WorkplaceNL
Health | Safety | Compensation

Request for Proposals: 2022-01-P

Oracle Cloud Implementation

Issue Date: February 1, 2022

RFP Closing Date: March 1, 2022 before 2:00 p.m. (NL Time)

Schedule "X":   Protocols for Security of WorkplaceNL Information on Information
                         Technology Assets

SECTION 1 – OVERVIEW AND SCOPE OF SERVICES

1.1 Request for Proposal Summary

The Workplace Health, Safety and Compensation Commission ("WorkplaceNL") is inviting prospective Applicants to submit proposals for an Oracle Cloud ERP, EPM, and HCM Implementation Solution.

WorkplaceNL reserves the right to contract with one provider of services or to contract with separate providers, as required, to provide the required services. The term of the agreement will be for a period of 36 months. WorkplaceNL will, in its sole discretion, have an option to extend the agreement for a successive term of 24 months on the same terms and conditions. Should needs be identified or conditions change during the agreement, the needs and/or conditions may be addressed in the Extension Agreement but pricing for the items identified in the agreement will remain firm.

If you are interested in providing this service for WorkplaceNL, please submit your completed proposal before the RFP Closing Date. Please review the enclosed documents for complete instructions and an explanation of the process.

1.2 Glossary of Terms

The following terms will apply to this document:

Applicant(s):	An individual, group of individuals or a company that submits, or intends to submit, a proposal in response to this document.
RFP:	Request for Proposal which includes the original Request for Proposals and any and all addenda.
Must/Shall:	A requirement that is mandatory and if not met will result in rejection of the proposal.
Services:	Includes but is not limited to, all relative functions to perform the implementation of the identified Oracle Cloud Solution (the "Solution").

1.3 Intent

The purpose of this RFP is to invite Applicants to submit proposals for solution delivery for the implementation of the Solution as depicted in the **Scope of Work**, Section 1.5. The implementation will also include data conversion and interfaces to several critical

operational systems as outlined in Section 1.5.4 and Appendix "C" – Requirements and Response Template, Tab 2.0 ERP.

The modules in scope for the Phase 2 implementation are depicted in the table below:

Table – In-scope Oracle ERP/HCM/EPM Modules

Business Area	Cloud Applications Module	Modules Included	Oracle Part Number	Release Order
ERP	Oracle Fusion Enterprise Resource Planning Cloud Service	▪ Accounts Payable ▪ Fixed Assets ▪ Cash Management ▪ Projects ▪ Expenses	B91084	Phase 2
HCM	Fusion Human Capital Management Base Cloud Service	▪ Benefits ▪ Absence Management	B85800	Phase 2
ERP	Oracle WebCenter Forms Recognition Cloud Service	▪ Invoice Automation	B86841	Phase 2
ERP	Oracle Procurement Cloud Service	▪ Purchasing ▪ Sourcing ▪ Contracting ▪ Supplier Portal ▪ Supplier Qualification ▪ Self Service Requisitions	B91086	Phase 2
HCM	Oracle Payroll Cloud Service for Canada	▪ Payroll	B86335	Phase 2
HCM	Oracle Time and Labor Cloud Service	▪ Time and Labour	B75365	Phase 2
SaaS	Oracle Integration Cloud Service for Oracle SaaS – Enterprise	▪ Integration	B91109	Phase 2

WorkplaceNL currently has completed the Design, Planning and Validation phases for the Solution and recently commenced the implementation phase for select Oracle Cloud modules, which are out of scope for this requested solution proposal and are as listed in the following Table:

Table - Out of scope Oracle ERP/HCM/EPM Modules

Business Area	Cloud Applications Module	Modules Included	Oracle Part Number	Release Order
ERP	Oracle Fusion Enterprise Resource Planning Cloud Service	▪ General Ledger	**B91084**	Phase 1 – General Ledger - Chart of Accounts only
EPM	Oracle Enterprise Performance Management Standard Cloud Service	▪ Planning for Financials – Revenue and Expenses ▪ Planning for Financials – Compensation Planning	**B91073**	Phase 1
HCM	Fusion Human Capital Management Base Cloud Service	▪ HCM Core	**B85800**	Phase 1
HCM	Fusion Learning Cloud Service	▪ Learning	**B85242**	Phase 1
HCM	Fusion Human Resources Help Desk Cloud Service	▪ Human Resources Helpdesk	**B87388**	Phase 1
HCM	Fusion Recruiting Cloud Service	▪ Recruiting	**B87675**	Phase 1
HCM	Fusion Workforce Health and Safety Incidents Cloud Service	▪ Workforce Health and Safety	**B89482**	Phase 1

1.4   Background

WorkplaceNL provides services to employers, injured workers and their dependents, and the public through the administration of the **Workplace Health Safety and Compensation Act** (the "**Act**"). These services include promoting workplace health and safety in order to prevent and reduce workplace injuries and occupational disease. WorkplaceNL also works to ensure injured workers receive the best care possible and the benefits to which they are entitled; and facilitates recovery and return-to-work in an early and safe manner. In addition, WorkplaceNL administers an employer classification and assessment system, and must ensure adequate funding for services through sound financial management.

WorkplaceNL is organized along two main functional areas: 1) prevention and workplace services; and 2) support and financial services. These functional areas support the organization's three main lines of business:
1. Education on the prevention of workplace injuries, illnesses, and occupational disease;
2. Claims management for injured workers; and
3. Employer assessments (insurance coverage).

WorkplaceNL currently utilizes JD Edwards World (version 9.4) software to meet the majority of its financial management requirements however the accounts receivable functionality resides within the Assessment system, a custom-developed (Lansa-based) application. As well, excel spreadsheets are utilized to meet the budgeting requirements of the organization and a legacy (RPG code) custom application is used to process client and employee expenses. A portion of WorkplaceNL's financial data also is stored in a Cognos based Data Warehouse in order to meet the business intelligence requirements of the area. There are also a number of custom-developed interfaces to critical operational systems including: Claims Management application, web services, and the Assessment System, in addition to banking interfaces (see Appendix "B" – Current System Diagrams).

Currently, there are 20 employees in the Finance department that perform core financial management functions, and 30 employees who apply transactions in the Assessment System. In addition, there are 50 other employees that access the financial system directly to perform financial functions including approval of purchase orders. WorkplaceNL's financial system is structured as approximately 20 cost centers within a single corporate entity. WorkplaceNL claims a refund of HST paid but is not subject to income tax and transactions are recorded in Canadian currency.

WorkplaceNL also utilizes multiple applications to meet the human resource management requirements of the organization. The payroll function is outsourced to ADP, while a StarGarden on-premise solution provides functionality related to employee contact information, tracking of training, grievances and occupational health and safety/disability management. In addition, a custom-developed legacy application (RPG code) is utilized for attendance management. A portion of the human resources data is stored in the Cognos based Data Warehouse to meet the business intelligence requirements of the area. There are also various data extraction processes utilized to provide data to the Union and various external benefit providers. There are ten employees in the Human Resources department that perform the core human resource functions. (see Appendix "B" - Current System Diagrams).

1.5   Scope of Work

1.5.1   Summary

Applicants will submit a proposal to provide professional services to implement the Solution identified in the table below. This implementation includes data conversion and integration services as outlined in Section 1.5.4 and Appendix "C" – Requirements and Response Template, Tab 2.0 ERP. It is WorkplaceNL's objective that systems be implemented without customization wherever possible.

The system design, including the technical, application, database and communication architectures, is required to ensure the privacy and security of information is protected.

Data produced by, used in, or stored by the application **must** reside in Canada (including data in transit).

The modules in scope for the Phase 2 implementation are depicted in the table below:

Business Area	Cloud Applications Module	Modules Included	Oracle Part Number	Release Order
ERP	Oracle Fusion Enterprise Resource Planning Cloud Service	▪ Accounts Payable ▪ Fixed Assets ▪ Cash Management ▪ Projects ▪ Expenses	B91084	Phase 2
HCM	Fusion Human Capital Management Base Cloud Service	▪ Benefits ▪ Absence Management	B85800	Phase 2
ERP	Oracle WebCenter Forms Recognition Cloud Service	▪ Invoice Automation	B86841	Phase 2
ERP	Oracle Procurement Cloud Service	▪ Purchasing ▪ Sourcing ▪ Contracting ▪ Supplier Portal ▪ Supplier Qualification ▪ Self Service Requisitions	B91086	Phase 2
HCM	Oracle Payroll Cloud Service for Canada	▪ Payroll	B86335	Phase 2
HCM	Oracle Time and Labor Cloud Service	▪ Time and Labour	B75365	Phase 2

Business Area	Cloud Applications Module	Modules Included	Oracle Part Number	Release Order
SaaS	Oracle Integration Cloud Service for Oracle SaaS – Enterprise	▪ Integration	B91109	Phase 2

Respective functional areas will also have requirements related to the following:

- Operational reporting;
- Data conversion and load;
- Data import/export; and
- Interfaces with on-premise and external applications (claims management, web services, electronic deposits/funds transfer and impacted legacy applications).

1.5.2 Business Processes

Business processes within the required scope have been developed over the life of WorkplaceNL's existing systems and consist of both standard and customized approaches.

It is WorkplaceNL's goal to complete the implementation of the Solution availing of the configuration options within the Solution to achieve desired business outcomes, with no code customization of the Oracle module's functions and features. WorkplaceNL intends to use this implementation as an opportunity to streamline its business processes and achieve organizational efficiencies. The default approach will be to adjust existing business practices, processes and structures to align with Oracle's standard process model.

During the design, planning, and validation phases, the project team developed a comprehensive list of requirements to facilitate the implementation and provide a common approach to complete Phase 2 of the overall Solution. As part of this previous phase, WorkplaceNL has completed a detailed module review and system design. The requirements in Appendix C represent the features and capabilities in each module and are in scope for this project.

For each requirement listed in the Requirements and Response Template (see Appendix "C" – Requirements and Response Template), Applicants are required to identify if:
- The requirement can be met using the native features of the identified Oracle modules. "Native" includes configuration work that might have to be implemented.
- The requirement can only be met through code customization of the Oracle

Solution.

- The requirement can only be met through the purchase of additional software (Oracle or other Third Party).
- The requirement cannot be met as stated via configuration, customization or additional Oracle or Third Party software.

In the Requirements and Response Template (see Appendix "C" – Requirements and Response Template), the above four requirement applicant options are represented by:

- Configuration/Integration
- Oracle Fusion Code Customization
- Third Party
- No Capacity

For the interface requirements, inbound and outbound, we anticipate that all of this work can be met through the Interface Processes described in this document.

1.5.3 Master Data Section

WorkplaceNL is seeking to replace existing legacy systems, through the configuration and implementation of the Oracle Cloud (ERP, EPM and HCM) Solution. WorkplaceNL 'master data' (e.g., employee, supplier, employer, injured worker, etc.) is spread over multiple systems. Master data pertaining to some of the ERP, EPM and HCM data sets have been loaded into the Solution through a prior project (Phase 1 – HCM Implementation).

WorkplaceNL recognizes the requirement to create master data loads to populate the Solution. It is preferred that this be accomplished through the utilization of the Oracle-defined MS Excel templates. Each Applicant is to describe their approach to this activity and include any recommended process that does not utilize the Oracle templates.

Applicants should describe their data conversion methodology including the activities of identifying, gathering, rationalizing, loading, testing and quality assuring data in order to establish a master data file and a 'single source of truth'.

Any value-add proprietary tools or methods that support this activity should be clearly identified and described, including the number of additional environments or tenets required, as well as, any resources and skillsets that WorkplaceNL will be expected to provide.

Pricing for master data loads should reflect the following record counts and all environments required to successfully complete the activity:

- Active Employees – 377
- Active Employers – Approximately 19,000
- Employer Invoice Transactions per year – Approximately 162,000
- Injured Workers – Approximately 13,000
- Active Vendors – Approximately 5,500

For data conversion, successful Applicant will be expected to:

- Prepare and supply the required templates;
- Identify any field formats that must be considered when WorkplaceNL populates the template;
- Identify the DFF fields that will be used to contain additional data;
- Run the upload processes to import the data; and
- Verify and validate that the import process works correctly.

WorkplaceNL anticipates Phase 2 will involve 30 to 40 Oracle MS Excel load templates, with multiple tabs containing unique data sets. WorkplaceNL reserves the right to retain ownership of any templates developed and/or used during the course of the implementation.

1.5.4   System Integration

Integration with existing internal systems and external providers will be required as a part of this proposal. Applicants must outline pricing for integration activities separately, as indicated in the Pricing Sheet (see Appendix "C" – Requirements and Response Template).

The systems requiring interface solutions for both Human Resources and Financial functional areas cover both internal and external systems using REST, SOAP and flat file interchanges. The core Human Resources interfaces have been built through a prior project (Phase 1 – HCM Implementation). The methodology for all future inbound or outbound interface requirements have been established using the concepts as identified in Figure 1 and Figure 2 below:

Figure 1 - Node Connectivity - Inbound Data
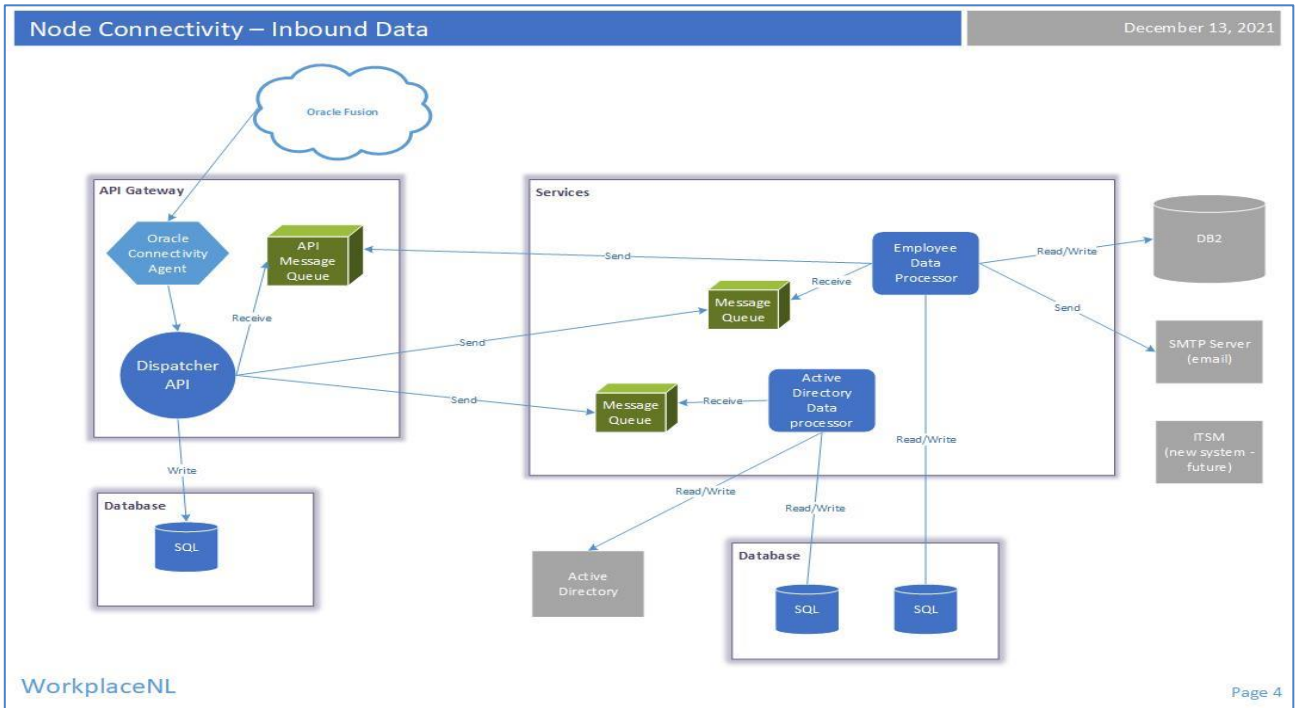
Figure 2 - Node Connectivity - Outbound Data
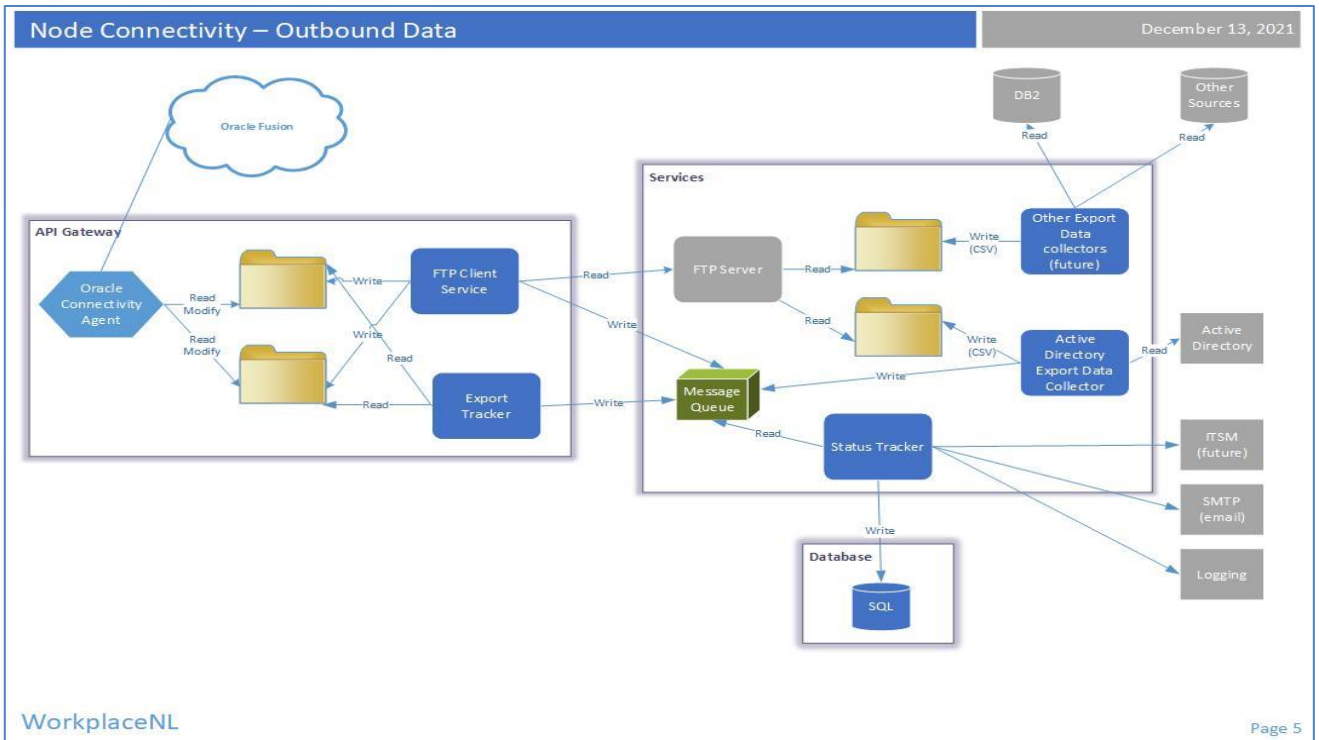
Process Summary:

- Inbound data:
  - Mechanism to synchronize data between Oracle and WorkplaceNL systems where Oracle is the master of the data but internal WorkplaceNL systems (Claims Management, Assessments, etc.) have a strong dependency on the data.
  - Procedure:
    - Oracle will trigger download process based on events in Oracle.
    - Oracle Integration engine will queue the data for WorkplaceNL, and a locally installed Oracle Connectivity Agent (CA) will pull the data to WorkplaceNL.
    - Oracle CA will call Dispatcher API which will start tracking the transaction and send the data changes to processor services via messages. Each service will interact with a different type of system [for Phase 1 – IBM Power 8 (iSeries DB2 and Active Directory)], and make the equivalent changes in locally stored data.
    - Where appropriate, processors will respond back to Dispatcher API when complete so the overall transaction can be marked as completed.

- Outbound data:
  - Mechanism to push local data changes to Oracle. For Phase 1, there will be changes to employees based on actions that have to be performed by WorkplaceNL IT Services Department as opposed to Human Resources (e.g., assign email addresses or phone numbers).
  - Data collectors will collect local data and generate CSV formatted files. These files will be pulled to server running Oracle CA.
  - Oracle CA will poll for CSVs and push to Oracle.

The WorkplaceNL solutions that have interface requirements are Active Directory, a custom-developed web services portal, the Assessments System and the Claims Management System. Each system requires multiple interfaces. External systems involve banking, health benefits and pension providers.

The successful Applicant will be expected to undertake an in-depth interface assessment to support the development of the remaining interfaces. Applicants must describe their ability to leverage the WorkplaceNL methodology and development language preferences for Oracle inbound and outbound interfaces. Applicants should also identify any value-add proprietary tools or methods that support this activity.

In addition to interfacing with existing WorkplaceNL systems, Applicants must describe their ability to integrate with the Microsoft Office 365 environment, including Exchange, Azure Active Directory and both local and on-line versions of

Office 365.

1.5.5 Systems Integrator Approach

Applicants **must** describe, in detail, their proposed approach to implement the Solution. At a minimum, this must include:

- The overall approach to project management, with an outline of best practices, standards and value-add offered. In addition, outline project management capability and experience in managing projects of similar magnitude and size.
- The Project Management Office (PMO) approach, process and capability for oversight of document management and quality.
- The overall approach to managing the engagement and knowledge transfer, including approaches to include WorkplaceNL employees within the System Integrator team.
- The proposed sequencing of major activities.
- The proposed sequence for implementing the in-scope Oracle Cloud modules, as depicted in Section 1.5.1. e.g., Module A before Module B etc.
- A summary project Gantt chart, including major milestones and timescales.
- A full organization chart of the proposed System Integrator team, and resumes of the all proposed resources. Substitution of proposed personnel will be subject to approval by WorkplaceNL. Resources are required to be located in Canada at all times while engaged in the project.
- The estimated number, timing and duration for resources to work on site at WorkplaceNL, including the facilities required.
- An estimated Resource Plan with the roles, skills, time and effort that WorkplaceNL would be expected to provide to support the engagement through to post implementation. A description of the roles and responsibilities of the Systems Integrator and of WorkplaceNL resources must also be provided.
- Recommendations for WorkplaceNL to consider based on lessons learned from previous projects.
- A description of the approach and best practices used for quality assurance.

1.5.6 Backup / Restore, Business Continuity and Disaster Recovery

WorkplaceNL has an established Oracle Cloud environment to support the needs of the complete Solution. Applicants **must** however describe their recommended approach and best practices for backup and recovery of the system or portion of the system, to a point in time.

Applicants should describe any recommendations for business continuity and/or disaster recovery plans as a result of choosing the Solution. Provide rationale for the recommendations.

1.5.7   Functional / Version Update and Patch Management

Applicants **must** describe their recommendations for automated testing tools to aid in the process to ensure the Solution remains stable and functioning as expected during Oracle Software upgrades and WorkplaceNL initiated functional changes.

Applicants are not required to submit pricing information for automated testing tools.

1.5.8   Analytics and Reporting

WorkplaceNL will leverage out of the box reporting functionality that comes with the Oracle Cloud modules as much as possible. WorkplaceNL has compiled a comprehensive list of reporting needs. Applicants should describe their cost model (rates) to develop reporting capability to cover automated batch reporting, on-demand reporting, report design and generation, ad-hoc data query, analytical analysis, and management or business unit dashboards or portals. The reporting should cover both the technical aspect and the knowledge transfer to help end users self-serve.

Applicants are not to include report development costs in their project bid. WorkplaceNL may consider asking Applicants to develop specific reports via a project change request.

1.5.9   Security & Privacy

Applicants **must** describe their recommended approach to establishing and maintaining high levels of security across the overall Solution. The response should cover the security aspects of the solution infrastructure, the Solution software and the support and maintenance resources for the Solution.

In particular, the following should be clearly described:

- Ability to support role-based access and privileges.
- Ability to track and audit use of privileged accounts.
- Ability to track and audit support and maintenance accounts and activities.
- Ability to provide multi-factor authentication and support single-sign on concepts including the ability to integrate with Active Directory, both in the Azure Cloud and from on-premise installation.
- Ability to encrypt all data held within the system.
- Ability to encrypt all network traffic between the system and the end-user of the system, regardless of location of the end-user.
- Ability to control and manage the segregation of duties.
- Security certifications/standards held covering organization, system,

infrastructure and/or individuals. Examples might include: ISO/IEC 27001 and 27002, SSAE16, SOC1, SOC2, NIST SP 800-53 R4, EU NIS Directive, CISM, CEGIT, MCSE, CISSP, and CCIE.

- Background/reference checks applied to the respondent's staff that will participate in the implementation of the solution and/or support and maintenance activities.
- Applicants **must** confirm that all data help within the system will reside within the geographic boundaries of Canada. WorkplaceNL would prefer a storage mechanism that is secured by Multi-Factor Authentication and is encrypted in transit and at rest.
- Applicants **must** provide information about how they will manage WorkplaceNL information throughout the project (technology used and residency).

1.5.10 Customer Relationship Management (CRM) Module

Although not within the scope for this RFP, WorkplaceNL may have future interest in a CRM module that can integrate with Oracle Fusion (ERP, EPM, HCM) to manage relationships with injured workers and employers.

WorkplaceNL holds extensive records of all interactions with injured workers and employers. The ability to create, access, review, update and add to the information files will be the focus of future work. Applicants are asked to briefly describe their experience with CRM solutions that integrate with Oracle Cloud, standard CRM functionality to manage such relationships and their ability to support complex pricing rate engines which must adhere to Provincial regulations and WorkplaceNL incentive programs. **Applicants are not required to submit pricing information for future CRM potential**.

1.6 Mandatory Criteria

The successful Applicant(s) must meet the mandatory criteria and possess the necessary knowledge, skills and experience to supply the required service. The mandatory criteria are as follows:

- Applicants must provide confirmation that they are an Oracle Global Systems Integrator Partner.

- Applicants must complete the **Appendix "C" – Requirements and Response Template** and ensure that WorkplaceNL requirements are met.

- Applicants **must** provide a high-level work plan which identifies the major phases of work and estimates the work effort, resource requirements and timeframes for each project phase. The work effort and resource requirements will include the Applicant's resources and WorkplaceNL's resources and should clearly outline any assumptions

and critical success factors.

- Applicants **must** provide an overview which demonstrates how the past professional experience of the organization and the education, knowledge, skills and experience of the proposed resources meet the requirements as described in this RFP. The overview must include brief supporting details from relevant projects.

- The proposed senior resource and project manager are required to have a university degree in business, engineering or computer science or a related discipline. The project manager must have a project management designation; and a minimum of five (5) years project management work experience, including experience in the implementation of the Oracle Cloud Solution. The senior resource must have a minimum of five (5) years relevant experience implementing technology solutions, including experience with the Oracle Cloud Solution.

- Applicants **must** provide an overview of the overall approach to project management, with an outline of best practices, quality control, standards and value-add offered. In addition, outline project management capability and experience in managing projects of similar magnitude and size.

- Applicants **must** provide an overview of their Project Management Office (PMO) approach, process and capability for oversight of document management and related quality assurance.

- Applicants **must** warrant that the proposed resources possess the necessary skills, expertise and experience to perform at the level stated.

- Applicants **must** confirm <u>all</u> Data produced by, used in, or stored by the application must reside in Canada (including data in transit).

- Applicants **must** agree to the Terms and Conditions in Section1.9 OR propose alternate wording which is substantially similar in effect.

1.7 Negotiation

1.7.1 Without limiting any discretion available to WorkplaceNL pursuant to the RFP, WorkplaceNL may, and reserves the right to, enter into direct negotiations with applicants that meet the minimum required score, as established by the evaluation process defined herein. Negotiations may include, but are not limited to, pricing, schedules, and any other deliverables.

1.7.2 WorkplaceNL intends to conclude negotiations and determine the top-ranked applicant within 30 days commencing from the date of a written invitation to enter

negotiations.

1.7.3   Any negotiations or written invitation to enter into negotiations **will not** constitute a legally binding offer to enter into a contract on the part of WorkplaceNL or the applicant. Negotiations may include requests by WorkplaceNL for supplementary information to clarify the Applicant's submission or to confirm the conclusions reached in the evaluation.

1.7.4   Applicants should note that if the parties do not execute a contract within the allotted timeframe noted above WorkplaceNL may, in its sole discretion, (i) extend the time period for negotiating an agreement, (ii) invite the next best ranked applicant to enter into negotiations, or (iii) cancel the RFP process. Once the above noted timeframe lapses, WorkplaceNL may discontinue further negotiations with the top ranked Applicant. This process **shall** continue until a contract is formalized or until there are no more applicants remaining that are eligible for negotiations or WorkplaceNL elects to cancel the RFP.

1.8   Agreement

1.8.1   WorkplaceNL shall not be obligated to any Applicant until a written agreement has been duly executed related to an approved proposal. Any awards made pursuant to this RFP process are subject to execution of a written agreement which is acceptable to WorkplaceNL.

1.8.2   To be eligible to provide services to WorkplaceNL, the successful Applicant shall execute a written agreement with WorkplaceNL to perform the services which is acceptable to WorkplaceNL with terms and conditions as agreed within the time frame established by WorkplaceNL. The successful Applicant shall be responsible for compliance with the terms and conditions as agreed within the awarded contract as per WorkplaceNL.

1.8.3   The successful Applicant shall also be required to sign an agreement containing the following terms and conditions set out in this section. If the successful Applicant is not prepared to agree to the terms and conditions as set out in this RFP, alternate wording which is substantially similar in effect to the terms and conditions must be included in the Applicant's proposal. Selection of the successful Applicant by WorkplaceNL does not bind WorkplaceNL to the alternate wording and the terms and conditions of the written agreement will be finalized with the successful Applicant.

1.8.4   Claims made by the Applicant in the proposal will constitute contractual warranties. Any provision in the proposal may, in WorkplaceNL's sole discretion, be included as a provision of the Agreement between WorkplaceNL and the successful Applicant. In the case of conflict between the written agreement between

WorkplaceNL and the successful Applicant and the RFP and proposal, the terms of the said written agreement shall prevail.

1.9 Terms and Conditions

The following Terms and Conditions shall apply to any future contract award evolving from this RFP.

Definitions:

In any Agreement arising from this RFP between WorkplaceNL and the successful Applicant, the following words and terms have the meanings set out below:

"Confidential Information" Means any information of a confidential or proprietary nature received by a Party, directly or indirectly, from the other Party, or acquired or developed pursuant to the provision of the Services or Deliverables, including, but not limited to, business affairs, data, designs, manuals, training materials and documentation, formulas, ideas, inventions, knowledge of financial, insurance or mortgage processes, mask-works, methods, prices, financial and accounting data, products and product specifications, proprietary information, software, systems, and technical information.

"Personal Information" means information about an identifiable individual that was received, collected or accessible to the successful Applicant as a result of the successful Applicant performing the Services for, or otherwise in the course of its business relationship with, WorkplaceNL and includes personal information as defined in the
Access to Information and Protection of Privacy 2015 Act and personal health information as defined in the **Personal Health Information Act** of the Province of Newfoundland and Labrador.

"Parties" means WorkplaceNL and the successful Applicant; and, **"Party"** means either one of them.

1.9.1 Confidentiality, Privacy and Security
To the extent that, in connection with this engagement, successful Applicant comes into possession of any Personal and/or Confidential Information of WorkplaceNL, successful Applicant will not use the information for any purpose other than to provide the Services to WorkplaceNL or disclose such information to any third party without the WorkplaceNL express written consent, except as set out in Section1.9.4 below.

1.9.2
Each Party will protect all Confidential and/or Personal Information of the other Party with the same degree of care as it uses to avoid unauthorized use, disclosure, publication or dissemination of its own Confidential and/or Personal Information of a similar nature, but in no event, no less than a reasonable degree

of care. Further, successful Applicant agrees that it will protect WorkplaceNL Confidential and/or Personal Information in accordance with the requirements of the Agreement.

1.9.3   Each Party will not disclose, release, or otherwise make available to any third party, any Confidential Information of the other Party without the other Party's prior written consent. Each Party may disclose the other Party's Confidential Information to its Personnel and Affiliates, and its accountants, attorneys, other agents, (respectively, each Party's "Third Party Recipients") if reasonably necessary in performing its duties under this Agreement or, for WorkplaceNL, its use and enjoyment of the Services and Deliverables, provided, however, that successful Applicant and WorkplaceNL are each responsible for any violation of these confidentiality obligations by its Third Party Recipients and will ensure that these individuals or entities are aware of these confidentiality obligations.

1.9.4   The obligations in the Agreement will not restrict any disclosure of Confidential Information by the receiving Party if it can demonstrate that such Confidential Information is exempt from the obligations set forth in the Agreement based upon the following. The burden of proof that Confidential Information falls into any one of the following exemptions will be borne by the Party claiming such exemption: (i) the Confidential Information was independently developed by the receiving Party prior to receiving it without violating its obligations or any of the disclosing Party's proprietary rights; (ii) the Confidential Information becomes publicly known (other than through unauthorized disclosure by the receiving Party or its employees, consultants, subcontractors, agents or representatives, but this exclusion does not apply to WorkplaceNL Personal Information); (iii) the Confidential Information was already known to the receiving Party prior to receiving it without any obligation of confidentiality; (iv) the Confidential Information is rightfully received by the receiving Party from a third party without any obligation of confidentiality; (v) the receiving Party is required to do so under an order from a court, by subpoena or other legal process; by law or by applicable regulatory or professional standard (provided that the receiving Party provides reasonable prior written notice to the disclosing Party).

1.9.5   When the Agreement expires or terminates, each Party will return to the other Party all Confidential and/or Personal Information of the other Party disclosed and all copies, or at the other Party's option, destroy the Confidential and/or Personal Information and provide to the other Party certificates evidencing the return or destruction. Despite anything else stated in the Agreement, if the Agreement terminates for any reason, WorkplaceNL (i) may retain one (1) copy of the successful Applicant's Confidential Information solely for archival, audit, disaster recovery, legal and/or regulatory purposes and (ii) WorkplaceNL will not be required to search archived electronic back-up files of its computer systems for the successful Applicant's Confidential Information in order to purge the successful Applicant's Confidential Information from its archived files; provided, however, that

WorkplaceNL must (i) maintain its confidentiality under this Agreement as if it were still in effect, and (ii) not use the retained the successful Applicant's Confidential Information for any other purpose.

1.9.6 WorkplaceNL may also disclose Confidential Information (other than information relating to the pricing of the Services) of successful Applicant or subcontractors to affiliates and third party service providers (including Other Service Providers) in connection with: (i) the solicitation of proposals from third party service providers (including Other Service Providers) for related or alternative services (including as part of a request for proposal); (ii) the procurement of additional services, hardware, software or systems; or (iii) the planning or implementation of a transition from all or part of the Services to a third party service provider (including Other Service Providers).

1.9.7 All WorkplaceNL Personal Information which is obtained by successful Applicant, its employees, officers, associates, and/or approved sub-Vendors or agents, is:

(i) to be treated as confidential;
(ii) to be used only to supply or perform Services to WorkplaceNL pursuant to the Agreement;
(iii) not to be reproduced, saved or disclosed to anyone other than WorkplaceNL personnel as required in the performance of the Agreement;
(iv) not to be removed from the offices of WorkplaceNL or extracted from the information technology systems of WorkplaceNL without the prior express written consent of WorkplaceNL;
(v) to be delivered to WorkplaceNL without cost forthwith upon demand, including all copies and records of same; and
(vi) to be protected by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, disposal, and disaster as more particularly set out herein.

1.9.8 The successful Applicant acknowledges that WorkplaceNL is bound by the terms of the **Workplace Health, Safety and Compensation Act**, R.S.N.L. 1990, c. W-11, as amended (the "Act"), the **Access to Information and Protection of Privacy Act, 2015,** SNL 2015, c. A-1.2, as amended ("ATIPPA"), the **Management of Information Act**, SNL 2005, c. M-1.01, as amended, the **Privacy Act,** R.S.N.L. 1990, c. P-22, as amended, and the **Personal Health Information Act**, S.N.L. 2008, c. P-7.01, as amended, and agrees to abide strictly by the terms of these and any other applicable laws and professional standards respecting the collection, use and disclosure of data or information that successful Applicant, its employees, officers, associates, and/or approved sub-contractors or agents, could become exposed to directly or indirectly during the performance of Services. WorkplaceNL may be compelled to disclose data or information pursuant to ATIPPA. Any disclosure of any Confidential Information by WorkplaceNL pursuant to any legal obligation of any statute referred to in this paragraph will not be a

breach of any of WorkplaceNL's obligations under the Agreement.

1.9.9 The successful Applicant will (i) collect, use, store, deliver, transfer, transmit, disclose, dispose of, provide access to and otherwise handle WorkplaceNL Personal Information in accordance with all Privacy Laws applicable to such information and the relevant jurisdiction; and (ii) protect WorkplaceNL Personal Information, regardless of the format in which it is held, by security safeguards appropriate to the sensitivity of the information and consistent with the industry accepted best practices and standards used or observed by comparable companies in North America. The security safeguards will protect WorkplaceNL Personal Information against loss or theft, as well as unauthorized access, use disclosure, copying, or modification. The successful Applicant will not use WorkplaceNL Personal Information for any purpose other than the purpose for which such information was disclosed, or, as otherwise permitted by the Agreement and the successful Applicant will not disclose or provide access to any WorkplaceNL Personal Information except as permitted by this Agreement.

1.9.10 The successful Applicant may disclose WorkplaceNL Personal Information to its employees, agents, assigns, contractors, approved subcontractors, and partners involved in providing the work under the Agreement only where such disclosure is necessary to permit the Parties to perform their duties hereunder and only with the prior express written consent of WorkplaceNL as required in this Article X. The obligations of successful Applicant under this Article shall equally apply to the parties to whom WorkplaceNL Personal Information is disclosed and successful Applicant shall advise the parties of these obligations.

1.9.11 The successful Applicant shall only disclose WorkplaceNL Personal Information to persons other than its employees, agents, assigns, contractors, subcontractor, and partners with the prior express written consent of WorkplaceNL as required in this Article X, and then only to those persons who need to know the information for the purposes consented to by WorkplaceNL and only after confirming that such persons agree to comply with the provisions of this Article, including the requirements set out in Schedule "X" Protocols for Security of WorkplaceNL Information on Information Technology Assets.

1.9.12 The successful Applicant shall:

(i) Notify WorkplaceNL promptly of any unauthorized possession, use or knowledge, or attempt to obtain possession, use or knowledge of WorkplaceNL Personal Information by any person or entity which may become known to successful Applicant;

(ii) Promptly furnish to WorkplaceNL full details of the unauthorized possession, use or knowledge, or attempt thereof, and use reasonable efforts to assist WorkplaceNL in investigating or preventing the recurrence of any unauthorized

possession, use or knowledge, or attempt thereof, of WorkplaceNL Personal Information;

(iii) Cooperate fully with WorkplaceNL in any litigation and investigation against third parties deemed necessary by WorkplaceNL to protect its proprietary rights;

(iv) Promptly use all reasonable efforts to prevent a recurrence of any such unauthorized possession, use or knowledge of WorkplaceNL Personal Information; and

(v) Subject at all times to the instructions of WorkplaceNL, refer to and follow the privacy breach protocol of the **Personal Information Protection and Electronics Documents Act,** S.C. 2000, c. 5, as amended and of the Government of Newfoundland and Labrador as it exists at the time of the breach and located on the Department of Justice and Public Safety website.

1.9.13   The successful Applicant shall ensure that it has in place and follows appropriate systems, processes, protocols and policies to maintain the physical and electronic security of all Personal Information, including but not restricted to the following:

(i)   At a minimum, using the same level of physical and electronic security as the successful Applicant employs to avoid disclosure or dissemination of successful Applicant's own confidential information, to prevent the disclosure of any of the WorkplaceNL Personal Information to any third party other than those who are required to have access to properly perform the work under this Agreement;

(ii)   Establishing and maintaining current and stringent security policies, standards and safeguards to prevent unauthorized access, collection, use, disclosure or disposal of WorkplaceNL Personal Information, including, but not limited to, the use of multi-factor authentication;

(iii) Providing appropriate access control methods for areas and information technology systems where WorkplaceNL Personal Information is stored;

(iv) Ensuring all employees, officers, associates contractors and/or approved subcontractors or agents of successful Applicant comply with all policies, standards and safeguards established under this Article;

(v)   Advising WorkplaceNL of any changes in its security systems, procedures, standards and practices that may negatively impact the protection of WorkplaceNL Personal Information;

(vi) Reporting to WorkplaceNL at least annually, but more often if required by

WorkplaceNL, the status of its security measures and any further measures that may be taken to ensure confidentiality is maintained; and

(vii) Satisfaction of the foregoing commitments includes, but is not restricted to, compliance with the requirements set out in Schedule "A", unless otherwise advised by WorkplaceNL, and this includes:

    (1) Complying with all alterations or updates of Schedule "A" as may be provided to the successful Applicant from time to time; and

    (2) Adhering to any additional instructions (including oral instructions) from WorkplaceNL as it relates to the subject matter contained in Schedule "A" Contractor Code of Conduct and this Article.

1.9.14 Without limiting the generality of the foregoing, successful Applicant acknowledges that WorkplaceNL shall have the right to obtain injunctive relief for violation of the terms of the clause. All those carrying out the Agreement on successful Applicant's behalf are subject to the Agreement and may be liable to suit by WorkplaceNL for breaching this clause.

1.9.15 The successful Applicant is fully and solely responsible to ensure compliance with this Confidentiality, Privacy and Security Article by successful Applicant and its employees, officers, associates, and/or sub-contractors.

1.9.16 Upon termination of the Agreement or earlier request, successful Applicant shall return or destroy (as instructed by WorkplaceNL) all WorkplaceNL Confidential Information in its possession or control and certify the same.

1.10 WorkplaceNL's Protocols for Security of WorkplaceNL Information on Information Technology Assets

By entering into this Agreement, the successful Applicant agrees to abide by WorkplaceNL's Protocols for Security of WorkplaceNL Information on Information Technology Assets attached to this Agreement as Schedule "X". The successful Applicant acknowledges and agrees that any unethical behavior could result in the immediate termination of this Agreement. The successful Applicant commits to adhere to the standards set forth in WorkplaceNL's Protocols for Security of WorkplaceNL Information on Information Technology Assets and the successful Applicant must ensure that WorkplaceNL's Protocols for Security of WorkplaceNL Information on Information Technology Assets is also observed by its subcontractors, business associates and employees.

1.11 Limitation of Liability and Warranty

1.11.1 The successful Applicant represents, warrants and covenants to WorkplaceNL as follows:

(i) The successful Applicant has and will have the technology, personnel, and systems necessary to perform its obligations under the Agreement, except as otherwise specified in a statement of work. The successful Applicant warrants that the Services shall be performed in good faith, in a competent, timely and professional manner, in compliance with all due skill diligence, prudence and foresight which would reasonable be expected from a services provider skilled and experienced in the nature of the Services. The successful Applicant warrants that the Services and all Deliverables shall have been tested, shall conform to an approved Statement of Work, and shall for a period of ninety days from the date of acceptance, be free from Errors. Furthermore, the Services and all Deliverables and any part thereof shall be fit for the purpose for which they are intended according to an approved Statement of Work.

(ii) All Deliverables shall comply with WorkplaceNL specifications set out in the applicable Statement of Work.

(iii) Each of the Deliverables or any part thereof, the successful Applicant provision and WorkplaceNL use of the Services, does not and will not infringe or misappropriate the Intellectual Property rights of any Person. The successful Applicant is and will be the legal and beneficial owner or authorized licensor of all Intellectual Property Rights in the Deliverables and Services and has the full power and authority to grant the rights in the Deliverables and provide the Services as contemplated herein without the consent of any Person. The successful Applicant is not aware of any infringement or misappropriation claims made by any third party in relation to the Deliverables or the Services.

(iv) No portion of any Deliverables contains or will contain any disabling mechanism, harmful code or protection feature designed to prevent its use that may be used to access, modify, replicate, distort, delete, damages or disable such software, WorkplaceNL software, WorkplaceNL computer systems or other software or hardware except as specifically designed into the Deliverables and of which WorkplaceNL has prior actual notice.

(v) During the ninety (90) day period (or such other time period the Parties may agree upon in statement of work) following WorkplaceNL Acceptance of a Deliverable, the successful Applicant agrees to fix deficiencies or errors in all or any part of a Deliverable at its own expense. The successful Applicant will have no obligation to make corrections, repairs or replacements to a Deliverable that results solely and directly from WorkplaceNL misuse of Deliverable in contravention of the Agreement or the applicable statement of

work, unless such use was otherwise authorized by the successful Applicant.

(vi) The successful Applicant will and will cause each of its Personnel together with any other contractors, suppliers, Subcontractors, Affiliates or other third parties who provide or receive products or services for or on behalf of the successful Applicant or WorkplaceNL to comply with all applicable laws, rules and regulations and industry and governmental standards related to the performance of the successful Applicant's obligations under the Agreement.

1.11.2 The representations and warranties of the successful Applicant expressly set out in the Agreement are in lieu of all other representations and warranties pertaining to the Services, either expressed or implied, including, and without limitations, warranties of merchantability and fitness for a particular purpose.

1.11.3 Subject to Article 1.11.4 below, the liability of the successful Applicant or WorkplaceNL for any breach of the Agreement or otherwise from any acts or omissions of its respective Personnel will in all circumstances be limited to direct damages and in no event will the successful Applicant or WorkplaceNL have any liability to the other, whatsoever, for any damages resulting from lost profits, lost uses of products or for special, indirect, exemplary, punitive, incidental or consequential damages whether in contract, tort or otherwise in relation to the Agreement, even if advised of the possibility of such damage. This limitation of liability will apply regardless of the form of action, whether in contract or tort including negligence.

1.11.4 Article **1.11.3** will not apply to limit:

(i) the successful Applicant's exposure to liability on account of the successful Applicant's bad faith or intentional misconduct of the successful Applicant, its employees or representatives, or the liability of the successful Applicant for a breach of Article 1.9.1 (Confidentiality, Privacy and Security);

(ii) the successful Applicant's liability for any deliberate and sustained cessation of a material portion of the Services without a bona fide attempt to resume such portion of the Services or to remedy the cause of such cessation; or

(iii) a Party's obligation to defend and/or indemnify the other Party related to a claim brought by a third party.

1.11.5 Each Party will have a duty to mitigate damages for which the other Party is responsible.

1.11.6 The provisions of this Paragraph and the Paragraph related to "Force Majeure" shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), or otherwise.

1.12 Indemnity

1.12.1 General:

Notwithstanding any other provisions hereof (except as set out in this Agreement), the successful Applicant agrees to indemnify, defend and hold harmless WorkplaceNL and its Affiliates and their respective directors, officers, Personnel (all of whom are third party beneficiaries of this indemnity) (collectively the **"WorkplaceNL Indemnitees")** from and against any and all claims, losses, costs, damages (including enhanced, punitive, (where permitted), and willful), expenses, liabilities, settlement payments, interest, awards, judgment, fines, fees, penalties, and legal defenses fees and costs (including the legal fees and costs incurred by WorkplaceNL to successfully enforce the terms of this indemnity against the successful Applicant, if necessary) (collectively **"Losses"),** as incurred that may be suffered by WorkplaceNL Indemnitees arising out of, or as result of, or relating to any manner whatsoever to a claim relating to: (a) the successful Applicant's breach of any of its representations and warranties set forth in the Agreement; (b) the negligence, bad faith or intentional misconduct of the successful Applicant, its employees, representatives, or subcontractors, (c) any breach of a representation, warranty or covenants made by the successful Applicant in Article 1.9.1 (Confidentiality, Privacy and Security) or Schedule "X", Protocols for Security of WorkplaceNL Information on Information Technology Assets; (d) any injury to persons (including injuries resulting in death) or loss of or damages to property that may be or be alleged to be caused by or suffered as a result of or in connection with the performance of the successful Applicant or any of its Personnel or all or any part of the successful Applicant's obligations under the Agreement; or (e) any taxes, interest and penalties assessed against WorkplaceNL that are the obligations of the successful Applicant; (f) any claims arising out of related to occurrences the successful Applicant is required to insure against pursuant to Article 1.9.1, to the extent the successful Applicant's actual coverage under its insurance policies, or in the event the successful Applicant fails to obtain the acceptable insurance policy, in the nature and to the extent of the coverage required therein; provided; however, that this provision should not limit WorkplaceNL's right to indemnity under any provision of this Article; (g) any claims arising from any service or systems provided by the successful Applicant or its subcontractors to a third party.

1.12.2
Notwithstanding any other provisions hereof, WorkplaceNL agrees to indemnify, defend and hold harmless the successful Applicant and its Affiliates and their respective directors, officers, and Personnel (all of whom are third party beneficiaries of this indemnity) (collectively the **"successful Applicant indemnitees")** from and against any and all Losses as incurred that may be suffered by the successful Applicant indemnitees arising out of, or as result of, or relating to any manner whatsoever to a claim relating to: (A) WorkplaceNL's breach of any of its representations and warranties set forth in the Agreement; (B) any

injury to persons (including injuries resulting in death) or loss of or damages to property that may be or be alleged to be caused by or suffered as a result of or in connection with the performance of WorkplaceNL or any of its Personnel or all or any part of WorkplaceNL obligations under the Agreement; (C) any breach of a representation, warranty or covenants made by the successful Applicant in Article X.1 (Confidentiality, Privacy and Security); or (D) any amounts, including taxes, interests and penalties, assessed against the successful Applicant that are the obligations of WorkplaceNL.

1.13   Insurance

1.13.1   The successful Applicant will procure and maintain in force throughout the Term of this Agreement the following policies of insurance with reputable insurers and in a form reasonably acceptable to WorkplaceNL:

i.   comprehensive general liability insurance in an amount not less than five million dollars ($5,000,000) per occurrence which shall name WorkplaceNL and its Affiliates (as defined in this Agreement) as additional insured with respect to work performed by the successful Applicant required by this Agreement,

ii.   workers' compensation insurance as required in any province or state for the employees performing the Services,

iii.   professional liability (errors and omissions) insurance in an amount not less than five million dollars ($5,000,000), and

iv.   cyber risk insurance in an amount not less than five million dollars ($5,000,000) which shall name WorkplaceNL as an additional insured.

1.13.2   Certificates of insurance shall be provided to WorkplaceNL prior to the provision of Services under the Agreement and within thirty (30) days of any insurance renewal. All insurance called for under the Agreement shall be endorsed to provide WorkplaceNL with thirty (30) days advance written notice of cancellation, failure to renew or material change (material defined as any change restricting or reducing required coverage). WorkplaceNL may, at any time, request certified true copies of the policies and they shall be provided within fourteen (14) working days of the request. All insurance called for under the Agreement shall be primary insurance and shall not require the pro rata sharing of any loss by WorkplaceNL or any insurer of WorkplaceNL.

1.14   Termination

1.14.1   WorkplaceNL Right to Terminate: Notwithstanding Section X, WorkplaceNL

shall have the right to termination all or any part of this Agreement or a Statement of Work:

i. after the commencement of this Agreement, at any time at its sole discretion.

ii. after the commencement of the Services immediately upon written notice to successful Applicant if: (i) WorkplaceNL rejects any successful Applicant Deliverable or Service three (3) times as contemplated in Article X and receiving written notice of such breach from WorkplaceNL (ii) successful Applicant breached any of its obligations under Article 1.9.1 (Confidentiality, Privacy and Security); or (iii) successful Applicant breaches any of its other representations and warranties, covenants or obligations under of this Agreement and that breach is not cured within fifteen (15) days of receipt of written notice of such breach from WorkplaceNL.

iii. after the commencement of the Services immediately if successful Applicant files a voluntary petition in bankruptcy, makes a general assignment for the benefit of its creditors, suffers or permits the appointment of a trustee or receiver for its business assets, becomes subject to any proceeding under any bankruptcy or insolvency law that is either consented to or is not dismissed within sixty (60) days, initiates actions to wind up or liquidate its business voluntarily or otherwise, or ceases to do business in the ordinary course.

iv. after the commencement of the Services without cause, upon sixty (60) days written notice to successful Applicant.

1.14.2 The successful Applicant's Right to Terminate: Notwithstanding Article X, successful Applicant will have the right to terminate the Agreement or a Statement of Work immediately upon written notice to WorkplaceNL if:

i. WorkplaceNL breaches any of its obligations under Article 1.9.1 (Confidentiality, Privacy and Security);

ii. immediately if WorkplaceNL files a voluntary petition in bankruptcy, makes a general assignment for the benefit of its creditors, suffers or permits the appointment of a trustee or receiver for its business assets, becomes subject to any proceeding under any bankruptcy or insolvency law that is either consented to or is not dismissed within sixty (60) days, initiates actions to wind up or liquidate its business voluntarily or otherwise, or ceases to do business in the ordinary course.

iii. WorkplaceNL breaches any of its obligations to pay in accordance with Article X and fails to cure such breach within thirty (30) days of receiving written notice of such breach from successful Applicant.

SECTION 2 – INSTRUCTIONS TO APPLICANT

2.1 Electronic Copy of this Document

WorkplaceNL reserves the right to modify the terms of the RFP by issuance of addenda at any time prior to RFP Closing Date.

It is the responsibility of the Applicants who retrieve or download this RFP from WorkplaceNL's website (http://www.workplacenl.ca) or externally through the RFP posting at www.merx.com to monitor the sites for any addendum to the RFP issued up to and including the RFP Closing Date.

It is the Applicant's responsibility to ensure that they have received a complete set of documents. By submitting a proposal, the Applicant verifies that they have received a complete set of RFP documents including any and all addenda. All terms, conditions, and/or specifications stated or referenced in the RFP are assumed to be accepted by the Applicant and incorporated in the proposal.

By submitting a proposal, the Applicant confirms that all components necessary to deliver the required services have been included in the proposal, or will be provided at no additional charge to WorkplaceNL.

Applicants who have obtained the RFP electronically must not alter any portion of the document, with the exception of applying any addendum issued by WorkplaceNL.

2.2 RFP Closing

The RFP CLOSING DATE is:

TUESDAY, MARCH 1, 2022 BEFORE 2:00 PM NEWFOUNDLAND TIME

Applicants are required to submit and ensure proposals are received via electronic upload at www.merx.com

Fax Proposals: Will **NOT** be accepted.

Email Proposals: Will **NOT** be accepted.

Proposals will be opened publicly immediately following the RFP closing in accordance with the Public Procurement Regulations, as amended. The names of all Applicants will be provided at the public opening. Applicants may email purchasing@workplacenl.ca to

request a Webex meeting invite to attend the public opening. Applicants must include their name, email address, and tender number in the request. Meeting requests must be received by WorkplaceNL before 4:00 p.m. Newfoundland Time on Thursday, February 24, 2022.

2.3   Proposal Instructions

All proposals must be legible and complete and supply all information required in SECTION 4: RESPONSE REQUIREMENTS. Applicants are not required to return any sections of this document in their proposal.

All proposals must be received by WorkplaceNL in its entirety by the RFP Closing Date. Proposals or any portion thereof, received after the RFP Closing Date will not be accepted.

Applicants are solely responsible to ensure receipt of their proposal by WorkplaceNL in its entirety, in the manner and time prescribed. Applicants must submit their proposal via www.merx.com (see Appendix "A" – Electronic Proposal Submission Instructions).

Proposals must be signed by the Applicant or an authorized representative of the Applicant. If the Applicant is a corporation, the proposal must be signed by the authorized signing officer of the corporation submitting the proposal.

Any error in the proposal is the responsibility of the Applicant. Submitted proposals may be amended prior to the RFP Closing Date by submitting a complete new proposal clearly indicating it replaces the previously submitted proposal. Any such new proposal is subject to the requirements as outlined herein. The said new proposal replaces any other proposals previously submitted by the Applicant, and only the last of any new proposals received will be accepted.

Any proposal received in response to a RFP may be withdrawn by written request to the Manager of Purchasing at purchasing@workplacenl.ca; but cannot be withdrawn, altered or changed in any way after the RFP Closing Date.

All requests for withdrawal, amendment or submission of a replacement proposal must be submitted in writing <u>on company letterhead</u> or equivalent, <u>and be signed by the Applicant, an authorized representative of the Applicant or, if a corporation, an authorized signing officer of the corporation.</u>

While WorkplaceNL has tried to ensure the accuracy of the RFP, it is not guaranteed or warranted by WorkplaceNL to be accurate, nor is it necessarily comprehensive or exhaustive. WorkplaceNL will assume that all Applicants have resolved any questions they might have about the RFP and have informed themselves as to the existing conditions and limitations, site restrictions, etc. before submitting their proposals. Nothing in the invitation

is intended to relieve Applicants from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

2.4   Proposal Conditions

2.4.1   Confidentiality and Ownership of Information

Information pertaining to WorkplaceNL obtained by the Applicant as a result of participation in this RFP, and/or subsequent interviews, presentations, and/or negotiations with WorkplaceNL, if any, is confidential and shall not be disclosed without prior written authorization from WorkplaceNL.

The RFP and any supplementary document or portion thereof is proprietary information, and must not be used by the Applicant other than for the submission of proposals without the permission of WorkplaceNL.

All proposals submitted become the property of WorkplaceNL. By submitting a proposal, the Applicant hereby grants WorkplaceNL a license to distribute, copy, print, or translate the proposal for the purposes of the RFP. Any attempt to limit WorkplaceNL's right in this area may result in rejection of the proposal.

The procurement process is subject to the **Access to Information and Protection of Privacy Act, 2015**, SNL 2015 c. A-1.2, as amended (**ATIPPA**). The Applicant's proposal may be subject to disclosure under the **ATIPPA**. By submitting a proposal, the Applicant agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. WorkplaceNL cannot guarantee the confidentiality of the content of any proposal after the RFP Closing Date. WorkplaceNL shall not be liable to any Applicant for any claim, direct or indirect, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever incurred by the Applicant as a result of disclosure pursuant to the **ATIPPA**.

By submitting a proposal, the Applicant agrees that it has identified any specific information in its proposal that may qualify for an exemption from disclosure under subsection 39(1) of the **ATIPPA**. If no specific information has been identified it is assumed that, in the opinion of the Applicant, there is no specific information that qualifies for an exemption under subsection 39(1) of the **ATIPPA** and information may be released without further notice.

The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.

2.4.2   No Claims By Applicant

By participating in the process outlined in this RFP document, the Applicant consents to the procedures as described in this RFP.

By submitting a proposal, each Applicant irrevocably waives any claim, action or proceeding against WorkplaceNL, including without limitation any judicial review or injunction application, or against any of WorkplaceNL's employees, advisors or representatives for damages, expenses or costs including costs of proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of WorkplaceNL at any stage of the procurement process; if WorkplaceNL does not award or execute a contract; or if WorkplaceNL is subsequently determined to have accepted a noncompliant proposal or otherwise breached or fundamentally breached the terms of this procurement.

2.4.3   Conflict of Interest

For the purposes of this RFP, the term "conflict of interest" includes, but is not limited to, any situation or circumstance where:
- in relation to the RFP process, the Applicant has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
    (i)   having or having access to confidential information of WorkplaceNL in the preparation of its response that is not available to other Applicants;
    (ii)   having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP;
    (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP;
    (iv)   communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
    (v)   engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair;
- in relation to the performance of its contractual obligations under an agreement for services, the Applicant's other commitments, relationships, or financial interests:
    (i)   could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
    (ii)   could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

If, at the sole and absolute discretion of WorkplaceNL, the Applicant, its employees, officers, associates and/or approved subcontractors is found by

WorkplaceNL to be in an actual or perceived conflict of interest either during the RFP or after award of the contract, WorkplaceNL may, in addition to any other remedies available at law or in equity, disqualify the proposal submitted by the Applicant or terminate the agreement.

Sub-contracting to any firm or individual whose current or past corporate or other interests may, in WorkplaceNL's opinion, give rise to an actual or perceived conflict of interest in connection with this RFP will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of the RFP.

2.5   Questions and Clarification

Any questions related to the RFP must be directed in writing by email to purchasing@workplacenl.ca or through the RFP posting on www.merx.com and received by WorkplaceNL before 4:30 PM Newfoundland Time on February 15, 2022.

All questions should include the Applicant's name and address, contact person's name, telephone number, and email address, and the reference to the specific section and page number of the RFP in question. All email questions must include the RFP number and title in the email subject line.

To the extent that WorkplaceNL considers that the answer to the question may assist in the preparation of a proposal, WorkplaceNL will post an addendum on its website and through the RFP posting on www.merx.com which will be part of the RFP. WorkplaceNL may not answer a question where WorkplaceNL considers the information requested is not required to prepare a proposal, or where the answer to the question posed may be found in the RFP. No responses shall be binding upon WorkplaceNL unless made in writing.

WorkplaceNL may request additional data, discussions, presentations or on-site visits in support of the proposal, all without obligation to provide other RFP recipients with similar information or notice of such communication. Additionally, WorkplaceNL reserves the rights to implement the appropriate due diligence processes to confirm or clarify any information provided, or to collect more evidence of managerial, financial and technical abilities, including but not limited to, meetings and visits with current customers served by the Applicant.

Any written information received by WorkplaceNL from an Applicant in response to a request for additional data from WorkplaceNL will be considered an integral part of the Applicant's proposal.

2.6 Ineligibility of Proposals

It is essential that the proposal is complete and thoroughly addresses each requirement identified in the RFP, as incomplete proposals may be declared "non-responsive". Proposals that are improperly signed, conditional, illegible, obscure, or contain arithmetical errors, erasures, alterations, or irregularities of any kind may be considered invalid.

2.7 Acceptance of Proposal

WorkplaceNL reserves the right, as the interests of WorkplaceNL may require, to accept or reject in whole or in part any or all proposals. WorkplaceNL reserves the right to waive any minor irregularity or non-compliance where such irregularity or non-compliance is not of a material nature in its sole and absolute discretion. Such minor irregularity or non-compliance will be deemed substantial compliance and capable of acceptance. WorkplaceNL will be the sole judge of whether a proposal is accepted or rejected.

WorkplaceNL, in its sole discretion, reserves the right to cancel the RFP without award. WorkplaceNL is not bound to award a contract to any Applicant. The awarding of the contract(s) (if any) shall be at WorkplaceNL's sole discretion.

WorkplaceNL reserves the right to reject all proposals, to select a proposal that is not the highest score bid, and to refuse any proposal that does not meet the information or timing requirements of this RFP.

If WorkplaceNL does not receive compliant and acceptable proposals in response to the RFP, WorkplaceNL reserves the right to enter into negotiations with one or more of the Applicants or with any other party in order to complete the procurement of services.

A proposal may not be eligible for acceptance if current or past corporate or other interests of the Applicant or the Applicant's key personnel may, in WorkplaceNL's opinion, give rise to a conflict of interest.

WorkplaceNL reserves the right to disqualify any Applicant if the Applicant or the Applicant's key personnel have either breached an agreement and/or failed to provide satisfactory service and/or deliveries under any prior agreement with WorkplaceNL, in the sole opinion of WorkplaceNL.

The Applicant may be required to demonstrate financial stability, authorization to provide the goods and/or services being acquired, and/or regulatory agency approval, licensing or registration as needed, or otherwise clarify the Applicant's capability to satisfy the RFP requirements. WorkplaceNL reserves the right to reject a proposal from any Applicant that it feels is incapable of providing the necessary labour, materials, equipment, financing, or resources to perform the services or supply the goods in a satisfactory and timely manner.

2.8   Estimated Time Frames

The following timetable outlines the estimated schedule for this RFP process. The timing and the sequence of events resulting from this document may vary.

DESCRIPTION	DATE
RFP issue date	February 01, 2022
Deadline for questions	February 15, 2022
Proposals to be received by	March 01, 2022
Presentation of proposals (tentative)	March 10, 2022
Date of award (tentative)	March 15, 2022

SECTION 3 – GENERAL TERMS AND CONDITIONS

3.1   The successful Applicant(s) is required to meet WorkplaceNL's billing and accounting requirements. Progress billing should be submitted to WorkplaceNL every 30 days or other frequency as agreed to between WorkplaceNL and the successful Applicant(s). Invoices must be legible and clearly labeled with the Applicant's invoice number.

3.2   This RFP, all proposals, and any agreements will be construed and interpreted in accordance with the laws of the Province of Newfoundland and Labrador.

3.3   The Applicant shall not use WorkplaceNL's name or logo or make reference to this RFP in any advertising copy or other promotional materials or messages without WorkplaceNL's prior written consent.

3.4   The Applicant(s) agree to comply with all applicable laws, regulations and standards including all labour, occupational health and safety and workers' compensation requirements of the Province of Newfoundland and Labrador

3.5   The submission of a proposal from, or invitation to negotiate with, any applicant does not in any manner create a contractual obligation between WorkplaceNL and the proposed respondent. WorkplaceNL is not obliged to a respondent in any manner whatsoever only until such time that a written contract is executed as it relates to a proposal approved by WorkplaceNL as submitted by an Applicant.

SECTION 4 – RESPONSE REQUIREMENTS

It is important that Applicants provide complete information with their proposal so it can be readily understood and evaluated. The following minimum information and format must be provided in the proposal. A proposal will be considered non-compliant if it fails to provide sufficient detail necessary to evaluate the proposal against the requirements outlined in this RFP.

All proposals **must** address the content of the RFP. Qualifying proposals are those that clearly demonstrate a thorough understanding of the RFP, and its stated requirements and criteria. WorkplaceNL may disqualify proposals that do not demonstrate this understanding and do not specifically address requirements and criteria as specified throughout.

Response Format

Your response should be provided in the same sequence of topics as below.

Cover Letter

Identify the RFP description. Identify your name and your company's name (if applicable), address, telephone number, fax number and email address. Identify the representative responsible for your proposal. The letter must confirm that you and your company (if applicable) are in compliance with the **Personal Information Protection and Electronic Documents Act,** S.C. 2000, c.5, and Regulations thereto, as amended. The letter must be dated and signed.

Section 39 of ATIPPA, 2015

The respondent **must** identify information that may qualify under section 39 of **Access to Information and Protection of Privacy Act**, 2015, S.N.L. 2015, c. A-1.2, as amended, for exemption from disclosure.

Table of Contents

List all topics and associated pages for easy reference.

Company Profile & Services

If the Applicant is a company, provide an overview of your company and services offered. If the Applicant is a company, provide names of all owners, including silent partnerships, affiliated relationships and/or companies, governing boards, etc.

Conflict of Interest

Each Applicant must include in its proposal a confirmation that the Applicant, its employees, officers, associates and/or approved subcontractors do not and will not have any conflict of interest (actual or potential) in submitting its Proposal or, if selected, in providing

services under the agreement. Where applicable, the Applicant must declare in its proposal any situation that may be a conflict of interest in submitting its proposal or, if selected, with the contractual obligations of the Applicant as supplier under the agreement.

Privacy/Confidentiality

Provide company policies, practices and tools for protecting privacy, confidentiality and security of information.

Term and Conditions

Applicants must acknowledge in their proposal that they have read the requirements outlined in Section 1.9 Terms and Conditions for the contract and accept them. If the outlined Term and Conditions are not accepted the Applicant must propose alternate Terms which are similar in effect to the outlined Terms and Conditions.

Overview

Applicants must provide a clear and concise description of the Applicant's understanding of the Service, their role in the Service, and an overview of how the Applicant will meet the service requirements**.**

The proposal **must** clearly identify and provide sufficient detail to respond to the mandatory requirements identified in Section 1.6.

Applicants **must** clearly indicate whether the proposed implementation solution is a single vendor solution or a multiple-vendor solution. The primary vendor **must** be identified, and the modules of the Solution provided by each vendor **must** also be identified.

Approach and Methodology

The proposal shall include a detailed description including a detailed workplan of the approach and methodology which will be utilized in the provision of services to configure, develop, implement and support the Solution and ensure that WorkplaceNL requirements are met as depicted in Appendix B and clearly outline any assumptions and critical success factors. Detail **must** be provided to respond to the mandatory requirements in Section 1.6.

- Applicants must provide confirmation that they are an Oracle Global Systems Integrator Partner.
- Applicants **must** provide a high-level work plan which

identifies the major phases of work, along with the work effort, resource requirements and timeframes for each phase of the implementation. The work effort and resource requirements will include the applicant resources and WorkplaceNL resources and clearly outline any assumptions and critical success factors.

- Applicants must complete the **Appendix "C" – Requirements and Response Template** and ensure that WorkplaceNL requirements are met.
- A copy of a service level agreement is required.

Professional Staff Complement

Provide a description of the professional staff and resources available. Identify the number, availability, and roles of individuals intended to be assigned to the project and describe how they meet the mandatory criteria as outlined in Section 1 - Overview and Scope of Services above.

- Applicants **must** provide evidence that the proposed senior resource and project manager meet the education and experience requirements, as outlined in Section 1.6.
- Applicants **must** warrant that the proposed resources possess the necessary skills, expertise and experience to perform at the level stated.

Professional Staff Resumes

A full organizational chart of the proposed System Integrator team, including a resume of not more than three pages outlining education and work experience for each professional staff member to be involved in the provision of services. Substitution of proposed personnel will be subject to approval by WorkplaceNL.

Value-added service

Provide any additional information that would enhance your ability to provide the service, e.g. resources, specialized personnel, affiliations, tools to facilitate and accelerate implementation, etc.

Applicants are to include information regarding an available CRM module.

Geographical location

Indicate the city/town from which you propose to conduct the major activities of this work. The Applicant's staffing resources **must** work from a location in Canada. Additionally, the Applicant **must** confirm that all Data produced by, used in, or stored by the application must reside in Canada (including data in transit).

Quality Assurance

Describe your quality assurance program and how it influences your service delivery throughout the project lifecycle. This should include, but not limited to your PMO approach, process and capability for oversight of document management

Previous Experience

Describe your organization's experience in Oracle Cloud Implementation. This should include the length of time in business and the length of time performing services of a similar size and scope. Describe how the company meets the mandatory criteria as outlined in Section 1 - Overview and Scope of Services above.

The following information should be addressed in your response and will be evaluated in accordance with the scoring formula established for the rated requirements in this RFP:

- Applicants **must** provide an overview which demonstrates how the past professional experience of the organization and the education, knowledge, skills and experience of the proposed resources meet the requirements as described in this RFP. The overview must include brief supporting details from relevant projects.
- Applicants **must** provide an overview of the overall approach to project management, with an outline of best practices, standards and value-add offered. In addition, outline project management capability and experience in managing projects of similar magnitude and size.
- Applicants **must** provide an overview of their Project Management Office (PMO) approach, process and capability for oversight of document management and related quality assurance.

___

References

Provide a list with a minimum of **three (3)** references with appropriate contact information who can provide evidence of previous experience providing similar services. References may be for contracts currently being performed or where work has been completed. References will be contacted as part of the review process. The list of references should exclude any potential references from WorkplaceNL.

Timelines, Schedules & Fees

The Applicant **must** use the template provided in Appendix "C" to identify all one-time and annual fees associated with the implementation of the Oracle Cloud Solution. The Applicant should prepare a table for the Scope of Services (project activities) by module to include:

- Proposed start date and timelines;
- Clearly indicate the hourly and daily rate for each of the proposed resource(s);
- Indicate the rate for overtime, if required;
- Major expenditure categories (staff, materials, travel, communications, etc.) and their individual costs;
- The H.S.T. amount should be identified as a separate budget item; and
- All fees must be quoted in Canadian dollars.
- Unless otherwise indicated, rates quoted by the Applicant must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- Identify any rate increases that will apply during the term of the contract;

Brochures

Include any brochure(s), company information and/or the company website address at the back of your proposal.

SECTION 5 – EVALUATION PROCESS AND CRITERIA

5.1 Evaluation

The proposals will be evaluated by a committee designated at the sole discretion of WorkplaceNL, who will use the criteria provided in this section to determine the successful Applicant(s).

WorkplaceNL, in its sole discretion, may assess the Applicant(s)' experience and/or ability to provide the services required and described in this RFP by checking the Applicant(s)' references. A contract will not be awarded to any Applicant whose references, in the opinion of WorkplaceNL, are found to be unsatisfactory. WorkplaceNL reserves the right to obtain references from sources other than those provided in the proposal. WorkplaceNL reserves the sole discretion to determine whether the Applicant and its professional staff have the appropriate qualifications.

The intent is to enter into an agreement with the Applicant that achieves the highest overall score, as determined by WorkplaceNL, while fulfilling the requirements outlined in this RFP, which in WorkplaceNL's sole descretion meets its needs and best interests.

5.2 Selection

The evaluation process will be done in **three (3) phases**. Phase One identifies specific requirements that the proposal must meet to move to the second phase.

Phase Two is compiled of criteria which will have a weight assigned to each criterion. Applicants must achieve 75% in this section of the evaluation to be short listed for the third phase of the evaluation.

Applicants will be evaluated in Phase 3 and the Applicant that demonstrates the highest score and is determined to provide best value for WorkplaceNL will be invited to enter into negotiations to finalize an agreement.

All proposals must address the content of the RFP. The proposal will be initially evaluated on the following to be successful to move to the second phase of the evaluation process.

Phase One: Mandatory Requirements

Applicants must pass each of the following criteria to move to Phase Two:

Complete the Appendix "C" – Requirements and Response Template and ensure that WorkplaceNL requirements are met	Pass/Fail

Provide a high-level work plan which identifies the major phases of work and estimates the work effort, resource requirements and timeframes for each project phase. The work effort and resource requirements will include the Applicant's resources and WorkplaceNL's resources	Pass/Fail
Provide an overview which demonstrates how the past professional experience of the organization and the education, knowledge, skills and experience of the proposed resources meet the requirements as described in this RFP. The overview must include brief supporting details from relevant projects	Pass/Fail
The proposed senior resource and project manager are required to have a university degree in business, engineering or computer science or a related discipline. The project manager must also have a project management designation; and a minimum of five (5) years project management work experience, including experience in the implementation of the Oracle Cloud Solution. The senior resource must have a minimum of five (5) years relevant experience implementing technology solutions, including experience with the Oracle Cloud Solution	Pass/Fail
Provide an overview of their Project Management Office (PMO) approach, process and capability for oversight of document management and related quality assurance	Pass/Fail
Provide an overview of the overall approach to project management, with an outline of best practices, standards and value-add offered. In addition, outline project management capability and experience in managing projects of similar magnitude and size	Pass/Fail
The proposed resources possess the necessary skills, expertise and experience to perform at the level stated	Pass/Fail
Confirmation all Data produced by, used in, or stored by the application must reside in Canada (including data in transit).	Pass/Fail
Accept Terms and Conditions in 1.9 OR propose terms and conditions which are substantially similar in effect	Pass/Fail
Provide confirmation that they are an Oracle Global Systems Integrator Partner.	Pass/Fail

Phase Two: Screening

In the proposal evaluation Phase Two, the evaluation committee will rate the proposals submitted in response to this RFP based on the following criteria and weight assigned to each criterion. Applicants are required a minimum score of 75% to be short listed to the final Phase:

Criteria	%
Quality of the proposal and understanding of WorkplaceNL requirements	10
Proposed Approach, Methodology and Workplan and Demonstrated Comparable Work	45
Qualifications and experience of proposed resources including PMO qualifications and experience	35
Resource Supply Capability	10
Total	**100%**

Phase Three: Short Listed Applicant's Evaluation

Applicants short listed may be requested to do a presentation which will be evaluated by the evaluation team.

The proposal and presentation will be rated on the criteria below:

Criteria	%
Demonstrated Approach and methodology	50
Pricing and Fees	30
Quality of Presentation	15
Value-Added	5
Total	**100%**

In the event that the selected Proposal(s) results in a higher cost than the budget approved by WorkplaceNL's Board of Directors, any awards made pursuant to this RFP process are subject to approval of the Board of Directors. In addition to any other rights of cancellation contained herein, WorkplaceNL, in its sole discretion, reserves the right to cancel this RFP without award should the Board of Directors not approve the award.

5.3   Presentation of Proposals

Subsequent to evaluating the proposals, WorkplaceNL may, in its sole discretion, select Applicants to meet with WorkplaceNL's evaluation team. This meeting may include both a presentation by the Applicant and/or a question and answer session in support of, and/or to clarify questions arising from the Applicant's proposal. A maximum preparation period of one week will be given to prepare for the presentation. Applicants will be responsible for all expenses incurred in preparing and delivering the presentation.

5.4   Further Information and Clarification

The evaluation committee may request further information from the Applicant or third parties in order to verify, clarify, or supplement the information provided in the Applicant's response. The evaluation committee may revisit, re-evaluate, and rescore the Applicant's response or ranking on the basis of any such information.

5.5   Notice of Proposal Results

WorkplaceNL will notify both the successful and unsuccessful Applicants in writing. Unsuccessful Applicants will be notified following the award to the successful Applicant(s).

If the selected Applicant(s) becomes unable or unwilling to complete the agreement, or becomes unable to provide the required services, WorkplaceNL may enter negotiations with one or more of the Applicants or with any other party in order to obtain the service.

APPENDIX "A"

Electronic Proposal Submission Instructions

1. In order to be accepted, proposals must be submitted through WorkplaceNL's posting for this opportunity on www.merx.com.

2. Applicants shall create a supplier account and be registered on www.merx.com. This will enable the Applicant to download the bid opportunity, receive addenda/addendum email notifications, download addenda/addendum, and submit their proposal electronically through the MERX website.

3. The timing of the proposal is based on when the proposal is **received** by the bidding system, **not** when the proposal is submitted by the Applicant, as transmission can be delayed by "Internet Traffic" for any number of reasons. WorkplaceNL recommends that Applicants allow for ample time to provide for uploaded proposals to be received prior to the RFP Closing Date. Proposals received after the RFP Closing Date will not be accepted.

4. It is the responsibility of the Applicant to ensure that the proposal is received on time. Once registered, MERX will send a confirmation email to the Applicant if the proposal was submitted successfully. If a confirmation has not been received by the Applicant, the proposal was not uploaded correctly and it is the responsibility of the Applicant to either reload the documents or to contact MERX to resolve any issues regarding their proposal.

5. Response materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size. Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

6. To ensure receipt of the latest information and updates regarding this opportunity via email, the onus is on the Applicant to register with MERX, create a supplier account, and sign up for notices for this opportunity.

7. Clarifications and questions received for this opportunity electronically can be submitted via the opportunity listing on www.merx.com. Questions can be submitted, and confirmation will be received to the inquiry. Responses will be answered on an individual basis or collectively at the discretion of WorkplaceNL.

APPENDIX "B"

CURRENT SYSTEMS DIAGRAMS

Current Systems Diagrams

The diagrams in this appendix represent the WorkplaceNL environment prior to the implementation of the Oracle Cloud Solution. All Financial systems and processes are still utilizing the identified solutions. Oracle EPM and HCM solutions will go into production in 2022 and are not shown in this appendix.

All Financial Systems

The diagram below identifies all the major systems that is being used to support financial systems and processes.
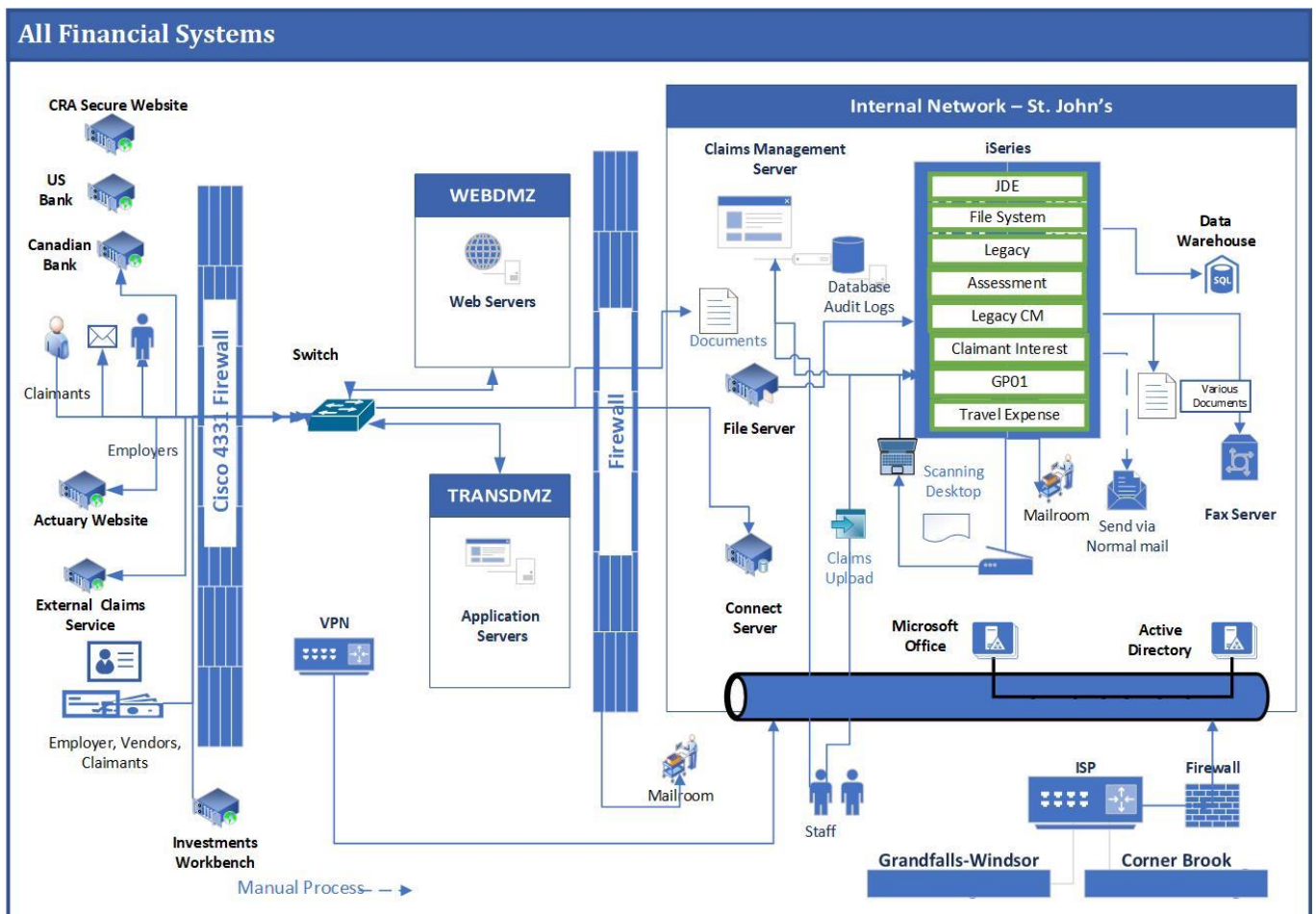
Figure 3 - All Financial Systems

All Human Resources Systems

The diagram below identifies all the major systems that is being used to support HR systems and processes.
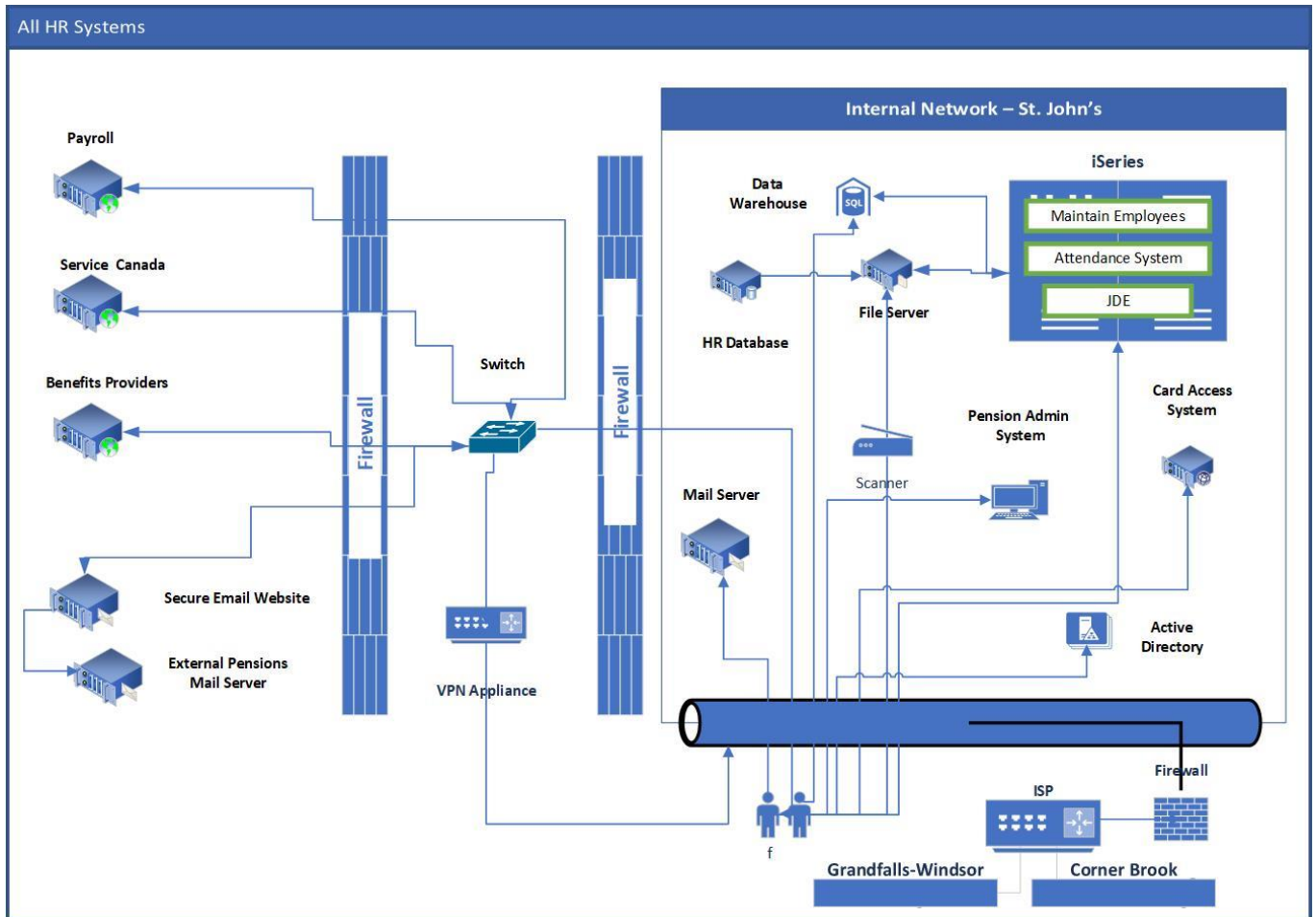
Figure 4 - All HR Systems

APPENDIX "C"

Requirements and Response Template

Instructions to Applicants:

1		Applicants **must** complete all required fields for the 1.0 HCM, 2.0 ERP; 3.0 EPM and 4.0 Pricing Sheet worksheets included within this Excel document.
2		Applicant must not alter this Response Template in any way, other than to fill in the required fields for completing the response. If comments are required, they **must** be added in the Comment field as appropriate to the template.
3		Applicants **must** choose one of the options provided in the drop down list for Column E in the HCM and ERP tabs. The Respondent values along with a short description is listed in the tab "Requirement Fit". Respondents may add explanations in the Comments columns, if required. All fields in Column E must be completed.
4		Applicants may direct questions to the Manager of Purchasing either by upload on the RFP bid site on www.merx.com or via email: purchasing@workplacenl.ca
5		When complete, Applicants **must** save and rename this Excel file using the following naming convention: 2022-01-P (Vendors Name, Bid Version).
6		Applicants may upload their completed Excel file to www.merx.com
Note:		A listing of the anticipated Oracle Modules required for this solution is listed in the Worksheet "Modules"

Release	Area	Feature	Module
2	ERP	ERP - 01 Accounts Payable	Accounts Payable
2	ERP	ERP - 02 Cash Management	Cash Management
2	ERP	ERP - 03 Expenses	Expenses
2	ERP	ERP - 04 Fixed Assets	Fixed Assets
2	ERP	ERP - 06 Project Costing and Billings	Project Costing and Billings
2	ERP	ERP - 07 Purchasing	Purchasing
2	ERP	ERP - 08 Procurement Contracts	Procurement Contracts
2	ERP	ERP - 09 Self Service Procurement	Self Service Procurement
2	ERP	ERP - 10 Sourcing	Sourcing
2	ERP	ERP - 11 Supplier Portal	Supplier Portal
2	ERP	ERP - 12 Supplier Qualification Management	Supplier Qualification Management
2	HCM	HCM - 01 Absence Management	Absence Management
2	HCM	HCM - 02 Benefits	Benefits
2	HCM	HCM - 06 Payroll	Payroll
2	HCM	HCM - 08 Time and Labour	Time and Labour
2	ERP	ERP - Oracle WebCenter Forms CS (Invoice Automation)	Invoice Automation
2	SaaS	Oracle Integration CS	Integration
2	EPM	EPM (integration with actuals from ERP and workforce data from HCM)	Enterprise Performance Management

Req Num	Feature (Module)	Business Requirements Description (Final)	Process	Respondent Response	Respondent Comments
HCM-06-013	HCM - 06 Payroll	Ability to record extra deductions for employees.	Calculate Payroll		
HCM-06-014	HCM - 06 Payroll	Ability to process payroll according to the payroll frequency such as weekly, bi weekly etc.	Calculate Payroll		
HCM-06-015	HCM - 06 Payroll	Ability to specify holidays in the Payroll calendar.	Calculate Payroll		
HCM-06-016	HCM - 06 Payroll	Ability to create or modify/use delivered payroll cycle flow patterns.	Calculate Payroll		
HCM-06-017	HCM - 06 Payroll	Ability to calculate prorated amounts for payroll.	Calculate Payroll		
HCM-06-018	HCM - 06 Payroll	Ability to apply payroll changes retroactively.	Calculate Payroll		
HCM-06-019	HCM - 06 Payroll	Ability to calculate payroll elements based on various formulas.	Calculate Payroll		
HCM-06-020	HCM - 06 Payroll	Ability to calculate gross payroll given net payroll amounts.	Calculate Payroll		
HCM-06-021	HCM - 06 Payroll	Ability to calculate payroll for overtime using multipliers (e.g. time and a half, double-time).	Calculate Payroll		
HCM-06-022	HCM - 06 Payroll	Ability to validate earnings, deductions as per specific validations that are mandated by company rules / policies.	Calculate Payroll		
HCM-06-024	HCM - 06 Payroll	Ability to integrate with external Time recording system for time sheets and absences for payroll calculations.	Calculate Payroll		
HCM-06-037	HCM - 06 Payroll	Ability to update and maintain Canada Tax information.	Canadian Taxation		
HCM-06-035	HCM - 06 Payroll	Ability to convert payroll related data from legacy systems.	Conversion		
HCM-06-008	HCM - 06 Payroll	Ability to process payroll for pay elements such as base pay, benefits and absences and other earnings, deductions and supplemental earnings.	Elements		
HCM-06-009	HCM - 06 Payroll	Ability to group earnings and deduction elements that can be applied to employees, based on company policies.	Elements		
HCM-06-010	HCM - 06 Payroll	Ability to process and calculate voluntary/involuntary deductions, pension, garnishments etc.	Elements		
HCM-06-011	HCM - 06 Payroll	Ability to prioritize and place a cap on deductions.	Elements		
HCM-06-012	HCM - 06 Payroll	Ability to create wage basis rules that affect tax calculations.	Elements		
HCM-06-038	HCM - 06 Payroll	Ability to create pre-tax and voluntary deductions like DPSP, RPP, PSPP etc.	Elements		
HCM-06-045	HCM - 06 Payroll	Ability to generate electronic file for T4/T4A or RL1/RL2 slips and generate printed or online slips for employees.	End-of-Year Processing		
HCM-06-046	HCM - 06 Payroll	Ability to select a specific month and date to make generated T4/T4A, RL-1/RL-2 slips to employees.	End-of-Year Processing		
HCM-06-047	HCM - 06 Payroll	Ability to make any adjustments to the T4/T4A boxes will be done by adjusting the balances for the elements for each employee.	End-of-Year Processing		
HCM-06-032	HCM - 06 Payroll	Ability to create integrations with Oracle modules and other external systems.	Integrations		
HCM-06-023	HCM - 06 Payroll	Ability to accumulate balances for certain period of time for certain earnings for reporting purposes.	Payroll Balance		
HCM-06-031	HCM - 06 Payroll	Ability to perform payroll costing.	Payroll Costing		
HCM-06-025	HCM - 06 Payroll	Ability to make payroll payments to employees using different payment methods.	Payroll Payments		
HCM-06-026	HCM - 06 Payroll	Ability to make payments to multiple accounts for employees (e.g. payments to a chequing account and a savings account).	Payroll Payments		
HCM-06-027	HCM - 06 Payroll	Ability to issue payments to third-parties who aren't on the payroll.	Payroll Payments		
HCM-06-028	HCM - 06 Payroll	Ability to void and re-issue payments.	Payroll Payments		
HCM-06-029	HCM - 06 Payroll	Ability to pay to employees from multiple bank accounts.	Payroll Payments		
HCM-06-041	HCM - 06 Payroll	Ability to define payment methods for your enterprise and define any rules for validating or processing the distribution of pay.	Payroll Payments & Distributions		
HCM-06-042	HCM - 06 Payroll	Ability to Generate Payslip for each pay period.	Payroll Payments & Distributions		
HCM-06-005	HCM - 06 Payroll	Ability to run payroll for certain groups of employees.	Payroll Process		
HCM-06-006	HCM - 06 Payroll	Ability to run payroll for employees with multiple assignments.	Payroll Process		

HCM-06-007	HCM - 06 Payroll	Ability to differentiate workers between Contingent workers, Employees, Nonworker Paid, Nonworker Unpaid. Payroll will be processed only for workers designated as Employees and Nonworker Paid.	Payroll Relationship		
HCM-06-044	HCM - 06 Payroll	Ability to capture provincial medical rate and accounts.	Provincial Medical Plans		
HCM-06-030	HCM - 06 Payroll	Ability to reconcile payroll payment with financials.	Reconcile Payroll		
HCM-06-039	HCM - 06 Payroll	Ability to Generate Record of Employment for employees.	Record of Employment		
HCM-06-040	HCM - 06 Payroll	Ability to trigger alert to generate record of employment with certain absence type and termination action.	Record of Employment		
HCM-06-036	HCM - 06 Payroll	Ability to run payroll reports.	Reports		
HCM-06-033	HCM - 06 Payroll	Ability to segregate access to setup tasks, payroll processing tasks, reporting etc.	Security		
HCM-06-034	HCM - 06 Payroll	Ability to restrict number of bank accounts employees can have for their payment.	Security		
HCM-06-001	HCM - 06 Payroll	Ability to capture legal entity information, including legal registration numbers and employer account numbers.	Structure		
HCM-06-002	HCM - 06 Payroll	Ability to process payroll for multiple legal entities within a country at one time or individual legal entities.	Structure		
HCM-06-003	HCM - 06 Payroll	Ability to report on Payroll Taxes (Year-End data) by Jurisdiction (by province/state/county).	Structure		
HCM-06-004	HCM - 06 Payroll	Ability to run payroll for employees in different provinces/states.	Structure		
HCM-06-043	HCM - 06 Payroll	Ability to capture employer's accounts and rates for WCB.	Workers' Compensation Board		
HCM-06-049	HCM - 06 Payroll	Ability to change and update rates as required for different grade/grade steps and time types.	WorkplaceNL		
HCM-06-050	HCM - 06 Payroll	Ability to create a payment request to internal staff and external organizations.	WorkplaceNL		
HCM-06-051	HCM - 06 Payroll	Ability to enable employees to buy back pension service which would trigger payroll change.	WorkplaceNL		
HCM-06-052	HCM - 06 Payroll	Ability to record employee saving deduction amount to be remitted to the Public Credit Union.	WorkplaceNL		
HCM-06-053	HCM - 06 Payroll	Ability to send Provident10 the Earnings and Pension Contributions for employees per pay period.	WorkplaceNL		
HCM-06-055	HCM - 06 Payroll	Ability to upload an MS Excel file containing EI Rebate data that should be paid out to employees into the Oracle ERP Solution.	WorkplaceNL		
HCM-06-056	HCM - 06 Payroll	Ability to produce a Remittance Records File in a fixed length text file format and an MS Excel file format.	WorkplaceNL		
HCM-06-057	HCM - 06 Payroll	Ability to produce a Remittance Records File in a fixed length text file format and an MS Excel file format.	WorkplaceNL		

Req Num	Feature (Module)	Business Requirements Description	Process	Respondent Response	Respondent Comments
ERP-01-291	ERP - 01 Accounts Payable	Ability to account and transfer a single invoice to the GL.	Accounting		
ERP-01-293	ERP - 01 Accounts Payable	Ability to account invoices in draft mode	Accounting		
ERP-01-294	ERP - 01 Accounts Payable	Ability to transfer accounting information for invoices but NOT post to the General Ledger.	Accounting		
ERP-01-295	ERP - 01 Accounts Payable	Ability to transfer accounting information for invoices to Oracle Cloud General Ledger and post the journal entries.	Accounting		
ERP-01-296	ERP - 01 Accounts Payable	Ability to account payments in draft mode	Accounting		
ERP-01-297	ERP - 01 Accounts Payable	Ability to transfer accounting information for payments but NOT post to the General Ledger.	Accounting		
ERP-01-298	ERP - 01 Accounts Payable	Ability to transfer accounting information for payments to Oracle Cloud General Ledger and post the journal entries.	Accounting		
ERP-01-299	ERP - 01 Accounts Payable	Ability to account for payments once the payment is issued.	Accounting		
ERP-01-304	ERP - 01 Accounts Payable	Ability to perform Multiperiod accounting.	Accounting		
ERP-01-347	ERP - 01 Accounts Payable	Ability to provide a vendor with a copy of an invoice the AP system cannot process.	AP Invoices		
ERP-01-348	ERP - 01 Accounts Payable	Ability to export purchase order and payment data from the Oracle Solution to the Claims Management System (interface)	AP Invoices		
ERP-01-349	ERP - 01 Accounts Payable	Ability to produce and transmit Exception Payments to RBC Express.	AP Invoices		
ERP-01-180	ERP - 01 Accounts Payable	Ability to initiate invoices for approval.	Approve Invoices		
ERP-01-181	ERP - 01 Accounts Payable	Ability for approver to approve/reject an invoice.	Approve Invoices		
ERP-01-182	ERP - 01 Accounts Payable	Ability to make comments mandatory when rejecting an invoice.	Approve Invoices		
ERP-01-186	ERP - 01 Accounts Payable	Ability to setup invoice approval rules where approvers are determined by management/ Supervisory hierarchy.	Approve Invoices		
ERP-01-187	ERP - 01 Accounts Payable	Ability to setup invoice approval rules where approvers are determined by Position Hierarchy.	Approve Invoices		
ERP-01-188	ERP - 01 Accounts Payable	Ability to integrate with Oracle HCM Cloud to update the required hierarchies for the approval process.	Approve Invoices		
ERP-01-189	ERP - 01 Accounts Payable	Ability to integrate with third party HCM application to update the required hierarchies for the approval process.	Approve Invoices		
ERP-01-190	ERP - 01 Accounts Payable	Ability to setup invoice approval rules where approvers are determined by Approval Groups.	Approve Invoices		
ERP-01-191	ERP - 01 Accounts Payable	Ability for the AP user to choose the starting approver or first approver of the approval flow during invoice creation.	Approve Invoices		
ERP-01-192	ERP - 01 Accounts Payable	Ability to auto approve invoices based on certain condition(s).	Approve Invoices		
ERP-01-193	ERP - 01 Accounts Payable	Ability to auto reject invoices based on certain condition(s).	Approve Invoices		
ERP-01-194	ERP - 01 Accounts Payable	Ability to setup serial invoice approval rules for invoices.	Approve Invoices		
ERP-01-196	ERP - 01 Accounts Payable	Ability to setup FYI invoice approval.	Approve Invoices		
ERP-01-197	ERP - 01 Accounts Payable	Ability for the approver to view invoice image and text (additional notes from invoice preparer) as attachments.	Approve Invoices		
ERP-01-200	ERP - 01 Accounts Payable	Ability to assign owner/manager to each segment value for which costs are collected and reported.	Approve Invoices		
ERP-01-201	ERP - 01 Accounts Payable	Ability to route the invoice to the cost center manager for approval.	Approve Invoices		
ERP-01-202	ERP - 01 Accounts Payable	Ability to route invoices to certain user(s) when an invoice is put on hold or when system creates the hold automatically.	Approve Invoices		
ERP-01-203	ERP - 01 Accounts Payable	Ability to route the invoice automatically to a distribution coder for accounting combination (coding) input in the invoice.	Approve Invoices		

ERP-01-204	ERP - 01 Accounts Payable	Ability for the approver of the invoice to be notified when an invoice is initiated for approval.	Approve Invoices		
ERP-01-205	ERP - 01 Accounts Payable	Ability for the preparer to receive notifications when an invoice is approved or rejected.	Approve Invoices		
ERP-01-206	ERP - 01 Accounts Payable	Ability to escalate the invoice when the approver does not approve within a specified time period.	Approve Invoices		
ERP-01-207	ERP - 01 Accounts Payable	Ability for the invoices to expire when the approver does not approve within a specified time period.	Approve Invoices		
ERP-01-208	ERP - 01 Accounts Payable	Ability to setup approval reminders before the approval workflow escalates and/or expires.	Approve Invoices		
ERP-01-209	ERP - 01 Accounts Payable	Ability for AP users to withdraw invoices from approval.	Approve Invoices		
ERP-01-210	ERP - 01 Accounts Payable	Ability for AP users to resubmit invoices for approval.	Approve Invoices		
ERP-01-211	ERP - 01 Accounts Payable	Ability for the approver to request information on the invoice received from AP users.	Approve Invoices		
ERP-01-212	ERP - 01 Accounts Payable	Ability for AP users to submit information requested by the approver.	Approve Invoices		
ERP-01-214	ERP - 01 Accounts Payable	Ability to customize invoice approval notifications.	Approve Invoices		
ERP-01-215	ERP - 01 Accounts Payable	Ability to delegate/reassign approval when the approver is on vacation.	Approve Invoices		
ERP-01-224	ERP - 01 Accounts Payable	Ability to initiate payment process requests for approval.	Approve Payments		
ERP-01-075	ERP - 01 Accounts Payable	Ability to automatically receive high volume of invoices from suppliers directly into the system.	Create Invoices		
ERP-01-077	ERP - 01 Accounts Payable	Ability to manually enter Invoices.	Create Invoices		
ERP-01-078	ERP - 01 Accounts Payable	Ability to create Invoices through spreadsheets.	Create Invoices		
ERP-01-079	ERP - 01 Accounts Payable	Ability to specify URL Attachments when creating supplier invoices using a spreadsheet.	Create Invoices		
ERP-01-080	ERP - 01 Accounts Payable	Ability to prevent entry of duplicate invoices.	Create Invoices		
ERP-01-083	ERP - 01 Accounts Payable	Ability to assign multiple account combinations (GL Coding) to an invoice line.	Create Invoices		
ERP-01-084	ERP - 01 Accounts Payable	Ability to calculate Sales Tax based on tax code/ ship-to location	Create Invoices		
ERP-01-088	ERP - 01 Accounts Payable	Ability for the system to perform a validation check on the invoices	Create Invoices		
ERP-01-089	ERP - 01 Accounts Payable	Ability to create prepayment Invoices.	Create Invoices		
ERP-01-090	ERP - 01 Accounts Payable	Ability to apply prepayments to invoices.	Create Invoices		
ERP-01-092	ERP - 01 Accounts Payable	Ability to allocate freight charges to a specific invoice line.	Create Invoices		
ERP-01-093	ERP - 01 Accounts Payable	Ability to allocate freight charges to all invoice lines.	Create Invoices		
ERP-01-094	ERP - 01 Accounts Payable	Ability to process recurring invoices on a periodic basis.	Create Invoices		
ERP-01-095	ERP - 01 Accounts Payable	Ability to enter credit/debit memos.	Create Invoices		
ERP-01-096	ERP - 01 Accounts Payable	Ability to capture project related costs on an invoice for projects defined in Oracle Projects Cloud.	Create Invoices		
ERP-01-097	ERP - 01 Accounts Payable	Ability to create, update and view Invoices with Project Information using REST API	Create Invoices		
ERP-01-099	ERP - 01 Accounts Payable	Ability to capture Fixed Asset related costs.	Create Invoices		
ERP-01-100	ERP - 01 Accounts Payable	Ability to capture additional information apart from attributes provided by Oracle Cloud at invoice level (if applicable).	Create Invoices		
ERP-01-101	ERP - 01 Accounts Payable	Ability to add notes to invoices.	Create Invoices		
ERP-01-102	ERP - 01 Accounts Payable	Ability to add attachments associated to invoices.	Create Invoices		
ERP-01-336	ERP - 01 Accounts Payable	Ability to list of all claim related payments and cancellations to be sent to GP01 (interface) with required fields Global Payment-only outbound	Interfaces		

ERP-01-337	ERP - 01 Accounts Payable	Ability to have inbound and outbound interface from/to the Assessment system. (RICE Listing)	Interfaces		
ERP-01-338	ERP - 01 Accounts Payable	Ability to have inbound and outbound interface from/to the Claims Management system (RICE Listing)	Interfaces		
ERP-01-339	ERP - 01 Accounts Payable	Ability to interface to CONNECT of MA01 transactions for AP processing .	Interfaces		
ERP-01-340	ERP - 01 Accounts Payable	Ability to update the legacy Global Vendor Table (interface) to update (keep in sync) vendor tombstone data in the Global Vendor Table.	Interfaces		
ERP-01-341	ERP - 01 Accounts Payable	Ability to report on claimants receiving a Pension Replacement Benefit or Retirement Benefit, who have an overpayment.	Interfaces		
ERP-01-345	ERP - 01 Accounts Payable	Ability to Export all Payment information from Oracle to the Global Payment System for payments that relate to firm experience and Claims Management System for PRB, RB and Interest. (interfaces)	Interfaces		
ERP-01-357	ERP - 01 Accounts Payable	Ability to establish an "Outbound interface from Oracle Cloud to GP01 will be required for integrating some invoices with exception to some supplier types such as Retirement, Interest, Compensation and so on. This will also be required when deposit invoices are cancelled or if payments are voided"	Interfaces		
ERP-01-351	ERP - 01 Accounts Payable	Ability to record wires transfers in Oracle. One bank (RBC) which will process both checks and EFT payments,	Invoice payment		
ERP-01-358	ERP - 01 Accounts Payable	Ability to pay wage loss	Invoice payment		
ERP-01-359	ERP - 01 Accounts Payable	Ability to print on blank check stocks on which the MICR is printed. WorkplaceNL planning to move to EFT for as many suppliers as possible in future.	Invoice payment		
ERP-01-103	ERP - 01 Accounts Payable	Ability to receive paper copy invoices and scan it into the system.	Invoice Scanning		
ERP-01-104	ERP - 01 Accounts Payable	Ability to receive invoices as attachments to email.	Invoice Scanning		
ERP-01-105	ERP - 01 Accounts Payable	Ability to scan invoices that meet Oracle's specification.	Invoice Scanning		
ERP-01-107	ERP - 01 Accounts Payable	Ability to auto create an invoice from a single scanned file.	Invoice Scanning		
ERP-01-108	ERP - 01 Accounts Payable	Ability to auto create multipage invoice from a single scanned file.	Invoice Scanning		
ERP-01-109	ERP - 01 Accounts Payable	Ability to auto create multiple invoices from a single scanned file.	Invoice Scanning		
ERP-01-110	ERP - 01 Accounts Payable	Ability to auto create multiple invoices from multiple scanned files simultaneously.	Invoice Scanning		
ERP-01-111	ERP - 01 Accounts Payable	Ability to send Supporting Documents along with a scanned invoice.	Invoice Scanning		
ERP-01-112	ERP - 01 Accounts Payable	Ability to specify email subject when sending invoices to designated email.	Invoice Scanning		
ERP-01-113	ERP - 01 Accounts Payable	Ability to exclude certain supplier types from imaging recognition in order to avoid incorrect recognition from supplier master.	Invoice Scanning		
ERP-01-114	ERP - 01 Accounts Payable	Ability to view/search original supplier invoices in Oracle image repository.	Invoice Scanning		
ERP-01-115	ERP - 01 Accounts Payable	Ability to import invoices from WebCenter content.	Invoice Scanning		
ERP-01-116	ERP - 01 Accounts Payable	Ability to view scanned invoices from the Accounts Payables dashboard.	Invoice Scanning		
ERP-01-117	ERP - 01 Accounts Payable	Ability to train the system to learn to read some of the attributes from the invoice image utilizing the machine learning capability.	Invoice Scanning		
ERP-01-118	ERP - 01 Accounts Payable	Ability to eliminate OCR process for PDF invoices that are text based.	Invoice Scanning		
ERP-01-122	ERP - 01 Accounts Payable	Ability for the system to recognize Invoice number from the scanned invoice.	Invoice Scanning		

ERP-01-123	ERP - 01 Accounts Payable	Ability to recognize invoice header attributes.	Invoice Scanning		
ERP-01-124	ERP - 01 Accounts Payable	Ability to recognize currency from the scanned invoice.	Invoice Scanning		
ERP-01-126	ERP - 01 Accounts Payable	Ability to identify and indicate duplicate invoices from the same supplier.	Invoice Scanning		
ERP-01-127	ERP - 01 Accounts Payable	Ability to manually complete invoices that have not been fully read by the imaging system.	Invoice Scanning		
ERP-01-129	ERP - 01 Accounts Payable	Ability to see the scanned images as invoice attachment.	Invoice Scanning		
ERP-01-130	ERP - 01 Accounts Payable	Ability to change the attachment name when invoice number is not identified.	Invoice Scanning		
ERP-01-131	ERP - 01 Accounts Payable	Ability to validate that all the required information are input into an incomplete invoice by the AP user.	Invoice Scanning		
ERP-01-132	ERP - 01 Accounts Payable	Ability for the system to identify credit memo invoice from the invoice image.	Invoice Scanning		
ERP-01-133	ERP - 01 Accounts Payable	Ability to recognize supplier information.	Invoice Scanning		
ERP-01-134	ERP - 01 Accounts Payable	Ability to recognize NEW supplier.	Invoice Scanning		
ERP-01-135	ERP - 01 Accounts Payable	Ability to enter supplier information (if missing).	Invoice Scanning		
ERP-01-136	ERP - 01 Accounts Payable	Ability to recognize PO# on the invoice.	Invoice Scanning		
ERP-01-137	ERP - 01 Accounts Payable	Ability to highlight the PO field if unrecognized during scanning.	Invoice Scanning		
ERP-01-138	ERP - 01 Accounts Payable	Ability for the system to automatically default supplier information from PO for PO matched scanned invoice.	Invoice Scanning		
ERP-01-139	ERP - 01 Accounts Payable	Ability to change the mismatched supplier/supplier site on a scanned invoice matched to PO.	Invoice Scanning		
ERP-01-140	ERP - 01 Accounts Payable	Ability to create single invoice line for invoices that are matched to services purchase orders.	Invoice Scanning		
ERP-01-144	ERP - 01 Accounts Payable	Ability to recognize invoice line attributes.	Invoice Scanning		
ERP-01-146	ERP - 01 Accounts Payable	Ability to delete invoice lines from the invoice created from a scanned invoice image.	Invoice Scanning		
ERP-01-147	ERP - 01 Accounts Payable	Ability for the system to recognize and match the tax amount on the imaged invoice with the tax amount calculated by the system.	Invoice Scanning		
ERP-01-148	ERP - 01 Accounts Payable	Ability for the system to calculate tax during importing scanned invoices.	Invoice Scanning		
ERP-01-150	ERP - 01 Accounts Payable	Ability to reconcile the invoices sent by suppliers with the invoices imported to the system.	Invoice Scanning		
ERP-01-352	ERP - 01 Accounts Payable	Ability to prioritize invoices in the AP incomplete queue for the AP users to focus on.	Invoice Scanning		
ERP-01-249	ERP - 01 Accounts Payable	Ability to validate supplier banking information during payment.	Pay Invoices		
ERP-01-250	ERP - 01 Accounts Payable	Ability to print Legal Entity name on the checks.	Pay Invoices		
ERP-01-252	ERP - 01 Accounts Payable	Ability to print Entity name on checks (applicable only if the Entity name is not same as Legal Entity.)	Pay Invoices		
ERP-01-255	ERP - 01 Accounts Payable	Ability to process zero dollar payments using existing/new bank account.	Pay Invoices		
ERP-01-258	ERP - 01 Accounts Payable	Ability to process check payments using blank check stock.	Pay Invoices		
ERP-01-259	ERP - 01 Accounts Payable	Ability to define beginning Check numbers for each bank account in Oracle Cloud.	Pay Invoices		
ERP-01-260	ERP - 01 Accounts Payable	Ability to have an electronic/auto signature on checks.	Pay Invoices		
ERP-01-261	ERP - 01 Accounts Payable	Ability to have two electronic/auto signatures on checks.	Pay Invoices		
ERP-01-262	ERP - 01 Accounts Payable	Ability to add or remove individual invoices from Payment batches during payment processing.	Pay Invoices		
ERP-01-264	ERP - 01 Accounts Payable	Ability to choose supplier bank account when reviewing during payment processing.	Pay Invoices		
ERP-01-268	ERP - 01 Accounts Payable	Ability to print checks directly from Oracle Cloud.	Pay Invoices		
ERP-01-269	ERP - 01 Accounts Payable	Ability to print invoice information on the check remittance/stub.	Pay Invoices		

ERP-01-270	ERP - 01 Accounts Payable	Ability to specify maximum number of documents that can be printed per payment.	Pay Invoices		
ERP-01-271	ERP - 01 Accounts Payable	Ability to process international payments.	Pay Invoices		
ERP-01-272	ERP - 01 Accounts Payable	Ability to send emails to the suppliers immediately after the EFT/ACH payments are disbursed.	Pay Invoices		
ERP-01-273	ERP - 01 Accounts Payable	Ability to send separate remittance advice and payer notification reports as PDF attachments to the email.	Pay Invoices		
ERP-01-274	ERP - 01 Accounts Payable	Ability to send emails to the suppliers manually after the EFT/ACH payments are disbursed.	Pay Invoices		
ERP-01-275	ERP - 01 Accounts Payable	Ability to transmit EFT payment files automatically to the bank server.	Pay Invoices		
ERP-01-277	ERP - 01 Accounts Payable	Ability to transmit positive pay files automatically to the bank server.	Pay Invoices		
ERP-01-278	ERP - 01 Accounts Payable	Ability to generate positive pay files at any point in time and upload to the bank server.	Pay Invoices		
ERP-01-279	ERP - 01 Accounts Payable	Ability to print a Check register before and after printing Checks.	Pay Invoices		
ERP-01-280	ERP - 01 Accounts Payable	Ability to terminate the payment process as required.	Pay Invoices		
ERP-01-281	ERP - 01 Accounts Payable	Ability to void payments.	Pay Invoices		
ERP-01-282	ERP - 01 Accounts Payable	Ability to cancel an invoice while voiding a payment.	Pay Invoices		
ERP-01-283	ERP - 01 Accounts Payable	Ability to issue a new payment at the time of voiding a payment.	Pay Invoices		
ERP-01-284	ERP - 01 Accounts Payable	Ability to stop payments in Oracle.	Pay Invoices		
ERP-01-285	ERP - 01 Accounts Payable	Ability to confirm that the check payment has been processed successfully (e.g. checks have been printed without printer jam).	Pay Invoices		
ERP-01-289	ERP - 01 Accounts Payable	Ability to pay each invoice in a batch separately.	Pay Invoices		
ERP-01-290	ERP - 01 Accounts Payable	Ability to reconcile supplier payments in Oracle Cloud Cash Management.	Pay Invoices		
ERP-01-217	ERP - 01 Accounts Payable	Ability to future date payments/Bills Payables.	Payment Creation		
ERP-01-218	ERP - 01 Accounts Payable	Ability to group and collectively pay all invoices using check as a payment method.	Payment Creation		
ERP-01-220	ERP - 01 Accounts Payable	Ability to group and record all invoices that were processed manually at the bank using wire as a payment method.	Payment Creation		
ERP-01-221	ERP - 01 Accounts Payable	Ability to group and collectively pay all invoices using EFT/ACH as a payment method.	Payment Creation		
ERP-01-222	ERP - 01 Accounts Payable	Ability to pay the expense report invoices collectively in a batch.	Payment Creation		
ERP-01-223	ERP - 01 Accounts Payable	Ability to process individual payments for urgent needs.	Payment Creation		
ERP-01-168	ERP - 01 Accounts Payable	Ability to process the expense reimbursements transferred to Oracle Payables Cloud from Oracle Expenses Cloud.	Payment Request		
ERP-01-169	ERP - 01 Accounts Payable	Ability to add/modify expense report invoice information in Payables module.	Payment Request		
ERP-01-170	ERP - 01 Accounts Payable	Ability to default payment method for expense report invoices.	Payment Request		
ERP-01-172	ERP - 01 Accounts Payable	Ability to process invoices through Oracle Supplier Portal.	Payment Request		
ERP-01-173	ERP - 01 Accounts Payable	Ability to route supplier portal invoices for approval.	Payment Request		
ERP-01-175	ERP - 01 Accounts Payable	Ability to Withdraw approvals of supplier portal invoices.	Payment Request		
ERP-01-176	ERP - 01 Accounts Payable	Ability to resubmit the supplier portal Invoices in Payables.	Payment Request		

ERP-01-177	ERP - 01 Accounts Payable	Ability for approvers to take required action on the supplier portal invoices.	Payment Request		
ERP-01-178	ERP - 01 Accounts Payable	Ability to cancel supplier portal invoices from Accounts Payable dashboard.	Payment Request		
ERP-01-155	ERP - 01 Accounts Payable	Ability to cancel invoice(s).	Process Invoices		
ERP-01-156	ERP - 01 Accounts Payable	Ability to cancel invoice line(S).	Process Invoices		
ERP-01-157	ERP - 01 Accounts Payable	Ability to place Invoices on hold(Manual/system).	Process Invoices		
ERP-01-158	ERP - 01 Accounts Payable	Ability to release holds manually for invoice to be processed for payment.	Process Invoices		
ERP-01-167	ERP - 01 Accounts Payable	Ability to modify the payment method at the invoice level.	Process Invoices		
ERP-01-160	ERP - 01 Accounts Payable	Ability to support 2-way (PO-Invoice) match PO invoices in the system.	Process PO Matched Invoices		
ERP-01-161	ERP - 01 Accounts Payable	Ability to support 3-way (PO-Receipt-Invoice) match PO invoices in the system.	Process PO Matched Invoices		
ERP-01-163	ERP - 01 Accounts Payable	Ability to prevent matching of an invoice to a finally closed PO.	Process PO Matched Invoices		
ERP-01-164	ERP - 01 Accounts Payable	Ability to add/modify the tax code on a PO matched invoice	Process PO Matched Invoices		
ERP-01-165	ERP - 01 Accounts Payable	Ability to un-match/cancel PO matched line/ invoice	Process PO Matched Invoices		
ERP-01-308	ERP - 01 Accounts Payable	Ability to schedule seeded reports and automate report delivery through email.	Reports		
ERP-01-309	ERP - 01 Accounts Payable	Ability to automatically send an email to users when the scheduled job results in the event of failure/success.	Reports		
ERP-01-310	ERP - 01 Accounts Payable	Ability to reconcile AP Liability account in Payables with the AP Liability Account in General Ledger.	Reports		
ERP-01-311	ERP - 01 Accounts Payable	Ability to generate Payables to General Ledger reconciliation report.	Reports		
ERP-01-314	ERP - 01 Accounts Payable	Ability to drill down from custom reports to the purchase order in Oracle Cloud.	Reports		
ERP-01-355	ERP - 01 Accounts Payable	Ability to create a credit invoice in the Oracle System based money owing in the Assessment System.	Reports		
ERP-01-362	ERP - 01 Accounts Payable	Ability to have custom reports on the dashboard and to have a deep link leading back to underlying invoice	Reports		
ERP-01-019	ERP - 01 Accounts Payable	Ability to manually release system holds.	Set up		
ERP-01-003	ERP - 01 Accounts Payable	Ability to assign manual/automatic/gapless sequential numbering to supplier invoices.	Setup		
ERP-01-004	ERP - 01 Accounts Payable	Ability to assign manual/automatic/gapless sequential numbering to supplier payments.	Setup		
ERP-01-007	ERP - 01 Accounts Payable	Ability to group invoices to facilitate search/payment of invoices based on the group name.	Setup		
ERP-01-010	ERP - 01 Accounts Payable	Ability to create new payment terms.	Setup		
ERP-01-011	ERP - 01 Accounts Payable	Ability to override accounting for a PO matched invoice.	Setup		
ERP-01-012	ERP - 01 Accounts Payable	Ability to transfer additional information from a purchase order distribution to an invoice.	Setup		
ERP-01-015	ERP - 01 Accounts Payable	Ability to prevent deletion of invoice attachments.	Setup		
ERP-01-020	ERP - 01 Accounts Payable	Ability to setup Supplier Bank Accounts required for processing EFT payments in Oracle Cloud.	Setup		
ERP-01-021	ERP - 01 Accounts Payable	Ability to define aging periods for invoice aging reports.	Setup		
ERP-01-356	ERP - 01 Accounts Payable	Ability to have Descriptive Flex Field to link the supplier in AP to Assessment system in AR	Setup		
ERP-01-046	ERP - 01 Accounts Payable	Ability to create a location/address associated with the supplier	Supplier Address		
ERP-01-047	ERP - 01 Accounts Payable	Ability to specify the purpose of the address created	Supplier Address		

ERP-01-048	ERP - 01 Accounts Payable	Ability to inactivate supplier's address if no longer required	Supplier Address		
ERP-01-066	ERP - 01 Accounts Payable	Ability to route supplier creation for approval	Supplier Approval		
ERP-01-067	ERP - 01 Accounts Payable	Ability to route supplier creation approval to individual or multiple approvers	Supplier Approval		
ERP-01-068	ERP - 01 Accounts Payable	Ability to route supplier registration requests for approval to a single approver, to an approval group, job level or supervisory hierarchy	Supplier Approval		
ERP-01-069	ERP - 01 Accounts Payable	Ability to route supplier registration requests for approval in parallel to multiple approvers where the approval is completed by the first responder or in consensus	Supplier Approval		
ERP-01-070	ERP - 01 Accounts Payable	Ability to route supplier registration requests for approval in serial	Supplier Approval		
ERP-01-071	ERP - 01 Accounts Payable	Ability to approve or reject supplier registration requests and notify the status of the request to the requestor	Supplier Approval		
ERP-01-072	ERP - 01 Accounts Payable	Ability to withdraw supplier registration requests from approval	Supplier Approval		
ERP-01-073	ERP - 01 Accounts Payable	Ability to re-submit supplier registration requests after rejection and edits to requests	Supplier Approval		
ERP-01-074	ERP - 01 Accounts Payable	Ability to promote a supplier to perform dollar value purchasing transactions with the buying organization and routed to an approval workflow	Supplier Approval		
ERP-01-061	ERP - 01 Accounts Payable	Ability to create supplier contact and associate one or more contacts to supplier address	Supplier Contact		
ERP-01-022	ERP - 01 Accounts Payable	Ability to capture prospective suppliers in the system	Supplier Creation		
ERP-01-023	ERP - 01 Accounts Payable	Ability to specify spend authority for a supplier	Supplier Creation		
ERP-01-024	ERP - 01 Accounts Payable	Ability to promote a supplier to perform dollar value purchasing transactions with the buying organization	Supplier Creation		
ERP-01-025	ERP - 01 Accounts Payable	Ability to manually create a supplier in the application	Supplier Creation		
ERP-01-027	ERP - 01 Accounts Payable	Ability to prevent duplicate suppliers being created	Supplier Creation		
ERP-01-028	ERP - 01 Accounts Payable	Ability to capture tax information pertaining to a supplier	Supplier Creation		
ERP-01-029	ERP - 01 Accounts Payable	Ability to capture transaction tax information (including classifications) at supplier level for supplier's financial transactions	Supplier Creation		
ERP-01-030	ERP - 01 Accounts Payable	Ability to define tax reporting codes for supplier	Supplier Creation		
ERP-01-031	ERP - 01 Accounts Payable	Ability to define withholding tax registrations details and exemptions	Supplier Creation		
ERP-01-032	ERP - 01 Accounts Payable	Ability to capture a supplier's income tax details in Oracle Cloud	Supplier Creation		
ERP-01-033	ERP - 01 Accounts Payable	Ability to define a parent supplier in Oracle Cloud	Supplier Creation		
ERP-01-034	ERP - 01 Accounts Payable	Ability to automatically or manually assign a unique supplier number for each supplier	Supplier Creation		
ERP-01-035	ERP - 01 Accounts Payable	Ability to provide an alternate name for a supplier	Supplier Creation		
ERP-01-036	ERP - 01 Accounts Payable	Ability to classify a supplier based on category or their line of business	Supplier Creation		
ERP-01-037	ERP - 01 Accounts Payable	Ability to classify supplier based on their business and capture their certification details	Supplier Creation		
ERP-01-038	ERP - 01 Accounts Payable	Ability to inactivate a supplier for future transactions	Supplier Creation		
ERP-01-039	ERP - 01 Accounts Payable	Ability to attach additional documents/information to supplier records	Supplier Creation		
ERP-01-040	ERP - 01 Accounts Payable	Ability to capture additional supplier related information and identification numbers	Supplier Creation		
ERP-01-041	ERP - 01 Accounts Payable	Ability to create a supplier for one time use only	Supplier Creation		
ERP-01-042	ERP - 01 Accounts Payable	Ability to capture supplier's corporate and financial profile details	Supplier Creation		
ERP-01-043	ERP - 01 Accounts Payable	Ability to categorize suppliers based on goods and services they provide	Supplier Creation		

ERP-01-044	ERP - 01 Accounts Payable	Ability to select a default payment method for supplier	Supplier Creation		
ERP-01-045	ERP - 01 Accounts Payable	Ability to capture supplier's banking information and payment details	Supplier Creation		
ERP-01-026	ERP - 01 Accounts Payable	Ability to create suppliers in bulk using a spreadsheet upload	Supplier Creation using FBDI/supplier import		
ERP-01-062	ERP - 01 Accounts Payable	Ability to make changes in the supplier profile	Supplier Management		
ERP-01-063	ERP - 01 Accounts Payable	Ability to export the suppliers list to excel spreadsheet	Supplier Management		
ERP-01-064	ERP - 01 Accounts Payable	Ability to merge two suppliers and supplier documents	Supplier Management		
ERP-01-065	ERP - 01 Accounts Payable	Ability to view supplier's merge history details	Supplier Management		
ERP-01-350	ERP - 01 Accounts Payable	Ability to use Supplier portal for most of the PO and Non-PO invoice creation	Supplier portal		
ERP-01-363	ERP - 01 Accounts Payable	Ability for some suppliers to be able to create only PO matched invoices, while some others can create PO and Non PO invoices. Vigilant to check if page customizations can be achieved	Supplier portal		
ERP-01-364	ERP - 01 Accounts Payable	Ability to allow Invoice Tolerances for invoices created in the supplier portal	Supplier portal		
ERP-01-049	ERP - 01 Accounts Payable	Ability to link the supplier address to a supplier to enable processing of purchase order and payable invoices	Supplier Site		
ERP-01-050	ERP - 01 Accounts Payable	Ability to define purpose of the supplier site	Supplier Site		
ERP-01-051	ERP - 01 Accounts Payable	Ability to inactivate supplier site if no longer required	Supplier Site		
ERP-01-052	ERP - 01 Accounts Payable	Ability to enable a supplier site for B2B communication	Supplier Site		
ERP-01-053	ERP - 01 Accounts Payable	Ability to add defaults and controls at a supplier site to govern the purchasing activities performed on that site	Supplier Site		
ERP-01-054	ERP - 01 Accounts Payable	Ability to add defaults and controls at a supplier site to govern the receiving activities performed on that site	Supplier Site		
ERP-01-055	ERP - 01 Accounts Payable	Ability to add defaults and controls at a supplier site to govern the invoicing activities performed on that site	Supplier Site		
ERP-01-056	ERP - 01 Accounts Payable	Ability to manually apply and release payment holds on supplier site	Supplier Site		
ERP-01-057	ERP - 01 Accounts Payable	Ability to define payment terms for a supplier site	Supplier Site		
ERP-01-058	ERP - 01 Accounts Payable	Ability to define payment methods at supplier site level	Supplier Site		
ERP-01-059	ERP - 01 Accounts Payable	Ability to associate supplier sites with Procurement business units	Supplier Site Assignments		
ERP-01-060	ERP - 01 Accounts Payable	Ability to add default ship to and bill to locations to supplier profile for purchasing transactions	Supplier Site Assignments		
ERP-01-353	ERP - 01 Accounts Payable	Ability to configure Taxes for all Canadian provinces.	Taxes		
ERP-01-360	ERP - 01 Accounts Payable	Ability to roll up supplier deposits to be processed as a single Deposit.			
ERP-01-0368	ERP - 01 Accounts Payable	Ability to process vendor and employer payments (Legacy), and statements will be part of the Oracle supplier solution.			
ERP-01-0371	ERP - 01 Accounts Payable	Ability to produce the Nightly Reconciliation Reports for uploading to RBC Express.			
ERP-01-0373	ERP - 01 Accounts Payable	Ability to search/ manage invoices that are created in Oracle Cloud			
ERP-02-010	ERP - 02 Cash Management	Ability to support various file formats for bank statement upload.	Bank Statement		
ERP-02-012	ERP - 02 Cash Management	Ability to resolve import errors/warnings during bank statement upload.	Bank Statement		
ERP-02-013	ERP - 02 Cash Management	Ability to automate upload of bank statements provided by the bank.	Bank Statement		
ERP-02-026	ERP - 02 Cash Management	Ability to manually reconcile bank statements against system transactions.	Bank Statement Reconciliation		

ERP-02-027	ERP - 02 Cash Management	Ability to automatically reconcile check transactions against bank statements.	Bank Statement Reconciliation		
ERP-02-028	ERP - 02 Cash Management	Ability to automatically reconcile multiple EFT payments process in a payment batch against a consolidated bank statement line.	Bank Statement Reconciliation		
ERP-02-029	ERP - 02 Cash Management	Ability to automatically reconcile Wire transactions against bank statements.	Bank Statement Reconciliation		
ERP-02-030	ERP - 02 Cash Management	Ability to reconcile journal Lines for multiple cash account combinations.	Bank Statement Reconciliation		
ERP-02-031	ERP - 02 Cash Management	Ability to exclude reversal journal entries from bank statement reconciliation.	Bank Statement Reconciliation		
ERP-02-032	ERP - 02 Cash Management	Ability to reconcile zero amount system transactions.	Bank Statement Reconciliation		
ERP-02-035	ERP - 02 Cash Management	Ability to unreconciled transactions that are already reconciled.	Bank Statement Reconciliation		
ERP-02-036	ERP - 02 Cash Management	Ability to record/reconcile the adjustment entries on the bank statement for the errors made by the bank.	Bank Statement Reconciliation		
ERP-02-037	ERP - 02 Cash Management	Ability to record/reconcile the reversal entries on the bank statement for the errors made by the bank.	Bank Statement Reconciliation		
ERP-02-038	ERP - 02 Cash Management	Ability for the system to automatically identify, create, reconcile and account all non Oracle Sub Ledger cash transactions if required.	Bank Statement Reconciliation		
ERP-02-039	ERP - 02 Cash Management	Ability to automatically reconcile rejected payments	Bank Statement Reconciliation		
ERP-02-040	ERP - 02 Cash Management	Ability to Automatically Reconcile Bank Accounts for a Bank, Bank Branch or Legal Entity	Bank Statement Reconciliation		
ERP-02-041	ERP - 02 Cash Management	Ability to Reconcile Third-Party Rollup Payments	Bank Statement Reconciliation		
ERP-02-018	ERP - 02 Cash Management	Ability for the system to automatically recognize if a transaction is a debit or credit based on the transaction code.	Bank Statements		
ERP-02-019	ERP - 02 Cash Management	Ability for the users to easily identify the bank statement that is loaded into the system.	Bank Statements		
ERP-02-021	ERP - 02 Cash Management	Ability to attach supporting documents to a bank statement.	Bank Statements		
ERP-02-022	ERP - 02 Cash Management	Ability for the system to automatically use the previous statement's closing balance as the next statement's opening balance.	Bank Statements		
ERP-02-023	ERP - 02 Cash Management	Ability for the system to automatically calculate the statement's closing balance for a bank statement.	Bank Statements		
ERP-02-024	ERP - 02 Cash Management	Ability to automatically attach the electronic copy of the bank statement in the system.	Bank Statements		
ERP-02-025	ERP - 02 Cash Management	Ability to provide data (such as check number) required to enable the system to auto reconcile manually entered bank statements.	Bank Statements		
ERP-02-001	ERP - 02 Cash Management	Ability to create Banks in Oracle Cloud.	Banks, Branches and Accounts		
ERP-02-002	ERP - 02 Cash Management	Ability to create Bank Branches in Oracle Cloud.	Banks, Branches and Accounts		
ERP-02-003	ERP - 02 Cash Management	Ability to create Bank Accounts in Oracle Cloud.	Banks, Branches and Accounts		
ERP-02-004	ERP - 02 Cash Management	Ability to allow zero dollar payments from bank account.	Banks, Branches and Accounts		
ERP-02-006	ERP - 02 Cash Management	Ability to specify bank account usage across Oracle Cloud modules.	Banks, Branches and Accounts		
ERP-02-058	ERP - 02 Cash Management	Ability to transfer funds between internal bank accounts.	Cash Balances		
ERP-02-059	ERP - 02 Cash Management	Ability to view cash position for a group of bank accounts.	Cash Balances		
ERP-02-060	ERP - 02 Cash Management	Ability to view daily cash position.	Cash Positioning and Forecasting		
ERP-02-061	ERP - 02 Cash Management	Ability to generate a cash positioning report.	Cash Positioning and Forecasting		

ERP-02-062	ERP - 02 Cash Management	Ability to perform cash forecasting.	Cash Positioning and Forecasting		
ERP-02-063	ERP - 02 Cash Management	Ability to generate a cash forecasting report.	Cash Positioning and Forecasting		
ERP-02-064	ERP - 02 Cash Management	Ability to Review the consolidated cash balance and cash positioning for the cash pool.	Cash Positioning and Forecasting		
ERP-02-072	ERP - 02 Cash Management	Ability to load open transactions from the legacy system to Oracle Cloud Cash Management using 'Cash In Transit' template for opening balance conversion.	Conversions		
ERP-02-065	ERP - 02 Cash Management	Ability to follow payables period to record cash transactions.	Create Accounting		
ERP-02-066	ERP - 02 Cash Management	Ability to account for non Oracle Sub-ledger transactions.	Create Accounting		
ERP-02-067	ERP - 02 Cash Management	Ability to view journal entries for the accounted cash transactions.	Create Accounting		
ERP-02-043	ERP - 02 Cash Management	Ability to manually create transactions that are not originated in Oracle Cloud.	External Transactions		
ERP-02-044	ERP - 02 Cash Management	Ability to create transactions that are not originated in Oracle Cloud through a spreadsheet.	External Transactions		
ERP-02-045	ERP - 02 Cash Management	Ability to correct spreadsheet import errors while creating transactions that are not originated in Oracle Cloud.	External Transactions		
ERP-02-046	ERP - 02 Cash Management	Ability to attach supporting documents to an external transaction.	External Transactions		
ERP-02-047	ERP - 02 Cash Management	Ability to record the date when the cash activity is recognized in the bank account.	External Transactions		
ERP-02-050	ERP - 02 Cash Management	Ability to provide offset account on an unaccounted non Oracle Sub-ledger transaction.	External Transactions		
ERP-02-051	ERP - 02 Cash Management	Ability to override the offset account for an accounted external transaction.	External Transactions		
ERP-02-052	ERP - 02 Cash Management	Ability to void an unaccounted external transaction	External Transactions		
ERP-02-068	ERP - 02 Cash Management	Ability to generate Bank Statement Report.	Reports		
ERP-02-069	ERP - 02 Cash Management	Ability to generate Cash in Transit Report.	Reports		
ERP-02-070	ERP - 02 Cash Management	Ability to generate Cash to General Ledger Reconciliation Report.	Reports		
ERP-02-071	ERP - 02 Cash Management	Ability to drill down from custom reports to the transaction in Oracle Cloud.	Reports		
ERP-02-008	ERP - 02 Cash Management	Ability to create transaction codes based on the bank statement provided by the bank.	Set Up		
ERP-02-009	ERP - 02 Cash Management	Ability to view cash transactions created in other Oracle Cloud modules such as AP, AR, GL and Payroll (if implemented).	System Transactions		
ERP-03-040	ERP - 03 Expenses	Ability for the approver to reassign the approval process to another employee during planned absence.	Approval Setup		
ERP-03-041	ERP - 03 Expenses	Ability for the approver to delegate the approval process to another employee during planned absence.	Approval Setup		
ERP-03-042	ERP - 03 Expenses	Ability to setup expense report approval rules where approvers are determined by Position Hierarchy.	Approval Setup		
ERP-03-043	ERP - 03 Expenses	Ability to setup expense report approval rules where approvers are determined by job level.	Approval Setup		
ERP-03-044	ERP - 03 Expenses	Ability to setup serial approval (one after another) rules for expense reports.	Approval Setup		
ERP-03-046	ERP - 03 Expenses	Ability to send FYI notifications to approvers.	Approval Setup		
ERP-03-047	ERP - 03 Expenses	Ability for the approver to receive an approval notification when approvers need to take action.	Approval Setup		
ERP-03-049	ERP - 03 Expenses	Ability to route all expense report for audit approval.	Audit Setup		
ERP-03-050	ERP - 03 Expenses	Ability for the system to randomly select expense report for auditing based on specific rules.	Audit Setup		

ERP-03-051	ERP - 03 Expenses	Ability to specify maximum number of days to wait for original receipt package.	Audit Setup		
ERP-03-053	ERP - 03 Expenses	Ability to specify the number of policy violations allowed per month.	Audit Setup		
ERP-03-055	ERP - 03 Expenses	Ability to specify number of days an employee will remain on the Audit List.	Audit Setup		
ERP-03-056	ERP - 03 Expenses	Ability to setup notification Recipients for Audit, Reimbursement, and Corporate Card Transactions for Inactive Employee Notifications	Audit Setup		
ERP-03-135	ERP - 03 Expenses	Ability for an employee to request for cash prior to incurring the expense.	Cash Advance		
ERP-03-136	ERP - 03 Expenses	Ability for the manager to approve the advance payment request by the employees.	Cash Advance		
ERP-03-137	ERP - 03 Expenses	Ability for approvers to 'Approve' cash advance request submitted by employees.	Cash Advance		
ERP-03-138	ERP - 03 Expenses	Ability for approvers to 'Reject' cash advance request submitted by employees.	Cash Advance		
ERP-03-139	ERP - 03 Expenses	Ability to notify employees of the approved / rejected cash advance request.	Cash Advance		
ERP-03-140	ERP - 03 Expenses	Ability to notify employees if manager requested more information before approving the cash advance.	Cash Advance		
ERP-03-141	ERP - 03 Expenses	Ability to allow employees to resubmit for approval once the necessary adjustments have been made.	Cash Advance		
ERP-03-142	ERP - 03 Expenses	Ability for the auditor to approve the advance payment request by the employees.	Cash Advance		
ERP-03-143	ERP - 03 Expenses	Ability for the auditor to receive an approval request and should be able to approve, reject or request more information for the request.	Cash Advance		
ERP-03-144	ERP - 03 Expenses	Ability to notify employees, if additional information is requested by auditor.	Cash Advance		
ERP-03-145	ERP - 03 Expenses	Ability to directly deposit cash advance into the employees bank account.	Cash Advance		
ERP-03-146	ERP - 03 Expenses	Ability to apply cash advances to an expense report that are yet to be reimbursed.	Cash Advance		
ERP-03-147	ERP - 03 Expenses	Ability to request cash advance on behalf of another employee who is a delegated user.	Cash Advance		
ERP-03-129	ERP - 03 Expenses	Ability to create policies for cash advances that are issued to employees.	Cash Advance Setup		
ERP-03-130	ERP - 03 Expenses	Ability to route cash advances to manager for approval.	Cash Advance Setup		
ERP-03-131	ERP - 03 Expenses	Ability to route cash advances to auditor for approval.	Cash Advance Setup		
ERP-03-132	ERP - 03 Expenses	Ability to create an expense report with negative expense lines.	Cash Advance Setup		
ERP-03-133	ERP - 03 Expenses	Ability to provide cash clearing account to record the amount to be reclaimed from an employee.	Cash Advance Setup		
ERP-03-134	ERP - 03 Expenses	Ability to charge the expense account when the expense report is transferred to AP for processing.	Cash Advance Setup		
ERP-03-256	ERP - 03 Expenses	Ability to convert accrual mileage for current year from the legacy employee travel expense application into oracle.	Conversion		
ERP-03-066	ERP - 03 Expenses	Ability to enter project details while entering the expense item.	Expense Item Creation		
ERP-03-069	ERP - 03 Expenses	Ability to create Expense Items from Email Receipts.	Expense Item Creation		
ERP-03-167	ERP - 03 Expenses	Ability to scan a receipt and create an expense report automatically.	Expense Item Creation		
ERP-03-168	ERP - 03 Expenses	Ability to create expense items through quick entry.	Expense Item Creation		
ERP-03-169	ERP - 03 Expenses	Ability to create expense items through voice recording.	Expense Item Creation		
ERP-03-170	ERP - 03 Expenses	Ability to enter and upload the expense items through smartphone.	Expense Item Creation		
ERP-03-171	ERP - 03 Expenses	Ability to submit expense reports through smartphone (Oracle Expenses application).	Expense Item Creation		

ERP-03-172	ERP - 03 Expenses	Ability to enter project details while entering the expense item.	Expense Item Creation		
ERP-03-173	ERP - 03 Expenses	Ability to enter Mileage expenses using Smartphone.	Expense Item Creation		
ERP-03-174	ERP - 03 Expenses	Ability to itemize expenses while entering the expense items.	Expense Item Creation		
ERP-03-175	ERP - 03 Expenses	Ability to default the conversion rate for foreign currency expense report.	Expense Item Creation		
ERP-03-176	ERP - 03 Expenses	Ability to scan receipts through smartphone using Fusion Expenses app.	Expense Item Creation		
ERP-03-177	ERP - 03 Expenses	Ability to attach the receipts at line level.	Expense Item Creation		
ERP-03-178	ERP - 03 Expenses	Ability to restrict users from submitting expense report if receipt is missing (depending upon company's policy).	Expense Item Creation		
ERP-03-179	ERP - 03 Expenses	Ability to capture the receipt information.	Expense Item Creation		
ERP-03-180	ERP - 03 Expenses	Ability to make modifications to an expense item or expense report in web application that were submitted through mobile app.	Expense Item Creation		
ERP-03-181	ERP - 03 Expenses	Ability to validate policy violations for meals and accommodation.	Expense Item Creation		
ERP-03-182	ERP - 03 Expenses	Ability to upload the expense entered to the web browser.	Expense Item Creation		
ERP-03-183	ERP - 03 Expenses	Ability to submit the expense report for approval.	Expense Item Creation		
ERP-03-184	ERP - 03 Expenses	Ability to notify the approvers on any pending approval request.	Expense Item Creation		
ERP-03-265	ERP - 03 Expenses	Ability for the Oracle Travel Expense component to include the ability to verify that unused travel advance funds have been returned within 10 days of completing the travel.	Expense Report Creation		
ERP-03-266	ERP - 03 Expenses	Ability for the Oracle Travel Expense component to include the ability to recover unused travel advance funds through payroll deductions after 3 months.	Expense Report Creation		
ERP-03-261	ERP - 03 Expenses	Ability for the Oracle Travel Expense component to pay reimbursements by direct deposit.	Expense Report Payment		
ERP-03-087	ERP - 03 Expenses	Ability to enforce imaged receipt attachments for each expense item in an expense report.	Expense Reports		
ERP-03-089	ERP - 03 Expenses	Ability to drill down to expense reports and expense items from OTBI.	Expense Reports		
ERP-03-090	ERP - 03 Expenses	Ability to capture expense details from the receipt image using image recognition in the Expenses Android application.	Expense Reports		
ERP-03-094	ERP - 03 Expenses	Ability for approvers to 'Approve' an expense reports submitted by employees.	Expense Reports Approval		
ERP-03-095	ERP - 03 Expenses	Ability for approvers to 'Reject' an expense reports submitted by employees.	Expense Reports Approval		
ERP-03-096	ERP - 03 Expenses	Ability for approvers to 'Request More Information' on the expense reports submitted by employees.	Expense Reports Approval		
ERP-03-097	ERP - 03 Expenses	Ability for an approver to temporarily suspend the approval process on an expense report.	Expense Reports Approval		
ERP-03-098	ERP - 03 Expenses	Ability for the approver to resume the approval process on an expense report that was temporarily halted.	Expense Reports Approval		
ERP-03-099	ERP - 03 Expenses	Ability for approvers to reassign the approval authority to another user during the approval process.	Expense Reports Approval		
ERP-03-100	ERP - 03 Expenses	Ability to remind approvers to take action on any pending approvals within the specified number of days or time.	Expense Reports Approval		
ERP-03-101	ERP - 03 Expenses	Ability to escalate approvals to their managers when the approver does not take action within the specified number of days or time.	Expense Reports Approval		

ERP-03-102	ERP - 03 Expenses	Ability for the system to automatically start the approval process again (renew) or set to expire after the expiration.	Expense Reports Approval		
ERP-03-103	ERP - 03 Expenses	Ability to notify the employee for an expense report that is rejected/approved by the approver/manager.	Expense Reports Approval		
ERP-03-104	ERP - 03 Expenses	Ability for employees to submit the information requested by the approver/manager.	Expense Reports Approval		
ERP-03-105	ERP - 03 Expenses	Ability to allow/restrict employees from approving their own expense report.	Expense Reports Approval		
ERP-03-106	ERP - 03 Expenses	Ability to attach and submit receipt on an expense report which is already submitted for approval.	Expense Reports Approval		
ERP-03-187	ERP - 03 Expenses	Ability for managers to view the receipts attached to an ER before approval.	Expense Reports Approval		
ERP-03-188	ERP - 03 Expenses	Ability to review expense report status and comments for rejected reports.	Expense Reports Approval		
ERP-03-189	ERP - 03 Expenses	Ability for an approver to take 'approve' action on any pending notification.	Expense Reports Approval		
ERP-03-190	ERP - 03 Expenses	Ability for an approver to take 'reject' action on any pending notification.	Expense Reports Approval		
ERP-03-191	ERP - 03 Expenses	Ability for an approver to 'request more information' action on any expense report.	Expense Reports Approval		
ERP-03-107	ERP - 03 Expenses	Ability to view the expense report from auditor's screen.	Expense Reports Audit		
ERP-03-108	ERP - 03 Expenses	Ability to verify attached receipts and complete the audit process/approve Expense report.	Expense Reports Audit		
ERP-03-109	ERP - 03 Expenses	Ability to reject an expense report.	Expense Reports Audit		
ERP-03-110	ERP - 03 Expenses	Ability to request additional information from the employee.	Expense Reports Audit		
ERP-03-111	ERP - 03 Expenses	Ability to waive missing receipts and complete the audit process.	Expense Reports Audit		
ERP-03-113	ERP - 03 Expenses	Ability to automatically put the expense report on payment hold when the receipts are missing or overdue.	Expense Reports Audit		
ERP-03-114	ERP - 03 Expenses	Ability to release payment hold on expense reports.	Expense Reports Audit		
ERP-03-115	ERP - 03 Expenses	Ability for the auditor to reconfirm manager's approval in case of any ambiguity.	Expense Reports Audit		
ERP-03-116	ERP - 03 Expenses	Ability for the auditor to view the list of all approvers who approved a particular expense report.	Expense Reports Audit		
ERP-03-117	ERP - 03 Expenses	Ability for the auditors to return certain expense items in the expense report for employees review.	Expense Reports Audit		
ERP-03-118	ERP - 03 Expenses	Ability for an employee to resubmit the expense reports that are short paid by the auditor.	Expense Reports Audit		
ERP-03-119	ERP - 03 Expenses	Ability for the auditor to adjust the reimbursable amount as per company's policy.	Expense Reports Audit		
ERP-03-120	ERP - 03 Expenses	Ability to send FYI notifications to employees when the amount is adjusted.	Expense Reports Audit		
ERP-03-121	ERP - 03 Expenses	Ability for auditor to modify the default expense account coding for each expense item in the expense report.	Expense Reports Audit		
ERP-03-122	ERP - 03 Expenses	Ability for auditor to print expense report in pdf format with/without receipts.	Expense Reports Audit		
ERP-03-123	ERP - 03 Expenses	Ability for the system to automatically send an employee's expense report for auditing if the employee is in the audit list.	Expense Reports Audit		
ERP-03-124	ERP - 03 Expenses	Ability to manually add employee to the audit list.	Expense Reports Audit		
ERP-03-126	ERP - 03 Expenses	Ability for the auditor to view the status of the payments for an expense report that is transferred to Oracle Cloud Payables.	Expense Reports Audit		
ERP-03-128	ERP - 03 Expenses	Ability to transfer the expense reports to Oracle Fusion Payables Cloud for reimbursement after the approval process.	Expense Reports Audit		

ERP-03-057	ERP - 03 Expenses	Ability to capture purpose for creation of expense reports.	Expense Reports Creation		
ERP-03-060	ERP - 03 Expenses	Ability to create and upload the expenses incurred by the employees using spreadsheet.	Expense Reports Creation		
ERP-03-061	ERP - 03 Expenses	Ability to itemize expense lines during expense report creation.	Expense Reports Creation		
ERP-03-062	ERP - 03 Expenses	Ability to account all the expenses incurred by employees in the Oracle Cloud Payables.	Expense Reports Creation		
ERP-03-065	ERP - 03 Expenses	Ability to attach one or more receipts to an expense report.	Expense Reports Creation		
ERP-03-070	ERP - 03 Expenses	Ability to delegate the creation of one's expense report to another employee.	Expense Reports Creation		
ERP-03-071	ERP - 03 Expenses	Ability for the delegated user to submit expense report for multiple owners at the same time.	Expense Reports Creation		
ERP-03-072	ERP - 03 Expenses	Ability to provide delegates with the access to enter Project/Accounting on behalf of delegators.	Expense Reports Creation		
ERP-03-073	ERP - 03 Expenses	Ability to end date access of creating expense reports on behalf of other employees.	Expense Reports Creation		
ERP-03-074	ERP - 03 Expenses	Ability to duplicate the expense report.	Expense Reports Creation		
ERP-03-075	ERP - 03 Expenses	Ability to modify an expense report that is already submitted for approval.	Expense Reports Creation		
ERP-03-076	ERP - 03 Expenses	Ability to restrict user from expense report submission when the company's expense policy is violated.	Expense Reports Creation		
ERP-03-077	ERP - 03 Expenses	Ability to warn users and allow submission of expense report when the company's expense policy is violated.	Expense Reports Creation		
ERP-03-078	ERP - 03 Expenses	Ability to take action on an expense report from a carousel display.	Expense Reports Creation		
ERP-03-079	ERP - 03 Expenses	Ability to search for an expense report based on various criteria.	Expense Reports Creation		
ERP-03-080	ERP - 03 Expenses	Ability to perform a quick search for an expense report.	Expense Reports Creation		
ERP-03-081	ERP - 03 Expenses	Ability to deactivate the bank account of employee.	Expense Reports Creation		
ERP-03-082	ERP - 03 Expenses	Ability to automatically calculate trip distance using Oracle Cloud Map Service.	Expense Reports Creation		
ERP-03-083	ERP - 03 Expenses	Ability to create mileage expense report using the frequently used locations created for the organization.	Expense Reports Creation		
ERP-03-085	ERP - 03 Expenses	Ability to split the total reimbursable amount on an expense item across multiple projects based on certain percentage.	Expense Reports Creation		
ERP-03-192	ERP - 03 Expenses	Ability to view history of the expense items and reports.	Expense Reports History		
ERP-03-251	ERP - 03 Expenses	Ability to default payment terms on all expense reports that are transferred to Oracle Cloud Expenses Payables for reimbursement.	Expense Reports Payment		
ERP-03-252	ERP - 03 Expenses	Ability for an employee to enter their own bank account details for expense reimbursement.	Expense Reports Payment		
ERP-03-253	ERP - 03 Expenses	Ability for an employee to receive checks to designated remit to address.	Expense Reports Payment		
ERP-03-255	ERP - 03 Expenses	Ability to update the status of the expense reports as "Paid"	Expense Reports Payment		
ERP-03-193	ERP - 03 Expenses	Ability to select valid values for descriptive flex fields with SQL-based value sets in the Expenses Mobile Application.	Expenses mobile app		
ERP-03-194	ERP - 03 Expenses	Ability to enforce Meals and Accommodations policies in Expenses Android Application.	Expenses mobile app		
ERP-03-195	ERP - 03 Expenses	Ability to capture expense details from receipts using Expenses iOS Application.	Expenses mobile app		
ERP-03-196	ERP - 03 Expenses	Ability to Search for Projects and Tasks to Assign to Expense Items in the Expenses Mobile Applications	Expenses mobile app		
ERP-03-161	ERP - 03 Expenses	Ability to install the Oracle Fusion Expenses Mobile App on any smartphone devices.	Mobile App Setup		

ERP-03-162	ERP - 03 Expenses	Ability to authenticate Mobile expense users on the Mobile App.	Mobile App Setup		
ERP-03-163	ERP - 03 Expenses	Ability to sign-in to Expenses Mobile App by providing the required web address.	Mobile App Setup		
ERP-03-164	ERP - 03 Expenses	Ability to allow the Expense Mobile application to save the login details on the mobile device.	Mobile App Setup		
ERP-03-165	ERP - 03 Expenses	Ability to setup frequency of synchronization of data between mobile app and Oracle Cloud Web application.	Mobile App Setup		
ERP-03-166	ERP - 03 Expenses	Ability to setup default image size for the receipts.	Mobile App Setup		
ERP-03-260	ERP - 03 Expenses	Ability to display contextual help for all fields in the Travel Expense Component.	Oracle Guided Learning		
ERP-03-269	ERP - 03 Expenses	Ability for the Finance Department to run/create reports using search and filter by status, date, employee, etc. for the Travel Expense Component.	Reports		
ERP-03-001	ERP - 03 Expenses	Ability to provide access to employees to perform expense related activities.	Setup		
ERP-03-002	ERP - 03 Expenses	Ability to create one or more expense template where all the business related expenses can be added.	Setup		
ERP-03-003	ERP - 03 Expenses	Ability to associate an expense charge account for each of the expenses	Setup		
ERP-03-004	ERP - 03 Expenses	Ability to capture additional information during expense report creation.	Setup		
ERP-03-005	ERP - 03 Expenses	Ability to remove an expense item from the template which the company no longer reimburse their employees.	Setup		
ERP-03-006	ERP - 03 Expenses	Ability to auto generate unique number for every expense report that are created in the application.	Setup		
ERP-03-007	ERP - 03 Expenses	Ability to attach receipts to expense items.	Setup		
ERP-03-008	ERP - 03 Expenses	Ability to allow/prevent employee from submitting an expense report based on receipt requirement.	Setup		
ERP-03-009	ERP - 03 Expenses	Ability to automatically track overdue receipts after expense report submission.	Setup		
ERP-03-013	ERP - 03 Expenses	Ability to create expense policy for expense category 'Accommodations'.	Setup		
ERP-03-014	ERP - 03 Expenses	Ability to create expense policy for expense category 'Airfare'.	Setup		
ERP-03-015	ERP - 03 Expenses	Ability to create expense policy for expense category 'Car Rental'.	Setup		
ERP-03-016	ERP - 03 Expenses	Ability to create expense policy for expense category 'Entertainment'.	Setup		
ERP-03-018	ERP - 03 Expenses	Ability to create expense policy for expense category 'Miscellaneous'.	Setup		
ERP-03-019	ERP - 03 Expenses	Ability to create expense policy for expense category 'Per diem'.	Setup		
ERP-03-020	ERP - 03 Expenses	Ability to create expense policy for expense category 'Mileage '.	Setup		
ERP-03-021	ERP - 03 Expenses	Ability to automatically calculate the reimbursable mileage amount based on the distance travelled.	Setup		
ERP-03-022	ERP - 03 Expenses	Ability to display/capture tax related information on expense reports submitted by employees.	Setup		
ERP-03-023	ERP - 03 Expenses	Ability to use taxes defined for Payables for Employee Expenses without having to define new taxes for the expenses module.	Setup		
ERP-03-024	ERP - 03 Expenses	Ability to define separate taxes for Employee Expenses for the expenses module.	Setup		
ERP-03-025	ERP - 03 Expenses	Ability to default tax code for an expense item if required.	Setup		
ERP-03-026	ERP - 03 Expenses	Ability for Oracle Cloud Expenses to follow Oracle Cloud Payables period to account the expense transactions.	Setup		
ERP-03-027	ERP - 03 Expenses	Ability to display/ hide or mandate the associated fields for expense category Accommodations.	Setup		

ERP-03-028	ERP - 03 Expenses	Ability to display/ hide or mandate the associated fields for expense category Airfare.	Setup		
ERP-03-029	ERP - 03 Expenses	Ability to display/ hide or mandate the associated fields for expense category Car Rental.	Setup		
ERP-03-030	ERP - 03 Expenses	Ability to display/ hide or mandate the associated fields for expense category Entertainment.	Setup		
ERP-03-031	ERP - 03 Expenses	Ability to display/ hide or mandate the associated fields for expense category Meals.	Setup		
ERP-03-032	ERP - 03 Expenses	Ability to display/ hide or mandate the associated fields for expense category Mileage.	Setup		
ERP-03-033	ERP - 03 Expenses	Ability to display/ hide or mandate the associated fields for expense category Miscellaneous.	Setup		
ERP-03-034	ERP - 03 Expenses	Ability to display/ hide or mandate the associated fields for expense category Per Diem.	Setup		
ERP-03-037	ERP - 03 Expenses	Ability to allow users to accept terms and conditions from the actionable cards when submitting expense reports from the Expenses work area.	Setup		
ERP-03-038	ERP - 03 Expenses	Ability to setup approval for delegated expense report.	Setup		
ERP-03-039	ERP - 03 Expenses	Ability to approve the expense report in parallel or in sequence by managers or auditors.	Setup		
ERP-03-270	ERP - 03 Expenses	Ability to reimburse Business Insurance to a maximum of $400 per year to (Management and non-bargaining/non-management employees.			
ERP-03-272	ERP - 03 Expenses	Ability to retrieve the supervisory hierarchy and banking details for the employees from HCM.			
ERP-04-094	ERP - 04 Fixed Assets	Ability to modify the financial details of an asset.	Adjust Asset		
ERP-04-095	ERP - 04 Fixed Assets	Ability to change the depreciation expense account of an asset	Adjust Asset		
ERP-04-096	ERP - 04 Fixed Assets	Ability to reclassify asset to a different category.	Adjust Asset		
ERP-04-097	ERP - 04 Fixed Assets	Ability to transfer assets to a different location	Adjust Asset		
ERP-04-098	ERP - 04 Fixed Assets	Ability to assign assets to a user.	Asset Assignment		
ERP-04-028	ERP - 04 Fixed Assets	Ability to allow impairment of assets	Asset Book Setup		
ERP-04-029	ERP - 04 Fixed Assets	Ability to allow journal entries to be posted to the general ledger	Asset Book Setup		
ERP-04-030	ERP - 04 Fixed Assets	Ability to allow assets to be added to the physical inventory	Asset Book Setup		
ERP-04-031	ERP - 04 Fixed Assets	Ability to capture leased assets	Asset Book Setup		
ERP-04-032	ERP - 04 Fixed Assets	Ability to determine the date of capitalization for an asset	Asset Book Setup		
ERP-04-033	ERP - 04 Fixed Assets	Ability to ensure overhead costs can be capitalized along with the invoice cost	Asset Book Setup		
ERP-04-036	ERP - 04 Fixed Assets	Ability to ensure the annual depreciation and the total period depreciation for the fiscal year reconciles.	Asset Book Setup		
ERP-04-037	ERP - 04 Fixed Assets	Ability to define default segment values to use for Asset transaction journals	Asset Book Setup		
ERP-04-038	ERP - 04 Fixed Assets	Ability to define the Natural Accounts used for retirement transactions	Asset Book Setup		
ERP-04-015	ERP - 04 Fixed Assets	Ability to define the number of periods in a fiscal year	Asset Calendar Setup		
ERP-04-016	ERP - 04 Fixed Assets	Ability to define period names for the fiscal year	Asset Calendar Setup		
ERP-04-017	ERP - 04 Fixed Assets	Ability to suffix the period name with the calendar year or fiscal year	Asset Calendar Setup		
ERP-04-093	ERP - 04 Fixed Assets	Ability to capitalize CIP assets.	Asset Capitalization		
ERP-04-069	ERP - 04 Fixed Assets	Ability to determine whether an asset will be used for leases or not.	Asset Category Setup		
ERP-04-073	ERP - 04 Fixed Assets	Ability to create expensed asset categories	Asset Category Setup		
ERP-04-075	ERP - 04 Fixed Assets	Ability to specify General Ledger accounts to be used for journal entries to each category specifically.	Asset Category Setup		
ERP-04-076	ERP - 04 Fixed Assets	Ability to specify General Ledger accounts to be used for journal entries to each category based on options chosen in Asset Book setup.	Asset Category Setup		

ERP-04-077	ERP - 04 Fixed Assets	Ability to specify the default depreciation rules for asset categories	Asset Category Setup		
ERP-04-081	ERP - 04 Fixed Assets	Ability to manually create assets.	Asset Creation		
ERP-04-082	ERP - 04 Fixed Assets	Ability to capitalize payables invoices.	Asset Creation		
ERP-04-083	ERP - 04 Fixed Assets	Ability to receive Construction-in-Progress (CIP) information from the accounts payables module.	Asset Creation		
ERP-04-084	ERP - 04 Fixed Assets	Ability to capitalize projects	Asset Creation		
ERP-04-087	ERP - 04 Fixed Assets	Ability to assign classification details to an asset.	Asset Creation		
ERP-04-088	ERP - 04 Fixed Assets	Ability to add descriptive details to the assets	Asset Creation		
ERP-04-089	ERP - 04 Fixed Assets	Ability to add a new asset to an existing asset.	Asset Creation		
ERP-04-091	ERP - 04 Fixed Assets	Ability to manually create Construction-in-Progress (CIP) assets.	Asset Creation		
ERP-04-092	ERP - 04 Fixed Assets	Ability to create Expensed Assets for tracking purposes.	Asset Creation		
ERP-04-099	ERP - 04 Fixed Assets	Ability to capture impairment of an asset	Asset Impairment		
ERP-04-007	ERP - 04 Fixed Assets	Ability to group assets based on additional common features	Asset Key FlexField Setup		
ERP-04-112	ERP - 04 Fixed Assets	Ability to review assets financial details, depreciation details and transactional details.	Asset Queries		
ERP-04-102	ERP - 04 Fixed Assets	Ability to retire an asset.	Asset Retirement		
ERP-04-104	ERP - 04 Fixed Assets	Ability to reinstate an asset	Asset Retirement		
ERP-04-063	ERP - 04 Fixed Assets	Ability to specify the threshold amount to automatically capitalize asset lines transferred from other sub-ledgers.	Capitalization Threshold		
ERP-04-064	ERP - 04 Fixed Assets	Ability to automatically depreciate the assets with low value within the year of acquisition or in the first year of life.	Capitalization Threshold		
ERP-04-001	ERP - 04 Fixed Assets	Ability to group assets based on similar characteristics.	Category FlexField Setup		
ERP-04-002	ERP - 04 Fixed Assets	Ability to define multiple segments for the categories. E.g. Computer Equipment - 1. Monitors 2. Others Intangibles: 1. S/W 2. System Development 3. Professional Services Buildings and Improvements 1. Buildings and Improvements Furniture and Fixtures, 1. Office Furniture 2. Other	Category FlexField Setup		
ERP-04-003	ERP - 04 Fixed Assets	Ability to relate one segment with another if more than two segments are used by the WorkplaceNL for Asset Category.	Category FlexField Setup		
ERP-04-111	ERP - 04 Fixed Assets	Ability to automatically transfer and post all asset related journal entries to general ledger.	Create Accounting		
ERP-04-106	ERP - 04 Fixed Assets	Ability to calculate depreciation based on the depreciation factors assigned to the asset.	Depreciation		
ERP-04-108	ERP - 04 Fixed Assets	Ability to suspend/resume depreciation	Depreciation		
ERP-04-109	ERP - 04 Fixed Assets	Ability to re-calculate depreciation starting from the date placed in service, when changes are made to an asset.	Depreciation		
ERP-04-110	ERP - 04 Fixed Assets	Ability to make adjustments, run depreciation and then close the periods.	Depreciation		
ERP-04-105	ERP - 04 Fixed Assets	Ability to create various depreciation basis amounts other than the Cost or Net book value that can be used for calculating depreciation.	Depreciation Basis Rule		
ERP-04-020	ERP - 04 Fixed Assets	Ability to use different depreciation methods	Depreciation Method Setup		

ERP-04-014	ERP - 04 Fixed Assets	Ability to define fiscal years for asset reporting	Fiscal Calendar Setup		
ERP-04-148	ERP - 04 Fixed Assets	Ability to interface asset details to third party application to print bar codes/tags for the assets.	Interfaces		
ERP-04-129	ERP - 04 Fixed Assets	Ability to create "Property and Equipment" leases.	Lease Accounting		
ERP-04-130	ERP - 04 Fixed Assets	Ability to generate lease accounting entries as per the accounting standards applicable to the WorkplaceNL.	Lease Accounting		
ERP-04-132	ERP - 04 Fixed Assets	Ability to generate Amortization schedule using "Daily/Periodic amortization" method.	Lease Accounting		
ERP-04-133	ERP - 04 Fixed Assets	Ability to review amortization schedule for the lease that includes both Right of use Amortization and Liability Amortization amounts	Lease Accounting		
ERP-04-134	ERP - 04 Fixed Assets	Ability to automate the numbering of Assets and Leases.	Lease Accounting		
ERP-04-135	ERP - 04 Fixed Assets	Ability to create Discount rates applicable for the organization and associate with the leases.	Lease Accounting		
ERP-04-136	ERP - 04 Fixed Assets	Ability to create "Payment term templates" which can be used to default payment information at the time of lease creation.	Lease Accounting		
ERP-04-138	ERP - 04 Fixed Assets	Ability to add different "Options" applicable for the lease and provide relevant details of the option.	Lease Accounting		
ERP-04-139	ERP - 04 Fixed Assets	Ability to attach lease related business documents	Lease Accounting		
ERP-04-115	ERP - 04 Fixed Assets	Ability to record leases	Lease Management		
ERP-04-116	ERP - 04 Fixed Assets	Ability to capture lessor information	Lease Management		
ERP-04-117	ERP - 04 Fixed Assets	Ability to determine the lease period	Lease Management		
ERP-04-118	ERP - 04 Fixed Assets	Ability to determine the frequency of lease payments	Lease Management		
ERP-04-119	ERP - 04 Fixed Assets	Ability to capture method of payment	Lease Management		
ERP-04-120	ERP - 04 Fixed Assets	Ability to capture periodic lease payment details	Lease Management		
ERP-04-121	ERP - 04 Fixed Assets	Ability to capture one time payments associated to the lease	Lease Management		
ERP-04-122	ERP - 04 Fixed Assets	Ability to review amortization schedule for the lease	Lease Management		
ERP-04-123	ERP - 04 Fixed Assets	Ability to capture assets as per the lease document	Lease Management		
ERP-04-124	ERP - 04 Fixed Assets	Ability to update lease financial terms	Lease Management		
ERP-04-125	ERP - 04 Fixed Assets	Ability to terminate a lease	Lease Management		
ERP-04-126	ERP - 04 Fixed Assets	Ability to calculate lease expense	Lease Management		
ERP-04-128	ERP - 04 Fixed Assets	Ability to generate periodic lease invoices	Lease Payments		
ERP-04-004	ERP - 04 Fixed Assets	Ability to track assets based on their physical location.	Location FlexField Setup		
ERP-04-005	ERP - 04 Fixed Assets	Ability to define multiple segments for locations.	Location FlexField Setup		
ERP-04-006	ERP - 04 Fixed Assets	Ability to determine whether capturing the location will be mandatory for assets	Location FlexField Setup		
ERP-04-113	ERP - 04 Fixed Assets	Ability to review pending and completed asset additions and transactions.	Manage Assets		
ERP-04-086	ERP - 04 Fixed Assets	Ability to merge multiple invoice or asset lines into a single asset	Merge Asset Line		
ERP-04-090	ERP - 04 Fixed Assets	Ability to place assets in service to start depreciation calculations.	Place In Service		
ERP-04-067	ERP - 04 Fixed Assets	Ability to define preferences for user interface settings and application behaviours	Profile Options Setup		
ERP-04-018	ERP - 04 Fixed Assets	Ability to determine when an asset will start depreciating.	Prorate Convention Setup		
ERP-04-019	ERP - 04 Fixed Assets	Ability to determine when an asset will stop depreciating	Prorate Convention Setup		
ERP-04-042	ERP - 04 Fixed Assets	Ability to choose to allow revaluation of Asset book	Revaluation		
ERP-04-043	ERP - 04 Fixed Assets	Ability to eliminate the accumulated depreciation and accumulated impairment loss against the gross carrying amount of the asset while performing the revaluation of Assets	Revaluation		
ERP-04-044	ERP - 04 Fixed Assets	Ability to calculate the accumulated depreciation as the difference between gross and the carrying amounts without the revaluation of the accumulated impairment loss.	Revaluation		

ERP-04-045	ERP - 04 Fixed Assets	Ability to revalue depreciation reserve	Revaluation		
ERP-04-046	ERP - 04 Fixed Assets	Ability to revalue Year-to-date Depreciation	Revaluation		
ERP-04-047	ERP - 04 Fixed Assets	Ability to amortize revaluation reserve	Revaluation		
ERP-04-048	ERP - 04 Fixed Assets	Ability to retire revaluation reserve	Revaluation		
ERP-04-049	ERP - 04 Fixed Assets	Ability to include current year-to-date depreciation in the Revaluation of the asset	Revaluation		
ERP-04-050	ERP - 04 Fixed Assets	Ability to determine how the revaluation should be performed under the 'Cost revaluation' method.	Revaluation		
ERP-04-051	ERP - 04 Fixed Assets	Ability to determine how the revaluation should be performed under the 'Net book value' revaluation method.	Revaluation		
ERP-04-052	ERP - 04 Fixed Assets	Ability to capture Gain on 'Revaluation reserve' in a separate account at the time of retirement of asset.	Revaluation		
ERP-04-053	ERP - 04 Fixed Assets	Ability to capture loss on 'Revaluation reserve' in a separate account at the time of retirement of asset.	Revaluation		
ERP-04-054	ERP - 04 Fixed Assets	Ability to revalue fully reserved assets	Revaluation		
ERP-04-055	ERP - 04 Fixed Assets	Ability to revalue fully reserved assets which uses life-based depreciation methods, without extending the life of the asset.	Revaluation		
ERP-04-056	ERP - 04 Fixed Assets	Ability to determine how the revaluation should be performed under the 'Cost revaluation' method for 'Fully reserved assets' which uses 'Life-Based Depreciation Methods' and have financial transactions associated with them in the past periods.	Revaluation		
ERP-04-057	ERP - 04 Fixed Assets	Ability to determine how the revaluation should be performed under the 'Cost revaluation' method for 'Fully reserved assets' which uses 'Life-Based Depreciation Methods' and have no financial transactions associated with them in past periods.	Revaluation		
ERP-04-058	ERP - 04 Fixed Assets	Ability to determine how the revaluation should be performed under the 'Cost revaluation' method for 'Fully reserved assets' which uses 'Non Life-Based Depreciation Methods'.	Revaluation		
ERP-04-059	ERP - 04 Fixed Assets	Ability to determine how the revaluation should be performed for 'Fully reserved assets' under the 'Net book value' revaluation method.	Revaluation		
ERP-04-060	ERP - 04 Fixed Assets	Ability to create appropriate accounting entries for the asset revaluation	Revaluation		
ERP-04-061	ERP - 04 Fixed Assets	Ability to perform 'Capital fund' accounting.	Revaluation		
ERP-04-062	ERP - 04 Fixed Assets	Ability to automatically transfer the amortization costs, write-offs and other costs related to assets charged income and expenditure account from general fund to 'Capital fund'.	Revaluation		
ERP-04-144	ERP - 04 Fixed Assets	Ability to review journal entries.	Review Journals		
ERP-04-146	ERP - 04 Fixed Assets	Ability to generate reconciliation reports.	Run FA reports		
ERP-04-085	ERP - 04 Fixed Assets	Ability to split a payables invoice comprising multiple units to assign them to several locations.	Split Asset Line		
ERP-04-011	ERP - 04 Fixed Assets	Ability to assign a unique numeric identifier to each asset automatically.	System Control Setup		
ERP-04-012	ERP - 04 Fixed Assets	Ability to define a starting number for asset numbering	System Control Setup		
ERP-04-145	ERP - 04 Fixed Assets	Ability to view future depreciation of assets.	What-If Depreciation		
ERP-05-001	ERP - 05 General Ledger	Ability to create a multi-dimensional view of financial information for management, statutory and regulatory reporting requirements.	Chart of Accounts		
ERP-05-137	ERP - 05 General Ledger	Ability to convert up to 2 years of GL balances from legacy general ledger in new chart of accounts.	Conversion		
ERP-06-066	ERP - 06 Project Costing and Billings	Ability to Adjust Transactions in Projects	Adjust Project Costs		
ERP-06-039	ERP - 06 Project Costing and Billings	Ability to generate baseline budget from a project plan	Budget Creation		
ERP-06-040	ERP - 06 Project Costing and Billings	Ability to define a new budget for a project	Budget Creation		
ERP-06-041	ERP - 06 Project Costing and Billings	Ability to revise/update budgets	Budget Creation		

ERP-06-050	ERP - 06 Project Costing and Billings	Ability to add a miscellaneous cost to a project.	Capture Project Costs		
ERP-06-065	ERP - 06 Project Costing and Billings	Ability to validate transactions in the projects module.	Capture Project Costs		
ERP-06-067	ERP - 06 Project Costing and Billings	Ability to add new or adjust existing Expenditure items	Capture Project Costs		
ERP-06-072	ERP - 06 Project Costing and Billings	Ability to create capitalized invoices for projects	Capture Project Costs		
ERP-06-076	ERP - 06 Project Costing and Billings	Ability to record accounting for Project Transactions	Create Accounting		
ERP-06-073	ERP - 06 Project Costing and Billings	Ability to generate asset lines	Generate Asset Lines		
ERP-06-047	ERP - 06 Project Costing and Billings	Ability to Import and verify Project related commitments to Project costing	Import Project Commitments		
ERP-06-044	ERP - 06 Project Costing and Billings	Ability to create Transactions in sub ledger and seamlessly interface the costs to Oracle Cloud Projects.	Import Project Costs		
ERP-06-045	ERP - 06 Project Costing and Billings	Ability to Burden costs for a project	Import Project Costs		
ERP-06-046	ERP - 06 Project Costing and Billings	Ability to import and verify Project related costs into Project Costing.	Import Project Costs		
ERP-06-064	ERP - 06 Project Costing and Billings	Ability to schedule or run manually the import program to get costs into Projects	Import Project Costs		
ERP-06-018	ERP - 06 Project Costing and Billings	Ability to define Financial Plan Type	Project Control Setup		
ERP-06-078	ERP - 06 Project Costing and Billings	Ability to import existing projects from legacy system into Oracle Fusion Projects	Project Conversion		
ERP-06-021	ERP - 06 Project Costing and Billings	Ability to capture burdening	Project Costing Setup		
ERP-06-022	ERP - 06 Project Costing and Billings	Ability to define Burden Structures	Project Costing Setup		
ERP-06-024	ERP - 06 Project Costing and Billings	Ability to enforce budgetary controls	Project Costing Setup		
ERP-06-025	ERP - 06 Project Costing and Billings	Ability to define control levels to the budget	Project Costing Setup		
ERP-06-034	ERP - 06 Project Costing and Billings	Ability to create new projects from project templates or from another project	Project Creation		
ERP-06-035	ERP - 06 Project Costing and Billings	Ability to change project Plan in a newly created project	Project Creation		
ERP-06-036	ERP - 06 Project Costing and Billings	Ability to add new team members to the project	Project Creation		
ERP-06-037	ERP - 06 Project Costing and Billings	Ability to update the work breakdown structure in a project	Project Creation		
ERP-06-038	ERP - 06 Project Costing and Billings	Ability to Add resources to the task	Project Creation		
ERP-06-042	ERP - 06 Project Costing and Billings	Ability to update the status of a project	Project Creation		
ERP-06-001	ERP - 06 Project Costing and Billings	Ability to set the Project Accounting Calendar and General Accounting Calendar to be the same	Project Foundation Setup		
ERP-06-002	ERP - 06 Project Costing and Billings	Ability to create new Project Template to default information into a project	Project Foundation Setup		
ERP-06-003	ERP - 06 Project Costing and Billings	Ability for Project Administrators and System Administrators to have the option to create/update templates and also have the capability to use an existing project to prepare new templates as well.	Project Foundation Setup		
ERP-06-004	ERP - 06 Project Costing and Billings	Ability to define Project units as organizations which can be used to own and incur transactions related to a project	Project Foundation Setup		
ERP-06-005	ERP - 06 Project Costing and Billings	Ability to create new expenditure type	Project Foundation Setup		
ERP-06-006	ERP - 06 Project Costing and Billings	Ability to create project units for capturing project costs.	Project Foundation Setup		
ERP-06-007	ERP - 06 Project Costing and Billings	Ability to create unique project numbering and match the GL calendar.	Project Foundation Setup		
ERP-06-008	ERP - 06 Project Costing and Billings	Ability to configure Project Accounting Business Function

a - Organizational hierarchies will not be used in Projects. It will be retained in the HR system.
b - GL Calendar will be used
c - All transactions will be in CAD
d - The same asset book (corporate book) will be used for projects
e - Business unit will be used as Project units | Project Foundation Setup | | |
| ERP-06-10 | ERP - 06 Project Costing and Billings | Ability to enable the creation of New Project Type. | Project Foundation Setup | | |

ERP-06-011	ERP - 06 Project Costing and Billings	Ability to configure the General Ledger accounting periods to be used for the Projects Calendar. The periods will be calendar months.	Project Foundation Setup		
ERP-06-012	ERP - 06 Project Costing and Billings	Ability to define Project roles	Project Foundation Setup		
ERP-06-016	ERP - 06 Project Costing and Billings	Ability to create and maintain rate schedule for labor costs.	Project Foundation Setup		
ERP-06-017	ERP - 06 Project Costing and Billings	Ability to define custom Resource Breakdown Structure	Project Foundation Setup		
ERP-06-043	ERP - 06 Project Costing and Billings	Ability to set the Project Accounting Periods. Project periods will be opened and close during period end to ensure proper financial period close occurs in the subledger as well.	Project Period Close/Open		
ERP-06-077	ERP - 06 Project Costing and Billings	Ability to close the Project Period at the end of the month.	Project Period Close/Open		
ERP-06-033	ERP - 06 Project Costing and Billings	Ability to Add Mapping Sets	Projects Setup		
ERP-06-049	ERP - 06 Project Costing and Billings	Ability to verify the impact of making a PO an actual cost when the PO is matched to an Invoice	Review Project Commitments		
ERP-06-048	ERP - 06 Project Costing and Billings	Ability to verify the impact of the imported costs in the project on the budget and verify the Actuals vs the Budgets	Review Project Costs		
ERP-06-069	ERP - 06 Project Costing and Billings	Ability to validate and review costs in projects	Review Project Costs		
ERP-06-074	ERP - 06 Project Costing and Billings	Ability to interface Asset lines to Fixed assets module	Transfer Asset Lines		
ERP-06-053	ERP - 06 Project Costing and Billings	Ability to transfer costs within a project or between projects	Transfer Project Costs		
ERP-07-313	ERP - 07 Purchasing	Ability to submit supplier agreements for approval	Agreement Approval		
ERP-07-314	ERP - 07 Purchasing	Ability to set auto approval for supplier agreement created	Agreement Approval		
ERP-07-318	ERP - 07 Purchasing	Ability to enable agreement approval workflow to notify buyer when a agreement is approved or rejected.	Agreement Approval		
ERP-07-325	ERP - 07 Purchasing	Ability to withdraw agreement from the approval process	Agreement Approval		
ERP-07-307	ERP - 07 Purchasing	Ability to purchase goods and services locally from the pre-defined supplier sites	Agreement Controls		
ERP-07-308	ERP - 07 Purchasing	Ability to automatically create and submit a purchase order created from a supplier agreement	Agreement Controls		
ERP-07-310	ERP - 07 Purchasing	Ability to update the pricing information on an agreement and reflect the same on existing purchase order	Agreement Controls		
ERP-07-311	ERP - 07 Purchasing	Ability to notify the buyer when an agreement is about to expire	Agreement Controls		
ERP-07-290	ERP - 07 Purchasing	Ability to create agreements with supplier for negotiating prices and terms for purchasing goods and services in bulk	Agreement processing		
ERP-07-291	ERP - 07 Purchasing	Ability to add supplier and currency details while creating a supplier agreement	Agreement processing		
ERP-07-292	ERP - 07 Purchasing	Ability to have a unique identifier for all the supplier agreements created in Oracle Purchasing Cloud	Agreement processing		
ERP-07-295	ERP - 07 Purchasing	Ability to specify payment terms on the supplier agreement	Agreement processing		
ERP-07-296	ERP - 07 Purchasing	Ability to add shipping information to an agreement (shipping method, freight terms, FOB)	Agreement processing		
ERP-07-297	ERP - 07 Purchasing	Ability to enter notes/instruction/comments for supplier when creating a supplier agreement	Agreement processing		
ERP-07-298	ERP - 07 Purchasing	Ability to enter notes/instructions/comments for receiver when creating a supplier agreement	Agreement processing		
ERP-07-299	ERP - 07 Purchasing	Ability to attach documents and categorize them based on who should receive them (example supplier, approver, buyer etc.)	Agreement processing		
ERP-07-300	ERP - 07 Purchasing	Ability to add items or services in an agreement line with details	Agreement processing		

ERP-07-301	ERP - 07 Purchasing	Ability to view lines on Blanket Purchase Agreement page that can be filtered by Item	Agreement processing		
ERP-07-302	ERP - 07 Purchasing	Ability to define the inactive date for goods and services in an agreement	Agreement processing		
ERP-07-303	ERP - 07 Purchasing	Ability to specify total quantity of items negotiated within the agreement	Agreement processing		
ERP-07-304	ERP - 07 Purchasing	Ability to specify total amount of goods and services negotiated within the agreement	Agreement processing		
ERP-07-305	ERP - 07 Purchasing	Ability to set the minimum value of the purchase created against an agreement	Agreement processing		
ERP-07-306	ERP - 07 Purchasing	Ability to reduce price/apply discounts for items purchased in bulk	Agreement processing		
ERP-07-381	ERP - 07 Purchasing	Ability to import suppliers from third party/legacy system	Conversions - Master Data		
ERP-07-382	ERP - 07 Purchasing	Ability to import item information	Conversions - Master Data		
ERP-07-383	ERP - 07 Purchasing	Ability to import supplier agreements from third party/legacy system	Conversions - Transactional Data		
ERP-07-384	ERP - 07 Purchasing	Ability to import requisitions from third party/legacy system	Conversions - Transactional Data		
ERP-07-385	ERP - 07 Purchasing	Ability to import purchase orders and purchase order change orders from third party/legacy system	Conversions - Transactional Data		
ERP-07-386	ERP - 07 Purchasing	Ability to import receipts to purchase orders from third party system	Conversions - Transactional Data		
ERP-07-387	ERP - 07 Purchasing	Ability to accept PRB invoices via an Interface	Interfaces		
ERP-07-388	ERP - 07 Purchasing	Ability to extract from the Oracle Solution to produce the purchase order metadata for use in the Claims Management Solution.	Interfaces		
ERP-07-392	ERP - 07 Purchasing	Ability to retrieve a unit price for Chiropractic MOA Supportive Care Treatment Fees from the Oracle ERP Solution.	Interfaces		
ERP-07-393	ERP - 07 Purchasing	Ability to retrieve a Unit Price for Chiropractor MOA Comprehensive Report Fees from the Oracle ERP Solution.	Interfaces		
ERP-07-394	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) Chiropractor Non-MOA Fees and Treatments Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-395	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) Hearing Aid Products and Services Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-396	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) Air Transportation Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-397	ERP - 07 Purchasing	Ability to integrate the WorkplaceNL Claims Management (.NET) Bus Transportation Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-398	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) Taxi (Tendered) Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-399	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) Taxi (Non-Tendered) Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-400	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) Accommodations and Meals (NL) Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		

ERP-07-401	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) Accommodations and Meals (Outside NL) Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-402	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) General Vendor Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-403	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) Physiotherapy MOA Extension Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-417	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) Physiotherapy MOA Extension Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-418	ERP - 07 Purchasing	Ability to interface the WorkplaceNL Claims Management (.NET) Chiropractor MOA Extension Purchase Order functionality should be integrated with the Oracle ERP Solution.	Interfaces		
ERP-07-011	ERP - 07 Purchasing	Ability to register a supplier internally	Internal Supplier Registration		
ERP-07-328	ERP - 07 Purchasing	Ability to search for a supplier agreement	Manage Agreements		
ERP-07-329	ERP - 07 Purchasing	Ability to create a copy of an existing supplier agreement	Manage Agreements		
ERP-07-330	ERP - 07 Purchasing	Ability to edit an existing supplier agreement	Manage Agreements		
ERP-07-331	ERP - 07 Purchasing	Ability to delete a supplier agreement	Manage Agreements		
ERP-07-332	ERP - 07 Purchasing	Ability to export title details of an agreement in an excel spreadsheet	Manage Agreements		
ERP-07-334	ERP - 07 Purchasing	Ability to cancel an agreement	Manage Agreements		
ERP-07-335	ERP - 07 Purchasing	Ability to put an agreement on hold	Manage Agreements		
ERP-07-336	ERP - 07 Purchasing	Ability to freeze an agreement	Manage Agreements		
ERP-07-337	ERP - 07 Purchasing	Ability to finally close an agreement	Manage Agreements		
ERP-07-339	ERP - 07 Purchasing	Ability to view the PDF copy of the agreement created	Manage Agreements		
ERP-07-241	ERP - 07 Purchasing	Ability to modify purchase order lines	Manage Purchase Order lines		
ERP-07-242	ERP - 07 Purchasing	Ability to duplicate purchase order lines	Manage Purchase Order lines		
ERP-07-243	ERP - 07 Purchasing	Ability to delete purchase order lines	Manage Purchase Order lines		
ERP-07-265	ERP - 07 Purchasing	Ability to search existing purchase orders in the application	Manage Purchase Orders		
ERP-07-266	ERP - 07 Purchasing	Ability to search for purchase orders using various requisition attributes	Manage Purchase Orders		
ERP-07-267	ERP - 07 Purchasing	Ability to create a purchase orders from existing purchase order	Manage Purchase Orders		
ERP-07-268	ERP - 07 Purchasing	Ability to create a change on any purchase order already created and approved	Manage Purchase Orders		
ERP-07-269	ERP - 07 Purchasing	Ability to edit a purchase order which is partially expensed and reduce ordered quantity or amount below shipped totals	Manage Purchase Orders		
ERP-07-270	ERP - 07 Purchasing	Ability to prevent purchase order changes that can impact Receipt Accounting or Budgetary Control	Manage Purchase Orders		
ERP-07-271	ERP - 07 Purchasing	Ability to update account, budget date, and projects on budgetary-controlled open purchase order	Manage Purchase Orders		
ERP-07-272	ERP - 07 Purchasing	Ability to carry forward Open Purchase Orders for budgetary controlled non-sponsored projects	Manage Purchase Orders		
ERP-07-275	ERP - 07 Purchasing	Ability to track changes done on a purchase order	Manage Purchase Orders		
ERP-07-276	ERP - 07 Purchasing	Ability to print purchase order	Manage Purchase Orders		
ERP-07-277	ERP - 07 Purchasing	Ability to update account and budget date on budgetary-controlled open purchase orders	Manage Purchase Orders		
ERP-07-278	ERP - 07 Purchasing	Ability to highlight the purchase order PDF version as draft purchase order unless the purchase order is approved	Manage Purchase Orders		
ERP-07-279	ERP - 07 Purchasing	Ability to extract purchase orders in excel spreadsheet	Manage Purchase Orders		

ERP-07-280	ERP - 07 Purchasing	Ability to change supplier on an incomplete purchase order	Manage Purchase Orders		
ERP-07-281	ERP - 07 Purchasing	Ability to close open purchase order schedules through a spreadsheet	Manage Purchase Orders		
ERP-07-282	ERP - 07 Purchasing	Ability to close a purchase order	Manage Purchase Orders		
ERP-07-283	ERP - 07 Purchasing	Ability to delete an incomplete purchase order	Manage Purchase Orders		
ERP-07-284	ERP - 07 Purchasing	Ability to cancel a purchase order if it is no longer required	Manage Purchase Orders		
ERP-07-285	ERP - 07 Purchasing	Ability to prevent cancellation of purchase orders that are partially received or invoiced	Manage Purchase Orders		
ERP-07-286	ERP - 07 Purchasing	Ability to communicate a purchase order to a third party	Manage Purchase Orders		
ERP-07-287	ERP - 07 Purchasing	Ability to reopen a closed purchase order	Manage Purchase Orders		
ERP-07-288	ERP - 07 Purchasing	Ability to authorize suppliers for specific items or services	Manage Purchase Orders		
ERP-07-364	ERP - 07 Purchasing	Ability to search receipts in the application	Manage Receipts		
ERP-07-365	ERP - 07 Purchasing	Ability to capture receipt performance	Manage Receipts		
ERP-07-366	ERP - 07 Purchasing	Ability to modify the online receipts with corrected quantity/price	Manage Receipts		
ERP-07-367	ERP - 07 Purchasing	Ability to return damaged items back to the supplier	Manage Receipts		
ERP-07-368	ERP - 07 Purchasing	Ability to record return reason and add notes	Manage Receipts		
ERP-07-406	ERP - 07 Purchasing	Ability for the Oracle ERP Solution should provide the ability to record two rate value amounts per vendor category for use in the calculation of WorkplaceNL Telephone Consultation charges for effective from/to date ranges.	New Requirement		
ERP-07-407	ERP - 07 Purchasing	Ability to ensure the Retirement Benefit Requisitions processed date is updated once the data has been processed in the Oracle ERP Solution.	New Requirement		
ERP-07-408	ERP - 07 Purchasing	Ability to view all PRB Requisitions by the user at the time of viewing Retirement Benefit payments and overpayments.	New Requirement		
ERP-07-409	ERP - 07 Purchasing	Ability to ensure the PRB Requisitions processed date is updated once the PRB data has been processed in the Oracle ERP Solution.	New Requirement		
ERP-07-411	ERP - 07 Purchasing	Ability to prefill an auto generated line item comment from Claims Management (.NET) on the Oracle Purchase Order for each travel date to record travel date, travel to and from destinations and wait time minutes. Provide ability to prefill an auto generated line item comment from Claims Management (.NET) on the Oracle Purchase Order for both the claimant and the claimant companion to record travel dates and travel to and from destinations.	New Requirement		
ERP-07-412	ERP - 07 Purchasing	Ability to record Accommodations and Meals (NL) or Accommodations and Meals (Outside NL) line items for the claimant on the Oracle Purchase Order. Provide ability to request meals (e.g., breakfast, lunch and/or dinner) for the claimant on the Oracle Purchase Order.	New Requirement		
ERP-07-413	ERP - 07 Purchasing	Ability to request meals (e.g., breakfast, lunch and/or dinner), airfare and bus transportation for the claimant on the Oracle Purchase Order.	New Requirement		
ERP-07-414	ERP - 07 Purchasing	Ability to request meals (breakfast, lunch, dinner) and airfare for the claimant companion on the Oracle Purchase Order as well as ability to add on an additional room. Provide ability to request bus transportation for the claimant and/or companion on the Oracle Purchase Order.	New Requirement		

ERP-07-415	ERP - 07 Purchasing	Ability to display the auto generated Claims Management (.NET) line item comments on the Oracle Purchase Order for both the claimant and the claimant companion to display Dates and Meal Amounts.	New Requirement		
ERP-07-416	ERP - 07 Purchasing	Ability to report on claimants receiving a PRB and have an overpayment.	New Requirement		
ERP-07-244	ERP - 07 Purchasing	Ability to submit purchase orders for approval	Purchase Order Approval		
ERP-07-245	ERP - 07 Purchasing	Ability to approve any purchase order created in the application	Purchase Order Approval		
ERP-07-246	ERP - 07 Purchasing	Ability to set auto approval for purchase order created from approved requisitions	Purchase Order Approval		
ERP-07-247	ERP - 07 Purchasing	Ability to send a purchase order for approval to an approval chain	Purchase Order Approval		
ERP-07-248	ERP - 07 Purchasing	Ability to setup purchase order approval rules where approvers are determined based on the following: Supervisory Hierarchy, Approval Group, Job Level, position Hierarchy	Purchase Order Approval		
ERP-07-249	ERP - 07 Purchasing	Ability to route purchase orders for approval based on any segment or combination of segments of the charge account	Purchase Order Approval		
ERP-07-250	ERP - 07 Purchasing	Ability to notify approvers when a purchase order is submitted and an action is required from their end	Purchase Order Approval		
ERP-07-251	ERP - 07 Purchasing	Ability to receive notification for buyer when a purchase order is approved or rejected	Purchase Order Approval		
ERP-07-252	ERP - 07 Purchasing	Ability to set up purchase order approval workflow based on general ledger account, business unit and document total amount	Purchase Order Approval		
ERP-07-253	ERP - 07 Purchasing	Ability to view purchase order approval workflow for purchase order and change order	Purchase Order Approval		
ERP-07-254	ERP - 07 Purchasing	Ability to approve/reject the purchase order	Purchase Order Approval		
ERP-07-255	ERP - 07 Purchasing	Ability to add notes when rejecting a purchase order	Purchase Order Approval		
ERP-07-256	ERP - 07 Purchasing	Ability for approvers or administrators to reassign purchase order approvals to other approvers	Purchase Order Approval		
ERP-07-257	ERP - 07 Purchasing	Ability to withdraw purchase order from the approval process	Purchase Order Approval		
ERP-07-264	ERP - 07 Purchasing	Ability to view approval history including user, date and time	Purchase Order Approval		
ERP-07-258	ERP - 07 Purchasing	Ability to request additional information by approver from buyer when approving a purchase order	Purchase Order Approval-Actions		
ERP-07-259	ERP - 07 Purchasing	Ability to reassign/ delegate a purchase order as an approver	Purchase Order Approval-Actions		
ERP-07-261	ERP - 07 Purchasing	Ability to suspend a PO as an approver	Purchase Order Approval-Actions		
ERP-07-262	ERP - 07 Purchasing	Ability to add attachments/comments as an approver before taking any action	Purchase Order Approval-Actions		
ERP-07-263	ERP - 07 Purchasing	Ability to add assignee to a purchase order	Purchase Order Approval-Actions		
ERP-07-234	ERP - 07 Purchasing	Ability to specify expense/charge account on the purchase order	Purchase Order Distribution		
ERP-07-236	ERP - 07 Purchasing	Ability to accrue the amount of goods received to make payments in future	Purchase Order Distribution		
ERP-07-238	ERP - 07 Purchasing	Ability to specify multiple expense accounts for a particular item/service	Purchase Order Distributions		
ERP-07-210	ERP - 07 Purchasing	Ability to add goods and services information on purchase orders	Purchase Order Lines		
ERP-07-211	ERP - 07 Purchasing	Ability to create a new line type 'Rate based services' and apply tax applicable for services	Purchase Order Lines		
ERP-07-212	ERP - 07 Purchasing	Ability to change item descriptions for an item added on the purchase order line	Purchase Order Lines		
ERP-07-213	ERP - 07 Purchasing	Ability to capture the alternate item name/number defined by the supplier	Purchase Order Lines		

ERP-07-214	ERP - 07 Purchasing	Ability to populate trading partner item automatically from the item master definition while creating purchase orders	Purchase Order Lines		
ERP-07-215	ERP - 07 Purchasing	Ability to add quantity for the goods being purchased	Purchase Order Lines		
ERP-07-216	ERP - 07 Purchasing	Ability to specify UoM for the items added on purchase order lines	Purchase Order Lines		
ERP-07-217	ERP - 07 Purchasing	Ability to capture unit price of goods/item/services	Purchase Order Lines		
ERP-07-218	ERP - 07 Purchasing	Ability to view the total value of goods ordered excluding tax	Purchase Order Lines		
ERP-07-219	ERP - 07 Purchasing	Ability to calculate taxes such as HST, GST automatically on purchase order lines	Purchase Order Lines		
ERP-07-220	ERP - 07 Purchasing	Ability to define tax regime for reporting purpose	Purchase Order Lines		
ERP-07-221	ERP - 07 Purchasing	Ability to view the total value of the goods ordered including tax	Purchase Order Lines		
ERP-07-222	ERP - 07 Purchasing	Ability to request a delivery date for goods/services	Purchase Order Lines		
ERP-07-224	ERP - 07 Purchasing	Ability to specify delivery location on a Purchase order	Purchase Order Lines		
ERP-07-225	ERP - 07 Purchasing	Ability to define whether the item will be consumed or stocked	Purchase Order Lines		
ERP-07-227	ERP - 07 Purchasing	Ability to specify invoice match option for a purchase order line	Purchase Order Lines		
ERP-07-228	ERP - 07 Purchasing	Ability to add requester name for respective goods and services	Purchase Order Lines		
ERP-07-229	ERP - 07 Purchasing	Ability to create purchase orders lines with Project related information.	Purchase Order Lines		
ERP-07-230	ERP - 07 Purchasing	Ability to capture supplier discounts on purchase order lines	Purchase Order Lines		
ERP-07-175	ERP - 07 Purchasing	Ability to create a purchase order	Purchase Order Processing		
ERP-07-176	ERP - 07 Purchasing	Ability to create purchase order using spreadsheet	Purchase Order Processing		
ERP-07-177	ERP - 07 Purchasing	Ability to create purchase orders from approved requisitions	Purchase Order Processing		
ERP-07-178	ERP - 07 Purchasing	Ability to add new approved requisitions to existing open purchase orders	Purchase Order Processing		
ERP-07-180	ERP - 07 Purchasing	Ability to create different kinds of Purchase order required by the business	Purchase Order Processing		
ERP-07-181	ERP - 07 Purchasing	Ability to enter supplier details of supplier when creating a purchase order	Purchase Order Processing		
ERP-07-182	ERP - 07 Purchasing	Ability to default shipping address on a purchase order being created	Purchase Order Processing		
ERP-07-183	ERP - 07 Purchasing	Ability to default billing address on a purchase order being created	Purchase Order Processing		
ERP-07-185	ERP - 07 Purchasing	Ability to modify the buyer name on a purchase order	Purchase Order Processing		
ERP-07-186	ERP - 07 Purchasing	Ability to specify a sold-to-legal entity while creating purchase orders	Purchase Order Processing		
ERP-07-187	ERP - 07 Purchasing	Ability to have a unique number to a purchase order	Purchase Order Processing		
ERP-07-188	ERP - 07 Purchasing	Ability to track the status of the purchase order	Purchase Order Processing		
ERP-07-189	ERP - 07 Purchasing	Ability to identify purchasing documents that failed validation checks	Purchase Order Processing		
ERP-07-190	ERP - 07 Purchasing	Ability to communicate the purchase order document to supplier by Email or Fax	Purchase Order Processing		
ERP-07-191	ERP - 07 Purchasing	Ability to communicate purchase orders to multiple email recipients	Purchase Order Processing		
ERP-07-193	ERP - 07 Purchasing	Ability to see the total amount of the goods and services being ordered excluding tax	Purchase Order Processing		
ERP-07-194	ERP - 07 Purchasing	Ability to see the total value of the purchase order including tax	Purchase Order Processing		
ERP-07-195	ERP - 07 Purchasing	Ability to add description to a purchase order	Purchase Order Processing		
ERP-07-196	ERP - 07 Purchasing	Ability to view requisition number if the purchase order is being created from an approved requisition	Purchase Order Processing		
ERP-07-197	ERP - 07 Purchasing	Ability to view supplier agreement associated with purchase order	Purchase Order Processing		

ERP-07-198	ERP - 07 Purchasing	Ability to associate a Master contract with a purchasing document	Purchase Order Processing		
ERP-07-203	ERP - 07 Purchasing	Ability to specify payment terms on the purchase order	Purchase Order Processing		
ERP-07-204	ERP - 07 Purchasing	Ability to add shipping information to purchase orders (shipping method, freight terms, fob)	Purchase Order Processing		
ERP-07-207	ERP - 07 Purchasing	Ability to enter notes/instruction/comments for supplier/receiver when creating a purchase order	Purchase Order Processing		
ERP-07-208	ERP - 07 Purchasing	Ability to attach documents and categorize them based on who should access them (example supplier, approver, buyer etc.)	Purchase Order Processing		
ERP-07-209	ERP - 07 Purchasing	Ability to use supplier contract information to create a purchase order	Purchase Order Processing		
ERP-07-231	ERP - 07 Purchasing	Ability to view the lifecycle of a purchase order	Purchase Order Schedules		
ERP-07-232	ERP - 07 Purchasing	Ability to accrue the amount of goods received either at period end or on receipt	Purchase Order Schedules		
ERP-07-369	ERP - 07 Purchasing	Ability to post transaction details from receiving to costing	Receipt Accounting		
ERP-07-371	ERP - 07 Purchasing	Ability to transfer cost information from Payables to Cost Management	Receipt Accounting		
ERP-07-372	ERP - 07 Purchasing	Ability to create period end accrual entries for expense destination purchase orders marked for accrual at period end	Receipt Accounting		
ERP-07-373	ERP - 07 Purchasing	Ability to create accounting distribution lines for purchase order and receiving transactions	Receipt Accounting		
ERP-07-374	ERP - 07 Purchasing	Ability to create, transfer and post subledger journal entries	Receipt Accounting		
ERP-07-375	ERP - 07 Purchasing	Ability to compute net accrual balances by matching accrual amounts posted by receipt accounting with invoices from payables	Receipt Accounting		
ERP-07-376	ERP - 07 Purchasing	Ability to review and reconcile accrual balances	Receipt Accounting		
ERP-07-377	ERP - 07 Purchasing	Ability to provide information for reviewing un-invoiced receipt accruals in a business unit	Receipt Accounting		
ERP-07-378	ERP - 07 Purchasing	Ability to clear accrual amount difference between account payable and receipt accounting sub ledgers	Receipt Accounting		
ERP-07-379	ERP - 07 Purchasing	Ability to list accrual clearing transactions for a purchase order and accrual account, which have been automatically or manually cleared	Receipt Accounting		
ERP-07-380	ERP - 07 Purchasing	Ability to reverse period-end accrual journal entries posted in prior accounting periods	Receipt Accounting		
ERP-07-340	ERP - 07 Purchasing	Ability to receive goods online	Receipts		
ERP-07-341	ERP - 07 Purchasing	Ability to generate receipt numbers automatically and manually	Receipts		
ERP-07-342	ERP - 07 Purchasing	Ability to receive goods completely	Receipts		
ERP-07-343	ERP - 07 Purchasing	Ability to receive goods partially	Receipts		
ERP-07-344	ERP - 07 Purchasing	Ability to receive goods in a different unit of measure	Receipts		
ERP-07-345	ERP - 07 Purchasing	Ability to view currency in which online receipt is created	Receipts		
ERP-07-346	ERP - 07 Purchasing	Ability to view received quantity of an item	Receipts		
ERP-07-347	ERP - 07 Purchasing	Ability to modify date while creating a receipt	Receipts		
ERP-07-348	ERP - 07 Purchasing	Ability to enter notes/comments while creating online receipts	Receipts		
ERP-07-349	ERP - 07 Purchasing	Ability to add additional information to receipts such as images, excel sheets etc.	Receipts		
ERP-07-350	ERP - 07 Purchasing	Ability to track purchasing transactions on the receipt	Receipts		
ERP-07-351	ERP - 07 Purchasing	Ability to view goods/item details on receipts	Receipts		
ERP-07-352	ERP - 07 Purchasing	Ability to view number of items rejected on receipt	Receipts		
ERP-07-353	ERP - 07 Purchasing	Ability to define receipt routing for online receipts	Receipts		
ERP-07-354	ERP - 07 Purchasing	Ability to define a quantity percentage that can mark the shipment as closed when a purchase order has been received	Receipts		

ERP-07-355	ERP - 07 Purchasing	Ability to set the maximum acceptable days allowed for early receipt	Receipts		
ERP-07-356	ERP - 07 Purchasing	Ability to set the maximum acceptable days allowed for late receipt	Receipts		
ERP-07-357	ERP - 07 Purchasing	Ability to define action to be taken on exceeding early or late receipt of purchases	Receipts		
ERP-07-358	ERP - 07 Purchasing	Ability to define maximum percentage for receiving in excess of the ordered quantity	Receipts		
ERP-07-359	ERP - 07 Purchasing	Ability to define an action on receiving excess of the ordered quantity	Receipts		
ERP-07-125	ERP - 07 Purchasing	Ability to route requisition approvals to individual or multiple approvers	Requisition Approval		
ERP-07-126	ERP - 07 Purchasing	Ability to setup requisition approval rules where approvers are determined in any of the following: Supervisory Hierarchy, Approval Group, Job Level, Position Hierarchy	Requisition Approval		
ERP-07-127	ERP - 07 Purchasing	Ability to view the list of approvers who will be approving a particular requisition	Requisition Approval		
ERP-07-128	ERP - 07 Purchasing	Ability to notify approvers when a requisition is submitted and an action is required from their end	Requisition Approval		
ERP-07-129	ERP - 07 Purchasing	Ability to approve or reject the requisition approval request	Requisition Approval		
ERP-07-131	ERP - 07 Purchasing	Ability to enter notes as reason for rejection of requisition	Requisition Approval		
ERP-07-132	ERP - 07 Purchasing	Ability for approvers or administrators to redirect requisition approvals to other approvers	Requisition Approval		
ERP-07-133	ERP - 07 Purchasing	Ability to route task to other participants	Requisition Approval		
ERP-07-134	ERP - 07 Purchasing	Ability to escalate a requisition request as an approvers	Requisition Approval		
ERP-07-136	ERP - 07 Purchasing	Ability to add comments/ attachments on the purchase request	Requisition Approval		
ERP-07-137	ERP - 07 Purchasing	Ability to add a new assignee to the purchase request	Requisition Approval		
ERP-07-140	ERP - 07 Purchasing	Ability to review and recover requisition approval exceptions using the new transaction administration console	Requisition Approval		
ERP-07-141	ERP - 07 Purchasing	Ability to inquire a requisition based on requisition status, completion and suppliers	Requisition Management		
ERP-07-142	ERP - 07 Purchasing	Ability to review requisitions created by other users	Requisition Management		
ERP-07-143	ERP - 07 Purchasing	Ability to create requisition by copying from existing requisition	Requisition Management		
ERP-07-144	ERP - 07 Purchasing	Ability to extract outstanding requisitions in excel spreadsheet format	Requisition Management		
ERP-07-145	ERP - 07 Purchasing	Ability to cancel requisition	Requisition Management		
ERP-07-146	ERP - 07 Purchasing	Ability to cancel requisition lines using a spreadsheet	Requisition Management		
ERP-07-147	ERP - 07 Purchasing	Ability to delete a requisition	Requisition Management		
ERP-07-148	ERP - 07 Purchasing	Ability to edit requisition before a purchase order is created manually	Requisition Management		
ERP-07-150	ERP - 07 Purchasing	Ability to re-assign a requisition to another requester	Requisition Management		
ERP-07-151	ERP - 07 Purchasing	Ability to view document history for a requisition	Requisition Management		
ERP-07-152	ERP - 07 Purchasing	Ability to view all processing information associated with a requisition such as orders, receipts, invoices, etc.	Requisition Management		
ERP-07-153	ERP - 07 Purchasing	Ability to create purchase orders automatically when a requisition is approved	Requisition Management		
ERP-07-162	ERP - 07 Purchasing	Ability to import requisition from Oracle/External applications	Requisition Management		
ERP-07-163	ERP - 07 Purchasing	Ability to view the requisition statuses	Requisition Management		
ERP-07-165	ERP - 07 Purchasing	Ability to disable requisition lines	Requisition Management		
ERP-07-166	ERP - 07 Purchasing	Ability to search items and specify item details	Requisition Management		
ERP-07-167	ERP - 07 Purchasing	Ability to compare items while creating a requisition	Requisition Management		

ERP-07-168	ERP - 07 Purchasing	Ability to add, view and remove items to shopping cart	Requisition Management		
ERP-07-169	ERP - 07 Purchasing	Ability to assign returned requisition lines to previous buyer	Requisition Management		
ERP-07-171	ERP - 07 Purchasing	Ability to assign all requisition lines to the same buyer	Requisition Management		
ERP-07-172	ERP - 07 Purchasing	Ability to troubleshoot requisition approval issues using diagnostic report	Requisition Management		
ERP-07-173	ERP - 07 Purchasing	Ability to resolve pending approval requisitions	Requisition Management		
ERP-07-174	ERP - 07 Purchasing	Ability to override agreement price on requisitions	Requisition Management		
ERP-07-068	ERP - 07 Purchasing	Ability to request goods and services	Requisition Processing		
ERP-07-069	ERP - 07 Purchasing	Ability to specify/update requisition preferences such as delivery location or expense information	Requisition Processing		
ERP-07-070	ERP - 07 Purchasing	Ability to replace requester or requisition preparer for multiple requests	Requisition Processing		
ERP-07-071	ERP - 07 Purchasing	Ability to request goods/items that are pre-defined in the purchasing catalog	Requisition Processing		
ERP-07-072	ERP - 07 Purchasing	Ability to request goods and services that are not pre-defined in the purchasing catalog	Requisition Processing		
ERP-07-073	ERP - 07 Purchasing	Ability to categorize the goods or services	Requisition Processing		
ERP-07-074	ERP - 07 Purchasing	Ability to select quantity of an item on requisition	Requisition Processing		
ERP-07-075	ERP - 07 Purchasing	Ability to select unit of measure of an item on requisition	Requisition Processing		
ERP-07-076	ERP - 07 Purchasing	Ability to enter per unit price of an item on requisition	Requisition Processing		
ERP-07-079	ERP - 07 Purchasing	Ability to indicate if price of goods or services is already negotiated with supplier	Requisition Processing		
ERP-07-080	ERP - 07 Purchasing	Ability to request goods and services based on the agreements defined with the suppliers	Requisition Processing		
ERP-07-082	ERP - 07 Purchasing	Ability to manually provide supplier details while creating requisitions	Requisition Processing		
ERP-07-083	ERP - 07 Purchasing	Ability to default supplier's information on the requisitions	Requisition Processing		
ERP-07-085	ERP - 07 Purchasing	Ability to request good and services on behalf of others	Requisition Processing		
ERP-07-086	ERP - 07 Purchasing	Ability to specify on the requisitions if goods/services are required urgently	Requisition Processing		
ERP-07-087	ERP - 07 Purchasing	Ability to automatically populate the expected/requested deliver dates on the requisition	Requisition Processing		
ERP-07-088	ERP - 07 Purchasing	Ability to modify the requested delivery date	Requisition Processing		
ERP-07-089	ERP - 07 Purchasing	Ability to automatically determine requested delivery date using lead time	Requisition Processing		
ERP-07-090	ERP - 07 Purchasing	Ability to default/specify a buyer who will be processing a requisition into a purchase order	Requisition Processing		
ERP-07-093	ERP - 07 Purchasing	Ability to specify delivery location on a requisition	Requisition Processing		
ERP-07-094	ERP - 07 Purchasing	Ability to add a unique one-time delivery address	Requisition Processing		
ERP-07-096	ERP - 07 Purchasing	Ability to specify expense/charge account on the requisitions	Requisition Processing		
ERP-07-097	ERP - 07 Purchasing	Ability to easily update expense/charge account on the requisitions	Requisition Processing		
ERP-07-099	ERP - 07 Purchasing	Ability to add multiple expense/charge account information on the requisition lines	Requisition Processing		
ERP-07-100	ERP - 07 Purchasing	Ability to view total amount of goods as per the quantity ordered	Requisition Processing		
ERP-07-106	ERP - 07 Purchasing	Ability to enter notes/instructions/comments to supplier, buyer and receiver	Requisition Processing		
ERP-07-107	ERP - 07 Purchasing	Ability to attach additional information to the requisition such as images, charts, graphs, etc.	Requisition Processing		
ERP-07-108	ERP - 07 Purchasing	Ability to add catalog and non-catalog goods and services in the same requisition	Requisition Processing		
ERP-07-109	ERP - 07 Purchasing	Ability to review the requisition before submitting for approval	Requisition Processing		
ERP-07-110	ERP - 07 Purchasing	Ability to have a unique identifier for all the requests created in Oracle Purchasing Cloud	Requisition Processing		

ERP-07-111	ERP - 07 Purchasing	Ability to provide description on the requisitions	Requisition Processing		
ERP-07-112	ERP - 07 Purchasing	Ability to justify why goods and services are required	Requisition Processing		
ERP-07-115	ERP - 07 Purchasing	Ability to view the total amount of requested goods and services	Requisition Processing		
ERP-07-116	ERP - 07 Purchasing	Ability to add new lines into existing requisitions	Requisition Processing		
ERP-07-117	ERP - 07 Purchasing	Ability to edit requisition lines	Requisition Processing		
ERP-07-118	ERP - 07 Purchasing	Ability to duplicate requisitions lines	Requisition Processing		
ERP-07-119	ERP - 07 Purchasing	Ability to delete requisitions lines	Requisition Processing		
ERP-07-120	ERP - 07 Purchasing	Ability to submit requisitions for approval	Requisition Processing		
ERP-07-121	ERP - 07 Purchasing	Ability to view master item images in shopping flows	Requisition Processing		
ERP-07-122	ERP - 07 Purchasing	Ability to display product packaging string	Requisition Processing		
ERP-07-123	ERP - 07 Purchasing	Ability to view additional master item information in shopping flows	Requisition Processing		
ERP-07-001	ERP - 07 Purchasing	Ability to have a shared service Procurement	Setup		
ERP-07-002	ERP - 07 Purchasing	Ability to have a shared service Procurement and a decentralized requisitioning and supplier invoice processes	Setup		
ERP-07-003	ERP - 07 Purchasing	Ability to have a decentralized procurement, requisitioning and supplier invoice processes	Setup		
ERP-07-004	ERP - 07 Purchasing	Ability to define warehouse for storing purchased goods	Setup		
ERP-07-005	ERP - 07 Purchasing	Ability to classify purchase transactions by category, in order to group goods and services with common characteristics	Setup		
ERP-07-006	ERP - 07 Purchasing	Ability to define Unit of Measure and related conversions of the units (E.g.: from each to dozen) in the application	Setup		
ERP-07-007	ERP - 07 Purchasing	Ability to define procurement cards(P-Cards) to track employees' purchasing expenditures	Setup		
ERP-07-036	ERP - 07 Purchasing	Ability to create a location/address associated with the supplier	Supplier Address		
ERP-07-037	ERP - 07 Purchasing	Ability to specify the purpose of the address created	Supplier Address		
ERP-07-038	ERP - 07 Purchasing	Ability to inactivate supplier's address if no longer required	Supplier Address		
ERP-07-056	ERP - 07 Purchasing	Ability to route supplier registration requests for approval in serial	Supplier Approval		
ERP-07-059	ERP - 07 Purchasing	Ability to approve or reject supplier registration requests and notify the status of the request to the requestor	Supplier Approval		
ERP-07-060	ERP - 07 Purchasing	Ability to request more information from the supplier as an approver	Supplier Approval		
ERP-07-061	ERP - 07 Purchasing	Ability to reassign/ delegate a supplier registration request as an approver	Supplier Approval		
ERP-07-062	ERP - 07 Purchasing	Ability to route the supplier request to a single approver, chain of single approvers or group vote	Supplier Approval		
ERP-07-063	ERP - 07 Purchasing	Ability to suspend a supplier registration request	Supplier Approval		
ERP-07-064	ERP - 07 Purchasing	Ability to save a supplier request as an approver	Supplier Approval		
ERP-07-065	ERP - 07 Purchasing	Ability to withdraw supplier registration requests from approval	Supplier Approval		
ERP-07-066	ERP - 07 Purchasing	Ability to re-submit supplier registration requests after rejection and edits to requests	Supplier Approval		
ERP-07-067	ERP - 07 Purchasing	Ability to promote a supplier to perform dollar value purchasing transactions with the buying organization and routed to an approval workflow	Supplier Approval		
ERP-07-051	ERP - 07 Purchasing	Ability to create supplier contact and associate one or more contacts to supplier address	Supplier Contact		
ERP-07-012	ERP - 07 Purchasing	Ability to capture prospective suppliers in the system	Supplier Creation		
ERP-07-013	ERP - 07 Purchasing	Ability to specify spend authority for a supplier	Supplier Creation		
ERP-07-014	ERP - 07 Purchasing	Ability to promote a supplier to perform dollar value purchasing transactions with the buying organization	Supplier Creation		

ERP-07-015	ERP - 07 Purchasing	Ability to manually create a supplier in the application	Supplier Creation		
ERP-07-017	ERP - 07 Purchasing	Ability to prevent duplicate suppliers being created	Supplier Creation		
ERP-07-019	ERP - 07 Purchasing	Ability to capture transaction tax information (including classifications) at supplier level for supplier's financial transactions	Supplier Creation		
ERP-07-023	ERP - 07 Purchasing	Ability to define a parent supplier in Oracle Cloud	Supplier Creation		
ERP-07-024	ERP - 07 Purchasing	Ability to automatically assign a unique supplier number for each supplier	Supplier Creation		
ERP-07-025	ERP - 07 Purchasing	Ability to provide an alternate name for a supplier	Supplier Creation		
ERP-07-026	ERP - 07 Purchasing	Ability to classify a supplier based on category or their line of business	Supplier Creation		
ERP-07-027	ERP - 07 Purchasing	Ability to classify supplier based on their business and capture their certification details	Supplier Creation		
ERP-07-028	ERP - 07 Purchasing	Ability to inactivate a supplier for future transactions	Supplier Creation		
ERP-07-029	ERP - 07 Purchasing	Ability to attach additional documents/information to supplier records	Supplier Creation		
ERP-07-030	ERP - 07 Purchasing	Ability to capture additional supplier related information and identification numbers	Supplier Creation		
ERP-07-033	ERP - 07 Purchasing	Ability to categorize suppliers based on goods and services they provide	Supplier Creation		
ERP-07-034	ERP - 07 Purchasing	Ability to select a default payment method for supplier	Supplier Creation		
ERP-07-035	ERP - 07 Purchasing	Ability to capture supplier's banking information and payment details	Supplier Creation		
ERP-07-016	ERP - 07 Purchasing	Ability to create suppliers in bulk using a spreadsheet upload	Supplier Creation using FBDI/supplier import		
ERP-07-052	ERP - 07 Purchasing	Ability to make changes in the supplier profile	Supplier Management		
ERP-07-053	ERP - 07 Purchasing	Ability to search and export the suppliers list to excel spreadsheet	Supplier Management		
ERP-07-054	ERP - 07 Purchasing	Ability to merge two suppliers and supplier documents	Supplier Management		
ERP-07-055	ERP - 07 Purchasing	Ability to view supplier's merge history details	Supplier Management		
ERP-07-039	ERP - 07 Purchasing	Ability to link the supplier address to a supplier to enable processing of purchase order and payable invoices	Supplier Site		
ERP-07-040	ERP - 07 Purchasing	Ability to define purpose of the supplier site	Supplier Site		
ERP-07-041	ERP - 07 Purchasing	Ability to inactivate supplier site if no longer required	Supplier Site		
ERP-07-046	ERP - 07 Purchasing	Ability to manually apply and release payment holds on supplier site	Supplier Site		
ERP-07-047	ERP - 07 Purchasing	Ability to define payment terms for a supplier site	Supplier Site		
ERP-07-048	ERP - 07 Purchasing	Ability to define payment methods at supplier site level	Supplier Site		
ERP-07-049	ERP - 07 Purchasing	Ability to associate supplier sites with Procurement business units	Supplier Site Assignments		
ERP-07-050	ERP - 07 Purchasing	Ability to add default ship to and bill to locations to supplier profile for purchasing transactions	Supplier Site Assignments		
ERP-08-137	ERP - 08 Procurement Contracts	Ability to create purchasing documents from fulfillment lines	Contract Fulfilment		
ERP-08-173	ERP - 08 Procurement Contracts	Ability to add table of contents to contract terms	Contract Processing - Contract Actions		
ERP-08-174	ERP - 08 Procurement Contracts	Ability to email a contract	Contract Processing - Contract Actions		
ERP-08-175	ERP - 08 Procurement Contracts	Ability to submit a contract for approval	Contract Processing - Contract Actions		
ERP-08-176	ERP - 08 Procurement Contracts	Ability to assign a user	Contract Processing - Contract Actions		
ERP-08-177	ERP - 08 Procurement Contracts	Ability to remove assigned user	Contract Processing - Contract Actions		
ERP-08-178	ERP - 08 Procurement Contracts	Ability to validate a contract	Contract Processing - Contract Actions		
ERP-08-179	ERP - 08 Procurement Contracts	Ability to create new version of a contract	Contract Processing - Contract Actions		

ERP-08-180	ERP - 08 Procurement Contracts	Ability to duplicate a contract	Contract Processing - Contract Actions		
ERP-08-181	ERP - 08 Procurement Contracts	Ability to Save Contract as a Contract template	Contract Processing - Contract Actions		
ERP-08-182	ERP - 08 Procurement Contracts	Ability to cancel and add reasons for cancellation of contract	Contract Processing - Contract Actions		
ERP-08-078	ERP - 08 Procurement Contracts	Ability to create a contract	Contract Processing - Contract Creation		
ERP-08-079	ERP - 08 Procurement Contracts	Ability to create contract types	Contract Processing - Contract Creation		
ERP-08-080	ERP - 08 Procurement Contracts	Ability to specify primary party/supplier on the contract	Contract Processing - Contract Creation		
ERP-08-081	ERP - 08 Procurement Contracts	Ability to specify start/end dates of a contract	Contract Processing - Contract Creation		
ERP-08-082	ERP - 08 Procurement Contracts	Ability to specify contract currency	Contract Processing - Contract Creation		
ERP-08-083	ERP - 08 Procurement Contracts	Ability to specify Item Master organization	Contract Processing - Contract Creation		
ERP-08-084	ERP - 08 Procurement Contracts	Ability to specify the authoring party	Contract Processing - Contract Creation		
ERP-08-144	ERP - 08 Procurement Contracts	Ability to create deliverables for the contract	Contract Processing - Contract Deliverables		
ERP-08-145	ERP - 08 Procurement Contracts	Ability to create one-time deliverable	Contract Processing - Contract Deliverables		
ERP-08-146	ERP - 08 Procurement Contracts	Ability to create repeating deliverable	Contract Processing - Contract Deliverables		
ERP-08-147	ERP - 08 Procurement Contracts	Ability to send notification of deliverables to party contacts	Contract Processing - Contract Deliverables		
ERP-08-148	ERP - 08 Procurement Contracts	Ability to attach documents to the deliverables	Contract Processing - Contract Deliverables		
ERP-08-149	ERP - 08 Procurement Contracts	Ability to add contract documents and supporting documents to the contract	Contract Processing - Contract Documents		
ERP-08-133	ERP - 08 Procurement Contracts	Ability to create a fulfillment line	Contract Processing - Contract Fulfillment		
ERP-08-134	ERP - 08 Procurement Contracts	Ability to create Contractual Fulfillment	Contract Processing - Contract Fulfillment		
ERP-08-135	ERP - 08 Procurement Contracts	Ability to create Noncontractual Fulfillment	Contract Processing - Contract Fulfillment		
ERP-08-136	ERP - 08 Procurement Contracts	Ability to notify recipients about the fulfillment status	Contract Processing - Contract Fulfillment		
ERP-08-138	ERP - 08 Procurement Contracts	Ability to view details of the purchasing activity	Contract Processing - Contract Fulfillment		
ERP-08-150	ERP - 08 Procurement Contracts	Ability to view the history of a contract	Contract Processing - Contract History		
ERP-08-151	ERP - 08 Procurement Contracts	Ability to view amount in contract version history	Contract Processing - Contract History		
ERP-08-152	ERP - 08 Procurement Contracts	Ability to view approval status and approval history	Contract Processing - Contract History		
ERP-08-092	ERP - 08 Procurement Contracts	Ability to add goods or services to the contract	Contract Processing - Contract Lines		
ERP-08-093	ERP - 08 Procurement Contracts	Ability to create contract line types	Contract Processing - Contract Lines		
ERP-08-094	ERP - 08 Procurement Contracts	Ability to specify name and description on the contract line	Contract Processing - Contract Lines		
ERP-08-095	ERP - 08 Procurement Contracts	Ability to specify purchasing category	Contract Processing - Contract Lines		
ERP-08-096	ERP - 08 Procurement Contracts	Ability to specify supplier details	Contract Processing - Contract Lines		
ERP-08-097	ERP - 08 Procurement Contracts	Ability to capture comments	Contract Processing - Contract Lines		
ERP-08-098	ERP - 08 Procurement Contracts	Ability to specify UoM for the items added on contract lines	Contract Processing - Contract Lines		
ERP-08-099	ERP - 08 Procurement Contracts	Ability to capture Unit Price of the items added on contract lines	Contract Processing - Contract Lines		

ERP-08-100	ERP - 08 Procurement Contracts	Ability to enable/disable allow price override box	Contract Processing - Contract Lines		
ERP-08-101	ERP - 08 Procurement Contracts	Ability to specify price limit if price override is enabled	Contract Processing - Contract Lines		
ERP-08-102	ERP - 08 Procurement Contracts	Ability to specify the committed quantity and limit	Contract Processing - Contract Lines		
ERP-08-103	ERP - 08 Procurement Contracts	Ability to specify the agreed amount and limit	Contract Processing - Contract Lines		
ERP-08-104	ERP - 08 Procurement Contracts	Ability to specify the minimum quantity per order and minimum release amount if the agreement type contract is created	Contract Processing - Contract Lines		
ERP-08-105	ERP - 08 Procurement Contracts	Ability to add/edit payment terms and shipping information at the line level	Contract Processing - Contract Lines		
ERP-08-153	ERP - 08 Procurement Contracts	Ability to add notes to the contract	Contract Processing - Contract Notes		
ERP-08-085	ERP - 08 Procurement Contracts	Ability to populate/capture contract number	Contract Processing - Contract Overview		
ERP-08-086	ERP - 08 Procurement Contracts	Ability to import contracts and assign numbers automatically for imported contracts	Contract Processing - Contract Overview		
ERP-08-087	ERP - 08 Procurement Contracts	Ability to capture contract name	Contract Processing - Contract Overview		
ERP-08-088	ERP - 08 Procurement Contracts	Ability to capture description of the contract	Contract Processing - Contract Overview		
ERP-08-089	ERP - 08 Procurement Contracts	Ability to capture the version description of the contract	Contract Processing - Contract Overview		
ERP-08-090	ERP - 08 Procurement Contracts	Ability to specify payment terms	Contract Processing - Contract Overview		
ERP-08-091	ERP - 08 Procurement Contracts	Ability to add shipping information to the items being purchased in the contract (Carrier, Freight terms, FOB)	Contract Processing - Contract Overview		
ERP-08-139	ERP - 08 Procurement Contracts	Ability to view contract parties information	Contract Processing - Contract Parties		
ERP-08-140	ERP - 08 Procurement Contracts	Ability to add/remove parties	Contract Processing - Contract Parties		
ERP-08-141	ERP - 08 Procurement Contracts	Ability to assign a contract owner	Contract Processing - Contract Parties		
ERP-08-142	ERP - 08 Procurement Contracts	Ability to provide access to the contract party	Contract Processing - Contract Parties		
ERP-08-143	ERP - 08 Procurement Contracts	Ability to assign contract signer	Contract Processing - Contract Parties		
ERP-08-111	ERP - 08 Procurement Contracts	Ability to create contract terms	Contract Processing - Contract Terms		
ERP-08-112	ERP - 08 Procurement Contracts	Ability to add contract terms using terms template	Contract Processing - Contract Terms		
ERP-08-113	ERP - 08 Procurement Contracts	Ability to add contract terms using supplier paper	Contract Processing - Contract Terms		
ERP-08-114	ERP - 08 Procurement Contracts	Ability to perform clause actions in contract terms	Contract Processing - Contract Terms		
ERP-08-115	ERP - 08 Procurement Contracts	Ability to add clauses to contract terms	Contract Processing - Contract Terms		
ERP-08-116	ERP - 08 Procurement Contracts	Ability to create non-standard clause in contract terms	Contract Processing - Contract Terms		
ERP-08-117	ERP - 08 Procurement Contracts	Ability to add/edit/view/delete a section in contract terms	Contract Processing - Contract Terms		
ERP-08-118	ERP - 08 Procurement Contracts	Ability to change numbering scheme in contract terms	Contract Processing - Contract Terms		
ERP-08-119	ERP - 08 Procurement Contracts	Ability to re-arrange sections in contract terms	Contract Processing - Contract Terms		
ERP-08-120	ERP - 08 Procurement Contracts	Ability to edit variable values in terms actions	Contract Processing - Contract Terms		
ERP-08-121	ERP - 08 Procurement Contracts	Ability to run contract expert in contract terms	Contract Processing - Contract Terms		
ERP-08-122	ERP - 08 Procurement Contracts	Ability to validate contract terms	Contract Processing - Contract Terms		

ERP-08-123	ERP - 08 Procurement Contracts	Ability to download add-in for Microsoft word	Contract Processing - Contract Terms		
ERP-08-124	ERP - 08 Procurement Contracts	Ability to download contract	Contract Processing - Contract Terms		
ERP-08-125	ERP - 08 Procurement Contracts	Ability to upload contract	Contract Processing - Contract Terms		
ERP-08-126	ERP - 08 Procurement Contracts	Ability to upload contract terms to an alternate contract	Contract Processing - Contract Terms		
ERP-08-127	ERP - 08 Procurement Contracts	Ability to lock contract terms	Contract Processing - Contract Terms		
ERP-08-128	ERP - 08 Procurement Contracts	Ability to unlock contract terms	Contract Processing - Contract Terms		
ERP-08-129	ERP - 08 Procurement Contracts	Ability to review contract deviations	Contract Processing - Contract Terms		
ERP-08-130	ERP - 08 Procurement Contracts	Ability to check for clause updates	Contract Processing - Contract Terms		
ERP-08-131	ERP - 08 Procurement Contracts	Ability to change contract source	Contract Processing - Contract Terms		
ERP-08-132	ERP - 08 Procurement Contracts	Ability to remove contract terms	Contract Processing - Contract Terms		
ERP-08-183	ERP - 08 Procurement Contracts	Ability to create contract using Contract Wizard	Contract Processing - Contract Wizard		
ERP-08-184	ERP - 08 Procurement Contracts	Ability to select contract and terms template in Contract Wizard	Contract Processing - Contract Wizard		
ERP-08-185	ERP - 08 Procurement Contracts	Ability to insert variables and answer questions in Contract Wizard	Contract Processing - Contract Wizard		
ERP-08-186	ERP - 08 Procurement Contracts	Ability to upload documents in Contract Wizard	Contract Processing - Contract Wizard		
ERP-08-187	ERP - 08 Procurement Contracts	Ability to review the contract	Contract Processing - Contract Wizard		
ERP-08-188	ERP - 08 Procurement Contracts	Ability to edit Contract in Wizard	Contract Processing - Contract Wizard		
ERP-08-172	ERP - 08 Procurement Contracts	Ability to preview a contract PDF	Contract Processing - Contracts Actions		
ERP-08-155	ERP - 08 Procurement Contracts	Ability to add a risk to a contract	Contract Processing - Contracts Risk		
ERP-08-156	ERP - 08 Procurement Contracts	Ability to view the contract summary	Contract Processing - Contracts Risk		
ERP-08-106	ERP - 08 Procurement Contracts	Ability to add multiple contract lines	Contract Processing - Manage Contract Lines		
ERP-08-107	ERP - 08 Procurement Contracts	Ability to duplicate contract lines	Contract Processing - Manage Contract Lines		
ERP-08-108	ERP - 08 Procurement Contracts	Ability to delete contract lines	Contract Processing - Manage Contract Lines		
ERP-08-109	ERP - 08 Procurement Contracts	Ability to cancel contract lines	Contract Processing - Manage Contract Lines		
ERP-08-110	ERP - 08 Procurement Contracts	Ability to create fulfillment lines from contract lines	Contract Processing - Manage Contract Lines		
ERP-08-154	ERP - 08 Procurement Contracts	Ability to add related contracts to a contract	Contract Processing - Related Contracts		
ERP-08-205	ERP - 08 Procurement Contracts	Ability to sign a contract using DocuSign	Contract Signature		
ERP-08-206	ERP - 08 Procurement Contracts	Ability to add signers to the contract document requiring signature	Contract Signature		
ERP-08-207	ERP - 08 Procurement Contracts	Ability to make changes to the envelope created by Oracle Cloud to be sent to DocuSign for Contract Signatures	Contract Signature		
ERP-08-157	ERP - 08 Procurement Contracts	Ability to submit a contract for approval	Contracts Approval		
ERP-08-158	ERP - 08 Procurement Contracts	Ability to submit notes for approver	Contracts Approval		
ERP-08-159	ERP - 08 Procurement Contracts	Ability to view the approval hierarchy	Contracts Approval		
ERP-08-160	ERP - 08 Procurement Contracts	Ability to stop contract approval	Contracts Approval		
ERP-08-161	ERP - 08 Procurement Contracts	Ability to send approval notifications for a contract	Contracts Approval		
ERP-08-162	ERP - 08 Procurement Contracts	Ability to setup contracts approval workflow based on approval policies and approver groups	Contracts Approval		
ERP-08-163	ERP - 08 Procurement Contracts	Ability to approve a contract	Contracts Approval		
ERP-08-164	ERP - 08 Procurement Contracts	Ability to reject a contract	Contracts Approval		

ERP-08-165	ERP - 08 Procurement Contracts	Ability to request information	Contracts Approval		
ERP-08-166	ERP - 08 Procurement Contracts	Ability to reassign approval of a contract	Contracts Approval		
ERP-08-167	ERP - 08 Procurement Contracts	Ability to delegate a contract	Contracts Approval		
ERP-08-168	ERP - 08 Procurement Contracts	Ability to escalate approvals	Contracts Approval		
ERP-08-169	ERP - 08 Procurement Contracts	Ability to suspend approvals	Contracts Approval		
ERP-08-170	ERP - 08 Procurement Contracts	Ability to withdraw approvals	Contracts Approval		
ERP-08-171	ERP - 08 Procurement Contracts	Ability to save the approval request	Contracts Approval		
ERP-08-189	ERP - 08 Procurement Contracts	Ability to manage contracts	Manage Contracts		
ERP-08-190	ERP - 08 Procurement Contracts	Ability to inquire contracts based on status	Manage Contracts		
ERP-08-191	ERP - 08 Procurement Contracts	Ability to search contract text	Manage Contracts		
ERP-08-192	ERP - 08 Procurement Contracts	Ability to perform multiple actions	Manage Contracts		
ERP-08-193	ERP - 08 Procurement Contracts	Ability to export list of contracts to excel	Manage Contracts		
ERP-08-194	ERP - 08 Procurement Contracts	Ability to renew a contract	Manage Contracts		
ERP-08-195	ERP - 08 Procurement Contracts	Ability to merge two contracts	Manage Contracts		
ERP-08-196	ERP - 08 Procurement Contracts	Ability to apply/remove hold on a contract	Manage Contracts		
ERP-08-197	ERP - 08 Procurement Contracts	Ability to amend a contract	Manage Contracts		
ERP-08-198	ERP - 08 Procurement Contracts	Ability to close and add reasons for contract closure	Manage Contracts		
ERP-08-199	ERP - 08 Procurement Contracts	Ability to reopen a contract	Manage Contracts		
ERP-08-200	ERP - 08 Procurement Contracts	Ability to cancel and add reasons for cancellation of contract	Manage Contracts		
ERP-08-201	ERP - 08 Procurement Contracts	Ability to revert a contract under amendment	Manage Contracts		
ERP-08-202	ERP - 08 Procurement Contracts	Ability to manage contract terms template	Manage Contracts		
ERP-08-203	ERP - 08 Procurement Contracts	Ability to assign contract owner	Manage Contracts		
ERP-08-204	ERP - 08 Procurement Contracts	Ability to manage workload	Manage Contracts		
ERP-08-209	ERP - 08 Procurement Contracts	Ability to integrate with Purchasing Module	Purchasing - Integration		
ERP-08-01	ERP - 08 Procurement Contracts	Ability to create contract types	Setup		
ERP-08-02	ERP - 08 Procurement Contracts	Ability to enable electronic signature	Setup		
ERP-08-03	ERP - 08 Procurement Contracts	Ability to define party roles	Setup		
ERP-08-04	ERP - 08 Procurement Contracts	Ability to create contract line types	Setup		
ERP-08-005	ERP - 08 Procurement Contracts	Ability to associate contract line type name with predefined line sources	Setup		
ERP-08-06	ERP - 08 Procurement Contracts	Ability to create contract risks	Setup		
ERP-08-07	ERP - 08 Procurement Contracts	Ability to define user statuses and transitions	Setup		
ERP-08-08	ERP - 08 Procurement Contracts	Ability to set up contract renewal notification	Setup		
ERP-08-09	ERP - 08 Procurement Contracts	Ability to create additional clause types	Setup		
ERP-08-208	ERP - 08 Procurement Contracts	Ability to manage contract deliverables in the supplier portal	Supplier Portal - Integration		
ERP-08-026	ERP - 08 Procurement Contracts	Ability to create a section	Terms Library		
ERP-08-027	ERP - 08 Procurement Contracts	Ability to create a variable	Terms Library		
ERP-08-028	ERP - 08 Procurement Contracts	Ability to create numbering scheme	Terms Library		
ERP-08-029	ERP - 08 Procurement Contracts	Ability to create a folder	Terms Library		
ERP-08-030	ERP - 08 Procurement Contracts	Ability to add clauses to a folder	Terms Library		
ERP-08-031	ERP - 08 Procurement Contracts	Ability to create a question	Terms Library		
ERP-08-032	ERP - 08 Procurement Contracts	Ability to define an acceptable response for the question	Terms Library		
ERP-08-033	ERP - 08 Procurement Contracts	Ability to create a rule	Terms Library		
ERP-08-034	ERP - 08 Procurement Contracts	Ability to create conditions that will drive the rule	Terms Library		
ERP-08-035	ERP - 08 Procurement Contracts	Ability to define the outcome of the rule if the conditions are met	Terms Library		
ERP-08-036	ERP - 08 Procurement Contracts	Ability to add rules to the terms template	Terms Library		
ERP-08-037	ERP - 08 Procurement Contracts	Ability to create a constant	Terms Library		
ERP-08-038	ERP - 08 Procurement Contracts	Ability to analyze clause usage	Terms Library		
ERP-08-022	ERP - 08 Procurement Contracts	Ability to create a new version of the clause	Terms Library - Clause Actions		
ERP-08-023	ERP - 08 Procurement Contracts	Ability to duplicate a clause	Terms Library - Clause Actions		
ERP-08-024	ERP - 08 Procurement Contracts	Ability to place a clause on hold and verify if the clause can be added to the terms template or contract	Terms Library - Clause Actions		
ERP-08-025	ERP - 08 Procurement Contracts	Ability to delete a clause	Terms Library - Clause Actions		
ERP-08-020	ERP - 08 Procurement Contracts	Ability to submit a clause for approval	Terms Library - Clause Approvals		
ERP-08-021	ERP - 08 Procurement Contracts	Ability to setup clause approval workflow based on approval policies and approver groups	Terms Library - Clause Approvals		
ERP-08-010	ERP - 08 Procurement Contracts	Ability to create a clause	Terms Library - Clauses		

ERP-08-011	ERP - 08 Procurement Contracts	Ability to import clauses into the Contract Terms Library	Terms Library - Clauses		
ERP-08-012	ERP - 08 Procurement Contracts	Ability to specify default section in a clause	Terms Library - Clauses		
ERP-08-013	ERP - 08 Procurement Contracts	Ability to use cross-reference variable	Terms Library - Clauses		
ERP-08-014	ERP - 08 Procurement Contracts	Ability to enter text in a clause	Terms Library - Clauses		
ERP-08-015	ERP - 08 Procurement Contracts	Ability to import/export clause text using Microsoft Word	Terms Library - Clauses		
ERP-08-016	ERP - 08 Procurement Contracts	Ability to provide instructions	Terms Library - Clauses		
ERP-08-017	ERP - 08 Procurement Contracts	Ability to provide related clauses	Terms Library - Clauses		
ERP-08-018	ERP - 08 Procurement Contracts	Ability to view clause history	Terms Library - Clauses		
ERP-08-039	ERP - 08 Procurement Contracts	Ability to create terms template	Terms Library - Terms Template		
ERP-08-040	ERP - 08 Procurement Contracts	Ability to specify type of terms template	Terms Library - Terms Template		
ERP-08-041	ERP - 08 Procurement Contracts	Ability to provide a short description	Terms Library - Terms Template		
ERP-08-042	ERP - 08 Procurement Contracts	Ability to select terms template layout	Terms Library - Terms Template		
ERP-08-043	ERP - 08 Procurement Contracts	Ability to enable manual terms refresh	Terms Library - Terms Template		
ERP-08-044	ERP - 08 Procurement Contracts	Ability to provide instructions on the terms template	Terms Library - Terms Template		
ERP-08-046	ERP - 08 Procurement Contracts	Ability to enable contract expert	Terms Library - Terms Template		
ERP-08-047	ERP - 08 Procurement Contracts	Ability to specify default section in a terms template	Terms Library - Terms Template		
ERP-08-048	ERP - 08 Procurement Contracts	Ability to enable 'expert clauses mandatory' checkbox	Terms Library - Terms Template		
ERP-08-049	ERP - 08 Procurement Contracts	Ability to add document types where this terms template can be used	Terms Library - Terms Template		
ERP-08-050	ERP - 08 Procurement Contracts	Ability to add sections for clauses in a terms template	Terms Library - Terms Template		
ERP-08-051	ERP - 08 Procurement Contracts	Ability to add clause in terms template	Terms Library - Terms Template		
ERP-08-052	ERP - 08 Procurement Contracts	Ability to create a clause in terms template	Terms Library - Terms Template		
ERP-08-053	ERP - 08 Procurement Contracts	Ability to insert conditional clauses in terms template	Terms Library - Terms Template		
ERP-08-054	ERP - 08 Procurement Contracts	Ability to edit a section in terms template	Terms Library - Terms Template		
ERP-08-055	ERP - 08 Procurement Contracts	Ability to view section in terms template	Terms Library - Terms Template		
ERP-08-056	ERP - 08 Procurement Contracts	Ability to delete section in terms template	Terms Library - Terms Template		
ERP-08-057	ERP - 08 Procurement Contracts	Ability to change numbering scheme	Terms Library - Terms Template		
ERP-08-058	ERP - 08 Procurement Contracts	Ability to cut sections	Terms Library - Terms Template		
ERP-08-059	ERP - 08 Procurement Contracts	Ability to create deliverables in the terms template	Terms Library - Terms Template		
ERP-08-060	ERP - 08 Procurement Contracts	Ability to send notifications for deliverables	Terms Library - Terms Template		
ERP-08-061	ERP - 08 Procurement Contracts	Ability to escalate deliverables if due date is crossed	Terms Library - Terms Template		
ERP-08-062	ERP - 08 Procurement Contracts	Ability to attach documents to deliverables	Terms Library - Terms Template		
ERP-08-063	ERP - 08 Procurement Contracts	Ability to view rules assigned in the terms library to the terms template	Terms Library - Terms Template		
ERP-08-064	ERP - 08 Procurement Contracts	Ability to view translation details in terms template	Terms Library - Terms Template		
ERP-08-074	ERP - 08 Procurement Contracts	Ability to validate the terms template	Terms Library - Terms Template Actions		
ERP-08-075	ERP - 08 Procurement Contracts	Ability to duplicate a terms template	Terms Library - Terms Template Actions		
ERP-08-076	ERP - 08 Procurement Contracts	Ability to preview PDF	Terms Library - Terms Template Actions		
ERP-08-077	ERP - 08 Procurement Contracts	Ability to download add-in for Microsoft word	Terms Library - Terms Template Actions		
ERP-08-065	ERP - 08 Procurement Contracts	Ability to submit the terms template for approval	Terms Library - Terms Template Approval		
ERP-08-066	ERP - 08 Procurement Contracts	Ability to setup terms template approval workflow based on approval policies and approver groups	Terms Library - Terms Template Approval		
ERP-08-067	ERP - 08 Procurement Contracts	Ability to receive notifications as an approver	Terms Library - Terms Template Approval		
ERP-08-068	ERP - 08 Procurement Contracts	Ability to approve/reject the terms template	Terms Library - Terms Template Approval		
ERP-08-069	ERP - 08 Procurement Contracts	Ability to request additional information as an approver	Terms Library - Terms Template Approval		
ERP-08-070	ERP - 08 Procurement Contracts	Ability to reassign to another approver	Terms Library - Terms Template Approval		
ERP-08-071	ERP - 08 Procurement Contracts	Ability to escalate approvals	Terms Library - Terms Template Approval		

ERP-08-072	ERP - 08 Procurement Contracts	Ability to suspend the request	Terms Library - Terms Template Approval		
ERP-08-073	ERP - 08 Procurement Contracts	Ability to save the request	Terms Library - Terms Template Approval		
ERP-09-036	ERP - 09 Self Service Procurement	Ability to suggest items on the requisitions page to help users select the items based on item popularity	Embedded Analytics		
ERP-09-001	ERP - 09 Self Service Procurement	Ability to create an internal catalog/buyer managed catalog with a unique name and description	Procurement Catalog		
ERP-09-002	ERP - 09 Self Service Procurement	Ability to include all pre-defined items in the catalog	Procurement Catalog		
ERP-09-003	ERP - 09 Self Service Procurement	Ability to create a local catalog with items from all/specific supplier agreements	Procurement Catalog		
ERP-09-004	ERP - 09 Self Service Procurement	Ability to create a local catalog including items from all/specific categories	Procurement Catalog		
ERP-09-019	ERP - 09 Self Service Procurement	Ability to create public shopping list of frequently purchased items	Procurement Catalog		
ERP-09-020	ERP - 09 Self Service Procurement	Ability to create private/personal shopping lists of frequently purchased items	Procurement Catalog		
ERP-09-021	ERP - 09 Self Service Procurement	Ability to provide a start and an end date for a public/private shopping list	Procurement Catalog		
ERP-09-022	ERP - 09 Self Service Procurement	Ability to provide/restrict user's access to the catalogs	Procurement Catalog		
ERP-09-023	ERP - 09 Self Service Procurement	Ability to add catalogs and public shopping lists to content zone	Procurement Catalog		
ERP-09-025	ERP - 09 Self Service Procurement	Ability to create Catalog Category Hierarchy	Procurement Catalog		
ERP-09-026	ERP - 09 Self Service Procurement	Ability to edit browsing categories in the application and in spreadsheet (for bulk updates)	Procurement Catalog		
ERP-09-027	ERP - 09 Self Service Procurement	Ability to move item categories from one parent to another	Procurement Catalog		
ERP-09-028	ERP - 09 Self Service Procurement	Ability to display a hierarchical view of the catalog to users to ease the process of requisition creation	Procurement Catalog		
ERP-09-029	ERP - 09 Self Service Procurement	Ability to search for the desired item using browsing and item categories	Procurement Catalog		
ERP-09-094	ERP - 09 Self Service Procurement	Ability to route requisition approvals to individual or multiple approvers	Requisition Approval		
ERP-09-095	ERP - 09 Self Service Procurement	Ability to setup requisition approval rules where approvers are determined in any of the following: Supervisory Hierarchy, Approval Group, Job Level, Position Hierarchy	Requisition Approval		
ERP-09-096	ERP - 09 Self Service Procurement	Ability to view the list of approvers who will be approving a particular requisition	Requisition Approval		
ERP-09-097	ERP - 09 Self Service Procurement	Ability to notify approvers when a requisition is submitted and an action is required from their end	Requisition Approval		
ERP-09-098	ERP - 09 Self Service Procurement	Ability to approve or reject the requisition approval request	Requisition Approval		
ERP-09-100	ERP - 09 Self Service Procurement	Ability to enter notes as reason for rejection of requisition	Requisition Approval		
ERP-09-101	ERP - 09 Self Service Procurement	Ability for approvers or administrators to redirect requisition approvals to other approvers	Requisition Approval		
ERP-09-102	ERP - 09 Self Service Procurement	Ability to route task to other participants	Requisition Approval		
ERP-09-103	ERP - 09 Self Service Procurement	Ability to escalate a requisition request as an approver	Requisition Approval		
ERP-09-105	ERP - 09 Self Service Procurement	Ability to add comments/ attachments on the purchase request	Requisition Approval		
ERP-09-106	ERP - 09 Self Service Procurement	Ability to add a new assignee to the purchase request	Requisition Approval		
ERP-09-109	ERP - 09 Self Service Procurement	Ability to review and recover requisition approval exceptions using the new transaction administration console	Requisition Approval		
ERP-09-110	ERP - 09 Self Service Procurement	Ability to inquire a requisition based on requisition status, completion and suppliers	Requisition Management		
ERP-09-111	ERP - 09 Self Service Procurement	Ability to review requisitions created by other users	Requisition Management		

ERP-09-112	ERP - 09 Self Service Procurement	Ability to create requisition by copying from existing requisition	Requisition Management		
ERP-09-113	ERP - 09 Self Service Procurement	Ability to extract outstanding requisitions in excel spreadsheet format	Requisition Management		
ERP-09-114	ERP - 09 Self Service Procurement	Ability to cancel requisition	Requisition Management		
ERP-09-115	ERP - 09 Self Service Procurement	Ability to cancel requisition lines using a spreadsheet	Requisition Management		
ERP-09-116	ERP - 09 Self Service Procurement	Ability to delete a requisition	Requisition Management		
ERP-09-117	ERP - 09 Self Service Procurement	Ability to edit requisition before a purchase order is created manually	Requisition Management		
ERP-09-119	ERP - 09 Self Service Procurement	Ability to re-assign a requisition to another requester	Requisition Management		
ERP-09-120	ERP - 09 Self Service Procurement	Ability to view document history for a requisition	Requisition Management		
ERP-09-121	ERP - 09 Self Service Procurement	Ability to view all processing information associated with a requisition such as orders, receipts, invoices, etc.	Requisition Management		
ERP-09-122	ERP - 09 Self Service Procurement	Ability to create purchase orders automatically when a requisition is approved	Requisition Management		
ERP-09-131	ERP - 09 Self Service Procurement	Ability to import requisition from Oracle/External applications	Requisition Management		
ERP-09-132	ERP - 09 Self Service Procurement	Ability to view the requisition statuses	Requisition Management		
ERP-09-134	ERP - 09 Self Service Procurement	Ability to disable requisition lines	Requisition Management		
ERP-09-135	ERP - 09 Self Service Procurement	Ability to search items and specify item details	Requisition Management		
ERP-09-136	ERP - 09 Self Service Procurement	Ability to compare items while creating a requisition	Requisition Management		
ERP-09-137	ERP - 09 Self Service Procurement	Ability to add, view and remove items to shopping cart	Requisition Management		
ERP-09-138	ERP - 09 Self Service Procurement	Ability to assign returned requisition lines to previous buyer	Requisition Management		
ERP-09-140	ERP - 09 Self Service Procurement	Ability to assign all requisition lines to the same buyer	Requisition Management		
ERP-09-141	ERP - 09 Self Service Procurement	Ability to troubleshoot requisition approval issues using diagnostic report	Requisition Management		
ERP-09-142	ERP - 09 Self Service Procurement	Ability to resolve pending approval requisitions	Requisition Management		
ERP-09-143	ERP - 09 Self Service Procurement	Ability to override agreement price on requisitions	Requisition Management		
ERP-09-037	ERP - 09 Self Service Procurement	Ability to request goods and services	Requisition Processing		
ERP-09-038	ERP - 09 Self Service Procurement	Ability to specify/update requisition preferences such as delivery location or expense information	Requisition Processing		
ERP-09-039	ERP - 09 Self Service Procurement	Ability to replace requester or requisition preparer for multiple requests	Requisition Processing		
ERP-09-040	ERP - 09 Self Service Procurement	Ability to request goods/items that are pre-defined in the purchasing catalog	Requisition Processing		
ERP-09-041	ERP - 09 Self Service Procurement	Ability to request goods and services that are not pre-defined in the purchasing catalog	Requisition Processing		
ERP-09-042	ERP - 09 Self Service Procurement	Ability to categorize the goods or services	Requisition Processing		
ERP-09-043	ERP - 09 Self Service Procurement	Ability to select quantity of an item on requisition	Requisition Processing		
ERP-09-044	ERP - 09 Self Service Procurement	Ability to select unit of measure of an item on requisition	Requisition Processing		
ERP-09-045	ERP - 09 Self Service Procurement	Ability to enter per unit price of an item on requisition	Requisition Processing		
ERP-09-048	ERP - 09 Self Service Procurement	Ability to indicate if price of goods or services is already negotiated with supplier	Requisition Processing		
ERP-09-049	ERP - 09 Self Service Procurement	Ability to request goods and services based on the agreements defined with the suppliers	Requisition Processing		
ERP-09-051	ERP - 09 Self Service Procurement	Ability to manually provide supplier details while creating requisitions	Requisition Processing		
ERP-09-052	ERP - 09 Self Service Procurement	Ability to default supplier's information on the requisitions	Requisition Processing		
ERP-09-054	ERP - 09 Self Service Procurement	Ability to request good and services on behalf of others	Requisition Processing		
ERP-09-055	ERP - 09 Self Service Procurement	Ability to specify on the requisitions if goods/services are required urgently	Requisition Processing		
ERP-09-056	ERP - 09 Self Service Procurement	Ability to automatically populate the expected/requested deliver dates on the requisition	Requisition Processing		

ERP-09-057	ERP - 09 Self Service Procurement	Ability to modify the requested delivery date	Requisition Processing		
ERP-09-058	ERP - 09 Self Service Procurement	Ability to automatically determine requested delivery date using lead time	Requisition Processing		
ERP-09-059	ERP - 09 Self Service Procurement	Ability to default/specify a buyer who will be processing a requisition into a purchase order	Requisition Processing		
ERP-09-062	ERP - 09 Self Service Procurement	Ability to specify delivery location on a requisition	Requisition Processing		
ERP-09-063	ERP - 09 Self Service Procurement	Ability to add a unique one-time delivery address	Requisition Processing		
ERP-09-065	ERP - 09 Self Service Procurement	Ability to specify expense/charge account on the requisitions	Requisition Processing		
ERP-09-066	ERP - 09 Self Service Procurement	Ability to easily update expense/charge account on the requisitions	Requisition Processing		
ERP-09-068	ERP - 09 Self Service Procurement	Ability to add multiple expense/charge account information on the requisition lines	Requisition Processing		
ERP-09-069	ERP - 09 Self Service Procurement	Ability to view total amount of goods as per the quantity ordered	Requisition Processing		
ERP-09-075	ERP - 09 Self Service Procurement	Ability to enter notes/instructions/comments to supplier, buyer and receiver	Requisition Processing		
ERP-09-076	ERP - 09 Self Service Procurement	Ability to attach additional information to the requisition such as images, charts, graphs, etc.	Requisition Processing		
ERP-09-077	ERP - 09 Self Service Procurement	Ability to add catalog and non-catalog goods and services in the same requisition	Requisition Processing		
ERP-09-078	ERP - 09 Self Service Procurement	Ability to review the requisition before submitting for approval	Requisition Processing		
ERP-09-079	ERP - 09 Self Service Procurement	Ability to have a unique identifier for all the requests created in Oracle Purchasing Cloud	Requisition Processing		
ERP-09-080	ERP - 09 Self Service Procurement	Ability to provide description on the requisitions	Requisition Processing		
ERP-09-081	ERP - 09 Self Service Procurement	Ability to justify why goods and services are required	Requisition Processing		
ERP-09-084	ERP - 09 Self Service Procurement	Ability to view the total amount of requested goods and services	Requisition Processing		
ERP-09-085	ERP - 09 Self Service Procurement	Ability to add new lines into existing requisitions	Requisition Processing		
ERP-09-086	ERP - 09 Self Service Procurement	Ability to edit requisition lines	Requisition Processing		
ERP-09-087	ERP - 09 Self Service Procurement	Ability to duplicate requisitions lines	Requisition Processing		
ERP-09-088	ERP - 09 Self Service Procurement	Ability to delete requisitions lines	Requisition Processing		
ERP-09-089	ERP - 09 Self Service Procurement	Ability to submit requisitions for approval	Requisition Processing		
ERP-09-090	ERP - 09 Self Service Procurement	Ability to view master item images in shopping flows	Requisition Processing		
ERP-09-091	ERP - 09 Self Service Procurement	Ability to display product packaging string	Requisition Processing		
ERP-09-092	ERP - 09 Self Service Procurement	Ability to view additional master item information in shopping flows	Requisition Processing		
ERP-09-144	ERP - 09 Self Service Procurement	Ability to create requisitions using SHOP - Mobile application	SHOP - Mobile App		
ERP-09-145	ERP - 09 Self Service Procurement	Ability to enable single sign-on for the mobile app	SHOP - Mobile App		
ERP-09-146	ERP - 09 Self Service Procurement	Ability to update delivery location in the mobile app	SHOP - Mobile App		
ERP-10-145	ERP - 10 Sourcing	Ability to view automatic award recommendation	Award - Negotiations		
ERP-10-146	ERP - 10 Sourcing	Ability to view response history	Award - Negotiations		
ERP-10-147	ERP - 10 Sourcing	Ability to award suppliers	Award - Negotiations		
ERP-10-153	ERP - 10 Sourcing	Ability to manage deliverables for a negotiation document if it has been processed into a procurement contract	Manage Deliverables		
ERP-10-108	ERP - 10 Sourcing	Ability to create an amendment for an active negotiation	Manage Negotiations		
ERP-10-109	ERP - 10 Sourcing	Ability to extend the close date of an active negotiation	Manage Negotiations		
ERP-10-110	ERP - 10 Sourcing	Ability to close an active negotiation before the close date	Manage Negotiations		
ERP-10-111	ERP - 10 Sourcing	Ability to have multiple rounds during the sourcing Event	Manage Negotiations		
ERP-10-112	ERP - 10 Sourcing	Ability to review changes	Manage Negotiations		
ERP-10-113	ERP - 10 Sourcing	Ability to pause a negotiation	Manage Negotiations		
ERP-10-114	ERP - 10 Sourcing	Ability to duplicate an existing negotiation document	Manage Negotiations		
ERP-10-115	ERP - 10 Sourcing	Ability to create template from a negotiation document	Manage Negotiations		

ERP-10-116	ERP - 10 Sourcing	Ability to download all negotiation attachments	Manage Negotiations		
ERP-10-117	ERP - 10 Sourcing	Ability to download all response attachments	Manage Negotiations		
ERP-10-118	ERP - 10 Sourcing	Ability to edit a negotiation document created by another user	Manage Negotiations		
ERP-10-119	ERP - 10 Sourcing	Ability to export list of all negotiation document	Manage Negotiations		
ERP-10-120	ERP - 10 Sourcing	Ability to search a negotiation based on negotiation name, title, status or owner	Manage Negotiations		
ERP-10-121	ERP - 10 Sourcing	Ability to reassign ownership of the negotiation document	Manage Negotiations		
ERP-10-122	ERP - 10 Sourcing	Ability to delete a negotiation	Manage Negotiations		
ERP-10-123	ERP - 10 Sourcing	Ability to cancel a negotiation which is published	Manage Negotiations		
ERP-10-133	ERP - 10 Sourcing	Ability to monitor an active negotiation	Monitor - Negotiations		
ERP-10-134	ERP - 10 Sourcing	Ability to monitor suppliers activities of an active negotiation	Monitor - Negotiations		
ERP-10-135	ERP - 10 Sourcing	Ability to analyze a negotiation response using a spreadsheet	Monitor - Negotiations		
ERP-10-137	ERP - 10 Sourcing	Ability to invite additional suppliers to an active negotiation	Monitor - Negotiations		
ERP-10-138	ERP - 10 Sourcing	Ability to download and extract response attachments to a zip file	Monitor - Negotiations		
ERP-10-139	ERP - 10 Sourcing	Ability to qualify or disqualify a suppliers during sourcing event	Monitor - Negotiations		
ERP-10-140	ERP - 10 Sourcing	Ability to monitor savings offered by each Suppliers measured against the baseline. Baseline is determined at the item level.	Monitor - Negotiations		
ERP-10-104	ERP - 10 Sourcing	Ability to setup Approval workflow for Negotiation approval	Negotiation Approval		
ERP-10-105	ERP - 10 Sourcing	Ability to enable Negotiation approval workflow to notify approver when a Negotiation is submitted for approval.	Negotiation Approval		
ERP-10-106	ERP - 10 Sourcing	Ability to withdraw negotiation from the approval process	Negotiation Approval		
ERP-10-107	ERP - 10 Sourcing	Ability to view approval workflow of a draft Negotiation	Negotiation Approval		
ERP-10-149	ERP - 10 Sourcing	Ability to setup approval workflow for negotiation awarding	Negotiation Award Approval		
ERP-10-150	ERP - 10 Sourcing	Ability to submit negotiation award for approval	Negotiation Award Approval		
ERP-10-151	ERP - 10 Sourcing	Ability to enable Negotiation award approval workflow to notify approver when a negotiation award is submitted for approval	Negotiation Award Approval		
ERP-10-152	ERP - 10 Sourcing	Ability to withdraw negotiation from the negotiation award approval process	Negotiation Award Approval		
ERP-10-017	ERP - 10 Sourcing	Ability to solicit Bids, Quotations, Information, Proposal for services streamlined from potential suppliers within the procurement Business unit	Negotiation processing		
ERP-10-018	ERP - 10 Sourcing	Ability to perform sourcing event within the procurement Business foundation of an organization/applicable if more than one BU	Negotiation processing		
ERP-10-020	ERP - 10 Sourcing	Ability to structure the process of sourcing document creation	Negotiation processing		
ERP-10-021	ERP - 10 Sourcing	Ability to create document from a template	Negotiation processing		
ERP-10-022	ERP - 10 Sourcing	Ability to Specify purchasing document as an outcome from RFx, Auction Process	Negotiation processing		
ERP-10-023	ERP - 10 Sourcing	Ability to assign default currency on any document	Negotiation processing		
ERP-10-024	ERP - 10 Sourcing	Ability to edit a RFx and Auction document before publishing	Negotiation processing		
ERP-10-090	ERP - 10 Sourcing	Ability to create contract documents from a Negotiation	Negotiation processing - Contract Terms		
ERP-10-091	ERP - 10 Sourcing	Ability to create contract terms layout	Negotiation processing - Contract Terms		
ERP-10-092	ERP - 10 Sourcing	Ability to add contract terms	Negotiation processing - Contract Terms		
ERP-10-025	ERP - 10 Sourcing	Ability to add a cover page to sourcing document	Negotiation processing - Cover page		

ERP-10-026	ERP - 10 Sourcing	Ability to add dynamically changing variable in document	Negotiation processing - Cover page		
ERP-10-027	ERP - 10 Sourcing	Ability to highlight section, change word colours for emphasis on the negotiation document	Negotiation processing - Cover page		
ERP-10-028	ERP - 10 Sourcing	Ability to use hyper links for the content for more information	Negotiation processing - Cover page		
ERP-10-072	ERP - 10 Sourcing	Ability to specify goods and services that need to be sourced	Negotiation processing - Lines		
ERP-10-073	ERP - 10 Sourcing	Ability to specify type of goods or services being procured with details	Negotiation processing - Lines		
ERP-10-074	ERP - 10 Sourcing	Ability to add multiple lines to a negotiation document	Negotiation processing - Lines		
ERP-10-075	ERP - 10 Sourcing	Ability to give hierarchical structure to the negotiation lines	Negotiation processing - Lines		
ERP-10-076	ERP - 10 Sourcing	Ability to group individual goods or services	Negotiation processing - Lines		
ERP-10-077	ERP - 10 Sourcing	Ability to add negotiation lines offline in bulk	Negotiation processing - Lines		
ERP-10-078	ERP - 10 Sourcing	Ability to delete a negotiation line	Negotiation processing - Lines		
ERP-10-079	ERP - 10 Sourcing	Ability to add current buying price of an item or service to calculate price savings when compared to response price	Negotiation processing - Lines		
ERP-10-080	ERP - 10 Sourcing	Ability to add maximum price limit for an item that is being using RFx	Negotiation processing - Lines		
ERP-10-081	ERP - 10 Sourcing	Ability to indicate target price on which the buyer is willing to source the goods or services	Negotiation processing - Lines		
ERP-10-082	ERP - 10 Sourcing	Ability to add minimum release amount	Negotiation processing - Lines		
ERP-10-083	ERP - 10 Sourcing	Ability to quantify item on the line details	Negotiation processing - Lines		
ERP-10-084	ERP - 10 Sourcing	Ability to add attachments to a negotiation line	Negotiation processing - Lines		
ERP-10-085	ERP - 10 Sourcing	Ability to add Note for Suppliers at negotiation line	Negotiation processing - Lines		
ERP-10-086	ERP - 10 Sourcing	Ability to add Estimated Total Amount	Negotiation processing - Lines		
ERP-10-087	ERP - 10 Sourcing	Ability to categorize goods and services	Negotiation processing - Lines		
ERP-10-088	ERP - 10 Sourcing	Ability to add Cost factor to a line	Negotiation processing - Lines		
ERP-10-089	ERP - 10 Sourcing	Ability to add attributes to a Negotiation line	Negotiation processing - Lines		
ERP-10-029	ERP - 10 Sourcing	Ability to assign title to a negotiation document	Negotiation processing - Overview		
ERP-10-030	ERP - 10 Sourcing	Ability to provide negotiation brief	Negotiation processing - Overview		
ERP-10-031	ERP - 10 Sourcing	Ability to add attachment to the negotiation document	Negotiation processing - Overview		
ERP-10-032	ERP - 10 Sourcing	Ability to add a introduction page on the negotiation document.	Negotiation processing - Overview		
ERP-10-033	ERP - 10 Sourcing	Ability to allow Suppliers to view the document before being available to respond.	Negotiation processing - Overview		
ERP-10-034	ERP - 10 Sourcing	Ability to open document for preview once Approved	Negotiation processing - Overview		
ERP-10-035	ERP - 10 Sourcing	Ability to respond to a document once published	Negotiation processing - Overview		
ERP-10-036	ERP - 10 Sourcing	Ability to add Negotiation open and close dates	Negotiation processing - Overview		
ERP-10-037	ERP - 10 Sourcing	Ability to control Suppliers response visibility	Negotiation processing - Overview		
ERP-10-038	ERP - 10 Sourcing	Ability to Score requirement/questions of a document by assigning a Team	Negotiation processing - Overview		
ERP-10-039	ERP - 10 Sourcing	Ability to add weights for scoring Suppliers' response	Negotiation processing - Overview		
ERP-10-040	ERP - 10 Sourcing	Ability to display scoring criteria to Suppliers	Negotiation processing - Overview		
ERP-10-041	ERP - 10 Sourcing	Ability to default maximum score to Suppliers' response	Negotiation processing - Overview		
ERP-10-042	ERP - 10 Sourcing	Ability to define Price tiers	Negotiation processing - Overview		
ERP-10-043	ERP - 10 Sourcing	Ability to rank Suppliers responses	Negotiation processing - Overview		
ERP-10-044	ERP - 10 Sourcing	Ability to define ranking method	Negotiation processing - Overview		

ERP-10-045	ERP - 10 Sourcing	Ability to allow Suppliers to reply alternatively for a requirement/questions	Negotiation processing - Overview		
ERP-10-046	ERP - 10 Sourcing	Ability to restrict the Negotiation to invited Suppliers only	Negotiation processing - Overview		
ERP-10-047	ERP - 10 Sourcing	Ability to allow Suppliers to respond to specific lines	Negotiation processing - Overview		
ERP-10-051	ERP - 10 Sourcing	Ability to add details for the Outcome selected while creating a negotiation document	Negotiation processing - Overview		
ERP-10-055	ERP - 10 Sourcing	Ability to create/add team members for scoring the responses received from Suppliers	Negotiation processing - Overview		
ERP-10-056	ERP - 10 Sourcing	Ability for RFx preparer to provide access to team members	Negotiation processing - Overview		
ERP-10-057	ERP - 10 Sourcing	Ability to create individual requirement/questions/questions and question branching	Negotiation processing - requirement/questions		
ERP-10-058	ERP - 10 Sourcing	Ability to group similar requirement/questions in sections and add individual requirement/questions/questions and question branching within each sections	Negotiation processing - requirement/questions		
ERP-10-059	ERP - 10 Sourcing	Ability to create individual requirement/questions/questions and question branching within each section	Negotiation processing - requirement/questions		
ERP-10-060	ERP - 10 Sourcing	Ability to create/upload bulk requirement/questions through Spreadsheet	Negotiation processing - requirement/questions		
ERP-10-061	ERP - 10 Sourcing	Ability to preview the questions, question branching and formatting of the pdf before sharing with the Suppliers	Negotiation processing - requirement/questions		
ERP-10-063	ERP - 10 Sourcing	Ability to make a requirement/questions mandatory or non-mandatory for the Suppliers to respond	Negotiation processing - requirement/questions		
ERP-10-064	ERP - 10 Sourcing	Ability to allow Suppliers to provide comments on requirement/questions.	Negotiation processing - requirement/questions		
ERP-10-065	ERP - 10 Sourcing	Ability to add attachments to the requirement/questions while creating a RFx	Negotiation processing - requirement/questions		
ERP-10-066	ERP - 10 Sourcing	Ability to enable automatic/manual/none scoring for the responses provided by suppliers	Negotiation processing - requirement/questions		
ERP-10-067	ERP - 10 Sourcing	Ability to define acceptable values for the response provided by the supplier	Negotiation processing - requirement/questions		
ERP-10-068	ERP - 10 Sourcing	Ability to add multiple choices to the question/requirement as acceptable response value	Negotiation processing - requirement/questions		
ERP-10-069	ERP - 10 Sourcing	Ability to delete requirement/questions/sections	Negotiation processing - requirement/questions		
ERP-10-070	ERP - 10 Sourcing	Ability to prioritize any requirements/question being created	Negotiation processing - requirement/questions		
ERP-10-071	ERP - 10 Sourcing	Ability to specify a particular scoring team to score a group of requirements with similar characteristics	Negotiation processing - requirement/questions		
ERP-10-096	ERP - 10 Sourcing	Ability to study the negotiation document before being sent out	Negotiation processing - Review		
ERP-10-097	ERP - 10 Sourcing	Ability to validate the Negotiation document	Negotiation processing - Review		
ERP-10-098	ERP - 10 Sourcing	Ability to view negotiation terms and condition	Negotiation processing - Review		
ERP-10-099	ERP - 10 Sourcing	Ability to view buyer pdf	Negotiation processing - Review		
ERP-10-100	ERP - 10 Sourcing	Ability to view suppliers pdf	Negotiation processing - Review		
ERP-10-101	ERP - 10 Sourcing	Ability to create online messages for Suppliers	Negotiation processing - Review		
ERP-10-102	ERP - 10 Sourcing	Ability to make the negotiation document available to suppliers for responding	Negotiation processing - Review		
ERP-10-093	ERP - 10 Sourcing	Ability to search and add Suppliers and Suppliers sites	Negotiation processing - Suppliers		
ERP-10-094	ERP - 10 Sourcing	Ability to add Suppliers contact	Negotiation processing - Suppliers		
ERP-10-095	ERP - 10 Sourcing	Ability to register and add new Suppliers	Negotiation processing - Suppliers		
ERP-10-124	ERP - 10 Sourcing	Ability to create a negotiation template	Negotiation template		
ERP-10-125	ERP - 10 Sourcing	Ability to duplicate a negotiation template	Negotiation template		
ERP-10-126	ERP - 10 Sourcing	Ability to edit a negotiation template	Negotiation template		

ERP-10-127	ERP - 10 Sourcing	Ability to inactivate a negotiation template	Negotiation template		
ERP-10-128	ERP - 10 Sourcing	Ability to view negotiation template details	Negotiation template		
ERP-10-141	ERP - 10 Sourcing	Ability to score suppliers	Scoring - Negotiations		
ERP-10-142	ERP - 10 Sourcing	Ability to score using spreadsheet	Scoring - Negotiations		
ERP-10-143	ERP - 10 Sourcing	Ability to see responses provided by suppliers side by side	Scoring - Negotiations		
ERP-10-144	ERP - 10 Sourcing	Ability to update scores on behalf of a team member	Scoring - Negotiations		
ERP-10-001	ERP - 10 Sourcing	Ability to create a negotiation style	Setup		
ERP-10-002	ERP - 10 Sourcing	Ability to create and edit attribute lists	Setup		
ERP-10-003	ERP - 10 Sourcing	Ability to duplicate and/or edit attribute lists	Setup		
ERP-10-004	ERP - 10 Sourcing	Ability to add a new attribute group to an attribute list	Setup		
ERP-10-005	ERP - 10 Sourcing	Ability to add a predefined attribute group to an attribute list	Setup		
ERP-10-006	ERP - 10 Sourcing	Ability to edit or delete an attribute group or attributes	Setup		
ERP-10-007	ERP - 10 Sourcing	Ability to create cost factors	Setup		
ERP-10-008	ERP - 10 Sourcing	Ability to duplicate cost factors	Setup		
ERP-10-009	ERP - 10 Sourcing	Ability to create cost factor list	Setup		
ERP-10-010	ERP - 10 Sourcing	Ability to duplicate cost factor list	Setup		
ERP-10-011	ERP - 10 Sourcing	Ability to edit cost factor list	Setup		
ERP-10-012	ERP - 10 Sourcing	Ability to delete cost factor list	Setup		
ERP-10-013	ERP - 10 Sourcing	Ability to add cost factors to the cost factor list	Setup		
ERP-10-014	ERP - 10 Sourcing	Ability to delete cost factors from the cost factor list	Setup		
ERP-10-015	ERP - 10 Sourcing	Ability to Modify the Suppliers Registration Approval Rule	Setup		
ERP-10-154	ERP - 10 Sourcing	Ability to view the next closing negotiations	Sourcing Dashboard		
ERP-10-155	ERP - 10 Sourcing	Ability to view/read online messages	Sourcing Dashboard		
ERP-10-156	ERP - 10 Sourcing	Ability to view expiring agreements	Sourcing Dashboard		
ERP-10-157	ERP - 10 Sourcing	Ability to view responses that require scoring	Sourcing Dashboard		
ERP-10-158	ERP - 10 Sourcing	Ability to accept terms when creating a response	Suppliers Portal		
ERP-10-159	ERP - 10 Sourcing	Ability to view negotiation document using Suppliers portal	Suppliers Portal		
ERP-10-160	ERP - 10 Sourcing	Ability to download PDF version of Sourcing document	Suppliers Portal		
ERP-10-161	ERP - 10 Sourcing	Ability to Acknowledge Negotiation document before creating response	Suppliers Portal		
ERP-10-162	ERP - 10 Sourcing	Ability to create response using supplier portal	Suppliers Portal		
ERP-10-163	ERP - 10 Sourcing	Ability to add attachments to a response	Suppliers Portal		
ERP-10-165	ERP - 10 Sourcing	Ability to create response revision	Suppliers Portal		
ERP-10-166	ERP - 10 Sourcing	Ability to allow vendors/supplier to respond to a negotiation document using spreadsheet	Suppliers Portal		
ERP-10-167	ERP - 10 Sourcing	Ability to view Award	Suppliers Portal		
ERP-10-168	ERP - 10 Sourcing	Ability to see supplier notification	Suppliers Portal		
ERP-11-125	ERP - 11 Supplier Portal	Ability to create a credit memo for PO/Non PO matched invoices	Credit Memo Creation (PO/Non PO Matched)		
ERP-11-083	ERP - 11 Supplier Portal	Ability to manage deliverables	Deliverables		
ERP-11-084	ERP - 11 Supplier Portal	Ability to edit deliverables and add notes/attachments	Deliverables		
ERP-11-085	ERP - 11 Supplier Portal	Ability to view status history of the deliverable	Deliverables		
ERP-11-126	ERP - 11 Supplier Portal	Ability to view PO/Non PO Matched invoices and export to excel	Invoices		
ERP-11-127	ERP - 11 Supplier Portal	Ability to view invoices according to their statuses	Invoices		
ERP-11-041	ERP - 11 Supplier Portal	Ability to create change order for a purchase order	Manage Orders		
ERP-11-042	ERP - 11 Supplier Portal	Ability to provide a short description on the change order	Manage Orders		
ERP-11-043	ERP - 11 Supplier Portal	Ability to update order quantity on a purchase order	Manage Orders		
ERP-11-044	ERP - 11 Supplier Portal	Ability to change order amount on a purchase order	Manage Orders		
ERP-11-045	ERP - 11 Supplier Portal	Ability to provide a change reason for the change in quantity and amount on a purchase order	Manage Orders		
ERP-11-046	ERP - 11 Supplier Portal	Ability to validate a purchase order/change order before submitting for approval	Manage Orders		

ERP-11-047	ERP - 11 Supplier Portal	Ability to submit change order for approval	Manage Orders		
ERP-11-048	ERP - 11 Supplier Portal	Ability for the preparer to receive approval/rejection notification	Manage Orders		
ERP-11-049	ERP - 11 Supplier Portal	Ability for a vendor to receive notifications when there is a change order	Manage Orders		
ERP-11-050	ERP - 11 Supplier Portal	Ability to inquire on purchase order and export to excel	Manage Orders		
ERP-11-051	ERP - 11 Supplier Portal	Ability to print change orders	Manage Orders		
ERP-11-052	ERP - 11 Supplier Portal	Ability to delete change order	Manage Orders		
ERP-11-053	ERP - 11 Supplier Portal	Ability to cancel change order document	Manage Orders		
ERP-11-054	ERP - 11 Supplier Portal	Ability to review changes made on a purchase order	Manage Orders		
ERP-11-055	ERP - 11 Supplier Portal	Ability to compare revised purchase order with the original purchase order	Manage Orders		
ERP-11-059	ERP - 11 Supplier Portal	Ability to review schedules (requested date, promise date etc.)	Manage Schedules		
ERP-11-060	ERP - 11 Supplier Portal	Ability to update scheduled promised date by creating change order schedule	Manage Schedules		
ERP-11-061	ERP - 11 Supplier Portal	Ability to submit change order schedule for approval	Manage Schedules		
ERP-11-062	ERP - 11 Supplier Portal	Ability for the preparer to receive approval/rejection notification	Manage Schedules		
ERP-11-063	ERP - 11 Supplier Portal	Ability to acknowledge purchase order schedules using spreadsheet	Manage Schedules		
ERP-11-129	ERP - 11 Supplier Portal	Ability to view active negotiations	Negotiations		
ERP-11-130	ERP - 11 Supplier Portal	Ability to acknowledge participation in negotiations	Negotiations		
ERP-11-131	ERP - 11 Supplier Portal	Ability to create responses in negotiations	Negotiations		
ERP-11-132	ERP - 11 Supplier Portal	Ability to respond by spreadsheet	Negotiations		
ERP-11-133	ERP - 11 Supplier Portal	Ability to send messages to the buying organization/category manager	Negotiations		
ERP-11-134	ERP - 11 Supplier Portal	Ability to view attachments associated with the negotiation/response	Negotiations		
ERP-11-135	ERP - 11 Supplier Portal	Ability to submit the response for approval	Negotiations		
ERP-11-136	ERP - 11 Supplier Portal	Ability to manage responses	Negotiations		
ERP-11-137	ERP - 11 Supplier Portal	Ability to create response revisions	Negotiations		
ERP-11-102	ERP - 11 Supplier Portal	Ability to create an invoice without matching to a PO	Non PO Matched Invoice		
ERP-11-103	ERP - 11 Supplier Portal	Ability to enter requester's email to send invoices for approval	Non PO Matched Invoice		
ERP-11-104	ERP - 11 Supplier Portal	Ability to default/enter ship to location on an invoice l	Non PO Matched Invoice		
ERP-11-105	ERP - 11 Supplier Portal	Ability to enter ship from location on an invoice line	Non PO Matched Invoice		
ERP-11-106	ERP - 11 Supplier Portal	Ability to select location of final discharge on an invoi	Non PO Matched Invoice		
ERP-11-107	ERP - 11 Supplier Portal	Ability to enter freight charges on a non PO matched i	Non PO Matched Invoice		
ERP-11-108	ERP - 11 Supplier Portal	Ability to enter miscellaneous charges on a non PO matched invoice	Non PO Matched Invoice		
ERP-11-109	ERP - 11 Supplier Portal	Ability to calculate tax on Non PO matched invoices	Non PO Matched Invoice		
ERP-11-110	ERP - 11 Supplier Portal	Ability to submit Non-PO matched invoices for payment processing	Non PO Matched Invoice - Approvals		
ERP-11-111	ERP - 11 Supplier Portal	Ability to route Non-PO matched invoice approval to individual or multiple approvers	Non PO Matched Invoice - Approvals		
ERP-11-113	ERP - 11 Supplier Portal	Ability to setup serial invoice approval rules for Non PO matched invoices (configuration takes place in payables)	Non PO Matched Invoice - Approvals		
ERP-11-115	ERP - 11 Supplier Portal	Ability for an AP user in the buying organization to approve/reject a non PO matched invoice	Non PO Matched Invoice - Approvals		
ERP-11-128	ERP - 11 Supplier Portal	Ability to view payments and export to excel	Payments		
ERP-11-089	ERP - 11 Supplier Portal	Ability to create a PO matched invoice	PO Matched Invoice		
ERP-11-090	ERP - 11 Supplier Portal	Ability to enter a short description/ comment on an invoice	PO Matched Invoice		
ERP-11-091	ERP - 11 Supplier Portal	Ability to enter an item line to the PO being invoiced	PO Matched Invoice		
ERP-11-092	ERP - 11 Supplier Portal	Ability to calculate tax on PO matched invoices	PO Matched Invoice		
ERP-11-095	ERP - 11 Supplier Portal	Ability to submit invoice for payment processing	PO Matched Invoice - Approvals		

ERP-11-096	ERP - 11 Supplier Portal	Ability for the preparer to receive approval/rejection notification and view the date and time when the invoice has been submitted for approval	PO Matched Invoice - Approvals		
ERP-11-097	ERP - 11 Supplier Portal	Ability to route PO matched invoice approvals to an individual or multiple approvers (after adding freight and miscellaneous charges)	PO Matched Invoice - Approvals		
ERP-11-098	ERP - 11 Supplier Portal	Ability to auto approve invoices based on certain conditions (configuration takes place in payables)	PO Matched Invoice - Approvals		
ERP-11-099	ERP - 11 Supplier Portal	Ability to setup serial invoice approval rules for PO matched invoices (configuration takes place in payables)	PO Matched Invoice - Approvals		
ERP-11-100	ERP - 11 Supplier Portal	Ability to setup parallel invoice approval rules for PO matched invoices (configuration takes place in payables)	PO Matched Invoice - Approvals		
ERP-11-101	ERP - 11 Supplier Portal	Ability for an AP user in the buying organization to approve/reject a PO matched invoice	PO Matched Invoice - Approvals		
ERP-11-116	ERP - 11 Supplier Portal	Ability to enter invoice amount lower than the PO amount. You can't enter a higher amount.	PO/Non PO Matched		
ERP-11-117	ERP - 11 Supplier Portal	Ability for an invoice amount to be automatically calculated on invoice line	PO/Non PO Matched		
ERP-11-118	ERP - 11 Supplier Portal	Ability to view the reason for invoice rejection for the invoice created in Supplier Portal	PO/Non PO Matched		
ERP-11-119	ERP - 11 Supplier Portal	Ability to add attachments to an invoice	PO/Non PO Matched - Actions		
ERP-11-120	ERP - 11 Supplier Portal	Ability to print an invoice	PO/Non PO Matched - Actions		
ERP-11-121	ERP - 11 Supplier Portal	Ability to cancel an invoice	PO/Non PO Matched - Actions		
ERP-11-122	ERP - 11 Supplier Portal	Ability to delete an invoice	PO/Non PO Matched - Actions		
ERP-11-123	ERP - 11 Supplier Portal	Ability to save an invoice	PO/Non PO Matched - Actions		
ERP-11-124	ERP - 11 Supplier Portal	Ability to view summary tax lines	PO/Non PO Matched - Actions		
ERP-11-064	ERP - 11 Supplier Portal	Ability to create changes on purchase agreement	Purchase Agreements		
ERP-11-065	ERP - 11 Supplier Portal	Ability to change purchase agreement amount	Purchase Agreements		
ERP-11-066	ERP - 11 Supplier Portal	Ability to change expiration date for that item	Purchase Agreements		
ERP-11-067	ERP - 11 Supplier Portal	Ability to submit purchase agreement change order for approval	Purchase Agreements		
ERP-11-068	ERP - 11 Supplier Portal	Ability for the preparer to receive approval/rejection notification	Purchase Agreements		
ERP-11-069	ERP - 11 Supplier Portal	Ability to inquire on purchase agreements	Purchase Agreements		
ERP-11-070	ERP - 11 Supplier Portal	Ability to print purchase agreement	Purchase Agreements		
ERP-11-071	ERP - 11 Supplier Portal	Ability to delete change order for purchase agreement	Purchase Agreements		
ERP-11-072	ERP - 11 Supplier Portal	Ability to cancel purchase agreement	Purchase Agreements		
ERP-11-073	ERP - 11 Supplier Portal	Ability to review purchase agreement changes	Purchase Agreements		
ERP-11-138	ERP - 11 Supplier Portal	Ability to view questionnaires	Qualifications		
ERP-11-139	ERP - 11 Supplier Portal	Ability to respond to questions	Qualifications		
ERP-11-140	ERP - 11 Supplier Portal	Ability to view qualifications	Qualifications		
ERP-11-080	ERP - 11 Supplier Portal	Ability to view receipts	Receipts		
ERP-11-081	ERP - 11 Supplier Portal	Ability to view transaction history of receipts	Receipts		
ERP-11-082	ERP - 11 Supplier Portal	Ability to view returns	Returns		
ERP-11-074	ERP - 11 Supplier Portal	Ability to create ASN (Advanced Shipping Notice)	Shipments		
ERP-11-075	ERP - 11 Supplier Portal	Ability to create ASBN (Advanced Shipping and Billing Notice)	Shipments		
ERP-11-076	ERP - 11 Supplier Portal	Ability to upload ASN or ASBN	Shipments		
ERP-11-078	ERP - 11 Supplier Portal	Ability to cancel shipments	Shipments		
ERP-11-079	ERP - 11 Supplier Portal	Ability to view shipments	Shipments		
ERP-11-005	ERP - 11 Supplier Portal	Ability for a user to assign/modify supplier portal roles	Supplier Contact		
ERP-11-004	ERP - 11 Supplier Portal	Ability for a buying organization to create a new supplier contact/supplier portal user	Supplier Contact - Pre-requisites		
ERP-11-006	ERP - 11 Supplier Portal	Ability to capture the supplier name	Supplier Profile		
ERP-11-007	ERP - 11 Supplier Portal	Ability to classify a supplier based on category or their line of business	Supplier Profile		
ERP-11-008	ERP - 11 Supplier Portal	Ability to classify a supplier based on the tax organization type	Supplier Profile		
ERP-11-009	ERP - 11 Supplier Portal	Ability to attach additional documents/information to supplier records	Supplier Profile		

ERP-11-010	ERP - 11 Supplier Portal	Ability to capture additional supplier related information and identification numbers	Supplier Profile		
ERP-11-013	ERP - 11 Supplier Portal	Ability to capture supplier's transaction tax details	Supplier Profile		
ERP-11-014	ERP - 11 Supplier Portal	Ability to create an address associated with the supplier	Supplier Profile		
ERP-11-015	ERP - 11 Supplier Portal	Ability to specify the purpose of the address created	Supplier Profile		
ERP-11-016	ERP - 11 Supplier Portal	Ability to inactivate supplier's address if no longer required	Supplier Profile		
ERP-11-017	ERP - 11 Supplier Portal	Ability to create supplier contact and associate one or more contacts to supplier address	Supplier Profile		
ERP-11-018	ERP - 11 Supplier Portal	Ability to update supplier contact information	Supplier Profile		
ERP-11-019	ERP - 11 Supplier Portal	Ability to request a user account while creating a supplier contact	Supplier Profile		
ERP-11-020	ERP - 11 Supplier Portal	Ability to inactivate a contact	Supplier Profile		
ERP-11-021	ERP - 11 Supplier Portal	Ability to select a default payment method for supplier	Supplier Profile		
ERP-11-022	ERP - 11 Supplier Portal	Ability to capture supplier's banking information and payment details	Supplier Profile		
ERP-11-023	ERP - 11 Supplier Portal	Ability to classify supplier based on their business and capture their certification details	Supplier Profile		
ERP-11-024	ERP - 11 Supplier Portal	Ability to categorize suppliers based on goods and services they provide	Supplier Profile		
ERP-11-025	ERP - 11 Supplier Portal	Ability to make changes to the supplier profile and provide a description	Supplier Profile		
ERP-11-026	ERP - 11 Supplier Portal	Ability to review changes made on the supplier profile	Supplier Profile		
ERP-11-027	ERP - 11 Supplier Portal	Ability to delete the profile change request	Supplier Profile		
ERP-11-028	ERP - 11 Supplier Portal	Ability to submit a profile change request for approval	Supplier Profile - Approvals		
ERP-11-029	ERP - 11 Supplier Portal	Ability to set up approval rules to specify the approvers responsible for reviewing and approving supplier profile change requests.	Supplier Profile - Approvals		
ERP-11-030	ERP - 11 Supplier Portal	Ability to receive notifications as an approver	Supplier Profile - Approvals		
ERP-11-031	ERP - 11 Supplier Portal	Ability to approve/reject a supplier profile change request	Supplier Profile - Approvals		
ERP-11-032	ERP - 11 Supplier Portal	Ability to request additional information as an approver	Supplier Profile - Approvals		
ERP-11-033	ERP - 11 Supplier Portal	Ability to reassign a supplier profile change request	Supplier Profile - Approvals		
ERP-11-034	ERP - 11 Supplier Portal	Ability to delegate a supplier profile change request	Supplier Profile - Approvals		
ERP-11-035	ERP - 11 Supplier Portal	Ability to 'Adhoc route' the profile change request	Supplier Profile - Approvals		
ERP-11-036	ERP - 11 Supplier Portal	Ability to escalate the change request	Supplier Profile - Approvals		
ERP-11-037	ERP - 11 Supplier Portal	Ability to suspend the change request	Supplier Profile - Approvals		
ERP-11-038	ERP - 11 Supplier Portal	Ability to withdraw the change request	Supplier Profile - Approvals		
ERP-11-040	ERP - 11 Supplier Portal	Ability to save the request	Supplier Profile - Approvals		
ERP-11-001	ERP - 11 Supplier Portal	Ability for a supplier to self register themselves on supplier portal	Supplier Registration		
ERP-11-002	ERP - 11 Supplier Portal	Ability to automatically assign a unique registration number for each supplier	Supplier Registration		
ERP-11-003	ERP - 11 Supplier Portal	Ability to route supplier registration request to an approval workflow	Supplier Registration		
ERP-11-143	ERP - 11 Supplier Portal	Ability to enable Suppliers to be able to view comments entered on a PO while creating an invoice.	WorkplaceNL's requirement		
ERP-11-145	ERP - 11 Supplier Portal	Ability for the Oracle Vendor Portal to allow for one invoice template for both service-date vendors and non service-date vendors.	WorkplaceNL's requirement		
ERP-11-146	ERP - 11 Supplier Portal	Ability for the Oracle Vendor Portal to include the ability for non service-date vendors to be aware of which items are HST applicable.	WorkplaceNL's requirement		
ERP-11-147	ERP - 11 Supplier Portal	Ability to draw down on a PO until the PO is closed or there Is no remaining quantities or dollars.	WorkplaceNL's requirement		
ERP-11-148	ERP - 11 Supplier Portal	Ability to show the PO status in the Supplier Portal.	WorkplaceNL's requirement		
ERP-11-150	ERP - 11 Supplier Portal	Ability to invoice on a PO in a "freeze" status.	WorkplaceNL's requirement		

ERP-11-151	ERP - 11 Supplier Portal	Ability to capture service date in a DFF (flex field) on an Invoice entry.	WorkplaceNL's requirement		
ERP-11-152	ERP - 11 Supplier Portal	Ability for the Oracle Vendor Portal to prefill the worker's name and claim number on the invoice for service-date vendors.	WorkplaceNL's requirement		
ERP-11-154	ERP - 11 Supplier Portal	Ability to capture the yes/no for service dates using a DFF. (flex field)	WorkplaceNL's requirement		
ERP-11-155	ERP - 11 Supplier Portal	Ability to create multiple lines in a PO with specific date ranges to cover rate changes.	WorkplaceNL's requirement		
ERP-11-158	ERP - 11 Supplier Portal	Ability to automatically freeze a PO once the end date has occurred.	WorkplaceNL's requirement		
ERP-11-159	ERP - 11 Supplier Portal	Ability to display payment information for invoices that are interfaced from the Claims Management System.	WorkplaceNL's requirement		
ERP-11-160	ERP - 11 Supplier Portal	Ability to capture claim number on an invoice.	WorkplaceNL's requirement		
ERP-11-161	ERP - 11 Supplier Portal	Ability to capture the treating professional on invoice.	WorkplaceNL's requirement		
ERP-11-162	ERP - 11 Supplier Portal	Ability to create a PO matched invoice. Suppliers may not know the PO numbers. They should be able to search the PO number using the injured worker's information - client name (DFF's).	WorkplaceNL's requirement		
ERP-11-163	ERP - 11 Supplier Portal	Ability to add DFF to capture appointment type in View invoices.	WorkplaceNL's requirement		
ERP-11-164	ERP - 11 Supplier Portal	Ability for suppliers to have view only PO in incomplete, draft or pending approval statuses.	WorkplaceNL's requirement		
ERP-11-166	ERP - 11 Supplier Portal	Ability for the Oracle Vendor Portal to allow for the single log-on for firms that have multiple vendor numbers via a parent-child relationship.	WorkplaceNL's requirement		
ERP-12-020	ERP - 12 Supplier Qualification Management	Ability to create a qualification area to evaluate particular aspect of a supplier	Qualification Area		
ERP-12-021	ERP - 12 Supplier Qualification Management	Ability to add multiple qualification areas	Qualification Area		
ERP-12-022	ERP - 12 Supplier Qualification Management	Ability to alert usage of same qualification area for which the questions are updated	Qualification Area		
ERP-12-023	ERP - 12 Supplier Qualification Management	Ability to uptake the latest revision when using a qualification area	Qualification Area		
ERP-12-024	ERP - 12 Supplier Qualification Management	Ability to make a qualification area for information only purpose	Qualification Area		
ERP-12-025	ERP - 12 Supplier Qualification Management	Ability to set expiration remined for a qualification area	Qualification Area		
ERP-12-026	ERP - 12 Supplier Qualification Management	Ability to add attachment to a qualification area	Qualification Area		
ERP-12-027	ERP - 12 Supplier Qualification Management	Ability to see the status of the qualification area	Qualification Area		
ERP-12-028	ERP - 12 Supplier Qualification Management	Ability to share qualifications with supplier	Qualification Area		
ERP-12-029	ERP - 12 Supplier Qualification Management	Ability to automatically evaluate qualification	Qualification Area		
ERP-12-030	ERP - 12 Supplier Qualification Management	Ability to define qualification duration	Qualification Area		
ERP-12-031	ERP - 12 Supplier Qualification Management	Ability to automatically populate responses	Qualification Area		
ERP-12-032	ERP - 12 Supplier Qualification Management	Ability to automatically accept responses	Qualification Area		
ERP-12-035	ERP - 12 Supplier Qualification Management	Ability to define outcome of a qualification area	Qualification Area		
ERP-12-036	ERP - 12 Supplier Qualification Management	Ability to notify the outcome	Qualification Area		
ERP-12-037	ERP - 12 Supplier Qualification Management	Ability to Create a Qualification Model	Qualification Model		
ERP-12-038	ERP - 12 Supplier Qualification Management	Ability to name a qualification model	Qualification Model		
ERP-12-039	ERP - 12 Supplier Qualification Management	Ability to create revision to the qualification model	Qualification Model		
ERP-12-040	ERP - 12 Supplier Qualification Management	Ability to see the status of the qualification model	Qualification Model		
ERP-12-041	ERP - 12 Supplier Qualification Management	Ability to identify Changes to Questions, Qualification Areas, or Qualification Models	Qualification Process		
ERP-12-042	ERP - 12 Supplier Qualification Management	Ability to use Products and Services and Business Classifications in Questions	Qualification Process		
ERP-12-043	ERP - 12 Supplier Qualification Management	Ability to create qualification initiatives and assessment initiatives	Qualification Process		
ERP-12-044	ERP - 12 Supplier Qualification Management	Ability to view qualifications and assessments	Qualification Process		
ERP-12-045	ERP - 12 Supplier Qualification Management	Ability to automatically evaluate a response having scored questions	Qualification Process		
ERP-12-046	ERP - 12 Supplier Qualification Management	Ability to share qualifications and assessments	Qualification Process		
ERP-12-047	ERP - 12 Supplier Qualification Management	Ability to automatically requalify qualifications	Qualification Process		
ERP-12-048	ERP - 12 Supplier Qualification Management	Ability to evaluate supplier's eligibility for sourcing	Qualification Process		

ERP-12-049	ERP - 12 Supplier Qualification Management	Ability to automate the process of evaluating supplier's response	Qualification Process		
ERP-12-053	ERP - 12 Supplier Qualification Management	Ability to View Oracle Transactional Business Intelligence Reports	Reports		
ERP-12-052	ERP - 12 Supplier Qualification Management	Ability to use pre-defined questions in sourcing negotiations	Sourcing Integration		
ERP-12-001	ERP - 12 Supplier Qualification Management	Ability to evaluate suppliers for business	Supplier Questions		
ERP-12-002	ERP - 12 Supplier Qualification Management	Ability to create evaluation questions	Supplier Questions		
ERP-12-003	ERP - 12 Supplier Qualification Management	Ability to provide a title to the question created	Supplier Questions		
ERP-12-004	ERP - 12 Supplier Qualification Management	Ability to define question text	Supplier Questions		
ERP-12-005	ERP - 12 Supplier Qualification Management	Ability to create question library	Supplier Questions		
ERP-12-006	ERP - 12 Supplier Qualification Management	Ability to initiate supplier selection using supplier question selection	Supplier Questions		
ERP-12-007	ERP - 12 Supplier Qualification Management	Ability to limit response of a question created for supplier selection	Supplier Questions		
ERP-12-008	ERP - 12 Supplier Qualification Management	Ability to create questions with restricted response	Supplier Questions		
ERP-12-009	ERP - 12 Supplier Qualification Management	Ability to limit questions available for supplier evaluation	Supplier Questions		
ERP-12-010	ERP - 12 Supplier Qualification Management	Ability to make a question critical for supplier evaluation	Supplier Questions		
ERP-12-011	ERP - 12 Supplier Qualification Management	Ability to make a question mandatory for supplier evaluation	Supplier Questions		
ERP-12-012	ERP - 12 Supplier Qualification Management	Ability to allow comments from supplier while responding to a question	Supplier Questions		
ERP-12-013	ERP - 12 Supplier Qualification Management	Ability to allow attachments from supplier while responding to a question	Supplier Questions		
ERP-12-014	ERP - 12 Supplier Qualification Management	Ability to score supplier responses on the questions for selecting best supplier	Supplier Questions		
ERP-12-015	ERP - 12 Supplier Qualification Management	Ability to use supplier profile attributes in a question	Supplier Questions		
ERP-12-016	ERP - 12 Supplier Qualification Management	Ability to allow the supplier's response to initiate next question for qualification	Supplier Questions		
ERP-12-017	ERP - 12 Supplier Qualification Management	Ability to modify an existing questions	Supplier Questions		
ERP-12-018	ERP - 12 Supplier Qualification Management	Ability to direct a question to supplier or supplier site	Supplier Questions		
ERP-12-019	ERP - 12 Supplier Qualification Management	Ability to make a question Scoring eligible	Supplier Questions		
ERP-12-050	ERP - 12 Supplier Qualification Management	Ability to solicit information from your suppliers at various points in the supplier's life cycle.	Supplier's Rule set		
ERP-12-051	ERP - 12 Supplier Qualification Management	Ability to register a supplier based on qualification area	Supplier's Rule set		

Req Num	Feature (Module)	Business Requirements Description	Process	Respondent Response	Respondent Comments
EPM-01-01	EPM	Integration with workforce HCM	Planning		
EPM-01-02	EPM	intregation with ERP for actuals	Planning		

ERP Proposal Evaluation
Pricing Sheet

LABOUR
List project activities by module including support window: List the resources required with Title, Name, Hourly Rate, Number of Hours Required and total cost per module/project activity

	Role Title	Name	Hourly Rate	Hours Required	Total Cost per Module/Project Activity	Comments/Clarifications:
Insert "Module/Project Activity" Here					$ -	
Insert "Module/Project Activity" Here					$ -	
Insert "Module/Project Activity" Here					$ -	
Insert "Module/Project Activity" Here					$ -	
Insert "Module/Project Activity" Here					$ -	
Insert "Module/Project Activity" Here					$ -	
Insert "Module/Project Activity" Here					$ -	
Insert "Module/Project Activity" Here					$ -	
Add as required						**TOTAL**
Total						

TRAINING
List training per module and price per user per module (Applicant provided training)

	Cost per Course		Total		Comments/Clarifications:
Applicant Course Name					
Applicant Course Name					
Applicant Course Name					**TOTAL**
Total					

INTERFACES

	2022	2023	2024	2025	2026	Comments/Clarifications:
Identify number of interfaces and integrations and cost per interface and/or integration						
						TOTAL
Total						

ERP Proposal Evaluation
Pricing Sheet

CONVERSIONS						
	2022	**2023**	**2024**	**2025**	**2026**	**Comments/Clarifications:**
Identify number of conversions and cost per conversion						
Total						

TOTAL

TRAVEL & RELATED EXPENSES						
List travel category and cost						
	2022	**2023**	**2024**	**2025**	**2026**	**Comments/Clarifications:**
Flights						
Accommodations						
Vehicle Rental / Mileage						
Other, please identify						
Total						

TOTAL

OTHER COSTS and FEES IF APPLICABLE						
Please add to the list as required.						
	2022	**2023**	**2024**	**2025**	**2026**	**Comments/Clarifications:**
Other (Specify)						
Total						

TOTAL

TOTAL OVERALL COSTS

Requirement Fit	Description
	First row remains blank
Configuration / Integration	Requirement can be met out of the box and or via configuration using the features of the solution
Oracle Fusion Code Customization	Requirement can only be met through code customization of the Oracle solution
Third Party	Rquirement can only be met with additional third party software solutions
No Capability	Requirement can not be met

Schedule "X"

Protocols for Security of WorkplaceNL Information on Information Technology Assets

These requirements apply to the Contractor and all employees, officers, associates, and/or approved sub-contractors of the Contractor, and it is the responsibility of the Contractor to ensure that all such employees, officers, associates, and/or approved sub-contractors are aware of these restrictions and are in compliance herewith.

GENERAL

- Portable storage devices or media (e.g., flash drives, memory sticks, portable hard drives, writeable compact discs or digital video discs, etc.) may only be used to transport and/or store Confidential Information where either the Confidential Information or the device or media is encrypted.

- Contractors must implement and maintain up to date versions of all ordinary business software for the reasonable protection of information on computers attached to the Internet which will have access to or store Confidential Information, including security firewall and anti-viral software.

- Confidential Information must be transferred using a secure, encrypted transfer mechanism that is approved by WorkplaceNL.

- Contractors are not permitted to store Confidential Information in cloud services (e.g., Onenote, etc.).

- When accessing WorkplaceNL networks externally, Contractors will use an encrypted multi-factor VPN connection that will be supplied by WorkplaceNL.

USE OF APPROVED DEVICES ON WORKPLACENL NETWORK

The following protocols apply to computing devices (desktop, laptop, mobile or other device) that have been underlined approved for use on the WorkplaceNL network (Network). This may be a WorkplaceNL-issued device.

- The Contractor will permit WorkplaceNL to access and audit the device and all WorkplaceNL records on the device:
  - to validate the security of the device or for maintenance or security of the Network.
  - to add, remove, update and/or block any content, technical or otherwise, necessary for the maintenance or security of the Network or Confidential Information.
  - to determine if the device or inappropriate use of the device had adversely impacted the Network or Confidential Information.
  - to respond to an Access to Information and Protection of Privacy or legal discovery request.
- It is not permissible to:
  - use the Network or device for illegal purposes, for personal gain or to contravene legislation, policies, directives or standards.
  - attempt to gain unauthorized access to the Network or to initiate or participate in any activity that negatively impacts the Network's security or performance.
  - share personal computer drives or folders on a computer accessing the network.
  - access the network remotely, either through wired or wireless connections, except through the use of a WorkplaceNL provisioned VPN connection with multi-factor authentication.

Contractor Initials:_____

- copy or transfer personal or Confidential Information from the Network to any media without the prior written approval of the business owner and/or the Director responsible for Information Technology Services. If copying or transferring personal or Confidential Information from the Network to any media is approved, then proper WorkplaceNL security procedures and protocols must be followed in the copying or transferring of that information.

- The Contractor must:

  - securely manage and protect Network and device usernames and passwords.

  - take reasonable precautions to prevent the introduction of viruses, SPAM or other malicious content.

  - immediately notify the IT Service Desk (service.desk@workplacenl.ca or 709.778.1555) if potential harm to the Network or any device is known or suspected.

- There is no reasonable expectation of privacy when using the Network or when accessing Confidential Information. Equipment and resources will be monitored and/or searched, where necessary, by those authorized to do so on behalf of WorkplaceNL or law enforcement agencies.

- Where a determination is made that the Network or Confidential Information on the device could be or has been used for an improper or illegal purpose, WorkplaceNL may forward the device or information to law enforcement agencies for investigation.

- WorkplaceNL is within its rights to deny or sever access to the Network or application if the Contractor is found to be in violation of any protocol outlined herein.

- WorkplaceNL devices must be returned to a manager or direct supervisor upon departure from WorkplaceNL.

USE OF NON-WORKPLACENL DEVICES

- Unless specifically separately authorized by the Contractor's Agreement or otherwise, the Contractor is not permitted to attach non-WorkplaceNL computers or other information technology systems to any WorkplaceNL network. (e.g., plug your computer directly into a Network jack in a WorkplaceNL building).

- To obtain access to the Network, the Contractor must submit a request in writing to WorkplaceNL's Security Manager. If permission is granted, the Contractor must adhere to the terms and conditions of the Security Manager.

Contractor Initials:_____