



<Digital Power US – Q2C Date >

o Process Definition Document

Revision 1.0

The version number of the PDD must be updated with every version.

Full numbers for signed off versions e.g. v1 or v2

Interim numbers for internal versions e.g. v1.3

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2.2 Operational Constraints and Process run schedule

There are no process/system constraints that we are aware of. I guess it would be dependent on any restrictions in Q2C.

2.2.1 Run Schedule

Days of run	Timing of run (UTC)	Time taken for each run
-------------	---------------------	-------------------------

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< Ideally, the upload could be performed automatically, but we could manually upload the information during normal business hours. It could run multiple times per day, or once per day >

< This process would run weekdays, Monday through Friday. >

<Not certain on this question>

2.3 Manual Process Description

Currently, Project Managers update the current promise date in our internal ESPS system.

ESPS has a screen that is viewed by an Order Service Coordinator. This coordinator uses the information to manually update the Original and Current Promise dates in Q2C.

ESPS is acting as a transfer of knowledge function and not a direct connection to Q2C.

AutoSave Home Insert Draw Design Layout References Mailings Review View Help

Click on Order Management – SA Change Queue

ESPS Search Load to SMS.
Invoice date changes.

Our Mission Statement: Digital Power Operations delivers best in class innovative solutions for today's energy challenges with a cu

Search My Quick Links Order Management > Order Entry
Engineering SE Advantage Agreements
Task Management JM Assignment
People Special Invoicing
Sales Work Complete
Bluebird Project Closeout
Tune In Purchasing Tool
Reports CT Queue
External Links Help Wanted Queue
Announcements SA Change Queue
Support Line Item Holds

Alerts Refresh today < >

Listed are the current date changes to be processed

- Reason Section – **process only** the dates in “**blue**”. Do **NOT** process the dates in **orange**

Directory System (IDS)!
portal.schneider-electric.com/web/ids/home

SA Change Queue

View Exp Inv Date History | View SMS JM Changes

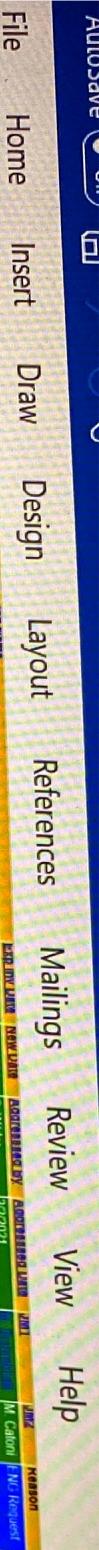
Team: ALL View Export All JM Changes JM Export Help Last Edit Date: 1/23/2021 8:12:48 AM

Requested Expected Invoice Date Changes

Sorted By New Date/Status

Addressed	Ignored	DCG	LIF	Job Name	Exp Inv Date	New Date	JM#	JM#	Reason
Addressed	Ignored	41950833	015	CUMBERLAND GOOD MNK B1&B2-MONCKS CORNER, SC	5/7/2021	1/27/2021	Matthew Luebacher	Patty Beaver	ENQ Request
Addressed	Ignored	36740104	AVX	HARRISON HOSPITAL ACUTE CARE EXP-KENT, WA	12/31/2039	2/2/2021	Chadwick Hooper	Alex Vlahinos	ENQ Request
Addressed	Ignored	42088663	070	NAVFAC PROJECT YC20F0989-COLUMBIA, MD	12/1/2039	2/4/2021	Jeffrey Haiger	Kathleen Terada	ENQ Request
Addressed	Ignored	42249311	VAR	MICROSOFT PH070-GOODYEAR, AZ	12/31/2039	2/5/2021	Justin Busch	Daniel Jurnove	ENQ Request
Addressed	Ignored	43145665	VAR	NAVFAC WHSE GPC 1618 RCVG-PANAMA CITY BEACH, FL	12/31/2039	2/5/2021	Jeffrey Haiger	Craig Nunnari	ENQ Request
Addressed	Ignored	42442150	010	MACDILL AIR FORCE BASE-TAMPA, FL	12/31/2039	2/10/2021	Matthew Luebacher	Patty Beaver	ENQ Request
Addressed	Ignored	43200062	067	TSG OSU WEST AMB PARK DECK-COLUMBUS, OH	12/31/2039	2/11/2021	Kara Michel	Jay Murrell	ENQ Request
Addressed	Ignored	43202052	070	TSG OSU WEST AMB PARK DECK-COLUMBUS, OH	12/31/2039	2/11/2021	Kara Michel	Jay Murrell	ENQ Request
Addressed	Ignored	42247248	755	UAB NEW INFORMATION TECHNOLOGY CTR-BIRMINGHAM, AL	12/31/2039	2/11/2021	Kara Michel	Jay Murrell	ENQ Request
Addressed	Ignored	42247248	756	UAB NEW INFORMATION TECHNOLOGY CTR-BIRMINGHAM, AL	12/31/2039	2/12/2021	Jeffrey Haiger	Craig Nunnari	ENQ Request
Addressed	Ignored	43200062	073	TSG OSU WEST AMB PARK DECK-COLUMBUS, OH	12/31/2039	2/12/2021	Jeffrey Haiger	Patty Beaver	ENQ Request
Addressed	Ignored	397092705	113	HCA AVENTURA-AVENTURA, FL	12/31/2039	2/12/2021	Kara Michel	Jay Murrell	ENQ Request
Addressed	Ignored	42842664	003	DC WATER AND SEWER SEWER SERVICEWASHINGTON, DC	3/9/2021	2/16/2021	Chadwick Hooper	Brian Mayer	ENQ Request
Addressed	Ignored				12/31/2039	3/1/2021	Abdul Kalash	Craig Nunnari	ENQ Request

Enclosures



Autosave

Reason	M. Calon	P.W. Reinhard	N.C. Ringard
Readressed	C. Wider	2/22/2021	A. Kolaish
Ignored	4/20/2021	10/11/2021	P. Beaver

2.4 Target Systems

Enter all applications with which BluePrism will interact. Including any authentication tools, websites, email clients etc.

Name	Version	Description	Application URL/ Executable	IP Address	Port	VPN/Citrix/PuTT Y?	Licence Required?
Excel – Manual upload?							
Possible extraction from ESPS directly?							

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<This diagram provides a detailed business process flow depicting each stage of the process – including exception processes/steps >

<Below is a sample diagram showing what details should be covered as part of this Process Diagram>

