



PECOS Internet Procurement Manager

Version 13.1

User Manual

Release October 2013

Company Confidential

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Part 1: Introduction and Overview

Introduction

About this Manual

This User Manual has been produced for use by all users of PECOS to create and manage requisitions. It provides a source of reference for all requisitioning activities and is laid out in easy to follow sections which cover each topic using a step by step approach.

Included in this manual:

- System access and getting started
- Using search tools to identify items to be added to requisitions
- Using non-catalogue (free text entry) items
- Creating and using Recurring Requisitions (template orders)
- Creating and using Blanket Orders
- Editing and managing pre submitted requisition data: delivery addresses, accounting information, payment methods and attachments
- Using the status screen to identify documents
- Processing Receipts and Returns
- Undertaking cancellations and edits to requisitions and orders
- Creating Change Orders

This manual **does not** cover the following topics, for which there is separate documentation available:

- Invoicing and financial settlement (refer to the PECOS Receiving, Invoicing and Settlement Guide)
- The approval process (refer to the PECOS Approvers Guide)
- Budgeting (refer to the PECOS Budget Checking Manual)
- Reporting (refer to the PECOS reporting Guide)

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.

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>.

About PECOS

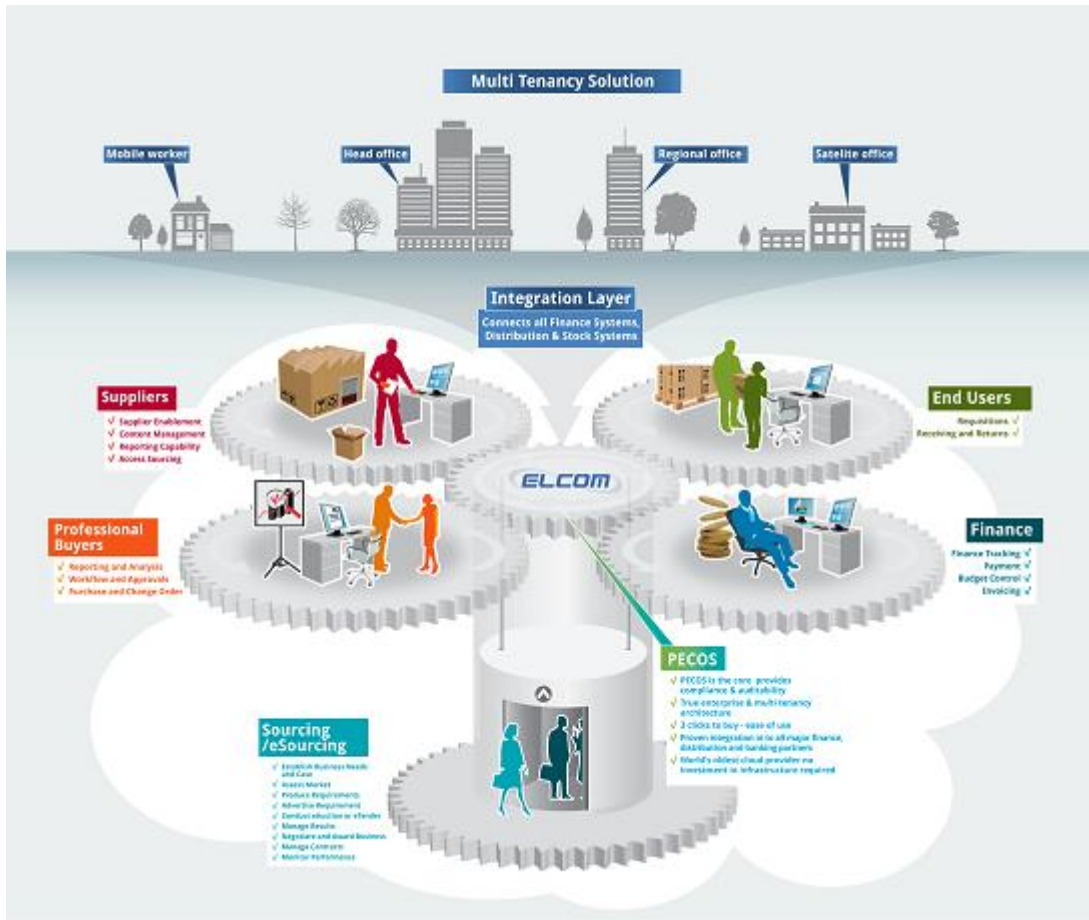
PECOS Internet Procurement Manager (PECOS.ipm) is a fully hosted 'cloud' solution that enables buying organisations of all sizes to automate their purchasing processes and leverage the benefits of eProcurement.

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.



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.



Your System Administrator is an important person. Make a note of their name and phone number!

Current Release

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

- **Price Quote**
- **Invoice Attachments**
- **Order Tolerances by Value**
- **Default Delivery Date**
- **ERS HMRC Compliance**

Further information may be found in the appropriate section of this manual, other relevant PECOS documentation (see Part 6 in this manual) and also the Release Notes.

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.

System Access and Security

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

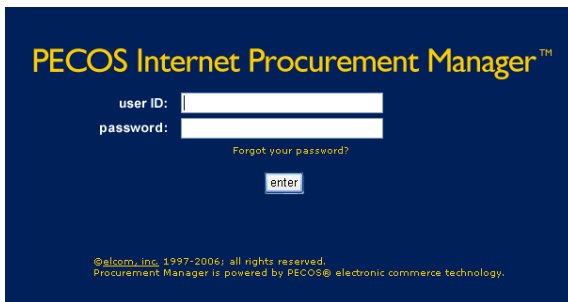


Your system administrator will supply you with your system's URL or site name, along with your user credentials. The URL will usually be in the format: "yourorganisation".pecosipm.com

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:

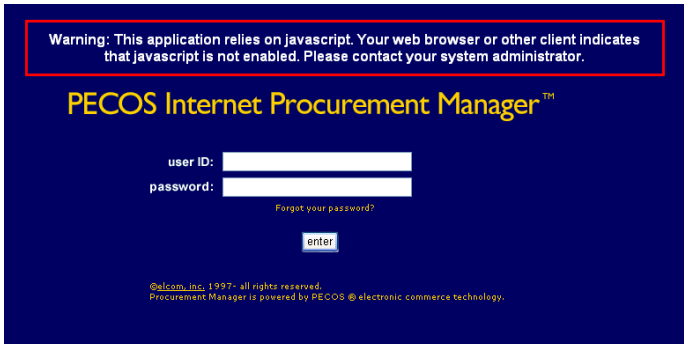


Home page

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

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.



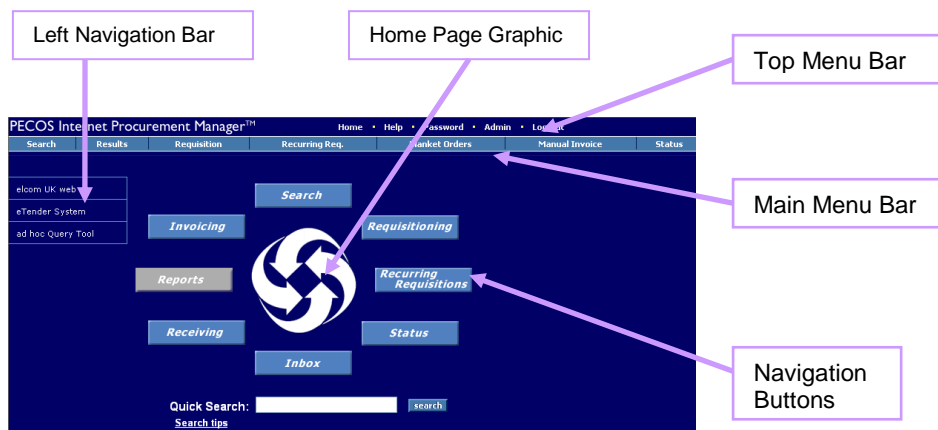
JavaScript warning message

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

Home Pages

Standard

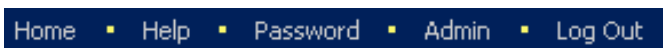
The content of the standard default PECOS homepage is described below.



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

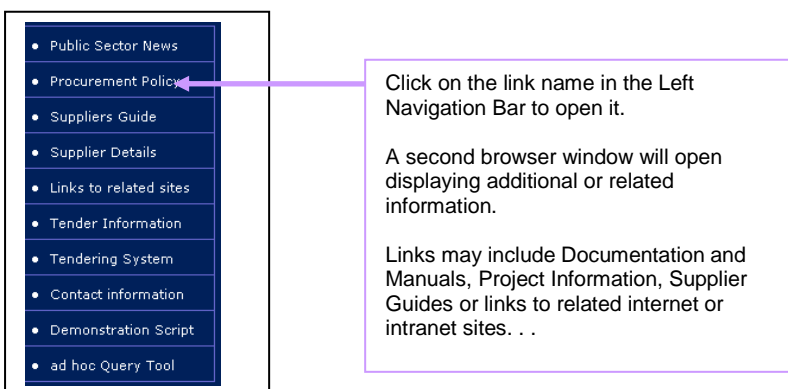
In the Standard Home Page the Navigation **buttons** in the centre of the home page can be used in the same way as Main Menu Bar to navigate to your required page.

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.

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.

The screenshot shows the 'Requisitioner's Workbench' interface. At the top, there is a navigation bar with links: Home, Help, Password, Admin, Log Out. Below this is a search bar and a menu with options: Search, Results, Requisition, Recurring Req., Blanket Orders, Manual Invoice, Status, and Inbox. The main content area is titled 'Requisitioner's Workbench' and contains several sections:

- Inbox:** A list of links with counts: Requisitions to Approve (4), Order Requests to Approve (5), PO Changes to Approve (0), Returned Requisitions (1), Returned Order Requests (1), and Returned PO Changes (0).
- Item Search:** A search box with 'Search' and 'Advanced Item Search' buttons.
- Recurring Requisitions:** A list of links: Paper Products, Paper Products, and CEW Test #1.
- Order Status:** A table with search filters for 'Req.' and 'PO.' and buttons for 'Search', 'Clear', and 'Advanced Status Search'. The table lists three requisitions:

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.

The screenshot shows the 'Professional Buyer's Workbench' interface. At the top, there is a navigation bar with 'Home', 'Help', 'Password', 'Admin', and 'Log Out'. Below this is a search bar and a menu with options: 'Search', 'Results', 'Requisition', 'Recurring Req.', 'Blanket Orders', 'Manual Invoice', 'Status', and 'Inbox'. The main content area is divided into several sections:

- Inbox:** A list of items including 'Requisitions to Approve (4)', 'Order Requests to Approve (5)', 'PO Changes to Approve (0)', 'Returned Requisitions (1)', 'Returned Order Requests (1)', and 'Returned PO Changes (0)'.
- Item Search:** A search box with a 'Search' button and a link to 'Advanced Item Search'.
- Recurring Requisitions:** A list of items including 'Paper Products', 'Paper Products', and 'CEW Test #1'.
- Order Status:** A table with search filters for 'Req.', 'PO', and 'Supplier', and buttons for 'Search', 'Clear', and 'Advanced Status Search'. The table contains the following data:

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:** A table with columns for 'Name', 'Blanket No.', 'Supplier', and 'Expiration Date'. Below the table, it states: '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 be displayed here.

The screenshot shows a customised homepage for 'elcom' within the PECOS Internet Procurement Manager application. The top navigation bar is identical to the previous screenshot. The main content area features the 'elcom' logo and the tagline 'The Next Standard of Value in B2B eCommerce'. A navigation menu on the left includes 'Home', 'About elcom', 'Solutions', 'Alliances', 'Customers', 'Events', 'Media', and 'Contact elcom'. The main content area is divided into several sections:

- Welcome:** A section with the text: '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.'
- Global leader in remotely-hosted eProcurement and eMarketplace solutions:** A large image of the Earth with this text overlaid.
- Topical News Headlines:** A list of news items including 'OGCbuying.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', and 'Oakland Unified School District Uses'.
- What is eProcurement? What is an eMarketplace?:** Two question marks with circular icons.
- Selcom & GE Capital:** A logo for 'Selcom & GE Capital' with the text 'Elcom and GE Capital's eProcurement Two new documents to download' and a 'Frequently Asked Questions' link.
- click here to start:** A button with a 'Path to e-procurement' arrow and a 'Links to other elcom sites' link.

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.

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.

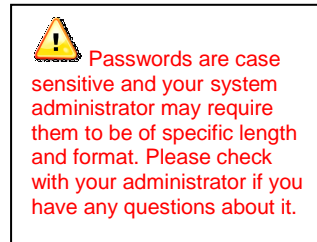
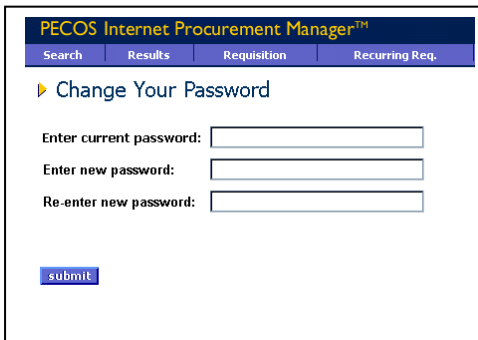
Please check with your system administrator if you have any questions about your organisation's password restrictions.

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.

Change Your Password

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



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 credentials.

Expiry Prompt

PECOS will also present a warning message to you a number of days before your password is due to expire. Passwords can optionally be changed immediately or upon expiry by following the appropriate link within the warning message.



Password expiry warning

Lock-outs

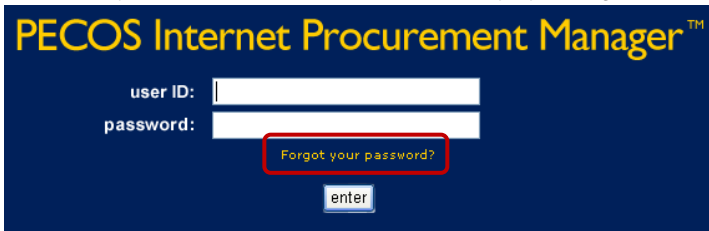
If you enter your password incorrectly (three attempts is the default) whilst logging into PECOS your user account will become **locked**. Your password can be reset in one of two ways:

- 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 as 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 users will be eMailed any 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.

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

Reset your password window

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.

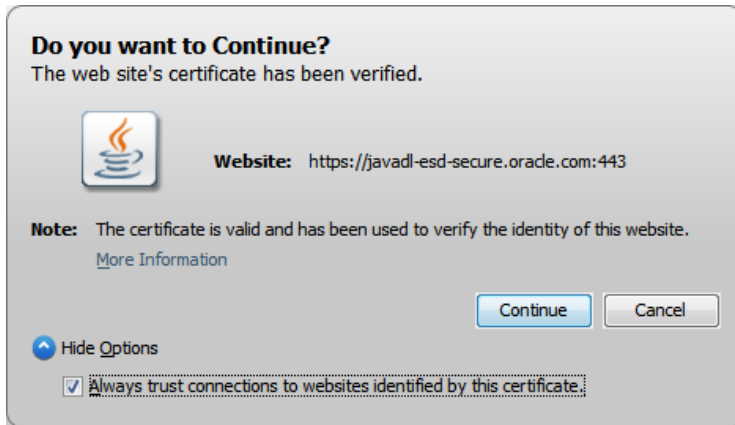
If PECOS is unable to reset your password a message will be displayed informing you of this: "Your password could not be reset. Please contact your Administrator."



You do not have to wait for your password to expire before you change it!
You do not have to format your password just according to system defined rules but may choose your own additional formatting to make your password stronger.

I.E. 10 Security Pop-ups

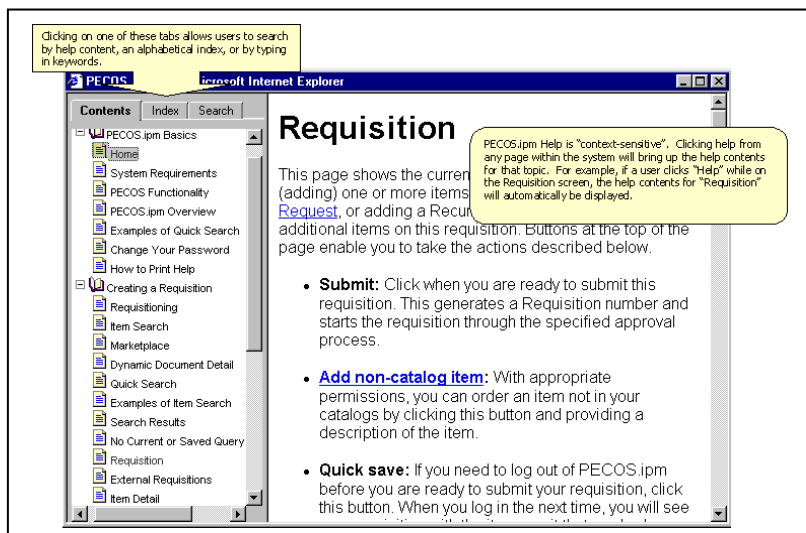
Microsoft Internet Explorer 10 (IE10) includes enhanced security which detects when applications attempt to run in part on the end user computer. Elcom uses common programming, known as *Java*, to enable some pages, usually within the Administration module, to fully display tables, trees and image related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

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

PECOS help works in the same way as Microsoft help files in other Windows Applications you might have used.

- **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.

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 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. (See also 'Quick Save' later in this document.)

If you are timed out, PECOS does not lock your user id: simply login once more. However time outs will result in any unsaved requisitions being lost.

WCAG Compliance

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

Part 2: Requisitioning and Buying

Searching

The Requisition

Building a requisition is like creating a “shopping basket” of items that you need. To create a Requisition, you search for items you need and add them to your Requisition – simply creating a list of items you want to purchase.

You are not limited to one supplier per requisition: each requisition can contain items from different suppliers. PECOS will sort your requisition automatically by supplier.

There are several ways to add items to your requisition. The first way is to use a number of **Search methods** to search through the electronic catalogues you have access to in order to find the items you need. Another way to add items to a requisition is to recall a **Recurring Requisition** of previously saved, frequently purchased items.

There will sometimes be items and/or services that you will need to purchase that do not fall into your electronic catalogues. These are called **Non-Catalogue items** and can be added to your requisition by entering a description of the goods or services you need. The permission to add a Non-Catalogue item must be granted to you by your System Administrator.

Items can also be added to a requisition by **Punch Out** to a supplier and searching catalogues held and maintained by them on their own web site. If a supplier uses Punch Out they will not send an electronic catalogue for loading and searching in PECOS but instead you will connect to their web site directly through PECOS. You can then search their catalogues, fill a shopping basket of items and export the shopping basket back into a PECOS requisition. Punch Out is explained in detail below.

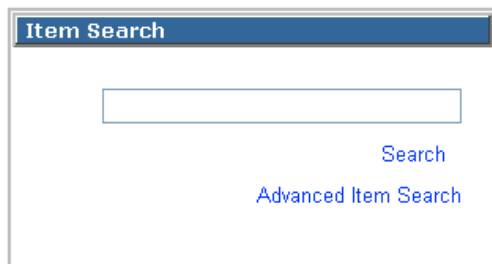
Finally PECOS may allow you to add **electronic forms** to your requisition. These forms may be *external* forms like a printing request or *internal* forms like a holiday request.

Your completed requisition will contain some default information that is drawn from your user profile and the supplier's profile. Before submitting the requisition you are able to make changes to these default values. For example you may be able to change delivery addresses, add delivery dates or alter financial tracking information. Comments and attachments may also be added to your orders.

Workbench Search

The Requisitioner's Workbench provides access to **Quick Search** in the **Item Search** box. Enter a description for the catalogue item that you wish to find in the text box and click the **Search** button.

For a more detailed explanation about Quick Search please refer to 'Search Methods' below.



Workbench – item search

To navigate to the main PECOS search page, click on the 'Advanced Item Search' link.

Search Methods

Creating a requisition begins with specifying or searching for items to add to your “shopping basket”. To search for items, use the different Search Methods available on the Search screen.

Accessing the Search Screen

To access the Search screen, click the **Search** button located on the Home page, or click **Search** in the menu bar.

The search screen

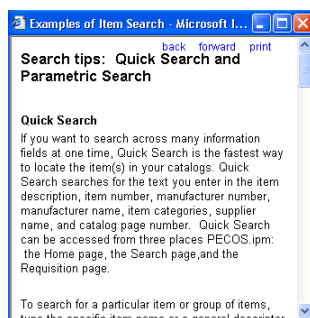
There are a number of ways to search for items to be added to a requisition:

- Quick Search
- Catalogue Explorer
- Parametric Search
- External Marketplace (Punchout)
- eForms

Each method of searching for items is explained in detail in the following sections.

Search Tips

You can click on the Search tips link on the search page to open a new window which displays tips on using Quick Search and Parametric Search.



Search tip window

Quick Search

When you know exactly what you are looking for, Quick Search is often the fastest way to find it. *Text entered in the Quick Search box will be used to search all fields in all the catalogues that you have access to.* It is therefore a very powerful search tool which may present you with a wide range of results. For example, entering the word paper could return results such as Paper Clips, Notepaper and Toilet Paper (!). It may also return items such as Notebooks, because they are classified as paper goods. There is more on Item Classifications later.

Quick Search Text

The following options are available in the Quick Search box to enable you to create an accurate and logical search string.

a. Multiple Words and Boolean Characters

Multiple words can be entered to create a refined search. The *Boolean* characters of 'and', 'not' and 'or' can be used, with 'and' being the assumption between each separate word entered if a space is used. Words may be entered in any order.

For example if the words: "toner black laserjet" are all entered (with a space between each word), PECOS will search for all items that contain the word 'toner' **and** the word 'black' **and** the word 'laserjet' in any catalogue field for a single item. In this way it is possible to quickly find black LaserJet toner cartridges.

For example if the words: "white envelope *not* window" are entered (with a space between each word), PECOS will search for all items that contain the word 'white' **and** the word 'envelope' but **not** the word 'window'. This time our search results will contain all non-window type envelopes that are white.

For example if the words: "black *or* blue" are entered, the search results will consist of items that contain either the colour black or the colour blue. In this way you are able to search for the correct coloured items.

b. Wildcard Characters

A wildcard character of '*' can be inserted at the beginning, middle or end of any word. This allows you to search using a partial text string where you are not sure of a spelling. The character '*' will be taken to assume 'anything'.

For example if the word 'vacum' is entered PECOS is unlikely to return any search results because it is incorrectly spelt. By using the wildcard character the text 'vacu*' can be entered. PECOS will find all items that contain any word that starts with 'vacu'. In this way we will be able to find all the vacuum cleaner related items in our catalogues.

c. Case sensitive

The Quick Search is **not** case sensitive.

d. Getting really clever!


As you gather in confidence using Quick Search and get acquainted with your supplier catalogues you can begin to mix search options. Multiple words, Boolean characters and wild cards can all be used together to quickly find items.

For example, to find a box of formatted 3.5" diskettes manufactured by Sony we could enter the search text: "sony disk* not unformatted".

For example, to find blue and black fine tip pens from the supplier Corporate Express we could enter the search text: "fine pen corporate not red green"

Using Quick Search

1. Click **Search** on the top menu bar or click the search button on the **Home Page**. The **Search** screen appears.
2. In the **Quick Search** field, type one or multiple key words for the item you're looking for, such as **toner**.



Quick search box

Click the **Search** button to locate all items matching the search criteria. The **Search Results** page appears with a list of items from all available suppliers for the criteria entered.

Search Results
 Search matched 738 items. Please refine search criteria. Displaying results 1 through 20 of first 500.

Search Criteria: toner not dudley
 new search sub search Items in Requisition: 0 Total: £0.00

next page
 add Enter Qty then click add. Click Item No. to view detail. Click headings to sort.

Qty	Item No.	Mfr. No.	Manufacturer	Supplier	Price	Preferred
	A05833	C3105A	HP	ESG	£7.30/EA	
	TONER BOTTLE BLACK FOR HP CLR LASERJET					
	E29408	SV-MPF2	3M	ESG	£10.07/EA	
	TYPE 2 TONER FILTER FOR-497AJM VACUUM					
	F33634	TK12	DIGITAL PRODUCT	ESG	£10.30/EA	
	FAX TONER KIT TOSHIBA TF-501 505 601					
	B10169	KX-P455	PANASONIC	ESG	£11.79/EA	
	TONER KIT (1600 PAGES) FOR KX-P5400 KX-P4400					

Search results page

Spell Checker and Synonyms


Beneath the Quick Search box are two additional checkboxes which you can use to refine your quick search further.

Synonyms: This box allows for searches where different supplier's terminology and yours may differ slightly. For instance, if you are looking for "laptop" computers and your suppliers have listed these items as "notebook" or "portable" computers, the Synonym search enables the system to recognise that "laptop", "notepad" and "portable" may mean the same thing.

Each time any one of these words is entered in the quick search box PECOS will search for all of them. They have become synonymous with each other.

Spell Checker: This box allows PECOS to find items even if the search criterion is misspelled. An example would be "xerographic paper". A user who has the spell check box turned on who misspells this item as "zerographic" would still find the correct item.

When the spell checker box is ticked PECOS looks for an 'approximate match' to the word(s) entered.

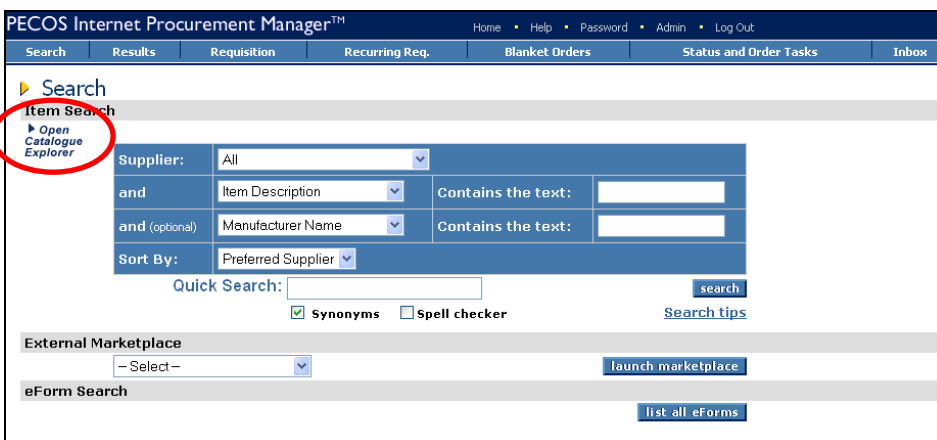


By default, synonym searching is turned **on** in PECOS, while Spell Checking is turned **off**. . . This is done to maximise speed in the search process.
 A synonym file must be completed by your System Administrator before this function will work.

Catalogue Explorer Search

Catalogue Explorer is a feature that allows you to browse for items within your electronic catalogues by product category. This method works well if you do not know details about what you want to order. For example you may not know the item's actual name, manufacturer or the supplier.

Catalogue Explorer can be opened from the **Search** page by clicking on the words "Open Catalogue Explorer". The location of the link on the Search page is circled below.



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

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

Search
 Item Search
 Open Catalogue Explorer

Supplier: All
 and Item Description Contains the text:
 and (optional) Manufacturer Name Contains the text:
 Sort By: Preferred Supplier

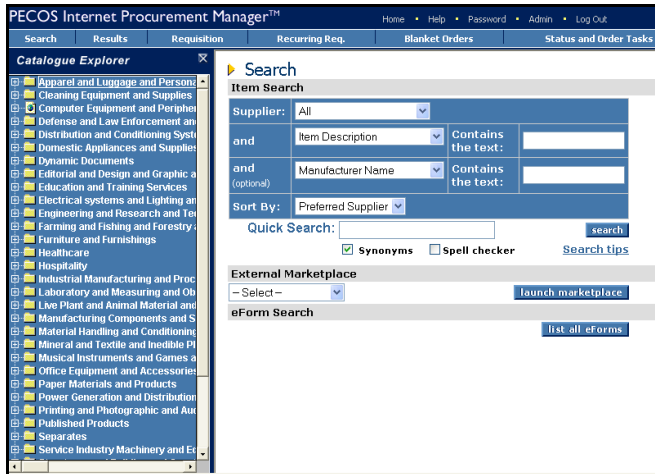
Quick Search: search
 Synonyms Spell checker Search tips

External Marketplace
 - Select - launch marketplace

eForm Search
 list all eForms

Search page showing 'open catalogue explorer' link

Some users do not use this search method very often and Catalogue Explorer is closed by default. The screen below shows the search page when Catalogue Explorer is opened.





Search page showing catalogue explorer

All items in all catalogues that you have access to are grouped in Catalogue Explorer by **Product Category Code**. The product category code is hierarchical with the top level code being displayed. To search for an item using Catalogue Explorer you “drill down” through the levels of the hierarchy. There can be up to five different levels of categorisation within each category and items can be categorised to any of these five levels. Each item in all your supplier catalogues has therefore been coded with a product classification code.



Catalogue Explorer displays only the Product Classification Codes that are associated with the catalogue items each user has access to.

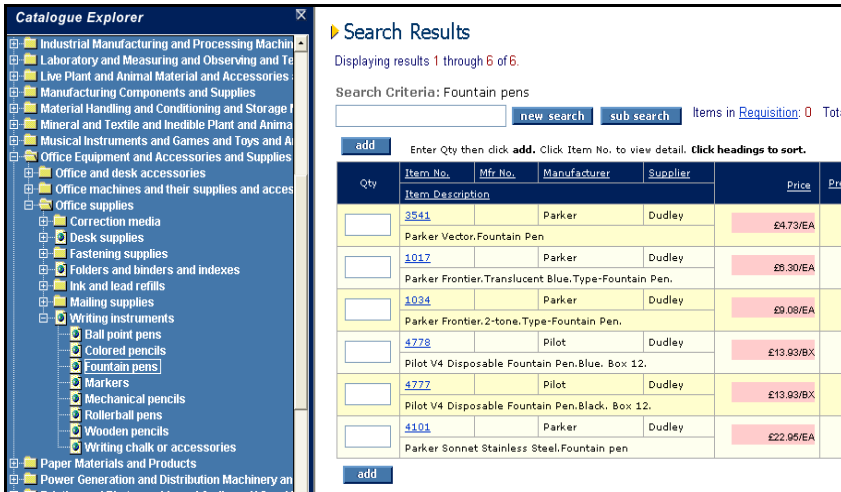
Using Catalogue Explorer

1. On the left side of the **Search** page, click **Open Catalogue Explorer** to begin an item search. **Catalogue Explorer** will open.
2. To search for an item, search and select the appropriate category.
3. Categories with a **+** sign indicate that they have additional subcategories. Clicking on the **+** sign will open the next level of subcategories.
4. When the folder icon  changes into an indicator icon  this signifies that there are items coded to this category level.
5. Clicking on the **category description** will invoke a search for all items that are coded to this category.
6. When the search results display on the right hand side of the screen, add the item to your Requisition by typing the quantity in the **Qty** box.
7. Click the **Add** button to add the item to your requisition.
8. Click **Requisition** on the menu bar to view the requisition you are creating. The **Requisition** page displays all the items you have added.

Search Example

The screen below shows an example of how Catalogue Explorer has been used to search for *Fountain Pens* and shown here are the steps involved.

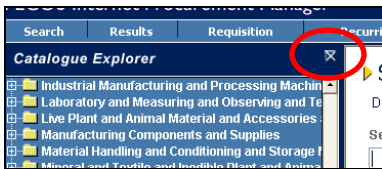
1. Click **+** on the first level category of 'Office Equipment and Accessories and Supplies'.
2. Click **+** on the second level category of 'Office Supplies'.
3. Click **+** on the third level category of 'Writing Instruments'.
4. Click on the fourth level category description of '**Fountain Pens**'.
5. PECOS returns search results for 6 items coded to the product category code of 'Fountain Pens'.



Using catalogue explorer to find 'fountain pens'

Closing Catalogue Explorer

Catalogue Explorer can be **closed** in either the Search Page or the Search Results page by clicking on the cross in the top right hand corner of the explorer window.



Closing catalogue explorer

Parametric Search

If you know the description (such as pen, paper, toner cartridge), supplier or specific details about the item(s) you are looking for, this method works best. The **Parametric Search** is the blue box located in the **Item Search** section of the **Search** page.

Parametric Search provides fields into which search criteria may be entered allowing you to search on one or more of the following catalogue fields from drop-down lists. Criteria entered are not case sensitive. The fields are described below.

- **Supplier** – The list of catalogues that you have access to. One supplier can be chosen
- **Item Number** – The part number or SKU Code of the item that you are looking for.
- **Item Description** – Enter text to search the description of the item.
- **Manufacturer Name** – Enter the manufacturer of the item.
- **Manufacturer Item Number** – Enter the manufacturer's part number. (Note. Not all suppliers provide this information).
- **Category Description** – Enter a partial or full product category code of the item that you are looking for.
- **Catalogue Page Number** – If a **paper catalogue** is still circulated for a supplier you can enter the page number from the catalogue that your item appears on. (Note. Not all suppliers provide this information).

Example

If you are searching for 3M data tapes and know the supplier – IT Supplies Ltd - from whom they are purchased.

You must enter specific text in the relevant fields to conduct your search. Here we would define: **Supplier** = IT Supplies; **Item Description** contains the text **tape**; **Manufacturer Name** contains the text **3M**.

It is not necessary to select a catalogue from the Supplier selection. If you do not know the name of the supplier from whom your item is usually purchased the supplier selection can be left as "All". PECOS will search all of your catalogues for the search text that you enter. Note. If a supplier is *not* selected catalogue field search text *must* be entered.

Parametric Search also allows you to choose a sorting preference for your search results. All search results are sorted from lowest to highest price, unless otherwise indicated here.

Using a Parametric Search

1. Click **Search** on the menu bar or click the search button on the **Home Page**. The **Search** screen appears:

Supplier:	All		
and	Item Description	Contains the text:	
and (optional)	Manufacturer Name	Contains the text:	
Sort By:	Preferred Supplier		

Parametric search box

2. Select your supplier and search fields from the dropdown menus and enter key words in the 'contains the text:' boxes.
3. Click the **Search button** to locate all items matching your search criteria. The **Search Results** page appears with a list of available items that most closely match your criteria.
4. Select an item by typing the desired quantity in the **Qty** field.
5. Click the **Add** button to add the item(s) to your requisition.
6. Click **Requisition** on the menu bar to view the requisition being created. The **Requisition page** displays all the items you have added.

It is important to note that *Quick Search* and *Parametric Search* are **separate** search tools. It is not possible to select a supplier in the parametric search box and then enter search criteria in the quick search box to refine a search. If this is done PECOS will search based on the criteria entered in the quick search box only.

External Marketplace Search

The **External Marketplace Search** enables "Punch Out" to a supplier web site or "round-trip" connection to a marketplace site.

The reason why it is necessary to connect to suppliers in this way is because they do not supply electronic catalogues for loading into PECOS. These Punch Out suppliers maintain their catalogues on their own web sites and often provide additional search and configuration tools to make product selection easier. The buyer simply completes a shopping basket which is exported into a procurement system.

This therefore, is how requisitions are created in PECOS using external marketplace suppliers. The content of a shopping basket, created in a supplier web site, is imported into a PECOS requisition where editing, approval and order processing is completed.

Please ensure that *session cookies* are enabled on your browser when using punchout suppliers.

Advantages of Punch Out

Many suppliers have invested heavily in purchasing technology accessible via their own web sites. There can be tangible commercial advantages for using Punch Out as a means of procurement. These advantages include:

- Real Time Price and Availability
- Enhanced catalogue search or component configuration tools
- Detailed product information

It is important to note that when you connect with the supplier they will know what organisation you are from. Therefore the site you enter has been configured for you and the catalogues presented will contain **your items with your prices**.

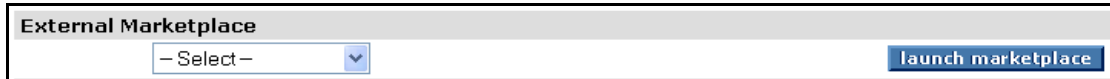


The site you punch-out to is not the supplier's 'public' web site but a version created specifically for your organisation containing your products and your pricing.

Each supplier website will be different and the methods of searching, filling shopping baskets and checking out will differ in every case. . .

Using an External Marketplace Search

1. Click **Search** on the menu bar or click the search button on the **Home Page**. The **Search** screen appears.
2. In the External Marketplace selection box choose the supplier you wish to purchase from.



The screenshot shows a rectangular box with a grey header labeled 'External Marketplace'. Below the header is a dropdown menu with the text '- Select -' and a small blue arrow pointing down. To the right of the dropdown is a blue button with the text 'launch marketplace' in white.

External marketplace selection

3. Click the **launch marketplace** button. PECOS initiates **Punch Out** to the selected supplier's web site.
4. In the supplier's web site, search their on-line catalogues and fill a shopping basket with the items you wish to purchase.
5. Navigate to the completed shopping basket and if you are happy with its content and it is complete, return it ('check out') to PECOS. (Remember that each supplier site may have a differently formatted button). The shopping basket is **imported** into a PECOS requisition.

Editing External Marketplace Items

If you need to make changes to items in the imported requisition there are two options:

- Click on an item number to **Punch Back** to the supplier's website (if this is supported). If punch back is not supported by the supplier's website, you must delete the whole order and start again.
- Change the item directly in PECOS. This is only available if the supplier has been configured specifically to allow this to happen. Some suppliers retain copies of punchout orders for stock control purposes or rely on real time availability and therefore require editing to be performed in their site.

eForm Search

The **eForm Search** allows you to retrieve, complete and attach electronic forms to a requisition in order for them to be routed for approval and possibly transmitted to a third party through PECOS.


Advantages of eForms

There are a number of benefits in using PECOS as a repository for your organisation's regularly used forms and documents:

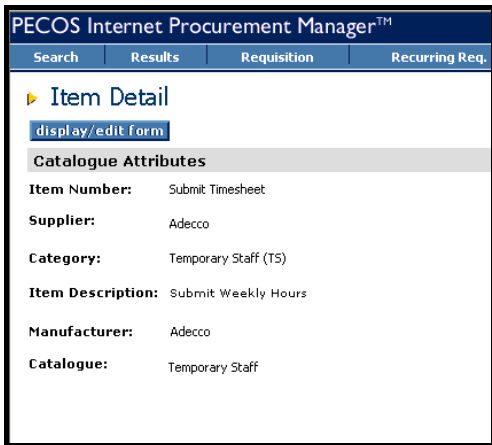
- Saves time completing paper forms
- Ensures consistency in the use of forms
- Accuracy of completion
- Approvals are quicker
- Ensures approvals are consistent
- Output is accurate and clear

eForms generally consist of your company's internal business documents such as expense reports, holiday requests or absence/leave forms. External forms that require transmitting to third parties can also be loaded electronically.

Using eForm Search

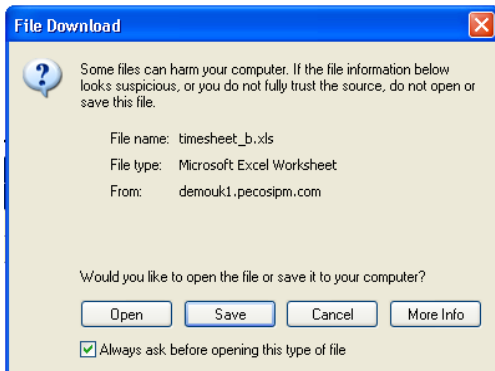
1. Click **Search** on the menu bar or click the search button on the **Home Page**. The **Search screen** appears.
2.  In the eForm Search area of the search screen click on the **list all eForms** button. The **Search Results** page appears listing all electronic forms.
3. In the Search Results page *either*
 - Click on **Edit eForm** in the quantity column *or*
 - Click on the **Item Number**.

If the **Item Number** is selected the **Item Detail** screen will open. To open the electronic form you will need to click on the **display/edit form** button.



Item detail page

- Before the electronic form opens it must be downloaded. This will happen automatically but you may find that a **File Download Window** opens. If this is the case click the **open** button as shown below.



File download window

- Complete** the form as required and **save** it in the normal way using 'File' and 'Save As...' in the top menu bar of the form's application. Remember where you save it!
- Click **Requisition** on the top menu bar. You will notice that the eForm has automatically been added to your requisition as a line item.
- The saved form must now be attached to the requisition line using the PECOS **Comments and Attachments** screen. See the 'Adding Comments and Attachments' section later in this manual.



Search Service Unavailable

On very rare occasions the Search Service may encounter an error. When such a situation arises, the service will automatically restart itself and an error message will temporarily display:



During Search Service restarts it is not possible to search online catalogue content. After a short time the service will become available once more, the error message removed and searches can be resumed.

Search Results

When you use any of the search methods described above your search will return a **Search Results** screen containing items that match the criteria used. You can optionally use Sub Search (described later in this document) to refine your search and reduce the number of returned items.

If the number of items matching your search criteria is greater than 500, PECOS will display 500 *random* matching items and ask you to refine your search better. You should return to the search page and enter more accurate or refined search criteria.

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

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

Search Results
Search matched 1650 items. Please refine search criteria. Displaying results 1 through 20 of first 500.

Search Criteria: **ESG : computer**
new search sub search Items in Requisition: 2 Total: £0.00

next page add
Enter Qty then click add. Click Item No. to view detail. Click headings to sort.

Qty	Item No.	Mfr No.	Manufacturer	Supplier	Price	Preferred
<input type="text"/>	E29497	ITU6022600AE0U1	COMPUTER ASSOCI	ESG	£1.35/EA	
	MLP INOCULATEIT 6.0 C/U-ADV SVR 2YR ENT SUP 1PT					
<input type="text"/>	E29498	ITU6022600AE0U2	COMPUTER ASSOCI	ESG	£2.01/EA	
	MLP INOCULATEIT 6.0 C/U-ADV SVR 1YR UPG 1PT					
<input type="text"/>	E29225	CRB30011060CUA51	COMPUTER ASSOCI	ESG	£19.05/EA	
	MLP CRYPTIT V1.06 5CLT-1YR ENT SUPPORT 5PT					
<input type="text"/>	E29143	INOITE99000453	COMPUTER ASSOCI	ESG	£19.18/EA	
	INOCULATEIT V4.53 ENT-LIC MOST					
<input type="text"/>	E29526	ARB6ARC700AE8U1	COMPUTER ASSOCI	ESG	£26.20/EA	
	OLP ARCSERVE UNIV-CLT-AGT NTSVR 1YR UPG PROT					
<input type="text"/>	E29464	ARB6ARC700AE8U1	COMPUTER ASSOCI	ESG	£26.20/EA	
	MLP ARCSERVE UNIV-CLT-AGT NTSVR 1YR UPG PROT					
<input type="text"/>	E29268	ARB6ARC700AXDU1	COMPUTER ASSOCI	ESG	£26.20/EA	
	MLP ARCSERVE UNIV-CLT AGT NT 1YR UPG PRO IE					

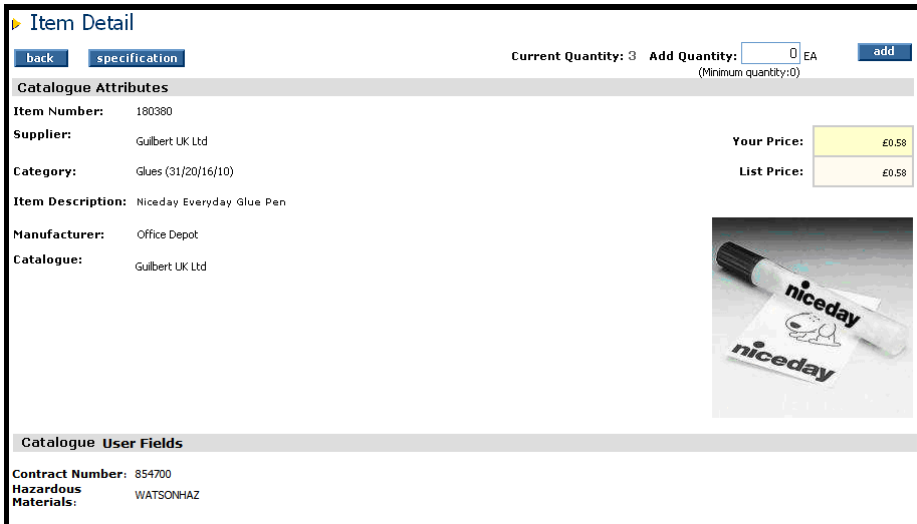
The search results screen

- The **Search Results** screen will display 20 items per page, sorted from lowest to highest price.
- To view the next page of 20 search results click the **'next page'** button. On subsequent pages a **'previous page'** button will appear allowing you to return to the previous page of search results.
- Search results can be **sorted** by clicking on the column headings. PECOS will sort either alphabetically or numerically and will alternate the order from ascending to descending sequence each time you click on the column header.
- Occasionally you may not find any matches for your search criteria. If this happens PECOS will display **'No Results Found'** and you will need to return to the search page to enter new search criteria.
- Each item is displayed on a separate line. If you wish to add an item to your open requisition click in the **Qty** box to the left of the item, enter the required quantity and click the **add** button. More than one item can be selected and added at once

Item Detail

To find additional information regarding an item displayed in the search results screen, click on its [item no.](#) This brings you to the **Item Detail** screen that gives more detailed information about the item including the Category (UNSPSC) Code, Catalogue Attributes and Catalogue User Fields. The item might also contain an image and a link to more information.

If more information about the item is available, click on the **specification** button on the item detail page. This will open another window, often linked to a supplier or manufacturer web site. It may also open a Word or .pdf document.



Item detail page

Add the item to your Requisition from the Item Detail screen by entering the quantity in the 'Add Quantity:' box. Click the **add** button.

Catalogue User Fields

Catalogue Item User Defined Fields are fields which are created by your system administrator to extend and expand catalogue content. When fields are both active and contain values, they will display at the foot of Item Detail screen.

Typically these user fields are created to allow suppliers to add catalogue information, for example: contract numbers or specific item attributes like colours or sizes.

Field values might also be defaulted into the product for the purposes of approval routing, for example: hazardous material reference numbers.

Minimum and Maximum Order Quantities

Minimum Order Quantity

If a **minimum order quantity** has been configured for an item, the quantity that can be selected for adding onto your requisition will be validated. The minimum order quantity is the least or lower amount that can be ordered for an item. For example, the supplier has specified that delivering less than this quantity would not be economical.

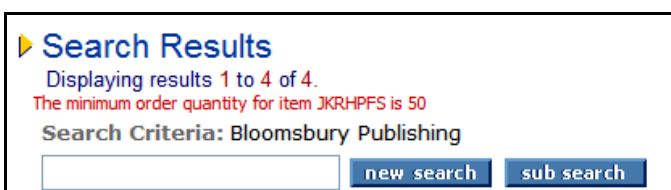
A minimum quantity is calculated for each individual document (requisition or change order) and is applied to each unique catalogue / item id that is added. PECOS does not calculate the minimum order quantity by reference to cumulative requisitions or an inventory calculation.

Maximum Order Quantity

If a **maximum order quantity** has been configured for an item, the quantity that can be selected for adding onto your requisition will be validated. The maximum order quantity is the most or higher amount that can be ordered for an item. For example, your administrator has specified that purchasing more than this quantity may lead to excess stocks.

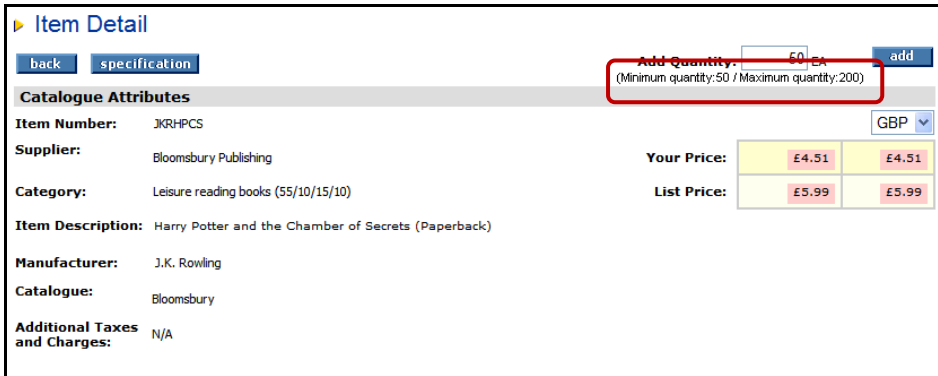
A maximum quantity is calculated for each individual document (requisition or change order) and is applied to each unique catalogue / item id that is added. PECOS does not calculate the maximum order quantity by reference to cumulative requisitions or an inventory calculation.

When maximum or minimum order quantities are configured for an item, a warning message will appear in the search results screen when an invalid quantity is entered for adding to a requisition:



Minimum order quantity warning

Minimum and maximum order quantities configured for an item are displayed beneath the quantity box in the Item Detail screen:



Item Detail - order quantities

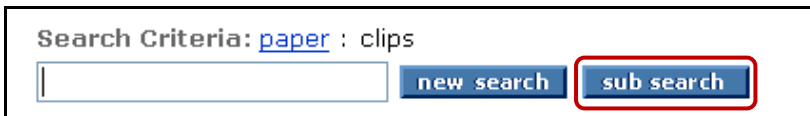
Decimal Quantities

Decimal Quantities of up to six decimal places can be used in all Quantity fields if they have been enabled for your organisation. A warning message will be displayed if an invalid decimal quantity is entered.

Using Sub Search

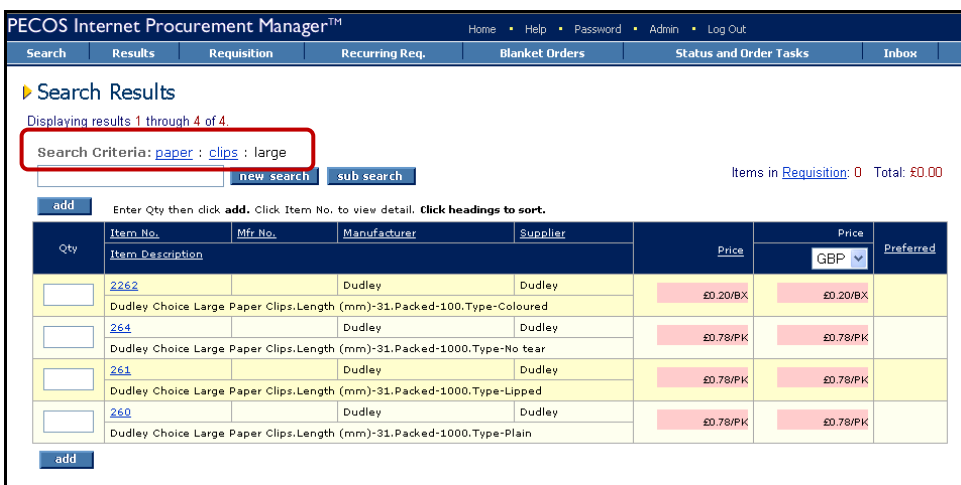
Any set of search results can be further refined by using a **sub search**. For example, if your search returns 80 items, you may wish to sub search these items instead of scrolling through the 4 pages of results or undertaking a new search using different criteria.

- Type your additional search criteria in the field provided and click the 'sub search' button.



Screen showing sub search criteria box

- PECOS will use your sub search criteria to search your existing search results and update the list of items displayed.
- You can refine your search results further by performing more sub searches if required.
- The criteria used for the original and any subsequent sub searches are displayed as links at the top of the search results page. It is possible to return to previous sets of search results by clicking on one of these search criteria. This allows you to redefine searches without having to perform a new search. This is especially useful if a sub search returns 'no results found'.



Search results screen showing search criteria string

- In the example above it is possible to return to the previous set of search results for *paper clips* by clicking on the word *clips* in the search criteria path. This would allow you to create a new search for 'small' paper clips.

Using New Search

It is also possible to conduct a **new** Quick Search from the search results page. This saves time in navigating back to the Search page.

- Enter your **new** search criteria in the field provided and click the '**new search**' button.

Search Criteria: [paper](#) : [clips](#) : large

envelopes

Screen showing search criteria box and new search button

- PECOS will use your search criteria to perform a new Quick Search and will display these results by replacing any current search results.
- Once you start a new search, your previous results are discarded and cannot be retrieved.

The 'new search' works in the same way as the Quick Search. Please refer to the 'Quick Search' section above to discover how to use additional search characters.

Multi Currency Search Results

For users who transact in multiple currencies, the Search Results page has an extra column in it, indicating the conversion of any catalogue item into another currency. To see the conversions, just select the currency you wish to see from the drop-down box at the top of the right-hand price column. The currency conversion will automatically display in the column below.

PECOS Internet Procurement Manager™

Home • Help • Password • Admin • Log Out

Search Results

Displaying results 1 through 4 of 4.

Search Criteria: Bloomsbury Publishing Plc

Items in Requisition: 0 Total: £0.00

add Enter Qty then click **add**. Click Item No. to view detail. **Click headings to sort.**

Qty	Item No.	Mfr. No.	Manufacturer	Supplier	Price	Price	Preferred
						EUR	
	JKRHPCS		J.K. Rowling	Bloomsbury Publishing Plc	£4.51/EA	EUR	
			Harry Potter and the Chamber of Secrets (Paperback)			GBP	
	JKRHPPA		J.K. Rowling	Bloomsbury Publishing Plc	£4.51/EA	€0.81/EA	
			Harry Potter and the Prisoner of Azkaban (Paperback)				
	JKRHPPS		J.K. Rowling	Bloomsbury Publishing Plc	£4.51/EA	€0.81/EA	
			Harry Potter and the Philosopher's Stone (Paperback)				
	JKRHDPF		J.K. Rowling	Bloomsbury Publishing Plc	£5.51/EA	€0.82/EA	
			Harry Potter and the Goblet of Fire (Paperback)				

add

Search results screen showing multi currency selection

The first price column contains the purchase price for the item and represents the price contained in the supplier catalogue. The conversion price represents a value derived from rates which are defined by your system administrator and may not be the same rate used by your organisation's finance system. The multi-currency view is for convenience only and will not represent the value displayed on the final invoice. The second currency default is set by your system administrator who can change it for you if necessary.

Requisition Screen

It is also possible to search for catalogue items from the requisition screen using either the quick search link or, if enabled, the supplier drop down list box.

The screenshot shows the 'Requisition' screen with the following elements:

- Buttons: submit, add non-catalogue item, quick save, save as recurring, req review
- Search box with a search button.
- Supplier selection: Select a Supplier dropdown, Go To This Supplier's Catalog button.
- Summary: Requisition total: £161.00, Preferred Currency: GBP.
- Table of requisition items:

Qty.	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Conv. Unit Price	Actions	
Order delivery and invoicing								
					Fresh Foods Ltd	Total (GBP): £161.00	£161.00	
5	2165		Fresh Foods	Fresh Foods Ltd	£23.00/EA	£23.00/EA		
					Ext price	Conv. Ext price		
					£115.00	£115.00		
2	2160		Fresh Foods	Fresh Foods Ltd	£23.00/EA	£23.00/EA		
					Ext price	Conv. Ext price		
					£46.00	£46.00		
- Direct Item Entry section with fields for Qty., Item No., Mfr No., Supplier (dropdown), and an add button.

Requisition screen showing search options

- **Search box.** Use this search box in the same way as the quick search.
- **Supplier Drop Down List.** If your system administrator has enabled this dynamic option, a list of suppliers will display at the top left of the requisition screen. The supplier catalogue can be opened directly by selecting a supplier from the list and clicking the >> 'Go To' button.

Note that the two searches are not linked and work independently of one another.

Results Menu

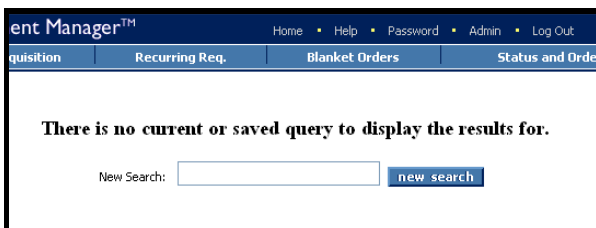
The **results** option on the main menu bar will display the results of your last search or sub search undertaken on catalogue items. Click on this option at any time to open the search results page.



Results main menu option

Note that the *last set of search results obtained during this session* only is displayed.

Each time a new search is undertaken the previous search result history is over-written and each time you log out, search results are cleared. If you have not yet undertaken a catalogue search in your current PECOS session the following screen will display:



Results screen indicating no available search results

Non-Catalogue Items

If you cannot locate the item or service you need in your on-line catalogues, you can add it to your requisition as a **free text** or **non-catalogue item**.

There are a number of reasons why you may need to add a non-catalogue item including:

- A supplier catalogue is not yet available to you.
- A recently contracted supplier has not yet provided an electronic catalogue.
- A new, recently introduced product, that is not yet in the electronic catalogue.
- The need to add a bespoke or specialised item or service.
- You require a new product to be sourced.
- This might be your organisation's preferred means of creating requisitions (ie. you do not use catalogues).

All that is required to place an order for a non-catalogue item is a description of the item or service needed, however the more information you provide, the faster your request will be completed and approved by your purchasing department. Note that adding a non-catalogue item is a user permission granted by your system administrator.

Adding Non Catalogue Items

To add a Non Catalogue item or service to your requisition, follow these steps.

1. Click 'Requisition' on the main menu bar, or click the Requisitioning button on the Standard Home Page. The **Requisition** screen will appear.

The screenshot shows the 'Requisition' screen in the PECOS Internet Procurement Manager. The top navigation bar includes 'Home', 'Help', 'Password', 'Admin', and 'Log Out'. Below the navigation bar are tabs for 'Search', 'Results', 'Requisition', 'Recurring Req.', 'Blanket Orders', 'Manual Invoice', and 'Status'. The main content area is titled 'Requisition' and contains several buttons: 'submit', 'add non-catalogue item' (highlighted with a red box), 'quick save', 'save as recurring', and 'req review'. There is also a search box with a 'search' button. Below the buttons is a table for 'Requisition delivery and invoicing' with columns for 'Qty.', 'Item No.', 'Mfr No.', 'Manufacturer', 'Supplier', 'Unit Price', and 'Actions'. The 'Requisition total' is shown as £0.00. Below this is a 'Direct Item Entry' section with a table for adding items, including columns for 'Qty.', 'Item No.', 'Mfr No.', and 'Supplier'. An 'add' button is visible at the bottom right of this section.

Requisition screen: add non-catalogue item button

2. Click the **add non-catalogue item** button at the top of the requisition screen. The **Add Non-Catalogue Item** page will appear:

The screenshot shows the 'Add Non-Catalogue Item' screen in the PECOS Internet Procurement Manager. The top navigation bar is the same as in the previous screenshot. Below the navigation bar are tabs for 'Search', 'Results', 'Requisition', 'Recurring Req.', 'Blanket Orders', and 'Manual Invoice'. The main content area is titled 'Add Non-Catalogue Item' and contains several buttons: 'cancel', 'add and return', and 'add and stay'. The 'Items in Requisition' is 0 and the 'Total' is £0.00. The 'Line Item No.' is 1. The 'Supplier' field is marked with an asterisk and has a dropdown menu. Below the supplier field are radio buttons for 'Unknown', 'Existing', and 'User-Defined'. The 'Existing' option is selected, and there is a 'Select Supplier' dropdown menu. Below the radio buttons are fields for 'Item Number:', 'Manuf. Part Number:', 'Manufacturer:', and 'Settlement Type:'. The 'Quantity' field is 1, and the 'Unit of Measure' is 'Each'. The 'Estimated Price' field is empty, and the 'Settlement Type' is 'GBP'. Below these fields is a 'Description:' field with a text area. At the bottom, there are 'Category Code Level 1:' and 'Category Code Level 2:' dropdown menus, both set to 'Non-Catalogue item'. There are also 'Internal Comments:' and 'External Comments:' text areas.

Add non-catalogue item screen

3. Enter Item Description (mandatory).

Type an accurate and complete description of the item you require in the **Description** field. The item description field is mandatory.

4. Enter Supplier Details (mandatory with default)

Choose a supplier for this item by clicking the appropriate **supplier radio button**. The default supplier selection is 'Unknown' which may be kept if you do not know who the supplier of this item is to be. Alternatively select an existing supplier or create an *ad hoc* profile: these options are explained below.

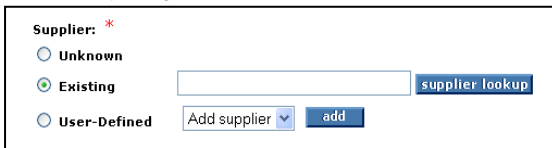
The suppliers available for you to purchase non-catalogue items from will be defined by your system administrators and may be restricted by 'supplier type'. Catalogue suppliers may not necessarily be available for selection if you are not authorised to purchase 'non-contracted' items from them.

There are **three** types of supplier to select:

a) Unknown (default) - Select this option when you do not know the supplier for this item. The item will be added to an 'unknown' supplier purchase order that will be routed for sourcing and editing by your procurement department. Do not leave the supplier as unknown if you do not have an approval plan assigned to your user profile: it will not be possible to submit the requisition. See the section 'Unknown Suppliers' at the end of this section for more detail.

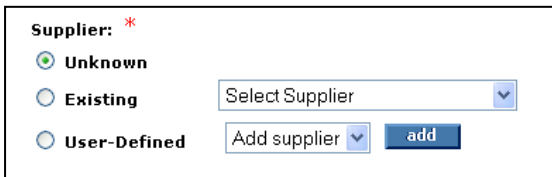
b) Existing - Choose an existing supplier by either clicking on the supplier lookup button or selecting from the drop down list box. One of these lookup options will have been set by your system administrator.

- **Supplier Lookup:** Click on the supplier lookup button and use the supplier search tool to identify the supplier this item is to be purchased from. A lookup button will be used when the list of available suppliers is very long.



Select existing supplier using supplier lookup

- **Drop Down Box:** Click on the drop down selection box to find the supplier this item is to be purchased from.



Select existing supplier using drop down box

c) User Defined - If you have permission from your system administrator, you may **add** a new *ad hoc* supplier to the system for use now and in the future. **See the section below entitled "Adding a user defined supplier"**.

5. Enter Item Details

You may optionally add additional information about the item in the fields provided. These additional fields represent catalogue fields and although not required, entering as much information as possible will assist your approver (probably your purchasing department) to source the item for you.

Note that the selection of Category Codes may be made mandatory for your organisation.

Available fields:

- **Item Number** – Enter the supplier part number.
- **Manufacturer** – Enter the name of the manufacturer.
- **Manufacturer Part Number** – Enter the manufacturer's part number.
- **Quantity** – Enter the quantity of the item required up to six decimal places (if supported by your organisation). The default quantity is one.
- **Unit of Measure** – Choose the unit of measure from the drop down list box. The default is 'Each'.
- **Estimated Price** – Enter the price of the item if known. If the price of the item is unknown this field may be left blank and the item will be added to your requisition with a zero value.
- **Currency** – Choose the currency of the item if you have a multi-currency setup.

- **Settlement Type** – Select the settlement type of 'Amount' if the item is to be receipted and invoiced in value rather than quantity. This is particularly useful when adding a Non catalogue item to a Blanket Order. The default settlement type is 'Quantity'.
- **Category Codes (optionally mandatory)**

This allows you to choose the first two levels of product category code for this item. Firstly select the top level code and wait for the second level selections to validate before making the second level selection. The product category (also called the product classification code: probably the UNSPSC) is used for a number of reasons and its selection is highly recommended. Category codes are selected automatically for all catalogue items.

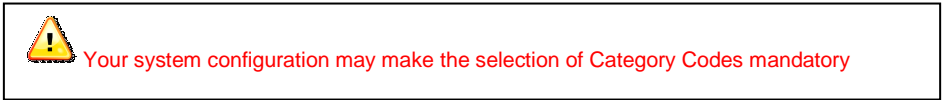
- It is used for reporting purposes
- It is used for approval routing purposes
- It is used to define correct item accounting defaults
- It is used to define a correct VAT treatment default

- **Internal Comments**

Add comments to be routed internally throughout the approval process. This box can be used to add additional information for the benefit of a purchasing department who may need to edit and update the item prior to ordering.

- **External Comments**

Add item level comments to appear on the purchase order for the benefit of the supplier.



6. Add the item

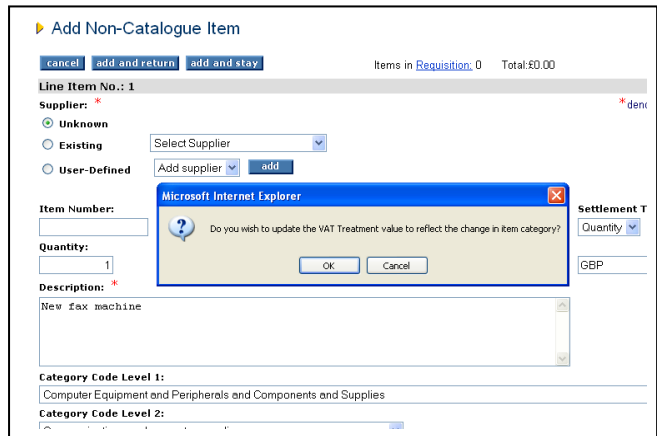
Scroll back to the top of the page and click on one of the add buttons:

Add and return: will add this item to your requisition and return you to the requisition screen. It is assumed this is the only or final non-catalogue item to be added to this requisition.

Add and stay: will add this item to your requisition and you will remain in the 'add non catalogue item' screen to add another non-catalogue item.

7. Choose VAT Treatment default

If you have selected category codes (their selection might be mandatory) for this item, its VAT treatment will be validated. PECOS will check to see if any VAT treatment default is assigned to the product category code.




VAT category code treatment selection message

You have the option to either accept or decline any category code VAT default assignment by choosing a response from the VAT Treatment validation pop up box:

OK: Add the item and apply any VAT treatment associated to the product category code. Any user or organisational default VAT treatment will be overridden.

Cancel: Add the item but DO NOT apply any VAT treatment associated to the category code. Any user or organisational default VAT treatment will NOT be overridden.

8.  If you wish to cancel your action and return to the requisition screen without adding a non catalogue item, click on the cancel button.

User Defined Suppliers

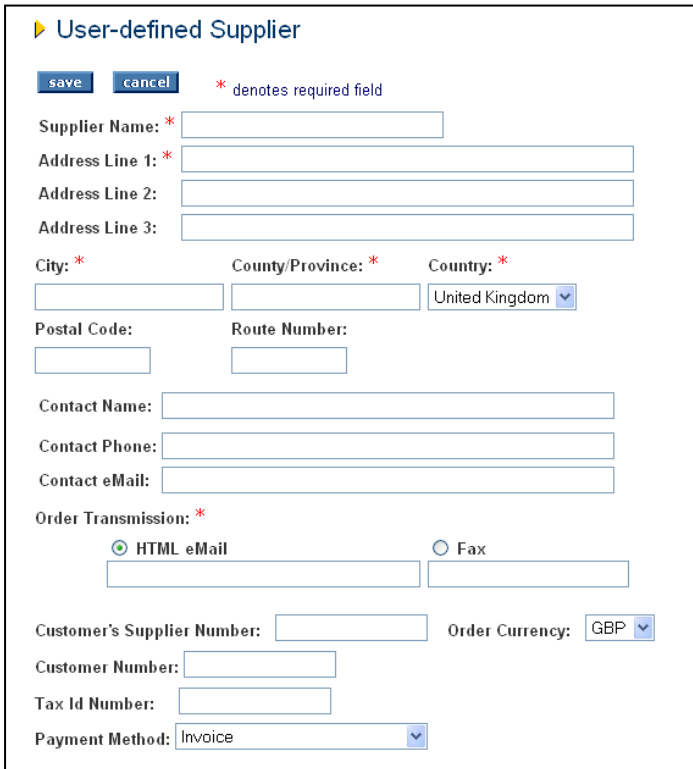
For users with permission to add user defined suppliers, the **User Defined** Supplier box will appear in the 'add non catalogue item' screen.



User-Defined

Adding a user defined supplier

1. Choose 'User-Defined' in the supplier selection and with 'Add supplier' displayed in the drop down box, click the **add** button. The **User-defined Supplier** Screen is displayed:



User-defined Supplier

* denotes required field

Supplier Name: *

Address Line 1: *

Address Line 2:

Address Line 3:

City: * County/Province: * Country: *

Postal Code: Route Number:

Contact Name:

Contact Phone:

Contact eMail:

Order Transmission: *

HTML eMail Fax

Customer's Supplier Number: Order Currency:

Customer Number:

Tax Id Number:

Payment Method:

User defined supplier entry page



The supplier will be indicated as an unapproved User-Defined supplier on the Order Status Summary page. When the order is approved the Supplier will then be automatically added to the list of existing suppliers.

2. Complete all required supplier profile fields. The mandatory fields are indicated with a Red Asterisk *.
- **Supplier Name** – Enter the full name of the supplier
 - **Address** – Enter the full address of the supplier. Some of these fields are mandatory.
 - **Contact** – Enter the name, phone number and eMail address of the main contact at the supplier. This will become the return contact and cancelled and changed order destination for this supplier.
 - **Order Transmission** – Choose the method that the supplier wishes to receive their purchase orders by clicking the appropriate button. Enter the relevant eMail address or fax number details.



IF your PECOS site is hosted in the US, the PECOS Fax Server will be located in the United States. Therefore, the fax number must be prefixed with the US international dialling code for the UK: 01144 and the proceeding zero omitted: e.g. 01234 567890 would be entered as 011441234567890.

- **Customer's Supplier Number** – This is a reference by which you identify this supplier. It is often your accounting reference number.
- **Order Currency** – Enter the supplier's currency if you are using a multi-currency system. The default for this field is GBP.
- **Customer Number** – This is the reference by which your supplier identifies you. It is often your customer reference number.
- **Tax Id Number** – Enter the supplier's VAT number.
- **Payment Method** – Choose a payment method from the drop down box:
 - a) Invoice: The supplier only allows payment on receipt of invoice.
 - b) Procurement Card: The supplier only allows payment by P-Card
 - c) Invoice and Procurement Card: The supplier accepts both payment methods.

Note that a number of other supplier fields are defaulted from organisational settings defined by your system administrator. These are not entered here, in the User Defined Supplier form:

- Payment Terms
- Delivery Terms
- Freight Terms
- Shipping Method
- Change Order transmission Override

3. Click **Save**. The new supplier will appear on the non-catalogue order.

Note

If the supplier fails to be added to your requisition the following warning message may appear:

“Failed inserting supplier. You are not allowed to enter a user-defined supplier, because you do not have a Default Catalog Collection for User-defined Suppliers defined for your organisation.”

If this occurs, please speak to your system administrator who will need to correct a setting in your user profile.

Editing a Non Catalogue Item

To edit a non-catalogue item after adding it to a requisition, complete the following steps:

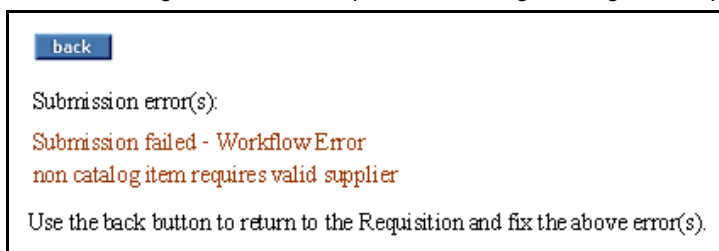
1. Click the **item number** link for the non-catalogue item in the requisition. The **Update Non-catalogue Item** page appears.
2. Make appropriate changes. Note that whilst in update mode some additional fields become mandatory:
 - Quantity
 - Unit of Measure
 - Estimated Price
3. Click the **‘Update Non-catalogue Item’** button. This will bring you back to the **Requisition** screen.

Approving Non Catalogue Items

It is likely that all requisitions and orders containing non-catalogue items will be routed through the approval process according to specific rules – usually routed first to your company's purchasing personnel for sourcing and approval. This is especially important to ensure an order is not created with an 'unknown' supplier, which cannot be transmitted. During the approval process all non-catalogue items can be edited. Details which may have previously been omitted such as the supplier, part numbers, and price will be updated.

Unknown Suppliers

As described above, the approval process for non-catalogue items will be managed by your system administrator, with care over how requisitions containing an 'unknown' supplier are handled. If a user has **no workflow** assigned to their user profile a warning message will display upon submission of the requisition:



PECOS is attempting to create a purchase order for transmission but is unable to for an unknown supplier. Click the 'back' button to return to edit the non catalogue item(s) and assign a supplier.

Requisition Management

PECOS will **sort** the items on your requisition by supplier (i.e. by purchase order) and will have automatically populated it with a number of defaults including:

- Your delivery address and location
- Your payment method, including procurement card details where relevant
- Organisational invoicing address
- Financial tracking codes
- VAT treatment codes
- Supplier's delivery, freight and payment terms

These defaults have been copied from your user profile, the supplier's profile and your organisational profile. Most can be changed by you within the requisition screen if required.

There are **three** levels on the requisition, each defined by different coloured bars:

- **Requisition Header** – containing the requisition total
- **Order Header** – containing the supplier name and order total
- **Line level** – containing the item details

Requisition delivery and invoicing						Requisition total:	£3.12		
Qty.	Item Type	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price			
Item Description						Ext price		Actions	
Order delivery and invoicing						Guilbert UK Ltd Total (GBP):	£3.12		
4		180635	180635	Office Depot	Guilbert UK Ltd	£0.34/EA			
Niceday Everyday Metal Wedge SingleHole Pencil Sharpener						£1.36			
2		180380	180380	Office Depot	Guilbert UK Ltd	£0.59/EA			
Niceday Everyday Glue Pen						£1.16			
1		530676	530676	Office Depot	Guilbert UK Ltd	£0.60/PK			
Pencil Cap Erasers 15 Assorted Colours						£0.60			
Direct Item Entry									
Qty.	Item No.	Mfr No.	Supplier						
			(select supplier)					add	

Requisition showing transactional levels

Before submitting your requisition for approval and ordering there are a number of changes that can be made to it. The following sections explain in detail how and where these changes can be performed.

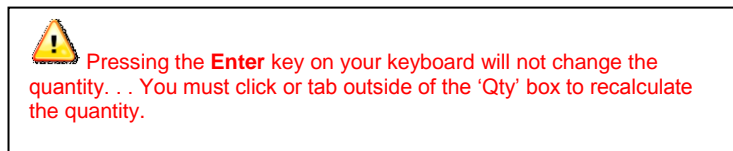
Changing Quantities

To change the quantity of items in your requisition:

1. Click **Requisition** on the main menu bar.
2. Type a new quantity in the **Qty** field for any item. The quantity (if enabled for your organisation) can be up to six decimal places.
3. Click any other part of the Requisition screen or press the **'tab'** button on your keyboard. The **Requisition** screen will refresh automatically, updating the quantity and recalculating line pricing.

Qty	Item No.	Item Description
Order Shipping and Billing		
2	2030	Fresh Milk
6	6678	Cabbages
3	27864	Potatoes

Changing the item quantity



Items added to your requisition from an external marketplace (Punch-out) supplier may not always be editable in the PECOS requisition. It may be necessary to return to the supplier's web site and change item quantities in a shopping basket. If this is the case the quantities will display as non-editable and you must click on the item number to return to the supplier's transactional site. Items will be restored into an editable supplier shopping basket.

Decimal Rounding

Note that if you have used **decimal quantities** on your requisition, occasionally the order total may display a rounding difference. This is normal.

Calculations are performed and stored using the entered level of precision and the displayed amount is rounded. Order totals are based on the stored, non-rounded extended values.

For example, the table below shows an order with two line items, the stored extended value, the displayed extended value, and the order total.

Quantity	Price	Stored Extended Amount	Displayed Extended Amount
1.57	£4.52 per kg	£7.0964	£7.10
2.86	£7.66 per kg	£21.9076	£21.91
Totals		£29.004	£29.01

Note the rounding difference between the displayed extended amount total and sum of the displayed extended line amounts.

Deleting Items

Removing an item cannot be achieved by changing a line quantity to zero since such a quantity is not permitted. To delete an item from your current requisition follow these steps:

1. Click **Requisition** on the main menu bar.
2. Click the red **X** in the right hand **Actions** column to delete. There are 3 ways to delete items:

The screenshot shows the PECOS Internet Procurement Manager interface. At the top, there is a navigation bar with 'Home', 'Help', 'Password', 'Admin', and 'Log Out'. Below this is a search bar and a 'search' button. The main content area is titled 'Requisition' and contains several buttons: 'submit', 'add non-catalogue item', 'quick save', 'save as recurring', and 'req review'. Below the buttons is a search input field. The main table displays requisition details, including 'Requisition Shipping and Billing' and 'Requisition total: £34.20'. The table has columns for 'Qty', 'Item No.', 'Mfr No.', 'Manufacturer', 'Supplier', 'Unit Price', 'Conv. Unit Price', 'Ext price', 'Conv. Ext price', and 'Actions'. Three red arrows point to the 'Actions' column, labeled A, B, and C, indicating the three levels of deletion: A points to the requisition header, B points to the order header, and C points to a specific line item.

Screen showing the 3 levels of deleting items

- A) Click on the delete button in the **requisition header** bar to delete the *whole requisition*. (A above)
- B) Click on the delete button in the **order header** bar to delete an *individual order*. (B above)
- C) Click on the delete button on a **line** to delete a *single line item*. (C above)

You will be asked to confirm the delete action. Once you have done so, the items are permanently deleted. Deleted items cannot be retrieved and if an item is deleted in error it must be re-added to the requisition.

Items added to your requisition from an external marketplace (PunchOut) supplier may not always be editable in the PECOS requisition. It may be necessary to return to the supplier's web site and delete the items in a

shopping basket. If this is the case the red delete icon will be greyed out and you must click on the item number to return to the supplier's transactional site. Items will be restored into an editable supplier shopping basket where changes are made. After all changes have been completed return the supplier shopping basket to PECOS.

Delivery and Invoicing

The **Delivery and Invoicing** screens contain default and editable data fields:

- User default delivery address and internal location.
- Supplier delivery (shipping) method and delivery, payment and freight terms.
- Default payment method, available procurement cards and invoice (billing) address.
- Delivery Date entry
- Buy-for user selection
- Additional Order Information data entry

There are **two levels** of delivery and invoicing information:

- **Requisition Level** – Make changes here to affect **all** orders on the requisition.
- **Order Level** – Make changes here to affect only an **individual** order.

The following sections explain what changes can be made at each level.

Requisition Level Delivery and Invoicing

Changing Delivery and Invoicing details at requisition level will update **all orders** on your requisition.

Requisition delivery and invoicing screen

At Requisition level the following tasks can be performed:

- Enter a Delivery Date and Time
- Select a Buy-For user
- Change Delivery Name and Address
- Select Requisition Processing Conditions (optional)
- Add Additional Order Information
- Change Payment Method
- Add a Personal Procurement Card
- View and Update Requisition Financial Tracking



The **Requisition Delivery and Invoicing** screen will initially display your default delivery and invoicing information. Any changes you make on this screen will affect the **Delivery and Invoicing** for the entire Requisition.

A) Accessing the Requisition Delivery and Invoicing screen

1. Click **Requisition** on the menu bar to view your current requisition. The **Requisition** page appears displaying all the items you have added.
2. Click on the words **Requisition Delivery and Invoicing** on the requisition level header to open the requisition delivery and invoicing screen.

Qty.	Item Type	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Ext price	Actions
Order delivery and invoicing						Guilbert UK Ltd Total (GBP):	£5.31	
<input type="text" value="5"/>		181368	181368	Office Depot	Guilbert UK Ltd	£0.31/EA	£1.55	
		Niceday Environment Multipart Divider A4 5 Part						
<input type="text" value="2"/>		180380	180380	Office Depot	Guilbert UK Ltd	£0.58/EA	£1.16	
		Niceday Everyday Glue Pen						

Requisition showing requisition delivery and invoicing link

B) Delivery Date

The **Delivery Date** field allows you to enter the date you would like to receive all the items on your Requisition. If you enter a date here, this date will be printed on **all** your supplier's purchase orders from this requisition so that they know when to make delivery.

Default Dates:

Your organisation may have assigned **mandatory** delivery dates or **default** delivery dates to be auto generated and assigned:

- i) Delivery dates may be made **mandatory** for all orders or for specific supplier's orders only. If this is the case the field will be marked as mandatory in the order delivery and invoicing screens (see below) and you will not be able to submit the requisition until dates have been entered.
- ii) Delivery dates may be set to be generated and **defaulted** automatically. One of two options will be applied:

Requisition. The delivery date will be calculated based on the date of the requisition and added to the order request upon submission of the requisition. It will not display until the requisition is submitted but will display in order requests after the requisition is submitted.

Purchase Order. The delivery date will be calculated based on the date of order transmission and added to the Purchase Order when it is transmitted. It will not display in the requisition or order request prior to transmission to the supplier.

If a date is manually entered this will always override any default setting.

If no default is set and no dates are entered, delivery dates will not be printed on your purchase orders.

To enter a Delivery Date:

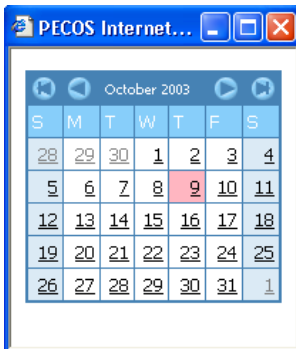
1. Click on **Requisition Delivery and Invoicing** in the requisition header. The **Requisition Delivery and Invoicing** screen appears.

Delivery Date: [Clear date](#)

Delivery Time: Morning Afternoon Specific Time

Delivery date and time fields

- To select a delivery date, click on the **Date Picker**  to open up the calendar: A pop-up calendar will appear.



Interactive calendar

- Use the arrows in the upper corners of the pop up window to select the correct month and year. The **single arrow** symbol will move the month forwards and backwards, the **single arrow + line** symbol will move the year forwards and backwards. Click on the day desired. The date will automatically populate the **Delivery Date** field. If you make a mistake, click **Clear date** to reset the field.
- Optionally select a **Delivery Time** by clicking the appropriate radio button:
 - Morning** – select to display 'Morning' as the delivery time on the purchase order
 - Afternoon** – select to display 'Afternoon' as the delivery time on the purchase order
 - Specific Time** – selection will display an additional list box and 'AM' and 'PM' buttons. Select a number from 1 to 12 from the list box to indicate a time and then either 'AM' or 'PM' to indicate morning or afternoon delivery.

C) Buy-For Name

If you have permission, you can create requisitions for other users in your organisation by selecting a 'Buy-for' name. Buy-for functionality allows you to purchase items **on behalf of** another person. By default the Buy-for user is yourself.

User Name and Address	
Requisitioner Name:	ukuser
Buy-for Name:	ukuser
user lookup	

Buy for user selection button

When you buy for another user, PECOS will automatically copy the buy for user's purchasing profile onto all orders on your requisition. The following defaults will be updated with those of the new buy-for user:

- Delivery Address
- Default Accounting
- Payment Method
- Approval Routing

Although PECOS will automatically make these changes, you will still have the ability to override them at order and line level if required.

The primary reason for selecting a Buy-for profile is to ensure that your requisition is approved according the buy-for user's approval rules e.g. the order is approved by their Manager, not yours.

To use Buy-for at requisition level:

- Click on **Requisition Delivery and Invoicing** in the requisition header. The **Requisition Delivery and Invoicing** screen appears.
- From the Requisition Delivery and Invoicing screen, click the **User Lookup** button under the **Buy-For Name** text. The **Look Up Buy-for User Name and Address** screen appears.

PECOS Internet Procurement Manager™

Search Results Requisition Recurring Req.

▶ Look Up Buy-for User Name and Address

Search Name: search back

The Buy-for lookup screen

- If you wish, enter a partial name in the search box and click the **Search** button to view all users you have permission to buy for. All users who match your search will be displayed. Alternatively you may leave the search box empty to get a list of **all** users you have Buy-for permissions for. The users you have permission to **Buy-for** will be listed.

▶ Look Up Buy-for User Name and Address

Search Name: search back displaying 1... to 3 users

Select	Buy-for User Name	Address
<input type="radio"/>	David Noakes	Elcom Systems Ltd Commerce House 349 Edinburgh Avenue Slough, Berkshire SL1 4TU United Kingdom
<input type="radio"/>	Jason Lodge	Royal Opera House Bow Street Covent Garden London, WC2E 9DA United Kingdom
<input type="radio"/>	Mike Watson	Elcom Systems Ltd Commerce House 349 Edinburgh Avenue Slough, Berkshire SL1 4TU United Kingdom

Buy-for user search results

- Click on the **Select** button next to the user you are buying on behalf of. The **Requisition Delivery and Invoicing** screen will reappear.

You will notice that the user you have selected will appear as the **Buy-for Name:** and their user profile defaults will have over-written yours. These changes will be replicated down to all orders on your requisition.

D) Delivery Address

The address to which your goods will be delivered is defaulted from your user profile and consists of the following fields:

- Delivery Name – The person to whom deliveries will be sent.
- Delivery Address – The delivery location.
- Internal Delivery Location – Additional, optional delivery information

This information will appear printed on each supplier purchase order. If any of this information is incorrect or requires updating, speak to your System Administrator who will amend your user profile defaults.

Delivery Name:

Delivery Address:

Internal Delivery Location:

Delivery address selection options

You may change any default delivery detail:

Delivery Name (mandatory): This is a text box that can be overtyped

Delivery Address (mandatory): Click on the **address lookup** button (see below)

Internal Delivery Location (optional): Enter any additional delivery information in this text box.


To change Delivery Address at requisition level:

1. Click on **Requisition Delivery and Invoicing** in the requisition header. The **Requisition Delivery and Invoicing** screen appears.
2. Your default address will populate the **Delivery Address:** field. Click on the **address lookup** button. The **Address Lookup** page appears:



Address lookup screen


3. To search for an address you may use the **address list search box** by entering search criteria for different address fields. Alternatively you may leave the search tool blank and click the **search** button. The **Search Results** will populate on the right hand side of the screen:

 The search results displayed are limited to the first 100 records.

Note


There may be a great deal of address data loaded into PECOS and it is therefore recommended that you refine your searches by using the search tool provided. By refining your search in this way, you will narrow down the list of results and find the required address quicker


It is likely that your system administrator will have created your addresses with consistent and logical names. You may therefore find it easiest to search for addresses using the **Address Name** field.

4. Select the appropriate address by clicking on the select icon.  The **Requisition Delivery and Invoicing** screen reappears with your address changed.


To Add a New Address

Permission to create new addresses in PECOS is occasionally granted to certain users. If you have permission to create addresses you will see an **'add new address'** button on the **Address Lookup** page.

 Adding addresses is based on permissions. If you do not have permission to add addresses, this functionality **will not** be available to you.

1. Click on **Requisition Delivery and Invoicing** in the requisition header. The **Requisition Delivery and Invoicing** screen appears.
2. Click on the **address lookup** button. The **Address Lookup** page appears.
3. Click the **add new address** button  on the address lookup page. The **Add New Address** screen will appear:

Add new address screen

4. Enter the address information in the fields provided.
5. Click the **Save** button to add the address into PECOS. The **Address Lookup** screen reappears showing your new address.
6. To select your new address click the select icon.  The **Requisition Delivery and Invoicing** screen reappears.

Note. Ad hoc addresses can only be edited or deleted by a system administrator. If you make an error while creating an ad hoc address, contact your system administrator.

E) Requisitioning Processing Type (optionally displayed)

To indicate different processing types for a requisition, three Radio Buttons may be made available to you. Choose the appropriate one for the requisition as required. Each condition is defined in detail below.

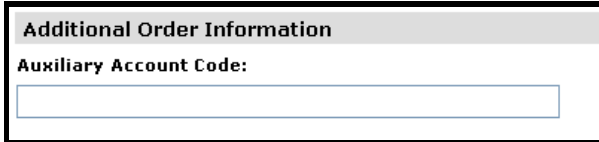
These processing conditions are only available at the requisition level.

Requisition processing type selection

1. **Normal processing through the system** – Normal workflow and order transmission will be followed. This is the default setting.
2. **Order Processing outside the system** – When an order has already been placed or manually sent to a supplier. The processing of receipts, invoices and matching is still required. Note that the order will not be sent to the supplier.
For example an exceptional purchase may have been made manually outside of PECOS (possibly also from a local supplier who had not been adopted into the system).
3. **Processing outside this system is complete** – When an order has already been placed or manually sent to a supplier and the processing of receipts, invoices and matching is not required. The order is recorded for record keeping purposes only and will not be sent to the supplier.
For example a field engineer has made an emergency purchase by procurement card.

F) Additional Order Information

A number of User-Defined fields can be displayed in the **Additional Order Information** section of the requisition delivery and invoicing screen. Depending on the configuration of your system, there may be one or more of these fields to record additional order information. These may include Work Order numbers, Project Codes, Contract Details or additional accounting information.



The screenshot shows a window titled "Additional Order Information". Inside, there is a label "Auxiliary Account Code:" followed by a single-line text input field.

Additional order information box

In the example shown above a user field has been created to capture the entry of an *auxiliary account code*. Note that if data has been entered into additional order information fields at order level (possibly due to a default value being used in a user defined field) a message will be displayed indicating that this is the case: **"Order-level fields are in effect."** This message is displayed to prevent you from entering a requisition level value and over-writing any existing order level entries.

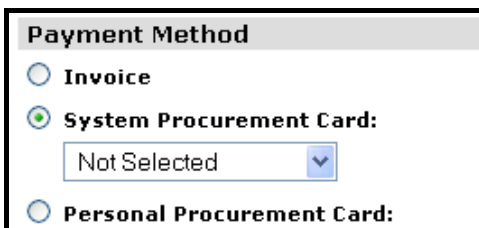
Your System Administrator will format these fields according to business requirements:

- **Data Type:** The field might be validated to accept only whole numbers, decimals or text.
- **Mandatory:** The field might require mandatory completion. If this is the case a warning message will be displayed prior to submitting the requisition.
- **Field Options:** The additional field(s) might be configured as a text box or as a drop down list box for you to select a pre-defined value.

PECOS will save the information you enter for each purchase order. The data entered might be used for approval routing or management reporting purposes.

G) Payment Method

The **Requisition Delivery and Invoicing** screen will be automatically populated with your default payment method. If you have access to other payment methods however, you can select them here.



The screenshot shows a window titled "Payment Method". It contains three radio button options: "Invoice", "System Procurement Card:", and "Personal Procurement Card:". The "System Procurement Card:" option is selected, indicated by a green dot. Below this option is a dropdown menu with the text "Not Selected" and a downward arrow.

Payment method selection

The methods available are:

- a) **Invoice** – Select this if you are expecting to pay for your goods by invoice.
- b) **System Procurement Card** – Select a System Procurement Card (which already exists in the system) by choosing one from the dropdown list. Goods will not be paid on an invoice.
- c) **Personal Procurement Card** – To pay for your requisition using a personal procurement card, click the radio button (not all users will see this option). The data fields shown below will become active.

H) Create a Personal Procurement Card


The ability to enter personal procurement card details will be granted through your user profile settings. In the Payment Method section of the delivery and invoicing screen a 'Personal Procurement Card' option must be available.

Personal Procurement Card:

Select or enter card ->

Card Type:

Name on Card:


Expiration Date: 

Security Code:


Personal procurement card detail

Enter the following data:

- **Card Number:** Enter your card number or select a previously saved card number from the drop down box.
- **Card Type:** Select the card type from the drop down selection box. Note that the card number will be validated against the card type.
- **Name:** Enter the name as it appears on your card.
- **Expiration Date:** Click on the calendar icon to select an expiration date.
- **Security Code (CVV):** Optionally enter your card's security code. This field may be made mandatory and if so a warning message will be displayed if it is not completed.



To enter a notional/imaginary card into the system for testing or training purposes, choose 'Ghost Card' from the Card Type drop down box. This card type will not be validated against the card number.

 If you click **Save Card** this card will be available to you for future purchases. If you do not wish PECOS to store this information beyond the current transaction, do not click the Save Card button. Please note that the card details are not validated for uniqueness and therefore it is advisable to check that the card being saved is not a duplicate of a card previously used.

Click **Save** at the top of the screen when you have completed your requisition changes.


Compliance to **PCI Data Security Standards** is available and the CVV2 field can be either masked or removed. Your system administrator will ensure your site is configured appropriately. The screen below shows how the CVV2 value is masked upon input.

Personal Procurement Card:

Select or enter card ->

Card Type:

Name on Card:

Expiration Date: 

Security Code:

Personal procurement showing masked CVV2 field

I) Invoicing Address

The **Requisition Delivery and Invoicing** screen will be automatically populated with your default invoice address. This address will appear on all of your purchase orders as the address to which your suppliers will send their invoices. It **cannot** be edited within the requisition. If your invoice address is incorrect you will need to speak to your system administrator for it to be changed.

Order Level Delivery and Invoicing

In addition to specifying delivery and invoicing information at requisition level, you can also specify delivery and invoicing details at individual order level. Specifying this information at order level will override the requisition level defaults and will only affect the order that you have chosen.

If you have already entered requisition level delivery and invoicing information some of these fields may already be populated. Also note that a value might be automatically defaulted into Additional Order Information fields.

Order delivery and invoicing screen

At Order Level the following tasks can be performed:

- Enter a Delivery Date and Time
- Change Delivery Name and Address
- Change Supplier Delivery Method
- Enter Additional Order Information
- Enter estimated Order Freight (Delivery) Values
- Change Payment, Freight and Delivery Terms (user privileges required)
- Change Payment Method (user privileges required)

A) Accessing the Order Delivery and Invoicing screen

1. Click **Requisition** on the menu bar to view your current requisition. The **Requisition** screen appears.
2. Click **Order Delivery and Invoicing** located in the order header bar. The **Order Delivery and Invoicing** screen will appear:

Qty.	Item Type	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Actions
						Requisition total:	£5.31
					Guilbert UK Ltd	Total (GBP):	£5.31
5	Niceday Environment Multipart Divider A4 5 Part	180280	180360	Office Depot	Guilbert UK Ltd	£0.31/EA	[icon] [icon] [icon]
2	Niceday Everyday Glue Pen	180380	180380	Office Depot	Guilbert UK Ltd	£0.59/EA	[icon] [icon] [icon]
						£1.16	

Requisition showing order delivery and invoicing link

Note that the order delivery and invoicing link will only appear when the requisition contains at least one item.

B) Delivery Date

The **Delivery Date** field allows you to enter the date and time you would like to receive the items on this Order. If a date and time is entered at the requisition level it will default down and automatically display.

If you enter delivery information, this date will be printed on your supplier's purchase order so that they know when to make delivery.

Default Dates:

Your organisation may have assigned **mandatory** delivery dates or **default** delivery dates to be auto generated and assigned:

- i) Delivery dates may be made **mandatory** for all orders or for specific supplier's orders only. If this is the case the field will be marked as mandatory in the order delivery and invoicing screens and you will not be able to submit the requisition until dates have been entered.
- ii) Delivery dates may be set to be generated and **defaulted** automatically. One of two options will be applied:


Requisition. The delivery date will be calculated based on the date of the requisition and added to the order request upon submission of the requisition. It will not display until the requisition is submitted but will display in order requests after the requisition is submitted.

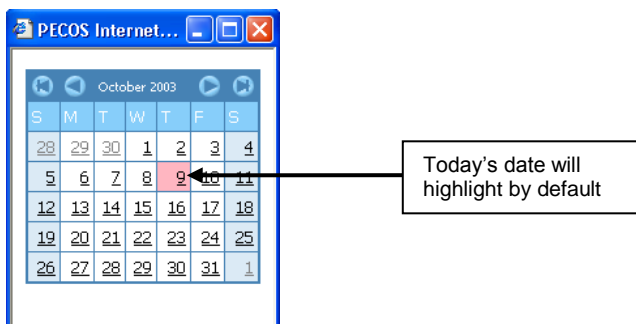
Purchase Order. The delivery date will be calculated based on the date of order transmission and added to the Purchase Order when it is transmitted. It will not display in the requisition or order request prior to transmission to the supplier.

If a date is manually entered this will always override any default setting.

If no default is set and no dates are entered, delivery dates will not be printed on your purchase orders.

To enter the Delivery Date:

1. Click on **Order Delivery and Invoicing** in the order header. The **Order Delivery and Invoicing** screen appears.
2. Click on the **Date Picker**  to open up the calendar: A pop-up calendar will appear.



Interactive calendar

3. To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.



The **forward arrow** symbol will move the month forwards



The **backward arrow** symbol will move the month backward



The **forward lined arrow** symbol will move the year forwards



The **backward lined arrow** symbol will move the year backwards

4. Click on the date required to select it. The date will automatically populate the **Delivery Date** field.
5. If you make a mistake click **Clear date** to reset the field.
6. Optionally select a **Delivery Time** by clicking the appropriate radio button:

- **Morning** – select to display 'Morning' as the delivery time on the purchase order
- **Afternoon** – select to display 'Afternoon' as the delivery time on the purchase order
- **Specific Time** – selection will display an additional list box and 'AM' and 'PM' buttons. Select a number from 1 to 12 from the list box to indicate a time and then either 'AM' or 'PM' to indicate morning or afternoon delivery.

C) Delivery Address

The address to which your goods will be delivered is defaulted from your user profile at requisition level and consists of the following fields:

- Delivery Name – The person to whom deliveries will be sent.
- Delivery Address – The delivery location.
- Internal Delivery Location – Additional, optional delivery information

If any of this information is incorrect or requires updating, speak to your System Administrator who will amend your user profile defaults.

Delivery Name:	<input type="text" value="Paul Smith"/>
Delivery Address:	17 Willow Gardens Maidenhead, SL6 7ZX United Kingdom
Internal Delivery Location:	<input type="text"/>

Delivery address selection options

You may change any default delivery detail:

Delivery Name (mandatory): This is a text box that can be overtyped

Delivery Address (mandatory): Click on the **address lookup** button (see below)

Internal Delivery Location (optional): Enter any additional delivery information in this text box.

To change Delivery Address at Order level:

1. Click on **Order Delivery and Invoicing** in the order header. The Order Delivery and Invoicing screen appears.
2. Your default address will populate the **'Delivery Address:'** field. Click on the **Address Lookup** button. The address lookup page appears:




The screenshot shows the 'Address Lookup' screen in the PECOS Internet Procurement Manager. At the top, there are tabs for 'Search', 'Results', 'Requisition', and 'Recurring Req.'. Below the tabs, there are buttons for 'back' and 'add new address'. The main section is titled 'Search Address list:' and contains a search form with the following fields: 'look in' (set to 'Address Name'), 'contains' (empty), 'Address Name' (dropdown), 'Address Line 1' (dropdown), 'City/Town' (dropdown), 'County' (dropdown), and 'sort by:' (set to 'Address Name'). A 'search' button is located at the bottom of the form.

Address lookup screen

3. To search for an address you may use the **address list search box** by entering search criteria for different address fields. Alternatively you may leave the search tool blank and click the **search** button. The **Search Results** will populate on the right hand side of the screen.


Note

There may be a great deal of address data loaded into PECOS and search results are limited to the first 100. It is therefore recommended that you refine your searches by using the search tool provided. By refining your search in this way, you will narrow down the list of results and find the required address quicker. It is likely that your system administrator will have created your addresses with consistent and logical names. You may therefore find it easiest to search for addresses using the **Address Name** field.

4. Select the appropriate address by clicking on the select icon.  The **Order Delivery and Invoicing** screen reappears with your address changed.


To Add a New Address

Permission to create new addresses in PECOS is occasionally granted to certain users. If you have permission to create addresses you will see a 'add new address' button on the **Address Lookup** page.

1. Click on **Order Delivery and Invoicing** the order header. The **Order Delivery and Invoicing** screen appears.
2. Click on the **Address Lookup** button. The address lookup page appears
3. Click the **Add New Address** button  on the address lookup page. The add new address screen will appear:



Add new address screen

4. Enter the address information in the fields provided.
5. Click the **Save** button to add the address into PECOS. The **Address Lookup** screen reappears showing your new address.
6. To select your new address click the select icon.  The **Order Delivery and Invoicing** screen reappears.

Ad-hoc addresses can only be edited or deleted by a system administrator. If you make an error while creating an ad hoc address, contact your system administrator.

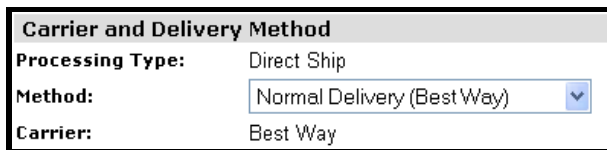
D) Delivery Method

The supplier's **Carrier and Delivery Method** will automatically populate your order. The following supplier defaults are displayed:

Processing Type: This is the supplier's default order processing method.

Method: This is the supplier's default way of delivering your order and carrier.

Carrier: This is the supplier's default means of shipping your order.



Delivery method defaults

Change Delivery Method

If your supplier has elected to allow the use of different delivery methods and your system administrator has created these for use, it is possible to override the default here. In the **Method** drop down selection box choose an alternate method of delivery for your order.

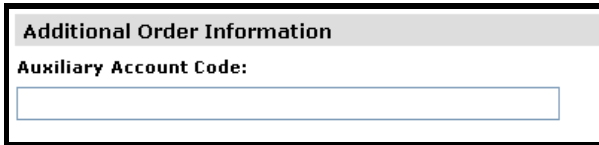
Note that altering the delivery method may also alter the delivery **carrier**. There may be commercial implications in making such a change.

It is possible that the only method available is '**Not Selected**'. If this is the case your supplier will deliver your order in accordance with their standing instructions.

These delivery details will appear printed on the supplier purchase order and therefore form part of your terms of purchase.

E) Additional Order Information

A number of User-Defined fields can be displayed in the **Additional Order Information** section of the requisition shipping and billing screen. Depending on the configuration of your system, there may be one or more of these fields to record additional order information. These may include Work Order numbers, Project Codes, Contract Details or additional accounting information.



The screenshot shows a grey header box titled "Additional Order Information". Below the header, the text "Auxiliary Account Code:" is followed by a single-line text input field.

Additional order information box

In the example shown above a user field has been created to capture the entry of an *auxiliary account code*.

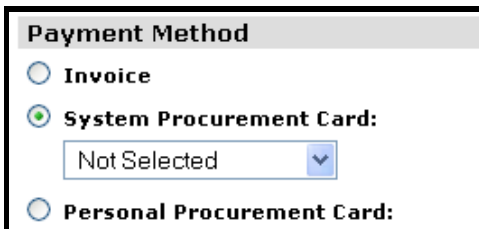
Your System Administrator will format these fields according to business requirements:

- **Data Type:** The field might be validated to accept only whole numbers, decimals or text.
- **Mandatory:** The field might require mandatory completion. If this is the case a warning message will be displayed prior to submitting the requisition.
- **Field Options:** The additional field(s) might be configured as a text box or as a drop down list box for you to select a pre-defined value.

PECOS will save the information you enter for this purchase order. The data entered might be used for approval routing or management reporting purposes.

F) Payment Method

The **Order Delivery and Invoicing** screen will be automatically populated with your default payment method. If you have access to other payment methods however, you can select them here.



The screenshot shows a grey header box titled "Payment Method". Below the header, there are three radio button options: "Invoice", "System Procurement Card:", and "Personal Procurement Card:". The "System Procurement Card:" option is selected, and it has a dropdown menu below it showing "Not Selected".

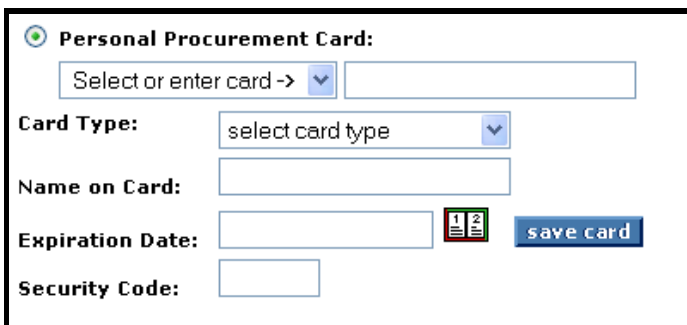
Payment method selection

The methods available are:

- **Invoice** – Select this if you are expecting to pay for your goods by invoice.
- **System Procurement Card** – Select a System Procurement Card (which already exists in the system) by choosing one from the dropdown list. Goods will not be paid on an invoice.
- **Personal Procurement Card** – To pay for your requisition using a personal procurement card, click the radio button. The data fields shown below will become active.

G) Create a Personal Procurement Card

The ability to enter personal procurement card details will be granted through your user profile settings. In the Payment Method section of the delivery and invoicing screen a 'Personal Procurement Card' option must be available.




The screenshot shows a grey header box titled "Personal Procurement Card:". Below the header, there is a dropdown menu with "Select or enter card ->" and a text input field. Below that, there are four rows of fields: "Card Type:" with a dropdown menu showing "select card type"; "Name on Card:" with a text input field; "Expiration Date:" with a text input field, a calendar icon, and a "save card" button; and "Security Code:" with a text input field.

Personal procurement card detail

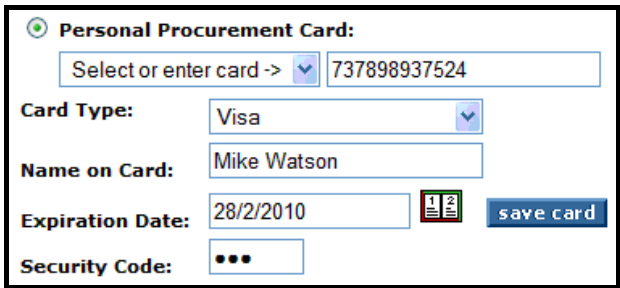
Enter the following data:

- **Card Number:** Enter your card number or select a previously saved card number from the drop down box.
- **Card Type:** Select the card type from the drop down selection box. Note that the card number will be validated against the card type.
- **Name:** Enter the name as it appears on your card.
- **Expiration Date:** Click on the calendar icon to select an expiration date.
- **Security Code:** Optionally enter your card's security code. This field may be made mandatory and if so a warning message will be displayed if it is not completed. The security code might be masked upon entry if your administrator has implemented PCI Security options.

 **To enter a notional/imaginary card into the system for testing or training purposes, choose 'Ghost Card' from the Card Type drop down box.**

save card If you click **Save Card** this card will be available to you for future purchases. If you do not wish PECOS to store this information beyond the current transaction, do not click the Save Card button. . Please note that the card details are not validated for uniqueness and therefore it is advisable to check that the card being saved is not a duplicate of a card previously used.

Click **Save** at the top of the screen when you have completed your order changes. Compliance to **PCI Data Security Standards** is available and the CVV2 field can be either masked or removed. Your system administrator will ensure your site is configured appropriately. The screen below shows how the CVV2 value is masked upon input.



Personal procurement showing masked CVV2 field

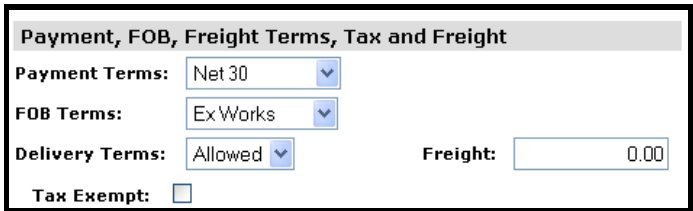
H) Invoicing Address

The **Order Delivery and Invoicing** screen will be automatically populated with your default invoice address. This address will appear on your purchase order as the address to which your supplier will send their invoice. It **cannot** be edited within the order.

If your invoice address is incorrect you will need to speak to your system administrator for it to be changed.

I) Payment and Delivery Terms

The **Payment, FOB, Freight Terms, Tax and Freight** section is only available at order level and displays supplier default payment and delivery terms.



Payment terms and delivery defaults

The following Payment and Delivery terms are displayed:

- Payment Terms:** These are the terms under which this order will be paid or settled.
- FOB Terms:** These are the 'Free On Board' freight terms under which your supplier will make delivery.
- Delivery Terms:** These are the commercial delivery terms under which your supplier will make delivery.

Delivery and payment terms appear printed on the purchase order and therefore form part of your terms of purchase.

Depending on the permissions granted within your user profile, the Payment and Freight terms will **optionally be editable**. If you have permissions to select alternate terms, drop down selection boxes will be available for you to choose from. Below is an example of selectable supplier payment and freight terms.

J) Estimated Tax and Freight Charges

The **Payment, FOB, Freight Terms, Tax and Freight** section is only available at order level and displays boxes for the entry of estimated tax and freight (delivery) charges

Tax: Enter a value here for sales tax that has not been recorded on the order. This amount will be **included in the order total** for approval routing.

Note. *If VAT is enabled for your site this field will not be displayed. Purchase orders will be approved and transmitted net of VAT and VAT will be automatically calculated at line level for inclusion on the invoice entry screen. (The screen examples displayed above do not display the tax field.)*

Freight: Enter a value here for any expected freight and delivery charges that have not been recorded on the order. Any value entered here will be **included in the order total** for approval routing. This value will also be used for invoice settlement purposes and matched with the delivery amount entered on invoices for this order.

Your organisation might have disabled the separate entry of delivery charges and if this is the case the Freight / Delivery field will not be displayed in the Order Delivery and Invoicing screen. In these circumstances it is probable that delivery charges are to be added as separate line items to the requisition.

Tax Exempt: Check this option if this order is to be exempt from sales taxes. Note: This DOES NOT affect VAT and will have no effect if VAT is implemented in your organisation.

External Order Processing

If you wish to use PECOS to record orders being processed outside of the system and not send a purchase order to the supplier you will be given **External Order Processing** options.

The **requisition delivery and invoicing screen** will contain appropriate choices for you to define how you want the order to be processed in the **Requisition Processing Type** section.

Depending on the permissions granted to you, either one or both options detailed below will display. If you have not been granted permissions to alternative processing, this section will not display in the requisition delivery and invoicing screen.

PECOS Internet Procurement Manager™

Home • Help • Password • Admin • Log Out

Search Results Requisition Recurring Req. Blanket Orders Manual Invoice

Requisition Delivery and Invoicing

cancel save

Date Requested: [] [] [] [] [] [] Clear date

User Name and Address

Requisitioner Name: David Smith

Buy-for Name: David Smith

Delivery Name: David Smith

Delivery Address: Acer Trading Estate
45 New Road
Slough, Berkshire SL6 9YS
United Kingdom

Internal Delivery Location: []

Payment Method

Invoice

System Procurement Card:
Not Selected

Personal Procurement Card:
Select or enter card -> []

Card Type: select card type

Name on Card: []

Expiration Date: []

Security Code: []

Billing Address: Acer Trading Estate
45 New Road
Slough, Berkshire SL6 9YS
United Kingdom

Additional Order Information

Contract Name

Requisition Processing Type:

Normal processing through this system

The options below apply to orders that are processed outside this system. Since they may have already been sent to the supplier, they will not be retransmitted from this system.

Order may have been sent to supplier. Receipts, invoices and matching will be entered manually.

Order has already been sent to supplier and goods or services received. The system will automatically create a matching receipt and invoice, and settle the order.

Requisition delivery and invoicing screen displaying additional processing options

The following options are available (the actual displayed text is shown in italics):

- **Normal processing:** *“Normal processing through this system.”*

This is the default option which must be changed in order to invoke alternative processing conditions.

- **Do not send order but other processing is normal:** *“Order may have been sent to supplier. Receipts, invoices and matching will be entered manually.”*

This option ensures that the orders on the requisition will **not** be transmitted to the supplier but will be available for normal (manual) receiving and settlement. A copy of the order is sent to the buyer.

Example. *A last minute telephone order is placed with a local supplier to provide an emergency repair. The service is received on credit and an invoice issued. No purchase order or retrospective approval is required but receiving, invoicing and settlement must be performed in the usual way.*

- **Do not send order and complete all other processing automatically:** *“Order has already been sent to supplier and goods or services received. The system will automatically create a matching receipt and invoice, and settle the order.”*

This option ensures that the orders on the requisition will **not** be transmitted to the supplier and all additional system processing (receipt, invoice and matching) is performed automatically. A copy of the order is sent to the buyer.

Example. *A field engineer purchases an item for an emergency repair using a corporate credit card. No purchase order, invoice or payment is required. The transaction is recorded for reporting and accounting purposes.*

Note that if alternate processing conditions are selected your requisition might follow an alternative approval path, based on rules contained in your approval plan.

Financial Tracking and Tax

Financial Tracking ensures that the appropriate department will be financially responsible for their orders and that all goods are correctly and accurately accounted for. The Financial Tracking screen also displays the Tax Treatment assigned to items and requisitions. Financial tracking and tax codes are retained for all items and may be interfaced into your Financial System so it is important that these codes are accurate.

PECOS will automatically populate your requisition with a default account code combination and a tax treatment.

Accounting defaults can be set at different levels and PECOS will select the appropriate override:

1. User Profile
2. Commodity Codes
3. Purchasing Cards

Tax defaults can also be set at different levels and PECOS will select the appropriate override:

1. Commodity Codes
2. Business Rule Group
3. Organisation

You may be granted permissions to change these default codes.

The ability to view and change financial tracking and tax codes appears on a number of different screens in PECOS. Look out for the Financial Tracking Icon (a book with a magnifying glass) indicating that a financial tracking screen is available.

Multi Jurisdictional Taxation

PECOS is a multi jurisdictional tax application which supports a number of different tax types to support different national, regional and local taxes. Not all tax types support the entry of tax treatments at the time of creating a requisition and neither do all tax types support line level tax assignment. The ability to maintain taxes on the requisition will therefore depend upon the region of implementation. For example:

US Sales Tax: Sales taxes can only be defined at header level and are not defaulted onto requisitions or orders. Tax treatments are not available and tax amounts must be entered manually onto requisitions. Taxes are not available on the invoice document.

UK VAT: VAT is available at line level and defaults will be applied to requisition and purchase order documents based on tax treatments created. Optionally VAT may be overridden by the user during the requisition creation and invoice entry process.

Indian Taxes: Taxes are not defaulted onto requisition and purchase order documents and cannot be maintained by the user during the requisitioning process. Taxes are available for manual entry and editing on invoices only.

Document Level Responsibilities

Financial Tracking responsibility may be changed at the Requisition Level, Order Level, or at the individual Line Item Level. Depending on **where** and **when** these changes are made will affect your requisition differently. Each level is described below:

Requisition Level: Changing Financial Tracking information at the Requisition Level will affect **all items on all orders** within the entire requisition.

Order Level: Changing Financial Tracking information at the Order Level will override the requisition level default and only affect **the individual order** and all the items on it.

Line Level: Changing Financial Tracking information at the Line Item Level overrides both the requisition and order level defaults, and affects only that **single line item**. At line level you are additionally able to **split the cost** over a maximum of five different account code combinations.

Document Level Accounting

Header Level Accounting

If no changes are made to financial tracking defaults, Header (Requisition) Level accounting is in place. All order lines retain appropriate defaults.

Order Accounting

When changes to financial tracking codes are made at **Order Level**, PECOS recognises that requisition level defaults have been overridden. If changes are subsequently made at Requisition Level the following warning is displayed: **** Order Accounting Is in Effect.**

Line Item Accounting

When changes to financial tracking codes are made at **Line Level**, PECOS recognises that requisition level defaults have been overridden. If changes are subsequently made at Requisition Level the following warning is displayed: **** Line Item Accounting Is in Effect.**

Timing

It is important that edits to financial tracking codes are undertaken in the correct order due to the nature of the changes affecting the requisition at each level.

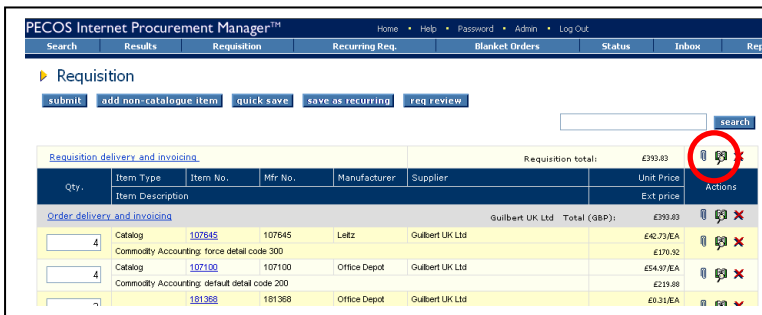
- If order level changes are made **AFTER** line level changes, the line level changes will be lost.
- If requisition level changes are made **AFTER** order or line level changes, the original order or line level changes will be lost.

A warning message is displayed in the Requisition Level Financial Tracking screen if order or line item accounting is in effect.

Requisition Level Financial Tracking

The following steps explain how to change Financial Tracking at the **Requisition Level**.

1. In the Requisition screen, click on the Financial Tracking icon at Requisition level.

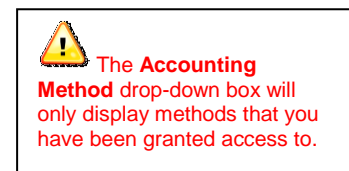


Requisition level financial tracking icon

2. The **Requisition Financial Tracking** screen will display:

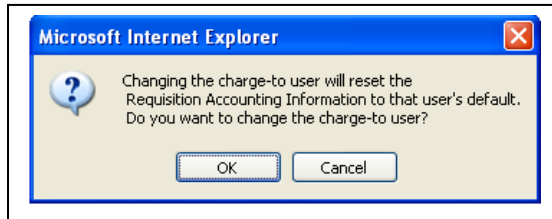
Company	Cost Centre	Expense Account	Project Code
100	3000	55388	00
100-UK Training Company	3000-Procurement	55388-Furniture	00-None

Requisition financial tracking screen



3. **Financial Tracking Responsibility:**

- **Buy-for not selected:** If you have *not* selected a Buy-for user for this requisition the **Financial Tracking Responsibility** will remain at your own default. Your name will display as the default buy-for user and all financial tracking responsibilities (i.e. available methods and segment values) will be based on **your own** user profile privileges.
- **Buy-for selected:** If a Buy-for user *has* been selected for this requisition, your default accounting will have been overridden by the Buy-for user's default accounting. The buy-for user's name will display and all financial tracking responsibilities (i.e. available methods and segment values) will be based on your **buy-for user's** user profile privileges, **NOT** your own.
- **Changing Responsibility:** You may remove the Buy-for user's accounting defaults and re-instate your own financial tracking defaults by selecting your own user profile. Select 'Requisitioner (*your user id*)' from the drop down selection box. If you do so, all accounting at requisition level (all orders and lines) will be reset and a warning message will be displayed:



Financial tracking responsibility reset warning

Remember that you are undertaking a requisition level change and any editing performed at order or line level will be lost.

4. **Change Method:** PECOS will display your default accounting. If you have access to more than one **Accounting Method**, you may choose an alternative from the drop down box. Changing the Accounting Method will automatically change the segment options at the bottom of the screen.
5. **Change Segment Values:** Use the drop down boxes under each accounting segment to change the financial tracking to your desired combination of values. The quick search boxes can also be used to quickly find a financial tracking code you are looking for – enter a full or partial value to jump to a code in the drop down selection box. One or all values can be changed. Direct account code entry is not allowed. As you select a new value wait for the screen to update.

Note that when a value is changed in one segment, a different set of selectable values may be displayed in another segment. This is called **account code cross validation** and will ensure that you select a correct account code combination.

You will not be able to see all the account codes for your organisation. Your users profile permissions will restrict the codes that you have access to. If there are codes that you feel you should see but cannot, speak to your system administrator who will update your permissions.

6. **Change Display:** The accounting values in each segment of the method chosen will be displayed in a certain way. In the example above both account **Codes** and their **Descriptions** are displayed. You may optionally change this view to one of three options by selecting from the '**Display Segment Values As**' drop down box:
 - Codes and Descriptions
 - Codes only
 - Descriptions only
7. **VAT Treatment:** To change the VAT code for all items in the requisition you can change the default setting in the drop down selection box. (see 'requisition and order level VAT override' below for more details).
8. **save** When you have finished click the **save** button to update requisition level accounting and submit any changes. *The requisition page will redisplay.*
9. **cancel** If you do not want to save any changes, click the **cancel** button. You will return to the requisition screen without committing any changes.



Not all users will see all account codes. Your administrator will let you see only those codes that you need access to.

Order Level Financial Tracking

The following steps explain how to change Financial Tracking at the **Order Level**.

1. In the Requisition screen, click on the Financial Tracking icon at Order level.

Qty.	Item Type	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Exit price	Actions
Order delivery and invoicing						Guilbert UK Ltd Total (GBP):		£393.83
4	Catalog	107845	107845	Letz	Guilbert UK Ltd	£42.73/EA	£170.32	
						Commodity Accounting: force detail code 300		
4	Catalog	107100	107100	Office Depot	Guilbert UK Ltd	£54.97/EA	£219.88	
						Commodity Accounting: default detail code 200		

Order level financial tracking icon

2. The **Order Financial Tracking** screen will display:

Order Financial Tracking

Financial Tracking Responsibility: Buy-for User (Mike Watson)

VAT Treatment: Standard Rate

Accounting Method: Training

Company: 100
100-UK Training Company

Cost Centre: 3000
3000-Procurement

Expense Account: 45387
45387-Stationery

Project Code: 00
00-None

Order financial tracking screen

3. **Change Method:** PECOS will display your default accounting. If you have access to more than one **Accounting Method**, you may choose an alternative from the drop down box. Changing the Accounting Method will automatically change the segment options at the bottom of the screen.
4. **Change Segment Values:** Use the drop down boxes under each accounting segment to change the financial tracking to your desired combination of values. The quick search boxes can also be used to quickly find a financial tracking code you are looking for – enter a full or partial value to jump to a code in the drop down selection box. One or all values can be changed. Direct account code entry is not allowed. As you select a new value wait for the screen to update.
Note that when a value is changed in one segment, a different set of selectable values may be displayed in another segment. This is called **account code cross validation** and will ensure that you select a correct account code combination. You will not be able to see all the account codes for your organisation. Your users profile permissions will restrict the codes that you have access to. If there are codes that you feel you should see but cannot, speak to your system administrator who will update your permissions.
5. **Change Display:** The accounting values in each segment of the method chosen will be displayed in a certain way. In the example above both account **Codes** and their **Descriptions** are displayed. You may optionally change this view to one of three options by selecting from the **'Display Segment Values As'** drop down box:
 - Codes and Descriptions
 - Codes only
 - Descriptions only
6. **VAT Treatment:** To change the VAT code for all items in the order you can change the default setting in the drop down selection box (see: 'requisition and order level VAT override' below for more details).
7. **save** When you have finished click the **save** button to update order level accounting and submit any changes. The requisition page will redisplay.
8. **cancel** If you do not want to save any changes, click the **cancel** button. You will return to the requisition screen without committing any changes.

Order and Requisition Tax Treatment Override


On the financial tracking screen you will see the Tax treatment which has been automatically applied to this order or requisition. In this example we have assumed that UK VAT is the selected tax type.

Some users may have permission to override this default. If you are one of these users you will see a drop down box of tax types from which you can choose an alternate tax treatment. If you do not have user permissions to change the VAT codes, you will not see the drop down list, but only view the default VAT treatment.

The screenshot shows the 'Order Financial Tracking' screen. At the top, there are 'cancel' and 'save' buttons. Below them, the 'Financial Tracking Responsibility' is set to 'Buy-for User (Mike Watson)'. The 'VAT Treatment' dropdown is currently set to 'Standard Rate', and the 'Accounting Method' dropdown is set to 'Zero Rate'. A dropdown menu is open for 'Accounting Method', showing options: 'Exempt', 'Reduced rate', 'Fuel', and 'CIT'. Below these are four input fields: 'Company' (100), 'Cost Centre' (3000), 'Expense Account' (45387), and 'Project Code' (00). At the bottom, there are four dropdown menus corresponding to these fields: '100-UK Training Company', '3000-Procurement', '45387-Stationery', and '00-None'.

Order level financial tracking with VAT override


The following steps show you how to override the default VAT treatment.

1. In the requisition screen, click the Financial Tracking icon  on either the Order or Requisition level depending on which document level you wish to update.
2. The **Requisition or Order Financial Tracking** screen will appear displaying the default accounting and default VAT Treatment.
3. PECOS will display your default VAT treatment. If you have access to more than one **VAT Treatment**, you may choose an alternative from the drop down box.
4. Once you have made any necessary changes click **save** to update

Line Item Level Financial Tracking

When changing the financial tracking code combination for an item at the line item level you also have the ability to split the cost over, for example, multiple cost centres. If multiple departments are to be responsible for the cost of an item, you can split the cost up to five ways by amount or percentage.

The following steps explain how to change Financial Tracking at **Line Item** level:

1. In the Requisition screen, click the Financial Tracking icon  on the **line** that you wish to update.
2. The **Line Financial Tracking** screen will appear displaying the **Line Item** description, value and default accounting for the item.

The screenshot shows the 'Line Financial Tracking' screen. At the top, there are 'save' and 'cancel' buttons. Below them, the text reads 'Accounting Splits - Use the rows below to assign items across multiple accounts.' A table shows the following data:

Item No.	Manufacturer	Item Description	Qty	Unit Price	Ext. Price
256	Dudley	Dudley Choice Small Paper Clips.Length (mm)-22.Packed-1000.Type-No tear	2	£0.68	£1.36

Below the table, the 'Accounting Method' is set to 'Training' and the 'VAT Treatment' is set to 'Standard Rate'. There is a table for accounting splits with columns for 'Company', 'Cost Centre', 'Expense Account', and 'Project Code', and rows for percentage and currency splits. Below this are four input fields: 'Company' (100), 'Cost Centre' (3000), 'Expense Account' (45387), and 'Project Code' (00). At the bottom, there are four dropdown menus: '100-UK Training Company', '3000-Procurement', '45387-Stationery', and '00-None'. At the very bottom, there is a 'Display Segment Values As:' dropdown set to 'Codes - Descriptions' and an 'apply' button.

Line level financial tracking maintenance screen

3. PECOS will display your default accounting. If you have access to more than one **Accounting Method**, you may choose an alternative from the drop down box. Changing the Accounting Method will automatically change the segment options at the bottom of the screen.
4. The accounting values in each segment of the method chosen will be displayed in a certain way. In the example above both account **Codes** and their **Descriptions** are displayed. You may optionally change this view to one of three options:
 - a. Codes and Descriptions
 - b. Codes only
 - c. Descriptions only
5. Use the drop down boxes under each accounting segment to change the financial tracking to your desired combination of values. The quick search boxes can also be used to quickly find a financial tracking code you are looking for – enter a full or partial value to jump to a code in the drop down selection box. One or all values can be changed. When you have finished click the **apply** button. The account code combination will be changed in the accounting matrix box:


Updating line level financial tracking

6. Note that when a value is changed in one segment, a different set of selectable values may be displayed in another segment. This is called **account code cross validation** and will ensure that you select a correct account code combination.
7. It is also possible to simply **overtyp**e the accounting value in the matrix box if you know the value you wish to change. PECOS will however **validate** this value to ensure that it is correct and you have rights to use it.

It is recommended that when changing accounting values at line level, you use the drop down selection boxes and choose a value that you have permission to use. This will prevent you selecting an invalid or prohibited value.

Splitting Line Costs

The following steps explain how to split a line item across multiple account codes.

1. In the Requisition screen, click the Financial Tracking icon  on the **line** that you wish to update.
2. The **Line Financial Tracking** screen will appear displaying the **Line Item** description, value and default accounting for the item.
3. PECOS will display your default accounting. If you have access to more than one **Accounting Method**, you may choose an alternative from the drop down box. Changing the Accounting Method will automatically change the segment options at the bottom of the screen.
4. The accounting values in each segment of the method chosen will be displayed in a certain way. In the example above both account **Codes** and their **Descriptions** are displayed. You may optionally change this view to one of three options: Codes and Descriptions, Codes only or Descriptions only.

- Select whether you want to split an item by **amount** (Amt) or **percentage** (%) by selecting the appropriate radio button in the top right corner of the account code split matrix. The default accounting split is 100%

Company	Cost Centre	Expense Account	Project Code	<input checked="" type="radio"/> %	<input type="radio"/> £
<input checked="" type="radio"/> 100	3000	45387	00	100.0	
<input type="radio"/>				0	


Account code split matrix

- Overtyping the percentage or amount with the value you wish to charge to your accounting combination. Tab out of the field or click on the line below. PECOS will automatically calculate the remaining chargeable balance and populate this value in the next line. Additional lines will automatically be added to the matrix. The split values will always add up to either 100% or, if split by amount, the total extended price of the line remembering to exclude any currency characters.
- Use the drop down boxes under each accounting segment to change the financial tracking to your desired combination of values. The quick search boxes can also be used to quickly find a financial tracking code you are looking for – enter a full or partial value to jump to a code in the drop down selection box. One or all values can be changed. When you have finished click the **apply** button. Your accounting combination will automatically be added to the account code split matrix.

In the example below we can see how the line has been split 60/20/20 by percentage to three different 'Cost Centre' values:

Company	Cost Centre	Expense Account	Project Code	<input checked="" type="radio"/> %	<input type="radio"/> £
<input type="radio"/> 100	2000	45387	00	60.0	
<input type="radio"/> 100	1000	45387	00	20.0	
<input checked="" type="radio"/> 100	5000	45387	00	20.0	
<input type="radio"/>				0	

- Any line can be further updated with an account code combination in the same way (as 7. above), by selecting the radio button to the left of the appropriate line. In this way PECOS will know which line split to update.
- This allocation process can be continued by highlighting and changing the percentage (or amount) values. The balancing values will continue to be populated automatically in the next available field. There is no limitation on the number of accounting combination splits.
- When you have finished click the **Save** button at the top of the screen.




You can change from AMT to % and back as required. PECOS will automatically calculate the relevant values for you.

Line Level Tax Override

On the line level financial tracking screen you will see the Tax Treatment which has been automatically applied to this line item.

Some users may have the ability to override this default. If you are one of these users you will see a drop down box of tax types from which you can choose. Otherwise you will not see the drop down list, but you will be able to see the default VAT treatment.

The following steps show you how to override the default VAT treatment.

- In the Requisition screen, click the Financial Tracking icon  on the **line** that you wish to update.
- The **Line Financial Tracking** screen will appear displaying the **Line Item** description, value, default accounting and default VAT treatment for the item.
- PECOS will display your default VAT treatment. If you have access to more than one **VAT Treatment**, you may choose an alternative from the drop down box.
- Once you have made any necessary changes click **save** to update

Free Text Entry

Some organisations have large quantities of financial tracking codes loaded for one or more financial tracking segment. This quantity of codes makes selection using the drop down list box, in the requisition financial tracking screens, inefficient and sometimes impractical.

Requisition Financial Tracking screens allow for the easy search and selection of financial tracking codes without the need to scroll through the segment drop down selection box. The screens affected are:

- Requisition Financial Tracking
- Order Financial Tracking
- Line Financial Tracking
- Invoice Financial Tracking (header and line level)
- Delivery Accounting
- VAT Accounting.

Free form text boxes appear above the segment drop down list boxes into which values can be added directly. An example of the line level financial tracking screen is shown below:

The screenshot shows the 'Line Financial Tracking' interface. At the top, there are 'save' and 'cancel' buttons and a note: 'Accounting Splits - Use the rows below to assign items across multiple accounts.' Below this is a table with columns: Item No., Manufacturer, Item Description, Qty, Unit Price, and Ext. Price. The first row shows item 256 from Dudley, 'Dudley Choice Small Paper Clips.Length (mm)-22.Packed-1000.Type-No tear', with a quantity of 2, unit price of £0.68, and extended price of £1.36. Below the table are dropdown menus for 'Accounting Method' (set to Training) and 'VAT Treatment' (set to Standard Rate). A table below that lists 'Company', 'Cost Centre', 'Expense Account', and 'Project Code' with radio buttons for selection. Below this is a form with four input fields: 'Company' (100), 'Cost Centre' (5000), 'Expense Account' (45387), and 'Project Code' (00). These four fields are circled in red. Below the form are dropdown menus for each field: '100-UK Training Company', '5000-Sales', '45387-Stationery', and '00-None'. At the bottom, there is a 'Display Segment Values As:' dropdown set to 'Codes - Descriptions' and an 'apply' button.

Line financial tracking screen showing free text entry boxes

a) Direct Entry

The value entered can be applied directly to the requisition by entering a valid financial tracking code and clicking the save or apply button. Note that the exact code is required and the value entered must be the financial tracking code and not the description. **Note: this is case sensitive.**

Values will be validated upon either tabbing out of the free text entry box or by clicking the save button. If the account code is invalid a pop up error message will display.

b) Partial Value Search

After entering text, the drop down selection box will automatically match to a code based on the text entered. This will allow you to easily locate and select the required value from within the drop down selection box before adding it to the requisition.

- Matching and validation occurs after tabbing out of the free text box.
- Partial values may be entered.
- Values are case sensitive.

Examples:

- Entering "4" into the free text box will automatically scroll and locate the first value beginning with a 4 in the list of available values. The first available code selected will populate the free text entry box (for example 4000).
- Entering "427" into the free text box will automatically find the code 427 or the first code beginning with 427 (for example 4271). If no codes exist which begin with 427, upon tabbing out of the free text field, an error message will be prompted advising that an invalid code has been entered.

Display VAT and Gross Amounts



This section only applies to organisations that have enabled multijurisdictional taxation for UK VAT.

For organisations that have UK VAT enabled, the system administrator may have implemented the display of VAT and Gross amounts. If so, the system will calculate an estimated amount of VAT at the point of requisition creation based upon the tax type associated to each item and display VAT and Gross values on the face of the requisition and in the requisition submitted screen.

Ordinarily, item extended amounts in all requisition and purchase order screens are calculated and displayed net of VAT. Only VAT treatments are (optionally) displayed on the purchase order and VAT is only calculated and displayed in the invoice entry screen for validating the supplier entered VAT amount.

Enabling the display of VAT and Gross Amounts benefits those organisations that are unable to recover all or some of their VAT (e.g. educational establishments or charities). By displaying gross amounts these organisations are able to determine more accurately the total value of expenditure. VAT amounts are also displayed during the routing of requisitions and purchase order requests for approval.

The following are summary examples of how the display of VAT and Gross Amounts could be utilised:

1. An organisation that is unable to recover VAT will be able to display tax values and gross amounts on requisitions to ensure that requisitioners procure accurately within a gross expenditure budget.
2. An organisational division that is unable to recover VAT is able to provide approvers with gross requisition totals for approval to ensure that expenditure is based on the true cost to the division.
3. An asset management or technology department that is able to track the true cost of capital expenditure by including VAT amounts in requisitions and purchase orders.

Requisition Screen

When this feature is enabled, a **Gross Price column** appears in the requisition screen and displays the following amounts:

1. Gross Requisition total (in the requisition header row)
2. Gross Order total (in the order header row)
3. Tax amount on the extended price (at line level)
4. Gross extended amount (at line level)

Existing requisition and order totals are displayed as 'net' values.

Requisition											
submit					add Non-Catalogue item		quick save		save as recurring	req review	
search											
Requisition delivery and invoicing					Requisition Totals (GBP):		Net: £14.00	Gross: £16.80			
Qty.	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Ext price	Est VAT	Est Gross	Actions		
Order delivery and invoicing					Watsons Waffles & Sons Ltd Total (GBP):		Net: £14.00	Gross: £16.80			
3	3000			Watsons Waffles & Sons	£1.00/EA	£3.00	£0.60	£3.60			
2	2000			Watsons Waffles & Sons	£1.50/EA	£3.00	£0.60	£3.60			
4	1000			Watsons Waffles & Sons	£2.00/EA	£8.00	£1.60	£9.60			
Direct Item Entry											
Qty.	Item No.	Mfr No.	Supplier								
			(select supplier)		add						

Requisition screen showing gross and VAT amounts

Requisition Review Screen

When this feature is enabled, the following fields appear in the Requisition Review screen:

1. Requisition Detail:
 - a. Estimated Tax amount for the whole requisition
 - b. Gross Total for the whole requisition
2. Order Detail:
 - a. Estimated Tax amount for the order

- b. Gross Total for the order
- 3. Order Line Detail
 - a. Estimated Tax amount on the extended price
 - b. Estimated Gross extended amount

► Requisition Review

back submit

Requisition Detail

Current Status	Date Created	Ordered By	Requisition Total	Estimated Tax	Gross Total	Internal Comments	External Comments
	06/11/2012	Mike Watson	£14.00	£2.80	£16.80		

Order Detail - Watsons Waffles & Sons Ltd

Supplier	Delivery	PO Total	Est. Tax	Gross Total	Est. Delivery	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	£14.00	£2.80	£16.80	£0.00	Invoice	United Parcel Service / Dedicated Truck	

Internal Comments External (Supplier) Comments

Additional Order Information

Label	Field Value

Order Line Detail - Watsons Waffles & Sons Ltd

Line Item No.	Item No.	Mfr No.	Manufacturer	Qty	Unit Price	Ext price	Est VAT	Est Gross	Comments
1	1000			4	£2.00/EA		£1.60		
			Large Plain Waffle			£8.00	£9.60		
2	2000			2	£1.50/EA		£0.60		
			Medium Plain Waffle			£3.00	£3.60		
3	3000			3	£1.00/EA		£0.60		
			Small Plain Waffle			£3.00	£3.60		

Requisition review screen

Requisition Submitted Screen

When this feature is enabled, the Requisition Submitted screen displays a Gross Total for each order request generated.

► Requisition Submitted

Your requisition has been successfully submitted. Click on the requisition number to view details.

Requisition Number: 237

Order Request	Supplier	Delivery User	Total	Gross	Initial Status
	Watsons Waffles & Sons Ltd	Mike Watson	£14.00	£16.45	Requisition requires system processing.

You may now choose another function or log out.

Requisition submitted screen showing gross amount

Quick Save

Quick Save functionality allows you to temporarily store the contents of your current Requisition and retain that information until the requisition is manually cleared or submitted.

This feature ensures that your work is not lost if you log out or are timed out of PECOS before submitting your requisition.

There are a number of reasons why you might want to **Quick Save**:

- PECOS has a **security feature** that will automatically log you out after a period of inactivity. The default time out period is 20 minutes.
- You may wish to log out and complete your requisition at a later time.
- You may accidentally close down your browser window and log out.
- Your network or internet connection may, inadvertently, be lost.

After quick saving you can safely log out. When you log back into PECOS your saved Requisition will **automatically load**.

The system will also assign a temporary requisition number to a Quick Saved Requisition, which can be accessed from the Status and Order Tasks Page.

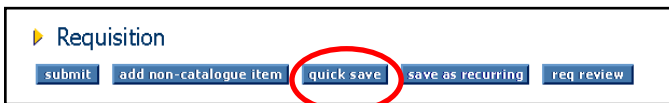
Only one requisition can be temporarily quick saved. Each time that you use the quick save feature any existing requisition that you may have previously saved will be **overwritten**.

Once you **submit** your requisition any quick saved requisition will be deleted from 'temporary memory' and the temporary requisition number will be replaced with the actual requisition number for the submitted requisition.

Please keep in mind that this is only a temporary holding feature. If you would like to save your requisition longer term then you can store it as a **Recurring Requisition**.

How to Quick Save

1. In the Requisition Screen click the **quick save** button.



The quick save button

2. PECOS will confirm that this has successfully happened with the text: **Quick Save Succeeded**.
3. You can now safely log out.
4. When you log back in, PECOS will automatically retrieve the saved requisition, displaying the message **"Loading Requisition..."** as it does so. You will then be taken directly to the Requisition Page.

Comments, Attachments and Item Information

Documents and notes may be attached either to the requisition, an order, or specific line items both **internally** and **externally**. You may also attach preloaded documents made available to you by your system administrator and add **Additional Item Information** at line level.



To add an attachment, comment or additional information to the Requisition, an Order, or a Line, click on the **paper clip icon** on the relevant area of your requisition screen.

The definitions and style of comments, attachment and item information is as follows:

- **Comment:** A simple text note that can be added to provide additional information about an order or as line. External comments can optionally be saved for recurring use.
- **Attachment:** Any document that you wish to add to your order. An attachment can be in any format, often from a word or spreadsheet application. Attachments can be user defined (stored and selected locally by the user) or provided centrally by your system administrator.
- **Additional Item Information:** A user defined field added by your system administrator to capture additional information at line item level. The format of these fields may be either text boxes or drop down list boxes and may contain a default value. A field may be marked as mandatory, in which case the requisition cannot be submitted until it is completed.
- **Internal:** An internal comment or attachment will stay internal to PECOS. It can be read by anyone who has access to your orders, including your approvers. It will **not** be seen by suppliers.
- **External:** An external comment or attachment is for the benefit of your supplier. An external comment will appear printed on your purchase order and an external attachment will be sent to the supplier electronically with the purchase order. External comments are also visible to anyone who has access to your orders, including your approvers.

Line Comments, Attachments and Item Information back

File description	Level	Size	Type	User	Date Added	Delete
Specification	Line	26112	Internal	Mike Watson	06/11/2012	X

Internal and External Comments

internal comments external comments Requisition Line: 2

Select New Attachment add new attachment

File Location and Type: Browse... Description:

Attachment Type: Internal

Select Standard Attachment add standard attachment

Description: Procurement_Terms Attachment Type: External

Additional Item Information

* Asterisks indicate required fields

Asset Reference:

Colour: * None

Line level comments and attachments screen

The steps required to add comments, attachment and additional item information are described in the following sections.

Comments

Comments can be added separately at three different levels:

- **Requisition Header Level:** Comments will be added to ALL order request headers on your requisition.
- **Order Header Level:** Comments will be added as *order level comments*. They will appear in the purchase order request header.
- **Line level:** Comments will be added as *line level comments*. They will appear on the purchase order request line.

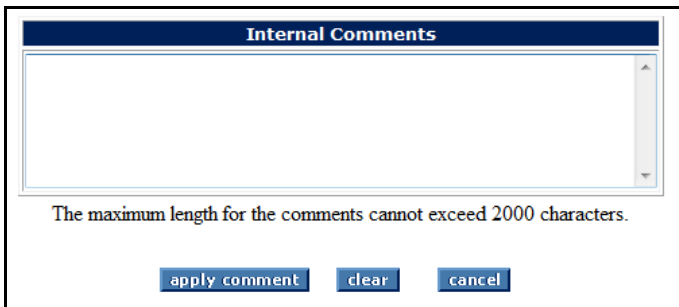
Adding an Internal Comment

1. From the requisition screen click on the comments and attachments paper clip icon at the appropriate level. The **comments and attachment screen** will open.
2. Click the **internal comments** button to open the Internal Comments box.





Internal and external comments section

3. Type your comments in the text box that opens in a new pop up window.



Internal comments box

- o To save and attach your comment click the **apply comment** button.
 - o If you wish to clear and delete the text click the **clear** button.
 - o To close the comment box without adding a new comment or saving any changes click the **cancel** button.
4.  If you applied a comment, a note icon will appear in the comments and attachment screen confirming your comment has been saved.
 5. From the comments and attachment page click on the **back** button to return to the requisition page.
 6.  If you have applied an internal comment you will see that the attachment icon on the requisition will change, confirming the comment is saved.

Adding an External Comment

1. From the requisition screen click on the comments and attachments paper clip icon at the appropriate level. The **comments and attachment screen** will open.
2. Click the **external comments** button to open the External Comments box.



Internal and external comments section

3. Type your comments in the text box that opens in a pop up window.

apply comment clear cancel

Type a new comment or select a saved one, or save a new comment for future use.
The maximum length for the comments cannot exceed 2000 characters.



External Comment

Group All

Name save as recurring comment

show saved comments

External comments box

- o To save and attach your comment click the **apply comment** button.
 - o If you wish to clear and delete the text click the **clear** button.
 - o To close the comment box without adding a new comment or saving any changes click the **cancel** button.
4. PECOS allows you to **save external comments** as **recurring comments**. You may wish to save external comments when you find yourself, for example, retyping the same comment regularly for the same supplier.
- a) Select the **Group** you want to save your comment to.
The group is an organisational level that you have access to which allows other users to share your comment. If, for example, you are a member of the 'Finance' department and save your comment to this group ALL members of the finance department will have access to use this saved comment. If you do not wish for others to see or use this comment it may be saved as a **Private** comment. This group selection will ensure that only you will be able to see and use it.
 - b) Select a **Name** for your comment. This is a free text box for you to allocate a logical name.
 - c) Click the **save as recurring comment** button to save the comment for future use. You will see a message saying "comment has been saved" confirming that the comment has been saved.
 - d) You may now apply your comment to *this* requisition by clicking the **apply comment** button or close the window without applying the comment by clicking the **cancel** button. Either way the comment will remain saved as a recurring comment.
5.  If you applied a comment, a note icon will appear in the comments and attachment screen confirming your comment has been saved.
6. From the comments and attachment page click on the **back** button to return to the requisition page.
7.  If you have applied an external comment you will see that the attachment icon on the requisition will change, confirming the comment is saved.

Using a Recurring Comment

A saved external comment can be retrieved and applied to any future requisition or order. The steps are described below.

1. From the requisition screen click on the comments and attachments paper clip icon. The comments and attachment screen will open.
2. Click the **external comments** button to open the External Comments page.
3. Click on the **show saved comments** button. The saved comments window will open displaying all the external comments that you have saved and those that your colleagues have saved to a *group* that you are a member of.

▶ Saved Comments

You may choose a group for a sub (refined) search.

Group: Maidenhead College close

Apply	Name	Group	Author	Date Added
select	Substitution Policy	Maidenhead College	Mike Watson	06/11/2012
	Please note that the standard substitution policy			delete
select	Delivery Time	Maidenhead College	Mike Watson	06/11/2012
	Please ensure all deliveries are made before 4.00			delete

Saved comments window

You can filter the list of comments prior to selection, by selecting a group from the **Group** drop down selection.

- To select a saved comment click on the **select** button for the comment that you wish to apply.
- If you wish to delete a recurring comment click on the **delete** button to the right of the comment that you no longer require. Note that you can only delete your own comments (ones for which you are the author) and not those created by another user and saved to a group for you to use.
- To close the comments window without selecting a recurring comment click the **close** button.

Attachments

Any document can be attached to your requisition. In the introduction to this section the types and style of attachment are defined. Two types of attachment are available:

- New Attachment** – User defined attachment, created by you and added from a local drive of your PC.
- Standard Attachment** – Documents that have been defined centrally and pre-loaded by your system administrator. This ensures that certain attachments are used consistently by all PECOS users.

The steps that are necessary to attach documents are described in the following sections.

Select a New Attachment

- From the requisition screen click on the comments and attachments paper clip icon at the required requisition, order or line level. The **comments and attachments** screen will open.

Select New Attachment add new attachment

File Location and Type: Browse... Description:

Attachment Type: Internal

Select new attachment section of the comments and attachments page

- In the **Select New Attachment** section click on the **Browse** button to explore your network or local computer hard drive for the document you would like to attach. A separate **choose file** window will open for you to explore.
- Navigate to find the document that you wish to attach to your requisition in the usual way. Highlight the appropriate document and click the **Open** button.
- PECOS will return you to the comments and attachments page with the name of the document you selected showing in the **File Location and Type** box.
- Optionally type a name that you wish the attachment to be called in the **Description** box. If this is left blank PECOS will use the name of the document by default.
- Select the **Attachment Type** from the drop down selection box:

- **Internal** – the attachment will be routed internally only and viewed by your approvers and any other user that has access to this requisition.
- **External** – the attachment will be available for viewing internally but will also be sent externally to your supplier as an attachment to the purchase order.

7. Click **add new attachment** button.

8. PECOS will display “**loading attachment.....**” as the document selected is downloaded and attached to your order. The time taken will depend on the size of the document and the speed of your Internet connection.

The attachment is copied into PECOS. Any modification to the original file held locally will not affect your attachment.


9. The attachment will appear listed at the top of the comments and attachments page.

File description	Level	Size	Type	User	Date Added	Delete
Specification	Line	26112	Internal	Mike Watson	06/11/2012	

Attachment listing section

If you wish to remove an attachment click on the **red cross** in the **delete** column.

10. Click the **back** button to return to the requisition screen.

11.  If you have applied a new attachment you will see that the attachment icon on the requisition will change, confirming the attachment is saved.

Select a Standard Attachment

Standard Attachments will be *preloaded* for you by your system administrator.

1. From the requisition screen click on the comments and attachments paper clip icon at the required requisition, order or line level. The **comments and attachments** screen will open.

Select Standard Attachment		add standard attachment
Description:	Procurement_Terms	Attachment Type: External

Select standard attachment section of the comments and attachments page

2. In the Select Standard Attachment section choose a standard attachment by clicking in the **Description** drop down box. PECOS will display a list of pre-loaded attachments that you have been given access to by your system administrator. These documents will commonly be standard terms and conditions or delivery instructions.

3. Select the **Attachment Type** from the drop down selection box:

- **Internal** – the attachment will be routed internally only and viewed by your approvers and any other user that has access to this requisition.
- **External** – the attachment will be available for viewing internally but will also be sent externally to your supplier as an attachment to the purchase order.


4. Click the **add standard attachment** button.

5. After a short moment you will notice that the attachment appears listed at the top of the comments and attachments page in the attachment listing.

If you wish to remove an attachment click on the **red cross** in the **delete** column.

Note that a mixture of user defined and standard attachments can be added to your requisition as desired.

6. Click the **back** button to return to the requisition screen.

7.  If you have applied a new attachment you will see that the attachment icon on the requisition will change, confirming the attachment is saved.

Supported External Attachment Types

If the supplier's purchase order transmission method is either eMail or XML **any** attachment type can be added externally to an order for transmission.

If the supplier's purchase order transmission method is fax, only the following external attachment types are supported for transmission:

- Microsoft Word Document (.doc)
- Microsoft Excel Worksheet (.xls)
- Rich Text Format (.rtf)
- Adobe Portable Document Format (.pdf)
- Microsoft PowerPoint Presentation (.ppt)

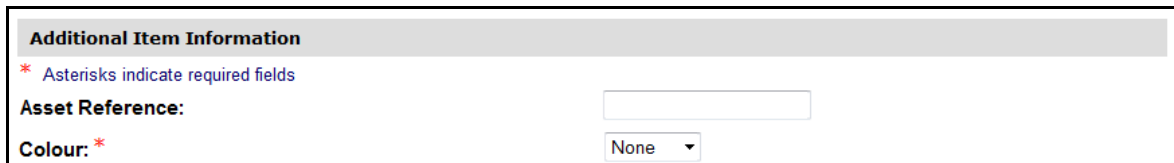
Additional Item Information

Additional Item Information is available at **Line Level** in the **Line Comments, Attachments and Item Information** screen. The section appears in addition to the comments and attachments and contains all the Item User Defined Fields (order type) created by your system administrators.

These fields are organisation specific, optionally mandatory and have been added in order to capture additional information for the line item which cannot ordinarily be entered elsewhere in PECOS.

The values entered in these user defined fields are available for use as approval routing criteria and both the field name and content will **appear in the purchase order** that is transmitted to the supplier. Examples of information which can be entered are line level delivery dates or delivery addresses.

Additional Item Information fields may appear as simple text boxes or drop down list selection boxes and values entered will be saved when the back button is clicked. Note that there are no separate save or clear buttons for entering additional item information.

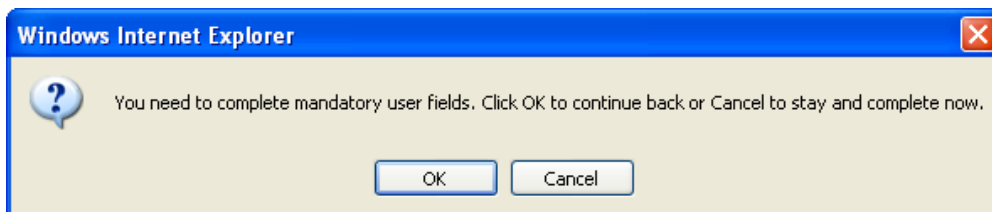


Line level additional item information section

Mandatory Fields

Fields may be created as mandatory, in which case they will be identified with an asterisk (*).

Should you access the Line Comments, Attachments and Item Information page and not complete any of the mandatory fields, a pop up warning will appear indicating that the mandatory field information is required. To exit the page without completing the mandatory fields, click the OK button. If the Cancel button is clicked, you will remain in the Line Comments, Attachments and Item Information page for completing the mandatory fields.



Warning message pop-up for incomplete mandatory fields

Upon submitting the requisition PECOS will validate that all mandatory user fields have been completed. If fields are not completed a submission error will display after clicking the 'Submit' button. The requisitioner must click back to return to the requisition and complete all mandatory fields before the requisition can be submitted.

[back](#)

Submission error(s):

Please enter a value for the following mandatory user fields:
 Line Number: 1, Item Number: bwah3R, Field Name: Contract
 Line Number: 1, Item Number: bwah3R, Field Name: Hazmat

Use the back button to return to the Requisition and fix the above error(s).

Requisition submission error

Submitting the Requisition

If you are happy with the requisition that you have created and have completed any *requisition management* tasks (including the provision of all mandatory information), you can submit it for approval and ordering. Simply click the **submit** button at the top of the requisition page.

PECOS Internet Procurement Manager™ Home • Help • Passw

Search Results Requisition Recurring Req. Blanket Orders

Requisition

submit add non-catalogue item quick save save as recurring req review

The submit button

Requisition Review

Alternatively you may wish to review your requisition and any changes that you have made. To do this click the **req review** button.

PECOS Internet Procurement Manager™ Home • Help • Passw

Search Results Requisition Recurring Req. Blanket Orders

Requisition

submit add non-catalogue item quick save save as recurring **req review**

The requisition review button

The Requisition Review page shows a summary view of your requisition by supplier (i.e. an order breakdown view). Here you are able to check the content of each order for: supplier details, delivery details, financial tracking codes, comments and attachments. To submit the requisition for approval and ordering from this screen click the **submit** button at the top of the page.

Your administrator may require you to review your requisition prior to submission. In which case, the Submit button will not be displayed on the Requisition page, but rather on the Requisition Review page.

Requisition Submission

PECOS will submit your requisition to the **workflow**. The workflow is an approval plan that contains predefined approval rules that your administrators have setup for you; your department or your organisation. After submission PECOS will display the **Requisition Submitted** page.

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Search Results Requisition Recurring Req. Blanket Orders Status and Ord

Requisition Submitted

Your requisition has been successfully submitted. Click on the requisition number to view details.

Requisition Number: [2019](#)

Order Request	Supplier	Delivery User	Total	Initial Status
PD2619	National Medical Supplies	Mike Watson	£2,520.00	Requires order routing.
PD2618	Fresh Foods Ltd	Mike Watson	£31.24	Pending transmission
PD2617	Dudley	Mike Watson	£4.00	Pending transmission

You may now choose another function or log out.

The requisition submitted page

Routing Options

PECOS will read your requisition content and route it according to the criteria contained within your approval plan(s).

You will see a number of **initial statuses** for your requisition depending on whether your organisation has decided to route **requisitions** for approval, the individual **orders** for approval or **both**.

- **Requisition routing** will route the entire requisition for approval. After approval PECOS will create purchase orders, assign order numbers and transmit them to suppliers according to their predefined transmission method.
- **Order routing** will independently route the purchase orders for approval. After approval PECOS will transmit them to suppliers according to their predefined transmission method.
- **Requisition and Order routing.** Alternatively you may have a combination of both requisition and order routing. In this circumstance PECOS will first route your requisition for approval, create purchase orders when complete and then send the individual orders for approval. At the end of the order approval process PECOS will transmit them to suppliers according to their predefined transmission method.

Routing Review

You can review your submitted documents from the **Requisition Submitted** page:

- **Requisition Number.** Click on the requisition number to open the *Requisition Status Summary* page. Here you can review the details of your requisition.
- **Order Request.** Click on the order number to open the *Order Request Status Summary* page. Here you can review the details of your order.
- **Initial Status.** The order status will tell you what has happened to the document. It may have been *routed for approval* or, where approval is not necessary, be *pending transmission* to the supplier.

After submission your requisition will be empty allowing you to either log out or start a new one.

Budget Checking

If your organisation has implemented the PECOS budgeting module (and depending upon certain budget policy configurations) your requisition may be blocked from submission if it is over budget. Alternatively or in addition, your order requests may be additionally routed for budget approval. Full details of the requisition and approval process under budgetary control can be found in the *Budget Checking Manual for PECOS*.

Mandatory Delivery Dates

If your organisation has mandated that all or some order requests must have a delivery date, your requisition may be blocked from submission until these dates are entered. An error message will be displayed: 'Please enter a value for Delivery Date for Supplier: X'. Use the back button to return to the requisition to fix the error.

Approval Delegation & Reassignment

Your approver's are able to **delegate** their approval when they are unavailable or out of the office for prolonged periods. If delegations are not set by approvers, in order to avoid delays in the approval process, system administrators are also able to undertake **approval reassignment** and manually send a document onto an alternate approver. If you become aware of any delay in the approval of a requisition, you should advise your system administrator.

Audit Trail

Both the **Requisition and Order Status Summary** pages contain an **Audit Trail**.

Every action that PECOS undertakes will be **date and time stamped** and logged as an audit trail entry. For additional information, including to who your document has been sent for approval, you may review the audit trail in the respective summary screen.

Copy and Cancel

The **Requisition and Order Status Summary** pages contain a **copy** button. Click the **copy** button to copy the content of the submitted document into a **new** requisition.

Depending on the supplier configuration you may also see a **cancel order request** button on the Order Request Status Summary page. Click this button to cancel the order during the approval process.



If you **copy** to a new requisition the items only will be copied. Financial tracking codes and requisition management tasks like comments and attachments will not be copied.

Recurring Requisitions

Overview

Recurring requisitions are **saved lists of items** that are purchased on a regular or recurring basis. The principle of creating these recurring lists is to save you time during the requisitioning process.

Time is saved by avoiding the need to continuously search catalogues and add items from search results. Instead you can open your saved items and use this as either the basis for a new requisition or for adding to an existing requisition.

Both **Catalogue and Non-catalogue items** can be added to a recurring requisition but note that items from an External Marketplace supplier cannot.

The Recurring Requisition can be thought of as a **list of core items** or even as the creation of a number of **personalised mini catalogues**. They are sometimes described as **shopping lists** or **template** or **skeleton orders**. Moreover, the recurring requisition feature can be used to 'park' or temporarily save requisitions that are work in progress, enabling a user to have more than one current working requisition at any time.

Recurring requisitions can be created for **private** use or **shared** among colleagues in an alternate PECOS organisation. For whatever reason they were created, they can be easily edited, updated or deleted.

This chapter is broken down into three logical sections:

- Creating Recurring Requisitions
- Using Recurring Requisitions
- Managing Recurring Requisitions

Three Click Ordering

To underline the advantages of recurring requisitions as a real time saver, it is possible, after logging in, to create an order in a few seconds with just **three** clicks of your mouse.

- Click **recurring requisitions** on the menu bar
- Click **add** against the list you wish to re-order
- Click **submit** on the requisition

Don't just take our word for it – create one for yourself and count them!

Compare the time it takes to place a regular order using a recurring list of items to your current procurement procedure.

Accessing Recurring Requisitions

Recurring requisitions can be accessed from two areas:

- **Main Menu Bar:** choose **Recurring Req.** to open the main recurring requisitions window.
- **Workbench Homepage:** select from the recurring requisitions panel by clicking on the name of your saved documents. The recurring requisition detail page will open for the document selected.

Creating Recurring Requisitions

To **create a Recurring Requisition** it is necessary to simply compile a requisition in the normal way and **save it as** a Recurring Requisition.

The steps involved are described below.

1. Decide what items you would like saved in a Recurring Requisition. If necessary make a list or review the recent orders that you have placed on a recurring basis.
2. Search your online catalogues and create a requisition containing the items that you have identified. Alternatively you can copy the content of an old requisition.

- Click **Requisition** on the menu bar to view the items added. The **Requisition** page is displayed:

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Home • Help • Password • Admin • Log Out

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

Requisition

submit add non-catalogue item quick save **save as recurring** req review

Requisition delivery and invoicing

Requisition total: £34.16 Preferred Currency: GBP

Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Conv. Unit Price	Actions
Order delivery and invoicing							
Fresh Foods Ltd Total (GBP):					£34.16	/	£34.16
8	72530		Fresh Foods	Fresh Foods Ltd	£0.26/BA	£0.26/BA	
	Carrots				£2.00	£2.00	
10	7262		Fresh Foods	Fresh Foods Ltd	£0.26/BA	£0.26/BA	
	Tomatoes				£2.50	£2.50	
5	62266		Fresh Foods	Fresh Foods Ltd	£0.30/BA	£0.30/BA	
	Lemons				£1.50	£1.50	
7	6628		Fresh Foods	Fresh Foods Ltd	£0.30/BA	£0.30/BA	
	Cabbages				£2.10	£2.10	
6	62281		Fresh Foods	Fresh Foods Ltd	£0.31/BA	£0.31/BA	
	Apples				£1.98	£1.98	
20	72664		Fresh Foods	Fresh Foods Ltd	£0.32/BA	£0.32/BA	
	Potatoes				£5.40	£5.40	
8	62265		Fresh Foods	Fresh Foods Ltd	£0.95/BA	£0.95/BA	
	Grapes				£7.60	£7.60	

Requisition page with items to be saved as a recurring requisition

- Click the **save as recurring** button. The **Save As Recurring Requisition** page appears:

PECOS Internet Procurement Manager™

Home • Help • Password • Adm

Search Results Requisition Recurring Req. Blanket Orders

Save As Recurring Requisition

Enter or select the name and description you would like to associate with this recurring requisition.

save

Type: [Choose Type Here -or- Enter New ->]

group: [Private]

Name: []

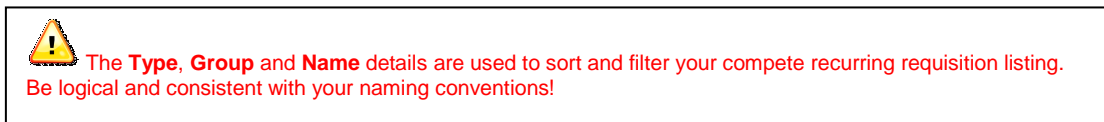
Save as recurring requisition page

- Enter details to allow you to easily retrieve the recurring requisition at a later date.

Type - Select the type of recurring list that you are creating. This should be a **generic label** that refers to the overall content. Either use a type that you have previously used by selecting from the drop down box or create a new type.

Group - Select the group from the dropdown box that you wish to have access to this recurring requisition. All users who sit within this group will then be able to use this recurring requisition. Alternatively choose **Private** so that only you will be able to see and use this listing.

Name - Type a name for your recurring requisition. This should be a specific label for this set of items and one which will logically identify its content.



In the example below a recurring requisition is being created for consumable canteen supplies that are purchased on a weekly basis. Only the originator will be able to use it.

Remember that just like any other requisition, a recurring requisition can contain items from multiple suppliers.

PECOS Internet Procurement Manager™ Home • Help • Password •

Search Results Requisition Recurring Req. Blanket Orders

▶ Save As Recurring Requisition

Enter or select the name and description you would like to associate with this recurring requisition.

save

Type: Catering Catering

group: Private

Name: Weekly Canteen Order

Recurring requisition 'save as' details

- Click on the **save** button to save your new recurring list.
- PECOS will confirm that the recurring requisition has been saved by displaying the Recurring Requisition Saved screen with the message: "You may choose another function from the Menu Bar or log out."

Using Recurring Requisitions

Once you have created a number of recurring requisitions you will start to benefit from real time savings during the requisitioning process.

After logging in, instead of navigating to the search page to interrogate catalogues, you can navigate to your recurring listings and simply use these to add items to your current requisition.

There are two ways of adding items to a requisition:

- Add **all items** from your recurring list
- or
- Open the recurring list and **select specific items**.

The following sections explain how items can be added using either of these methods.

Adding All Items

- Click on **Recurring Req.** in the home page menu bar. The **recurring requisitions** page will open:

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

▶ Recurring Requisitions

Please choose the type and group for a sub (refined) search.

Type: All Group: All

Click the name to view the recurring requisition's detail.

Add	Type	Name	Group	Author	Last Modified
add	Office Supplies	Monthly IT Consumables	Finance	Mike Watson	14/10/2003
add	New Starter	New Starter Pack	IT Department	Mike Watson	14/10/2003
add	Catering	Main Kitchen Restocking Order	Private	Mike Watson	14/10/2003
add	Office Supplies	Weekly Stationery Order	Finance	Mike Watson	14/10/2003
add	Catering	Weekly Canteen Order	Private	Mike Watson	13/10/2003
add	Common Stationery Items	Ring Binders	eProcurement Marketplace	Scott Adams	23/07/2003
add	Common Stationery Items	Photocopier / Laser Printer Paper	eProcurement Marketplace	Scott Adams	22/07/2003
add	Catering	Weekly Fruit Order	eProcurement Marketplace	Mike Watson	07/07/2003

Recurring requisition page

PECOS will display a list of all recurring requisitions that you have access to. This list will include the recurring requisitions that you have created, as well as those created by other users and saved to a level of the organisation that you have access to.

- Optionally use the **Type** and **Group** drop down menus to **filter** your list. If your list is large this will enable you to quickly **search for** the recurring requisition you are looking for. You may filter your list using either or both criteria, by clicking in the drop down box and selecting the appropriate label. PECOS will present a new list based on your selection.
- You may also optionally use the **column headings** to **sort** your list. Click on the heading that you wish to sort by and PECOS will sort the list either alphabetically or numerically in descending order. Click once more and the list will resort to the previous order.
- After finding your recurring requisition click the **add** button to the left in the Add column. This will add the entire recurring requisition into your current requisition.

Example

In the example below we have filtered our list by the **Type** of "Catering" and wish to add the **entire** contents of the *Weekly Canteen Order* to our requisition. PECOS has refined our list to three Catering type recurring requisitions. The **add** button is circled.

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

Recurring Requisitions

Please choose the type and group for a sub (refined) search.

Type: Catering Group: All

Click the name to view the recurring requisition's detail.

Add	Type	Name	Group	Author	Last modified
add	Catering	Main Kitchen Restocking Order	Private	Mike Watson	14/10/2003
add	Catering	Weekly Canteen Order	Private	Mike Watson	13/10/2003
add	Catering	Weekly Fruit Order	eProcurement Marketplace	Mike Watson	07/07/2003

Filtered recurring requisition list showing the add button

Note. A requisition does not need to contain *only* items from a recurring requisition. Other items may be added before or after the addition of items from a recurring requisition.

- The **entire content** of the requisition selected will be **copied** into either your open or a new requisition. The **requisition** screen will be displayed:

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

Requisition

submit add non-catalogue item quick save save as recurring req review search

Requisition delivery and invoicing. Requisition total: £34.10 Preferred Currency: GBP

Qty	Item No.	Mfr. No.	Manufacturer	Supplier	Unit Price	Conv. Unit Price	Actions
Order delivery and invoicing							
Fresh Foods Ltd Total (GBP): £34.10 / £34.10							
8	2150		Fresh Foods	Fresh Foods Ltd	£0.30/EA	£0.30/EA	
	White Bread Thin Sliced				£2.40	£2.40	
12	2155		Fresh Foods	Fresh Foods Ltd	£0.30/EA	£0.30/EA	
	White Bread Thick Sliced				£2.00	£2.00	
7	2160		Fresh Foods	Fresh Foods Ltd	£0.28/EA	£0.28/EA	
	Brown Bread Thin Sliced				£1.96	£1.96	
8	2165		Fresh Foods	Fresh Foods Ltd	£0.28/EA	£0.28/EA	
	Brown Bread Thick Sliced				£2.24	£2.24	
20	27864		Fresh Foods	Fresh Foods Ltd	£0.32/BOX	£0.32/BOX	
	Potatoes				£0.40	£0.40	
7	6878		Fresh Foods	Fresh Foods Ltd	£0.30/BOX	£0.30/BOX	

Requisition screen showing recurring items added

If you had existing items (of the same part number) already on the requisition, PECOS will create an additional line with the items copied from the recurring requisition. Items will not be added together but shown on separate lines.

6. Perform **editing** actions to the requisition.

It is unlikely that **all items and quantities** will be required every time a recurring order is placed. You may now perform any requisition management task in the usual way. For example:

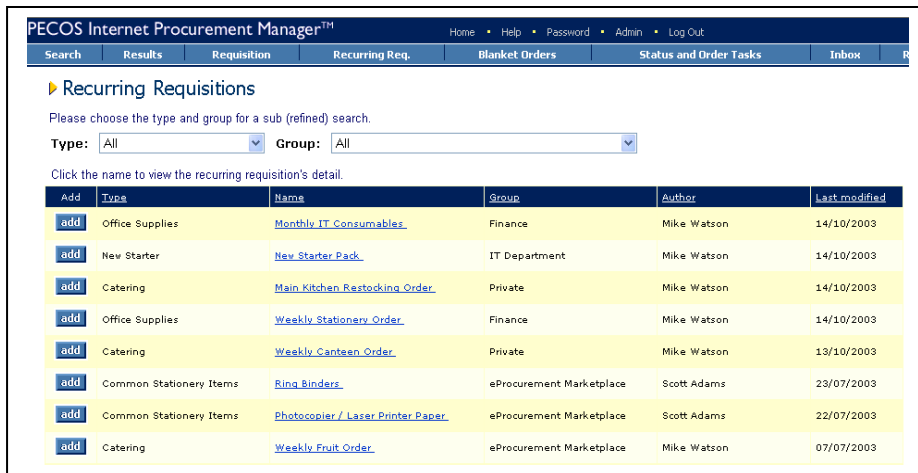
- Add items from catalogues that you need this time
- Delete items that you do not require this time
- Change quantities from the usual default order level
- Update delivery and financial tracking details
- Add comments or attachments

7. When the requisition is complete click **submit**.

Selecting Specific Items

This allows you to add certain items or change quantities before adding them to your requisition.

1. Click on **Recurring Req.** in the home page menu bar. The **recurring requisitions** page will open:



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Home • Help • Password • Admin • Log Out

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

Recurring Requisitions

Please choose the type and group for a sub (refined) search.

Type: All Group: All

Click the name to view the recurring requisition's detail.

Add	Type	Name	Group	Author	Last modified
add	Office Supplies	Monthly IT Consumables	Finance	Mike Watson	14/10/2003
add	New Starter	New Starter Pack	IT Department	Mike Watson	14/10/2003
add	Catering	Main Kitchen Restocking Order	Private	Mike Watson	14/10/2003
add	Office Supplies	Weekly Stationery Order	Finance	Mike Watson	14/10/2003
add	Catering	Weekly Canteen Order	Private	Mike Watson	13/10/2003
add	Common Stationery Items	Ring Binders	eProcurement Marketplace	Scott Adams	23/07/2003
add	Common Stationery Items	Photocopier / Laser Printer Paper	eProcurement Marketplace	Scott Adams	22/07/2003
add	Catering	Weekly Fruit Order	eProcurement Marketplace	Mike Watson	07/07/2003

Recurring requisition page

PECOS will display a list of all recurring requisitions that you have access to. This list will include the recurring requisitions that you have created, as well as those created by other users and saved to a level of the organisation that you have access to.

2. Optionally use the **Type** and **Group** drop down menus to **filter** your list. If your list is large this will enable you to quickly **search for** the recurring requisition you are looking for. You may filter your list using either or both criteria, by clicking in the drop down box and selecting the appropriate label. PECOS will present a new list based on your selection.
3. You may also optionally use the **column headings** to **sort** your list. Click on the heading that you wish to sort by and PECOS will sort the list either alphabetically or numerically in descending order. Click once more and the list will resort in ascending order.
4. After finding your recurring requisition click on the **name** of the recurring requisition. This will display the contents of the recurring requisition.

Example

In the example below we have filtered our list by the **Type** of "Catering" and wish to add only **specific items** from the *Weekly Canteen Order* to our requisition. PECOS has refined our list to three Catering type recurring requisitions. The **requisition name** is circled.

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

▶ Recurring Requisitions

Please choose the type and group for a sub (refined) search.

Type: Catering Group: All

Click the name to view the recurring requisition's detail.

Add	Type	Name	Group	Author	Last modified
add	Catering	Monthly Canteen Order	Private	Mike Watson	14/10/2003
add	Catering	Weekly Canteen Order	Private	Mike Watson	13/10/2003
add	Catering	Weekly Canteen Order	eProcurement Marketplace	Mike Watson	07/07/2003

Filtered recurring requisition list showing the requisition name

Note. A requisition does not need to contain *only* items from a recurring requisition. Other items may be added before or after the addition of items from a recurring requisition.

- Click on the recurring requisition **name**. The **Recurring Requisition Detail** screen will open:

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

▶ Recurring Requisition Detail

[add](#) [add/replace](#) [delete](#) [back](#)

[select all](#) [deselect all](#)

Quantity changes affect only quantities added to the current requisition. The Recurring Requisition will not change permanently.

Add	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit price	Ext. price
<input type="checkbox"/>	8	2150		Fresh Foods	Fresh Foods Ltd	£0.30/EA	£2.40
				White Bread Thin Sliced			
<input type="checkbox"/>	12	2155		Fresh Foods	Fresh Foods Ltd	£0.30/EA	£3.60
				White Bread Thick Sliced			
<input type="checkbox"/>	7	2160		Fresh Foods	Fresh Foods Ltd	£0.28/EA	£1.96
				Brown Bread Thin Sliced			
<input type="checkbox"/>	8	2165		Fresh Foods	Fresh Foods Ltd	£0.28/EA	£2.24
				Brown Bread Thick Sliced			
<input type="checkbox"/>	20	27864		Fresh Foods	Fresh Foods Ltd	£0.32/BOX	£6.40
				Potatoes			
<input type="checkbox"/>	7	6678		Fresh Foods	Fresh Foods Ltd	£0.30/BOX	£2.10
				Cabbages			
<input type="checkbox"/>	8	67245		Fresh Foods	Fresh Foods Ltd	£0.35/BOX	£2.80
				Grapes			
<input type="checkbox"/>	5	67266		Fresh Foods	Fresh Foods Ltd	£0.30/BOX	£1.50
				Lemons			
<input type="checkbox"/>	6	67281		Fresh Foods	Fresh Foods Ltd	£0.31/BOX	£1.86
				Apples			
<input type="checkbox"/>	10	7867		Fresh Foods	Fresh Foods Ltd	£0.25/BOX	£2.50

Recurring requisition detail screen

The recurring requisition detail screen lists all the items and default quantities that are saved in the recurring requisition.

- Scroll down the list of items and select those that you wish to add to your requisition by **clicking the add box** in the add column to the left of the item.

PECOS Internet Procurement Manager™

Search Results Requisition Recurring Req.

▶ Recurring Requisition Detail

[add](#) [add/replace](#) [delete](#) [back](#)

[select all](#) [deselect all](#)

Quantity changes affect only quantities added to the current requisition.

Add	Qty	Item No.	Mfr No.	Item Description
<input type="checkbox"/>	8	2150		White Bread Thin Sliced
<input checked="" type="checkbox"/>	12	2155		White Bread Thick Sliced
<input checked="" type="checkbox"/>	7	2160		Brown Bread Thin Sliced
<input type="checkbox"/>	8	2165		Brown Bread Thick Sliced
<input checked="" type="checkbox"/>	20	27864		Potatoes
<input type="checkbox"/>	7	6678		Cabbages
<input checked="" type="checkbox"/>	8	67245		Grapes

Recurring requisition detail screen showing items selected

- Optionally you may wish to update the **default quantities** to be added to your requisition by overtyping the quantity in the Qty column.

Note. This will only affect the quantities copied onto your new or open requisition and will not permanently change the default quantities saved in your recurring requisition.

The quantity entered will be validated against any current minimum or maximum order quantity for the item. If the quantity entered is invalid it will not be added to your requisition and a warning message will display.

8. Add the items selected by clicking the **add** button at the top of the screen. The **requisition** screen will be displayed.
9. Perform **editing** actions to the requisition.

It is unlikely that **all quantities** will be correct every time a recurring order is placed. You may now perform any requisition management task in the usual way. For example:

- Add items from catalogues that you need this time
- Change quantities from the usual default order level
- Update delivery and financial tracking details
- Add comments or attachments

10. When the requisition is complete click **submit**.

Recurring Requisition Detail Selection Buttons

Additional buttons are provided at the top of the recurring requisition detail screen for selecting and adding items. They are explained here:



Recurring requisition selection buttons

- **Select All** – Click this button to automatically select all items in the recurring list.
- **Deselect All** – Click this button to automatically deselect all currently selected items in the recurring list. Reselections can then be accurately made.
- **Add** – Click this button to copy all the selected items onto your requisition **in addition to** any items that have been already added to it.
- **Add/replace** – Click this button to copy all selected items onto your existing requisition **in place of** any items that have been already added to it. This action will delete the current content of your open requisition and replace them with the items you have selected from your recurring requisition.
- **Delete**– Click this button to **delete** your saved recurring requisition.
- **Back** – Click this button to **return** to the recurring requisition listing screen without adding items to your new or existing requisition.



Use the **select all** button when you want add all but a few items from a long list. The items that you *do not* require can then be manually deselected.

Managing Recurring Requisitions

Over time you may need to make changes to your recurring requisitions to reflect changes in your purchasing requirements. You may even wish to delete an old recurring requisition that you no longer use, or copy another user's work to a recurring requisition of your own.

This section explains how recurring requisitions can be efficiently managed and is broken down into three sections:

- Deleting
- Editing
- Copying

Deleting

An old recurring requisition can be permanently deleted by following these steps.

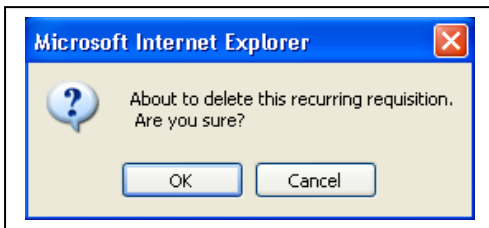
You can only delete your own recurring requisitions. You will not have rights to delete a recurring requisition that another user has created and made available to you.

1. Click on the **Recurring Req.** menu option from the home page. The **recurring requisitions** page will open.
2. Click on the **name** of the recurring requisition page you wish to delete. The **recurring requisition detail** page opens.
3. Click the **delete** button at the top of the page.



Delete button

4. A **delete confirmation** window will open.
 - a. Click **OK** to confirm deletion: Your recurring requisition will be permanently deleted.
 - or
 - b. Click **Cancel** to return to the **recurring requisition detail** screen: Your recurring requisition will not be deleted.



Delete confirmation window

Editing

After a period of time the recurring lists of items that you create may need updating to reflect changed purchasing requirements. There will be items that you no longer buy and there may be new items that you need to add to your recurring orders. You may simply wish to update the default order quantities in your template.

1. Click on **Recurring Req.** in the home page menu bar. The **recurring requisitions** page will open.
2. Scroll or use the Type and Group filters to find the recurring requisition you wish to update. You may also sort your list by clicking on the column headings (refer to the above sections for a full description of these features).
3. Click the **add** button in the recurring requisitions page.



Recurring requisitions page and the add button

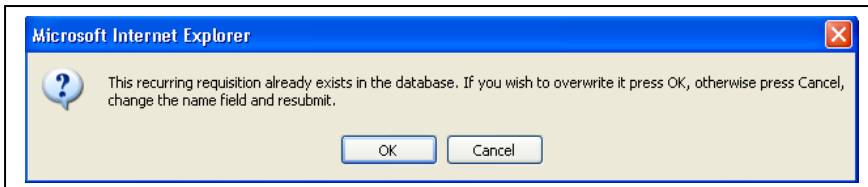
4. The content of the recurring requisition that you wish to update is copied into a new requisition. The requisition screen will be displayed.
5. Perform **editing** actions to your list in the requisition screen:
 - Click **search** from the menu bar and add items from catalogues that you wish to add.
 - Use the **delete** cross **X** at line level to delete items that you wish to remove.
 - Change **quantities** to the usual default order level by highlighting and overtyping.
6. **save as recurring** When you have finished making your changes click the **save as recurring** button at the top of the requisition page. The **save as recurring requisition** screen opens.
7. Because you began your requisition by adding items from a recurring requisition, PECOS will intuitively prompt you with the original details of the recurring requisition you are editing.

In the example below the *Weekly Canteen Order* recurring requisition details are pre-populating our save criteria fields.



Save as recurring requisition screen with original details pre-populated

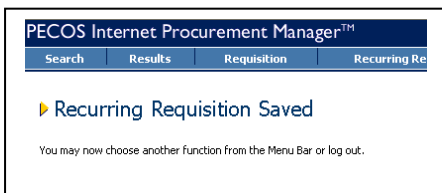
8. If you wish to save this recurring requisition with the same name and **overwrite the original**, do not make any changes. Click on the **save** button.
9. A warning message will be displayed.



Recurring requisition save warning message

To **save** and overwrite the original click **OK**.
 To **return** and cancel the save click **Cancel**.

10. If you click **OK** to confirm the change the recurring requisition saved screen will be displayed.



Recurring requisition saved screen

11. Your original recurring requisition has now been updated with your changes.

Copying

There may be occasions when you wish to copy a recurring requisition. In this way you can create different templates for similar orders and avoid having to make as many changes prior to submission.

Example

For example if a slightly different set of IT Consumable items are purchased regularly over a rolling four week period, four similar recurring requisitions can be created.

You could create a 'master' recurring requisition called "IT Consumables – Full" containing all the items purchased regularly. This master can then be copied, edited for content, and saved under four different names: "IT Consumables – Week 1"; "IT Consumables – Week 2" etc.

You may also copy another user's recurring requisition and save it as your own. In this way, with little effort on your part, you can use an existing template that is similar to your requirements, make minor changes and create your own recurring requisition.

Example

For example you may have access to a colleagues "Regular Stationery Order" recurring requisition containing 40 core stationery items. If you also purchase the majority of these items, you can add the content of your colleagues list to a requisition, add and delete as appropriate and save it as your own recurring requisition. In this way you will save a great deal of time searching catalogues yourself.

The following section describes the steps involved in copying a recurring requisition:

1. Click on **Recurring Req.** in the home page menu bar. The **recurring requisitions** page will open.
2. Scroll or use the Type and Group filters to find the recurring requisition you wish to copy. You may also sort your list by clicking on the column headings (refer to the above sections for a full description of these features).

You may select **any** recurring requisition – it can be one of your own or one that was created by another user.

3. Click on the recurring requisition **name**. The **Recurring Requisition Detail** screen will open:



If you wish to copy the **entire contents** of an existing recurring requisition you can also click the **add** button on the recurring requisitions listing page. It is not necessary in this case to click on the name and manually select individual items.

4. Scroll down the list of items and select those that you wish to copy to your new requisition by **clicking the add box** in the add column to the left of the item.

Add	Qty	Item No.	Mfr No.	Item De
<input type="checkbox"/>	8	2150		White Bread Thin Sliced
<input checked="" type="checkbox"/>	12	2155		White Bread Thick Sliced
<input checked="" type="checkbox"/>	7	2160		Brown Bread Thin Sliced
<input type="checkbox"/>	8	2165		Brown Bread Thick Sliced
<input checked="" type="checkbox"/>	20	27864		Potatoes
<input type="checkbox"/>	7	6678		Cabbages
<input checked="" type="checkbox"/>	8	67245		Grapes

Recurring requisition detail screen showing items selected

5. Click the **add** button in the recurring requisition detail page.
6. The content of the recurring requisition that you wish to replicate is copied into a new requisition. *The requisition screen will be displayed*

7. Perform **editing** actions to your list in the requisition screen:

- Click **search** from the menu bar and add items from catalogues that you wish to add.
- Use the **delete** cross **X** at line level to delete any items that you wish to remove.
- Change **quantities** to the usual default order level by highlighting and overtyping.

8. **save as recurring** When you have finished making your changes click the **save as recurring** button at the top of the requisition page. The **save as recurring requisition** screen opens.

9. Because you began your requisition by adding items from a recurring requisition, PECOS will intuitively prompt you with the original details of the recurring requisition you are copying.

PECOS Internet Procurement Manager™

Search Results Requisition Recurring Req. Blanket Orders

► Save As Recurring Requisition

Enter or select the name and description you would like to associate with this recurring requisition.

save

Type: Catering

group: Private

Name: Weekly Canteen Order

Save as recurring requisition screen with original details pre-populated

10. Type a new name for the copied recurring requisition in the **Name** field.

11. Click the **save** button.

12. The recurring requisition saved screen will be displayed.

PECOS Internet Procurement Manager™

Search Results Requisition Recurring Re

► Recurring Requisition Saved

You may now choose another function from the Menu Bar or log out.

Recurring requisition saved screen

13. A new recurring requisition will now be saved and appear in the recurring requisitions listing for you to use at a later date.

Saving a Copy with the Same Name

If you wish to copy and save **another user's** recurring requisition as your own but use the **original name** you may do so. PECOS will not overwrite the original user's work.

1. Follow the same steps (1 to 9) above.
2. **Do not** change the pre-populated 'save as' details. (i.e. keep the same Name) and click the **save** button.
3. A warning message will be displayed:

Microsoft Internet Explorer

?

This recurring requisition already exists in the database. If you wish to overwrite it press OK, otherwise press Cancel, change the name field and resubmit.

OK Cancel

Recurring requisition save warning message

To continue to **save** a copy click **OK**.
To **return** and cancel the copy click **Cancel**.

4. If you click **OK** to confirm the change the recurring requisition saved screen will be displayed **with a warning message**: "You do not have the right to delete this recurring requisition."



Recurring requisition saved screen

5. The warning message is for information purposes. Since you do not have the right to delete another user's recurring requisitions PECOS has not overwritten the original (since it belonged to a different user) but instead created a copy under your profile.
6. A new recurring requisition will therefore appear in the recurring requisitions listing for you to use at a later date.

Catalogue Changes

Price Changes

An item's price in a supplier catalogue can be updated either through manual adjustment by your system administrator, or through the electronic loading of a new catalogue by your supplier. When such a price change takes affect, the price of an item saved in a recurring requisition is **automatically updated**. There is no need therefore to manually update your recurring requisitions.

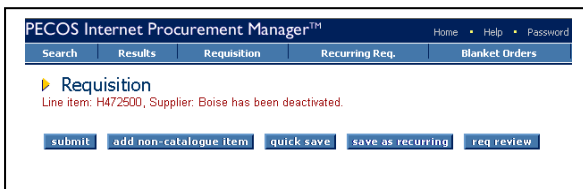
Item Changes

An item can be deactivated from a catalogue by your system administrator or removed by a supplier due to its omission from a new electronic load. An item may also be moved from one catalogue to another: a supplier may have more than one catalogue. Your user permissions to suppliers and catalogues may also be altered. In such cases, items stored in recurring requisitions will become **invalid**.

PECOS will validate items in your recurring requisitions with current catalogue content and when an item becomes invalid in any way, PECOS will **not add the item** to your requisition. All valid items selected will be added to your requisition in the usual way.

The following warning message will be displayed in the requisition screen indicating which item(s) selected are no longer current and therefore not added to your requisition.

The warning message displays the item number, supplier catalogue and reason.



Invalid item warning message

If an item saved in one of your recurring requisitions becomes invalid, remove it from the recurring requisition by following the steps in the 'editing' section of the Managing Recurring Requisitions section above.

You will also see Invalid items when you display the Recurring Requisition by clicking on its name. Invalid items are displayed with 'Invalid' in the Quantity Field. It is still possible to add items from the Recurring Requisition that are not invalid.

add		add/replace		delete		back	
select all		deselect all					
Quantity changes affect only quantities added to the current requisition. The recurring req will not change permanently.							
Add	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit price	Ext. price
		Item Type	Item Description				
	Invalid	DualCatItem2		HP	Shaws Supermarkets	N/A	N/A
		Catalog	Item with specifications link				
	Invalid	QUOTES		KINGSTON	Shaws Supermarkets	N/A	N/A
		Catalog	Box of length 3 " X 4 ", brown color				
<input type="checkbox"/>	<input type="text" value="1"/>	unknown			Shaws Supermarkets	\$89.99/ea	\$89.99
		Non-Catalog	Allocation for shipping				
						Req. total	N/A

Invalid item warning message

Copied Data

Financial Tracking Codes

Financial Tracking codes assigned at header or line level at the time of creation of the Recurring Requisition are stored with the Recurring Requisition.

These Financial Tracking codes will be propagated to the requisition created from the Recurring Requisition as long as the requisitioner has the permissions to use those specific Financial Tracking Codes. If the user does not have the correct permissions, the user's default Financial Tracking codes will be used.

Comments, Attachments and Additional Item Info

Comments, Attachments and Additional Item Information entered into user defined fields are **NOT** saved or stored with the recurring requisition.

Delivery Address

The requisition's delivery address and any additional delivery information entered are **NOT** saved or stored with the recurring requisition.

Blanket Orders

Overview

PECOS supports the creation and use of Blanket Orders by all users. Invariably however, blanket orders are setup by central purchasing departments and commodity managers following negotiation with your suppliers.

Blanket Orders are sometimes referred to as '*Contract Orders*' and are often created following the negotiation of a **fixed price contract** for the provision of goods or services.

As a user you may have the permission to view, use (create releases), or create blanket orders. This will depend on the privileges you have been granted by your system administrator.

Types

Blanket Orders are defined in PECOS as being one of two different **types**:

- **Quantity Based**

Quantity based blanket orders are often used to reserve the purchase of a specific **number of items** from a supplier. The blanket order can be used to '**call off**' quantities of the order as they are required.

- **Amount Based**

Amount based blanket orders are used to reserve a specific **value of a commodity or service** from a specific supplier. The blanket order can be used to '**draw**' releases of the commodity or service until the money set aside for the blanket order is exhausted.

Each type of order can be configured with the ability to 'Call Off' quantities and amounts over a period of time. Where call offs are required, it is the individual releases and not the original blanket order itself, which constitutes the purchase order against which goods are received and invoiced. Further to the ability to create releases, it is also possible to schedule releases for submission on a predefined date.

Uses

Listed here are some examples of purchasing scenarios where blanket orders could be utilised.

- An Information Technology department wishes to procure a large number of new computers and roll them out at undetermined times throughout an implementation project.
- A Transport department needs to purchase a defined number of new vehicles and take delivery over an undefined, staged period.
- An Estates department needs to create a number of fixed term garden maintenance contracts.
- A Finance department needs to create a procedure for the efficient accounting of a number of utility suppliers.
- A Personnel department wishes to engage a supplier for the provision of training courses for a newly implemented eProcurement application and has an opportunity to negotiate a block booking discount.
- A Purchasing department has a long term need for consulting services but does not know exactly when the consultants will be needed or for how long.

Creating Blanket Orders

There are two types of blanket order:

- Quantity based
- Amount based

The following sections define the steps you should follow and the options available in creating each type of blanket order.

Quantity Based Blankets

A quantity based blanket order contains a **fixed quantity of goods or services** from a **single supplier**. It can optionally require the delivery of those goods or services based on future releases of the quantities contained in the blanket order. A quantity based blanket order can also be created to manage the receipt and accounting for the long term provision of goods and services.

The steps and options available for setting up a quantity based blanket order are described below.

1. Click the **Blanket Orders** link on the top menu bar on the **home** page. The **Blanket Order Listing** Page opens.

Blanket Order Listing

[create blanket order](#)

Supplier: Status:

Click the blanket order number to view the blanket order's detail.

Create Release	Scheduled Releases	Edit Blanket	Name	Blanket No.	Supplier	Status	Expiration Date
create		edit	Car Leases	MW13	Services	Active	10/09/2008
create		edit	Consulting	MW5	Elcom Systems	Active	10/09/2008
create		edit	Contract 4775645	MW16	Services	Active	11/09/2008
create	view releases	edit	Copy of 10-SEP-2007 (QTY based)	QA136	Acme Supplies	Active	02/09/2010
create		edit	Training Services (Amt)	MW14	Services	Active	11/09/2008

Blanket order listing page



This button only displays if you have been specifically granted permission to create blanket orders by your system administrator.

2. Click the **Create Blanket Order** button. The **Blanket Order Policy** screen opens.

Blanket Order Policy

Click **blanket order detail** to establish line items and complete the creation process.

[cancel](#) [blanket order detail](#) [blanket order permission](#)

Policy Terms and Conditions

Blanket Order Name:

Supplier:

Blanket Type:

Effective Date:

Expiration Date:

Contract Number:

Attachment:

Activate: Deactivate:

Status: Pending

Processing Conditions

Require Release: Yes: No:

Approve Release: Yes: No:

Require Receipt: Yes: No:

Match Unit Price:

Item Amounts:

Notifications Controls

Days Prior To Expiration:

Percent of Blanket Amount or Quantity Ordered: %

Blanket Owner: Mike Watson

Blanket User:

[user lookup](#)

Blanket order policy screen – Quantity type selected

The **blanket order policy screen** enables you to set up the **terms, processing conditions** and **notification controls** for the blanket order. Buttons giving access to the order **detail** and **permissions** are also at the top of this screen.

The blanket order terms, conditions and notifications must be completed first. Listed below is a description of the fields and the available options that must be completed.

a) Policy Terms and Conditions

- **Blanket Order name** – Enter a specific and logical name for the blanket order.
- **Supplier** – Select the Supplier from the selection box for whom the blanket order is being created.
- **Blanket Type** – Select the type of blanket order you are creating. There are two options:
 - Quantity (i.e. a physical number of items)
 - Amount (i.e. a value)

In this example 'Quantity' must be chosen.
- **Effective Date** – Enter the date on which the blanket order will go into effect. Click on the calendar icon and choose the blanket order start date.
- **Expiration Date** – Enter the date on which the blanket order will expire. Click on the calendar icon and choose the blanket order end date.
- **Contract Number** – If there is a contract associated with this blanket order you can enter a reference number here.
- **Attachment and Comments** – If a specific file, such as a copy of the contract needs to be attached to your blanket, it can be attached here. Internal and external comments can also be added. Click on the paper clip icon to open the **Comments and Attachments** page.
- **Status** – During the creation of a quantity based blanket order the status will be *'pending'*.

b) Processing Conditions

- **Require Release**– Indicate whether the goods and services on your blanket order are to be ‘called off’ or **scheduled** over a period of time. There are two choices:
 - **Yes:** If the blanket requires releases, PECOS will send a purchase order to the supplier upon the creation of the blanket **for information only**. Goods and services will not be delivered and cannot be receipted or invoiced against this summary blanket order. Future releases will be allowed, generating a **release order** against which your supplier will dispatch goods or supply services. Optionally the release order can be scheduled at the time of creating the release. Receipting and invoicing is performed against these release orders.

For example this could be used to inform the supplier that over the next year you will be ordering up to 1000 tonnes of coal. As and when coal is actually required releases will be raised for the amount needed at that time.
 - **No:** If the blanket does not require releases PECOS will send a **single** purchase order to the supplier upon the creation of the blanket, containing the full blanket detail. No future releases will be allowed. All goods and services will be delivered, receipted and invoiced against this blanket order.

For example if you know that each month you want 100 tonnes of coal delivered you can specify this in the blanket order and the deliveries will arrive each month without the need to raise specific releases.
- **Approve Release** – Approve release is only available when the **Require Release** field is set to **Yes**. This indicator determines whether approval routing is required for each future release order that is generated against your blanket order. Note that the original blanket order is always sent for approval. You are therefore able to determine that future releases do not require further approval.
- **Require Receipt** – Define if you require the original blanket order and any future generated releases to be receipted. Receipting can be defined independently of releases or release approval being required. There are two choices:
 - **Yes:** Goods or services supplied against this blanket order or release orders do need to be receipted and a 3-way match will be performed.
 - **No:** Goods or services supplied against this blanket order or release orders do not need to be receipted and a 2-way match will be performed. This option is particularly useful for the provision of certain utility services.

Note that the receipting permission set here will override the matching rules set at all other levels (Organisation, supplier and item).
- **Match Unit Price** – This condition is not available for quantity type blanket orders and is greyed out.
- **Item Amounts** – This condition is not available for quantity type blanket orders and is greyed out.

c) Notification Controls

- **Days Prior to Expiration** – Define the number of days, prior to the blanket order expiration date, that you want PECOS to send a notification eMail. The eMail will remind the blanket owner when the blanket is due to expire.
- **Percent of Blanket Amount or Quantity Ordered** – Define a percentage of the blanket usage, before PECOS is to send a notification eMail. The eMail will inform the blanket owner when the entered percentage of blanket is consumed or released.
- **Blanket Owner** – Displays the name of the creator of the order. The **user lookup** button enables the blanket creator to designate another user as the owner of the blanket. The blanket owner receives all expiration notification eMails.
- **Blanket User** – This field enables you to specify an additional primary user of the blanket order. Click on the **user lookup** button to define a user. Click on the delete button **X** to remove a selected blanket user. The blanket user also receives all expiration notification eMails.



Notifications are particularly useful to remind the blanket owner to negotiate and create a new blanket order, if required.

3. After defining your blanket order policy click on the **blanket order detail** button. The **quantity blanket order detail** screen opens:

Quantity blanket order detail screen

The **blanket order detail screen** is similar to the standard requisition screen and allows you to enter items to your blanket order. Items can be added to your blanket order in a number of ways:

- **Direct item entry** - Type the product number and quantity into the direct item entry line.
- **Non-catalogue items** – Add non catalogue items by clicking the add non-catalogue item button.
- **Quick search** - Use the Quick Search box to search for items from your chosen blanket supplier.
- **Search page** – Click *search* on the top menu bar to navigate to the main search page.

Search page showing restricted supplier catalogue search

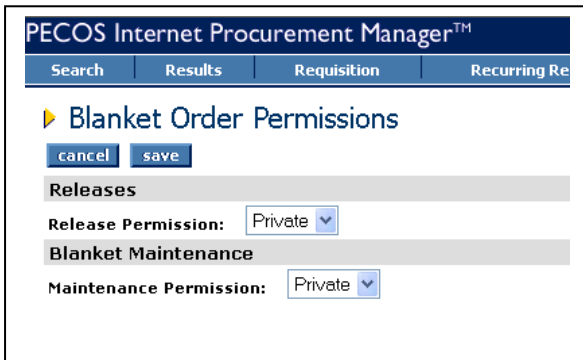
Notice that if you navigate to the search page to use an alternative search method, the supplier is restricted to the one for which the blanket order is being created.

To return to the blanket order detail screen from the search page click **requisition** on the top menu bar.

4. Add items to your blanket order requisition and perform requisition management tasks in the usual way. Refer to the *Requisition Management Chapter* above for detailed functionality.
5. Optionally you can **modify the price** of the item by overtyping a catalogue price. This allows a blanket order to be created with special or negotiated prices.

Blanket order detail screen displaying special price information

- Click on the **blanket order policy** button. The **blanket order policy** screen reopens.
- Blanket order policy and blanket order details have now been completed. From the blanket order policy screen click on the **blanket order permission** button. The blanket order permissions screen opens:

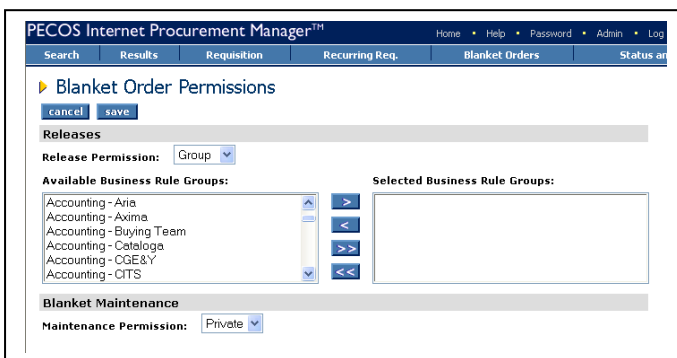


Blanket order permissions screen

The blanket order permissions screen enables you to set **release** and **maintenance** permissions for a pre-defined group of users.

The two types of available permissions are described below:

- Release** – Release permissions define which users are able to **create release blanket orders** against this blanket. This option will only become available if the 'require release' processing condition is set to 'yes'.
 - Maintenance** – Maintenance permission allows **editing** rights to this blanket order.
- The default permissions are '**Private**', allowing access only to the creator of the blanket order. To assign permissions to other sets of users, click in the selection box and choose '**Group**'.
 - If **Group** is selected a list of all available **Business Rule Groups** will be displayed. Members of all business rule groups selected will be granted permission to this blanket order.
In the example below release permissions are to be granted according to 'group' but maintenance permissions are to left as 'private'.



Blanket order permissions screen showing release permissions selection

To select business rule groups, scroll down the available list, click on your selection and use the arrows as defined below:



Select. Move your **selected** group *from* the 'available business rule group' box *to* the 'selected business rule groups' box.



Deselect. Move your **selected** group *from* the 'selected business rule groups' box *back to* the 'available business rule group' box.



Select All. Moves **all** business rule groups *from* the 'available business rule group' box *to* the 'selected business rule groups' box.



Deselect All. Moves **all** business rule groups *from* the 'selected business rule groups' box *back to* the 'available business rule group' box.



Business Rule Groups are created by your system administrator. Different types of group can be created which define access permissions to assigned users. If you are unsure about the Business Rule Group assignment, or require a new group to be created, please speak to your system administrator.

10. Click **save** to save your selected permissions or click **cancel** to return without saving any selected permissions. The **blanket order policy** screen reopens.
11. Creation of the blanket order is now complete and it must be **submitted**. This must be done from the blanket order detail screen. Navigate to the **blanket order detail screen** by either:
 - a. Click the **blanket order detail button** in the blanket order policy screen.
 - or
 - b. Click **requisition** on the top menu bar.
12. Finally click the **submit** button. The **requisition submitted** screen is displayed:



Requisition submitted screen

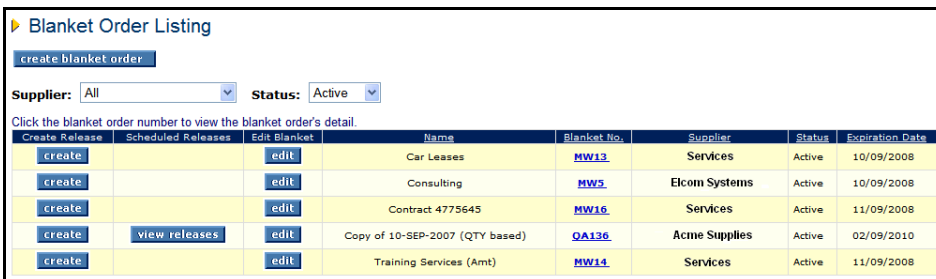
Your blanket order requisition will be submitted to your approval plan for approval routing. If approval is required the blanket order will be assigned a status of **'Pending'**, during which time no releases can be generated. After approval the blanket order will be transmitted to the supplier and a status of **'Active'** assigned to it. At this stage releases can be generated from the original blanket order.

Amount Based Blankets

An amount based blanket order contains a **fixed value of goods or services** from a **single supplier**. It can optionally require the delivery of those goods or services based on future releases of a **'Not To Exceed Amount'** contained in the blanket order, controlled at header or line item level. An amount based blanket order can also be created to manage the receipt and accounting for the long term provision of services.

The steps and options available for setting up a quantity based blanket order are described below.

1. Click the **Blanket Orders** link on the top menu bar on the home page. The **Blanket Order Listing** Page opens:



Blanket order listing page



The **create blanket order** button only displays if you have been specifically granted permission to create blanket orders by your system administrator.

- Click the **Create Blanket Order** button. The **Blanket Order Policy** screen opens:

Blanket order policy screen – Amount type selected

The **blanket order policy screen** enables you to set up the **terms, processing conditions** and **notification controls** for the blanket order. Buttons giving access to the order **detail** and **permissions** are also at the top of this screen.

The blanket order terms, conditions and notifications must be completed first. Listed below is a description of the fields and the available options that must be completed.

a) Policy Terms and Conditions

- **Blanket Order name** – Enter a specific and logical name for the blanket order.
- **Supplier** – Select the Supplier from the selection box for whom the blanket order is being created.
- **Blanket Type** – Select the type of blanket order you are creating. There are two options:
 - Quantity (i.e. fixed quantity of items)
 - Amount (i.e. fixed value)
 In this example 'Amount' must be chosen.
- **Not To Exceed Amount** – This will appear only when the blanket type of '**Amount**' is selected. Enter the total net value for the blanket order. This is the maximum value up to which future releases cannot exceed and the amount against which line item amounts will be validated if the 'Item Amounts' processing condition is selected.

Note that even when **VAT and Gross Amount** display is implemented (i.e. the requisition screen displays an additional column containing the estimated VAT and gross values for each line along with requisition and order level gross totals) the NTE amount will always validate to the net requisition values.
- **Effective Date** – Enter the date on which the blanket order will go into effect. Click on the calendar icon and choose the blanket order start date.
- **Expiration Date** – Enter the date on which the blanket order will expire. Click on the calendar icon and choose the blanket order end date.
- **Contract Number** – If there is a contract associated with this blanket order you can enter a reference number here.
- **Attachment and Comments** – If a specific file, such as a copy of the contract needs to be attached to your blanket, it can be attached here. Internal and external comments can also be added. Click on the paper clip icon to open the **Comments and Attachments** page.
- **Status** – During the creation of an amount based blanket order the status will be '*pending*'.

b) Processing Conditions

- **Require Release** – Indicate whether the goods and services on your blanket order are to be '**called of**' or '**scheduled**' over a period of time. There are two choices:
 - **Yes**: If the blanket requires releases PECOS will send a purchase order to the supplier upon the creation of the blanket **for information only**. Goods and services will not be delivered and cannot be receipted or invoiced against this summary blanket order. Future releases will be allowed, generating a **release order** against which your supplier will dispatch goods or supply services. Optionally the release order can be scheduled at the time of creating the release. Receipting and invoicing is performed against these release orders.

For example this could be used to inform the supplier that over the next year you will be ordering up to £20,000 of training services. Releases will be raised as and when specific types of training courses are actually required

- **No:** If the blanket does not require releases PECOS will send a **single** purchase order to the supplier upon the creation of the blanket, containing the full blanket detail. No future releases will be allowed. All goods and services will be delivered, receipted and invoiced against this blanket order.
For example if you have an agreement with your supplier that each month you will be consuming £1,000 of training services from your training contract, there is no need to raise specific releases.
- **Approve Release** – Approve release is only available when the **Require Release** field is set to **Yes**. This indicator determines whether approval routing is required for each future release order that is generated against your blanket order.
Note that the original blanket order is always sent for approval. You are therefore able to determine that future releases do not require additional approval.
- **Require Receipt** – Define if you require the original blanket order and any future generated releases to be receipted. Receipting can be defined independently of releases or release approval being required. There are two choices:
 - **Yes:** Goods or services supplied against this blanket order or release orders do need to be receipted.
 - **No:** Goods or services supplied against this blanket order or release orders do not need to be receipted. This option is particularly useful for the provision of certain utility services.
- **Match Unit Price** - This will appear only when the blanket type of **'Amount'** is selected. This condition affects the matching of order value to invoice value. There are two choices:
 - **Yes:** The unit price on the item detail line will be matched with the invoice line price. PECOS will create a mismatch during the matching process if the two are different.
 - **No:** The matching process will ignore unit price and quantity. PECOS will not create a mismatch during the matching process even if the two are different.
- **Item Amounts** – This will appear only when the blanket type of **'Amount'** is selected and the processing condition Require Release is set to **'Yes'**. This condition will determine whether or not releases are to be tracked and validated against individual line item net amounts or against the total header not to exceed amount. Note that implementing **VAT and Gross Amount** display (i.e. the requisition screen displays an additional column containing the estimated VAT and gross values for each line) does not affect the validation, which is always based on the net values.
There are two choices:
 - **Yes:** The sum of the line amounts must match the Not to Exceed amount and it is the individual line amounts that are decremented when call offs are made.
 - a) Line totals will be validated against the Not to Exceed amount when the blanket is created;
 - b) A line level Remaining Amount will appear in the Create Release and Blanket Order Release screens;
 - c) The amount released for each line will be validated against the Remaining Amount for the line;
 - d) Initial, Released and Remaining amounts for each line will display in the Blanket Order Summary screen.
 - **No:** The sum of the line amounts do not need to match the Not to Exceed amount and it is this header amount that is decremented when call off's are made.
 - a) Line items are specified but are used only to calculate the call off amount to be deducted from the Not to Exceed amount and the blanket is completed when this amount is exhausted.
 - b) Separate line items do not need to add up to the blanket Not to Exceed amount and only exist as reference points to calculate a future release total.
 - c) Line amounts are not individually decremented and no remaining amount is displayed at line item level.

c) Notification Controls

- **Days Prior to Expiration** – Define the number of days, prior to the blanket order expiration date, that you would PECOS to send a notification eMail. The eMail will remind the blanket owner when the blanket is due to expire.
 - **Percent of Blanket Amount or Quantity Ordered** – Define a percentage of the blanket usage, before PECOS is to send a notification eMail. The eMail will inform the blanket owner when the entered percentage of blanket is consumed or released.
 - **Blanket Owner** – Displays the name of the creator of the order. The **user lookup** button enables the blanket creator to designate another user as the owner of the blanket. The blanket owner receives all expiration notification eMails.
 - **Blanket User** – This field enables you to specify an additional primary user of the blanket order. Click on the **user lookup** button to define a user. Click on the **delete** button **X** to remove a selected blanket user. The blanket user also receives all expiration notification eMails.
3. After defining your blanket order policy click on the **blanket order detail** button. The **amount blanket order detail** screen opens.

The **blanket order detail screen** is similar to the standard requisition screen and allows you to enter items to your blanket order.

Items can be added to your blanket order in a number of ways:

- **Direct item entry** - Type the product number and quantity into the direct item entry line.
- **Non-catalogue items** – Add non catalogue items by clicking the add non-catalogue item button.
- **Quick search** - Use the Quick Search box to search for items from your chosen blanket supplier.
- **Search page** – Click *search* on the top menu bar to navigate to the main search page.

Search page showing restricted supplier catalogue search

Notice that if you navigate to the search page to use an alternative search method, the supplier is restricted to the one for which the blanket order is being created.

To return to the blanket order detail screen from the search page click **requisition** on the top menu bar.

4. Add items to your blanket order requisition and perform requisition management tasks in the usual way. Refer to the *Requisition Management Chapter* above for detailed functionality.
5. Optionally you can **modify the price** of the item by overtyping the price that has been selected from the catalogue:
 - The unit price is not used to calculate the final order total: the blanket order total is the Not to Exceed Amount entered in the previous blanket order policy screen.
 - Accurate quantities are not necessary for amount based blanket orders: future releases will be based on a **value** rather than a **quantity** and therefore a default quantity of one is sufficient.
 - If **VAT and Gross Amount** display is implemented (i.e. the blanket order detail screen displays an additional column containing the estimated VAT and gross values for each line along with requisition and order level gross totals) the NTE amount will always validate to the net requisition values.

Blanket showing Requisition and NTE amounts

6. Check the requisition total if **Item Amounts** is selected.

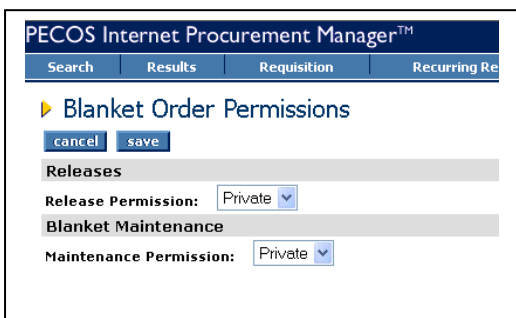
- **Item Amounts not Implemented**

For amount based blanket orders that are **not set** for Item Amounts, the net requisition total (i.e. the sum of the net line amounts) does not need to match the Not to Exceed Amount.

- **Item Amounts Implemented**

For amount based blanket orders that **are set** for Item Amounts, the net requisition total (i.e. the sum of the net line amounts) must match the Not to Exceed Amount.

- The requisition total will be validated when the requisition is submitted to ensure it matches the Not to Exceed amount.
 - The requisition total will be validated during requisition creation (i.e. adding catalogue and non catalogue items) and editing (i.e. changing quantities and unit prices) to ensure it does not exceed the Not to Exceed amount.
7. Click on the **blanket order policy** button. The **blanket order policy** screen reopens.
 8. Blanket order policy and blanket order details have now been completed. From the blanket order policy screen click on the **blanket order permission button**. The **blanket order permissions** screen opens:



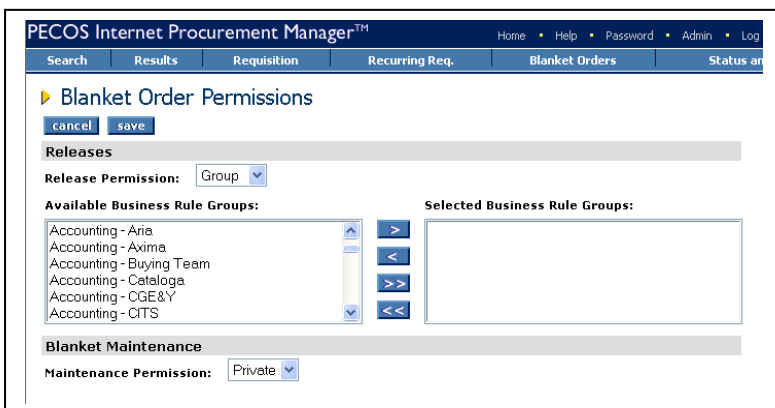
Blanket order permissions screen

The blanket order permissions screen enables you to set **release** and **maintenance** permissions for a pre-defined group of users. The two types of available permissions are described below:

- **Release** – Release permissions define which users are able to **create release blanket orders** against this blanket. This option will only become available if the 'require release' processing condition is set to 'yes'.
- **Maintenance** – Maintenance permission allows **editing** rights to this blanket order.


9. The default permissions are '**Private**', allowing access only to the creator of the blanket order. To assign permissions to other sets of users, click in the selection box and choose '**Group**'.
10. If **Group** is selected a list of all available **Business Rule Groups** will be displayed. Members of all business rule groups selected will be granted permission to this blanket order.


In the example below release permissions are to be granted according to 'group' but maintenance permissions are to be left as 'private'.





Blanket order permissions screen showing release permissions selection

To select business rule groups, scroll down the available list, click on your selection and use the arrows as defined below:

 **Select.** Move your **selected** group *from* the 'available business rule group' box *to* the 'selected business rule groups' box.

 **Deselect.** Move your **selected** group *from* the 'selected business rule groups' box *back to* the 'available business rule group' box.

 **Select All.** Moves **all** business rule groups *from* the 'available business rule group' box *to* the 'selected business rule groups' box.

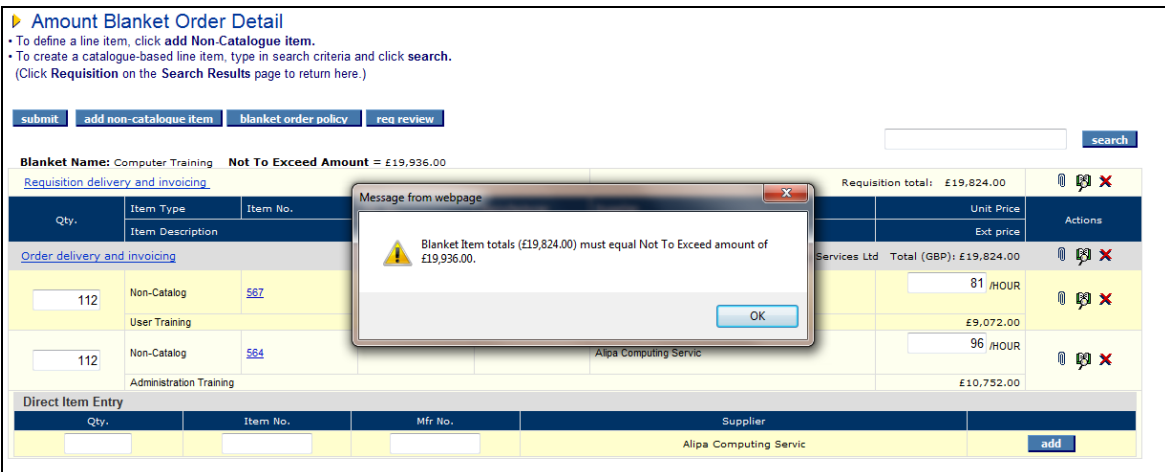
 **Deselect All.** Moves **all** business rule groups *from* the 'selected business rule groups' box *back to* the 'available business rule group' box.



Business Rule Groups are created by your system administrator. Different types of group can be created which define access permissions to assigned users. If you are unsure about the Business Rule Group assignment, or require a new group to be created, please speak to your system administrator.

11. Click **save** to save your selected permissions or click **cancel** to return without saving any selected permissions. The **blanket order policy** screen reopens.
12. Creation of the amount based blanket order is now complete and it must be **submitted**. This must be done from the blanket order detail screen. Navigate to the **blanket order detail screen** by either:
 - a. Click the **blanket order detail button** in the blanket order policy screen.
or
 - b. Click **requisition** on the top menu bar.
13. Finally click the **submit** button.

If the **Item Amounts** condition is set to 'Yes' the net requisition total must equal the Not to Exceed amount. If this is not the case an error message will display. Note that the net requisition amount is always used to validate to the NTE amount: the display of VAT and Gross values does not change the way the blanket is validated.



Amount Blanket Order Detail

- To define a line item, click **add Non-Catalogue item**.
- To create a catalogue-based line item, type in search criteria and click **search**.
(Click **Requisition** on the **Search Results** page to return here.)

Buttons: **submit**, **add non-catalogue item**, **blanket order policy**, **req review**

Blanket Name: Computer Training Not To Exceed Amount = £19,936.00

Requisition delivery and invoicing

Qty.	Item Type	Item No.	Unit Price	Ext price	Actions
112	Non-Catalog	587	81 /HOUR	£9,072.00	[edit] [delete]
112	Non-Catalog	584	96 /HOUR	£10,752.00	[edit] [delete]

Requisition total: £19,824.00

Services Ltd Total (GBP): £19,824.00

Direct Item Entry

Qty.	Item No.	Mfr No.	Supplier	add
			Alipa Computing Servic	

Error submitting amount based blanket when item amounts condition is set

14. The **requisition submitted** screen is displayed when the blanket order completes any necessary validation and is successfully submitted:



Requisition submitted screen

Your blanket order requisition will be submitted to your **approval plan** for approval routing.

It is important to note that for approval purposes, the value of the order used is the **Not-To-Exceed Amount**. If approval is required the blanket order will be assigned a status of **'Pending'**, during which time no releases can be generated. After approval the blanket order will be transmitted to the supplier and a status of **'Active'** assigned to it. At this stage releases can be generated from the original blanket order.

Creating Releases

Blanket order releases can only be created by users who have been granted permission to do so within the original blanket order. Releases can also only be created for blanket orders that were created with the processing condition to allow releases.

A blanket order release creates a new order request. After approval, the new order is transmitted to the supplier under a blanket order number.

Financial tracking codes assigned to items are stored with blanket orders and are propagated to blanket releases.

Release Order Numbers

Blanket releases use the same order number as the original blanket order with a suffix added to indicate the iteration of the release. Example: for blanket order FG368 the first release will be numbered FG368-001; the second will be numbered FG368-002; the third FG368-003 etc.

The process for creating releases for quantity based and amount based blanket orders are slightly different. The following sections describe the steps to create both types of release.

Access to blanket releases

- **Main Menu Bar:** Click on the menu option 'Blanket Orders' to open the Blanket Order Listing page. (see below)
- **Professional Buyer's Workbench:** Click on the blanket order number in the blanket order panel to open the Blanket Order Summary screen for the blanket selected.

Blanket Order Listing

The **blanket order listing screen** contains a list of blanket orders that you have permission to view or use. The following section explains the different tasks that can be performed within this PECOS screen.

a) Accessing the Listing Page

Click on **Blanket Orders** on the top menu bar. The Blanket Order Listing Page opens:



Blanket order listing screen

You will see all of the Blanket Orders to which you have been granted access and will see the following buttons according to your permissions:

create

Click this button to **create a new blanket order release**. This button will not appear for blankets that you do not have release permissions for, or for blankets that do not require releases, or are in status pending.

edit

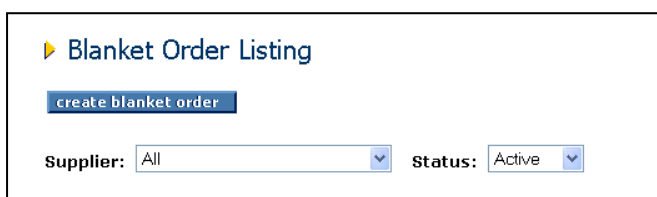
Click this button to **edit** blanket orders. This button will not appear for blankets that you do not have maintenance permissions for.

view releases

Click this button to **view and edit scheduled releases** for this blanket order. This button will only appear if releases have been scheduled for release for this blanket order. The scheduling of releases is discussed in the section below.

b) Sorting and Filtering

The blanket order listing can be **filtered** by using the two selection boxes at the top of the page. This will enable you to find the blanket you are looking for quickly. You may use one or both of the criteria.



Blanket Order Listing

create blanket order

Supplier: All Status: Active

Blanket order listing filters

Supplier - Click in the drop down box to see a list of suppliers. PECOS will filter your list according to the supplier selected.

Status - Click in the drop down box to see a list of order statuses. PECOS will filter your list according to the status selected.

- **All:** Displays all blanket orders regardless of status
- **Active:** Displays only those blanket orders that are live. An active order is one that has been fully approved. *Today's date* is between the blanket effective and expiration dates and has not been manually deactivated.
- **Inactive:** Displays all blanket orders that have been manually deactivated by a blanket user with editing rights.
- **Expired:** Displays all blanket orders that have exceeded their Expiration Date and are currently not live.
- **Pending:** Displays all blanket orders that have been created but have not yet been fully approved and transmitted to the supplier.
- **Closed:** Displays all blanket orders that have been fully consumed for either amount or quantity.

Sorting

The blanket order listing can also be sorted by clicking on any of the column headers. The blanket orders will be sorted alphabetically or numerically in descending order. Click a second time and the sort criteria will change to ascending order.

c) Review Blanket Details and Release History

Click on the **blanket order number** to open the **Blanket Order Summary** screen.

The blanket order summary screen contains all the blanket order details for review purposes. Many of these details allow you to 'drill down' for further blanket order information.

- **Blanket order policy:** This section lists all the original blanket policy criteria.
 - Click on the **blanket order number** to open a requisition status summary page. This screen displays the original blanket order details.
 - Click on the **copy** button within the requisition status summary page, to copy the content of the original blanket order into a new requisition
- **Line item allocation:** This section lists the items, prices, original blanket quantities, released quantities and remaining quantities. The information presented will differ slightly depending upon the blanket type and conditions.

Initial, released and remaining values for quantities and amounts will display at line item level when the blanket order is quantity based and requires releases:

Blanket Order Summary

[back](#) [create new release](#)

Blanket Order Policy

Blanket Order No.	Blanket Order Name	Type	Supplier	Blanket Owner		
MJW32	Quantity Release Required (Receipt=Yes Approve=Yes)	Quantity	Watsons Waffles & Sons Ltd	Mike Watson		
Current Status	Release Required	Approval Required	Receipt Required	Unit Price Matching	Effective Date	Expiration Date
Active	Yes	Yes	Yes	No	01/08/2009	06/08/2011

Line Item Allocation

No.	Item No.	Description	Unit Price	Initial	Released	Remaining
1	123213213	Item 1	£40.00 /EA	400 £16,000.00	48 £1,920.00	352 £14,080.00
2	923242432	Item 2	£20.00 /EA	600 £12,000.00	26 £520.00	574 £11,480.00

Releases

Requisition No.	Order Date	Order No.	Order Total	Current Status
217	12/10/2010	MJW32-002	£2,140.00	Requisition orders created
43	18/08/2009	MJW32-001	£300.00	Requisition orders created

Invoices

Invoice No.	Invoice Date	Order No.	Invoice Total	Current Status
2243224242	19/08/2009	MJW32-001	£300.00	Invoice requires approval routing

Blanket order summary screen – quantity based requiring releases

Initial, released and remaining values for amounts will display at line item level when the blanket order is amount based, requires releases and has the item amounts condition set to 'yes'. A Not to Exceed Amount Allocation will also display:

Blanket Order Summary

[back](#) [create new release](#)

Blanket Order Policy

Blanket Order No.	Blanket Order Name	Type	Supplier	Blanket Owner			
MJW66	Computer Training	Amount	Alipa Computing Services Ltd	Mike Watson			
Current Status	Release Required	Approval Required	Receipt Required	Unit Price Matching	Item Amounts	Effective Date	Expiration Date
Active	Yes	No	No	No	Yes	01/10/2010	30/09/2011

Not to Exceed Amount Allocation

Initial Amount	Released Amount	Remaining Amount
£19,936.00	£2,094.00	£17,842.00

Line Item Allocation

No.	Item No.	Description	Unit Price	Initial	Released	Remaining
1	567	User Training	£82.00 /HOUR	£9,184.00	£1,230.00	£7,954.00
2	568	Administration Training	£96.00 /HOUR	£10,752.00	£864.00	£9,888.00

Releases

Requisition No.	Order Date	Order No.	Order Total	Current Status
218	13/10/2010	MJW66-001	£2,094.00	Requisition orders created

Blanket order summary screen – amount based requiring releases with item amounts

The released value only will display at line item level when the blanket order is amount based and requires releases but the item amounts condition set to 'no'. A Not to Exceed Amount Allocation will also display:

Blanket Order Summary

[back](#) [create new release](#)

Blanket Order Policy

Blanket Order No.	Blanket Order Name	Type	Supplier	Blanket Owner			
MJW67	Consulting Services	Amount	Alipa Computing Services Ltd	Mike Watson			
Current Status	Release Required	Approval Required	Receipt Required	Unit Price Matching	Item Amounts	Effective Date	Expiration Date
Active	Yes	Yes	No	No	No	01/10/2010	29/02/2012

Not to Exceed Amount Allocation

Initial Amount	Released Amount	Remaining Amount
£55,000.00	£9,900.00	£45,100.00

Line Item Allocation

No.	Item No.	Description	Unit Price	Released
1	743	Computer Installation Services	£360.00 /DAY	£5,040.00
2	749	Computer Consultancy	£540.00 /DAY	£4,860.00

Releases

Requisition No.	Order Date	Order No.	Order Total	Current Status
220	13/10/2010		£9,900.00	Requisition requires approval routing

Blanket order summary screen – amount based requiring releases without item amounts

- **Releases:** This section lists the details of all previous blanket order releases.
 - Click on the **requisition number** to open a **requisition status summary** page. This screen displays the blanket release order details.

- Click on the **blanket release order number** to open the **order request status summary** page. This screen displays further blanket release order details.
- Click the **copy** button in either of the summary pages to copy the content of the blanket release order into a new requisition.

create new release At the top of the blanket order summary screen you can click the **create new release** button to create a release order for this blanket.

Release Orders

A blanket release can be created from either the **Main Menu** or the **Professional Buyer's Workbench** once the blanket order has been approved and transmitted to the supplier.

Releases from the Main Menu

To process a blanket order release from the Main Menu, follow these steps:

1. Click on **Blanket Orders** on the top menu bar. The Blanket Order Listing Page opens.
2. To create a new blanket order release click on the **create** button in the 'create release' column to the left of your selected blanket order. The create release screen opens.

The **create button** will not appear:

- for blankets that you do not have release permissions
- for blankets that do not require releases
- for blankets that are in status pending

3. In the **Create Release** screen enter the quantity of items that you wish to create a blanket release for. You do not need to request a release for all items.

Quantity based blanket orders

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▶ Create Release

cancel create new release recalculate

Blanket Order Detail

Blanket Order No.	Description	Type	Supplier	Owner
PO2304	I.T. Laptop Roll Out	Quantity	elcom I.T	Mike Watson

Enter quantity of item to add to release. Released Total: £221,150.00

Qty	Remaining Qty	Item No.	Mfr. No.	Manufacturer	Description	Unit Price	Ext price
<input type="text"/>	200	113956	203859-096	COMPAQ COMPUTER LTD	ARMADA M700 6650+ - 14.1 TFT 6.4GB 64MB CD LAN/M NT USE 1139493	£1,500.00/EA	£0.00
<input type="text"/>	45	117761	201925-038	COMPAQ COMPUTER LTD	ARMADA M700 6600+ - 14.1INCH TFT 6GB 64MB CD LAN/M NT/W2K	£1,750.00/EA	£0.00
<input type="text"/>	148	1053570	180400-132	COMPAQ COMPUTER LTD	ARMADA M300 PIII600 64MB 12GB WINDOWS 2000/NT	£1,200.00/EA	£0.00

Quantity based blanket order create release screen

The quantity based blanket order **create release** screen displays the **remaining quantities** for each item in the blanket order. The remaining quantity is the original quantity less the total quantity released to date. Item details and prices are also displayed.

Amount based blanket orders

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▶ Create Release

cancel create new release recalculate

Blanket Order Detail

Blanket Order No.	Description	Type	Remaining Amount	Supplier	Owner
PO2073	Service Contract - Amount capped	Amount	£9,140.00	Services	Mike Watson

Enter quantity of item to add to release. Released Total: £860.00

Qty	Item No.	Mfr. No.	Manufacturer	Description	Unit Price	Ext price
<input type="text"/>	Clean 1			Contract cleaning service	£25.00/EA	£0.00
<input type="text"/>	Clean 2			Employee discounted car valet service	£5.00/EA	£0.00

Amount based blanket order create release screen

The amount based blanket order **create release** screen does not display any remaining quantity information but will display a total **remaining amount** to indicate the balance available for release. The remaining amount is calculated as the original Not to Exceed amount less all previous release order totals.

Amount based blanket orders – item amounts

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▶ Create Release

cancel create new release recalculate

Blanket Order Detail

Blanket Order No.	Description	Type	Remaining Amount	Supplier	Owner
MJW66	Computer Training	Amount	£17,842.00	Alipa Computing Services Ltd	Mike Watson

Enter quantity of item to add to release.

Qty	Item No.	Mfr No.	Manufacturer	Description	Unit Price	Ext price	Remaining Amount
0	567			User Training	£82.00/HOUR	£0.00	£7,954.00
0	568			Administration Training	£96.00/HOUR	£0.00	£9,888.00

Released Total: £2,094.00

Amount based blanket order with item amounts create release screen

When the **Item Amounts** processing condition is set to 'Yes', the amount based blanket order **create release** screen will display the **total remaining amount** (calculated as the original Not to Exceed amount less all previous release order totals) and the **line level remaining amounts** (calculated as the original line extended amount less all previous release order totals). Releases must not exceed the line level remaining amounts and will be validated.

recalculate You may click the **recalculate** button to calculate the **Extended Prices** for the items that you wish to release after entering your release quantities. Validations are performed and error messages will be displayed if any validation fails:

Quantity based blanket validations

- The release quantity will be validated against the quantity remaining for each item.

Amount Based blanket validations

- The total extended amount will be validated against the total remaining amount for all releases.
 - If the **Item Amounts** processing condition is set to 'Yes', the extended price release amount for the line is validated against the remaining amount for the line.
4. Click the **create new release** button. Validations are performed against the potential extended amounts for the release order (see 'recalculate' above).

If there are no validation errors, the blanket order release screen opens:

▶ Blanket Order Release

submit quick save req review schedule releases

Blanket Order: MW34

Requisition delivery and invoicing Requisition total: £3,900.00

Qty.	Item Type	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Ext price	Actions
(Rem Qty)	Item Description							

Order delivery and invoicing Training Services Total (GBP): £3,900.00

2	Non-Catalog	PX3546			Training Services	£1,200.00/EA			
(50)	2 Day User Training Course							£2,400.00	
1	Non-Catalog	PX7684			Training Services	£1,500.00/EA			
(30)	2 Day Administration Training Course							£1,500.00	

Blanket order release screen

5. The blanket order release screen loads your released items into a new requisition.

Full **requisition management** tasks can be performed:

- Add Comments and Attachments
- Update Financial Tracking codes
- Amend Delivery and Invoicing details

It is also possible to update the requisition quantities for each line within the appropriate balances remaining:

- For quantity based blanket releases the release quantity will be validated against the quantity remaining for each item.
- For all amount based blanket releases the total extended amount will be validated against the total remaining amount.
- For amount based blanket releases with the **Item Amounts** processing condition set to 'Yes', the extended price release amount for the line is validated against the remaining amount for the line.

The blanket order release screen also contains the following buttons:

quick save

Click the **quick save** button to quick save your release order requisition. This will allow you to log out of PECOS without losing the release requisition. Upon logging back into PECOS the requisition will reload for completion and submission.

req review

Click the **req review** button to open a requisition review screen. This view allows you to easily review your release order details prior to submission.

schedule releases

Click the **schedule releases** button if you do not want to submit the release immediately but instead want to select a date in the future when the release will be submitted. Scheduled Releases are described in the section below.

6. Click the **submit button** to create a blanket order release. The Requisition Submitted screen opens:



Requisition submitted screen



The **requisition submitted** screen displays the blanket order release number (Order Request). The order is routed for approval according to the original blanket order policy criteria.

Release from the Professional Buyer's Workbench

To process a blanket order release from the Workbench, follow these steps:

1. Click on **Blanket Order Number** in the blanket orders panel. The Blanket Order Summary screen opens.
2. To create a new blanket order release click on the **create new release** button. The create release screen opens.
3. Follow the same steps as creating a release from the **main menu** as described above.

No Create Release Button

Note that if the create new release button does not appear, one or more of the following conditions may be present:

- User does not have release permissions for the blanket order
- Blanket does not require releases (no release permissions set)
- Blanket order is in status 'Pending' (blanket is not approved and transmitted to the supplier)

Scheduled Releases

Blanket Order Releases can be scheduled for release based on a predefined day and frequency (recurrence).

A scheduled release must be attached to an existing release: the schedule must be created at the time the first release is created. A schedule will therefore apply to all subsequent blanket order releases.

Create Schedule Release

To assign a schedule to a blanket release follow the steps outlined above for [Creating Releases](#).

Blanket Order Release							
<input type="button" value="submit"/> <input type="button" value="quick save"/> <input type="button" value="req review"/> <input type="button" value="schedule releases"/>							
Blanket Order: MW34						Requisition total: £2,470.00	
Requisition delivery and invoicing							
Qty.	Item Type	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Actions
(Rem Qty)	Item Description					Ext price	
Order delivery and invoicing							
						Training Services	Total (GBP): £2,470.00
2	Non-Catalog	PX3546			Training Services	£1,200.00/EA	
(50)	2 Day User Training Course					£2,400.00	
2	Non-Catalog	PT7543			Training Services	£35.00/EA	
(80)	Training Manuals					£70.00	

Blanket order release screen

1. Schedule Releases

In the [Blanket Order Release](#) screen click the [schedule releases](#) button. The Blanket Order Release Schedule screen opens:

Blanket Order Release Schedule	
<input type="button" value="back"/>	<input type="button" value="save"/>
Blanket Order: MW34	Blanket Release Owner: mwatson
Release Name	
Enter Release Name:	<input type="text"/>
Recurrence	
To create recurring releases from the selected release date choose one of the following options:	
Daily <input type="radio"/>	<input type="radio"/> Every <input type="text"/> Calendar days or <input type="radio"/> Every <input type="text"/> Working day
Weekly <input type="radio"/>	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday
Monthly <input type="radio"/>	<input type="radio"/> On the <input type="text"/> day of each month <input type="radio"/> On the last working day <input type="radio"/> or before the <input type="text"/> day of each month <input type="radio"/> On the first working day <input type="radio"/> or after the <input type="text"/> day of each month
Recurrence End	
Select one option to end the recurring release:	
<input type="radio"/>	End after <input type="text"/> occurrences
<input type="radio"/>	End on: <input type="text"/> <input type="button" value="Clear Date"/>
<input type="radio"/>	End when blanket expires
<input type="checkbox"/>	Generate partial release if quantities or amounts are insufficient

Blanket order release schedule screen

In this screen define a unique name for the release, a recurrence and end option for the scheduled order.

2. Release Name

Enter a name to identify the release schedule. This field is mandatory.

3. Recurrence Pattern

Choose one of the following options. At least one of these three options is mandatory and choosing an option will automatically deselect any existing selection.

- a) **Daily** – This option will ensure the blanket release is submitted on a daily basis. Choose either the number of **calendar days** or **working days** that the blanket release is to be submitted. If 'working day' is selected, the day of the week will be validated using the user's organisation calendar setting.

Daily Every Calendar days or Every Working day

- b) **Weekly** – Choose this option to submit the blanket release on a specific day of the week. Only one day of the week can be selected.

Weekly Monday Tuesday Wednesday
 Thursday Friday Saturday Sunday


- c) **Monthly** – Choose this option to submit the blanket release on a specific day of the month. Select one of the options:
- A specific day of the month, being careful not to select a day which may not exist for certain months.
 - The last working day of the month as validated by the working day calendar.
 - The first working day of the month as defined by the working day calendar.
 - Before a specific day of the month – enter a numeric value between 1 and 31.
 - After a specific day of the month – enter a numeric value between 1 and 31.

Monthly On the day of each month
 On the last working day or before the day of each month
 On the first working day or after the day of each month

4. Recurrence End

Select when the scheduled release recurrence is to end. Selecting a recurrence end date is mandatory but will default to 'End when blanket expires' if nothing is selected. Selecting a recurrence will automatically generate a blanket release on the scheduled date.

Recurrence End
Select one option to end the recurring release:

End after occurrences
 End on:  [Clear Date](#)
 End when blanket expires
 Generate partial release if quantities or amounts are insufficient

Select one of the following options. Changing an option will automatically deselect an existing option.

- a) **End After Occurrences** – Select a numeric value for the number of times this scheduled release is to be generated. After the number of occurrences has elapsed the scheduled blanket order release will expire and no further releases will be submitted.
- b) **End On** – Using the calendar, select a specific day on which occurrences are to end. The scheduled release will recur up to this date and then expire on this date to ensure no further releases are submitted.
- c) **End when blanket expires** (Note that this is the default setting) – The scheduled release will continue to be generated up to the expiration date defined in the blanket order policy terms and conditions.

Recurrences of a scheduled release will not occur if a blanket order expires or becomes complete (ie quantities and amounts are fully released) before the recurrence end date.

5. Partial Release

Select if a partial release is required if quantities or amounts are insufficient to accommodate the recurrence.

Setting a recurrence pattern for a scheduled release may result in the balance of a blanket order being insufficient to fulfil a complete release. Checking the **'Generate partial release if quantities or amounts are insufficient'** box will add the balance remaining on a blanket to the final release.

6. Save

Click Save to save the scheduled release. The Blanket Order Release screen will display:

Qty.	Item Type	Item No.	Mfr. No.	Manufacturer	Supplier	Unit Price	Actions	
(Rem Qty)	Item Description						Ext. price	
Order delivery and invoicing							Total (GBP): £4,940.00	
4	Non-Catalog	PX3546			Training Services	£1,200.00/EA		
(46)	2 Day User Training Course						£4,800.00	
4	Non-Catalog	PT7543			Training Services	£35.00/EA		
(77)	Training Manuals						£140.00	

Blanket order release screen

7. Submit

Click the **Submit** button to submit the blanket release for approval.

The release created will be transmitted to the supplier in the normal way and all releases based on the schedule will be automatically generated. Releases are generated at approximately 00.05am on the schedule date.

View Schedules

Scheduled releases saved for a blanket order can be accessed in order to view the blanket order release summary and undertake editing.

Create Release	Scheduled Releases	Edit Blanket	Name	Blanket No.	Supplier	Status	Expiration Date
create		edit	Car Leases	MW13	MJW 3 Way Partial Yes	Active	10/09/2008
create		edit	Consulting	MW5	MJW 3 Way Partial Yes	Active	10/09/2008
create		edit	Contract 4775645	MW16	MJW 3 Way Partial Yes	Active	11/09/2008
create	view releases	edit	Copy of 10-SEP-2007 (QTY based)	QA136	Bavarian Supplier	Active	02/09/2010
create		edit	Training Services (Amt)	MW14	MJW 3 Way Partial Yes	Active	11/09/2008
create	view releases	edit	User Training Courses	MW34	Training Services	Active	30/09/2008

Blanket order listing screen

To view existing scheduled releases click on the view releases button in the **Blanket Order Listing** screen. The Scheduled Blanket Order Releases screen will open:

Release No.	Name	Status	Date	Edit Schedule
MW34-001	Monthly Training Order	Active	13/09/2007	edit
MW34-002	Monthly Administration Training Course	Active	13/09/2007	edit
MW34-003	October User Course	Active	13/09/2007	edit
MW34-004	IT Training end of month	Active	13/09/2007	edit
MW34-005	Catering Courses - Fridays to December 31	Active	13/09/2007	edit

Scheduled blanket order releases screen

The scheduled blanket releases can be filtered by status by using the drop down list box:

- **Active:** The scheduled release is approved and open.
- **Cancelled:** The scheduled blanket release has been cancelled.
- **Pending:** The scheduled blanket release has been submitted but has not yet been approved.
- **Expired:** The scheduled blanket release has been completed.

The columns can also be sorted alphabetically by clicking on column headers.

Click on the **Release No.** to open the **Schedule Blanket Order Releases Summary** screen where the details of the release schedule can be reviewed.

Blanket Order Summary

[back](#)

Scheduled Blanket Order Releases Summary

Blanket Order Release No.	Blanket Order Release Name	Type	Current Status	Date
MW34-005	Catering Courses - Fridays to December 31	Quantity	Active	13/09/2007
Blanket Order Owner	Blanket Order Release Owner	Release Period	Recurrence release end	
mwatson		Weekly on Friday.	End on 31/12/2007.	

Line Item Allocation

No.	Item No.	Description	Supplier	Quantity	Unit Price
1	PX3546	2 Day User Training Course	Training Services	8	1200
2	PT7543	Training Manuals	Training Services	9	35

Schedule blanket order releases summary

Edit Schedules

To edit schedule details click on the **view releases** button in the Blanket Order Listing screen.

Blanket Order Listing

[create blanket order](#)

Supplier: Status:

Click the blanket order number to view the blanket order's detail

Create Release	Scheduled Releases	Edit Blanket	Name	Blanket No.	Supplier	Status	Expiration Date
create		edit	Car Leases	MW13	MJW 3 Way Partial Yes	Active	10/09/2008
create		edit	Consulting	MW5	MJW 3 Way Partial Yes	Active	10/09/2008
create		edit	Contract 4775645	MW16	MJW 3 Way Partial Yes	Active	11/09/2008
create	view releases	edit	Copy of 10-SEP-2007 (QTY based)	QA136	Bavarian Supplier	Active	02/09/2010
create		edit	Training Services (Amt)	MW14	MJW 3 Way Partial Yes	Active	11/09/2008
create	view releases	edit	User Training Courses	MW34	Training Services	Active	30/09/2008

Blanket order listing screen

In the **Scheduled Blanket Order Releases** screen click the **edit** button for the schedule that requires editing.

Scheduled Blanket Order Releases

[back](#)

Status:

Release No.	Name	Status	Date	Edit Schedule
MW34-001	Monthly Training Order	Active	13/09/2007	edit
MW34-002	Monthly Administration Training Course	Active	13/09/2007	edit
MW34-003	October User Course	Active	13/09/2007	edit
MW34-004	IT Training end of month	Active	13/09/2007	edit
MW34-005	Catering Courses - Fridays to December 31	Active	13/09/2007	edit

Scheduled blanket order releases screen

The **Blanket Order Release Schedule** screen will open allowing editing to be performed on the schedule. The Recurrence and Recurrence End parameters can be updated but the Release Name cannot. An Audit Trail comment is mandatory.

Editing Blanket Orders

Blanket orders can be edited according to permissions granted by the blanket order creator. To edit a blanket order follow these steps:

1. Click **Blanket Orders** on the top menu bar. The **Blanket Order Listing** Page opens.
2. In the *Edit Blanket* column click on the **edit** button that corresponds to the blanket order that you wish to edit. The **Blanket Order Policy** screen opens:

Blanket order policy screen in edit mode

The following key blanket order policy fields, which may have been used to define prior blanket releases, **are not** editable:

- Supplier Name
- Blanket Type
- Not To exceed Amount (if amount based)
- Effective Date (i.e. start date)
- All Processing Conditions

The following blanket order policy fields **are** editable:

- **Blanket Order Name:** Retype or amend the blanket name.
- **Expiration Date:** Click on the calendar icon to update the expiration date.
- **Contract Number:** Retype or amend the contract information.
- **Attachments:** Click on the paper clip icon to open the comments and attachments page. Existing details can be deleted and amended, or new details can be added to the blanket order.
- **Status:** The blanket order can be either deactivated or activated by selecting the appropriate radio button.
- **Notification Controls:** Update as required.
- **Blanket Owner:** Use the *user lookup* button to redefine the blanket owner.
- **Blanket User:** Use the *user lookup* button to redefine the blanket user, or click the *red delete cross* to remove the existing blanket user.

3. The following **buttons** are available for editing purposes at the top of the blanket order policy screen:

Blanket order policy edit buttons

- **Cancel:** Click this button to return to the previous blanket order listing screen without saving any changes.
- **Save:** Click save to save your changes and return to the blanket order listing screen.
- **Copy:** Click here to copy this blanket order. The copy functionality is described in detail below.
- **Blanket order detail:** Click this button to open the blanket order detail screen. ***This screen is view only and no edits are permitted to the original line items or quantities.***
- **Blanket order permissions:** Click here to open the blanket order permissions screen. Both release and maintenance permissions are fully editable. *Refer to the 'Creating Blanket Orders' section above for a detailed description of this screen.*

Copying Blanket Orders

Any user who has access to maintain a blanket order through blanket order permissions may copy an order via the edit button.

1. Click **blanket orders** on the top menu bar. The Blanket Order Listing Page opens
2. In the *Edit Blanket* column click on the **edit** button that corresponds to the blanket order that you wish to copy. The Blanket Order Policy screen opens.
3. In the blanket order policy page click the **copy** button. The **Blanket Order Policy** screen will refresh with new details:

PECOS Internet Procurement Manager™

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

Blanket Order Policy

Click **blanket order detail** to establish line items and complete the creation process.

[cancel](#) [blanket order detail](#) [blanket order permission](#)

Policy Terms and Conditions

Blanket Order Name: Copy of European IT Rollout

Supplier: Services

Blanket Type: Amount

Effective Date: 08-Jan-2003

Expiration Date: 07-Jan-2004

Not-To-Exceed Amount: 150000

Contract Number: 234MJU3

Attachment:

Activate: Deactivate:

Status: Pending

Processing Conditions

Require Release: Yes: No:

Approve Release: Yes: No:

Require Receipt: Yes: No:

Match Unit Price: Yes: No:

Notifications Controls

Days Prior To Expiration: 10

Percent of Blanket Amount or Quantity Ordered: 0 %

Blanket Owner: Mike Watson

Blanket User: David Noakes

[user lookup](#) [user lookup](#) ✖


Blanket order policy screen after copying

The original blanket order data will be copied to create a new blanket order. You will need to review the items and the permissions and modify accordingly. After a copy of the blanket order has been created the words 'Copy of' is inserted as a prefix to the Blanket Order Name. All other Blanket Order Policy details, Blanket Order Permissions and Blanket Order Details are the same as the original. Note that any original attachments will need to be added again.

4. Click **blanket order detail** to review and amend items, quantities and prices.
5. Click **blanket order permissions** to review and amend release and maintenance permissions.
6. When you have completed your changes navigate back to the **blanket order detail** page and click **submit**.
7. The copied blanket order will be submitted for approval routing and assigned a new order number.

Deleting a Copy

To delete a blanket order copy before submitting it, navigate to the **Blanket Order Detail** Page either by clicking on the 'blanket order detail' button in the Blanket Order Policy screen, or by clicking on the 'Requisition' option in the top menu bar.

The blanket order can be deleted by clicking on the 'clear all' cross  in the requisition header.

Financial Tracking Codes

Financial Tracking codes assigned at header or line level at the time of creation of Blanket Orders are stored with the Blanket Order.

These Financial Tracking codes will be propagated to the Blanket Release created from the Blanket Order as long as the requisitioner has the permissions to use those specific Financial Tracking Codes. If the user does not have the correct permissions, the user's default Financial Tracking codes will be used.

Part 3: Post Requisition Activities

The next part of this manual explains the activities that can be undertaken **after** your requisition has been submitted.

Status

Overview

After submitting a requisition, PECOS will either route the entire requisition for approval or create one or more purchase orders (based on the number of suppliers in the requisition) and route them for approval. This routing is determined by the approval rules associated with your user profile. Whilst your requisitions or orders are pending approval, a requisition and order status screen allows you to check on their current location and status.

After approval, purchase orders are transmitted electronically to suppliers. After your goods or services have been delivered or performed, receipting, returns and possibly invoices will need to be processed. Access to these PECOS functions is allowed either through the **Purchase order status summary** screen or through the **Status Search Results** screen.

The **full list of actions** that are performed in these status screens are listed here:

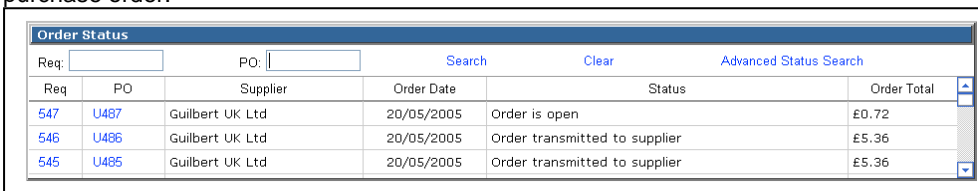
- Requisition Status Review
- Order Status Review
- View Purchase Order
- Requisition and Order Copying
- Receipting
- Returns
- Change Orders
- Invoice Posting
- Invoice Approval Status Review
- Financial Matching
- Financial Settlement
- Order Closure
- Order Cancellation
- Order Resend

Not all users will be able to access all of these activities. Your user profile and organisational assignment will dictate what activities you have permission to perform and what level of your organisation you can perform them in. Each of these post requisition submission actions can be accessed in one of two ways:

- **Workbench:** Open the Status Summary screen for a single requisition or purchase order by searching for it in the Order Status panel.
- **Status screen:** Open the status search screen via the main menu bar to select a single or range of documents based on defined search criteria.

Workbench

From the workbench home page the **Status Summary** screen can be opened for an individual requisition or purchase order.



Req	PO	Supplier	Order Date	Status	Order Total
547	U487	Guilbert UK Ltd	20/05/2005	Order is open	£0.72
546	U486	Guilbert UK Ltd	20/05/2005	Order transmitted to supplier	£5.36
545	U485	Guilbert UK Ltd	20/05/2005	Order transmitted to supplier	£5.36

Order status search panel in the workbench home page

To find a specific Requisition:

1. Enter a requisition number in the **'Req:'** box and click **Search**.
2. Click on the Requisition number to open the **Requisition Status Summary** page.
3. The following activities are available:
 - **Review:** Review the document content, current requisition status and audit trail.
 - **Financial Tracking:** Click on the financial tracking icon to open the **Financial Tracking Information** page where financial tracking details can be reviewed.

- **Copy:** Click on the **copy button** to copy the content of this requisition into your current requisition. Only items will be copied, no other document formatting such as Financial Tracking Codes, Attachments or Comments.
- **Back:** Click the **back button** to return to the workbench screen.

To find a specific Purchase Order:

1. Enter an order number in the **'PO:'** box and click **Search**.
2. Click on the Order number to open the **Purchase Order Status Summary** page.
3. Depending on the status of the order, the following activities are available:
 - **Review:** Review the document content, current order status and audit trail.
 - **Financial Tracking:** Click on the financial tracking icon to open the **Financial Tracking Information** page where financial tracking details can be reviewed.
 - **Copy:** Click on the **copy button** to copy the content of this order into your current requisition. Only items will be copied, no other document formatting such as Financial Tracking Codes, Attachments, Comments etc.
 - **Receive Items:** A receive button will only appear for an order if its status is at least 'order transmitted to supplier'. If an order is still pending approval and therefore not yet transmitted to the supplier a receipting action cannot be performed. Click on the **receive button** to open the **Receive Items** page.
 - **Log Returns:** Click on the **return items button** to open the **return items page** to enter returns and request an RMA.
 - **Create a Change Order:** Click on the **change PO button** to create a purchase order change in the **Purchase Order Change** screen.
 - **Cancel the order:** Click on the **cancel PO button** to cancel the purchase order. You must enter a cancellation reason in the comments box.
 - **View the Purchase Order:** To see a copy of the purchase order, click the **view PO button**. The purchase order will open in a separate window.
 - **Create Invoice:** Click on the **create invoice button** to open the invoice entry screen. This button will display only after order approval is complete and the order has been transmitted to the supplier.
 - **Settle:** Click 'settle' to obtain access to the **Settlement Resolution** screen where force settlement and invoice closure can be performed.
 - **Back:** Returns you to the Workbench homepage.

To conduct an Advanced Search:

If you wish to undertake a more advanced search, click on the **Advanced Status Search** link to open the Status Search screen. This screen is explained below.

Status Search Screen

The status search screen allows you to enter different search criteria to find your requisitions and purchase orders. This is a more powerful means of searching for a document in PECOS. To open the status search screen click on **Status** in the **top menu bar**:

Status search screen

There are several ways of searching for your orders and requisitions. The fields are defined here:

Search by Number:

- **Purchase Order:** Enter the order number, or a partial order number for the order you wish to find. All orders **that contain your search criteria** will be displayed.
- **Requisition:** Enter the **exact** requisition number for the requisition you wish to find. PECOS will return all the orders that relate to the requisition number entered.
- **Delivery Note/GRN:** Enter the exact delivery note reference that was entered in the receive items screen to locate all orders for which the reference was used.
- **RMA:** Enter the **exact** return material authorisation (RMA) number to find all orders that have returns logged under this number. The RMA must have been entered in the requisite column in the return items screen.
- **Invoice:** To conduct a search using invoice or credit note reference numbers, enter the **exact** number in the Invoice box. All orders that contain this invoice reference number will be displayed.
- **Cheque Number:** If a remittance interface is being used you may search for orders that have been paid by entering the payment reference in the 'Cheque No:' box.

If data is entered in any Search by Number field, PECOS will ignore any data entered in any subsequent field and search only for documents that match the criteria entered.



Searching by number will override all other search criteria entered on the Status Search screen.

Search by Parameter:

PECOS will use the following parametric search criteria when the search by number fields have been left empty. Number and Parameter fields cannot be used together.

- **Requisitioned By:** Choose *one of* the following criteria to refine your search by user profile. Click the relevant radio button.
 - **Yourself** – Search for *your own* requisitions only.
 - **User** – Search for the requisitions of a named user. Click on the *user lookup* button to select a user profile. You will see a list of users within the organisational level(s) you have been granted permission to see.
 - **Organisational Unit** – Search for all users within an organisational level. Use the drop down boxes to select an organisation level by selecting hierarchically from left to right. As each parent selection is made the child level will automatically populate for your next selection.
- **Information:** Complete **any combination** of the following fields.
 - **Item Number** – Enter an item number. PECOS will return all requisitions and orders that contain the item number entered. If more than one supplier uses the same Item Number, multiple items may be displayed.
 - **Supplier** – Click on the **supplier lookup** button to select a single supplier.

In the Supplier Lookup screen enter a partial value to refine your search for a supplier name and optionally select a supplier type from the drop down selection box. Your search results will be limited to all suppliers that contain your search criteria.

PECOS will display all active and deactivated suppliers for selection: deactivated supplier history is available for viewing and maintenance.

- **Order Status** – Choose one of the order statuses from the drop down box. Your search results will be limited to all orders currently matching the status selected.
- **Invoice Settlement Status** – Choose one of the invoice settlement statuses from the drop down box. Your search results will be limited to all orders that contain invoices currently matching the status selected.
- **Order Settlement Status** – Choose one of the order settlement statuses from the drop down box. Your search results will be limited to all orders that contain invoices currently matching the status selected.
- **Receipt Status** – Choose one of the receipt statuses from the drop down box. Your search results will be limited to all orders that match the status selected.

- **Payment Method** – The default is 'All'. Optionally you may select either 'Invoice' or 'Procurement Card' to refine your search.
- **Date:** Two dates are available for document searches and may be combined with a date range in order to accurately find the documents you are searching for.

Date search options

Firstly select *one of* the following radio buttons (date type):

- **Order Date (Default)** – This is the date of the **Requisition Document**.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Secondly select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date
- **Date Range** – Click the calendar icon to open pop up calendars to select the 'from' and 'to' date range. It is possible to select a single day or a range of inclusive dates.

The default date range will display from the first day of the first month in the current year up to the current date. Click on the **Date Book** icon to open up the calendar. A pop-up calendar will appear:



Interactive calendar

To select a date use the arrows in the upper corners of the pop up window to select the correct month and year. The **single arrow** symbol will move the month forwards and backwards, the **single arrow + line** symbol will move the year forwards and backwards. Click on the day desired and the date will automatically populate the date field.

search When you have finished entering your search criteria click on the **search** button at the top or bottom of the page.

PECOS will find all the requisitions and orders that match your criteria and display them in the **Status Search Results** page. See the section below for an explanation of search results.

If no documents match your search criteria **No orders found** will be displayed at the top of the status search screen.

Status Search Results

This section explains the contents of the Status Search Results page and the links that appear on it. The links and number of activities (actions) that can be performed from this page will depend upon your **user profile privileges**. If you are unable to access any of the tasks listed here and need to do so, please speak to your system administrator who can amend your user profile.

Results are displayed, 20 lines per page and sorted in descending order by requisition date and then by requisition number.

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Home • Help • Password • Admin • Log Out																																																																												
Search	Results	Requisition	Recurring Req.	Blanket Orders	Manual Invoice	Status																																																																						
<p>► Status Search Results ...showing results 1 through 20</p> <p>Click on the requisition or order number to view more detail. Click on Actions for order-specific maintenance: R = Receive, I = Invoice, S = Settle.</p> <p>back next page run matching</p> <table border="1"> <thead> <tr> <th>Req No.</th> <th>PO No.</th> <th>Supplier</th> <th>Req Date</th> <th>Delivered to</th> <th>Order Total</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>509</td> <td>U468</td> <td>Lyreco Ltd</td> <td>26/07/2005</td> <td>David Smith</td> <td>£17.30</td> <td>R I</td> </tr> <tr> <td colspan="2">Order Status</td> <td>Receipt Status</td> <td colspan="2">Invoice Status</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Order transmitted to supplier</td> <td>No items received</td> <td colspan="2">No invoices received</td> <td></td> <td></td> </tr> <tr> <td>509</td> <td>U467</td> <td>Northern Lighting</td> <td>26/07/2005</td> <td>David Smith</td> <td>£147.50</td> <td>R I S</td> </tr> <tr> <td colspan="2">Order is open</td> <td>One or more items have been partially received</td> <td colspan="2">Pending initial match</td> <td></td> <td></td> </tr> <tr> <td>508</td> <td></td> <td>Unknown</td> <td>26/07/2005</td> <td>David Smith</td> <td>£0.00</td> <td></td> </tr> <tr> <td colspan="2">Requisition requires approval routing</td> <td>No items received</td> <td colspan="2">No invoices received</td> <td></td> <td></td> </tr> <tr> <td>507</td> <td>U466</td> <td>Guilbert UK Ltd</td> <td>25/07/2005</td> <td>David Smith</td> <td>£2.80</td> <td></td> </tr> <tr> <td colspan="2">Pending transmission</td> <td>No items received</td> <td colspan="2">No invoices received</td> <td></td> <td></td> </tr> </tbody> </table>							Req No.	PO No.	Supplier	Req Date	Delivered to	Order Total	Actions	509	U468	Lyreco Ltd	26/07/2005	David Smith	£17.30	R I	Order Status		Receipt Status	Invoice Status				Order transmitted to supplier		No items received	No invoices received				509	U467	Northern Lighting	26/07/2005	David Smith	£147.50	R I S	Order is open		One or more items have been partially received	Pending initial match				508		Unknown	26/07/2005	David Smith	£0.00		Requisition requires approval routing		No items received	No invoices received				507	U466	Guilbert UK Ltd	25/07/2005	David Smith	£2.80		Pending transmission		No items received	No invoices received			
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Status search results page

[back](#)

Click on the **back** button to return to the status search page.

[next page](#)

Click on the next page button to open the next page of search results. Each page will contain 20 lines of results.

[run matching](#)

Click on the **run matching** button to **perform financial matching** for **all orders** based your user profile *organisation order access* permission.

Statuses

There are three statuses available that describe the **current position** of the order: order status, receipt status and invoice status. They will vary according to the order's position in the procurement cycle and the stages of document processing. Statuses are described in detail in the section below called Document Statuses.

Delivered To

This is the name of the person to whom delivery is to be made. It is not necessarily the name of the requisitioner but the name of person entered in the 'Delivery Name' field in the order's delivery and invoicing screen.

Requisition Number

Click on the requisition number to open the **Requisition Status Summary** page. This summary page displays all the information relating to the **entire** requisition split by supplier. A **copy** button can be accessed from within this page.

[copy](#)

Clicking copy will copy all the line items in the old requisition into your current requisition and be added to any existing items. Note the following:

- Items will retain financial tracking and commodity code formatting
- Items will NOT retain any comments and attachments
- Non-Catalogue items can be copied
- Requisitions that contain Punch-out items CANNOT be copied.

PO Number

Click on the purchase order number to view the **Purchase Order Status Summary** page. This summary page displays all the information relating to the purchase order, including the order audit trail and, **depending on the status of the order and your user privileges**, a number of additional functions can also be accessed.

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Search Results Requisition Recurring Req. Blanket Orders Manual Invoice

Purchase Order Status Summary Supplier: Watsons Waffles & Sons Ltd

back copy return items receipt change PO view PO resend PO cancel PO create invoice settle

Comments/Feedback (254 characters max.)

Order Detail

PO Number	Requisition No.	PO Type	Ordered by	Est Tax
MJW62	212	Standard	Mike Watson	£0.00

Supplier	Delivery	Delivery Date Requested	FOB/Delivery Terms	Carrier/Delivery Method
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		Cost, Insurance and Freight / C.O.D.	United Parcel Service / Dedicated Truck

Order Status	Receipt Status	Return Status
Order transmitted to supplier	No items received	No returns

Comment Level	Internal Comment
Order	
Requisition	

Audit Trail

Time Stamp	Action	User
19/03/2010 10:48 GMT+00:00	Order transmitted to supplier	

Purchase order status summary screen

The available functions, accessed through the buttons at the top of the page, are detailed below. Most of these functions are also explained in detail elsewhere in this manual.

copy Clicking copy will copy all the line items in this order into your current requisition and be added to any existing items. Note the following:

- Items will retain financial tracking and commodity code formatting (provided the user has access to the financial tracking codes, otherwise user defaults will apply).
- Items will NOT retain any comments and attachments.
- Non-Catalogue items can be copied.
- Orders that contain Punch-out items CANNOT be copied.

return items Click on the **return items button** to open the **return items page** to enter returns and request an RMA number. Items can be returned as soon as the order has been transmitted to the supplier: receipting does not have to be performed first.

receipt The receipt button will only appear for an order if its status is at least 'order transmitted to supplier'. If an order is still pending approval and therefore not yet transmitted to the supplier a receipting action cannot be performed. Click on the **receive button** to open the **Receive Items** page.

change PO Click on the **change PO button** to create a purchase order change in the **Purchase Order Change** screen.

cancel PO Click on the **cancel PO button** to cancel the purchase order. You must enter a cancellation reason in the comments box.

view PO To see a copy of the purchase order, click the **view PO button**. The purchase order will open in a separate window. See the 'PO View and Print' section below for more details about printing a copy of the order.

resend PO Click on the **resend PO button** to open the **Purchase Order Resend** page where a copy of the purchase order, and optionally the order attachments, can be retransmitted to the supplier. This button will only appear when the order status is at either 'transmitted to supplier' or 'fax failure'.

create invoice Click on the **create invoice button** to open the invoice entry screen. This button will display only after approval is complete and the order has been transmitted to the supplier.

settle Click the **settle button** to obtain access to the **Settlement Resolution** screen where matching, force settlement and invoice closure can be performed.

back Returns you to the status search results screen.



Click on the financial tracking icon to open the **Financial Tracking Information** page where financial tracking details can be reviewed. Note that editing cannot be performed in this screen.

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

Financial Tracking Information

back

Supplier: Guilbert UK LTD PO Number: TRN373
 Date Created: July 5, 2005

Line Detail

Line	Item Number	Description	Financial Tracking Code	Percent	Amount
1	189257	Everyday Filing Cabinet - 3 Drawer - Gozoo Grey	100-UK Training Company 2000-Finance 55388-Furniture 00-None	100%	£62.99
2	181522	Premier Toner Cartridge HP/Canon Series I/II/III/IIID/EP-SK	100-UK Training Company 3000-Procurement 45871-Office Supplies 00-None	25%	£21.44
			100-UK Training Company 1000-Personal 45871-Office Supplies 00-None	25%	£21.44
			100-UK Training Company 5000-Sales 45871-Office Supplies 00-None	50%	£42.88

Financial tracking information page

Order Numbering

The following **order numbering conventions** are used by PECOS:

- Single number with no numerical suffix: (e.g. PO123) represents a **standard** or **original blanket** order.
- One numerical suffix: (e.g. PO123-001) represents a **blanket release** order. The number of releases is represented by the numeric value of the suffix.
- Two numerical suffixes: (e.g. PO123-000-001) represents a **change** order. The number of change orders created and transmitted to the supplier is represented by the numeric value of the second suffix.

Actions



Receive

A receive icon will only appear for an order if its status is at least '*order transmitted to supplier*'. If a requisition or order is still pending approval and an order has not yet been transmitted to the supplier, a receipting action cannot be performed. Click on the receive icon to open the **Receive Items** page where receipting activity can be performed and receipt history viewed.



Invoice

An invoice icon will only appear for an order if its status is at least '*order transmitted to supplier*'. If a requisition or order is still pending approval and an order has not yet been transmitted to the supplier, an invoice cannot be posted. Click on the invoice icon to open the **Invoice Entry** page where invoices and credit notes can be processed and invoice document history reviewed.



Settle

A settle icon will only appear for an order if post order transmission activity has been performed (e.g. receipting or invoice posting) and its status updated to 'Open'. If a requisition or order is still pending approval and an order has not yet been transmitted to the supplier, financial matching cannot be run. Click on the settle icon to open the **Settlement Resolution** page. The Invoice, Close Order, Run Matching and AP Inquiry screens can all be accessed from this page. Force settlement and invoice deactivation can only be performed on any invoice if it is not in settlement approval.



Your user permissions will determine if you can see the Receive, Invoice or Settle links on the Status Search Results page.

Document Statuses

Order Statuses

The following statuses relate to the overall position of the purchase order and are independent of receipting and invoicing activities. They are displayed in the Status Search Results and Order Status Summary screens.

- **Quick saved requisition:** A user has a partially completed requisition that has been quick saved. A requisition number has not yet been allocated and the document has not been submitted to the approval process.
- **Requisition requires approval routing:** Your requisition is still in the approval process. No orders have yet been raised or transmitted.
- **Order requires approval routing:** Your order is still in the approval process. It has not yet been transmitted to the supplier.
- **Requisition returned to sender:** Your approver has returned this requisition to you as unapproved. It requires further action by you.
- **Order request returned to requisitioner:** Your approver has returned this order to you as unapproved. It requires further action by you.
- **Pending transmission:** Your order has been approved (if required) and is about to be transmitted to the supplier.
- **Order transmitted to supplier:** Your requisition and order have completed the approval process and the purchase order has been sent to the supplier.
- **Order is Open:** The order has been transmitted to the supplier and post transmission activities have been processed. Receipting, invoicing and settlement activities are present: navigate to the audit trail to view details. All invoices have yet to be transmitted to Accounts Payable.
- **Requisition cancelled:** This requisition has been cancelled. An order has not been raised and no further activities are permitted.
- **Order has been cancelled:** This order has been cancelled either during approval or after transmission. No further activities are permitted.
- **Order manually closed:** This order has been permanently closed. All invoices have been settled and provided to Accounts Payable.
- **Order closed by AP:** This order has been closed by your Accounts Payable department. No further activity is allowed on this order (unless or until it is reopened).
- **Order has been superseded by a PO change:** A Change Order linked to this Order is in place. This status is visible only within an original order that has been superseded.
- **Order may now be externally processed:** Where the Order is being processed outside PECOS, it may now be dealt with.
- **Externally processed order has now been processed:** All receipts and invoices have been fully posted and reconciled to the order by the matching process. The invoices await transfer to Accounts Payable for payment.
- **Externally processed order has been recorded:** This order originated from outside the PECOS system.
- **An invoice for this order has been provided to AP:** The order has been *partially* invoiced and settled. The invoice has been sent to accounts payable for payment but further invoices are outstanding.
- **All invoices for this order have been provided to AP:** The order has been *fully* invoiced and settled. The invoice(s) has (have) been sent to accounts payable for payment and no further invoices are expected.

Receipt Statuses

The following statuses relate to receipting activity and are displayed in the status search results screen.

- **No items received (initial status):** Receipting is expected or required for three-way matching. No receipting has yet been performed against this order.
- **Receipt not required (initial status):** Receipting is not expected or required for three-way matching. No receipting has yet been performed against this order.
- **One or more items have been partially received:** one or more receipts have been processed but not all items on the order have been received.
- **All items have been fully received:** one or more receipts have been processed resulting in all items on the order being received.
- **One or more items have been over-received:** one or more receipts have been processed resulting in one or more items on the order being over received.

Invoice Statuses

The following invoice statuses are displayed on the Status Search Results screen and are independent of order and receipt statuses:

- **No invoices received:** no invoices have yet been processed against this order.
- **Pending initial match:** one or more invoices have been posted but the initial financial matching has not yet been run.
- **One or more invoices are mismatched:** invoices have been posted and matched against this order and one or more has had an exception raised by the matching process. Invoices may have been sent for settlement approval and will remain mismatched until a senior manager resolves the matching exception(s).
- **Fully invoiced – one or more invoices are mismatched:** invoices have been posted and matched against this order and one or more has had an exception raised by the matching process. Invoices may have been sent for settlement approval and will remain mismatched until a senior manager resolves the matching exception(s).
- **The order has been partially invoiced:** all invoices that have been posted have been matched, approved and settled. Not all items on the order have been fully invoiced with the same quantities that were on the original purchase order.
- **The order has been fully invoiced:** all invoices that have been posted have been matched, approved and settled. All items on the order have been invoiced with a quantity that matches the original order quantity.
- **The order has been over invoiced:** all invoices that have been posted have been matched, approved and settled. All items on the order have been invoiced but some have invoice quantities that are greater than the original order quantities.
- **One or more invoices have been paid:** invoices have been posted, matched, approved and settled. The APExport has run and transferred one or more invoices to your finance system for payment. Some items on the order have not yet been invoiced: invoicing is not yet complete.
- **The order has been fully invoiced and paid:** all invoices have been posted, matched, approved and settled. The APExport has run and transferred one or more invoices to your finance system for payment resulting in all items on the order being invoiced. Invoicing is complete.

PO View and Print

The **view PO** function enables you to **view and print** a copy of the purchase order that was sent to the supplier.

In order to access the Purchase Order the order status must be at least "Order transmitted to supplier". No purchase order is available for viewing until your requisition and/or orders have been fully approved and transmitted.

Initial **order transmission** is performed electronically by one of five methods chosen by your supplier: eMail, secure eMail, Fax, XML or EDI.

Note therefore, that when an order is viewed or printed within the view PO screen it will be notated with the words: * **Confirming Order – Do Not Duplicate** *. These words would not have been attached to the original order but must appear on all copies and re-prints to ensure that goods and services are not duplicated by the recipient of a copy document.





The order is viewed as a PDF document that is read using Adobe Acrobat Reader. The order is viewed in the same way when opened in PECOS and you must have a copy of Adobe Reader available to you locally.



A copy of the latest version of Adobe Reader can be downloaded from: <http://www.adobe.com> or by contacting your local IT Help Desk.

To access the view PO screen follow these steps.

1. Click **Status** on the top menu. The Status search page opens.
2. Enter appropriate search criteria to find the order you wish to view and click the search button. The Status Search Results page opens.

3. Click the **purchase order number** of the order you want to view. The Purchase Order Status Summary page appears.
4.  Click on the **view PO** button at the top of the page. The purchase order will open as a .pdf file in a separate window.
5.  The order can be **printed** by clicking on the print icon in the application toolbar.
6. To **close** the order click on the close button **X** in the top right hand corner of the window.

Purchase Order Content

Your organisation will either have its own bespoke purchase order template or it will (more commonly) use the standard PECOS purchase order layout.

The standard PECOS purchase order contains all the information normally requested by a supplier and is presented in a standard template. The same template is used for all orders and for all suppliers but will be customised for your organisation:

- Your organisation's logo will appear in the top left hand corner.
- Terms and conditions of supply will appear automatically at the foot of the order. These will be either your organisation's standard terms or they may be supplier specific if the supplier has been configured to use a bespoke file.

Additional optional fields will display depending on your system configuration and the fields entered during the requisitioning process.

- **VAT Types** may optionally display at line level, with a VAT Types table appearing at the bottom of the order to provide a description of the tax types used.
- **Estimated VAT and Gross amounts** may optionally appear. Estimated VAT charged on each net extended line amount will display alongside the VAT Type, the sum of the estimated line amounts will display as a total and the sum of the extended amounts + estimated VAT will be displayed as an estimated gross order amount. The sum of estimated VAT by type will also display in the VAT Types table.
- Item **User Defined Fields** may appear as text at line level.
- A box for the physical **signature** of a senior manager may optionally be displayed at the bottom of the order.
- **Procurement Card** payment information may display if a procurement card is used for financial settlement.

Purchase Order Examples

A number of purchase order examples are displayed below showing where different order information is displayed and derived.

a) Supplier Profile and Payment Defaults

The following fields are defaulted from the supplier profile. Where more than one profile exists for the same supplier, the profile used is the one saved closest to organisation level to the user's organisation assignment.

- Supplier Address – this is a fixed field.
- Delivery Information – Carrier and Freight terms are optionally editable by the user during requisition creation and approval.
- Customer Number – this is a fixed field.
- Payment Information – The payment terms are optionally editable during requisition creation and approval.

PECOS.ipm **PURCHASE ORDER: PO2634**
Confirming Order - Do Not Duplicate

Buyer Eloom Systems Ltd 349 Edinburgh Avenue Slough Berkshire SL1 1TU	Date: 17-Oct-2003 Date Requested: 24-Oct-2003	Bill to Eloom Systems Ltd 349 Edinburgh Avenue Slough, Berkshire SL1 1TU
Supplier Fresh Foods Ltd Cookham House 45 High Street Dundee, Tayside TY87 9UY Fax: 011448704673267	Order Contact Name: Mike Watson Phone: 01753 444555 Fax: 01753 444777 mike.watson@elcom.com	Delivery Mike Watson 2nd Floor Room X68 Eloom Systems Ltd Commerce House 349 Edinburgh Avenue Slough, Berkshire SL1 4TU

Delivery Information		Payment Information	
Order Type:	Direct Ship	Customer Number:	9876
Carrier:	Best Way -Normal Delivery	Payment Terms:	Net 30
FOB - Freight Terms:	Delivered -Allowed		

Comments Order Comment: Please note that the warehouse is closed on Thursday 23rd October

Line	Item No	Manufacturer No	UoM	Qty	Unit Price	Extended Amt
	Description (Line Comments)					
1	2030		EA	10	£0.12	£1.20
	Fresh Milk					
2	79930		BX	30	£0.25	£7.50
	Carrots					
3	6678		BX	25	£0.30	£7.50
	Cabbages					
4	27864		BX	47	£0.32	£15.04
	Potatoes (Maris piper or equivalent reds only)					
Total Extended Amount:						£31.24

If the payment method selected had been **Procurement Card** rather than invoice, the following Payment Information will be displayed on the purchase order instead of that shown above:

Payment Information	
Customer Number:	P98675
Payment Terms:	Credit Card
PCard Name:	Mike Watson
PCard Number:	*****5645
Expiration Date:	2005-08-26

Default procurement card payment information

If your organisation has implemented additional security configuration, for PCI Data Security compliance, the card Expiration Date may be masked in addition to the card number.

Payment Information	
Customer Number:	5567875676
Payment Terms:	Net 30
P-Card Name:	Mike Watson
P-Card Number:	*****6764
Expiration Date:	*****

Payment information with masked date field

System Procurement Card data is derived from pre-populated card details maintained by the system administrator and is non-editable during the requisitioning process. Personal procurement card data entry is also available if your user profile has been so configured, which allows card data entry during the requisitioning process.

b) Manually Entered and User Defined Data

The following order shows non defaulted and optional data that is **entered manually** during the requisitioning and approval process:

- Delivery Date – entered in the requisition delivery and invoicing screen(s)
- Internal Delivery Location – entered in the User Name and Address section of the requisition delivery and invoicing screen(s)
- External Order Level Comments
- External Line Level Comments
- Additional Order Information – Order level User Defined Fields entered in either the requisition or order delivery and invoicing screen
- Additional Item Information – Item level User Defined Fields entered in the line level comments and attachments screen

PECOS.ipm **PURCHASE ORDER: TRN1714**
* Confirming Order - Do Not Duplicate *

Buyer Elcom Systems Ltd Commerce House 46 Willow Avenue Slough, Berks SL3 4UK	Date: 09-Nov-2012 Delivery Date: 14-Nov-2012	Invoice To: Please send invoices by email mike.watson@elcom.com
Supplier Fire Equipment Co 24 Little Lane Slough, SL4 6YY Fax: 00	Order Contact Name: Mike Watson Phone: 01753 442543 Fax: 01753 442501 mwatson@elcom.com	Delivery Mike Watson Room 5B Elcom Systems Ltd Training Centre 78 Willowbank Crescent Slough, SL8 5DX

Delivery Information

Order Type:	Direct Ship
Carrier:	Best Way -Next Day
FOB - Delivery Terms:	Delivered -Allowed

Payment Information

Customer Number:	45747747
Payment Terms:	Net 30

Additional Order Information

Contract Number:	546598HGJ/7
------------------	-------------

Comments Order Comment: Please note that the warehouse will be closed on Monday May 2nd for the bank holiday. It will reopen at 10.00am on Tuesday May 3rd.

Line	Item No	Manufacturer No	VAT Type	UoM	Qty	Unit Price	Extended Amt
1	441267	441267	07	EA	2	£4.43	£8.86
	Hose assembly water SWS59						
2	441271	441271	07	EA	4	£25.10	£100.40
	9 litre water extinguisher (Please do not substitute this item with 12 ltr cartridge) Item Delivery Detail: Deliver to main stores						
Total Extended Amount:							£109.26

External order level
comments here

External line level
comments here
(displayed in brackets)

Additional Item Information
descriptions and content

c) User Defaults and Tax Types

The following order shows **VAT Type** display and fields that are defaulted onto the purchase order from the **User Profile**:

- Delivery Address and Location – This is optionally editable during requisition creation and approval.
- Order Contact Information – This is fixed data derived from the user profile.

PECOS.ipm **PURCHASE ORDER: TRN386**
* Confirming Order - Do Not Duplicate *

Buyer Eloom Systems Ltd Commerce House 46 Willow Avenue Slough Berks SL3 4UK	Date: 26-Jul-2005 Date Requested: 29-Jul-2005	Bill to Eloom Systems Ltd Finance Department 39 Valley Parade Maidenhead, Berks SL5 8YR
Supplier Carlsberg Brewing Ltd Brewery House 1 Little Lane Wavick, B6 7YT Fax: 01743 845838	Order Contact Name: Mike Watson Phone: 01753 442543 Fax: 01753 442501 mike.watson@elcom.com	Delivery Mike Watson Eloom Systems Ltd Training Centre 78 Willowbank Crescent Slough, SL8 5DX

Delivery Information	Payment Information
Order Type: Direct Ship	Customer Number: 54366
Carrier: Best Way -Next Day	Payment Terms: Net 15
FOB - Freight Terms: Delivered -Not Selected	

Comments

Line	Item No	Manufacturer No	VAT Type	UoM	Qty	Unit Price	Extended Amt
	Description (Line Comments)						
1	45990		01	CA	4	£2.48	£9.92
	Cola						
2	45986		01	CA	6	£2.90	£17.40
	Sparkling Water						
3	45989		03	CA	10	£3.10	£31.00
	Tomato Juices						
Total Extended Amount:							£58.32

Key	Description
01	Standard Rate
03	Exempt

Order Number: TRN386 26-Jul-2005

VAT Types Key

VAT Type identified at Line level

d) VAT and Gross Amount Display

The following order shows the fields that are displayed when the **VAT and Gross amount** display is enabled for the purchase order.

Note that this option can be enabled separately for the purchase order and requisition screens and therefore the PO and requisition displays might be different. Your organisation might not include VAT amounts on purchase orders if VAT is fully recoverable.

The following fields are additionally displayed:

- The total estimated amount of VAT to be charged for each item – calculated on the net extended amount and displayed at line level
- The total estimated amount of VAT to be charged – the sum of all the estimated line amounts and displayed as a summary total
- The estimated gross order total – the sum of the total net extended amounts and total estimated VAT
- The VAT Types table displays the total estimated amount of VAT for each tax type

PECOS.ipm **PURCHASE ORDER: TRN1647**
* Confirming Order - Do Not Duplicate *

Buyer Elcom Systems Ltd Commerce House 46 Willow Avenue Slough, Berks SL3 4UK	Date: 16-May-2012 Delivery Date: 25-May-2012	Invoice To: Please send invoices by email mike.watson@elcom.com,
Supplier Fire Equipment Co 24 Little Lane Slough, SL4 6YY Fax: 00	Order Contact Name: Mike Watson Phone: 01753 442543 Fax: 01753 442501 mike.watson@elcom.com	Delivery Mike Watson Elcom Systems Ltd Training Centre 78 Willowbank Crescent Slough, SL8 5DX

Delivery Information	Payment Information										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Order Type:</td><td>Direct Ship</td></tr> <tr><td>Carrier:</td><td>Best Way -Normal Delivery</td></tr> <tr><td>FOB - Delivery Terms:</td><td>Delivered -Allowed</td></tr> </table>	Order Type:	Direct Ship	Carrier:	Best Way -Normal Delivery	FOB - Delivery Terms:	Delivered -Allowed	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Customer Number:</td><td>45747747</td></tr> <tr><td>Payment Terms:</td><td>Net 30</td></tr> </table>	Customer Number:	45747747	Payment Terms:	Net 30
Order Type:	Direct Ship										
Carrier:	Best Way -Normal Delivery										
FOB - Delivery Terms:	Delivered -Allowed										
Customer Number:	45747747										
Payment Terms:	Net 30										

Additional Order Information

Contract Number:	546598HGJ/7
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Comments Order Comment: pfvf vjon e jo

Line	Item No	Manufacturer No	UoM	Qty	Unit Price	VAT Type	Extended Amt
1	441241	441241	EA	5	£4.97	PAR	£24.85
	Water Anti-Freeze for 9 lt Extinguishers					£1.74	
2	449768	449768	EA	2	£25.80	STD	£51.60
	6kg Powder service exchange					£10.32	
Total Extended Amount:							£76.45
Total Estimated VAT:							£12.06
Estimated Gross Amount:							£88.51

VAT Types

Key	Description	Estimated VAT
STD	Standard Rate	£10.32
PAR	Partial	£1.74

Order Acknowledgements

PECOS will accept PO Acknowledgements from suppliers which are transmitted via the Elcom PSI interface. An acknowledgement button will display in the PO Status Summary screen for any order for which an order acknowledgement has been received.

Purchase Order Status Summary Supplier: ZZS2 Test Supplier

back copy return items receipt change PO view PO create invoice settle **acknowledgement**

Order Detail

PO Number	Requisition No.	PO Type	Order Handling Type	Ordered by	Est. Tax	Est. Delivery
ORDA5	5	Standard	Direct Delivery	IPM User	£0.00	£0.00
Supplier	Delivery	Delivery Date Requested	FOB/Delivery Terms	Carrier/Delivery Method	Payment Method	
ZZS2 Test Supplier 10 Oceana Way	IPM User 10 greetings way		Not Selected / Collect	United Parcel Service / Dedicated Truck	Invoice	

Acknowledgement Button

Clicking the **acknowledgement** button will open the PO Acknowledgement screen:

PO Acknowledgement

back accept acknowledgement

Comments/Feedback
enter comments here

Acknowledgement No.	Order No.	Order Date	Acknowledgement Date	Order Status	Acknowledgement Status
1	5672	March 13, 2007	13 March, 2007	Order transmitted to supplier	accept
Buyer's Name	Deliver-To Name	Supplier Name			
IPM User	IPM User	ZZS2 Test Supplier			

Order Detail

PO Information		PO Acknowledgement Information	
Payment Terms	Carrier/Delivery Method	Comments	
1% 10, Net 30	United Parcel Service / Dedicated Truck	First order response from ZSTP to PECOS... here goes...	
Order Total		Order Acknowledgement Total	VAT
£488.04		£488.04	£85.55

Item Detail

PO Information					PO Acknowledgement Information				
Line Item No.	Item No.	Description	Price	QTY	Manf. Name	Manf P/N	UOM	Price	Status
1	wsrerrrr22	deken233	£22.22	22			A1	£0.00	accept
					Supplier Comments				

PO Acknowledgement screen

The PO Acknowledgement screen will display acknowledgment information received from the supplier and enables the user to accept the acknowledgement. Comments are required which will update the audit trail.

PO Resend

PECOS will allow you to transmit a copy of the purchase order and external attachments to the supplier under the following conditions:

- The 'Purchase Order Resend' Dynamic Option is defined as 'True' for your organisation or user profile.
- The order status is either: 'Order transmitted to supplier' or 'Transmission failure'.

Once processing has commenced (e.g. receipting) and the order status progresses to 'Order is Open', it will not be possible to retransmit the purchase order.

Failed Fax Orders

The PO Resend feature is not in lieu of the fax transmission failure feature which allows failed faxes to be retransmitted. Users will have the option to retransmit a PO either using the PO Resend screen or the fax transmission screen.

From the Purchase Order Status Summary screen click on the **resend PO** button to open the Purchase Order Resend screen.

Purchase Order Status Summary Supplier: **Watsons Waffles & Sons Ltd**

Comments/Feedback (254 characters max.)

Resend PO button

The resend PO feature is available for the following order types:

- Standard orders
- Change orders
- Blanket orders
- Blanket order releases

Purchase Order Resend Screen

After clicking the 'resend PO' button, the Purchase Order Resend page displays allowing you to enter comments, select attachment options and the method by which you wish to retransmit the order.

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

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

Purchase Order Resend Supplier: **Watsons Waffles & Sons Ltd**

Warning: This purchase order may already have been sent to the supplier. Retransmitted purchase order are not identified as being previously transmitted. To retransmit this order, enter comments, select a retransmission method, and enter transmission details. Asterisks (*) denote required information.

Comments/Feedback *

PO Retransmission Method *

Email

Fax

Retransmission Options

Purchase Order and Attachments
 Purchase Order Only
 Attachments Only

Order Detail

PO Number	Requisition No.	PO Type	Ordered by	Est Tax	Est. Delivery	Order Total
MJW62	212	Standard	Mike Watson	£0.00	£0.00	£7.50

Supplier	Delivery	Delivery Date Requested	FOB/Delivery Terms	Carrier/Delivery Method	Payment Method	Payment Terms
Watsons Waffles & Sons Ltd Waffle House 2 High Street Maidenhead, SL3 6RR United Kingdom 016475854994	Mike Watson 54 Waltham Road Maidenhead, SL6 4JJ United Kingdom		Cost, Insurance and Freight / C.O.D.	United Parcel Service / Dedicated Truck	Invoice	1% 10, Net 30

Purchase order resend screen

Comments

Enter the reason why the order is being retransmitted. Comments are internal and will appear in the audit trail but will not appear on the purchase order.

Comments are mandatory and if they are omitted, an error message will display when the retransmit button is clicked.

PO Retransmission Method

Three choices for order retransmission are available for selection by radio button:

- **Email.** Enter a destination email address in the text box. The default that is displayed is the current address held in the supplier profile.
 - If email is selected as the retransmission method and an email address is not provided, an error message will display when the retransmit button is clicked.
 - The email address will be subject to normal validation rules and if it is badly formatted, an error message will be displayed when the retransmit button is clicked.
- **Fax.** Enter a destination fax number in the text box. The default that is displayed is the current number held in the supplier profile.
 - If fax is selected as the retransmission method and the fax number is not provided, an error message will display when the retransmit button is clicked.
- **Secure Email.** This option will only display if the supplier is configured for secure email order transmission. A text box to enter a destination address will not display because the secure certificate is tied to the original email address. The selection of the radio button only is required.

For orders that were originally transmitted by cXML the only retransmission methods available are email or fax due to integration restrictions or complications suppliers have with handling potential duplication of cXML orders. For cXML orders, the method will default to eMail and the email address will be retrieved from the supplier profile.

Retransmission Options

Three choices are available for selection by radio button:

- **Purchase Order and Attachments.** This will be the default if the original order contained attachments. Selection of this option will requeue the purchase order and attachments for retransmission.
- **Purchase Order Only.** If the original order did not contain external attachments this will be the only option available for selection. This option will requeue the purchase order only for retransmission.
- **Attachments Only.** Selection of this option will requeue the order attachments only for retransmission: the purchase order will not be retransmitted

After making retransmission selections click the 'retransmit' button at the top of the screen. If no errors are detected, the Purchase Order Status Summary screen will redisplay and a confirmation message will appear at the top of the page: "Order Queued for retransmission."

Audit Trail

All PECOS Requisitions and Orders have separate Audit Trails that capture every action and activity that is undertaken by the document. They are viewed in the **Status Summary** screens by **clicking on the document number**, when available, within any PECOS screen and contain the following details:

- **Time Stamp:** The time and date that the action was undertaken. This is defined by the time zone setting in your user account.
- **Action:** This is what happened to the document. See below.
- **User:** The person who undertook a manual action. The user is left blank for automatic system activities.
- **Comments:** Where comments are entered during the approval, receipting or settlement process they will be displayed here. Some system activities display automatic comment text.

There are two **types of audit action** text:

- **System:** This text is pre-defined and system generated when certain activities are undertaken. These actions are listed in the following section.
- **Configurable:** This text is configurable by your system administrator and usually appears after activities are undertaken as the result of an approval plan action. They cannot be identified here due to their customer configurable nature, but include text to indicate when an approval action is commenced or completed; when documents are rejected by an approver or when a notification message is sent.

The following **system audit actions** may be displayed within the audit trails.

- **Requisition released for ordering:** Indicates that the requisition has completed all approval activity and purchase orders will be created. This will be the final message displayed in the requisition audit trail and may be the only message displayed in the requisition audit trail if your requisition has not been routed for approval under a 'requisition approval plan'.
- **Requisition returned to originator:** The requisition has been returned by an approver during the workflow process. The reason for return will appear in the comments box.
- **Order Request returned to requisitioner:** The order has been returned by an approver during the workflow process. Reason for the return will appear in the comments box.
- **Pending transmission:** This status will display prior to the purchase order being transmitted. It is a temporary status.
- **Order transmitted to supplier:** Indicates that a purchase order has been electronically transmitted to the supplier. Note that the comment field may contain details of the order's fax or eMail location.
- **Delivery acknowledgement received:** When an order is faxed, confirmation of the fax transmission is indicated.
- **Transmission failure:** When an order is faxed, this message indicates that the fax transmission has failed. The comments field will contain failure details. You should contact your System Administrator to have the problem corrected and the order re-queued.
- **Requisition cancelled:** This requisition has been cancelled. An order has not been raised and no further activities are permitted.
- **Order has been cancelled:** This order has been cancelled either during approval or after transmission. No further activities are permitted.
- **PO Change created:** A change order has been created and submitted. Any change audit trail comments will appear in the comment field.

- **Partially received:** A receipt for *less than* the full order quantity has been processed. The comment field will contain the receipt status entered at the time of receipting.
- **Fully received:** A receipt *equalling* the full order quantity has been processed. The comment field will contain the receipt status entered at the time of receipting.
- **Order has been over received:** A receipt *greater than* the full order quantity has been processed. The comment field will contain the receipt status entered at the time of receipting.
- **X of item Y returned by Z:** Indicates the logging of a return where X is the quantity, Y is the item number and Z is person who transacted the return. The comment field will contain details of the RMA number and return reason.
- **An RMA Request has been submitted for item(s) X:** Indicates that an RMA request eMail has been sent for item number X. Any comments and notes entered at the time of transacting the eMail will appear in the comment field.
- **Invoice received:** The order has been approved and sent to the supplier. Receipting may or may not have been performed but an invoice has been posted for this order.
- **Invoice updated:** An invoice has been deactivated for this order.
- **Partially invoiced. Awaiting full invoice before settling:** The matching program has been run. The supplier is not set up to receive payment for partial orders so the system is waiting for further invoices before allowing payment.
- **Partially invoiced and settled:** The matching program has been run. Some receipts and invoices have been fully posted and reconciled to the order and these invoices await transfer to Accounts Payable for payment.
- **Fully invoiced and settled:** The matching program has been run. All receipts and invoices have been fully posted and reconciled to the order and they await transfer to Accounts Payable for payment.
- **An invoice has been force settled:** The matching program has been run. A mismatched invoice has been approved and reconciled and now awaits transfer to Accounts Payable for payment.
- **Invoice exception:** Following the running of the matching program there are matching discrepancies and invoices require force settlement before transfer to Accounts Payable for payment.
- **Order manually closed:** This order has been closed. All invoices have been settled and provided to Accounts Payable. No further activity is allowed on this order until after the APExport has run.
- **Order closed by AP:** This order has been closed by your Accounts Payable department. No further activity is allowed on this order.
- **Order opened by AP:** This order has been re-opened by your Accounts Payable department. Processing activity can re-commence.
- **An invoice for this order has been provided to AP:** The APExport has been run and the order has been *partially* invoiced and settled. The invoice has been sent to accounts payable for payment but further invoices are outstanding.
- **All invoices for this order have been provided to AP:** The APExport has been run and the order has been *fully* invoiced and settled. The invoice(s) has been sent to accounts payable for payment and no further invoices are expected.

Change Orders

Overview

PECOS **change order** functionality allows you to amend purchase orders after they have been sent to suppliers and then optionally send those amendments to the supplier.

Purchase Order change allows buyers to alter their requirements, be they the items they are ordering, the delivery or payment information, or the financial tracking information. You do not need to cancel a purchase order and raise a new one in order to make changes. You simply raise a change and then PECOS will (if appropriately configured) route the change for approval before (optionally) sending the change to the supplier.

This approach gives the buyer the flexibility to make internal changes (e.g. financial tracking codes) without sending unnecessary paperwork to the supplier.

It is important to note that the Order Change functionality works in a **fully audited environment** providing a **comprehensive Audit Trail** from the original Purchase Order through multiple change iterations.

Purchase Order changes can be processed through the same **approval process** as normal Purchase Orders, or can be routed via a different approval process, depending on your organisational procedures.

You will be assigned the ability to process Purchase Order changes through your user profile. Your system administrator will ensure that only those users that need this privilege are assigned it by the system.

This feature brings a number of benefits:

- Increased flexibility in the Purchase Order process.
- Full Audit Trail through multiple change iterations.
- Ability to process internal and external changes.
- Minimise the administrative overhead associated with changing requirements.
- Minimise the number of Purchase Order / Invoice Mismatches.

Change Order Prerequisites

The following rules will be applied when creating a change order:

- Quantities CANNOT be reduced to below the quantity received or settled.
- Prices CAN be changed either prior to or after receipting.
- Prices CAN be changed after matching and during approval.
- Prices CANNOT be changed for quantity based settlement orders, for any line that is partially or fully settled.
- Prices CAN be changed for amount based settlement orders, for any line that is partially settled only. The price CANNOT be changed when the status is fully settled.
- Blanket RELEASES can be changed, ORIGINAL blankets cannot.
- Financial Tracking changes can only be made within the permissions of the ORIGINAL requisitioner.

Change Order Permissions

User permissions to purchase order change is defined by a combination of the user profile role setting and the supplier profile contacts settings. The table below summarises the purchase order change (i.e. post order transmission) permissions granted to the user based on the different configuration options.

User Permission	Supplier Permission	Resulting User Functionality in PO Status Summary
NO	NO	No PO Change is allowed (buttons are not displayed)
YES	NO	A Change PO Button is displayed and full PO Changes are allowed. The change order is editable by the user. PO change transmission override is not available. Changes are sent using the supplier's order transmission method.
NO	YES	A Cancel PO Button is displayed and the order can be cancelled only. A zero value change order is created which cannot be edited by the user. PO change transmission override is available if allowed by the supplier permission setting.
YES	YES	A Change PO Button is displayed and full PO Changes are allowed. The change order is editable by the user. PO change transmission override is available if allowed by the supplier permission setting. (A Cancel PO Button is also displayed allowing similar functionality)

Settlement Status

A '**Settled?**' column on the purchase order change screen will display the settlement status of each line. This status will determine the edit ability of the unit price:

- **No:** the line has not been settled at all and the price can be changed.
- **Partially:** a portion of the line quantity has been settled. The price cannot be changed for quantity based settled orders but may still be changed for amount based settled orders.
- **Fully:** the full quantity of the line has been settled and the price cannot be changed.

If you wish to change the price for a partially settled line item this can be done in the following way:

- Decrease the quantity of the partially received line to the settled quantity.
- Add a new line to the order for the remaining quantity with the new price.

Creating a Change Order

Any type of purchase order other than an original blanket order (of any type or processing condition) can be changed. The following section explains how to create a purchase order change.

- Click on **Status** in the top menu bar on the home page. The **Status search** page opens.
- Enter your search criteria to find the order that you wish to change and click the **search** button. Refer to the chapter above for details on using the status search screen. The **Status Search Results** page opens.
- Click on the **Purchase Order number**. The **Purchase Order Status Summary** page opens:



Status summary screen showing the change PO button

- At the top of the purchase order status summary page click on the **change PO** button. The **Purchase Order Change** screen opens:

The screenshot shows the 'Purchase Order Change' screen. At the top, there are buttons for 'submit PO change' and 'cancel PO change'. Below that, there are radio buttons for 'Save PO Changes, do not send to Supplier.' and 'Save PO Changes and send to Supplier.'. There are also input fields for 'E-Mail' (sales@freshfoods.com) and 'Fax' (075 304 44555). Below that, there is a text area for 'Audit Trail Comments (required)'. There is a search bar and a 'search' button. Below that, there is a table with columns: Line Item No., Qty, Item No., Mfr No., Manufacturer, Supplier, Unit Price, Conv. Unit Price, Settled?, and Actions. The table contains 4 rows of data for different items: Fresh Milk, Carrots, Cabbages, and Potatoes. The 'Settled?' column for all items is 'No'. At the bottom, there is a summary row for 'Order Totals'.

Line Item No.	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Conv. Unit Price	Settled?	Actions
1	10	2030		Fresh Foods	Fresh Foods Ltd	0.12/EA	£0.12/EA	No	[edit] [delete]
		Fresh Milk				£1.20	£1.20		
2	30	79930		Fresh Foods	Fresh Foods Ltd	0.25/BX	£0.25/BX	No	[edit] [delete]
		Carrots				£7.50	£7.50		
3	25	5678		Fresh Foods	Fresh Foods Ltd	0.30/BX	£0.30/BX	No	[edit] [delete]
		Cabbages				£7.50	£7.50		
4	47	27864		Fresh Foods	Fresh Foods Ltd	0.32/BX	£0.32/BX	No	[edit] [delete]
		Potatoes				£15.04	£15.04		
Order Totals						£31.24	£31.24		

Purchase order change screen

The Change PO button brings you to the **Purchase Order Change** page where changes to the most recent Purchase Order can be made. You have the ability to perform changes or additions to the following fields in the purchase order:

- **Quantity:** Click in the **Qty** field and overtype the quantity. The quantity cannot be reduced to a value less than the quantity already received or settled.
- **Unit Price:** Click in the Unit Price field and overtype the original price.
 - The price cannot be changed for items that have been 'Fully' settled.
 - The price can be changed if the settlement type is 'Amount' and the settled status is 'Partial'.
- **Non-Catalogue Items:** Click on the **item number** to enter the *update non-catalogue item* screen.

- **Attachments:** Click on the Paper clip icon to update comments and attachments.
- **Financial Tracking:** Click on the financial tracking code icon to update financial tracking codes for an item. Financial tracking code access permissions will be based on those of the original requisitioner / buy-for user even if the user undertaking the change has different permissions.
- **Order Shipping and Billing:** The Order Shipping and Billing page includes editable fields for Payment Terms, FOB Terms, and Freight Terms.
- **New Catalogue Item:** Click **search** in the top menu bar to add a new catalogue item. PECOS will open the search page in *PO change mode* and restrict access to the change order supplier's catalogue only.
- **New Non-Catalogue Item:** Click on the **add non-catalogue item** button to add a new item.

5. Choose a PO Change Order **transmission option**.

If you have made changes that impact what the supplier delivers or reflects changes that need to be communicated to the supplier (such as new items or pricing) the PO Change should be retransmitted to the supplier.

If you have made changes that do not impact what the supplier delivers (such as updating already delivered items or amending financial tracking information) the PO Change may not need to be communicated to the supplier.

Select the appropriate **radio button** at the top of the Purchase Order Change screen as shown below:

Change order transmission options

6. Optionally complete **PO Change Transmission Details**.

Depending on the supplier's set-up, you may have the option to change the eMail or fax address to where the Purchase Order Change is transmitted. *This will override the supplier's normal order transmission method* and is not dependant upon the method of transmission of the original order. It is not possible however to select XML as a transmission method unless the original order was transmitted in the same way: an XML option will therefore only appear if the original order was transmitted by XML.

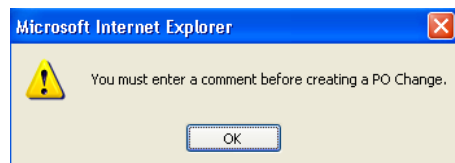
Choose the appropriate option and complete the eMail or fax details:

Optional PO transmission override details

7. Enter an **audit trail comment** in the text box provided, giving your **reasons** for the Order Change. Audit trail comments are **mandatory**.

Audit trail comment box

If an audit trail comment is omitted when the change is submitted, a warning message will be displayed:



Missing comment warning message

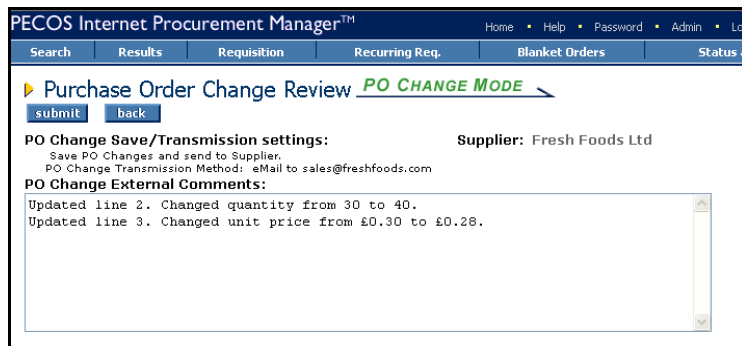
Click **OK** and enter your audit trail comment.

cancel PO change

To **cancel** your changes click on the **cancel PO change** button. You will return to the **Purchase Order Status Summary** screen without committing any changes.

submit PO change

To submit your changes click the **submit PO change** button at the top of the screen. The **Purchase Order Change Review** screen opens:



Purchase order change review screen

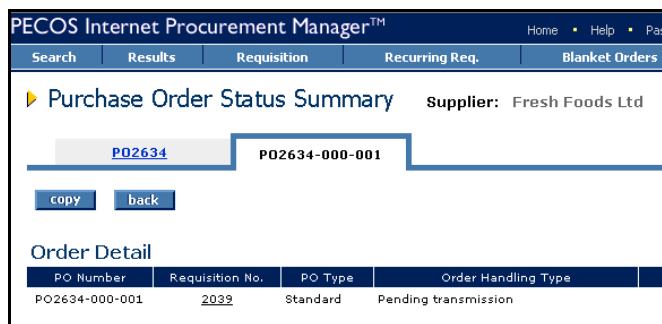


External Comments are automatically updated to reflect the changes that you have performed.

Notice that PECOS automatically populates the 'PO Change External Comments' text box with line level change details. This text will appear on the change order as a change order comment below any existing external order level comment.

8. **Review** your changes in the **Purchase Order Change Review** screen.

To return without saving changes and not create a change order, click the **back** button. If you are happy with your changes, click the **submit** button to create a Change Order. The updated **Purchase Order Status Summary** screen opens:



Purchase order status summary screen showing change order

A version number is added to the end of the Purchase Order number to distinguish it from the original order. The original order is superseded and becomes read-only.

Order Numbering

The change order numbering convention is: **PO # - Blanket Release # - Change Order #**

If the original order is a release to a blanket order, the middle sequence will be completed; if the original order is not a blanket release, the middle sequence will be 000. For example:

Purchase Order 121 = 121
 Change Order #1 of Order 121 = 121-000-001
 Change Order #2 of Order 121 = 121-000-002

Change Order #1 to first blanket release of Order number 124 = 124-001-001
 Change Order #4 to third blanket release of Order number 124 = 124-003-004

Processing Permissions

The permissions for managing and processing a change order are only available after an order has been transmitted. After the change order has been approved and transmitted to the supplier (depending on your setup and order transmission options) it will become the 'live' order.

Before Submission

Whilst a change order is in the approval process and before it has reached the status of at least 'Order transmitted to supplier' only the 'back' and 'copy' buttons will display. It is not possible to process transactions (for example receipts or invoices) against the change order. Transactions must continue to be processed against the original order or previous change order.

The screenshot shows the 'Purchase Order Status Summary' for supplier 'MJW 3 Way Partial Yes'. The order number is MW22-000-001. Below the order number are 'back' and 'copy' buttons. The 'Order Detail' table is as follows:

PO Number	Requisition No.	PO Type	Ordered by
MW22-000-001	32	Standard	Mike Watson

PO change status summary – before transmission to supplier

After Submission

After a change order has been approved and submitted to the supplier, transactions can be fully undertaken. For example: receipting, returns, invoicing and additional changes.

Transactions will no longer be allowed on the original or previous change order. Only 'copy' and 'view po' functions will remain on all previous versions of the order.

The screenshot shows the 'Purchase Order Status Summary' for supplier 'MJW 3 Way Partial Yes'. The order number is MW21-000-001. Below the order number are buttons for 'back', 'copy', 'return items', 'receipt', 'change PO', 'view PO', 'cancel PO', 'create invoice', and 'settle'. There is a text area for 'Comments/Feedback (254 characters max.)'. The 'Order Detail' table is as follows:

PO Number	Requisition No.	PO Type	Ordered by	Est Tax	Est
MW21-000-001	31	Standard	Mike Watson	£0.00	

PO change status summary – after transmission to supplier



Original Blanket Orders cannot be changed.

The Change Order Template

The purchase order that is transmitted to the supplier clearly indicates that it is a Purchase Order Change to a previous order.

The top of the order contains the text: "Confirming PO Change. Please do not duplicate the previous version of the order."

Configuration exists at the organisation and supplier levels to determine whether or not the purchase order contains all the original order lines or only the lines that have changed. Irrespective of the setting, all changed lines are clearly marked with an asterisk.

Change Orders are separately numbered and clearly labelled

PECOS.ipm **Purchase Order Change: TRN1714-000-001**
Confirming PO change. Please do not duplicate the previous version of the order.

Buyer Elcom Systems Ltd Commerce House 46 Willow Avenue Slough, Berks SL3 4UK	Date: 09-Nov-2012 Change Date: 09-Nov-2012 Delivery Date: 14-Nov-2012	Invoice To: Please send invoices by email mike.watson@elcom.com,
Supplier Fire Equipment Co 24 Little Lane Slough, SL4 6YY Fax: 00	Order Contact Name: Mike Watson Phone: 01753 442543 Fax: 01753 442501 mwatson@elcom.com	Delivery Mike Watson Room 5B Elcom Systems Ltd Training Centre 78 Willowbank Crescent Slough, SL8 5DX

Delivery Information		Payment Information	
Order Type:	Direct Ship	Customer Number:	45747747
Carrier:	Best Way -Next Day	Payment Terms:	Net 30
FOB - Delivery Terms:	Delivered -Allowed		

Additional Order Information
Contract Number: 546598HGJ/7

Comments Order Comment: Please note that the warehouse will be closed on Monday May 2nd for the bank holiday. It will reopen at 10.00am on Tuesday May 3rd.
Change Order Comment: Updated line 1. Changed quantity from 2 to 3. Updated line 2. Changed quantity from 4 to 6.

* All line items from the previous PO version are included. An asterisk beside the line number indicates that a line item has changed.

Line	Item No	Manufacturer No	VAT Type	UoM	Qty	Unit Price	Extended Amt
Description (Line Comments)							
1	441267	441267	07	EA	3	£4.43	£13.29
Hose assembly water SWS59							
* 2	441271	441271	07	EA	6	£25.10	£150.60
9 litre water extinguisher (Please do not substitute this item with 12 lr cartridge) Item Delivery Detail: Deliver to main stores							
Total Extended Amount:							£163.89

Change order comments are automatically added at header level

Changed lines are clearly marked

Change order - standard template

- When viewing and printing a copy of the change order the following text will appear under the order number at the top of the form: **'Confirming PO Change, do not duplicate the previous version of the order'**.
- Only the most recent Purchase Order Change will be displayed on the Status and Order Tasks Results page.
- The most recent Purchase Order Change is the only Purchase Order that can be edited and used for receiving and invoicing; the previous versions of the order are retained for historical purposes only.
- All transactional information (Receipts, Invoices, Settlement, and Matching Exceptions) is carried forward to all iterations of a Purchase Order Change.
- During Approval routing of a Purchase Order Change, the last iteration of the PO and the current unapproved Purchase Order Change will be viewable in the Status and Order Tasks Search results page.
- An unapproved Purchase Order Change does not have any Receive/Invoice/Settle links. Once the Purchase Order Change status is "Transmitted to Vendor", the previous version of the PO will no longer appear in the Status and Order Tasks search results.

Change Order Approval

All change orders are submitted for approval. Approval is determined by the configuration of your Change Order Approval Plan by your system administrator. Criteria which will determine approval requirements for a Change Order include changes to order totals (compared to either the original order or the previous change), financial tracking codes, and delivery and payment details.

During approval the approver(s) will also have the ability to edit changes and update the order transmission option.

Cancellation

Requisitions and Order Requests can always be cancelled by the requisitioner. The cancellation by other users (e.g. approvers and administrators) of Order Requests (pre transmission) and Purchase Orders (post transmission) will depend on your system configuration: these are described below.

Some of the reasons why you might wish to cancel a requisition or order include:

- You may discover that you have made a mistake.
- You may discover that an order has been duplicated.
- If your requisition or order is held up in the approval process after several days, after speaking to your approver, you may decide to cancel it and raise a new requisition.
- After your order has been transmitted to the supplier and goods have not been delivered, you may, after contacting the supplier, wish to cancel it due to poor stock availability.

Permissions

Requisitions

i.e. the requisition is submitted into the approval process but no orders are transmitted.

- a) The **requisitioner** is always able to cancel their own requisitions.
 - In the Requisition Approval Summary screen (i.e. the requisitioner approves their own requisitions)
 - In the Returned Requisition Summary screen
 - In the Requisition Status Summary screen (i.e. from a status search)
- b) **Other Users** (e.g. Approvers) cannot cancel requisitions
- c) **Administrators** cannot cancel requisitions

Order Requests

i.e. the requisition is submitted and split into order requests which are in the approval process but no orders are transmitted.

- a) The **requisitioner** is able to cancel their own order requests
 - In the Order Request Approval Summary screen (i.e. the requisitioner approves their own order requests)
 - In the Returned Order Request Summary screen
 - In the Purchase Order Status Summary screen (i.e. from a status search)
- b) **Other Users** are able cancel if they have the '**Purchase Order Change Access**' user role assigned to them.
 - In the Order Request Approval Summary screen (i.e. they are an approver)
 - In the Purchase Order Status Summary screen (i.e. from a status search)
- c) **Administrators** are able to cancel if they have the '**Admin Order Cancellation**' dynamic option set for their organisation
 - In the Order Request Approval Summary screen (i.e. they are an approver)
 - In the Purchase Order Status Summary screen (i.e. from a status search)

Purchase Orders


i.e. the requisition is submitted, order requests are created and approved and transmitted as Purchase Orders.

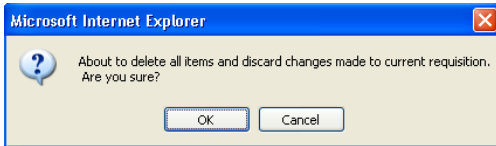
- a) Any user with the '**Purchase Order Change Access**' user role assigned to them
 - In the Purchase Order Status Summary screen (i.e. from a status search)
- b) Any administrator when the '**Admin Order Cancellation**' dynamic option is set for their organisation
 - In the Purchase Order Status Summary screen (i.e. from a status search)

Cancelling a Requisition

Before Submission

Requisitions can be cancelled before they are submitted (during their creation) by following these steps.

1. Click **Requisition** on the toolbar to open your current requisition. *The Requisition screen opens*
2.  Click on the **clear all** button in the requisition header bar.
3. PECOS will ask a confirmation question.



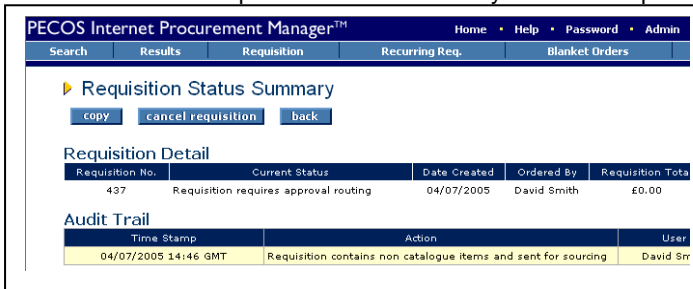
4. Click **OK** to delete all items on your requisition.

No record is kept for any requisition which is cancelled before it is submitted for approval and ordering.

After Submission

Requisitions can be cancelled after being submitted as long as they are pending approval in a requisition approval plan. Requisitions cannot be cancelled after purchase orders have been created.

1. Click on **Status** in the top menu bar. The **Status Search** page opens.
2. Enter search criteria to find the requisition you wish to cancel and click the **search** button. The **Status Search Results** page opens
3. Click on the **requisition number** of the requisition you wish to cancel. Note that the order status of your requisition must be '*Requisition requires approval routing*'. If the order status reads: '*Order requires approval routing*', the option to cancel will not be available since purchase orders have already been created. The requisition Status Summary screen will open:



Requisition status summary screen


4. **cancel requisition** Click on the **cancel requisition** button at the top of the screen.
5. PECOS will cancel the requisition and confirm with the text: 'Requisition cancelled', at the top of the page.
 - The requisition history will be saved and its status changed to 'Requisition cancelled'
 - The requisition will be removed from the approver's inbox
 - The requisition is retained in your order history for future reference

Canceling an Order

There are a number of order cancellation scenarios available. Each depends on the configuration of your user profile and the configuration of the supplier. The following **options to cancel** an order may be available to you and are explained below:

- **Before submitting for approval**
This option is always available whilst the requisition is being created. No audit record is kept of cancellations before submission since no document is created.
- **After submission: during approval and before transmission**
This option is always available to the user irrespective of user and supplier configuration.
- **After submission: after approval and transmission—user has change order permissions**
Orders can always be cancelled after being transmitted to the supplier if the user has change order rights. PECOS will create an editable zero value change order.
- **After submission: after approval and transmission—user does not have change order permissions**
Transmitted orders can only be cancelled by a user without change order rights if the supplier profile allows order cancellation. PECOS will create a non-editable zero value change order.

Before Submitting


1. Click **Requisition** on the toolbar to open your current requisition.
The Requisition screen opens
2.  Click on the **delete order button** in the order header bar.
3. PECOS will ask a confirmation question.



4. Click **OK** to delete all items on the order.


During Approval

To cancel on order **after** it has been submitted but before it has been approved and submitted to the supplier.

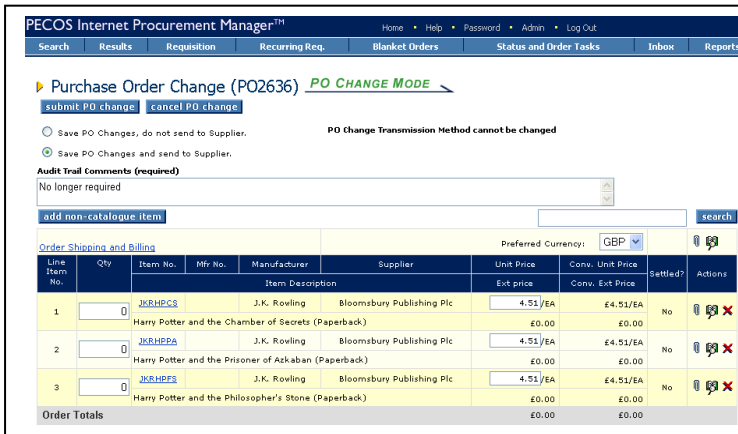
1. Click on **Status** in the top menu bar. *The Status Search page opens*
2. Enter search criteria to find the order you wish to cancel and click the **search** button. *The Status Search Results page opens*
3. Click on the **order number** of the order you wish to cancel. The order status will display as 'Order requires approval routing'. *The Order Request Status Summary screen opens.*
4. Enter your reason for cancelling the order in the **comments and feedback** text box. If you fail to enter comments PECOS will display a warning message
5.  Click the **cancel order request** button at the top of the page.
6. PECOS will confirm cancellation by displaying the text: 'Order has been cancelled' at the top of the screen.
 - The order history will be saved and its status will change to 'Order has been cancelled'.
 - Receipting and invoicing links will be removed
 - The order will be deleted from the approver's inbox
 - The requisition is retained in your order history for future reference

With Change Order Permission

If you have been granted change order permissions in your user profile: to cancel on order **after** it has been submitted and **after** it has been approved and transmitted to the supplier follow these steps.

1. Click on **Status** in the top menu bar. *The Status Search page opens*
2. Enter search criteria to find the order you wish to cancel and click the **search** button. *The Status Search Results page opens*
3. Click on the **order number** of the order you wish to cancel. *The Purchase Order Status Summary screen opens.*
4. Enter your reason for cancelling the order in the **comments and feedback** text box. If you fail to enter comments PECOS will display a warning message.
5.  Click on the **cancel PO** button at the top of the screen. *The Purchase Order Change – PO CHANGE MODE screen opens:*

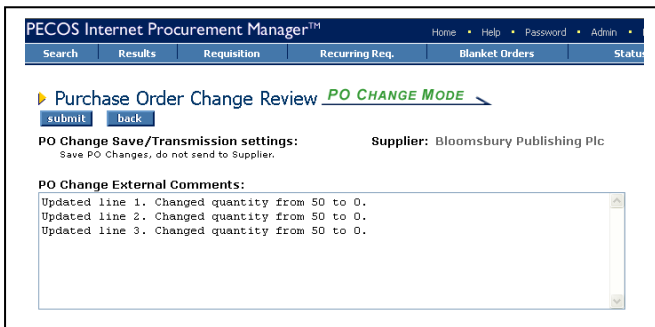
Notice that the comments entered in the comments / feedback box in the previous screen have been added as mandatory audit trail comments. These comments can be edited here.



Purchase order change screen

The **Purchase Order Change** screen will display with all quantities reduced to zero.

6. Decide if you require your change order to be **transmitted to the supplier** and select one of the options at the top of the screen:
 - **Save PO changes, do not sent to Supplier:** the order will be cancelled but a confirmation will NOT be sent to the supplier.
 - **Save PO changes and send to Supplier:** the order will be cancelled and a confirmation PO WILL be sent to the supplier.
7. **submit PO change** Click on the **submit PO change** button at the top of the page. *The **Purchase Order Change Review – PO CHANGE MODE** screen is displayed:*



Purchase order change review screen

8. **Review External Comments.** Notice that PECOS adds automated text into the 'PO Change External Comments' box indicating that all line quantities have been reduced to zero. This text will appear on the change order that is transmitted to the supplier and is editable here.
9. Review the order details and complete the cancellation by clicking the **submit** button.

If you chose **not to send** a change order to the supplier (step 6a above):


- a. The **Purchase Order Status Summary** screen reopens
- b. PECOS does not create a change order
- a. The original order value is reduced to zero

If you chose **to send** a change order to the supplier (step 6b above):

- a. The **Purchase Order Status Summary** screen reopens displaying the change order details.
- b. PECOS creates a change order number
- c. A zero value change order is transmitted for approval routing and transmitted to the supplier
- d. The change order is displayed as a zero value order.

Without Change Order Permissions

If you have NOT been granted change order permissions in your user profile: to cancel on order **after** it has been submitted and **after** it has been approved and transmitted to the supplier follow these steps.

1. Click on **Status** in the top menu bar. The **Status Search** page opens.
2. Enter search criteria to find the order you wish to cancel and click the **search** button. The **Status Search Results** page opens.
3. Click on the **order number** of the order you wish to cancel. The **Purchase Order Status Summary** screen opens.
4. Enter your reason for cancelling the order in the **comments and feedback** text box. If you fail to enter comments PECOS will display a warning message.
5.  Click on the **cancel PO** button at the top of the screen.

PECOS will create a zero value change order and transmit it to the supplier using the supplier's standard order transmission method. The **Purchase Order Status Summary** screen opens.

- No editing is permitted to the change order because you do not have change order rights.
- PECOS will automatically create a zero value change order to cancel your order.
- The change order will be transmitted to the supplier and confirmation will be displayed in the purchase order status summary screen.
- The change order is displayed as a zero value order.

Editing Returned Orders and Requisitions

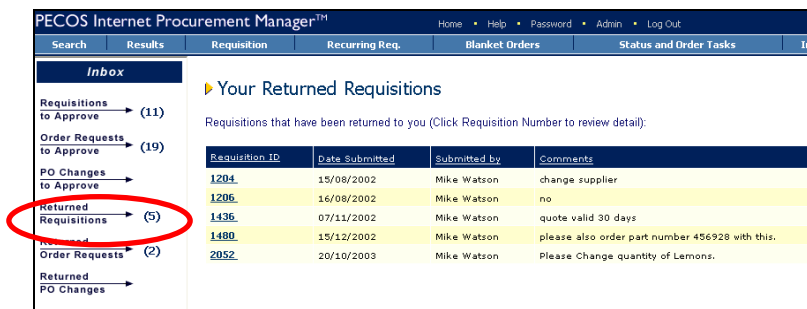
If your requisition or order is **returned to you** by your approver (i.e. as not approved) you have the option of either *cancelling* or *editing* and *resubmitting*.

Returned Requisitions

If your approver returns a requisition you will receive an **eMail notification** message informing you of their action. The approver is required to provide an explanation for the rejection and their explanation will be embedded in the text of the eMail. The returned requisition can be accessed in one of two ways: through your inbox or the status screen.

Inbox

1. Click **Inbox** on the top menu bar. The **Inbox** opens.
2. Click on **Returned Requisitions** in the Inbox. Your Returned Requisitions are displayed:



The inbox showing returned requisitions

3. Click on the **Requisition Number** for the requisition that you wish to manage. The **Returned Requisition Summary** screen opens:



Returned requisition summary options

4. Choose the appropriate course of action:
 - **Copy** - Click **copy** to copy the content of this requisition into a **new** requisition.
 - **Cancel** - Click **cancel requisition** to cancel this requisition. (see the *Cancellation* section above)
 - **Edit** - Click **edit** to make changes to this requisition.
5. Click the **edit** button. The **Requisition Editing** screen opens.
The requisition is fully editable. Changes should be made in the same way described in the *Requisition Management* section above.
 - Change Quantities
 - Update Financial Tracking
 - Update and add Comments and Attachments
 - Update Delivery and Invoicing
 - Delete lines
 - Add catalogue items
 - Add Non-catalogue items
6. **return to requisition summary** After making your changes click the **return to requisition summary** button. The **Returned Requisition Summary** screen reopens.

7. **resubmit** Complete your changes by clicking the **resubmit** button.
The edited requisition will be returned to the start of your approval plan and the audit trail will be updated with your changes.

Status Search

Returned requisitions can also be accessed through the Status screen in the normal way (see above). When you receive an eMail informing you of your approver's action, navigate to the Status Search screen and enter the requisition number into the Requisition box to search for the document.

Req No.	PO No.	Supplier	Order Date	Delivered to	Order Total	Actions
182		WLC Wilson Wiseman	14/05/2004	uk user	£400,000.00	
Requisition returned to sender		No items received		No Invoices received		

Status search results screen

In the Status Search Results screen notice that the order status of the requisition is **'Requisition returned to sender'**. Click on the requisition number to open the **Returned Requisition Summary** screen where edit and resubmit buttons are available.

To edit and resubmit the requisition follow steps 4 to 7 above.

Returned Orders

If your approver returns an order request you will receive an **eMail notification** message informing you of their action. The approver is required to provide an explanation for the rejection and their explanation will be embedded in the text of the eMail. Returned orders can be accessed in one of two ways: through your PECOS Inbox or the Status screen.

Inbox

1. Click **Inbox** on the top menu bar. The **Inbox** opens.
2. Click on **Returned Order Requests** in the Inbox. Your Returned Order Requests are displayed:

PO Number	Date Submitted	Submitted by	Comments	Total cost
PO2629	15/10/2003	Mike Watson		£50,000.00
PO2645	20/10/2003	Mike Watson		£605.00

The inbox

3. Click on the **PO Number** for the order that you wish to manage. The **Returned Order Request Summary** screen opens:

Returned order requests summary screen

4. Choose the appropriate course of action:
 - **Copy** - Click **copy** to copy the content of this order into a **new** requisition.

- **Cancel** - Click **cancel order request** to cancel this order. (see the *Cancellation* section above)
- **Edit** - Click **edit** to make changes to this order.

5. Click the **edit** button. The **Order Request Editing** screen opens:

Line Item No.	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Conv. Unit Price	Actions
1	75	55832		Fresh Foods	Fresh Foods Ltd	£1.20/BX	£1.20/BX	[edit] [delete]
						£90.00	£90.00	
2	150	55845		Fresh Foods	Fresh Foods Ltd	£1.30/BX	£1.30/BX	[edit] [delete]
						£195.00	£195.00	
3	50	55824		Fresh Foods	Fresh Foods Ltd	£2.10/BX	£2.10/BX	[edit] [delete]
						£105.00	£105.00	
4	100	55889		Fresh Foods	Fresh Foods Ltd	£2.15/BX	£2.15/BX	[edit] [delete]
						£215.00	£215.00	
Order Totals						£605.00	£605.00	

Order request editing screen

The order is fully editable. Changes should be made in the same way described in the *Requisition Management* section above.

- Change Quantities
- Update Financial Tracking
- Update and add Comments and Attachments
- Update Delivery and Invoicing
- Delete lines
- Add catalogue items
- Add Non-catalogue items

6. **submit edits** After making your changes click the **submit edits** button. The **Returned Order Request Summary** screen reopens.

7. Optionally you may type comments in the **Comments/Feedback** box for the attention of your approver.

8. **resubmit** Complete your changes by clicking the **resubmit** button. The edited order will be returned to the start of your approval plan and the audit trail will be updated with your changes.

Status Search

Returned orders can also be accessed through the Status screen in the normal way (see above). When you receive an eMail informing you of your approver's action, navigate to the Status Search screen and enter the order number into the Purchase Order box to search for the document.

Req No.	PO No.	Supplier	Order Date	Delivered to	Order Total	Actions
181	U942	A - E Russell Ltd	14/05/2004	uk user	£9,999.00	[edit] [resubmit]

Status search results screen

In the Status Search Results screen notice that the order status of the order is '**Order request returned to requisitioner**'. Click on the order number to open the **Returned Order Request Summary** screen where edit and resubmit buttons are available.

To edit and resubmit the order follow steps 4 to 8 above.

Part 4: Receiving and Returns

Receiving

Overview

Receiving can only be performed in PECOS **after** your order has completed the approval process and has been transmitted to the supplier. Only at this stage is it possible for the physical receipt of goods or the completion of a service to take place.

Remember to refer to your organisation's business rules to find out who is responsible for processing receipts and whether there are items that do not require receipting.

The following sections will explain the steps involved in receiving items, processing over receipts, editing receipts and where to find receipt history.

Orders in PECOS can be **partially** received, **fully** received or **over** received and optionally used by your financial procedures to determine approval for invoice payment.

Receipt tolerances can be set to prohibit over receipting and receipts can also be edited based on user privileges. Receipt attachments can also be posted to, for example, record a copy of the supplier's GRN.

You may optionally receive an automated eMail notification from your approval plan informing you of the requirement to receive certain orders.

Troubleshooting

Listed below are the key rules that apply to receipting items in PECOS and can be used as a trouble-shooting guide.

- ❖ Items can only be received after a document has been fully approved.
- ❖ Receipting cannot be performed until the order has been transmitted to the supplier.
- ❖ It is not possible to cancel or delete a receipt record after it has been saved but it is possible to edit receipt quantities.
- ❖ It **is** possible to reverse the receipting for all lines of an order.
- ❖ It **is not** possible to process a negative receipt quantity for individual order lines.
- ❖ Delivery note number is mandatory unless the Receipt Status 'No Delivery Note' is selected.
- ❖ Receipt date and quantity are mandatory for all receipts.
- ❖ The date of the receipt cannot be entered as a future date (i.e. current date and prior only).
- ❖ When 3-way matching is employed, the receipt quantity is used to match with the invoice quantity.
- ❖ A return will **not** reverse or be netted off against a receipt.
- ❖ Matching tolerances are available for receipt quantities and may be set at category code (UNSPSC) or item level.
- ❖ Receipt tolerances are set as percentages and not fixed values.
- ❖ A warning message will be displayed for each line of an order that is being over receipted. This does not prevent an over receipt being transacted.
- ❖ It is possible to select any date from the interactive calendar: dates selected in the future are not validated.
- ❖ If your organisation uses decimal quantities, these can be used for receipt quantities.

Payment Approval & Matching


Most finance departments will accept the receipt of items as approval to process and pay the supplier's invoice. The receipt quantity will most likely be used either within your finance system (via an export from PECOS) or within PECOS itself, for the **financial matching** process. The financial matching process is a standard accounts payable procedure which matches together invoice quantities and prices to purchase order quantities and prices to determine if an invoice should be paid.

Optionally your organisation may elect to employ a third matching process which reconciles invoice quantities to receipt quantities. It is important therefore to remember that before you process a receipt you should confirm:

- Items have been physically received into your organisation.
- The items received are the same items that were ordered.
- Services being receipted have been satisfactorily performed.
- Each item is correct for quantity.
- All items are complete and undamaged.
- Any supplier delivery paperwork is accurate and has been signed.
- Note any part shipments or backordered items to be delivered at a later date.

Processing Receipts

This section explains the steps involved in receipting items.

1. Find the order you wish to receive. There are three ways of finding the order:
 - a) Navigate to the **Status** menu and use the Status Search screen to find your order. (See the 'Status' section above.)
 - b) Click on the **'Receiving'** button on the standard home page. The Status Search screen will open for you to search for your order.
 - c) Enter the order number in the **Order Status** section of the Requisitioner's Workbench home page. The purchase order status summary screen will open.
2.  If you have used the Status Search menu to find your order, click on the receive icon in the **Status Search Results** page.




Status Search Results ...showing results 1 through 1

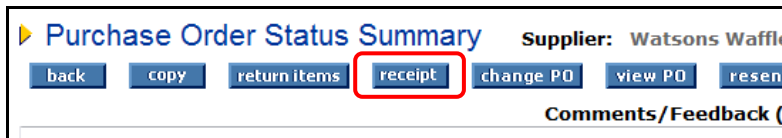
Click on the requisition or order number to view more detail.
Click on Actions for order-specific maintenance: R = Receive, I = Invoice, S = Settle.

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

Req No.	PO No.	Supplier	Req Date	Delivered to	Order Total	Invoice Status	Actions
241	MJW79	Watsons Waffles & Sons Ltd	09/11/2012	Mike Watson	£18.00		  
Order is open		One or more items have been partially received		No invoices received			

Status search results page

3.  If you access the receipt through the PO Number, click on the receipt button in the Purchase Order Status Summary screen.



Purchase Order Status Summary Supplier: **Watsons Waffle**

[back](#) [copy](#) [return items](#) [receipt](#) [change PO](#) [view PO](#) [resend](#)

[Comments/Feedback \(](#)

Purchase order status summary screen


4. The **Receive Items** page will open for the order that was selected. The receipt form contains all the information that was on the original order to prevent you having to re-type any order information. Review the order details to confirm that you have selected the correct order.
5. In the receipt detail section you will need to enter **three mandatory** items of information.




Receipt Detail

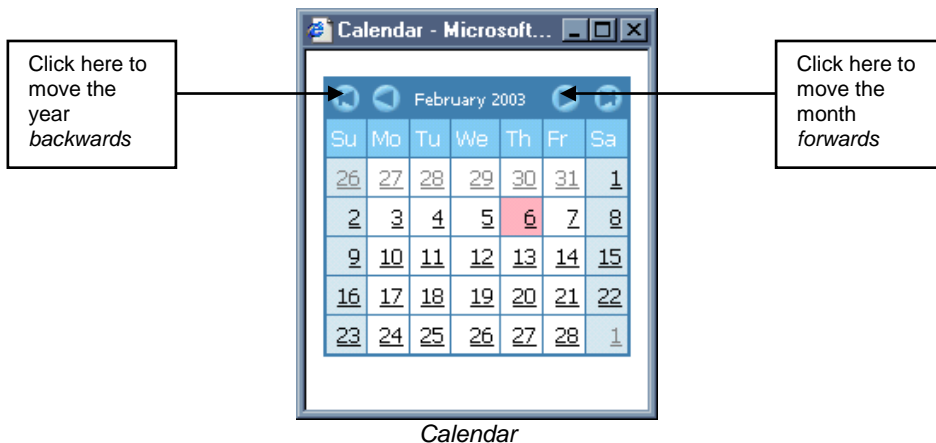
Delivery Note Number		Date Received		Receipt Status & Actions				
<input type="text"/>		<input type="text"/>		Correct Item Received	receive all			
Line Item No.	Item No.	Mfr No.	Manufacturer	Supplier	Qty	Amt	Received to Date	Qty Received
1	3000			Watsons Waffles & Sons Ltd	4		2	<input type="text" value="0"/>
Small Plain Waffle							Correct Item Received	

Receipt detail showing mandatory information

- a) **Delivery Note Number:** (*Goods Receipt Note or Packing Slip* reference number)
 - This field is alpha-numeric
 - The number entered must be unique for each purchase order: i.e. each receipting action must have a different reference
 - Maximum field length is 15
 - If no delivery reference number is received the field may be left blank if the 'No Delivery Note Number' status is chosen (see below).
- b) **Date Received:**
 - Click on the  calendar icon to open the calendar window. (see below)


- Use the red delete icon  to clear the date if you wish to make a change.

When the **Calendar** opens it can be incremented and decremented by month and year by clicking on the arrows in the header bar. To select a date, click on it. The calendar will close and the date selected will populate the Date Received field.







- The receipt date will be validated and **future dates are not allowed**. Enter a date that is the current date or before.

- c) **Quantity Received:** Enter the actual quantity of items that have been delivered.
- The quantity can be a decimal up to six decimal places. (Note that decimal numbering must be enabled for your organisation.)
 - The quantity entered is not validated and may be greater or less than the quantity ordered. (See 'over receiving' below).
 - **receive all** It is possible to automatically allocate a receipt quantity by clicking the 'receive all' button. PECOS will populate the quantity box for every line on the order with a quantity equal to the receipt balance remaining for the line. The receipt quantity is calculated as: Order Quantity less Received to Date.



Use the **receive all** button where you have a few items on a large order that have *not* been received. Click 'receive all' and then update the non-received lines by default. Remember all quantities are editable until you click the complete receipt button!

6. You may enter an optional **status** at header level (Receipt Status) or for each line (Item Status).
- Statuses are saved in the receipt history
 - Header level receipt status appears in the audit trail


Receipt Detail									
Delivery Note Number			Date Received				Receipt Status & Actions		
			 				Correct Item Received  receive all		
Line Item No.	Item No.	Mfr No.	Manufacturer	Supplier	Qty	Amt	Received to Date	Qty received	Item Status & Actions
1	3000			Watsons Waffles & Sons Ltd	4		2	0	Correct Item Received 
			Small Plain Waffle						

Receipt detail showing status boxes

Receipt Status options are provided for selection. Click on the drop down box to select the one that is relevant.

If 'No Delivery Note' is selected at header level, the Delivery Note Number field (see 5a above) may be left empty.

7. You may enter optional **Comments and Attachments** at the header or line level.

 Click on the attachment icon (paper clip) to open the comments and attachment screen.




Comments and attachment screen


- **Comments:** Type your free text comments into the Comments box and when finished click the 'save' button
- **New Attachment:** Click the browse button to locate and select the document that you wish to attach to the receipt record. Enter a Description for the document and then click the 'add new attachment' button.
- **Standard Attachment:** Select one of the preloaded documents from the list box. Click the 'add standard attachment' button to save the attachment.

All attachments are saved as 'internal' attachments and will be available to view in the in the prior receipts history.


- **Select URL:** To attach a web address where an attachment is held externally, type the details into the 'Enter URL' field and enter a description.
 - There is no need to enter http:// as this will display at the start of the field automatically.
 - The field will validate for URL characteristics (e.g. illegal characters, spaces and a valid extension)
 - The length of the URL has a maximum of 250 characters.

Click the 'add new URL' button to save the entered URL. Any attachments defined by a URL will be saved externally and not download or saved in PECOS at any point.
- **Attachment Details table:** All attachments will appear in the attachment detail table at the top of the screen.

File description	Size	Type	User	Date Added	Delete
Delivery Note 23569854	26112	Document	Mike Watson	20/04/2012	
Short Shipment Notice 659	26112	Document	Mike Watson	20/04/2012	
Delivery Note	-	URL	Mike Watson	20/04/2012	

 www.supplierwebsite.com/GRNL87465

Attachment detail table

- If you wish to delete an attachment at any time click the  delete icon. When an attachment is deleted a confirmation click through message will appear.
- Click the 'OK' button to close the warning and continue with the deletion.
 - Click the 'Cancel' button to close the warning and return without deleting.



When all comments and attachments have been entered, click the back button at the top of the page. Comments and attachments will save and you will be returned to the Receive Items page.



The attachment icon will change to indicate that a comment or attachment exists (i.e. a piece of paper will appear).

8. To save the receipt click on the **save new receipt** button. The system will validate that mandatory information is entered (delivery note number, date received and a quantity) and the receipt date is not in the future.
9. PECOS will display a 'Receipt Saved' message at the top of the screen to confirm that the receipt has been saved.
10. Click the **back** button to return you to the Status Search Results page.
11. If you would like to return to the receipt later and not update the order click on the **cancel** button. Your receipt will not be saved.

Statuses

Before Receipting:

Organisations Using 2-Way Matching:

The default **Receipt Status** of the order will display as '**Receipt not required**', indicating that receipting is not required for any items on the order.

It is possible for your system administrator to override the default status and therefore an alternate text will display. For example, if financial matching is performed outside of PECOS your approval plans may not have been configured to include a 3-way matching step. In this circumstance PECOS will assume receipting is not required and the default 2-Way matching receipt status will display. If therefore receipting action is required the default text will be replaced with text indicating (for example) that no items have yet been received.

Organisations Using 3-Way Matching

The **Receipt Status** of the order will display as '**No items received**', indicating that receipting is required but not yet performed. It is not possible for your system administrator to override this default text.

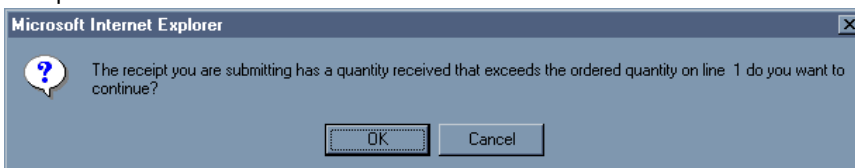
After Receipting:

- a) The **Receipt Status** of the order will change to one of the following receipting statuses:
 - One ore more items have been partially received
 - All items have been fully received
 - One ore more items have been over-received
- b) The **Order Status** will change to '**Order is open**' and the **Settlement Resolution** screen will be made available.

Over Receiving

As well as partially and fully receiving items in an order, goods can be **over received**. This may happen from time to time if a supplier delivers a quantity greater than was originally ordered. Occasionally a supplier may duplicate a shipment of items.

The same receipting process described in the section above should be followed. In addition however, PECOS will display the following warning message, **for all lines being over received**, after clicking the 'complete receipt' button:



Over receipt warning message

Click **OK** if you wish to continue to process a receipt quantity that is greater than the original order quantity. PECOS will process the receipt and return you to the Status search results page.

- The over receipt warning will be displayed for every line being over received and will require a response before continuing.
- The over receipt will be logged in the audit trail.

If you do not wish to proceed with the receipt click **cancel**. PECOS will leave you in the Receive Items page where you can make the appropriate corrections before continuing.

Note that clicking the 'receive all' button will never create an over receipt since the quantity calculated will always be the net value of the quantity ordered and the quantity previously received.

Receipt Tolerances

Over receipting may be disallowed within your organisation or restricted through the use of **receipt tolerances**. Receipt tolerances may be applied to an entire UNSPSC classification code or to individual items as a percentage. A message will be displayed in the receive items screen upon saving a receipt, to inform you when a receipt is out of tolerance.


If you are in any doubt please speak to your system administrator who will clarify the receipt tolerances set for your organisation.


Receipt Editing

If permission is granted through your user profile receipt editing will be permitted in the receive items screen. There are certain conditions under which editing is not permitted: see 'Editing Permissions' below.

When Receipt Editing is permitted, the receipt number in the prior receipts section of the receive items page will display as a hyperlink. This link will take you to the **Edit Receipt** page.





To perform Receipt Editing follow these steps.

1. Using the Status Search Screen, navigate to the order you wish to edit. Note that the Status Search Screen allows you to search for a document using a Delivery Note Number.
2.  Click on the **Receive** action icon to open the Receive Items page.
3. Scroll to the bottom of the Receive items page where **Prior Receipts** are displayed.

Prior Receipts				
Number	Date	Receipt Status	Receipt Comments	Receipt Attachments
Line	Qty / Amt Received	Item Status	Item Comment	Item Attachments
17171	08/11/2012	Correct Item Received		
1	1	Correct Item Received		
2	0	Correct Item Received		
3	0	Correct Item Received		

Prior receipts section of the receive items page

4. Click on the prior receipt number (the delivery note number) to open the **Edit Receipt** page.

Receipt Detail									
Delivery Note Number			Date Received				Receipt Status & Actions		
17171			 08/11/2012 				Correct Item Received  unreceive all		
Line Item No.	Item No.	Mfr No.	Manufacturer	Supplier	Qty	Amt Est Gross	Received to Date	Qty Received	Item Status & Actions
1	3000			Watsons Waffles & Sons Ltd	4		3	1	Correct Item Received 
			Small Plain Waffle						

Line detail section of edit receipt screen

5. Previously entered receipt details are editable:
 - **Delivery Note Number:**
Simply overwrite the delivery note number. The field remains mandatory under editing.
 - **Delivery Date:**
Click the calendar icon and select a new date. The date must be the current or a previous date.
 - **Item Status:**
Select an alternate status from the drop down box
 - **Quantity Received:**
To **reduce** the quantity received, enter the quantity to be deducted from the quantity received to date. For example, if the quantity received to date is 5 and correct quantity received to date is 3 enter the quantity 2 in the Qty to Receive field.

To **remove** the quantity received (ie return the quantity to zero), the quantity entered in the Qty to Receive field must be equal to the Received to Date quantity. For example, if the quantity received to date is 4 and the correct quantity received is 0 enter 4 into Qty to Receive field.

unreceive all

To **remove** all quantities received from **all lines** on an order click on the **unreceive** all button. The quantity received to date will automatically be set to zero for all lines.

To **increase** the quantity received, enter the **new** quantity in the Qty to Receive field. PECOS will not add this to the existing receipt quantity but replace the total received to date. For example if the quantity received to date is 7 and the correct quantity received is 9 enter 9 in the Qty to Receive field.

- Comments and Attachments:

Click on the attachment icon (paper clip) to open the comments and attachment screen.

Update comments by retyping and clicking 'save'.

To delete an attachment click the **X** delete icon. When an attachment is deleted a confirmation click through message will appear:

- Click the 'OK' button to close the warning and continue with the deletion.
- Click the 'Cancel' button to close the warning and return without deleting.

When editing tasks are complete click the 'back' button to save and return to the Edit Receipts screen.

update receipt

6. When all tasks are complete click the **update receipt** button.
7. The Receive Items screen will reopen with a confirmation message that the receipt has been updated.

The receipt status will refresh and possibly change based on the edited receipt quantity.

The audit trail will also be updated with all receipt editing activity.

Editing Permissions

A receipt can be edited for an open order unless the following conditions are present:

- The supplier is an **Evaluated Receipts Settlement** supplier
- The **ReceiptReturn** Export has been run
- The order is **Closed**
- The receipt has been imported using a **batch import** utility


Receipt History

Prior Receipts

To view any previous receipts that have been processed for an order and open any attachments, click on the Receive icon in the Status search results page as usual.

Scroll down to the bottom of the **Receive Items** page to view the **'Prior Receipts'** section where receipt history is displayed.

Receipt editing is allowed if the receipt number displays as a hyperlink (see editing permissions above) and the user has been granted edit permissions through their user profile.

Prior Receipts				
Number	Date	Receipt Status	Receipt Comments	Receipt Attachments
Line	Qty / Amt Received	Item Status	Item Comment	Item Attachments
17171	08/11/2012	Correct Item Received		
1	1	Correct Item Received		
2	0	Correct Item Received		
3	0	Correct Item Received		

Prior receipts displayed at the foot of the receive items page



Click on the receipt icon in the attachment column to display the attachment table. Here attachments can be viewed and opened. Note that this screen does not provide any editing rights but provides access to view attachments only.

The attachment description (i.e. file name) will be a hyperlink that opens the attachment in a new window where it can optionally be printed. URL attachments will open locally in a new browser window to display the external web site. Documents stored in PECOS will be opened by an appropriate program selected by the local pc.

Audit Trail Actions

The following three receiving actions are recognised, depending on what receipting activity has been taken against a particular order, and will appear as an Action in the **Order Audit Trail**.

- **Fully received** – Quantities received are the same as the quantities ordered.
- **Partially received** – The quantity of some items received is less than those ordered.
- **Order has been over received** – More items have been received than were on the original order.

Comments entered and the status selected, in the receipt header will be displayed in the Additional Comments field.

The Order Line Detail section in the 'Purchase Order Status Summary' page (click on the PO number) displays a summary view of each line detailing quantities ordered, received and returned.

Amount Based Settlement Items

The receipting for **non-catalogue items** that are created for **Amount based settlement** rather than the standard Quantity based settlement is different in two ways:

- The quantity entered in the 'Quantity to Receive' box represents a value and not a quantity. Note that two decimal places are supported.
- Prior Receipts will display the amount received and not a quantity received.

[receive all](#)

Line Item No.	Item No.	Mfr No.	Manufacturer	Supplier	Qty	Amt	Received to Date	Qty to Receive
1	56AD29	2389N	Dell	Elcom IT Limited		£20,000.00	£1,500.00	0
	On Site hardware support.							Correct Item Received

[save receipt](#) [cancel](#)

Prior Receipts

Number	Date	Receipt Status	Item Status	Receipt Comments
Line	Qty Received	Amt Received	Item Status	Item Comment
September	30/09/2004	Correct Item Received	Support recieved for September	
1		£1,500.00	Correct Item Received	Call reference 23456 and 23479

Receive items page for amount settled non-catalogue item

Evaluated Receipts Settlement

Evaluated Receipts Settlement (ERS) is the term used in PECOS for **Self Invoicing** or **Self Billing**. Some suppliers do not always issue invoices and therefore an invoice can be generated internally for accounting and payment purposes. Invoices are automatically generated when receipts are processed.

Within the UK, HMRC ("HM Revenue & Customs") defines the rules required to operate a self-billing regime between a buyer and a supplier. Failure to do this may mean that the buyer may not be allowed to recover their input tax. The ERS functionality in PECOS ensures that the self-billing process is compliant with HMRC regulations, thereby allowing customers to increase their scope of implementation and leverage the efficiency savings that are derived from approved self-billing agreements.

Receipting Procedure

1: Navigate to the Status Search screen and search for the order for which you wish to create a receipt and automated invoice.

2: Click on the receive link to open the Receive Items screen.

Notice that a message is displayed at the top of the screen warning that the supplier is self billing:

"This is a Self Billing supplier. Completing the receipt will generate an electronic invoice. Please review that the data is correct before proceeding."

Receipt Detail									
Delivery Note Number			Date Received				Receipt Status & Actions		
<input type="text"/>			<input type="text"/> <input type="text"/>				Correct Item Received <input type="text"/> <input type="button" value="receive all"/>		
Line Item No.	Item No.	Mfr No.	Manufacturer	Supplier	Qty	Amt	Received to Date	Qty Received	
Item Description					Est Gross	Item Status & Actions			
1	unknown			ERS Supplies Ltd	500		214	<input type="text" value="0"/>	
item 1						Correct Item Received <input type="text"/>			
2	unknown			ERS Supplies Ltd	600		160	<input type="text" value="0"/>	
Item 2						Correct Item Received <input type="text"/>			
							Amount This Receipt VAT (Supplier): <input type="text" value="0.00"/>		

Receipt detail section for self billing supplier

3: In the Receipt Detail section enter a number into the **Delivery Note Number** field. This value is mandatory and will become the invoice number prefix. Note that this number must be **unique** within each purchase order number. A system generated suffix will form the remainder of the invoice number. For example, if the value 468 is entered, the invoice number will be in the format '468-5823', where 5823 is randomly system allocated.

4: Enter a **Receipt Date**. The receipt date is mandatory and will become the invoice date.

5: Optionally select a **Receipt Status**.

6: Select the **Receipt Attachments** icon to optionally enter receipting comments and attachments.

7: Enter **quantities** into the 'Qty to receive' column for each line. Enter each line value separately and tab outside the field to update the form to update and calculate VAT. Note that line item details, unit of measure and prices cannot be edited.

8: As quantities are entered the amount of **VAT** is calculated based on the VAT treatments associated to each order line and will automatically display. This value will appear as the **Supplier VAT** on the self billed invoice and will be added to the final payment amount.

Optionally this VAT value can be overridden and if so there will be a rounding difference displayed when the invoice is matched. It is recommended that rather than changing VAT during receipt that a change order is processed to correct the VAT treatments. This will ensure that the VAT summary on the invoice reconciles to the supplier total.

9: Optionally enter a **delivery** charge of available. This will appear as the delivery amount on the invoice and will be added to the invoice total.

10: Click the 'save receipt' button to save the receipt and create a system generated invoice.

Note that receipts for an Evaluated Receipt Settlement Supplier **cannot** be edited.

Additional details about self billing and invoicing can be found in the current version of the 'Invoicing and Settlement Guide for PECOS'.

Returns

From time to time items need to be returned to suppliers for a number of different reasons. PECOS allows you to log these returns and will use return information in the financial matching process.

- Returns are logged against an Order and not a Requisition.
- Returns can only be logged after the order has been created, approved and transmitted to the supplier.
- Receiving does not have to be performed before returns are made (the receipt quantity is only used for validation when it is greater than the original order quantity).
- The quantity that can be returned is limited to the greater of the order quantity and the receipt quantity.
- Decimal quantities can be used.

Financial Matching

Return quantities are netted against receipt quantities for financial matching purposes. For example if a quantity of 14 is received and 3 items are logged in PECOS as returned (for any reason) a net receipt quantity of 11 is used as the quantity matched against the invoice quantity for 3-way matching.

If returns are therefore processed for over-shipment or duplicated delivery you must be aware of the affect on 3-way financial matching. It may be necessary in order to avoid mismatches, to ensure returned items are receipted. It is important that the net total of receipts and returns represents the quantity of items physically received and available for invoicing.

For example: 10 items are ordered and 12 items are delivered. 10 items are kept and 2 returned to the supplier. To ensure that financial matching is accurate two options are available (please refer to your organisation's policies and procedures for the appropriate processing):

- Receive 10 items and do not log the return of 2
- Receive 12 items and log the return of 2

It is recommended that ALL received items are processed and ALL returned items are processed to maintain an accurate audit trail.

Process a Return

1. Navigate to the Status Search page to search for the order for which you wish to process a return. (See the section above)

Req No.	PO No.	Supplier	Req Date	Delivered to	Order Total	Actions
434	U398	Northern Lighting	04/07/2005	David Smith	£115.00	R I S

Order is open
All items have been fully received
No invoices received

Status search results page

2. Click on the **Purchase Order Number** in the 'PO No.' column.
3. **return items** In the **Purchase Order Status Summary** page click on the 'return items' button.

Supplier: Northern Lighting

back copy return items receipt change PO view PO cancel PO create invoice settle

Comments/Feedback

Purchase order status summary page

The Return Items page will be displayed containing the details of the original order. Review the order details to ensure that you are working on the correct order.

4. The only mandatory information to be entered is the **return quantity**. Scroll down to the Line Detail box and enter the appropriate number in the quantity field.

The quantity entered is validated against the order total and the receipt total for each line. If the return value is greater than either of these an error message will be displayed when the 'complete return' button is clicked. The return will not be saved.

Line Item No.	Item No.	Mfr. No.	Manufacturer	Supplier	Qty	Amt	Returned to Date	Qty to Return	RMA Number
1	5026	5026	Philips	Northern Lighting	30		0	0	
	Starter Switches [Starter Switch for 2'4'5' Tubes] *** Sold in Packs of 10								Incorrect Item Received
2	5002	5002	Philips	Northern Lighting	30		0	0	
	Starter Switches [Starter Switch for 12"15"18"21"] *** Sold in Packs of 10								Incorrect Item Received

Return items page showing quantity box for return items

5. Additionally, an optional **item comment** can be placed at line level in the 'Item Comment' box. This is a text field in which any comment can be entered up to a maximum of 255 characters in length.

Line Item No.	Item No.	Mfr. No.	Manufacturer	Supplier	Qty	Amt	Returned to Date	Qty to Return	RMA Number
1	5026	5026	Philips	Northern Lighting	30		0	0	
	Starter Switches [Starter Switch for 2'4'5' Tubes] *** Sold in Packs of 10								Incorrect Item Received
2	5002	5002	Philips	Northern Lighting	30		0	0	
	Starter Switches [Starter Switch for 12"15"18"21"] *** Sold in Packs of 10								Incorrect Item Received

Return items page showing item comment box

6. An optional **reason for the return** can also be given for each line item by choosing one of the values in the 'Reason for Return' drop down list box. The list of reasons is shown below. The default value is 'Incorrect Item Received' and the reason chosen will be saved in the return history.

Line Item No.	Item No.	Mfr. No.	Manufacturer	Supplier	Qty	Amt	Returned to Date	Qty to Return	RMA Number
1	5026	5026	Philips	Northern Lighting	30		0	0	
	Starter Switches [Starter Switch for 2'4'5' Tubes] *** Sold in Packs of 10								Incorrect Item Received
2	5002	5002	Philips	Northern Lighting	30		0	0	
	Starter Switches [Starter Switch for 12"15"18"21"] *** Sold in Packs of 10								Incorrect Item Received

Return items page showing reason for return box

Incorrect Item Received	▼
Incorrect Item Received	
Return for Credit	
Return of Damaged Item	
Return of Overshipment	

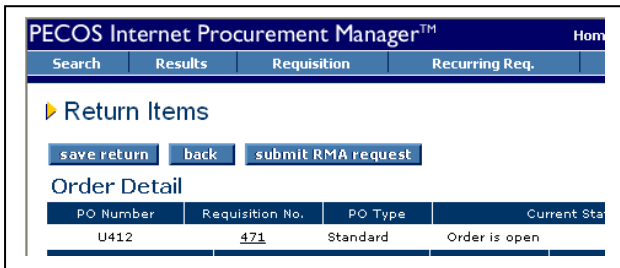
Reason for return options

7. If you have received a returns reference or RMA (Return Material Authorisation) number from your supplier this can be entered in the 'RMA Number' field. The returns number may be alpha-numeric and up to 15 characters in length. Many Suppliers require an RMA Number on any returned goods before they will be accepted for credit or replacement. A later section in this chapter therefore explains how you can use PECOS to obtain an RMA number.

Line Item No.	Item No.	Mfr. No.	Manufacturer	Supplier	Qty	Amt	Returned to Date	Qty to Return	RMA Number
1	5026	5026	Philips	Northern Lighting	30		0	0	
	Starter Switches [Starter Switch for 2'4'5' Tubes] *** Sold in Packs of 10								Incorrect Item Received
2	5002	5002	Philips	Northern Lighting	30		0	0	
	Starter Switches [Starter Switch for 12"15"18"21"] *** Sold in Packs of 10								Incorrect Item Received

Return items page showing the RMA number box

8. When you have finished entering the return information against all the appropriate lines click on the **save return** button at either the top or bottom of the Return Items page.



Return items page showing the save return button

Audit Trail

PECOS will return you to the Purchase Order Status Summary page where you will notice that the details of the return are shown in the audit trail. The audit trail is updated for each item returned and displays the RMA number, return reason and return comments in the 'additional comments' box. Note that PECOS does not change the order status for returns.

The return is now complete in PECOS and you can proceed with sending the items back to the supplier. Remember to quote the RMA number if you have one!

Returns History

To view any previous returns that have been processed for an order, click on the order number on Status Search Results page and click on the 'return items' button as usual.

Scroll down to the bottom of the Return Items page to view the 'Prior Returns' section where return history is displayed.

Prior Returns						
Date Returned	Line Item Number	Qty. Rtn.	Amt. Rtn.	Reason for Return	RMA Number	Item Comment
06/02/2003	1	1		Return of Damaged Item	RMA346567	Spoke to Jim Smith on 01753 442500

Return items page - prior returns box

Note also that the line detail will display a 'Returned to date' quantity.

Return Status

The return status is displayed in the status box at the top of the Return Items screen and the Purchase Order Status Summary screen.

Order Status	Receipt Status	Return Status	Invoice Status
Order is open	One or more items have been partially received	One or more returns	No invoices received

Document status box

Amount Based Settlement

The returns process for non-catalogue items that are created for 'Amount' based settlement rather than the standard Quantity based settlement is different in two ways:

- The return entered in the returns quantity box represents a value and not a quantity. Note that two decimal places are supported.
- Prior Returns will display the amount returned and not a quantity returned.

Line Detail

Line Item No.	Item No.	Mfr No.	Manufacturer	Supplier	Qty	Amt	Returned to Date	Additional Returned	RMA Number
1	56AD29	2389N	Dell	Elcom IT Limited		£20,000.00	£750.00	0	
On Site hardware support.								Incorrect Item Received	

complete return back submit RMA request

Prior Returns

Date Returned	Line Item Number	Qty. Rtn.	Amt. Rtn.	Reason for Return	RMA Number	Item Comment
13/10/2004	1		£750.00	Incorrect Item Received		Reverse September Call Out

Return Items page for amount settled non-catalogue item

Financial matching is based on value rather than quantity and the return value will be deducted from the order value for matching purposes.

Returns Numbers

When returning goods to a supplier they will often require you to first obtain a returns number, sometimes know as an RMA (Return Material Authorisation). Goods are then returned to the supplier using this number as a tracking reference.

It is advisable for you to obtain a returns reference irrespective of your supplier's procedures, since it acts as a 'reverse' order number and is to your advantage. It will enable you to control and manage the return of goods and track the receipt of either replacement goods or a credit note.

Although inconvenient, some vendors may require you to contact them directly to obtain a returns number prior to returning goods. The PECOS RMA Number feature allows you to request a returns reference electronically.

If the supplier profile allows electronic RMA number requests, you will see a **'submit RMA request'** button on the returns page. By completing a simple pre-populated form and submitting it through PECOS a predefined supplier contact will receive a formatted eMail requesting an RMA number. The supplier will then contact you (via eMail or phone) with a reference. You will then be able to return your goods quoting this official returns reference.

Note that the submission of an RMA request is not a mandatory part of completing a return in PECOS but an added feature for your convenience. There is no direct link between the RMA request and the return.

Request an RMA Number

The RMA request quantity is validated to the order and receipt quantities and cannot be greater than either. It is recommended therefore that receipting is performed before the RMA request is made.

Follow the steps below to request an RMA number electronically through PECOS.

1. Navigate to the Status Search screen and search for the order for which you wish to request an RMA number. (see previous section for using the status search screen.)
2. **return items** From the Status Search Results page click on the Order Number and navigate to the Return Items page by clicking on the 'return items' button.
3. Click on the **submit RMA request** button at the top of the Return Items page to open the 'Request RMA' screen.

Return items page showing submit RMA button

- Note that the 'submit RMA request' button will not be displayed if the supplier has not been configured to accept RMA requests.

- The Request RMA page is pre-populated with the line level details from the purchase order. The requisitioner's name and contact details will appear defaulted from the user profile at the top of the screen:

Request RMA form

- Your Name, Phone and Fax details are editable: please ensure these are correct since they will be used by the supplier to contact you with an RMA number.
 - To return to the Return Items page without sending a request, use the back button on your web browser.
4. The following details need to be entered on the RMA Request form. The only mandatory field is the quantity.

Quantity (mandatory) - enter the quantity being returned in the 'Qty' field. The quantity entered cannot be greater than either quantity ordered or the quantity received. A decimal quantity of up to six decimal places is supported.

Condition - choose the condition of the items being returned. Select one from the following list by clicking in the drop down box:

- Factory Sealed
- Open Box
- Not Original Box

Serial numbers - Optionally enter any serial numbers of the items being returned.

Reason - Choose a return reason by selecting from the drop down list box:

- Defective
- Duplicate Shipment
- Freight Damage
- Order Cancellation
- Order Entry Error
- Duplicate Order
- Other
- Wrong Product Ordered
- Wrong Product Shipped

5. Type in any additional Comments or Notes in the space provided.

6. When complete click on the **submit** button at the top of the form.

- An eMail containing the information entered will be sent to a predetermined contact at the supplier, requesting an RMA number.
- PECOS will return you to the Return Items page where you can continue with further returns activities. Notice that the order **audit trail** will have been updated with the RMA request activity.

Audit Trail			
Time Stamp	Action	User	Additional Comments
13/10/2004 14:36 GMT	An RMA Request has been submitted for item(s): JKRHPCS	Mike Watson	
		Mike Watson	- Correct Item Received

Audit trail showing RMA request information

- The supplier should now contact you through an appropriate means, with a returns reference number.

Further Documents

This manual has been created for **requisitioning** users and **buyers** and includes all areas of PECOS used by users who have responsibility for creating requisitions within the procurement process. Listed below are a number of topics not covered by this user manual which can be found elsewhere in other PECOS user guides. Also listed are administration and supplier guides.

Budget Checking

For further detail on budgeting and budget checking in PECOS please refer to the '**Budget Checking Manual for PECOS**'.

Approvals

For further detail on approving requisitions and orders in PECOS please refer to the '**Approvers Guide for PECOS**'.

Closing Orders

For further details on closing orders in PECOS please refer to the '**Invoicing and Settlement Guide for PECOS**'.

Invoicing and Settlement

For further detail on invoicing and settlement in PECOS please refer to the '**Invoicing and Settlement Guide for PECOS**'.

Management Reporting

For further information on Actuate Management Reports please refer to the '**PECOS Reporting Guide**'.

Training

Elcom Systems and its approved partners offer a wide choice of training that can be tailored to suit your organisation's needs. Please contact your local Elcom or Program representative for further details of available courses and documentation.

Administration Documentation

System Administration

For information on all areas of Configuration, System Administration and Maintenance please refer to the '**Administration Manual for PECOS**'.

Workflow Process

For additional information on Approval Plan configuration and Workflow Criteria please refer to the '**Workflow Criteria Guide for PECOS**'.

Catalogue Management

For further detail on managing catalogue loads for PECOS please refer to the '**Catalogue Load for PECOS**' and the associated Catalogue Load Template

Supplier Documentation

Punch Out and cXML Orders

For information about modifying eCommerce websites and integration with PECOS for cXML punchout please refer to the '**Punchout Implementation Guide for PECOS**'. For information about cXML order integration suppliers can refer to the '**cXML Ordering Implementation Guide for PECOS**'.

Catalogues

For information about supplier's requirements for catalogue creation please refer to the '**Supplier Catalogue Guide for PECOS**'.

Secure eMail

For information about configuring encrypted eMail for PECOS refer to the '**Supplier Guide to Secure eMail for PECOS**'.

Glossary of Terms

Accounting Codes: Account codes are the individual values assigned to accounting segments. Each item purchased in PECOS has a combination of account codes assigned to it.

Accounting Segments: The individual labels given to each set of accounting codes within an accounting method.

Accounting Method: The overall accounting structure containing a combination of account segments and account codes.

ad hoc Addresses: In PECOS users may have, depending on their authority level, the ability to create delivery addresses that are not in the system.

Approval Plan: A list of business rules defining what happens to either a requisition or purchase order after it is submitted by a user. Approval Plans contain approval criteria and notification controls.

Approval Rule Groups: The groups to which users belong that contain at least one approval plan that determines how and to whom their requisitions and orders are routed for approval.

Audit Trail: A list of all actions that occur during the processing of a requisition or purchase order that PECOS records and automatically time and date stamps.

Blanket Order: A contract order covering a time frame that allows for future releases within that time frame.

Browser: The user interface to PECOS is through your standard Web browser (Microsoft Internet Explorer or Netscape Navigator).

Business Rule Groups: The groups to which users belong that determine their access to catalogues, financial tracking codes, and procurement cards.

Buy-For User: A user for whom another has the power to buy things on behalf of. This ability is granted by the administrator in the Administration Module.

Card Alias: The combination of numbers or letters that the system uses to refer to a Purchasing Card so that the actual card number is not revealed.

Catalogue: The online supplier catalogue loaded electronically into PECOS and made available for users to search. Items are added onto a requisition.

Catalogue Explorer: An indexation of all items contained within online catalogues sorted by product classification code. Displayed on the left side of the Product Search page it allows users to drill down and conduct a search by product classification code.

Change Order: The ability to change a purchase order after it has been transmitted to the supplier.

CSV: Comma Separated Variable. A file extension where all fields in a document are separated by a comma. Allows a document to be read in either a text reading application (eg Notepad) or opened in a spreadsheet application (eg MS Excel).

cXML: Commerce eXtensible Markup Language. A protocol, created by Ariba, intended for communication of business documents between procurement applications, e-commerce hubs and suppliers. cXML is based on XML and provides formal XML schemas for standard business transactions, allowing programs to modify and validate documents without prior knowledge of their form.

Delivery Address: The address assigned to a purchase order to define where goods or services are to be delivered.

Dynamic HTML: A type of HTML that is automatically generated based on information that resides in a database in response to a user's query or action.

EDI: Electronic Data Interchange. A format for sending electronic information across a proprietary network.

eForm: A document held electronically in PECOS.

ERP: An Enterprise Resource Program, such as Oracle, JD Edwards, SAP, or PeopleSoft, used by organisations to manage functions such as accounts payable, general ledger, HR, and stock management. PECOS can integrate information into these systems.

External Marketplace: The way PECOS allows access to Punchout Suppliers.

Firewall: A security measure to prevent unauthorised users from entering a computer network. Firewalls also monitor the transmission of information to and from a network and are crucial for the detection and elimination of computer viruses.

Home Page: The first page that opens after logging in to PECOS. Contains buttons for navigation and a left navigational toolbar.

HTML: Hypertext Mark Up Language. A common language format used in internet web pages.

Inbox: The area that contains documents requiring approval by an approver or returned documents that require action by a requisitioner.

Invoice or services. In PECOS this information can be recorded in the Invoice screen.

JVM: Java Virtual Machine.

Left Navigational Toolbar: The table on the left of the Home Page containing navigational links.

Line Item Accounting: In PECOS line-item accounting is said to be "in effect" when different line items in a requisition are being charged to different account code combinations.

Lock Out: The inability of a user to login to PECOS due to the freezing of their user id. A lockout occurs after 3 failed login attempts.

Login Credentials: The combination of User ID and Password required to gain access to PECOS.

MRO Items: Maintenance, Repair and Operations. Products and services that organisations must obtain to run their day-to-day business operations.

Non-Catalogue Items: Goods or services added to a requisition that are not included in a supplier catalogue.

Orders: Requisitions are split into separate orders. One order is created for every supplier contained on a requisition. Depending on the type or combination of approval plans utilised, the order may be routed for approval. The order document is sent electronically to the supplier for fulfilment.

Order Status: An order label that tells the user the last action performed to an order.

Packing Slip Number: Also known as a Goods Receipt Note or Delivery Note number.

Parametric Search: A method of searching catalogues that enables the user to define values for certain catalogue fields. PECOS returns a list of items that match the search criteria.

PCI: Procurement Card Industry.

PECOS.ipm: Professional Electronic Commerce Online System, Internet Procurement Manager: Software designed to manage the procurement of MRO items within a comprehensive system. With PECOS, you can easily and quickly perform such familiar tasks as searching supplier catalogues and creating requisitions.

Personal Procurement Card: The manual entry of procurement card data by a requisitioner, as a means of payment in the delivery and invoicing screen.

Procurement Cards: In some buying organisations, credit cards which are used for purchasing supplies. Also known as Purchasing Cards.

PunchOut: The means by which a user connects to supplier catalogues held and maintained on their own websites.

Purchase Order Number: PECOS assigns a unique number to each order.

Query: SQL Reporting tool.

Quick Save: The ability to temporarily save a requisition without losing its content.

Quick Search: A method of searching that allows the user to enter any catalogue criteria. Quick search utilises Boolean logic, wild card characters, spell check and synonyms.

Receipt: The action in PECOS confirming the physical receipt of items or the performance of a service.

Recurring Requisition: A saved list of regularly purchased items. A recurring requisition can be used to add items to a requisition instead of searching catalogues.

Remittance Address: The address associated to a supplier's invoice indicating the destination where the payment and/or remittance advice is to be sent.

Requisition: A list of items (similar to a shopping basket) from various suppliers selected for purchase.

RMA: Return Material Authorisation. This is a generic term for a 'returns number'.

Search Engine: A tool which enables a user to search for items or documents based on information that they enter. A search engine returns a list of results which meet the search criteria.

Secure eMail: The transmission of an eMail using encryption technology. In PECOS, suppliers may elect to receive their purchase orders using SSL.

Shopping Basket: Commercial web sites use the term "Shopping Basket" to refer to the list of items that the individual is buying. In PECOS the shopping basket is referred to as the current requisition.

SKU: Stock Keeping Unit. Also known as stock number, item number or part number.

SQL: Sequential Query Language. The query logic used to run a report.

SSL: Secure Sockets Layer. A method of hiding information sent between web browsers by using encryption to scramble data into an unintelligible string of seemingly random characters..

Submitted Requisition: A completed requisition that has been sent for approval.

Sub Search: The ability to refine an initial set of search results by entering additional search criteria.

System Administrator: The person responsible for maintaining system data, configuration and data integrity within the administration module of PECOS.

Top Menu Bar: The top menu bar is always visible at the top of each PECOS page. It contains buttons to access user-controlled screens, pages, or sub-windows.

UNSPSC: The United Nations Standard Products and Services Code. The UNSPSC is a classification scheme for categorising goods and services. This standard scheme allows buying and selling organisations to better define all products and services they are regularly using. The UNSPSC hierarchy is one of the classification structures used in catalogue explorer.

User Defined Supplier: A supplier record created by a user in the Non-catalogue item screen.

VAT: Value Added Tax. A UK Sales tax charged at prevailing rates on certain goods and services.

WCAG: Web Content Accessibility Guidelines.

Workbench: The default PECOS homepage view that displays and allows quick access to a user's current working documents.

XML: Extensible Mark Up Language, a type of web page that allows large amounts of data to be shipped across the internet in a compact format while retaining the information in distinct fields. XML is easily used for integration with a database.

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