PECOS P2P
Version 15.0

Release Notes
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1 Introduction

Elcom is pleased to announce the release of PECOS P2P version 15.0. This is a significant release comprising a number of new features, functional enhancements and several defect repairs.

Some features are provided as separate modules to PECOS P2P and are capable of individual implementation and integration. Areas of interaction with PECOS P2P only are covered in these Release Notes.

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

1.1 Audience

These release notes are for customers who are upgrading from PECOS P2P version 14.0 to PECOS P2P version 15.0 and should be read in conjunction with the appropriate administration and user manuals.

1.2 Feature Listing

The table below lists the major new features and the section in which they appear in these Release Notes.

Feature	Section
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1.3 Platform Support

PECOS v15.0 is certified for use with PCs with Microsoft Internet Explorer browser versions 10 and 11. Elcom recommends using the suggested hardware configuration or better, noted in the PECOS Supported Technology Guide. Further details can be obtained from your local IT or product support organisation.

Additional supported browsers for the windows platform are Mozilla Firefox v47 and Edge for Windows 10. Supported MAC Browsers include Safari v10.0 and Mozilla Firefox v47.

Purchase orders are rendered as Adobe Acrobat PDF files. An appropriate Adobe Acrobat Reader for your operating system is required (v6.0 or later is recommended) to view Purchase Orders.

1.4 Overview

For the new features introduced with PECOS version 15.0, these release notes include a **Purpose** section containing a brief description of the new feature, **Usage Scenarios** and relevant **Exclusions** where appropriate. **Document References** to current versions of Guides and Manuals are given where further, more detailed information is available. An **Overview** of the new feature is provided, and **Use Cases** are described in detail.

2 Enhancements and Changes

The following sections detail the minor functional and user interface enhancements included in this release.

2.1 Date Received for eInvoices

PECOS P2P contains a “Date Received” field for *manually* processed invoices to identify when an invoice is received and processed in an organisation. This is independent from the 'Invoice Date'.

This enhancement provides a new “Date Received” field for all electronic invoices. The cXML invoice import is extended in order for an Invoice Date Received to be provided. If no separate date is passed, the date and time that the eInvoice is loaded into PECOS will be used as the default.

This is independent of the existing 'Invoice Received Date Mandatory' dynamic option setting, which will continue to control the manual input field only.

2.2 Supported Browsers for Administration

A technical enhancement has been made to provide PECOS P2P administration access for all supported browsers. The administration module was previously only accessible using Internet Explorer.

2.3 Direct Item Entry

There is a feature in the Shopping Cart screen called 'Direct Item Entry' which allows a requisitioner to quickly add a line into the cart when they know an item number and supplier.

A new Dynamic Option is provided at organisation and user level called 'Direct Item Entry' to allow this direct entry element to be hidden. There are two selectable options: 'True', to display the direct entry line, and 'False' (this is the default), to hide the direct entry line.

In addition, a new message will display to advise when there are no items in the Shopping Cart: "0 Items in the cart".

2.4 Multi-Language

PECOS P2P is inherently provided as a Multi-language application through the translation of text and provision of user and organisationally assigned localisations.

The provision of translated text will remain the responsibility of the customer and will be undertaken as a Professional Services project.

Elcom have conducted an end-to-end review of PECOS' Multi-Language capabilities to ensure that all user aspects of the P2P solution can be effectively translated into multiple languages, including:

- For all UI screens:
    - locales for new country / language combinations and language setting by user,
    - multiple language and character types,
    - automatic re-sizing for different translation sizes,
    - consideration of different requirements for currency symbols, numbers and decimal points,
    - consideration of different requirements for date and time stamping.
- Help Text: XWiki natively supports 27 different languages at present – including all that appear to be of immediate interest to Elcom and its growing presence in Europe.
- Category codes such as UNSPSC.
- Units of measure.
- Error messages.
- Document statuses.
- Audit trail messages.
- Approval plan data.
- PCM reports.
- Budgets, including the budget template.

The translation of Actuate Reports will be done on a case by case basis for headers, footers and column heading.

2.5 Dynamic Options

Two new Dynamic Options are added to enable or disable access to additional PECOS navigation tabs:

- An 'Enable eInvoicing' option is available at organisation and user level. When set to 'True' an eInvoicing tab will display after login in the main navigation frame. When set to 'False' (default) the eInvoicing tab will not be displayed.
- An 'Enable eSourcing' option is available at organisation and user level. When set to 'True' an eSourcing tab will display after login in the main navigation frame. When set to 'False' (default) the eSourcing tab will not be displayed.

2.6 Supplier PunchOut Settings

New cXML PunchOut options for SSL supported protocols have been added to the supplier profile PunchOut tab in order to accommodate suppliers as they transition to advance their security protocols:

- Use SNI
- SSLv2
- SSLv3
- TLS1.0
- TLS1.1
- TLS1.2

2.7 Batch Requisition Import

PECOS P2P allows orders created in other systems to be loaded through a cXML requisition batch load, so that they can be the subject of subsequent processing and reporting and be transmitted to suppliers. The batch load process is updated to allow the system that created an order that is loaded to PECOS via the batch interface, to load subsequent changes made to those orders (i.e. Change Orders).

2.8 Empty Cart Message

A new 'Empty Cart' message has been added to the Shopping Cart and will display when it is empty.

2.9 Monitor Service for PO's

A modification has been made to the database Site Monitor process to improve the way purchase order transmission queues are load balanced. This improvement will remove potential holdups and failures in the order transmission service.

3 Supplier Search Preferences

3.1 Purpose

PECOS P2P supports the assignment of supplier preferences, used as an item attribute for catalogue items and being used as sortable fields in catalogue search results. These search preferences were previously assigned by request through Client Services and not available through the administration user interface.

Version 15.0 enhances the preferred supplier feature to provide new options to allow a system administrator to flexibly assign search preferences to: a supplier in order to provide a preferred flag for all catalogues; a specific supplier catalogue in order to mark all items in the catalogue as preferred; and individual items through the catalogue load and item maintenance.

By default, preferences are based on a number ranking from 1 to 10 with the ID's being associated to an icon and displayed in search results in numerical order. The default icons are based on a “Star rating” of 1 to 5 (in increments of half a star).

3.2 Usage Scenarios

- A search preference can be set at the supplier level to ensure all items in all catalogues for that supplier are marked as preferred. This ensures that all goods and services for a preferred supplier are given priority, irrespective of the number of catalogues associated to that supplier. These items will appear prioritised in catalogue search results for all users.
- A search preference can be set at the supplier level for individual catalogues. This ensures that goods and services provided in a specific assortment, commodity group or organisationally defined subset only are given priority for that supplier. These items will appear prioritised in catalogue search results for all users.
- A search preference can be set at the item level within the catalogue load template and maintained in item maintenance. This ensures that individual goods and services only are marked as prioritised for that supplier. For example, if certain commodity types only require to be preferred within a framework catalogue, this eliminates the need to create separate sub-set catalogues for the presentation of priority items. These items will appear prioritised in catalogue search results for all users.
- A ranked preference (from 1 to 10) can be assigned as the priority, and are applied hierarchically. Descriptions for these search priorities can be maintained by system administrators, to ensure a logical means of ranking priorities can be maintained and correctly applied. For example, an organisation could classify their suppliers into Framework, National or Local providers and decide which type of contract is to be preferred or if one type should take priority over another. Also, suppliers who hold specific accreditations (e.g. for chemical or HAZMAT handling) or certifications (e.g. electrical Part P or Gas Safe registration) may be easily and separately identified.
- It is possible for system administrators to determine whether catalogue search results are to contain only preferred items, and this may be set at organisation or user level. Organisations may therefore closely control items that are visible to their user communities for purchase, thereby using the preferred items feature to create or compliment a process for assigning catalogue views.

3.3 Scope and Exclusions

- The *Catalogue Load* tab containing the obsolete options: ‘File Name and Path’, ‘Effective Date Default’ and ‘Number of Days’ has been removed from the supplier profile and replaced with the new *Search Preferences* tab.
- Reporting extracts have not been updated to include the new Preference ID's at this time.
- No system or dynamic option is necessary to implement or control this new feature.
- Any existing preferred supplier flags previously set by Client Services will cease to display. Administrators will need to replicate preference settings using the new functionality.

3.4 Document References

Additional information may be found in the following PECOS P2P Manuals for the feature referred to in this section.

PECOS P2P v15.0 User Manual
PECOS P2P v15.0 Administration Manual

3.5 Functional Enhancements

The following sections provide examples describing the major enhancements and changes to administration settings and the user interface.

3.5.1 Preference ID Hierarchy

A Preference ID hierarchy is provided to enable logical ranking. Preferences are based on a number ranking from 1 to 10 with the ID's being associated to an icon and displayed in search results in numerical order. The default icons are based on a “Star rating” of 1 to 5 (in increments of half a star). Descriptions for each of the ten preferences may be edited in organisation maintenance. If different iconography is required this may be undertaken as a request through Client Services.

Preferences may be assigned at Catalogue, Supplier and Item level (described below) and where an item has more than one preference associated to it, the ranking will be applied in the following order of hierarchy:

1) Item - Being any preference assigned to an item through the catalogue load or directly in Item Maintenance. This will take precedence over catalogue and supplier preference settings.
2) Catalogue - Being any preference assigned to a single catalogue in the supplier profile. This will take precedence over all supplier preference settings and will be used in the absence of any item level setting.
3) Supplier - Being any preference assigned to 'All Catalogues' in the supplier profile. This will be used in the absence of any item or catalogue level settings.

The priority value has no affect on the priority rule. That is to say, the hierarchy operates irrespective of the priority value assigned. If a supplier is assigned a high priority (say 3) but an item is assigned a lower priority (say 7), the lower priority (i.e. 7) will be attached to the item because the item setting takes precedence over the supplier setting.

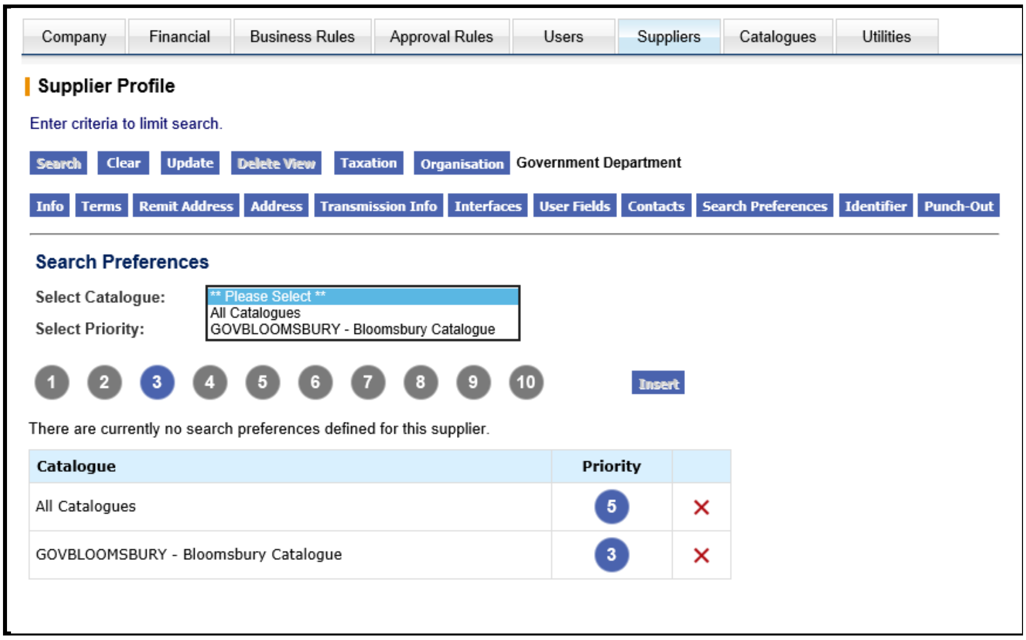
3.5.1.1 Supplier Assignment

A new **Search Preferences** tab is added to the supplier profile for assigning preferences to:

- The supplier (i.e. ALL catalogues for the supplier)
- A single catalogue / contract (i.e. to a specific catalogue key)

An option is selected from the 'Select Catalogue:' list box (either 'All Catalogues' or a specific individual catalogue), a Priority is selected and then it is inserted.

Supplier settings do not override catalogue item level preferences.



Supplier Profile Search Preferences

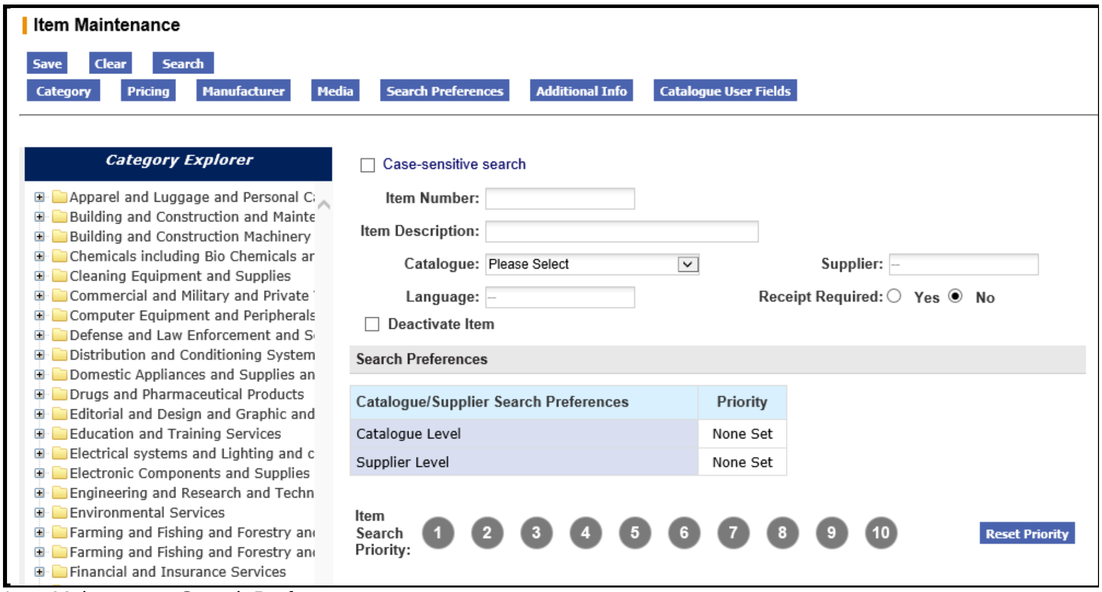
3.5.1.2 Item Assignment - Catalogue Template

A new **Search Priority** field has been added to the standard **catalogue template** to allow individual catalogue items to carry a Preference ID. Adding a search priority is optional and where provided will be validated for the range 1 to 10 by the LoadCat program as well as the PCM upload.

3.5.1.3 Item Assignment - Item Maintenance

A new **Search Preferences** tab is added to the Item Maintenance screen to manage the Preference ID at item level.

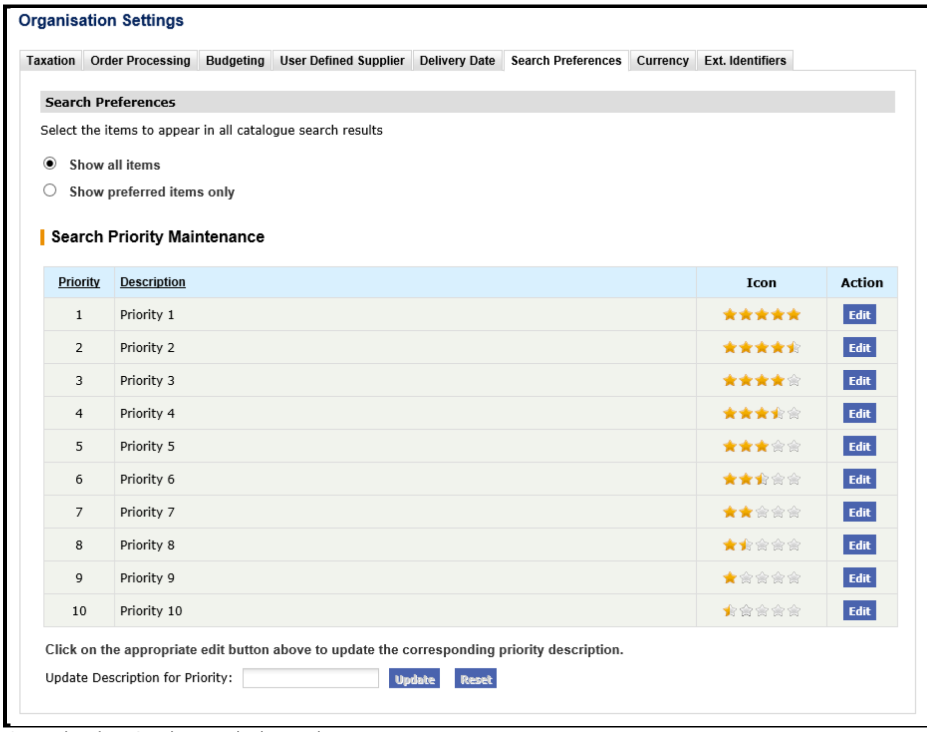
The screen will display any supplier or catalogue level search priorities that are relevant for the item and allow the administrator to update or set a new item level override.



Item Maintenance Search Preference

3.5.2 Organisation Settings

A new **Search Preferences** tab is added to Organisation Settings for managing priority descriptions at the Level 2 (i.e. 'Company' level).



Organisation Settings Priority Maintenance

Each of the Search Priority Descriptions can be changed by selecting an 'Edit' button and entering an alternative description at the foot of the table. New descriptions will assist catalogue administrators select correct priorities, compliment any optional bespoke iconography, and will appear as mouse over tips in catalogue search results.

3.5.3 Catalogue Search

All search priorities will appear in catalogue search results and be used to sort results in the correct order. Administrators are additionally able to determine the extent to which only preferred items are to be returned in search results.

3.5.3.1 Show Preferred Items Only

Administrators are able to set a search preference, to determine whether only preferred items are to be displayed in catalogue search results. This default setting can be made at one of two levels:

a) Organisation Level

In the **'Search Preferences'** tab in Organisation Settings at the L2 Company organisation, two options are available for selection:

- Show all items (default)
- Show preferred items only

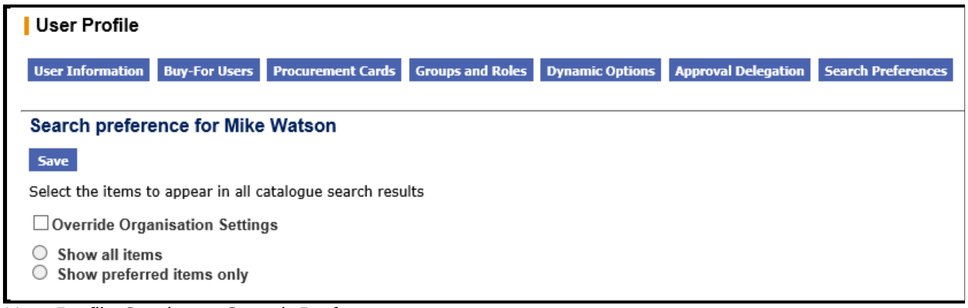
In the 'Search Preferences' tab in Organisation Settings at the L3 organisation and below, three options are available for selection:

- Default from parent organisation (default)
- Show all items
- Show preferred items only

The Organisation setting will apply unless there is a selection at the user level, in which case the user setting will override the organisation setting.

b) User Level

A new **'Search Preferences'** screen has been added to the User Profile to set a preference for individual users. This will override to the organisation setting.



User Profile Catalogue Search Preferences

Checking the 'Override Organisation Setting' box will allow one of two options to be set for the user:

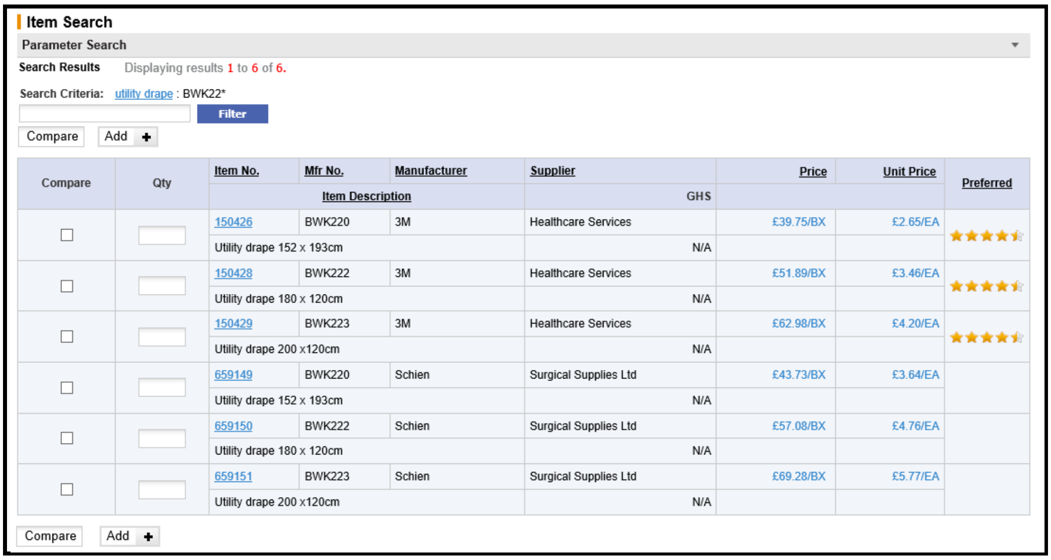
- Show all items
- Show preferred items only

3.5.3.2 Item Search

When a requisitioner has the 'Show all items' permission (applied by default or through either the organisation or user Search Preferences setting) a **'Preferred Items Only'** option will appear in the 'Item Search' screen. Checking this box will override the default search preference and return only preferred items in the Search Results screen.

3.5.3.3 Search Results

The Search Results screen has been updated to display items in order of preference with their associated icon. Preferred items will appear at the top of the search results table by default and items may optionally be sorted by clicking on the column heading.



Compare	Qty	Item No. / Item Description	Mfr No.	Manufacturer	Supplier / GHS	Price	Unit Price	Preferred
		150426	BWK220	3M	Healthcare Services	£39.75/BX	£2.65/EA	
		Utility drape 152 x 193cm			N/A			
		150428	BWK222	3M	Healthcare Services	£51.89/BX	£3.46/EA	
		Utility drape 180 x 120cm			N/A			
		150429	BWK223	3M	Healthcare Services	£62.98/BX	£4.20/EA	
		Utility drape 200 x120cm			N/A			
		659149	BWK220	Schien	Surgical Supplies Ltd	£43.73/BX	£3.64/EA	
		Utility drape 152 x 193cm			N/A			
		659150	BWK222	Schien	Surgical Supplies Ltd	£57.08/BX	£4.76/EA	
		Utility drape 180 x 120cm			N/A			
		659151	BWK223	Schien	Surgical Supplies Ltd	£69.28/BX	£5.77/EA	
		Utility drape 200 x120cm			N/A			

Catalogue Search Results showing Preferred Items

3.5.4 Workflow

New workflow criteria has been added for Preference ID's to the following Approval Plans:

a. Requisition
b. Purchase Order
c. Change Order

Criteria is provided at Line level and the new field is called: "Line: Preferred rating" with available Operators of: <, >, <=, >=, =, !=. The Value entered must be an integer from 1 to 10.

3.6 Use Case Scenarios

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

3.6.1 Set a Preferred Supplier

Description: Make a supplier preferred so that all items in all the supplier's catalogues are displayed as preferred in catalogue search results.
Prerequisites:
a) Actor is Administrator with Administration > Supplier permission.
b) Catalogues are loaded for the supplier.
Steps:
1. *Administrator* navigates to Administration > Suppliers > Profile and searches for supplier;
2. *Administrator* click 'Search Preferences button;
3. *System* opens the Search Preferences screen;
4. *Administrator* selects 'All Catalogues' from the 'Select Catalogue' list box;
5. *Administrator* selects a Priority to assign to catalogue items and inserts;
6. *System* displays the selection;
7. Administrator updates the supplier profile to save the change;
8. Use case ends.

Expected behaviour: Search priority setting is saved and all supplier catalogue items are displayed with the correct priority in catalogue search results.

3.6.2 Set a Preferred Catalogue

Description: Make a specific catalogue preferred so that all items from the catalogue are displayed as preferred in catalogue search results.
Pre-requisites:
a) Actor is an administrator with Administration > Supplier permission.
b) Catalogues are loaded for the supplier.
Steps:
1. *Administrator* navigates to Administration > Suppliers > Profile and searches for supplier;
2. *Administrator* click 'Search Preferences button;
3. *System* opens the Search Preferences screen;
4. *Administrator* selects a specific catalogue from the 'Select Catalogue' list box;
5. *Administrator* selects a Priority to assign to the catalogue items and inserts;
6. *System* displays the selection;
7. Administrator updates the supplier profile to save the change;
8. Use case ends.

Expected behaviour: Search priority setting is saved and all items for the selected supplier catalogue are displayed with the correct priority in catalogue search results.

3.6.3 Set Preferred Items via Catalogue Load

Description: Make specific catalogue items preferred so that they are displayed as preferred in catalogue search results. Items are assigned preference ratings in the catalogue load.
Pre-requisites:
a) PECOS 15.0 catalogue template available for configuration.
b) Catalogue key is configured
c) Actor has administration permission to PCM or catalogue load.
Steps:
1. *Administrator* opens catalogue template;
2. *Administrator* enters a preference rating from 1 to 10 in the 'Preferred Item' column for all items that are to be displayed as preferred;
3. *Administrator* uploads and publishes the catalogue in PCM or submits for external upload;
4. Use case ends.

Expected behaviour: All items assigned a preferred item id are displayed with the correct priority in catalogue search results.

3.6.4 Set Preferred Item in Item Maintenance

Description: Make specific catalogue item preferred so that it is displayed as preferred in catalogue search results. Item is assigned a preference rating in item maintenance.
Pre-requisites:
a) Catalogue is loaded and available for administration.
b) Actor has administration permission to Catalogue Maintenance.
c) Actor has administration permission to the test catalogue
Steps:
1. *Administrator* navigates to Administration > Catalogues > Items;
2. *Administrator* searches for a catalogue item to update;
3. *Administrator* selects the Search Preference button;
4. *System* opens the Search Preference sub screen;
5. *Administrator* selects a search priority from 1 to 10 and updates the item;
6. Use case ends.

Expected behaviour: The item assigned a preferred item id is displayed with the correct priority in catalogue search results.

3.6.5 Show Only Preferred Items for All Organisations

Description: Ensure only preferred items are displayed in catalogue search results for all users in all organisations.
Pre-requisites:
a) Actor has administration permission for Company admin.
b) No user permission override is set for search preferences.
Steps:
1. *Administrator* navigates to Administration > Company > Organisation Maintenance;
2. *Administrator* selects Org Settings at the L2;
3. *System* displays Organisation Settings;
4. *Administrator* selects the Search Preferences tab;
5. *System* displays the Search Preferences screen;
6. *Administrator* selects the 'Show preferred items only' radio button and saves the change;
7. Use case ends.

Expected behaviour: Search preference setting is saved and only preferred items are displayed in catalogue search results for all users.

3.6.6 Show Only Preferred Items for Selected Organisation

Description: Ensure only preferred items are displayed in catalogue search results for all users in all organisations.
Pre-requisites:
a) Actor has administration permission for Company admin.
b) No user permission override is set for search preferences.
Steps:
1. *Administrator* navigates to Administration > Company > Organisation Maintenance;
2. *Administrator* selects Org Settings at a L3 or below;
3. *System* displays Organisation Settings;
4. *Administrator* selects the Search Preferences tab;
5. *System* displays the Search Preferences screen;
6. *Administrator* selects the 'Show preferred items only' radio button and saves the change;
7. Use case ends.

Expected behaviour: Search preference setting is saved and only preferred items are displayed in catalogue search results for all users within the selected organisation hierarchy.

3.6.7 Show Only Preferred Items for Selected User

Description: Ensure only preferred items are displayed in catalogue search results for all users in all organisations.
Pre-requisites:
a) Actor has administration permission for User admin.
Steps:
1. *Administrator* navigates to Administration > Users > Profile and searches for user to update;
2. *System* displays User Information screen;
3. *Administrator* selects the Search Preferences button;
4. *System* displays the Search preference for user screen;
5. *Administrator* checks the 'Override Organisation Settings' box;
6. *System* unlocks 'Show' options for edit;
7. *Administrator* selects the 'Show preferred items only' radio button and saves the change;
8. Use case ends.

Expected behaviour: Search preference setting is saved and only preferred items are displayed in catalogue search results for the selected user.

4 Multi-Currency

4.1 Purpose

PECOS P2P allows a buyer to order in any currency that is configured for a supplier. It also provides a mechanism for setting up sets of exchange rate conversation factors that can be used to dynamically produce a view of monetary amounts shown in a number of procurement screens. Prior to PECOS version 15.0 this facility is turned on when a Multi-currency flag is set at the Company Level (L2). The work undertaken for version 15.0 significantly improves the Multi-currency features of PECOS P2P: moving control down to the organisation level from the company level, enhancing the display of exchange rates, improving how conversion factors are determined and making budgets multi-currency compliant.

4.2 Usage Scenarios

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

- A procurement user who resides in a locale that uses a currency that is different from a supplier's default currency, is able to view their shopping cart in their local currency.
- A procurement user who is purchasing goods or services from a supplier catalogue in a currency that is different from the organisation's default currency, is able to view their shopping cart in their local currency.
- When an organisation purchases similar goods and services from suppliers in different currencies, an approver is able to view a requisition or order request in an alternate currency in order to compare like for like prices.
- For organisations who utilise PECOS Budgetary Control, if a proposed spend amount is in a currency that differs to the budget currency, the spend amount will be converted to the budget currency and budget availability will be correctly updated.
- If one or more organisational division operates in a different country or region, it is possible to configure those PECOS P2P organisations only to use multi-currency, and allow them to maintain exchange rates locally. It is not necessary to set and maintain multi-currency at the site level.
- If one or more divisions operate in different geographical regions, it is possible to create different sets of exchange rates for selected currencies and assign them to the appropriate division. Each division will see only their relevant currencies and conversion rates.
- When an organisation purchases from suppliers in multiple currencies, the shopping cart will validate each supplier currency and ensure that currencies are not mixed in the cart.

4.3 Scope and Exclusions

- Enhancements to Multi-Currency are generally available and do not require a Dynamic Option for implementation.
- The Multi-Currency setting and Rate Authority control is moved down to Organisation Settings to provide currency control at each organisation level.
- The P2P Shopping Cart is now validated for single currency only.

4.4 Document References

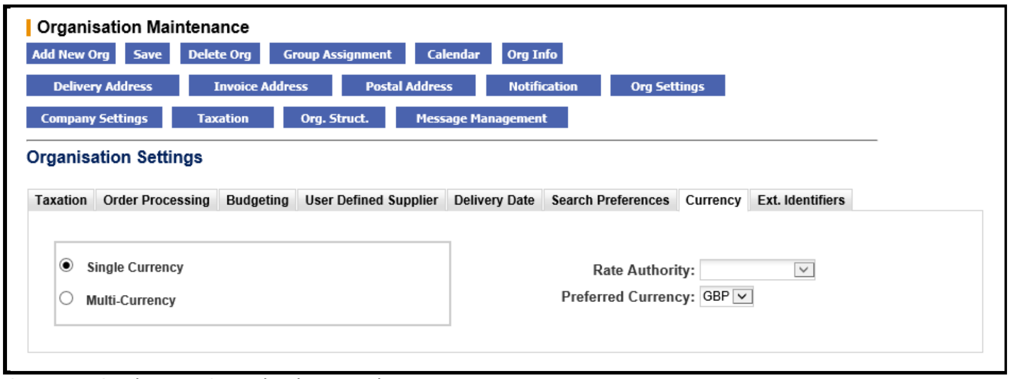
Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

PECOS P2P v15.0 User Manual
PECOS P2P v15.0 Administration Manual

4.5 Functional Enhancements

4.5.1 Control at Organisation Level

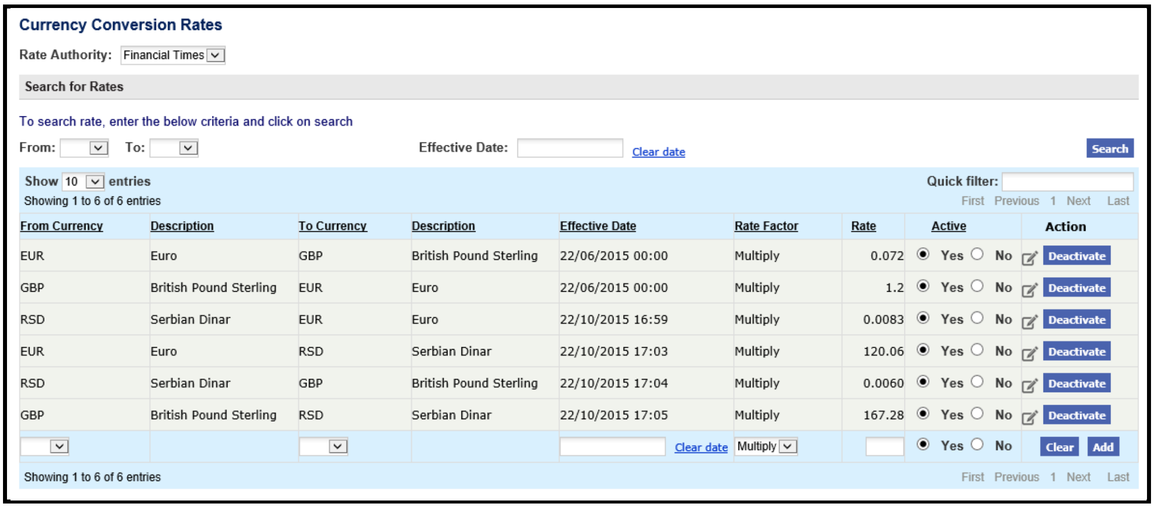
Multi-Currency control is moved down from Company to Organisation Settings, allowing currency views to be turned on and off by individual organisations. The assignment of a Conversion Rate Authority is therefore also moved down to organisation settings, allowing rate conversions to be created separately for different parts of the organisation.



Currency Settings at Organisation Level

4.5.2 Currency Maintenance

The Currency Maintenance screen is updated with a new UI, making it easier to view, search, deactivate and enter conversion rates.



Currency Conversion Rates

4.5.3 Currency Display & Conversion

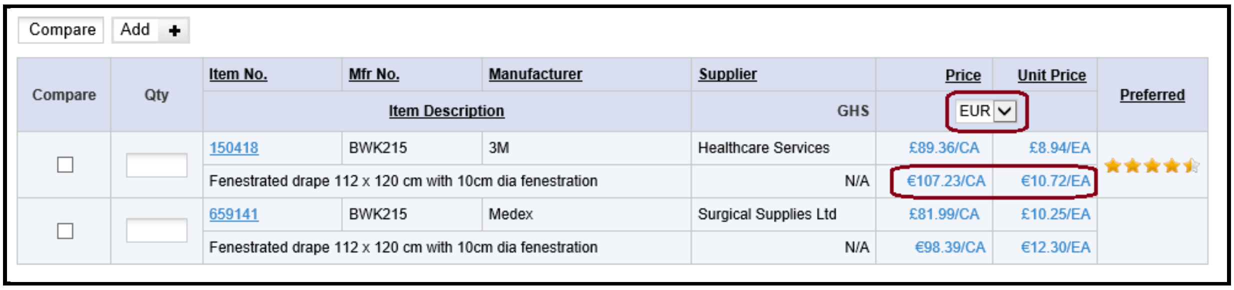
Improvements in the display and conversion of exchange rates are made throughout PECOS P2P for orders, requisitions, receipts and invoices, and include:

- The Multi-Currency setting now controls the <u>display</u> of additional fields and columns only;
- The additional currency display columns in the shopping cart can be collapsed under user control;
- The link which invokes the conversion pop-up is now dependent on the existence of Conversion Rates being set;
- Improvements are made to the converted value that is displayed to ensure that it uses either:
  - A transaction date (e.g. order date, receipt date, invoice date or 'now') when converting an amount to display; or
  - Advises that historic rates are not being used and are for guidance only.

Shopping Cart with Multi-Currency Enabled

The screen above displays the Shopping Cart when Multi-Currency is enabled:

- An additional price conversion column (2) displays converted unit and extended prices to the right of the catalogue prices. Requisitioners are able to choose a conversion currency using the drop down to change the view as required.
- A collapse icon (1) is provided to hide the currency conversion column.



Catalogue Search Results with Multi-Currency Enabled

The screen above displays the Catalogue Search Results screen when Multi-Currency is enabled. Additional price conversion fields display converted prices beneath the catalogue prices. Requisitioners are able to choose a conversion currency using the drop down to change the view as required.

4.5.4 Budgetary Control

Budgetary control is improved by making budgets work with orders and requisitions in different currencies by:

- Adding a currency to the budget definition;
- Converting the order amount into the budget currency and using the order date or system date and time for the conversation point.

4.5.5 Single Currency Shopping Cart

Validation has been added to ensure the Shopping Cart contains a single currency only. This ensures that requisition totals used in approval routing are valid:

- Only items of the same currency will be permitted in a single requisition;
- The first item added will define the 'Requisition Currency' and if items are subsequently added in a different currency, an error message will display;
- The shopping cart total, net and gross amounts will display in the single Requisition Currency;
- Shopping baskets being returned from external marketplaces will be validated against the Requisition Currency.

4.6 Use Case Scenarios

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

4.6.1 Set Multi-Currency at Organisation Level

Description: Set multi-currency at the L2 organisation.
Prerequisites:
a) Administrator with Company and Currency Maintenance administration task permissions.
b) At least one Rate Authority is created.
c) No L2 subordinate organisation overrides exist.
Steps:
1. *Administrator* navigates to Company > Organisation Maintenance;
2. *Administrator* select organisation L2 and Organisation Settings;
3. *Administrator* opens the Currency tab;
4. *Administrator* selects 'Multi-Currency' and selects a Rate Authority;
5. *Administrator* Saves the change;
6. Use case ends.

Expected behaviour: All organisations are set as Multi-Currency.

4.6.2 Set Multi-Currency at Organisation Level

Description: Set multi-currency at a L3 organisation to override parent setting.
Prerequisites:
a) Administrator with Company and Currency Maintenance administration task permissions.
b) At least one Rate Authority is created.
Steps:
1. *Administrator* navigates to Company > Organisation Maintenance;
2. *Administrator* select organisation L3 and Organisation Settings;
3. *Administrator* opens the Currency tab;
4. *Administrator* selects 'Multi-Currency' and selects a Rate Authority;
5. *System* deselects 'Default from parent organisation';
6. *Administrator* Saves the change;

7. Use case ends.

Expected behaviour: The selected organisation and all of its subordinate organisations are set as Multi-Currency.

4.6.3 Multi-Currency Options Hidden in Cart

Description: Procurement user is able to hide Multi-Currency columns in the Shopping Cart
Prerequisites:

a) Multi-Currency is set for the user's organisation.
b) A Rate Authority with at least one Conversion Rate is assigned.

Steps:

1. *User* adds an item to the Shopping Cart;
2. *System* displays preferred currency selection and converted unit and extended price columns;
3. *User* clicks to collapse multi-currency options;
4. *System* hides preferred currency selection and converted unit and extended price columns;
5. Use case ends.

Expected behaviour: Multi-Currency columns are correctly hidden.

4.6.4 Budgetary Control

Description: Budget availability is correctly updated for a requisition in a different currency to the budget
Prerequisites:

a) Multi-Currency is set for the user's organisation.
b) A Rate Authority with a valid Conversion Rate for the supplier and budget currencies is assigned.
c) A budget is available in default currency.
d) A catalogue supplier is available in a currency other than the default budget currency.
e) User and test item is under budgetary control.
f) Note budget availability for relevant budget line(s) prior to creation of test requisition.

Steps:

1. *User* adds an item to the Shopping Cart from the foreign currency supplier;
2. *System* displays preferred currency selection and converted unit and extended price columns;
3. *User* selects local currency;
4. *System* displays converted unit and extended prices in local currency;
5. *User* notes proposed spend amounts in local currency for reconciliation purposes;
6. *User* opens Order Budget Detail Screen and notes proposed spend values and availability for reconciliation purposes.
7. Use case ends.

Expected behaviour: Supplier currency is correctly translated into budget currency and budget availability is correctly calculated.

4.6.5 Mixed Currency Shopping Cart

Description: The shopping cart does not allow mixed currencies and validates based on the first currency added to the cart.
Prerequisites:

a) A supplier is available in a currency other than the user's default currency (e.g. EUR).
b) A supplier is available in the user's default currency (e.g. GBP).

Steps:

1. *User* adds an item to the Shopping Cart from the foreign currency supplier;
2. *User* tries to add an item from the default currency supplier (i.e. a supplier trading in a different currency from that used in step 1);
3. *System* displays an error message: "*Mixed currencies are not allowed in a requisition. The requisition currency is XXX and this supplier currency is YYY. You must create a new requisition for these items."*
4. Use case ends.

Expected behaviour: System does not allow mixed currency items to be added to the same shopping cart and displays an error message if the user attempts to so.

5 Close Orders

5.1 Purpose

The *manual* purchase order close feature previously provided restricted access to view receipting, invoice and settlement detail once closure had been completed.

The Manual Close feature has been enhanced to allow users to fully view order details after a Manual Close and to also allow access to open and download attachments.

5.2 Usage Scenarios

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

1. The requisitioner is able to view all receipt history and receipt attachments for a closed order in order for them to resolve any delivery queries post closure.
2. Accounts Payable personnel are able to view all invoice details and invoice attachments for a closed order in order for them to resolve any invoice queries post closure.
3. Accounts Payable personnel and system administrators are able to view the Settlement Resolution screen for a closed order in order for them to resolve any processing or audit queries post closure.

5.3 Scope and Exclusions

- Changes are made to 'Manual Close' only: no changes are made to 'Close in AP'.
- Changes effect the UI only and no changes have been made to the effects of manually closing an order or any statuses applied post closure.

5.4 Document References

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

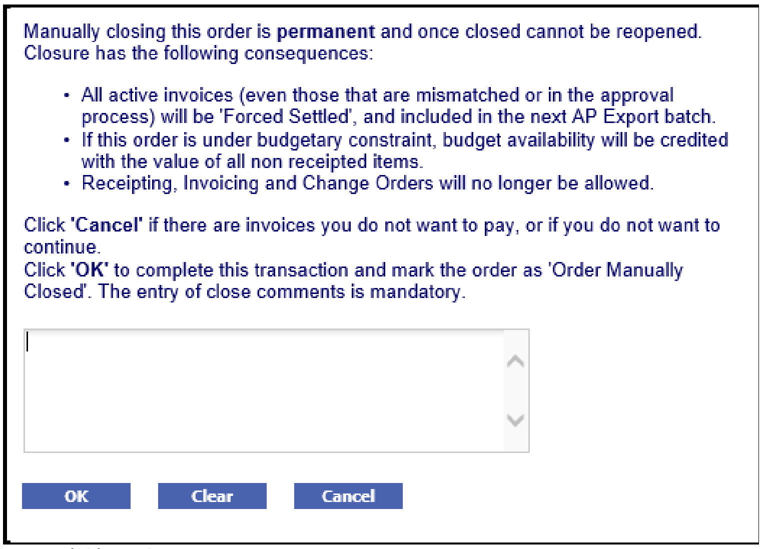
PECOS P2P v15.0 User Manual

5.5 Functional Enhancements

5.5.1 Close Comments

The text presented in the confirmation overlay screen which opens after selecting the close button, has been updated to more closely resemble the consequences of manually closing an order and now reads as follows:

> *Manually closing this order is **permanent** and once closed cannot be reopened. Closure has the following consequences:*
>
> - *All active invoices (even those that are mismatched or in the approval process) will be 'Forced Settled', and included in the next AP Export batch.*
> - *If this order is under budgetary constraint, budget availability will be credited with the value of all non receipted items.*
> - *Receipting, Invoicing and Change Orders will no longer be allowed.*



Manual Close Comments Box

5.5.2 Button Labels

The close button in the Settlement Resolution screen has been changed to read 'Manual Close' in order to differentiate it from the 'Close Order' button in AP Detail screen which allows temporary closure of an order.

Post closure, the following changes are made to button text in the Purchase Order Status Summary screen: the 'Receipt' button displays as 'View Receipts'; the 'Settle' button displays as 'View Settlement' and the 'Create Invoice' button displays as 'View Invoices'. The 'View PO' and 'Copy' buttons remain unchanged.

5.5.3 Read Only Access to Order Detail

The system now provides access to the following data for manually closed orders:

- Read Only access to the Settlement Resolution screen,
- Read Only access to the Invoice Detail screen,
- Allows invoice attachments to be viewed and downloaded,
- Read Only access to prior receipts and receipt history,
- Allows receipt attachments to be viewed and downloaded,

5.6 Use Case Scenarios

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

5.6.1 Order Details Post Closure

Description: User is able to view settlement, receipt and invoice history after manual close.
Prerequisites:

a) User has settlement and close order permission.
b) Test order is available in the correct state for manual close.
c) Test order has receipt, invoice and settlement details associated.

Steps:

1. *User* clicks on the Settle icon for selected purchase order;
2. *System* opens the Settlement Resolution screen;
3. *User* clicks the 'Manual Close' button;
4. *System* displays a Comments entry overlay box;
5. *User* enters close comments and clicks 'OK';
6. *System* updates the order status to 'Order Manually Closed';
7. *User* returns to Document Search Results and clicks on the closed order PO Number;
8. *System* opens the Purchase Order Status Summary screen, displaying order and audit detail;
9. *User* clicks View Receipts;
10. *System* displays Receipt List screen and provides read only access to receipt history;
11. *User* clicks 'Back';
12. *User* clicks View Invoices;
13. *System* displays Invoice List screen and provides read only access to invoice history;
14. *User* clicks 'Back';
15. *User* clicks View Settlement;
16. *System* displays Settlement Resolution screen and displays settlement history;
17. *User* clicks 'Back';
18. Use case ends.

Expected behaviour: All order data is available to view after the order is manually closed.

6 New Catalogue Fields

6.1 Purpose

PECOS P2P has been extended to provide additional catalogue item fields. To accommodate these changes: a new Catalogue Template is available; the item maintenance screen is updated; fields are added to relevant import and export files; and PCM validations have been updated.

6.2 Usage Scenarios

The following are summary examples of how these changes could be utilised. Detailed use cases are listed in section 6.6 below.

1. Organisations who procure chemicals or substances and mixtures that are hazardous to health are able to have suppliers enrich catalogue data with appropriate warning and regulatory control indicators without the need to manually create Catalogue User Fields. All of these indicators are available to ensure appropriately qualified personnel approve these orders as necessary.
2. All organisations are able to utilise new 'Contract ID' and 'Long Description' fields to accommodate key catalogue identifiers (e.g. framework references or extended technical descriptors) which will ensure improved information in Item Detail.

6.3 Scope and Exclusions

- For the procurement module, catalogue search results, item detail and item comparison screens have all been updated to display the new catalogue fields.
- In the administration module, the Item Maintenance screen has been updated for the new fields.
- A new catalogue template is provided with new fields added to the right of existing fields.
- All export interfaces have been modified for the new fields.
- The additional fields have not been added to the master report extracts at this time.
- Some additional fields (including GTIN, Contract ID and Long Description) will be made searchable, in catalogue searches, in a future release.
- The new 'Unit of Measure Quantity' field will be used to calculate and display comparable 'Unit Pricing' in a future release.

6.4 Document References

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

PECOS P2P v15.0 User Manual
PECOS P2P v15.0 Administration Manual
PECOS P2P v15.0 Catalogue Load
PECOS P2P v15.0 Receipt Return Export
PECOS P2P v15.0 Order Export
PECOS P2P v15.0 AP Export

6.5 Functional Enhancements

6.5.1 New Catalogue Fields

6.5.1.1 GTIN

The GS1 key, Global Trade Item Number is added as an additional item identifier. It is an optional text field, has a maximum of 14 characters and is validated for uniqueness. In order for this field to be used flexibly as a secondary item identifier it is not validated for specific GS1 format at this time (e.g. correct check digit).

6.5.1.2 Contract Reference

The Contract Reference is available for the entry of a specific contract or service identifier. This is an optional text field of 50 characters in length.

6.5.1.3 Long Description

The Long Description is an extended text field to contain a more detailed description of a product or service. This field is 2000 characters in length.

6.5.1.4 Preferred Item

A Preference ID can be optionally added to an item in the range 1 to 10. This is part of the supplier search preference functionality described in Section 3 above.

6.5.1.5 Control Regulation

The UK COSHH (Control of Substances Hazardous to Health) legislation requires employers to control substances and mixtures that are hazardous to health by preventing and reducing exposure to them. Employers must undertake risk assessment and ensure control measures are in place.

A new Controlled Regulation field allows organisations to define whether an item is a Controlled Substance or requires Regulatory Control. It is an optional text field of 50 characters in length and is not validated in order to provide the flexibility for it to be used across multiple national or international control classifications and for different commodity types (e.g. substances, assets, implementation processes, installations etc). Local administrators could also enhance this new catalogue field through order or line level user fields (e.g. 'Risk Assessment Required/Undertaken: Y/N'), to be completed during the procurement process.

6.5.1.6 GHS Hazard

A Hazardous Material field is added to indicate if an item is hazardous or dangerous. This is an optional field and will be validated for a designated five digit code (see below). Each hazard warning code has a corresponding icon (pictogram) which will display in the search results screen.

The classification used is the UN GHS system (The United Nations Globally Harmonized System of Classification and Labelling of Chemicals). This is an international system used by the **EU CLP Regulation** (Classification, Labelling and Packaging) No 1272/2008 which came into force in January 2008 and replaced the provisions of the Dangerous Substances Directive 67/548/EEC (DSD) and the Dangerous Preparations Directive 1999/45/EC (DPD) on 1 June 2015. It is the system used by **COSHH** (Control of Substances Hazardous to Health) in the UK and currently supersedes most relevant national (including the US) standards and is globally adopted.

The following workplace hazard warning categories and pictograms are provided:

Code	Description	Pictogram
GHS01	Explosive	
GHS02	Flammable	
GHS03	Oxidizing	
GHS04	Compressed Gas	
GHS05	Corrosive	
GHS06	Toxic	
GHS07	Irritant	
GHS08	Health Hazard	
GHS09	Environmentally Damaging	

6.5.1.7 UN TDG Hazard

The UN TDG Hazard is provided for organisations to define a UN Hazard Code for the classification of hazardous and dangerous items. All dangerous goods have a UN Number (UN + 4 digits) and each belongs to a Hazard Class/Division defined by the United Nations regulation of Transportatio n of Dangerous Goods (TDG).

The new field is an optional text field and has a length of 20 characters.

6.5.1.8 Unit of Measure Quantity

The Unit of Measure Quantity (also known as the 'Unit of Purchase') is provided to define the quantity of one unit of measure when the unit of measure is not 'Each' and is able to be quantified. For example, if the UOM is 'Box' or 'Pallet', the UOMQ will define how many single units or quantifiable items are contained within each UOM. The field is optional, validated as an integer and has a length of 20.

For example:

- If one Box of paper contains 4 reams, the UOMQ will be 4.
- If one pallet of plaster board contains 25 sheets, the UOMQ will be 25.

6.5.1.9 Unit of Measure Quantity Unit

The Unit of Measure Quantity Unit (also known as the 'Unit of Purchase Unit') defines the unit of one unit of measure quantity when a unit of measure quantity is defined. The field is similar to the Unit of Measure and is validated in the same way for accurate ANSI x12 or UNDP Rec20 values. Completion is mandatory of a Unit of Measure Quantity is provided, otherwise it is not required.

For Example:

- If we purchase copper pipe and the sales order quantity = 2 and the UOM = 'Box'. If the UOM Unit = 'Meter', and UOM Qty = 4: each of the 2 boxes contains 4 meters of pipe.
- If we purchase gloves and the sales order quantity = 4 and UOM = 'Pack'. If the UOM Unit = 'Each', and UOM Qty = 12: each of the 4 packs contain 12 pairs of gloves.
- If we purchase sand and the sales order quantity = 3 and UOM = 'Bag'. If the UOM Unit = 'KG' and UOM Qty = 25: we get 3 bags weighing 25 KG each.

6.5.1.10 Lead Time

A new field for defining 'Lead Time' is added. The lead time of an item is an expression of time or duration before which an item is available for shipment or delivery. The lead time is always expressed in days and the optional field is configured to be a decimal number with a length of 15.

6.5.2 Field Visibility

6.5.2.1 Item Detail Screen

The following optional fields have been added to the Item Detail screen:

- Contract ID: the field is labelled "Contract Reference:".
- GTIN: the field will be labelled: "GTIN:".
- GHS Hazard: the field will be labelled: "GHS Hazard Warning:" and display the GHS Hazard Warning code and description.
- TDG Hazard Code: the field will be labelled: "UN TDG Hazard Code:".
- Control Regulation: the field will be labelled: "Control Regulation:".
- UOMQ: the field will be labelled: "Unit of Measure Quantity:".
- UOMQU: the field will be labelled: "Unit of Measure Quantity Unit:" and will only be required if a UOMQ is provided for the item. The field is associated with and appears directly below the UOMQ field.
- Long Description: the field will be labelled: "Long Description:".
- Lead Time: the field will be labelled: "Lead Time:".

6.5.2.2 Item Comparison

All new catalogue item fields (as described in 'Item Detail Screen' above) have been added to the Compare Items screen.

The following existing catalogue fields have also been added: Preferred item indicator; Unit of measure and Manufacturer number. Additional minor changes have been made to the field grouping and group headings; and a comparison row will not now appear if there is no data to compare.

6.5.2.3 PCM

PECOS Catalogue Manager validations have been extended for all new catalogue item fields.

6.5.3 Workflow

The following line level fields have been added to all approval plan types:

- Long Description
    - Operators: >, <, >=, <=, =, !=, Contains, Does not contain, Is blank, Is not blank, Starts with, Ends with.
    - Value = Text.
- Contract ID
    - Operators: >, <, >=, <=, !=, Contains, Does not contain, Is blank, Is not blank, Starts with, Ends with.
    - Value = Text.
- GTIN
    - Operators: >, <, >=, <=, =, !=, Contains, Does not contain, Is blank, Is not blank, Starts with, Ends with.

    - Value = Text.
- Lead Time
    - Operators: >, <, >=, <=, =, !=, Contains, Does not contain, Is blank, Is not blank, Starts with, Ends with.
    - Value = Text.
- GHS Hazard Warning
    - Operators: =, !=, Is blank, Is not blank.
    - Value = List box containing Hazard Warning Codes (see 6.5.1 above).
- UN TDG Hazard Code
    - Operators: >, <, >=, <=, =, !=, Contains, Does not contain, Is blank, Is not blank, Starts with, Ends with.
    - Value = Text.
- Control Regulation
    - Operators: >, <, >=, <=, =, !=, Contains, Does not contain, Is blank, Is not blank, Starts with, Ends with.
    - Value = Text.
- UOMQ
    - Operators: >, <, >=, <=, =, !=.
    - Value = Text.
- Preferred Rating
    - Operators: >, <, >=, <=, =, !=.
    - Value = Text.

6.5.4 Item Maintenance

New catalogue fields have been added to the Catalogue Item Maintenance screen which has also seen minor changes with fields more logically grouped and presented.

- The Contract ID field is added to the Category Information section.
- The UOM Quantity and UOM Quantity Unit fields are added to the Price Information section. The existing Unit of Measure is also moved to the Price Information section from the Manufacturer Information section.
- The following new fields are added to the Manufacturer Information section: GTIN; Lead Time (Days); GHS Hazard Code; UN TDG Hazard Code and Control Regulation.
- The 'VAT Information' section is renamed 'Additional Information' and the new Long Description field added to this section.
- A new Search Preferences section has been added to accommodate the new Item Search Priority.

6.6 Use Case Scenarios

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

6.6.1 Manual Catalogue Load

Description: Test loadcat / manual load. Load a catalogue with new catalogue fields using new catalogue template.
Prerequisites:
a) Supplier and Catalogue Key exist.
b) Version 15.0 Catalogue Template available
Steps:
1. *Administrator* completes catalogue template with valid mandatory data completed and includes data for the following fields:
    a) Contract ID
    b) GTIN
    c) GHS Hazard
    d) UN TDG Hazard Code
    e) Control Regulation
    f) Lead Time
    g) Long Description
    h) Preferred Item
    i) Unit of Measure
    j) Unit of Measure Quantity
2. *Administrator* submits catalogue for loading to service desk;
3. *Support Services* upload catalogue and confirms.
4. Use case ends.

Expected behaviour: Catalogue is successfully loaded.

6.6.2 PCM Catalogue Upload

Description: Test PCM validation and upload. Upload and publish a catalogue with new catalogue fields using new catalogue template.
Prerequisites:

a) Supplier and Catalogue Key exist.
b) User has PCM administration task permission.
c) Version 15.0 Catalogue Template available and completed.

Steps:

1. *Administrator* completes catalogue template with valid mandatory data completed and includes data for the following fields:
    a) Contract ID
    b) GTIN
    c) GHS Hazard
    d) UN TDG Hazard Code
    e) Control Regulation
    f) Lead Time
    g) Long Description
    h) Preferred Item
    i) Unit of Measure
    j) Unit of Measure Quantity
2. *Administrator* opens Catalogue Content Manger, searches and opens test catalogue;
3. *Administrator* clicks 'New Version' tab and uploads catalogue;
4. *System* validates catalogue content;
5. *System* uploads catalogue, assigns new version and confirms;
6. Use case ends.

Expected behaviour: Catalogue completes validation without error and is successfully uploaded to PCM for publication.

6.6.3 PCM Catalogue Publication

Description: Test PCM catalogue publication. Publish a catalogue with new catalogue fields through PECOS Catalogue Manager.

Prerequisites:

a) Catalogue is successfully uploaded to PCM and awaiting publication: test case 6.6.2.

Steps:

1. *Administrator* opens Catalogue Content Manger, searches and opens test catalogue;
2. *Administrator* clicks 'Publish > Direct' tabs and publishes catalogue;
3. *Administrator* enters publication comments;
4. *System* publishes catalogue direct to PECOS P2P;
5. *System* updates catalogue status and confirms publication;
6. Use case ends.

Expected behaviour: Catalogue is successfully published to PECOS P2P.

6.6.4 Catalogue Search Results

Description: New preferred item icons appear in catalogue search results.

Prerequisites:

a) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.
b) The test catalogue specifically contains preferred item settings which override supplier settings.
c) User has procurement permission to test catalogue.

Steps:

1. *User* searches for one or more catalogue item;
2. *System* displays search results containing Preferred Item indicator(s)
3. Use case ends.

Expected behaviour: Catalogue search results display with correct information.

6.6.5 Item Detail Screen

Description: New catalogue fields appear correctly in the item detail screen.

Prerequisites:

a) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.
b) User has procurement permission to test catalogue.

Steps:

1. *User* searches for one or more catalogue item;
2. *System* displays search results;
3. *User* click item number;
4. *System* displays Item Detail screen
5. Use case ends.

Expected behaviour: Item Detail screen displays item attribute fields correctly.

6.6.6 Compare Items Screen

Description: New catalogue fields appear correctly in the compare items screen.

Prerequisites:

a) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.
b) User has procurement permission to test catalogue.

Steps:

1. *User* searches for two or more catalogue items;
2. *System* displays search results;
3. *User* selects two or more items for comparison and clicks 'Compare' button;
4. *System* displays selected items in the Compare Items screen;
5. Use case ends.

Expected behaviour: Compare Items screen displays item details correctly.

6.6.7 Item Maintenance

Description: New catalogue fields are populated correctly in the Item Maintenance screen.

Prerequisites:

a) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.
b) Administrator has permission to catalogue item maintenance.

Steps:

1. *Administrator* opens Catalogue > Items and searches for a catalogue item;
2. *System* populates Item Maintenance screens;
3. *Administrator* reviews fields;
4. Use case ends.

Expected behaviour: Item Maintenance screen displays item values correctly.

6.6.8 Requisition Workflow

Description: Test workflow configuration. Ensure requisition approval plans can be configured for new catalogue fields.

Prerequisites:

a) Administrator has Approval Plan administration task permission.
b) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.

Steps:

1. *Administrator* navigates to Approval Rules > Approval Plans and creates a new test Requisition Approval Plan.
2. *Administrator* configures the approval plan by creating one valid 'Request Approval' step for each of the following fields, each assigned to a test approver:
   a) Contract ID
   b) GTIN
   c) GHS Hazard Warning
   d) UN TDG Hazard Code
   e) Control Regulation
   f) Lead Time
   g) Long Description
   h) Preferred rating
   i) UOMQ
3. Use case ends.

Expected behaviour: Administrator is able to successfully configure requisition plan for new catalogue fields.

6.6.9 Purchase Order Workflow

Description: Test workflow configuration. Ensure purchase order approval plans can be configured for new catalogue fields.

Prerequisites:

a) Administrator has Approval Plan administration task permission.
b) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.

Steps:

1. *Administrator* navigates to Approval Rules > Approval Plans and creates a new test Purchase Order Approval Plan.
2. *Administrator* configures the approval plan by creating one valid 'Request Approval' step for each of the following fields, each assigned to a test approver:
   a) Contract ID
   b) GTIN
   c) GHS Hazard Warning
   d) UN TDG Hazard Code
   e) Control Regulation
   f) Lead Time
   g) Long Description
   h) Preferred rating
   i) UOMQ
3. Use case ends.

Expected behaviour: Administrator is able to successfully configure purchase order plan for new catalogue fields.

6.6.10 Change Order Workflow

Description: Test workflow configuration. Ensure change order approval plans can be configured for new catalogue fields.

Prerequisites:

a) Administrator has Approval Plan administration task permission.
b) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.

Steps:

1. *Administrator* navigates to Approval Rules > Approval Plans and creates a new test Change Order Approval Plan.
2. *Administrator* configures the approval plan by creating one valid 'Request Approval' step for each of the following fields, each assigned to a test approver:
    a) Contract ID
    b) GTIN
    c) GHS Hazard Warning
    d) UN TDG Hazard Code
    e) Control Regulation
    f) Lead Time
    g) Long Description
    h) Preferred rating
    i) UOMQ
3. Use case ends.

Expected behaviour: Administrator is able to successfully configure change order plan for new catalogue fields.

6.6.11 Invoice Workflow

Description: Test workflow configuration. Ensure invoice settlement approval plans can be configured for new catalogue fields.

Prerequisites:

a) Administrator has Approval Plan administration task permission.
b) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.

Steps:

1. *Administrator* navigates to Approval Rules > Approval Plans and creates a new test Invoice Settlement Approval Plan.
2. *Administrator* configures the approval plan by creating one valid 'Request Approval' step for each of the following fields, each assigned to a test approver:
    a) Contract ID
    b) GTIN
    c) GHS Hazard Warning
    d) UN TDG Hazard Code
    e) Control Regulation
    f) Lead Time
    g) Long Description
    h) Preferred rating
    i) UOMQ
3. Use case ends.

Expected behaviour: Administrator is able to successfully configure invoice settlement plan for new catalogue fields.

6.6.12 Requisition Approval

Description: Test workflow routing. Ensure requisitions are routed correctly using new catalogue field criteria.

Prerequisites:

a) Test Requisition approval plan is created: test case 6.6.10
b) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.
c) Test Requisition approval plan and version 15.0 test catalogue is assigned to requisition test user.

Steps:

1. *User* creates a shopping cart which includes one or more items which have data for the following fields, individually or combined:
    a) Contract ID
    b) GTIN
    c) GHS Hazard Warning
    d) UN TDG Hazard Code
    e) Control Regulation
    f) Lead Time
    g) Long Description
    h) Preferred rating
    i) UOMQ
2. *User* submits shopping cart;
3. *System* creates and routes requisition;
4. Use case ends.

Expected behaviour: The requisition is routed correctly by the requisition plan and approval tasks are correctly invoked for all new catalogue field steps.

6.6.13 Order Request Approval

Description: Test workflow routing. Ensure order requests are routed correctly using new catalogue field criteria.
Prerequisites:

a) Test Purchase Order approval plan is created: test case 6.6.11
b) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.
c) Test Purchase Order approval plan and version 15.0 test catalogue is assigned to requisition test user.

Steps:

1. *User* creates a shopping cart which includes one or more items which have data for the following fields, individually or combined:
    a) Contract ID
    b) GTIN
    c) GHS Hazard Warning
    d) UN TDG Hazard Code
    e) Control Regulation
    f) Lead Time
    g) Long Description
    h) Preferred rating
    i) UOMQ
2. *User* submits shopping cart;
3. *System* creates and routes order requests;
4. Use case ends.

Expected behaviour: The order requests are routed correctly by the purchase order plan and approval tasks are correctly invoked for all new catalogue field steps.

6.6.14 Change Order Approval

Description: Test workflow routing. Ensure change orders are routed correctly using new catalogue field criteria.
Prerequisites:

a) Test Change Order approval plan is created: test case 6.6.12.
b) Version 15.0 Catalogue is loaded with multiple items with valid data for new catalogue fields: test case 6.6.3.
c) Purchase orders are created and transmitted to supplier: test case 6.6.15.
d) Test Change Order approval plan and version 15.0 test catalogue is assigned to test user.
e) Test user has change order permissions.
f) Supplier is configured for change orders.

Steps:

1. *User* creates a change order which includes one or more items which have data for the following fields, individually or combined:
    a) Contract ID
    b) GTIN
    c) GHS Hazard Warning
    d) UN TDG Hazard Code
    e) Control Regulation
    f) Lead Time
    g) Long Description
    h) Preferred rating
    i) UOMQ
2. *User* submits change order;
3. *System* creates and routes change order;
4. Use case ends.

Expected behaviour: The change order is routed correctly by the change order plan and approval tasks are correctly invoked for all new catalogue field steps.

6.6.15 Invoice Approval

Description: Test workflow routing. Ensure invoices are routed correctly using new catalogue field criteria.
Prerequisites:

a) Test Invoice Settlement approval plan is created: test case 6.6.13.
b) Purchase orders are created and transmitted to supplier: test case 6.6.15.
c) Two way match only is required.
d) Test Invoice Settlement plan is assigned to test user.
e) Test user has invoice entry, matching and settlement permissions.

Steps:

1. *User* creates an invoice which includes one or more items which have data for the following fields, individually or combined:
    a) Contract ID

    b) GTIN
    c) GHS Hazard Warning
    d) UN TDG Hazard Code
    e) Control Regulation
    f) Lead Time
    g) Long Description
    h) Preferred rating
    i) UOMQ
2. *User* creates invoice;
3. *User* opens settlement screen and runs matching;
4. *System* runs comp810 and invokes workflow;
5. Use case ends.

Expected behaviour: The invoice is routed correctly by the invoice settlement plan and approval tasks are correctly invoked for all new catalogue field steps.

7 GS1 Fields

7.1 Purpose

Due to current and future requirements and expectations of PECOS P2P, Elcom has become GS1* eCom accredited and a number of fields have been added in this release to support GS1 keys. Certain GS1 keys are a requirement for RFID and Bar Coding, which is necessary for PECOS to be able to support RFID tracking and integration, not least, for the Health Service.

The purpose of a GS1 identification key is to identify a real world entity, either physical or abstract. The GS1 identification keys are globally unique in the sense that each value is used once only in its specified domain.

The following fields are added in this release to support four GS1 keys:

- **GTIN**

*The **Global Trade Item Number** is a product / part identifier used to identify trade items: any item that can be priced or ordered or invoiced at any point in a supply chain, upon which there is a need to retrieve pre-defined information.*

- **GLN**

*The **Global Location Number** is a company or location identifier. Used to uniquely identify any location relevant in a supply chain, which can be a legal, physical or functional entity (e.g. a company location, a government department, a delivery point or a mail box).*

- **GSRN**

*The **Global Service Relationship Number** is used to identify a relationship between a service provider and a service recipient (business or individual). It is an identification point against which data can be stored for a service relationship (e.g. a patient in a hospital for the recording of medical information and treatment received).*

- **SSCC**

*The **Serial Shipping Container Code** is used to identify logistics units: any item of any composition established for transportation or storage (e.g. a box or pallet of goods). The SSCC is often encoded in a bar code or RFID tag and commonly used in the ASN and is vital to automated goods receipting*.

The four fields introduced here are not validated as specific GS1 keys (for example, are not validated for length, Company Prefix or Check Digit), in order that they may be implemented in a flexible manner. They may contain GS1 data or an alternative identification string or indicator specific to a local implementation, regional need or national requirement.

{**GS1 is a neutral, not-for-profit, international organisation that develops global standards and solutions to improve the efficiency and visibility of supply chains across industries. It engages a global community of trading partners, industry organisations and technology providers to understand their business needs and develops global standards in response to those needs. GS1 is driven by close to two million users, in over 20 industries including retail & consumer goods, healthcare and transport & logistics. Today, the GS1 System of standards is the most widely used supply chain standards system in the world. GS1 has local Member Organisations in more than 100 countries and its head office is in Brussels. For more information, visit: www.gs1.org*.}

7.2 Usage Scenarios

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

1. An organisation wishing to implement the GTIN, or any additional or ancillary part number, can now do so using a separate field in addition the supplier's item number.
2. When PECOS P2P is implemented in a multi-organisational and multi-tenanted environment (e.g. for the ePS programme) the GLN can be used to uniquely identify suppliers and trading parties who have multiple profiles. Suppliers can be unambiguously identified to ensure that, transactional data is accurately identified, exchanged and recorded, especially where there are multiple integration points.
3. The efficiency of goods receipting is improved by using a GLN within a delivery location. A physical location or delivery point, such as a warehouse, building or room can be identified and communicated to trading partners.
4. The GLN ensures efficient and accurate communication and data processing for organisation who interface procurement data with their ERP or third party systems. Names, addresses and other information about particular locations do not need to be communicated with every transaction. The necessary information is communicated only once, stored in the relevant system (e.g. ERP) and subsequently retrieved by referring to a globally unique GLN.
5. The SSCC provides a single way of uniquely identifying logistics units, making it quicker to process deliveries and improve control procedures within a central warehouse and distribution centre. Recording the SSCC further enables organisations to track and trace products through internal delivery and transportation processes and provides a single identity with which to resolve delivery issues and queries.
6. Within the NHS the GSRN can be used to identify a patient as a service recipient in order for services and treatments to be recorded. Since the GSRN does not identify a business or individual specifically for purposes other than the service being provided, it does do not raise any privacy concerns. In PECOS P2P the GSRN can be associated to a user profile and entered within the requisition or purchase order, in order for the service recipient (e.g. a buy-for user) to be recorded.

7.3 Scope and Exclusions

- GS1 fields are not validated for specific length or Company prefix or check digit formatting at this time. This is to allow all fields to be used flexibly by any organisation
- Additional details with respect to the implementation and use of the GTIN can be found in section 6, New Catalogue Fields, above.
- No changes are to be made to Report Extracts at this time.
- Customers with bespoke PO Templates must liaise with Client Services if they require changes to be made for any GS1 field.

7.4 Document References

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

PECOS P2P v15.0 User Manual
PECOS P2P v15.0 Administration Manual
PECOS P2P v15.0 Bulk Supplier Load
PECOS P2P v15.0 Receipt Return Export
PECOS P2P v15.0 Order Export
PECOS P2P v15.0 AP Export

7.5 Functional Enhancements

7.5.1 GTIN

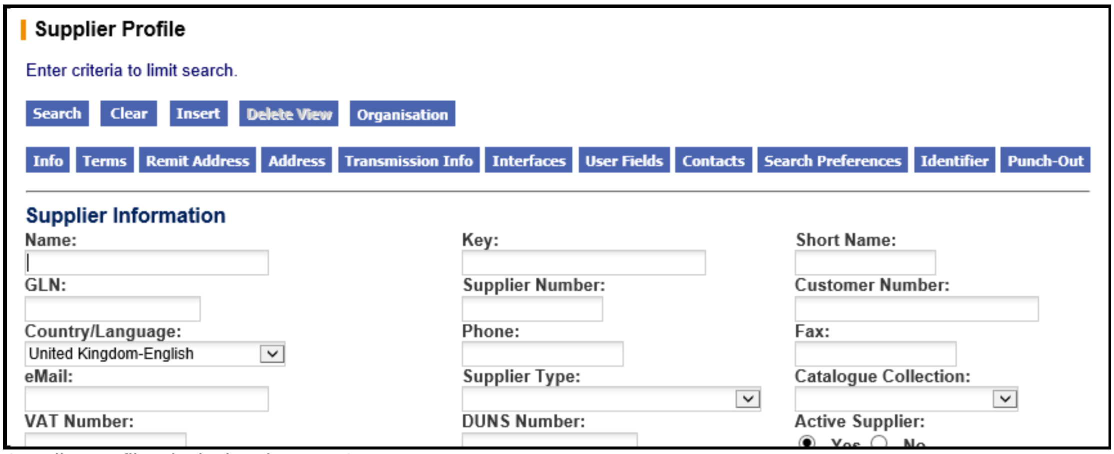
The GTIN has been added as a new catalogue item field, is added to the catalogue template and will display in the Item Detail screen. The GTIN has also been added as criteria for approval workflow.

The GTIN is an optional text field, has a maximum of 14 characters and is validated for uniqueness. In order for this field to be used flexibly as a secondary item identifier it is not validated for specific GS1 format at this time (e.g. correct check digit).

Additional details with respect to the implementation and use of the GTIN can be found in section 6, New Catalogue Fields, above.

7.5.2 GLN - Supplier Profile

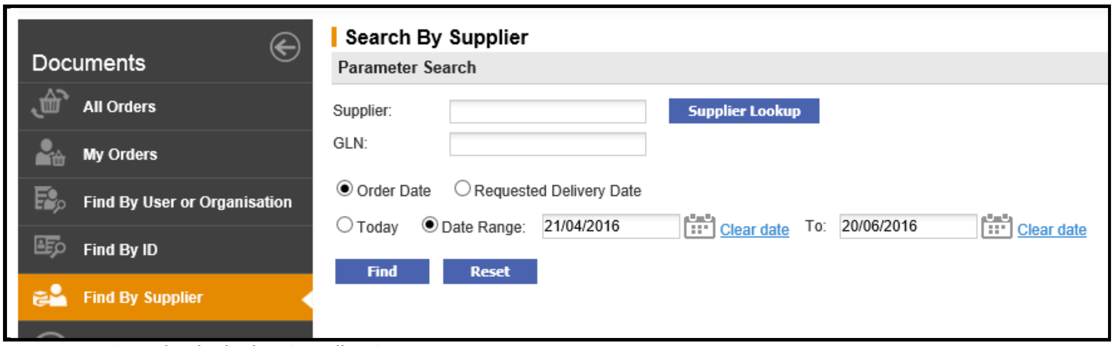
The GLN has been added to the supplier profile, Supplier Information page, to provide a supplier level identifier and is available in all supplier searches. The field is called 'GLN', is optional and will accept up to 20 characters. In order for this field to be used flexibly it is not validated for specific GS1 format at this time (e.g. correct check digit).



Supplier Profile Displaying the new GLN

The Supplier GLN may be entered through the Bulk Supplier Load interface and has been added to Order, ReceiptReturn and APExport interfaces. The GLN is also added to the standard PDF purchase order template and may be viewed in a number of screens including all Status and Approval Summary screen headers.

The Document Search: 'Find By Supplier' has been extended to enable users to search and discover documents by entering a supplier GLN.

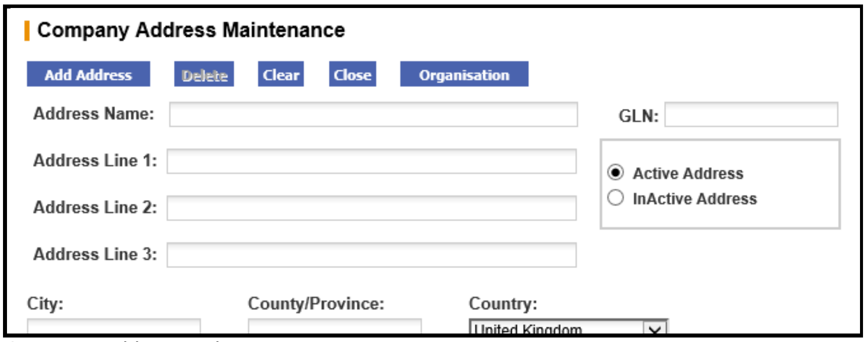


Document Search Displaying Supplier GLN

A new order level Workflow Criterion is added to appear in all plan types. The field name is: "Order: Supplier GLN"; provides the following operators: =, !=, >, <, >=, <=, Is Blank, Is Not Blank, Contains, Does Not Contain, Starts with, Ends with; and accepts any text value.

7.5.3 GLN - Addresses

The GLN has been added to organisation and supplier addresses to provide a unique location reference. The optional field appears alongside the Address Name, is called 'GLN', and will accept up to 20 characters. In order for this field to be used flexibly it is not validated for specific GS1 format at this time (e.g. correct check digit).



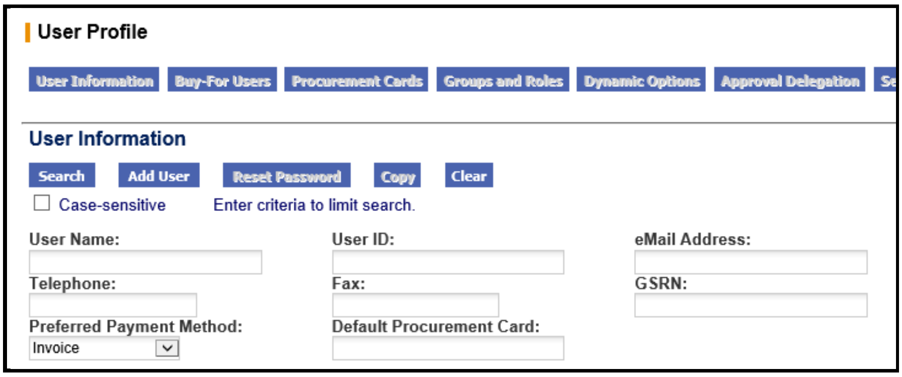
Company Address Maintenance

Address GLN's may be entered in the address form in all administration screens where the address is entered, edited or displayed.

The Delivery Address GLN is added to the Order Export and the Remittance Address GLN added to the Order and Accounts Payable Exports. The GLN is also now included in the standard PDF purchase order template and may be viewed in a number of screens including all Status and Approval Summary screen headers.

7.5.4 GSRN

The GSRN has been added as an identifier to the user profile. The field may be added through the User Bulk load, is optional, 30 characters in length and called "GSRN". In order for this field to be used flexibly as an additional user identifier, it is not validated for specific GS1 format at this time (e.g. correct check digit).

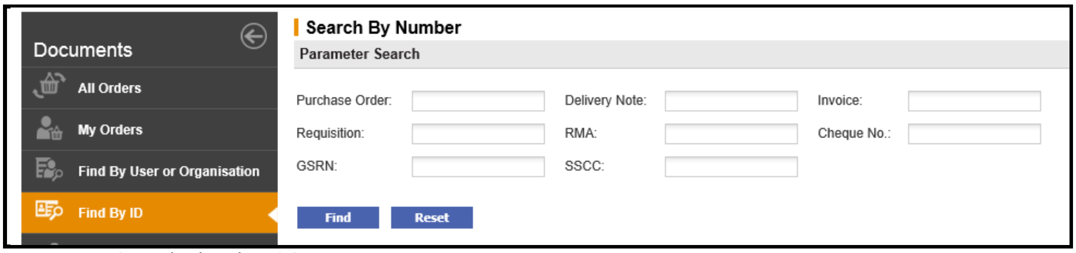


User Profile

The GSRN will default from the User Profile into the shopping cart requisition and order delivery and invoicing screens. The Requisitioner's GSRN is editable in the requisition delivery and invoicing screen and when changed, will automatically update at order level. The buy-for user's GSRN can be edited in both the requisition and order delivery and invoicing screens. The GSRN will display in all Status and Approval Summary screen headers.

When data is provided it will be included in the standard PDF purchase order template and the Order Export.

The Document Search: 'Find By ID' has been extended to enable users to search and discover documents by entering a user's GSRN.

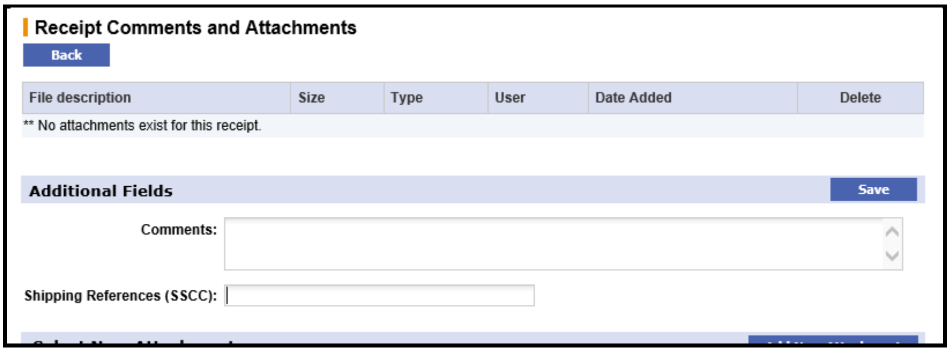


Document Search showing GSRN

Two new order level workflow criteria are added for all plan types called: "Order: Requisitioner GSRN" and "Order: Buy-For User GSRN". Operators are =, !=, >, <, >=, <=, Is Blank, Is Not Blank, Contains, Does Not Contain, Starts with and Ends with and any text value may be entered.

7.5.5 SSCC

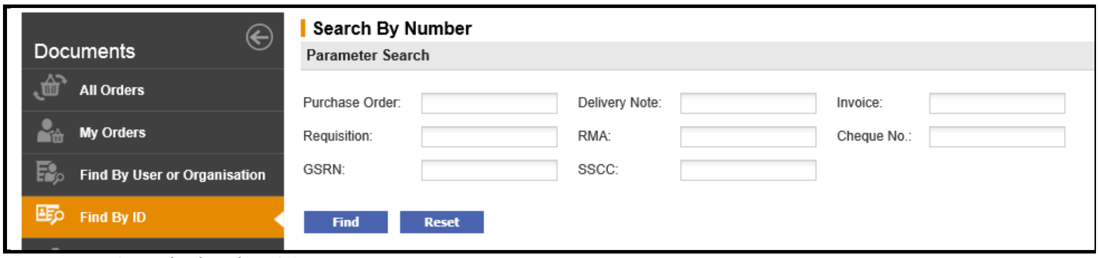
The SSCC has been added to Receive Items in the Receipt Comments and Attachments screen at both header and line level. The field is optional, 30 characters in length and called "Shipping References (SSCC)". In order for this field to be used flexibly as a shipping reference identifier it is not validated for specific GS1 format at this time (e.g. correct check digit).



Receipt Comments and Attachments

A field has been added to the Receipt Return Export at header and line level.

The Document Search: 'Find By ID' has been extended to enable users to search and discover documents by entering a SSCC.



Document Search showing GSRN

7.6 Use Case Scenarios

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

7.6.1 GTIN - Display in Item Detail

Description: The GTIN field appears correctly in the item detail screen.
Prerequisites:
a) Version 15.0 Catalogue is loaded with items containing valid data for the GTIN catalogue field.
b) User has procurement permission to the test catalogue.
Steps:
1. *User* searches for one or more catalogue item;
2. *System* displays search results;
3. *User* clicks item number;
4. *System* displays Item Detail screen
5. Use case ends.

Expected behaviour: Item Detail screen displays item attribute fields correctly.

7.6.2 GLN - Search by Supplier GLN

Description: Supplier GLN is available for document searches and returns correct purchase order
Prerequisites:
a) Supplier is configured with a GLN.
b) Purchase order is transmitted to supplier.
c) Administrator has order access permission.
Admin Steps:
1. *Administrator* navigates to Documents menu and selects 'Find by Supplier';
2. *System* displays 'Search by Supplier' screen with GLN option;
3. *Administrator* searches for purchase order using GLN;
4. System displays search results;
5. Use case ends.

Expected behaviour: Document search allows GLN search and returns correct results.

7.6.3 GLN - Display Supplier GLN in Summary Screen and PO

Description: The Supplier GLN displays in the Purchase order status summary and PDF PO Template
Prerequisites:
a) Purchase order containing GLN is returned in Document Search results: test 7.6.2.
b) PO is transmitted to supplier.
Admin Steps:
1. *Administrator* clicks PO number in Document Search results;
2. System opens Purchase Order Status Summary screen;
3. Administrator clicks 'View PO';
4. *System* opens purchase order in a new screen;
5. Use case ends.

Expected behaviour: GLN is correctly displayed in the PO Status Summary screen and Purchase Order header.

7.6.4 GLN - Search by Address GLN

Description: Delivery address can be retrieved through a search on GLN.
Prerequisites:
a) Delivery address is configured with a GLN.
b) User has access to delivery address and has permission to change.
Admin Steps:
1. *User* adds item to shopping cart;
2. *User* opens Order Delivery and Invoicing screen;
3. User clicks 'Address Lookup';
4. *System* displays the Address Lookup screen;
5. *User* selects 'GLN' from 'Look In' list box and enters GLN in 'Contains' box;
6. *System* displays search results;
7. Use case ends.

Expected behaviour: Address search allows GLN search and returns correct results.

7.6.5 GSRN - Display in Requisition

Description: The GSRN field appears correctly defaulted in the Requisition Delivery and Invoicing screen and is editable.
Prerequisites:
a) Requisition user has GSRN configured in their user profile.
b) User has requisitioning permission.
Steps:
1. *User* adds one or more item to a shopping cart;
2. *User* opens cart and clicks 'Requisition delivery and invoicing' link;
3. *System* displays Requisition delivery and invoicing screen;
4. *User* enters alternative GSRN for requisitioner and buy-for user;
5. Use case ends.

Expected behaviour: The screen displays the Requisitioner and Buy-for User GSRN default correctly and the user is able to edit the field.

7.6.6 GSRN - Document Search

Description: User GSRN is available for document searches and returns correct purchase order(s)
Prerequisites:
a) User is configured with a GSRN.
b) Purchase orders for the user are transmitted to supplier.
c) User has order access permission.
Admin Steps:
1. *User* navigates to Documents menu and selects 'Find by ID;
2. *System* displays 'Search by Number' screen with GSRN option;

3. *User* searches for purchase order(s) using GSRN;
4. System displays search results;
5. Use case ends.

Expected behaviour: Document search allows GSRN search and returns correct results.

7.6.7 GSRN - Display GSRN in Summary Screen and PO

Description: The User GSRN displays in the Purchase order status summary and PDF PO Template
Prerequisites:
a) Purchase order containing GSRN is returned in Document Search results: test 7.6.6.
b) PO is transmitted to supplier.

Admin Steps:
1. *User* clicks PO number in Document Search results;
2. System opens Purchase Order Status Summary screen;
3. User clicks 'View PO';
4. *System* opens purchase order in a new screen;
5. Use case ends.

Expected behaviour: GSRN is correctly displayed in order detail section of the PO Status Summary screen and ship to detail of the Purchase Order header.

7.6.8 SSCC Entered at Receipt Header

Description: The SSCC field is available for entry at the receipt header level.
Prerequisites:
a) Requisition user has receipt permission.
b) Orders are transmitted to supplier.

Steps:
1. *User* searches for order in document search;;
2. *System* displays document search results;
3. *User* clicks receipt action icon;
4. *System* opens 'Receive Items' screen;
5. *User* clicks header paper clip and clicks through warning message;
6. *System* displays the 'Receipt Comments and Attachments' screen;
7. *User* enters a Shipping Reference and saves;
8. System confirms that comments and SSCC are saved;
9. Use case ends.

Expected behaviour: The screen displays the SSCC for entry at header level and successfully saves data.

7.6.9 SSCC Entered at Receipt Line

Description: The SSCC field is available for entry at the receipt line level.
Prerequisites:
a) Requisition user has receipt permission.
b) Orders are transmitted to supplier.

Steps:
1. *User* searches for order in document search;;
2. *System* displays document search results;
3. *User* clicks receipt action icon;
4. *System* opens 'Receive Items' screen;
5. *User* clicks line level paper clip and clicks through warning message;
6. *System* displays the 'Line Comments and Attachments' screen;
7. *User* enters a Shipping Reference and saves;
8. System confirms that comments and SSCC are saved;
9. Use case ends.

Expected behaviour: The screen displays the SSCC for entry at line level and successfully saves data.

7.6.10 SSCC - Document Search

Description: The SSCC is available for document searches and returns correct purchase order(s)
Prerequisites:
a) Receipts containing SSCC are available for search.
b) User has order access permission.

Admin Steps:
1. *User* navigates to Documents menu and selects 'Find by ID;
2. *System* displays 'Search by Number' screen with SSCC option;
3. *User* searches for purchase order(s) using SSCC;
4. System displays search results;
5. Use case ends.

Expected behaviour: Document search allows SSCC search and returns correct results.

8 Template Enhancements

8.1 Purpose

The Templates feature allows procurement users to save lists of regularly ordered items and favourites and save them for personal or shared use. The way Templates are currently saved (i.e. shared) however is restricted, based on a user's Organisation Access permission and it is not possible to save a Template to a selected group of users or individuals, other than to all users in parent organisations. An additional improvement has further been identified by the ePS Mobile Pilot, to be able to restrict users to view only privately assigned templates.

In addition, there is no administration function for templates. Templates cannot be managed centrally, which has, on a number of occasions, been identified as a housekeeping issue, especially when users leave an organisation.

The way templates are saved has been enhanced to allow a procurement user to better select with whom they share their templates. In addition to saving a template as a private template, it is now possible to select a specific organisation from an organisation explorer tree or a specific user from a user search. Templates may therefore be saved as 'Private', to a 'Group' of users or to a single 'User'.

A new User Role has been added to the user profile to optionally restrict a user's view of templates to 'Private' and 'User' assigned only (i.e. group assigned templates are hidden).

A new administration task is provided to allow a system administrator to manage templates by deleting them or changing their owner (i.e. the author). This eliminates the need for an administrator to have to login as the author in order to remove unwanted templates.

When separate trading entities are configured beyond the normal L2 'Company' organisation (e.g. due to the creation of a consortium body), it may be necessary to ensure data and users are bounded at an alternate level in the organisation hierarchy. A new setting is therefore provided to allow the system administrator to identify the top level organisation for the purposes of assigning templates. It will not be possible for users to assign templates to any organisation or user above these settings.

8.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 8.6 below.

1. A senior manager assigned to a high level organisation (e.g. at a Level 2 or Level 3) is able to save Templates organisationally so that users in relevant sub divisions both across and down the organisation hierarchy, are able to see them.
2. Any procurement user is able to share a template with a specific named user, irrespective of that user's organisation assignment. This will ensure that only specific and relevant Templates are visible to users.
3. When a user leaves an organisation or becomes inactive, a designated system administrator is able to undertake housekeeping tasks on that user's templates by either deleting or reassigning them to another active user.
4. Users for whom group assigned templates (e.g. mobile device users) are not relevant are able to have their Template list restricted so that they see only Templates that are either private or specifically assigned to them as a user.

8.3 Scope and Exclusions

- Additional procurement functionality to save Templates, is generally available and does not require any administration or Dynamic Option setting.
- The new administration workbench to view, change and delete Templates is controlled by a new administration task permission and is assigned to administrators in the usual way. Site Administrators must request initial assignment of this permission from Elcom Support Services.
- No changes are made to the way a requisitioner author is able to edit a template (i.e. open in new requisition and replace). This will work in the existing way.
- In keeping with normal practice, no assignment or permission is allowed outside of the L2 Company. For clarity: 'Across Organisation' means across branches of the organisation tree within each specific L2 or as overridden by the new 'Top Level Organisation' setting below this. At no time will any permission to assign or view a Template cross over different L2's.
- No new Template object is added to the Administration Audit Trail at this time.

8.4 Document References

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

PECOS P2P v15.0 User Manual
PECOS P2P v15.0 Administration Manual

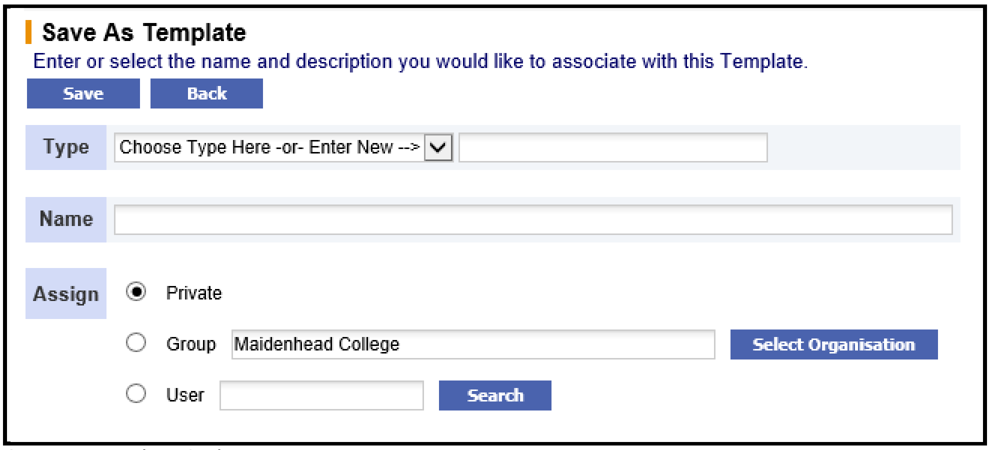
8.5 Functional Enhancements

8.5.1 Save As Template Enhancement

PECOS P2P version 15.0 extends the 'Save As' options and now allows a procurement user to share templates in a more logical and targeted way by providing extended organisation and user options for assignment. There are now three ways to save a Template:

1. Assign personally = "Private Assigned"
2. Assign to an organisation = "Group Assigned"
3. Assign to a specific user = "User Assigned"

- Assigning a Template as **'Private'** does not change and this will ensure that only the author is able to view it.
- Saving to a **Group** is enhanced to allow a user to select any organisation from an explorer window. Any organisation from within the L2 company may be selected unless otherwise restricted administratively (see below) and all users who belong to the selected organisation will have access to the Template.
- A new option is added to allow Templates to be assigned to a specific **User**. A Search button is provided for selection from all active users within the L2 company.

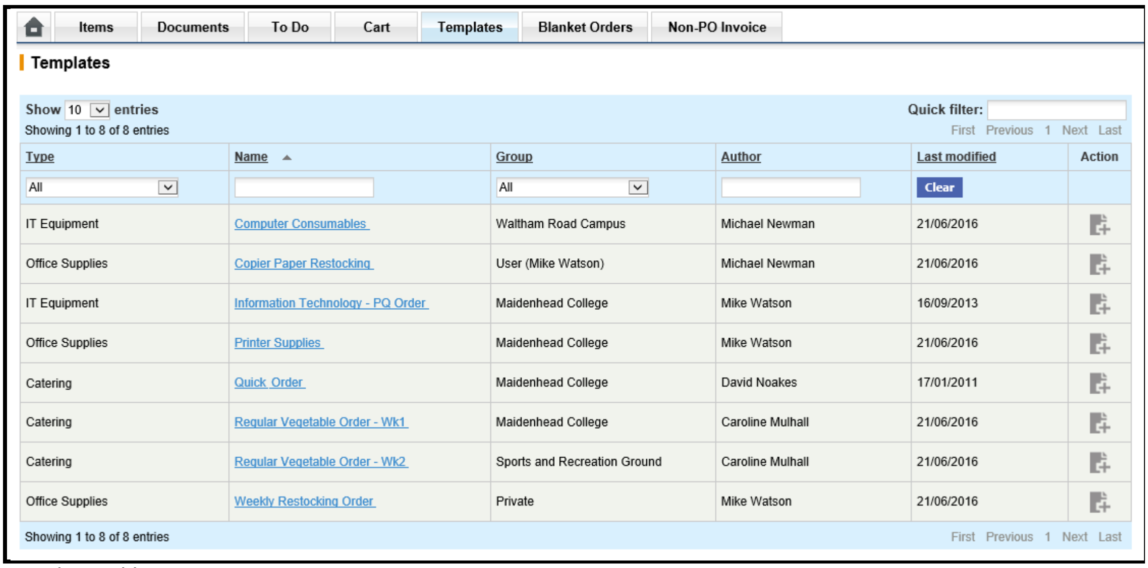


Save As Template Options

A template can only be assigned one way, by selecting a radio button, although a Template may be assigned multiple times (e.g. the same template can be saved to multiple users). The Author of the template will always retain ownership for edit and deletion purposes, irrespective of the method of assignment.

8.5.2 Template Table

The Template table is redesigned and now includes additional column filters, pagination controls and a Quick Filter to enable users, who have access to multiple records, to more easily locate a Template.



Type	Name	Group	Author	Last modified	Action
All		All		Clear	
IT Equipment	Computer Consumables	Waltham Road Campus	Michael Newman	21/06/2016	
Office Supplies	Copier Paper Restocking	User (Mike Watson)	Michael Newman	21/06/2016	
IT Equipment	Information Technology - PO Order	Maidenhead College	Mike Watson	16/09/2013	
Office Supplies	Printer Supplies	Maidenhead College	Mike Watson	21/06/2016	
Catering	Quick Order	Maidenhead College	David Noakes	17/01/2011	
Catering	Regular Vegetable Order - Wk1	Maidenhead College	Caroline Mulhall	21/06/2016	
Catering	Regular Vegetable Order - Wk2	Sports and Recreation Ground	Caroline Mulhall	21/06/2016	
Office Supplies	Weekly Restocking Order	Private	Mike Watson	21/06/2016	

Showing 1 to 8 of 8 entries First Previous 1 Next Last

Template Table

8.5.3 Personal Only User Role

A new User Role is provided in the User Profile called 'Personal Templates Only'. When selected this will hide all Group assigned templates from the user's Templates table and ensure that they only see Private and User assigned Templates.

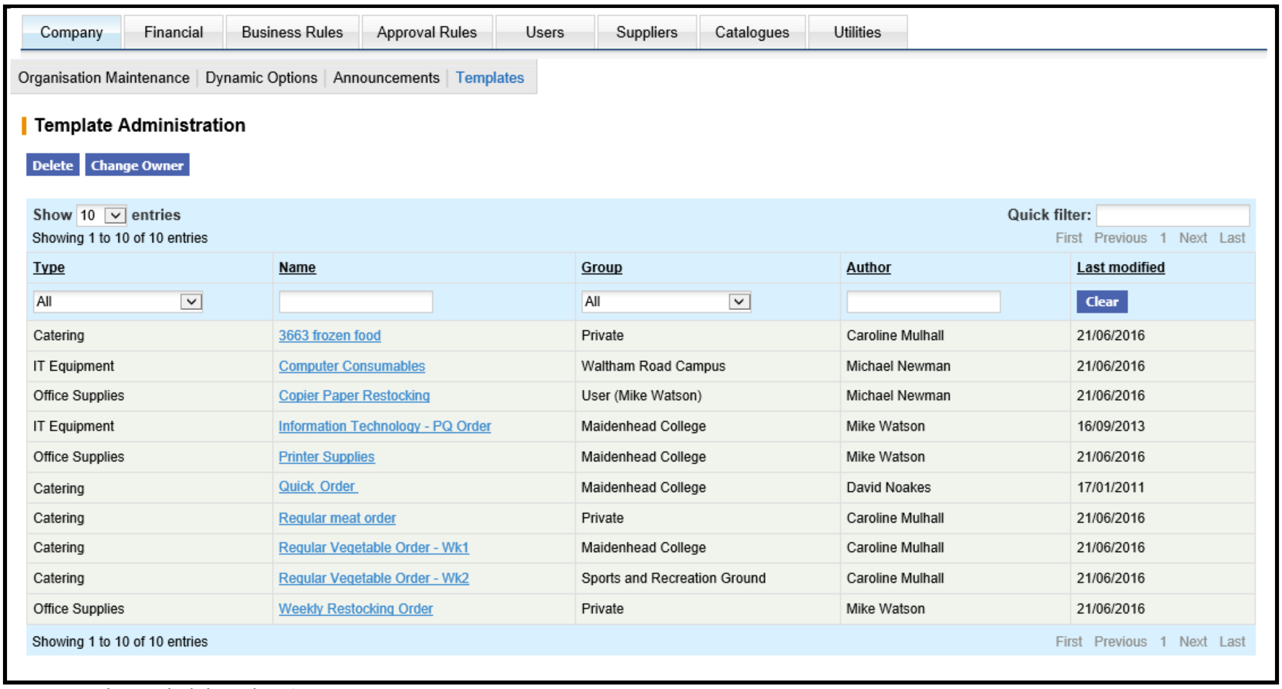
This new option removes Templates that are potentially irrelevant and is especially useful for Mobile users where screen size is more limited.

8.5.4 Template Administration

A new Template Administration screen is provided to allow an authorised system administrator to globally manage Templates. A new Administrative Task called 'Template Administration' provides permission to this functionality which must first be assigned in Administrator Security in the normal way. Permitted administrators will see a new 'Templates' option within the Company administration menus.

Administrators who are assigned this new administration task will be able to undertake the following tasks for all users within their Permitted Administration organisations in a workbench screen:

- Search and sort Templates by Type, Name, Group and Author;
- Open and view Template content by clicking on the Template name;
- Delete Templates that are no longer required;
- Change the Owner (Author) of a Template.



Type	Name	Group	Author	Last modified
All		All		Clear
Catering	3663 frozen food	Private	Caroline Mulhall	21/06/2016
IT Equipment	Computer Consumables	Waltham Road Campus	Michael Newman	21/06/2016
Office Supplies	Copier Paper Restocking	User (Mike Watson)	Michael Newman	21/06/2016
IT Equipment	Information Technology - PQ Order	Maidenhead College	Mike Watson	16/09/2013
Office Supplies	Printer Supplies	Maidenhead College	Mike Watson	21/06/2016
Catering	Quick Order	Maidenhead College	David Noakes	17/01/2011
Catering	Regular meat order	Private	Caroline Mulhall	21/06/2016
Catering	Regular Vegetable Order - Wk1	Maidenhead College	Caroline Mulhall	21/06/2016
Catering	Regular Vegetable Order - Wk2	Sports and Recreation Ground	Caroline Mulhall	21/06/2016
Office Supplies	Weekly Restocking Order	Private	Mike Watson	21/06/2016

New Template Administration Screen

To delete or change the owner of a Template (if for example a user has left an organisation), the administrators will select by clicking the required row and then select the appropriate button at the top of the screen. Deleting a Template will prompt a click through confirmation and changing ownership will open a User Search screen where an alternate owner may be selected.

8.5.5 Organisation Setting

In the multi-organisational configuration of a PECOS P2P instance the L2 Company provides the boundary in which users operate and data is available, representing a separate trading body or legal entity. Some organisations may choose to configure PECOS P2P in such a way as to make the L3 the legal entity. For example the L2 may be a holding company (the L1 being an ultimate holding company or corporate group) or the L2 could be a consortium (the L1 being a government program or national body). It may further be possible for subordinate organisations to themselves contain additional and separate trading entities. Such an organisation setup exists within separate instances of the ePS program.

A new administration setting is therefore provided to identify where a top level organisation resides for the sharing of templates to ensure data security. This setting defines the upper organisation boundary when the Template assignment looks up a user's organisation tree for group and user assignment: the system will stop at this point and go no further.

The setting is found in a new Templates tab in Organisation Settings. All Level 2 organisations are identified by default and cannot be altered but any number of child organisations may be optionally selected to provide additional assignment boundaries.

New Template Setting in Organisation Settings

8.6 Use Case Scenarios

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

8.6.1 Admin - Template Administration Access

Description: Administrator is able to access Template Administration
Prerequisites:
a) The Template Administration Admin Task is assigned to the administrator
Steps:

1. *Administrator* navigates to Administration and selects Company menus;
2. System displays a Templates option;
3. *Administrator* selects Templates option
4. *System* opens the Template Administration screen;
5. Use case ends.

Expected behaviour: Template administration displays correctly.

8.6.2 Admin - Sort and Filter Templates

Description: Templates can be sorted and filtered in Template Administration.
Prerequisites:
a) Template Administration: Use Case 8.6.1.
Steps:

1. The use case begins at 8.6.1 (4);
2. *System* presents all available templates in a table according on the administrator's permitted organisation access permission;
3. *Administrator* sorts by clicking a table column heading;
4. *System* redisplays the table based on selected column;
5. *Administrator* filters the table view by selecting a template Type from a list box;
6. *System* redisplays the table based on selected type;
7. *Administrator* returns the table view to the default view;
8. *Administrator* filters the table view by entering text into one or more text box:
    a. Name
    b. Author
9. *System* redisplays the table based on entered criteria;
10. *Administrator* returns the table view to the default view;
11. *Administrator* filters the table view by Group column to see only Private templates;
12. *System* display only Private templates for all original authors.
13. *Administrator* returns the table view to the default view;
14. *Administrator* filters the table view by Group column to see only User templates;
15. *System* displays only User templates created by original authors;
16. *Administrator* returns the table view to the default view;
17. *Administrator* filters the table view by Group column to see only specific organisationally saved templates;
18. *System* display only templates for selected organisation by original authors;
19. Use case ends.

Expected behaviour: Templates can be fully sorted and filtered.

8.6.3 Admin - Delete Template

Description: Templates can be deleted in Template Administration.
Prerequisites:
a) Template Administration: Use Case 8.6.1.
Steps:

1. The use case begins at 8.6.1 (4);
2. *System* presents all available templates in a table according on the administrator's permitted organisation access permission;

3. *Administrator* selects one or more template for deletion;
4. *Administrator* clicks to delete selected template(s);
5. *System* asks for confirmation;
6. *Administrator* confirms deletion;
7. *System* deletes template(s) and displays a confirmation message;
8. Use case ends.

Expected behaviour: Templates are successfully deleted.

8.6.4 Admin - Change Template Owner

Description: Template owner can be changed in Template Administration.
Prerequisites:
a) Template Administration: Use Case 8.6.1.
Steps:
1. The use case begins at 8.6.1 (4);
2. *System* presents all available templates in a table according on the administrator's permitted organisation access permission;
3. *Administrator* selects one or more template for change of ownership;
4. Administrator clicks to change owner;
5. *System* opens a user search screen;
6. *Administrator* searches and selects a user;
7. *System* replaces the previous author with the selected user;
8. *System* redisplays the Template Administration screen and displays a confirmation message;
9. Use case ends.

Expected behaviour: Template owner is successfully changed.

8.6.5 View Personal Templates Only

Description: A procurement user views personally assigned Templates (i.e. Private and User) only and cannot view any Group assigned templates when their user profile is appropriately configured.
Prerequisites:
a) Procurement user profile has the role 'Personal Templates Only' selected.
b) Private, User and Group assigned Templates are available.
Steps:
1. *User* clicks the Templates tab;
2. *System* displays the Templates screen;
3. *System* displays a templates listing in a table containing only those templates that are user owned and displayed as 'Private' or have been saved as 'User Assigned' and displayed as 'User'. All templates for which the user has organisation group permission to see are hidden.
4. Use case ends.

Expected behaviour: Correct Templates are displayed.

8.6.6 View Personal Templates Only - Mobile

Description: A procurement user views personally assigned Templates (i.e. Private and User) only in PECOS Mobile and cannot view any Group assigned templates when their user profile is appropriately configured.
Prerequisites:
a) Procurement user profile has the role 'Personal Templates Only' selected.
b) Private, User and Group assigned Templates are available.
c) Site available for PECOS Mobile.
Steps:
1. *User* clicks opens Templates in PECOS Mobile device;
2. *System* displays the Templates screen;
3. *System* displays a templates listing in a table containing only those templates that are user owned and displayed as 'Private' or have been saved as 'User Assigned' and displayed as 'User'. All templates for which the user has organisation group permission to see are hidden.
4. Use case ends.

Expected behaviour: Correct Templates are displayed.

8.6.7 Save New Template to an Organisation

Description: A procurement user is able to save a cart to a specific organisation.
Prerequisites:
a) Procurement user has Requisition permission.
b) Shopping Cart created and not submitted.
Steps:
1. *User* clicks 'Save As Template' button in cart screen;

2. *System* displays the Save As Template screen;
3. *User* selects or enters a Type for the new template;
4. *User* enters a Name for the new template;
5. *User* Clicks 'Select Organisation' button;
6. *System* identifies allowed organisations to present for selection based on Organisation Setting;
7. *System* opens organisation explorer window, displaying organisation tree;
8. *User* selects an organisation to assign to the template;
9. *System* re-displays Save As Template screen and displays selected organisation;
10. *User* clicks to save;
11. *System* saves template to Group;
12. Use case ends.

Expected behaviour: Template is saved correctly to selected organisation group.

8.6.8 Save New Template to a User

Description: A procurement user is able to save a cart to a specific user.
Prerequisites:

a) Procurement user has Requisition permission.
b) Shopping Cart created and not submitted.

Steps:

1. *User* clicks 'Save As Template' button in cart screen;
2. *System* displays the Save As Template screen;
3. *User* selects or enters a Type for the new template;
4. *User* enters a Name for the new template;
5. *User* clicks user 'Search' button;
6. *System* identifies allowed users to present for selection based on Organisation Setting;
7. *System* opens a user search screen;
8. *User* selects a user to assign to the template;
9. *System* re-displays Save As Template screen and displays selected user;
10. *User* clicks to save;
11. *System* saves template to user;
12. Use case ends.

Expected behaviour: Template is saved correctly to selected user.

9 Java Applets

9.1 Purpose

Some customers have experienced issues with the compatibility of Java versions or experienced unwanted Java prompts, causing reduced response times, particularly within PECOS P2P Administration.

This release of PECOS P2P has seen the removal of Java applets for grid control and organisation trees in the administration module. They have been replaced throughout with reworked UI, providing an updated look & feel.

9.2 Usage Scenarios

The following is a summary example of how this new feature is presented.

1. Enhanced usability is provided primarily through improved table design throughout the administration module, providing a standard look and feel as well as improved data search and selection. A standard type ahead 'Quick filter' for example is found in the top right hand corner of a number of tables to allow administrators to quickly find a data row.

9.3 Scope and Exclusions

- Java Applets have primarily been removed from administration screens.
- Applets have been replaced in the Catalogue Explorer search.

9.4 Document References

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

PECOS P2P v15.0 Administration Manual

9.5 Functional Enhancements

9.5.1 Improved Data Tables

New tables with quick filters, pagination controls and updated icons are provided in the following screens:

- Organisation Maintenance: Message Management
- Organisation Maintenance: Taxation
- Dynamic Option Maintenance
- Currency Maintenance: Currency Conversion Rates
- Currency Maintenance: Rate Authority Maintenance
- User Profile: Dynamic Options
- User Profile: Procurement Cards
- User Field Definitions: Documents and Items
- User Profile: Groups and Roles - Assigned Approver Roles
- Supplier User Field Definitions
- Supplier PunchOut Extrinsic Field Definitions
- Catalogue Maintenance
- Catalogue Collection Maintenance
- Administration Transaction Audit Log
- Document User Field Definitions
- Item User Field Definitions

Dynamic Options for AP Clerk 2

Show 10 entries Quick filter:

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Option Name	Description	User Name	Action
Default Account Display	Codes - Descriptions	apclerk2	
Direct Item Entry	False	apclerk2	
Enable Price Quoting	True	apclerk2	
User Entered P-Cards Allowed	True	apclerk2	
Please Select			Clear Add

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Example of New Administration Table Look and Feel

The new table design also improves the way data is entered by moving text fields and list box options to the foot of the table. Enhanced Action icons are also provided for deleting and editing configured data.

9.5.2 Updated Look and Feel

Minor changes to the look & feel of tables has been made in the following screens:

- Organisation Explorer trees (e.g. Org Maintenance and Items Category Search)
- User Lookup Search Results
- User Profile: Buy-for Users
- User Profile: Groups and Roles
- Business Rule Groups
- Approval Rule Groups
- Administrator Security
- Supplier Profile Terms
- Supplier Profile Taxation
- Standard Attachments

9.6 Use Case Scenarios

There are no use scenarios provided for this enhancement.

10 PEPPOL Identifiers

10.1 Purpose

Following demand from within the Scottish Government and also from our target market for PECOS to be Compliant with PEPPOL, support has been added in this release for a subset of PEPPOL messages, sufficient to cover key business transaction processes. This covers issuing orders and receiving invoices in PEPPOL (UBL customisation).

PEPPOL is a description of a set of business processes and the messages that are interchanged. These messages have formatted content rules and a technical infrastructure that distributes them.

PECOS has gateways to receive and send electronic transaction messages in XML, which are then mapped to either cXML or UBL for transmission. Inbound invoices can be sent in either cXML or UBL to be submitted to PECOS's inbound gateway.

External Identifiers are added in Organisation Settings and the Supplier Profile. These references are provided for use when integrating with the Elcom PEPPOL Access Point.

10.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised.

1. Inbound Invoices may be received from a customer's Access Point in UBL or cXML (as defined by PEPPOL BIS 4a).
2. Outbound Purchase Orders may be transmitted to a customer's Access Point in UBL or cXML (as defined by PEPPOL BIS 3a).

10.3 Scope and Exclusions

- Support is added in this release for purchase order and invoice messages only.
- PEPPOL identifiers are provided for the purposes of integrating with Elcom's PEPPOL Access Point when connected to PECOS. PECOS P2P integration and testing is provided as a professional service.

10.4 Document References

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

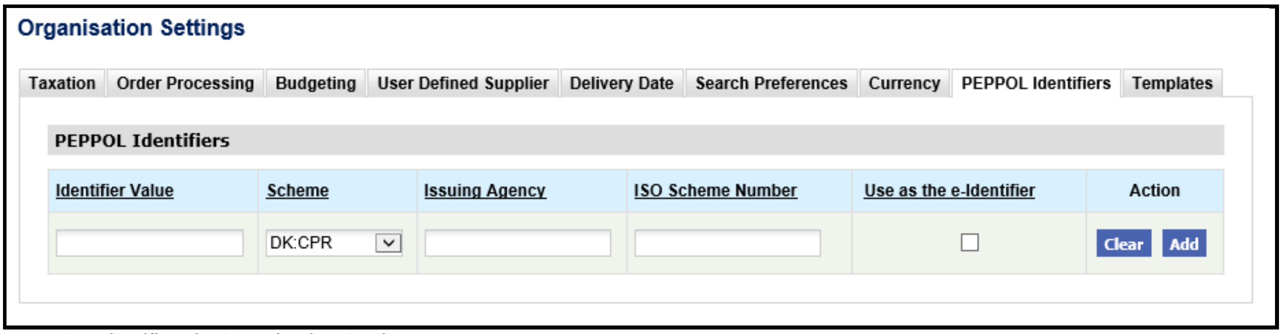
PECOS P2P v15.0 Administration Manual

10.5 Functional Enhancements

10.5.1 Organisation Settings

PEPPOL Identifiers are provided at Organisation level, in Organisation Settings, to provide organisation defaults for PEPPOL external domains.

A full description of the PEPPOL policy and guidelines for use within the PEPPOL network can be found at http://www.peppol.eu/ressource-library/technical-specifications/infrastructure-resources ("PEPPOL Policy for the use of Identifiers" refers).



PEPPOL Identifiers in Organisation Settings

The following fields are available:

- Identifier Value (mandatory): Enter a string which adheres to the current PEPPOL constrains (e.g. ISO15459)
- Scheme (mandatory): Select a Scheme ID from a list box. Note that no organisation may have two identifiers for the same Scheme and will be validated upon being added. The following non-normative versions of selected Issuing Agency code values are provided (Scheme Agency Names in brackets):
    - DK:CPR (Danish Ministry of the Interior and Health)
    - DK:CVR (Danish Commerce and Companies Agency)
    - DK:P (Danish Chamber of Commerce)
    - DK:SE (Danish Ministry of Taxation, Central Customs and Tax Administration)

- DK:TELEFON (Danish Telephone)
  - DUNS (Dun and Bradstreet Ltd)
  - FI:ORGNR (Finish National Board of Taxes (Verohallitus))
  - GLN (GS1)
  - IBAN (Society for Worldwide Interbank Financial Telecommunication - S.W.I.F.T)
  - IS:KT (Icelandic National Registry)
  - IS:VSKNR (Icelandic VAT Number)
  - ISO: (International Standards Agency)
  - NO:EFO (Norwegian Electrical Association)
  - NO:NOBB (Norwegian Trade Database)
  - NO:NODI (Norwegian Data Intechange)
  - NO:ORGNR (Norwegian Agency for Public Registers: Enhetsregisteret ved Bronnoysundregisterne)
  - NO:VAT (Norwegian Agency for Public Registers: Enhetsregisteret ved Bronnoysundregisterne)
  - SE:ORGNR (Swedish National Tax Board)
  - SE:VAT (Swedish VAT Number)
  - ZZZ = Unknown issuer agency
- Issuing Agency: Enter the Issuing Agency numeric code which adheres to the current PEPPOL constrains (e.g. ISO6523).
- ISO Scheme Number: Enter the PEPPOL identifier scheme for the list of Issuing Agencies (e.g. iso6523-actorid-upis).
- Use as e-Identifier (mandatory - default is 'No'): only one identifier may be set as the default for XML transmission.

10.5.2 Supplier Profile

PEPPOL Identifiers are also provided in the Supplier Profile, to provide an organisation default override for PEPPOL external domains. The options available are as 10.5.1 above.

10.6 Use Case Scenarios

There are no use scenarios provided for this enhancement.

11 Defect Repairs

The table below shows the defects repaired in release 15.0 by defect ID and area. Also provided are examples of scenarios that can be replicated to confirm the correction of the defect.

11.1 Pre-Requisites

To replicate and perform validation of the scenarios, you must have access to a PECOS P2P site deployed with version 15.0, a user id and password allowing access to the appropriate areas of the application and a detailed knowledge of PECOS P2P administration (as some scenarios may require additional set up or configuration). If you do not, please see your PECOS system administrator.

11.2 Defect Listing

SQA No.	Description	Area and Function	Customer(s)
2054	Non PO Invoices get duplicated when they are edited.	Procurement: Invoicing	Internal
2158	Manual Close text is incorrect and requires updating.	Procurement: Settlement	Internal
2160	Manual Close and Close in AP use the same button.	Procurement: Settlement	Internal
2378	RMA Request email formatting.	Procurement: Receipts/Returns	Internal, The OU.
6462	Organisation tree fails to update in Organisation Maintenance.	Administration: Company	Scottish Government (INC0211130)
6895	No validation on posting an amount as a negative number in the requisition load.	Administration: Bulk Loads	Internal
8217	The Shopping Cart panel total value does not display the correct NET Value.	Procurement: UI	Internal
8466	No validation message when a user tries to add items to a Cart without entering a quantity.	Procurement: Shopping Cart	Internal
8592	Bulk Supplier Load causes error when an updates contain same order and remit address.	Administration: Bulk Loads	The OU
8673	Display issues in PECOS Mobile Approval screen.	PECOS Mobile	Scottish Government (INC0350722)
8684	PECOS buttons / links move when cursor moves over these links.	Procurement: UI	Scottish Government (MUAT)
9192	Newly added Announcement are not displayed in current administration login session.	Administration: UI	Scottish Government (INC0214832)
9298	Logout button is partially hidden when organisation name is long.	Administration / Procurement: UI	Scottish Government (INC0218159)
9334	Missing frame controls in ARG overlay window when opened during user profile editing.	Administration: ARG's	Scottish Government (INC0218929, INC0218317)
9398	Button formatting issues in BRG overlay window when opened during user profile editing.	Administration: BRGs	Scottish Government (INC0222315, INC0221304)
9681	PunchOut error after applying new DLLs and classes (that are re-compiled for TLS 1.2).	Administration: Suppliers	Internal
9742	The budget upload uses the Line Reference from the spreadsheet as a primary key which leads to issues if changes are made to account codes in a new version of the budget.	Administration: Budgeting	NIA
14593	Electronic invoices which are partial invoices and contain a new line that is not recognised against a PO line, cause line errors in the Edit Invoice screen.	Procurement: eInvoicing	Scottish Government (INC0362797)
14925	When PECOS is used as a Marketplace, the Marketplace menu is lost when navigating away from the Item Detail	PECOS as a Marketplace	APUC

	screen.		
14944	When PECOS is used as a Marketplace, deleting all lines using 'X' icon at header level in the Shopping Cart screen fails and returns an http 500 error.	PECOS as a Marketplace	APUC
14945	When PECOS is used as a Marketplace, creating a saved cart which contains items from a PunchOut supplier, loads the full PECOS P2P site.	PECOS as a Marketplace	APUC

11.3 Test Scenarios

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

11.3.1 Defect 2054

Defect Description: Non PO Invoices get duplicated when they are edited.

Users: Invoicer, approver.

Pre-requisites:
a) Invoicer has non-PO invoice rights.
b) Approver has edit rights within invoice workflow.

Scenario :
1. Create a non-PO Invoice where invoice total is more than 0.00 and submit the invoice.
2. Note Invoice number.
3. Login as approver. Navigate to 'To Do': 'Invoices' and locate test invoice.
4. Click on Invoice number; edit invoice and SAVE (do not approve).
5. Return to 'To Do': Invoices' and locate test invoice.
6. Use Case ends.

Expected behaviour: Only 1 version of the invoice displays (i.e. no duplicate) and the invoice can be approved.

11.3.2 Defect 2158

Defect Description: Manual Close text is incorrect and requires updating.

User: Invoicer.

Pre-requisites:
a) User has Settlement rights.

Scenario:
1. In settlement resolution screen click the 'Manual Close' button.
2. Pop up window displays to explain activity and require text entry.
3. Use Case ends.

Expected behaviour: Updated Message is correctly displayed. (Please refer to section 5 in this document for full text.)

11.3.3 Defect 2160

Defect Description: Manual Close and Close in AP use the same labelled button.

User: Invoicer.

Pre-requisites:
a) User has Settlement and manual matching rights.

Scenario :
1. Create a PO, receipt and Invoice.
2. Run the matching process.
3. Open the Settlement Screen: note change to Close order button text.
4. Open the AP Inquiry screen: note Close order button text.
5. Use Case ends.

Expected behaviour: The buttons now reflect the function they perform. The Manual Close button in the Settlement Resolution screen is now labeled 'Manual Close'. (Please refer to section 5 in this document for further details.)

11.3.4 Defect 2378

Defect Description: The Request RMA eMail that is sent to the supplier has been reformatted and the Sales Order Number Field removed.

User: Requisitioner.

Pre-requisites:
a) Supplier must have return contacts enabled and populated in Suppler Profile.
b) Supplier email address should contain test user's eMail address for test validation.

c) User has requisition and receipt permission.

Scenario :

1. Create a PO and receipt.
2. Access the Receipt screen and click 'Submit RMA Request'.
3. Create a RMA request and submit.
4. System creates and transmits RMA eMail.
5. Open the RMA request eMail.
6. Use Case ends.

Expected behaviour: The format of the eMail is improved and Sales Order Number is removed.

11.3.5 Defect 6462

Defect Description: Explorer refresh issues when adding a new organisation level or deleting an existing level.

User: Administrator.

Pre-requisites:

a) User has Company administration permission.

Scenario 1 :

1. Access PECOS P2P Admin.
2. Go to Company> Organisation Maintenance.
3. Select an organisation level and click 'Add New Org'.
4. Populate the required fields and Save.
5. Use Case ends

Expected behaviour: The new org level displays without the need to refresh the screen.

Scenario 2 :

1. Access PECOS P2P Admin.
2. Go to Company> Organisation Maintenance.
3. Select an organisation level and click 'Delete Org'.
4. Use Case ends.

Expected behaviour: The org level no longer displays and is immediately removed from the explorer tree.

11.3.6 Defect 6895

Defect Description: There is no validation when posting an amount as a negative number in the requisition bulk load.

User: Administrator

Pre-requisites:

a) User has integration permission.

Scenario:

1. Create Order XML file with negative amounts using the bulk load template.
2. Post this to PECOS P2P.
3. Use Case ends.

Expected: An error is returned when any requisition has a negative amount. Records are successfully posted when a requisition has a positive amount.

11.3.7 Defect 8217

Defect Description: The Shopping Cart panel total value does not display the correct NET Value.

User: Buyer

Pre-requisites:

a) Org setup: Default VAT should be higher than 0%

Scenario:

1. Login as buyer.
2. Add lines to a shopping cart (where price is above 0.00).
3. Move cursor over the shopping cart and view total.
4. Use Case ends.

Expected: The total displayed is consistent with the lines in the shopping cart (excludes VAT).

11.3.8 Defect 8466

Defect Description: There is no validation message when a user tries to add items to a Shopping Cart without entering a quantity.

User: Buyer

Pre-requisites:

a) User has requisition permission and access to at least 1 catalogue.

Scenario:
1. Access PECOS P2P, login as buyer.
2. Undertake Catalogue Search
3. System displays search results.
4. Click 'Add +' (i.e. do not enter any quantities).
5. Use case ends.

Expected : Pop-up message box displays with message: 'Please enter quantity for 1 or more items'.

11.3.9 Defect 8592

Defect Description: Bulk Supplier Load causes an error when updates contain the same order and remittance address.

User: Administrator

Pre-requisites:

a) User has supplier permission

Scenario:
1. Create a new Supplier Load data file, use same address for 'Remit address' and 'Address'.
2. Send above file to Elcom Support and ask for Supplier Load;
3. Review Supplier Data, make sure the load has worked.
4. Send another file that has update to supplier data and ask support to load this file;
5. Review same supplier (that worked in step 3).
6. User Case ends.

Expected: The supplier loads successfully and is viewed in the User Interface.

11.3.10 Defect 8673

Defect Description: Display issues in PECOS Mobile Approval screen: not all lines display properly for orders with multiple lines.

User: Approver

Pre-requisites:

a) PECOS Mobile Site is available.

b) User is an approver with outstanding documents.

Scenario
1. Login to PECOS Mobile as an approver.
2. Look for orders to Approve and select an order that has more than one line.
3. Use Case ends.

Expected: All lines on order are visible

11.3.11 Defect 8684

Defect Description: PECOS P2P buttons / links move when cursor moves over these links.

User : Buyer

Pre-requisites:

a) User has requisition rights.

Scenario
1. User logs into PECOS.
2. Navigate to 'Cart' and review 'Requisition Delivery and Invoicing' page.
3. Mouse over 'User Lookup' and 'Address Lookup' buttons (to see if buttons move).
4. Return and add a line to the cart and go to 'Order Delivery and Invoicing'.
5. Mouse over 'Address Lookup' button (to see if buttons move)
6. Use Case ends.

Expected: Buttons remain stable and the UI does not float.

11.3.12 Defect 9192

Defect Description: Newly added Announcements are not displayed in the current administration login session after creation.

User: Administrator

Pre-requisites:

a) User has Announcements permission.

Scenario
1. Login and navigate to Admin.
2. Open 'Organisation Maintenance > Announcements'.
3. Create a new announcement and save.

4. View list of Announcements on admin home page.
5. Use Case ends.

Expected: Newly created announcement is immediately available in the Announcements panel in the admin home page.

11.3.13 Defect 9298

Defect Description: The Log Out button is partially hidden when an organisation name is long.

User: Buyer

Pre-requisites:

a) User's Organisation is configured with a long name (greater than 25 characters).

Scenario:

1. User Logs In.
2. User hovers over the user name.
3. System displays the User Panel overlay.
4. User reviews the Log Out button.
5. Use Case ends.

Expected: Logout button is available and displays properly.

11.3.14 Defect 9334

Defect Description: Missing frame controls in ARG overlay window when opened during user profile editing.

User: Administrator

Pre-requisites:

a) User has permission for Users, BRG's and Roles.
b) User profiles are configured and user has permission to edit them.

Scenario

1. Login to PECOS P2P and navigate to Admin.
2. Navigate to 'Users > Profile'.
3. Search for a user and load.
4. Navigate to ‘Groups and Roles’.
5. Click the green button in 'Approval Rules' by the ARG assignment.
6. System opens the ARG in a new window.
7. User closes ARG window.
8. Use Case ends.

Expected: The default ARG opens correctly in a separate window which has controls for closing.

11.3.15 Defect 9398

Defect Description: Button formatting issues in BRG overlay window when opened during user profile editing.

User: Administrator

Pre-requisites:

a) User has permission for Users, BRG's and Roles.
b) User profiles are configured and user has permission to edit them.

Scenario

1. Login to PECOS P2P and navigate to Admin.
2. Navigate to 'Users > Profile'.
3. Search for a user and load.
4. Navigate to ‘Groups and Roles’.
5. Click the green button in 'Business Rules' by the 'Selected Business Rule Groups' table heading.
6. System opens the BRG in a new window.
7. Use Case ends.

Expected: The BRG opens in a pop-up window and all buttons get fully loaded (i.e. there are no partially visible buttons).

11.3.16 Defect 9681

Defect Description Punch-Out error after applying new DLLs and classes (that are re-compiled for TLS 1.2).

User: Administrator

Pre-requisites:

a) User has permission for Suppliers and PunchOut.
b) Supplier profiles are configured and user has permission to edit them

Scenario

1. Login to PECOS P2P and navigate to Admin.

2. Navigate to 'Suppliers > Profile'.
3. Click Punch-out button.
4. System opens PunchOut Information screen.
5. Use case ends.

Expected: TLS and SSL configuration options are correctly displayed for cXML PunchOut style.

11.3.17 Defect 9742

Defect Description The budget upload uses the Line Reference from the upload spreadsheet as a primary key which leads to issues if changes are made to account codes in a new version of the budget.

User: Administrator

Pre-requisites:

a) Budget Checking module is available.
b) User has Budgeting permission.
c) Existing budget exists.

Scenario

1. Login to PECOS P2P and navigate to Admin.
2. Navigate to 'Financial >Budgeting'.
3. System opens the Budget List screen.
4. User clicks in Action column to download an existing budget.
5. System displays Open/Display controls.
6. User opens budget spreadsheet.
7. User adds lines to this spreadsheet such that the current budget lines are moved to new lines.
8. User saves new budget version.
9. User clicks in Action column to upload a new version of the test budget.
10. User Selects the new budget file.
11. User clicks 'Upload Budget File' to continue with loading a new version.
12. Use Case ends.

Expected: The upload process fails and displays an error message for moved lines.

11.3.18 Defect 14593

Defect Description: Electronic invoices which are partial invoices and contain a new line that is not recognised against a PO line, cause line errors in the Edit Invoice screen.

User: Buyer

Pre-requisites:

a) User has full invoice and settlement rights
b) User has invoice edit rights
c) User has facility to post eInvoice batch with Elcom Support
d) Test Purchase Order has 2 lines

Scenario

1. User processes an electronic invoice against the test order containing both PO lines and an additional line not on the test PO.
2. User runs Matching.
3. User navigates to the Settlement Resolution screen and clicks on the invoice.
4. System opens the Invoice Detail screen.
5. User clicks the Edit button.
6. System opens the Edit Invoice screen.
7. User confirms invoice line items display correctly.
8. User closes the Edit Invoice screen and returns to the Settlement Resolution screen.
9. User processes a second electronic invoice against the test order containing one line present on the PO and an additional line not on the test PO.
10. User runs Matching.
11. User navigates to the Settlement Resolution screen and clicks on the second invoice.
12. System opens the Invoice Detail screen.
13. User clicks the Edit button.
14. System opens the Edit Invoice screen.
15. User confirms invoice line items display correctly.
16. User closes the Edit Invoice screen and returns to the Settlement Resolution screen.
17. User processes a third electronic invoice against the test order containing just one line that is not on the test PO.
18. User runs Matching.
19. User navigates to the Settlement Resolution screen and clicks on the third invoice.
20. System opens the Invoice Detail screen.
21. User clicks the Edit button.
22. System opens the Edit Invoice screen.
23. User confirms invoice line items display correctly.

24. User closes the Edit Invoice screen and returns to the Settlement Resolution screen.
25. Use Case ends.

Expected: The Edit Invoice screen accurately displays all invoice lines after processing full or partial invoices containing additional line items.

11.3.19 Defect 14925

Defect Description: When using PECOS P2P as a Marketplace, Marketplace menu options are lost when navigating away from the Item Detail screen.

User: Buyer

Pre-requisites:

a) PECOS instance is configured for Marketplace
b) PECOS Marketplace is connected to test P2P

Scenario

1. User logs in to PECOS P2P test instance or ERP.
2. User launches (i.e. Connect / PunchOut to) PECOS Marketplace.
3. Test system opens PECOS Marketplace.
4. User navigates to Items screen and searches for an item.
5. User clicks item number.
6. System opens Item Detail screen
7. User enters a quantity and clicks to 'Add' item to cart.
    a. Alternatively user clicks the 'Back' button
8. Use Case ends.

Expected: Marketplace menus appear correctly after navigating out of the Item Detail screen.

11.3.20 Defect 14944

Defect Description: When using PECOS P2P as a Marketplace, deleting items from the shopping cart at header level fails with a 500 error.

User: Buyer

Pre-requisites:

a) PECOS instance is configured for Marketplace
b) PECOS Marketplace is connected to test P2P

Scenario

1. User logs in to PECOS P2P test instance or ERP.
2. User launches (i.e. Connect / PunchOut to) PECOS Marketplace.
3. Test system opens PECOS Marketplace.
4. User navigates to Items screen and searches for items.
5. User adds two or more items to the Shopping Cart.
6. User opens the Shopping Cart.
7. User clicks 'X' at header level.
8. User accepts confirmation pop up message to continue.
9. System deletes all line items.
10. Use Case ends.

Expected: Items are successfully deleted from the shopping cart when a header icon is used.

11.3.21 Defect 14945

Defect Description: When using PECOS P2P as a Marketplace, attempting to create a saved cart which contains items from a PunchOut supplier, loads the full PECOS P2P site.

User: Buyer

Pre-requisites:

a) PECOS instance is configured for Marketplace
b) PECOS Marketplace is connected to test P2P
c) PECOS Marketplace configured with a PunchOut supplier

Scenario

1. User logs in to PECOS P2P test instance or ERP.
2. User launches (i.e. Connect / PunchOut to) PECOS Marketplace.
3. Test system opens PECOS Marketplace.
4. User navigates to Items > External Marketplace screen.
5. User selects an external marketplace.
6. System punches out and opens the external vendor site.
7. User adds one or more items to the external marketplace shopping cart.
8. User returns basket
9. System punches back to the PECOS Marketplace and displays item(s) in Shopping Cart.
10. User clicks 'Create Saved Cart' button.

11. System displays an error message to prevent the cart being saved because it contains items from an external marketplace site.
12. Use Case ends.

Expected: A Shopping Cart containing items from an external marketplace is prevented from being saved. PECOS Marketplace, NOT full PECOS P2P cart options are retained.