PECOS
Business Terms Glossary

Version 2.2
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1.   Purpose

The purpose of this document is to provide written definitions for words, terms, expressions and acronyms used within the documentation.

Definitions are split into three sections:

- PECOS Terminology: Terms that are specific to PECOS application or have a specific meaning within PECOS. Some of these terms may therefore be extensions of general procurement or systems common definitions.

- Business Terminology: Procurement Terms that are generic, have a common technical meaning or are an industry standard.

- Systems Terminology: Terms that are generic, have a common technical meaning or are an industry standard.

2.   PECOS Terminology

Term	Acronym	Description
Access Control		The enforcement of rules based on the identification of user account which controls the features of the application and the data it is permitted to access.
Accounting Codes		Account codes are the individual values assigned to accounting segments. Each item purchased in PECOS has a combination of account codes assigned to it. See also 'Financial Tracking Codes'. Occasionally also known as 'budget codes' or 'nominal ledger codes'.
Accounting Segments		The individual labels given to each set of accounting codes within an accounting method.
Accounting Method		The overall accounting structure containing a combination of account segments
Ad-hoc Address		Users may have, depending on their authority level, the ability to add delivery addresses to orders that are not in the system. This is known as adding an ad-hoc address.
Ad-hoc Supplier		Users may have, depending on their authority level, the ability to add a new supplier to a non-catalogue order. This is known as adding an ad-hoc supplier.
Administrator		A User Role. An administrator can be either buyer or supplier and is responsible for the information within their respective organisation. See also 'Site Administrator', 'Organisation Administrator' and 'System Administrator'.
Approval Delegation		When an approver or administrator selects an alternate user account to receive all of their new approval requests over a defined period of time.
Approval Escalation		When the approval process automatically reassigns an approval object to the next step in a workflow plan after the expiry of a defined period of time.
Approval Plan		A list of business rules defining what happens to either a requisition or purchase order after it is submitted by a user. Approval Plans contain approval criteria and notification controls. Also known as 'Workflow plan'.
Approval Reassignment		The ability for an administrator to be able to reassign an approval object to an alternate approver during the approval process. Usually used when an approver is absent and no approval delegation is set.

Approval Rule Group	ARG	This contains links to the approval plans that determine how requisitions, orders, change orders and invoices are routed for approval when they submitted by a user. Each User Account is assigned to an ARG. An ARG also contain the list of users who can fulfil approval roles used in the approval plans.
Attachment		A document linked to another document.
Audit Trail		A list of all actions that occur during the processing of a requisition or purchase order that PECOS P2P records and automatically time and date stamps. These are visible to all users who have permission to view the object.
Blanket Order		A contract order covering a time frame that allows for future releases within that time frame.
Blanket Release		A partial release of a Blanket Order that is optionally approved and transmitted as a separate purchase order.
Budget Checking		A separate budgeting module that can be implemented as a fully integrated solution with the PECOS p2P process.
Business Rule Group	BRG	The groups in PECOS to which users belong that determine their access to catalogues, financial tracking codes, and procurement cards. The business group can also define a default account code combination and tax code.
Buyer Specific Catalogue		A supplier owned catalogue that is provided for use to one named buying organisation (i.e. one supplier to one buyer).
Buy-For User		A user in PECOS for whom another has the power to buy things on behalf of. The rights of the Buy-For user are transferred to the requisitioner.
Card Alias		A display string of numbers or letters that PECOS uses to refer to a Purchasing Card so that the actual card number is not revealed.
Catalogue		The online supplier catalogue loaded electronically into PECOS P2P and made available for users to search. Items are added onto a requisition.
Category / Catalogue Explorer		An indexation of all items contained within online catalogues sorted by product classification code. Displayed on the left side of the Product Search page it allows users to drill down and conduct a search by product classification code.
Catalogue Management		The principals of creating, managing, approving and publishing the contents of a catalogue.
Catalogue Publication		The status of a catalogue after it has been approved and placed in a live state. Users can only search and add items to a requisition from a live catalogue.
Change Order		The ability to change a purchase order after it has been transmitted to the supplier.
Class Code		An instance of a category in classification taxonomy. See Classification
Classification		Classification is the categorisation of objects according to their qualities or extrinsic information attributed to them to help in their management. In Pecos this is explicity applied to items in catalogues Also referred to as a 'Classification Code' or 'Class Code'.
Current Requisition		This is the requisition you currently are adding items to (it's like a shopping basket) that is not yet submitted for approval or order. Click Requisition on the menu bar to view it.
Dashboard		See Home page.
Data Key		The individual or combined elements or properties of data that are used to determine the uniqueness of a catalogue item.
Delivery Address		The address assigned to a purchase order to define where goods or services are to be delivered. Also known as a 'Shipping Address' in the US.

Delivery Date		The date entered by the requisitioner that appears on the purchase order as the date of delivery for goods or services. Entry may be optional or mandatory.
Delivery Note		See 'Goods Received note'.
Dynamic Document		Preformatted electronic form.
Dynamic Option		PECOS provides many options that can be set at Site level, Organisation or User Account which control the behaviour of the system. This are referred to as "dynamic options"
eForm		A document held electronically in PECOS P2P that can be downloaded, updated and attached to a requisition.
eInvoice		An electronic message containing invoice details. An eInvoice will contain the same data traditionally provided in a paper invoice (including associated documents), delivered direct to a P2P or ERP.
eMarketplace		An eMarketplace, or electronic marketplace, is a community of buyers and suppliers. More specifically, it's an electronic community that integrates the procurement systems of buyers with the fulfilment systems of suppliers, creating a single standard process for transacting business.
Elcom Application Suite		Refers to all software applications developed by Elcom or licensed through agreements from a third party to sell.
Evaluated Receipt Settlement	ERS	The process of self billing which automatically creates an invoice (in a P2P or ERP system) upon the processing of a receipt.
External Marketplace		A term used for a web site that is external to PECOS which contains one or more supplier catalogue, and allows a P2P to PunchOut for product search and selection. The content of an external market place basket can be returned back into a PECOS P2P basket.
Favourite Item		A favourite item is one that is marked by a buyer as being purchased on a regular basis. These items are listed for easy access and can usually be added to a requisition or shopping basket using a single click.
Financial Tracking Codes		See 'Accounting Codes'.
Free Text Item		Goods or services added to a requisition that is not included in a catalogue. See also 'Non Catalogue Item'.
Gross		The value of a shopping basket, requisition, purchase order or invoice that includes sales taxes (e.g. VAT).
Home Page		The first page that opens after logging in to PECOS P2P containing Announcements, Quick Links and shortcuts to key areas of the application. Sometimes known as a 'Dashboard'.
Internal catalogue		A buyer owned and maintained catalogue.
Invoice		The bill received from a supplier for goods or services. In PECOS P2P invoice information can be recorded manually in the Invoice screen. eInvoice and batch load options are also available for invoice processing.
Key		A database identification field not usually used in the GUI that uniquely identifies a data element.
Keywords		Identification names for PECOS document fields that can be embedded in eMail Notification messages in order to make them more meaningful for the recipient.
Line Item Accounting		In PECOS P2P line-item accounting is said to be "in effect" when different line items in a requisition are being charged to different account code combinations.
Local Supplier		The profile information held by a buying organisation (its view of an organisation) that is not currently registered with the

		community.
Mass Edit		The principal of globally editing multiple items at the same time (e.g. within a catalogue system). Prevents rekeying by entering a value into a single field that is replicated across multiple chosen items.
Net		The value of a shopping basket, requisition, purchase order or invoice that excludes sales taxes (e.g. VAT).
Non Catalogue Item		Goods or services added to a shopping basket or requisition that are not from a supplier catalogue or external market place. Sometimes referred to as 'Free Text Item'.
Non-PO Invoice		An invoice entered against a PECOS P2P supplier that does not have a corresponding purchase order. The system automatically creates a matching Requisition and PO record.
Notification		A Notification is the act of transmitting a Notification Message to an interested party.
Orders		Requisitions are split into separate orders. One order is created for every supplier contained on a requisition. Depending on the type or combination of approval plans utilised, the order may be routed for approval. The order document is sent electronically to the supplier for fulfilment.
Order Status		An order label that tells the user the last action performed to an order
Organisation		An organisation is a legal grouping (*e.g. a corporation, government or governmental subdivision or agency, business trust, estate, trust, partnership or association, two or more persons having a joint or common interest, or any other legal entity*) who when registered with the community can perform buying, supplying or service management activities
Organisation Administrator		The person responsible for maintaining system data, configuration and data integrity within the administration area of an application *for a single organisational area of an application*. See also 'Site Administrator' and 'System Administrator'.
Organisation Override		In PECOS when an administrator is allowed to save data to an organisation level other then their default organisation.
Owner		An owner refers to a user who owns the site, instance or marketplace and how it is to be utilised. The owner has the ability to view and report on all transactions and activities.
Parametric Search		A method of searching catalogues that enables the user to define values for certain catalogue fields. PECOS P2P returns a list of items that match the search criteria. also
PECOS.ipm		Professional Electronic Commerce Online System, Internet Procurement Manager: Software designed to manage the procurement of MRO items within a comprehensive system. With PECOS, you can easily and quickly perform such familiar tasks as searching supplier catalogues and creating requisitions.
Personal Procurement Card		The manual entry of procurement card data by a requisitioner, as a means of payment in the delivery and invoicing screen.
Preferred Catalogue Suppliers		Suppliers that the Purchasing Department has evaluated, approved, and included in the on-line PECOS P2P catalogue.
Price Quote		The ability to request a simple RFQ to one or more suppliers during the requisition approval process.
Private		Persons with access may belong to or have the ability to transact in a specific marketplace.
Procurement Card		In some buying organisations, credit cards which are used for purchasing supplies. Also known as Purchasing Cards.
Public Catalogue		A supplier owned catalogue that is not buyer specific, to be globally shared by any buying organisation (i.e. one supplier to any buyer).

Publication Site		A website is external to the PECOS Service. It promotes and makes accessible RFx Opportunities to their own community of suppliers. eSourcing publishes its opportunities to these supplier sales channels and they direct interested suppliers back to the RFx in the Service
Purchase Order Number		PECOS P2P assigns a unique PO Number to each approved order request.

Questionnaire		A hierarchical grouping of questions. The questionnaire object can be defined and then used to support elicitation of answers, e.g. from suppliers (in an RFx stage), Organisations (in their profile), Buyers (scoring suppliers in an RFx,).
		
		Questions can be scored and weighted in an evaluation process.
		
		The questions can be of the following types.
		   a. Informational (Grouping)
		   b. Dates
		   c. Enumerations
		   d. Boolean
		   e. Money
		   f. Multiple enumerations
		   g. Text
		   h. Numbers

Quick Save		The ability to temporarily save a shopping basket without losing its content.
Quick Search		In a method of searching that allows the user to enter any catalogue criteria. Quick search utilises Boolean logic, wild card characters, spell check and synonyms.
Receipt		The action in PECOS P2P confirming the physical receipt of items or the performance of services.
Requisition		Request for purchase, which may consist of items from various suppliers, grouped and ready to submit for approval or ordering. A requisition is usually converted into a Purchase Order, during or after an approval process.
Role: • System Administrator • Owner • Buyer • Buyer Administrator • Supplier • Supplier Administrator • User		A role is a set of connected behaviours, rights and obligations as conceptualised by actors in a marketplace environment. See User Role
Scenario		An account or synopsis of a possible course of action or events. Used to describe business processes and test cases.
Scrolling		When an application returns information that extends beyond the browser window, a user can scroll the information vertically or horizontally using the browser facilities or page through using controls within the applications (next, previous) to read the hidden content.
Search		Search an object or database (e.g. catalogue or users) for keywords, string or partial value.
Search Results		Return of the Search Criteria Entered.
Security		Security is the condition of being protected against danger or loss. In the general sense, security is a concept similar to safety. The nuance between the two is an added emphasis on being protected from dangers that originate from outside. Individuals or actions that encroach upon the condition of protection are responsible for the breach of security.
Service Organisation		The grouping of users who have access to the features that manage the other organisations of the community

Shared Catalogue		A supplier owned catalogue that is provided for use to multiple named buying organisations or a group or consortium (i.e. one supplier to many buyers).
Ship-To User		See Buy-For User
Shopping Basket / Cart		Also known as a Shopping 'Cart'. Refers to the list of items from multiple suppliers that an individual is buying. In PECOS P2P the shopping basket is the list of items to be requisitioned, prior to submission into workflow. In a P2P application a shopping basket is synonymous to, a 'Requisition'.
Site		A specific application instance or customer marketplace
Site Administrator		The person responsible for maintaining system data, configuration and data integrity within the administration area of an application *for the entire application*. See also 'Organisation Administrator' and 'System Administrator'.
Sourcing Plan / Exercise		A Linked set of RFx Stages designed to source a need in a buying organisation
Status and Order Tasks		A screen within PECOS P2P which allows a user to search for orders and requisitions in order to process receipting, returns, changes orders, invoices and settlement tasks or discover historical data or current document status.
Submitted Requisition		A completed requisition that has been sent for approval. When you have completed your Current Requisition, the next step is to submit it for any required approvals. Once submitted, the requisition generates one purchase order or a number of purchase orders depending on how many suppliers you are ordering from.
Sub Search		The ability to refine an initial set of search results by entering additional search criteria. This is also known as 'Filtering'
Synonym		A word which means the same as another word. When used in catalogue searches all words marked as synonyms of the search criteria will be included in search results.
System Administrator		A person responsible for maintaining system data, configuration and data integrity within the administration area of an application. The administrator may have permission to access one or all organisational areas. See also 'Organisation Administrator' and 'Site Administrator'. A user account given the specific user role of the Administrator Role. (see user role). They are responsible configuring of information (rules) used by the application to grant user accounts access to features, data and enforce business policies. This role has many sub-roles. An organisation will have multiple administrators for resilience, delegation and specialisation.
System Option	Dynamic option	A dynamic option set at the site (i.e. system) level that affects the setup or view of the entire site.
Target System		The directory to which an exported object (e.g. catalogue) file is to be copied or sent.
Template		In PECOS, a saved list of regularly purchased items. A recurring requisition can be used to add items directly onto a requisition instead of searching catalogues. Also known as 'Recurring Requisition' or 'Shopping Lists'.
To Do		The area that contains documents requiring approval by an approver or returned documents that require action by a requisitioner.

Transformational Bidding		A term used when evaluating more than just price as a factor in a reverse auction Bid. This is aimed at achieving value for money.
Useful Resources		Useful Resources: An area in the Home Page containing navigational links to access data and documents stored externally.
User	User Account	An individual account belonging to an organisation. The Account is assigned the ability to perform logical roles (functionality) on behalf of parts of an organisations and access to appropriate catalogues and order documents. A user account is configured by a systems administrator.
User Field Definition	Additional Field	The creation of a bespoke, additional field by a system administrator. Additional fields can be created for Supplier Profiles, Orders, Invoices and Catalogues.
User Defined Supplier		An ad-hoc supplier record created by a user in the Non-catalogue item screen.
User Role		A grouping of activities associated with an abstract business actor that gives access to system features to user accounts they are associated with. See Role
Workflow Plan		See 'Approval Plan'.

3. Business Terminology

Term	Acronym	Description
American National Standards Institute	ANSI	A private non-profit organisation that oversees the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States. {Web: www.**ansi**.org}
Application Programming Interface	API	A particular set of rules and specifications that a software program can follow to access and make use of the services and resources provided by another particular software program. Usually connects a commerce system to a proprietary software system. The Windows API consists of the functions, messages, data structures, data types, and statements that can be used in creating applications that run under Microsoft Windows.
Boolean Logic		When a search is undertaken using a Boolean statement where search terms are joined by the binary operators, 'and' (assumed) and 'or' and the unary operator, 'not'.
British Summer Time	BST	A time zone adopted in the UK during the summer months being: GMT + 1 hour.
Card Verification Value	CVV	A 3 or 4 digit number placed on a credit card, used by transacting organisations to verify the physical presence of the card. Optionally displayed in the PECOS administration UI.
Commodity		An article of commerce or a product that can be used for commerce.
Coordinated Universal Time	UTC	The time standard by which the world recognises clocks and time. UTC is the same as GMT and WET. Time zones around the world can be expressed as positive or negative offsets from UTC.
Common Procurement Vocabulary	CPV	A product classification system derived from the UN Common Procurement Classification and adopted as an EU standard. Used for public procurement and public sector reporting and used to drive OJEU Notices. {Web: http://simap.europa.eu/codes-and-nomenclatures/codes-cpv/codes-cpv_en.htm}
Customer Relationship Management	CRM	Usually involving a technology to organise, automate, and synchronise the business processes of sales activities, but also those for marketing, customer service, and technical support.
Dun and Bradstreet Number.	DUNS	DUNS numbers (or correctly D-U-N-S Numbers) are issued, owned and solely maintained by Dun & Bradstreet Corporation and are used in the main for credit risk management and corporate authentication. The DUNS Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. When a business is entered into the D&B business information database each distinct business location that it has, is assigned its own DUNS Number.
eClass	eCl@ss	A product classification system that has been developed to enable products, materials, merchandise and services to be organised in a logical structure. The system has four hierarchical levels. The highest level consists of 22 technical domains, which are divided into main groups, groups, and subgroups as leaf product classes. Each level is identified by a two-digit number, so that each

		subgroup can be identified by its eight-digit class number. The standard is now unified with ETIM.
European Article Numbering	EAN	Widely used bar code symbology used for product marking. Two versions of EAN exist. (See also UPC.) The EAN system is managed worldwide by EAN International {Web: http://www.ean-int.org}
Electronic Data Interchange	EDI	A format for sending electronic information across a proprietary network.
EU Procurement Directives		The European Union (EU) Procurement Directives, and the Regulations that implement them in the UK, set out the law on public procurement. Their purpose is to open up the public procurement market and to ensure the free movement of goods and services within the EU. The rules apply to purchases by public bodies and certain utilities which are above set monetary thresholds. They cover all EU Member States and, because of international agreements, their benefits extend to a number of other countries worldwide. Where the Regulations apply, contracts must be advertised in the Official Journal of the EU (OJEU) and there are other detailed rules that must be followed. The rules are enforced through Member States' courts, and the European Court of Justice (ECJ). More Information: www.ogc.gov.uk/documents/Introduction_to_the_EU_**rules**.pdf
Enterprise Buyer Professional	EBP	A SAP procurement application which can be integrated for use as a P2P system within a portal or marketplace.
Enterprise Resource Planning (system)	ERP	An Enterprise Resource Program, such as Oracle, JD Edwards or SAP, used by organisations to manage functions such as accounts payable, general ledger, HR, and stock management. PECOS can integrate information into these systems.
Electrotechnical Information Model	ETIM	A classification scheme for the electrical and electronics industry.
EUR	EUR	Euro 3 character ISO currency code
Fiscal Year		Any accounting period of 12 months that may be different from a calendar year. A period used for calculating annual or yearly financial statements.
Free on Board	FOB	Delivery term indicating that the seller (supplier) has borne the cost of transporting goods to a port (place) of dispatch. The buyer is responsible for all costs from that point.
GBP	GBP	Pounds sterling 3 character ISO currency code
Good Received Note	GRN	A document produced when goods are received into an organisation. It will usually accompany goods to any inspection and is used to check against invoices before payment. Also known as 'Delivery Notes' and 'Packing Slip Numbers'. Goods received information held in a P2P is used for invoice matching.
Government Procurement Card	GPC	The Government Procurement Card (GPC) is a branded VISA Purchasing Card. It is available to the entire UK public sector at no cost through a framework agreement between 'OGCbuying.solutions', VISA and six VISA issuing banks.
Greenwich Mean Time	GMT	A time standard used and recognised primarily in the UK. GMT is the official time during winter and during summer British Summer Time is used (GMT +1 hour). GMT is the same as UTC and WET. Time zones around the world can be expressed as positive or negative offsets from GMT (although mostly now replaced by UTC).

Global Trade Item Number	GTIN	Generic (umbrella) term representing a family of global data structures including EAN-13, EAN-18, UCC and UPC. Originally developed and managed by GS1.
Her Majesty's Revenue and Customs	HMRC	UK government department responsible for the administration of Taxation (including VAT). http://customs.hmrc.gov.uk/
Invitation to Tender	ITT	An 'RFx' activity. When a buyer invites a supplier to tender or submit a proposal for business, in order to gather competing offers from different bidders. An ITT is sometimes just called a 'Tender' and is often preceded by a Pre-qualifying questionnaire (see PQQ).
Maintenance Repairs and Operations (MRO) Items	MRO	Maintenance, Repair and Operations. Products and services that organisations must obtain to run their day-to-day business operations.
Management Information System	MIS	A planned system of the collection, processing, storage and dissemination of data in the form of information needed to carry out the management functions.
Multi-Media Object	MIME	Any picture, image or video file associated to an item.
National Supplies Vocabulary	NSV	Product classification code originally developed by the NHS and used as a standard in UK government. Managed by Coding International {Web: http://codingit.co.uk}
Office of Government Commerce	OGC	The Office of Government Commerce is an independent office of the UK Treasury and works with public sector organisations to help them improve their efficiency, gain better value for money from their commercial activities and deliver improved success from programmes and projects. {Web: http://www.ogc.gov.uk}
Office of Government Commerce Buying Solutions	OGCb.s	An Executive Agency of the Office of Government Commerce. Its role is to deliver value for money gains for central civil government and the wider public sector through dedicated, professional procurement service. {Web: http://www.ogcbuyingsolutions.gov.uk}
Official Journal of the European Union	OJEU	The Official Journal of the European Union is the gazette of record for the European Union. It is published in each of the 23 official languages of the EU member states. Only legal acts published in the Official Journal are binding. Public sector bodies are required to publish tenders that are over a fixed threshold. Thresholds differ depending on the type of contract and are currently: Supplies and Service Part A = £101,323; Service Part B = £156,422 and Works = £3,927,260. See also 'EU Procurement Directives'.
Packing Slip Number		Also known as a Goods Receipt Note or Delivery Note number
Pre Qualification Questionnaire	PQQ	An 'RFx' activity. When a buyer requests information from potential suppliers for the purposes of evaluation. Usually a precursor to an Invitation to Tender.
PCI		Procurement Card Industry. see PCI Data Security Standards
Price On Application	POA	Where a buyer sends a request to a supplier for an up to date price for a specific item that is catalogued with no price. Items that have prices that fluctuate regularly (e.g. due to market volatility) may be defined with no price, in order for the supplier to submit an accurate quote at the time of ordering.
Procure to Pay or Purchase to Pay	P2P	The generic term for a feature rich Procurement or eProcurement application. Often refers to PECOS.
Procurement Card Industry Data Security Standards	PCI DSS	The Payment Card Industry Data Security Standard (PCI DSS) is a worldwide information security standard defined by the Payment Card Industry Security Standards Council. The standard was created to help payment card industry organisations that process card payments prevent credit card

		fraud through increased controls around data and its exposure to compromise. The standard applies to all organisations that hold, process, or exchange cardholder information from any card branded with the logo of one of the card brands. {Web: www.pcisecuritystandards.org}
Product Classification Code	Category Code	The product classification code associated to an item. It is mandatory in most P2P applications that all items are coded to a common standard. Examples are: UNSPSC, NSV, eCl@ss, GPC.
Purchase Order Number		PECOS P2P assigns a unique PO Number to each approved order request.
P2P		Purchase to Pay procurement system/ process see Procure to pay
Remittance Address		The address associated to a supplier's invoice indicating the destination where the payment and/or remittance advice is to be sent.
Request For Information	RFI	An 'RFx' activity. The process of a buyer gathering written information about the capabilities of various suppliers who are to take part in a strategic procurement exercise. The format must enable responses to be compared in order to allow the buyer to decide what the next steps should be. An RFI is usually a precursor to an RFQ or RFP and is not usually conducted in its own right.
Request For Proposal	RFP	An 'RFx' activity. The process of a buyer issuing an invitation to suppliers to submit a proposal for the supply of specific goods or services. The RFP will usually be structured and formatted and contain information and questions for suppliers to provide a structured and consistent response. The RFP process is best suited when products and services are not standard and requirements are more complex. The RFP may have been preceded with an RFI or PQQ in order to determine which suppliers are invited to propose.
Request For Quote	RFQ	An 'RFx' activity. The process of a buyer issuing an invitation to suppliers to submit bids for the supply of specific goods or services. The RFQ will usually be structured and contain additional information and specifications in order that suppliers bid on the same item and quotes can be easily compared. The RFQ process is best suited when products and services are standard and simple. Suppliers are required to return bids by a set date and time (and may be 'locked' until this time) when responses are evaluated and compared. Multiple rounds may form part of overall quotation process. The process also allows for competitive bidding.
Request For Tender	RFT	An 'RFx' activity. The process of a buyer issuing an invitation to suppliers to submit a proposal for the supply of specific goods or services. Similar to an RFP but used more in the public sector. Rather than being sent to selected suppliers, tenders are an open invitation, often distributed through a tendering service and sorted by business sector or geography to enable potential suppliers to be alerted and respond appropriately. They may also be sent to suppliers who had previously registered or expressed interest. The RFT is usually more rigid than an RFP, containing defined and more rigid needs and will often contain requests for information previously collected from an RFI process.
Request For x	RFx	A generic eProcurement term used to describe the various

		stages of the eSourcing or strategic procurement exercise. The x can stand for: Information, Proposal, Quotation, Reverse Auctions or Tender and the acronym also encompasses a PQQ and ITT. All relate to similar sourcing activity: a buyer requesting information from potential suppliers for the purpose of evaluation and comparison.
Return Material Authorisation	RMA	The generic term for a returns number issued by a supplier under which goods are to be returned and tracked.
Reverse Auction		A specialised form of RFx stage, in which the bidders are suppliers, who bid for the opportunity to supply.
RFx Opportunity Site		A channel through which opportunities are pushed and suppliers monitor for business. This is a point within the service to which external publication sites can be linked (e.g. a US State, OJEC or a Trading Partner)
RFx Outcome		The potential intended outcome from an RFx stage in a sourcing exercise: - The organisation has qualified for the next RFx stage (e.g. invited to the next stage an auction) - The buyer will enter detail contractual negotiation (manual contract/award) - The buyer will issue a Purchase Order for a one off - A buyer will issue a call-off purchase order i.e. Contract Order (max volume, value over a period) - The buyer will approve a preferred supplier agreement implemented through a new priced catalogue (agreement) for the items (offered as part of the Bid)
Small and Medium Enterprise	SME	A classification of businesses based on turnover or numbers of employees.
Stock Keeping Unit	SKU	Catalogue part identification. Also known as stock number, item number or part number.
Supplier Portal		A Transaction System or access point that enables suppliers to interact with the core transaction processing engine through a series of user friendly web pages rather then sending XML data directly. Suppliers who do not have their own online commerce capabilities can use a Supplier Portal to receive and respond to Purchase Orders and other trading partner documents such as Good Receipts Notifications and Remittance Advices. Suppliers can also commonly convert Purchase Orders to Invoices regardless of the source document and to send documents to the buyer systems without having to worry about what format the buyer's system(s) require.
Terms and Conditions		Legal document presented on the web for a party to agree has to how it will conduct business.
Thumbnail		A small preview of an image.
Tomcat		An open source servlet (from Apache Software Foundation) that provides an environment for Java code to run.
Uniform Code Council	UCC	(Also known as GS1US) The organisation appointed by the UNDP as the code manager responsible for managing the UNSPSC Classification scheme. The code manager is responsible for ensuring compliance with the principles of the UNSPSC as well as the integrity of the code schema. The UCC is responsible for overseeing code change requests, industry revision projects, issuing regularly scheduled updates to the Code, communications with members, as well as special projects and initiatives as determined both by the UNDP and member requests {Web: http://www.gs1us.org and http://www.uc-council.org}.
United Nations Development Program	UNDP	The UNDP own all rights to the UNSPSC and appointed the Uniform Code Council (UCC) as code manager (Web: http://www.undp.org).

United Nations Economic Commission for Europe	UNECE	United Nations Economic Commission for Europe
United Nations Standard Products and Services Code	UNSPSC	An international standard product classification code structure developed jointly by the UNDP and D&B. The preferred item classification code in all Elcom applications. (Web: http://www.unspsc.org).
Unit of Measure	UOM	A unit of purchase. Classifications are provided by ANSI and UNDP.
Universal Product Code	UPC	Widely used bar code symbology developed originally by the grocery industry, used for product marking. Five versions of UPC exist. (See also EAN.) An online database for UPC codes exists at: http://www.upcdatabase.com.
USD	USD	US Dollar 3 character ISO currency code
User Interface	UI	The space where interaction between humans and machines (i.e. computers) occurs. The user interface includes hardware (physical) and software (logical) components to enable the user to provide input and the computer to provide outputs. The design goal of the UI is to make the computer, consistent, easy, efficient, and enjoyable to operate.
Value Added Reseller	VAR	A company that adds features or services to an existing product then resells it (usually to end-users) as an integrated product or complete "turn-key" solution.
Value Added Service	VAS	Work performed by a Service Provider outside of or as an extension to an existing contract. An extended commercial agreement will be required.
Value Added Tax	VAT	A point of sales tax levied on goods and services across the EU member states each states sets its own VAT rates. {Web: www.**hmrc**.gov.uk/**vat**/index.htm} See also HMRC.
Western European Time	WET	Time zone recognised in Western Europe being the same as GMT and UTC.

4.   Systems Terminology

Term	Acronym	Description
Active Server Page	ASP	Active Server Pages is an open, compile-free application environment in which you can combine HTML, scripts, and reusable ActiveX server components to create dynamic and powerful Web-based business solutions. Active Server Pages enables server side scripting for IIS with native support for both VBScript and Jscript.
ActiveX		A framework developed by Microsoft for defining reusable software components. ActiveX is a development of two other Microsoft technologies: OLE (Object Linking and Embedding) and COM (Component Object Model) and is commonly used in Windows operating systems and applications.
Application Programming Interface	API	A particular set of rules and specifications that a software program can follow to access and make use of the services and resources provided by another particular software program. Usually connects a commerce system to a proprietary software system. The Windows API consists of the functions, messages, data structures, data types, and statements that can be used in creating applications that run under Microsoft Windows.
Application Service Provider	ASP	A business (sometimes an internet service provider) that provides (i.e. hosts) computer services to its customers over a network – usually the internet.

		Software services provided by an ASP are also referred to as SaaS (Software as a Service) or 'On Demand'.
Asynchronous Communication		The term asynchronous describe communications in which data messages (files) are sent to another system and the sending system does not wait for the reply message if any. Replies are then pushed back when the other system processes them. See Synchronous Communication.
British Summer Time	BST	A time zone adopted in the UK during the summer months being: GMT + 1 hour.
Browser		The user interface to PECOS P2P is through your standard Web browser (e.g. Microsoft Internet Explorer or Google Chrome).
Comma Separated Variable	CSV	A file extension where all fields in a document are separated by a comma. Allows a document to be read in either a text reading application (e.g. Notepad) or opened in a spreadsheet application (e.g. MS Excel).
Common Gateway Interface	CGI	A standard way for a Web server to pass a Web user's request to an application program and to receive data back. When the user requests a Web page (for example, by clicking on a highlighted word or entering a Web site address), the server sends back the requested page. However, when a user fills out a form on a Web page and sends it in, it usually needs to be processed by an application program. The Web server typically passes the form information to a small application program that processes the data and may send back a confirmation message. This method or convention for passing data back and forth between the server and the application is called the common gateway interface (CGI). It is part of the Web's Hypertext Transfer Protocol (HTTP).
Cookie		A cookie is a small piece of data which is sent from a website to a web browser and stored locally on a users PC. The use of cookies enables a Web site to become more interactive with its users. Portals often use *session cookies* to ensure that a user is recognised when they move from page to page within a marketplace or site and that any information entered is remembered. Unlike normal cookies (or *persistent cookies*), session cookies are deleted from the users PC when they logout.
Coordinated Universal Time	UTC	The time standard by which the world recognises clocks and time. UTC is the same as GMT and WET. Time zones around the world can be expressed as positive or negative offsets from UTC.
Cross Site Scripting	XSS	A security vulnerability of dynamic Web pages generated from information supplied to the web server and replayed as part of the response to the browser. In an XSS attack, a malicious user can create a specially crafted link to inject unwanted executable script or code (usually JavaScript) into a Web site. {More information: http://www.cgisecurity.com/xss-faq.html}
Data Aggregation		The process of combining separate or disperse content into a single set.
Data Cleansing		The process of removing old or unwanted content, identifying duplicate items and errors.
Data Normalisation		The process of ensuring content is consistent for spelling, styles and terminology.
Digital Certificate		An attachment to an electronic message used for security purposes. The most common use of a digital certificate is to verify that a user sending a message is who they claim to be, and to provide the receiver with the means to encode a reply. An individual wishing to send an encrypted message applies for a digital certificate from a Certificate Authority (CA). The

		CA issues an encrypted digital certificate containing the applicant's public key and a variety of other identification information. The CA makes its own public key readily available through print publicity or perhaps on the Internet. The recipient of an encrypted message uses the CA's public key to decode the digital certificate attached to the message, verifies it as issued by the CA and then obtains the sender's public key and identification information held within the certificate. With this information, the recipient can send an encrypted reply.
Digital Signature		Digital signatures are used to confirm that the data comes from the person who has signed it. A message is digitally signed, when a private key operation has been done on it. Users use their private key to sign data. That is, by applying the private key on a piece of data, the data can only be decrypted by the public key of the person owning the private key. Therefore if the data can be decrypted using a public key, then that implies that data could have only come from the person who's had the applied public key.
Domain Name Services Domain Name Server	DNS	The resolution of host or machine name to an IP address.
Document Type Definition	DTD	Is a specific definition that follows the rules of the Standard Generalized Mark-up Language (SGML). A DTD is a specification that accompanies a document and identifies what the funny little codes (or mark-up) are that separate paragraphs, identify topic headings, and so forth and how each is to be processed. By mailing a DTD with a document, any location that has a DTD "reader" (or "SGML compiler") will be able to process the document and display or print it as intended. This means that a single standard SGML compiler can serve many different kinds of documents that use a range of different mark-up codes and related meanings. The compiler looks at the DTD and then prints or displays the document accordingly.
Down Time		Downtime or outage refers to a period of time or a percentage of a time span that a system is unavailable or offline. This is usually a result of the system failing to function because of an unplanned event, or because of routine maintenance.
Drop Down List Box	ddlb	Drop Down List Box is a field containing fixed and selectable options from within an application.
Dynamic HTML		Dynamic HTML is a collective term for a combination of new *Hypertext Mark-up Language (*HTML) tags and options that will let you create Web pages more animated and more responsive to user interaction than previous versions of HTML. Much of dynamic HTML is specified in HTML 4.0. Simple examples of dynamic HTML pages would include (1) having the colour of a text heading change when a user passes a mouse over it or (2) allowing a user to "drag and drop" an image to another place on a Web page. Dynamic HTML can allow Web documents to look and act like desktop applications or multimedia productions.
eClass	eCl@ss	A product classification system that has been developed to enable products, materials, merchandise and services to be organised in a logical structure. The system has four hierarchical levels. The highest level consists of 22 technical domains, which are divided into main groups, groups, and subgroups as leaf product classes. Each level is identified by a two-digit number, so that each subgroup can be identified by its eight-digit class number. The standard is now unified with ETIM.
Electronic Data Interchange	EDI	The transfer of structured data, by agreed message standards, from one computer system to another (trading

		partners) without human intervention.
		There are four major sets of EDI standard: UN/EDIFACT (International); ANSI ASCX12 (US); TRADACOMS (UK) and ODETTE.
Enterprise Buyer Professional	EBP	A SAP procurement application which can be integrated for use as a P2P system within a portal or marketplace.
eXtensible Markup Language	XML	A type of web page that allows large amounts of data to be shipped across the internet in a compact format while retaining the information in distinct fields, that can be used for integration with a database.
Firewall		A security measure to prevent unauthorised users from entering a computer network. Firewalls also monitor the transmission of information to and from a network and are crucial for the detection and elimination of computer viruses.
Greenwich Mean Time	GMT	A time standard used and recognised primarily in the UK. GMT is the official time during winter and during summer British Summer Time is used (GMT +1 hour). GMT is the same as UTC and WET. Time zones around the world can be expressed as positive or negative offsets from GMT (although mostly now replaced by UTC).
Graphical User Interface	GUI	The rendering of information on a video device and the input of information from the screen and related input device (pen / key board)
Hypertext Transfer Protocol (Secured)	HTTP HTTPS	An application layer networking protocol and the foundation of data communication over the internet. Secured connections additionally use SSL/TLS protocol to encrypt data and authenticate the identification of network servers.
Hyperlink	HREF	A hyperlink, is a reference or navigation element in a document to another section of the same document or to another document that may be on a (different) website.
Hypertext Markup Language	HTML	Is the set of mark-up symbols or codes inserted in a file intended for display on a World Wide Web browser page. The mark-up tells the Web browser how to display a Web page's words and images for the user. Each individual mark-up code is referred to as an element (but many people also refer to it as a tag). Some elements come in pairs that indicate when some display effect is to begin and when it is to end.
		HTML is a formal Recommendation by the World Wide Web Consortium (W3C) and is generally adhered to by the major browsers, Microsoft's Internet Explorer and Netscape's Navigator, which also provide some additional non-standard codes. The current version of HTML is HTML 4.0. However, both Internet Explorer and Netscape implement some features differently and provide non-standard extensions. Web developers using the more advanced features of HTML 4 may have to design pages for both browsers and send out the appropriate version to a user. Significant features in HTML 4 are sometimes described in general as dynamic HTML. What is sometimes referred to as HTML 5 is an extensible form of HTML called Extensible Hypertext Mark-up Language (XHTML).
Hypertext Transfer Protocol	HTTP	The protocol for putting/ getting information into a bowser
Internet Information Server	IIS	A web server application that provides core internet services (Microsoft product).
Internet Service Provider	ISP	An organisation that offers its customers access to the internet.
Java		Java is a popular, general-purpose, concurrent, class-based, object-oriented programming language that is specifically designed to have as few implementation dependencies as possible. It is intended to let application developers "write

		once, run anywhere".
JVM	JVM	Java Virtual Machine. An application that runs programs written in the Java programming language. It hides the differences of computers and smart devices and this makes the same applications run on different devices
Lightweight Directory Access Protocol	LDAP	A software protocol for enabling anyone to locate organizations, individuals, and other resources such as files and devices in a network, whether on the public Internet or on a corporate intranet. LDAP is a "lightweight" (smaller amount of code) version of Directory Access Protocol (DAP), which is part of X.500, a standard for directory services in a network. LDAP is lighter because in its initial version it did not include security features. LDAP originated at the University of Michigan and has been endorsed by at least 40 companies. Netscape includes it in its latest Communicator suite of products. Microsoft includes it as part of what it calls Active Directory in a number of products including Outlook Express. Novell's NetWare Directory Services interoperates with LDAP
Local Area Network	LAN	Local Area Network. Usually your computer is attached to other computers and severs that reside internally within your organisation. This is your organisation's LAN.
Locale		In computing, locale is a set of parameters that defines the user's language, country and any special variant preferences that the user wants to see in their user interface. Usually a locale identifier consists of at least a language identifier and a region identifier.
Lockout		The inability of a user to login to an application due to the freezing of their user account. A lockout often occurs automatically after a number of failed login attempts.
Login Credentials		The combination of User ID and Password and possibly organisation identifier required to gain access to an application.
Management Information System	MIS	A planned system of the collection, processing, storage and dissemination of data in the form of information needed to carry out the management functions.
Multi-Media Object	MIME	Any picture, image or video file associated to an item.
Online Analytical Processing	OLAP	Online Analytical Processing. Being computer processing that enables a user to easily and selectively extract and view data from different points-of-view. OLAP can be used for data mining or the discovery of previously unknown relationships between data items
Open Catalogue Interface	OCI	Used by SAP EBP applications to communicate with external systems (e.g. punchout).
Portal		A portal is a site that functions as a point of access.
Product Classification Code	Category Code	The product classification code associated to an item. It is mandatory in most P2P applications that all items are coded to a common standard. Examples are: UNSPSC, NSV, eCl@ss, GPC.
Punch Out		The ability to access a supplier's website from the eProcurement application, search catalogues, fill a shopping basket and return items into a PECOS P2P requisition for approval and submission.
Query		[SQL](#) Reporting tool.
Registration		Ability to sign up on line to request permission to transact in a specific marketplace or portal.
Search Engine		A tool which enables a user to search for items or documents based on information that they enter. A search engine returns a list of results which meet the search criteria.
Secure email:		Secure email: The transmission of an email using encryption technology. In PECOS, suppliers may elect to receive their purchase orders using SSL.

Secure Sockets Layer	SSL	A method of hiding information sent between web browsers by using encryption to scramble data into an unintelligible string of seemingly random characters.
Single Sign On	SSO	An access control enabling a user to log in once and gain access to multiple systems without being prompted to provide further log in credentials.
SQL		Sequential Query Language. The query logic used to run a report.
Software as a Service	SaaS	Software applications that are provided by a third party (an Application Service Provider) over a network or the internet. Usually used 'on demand' or through rental subscription. See also 'ASP'.
Source File		The relative path and name or URL of a file or document.
Synchronous Communication		The term synchronous describe communications in which data messages (files) are sent to another system and the sending system waits for the reply message before continuing its processing. See Asynchronous Communication.
Thumbnail		A small preview of an image.
Tomcat		An open source servlet (from Apache Software Foundation) that provides an environment for Java code to run.
Uniform Resource Layer	URL	An internet address
Universally Unique Identifier	UUID	An identifier standard used in software construction, standardised by the Open Software Foundation (OSF) as part of the Distributed Computing Environment (DCE). Enables distributed systems to uniquely identify information without significant central coordination
Up Time		Uptime is a measure of the time a computer system has been "up" and running. It came into use to describe the opposite of downtime, times when a system was not operational. The uptime and reliability of computer and communications facilities is sometimes measured in nines. "Five nines" means 99.999% availability, which translates to a total downtime of approximately five minutes and fifteen seconds per year.
User Interface	UI	(see also GUI). Refers to what the user actually sees in the application: the interface between PECOS P2P and the user.
Web Content Accessibility Guidelines	WCAG	A technical standard developed through the W3C (see World Wide Web Consortium) process with the aim of providing improved web content accessibility for people with disabilities.
Web Browser		A software application for retrieving, presenting, and traversing information resources on the internet. They can also be used to access information provided by web servers in private networks or files in file systems. Examples are: (Microsoft) Internet Explorer, (Mozilla) Firefox, (Apple) Safari and (Google) Chrome.
Web Content		The information in a web page or web based application (e.g. text and images).
Western European Time	WET	Time zone recognised in Western Europe being the same as GMT and UTC.
World Wide Web Consortium	W3C	An international community for the development of open standards (protocols and guidelines) for the web in order for it to meet its full potential.