

Product Updates

Purchase-to-Pay Release 25.3.0

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1 Introduction

1.1 How to Use this Document

The product updates offer brief, high-level descriptions of enhancements and new P2P features. They also include setup information, implementation tips to help you get started, and best practices to ensure your continued success.

2 How & When Features Become Available

Some features may affect all users immediately after the release goes live whilst other features require direct action by an administrator before users can benefit from the new functionality. Each feature listed within the release notes section will indicate the 'Availability' as either:

- Immediate
- Subject to Configuration

3 Browser Support

As a reminder, the latest version of the following browsers is supported:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

4 Release Highlights

This product update includes product enhancements including:

- Expenses roles are now configurable from the Web PMC
- Improved contract support for Requisitions
- Improved handling for expired contracts

Additionally, several defects have been fixed and are detailed later in this document, covering different areas of the product. Some security fixes have also been introduced in this product update.

5 Technical Action Required – On Prem customers

As mentioned in a previous release, **due to changes to the internal signing of the executable, the new version of the Proactis Updater program must be manually installed to access the latest Proactis P2P updates when upgrading from versions prior to 25.1.** For hosted customers, this will be taken care of automatically.

6 Enhancements

6.1 Rego Cai Settings UI

Availability: Subject to Configuration

Description:

A Rego Cai settings page is now available on the Web PMC. Please contact your Account Manager for further information regarding Rego Cai.

Rego Cai

Unless you are clearing the settings, all values are required

Base URL

Tenant ID

Company Code

Timeout In Seconds

Figure 1 – Rego Cai now configurable within the Web PMC

6.2 Web PMC changes

Availability: Immediate

Description:

Improvements have been made to the Web PMC such as new settings and optimisations.

1. Accounting Groups

To improve performance and resolve timeouts, the nominal groups on the Accounting Group page on Web PMC now shows a new search function when there are more than 50 nominal groups.

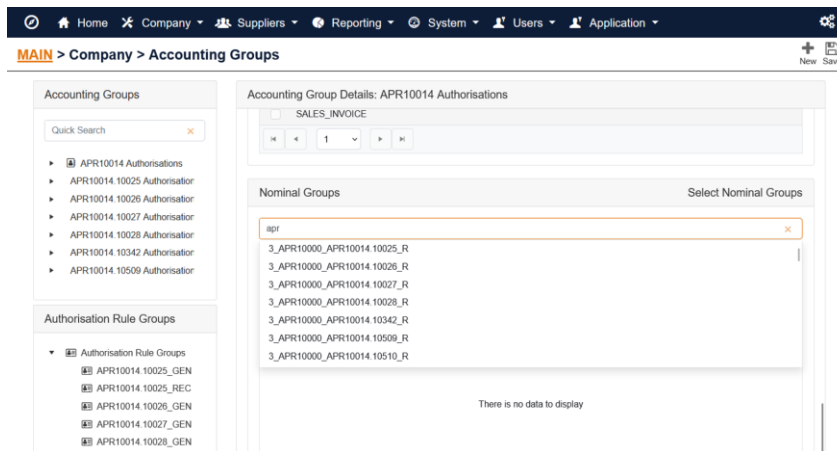


Figure 2 – New nominal groups search function on the Web PMC

2. Expense Roles

The Expense Roles properties for a user are now configurable from the Web PMC. To access the User Roles in the Web PMC, please navigate to the Users > User Maintenance > User Details, search for a specific user, expand the user tree structure in the left hand side and select the Roles menu.

Previously, although the Expenses roles were listed in the User Roles page in the Web PMC, their configuration could only happen in the Classic PMC.

This functionality has now been implemented in the Web PMC, so all the roles can now be fully configured within the Web PMC.

Roles: System Administrator Add Roles

The Troubleshooter role cannot be removed if the user has the Authoriser, Purchaser, or Invoice Entry role.
























Description	Actions
ACCEPTANCE - May accept deliveries	 
ADMIN - May reassign order originator	
ALL - May maintain column settings for searches	
ANALYSIS - May maintain Advanced dashboards	
ANALYSIS - May view Activity Monitor	
ANALYSIS - May view advanced reports	 
ANALYSIS - May view dashboard	
AUTHORISE - Authorisation Role	 
BUYER - May process requisitions	 
EXPENSES - Edit expenses generated from PCards	 
EXPENSES - May enter Expenses Claims	 
EXPORT - May export data	
FIXED ASSETS - Asset Manager	
IMAGING - May use document imaging	 
IMPORT - May configure and use email import	
IMPORT - May configure and use import channels	

Figure 3 – Expense roles are now configurable within the Web PMC

By clicking the Edit button, the same settings that are available on the Classic PMC are now configurable via the Web PMC.

Expense Role Properties

General Details

Claimants

Workflows

Please define the general expense related properties for this user below.

User's expenses claim category

Weekly

Default Currency

☐ Users claims must be submitted for completion

☐ User can authorize their own claims

☒ User can authorize claims they created for other users

☐ User can override exchange rates

User can view

their own expense claims

Ok

Cancel

Figure 4 – Expense roles pop-up in the Web PMC when editing the role

6.3 Improved contract support for Requisitions

Availability: Immediate

Description:

A series of enhancements have been made in the product to improve the usage of Requisitions within a contract.

In the Buyer Consolidation page, the following improvements have been done:

1. The contract link has been added to the page

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Edit item details

Refresh Validate Substitute

Item Details	Code	UOM	Unit Cost (£)	Quantity	Total Cost (£)	Max Cost (£)
CX892	Each	189.00	1	189.00		

Description Dell CX892 19" Monitor - Black

Comments

Contract Reference: **C0902MP**

Required by Date: 11 / 09 / 2025 (dd/mm/yyyy)

Status: ☐ Held* ☐ Review* ☐ Cancel* ☒ Released (* Items will not be consolidated)

Consolidation Date: 05 / 09 / 2025 (dd/mm/yyyy)

Consolidation Time: 16 / 08 (hours : minutes)

Consolidation Group

Supplier

Search for a supplier

Account No: CDEL002

Dell (UK) Ltd

Chester

SK9 10W

UNITED KINGDOM

Change supplier branch

Set delivery address

No 10

Downing Street

London

Nominals and Periods

Nominal Code	Commitment Date (dd/mm/yyyy)	Ratio	Total Cost (£)
AD_2120 [N/S]	11 / 09 / 2025	1	189.00

Figure 5 - Contract link added to the Buyer Item Consolidation page

2. Item's validation against a contract's limits has been enforced. This applies to both contracts value and contract quantity, depending on item's type. This also applies if new items are added to an existing requisition.

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Edit item details

Refresh Validate Substitute

Item Details	Code	UOM	Unit Cost (£)	Quantity	Total Cost (£)	Max Cost (£)
CX892	Each	189.00	100000			

Description Dell CX892 19" Monitor - Black

Comments

Contract Reference: C0902MP

Required by Date: 11 / 09 / 2025 (dd/mm/yyyy)

Status: ☐ Held* ☐ Review* ☐ Cancel* ☒ Released (* Items will not be consolidated)

Consolidation Date: 05 / 09 / 2025 (dd/mm/yyyy)

Consolidation Time: 16 / 08 (hours : minutes)

Consolidation Group

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Search for a supplier

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Downing Street

London

Nominals and Periods

Nominal Code	Commitment Date (dd/mm/yyyy)	Ratio	Total Cost (£)
AD_2120 [N/S]	11 / 09 / 2025	1	18900000.00

Item (CX892) Dell CX892 19" Monitor - Black. The requisition quantity (100000) exceeds the remaining contract quantity (1120). (Contracted quantity = 1500, quantity so far called off = 380)

Figure 6 – Additional validation has been added to the Buyer Item Consolidation page to make sure the requisition doesn't exceed the contract limits

3. When substituting a requisition item with one or more alternative items, a contract limits check is now performed if any of the alternative items are associated with contracts.
4. Order Consolidation has been improved to prevent items from different contracts being consolidated into a single Purchase Order.

An additional check has been introduced to prevent items linked to different contracts to consolidate into a single Purchase Order. This is to prevent mixing multiple contracts into a single Purchase Order. At the time of order consolidation, the application will automatically create multiple POs for each separate contract item present in the requisition. It is still possible to consolidate contract and non-contract items into a single PO as long as only one contract is present in the final PO.

Buyer Sourcing

1. Added a Contract link that opens the Contract popup for items belonging to contracts on the Buyer Sourcing page

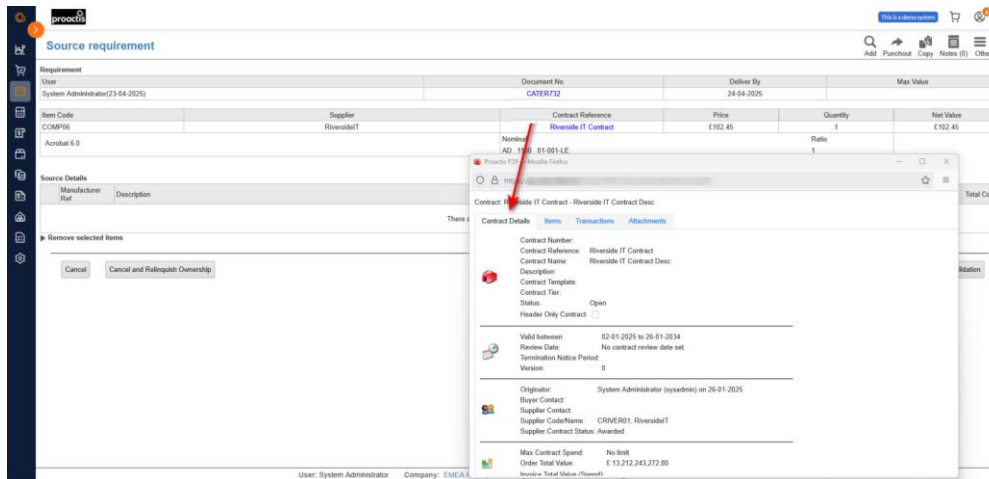


Figure 7– Contract link is now displayed in the Buyer Sourcing page

Requisition pages

1. A clickable contract link is now displayed both on the Requisitions and the Authorise Requisition pages. Clicking on the link will open the standard Contract pop-up dialog:

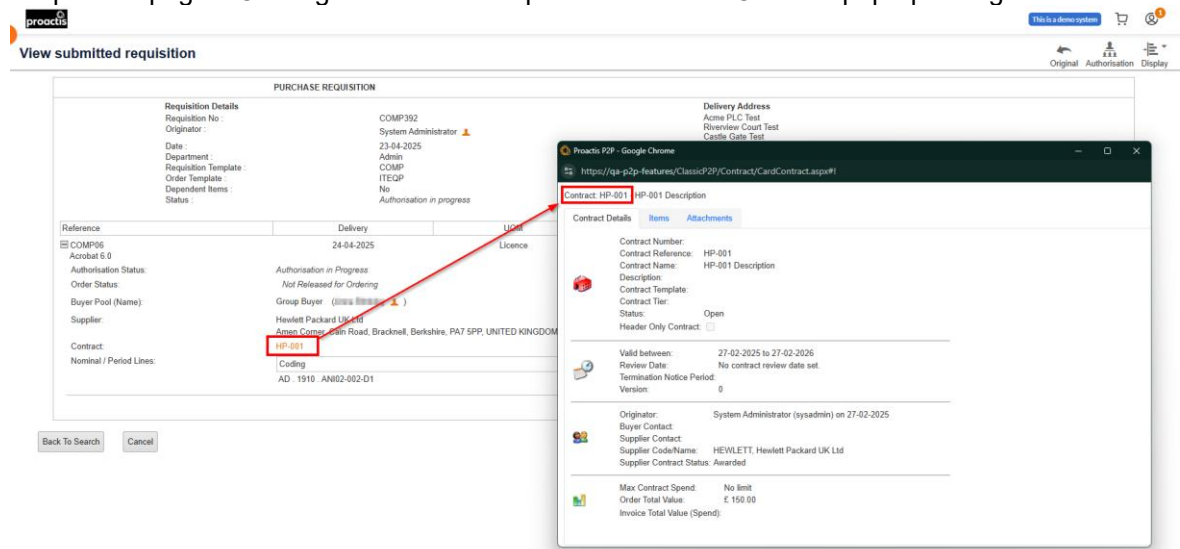


Figure 8 – Contract link is now displayed in the Requisition page

Authorise the requisition

PURCHASE REQUISITION

Requisition Details
 Requisition No.: CATER847
 Originator: System Administrator
 Date: 13-06-2025
 Department: Marketing
 Requisition Template: CATER
 Order Template: CATER

Reference	Delivery	UOM	
DR378 Description: 3 7/8" oil well drill bit (NEW) Supplier: Central Store Riverview Court, Castlegate, Wetherby, North Yorkshire, LS22 6LE, UK Nominal / Period Lines: [N/S] [N/S] [N/S] ▶ Edit this line	16-06-2025	EA	Non-contract item
30-0500-0901 Description: Credit Card Ink Roller Contract: COFD/003 Supplier: Office Depot 10 Abbey Way, Walworth Industrial Estate, Wetherby, North Yorkshire, LS22 8HY, UNITED KINGDOM Nominal / Period Lines: [N/S] [N/S] [N/S] ▶ Edit this line	16-06-2025	Each	Contract item

Delivery Address
 Proactis P2P - Google Chrome
 Contract: COFD/003 - Stationery Supply

Contract Details | Items | Trans

Contract Number:
 Contract Reference:
 Contract Name:
 Description:
 Contract Template:
 Contract Tier:
 Status:
 Header Only Contract:

Accreditation Scheme?:
 Contract Type:
 Extension Period:
 Supplier Category:

Valid between:
 Review Date:
 Termination Notice Peri:
 Version:

Figure 9 – Contract link is now displayed in the Authorise Requisition page for contract items

- Requisition validation for contract items has been enhanced so that when authorising, the system checks that the linked contract is **Open, in-date**, and that any **max quantity/value limits** are not exceeded, showing an alert if conditions fail. These validations apply **only on authorisation**, while rejections are always allowed regardless of contract status or limits.

6.4 Improved handling for expired contracts

Availability: Immediate

Description:

A series of enhancements have been made to improve the handling of expired contracts and their relevant items.

It is now possible to give control to the user over how the items are managed once a contract expires. The Web PMC now has a new page to control these settings. Once logged in to the Web PMC, navigate to the “*Company > Company Maintenance > Company Details*” menu, search and select the company that you need, expand the menu in the left-hand side and select the new “Contracts” entry. It will display the page with the Contract settings.

By default, no action is taken for items when a contract expires, and this is represented by the following settings:

The screenshot shows the 'Company Details' page in the Proactis software. The left sidebar contains a tree view of company structures, with 'Contracts' highlighted under 'EMEA Headquarters (MA)'. The main content area shows the 'Contracts' section with a toggle for 'Withdraw items when contracts expire' set to 'No'.

Figure 10 – No action applied to items once contract is expired

When selecting “Yes” to “Withdraw Items when contracts expire”, users are guided through dropdown options that clearly explain the impact of their choice—for example, applying the action to all contracts, only in-date and pending contracts, or leaving existing contracts untouched—so they can see exactly which contracts and items will be affected before confirming.

The screenshot shows the 'Company Details' page in the Proactis software. The left sidebar contains a tree view of company structures, with 'Contracts' highlighted under 'EMEA Headquarters (MA)'. The main content area shows the 'Contracts' section with a toggle for 'Withdraw items when contracts expire' set to 'Yes'. A dropdown menu is open for 'Action for existing contracts and contract items', showing options: 'Do not apply to existing contracts', 'Apply to all contracts', and 'Apply to in-date and pending contracts only'.

Figure 11 – Users have the option to choose what will happen to contract items once the contract expires

6.5 Export Event management and new Export Events

Availability: Immediate

Description:

New Export events have been added to provide even better support for integrations. These are the following:

1. **ORDER_LINE_CLOSED_FOR_RECEIPTING** – recorded when items in an Order are closed for receipting. This is done in P2P from **Receipt and Return > Close (upper right toolbar) > Search, Select and close order items**.
2. **ORDER_CLOSED_FOR_INVOICING** – recorded an Order is closed for Invoicing. This is done in P2P from **Purchase > Orders > Close (upper right toolbar) > Search, Select and close orders**.

3. **ACCEPTANCE_REDUCED** – recorded when an Acceptance Document's amounts are revised and reduced. This is done in P2P from **Purchase > Receipt and Return > Cancel Acceptance > Search Acceptance Document and update Revised amounts.**
4. **REQUISITION_CANCELLED** – recorded when a Requisition is cancelled. This is done in P2P from **Purchase > Request > Cancel a Requisition > Search, Select and Cancel Requisition**
5. **REQUISITION_SUBMITTED** – recorded when a Requisition is submitted. This is done in P2P from **Purchase > Request > Create Requisition > Fill in requisition details and Submit Requisition.**
6. **REQUISITION_DOCUMENT_AUTH** – recorded when a Requisition Document is Authorised. This is done in P2P from **Tasks > Authorisations > Requisition Documents Awaiting Authorisation > Authorise Requisition or Authorise Requisition With Comment**
7. **REQUISITION_DOCUMENT_REJECT** – recorded when a Requisition Document's Authorisation is rejected. This is done in P2P from **Tasks > Authorisation > Requisition Documents Awaiting Authorisation > Reject Authorisation**

New pages in the Web PMC have been created to allow the disabling and enabling of Export events either for a specific company or application wide.

By default, all **existing Export events are enabled** while the new Export events listed above **are disabled**.

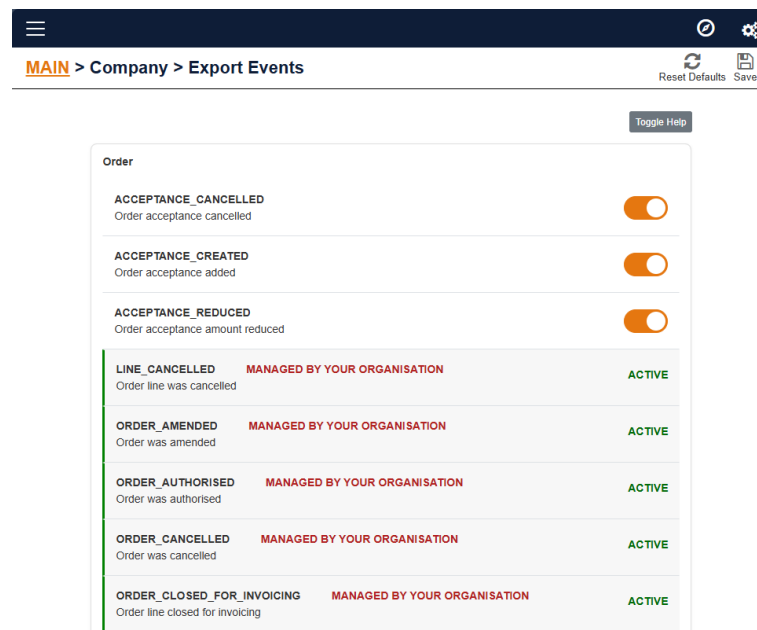


Figure 12 – Company specific Export events can now be enabled or disabled

MAIN > Application > Export Event Overrides

Reset Defaults Save

Toggle Help

Order

ACCEPTANCE_CANCELLED

Order acceptance cancelled

No Override

ACCEPTANCE_CREATED

Order acceptance added

No Override

ACCEPTANCE_REDUCED

Order acceptance amount reduced

No Override

LINE_CANCELLED

Order line was cancelled

Always Active

ORDER_AMENDED

Order was amended

Always Active

ORDER_AUTHORISED

Order was authorised

Always Active

ORDER_CANCELLED

Order was cancelled

Always Active

ORDER_CLOSED_FOR_INVOICING

Order line closed for invoicing

Always Active

Figure 13 – Application wide Export events overrides can now be set

Guidance on Export Events

Export events determine which workflow actions (such as submitting a purchase order for approval) are recorded and made available for integration with external systems. When an export event is activated, a corresponding record is added to the designated export table, allowing connected applications and/or integrations to respond to that event.

Deactivating an export event means no record will be generated for that action, which may cause inconsistencies if external systems expect it. Likewise, enabling a new event could impact existing integrations if those systems aren't configured to handle it.

Before making changes, please ensure your integrations are aligned with the selected export events to avoid data mismatches or workflow disruptions.

6.6 Header Contract improvements

Availability: Immediate

Description:

A series of enhancements have been made in the product to improve Header Contracts.

- 1. Header Contract support for Purchase Orders available on Classic PMC
A new setting has been introduced in the Classic PMC that allows users to enable, disable, or set the Header Contract option as optional within Purchase Orders.

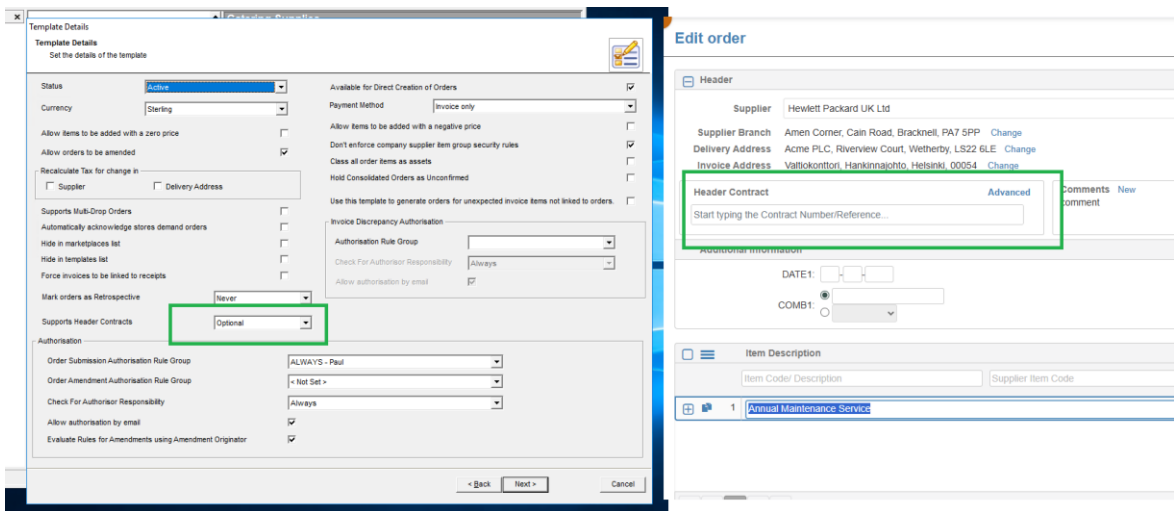


Figure 14 – Header Contract support can now be set in PMC for Purchase Orders

- Header Contract searches now support autocompletion and clicking advanced opens a new Contract search popup.

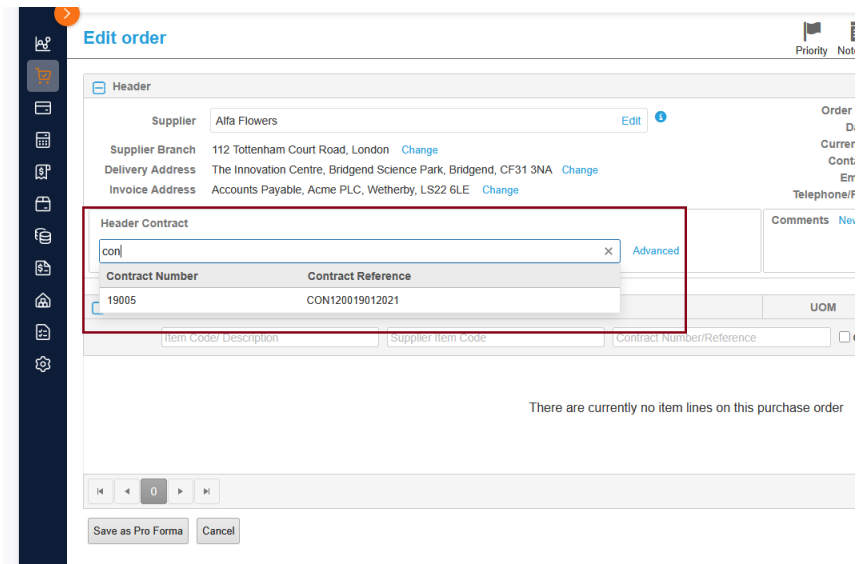


Figure 15 – Header Contract searches support autocompletion

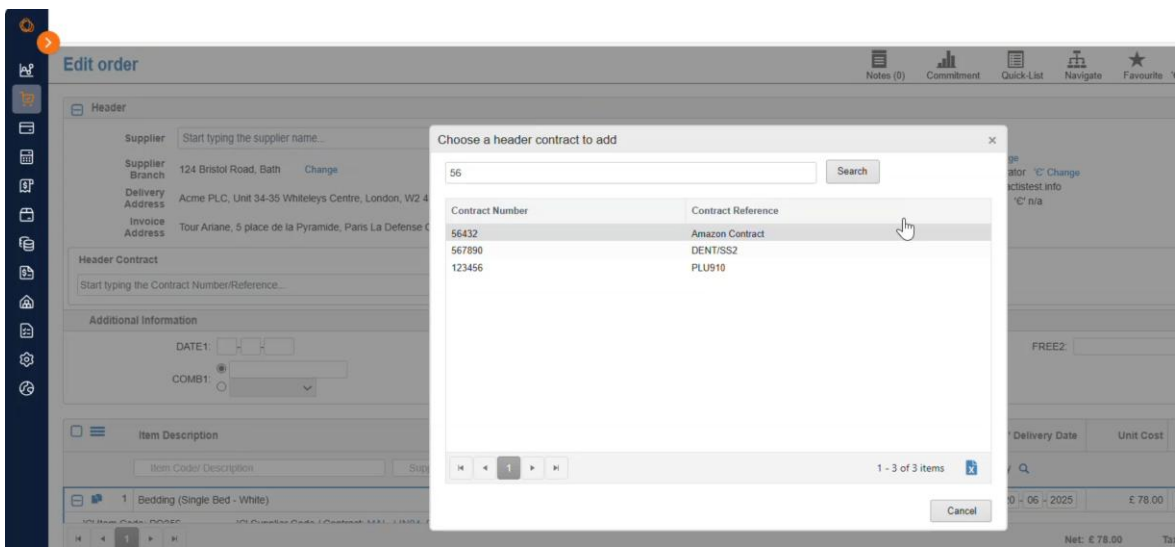


Figure 16 – Header Contract searches with Contract Popup

- 3. Purchase Order searches now include Header Contracts in the search results when searching for Contract Reference or Contract Number. The Purchase Order now also includes a link to the Contract which when clicked, opens up a Contract popup.
- 4. Validation of Header Contracts is now available and prevents the addition of standard contract items to a Purchase Order when a Header Contract is already specified. Validation of Header Contracts validity is also done when Purchase Orders are duplicated or generated from a pro-forma.

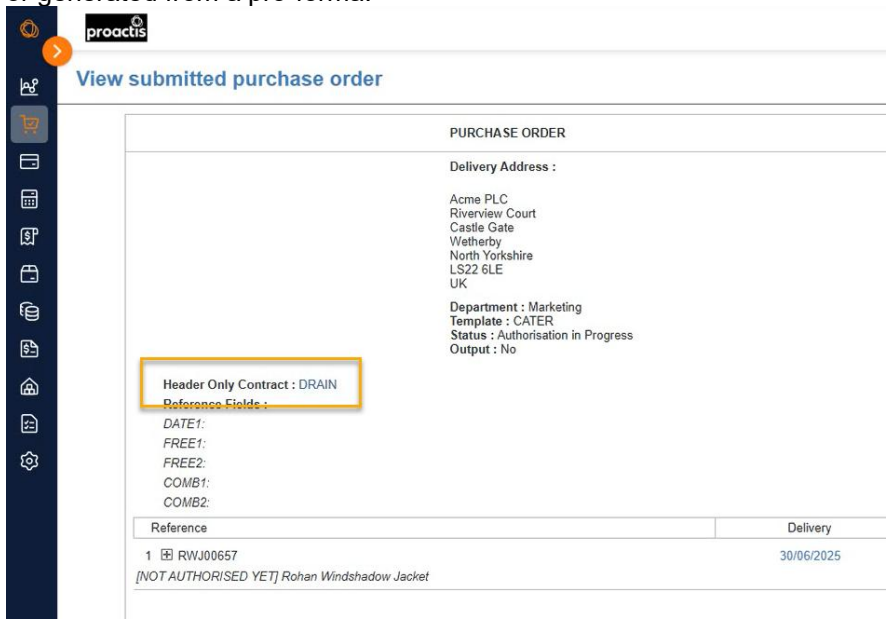


Figure 17 – Header Contract link now available on Purchase Orders

6.7 Contract criteria now available on search pages

Availability: Immediate

Description:

Searching on Contract Number or Reference is now available on relevant search pages for Orders, Invoices and Credit Notes. The search results now show Contract Numbers and Contract References as well.

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Analysis
Purchase
Summary
Search
Request
Order
Receipt and Return
Buyer
Expenses
Invoice
Stores
Sales
Journals
Assets
Tasks
Admin

Template Label:

Other Search Criteria

Order Status: ☒ Unauthorised ☒ Authorised ☒ Rejected ☒ Cancelled

High Priority Orders Only: ☐

Output Status: (Any)

Delivery Status:

Filter Condition Types: Select Condition Types...

Invoice Status:

Unmatched Invoices: (Any) Closed For Invoicing only ☐ Awaiting Credit only ☐

Delivery Date: Single Delivery Date:

Orders To Display: Current data only

References:

Requisition Originator:

Requisition Display Number:

Contract Number/Reference:

Item Search Criteria

Back Begin Order Search

Figure 18 – Relevant search pages now allow searching based on Contract Number or Reference

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Analysis
Purchase
Summary
Search
Request
Order
Receipt and Return
Buyer
Expenses
Invoice
Stores
Sales
Journals
Assets
Tasks
Admin

Choose an invoice or credit note to view

Contract No	Contract Ref	Date Created	Currency	Who With	Status	Tray	Net Value	Originator	Tax V
		11/09/2025	GBP		Registered	Awaiting Credit	£ 0.00	System Administrator	£
465	AQUA STANDARD CONTRACT	11/09/2025	GBP		Registered	Awaiting Credit	£ 0.00	System Administrator	£
		11/09/2025	GBP		Registered	Awaiting Credit	£ 0.00	System Administrator	£
465	AQUA STANDARD CONTRACT	01/09/2025	GBP		Cancelled	Awaiting Credit	£ 10.00	System Administrator	£
465	AQUA STANDARD CONTRACT	01/09/2025	GBP		Registered	Awaiting Credit	£ 0.00	System Administrator	£
465	AQUA STANDARD CONTRACT	01/09/2025	GBP		Awaiting discrepancy resolution	Awaiting Credit	£ 10.00	System Administrator	£
		11/02/2025	GBP		Registered	Awaiting Credit	£ 100.00	System Administrator	£
		11/02/2025	GBP		Registered	Awaiting Credit	£ 100.00	System Administrator	£
		08/01/2025	GBP		Awaiting discrepancy resolution	Awaiting Credit	£ 160.00	System Administrator	£ 3
		22/01/2025	GBP		Registered	Awaiting Credit	£ 0.00	System Administrator	£

Search Again

Figure 19 – Contract Number and Contract Reference are now available on search results

6.8 Contract Popup improvements

Availability: Immediate

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Description:

Some general improvements have been made on the Contract Popups for improved usability.

1. The contracts popup has been updated to support requisitions, including the implementation of user security controls for requisition access.
2. The Contracts popup has been enhanced with role-based user security for both contracts and header contracts. Users now only see the orders they are permitted to access, with any restricted orders summarised under a single **[OTHER ORDERS]** line to preserve accurate totals.
 - a. **Transactions Tab:** Displays individual orders the user can view, with restricted orders rolled up under **[OTHER ORDERS]**.
 - b. **Items Tab & Drilldown:** Shows full item totals, while order visibility respects user access rules. Restricted orders are again summarised under **[OTHER ORDERS]**.

This ensures users always see complete contract values while maintaining strict security on order-level visibility.

3. Contract popup tabs have been updated with clearer terminology and improved totals:
 - a. The **Details** tab now shows *Total Call-Off Value* and right-justified totals
 - b. **Items** tab includes requisition data in *Total Quantity* and *Total Net Value*
 - c. **Transactions** tab separates requisitions into their own table with proper statuses, totals, and user security applied. Overall, totals are now consistent across all three tabs, requisitions are displayed with the correct visibility and drilldowns, and multi-priced contract items are handled cleanly.
 - d. Service items display “n/a” for price
 - e. Hide irrelevant columns in drilldowns
 - f. The Items tab now shows all contract items, even if not yet ordered.

Contract: COYOTE6 - COYOTE6

Contract Details Items Transactions Attachments

Orders

Order No	Created	Originator	Item Code	Description	Price	UOM	Quantity	Net Value
No active orders have been raised for items on this contract								

Requisitions

Requisition No	Created	Originator	Status	Item Code	Description	Price	UOM	Quantity	Net Value
CATER868	19-08-2025	System Administrator	In authorisation	ACA	Tea & Tea Bags	£1.00	Each	10	£10.00
[OTHER REQUISITIONS]									£ 120.00
Total:									£ 130.00

Figure 20 – A new section for Requisitions has been added to the Contracts Popup – Transactions tab

4. And finally, for orders, the **InternalOrderNumber** is displayed when no order number exists, the **DisplayNo** when it does, and the **Transactions tab now includes a Price column** (with values for goods and “n/a” for services).

6.9 Enhanced Contract Validation and Controls

Availability: Immediate

Description:

1. Contract Header Max Value Validation

Requisition and order validation has been extended to the **contract header level**, ensuring that the total value of all goods and service items across a contract cannot exceed the specified maximum contract value. This validation applies when creating orders, creating or sourcing requisitions, and editing items on the consolidation stack, with alerts shown and actions blocked if limits are breached.

2. Correct Handling of Contract Statuses

System logic has been tightened so that **only contracts with status Open** can be purchased against, with Draft contracts no longer treated as valid.

6.10 General Backend improvements

Availability: Immediate

Description:

Some general backend improvements have been made to improve current processes and performance.

1. XML Gateway enhancements

The XML Gateway has been enhanced to enable additional fields for contracts and items linked to a contract.

For Contracts, the following fields have been added to the Contract Header (or Contract Definition) import:

- a. ContractNo
- b. ExtendedDescription
- c. ContractTemplate
- d. ContractTier
- e. CreatedBy
- f. NoticePeriod
- g. NoticePeriodMeasure
- h. ValidateAgainstContractValue
- i. CurrencyGUID
- j. ContractValue
- k. BaseContractValue
- l. IsHeaderContract
- m. WithdrawItemsWhenContractExpires

For Contract Items, the following fields have been added to the import:

- a. **ContractValue** - Defines the maximum contract value allowed for a service item contract in document currency (supplier or home). Only valid for service items and cannot be used with ContractQuantity or goods items

- b. **ContractValueHome** – Stores the equivalent maximum value in home currency, used when orders may be placed in multiple currencies. Must only be provided alongside ContractValue and is invalid for goods items.

2. Timed service enhancements

The auto-invoicing timed service now correctly handles supplier invoice numbers that already contain hyphens, preventing errors when the same document number is reused. This ensures invoice numbers are generated consistently without duplication or formatting issues.

Contracts flagged to withdraw items will now automatically have their items withdrawn when the contract **expires** or is **closed**, even if still in-date. Both the Classic PMC and the Contract monitoring timed service module trigger this behaviour, ensuring withdrawn items are clearly reflected in purchasing.

7 Defects

The following defects have been resolved within this update:

Area	Reference	Description
Translations	PRB-000000140	Corrected the German translation to display “ <i>Verarbeitung des Warenkorbs</i> ” for improved clarity and accuracy.
Contract details	00337033	The contract dialog now displays order and contract values in the correct document currency (with the appropriate currency symbol), rather than defaulting to the home currency.
User Maintenance Import	00274804	Improved the user import process so that foreign characters are now displayed correctly when importing users via the Import Gateway.