

Subset of eProcurement Requirements - Handshakes between the eProcurement Solution and External Systems

Specific handshake/interface requirements are highlighted in yellow.

No.	Requirement Area	Requirement	Handshakes/External Systems
Procure to Pay Workstream			
	Identification of Need	The Need Identification component of the system provides functionality to act as a single point of entry for a user to initiate any type of procurement action with configurable business rules to support both Agency/organization and State business needs. The user interface must be flexible and adaptable to support both experienced and inexperienced users.	<ol style="list-style-type: none"> 1. Security Interface/Single Sign On for State Personnel 2. New security access for External sources (Vendors) 3. JAWS screen reader software is currently used in connection with AASIS to meet accessibility requirements. Accessibility must be a top priority for all processes.
	Purchase Request Development		<ol style="list-style-type: none"> 1. Budget Check and other validations prior to creation of purchasing documents; 2. Must read and populate master data (Vendor, Material, Purchasing Org, Purchasing Group, Funds Mgt, Controlling, Project Systems, General Ledger) from AASIS. Dual maintenance of master data should NOT be promoted. 3. Must facilitate real time creation of accurate purchasing documents or other commitment in AASIS to consume budget 4. Purch Doc creation/changes must validate against open MM, FM and FI posting periods 5. Must validate Asset master records to populate data from AASIS. 6. Must validate security access against AASIS roles and user validations 7. Catalog Items must map to Material Master records in AASIS which map to GL accounts that, in turn, map to Commitment Items for budget check. 8. Must provide real-time integration with inventory; maintaining accurate stock levels. Master data derived from inventory plant via Funds Management.
EPROC-PRD-34	Procure to Pay / Purchase Request Development	The eProcurement Request Development functionality must provide the capability to load valid chart of account code field values from the State's finance system and provide a means through integration or interface to ensure that available code values are current and are available to all procurement activities.	E-Procurement system should read master data from AASIS to prevent duplication and increased risk of inconsistency
Workflow Management			Possible use of AASIS Security roles, Organizational Structure and Notification processes
EPROC-WRK-30	Procure to Pay / Workflow Management	The eProcurement Workflow Management functionality should have business rule capability to determine that external governing agency approval is required and integrate with the external governing agency's system to automate creation of the review/approval request with data from the Purchase Request in that system and receive automated approval/denial for the Purchase Request.	Automation of workflow with DIS, OSP, DBA, Governor's Office??
	Purchase Order Generation		<ol style="list-style-type: none"> 1. Same as Purchase Request 2. Must read change controls configured in AASIS to prevent line item changes after the fact 3. Validation of budget consumption for contracts for less than 12 months of the fiscal year. 4. Must relieve pre-commitment in PR.

Payment Card Integration			<ol style="list-style-type: none"> 1. Process must be defined to commit budget in AASIS at time of purchase and relieve when invoice is created to prevent double commitment. 2. Process must be defined to route payment to U.S. Bank while maintaining merchant data for transparency reporting. 3. Process must be defined at invoice creation to prevent duplicate consumption of budget. 4. Process must be defined to distinguish e-Procurement from other P-Card purchases which WILL need to consume budget. 5. Solution for purchase of Assets would require creation of Asset to be substituted for the expense GL account in the invoice. 6. Possibly use material master records in AASIS linked to specific GL accounts to determine 1099 reportable purchases.
EPROC-PC-17	Procure to Pay / Payment Card Integration	8. Provide integration/interface with the State finance system budget/funds for verification and to encumber funds;	see above
EPROC-PC-21	Procure to Pay / Payment Card Integration	12. Provide the capability to identify a transaction as a fixed asset or 1099 reportable. This data would be available in the integration/interface with the State finance system; and	see above
Receiving			<ol style="list-style-type: none"> 1. Goods Receipt must be created/maintained in AASIS to post expense in FI and allow for creation of Invoice Receipt and subsequent payment. 2. Configuration and User Exits in AASIS set Tolerance limits for purchased items. 3. AASIS programs to calculate and define eligible PO's for 45 Day Supplements are based on open Goods Receipts in AASIS on June 30. 4. Additional Asset data is stored in the Asset Master record
EPROC-RC-12	Procure to Pay / Receiving	The eProcurement Receiving functionality should have the capability to capture additional data for fixed assets (e.g. serial number on a microscope) and provide that data to the State fixed assets system through either an interface or integration.	Can be an interface to populate additional information in AASIS
EPROC-RC-15	Procure to Pay / Receiving	The eProcurement Receiving functionality must be integrated with the State Financial System to provide all captured receiving data.	Must be real time for creation/changes/validation/tolerances
Catalog Capability Work stream		<p>The Catalog components of the system provide the functionality to establish and maintain contracts in the shopping component of the system. Catalog content can be hosted within the system or made available by 'punching out' to the Suppliers shopping website. Integration with the Sourcing component of the system will allow catalogs to be automatically generated as part of the Award process. Integration with the Contract Management component of the system will provide one method of maintaining catalog content throughout the life of the Contract/Agreement. Other key components include utilities for both the Buyer/Analyst and the Supplier to setup, manage and maintain catalogs. Workflow functionality is also available to automate review and approval of catalog content before it is made available to users. The Catalog components of the system may also be used to provide access to Open Market goods and services, as authorized by the State.</p>	Catalog items should be mapped to material master records in AASIS to allow for creation of purchasing documents. DFA-CAFR group determines GL account mapping for materials. The GL account derives the Commitment Item.

Supplier Enablement Work stream		The Supplier Enablement component of the system acts as the 'front door' to do business with the State. Suppliers establish and maintain an account in defining who they are and what they sell along with other key data elements needed by the State to procure from and pay the Supplier. Suppliers will use this account access for all relevant eProcurement and Financial functionalities such as to bid on sourcing events, receive orders and contract awards, load sales reports and submit invoices electronically.	1. New Security procedures for external (vendor) access 2. Must create Vendor master in AASIS 3. Invoices submitted electronically must be reviewed for 3-way match and approved by agency personnel and any interface would need to be in the correct format for processing in AASIS
EPROC-VDR-44	Supplier Enablement	The Supplier Enablement functionality should integrate with the State system used to certify Suppliers for the disadvantaged business program to link certification values to all eProcurement modules to support disadvantaged business set aside and reporting needs.	Functionality for Minority and women owned business designation and certification
EPROC-VDR-55	Supplier Enablement	The Supplier Enablement functionality should interface with the State professional licensing system to provide current licensing data to the Sourcing and Contract modules of the system.	
EPROC-VDR-56	Supplier Enablement	The Supplier Enablement functionality must provide the capability to integrate or export Supplier registration data, including uploaded documents, to external state systems.	
EPROC-VDR-57	Supplier Enablement	The Supplier Enablement functionality must integrate with the State Financial System to ensure consistency of Supplier data between the eProcurement and Financial systems.	see above
EPROC-VDR-32 to 43	Supplier Enablement	The Supplier Enablement functionality should provide the following automated verification capabilities: 1. IRS TIN/Name 2. Address validation (existence & USPS formatting) 3. Email address validation 4. Phone & Fax number validation 5. Debarment status (state and federal) 6. Licensure with state 7. EOD Affirmative Action and disadvantaged business registry & performance 8. State tax registry 9. State Criminal History 10. Federal Office of Foreign Assets Controls (OFAC) specially Designated Nationals List 11. Secretary of State certification	Various State and Federal databases. Would require authorization agreements for access.
Sourcing/Bid Management Work stream		The Sourcing components of the system provide functionality to automate the entire bidding process for both the Buyer/Analyst and the Supplier. All types of solicitations can be created leveraging standard templates and libraries. This includes formal or informal, sealed or un-sealed, and complex or simple solicitations. Other key functionalities include public posting, notification of Suppliers, evaluation of bids/proposals and making the award. Integration with other eProcurement functionality automates the creation of Catalogs and Contracts.	Possible use of AASIS Security roles, Vendor master data
EPROC-SRC-122	Sourcing/Bid Management	The eProcurement Sourcing/Bid Management functionality must provide a means to track work State procurement offices perform for Agencies with the ability to set service fee rates and calculate billable amounts. Billable amounts must be interfaced to the State financial system for invoicing to Agencies.	
EPROC-SRC-127	Sourcing/Bid Management	7. The eProcurement Sourcing/Bid Management functionality should provide the capability to support business rules to determine that external agency approval is required and integrate with the external agency's system to automate creation of the review/approval request with data from the intended Solicitation Award in that system and receive automated approval/denial for the Solicitation Award.	
Contract Management Work stream		The Contract Management components of the system encompass all aspects of contract development, tracking and administration. Contract document authoring is automated through templates and libraries to provide consistency across the organization. Workflow functionality provides oversight by automating the review and approval processes. Key contract administration functions address management of subcontractors, identification of dealers, Supplier sales reports, Supplier performance as well as amendments and renewals.	To track payments against Outline Agreements, there must be a link between the OA and the purchasing document which encumbers budget and is linked to the follow on Goods Receipt, Invoice and Payment in AASIS.
EPROC-CNT-60	Contract Management	The eProcurement Contract Management functionality must be able to integrate/interface with the State finance system to provide:	
EPROC-CNT-61	Contract Management	1. ability to create encumbrances;	Encumbrance created by PR/PO
EPROC-CNT-62	Contract Management	2. ability to track payments against the contract;	Payments linked to PO; Currently no link to Pcard
EPROC-CNT-63	Contract Management	3. ability to verify budget/funds;	Verify at creation/change of PR/PO
EPROC-CNT-64	Contract Management	4. ability to track offset for failed SLA.	Service Agreements not currently configured in AASIS

EPROC-CNT-66	Contract Management	The eProcurement Contract Management functionality must provide a means to track work by State procurement offices performed for Agencies with the ability to set service fee rates and calculate billable amounts. Billable amounts would be interfaced to the State financial system for invoicing to Agencies.	
Spend/Data Analytics Work stream		Spend/Data Analytics components of the system provide robust data analytics and reporting to allow the organization to strategically assess spend for more effective sourcing and contracting. These functionalities also provide the means to assess spend across operation dimensions such as Supplier classification, organizational elements and buying trends. Reporting is presented through interactive charts and dashboards with the ability to 'drill down' to the transactional data for comprehensive analysis. Transparency is also a key feature to this component as reports, charts and dashboards can be designed for public access. Note: Unless otherwise noted, spend should include Pcard transactions. All proposals must include examples of these reports.	AASIS Business Warehouse Integration - Reporting is dependent on ability to link e-Procurement data to payments in AASIS.
EPROC-SDA-32	Spend/Data Analytics	The eProcurement Spend/Data Analytics reporting functionality must be able to export, interface or integrate data to the State's existing Enterprise Data Warehouse or reporting functionality.	Analytic reporting would most likely utilize Business Objects which reads data stored in Business Warehouse
Buyer Portal		The Buyer Portal component of the system must provide functionality that acts as a personalized single point of entry 'front door' to initiate, process and manage the procurement activities within an Agency, within Central Procurement organizations and those that will be routed from Agencies to Central Procurement.	Security access/Single Sign On - May use AASIS roles
General Functionality		The General Functionality section includes requirements that apply to either the entire eProcurement solution or to multiple components of the solution.	Search functionality - May include AASIS data User Access/Controls - May use AASIS roles Workflow - May use AASIS security roles/org structure Emphasis on real time updates with AASIS