

|                 |                                     |
|-----------------|-------------------------------------|
| Document Title  | ERP System Requirements for Finance |
| Document Number | FIN-FS-SPE-0003                     |
| Date            | 2025-07-25                          |

## APPROVAL & DISTRIBUTION

|             | NAME                                                     | SIGNED | DATE |
|-------------|----------------------------------------------------------|--------|------|
| Prepared    | Oosthuizen E: Systems Analyst                            |        |      |
| Prepared    | Mafadza M: Systems Analyst                               |        |      |
| Reviewed    | Mphuloane N: Manager Financial Systems                   |        |      |
| Reviewed    | Osman H: Snr Manager Group Treasury Management           |        |      |
| Reviewed    | Rakgatoe T: Manager Business Units                       |        |      |
| Reviewed    | Govender D: Manager Management Accounting                |        |      |
| Reviewed    | Quvile B: Manager Financial Control NTP                  |        |      |
| Reviewed    | Rasakanya J: Manager Strategic Sourcing                  |        |      |
| Reviewed    | Mahendranath Damie: Manager Financial Accounting Pelchem |        |      |
| Recommended | Ledwaba D: General Manager Group IT                      |        |      |
| Recommended | Botes M: General Manager Financial Capital               |        |      |

|             |                                                             |  |  |
|-------------|-------------------------------------------------------------|--|--|
| Recommended | Du Plessis Andri: General Manager Financial Control NTP     |  |  |
| Approved    | Boyede Q: Group Executive: Strategy and Business Enablement |  |  |

## Table of Contents

|                                                                       |          |
|-----------------------------------------------------------------------|----------|
| <b>APPROVAL &amp; DISTRIBUTION .....</b>                              | <b>0</b> |
| 1. INTRODUCTION AND PURPOSE .....                                     | 4        |
| 2. SCOPE OF WORK.....                                                 | 4        |
| 2.1. Services required .....                                          | 4        |
| The service provider will be required to provide the following: ..... | 4        |
| 2.2. Type of Contract for Deliverables.....                           | 5        |
| 2.3. Objectives .....                                                 | 5        |
| 3. FUNCTIONAL REQUIREMENTS .....                                      | 6        |
| 3.1. Functional requirements overview.....                            | 6        |
| 3.2. Detailed Functional Requirements .....                           | 7        |
| 3.2.1. General.....                                                   | 7        |
| 3.2.2. Accounts Payable .....                                         | 8        |
| 3.2.3. Accounts Receivable .....                                      | 9        |
| 3.2.4. Cash Book and Bank Reconciliation .....                        | 11       |
| 3.2.5. Contract Management .....                                      | 11       |
| 3.2.6. Currency Management .....                                      | 12       |
| 3.2.7. General Ledger.....                                            | 13       |
| 3.2.8. Inventory & Warehousing.....                                   | 14       |
| 3.2.9. Multi Companies .....                                          | 18       |
| 3.2.10. Order Management & Sales .....                                | 19       |
| 3.2.11. Project Management .....                                      | 22       |
| 3.2.12. Time and Expense for Projects.....                            | 24       |
| 3.2.13. Purchasing – Supply Chain Management.....                     | 25       |
| 3.2.14. Budget Management.....                                        | 26       |
| 3.2.15. Property Plant and Equipment.....                             | 27       |
| 3.2.16. Reporting .....                                               | 30       |
| 3.2.17. Security .....                                                | 33       |
| 3.2.18. Interface with other systems.....                             | 34       |
| 3.2.19. Overall Supervisor functions.....                             | 35       |
| 3.3. Non-Functional Requirements Overview .....                       | 36       |
| 3.3.1. Performance requirements.....                                  | 36       |
| 3.3.2. Data Conversion .....                                          | 36       |

---

**CONFIDENTIAL**

|        |                     |    |
|--------|---------------------|----|
| 3.3.3. | Technology .....    | 37 |
| 3.3.4. | User Training ..... | 37 |
| 3.3.5. | Support.....        | 37 |

## **1. INTRODUCTION AND PURPOSE**

Necsa group is currently embarking on a project to replace its current Financial ERP System.

The purpose of this request for information (RFI) is to set out the scope of work and requirements to be used to identify suitable service providers to partner with for an initial period of five years for implementation, support and maintenance of a best of breed, scalable, technology solution for an integrated Financial ERP system for Necsa group.

## **2. SCOPE OF WORK**

### **2.1. Services required**

The service provider will be required to provide the following:

- Application software - the supplier will deliver an integrated financial system solution which can be installed on a Physical and/or Virtual Hardware, can integrate with any Enterprise Resource Planning (ERP) system.
- Customer consultation – the supplier will provide a consultation service to Necsa Group that will allow the software to be supplied to be best configured to suit the requirements of the Necsa Group (System Blueprint)
- Software configuration - the supplier will be responsible for installing and configuring the chosen application software, and to work with Necsa Group staff to ensure successful implementation.
- Data transfer, conversion & mapping - the supplier will be responsible for extracting and migrating data from the existing ERP system, converting and/or mapping the data as per the Necsa Group's requirements.
- Testing – the supplier will assist Necsa Group staff with acceptance testing of the ERP system/software and correct any components that fail to meet the agreed specifications.
- Training – the supplier will provide training in the new system to Necsa Group staff.
- Commissioning – the supplier will be responsible for preparing and commissioning the system for live use.
- Maintain up-to-date documentation of system configurations, processes, and procedures, accessible to authorised personnel.
- Service providers providing service to Necsa are obligated to undergo a security vetting or screening. This measure is essential for safeguarding the integrity and security of the

organisation operations, protecting sensitive information, and ensuring compliance with regulatory requirements.

## **2.2. Type of Contract for Deliverables**

It is expected that the selected service provider will be requested to enter into negotiations for an agreement with Necsa for the provision of post implementation support, and ongoing maintenance and support of a new Financial ERP system for an initial period of five years. The post implementation support will include, but is not limited to service disruptions, system failures, resolution of queries, and system enhancements and upgrades.

## **2.3. Objectives**

Necsa is interested in selecting, implementing, and receiving ongoing maintenance and support for a new ERP System, which will have the capability to achieve the following:

- Forecast accurately with comprehensive reporting and insights
- Save time and money by eliminating obsolete manual labour
- Improve scheduling and planning with full visibility
- Boost efficiency and remove bottlenecks through automation
- Prove compliance easily with audit-friendly reports
- Increase data security with state-of-the-art data management
- Centralize data management to prevent unnecessary errors
- The proposed solution must be hosted in South Africa.

### 3. FUNCTIONAL REQUIREMENTS

#### 3.1. Functional requirements overview

The requirement listed in the functionality requirements tables are Mandatory; also described as “Must Have” unless stated otherwise.

- 3.1.1. General
- 3.1.2. Accounts Payable
- 3.1.3. Accounts Receivable
- 3.1.4. Cash Book and Bank reconciliation
- 3.1.5. Contract Management
- 3.1.6. Currency Management
- 3.1.7. General Ledger
- 3.1.8. Inventory & Warehousing
- 3.1.9. Multi Companies
- 3.1.10. Order Management & Sales
- 3.1.11. Project Management
- 3.1.12. Time and Expense for Projects
- 3.1.13. Purchasing – Supply Chain Management
- 3.1.14. Budget Management
- 3.1.15. Property Plant and Equipment
- 3.1.16. Reporting
- 3.1.17. Security
- 3.1.18. Interface with other systems

Please use the following matrix as a key for responding to the requirement tables.

| Response Code              | Description                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Y - Existing               | Feature is delivered as standard functionality in the proposed version of the software and can be demonstrated by the vendor. |
| C - Customer Customization | Not included. Tools are provided for customization at no additional cost.                                                     |
| V - Vendor Customization   | Not included. Vendor provides customization at an additional cost.                                                            |
| N - Not Available          | Requirements cannot be met.                                                                                                   |

---

CONFIDENTIAL

### 3.2. Detailed Functional Requirements

#### 3.2.1. General

| Requirements                                                                                                                                                                                                                              | Code | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"><li>• Permit data fields to be added or removed without the need for additional system development</li></ul>                                                                                            |      |          |
| <ul style="list-style-type: none"><li>• Must allow multilevel cost allocation Structure:<ul style="list-style-type: none"><li>○ GL Account (chart of accounts)</li><li>○ Sub Account</li><li>○ Project</li><li>○ Task</li></ul></li></ul> |      |          |
| <ul style="list-style-type: none"><li>• The system must be able to allow project costing and multilevel cost allocation Structure</li></ul>                                                                                               |      |          |
| <ul style="list-style-type: none"><li>• The system must have the capability to incorporate social media links (Link-In, Facebook, Twitter, etc.)</li></ul>                                                                                |      |          |
| <ul style="list-style-type: none"><li>• The system must be able to send SMS notifications for best wishes or any other important event</li></ul>                                                                                          |      |          |
| <ul style="list-style-type: none"><li>• The system must be able to provide the means for electronic newsletter</li></ul>                                                                                                                  |      |          |
| <ul style="list-style-type: none"><li>• The system must have the capability to manage automatic notifications on desktop screens (emergencies, etc.)</li></ul>                                                                            |      |          |
| <ul style="list-style-type: none"><li>• The system must be able to archive all production files for auditing purposes</li></ul>                                                                                                           |      |          |
| <ul style="list-style-type: none"><li>• The system must have the capability to validate data for accuracy and reliability</li></ul>                                                                                                       |      |          |
| <ul style="list-style-type: none"><li>• The system must be an integrated system, from order to production to invoice etc.</li></ul>                                                                                                       |      |          |
| <ul style="list-style-type: none"><li>• The system must keep copies of all business objects (documents) produced such as purchase orders, invoices, etc.</li></ul>                                                                        |      |          |



### 3.2.2. Accounts Payable

| Requirements                                                                                                                                                                                                                                     | Code | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>Performs the functions needed to process vendor invoices and maintain accounts payable information</li> </ul>                                                                                             |      |          |
| <ul style="list-style-type: none"> <li>The system must support scanning and linking of documents directly into the ERP system</li> </ul>                                                                                                         |      |          |
| <ul style="list-style-type: none"> <li>Account Payable module must have full integration with procurement. The system must support 3 ways, or 4 way matching, etc. The system must also have full integration with supplier database.</li> </ul> |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to receive invoices electronically</li> </ul>                                                                                                                                     |      |          |
| <ul style="list-style-type: none"> <li>The system needs to link scanned invoices to individual captured invoices</li> </ul>                                                                                                                      |      |          |
| <ul style="list-style-type: none"> <li>Allow note fields to add additional information per transaction</li> </ul>                                                                                                                                |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to upload payments file to banks for payments</li> </ul>                                                                                                                          |      |          |
| <ul style="list-style-type: none"> <li>Add banking details per Vendor and generate EFT payments</li> </ul>                                                                                                                                       |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to process local and foreign suppliers</li> </ul>                                                                                                                                 |      |          |
| <ul style="list-style-type: none"> <li>Ability to capture Vendor tax reference number against Vendor</li> </ul>                                                                                                                                  |      |          |
| <ul style="list-style-type: none"> <li>Ability to capture Vendor's Company registration number against Vendor</li> </ul>                                                                                                                         |      |          |
| <ul style="list-style-type: none"> <li>Setup of different terms to use for payments</li> </ul>                                                                                                                                                   |      |          |
| <ul style="list-style-type: none"> <li>Setup NVK Code's per Vendors</li> </ul>                                                                                                                                                                   |      |          |
| <ul style="list-style-type: none"> <li>Setup B-BBEE Level codes &amp; B-BBEE expiry date per Vendors</li> </ul>                                                                                                                                  |      |          |

---

CONFIDENTIAL

|                                                                                                                                                                                                                                                                                                                                                            |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| • Setup Quality product codes per Vendor                                                                                                                                                                                                                                                                                                                   |  |  |
| • Add ISO 9001 certified against Vendor                                                                                                                                                                                                                                                                                                                    |  |  |
| • Add COIDA registered & COIDA certificate of good standing with expiry date against Vendors                                                                                                                                                                                                                                                               |  |  |
| • Add SARS Certificate of good standing with expiry date against Vendors                                                                                                                                                                                                                                                                                   |  |  |
| • Setup Black owned & Black women owned per Vendors                                                                                                                                                                                                                                                                                                        |  |  |
| • Setup Qualifying Small Enterprise code per Vendor                                                                                                                                                                                                                                                                                                        |  |  |
| • Setup Exempted Micro Enterprise code per Vendor                                                                                                                                                                                                                                                                                                          |  |  |
| • Setup Value adding Company code per Vendor                                                                                                                                                                                                                                                                                                               |  |  |
| • Setup default costing per Vendor and allow to change costing on document level                                                                                                                                                                                                                                                                           |  |  |
| • Setup default VAT codes per Vendor and allow to change on document level                                                                                                                                                                                                                                                                                 |  |  |
| • The system to create AP reconciliation by adding the Vendor statement information – showing payable, outstanding, etc.                                                                                                                                                                                                                                   |  |  |
| <ul style="list-style-type: none"> <li>• Standard reporting: <ul style="list-style-type: none"> <li>○ Aged AP</li> <li>○ Cash Requirement</li> <li>○ Remittance Advice (with Company Logo's)</li> <li>○ AP Payments</li> <li>○ Vendor list</li> <li>○ AP transaction list</li> <li>○ Audit file – changes to Masterfile information</li> </ul> </li> </ul> |  |  |

### 3.2.3. Accounts Receivable

| Requirements                                                 | Code | Comments |
|--------------------------------------------------------------|------|----------|
| • Setup banking details per Customers to create debit orders |      |          |

---

CONFIDENTIAL

|                                                                                                                                                                                                                                                                           |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>Process customer invoices and maintain accounts receivable information</li> </ul>                                                                                                                                                  |  |  |
| <ul style="list-style-type: none"> <li>Publish invoices, statements, order confirmations, and shipping notices</li> </ul>                                                                                                                                                 |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to write off small balances &amp; credits</li> </ul>                                                                                                                                                       |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to support credit control</li> </ul>                                                                                                                                                                       |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to handle local and foreign debtors</li> </ul>                                                                                                                                                             |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to cater for international currencies and convert to Rand</li> </ul>                                                                                                                                       |  |  |
| <ul style="list-style-type: none"> <li>Setup Tax Registration number per Customer</li> </ul>                                                                                                                                                                              |  |  |
| <ul style="list-style-type: none"> <li>Setup default Tax ID per Customer and allow to override on transaction level</li> </ul>                                                                                                                                            |  |  |
| <ul style="list-style-type: none"> <li>Calculate finance charges on overdue accounts</li> </ul>                                                                                                                                                                           |  |  |
| <ul style="list-style-type: none"> <li>Customer Relations Management (CRM) to manage the current and potential customers of Necsa group.</li> </ul>                                                                                                                       |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to incorporate the NECSA group stationery for printing (invoices, statements, etc.)</li> </ul>                                                                                                             |  |  |
| <ul style="list-style-type: none"> <li>The system must maintain audit trail of all communication with debtor (email, telephonic etc.) and comments from responsible account manager</li> </ul>                                                                            |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to forward invoices by email to customers</li> </ul>                                                                                                                                                       |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to email monthly statements to customers</li> </ul>                                                                                                                                                        |  |  |
| <ul style="list-style-type: none"> <li>Standard Reports: <ul style="list-style-type: none"> <li>Aged AR</li> <li>Statements (with Company Logo's)</li> <li>Invoices, Credit Notes &amp; Debit Notes (with Company Logo's)</li> <li>AR Transactions</li> </ul> </li> </ul> |  |  |

---

CONFIDENTIAL

|                                                                                                                                                      |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>○ Customer list</li> <li>○ Sales reports</li> <li>○ Audit file – changes to Masterfile information</li> </ul> |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

### 3.2.4. Cash Book and Bank Reconciliation

| Requirements                                                                                                                           | Code | Comments |
|----------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| • Manage cash and reconcile banking accounts                                                                                           |      |          |
| • A daily up-to-date cash balance                                                                                                      |      |          |
| • A summary of all accounts for a total cash position, or drill down to individual entries that make up a balance for a particular day |      |          |
| • Allow to setup ± 200 active bank accounts                                                                                            |      |          |
| • Link the bank accounts to a currency ID – allow for multiple currencies                                                              |      |          |
| • Create bank recon in the currency that was setup                                                                                     |      |          |
| • The system must have the capability to create Bank reconciliation reports for Cash Book                                              |      |          |
| • The system must have the ability to upload payment files for different banks                                                         |      |          |
| • The system must make provision for integration to import bank statements for reconciliation                                          |      |          |
| • The system must be able to Record day to day payments as part of Cash Book                                                           |      |          |
| • The system must be able to report on all spheres of Cash Book management                                                             |      |          |
| • Print receipts with company logo's                                                                                                   |      |          |

### 3.2.5. Contract Management

| Requirements | Code | Comments |
|--------------|------|----------|
|--------------|------|----------|

---

CONFIDENTIAL

|                                                                                                                                                                                                                                      |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>The system must track all project change orders and their associated budgets, including any pending change orders, for both client contracts and subcontracts with outside vendors</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>Must be an approval process for contracts and subcontracts</li> </ul>                                                                                                                         |  |  |
| <ul style="list-style-type: none"> <li>The management and control of all submittal and transmittal documents, including permits and permissions, insurance, safety notices, and liens/lien waivers</li> </ul>                        |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to handle Catalogue Management</li> </ul>                                                                                                                             |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to integrate with sourcing, procurement</li> </ul>                                                                                                                    |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to validate purchase orders against assigned General Ledger account for an approved contract</li> </ul>                                                               |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to send reminders and contract expiry as per rules set e.g. from eight (8) months prior to expiry every two weeks</li> </ul>                                          |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to run reports on all aspects of contracts and agreements</li> </ul>                                                                                                  |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to do contracts management</li> </ul>                                                                                                                                 |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to link data (e.g. Orders, agreements, etc. with contracts on the document management system</li> </ul>                                                               |  |  |

### 3.2.6. Currency Management

| Requirements                                                                                       | Code | Comments |
|----------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>The system must be able to upload exchange rates</li> </ul> |      |          |

---

CONFIDENTIAL

|                                                                                                                                                                                          |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>To set up and enabling multi-currency data entry and processing in other modules</li> </ul>                                                       |  |  |
| <ul style="list-style-type: none"> <li>Must be a centralized location for currency revaluation</li> </ul>                                                                                |  |  |
| <ul style="list-style-type: none"> <li>Be able to unrealized gain and loss processing</li> </ul>                                                                                         |  |  |
| <ul style="list-style-type: none"> <li>Be able to specify the default rate type and effective date values to use in retrieving default rates during data entry and processing</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>Transaction amounts and account balances are stored in both the currency used for entry and the base or domestic currency equivalent.</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>Base currency balances in foreign-denominated accounts can be revalued as often as necessary</li> </ul>                                           |  |  |
| <ul style="list-style-type: none"> <li>Realized gain and loss transactions are generated automatically when documents entered in a foreign currency are paid.</li> </ul>                 |  |  |

### 3.2.7. General Ledger

| Requirements                                                                                                                                                                                                                                                                         | Code | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>Must be a central accounting module, where all bookkeeping and accounting transactions are summarized, posted, and reported</li> </ul>                                                                                                        |      |          |
| <ul style="list-style-type: none"> <li>Must provide a solid foundation for all accounting operations by accurately tracking business activity, generating reports that aid in management decision-making, and maintaining a complete audit trail of business transactions</li> </ul> |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to support multiple departments (organisational units)</li> </ul>                                                                                                                                                     |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to generate VAT reports to SARS e-filing</li> </ul>                                                                                                                                                                   |      |          |

---

CONFIDENTIAL

|                                                                                                                                                 |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>The system must be able to do reporting on income statements, balance sheets, cash flow, etc.</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to create recurring journals monthly</li> </ul>                                  |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to create procurement cost recovery journal monthly</li> </ul>                   |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to create an Inventory Issue cost journal monthly</li> </ul>                     |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to create the External Commitment journal monthly</li> </ul>                     |  |  |

### 3.2.8. Inventory & Warehousing

| Requirements                                                                                                                                                                                                                                               | Code | Comments |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>Inventory is usually stored in one or more locations referred to as stores – allow for 220 stores (Sites)</li> </ul>                                                                                                |      |          |
| <ul style="list-style-type: none"> <li>Tracking the location of inventory</li> </ul>                                                                                                                                                                       |      |          |
| <ul style="list-style-type: none"> <li>Inventory items can be categorized as stocked, those that are kept on hand for immediate availability</li> </ul>                                                                                                    |      |          |
| <ul style="list-style-type: none"> <li>Or non-stocked, those that are ordered when needed</li> </ul>                                                                                                                                                       |      |          |
| <ul style="list-style-type: none"> <li>Both the raw material and the resulting finished goods would be inventoried.</li> </ul>                                                                                                                             |      |          |
| <ul style="list-style-type: none"> <li>Inventory is tracked with an identifying number or code.</li> </ul>                                                                                                                                                 |      |          |
| <ul style="list-style-type: none"> <li>An Inventory master table is maintained with key identification about each inventory item including a description, unit of measure, classification, cost accounting method, make vs. buy indicator, etc.</li> </ul> |      |          |

|                                                                                                                                                                                                                                                                                                                                                       |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>For each item that is stocked, one or more inventory site records are maintained to hold the quantities on hand, the cost or value of the stocked items, and other information related to the inventory in that site or warehouse.</li> </ul>                                                                  |  |  |
| <ul style="list-style-type: none"> <li>The Inventory module then provides the functions needed to set up and maintain a perpetual finished goods inventory.</li> </ul>                                                                                                                                                                                |  |  |
| <ul style="list-style-type: none"> <li>This module handles stock and non-stock items, kits of multiple items, and configurable items.</li> </ul>                                                                                                                                                                                                      |  |  |
| <ul style="list-style-type: none"> <li>It also helps you to make ordering decisions, organize inventory production, and track cost-of-goods-sold.</li> </ul>                                                                                                                                                                                          |  |  |
| <ul style="list-style-type: none"> <li>The physical inventory capability of the Inventory module dramatically reduces the time and cost of planning, counting, and reconciling physical inventory. With this feature, you can obtain a snapshot of your inventory and create batches of inventory adjustments to update inventory records.</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to show total cost which may include transportation and related charges</li> </ul>                                                                                                                                                                                                     |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to send Alerts on expiry of inventory items as per rules set</li> </ul>                                                                                                                                                                                                                |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to issue inventory items as per rules set e.g. First In First Out (FIFO)</li> </ul>                                                                                                                                                                                                    |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to report on the movement and tracking of products</li> </ul>                                                                                                                                                                                                                          |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to produce reports on unit differences</li> </ul>                                                                                                                                                                                                                                      |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to report on Stock Balances</li> </ul>                                                                                                                                                                                                                                                 |  |  |

---

CONFIDENTIAL



|                                                                                                                                                                                    |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>• The system must be able to report on Stock Balance in Rand value</li> </ul>                                                               |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to report on Stock Balance to reconcile with General Ledger</li> </ul>                                            |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to report on the Regulatory inventory</li> </ul>                                                                  |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage products in a Warehouse environment (stores)</li> </ul>                                                 |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage the ordering of products</li> </ul>                                                                     |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage the issuing and distribution of products</li> </ul>                                                     |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to automatically send notifications for re-ordering of products (stock management)</li> </ul>                     |  |  |
| <ul style="list-style-type: none"> <li>• The system needs to be able to integrate with the NECSA system for the "clearing" of products received</li> </ul>                         |  |  |
| <ul style="list-style-type: none"> <li>• The system must be workflow driven to manage the Inventory of products</li> </ul>                                                         |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to accommodate attachments (e.g. MS word, Excel) documentation attached to a product or process</li> </ul>        |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage attached documents to products</li> </ul>                                                               |  |  |
| <ul style="list-style-type: none"> <li>• The system needs to be able to handle all integration with Procurement system</li> </ul>                                                  |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to handle receiving goods (products scanning barcodes into the system) for ease and accurate capturing</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to handle "stock count" and identify unit discrepancies</li> </ul>                                                |  |  |

|                                                                                                                                                                                              |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>• The system must make provision for additional information required on chemical and regulatory requirements</li> </ul>                               |  |  |
| <ul style="list-style-type: none"> <li>• The system must have budget checks for all products received</li> </ul>                                                                             |  |  |
| <ul style="list-style-type: none"> <li>• The system must support the Recording of Actual Cost by Product</li> </ul>                                                                          |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to show total cost which may include transportation and related charges</li> </ul>                                          |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage Inventory management of procured raw material (warehouse management)</li> </ul>                                   |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to capture the final product information to be captured for dispatch - workflow to finance/sales</li> </ul>                 |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage products/inventory</li> </ul>                                                                                     |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to run monthly production reports</li> </ul>                                                                                |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to run Inventory reports</li> </ul>                                                                                         |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage inventory (stock management)</li> </ul>                                                                           |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage Inventory movement (warehouse)</li> </ul>                                                                         |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to integrate with Waste Management for the discard of radioactive material and syringes (liquid and solid waste)</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage the testing cycles of products and the certification thereof</li> </ul>                                           |  |  |
| <ul style="list-style-type: none"> <li>• The system must have the capability to manage inventory planning for products required to be manufactured</li> </ul>                                |  |  |

---

CONFIDENTIAL

|                                                                                                                                                                    |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>The system must be able to run reports on product production items produced</li> </ul>                                      |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to do automatic re-ordering of low stock with notifications</li> </ul>                              |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to support Inventory reconciliation</li> </ul>                                                      |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to manage inventory with a short Lifespan</li> </ul>                                                |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to automatically identify low inventory (stock) levels and kick off the ordering process</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to accommodate Inventory Reporting</li> </ul>                                                       |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to accommodate Current Status on inventory reporting</li> </ul>                                     |  |  |

### 3.2.9. Multi Companies

| Requirements                                                                                                                                                                                                              | Code | Comments |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>Allow functions needed to generate inter-company transactions</li> </ul>                                                                                                           |      |          |
| <ul style="list-style-type: none"> <li>Single-point entry for invoices and vouchers through Accounts Receivable and Accounts Payable, allowing entry of invoices or vouchers for all companies in the database</li> </ul> |      |          |
| <ul style="list-style-type: none"> <li>Translation and consolidation support, allowing financial reports to be run for a single company, multiple companies, or all companies in the database.</li> </ul>                 |      |          |
| <ul style="list-style-type: none"> <li>Allocating expenses from a single company to multiple companies through the allocations process.</li> </ul>                                                                        |      |          |

---

CONFIDENTIAL

|                                                                                                                                                            |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>The system to automatically generate all necessary entries to keep the books of each company in balance.</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to support multiple legal entities</li> </ul>                                               |  |  |

### 3.2.10. Order Management & Sales

| Requirements                                                                                                                                                                   | Code | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>to accommodate data entry, editing, and tracking of sales, shipping, pricing and billing transactions</li> </ul>                        |      |          |
| <ul style="list-style-type: none"> <li>It also keeps track of tax information</li> </ul>                                                                                       |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to manage containers (Concrete and steel drums) as an asset</li> </ul>                                          |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to monitor the movement of containers (track and Trace)</li> </ul>                                              |      |          |
| <ul style="list-style-type: none"> <li>The system must have the capability to manage inventory items (products) and warehousing</li> </ul>                                     |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to provide labelling of material/products</li> </ul>                                                            |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to provide labelling of containers (barcoding)</li> </ul>                                                       |      |          |
| <ul style="list-style-type: none"> <li>The system must have the capability to manage all products (inventory) on expiry dates</li> </ul>                                       |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to check against the industry certificates (dates, amounts) before production can commence</li> </ul>           |      |          |
| <ul style="list-style-type: none"> <li>The system needs to be able to provide notifications to officials and clients on the expiring date of industry certification</li> </ul> |      |          |
| <ul style="list-style-type: none"> <li>The system must have the capability to add requests for production</li> </ul>                                                           |      |          |

|                                                                                                                                                                                                   |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>• The system must be able to produce invoices for billing to clients</li> </ul>                                                                            |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage the integration between production and billing (Finance)</li> </ul>                                                    |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to notify the official of the following up on payments after billing process</li> </ul>                                          |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage the process of planning for purchasing the raw material required</li> </ul>                                            |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage production planning</li> </ul>                                                                                         |  |  |
| <ul style="list-style-type: none"> <li>• The system must have the capability to provide Web forms for clients that will enable electronic ordering</li> </ul>                                     |  |  |
| <ul style="list-style-type: none"> <li>• The system must be automated that will be able to handle the process from ordering raw material to billing of the products</li> </ul>                    |  |  |
| <ul style="list-style-type: none"> <li>• The system must have the capability to manage planning of the production including inventory of products and lifespan of products (half-life)</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to report on all products manufactured</li> </ul>                                                                                |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to provide reports tailored for the Dept. of Health (requirement from Dept.)</li> </ul>                                          |  |  |
| <ul style="list-style-type: none"> <li>• The system must have the capability to manage outstanding payments of invoices by means of notifications</li> </ul>                                      |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to provide trend analysis and reporting thereof</li> </ul>                                                                       |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to report on customer satisfaction</li> </ul>                                                                                    |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>• The system must be able to provide budget reporting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to report on inventory</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to provide reporting on products sold to customers</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to capture appropriate information and produce Comparative Analysis (current month and year-to-date compared to same month last year and year-to-date last year) and Trend Analysis reports by: Product (units sold and Rands), Product Type, Product Family, Customer, Salesman, Territory, Discount Type.</li> </ul>                                                                                              |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage trend analysis by Customer and Product, including profitability by customer.</li> </ul>                                                                                                                                                                                                                                                                                                                   |  |  |
| <ul style="list-style-type: none"> <li>• The system needs to be able to manage trend analysis by Product and Customer, including profitability by product.</li> </ul>                                                                                                                                                                                                                                                                                                                |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to provide reports on a Monthly Detail by Customer and Invoice.</li> </ul>                                                                                                                                                                                                                                                                                                                                          |  |  |
| <ul style="list-style-type: none"> <li>• The system needs to have the capability for Graphic Trend Charts by Customer, Salesman, Product Type and others.</li> </ul>                                                                                                                                                                                                                                                                                                                 |  |  |
| <ul style="list-style-type: none"> <li>• The system needs to be able to report on Sales Analysis by product</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |  |  |
| <ul style="list-style-type: none"> <li>• The system needs to have the capability to report on Daily Activity Report - Summarize critical company info for the month &amp; each day - sales, bookings, A/R, A/P, collection, disbursements, receipts, inventory, monthly goals vs actual, available backlog for production, discontinued inventory &amp; available inventory, aged backlog, national accts breakouts for backlog &amp; invoicing, current lead times, etc.</li> </ul> |  |  |

---

CONFIDENTIAL

|                                                                                                                                                                             |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>The system must automatically forward the order captured from sales and marketing</li> </ul>                                         |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to integrate client email request for products into the system</li> </ul>                                    |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to handle the invoicing and billing of products to the customer</li> </ul>                                   |  |  |
| <ul style="list-style-type: none"> <li>The system must have the capability to workflow (approval process) workflow for the acquiring of new orders</li> </ul>               |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to manage reporting on Sales per month, quarter and year</li> </ul>                                          |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to handle electronic requests for production and complete the lifecycle of the production process</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to do production trend analysis</li> </ul>                                                                   |  |  |
| <ul style="list-style-type: none"> <li>The system must have a Customer Satisfaction rating and compliant</li> </ul>                                                         |  |  |

### 3.2.11. Project Management

| Requirements                                                                                                                                                                 | Code | Comments |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>To track resources, tasks and associated costs effectively</li> </ul>                                                                 |      |          |
| <ul style="list-style-type: none"> <li>Provides functions to create, maintain, and list the master tables for projects, tasks, account categories, and employees.</li> </ul> |      |          |
| <ul style="list-style-type: none"> <li>Capabilities for budgeting project tasks</li> </ul>                                                                                   |      |          |
| <ul style="list-style-type: none"> <li>The system should have a costing module and must be able to work out cost of production</li> </ul>                                    |      |          |

|                                                                                                                                                                                                                                              |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>The system must be able to handle project planning (events and other Communication projects)</li> </ul>                                                                                               |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to manage Project Management of engineering projects</li> </ul>                                                                                                               |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to manage Quality Management on engineering projects</li> </ul>                                                                                                               |  |  |
| <ul style="list-style-type: none"> <li><b>Project Budgeting allows to:</b></li> </ul>                                                                                                                                                        |  |  |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Provide visibility into the impact of a budget change on the project's profit and loss (P&amp;L) and margin</li> </ul> </li> </ul>                            |  |  |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Import or export a budget from or to a spreadsheet or estimating system</li> </ul> </li> </ul>                                                                |  |  |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Specify a budget change as part of change order control</li> </ul> </li> </ul>                                                                                |  |  |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Route the budget change to an approver or multiple approvers for serial approval or rejection</li> </ul> </li> </ul>                                          |  |  |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Provide online revision and inquiry analysis with drill-down and export capabilities</li> </ul> </li> </ul>                                                   |  |  |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Create time-phased budgets for some or all fiscal periods of the lifespan of the project</li> </ul> </li> </ul>                                               |  |  |
| <ul style="list-style-type: none"> <li><b>Project Accounting and Financial Integration</b></li> </ul>                                                                                                                                        |  |  |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Automated revenue recognition</li> </ul> </li> </ul>                                                                                                          |  |  |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>WIP (Work-in-Progress) tracking and capitalization</li> </ul> </li> </ul>                                                                                     |  |  |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Integration with General Ledger, Accounts Payable/Receivable, and Fixed Assets (e.g., capital projects that result in tangible assets)</li> </ul> </li> </ul> |  |  |
| <ul style="list-style-type: none"> <li><b>Resource Management Enhancements</b></li> </ul>                                                                                                                                                    |  |  |

---

CONFIDENTIAL



|                                                                          |  |  |
|--------------------------------------------------------------------------|--|--|
| ○ Resource scheduling across projects                                    |  |  |
| ○ Skills-based resource assignment                                       |  |  |
| ○ Internal vs. external resource cost differentiation                    |  |  |
| • <b>Change Control &amp; Versioning</b>                                 |  |  |
| ○ Audit trail for project changes and budget revisions                   |  |  |
| • <b>Procurement &amp; Inventory Integration</b>                         |  |  |
| ○ Tracking project-specific procurement costs against the project budget |  |  |
| • <b>Timesheet and Job Card Specifics</b>                                |  |  |
| ○ Time approval                                                          |  |  |
| ○ Support for rework or correction of submitted job cards/timesheets     |  |  |
| • <b>Project Planning</b>                                                |  |  |
| ○ Project scheduling capabilities (e.g., milestones)                     |  |  |
| ○ Baseline comparison for planned vs. actual execution                   |  |  |
| • <b>User Experience &amp; Scalability</b>                               |  |  |
| ○ Role-based dashboards and reporting tailored to different stakeholders |  |  |

### 3.2.12. Time and Expense for Projects

| Requirements                                                                                          | Code | Comments |
|-------------------------------------------------------------------------------------------------------|------|----------|
| • The system must be able to accommodate Job Card capturing (workflow driven)                         |      |          |
| • Provides reports to analyze costs and productivity                                                  |      |          |
| • To inquire about historical documents                                                               |      |          |
| • Employees and managers capture, validate, track, review, approve, and post labor and other expenses |      |          |

CONFIDENTIAL

|                                                                                         |  |  |
|-----------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>Expenses to update Project Management</li> </ul> |  |  |
|-----------------------------------------------------------------------------------------|--|--|

### 3.2.13. Purchasing – Supply Chain Management

| Requirements                                                                                                                                                                          | Code | Comments |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>Reporting on important aspects such as BEE/BBBEE</li> </ul>                                                                                    |      |          |
| <ul style="list-style-type: none"> <li>Reporting on total spent / order</li> </ul>                                                                                                    |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to support catalogue management</li> </ul>                                                                             |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to create requisitions</li> </ul>                                                                                      |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to validate requisitions against availability of funds</li> </ul>                                                      |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to validate requisitions against rules e.g. minimum stock level</li> </ul>                                             |      |          |
| <ul style="list-style-type: none"> <li>The system must support approval process as per Delegations of Authority</li> </ul>                                                            |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to convert requisitions into Request for Quotations (RFQ's)</li> </ul>                                                 |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to select vendors for sending RFQ's as per rules e.g. rotation</li> </ul>                                              |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to support comparison of quotations</li> </ul>                                                                         |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to re-route purchase orders</li> </ul>                                                                                 |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to send reminders in the workflow e.g. after set time if not released</li> </ul>                                       |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to re-send reminders after further amount of time if action required has not taken place</li> </ul>                    |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to produce reports that show movement from receiving to production over a period, average usage, and trends</li> </ul> |      |          |

CONFIDENTIAL

|                                                                                                                                                                                                          |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>• The system must be able to produce reports as per Supplier and General Ledger account</li> </ul>                                                                |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to download and upload to and from MS Excel for bulk transactions</li> </ul>                                                            |  |  |
| <ul style="list-style-type: none"> <li>• The system must have the capability for the approval of procurement orders by workflow</li> </ul>                                                               |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage the entire procurement process for goods and services (equipment, gifts, promotional material, banners and venues)</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>• The system must have the capacity to plan procurement per cycle (monthly and per order)</li> </ul>                                                              |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage the ordering process to include notifications such as reminders and delays on the approval process (blockages)</li> </ul>     |  |  |
| <ul style="list-style-type: none"> <li>• The System must have the capability to schedule maintenance on equipment with notification</li> </ul>                                                           |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage production planning and events</li> </ul>                                                                                     |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to accommodate maintenance scheduling on all equipment</li> </ul>                                                                       |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to accommodate calibration scheduling on all equipment</li> </ul>                                                                       |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to send notifications for calibration of equipment in advance</li> </ul>                                                                |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to provide a supplier list for an easier procurement process.</li> </ul>                                                                |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to track and provide status of procurement</li> </ul>                                                                                   |  |  |

### 3.2.14. Budget Management

---

CONFIDENTIAL

| Requirements                                                                                                                             | Code | Comments |
|------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>The system must be able to deal with for the next five (5) years</li> </ul>                       |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to support forecasting of current year</li> </ul>                         |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to give audit trail of all changes to budgets and forecasts</li> </ul>    |      |          |
| <ul style="list-style-type: none"> <li>The system must have integration with procurement system</li> </ul>                               |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to handle with Capital expenditure</li> </ul>                             |      |          |
| <ul style="list-style-type: none"> <li>The system must make provision for budget planning as per asset register - replacement</li> </ul> |      |          |
| <ul style="list-style-type: none"> <li>The system must make provision for project assets</li> </ul>                                      |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to report on budget spending</li> </ul>                                   |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to provide budget reporting (Monthly, quarterly, yearly)</li> </ul>       |      |          |

### 3.2.15. Property Plant and Equipment

| Requirements                                                                                                                                                                           | Code | Comments |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>The organization operates on large campus-like premises that span a site 16 square kilometers large with approximately 40 buildings.</li> </ul> |      |          |
| <ul style="list-style-type: none"> <li>Allow the management of building space, utilities such as water and electricity and general maintenance.</li> </ul>                             |      |          |
| <ul style="list-style-type: none"> <li>The system must be able to cater for self-manufactured capital assets</li> </ul>                                                                |      |          |

---

CONFIDENTIAL

|                                                                                                                                                                                                  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>• The system must be able to capitalize normal purchase assets into different categories</li> </ul>                                                       |  |  |
| <ul style="list-style-type: none"> <li>• The system must update real-time</li> </ul>                                                                                                             |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to link assets to location and custodian</li> </ul>                                                                             |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to link to the Human Resource System, and be able to reflect changes to custodians due to resignations and transfers</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>• The system must make Assets data available on the screen in real-time</li> </ul>                                                                        |  |  |
| <ul style="list-style-type: none"> <li>• The system must generate barcoding for all assets and labels</li> </ul>                                                                                 |  |  |
| <ul style="list-style-type: none"> <li>• The system must have the ability to track all assets (e.g. barcoding)</li> </ul>                                                                        |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to integrate assets with the maintenance module</li> </ul>                                                                      |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to run reports on the movement of assets (tracking)</li> </ul>                                                                  |  |  |
| <ul style="list-style-type: none"> <li>• The system must generate depreciation reports on assets</li> </ul>                                                                                      |  |  |
| <ul style="list-style-type: none"> <li>• The system must generate Tax Book reports of assets</li> </ul>                                                                                          |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to generate historical data reports (e.g. Per cycle, year, quarter, month)</li> </ul>                                           |  |  |
| <ul style="list-style-type: none"> <li>• All assets need to be tracked for movement capturing</li> </ul>                                                                                         |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage assets such as the lead containers</li> </ul>                                                                         |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage the expiring dates of assets (write off date)</li> </ul>                                                              |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to incorporate planned dates of instruments to be Calibrated</li> </ul>                                                         |  |  |

|                                                                                                                                                                                                    |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>• The system must be able to manage planning and scheduling of maintenance on all manufacturing assets</li> </ul>                                           |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to incorporate planning dates of inspections on assets including notification before date of inspection</li> </ul>                |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage planning of performance testing on assets (date of performance test with notification to responsible person)</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>• Trent Analysis on maintenance of all assets</li> </ul>                                                                                                    |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage Transport Management</li> </ul>                                                                                         |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage transport asset management</li> </ul>                                                                                   |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage transport requests</li> </ul>                                                                                           |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage vehicle License requirements (dates of renewal)- Notifications</li> </ul>                                               |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to manage vehicle services and maintenance (date/kilometers)- Notifications</li> </ul>                                            |  |  |
| <ul style="list-style-type: none"> <li>• The system must be integrated to the newly acquired Vehicle tracking software</li> </ul>                                                                  |  |  |
| <ul style="list-style-type: none"> <li>• The system must be workflow driven and allow the sending of the request to a specific official for attendance or send to vendor (via email)</li> </ul>    |  |  |
| <ul style="list-style-type: none"> <li>• The system must kick off the Supply Chain Management (SCM) workflow for generating an order number</li> </ul>                                             |  |  |
| <ul style="list-style-type: none"> <li>• The system must be able to link external supporting documents (MS Word, Acrobat, e.g.)</li> </ul>                                                         |  |  |

---

CONFIDENTIAL

|                                                                                                                                                                      |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>The system must be able to generate all necessary reports including existing and manual reporting currently in use</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to run reports on Assets per Directorate</li> </ul>                                                   |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to run reports on Assets per building</li> </ul>                                                      |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to run reports on Assets per Maintenance schedule</li> </ul>                                          |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to run reports on "Planning dates of instruments to be Calibrated"</li> </ul>                         |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to run reports on planning dates of inspections on assets</li> </ul>                                  |  |  |
| <ul style="list-style-type: none"> <li>Reporting: Planning performance Maintenance testing on assets</li> </ul>                                                      |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to run reports on Trent Analysis of all assets</li> </ul>                                             |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to support the management of all IT assets (hardware and Software)</li> </ul>                         |  |  |
| <ul style="list-style-type: none"> <li>The system must have the capability of tracking IT assets</li> </ul>                                                          |  |  |
| <ul style="list-style-type: none"> <li>The system must have the capability to run reports on all IT Assets (hardware and software)</li> </ul>                        |  |  |

### 3.2.16. Reporting

| Requirements | Code | Comments |
|--------------|------|----------|
|--------------|------|----------|

---

CONFIDENTIAL

|                                                                                                                                                                                                                                                   |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>• The system must be able to pull historical data based on effective dates, company and/or subaccount.</li> </ul>                                                                                          |  |  |
| <ul style="list-style-type: none"> <li>• The system must provide flexibility for defining selection criteria, data ranges, sorting and grouping options.</li> </ul>                                                                               |  |  |
| <ul style="list-style-type: none"> <li>• The system must have the ability to enable users to tailor information for their specific needs. (Hide columns, Filter, Sort, etc.).</li> </ul>                                                          |  |  |
| <ul style="list-style-type: none"> <li>• The system must have the ability to create ad hoc reports</li> </ul>                                                                                                                                     |  |  |
| <ul style="list-style-type: none"> <li>• The system must produce system generated standard reports which are prepopulated with existing data.</li> </ul>                                                                                          |  |  |
| <ul style="list-style-type: none"> <li>• The system must allow for delivery of standard and ad hoc reports in a variety of formats (e.g. PDF, Excel, etc.)</li> </ul>                                                                             |  |  |
| <ul style="list-style-type: none"> <li>• The system must have detailed and summarized reports.</li> </ul>                                                                                                                                         |  |  |
| <ul style="list-style-type: none"> <li>• The system must provide flexibility to create totals / subtotals, select layout of available fields, change layout, hide columns, etc., and download data extract to file (Excel, word, pdf).</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>• The system must have the ability to export, print and save reporting outputs to supported file formats (e.g. xlsx, csv, pdf, xml, txt).</li> </ul>                                                       |  |  |
| <ul style="list-style-type: none"> <li>• The system must provide the ability to report on all fields that exist in the data dictionary.</li> </ul>                                                                                                |  |  |
| <ul style="list-style-type: none"> <li>• The system must provide a user-friendly report search tool. Users should not be required to understand database design.</li> </ul>                                                                       |  |  |
| <ul style="list-style-type: none"> <li>• The system must support ad-hoc report writing capabilities. It must be part of the system's core functionality</li> </ul>                                                                                |  |  |

---

CONFIDENTIAL



|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>Provides access to unlimited years of check and schedule history.</li> </ul>                                                                                                                                                                                                                                                                                                                              |  |  |
| <ul style="list-style-type: none"> <li>Reports must be run while users are in other parts of the system</li> </ul>                                                                                                                                                                                                                                                                                                                               |  |  |
| <ul style="list-style-type: none"> <li><b>Business Intelligence (BI):</b> <ul style="list-style-type: none"> <li>Advanced data management</li> <li>Real-time comprehensive reporting</li> <li>Vendor management and qualifying</li> <li>Data querying and analysis</li> <li>Advanced billing tools</li> <li>Comprehensive and accurate forecasting</li> <li>Profit and loss statements</li> <li>Reconciliation statements</li> </ul> </li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to provide Dashboards for managing on different levels, easy management information</li> </ul>                                                                                                                                                                                                                                                                                    |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to generate graphs as part of reporting</li> </ul>                                                                                                                                                                                                                                                                                                                                |  |  |
| <ul style="list-style-type: none"> <li>The system must have the capability to handle data queries directly from the system</li> </ul>                                                                                                                                                                                                                                                                                                            |  |  |
| <ul style="list-style-type: none"> <li>The system must have a drill down facility applicable to standard reports</li> </ul>                                                                                                                                                                                                                                                                                                                      |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to run reports on all aspects of contracts and agreements</li> </ul>                                                                                                                                                                                                                                                                                                              |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to consolidate different legal entities</li> </ul>                                                                                                                                                                                                                                                                                                                                |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to produce reports per supplier and per GL account</li> </ul>                                                                                                                                                                                                                                                                                                                     |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to report on the generic reports (e.g. Management, Executives, Monthly, Quarterly, Yearly, NECSA, Dept. of Energy, Dept. of National Treasury)</li> </ul>                                                                                                                                                                                                                         |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to generate reports automatically on various unit information</li> </ul>                                                                                                                                                                                                                                                                                                          |  |  |

---

CONFIDENTIAL

|                                                                                                                                                   |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>The system must be able to provide reports on information (reporting) for use in annual reports</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>The system must be able to make correct information available at any stage</li> </ul>                      |  |  |

### 3.2.17. Security

| Requirements                                                                                                                                                                                                                                                                       | Code | Comments |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>The ERP can handle the complexity of modern data management and protects sensitive information against security breaches and attacks</li> </ul>                                                                                             |      |          |
| <ul style="list-style-type: none"> <li>Can ensure data integrity</li> </ul>                                                                                                                                                                                                        |      |          |
| <ul style="list-style-type: none"> <li>Enables data quality</li> </ul>                                                                                                                                                                                                             |      |          |
| <ul style="list-style-type: none"> <li>Convenient organization and efficient storage of analysis data</li> </ul>                                                                                                                                                                   |      |          |
| <ul style="list-style-type: none"> <li>Support various levels of access and permissions – view only, authority to input or amend specific data, ability to generate reports (this functionality should be customizable allowing addition of user defined access levels)</li> </ul> |      |          |
| <ul style="list-style-type: none"> <li>Access to reports must be based on an individual's role &amp; filtered by security setup</li> </ul>                                                                                                                                         |      |          |
| <ul style="list-style-type: none"> <li>Control access permissions and approval workflows</li> </ul>                                                                                                                                                                                |      |          |
| <ul style="list-style-type: none"> <li>Produce compliance and security reports</li> </ul>                                                                                                                                                                                          |      |          |
| <ul style="list-style-type: none"> <li>Define global and security objectives and rule configurations</li> </ul>                                                                                                                                                                    |      |          |
| <ul style="list-style-type: none"> <li>Use Strong and safe passwords as well as ability to use two factor authentication</li> </ul>                                                                                                                                                |      |          |
| <ul style="list-style-type: none"> <li>Can detect exploitation and fraud</li> </ul>                                                                                                                                                                                                |      |          |
| <ul style="list-style-type: none"> <li>Can identify unauthorized access</li> </ul>                                                                                                                                                                                                 |      |          |

---

CONFIDENTIAL

|                                           |  |  |
|-------------------------------------------|--|--|
| • Provide continuous and automated audits |  |  |
| • Detect data leaks                       |  |  |
| • Centralize security monitoring          |  |  |

### 3.2.18. Interface with other systems

| Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Code | Comments |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| • Import bulk transaction data into any screen using SQL format and Excel files                                                                                                                                                                                                                                                                                                                                                                                                                    |      |          |
| • <b>Workflows:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |          |
| ○ The system must have the capability to manage processes by means of workflow                                                                                                                                                                                                                                                                                                                                                                                                                     |      |          |
| ○ The system must be able to route documents such as invoices, purchase orders etc. and transactions through the approval process                                                                                                                                                                                                                                                                                                                                                                  |      |          |
| ○ The system must be able to support Delegations of Authority                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |          |
| ○ The system must have the capacity to provide an Order request workflow with approval processes                                                                                                                                                                                                                                                                                                                                                                                                   |      |          |
| <ul style="list-style-type: none"> <li>• The system must be able to interface with the below systems, which are already in use and should be able to cater for other systems that may be procured in future: <ul style="list-style-type: none"> <li>○ HR &amp; Payroll system (Sage 300 People)</li> <li>○ Fuel system</li> <li>○ NLS system (Sage 200 Application)</li> <li>○ BI360 Reporting tool</li> <li>○ NTP AR Import (Isopro)</li> <li>○ EMP_Tool</li> <li>○ DocMan</li> </ul> </li> </ul> |      |          |

CONFIDENTIAL

|                                                                                                                                                                                                                                                                                             |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>○ DNG</li> <li>○ MRI</li> <li>○ Dome</li> <li>○ BBS</li> <li>○ COSWIN</li> <li>○ Newtel (ECS)</li> <li>○ Ivanti</li> <li>○ Space Management (Building Occupancy)</li> <li>○ Workflow Systems</li> <li>○ Other document management systems</li> </ul> |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

### 3.2.19. Overall Supervisor functions

| Requirements                                                                                                                                                                                                                                                                                                                                                    | Code | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"> <li>• The system must allow super users and/ system administrator to perform the following functions: <ul style="list-style-type: none"> <li>○ View Reports for All Clients</li> <li>○ Draw dashboards/graphs</li> <li>○ Make a Pdf print out</li> <li>○ Download entire dataset in Excel (Filtering)</li> </ul> </li> </ul> |      |          |
| <ul style="list-style-type: none"> <li>• The system must be able to integrate with existing MS Active Directory</li> </ul>                                                                                                                                                                                                                                      |      |          |
| <ul style="list-style-type: none"> <li>• The system must be able to manage single sign-on to all ERP applications</li> </ul>                                                                                                                                                                                                                                    |      |          |
| <ul style="list-style-type: none"> <li>• The system must be able to provide reporting information from all integrated ERP applications</li> </ul>                                                                                                                                                                                                               |      |          |
| <ul style="list-style-type: none"> <li>• The system must be able to import all historical data from current systems and have the capability to run reports on this data</li> </ul>                                                                                                                                                                              |      |          |
| <ul style="list-style-type: none"> <li>• The system must be able to run reports on all integrated IT systems</li> </ul>                                                                                                                                                                                                                                         |      |          |

---

CONFIDENTIAL

### 3.3. Non-Functional Requirements Overview

The following requirements are also Mandatory, unless stated otherwise.

1. Performance requirements
2. Data Conversion
3. Technology
4. User Training
5. Support

#### 3.3.1. Performance requirements

| Requirements                                                                                                                       | Code | Comments |
|------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"><li>• The system must allow at least 350 users to utilize the system at the same time.</li></ul> |      |          |
| <ul style="list-style-type: none"><li>• There must be no restriction on the number of users to be added to the database.</li></ul> |      |          |

#### 3.3.2. Data Conversion

| Requirements                                                                                                                                                                 | Code | Comments |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"><li>• Extracting data from current system</li></ul>                                                                                        |      |          |
| <ul style="list-style-type: none"><li>• Importing data into another environment e.g. Test environment</li></ul>                                                              |      |          |
| <ul style="list-style-type: none"><li>• Migrating data to Live system</li></ul>                                                                                              |      |          |
| <ul style="list-style-type: none"><li>• Cleaning data: amending or removing data in a database that is incorrect, incomplete, improperly formatted, or duplicated.</li></ul> |      |          |
| <ul style="list-style-type: none"><li>• Ensuring that validation of historical data after conversion is available and in line with the best practice</li></ul>               |      |          |

### 3.3.3. Technology

| Requirements                                                                                                                | Code | Comments |
|-----------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"><li>• The system must support SQL platform</li></ul>                                      |      |          |
| <ul style="list-style-type: none"><li>• The system must have the ability to provide automatic email notifications</li></ul> |      |          |
| <ul style="list-style-type: none"><li>• Compatibility with existing hardware</li></ul>                                      |      |          |
| <ul style="list-style-type: none"><li>• Software integration with current processes and workflows</li></ul>                 |      |          |
| <ul style="list-style-type: none"><li>• Capability to integrate new modules</li></ul>                                       |      |          |
| <ul style="list-style-type: none"><li>• Ability to integrate with devices</li></ul>                                         |      |          |
| <ul style="list-style-type: none"><li>• Integrates with apps across various departments</li></ul>                           |      |          |
| <ul style="list-style-type: none"><li>• The system must be accessible from multiple physical locations</li></ul>            |      |          |

### 3.3.4. User Training

| Requirements                                                                                                                                  | Code | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <ul style="list-style-type: none"><li>• The service provider must provide relevant training to all users and system administrators.</li></ul> |      |          |

### 3.3.5. Support

The bidder/service provider must give information regarding the following:

- Provide an overview of your customer support and maintenance services.
- Provide cost of annual maintenance plan
- Provide 12 months support after system implementation while stabilizing the system
- Ensure that you train your service and support staff frequently as and when is necessary
- Provide service and support as per the service level agreement (SLA)

- Provide after-hours emergency contact numbers, and rates to be used to charge for the service if provided
- Provide full details regarding the frequency of releasing new versions of the software
- Provide plan to be used to implement new releases and upgrades, for example, during weekends and non-business hours
- Provide process for testing new versions and upgrades/patches
- Provide migration process to be followed when upgrading to new versions