



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFO NUMBER
EDD301670

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

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PurchasingNet, Inc.  
 Attention: Colin Vonvorys  
 125 Half Mile Road  
 Red Bank, NJ 07701

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DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/19/2008				

BID OPENING DATE: **09/25/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-62		
<p>THE WV PURCHASING DIVISION, FOR THE AGENCY, THE WV DEPARTMENT OF EDUCATION, IS SOLICITING BIDS FOR A CONTRACT TO PROVIDE AN INTEGRATED FINANCIAL SOFTWARE PACKAGE TO TRACK AND AUTOMATE VARIOUS COMPONENTS OF THE DEPARTMENT'S FISCAL OFFICE.</p> <p>ATTACHMENTS: SPECIFICATIONS PURCHASING AFFIDAVIT</p> <p>INQUIRES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 09/10/2008. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER, OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:</p> <p>SHELLY MURRAY          DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25311          FAX: 304-558-4115          EMAIL: SHELLY.L.MURRAY@WV.GOV</p>						
<p style="text-align: right;">RECEIVED 2008 SEP 23 A 10:09 PURCHASING DIVISION STATE OF WV</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
	732-212-1500	SEPT 22, 2008	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
REGIONAL SALES MANAGER	22 292 1850		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

PurchasingNet, Inc.  
 Attn: Colin Vonvorvys  
 125 Half Mile Road, Suite 201  
 Red Bank, NJ 07701

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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<p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	732-212-1500	SEPT 22, 2008
TITLE	FEN	ADDRESS CHANGES TO BE NOTED ABOVE
REG. SALES MANAGER	22 292 1850	

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PAGE:  
**3**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**SHELLY MURRAY  
 304-558-8801**

**VENDOR**  
 RFQ COPY  
 TYPE NAME/ADDRESS HERE  
**PurchasingNet, Inc.  
 Attn: Colin Vonvorys  
 125 Half Mile Road, Suite 201  
 Red Bank, NJ 07701**

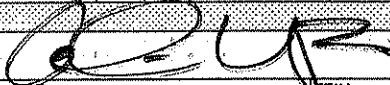
**SHIP TO**  
 DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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<p>CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE:  TELEPHONE: **732-212-1500** DATE: **SEPT 22, 2008**

REGION SALES MGR FEIN: **22 292 1850** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

PurchasingNet, Inc.  
 Attn: Colin Vonvorys  
 125 Half Mile Road, Suite 201  
 Red Bank, NJ 07701

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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REGIONAL SALES MGR.	22 292 1850	

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**EDD301670**

PAGE  
**5**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**SHELLY MURRAY  
 304-558-8801**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

**PurchasingNet, Inc.  
 Attn: Colin Vonvorvys  
 125 Half Mile Road, Suite 201  
 Red Bank, NJ 07701**

SHIP TO

**DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330**

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<p>YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <b>PURCHASING NET, INC.</b></p> <p>DATE: <b>SEPTEMBER 22, 2008</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE TELEPHONE **732-212-1500** DATE **SEPT. 22, 2008**

TITLE **REGIONAL SALES MGR.** FEIN **22 292 1850** ADDRESS CHANGES TO BE NOTED ABOVE

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State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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# Request for Quotation

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EDD301670

PAGE
6

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE

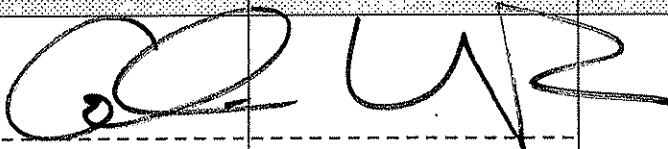
**PurchasingNet, Inc.**  
 Attn: Colin Vonvorys  
 125 Half Mile Road, Suite 201  
 Red Bank, NJ 07701

DEPARTMENT OF EDUCATION

BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **09/25/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
 SIGNED: _____ TITLE: <b>REGIONAL SALES MANAGER</b>						
<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: SHELLY MURRAY / FILE 31</p> <p>RFQ. NO.: EDD301670</p> <p>BID OPENING DATE: 09/25/2008</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE <b>732-212-1500</b>	DATE <b>SEPT. 22, 2008</b>
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FEIN <b>22 292 1850</b>	ADDRESS CHANGES TO BE NOTED ABOVE
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State of West Virginia  
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WV PURCHASING ACA SECT Fax 304-558-4115

Sep 16 2008 04:19pm P002/012

# Request for Quotation

RFQ NUMBER:  
 EDD301670

PAGE:  
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 SHELLY MURRAY  
 304-558-8801

PROPERTY

RFQ COPY  
 TYPE NAME/ADDRESS HERE

PurchasingNet, Inc.  
 Attn: Colin Vonvovys  
 125 Half Mile Road, Suite 201  
 Red Bank, NJ 07701

SHIP TO

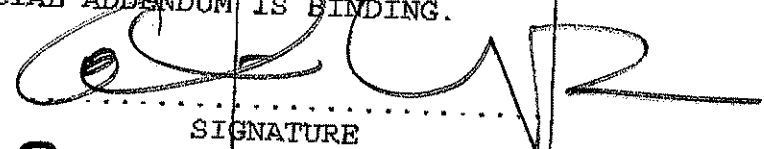
DEPARTMENT OF EDUCATION  
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DATE PRINTED 09/16/2008	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 09/25/2008				
BID OPENING TIME 01:30PM				

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 1	X					
NO. 2	X					
NO. 3						
NO. 4						
NO. 5						

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.

VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

  
 SIGNATURE  
 PURCHASING-NET, INC.  
 COMPANY  
 SEPT. 22, 2008  
 DATE

REV. 11/96

END OF ADDENDUM NO. 1

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TELEPHONE 732-212-1500 DATE SEPT. 22, 2008

PERSONAL SALES MGR. FEIN 22 292 1850

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

ADDRESS CHANGES TO BE NOTED ABOVE



STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

### VENDOR OWING A DEBT TO THE STATE:

*West Virginia Code* §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

### PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

*West Virginia Code* §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

### ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

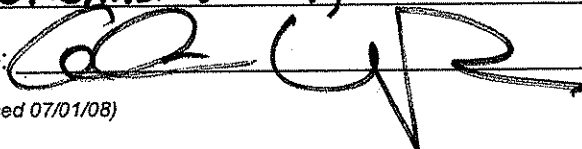
### LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

### CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: PURCHASING-NET, INC.  
Authorized Signature:  Date: SEPTEMBER 22, 2008

Rev. 09/08

## State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: PURCHASING-NET, INC. Signed: [Signature]  
 Date: SEPT. 22, 2008 Title: REGIONAL SALES MANAGER

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

COST BID SHEET - PURCHASING-NET, INC.

Software

Procurement/Purchasing \$ 45,000 (ONE TIME FOR A PERPETUAL LICENSE)  
Receiving \$ INCLUDED ABOVE  
Payables \$ 30,000 (ONE TIME)

Implementation (if hourly rates are preferred by the vendor, there must be a maximum fixed quantity with a not to exceed amount noted by the vendor)

Procurement \$ 30,000 (ONE TIME)  
Receiving \$ INCLUDED ABOVE  
Payables \$ 20,000 (ONE TIME)

Education and training, if applicable \$ 5,800 (ONE TIME)

Technical Support (fee is to be quoted as an annual amount, fixed for a total of three years)

\$ INCLUDED w/ MAINTENANCE / year

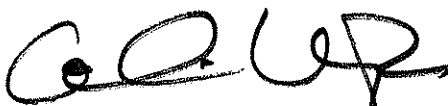
Maintenance Fees, if applicable \$ 18,750 / YEAR

Licensing fees (vendors must quote the total cost of licenses necessary to provide coverage for the Agency personnel as described in the Agency Environment section above. Licenses may be individual, concurrent, or some hybrid method, but must reflect the total costs of coverage for the total potential users as described)

\$ N/A

TOTAL RFQ PRICE

\$ 149,550

  
PURCHASING-NET, INC.  
SEPT. 22, 2008

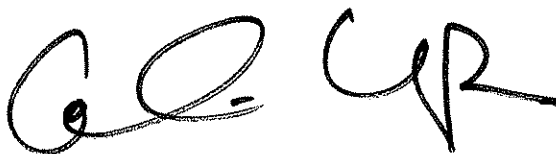
COST BID SHEET – OPTION PRICING, PURCHASINGNET, INC.

Software:

KPI Dashboard & Best Practice KPI Library:	\$ <u>20,000</u>
Supplier Invoice Portal:	\$ <u>30,000</u>
Electronic Invoice Processing:	\$ <u>20,000</u>
Non-PO Invoice Processing:	\$ <u>20,000</u>
P-Card Module:	\$ <u>15,000</u>
Budget Check Module & Connector:	\$ <u>30,000</u>

Implementation:

KPI Dashboard & Best Practice KPI Library:	\$ <u>15,000</u>
Supplier Invoice Portal:	\$ <u>22,500</u>
Electronic Invoice Processing:	\$ <u>15,000</u>
Non-PO Invoice Processing:	\$ <u>15,000</u>
P-Card Module:	\$ <u>11,250</u>
Budget Check Module & Connector:	\$ <u>22,500</u>



PURCHASINGNET, INC.

SEPT. 22, 2008

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**PURCHASINGNET, INC. WHITE PAPER SERIES**

# PNet Procure-to-Pay Solutions Technology Overview



*An overview of the PurchasingNet  
technology strategy*

**PURCHASINGNET, INC.**  
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**FAX: 732-212-1215**

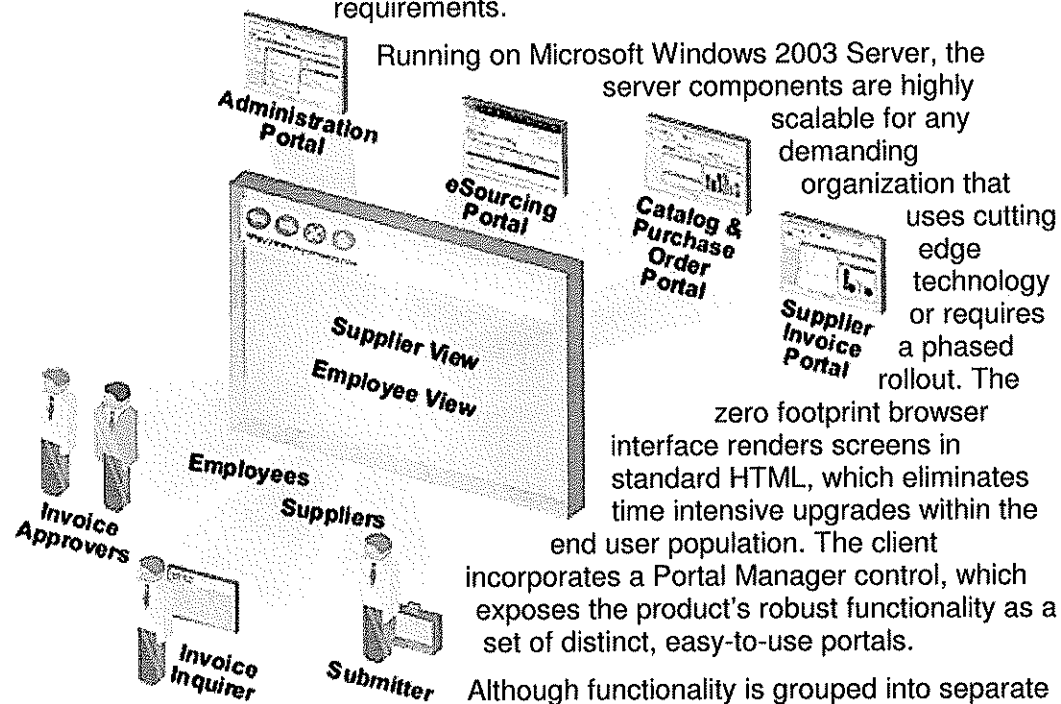
⋮

# PNet Procure-to-Pay Solutions Technology Overview

*An overview of the PurchasingNet technology strategy*

## Introduction

Built on top of the Microsoft .Net Framework, PNet Procure-to-Pay Solutions is targeted as a high-end purchasing and invoicing solution for mid to large sized companies. The system design exploits many current best practices and technical design methodologies that have become prevalent in the software industry today. This paper was written to discuss these methodologies in detail so that the reader may understand the power and flexibility that is possible with PNet Procure-to-Pay Solutions and some of the benefits it can provide. We will discuss the product's logical and physical architecture, layers of security, automation capabilities, configurability, SOX compliance, and system requirements.



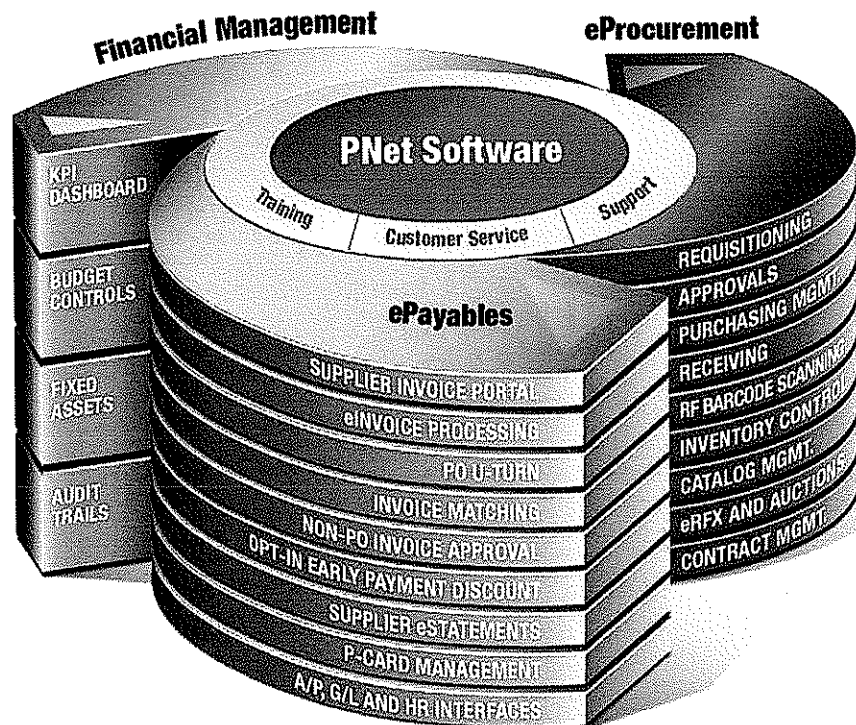
Although functionality is grouped into separate product suites, namely the PNet eProcurement suite and the PNet ePayables suite, the two products can work together or can operate independently.

PNet Procure-to-Pay Solutions can be deployed as a stand alone system or can be integrated with large, corporate-wide applications such as Accounts Payable and General Ledger. This is accomplished by leveraging a collection of pre-built programs that are packaged together as the PNet Connector Series Software. Each program, called a task application, records successful and failed operations to a common log file and operates under PNet Task Server, an automated, scheduled, "lights-out" processing environment.

## Benefits of PNet Software

PNet Software is a full-cycle eProcurement and ePayables software solution that streamlines the procure-to-pay process in mid-sized to large organizations. The software can be implemented in less than 12 weeks and can be interfaced with any existing legacy systems.

PNet Software reduces overhead costs needed to support the procurement process...from Catalog Management to Purchasing to Invoice Matching. It also helps reduce purchase prices by eliminating maverick buying and by leveraging corporate buying power.



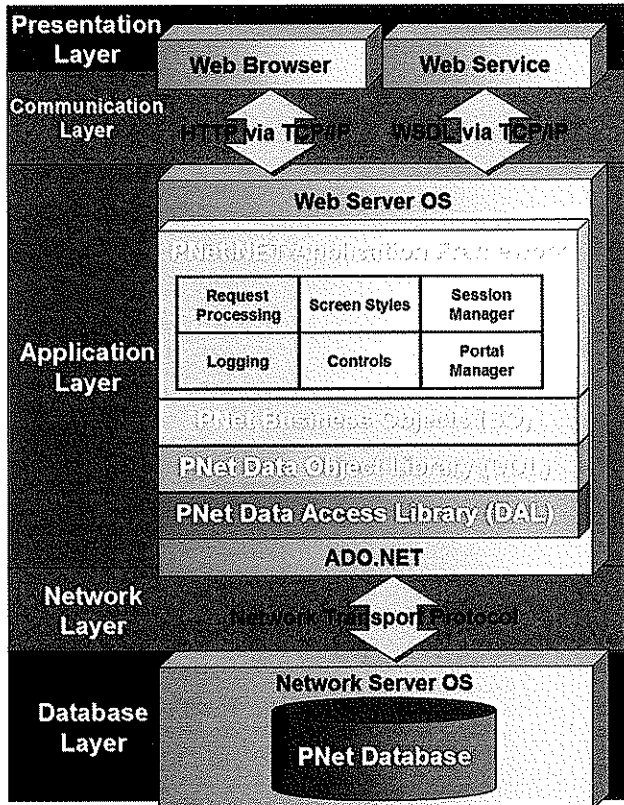
PNet Software brings Web-based Requisitioning and Direct Ordering to the employee desktop via a standard web browser. This enables organizations to automate paper-based Requisitioning processes without having to install software on each PC. Employees are given access to ordering from standard or custom catalogs, predefined kits, or they can initiate a free-form request.

Employees can also be given the option to order Items directly from a Supplier where contracts are already in place. This eliminates the need for Purchasing to be involved in repetitive, low value transactions. PNet Software also promotes employee self-service by providing on-line inquiries. This empowers Users to check the status of Requisitions, approval sign-off, and open Purchase Orders without having to call the Purchasing Department.

Product functionality is organized within a set of distinct portals, which can be accessed by employees and suppliers using browser interfaces. A robust User Profile system controls access to each portal and also features within each portal. For example, a supplier could be granted access to create PO Invoices but not Non-PO Invoices. In addition, they could have access to use only PO U-Turn<sup>SM</sup> and File Transfer to submit PO Invoice transactions.

## Logical Architecture

The logical architecture of PNet Procure-to-Pay Solutions, written in VB.Net, ASP.Net and ADO.Net, is comprised of many programming classes, each of which is based on the Microsoft .Net Framework. With this architecture, the user interface code is partitioned from the core transaction and data specific operations. This component architecture is diagrammed and explained below.



- The PNet.NET Application Framework is a collection of Object Oriented (OO) VB.Net and ASP.Net classes that provide program functionality between the Presentation Layer and Database Layer.
- PNet Procure-to-Pay Solutions utilizes custom engineered Business Objects (BOs) to encapsulate the business rules, temporary storage, data validation, and application logic that relates to transaction information. The BOs are built from the Component-based Scalable Logical Architecture .Net (CSLA.NET) framework, designed by Rockford Lhotka (<http://www.rockfordlhotka.com>).
- Code that relates to the retrieval and manipulation of backend database tables is partitioned into the PNet Data Object Library (DOL). This provides a hierarchy of inherited classes for CRUD (Create, Retrieve, Update, and Delete) statements that all interfaces use in a consistent manner.

• Data manipulation commands within the PNet DOL conform to ANSI 92 Structured Query Language (SQL) standards. The DOL is the only difference between product editions (MS-SQL Server and Oracle).

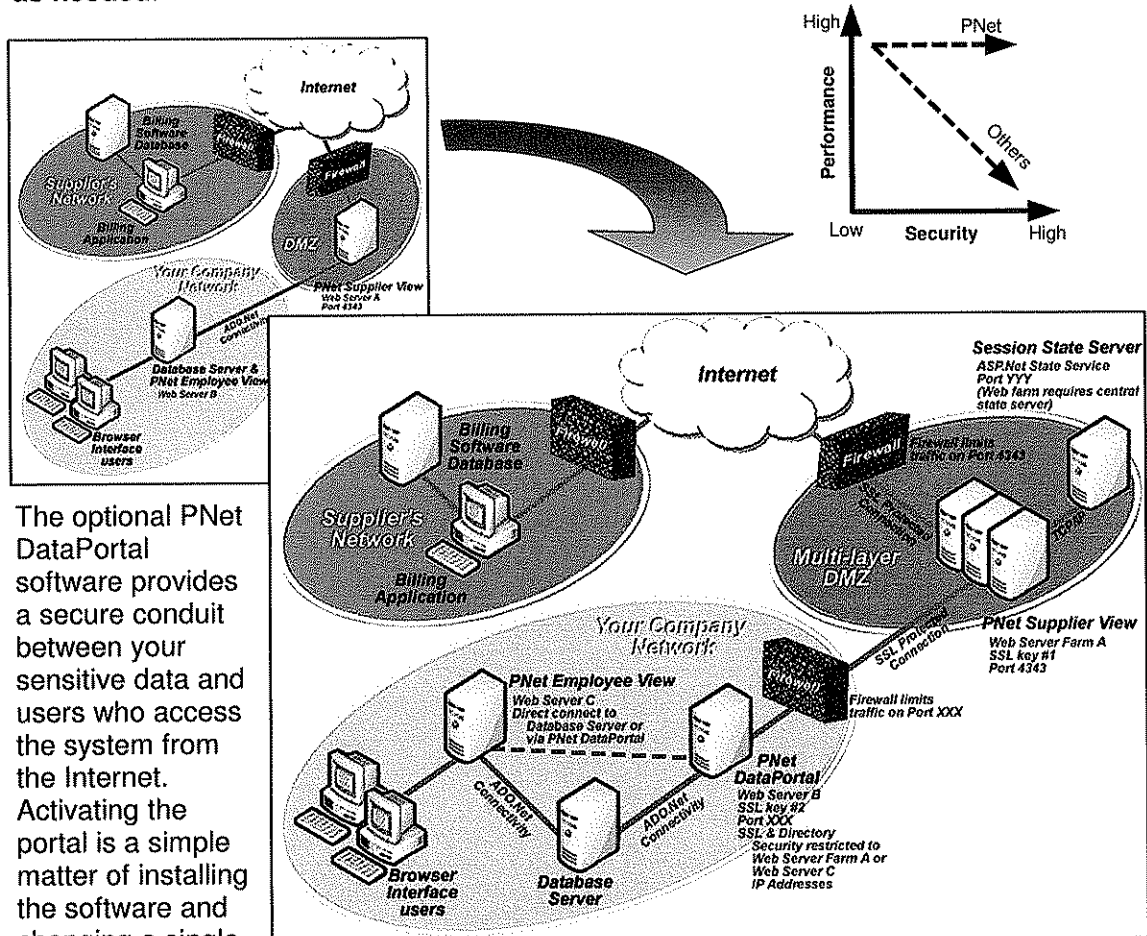
- The PNet Data Access Library (DAL) is a collection of code container classes that encapsulate data specific methods across extraneous data sources such as MS-SQL Server and Oracle. The DAL operates via ADO.Net to communicate with the Database Management System (DBMS).
- The PNet Open BO and DOL (not pictured) both contain empty subclasses of their parent counterparts where functionality that is not inherently supported in PNet Procure-to-Pay Solutions can be placed. An example of this custom functionality includes the enforcement of additional business rules, population of extra-curricular data sources, or overrides to standard validations.
- The PNet Database incorporates table constraints, data storage, and data integrity functions. Foreign keys and insert, update and delete triggers enforce referential integrity rules across tables.
- PNet Procure-to-Pay Solutions is primarily a web browser application, which means that nothing more than an Internet browser is required on the end user's computer. Screens are rendered completely in Hypertext Markup Language (HTML) so the smallest possible footprint is achieved.



## Physical Architecture

Implementing a physical architecture is usually a balance between performance, security, request volume and sometimes maintenance. An ideal physical application architecture is one that is flexible enough to easily support all of these inversely proportional needs in varying degrees. PNet Procure-to-Pay Solutions puts this ideal architecture into practice.

The various components of PNet Procure-to-Pay Solutions can be installed on one or two machines and can be easily scaled out to additional machines as needed.

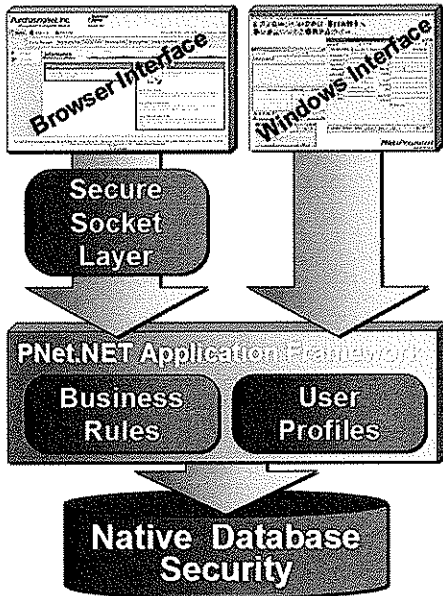


The optional PNet DataPortal software provides a secure conduit between your sensitive data and users who access the system from the Internet. Activating the portal is a simple matter of installing the software and changing a single configuration setting on the web servers that should connect to it. A high degree of security and performance can be achieved simultaneously while using the PNet DataPortal software.

PNet Procure-to-Pay Solutions leverages the Microsoft ASP.Net State Service, which reduces web server affinity (sticky sessions), to easily operate within a web farm. Configuring a farm of multiple web servers, managed by a load balancer, not only increases performance in high request volume environments but also provides failover for disaster recovery purposes.

## Security

Security for PNet Procure-to-Pay Solutions is provided by three separate and independent mechanisms: Native Database Security, Business Rules-User Profiles, and Internet Protocols. These mechanisms enforce security on the Database, Application, and User Interface layers of the system.



- Native Database Security provided by Microsoft SQL Server (MS-SQL) and Oracle includes user permissions and data integrity. Permissions enforce database security by specifying which users are authorized to use which tables, views, and stored procedures. Any individual or groups of individuals can be given access to read or update data, and to execute stored procedures. For example, an administrator would need full rights to all database objects, but a data entry person may only need permission to view the receipts for a given order.
- PNet Procure-to-Pay Solutions takes full advantage of the database server's data integrity mechanisms, which are implemented by foreign key constraints, referential integrity rules, triggers and table constraints to ensure that only valid transactions are completed.
- Referential Integrity (RI) is a device that ensures that vital data in a database, such as the unique identifier for a given piece of data, remains accurate and usable as the database changes and information is modified.
- PNet Procure-to-Pay Solutions incorporates an extensive set of business rules to define what types of data are mandatory before completing a transaction. For example, PNet Procure-to-Pay Solutions can be configured so that an account code must be entered and must exist in the master Chart of Accounts.
- PNet Procure-to-Pay Solutions includes a powerful User Profile System that allows an administrator to grant access to application specific functions. Access to functions such as create invoices, retrieve invoice status, and approve invoices can be granted to individuals or groups of individuals. Even administrative permissions are granular to segregate responsibility and to maintain a check and balance.
- Integrated Windows Authentication (NT Challenge/Response) is fully supported so an LDAP directory, such as Windows Active Directory, can enforce your user authentication and password expiration rules.
- CAPTCHA (Completely Automated Public Turing Test to tell Computers and Humans Apart) can be enabled on logon screens to thwart hackers who attempt to gain entry to PNet Procure-to-Pay Solutions by writing a dictionary attack program. In addition, dictionary attack alerts are emailed to administrators to defeat Denial of Service (DoS) threats.
- When accessing data over the Internet, there is often a concern about the interception of the data while it is in transit. This concern is addressed by having PNet Procure-to-Pay Solutions generate secure HTML pages when needed, thus invoking the Secure Socket Layer protocol. This means the web server will automatically encrypt screens so only the browser that initiated the request will be able to decode them.



*CAPTCHA creates a secondary image password that must be verified in order to enter the application*

## Configurability

While most other software requires customization in order to enforce challenging business needs, PNet software includes exhaustive configurability features in the standard release. This significantly reduces implementation costs and provides the customer with the ability to set and maintain options themselves.

### System Options

There are more than two hundred setup options that can be configured by customers to tailor the software's behavior to suit disparate business needs. These options come in the form of Setup Options, Server Configuration Settings, Order Type Settings, Invoice Exceptions, Invoice Tolerances, and Extra Charges.

### User Preferences

End users can also customize the screens according to their particular taste. Color schemes, email messaging, and online help can all be specified and stored by each user.

### Non-PO Invoice Types

A plethora of options can be set for each type of Non-PO Invoice that is processed by the system. Such options include the labeling, visibility and validation of fields, lists of people who can use the invoice, how the invoice should be routed for approval, and extra charges that are allowed.

Validation rules can be set for each field to ensure that only valid data is entered on an invoice. Rules can also limit items that can be included from the standard catalog. External connections can be linked to validation rules so lists of valid values can be maintained outside of PNet.

Field Name	Description	Value	Order	Action
SECURITYSESSREMOVAL	Number of minutes since the last activity time after which the session should be removed. (Number > 0) and also > SECURITYSESSUPDATE)	300	Order Direct	[Edit]
SECURITYSESSUPDATE	Number of minutes between updates of the last activity time (Number 0 to SECURITYSESSREMOVAL)	10	Order Direct	[Edit]
SECURITYTRAISSDOCSIZE	The maximum file size (in bytes) for internal transaction documents. (Number)	102400	User Admin	[Edit]
SYSTEMAPPNAME	Name of the application that is shown on screens	ePayables	Order Direct	[Edit]
SYSTEMVISIBLEPOIMAGE	Should buying company logos and signatures be hidden on PO forms? (Y/N)	N	Order Direct	[Edit]
SYSTEMMAXITEMSTOSHOW	Maximum number of items to show within a dropdown otherwise a text box will be used. (Number)	50	User Admin	[Edit]
TASKEPDMPDELIMETER	The delimiter character to use for the delimited EPDM export file. (=comma, =semicolon, =colon, [pipe, TAB+tab)		Order Direct	[Edit]
TASKEPDMPENCODING	Encode EPDM export data when using the XML file format? (Y/N)	Y	Order Direct	[Edit]
TASKEPDMPFILEFRMT	The format of the EPDM export file (F=Fixed, D=Delimited, X=XML)	D	Order Direct	[Edit]
TASKEPDMPFILENAME	File name and physical or UNC path to where the EPDM export file will be created.	C:\Pfiggs-1\Purchasing\TaskOut\EPDM.txt	Order Direct	[Edit]
TASKEPDMPFILENAME2	Include field names in the first row of the EPDM export delimited file format? (Y/N)	Y	Order Direct	[Edit]
TASKEPDMPLOGLEVEL	Log level for the EPDM export Task (0=Summary & Critical Errors 1=Summary & Errors 2=Summary, Info, Warnings, Errors 3=No Logging)	2	Order Direct	[Edit]
TASKEPDMPMAIL1	The person to receive status messages about the EPDM export task.	name@company.com	Order Direct	[Edit]
TASKEPDMPMAIL2	The person to receive status messages about the EPDM export task.	name@company.com	Order Direct	[Edit]
TASKEPDMPREPRUNBAT	The batch number of the EPDM export to be re-run		Order Direct	[Edit]
TASKEPDMPFILENAME	File name and physical or UNC path to where the EPDM import file is located	C:\Pfiggs-1\Purchasing\TaskIn\EPDM.txt	Order Direct	[Edit]
TASKEPDMPLOGLEVEL	Log level for the EPDM import Task (0=Summary & Critical Errors 1=Summary & Errors 2=Summary, Info, Warnings, Errors 3=No Logging)	2	Order Direct	[Edit]
TASKEPDMPMAIL1	The person to receive status messages about the EPDM import task.	name@company.com	Order Direct	[Edit]
TASKEPDMPMAIL2	The person to receive status messages about the EPDM import task.	name@company.com	Order Direct	[Edit]

Some of the many Setup Options that can be configured within the browser interface

### Invoice Types

Editing invoice type with a description of 'Computer Installation'

Overall | **PCAs** | Field Definition | Field Rules | Routes | Charges

Description: Computer Installation

Status:  Active

Long Description: All computer installation services including network line drops should be submitted using this option. This applies for all divisions in all corporate offices.

Image:

Allow A/P Export?  Yes  No

Allow any supplier to submit this invoice type?  Yes  No, allow only the selected suppliers below

Selected: Acme Industries (ACME)

Availto: Acme Industries (ACME)

Allow any employee with Non-PO Invoice permission to submit and amend this invoice type?  Yes  No, allow only the selected employees below

When should the invoice be routed for GL coding?  Always  Only when blank distribution field values appear on the invoice

Allow any GL Coder to code these invoices?  Yes  No, allow only the selected GL coders below

The configuration of Invoice Types includes field definitions, validations, routes, and charges, which can all be specified by the customer

## Sarbanes-Oxley Compliance

Compliance with Sarbanes-Oxley (SOX) requirements is of utmost importance for public companies. In addition to its security mechanisms, PNet software provides many features that help achieve compliance for this initiative.

### Data Stamping

Every record, including electronic approvals, within the PNet Database, is stamped with the date, time and the user name that last modified the record. Individual transactions, like invoices, are stamped with the date and time of milestone dates such as when the transaction was created, modified, approved, cancelled, electronically processed, and exported.

#### Audit

Last Updated: Smith, John - Mar 18, 2007 02:07 PM

All records are stamped with the date, time and the person who last modified the record.

### Audit Control System

There are many files that comprise the Audit Control System (ACS) within the PNet product suite. Since it may be possible for both suppliers and employees to enter and modify data, audit control can be turned on for master files, User Profiles, and transactions such as Invoices and Purchase Orders. When enabled, the ACS records every data field modification.

### Audit Reporting

A collection of reports is available that display audit information such as previous approvals, item discrepancies, and cost comparisons for each transaction. Reports such as the Purchase Order Archive report, display the information stored by the ACS.

### Payment Control Algorithms

Invoices that relate to Purchase Orders are validated against Purchase Order and Receipt data. Payment Control Algorithms (PCAs) such as tolerances specify allowable variances between item prices, quantities, and extra charge amounts. These tolerances are enforced for 2-way or 3-way matched orders regardless of how the invoice was delivered: by mail, electronic delivery, or entered directly into the Supplier Invoice Portal.

Non-PO Invoices are no-way matched invoices that do not have backup documentation to validate against. For this reason, robust Payment Control Algorithms are available for Non-PO Invoice transactions.

Non-PO Invoice types can be defined to force values from an internal item catalog. This ensures that invoices can only be submitted for the contracted price. If this is too restrictive, settings can dictate that the item unit price must be within a specified variance; either by dollar amount or percentage. The least restrictive PCA is to allow freeform items, which means that invoice lines can refer to items that are not contained in the internal catalog.

Invoice Approval Summary					
Invoice approval summary for Invoice number 10230					
Invoice 10230					
Approvals: Patty Lake		March 21 2007 01:57:00 PM			
Line No.	Invoice No.	Item Number	Item Desc.	Unit Price (I)	Quantity
1	10230	1248404	Palm IIIc Handheld PDA with Color Display		
Invoice 10230 Line 1		March 21 2007		(Inv)279.9900	3.0000
PO 5112 Line 1		March 13 2007		(PO)279.9900	5.0000
Approvals: Steve Brown		March 13 2007 01:15:00 PM			
Receipts Invoiced:					
Patty Lake		March 15 2007		(Rct)	3.0000
Requisition 234 Line 1		March 15 2007		(Req)279.9900	3.0000
Bob Robertson		March 13 2007 09:02:00 AM			

The Invoice Approval Summary report shows audit information for the complete life of a transaction from Requisitioning through Invoicing.

Payment Control Algorithms (PCAs)	
Freeform Items	
Allow Freeform Items? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Invoice Items	
Force Item Master Values? <input type="radio"/> Yes <input checked="" type="radio"/> No, but enforce the tolerances below:	
Item Unit Price - Low Amount:	0.0000
Item Unit Price - High Amount:	30
Item Unit Price - Low Percent (0 to 100):	100 %
Item Unit Price - High Percent (0 to 999):	0 %
PO Invoice Check	
Check if a PO invoice exists with the same Supplier and Invoice Number? <input type="radio"/> Yes <input checked="" type="radio"/> No	

PCAs control prices using high and low tolerances

## Automation

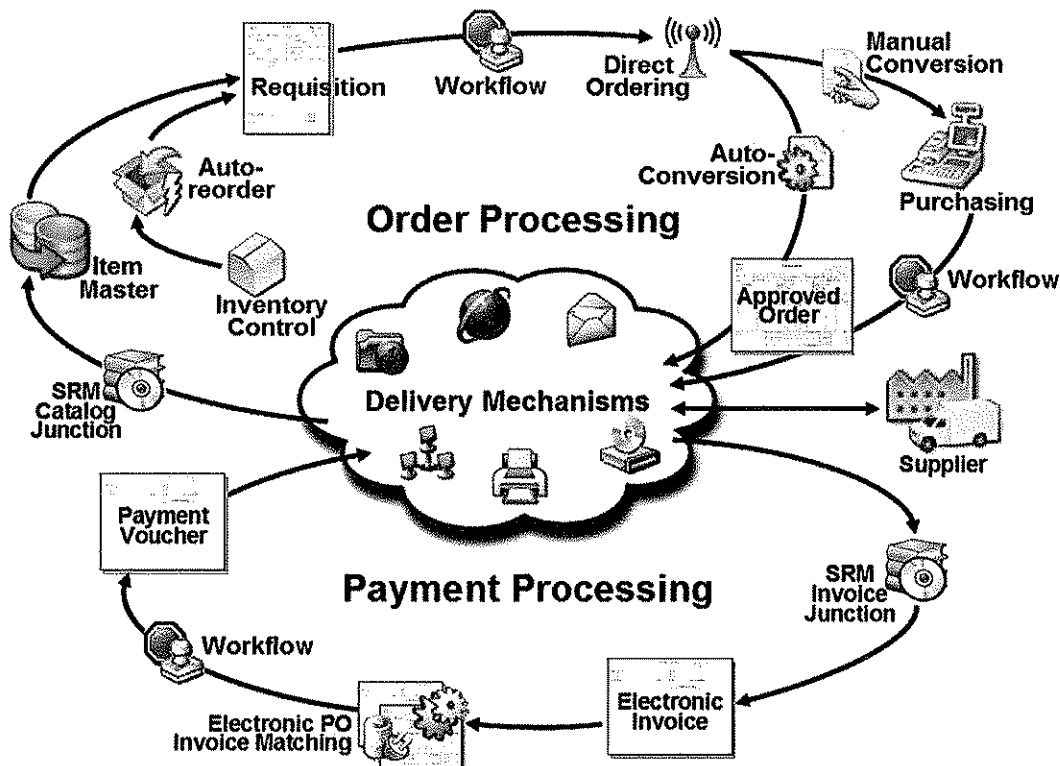
User configurable business rules and setup configuration options provide the ability to automate the complete Procurement and Payment processes from catalog maintenance and order conversions to payment generation. Even the reorder of inventory stock can be automated based on reorder points and quantities.

For low dollar purchases where contracts have been established or where Procurement professionals add little value, Direct Ordering can automatically convert requests into orders for multiple suppliers and can also deliver orders electronically.

As part of the PNet ePayables product suite, a sophisticated Electronic PO Invoice Matching process can be employed to automatically match supplier invoices to Purchase Orders and Receipts based on various business rules such as tolerances. This allows for quicker payments and typically leads to substantial savings from payment term discounts.

Each step of the Procurement process is controlled based on the configuration of the application to ensure that particular requests that require human intervention are handled properly. Approval workflow can be instituted conditionally. For example, high dollar transactions could be routed while others are moved to the next step in the process.

The diagram below depicts some of the steps that can be automated in the order and payment processing areas. Automation of any step is optional and can be implemented using a phased approach.



*Procurement steps that can be optionally automated include the reorder of inventory stock, management of catalog content, conversion of requests to orders, delivery of orders, processing of supplier invoices, and automatic matching of invoices against orders and receipts.*

## Maintenance

Application maintenance is always a principle concern of Information Technology professionals who are typically responsible for an overwhelming number of systems. Considering the great depth of functionality available in the product, PNet eProcurement requires minimal maintenance, even in a dynamic, highly active environment.

An Information Technology person at a customer site commented that PNet eProcurement requires almost no maintenance compared to other systems that are in operation. Another IT professional admitted that he forgot the application was installed on their local servers because he never had to touch it!

One customer featured in the Best Practices eProcurement for Indirect Materials and Operating Resources stated, "We spend the equivalent of about one-half of one employee maintaining PNet. That is spread across several disciplines. If you add it all up, between IT, support, updating catalogs, and training users, it's half a full-time employee. I mean that's fabulous when you consider how many users we support (11,000), how many catalogs we use (over 70), and what little end-user 'noise' we get about it."

PNet eProcurement has attained low maintenance accolades because of its architecture, design and features such as:

- ❖ The Archive Log task is a component of Task Server, which regularly archives entries in the Task Server execution log on a scheduled basis. This maintains optimal performance of Task Server and still provides historical log information for troubleshooting purposes.
- ❖ The PNet Backend Processor, which services browser interface requests, incorporates its own user session maintenance procedures. User sessions that have expired for security reasons are purged from the system automatically which reclaims server hard drive and memory resources.
- ❖ The PNet Connector Series Software substantially reduces administrative tasks when integrating with legacy systems. The Financial Connector, Human Resource Connector, and Asset Connector provide a standard vehicle to import and export information to PNet. They also incorporate user programmable features to support unique business needs.
- ❖ PNet Procure-to-Pay Solutions does not require extraordinary database maintenance procedures. Industry standards recommend scheduled index rebuilds and backups of the transaction log and data devices.
- ❖ The Supplier Relationship Manager efficiently maintains a large amount of catalog information with minimal effort. A Best Practice Analysis documented that one customer requires only .25 FTE to maintain their entire catalog which consists of over 100,000 items from 75 separate suppliers. The majority of suppliers provide price updates on a monthly or more frequent basis.
- ❖ Direct Catalog Connection (DCC) eliminates item maintenance by redirecting to a Supplier's website for choosing items to include on a request. After the end user completes the request, the item information is sent back to PNet for approval and historical reporting.
- ❖ The Data Archive facility purges outdated transactions from active tables to reclaim hard drive resources and to maintain acceptable response times.

## Platforms

The recommended platform for PNet Procure-to-Pay Solutions Version 9.x varies depending on the number of concurrent users and the request volume. Certain resource intensive features and other functions may require additional hardware or different versions of operating systems, browsers, drivers, or software.

These requirements pertain to PNet Procure-to-Pay Solutions Version 9.x and may change for future versions.

For maintenance and reliability reasons, it is suggested that the Web Servers be dedicated to PNet Procure-to-Pay Solutions and should not be used for other applications. It is recommended that a Remote Access Service account be setup for use by PurchasingNet, Inc. to provide remote support. It is also highly recommended to establish separate environments for testing, training and for staging upgrades.

The table below provides a general idea of the hardware and software requirements for the application. Your specific requirements may vary.

	<b>PNet Supplier View Web Server</b>	<b>PNet Employee View Web Server</b>	<b>PNet Backend Processor Web Server<sup>1</sup></b>	<b>PNet Database Database Server</b>
<b>Small Company</b> ( < 1000 invoices per month, < 20 concurrent users)	Single Dual-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free		Single Dual-Core Intel Xeon 4 GB RAM RAID 5 with 5+ GB free	
<b>Medium Company</b> (1000 - 3000 invoices per month, 20 - 100 concurrent users)	Single Dual-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free		Single Dual-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free	Single Dual-Core Intel Xeon 4 GB RAM RAID 10 drive for data with 5+ GB free RAID 1 dedicated for logs with 5+ GB free
<b>Large Company</b> ( > 3000 invoices per month, > 100 concurrent users)	Single Quad-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free	Single Quad-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free	Single Quad-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free	Dual Quad-Core Intel Xeon 4+ GB RAM <sup>6</sup> RAID 10 drive for data with 5+ GB free RAID 1 dedicated for logs with 5 GB+ free
<b>Network and Other Hardware</b>	Network Interface Card and TCP/IP network protocol Network connectivity to PNet Database Server using MDAC Version 2.8 or later <sup>2</sup> Backup device			
<b>Operating System</b>	Microsoft Windows Server 2003 Standard Edition SP2 or later <sup>5</sup>			
<b>Other Software</b>	Microsoft IIS Version 6.0	Microsoft IIS Version 6.0	Microsoft IIS Version 6.0	Microsoft SQL Server 2000 SP4, Microsoft SQL Server 2005 SP2 <sup>4</sup>

<b>PNet DataPortal Web Server (Optional)</b>	<b>PNet Task Server<sup>3</sup></b>	<b>Windows Clients (for Administration)</b>	<b>Browser Clients</b>
Single Dual-Core Intel Xeon 3 GB RAM RAID 1 with at least 5 GB free Microsoft Windows Server 2003 Standard Edition SP2 or later <sup>5</sup> Microsoft IIS Version 6.0 Network connectivity to PNet Database Server using MDAC Version 2.8 or later Network connectivity to Web Server(s) using SSL Firewall or Internet router	Single Dual-Core Intel Xeon (Double Dual-Core or Single Quad-Core for Medium & Large) 3 GB RAM RAID 1 with at least 5 GB free Microsoft Windows Server 2003 Standard Edition SP2 or later <sup>5</sup> Network connectivity to PNet Database Server using MDAC Version 2.8 or later Network connectivity to SMTP mail server or gateway	1 Ghz or higher processor 512 MB RAM 300 MB free HD space Microsoft Windows XP SP2 or later <sup>5</sup> , Microsoft Windows Vista Business or later <sup>5</sup> , Microsoft Windows Vista Enterprise or later <sup>5</sup> Network connectivity to Database Server using MDAC Version 2.8 or later and ODBC Supplier Relationship Manager requires Microsoft Access Online help requires Adobe Acrobat Reader	Microsoft Windows XP SP2 or later <sup>5</sup> , Microsoft Windows Vista Business or later <sup>5</sup> , Microsoft Windows Vista Enterprise or later <sup>5</sup> Microsoft Internet Explorer Version 6.0 SP2, Version 7.0 or later Network connectivity to Web Server using TCP/IP Reports and online help requires Adobe Acrobat Reader

<sup>1</sup>Requires ODBC, <sup>2</sup>For Web Servers not connecting to PNet DataPortal, <sup>3</sup>PO Delivery via Fax requires Captaris RightFax, <sup>4</sup>Call PurchasingNet, Inc. for other database support, <sup>5</sup>32-bit x86, <sup>6</sup>Windows Enterprise Edition needed.

## Database Volumetrics

To estimate hard drive requirements for the database server, the following outline can be used. All figures are approximations and may vary in your particular environment. Additional space is needed if document references are stored within the PNet Database.

### Software

- ❖ For all program files  
(If loaded on database server)  
  
520 Megabytes

### Database

- ❖ For 50,000 Non-PO Invoice transactions plus approvals  
(5 lines per order, without references or notes)  
  
250 Megabytes per year
- ❖ For 50,000 PO Invoice transactions plus approvals  
(5 lines per order, without references or notes)  
  
250 Megabytes per year
- ❖ For 50,000 Purchase Order transactions plus approvals  
(5 lines per order, without references or notes)  
  
300 Megabytes per year
- ❖ For 50,000 Requisition transactions  
(5 lines per request, without references or notes)  
  
280 Megabytes per year
- ❖ For 20,000 items in the catalog  
(Without extended descriptions)  
  
20 Megabytes
- ❖ User Profiles for 4,000 users  
  
22 Megabytes
- ❖ PNet Task Server.NET Log  
  
100 Megabytes per year
- ❖ Other static data  
(For example, system settings, master files)  
  
40 Megabytes



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Contact PurchasingNet, Inc. with questions by visiting our website, [www.PurchasingNet.com](http://www.PurchasingNet.com) or emailing [support@purchasingnet.com](mailto:support@purchasingnet.com).

# *PurchasingNet, Inc.*

*eProcurement & ePayables solutions*

## **PNet Software Product Overview**

### **PNet eProcurement**

- Requisitioning and Ordering
- Approvals
- Purchasing and Receiving
- Inventory Control
- Catalog Management
- eRFx, Auctions, and Contracts

### **PNet ePayables**

- Invoice Matching
- Supplier Invoice Portal
- Electronic PO Invoice Processing
- Non-PO Invoice Processing
- Opt-in Early Payment Discount Management
- Supplier eStatements
- P-Card

### **PNet Financial Management**

- Fixed Assets
- KPI Dashboard & Best Practice KPI Library
- Fraud Detection

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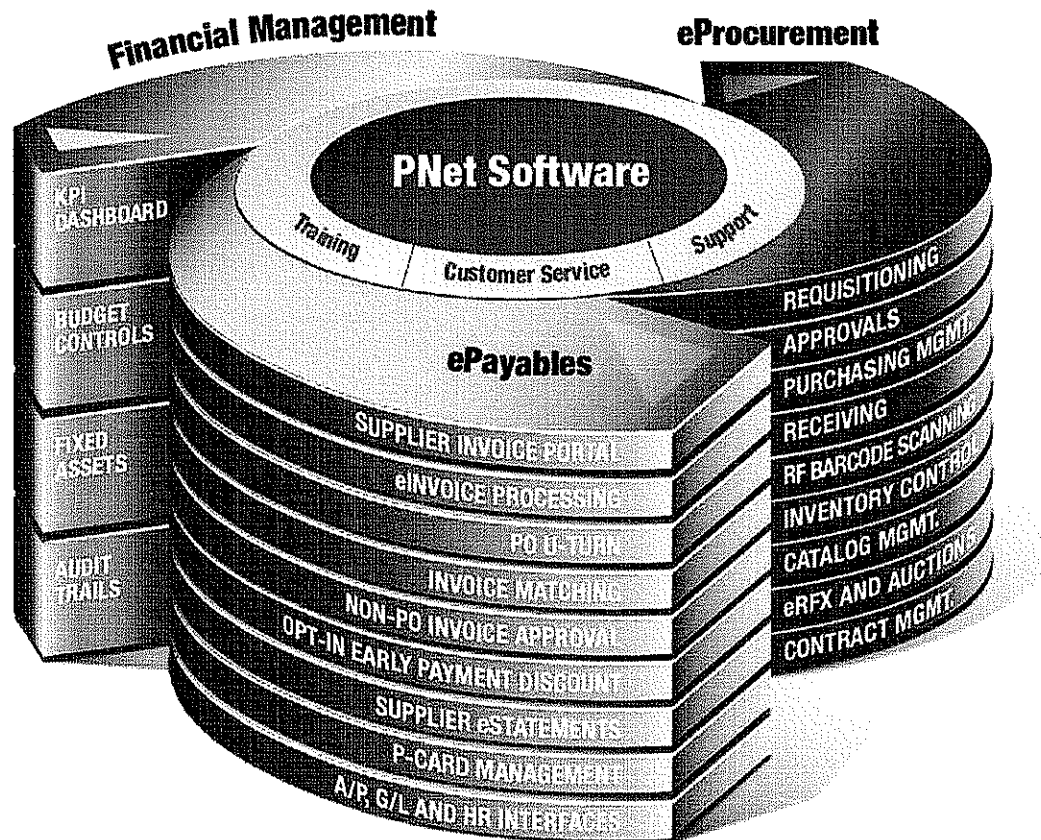
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# PNet Software Overview



PNet Software streamlines the procurement and payables processes in mid- to large-sized organizations. The core modules can be implemented in less than six (6) weeks and can be interfaced with existing legacy systems using standard pre-built PNet Connectors.

Customers implementing PurchasingNet's solutions experience these benefits:

- ☑ Improved Internal Controls (SOX Compliance)
- ☑ Superior Spend Visibility
- ☑ Increased Contract Compliance
- ☑ Streamlined A/P Process
- ☑ Increased Supplier Discounts

PNet Procure-to-Pay solutions also provide audit trails, assure proper authorizations, eliminate potential fraud, and allow capital and expense costs to be properly allocated. The software includes over 200 standard reports and inquiries. Enterprise Spend Management provides executive dashboards, key performance indicators, and drill-down capabilities for easy access to supporting detail.



# Requisitioning and Ordering

PNet Software brings Web-based Requisitioning and Direct Ordering to the employee desktop via a standard web browser. This enables organizations to automate paper-based Requisitioning processes without having to install software on each PC. Employees are given access to ordering from standard or custom catalogs, predefined kits, or they can initiate a free-form request.

Employees can also be given the option to order items directly from a Supplier where contracts are already in place. This eliminates the need for Purchasing to be involved in repetitive, low-value transactions. PNet Software also promotes employee self-service by providing online inquiries. This empowers users to check the status of Requisitions, approval sign-off, and open Purchase Orders without having to call the Purchasing Department.

- Standard, Kit, and Template Orders
- Supports Expense or Capital procurement
- Amend Orders
- Duplicate a previous request
- Order on behalf of someone else
- Automatic creation of Frequently Ordered Items list
- Catalog search by Item, Description, Commodity, Supplier, User-Defined
- Default user preferences
- Hold File for partially completed orders
- Web-based Orders direct to Suppliers
- Direct Catalog Connection (DCC) to Supplier web sites
- Items from multiple catalogs on one order
- Real-time order tracking
- Simple to use, little training required
- Employee self-service
- Enhanced Easy Search catalog feature displays results by relevancy percentage
- Validation against the Chart of Accounts insures data accuracy
- Supports document references (.XLS, .DOC, .BMP, .JPG, .PDF, etc.)
- Requisition header fields can be setup as mandatory, optional, or hidden
- Complete audit trail from Requisition to Invoice

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Requisitioning Portal  
Employee View

Home Requisitions Reports Welcome, Dotson, Mary [PNet eProcurement Home]

All Options

Select a method to add to your Request

Easy Search [Search]

Easy Search looks at five catalog feeds simultaneously to find the search terms you entered above. A list of items that match your search terms is provided so you can choose the items you would like to add to your request.

From A Catalog

Using the advanced catalog search feature, you can find items in multiple catalogs by entering search terms that are

Helping the User

Using the Requisitioning Portal Use this option to view the online user manual!

Tutorial

For an online tutorial or web based training module to enable you can access it here. Web based training requires the Oracle browser plugin so choose yes if you are asked to install it.

---

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Requisitioning Portal  
Employee View

Home Requisitions Reports Welcome, Dotson, Mary [PNet eProcurement Home]

Laptops

A total of 3 items match your search criteria. You are viewing items from 1 to 3.

To select items that are not already in your request, place a check mark in the 'Check to Order' column and enter the desired quantity. When you are finished, press the **Select Checked Items** button at the bottom of the page.

Image	Item Number	Description	Unit	Unit Price (USD)	Check to Order	Quantity
Commodity: COMP-LAPTOP						
	DELLI5P1305E0M	Dell Inspiron E03M	EA	749.0000	<input type="checkbox"/>	1
	DELLI5I1305E0E	Dell Latitude D52E	EA	779.0000	<input type="checkbox"/>	1
	DELLI5I1305E0U	Dell Latitude D610	EA	1060.0000	<input checked="" type="checkbox"/>	2

Select Checked Items

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Internet



# Approvals

Web-based workflow streamlines the Requisition and Purchase Order approval processes. Approvals can be routed via the browser, through the existing Email system or via any Email-enabled PDA device. PNet supports unlimited levels of approval with 13 different types of approval routes that can be employed to ensure that even the most complex delegation of authority can be supported.

- Email notification of pending approvals
- Workflow established based on Cost Center, Commodity, Account Code, Department, and many other data fields
- "Out-of-Office" check-off routes requests to alternate approver
- Parallel and serial approval routes available
- "One-Click" approval of all requests available
- Forced mandatory comments for rejections
- Unlimited approval levels
- Create "ad-hoc" approval routes on-the-fly
- Time and date stamped approvals provide complete audit trail
- Supports Capital or Expense Items
- User Defined allocations and calculations
- Drill-down through all request details including document references
- Remote approvals using browser, Email, or mobile devices

**Pending Approvals**  
 There are 3 Requisitions and no Purchase Orders waiting for approval by Mary Dotson.  
 Note: If you reject a request you must provide a note using the Details button.  
 Click here to access the Approval Portal reports, which display requisitions that either need your approval or have already been approved.

Requisition	Requested For	Created	Amount	Action	OK	Reject	Hold
Purchase 5329	Ken Johnsons laptop Mary Dotson	Jul 24, 2006	769.95	Details Status Notes Edit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase 5321	bad view screen Mary Dotson	Apr 19, 2006	39.95	Details Status Notes Edit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase	Thompson CIO						

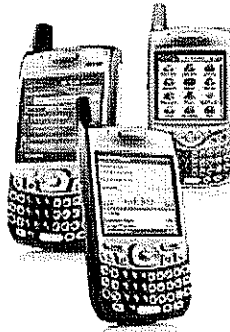
**Approval Pipeline Report**  
 Specify criteria to create your report

Search Criteria

Requisitioner:  Dotson, Mary  All Requisitioners

Created in last:  10 days  30 days  90 days  after this date: 07/26/2006

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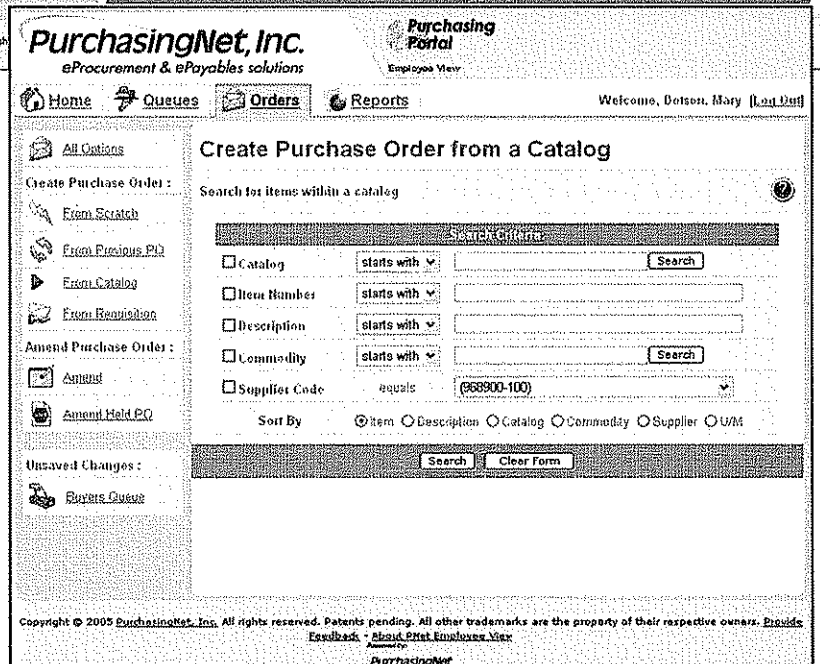
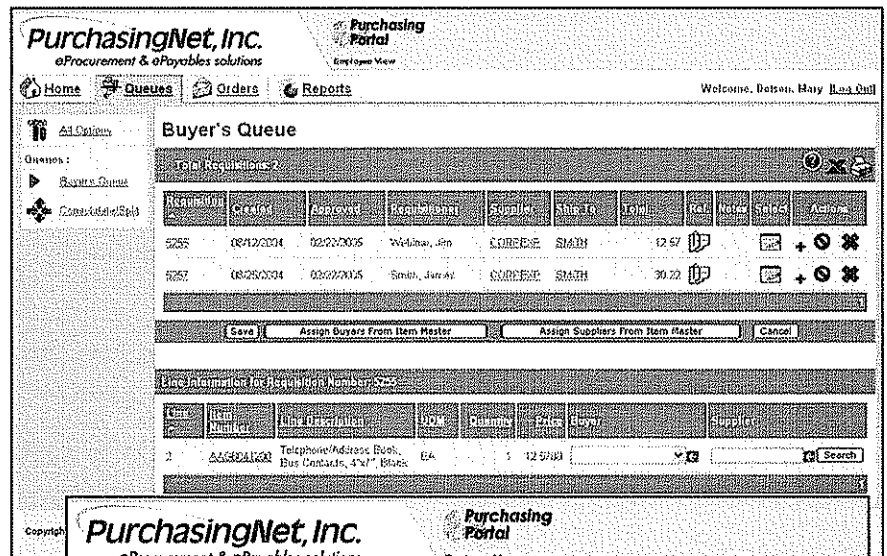


# Purchasing

PNet Software includes a complete, feature-rich Purchasing module that interfaces seamlessly with Requisitioning. After the approval process is complete, Requisitions are routed to the Purchasing system, eliminating the need to re-key data. Requisitions can be routed automatically to a Buyer's Queue or can be assigned on an individual basis to a Buyer's Inbox.

The Purchasing system provides the capabilities for standard Purchase Orders, Quotes, Contracts, Blanket Orders, and Service Orders. Requisitions can be split or consolidated as required based on the system rules or Buyer's needs.

- Seamlessly converts Requisitions to Purchase Orders using automatic Consolidation/Split
- Create Purchase Orders from Requisitions, Templates, Catalogs, or Free Form
- Purchase Orders, Contracts, Blanket Orders, Service Orders, Leases, RFI's, RFQ's
- User Defined Order Types and business rules
- Default values for PO fields
- Supports orders for catalog and non-catalog items
- Order items without Item Numbers
- Supports revisions and change orders
- Assigns PO Numbers automatically or manually
- Dynamic display conveniently shows Master File information
- Simple one-screen creation of Purchase Orders
- Supports electronic signatures
- Supports attachments to Purchase Orders
- Unlimited Item Description

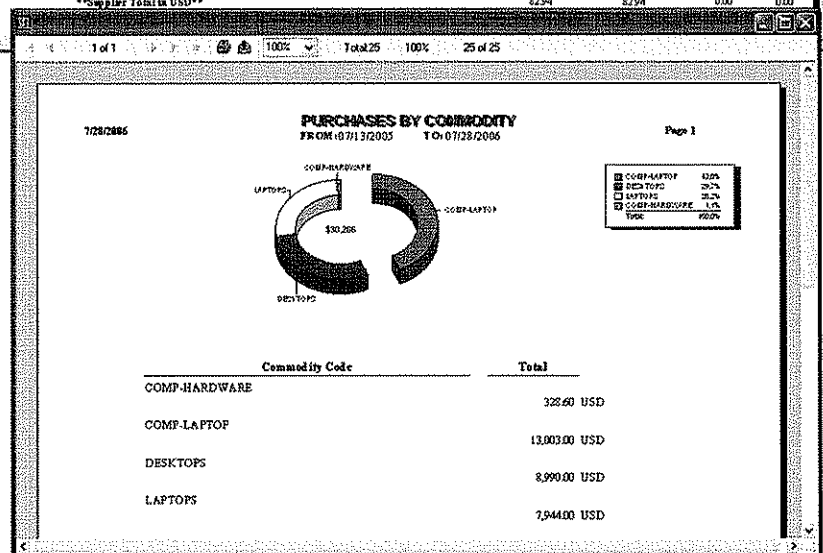




## Purchasing (continued)

- Can create a PO without a Requisition
- Can generate orders based on historical data using templates and PO History Card
- Multiple User Defined Fields available
- Customizable PO form
- Hold file for partially completed PO's
- Print variable footers on PO copies
- Interfaces with browser-based Receiving
- Authorized Buyers can update Master Tables "on-the-fly" while creating PO's (Suppliers, Bill-To, Ship-To, etc.)
- Utilize multiple order delivery options such as FAX, EDI, Email (plain text, ASCII), and cXML posting
- Interfaces with P-Cards and P-Card module
- Provides audit trail of all transactions for SOX compliance
- Includes vendor performance analysis tools
- Eighty (80) standard management summary reports
- Split line items for G/L allocations by Account Code and Cost Center
- Validation against the Chart of Accounts ensures data accuracy
- Sortable and exportable result sets

Item	P.O. Number	Line	Date	Quantity	Actual Price*	Actual Total	Standard Total	Variance	% Variance
Item: OEG0ENFX3	1269	1	7/27/2006	1,000	70.3000	70.30	70.30	0.00	0.00
				**Item Total**	1,000	70.3000	70.30	0.00	0.00
Item: HEWHPU1132	1269	2	7/27/2006	1,000	12.6400	12.64	12.64	0.00	0.00
				**Item Total**	1,000	12.6400	12.64	0.00	0.00
					**Supplier Total in USD**	82.94	82.94	0.00	0.00







# Receiving

Receiving through PNet Software can be centralized, remote, or from the end user's desktop. This gives organizations the option to control this function in a variety of ways. All receipts can be processed at one centralized receiving location, receipts can be processed at remote points on the employee desktop, or processing can be accomplished using a combination of approaches. Receiving is fully integrated with the Requisitioning, Purchasing, and Invoice Matching modules, which ensures that complete and up-to-date information is available to all users of the system.

- Supports end-user (desktop) or central Receiving
- Receive full or partial shipments
- Open Order and Receipt History Inquiries
- Six (6) receipt types
- System and Supplier level tolerances support disparate business needs
- Tolerance can warn user or block data entry
- Supports returns with RMA's
- Select orders by Supplier, Requisitioner, Item Number, or Purchase Order
- Direct interface to Inventory Control
- Capability for lot number and serial number tracking
- "Total" feature receives all line items on a PO
- Complete transaction history
- Receipts automatically update PO status
- Direct interface to Purchasing and Invoice Matching
- Fully integrated with handheld RF Bar Code units
- Receiving "suspense" capability for goods received, but not approved for quality and inspection
- Desktop Receiving enforces data blocking by Requisitioner
- Can enter serial or tag numbers

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Receiving Portal  
Employee View

Home Receiving Reports Welcome, Dotson, Mary [PNet eProcurement Home]

All Options  
Choose a receipt option

Receipts  
Choose this option to record receipt transactions, which can be used as a proof of delivery for goods and services. Use this option to identify receipt details and items that were placed in an inspection or quality control queue. Received items can then be invoiced and paid.

Receipts Table:

Line	Item	Description	Original Quantity	Quantity	Unit	Ship Date	Ship Location
001	1445205	Compaq Presario SR1005T System	5.0000	5.0000	EA	Apr 28, 2005	
002	1622536	HP Equifax 20000 Series	3.0000	3.0000	EA	Apr 29, 2005	

Serial Numbers Dialog:

Serial Numbers	Delete
1 00945345503-12213	<input type="checkbox"/>
2 00945345503-12214	<input type="checkbox"/>
3 00945345503-12215	<input type="checkbox"/>
4 00945345503-13221	<input type="checkbox"/>
5 00945345503-13222	<input type="checkbox"/>



# Inventory Control

The functionality of PurchasingNet's Web-based Inventory Control system enables companies with multiple sites, branches, or warehouses to manage inventory levels throughout the enterprise. Each site can manage their own on-hand inventory, Reorder Points, and Order Quantities via any standard Web-browser. Inventory Control is integrated with Requisitioning (creates Stock Requisitions), Purchasing and Receiving, ensuring connectivity throughout the enterprise.

- Real time inventory status
- Supports multiple warehouses and multiple stocking locations
- Automatic reorder analysis
- Automatic JIT order placement
- Supports multiple units of measure for an item
- Generate Pick Lists based on Item Number and Ship-To locations
- Pick List workflow for both managers and clerks
- Sort Pick Lists by Requisitioner, Date, Ship-To, or Requisition Number
- Supports Issues, Returns, Transfers, and Adjustments
- Stock Requisitions automatically generated based on user requests
- Integrated with Requisitioning, Purchasing, and Receiving
- 20 standard reports and inquiries
- Integrated with handheld RF Bar Code units for mobile processing

**PurchasingNet, Inc.**  
eProcurement & ePayables solutions

**Inventory Control Portal**  
Employee View

Welcome, Dotson, Mary [PNet eProcurement Home]

Home Inventory Reports

**All Options**

Choose an inventory transaction option

**Adjustments**  
This applies to inventory items that are currently onhand. You can use this option to record a new quantity or adjust an existing quantity for items in specific locations. You can also see an inventory status report for a specific item.

**Issue**  
Issue transactions record when an onhand inventory item is removed from inventory and given to a particular person. You can specify chargeback information, who the issue was made to as well as a comment.

**Transfer**  
A transfer transaction should be recorded when onhand inventory items are

**Using the Inventory Control Portal**  
Use this option to view the online user manual.

**Tutorial**  
If an online tutorial or web based training module is available you can access it here. Web based training requires the Java browser plugin so choose yes if you are asked to install it.

---

**PurchasingNet, Inc.**  
eProcurement & ePayables solutions

**Inventory Control Portal**  
Employee View

Welcome, Dotson, Mary [PNet eProcurement Home]

Home Inventory Reports

**Inventory Status**

Viewing inventory status for item 3FGR308 Y1 : Edge cartridge, refill, 100 yd., yellow at site DEFAULT

Show Item Edge cartridge, refill, 100 yd., yellow (3FGR308 Y1)

Inv. Status

**Inventory/Source Information**

Inv. UOM: EA	ABC Code:	Reference:
Supplier: 6536745	Re-Order Pt: 25 0000	Re-Order Qty: 25 0000
Conv. Fact: 1.0000	On Hand: 100 0000	On Order: 0EA

Open Orders

Item	Qty	Unit	PO	Item Supplier
BIN 32	100 0000			

Exit Inquiry

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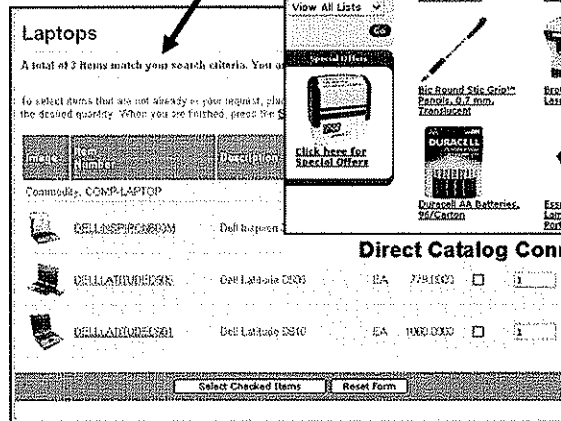
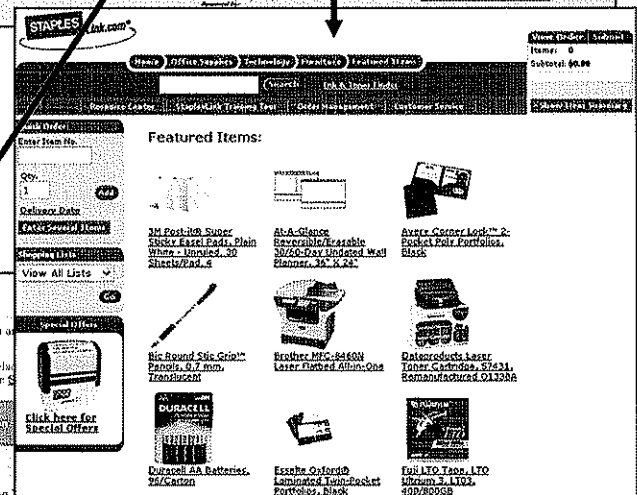
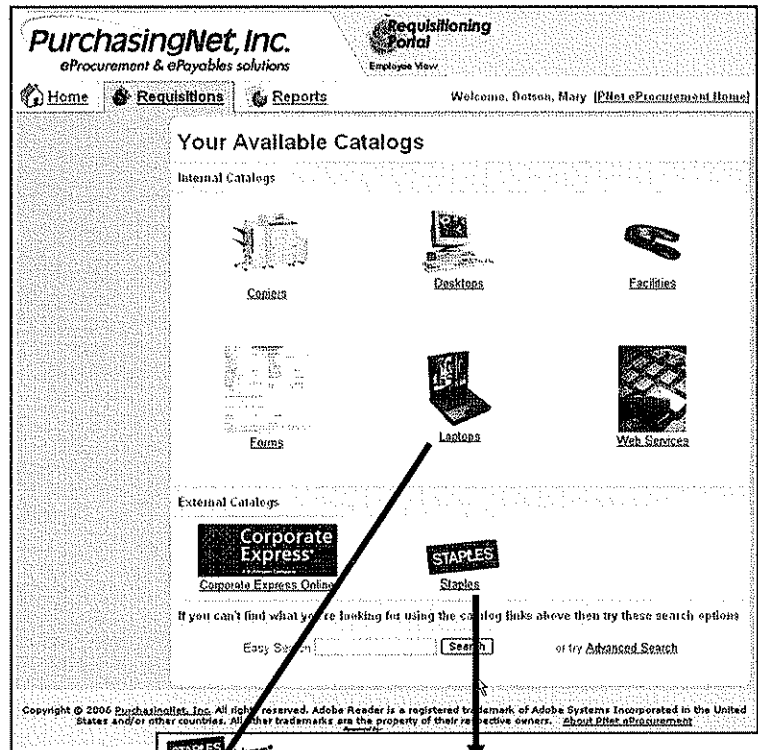


# Catalog Management

PurchasingNet's Catalog Junction middleware allows companies to download and maintain Supplier eCatalogs without paying third party catalog or network fees. It also provides the capability to download a subset of a Supplier's total catalog. Tools are provided to send orders directly to your existing preferred vendors, manage your Suppliers, and control Contracts. Blanket Orders and Releases can be generated that are consistent with your business processes.

Catalogs can be updated through PurchasingNet Catalog Management services or we can provide you with the tools to manage catalog content on your own.

- Automatically polls and downloads new Supplier content
- Allows import of Supplier catalogs upon request
- No third party hosting fees or transaction fees
- Imports a variety of file types (ASCII, HTML pages, well formed XML, ODBC data sources, etc.)
- Supports XML with a DTD and Microsoft XML Record Sets using ADO
- Load pictures of catalog items
- Enhanced catalog search capability displays results by relevancy percentage
- Superset feature allows user-defined catalogs
- Automatic field mapping of identical names
- Data cleansing and validation
- Exception reporting of new/revised data
- Can be provided as a product or a service
- Mass update and global replace capabilities
- Link out to Supplier's web sites
- Direct Catalog Connection (DCC) available



Direct Catalog Connection (External Catalog)

Internal Catalog



# eRF, Auctions, and Contract Management

The PNet eProcurement suite includes flexible and easy-to-use eSourcing tools including eRF (eRFI, eRFP, etc.), Reverse Auctions, and Contract Management Software. Each of these tools can be configured to meet any spend category or commodity.

- Web-based eRF software supports qualitative and quantitative questions in eight (8) formats
- Supplier qualification and benchmarking capabilities
- Supplier scorecards help improve sourcing decisions
- Multiple bid formats
- RFP bids can be rolled forward for participation in a Reverse Auction
- Decision Support – Analysis & Reporting
- Provides a configurable dashboard that allows users to configure relevant portals
- Provides a collaborative contract workspace to manage all contract creation, negotiation, authoring, and approval activities
- Contracts can be created through MS-Word or Excel
- Enables proactive administration by sending users email notifications of approaching contract limits, milestones, and expiration dates
- XML based integration framework allows for seamless integration with other back-end systems
- User configurable business rules and workflow

**PurchasingNet, Inc.**  
eProcurement & ePayables solutions

Home Contracts Auctions RFX

Welcome, Todd Brookstone [Log Out]

### Request for Information, Quotes, and Proposals

The following requests have been sent to you

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List of RFI Questions  
IT Equipment - Laptops

RFI Due Date: Dec 14, 2005 01:00 PM (US/Eastern)

Seq.	Question	Format	Answer Status
1.00	The following questions focus on information about your company. Please note that this inquiry does not intentionally seek confidential information. While specific information is desired, a general or directional response would be preferable to no response but if certain information cannot be provided because of company policies, please so indicate.	Note	N/A
2.00	Please read the attached file which provides more information about this RFI.	Note	N/A
<b>Financial Information</b>			
1.00	How many years have you been in business? (numeric, 0 decimal)	Single Answer	✓
2.00	What were your sales for the last 4 years? (numeric, 0 decimal)	Defined Multiple Answer	✓
<b>General Information</b>			
1.00	Please describe your main line of business. (1000 char max)	Essay	✓
2.00	Please indicate if you have a sales office in each of the ones listed below (or a city near to the city listed). If yes, please provide the contact information listed for the sales person that would be assigned to us. (200 char max)	Matrix	✓
3.00	Are you ISO certified?	Yes or No	✓
<b>Customer Service</b>			
1.00	Name your top 3 clients. (1000 char max)	Multiple Answer	✓
2.00	How many customer service reps do you have?	Multiple Choice	✓
3.00	Please indicate the number of service representatives by type in each of the locations listed. (numeric, 0 decimal)	Matrix	✓
4.00	Please provide three customer references, including all the contact information requested. Enter a row in the table for each	Table	✓

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Home Contracts Auctions RFX

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### Auctions

Participate in auctions

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Selected Bid Data  
IT Equipment - Laptops

Savings	Auction	Auction & RFP
19.2%	USD 912,000	USD 1,012,000
17.1%		

Bidder Summary

IT Equipment - Laptops  
Atlanta Basket Item Auction

Bidder	Savings		
	USD	% (Items bid)	% (All items)
Fujitsu	991,000	16.74 %	16.74 %
Gateway	985,000	16.64 %	16.64 %
HP	1,012,000	17.09 %	17.09 %

Auction Elapsed Time (min)

Graph showing Multiple Items (4) with bid values over time.



# Invoice Matching

The Invoice Matching module of PNet ePayables completes the procurement process and acts as the "hand-off-point" to an organization's Accounts Payable system. A two- or three-way match can be performed, depending upon company business rules. Invoice Matching empowers the Accounts Payable Department to process invoices with ease and confidence by providing access to PO's, and approval routing information input by other departments. Invoice Matching is integrated with Purchasing and Receiving.

- Two- or three-way matching
- Invoice Matching Business Rules varied by order type
- Exports matched invoices to your A/P system
- Allocations to Account Codes and Cost Centers
- Supports partial matches
- Ability to create custom categories for tracking invoice data
- Data capture capability eliminates double-keying of data into Accounts Payable system
- Will not allow duplicate invoices to be entered for the same Supplier
- Integrated with Receiving and Purchasing
- User-defined tolerances
- Email notifications to Buyers
- Hold File for incomplete invoices
- System and Supplier level tolerances support disparate business needs
- Duplicate Invoice checking prevents submissions of both a PO and Non-PO invoice for the same transaction



# Supplier Invoice Portal

The PNet ePayables Supplier Invoice Portal takes Invoice Matching to the next level by providing automated Electronic PO Invoice Matching. Suppliers can upload batches of invoices or use the data entry screens to enter invoices directly into the portal. Email messaging provides notifications and a copy of entered data. Tasks that require days or weeks to accomplish manually can be done in a matter of minutes.

Push the invoice data entry responsibility out to your suppliers so your Accounts Payable personnel can provide a better "value-add." Significantly reduce your inbound call volume by providing suppliers with a 24/7, electronic invoice inquiry capability. Increase departmental productivity and reduce payment cycle times. Publish your own customizable business information to consistently inform suppliers of your terms and conditions, policies, or privacy statements.

- Supplier self service invoice inquiry provides payment status
- Easy Search enables a quick lookup of invoice data
- Uploading of invoice batch files
- Integrated with Electronic PO Invoice Processing
- Configurable Supplier Invoice Portal – Employee and Supplier View
- Supplier self enrollment
- Encrypted passwords
- Forgot Your Password feature
- W-9 Tax ID Form
- Customizable business information
- Three methods of Invoice creation – Web Form, PO U-Turn™, and From Previous
- Email to supplier includes entered data
- Supports document attachments and scanned images



# Electronic PO Invoice Processing

Electronic PO Invoice Processing (EIP) automates the Invoice Matching process in PNet ePayables. EIP completes the procurement process and acts as the "hand-off-point" to an organization's Accounts Payable system. Batches of invoice files can be automatically downloaded from a Supplier's website or FTP site. A two- or three-way match can be performed based on company-defined business rules. A complete audit trail of invoice submissions is maintained for every transaction. EIP is integrated with Purchasing and Receiving.

- Two- or three-way matching
- Completely automatic, human intervention for exceptions only
- Email verification of tasks when executed
- Exception reporting of data that does not match
- Invoice Matching business rules by Order Type
- Allocations to Account Codes and Cost Centers
- Supports summary Invoices
- Supports partial matches
- Ability to create custom categories for tracking invoice data
- Will not allow duplicate invoices to be entered for the same Supplier
- Same tolerances and business rules supported as in Invoice Matching
- Interfaces with any A/P System
- Matched Invoices sent to A/P System for Payment

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**Supplier Invoice Portal**  
Supplier View for: Dell

Invoice: \_\_\_\_\_  
Purchase Order: \_\_\_\_\_  
Requisition: \_\_\_\_\_

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**File Transfers**

Sending information to us

You may send information to us in electronic form using the options below. Click the question mark for more details if you do not already see the help information.

**Invoice File Upload**

From Previous  
From Scratch

Amend Rejected

Non-PO Based Invoices:  
From Scratch

Other Options:  
File Transfers

Payment:  
Early Payment

---

**PurchasingNet, Inc.**  
eProcurement & ePayables solutions

**Supplier Invoice Portal**  
Supplier View for: Dell

Invoice: \_\_\_\_\_  
Purchase Order: \_\_\_\_\_  
Requisition: \_\_\_\_\_

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**Amend Rejected PO Invoices**

Search for rejected PO invoices

Search Criteria

Remit To equals Dell (DELL)

Invoice Number starts with \_\_\_\_\_

PO Number starts with \_\_\_\_\_

Requisition Number starts with \_\_\_\_\_

Invoice Date in last  10 Days  30 Days  90 Days  Date Range  
from 07/27/2006 to 07/28/2006

PO Date in last  10 Days  30 Days  90 Days  Date Range  
from 07/27/2006 to 07/28/2006

Sort By  PO Number  Invoice Number  Invoice Date  Invoice Amount  Status

Search Clear Form

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Powered by PurchasingNet



# Non-PO Invoice Processing

For items or services that don't lend themselves to a Purchase Order process, Non-PO Invoices can be received, routed, and approved or rejected. Non-PO invoices are validated upon receipt, and each invoice is then routed to the appropriate people in the organization for approval. The electronic invoice is routed via the PNet ePayables workflow engine.

- Third generation Invoice Processing solution – Supplier enters invoice into the Supplier Invoice Portal
- Also supports Invoice entry by employees
- Supports diverse Non-PO Invoice requirements
- Supports attachments to Non-PO Invoices (.XLS, .DOC, .BMP, .JPG, .PDF, etc.)
- Supports attachment to scanned Invoice image
- Workflow based on "Invoice Type," dollar amount, and values of any Invoice field
- Unlimited "Invoice Types" provide flexibility and scalability
- Mandatory/optional field designations
- Rejected invoices automatically sent back to supplier for correction
- User-defined Invoice field labels and validations
- Field validations can be based on external data sources
- Online payment history available
- Payment Control Algorithms™ (PCA's) prevent fraud
- Robust extra charge handling
- General Ledger Distribution
- Enforce comments for approved or rejected invoice approvals
- Duplicate Invoice checking prevents submissions of both a PO and Non-PO invoice for the same transaction
- Submission limit PCA prevents or notifies entry of Invoices that exceed an expected submission rate
- Fill Data Field Rules completes Invoice entry with data from external applications

This screenshot shows the 'Overall Settings' configuration page for a Non-PO Invoice. The 'Description' is 'Computer Services'. The 'Status' is set to 'Active'. The 'Long Description' is 'For network line drops, hardware moves and installations, printer hookups, and backup services. Not to be used for software installation or hardware support troubleshooting.' There is an 'Image' field with a '50x50 pixel transparent GIF preferred' note and buttons for 'Browse', 'Upload', and 'Remove'. Below are checkboxes for 'Allow Freeform Items?' (Yes/No), 'Allow A/P Export?' (Yes/No), 'Allow Any Supplier to Use This?' (Yes/No, with a note to allow only selected suppliers), and 'Allow Any GL Codes to Use This?' (Yes/No, with a note to allow only selected GL codes). A 'Selected' field is at the bottom.

This screenshot shows the 'Supplier Invoice Portal' interface for creating a 'Non-PO Invoice From Scratch'. The page title is 'PurchasingNet, Inc. Supplier Invoice Portal'. The main heading is 'Non-PO Invoice From Scratch' with the sub-heading 'Creating a Non-PO Invoice from scratch for 'Computer Hardware''. The form includes fields for 'Invoice Number', 'Invoice Description', 'Invoice Date' (11/21/2005), 'Ordered Date' (11/21/2005), 'Buying Company' (Advantage Sales and Marketing (ADV)), and 'Ship To'. There is a table for 'Invoice Line' with columns for 'Item', 'Description', 'Quantity', 'Unit Price', and 'Extended Price'. Below the table are 'Payment' and 'Deposit (Credit)' fields, both set to 0.00. At the bottom are 'Save' and 'Cancel' buttons.





# Opt-in Early Payment Discount Management

The goal of PurchasingNet's Early Payment Discount Management™ (EPDM) module is to provide an easy user interface within the PNet Supplier Invoice Portal (SIP) where suppliers may elect, at their option, to take an early payment in exchange for a trade discount. Suppliers who already offer a standard trade discount for early payments will have the added feature of trading on their receivables after the initial discount period and prior to the invoice due date.

- Suppliers elect to provide discount on a per transaction basis
- Suppliers select specific early payment dates themselves
- Import payables available for trading from your A/P system(s) on a scheduled basis
- Supports PNet and non-PNet transactions
- Email messaging notifies Suppliers on a daily, weekly, or monthly basis that payables are available for trading
- Operation calendar identifies payment blackout dates
- Control Center for Discount Managers provides a complete picture of payables available in the EPDM module
- Maintain trading supplier information using a scheduled, automated interface
- Payment hold feature temporarily removes payables from discount trading
- Discount rates established for each Supplier
- Links to Supplier eStatements

Invoice Number	Invoice Date	Proposed Pay Date	Proposed Int. Amount	Payment Date	Payment Amount	Program Fee
3302	07/21/2006	07/21/2006	3,180.00	07/21/2006	3,180.00	0.00
3301	07/21/2006	07/21/2006	3,295.00	07/21/2006	3,295.00	0.00
3300	06/29/2006	06/29/2006	1,500.00	06/29/2006	1,500.00	0.00
3305	07/06/2006	07/06/2006	4,520.00	07/06/2006	4,520.00	0.00

Month	Count	Amount
March	110	\$12,450
April	90	\$9,990
May	140	\$14,550
June	150	\$21,698
July	60	\$7,890
August	105	\$10,500



# Supplier eStatements

PNet Supplier eStatements module allows suppliers to log into the PNet Supplier Invoice Portal and run inquiry reports to generate electronic statements showing the status of their Invoices. Invoices that are processed by PNet and Invoices that are processed by other applications are both visible within Supplier eStatements. Examples of Invoices that exist in PNet are PO Invoices, Non-PO Invoices, or Invoices that were processed through the PNet Early Payment Discount Management™ module. Invoices that were processed outside of PNet, such as credit memos, are imported using the Supplier eStatements import task.

There are two views into PurchasingNet, Inc.'s Supplier eStatements. The Simple Supplier eStatement shows all transactions for the past 10, 30, 60, or 90 days. The user can select the data range from a drop-down control at the top of the screen. The Comprehensive Supplier eStatement shows the same transactions, however, the user can filter out transactions that they do not wish to see on the statement. The extensive list of filter criteria includes Status, Transaction type (either Invoice or Credit Memo), PO Number, and Data, just to name a few.

As standard functionality for all PNet results sets, the user has the ability to export data that is displayed on a single page or on all pages to MS-Excel. They can then save the spreadsheet to their local hard drive for later use.

- Supports Invoices processed by PNet and other systems
- Simple and Comprehensive statement views
- Drill-down into invoice details
- Client-defined invoice status for reporting
- Search and filtering capabilities

Invoice Number	Supplier	Date	Type	Status	Gross Amount	Projected Pay Amount	Projected Pay Date	
12768272	UBERPRINTS	Oct 01 2007	Invoice	Traded	3,050,530.00	3,050,750.21	Oct 29, 2007	
CM123	UBERPRINTS	Sep 22 2007	Invoice	Tradable	3,000.00	3,000.00	Nov 03, 2007	
CM124	UBERPRINTS	Sep 27 2007	Invoice	Tradable	3,000.00	3,000.00	Dec 01, 2007	
DE1	UBERPRINTS	Sep 29 2007	Invoice	Tradable	75,000.00	75,000.00	Dec 15, 2007	
WVXHSZ02M	UBERPRINTS	Sep 14 2007	Invoice	Active	877.00	877.00	Sep 30, 2007	
WVXHSZ01	UBERPRINTS	Sep 14 2007	Invoice	Active	877.00	877.00	Sep 30, 2007	
Gross Amount - Invoices					3,142,694.00	Projected Pay Amount - Invoices		3,133,504.21
Gross Amount - Credits					0	Projected Pay Amount - Credits		0
Total Gross Amount					3,142,694.00	Total Projected Pay Amount		3,133,504.21



# P-Card

PurchasingNet's P-Card module enables an organization to extend the adoption of a procurement card program. It helps reduce risk, enforce controls, reduce buying costs, and improve process efficiencies. The P-Card module operates in concert with the Requisitioning, Purchasing, and Invoice Matching modules.

Combined with PurchasingNet's Invoice Junction and Electronic PO Invoice Matching modules, the P-Card module helps streamline the entire order-to-bill process. Organizations using the P-Card module have a cost effective method for managing all purchasing card transactions, regardless of order size. This enables organizations to funnel enterprise spend to the procurement card, thus making more dollars eligible for basis point rebates.

- Assign P-Cards to individual Profiles, Groups, Suppliers or a combination
- User-Defined Order Types can be established with unique Business Rules assigned to each
- Business Rules can restrict Requisitioners from viewing or using a P-Card assigned to a Supplier, another person, or group within the enterprise
- Maximum dollar tolerance can be assigned triggering review before order placement
- Account Numbers can be assigned to items or to a Supplier's (ghost) P-Card
- Eleven (11) standard P-Card management reports (P-Card assignments, P-Card purchases by card number, date, dollars with spend and split percent; expiration dates, deactivated cards, etc.)
- P-Card maintenance and assignments handled through electronic import or standard wizards

Cost Center	Total Purchases	P-Card Spend	% P-Card Spend
IT (Information Technologies)	186,638.82	0.00	0.00
PR (Public Relations)	155,685.45	0.00	0.00
AP (Accounts Payable)	33,810.55	0.00	0.00
FACILITIES (Facilities)	47,763.74	1,579.90	3.31
HUMAN RESOURCES (Human Resources)	41,644.11	949.00	2.28
02-546-962 (Business Development-FR)	37,838.09	0.00	0.00
01-432-120 (Business Development)	21,179.94	4,922.72	23.24
VARIOUS (Various codes apply)	9,620.00	0.00	0.00
01-543-773 (Puerto Rico)	2,291.95	0.00	0.00
<b>Total: USD</b>	<b>566,512.64</b>	<b>7,451.62</b>	<b>1.34</b>



# Fixed Assets

PurchasingNet's Fixed Assets module features: exceptional data import/export; user definable data entry forms; 23 standard reports with preview; print and file options; custom report wizard; powerful query/drill-down wizard; user definable browse and query to view multiple asset records; robust security down to the field/report level; non-standard accounting periods such as 4-4-5 week or 13 periods; complete and partial transfers and disposals; supports all US Tax and GAAP depreciation methods (including units of production); and is fully GASB Statement 34 compliant. This module is scalable to hundreds of thousands of asset records.

The PNet Fixed Assets module can help manage business assets, control costs, maximize tax savings, and meet corporate reporting requirements.

### Features Include:

- 130 Character General Ledger Code
- 27 Sort Fields
- 22 User Definable Fields with Data Type and Length Customization
- 23 Standard Reports
- Report Writer for Custom Reports
- 4-4-5 Week or 13 Period Accounting
- Powerful Query Tool
- Asset Disposal and/or Transfer
- Data Entry Templates

### Depreciation Methods Supported:

Supports most widely used depreciation methods and accounting conventions, including:

- MACRS (GDS)
- Alternative MACRS (ADS)
- Adjusted Current Earnings (ACE)
- ACRS
- Alternative ACRS (AACRS)
- Straight Line over Remaining Basis
- Declining Balance – 125%, 150%, 175%, 200%
- Sum of the Years Digits
- Asset Depreciation Range (ADR)
- Units of Production

id	currentnum	acqvalue	depremetho	depredate	estkeyea	lftyear
7	7477.68	22433	SL	2/11/2002	3	FULLIND
719	497.88	1493.73	SL	1/17/2002	3	FULLIND
720	497.88	1493.72	SL	1/17/2002	3	FULLIND
721	497.88	1493.72	SL	1/17/2002	3	FULLIND
722	497.88	1493.72	SL	1/17/2002	3	FULLIND
723	497.88	1493.72	SL	1/17/2002	3	FULLIND
724	497.88	1493.72	SL	1/17/2002	3	FULLIND
725	497.88	1493.72	SL	1/17/2002	3	FULLIND
726	497.88	1493.72	SL	1/17/2002	3	FULLIND

Asset Maintenance - System Asset Number: 7

Export

Browse Fields | Books | Depreciation Detail | Activity |

Description: IBM Server  
 Location: 001  
 Location State: 002  
 Company: NCA  
 Manager: Ted Williams  
 Division: 1288992  
 Department Code: 00009  
 Vendor: IBM  
 PO Number: 127462789-ABC  
 Mtg Serial: CDA-937654321  
 Company Asset No: 1872354932  
 Warranty Data: BCOEFP0000022

Purchase Price: 10,000.00  
 Acquisition Date: 7/15/1998  
 Service Date: 7/15/1998  
 Class Code: Hardware  
 Asset GL: 1501618  
 Accumulated GL: 1501618  
 Expense GL: 7775503  
 Property Type: P  
 Listed Property: 74  
 Mod 4  
 Mod 5  
 Mod 6

Basis Home Page

Choose a Page: **Home**

Get Started

1. Maintenance assets
2. Setup and preferences
1. Reports
4. Import/Export
5. Searches, search database

Current Period

Tax Year: 2004 12/31/2004  
 Period Begin: 01/01/2004  
 Period End: 12/31/2004

Refresh

Schedule: 2004

Columns

Filter

Sort

Depreciation - Book		Acquisitions	
Total # of Assets	423	Total # of Assets	0
Purchase Price	\$37,639,701.38	Acquisition Amount	\$0.00
Prot	\$30,467,656.07		
Current	\$2,125,168.76		
Total	\$32,592,824.83		
Net Book	\$4,445,776.55		
Year-to-date	\$2,125,168.76		

Active		Disposals	
Total # of Assets	834	Total # of Assets	47
Active Amount	\$7,991,105.37	Disposal Amount	\$1,327,535.81

Fully Depreciated		Transfers	
Total # of Assets	444	Total # of Assets	0
Depreciated Amount	\$5,594,155.03	Transfer Amount	\$0.00

Sales	
Total # of Assets	0
Amount Sold	\$0.00
Proceeds of Sales	\$0.00



# KPI Dashboard & Best Practice KPI Library

Key Performance Indicators (KPI's) are financial and non-financial metrics used to quantify objectives to reflect the strategic and operational performance of an organization. Key Performance Indicators provide **actionable business intelligence** – allowing companies to assess the present state and determine their next course of action. The act of monitoring KPI's in real-time is known as business activity monitoring. KPI's are frequently used to "value" difficult-to-measure activities such as the benefits of leadership development, engagement, service, and satisfaction. KPI's are typically tied to an organization's strategy (as exemplified through techniques such as the Balanced Scorecard).

PNet's Best Practice KPI Library contains 50 KPI's that will enable each User to choose those metrics that best fit with their objectives within your organizational strategy. The PNet Best Practice KPI Library has been developed by practitioners with access to industry best practices, PNet Best Practices Report 2.0, and cumulative experience of more than 24 years implementing Procure-to-Pay solutions.

- **Activity Monitor KPI** examples include volume of PO's and Invoices, Spend Under Management, Accrued Liabilities Unpaid Balances, and P-Card Usage
- **Policy Control KPI** examples include "After-the-Fact" PO's, ensuring that proper approvals are secured before the delivery of products and services
- **Responsiveness KPI** examples include Order Cycle time, Supplier Qualification time, and Supplier on-time deliveries
- **Savings KPI's** provide analyses of Cost Savings, Cost Avoidance, and Early Payment Discount Savings
- **Supply Base KPI's** measure the number of active suppliers that account for 80% of the total spend
- Create your own KPI's or use 50 pre-built KPI's in the Best Practice KPI Library
- Best Practice KPI's explain how Best-in-Class companies measure their performance
- Include data from other systems to measure enterprise-wide progress against goals
- Establish your own goals/targets/objectives for each KPI
- Select from multiple Display Themes and Gauge/Graph Styles
- Display "favorite KPI's" on each user's Home screen

**PurchasingNet, Inc.**  
eProcurement & ePayables solutions  
Employee View  
Welcome, Account: Guest | Log Out

Home Activity Monitor Savings Analysis Supply Base

**Activity Monitor Key Performance Indicators**

Week Ending: Feb 02, 2008 | Trend Charts should show the previous 4 periods.

**Spend Under Management**  
Gauge: 25,682 / Goal: 20,000

**Supplier Qualification**  
Gauge: 100 / Goal: 800

**Trend: Number of POs by Buyer (MTD)**  
3D Bar Chart showing PO counts for buyers: BOB, JOSH, JUDY, EILEEN, DAN, DOD, LE. Y-axis ranges from 0 to 12. Dates: Jan 12, 2008, Jan 19, 2008.

**PO Creation Cycle Time**  
Group: Responsiveness  
Description: This key performance indicator measures the reduction of cycle time in hours for approved requisitions to purchase order creation in a given financial period as compared to a previous financial period.  
Financial Benefit: The financial benefit from achieving the goal of this KPI is operational efficiency and internal customer satisfaction.

**PO Creation Cycle Time by Buyer**  
Group: Responsiveness  
Description: This key performance indicator measures the reduction of cycle time by buyer in hours for approved requisitions to purchase order creation in a given financial period as compared to a previous financial period.  
Financial Benefit: The financial benefit from achieving the goal of this KPI is operational efficiency and internal customer satisfaction.





## System Administration

PNet Software provides simple administration tools to effectively manage the application with minimal resources. Approval routes and user settings are established by the Administrator to ensure requisitions are populated with the proper information without user intervention. User profiles can be integrated with HR applications to eliminate duplicate entry of information.

- Group management of users
- Segregate administrative responsibilities across individuals using User Profile permissions
- Configurable message triggers for system events
- Easy approval route construction
- Approval routes based on Group, Catalog, Cost Center, Account Code, or Commodity
- User profile blocking schemes
- Over 250 Business Rule set-up options/switches
- Default user settings
- User customizable windows
- Standard administrative reports and inquiries
- Task Manager (Email reminders, alerts, and notifications)
- User profile maintenance simplified with creation and assignment wizards
- Load Master Files with data import utilities
- Transaction data archiving optimizes application performance

**PurchasingNet, Inc.**  
eProcurement & ePayables solutions

Administration Portal  
Employee View

Home Administration File Maintenance Reports Welcome, Dotson, Mary [PNet eProcurement Home]

All Options

Choose an administration activity

**Backend Processor Maintenance**  
This collection of online utilities can be used to monitor the activities performed on this web server and perform server maintenance. You can also change server configuration parameters.

**Inventory Site Maintenance**  
Choose this option to change the configuration of an existing inventory site or create a new site.

**Superset Catalog Maintenance**  
Superset catalogs group catalog items together for a common purpose and for easy ordering. Items can be identified by supplier, catalog and/or commodity. A helpful icon can be associated with each superset catalog along with a particular sort order for the list of items.

**Reset User Password**

**Helping Hands**  
Using the Administration Portal  
Use this option to view the online user manual.

**Tutorial**  
If an online tutorial or web based training module is available you can access it here. Web based training requires the DemoX browser plugin so choose yes if you are asked to install it.

**PurchasingNet, Inc.**  
eProcurement & ePayables solutions

Administration Portal  
Employee View

Home Administration File Maintenance Reports Welcome, Dotson, Mary [PNet eProcurement Home]

Copyright

**Buying Company**

Creating a new buying company record

**Information:**

Code:

Name:

Active:

**Address:**

Department:

Street:

Address:

City:  State:

Post Code:  Country:

**Telephone:**

Phone1:  Ext1:

Phone2:  Ext2:

Fax Phone:

**Additional Information:**

Logo Bitmap:

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PurchasingNet



## Deployment & Licensing Options

PNet software offers flexible Deployment and Licensing Options that are sure to deliver the best possible fit for your organization's needs. A quick glance at the chart below should help you determine the ideal combination of Deployment and Licensing approaches for your business. No matter which Deployment Option you select, both are seamlessly supported by PNet's award-winning Customer Support team.

### Deployment

		Client Installed	Software as a Service (SaaS)
Licensing	Perpetual License	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Requires upfront investment plus annual support costs</li> <li><input checked="" type="checkbox"/> Lower out-of-pocket costs over time</li> <li><input checked="" type="checkbox"/> Requires in-house IT infrastructure</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Requires upfront investment, annual support costs, plus hosting fees</li> <li><input checked="" type="checkbox"/> No in-house IT infrastructure required</li> <li><input checked="" type="checkbox"/> Higher out-of-pocket costs over time</li> </ul>
	Subscription	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Lower upfront costs</li> <li><input checked="" type="checkbox"/> Higher total cost over time</li> <li><input checked="" type="checkbox"/> May be appropriate for interim solution</li> <li><input checked="" type="checkbox"/> Requires in-house IT infrastructure</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Lower upfront costs</li> <li><input checked="" type="checkbox"/> Higher total cost over time</li> <li><input checked="" type="checkbox"/> May be appropriate for interim solution</li> <li><input checked="" type="checkbox"/> No in-house IT infrastructure required</li> </ul>

Our sales staff can provide you with customer examples of each scenario to help you identify the best match given your business objectives.





## Supplier On-Boarding Options

PurchasingNet understands that supplier adoption is the key to the success of any automation initiative, and offers strong support to clients during this critical stage of the project. PNi performs an ABC analysis of suppliers to segment them into categories based on transaction volume and value. After this segmentation process is complete, clients can select to recruit their suppliers by using one or more of the following on-boarding options:

Supplier Enablement Options	Best for	Customer Involvement	Cost
<b>PNet Basic Supplier Enablement</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Supplier Enablement Kit (.PDF/Fax)</li> <li><input checked="" type="checkbox"/> Supplier Summit (Meeting either Web-based or On-site)</li> <li><input checked="" type="checkbox"/> Manual Entry into PNet</li> </ul>	Low Volume of Suppliers	Highest Customer Involvement	Lowest Cost
<b>PNet Supplier eOnBoarding</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Web-based Supplier Enrollment Form</li> <li><input checked="" type="checkbox"/> Supplier Summit (Web-based)</li> <li><input checked="" type="checkbox"/> Automated Data Entry into PNet</li> </ul>	Medium Volume of Suppliers	Some Customer Involvement	Moderate Cost
<b>PNet SupplierBase Enablement – Powered by OB10</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Outsourced Supplier Enablement (OB10)</li> <li><input checked="" type="checkbox"/> Includes Web-based Supplier Enrollment Form</li> <li><input checked="" type="checkbox"/> Includes Phone-based Follow-up</li> <li><input checked="" type="checkbox"/> Automated Data Entry into PNet</li> </ul>	High Volume of Suppliers	Lowest Customer Involvement	Highest Cost

Our Sales and Professional Services teams can provide you with customer examples of each scenario to help you identify the best match given your business objectives.

## PNet Software System Requirements

The table below provides a general idea of the hardware and software requirements for the application. Your specific requirements may vary.

	<b>PNet Supplier View Web Server</b>	<b>PNet Employee View Web Server</b>	<b>PNet Backend Processor Web Server<sup>1</sup></b>	<b>PNet Database Database Server</b>
<b>Small Company</b> (< 1000 invoices per month, < 20 concurrent users)	Single Dual-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free		Single Dual-Core Intel Xeon 4 GB RAM RAID 5 with 5+ GB free	
<b>Medium Company</b> (1000 - 3000 invoices per month, 20 - 100 concurrent users)	Single Dual-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free		Single Dual-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free	Single Dual-Core Intel Xeon 4 GB RAM RAID 10 drive for data with 5+ GB free RAID 1 dedicated for logs with 5+ GB free
<b>Large Company</b> (> 3000 invoices per month, > 100 concurrent users)	Single Quad-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free	Single Quad-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free	Single Quad-Core Intel Xeon 4 GB RAM RAID 1 with 5+ GB free	Dual Quad-Core Intel Xeon 4+ GB RAM <sup>6</sup> RAID 10 drive for data with 5+ GB free RAID 1 dedicated for logs with 5 GB+ free
<b>Network and Other Hardware</b>	Network Interface Card and TCP/IP network protocol Network connectivity to PNet Database Server using MDAC Version 2.8 or later <sup>2</sup> Backup device			
<b>Operating System</b>	Microsoft Windows Server 2003 Standard Edition SP2 or later <sup>5</sup>			
<b>Other Software</b>	Microsoft IIS Version 6.0	Microsoft IIS Version 6.0	Microsoft IIS Version 6.0	Microsoft SQL Server 2000 SP4, Microsoft SQL Server 2005 SP2 <sup>4</sup>
<b>PNet DataPortal Web Server (Optional)</b>	<b>PNet Task Server<sup>3</sup></b>	<b>Windows Clients (for Administration)</b>		<b>Browser Clients</b>
Single Dual-Core Intel Xeon 3 GB RAM RAID 1 with at least 5 GB free Microsoft Windows Server 2003 Standard Edition SP2 or later <sup>5</sup> Microsoft IIS Version 6.0 Network connectivity to PNet Database Server using MDAC Version 2.8 or later Network connectivity to Web Server(s) using SSL Firewall or Internet router	Single Dual-Core Intel Xeon (Double Dual-Core or Single Quad-Core for Medium & Large) 3 GB RAM RAID 1 with at least 5 GB free Microsoft Windows Server 2003 Standard Edition SP2 or later <sup>5</sup> Network connectivity to PNet Database Server using MDAC Version 2.8 or later Network connectivity to SMTP mail server or gateway	1 Ghz or higher processor 512 MB RAM 300 MB free HD space Microsoft Windows XP SP2 or later <sup>5</sup> , Microsoft Windows Vista Business or later <sup>5</sup> , Microsoft Windows Vista Enterprise or later <sup>5</sup> Network connectivity to Database Server using MDAC Version 2.8 or later and ODBC Supplier Relationship Manager requires Microsoft Access Online help requires Adobe Acrobat Reader		Microsoft Windows XP SP2 or later <sup>5</sup> , Microsoft Windows Vista Business or later <sup>5</sup> , Microsoft Windows Vista Enterprise or later <sup>5</sup> Microsoft Internet Explorer Version 6.0 SP2, Version 7.0 or later Network connectivity to Web Server using TCP/IP Reports and online help requires Adobe Acrobat Reader
<sup>1</sup> Requires ODBC, <sup>2</sup> For Web Servers not connecting to PNet DataPortal, <sup>3</sup> PO Delivery via Fax requires Captaris RightFax, <sup>4</sup> Call PurchasingNet, Inc. for other database support, <sup>5</sup> 32-bit x86, <sup>6</sup> Windows Enterprise Edition needed.				

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