Annex Nr. 1 to the Technical Specification, Functional Requirements for The System

| **No.** | **Requirements according to process groups** | **Indispensable (I) or additional (A) requirement** | **Standard (S) or Modified (M)** |
| --- | --- | --- | --- |
| **1.** | **General AM IS requirements** | | |
|  | The System must have a feature allowing to create personalized user interfaces, depending on the type and access rights of a user. The most relevant functions, notifications and tasks must be provided to the user. | I | S (with help of security groups) |
|  | User authentication through corporate access (MS Active Directory) must be implemented. | I | S (all AD users are synced with the system) |
|  | The System must have a feature allowing to describe the organizational structure of the Company, dividing it into separate structural divisions (company hierarchy). | I | S (location hierarchy, drilldown) |
|  | The System must have a feature allowing to specify employee link to the organization, its structural division. | I | S (with help of application People) |
|  | The System must have a feature allowing to review, print out, export information related to technological assets, execution of a process or other functions on the basis of reports, in various forms (docx, xlsx, pdf, etc.). | I | S (all features are in report form) |
|  | The System must have a feature allowing to review, coordinate, confirm (making use of workflow functionality), sign documents using electronic signature (for an outside contractor - through the external portal, for internal employees - within the Maximo system), provide active link to a document and print out the information regarding technological assets as well as attached documents related to selected assets. To generate process reports.  The Provider may offer an alternative way of implementing the electronic signature feature, which must be confirmed by the Buyer. | I | S (the system supports electronic signature, this can be done via API)  M (alternative way can be done using custom classes) |
|  | The System must have a feature allowing to filter data regarding assets by region, department, project manager, technical supervisors. Data shall be specified separately according to the need during the analysis phase. | I | S (done with filters, SQL queries, more search fields,..) |
|  | The System must have a feature to establish and modify launch times of separate processes – time and date and/or day of the week, month, year; or after a certain number of days after a some kind of action; and periodicity if the action is needed to be periodic (Scheduler). | I | S (with help of escalations) |
|  | The System must have a feature to independently form required reports from different view columns by selecting their names from the list of all boxes present in within the System. | I | S |
|  | The System must have a feature allowing to easily review the history of all actions – change, date, person who made the change, etc. (audit trail). | I | S (check history and audit turn on) |
|  | The System must have a feature allowing an outside contractor to connect (via external web portal). A contractor must be able to only see work assigned to them and only the information related to said work.  **The creation of external web portal is responsibility of the Buyer, integration services from Maximo side shall be provided by the Supplier.** | I | S (WebService Library) |
|  | The System must have a feature allowing data validation. E.g., whether data has been entered correctly, is the mandatory document attached, etc.,  The rules for each required box shall be detailed during the analysis.  Data validation rules must be configurable (by super-users / administrator) without additional programming. | I | S (script field validation, domains) |
|  | The System must have an administered section for messages sent to internal and outside users. There has to be a feature allowing to schedule the sending of a message for a specific time or automatically, when some kind of process action is performed, or an employee receives an activity task. There has to be a feature allowing to include a link in the messages. | I | S (with help of escalation you can specify when/what and to whom the messages will be send) |
|  | The System must have a feature to sort persons into separate groups and roles in order to facilitate the administration of the IS, the process of exploiting technological assets and other processes | I | S (person groups can be created) |
|  | The history of actions performed by users must be kept in the System. This history must be able to be reviewed by authorized persons. | I | S (check history and audit turn on) |
| **2.** | **Management of technological asset information** | | |
|  | The System must have a feature allowing to process (enter, alter, remove) the information of technological assets. | I | S |
|  | The System must have a feature allowing to classify technological assets according to selected attributes. | I | S (classifications and attributes) |
|  | The System must have a feature allowing to create additional fields for each unit of assets for establishing its uniqueness (by shrinking/enlarging the unit of the assets) and to use them as composite unique keys. | I | S  (asset specification) |
|  | The System must have a feature allowing to assign another/second unique number without losing links to the first (e.g. redoing inventory of assets). | I | S |
|  | There must be a feature allowing to attach required documents at any stage of workflow. | I | S (attachments on applications) |
|  | The System must have a feature allowing to create tabs of technological assets, which would be linked with elements of invoices of the great book in order to transfer data to the accounting system (integration). | I | M  (This would be done by adding UI components to the application, the logic itself would be implemented in Automation scripts and/or in Java classes). |
|  | The System must have a feature allowing to sort technological assets according to selected box and to perform search/filtering according to the word entered (part of a word / phrase) into the selected box. | I | S |
|  | The System must have a feature allowing to review all information of the selected asset in a separate tab / window. A feature allowing to export reports regarding a specific technological asset or a whole group in various formats (docx, xlsx, pdf, etc.). | I | S (with help of reports) |
|  | The System must have a feature allowing to review information related to technological assets (e.g., previous defects, malfunctions, disruptions), history of completed works as well as planned repairs and investment works. | I | S (view history) |
|  | The System must have a feature allowing to assign a unique number to each asset. This number should be linked to a classifier existing in the accounting system, the same unique numbers of assets would be used in the AM and the accounting system. | I | S (all assets have unique number and can be linked, GL Account) |
|  | The System must have a feature allowing to view relevant asset information according to the inventory number from the accounting system (amount, initial date of receipt, materially responsible person, etc.). | I | S (information sections, reports) |
|  | The System must have a feature allowing to automatically, as well as manually, generate the unique number of an object of technological assets, which would be automatically linked to the classification used in the accounting system. | I | S (MXLoader) |
|  | The System has to have a feature to enter information regarding the status of technological assets, remaining life cycle, to view the history of status changes. | I | S  (asset specification) |
|  | The System must have a feature allowing to attach a document to an object of technological assets, e.g., information of measurements performed, recordings (audio/video), pictures (photo/thermovision) and other information related to the technological asset. | I | S (attachments, meter readings,..) |
|  | The System Must have a feature allowing to add an unlimited number of active links to documents, an object and (or) an element of technological assets. | I | S (url attachments) |
|  | The System has to have a feature to automatically enter technological assets into exploitation by assigning a unique number according to the established rules, linking it with Financial accounting system (via integration) and generating an Act (Buyer to provide form). | A | S (this can be done using integrations adding additional fields) |
|  | When entering new technological assets, the System must form and assign a QR or a BAR code. The generation of the codes may be performed using additional software. | A | M (additional software component developed inside system) |
|  | The System must have a feature allowing to provide information regarding technological assets according to scanned visual code. | I | S (on mobile device or tablets) |
|  | There has to be a feature allowing to choose objects situated close to one another (e.g. more than one object is connected at a certain point of connection, a list of all objects has to be provided allowing to select a specific object from that list). | I | S  (This could be achieved with configuration) |
|  | There has to be a feature allowing to select single objects or by selecting an area (spatial). An integration with the Esri ArcGIS system used by the Buyer is required. | I | S (Spatial) |
|  | There has to be a feature allowing a hierarchical structure of technological assets, by also applying it to linear assets. | I | S |
|  | The System has to have a feature to create and display hierarchies of devices. | I | S (drilldown) |
|  | The System has to have a feature to assign technological assets not only to hierarchical, but also network dependency systems. | I | S |
|  | The System must have an unlimited number of hierarchical structures and non-hierarchical (network) dependency systems. | I | S |
|  | The System must not limit the number of hierarchical structure levels. | I | S |
|  | The System has to have a feature allowing to register data of device operation (e.g. load measuring, voltage, work time) and to receive information via link to other information systems and devices, e.g., SCADA. | I | S (with integrations) |
|  | The System has to have a feature allowing to enter unlimited number of attributes for assets. | I | S (attributes on classifications) |
|  | The System must have a feature allowing to edit and alter information individually or in data groups, etc. | I | S |
|  | When editing attributes (or other information) of assets within the system, they have to be transferred to other systems indicated by the Buyer as well (e.g. GIS) | I | S (with integration) |
|  | The System must have a feature allowing to enter, process and administer data from external data arrays. | I | S (with integration) |
|  | A link with data warehouse (DWH) has to be implemented. The periodicity of data updates is coordinated during the analysis phase, preliminary periodicity – once a day. | I | S (with integration) |
|  | The System must have a feature allowing to access the GIS application according to the ID of the selected object by a press of a button. | I | S (Launch from Context  ) |
|  | The System must have a feature allowing to copy / cut / paste an asset (with all accumulated information and history). | I | S (MxLoader) |
|  | There has to be a form intended for processing data of objects of electricity network on the basis of which the increase of value, write-off or reclassification occurs of fixed assets, a review of log entries, export. | I | S (report) |
|  | There has to be manual and automatic creation of fixed tangible assets (FTA) entry and write-off forms, based on accumulated or adjusted data (names of new assets, amounts, etc.) regarding the network. FTA forms must be formed for printing on a form provided by the Buyer. System must apply confirmation marks (confirming person, date, time) to the form. | I | S (creating custom report, adding additional fields and scripts) |
|  | There has to be an automatic transfer of FTA forms to other systems – DocLogix, NAVISON. Reverting the state of these documents to AM (E.g. an act signed, confirmed, rejected for correction). A process of approval of FTA acts within Maximo system has to be implemented. | I | S (with integrations) |
|  | There has to be a feature allowing superusers to fill out, adjust classifiers required for management of technological assets without additional programming. | I | S (MxLoader) |
|  | The System has to have the functionality of electric addresses of user objects (entry / review / adjusting). Electric addresses – assigning user object to elements of assets: substations, substation lines, medium voltage substations, transformer lines, 0,4 kV Electrical distribution boxes, lines of 0,4 kV electrical distribution box, 0,4 kV electrical metering box, supports (analogue to the hierarchy of assets).  A form intended to be reviewed and to edit the list of users and objects associated to them, to filter it by address / electric address components, user data and to export the list viewable in the form in the format of Microsoft Excel (.xlsx) according to various filters, e.g. network department, type of user (commercial/household, category elements to which they are attributed, etc.  The System must have a feature to automatically import components of electric addresses from Dispatch management system (DMS). The DMS system shall provide the first 4 components, other shall be entered manually. | I | S  (Using custom fields/ attributes and integration with DMS) |
|  | There has to be an attribute for a network under construction, enabled / disabled. Accurate list of attributes is coordinated during analysis phase. | I | S ( status change) |
|  | There has to be a feature allowing to indicate the status of technological assets according to dependency: DSO, subscription, use; all possible variations of double dependency: DSO+subscription, etc. Exact cases will be coordinated during analysis phase. | I | S (add custom status on asset status domain) |
|  | The System must have a feature allowing to describe components of assets, e.g., name of an asset, year of manufacturing, number of model, power/conductivity, etc. Also, automatic generation of descriptions/characteristics for typical components. | I | S (in asset application) |
|  | The System must have links with other systems for taking required data. There also has to be a feature allowing to import, enter, process and administer data from other devices and (or) systems. | I | S (configuration and integrations) |
|  | The System has to have a feature allowing to indicate that asset is co-financed by European Union. In such case, the System must calculate a term of 5 years from creation of an asset (entering into AM) and it must not allow to write off assets until the term expires (by showing an appropriate notification), without an additional confirmation from authorized user. | I | S (with help of escalation) |
| **3.** | **Development of distribution network/ distribution gas lines\***  **\*The project in this chapter is understood as a new object / reconstruction and work orders related to its construction** | | |
|  | The System must have a feature allowing to form lists of objects of technological assets, which would be used when forming investment plans (for reconstruction), automatically and manually. | I | S (Work Orders application) |
|  | There has to be a feature allowing to attach files to the object and insert text comments. | I | S (attachments) |
|  | The System has to have a feature allowing to enter planned values of expenses and their arrangement in time next to the budget of a project (object).  Each object has to have classifiers assigned (e.g., new consumers, reconstructions, etc.) The objects have to be grouped according to the classifiers, the budget of the groups has to be predicted. | I | S (In application Work Order – Plans and Classifications) |
|  | The System must have a feature allowing to create objects (reconstructions or newly constructed assets), to enter values planned for them. Later on, they have to be able to be sorted according to divisions, dates of works. It has to be possible to assign several contract contracts (designing, materials, contract works) to works being carried out in each object. | I | S (in application Work Order Tracking) |
|  | The System must calculate (determine) the values of objects (repairable, defect removal, connection of new consumers, reconstructions), having considered historic data, prices of valid agreements, number and type of registered defects, time costs of internal workers, use of reserves. | A | M (using reports options, custom calculation) |
|  | There has to be a feature allowing to automatically (according to established rules) and manually create short-term and long-term plans of maintenance, reconstruction and investment development of the network, which would be made of objects of technological assets. | I | S (Work Order, Preventive Maintenance applications) |
|  | The system must have a functionality allowing to group planned works at the same object according to planned switch-offs. | I | S |
|  | The System must have a feature allowing to create, modify, remove short-term and long-term plans of investment in technological assets. | I | S |
|  | There has to be a feature allowing to label objects. According to these labels objects could be filtered. | I | S (description, long description, custom field,..) |
|  | There has to be a feature allowing to view regular planned maintenance works in monetary value (through typical templates of works) throughout all asset life cycle (considering the influence of newly created as well as modified / dismantled technological assets).  Long-term planning up to twelve years onwards. | I | S (Preventive Maintenance application) |
|  | There has to be a feature allowing each object and agreement to have their own tabs, in which required information regarding the object / agreement would be presented (the information must include, but not be limited to: name, region, territory (division), type of object, investment object, project manager, beginning of execution, term of execution, planned value, design value, budget line). | I | S (information sections) |
|  | There has to be a feature allowing to create an order (for construction of an object), templates which would be differentiated according to the type of construction, etc.; criteria will be specified during analysis phase. | I | S ( form can be different depends on criteria) |
|  | The System must have a feature allowing to coordinate and confirm plans of investment objects, process of work progress plan coordination must be implemented (workflow).  During the stages of analysis and designing, The Provider must offer a solution regarding the process of document coordination and provision of information to AM IS users (general requirement). | I | S (Work Flow process) |
|  | The System must have a feature to track the implementation of works, equipment and service agreements, while automatically calculating planned and completed amounts of works, provided service agreements and monetary balances of agreements.  Contract agreement tracking: money, units. | I | S (SLA / custom view) |
|  | The System must have a feature allowing to automatically form notifications to the person in charge (e.g., via email or within the System), regarding nearing terms of agreements and little balance (escalations). | I | S (with help of escalations) |
| **4.** | **Connection of new consumers / manufacturers** | | |
|  | There has to be an integration with the NVP system used by the Buyer (or other), according to the boxes received from which Maximo would create objects and initiate work process. Data exchange of work status with the NVP system. | I | S (integration section) |
|  | There has to be exchange of work status and financial information with the NVP (or other). | I | S (integration section) |
|  | The System must automatically link information regarding actual, incurred expenses of connecting new consumers / manufacturers. E.g., The value of works performed, materials consumed. | I | S |
|  | The System must have a feature allowing to provide an active link to all data and documents related to the connection of a new consumer / manufacturer next to the task of connection of a new consumer. | I | S |
|  | The System must have a feature to create, modify, remove the status of tasks / phases classifier, according to which the status of the phase of a task would be established. | I | S (Tasks on Work Order) |
|  | The System must have a feature allowing to attribute a status to a task, according to an established classifier of statuses. The System must have a feature allowing to automatically or manually update statuses of tasks according to the established rules. | I | S (Automation can be done with escalations) |
|  | The System must have a feature allowing to view the status of each investment object and plan implementation in real time. | I | S (actual status is always shown) |
|  | The System must have a feature allowing to assign entered / attached additional documents and files to specific objects of technical assets, work tasks. | I | S (attachments) |
|  | The System must have a feature allowing to create, modify, remove information of objects. | I | S(Assets) |
| **5.** | **Management of infrastructure projects** | | |
|  | The System must have a feature allowing to create tabs for an investment object or a group of objects (objects and works/tasks assigned to them). | I | S(workorder tracking) |
|  | The System must have a feature allowing to filter investment objects by criteria assigned to them. | I | S |
|  | The System must have a feature create, modify, remove, review the tab of an object. | I | S |
|  | The System must have a feature allowing the user to review the history of an object and works assigned to them (orders). | I | S |
|  | The System must have a feature allowing to import and export tasks from MS Project Standard / Professional. | A | S (Integration) |
|  | The System must have a feature allowing to import data from contractor, which would be provided in a document of a coordinated format. | I | S |
|  | The System must have a feature allowing to carry out control of work (task) implementation according to each object or agreement separately. | I | S |
|  | The System must have a feature allowing to modify the status of object implementation (works related to it), terms, planned budget, and if a need arises to perform reclassification. | I | S |
|  | The System must have a feature allowing to monitor and register phases of project documentation coordination as well as repeated coordination of projects (workflow). | A | S |
|  | The System must have a feature allowing to establish and assign necessary team positions, i.e., project manager, construction manager, technical supervision manager, etc. | I | S (roles on Work Order) |
|  | The System must have a feature allowing to plan the involvement/participation of members of a team (Project Team) and to coordinate it with their direct supervisors. | A | S (roles on Work Order and assign Owner/Owner Group) |
|  | The System must have a feature allowing to submit a work in progress (e.g. while coordinating / confirming the order of the work) for coordination / confirmation of an external organization through the external web portal. | I | S (with help of SDI) |
|  | A feature allowing to review linear (principle) interior schemes of objects that have internal equipment. | I | S (Linear module) |
|  | A feature allowing third parties to view geographical information of the projects being coordinated. | I | S(Linear module) |
|  | A feature allowing a user (having rights of a superuser) to add / edit all used classifiers: control of boxes necessary to fill in, types of equipment, characteristics of equipment, cable brands, characteristics, types of transformers, types of cabinets, types of cable sleeves; | I | S (attributes on Classification) |
|  | The System must have a feature allowing to distinguish objects and contracts according to types. There have to be different processes/workflows according to these types. | I | S (filter by type and using Work Flow process) |
|  | The System must have a feature allowing to actuate works/services in parts. | I | S (with help of Task/ Job Plans) |
|  | The System must have a feature to enter a reason of work term extension and / or cancelation from the classifier. There has to be a feature allowing contractors and ESO employees to perform these actions. | I | S |
|  | The System must have a feature allowing to upload rates next to each contract according to the coordinated template. | I | S |
|  | The System must have a feature allowing to register violations of work safety, related to object being carried out. Penalties, contractor (agreement) rating score must be calculated according to the registered violations. | I | S |
|  | There has to be a feature allowing to rate contractors according to accumulated data and to apply a required financial measure (e.g., fine) according to that rating. | I | S (with help of custom attribute) |
|  | The System must have a feature allowing to apply a needed coefficient to all or selected rates of work. E.g., 5%. | I | S (Custom scripts) |
|  | The System must have a feature allowing to reassign tasks of an employee taking a leave to a substituting employee for a set period of time. | I | S |
|  | The System must have a feature allowing to monitor internal fulfilment of terms and fulfilment of terms of the side of a contractor. | I | S (KPI) |
|  | The System must have a feature allowing to send notifications to users (ESO or contractors) (via system notifications or via email) regarding uploaded documents, comments made, changed status. | I | S (with help of escalations) |
|  | During the analysis phase of the project, the Provider will have to determine and coordinate with the Buyer which data will be tracked in the System. | I | S |
|  | The system has to generate purchase orders and automatically transfer them to another Buyers system.  Also, the system has to be able to automatically show the status of purchase. | I | S (Integrations, escalations) |
| **6.** | **Maintenance of distribution network / distribution gas lines** | | |
| *6.1* | *Planning and service requests of repairs and technical maintenance. Preparation of defect acts. Maintenance scheduling* | | |
|  | The System must have a feature allowing to enter data regarding responsible persons who can perform assigned tasks and information related to their qualifications. | I | S |
|  | The System must have a feature allowing to automatically update data related to the responsible persons who can perform technological asset maintenance tasks, according to the information accumulated by the staff department, e.g., accepted new employees, dismissed employees, employees on leave and absent due to illness.  An integration with the HRM system is needed (for the day of announcement – PASKATA). | I | S (integrations) |
|  | The System must have a feature allowing to automatically and manually generate plans of technical asset inspection and / or maintenance works according to the established periodicity of maintenance of the technical assets, the rules of establishing the periodicity, according to technical characteristics (technical parameters, level of urbanization, etc.), riskiness of the technological assets. (Scheduling) | I | S (Work Orders, Preventive Maintenance, Inspection forms,..) |
|  | The System must have a feature to create, modify, remove the list of typical workorder templates | I | M (custom application with automation script / use of workorder as template) |
|  | The System must have a feature allowing to create, modify, remove the list and the classificatory of defects (linked to works) from which workorders are formed. | I | S (work orders, preventive maintenance) |
|  | The System must have a feature to establish the criticality of a registered defect and terms of removal by selecting from the classifier. Applies for mobile application too. | I | S (classification, error code) |
|  | The System must have a feature allowing to create, modify, remove the list and the classifier of works from which workorders are formed. | I | S |
|  | The System must have a feature allowing to create, modify, remove the list and the classifier of reserves and equipment required to perform works. | I | S |
|  | The System must have a feature allowing to assign performance of a workorder to the responsible person (or group), change the responsible persons. | I | S (owner or owner group) |
|  | The System must have a feature allowing to automatically, according to the established rules, form a list of persons required to perform workorders, to calculate the estimated duration of performance of the task according to the typical norms of work time, to automatically reserve the persons and resources required for the planned works, e.g., resources, tools, other equipment or means, technological transport. | I | S |
|  | The System must have a feature allowing to automatically send a notification (email and/or via AM system) to the responsible person upon registering a new service request. | I | S (with help of escalation) |
|  | The System must have a feature allowing to adjust automatically generated parameters or enter additional information regarding actually used up materials, time for performing a task, as well as other information. There also has to be a feature allowing to register activities remotely. i.e., using mobile devices. Such feature must also be ensured for the contractor performing scheduled repairs and technical maintenance (via external portal). | I | S (in applications Work Order – Actuals) |
|  | The System must have a feature allowing to attach additional documents supplementing information regarding performed works for persons having performed the works, e.g., pictures, designs, acts of work acceptance, etc. | I | S (attachments) |
|  | The System must have a feature allowing to automatically calculate the cost of performing a task, taking into account performed works, rates agreed upon and resources and time used up, and to compare it to the planned cost of performing the said task. | I | S (View Costs action) |
|  | The System must have a feature to extend tasks of works, using typical classifiers of task extension. | I | S(Classification) |
|  | The System must have a feature to automatically register and accumulate information regarding completion of work tasks, activities of the responsible person (works performed, reserves used up, tools used etc.), review information of completion of work tasks, list of the materials used up, completed works. | I | S (in applications Work Order – Actuals) |
|  | The System must have a feature allowing the responsible person to review entered information related to completion of a task, to confirm and send additional requests to the employees, having performed the works, regarding adjustment of the information. | I | S (with help of Work Flow) |
|  | The System must have a feature allowing to enter/attach additional documents supplementing the information regarding planned, completed works, e.g., pictures, designs, acts of acceptance of works, etc. | I | S (Attachments) |
|  | The System must have a feature allowing to create, modify, remove the list of workorders status classificatory. | I | S |
|  | The System must have a feature allowing to perform task search, filter and sort the workorders by selected attributes. | I | S |
|  | The System must have a feature allowing to view the status of completion of each workorder in real time. | I | S (view Work Order history) |
|  | The System must have a feature allowing to assign the responsible persons who would supervise the performance of works performed by a contractor. | I | S (roles on Work Order) |
|  | The System must have a feature allowing to form work plans automatically and manually. According to workorders and service requests. | I | S (Job Plans, Work order, Service Request applications) |
|  | The System must have a feature allowing to automatically and manually prepare, adjust, coordinate and approve repair works. | I | S (Work Order application) |
|  | The System must have a feature allowing to create perennial, annual, as well as for other periods, schedules of repair and technical maintenance. | I | S (Preventive Maintenance application) |
|  | The System must have a feature allowing to create a maintenance plan for every device / object / unit of assets. There also has to be a feature allowing to automatically plan metrological inspections of devices. | I | S (Preventive Maintenance application |
|  | The System must have a feature to create a list of all units of assets, which have to be inspected carrying out technical maintenance or an inspection at the same time. | I | S (Inspection forms) |
|  | The System must have a feature allowing to filter planned works of scheduled maintenance according to the groups, sub-groups and/or separate units of assets, division, responsible service or employee. | I | S (Preventive Maintenance application |
|  | The System must have a feature allowing to enter, adjust, remove information separately, for data groups, etc. | I | S |
|  | The System has to have a feature allowing to automatically send notifications (e.g., via email or within the System) regarding changed values of technical parameters and deviation from established target values to the responsible persons. | I | S (with help of escalation or Work Flow) |
|  | The System must have a feature allowing to take network load data from other systems of the Buyer (e.g. DMS), and to link them to specific objects of technological assets. | I | M (with help of SDI / API) |
|  | The System must have a feature allowing to generate reminders regarding maintenance and repair works (e.g., via email or within the System) for the responsible persons. | I | S (with help of escalation) |
|  | The route (selection of the next task to be completed) must be created taking into account the shortest distance between objects when travelling by car.  The mobile application must have a feature allowing to navigate to the next destination. The functionality may be implemented by transferring destination points to another software (e.g., GIS, Google Maps, etc.). | I | S (anywhere supports this feature) |
|  | The System must have a feature allowing to create a list of rentable / redemptive objects / equipment of technological assets. | I | S |
|  | The System must have a feature allowing to plan, review and manage events, including situations where values of technical parameters reach established threshold values, due to which processes of maintenance work may be started to be foreseen and workorders may be started to be generated automatically. | I | S (preventive Maintenance base on conditions) |
|  | The System must have a feature to establish a logical grouping of technical parameters. A group of technical parameters is a set of technical parameters which will be used together. | I | S |
|  | The System must have a feature allowing to describe defects and to form workorders by selecting a specific unit of assets or a group of assets. | I | S |
|  | The System must have a feature to administer and standardize tasks intended for asset maintenance, defect removal, repairs, reconstruction, connection of new clients, as well as to prioritize works, adjust terms of completion of works. | I | S (job plans) |
|  | The System must have a feature allowing to register and approve new defects (malfunctions) (also remotely, i.e., using handheld computers) automatically assign a type to them (e.g., critical, simple, etc.) and removal terms, to establish the cause of why the defect / malfunction occurred.  There has to be a feature allowing to link a newly in the system registered defect to an element displayed in the scheme of the network and to upload visual material related to the defect (a picture). | I | S (Work Order – follow up work order) |
|  | The System must have a feature to create and display hierarchies of defects, which would help to analyze the impact of the defects on the assets. | I | S (Asset history) |
|  | The System must have a feature allowing to describe defects of linear assets, workorders by selecting a specific section and a location of the linear assets up to a specific element of the assets. | I | S (Using report) |
|  | The System must have a feature allowing to automatically, according to the established procedures, create a work task for removing a defect upon registering it. It has to be possible to select internal employees or a contractor for removal of a defect according to its type. It has to be possible to automatically select required reserves, works, staff, tools and transportation. Once the defect is removed, its status has to be updated automatically. | I | S (Preventive maintenance) |
|  | The System must have a feature allowing to create templates for workorders formed most often. | I | S (Job plans) |
|  | The System has to have a feature allowing to select workorder templates for units of assets, groups of works and assets, etc. | I | S |
|  | The System must have a feature allowing to form workorders prepared taking into account maintenance plans, geographical attributes linking to GIS and other criteria. | I | S (Preventive maintenance) |
|  | The System must have a feature to form workorders taking into account the qualifications of specialists required to perform the works and use the required tools. | I | S (Workorder application) |
|  | The System must have a feature allowing to coordinate and confirm workorders. | I | S |
|  | The System must have a feature allowing to automatically form workorders while writing-off (decommissioning) tangible assets: for transferring assets to a warehouse for utilization, for asset construction works, etc. | I | S(Using automation scripts and escalations) |
| *6.2* | *Ordering repair and maintenance works* | | |
|  | The System must have a feature allowing to form and transfer workorders to contractors from internal data of the IS, e.g. from investment and repair plans, from the list of established defects, from created work tasks, etc. | I | S(Integration) |
|  | The System must have a feature allowing to manually process (create, modify, remove) information of workorders. | I | S (workflow / automation script) |
|  | The System must have a feature allowing to create, modify, remove data of contractor agreements. e.g., term of agreement, value, amount of works performed, etc.  An integration with Doclogix or with other agreement management system indicated by the Buyer is required. | I | M(with help of SDI) |
|  | The System must have a feature allowing to break down workorder into couple of workorders, intended for contractors, taking into account the capability of a contractor to perform the works, as well as conditions of the agreement, e.g., remaining sum or amount of contract work. | I | S (Work Orders tasks or parent-child relationship) |
|  | The System must have a feature allowing to create annual, monthly, or for other period, repair and maintenance work plans for orders and to coordinate them with third parties (contractors). | I | S (Preventive Maintenance) |
|  | The System must have a feature allowing to transfer (e.g., via email or via external web portal) data of workorders to a contractor. | I | S (with help of escalation, work flow, manually,integration ...) |
|  | The System must have a feature allowing to receive data regarding completed works from the contractor. The data receipt may be carried out through the external web portal or by the contractor providing documents of coordinated structure, which could be imported into the System. | I | S (Integration) |
| *6.3* | *Management of resources required for completing works* | | |
|  | There has to be a feature allowing to automatically form a list of materials, work time norms, tools, transport and human resources required for workorder. | I | S (Work Order – Plans) |
|  | The System has to have a feature allowing to reserve / assign resources for planned works. | I | S (by selecting owner or owner group) |
|  | The System must have a feature allowing to automatically inform the responsible person (e.g. via email or within the System) if the Company has no resources required to complete a work task available. | I | S (with help of escalation) |
| **7.** | **Stock and warehouse management** | | |
| *7.1* | *Stock and warehouse planning and management* | | |
|  | The System has to have a feature allowing to automatically join several material needs (orders) into one and to send it to the supplier. | I | S (MR) |
|  | The System must have a feature allowing to automatically assign received goods to previous orders upon receiving an order. | I | S (MR) |
|  | The System must have a feature allowing to separately and carefully process (create, modify, remove) the type of a supplement (e.g., Purchase from supplier, Transfer between warehouses, Cross Dock). | I | S (Purchase orders) |
|  | The System must have a feature allowing to separately and carefully assign (create, modify, remove) additional information, e.g., Order frequency, order delivery terms, minimal amount, maximum amount, etc.). | I | S (Purchase orders) |
|  | The System must have a feature to import data of new stock tabs from Microsoft Excel or other files. | I | S (MxLoader) |
|  | The System must have a feature allowing to view the stock remaining in warehouses in once place, remaining stock ordered to a warehouse or from it, the reserved amount and the amount required to order, stock turnover etc. | I | S (Inventory, Storerooms,..) |
|  | There has to be a feature to import orders from Microsoft Excel or other files. | I | S (MxLoader) |
|  | There has to be a feature allowing to automatically send confirmed orders to suppliers via email and/or external web portal | I | S (with help of escalation) |
|  | The System must have a feature allowing to automatically send reminders to suppliers and the client, regarding expiration of term for delivering an order, according to the indicated criteria (e.g., three days ahead of the planned day of delivery). | I | S (with help of escalation) |
|  | The System must have a feature to assign (create, modify, remove) assortment attributes to the stock (. e.g., constant supplement, seasonal, one-time) | A | S |
|  | The System must have a feature allowing to automatically calculate remaining excess and illiquid stock according to suppliers, stock groups, warehouses, clients, etc. | A | S |
|  | The System must have a feature allowing to block stock provision, indicating terms of the blocking of the stock. | A | S (Status change) |
|  | The System must have a feature to automatically form plans of purchasing stock from internal IS data, e.g., investment and repair plans, the list of established defects, created work tasks, etc. | I | S (with help of automation scripts and webservice) |
|  | The System must have a feature allowing to register the needs for stock / fixed assets of separate objects of technological assets and (or) equipment. | I | S (Create Requisition) |
|  | The system must have a feature allowing to enter additional need for stock, which was not foreseen in the automatically created plans of obtaining stock. | I | S (Create Requisition) |
|  | The System must have a feature allowing to process (create, modify, remove), coordinate and confirm plans of obtaining stock, which would be formed for separate periods, e.g., for a month, a quarter, a year. | I | S (Work Flow) |
|  | The System must have a feature allowing to automatically create stock orders for suppliers, according to stock supply agreements and stock supplied, as well as confirmed plans of stock obtainment. | I | S (with help of escalation and automation script) |
|  | The System must have a feature allowing to process (create, modify, remove) information regarding stock situated in warehouses, e.g., to assign a code identifying a stock, to enter weight, measurements, intrastat customs codes (for goods purchased abroad), packaging sizes, other technical parameters of the stock, term of expiration, analogue positions of stock and other information , to attach pictures, SDS sheets, user manuals. | I | S (Inventory, Storerooms) |
|  | There must be a feature allowing to automatically send a notification (e.g. via email of within the System) to the responsible person, regarding nearing term of expiration of stock (e.g., a month ahead of expiration term of a stock), as well as expiration of a stock. | I | S (with help of escalation) |
|  | The system must have a feature allowing to enter stock into the system by automatically assigning a fixed asset inventory number and / or a unique number to them, according to which a visual symbol is prepared (visual code), used for quick identification of assets, e.g., a Barcode or a Quick Reaction code. | I | S (Anywhere – Maximo Asset Asset Data Management) |
|  | The System must have a feature allowing to provide information regarding a stock, according to a scanned visual code and / or fixed asset inventory number. | I | S (Anywhere – Maximo Asset Asset Data Management) |
|  | The System must have a feature allowing to review, sort the stock of a warehouse by separate classes of objects of technological assets, warehouses where the stock is currently (i.e. to perform cross-evaluation). | I | S (Inventory module) |
|  | The System must have a feature allowing to view the historic information regarding the stock, i.e., the date when the stock was entered into the System, changes of status, return to a warehouse, etc. | I | S (View inventory Transactions, Inventory application) |
|  | The System must have a feature allowing to review information regarding movement of the stock between different warehouses of the Company, i.e., there has to be a feature allowing to register dates, warehouses and other related information. | I | S (Inventory module) |
|  | The System must have a feature allowing to automatically or manually reserve stock according to planned tasks of works (by evaluating analogue positions) from the main or other warehouses of the Company. | I | S (Inventory module, escalation / automation script) |
|  | The System must have a feature allowing to enter and manually adjust requirements of min/max amounts of the emergency stock reserve according to the valid legislation and internal procedures of the Company. | I | S (Inventory module) |
|  | The System must have a feature allowing to automatically suggest restoring amounts of the emergency stock reserve when a stock is about to expire, a stock reaches minimal amount by suggesting restoring the stock to the max amount. | I | S (Inventory module) |
|  | The System must have a feature allowing to generate a report, whether the formed emergency stock reserve matches the minimal amount, meets the requirements of expiration terms and (or) the nomenclature. | I | S (custom report) |
|  | The System must have a feature allowing to automatically from a notification intended for the responsible person (e.g., via email or within the System) if the emergency stock reserve does not match the minimal amounts and (or) does not meet the requirements of the nomenclature. | I | S (with help of escalation) |
|  | The System must have a feature allowing to automatically form orders for missing positions of the emergency reserve. | I | S (escalation / automation script) |
|  | The System must have a feature allowing to automatically form a notification (e.g., via email or within the System) if the formed need for stock is greater than the amount in the warehouse. | I | S (with help of escalation) |
|  | The System must have a feature allowing to reserve stock for completing a work task, even if a warehouse lacks certain positions (we will ensure transferring of these positions from other warehouses or suppliers if we see that there is a deficiency of those positions in that particular warehouse). | I | S (Organization settings) |
|  | The System must have a feature allowing to reserve stock for completing a work task, even if a supply agreement of goods is not concluded or there is not enough of goods in a warehouse. In such case, the information about the required goods would be transferred to the responsible person, who would initiate a procurement of an agreement, such good would be assigned a status that purchase is waited for. | I | S (Organization settings) |
|  | The System must have a feature allowing to automatically suggest ordering goods from a supplier, upon signing an agreement for which a part of goods has already been provided, and upon ordering such goods, to change their status into “ordered” and so that the planned term of receipt by the responsible person, | I | S (with help of automation script) |
|  | The System must have a feature allowing to cancel the need intended for work if it is no more or to transfer the already received goods for performing another work by undoing the previous one. | I | S (Status change) |
|  | The System must have a feature allowing to create, coordinate and confirm an act of accepting goods at a warehouse. This act would be transferred to the accounting system.  During the phases of analysis and designing the Installer must offer a solution regarding the process of document coordination and provision of information to AM IS users. | I | S (Shipment Receiving application and help of automation script) |
|  | The System must have a feature allowing to assign the responsible person (according to the established criteria), who shall confirm receipt of goods according to a submitted need. | I | S (Work Flow process) |
|  | The System must have a feature allowing to confirm received goods. The actual receiver of the goods would be another (according to the criteria) assigned person. | I | S (Work Flow process) |
|  | Statuses next to a submitted need would change automatically (e.g. once they are ordered, the status would change into “ordered”, upon issuing them from a warehouse, the status would change into “shipped” etc.) | I | S (Work Flow process or escalation) |
|  | The System must have a feature allowing to create, coordinate and approve an act of including stock in fixed assets, which would be transferred to the accounting system. | I | S (Rotating items and with help of integration with accounting system) |
|  | The System must have a feature allowing to create, coordinate and confirm an act of write-off of stock, which would be transferred to the accounting system. | I | S (Rotating items and with help of integration with accounting system) |
|  | The System must have a feature allowing to generate reports regarding prices, amounts and other parameters of purchased stock. | I | S (Report) |
|  | The system must have a feature allowing to form issuing of stock from one warehouse to several different warehouses or to several different objects / investment projects at the same time. | I | S (Storeroom, Inventory) |
|  | The System must have a feature allowing to foresee the procedure of coordination and confirmation of issuing stock to other warehouses, objects. | I | S (Storeroom, Inventory) |
|  | The System must have a feature allowing to charge several different warehouses according to one invoice. | I | S (Storeroom, Inventory) |
|  | The System must have a feature allowing to accept a part of an order submitted to a supplier, if it is delivered incompletely. | I | S (with help of automation script) |
|  | The System must have a feature allowing to send an order to a supplier to an email assigned to a specific agreement within the system. | I | S (with help of escalation) |
|  | The System must have a feature allowing to assign goods purchased to a warehouse a place in that warehouse (according to the plan of storage places uploaded to the System). | A | S (Storerom, Inventory, Balances) |
|  | The System must have a feature allowing to automatically indicate the expiration term of goods purchased to a warehouse taking into account the date of purchase or to enter it manually. | I | S (Inventory) |
|  | The System must have a feature allowing to automatically assign goods delivered to a warehouse the longest time ago (i.e., to apply FIFO method “First in first out”). There has to be a feature allowing not to apply this method by manually assigning new goods for issuing. | A | S (using automation scripts) |
|  | The System must have a feature allowing to before selecting the goods from a warehouse, automatically calculate and indicate packaging containers required by a warehouse worker (the system would choose from several measurements of boxes) according to the size, weight, fracture, etc. of the selected goods. | A | S (with help of automation script) |
|  | The System must have a feature allowing it to automatically (according to criteria and storage place arrangement in a warehouse of goods) to offer the order of picking out goods. | A | S |
|  | The System must have a feature allowing to automatically calculate the weight of a shipment according to the picked-out goods. | A | S (using custom formulas) |
|  | The System must have a feature allowing to, when forming a need for goods to choose the delivery address and the method of delivery (to receive directly or to a shipment terminal, etc.) | A | S |
|  | The System must have a feature allowing to manually change the method of delivery (e.g., in the case of a consignment heavier than 30 kg, the system must offer to pack it in two separate boxes or change it to the direct delivery method ). | A | S (using custom formulas / workflow) |
|  | The System must have a feature allowing to automatically print the sticker for a shipment, where established information regarding consigner, consignee, consignment would be indicated together with a consignment number obtained from a consignment company. | A | S (report) |
|  | The System must have a feature allowing to automatically alter the status of goods contained in a consignment to “Being delivered” or something similar. | I | S |
|  | The System must have a feature allowing to, when forming orders of stock, automatically notify the user of the IS regarding the limitations of supplier agreements, e.g., terms of validity of agreements, amounts and sums, whenever the fulfilment of an agreement is nearing (e.g., by providing information in a separate window). | I | S (with help of escalations) |
|  | The System must have a feature allowing to, when forming orders of stock, the user of the IS to view information regarding fulfilment of supplier obligations according to specific agreements, e.g., amounts of delivered stock, values of ordered stock, dates of inspection, etc. | I | S (system dynamically informs user) |
|  | The System must have the rules provided by the Buyer of precedency of reserving materials installed (e.g., emergency works take priority, then connecting a new client, etc.). | I | S (with help of automation script and domains) |
|  | The System must have a feature allowing to divide a warehouse into zones and places and to apply the rules of goods placement and selection. | A | S (Using bins) |
|  | The System must have a feature allowing to assign time intervals to tasks. | I | S ( Scheduling Information) |
|  | The System must have a feature allowing to carry out warehouse tasks using mobile devices (phones, tablets) and mobile app. | A | S (Anywhere - Maximo Cycle Counts, Issue & Returns, Transfers Receipts applications) |
|  | The System must have a feature allowing to view the history of warehouse tasks of each employee. | I | S |
|  | The System must have a feature allowing to automatically assign tasks to employees working at a warehouse, according to the groups of goods or type of task assigned to them. The system must have a feature allowing the responsible person to manually assign tasks to employees working at a warehouse. | I | S (work flow process, escalations) |
|  | The System must have a feature allowing to process (create, modify, remove) remnants (regular inspections of remnants, counting of goods, inventory). | I | S (Inventory) |
|  | The System must have a feature allowing to print codes of goods, labels, consignment stickers. | A | S (with use of custom reports) |
|  | The System must have a feature allowing to create cargo waybills (to enter waybill data). | A | S (custom report / class) |
|  | The System must have a feature allowing to view consignment costs incurred due to an external service provider (courier costs according to current agreements), i.e. to view how much we have paid for shipping a consignment to a receiver, according to the entered rates of shipping and weights / sizes of boxes. | A | S (custom fields with formulas / report) |
|  | The System must have a feature allowing to form a report regarding goods received in a warehouse from foreign suppliers within a set period. | I | S (Report) |
| *7.2* | *Organization of purchasing/selling stock* | | |
|  | The System must have a feature allowing to prepare purchase plans which would be formed according to: the need for stock, validity of current agreements, financial fulfilment of agreements, information entered by the user, work orders being carried out. When a purchase plan is being formed, there has to be a link with the process of including unplanned purchases (workflow). | I | S (Process can be done with work flow) |
|  | The System must have a feature allowing to observe purchases in progress intended for conclusion of new agreements. The observation of purchasing is carried out according to separate established criteria and the created process of purchase (workflow). | A | S (Process can be done with work flow) |
|  | The System must have a feature allowing to edit prepared orders and purchase plans. | I | S (Module Purchasing) |
|  | The System must have a feature allowing when forming a list of purchased goods to create it according to suppliers with which agreements of supply of goods are concluded. | I | S (Module Purchasing) |
|  | The System must have a feature allowing to confirm prepared purchase plans according to which purchases will be carried out. | I | S (Module Purchasing) |
|  | The System must have a feature allowing to not allow reserve stock recognized as unsuitable until it is sold / utilized, e.g., to assign a status to it so that employees cannot view them. We would assign such statuses to unsuitable goods manually and / or automatically, according to the established rules (e.g., currently registered defect). | I | S (Synonim statuses) |
|  | The System must have a feature allowing to form lists of goods recognized as unsuitable. | I | S (depends of what is unsuitable we can make that condition and make a report for it) |
| *7.3* | *Management of returning goods* | | |
|  | The System must have a feature allowing to assign criteria to every returning material according to their service life, wear, minimal amount, price, etc., upon establishing its suitability for further exploitation (which could be modified manually in every separate case). | I | S (Using condition codes) |
|  | The System must have a feature to process (enter, modify, remove) information related to returning of used stock to a warehouse and its condition (suitability for further exploitation). | I | S (Inventory usage) |
|  | The System must have a feature allowing to automatically send a notification to the responsible person (e.g., via email or within the System) if there is a difference between stock issued for a work task and actually used up and returned stock. | I | S (with help of escalation and automation script) |
|  | The System must have a feature allowing the responsible specialist to enter data regarding the condition, amount and suitability for further exploitation of stock returning to a warehouse. | I | S (Inventory usage) |
|  | The System must have a feature allowing to perform sale of redundant returning materials to external buyers, according to sale rates indicated in the System, according to a specific agreement. | I | S (using Work Orders and Issues) |
| **8.** | **Management of rented assets used for exploitation of the network** | | |
|  | The System must have a feature allowing to process (enter, modify, remove) information regarding rented assets, assets controlled on the basis of the right of use, etc., | I | S (Assets application) |
|  | The System must have a feature allowing to filter and sort the lists of rented assets, assets controlled on the basis of the right of use by selected attributes and parameters. | I | S (Assets application) |
| 1. S | The System must have a feature allowing to filter and sort technical maintenance plans / schedules by parameters and attributes of rented assets. | I | S (Job Plans) |
|  | The System must have a feature allowing third parties to which the rented assets belong to enter technical information of repairs and technical maintenance of the rented assets (implemented via an external portal). | I | M (with help of integrations) |
|  | The System must have a feature allowing to enter rented assets into the accounting of the Company (via integration with Financial accounting system) | I | M (Assets application with help of integration) |
|  | The System must have a feature allowing to add an active link to the evaluation document (of value of the asset, evaluation of its technical condition) of a rented technological asset. | I | S (Attachments) |
|  | The System must have a feature allowing to set a requirement for the mandatory inspection of the condition of an object of technological assets and entering the information about the condition, before returning the object of technological assets to the owner. | I | S (Inspection forms) |
|  | The System must have a feature allowing to automatically form notifications (e.g. via email or within the System) for the responsible persons, regarding expiration of agreements of rented technological assets, assets controlled on the basis of the right of use (ant to inform regarding a nearing expiration of an agreement). | I | S (with help of escalations) |
| **9.** | **Real estate management** | | |
|  | The System must have a feature allowing to view, filter, sort assets by selected attributes – real estate, land, etc. | I | S (Assets application) |
|  | The System must have a feature allowing to process (enter, modify, remove) information required for registration / deregistration of real estate. | I | S (Assets application) |
|  | The System must have a feature allowing to process (enter, modify, remove) templates of documents of registration / deregistration of real estate objects. | I | S (Report) |
|  | There has to be a feature allowing to generate a document of registering / deregistering real estate by transferring information from the System to a template. The document would be submitted to the Centre of registers regarding changing information related to real estate in the register. | I | S (Integration) |
|  | The System must have a feature allowing to automatically send notifications (e.g., via email or within the System) regarding nearing expiration of real estate rent agreements or their expiration. | I | S(with help of escalations) |
|  | The System must have a feature allowing to attach an active link leading to the forms of declaration / land plot rent calculation (according to municipalities) for the previous year to a rented land plot (unit). | I | S (attachments) |
| **10.** | **Dispatcher management of distribution network / distribution systems** | | |
|  | The System must have a feature allowing to enter information regarding planned network switch-offs according to work orders, as well as to submit an application to the dispatcher management information system (hereinafter referred to as the DMS) regarding required network switch-offs (also to an external contractor).  There has to be a link (web service) with the DMS for giving this information and a coordinated, mutual information management process (work statuses, cycle and similar). | I | S (Preventive maintenance and integration) |
|  | The System must have a feature allowing to automatically and manually create a plan of planned network switch-offs / switch-ons by grouping works of repairs, defect removal, reconstruction and connecting new consumers, seeking to reduce the annual number of electricity disconnections for consumers. | I | S (Workflow, automation scripts) |
|  | The System must have a feature allowing emergency services, dispatcher teams and contractors to enter information regarding completed works of removing an unplanned malfunction and used up materials, to register active defects. Defect management has to be integrated (web service) with the DMS system:   * asset management system must accept registered defects from the DMS; * asset management system must transfer active defects to the DMS;   there has to be a coordinated, mutual process of defect management – cancellation, closure, confirmation of closure with DMS. | I | S (DMS is notified when unplanned malfunction workorder is created / started / completed) |
|  | The System must have a feature allowing to create / coordinate / confirm (monthly, annual reconstruction shut down schedules. There has to be feature allowing to from applications for works (schedule making function is accessible to external contractor as well). | I | S (Work Order, Preventive maintenance, Scheduler) |
|  | The System must have a feature allowing to manage disconnection / connection applications. There has to be application filtering by selected territories, statuses, types implemented. There has to be a function allowing to transfer acceptance, permission/cancelation, coordination to the DMS, as well as allowing to receive the information regarding carrying out of application from the DMS back (the feature allowing to change the statuses of applications manually must remain).  Applications must also change with the LITGRID asset management system IFS (file changes or other method agreed upon during the analysis). | I | S (using clone of Work Orders and integrations) |
|  | The System must have a feature allowing to supplement instructions to perform works, to confirm or reject them. External contractors also have to have the ability to supplement the instructions. (more detailed requirements are provided in p. 13). | I | S (using WorkFlows) |
|  | The System has to have an integration with the DMS system for exchanging information of parameters of devices of the electricity network and other. | I | S (with integrations) |
|  | The System must have measurement module with a report on maximum loads (control measurements). | I | S (Asset meter, meter reading and condition monitoring) |
|  | The System must have a feature allowing to attach accompanying documents to an application. In the application, there has to be a link to the instruction and the ordinance, the instruction has to have a link to the application. | I | S  (attachments) |
| 10.1 | *Management of gas network (operative management)* | | |
|  | The System must have a module intended for forming, registering and transferring emergency applications (tasks-notifications), i.e., a task management system. | I | S(Graphical Assignment application) |
|  | The System must have a feature allowing emergency services, dispatchers to enter information regarding completed works of removing unplanned malfunctions, to upload documents, to indicate the amount of used materials and to assign the malfunction to an element of the network. | I | S (Work Order application) |
|  | There has to be a feature allowing to display active defects, the date of their registration, their statuses and types. A feature allowing to display historic data of emergency services/works. | I | S  (KPI, Custom application) |
|  | It has to have a register (module) of operative data:   * Register of works in progress – to register works of a day, which were performed in GRU (Gas regulating unit) devices. Registered data: Date; GRU No.; Type of the works; name and surname of the field workers and supervisor/head; phone number; notes. * Register of malfunctions, interruptions, events of SCADA systems: Date; description of the event; name and surname of the person having made the entry; notes. * Register of operative notifications regarding disconnecting / connecting devices: date; name of the works; name and surname of the person having notified; notes. | I | S (custom queries, integrations, escalations) |
| **11.** | **Safety requirements** | | |
|  | The System must have a feature allowing to automatically assign safety data sheets, user manuals to goods. | I | S (Asset - Safety) |
|  | The System must have an integration with the “EshopIS”\* system used by ESO. The System must be able to obtain data regarding required to provide personal safety and collective safety measures from the “EshopIS” and to transfer information regarding issued/written off measures back to the “EshopIS”.  \* The accounting of the “EshopIS” measures is carried out for each employee of the company individually. receipt/write off of measures is confirmed by each employee of the company individually. | I | M (with use of SDI) |
|  | The System must have a feature allowing to register facts of employee briefing, certification of the supervisory personnel of the company in relation to issues of work safety (including computer examination from the instructions of work safety), as well as certification of other employees (e.g., of electrical engineering). | A | S (using safety Work Orders and certificates and crafts on Labors) |
|  | The System must have a feature to register / adjust information of permits to perform dangerous work by position:   * Type of dangerous work; * Ending date;   The Provider and the Procuring Organization will have to establish what information specifically has to be able to be registered, during the analysis and designing of the installation. | A | S |
|  | The System has to have a feature allowing to register information of dangerous works for which special permits have been granted:   * Type of dangerous work; * Place of performing work; * Time for performing work;   The Provider and the Procuring organization will have to establish what information specifically has to be able to be registered, during the analysis and designing of installation. | I | S |
|  | The System must have a feature allowing to define and keep a list of dangers to the safety and health of employees, existing at the workplace. | A | S (hazzards) |
|  | The System must have a feature allowing to automatically add information related to the safety of selected work, the list of safety measures to be used, work safety instructions, rules, work performance instructions etc. when forming a work task. | I | S |
|  | The System must have a feature allowing to define the requirements applicable in the workplace and to link appropriate safety measures to them. | I | S |
|  | The System must have a feature to create a description of a work task, e.g., how to take out a unit of technological assets for repairs and to return it to working condition, while ensuring safe work environment. | I | S (long description) |
|  | The System must have a feature allowing to create qualifications and qualification certification requirements for internal employees as well as external contractors and to observe their correspondence with these requirements. | I | S (Resources – Qualifications) |
|  | The System must have a feature allowing to automatically select an employee, whose qualifications are sufficient for performing the assigned work. | I | S (Automation scripts, filtering options) |
|  | the System must have a feature allowing to enter, coordinate, adjust and confirm information of positions, related to works and safety of exploiting technological assets. | I | S (with use of Assets application) |
|  | The System must have a feature allowing to register violations of work safety, related to the object being carried out. Rating score (for contractors), penalties have to be calculated according to the registered violations. | I | S (using Maximo HSE module, optional with the clone of WO application) |
| **12.** | **Agreement and budget management1** | | |
|  | The System must have a feature allowing to request providers to submit offers (e.g., price) according to the established format, and to administer them. | I | S (module Purchasing) |
|  | The System must have a feature allowing to manage agreements of various types (e.g. of purchase, warranty obligations) with external providers, to modify them (e.g., add additional agreements, annexes), review them and to perform other actions. | I | S (module Purchasing) |
|  | The System must have a feature allowing to indicate units or services provided, their price, delivery and handling, estimated time of delivery, financial conditions and other information regarding the supplier in agreements. | I | S (module Purchasing) |
|  | The System must have a feature allowing to manage orders, including amounts, rates, terms, acceptance of results, default interest. | I | S (module Purchasing) |
|  | The System must have a feature allowing to observe fulfilment of signed agreements according to the amount, time, incurred costs and other established parameters of providing services / goods. | I | S (module Purchasing) |
|  | the System must have a feature allowing to inform the responsible persons regarding changes in parameters formed for signed agreements. | I | S (with help of escalations) |
|  | The System must have a feature allowing to administer the library of terms and conditions which can be entered into a purchase document or agreement. | I | S (Terms and Conditions) |
|  | The System must have a feature allowing to provide information in the conditions of an agreement, such as supplier data, liability, performed work, asset warranties, transportation and handling data, delivery time, all specifications of agreement works, services, stock together with prices and other related information. | A | S (module Purchasing) |
|  | The System must have a feature allowing to provide an active link to the agreement(-s) next to projects of technological assets and infrastructure. | I | S (sig-option, Launch in Context) |
|  | The System must have a feature allowing to collect and administer information regarding fulfilment of conditions of agreements. The collected information is used to rate a specific agreement according to separately established rules. The financial information (rate values of services) of a specific agreement is adjusted according to the results of the rating. | I | S (using automation scripts) |
|  | The System must have a feature to form, confirm, adjust, review, export the budgets of investments, repairs, maintenance, exploitation, warehouses and related areas of operation. | I | S |
|  | The System must have a feature allowing to automatically collect the budget planning data from investments, repairs, maintenance, exploitation, warehouse and other areas of operations. | I | S |
|  | The System must have a feature allowing to undo entered, but not confirmed data of budget adjustment. | I | S |
|  | The System must have a function allowing to prepare alternatives of budget projects. | I | S (using Cost Management and Budget Monitoring applications and Scheduler) |
|  | The System must have a function allowing to perform actions of coordinating, confirming, rejecting budget on different structural levels of the company. | A | S (work flow process) |
|  | The System must have a feature allowing to perform actions of coordinating, confirming, rejecting agreements. | A | S (work flow process |
|  | Purchased goods / services, technical specifications, their pictures, amounts and remnants, terms of delivery of goods, minimal sum or amount of an order ( if such condition is provided in the agreement) , as well as information regarding whether the amounts/sums are exceeded have to be listed next to every agreement within the System. | I | S (With use of custom attributes and fields) |
|  | The System must have a feature allowing to form orders of goods according to agreements and to submit them to providers (having coordinated the order and upon confirmation of the entity carrying out the agreement and the supervisor of the employee ordering the service). | I | S (with use of Purchase Agreements) |
|  | The System must have a feature allowing to assign agreements of goods to a specific employee, so that all goods held by the employee and purchased according to agreements can be viewed and controlled ( if according to the established basket of equipment, an employee already has the required amount of equipment, then a new tool should not be issued to them without writing off the old one). | I | S (using Labor inventory location) |
|  | Agreement management must be linked to write-off of goods. If goods previously taken by an employee is written off, the employee shall be allowed to order new, analogous goods according to the established basket of tools/materials for employees. | I | S (with use of Workorder actuals) |
|  | The agreement management module must have a feature allowing to observe warranty terms of specific goods/services provided. | I | S (with use of Warranty contracts application) |
|  | The System has to have a feature allowing to monitor the inspection needs of tools/devices (in addition to some agreements, all tools and their inspection lists have to be entered, according to these lists the responsible persons should get a notification once a certain amount of time remains before an inspection, regarding the need to perform the periodic inspection of a device). | I | S  (using PM functionality) |
|  | The System must have a feature allowing to identify analogous goods purchased according to different agreements and upon comparing their price, the system should allow an employee to order the analogous, but cheaper item according to a valid agreement. | I | S (using contract and planning material on WO) |
|  | The System should have a feature where the rating of a provider is indicated next to every agreement, upon evaluating the level of service of current or previously fulfilled agreements (the calculation of this indicator shall be coordinated during the analysis). | I | S  (with use of custom attributes and formulas) |
| **13.** | **Requirements for NIP (instructions and assignments) functionality** | | |
|  | In order to implement this functionality, it is possible to modify the IBM Maximo assignment log functionality used by the Ignitis group. | I | S (with use of work flows) |
|  | All essential data regarding works being performed have to be displayed in an application. In case when all necessary information shall be displayed in the work order, doubling it will be unnecessary and the work order will be eligible to be considered as the application.  There has to be the following essential data (will be specified during the analysis phase):  1. Who/what performs the work (a company (a contractor or ESO), its specific employees).  2. What kind of work is performed.  3. What object is the work performed in.  4. What are the necessary equipment / qualifications.  5. Attribute whether a network shut down / restart is needed.  6. Other identified information required during the analysis. | I | S (with use of work flows, scheduler) |
|  | It is required to implement an automated workflow according to the rules established during the analysis, with rejection, confirmation, stopping, opening, closing options available at every step. Upon rejection, the process returns to the previous step, consequently, the responsible employees must be informed automatically. There has to be a feature allowing to enter the rejection reason or to select it from a list. | I | S (with use of work flows, scheduler) |
|  | The workflow must vary according to what instruction/assignment, warrant/task is required, what kind of assets the work involves (electricity, gas) and other criteria coordinated during the analysis. | I | S (with use of work flows) |
|  | There has to be a feature allowing a contractor to connect to the system. This functionality must be implemented through an external portal intended for contractors, the Buyer will provide the portal. | I | M  (with use of integrations or API) |
|  | This module must provide a contractor with a possibility:  1. To initiate a work order (application)  2. To import a list of their employees and their qualifications in a coordinated format  3. To indicate which employees will work with a specific work order. The System must have the validation function and, when filling out a work order (application), allow to select, from the imported list, only employees having appropriate qualifications.  4. To, upon receiving all necessary confirmations, print out formed instructions / assignments / warrants. | I | M (using integrations) |
|  | The System must have a feature allowing to form a mark or approval after confirmation of an application or instruction/assignment. | I | S  (with use of work flows) |
|  | The System must form instruction/assignment/warrant/task document of established form in the .pdf or other harmonized format, suitable for printing, with the required marks of confirmation. The Buyer provides templates of the document, no more than four different templates. | I | S  (create custom report) |
|  | All information from a work order must be available for viewing in the instruction/assignment/warrant/task tab, there has to be the possibility to manually enter additional required information. | I | S  (or create custom tab on application) |
|  | The NIP module must have a link to the DMS (Dispatcher management system). Transfer of dates of actual works in progress to the DMS. | I | S (using integrations) |
|  | A log of applications (work orders), instructions and assignments have to be implemented. The application and instruction/assignments log may be implemented and displayed as a list with a feature allowing to filter / sort records by date, object, company, region where the works are being performed, work superintendent, network type (electricity/gas) and other criteria. | I | S  (view Work flow history) |
| **14.** | **Requirements for the mobile application** | | |
|  | There must be a mobile application (or their package) integrated in the System, which is compatible with iOS, Android or equal operating systems. | I | S (Anywhere) |
|  | There has to be a feature allowing an employee to receive tasks planned for them, to filter them by the following criteria: today, this week, according to priority, etc.  To accept, begin, complete the tasks assigned to them. The mobile app has to meet the requirements applicable to workforce management. | I | S  (Anywhere - Maximo Work Technician) |
|  | The time, materials used by an employee for each task have to be registered. (Planned vs actual). | I | S  (Anywhere - Maximo Work Technician) |
|  | Through the mobile application an employee must be able to open an assets tab by manually entering the identification number of an asset (there has to be a suggestions menu) and the information related to an asset must be displayed automatically upon scanning the QR/Bar code. | I | S  (Anywhere – Maximo Asset Data Manager) |
|  | There has to be a function allowing (upon receiving confirmation from both sides) to transfer a work task to another employee, to transfer materials an employee has with them. | I | S  (Anywhere – Maximo Work Supervisor) |
|  | There has to be a feature allowing to enter a new defect of an asset, to select the criticality of the defect from classifiers, condition of the asset and other parameters agreed upon during the analysis. | I | S  (Anywhere – Maximo Asset Data Manager) |
|  | There has to be a feature allowing an employee to enter materials actually used. | I | S  (Anywhere - Maximo Work Technician) |
|  | There has to be a feature allowing to take pictures directly from the mobile application and to attach them (or any other file) to a defect form and/or an asset. | I | S  (Anywhere use of attachments) |
|  | The System must have a feature allowing an employee to navigate to the location of another task (the location is chosen according to the shortest distance). External applications may be used for navigation – Google Maps, Bing, Esri GIS and similar. | I | S  (Anywhere) |
|  | The user interface of the mobile access must be convenient, to support touch screen and to meant other requirements of the Technical specification. | I | S  (Anywhere) |
|  | The System must have a feature allowing to enter and save the GPS coordinates of objects. | I | S  (save GSP coordinates only for Work Order or Asset) |
|  | The mobile application has to be adapted to perform tasks in a warehouse – goods (stock) sorting, selection, issuing, acceptance, writing off. | A | S  (Maximo Cycle Counts, Issue & Returns, Transfers & Receiving applications) |