

Product Updates

Purchase-to-Pay Release 26.1.0

Version:

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1 Introduction

1.1 How to Use this Document

The product update 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 the following features:

- S2C Integration improvements: Header Contract search improvements to allow search by contract description, supplier code or title.
- Showing tax information on the order consolidation view.
- Request for Credit checks when receipting.

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

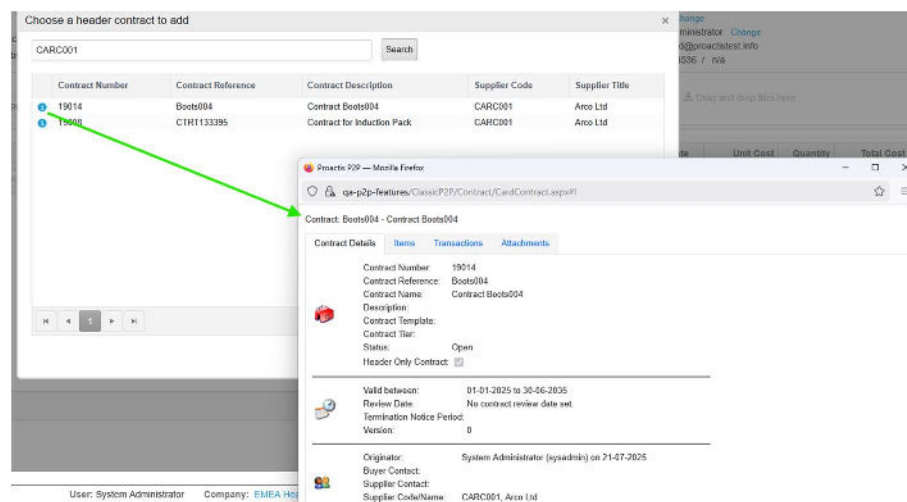
6.1 S2C Integration Improvements: Header Contract search

Availability: Immediate

Enhanced the header contract search when creating a new order so that both the advanced search and auto-complete search can now match on contract description, supplier code, and supplier title, with these fields displayed as additional columns in the results. The selected contract and each search result now expose an info icon link that opens the contract details popup, replacing the advanced search link once a contract is set.



Contract Number	Contract Reference	Contract Description	Supplier Code	Supplier Title
19001	468190-CP-90K	Commerical Property	CCHA002	Chancellor Solicitors



Choose a header contract to add

Contract Number: CARC001

Contract Number	Contract Reference	Contract Description	Supplier Code	Supplier Title
19014	Boots004	Contract Boots004	CARC001	Aero Ltd
19042	C1HT1133395	Contract for Induction Pack	CARC001	Aero Ltd

Contract: Boots004 - Contract Boots004

Contract Details

Contract Number: 19014
 Contract Reference: Boots004
 Contract Name: Contract Boots004
 Description:
 Contract Template:
 Contract Title:
 Status: Open
 Header Only Contract:

Valid between: 01-01-2025 to 30-06-2025
 Review Date: No contract review date set
 Termination Notice Period:
 Version: 0

Originator: System Administrator (sysadmin) on 21-07-2025
 Buyer Contact:
 Supplier Contact:
 Supplier Code/Name: CARC001, Aero Ltd

User: System Administrator Company: EMEA HS

6.2 Showing tax information on the order consolidation view

Availability: Immediate

Added visibility of tax information to the order consolidation view, displaying tax code, tax value, and gross value at each order line, plus net, tax, and gross totals in the order footer. Buyers can now verify the full order including tax breakdown before finalising and return lines back to the in-tray for correction if any discrepancies are identified.

Supplier Code	Supplier Title	Delivery Charge									
HEWLETT	Hewlett Packard UK Ltd										
Item Code	Item Description	Required	Price	Quantity	Units	Tax Code	Net Value	Tax Value	Gross Value		
M1	Annual Maintenance Service 7	09-04-2026	£125	7	Each	Exempt	£725	£0	£725		
M1	Annual Maintenance Service 7	09-04-2026	£125	6	Each	Multiplic(2)	£630	£33.08	£663.08		
Nominal / Period Lines		Commitment Date	Tax Code	Net	Tax	Total					
AD 1108		09-04-2026	F25	£189	£31.08	£220.08					
ES 1101		09-04-2026	Exempt	£441	£0	£441					
M1	Annual Maintenance Service 6	09-04-2026	£125	6	Each	Multiplic(3)	£420	£59.28	£479.28		
M1	Annual Maintenance Service 4	09-04-2026	£125	4	Each	Multiplic(3)	£420	£48.3	£468.3		
M1	Annual Maintenance Service 2	09-04-2026	£125	2	Each	Multiplic(3)	£210	£24.15	£234.15		
Nominal / Period Lines		Commitment Date	Tax Code	Net	Tax	Total					
AD 1108 01-014.E		09-04-2026	E16	£185	£16.6	£201.6					
AD 1108		09-04-2026	F25	£27	£7.35	£34.35					
ES 1101		09-04-2026	Exempt	£83	£0	£83					
M1	Annual Maintenance Service 3	09-04-2026	£125	3	Each	Multiplic(3)	£375	£36.23	£411.23		
M1	Annual Maintenance Service 1	09-04-2026	£125	1	Each	Multiplic(3)	£125	£12.08	£137.08		
Nominal / Period Lines		Commitment Date	Tax Code	Net	Tax	Total					
AD 1108 01-014.E		09-04-2026	E16	£52.5	£5.4	£57.9					
AD 1108		09-04-2026	F25	£21	£3.08	£24.08					
ES 1101		09-04-2026	Exempt	£11.5	£0	£11.5					
CORE01	Drum Lines										
Item Code	Item Description	Required	Price	Quantity	Units	Tax Code	Net Value	Tax Value	Gross Value		
LMB411	Linea Set Luxury 3P 6h	15-04-2025	£14.6	1	Set	E16	£14.6	£2.34	£16.94		
Nominal / Period Lines		Commitment Date	Tax Code	Net	Tax	Total					
AD 1108 01-014.E		15-04-2025	E16	£14.6	£2.34	£16.94					
							Net Total:	£2564.6			
							Tax Total:	£216.56			
							Gross Total:	£2781.16			

6.3 Request for Credit checks when receipting

Availability: Immediate

Order receipting now takes outstanding Requests for Credit (RFCs) into account, preventing users from receipting any quantity or value that has already been earmarked for a credit note via an invoice discrepancy. When validating a receipt, alerts are displayed per nominal showing the amount covered by outstanding RFCs and the remaining quantity or value that may be receipted, avoiding the invalid state where orders could be fully receipted despite pending credit requests.

Choose the items to accept

Date received: 13-01-2026 (dd/mm/yyyy) Accepted at: ata: steph's store 1 (FIF O)

Supplier: Woody Catering Services 97 Market Place Wetherby LS22 6LE

Supplier Delivery Note: sup-875346

Order No: SP6384 Order Date: 13-01-2026 Originator: System Administrator

Reference	Description	UOM	Ordered	Outstanding	Accept	Over Del	Condition
1	MBY Catering Equipment Repair	Each	1000	1000	1000	0	Arrived

Back Submit Accepted Items

Line (MBY): Delivery condition (Arrived): Nominal (CO 2201). There are outstanding requests-for-credit with quantity/value 75, against this nominal for invoice(s) FANW6385. The maximum allowable outstanding quantity/value to receipt is 175. Cancel the RFC(s) to allow full receipt.

Line (MBY): Delivery condition (Arrived): Nominal (CO 1102 01-003-WE). There are outstanding requests-for-credit with quantity/value 125, against this nominal for invoice(s) FANW6385. The maximum allowable outstanding quantity/value to receipt is 825. Cancel the RFC(s) to allow full receipt.

7 Defects

The following defects have been resolved within this update:

Area	Reference	Description
WebPMC	PRB-000000138	Addressed a validation issue on the Expense Account field on the User Details page in the WebPMC.
Integration	PRB-000000238	Addressed an issue that allowed submitting expense claims with negative tax values.
Deliveries	281434	Addressed an issue preventing saving of the delivery status on the Requires Inspection popup.
Error handling	00347391	Addressed an issue where system information was being shown on error dialogs.