



Purchase Orders and Purchase Order & Supplier Invoice Systems Licencing notes (valid from March 2017)

Which Licence model is best for our Company?

Choosing the right monthly licence model (that includes system hosting and use of the software) is important, and will depend on the total number of users you would want to have access to the final system, together with its size and complexity in terms of approval workflow. The notes below will give you a guide, as to which model would be best for your organisation, and your Documents Online system specialist will be able to advise the best and most cost effective option for your specific situation.

For both licence models, users who have not taken action in the system (mouse click activity) for 30 minutes will be automatically logged out of the system (to prevent tying up licences not being used). Any work not saved at that point will be lost.

The Seat licence model

This is generally for smaller companies, as it ties an individual seat licence to a specific person / log in. So if you've got (say) 10 staff in total, on a single site, with just a couple of department's, and simple workflow approvals, then this model may be suitable. You can also share seat log ins – for example a dept. of 3 people could use the same log in (but only one can use it at a time!) and you will lose the granular audit of who actually placed an order.

You can also start with a Seat licence model, and change to a Concurrent model as your Company and system use expands.

The minimum order level for the Seat Licence model is 2 users. Prices are £ 15 plus vat per seat per month for the POP only system and £ 18 plus vat per seat per month for the POPIA system.

The Concurrency model

After 10 users in total, or where there are multiple work flow authorisation levels involved, and / or multiple sites, then the most practical option is the concurrent model, which is also more cost effective.

Concurrency works on the number of active users (defined as instigating any form of action in the system) at that time i.e. if you have the minimum level of 6 concurrent users, then 6 people from any location can be carrying out an action in the system (e.g. logging in and approving, creating a PO, uploading documents etc.) at the same instant. So there is no limit to the number of users you have who could have access to the system – it's just the licence limit chosen that restricts the number

using the system *at the same time*. Users trying to log into the system over the level purchased will not be able to access the system until a licence is freed up.

The number of licences a Client initially takes must be based on table shown below e.g. if the total number of users who would need access to the system is between 21 and 30 the then the minimum number of licences required from service start will be 9 (access being defined as being logged into the system). Clients can of course order higher levels of licences within a band if felt to be appropriate.

However, for the first 3 months from go live, the concurrency model will also be based on a **Fair Trade policy** which means that the system use in terms of the number of people logging on / off at any one time will be automatically monitored. During this period, users who access the system *over* the ordered user level will not be excluded from access to the installed system. A usage report will be submitted to clients at the end of month 3. During the report period if the user numbers goes over the current licence model limit, 3 or more times, the Client will be committed (as shown in the report that will be shared with Client) to purchase additional monthly licenses calculated on the average of the 'over access' of all recorded instances, during that 3 months. Additional licences can be added in increments of 1 or more, at the price applicable at that time, and the additional monthly licence cost will then be added to the next monthly invoice, dependant on the date the normal subscription invoice falls.

After the first 3 months the system will restrict access to users trying to log onto the system that are over the level of licences that have been purchased. So if the level is 9 concurrent users in total, and these are all in use, a 10th user will be denied access until one or more of the 9 becomes free.

The pricing for the concurrent model will be **£50 plus vat per concurrent licence per month**. This price is for each licence applied to the server account and includes the monthly storage / management / use of the DOL system i.e. *there are no additional costs* for the use of the system (set up / training / annual support having been paid in advance).

Over the level of 6 concurrent users there will be a reduced rate available (as shown in the section below), dependant on when the licences are taken (first or subsequent orders). Below are the prices for concurrent users, per month, excl. vat:

Concurrency user matrix

Total Number of Client users requiring access to the system	Min Order Level of Concurrent Licences required to start service	Cost per user per month (excl. vat)
10-20	6	£ 50
21-30	9	£ 45
31-40	12	£ 40
41-50	15	£ 35
50+	20	£ 25

Price by volume of licences ordered at the same time (prices are per month):

Min order- 6: £ 50 plus vat per user

7-10: £ 45 plus vat per user; 11-20: £ 40 plus vat per user;

21-50: £ 35.00 plus vat per user; 51-100: £ 25 plus vat per user

Notes: - Minimum system contract length is 24 months

- After month 3 clients can purchase additional concurrent licences, minimum of 1.
- The system will automatically log out any user where no system (click) activity has been detected for 30 minutes (data not saved at this point will be lost)