can also either be in serial or parallel to other workflow tasks. If your approval task is in parallel to others tasks this means that these tasks are being performed *at the same time* as your action. If your approval task is a serial task this means that all future tasks are *subsequent to* your approval action.

If you elect to reject or return a document during the approval process it will be sent back to the requisitioner for them to undertake a required course of action. If the requisitioner subsequently re-transmits the document, it will be sent for approval once more and enter the approval plan from the beginning.

3.8 Delegating Approval

Approval Delegation allows the approver to delegate approval responsibility to a proxy approver for a temporary period of time. PECOS will divert all documents from the inbox of the designated approver to the proxy for as long as the defined timeframe is valid.

Reasons why it might be necessary to select an alternate approver include:

- Holidays
- Leave of absence / secondments
- Meetings
- Illness
- Time constraint in times of heavy workload

Not all approvers will necessarily have the right to delegate their approval tasks. The approval delegation feature is controlled by the system administrator and permission to delegate is granted through a User Role.

Approval can be delegated only to another PECOS user but can be for any defined time period. Please refer to the Approval Delegation section later in this guide for an explanation of how to setup the delegation of approval tasks. System Administrators (within their designated authority) also have the ability to create and edit approval delegations.

3.9 Approval Reassignment

Approval Reassignment provides a 'post delegation' route, to enable system administrators to reassign an approval object to an alternate approver due to the absence of the original approver. An approval object can get 'stuck' in the approval process for a number of reasons, which include:

- An approver or escalation task owner has failed to set a delegation rule.
- The unexpected absence of an approval task owner.
- Approval plan escalation tasks are not set or are ineffective.

It is necessary for the system administrator to be able to efficiently progress the approval object. Having to cancel and reissue a requisition, or log in as the approver and action on their behalf causes delays in the approval process

and, due to the ad-hoc changes required to approval processes and user passwords, is often an audit and security concern. The Approval Reassignment feature enables a system administrator to act upon a specific request from a user in a timely manner to manually reassign a requisition, order request, change order or invoice to an alternate approver.

Any action undertaken provides full email notifications and is fully recorded in the audit trail:

Original Approver eMail

Upon successful reassignment of an approval object, an email is automatically sent to the **original** approver to advise them of the action.

New Approver eMail

Upon successful reassignment of an approval object, an email is automatically sent to the **new** approver to advise them of the action.

In addition, this feature also allows administrators to search and interrogate outstanding approvals in order to proactively manage approval processes and approval plan administration. To this end, the system also provides the ability to search and sort outstanding approval objects and displays an aged outstanding calculation.

3.10 Budget Checking

Organisations are increasingly looking for a fully integrated budgetary control solution to work alongside their procurement process. Elcom have developed a budget checking system that can be implemented as an integrated solution with PECOS. If this solution is implemented, additional approval steps may be required as part of your organisation's budgetary control process.

The requirement for budgetary approval is based upon financial availability at line level and is provided through Order Request and Change Order Plans, with steps placed at the end of these workflows. A user is assigned as the Budget Owner for each budget line and will automatically fill the role of the budget approver. Each order request is sent to all users who are identified as budget owners and will not be released for purchase order creation and transmission until all budget owners have completed their approval activity.

If you are the budget owner you will have the following options during approval:

- **Approve:** a purchase order is created and presented for transmission. A commitment is registered against the budget and will update availability for future requisitions.
- **Reject:** the order request is returned to the requisitioner with a mandatory comment.
- **Edit:** the order request can be fully edited based on the permissions granted by the approval plan configuration.

Further and more detailed information for Budget Checking is provided in a separate manual: 'Budget Checking Manual for PECOS'.

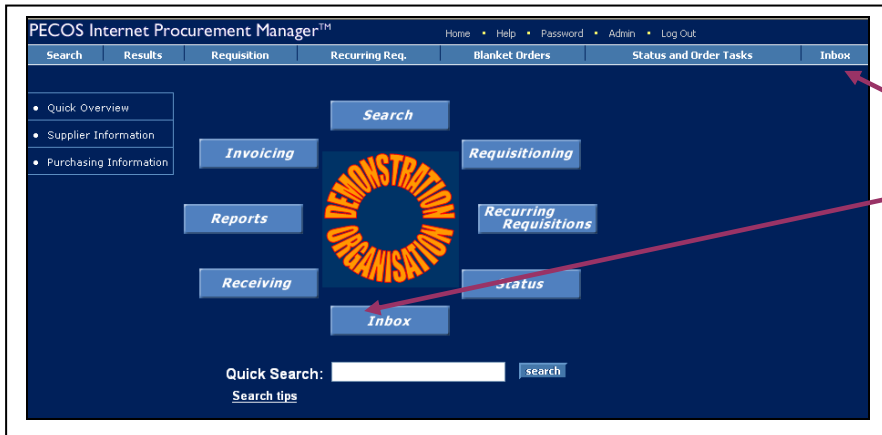
4. Accessing Documents

There are three ways of accessing documents for approval:

- Through your PECOS **Inbox** via the Main Menu
- Through the PECOS **Workbench** via the Inbox panel
- Through an approval **eMail** attachment received to your normal eMail client (e.g. MS™ Outlook).

4.1 The Inbox: Main Menu Access

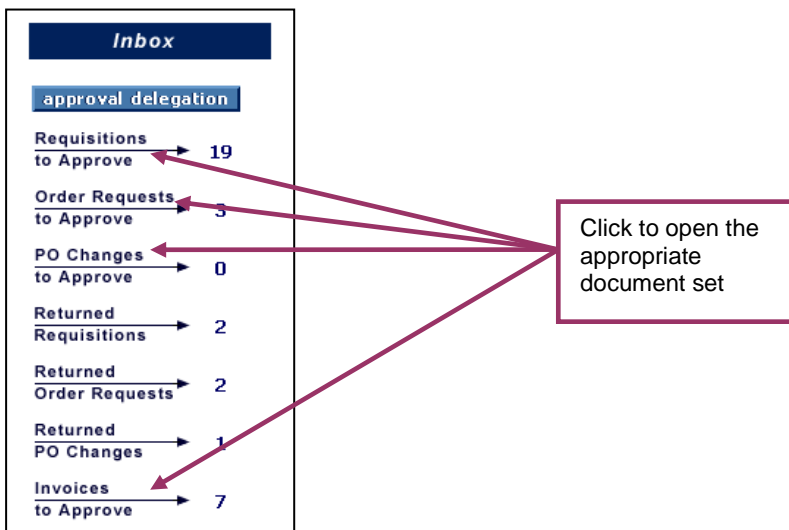
1. From your home page (standard or workbench) navigate to the 'Inbox' option on the top menu bar or click the 'Inbox' button.



2. Your main Inbox will open allowing you to choose the document to open for approval.



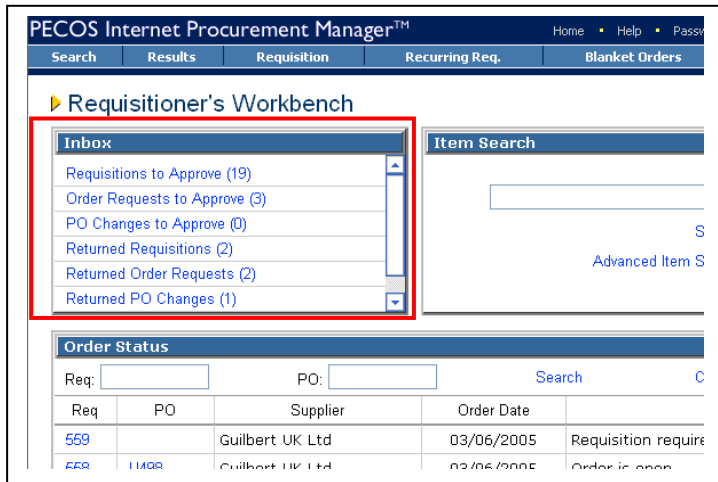
3. Choose between **Requisitions**, **Order Requests**, **PO Changes** or **Invoices** requiring approval. The number of documents outstanding is shown in brackets.



4.2 The Workbench

After logging on, if your default homepage has been set to one of the workbench views, you can access your inbox directly.

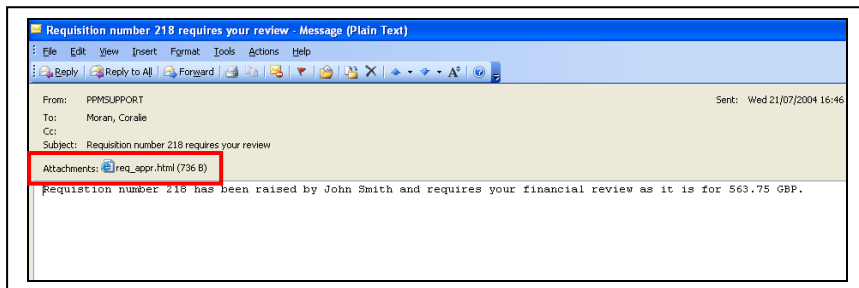
In the 'Inbox' panel click on a document link to open the approval inbox. The number of documents awaiting approval is shown in brackets.



4.3 eMail Attachment

Instead of having to login to PECOS to regularly check your inbox; approval can be accessed via the attachment on the approval eMail notification message when it is received by your eMail client application (e.g. MS™ Outlook). A PECOS web browser will open prompting you for your user credentials and then take you straight into the document requiring approval.

1. Wait for an approval eMail, read it and open the html attachment by double clicking.



This message will be sent to your regular eMail application. The attachment will be found wherever attachments are normally located.

2. The attachment will open your computer's default web browser, populate the correct URL and launch the PECOS login page.
3. After entering your usual user and password credentials, PECOS will automatically open the document that relates to the eMail notification message. There is no need to navigate via your Inbox.

One Step Approval

Approval can also be undertaken directly in the approval eMail without the need to open a web browser and login to PECOS. This is called 'One Step Approval' and although limited to simple approval or rejection responses only, this type of approval is very efficient and effective, especially for managers who wish to approve remotely or via a PDA. One Step Approval is discussed in detail in section 12 of this Guide.

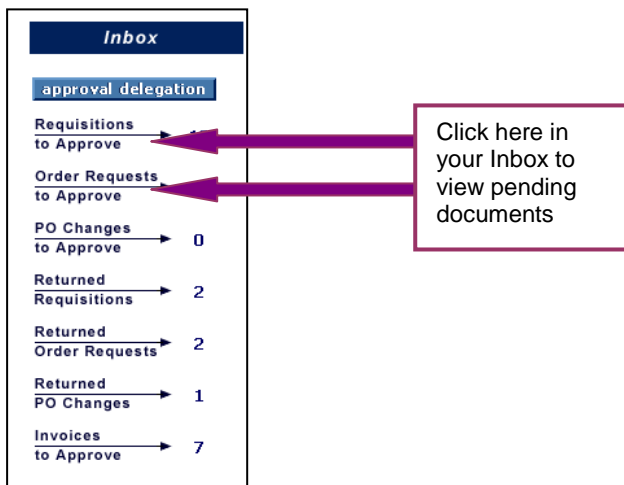
5. Approving Requisitions and Order Requests

When a Requisition is submitted PECOS will automatically work out who needs to approve it by reference to the owner of the approval task in the approval plan(s) within the requisitioner's approval group.

As we have seen above, PECOS will first route a submitted requisition through a requisition plan and then through a purchase order plan. If no requisition plan is contained in the user's approval group, no requisition approval will be necessary and the submitted document will be turned into orders and be routed through a purchase order plan only. In the absence of either type of plan being associated to the requisitioner, purchase orders will be transmitted to the suppliers without any approval. Remember also that where approval plans do exist, documents will only be sent for approval if their content satisfies the routing criteria and rules contained within them. Where approval is required, PECOS will send out an eMail message notifying the approver accordingly.

5.1 Open the Document

Step 1. Click on either 'Requisitions to Approve' or 'Order Requests to Approve' in your inbox.



Step 2. Your pending documents will be listed:

- **Requisition Requests.** Below we see that 'Requisitions to Approve' has been selected and are displayed as 'Your Requisition Requests To Approve' list. The following data is displayed:
 - Requisition ID – The system generated, unique requisition number
 - Date Submitted – The date the requisition was submitted
 - Submitted By – The user who created the requisition
 - Comments – Any *Requisition* level *internal comment* will display here

PECOS Internet Procurement Manager™ Home • Help • Password • Admin • Log Out

Search Results Requisition Recurring Req. Blanket Orders Manual Invoice Status Inbox

Inbox

approval delegation

Requisitions to Approve → 20

Order Requests to Approve → 3

PO Changes to Approve → 0

Returned Requisitions → 2

Returned Order Requests → 2

Returned PO Changes → 1

Invoices to Approve → 7

▶ Your Requisition Requests To Approve

Requisitions remaining for you to approve (Click Requisition Number to review details):

Requisition ID	Date Submitted	Submitted by	Comments
560	08/06/2005	ukuser	
559	03/06/2005	ukuser	
556	03/06/2005	ukuser	
542	19/05/2005	ukuser	
475	09/05/2005	ukuser	
474	09/05/2005	ukuser	
450	04/05/2005	ukuser	
449	04/05/2005	ukuser	
448	04/05/2005	ukuser	
447	04/05/2005	ukuser	
445	04/05/2005	ukuser	
444	04/05/2005	ukuser	
443	04/05/2005	ukuser	
441	04/05/2005	ukuser	

- **Order Requests.** Below we see that 'Order Requests to Approve' has been selected. The following data is displayed:
 - PO Number – The system generated order number and organisationally assigned prefix.
 - Date Submitted – The Order Request date
 - Submitted By – The name of the user who created the original requisition
 - Comments – Any *Order* level *internal comments* will display here
 - Total Cost – The total order value

PECOS Internet Procurement Manager™

Home • Help • Password • Admin • Log Out

Search Results Requisition Recurring Req. Blanket Orders Manual Invoice Status Inbox

Inbox

approval delegation

Requisitions to Approve → 21

Order Requests to Approve → 3

PO Changes to Approve → 0

Returned Requisitions → 2

▶ Your Order Requests To Approve

Orders remaining for you to approve (Click Order Number to review detail):

PO Number	Date Submitted	Submitted by	Comments	Total cost
U497	03/06/2005	ukuser		£7,200.00
U495	03/06/2005	ukuser		£69,975.00
U342	14/05/2004	ukuser		£58,994.10

Step 3. Click on the **Document ID:** Requisition ID or PO Number that you wish to approve to open it in an **Approval Summary** Screen.

There are a number of tasks that can be performed, including editing, which depends upon the permissions set up in the approval plan step.

The action you take as an approver will dictate what happens to the document: it will either be returned to the person who raised it or continue approved through the approval process. Ultimately, the document will complete all the stages required by the user's approval plan and be transmitted to the supplier as a completed and approved purchase order.

The section below explains the steps involved in reviewing your selected document.

5.2 Review the Document

Review the details in the Approval Summary screen and select the appropriate course of action.

PECOS Internet Procurement Manager™

Home • Help • Password • Admin • Log Out

Search Results Requisition Recurring Req. Blanket Orders Status and Order Tasks

▶ Requisition Approval Summary

approve return to requisitioner edit cancel requisition back

Comments/Feedback

Requisition Detail

Requisition No.	Current Status	Date Created	Ordered By	Requisition Total	Internal Comments	External comments
218	Requisition requires approval routing	21/07/2004	John Smith	£563.75		

Audit Trail

Time Stamp	Action	User	Additional Comments
21/07/2004 16:46 GMT+01:00	Requisition sent to for approval.	John Smith	

Order Detail - Bloomsbury Publishing

Supplier	Delivery	PO Number	PO Total	Est. Tax	Est. Ship	Payment Method	Carrier/Delivery Method	Del. Date Requeste
Bloomsbury Publishing	John Smith		£563.75	£0.00	£0.00	Invoice	Not Selected / Not Selected	

Address Line 1: 10 Oceana Way
Address Line 2: Norwood, MA 02062
Address Line 2: United States
City, County/Province: PCS 10P
United Kingdom
0

Internal Comments: External (Supplier) Comments:

Additional Order Information

Label	Field Value

The Audit Trail is a good source of information, and will contain the approval and editing history of the document.

The summary screen contains all the necessary information for an approver to make an informed and accurate decision as to the correct course of action to take.

- **Requisition Detail** – Shows the requisition creation date, the user who created it, the total value, (optionally) VAT and gross amounts, and display requisition level internal and external comments.
- **Order Detail** – The order detail section contains details of the supplier for whom an order is to be placed. It also contains important delivery, freight, tax and payment information that should be carefully reviewed.
- **Comments** – Requisition and Order level comments are prominently displayed in the requisition and order header sections. It is very important that you review these comments carefully:
 - **Internal comments** – These may have been entered by the requisitioner specifically for your benefit. Read them and action accordingly.
 - **External Comments** – These will appear printed on the purchase order. Review for accuracy and ensure that a comment has not been entered as an incorrect type or is defamatory!

- **Audit Trail** - The Audit Trail provides a date stamped document history. This contains important information relating to the approval history and will indicate why it has been sent to you for approval or review: read the action carefully.


Audit Trail			
Time Stamp	Action	User	Additional Comments
22/05/2008 11:10 GMT	Order contains non-catalogue items and has been sent to Mike Watson for approval	Mike Watson	

- **Additional Order Information** – Any additional information entered into a User Defined field will appear here for review.

Additional Order Information	
Label	Field Value
Contract Name	
Contract Number	
Charge to Annuity	

- **Order Line Detail** – The requisition and order line details will be displayed for review. Click on the [item number](#) to open the Item Detail Page where more information is available for the item, including (if supported by the supplier) an image. If implemented, estimated VAT and gross values may also be displayed for each line.

Order Line Detail											
Line Item No.	Item No.	Mfr No.	Manufacturer	Qty Ord	Qty Canc	Qty B/O	Qty Resv	Qty Ship	Date Ship	Unit Price	Internal Comments
	Item Type	Item Description						Qty Recv	Qty Ret	Ext. Price	External Comments
1	181368	181368	Office Depot	30	0	0	0	0		£0.31/EA	
		Niceday Environment Multipart Divider A4 5 Part						0	0	£9.30	
2	180635	180635	Office Depot	20	0	0	0	0		£0.34/EA	

-  **Financial Tracking** – Click on the financial tracking icon to the right hand side of the line detail section, to open the **Financial Tracking Information** screen. This is a non-editable screen that displays the accounting for each line, including the account code descriptions, percentage line level splits and VAT treatment. Carefully review for accuracy. Click the 'back' button to return to the approval summary screen.

Financial Tracking Information						
back						
Supplier:	Fresh Foods Ltd		PO Number:	AB48716		
Date Created:	November 26, 2008					
Line Detail						
Line	Item Number	Description	Financial Tracking Code	Percent	Amount	VAT Key - VAT Rate
1	436565	Savoy Cabbages	1-Arovll 1002000800-Computer Network Security 21100-Catering Purchases 000000-None	30%	£6.21	STANDARD - 17.5%
			1-Argyll 10020034100-Financial Services - IT 21100-Catering Purchases 000000-None	40%	£8.28	STANDARD - 17.5%
			1-Argyll 1002000900-MS Exchange 21100-Catering Purchases 000000-None	30%	£6.21	STANDARD - 17.5%

- **Attachments** – At the foot of the screen any document attachments will be displayed for your review. Take note of the attachment **type**: 'external' will be transmitted to the supplier with the purchase order and 'internal' will not. The attachment can be opened for review in a separate window by clicking on the attachment [file name](#).

Attachments - WLC Wilson Wiseman							
Line Item No.	File Name	Version	Level	Size	Type	User	Date Added
1	Terms...	1	Line	19456	External	ukuser	10/06/2005

After reviewing the document summary, there are six options available:

1. 'Approve' without changes
2. 'Return to Requisitioner' without changes
3. Edit and 'Return to Requisitioner'
4. Edit and 'Approve'
5. 'Cancel' the document
6. Review and do nothing

Each option is explained in the following sections.

5.3 Approve the Document

approve If you are happy that the document is correct and do not wish to make any changes, simply click the 'approve' button.

The document will continue through the approval process and will move onto the next approval step if there is one. *For Requisitions*, if there are no more approval steps in the plan, approving a Requisition will result in an order being created and either transmitted to the supplier or sent for further approval under an Order Request approval plan. *For Purchase Orders*, if there are no more approval steps in the approval plan, approval will result in the order being transmitted to the supplier.

Unknown Suppliers

Non-catalogue items that have not been assigned a supplier will be display as Supplier = Unknown. It is not possible to approve a document that contains an Unknown supplier and therefore editing must be performed.

PECOS will display the following warning message:

"You cannot approve a requisition containing items for an unknown supplier."

Please refer to the section below to discover how to edit items for Unknown Suppliers.


5.4 Return the Document

return to requisitioner If, after review, you are not happy with the Document and wish to reject it back to the requisitioner without making any changes click the 'return to requisitioner' button. A notification eMail message will be sent to the requisitioner informing them of your action.

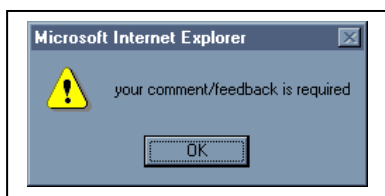
The document will not continue through the approval process until the requisitioner has made the appropriate changes and re-submitted it.

By returning a document it will be sent back to the START of the approval plan and when re-submitted will follow the same course of approval, possibly (depending upon new or edited criteria) re-visiting earlier steps.

When a document is returned, you must indicate why you are returning it in the 'Comments/Feedback' box.

A screenshot of a web form element. It consists of a rectangular box with a thin border. At the top right corner of the box, the text "Comments/Feedback" is displayed. Inside the box is a large, empty text input area. On the right side of the input area, there are small upward and downward arrow icons, indicating a scrollable list or a dropdown menu.

If no text is entered a warning message is displayed. Click 'OK', enter your comments and click the 'return to requisitioner' button once more.



If, after the requisitioner updates it, the document still falls within the criteria required for your approval, it will be sent to you a second time for approval. This process will continue until you finally and fully approve the document or the requisitioner cancels the request.

5.5 Edit the Document

This section is broken down into 2 sub-sections:

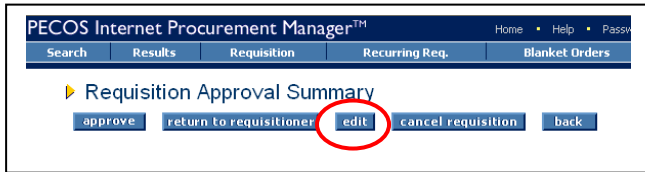
- 1) Editing Requisitions
- 2) Editing Order Requests

Editing Permissions are contained in the approval step of the approval plan and may include *any combination* of the following document content:

- Items and Quantities
- Accounting Information
- Delivery and Invoicing Information
- Comments and Attachments
- VAT Treatment

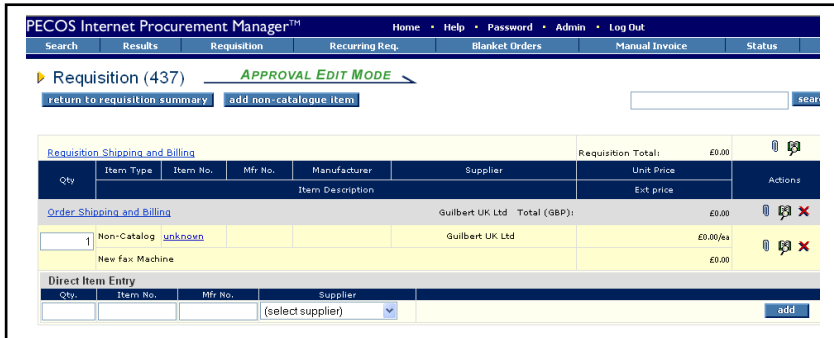
If no editing permissions are granted by the approval plan, the edit button will not be displayed and no editing rights will be available.

5.5.1 Editing Requisitions



edit

In the Requisition Approval Summary screen click on the 'edit' button to enter 'Approval Edit Mode':

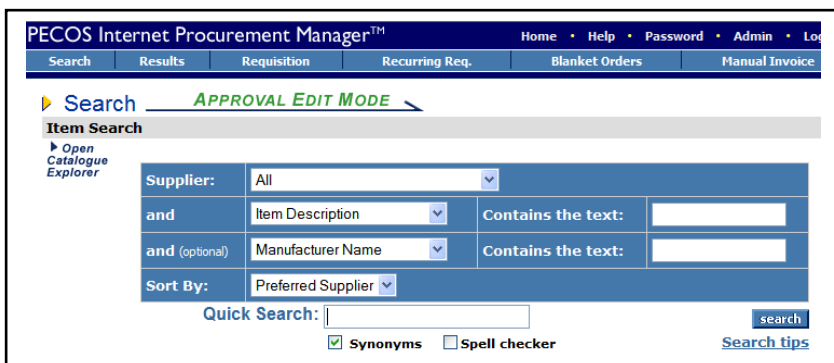


Whilst in Edit Mode the following actions can be performed:

- Change Item Quantities:** Change item quantities by overtyping the existing quantity in the 'Qty' column. Ensure you tab out of the box after typing to allow the document to update.

The following configuration must be taken into consideration when updating item quantities:

 - Decimal quantities. Check whether decimals are allowed for your organisation.
 - Minimum Order quantities. It will not be possible to reduce a quantity below the item's minimum order quantity. If you do so, an error message will display.
 - Maximum Order Quantity. It will not be possible to increase a quantity above the item's maximum order quantity. If you do so, an error message will display.
- Add Additional Catalogue Items** to the document by navigating to the search page and adding items in the normal way. The search page will open in Approval Edit Mode and allow the addition of items from any catalogue according to your requisitioning privileges and supplier access.



Alternatively an item can be added directly to the requisition using 'Direct Item Entry' at the foot of the requisition. To search for new items quickly, the quick search box in the approval edit mode screen can be used. *Note that you must have requisitioning rights to perform this action.*

- Requisition Delivery and Invoicing information:** Click on the 'Requisition Delivery and Invoicing' link at the top of the document.

PECOS Internet Procurement Manager™ Home • Help • Password • Admin • Log Out

Search Results Requisition Recurring Req. Blanket Orders Manual Invoice

▶ Requisition Delivery and Invoicing **APPROVAL EDIT MODE**

cancel save

Date Requested: Clear date

User Name and Address

Requisitioner Name: David Smith

Buy-for Name: David Smith [user lookup](#)

Delivery Name: David Smith

Delivery Address: Acer Trading Estate
45 New Road
Slough, Berkshire SL6 9YS
United Kingdom [address lookup](#)

Internal Delivery Location:

Additional Order Information

Contract Name

Payment Method

Invoice

System Procurement Card: Not Selected

Personal Procurement Card: Select or enter card ->

Card Type:

Name on Card:

Expiration Date:

Security Code:

Billing Address: Acer Trading Estate
45 New Road

From here the following information can be changed **for the whole requisition**:

- **user lookup** Change **Buy-for details** by clicking the 'user lookup' button.
- **address lookup** Change the **delivery address** by clicking the 'address lookup' button.
- Add or change the **internal delivery location** by editing the text box.
- Edit any **Additional Order Information**. These boxes will be either text boxes or drop down list boxes, depending on how your system administrator has defined them.
- Change the **Delivery Date** by clicking on the calendar icon.
- Change the **payment method** and optionally select procurement card details.
- **Order Delivery and Invoicing Information**: To change Delivery and Invoicing details for an individual order click on the 'Order Delivery and Invoicing' link at the top of the Order section.

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Search Results Requisition Recurring Req. Blanket Orders Manual Invoice Status Inbox

▶ Order Delivery and Invoicing **APPROVAL EDIT MODE**

cancel save

Date Requested: Clear date Supplier: WLC Wilson Wiseman

User Name and Address

Requisitioner Name: ukuser

Buy-for Name: ukuser

Delivery Name: Paul Smith

Delivery Address: 17 Willow Gardens
Maidenhead, SL6 7ZX
United Kingdom [address lookup](#)

Internal Delivery Location:

Carrier and Delivery Method

Processing Type: Direct Ship

Method: Dedicated Truck (BestWay)

Carrier: Best Way

Additional Order Information

Contract Name

Payment, FOB, Freight Terms, Tax and Freight

Payment Terms: 2% 10, Net 30

FOB Terms: Ex Works

Delivery Terms: Collect Freight: 0.00

Tax Exempt:

Billing Address: Commerce House
17 Long Acre Meadow
Maidenhead, SL6 8ZX
United Kingdom


Payment Method

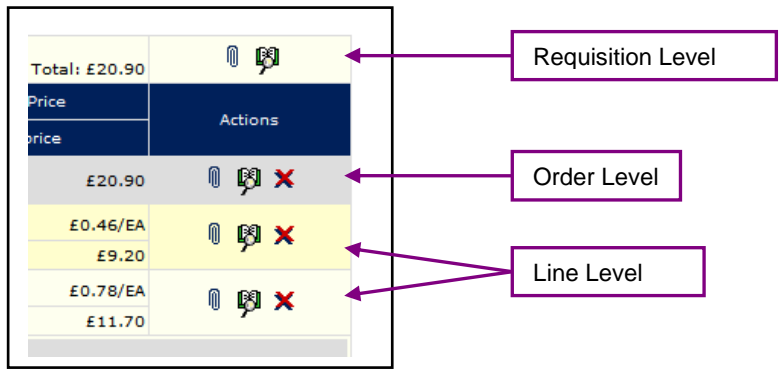
Invoice

System Procurement Card: Not Selected

From here the following information can be changed **for the individual order**:

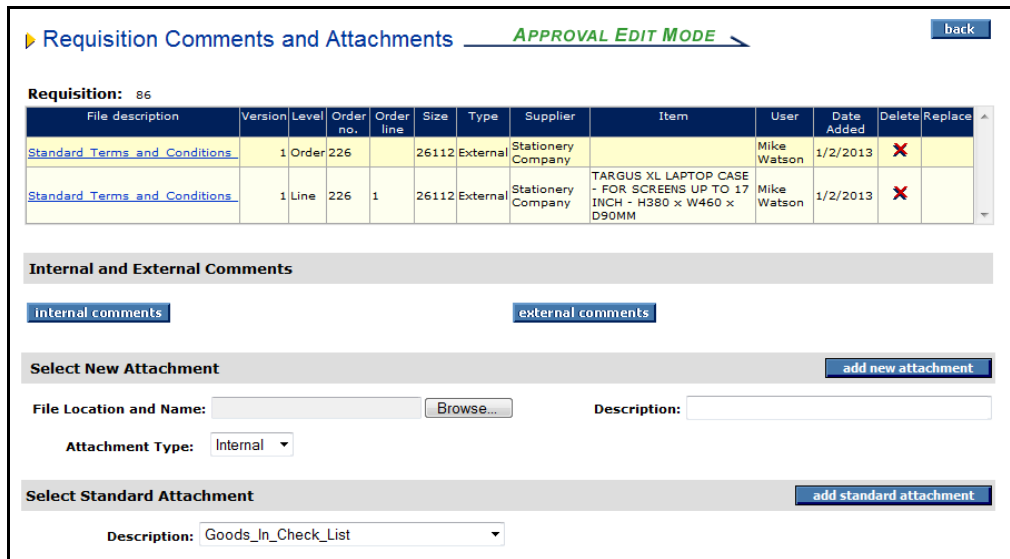
- **address lookup** Change the **delivery address** by clicking the 'address lookup' button.
- Add or change the **Delivery Date** and Time. Note that the delivery date may be configured for mandatory completion, in which case it must be changed and not cleared.
- Add or change the **internal delivery location** by editing the text box.
- Change the **Delivery Method** by selecting an alternative from the drop down selection box. This will update on the purchase order.
- Edit any **Additional Order Information**. These boxes will be either text boxes or drop down list boxes, depending on how your system administrator has defined them.
- Optionally edit **Payment and Freight Terms**, if your user permissions allow.
- Edit or enter estimated **Freight (Delivery) charges** in the Freight box. Note that the value of estimated freight will be included in the document total for approval routing purposes.

- Indicate if the order is to be **tax exempt** by checking the 'Tax Exempt box (US customers only).
- Change the **payment method** and optionally select procurement card details.
- **Comments and Attachments:**  Add or update attachments and comments by clicking on the paperclip icon. Comments and attachments can be updated at one of three levels within the requisition.



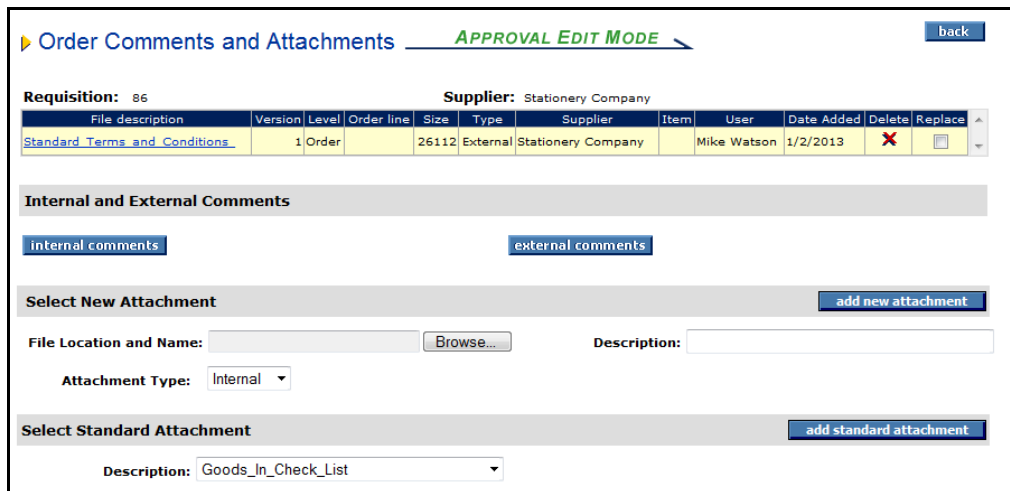
The screenshot shows a table with columns for 'Price' and 'Actions'. The 'Total' is £20.90. The 'Actions' column contains icons for a paperclip, a speech bubble, and a red 'X'. Three callout boxes point to these icons: 'Requisition Level' points to the top row's icons, 'Order Level' points to the second row's icons, and 'Line Level' points to the third and fourth rows' icons.

- **Requisition Level.** Click the paperclip icon in the requisition header to open and edit comments and attachments applied to the whole requisition. These comments and attachments will apply to all orders in the requisition.



The screenshot shows the 'Requisition Comments and Attachments' interface. At the top, it says 'Requisition: 86' and 'APPROVAL EDIT MODE'. Below this is a table with columns: File description, Version, Level, Order no., Order line, Size, Type, Supplier, Item, User, Date Added, Delete, and Replace. The table contains two rows for 'Standard Terms and Conditions'. Below the table are sections for 'Internal and External Comments', 'Select New Attachment' (with fields for File Location and Name, Description, and Attachment Type), and 'Select Standard Attachment' (with a dropdown menu for Description).

- **Order Level.** Click the paperclip icon in the order header to open and edit comments and attachments applied to an individual purchase order document:



The screenshot shows the 'Order Comments and Attachments' interface. At the top, it says 'Order Comments and Attachments' and 'APPROVAL EDIT MODE'. Below this is a table with columns: File description, Version, Level, Order line, Size, Type, Supplier, Item, User, Date Added, Delete, and Replace. The table contains one row for 'Standard Terms and Conditions'. Below the table are sections for 'Internal and External Comments', 'Select New Attachment' (with fields for File Location and Name, Description, and Attachment Type), and 'Select Standard Attachment' (with a dropdown menu for Description).

- **Line Level.** Click the paperclip icon at line level to open and edit comments and attachments and also additional item information applied to the line item only:

Line Comments, Attachments and Item Information APPROVAL EDIT MODE [back](#)

Requisition: 86 Supplier: Stationery Company Order line: 1

File description	Version	Level	Size	Type	Supplier	Item	User	Date Added	Delete	Replace
Standard Terms and Conditions		1 Line	26112	External	Stationery Company	TARGUS XL LAPTOP CASE - FOR SCREENS UP TO 17 INCH - H380 x W460 x D90MM	Mike Watson	1/2/2013	X	

Internal and External Comments

[Internal comments](#) [external comments](#)

Select New Attachment [add new attachment](#)

File Location and Name: [Browse...](#) Description:

Attachment Type:

Select Standard Attachment [add standard attachment](#)

Description:

Additional Item Information

* Asterisks indicate required fields

Asset Reference:

- **Delete:** Delete a line by clicking on the red delete icon on the line you wish to delete. All lines for an entire order can be deleted by clicking on the icon in the order summary line.
- **Financial Tracking & VAT:** Change financial tracking and VAT treatment details by clicking on the financial tracking icon at one of the following levels:
 - Requisition level - to change details for the entire Requisition.
 - Order level - to change details for the entire Order.
 - Line level - to change details and optionally split charges for the line only.
- **add non-catalogue item** Add a Non-catalogue item to the Requisition by clicking on the 'add non-catalogue item' button. See the section below for details of how to add and update Non-catalogue items.

Save Changes: [return to requisition summary](#) When all changes have been made to your satisfaction, click on the 'return to requisition summary' button to save your changes. The Requisition Approval Summary screen will once again be displayed.

! Notice that the audit trail will have been updated for all of the changes that you have made.

To complete the editing action you have two options:

approve Click 'approve'. The Requisition will move forwards in the Approval Plan to the next step.

return to requisitioner Click 'return to requisitioner'. The Requisition will not move forwards in the Approval Plan but return to the start, pending the action of the requisitioner.

5.5.2 Editing Order Requests

PECOS Internet Procurement Manager™ Home • Help •

Search Results Requisition Recurring Req. Blanket Order

Order Request Approval Summary Supplier: Guilbert UK Ltd

[back](#) [approve](#) [return to requisitioner](#) [edit](#) [cancel order request](#)

edit Click on the 'edit' button in the Order Request Approval Summary screen to enter the order request editing screen.

Line Item No.	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Ext price
1	30	45021	45021	Philips	Northern Lighting	£66.00/PK	£1,980.00
Triphosphor - PolyLux or Eco Fluorescent Tubes 1.5" (38mm) T12 [Warm White 8" (2400mm) 100W] *** Sold in Packs of 20							
2	30	45020	45020	Philips	Northern Lighting	£66.00/PK	£1,980.00
Triphosphor - PolyLux or Eco Fluorescent Tubes 1.5" (38mm) T12 [Cool White 8" (2400mm) 100W] *** Sold in Packs of 20							
Order Totals							£3,960.00

Whilst in 'Order Request - Approval Edit Mode' the following actions can be performed:

- **Change Supplier:** To change the supplier for this order click on the [Supplier Name](#). A supplier lookup will become available for you to select an existing supplier or, if your user permissions allow, create a user defined supplier:

supplier lookup Use the supplier lookup button and subsequent supplier search screen to identify an alternate supplier for this order:

A A Macdonald Isle Ornsay Farm Outdale Isle Ornsay , Isle Of Skye IV43 8QX Phone: 1 Fax: 1-781-278-8386 Email: qausar@elcom.com		Transmission Method: Email Supplier's Customer No: 1 Customer's Supplier No: 1
---------------------------------------------------------------------------------------------------------------------------------------------------	--	--------------------------------------------------------------------------------------

Click on the select icon to select the supplier and return to the Order Request Editing screen. From here make one of the following selections:

- **apply** Click the 'apply' button to save your selection.
- **cancel** Click the 'cancel' button to close the supplier selection options and not save any changes.

- **Update item quantities:** Overtyping the existing quantities in the 'Qty' column. Ensure you tab out of the box after typing to allow the document to update.

The following configuration must be taken into consideration when updating item quantities:

- Decimal quantities. Check whether decimals are allowed for your organisation.
- Minimum Order quantities. It will not be possible to reduce a quantity below the item's minimum order quantity. If you do so, an error message will display.
- Maximum Order Quantity. It will not be possible to increase a quantity above the item's maximum order quantity. If you do so, an error message will display.

- **Add additional catalogue items:** Navigate to the search page and add items in the normal way. The search page will open in Approval Edit Mode but will only allow the addition of items from the order supplier's catalogue. Catalogue access will only be available if your user privileges and supplier access allow. Alternatively an item can be added directly to the requisition using 'Direct Item Entry' at the foot of the requisition or the quick search facility.

Note: you must have requisitioning rights and access to the supplier catalogue to perform this action.

- **Update Delivery and Invoicing information:** Click on the 'Order Delivery and Invoicing' link in the order header bar to open the Order Delivery and Invoicing screen in edit mode:

From here the following information can be changed **for the order**:

- **address lookup** Change the **delivery address** by clicking the 'address lookup' button.
- Add or edit the internal delivery location by editing the text box.
- Edit or enter **Additional Order Information** in the text or list boxes.
- Change the **Delivery Date** and Time by clicking on the calendar icon. Note that the delivery date might be configured as mandatory and therefore should not be cleared.
- Edit the **Delivery Method** by changing the selection in the drop down box.
- Change **Payment and Freight Terms** by selecting alternatives (if available) from the drop down list boxes.
- Add or edit the **Estimated Freight (Delivery)** charges. Note that the value of estimated freight will be included in the document total for approval routing purposes.
- Indicate if the order is to be **tax exempt** by checking the 'Tax Exempt' box (US customers only).
- Change the **payment method** and optionally select procurement card details.
- **Comments and Attachments:** Add or update attachments and comments by clicking on the paperclip icon. Comments and attachments can be updated at one of two levels within the order.

Total: £20.90		
Price	Actions	
£0.46/EA		
£9.20		
£0.78/EA		
£11.70		

- **Order Level.** Click the paperclip icon in the order header to open and edit comments and attachments applied to an individual purchase order document:

- **Line Level.** Click the paperclip icon at line level to open and edit comments and attachments and also additional item information applied to the line item only:

- **Delete:** Delete an order line by clicking on the red delete icon on the line you wish to delete.
- **Financial Tracking & VAT:** Change financial tracking and VAT Treatment details by clicking on the financial tracking icon at one of the following levels:
 - Order level - to change details for the entire Order.
 - Line level - to change details and optionally split charges for the line only.
- **add non-catalogue item** Add a Non-catalogue item to the Order by clicking on the 'add non-catalogue item' button.
See the section below for details of how to add and update Non-catalogue items.

Save Changes: **submit edits** When all changes have been made to your satisfaction, click on the 'submit edits' button to save your changes.

Cancel Changes: **cancel edits** If you do not wish to save your edits, click on the 'cancel edits' button. Your changes will not be saved.

The Order Approval Summary screen will once again be displayed.

! Notice that the audit trail will have been updated for all of the changes that you have saved.

To complete the editing action you have two options:

- approve** Click 'approve'. The order will move forwards in the Approval Plan to the next step.
- return to requisitioner** Click 'return to requisitioner'. The order will not move forwards in the Approval Plan but return to the start, pending the action of the requisitioner.

5.6 Cancel the Document

If, after review, you decide that the document is not to be authorised or not required and you do not wish to return it to the requisitioner for updating, it can be cancelled.

To Cancel a Requisition

From within the Requisition Approval Summary screen click on:

cancel requisition

The message '**requisition cancelled**' will be seen at the top of the screen and the audit trail updated accordingly. Use the 'back' button to return to your Inbox screen where you may continue with further approval activities.

Cancelled requisitions will not be deleted from PECOS but their status will be updated to 'Requisition cancelled' and no further activities will be able to be performed.

The only action that can be performed by the original requisitioner is to review the document details and copy them into a new Requisition.

To a Cancel an Order Request

Step1. From within the Order Request Approval Summary screen enter an order cancellation reason in the Comments/Feedback text box:



Order Request Approval Summary Supplier: A - E Russell Ltd

back approve return to requisitioner edit cancel order request

Comments/Feedback

Step 2. Click on:

cancel order request

The message 'order request cancelled' will be seen at the top of the screen and the audit trail updated accordingly. Use the 'back' button to return to your Inbox screen where you may continue with further approval activities.

Cancelled orders will not be deleted from PECOS but their status will be updated to 'Order has been cancelled' and no further activities will be able to be performed.

The only action that can be performed by the original requisitioner is to review the document details and copy them into a new Requisition.

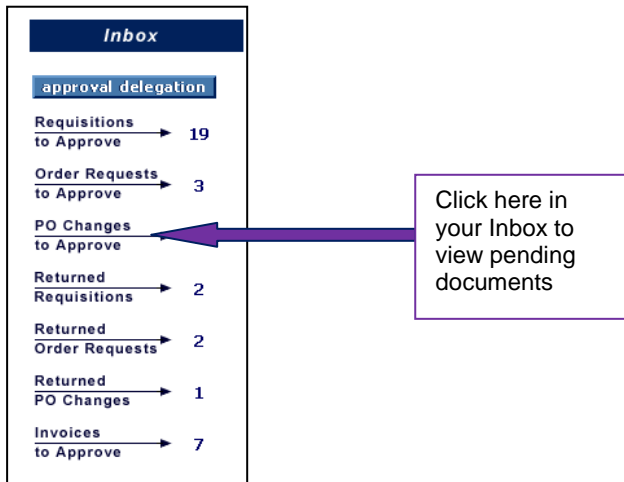
6. Approving Change Orders

A change order is defined as a purchase order that has been changed and re-transmitted to the supplier after it has been originally transmitted.

Change orders will be routed for approval under a Change Order Approval Plan and are identified by the numbering convention: PO123-000-00X, where X = the change order iteration.

6.1 Open the Document

Step 1. Click on 'PO Changes to Approve' in your inbox.



Step 2. Your pending documents will be listed:

The following data is displayed:

- PO Number – The change order number
- Date Submitted – The Change Order creation date
- Submitted By – The name of the user who created the change order
- Comments – Any *Order level internal comments* will display here
- Total Cost – The total change order value.

PO Number	Date Submitted	Submitted by	Comments	Total cost
U485-000-001	10/06/2005	ukuser		£4.06

Step 3. Click on the **PO Number** that you wish to approve to open it in the **PO Change Approval Summary** Screen.

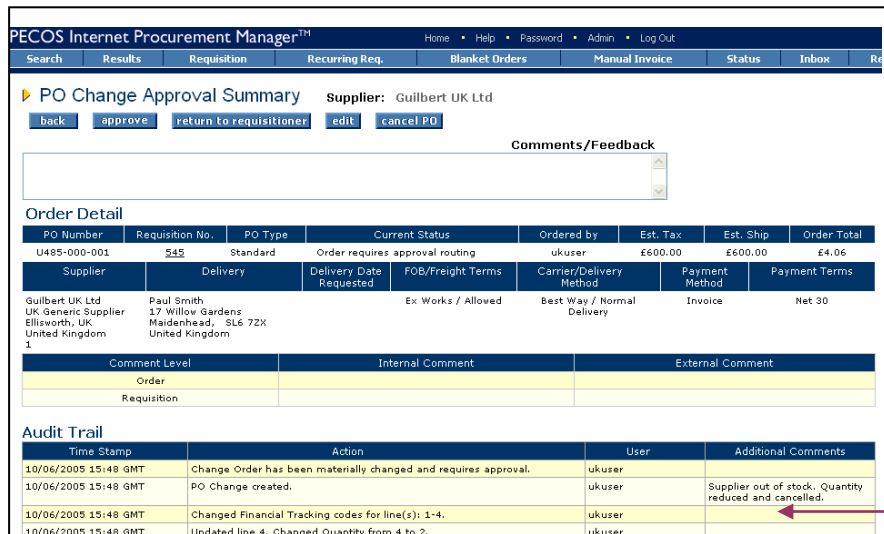
There are a number of tasks that can be performed, including editing, which depends upon the permissions set up in the approval plan step.

The action you take as an approver will dictate what happens to the document: it will either be returned to the person who raised it or continue approved through the approval process. Ultimately, the document will complete all the stages required by the user's change order plan and be re-transmitted to the supplier as an approved order.

The section below explains the steps involved in reviewing your selected document.

6.2 Review the Document

Review the details in the PO Change Approval Summary screen and select the appropriate course of action.



PO Change Approval Summary Supplier: Guilbert UK Ltd

back approve return to requisitioner edit cancel PO

Comments/Feedback

Order Detail

PO Number	Requisition No.	PO Type	Current Status	Ordered by	Est. Tax	Est. Ship	Order Total
U485-000-001	545	Standard	Order requires approval routing	ukuser	£600.00	£600.00	£4.06
Supplier	Delivery	Delivery Date Requested	FOB/Freight Terms	Carrier/Delivery Method	Payment Method	Payment Terms	
Guilbert UK Ltd UK Generic Supplier Ellisworth, UK United Kingdom 1	Paul Smith 17 Willow Gardens Maidenhead, SL6 7ZJ United Kingdom		Ex Works / Allowed	Best Way / Normal Delivery	Invoice	Net 30	
Comment Level	Internal Comment	External Comment					
Order							
Requisition							

Audit Trail

Time Stamp	Action	User	Additional Comments
10/06/2005 15:48 GMT	Change Order has been materially changed and requires approval.	ukuser	
10/06/2005 15:48 GMT	PO Change created.	ukuser	Supplier out of stock. Quantity reduced and cancelled.
10/06/2005 15:48 GMT	Changed Financial Tracking codes for line(s): 1-4.	ukuser	
10/06/2005 15:48 GMT	Updated line 4. Changed Quantity from 4 to 2.	ukuser	

The Audit Trail is a good source of information, and will contain the approval and editing history of the document.


The summary screen contains all the necessary information for an approver to make an informed and accurate decision as to the correct course of action to take.

- **Order Detail** – The order detail section contains details of the supplier. It also contains important delivery, freight and payment information that should be carefully reviewed.
- **Comments** – Requisition and Order level comments are prominently displayed in the requisition and order header sections. It is very important that you review these comments carefully:
 - **Internal comments** – These may have been entered by the requisitioner specifically for your benefit. Read them and action accordingly.
 - **External Comments** – These will appear printed on the change order. Review for accuracy and ensure that a comment has not been entered as an incorrect type or is defamatory!
- **Audit Trail** - The Audit Trail provides a date stamped document history. This contains important information relating to the approval history and will indicate why the order was changed and why it has been sent to you for approval or review: read the action carefully.

Time Stamp	Action	User	Additional Comments
10/06/2005 15:48 GMT	Change Order has been materially changed and requires approval.	ukuser	
10/06/2005 15:48 GMT	PO Change created.	ukuser	Supplier out of stock. Quantity reduced and cancelled.
10/06/2005 15:48 GMT	Changed Financial Tracking codes for line(s): 1-4.	ukuser	
10/06/2005 15:48 GMT	Updated line 4. Changed Quantity from 4 to 2.	ukuser	

- **Additional Order Information** – Any additional information entered into a User Defined field will appear here for review.
- **Order Line Detail** – The order line details will be displayed for review. Click on the [item number](#) to open the Item Detail Page where more information is available for the item, including (if supported by the supplier) an image.

Line Item No.	Item No.	Mfr No.	Manufacturer	Qty Ord	Qty Canc	Qty B/O	Qty Resv	Qty Ship	Date Ship	Unit Price	Internal Comments
	Item Type	Item Description					Qty Recv	Qty Ret		Ext. Price	External Comments
1	181368	181368	Office Depot	30	0	0	0	0		£0.31/EA	
		Niceday Environment Multipart Divider A4 5 Part					0	0		£9.30	
2	180635	180635	Office Depot	20	0	0	0	0		£0.34/EA	

-  **Financial Tracking** – Click on the financial tracking icon to the right hand side of the line detail section, to open the **Financial Tracking Information** screen. This is a non-editable screen that displays the accounting for each line, including the account code descriptions, percentage line level splits and VAT rate. Carefully review for accuracy. Click the 'back' button to return to the approval summary screen.

▶ Financial Tracking Information

[Back](#)

Supplier: Fresh Foods Ltd PO Number: AB48717-000-001
 Date Created: December 1, 2008

Line Detail

Line	Item Number	Description	Financial Tracking Code	Percent	Amount	VAT Key - VAT Rate
1	unknown	Kiwi Fruit	1-Argyll 92111030000-CorpSer-Procurement 20222-Education Equipment 000000-None	100%	£9.20	STANDARD - 17.5%
2	unknown	Star Fruit	1-Argyll 92111030000-CorpSer-Procurement 20222-Education Equipment 000000-None	100%	£14.04	STANDARD - 17.5%

- **Attachments** – At the foot of the screen any document attachments will be displayed for your review. Take note of the attachment **type**: 'external' will be transmitted to the supplier with the purchase order and 'internal' will not. The attachment can be opened for review in a separate window by clicking on the attachment [file name](#).

Attachments - WLC Wilson Wiseman

Line Item No.	File Name	Version	Level	Size	Type	User	Date Added
1	Terms_	1	Line	19456	External	ukuser	10/06/2005

After reviewing the document summary, there are six options available:

- 1) 'Approve' without changes
- 2) 'Return to Requisitioner' without changes
- 3) Edit and 'Return to Requisitioner'
- 4) Edit and 'Approve'
- 5) 'Cancel' the document
- 6) Review and do nothing

Each option is explained in the following sections.

6.3 Approve the Document

approve

If you are happy that the change order is correct and do not wish to make any changes, simply click the 'approve' button.

The document will continue through the change order approval process and will move onto the next approval step if there is one. If there are no more approval steps in the approval plan, approval will result in the order being transmitted to the supplier.

6.4 Return the Document

return to requisitioner

If, after review, you are not happy with the change order and wish to reject it back to the requisitioner without making any changes click the 'return to requisitioner' button. A notification eMail message will be sent to the requisitioner informing them of your action.

The document will not continue through the approval process until the requisitioner has made the appropriate changes and re-submitted it.

By returning a document it will be sent back to the START of the approval plan and when re-submitted will follow the same course of approval, possibly (depending upon new or edited criteria) re-visiting earlier steps.

When a change order is returned, you must indicate why you are returning it in the 'Comments/Feedback' box.

Comments/Feedback

If no text is entered a warning message is displayed. Click 'OK', enter your comments and click the 'return to requisitioner' button once more.



If, after the requisitioner updates it, the document still falls within the criteria required for your approval, it will be sent to you a second time for approval. This process will continue until you finally and fully approve the document or the requisitioner cancels the change order.

6.5 Edit the Document

Editing Permissions are contained in the approval step of the change order approval plan and may include *any combination* of the following document content:

- Items and Quantities
- Accounting Information
- Delivery and Invoicing Information
- Comments and Attachments
- VAT Treatment

If no editing permissions are granted by the approval plan, the edit button will not be displayed and no editing rights will be available.

PO Change Approval Summary **Supplier: Stationery Company**
 back approve return to requisitioner **edit** cancel change order
 Comments/Feedback (254 cha

edit

In the PO Change Approval Summary screen click on the 'edit' button to enter 'Approval Edit Mode':

PO Change (A37-000-001) - Approval Edit Mode
 submit edits add non-catalog item cancel edits

PO Change Transmission Detail
 Save PO Changes, do not send to Supplier. Email usdemo@elcom.com
 Save PO Changes and send to Supplier. Fax

Supplier: Stationery Company search

Order Shipping and Billing

Line Item No.	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Ext price	Actions
1	10	2583303		Brother	Stationery Company	\$6.45/EA	\$64.50	
		BROTHER LC800C INKJET FAX CARTRIDGE - CYAN						
2	1	2583314		Brother	Stationery Company	\$6.45/EA	\$6.45	
		BROTHER LC800M INKJET FAX CARTRIDGE - MAGENTA						
3	5	2792794		Olivetti	Stationery Company	\$23.51/EA	\$117.55	
		OLIVETTI TONER FPJ31 - BLACK						
Order Totals						Net: \$1,048.68		
	Qty	Item No.	Mfr No.	Supplier				
				Stationery Company		add		

The means of **Change Order Transmission** is displayed in the order header, indicating whether the change order is to be sent to the supplier by eMail or fax. If permitted, these details may be editable. If these details are greyed, editing is not permitted.

Whilst in Edit Mode the following actions can be performed:

- **Change Item quantities:** Change item quantities by overtyping the existing quantity in the 'Qty' column. Ensure you tab out of the box after typing to allow the document to update.

The following configuration must be taken into consideration when updating item quantities:

- Decimal quantities. Check whether decimals are allowed for your organisation.
- Minimum Order quantities. It will not be possible to reduce a quantity below the item's minimum order quantity. If you do so, an error message will display.
- Maximum Order Quantity. It will not be possible to increase a quantity above the item's maximum order quantity. If you do so, an error message will display.
- **Add additional catalogue items** to the document by navigating to the search page and adding items in the normal way. The search page will open in PO Change Approval Mode but will only allow the addition of items from the order supplier's catalogue. Alternatively an item can be added directly to the requisition using 'Direct Item Entry' at the foot of the requisition. To search for new items quickly, the quick search box in the approval edit mode screen can be used. *Note that you must have requisitioning rights and access to the supplier catalogue to perform this action.*
- **Order Delivery and Invoicing Information:** To change Delivery and Invoicing details click on the 'Order Delivery and Invoicing' link at the top of the Order section.

PECOS Internet Procurement Manager™

Search Results Requisition Recurring Req. Blanket Orders Manual Invoice Status Inbox

Order Delivery and Invoicing **PO CHANGE APPROVAL MODE**

cancel save Supplier: Guilbert UK Ltd

PO Number: U485 Date Requested: Clear date

User Name and Address
 Requisitioner Name: ukuser
 Buy-for Name: ukuser
 Delivery Name: Paul Smith
 Delivery Address: 17 Willow Gardens, Maidenhead, SL6 7ZX, United Kingdom
 Internal Delivery Location:

Payment, FOB, Freight Terms, Tax and Freight
 Payment Terms: Net 30
 FOB Terms: Ex Works
 Delivery Terms: Allowed Freight: 600.00
 Tax Exempt:

Carrier and Delivery Method
 Processing Type: Direct Ship
 Method: Normal Delivery (Best Way)
 Carrier: Best Way

Additional Order Information
 Contract Name:

Payment Method
 Invoice
 System Procurement Card: Not Selected

From here the following information can be changed for the order:

- address lookup Change the **delivery address** by clicking the 'address lookup' button.
- Change the **Delivery Date** and Time. Note that the delivery date might be set as mandatory and if so should not be cleared.
- Add or change the **internal delivery location** by editing the text box.
- Change the **Delivery Method** by selecting an alternative from the drop down selection box. This will update on the purchase order.
- Edit any **Additional Order Information**. These boxes will be either text boxes or drop down list boxes, depending on how your system administrator has defined them.
- Change Payment, Freight or Delivery terms if available.
- Edit or enter estimated **Freight (Delivery) charges** in the Freight box. Note that the value of estimated freight will be included in the document total for approval routing purposes.
- Indicate if the order is to be **tax exempt** by checking the 'Tax Exempt' box (US Customers only).
- Change the **payment method** and optionally select procurement card details.
- Comments and Attachments:** Add or update attachments and comments by clicking on the paperclip icon. Comments and attachments can be updated at one of two levels within the change order.

Total: £20.90		Order Level
Price	Actions	
price		
£0.46/EA		Line Level
£9.20		
£0.78/EA		
£11.70		

- Order Level.** Click the paperclip icon in the order header to open and edit comments and attachments applied to the individual purchase order document:

Order Comments and Attachments **PO CHANGE APPROVAL MODE** back

File description	Level	Line	Item	Size	Type	User	Date Added	Delete
Standard Terms and Conditions	Order			26112	External	Mike Watson	1/2/2013	

Internal and External Comments

Internal comments external comments

Select New Attachment add new attachment

File Location and Type: Browse... Description:

Attachment Type: Internal

Select Standard Attachment add standard attachment

Description: Goods_In_Check_List

- **Line Level.** Click the paperclip icon at line level to open and edit comments and attachments and also additional item information applied to the line item only:

- **Delete:** Delete a document line by clicking on the red delete icon on the line you wish to delete. All lines for an entire order can be deleted by clicking on the icon in the order summary line.
- **Financial Tracking & VAT:** Change financial tracking and VAT treatment details by clicking on the financial tracking icon at one of the following levels:
 - Order level - to change details for the entire Order.
 - Line level - to change details and optionally split charges for the line only.
- **add non-catalogue item** Add a Non-catalogue item to the order by clicking on the 'add non-catalogue item' button. See the section below for details of how to add and update Non-catalogue items.

Save Changes: When all changes have been made to your satisfaction, click on the 'submit edits' button to save your changes.

Cancel Changes: If you do not wish to save your edits, click on the 'cancel edits' button. Your changes will not be saved.

The PO Change Approval Summary screen will once again be displayed.

! Notice that the audit trail will have been updated for all of the changes that you have saved.

To complete the editing action you have two options:

approve Click 'approve'. The change order will move forwards in the Approval Plan to the next step.

return to requisitioner Click 'return to requisitioner'. The change order will not move forwards in the Approval Plan but return to the start, pending the action of the requisitioner.

6.6 Cancel the Document

If, after review, you decide that the change order is not to be authorised or not required and you do not wish to return it to the requisitioner for updating, it can be cancelled.

Step1. In the PO Change Approval Summary screen enter an order cancellation reason in the Comments/Feedback text box:

Step 2. Click on: **cancel PO**

The message 'Order has been cancelled' will be seen at the top of the screen and the audit trail updated accordingly. You will be transferred to the Purchase Order Status Summary screen:

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Search Results Requisition Recurring Req. Blanket Orders Manual Invoice Status Inbox R

Purchase Order Status Summary Supplier: Guilbert UK Ltd
 Order has been cancelled.

U485 **U485-000-001**

[back](#) [copy](#)

Order Detail

PO Number	Requisition No.	PO Type	Current Status	Ordered by	Est. Tax	Est. Ship	Order Total
U485-000-001	545	Standard	Order has been cancelled	ukuser	£600.00	£600.00	£4.06
Supplier	Delivery	Delivery Date Requested	FOB/Freight Terms	Carrier/Delivery Method	Payment Method	Payment Terms	
Guilbert UK Ltd UK Generic Supplier Ellsworth, UK United Kingdom 1	Paul Smith 17 Willow Gardens Maidenhead, SL6 7ZX United Kingdom		Ex Works / Allowed	Best Way / Normal Delivery	Invoice	Net 30	
Comment Level	Internal Comment	External Comment					
Order							
Requisition							

Audit Trail

Time Stamp	Action	User	Additional Comments
10/06/2005 16:57 GMT	Order has been cancelled	ukuser	not required
10/06/2005 15:48 GMT	Change Order has been materially changed and requires approval.	ukuser	
10/06/2005 15:48 GMT	PO Change created.	ukuser	Supplier out of stock. Quantity reduced and cancelled.
10/06/2005 15:48 GMT	Changed Financial Tracking codes for line(s): 1-4.	ukuser	
10/06/2005 15:48 GMT	Updated line 4. Changed Quantity from 4 to 2.	ukuser	

Cancelled change orders will not be deleted from PECOS but their status will be updated to 'Order has been cancelled' and no further activities will be able to be performed. The original order will remain open for transacting receipts and invoices:

Status Search Results ...showing results 1 through 2

Click on the requisition or order number to view more detail.
 Click on Receive, Invoice and Settle for order-specific viewing or maintenance.

[back](#) [run matching](#)

Requisition No.	Purchase Order	Go to Receive	Go to Invoice	Go to Settle	Supplier	Order Date	Status	Delivered to	Order Total
545	U485-000-001				Guilbert UK Ltd	10/06/2005	Order has been cancelled	Paul Smith	£4.06
545	U485	Receive	Invoice	Settle	Guilbert UK Ltd	20/05/2005	Order is open	Paul Smith	£5.36

7. Approving Invoices

The processing of invoices in PECOS is part of the financial settlement stage of the procurement cycle and is optionally completed in PECOS. Your organisation may elect to extract an interface that contains all order and receipt information and process invoices directly in your financial accounting system. Moreover, where PECOS is used for invoice processing, the approval routing of these documents is entirely optional.

Invoices can be processed in PECOS in a number of ways: manual entry of paper invoices through the invoice entry screen; uploaded by you using the cXML bulk upload interface; sent electronically by suppliers using the cXML interface; and received automatically through the Elcom elInvoicing module.

When an invoice is processed in PECOS the system will look for an **Invoice Settlement Plan** assigned to the user (requisitioner) and process the invoice through it in exactly the same way as requisitions and orders are processed. PECOS will ascertain if approval is necessary based on the criteria of each plan task and the content of the invoice and will automatically work out who needs to approve it by reference to the owner of each approval task in the user's approval group. Approval is usually required for invoice matching exceptions and when it is, the system sends out a configurable eMail message to notify the approver that an approval action is necessary.

Note that the user who creates the invoice (i.e. the 'Invoicer') is unlikely to be the same person as the requisitioner. Approval routing is based on the requisitioner's approval rules (i.e. the invoice settlement plan assigned to the requisitioner) and not those of the Invoicer.

7.1 Access - The Inbox

Step 1. Click on the **Invoices to Approve** section in your PECOS inbox.

The screenshot shows the 'Inbox' menu with the following items:

- approval delegation
- Requisitions to Approve → 19
- Order Requests to Approve → 3
- PO Changes to Approve → 0
- Returned Requisitions → 2
- Returned Order Requests → 2
- Returned PO Changes → 1
- Invoices to Approve → 7

A red arrow points from the 'Invoices to Approve' item to a callout box containing the text: "Click here in your Inbox to view pending documents".

Step 2. Your pending invoice documents will be listed:

The following data is displayed:

- Invoice Number – The invoice document number
- Invoice Date – The invoice date
- PO Number – The order number the invoice is processed against
- Supplier Name – The supplier the invoice is processed against
- Date Submitted – The purchase order submission date
- Submitted by – The name of the requisitioner (may not be the invoicer).
- Invoice Total – The invoice total

To quickly identify documents for approval, click on the column headers to sort the invoice data in ascending or descending order.

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Search Results Requisition Recurring Req. Blanket Orders Manual Invoice Status

Inbox

approval delegation

Requisitions to Approve → 15

Order Requests to Approve → 28

PO Changes to Approve → 1

Returned Requisitions → 2

Returned Order Requests → 0

Your Invoices To Approve

Invoices remaining for you to approve (Click Invoice Number to review detail):

Invoice No.	Inv. Date	PO Number	Supplier Name	Date Submitted	Submitted by	Invoice Total
Auto 4068	12/08/2013	MJW98	Watsons Waffles & Sons Ltd	12/08/2013	Mike Watson	£11.75
rrrvtartar	12/08/2013	MJW88	COA Solutions Ltd	05/08/2013	Mike Watson	£0.00
Buvikurt number 3	12/08/2013	MJW88	COA Solutions Ltd	05/08/2013	Mike Watson	£40.50
86775646567	30/07/2013	MJW84	Watsons Waffles & Sons Ltd	30/07/2013	Mike Watson	£1.18
price check 3	25/10/2010	MJW69-001	Avis Rent a Car Ltd	25/10/2010	Mike Watson	£180.00
price check 5	25/10/2010	MJW69-001	Avis Rent a Car Ltd	25/10/2010	Mike Watson	£200.00
424222	18/08/2008	MJW88-001	Watsons Waffles & Sons Ltd	18/08/2008	Mike Watson	£40.00.00

Inbox displaying invoices to approve list

Step 3. Click on the **Invoice Number** that requires approval to open it in the **Settlement Approval Summary** Screen.

There are a number of tasks that can be performed, including editing, if permission in the approval step allows. The action you take as an approver will depend on the current matching status of the invoice and ultimately dictate what happens to the document: it will either be returned to the person who raised it or continue approved through the approval process.

Ultimately, the document will complete all the stages required by the invoice settlement plan and will be made available for transfer to your organisation's financial system for payment. Only reconciled and approved invoices are sent for payment.

The section below explains the steps involved in reviewing your selected document.

7.2 Review the Document

In the **Settlement Approval Summary** screen scroll down the document details to review and consider an appropriate course of action.

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Search Results Requisition Recurring Req. Blanket Orders Manual Invoice Status

Settlement Approval Summary

back approve force settle deactivate return to requisitioner return to invoicer edit

Comments/Feedback

Invoice

Invoice Number	Type	Invoice Date	Date Received	Total Amt.	Pay Amt.	Taxes	Delivery	Status
1258369	DI	22/10/2013		£1,430.40	£1,430.40	£238.40	£0.00	Mismatch between order and invoice (for non tolerance errors)

Additional Invoice Information

Field Name	Field Value
Batch Reference	55

Order Summary

Order No.	Requisitioner	Supplier	Date	Order Total	Order Tolerance (line)	Status
MDW115	Mike Watson	Lyreco UK Limited	16/10/2013	£1,912.00	2%	Order is open

Order/Invoice Comparison

Order Information - GBP								Invoice Information - GBP			
Line No.	Item No.	Mfr No.	Qty	Qty Rtn	Unit Price	Ext Price	Outstanding	Item No.	Qty	Unit Price	Ext Price
2	unknown		4	0	£156.00	£624.00	-£624.00	unknown	4	£156.00	£624.00
3	unknown		8	0	£142.00	£1,136.00	-£568.00	unknown	4	£142.00	£568.00
4	6		1	0	£152.00	£152.00	£0.00	6	0	£152.00	£0.00
								6	0	£152.00	£0.00

Invoice Attachments

File description	Size	User	Type	Date Added
Copy Invoice	6468	Mike Watson	Manual	23/10/2013
Time Sheet	10056	Mike Watson	Manual	23/10/2013
Dispatch Information	-	Mike Watson	Manual	23/10/2013

Settlement Audit

Time Stamp	Related	Related	New Status	Old Status	Action	Additional
------------	---------	---------	------------	------------	--------	------------

Settlement approval summary screen

The summary screen contains all the necessary information for an approver to make an informed and accurate decision as to the correct course of action to take.

- **Invoice** – The invoice header details including invoice dates (Invoice and Date Received) total amount, total VAT, delivery (freight) charges and the current invoice status.
- **Invoice Status** – The status of the invoice, displayed in the invoice header, is a very important piece of information that will probably explain why this document has been sent to you and will determine your course of action.

- **Additional Invoice Information** – Any user defined invoice fields will appear in this section. These fields have been extended by your system administrator to capture additional information for use during workflow approval or for passing through to your finance system.
- **Order Summary** – The order summary section contains details of the order, including the line level matching tolerance percentage that has been used. This percentage is the maximum value above and below the order value outside of which the invoice value will be placed on a mismatched status.
- **Order/Invoice Comparison** – This table contains line item level detail of: the order quantity and prices and invoice quantity and prices that have been used in the financial matching process.
- **Invoice Attachments** – This table contains a list of attachments that are associated to the invoice: for example, a copy of the original paper invoice received from the supplier. An attachment may be 'Manual' (added by the invoicer through the PECOS invoice entry form) or 'Electronic' (added automatically through the eInvoice interface). The attached file can also be either an office document or a URL. Click on the file description to open, review or print the attachment.
- **Settlement Audit** – The Settlement Audit Trail provides a date stamped history of invoice processing.
- **Order Audit** – The Order Audit trail provides a date stamped document history. This contains important information relating to approvals, receipts, returns, invoicing and matching and will probably indicate why the invoice has been sent to you for approval or review: read the actions carefully.

7.3 Approve

approve

If you wish to approve the invoice in its current form without making any changes click the 'Approve' button. The invoice will continue through its approval plan and be removed from your inbox. You may also approve an invoice *after* performing editing activities.

7.4 Edit

edit

Editing will be available to you if the step in the approval plan has editing rights. If there are no editing rights given to the step in the approval plan that has directed a document to your inbox, the edit button will not display. It is therefore not uncommon to find that you have permission to edit some types or statuses of invoice but not others.

To edit an invoice document, follow these steps:

Step 1. Click the edit button at the top of the approval summary screen. The document will open in an 'Edit Invoice' screen.

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Search Results Requisition Recurring Req. Blanket Orders Manual Invoice Status Inbo

Edit Invoice

Make necessary changes to this invoice for order **MJW115**

back save invoice additional invoice information

Supplier: Lyreco UK Limited address lookup
 Motherwell Street
 Airdrie ML6 7HU

Requisitioner: Mike Watson

Customer Supplier Number: 000
 Supplier Customer Number: 000

Payment Terms: Net 30 terms lookup
 FOB-delivery Terms: Not Selected-Not Selected

Carrier/Delivery Method: Not Selected-Not Selected
 Invoice Date: 22/10/2013 ✖

Supplier VAT Number: 2597469
 Invoice Received Date: 18/10/2013 ✖

Invoice ID: 1258369
 Credit Invoice:

Comments:
 Invoice Currency: GBP ▾

Attachments:

Short Pay:

Invoice Level Accounting in Effect

Invoice Qty	PO Line No.	Inv Item No.	Invoice Item Description	Inv Unit Price	Line VAT
Order Qty	Ord Item No.	Mfr No.	Order Item Description	Ord Unit Price	Ord Ext Price
Prev Inv Qty	Mfr Name	Internal Comments	Prev Inv Ext	Inv Ext Price	
4		unknown	Item 4	156.00 / EA	£124.80
4	2	unknown	Item 4	£156.00/EA	£624.00
8		None		£1,248.00	£624.00
4			Item 5	112.00 / EA	

Edit invoice screen

Step 2. Undertake changes according to your editing privileges:

- Click on the 'Address Lookup' button to change the remittance address
- Click on the 'terms lookup' button to change the payment terms
- Supplier VAT number and Comments are all editable by overtyping existing data.
- Click on the Attachment icon to update, remove or add an invoice attachment.

- Click on the interactive calendar icon to change the Invoice Date.
- Click on the interactive calendar icon to change the Invoice Received Date.
- In the line details, quantity, descriptions, prices and unit of measure may all be changed.
- Change VAT by selecting an alternate tax type from the drop down list box.
- Update Delivery and Supplier VAT by changing the field values.
- Accounting can be changed for lines, delivery charges and VAT by clicking on the financial tracking icon at the appropriate level. (Further details about undertaking accounting changes can be found in the User Manual).

Step 3. **additional invoice information** Click on the 'additional invoice information' button to access any of the extended user fields that require review or updating.

The extended fields open in a pop up window where they can be edited. Mandatory fields are marked with an asterisk and cannot be removed. To enter or change a date field click on the date calendar.

Step 4. After completing your edits remember to click the 'recalculate' button if there is one. If invoice recalculation is not implemented, the invoice will refresh totals automatically after tabbing out of quantity, price or tax fields.

Step 5. **save invoice** Click the 'save invoice' button to save your changes.

Step 6. After completing your editing activity the invoice will remain in the Settlement Approval Summary screen for you to continue with further approval activity.

7.5 Force Settle

The option to Force Settle an invoice will only be available to you in certain circumstances:

- You have been granted the Force Settlement privilege in your user profile
- The invoice has a mismatched settlement status (i.e. is not reconciled)

Force Settlement is the action of accepting matching discrepancies for line item price or quantity or for Delivery or VAT price matching differences.

The affect of force settlement is to change the invoice matching status from an exception to 'force settled' thereby making the invoice available for payment.

The action of Force Settlement is usually undertaken by senior purchasing or finance personnel and should be undertaken only after careful examination of the invoice document and its related purchase order records (displayed in the invoice/order comparison table) and the order's receipt records.

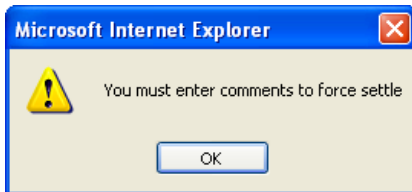
To Force Settle an invoice document, follow these steps:

Step 1. Enter the reason for force settling this document in the 'Comments/Feedback' box in the Settlement Approval Summary screen.

Settlement approval summary screen showing force settlement option

Step 2. **force settle** Click the 'force settle' button.

If you fail to enter force settlement comments, the following error message will be displayed:



Missing force settlement comments error

Click OK and enter a force settlement reason in the 'Comments/Feedback' box (described above in step 1). Click on the force settle button once again.

Note that after Force Settlement the invoice will remain in approval mode until it is approved.

Step 3. The pre-approval invoice status will be updated to 'Force settled' and you will remain in the Settlement Approval Summary screen. The document will remain in your inbox in an approval status until you perform additional approval activities.

Step 4. Click the **approve** button to approve the invoice and update the invoice status for settlement resolution purposes. The document will be removed from your inbox and continue through the settlement approval plan. After final approval it will be made available for inclusion on the APEXport for payment.

back Alternatively, you may wish to click on the 'back' button to return to this document at a later date. By doing so however, the force settled invoice will remain in approval and not be maintainable by any other user.

7.6 Deactivate

Deactivating an invoice document has the effect of removing it from the payment process. A deactivated invoice will be given a deactivated status and not be included on the APEXport for payment processing.

Reasons for deactivating an invoice might include: entered with errors, posted against the wrong purchase order or duplicate invoice processed.

To Deactivate an invoice document follow these steps:

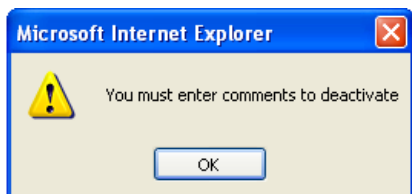
Step 1. Enter the reason for deactivating this document in the 'Comments/Feedback' box in the Settlement Approval Summary screen.



Settlement approval summary screen showing deactivate option

Step 2. **deactivate** Click on the 'deactivate' button. The invoice settlement status will be changed to 'Deactivated'.

If you fail to enter deactivation comments, the following error message will be displayed:



Missing deactivation comments error

Click OK and enter a deactivation reason in the 'Comments/Feedback' box (described above in step 1). Click on the deactivate button once again.

Step 3. The invoice will be automatically removed from your inbox and continue through the invoice settlement approval plan. The 'Your Invoices to Approve' screen will be displayed where you can continue with further invoice approval activity.

7.7 Return to Invoicer

return to invoicer

If after reviewing the invoice you do not wish to approve it but return it to the Invoicer with a comment, you must click the 'return to Invoicer' button.

An invoice that is returned does not continue through the approval plan until the user to whom it is returned resubmits it. (Returned invoices may also be edited or cancelled.)

The Invoicer is the user who created the invoice document and may not be the same as the requisitioner. The name of the Invoicer will be the 'Actioner' displayed in the Settlement Audit in the Approval Summary Screen:

Settlement Audit						
Time Stamp	Related Invoice Number	Related Stock Number	New Status	Old Status	Actioner	Additional Comment
12/09/2005 12:06 GMT	MW/545545		Received - unprocessed		David Smith	MW/545545

Invoicer displayed in the settlement audit

If you fail to enter return comments an error message will be displayed.

The following actions will occur when an invoice is returned:

- The invoice will be removed from your inbox.
- An eMail will be sent to the Invoicer informing them of your action.
- The invoice will appear in the 'Returned Invoices' section of the Invoicer's inbox
- The order audit trail will be updated with the action, including the comment entered.
- The invoice settlement status will be updated to 'Returned to Invoicer'.

You may also return the invoice to the Invoicer *after* performing editing activities.

7.8 Return to Requisitioner

return to requisitioner

If after reviewing the invoice you do not wish to approve it but return it to the requisitioner with a comment, you must click the 'return to requisitioner' button.

An invoice that is returned does not continue through the approval plan until the user to whom it is returned resubmits it. (Returned invoices may also be edited or cancelled.)

The requisitioner may not be the same person as the Invoicer. For system generated orders, the requisitioner will be the user who raised the original requisition and for a manual invoice it will be the same person who raised the invoice, unless it was manually overridden at the time of creation. The name of the requisitioner is displayed in the Order Summary in the Approval Summary Screen:

Order Summary						
Order No.	Requisitioner	Supplier	Date	Order Total	Order Tolerance (line)	Status
U480	David Smith	WLC Wilson Wiseman	25/08/2005	£264.40	0%	Order is open

Requisitioner displayed in the order summary

If you fail to enter return comments an error message will be displayed.

The following actions will occur when an invoice is returned:

- The invoice will be removed from your inbox.
- An eMail will be sent to the requisitioner informing them of your action.
- The invoice will appear in the 'Returned Invoices' section of the Requisitioner's inbox
- The order audit trail will be updated with the action, including the comment entered.
- The invoice settlement status will be updated to 'Returned to requisitioner'.

You may also return the invoice to the requisitioner *after* performing editing activities.

8. Non-Catalogue Items

A Non-Catalogue item is a line on a Requisition or Order that has not been added from an electronically held PECOS catalogue or through a punch-out catalogue or marketplace site. It is added by the requisitioner as a **free text** item in the 'add non-catalogue item' page and is therefore not a pre-approved contract item for purchase.

The minimum requirement for a Non-Catalogue item is that it must have a description. The following information, some of which is mandatory for an order to be placed, might be missing and may require updating:

- Supplier Name (mandatory detail)
- Item price
- Item Number
- Manufacturer Part Number
- Quantity (default will be one)
- Unit of Measure
- Product Category Code
- Description

A document that contains an item from an 'Unknown' supplier (i.e. a supplier has not been assigned) CANNOT be approved – this information is mandatory before the document can move forwards in the approval process.

All approval plans should be written to require Requisitions and Order Requests that contain such an item to be routed for approval. Approval is usually performed by a purchasing department or procurement professional who will complete the line after sourcing the item being requested.

Suppliers assigned to Non-Catalogue items may also have been created by the requisitioner as a 'User Defined Supplier'. If this is the case, it should be the responsibility of the approver to audit these supplier details.

The audit trail message and eMail notification message will usually indicate that a document has been routed because it contains Non-Catalogue items.

As an approver, you should only update Non-Catalogue items during the approval process if it is your responsibility to do so. (A document may have been routed to you for a different reason and may subsequently go to the responsible person.)

Note. You must have rights to Non-Catalogue items in your user profile to perform updates to these items.

Note. You must have rights to User Defined Suppliers in your user profile to perform updates to these supplier types.

8.1 Identifying Non-Catalogue Items

Access documents as usual from either within your inbox, the workbench or from the attachment contained in the approval notification eMail message. (Follow the steps in the 'Accessing Documents' section above.)

A Non-Catalogue item is identifiable by the 'Non-Catalog' item type assigned to it by PECOS. Depending on the detail entered by the requisitioner, it may also often have no item number, price or supplier assigned to it.

Requisition No.	Current Status	Date Created	Ordered By	Requisition Total	Internal Comments	External Comments
227	Requisition requires approval routing	22/07/2004	John Smith	£200.00		

Time Stamp	Action	User	Additional Comments
22/07/2004 11:24 GMT+01:00	Requisition sent to for approval.	John Smith	

Supplier	Delivery	PO Number	PO Total	Est. Tax	Est. Ship	Payment Method	Carrier/Delivery Method	Del. Date Requested
Unknown	John Smith 10 Oceana Way Riverside, MA 02062 United States		£200.00	£0.00	£0.00	Invoice	Not Selected / Not Selected	

Line Item No.	Item No.	Mfr No.	Manufacturer	Qty	Unit Price	Ext Price	Comment
1	Unknown			1	£200.00/ea		
	Non-Catalog		18" colour television		£200.00		

A non-catalogue item is identified by its 'Non-Catalog' item type.

Approval Summary screen

From the 'Approval Summary' screen review the Non-Catalogue item(s) and decide what course of action you need to take. Not all of these item types will need updating if the requisitioner has entered all the correct information and you want to give your approval without making changes.

8.2 Editing Non-Catalogue Items

Step 1: Access non-catalogue item

edit Click on the 'edit' button in the requisition or order request 'Approval Summary' screen to enter 'Approval Edit Mode'

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Search Results Requisition Recurring Req. Blanket Orders

Requisition Approval Summary

approve return to requisitioner **edit** cancel requisition back

Comr

Requisition Detail

Requisition No.	Current Status	Date Created	Ordered By	Requisition
562	Requisition requires approval routing	13/06/2005	ukuser	£0.0

Audit Trail

Time Stamp	Action
13/06/2005 12:19 GMT	Non Catalogue approval

Order Detail - Unknown

Requisition Approval Summary Screen

Step 2: Open the Item

From within Approval Edit Mode screen click on the [item number](#) link to enter the 'Update Non-catalogue Item' screen. If no item number has been entered by the requisitioner it will say [unknown](#).

Requisition (227) APPROVAL EDIT MODE

return to requisition summary add non-catalogue item

Requisition Total: £200.00

Qty	Item Type	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Unit Price	Action
				Item Description		Ext price	Ext price	

Order Shipping and Billing

Qty	Item No.	Mfr No.	Supplier	Unit Price	Unit Price	Action
1	Non-Catalogue	unknown	Unknown	£200.00/ea	£200.00/ea	

Direct Item Entry

Qty.	Item No.	Mfr No.	Supplier
			(select supplier)

Click on the item number to edit the Non-Catalogue item

Approval Edit Mode screen

Step 3: Review Required Fields

Review all the Non-Catalogue Item attributes in the 'Update Non-Catalogue Item' screen. Remember that the Requisitioner may only have entered an item description.

Update Non-Catalogue Item APPROVAL EDIT MODE

cancel update non-catalogue item Items in Requisition: 1 Total: £200.00

Line Item No.: 1

Supplier: * Unknown Existing User-Defined

Item Number: unknown

Manuf. Part Number:

Manufacturer:

Settlement Type: Quantity

Quantity: * 1

Unit of Measure: * Each

Estimated Price: * 200

Currency: GBP

Description: * 18" colour television

Category Code Level 1: * Domestic Appliances and Supplies and Consumer Electronic Products

Update Non-Catalogue Item screen

The following item attributes are available for editing, some of which are mandatory (marked with a red asterisk):

- **Supplier (Mandatory)**

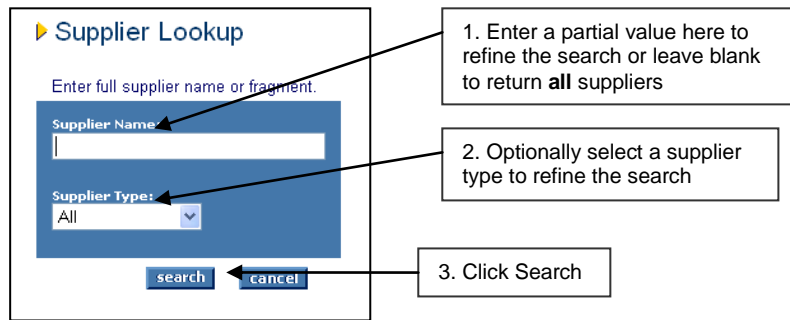
- **Existing:** If the supplier is already assigned it can be changed by clicking the 'Supplier Lookup' button and using the supplier search tool to select an alternative (see below).


- **Unknown:**

If the supplier is 'unknown' one **MUST** be selected.

i) Assign a supplier from the list of existing suppliers by choosing the 'Existing' radio button and clicking on the **supplier lookup** button. Note that a drop down list box may be present as an alternative to the lookup button.

ii) Use the Supplier Lookup search tool to refine your search:



iii) Select the correct supplier from the search results by clicking the  select button.

- **User-defined Supplier:** (See 'Creating a User Defined Supplier' below.)
- **Item Number:** Enter the supplier's part number (sku code).
- **Manufacturer Part Number:** Enter the manufacturer part number of known.
- **Manufacturer:** Enter the name of the manufacturer if known.
- **Settlement Type:** Select either 'Quantity' or 'Amount' from the drop down box to determine how goods are to be received and matched against this item:
 - **Quantity:** goods are received by quantity
 - **Amount:** goods are received by value
- **Quantity (Mandatory):** Enter the number of items to be purchase. The default is one.
- **Unit of Measure (Mandatory):** Enter the unit of measure from the drop down box. The default is 'Each'.
- **Estimated Price (Mandatory):** Enter the price for this item. The default is 'Nil'.
- **Description (Mandatory):** Update the item description.
- **Category Code:** Optionally select the first and second level product classification (UNSPSC) code. Note that this selection may have been made mandatory by your system administrator.
- **Internal Comments:** Enter any internal comments to be viewed by the requisitioner.
- **External Comments:** Enter any external comments to appear printed in the purchase order at line level.

Step 4: Save Changes

update non-catalogue item When you have finished making your changes click the 'update non-catalogue item' button to return to the 'Approval Edit Mode' screen.

If you do not wish to update the item and save your changes, click the cancel button,

Step 5: Return to Document Summary

return to requisition summary / **submit edits** If there are no further items to edit and you have completed the review of comments, financial tracking codes and delivery and invoicing data, click the 'return to requisition summary' button (if you are editing in a requisition) or 'submit edits' button (if you are editing an order request). PECOS will return you to the approval summary screen.

The audit trail will be updated with all the changes that you have made and you are now able to complete approval of the document in the usual way.

9. Blanket Orders

Blanket Orders may require approval in the same way as Requisitions and Purchase Orders. The requirement for approval will be dependant on the rules contained within your approval plans as well as the processing conditions created for the blanket order itself. There are two types of blanket order document that you could receive for approval:

- An Original Blanket Order Request
- A Blanket Order Release

9.1 Identifying Blanket Orders

9.1.1 Numbering Convention

Blanket order releases are identified by a blanket order release number suffixed to the original order number. The blanket release identifier is the second set of three numbers and increments for each release processed.

For example, if PO3478 is the original order number the first release will be PO3478-001, the second release will be PO3478-002 and so forth.

9.1.2 Original Blanket Order Requests

An original blanket request may be received into your inbox as either a Requisition (if routed by a requisition approval plan) or an Order Request (if routed by a purchase order approval plan). The document number will **not** have a blanket release suffix.

It can be identified in the document summary screens as shown below:

a) Requisition Request Blanket Approval

Navigate to the Requisition Approval Summary screen by clicking on the requisition number in the usual way.

The requisition detail section will display the requisition type as 'Blanket'.

The screenshot shows the 'Requisition Approval Summary' interface. At the top, there are buttons for 'approve', 'return to requisitioner', 'edit', 'cancel requisition', and 'back'. Below these is a 'Comments/Feedback' text area. The 'Requisition Detail' section contains a table with the following data:

Requisition No	Req. Type	Current Status	Date Created	Ordered By	Requisition Total	Internal C
2511	Blanket	Requisition requires approval routing	17/09/2004	Mike Watson Approver	£25,000.00	

Screen showing original blanket in 'requisitions to approve' inbox

b) Order Request Blanket Approval

Navigate to the Order Request Approval Summary screen by clicking on the order number in the usual way.

The order detail section will display the order type as 'Blanket'.

The screenshot shows the 'Order Request Approval Summary' interface. At the top, there are buttons for 'approve', 'return to requisitioner', and 'back'. The 'Supplier' is listed as 'Elcom IT Limited'. Below is a 'Comments/Feedback' text area. The 'Order Detail' section contains a table with the following data:

PO Number	Requisition No	PO Type	Current Status	Ordered by	Est. Tax	Est. Ship	Order Total
EIT3187	2510	Blanket	Order requires approval routing	Mike Watson	£0.00	£0.00	£131,250.00

Screen showing original blanket in 'order requests to approve' inbox

9.1.3 Blanket Order Releases

a) A blanket order release will be received into your inbox only as an Order Request. The document number will have a blanket release suffix.

PO Number	Date Submitted	Submitted by	Comments	Total cost
PO1824	09/05/2002	Mike Watson		£100.00
PO1821	13/06/2002	Mike Watson		£2,519.00
PO2214	22/05/2003	Mike Watson		£0.00
PO2216	22/05/2003	Mike Watson		£0.00
PO2217	22/05/2003	Mike Watson		£0.00
PO2219	22/05/2003	Mike Watson		£0.00
PO2266	22/05/2003	Mike Watson		£0.00
PO2267-001	26/06/2003	Mike Watson		£1,294.34
PO2268-002	26/06/2003	Mike Watson		£2,634.70
PO2291	07/07/2003	Mike Watson		£7.63

Order requests inbox showing blanket release order number

b) The Order Detail section of the order request approval summary screen will identify the PO Type as a 'Blanket Release'.

Blanket PO Number	Requisition No.	PO Type	Current Status	Ordered by	Est. Tax
PO2833-003	2513	Blanket Release	Order requires approval routing	Mike Watson	£0.00

Order request approval summary screen showing PO type

9.2 Approving Original Blanket Orders

The original blanket order may be sent for requisition approval, order approval or both.

9.2.1 Requisition Approval

Original Blanket Orders submitted through a Requisition Approval Plan can be:

- Approved without changes
- Returned to Requisitioner without changes
- Edited and Returned to Requisitioner
- Edited and Approved
- Cancelled

Each option is explained in detail below.

Firstly you must click on the Requisition ID in the 'Your Requisition Requests To Approve' screen. (Please refer to the section above for more details). The 'Requisition Approval Summary' screen will open:

Requisition No.	Req. Type	Current Status	Date Created	Ordered By	Requisition Total	Internal Comments	External Comments
224	Blanket	Requisition requires approval routing	14/10/2010	Mike Watson	£12,000.00		

Requisition approval summary screen showing approver's options

9.2.1.1 Approve without Changes

approve

If you are happy that the blanket order is correct and do not wish to edit or return it to the originator, simply click the 'approve' button.

The document will continue through the approval process and will move onto the next approval step if there is one. If there are no more approval steps in the plan, approving the Requisition will result in an order being created and either transmitted to the supplier or sent for further approval under an Order Request approval plan.

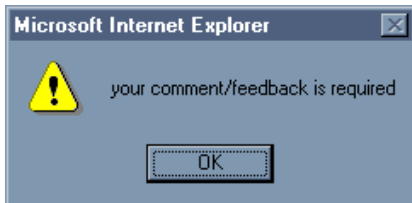
9.2.1.2 Return without Changes

return to requisitioner

If, after review, you are not happy with the document and wish to reject it back to the requisitioner, click the 'return to requisitioner' button. A notification eMail message will be sent to the requisitioner informing them of your action.

The document will not continue through the approval process until the requisitioner has made the appropriate changes and re-submitted it.

When a document is returned in this way, you must indicate why you are returning it in the 'Comments/Feedback' box. If no text is entered a warning message is displayed:



Click 'OK', enter your comments and click the 'return to requisitioner' button once more.

If, after the requisitioner updates it, the document still falls within the criteria required for your approval, it will be sent to you a second time for approval. This process will continue until you finally approve the document or the requisitioner cancels the request.

9.2.1.3 Edit

edit

Click on the 'edit' button to enter blanket order 'approval edit mode'. Depending on the rights given by your system administrator you may be able to fully edit the details of the Blanket Order. Alternatively only some of these editing activities may be available.

Step 1: Edit Blanket Order Detail

Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Unit Price	Actions	
					Est price	Est price		
Order Shipping and Billing					Services Total (GBP):	£25,000.00	£25,000.00	
200	Clean			Services	20 /EA	£20.00/EA		
Contract cleaning service					£4,000.00	£4,000.00		

Approval edit mode

Whilst in Approval Edit Mode a number of actions can be performed:

- **Update item quantities**

To update item quantities overwrite the existing quantities in the 'Qty' column. Ensure you tab out of the box after typing to allow the document to update.

The following configuration must be taken into consideration when updating item quantities:

- Decimal quantities. Check whether decimals are allowed for your organisation.
- Minimum Order quantities. It will not be possible to reduce a quantity below the item's minimum order quantity. If you do so, an error message will display.
- Maximum Order Quantity. It will not be possible to increase a quantity above the item's maximum order quantity. If you do so, an error message will display.
- If the blanket order is amount based with the 'Item Amounts' processing condition configured, it will not be possible to alter the item quantities and make the sum of the line item totals different to the Not to Exceed amount.

- **Update prices**

Prices can be updated by overtyping the existing price in the 'Unit Price' column. Ensure you tab out of the box after typing to allow the document to update. (**Note.** *The ability to edit item prices is specific to blanket orders.*)

- If the blanket order is amount based with the 'Item Amounts' processing condition configured, it will not be possible to alter the item unit prices and make the sum of the line item totals different to the Not to Exceed amount.

- **Update Delivery and Invoicing information**

Clicking on the 'Order Delivery and Invoicing' link at the top of the document will enable editing of delivery, payment and invoicing options.

When changes are complete click 'save'. If you do not want to save your changes click 'cancel'.

Order delivery and invoicing screen in approval edit mode.

From here the following information can be changed:

- **address lookup** Change the delivery address by clicking the 'address lookup' button.
- Add an internal delivery location by typing it in the edit box.
- Change the Requested Date by clicking on the calendar icon.
- Change Carrier and Delivery Method by selecting alternatives (if available) from the drop down list box.
- Enter Additional Order Information (if available).
- Change the payment method and optionally select Procurement Card details.

- **Add additional catalogue items**

To add items to the blanket order navigate to the search page and add items in the normal way. Alternatively an item can be added directly to the requisition using 'Direct Item Entry' at the foot of the requisition.

Note that the choice of supplier is fixed since a blanket order can be assigned to a single supplier only.

Search screen in approval edit mode

To return to the Blanket Order Detail screen to resume editing, click on the 'Requisition' link from either the main menu bar or the search results screen.

Note. *You must have requisitioning rights and access to the appropriate blanket supplier's catalogue to perform this action.*

- **Comments and Attachments**



Add or update attachments and comments by clicking on the paperclip icon.

- **Delete**



Delete an order or an order line by clicking on the red delete icon.

- **Financial Tracking**



Change financial tracking and VAT treatment details by clicking on the financial tracking icon at one of the following levels:

- Requisition or Order level - to change details for the entire Blanket Order.
- Line level - to change details and optionally split charges for the line only.

Step 2: Edit Non Catalogue Items

add non-catalogue item

Add a Non-catalogue item to the Blanket Order by clicking on the 'add non-catalogue item' button. See the section above for details of how to add and update Non-catalogue items.

Step 3: Edit Blanket Policy

blanket order policy

To edit the blanket order policy click on the 'blanket order policy' button to open the blanket order policy screen:

Blanket order policy screen in approval edit mode

- **Blanket Order Policy**

The following blanket policy can be edited: Policy Terms and Conditions: All fields with the exception of the supplier can be edited; Processing Conditions and Notification Controls.

- **Blanket Order Permissions**

blanket order permission

From within the Blanket Order Policy screen, click on the 'blanket order permission' button to update blanket maintenance options.

Blanket order permissions

After making changes in the Blanket Order Permissions screen select either 'save' to save your changes and return to the Blanket Order Policy screen or 'cancel' to return tot the Blanket Order Policy screen without saving changes.

- **Save and return**

blanket order detail

When all changes to blanket policy and permissions have been completed click on the 'blanket order detail' button to save changes and resume editing activity in the Blanket Order Detail screen.

- **Return without saving**

cancel If you do not wish to save the changes to blanket policy and permissions click on the 'cancel' button in the Blanket Order Policy screen.

Step 4: **return to requisition summary** When all changes have been made to your satisfaction, click on the 'return to requisition summary' button. The Requisition Approval Summary screen will once again be displayed.

! Notice that the audit trail will have been updated for all of the changes that you have saved.

Step 5: Complete the editing action

To complete editing there are two options:

a) **approve** Click 'approve'. The blanket order will move forwards in the Approval Plan to its next step.

b) **return to requisitioner** Click 'return to requisitioner'. The blanket order will not move forwards in the Approval Plan but return to the start, pending the action of the requisitioner.

9.2.1.4 Cancel

If, after review, you decide that the blanket order is not to be authorised or not required and you do not wish to return it to the requisitioner for update or cancellation, it can be cancelled by yourself.

cancel requisition From the Requisition Approval Summary screen click on 'cancel requisition'.

The message 'requisition cancelled' will be seen at the top of the screen and the audit trail updated accordingly. Click on the 'back' button to return to your Inbox screen where you may continue with further approval activities.

The document will not be deleted from PECOS but its status will be updated to 'Cancelled' and no further activities will be able to be performed to it.

The only action that can be performed by the original requisitioner is to review the document details and copy them into a new blanket order.

9.2.2 Order Approval

Original Blanket Orders submitted through a Purchase Order Approval Plan can be approved, returned or edited. They cannot be cancelled.

Click on the PO Number in the 'Your Order Requests To Approve' screen to open the Order Request Approval Summary screen:



Order request approval summary screen showing approver's options

9.2.2.1 Approve without Changes

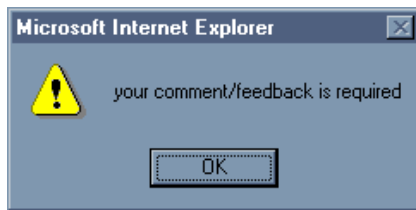
approve If you are happy that the blanket order is correct and do not wish to return it to the originator, simply click the 'approve' button. The document will continue through the approval process and will move onto the next approval step if there is one. If there are no more approval steps in the plan, approval will result in the blanket order being transmitted to the supplier.

9.2.2.2 Return without Changes

return to requisitioner If, after review, you are not happy with the blanket order and wish to reject it back to the requisitioner, click the 'return to requisitioner' button. A notification eMail message will be sent to the requisitioner informing them of your action.

The document will not continue through the approval process until the requisitioner has made the appropriate changes and re-submitted it.

When a document is returned in this way, you must indicate why you are returning it in the 'Comments/Feedback' box. If no text is entered a warning message is displayed:



Click 'OK', enter your comments and click the 'return to requisitioner' button once more.

If, after the requisitioner updates it, the document still falls within the criteria required for your approval, it will be sent to you a second time for approval. This process will continue until you finally approve the document or the requisitioner cancels the request.

9.2.2.3 Edit

edit Depending on the rights given by your system administrator you may be able to fully edit the details of the blanket order. Alternatively only some of these editing activities may be available. Click on the edit button to open the Order Request Editing screen:

Line Item No.	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Ext price	Actions
1	200	5554534			Avis Rent a Car Ltd	£53.00/EA	£10,600.00	[edit] [delete]
Order Totals							£10,600.00	

Order request edit screen

Whilst in Approval Edit Mode a number of actions can be performed:

Step 1: Edit Blanket Order Detail

- **Update item quantities**

To update item quantities overwrite the existing quantities in the 'Qty' column. Ensure you tab out of the box after typing to allow the document to update.

The following configuration must be taken into consideration when updating item quantities:

- Decimal quantities. Check whether decimals are allowed for your organisation.
- Minimum Order quantities. It will not be possible to reduce a quantity below the item's minimum order quantity. If you do so, an error message will display.
- Maximum Order Quantity. It will not be possible to increase a quantity above the item's maximum order quantity. If you do so, an error message will display.
- If the blanket order is amount based with the 'Item Amounts' processing condition configured, it will not be possible to alter the item quantities and make the sum of the line item totals different to the Not to Exceed amount.

- **Update Delivery and Invoicing information**

Clicking on the 'Order Delivery and Invoicing' link at the top of the document will enable editing of delivery, payment and invoicing options.

Order Delivery and Invoicing APPROVAL EDIT MODE

cancel save Supplier

Date Requested: Clear date

User Name and Address		Payment, FOB and Freight Terms	
Requisitioner Name:	Mike Watson	Payment Terms:	Not Selected
Buy-for Name:	Mike Watson	FOB Terms:	Not Selected
Delivery Name:	<input type="text" value="Mike Watson"/>	Delivery Terms:	Not Selected
Delivery Address:	Elcom Systems Ltd Commerce House 349 Edinburgh Avenue Slough, Berkshire SL1 4TU United Kingdom	Billing Address:	349 Edinburgh Avenue Slough, Berkshire SL1 1TU United Kingdom
address lookup			
Internal Delivery Location:	<input type="text"/>		
Carrier and Delivery Method		Payment Method	
Processing Type:	Direct Ship	<input checked="" type="radio"/> Invoice	
Method:	<input type="text" value="Not Selected (Not Selected)"/>	<input type="radio"/> System Procurement Card:	
Carrier:	Not Selected	<input type="text" value="Not Selected"/>	
Additional Order Information			
Auxiliary Account Code:	<input type="text"/>		

When changes are complete click 'save'.
If you do not want to save your changes click 'cancel'.

Order delivery and invoicing screen in approval edit mode.

From here the following information can be changed:

- [address lookup](#) Change the delivery address by clicking the 'address lookup' button.
- Add an internal delivery location by typing it in the edit box.
- Change the Requested Date by clicking on the calendar icon.
- Change Carrier and Delivery Method by selecting alternatives (if available) from the drop down list box.
- Enter Additional Order Information (if available).
- Change the payment method and optionally select Procurement Card details.

• **Add additional catalogue items**

To add items to the blanket order navigate to the search page and add items in the normal way. Alternatively an item can be added directly to the requisition using 'Direct Item Entry' at the foot of the requisition.

Note that the choice of supplier is fixed since a blanket order can be assigned to a single supplier only.

Search APPROVAL EDIT MODE

Item Search

[Open Catalogue Explorer](#)

Supplier:	Avis Rent a Car Ltd		
and	Item Description	Contains the text:	<input type="text"/>
and (optional)	Manufacturer Name	Contains the text:	<input type="text"/>
Sort By:	Preferred Supplier		

Quick Search: [Search tips](#)

Synonyms Spell checker

eForm Search

Search screen in approval edit mode

To return to the Blanket Order Detail screen to resume editing, click on the 'Requisition' link from either the main menu bar or the search results screen.

Note. You must have requisitioning rights and access to the appropriate blanket supplier's catalogue to perform this action.

• **Comments and Attachments**



Add or update attachments and comments by clicking on the paperclip icon.

• **Delete**



Delete an order line by clicking on the red delete icon on the line you wish to delete.

• **Financial Tracking**



Change financial tracking and VAT treatment details by clicking on the financial tracking icon at one of the following levels:

- Order level - to change details for the entire Blanket Order.
- Line level - to change details and optionally split charges for the line only.

Step 2: Edit Non Catalogue Items

add non-catalogue item Add a Non-catalogue item to the Blanket Order by clicking on the 'add non-catalogue item' button. See the section above for details of how to add and update Non-catalogue items.

Step 3: Submit Edits

When you have completed all editing tasks click the 'submit edits' button to save changes and return to the Order Request Approval Summary screen.

Step 4: Cancel Edits

To return to the Order Request Approval Summary screen without saving any changes click the 'cancel edits' button.

9.3 Approving Blanket Releases

Blanket order releases will only require approval where the blanket policy processing condition of the original blanket order defined the requirement.

Blanket order releases will be found in your inbox under:

- **Order Requests to Approve:** When a release is processed and transmitted under a purchase order approval plan type. These can be identified by their blanket order number suffix (refer above).
- **Requisition to Approve:** When a release is processed and transmitted under a requisition approval plan type.

The options for approving blanket order releases are:

1. Approve without changes
2. Return to Requisitioner without changes
3. Edit and Return to originator
4. Edit and Approve
5. Cancel

Each option is explained in detail below.

Firstly you must click on the PO Number or Requisition ID from within your inbox (Please refer above for more details). The appropriate 'Approval Summary' screen will open.

9.3.1 Approve without Changes

approve If you are happy that the blanket order release is correct and do not wish to edit or return it to the originator, simply click the 'approve' button.

The document will continue through the approval process and will move onto the next approval step if there is one.

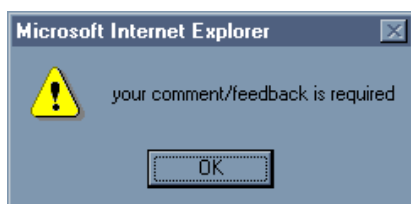
If there are no more approval steps in the approval plan, approving the release will result in a blanket order release being transmitted to the supplier.

9.3.2 Return without Changes

return to requisitioner If, after review, you are not happy with the release and wish to reject it back to the originator, click the 'return to requisitioner' button. A notification eMail message will be sent to the requisitioner informing them of your action.

The release will not continue through the approval process until the requisitioner has made the appropriate changes and re-submitted it.

When a document is returned in this way, you must indicate why you are returning it in the 'Comments/Feedback' box. If no text is entered a warning message is displayed:



Click 'OK', enter your comments and click the 'return to requisitioner' button once more.

9.3.3 Edit

Depending on the rights given by your system administrator you may be able to fully edit the details of the blanket order release. Alternatively only some of these editing activities may be available.

Note that additional items cannot be added to a blanket order release during the approval process.

This section is broken into two:

- a) Editing an Order Request blanket release
- b) Editing a Requisition blanket release

9.3.3.1 Edit Order Request Release

Line Item No.	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Ext price	Actions
1	10	743			Alipa Computing Services Ltd	£360.00/DAY	£3,600.00	[Icons]
		Computer Installation Services						
2	12	749			Alipa Computing Services Ltd	£540.00/DAY	£6,480.00	[Icons]
		Computer Consultancy						
Order Totals							£10,080.00	

Order request editing screen

Whilst in Approval Edit Mode a number of actions can be performed:

Step 1: Edit Blanket Order Detail

- **Update item quantities**

To update item quantities overwrite the existing quantities in the 'Qty' column. Ensure you tab out of the box after typing to allow the document to update.

The following configuration must be taken into consideration when updating item quantities:

- Decimal quantities. Check whether decimals are allowed for your organisation.
- Minimum Order quantities. It will not be possible to reduce a quantity below the item's minimum order quantity. If you do so, an error message will display.
- Maximum Order Quantity. It will not be possible to increase a quantity above the item's maximum order quantity. If you do so, an error message will display.
- If the blanket order is amount based with the 'Item Amounts' processing condition configured, it will not be possible to alter the item quantities and make the sum of the line item totals different to the Not to Exceed amount.


- **Update Delivery and Invoicing information**

Clicking on the 'Order Delivery and Invoicing' link at the top of the document will enable editing of delivery, payment and invoicing options.

When changes are complete click 'save'. If you do not want to save your changes click 'cancel'.

Order delivery and invoicing screen in approval edit mode.

From here the following information can be changed:

- **address lookup** Change the delivery address by clicking the 'address lookup' button.
- Add an internal delivery location by typing it in the edit box.
-  Change the Requested Date by clicking on the calendar icon.
- Change Carrier and Delivery Method by selecting alternatives (if available) from the drop down list box.
- Enter Additional Order Information (if available).
- Change the payment method and optionally select Procurement Card details.

• **Comments and Attachments**



Add or update attachments and comments by clicking on the paperclip icon.

• **Delete**



Delete an order line by clicking on the red delete icon on the line you wish to delete.

• **Financial Tracking**



Change financial tracking and VAT treatment details by clicking on the financial tracking icon at one of the following levels:

- Order level - to change details for the entire Blanket Order.
- Line level - to change details and optionally split charges for the line only.

Step 2: **submit edits** When all edits have been made to your satisfaction, click on the 'submit edits' button to save your changes. The Order Request Approval Summary screen will display allowing you to complete your approval activity. The audit trail will be updated for all of the changes that you have saved.

Step 3: **cancel edits** If you do not wish to save your changes, click on the 'cancel edits' button. The Order Request Approval Summary screen will display allowing you to complete your approval activity.

Step 4: To complete the editing action you have two options:

- **approve** Click 'approve'. The blanket order release will move forwards in the Approval Plan to its next step.
- **return to requisitioner** Click 'return to requisitioner'. The release will not move forwards in the Approval Plan but return to the start, pending the action of the requisitioner.

Please refer above for further details on these actions.

9.3.3.2 Edit Requisition Release

Step 1: **edit** Click on the 'edit' button to enter 'approval edit mode'.

Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Unit Price	Actions
52	Clean 2			Services	£10.00/EA	£10.00/EA	
Employee discounted car valet service					£520.00	£520.00	





Screen showing requisition routed blanket release approval edit mode

Whilst in Edit Mode the following actions can be performed:

- Update item quantities by overtyping the existing quantities in the 'Qty' column. Ensure you tab out of the box after typing to allow the document to update.
 - Amount based blanket orders – note the remaining amount indicated at the top of the requisition.
 - Quantity based blanket orders – note the quantity remaining indicator in the quantity column.

- Update Delivery and Invoicing information by clicking on the 'Requisition Delivery and Invoicing' link at the top of the document.

From here the following information can be changed:

- **user lookup** Change Buy-for details by clicking the 'user lookup' button.
 - **address lookup** Change the delivery address by clicking the 'address lookup' button.
 - Add an internal delivery location or any additional Order Information.
 -  Change the Requested Date by clicking on the calendar icon.
 - Change the payment method and optionally select Procurement Card details.
- Update Delivery and Invoicing information at Order level by clicking on the 'Order Delivery and Invoicing' link at the top of the Order section.
From here the additional information may be changed:
 - Delivery Method. Choose from the drop down selection box.
 -  Add or update attachments and comments by clicking on the paperclip icon.
 -  Delete a document line by clicking on the red delete icon on the line you wish to delete. All lines for an entire order can be deleted by clicking on the icon in the order summary line.
 -  Change financial tracking and VAT treatment details by clicking on the financial tracking icon at one of the following levels:
 - Requisition level - to change details for the entire release.
 - Order level - to change details for the entire release.
 - Line level - to change details and optionally split charges for the line only.

Step 2: **return to requisition summary** When all changes have been made to your satisfaction, click on the 'return to requisition summary' button to save your changes. The Requisition Approval Summary screen will once again be displayed. The audit trail will be updated for all of the changes that you have made.

Step 3: To complete the editing action you have two options:

- **approve** Click 'approve'. The blanket release requisition will move forwards in the Approval Plan to the next step.
- **return to requisitioner** Click 'return to requisitioner'. The blanket release requisition will not move forwards in the Approval Plan but return to the start, pending the action of the requisitioner.

9.3.4 Cancel

If, after review, you decide that the blanket order release is not to be authorised or not required and you do not wish to return it to the originator for update or cancellation, it can be cancelled by yourself.

From within the appropriate 'Approval Summary' screen click on:

- **cancel requisition** to cancel a Requisition
- **cancel order request** to cancel an Order Request.

The message '**requisition or order request cancelled**' will be seen at the top of the screen and the audit trail updated accordingly. Use the 'back' button to return to your Inbox screen where you may continue with further approval activities.

The document will not be deleted from PECOS but its status will be updated to 'Cancelled' and no further activities will be able to be performed to it.

10. User Defined Supplier

If a Non-Catalogue item needs to be purchased from a supplier who does not exist in the PECOS supplier database it can be added through the 'User-Defined Supplier' form **whilst editing** a requisition, order request or change order. The 'User Defined' means of supplier entry is designed to enable users and approvers to quickly add a new supplier profile, to expedite the movement of documents through the procurement and approval process.

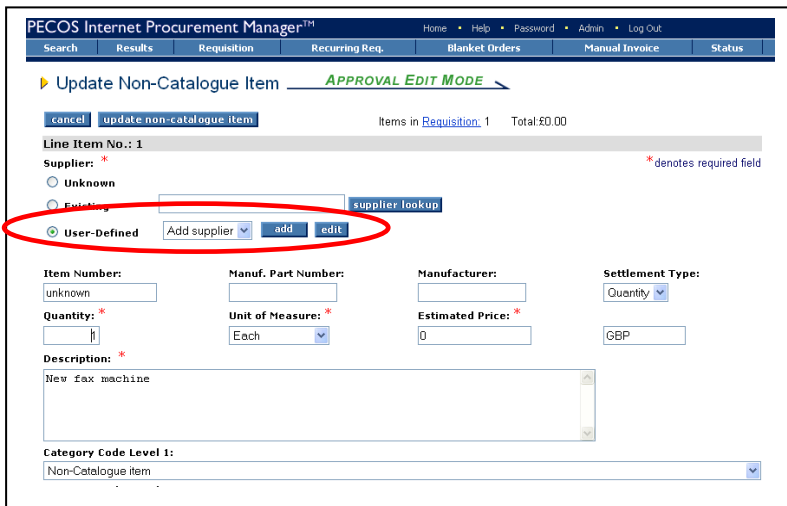
Note that you may not have access to this functionality through your user permissions.

When a supplier is created in this way, their profile will only contain the minimum amount of information required to expedite the order and will require editing by a system administrator to complete the setup. Due to the nature of these profiles therefore, in many organisations the creation of suppliers is performed by an administrator in the PECOS administration module.

10.1 Create a User Defined Supplier

To create a User Defined Supplier, follow these steps:

Step 1: Choose the 'User Defined' radio button on the 'Update Non-catalogue Item' screen and click the add button.



PECOS Internet Procurement Manager™

Home • Help • Password • Admin • Log Out

Search Results Requisition Recurring Req. Blanket Orders Manual Invoice Status

Update Non-Catalogue Item APPROVAL EDIT MODE

cancel update non-catalogue item Items in Requisition: 1 Total: £0.00

Line Item No.: 1

Supplier: *

Unknown Existing User-Defined

supplier lookup

add supplier add edit

* denotes required field

Item Number: unknown

Manuf. Part Number:

Manufacturer:

Settlement Type: Quantity

Quantity: *

Unit of Measure: *

Estimated Price: *

GBP

Description: *

New fax machine

Category Code Level 1: Non-Catalogue item

Update Non-catalogue item screen in edit mode

Step 2: In the 'User-defined Supplier' page enter your new supplier details.



PECOS Internet Procurement Manager™

Home • Help •

Search Results Requisition Recurring Req. Blanket Order

User-defined Supplier

save cancel

* denotes required field

Supplier Name: *

Address Line 1: *

Address Line 2:

Address Line 3:

City: * County/Province: * Country: *

United Kingdom

Postal Code: Route Number:

Contact Name: *

Contact Phone: *

Contact eMail:

Order Transmission: *

HTML eMail Fax

Customer's Supplier Number: Order Currency: GBP

Click 'save' to add this supplier or 'cancel' to return to the Update Non-catalogue Items screen without changes.

User-defined supplier details entry screen

* Note that required fields are marked with an asterisk and must be completed before the new supplier can be saved. It is important that these details are entered accurately.

Step 3: Click 'save' to return to the 'Update Non-catalogue Item' page and finish editing the Non-Catalogue item.

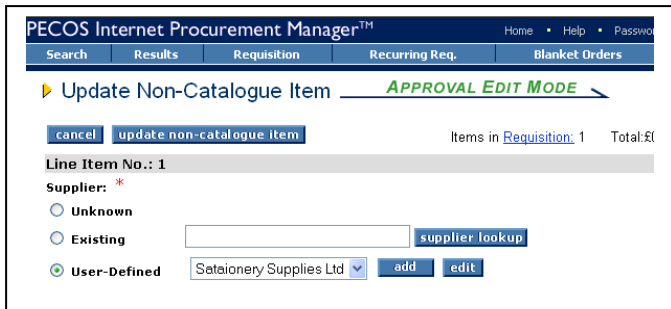
A new supplier has now been entered into the PECOS database and assigned to your Order. The new supplier is available for use by other PECOS users and will be reviewed by your administrator.

Click 'cancel' to return to the Update Non-Catalogue Item screen without adding a new user defined supplier.

10.2 Edit a User Defined Supplier

Occasionally you will find that existing User Defined Suppliers are available after being created by yourself or another approved PECOS user. If the details of these suppliers require editing this can be done by following these steps:

Step 1: In the Update Non-Catalogue Item screen choose the 'User Defined' radio button.



Non-catalogue supplier edit window

All existing User Defined suppliers will appear in the drop down list box.

Step 2: Select the supplier you wish to edit in the list box.

Step 3:  Click 'edit'.

The User Defined Supplier screen will open

Step 4: Changes should be undertaken to the supplier profile.

Step 5: Click 'save' to save the changes to the profile and return to the 'Update Non-catalogue Item' page to finish editing the Non-Catalogue item.

Click 'cancel' to return to the Update Non-Catalogue Item screen without saving changes to the user defined supplier.

11 Approval Delegation

Approval Delegation allows you to delegate approval responsibility to a proxy approver for a temporary period of time. Reasons why it might be necessary to select an alternate approver include:

- Holidays
- Leave of absence / secondments
- Meetings
- Illness
- Time constraint in times of heavy workload

PECOS will divert all documents requiring approval from your inbox to your proxy for as long as the defined timeframe is valid. Approval can be delegated only to another PECOS user but that user does not themselves have to be an approver.

To ensure that a delegated approver is not sent their own documents to approve, PECOS will check the profile of the document's buy-for user. Where it is the same as the delegatee, the document is sent to the original approver and the delegation is ignored.

Permission to delegate approval is granted by your system administrator via a user profile role. Not all approvers will therefore have the rights to delegate their approval authority: your organisation's business procedures may not allow you to undertake approval delegation.

11.1 Create Delegation

To create approval delegation, follow these steps:

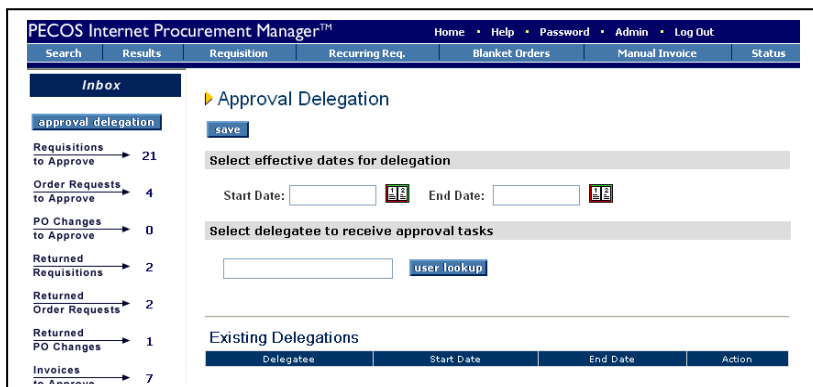
Step 1: Navigate to your inbox by selecting the **'Inbox'** main menu option.

Step2: At the top of the document approval summary panel click on the 'approval delegation' button.



Inbox showing approval delegation button

An Approval Delegation screen will open:

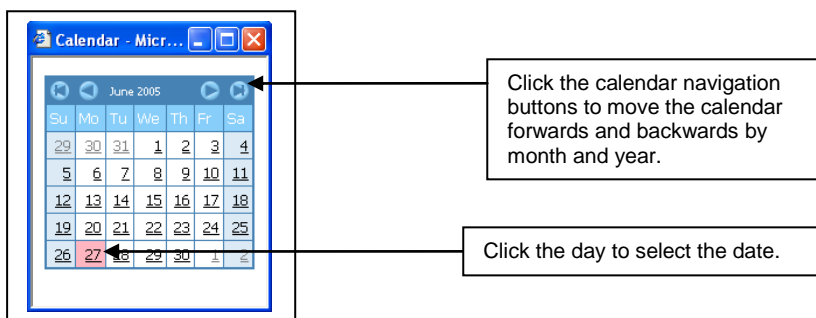


Approval delegation window

Step 3: Select **Effective Dates** for delegation



Click on the calendar icon to set the Start Date: the date the delegation is to begin. Secondly set the End Date: the date that delegation is to end.

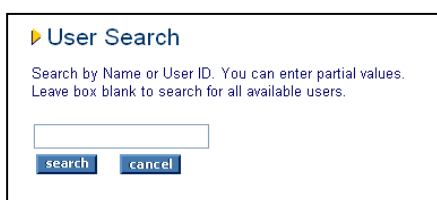


Date validation

Note that upon saving the delegation, the start date is validated and cannot be before today's date. The end date is also validated to ensure that it is not before the start date.

Step 4: Select a **User (proxy)** to receive approval tasks on your behalf.

- a) **user lookup** Click on the user lookup button to open the user search screen.




User search screen

- b) Enter a partial value into the search box to refine your search by user name or user id. Alternatively the text box can be left empty to search for all users. Click on the search button to invoke your search.




User search results

- c) Search results will appear on the right hand side of the user search screen, displaying both user name and user id. Click on the  button to select the user as your proxy and return to the approval delegation screen.

Step 5: Click the **save** button. The delegation will be added to your list of existing delegations.

11.2 Delete Delegation

To delete a proxy approver, navigate to the Approval Delegation screen where all existing delegations will be listed. Click on the 'delete' button in the action column next to the delegatee to remove. PECOS will confirm deletion by displaying the message 'Delegation deleted' at the top of the page.

Existing Delegations			
Delegatee	Start Date	End Date	Action
uk admin	04/07/2005	15/07/2005	

11.3 Administrator Delegation

To accommodate occasions when approvers are out of the office at short notice or have forgotten to set a delegation for themselves, your system administrator also has permission to set and delete approver's delegations. Speak to your system administrator for procedural details.

12 One Step Approval

One Step Approval allows the approver to review and then approve or return a requisition, purchase order or change order directly from their email instead of having to login PECOS. This feature is a huge benefit for members of staff who work remotely or need to retain approval control via PDA's or hand held devices.

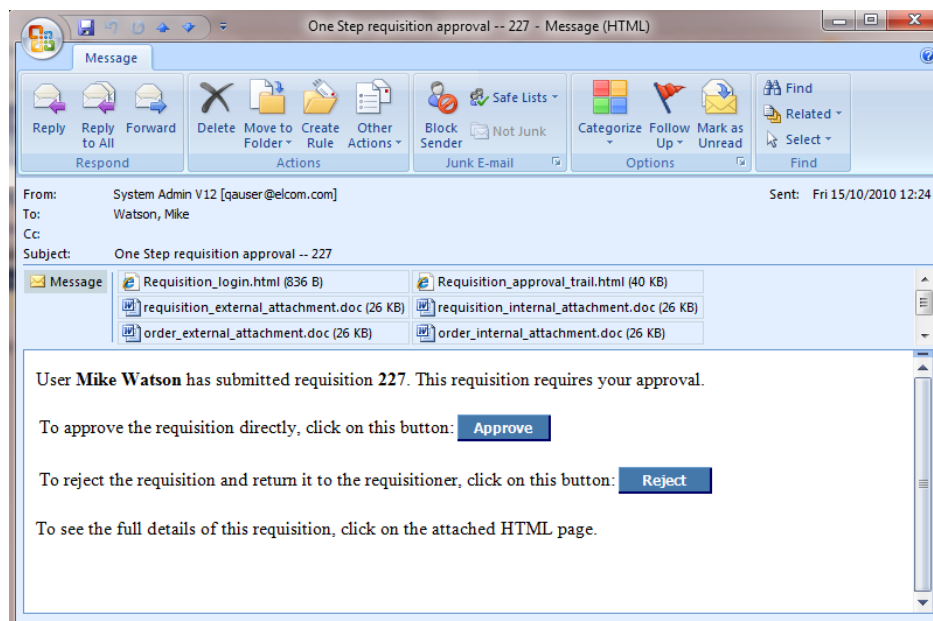
Although the One Step Approval process does allow the approver to review documents via a detailed snapshot, it does not support editing and comments. There may therefore be instances when the Approver must log into PECOS to edit or add comments prior to approval.

12.1 eMail Message

When One Step Approval is configured, you will receive an eMail containing:

- **Detail Attachment.** Click this attachment to open a snapshot of the document. This detail is necessary because you will not be entering PECOS to undertake the approval.
- **Approval Attachment.** Click this attachment to be transferred to a PECOS login page where standard approval can be undertaken.
- **Normal Document Attachments.** All requisition, order or line level attachments (internal and external) will be attached to the eMail in the usual way.
- **Approval Hyperlink.** Click this link to approve the requisition.
- **Return Hyperlink.** Click this link to return the requisition to the requisitioner.

Shown below is an example of a one step approval eMail:



One step requisition approval eMail

12.1.1 PECOS Login Attachment

Clicking on the login attachment will take you to a standard PECOS login screen where you can access the requisition for approval in the normal way. Listed below are the attachment names for each eMail type.

Requisition Approval: Requisition_login.html

Order Approval: approval.html

Change Order Approval: approval.html

12.1.2 Document Snapshot

Clicking on the snapshot attachment in the email will display a requisition detail screen. Listed below are the attachment names for each eMail type.

Requisition Approval: Requisition_approval_trail.html

Order Approval: PO_Summary_View.html

Change Order Approval: PO_Summary_View.html

Shown below is an example of a requisition summary snapshot. This summary screen will open in a new browser window and display details of the document that requires approval, including all comments, attachments and additional information at requisition, order and line levels.

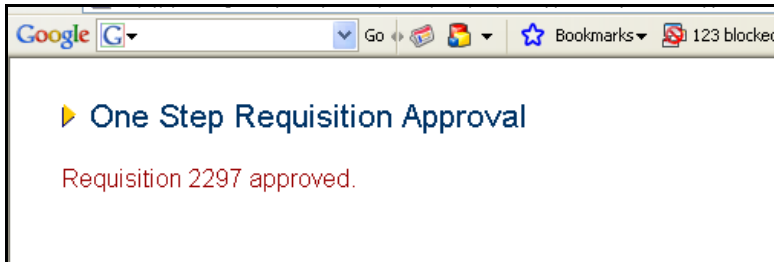
Requisition Summary							
Requisition Detail							
Requisition No.	Current Status	Date Created	Ordered By	Requisition Total	Internal Comments	External Comments	
227	Requisition requires approval routing	15/10/2010	Mike Watson	£8.50	Requisition internal comments	Requisition external comments	
Audit Trail							
Time Stamp	Action	User	Additional Comments				
15/10/2010 12:24 GMT+01:00	One Step Plan called with link in email	Mike Watson					
Order Detail - Watsons Waffles & Sons Ltd							
Supplier	Delivery	PO Number	PO Total	Payment Method	Carrier/Delivery Method	Del. Date Requested	
Watsons Waffles & Sons Ltd Waffle House 2 High Street Maidenhead, SL3 6RR United Kingdom 016475894994	Mike Watson 54 Waltham Road Maidenhead, SL6 4JJ United Kingdom		£8.50	Invoice	United Parcel Service / Dedicated Truck	20/10/2010	
Internal Comments			External (Supplier) Comments				
Order internal comments			Order external comments				
Additional Order Information							
Label	Field Value						
Document User Field	Additional information						
Financial Tracking Information							
Line	Item number	Description	Financial Tracking Code	Percent	Amount	VAT Key - VAT Rate	
1	3000	Small Plain Waffle	M100-Midlands 1614-Fresh Waffles 00-None	100%	£2.00	STD2-17.5%	
2	2000	Medium Plain Waffle	M100-Midlands 1614-Fresh Waffles 00-None	100%	£4.50	STD2-17.5%	
3	1000	Large Plain Waffle	M100-Midlands 1614-Fresh Waffles 00-None	100%	£2.00	STD2-17.5%	
Order Line Detail - Watsons Waffles & Sons Ltd							
Line Item No.	Item No.	Mfr No.	Manufacturer	Qty	Unit Price		
	Item Type		Item Description		Ext price		
1	3000			2	£1.00/BD		
	Kit of Parts		Small Plain Waffle		£2.00		
2	2000			3	£1.50/BD		
	Kit of Parts		Medium Plain Waffle		£4.50		
3	1000			1	£2.00/EA		
	Catalog		Large Plain Waffle		£2.00		
Line Item No.	Internal Comments			External Comments			
2	Line internal comment			Line external comment			
Additional Line Information							
Line	Label	Field Value					
1	Colour	Blue					
2	Colour	Brown					
3	Colour	Purple					
Line Item No.	File Name	Version	Level	Size	Type	User	Date Added
	REQ20109151219161556.doc Requisition_external_attachmen	0	Requisition	26112	External	Mike Watson	2010-10-15 07:24:16.0
	REQ20109151220501563.doc Order_external_attachment	0	Order	26112	External	Mike Watson	2010-10-15 07:24:16.0
2	REQ2010915122221569.doc Line_external_attachment	0	Line	26112	External	Mike Watson	2010-10-15 07:24:16.0

Snapshot - requisition summary screen

The snapshot is read only and after review, the browser window can be closed.

12.2 Approve Document

If, after reviewing the document snapshot, you determine that it should be *approved*, click the **'Approve'** button (or link) in the eMail. A confirmation page will be displayed as in the example below. Please note that comments are not allowed in the One Step Approval process.



Approval confirmation message- requisition

User Validation

As an added security precaution your system administrator may have implemented the 'One Step Approval Login' option. This will force you to enter your user id and password credentials into a pop up login screen after clicking the 'Approve' button in the eMail. This will not log you into PECOS but serves to validate your credentials. See section 12.4 – Security, below for additional information.



One step approval user validation

Audit Trail

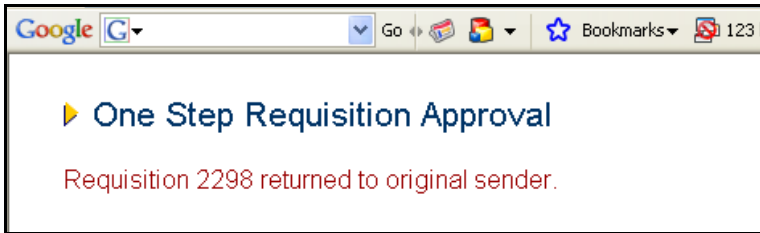
The audit trail reflects the approval and notes that the approver used the One Step process:

Requisition Status Summary							
copy cancel requisition back							
Requisition Detail							
Requisition No.	Current Status	Date Created	Ordered By	Requisition Total	Internal Comments	External Comments	
2297	Requisition requires approval routing	7/23/2007	101user	\$528.00			
Audit Trail							
Time Stamp	Action	User	Additional Comments				
7/23/2007 2:01 PM EDT	Req approval due to total over 250.00	101user					
7/23/2007 2:01 PM EDT	One step approval complete	101user	One step approval -- comments not available.				
7/23/2007 2:01 PM EDT	Sent for one step approval	101user					

Approval audit trail

12.3 Return Document

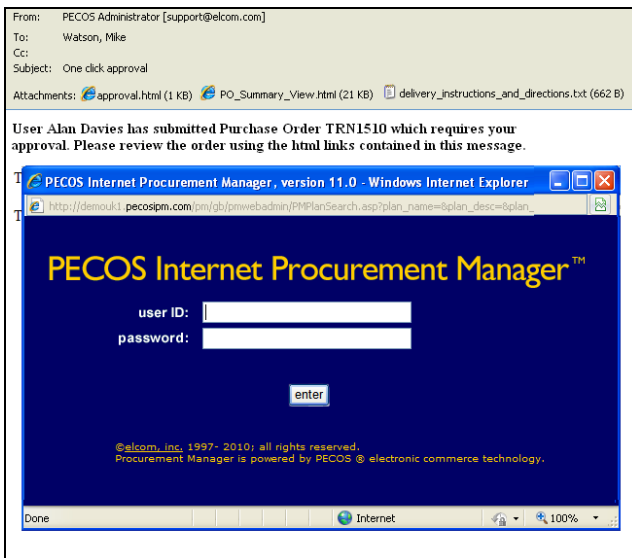
If, after reviewing the Requisition Detail screen, you elect not to approve the requisition click the **Return Link** in the eMail. The requisition will be returned unapproved to the requisitioner and a confirmation page will be displayed:



Return confirmation message

User Validation

As an added security precaution your system administrator may have implemented the 'One Step Approval Login' option. This will force you to enter your user id and password credentials into a pop up login screen after clicking the 'Reject' button in the eMail. This will not log you into PECOS but serves to validate your credentials. See section 12.4 – Security, below for additional information.



One step approval user validation

Audit Trail

The audit trail reflects the return and notes that the approver used the One Step process:

Returned Requisition Summary							
copy edit resubmit cancel requisition back							
Requisition Detail							
Requisition No.	Current Status	Date Created	Ordered By	Requisition Total	Internal Comments	External Comments	
2298	Requisition returned to sender	7/23/2007	101user	\$528.00			
Audit Trail							
Time Stamp	Action	User	Additional Comments				
7/23/2007 2:05 PM EDT	Requisition returned to originator	101user	One step rejection -- comments not available.				
7/23/2007 2:04 PM EDT	Sent for one step approval	101user					

Return audit trail

12.4 Security

All email systems allow users to forward email messages to other users either manually or via automated rules. One click approval cannot validate the originator's identity (ie based on the originator's mailbox or third party email system) and therefore it is important, irrespective of whether your administrator has implemented the 'One step approval login' option, that one click approval emails **are never forwarded to unauthorised personnel** either internally or externally to your organisation.

12.5 Messaging

Various messages have been created in order to trap configuration problems or advise the approver of reasons which may prevent them undertaking one step approval. The messages and their meaning are listed here:

- **Authorisation code is null or non-numeric.** There is an error in the URL. Be sure the URL is formatted exactly as shown above.
- **No login request.** There is an error in the URL. Be sure the URL is formatted exactly as described.
- **Not a requisition login request.** There is an error in the URL. Be sure the URL is formatted exactly as described.
- **Not a purchase order login request.** There is an error in the URL. Be sure the URL is formatted exactly as described.
- **Login failure. (Err: <number>).** There was an error logging in. The user's password may have expired since the email was sent.
- **Your approval authorisation number was not found. Another user may have rejected or cancelled this order.** The authorisation number that identifies your workflow task has been removed from the system. This is a normal situation based on the explanation in the message.
- **Your approval authorisation number does not match your user ID. Please be sure you are logged in with the correct user ID.** There is an error in the URL. Be sure the URL is formatted exactly as described.
- **A system error has occurred accessing the order.** An internal error has occurred during the approval process. Please note the time the error occurred and report it to your system administrator.
- **Requisition ID mismatch.** There is an error with the requisition reference in the URL.
- **Order ID mismatch.** There is an error with the order reference in the URL.
- **Workflow task not found -- another user may have approved the requisition.** Your workflow task is no longer active in the system. This is a normal situation based on the explanation in the message.
- **You cannot approve a requisition containing items for an unknown supplier.** The requisition contains items for which no supplier has been identified. You cannot use one step approval. You must either log in to PECOS and edit the requisition or return the requisition to the sender.
- **Failed approving requisition <number>.** An internal error has occurred during the approval process. Please note the time the error occurred and report it to your system administrator.
- **Failed approving order <number>.** An internal error has occurred during the approval process. Please note the time the error occurred and report it to your system administrator.
- **Failed returning requisition <number> to originator.** An internal error has occurred during the return process. Please note the time the error occurred and report it to your system administrator.
- **Failed returning order <number> to originator.** An internal error has occurred during the return process. Please note the time the error occurred and report it to your system administrator.

13 Price Quote

13.1 Overview

Organisations are increasingly looking for a simple solution for obtaining price quotations from suppliers without having to implement a full blown eSourcing or RFx solution.

The Price Quote feature allows a simple price quote to be sent to one or more supplier as part of the requisition approval process. For example, procurement policy might dictate that all items over a certain value must receive a defined number of separate quotes.

An approver, with permission, is able to create a Price Quote containing catalogue or non catalogue items selected from a submitted requisition. The quote contains a description, a respond by date, comments and attachments and can be issued to one or more selected suppliers. Upon publication, notification eMails are automatically generated and transmitted to participating suppliers and the requisition is locked until the respond by date. Suppliers respond to the published quote and the requisition is manually updated through the existing approval edit screen in order to reflect the award of each item. When complete the requisition is unlocked and approved in the normal way.

13.2 Create a Price Quote

The Price Quote is created, transmitted and awarded within the requisition approval process.

An appropriately configured approval plan step will direct a requisition that requires a Price Quote to an appropriate approver or departmental role (e.g. a central procurement team). Approval notification eMails and audit trail messages will be appropriately configured.

A price quote is created by selecting the 'create quote' button in the **Requisition Approval Summary** screen.

The screenshot shows the 'Requisition Approval Summary' screen. At the top, there are several yellow buttons: 'approve', 'return to requisitioner', 'edit', 'cancel requisition', 'create quote', and 'back'. Below these buttons is a text input field labeled 'Comments/Feedback (254 charact'.

Requisition approval summary screen showing new create quote button

The **New Price Quote** screen displays:

The screenshot shows the 'New Price Quote' screen. At the top, there are buttons for 'back', 'save', and 'publish'. A red asterisk indicates '* Required Fields'. The status is 'UNPUBLISHED'. There is a 'Description: *' text input field. Below it is a 'Respond By Date: *' field with a calendar icon and a 'Clear date' link. To the right is a 'Time: 8' dropdown menu with radio buttons for 'AM' and 'PM'. Below these fields is the 'Item Detail' section, which includes an 'External Attachments:' icon and a 'quote suppliers' button. The main part of the screen is a table with the following data:

Line #	Qty	Item Description		Price Quote
	U.O.M.	Manufacturer	Mfr No.	
1	60	Car rental - 60 days		<input checked="" type="checkbox"/>
	EA			
2	60	Car rental - insurance Waiver fee		<input checked="" type="checkbox"/>
	EA			
3	1	catering annual maintenance		<input type="checkbox"/>
	EA			
4	5	Large Plain Waffle		<input type="checkbox"/>
	EA			
5	3	Medium Plain Waffle		<input type="checkbox"/>
	EA			

New price quote screen

- 1) **Name and Date** (mandatory). Firstly a **Description** must be entered to logically identify the Price Quote. Second select the **Respond by Date** and Time to identify when responses must be received from suppliers. The Price Quote will remain open and the requisition locked until this date is reached; after which the Price Quote will close and the requisition will be re-opened for editing and approval.
- 2) **Select Items**. All items from the requisition are available for selection in the Item Detail table. Check the selection box in the Price Quote column for all items that are to be included in the published Price Quote. All items are selected by default and can be deselected.

- 3) **Manage Attachments.** All external requisition attachments are available for selection. Clicking the paper clip icon opens the **'Price Quote External Attachments'** screen where the attachments can be selected or deselected for inclusion.

File description	Level	Req line	Supplier	Item	Size	Type	User	Date Added	Include
Terms of Hire	Order		Unknown		26112	External	Mike Watson	05/08/2013	<input checked="" type="checkbox"/>

Price quote external attachments

External line level comments will automatically be included in the publication eMail: these do not need to be separately selected.

- 4) **Select Suppliers.** Suppliers are assigned to the price quote by selecting the **'quote suppliers'** button. All suppliers that were included in the original requisition are listed by default. Upon publication the price Quote will be transmitted to all suppliers selected.

Name	Status	Resend Quote	Action
Avis Rent a Car Ltd	UNPUBLISHED	resend	X
COA Solutions Ltd	UNPUBLISHED	resend	X

Quote suppliers screen

A supplier lookup button is provided to search and select additional suppliers. To remove a supplier, click the red cross (**X**) in the Action column.

When the supplier selection is finished, click the 'back' button to return to the New Price Quote screen.

- 5) **Save or Publish.** When the Price Quote items and attachments are selected and the header detail completed the price Quote must be either **Saved** or **Published**.

Once saved or published, the requisition is locked until the Price Quote is completed (i.e. the Respond by Date and Time is reached) or is retracted. The **Item Type** for all items that are included in the Price Quote process are changed to "Quote".

Saved Price Quote

A Saved price quote can be edited before it is published. The 'create quote' button in the Requisition Approval Summary screen is replaced with an **'edit quote'** button.

Requisition approval summary screen showing edit quote button

- The requisition is locked and all other buttons are greyed out whilst the Price Quote is in progress.
- Selecting the 'edit quote' button opens the **Edit Price Quote** screen where the quote can be updated and resaved or updated and published.
- A saved quote can be cancelled. If cancelled, the quote is completely deleted and the requisition unlocked.

13.3 Publish a Price Quote

A **New** or **Saved** Price Quote will be published to all selected suppliers when the **'publish'** button is selected.

PECOS will validate that:

- The Price Quote has a Description, Respond by Date and at least one Item selected.
- At least one supplier is selected and all supplier profiles contain a valid price quote transmission method and price quote contact details.
- Price Quote eMail notification messages are configured in organisation maintenance.

Following successful publication, the status of the Price Quote will change to 'Published' and the requisition will remain locked until the **Respond by Date** is reached or the Price Quote is manually closed.

After publication a Price Quote cannot be edited but it can be republished, retracted or manually closed.

All suppliers will receive a **Price Quote Invitation eMail** which will include all external attachments and have external line level comments and details of all of the items requiring quotation automatically embedded. An example is shown here:

From: Mike Watson
 To: Sally Jenkins
 Cc:
 Subject: Maidenhead College Price Quote Invitation

Sent: Mon 05/08/2013 16:38

Message | [REQ201375132277629.doc \(26 KB\)](#)

To Avios Car Rentals Ltd

Maidenhead College invite you to participate in the following Price Quotation:
 Description: Long Term Car Rental Price Quote
 Respond By Date: 06/08/2013
 Respond by Time: 11:00 AM

Please provide a price and all related information to the contact listed here. Prices should be exclusive of VAT. Please quote for all of the items listed below.

Contact: Mike Watson
 eMail: mwatson@elcom.com
 Phone: 01753 455564

Item Detail

Line No.	Mfr No.	Manufacturer	Qty	UOM
1	Item Description		60	EA
	Car rental - 60 days			
2	Item Description		60	EA
	Car rental - insurance Waiver fee			

Line Comments

Line 1 : Please quote for Group C cars only

Example of a price quote invitation email

13.4 Republish a Price Quote

A published Price Quote can be republished to existing suppliers or additional suppliers can be added to the quote.

Note that after publication item details cannot be changed. If details of the items change after publication, the quote should be retracted and re-issued.

After publication, the 'edit quote' button in the Requisition Approval Summary screen is replaced with a '**view quote**' button.

► **Requisition Approval Summary**

approve return to requisitioner edit cancel requisition **view quote** back

Comments/Feedback (254 characters)

Requisition approval summary screen showing view quote button

Clicking the view quote button will open the **Price Quote** screen where a republish button is displayed and quote suppliers can be managed. The status of the Price Quote will display as 'Published'.

► **Price Quote**

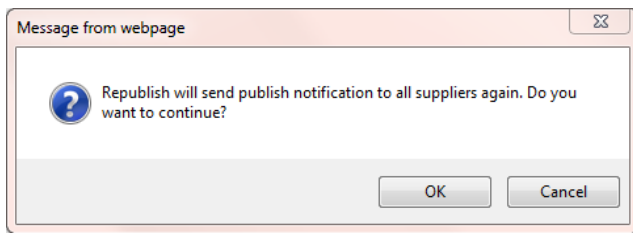
back save retract **republish**

Status: PUBLISHED

Price quote screen

a) **Republish**

To republish the quote, click the 'republish' button at the top of the Price Quote screen. A click through confirmation message will display:

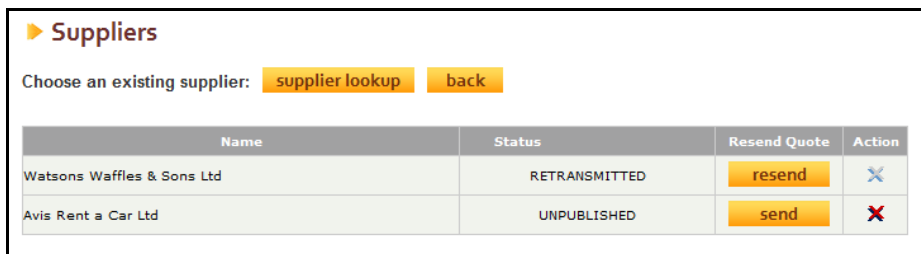


- Click 'OK' to continue: all suppliers will receive the **Price Quote Invitation eMail**.
- Click Cancel to return without republishing.

b) **Manage Suppliers**

To **resend** the invitation eMail to a single supplier click the **quote suppliers** button in the Price Quote Screen. In the **Suppliers** screen select the 'resend' button in the 'Resend Quote' column. The status of the supplier will change to 'Retransmitted'.

Additional suppliers can also be added to a published Price Quote. After selection, click 'send' to issue the invitation eMail and save the newly added supplier(s). Note that an existing supplier that has received an invitation cannot be deleted.



Price quote supplier screen showing supplier added to a published quote

13.5 Close a Price Quote

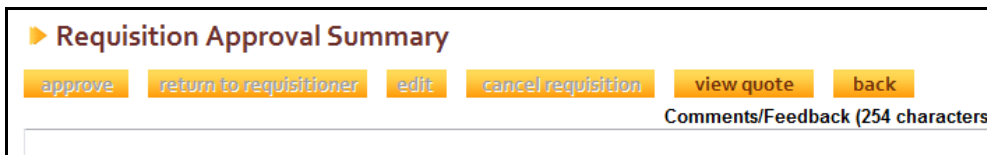
A Price Quote will be closed if one of three actions occurs: when the Respond by Date and time is reached; if it is retracted (cancelled); or if it is manually closed.

Retract a Price Quote

A published Price Quote can be Retracted up to the Respond by Date and Time (when the quote will automatically close).

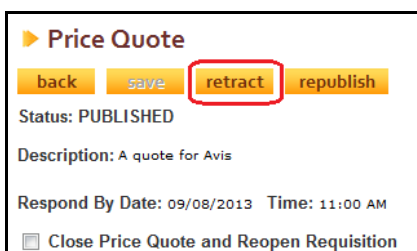
Note that after publication item details cannot be changed. If details of the items change after publication, the quote must be retracted and re-issued.

After publication, the 'edit quote' button in the Requisition Approval Summary screen is replaced with a '**view quote**' button.



Requisition approval summary screen showing view quote button

Clicking the view quote button will open the **Price Quote** screen where a retract button is displayed. The status of the Price Quote will display as 'Published':



Published quote header showing retract option

Clicking the **'retract'** button in the Price Quote screen will cancel and delete the Price Quote. A confirmation click through is presented to avoid accidental closure.

An automated **Retraction eMail** notification will be sent to all quote suppliers to advise them of the closure. An example is shown below:



Example retraction email notification message

After retraction the requisition will be unlocked for approval processing and optionally a new Price Quote can be created once more.

Manually Close a Price Quote

A published Price Quote can be Manually Closed up to the Respond by Date and Time (when the quote will automatically close for award).

The purpose of manually closing a Price Quote is to end the process early so that awards can be made and delays avoided. For example if all suppliers respond well in advance of the Respond by Date and Time there may be little point waiting for this time to arrive and delaying the progress of the requisition.



Published quote header showing manual close option

- To close the Price Quote prior to the Respond By date, check the **"Close Price Quote and Reopen Requisition"** check box. A click through confirmation message will appear.
- Upon closing, the status of the Price Quote will change to "Closed for Awarding" and the requisition will be unlocked.

13.6 Response and Award

All supplier responses must be received manually direct to the owner of the price quote process (e.g. via a reply to the Invitation eMail). The Price Quote award is made in **Requisition Approval Editing** by updating the requisition line items.

A requisition will become unlocked and available for edit and therefore available for awarding the results of the Price Quote when the Price Quote status changes to "Closed for Awarding". One of two situations will have occurred:

- a) The Price Quote Respond By Date and Time is reached or
- b) The Price Quote is Manually Closed

1. Click the **Edit** button in the **Requisition Approval Summary** screen. The requisition will open in Approval Edit Mode.

Requisition (248) - Approval Edit Mode

return to requisition summary add non-catalog item add quote item search

Requisition Delivery and Invoicing								Requisition Totals (GBP): Net: £11,460.50 Gross: £11,463.04 £11,460.50		
Qty.	Item Type	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Est VAT	Actions		
Item Description						Ext price	Est Gross			
Order Delivery and Invoicing						Unknown Total (GBP):		Net: £7,860.00	Gross: £7,860.00	
60	Quote	1256			Unknown	£106.00/EA	£0.00			
Car rental - 60 days						£6,360.00	£6,360.00			
60	Quote	2156			Unknown	£25.00/EA	£0.00			
Car rental - insurance Waiver fee						£1,500.00	£1,500.00			
Order Delivery and Invoicing						3663 Food Service Total (GBP):		Net: £3,586.00	Gross: £3,586.00	
1	Non-Catalog	5689			3663 Food Service	£3,586.00/EA	£0.00			
catering annual maintenance						£3,586.00	£3,586.00			
Order Delivery and Invoicing						Watsons Waffles & Sons Ltd Total (GBP):		Net: £14.50	Gross: £17.04	
5	Catalog	1000			Watsons Waffles & Sons Ltd	£2.00/EA	£1.75			
Large Plain Waffle						£10.00	£11.75			
3	Catalog	2000			Watsons Waffles & Sons Ltd	£1.50/EA	£0.79			
Medium Plain Waffle						£4.50	£5.29			

Approval edit mode showing quote items

All items that were included in the Price Quote will appear as Item Type 'Quote' and become **fully editable** irrespective of their origin.

2. Clicking on the Item Number will open the **'Update Quote Item'** screen which allows the item to be fully edited. In particular it is possible to edit (award) the supplier, by assigning the item to one of the quote suppliers, and also update the price of the item.

Update Quote Item APPROVAL EDIT MODE

cancel update quote item Items in [Requisition](#): 5 Total: £11,460.50

Line Item No.: 1

Supplier: * *denotes required field

Existing Select Supplier

Item Number: 1256 Manuf. Part Number: Manufacturer: Settlement Type: Quantity

Quantity: * 60 Unit of Measure: * Each Estimated Price: * 106 GBP

Description: *
Car rental - 60 days

Category Code Level 1: Non-Catalogue item

Category Code Level 2: Non-Catalogue item

Internal Comments:

External Comments:

Update quote item screen

- A **new quote item** can also be added to the requisition by selecting the 'add quote item' button at the top of the requisition screen in approval edit mode. An item can be added for one of the quoted suppliers, selected from the supplier list box.

Add quote item screen

The **Add Quote Item** screen is used, for example, when an item is included in an awarded supplier's quote response but was not in the original requisition (e.g. a delivery charge or associated item). The item will be added to the final order.

- When editing is complete and the requisition is approved, the Price Quote process is complete and order requests are generated.

At this point **Award Rejection eMails** are automatically generated and transmitted. The content of this email is preconfigured and editable by your system administrator.

It is transmitted to all suppliers who were quote suppliers (i.e. were included in the Price Quote process) but were not awarded (i.e. a quote item does not appear on a purchase order for them). An example of an award rejection eMail is shown below:

Example award rejection notification email

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