

Customer-Specific Invoice Number for Elite	
<b>Description</b>	Provider will develop an integration to add a customer-specific invoice number as an addition to the invoice number provided by Elite product
<b>Assumptions</b>	Customer environment is on the latest software version Customer provided all necessary details, mappings, and external API access prior to development
<b>Limitations</b>	The development includes the custom formatting of the Sequence number. Web service interruptions or errors will impact the assignment success rate; in that case a support ticket will be required to troubleshoot and resolve the issue
<b>Kick Off</b>	<b>Provider responsibility:</b> Internal handover and preparation Prepare for and hold a 30 minute remote kick off meeting  <b>Customer responsibility:</b> Ensure key project resources and stakeholders can attend kick off meeting Raise any risks, blackout periods for software release, resourcing plan
<b>Discovery</b>	<b>Provider responsibility:</b> One 1 hour remote discovery meeting to review current process and validate the needs  <b>Customer responsibility:</b> Ensure key resources can attend all discovery sessions Provide an understanding of business processes, data and requirements
<b>Design</b>	<b>Provider responsibility:</b> Creation of specification document  <b>Customer responsibility:</b> Supporting the specification process with resources and 3rd party access if needed.
<b>Build</b>	<b>Provider responsibility:</b> Customer Specific Invoice Web- Service includes : - An Incremental Unique Number - Optional: Alphanumeric Values - Optional: Year and Month based on Invoice Date - Optional: Triqquer to reset the number based on the Invoice Date  The Product will call a web service to get a new number for each invoice and assign it. It will appear as an External ID.
<b>Training</b>	Not applicable
<b>Testing</b>	<b>Provider responsibility:</b> Perform unit testing A 30 minute remote meeting to introduce an example test plan and the process to raise issues Up to two 30 minute remote meetings to review and resolve any issues, with follow up Provider will maintain an issue log to track status and progress of issues raised.  <b>Customer responsibility:</b> Customer is responsible for preparing for and executing user testing, including creation of test plans, test cases, and test scripts. Ensure key resources attend all testing meetings Raise any issues found (that are within the scope of the SOW) via the issue log The testing phase will be no more than 1 week in duration
<b>Launch &amp; Post Launch</b>	<b>Provider responsibility:</b> Go live support Project Closure Post Launch activities will be completed in no more than 1 week  <b>Customer responsibility:</b> Raise any issues found (that are within the scope of the SOW) via the issue log template Complete customer satisfaction survey Post Launch activities will be completed in no more than 1 week
<b>Project Management</b>	<b>Provider responsibility:</b> Coordination of resources, activities, meetings in alignment with timelines and milestones Ownership of issues log and delegation of tasks  <b>Customer responsibility:</b> Nominated project lead Ensure key resources attend all weekly project review meetings to provide updates Coordination of activity and resources on customer side to align to project plan and schedule
<b>Exclusions</b>	Services not specifically defined in the scope above Once the build phase begins, any further requirements are considered to be out of scope Any licenses for 3rd party software or tools needed for the development. If the Customer-specific requirements are more effort than this package includes, then the scope of work is custom, and Provider will supply a custom estimate and scope of work through a change order.
Estimated length of project: 3 weeks	
Note: This is an estimate and is dependent on Customer cooperation, timely responses and availability of necessary resources.	