PECOS P2P
Version 17.0

Marketplace & PunchIn Guide
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1   Introduction

For customers wishing to use PECOS as a Marketplace environment, it is possible to use standard functionality to PunchOut from their finance system and PunchIn to their instance of PECOS to search catalogues and build a shopping basket . The shopping basket is then returned to the customer's finance system where requisitions are created and managed (e.g. financial codes associated, delivery and invoicing information assigned and comments added), workflow approval undertaken and all order assignments take place. Once orders are finalized and approved they can be posted to PECOS P2P for transmission to suppliers.

1.1   About this Manual

This guide is designed for all users of PECOS P2P who are designated as administrators and are assigned administration roles and permissions. It provides a source of reference for process flows and all required setup and configuration activities.

Administrators must have a detailed knowledge of PECOS administration, navigation and the user interface. Further information can be found in the PECOS P2P Administration Manual and PECOS P2P Batch Requisition Import.

Using PECOS P2P as a Marketplace does not require any customisation, development or additional infrastructure components. The process and implementation is managed through the use of existing PunchIn and Batch Requisition Import interfaces that are generally available. PECOS P2P administrative data, such as Organisations, User Profiles, Addresses, Business Rule Groups, Financial Tracking, VAT, Supplier Profiles, Catalogues, etc. is managed to support the access rules for the PunchIn and the data dependencies for the imported requisitions.

1.2   About Elcom

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

1.3   About PECOS

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

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

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

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

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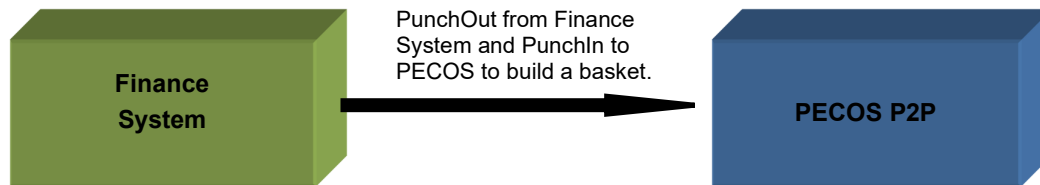
1.4   System Requirements

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

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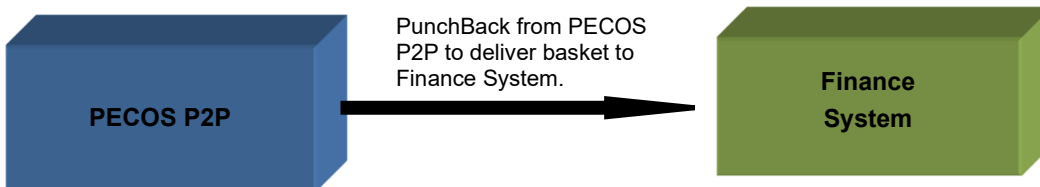
2   Process Flow

2.1   PunchOut Processes

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┌─────────────────┐                              ┌─────────────────┐
│                 │   PunchOut from Finance      │                 │
│    Finance      │   System and PunchIn to      │                 │
│    System       │   PECOS to build a basket.   │    PECOS P2P    │
│                 │ ─────────────────────────►   │                 │
└─────────────────┘                              └─────────────────┘
```

Users will access PECOS through a PunchOut connection setup by the customer's technical resources on their finance system. Elcom will provide the URL to be used for each customer connection. User credentials are to be passed by the finance system during the connection process to allow for PunchIn to PECOS P2P. Those credentials will be the **Login ID** and **Password** for the associated User Profile set up in the instance of PECOS P2P.

Upon PunchIn to PECOS, the user will be automatically connected to their instance of the P2P and will land on the PECOS P2P procurement Home Page. The user will browse content, based on catalogue access permissions defined by their PECOS Business Rule Groups and create a shopping basket. The user need only build out items and quantities as any other data (e.g. financial tracking codes and delivery and invoicing permissions) will be ignored in the PunchBack.

Once item additions to the shopping basket are complete, the user will click 'Submit', triggering a PunchBack of the requisition document to the originating finance system.

```
┌─────────────────┐                              ┌─────────────────┐
│                 │   PunchBack from PECOS        │                 │
│                 │   P2P to deliver basket to    │    Finance      │
│    PECOS P2P    │   Finance System.             │    System       │
│                 │ ─────────────────────────►    │                 │
└─────────────────┘                              └─────────────────┘
```

2.2   Order Assignments and Approval

All assignment of requisition and order data as well as workflow approval is done in the customer's finance system and not in PECOS P2P. At this point therefore, PECOS is used solely as a catalogue system.

After the return of the PECOS P2P shopping basket to the customer's finance system, all required financial tracking codes, Tax/VAT detail, delivery addresses, supplier terms, comments, attachments etc. will be added according to the configuration contained in the returning system. The requisition will be created and routed for approval using the workflow rules managed and maintained in the customer's finance system.

2.3   Requisition Import and Transmission

After completion of approval and any other required tasks required by the customer's finance system, requisitions can be imported into PECOS P2P, using the Batch Requisition Import utility. Requisitions can be:

a) Directly posted individually;

b) Batched and posted directly;

c) Batched and posted to an Elcom sftp site where an automated routine will pull the documents and post them at an agreed frequency. This option may be a billable service.

Documents successfully imported are transmitted to suppliers according to the defaults configured within the supplier profile.

3   Setup and Configuration

3.1   Scope of implementation

No assumptions or limitations are made with respect to PECOS P2P functionality for customers wishing to use PECOS as a PunchIn solution.

• An organisation may wish to use PECOS P2P as a simple catalogue system for uploading and searching catalogue content. Once the shopping basket (PunchOutOrderMessage) is returned, no integration or further processing is performed in PECOS. Approval, order generation and transmission, receipting, change orders and financial settlement is all done in the customer's finance system or P2P.

• Similarly, an organisation that performs all post shopping basket submission activities in their finance system or a third party solution may wish to extend catalogue functionality and use PECOS to manage Templates and Blanket Orders.

Additionally PECOS P2P may be used to connect to a suppliers external marketplace ('Double PunchOut') or add eForms before returning the shopping basket. Using PECOS as a Marketplace does not preclude these features, although their use may be dependent upon the functionality of receiving systems.

- After the generation of requisitions and the completion of approval workflow tasks in the receiving finance system, an organisation can post the approved requisitions or purchase orders to PECOS for onward processing. This is done using the Batch Requisition Import utility. Purchase orders will be transmitted to suppliers and all receipting and change order tasks can be performed. PECOS P2P order and change order workflow plans may optionally be utilised and the resulting receipted order data passed back to the customer's finance system on the Order and Receipt/Return Exports.

- An organisation posting orders back to PECOS P2P for transmission and receipting and additional order processing may additionally choose to process invoices and undertake settlement tasks. In this case invoice settlement workflows can optionally be used before matched invoice data is integrated using the Accounts Payable Export.

3.2 Customer Configuration Requirements

The following standards are supported for PunchIn:

- SAP Open Catalogue Interface (OCI)
- Ariba Standard Commerce XML (cXML)
- Oracle Oaug XML

The configuration of the finance system PunchOut is the sole responsibility of the customer. PECOS must be setup as a supplier with the following credentials:

cXML PunchOut URL: http://*sitename*.pecosipm.com/webadmin/PunchinCxml.asp

Shared Secret: Provided on application.

Sender's Identity: The user's PECOS P2P User ID

3.3 PECOS Configuration Options

There are no additional implementation requirements for using PECOS as a PunchIn Marketplace. A number of setup task must be performed in PECOS P2P using standard configuration options. It is assumed that all administrators are fully conversant with PECOS P2P administration and setup.

a) **Organisations**. The organisation hierarchy must be setup to support the desired configuration of all users and associated administrative data assignments.

b) **Supplier Profiles**. Suppliers must be configured in the usual way, including catalogue permission, transmission defaults, organisation assignments and processing options. A supplier may be a catalogue or PunchOut supplier.

c) **Catalogues**. Catalogue Keys and Catalogue Collections must be configured in the usual way in order for catalogues to be loaded and assigned to business groups.

d) **Business Rule Groups**. Business Rule Groups must be configured to provide access to catalogues and financial tracking codes.

e) **Users**. User Profiles designated for use with the Marketplace must be configured with the 'Punch-in User' Role assigned to allow for PunchIn access from the source finance system. These user credentials will be included in the PunchIn setup request initiated by the source system.

In addition to this, all other roles and permissions can be assigned in the usual way to support desired requisitioning behaviour. User Profiles must have Business Rule Group membership to provide for catalogue access.

f) **Delivery Addresses**. Delivery addresses must be configured in PECOS P2P with rights assigned to the appropriate users if the Batch Requisition Import process is to be used.

g) **Financial Tracking Codes**. Account codes must be configured in PECOS P2P and assigned to appropriate users through Business Rule Group if the Batch Requisition Import process is to be used.

h) **VAT**. VAT codes and appropriate assignments must be configured to support the Batch Requisition Import process.

Only item details will be included in the PECOS PunchOutOrderMessage. Financial tracking codes, delivery addresses and any specific requirements for the PO will be applied in the finance system and then included in the Batch Requisition Import to PECOS P2P.

3.4 Double PunchOut

A supplier may be configured as a PunchOut Supplier from the PECOS Marketplace, thereby invoking a second PunchOut connection from the customer finance system (hence, 'Double PunchOut'). Upon engagement, all such suppliers must be tested to determine if they can correctly handle double PunchOut sessions by **treating each active session as a unique session**, where the user ID and user name may not be unique. If the PECOS Marketplace is configured with a single user, double PunchOut will always be invoked with the same user ID, user name and user email address within in the PunchOut request. Buying organisations must therefore work with suppliers to ensure they 'ignore' these values for each active session and treat each as an independent connection. Failure to do this will result in supplier baskets being visible to all concurrent users.