

Customer name

St Georges Healthcare NHS
Trust

**Contact name
Bill to Address**

Daniel Tagg & Lucy Ellis
Blackshaw Road
SW17 0QT London United
Kingdom



Customer Reference

Please Insert Purchase Order Number
513440

Quote Reference

Q-33342

Hello Daniel & Lucy

As Requested, we enclose/attach quotation.

Status of Quote and Terms of Business

This document (The 'Quote') comprises an 'Order', 'Agreed Order', or 'Addendum' a 'Statement of Work', 'Contract Change Note' or 'Quote' (as applicable) under the relevant Framework / Master agreement ('Agreement') entered into between the Customer and Unit4, which is referenced below and attached to this Quote

Unidentified Terms

Where neither party is able to identify the applicable Agreement, delivery of any Services is subject to Unit4's Standard Terms and Conditions of Sale, a copy of which can be found on <http://www.unit4.com/> or provided on request.

Inconsistency of Terms

In the event of any inconsistency between the provisions of this Quote, the Agreement of Unit4's Standard Terms and Conditions for Sale (as applicable), the conflict should be resolved according to the following descending order of priority:

1.

This Quote

2.

The Agreement of Unit4's Standard Terms and Conditions for Sale (as applicable).

Services Only

This Quote is for professional services (including training, consultancy or installation) ('Services') (only) and Unit4 agrees to supply to the relevant Services specified below on and subject to the terms of this Quote and the Agreement.

The costs set out below are exclusive of expenses which will be charged in addition at the rates as set out below.

Validity

This Quote is valid for thirty (30) calendar days from the date hereof and the parties shall be bound by the terms of this quote from the date of the last signature hereto.

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Signature

In order to accept Unit4's proposal, the Quote should be signed by the Customer (in hard copy or by electronic means) and returned to Unit4 with a supporting purchase order (where required). The purchase order number will be included in any subsequent invoice's from Unit4.

Payment

Payment is due within 30 days of invoice date. The above costs exclude VAT, which will be charged at the prevailing rate.

Notes:

Purchase Orders –

If your finance department requires a purchase order number to be included in this Quote, please provide this to us and we will re-issue the Quote.

Booking Services

In order to arrange delivery of Services, Unit4 will contact: the person named on this Agreed Order. We regret that no Consultancy, Training or Installation dates will be confirmed until a signed copy of the Quote is received.

Expenses

To simplify administration for both parties and reduce cost, expenses are charged at the following fixed rates for all days or part days on the customer's premises, or other location designated by the Customer.

London (Inside M25) £225 per day

England and Wales £175 per day

Scotland Northern Ireland and The Republic of Ireland £150 plus any related flights

Expenses charges will be invoiced along with the services to which they relate

At UNIT4 we strive to provide innovative products and services that meet the needs of our customers. Your feedback is invaluable in helping us to develop and improve these products and services therefore once your order is fulfilled please take a moment to provide us feedback via our feedback page <http://www.unit4software.co.uk/services/customerfeedback>

If you have any queries regarding this quotation, please contact your Project Manager/Account Manager.

Many Thanks and yours sincerely,

Quotes Team

Customer name St Georges Healthcare NHS
Trust
Contact name Daniel Tagg & Lucy Ellis
Bill to Address Blackshaw Road
SW17 0QT London United
Kingdom



Customer Reference Please Insert Purchase Order Number **Quote Reference** Q-33342

Documents that complement this quote

--none--

Introduction

Unit4 is a leading provider of enterprise applications empowering people in service organizations. With annual revenue north of in excess of 500M Euro and more than 4000 employees world-wide, Unit4 delivers ERP, industry-focused and best-in-class applications. Thousands of organizations from sectors including professional services, education, public services, not-for-profit, real estate, wholesale, and financial services benefit from Unit4 solutions. Unit4 is in business for people.

At Unit4, our focus is on delivering the unrivalled software products and expert services that will support and enable our customers' success - no matter how much or how often their business needs change. We believe that the best measure of our success is our customers' satisfaction with us and our ability to meet their current and future needs.

Unit4 is headquartered in Utrecht, The Netherlands and has offices in 26 other locations around the world including: Europe, North-America, and Asia-Pacific.

Reference Master / Framework agreement

This document comprises an "Order", "Agreed Order", "Order Form", "Statement of Work" or "Addendum" (as applicable) under the relevant Framework / Master agreement which is referenced above and is attached for reference to this document.

This Quote will be valid until 27/09/2018

Economic Terms from Quote Header

Start Date 27/07/2018
Quote End Date
Subscription Term (months)
Billing Term One Off
Payment Terms 30 Days

Products and Services included

All prices excluding GST, VAT or Sales Tax

Professional Services

Product Name	Unit of Measure	Quantity	Sales Price Term	Sales price	Discount	Quote price
Unit4 Business World ERP - Consignment days	number of days	7.0	One-off Price	8,820.00	GBP 0.00	GBP 8,820.00
Professional Services Total:						GBP 8,820.00

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General remark

Reference UNIQUS HIM INTEGRATION - Statement of Work

Consultancy x 7 days @ £1,260 per day

#	Description	Who	Effort (Days)
5	Logistics configuration changes	Functional consultant	1
6.1	Develop LG04 PO confirmation ARW	Developer/Report writer	1
6.2	Develop PO update server process	ACT developer	2
7	Install/configure customisations (x2)	Developer/tech consultant	1
8	IST fault resolution support	Developer	1
9	UAT fault resolution support	Developer	1

Steve Godwin - Logistics 8th August

Mike Schofield - Developer / report writer 13th - 16th August

Remaining 2 dates tbc.

****Please provide your supporting PO along with the signed quotation**

Customer Timetable

#	Description	Who	Duration (Days)	Dates
1	Sign off solution design.	SG	1	26 Jul
2	Provide final cost estimates to develop solution.	U4	1	27 Jul
3	Order services and schedule resources.	SG/U4/AP	5	3 Aug
4	FTP File	SG	5	6-10 Aug
5	U4 Constancy - configuration changes	U4/SG/AP	5	6 Aug – 10 Aug
6	Develop and unit test the interfaces.	U4/AP	5	6 Aug - 10 Aug
7	Install and configure interfaces in integration test environment.	SG/U4/AP	5	13 - 17 Aug
8	Carry out integrated system testing (IST)	SG/U4/AP	5	13 - 17 Aug
9	UAT (including defect/resolution cycle)	SG	5	20-24 Aug
10	Sign off IST/UAT.	SG	1	24 Aug
11	Install and configure interfaces in production environment.	SG/U4/AP	1	24 th Aug
12	Go Live with some support.	SG/U4/AP	10	24 th Aug – Sep 14 th

Customer name St Georges Healthcare NHS Trust
Contact name Daniel Tagg & Lucy Ellis
Bill to Address Blackshaw Road
SW17 0QT London United Kingdom



Customer Reference Please Insert Purchase Order Number Quote Reference Q-33342

- Delivery memo
- Consultancy memo
- Maintenance memo
- Billing memo
- Time and Material

Signatures

St Georges Healthcare NHS Trust Blackshaw Road SW17 0QT London United Kingdom [Customer signature]	UNIT4 Business Software Limited Eden House, 82 Macrae Road, Ham Green, Eden Business Park BS20 ODD Bristol United Kingdom [Unit4 authorized signature]
Date of signature Daniel Tagg	Lorraine Riordan Sales Support



UNIQUS HIM INTEGRATION

STATEMENT OF WORK

For St Georges University Hospitals NHS Foundation Trust

Document Version Control

Version	Date	Authors	Description / Impact to Document
0.1	03/07/2018	Peter Burns	First draft
0.2	18/07/2018	Peter Burns	Second draft
1.0	20/07/2018	Peter Burns	Added consignment details in PO XML
2.0	26/07/2018	Peter Burns/Lucy Ellis	Extended task list and detailed configuration task.



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1. INTRODUCTION

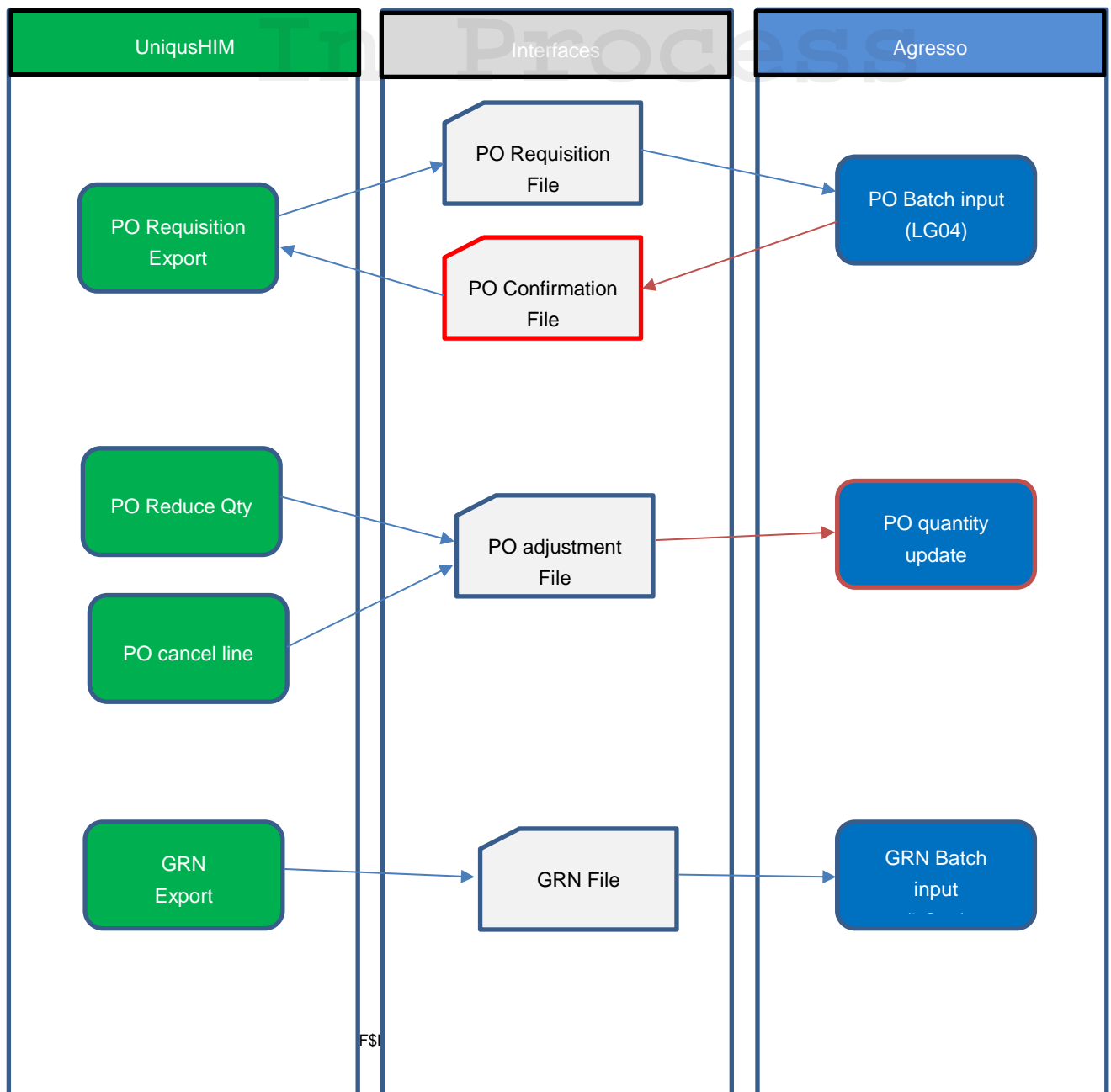
St Georges NHS Trust (SG) are running their account payable function on the Agresso ERP version 5.5.3 from Unit4. A new stock management system 'Uniquis HIM' from Assistive Partner is being implemented.

Version 5.5.3 is an older version of the Unit4 ERP system now known as Business World. The 5.5.3 version of the logistics interface is still supported in the latest version of Business World. SG plan to upgrade later in the year.

1.1. Requirement

St George's NHS Trust are implementing the 'Uniquis HIM' stock management solution. There will be interfaces with the Trust financial system, Agresso 553 (M4) at three points.

1. Create Purchase Order from Requisition.
2. Update Purchase Order quantities.
3. Update Goods Received.





2. PROPOSED SOLUTION DESCRIPTION

Most of the integration required can be achieved through standard Agresso functionality.

There will be some configuration of standard processes required (e.g. report variants).

The **custom items** that need development are;

- **PO confirmation export**
- **PO quantity update**

2.1. General Assumptions

1. Files will be formatted as required by the receiving system.
2. Uniquis files to be imported into Agresso will be placed in a sub-folder of the Agresso Data Import folder.
3. Agresso files to be imported into Uniquis will be placed in a sub-folder of the Agresso Data Export folder.
4. Transfer of data files from the data export folder and into the data import folder will be handled by SG ICT.
5. All required coding systems, e.g. suppliers, cost centres and products, are aligned between the two systems. The maintenance of those codes is not in the scope of this integration.
6. No sundry suppliers are used, i.e. all suppliers have unique supplier IDs in the system.
7. Imported purchase orders will not go through workflow.
8. All orders are in GBP.

2.2. Create Purchase Order from Requisition

Purchase Requisitions will be created in Uniquis. These will be exported to Agresso.

New Purchase orders will be created in Agresso using standard import functionality. The Agresso import process to be used is known as LG04. This process can import a batch of orders, although a batch may contain a single order. This process can be ordered as many times as a required.

2.2.1. PO Batch input (LG04)

It is proposed that Uniquis provide a file in a standard LG04 XML format that conform to the following schema;

<http://services.agresso.com/schema/ABWOrder/2005/05/13/ABWOrder.xsd>

The content will be restricted to a minimal set of data elements, with LG04 supplying default values for many fields.

If we need to handle consignment order separately then the import file would need to provide the voucher type.

See appendix for an example file.



2.2.1.1. Expenditure Account Rule

The account rule for PO detail lines (expenditure) is

Account	Description	Rule	Group	Head.acc	Per from	Per to	Type	S
5275	M & S Other Consumables	Non Pay	INC&EXP	86305	199801	209912	GL	N

Required posting attributes are;

1. Cost centre (C1)
3. Requisition Point (31)
5. Requisition number (19)

Attribute 5, is currently used for internal requisition numbers. Confirmation required that it is OK for external references. The requisition number will also be put in the external order reference field.

Company: New link Organise links

Rule: Non Pay 1 Status: Active

	Field	Attribute	User	Value matrix	Default	Relation	Control
0	Account	ACCOUNT					<input type="checkbox"/>
1	COSTC	COSTC	Mandatory	Point			<input checked="" type="checkbox"/>
2	Ref/Scale	DEPTREF	No check				<input type="checkbox"/>
3	Point	REQPT	Optional				<input checked="" type="checkbox"/>
4	Type/Per	TYPE/PER	No check		M		<input type="checkbox"/>
5	ID	DNOTE	No check				<input type="checkbox"/>
6	Category 6		Fixed				<input type="checkbox"/>
7	Category 7	DELIVPRF	Optional				<input type="checkbox"/>
	Currency	CURRENCY	Fixed		GBP		<input type="checkbox"/>
	Tax code	TAXCODE	Mandatory		0		<input type="checkbox"/>
	Tax system	TAXCAT	Fixed				<input type="checkbox"/>

Amount: Mandatory standard rate

Amount 3:

Value: VALUE ☒ Debit/Credit Normal

Number: ☐ Templ.

Text: ☒ Text

Updated: 20/08/2007 16:36:29 User: SYSTEM

The order header account rule also has the requisition point (31) in posting attribute 3.



2.2.1.2. Error Handling in LG04

Imported data will be validated.

Failures will result if supplier, cost centre or product codes are not recognised.

If an order fails to import it will remain in an import table where it can be maintained. It may be corrected and resubmitted manually, or it may be deleted. This is standard functionality.

It is assumed that there is no requirement to pass error information back to Uniquis.

Agresso IntelliAgent alerts can be developed to notify someone if an order fails to import.

2.2.1.3. LG04 custom report

A custom report will be developed as an output from LG04.

This report will output a CSV file of PO and line numbers to be exported back to Uniquis.

It is expected that the line numbers will remain the same.

See appendix for sample file.

In Process



2.3. Update Purchase Order quantities

2.3.1. Functional Requirement

An order line quantity can only be reduced in Uniquis, so we don't need to worry about authorisations when doing an amendment.

If the order is cancelled it would use the same process of sending an amend but the qty would be 0.

There is no standard interface to update a purchase order, other than manually through a maintenance screen. This functionality will have to be customised. A new custom server process will be developed with the following functionality;

Read a Uniquis CSV file from the Agresso Data Import folder into a new custom import table.

For each new line imported;

If the order and line number cannot be found set an error status on the import line.

If the order line status is not N or O set an error status on the import line.

If the amended quantity is above the quantity awaiting delivery set an error status on the import line.

If there are no errors on the line;

Adjust the line quantity and last updated (apodetail).

If the new line quantity is zero park the order line.

Set a completion status on the import line.

Create a report of what was done.

The new custom import table will provide an audit trail, and a way of raising alerts through IntellAgent.

2.3.2. Import File Format

This is a CSV file with the following three columns.

1. Agresso PO line number
2. Agresso PO number
3. Amended line quantity



2.4. Update Goods Received

GRN updates are not expected for consignment orders as they are auto-GRNs.

GRN Batch Input is standard Agresso functionality.

In version 5.5.3 of Agresso XML import formats are not supported.

Type	Type2	Contents
C	a	Alphanumeric with trailing blanks. Upper/lower case letters.
C	A	Alphanumeric with trailing blanks. Capital letters.
C	N	Numeric with trailing blanks.
I	N	Whole numbers. Use leading zeros (e.g. 0000120)
date	a	Date. Uses trailing blanks. Format: YYMMDD.
money	N	Amount. Use leading zeros. The value should be multiplied by 100 and stated in whole numbers (e.g. 20.56 as 00000000000002056). In other words, only 2 decimals.
float	N	Amount. Use leading zeros. The value should be multiplied by 100 and stated in whole numbers (e.g. 20.56 as 00000000000002056). In other words, only 2 decimals.

No	Internal name	Type	T2	Length	From	To	Description
1	batch_id	c25	a	25	1	25	This field lists the batch number for the transfer. Same on all lines in file.
2	client	c25	A	25	26	50	This field lists the company code. "SG"
3	deliv_date	date	a	8	51	58	This field contains the delivery date. Yymmdd format
4	ext_ord_ref	c25	A	25	59	83	Vendors Delivery Number. Not mandatory.
5	line_no	i4	N	4	84	87	The line number of the order. Must exist on the given order. Specifies on which line the delivery should be entered.
6	location	c120	A	12	88	99	The warehouse location indicating where the goods have been placed. Optional.
7	long_info1	c120	A	120	100	219	Return text used for returned goods.
8	lot	c10	A	10	220	229	This field contains the batch used for the receipt of goods. This must be a valid batch for the chosen product. This is only relevant if the product is divided into batches.
9	order_id	bigint	N	15	230	244	The order number of the order the goods are delivered for. Must be an existing purchase order in AGRESSO.
10	serial_no	c20	A	20	245	264	Serial number. Must be specified if the item is serial number controlled. If not, leave this field blank. The serial number must be unique for each separate item. If a serial number is given, the number of items must be 1 (value_1).
11	trans_type	c2	A	2	265	266	The transaction type for goods received is "51".
12	value_1	float	N	20	267	286	Number of items delivered (to be specified in hundreds). A negative value specifies the number of items returned. (The value must be multiplied by 100, e.g. 2.5 is entered as 250).
13	voucher_type	c25	A	25	287	311	The number type for goods received transactions. Specified as a report parameter.
14	warehouse	c25	A	25	312	336	The warehouse where the goods have been delivered. Must be a valid warehouse. Optional

The hi-lighted items should be supplied.

A sample file can be found in the appendix.

Each row in the file must be 336 characters.



3. IMPLEMENTATION TASK LIST

This task list is included to aid delivery. Overall project planning and management is the responsibility of SG.

#	Description	Who	Duration (Days)	Dates
1	Sign off solution design.	SG	1	26 Jul
2	Provide final cost estimates to develop solution.	U4	1	27 Jul
3	Order services and schedule resources.	SG/U4/AP	5	3 Aug
4	FTP File	SG	5	6-10 Aug
5	U4 Constancy - configuration changes	U4/SG/AP	5	6 Aug – 10 Aug
6	Develop and unit test the interfaces.	U4/AP	5	6 Aug - 10 Aug
7	Install and configure interfaces in integration test environment.	SG/U4/AP	5	13 - 17 Aug
8	Carry out integrated system testing (IST)	SG/U4/AP	5	13 - 17 Aug
9	UAT (including defect/resolution cycle)	SG	5	20-24 Aug
10	Sign off IST/UAT.	SG	1	24 Aug
11	Install and configure interfaces in production environment.	SG/U4/AP	1	24 th Aug
12	Go Live with some support.	SG/U4/AP	10	24 th Aug – Sep 14 th

Notes

In this proposed task list user acceptance testing is rolled up in the IST stage. St Georges should provide a UAT test script in advance to ensure all use case scenarios are tested.

It will be the responsibility of St Georges to provide a suitable test system for IST. This should contain a recent copy of the Agresso production database.

3.1. Roles and responsibilities

1. Unit4 will provide the customisations detailed in this document, along with instructions on how to install and configure them.
2. SG will be responsible for the installation and configuration of customisations including IntellAgent events mentioned.
3. SG will be responsible for transferring files between systems.
4. SG will be responsible for confirming detail of data content to be supplied from Uniquis, e.g. voucher type, buyer and responsible.

SG may purchase Unit4 consultancy to assist with items 1 and 4.



3.2. Unit4 deliverables

3.2.1. Customisations

- New PO confirmation export from LG04 PO load (ARW report)
- New PO adjustment import server process (ACT)

3.2.2. Configuration consultancy (optional)

The following is a list of items that need to be configured in UBW. Unit4 can provide consultancy to assist with this if required.

- New voucher types for standard and consignment orders.
- New fixed BUYER & REQUISITIONER.
- Report variants for LG04 to load new PO and GRN.
- Data import/export sub-folders for Uniquis.
- IntellAgent events to poll Uniquis data import folders and order LG04 PO & GRN (PO amend).

It is expected that these items will be configured twice, once in a UAT environment, then again in the production environment.

The new custom deliverable will be configured as part of the custom instalment.



4. TRANSPORT OF DATA FILES

The ICT department at SG will provision a FTP server to exchange files between systems.

Agresso stores environment variables %AGRESSO_EXPORT% and %AGRESSO_IMPORT% that are set to the required folder paths.

New 'Uniquis' sub-folders below the Agresso data import and export folders will be created. These folders will only need to be accessed by Agresso and the SG FTP server.

If necessary a dedicated process queue can be created in Agresso with its own environment variables.

4.1.1. Exports from Agresso (into Uniquis)

The Agresso export process will put order confirmation files into %AGRESSO_EXPORT%/uniquis folder for the FTP server to pick up.

4.1.2. Imports into Agresso (from Uniquis)

The SG FTP server will put files from Uniquis into the %AGRESSO_IMPORT%/uniquis folder. Each file type must have a unique pre-fix e.g. POC for create new PO, POU for update PO, GRN for goods received. Alternatively (but possibly also) separate sub-folders could be created for each file type.

Agresso IntellAgent events will be created to poll for new files and order the process to load them.



5. APPENDIX

5.1. PO Requisition file sample

```
<?xml version="1.0" encoding="UTF-8"?>
<ABWOrder xmlns="http://services.agresso.com/schema/ABWOrder/2005/05/13" xmlns:agrib="http://services.agresso.com/schema/ABWSchemaLib/2005/05/13"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://services.agresso.com/schema/ABWOrder/2005/05/13
http://services.agresso.com/schema/ABWOrder/2005/05/13/ABWOrder.xsd">
  <Order>
    <agrib:OrderNo>1</agrib:OrderNo>
    <agrib:VoucherType>NW</agrib:VoucherType>      <!--TBC NW(standard)/NX(consignment) -->
    <TransType>41</TransType>                      <!--fixed-->
    <Header>
      <OrderType>PO</OrderType>                    <!--TBC PO(standard)/AG(consignment) -->
      <agrib:Status>N</agrib:Status>                <!--fixed-->
      <agrib:Currency>GBP</agrib:Currency>          <!--fixed-->
      <Seller>
        <agrib:SellerNo>1000</agrib:SellerNo>      <!-- Agresso Supplier ID-->
        <SellerReferences>
          <SalesMan>EXT_REQ_NO</SalesMan>          <!--Uniquis reference-->
        </SellerReferences>
      </Seller>
      <Buyer>
        <BuyerReferences>
          <Responsible>JRD</Responsible>            <!--TBD-->
          <RequestedBy>HARRIN</RequestedBy>        <!--TBD-->
        </BuyerReferences>
      </Buyer>
      <DeliveryInfo>
        <agrib:DelivTerms>01988 7767666</agrib:DelivTerms> <!--Requisitioner telephone number (free text)-->
      </DeliveryInfo>
      <ReferenceCode>
        <agrib:Code>14</agrib:Code>                <!--attribute ID for order type-->
        <agrib:Value>B0</agrib:Value>              <!--TBC B0(standard)/CS(consignment) -->
      </ReferenceCode>
      <ReferenceCode>
        <agrib:Code>31</agrib:Code>                <!--attribute ID for requisition point-->
        <agrib:Value>XRA1253</agrib:Value>         <!--Requisition point value-->
      </ReferenceCode>
    </Header>
    <Details>
      <Detail>
        <LineNo>1</LineNo>                        <!-- order line number-->
        <agrib:Status>N</agrib:Status>            <!--fixed-->
        <BuyerProductCode>1000</BuyerProductCode> <!--Agresso article ID-->
        <BuyerProductDescr>Non stocked product</BuyerProductDescr>
        <UnitCode>UN</UnitCode>                   <!--Agresso UoM-->
        <Quantity>2</Quantity>
        <Price>1000.25</Price>
        <LineTotal>2000.50</LineTotal>
        <DetailInfo>
          <agrib:UseLineTotal>true</agrib:UseLineTotal> <!--Use prices supplied in file-->
          <agrib:ReferenceCode>
            <agrib:Code>C1</agrib:Code>            <!--Attribute ID for cost centre-->
            <agrib:Value>XRA</agrib:Value>         <!--Cost centre value-->
          </agrib:ReferenceCode>
          <agrib:ReferenceCode>
            <agrib:Code>48</agrib:Code>            <!--Attribute ID for department reference-->
            <agrib:Value>88217</agrib:Value>        <!--optional department ref value-->
          </agrib:ReferenceCode>
          <agrib:ReferenceCode>
            <agrib:Code>31</agrib:Code>            <!--Attribute ID for requisition point-->
            <agrib:Value>XRA1253</agrib:Value>     <!--Requisition point value-->
          </agrib:ReferenceCode>
          <agrib:ReferenceCode>
            <agrib:Code>14</agrib:Code>            <!--attribute ID for order type-->
            <agrib:Value>B0</agrib:Value>          <!--TBC B0(standard)/CS(consignment) -->
          </agrib:ReferenceCode>
          <agrib:ReferenceCode>
            <agrib:Code>19</agrib:Code>            <!--Attribute ID for requisition number-->
            <agrib:Value>EXT_REQ_NO</agrib:Value>   <!--Uniquis requisition number (TBD?)-->
          </agrib:ReferenceCode>
        </DetailInfo>
        <Delivery>
          <agrib:Warehouse>1595</agrib:Warehouse> <!--Warehouse ID for (used to auto-GRN consignments-->
        </Delivery>
      </Detail>
    </Details>
  </Order>
</ABWOrder>
```

