



PECOS Internet Procurement Manager Version 13.1

Release Notes

August 2014

Company Confidential

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1 Introduction

Elcom is pleased to announce the release of PECOS Internet Procurement Manager version 13.1. This is a significant release comprising a number of new features, functional and user interface enhancements as well as several defect repairs.

Some features are provided as separate modules to PECOS and are capable of individual implementation and integration. Areas of interaction with PECOS only are covered in these release notes.

Customers are advised to thoroughly review the changes in this release to take full advantage of the updates and enhancements.

1.1 Audience

These release notes are for customers who are upgrading from PECOS version 13.0 to PECOS version 13.1 and should be read in conjunction with the appropriate administration and user manuals.

1.2 Feature Listing

The table below lists the new feature and the section in which it appears in the Release Notes.

Feature	Feature No.	Section Ref.	Customer Reference
Invoice Attachments	10476	3	Various
Order Tolerance by Value	10507	4	The Open University
Price Quote	11209	5	The Open University
Default Delivery Date	10462	6	C&W NHS, ePS Program
ERS / HMRC Compliance	10645	7	ePS Program

1.3 Platform Support

PECOS v13.1 is certified for use with PCs with Microsoft Internet Explorer browser versions 9 and 10 using default quirks mode. Elcom recommends using the suggested hardware configuration or better noted in the PECOS user manuals for the chosen browser. Further details can be obtained from your local IT or product support organisation.

Additional supported browsers for the windows platform are Mozilla Firefox v3.5 and v4.0.1. Supported MAC Browsers include Safari v4 and above and Mozilla Firefox v3.5 and above.

Testing has identified some minor incompatibilities with Internet Explorer 8 when a client work station runs certain non-current versions of the JRE/JVM.

PECOS is certified for Java 7 update 60 (1.7.0.60), and the latest JRE/JVM is strongly recommended and available for free download from www.java.com.

Purchase orders are rendered as Adobe Acrobat PDF files. Adobe Acrobat Reader v6.0 or later is required to view a Purchase Order.

1.4 Overview

For the new features introduced with PECOS version 13.1, these release notes include a **Purpose** section containing a brief description of the new feature, **Usage Scenarios** and relevant **Exclusions** where appropriate. **Document References** to current versions of Guides and Manuals are given where further, more detailed information is available. An **Overview** of the new feature is provided, and **Use Cases** are described in detail.

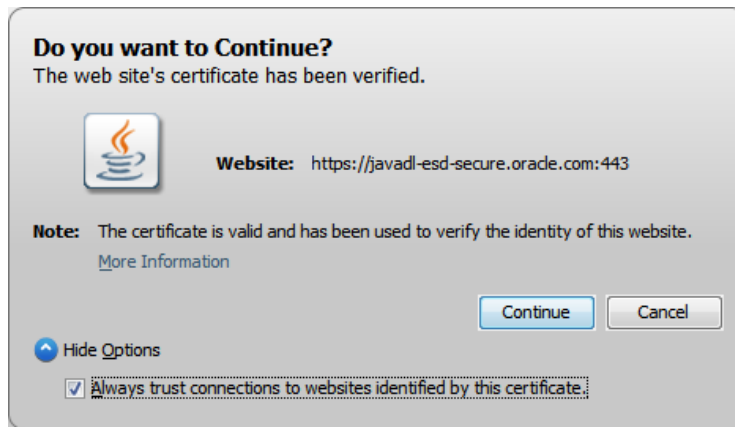
2 Enhancements

The following sections explain the material technical, functional and user interface enhancements included in this release.

2.1 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 message will not appear again.



Java verification

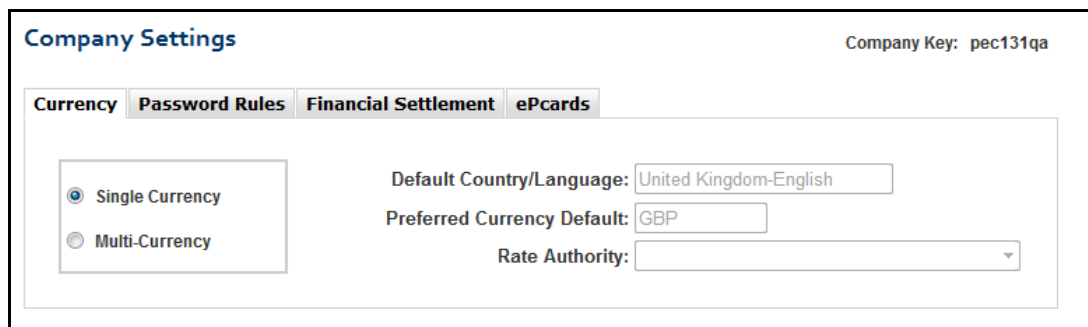
2.2 Company Settings UI Change

The Organisation Maintenance > Company Settings screen has been re-arranged and options are now displayed in a tabbed format.

This change is made in conjunction with the new Financial Settlement options added in this release (see section 4 below) and for consistency with the way Notification Messages and Organisation Settings are displayed.

Four tabs are provided which contain the appropriate settings:

- Currency – no change
- Password Rules – no change
- Financial Settlement – extended for value based matching tolerance and includes the Receipt Tolerance Message
- ePcards – includes the ePcard financial settlement tolerance setting



Company settings screen

2.3 Supplier Bulk Load

New fields have been added to the Bulk Supplier Load to support development in this release.

- **Value Tolerance.** In order for a value based tolerance override to be defined for a supplier a new field is added. See section 4 for more information.
 - Order Tolerance Value - column CH (86). The field supports a decimal number to 2 decimal places. Provision is optional.
- **Price Quote.** In order to configure a supplier for Price Quotes five new fields are added. See section 5 for more information.
 - Price Quote Method of Transmission - The field allows 2 characters: PE (eMail), PF (Fax) and PS (Secure eMail). Provision is optional.
 - Price Quote Contact Name – The field allows up to 50 characters. Provision is optional.
 - Price Quote Contact Phone – The field allows up to 20 characters. Provision is optional.
 - Price Quote Contact Fax – The field allows up to 20 characters. Provision is optional.
 - Price Quote Contact eMail - The field allows up to 50 characters and will be validated for eMail address formatting rules. Provision is optional.
- **Delivery Date Default.** In order for delivery date defaults to be defined for a supplier, four new fields have been added. See section 6 for more information.
 - Delivery Date - column CD (82). The field supports a single character of either M (mandatory) or O (optional). Provision is optional.
 - Delivery Date Default Source - column CE (83). The field supports a single character of either R (requisition) or P (purchase order). Provision is optional.
 - Delivery Date Plus Days - column CF (84). The field supports a whole number. Provision is mandatory if the Delivery Date Default Source is defined as R or P.
 - Delivery SLA - column CG (85). The field supports a whole number. Provision is optional.

2.4 Invoice Settlement Approval

The Activity '**Notify External Party**' has been added as an Action to all Invoice Settlement Approval plans.

This activity is therefore now available to all approval plans and operates in an identical manner across all types, allowing an external party to be sent a notification eMail message, based on defined criteria.

The eMail message allows attachments to be optionally included. When configured within an Invoice Settlement Approval Plan, this includes a PDF copy of the PECOS invoice as well as any additional attachments associated to the invoice.

In addition to the existing eMail recipients a 'Supplier' option is added to send a notification to the supplier. This option is included as part of the ERS / HMRC Compliance development which is covered in greater detail in section 7 below.

2.5 Software and Architecture

- a) Through our ongoing 'Facelift' project, working towards a new User Interface to be introduced in PECOS 14.0, this release has undergone some changes to Style Sheeting and Class architecture. As a result there are some minor changes to the user interface, including button styles and table design.
- b) Cascading Style Sheeting (CSS) adds the ability to centrally control styles and colours and allows PECOS to be "skinned", to provide a better corporate branding or to allow it to look like other applications with which it may be integrated.
- c) New PDF Converter software has been implemented in order to support custom purchase order and invoice prints.
- d) The inbound invoice interface has been enhanced to support multiple suppliers in a single file by utilising an 'All Supplier' partner pair to drive matching based on a unique Payload ID.

2.6 Budgeting Dynamic Option

A new organisational dynamic option has been added called: 'Enable Budgeting'. This option enables Budget Checking functionality in the same way as the existing System Option and will allow customers to control the scope of implementation across their entire organisation.

3 Invoice Attachments

3.1 Purpose

PECOS allows invoices (i.e. paper invoices received from the supplier) to be manually posted through a user interface, allowing the invoice detail to be replicated for approval, settlement and ERP integration. PECOS also allows for the receipt of electronic invoices through an external interface.

This enhancement allows organisations to manually attach and save a copy of the original invoice and any supporting documents against the invoice record. It also enables an electronic interface to automatically send and store a 'hard copy' of the invoice and any supporting attachments.

The attached copies will become the file copy and any paper copies can optionally be destroyed or archived. Benefits to customers include:

- Space saving – paper invoices and associated documents do not need to be stored;
- Filing efficiency – associated documents are stored in the same place;
- Physical security – electronically held invoice copies are more secure from accident or malicious damage;
- Electronic security – electronically held invoices are additionally protected by backup and disaster recovery policy;
- Retrieval – electronically stored invoices can be very easily searched and retrieved;
- Accessibility – electronically stored invoices are more easily accessible by more people;
- Dispute Resolution – one of the benefits of improved retrieval and accessibility is that invoice disputes can be resolved in a more efficient manner.

This feature additionally allows a URL to be saved as the attachment record thereby eliminating the need to upload a physical attachment to PECOS and storing a link to an external file. Attachments can be stored locally or on a 3rd party eInvoice solution.

3.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 3.6 below.

1. A paper invoice is manually entered into PECOS. The original invoice can be scanned and saved as an attachment to the invoice record in PECOS where it can be opened and viewed by all users that have permission to access the invoice record (e.g. Accounts Payable and Approvers).
2. A customer implementing the Elcom eInvoice Solution will automatically be able to access the original pdf copy of the invoice and all associated documents (e.g. a time sheet or delivery note) that were sent by the supplier.
3. A URL link can be saved against a PECOS invoice record where a 'hard copy' or additional invoice information can be retrieved and downloaded from an external source (e.g. supplier web site or corporate intranet).

3.3 Scope and Exclusions

- Existing supported attachment types are allowed: Microsoft Word Document (.doc); Microsoft Excel Spreadsheet (.xls); Rich Text Format (.rtf); Adobe Portable Document Format (.pdf); Microsoft PowerPoint Presentation (.ppt).
- Once uploaded, attachments cannot be edited (they can be deleted).
- Elcom do not certify that the invoice attachment feature is fully compliant for HMRC VAT rules for electronic invoices and recommend that customers maintain their existing electronic invoicing archiving processes.
- 'Invoice' type standard attachments are not available.

3.4 Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

User Manual for PECOS v13.1

Invoicing and Settlement Guide for PECOS v13.1

Administration Manual for PECOS v13.1

3.5 Functional Enhancements

3.5.1 Invoice Screens

A number of invoice screens have been enhanced to allow access to the Invoice Attachments page via the standard paper clip icon.

▶ Invoice Entry

Enter information below to create an invoice for order **MJW84**

back
create invoice
additional invoice information

Supplier: address lookup **Requisitioner:** [Mike Watson](#)
 Waffle House
 2 High Street
 Maidenhead SL3 6RR

Customer Supplier Number: 656547657fdfsf **Supplier Customer Number:** ggret4545676

Payment Terms: 1% 10, Net 30 terms lookup **FOB-delivery Terms:** Cost, Insurance and Freight-C.O.D.

Carrier/Delivery Method: United Parcel Service-Dedicated Truck **Invoice Date:** ✘

Supplier VAT Number: **Invoice Received Date:** ✘

Invoice ID: **Credit Invoice:**

Comments: **Invoice Currency:**

Attachments: **Short Pay:**

Invoice entry screen

The new invoice attachments page is available through the following screens:

- Invoice Entry
- Manual Invoice Entry
- Invoice Detail
- Edit Invoice
- Settlement Approval Summary

3.5.2 Invoice Attachments Screen

The Invoice Attachments screen will open when the attachments icon is clicked.

▶ Invoice Attachments back

File description	Size	Type	User	Date Added	Delete
** No attachments exist for this invoice.					

Select New Attachment add new attachment

File Location and Type: **Description:**

Enter New URL add new URL

Description: **Enter URL:**

Invoice attachments screen

Users are able to select and add a new local attachment or attach a URL where relevant documents may be stored externally.

When entered, attachments can be downloaded or deleted from the attachments table at the top of the Invoice Attachments page. To open and download select the file description and to delete click the delete icon.

▶ Invoice Attachments back

File description	Size	Type	User	Date Added	Delete
Copy of Invoice 35465/Y	6468	Manual	Mike Watson	30/07/2013	✘
Supplier GRN	-	Manual	Mike Watson	30/07/2013	✘

Invoice attachments screen

Where the Invoice Attachment screen is available to open (i.e. the invoice entry and edit invoice screens) attachments may be added or deleted directly in the screen after opening.

Where the Invoice Attachment screen is not available to open via the attachment icon (i.e. the invoice detail and settlement approval screens) all existing attachments are provided for direct download by clicking the file description.

3.6 Use Case Scenarios

The following section provides detailed use scenarios for this new feature. These scenarios can be used to assist with testing the new feature. A detailed understanding of PECOS administration is required.

3.6.1 Invoicer adds a new invoice attachment

Description: The invoice entry clerk attaches a copy of the paper invoice during manual entry

Pre-requisites:

- a) User has invoice entry permissions.
- b) A copy of the invoice is available locally.

Steps:

1. The *invoicer* opens the invoice entry screen and clicks the attachments icon.
2. The *system* opens the Invoice Attachments screen.
3. The *invoicer* browses and selects the copy invoice; enters a description of the file and clicks to add a new attachment.
4. The *system* validates and uploads the file.
5. The system displays the uploaded file in the attachments table.
6. The invoicer clicks the back button.
7. The system redisplay the Invoice Entry screen and updates the invoice attachment icon.
8. The *invoicer* continues to enter invoice information.

Expected behaviour: User selects and uploads an attachment. The system uploads and stores the attachment.

3.6.2 View an attachment - settlement

Description: Attachments are available for view and download through the settlement resolution screen

Pre-requisites:

- a) User has settlement access rights.
- b) Invoice with attachment is processed.

Steps:

1. *User* opens the settlement resolution screen.
2. *User* clicks on the invoice number.
3. The *System* opens the Invoice Detail screen and displays invoice attachments
4. The *user* clicks on file description / attachment link.
5. The *system* allows the attachment to be opened or saved.

Expected behaviour: System allows access to existing attachments in the invoice detail screen.

3.6.3 View an attachment - approver

Description: Attachments are available to an approver during invoice settlement.

Pre-requisites:

- a) Invoice with attachment is matched and sent for approval.

Steps:

1. *Approver* opens their inbox and display Invoices to Approve.
2. *Approver* clicks on the invoice number.
3. The *System* opens the Settlement Approval Summary screen and displays invoice attachments.
4. The *approver* clicks on a file description.
5. The *system* allows the attachment to be opened or saved.

Expected behaviour: System allows access to existing attachments in the settlement approval screen.

4 Order Tolerance by Value

4.1 Purpose

PECOS currently allows a financial settlement purchase order matching tolerance to be set by percentage. Organisations are able to set a default tolerance at company level with an override available for each supplier record.

The purpose of this enhancement is to allow organisations to set matching tolerances by value, in addition to or instead of percentage. Order tolerances are extended to allow administrators to define financial settlement tolerances by value at the organisation and supplier level, with the option existing alongside the current percentage tolerance. The tolerance will operate in the same way as it does currently: applying at line level on the extended price, with the supplier tolerance taking precedence over any organisationally set value.

It will be possible to set either a percentage or a value or both a percentage and a value together. If both a percentage and value are set, PECOS will calculate both and apply the lower of the two during matching.

4.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 4.6 below.

1. An administrator is able to set a value based tolerance at organisation level to ensure that all invoices for the organisation are not placed on a matching exception when all lines are within the tolerance amount.
2. An administrator is able to set a value based tolerance for a supplier to ensure that all invoices for the supplier are not placed on a matching exception when all lines are within the tolerance amount.
3. An administrator is able to set both a value based tolerance and percentage based tolerance at organisation level. This will ensure that all invoices for the organisation are not placed on a matching exception when all lines are within the lower of the two (calculated) tolerance amounts.

4.3 Scope and Exclusions

- Value based order tolerances is freely available to all organisations and does not require a dynamic setting.
- Tolerances are set at the Company level (i.e. the 'Level 2' organisation) only.
- The value based tolerance operates alongside the existing percentage tolerance and does not replace this setting.

4.4 Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

User Manual for PECOS v13.1

Administration Manual for PECOS v13.1

4.5 Functional Enhancements

4.5.1 Administration – Company Settings

The Organisation Maintenance > Company Settings options have been re-arranged and are now displayed in a tabbed screen. The Matching Tolerances are found in the Financial Settlement tab.

A value based matching tolerance can be set by simply entering a value in the 'Value:' box. Any decimal number is allowed (up to 2 decimal places).

The new value tolerance is optional and can be set in place of or in addition to the percentage tolerance. If neither tolerances are set then there will be no tolerance defined and matching will be exact.

4.5.1.1 Value Tolerance Only

If only a value tolerance is set, the value entered will be the allowed upper and lower value and exceptions will be calculated outside of this amount.

Example: If a value of £1.50 is set as a value matching tolerance and the extended price for an item is £15.00. If the invoice extended price is:

£13.49 and below = lower bound is outside of tolerance and will mismatch for price

£16.51 and above = upper bound is outside of tolerance and will mismatch for price

Between £13.50 and £16.50 = within tolerance and will match OK for price

Company Settings Company Key: pec131qaa

Currency **Password Rules** **Financial Settlement** **ePcards**

Matching Tolerance

Tax Tolerance Percentage: (Line level upper and lower boundary) %

Delivery Tolerance Percentage: (Order level upper boundary) %

Order Tolerance: (Line level upper and lower boundary)

Percentage: % and/or Value:

Receipt Tolerance Message

Message:

Company settings – financial settlement options

4.5.1.2 Value and Percentage Tolerances

If both Percentage and Value tolerances are set, the system will apply the LOWER of the two after calculating the difference.

Example: A value of £0.50 (i.e. 50 pence) is set as a value matching tolerance and a percentage of 5% is set as a percentage matching tolerance.

An order contains a line for 5 units @ £15.20 each

An invoice is received for 4 units @ £15.30 each = £61.20

The adjusted extended price for the order to be used for matching tolerance purposes (based on the quantity invoiced) is 4 x £15.20 = £60.80

The percentage tolerance is calculated at +/- £3.06 (being 5% x £60.80).

Therefore the tolerance to be used will be the lower of £0.50 and £3.06: which is £0.50.

There the invoice will not be mismatched because the actual difference between the order extended price and invoice extended price £0.40 (i.e. £61.20 less £60.80) which is within tolerance of £0.50.

4.5.2 Administration – Supplier Profile

The Supplier Profile > Information > Financial Settlement Options is updated to enable the setting of a value based tolerance at the supplier level.

Financial Settlement Options

Payment Method:

Partial Delivery Payment: Yes No

Evaluated Receipt Settlement: Enabled Disabled

Order Tolerance: (Line level upper and lower boundary)

Percentage: % and/or Value:

ePcard Order Tolerance Percentage: (Order level upper boundary) %

Invoice Match: 2-Way 3-Way Workflow

Supplier profile financial settlement options

A value based matching tolerance can be set by simply entering a value in the 'Value:' box. Any decimal number is allowed (up to 2 decimal places). The supplier's default currency will default as the tolerance currency and cannot be overridden.

The new value tolerance is optional and can be set in place of or in addition to the percentage tolerance. An empty field does not signify a zero tolerance: a zero value must be entered.

The supplier tolerance will override the organisational default defined in Company Settings. If neither tolerance is set in the supplier profile (i.e. the fields are left empty) then there will be no supplier override in place and the organisation tolerance will be used.

4.5.3 Bulk Supplier Load

A new optional field has been added to the Bulk Supplier Load (column CH - 86) in order for a value based tolerance override to be defined for a supplier. The field is called "Order Tolerance Value" and is validated as a decimal number to 2 decimal places.

4.6 Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios can be used to assist with testing the new feature.

4.6.1 Set tolerance at organisation level

Description: A value based matching tolerance can be set at organisation level

Pre-requisites:

- a) Administrator has organisation maintenance permission

Steps:

1. *Administrator* selects Company > Organisation Maintenance and navigates to their L2 organisation
2. *System* displays Organisation Maintenance
3. *Administrator* navigates to their L2 organisation in Org Explorer
4. *Administrator* selects Company Settings > Financial Settlement
5. *System* displays Matching tolerance options
6. *Administrator* enters an order tolerance value and clicks save.

Expected behaviour: System correctly updates organisation with value based financial settlement tolerance.

4.6.2 Set tolerance at supplier level

Description: A value based matching tolerance can be set at supplier level

Pre-requisites:

- a) Administrator has supplier maintenance permission

Steps:

1. *Administrator* selects Suppliers > Profile
2. *System* displays Supplier Information screen
3. *Administrator* searches and selects the supplier to edit
4. *Administrator* enters an order tolerance value and clicks update.

Expected behaviour: System correctly updates supplier with value based financial settlement tolerance.

4.6.3 Post invoice within organisation tolerance

Description: An organisational value based matching tolerance is used for invoice matching

Pre-requisites:

- a) User has invoice entry and settlement permission
- b) A purchase order is available for invoicing
- c) Order is fully receipted or two way match is enabled
- d) A value based tolerance is set at organisation level
- e) A tolerance is not set for the supplier
- f) No percentage tolerances are set

Steps:

1. *User* enters an invoice with at least one line extended amount greater than the purchase order value but within the value tolerance.
2. *User* runs financial match
3. *System* matches invoice within tolerance

Expected behaviour: System correctly applies the value tolerance and does not place the invoice on a price matching exception.

4.6.4 Post invoice within supplier tolerance

Description: A supplier value based matching tolerance is used for invoice matching

Pre-requisites:

- a) User has invoice entry and settlement permission
- b) A purchase order is available for invoicing
- c) Order is fully receipted or two way match is enabled
- d) A value based tolerance is set at supplier level
- e) A tolerance is not set at the organisation level
- f) No percentage tolerances are set

Steps:

1. *User* enters an invoice with at least one line extended amount greater than the purchase order value but within the value tolerance.
2. *User* runs financial match
3. *System* matches invoice within tolerance

Expected behaviour: System correctly applies the value tolerance and does not place the invoice on a price matching exception.

4.6.5 Supplier tolerance overrides organisation tolerance

Description: A supplier value based matching tolerance is used for invoice matching, overriding an organisation based tolerance.

Pre-requisites:

- a) *User* has invoice entry and settlement permission
- b) A purchase order is available for invoicing
- c) Order is fully receipted or two way match is enabled
- d) A value tolerance is set at supplier level
- e) A lower value tolerance is set at the organisation level
- f) No percentage tolerances are set

Steps:

1. *User* enters an invoice with at least one line extended amount greater than the purchase order value, outside of the organisation value tolerance but within the supplier value tolerance.
2. *User* runs financial match
3. *System* matches invoice within tolerance

Expected behaviour: System correctly applies the supplier value tolerance and does not place the invoice on a price matching exception.

5 Price Quote

5.1 Purpose

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

The purpose of this new feature is to allow a simple price quote to be sent to one or more supplier as part of the current requisition approval process. An approver, with permission, is able to create a Price Quote containing catalogue or non catalogue items selected from a submitted requisition. The quote contains a description, a respond by date, comments and attachments and can be issued to one or more selectable suppliers. After publication, the requisition is locked until the respond by date and until responses are received and awarded. Suppliers respond to the published quote and the requisition is manually updated through the existing approval edit screen in order to reflect the award of each item. When complete the requisition is unlocked and approved in the normal way.

5.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 5.6 below.

1. An organisation is able to request price quotations from any number of suppliers by transferring catalogue or non-catalogue items from a Requisition into a Quote. Upon securing responses, the requisition can be fully updated with price and supplier details and onward processed.

5.3 Scope and Exclusions

- Quotes are requested as part of the requisition approval process.
- Notification emails are automatically generated and sent to participating suppliers.
- Comments and Attachments are automatically added to the Price Quote.
- Requisitions are updated with supplier responses using existing approval edit permissions.
- Award Rejection Notification eMails are automatically transmitted to suppliers.

5.4 Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

User Manual for PECOS v13.1

Administration Manual for PECOS v13.1

Approvers Guide for PECOS v13.1

5.5 Functional Enhancements

5.5.1 Administration

To control this new feature a number of new administration options are provided.

5.5.1.1 Dynamic Option

A new organisationally assigned Dynamic Option called “**Enable Price Quoting**” is provided to enable the Price Quote feature at the organisation unit level.

- **‘False’**: (The default option) Price Quote is not available.
- **‘True’**: Display all Price Quote functionality and enable implementation.

5.5.1.2 Notification Messages

A new ‘Price Quote’ tab is added to the Organisation Maintenance > Notification screen. Three automated eMail Notification Messages can be configured:

- **Invitation** This is the message that is sent to suppliers inviting them to participate in the quotation process. This message is sent when a new Price Quote is published for the first time and also when a Price Quote is republished. In addition to the text defined here, details of the quote items and all associated comments and attachments will be automatically included in the eMail message.
- **Retraction** This is the message that is sent to suppliers when a Price Quote is retracted (i.e. withdrawn).
- **Award Rejection** This is the eMail that is sent to suppliers who are not awarded at least one item that was included in the Price Quote.

eMail Notification Messages

Returned Approvals | Approval Escalation | Approval Reassignment | Users | **Price Quote**

To include keywords in the message, please perform a keyword Search and copy and paste the selected keyword into the eMail body text.

Keyword Search

Invitation
 Recipient: Supplier
 Subject Text:
 Body Text:

Retraction
 Recipient: Supplier
 Subject Text:
 Body Text:

Award Rejection
 Recipient: Supplier
 Subject Text:
 Body Text:

Organisation maintenance notification screen – price quote tab

The following **Keywords** are available for including in the subject or body text:

- Requisitioner's organisation name: <%OrgUnitName%>
- Price Quote Description: <%PQ_Description%>
- Approver's eMail address: <%PQ_Owner_Email%>
- Approver's name: <%PQ_Owner_Name%>
- Approver's phone number: <%PQ_Owner_Phone%>
- Responses are required before this date: <%PQ_Respond_By_Date%>
- Responses are required before this time: <%PQ_Respond_By_Time%>
- Supplier Name: <%Supplier_Name%>

The method of transmission for all notification messages is defined by a new Price Quote document transmission method configured in the supplier profile. Methods include: eMail, Secure eMail or Fax (see below for more detail).

The destination of the notification messages are defined by a Price Quote Contact configured in the supplier profile (see below for more detail).

5.5.1.3 Supplier Profile

When the Price Quote feature is enabled (i.e. the Dynamic Option is set to 'True') two new supplier fields become mandatory:

- **Transmission Method.** The method of transmitting price quotes for each supplier must be defined in the Transmission Information page. One option must be selected from:
 - eMail – all price quote notifications will be sent by eMail.
 - Secure eMail – all price quote notifications will be sent by secure eMail.
 - Fax – all price quote notifications will be sent by fax.
- **Contacts.** The person to whom price quotes are to be issued and their contact information must be provided in the Contact Information page. All details are mandatory and include:
 - Name – The name of the supplier contact to who price quote notifications will be transmitted.
 - eMail – The eMail address of the supplier contact to whom price quote notifications can be transmitted (as defined by the transmission method).
 - Phone – The phone number of the supplier contact.
 - Fax – The fax number of the supplier contact to who price quote notifications can be transmitted (as defined by the transmission method).

5.5.1.4 Approval Plans

When the Price Quote feature is enabled (i.e. the Dynamic Option is set to 'True') two additional fields appear in requisition approval plans to manage the price quote process.

- A modification permission is added to the Owner tab of the 'Require Approval' Activity Action for all requisition approval plans (Master and Sub).
 - The modification permission is called "Price Quote" and selection is dependant upon the "item and quantity" permission being selected.
 - Selection will enable the task owner to create a quote during approval and edit the requisition with any award decision.

Owner

Owner Type: Role:

Required by one Required by all

Resolve Role by:

Buy-for User's Approval Rule Group
 Requisitioner's Approval Rule Group
 Segment Value:

Approver can modify:

item and quantity
 Price Quote
 accounting information
 Delivery and Invoicing information
 comments and attachments
 VAT treatment

Approval plan task owner modification permission

- The line type for any line that is included in a price quote will be updated to 'Quote'. A new selectable value has been added to the criteria field 'Line: Type' called "Quote". This will allow any requisition to be directed correctly for approval subsequent to the quotation process.

5.5.2 Requisition Approval

An appropriately configured approval plan step will direct a requisition for Price Quote to an appropriate approver or departmental role (e.g. a central procurement team). For example, if a requisition contains one or more item over a certain value; if the requisition contains certain product classification codes; if an extended field is completed; or if a certain supplier is present in the requisition. Approval notification eMails and audit trail messages will be appropriately configured.

The Price Quote is created, transmitted and awarded within the requisition approval process by an approver who approves a task with the 'Price Quote' modification permission assigned (see 5.5.1.4 above).

5.5.2.1 Create a New Price Quote

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

▶ Requisition Approval Summary

Comments/Feedback (254 charact

Requisition approval summary screen showing new create quote button

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

▶ **Price Quote External Attachments** back

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

Price quote external attachments

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

- All items from the requisition are available for selection: the user is able to select and deselect those items to be published in the quote.

▶ **New Price Quote** back save publish * Required Fields

Status: UNPUBLISHED

Description: *

Respond By Date: * [Clear date](#) Time: 8 AM PM

Item Detail External Attachments: [quote suppliers](#)

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

New price quote screen

- A **Description** and **Respond by Date** and Time must be entered.
- Suppliers** are assigned to the price quote by selecting the '**quote suppliers**' button. All suppliers that were included in the original requisition are listed by default but may easily be removed.

A supplier lookup button is provided to search and select additional suppliers. Upon publication the price Quote will be transmitted to all suppliers selected.

▶ **Suppliers**

Choose an existing supplier: supplier lookup back

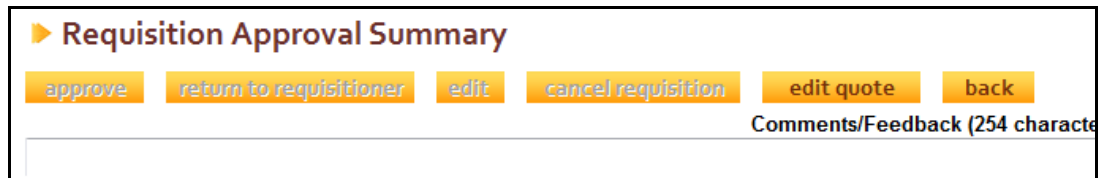
Name	Status	Resend Quote	Action
Avis Rent a Car Ltd	UNPUBLISHED	resend	<input checked="" type="checkbox"/>
COA Solutions Ltd	UNPUBLISHED	resend	<input checked="" type="checkbox"/>

Quote suppliers screen

- Once the Price Quote items and attachments are selected and the header detail completed the price Quote must be: **Saved** or **Published** (see below)
- Once saved or published, the requisition is locked until the Price Quote is completed or retracted.
- The **Item Type** for all items that are included in the Price Quote process are changed to "Quote".

5.5.2.2 Saved Price Quote

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



Requisition approval summary screen showing edit quote button

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

5.5.2.3 Publish a Price Quote

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

- All supplier profiles contain a valid price quote transmission method and price quote contact details.
- Price Quote eMail notification messages are configured in organisation maintenance.

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

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

From: Mike Watson
 To: Sally Jenkins
 Cc:
 Subject: Maidenhead College Price Quote Invitation
 Sent: Mon 05/08/2013 16:38

Message | REQ201375132277629.doc (26 KB)

To Avios Car Rentals Ltd

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

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

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

Item Detail

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

Line Comments

Line 1 : Please quote for Group C cars only

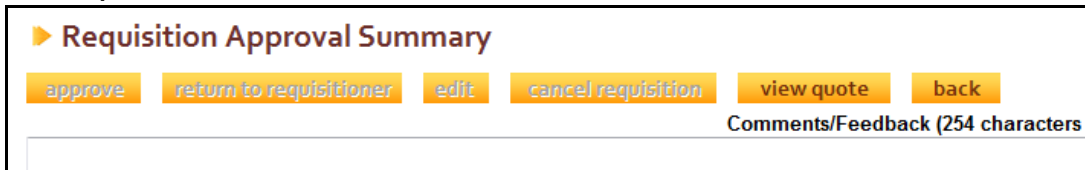
Example of price quote invitation email

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

5.5.2.4 Republish a Price Quote

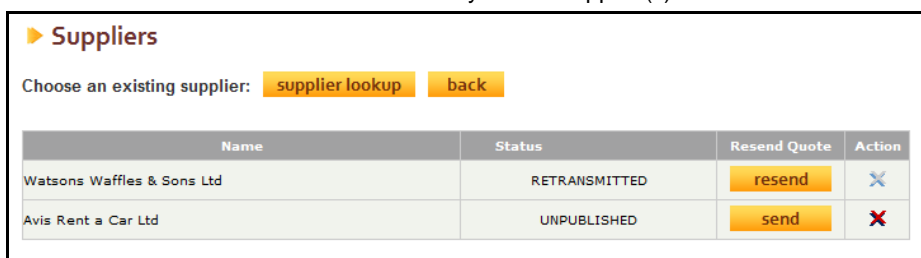
A published Price Quote can be Republished to an existing supplier or additional suppliers can be added.

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



Requisition approval summary screen showing view quote button

- To **resend** the invitation eMail to an existing supplier click the 'resend' button in the Suppliers screen. Note that a supplier cannot be deleted. The status of the supplier will change to 'Retransmitted'.
- Additional suppliers can also be added to a published Price Quote. After selection, click 'send' to issue the invitation eMail and save the newly added supplier(s)



Price quote supplier screen showing supplier added to a published quote

5.5.2.5 Retract a Price Quote

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

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



Published quote header showing retract option

- An automated Retraction eMail notification (see Notification Messages – section 5.5.1.2 above) will be sent to all quote suppliers to advise them of the closure.



Example retraction email notification message

- The requisition will be unlocked for approval processing and optionally a new Price Quote can be created once more.

5.5.2.6 Manually Close a Price Quote

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

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

► Price Quote

back save retract republish

Status: PUBLISHED

Description: A quote for Avis

Respond By Date: 09/08/2013 Time: 11:00 AM

Close Price Quote and Reopen Requisition

Published quote header showing manual close option

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

5.5.2.7 Response and Award

All supplier responses must be received manually direct to the owner of the price quote process (e.g. via a reply to the Invitation eMail).

The Price Quote award is made by the approver in **Requisition Approval Editing** by updating the requisition line items.

A requisition will become unlocked and available for edit and therefore available for awarding the results of the Price Quote when:

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

The Price Quote status changes to “Closed for Awarding”.

► Requisition (248) - Approval Edit Mode

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

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

Approval edit mode showing quote items

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

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

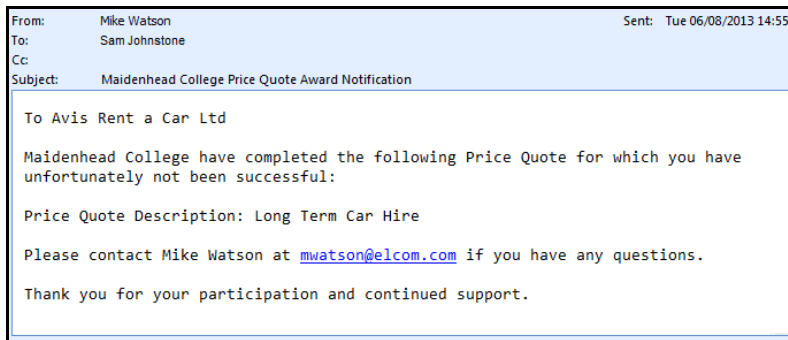
Update quote item screen

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

Add quote item screen

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

- When the requisition is approved, completes the requisition approval process and order requests are generated, **Award Rejection eMails** are transmitted. These emails are predefined (see Notification Messages, section 5.5.1.2 above) and transmitted to all suppliers who were quote suppliers (i.e. were included in the Price Quote process) but were not awarded (i.e. a quote item does not appear on a purchase order for them).



Example award rejection notification email

5.5.3 Bulk Supplier Load

In order to configure a supplier for Price Quotes five new fields are added to the bulk supplier load.

- Price Quote Method of Transmission - The field allows 2 characters: PE (eMail), PF (Fax) and PS (Secure eMail). Provision is optional.
- Price Quote Contact Name – The field allows up to 50 characters. Provision is optional.
- Price Quote Contact Phone – The field allows up to 20 characters. Provision is optional.
- Price Quote Contact Fax – The field allows up to 20 characters. Provision is optional.
- Price Quote Contact eMail - The field allows up to 50 characters and will be validated for eMail address formatting rules. Provision is optional

5.6 Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios can be used to assist with testing the new feature.

5.6.1 Price Quotes Received and Awarded per Requisition

Description: High value items require four supplier quotes. Quotes received and orders issued for quote items only at respond by date.

Pre-requisites:

- a) Price quote DO is enabled
- b) Price quote eMail notification messages are formatted
- c) Quote supplier profiles are configured for price quote transmission method and contact
- d) Requisition approval plan step to trap items over £5k that require approval is created
- e) Approval is routed to approver responsible for managing quotes and price quote owner modification role is assigned to the step
- f) Supplier responses are assumed
- g) No purchase order approval is in place

Steps:

1. *Requisitioner* creates a requisition for one or more item requiring a quote
2. *Requisitioner* adds external comments and attachments relevant to the quote
3. *Requisitioner* submits the requisition
4. *System* delivers requisition to appropriate approver's inbox
5. *Approver* reviews requisition for items, attachments and comments prior to creating a new quote
6. *Approver* creates a New Price Quote and enters a description and respond by date and time
7. *Approver* selects and assigns four quote suppliers
8. *Approver* selects required items
9. *Approver* selects required attachments
10. *Approver* publishes the quote
11. *System* locks the requisition and issues invitation emails
12. *Suppliers* respond to the price quote and provide price information by eMail
13. *System* unlocks requisition when the respond by date and time is reached and closes the price quote for awarding
14. *Approver* opens requisition in edit mode
15. *Approver* selects each quote item and edits as required: updating prices and assigning to the appropriate supplier
16. *Approver* approves the requisition
17. Requisition completes the requisition approval process

18. *System* issues award rejection emails to suppliers who are not awarded a quote item
19. *System* creates and transmits purchase orders to awarded suppliers

Expected behaviour:

System correctly issues all price quote notification messages to suppliers and the approver is able to create a price quote and update quote items.

5.6.2 Price Quotes Received and Awarded with Additional Items

Description: As 5.6.1 but additional quote items are awarded.

Pre-requisites:

- a) Price quote DO is enabled
- b) Price quote eMail notification messages are formatted
- c) Quote supplier profiles are configured for price quote transmission method and contact
- d) Requisition approval plan step to trap items over £5k that require approval is created
- e) Approval is routed to approver responsible for managing quotes and price quote owner modification role is assigned to the step
- f) Supplier responses are assumed
- g) No purchase order approval is in place

Steps:

1. *Requisitioner* creates a requisition for one or more item requiring a quote
2. *Requisitioner* adds external comments and attachments relevant to the quote
3. *Requisitioner* submits the requisition
4. *System* delivers requisition to appropriate approver's inbox
5. *Approver* reviews requisition for items, attachments and comments prior to creating a new quote
6. *Approver* creates a New Price Quote and enters a description and respond by date and time
7. *Approver* selects and assigns four quote suppliers
8. *Approver* selects required items
9. *Approver* selects required attachments
10. *Approver* publishes the quote
11. *System* locks the requisition and issues invitation emails
12. *Suppliers respond to the price quote and provide price information and details of additional related items by eMail*
13. *System* unlocks requisition when the respond by date and time is reached and closes the price quote for awarding
14. *Approver* opens requisition in edit mode
15. *Approver* selects each quote item and edits as required: updating prices and assigning to the appropriate supplier
16. *Approver* adds additional items as quote items.
17. *Approver* approves the requisition
18. Requisition completes the requisition approval process
19. *System* issues award rejection emails to suppliers who are not awarded a quote item
20. *System* creates and transmits purchase orders to awarded suppliers

Expected behaviour:

System correctly issues all price quote notification messages to suppliers and the approver is able to create a price quote, update quote items and add additional quote items.

5.6.3 Price Quotes Received and Awarded Prior to Respond By Date

Description: As 5.6.1 but quote is ended prior to respond by date.

Pre-requisites:

- a) Price quote DO is enabled
- b) Price quote eMail notification messages are formatted
- c) Quote supplier profiles are configured for price quote transmission method and contact
- d) Requisition approval plan step to trap items over £5k that require approval is created
- e) Approval is routed to approver responsible for managing quotes and price quote owner modification role is assigned to the step
- f) Supplier responses are assumed
- g) No purchase order approval is in place

Steps:

1. *Requisitioner* creates a requisition for one or more item requiring a quote
2. *Requisitioner* adds external comments and attachments relevant to the quote
3. *Requisitioner* submits the requisition
4. *System* delivers requisition to appropriate approver's inbox
5. *Approver* reviews requisition for items, attachments and comments prior to creating a new quote
6. *Approver* creates a New Price Quote and enters a description and respond by date and time
7. *Approver* selects and assigns four quote suppliers
8. *Approver* selects required items
9. *Approver* selects required attachments

10. *Approver* publishes the quote
11. *System* locks the requisition and issues invitation emails
12. *Suppliers* respond to the price quote and provide price information by eMail
13. *Approver* manually closes the price quote
14. *System* unlocks requisition closes the price quote for awarding
15. *Approver* opens requisition in edit mode
16. *Approver* selects each quote item and edits as required: updating prices and assigning to the appropriate supplier
17. *Approver* approves the requisition
18. Requisition completes the requisition approval process
19. *System* issues award rejection emails to suppliers who are not awarded a quote item
20. *System* creates and transmits purchase orders to awarded suppliers

Expected behaviour:

System correctly issues all price quote notification messages to suppliers and the approver is able to create a price quote, close the quote early and update quote items.

5.6.4 Price Quote Process Extended to Additional Suppliers after Publication

Description: As 5.6.1 but quote is extended to additional suppliers after publication

Pre-requisites:

- a) Price quote DO is enabled
- b) Price quote eMail notification messages are formatted
- c) Quote supplier profiles are configured for price quote transmission method and contact
- d) Requisition approval plan step to trap items over £5k that require approval is created
- e) Approval is routed to approver responsible for managing quotes and price quote owner modification role is assigned to the step
- f) Supplier responses are assumed
- g) No purchase order approval is in place

Steps:

1. *Requisitioner* creates a requisition for one or more item requiring a quote
2. *Requisitioner* adds external comments and attachments relevant to the quote
3. *Requisitioner* submits the requisition
4. *System* delivers requisition to appropriate approver's inbox
5. *Approver* reviews requisition for items, attachments and comments prior to creating a new quote
6. *Approver* creates a New Price Quote and enters a description and respond by date and time
7. *Approver* selects and assigns four quote suppliers
8. *Approver* selects required items
9. *Approver* selects required attachments
10. *Approver* publishes the quote
11. *System* locks the requisition and issues invitation emails
12. *Approver* adds additional suppliers to the published price quote and sends invitation emails
13. *System* issues invitation emails to added suppliers
14. *Suppliers* respond to the price quote and provide price information by eMail
15. *System* unlocks requisition when the respond by date and time is reached and closes the price quote for awarding
16. *Approver* opens requisition in edit mode
17. *Approver* selects each quote item and edits as required: updating prices and assigning to the appropriate supplier
18. *Approver* approves the requisition
19. Requisition completes the requisition approval process
20. *System* issues award rejection emails to suppliers who are not awarded a quote item
21. *System* creates and transmits purchase orders to awarded suppliers

Expected behaviour:

System correctly issues all price quote notification messages to suppliers and the approver is able to create a price quote, add additional suppliers after publication and update quote items.

5.6.5 Price Quotes Retracted

Description: High value items require four supplier quotes. Insufficient or inappropriate supplier responses are received and it is decided to cancel the price quote.

Pre-requisites:

- a) Price quote DO is enabled
- b) Price quote eMail notification messages are formatted
- c) Quote supplier profiles are configured for price quote transmission method and contact
- d) Requisition approval plan step to trap items over £5k that require approval is created
- e) Approval is routed to approver responsible for managing quotes and price quote owner modification role is assigned to the step

- f) Supplier responses are assumed
- g) Respond by date and time is not reached

Steps:

1. *Requisitioner* creates a requisition for one or more item requiring a quote
2. *Requisitioner* adds external comments and attachments relevant to the quote
3. *Requisitioner* submits the requisition
4. *System* delivers requisition to appropriate approver's inbox
5. *Approver* reviews requisition for items, attachments and comments prior to creating a new quote
6. *Approver* creates a New Price Quote and enters a description and respond by date and time
7. *Approver* selects and assigns four quote suppliers
8. *Approver* selects required items
9. *Approver* selects required attachments
10. *Approver* publishes the quote
11. *System* locks the requisition and issues invitation emails
12. *Supplier responses are / are not received*
13. *Approver* retracts the price quote
14. *System* issues retraction emails to all quote suppliers
15. *System* unlocks the requisition and deletes the price quote

Expected behaviour:

System correctly issues all price quote notification messages to suppliers and the approver is able to cancel the price quote process.

6 Default Delivery Date

6.1 Purpose

The Delivery Date (formerly 'Date Requested') field in the requisition and order delivery and invoicing screens has no default and is required to be entered manually when a delivery date needs to appear on a purchase order. The purpose of this new feature is to provide a mechanism for automatically determining a delivery date when the requisition is submitted or purchase order is transmitted. There are a number of new options available to the system administrator for determining both a default date and time which can be set at both the organisation and supplier level.

The delivery date selection has been extended to allow the requisitioner to additionally select a Delivery Time for the purchase order.

In addition, a new SLA field has been added to administration screens to enhance supplier reporting.

6.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 6.6 below.

1. An organisation can determine a delivery date to be mandatory for all purchase orders by organisation unit or by supplier.
2. An organisation is able to define a default delivery date to appear on all purchase orders that complies with standard terms and conditions of purchase.
3. The system administrator is able to record a supplier delivery SLA that can be used with the expected delivery date for improved supplier performance and evaluation reporting.
4. An organisation is able to create a fixed and standard delivery field for improving outstanding receipt reporting.

6.3 Scope and Exclusions

- The default delivery date is not linked to existing delivery terms or the supplier SLA
- The OrderExport and APEXport interfaces have not been changed to include the new Delivery Time.
- The Delivery Time is included in the default PDF purchase order template but will not appear in the cXML order message.

6.4 Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

User Manual for PECOS v13.1

Administration Manual for PECOS v13.1

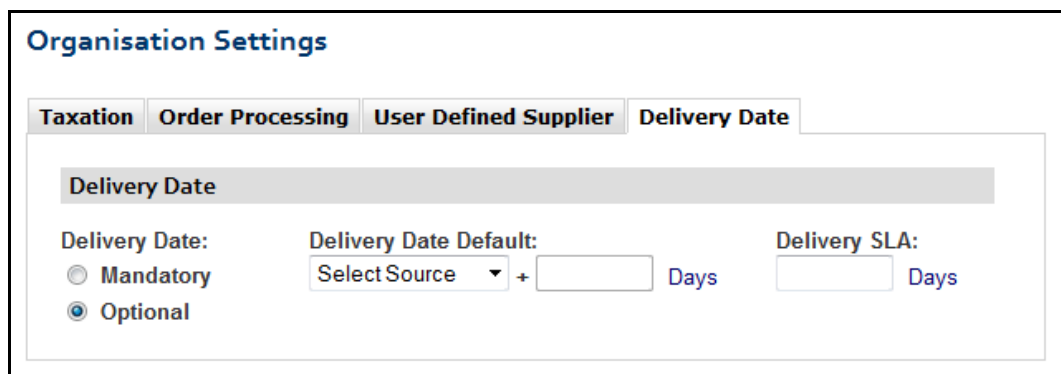
6.5 Functional Enhancements

6.5.1 Administration – Organisation Settings

A new Delivery Date tab is provided in Organisation Maintenance > Organisation Settings to configure new optional delivery date default rules at the organisation level.

A **mandatory** option forces requisitioners to select a delivery date for all order requests prior to submitting a requisition.

When a **delivery date default source** is selected, the system will automatically calculate a date that will populate either the requisition or purchase order, post transmission.



The screenshot shows the 'Organisation Settings' interface with the 'Delivery Date' tab selected. The tab is highlighted in blue. Below the tab, there is a section titled 'Delivery Date' with a grey background. Under this section, there are three main settings: 'Delivery Date:', 'Delivery Date Default:', and 'Delivery SLA:'. The 'Delivery Date:' setting has two radio button options: 'Mandatory' (unselected) and 'Optional' (selected). The 'Delivery Date Default:' setting has a dropdown menu with 'Select Source' selected, followed by a plus sign, a text input field, and the word 'Days'. The 'Delivery SLA:' setting has a text input field followed by the word 'Days'.

Organisation setting screen showing delivery date tab

Delivery Defaults set at the organisation level provide the 'top' level default. Any setting at the supplier profile level (see below) will override any default set at the organisation level.

The default delivery date is always editable by requisitioners and approvers in the invoice and delivery screens of the requisition and order requests. When manually selected, a delivery date will always override a default date. When a default is set and organisations do not require this default to be overridden during requisition creation and approval, it is advisable to notify users of the existence of all default settings and business policy with respect to delivery dates.

6.5.1.1 Mandatory

- The 'Mandatory' flag is independent of the default date selection. When setting the delivery date as 'mandatory' the selection of a Delivery Date Default Source is not required.
- When set as mandatory, the Delivery Date field in Order Request screens will be marked with an asterisk and requisitioners will not be able to submit an order request unless a date is entered.
- The mandatory setting applies to all standard, change and blanket order types.

6.5.1.2 Optional

- The default setting is 'Optional' – source not selected. The entry of a delivery date by the requisitioner is optional and there will be no default date assigned at the time of requisition or purchase order creation.
- In order to apply an active delivery date default, after selecting 'Optional', a **Source** must also be selected. Selecting a source consists of two parts:
 - First the **Source** of the default must be selected from the drop down box. This is the basis from which the date will be calculated:
 - i. **Requisition** – The date the requisition is created
 - ii. **Purchase Order** – The transmission date of the PO
 - Second a **Number of Days** must be entered. This is the number of days to be added to the date of the source document to determine the default delivery date that will be generated.
 - If a source is selected, the number of days is mandatory.
- When a default is selected a date will be generated and applied as follows:
 - **Requisition.** The delivery date will be calculated 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 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.
- The optional date default does not apply to change orders or blanket orders

6.5.1.3 Delivery SLA

A new field is provided called '**Delivery SLA**'. This field is optional and independent from the other delivery date default fields. It is provided to allow customers to enter a fixed number of days based on the standard organisational conditions of supply. At some point in the future, it is intended that this field will be available for delivery reporting purposes alongside the purchase order actual delivery date and receipt dates.

6.5.2 Administration – Supplier Profile

Delivery Date default settings are also provided in the Supplier Information page of the Supplier Profile. An option set at the supplier profile will override the setting at the organisation level.

Purchase Order Options		
Delivery Date: <input type="radio"/> Mandatory <input checked="" type="radio"/> Optional	Delivery Date Default: Select Source ▾ + <input type="text"/> Days	Delivery SLA: <input type="text"/> Days
Change Order Format: <input type="radio"/> Send changed lines only <input checked="" type="radio"/> Send changed and unchanged lines	Order Configuration: <input type="radio"/> Enabled <input checked="" type="radio"/> Disabled	PO Terms: Select PO Term ▾

Supplier profile purchase order options section showing new delivery default settings

The same settings are available at the supplier level as at the organisation level (above). The default is Optional with no source selected (i.e. the default is not active). Therefore until either a source is

chosen or the 'Mandatory' setting selected, no delivery date override will be applied at the supplier level.

6.5.3 Date Calculation

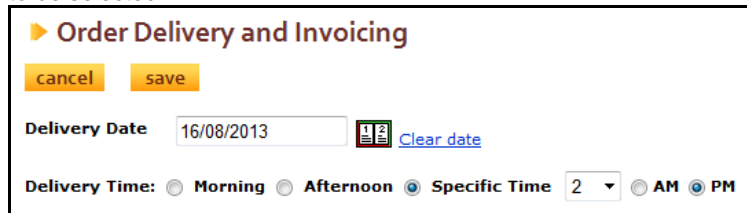
- Default delivery date calculations will use the user's organisational Workday Calendar definition. Any non working day or public holiday is excluded in the calculation. Any day marked as a working day will be assumed a full day: the non working hour elements are ignored.
- When a Requisition is submitted:
 - a. If the optional default source = 'Requisition', the delivery date will be generated based on the current date and assigned to each order request.
 - b. If the default Source = 'Purchase Order', no date will be generated and order requests will not display a delivery date.
- When a Purchase Order is transmitted:
 - a. If the default source = 'Requisition', the order request delivery date will already have become fixed when the requisition was submitted. There is no change to the date.
 - b. If the default Source = 'Purchase Order', the delivery date will be generated based on the current date and will be assigned to the purchase order.
- If any delivery date is replaced manually by a requisitioner or approver it will become fixed and no longer adjusted by any default setting or calculation. It is flagged as being manually set.
- If a delivery date is mandatory, the delivery date that is calculated to appear on purchase orders for ERS suppliers will be the same as the receipt date. This rule overrides all default delivery date settings.

6.5.4 Delivery Time

In addition to the mandatory or optional setting of a default delivery date, the requisition has been enhanced to allow the requisitioner to extend the Delivery Date with a **Delivery Time**.

6.5.4.1 Delivery & Invoicing Screens

A delivery time selection in the order delivery and invoicing screen allows one of three Delivery Times to be selected.



The screenshot shows a web interface for 'Order Delivery and Invoicing'. At the top, there are 'cancel' and 'save' buttons. Below that, the 'Delivery Date' is set to '16/08/2013' with a calendar icon and a 'Clear date' link. Underneath, the 'Delivery Time' section has three radio buttons: 'Morning', 'Afternoon', and 'Specific Time'. The 'Specific Time' radio button is selected. To its right is a dropdown menu showing the number '2'. At the bottom of this section are two radio buttons: 'AM' and 'PM', with 'PM' selected.

Order delivery and invoicing screen showing new delivery time options

- a. **Morning** – select to display 'Morning' as the delivery time on the purchase order
- b. **Afternoon** – select to display 'Afternoon' as the delivery time on the purchase order
- c. **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.

6.5.4.2 Purchase Order Display

The standard purchase order templates have been enhanced to display the new Delivery Time field beneath the Delivery Date.

6.5.5 Workflow Criteria

A new order type workflow criterion for the delivery date has been added in order to provide delivery date based approval rules.

- New criterion is available in the following plan types:
 - a. Requisition Approval
 - b. Purchase Order Approval
- Operators are: >, <, >=, <=, =, !=, is blank, is not blank.
- Value entry must be a valid whole number, except 0 (entering a zero as a value will have the same affect as testing a blank or empty field and must not be used).
- When a numeric operator is selected, the criterion will calculate the number of days' difference between the current date and the delivery date. (i.e. delivery date – current date)
 - a. This calculated value will be compared to the criteria value entered.
 - b. The calculated value can be negative

- c. The date will exclude the current day but include the delivery day
- Examples:
- o Delivery Date is May 4th and today's date is May 1st = 3
 - o Delivery Date is May 30th and today's date is June 4th = 5
 - o Delivery Date is May 2nd and today's date is May 3rd = -1
- Examples displaying the operator and value combination:
 - a. 'is blank' (i.e. is null): No value is required. If any order request contains no delivery date the test will be true and the activity action invoked.
 - b. '<' '2': The delivery date is less than 2 days from today's date.
 - c. '<=' '3': The delivery date is less than or equal to 3 days from today's date
 - If a requisition is submitted outside of normal working hours as determined by the requisitioner's Workday Calendar, the current time for use in the workflow calculation is adjusted to the start time of the next working day.
 - Delivery Time is not included in the delivery calculation.

The availability of a delivery date for approval routing will depend upon the organisation and supplier delivery date selection. If the selection is 'Mandatory' or the 'requisition' source is selected for an 'Optional' setting, a date will be generally available for approval routing. If however the 'Optional' setting has a 'purchase order' source, unless the date is manually entered by the requisitioner, a date will not be available for approval routing.

6.5.6 Supplier Bulk Load

In order for delivery date defaults to be defined for a supplier, four new fields have been added to the supplier bulk load.

- Delivery Date - column CD (82). The field supports a single character of either M (mandatory) or O (optional). Provision is optional.
- Delivery Date Default Source - column CE (83). The field supports a single character of either R (requisition) or P (purchase order). Provision is optional.
- Delivery Date Plus Days - column CF (84). The field supports a whole number. Provision is mandatory if the Delivery Date Default Source is defined as R or P.
- Delivery SLA - column CG (85). The field supports a whole number. Provision is optional.

6.6 Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios can be used to assist with testing the new feature.

6.6.1 Default Set at Organisation (Requisition)

Description: A default delivery date based on the requisition date is set at organisation level.

Pre-requisites:

- a) Administrator has organisation maintenance permission

Steps:

1. *Administrator* opens the organisation settings screen and selects the delivery date tab
2. *System* displays delivery date organisation settings
3. *Administrator* selects 'Optional' and a delivery date default source = 'Requisition' and enters a number of days.
4. *Administrator* saves the selection

Expected behaviour: System saves the organisational delivery date default. System generates and assigns a delivery date for all order requests when the requisitioner submits the requisition.

6.6.2 Default Set at Organisation (PO)

Description: A default delivery date based on purchase order date is set at organisation level.

Pre-requisites:

- a) Administrator has organisation maintenance permission

Steps:

1. *Administrator* opens the organisation settings screen and selects the delivery date tab
2. *System* displays delivery date organisation settings
3. *Administrator* selects 'Optional' and a delivery date default source = 'Purchase Order' and enters a number of days.
4. *Administrator* saves the selection

Expected behaviour: System saves the organisational delivery date default. System generates and assigns a delivery date for all purchase orders when they are transmitted to the supplier.

6.6.3 Default Set at Supplier (Requisition)

Description: A default delivery date based on the requisition date is set at supplier level.

Pre-requisites:

- a) Administrator has supplier maintenance permission

Steps:

1. *Administrator* opens the supplier profile, searches and selects the supplier
2. *System* displays supplier profile
3. *Administrator* selects 'Optional' and a delivery date default source = 'Requisition' and enters a number of days
4. *Administrator* updates the supplier

Expected behaviour: System saves a supplier delivery date default to override the organisation setting. System generates and assigns a default delivery date for the supplier's order requests when the requisitioner submits the requisition.

6.6.4 Default Set at Supplier (PO)

Description: A default delivery date based on the order date is set at supplier level.

Pre-requisites:

- a) Administrator has supplier maintenance permission

Steps:

1. *Administrator* opens the supplier profile, searches and selects the supplier
2. *System* displays supplier profile
3. *Administrator* selects 'Optional' and a delivery date default source = 'Purchase Order' and enters a number of days
4. *Administrator* updates the supplier

Expected behaviour: System saves a supplier delivery date default to override the organisation setting. System generates and assigns a delivery date for the supplier's orders when they are transmitted.

6.6.5 Mandatory Date Required - Organisation

Description: Administrator requires that the entry of a delivery date is to be mandatory for all orders and sets this requirement at the organisation level.

Pre-requisites:

- a) Administrator has organisation maintenance permission

Steps:

1. *Administrator* opens the organisation settings screen and selects the delivery date tab
2. *System* displays delivery date organisation settings
3. *Administrator* selects the 'mandatory' delivery date option
4. *Administrator* saves the selection

Expected behaviour: System saves and applies the organisational delivery date option. Users are required to enter delivery dates for all orders prior to submitting a requisition.

6.6.6 Mandatory Date Required - Supplier

Description: Administrator sets a mandatory delivery date for a specific supplier to override the organisation setting.

Pre-requisites:

- a) Administrator has supplier maintenance permission

Steps:

1. *Administrator* opens the supplier profile, searches and selects the supplier
2. *System* displays supplier profile
3. *Administrator* selects the 'mandatory' delivery date option
4. *Administrator* updates the supplier

Expected behaviour: System saves and applies the supplier delivery date setting

7 ERS HMRC Compliance

7.1 Purpose

The Evaluated Receipts Settlement (ERS) feature in PECOS supports the buyer self-billing process, enabling an invoice to be internally generated upon receipt of goods or services.

Within the UK, HMRC (“Her Majesty Revenue and Customs”) defines the rules required to operate a self-billing regime between a buyer and a supplier. Failure to do this may ensure that the buyer may not be allowed to recover their input tax.

ERS functionality has been enhanced to make the self-billing process 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.

7.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 7.6 below.

1. A customer who purchases high volumes of contract labour is able to use a combination of contract (blanket) orders and ERS supplier configuration to save time and resources managing high volumes of small value purchase orders and payments.
2. Customers are able to provide HMRC compliant invoices through self-billing, ensuring that all taxes are fully recoverable.
3. Providing HMRC compliant invoices for self billed suppliers allows customers to auto generate invoices for prompt or early payment, thereby enabling adherence to SLA's and avoidance of financial penalties.

7.3 Scope and Exclusions

- The supported invoice format is PDF and the supported transmission method is eMail only.
- Returns will not generate an ERS credit invoice.
- There is no support for enabling suppliers to be 'partially' ERS. Setting a supplier as an ERS supplier will cause all receipts to generate an invoice.

7.4 Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

User Manual for PECOS v13.1

Administration Manual for PECOS v13.1

7.5 Functional Enhancements

7.5.1 ERS Invoice Template

When an invoice is generated by the ERS self billing process, the system applies a separate ERS invoice template. This has been updated to ensure that it is HMRC compliant within the UK. Where an organisation's tax type is VAT (United Kingdom) and when an invoice pdf is generated, the following data now appears:

- The **supplier's Tax ID** (VAT Number) will appear in the invoice header.
- The following will appear on each **line**:
 - Rate of VAT applied (i.e. the Tax Treatment percentage)
 - The VAT Code (i.e. the Tax Treatment)
 - Calculated value of VAT
- A **summary tax table** (similar to the purchase order) is now displayed at the foot of the invoice, displaying, for each VAT Code:
 - Rate of VAT
 - Total net invoice value charged
 - Total value of VAT
- The text “Ref: Self Billing - The VAT shown is your output tax due to HMRC” will be displayed prominently at the top of the invoice.

PECOS.ipm		INVOICE:7777-51150							
Buyer 54 Waltham Road Maidenhead SL6 4JJ		Invoice Date 02-Oct-2013		Payment Terms Net 30					
Supplier ERS Supplies Ltd 122 Lower Main Street Basingstoke RG12 8PP		Purchase Order MJW114		Delivery Best Way Normal Delivery					
		Invoice to 54 Waltham Road Maidenhead SL6 4JJ		Deliver to Mike Watson 54 Waltham Road Maidenhead SL6 4JJ					
Supplier VAT No:123456789									
Subtotal £5.00		Delivery £0.00		VAT £1.00					
		Total £6.00		Payment Amount £6.00					
REF: SELF BILLING - THE VAT SHOWN IS YOUR OUTPUT TAX DUE TO HMRC									
Line	Item No	UoM	Qty Inv.	Qty Ord.	Unit Price	Code	Rate	VAT	Extended Price
Description (Line Comments)									
1	2568	EA	250	500	£0.02	STD3	20%	£1.00	£5.00
500, 8mm x 2mm micro fixings									
VAT Summary									
Code	Description	Rate	Net Value	Tax					
STD3	Standard 20%	20%	£5.00	£1.00					

Example of updated ERS invoice template

7.5.2 Approval Plan

It is now possible to transmit a copy of the ERS invoice to the supplier.

- The Activity Action: "Notify External Party" is added to all Invoice Settlement Approval plans to allow a notification eMail to be sent to an external party.
- The Notify External Party eMail provides two options for the External eMail recipient:
 - A '**Supplier**' option (default) to allow the external eMail to be sent to the Supplier. When selected it is not necessary to provide an eMail Address or Recipient Name as the system will use the supplier's default order eMail address.
 - An '**Other**' option to allow the external eMail to be sent to a defined eMail address and Recipient.
- The Notify External Party eMail also allows:
 - A courtesy copy eMail to be optionally sent to either the approval task owner or another defined user.
 - The Subject and Body text of the eMail to be defined.
- Attachments. When the 'Include Attachments' check box is selected in the Notify External Party email:
 - A PDF version of the invoice will be rendered and automatically attached to the external eMail.
 - If there are any other invoice attachments these will also be attached to the eMail notification.

7.6 Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios can be used to assist with testing the new feature.

7.6.1 Send Copy of ERS invoice to Supplier

Description: When an ERS invoice is automatically generated a copy is required to be sent to the supplier.

Pre-requisites:

- a) Invoice Settlement Approval plan is assigned
- b) Supplier is configured for ERS and transmitted orders are available

- c) User is assigned to the invoice settlement plan and has receipting and matching responsibilities

Steps:

1. *Administrator* configures a Notify External Party activity action to generate a notification to the supplier and also elects to include attachments. Criterion optionally ensures the action is valid for ERS invoice types only.
2. *User* processes a receipt against ERS supplier order
3. *System* auto-generates an ERS formatted invoice
4. *User* runs matching
5. *System* creates external email and sends it with a copy of the invoice to the supplier

Expected behaviour: System correctly generates and transmits eMail notification to external party containing all detail as configured and attaches a copy of a correctly formatted ERS invoice.

7.6.2 Send Matching Exceptions to Accounts Mailbox

Description: When an invoice is placed on a price matching exception, a notification message and copy invoice is sent to a generic accounts payable department mailbox for tracking invoice disputes.

Pre-requisites:

- a) Invoice Settlement Approval plan is in operation
- b) User is assigned to the invoice settlement plan and has invoice processing and matching responsibilities
- c) Transmitted orders available for invoicing

Steps:

1. *Administrator* configures a Notify External Party activity action to send notification to AP department mail address and selects to include attachments.
 2. *User* processes invoice with a value in excess of the purchase order
 3. *User* runs matching
 4. *System* creates external eMail to AP mail address and sends with a copy of the invoice
- Expected behaviour:** System correctly generates and transmits eMail notification to external party containing all detail as configured and attaches a copy of the invoice.

8 Defect Repairs

The table below shows the defects repaired in release 13.1 by defect ID and area. Also provided are examples of scenarios that can be replicated to confirm the correction of the defect.

8.1 Pre-Requisites

To replicate and perform validation of the scenarios, you must have access to a PECOS site deployed with version 13.1, a user id and password allowing access to the appropriate areas of the application and a detailed knowledge of PECOS administration (as some scenarios may require additional set up or configuration). If you do not, please see your PECOS system administrator.

8.2 Defect Listing

SQA No.	Description	Area and Function	Customer(s)
1129	Invoices for externally processed orders get stuck in settlement approval plans.	Procurement - Invoicing	All
2098	Automatic generation of receipt and invoice for externally processed orders is not working.	Procurement - Invoicing	Scot Council
2120	The 'back' button in the invoice detail screen causes looping.	Procurement - Invoicing	All
2197	Settlement status keyword returns the wrong value in approval eMails.	Administration – Approval	CWHNT, The OU
2944 (6147)*	VAT assignment is lost during requisition routing - supplier selection.	Procurement - Approval	Scot Govt & The OU
4400 & 1686*	Incorrect pop up message when changing financial tracking codes at requisition level.	Procurement - Requisitioning	APUC, Scot NHS, Scot Council & The OU
4733	Date Requested field label is not updated to 'Delivery Date' in some screens.	Procurement - Requisitioning	All
5594	Missing keyword for calculated tax amount in approval eMails.	Administration – Approval	All
5654	Approval transactions for externally processed order invoices are being committed out of sequence, leading to a status error.	Administration – Approval	All
5727	Order level attachments fail to fully delete at order level.	Procurement - Requisitioning	The OU
5783	Cross-Site Scripting in POST Request on registration page.	Security	Amor Group
5784	The password AutoComplete setting is not restricted.	Security	Amor Group
5785	Forgotten Password page username enumeration.	Security	Amor Group
5898	Supplier Type options in the supplier lookup screen are incorrectly described and 'catalogue only' returns incorrect values.	Procurement – Status Search & Manual Invoice	All
6064	When no suppliers are returned in a supplier search, the error message is not being displayed.	Procurement – Status Search & Manual Invoice	All
6142	Password security lock is bypassed for any User ID containing an apostrophe.	Administration – User Passwords	All

*These defects were included in a special patch to version 13.0 and may therefore already have been implemented for some customers.

8.3 Test Scenarios

Below are the test scenarios for the defects listed in the above table.

8.3.1 Defect 1129

Defect Description: Auto generated invoices for externally processed orders get stuck in settlement approval plans.

User: *Requisitioner, Approver*

Pre-requisites:

- a) The External Order Processing permissions through organisation maintenance is set to either:
 - i. Allow entry of externally processed orders with automatic receiving/invoicing/settling
 - ii. Allow entry of both types of externally processed orders
- b) Requisitioner's User Profile permission is set to: 'Externally processed order permission is determined by parent organisation'.
- c) Invoice Settlement approval plan is in place with criteria to:
 - i. Require approval of externally processed orders
 - ii. Not require approval of externally processed orders

Scenario 1 (Criteria requires approval routing):

1. *Requisitioner* creates and submits a requisition with the Requisition Processing Type = '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.'
2. *System* marks the order as externally processed, creates an automated invoice and receipt and force matches (i.e. reconciles) the invoice. The order is marked as Closed in AP.
3. *System* displays the invoice settlement status as 'Invoice requires approval routing' in the settlement screen and sends for approval.
4. *Approver* approves the invoice.
5. *System* updates the invoice status as being fully invoiced and updates the invoice settlement status in the settlement screen as 'Reconciled'.
6. Use case ends

Expected behavior: An auto generated invoice is created and routed for approval according to workflow criteria. Approver is able to approve the invoice which is reconciled for payment.

Scenario 2 (Criteria does not require approval routing):

1. *Requisitioner* creates and submits a requisition with the Requisition Processing Type = '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.'
2. *System* marks the order as externally processed, creates an automated invoice and receipt and force matches. The order is marked as Closed in AP.
3. *System* updates the Invoice status as being fully invoiced and displays the invoice settlement status as 'Reconciled'.
4. Use case ends

Expected behavior: An auto generated invoice is created and is not routed for approval. The invoice is reconciled for payment.

8.3.2 Defect 2098

Defect Description: The automatic generation of receipt and invoice for externally processed orders is not working (when there is no settlement approval plan in operation).

User: *Requisitioner*

Pre-requisites:

- a) The External Order Processing permissions through organisation maintenance is set to either:
 - i. Allow entry of externally processed orders with automatic receiving/invoicing/settling
 - ii. Allow entry of both types of externally processed orders
- b) Requisitioner's User Profile permission is set to: 'Externally processed order permission is determined by parent organisation'.

Scenario:

1. *Requisitioner* creates and submits a requisition with the Requisition Processing Type = '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.'
2. *System* marks the order as externally processed, creates an automated invoice and receipt and force matches. The order is marked as Closed in AP.

3. *System* updates the Invoice status as being fully invoiced and displays the invoice settlement status as 'Reconciled'.
4. Use case ends.

Expected behaviour: An auto generated matching receipt and invoice is created. The invoice is matched and reconciled for payment.

8.3.3 Defect 2120

Defect Description: When the Edit Invoice screen is accessed via the Component Invoice link in the Invoice Entry screen, the Back button in the invoice detail screen fails to return the user to the correct screen.

User: *Requisitioner*

Pre-requisites:

- a) Requisitioner has access to an editable invoice

Scenario:

1. *Requisitioner* selects the invoice icon in the status search results screen
2. *System* displays the Invoice Entry screen
3. *Requisitioner* selects a component invoice and clicks in the invoice id
4. *System* opens the Invoice Detail screen
5. *Requisitioner* clicks to edit the invoice
6. *System* displays the Edit Invoice screen
7. *Requisitioner* clicks the 'back' button in the Edit Invoice screen
8. *System* redisplay the Invoice Detail screen
9. *Requisitioner* clicks the 'back' button in the Invoice Detail screen
10. *System* displays the Invoice Entry screen
11. Use case ends.

Expected behaviour: Clicking the 'back' button in the redisplayed Invoice Detail screen redisplay the Invoice Entry screen and allows the user to return to the status search results screen.

8.3.4 Defect 2197

Defect Description: The settlement status keyword returns a value indicator rather than a meaningful description for eMail messages. Rather than change the existing keyword, a new keyword is added to provide the invoice settlement status description.

User: *Invoicer, Approver*

Pre-requisites:

- a) Invoicer is able to enter invoices and has settlement permission
- b) Invoice Settlement Approval plan is in place
- c) The invoice processed invokes the test invoice approval task upon matching
- d) The approval eMail message for test approval task is configured to include the keyword: Settlement Status Description (%@InvoiceSettlementStatusDescription%)

Scenario:

1. *Invoicer* manually enters an invoice
2. *Invoicer* runs matching
3. *System* assigns the appropriate invoice matching status and sends the invoice into settlement workflow. The settlement screen displays the invoice status as: 'Invoice requires approval routing'.
4. *Approver* receives the approval notification email
5. Use case ends.

Expected behaviour: Settlement approval eMail notification messages that contain the keyword %@InvoiceSettlementStatusDescription% (Settlement Status Description) correctly display the description of the invoice's actual post matching settlement status.

8.3.5 Defect 2944

Defect Description: VAT assignment is lost during requisition routing when the supplier is changed for a non catalogue item.

User: *Requisitioner, Approver*

Pre-requisites:

- a) Requisitioner and approver have non catalogue user role assigned

- b) Requisition approval plan in place with appropriate approval step assigned to approver
- c) Approver has edit rights to change supplier
- d) VAT treatments available and actively assigned to all items

Scenario:

1. *Requisitioner* creates requisition containing a non catalogue item and submits
2. *System* routes requisition for requisition approval routing
3. *Approver* edits the requisition and changes the supplier for the non catalogue item and approves
4. *System* creates PO and transmits
5. Use case ends.

Expected behavior: The VAT treatment assigned to a non catalogue item is correctly retained after a supplier is changed during approval editing. The PO appears on the OrderExport interface.

8.3.6 Defect 4400 / 1686

Defect Description: Incorrect or transposed pop up messages when changing financial tracking codes and VAT treatment at requisition and order level.

User: *Requisitioner*

Pre-requisites:

- a) Requisitioner has access to multiple financial tracking code combinations
- b) Requisitioner is able to edit VAT treatments

Scenario 1:

1. *Requisitioner* adds items to a requisition
2. *Requisitioner* opens Requisition Financial Tracking screen
3. *Requisitioner* updates a financial tracking code and clicks save
4. *System* presents a click through confirmation message: "Do you want to reset accounting information for all line items?"
5. *Requisitioner* clicks OK
6. *System* updates financial tracking and presents the Requisition screen
7. Use case ends

Expected behaviour: System presents the correct financial tracking click through confirmation message when financial tracking codes are changed at requisition level.

Scenario 2:

1. *Requisitioner* adds items to a requisition
2. *Requisitioner* opens Requisition Financial Tracking screen
3. *Requisitioner* changes the VAT Treatment and clicks save
4. *System* presents a click through confirmation message: "Do you want to reset VAT for all line items?"
5. *Requisitioner* clicks OK
6. *System* updates VAT Treatment and presents the Requisition screen
7. Use case ends

Expected behaviour: System presents the correct VAT click through confirmation message when VAT Treatment is changed at requisition level.

Scenario 3:

1. *Requisitioner* adds items to a requisition
2. *Requisitioner* opens Order Financial Tracking screen
3. *Requisitioner* updates a financial tracking code and clicks save
4. *System* presents a click through confirmation message: "Do you want to reset accounting information for all line items?"
5. *Requisitioner* clicks OK
6. *System* updates financial tracking and presents the Requisition screen
7. Use case ends

Expected behaviour: System presents the correct financial tracking click through confirmation message when financial tracking codes are changed at order level.

Scenario 4:

1. *Requisitioner* adds items to a requisition
2. *Requisitioner* opens Order Financial Tracking screen
3. *Requisitioner* changes the VAT Treatment and clicks save

4. *System* presents a click through confirmation message: "Do you want to reset VAT for all line items?"
5. *Requisitioner* clicks OK
6. *System* updates VAT Treatment and presents the Requisition screen
7. Use case ends

Expected behaviour: System presents the correct VAT click through confirmation message when VAT Treatment is changed at order level.

Scenario 5:

1. *Requisitioner* adds items to a requisition
2. *Requisitioner* opens Requisition Financial Tracking screen
3. *Requisitioner* updates a financial tracking code and changes VAT Treatment and clicks save
4. *System* presents a click through confirmation message: "Do you want to reset VAT for all line items?"
5. *Requisitioner* clicks OK
6. *System* presents a click through confirmation message: "Do you want to reset accounting information for all line items?"
7. *Requisitioner* clicks OK
8. *System* updates financial tracking and VAT Treatment and presents the Requisition screen
9. Use case ends

Expected behaviour: System presents the correct VAT and financial tracking click through confirmation messages when both VAT Treatment and financial tracking codes are changed at requisition level.

Scenario 6:

1. *Requisitioner* adds items to a requisition
2. *Requisitioner* opens Order Financial Tracking screen
3. *Requisitioner* updates a financial tracking code and changes VAT Treatment and clicks save
4. *System* presents a click through confirmation message: "Do you want to reset VAT for all line items?"
5. *Requisitioner* clicks OK
6. *System* presents a click through confirmation message: "Do you want to reset accounting information for all line items?"
7. *Requisitioner* clicks OK
8. *System* updates financial tracking and VAT Treatment and presents the Requisition screen
9. Use case ends

Expected behaviour: System presents the correct VAT and financial tracking click through confirmation messages when both VAT Treatment and financial tracking codes are changed at order level.

Scenario 7:

1. *Requisitioner* adds items to a requisition
2. *Requisitioner* opens Requisition Financial Tracking screen
3. *Requisitioner* clicks save
4. *System* presents the Requisition screen
5. Use case ends

Expected behaviour: System does not present any click through confirmation messages when no changes are made in the requisition financial tracking screen.

Scenario 8:

1. *Requisitioner* adds items to a requisition
2. *Requisitioner* opens Order Financial Tracking screen
3. *Requisitioner* clicks save
4. *System* presents the Requisition screen
5. Use case ends

Expected behaviour: System does not present any click through confirmation messages when no changes are made in the order financial tracking screen.

8.3.7 Defect 4733

Defect Description: Date Requested field label is not updated to 'Delivery Date' in some delivery and invoicing screens.

User: *Requisitioner, Approver*

Pre-requisites:

- a) Requisitioner with requisitioning rights
- b) Approver with editing rights
- c) Submitted requisition in approval

Scenario 1:

1. *Requisitioner* creates a requisition
2. *Requisitioner* opens the requisition delivery and invoicing screen
3. *System* displays "Delivery Date"
4. *Requisitioner* opens the order delivery and invoicing screen
5. *System* displays "Delivery Date"
6. Use case ends.

Expected behaviour: The delivery field displays with the correct label.

Scenario 2:

1. *Approver* opens the requisition approval summary screen and selects edit
2. *System* displays the Approval Edit screen
3. *Approver* opens the requisition delivery and invoicing screen
4. *System* displays "Delivery Date"
5. *Approver* opens the order delivery and invoicing screen
6. *System* displays "Delivery Date"
7. Use case ends.

Expected behaviour: The delivery field displays with the correct label.

8.3.8 Defect 5594

Defect Description: Total Tax Amount keyword returns US Sales Tax but is not described as such and is often confused with Calculated VAT Amount. No Keyword exists for Calculated VAT Amount.

User: *Administrator*

Pre-requisites:

- a) Administrator has approval plan permission

Scenario:

1. *Administrator* opens invoice settlement approval plan
2. *Administrator* creates a new task and selects Edit eMail Message link
3. *System* opens the email configuration screen
4. Administrator opens Keyword Search
5. System displays Available Keywords, including:
 - a. %@TotalTaxAmount%, described as "Inv: Total US sales tax amount"
 - b. %@CalculatedVATAmount% described as "Calculated VAT"
6. Use case ends

Expected behaviour: The Total Tax Amount keyword description is updated for clarity and the new Calculated VAT keyword displays for selection.

8.3.9 Defect 5654

Defect Description: Approval transactions for externally processed order invoices are being committed out of sequence, leading to a status error. Invoice settlement status displays 'requires approval routing' in error.

User: *Requisitioner*

Pre-requisites:

- a) The External Order Processing permissions through organisation maintenance is set to either:
 - i. Allow entry of externally processed orders with automatic receiving/invoicing/settling
 - ii. Allow entry of both types of externally processed orders
- b) Requisitioner's User Profile permission is set to: 'Externally processed order permission is determined by parent organisation'.

c) Settlement approval plan requires all invoices in excess of £100 to be routed for approval.

Scenario:

1. *Requisitioner* creates and submits a requisition to the value of £10 (i.e. below the approval threshold) with the Requisition Processing Type = '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.'
2. *System* marks the order as externally processed, creates an automated invoice and receipt and force matches. The order is marked as Closed in AP.
3. *Requisitioner* opens the settlement resolution screen.
4. *System* updates the Invoice status as being fully invoiced and displays the invoice settlement status as 'Reconciled'.
5. Use case ends.

Expected behaviour: The invoice settlement status correctly displays as reconciled for payment.

8.3.10 Defect 5727

Defect Description: Deleting order level attachment failure.

User: *Requisitioner*

Pre-requisites:

- a) Requisitioner with full requisition permission

Scenario:

1. *Requisitioner* adds items to new requisition
2. *Requisitioner* opens Order Comments and Attachments screen
3. *Requisitioner* adds a new attachment (internal or external)
4. *System* uploads and displays order attachment
5. *Requisitioner* clicks back
6. *System* redisplayes requisition screen and changes attachment icon (attachment or comment present)
7. *Requisitioner* opens Order Comments and Attachments screen
8. *Requisitioner* deletes the attachment and confirms the click through message
9. *System* removes attachment from the attachment table
10. *Requisitioner* clicks back
11. *System* redisplayes requisition screen and changes attachment icon (no attachment or comment)
12. *Requisitioner* opens Order Comments and Attachments screen
13. *System* does not display any attachment
14. Use case ends

Expected behaviour: System allows order level attachment to be permanently deleted from a requisition before transmission.

8.3.11 Defect 5783

Defect Description: Cross-Site Scripting in POST Request on registration page. (Certain web pages fail to adequately sanitize request strings with malicious JavaScript injected.)

User: Not applicable – user unable to recreate

Pre-requisites: Not applicable

Scenario: None available

Expected behaviour: /pm/REGISTER.ASP page now restricts and validates relevant POST parameters (auth id and type) prior to storage to protect against XSS.

8.3.12 Defect 5784

Defect Description: The password AutoComplete setting is not restricted in the main login page and change password page.

User: *Requisitioner*

Pre-requisites:

- a) Browser AutoComplete settings are active
- b) If Firefox is tested, existing passwords must first be deleted (see http://support.mozilla.org/en-US/kb/control-firefox-automatically-fills-in-forms?redirectlocale=en-US&redirectslug=Form+autocomplete#w_clearing-form-history)

Scenario:

1. *Requisitioner* opens browser and connects to PECOS login page
2. *Requisitioner* enters user id and password
3. Use case ends

Expected behaviour: Browser auto complete does not display stored User ID and password.
Browser does not remember or update new passwords.

8.3.13 Defect 5785

Defect Description: Forgotten Password page username error message could be used to enumerate valid user names.

User: *Requisitioner*

Pre-requisites:

- a) *Requisitioner* is not an administrator
- b) Passwords are set to System Assigned in Company Settings
- c) 'Forgot Password Link' system option is set to true

Scenario:

1. *Requisitioner* opens browser and connects to PECOS login page
2. *Requisitioner* selects 'Forgot Your Password?' link
3. *System* opens the Reset Password pop up
4. *Requisitioner* enters an invalid user name and clicks 'request new password'
5. *System* displays OWASP compliant message
6. *Requisitioner* closes reset Password pop up
7. *Requisitioner* selects 'Forgot Your Password?' link
8. *System* opens the Reset Password pop up
9. *Requisitioner* enters a valid user name and clicks 'request new password'
10. *System* displays OWASP compliant message
11. Use case ends

Expected behaviour: The response message is aligned with OWASP standards and is the same for both valid and invalid password reset requests.

8.3.14 Defect 5898

Defect Description: In the supplier lookup screen the Supplier Type option: 'Non-Catalogue Only' is incorrectly localised for GB_en as 'Catalogue'. The Supplier Type option: 'Catalogue Only' also incorrectly returns non-catalogue only suppliers.

User: *Requisitioner*

Pre-requisites:

- a) *Requisitioner* has full status search permission
- b) Catalogue and Non-Catalogue suppliers are configured

Scenario:

1. *Requisitioner* opens Status Search page
2. *Requisitioner* clicks supplier lookup
3. *System* opens the Supplier Lookup page
4. *Requisitioner* clicks to display the Supplier Types
5. *System* lists all supplier types for selection
6. *Requisitioner* selects the Supplier Type 'Catalogue Only' and clicks search
7. *System* displays Catalogue only suppliers
8. *Requisitioner* selects the Supplier Type 'Non-Catalogue Only' and clicks search
9. *System* displays Non-Catalogue only suppliers
10. Use case ends

Expected behaviour: System correctly labels the 'Non-Catalogue Only' supplier type in the list box and returns correct results for catalogue and non catalogue supplier type searches.

8.3.15 Defect 6064

Defect Description: When no suppliers are returned in a supplier search, the error message is not being displayed.

User: *Requisitioner*

Pre-requisites:

- a) Requisitioner has full status search permission
- b) Certain supplier types are not configured or available

Scenario 1:

1. *Requisitioner* opens Status Search page
2. *Requisitioner* clicks supplier lookup
3. *System* opens the Supplier Lookup page
4. *Requisitioner* selects a supplier type that does not exist (e.g. Approved User Defined) and clicks search
5. *System* displays 'No suppliers found' error message
6. Use case ends

Scenario 2:

1. *Requisitioner* opens Status Search page
2. *Requisitioner* clicks supplier lookup
3. *System* opens the Supplier Lookup page
4. *Requisitioner* enters an invalid supplier name and clicks search
5. *System* displays 'No suppliers found' error message
6. Use case ends

Expected behaviour: System displays 'No supplier found' error message when no suppliers match search criteria.

8.3.16 Defect 6142

Defect Description: Password security is bypassed for any user with an apostrophe in their User ID and the system fails to activate lock out.

User: *Requisitioner*

Pre-requisites:

- a) System failed logins allowed is set to 3
- b) User exists with apostrophe in their User ID
- c) If no user exists with apostrophe in their User ID one must be bulk loaded (invalid through the UI).

Scenario 1:

1. *Requisitioner* (i.e. user with apostrophe in user id) attempts to login with invalid password
2. *System* displays username or password invalid error message
3. *Requisitioner* attempts to login with invalid password (second time)
4. *System* displays username or password invalid error message
5. *Requisitioner* attempts to login with invalid password (third time)
6. *System* displays error message that maximum login attempts have been reached and the account will be locked
7. *Requisitioner* attempts to login with valid or invalid password (fourth time)
8. *System* displays error message that the account is locked
9. Use case ends

Expected behaviour: Intrusion count registers invalid login attempts and locks user id.