PECOS P2P
Version 14.0

User Manual
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Contents

1   Introduction

1.1   About This Manual

This user manual covers the key areas of PECOS P2P for users who need to create and manage Purchase Requisitions, Receipts and Orders. It provides a source of reference for all requisitioning activities and is laid out in easy to follow sections which cover each topic in a step by step approach.

Included in this manual:
- System access and getting started
- Using search tools to identify items to be added to Shopping Baskets
- Using non-catalogue (free text entry) items
- Creating and using Templates (shopping lists)
- Creating and using Blanket Orders
- Editing and managing pre submitted requisition data: delivery addresses, accounting information, payment methods, comments and attachments
- Using the Document Search to identify documents
- Processing Receipts and Returns
- Undertaking cancellations and edits to Requisitions and Purchase Orders
- Creating Change Orders

This manual **does not** cover the following topics, for which there is separate documentation available:
- *Invoicing* and financial settlement (refer to the PECOS P2P Invoicing and Settlement Guide)
- The *Approval* process (refer to the PECOS P2P Approvers Guide)
- *Budgeting* (refer to the PECOS P2P Budget Checking Manual)
- *Reporting* (refer to the PECOS P2P Reporting Guide)
- *Catalogue Management* (refer to the PECOS P2P PCM Guide)

Feedback

If you have any comments about this or any other PECOS P2P document please inform your system administrator who will pass your comments onto Elcom Support.

1.2   About Elcom

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

1.3   About PECOS P2P

PECOS is a family of fully hosted solutions that enable buying organisations of all sizes to automate their eCommerce processes. PECOS Purchase to Pay (P2P) enables an organisation to leverage the benefits of eProcurement.

PECOS is not installed directly within your organisation but is a 'Cloud' based solution, residing in a remote data centre: as a PECOS P2P user, the system is simply available from anywhere within your organisation from any desktop running a standard a web browser as well as from iPad, iPhone, Blackberry or Android.

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

At the heart of PECOS P2P is a best of breed workflow engine which manages transactions and approvals, and supports seamless interfaces into finance and ERP systems. Purchase information and general ledgers can be updated in near real time with easy reconciliation of commitments and spend at period end.

PECOS P2P works for suppliers too. Suppliers can receive orders by multiple channels - from email and Fax to direct electronic XML interface with a supplier's Sales Order Processing System. Invoices can be processed through PECOS P2P, or suppliers can submit electronic invoices directly for two or three-way matching and settlement.
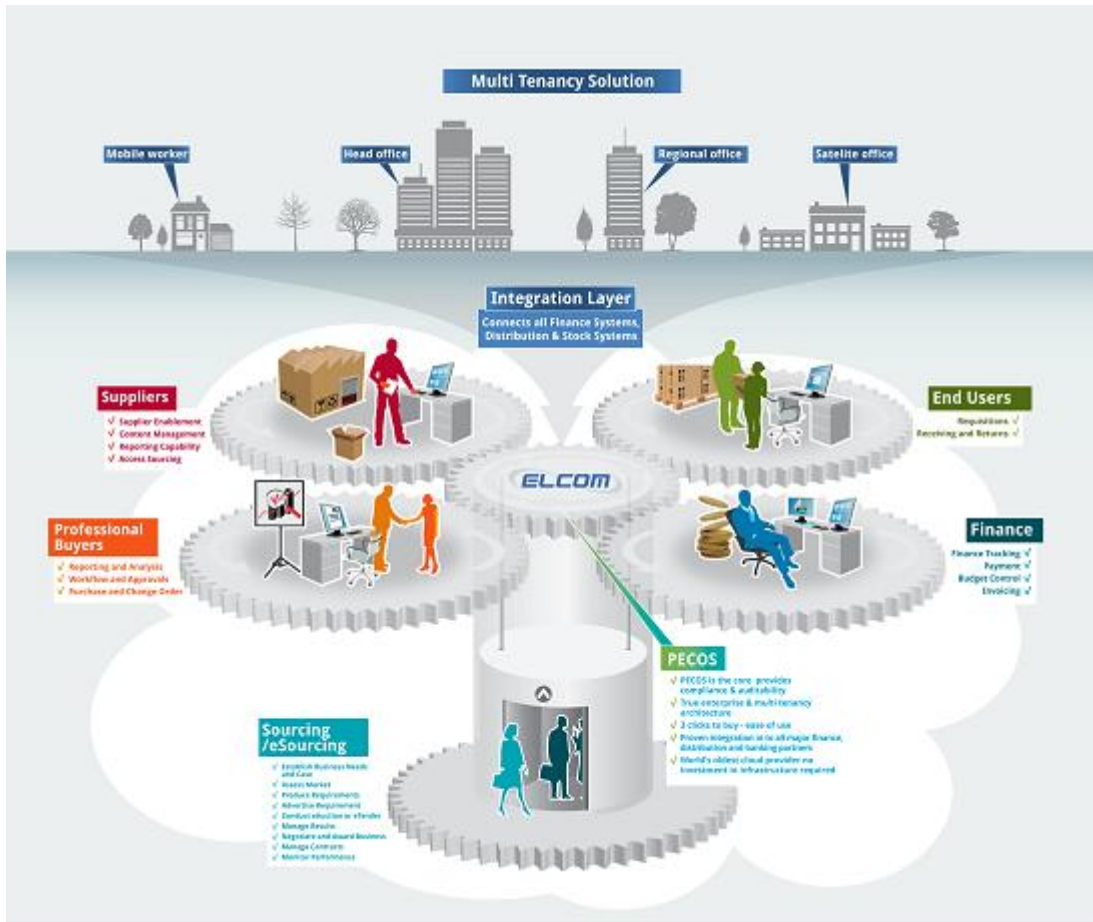
Fig 1.1 - The PECOS solution

Configuration and Business Rules

PECOS P2P will be configured and customised for your organisation so that your approval process follows your business rules.

- The access that each user has to data such as catalogues and account codes as well as access to read other users orders and requisitions is restricted by individual user profiles maintained by your system administrator.
- The format and content of Requisitions is automated. PECOS P2P will populate default data from user and supplier profiles to expedite the accurate completion of each order request. After selecting the items you wish to order, there may be no need to anything else other than click 'submit'!
- PECOS P2P will automatically route requisitions and order requests to the individuals and managers (approvers) your organisation specifies. This approval routing cannot be by-passed by a requisitioner.
- PECOS P2P can put time limits on approval steps and may contain 'escalations' to ensure that a document does not get stuck in the approval process.
- Purchase orders are automatically created and transmitted electronically to your suppliers after all the necessary approval steps have been completed.

1.4 Current Release

The current release of PECOS P2P is version 14.0 which contains the following key new features and enhancements:

- **New User Interface**
- **Announcements**
- **Automated Catalogue Loads through PCM**
- **Organisationally Assigned User Fields**
- **Organisationally Assigned Standard Attachments**
- **Budget Checking Enhancements**

Further information may be found in the appropriate section of this manual, other relevant PECOS P2P documentation and also the Release Notes.

1.5   System Requirements

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

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

2   Getting Started

2.1   Logging In

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

1. To access PECOS, open a web browser and enter your system's URL (site name) in the address bar.

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

Fig 2.1 - Browser bar

    Alternatively, if you have created a PECOS link, select it from your '*Favourites*', '*Favourites Bar'* or from a *shortcut* on your desktop. Contact your IT support personnel if you are unsure how to create any of these links. This is recommended for fast and accurate access to your correct PECOS site.

2. The PECOS **Login Page** will appear. Click in the **User ID** field and type your User ID.

Fig 2.2 - Login page

3. Press **Tab** or click in the **Password** field and enter your password.

    If you have forgotten your password it may be reset using the 'Forgot your password' link if it is available. Alternatively you must contact your site administrator to have it reset (see Passwords).

4. Click **Enter**. Your **PECOS Home Page** appears.

    You have now entered your PECOS application. Note that your home page is configurable and not all users may land in the PECOS P2P but may alternatively be directed to P2P Administration or Reports.

2.1.1   JavaScript Warning

If JVM is not installed or Java Applets are not enabled on your web browser (see System Requirements) a warning message will be displayed on the Login page. This issue will not prevent you logging in but it will adversely affect how some pages are displayed and how some features operate.
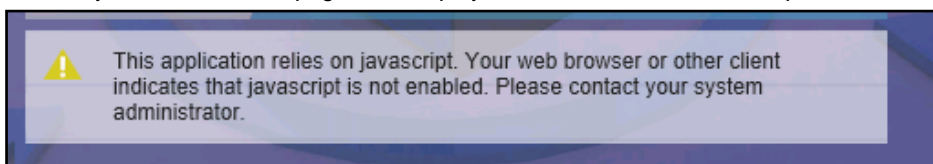
Fig 2.3 - JavaScript warning message

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

2.2 Application Navigation

2.2.1 Application Components – Top Tabs

After log in, a row of tabs will appear at the top of the screen to provide Single Sign On (SSO) access to all of the Elcom applications to which you have permission.
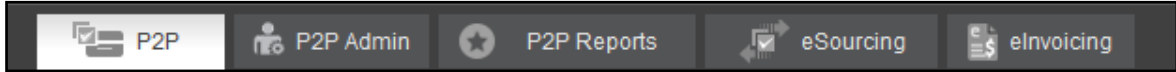
Fig 2.4 - Application components

The default application in which you land can be changed for your organisation or user profile but will invariably be the PECOS P2P. Other tabs will appear based on your user permissions and may include, P2P Administration, P2P Reports, eSourcing, Contract Management and eInvoicing.

2.2.2 Branding and System Name

Your organisation may have created a new name for PECOS. If so, the Top Tab area will display your organisation's bespoke name for the application, replacing the 'PECOS' logo. These changes may also include your organisation's logo and the application of your internal branding and colour scheme (known as a 'skin').

2.2.3 User Panel

The top right hand corner displays your logged in User Name. Hover or click in this area to open the **User Panel** where you will find access to user specific functions.
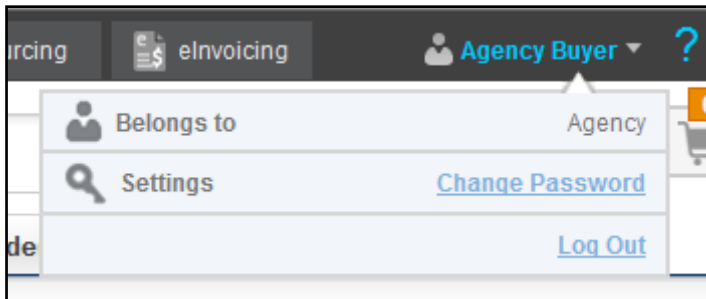
Fig 2.5 - User panel

Belongs to: The P2P organisation to which you belong is displayed. This is the organisation in which all your procurement activities are undertaken.

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

Log Out: When you have completed all your tasks and wish to leave the application, click here to log out of PECOS P2P. The sign on screen will redisplay, from where you can close the web browser.

2.3 P2P Navigation

2.3.1 Search Bar

At the top of PECOS P2P a search bar is provided to undertake a search across the whole application, irrespective of the screen you are in. Enter search criteria and click the 'Search' button.

Fig 2.6 - Top search bar

The following types of search are available:

- **Item Search**. This will undertake a **quick search** across all catalogue items. Results *matching* the entered text will appear in the Search Results screen.
- **Document Search**. Enter any single character string to undertake a search across all purchase order numbers. Results *containing* the entered text will appear in the Status Search Results screen.

2.3.2 Shopping Basket

A **Shopping Basket** icon appears in the top right hand corner of the P2P screen indicating the number of lines that have been added to the current shopping basket.

Hover your mouse pointer over this area and a basket summary will open, displaying a list of items and a basket total. Click the '**View All**' button to navigate to the shopping basket screen.

2.3.3   Menu Tabs

Fig 2.7 - Menu tabs

In all screens, the main P2P areas are accessible by clicking on the **menu tabs**. These are your primary means of navigating the application – the menu which is currently open will be highlighted. Not all of the menu options will display if you have not been granted user permissions by your system administrator.

Items: Opens the item search page where supplier catalogues and external market place sites are displayed. Items are selected here and added to a shopping basket.

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

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

Basket / Cart: Opens your current shopping basket of selected items: navigate to this screen at any time whilst the basket is being created. Your shopping basket will be submitted as a purchase requisition: this is where you manage things like financial tracking codes, comments, attachments and delivery details.

Templates: Displays a list of template or 'skeleton' requisition items that have been saved by you or another user that has given you access permissions. Items can be selected and added to your current basket.

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

Non-PO Invoice: Opens the invoice entry screen for entering an invoice for which there is no corresponding purchase order in PECOS P2P.

2.4   P2P Home Page

 The P2P Home Page is opened by selecting the Home Page Icon: the left most of the menu tabs.

This is also the page that opens by default after logging into PECOS. Users may elect to override this default and have a more appropriate screen open as their 'landing page'.

Clicking on the toolbar graphic (the logo in the top left hand corner of the screen) will also open the Home Page.

Fig 2.8 - P2P home page

2.4.1   Summary Tasks

A summary of open tasks (items to do) is displayed at the top of the screen. Click on any of the numeric indicators to open the appropriate **To Do** screen where specific documents can be managed. If new

documents have been delivered since you last opened a To Do task summary, '**New'** will indicate in the relevant task area.

2.4.2 Document Search

The **Document Search** section of the P2P Home Page contains a list of your most recent documents by requisition date and displays the supplier, order status and order total. The number of documents displayed by default is 10 but this can be extended to 25, 50 or 100 by selection in the 'Show' list box. The documents can also scrolled using the page controls in the bottom right hand corner of the table.

The 'Search:' box in the top right hand corner of the table allows you to search flexibly on any of the column details. The search will be across all fields for all documents and accepts partial values. For example: entering '23' will find any document containing 23 in the number, date or amount; enter 'approval' to display all documents that are in requisition or order approval routing; enter 'printer' to display all suppliers containing the word printer in their name; or enter '01/07' to display all documents dated 1st July.

To open a document click on either the requisition or order number and the appropriate Status Summary screen will open. Clicking on the column headers will sort the documents in ascending or descending order.

2.4.3 Announcements

The **Announcements** area of the P2P Home Page contains important messages placed by your system administrators. Announcements are posted organisationally and will therefore be specific to your business area. They may contain (for example) notifications relating to new suppliers, application maintenance or updated business processes.

A URL may be placed in an announcement to enable you access more detailed commentary on the subject. Click the URL to open a new browser window that will display the additional information.

2.4.4 Useful Resources

The **Useful Resources** area of the P2P Home Page contains links that will direct you to additional information. This additional information is specific to your organisation and may take the form of a document, an external web site or an internal intranet page.

Click on the link name to navigate to the resource. A second browser window will open displaying the additional information.

Note that if a link contains a destination path that is internal to your organisation (e.g. an intranet URL) then it will not display unless you are logged in to your organisation's internal network.

2.5 Passwords

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

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

Passwords are also **case sensitive**. Please check with your system administrator if you have any questions about your organisation's password restrictions.

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

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

2.5.1 Change Your Password

To change your PECOS password, follow these steps.

1. After logging in to PECOS, click or hover your mouse over your user name in the top of screen. The **User Panel** will open where you can select the **Change Password** option. The **Change Your Password** screen will open.
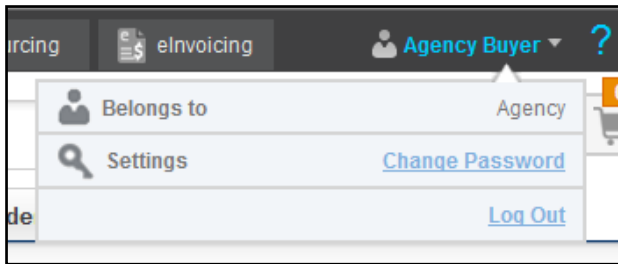
Fig 2.9 - User panel

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

If you are changing your password because PECOS has forced you to, the application will present a '**back**' button for you to return to the login page where you will need to enter your new credentials.

2.5.2 Expiry Prompt

PECOS will present a warning message to you a number of days before your password is due to expire. Passwords can optionally be changed immediately, or upon expiry by following the appropriate link within the warning message.
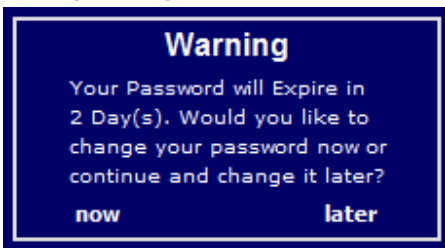
Fig 2.10 - Password expiry warning

2.5.3 Lock-outs

If you enter your password incorrectly whilst logging in to PECOS your user account will become **locked**. Three attempts is the default but this may be changed for your organisation. Passwords can be reset in one of two ways:

a) You will need to contact your system administrator to have your password reset. Depending upon your organisation's password rules, your new password will either be reset to be the same as your user id or a system generated password will be emailed to you.
b) Click '**Forgot your password?**' on the Login Page. This option can only be used if your organisation's password rules are set as system generated (see Forgotten Passwords).

2.5.4 Forgotten Passwords

If you become locked out and have forgotten your password, it is possible to reset it without recourse to contacting your system administrator. This means of password reset is **only available to users who are not also administrators**: for security reasons a system administrator will still need to have their password reset manually by another administrator. For security purposes users will be emailed any system generated password.
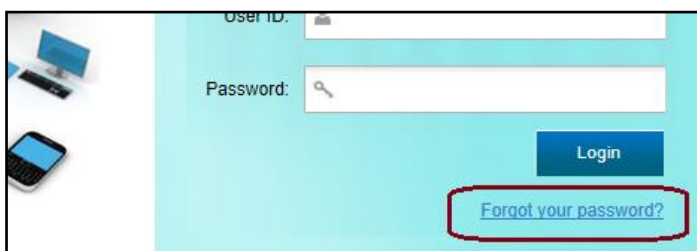
Fig 2.11 - Forgot your password link

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

1. Click '**Forgot your password?**' on the login page. The **Reset Your Password** window will open:
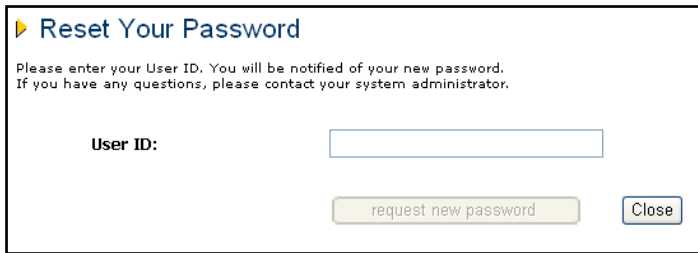
Fig 2.12 - Reset your password window

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

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

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

2.6   IE Security Pop-ups

Microsoft Internet Explorer (IE) version 10 and above 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 a user's local *Java Runtime Environment* and IE seeks to validate a digital signature for these applications. Depending on your browser security configuration, you may be prompted for permission to continue and run. Elcom have securely signed PECOS and if prompted, you will receive a java message asking: 'Do you want to run this application?'. In order to continue, you should select the 'Run' button. Selecting 'Cancel' will cause screens to fail to display correctly. As long as the 'Do not show this again for apps from the publisher and location above' check box is selected, the message will not appear again.
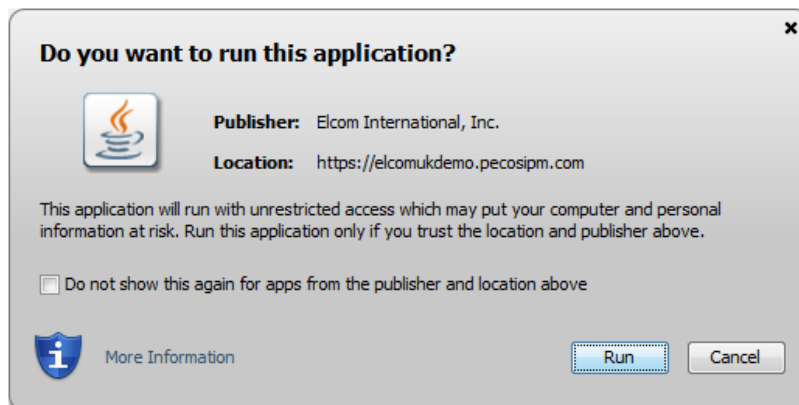
Fig 2.13 - Java verification

2.7   Using Online Help

2.7.1   Content

Online Help facilitates users to find all relevant information about any task being undertaken. The pages are based on PECOS P2P user guides and manuals and provide structured information to satisfy the different demands of its users who:

* Take part in all Procurement to Pay process activities (e.g. ordering, receipting and settlement)
* Manage the P2P process (e.g. approval, budgetary control, price quote and report monitoring)
* Administration and configuration of business rules.

The information on each page comprises text and illustrations. Each topic is logically structured on separate hierarchical pages and includes further detail within child pages as appropriate. Pages have hyperlinks between topics as well as additional documentation where appropriate. Some documents and files can be downloaded or opened in a separate browser.

2.7.2   Features

The documentation content is held in a number of web pages in major application groupings (e.g. PECOS P2P, P2P Admin and P2P Reporting).

Information can be navigated via the links embedded in the pages, by using the search panel or by using the tree explorer as explained in the following sections.
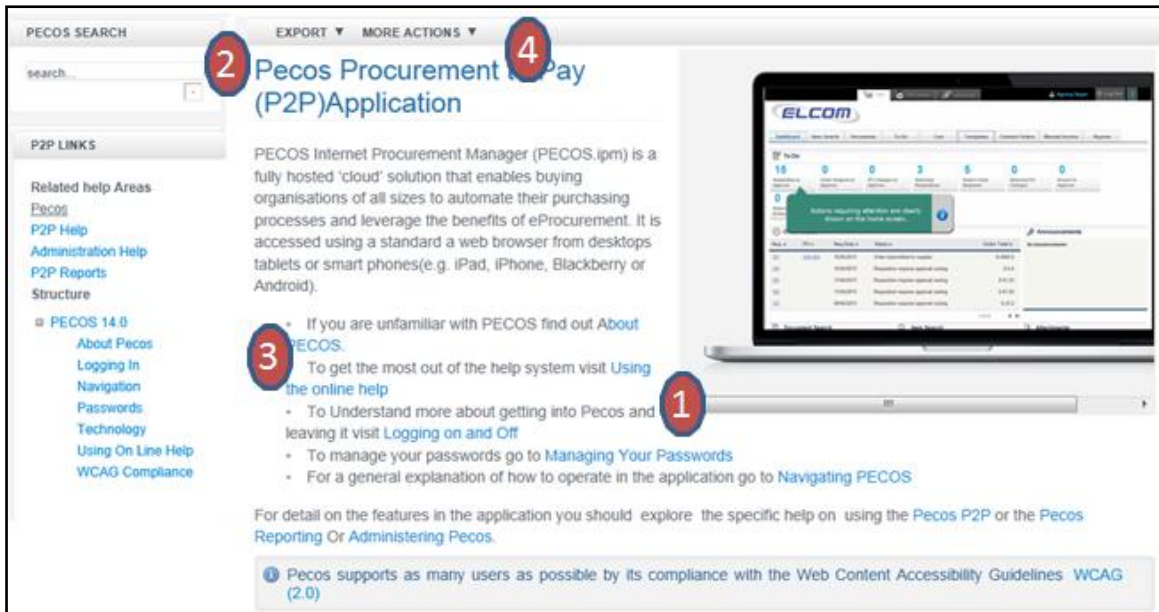
Fig 2.14 - Example help screen

(1) The help information occupies the majority of the screen and has page tools (4) to enable the export of the information into other formats.

Within each grouping, pages are organised hierarchically and include a number of links (3) that allow you to navigate through the information.

(2) The left side of the application are tools that enable navigation of the information (searching, related links, and the context of the current page in the hierarchy of the help information).

2.7.3   Searching

The **Search Panel** accepts the entry of a "Query": a text string of 'Terms' (words or phrases) and 'Operators' (such as 'AND' and 'OR') that is used to find relevant information.

Enter search text and click the 'search' button to search information across all pages of the application groups. Results are presented in a results page, by relevance calculated by the degree of match to the title of the page and its content.
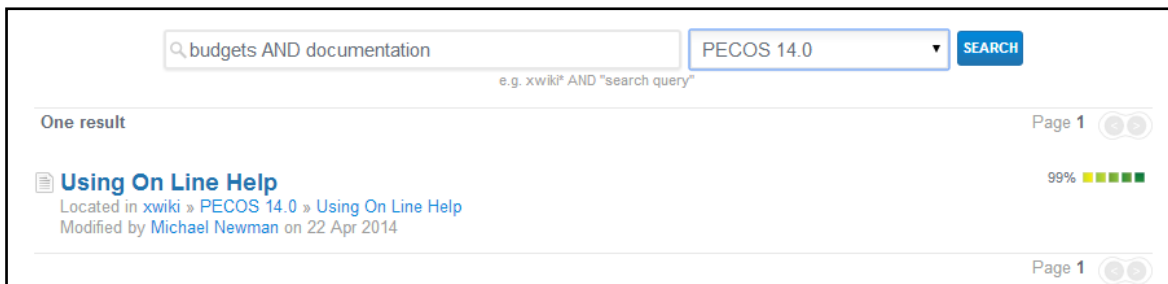
Fig 2.15 - Help text search

On the search page you may refine your search or navigate to the detail by selecting the link on an entry.

2.7.3.1   Terms

A query is broken up into terms and operators. There are two types of terms: Single Terms and Phrases.

- A **Single Term** is a single word such as 'basket' or 'receipt'. (They do not need to be entered in quotation marks)
- A **Phrase** is a group of words surrounded by double quotes such as "PunchOut catalogue".

Multiple terms can be combined together with Boolean operators to form a more complex query (see below).

2.7.3.2   Wildcards

Wildcards help find terms in documents with a similar character pattern. For example: *Invoice* OR *Invoicing* OR *Invoiced*, all of which start with 'Invoic'.

There is support for single and multiple character wildcard searches within single terms (but not within phrase queries).

- To perform a **single character** wildcard search use the "?" symbol.

  The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for *text* or *test* you can use: **te?t**

- To perform a **multiple character** wildcard search use the "*" symbol.

  The multiple character wildcard search looks for zero or more characters in a term. For example, to search for *invoice*, *invoiced*, *invoicer* or *invoicing* you can use the search: **invoice***

You can also use the wildcard searches in the middle of a term. Note that you cannot use the wildcard symbols (* and ?) as the first character of a search.

2.7.3.3 Operators

Boolean operators allow terms to be combined through logic operators. The following are supported: AND, "+", OR, NOT and "-". Boolean operators must be ALL CAPITALS.

- **OR** is the default operator. This means that when two terms are entered, neither have precedence.

  Example: to search for documents that contain either *Budget Version* or *Budgets* use the query: "Budget Version" OR Budgets. However, as OR is the default, you could simply enter: "Budget Version" Budgets.

- **AND** is an operator that matches documents where both terms exist.

  Example: to search for documents that contains both *Version* and *Budget* use the query: Budget AND Version.

- **"+"** is an operator that requires a term to be present whilst other terms remain optional.

  Example: to search for documents that <u>must</u> contain *Invoice* and <u>may</u> contain *ERS* use the query: +Invoice ERS

- **NOT** is an operator that excludes documents that contain the term after NOT.

  Example: to search for documents that <u>must</u> contain *Invoice* but <u>not</u> ERS use the query: Invoice NOT ERS.

  Note that the NOT operator cannot be used with just one term.

- **"- "** is a prohibit operator that excludes documents that contain the term after the "-" symbol.

  Example: to search for documents that contain *Approval* but not *Invoicing* use the query: Approval - Invoicing

2.7.3.4 Grouping

You can **group** terms and operators using parentheses to force how a complex search is to be done.

For example, to search for anything to do with *approvals* but excluding information on *budgets* or *price quotes*, use the query: Approvals AND NOT (budget* OR "price quote")

2.7.4 Navigating
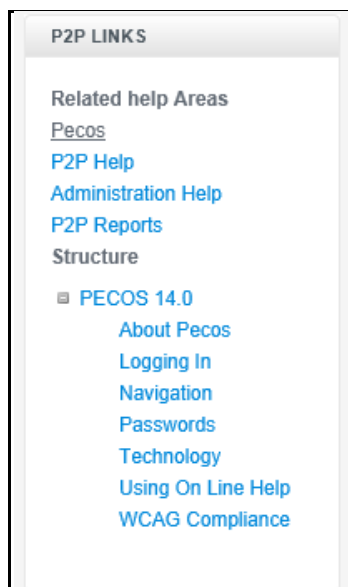
The Links Panel has two areas:

- **Related Areas** - links to PECOS Help pages within other groupings

  Click on the name of the page to navigate to that page.

- **Structure** - represents the hierarchical grouping of the pages

  The current page and its children are displayed along with any parent pages.

  Clicking on a page will navigate to that page.

  When a page has additional pages a '**+**' symbol will appear. Click to expand.

  If a '**-**' symbol appears, the tree elements can be collapsed.

Fig 2.16 - Links panel

2.7.5   Page Actions

Help pages can be exported in a number of formats. Only the content of the page will be exported: side panels will be excluded.

- **Export**. This will transform the page content into a desktop format that can be downloaded for printing. Supported formats are: PDF, HTML and RTF.
- **More Actions**. This allows you to see a clean print preview of the help text in your browser and also allows the page source to be viewed.

2.8   Logging Out

For security reasons, please log out whenever you have finished in PECOS. To log out click or hover your mouse over your **User Name** in the top of screen. The **User Panel** will open where you can select the **Log Out** option.
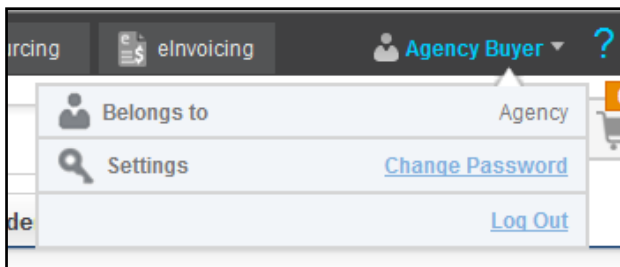
Fig 2.17 - User panel

The original **Log In Page** reappears when you have logged out successfully. After logging out you can close your browser window.

2.8.1   Time Outs

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

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

2.9   WCAG Compliance

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

3   Searching

3.1   The Shopping Basket

To create a Requisition, you must search for items you need and add them to your **Shopping Basket**; thereby simply creating a list of items you want to purchase.

You are not limited to one supplier per basket or requisition: each can contain items from different suppliers. PECOS P2P will sort your basket automatically by supplier.

There are several ways to add items to your basket. The first way is to search through electronic catalogues using the different **Search** methods available. Another way is to add items from a saved **Templates** containing frequently purchased items.

There will sometimes be items and/or services that you will need to purchase that are not available in your electronic catalogues. These are called '**Non-Catalogue'** items and can be added to your basket simply by entering a description of the goods or services you need. The permission to add a Non-Catalogue item must be granted to you by your system administrator.

Items can also be added to a basket through **PunchOut** to a supplier's transactional web site and searching catalogues held and maintained by them. If a supplier uses PunchOut they will not send an electronic catalogue for loading and searching direct in PECOS P2P but instead you will connect to their web site through a link in PECOS P2P. You can then search their catalogues, fill a shopping basket of items and export the supplier basket back into your P2P basket.

Finally PECOS P2P may allow you to add **electronic forms** to your basket. These forms may be *external* forms like a printing request or *internal* forms like a holiday request.

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

3.2   Navigating Item Search

Creating a requisition begins with specifying or searching for items to add to your shopping basket. To search for items we use different search methods available through the Item Search to locate content held in both internal and external catalogues.

To access the Item Search screen simply select the **Items** tab.

Fig 3.1 - Item search screen

The Item Search contains a number of sub menus in a left navigation panel to allow you to select either the type of content to search or your method of searching. The sub menus can be expanded or collapsed and will collapse automatically when search results are displayed.

- **Item Search**. This is the default view and allows you to locate internally hosted catalogue content using *parameter* or *quick* search.

- **eForm Search**. Selecting this option returns a list if all hosted electronic forms that are available to use.

- **Category**. This allows users to search internally hosted catalogues by product category (or commodity) code.

- **External Market Place**. This option provides access to all external supplier PunchOut sites and Market Places that host catalogue content. Users use PunchOut to connect, search and return a basket back to PECOS P2P.

3.3   Parameter Search

If you want to buy from a specific supplier or have specific details about the item(s) you are looking for (e.g. the manufacturer or description) this search works best. The **Parameter Search** options appear at the top of the Item Search screen.

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

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

Example
If you are searching for '3M data tapes' and know the supplier, 'IT Supplies Ltd', from whom they are purchased, you can enter specific text in the relevant fields to conduct your search. Here we would define: **Supplier** = 'IT Supplies'; **Item Description** *contains the text* 'tape'; **Manufacturer Name** *contains the text* '3M'**.**

It is not necessary to select a catalogue from the supplier selection. If you do not know the name of the supplier from whom your item is usually purchased the supplier selection can be left as "All". PECOS P2P will search **all** of your catalogues for the search text that you enter.

Note that if a supplier is <u>not</u> selected, catalogue field search text <u>must</u> be entered to avoid returning no results.

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

3.3.1   Using Parameter Search

1.   Click the **Items** tab to open the PECOS P2P Item Search page.
2.   In the section headed 'Parameter Search', select your supplier and search fields from the dropdown menus and enter key words in the 'Contains the text:' boxes.
3.   Click the **Search** button to locate all items matching your entered criteria. The search criteria section of the page will collapse and **Search Results** will display. Search results can be reviewed, filtered and sorted.
4.   Select one or more item by typing the desired purchase quantity in the **Qty** field.
5.   Click the **Add** button to add the item(s) to your Shopping Basket.

It is important to note that *Quick Search* and *Parametric Search* are **separate** types of search. It is not possible to select a supplier in the parametric search box and then enter search criteria in the quick search box to refine a search. If this is done PECOS P2P will search based on the criteria entered in the quick search box only.

3.4   Quick Search

When you know the item you are looking for but maybe do not know the supplier, **Quick Search** is the best way to find it. Text entered in the Quick Search box will be used to search **all fields** in **all the catalogues** that you have access to. It is therefore a very powerful search tool which may present you with a wide range of results. For example, entering the word 'paper' could return results such as 'paper clips', 'note paper', 'paper recycling services' and 'toilet paper'! It may also return items such as 'notebooks', because they are classified as paper goods.

The following options are available in the Quick Search box to enable you to create an accurate and logical search string. Additionally, beneath the Quick Search box are two additional checkboxes: **Synonyms** and **Spell checker**, which you can use to refine your search further.

3.4.1   Multiple Words and Boolean Characters

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

For example if the words: "toner black laserjet" are all entered (with a space between each word), PECOS P2P will search for all items that contain the word 'toner' **and** the word 'black' **and** the word 'laserjet' in any catalogue field for a single item. In this way it is possible to quickly find black LaserJet toner cartridges.

For example if the words: "white envelope *not* window" are entered (with a space between each word), PECOS P2P will search for all items that contain the word 'white' **and** the word 'envelope' but **not** the word 'window'. This time our search results will contain all non window type envelopes that are white.

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

Note that the Quick Search is **not case sensitive**.

3.4.2 Wildcard Characters

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

For example, if the word 'vacum' is entered, PECOS P2P is unlikely to return any search results because it is incorrectly spelt. By using the wildcard character the text 'vacu*' can be entered. PECOS P2P will find all items that contain any word that starts with 'vacu'. In this way we will be able to find all the vacuum cleaner related items in our catalogues.

3.4.3 Mixed Options

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

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

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

3.4.4 Synonyms

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

Each time any one of these words is entered in the Quick Search box, PECOS P2P will search for all of them: they have become synonymous with each other.

3.4.5 Spell Checker

This box allows PECOS P2P to find items even if the search criterion is misspelled. An example would be "xerographic paper". A user who has the Spell Check box turned on who misspells this item as "zerographic" would still find the correct item. When the spell checker box is ticked PECOS P2P looks for an *approximate match* to the word(s) entered.

3.4.6 Using Quick Search

1.   Click the **Items** tab to open the PECOS P2P Item Search page.
2.   In the section headed **Quick Search**, type one or multiple key words for the item you are looking for, such as **'**toner'.
3.   Click the **Search** button to locate all items matching your entered criteria. The search criteria section of the page will collapse and **Search Results** will display. Search results can be reviewed, filtered and sorted.
4.   Select one or more item by typing the desired purchase quantity in the **Qty** field.
5.   Click the **Add** button to add the item(s) to your Shopping Basket.

3.5 Category Search

Category Explorer is a feature that allows you to browse for items within your hosted catalogues by product category code. This method works well if you do not know details about what you want to order. For example you may not know the item's actual name, manufacturer or the supplier. All items in all your supplier catalogues have been coded with a product classification code (e.g. UNSPSC).

All items in all catalogues *that you have access to* are grouped in the Category Explorer by product category code. The product category code is hierarchical with the top level code being displayed. To search for an item using the Explorer you "drill down" through the levels of the hierarchy.

If your organisation is using the UNSPSC, there can be up to five different levels of categorisation within each category segment and items can be categorised to any of these five levels.
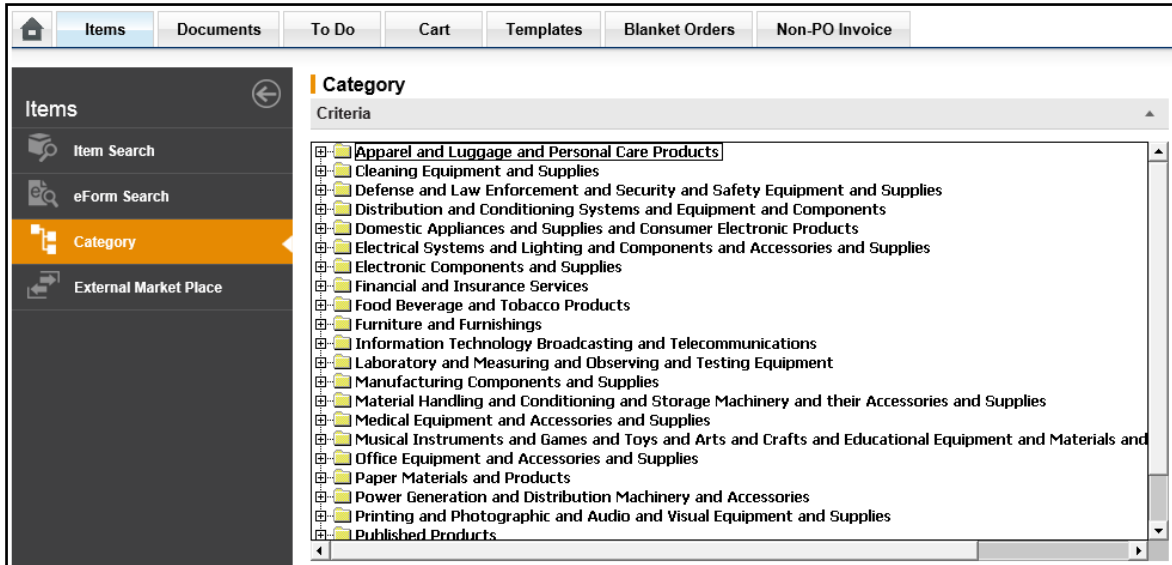
Fig 3.2 - Category search

3.5.1   Using Category Explorer

1. Click the **Items** tab to open the PECOS P2P Item Search page.

2. In the Left Navigation Panel click '**Category**'.

3. To search for an item, scroll and select the appropriate category:
    - o   Categories with an expand symbol ⊞ indicate that they have additional subcategories. Click to expand the folder 📁 and open the next level of subcategory.
    - o   Click the collapse symbol ⊟ to collapse a category back one level.

4. When the folder icons 📁📂change into a document indicator icon 📄 this signifies that there are items coded to this category level.

5. Clicking on the document indicator icon 📄 will invoke a search for all items that are coded to this category.

6. Category search results will display.

7.   Review and optionally filter results and select an item by typing the desired quantity in the **Qty** field.

8. Click the **Add** button to add the item(s) to your shopping basket.

3.6   External Market Place Search

The **External Market Place Search** enables PunchOut to a supplier web site or "round-trip" connection to a market place site.

The reason why it is necessary to connect to suppliers in this way is because they do not supply electronic catalogues for loading into your PECOS P2P. These PunchOut suppliers maintain their catalogues on their own web sites and often provide additional search and configuration tools to make product selection easier. The buyer simply completes a shopping basket which is exported into a procurement system.

This therefore, is how requisitions are created in PECOS P2P using external market place suppliers. The content of a supplier's shopping basket, created in a supplier web site, is 'imported' into a PECOS P2P basket where it is updated, submitted as a purchase requisition, approved and processed.
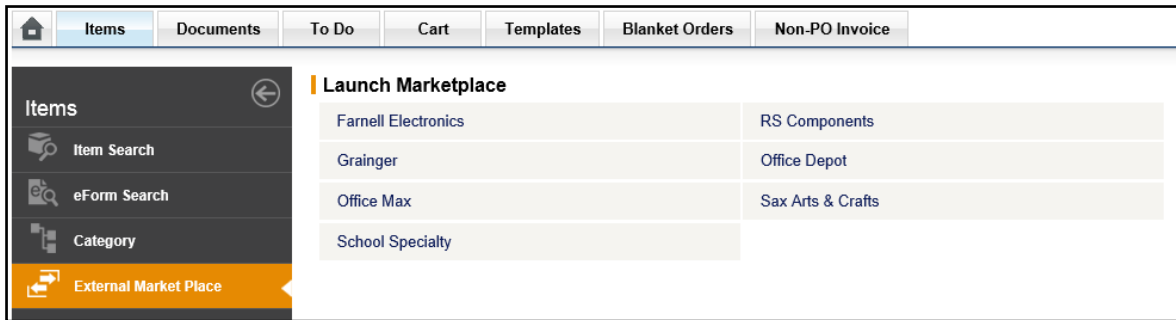
Fig 3.3 - External market place search

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

Advantages of Punch Out

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

- Real time pricing
- Real time availability
- Enhanced catalogue search or component configuration tools
- Detailed product information
- Enhanced delivery options based on basket content

The site you PunchOut to is not the supplier's 'public' web site but a version created specifically for your organisation. It is important to note therefore that when you connect with the supplier they will know what organisation you are from and you will be presented with **your catalogue items** and **your prices**.

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

3.6.1   Using External Market Place Search

1. Click the **Items** tab to open the PECOS P2P Item Search page.
2. In the Left Navigation panel click '**External Market Place**'.
3. A list of external market places and PunchOut suppliers will display. Choose the supplier you wish to purchase from and click on the name.
4. PECOS P2P will initiate a **PunchOut** to the selected site.
5. In the external market place site, search the on line catalogue(s) and fill a shopping basket with the items you wish to purchase.
6. Navigate to the completed shopping basket and if you are happy with its content and it is complete, return it (i.e. 'check out') to PECOS P2P (remember that each supplier site will have different formats and differently named buttons). The market place shopping basket is imported into a PECOS P2P Shopping Basket.

3.6.2   Editing External Market Place Items

If you need to make changes to items in the imported basket there are three options:

o **Edit in the External Market Place.** Click on an item number or quantity in the PECOS P2P basket to PunchBack to the supplier's website (if this is supported by the market place). If PunchBack is not supported by the supplier, you may be able to edit directly in the PECOS P2P basket. Alternatively, no means of editing may be available and you will have to delete the whole basket and start again.

o **Edit in the PECOS P2P basket**. This will be available if the supplier has been configured specifically to allow this to happen. Quantities can be edited and items deleted directly in PECOS P2P without the need to return to the external market place.

o **Delete and Replace**. The supplier may be configured to disallow editing a returned basket in both the external market place site (although it may still be possible to VIEW item detail back in the site) and directly in PECOS P2P. In this case it will be necessary to delete the basket and undertake a NEW PunchOut session.

3.7 Level 2 PunchOut

PECOS P2P fully supports 'Level 2 PunchOut' or 'Item Level PunchOut' for PunchOut (External Marketplace) suppliers who are able to provide a catalogue in support of their PunchOut site. The principal benefit of Item

Level PunchOut is that a user is able to search a PunchOut supplier catalogue alongside all other hosted catalogue content from the Item Search screen. The buyer is therefore able to see both catalogue and PunchOut items in search results for comparison and informed purchasing decision making.

3.7.1 Means of Searching

A PunchOut supplier who has provided a catalogue to support their own transactional site will have items indexed as 'PunchOut' type items for catalogue search purposes.

Parameter Search: although the supplier will not appear separately in the supplier list, results will be included in an 'All' supplier search.

Quick Search: items will appear in search results.

External Market Place: the supplier will appear in the External Market Place screen for PunchOut connection in the normal way.

3.7.2 Search Results

Items that have been loaded and indexed as 'Level 2 PunchOut' items will appear in the search result page with no price, item detail information or quantity box. These item types cannot be added directly to a PECOS P2P shopping basket.

An *'External Item'* hyperlink will replace the quantity box to invoke a PunchOut to the supplier.

Fig 3.4 - search results for level 2 punchout item

To select and add the item to your PECOS P2P shopping basket, click the 'External Item' link. The system will PunchOut to the supplier's transactional site where the item will appear in the supplier's shopping cart. Standard PunchOut functionality is now adopted and you are able to optionally continue searching and shopping in the supplier site. Checking out will return the items back to a PECOS P2P basket in the usual way.

3.8 eForm Search

An 'eForm' is an electronically held version of a paper based form or document. The **eForm Search** allows you to retrieve, complete and attach electronic forms to your Shopping Basket in order for them to be routed for approval and possibly transmitted to a third party through PECOS P2P.

Advantages of eForms
There are a number of benefits in using PECOS P2P as a repository for your organisation's regularly used forms and documents:

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

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

Fig 3.5 - eForm search

3.8.1 Using eForm Search

1. Click the **Item** tab to open the PECOS P2P Item Search page.
2. In the Left Navigation Panel click **eForm Search**.
3. A list of electronic forms will display. Choose the form you wish to attach and click the '**Edit eForm**' link.
4. Download the form. This will happen automatically but you may find that a File Download Window opens. If this is the case click the open button.
5. Complete the form as required and **save** it in the normal way using '**File**' and '**Save As**…' in the top menu bar of the form's application. Remember where you save it!
6. Click the **Basket** tab. You will notice that the eForm has automatically been added to your Shopping Basket as a line item.
7. The saved form can be attached to the basket line using the **Comments and Attachments** screen (see Comments and Attachments).

3.9 Search Service Unavailable

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

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

3.10 Search Results

When you use any of the PECOS P2P search methods to search for internally hosted catalogue content, your search results will be returned in a **Search Results** area below your search criteria. Search results will contain items that match the criteria used: the Left Navigation Panel and Search Parameter sections will automatically collapse.

You can optionally filter results (see Search Filter) to refine your search and reduce the number of returned items.

If the number of items matching your search criteria is greater than 500, PECOS P2P will display 500 *random* matching items and ask you to refine your search better. You should return to the search page and enter more accurate or refined search criteria.

Fig 3.6 - Search results screen

- The **Search Results** screen will display 20 items per page, sorted (by default) first by preferred items and then from lowest to highest price.

- **Page controls** appear at the top and bottom of the screen, displaying the number of pages of search results that have been returned. To view the next page of 20 items, click the **'next page'** arrow icon. On subsequent pages a **'previous page'** arrow icon will appear allowing you to return to the previous page. The page controls will also allow you to skip to the last or back to the first page of results.

- Search results can be **sorted** by clicking on the column headings. PECOS P2P will sort either alphabetically or numerically and will alternate the order from ascending to descending sequence each time you click on the column header.

- Occasionally you may not find any matches for your search criteria. If this happens PECOS P2P will display **'No Results Found'** and you will need to return and enter new search criteria.

- Each item is displayed on a separate line. If you wish to add an item to your open requisition click in the **Qty** box to the left of the item, enter the required quantity and click the **Add** button. More than one item can be selected and added at once.

  Be careful when adding multiple items. If you enter quantities and then use the page controls to skip to the next page of results *without clicking the add button*, those quantities will be lost and will not be added to your shopping basket.

3.10.1   Item Detail

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

Fig 3.7 - Item detail page

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

You can **Add** the item to your Shopping Basket from the Item Detail screen by entering the quantity in the '**Add Quantity:**' box and clicking the **Add** button.

3.10.2 Catalogue User Fields

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

Typically these user fields are created to allow suppliers to add catalogue information, for example: contract numbers or specific item attributes like sustainability information or colours and sizes. Field values might also be defaulted into the product for the purposes of approval routing, for example: hazardous material reference numbers.

3.10.3 Minimum and Maximum Order Quantities

Minimum Order Quantity

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

A minimum quantity is calculated for each individual document (requisition or change order) and is applied to each unique catalogue / item id that is added. PECOS P2P does not calculate the minimum order quantity by reference to cumulative requisitions or an inventory calculation.

Maximum Order Quantity

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

A maximum quantity is calculated for each individual document (requisition or change order) and is applied to each unique catalogue / item id that is added. PECOS P2P does not calculate the maximum order quantity by reference to cumulative requisitions or an inventory calculation.

When maximum or minimum order quantities are configured for an item, a warning message will appear at the top of the search results section when an invalid quantity is entered for adding to a shopping basket.

Minimum and maximum order quantities configured for an item are displayed beneath the quantity box in the Item Detail screen. When a minimum quantity is defined this will default into the 'Add Quantity' box.

3.10.4 Decimal Quantities

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

3.10.5 Search Filter

Any set of search results can be further refined by using a **sub search Filter**. For example, if your search returns 45 items, you may wish to sub search these items instead of scrolling through the 3 pages of results or undertaking a new search using different criteria.

🏠	**Items**	**Documents**	**To Do**	**Cart**	**Templates**	**Blanket Orders**	**Non-PO Invoice**

Item Search

Parameter Search

Search Results   Displaying results **1** to **20** of **33**.   1 of 2 ▶ ▶|

Search Criteria: paper clip

[   ]   **Filter**

Compare Add ➕

Compare	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Price	Preferred
				Item Description			
☐	[ ]	350349		Economy Brand	Stationery Company	£0.03/EA	
		CORE PAPER CLIPS SMALL LIPPED 25MM - BOX OF 100					
☐	[ ]	350351		Economy Brand	Stationery Company	£0.04/EA	
		CORE PAPER CLIPS LARGE LIPPED 32MM - BOX OF 100					
☐	[ ]	721502		Economy Brand	Stationery Company	£0.17/EA	
		PAPER CLIPS LARGE PLAIN 32MM - BOX OF 100					
		721546		Economy Brand	Stationery Company	£0.30/EA	

Fig 3.8 - Sub search filter

- Type your additional search criteria in the field provided and click the **Filter** button.
- PECOS P2P will use your sub search criteria to search your existing search results and update the list of items displayed.
- You can refine your search results further by performing more sub search filters if required.
- The criteria used for the original and any subsequent sub searches are displayed as links.

Search Criteria: paper clip : plastic coated : large
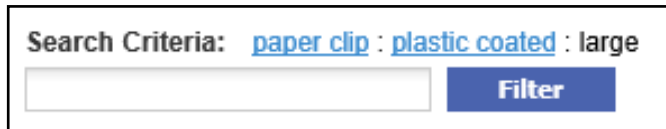
[   ]   **Filter**

Fig 3.9 - Previous search filters

It is possible to return to previous sets of search results by clicking on one of these links: previous search results will reload. This allows you redefine searches without having to perform a new search from scratch. This is especially useful if a sub search returns 'No Results Found'.

3.10.6 Multi Currency Search Results

For users who transact in multiple currencies an **alternate currency view** may be enabled for your organisation. If this is the case search results will have an extra column added, allowing you to convert items into another currency.

To see the conversions, select the currency you wish to see from the drop-down box labelled 'Preferred Currency:' at the top of the right-hand converted price column. The currency conversion will automatically display in the **Converted Price** column.

The multi-currency view is for convenience only: it will not be saved against the requisition or purchase order; and does not represent the value displayed on the final invoice.

Fig 3.10 - Search results screen showing multi currency selection

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

3.11 Compare Items

To select items for **side by side comparison**, select the box in the 'Compare' column for each item in your search results. A minimum of 2 and a maximum of 5 items can be selected. Once selected, click the **Compare** button at the top of the screen.

The selected items will open in a new screen where key product details can be compared for you to make an informed procurement decision. The 'Action' row allows you to:

Enter a quantity and add items to your basket (whilst remaining in the Compare Items screen).

Delete an item from the comparison list.

Click the 'Back' button to return to your search results.

Fig 3.11 - Compare items screen

4 Non-Catalogue Items

If you cannot locate the item or service you need in your hosted or punch out catalogues, you can add it to your shopping basket as a **free text** or **'Non-Catalogue item'**.

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

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

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

4.1   Adding Non-Catalogue Items

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

1.   Click the 'Basket' tab to open your Shopping Basket.
2.   At the top of the Shopping Basket, click the '**Add Non-Catalogue Item**' button to open the **Add Non-Catalogue Item** screen.

Fig 4.1 - Add non-catalogue item screen

3.   **Enter Item Description (mandatory)**.
Type an accurate and complete description of the item you require in the **Description** field. The item description field is mandatory.

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

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

There are three types of supplier that you can select:

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

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

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

iii) User Defined - If you have permission from your system administrator, you may add a new *ad hoc* supplier to the system for use now and in the future (see 'Add a User Defined Supplier').

5.   **Enter Item Details**
You may optionally add additional information about the item in the fields provided. These additional fields represent catalogue fields and although not required, entering as much information as possible will assist your approver (probably your purchasing department) to source the item for you.
Note that the selection of category codes may be made mandatory for your organisation.
Available fields:

- **Item Number** – Enter the supplier part number.
- **Manufacturer** – Enter the name of the manufacturer.
- **Manufacturer Part Number** – Enter the manufacturer's part number.
- **Quantity** – Enter the quantity of the item required up to six decimal places (if supported by your organisation). The default quantity is one.
- **Unit of Measure** – Choose the unit of measure from the drop down list box. The default is 'Each'.
- **Estimated Price** – Enter the price of the item if known. If the price of the item is unknown this field may be left blank and the item will be added to your requisition with a zero value.
- **Currency** – Displays the default currency of the item. If you have a multi-currency enabled an icon will display to allow you to view the price in alternate currencies (based on your organisation's assigned rate authority).
- **Settlement Type** – Select the settlement type of 'Amount' if the item is to be receipted and invoiced in value rather than quantity. This is particularly useful when adding a Non-catalogue item to a Blanket Order. The default settlement type is 'Quantity'.
- **Category Codes (optionally mandatory)** – This allows you to choose the first two levels of product category code for this item. Firstly select the top level code and wait for the second level selections to validate before making the second level selection. The product category (also called the product classification code: e.g. the UNSPSC) is used for a number of reasons and its selection is highly recommended. Category codes are selected automatically for all catalogue items and are used for:
    - Reporting purposes
    - Approval routing purposes
    - Defining correct item accounting defaults
    - Defining the correct VAT treatment defaults
- **Internal Comments** - Add comments to be routed internally throughout the approval process. This box can be used to add additional information for the benefit of a purchasing department who may need to edit and update the item prior to ordering.
- **External Comments** – Add item level comments to appear on the purchase order for the benefit of the supplier.

6.   **Add the Item**

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

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

Add and Stay: will add this item to your basket and you will remain in the 'Add Non-Catalogue Item' screen to add another Non-Catalogue item.

7.   **Choose VAT Treatment Default**

If you have selected category codes (their selection might be mandatory) for this item, its VAT Treatment will be validated. PECOS P2P will check to see if any VAT Treatment default is assigned to the product category code.

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

- **OK:** Add the item and apply any VAT Treatment associated to the product category code. Any user or organisational default VAT Treatment will be overridden.
- **Cancel:** Add the item but DO NOT apply any VAT Treatment associated to the category code. Any user or organisational default VAT Treatment will NOT be overridden.

4.2   User Defined Suppliers

For users with permission to add user defined (ad-hoc) suppliers, the **User Defined** supplier box will appear in the '**Add Non-Catalogue Item'** screen.

4.2.1   Add a User Defined Supplier

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

Fig 4.2 - User defined supplier entry page

The supplier will be indicated as an 'Unapproved User Defined Supplier' in the Order Status Summary screen. When the order is approved, the supplier will be automatically added to the list of existing suppliers.

2. Complete all required supplier profile fields. The mandatory fields are indicated with a red asterisk (*).

- **Supplier Name** – Enter the full name of the supplier.
- **Address** – Enter the full address of the supplier. Some of these fields are mandatory.

- **Contact** – Enter the name, phone number and email address of the main contact at the supplier. This will become the return contact and cancelled and changed order destination for this supplier.
- **Order Transmission** – Choose the method that the supplier wishes to receive their purchase orders by clicking the appropriate button. Enter the relevant email address or fax number details.

  Note. If your PECOS site is hosted in the USA, the PECOS fax server will be located in the United States. Therefore, if your organisation resides outside of the USA, the fax number must be prefixed with a USA international dialling code. For the UK it is 01144 with the proceeding zero being omitted: e.g. 01234 567890 would be entered as 011441234567890.
- **Customer's Supplier Number** – This is a reference by which you identify this supplier. It is often your accounting reference number.
- **Order Currency** – Enter the supplier's currency if you are using a multi-currency system. The default for this field is GBP.
- **Customer Number** – This is the reference by which your supplier identifies you. It is often your customer reference number.
- **Tax Id Number** – Enter the supplier's VAT number.
- **Payment Method** – Choose a payment method from the drop down box:
    a) Invoice: The supplier only allows payment on receipt of invoice.
    b) Procurement Card: The supplier only allows payment by P-Card.
    c) Invoice and Procurement Card: The supplier accepts both payment methods.

  Note that a number of other supplier fields are defaulted from organisational settings defined by your system administrator. These are not entered here, in the User Defined Supplier form:
    - Payment Terms
    - Delivery Terms
    - Freight Terms
    - Shipping Method
    - Change Order transmission Override

3. Click **Save**. The new supplier will appear on the Non-Catalogue order.

Error Saving

If the supplier fails to be added to your requisition the following warning message may appear. If this occurs, please speak to your system administrator who will need to correct a setting in your user profile.

"Failed inserting supplier. You are not allowed to enter a user defined supplier, because you do not have a Default Catalogue Collection for User Defined Suppliers defined for your organisation."

4.3   Editing a Non-Catalogue Item

To edit a Non-Catalogue item after adding it to a basket, complete the following steps:

1. Click the **item number** link for the Non-Catalogue item in the shopping basket. The **Update Non-Catalogue Item** page appears.
2. Make appropriate changes. Note that whilst in update mode some additional fields become mandatory:
    - Quantity
    - Unit of Measure
    - Estimated Price
3. Click the **'Update Non-Catalogue Item'** button. This will bring you back to the Shopping Basket.

4.4   Approving Non-Catalogue Items

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

4.5   Unknown Suppliers

The approval process for Non-Catalogue items will be managed by your system administrator, with care over how requisitions containing an 'Unknown' supplier are handled. If a user has **no workflow** assigned to their user profile an error message will display upon submission of the requisition. The submission fails because PECOS P2P is attempting to create a purchase order for transmission but is unable to for an 'unknown' supplier. You will need to click the 'back' button in the message screen to return to edit the Non-Catalogue item(s) and assign a supplier.

5   Manage the Shopping Basket

PECOS P2P will **sort** the items on your Shopping Basket by supplier (i.e. by purchase order) and will have automatically populated it with a number of defaults including:

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

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

There are **three** levels in the shopping basket, each defined by different coloured bars:

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

Fig 5.1 - Shopping basket showing transactional levels

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

5.1   Changing Quantities

To change the quantity of items in your requisition:

1. Click the **Basket** tab to display the details of your current Shopping Basket.

2. Type a new quantity in the **Qty** field for any item. If enabled for your organisation, the quantity can be up to six decimal places.

3. Click any other part of the Shopping Basket screen or press the **'tab'** button on your keyboard. The basket will refresh automatically, updating the quantity and recalculating line and header pricing.

Items added to your basket from an External Market Place (e.g. PunchOut supplier) may not always be editable in the PECOS P2P requisition. It may be necessary to return to the supplier's web site and change item quantities in a shopping basket. If this is the case the quantities will display as non-editable and you must click on the item number to return to the supplier's transactional site. Items will be restored into an editable supplier shopping basket.

5.2   Deleting Items

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

1. Click the **Basket** tab to display the details of your current shopping basket.

2. Click the red **X** in the right hand **Actions** column to delete. There are 3 ways to delete items:
   - Click on the delete button in the **requisition header** bar to delete the *whole basket*.
   - Click on the delete button in the **order header** bar to delete an *individual order*.
   - Click on the delete button on a **line** to delete a *single line item*.

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

Items added to your basket from an External Market Place may not always be editable in PECOS P2P. It may be necessary to return to the supplier's web site and delete the items in a shopping basket. If this is the case the red delete icon will be greyed out and you must click on the item number to return to the supplier's transactional site. Items will be restored into an editable supplier shopping basket where changes are made. After all changes have been completed return the supplier shopping basket to PECOS P2P.

5.3 Decimal Rounding

Note that if you have used **decimal quantities** in your basket, occasionally the order total may display a rounding difference. This is normal. Calculations are performed and stored using the entered level of precision and the displayed amount is rounded. Order totals are based on the stored, non-rounded extended values.

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

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

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

5.4 Delivery and Invoicing

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

- User default delivery address and internal location
- Supplier delivery method and delivery, payment and freight terms
- Default payment method, available procurement cards and invoice (billing) address
- Delivery date entry
- Buy-for user selection
- Additional order information data entry

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

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

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

5.4.1   Requisition Level Delivery and Invoicing

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

At Requisition level the following tasks can be performed:

- Enter a Delivery Date and Delivery Time
- Select a Buy-for user
- Change Delivery Name and Address
- Add or change Internal Delivery Location
- Select Requisition Processing Conditions
- Add or change Additional Order Information
- Change Payment Method
- Add a Personal Procurement Card (if you have permission)
- View and Update Requisition level Financial Tracking

Fig 4.2 - Requisition delivery and invoicing screen

5.4.1.1 Accessing the Requisition Delivery and Invoicing screen

1. Click the **Basket** tab to display the details of your current shopping basket.
2. Click on the **Requisition Delivery and Invoicing** link in the requisition level header to open the Requisition Delivery and Invoicing screen.

5.4.1.2 Delivery Date

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

Default Dates:

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

i) Delivery dates may be made **mandatory** for all orders or for specific supplier's orders only. If this is the case the field will be marked as mandatory in the order delivery and invoicing screens and you will not be able to submit the requisition until dates have been entered.

ii) Delivery dates may be set to be generated and **defaulted** automatically. One of two options will be applied:

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

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

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

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

To enter a delivery date:

1. Click on **Requisition Delivery and Invoicing** in the requisition header to open the **Requisition Delivery and Invoicing** screen.

Delivery Date: [   ] 🗓 Clear date

Delivery Time: ○ Morning ○ Afternoon ○ Specific Time

Fig 5.3 - Delivery date and time fields

2. To select a **delivery date**, click on the **Date Picker** to open up a pop-up calendar.

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

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

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

> ⊙ The **forward circled arrow** symbol will move the year forwards

> ⊙ The **backward circled arrow** symbol will move the year backwards

Click on the date required to select it. The date will automatically populate the **Delivery Date** field.

If you make a mistake, click Clear date to reset the field.

4. Optionally select a **delivery time** to also appear on each purchase order by clicking the appropriate radio button:

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

5.4.1.3 Buy-for Name

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

When you buy for another user, PECOS P2P will automatically copy the buy for user's purchasing profile onto all orders on your requisition. The following defaults will be updated with those of the new Buy-for user:

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

Although PECOS P2P will automatically make these changes, you will still have the ability to override them at order and line level if required.

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

To Select Buy-for at requisition level:

1. In your shopping basket click on **Requisition Delivery and Invoicing** in the requisition header. The **Requisition Delivery and Invoicing** screen will open.
2. From the Requisition Delivery and Invoicing screen, click the **User Lookup** button next to the **Buy-for Name** text. The **Look Up Buy-for User Name and Address** screen will open.
3. If you wish, enter a partial name in the search box and click the **Search** button to view all users you have permission to buy for. All users who match your search will be displayed. Alternatively you may leave the search box empty to get a list of **all** users you have Buy-for permissions for. The users you have permission to Buy-for will be listed.
4. Click on the **Select** icon next to the user you are buying on behalf of. The **Requisition Delivery and Invoicing** screen will redisplay.

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

5.4.1.4 Delivery Address

The address to which your goods will be delivered is defaulted from your user profile and will appear printed on each supplier purchase order. If any of this information is incorrect or requires updating, speak to your system administrator who will amend your user defaults.

The default delivery detail contains the following fields, any of which may be changed:

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

Delivery Address (mandatory): Click on the **address lookup** button to change this.

Internal Delivery Location (optional): Additional delivery information that may be defaulted from your user profile. Enter any additional delivery information in this text box that you wish to be added to the PO delivery address.

To Change Delivery Address:

1.   Click on **Requisition Delivery and Invoicing** in the requisition header to open the **Requisition Delivery and Invoicing** screen.

2.   Your default address will populate the '**Delivery Address:**' field. Click on the **Address Lookup** button to open the Address Lookup screen.

Fig 5.4 - Address lookup screen

3.   To search for an address you can enter search criteria for different address fields. Alternatively you may leave the search fields blank and click the **Search** button. The **Search Results** will appear below the search criteria.

There may be a great deal of address data loaded into PECOS P2P and it is therefore recommended that you refine your searches by using the search tool provided. By refining your search in this way, you will narrow down the list of results and find the required address quicker. Note that the search results displayed are limited to the first 100 records.

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

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

To Add a New Address

Permission to create new addresses in PECOS P2P is occasionally granted to certain users. If you have permission to create addresses you will see an '**Add New Address'** button on the **Address Lookup** screen.

1.   Click on **Requisition Delivery and Invoicing** in the requisition header to open the **Requisition Delivery and Invoicing** screen.

2.   Click on the **Address Lookup** button to open the Address Lookup screen.

3.   Click the **Add A New Address** button to open the **Add New Address** screen.
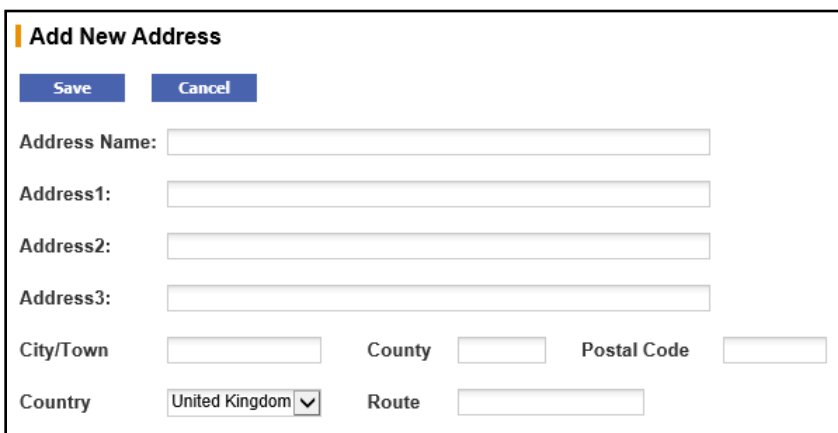
Fig 5.5 - Add new address screen

4.   Enter the address information in the fields provided.

5.   Click the **Save** button to add the address into PECOS P2P. The **Address Lookup** screen reappears showing your new address.
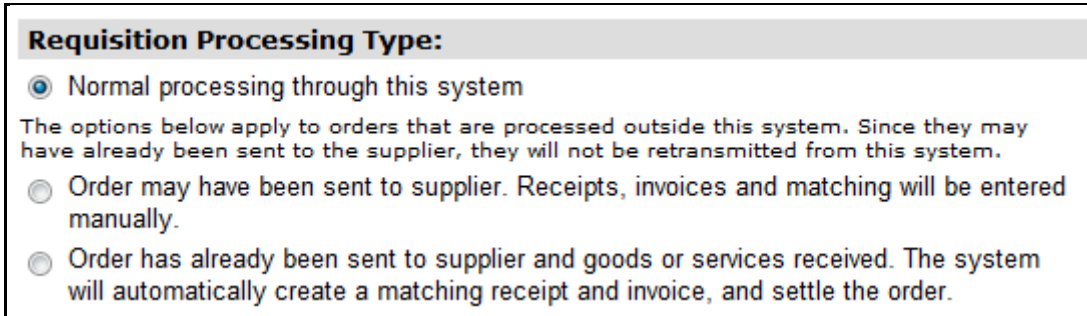
6. To select your new address click the select and return icon. The **Requisition Delivery and Invoicing** screen will reappear.

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

5.4.1.5   Requisitioning Processing Type

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

These processing conditions are only available at the requisition level.

Fig 5.6 - Requisition processing type selection

1. **Normal processing through the system**. Normal workflow and order transmission will be followed. This is the default setting.
2. **Order Processing outside the system**. When an order has already been placed or manually sent to a supplier. The processing of receipts, invoices and matching is still required. Note that the order will not be sent to the supplier.

   For example, an exceptional purchase may have been made manually outside of PECOS P2P (possibly also from a local supplier who had not been adopted into the system).
3. **Processing outside this system is complete**. When an order has already been placed or manually sent to a supplier and the processing of receipts, invoices and matching is not required. The order is recorded for record keeping purposes only and will not be sent to the supplier.

   For example, a field engineer has made an emergency purchase by procurement card.

5.4.1.6   Additional Order Information

A number of extended fields, created by your system administrator, can be displayed in the **Additional Order Information** section of the screen. Depending on the configuration of your system, there may be one or more of these fields to record additional order details. These may include, for example: work order numbers, project codes, contract details or additional accounting information.

Note that if data has been entered into additional order information fields at order level (due to a default value being used) a message will be displayed indicating that this is the case: **"Order-level fields are in effect."** This message is displayed to prevent you from entering a requisition level value and over-writing any existing order level entries.

Your system administrator will format these fields according to your business requirements:

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

PECOS P2P will save the information you enter for each purchase order. The data entered might be used for approval routing or management reporting purposes.

5.4.1.7   Payment Method

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

Fig 5.7 - Payment method selection

The methods available are:

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

5.4.1.8   Create a Personal Procurement Card

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

Fig 5.8 - Personal procurement card detail

Enter the following data:

- **Card Number:** Enter your card number or select a previously saved card number from the drop down box.
- **Card Type:** Select the card type from the drop down selection box. Note that the card number will be validated against the card type.

   To enter a notional/imaginary card into the system for testing or training purposes, choose 'Ghost Card' from the Card Type drop down box. This card type will not be validated against the card number.
- **Name:** Enter the name as it appears on your card.
- **Expiration Date:** Click on the calendar icon to select an expiration date.
- **Security Code (CVV):** Optionally enter your card's security code. This field may be made mandatory and if so a warning message will be displayed if it is not completed.

If you click **Save Card** this card will be available to you for future purchases. If you do not wish PECOS P2P to store this information beyond the current transaction, do not click the Save Card button. Please note that the card details are not validated for uniqueness and therefore it is advisable to check that the card being saved is not a duplicate of a card previously used.

Compliance to **PCI Data Security Standards** is available and the CVV2 field can be either masked or removed. Your system administrator will ensure your site is configured appropriately.

5.4.1.9   Invoicing Address

The **Requisition Delivery and Invoicing** screen will be automatically populated with your default invoice address. This address will appear on all of your purchase orders as the address to which your suppliers will

send their invoices. It **cannot** be edited within the requisition. If your invoice address is incorrect you will need to speak to your system administrator for it to be changed.

5.4.2   Order Level Delivery and Invoicing

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

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

Fig 5.9 - Order delivery and invoicing screen

At order level the following tasks can be performed:

- Enter a Delivery Date and Delivery Time
- Change Delivery Name and Address
- Change or enter an Internal Delivery Location
- Change Supplier Delivery Method
- Enter Additional Order Information
- Enter an *estimated* Order Delivery value
- Change Payment, Freight and Delivery Terms (user privileges required)
- Change Payment Method (user privileges required)
- Enter Personal Procurement Card details (user privileges required)

5.4.2.1   Accessing the Order Delivery and Invoicing screen

1. Click the **Basket** tab to display the details of your current shopping basket.

2. Click the **Order Delivery and Invoicing link** located in the order header bar to open the **Order Delivery and Invoicing** screen. Note that the order delivery and invoicing link will only appear when the requisition contains at least one item.

5.4.2.2   Delivery Date

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

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

Default Dates:

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

i) Delivery dates may be made **mandatory** for all orders or for specific supplier's orders only. If this is the case the field will be marked as mandatory in the order delivery and invoicing screens and you will not be able to submit the requisition until dates have been entered.

ii) Delivery dates may be set to be generated and **defaulted** automatically. One of two options will be applied:

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

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

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

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

To enter the Delivery Date:

1. Click on **Order Delivery and Invoicing** in the order header to open the **Order Delivery and Invoicing** screen.

2. Click on the **Date Picker** icon to open up the pop-up calendar.

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

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

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

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

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

4. Click on the date required to select it. The date will automatically populate the **Delivery Date** field.

5. If you make a mistake click Clear date to reset the field.

6. Optionally select a **Delivery Time** to also appear on the purchase order by clicking the appropriate radio button:

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

5.4.2.3 Delivery Address

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

- **Delivery Name** – The person to whom deliveries will be sent. This is a text box that can be edited.
- **Delivery Address** – The delivery location. Click on the **address lookup** button to change.
- **Internal Delivery Location** (optional) – Additional delivery information that may be defaulted from your user profile. Enter any additional delivery information in this text box that you wish to be added to the PO delivery address.

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

To Change Delivery Address at Order level:

1. Click on **Order Delivery and Invoicing** in the order header to open the Order Delivery and Invoicing screen.

2. Your default address will populate the **'Delivery Address:'** field. Click on the **Address Lookup** button to open the Address Lookup screen.

Fig 5.10 - Address lookup screen

3. To search for an address you can enter search criteria for different address fields. Alternatively you may leave the search fields blank and click the **Search** button. The search results will appear below the search criteria.

   There may be a great deal of address data loaded into PECOS P2P and it is therefore recommended that you refine your searches by using the search tool provided. By refining your search in this way, you will narrow down the list of results and find the required address quicker. Note that the search results displayed are limited to the first 100 records.

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

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

To Add a New Address

Permission to create new addresses in PECOS P2P is occasionally granted to certain users. If you have permission to create addresses you will see an ' Add A New Address' button in the **Address Lookup** screen.

1. Click on the **Order Delivery and Invoicing** link in order header to open the **Order Delivery and Invoicing** screen.
2. Click on the **Address Lookup** button to open the **Address Lookup** screen.
3. Click the **Add A New Address** button on the address lookup page. The **Add New Address** screen will open.

Fig 5.11 - Add new address screen

4. Enter the address information in the fields provided.
5. Click the **Save** button to add the address into PECOS P2P. The **Address Lookup** screen reappears showing your new address.
6. To select your new address click the select and return icon. The **Order Delivery and Invoicing** screen reappears.

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

5.4.2.4 Delivery Method

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

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

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

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

Change Delivery Method

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

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

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

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

5.4.2.5   Additional Order Information

A number of extended fields, created by your system administrator, can be displayed in the **Additional Order Information** section of the screen. Depending on the configuration of your system, there may be one or more of these fields to record additional order detail. These may include, for example: work order numbers, project codes, contract details or additional accounting information.

Your system administrator will format these fields according to business requirements:

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

PECOS P2P will save the information you enter for this purchase order. The data entered might be used for approval routing or management reporting purposes.

5.4.2.6   Payment Method

The **Order Delivery and Invoicing** screen will be automatically populated with your default payment method. If you have access to other payment methods however, you can select them here.
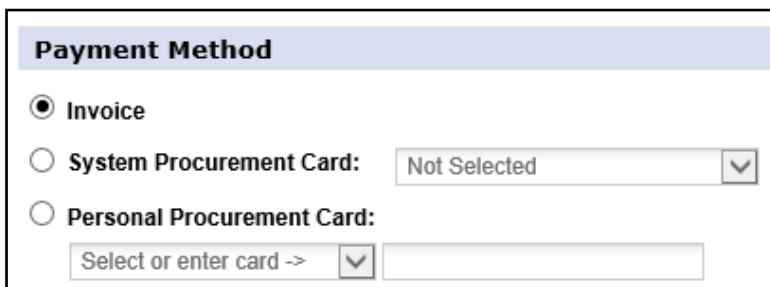
Fig 5.12 - Payment method selection

The methods available are:

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

5.4.2.7   Create a Personal Procurement Card

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

Fig 5.13 - Personal procurement card detail

Enter the following data:

- **Card Number:** Enter your card number or select a previously saved card number from the drop down box.
- **Card Type:** Select the card type from the drop down selection box. Note that the card number will be validated against the card type.

  To enter a notional/imaginary card into the system for testing or training purposes, choose 'Ghost Card' from the Card Type drop down box.
- **Name:** Enter the name as it appears on your card.
- **Expiration Date:** Click on the calendar icon to select an expiration date.
- **Security Code:** Optionally enter your card's security code. This field may be made mandatory and if so a warning message will be displayed if it is not completed. The security code might be masked upon entry if your administrator has implemented PCI Security options.

If you click **Save Card** this card will be available to you for future purchases. If you do not wish PECOS P2P to store this information beyond the current transaction, do not click the Save Card button. Please note that the card details are not validated for uniqueness and therefore it is advisable to check that the card being saved is not a duplicate of a card previously used.

Compliance to **PCI Data Security Standards** is available and the CVV2 field can be either masked or removed. Your system administrator will ensure your site is configured appropriately.

5.4.2.8   Invoicing Address

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

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

5.4.2.9   Supplier Terms - Payment and Delivery

The **Supplier Terms** section displaying Payment, FOB and Freight Terms, is only available at order level. The following Payment and Delivery terms are displayed:

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

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

Depending on the permissions granted within your user profile, the Payment and Delivery terms will *optionally be editable*. If you have permissions to select alternate terms, drop down selection boxes will be available for you to choose from.

5.4.2.10   Supplier Terms - Tax and Delivery

The **Supplier Terms** section displaying Tax and Delivery options, is only available at order level.

Tax

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

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

Delivery

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

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

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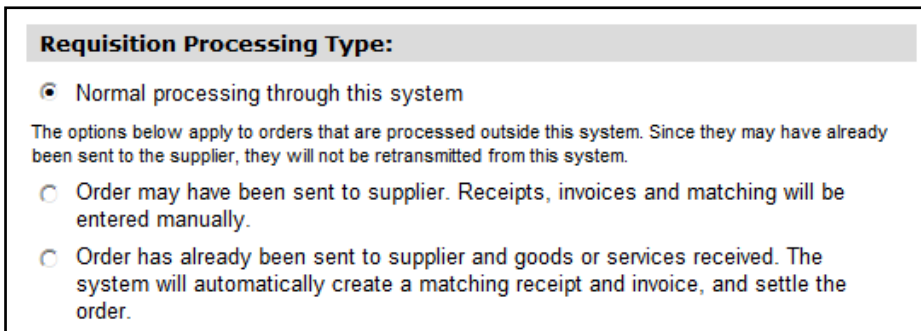
Check this option of this order is to be exempt from US sales taxes. Note: This DOES NOT affect VAT and will have no effect if VAT is implemented in your organisation.

5.5   External Order Processing

If you wish to use PECOS P2P to record orders being processed outside of the system and not send a purchase order to the supplier you will be given **External Order Processing** options.

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

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

Fig 5.14 - Requisition delivery and invoicing additional processing options

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

- **Normal processing:** *"Normal processing through this system".*

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

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

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

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

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

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

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

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

5.6 Financial Tracking and Tax

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

PECOS P2P will automatically populate your requisition with a default account code combination and a tax treatment.

Accounting defaults can be set at different levels and PECOS P2P will select the appropriate override:
1. User Profile
2. Commodity Codes
3. Purchasing Cards

Tax/VAT defaults can also be set at different levels and PECOS P2P will select the appropriate override:
1. Commodity Codes
2. Business Rule Group
3. Organisation

You may be granted permissions to change these default codes.

The ability to view and change financial tracking and tax codes appears on a number of different screens in PECOS P2P. Look out for the financial tracking Icon (a book with a magnifying glass) indicating that a financial tracking screen is available.

5.6.1 Multi Jurisdictional Taxation

PECOS P2P is a multi jurisdictional tax application which supports a number of different tax types to support different national, regional and local taxes. Not all tax types support the entry of tax treatments at the time of creating a requisition and neither do all tax types support line level tax assignment. The ability to maintain taxes on the requisition will therefore depend upon the region of implementation. For example:

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

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

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

5.6.2 Document Level Responsibilities

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

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

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

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

It is important that changes to financial tracking codes and tax treatments are made in the **correct order**, so as to avoid inadvertently overtyping a previous change.

5.6.3 Document Level Accounting

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

Order Accounting
When changes to financial tracking codes are made at **Order Level**, PECOS P2P recognises that requisition level defaults have been overridden. If changes are subsequently made at Requisition Level the following warning is displayed: ** Order Accounting Is in Effect.

Line Item Accounting

When changes to financial tracking codes are made at **Line Level**, PECOS P2P recognises that requisition level defaults have been overridden. If changes are subsequently made at Requisition Level the following warning is displayed: ** Line Item Accounting Is in Effect.

Timing

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

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

A warning message is displayed in the requisition level financial tracking screen if order or line item accounting is in effect.

5.6.4   Requisition Financial Tracking

The following steps explain how to change financial tracking at the **Requisition Level.**

To access the **Requisition Financial Tracking** screen, in the Shopping Basket, click on the Financial Tracking icon at requisition level.

Fig 5.15 - Requisition level financial tracking icon

The Requisition Financial Tracking screen will open to allow you to make changes for the whole requisition.

Fig 5.16 - Requisition financial tracking screen

When you have finished making changes click the **Save** button to update requisition level accounting and submit any changes. The shopping basket will redisplay.

The Financial Tracking icon will be updated for all lines and all order headers to indicate that changes have been made and saved.

If you do not want to save any changes, click the **Cancel** button. You will return to the shopping basket without committing any changes.

5.6.4.1   Financial Tracking Responsibility

Buy-for not selected: If you have *not* selected a Buy-for user for this requisition, the **Financial Tracking Responsibility** will remain as your own default. Your name will display as the default Buy-for user and all financial tracking responsibilities (i.e. available methods and segment values) will be based on **your own** user profile privileges.

Buy-for selected: If a Buy-for user *has* been selected for this requisition, your default accounting will have been overridden by the Buy-for user's default accounting. The Buy-for user's name will display and all financial tracking responsibilities (i.e. available methods and segment values) will be based on your Buy-for user's user profile privileges, NOT your own.

Changing Responsibility: You may remove the Buy-for user's accounting defaults and re-instate your own financial tracking defaults by selecting your own user profile. Select 'Requisitioner (*your user id*)' from the drop down selection box. If you do so, all accounting at requisition level (all orders and lines) will be reset and a warning message will be displayed.

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

5.6.4.2   VAT Treatment

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

PECOS P2P will display the default VAT Treatment assigned to your user profile. If you update the treatment it will change all items on the whole requisition. Note that if any order or line level changes have already been made these will be overwritten.

5.6.4.3   Accounting Method

The 'Accounting Method' determines the structure (segments) and values displayed to you: PECOS P2P will display your **default** method. If you have access to more than one method, you may choose an alternative from the drop down box. Changing the accounting method will automatically change the segment options at the bottom of the screen.

5.6.4.4   Change Segment Values

Use the drop down boxes under each accounting segment to change the financial tracking to your desired combination of values. The quick search boxes can also be used to quickly find a financial tracking code you are looking for – enter a full or partial value to jump to a code in the drop down selection box. One or all values can be changed. Direct account code entry is not allowed. As you select a new value wait for the screen to update.

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

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

5.6.4.5   Free Text Entry

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

The financial tracking screens allow for the easy search and selection of financial tracking codes without the need to scroll through the segment drop down selection box.

Free form text boxes appear above the segment drop down list boxes into which values can be added directly.

Fig 5.17 - Financial tracking screen showing free text entry boxes

Direct Entry

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

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

Partial Value Search

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

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

Examples:

- Entering "4" into the free text box will automatically scroll and locate the first value beginning with a 4 in the list of available values. The first available code selected will populate the free text entry box (for example 4000).

- Entering "427" into the free text box will automatically find the code 427 or the first code beginning with 427 (for example 4271). If no codes exist which begin with 427, upon tabbing out of the free text field, an error message will be prompted advising that an invalid code has been entered.

5.6.4.6 Change Display

The accounting values in each segment of the method chosen will be displayed in a certain way. You may optionally change this view to one of three options by selecting from the **'Display Segment Values As'** drop down box:

- Codes and Descriptions – both the account code description and value will display.
- Codes only – the account code value only will display.
- Descriptions only – the account code description only will display.

5.6.5 Order Financial Tracking

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

To access the Order Financial Tracking screen, in the Shopping Basket, click on the financial tracking icon at order level.

Fig 5.18 - Order level financial tracking icon

The **Order Financial Tracking** screen will open to allow you to make changes for the whole order request.

Fig 5.19 - Order level financial tracking screen

When you have finished making changes click the **Save** button to update order level accounting and submit any changes. The shopping basket will redisplay.

The financial tracking icon will be updated at the order header and for all lines in the order to indicate that changes have been made and saved.

If you do not want to save any changes, click the **Cancel** button. You will return to the shopping basket without committing any changes.

5.6.5.1   Financial Tracking Responsibility

Buy-for not selected: If you have *not* selected a Buy-for user for this requisition the **Financial Tracking Responsibility** will remain at your own default. Your name will display as the default Buy-for user and all financial tracking responsibilities (i.e. available methods and segment values) will be based on **your own** user profile privileges.

Buy-for selected: If a Buy-for user *has* been selected for this requisition, your default accounting will have been overridden by the Buy-for user's default accounting. The Buy-for user's name will display and all financial tracking responsibilities (i.e. available methods and segment values) will be based on your Buy-for user's user profile privileges, NOT your own.

Changing Responsibility: Buy-for user's accounting defaults can only be managed at Requisition level.

Remember that you are undertaking an order level change and any editing previously performed at line level will be lost.

5.6.5.2   VAT Treatment

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

PECOS P2P will display the default VAT Treatment assigned to either your user profile or the supplier for this order. If you update the treatment it will change all items on the order. Also note that if any line level changes have already been made these will be overwritten.

5.6.5.3   Accounting Method

The 'Accounting Method' determines the structure (segments) and values displayed to you: PECOS P2P will display your **default** accounting method. If you have access to more than one method, you may choose an alternative from the drop down box. Changing the method will automatically change the segment options at the bottom of the screen.

5.6.5.4   Change Segment Values

Use the drop down boxes under each accounting segment to change the financial tracking to your desired combination of values. The quick search boxes can also be used to quickly find a financial tracking code you are looking for – enter a full or partial value to jump to a code in the drop down selection box. One or all values can be changed. Direct account code entry is not allowed. As you select a new value wait for the screen to update.

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

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

5.6.5.5   Free Text Entry

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

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

Free form text boxes appear above the segment drop down list boxes into which values can be added directly.

Fig 5.20 - Financial tracking screen showing free text entry boxes

Direct Entry

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

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

Partial Value Search

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

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

Examples:

- Entering "4" into the free text box will automatically scroll and locate the first value beginning with a 4 in the list of available values. The first available code selected will populate the free text entry box (for example 4000).

- Entering "427" into the free text box will automatically find the code 427 or the first code beginning with 427 (for example 4271). If no codes exist which begin with 427, upon tabbing out of the free text field, an error message will be prompted advising that an invalid code has been entered.

5.6.5.6 Change Display

The accounting values in each segment of the method chosen will be displayed in a certain way. You may optionally change this view to one of three options by selecting from the **'Display Segment Values As'** drop down box:

- **Codes and Descriptions** – both the account code description and value will display.
- **Codes only** – the account code value only will display.
- **Descriptions only** – the account code description only will display.

5.6.6 Line Financial Tracking

When changing the financial tracking code combination for an item at the line item level you also have the ability to split the cost over an account code combination. For example, if multiple departments are to be responsible for the cost of an item, you can split the cost across those different cost centres by amount or percentage.

In the shopping basket, click the financial tracking icon on the **line** that you wish to update.

Fig 5.21 - Line financial tracking icon

The **Line Financial Tracking** screen will open displaying the description, value and default accounting for the individual item.

Fig 5.22 - Line level financial tracking screen

When you have finished making changes click the **Save** button to update line level accounting and submit any changes. The shopping basket will redisplay.

The financial tracking icon will be updated for the line to indicate that changes have been made and saved.

If you do not want to save any changes, click the **Cancel** button. You will return to the shopping basket without committing any changes.

5.6.6.1 Accounting Method

The 'Accounting Method' determines the structure (segments) and values displayed to you: PECOS P2P will display your **default** accounting method. If you have access to more than one method, you may choose an alternative from the drop down box. Changing the method will automatically change the segment options at the bottom of the screen.

5.6.6.2 VAT Treatment

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

PECOS P2P will display the default VAT treatment assigned to either your user profile, the supplier for this order or the item commodity. Note that if you subsequently make a change at order or requisition level any changes will be overwritten.

5.6.6.3 Change Display

The accounting values in each segment of the method chosen will be displayed in a certain way. You may optionally change this view to one of three options by selecting from the **'Display Segment Values As'** drop down box:

- **Codes and Descriptions** – both the account code description and value will display.
- **Codes only** – the account code value only will display.
- **Descriptions only** – the account code description only will display.

5.6.6.4 Change Segment Values

Use the drop down boxes under each accounting segment to change the financial tracking to your desired combination of values. One or all values can be changed. When you have finished click the **Apply** button. The account code combination will be changed in the accounting matrix box.

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

It is also possible to simply **overtype the accounting value** in the matrix box if you know the value you wish to change. PECOS P2P will however **validate** this value to ensure that it is correct and you have appropriate rights to use it.

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

5.6.6.5 Free Text Entry

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

The financial tracking screens allow for the easy search and selection of financial tracking codes without the need to scroll through the segment drop down selection box.

Free form text boxes appear above the segment drop down list boxes into which values can be added directly.

Fig 5.23 - Financial tracking screen showing free text entry boxes

Direct Entry

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

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

Partial Value Search

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

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

Examples:

- Entering "4" into the free text box will automatically scroll and locate the first value beginning with a 4 in the list of available values. The first available code selected will populate the free text entry box (for example 4000).

- Entering "427" into the free text box will automatically find the code 427 or the first code beginning with 427 (for example 4271). If no codes exist which begin with 427, upon tabbing out of the free text field, an error message will be prompted advising that an invalid code has been entered.

5.6.6.6 Splitting a Line

When changing the financial tracking code combination for an item at the line item level you also have the ability to **split the cost over an account code combination**. For example, if multiple departments are to be responsible for the cost of an item, you can split the cost across those different cost centres by amount or percentage.

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

Fig 5.24 - Account code split matrix

Overtype the percentage or amount with the value you wish to charge to your accounting combination. Tab out of the field or click on the line below. PECOS P2P will automatically calculate the remaining chargeable balance and populate this value in the next line. Additional lines will automatically be added to the matrix. The split values will always add up to either 100% or, if split by amount, the total extended price of the line remembering to exclude any currency characters.

Use the drop down boxes under each accounting segment to change the financial tracking to your desired combination of values. When you have finished, click the **Apply** button to add the code combination to the account code split matrix. As long as you have permission, one or all values can be changed: you may find that some values are 'forced' and non editable.

Any line can be further updated with an account code combination by selecting the radio button to the left of the appropriate line. In this way PECOS P2P will know which line split to update.

This allocation process can be continued by highlighting and changing the percentage (or amount) values. The balancing values will continue to be populated automatically in the next available field. There is no limitation on the number of accounting combination splits.

5.7 Display VAT and Gross Amounts

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

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

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

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

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

5.7.1 Requisition Screen

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

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

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

Fig 5.25 - Requisition screen showing gross and estimated VAT amounts

5.7.2   Requisition Review Screen

When this feature is enabled, the following fields appear in the Requisition Review screen:
1. Requisition Detail:
    a. Estimated Tax amount for the whole requisition.
    b. Gross Total for the whole requisition.
2. Order Detail:
    a. Estimated Tax amount for the order.
    b. Gross Total for the order.
3. Order Line Detail
    a. Estimated Tax amount on the extended price.
    b. Estimated Gross extended amount.

5.7.3   Requisition Submitted Screen

When the VAT and Gross amount display feature is enabled, the Requisition Submitted screen displays a gross total for each order request generated.

5.8   Quick Save

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

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

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

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

After quick saving you can safely log out. When you log back in to PECOS P2P your saved basket will **automatically load**.

The system will also assign a temporary requisition number to a Quick Saved Requisition, which can be accessed from the Document Search screen.

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

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

Please keep in mind that this is only a temporary holding feature. If you would like to save your basket longer term, you can store it as a **Template**.

How to Quick Save

1. In the Shopping Basket click the **Quick Save** button.
2. PECOS P2P will confirm that this has successfully happened with the text: 'Quick Save Succeeded'.
3. You can now safely log out.
4. When you log back in to PECOS P2P, the system will automatically retrieve the saved basket.

5.9   Comments, Attachments and Item Information

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

To add an attachment, comment or additional information to the requisition, an order, or a line, click on the **paper clip icon** in the relevant area of your basket.

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

- **Comment:** A simple text note that can be added to provide additional information about an order or as line. External comments can optionally be saved for recurring use.
- **Attachment:** Any document that you wish to add to your order. An attachment can be in any format, often from a word or spreadsheet application. Attachments can be user defined (stored and selected locally by the user) or provided centrally by your system administrator.
- **Additional Item Information:** A user defined field added by your system administrator to capture additional information at line item level. The format of these fields may be either text boxes or drop down list boxes and may contain a default value. A field may be marked as mandatory, in which case the requisition cannot be submitted until it is completed.
- **Internal:** An internal comment or attachment will stay internal to PECOS P2P. It can be read by anyone who has access to your orders, including your approvers. It will **not** be seen by suppliers.
- **External:** An external comment or attachment is for the benefit of your supplier. An external comment will appear printed on your purchase order and an external attachment will be sent to the supplier electronically with the purchase order. External comments are also visible to anyone who has access to your orders, including your approvers.

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

5.9.1   Comments

Comments can be added separately at three different levels:

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

5.9.1.1   Adding an Internal Comment

1. In the Shopping Basket click on the comments and attachments paper clip icon at the appropriate level to open the **Comments and Attachments** screen.
2. Click the **Internal Comments** button to open the Internal Comments box.

Fig 5.26 - Internal and external comments section

3. A comments text box opens in a pop up window where you can type your comments.
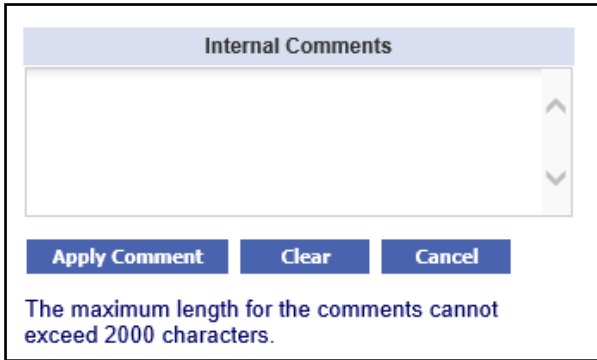
Fig 5.27 - Internal comments box

- To save and attach your comment click the **Apply Comment** button.
- If you wish to clear and delete the text, click the **Clear** button.
- To close the comment box without adding a new comment or saving any changes click the **Cancel** button.

4.   If you apply a comment, a note icon will appear in the comments and attachment screen confirming your comment has been saved.

5. From the comments and attachment page click on the **Back** button to return to the shopping basket.

6.   If you have applied an internal comment you will see that the attachment icon will change, confirming the comment is saved.

5.9.1.2   Adding an External Comment

1. In the Shopping Basket click on the comments and attachments paper clip icon at the appropriate level to open the **Comments and Attachment** screen.

2. Click the **External Comments** button to open the External Comments box.

Fig 5.28 - Internal and external comments section

3. A comments text box opens in a pop up window where you can type your comments.

Fig 5.29 - External comments box

- To save and attach your comment click the **Apply Comment** button.
- If you wish to clear and delete the text, click the **Clear** button.
- To close the comment box without adding a new comment or saving any changes click the **Cancel** button.

4. PECOS P2P allows you to **save external comments** as **recurring comments**. You may wish to save external comments when you find yourself, for example, retyping the same comment regularly for the same supplier.

a) Select the **Group** you want to save your comment to.

The group is an organisational level that you have access to which allows other users to share your comment. If, for example, you are a member of the finance department and save your comment to the 'Finance' group, ALL members of this department will have access to use this saved comment.

If you do not wish for others to see or use this comment it may be saved as a **Private** comment. This group selection will ensure that only you will be able to see and use it.

b) Select a **Name** for your comment. This is a free text box for you to allocate a logical name.

c) Click the **Save As Recurring Comment** button to save the comment for future use. You will see a message saying "comment has been saved" confirming that the comment has been saved.

d) You may now apply your comment to *this* requisition by clicking the **Apply Comment** button or close the window without applying the comment by clicking the **Cancel** button. Either way the comment will remain saved as a recurring comment.

5. If you applied a comment, a note icon will appear in the comments and attachment screen confirming your comment has been saved.

6. From the comments and attachment page click on the **Back** button to return to the shopping basket.

7. If you have applied an external comment you will see that the attachment icon on will change, confirming the comment is saved.

5.9.1.3   Using a Recurring Comment

A saved external comment can be retrieved and applied to any future requisition or order.

1. In the shopping basket click on the comments and attachments paper clip icon to open the comments and attachment screen.

2. Click the **External Comments** button to open the External Comments window.

3. Click on the **Show Saved Comments** button. The saved comments window will open displaying all the external comments that you have saved and those that your colleagues have saved to a *group* that you are a member of. You can filter the list of comments prior to selection, by selecting a group from the **Group** drop down selection.

Fig 5.30 - Saved external comments window

4. To select a saved comment click on the **Select** button for the comment that you wish to apply.

5. If you wish to delete a recurring comment click on the **Delete** button to the right of the comment that you no longer require. Note that you can only delete your own comments (ones for which you are the author) and not those created by another user and saved to a group for you to use.

6. To close the comments window without selecting a recurring comment click the **Close** button.

5.9.2   Attachments

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

- **New Attachment** – User defined attachment, created by you and added from a local drive of your PC.

- **Standard Attachment** –Documents that have been defined centrally and pre-loaded by your system administrator. This ensures that certain attachments are used consistently by all PECOS P2P users.

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

5.9.2.1   Select a New Attachment

1. In the Shopping Basket click on the comments and attachments paper clip icon at the required requisition, order or line level. The appropriate **Comments and Attachments** screen will open.

Fig 5.31 - Select new attachment section of the comments and attachments screen

2. In the **Select New Attachment** section click on the '**Browse.....**' button to explore your network or local computer hard drive for the document you would like to attach. A separate **choose file** window will open for you to explore.

3. Navigate to find the document that you wish to attach to your requisition in the usual way. Highlight the appropriate document and click the **Open** button.

4. PECOS P2P will return you to the comments and attachments page with the name of the document you selected showing in the **File Location and Type** box.

5. Optionally type a name that you wish the attachment to be called in the **Description** box. If this is left blank PECOS P2P will use the name of the document by default.

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

    - **Internal** – the attachment will be routed internally only and viewed by your approvers and any other user that has access to this requisition.

    - **External** – the attachment will be available for viewing internally but will also be sent externally to your supplier as an attachment to the purchase order.

7. Click the **Add New Attachment** button.

8. PECOS P2P will display "**loading attachment…..**" as the document selected is downloaded and attached to your order. The time taken will depend on the size of the document and the speed of your Internet connection.

    The attachment is copied to PECOS P2P. Any modification to the original file held locally will not affect your attachment.

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

Fig 5.32 - Attachment listing section

X If you wish to remove an attachment click on the **red cross** in the Delete column and click 'OK' in the confirmation message.

10. Click the **Back** button to return to the Shopping Basket.

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

5.9.2.2   Select a Standard Attachment

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

1. In the Shopping Basket click on the comments and attachments paper clip icon at the required requisition, order or line level. The appropriate **Comments and Attachments** screen will open.

Fig 5.33 - Select standard attachment section of the comments and attachments screen

2. In the **Select Standard Attachment** section choose a standard attachment by clicking in the **Description** drop down box. PECOS P2P will display a list of pre-loaded attachments that you have been given access to by your system administrator. These documents will commonly be standard terms and conditions or delivery instructions.

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

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

4. Click the **Add Standard Attachment** button.

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

   ✖ If you wish to remove an attachment click on the **red cross** in the Delete column and click 'OK' in the confirmation message.

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

6. Click the **Back** button to return to the Shopping Basket.

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

Supported External Attachment Types

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

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

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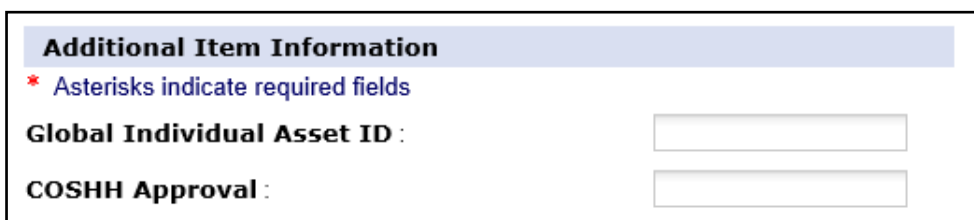
5.9.3   Additional Item Information

Additional Item Information is available at **Line Level** in the **Line Comments, Attachments and Item Information** screen. The section appears in addition to the comments and attachments and contains all the order type item level extended fields created by your system administrators.

These fields are organisation specific, optionally mandatory and have been added in order to capture additional information for the line item which cannot ordinarily be entered elsewhere in PECOS P2P.

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

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

Additional Item Information
* Asterisks indicate required fields

Global Individual Asset ID : [   ]

COSHH Approval : [   ]

Fig 5.34 - Line level additional item information section

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

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

Upon submitting the shopping basket, PECOS P2P will validate that all mandatory user fields have been completed. If fields are not completed a submission error will display after clicking the 'Submit' button. The

requisitioner must click back to return to the basket and complete all mandatory fields before it can be submitted.

5.10 Manual PO Number Entry

PECOS P2P will automatically assign a unique purchase order number to each order request upon final approval. If your organisation has enabled **Manual PO Numbering**, PECOS P2P will not automatically assign a PO number and it will be necessary to manually enter a purchase order reference.

A 'PO Number' field will appear at the top of the Order Delivery and Invoicing screen. Completion of this field is mandatory: the basket cannot be submitted until it is completed.

Fig 5.35 - Manual PO number entry field

Note that the value entered in the PO Number field is <u>not</u> validated in any way: each order can contain any alpha-numeric value.

5.11 Submitting the Basket

If you are happy with the Shopping Basket that you have created and have completed all changes and updates (including the provision of all mandatory information), you can submit it as a Purchase Requisition for approval and ordering. Simply click the **Submit** button at the top of the page.

5.11.1   Requisition Review

If you may wish to **review** your basket and any changes that you have made before submitting it into workflow, click the '**Req Review**' button.

Fig 5.36 - Requisition review screen

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

Your administrator may require you to review your requisition prior to submission. In which case, the Submit button will not be displayed in the Shopping Basket, but only in the Requisition Review screen.

5.11.2   Requisition Submission

PECOS P2P will submit your requisition into the **workflow**. The workflow, also known as an **approval plan**, contains predefined approval rules that your administrators have setup for you, your department or your organisation. After submission, PECOS P2P will display the **Requisition Submitted** page.

Routing Options
PECOS P2P will read your requisition content and route it according to the criteria contained within your approval plan(s).

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

- **Requisition routing** will route the entire requisition for approval. After approval PECOS P2P will create purchase orders, assign order numbers and transmit them to suppliers according to their predefined transmission method.
- **Order routing** will split the requisition by supplier and independently route the individual purchase orders for approval. After approval, PECOS P2P will transmit them to suppliers according to their predefined transmission method.
- **Requisition and Order routing**. Alternatively you may have a combination of both requisition and order routing. In this circumstance PECOS P2P will first route your requisition for approval, create purchase order requests when complete and then send these individual orders for approval. At the end of the order approval process PECOS P2P will transmit them to suppliers according to predefined transmission methods.

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

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

Budget Checking
If your organisation has implemented the PECOS P2P budgeting module (and depending upon certain budget policy configurations) your requisition may be blocked from submission if it is over budget. Alternatively or in addition, your order requests may be additionally routed for budget approval. Full details of the requisition and approval process under budgetary control can be found in the *PECOS P2P Budget Checking Manual*.

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

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

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

Every action that PECOS P2P undertakes will be *date and time stamped* and logged as an audit trail entry. For additional information, including details of who your document has been sent for approval, you may review the audit trail in the respective summary screen.

Copy and Cancel

The **Requisition and Order Status Summary** pages contain a **copy** button. Click the **copy** button to copy the content of the submitted document into a **new** requisition. If you **copy** to a new requisition the items only will be copied. Financial tracking codes and requisition management tasks like comments and attachments will <u>not</u> be copied.

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

6 Templates

6.1 Overview

Templates are **saved lists of items** that are purchased on a regular or recurring basis: sometimes called skeleton or recurring orders. The principle of creating Templates is to save you time during the requisitioning process.

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

Both **Catalogue and Non-Catalogue items** can be added to a Template but note that items from an External Market Place supplier cannot.

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

Templates can be created for **private** use or **shared** among colleagues in an another PECOS P2P organisation. For whatever reason they were created, they can be easily edited, updated or deleted.

Templates can be accessed by selecting the Templates tab in the main P2P screen.

This chapter is broken down into three logical sections:

- Creating Templates
- Using Templates
- Managing Templates

6.1.1 Three Click Shopping

To underline the advantages of Templates as a time saver, it is possible, after logging in, to create a purchase requisition in a few seconds with *just three clicks of your mouse*!

1. Click the **Template** tab.
2. Click **add** against the saved list you wish to re-order.
3. Click **submit** in the Shopping Basket.

6.1.2 Catalogue Changes

Price Changes

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

Item Changes

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

PECOS P2P will validate items in your Templates with current catalogue content and when an item becomes invalid, the system will **not add** them to your Shopping Basket. All valid items selected will be added in the usual way.

After adding a template containing an invalid item, a message will be displayed at the top of the Shopping Basket indicating there are errors. Clicking the link will display which item(s) are no longer current and therefore not added.

If an item saved in one of your Templates becomes invalid, remove it by following the steps in the 'Editing Templates' section elsewhere in this chapter.

You will also see invalid items when you display the Template by clicking on its name. Invalid items are displayed with 'Invalid' or 'Inactive' in the Quantity Field. It is not possible to add such items from the Template.

Fig 5.1 - Invalid template item warning message

6.2 Creating Templates

To create a Template it is necessary to simply compile a Shopping Basket in the normal way and **save it as** a Template. The steps involved are described below.

1.   Decide what items you would like saved in your Template. If necessary make a list or review the recent orders that you have placed on a recurring basis.

2.   Search your online catalogues and create a basket containing the items that you have identified. Alternatively you can copy the content of an old requisition or purchase order.

   A Template can contain items from multiple supplier catalogues as well as Non-Catalogue items, but cannot contain External Market Place (i.e. PunchOut) items.

3.   Click the **Basket** tab to view the items added.

4.   Click the **Save As Template** button to open the **Save As Template** screen.

Fig 6.2 - Save as template page

5.   Enter details to allow you to easily retrieve the Template at a later date. The **Type**, **Group** and **Name** details are used to sort and filter your compete Template listing. Be logical and consistent with your naming conventions.

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

   • **Group** - Select the group from the dropdown box that you wish to grant access. All users who belong to this group will then be able to use this Template. Alternatively choose **Private** so that only you will be able to see and use this Template.

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

6.   Click on the **Save** button to save your new Template.

7.   PECOS P2P will confirm that the Template has been saved by displaying the 'Template Saved' screen with the message: *"You may choose another function from the Menu Bar or log out."*

6.2.1 Copied Data

6.2.1.1 Financial Tracking Codes

Financial tracking codes assigned at header or line level at the time of creation of the Template **ARE** stored with the Template.

These financial tracking codes will be propagated to your Shopping Basket lines as long as you have permission to use those codes (i.e. as part of your configured permissions). If you do not have the correct permissions, your default financial tracking codes will be used.

6.2.1.2 Comments, Attachments and Additional Item Info

Comments, attachments and additional item information entered into user defined fields **ARE NOT** saved or stored with the Template.

6.2.1.3 Delivery Address

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

6.3 Using Templates

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

After logging in, instead of navigating to the Item Search page to interrogate catalogues, you can navigate to your Templates and simply use these to add items to your current Shopping Basket.

There are two ways of adding items to a basket:

- Add **all items** from a Template
  or
- Open the Template and **select specific items**

6.3.1 Adding All Items

1. Click on the **Templates** tab to open the Templates screen. PECOS P2P will display a list of all the templates that you have access to. This list will include those that you have created, as well as those created by other users and saved to a level of the organisation to which you have access.

Add	Type	Name	Group	Author	Last modified
	Property and FM	Estates Services	Private	Government Buyer	13/02/2014
	Property and FM	Property Maintenance	Government Department	Government Buyer	13/02/2014
	Capital Expenditure	Price Quote	Government Department	Gerry Anderson	10/02/2014
	Capital Expenditure	Computer Equipment	Private	Government Buyer	16/09/2013
	Capital Expenditure	Furniture & Fittings	Private	Government Buyer	16/09/2013
	Consumables	Monthly Restocking Order	Private	Government Buyer	04/09/2013
	Consumables	Printer & Fax Toners	Government Department	Gerry Anderson	28/05/2013
	Stationery	Copier Paper Order	Government Department	Government Buyer	28/05/2013
	Stationery	Weekly Stationery Order	Private	Government Buyer	28/05/2013

Fig 6.3 - Templates screen

2. Optionally use the **Type** and **Group** drop down lists to **filter** the table. If your table is large this will enable you to quickly search for the Template you are looking for. You may filter using either or both criteria, by clicking in the drop down box and selecting the appropriate label. PECOS P2P will populate a new table based on your selection.

3. You may also optionally use the **column headings** to **sort** your list.

   Click on the heading that you wish to sort by and PECOS P2P will sort the list either alphabetically or numerically in descending order. Click once more and the list will return to the previous sort order.

4. After finding your Template click the icon in the 'Add' column. This will add the entire Template into your current basket.

Note. A Shopping Basket does not need to contain *only* items from a Template. Other catalogue or PunchOut items may be added before or after the addition of items from a Template.

5. The **entire content** of the Template selected will be **copied** into your Shopping Basket which will display.

   If you have existing items of the same part number already in your basket, PECOS P2P will create an **additional** line: items will not be added together but shown on separate lines.

6. Perform **editing** to the basket in the normal way.

   It is unlikely that **all items and quantities** will be required every time a recurring order is placed. You may now perform any editing task, for example:

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

7. When the Shopping Basket is complete click **Submit**.

6.3.2   Selecting Specific Items

It is also possible to add specific items or change default quantities before adding them to your Shopping Basket.

1. Click on the **Templates** tab to open the Template screen. PECOS P2P will display a list of all the templates that you have access to. This list will include those that you have created, as well as those created by other users and saved to a level of the organisation to which you have access.

Add	Type All	Name	Group All	Author	Last modified
	Property and FM	Estates Services	Private	Government Buyer	13/02/2014
	Property and FM	Property Maintenance	Government Department	Government Buyer	13/02/2014
	Capital Expenditure	Price Quote	Government Department	Gerry Anderson	10/02/2014
	Capital Expenditure	Computer Equipment	Private	Government Buyer	16/09/2013
	Capital Expenditure	Furniture & Fittings	Private	Government Buyer	16/09/2013
	Consumables	Monthly Restocking Order	Private	Government Buyer	04/09/2013
	Consumables	Printer & Fax Toners	Government Department	Gerry Anderson	28/05/2013
	Stationery	Copier Paper Order	Government Department	Government Buyer	28/05/2013
	Stationery	Weekly Stationery Order	Private	Government Buyer	28/05/2013

Fig 6.4 - Template screen

2. Optionally use the **Type** and **Group** drop down lists to **filter** the table. If your table is large this will enable you to quickly search for the Template you are looking for. You may filter using either or both criteria, by clicking in the drop down box and selecting the appropriate label. PECOS P2P will populate a new table based on your selection.

3. You may also optionally use the **column headings** to **sort** your list.

   Click on the heading that you wish to sort by and PECOS P2P will sort the list either alphabetically or numerically in descending order. Click once more and the list will return to the previous sort order.

4. Click on the **Name** of the Template you wish to use to open the **Template Detail** screen.

   The Template Detail screen lists all the items and default quantities that are saved in the Template.

5. Scroll down the list of items and select those that you wish to add to your Shopping Basket by checking the box in the **Add** column to the left of the item.

Template Detail

Add | **Add/Replace** | **Select All** | **Deselect All** | **Back**

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

Add	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Unit price	Est VAT
				Item Description		Ext. price	Est Gross
☐	2	CC91147014		Canon	Computer World Ltd	£17.55/EA	£7.02
				canon gp215 original laser toner cartridge		£35.10	£42.12
☑	1	CC91261304		Oki	Computer World Ltd	£14.58/EA	£2.92
				oki 79801 original laser toner cartridge - black		£14.58	£17.50
☑	3	CC91862813		Brother	Computer World Ltd	£16.03/EA	£9.62
				brother tn8000 original laser toner cartridge - black		£48.09	£57.71
☐	2	CC92791131		Brother	Computer World Ltd	£5.45/EA	£2.18
				brother lc900 fax cartridge - cyan		£10.90	£13.08
☑	2	CC92854515		Pelikan	Computer World Ltd	£2.58/EA	£1.03
				pelikan compatible fax cartridge for sharp ux3cr		£5.16	£6.19
☐	2	CC93045846		Impega	Computer World Ltd	£7.56/EA	£3.02
				impega brother tn-8000 compatible laser toner cartridge		£15.12	£18.14
☑	1	3045846		Impega	Stationery Company	£8.69/EA	£1.74
				IMPEGA BROTHER TN-8000 COMPATIBLE LASER TONER CARTRIDGE		£8.69	£10.43
☐	3	706588		BT	Stationery Company	£8.47/EA	£5.08
				BT BF800 ORIGINAL FAX TONER CARTRIDGES - PCK OF 2		£25.41	£30.49
☑	2	991914		Ricoh	Stationery Company	£11.14/PK	£4.46
				RICOH 885122 ORIGINAL COPIER TONER CARTRIDGE		£22.28	£26.74
						Req. total £185.33	

Fig 6.5 - Template detail screen showing items selected

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

   This will only affect the quantities copied onto your new or open Shopping Basket and will not permanently change the default quantities saved in your Template.

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

7. Add the items selected by clicking the **Add** button at the top of the screen. Your Shopping Basket will display.

8. Perform **editing** to the basket in the normal way.

It is unlikely that **all quantities** will be correct every time a recurring order is placed. You may now perform any editing task, for example:

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

9. When the Shopping Basket is complete click **Submit**.

Template Detail Selection Buttons

Additional buttons are provided at the top of the Template Detail screen for selecting and adding items.

- **Select All –** Click this button to automatically select all items in the list.
- **Deselect All –** Click this button to automatically deselect all currently selected items in the list. Reselections can then be made.
- **Add –** Click this button to copy all the selected items onto your Shopping Basket **in addition to** any items that have been already added to it.
- **Add/Replace –** Click this button to copy all selected items onto your existing Shopping Basket **in place of** any items that have been already added to it. This action will delete the current content of your open basket and replace them with the items you have selected from your Template.

- **Delete –** Click this button to **delete** your saved Template. You can only delete a Template if you are its author.
- **Back –** Click this button to **return** to the Template listing screen without adding items to your Shopping Basket.

6.4   Managing Templates

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

This section explains how Templates can be efficiently managed and is broken down into three sections:
- Deleting Templates
- Editing Templates
- Copying Templates

6.4.1   Deleting Templates

An old and unwanted Template can be permanently deleted. You can **only delete your own** Templates: you will not have rights to delete one that another user has created and made available to you.

1. Click on the **Templates** tab to open the **Template Listing** screen.
2. Click on the **name** of the Template you wish to delete. The **Template Detail** screen will open.
3. Click the **Delete** button at the top of the page.
4. A **delete confirmation** window will open.
   a. Click **OK** to confirm deletion: your Template will be permanently deleted.
      or
   b. Click **Cancel** to return to the Template Detail screen: your Template will not be deleted.

6.4.2   Editing Templates

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

1. Click on the **Templates** tab to open the **Template Listing** screen.
2. Scroll or use the **Type** and **Group** filters to find the Template you wish to update. You may also sort your list by clicking on the column headings.
3. Click the **Add** icon in the listing screen for the Template you wish to edit.
4. The content of the Template that you wish to update is copied into a new Shopping Basket which will be displayed.
5. Perform **editing** actions to your list in the Basket:
   - **Search** and add items from catalogues that you wish to add.
   - Use the **delete** cross **X** at line level to delete items that you wish to remove.
   - Change **quantities** to the usual default order level by highlighting and overtyping.
6. When you have finished making your changes click the '**Save As Template**' button at the top of the page.
   a. Because you began by adding items from a Template, the system will intuitively prompt you with the original details of the Template you are editing.
   b. If you wish to save this Template with the same name and **overwrite the original**, do not make any changes.
7. Click the **Save** button.
8. A warning message will be displayed.
   - To **save** and overwrite the original click: **OK**.
   - To **return** and cancel the save click: **Cancel**.
9. If you click **OK** to confirm the change, the 'Template Saved' screen will be displayed. Your original Template has now been updated with your changes.

6.4.3   Copying Templates

There may be occasions when you wish to **copy** a Template. In this way you can create different ones for similar orders and avoid having to make as many changes prior to submission of your Shopping Basket.

Example 1
If a slightly different set of IT Consumable items are purchased regularly over a rolling four week period, four similar Templates can be created. You could create a 'master' Template called *"IT Consumables – Full"*

containing all the items purchased regularly. This master can then be copied, edited for content, and saved under four different names: *"IT Consumables – Week 1"; "IT Consumables – Week 2"* etc.

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

Example 2
You may have access to a colleagues *"Regular Stationery Order"* template containing 40 core stationery items. If you also purchase the majority of these items, you can add the content of your colleagues list to a basket, add and delete as appropriate and save it as your own Template. In this way you will save a great deal of time searching catalogues yourself.

6.4.3.1   Save a Copy with a Different Name

1. Click on the **Templates** tab to open the Templates listing screen.
2. Scroll or use the **Type** and **Group** filters to find the Template you wish to copy. You may also sort your list by clicking on the column headings.

    You may select **any** Template – it can be one of your own or one that was created by another user.
3. Select items that you want to copy:
    a. Click on the Template **name** to open the **Template Detail** screen; scroll down the list of items and select those that you wish to copy to your new Shopping Basket by checking the box in the Add column to the left of the item. Click the **Add** button at the top of the page.

        or
    b. If you wish to copy the **entire contents** of an existing Template click the **Add** icon on the Templates listing screen. It is not necessary in this case to click on the name and manually select individual items.
4. The content selected is copied into a new Shopping Basket which will display.
5. Perform **editing** actions as necessary:
    - Click the **Items** tab and add items from catalogues that you wish to add.
    - Use the **delete** cross **X** at line level to delete any items that you wish to remove.
    - Change **quantities** to the usual default order level by highlighting and overtyping.
6. When you have finished making your changes click the **Save As Template** button at the top of the page. The **Save As Template** screen will open.
    a. Because you began your basket by adding items from a Template, the system will intuitively prompt you with the original details of the Template you are copying.
    b. Type a new name for the copied Template in the **Name** field.
    c. Click the **Save** button.
    d. The **Template Saved** screen will be displayed.
7. A new Template will now be saved and appear in your Template list for you to use at a later date.

6.4.3.2   Save a Copy with the Same Name

If you wish to copy and save **another user's** Template as your own but use the **original name** you may do so. PECOS P2P will not overwrite the original user's work.

1. Click on the **Templates** tab to open the Templates listing screen.
2. Scroll or use the **Type** and **Group** filters to find the Template you wish to copy. You may also sort your list by clicking on the column headings.

    You may select **any** Template – it can be one of your own or one that was created by another user.
3. Select items that you want to copy:
    a. Click on the Template **name** to open the **Template Detail** screen; scroll down the list of items and select those that you wish to copy to your new Shopping Basket by checking the box in the Add column to the left of the item. Click the **Add** button at the top of the page.

        or
    b. If you wish to copy the **entire contents** of an existing Template click the **Add** icon in the Templates listing screen. It is not necessary in this case to click on the name and manually select individual items.
4. The content selected is copied into a new Shopping Basket which will display.
5. Perform **editing** actions as necessary:
    - Click the **Items** tab and add items from catalogues that you wish to add.
    - Use the **delete** cross **X** at line level to delete any items that you wish to remove.
    - Change **quantities** to the usual default order level by highlighting and overtyping.

6. When you have finished making your changes click the '**Save As Template**' button at the top of the page. The **Save As Template** screen will open.

   a. Because you began your basket by adding items from a Template, the system will intuitively prompt you with the original details of the Template you are copying.

   b. ***Do not change the Template name***.

   c. Click the **Save** button.

7. A warning message will be displayed stating that a template of this name already exists. To continue to save a copy click **OK**.

8. The Template saved screen will be displayed with a **warning message**: *"You do not have the right to delete this recurring requisition."*

   The warning message is for information purposes. Since you do not have the right to delete another user's Template the system has not overwritten the original (since it belonged to a different user) but instead created a copy under your profile

9. A new Template will now be saved and appear in the Template list for you to use at a later date.

7 Blanket Orders

7.1 Overview

PECOS P2P supports the creation and use of Blanket Orders by all users. Invariably however, Blanket Orders are setup by central purchasing departments and commodity managers following negotiation with your suppliers.

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

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

7.1.1 Types

Blanket Orders are defined in the PECOS P2P as being one of two different **types**:

- **Quantity Based**

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

- **Amount Based**

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

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

7.1.2 Financial Tracking

Financial tracking codes assigned at header or line level at the time of creation of Blanket Orders are stored with the Blanket Order.

These financial tracking codes will be propagated to the Blanket Release created from the Blanket Order as long as the requisitioner has the permissions to use those specific financial tracking codes. If the user does not have the correct permissions, the user's default financial tracking codes will be used.

7.1.3 Uses

Listed here are some examples of purchasing scenarios where Blanket Orders could be utilised.

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

7.2 Creating Blanket Orders

There are two types of Blanket Order:
- Quantity based
- Amount based

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

Blanket Orders is a separate user permission. If you do not see this option please speak to your system administrator.

7.2.1 Quantity Based Blankets

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

Click the **Blanket Orders** tab to open the **Blanket Order Listing** screen.

Fig 7.1 - Blanket order listing screen

Click the **Create Blanket Order** button to open the **Blanket Order Policy** screen.

7.2.1.1 Blanket Order Policy

Fig 7.2 - Blanket order policy screen: quantity type selected

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

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

Policy Terms and Conditions

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

  In this example 'Quantity' must be chosen.
- **Effective Date –** Enter the date on which the Blanket Order will go into effect. Click on the calendar icon and choose the blanket start date.
- **Expiration Date** – Enter the date on which the Blanket Order will expire. Click on the calendar icon and choose the blanket order end date.

- **Contract Number** – If there is a contract associated with this blanket you can enter a reference number here.
- **Attachment and Comments** – If a specific file, such as a copy of the contract needs to be attached to your blanket, it can be attached here. Internal and external comments can also be added. Click on the paper clip icon to open the **Comments and Attachments** page.
- **Status** – During the creation of a quantity based Blanket Order the status will be *'pending'*.

Processing Conditions

- **Require Release**– Indicate whether the goods and services on your Blanket Order are to be **'called off'** or **scheduled** over a period of time. There are two choices:
  - o **Yes**: If the blanket requires releases, PECOS P2P will send a purchase order to the supplier upon the creation of the blanket **for information only**. Goods and services will not be delivered and cannot be receipted or invoiced against this summary Blanket Order. Future releases will be allowed, generating a **release order** against which your supplier will dispatch goods or supply services. Optionally the release order can be scheduled at the time of creating the release. Receipting and invoicing is performed against these release orders.

    For example this could be used to inform the supplier that over the next year you will be ordering up to 1000 tonnes of coal. As and when coal is actually required releases will be raised for the amount needed at that time.
  - o **No**: If the blanket does not require releases PECOS P2P will send a **single** purchase order to the supplier upon the creation of the blanket, containing the full blanket detail. No future releases will be allowed. All goods and services will be delivered, receipted and invoiced against this Blanket Order.

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

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

Notification Controls

- **Days Prior to Expiration** – Define the number of days, prior to the Blanket Order expiration date, when you want PECOS P2P to send a notification email. The email will remind the blanket owner when the blanket is due to expire.
- **Percent of Blanket Amount or Quantity Ordered –** Define a percentage of the blanket usage when you want PECOS P2P to send a notification email. The email will inform the blanket owner of the percentage of blanket consumed or released.
- **Blanket Owner –** Displays the name of the creator of the order. The **User Lookup** button enables the blanket creator to designate another user as the owner of the blanket. The blanket owner receives all expiration notification eMails.
- **Blanket User –** This field enables you to specify an additional primary user of the Blanket Order. Click on the **User Lookup** button to define a user. Click on the delete button **X** to remove a selected blanket user. The blanket user also receives all expiration notification eMails.

After defining your blanket order policy click on the **Blanket Order Detail** button to open the **Quantity Blanket Order Detail** screen.

7.2.1.2 Blanket Order Detail

Fig 7.3 - Quantity blanket order detail screen

The **Blanket Order Detail** screen is similar to the Shopping Basket screen and allows you to enter items into your Blanket Order. Items can be added to your blanket in a number of ways:

- **Direct item entry -** Type the product number and quantity into the direct item entry line.
- **Non-Catalogue Items** – Add Non-Catalogue items by clicking the 'Add Non-Catalogue Item' button.
- **Catalogue Search** – Click the Items tab to navigate to the Item Search page.

Notice that if you navigate to the Item Search page to undertake a catalogue search, the supplier is restricted to the one for which the Blanket Order is being created.

To return to the Blanket Order Detail screen from the search page, click the Basket tab.

Add items to your blanket requisition and perform content management tasks (e.g. update financial tracking codes) in the usual way.

Optionally you can **modify the price** of the item by overtyping a catalogue price. This allows a Blanket Order to be created with special or negotiated prices.

Click on the **Blanket Order Policy** button to reopen the Blanket Order Policy screen.

Blanket order policy and blanket order details have now been completed. From the Blanket Order Policy screen click on the **Blanket Order Permissions** button. The Blanket Order Permissions screen will open.

7.2.1.3 Blanket Order Permissions

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

Fig 7.4 - Blanket order permissions screen

The two types of available permissions are described below:

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

- **Maintenance** – Maintenance permission allows **editing** rights to this blanket.

The default permissions are **'Private'**, allowing access only to the creator of the Blanket Order. To assign permissions to other sets of users, click in the selection box and choose **'Group'**.

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

Members of all business rule groups selected will be granted permission to this Blanket Order. To select business rule groups, scroll down the available list, click on your selection and use the arrows as defined below:

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

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

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

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

Click **Save** to save your selected permissions or click **Cancel** to return without saving any selected permissions*.* The **Blanket Order Policy** screen will reopen.

7.2.1.4   Submit Blanket Order

Creation of the Blanket Order is now complete and it must be **submitted**. This must be done from the Blanket Order Detail screen. Navigate to the **Blanket Order Detail** screen by either:

a. Click the **Blanket Order Detail** button in the Blanket Order Policy screen
    or
b. Click the **Basket** tab

Finally click the **Submit** button. The **Requisition Submitted** screen will display.

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

7.2.2   Amount Based Blankets

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

The steps and options available for setting up an amount based Blanket Order are described below.

Click the **Blanket Orders** tab to open the **Blanket Order Listing** screen.

Create Release	Scheduled Releases	Edit Blanket	Blanket No.	Supplier All	Name	Status Active	Expiration Date
📄		📄	GOV248	Farnell Electronics	Consulting Services (A)	Active	30/04/2016
📄	📄	📄	GOV259	Property Maintenance Services	Managed Services - Property Maintenance (Q)	Active	31/01/2016
📄		📄	GOV266	Hayes Recruitment Ltd	Temporary Labour (A)	Active	31/01/2016

Fig 7.5 - Blanket order listing screen

Click the **Create Blanket Order** button to open the **Blanket Order Policy** screen.

7.2.2.1 Blanket Order Policy

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

| Blanket Order Detail | Blanket Order Permissions | Cancel |

Policy Terms and Conditions

Blanket Order Name: [   ]   Supplier: (select supplier) [v]   Blanket Type: Amount [v]

Effective Date: [   ] 📅   Expiration Date: [   ] 📅   Not To Exceed Amount= [   ]

Contract Number: [   ]   Attachment: 📎   Activate: ○ Deactivate: ○ Status: Pending

Processing Conditions

Require Release: Yes: ○ No: ◉   Approve Release: Require Receipt: Yes: ○ No: ◉

Match Unit Price: Yes: ○ No: ◉   Item Amounts:

Notifications Controls

Days Prior To Expiration: [0]   Percent of Blanket Amount or Quantity Ordered: [0] %

Blanket Owner: Government Buyer [User Lookup]   Blanket User: [   ] [User Lookup] ✗

Fig 7.6 - Blanket order policy screen: amount type selected

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

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

Policy Terms and Conditions

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

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

Processing Conditions

- **Require Release** – Indicate whether the goods and services on your Blanket Order are to be **'called of'** or **scheduled** over a period of time. There are two choices:

- o **Yes**: If the blanket requires releases PECOS P2P will send a purchase order to the supplier upon the creation of the blanket **for information only**. Goods and services will not be delivered and cannot be receipted or invoiced against this summary Blanket Order. Future releases will be allowed, generating a **release order** against which your supplier will dispatch goods or supply services. Optionally the release order can be scheduled at the time of creating the release. Receipting and invoicing is performed against these release orders.

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

  - o **No**: If the blanket does not require releases PECOS P2P will send a **single** purchase order to the supplier upon the creation of the blanket, containing the full blanket detail. No future releases will be allowed. All goods and services will be delivered, receipted and invoiced against this Blanket Order.

  For example if you have an agreement with your supplier that each month you will be consuming £1,000 of training services from your training contract, there is no need to raise specific releases.

- **Approve Release** – Approve release is only available when the **Require Release** field is set to **Yes.** This indicator determines whether approval routing is required for each future release order that is generated against your Blanket Order.

  Note that the original Blanket Order is always sent for approval. You are therefore able to determine that future releases do not require additional approval.

- **Require Receipt** – Define if you require the original Blanket Order and any future generated releases to be receipted. Receipting can be defined independently of releases or release approval being required. There are two choices:
  - o **Yes**: Goods or services supplied against this Blanket Order or release orders do need to be receipted.
  - o **No**: Goods or services supplied against this Blanket Order or release orders do not need to be receipted. This option is particularly useful for the provision of certain utility services.

- **Match Unit Price** - This will appear only when the blanket type of **'Amount'** is selected. This condition affects the matching of order value to invoice value. There are two choices:
  - o **Yes:** The unit price on the item detail line will be matched with the invoice line price. PECOS P2P will create a mismatch during the matching process if the two are different.
  - o **No:** The matching process will ignore unit price and quantity. PECOS P2P will not create a mismatch during the matching process even if the two are different.

- **Item Amounts** – This will appear only when the blanket type of **'Amount'** is selected and the processing condition 'Require Release' is set to **'Yes'**. This condition will determine whether or not releases are to be tracked and validated against individual line item net amounts or against the total header not to exceed amount. Note that implementing *VAT and Gross Amount* display (i.e. the requisition screen displays an additional column containing the estimated VAT and gross values for each line) does not affect the validation, which is always based on the net values.

  There are two choices:
  - o **Yes:** The sum of the line amounts must match the **Not to Exceed** amount and it is the individual line amounts that are decremented when call offs are made.
    a) Line totals will be validated against the Not to Exceed amount when the blanket is created;
    b) A line level Remaining Amount will appear in the Create Release and Blanket Order Release screens;
    c) The amount released for each line will be validated against the Remaining Amount for the line;
    d) Initial, Released and Remaining amounts for each line will display in the Blanket Order Summary screen.
  - o **No:** The sum of the line amounts do not need to match the **Not to Exceed** amount and it is this header amount that is decremented when call off's are made.
    a) Line items are specified but are used only to calculate the call off amount to be deducted from the Not to Exceed amount and the blanket is completed when this amount is exhausted;
    b) Separate line items do not need to add up to the blanket Not to Exceed amount and only exist as reference points to calculate a future release total;
    c) Line amounts are not individually decremented and no remaining amount is displayed at line item level.

Notification Controls

- **Days Prior to Expiration** – Define the number of days, prior to the Blanket Order expiration date, when you want PECOS P2P to send a notification email. The email will remind the blanket owner when the blanket is due to expire.
- **Percent of Blanket Amount or Quantity Ordered –** Define a percentage of the blanket usage when you want PECOS P2P to send a notification email. The email will inform the blanket owner of the percentage of blanket consumed or released.
- **Blanket Owner –** Displays the name of the creator of the order. The **user lookup** button enables the blanket creator to designate another user as the owner of the blanket. The blanket owner receives all expiration notification eMails.
- **Blanket User –** This field enables you to specify an additional primary user of the Blanket Order. Click on the **User Lookup** button to define a user. Click on the **delete** icon **X** to remove a selected blanket user. The blanket user also receives all expiration notification eMails.

After defining your Blanket Order policy click on the **Blanket Order Detail** button to open the **Amount Blanket Order Detail** screen.

7.2.2.2   Blanket Order Detail

The **Blanket Order Detail** screen is similar to the Shopping Basket and allows you to enter items into your Blanket Order.

Fig 7.7 - Amount blanket order detail screen

Items can be added to your Blanket Order in a number of ways:

- **Direct item entry -** Type the product number and quantity into the direct item entry line.
- **Non-Catalogue Items** – Add Non-Catalogue items by clicking the 'Add Non-Catalogue Item' button.
- **Catalogue Search** – Click the Items tab to navigate to the main item search page.

Notice that if you navigate to the Item Search page to undertake a catalogue search, the supplier is restricted to the one for which the Blanket Order is being created.

To return to the Blanket Order Detail screen from the Item Search page click the Basket tab.

Add items to your blanket requisition and perform basket management tasks in the usual way.

Optionally you can **modify the price** of the item by overtyping the price that has been selected from the catalogue:

- The unit price is not used to calculate the final order total: the blanket total is the Not to Exceed Amount entered in the previous Blanket Order Policy screen.
- Accurate quantities are not necessary for amount based Blanket Orders: future releases will be based on a **value** rather than a **quantity** and therefore a default quantity of one is sufficient.
- If *VAT and Gross Amount* display is implemented (i.e. the Blanket Order Detail screen displays an additional column containing the estimated VAT and gross values for each line along with requisition and order level gross totals) the NTE amount will always validate to the net requisition values.

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

- **Item Amounts not Implemented**

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

- **Item Amounts Implemented**

For amount based Blanket Orders that **are set** for Item Amounts, the net requisition total (i.e. the sum of the net line amounts) <u>must</u> match the Not to Exceed Amount.

- The requisition total will be validated when the requisition is submitted to ensure it matches the Not to Exceed amount.
- The requisition total will be validated during requisition creation (i.e. adding catalogue and Non-Catalogue items) and editing (i.e. changing quantities and unit prices) to ensure it does not exceed the Not to Exceed amount.

Click on the **Blanket Order Policy** button to reopen the Blanket Order Policy screen.

Blanket order policy and blanket order details have now been completed. From the Blanket Order Policy screen click on the **Blanket Order Permissions** button to set blanket permissions.

7.2.2.3   Blanket Order Permissions

Fig 7.8 - Blanket order permissions screen

The two types of available permissions are described below:

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

- **Maintenance –** Maintenance permission allows **editing** rights to this Blanket Order.

The default permissions are **'Private'**, allowing access only to the creator of the blanket order. To assign permissions to other sets of users, click in the selection box and choose **'Group'**.

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

Members of all business rule groups selected will be granted permission to this Blanket Order. To select business rule groups, scroll down the available list, click on your selection and use the arrows as defined below:

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

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

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

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

Click **Save** to save your selected permissions or click **Cancel** to return without saving any selected permissions*.* The **Blanket Order Policy** screen will reopen.

7.2.2.4   Submit Blanket Order

Creation of the blanket order is now complete and it must be **submitted**. This must be done from the blanket order detail screen. Navigate to the **Blanket Order Detail** screen by either:

a) Click the **Blanket Order Detail** button in the Blanket Order Policy screen
or
b) Click the **Basket** tab

Finally click the **Submit** button.

If the **Item Amounts** condition is set to 'Yes' the net requisition total must equal the Not to Exceed amount. If this is not the case an error message will display. Note that the net requisition amount is always used to validate to the NTE amount: the display of VAT and Gross values does not change the way the blanket is validated.

If all conditions are met the **requisition submitted** screen will display and your Blanket Order will be submitted to your approval plan for approval routing. It is important to note that for approval purposes, the value of the order used is the **Not-To-Exceed Amount**. If approval is required the Blanket Order will be assigned a status of *'Pending'*, during which time no releases can be generated. After approval the blanket will be transmitted to the supplier and a status of *'Active'* assigned to it. At this stage releases can be generated from the original Blanket Order.

7.3   Create Releases

Blanket Order releases can only be created by users who have been granted permission to do so within the original Blanket Order. Releases can also only be created for Blanket Order that were created with the processing condition to allow releases.

A Blanket Order release creates a new order request. After approval, the new order is transmitted to the supplier under a Blanket Order number.

Financial tracking codes assigned to items are stored with blanket orders and are propagated to blanket releases.

Release Order Numbers
Blanket releases use the same order number as the original Blanket Order with a suffix added to indicate the iteration of the release. Example: for blanket order FG368 the first release will be numbered FG368-001; the second will be numbered FG368-002; the third FG368-003 etc.

The process for creating releases for quantity based and amount based Blanket Order are slightly different. The following sections describe the steps to create both types of release.

Access to blanket releases
Click on the Blanket Orders tab to open the **Blanket Order Listing** page.

7.3.1   Blanket Order Listing

The **Blanket Order Listing** screen contains a list of Blanket Order that you have permission to view or use. The following section explains the different tasks that can be performed within this screen.

7.3.1.1   Access the Listing Page

Click on the **Blanket Orders** tab to open the **Blanket Order Listing** screen.

Create Release	Scheduled Releases	Edit Blanket	Blanket No.	Supplier All	Name	Status Active	Expiration Date
🗎		🗎	GOV248	Farnell Electronics	Consulting Services (A)	Active	30/04/2016
🗎	⏱	🗎	GOV259	Property Maintenance Services	Managed Services - Property Maintenance (Q)	Active	31/01/2016
🗎		🗎	GOV266	Hayes Recruitment Ltd	Temporary Labour (A)	Active	31/01/2016

Blanket Order Listing
Create Blanket Order

Fig 7.9 - Blanket order listing screen

You will see all of the Blanket Orders to which you have been granted access and will see the following buttons according to your permissions:

Create. Click the **Create Release** icon to create a new blanket release. This button will not appear for: blankets for which you do not have release permission; blankets that do not require releases; or are in status pending.

Edit. Click the **Edit Blanket** icon to edit Blanket Orders. This button will not appear against blankets for which you do not have maintenance permission.

View Releases. Click the **Scheduled Releases** icon to view and edit scheduled releases. This button will only appear if releases have been scheduled for this Blanket Order.

7.3.1.2 Sorting and Filtering

The Blanket Order listing can be **filtered** by using the two selection boxes provided. This will enable you to find the blanket you are looking for quickly. You may use one or both of the criteria.

Supplier - Click in the drop down box to see a list of suppliers. PECOS P2P will filter your list according to the supplier selected.

Status - Click in the drop down box to see a list of order statuses. PECOS P2P will filter your list according to the status selected.

- **All:** Displays all Blanket Orders regardless of status.
- **Active:** Displays only those blanket orders that are live. An active order is one that has been fully approved. *Today's date* is between the blanket effective and expiration dates and has not been manually deactivated.
- **Inactive:** Displays all Blanket Orders that have been manually deactivated by a blanket user with editing rights.
- **Expired:** Displays all Blanket Orders that have exceeded their Expiration Date and are currently not live.
- **Pending:** Displays all Blanket Orders that have been created but have not yet been fully approved and transmitted to the supplier.
- **Closed:** Displays all Blanket Orders that have been fully consumed for either amount or quantity.

Sorting

The Blanket Order Listing can also be sorted by clicking on any of the column headers. The Blanket Orders will be sorted alphabetically or numerically in descending order. Click a second time and the sort criteria will change to ascending order.

7.3.1.3 Review Blanket Detail and Release History

Click on the **blanket number** to open the **Blanket Order Summary** screen. The Blanket Order Summary screen contains all the Blanket Order details for review purposes. Many of these details allow you to 'drill down' for further blanket order information.

At the top of the Blanket Order Summary screen click the **Create New Release** button to create a release order for this blanket. Click the **Back** button to return to the Blanket Order Listing screen.

- **Blanket order policy:** This section lists all the original blanket policy criteria.
    - Click on the **blanket order number** to open a requisition status summary page. This screen displays the original Blanket Order details.
    - Click on the **Copy** button in the Requisition Status Summary page, to copy the content of the original Blanket Order into a new requisition.
- **Line item allocation:** This section lists the items, prices, original blanket quantities, released quantities and remaining quantities. The information presented will differ slightly depending upon the blanket type and conditions.

Initial, released and remaining values for quantities and amounts will display at line item level when the Blanket Order is quantity based and requires releases:

Blanket Order Summary

[Create New Release] [Back]

Blanket Order Policy

Blanket Order No.	Blanket Order Name	Type	Supplier	Blanket Owner
GOV259	Managed Services - Property Maintenance (Q)	Quantity	Property Maintenance Services	Government Buyer

Current Status	Release Required	Approval Required	Receipt Required	Unit Price Matching	Effective Date	Expiration Date
Active	Yes	No	No	No	01/02/2014	31/01/2016

Line Item Allocation

No.	Item No.	Description	Unit Price		Initial		Released		Remaining
1	SMR1	Scheduled Maintenance Services Property A	£563.59 /EA	24	£13,526.16	7	£3,945.13	17	£9,581.03
2	SMR2	Scheduled Maintenance Services Property B	£396.47 /EA	24	£9,515.28	7	£2,775.29	17	£6,739.99
3	SMR3	Scheduled Maintenance Services Property C	£489.36 /EA	24	£11,744.64	7	£3,425.52	17	£8,319.12
4	SMR4	Scheduled Maintenance Services Property D	£568.98 /EA	24	£13,655.52	7	£3,982.86	17	£9,672.66

Releases

Requisition No.	Order Date	Order No.	Order Total	Gross Order Total	Current Status
242	31/07/2014	GOV259-007	£2,018.40	£2,422.08	Requisition orders created
231	30/06/2014	GOV259-006	£2,018.40	£2,422.08	Requisition orders created
222	31/05/2014	GOV259-005	£2,018.40	£2,422.08	Requisition orders created
218	30/04/2014	GOV259-004	£2,018.40	£2,422.08	Requisition orders created
212	31/03/2014	GOV259-003	£2,018.40	£2,422.08	Requisition orders created
211	28/02/2014	GOV259-002	£2,018.40	£2,422.08	Requisition orders created
206	14/02/2014	GOV259-001	£2,018.40	£2,422.08	Requisition orders created

Invoices

Invoice No.	Invoice Date	Order No.	Invoice Total	Current Status
67767	06/08/2014	GOV259-003	£2,422.08	Reconciled
56785	30/07/2014	GOV259-002	£2,422.08	Reconciled
546546546	21/05/2014	GOV259-004	£1,739.30	Received - unprocessed

Fig 7.10 - Blanket order summary screen – quantity based requiring releases

Initial, released and remaining values for amounts will display at line item level when the Blanket Order is amount based, requires releases and has the item amounts condition set to **'yes'**. A Not to Exceed Amount Allocation will also display.

Only the total initial, released and remaining amounts will display when the Blanket Order is amount based and requires releases but the item amounts condition set to **'no'**. A Not to Exceed Amount Allocation will also display.

- **Releases:** This section lists the details of all previous Blanket Order releases.
    - o Click on the **requisition number** to open a **Requisition Status Summary** page. This screen displays the blanket release's requisition details. Click the copy button copy the content of the blanket release order into a new requisition.
    - o Click on the blanket release **order number** to open the **Purchase Order Status Summary** page. This screen displays the blanket release's order details and depending upon user permissions will allow additional order processing permissions (e.g. Receipting, Invoice Creation and Settlement). Click the copy button to copy the content of the blanket release order into a new requisition.

- **Invoices:** This section lists the details of all invoices processed against the blanket and its releases.
    - o Click the invoice number to open the **Invoice Detail** screen. This screen displays the invoice details, allows the invoice to be printed and, depending on user permission and the invoice status, may allow invoice editing.
    - o Click the order number to open the **Purchase Order Status Summary** screen.

7.3.2 Release Orders

A blanket release can be created once the Blanket Order has been approved and transmitted to the supplier. To process a blanket release follow these steps.

1. Click the **Blanket Orders** tab to open the **Blanket Order Listing** screen.
2. To create a new blanket order release click on the create icon in the 'Create Release' column. The **Create Release** screen opens.
3. In the **Create Release** screen enter a quantity for each item for which you wish to create a release. You do not need to request a release for all items.

Quantity based blanket orders

Create Release							
Create New Release	Recalculate	Cancel					

Blanket Order Detail

Blanket Order No.	Description	Type	Supplier	Owner
GOV259	Managed Services - Property Maintenance (Q)	Quantity	Property Maintenance Services	Government Buyer

Enter quantity of item to add to release.

						Released Total: £14,128.80	
Qty	Remaining Qty	Item No.	Mfr No.	Manufacturer	Description	Unit Price	Ext price
0	17	SMR1			Scheduled Maintenance Services Property A	£563.59/EA	£0.00
0	17	SMR2			Scheduled Maintenance Services Property B	£396.47/EA	£0.00
0	17	SMR3			Scheduled Maintenance Services Property C	£489.36/EA	£0.00
0	17	SMR4			Scheduled Maintenance Services Property D	£568.98/EA	£0.00

Fig 7.11 - Quantity based blanket order create release screen

The quantity based blanket order **Create Release** screen displays the **remaining quantities** for each item in the Blanket Order. The remaining quantity is the original quantity less the total quantity released to date. Item details and prices are also displayed.

Amount based blanket orders

Create Release					
Create New Release	Recalculate	Cancel			

Blanket Order Detail

Blanket Order No.	Description	Type	Remaining Amount	Supplier	Owner
GOV248	Consulting Services (A)	Amount	£188,500.00	Farnell Electronics	Government Buyer

Enter quantity of item to add to release.

					Released Total: £11,500.00	
Qty	Item No.	Mfr No.	Manufacturer	Description	Unit Price	Ext price
0	CS1			IT Consulting - Managing Consultant (per day)	£900.00/EA	£0.00
0	CS2			IT Consulting - Senior Consultant (per day)	£750.00/EA	£0.00
0	CS3			IT Consulting - Junior Consultant (per day)	£500.00/EA	£0.00

Fig 7.12 - Amount based blanket order create release screen

The amount based blanket order **Create Release** screen does not display any remaining quantity information but will display a total **remaining amount** to indicate the balance available for release. The remaining amount is calculated as the original Not to Exceed amount less all previous release order totals.

When the **Item Amounts** processing condition is set to 'Yes', the amount based blanket order **Create Release** screen will display the **total remaining amount** (calculated as the original Not to Exceed amount less all previous release order totals) and the **line level remaining amounts** (calculated as the original line extended amount less all previous release order totals). Releases must not exceed the line level remaining amounts and will be validated.

Recalculate

You may click the **Recalculate** button to calculate the **Extended Prices** for the items that you wish to release after entering your release quantities. Validations are performed and error messages will be displayed if any validation fails:

Quantity based blanket validations

- The release quantity will be validated against the quantity remaining for each item.

Amount Based blanket validations

- The total extended amount will be validated against the total remaining amount for all releases.
- If the **Item Amounts** processing condition is set to 'Yes', the extended price release amount for the line is validated against the remaining amount for the line.

4. Click the **Create New Release** button. Validations are performed against the potential extended amounts for the release order. If there are no validation errors, the Blanket Order Release screen will display.

Blanket Order Release							
Submit	Quick Save	Req Review	Schedule Releases				
Blanket Order: GOV259							
Requisition delivery and invoicing				Requisition Totals (GBP): Net: £885.83 Gross: £1,063.00			
Qty. (Rem Qty)	Item Type	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Est VAT	Actions
				Item Description		Ext price	Est Gross	
Order delivery and invoicing				Property Maintenance Services Total (GBP):	Net: £885.83	Gross: £1,063.00	
1	Non-Catalog	SMR2			Property Maintenance S	£396.47/EA	£79.29	
(17)				Scheduled Maintenance Services Property B		£396.47	£475.76	
1	Non-Catalog	SMR3			Property Maintenance S	£489.36/EA	£97.87	
(17)				Scheduled Maintenance Services Property C		£489.36	£587.23	

Fig 7.13 - Blanket order release screen

5. The Blanket Order Release screen loads your released items into a new Shopping Basket (i.e. requisition) where full editing tasks can be performed (e.g. add comments and attachments or update financial tracking codes).

   It is also possible to update the requisition quantities for each line within the appropriate balances remaining:

   - For quantity based blanket releases, the release quantity will be validated against the quantity remaining for each item.
   - For all amount based blanket releases, the total extended amount will be validated against the total remaining amount.
   - For amount based blanket releases with the **Item Amounts** processing condition set to 'Yes', the extended price release amount for the line is validated against the remaining amount for the line.

   The blanket order release screen also contains the following buttons:

   - **Quick Save**. Click the **Quick Save** button to quick save your release order requisition. This will allow you to log out of PECOS P2P without losing the release requisition. Upon logging back into PECOS P2P the requisition will reload for completion and submission.
   - **Req Review**. Click the **Req Review** button to open a requisition review screen. This view allows you to easily review your release order details prior to submission.
   - **Schedule Release**. Click the **Schedule Releases** button if you do not want to submit the release immediately but instead want to select a date in the future when the release will be submitted (see Scheduled Releases).

6. Click the **Submit** button to create a blanket order release. The **Requisition Submitted** screen will open displaying the blanket order release number (Order Request). The order is routed for approval according to the original blanket order policy criteria.

7.3.3 No Create Release Button

Note that if the 'Create New Release' button does not appear, one or more of the following conditions may be present:

- You do not have release permissions for the Blanket Order.
- The blanket does not require releases (no release permissions set).
- The Blanket Order is in status 'Pending' (blanket is not approved and transmitted to the supplier).

7.4 Scheduled Releases

Blanket Order releases can be **scheduled** for release based on a predefined day and frequency (recurrence).

A scheduled release must be attached to an existing release: the schedule must be created at the time the first release is created. A schedule will therefore apply to all subsequent blanket releases.

7.4.1 Create Scheduled Releases

To assign a schedule to a blanket release follow the steps outlined in the section <u>Create Releases > Release Orders</u> to the point at which you are in the **Blanket Order Release** screen.

1.   **Schedule Releases**
Click the **Schedule Releases** button to open the **Blanket Order Release Schedule** screen**.**

Fig 7.14 - Blanket order release schedule screen

In this screen define a unique name for the release, a recurrence and end option for the scheduled order.

2.   **Release Name**
Enter a name to identify the release schedule. This field is mandatory.

3.   **Recurrence Pattern**
Choose one of the following options. At least one of these three options is mandatory and choosing an option will automatically deselect any existing selection.

a) **Daily –** This option will ensure the blanket release is submitted on a daily basis. Choose either the number of **calendar days** or **working days** that the blanket release is to be submitted. If 'working day' is selected, the day of the week will be validated using the user's organisation calendar setting.

b) **Weekly –** Choose this option to submit the blanket release on a specific day of the week. Only one day of the week can be selected.

c) **Monthly –** Choose this option to submit the blanket release on a specific day of the month. Select one of the options:
   i.   A specific day of the month, being careful not to select a day which may not exist for certain months.
   ii.   The last working day of the month as validated by the working day calendar.
   iii. The first working day of the month as defined by the working day calendar.
   iv.   Before a specific day of the month – enter a numeric value between 1 and 31.
   v.   After a specific day of the month – enter a numeric value between 1 and 31.

4.   **Recurrence End**
Select when the scheduled release recurrence is to end. Selecting a recurrence end date is mandatory but will default to 'End when blanket expires' if nothing is selected. Selecting a recurrence will automatically generate a blanket release on the scheduled date. Select one of the following options. Changing an option will automatically deselect an existing option.

a) **End After X Occurrences** – Select a numeric value for the number of times this scheduled release is to be generated. After the number of occurrences has elapsed the scheduled blanket order release will expire and no further releases will be submitted.

b) **End On** – Using the calendar, select a specific day on which occurrences are to end. The scheduled release will recur up to this date and then expire on this date to ensure no further releases are submitted.

c) **End when blanket expires** (Note that this is the default setting) – The scheduled release will continue to be generated up to the expiration date defined in the blanket order policy terms and conditions.

Recurrences of a scheduled release will not occur if a Blanket Order expires or becomes complete (i.e. quantities and amounts are fully released) before the recurrence end date.

5. **Partial Release**

Select if a partial release is required if quantities or amounts are insufficient to accommodate the recurrence.

Setting a recurrence pattern for a scheduled release may result in the balance of a Blanket Order being insufficient to fulfil a complete release. Checking the **'Generate partial release if quantities or amounts are insufficient'** box will add the balance remaining on a blanket to the final release.

6. **Save**

Click 'Save' to save the scheduled release. The **Blanket Order Release** screen will redisplay.

7. **Submit**

Click the **Submit** button to submit the blanket release for approval.

The release created will be transmitted to the supplier in the normal way and all releases based on the schedule will be automatically generated. Releases are generated at approximately 00.05am on the schedule date.

7.4.2   View Schedules

Scheduled releases saved for a Blanket Order can be accessed in order to view the blanket order release summary and undertake editing.

Fig 7.15 - Blanket order listing screen

To view existing scheduled releases click on the **Scheduled Releases** icon in the **Blanket Order Listing** screen. The Scheduled Blanket Order Releases screen will open.

Fig 7.16 - Scheduled blanket order releases screen

The scheduled blanket releases can be filtered by status by using the drop down list box:

• **Active:** The scheduled release is approved and open.
• **Cancelled:** The scheduled blanket release has been cancelled.
• **Pending:** The scheduled blanket release has been submitted but has not yet been approved.
• **Expired:** The scheduled blanket release has been completed.

The columns can also be sorted alphabetically by clicking on column headers.

Click on the **Release No.** to open the **Schedule Blanket Order Releases Summary** screen where the details of the release schedule can be reviewed.

7.4.3 Edit Schedules

To edit a release schedule click on the **Scheduled Releases** icon in the **Blanket Order Listing** screen. The Scheduled Blanket Order Releases screen will open.

In the **Scheduled Blanket Order Releases** screen click the **edit** button for the schedule that requires editing.

Fig 7.17 - Scheduled blanket order releases screen

The **Blanket Order Release Schedule** screen will open allowing editing to be performed on the schedule. The Recurrence and Recurrence End parameters can be updated but the Release Name cannot. An Audit Trail comment is mandatory.

- After changes have been completed click the **Save Change** button to update the schedule and return to the Scheduled Blanket Order Releases screen.
- To cancel changes and return to the Scheduled Blanket Order Releases screen without saving any updates, click the **Back** button.
- To cancel the blanket release schedule click the **Cancel Schedule** button.

7.5   Editing Blanket Orders

Blanket Orders can be edited according to permissions granted by the Blanket Order creator.

1. Click the **Blanket Orders** tab to open the **Blanket Order Listing** screen.

2. ![icon] In the **Edit Blanket** column click on the **edit** icon that corresponds to the blanket that you wish to edit. The **Blanket Order Policy** screen will open.

Fig 7.18 - Blanket order policy screen in edit mode

The following Blanket Order policy fields **are** editable:
- **Blanket Order Name:** Retype or amend the blanket name.
- **Expiration Date:** Click on the calendar icon to update the expiration date.
- **Contract Number:** Retype or amend the contract information.
- **Attachments:** Click on the paper clip icon to open the comments and attachments page. Existing details can be deleted and amended, or new details can be added to the Blanket Order.
- **Status:** The blanket can be either deactivated or activated by selecting the appropriate radio button.
- **Notification Controls:** Update as required.

- **Blanket Owner:** Use the *user lookup* button to redefine the blanket owner.
- **Blanket User:** Use the *user lookup* button to redefine the blanket user, or click the *red delete cross* to remove the existing blanket user.

The following key blanket order policy fields, which may have been used to define prior blanket releases, **are not** editable:

- Supplier Name
- Blanket Type
- Not To exceed Amount (if amount based)
- Effective Date (i.e. start date)
- All Processing Conditions

3. The following **buttons** are available for editing purposes at the top of the Blanket Order Policy screen:

- **Cancel:** Click this button to return to the previous Blanket Order listing screen without saving any changes.
- **Save:** Click save to save your changes and return to the Blanket Order Listing screen.
- **Copy:** Click here to copy this Blanket Order. The copy functionality is described in detail below.
- **Blanket order detail:** Click this button to open the Blanket Order Detail screen. *This screen is view only and no edits are permitted to the original line items or quantities.*
- **Blanket order permissions:** Click here to open the Blanket Order Permissions screen. Both release and maintenance permissions are fully editable. *Refer to the 'Creating Blanket Orders' section above for a detailed description of this screen.*

7.6   Copying Blanket Orders

Any user who has access to maintain a Blanket Order through blanket order permissions may copy an order via the edit button.

- Click the **Blanket Orders** tab to open the **Blanket Order Listing** screen.

- In the **Edit Blanket** column click on the **edit** icon that corresponds to the blanket order that you wish to copy. The Blanket Order Policy screen will open.

- In the **Blanket Order Policy** screen click the **copy** button.

- A pop up message will ask you to choose whether or not you also wish to copy the **Blanket Permissions**. Permissions will be editable irrespective of which option is selected:

    - Click **OK** to copy permissions

    - Click **Cancel** to not copy permissions

- The **Blanket Order Policy** screen will refresh with new details. The original Blanket Order data will be copied to create a new blanket order. You will need to review the items and the permissions and modify accordingly. After a copy of the Blanket Order has been created the words *'Copy of'* is inserted as a prefix to the Blanket Order Name. All other Blanket Order Policy details, Blanket Order Permissions and Blanket Order Details are the same as the original. Note that any original attachments will need to be added again.

- Click **Blanket Order Detail** to review and amend items, quantities and prices.

- Click **Blanket Order Permissions** to review and amend release and maintenance permissions.

- When you have completed your changes navigate to the **Blanket Order Detail** screen and click **Submit**. The copied Blanket Order will be submitted for approval routing and assigned a new order number.

Deleting a Copy

To delete a Blanket Order copy before submitting it, navigate to the **Blanket Order Detail** screen either by clicking on the 'Blanket Order Detail' button in the Blanket Order Policy screen, or by clicking on the 'Basket' tab. The Blanket Order can be deleted by clicking on the '**clear all**' cross in the requisition header.

8   Document Search

8.1   Overview

After submitting a Shopping Basket, PECOS P2P will create a **Purchase Requisition**. The system will either route the entire requisition for approval or create one or more **purchase requests** (one for each supplier in the requisition) and route them separately for approval. This routing is determined by the approval rules associated with your user profile. Whilst your requisitions and order requests are pending approval, a status screen allows you to check on their current location and status.

After approval, purchase orders are created and transmitted electronically to suppliers. After your goods or services have been delivered or performed, receipting, returns and possibly invoices will need to be processed.

The **full list of actions** that are performed following order approval and transmission are listed here:

- Requisition Status Review
- Order Status Review
- View Purchase Order
- Requisition and Order Copying
- Receipting
- Returns
- Change Orders
- Invoice Processing
- Invoice Approval Status Review
- Financial Matching
- Financial Settlement
- Order Closure
- Order Cancellation
- Order Resend

Not all users will be able to access all of these activities. Your user profile and organisational assignment will dictate what activities you have permission to perform and what area of your organisation you can perform them in. Each of these actions can be accessed either from the **Top Search Bar** or through the **Document** search screen.

8.2   Top Search Bar

From within PECOS P2P the **Top Search Bar** can be used to locate orders you have raised.
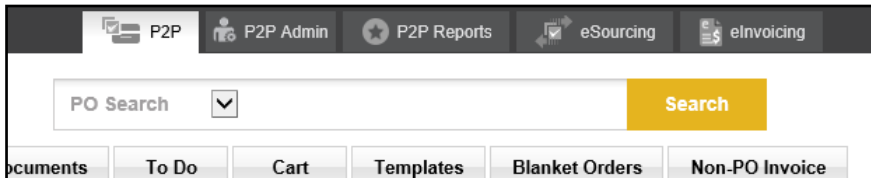
Fig 8.1 - P2P top search bar

1. Select 'Document Search' and enter the PO number of the order you wish to retrieve. Partial values are allowed and are not case sensitive.
2. Click the **Search** button.
3. Search results will be displayed in the Search Results screen.

8.3   Document Search Screen

The Document search allows you to enter different search criteria to find requisitions, purchase orders and other related documents. To open the Document search, click the **Documents** tab.
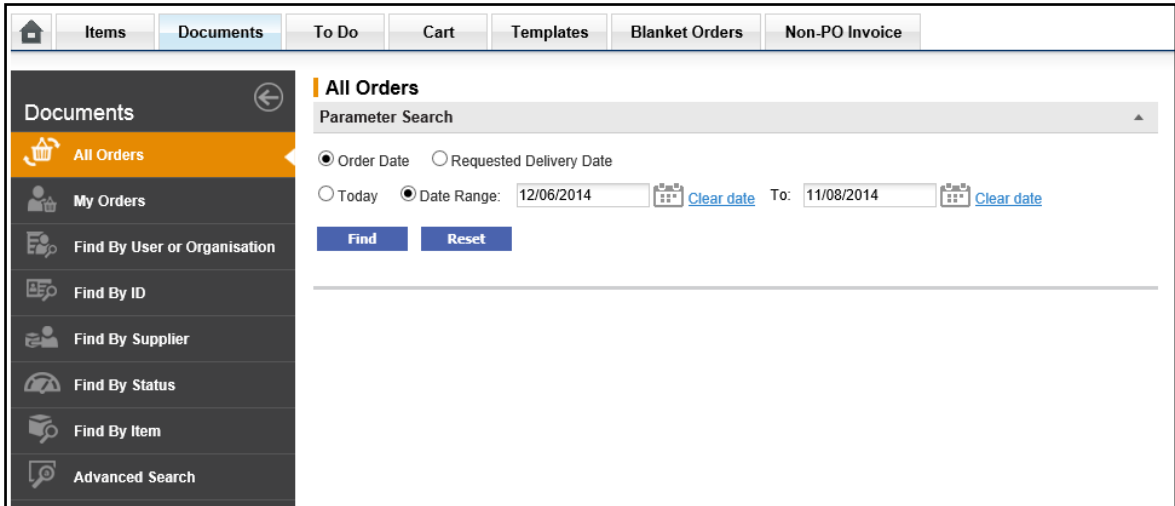
Fig 8.2 - Documents search options

There are several ways of searching for your documents – each is described in the following sections.

8.3.1 All Orders

 To search for **all orders for which you have permission** by **order date** select '**All Orders**' in the left navigation panel (this is also the default search option). Note that you may not be able to see orders and requisitions raised by other users.
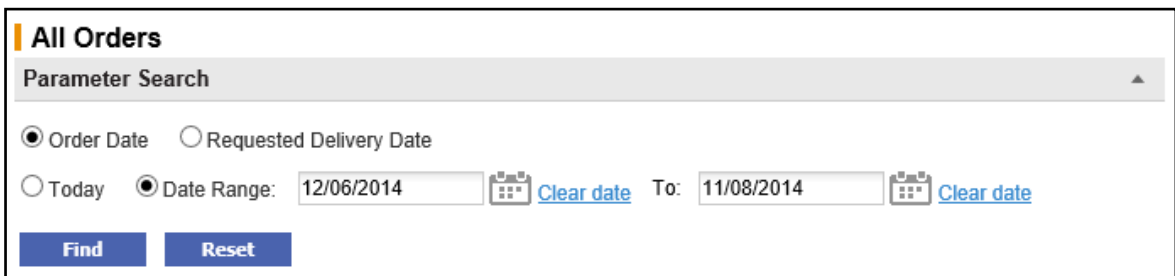

Fig 8.3 - All orders document search options

Two dates are available for document searches and may be combined with a date range in order to accurately find the documents you are searching for. First select one of the date radio buttons as the key to your search:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Second, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

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

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

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

  The **forward circled arrow** symbol will move the year forwards.

  The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

- If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

Click the '**Reset'** button to return to default selections or click the '**Find'** button to start your search.

8.3.2 My Orders

 To search for just your **own orders** by **order date** select '**My Orders**' in the left navigation panel.

Fig 8.4 - My orders document search options

Two dates are available for document searches and may be combined with a date range in order to accurately find the documents you are searching for. First select one of the date radio buttons as the key to your search:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Second, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

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

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

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

     The **forward circled arrow** symbol will move the year forwards.

    The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

- If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

Click the '**Reset'** button to return to default selections or click the '**Find'** button to start your search.

8.3.3 Search by User or Organisation

 To search by a **user's name** or by **organisation** select '**Find By User or Organisation**' in the left navigation panel.

Fig 8.5 - Find by user or organisation document search options

8.3.3.1 By User

To search for requisitions created by a named user select the '**User'** radio button. (Note: returning a user search will automatically select this option.)

Click the '**User Lookup**' button to open the User Search screen where you can search for a user by name or ID. Enter a partial value in the search box or leave it blank to see all users. You will see returned a list of users within the organisational units you have been granted permission to see: select the user for whom you wish to undertake a document search.

Optionally select a date range to refine your search.

Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

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

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

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

    The **forward circled arrow** symbol will move the year forwards.

    The **backward circled arrow** symbol will move the year backwards.

    Click on the date required to select it and the date will automatically populate the date field.

    If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

8.3.3.2 By Organisation

To search for requisitions created by all users within selected organisational levels select the '**All Users in Organisational Units**' radio button. (Note: selecting an organisation will automatically select this option.)

Select the organisation(s) using the drop down boxes. Organisations must be selected hierarchically from left to right. As each parent selection is made the child level will automatically populate for your next selection. The default is 'All' and has the same effect as undertaking a search for 'All Orders'.

Optionally select a date range to refine your search.

Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

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

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

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

    The **forward circled arrow** symbol will move the year forwards.

    The **backward circled arrow** symbol will move the year backwards.

    Click on the date required to select it and the date will automatically populate the date field.

    If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

8.3.4   Search by Document ID

 To search by a Document's Number select '**Find By ID**' in the left navigation panel.

Fig 8.6 - Find by ID document search options

Enter a value in one of the flowing fields:

- **Purchase Order -** Enter the order number, or a partial order number for the order you wish to find. All orders *that contain your search criteria* will be displayed.
- **Requisition -** Enter the *exact* requisition number for the requisition you wish to find. PECOS P2P will return all the orders that relate to the requisition number entered.
- **Delivery Note/GRN -** Enter the exact delivery note reference that was entered in the receive items screen to locate all orders for which the reference was used.
- **RMA -** Enter the *exact* return material authorisation (RMA) number to find all orders that have returns logged under this number. The RMA must have been entered in the requisite column in the return items screen.
- **Invoice -** To conduct a search using invoice or credit note reference numbers, enter the *exact* number in the Invoice box. All orders that contain this invoice reference number will be displayed.
- **Cheque Number -** If a remittance interface is being used you may search for orders that have been paid by entering the payment reference in the 'Cheque No:' box.

Click the 'Reset' button to clear selections or click the 'Find' button to start your search.

8.3.5   Search by Supplier

 To search by Supplier Name select '**Find By Supplier**' in the left navigation panel.

Fig 8.7 - Find by supplier document search options

Click the '**Supplier Lookup**' button to open the Supplier Search screen where you can search for a supplier by name and type. Enter a partial value in the 'Supplier Name' search box or leave it blank to see all suppliers. The system will display all active and deactivated suppliers (deactivated supplier history is available for viewing and maintenance) within the organisational units you have been granted permission to see. Select the supplier for whom you wish to undertake a document search.

Optionally select a date range to refine your search.

Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document.

- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

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

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

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

  ▶ The **forward circled arrow** symbol will move the year forwards.

  ◀ The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

  If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

8.3.6 Search by Status

[Find By Status] To search by a document's status, select '**Find by Status**' in the left navigation panel.

Fig 8.8 - Find by status document search options

To undertake a search that is refined by status chose one or more of the following options:

- **Order Status –** Choose one of the order statuses from the drop down box. Your search results will be limited to all orders currently matching the status selected.
- **Invoice Settlement Status –** Choose one of the invoice settlement statuses from the drop down box. Your search results will be limited to all orders that contain invoices currently matching the status selected.
- **Receipt Status** – Choose one of the receipt statuses from the drop down box. Your search results will be limited to all orders that match the status selected.
- **Order Settlement Status –** Choose one of the order settlement statuses from the drop down box. Your search results will be limited to all orders that contain invoices currently matching the status selected.

Optionally select a date range to refine your search.

Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

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

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

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

⊙ The **forward circled arrow** symbol will move the year forwards.

⊙ The **backward circled arrow** symbol will move the year backwards.

Click on the date required to select it and the date will automatically populate the date field.

If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

8.3.7 Search by Item Number

🔍 Find By Item To search for all requisitions and orders containing a specific item number, select '**Find by Item**' in the left navigation panel.

Search By Item

Parameter Search	▲

Item Number: [   ]

◉ Order Date   ○ Requested Delivery Date

○ Today   ◉ Date Range: [12/06/2014] 📅 Clear date   To: [11/08/2014] 📅 Clear date

[**Find**]   [**Reset**]

Fig 8.9 - Find by item number search options

Enter a full or partial value for a product item number (SKU code) in the 'Item Number' text field. PECOS P2P will find all requisitions that *contain* the text string entered. The search is not case sensitive.

Optionally select a date range to refine your search.

Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

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

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

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

  ⊙ The **forward circled arrow** symbol will move the year forwards.

  ⊙ The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

  If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

8.3.8 Advanced Search

🔍 Advanced Search To use a **combination** of search parameters to find documents, select '**Advanced Search**' in the left navigation panel.

Fig 8.10 - Advanced search options

Enter or select a combination of parameters to create an advanced search. PECOS P2P will return results for all documents that match all criteria entered. A field left empty will return 'all' documents.

8.3.8.1 Requisitioned By

Choose *one of* the following criteria to refine your search by user profile. Click the relevant radio button.

- **Yourself –** Search for *your own* requisitions only.
- **User –** Search for the requisitions of a named user.

  Click the '**User Lookup**' button to open the User Search screen where you can search for a user by name or ID. Enter a partial value in the search box or leave it blank to see all users. You will see returned a list of users within the organisational units you have been granted permission to see: select the user for whom you wish to undertake a document search.

- **All Users in Organisational Units –** Search for all users within an organisational level.

  Select the organisation(s) using the drop down boxes. Organisations must be selected hierarchically from left to right. As each parent selection is made the child level will automatically populate for your next selection.

8.3.8.2 Information

Complete *any combination* of the following fields.

- **Item Number –** Enter a full or partial value for a product item number (SKU code) in the 'Item Number' text field. PECOS P2P will find all requisitions that *contain* the text string entered. The search is not case sensitive.
- **Supplier –** Click the '**Supplier Lookup**' button to open the Supplier Search screen where you can search for a supplier by name and type. Enter a partial value in the 'Supplier Name' search box or leave it blank to see all suppliers. The system will display all active and deactivated suppliers (deactivated supplier history is available for viewing and maintenance) within the organisational units you have been granted permission to see. Select the supplier for whom you wish to undertake a document search.
- **Payment Method –** The default is 'All'. Optionally you may select either 'Invoice' or 'Procurement Card' to refine your search.
- **Order Status –** Choose one of the order statuses from the drop down box. Your search results will be limited to all orders currently matching the status selected.
- **Invoice Settlement Status –** Choose one of the invoice settlement statuses from the drop down box. Your search results will be limited to all orders that contain invoices currently matching the status selected.

- **Receipt Status** – Choose one of the receipt statuses from the drop down box. Your search results will be limited to all orders that match the status selected.
- **Order Settlement Status –** Choose one of the order settlement statuses from the drop down box. Your search results will be limited to all orders that contain invoices currently matching the status selected.

8.3.8.3   Date

Optionally select a date range to refine your search. Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

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

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

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

    The **forward circled arrow** symbol will move the year forwards.

    The **backward circled arrow** symbol will move the year backwards.

    Click on the date required to select it and the date will automatically populate the date field.

    If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

8.4   Document Search Results

After undertaking a document search, results will appear as **Search Results** beneath your search criteria. Search criteria and the Left Navigation Panel will automatically collapse but can both be expanded to undertake another document search.

The links that appear and the activities (actions) that can be performed from this page will depend upon your **user profile privileges**. If you are unable to access any of the tasks listed here and need to do so, please speak to your system administrator who can amend your user profile.

Fig 8.11 - Document search results

Results are displayed, 20 lines per page and sorted in descending order by requisition date and then by requisition number.

Scroll Pages - Click on the next page button to open the next page of search results. Each page will contain 20 lines of results.

Run Matching - Click on the run matching button to **perform financial matching** for **all orders** based your user profile *organisation order access* permission.

Statuses - There are three statuses available that describe the **current position** of the order: order status, receipt status and invoice status. They will vary according to the order's position in the procurement cycle and the stages of document processing (see Document Statuses).

Delivered To - This is the name of the person to whom delivery is to be made. It is not necessarily the name of the requisitioner but the name of the person entered in the 'Delivery Name' field in the order's delivery and invoicing screen.

8.4.1   Requisition Number

Click on the requisition number to open the **Requisition Status Summary** page. This summary page displays all the information relating to the entire requisition split by supplier. A copy button can be accessed from within this page.

Clicking **copy** will copy all the line items in the old requisition into your current Shopping Basket. Note the following:

- Items will retain financial tracking and commodity code formatting.
- Items will NOT retain any comments and attachments.
- Non-Catalogue items can be copied.
- Requisitions that contain External Market Place (PunchOut) items CANNOT be copied.

8.4.2   PO Number

Click on the purchase order number to view the **Purchase Order Status Summary** page. This summary page displays all the information relating to the purchase order, including the order audit trail and, depending upon the status of the order and your user privileges, a number of additional functions can also be accessed.

Fig 8.12 - Purchase order status summary screen

The available functions, accessed through the buttons at the top of the page, are detailed below.

Copy - Clicking copy will copy all the line items in this order into your current Shopping Basket and be added to any existing items. Note the following:

- Items will retain financial tracking and commodity code formatting (provided the user has access to the financial tracking codes, otherwise user defaults will apply).
- Items will NOT retain any comments and attachments.
- Non-Catalogue items can be copied.
- Orders that contain External Market Place (PunchOut) items CANNOT be copied.

Return Items - Click on the **return items button** to open the return items page to enter returns and request an RMA number. Items can be returned as soon as the order has been transmitted to the supplier: receipting does not have to be performed first.

Receipt - The receipt button will only appear for an order if its status is at least '*order transmitted to supplier*'. If an order is still pending approval and therefore not yet transmitted to the supplier a receipting action cannot be performed. Click on the **receive button** to open the Receive Items page.

Change PO - Click on the **change PO button** to create a purchase order change in the Purchase Order Change screen.

Cancel PO - Click on the **cancel PO button** to cancel the purchase order. You must enter a cancellation reason in the comments box.

View PO - To see a copy of the purchase order, click the **view PO button**. The purchase order will open in a separate window. See the 'PO View and Print' section below for more details about printing a copy of the order.

Resend PO - Click on the **resend PO button** to open the Purchase Order Resend page where a copy of the purchase order, and optionally the order attachments, can be retransmitted to the supplier. This button will only appear when the order status is at either 'transmitted to supplier' or 'fax failure'.

Create Invoice - Click on the **create invoice button** to open the invoice entry screen. This button will display only after approval is complete and the order has been transmitted to the supplier.

Settle - Click the **settle button** to obtain access to the Settlement Resolution screen where matching, force settlement and invoice closure can be performed.

Back - Returns you to the status search results screen.

Click on the financial tracking icon to open the **Financial Tracking Information** page where financial tracking details can be reviewed. Note that editing cannot be performed in this screen.

8.4.3   Order Numbering

The following **order numbering conventions** are used by PECOS P2P:

a)   Single number with no numerical suffix: (e.g. PO123) represents a **standard** or **original blanket** order.

b)   One numerical suffix: (e.g. PO123-001) represents a **blanket release** order. The number of releases is represented by the numeric value of the suffix.

c)   Two numerical suffixes: (e.g. PO123-000-001) represents a **change** order. The number of change orders created and transmitted to the supplier is represented by the numeric value of the second suffix.

8.4.4   Actions

Receive

A receive icon will only appear for an order if its status is at least '*order transmitted to supplier*'. If a requisition or order is still pending approval and an order has not yet been transmitted to the supplier, a receipting action cannot be performed. Click on the receive icon to open the **Receive Items** page where receipting activity can be performed and receipt history viewed.

Invoice

An invoice icon will only appear for an order if its status is at least '*order transmitted to supplier*'. If a requisition or order is still pending approval and an order has not yet been transmitted to the supplier, an invoice cannot be posted. Click on the invoice icon to open the **Invoice Entry** page where invoices and credit notes can be processed and invoice document history reviewed.

Settle

A settle icon will only appear for an order if post order transmission activity has been performed (e.g. receipting or invoice posting) and its status updated to 'Open'. If a requisition or order is still pending approval and an order has not yet been transmitted to the supplier, financial matching cannot be run. Click on the settle icon to open the **Settlement Resolution** page. The Invoice, Close Order, Run Matching and AP Inquiry screens can all be accessed from this page. Force settlement and invoice deactivation can only be performed on any invoice if it is not in settlement approval.

8.5   Document Statuses

8.5.1   Order Statuses

The following statuses relate to the overall position of the purchase order and are independent of receipting and invoicing activities. They are displayed in the Document Search Results and Order Status Summary screens.

- **Quick saved requisition:** A user has a partially completed Shopping Basket that has been 'Quick Saved'. A requisition number has not yet been allocated and the document has not been submitted to the approval process.
- **Requisition requires approval routing:** Your requisition is still in the approval process. No orders have yet been raised or transmitted.
- **Order requires approval routing:** Your order is still in the approval process. It has not yet been transmitted to the supplier.
- **Requisition returned to sender:** Your approver has returned this requisition to you as unapproved. It requires further action by you.
- **Order request returned to requisitioner:** Your approver has returned this order to you as unapproved. It requires further action by you.

- **Pending transmission:** Your order has been approved (if required) and is about to be transmitted to the supplier.
- **Order transmitted to supplier:** Your requisition and order have completed the approval process and the purchase order has been sent to the supplier.
- **Order is Open:** The order has been transmitted to the supplier and post transmission activities have been processed. Receipting, invoicing and settlement activities are present: navigate to the audit trail to view details. All invoices have yet to be transmitted to Accounts Payable.
- **Requisition cancelled:** This requisition has been cancelled. An order has not been raised and no further activities are permitted.
- **Order has been cancelled:** This order has been cancelled either during approval or after transmission. No further activities are permitted.
- **Order manually closed:** This order has been permanently closed. All invoices have been settled and provided to Accounts Payable.
- **Order closed by AP:** This order has been closed by your Accounts Payable department. No further activity is allowed on this order (unless or until it is reopened).
- **Order has been superceeded by a PO change:** A Change Order linked to this Order is in place. This status is visible only within an original order that has been superseded.
- **Order may now be externally processed:** Where the Order is being processed outside PECOS P2P, it may now be dealt with.
- **Externally processed order has now been processed:** All receipts and invoices have been fully posted and reconciled to the order by the matching process. The invoices await transfer to Accounts Payable for payment.
- **Externally processed order has been recorded:** This order originated from outside PECOS P2P.

8.5.2   Receipt Statuses

The following statuses relate to receipting activity and are displayed in the Document Search Results screen.
- **No items received (initial status):** Receipting is expected or required for three-way matching. No receipting has yet been performed against this order.
- **Receipt not required (initial status):** Receipting is not expected or required for three-way matching. No receipting has yet been performed against this order.
- **One or more items have been partially received:** one or more receipts have been processed but not all items on the order have been received.
- **All items have been fully received:** one or more receipts have been processed resulting in all items on the order being received.
- **One or more items have been over-received:** one or more receipts have been processed resulting in one or more items on the order being over received.

8.5.3   Invoice Statuses

The following invoice statuses are displayed on the Document Search Results screen and are independent of order and receipt statuses:
- **No invoices received:** no invoices have yet been processed against this order.
- **Pending initial match:** one or more invoices have been posted but the initial financial matching has not yet been run.
- **One or more invoices are mismatched:** invoices have been posted and matched against this order and one or more has had an exception raised by the matching process. Invoices may have been sent for settlement approval and will remain mismatched until a senior manager resolves the matching exception(s).
- **Fully invoiced – one or more invoices are mismatched:** invoices have been posted and matched against this order and one or more has had an exception raised by the matching process. Invoices may have been sent for settlement approval and will remain mismatched until a senior manager resolves the matching exception(s).
- **The order has been partially invoiced:** all invoices that have been posted have been matched, approved and settled. Not all items on the order have been fully invoiced with the same quantities that were on the original purchase order.
- **The order has been fully invoiced:** all invoices that have been posted have been matched, approved and settled. All items on the order have been invoiced with a quantity that matches the original order quantity.
- **The order has been over invoiced:** all invoices that have been posted have been matched, approved and settled. All items on the order have been invoiced but some have invoice quantities that are greater than the original order quantities.

- **One or more invoices have been paid:** invoices have been posted, matched, approved and settled. The APExport has run and transferred one or more invoices to your finance system for payment. Some items on the order have not yet been invoiced: invoicing is not yet complete.
- **The order has been fully invoiced and paid:** all invoices have been posted, matched, approved and settled. The APExport has run and transferred one or more invoices to your finance system for payment resulting in all items on the order being invoiced. Invoicing is complete.

8.6   PO View and Print

The **View PO** function enables you to **view and print** a copy of the purchase order that was sent to the supplier.

In order to access the Purchase Order the order status must be at least "Order transmitted to supplier". No purchase order is available for viewing until your requisition and/or orders have been fully approved and transmitted.

Initial **order transmission** is preformed electronically by one of five methods chosen by your supplier: email, secure email, Fax, XML or EDI. Note therefore, that when an order is viewed or printed within the view PO screen it will be notated with the words: *** Confirming Order – Do Not Duplicate ***. These words would not have been attached to the original order but must appear on all copies and re-prints to ensure that goods and services are not duplicated by the recipient of a copy document.

 The order is viewed as a PDF document that is read using Adobe Acrobat Reader. The order is viewed in the same way when opened in PECOS and you must have a copy of Adobe Reader available to you locally.

A copy of the latest version of Adobe Reader can be downloaded from: http://www.adobe.com or by contacting your local IT Help Desk.

To access the View PO screen:

1.   Click the **Documents** tab to open the Document Search screen.
2.   Enter appropriate search criteria to find the order you wish to view and click the 'Find' button. The Search Results page will open.
3.   Click the **purchase order number** of the order you want to view to open the **Purchase Order Status Summary** page.
4.   Click on the **View PO** button at the top of the page. The purchase order will open as a .pdf file in a separate window.
5.   The order can be **printed** by clicking on the print icon in your application toolbar.
6.   To **close** the order click on the close button **X** in the top right hand corner of the window.

8.6.1   Purchase Order Content

Your organisation will either have its own bespoke purchase order template or it will (more commonly) use the standard PECOS P2P purchase order layout.

The standard PECOS P2P purchase order contains all the information normally requested by a supplier and is presented in a standard template. The same template is used for all orders and for all suppliers but will be customised for your organisation:

- Your organisation's logo will appear in the top left hand corner.
- Terms and conditions of supply will appear automatically at the foot of the order. These will be either your organisation's standard terms or they may be supplier specific if the supplier has been configured to use a bespoke file.

Additional optional fields will display depending on your system configuration and the fields entered during the requisitioning process.

- **VAT Types** may optionally display at line level, with a VAT Types table appearing at the bottom of the order to provide a description of the tax types used.
- **Estimated VAT and Gross amounts** may optionally appear. Estimated VAT charged on each net extended line amount will display alongside the VAT Type, the sum of the estimated line amounts will display as a total and the sum of the extended amounts + estimated VAT will be displayed as an estimated gross order amount. The sum of estimated VAT by type will also display in the VAT Types table.
- Item **User Defined Fields** may appear as text at line level.
- A box for the physical **signature** of a senior manager may optionally be displayed at the bottom of the order.
- **Procurement Card** payment information may display if a procurement card is used for financial settlement.

8.6.2 Purchase Order Examples

A number of purchase order examples are displayed here showing where different order information is displayed and derived.

8.6.2.1 Supplier Profile and Payment Defaults

The following fields are defaulted from the supplier profile. Where more than one profile exists for the same supplier, the profile used is the one saved closest to organisation level to the user's organisation assignment.

- Supplier Address – this is a fixed field.
- Delivery Information – Carrier and Freight terms are optionally editable by the user during requisition creation and approval.
- Customer Number – this is a fixed field.
- Payment Information – The payment terms are optionally editable during requisition creation and approval.

Fig 8.13 - Purchase order header showing supplier and payment details

If the payment method selected had been **Procurement Card** rather than invoice, the following Payment Information will be displayed on the purchase order instead of that shown above:

Fig 8.14 - Default procurement card payment information

If you organisation has implemented additional security configuration, for **PCI Data Security** compliance, the card Expiration Date may be masked in addition to the card number.

Fig 8.15 - Payment information with masked date field

System Procurement Card data is derived from pre-populated card details maintained by the system administrator and is non editable during the requisitioning process. Personal procurement card data entry is also available if your user profile has been so configured, which allows card data entry during the requisitioning process.

8.6.2.2 Manually Entered and User Defined Data

The following order shows non defaulted and optional data that is **entered manually** during the requisitioning and approval process:

- Delivery Date – entered in the requisition delivery and invoicing screen(s).
- Internal Delivery Location – entered in the User Name and Address section of the requisition delivery and invoicing screen(s).
- External Order Level Comments.
- External Line Level Comments.
- Additional Order Information – Order level User Defined Fields entered in either the requisition or order delivery and invoicing screen.
- Additional Item Information – Item level User Defined Fields entered in the line level comments and attachments screen.

Fig 8.16 - Purchase order showing manually entered and user defined data

8.6.2.3 User Defaults

The following order extract displays the fields that are defaulted onto the purchase order from the **User Profile**:

- Delivery Address and Location – This is optionally editable during requisition creation and approval.
- Order Contact Information – This is fixed data derived from the user profile.

Fig 8.17 - Purchase order header showing user profile defaults

8.6.2.4 Tax and VAT Types

The following order extract shows **VAT Type** details that are displayed on the purchase order:

- Line level VAT Type.
- VAT Types key table.

Fig 8.18 - Purchase order section showing tax type details

8.6.2.5 VAT and Gross Amount Display

The following order shows the fields that are displayed when the **VAT and Gross amount** display is enabled for the purchase order.

Note that this option can be enabled separately for the purchase order and requisition screens and therefore the PO and requisition displays might be different. Your organisation might not include VAT amounts on purchase orders if VAT is fully recoverable. The following fields are additionally displayed:

- The total estimated amount of VAT to be charged for each item – calculated on the net extended amount and displayed at line level.
- The total estimated amount of VAT to be charged – the sum of all the estimated line amounts and displayed as a summary total.
- The estimated gross order total – the sum of the total net extended amounts and total estimated VAT.
- The VAT Types table displays the total estimated amount of VAT for each tax type.

Fig 8.19 - Purchase order showing estimated VAT and gross amounts

8.7 Order Acknowledgements

PECOS P2P will accept PO Acknowledgements from suppliers which are transmitted via the Elcom PSI interface.

An acknowledgement button will display in the PO Status Summary screen for any order for which an order acknowledgement has been received.

Clicking the **acknowledgement** button will open the PO Acknowledgement screen.

The PO Acknowledgement screen will display acknowledgment information received from the supplier and enables the user to accept the acknowledgement. Comments are required which will update the audit trail.

8.8 PO Resend

PECOS P2P will allow you to transmit a copy of the purchase order and external attachments to the supplier under the following conditions:

- The 'Purchase Order Resend' Dynamic Option is defined as 'True' for your organisation or user profile.
- The order status is either: 'Order transmitted to supplier' or 'Transmission failure'.

Once processing has commenced (e.g. receipting) and the order status progresses to 'Order is Open', it will not be possible to retransmit the purchase order.

From the Purchase Order Status Summary screen click on the **Resend PO** button to open the Purchase Order Resend screen.

The resend PO feature is available for the following order types:
- Standard orders
- Change orders
- Blanket orders
- Blanket order releases

Failed Fax Orders

The PO Resend feature is not in lieu of the fax transmission failure feature which allows failed faxes to be retransmitted. Users will have the option to retransmit a PO either using the PO Resend screen or the fax transmission screen.

8.8.1 Purchase Order Resend Screen

After clicking the Resend PO button, the **Purchase Order Resend** page displays allowing you to enter comments, select attachment options and the method by which you wish to retransmit the order.

Fig 8.20 - Purchase order resend screen

Comments / Feedback

Enter the reason why the order is being retransmitted. Comments are internal and will appear in the audit trail but will not appear on the purchase order.

Comments are mandatory and if they are omitted, an error message will display when the retransmit button is selected.

PO Retransmission Method

Three choices for order retransmission are available for selection by radio button:

- **Email**. Enter a destination email address in the text box. The default that is displayed is the current address held in the supplier profile.
  - ◦ If email is selected as the retransmission method and an email address is not provided, an error message will display when the retransmit button is clicked.
  - ◦ The email address will be subject to normal validation rules and if it is badly formatted, an error message will be displayed when the retransmit button is clicked.
- **Fax**. Enter a destination fax number in the text box. The default that is displayed is the current number held in the supplier profile.
  - ◦ If fax is selected as the retransmission method and the fax number is not provided, an error message will display when the retransmit button is clicked.
- **Secure email**. This option will only display if the supplier is configured for secure email order transmission. A text box to enter a destination address will not display because the secure certificate is tied to the original email address. The selection of the radio button only is required.

For orders that were originally transmitted by cXML the only retransmission methods available are email or fax due to integration restrictions or complications suppliers have with handling potential duplication of cXML orders. For cXML orders, the method will default to email and the email address will be retrieved from the supplier profile.

Retransmission Options

Three choices are available for selection by radio button:

- **Purchase Order and Attachments**. This will be the default if the original order contained attachments. Selection of this option will re-queue the purchase order and attachments for retransmission.
- **Purchase Order Only**. If the original order did not contain external attachments this will be the only option available for selection. This option will re-queue the purchase order only for retransmission.
- **Attachments Only**. Selection of this option will re-queue the order attachments only for retransmission: the purchase order will <u>not</u> be retransmitted.

After making retransmission selections click the 'retransmit' button at the top of the screen. If no errors are detected, the Purchase Order Status Summary screen will redisplay and a confirmation message will appear at the top of the page: "Order Queued for retransmission".

8.9 Audit Trail

All PECOS P2P Requisitions and Orders have separate Audit Trails that capture every action and activity that is undertaken by the document. They are viewed in the **Status Summary** screens by **clicking on the document number**, when available and contain the following details:

- **Time Stamp:** The time and date that the action was undertaken. This is defined by the time zone setting in your user account.
- **Action:** This is what happened to the document.
- **User:** The person who undertook a manual action. The user is left blank for automatic system activities.
- **Comments:** Where comments are entered during the approval, receipting or settlement process they will be displayed here. Some system activities display automatic comment text.

There are two **types of audit action** text:

- **System:** This text is pre-defined and system generated when certain activities are undertaken. These actions are listed in the following section.
- **Configurable:** This text is configurable by your system administrator and usually appears after activities are undertaken as the result of an approval plan action. They cannot be identified here due to their customer configurable nature, but include text to indicate when an approval action is commenced or completed; when documents are rejected by an approver or when a notification message is sent.

The following **system audit actions** may be displayed within the audit trails.

- **Requisition released for ordering:** Indicates that the requisition has completed all approval activity and purchase orders will be created. This will be the final message displayed in the requisition audit trail and may be the only message displayed in the requisition audit trail if your requisition has not been routed for approval under a 'requisition approval plan'.
- **Requisition returned to originator:** The requisition has been returned by an approver during the workflow process. The reason for return will appear in the comments box.
- **Order Request returned to requisitioner:** The order has been returned by an approver during the workflow process. Reason for the return will appear in the comments box.

- **Pending transmission:** This status will display prior to the purchase order being transmitted. It is a temporary status.
- **Order transmitted to supplier:** Indicates that a purchase order has been electronically transmitted to the supplier. Note that the comment field may contain details of the order's fax or email location.
- **Delivery acknowledgement received:** When an order is faxed, confirmation of the fax transmission is indicated.
- **Transmission failure:** When an order is faxed, this message indicates that the fax transmission has failed. The comments field will contain failure details. You should contact your system administrator to have the problem corrected and the order re-queued.
- **Requisition cancelled:** This requisition has been cancelled. An order has not been raised and no further activities are permitted.
- **Order has been cancelled:** This order has been cancelled either during approval or after transmission. No further activities are permitted.
- **PO Change created:** A change order has been created and submitted. Any change audit trail comments will appear in the comment field.
- **Partially received:** A receipt for *less than* the full order quantity has been processed. The comment field will contain the receipt status entered at the time of receipting.
- **Fully received:** A receipt *equalling* the full order quantity has been processed. The comment field will contain the receipt status entered at the time of receipting.
- **Order has been over received:** A receipt *greater than* the full order quantity has been processed. The comment field will contain the receipt status entered at the time of receipting.
- **X of item Y returned by Z:** Indicates the logging of a return where X is the quantity, Y is the item number and Z is person who transacted the return. The comment field will contain details of the RMA number and return reason.
- **An RMA Request has been submitted for item(s) X:** Indicates that an RMA request email has been sent for item number X. Any comments and notes entered at the time of transacting the email will appear in the comment field.
- **Invoice received:** The order has been approved and sent to the supplier. Receipting may or may not have been performed but an invoice has been posted for this order.
- **Invoice updated:** An invoice has been deactivated for this order.
- **Partially invoiced. Awaiting full invoice before settling:** The matching program has been run. The supplier is not set up to receive payment for partial orders so the system is waiting for further invoices before allowing payment.
- **Partially invoiced and settled:** The matching program has been run. Some receipts and invoices have been fully posted and reconciled to the order and these invoices await transfer to Accounts Payable for payment.
- **Fully invoiced and settled:** The matching program has been run. All receipts and invoices have been fully posted and reconciled to the order and they await transfer to Accounts Payable for payment.
- **An invoice has been force settled:** The matching program has been run. A mismatched invoice has been approved and reconciled and now awaits transfer to Accounts Payable for payment.
- **Invoice exception:** Following the running of the matching program there are matching discrepancies and invoices require force settlement before transfer to Accounts Payable for payment.
- **Order manually closed:** This order has been closed. All invoices have been settled and provided to Accounts Payable. No further activity is allowed on this order until after the APExport has run.
- **Order closed by AP:** This order has been closed by your Accounts Payable department. No further activity is allowed on this order.
- **Order opened by AP:** This order has been re-opened by your Accounts Payable department. Processing activity can re-commence.
- **An invoice for this order has been provided to AP:** The APExport has been run and the order has been *partially* invoiced and settled. The invoice has been sent to accounts payable for payment but further invoices are outstanding.
- **All invoices for this order have been provided to AP:** The APExport has been run and the order has been *fully* invoiced and settled. The invoice(s) has been sent to accounts payable for payment and no further invoices are expected.

9 Change Orders

9.1 Overview

PECOS P2P **Change Order** functionality allows you to amend purchase orders after they have been sent to suppliers and then optionally send those amendments to the supplier.

Purchase order change allows buyers to alter their requirements, be they the items they are ordering, the delivery or payment information, or the financial tracking information. You do not need to cancel a purchase order and raise a new one in order to make changes. You simply raise a change and then the PECOS P2P will (if appropriately configured) route the change for approval before (optionally) sending the change to the supplier.

This approach gives the buyer the flexibility to make internal changes (e.g. financial tracking codes) without sending unnecessary paperwork to the supplier.

It is important to note that Order Change functionality works in **a fully audited environment** providing a **comprehensive Audit Trail** from the original Purchase Order through multiple change iterations.

Purchase order changes can be processed through the same **approval process** as normal purchase orders, or can be routed via a different approval process, depending on your organisational procedures.

You will be assigned the ability to process purchase order changes through your user profile. Your system administrator will ensure that only those users that need this privilege are assigned it by the system.

This feature brings a number of benefits:
- Increased flexibility in the purchase order process.
- Full audit trail through multiple change iterations.
- Ability to process internal and external changes.
- Minimise the administrative overhead associated with changing requirements.
- Minimise the number of purchase order / invoice mismatches.

9.2 Change Order Prerequisites

The following rules will be applied when creating a change order:
- Quantities CANNOT be reduced to below the quantity received or settled.
- Prices CAN be changed either prior to or after receipting.
- Prices CAN be changed after matching and during approval.
- Prices CANNOT be changed for quantity based settlement orders, for any line that is partially or fully settled.
- Prices CAN be changed for amount based settlement orders, for any line that is partially settled only. The price CANNOT be changed when the status is fully settled.
- Blanket RELEASES can be changed, ORIGINAL blankets cannot.
- Financial tracking changes can only be made within the permissions of the ORIGINAL requisitioner.

9.3 Change Order Permissions

User permissions to purchase order change is defined by a combination of the user profile role setting and the supplier profile contacts settings. The table below summarises the <u>purchase order change</u> (i.e. post order transmission) permissions granted to the user based on the different configuration options.

User Permission	Supplier Permission	Resulting User Functionality in PO Status Summary
NO	NO	No PO Change is allowed (buttons are not displayed).
YES	NO	A **Change PO Button** is displayed and full PO Changes are allowed. The change order is editable by the user. PO change transmission override is not available. Changes are sent using the supplier's order transmission method.
NO	YES	A **Cancel PO Button** is displayed and the order can be cancelled only. A zero value change order is created which cannot be edited by the user. PO change transmission override is available if allowed by the supplier permission setting.
YES	YES	A **Change PO Button** is displayed and full PO Changes are allowed. The change order is editable by the user. PO change transmission override is available if allowed by the supplier permission setting. A **Cancel PO Button** is also displayed allowing similar functionality.

9.4 Settlement Status

A *'Settled?'* column on the purchase order change screen will display the settlement status of each line. This status will determine the edit ability of the unit price:

- **No:** the line has not been settled at all and the price can be changed.
- **Partially:** a portion of the line quantity has been settled. The price cannot be changed for quantity based settled orders but may still be changed for amount based settled orders.
- **Fully:** the full quantity of the line has been settled and the price cannot be changed.

If you wish to change the price for a partially settled line item this can be done in the following way:

a) Decrease the quantity of the partially received line to the settled quantity.
b) Add a new line to the order for the remaining quantity with the new price.

9.5 Creating a Change Order

Any type of purchase order other than an original blanket order (of any type or processing condition) can be changed.

1. Click on **Documents** tab to open the document search screen.
2. Enter search criteria to find the order that you wish to change (see Document Search).
3. Click on the **Purchase Order** number to open the **Purchase Order Status Summary** screen.
4. At the top of the purchase order status summary page click on the **Change PO** button to open the **Purchase Order Change** screen.

Fig 9.1 - Purchase order change screen

The Change PO button brings you to the **Purchase Order Change** screen where changes to the most recent Purchase Order can be made. You have the ability to perform changes or additions to the following fields in the purchase order:

- **Quantity:** Click in the **Qty** field and overtype the quantity. The quantity cannot be reduced to a value less than the quantity already received or settled.
- **Unit Price:** Click in the Unit Price field and overtype the original price.
    - i. The price cannot be changed for items that have been 'Fully' settled.
    - ii. The price can be changed if the settlement type is 'Amount' and the settled status is 'Partial'.
- **Non-Catalogue Items:** Click on the **item number** to enter the *update non-catalogue item* screen.
- **Attachments:** Click on the Paper clip icon to update comments and attachments.
- **Financial Tracking:** Click on the financial tracking code icon to update financial tracking codes for an item. Financial tracking code access permissions will be based on those of the original requisitioner / buy-for user even if the user undertaking the change has different permissions.
- **Order Shipping and Billing:** The Order Shipping and Billing page includes editable fields for Payment Terms, FOB Terms, and Freight Terms.

- **New Catalogue Item:** Click **search** in the top menu bar to add a new catalogue item. PECOS P2P will open the search page in *PO change mode* and restrict access to the change order supplier's catalogue only.

- **New Non-Catalogue Item:** Click on the **add non-catalogue item** button to add a new item.

5. Choose a PO Change Order **transmission option**.

Save PO Changes and send to Supplier. If you have made changes that impact what the supplier delivers or reflects changes that need to be communicated to the supplier (such as new items or pricing) the PO Change should be retransmitted to the supplier.

Save PO Changes, do not send to Supplier. If you have made changes that do not impact what the supplier delivers (such as updating already delivered items or amending financial tracking information) the PO Change may not need to be communicated to the supplier.

Select the appropriate **radio button** at the top of the Purchase Order Change screen.

6. Optionally complete **PO Change Transmission** Details.

Depending on the supplier's set-up, you may have the option to change the email or fax address to where the Purchase Order Change is transmitted. *This will override the supplier's normal order transmission method* and is not dependent upon the method of transmission of the original order. It is not possible however to select XML as a transmission method unless the original order was transmitted in the same way: an XML option will therefore only appear if the original order was transmitted by XML. Choose the appropriate option and complete the email or fax details:

7. Enter an **audit trail comment** in the text box provided, giving your reasons for the Order Change. Audit trail comments are **mandatory**.

If an audit trail comment is omitted when the change is submitted, a warning message will be displayed.

8. Submit Changes.

To submit your changes click the **Submit PO Change** button at the top of the screen. A **Purchase Order Change Review** screen will open.

To **cancel** your changes click on the **Cancel PO Change** button. You will return to the Purchase Order Status Summary screen without committing any changes.

9. Review your changes in the **Purchase Order Change Review** screen.

Notice that the system automatically populates the 'PO Change External Comments' text box with line level change details. This text will appear on the change order as a change order comment below any existing external order level comment.

If you are happy with your changes, click the **Submit** button to create a Change Order. The updated **Purchase Order Status Summary** screen will open.

To return without saving changes and not create a change order, click the **Back** button.

A version number is added to the end of the Purchase Order number to distinguish it from the original order. The original order is superseded and becomes read-only.

9.5.1 Order Numbering

The change order numbering convention is: **PO # - Blanket Release # - Change Order #**

If the original order is a release to a blanket order, the middle sequence will be completed; if the original order is not a blanket release, the middle sequence will be 000. For example:

Purchase Order 121	= **121**
Change Order #1 of Order 121	= **121-000-001**
Change Order #2 of Order 121	= **121-000-002**
Change Order #1 to first blanket release of Order number 124	= **124-001-001**
Change Order #4 to third blanket release of Order number 124	= **124-003-004**

9.6 Processing Permissions

The permissions for managing and processing a change order are only available after an order has been transmitted. After the change order has been approved and transmitted to the supplier (depending on your setup and order transmission options) it will become the 'live' order.

9.6.1   Before Submission

Whilst a change order is in the approval process and before it has reached the status of at least 'Order transmitted to supplier' only the 'Back' and 'Copy' buttons will display. It is not possible to process transactions (for example receipts or invoices) against the change order. Transactions must continue to be processed against the original order or previous change order.

9.6.2   After Submission

After a change order has been approved and submitted to the supplier, transactions can be fully undertaken. For example: receipting, returns, invoicing and additional changes. Transactions will no longer be allowed on the original or previous change order. Only 'Copy' and 'View PO' functions will remain on all previous versions of the order.

9.7   The Change Order Template

The purchase order that is transmitted to the supplier clearly indicates that it is a purchase order change to a previous order.

The top of the order contains the text: "Confirming PO Change. Please do not duplicate the previous version of the order".

Configuration exists at the organisation and supplier levels to determine whether or not the purchase order contains all the original order lines or only the lines that have changed. Irrespective of the setting, all changed lines are clearly marked with an asterisk.

Fig 9.2 - Change order standard template

- When viewing and printing a copy of the change order the following text will appear under the order number at the top of the form: "Confirming PO Change, do not duplicate the previous version of the order".

- Only the most recent purchase order change will be displayed on the Search Results page.

- The most recent purchase order change is the only purchase order that can be edited and used for receiving and invoicing; the previous versions of the order are retained for historical purposes only.

- All transactional information (Receipts, Invoices, Settlement, and Matching Exceptions) is carried forward to all iterations of a purchase order change.

- During approval routing of a purchase order change, the last iteration of the PO and the current unapproved purchase order change will be viewable in the Search Results page.

- An unapproved purchase order change does not have any Receive/Invoice/Settle links. Once the purchase order change status is "Transmitted to Vendor", the previous version of the PO will no longer appear in Search Results.

9.8 Change Order Approval

All change orders are submitted for approval. Approval is determined by the configuration of your change order approval plan by your system administrator. Criteria which will determine approval requirements for a change order include changes to order totals (compared to either the original order or the previous change), financial tracking codes, and delivery and payment details.

During approval the approver(s) will also have the ability to edit changes and update the order transmission option.

10   Cancellation

Shopping Baskets, requisitions and order requests can always be cancelled by the requisitioner. The cancellation by other users (e.g. approvers and administrators) of order requests (pre transmission) and purchase orders (post transmission) will depend on your system configuration: these are described below.

Some of the reasons why you might wish to cancel a requisition or order include:

- You may discover that you have made a mistake.
- You may discover that an order has been duplicated.
- If your requisition or order is held up in the approval process after several days, after speaking to your approver, you may decide to cancel it and raise a new requisition.
- After your order has been transmitted to the supplier and goods have not been delivered, you may, after contacting the supplier, wish to cancel it due to poor stock availability.

10.1 Permissions

Requisitions
i.e. the requisition is submitted into the approval process but no orders are transmitted.
a)   The **requisitioner** is always able to cancel their own requisitions.
- In the Requisition Approval Summary screen (i.e. the requisitioner approves their own requisitions).
- In the Returned Requisition Summary screen.
- In the Requisition Status Summary screen (i.e. from a status search).
b)   **Other Users** (e.g. Approvers) cannot cancel requisitions.
c)   **Administrators** cannot cancel requisitions.

Order Requests
i.e. the requisition is submitted and split into order requests which are in the approval process but no orders are transmitted.
a)   The **requisitioner** is able to cancel their own order requests.
- In the Order Request Approval Summary screen (i.e. the requisitioner approves their own order requests).
- In the Returned Order Request Summary screen.
- In the Purchase Order Status Summary screen (i.e. from a status search).
b)   **Other Users** are able cancel if they have the **'Purchase Order Change Access'** user role assigned to them.
- In the Order Request Approval Summary screen (i.e. they are an approver).
- In the Purchase Order Status Summary screen (i.e. from a status search).
c)   **Administrators** are able to cancel if they have the **'Admin Order Cancellation'** dynamic option set for their organisation.
- In the Order Request Approval Summary screen (i.e. they are an approver).
- In the Purchase Order Status Summary screen (i.e. from a status search).

Purchase Orders
i.e. the requisition is submitted, order requests are created and approved and transmitted as Purchase Orders.
a)   Any user with the **'Purchase Order Change Access'** user role assigned to them.
- In the Purchase Order Status Summary screen (i.e. from a status search).
b)   Any administrator when the **'Admin Order Cancellation'** dynamic option is set for their organisation.
- In the Purchase Order Status Summary screen (i.e. from a status search).

10.2 Cancel a Shopping Basket

Shopping Baskets can be cancelled before they are submitted as a requisition (i.e. during creation).
1.   Click the **Basket** tab to open your current shopping basket.
2.   Click on the **Clear All** button in the requisition header bar.
3.   PECOS P2P will ask a confirmation question.
4.   Click **OK** to delete all items in your basket.

No record is kept for any basket which is cancelled before it is submitted for approval and ordering.

10.3 Cancel a Requisition

Requisitions can be cancelled (i.e. after a Shopping Basket has been submitted) as long as they are pending approval in a requisition approval plan. Requisitions cannot be cancelled after purchase orders have been created.
1.   Click on the **Documents** tab to open the document search page.

2. Enter search criteria to find the requisition you wish to cancel (see Document Search).

3. In the Document Search Results screen click on the **requisition number** of the requisition you wish to cancel. The Requisition Status Summary screen will open.

   Note that the order status of your requisition must be '*Requisition requires approval routing*'. If the order status reads: '*Order requires approval routing*,' the option to cancel will not be available since purchase orders have already been created.

4. Click on the **Cancel Requisition** button at the top of the Requisition Status Summary screen.

5. PECOS P2P will cancel the requisition and confirm with the text: 'Requisition cancelled', at the top of the page.

   • The requisition history will be saved and its status changed to 'Requisition cancelled'.
   • The requisition will be removed from the approver's inbox.
   • The requisition is retained in your order history for future reference.

10.4 Cancel an Order

There are a number of order cancellation scenarios available. Each depends on the configuration of your user profile and the configuration of the supplier. The following **options to cancel** an order may be available to you and are explained below:

• **Before submitting (shopping basket)**
  This option is always available whilst the Shopping Basket is being created. Delete the relevant supplier element of the basket before it is submitted as a purchase requisition. No audit record is kept of cancellations before submission since no document is created.
• **During approval and before transmission (order requests)**
  The option to cancel an Order Request before a Purchase Order is transmitted to the supplier is always available to the user irrespective of user and supplier configuration.
• **After approval and transmission–user has change order permissions**
  Orders can always be cancelled after being transmitted to the supplier if the user has change order rights. PECOS P2P will create an editable zero value change order.
• **After approval and transmission–user does not have change order permissions**
  Transmitted orders can only be cancelled by a user without change order rights if the supplier profile allows order cancellation. PECOS P2P will create a non-editable zero value change order.

10.4.1 During Approval

To cancel on **Order Request** after it has been submitted but before it has been approved and submitted as a Purchase Order to the supplier.

1. Click on the **Documents** tab to open the document search page.
2. Enter search criteria to find the order you wish to cancel (see Document Search).
3. In the Document Search Results screen click on the **order number** of the order you wish to cancel. The **Order Request Status Summary** screen will open.

   The order status will display as '*Order requires approval routing*'.

4. Enter your reason for cancelling the order in the **comments and feedback** text box. If you fail to enter comments PECOS P2P will display a warning message.
5. Click the **Cancel Order Request** button at the top of the page.
6. PECOS P2P will confirm cancellation by displaying the text: '*Order has been cancelled*' at the top of the screen.

   • The order history will be saved and its status will change to '*Order has been cancelled*'.
   • Receipting and invoicing links will be removed.
   • The order will be deleted from the approver's inbox.
   • The requisition is retained in your order history for future reference.

10.4.2 With Change Order Permission

If you have been granted change order permissions in your user profile: to cancel on order **after** it has been submitted and **after** it has been approved and transmitted to the supplier follow these steps.

1. Click on the **Documents** tab to open the document search page.
2. Enter search criteria to find the order you wish to cancel (see Document Search).
3. In the Document Search Results screen click on the **order number** of the order you wish to cancel. The **Purchase Order Status Summary** screen will open.
4. Enter your reason for cancelling the order in the **comments and feedback** text box. If you fail to enter comments PECOS P2P will display a warning message.

5. Click on the **Cancel PO** button at the top of the screen. The **Purchase Order Change – PO CHANGE MODE** screen will open. The Purchase Order Change screen will display with all quantities reduced to zero.

    Note that the comments entered in the comments / feedback box in the previous screen will be added as mandatory audit trail comments. These comments can be edited here.

6. Decide if you require your change order to be **transmitted to the supplier** and select one of the options at the top of the screen:

    - *Save PO changes, do not sent to Supplier:* the order will be cancelled but a confirmation will NOT be sent to the supplier.
    - *Save PO changes and send to Supplier:* the order will be cancelled and a confirmation PO WILL be sent to the supplier.

7. Click on the **submit PO change** button at the top of the page. The **Purchase Order Change Review – PO CHANGE MODE** screen is displayed.

8. **Review External Comments.** Notice that PECOS P2P adds automated text into the 'PO Change External Comments' box indicating that all line quantities have been reduced to zero. This text will appear on the change order that is transmitted to the supplier and is editable here.

9. Review the order details and complete the cancellation by clicking the **Submit** button.

    If you chose **not to send** a change order to the supplier:
    a. The **Purchase Order Status Summary** screen reopens.
    b. PECOS P2P does not create a change order.
    a. The original order value is reduced to zero.

    If you chose **to send** a change order to the supplier:
    a. The **Purchase Order Status Summary** screen reopens displaying the change order details.
    b. PECOS P2P creates a change order number.
    c. A zero value change order is transmitted for approval routing and transmitted to the supplier.
    d. The change order is displayed as a zero value order.

10.4.3   Without Change Order Permissions

If you have NOT been granted change order permissions in your user profile: to cancel on order **after** it has been submitted and **after** it has been approved and transmitted to the supplier follow these steps.

1. Click on the **Documents** tab to open the document search page.
2. Enter search criteria to find the order you wish to cancel (see [Document Search](#)).
3. In the Document Search Results screen click on the **order number** of the order you wish to cancel. The **Purchase Order Status Summary** screen will open.
4. Enter your reason for cancelling the order in the **comments and feedback** text box. If you fail to enter comments PECOS P2P will display a warning message.
5. Click on the **Cancel PO** button at the top of the screen.

PECOS P2P will create a zero value change order and transmit it to the supplier using the supplier's standard order transmission method. The **Purchase Order Status Summary** screen will open.

- No editing is permitted to the change order because you do not have change order rights.
- PECOS P2P will automatically create a zero value change order to cancel your order.
- The change order will be transmitted to the supplier and confirmation will be displayed in the purchase order status summary screen.
- The change order is displayed as a zero value order.

11 Returned Orders and Requisitions

If your requisition or order is **returned to you** by your approver (i.e. as not approved) you have the option of either cancelling or editing and resubmitting.

11.1 Returned Requisitions

If your approver returns a requisition, you will receive an **email notification** message informing you of their action. The approver is required to provide an explanation for the rejection and their explanation will be embedded in the text of the email. The returned requisition can be accessed in one of two ways: through your To Do's or the Document search screen.

11.1.1   To Do

1.   Click the **To Do** tab to open your tasks awaiting attention.
2.   Click on **Returned Requisitions** in the Left Navigation Panel to display 'Your Returned Requisitions'.

Fig 11.1 - To do showing returned requisitions

3.   Click on the **Requisition Number** for the requisition that you wish to manage. The **Returned Requisition Summary** screen will open.

Fig 11.2 - Returned requisition summary screen

4.   Choose the appropriate course of action:
   - **Copy -** Click **Copy** to copy the content of this requisition into a **new** requisition.
   - **Cancel -** Click **Cancel Requisition** to cancel this requisition.
   - **Edit -** Click **Edit** to open the **Requisition Editing** screen where the following changes can be made:
     - Change Quantities
     - Update Financial Tracking
     - Update and add Comments and Attachments
     - Update Delivery and Invoicing
     - Delete lines
     - Add catalogue items

- Add Non-catalogue items

   After making your changes click the **Return To Requisition Summary** button. The **Returned Requisition Summary** screen will reopen.

5. Complete your changes by clicking the **Resubmit** button. The edited requisition will be returned <u>to the start of your approval plan</u> and the audit trail will be updated with your changes.

11.1.2   Document Search

Returned requisitions can also be accessed through the Document screen in the normal way (see Document Search). When you receive an email informing you of your approver's action, navigate to the Documents tab and search for the requisition number.

In the Search Results screen notice that the order status of the requisition is *'Requisition returned to sender'*. Click on the requisition number to open the **Returned Requisition Summary** screen where edit and resubmit buttons are available.

To edit and resubmit the requisition follow steps described in 'To Do' above.

11.2 Returned Orders

If your approver returns an order request you will receive an **email notification** message informing you of their action. The approver is required to provide an explanation for the rejection and their explanation will be embedded in the text of the email. Returned orders can be accessed in one of two ways: through your To Do list or the Document search screen.

11.2.1   To Do

1. Click the **To Do** tab to open your tasks awaiting attention.
2. Click on **Returned Order Requests** in the Left Navigation Panel to display 'Your Returned Order Requests'.

To Do		Returned Order Requests				
		Your Returned Order Requests				
Requisitions	0	Order Requests that have been returned to you:				
Order Requests	0	**PO Number**	**Date Submitted**	**Submitted by**	**Comments**	**Total cost**
PO Changes	0	GOV25	29/05/2013	Mike Watson		£608.28
Invoices	1					
Returned Requisitions	3					
Returned Order Requests	1					
Returned PO Changes	0					

To do – returned order requests

3. Click on the **PO Number** for the order that you wish to manage. The **Returned Order Request Summary** screen will open.
4. Choose the appropriate course of action:
   - **Copy -** Click **Copy** to copy the content of this order into a **new** requisition.
   - **Cancel -** Click **Cancel Order Request** to cancel this order.
   - **Edit -** Click **Edit** to open the **Order Request Editing** screen where the order is fully editable for the following fields:
     - Change Quantities
     - Update Financial Tracking
     - Update and add Comments and Attachments
     - Update Delivery and Invoicing
     - Delete lines
     - Add catalogue items
     - Add Non-catalogue items

   After making your changes click the **Submit Edits** button. The **Returned Order Request Summary** screen will reopen.
5. Optionally you may type comments in the **Comments / Feedback** box for the attention of your approver.

6. Complete your changes by clicking the **Resubmit** button. The edited order will be returned to the <u>start of your approval plan</u> and the audit trail will be updated with your changes.

11.2.2 Document Search

Returned orders can also be accessed through the Document screen in the normal way (see <u>Document Search</u>). When you receive an email informing you of your approver's action, navigate to the Documents tab and search for the purchase order number.

In the Search Results screen notice that the order status of the order is *'Order request returned to requisitioner'*. Click on the order number to open the **Returned Order Request Summary** screen where edit and resubmit buttons are available.

To edit and resubmit the order follow steps in 'To Do' above.

12　Receiving

12.1 Overview

Receiving can only be performed in PECOS P2P **after** your order has completed the approval process and has been transmitted to the supplier. Only at this stage is it possible for the physical receipt of goods or the completion of a service to take place.

Remember to refer to your organisation's business rules to find out who is responsible for processing receipts and whether there are items that do not require receipting.

The following sections will explain the steps involved in receiving items, processing over receipts, editing receipts and where to find receipt history.

Orders in PECOS P2P can be **partially** received, **fully** received or **over** received and optionally used by your financial procedures to determine approval for invoice payment.

Receipt tolerances can be set to prohibit over receipting and receipts can also be edited based on user privileges. Receipt attachments can also be posted to, for example, record a copy of the supplier's GRN.

You may optionally receive an automated email notification from your approval plan informing you of the requirement to receive certain orders.

12.2 Troubleshooting

Listed below are the key rules that apply to receipting items in PECOS P2P and can be used as a troubleshooting guide.

- Items can only be received after a document has been fully approved.
- Receipting cannot be performed until the order has been transmitted to the supplier.
- It is not possible to cancel or delete a receipt record after it has been saved but it is possible to edit receipt quantities.
- It **is** possible to reverse the receipting for all lines of an order.
- It **is not** possible to process a negative receipt quantity for individual order lines.
- Delivery note number is mandatory unless the Receipt Status 'No Delivery Note' is selected.
- Receipt date and quantity are mandatory for all receipts.
- The date of the receipt cannot be entered as a future date (i.e. current date and prior only).
- When 3-way matching is employed, the receipt quantity is used to match with the invoice quantity.
- A return will **not** reverse or be netted off against a receipt.
- Matching tolerances are available for receipt quantities and may be set at category code (UNSPSC) or item level.
- Receipt tolerances are set as percentages and not fixed values.
- A warning message will be displayed for each line of an order that is being over receipted. This does not prevent an over receipt being transacted.
- It is possible to select any date from the interactive calendar: dates selected in the future are not validated.
- If your organisation uses decimal quantities, these can be used for receipt quantities.

12.3 Payment Approval & Matching

Most finance departments will accept the receipt of items as approval to process and pay the supplier's invoice. The receipt quantity will most likely be used either within your finance system (via an export from PECOS) or within PECOS P2P itself, for the **financial matching** process. The financial matching process is a standard accounts payable procedure which matches together invoice quantities and prices to purchase order quantities and prices to determine if an invoice should be paid.

Optionally your organisation may elect to employ a third matching process which reconciles invoice quantities to receipt quantities. It is important therefore to remember that before you process a receipt you should confirm:

- Items have been physically received into your organisation.
- The items received are the same items that were ordered.
- Services being receipted have been satisfactorily performed.
- Each item is correct for quantity.
- All items are complete and undamaged.
- Any supplier delivery paperwork is accurate and has been signed.
- Note any part shipments or backordered items to be delivered at a later date.

12.4 Processing Receipts

This section explains the steps involved in receipting items.

1. Click on the **Documents** tab to open the document search page.
2. Enter search criteria to find the purchase order you wish to receive (see Document Search).
3. The Receipts screen can be accessed in one of two ways:
   a. In the search results, click on the **Receipt** icon in the **Actions** column.

Fig 12.1 - Document search results page showing receipt icon

   b. Click on the PO Number to open the Purchase Order Status Summary screen. Next click the '**Receipt**' button at the top of the page.

Fig 12.2 - Purchase order status summary screen showing receipt button

   The **Receive Items** page will open for the order that was selected. The receipt form contains all the information that was on the original order to prevent you having to re-type any order information. Review the order details to confirm that you have selected the correct order.

4. In the **Receipt Detail** section you must enter **three mandatory** pieces of information.

Fig 12.3 - Receipt detail showing mandatory information

a) **Delivery Note Number:** (*Goods Receipt Note* or *Packing Slip* reference number)
   - This field is alpha-numeric .
   - The number entered must be unique for each purchase order: i.e. each receipting action must have a different reference.
   - Maximum field length is 15.
   - If no delivery reference number is received the field may be left blank if the 'No Delivery Note Number' status is chosen.

b) **Date Received:**
   - Click on the date picker to open the calendar window.

      When the **Calendar** opens it can be incremented and decremented by month and year. To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.

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

      The backward arrow symbol will move the month backward.

⊙ The **forward circled arrow** symbol will move the year forwards.

⊙ The backward circled arrow symbol will move the year backwards.

Click on the date required to select it and the date will automatically populate the date field. Use the red delete icon to clear the date if you wish to make a change.

- The receipt date will be validated and **future dates are not allowed**. Enter a date that is either current (i.e. today) or past.

c) **Quantity Received:** Enter the actual quantity of items that have been delivered.

- The quantity can be a decimal of up to six decimal places. (Note that decimal numbering must be enabled for your organisation.)

- The quantity entered is not validated and may be greater or less than the quantity ordered (see Over Receiving).

- It is possible to automatically allocate a receipt quantity by clicking the '**receive all**' button. PECOS P2P will populate the quantity box for every line on the order with a quantity equal to the receipt balance remaining for the line. The receipt quantity is calculated as: Order Quantity less Received to Date.

  Use the 'receive all' button when you have a few items on a large order that have not been received. Click 'receive all' and then change the non-receipted lines as an exception: remember all quantities are editable until you click the complete receipt button.

5. You may enter an optional **status** at header level (Receipt Status) or for each line (Item Status).

- Receipt Status options are provided for selection. Click on the drop down box to select the one that is relevant.

- If 'No Delivery Note' is selected at header level, the Delivery Note Number field may be left empty.

- Statuses are saved in the receipt history.

- Header level receipt status appears in the audit trail.

6. You may enter optional **Comments and Attachments** at the header or line level.

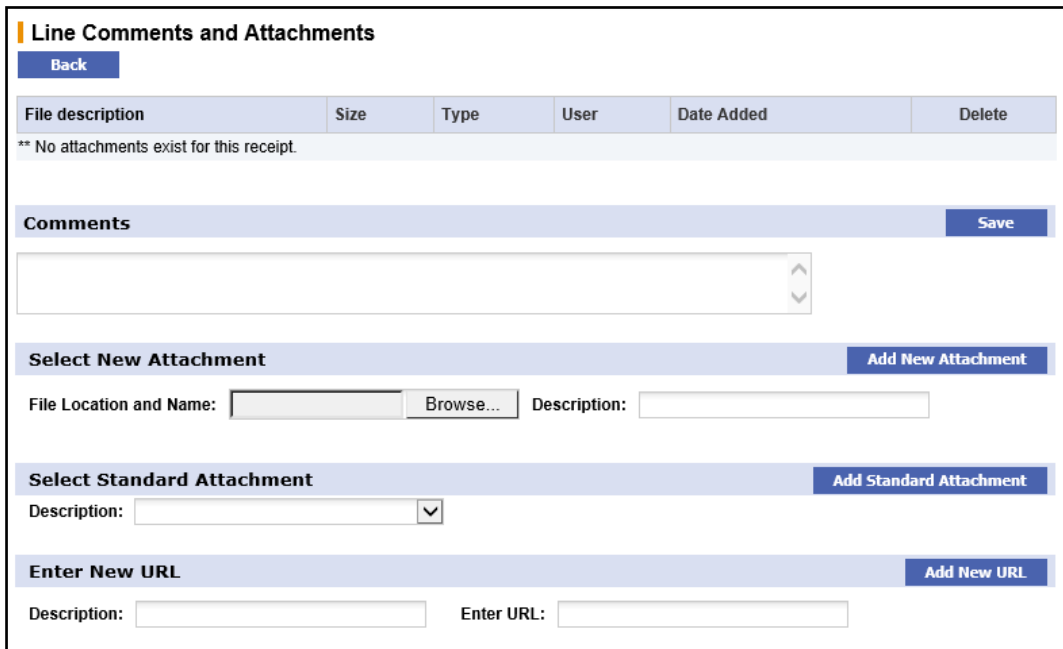📎 Click on the attachment icon (paper clip) to open the comments and attachment screen.

Fig 12.4 - Comments and attachment screen

- **Comments:** Type your free text comments into the Comments box and when finished click the 'save' button.

- **Select New Attachment:** Click the browse button to locate and select the document that you wish to attach to the receipt record. Enter a Description for the document and then click the 'Add New Attachment' button.

- **Select Standard Attachment:** Select one of the preloaded documents from the list box. Click the 'Add Standard Attachment' button to save the attachment.

  All attachments are saved as 'internal' attachments and will be available to view in the in the prior receipts history.

- **Enter URL:** To attach a web address where an attachment is held externally, type the details into the 'Enter URL' field and enter a Description.
  - There is no need to enter http:// as this will display at the start of the field automatically.
  - The field will validate for URL characteristics (e.g. illegal characters, spaces and a valid extension).
  - The length of the URL has a maximum of 250 characters.

  Click the 'Add New URL' button to save the entered URL. Any attachments defined by a URL will be saved externally and not download or saved in PECOS P2P at any point.

- **Attachment Details table:** All attachments will appear in the attachment detail table at the top of the screen.

File description	Size	Type	User	Date Added	Delete
Consignment Details	-	URL	Government Buyer	12/08/2014	✕
Copy_of_GRN	26112	Document	Government Buyer	12/08/2014	✕

Fig 12.5 - Attachment detail table

If you wish to delete an attachment at any time click the **X** delete icon. When an attachment is deleted a confirmation click through message will appear. Click the 'OK' button to close the warning and continue with the deletion. Click the 'Cancel' button to close the warning and return without deleting.

When all comments and attachments have been entered, click the **back** button at the top of the page. Comments and attachments will save and you will be returned to the Receive Items page.

The attachment icon will change to indicate that a comment or attachment exists (i.e. a piece of paper will appear).

7. To save the receipt click on the **Save New Receipt** button. The system will validate that mandatory information is entered (delivery note number, date received and a quantity) and the receipt date is not in the future.

8. PECOS P2P will display a 'Receipt Saved' message at the top of the screen to confirm that the receipt has been saved.

9. Click the **Back** button to return you to either the Document Search Results or the Purchase Order Status Summary screen.

10. If you would like to return to the receipt later and not update the order click on the '**Cancel**' button. Your receipt will not be saved.

12.4.1 Statuses

12.4.1.1 Before Receipting

Organisations Using 2-Way Matching:

The default **Receipt Status** of the order will display as **'Receipt not required'**, indicating that receipting is not required for any items on the order.

It is possible for your system administrator to override the default status and therefore an alternate text will display. For example, if financial matching is performed outside of PECOS P2P your approval plans may not have been configured to include a 3-way matching step. In this circumstance PECOS P2P will assume receipting is not required and the default 2-way matching receipt status will display. If therefore receipting action is required the default text will be replaced with text indicating (for example) that no items have yet been received.

Organisations Using 3-Way Matching

The **Receipt Status** of the order will display as **'No items received'**, indicating that receipting is required but not yet performed. It is not possible for your system administrator to override this default text.

12.4.1.2 After Receipting

a) The **Receipt Status** of the order will change to one of the following receipting statuses:

- One or more items have been partially received
- All items have been fully received
- One or more items have been over-received

b) The **Order Status** will change to '**Order is open**' and the **Settlement Resolution** screen will be made available.

12.5 Over Receiving

As well as partially and fully receiving items in an order, goods can be **over received**. This may happen from time to time if a supplier delivers a quantity greater than was originally ordered. Occasionally a supplier may duplicate a shipment of items.

The same receipting process described in the section above should be followed. In addition however, PECOS P2P will display the following warning message, **for all lines being over receipted**, after clicking the 'complete receipt' button:
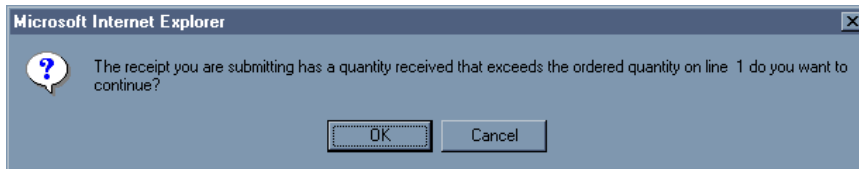
Fig 12.6 - Over receipt warning message

Click **OK** if you wish to continue to process a receipt quantity that is greater than the original order quantity. PECOS P2P will process the receipt and return you to the Search Results page.

- The over receipt warning will be displayed for every line being over receipted and will require a response before continuing.
- The over receipt will be logged in the audit trail.

If you do not wish to proceed with the receipt click **Cancel**. PECOS P2P will leave you in the Receive Items page where you can make the appropriate corrections before continuing.

Note that clicking the 'receive all' button will never create an over receipt since the quantity calculated will always be the net value of the quantity ordered and the quantity previously received.

12.5.1   Receipt Tolerances

Over receipting may be disallowed within your organisation or restricted through the use of **receipt tolerances**. Receipt tolerances may be applied to an entire UNSPSC classification code or to individual items as a percentage. A message will be displayed in the receive items screen upon saving a receipt, to inform you when a receipt is out of tolerance.

If you are in any doubt please speak to your system administrator who will clarify the receipt tolerances set for your organisation.

12.6 Receipt Editing

If permission is granted through your user profile, receipt editing will be permitted in the receive items screen. There are certain conditions under which editing is not permitted (see Editing Permissions).

When Receipt Editing is permitted, the receipt number in the prior receipts section of the receive items page will display as a hyperlink. This link will take you to the **Edit Receipt** page.

1. Click on the **Documents** tab to open the document search page.
2. Enter search criteria to find the purchase order for the receipt you wish to edit (see Document Search). Note that the Document Search allows you to search for a document using a Delivery Note Number.
3. The Receive Items screen can be accessed in one of two ways:

a.   In the search results, click on the **Receipt** icon in the **Actions** column.

Fig 12.7 - Document search results page showing receipt icon

b.   Click on the PO Number to open the Purchase Order Status Summary screen. Next click the **Receipt** button at the top of the page.

Fig 12.8 - Purchase order status summary screen showing receipt button

4. In the **Receive Items** screen scroll to the bottom of the page where **Prior Receipts** are displayed.

5. Click on the prior receipt number (the delivery note number) to open the **Edit Receipt** page.

6. Previously entered receipt details are editable:

   - **Delivery Note Number**: Simply overtype the delivery note number. The field remains mandatory under editing.
   - **Delivery Date**: Click the calendar icon and select a new date. The date must be the current or a previous date.
   - **Item Status**: Select an alternate status from the drop down box.
   - **Quantity Received**: To **reduce** the quantity received, enter the quantity to be deducted from the quantity received to date. For example, if the quantity received to date is 5 and correct quantity received to date is 3 enter the quantity 2 in the Qty to Receive field.

     To **remove** the quantity received (i.e. return the quantity to zero), the quantity entered in the Qty to Receive field must be equal to the Received to Date quantity. For example, if the quantity received to date is 4 and the correct quantity received is 0 enter 4 into Qty to Receive field.

     To **remove** all quantities received from **all lines** on an order click on the '**Unreceive All**' button. The quantity received to date will automatically be set to zero for all lines.

     To **increase** the quantity received, enter the **new** quantity in the Qty to Receive field. PECOS P2P will not add this to the existing receipt quantity but replace the total received to date. For example if the quantity received to date is 7 and the correct quantity received is 9 enter 9 in the Qty to Receive field.

   - **Comments and Attachments**: Click on the attachment icon (paper clip) to open the comments and attachment screen.

     Update comments by retyping and clicking 'Save'.

     To delete an attachment click the **X** delete icon. When an attachment is deleted a confirmation click through message will appear:
     - Click the 'OK' button to close the warning and continue with the deletion.
     - Click the 'Cancel' button to close the warning and return without deleting.

     When editing tasks are complete click the 'Back' button to save and return to the Edit Receipt screen.

7. When all tasks are complete click the **Update Receipt** button.

8. The Receive Items screen will reopen with a confirmation message that the receipt has been updated.

The receipt status will refresh and possibly change based on the edited receipt quantity. The audit trail will also be updated with all receipt editing activity.

12.6.1 Editing Permissions

A receipt can be edited for an open order unless the following conditions are present:

- The supplier is an **Evaluated Receipts Settlement** supplier.
- The **ReceiptReturn** Export has been run.
- The order is **Closed.**
- The receipt has been imported using a **batch import** utility.

12.7 Receipt History

12.7.1 Prior Receipts

To view any previous receipts that have been processed for an order and open any attachments, click on the Receive icon in the Document search results page. Alternatively click on the PO number and select the Receipt button.

Scroll down to the bottom of the **Receive Items** screen to view the **'Prior Receipts'** section where receipt history is displayed.

Receipt editing is allowed if the receipt number displays as a hyerlink (see Receipt Editing) and the user has been granted edit permissions through their user profile.

Prior Receipts				
Number	Date	Receipt Status	Receipt Comments	Receipt Attachments
Line	Qty / Amt Received	Item Status	Item Comment	Item Attachments
767676	**12/08/2014**	**Correct Item Received**		
1	1	Correct Items Received		
2	1	Damaged Item	Returns number requested	
3	1	Correct Item Received		
4	1	Correct Item Received		

Fig 12.9 - Prior receipts displayed at the foot of the receive items page

 Click on the attachment icon in the Attachments column to display the receipt attachments table. Here attachments can be viewed and opened. Note that this screen does not provide any editing rights but provides access to view attachments only. The attachment description (i.e. file name) will be a hyperlink that opens the attachment in a new window where it can optionally be printed. URL attachments will open locally in a new browser window to display the external web site. Documents stored in PECOS P2P will be opened by an appropriate program selected by the local PC.

12.7.2   Audit Trail Actions

The following three receiving actions are recognised, depending on what receipting activity has been taken against a particular order, and will appear as an Action in the **Order Audit Trail**.

- **Fully received –** Quantities received are the same as the quantities ordered.
- **Partially received –** The quantity of some items received is less than those ordered.
- **Order has been over received** – More items have been received than were on the original order.

Comments entered and the status selected, in the receipt header will be displayed in the Additional Comments field.

The Order Line Detail section in the 'Purchase Order Status Summary' page (click on the PO number) displays a summary view of each line detailing quantities ordered, received and returned.

12.8 Amount Based Settlement

The receipting for **Non-Catalogue items** that are created for **Amount** based settlement rather than the standard **Quantity** based settlement is different in two ways:

- The quantity entered in the 'Quantity to Receive' box represents a value and not a quantity. Note that two decimal places are supported.
- Prior Receipts will display the amount received and not a quantity received.

12.9 Evaluated Receipts Settlement

Evaluated Receipts Settlement (ERS) is the term used in PECOS P2P for **Self Invoicing** or **Self Billing**. Some suppliers do not always issue invoices and therefore an invoice can be generated internally for accounting and payment purposes. Invoices are automatically generated when receipts are processed.

Within the UK, HMRC ("HM Revenue & Customs") defines the rules required to operate a self-billing regime between a buyer and a supplier. Failure to do this may mean that the buyer may not be allowed to recover their input tax. The ERS functionality in PECOS P2P ensures that the self-billing process is compliant with HMRC regulations, thereby allowing customers to increase their scope of implementation and leverage the efficiency savings that are derived from approved self-billing agreements.

12.9.1   Receipting Procedure

1.   Navigate to the Document Search screen and search for the order for which you wish to create a receipt and automated invoice (see Document Search).
2. Click on the **Receipt** icon to open the **Receive Items** screen.

    Notice that a message is displayed at the top of the screen warning that the supplier is self billing:

    "This is an ERS supplier. Completing the receipt will generate an electronic invoice. Please review that the data is correct before proceeding."

Receipt Detail								
Delivery Note Number			**Date Received**				**Receipt Status & Actions**	
			📅 ❌				Correct Item Received ▾ 🔗	**Receive All**
Line Item No.	Item No.	Mfr No.	Manufacturer	Supplier	Qty	Amt	Received to Date	Qty Received
			Item Description		Est Gross		Item Status & Actions	
1	WATT			Internal Catering (ERS)	2		0	0
			Still Water - 500ML Bottle				Correct Item Received ▾ 🔗	

Amount This Receipt	
VAT (Supplier):	0.00
Delivery:	0.00

Fig 12.10 - Receipt detail section for an ERS supplier

3. In the Receipt Detail section enter a number into the **Delivery Note Number** field. This value is mandatory and will become the invoice number prefix. Note that this number must be **unique** within each purchase order number. A system generated suffix will form the remainder of the invoice number. For example, if the value 468 is entered, the invoice number will be in the format '468-5823', where 5823 is randomly system allocated.

4. Enter a **Receipt Date**. The receipt date is mandatory and will become the invoice date.

   📅 Click on the date picker to open the calendar window.

   When the **Calendar** opens it can be incremented and decremented by month and year. To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.

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

   ◄ The backward arrow symbol will move the month backward.

   ⊙ The forward circled arrow symbol will move the year forwards.

   ⊙ The backward circled arrow symbol will move the year backwards.

   Click on the date required to select it and the date will automatically populate the date field. Use the red delete icon to clear the date if you wish to make a change.

   The receipt date will be validated and **future dates are not allowed**. Enter a date that is either current (i.e. today) or past.

5. Optionally select a **Receipt Status**.

6. Select the **Receipt Attachments** icon to optionally enter receipting comments and attachments.

7. Enter **quantities** into the 'Qty Received' column for each line. Enter each line value separately and tab outside the field to update the form to update and calculate VAT. Note that line item details, unit of measure and prices cannot be edited.

8. As quantities are entered the amount of **VAT** is calculated based on the VAT treatments associated to each order line and will automatically display. This value will appear as the **Supplier VAT** on the self billed invoice and will be added to the final payment amount.

   Optionally this VAT value can be overridden and if so there will be a rounding difference displayed when the invoice is matched. It is recommended that rather than changing VAT during receipt that a change order is processed to correct the VAT treatments. This will ensure that the VAT summary on the invoice reconciles to the supplier total.

9. Optionally enter a **delivery** charge if available. This will appear as the delivery amount on the invoice and will be added to the invoice total. (Remember to add an amount to VAT if VAT is chargeable on delivery.)

10. Click the '**save receipt**' button to save the receipt and create a system generated invoice.

Note that receipts for an Evaluated Receipt Settlement Supplier **cannot** be edited.

Additional details about self billing and invoicing can be found in the current version of the 'PECOS P2P Invoicing and Settlement Guide'.

13   Returns

From time to time items need to be returned to suppliers for a number of different reasons. PECOS P2P allows you to log these returns and will use return information in the financial matching process.

- Returns are logged against an order and not a requisition.
- Returns can only be logged after the order has been created, approved and transmitted to the supplier.
- Receiving does not have to be performed before returns are made (the receipt quantity is only used for validation when it is greater than the original order quantity).
- The quantity that can be returned is limited to the greater of the order quantity and the receipt quantity.
- Decimal quantities can be used.

13.1 Financial Matching

Return quantities are netted against receipt quantities for financial matching purposes. For example if a quantity of 14 is received and 3 items are logged in PECOS P2P as returned (for any reason) a net receipt quantity of 11 is used as the quantity matched against the invoice quantity for 3-way matching.

If returns are therefore processed for over-shipment or duplicated delivery you must be aware of the affect on 3-way financial matching. It may be necessary in order to avoid mismatches, to ensure returned items are receipted. It is important that the net total of receipts and returns represents the quantity of items physically received and available for invoicing.

For example: 10 items are ordered and 12 items are delivered. 10 items are kept and 2 returned to the supplier. To ensure that financial matching is accurate two options are available (please refer to your organisation's policies and procedures for the appropriate processing):

- Receive 10 items and do not log the return of 2.
- Receive 12 items and log the return of 2.

It is recommended that ALL received items are processed and ALL returned items are processed to maintain an accurate audit trail.

13.2 Process a Return

1. Navigate to the **Documents** tab to search for the order for which you wish to process a return (see Document Search).
2. Click on the **Purchase Order Number** in the 'PO No.' column.
3. In the **Purchase Order Status Summary** screen click on the **Return Items** button at the top of the page.

The Return Items screen will be displayed, containing the details of the original order. Review the order details to ensure that you are working on the correct order.

Fig 13.1 - Return items screen

4. The only mandatory information to be entered is the **return quantity**. Scroll down to the Line Detail table and enter the appropriate number in the **Qty to Return** field.

   The quantity entered is validated against the order total and the receipt total for each line. If the return value is greater than either of these an error message will be displayed when the 'complete return' button is clicked. The return will not be saved.

5. Additionally, an optional **item comment** can be placed at line level in the 'Item Comment' box. This is a text field in which any comment can be entered up to a maximum of 255 characters in length.

6. An optional **reason for the return** can also be given for each line item by choosing one of the values in the 'Reason for Return' drop down list box. The default value is 'Incorrect Item Received' and the reason chosen will be saved in the return history.

7. If you have received a returns reference or RMA (Return Material Authorisation) number from your supplier this can be entered in the **RMA Number** field. The returns number may be alpha-numeric and up to 15 characters in length. Many Suppliers require an RMA Number on any returned goods before they will be accepted for credit or replacement (see Request an RMA).

8. When you have finished entering the return information against all the appropriate lines click on the **Save Return** button at either the top or bottom of the Return Items page.

13.2.1   Audit Trail

PECOS P2P will return you to the Purchase Order Status Summary page where you will notice that the details of the return are shown in the audit trail. The audit trail is updated for each item returned and displays the RMA number, return reason and return comments in the 'additional comments' box. Note that PECOS P2P does not change the order status for returns.

The return is now complete in PECOS P2P and you can proceed with sending the items back to the supplier. Remember to quote the RMA number if you have one!

13.2.2   Returns History

To view any previous returns that have been processed for an order, click on the order number on Document Search Results page and click on the 'return items' button.

Scroll down to the bottom of the Return Items page to view the 'Prior Returns' section where return history is displayed. Note also that the line detail will display a 'Returned to date' quantity.

13.2.3   Return Status

The return status is displayed in the status box at the top of the Return Items screen and the Purchase Order Status Summary screen.

13.2.4   Amount Based Settlement

The returns process for non-catalogue items that are created for 'Amount' based settlement rather than the standard Quantity based settlement is different in two ways:

- The return entered in the returns quantity box represents a value and not a quantity. Note that two decimal places are supported.
- Prior Returns will display the amount returned and not a quantity returned.

Financial matching is based on value rather than quantity and the return value will be deducted from the order value for matching purposes.

13.3 RMA

13.3.1   Returns Numbers

When returning goods to a supplier they will often require you to first obtain a returns number, sometimes know as an RMA (Return Material Authorisation). Goods are then returned to the supplier using this number as a tracking reference.

It is advisable for you to obtain a returns reference irrespective of your supplier's procedures, since it acts as a 'reverse' order number and is to your advantage. It will enable you to control and manage the return of goods and track the receipt of either replacement goods or a credit note.

Although inconvenient, some vendors may require you to contact them directly to obtain a returns number prior to returning goods. The PECOS P2P RMA Number feature allows you to request a returns reference electronically.

If the supplier profile allows electronic RMA number requests, you will see a **'Submit RMA Request'** button on the **Return Items** page. By completing a simple pre-populated form and submitting it through PECOS P2P a predefined supplier contact will receive a formatted email requesting an RMA number. The supplier will then contact you (via email or phone) with a reference. You will then be able to return your goods quoting this official returns reference.

Note that the submission of an RMA request is not a mandatory part of completing a return in PECOS P2P but an added feature for your convenience. There is no direct link between the RMA request and the return.

13.3.2   Request an RMA

The RMA request quantity is validated to the order and receipt quantities and cannot be greater than either. It is recommended therefore that receipting is performed before the RMA request is made.

1. Navigate to the **Documents** tab and search for the order for which you wish to request an RMA number (see Document Search).
2. From the Document Search Results screen click on the Order Number for which you wish to process a return. Note that the status of the order must be at least 'Transmitted to Supplier'.
3. Navigate to the Return Items page by clicking on the **Return Items** button.
4. Click on the **Submit RMA Request** button at the top of the Return Items page to open the 'Request RMA' screen.

   Note that the 'Submit RMA Request' button will not be displayed if the supplier has not been configured to accept RMA requests.

   The Request RMA page is pre-populated with the line level details from the purchase order. The requisitioner's name and contact details will appear defaulted from the user profile at the top of the screen.

Fig 13.2 - Request RMA form

   Your Name, Phone and Fax details are editable: please ensure these are correct since they will be used by the supplier to contact you with an RMA number.

   To return to the Return Items page without sending a request, click the **Cancel** button.

5. The following details need to be entered on the RMA Request form. The only mandatory field is the quantity.
   - **Quantity (mandatory) -** enter the quantity being returned in the 'Qty' field. The quantity entered cannot be greater than either quantity ordered or the quantity received. A decimal quantity of up to six decimal places is supported.
   - **Condition** - choose the condition of the items being returned. Select one from the following list by clicking in the drop down box:
     - Factory Sealed
     - Open Box
     - Not Original Box
   - **Serial numbers** - Optionally enter any serial numbers of the items being returned.
   - **Reason** - Choose a return reason by selecting from the drop down list box:
     - Defective
     - Duplicate Delivery
     - Damaged in Transit
     - Order Cancellation
     - Order Entry Error
     - Duplicate Order

- Other
- Wrong Product Ordered
- Wrong Product Delivered

6. Type in any additional Comments or Notes in the space provided.
7. When complete click on the **Submit** button at the top of the form.

   An email containing the information entered will be sent to a predetermined contact at the supplier, requesting an RMA number. PECOS P2P will return you to the Return Items page where you can continue with further returns activities. Notice that the order **audit trail** will have been updated with the RMA request activity.

   The supplier should now contact you through an appropriate means, with a returns reference number.

14   Further Documents

This manual has been created for **requisitioning** users and **buyers** and includes all areas of PECOS P2P used by users who have responsibility for creating requisitions within the procurement process. Listed below are a number of topics not covered by this user manual which can be found elsewhere in other PECOS P2P user guides. Also listed are administration and supplier guides.

14.1 Budget Checking

For further detail on budgeting and budget checking please refer to the **'PECOS P2P Budget Checking Manual'**.

14.2 User Documentation

Approvals

For further detail on approving requisitions and orders please refer to the **'PECOS P2P Approvers Guide'**.

Closing Orders

For further details on closing orders please refer to the **'PECOS P2P Invoicing and Settlement Guide'**.

Invoicing and Settlement

For further detail on invoicing and settlement please refer to the **'PECOS P2P Invoicing and Settlement Guide'.**

Management Reporting

For further information on PECOS P2P integrated management reports please refer to the **'PECOS P2P Reporting Guide'.**

Training

Elcom and its approved partners offer a wide choice of training that can be tailored to suit your organisation's needs. Please contact your local Elcom or program representative for further details of available courses and documentation.

14.3 Administration Documentation

System Administration

For information on all areas of configuration, system administration and maintenance please refer to the **'PECOS P2P Administration Manual'**.

Workflow Process

For additional information on approval plan configuration and workflow criteria please refer to the **'PECOS P2P Workflow Criteria Guide'**.

Catalogue Management

For further detail on managing catalogue loads please refer to the **'PECOS P2P Catalogue Load'** and the associated **Catalogue Load Template.**

14.4 Supplier Documentation

Punch Out and cXML Orders

For information about modifying eCommerce websites and integration with PECOS P2P for cXML PunchOut please refer to the **'PECOS P2P PunchOut Implementation Guide'**. For information about cXML order integration suppliers can refer to the '**PECOS P2P cXML Ordering Implementation Guide'**.

Catalogues

For information about supplier's requirements for catalogue creation please refer to the **'PECOS P2P Supplier Catalogue Guide'**.

Secure email

For information about configuring encrypted email refer to the **'PECOS P2P Supplier Guide to Secure email'**.

15   Glossary of Terms

Accounting Codes: Account codes are the individual values assigned to accounting segments. Each item purchased in PECOS P2P has a combination of account codes assigned to it.

Accounting Segments: The individual labels given to each set of accounting codes within an accounting method.

Accounting Method: The overall accounting structure containing a combination of account segments and account codes.

***ad hoc* Addresses:** In PECOS P2P users may have, depending on their authority level, the ability to create delivery addresses that are not in the system.

Approval Escalation: Approval is escalated when the PECOS P2P workflow automatically moves an approval requirement onto another workflow step after a defined period of time.

Approval Delegation: Approval is delegated when an original approver temporarily transfers approval authority to another PECOS P2P user.

Approval Plan: A list of business rules defining what happens to either a requisition or purchase order after it is submitted by a user. Approval Plans contain approval criteria and notification controls.

Approval Rule Groups: The groups to which users belong that contain at least one approval plan that determines how and to whom their requisitions and orders are routed for approval.

Audit Trail: A list of all actions that occur during the processing of a requisition or purchase order that PECOS P2P records and automatically time and date stamps.

Blanket Order: A contract order covering a time frame that allows for future releases within that time frame.

Blanket Release: A partial release of a Blanket Order that is optionally approved and transmitted as a separate purchase order.

Browser: The user interface to PECOS P2P is through your standard Web browser (e.g. Microsoft Internet Explorer or Google Chrome).

Business Rule Groups: The groups to which users belong that determine their access to catalogues, financial tracking codes, and procurement cards.

Buy-For User: A user for whom another has the power to buy things on behalf of. This ability is granted by the administrator in the Administration Module.

Card Alias: The combination of numbers or letters that the system uses to refer to a Purchasing Card so that the actual card number is not revealed.

Catalogue: The online supplier catalogue loaded electronically into PECOS 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 in the Item Search page, it allows users to drill down and conduct a search by product classification code.

Change Order: The ability to change a purchase order after it has been transmitted to the supplier.

CSV: Comma Separated Variable. A file extension where all fields in a document are separated by a comma. Allows a document to be read in either a text reading application (e.g. Notepad) or opened in a spreadsheet application (e.g. MS Excel).

cXML: Commerce eXtensible Markup Language. A protocol, created by Ariba, intended for communication of business documents between procurement applications, e-commerce hubs and suppliers. cXML is based on XML and provides formal XML schemas for standard business transactions, allowing programs to modify and validate documents without prior knowledge of their form.

Dashboard: See Home Page.

Delivery Address: The address assigned to a purchase order to define where goods or services are to be delivered.

Dynamic HTML: A type of HTML that is automatically generated based on information that resides in a database in response to a user's query or action.

EDI: Electronic Data Interchange. A format for sending electronic information across a proprietary network.

eForm: A document held electronically in PECOS P2P that can be downloaded, updated and attached to a requisition.

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.

External Market Place: 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.

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.

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'.

HTML: Hypertext Mark Up Language. A common language format used in internet web pages.

Invoice: In PECOS P2P invoice information can be recorded manually in the Invoice screen. eInvoice and batch load options are also available for invoice processing.

JVM: Java Virtual Machine.

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.

Lock Out: The inability of a user to login to PECOS due to the freezing of their user id. A lockout occurs after a number of failed login attempts (the default is 3 but may be changed by organisation).

Login Credentials: The combination of User ID and Password required to gain access to PECOS.

MRO Items: Maintenance, Repair and Operations. Products and services that organisations must obtain to run their day-to-day business operations.

Net: The value of a shopping basket, requisition, purchase order or invoice that excludes sales taxes (e.g. VAT).

Non-Catalogue Items: 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 Items'.

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.

Orders: Requisitions are split into separate orders. One order is created for every supplier contained on a requisition. Depending on the type or combination of approval plans utilised, the order may be routed for approval. The order document is sent electronically to the supplier for fulfilment.

Order Status: An order label that tells the user the last action performed to an order.

Packing Slip Number: Also known as a Goods Receipt Note or Delivery Note number.

Parameter 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.

PCI: Procurement Card Industry.

P2P: 'Purchase to Pay' procurement system.

PECOS.ipm: Professional Electronic Commerce Online System, Internet Procurement Manager: Software designed to manage the procurement of MRO items within a comprehensive system. With PECOS, you can easily and quickly perform such familiar tasks as searching supplier catalogues and creating requisitions.

Personal Procurement Card: The manual entry of procurement card data by a requisitioner, as a means of payment in the delivery and invoicing screen.

Procurement Cards: In some buying organisations, credit cards which are used for purchasing supplies. Also known as Purchasing Cards.

PunchOut: The means by which a user connects to supplier catalogues held and maintained on their own transactional websites.

Purchase Order Number: PECOS P2P assigns a unique PO Number to each approved order request.

Query: SQL Reporting tool.

Quick Save: The ability to temporarily save a shopping basket without losing its content.

Quick Search: A method of searching that allows the user to enter any catalogue criteria. Quick search utilises Boolean logic, wild card characters, spell check and synonyms.

Receipt: The action in PECOS P2P confirming the physical receipt of items or the performance of a service.

Remittance Address: The address associated to a supplier's invoice indicating the destination where the payment and/or remittance advice is to be sent.

Requisition: A list of items (similar to a shopping basket) from various suppliers selected for purchase. In PECOS P2P the term requisition is used after the Shopping Basket has been submitted into the workflow.

RMA: Return Material Authorisation. This is a generic term for a 'returns number'.

Search Engine: A tool which enables a user to search for items or documents based on information that they enter. A search engine returns a list of results which meet the search criteria.

Secure email: The transmission of an email using encryption technology. In PECOS, suppliers may elect to receive their purchase orders using SSL.

Shopping Basket: 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.

SKU: Stock Keeping Unit. Also known as stock number, item number or part number.

SQL: Sequential Query Language. The query logic used to run a report.

SSL: Secure Sockets Layer. A method of hiding information sent between web browsers by using encryption to scramble data into an unintelligible string of seemingly random characters..

Submitted Requisition: A completed requisition that has been sent for approval.

Sub Search: The ability to refine or filter an initial set of search results by entering additional search criteria.

System Administrator: The person responsible for maintaining system data, configuration and data integrity within the administration module of PECOS.

Template: A saved list of regularly purchased items. A template can be used to quickly add items to a shopping basket instead of having to search catalogues.

To Do: The area that contains documents requiring approval by an approver or returned documents that require action by a requisitioner.

UI: User Interface. The way a software application is presented to a user.

UNSPSC: The United Nations Standard Products and Services Code. The UNSPSC is a classification scheme for categorising goods and services. This standard scheme allows buying and selling organisations to better define all products and services they are regularly using. The UNSPSC hierarchy is one of the classification structures used in catalogue explorer.

Useful Resources: An area in the Home Page containing navigational links to access data and documents stored externally.

User Defined Supplier: An ad-hoc supplier record created by a user in the Non-catalogue item screen.

VAT: Value Added Tax. A UK Sales tax charged at prevailing rates on certain goods and services.

WCAG: Web Content Accessibility Guidelines.

XML: Extensible Mark Up Language, a type of web page that allows large amounts of data to be shipped across the internet in a compact format while retaining the information in distinct fields. XML is easily be used for integration with a database.

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