

MyShop: Procure-to-Pay Program
Supplier Briefing Pack: Purchase Order
Compliance

P2P Change Management
February, 2014

Key Principles on Purchase Order Compliance

- The P2P Program is following a phased implementation approach based on spend categories.
- For all on-boarded categories, suppliers have to be provided with a formal Purchase Order at the time the order is placed.
- Suppliers are asked not to execute any orders without a formal Purchase Order.
- The MyShop Service Desk is available if a Purchase Order is not provided in time.

Spend Category Scope for MyShop Purchase Order (1/3)

- Selected spend categories will require a Purchase Order prior to an invoice being received – identified as 'In Scope'
- Additional categories will be added during Wave 11
- APAC includes Singapore, India, Hong Kong, Japan and Australia

Area	Spend Categories	Switzerland	United Kingdom	United States	APAC	Poland
Services	Outsourcing Consulting / Advisory	In scope	In scope	In scope	In scope	In scope
	Audit	In scope	In scope	In scope	In scope	In scope
	Legal	In scope	In scope	Out of scope	Out of scope	Out of scope
IT Categories	Telecommunications & Network	Wave II	In scope	In scope	In scope	In scope
	Data Center	In scope	In scope	In scope	In scope	In scope
	End User Platform	In scope	In scope	In scope	In scope	In scope
	Software	In scope	In scope	In scope	In scope	In scope
	Data Network Services	Out of scope	Out of scope	Out of scope	Out of scope	Out of scope

Spend Category Scope for MyShop Purchase Order (2/3)

Area	Spend Categories	Switzerland	United Kingdom	United States	APAC	Poland
Non IT Categories	Office Equipment Hardware	In scope	In scope	In scope	In scope	In scope
	Printed Publications	In scope	In scope	In scope	In scope	In scope
	Office Suppliers	In scope	In scope	In scope	In scope	In scope
	Furniture	Wave II	In scope	In scope	In scope	In scope
	Promotional Articles	In scope	In scope	In scope	In scope	In scope
	Premises Maintenance	Wave II	In scope	In scope	In scope	In scope
	General Services	Wave II	In scope	In scope	In scope	In scope
	Construction (Partial)	Wave II	In scope	In scope	In scope	In scope
	Engineering (Partial)	Wave II	In scope	In scope	In scope	In scope
	Printed Matter	In scope	In scope	In scope	In scope	In scope
	Training	Wave II	Wave II	Wave II	Wave II	Wave II
	IT Proprietary / Publications	In scope	In scope	In scope	In scope	In scope
	Real Estate	Wave II	Wave II	Wave II	Wave II	Wave II
	Vehicle Fleet Management	Wave II	Wave II	Wave II	Wave II	Wave II
	Records Management	Wave II	Wave II	Wave II	Wave II	Wave II
	Marketing	Wave II	Wave II	Wave II	Wave II	Wave II
	Electronic Publications	Wave II	Wave II	Wave II	Wave II	Wave II
	Premises Planning	Wave II	Wave II	Wave II	Wave II	Wave II
	Security	Wave II	Wave II	Wave II	Wave II	Wave II
	Catering	Wave II	Wave II	Wave II	Wave II	Wave II

Spend Category Scope for MyShop Purchase Order (3/3)

Area	Spend Categories	Switzerland	United Kingdom	United States	APAC	Poland
Non IT Categories	Recruitment & Contracting Services	In scope	Out of scope	Out of scope	Out of scope	Out of scope
	Security	Wave II	Wave II	Wave II	Wave II	Wave II
	Catering	Wave II	Wave II	Wave II	Wave II	Wave II
	Records Management	Wave II	Wave II	Wave II	Wave II	Wave II
	Advertising/Media	Wave II	Wave II	Wave II	Wave II	Wave II
	Events	Wave II	Wave II	Wave II	Wave II	Wave II
	Audit	Wave II	Wave II	Wave II	Wave II	Wave II
	Investor Relations	Wave II	Wave II	Wave II	Wave II	Wave II
	Market Research	Wave II	Wave II	Wave II	Wave II	Wave II
	Writing Services	Wave II	Wave II	Wave II	Wave II	Wave II
	Recruitment & Contracting Services	In scope	Out of scope	Out of scope	Out of scope	Out of scope
	Human Resource and Health	Out of scope	Out of scope	Out of scope	Out of scope	Out of scope
	Brokerage, Clearing, Exchange Fees	Out of scope	Out of scope	Out of scope	Out of scope	Out of scope
	Human Resource and Health	Out of scope	Out of scope	Out of scope	Out of scope	Out of scope
	Market Data Services / Professional/Other memberships	Out of scope	Out of scope	Out of scope	Out of scope	Out of scope
	Courier & Mail	Out of scope	Out of scope	Out of scope	Out of scope	Out of scope
	Insurance	Out of scope	Out of scope	Out of scope	Out of scope	Out of scope
	Banking Fees	Out of scope	Out of scope	Out of scope	Out of scope	Out of scope
	Government Fees/Debt Ratings	Out of scope	Out of scope	Out of scope	Out of scope	Out of scope
	Travel & Events	Out of scope	Out of scope	Out of scope	Out of scope	Out of scope