# Purchase Manager Admin Guide

Basware P2P 18.2

# 1 Purchasing Permissions

## 1.1 Purchasing Permissions Overview

Purchasing permissions are those which dictate the extent of rights that the groups and users have in the system. Permissions are typically assigned at the group level, where they are easier to manage. In some cases, permissions are assigned at the user level, although this practice is not recommended.

## 1.2 Buyer Separation by Vendor and Item Category

Buyer separation by vendor is controlled by hidden purchasing permission *79 – Restrict Management of POs to Selected Vendors*. This permission is used to restrict buyers and their purchasing abilities to specific vendors. Subsequently, buyer separation by item category is controlled by hidden purchasing permission *80 – Restrict Management of POs to Selected Item Categories*. This permission is used to restrict buyers and their purchasing abilities to specific item categories.

This feature aids organizations in leveraging buying area experts. Once these permissions are granted to a group of users, orders from requisitioners are routed by vendors and item categories to the appropriate buyer who places orders for either that vendor or item category or both.

These permissions allow buyers to place multiple purchase orders to the same vendor for different item categories.

These two permissions are hidden. Your Basware Implementation Team or Client Care Team enables these permissions.

### 1.2.1 System Implications of Restrictive Purchasing Permissions

Realize that these permissions are RESTRICTING the visibility of certain vendors and item categories to those buyers who have not been granted either of these permissions.

| Buyers | Vendors | Item Categories |
|---|---|---|
| Bob | Vendor #1, Vendor #2 | Office Supplies, Business Equipment |
| Steve | Vendor #3, Vendor #4 | Computer Equipment, Audiovisual Equipment |
| Mary | Vendor #1, Vendor #5 | Computer Equipment, Office supplies |
| Alex | No permissions granted | No permissions granted |

The table above shows the implications based on how the permissions are granted for which vendors and item categories:

1. Bob is able to generate and view purchase order for vendors 1 and 2 for office supplies and business equipment only.
2. Steve is able to generate and view purchase orders for vendors 3 and 4 for computer equipment and audiovisual equipment.
3. Mary is able to generate and view purchase orders for vendors 1 and 5 for office supplies and computer equipment.
4. Since Alex does not have the proper permissions granted, he is not able to generate or view any purchase orders for any of the vendors or item categories listed in the table above.

Notice Bob and Mary's permissions overlap in that each of them has the ability to generate and view purchase orders for vendor #1. However, Bob is able to generate and view purchase orders for office supplies for vendor #1; whereas, Mary can generate and view purchase orders for both office supplies and computer equipment for vendor #1.

Notice that Steve and Mary's permissions overlap in that each of them has the ability to generate and view purchase orders for computer equipment. However, Steve can only generate and view purchase orders for computer equipment for either vendor 3 or 4, while Mary can only generate and view purchase orders for computer equipment for vendor 5 or 1.

The example above also applies to viewing items to order and receiving purchase orders.

Buyers must have the permissions for item categories and vendors in order to see the purchase orders in both lists.

Do not apply either of these permissions if the buyer/purchaser needs to be able to assign items based on best price or best lead-time.

# 2 Vendor Punchout

## 2.1 Vendor Punchout Administration Information

Vendor Punchout (other common terms are Punch Out or Tag Out) provides an interface to online marketplaces or to specific vendors to add, edit and delete requested items, while following the normal approval and purchase order processes for both the Purchasing and Expense modules. Vendor Punchout can eliminate the maintenance/update of catalog data. In addition, using Vendor Punchout can eliminate configuration problems when ordering goods and /or services because the user can configure the order on a vendor's site and know the exact specifications of the order before receipt.

Vendor Punchout is only available if the organization has the Purchase Manager module.

### Catalog Items

Vendor Punchout items are added electronically to the internal catalog as off catalog items, in order to support the order request and purchase order processes. Any items that are associated with an online vendor are off catalog items. P2P Purchase Manager adds the items automatically. The user can edit the item to change it from an off catalog item to an active catalog item.

If the vendor attribute AddNewItems is set to No for a vendor, this prevents the system from automatically adding new items to the catalog. Users then cannot order new items through vendor punchouts from that vendor.

Vendor Punchout is not meant for replenishment orders. Most vendors require shopping cart information for orders. Items added using Vendor Punchout do not contain this information, hence these orders may not be accepted by some vendors.

### Vendors

An online vendor is set up as a normal vendor, but there is specific information stored in the vendor's attributes that is necessary to transfer information to and from the vendor. Administrators for Basware P2P have the ability to edit a Vendor Punchout item or vendor, but these changes may affect the functionality of the Vendor Punchout enhancement.

### Communication Errors

In order to track successfully any errors in the communication between P2P Purchase Manager and an online vendor, a log file specific to the Vendor Punchout is created to track all the connection activities. These files are used by the Basware Client Care team to troubleshoot any reported communication problems.

### Approval

Since Vendor Punchout items must be assigned to a special item category, item routing rules may need to be adjusted. System setting 4050 – XML Uploaded Items Default Category needs to be set with the specific item category ID for Vendor Punchout items. P2P Purchase Manager performs category validation based on UNSPSC codes or checks the category specified on the vendor level first. If none of this is available, then the value set in system setting 4050 is used as the item category. A default item category is added for this purpose.

**Purchasing**

Depending on a client's system settings, there is a possibility that any discrepancy between the values on the purchase order and the invoice causes all reconciliations for an online vendor's purchase order to go for a review. This typically occurs on the tax calculation on the purchase order since the rate is based on the location of the requester and not the location of the online vendor.

# 3 Catalog Management

Catalog data is the internal product data that the organization uses with various modules. The way in which the catalog is built and maintained may help determine the workflow routing that takes place within the application. While catalog information is often collected and transferred to the database before installation, this chapter provides the details on how to build and perform maintenance tasks within the catalog. A careful understanding and analysis of how the catalog/content is built benefits the system administration team for optimal long-term results.

## 3.1 Catalog Data Definition Process

Due to specific data dependencies, the catalog data must be created in the order shown below.

**Process**

The following table describes the process for defining catalog related base data.

| Stage | Task | Definition |
|---|---|---|
| 1 | Payment Terms | Payment period and discounts agreed upon with vendors. Example: Net 30 |
| 2 | Vendor Types | Client specific vendor grouping categories. Example: Office Supplier |
| 3 | Payment Types | Payment methods for purchase orders. |
| 4 | Vendors | Suppliers of items available for request. Example: Costco |
| 5 | Manufacturers | Makers of items available for request. Example: 3M |
| 6 | Item Categories | Client specific item grouping categories. Example: Office Supplies |
| 7 | Items | Products available for request. Example: tape |
| 8 | Item Assemblies (if needed) | Combination of products that commonly are ordered at the same time. Example: First Aid Kit |
| 9 | Contracts (if desired) | Vendor agreements. |

## 3.2 Pre-Setup for Building the Catalog

In order to be able to create the main data points (items and vendors), additional data points need to be determined and possibly added. The following sections highlight the areas to be considered before loading items and vendors:

- Payment Terms Setup
- Payment Types Setup
- Vendor Types Setup
- Item Categories Setup

### 3.2.1 Payment Terms Management

Payment terms enable the indication of different payment agreements and discounts that are made with vendors. These payment terms typically are transferred to the accounting system.

Verify that all terms with vendors are represented here. The system uses entries here to calculate invoice due dates, based on invoice dates entered during reconciliation. The default is Net 30.

The following permission is required when accessing this functionality:

- 21 – Manage Payment Terms and Types

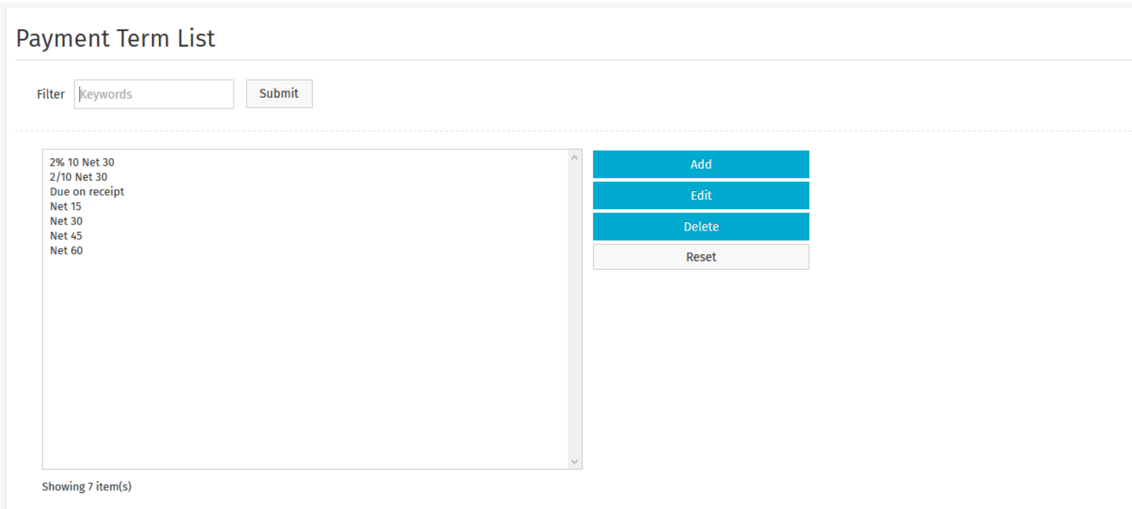



**Figure 1: Payment Terms Management page**

**Table 1: Payment Terms List page action definitions**

| Action | Definition |
|---|---|
| Edit | Allows the user to edit an existing payment term. |
| Add | Allow the user to add a new payment term. |
| Delete | Allows the user to delete a payment term. |
| Clear Entries | Allows the user to clear previous entries that have not been saved. |

#### 3.2.1.1 Examples of Payment Terms

The following is a list of possible payment terms:

- 1% Discount before 10 Days, Net 30
- 1% Discount before 15 Days, Net 30
- 1% Discount before 20 Days, Net 30
- 1% Discount before 20 Days, Net 30

- 2% Discount before 10 Days, Net 30
- 2% Discount before 15 Days, Net 30
- 2% Discount before 20 Days, Net 30
- 2% Discount before 30 Days, Net 30
- Net 10
- Net 15
- Net 30
- Net 60
- On Receipt
- Prepay

### 3.2.1.2 Addition and Editing of Payment Terms

The Add Payment Term page and the Edit Payment Term page have the same attributes.

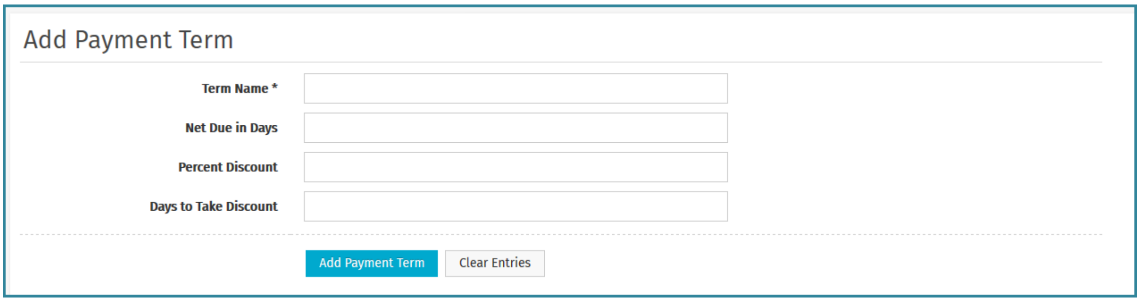



**Figure 2: Add Payment Term page**

**Table 2: Add Payment Term field definitions**

| Field Name | Definition |
|---|---|
| Term Name | The name of this payment term. This is a required field. Example: Net 15 2% 10 |
| Net Due in Days | The number of days before the full amount of any Invoice is due. Enter values between 0 and 999 days. Example:15 |
| Percent Discount | The percentage of discount available from a vendor if the invoice is paid within the discount period. Enter values between 0 and 1. Enter this value in decimals. Example: 0.02 for 2% |
| Days to Take Discount | The number of days the discount can be applied to your payments. Enter values between 0 and 999. Example: 10 |

**Adding a Payment Term**

To add a payment term:

1. From the Dashboard, navigate to > **Payment** > **Payment Terms**.
2. Click **Add**.
3. Complete the required payment term fields.
4. Click **Add Payment Term**.

**Editing a Payment Term**

To edit a payment term:

1. From the Dashboard, navigate to > **Payment** > **Payment Terms**.
2. Select the payment term to edit and click **Edit**.
3. Edit the Payment Term field.
4. Click **Edit Payment Term**.

**Deleting Payment Terms**

To delete a payment term:

1. From the Dashboard, navigate to > **Payment** > **Payment Terms**.
2. Select the payment term to be deleted, and click **Delete**.
3. Click **OK** on the pop-up window.

## 3.2.2 Payment Types Management

This supplies data for the vendor profiles. Payment types are an indication of different payment methods that used with vendors.

The system provides a list of payment types with installation.

The following permission is required when accessing this functionality.

- 21 – Manage Payment Terms and Types

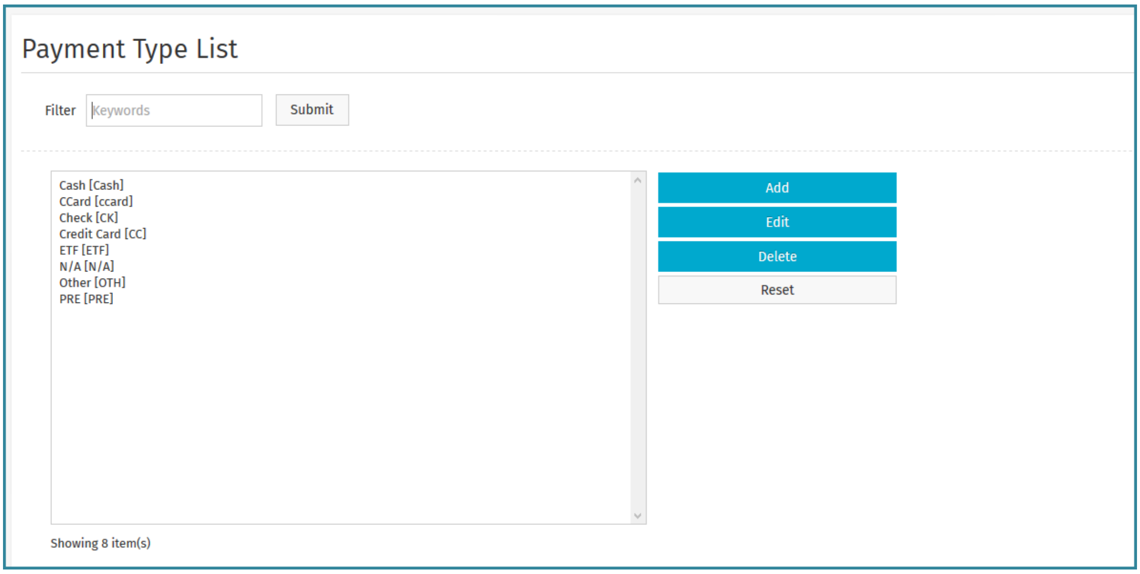



**Figure 3: Payment Types List**

**Table 3: Payment Types List action definitions**

| Action | Definition |
| --- | --- |
| Edit | Allows the user to edit an existing Payment Type. |
| Add | Allow the user to add a new Payment Type. |
| Delete | Allows the user to delete a Payment Type |
| Clear Entries | Allows the user to clear previous entries that have not been saved. |

### 3.2.2.1 Addition and Editing of Payment Types

The Add Payment Type page and the Edit Payment Type page have the same attributes.

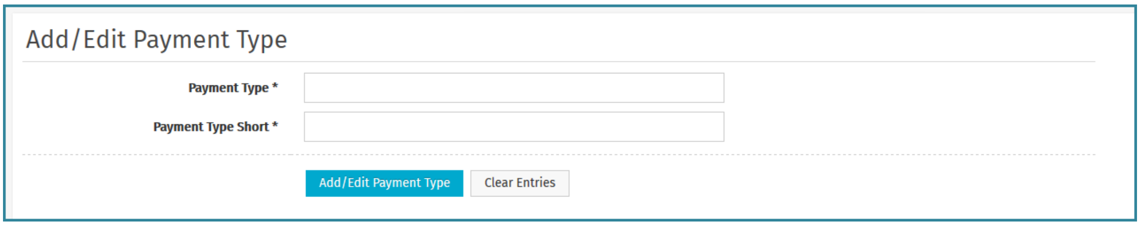



**Figure 4: Add/Edit Payment Type page**

**Table 4: Add/Edit Payment Type page field definitions**

| Field | Definition |
| --- | --- |
| Payment Type | The name given to this payment type. This is a required field. For example: Check, Credit Card, ACH |
| Payment Type Short | The name given as a short version of the payment type such as an abbreviation. |

#### Adding a Payment Type

To add a payment type:

1. From the Dashboard, navigate to > **Payment** > **Payment Types**.
2. Click **Add**.
3. Complete the Payment Type field.
4. Click **Add/Edit Payment Type**.

#### Editing a Payment Type

To edit a payment type:

1. From the Dashboard, navigate to > **Payment** > **Payment Types**.
2. Select the payment type to edit and click **Edit**.
3. Edit the Payment Type field.
4. Click **Add/Edit Payment Type**.

A message displays stating that the payment type has been successfully edited.

**Deleting Payment Types**

To delete a payment type:

1. From the Dashboard, navigate to > **Payment** > **Payment Types**.
2. Select the payment type to be deleted, and click **Delete**.
3. Click **OK** on the pop-up window.

### 3.2.3 Vendor Types Management

Vendor types categorize vendors by the types of items they sell. They also distinguish Purchasing vendors from Travel & Expense vendors and Service vendors. When a vendor is added, a vendor type must be selected.

The following permission is required when accessing this functionality:

- 11 – Manage Vendors

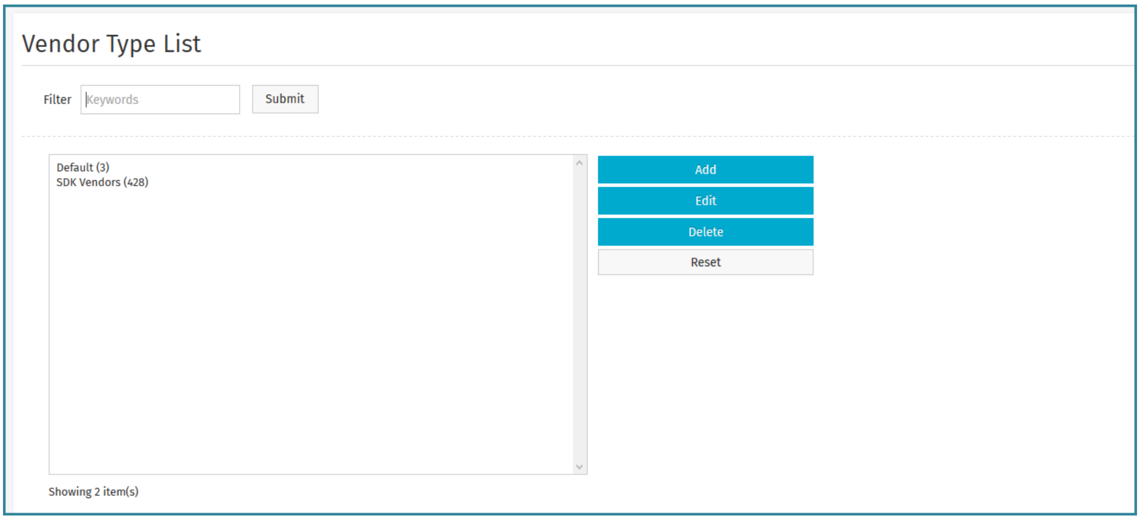



**Figure 5: Manage Vendor Types page**

**Table 5: Vendor Types List action definitions**

| Action | Definition |
|---|---|
| Edit | Allows the user to edit an existing vendor type |
| Add | Allow the user to add a new vendor type. |
| Delete | Allows the user to delete a vendor type. |
| Clear Entries | Allows the user to clear previous entries that have not been saved. |

### 3.2.3.1 Examples of Vendor Types

The following is a list of examples of vendor types.

| | |
|---|---|
| • Distributor Medical Supplier<br>• 1099 Contractor<br>• Copier Supplier<br>• Food Supplier<br>• Maintenance Supply<br>• Office Space | • Office Supply Distributor<br>• Pharmaceutical Supplier<br>• Printing Supplier<br>• Professional Services<br>• Technology Supplier<br>• Utility Suppliers |

### 3.2.3.2 Add/Edit Vendor Types

The Add Vendor Type and the Edit Vendor Type pages have the same attributes.

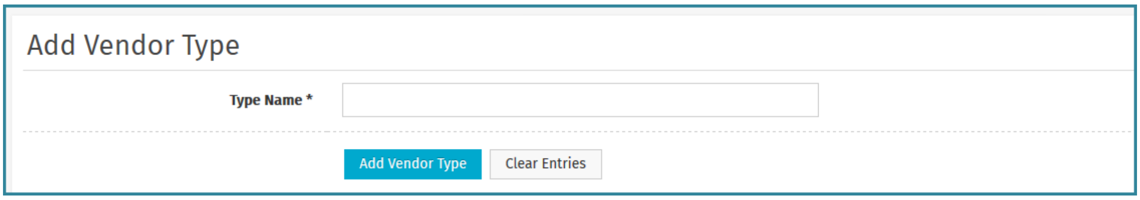



**Figure 6: Add Vendor Type page**

**Table 6: Add Vendor Type field definition**

| Field Name | Definition |
|---|---|
| Type Name | Enter the name of the vendor type that correlates to the items that the vendors sell, or determine whether they are expense or procurement vendors. This is a required field. Example: Medical Supplier |

**Adding a Vendor Type**

To add a vendor type:

1. From the Dashboard, navigate to > **Vendors** > **Vendor Types**.
2. Click **Add**.
3. Enter the vendor type name.
4. Click **Add Vendor Type**.

**Editing a Vendor Type**

To edit a vendor type:

1. From the Dashboard, navigate to > **Vendors** > **Vendor Types**.
2. Select the vendor type to be edited, and click **Edit**.
3. Edit the vendor type name.
4. Click **Edit Vendor Type**.

**Deleting Vendor Types**

To delete a vendor type:

1. From the Dashboard, navigate to > **Vendors** > **Vendor Types**.
2. Select the vendor type to be deleted, and click **Delete**.
3. Click **OK** on the pop-up window.

### 3.2.4 Vendor Profile Attributes

There are times when vendors must meet requirements that are set by the organization, the government, funding guidelines, etc. before they can do business with each other. Profile Attributes is a feature that allows the organization to keep track of the documentation, remind the vendors to complete the requirements, and place the vendors on hold until all the requirements are met.

When a vendor is on hold, the vendor and items associated with the vendor are hidden from the users. The following actions are still allowed:

- Imports
- Invoicing
- Vendor Registration for the Vendor Portal
- Assigning Vendor WO Types
- Assigning Vendor WO Locations

The following permission is required when accessing this functionality:

- 11 – Manage Vendors

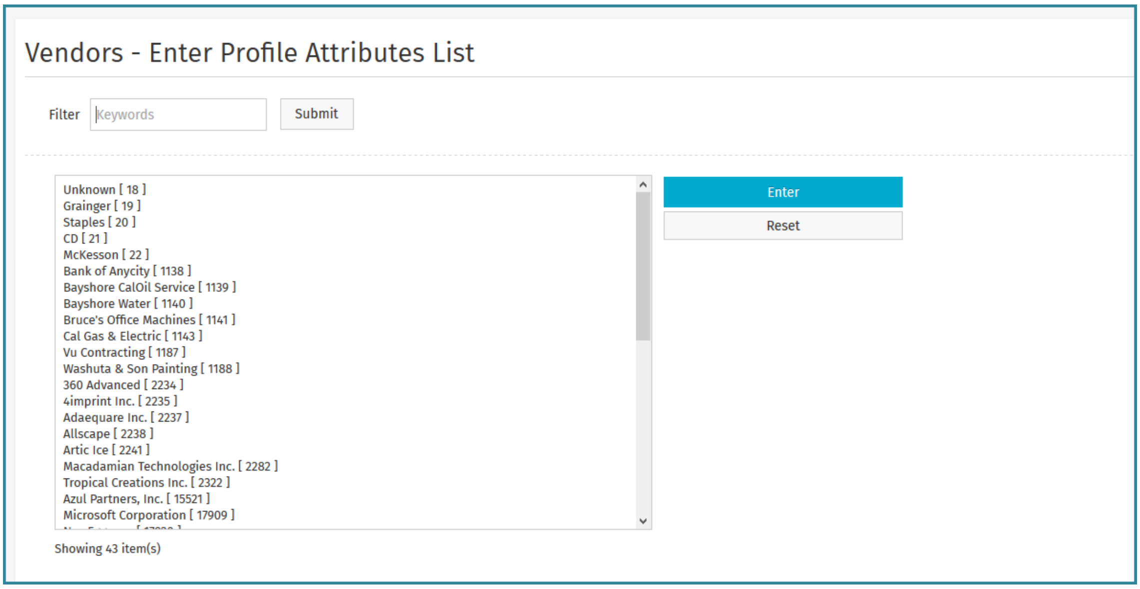



**Figure 7: Vendors – Enter Profile Attributes List page**

| Action | Definition |
|---|---|
| Enter | Click to open the Profile Attribute page for the selected vendor. |
| Reset | Clears the selection of all the vendors. |

#### 3.2.4.1 Modification of Vendor Profile Attributes

The field displayed on the Enter Vendor Profile Attributes page vary depending on the client requirements. Attributes are configured by accessing > **Other Data** > **Manage Data Attributes**. From that page, the admin can define the attributes needed for vendors, choose which vendor types to assign the data attributes to, and define the action to take if vendor profile attributes do not pass validation.

**Entering Profile Attributes**

To enter profile attributes:

1. From the Dashboard, navigate to > **Vendors** > **Enter Profile Attributes**.
2. Select the vendor whose profile attributes are to be entered and click **Enter**.
3. Enter the profile attributes.

> The fields displayed vary depending on the customer requirements. You must enter information for the fields marked by an asterisk (*).

4. Click **Save**.

### 3.2.5 Item Categories Management

Item categories enable items to be grouped together. Numerous features are based on these categorizations. Item categories are required when adding items to the catalog.

Item Categories are necessary for three reasons:

- Accounting: If there are items that have different general ledger accounts, they should be separated and the appropriate accounting code assigned.
- Control: If control over what parts of the catalog, users or groups of users can see, then they can be separated into separate categories and create rules to exclude them from users. This may create a situation where multiple categories carry the same accounting code, and this is completely acceptable.
- Reporting: If people monitoring item usage have specific reporting needs, then categories can accommodate the views they require. Again, this may duplicate accounting codes. It may also require additional rules to be created to control properly access to items in the catalog.

The following permission is required when accessing this functionality:

- 19 – Manage Catalogs

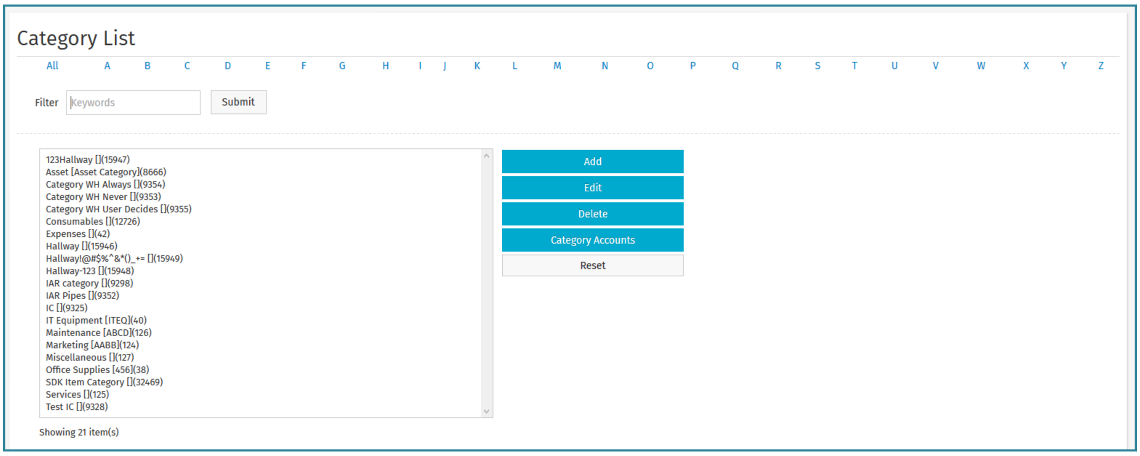



**Figure 8: Item Categories Management page**

The number in the brackets is the accounting code and the number in the parenthesis is the category ID number assigned by the system.

**Table 7: Item Categories List action definitions**

| Action | Definition |
|---|---|
| Add | Allows the user to add a new item category. |
| Edit | Allows the user to edit an existing item category. |
| Delete | Allows the user to delete an item category. |
| Clear Entries | Allows the user to clear previous entries that have not been saved. |
| Category Accounts | Allow the user to assign specific categories to location. |

### 3.2.5.1 Addition and Editing of Item Categories

The Add Item Category page and the Edit Item Category page have the same attributes.

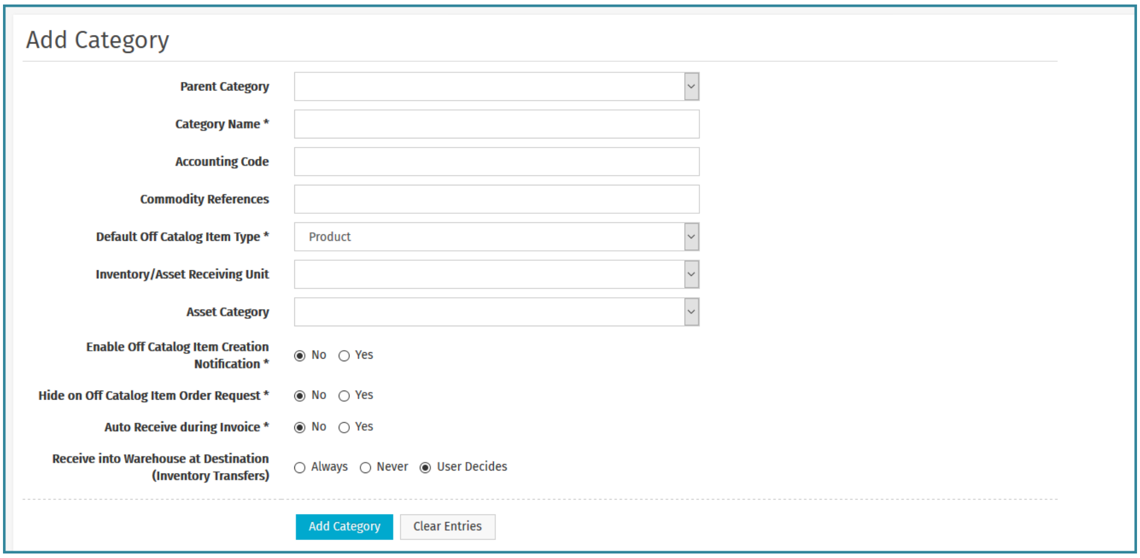



**Figure 9: Add Item Category page**

**Table 8: Add Item Category field definitions**

| Field Name | Definition |
|---|---|
| Parent Category | Select the parent category for this category if applicable. |
| Category Name | Enter the name assigned to this category. This is a required field. Example: Stationery |
| Accounting Code | Enter the appropriate accounting code for this category. This code may be used by the accounting system. Example: ACC |
| Commodity References | Enter the name for a class of items that is assigned by standard bodies, vendors, customers, etc. Many industries have standard classification schemas that are used. Example: UNSPSC. Can be a CSV list used for Vendor Punchout matching of Categories. |
| Default Off Catalog Item Type | Select the default item type for off catalog items when an off catalog items are created for this category. |

**Table 8: Add Item Category field definitions (continued)**

| Field Name | Definition |
| --- | --- |
| Inventory/Asset Receiving Unit | Select the unit of measure to be associated with an item while receiving as an inventory/asset item. This field can be blank since it is not a required field. This unit is used in scenarios where items in this category can be ordered in one unit of measure and received in a completely different unit of measure.<br><br>When an item is added to the catalog from the Add Item page and the category selected has an inventory/asset receiving unit, the base unit of measure defaults to the unit of measure selected here.<br><br>This field is only available if Inventory Manager and/or Asset Manager are enabled.<br><br>This unit of measure should be used specifically for the items that are ordered as one unit of measure and received as another. Contact your Implementation Support or Basware Client Care Team for more information about this topic. |
| Asset Category | Select an existing asset category to associate the item category with. This is used to associate asset categories to items ordered with this category. |
| Enable Off Catalog Item Creation Notification | Select the Yes to send a notification every time an off catalog item in this category is created. If No is selected, no notification is sent when an off catalog item in this category is created.<br><br>Users with permission *19 – Manage Catalogs* receive this notification. |
| Hide on Off Catalog Item Order Request | Select Yes if this item category is not to be available when creating an off catalog item. If No is selected, this item category is available for selection when creating an off catalog order item. |
| Auto Receive during Invoice* | Select Yes if line items associated with this item category can be auto received when invoicing. If Yes is selected and the lines are invoiced without being received, they are not be sent to the receiving discrepancy work queue. If no is selected, then the line items associated with the category are received before invoicing.<br><br>The category setting overrides system setting 984. |

**Table 8: Add Item Category field definitions (continued)**

| Field Name | Definition |
|---|---|
| Receive into Warehouse at Destination (Inventory Transfers) | This field determines how inventory transfer items are received. The options available are always, never, and user decides. Select always if the transfer inventory items in this category are always to be received into the destination warehouse. Select never if the transfer inventory items in this category are not to be received into the destination warehouse. Select user decides if the user receiving the inventory transfer items for this category is to determine whether transfer inventory items are to be received into the destination warehouse or not. |

**Adding an Item Category**

To add an item category:

1. From the Dashboard, navigate to > **Catalog** > **Item Categories**.
2. Click **Add**.
3. Complete the required category fields. See the previous field definitions for specific assistance.
4. Click **Add Category**.

**Editing an Item Category**

To edit an item category:

1. From the Dashboard, navigate to > **Catalog** > **Item Categories**.
2. Select an item category from the Category list that needs to be edited and click **Edit**.
3. Edit the category fields. See the previous field definitions for specific assistance.
4. Click **Edit Category**.

**Deleting Item Categories**

Item categories cannot be deleted if an item is associated with it.

To delete an item category:

1. From the Dashboard, navigate to > **Catalog** > **Item Categories**.
2. Select the item category to be deleted, and click **Delete**.
3. Click **OK** on the pop-up window.

### 3.2.5.2 Category Accounts

Category accounts provide the ability to be able to assign more than one account code per category. This could be necessary if the multiple codes can be assigned to one item category based on the user (specifically based on the location of the user). This might be the case if there is a “generic” category code if they are buying that product for a corporate location and a different account code when they are buying that item for another location.

This is used during the creation of a request if the user logged in has the selected location as their ship to location in their user profile. When this user creates a request, the “default” account code in the category profile is not used when that user orders an item from the selected category. Instead, the code specified below is used.

For example, Laura Lock (sample user from the San Francisco location) orders a pen that is for the category “Office Supplies.” The account code assigned to that category for that location is displayed (for example, SanFran2222). However, if a user from a location other than San Francisco orders this pen, then the system uses the default category code (for example, O341).

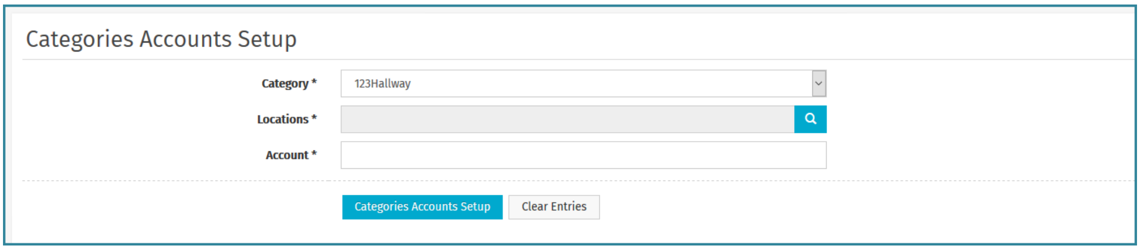



**Figure 10: Categories Account Setup page**

**Table 9: Categories Accounts Setup field definitions**

| Field Name | Definition |
|---|---|
| Category | Select the item category for the setup. |
| Locations | Select the location(s) to associate an item category and location. |
| Account | Enter the appropriate accounting code for this category and location combination. This code may be used by the accounting system. Example: ACC |

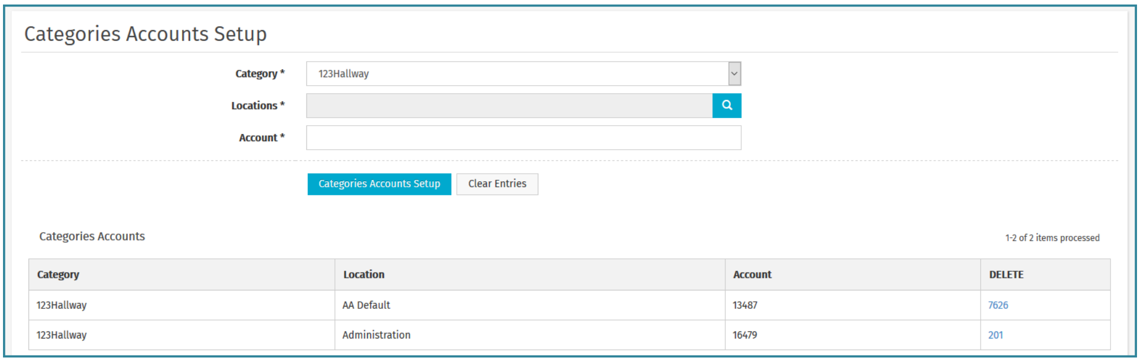
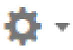



**Figure 11: Categories Accounts Setup – Displaying Associated accounts**

### Associating an Item Category and Location to an Account Code

To associate an account code to an item category and location:

1. From the Dashboard, navigate to  > **Catalog** > **Item Categories**.

2. Select the category desired from the list. The filter can be used to find the specific category as well. Click Category Accounts.
3. Verify that the category selected in the Category field is the original category selected. If it is not, select the desired category from the list.
4. Select the location for the category code.
5. Enter the account code to be used. This account code can be alpha numeric (can contain letters, numbers, and/or dashes).
6. Click **Categories Accounts Setup**.
7. To modify this code, this code needs to be deleted and then re-entered. Click the link in the **Delete** column to delete this code and then follow steps 1-6 again to enter the new code.

## 3.3 Catalog Building

Catalog management is a primary element in keeping the system running smoothly. As such, certain maintenance tasks should be performed by the organization in order to ensure that the maximum benefit from the system is received. This section covers all of the salient points for effective catalog management and maintenance. Some of the significant sections include, but are not limited to, vendor maintenance and item master updates. By creating and implementing an effective catalog strategy, additional steps in the procurement process like Purchase Order Price versus Invoice Price mismatches can be avoided.

### 3.3.1 Vendor Management

The Vendor List page enables tracking items by the companies that sell them. Contracts can be created for these vendors to associate payment terms with specific vendors and their items. When an item is ordered, there are several ways automatically to select vendors based on cost, expediency, and other attributes.

When there a multiple vendor profiles for the same real-world vendor and e-invoicing is used, all the vendor profiles associated with that real-world vendor need to have the same e-invoicing vendor attributes in their vendor profiles in order for the system to match the PO with the correct vendor profile for that real-world vendor.

The following are required to manage vendors:

- Permission 11 – Manage Vendors
- System setting 1115 - Allow Edit of Master Data with external reference ID - Must be set to “No” in order to edit vendor information if vendors are assigned an External Reference ID

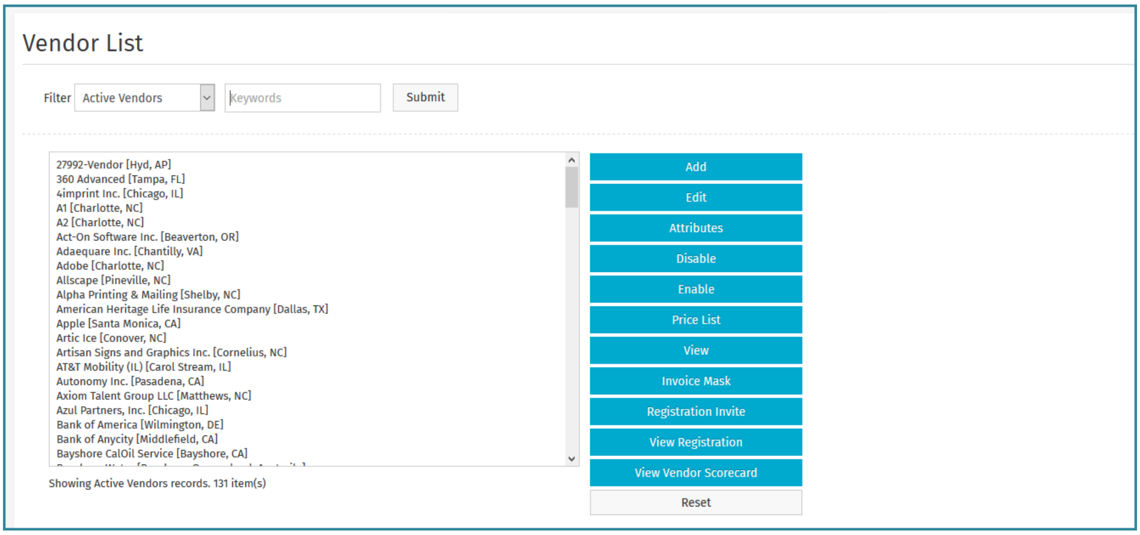



**Figure 12: Vendor Management page**

**Table 10: Vendor List action definitions**

| Action | Definition |
| --- | --- |
| Edit | Allows the user to edit an existing vendor. |
| Add | Allows the user to add a new vendor. |
| Attributes | Attributes are set up on the Administration page. If an attribute is required on the Vendor page, it is entered here. If multiple attributes are available, select from a drop-down list to assign the value. |
| Disable | Allows the user to disable a vendor. Disabling a vendor adds an * before the vendor name.<br><br>If any orders are outstanding with the disabled vendor or old orders are assigned to this vendor, the outstanding/ old order information is hidden. Basware highly recommends not disabling vendors with outstanding/open purchase orders assigned to them. |
| Enable | Allows the user to enable vendors. |
| Price List | Displays the price list of all items that are associated with the vendor. |
| View | Allows the user to view the assigned vendor values without editing features. |
| Clear Entries | Allows the user to clear previous entries that have not been saved. |
| Invoice Mask | Allows the user to set up masks specific to the vendor for invoice entry. |
| Registration Invite | Takes the user to the Vendor Invitation page, in which they can send the vendor an email with a link to register with the system. |
| View Registration | Shows the user all vendor registration information and the steps taken in the vendor registration process, if any. |
| View Vendor Scorecard | If Spend Manager is enabled, the user can click this to view vendor data that assists in making procurement decisions. |

The vendors displayed in the Vendor list can be filtered based on the vendor status (active and disabled). To filter the vendors displayed, select one of the options in the filter drop-down list, and click the

Retrieve. To further restrict the vendors displayed, enter the criteria in the And field. The filter options available are:

- Show All: Select show all in the Filter drop-down, when wanting to display all the vendors in the database.
- Active Vendors: Select active vendors in the Filter drop-down to display only vendors that are enabled.
- Discontinued Vendors: Select discontinued vendors in the Filter drop-down to display only disabled vendors.
- To display a specific vendor, select show all in the Filter drop-down and enter the vendor name or the first few letters of the vendor name in the And field.

#### 3.3.1.1 Addition and Editing of Vendors

The Add Vendor and the Edit Vendor pages both have almost the same attributes.

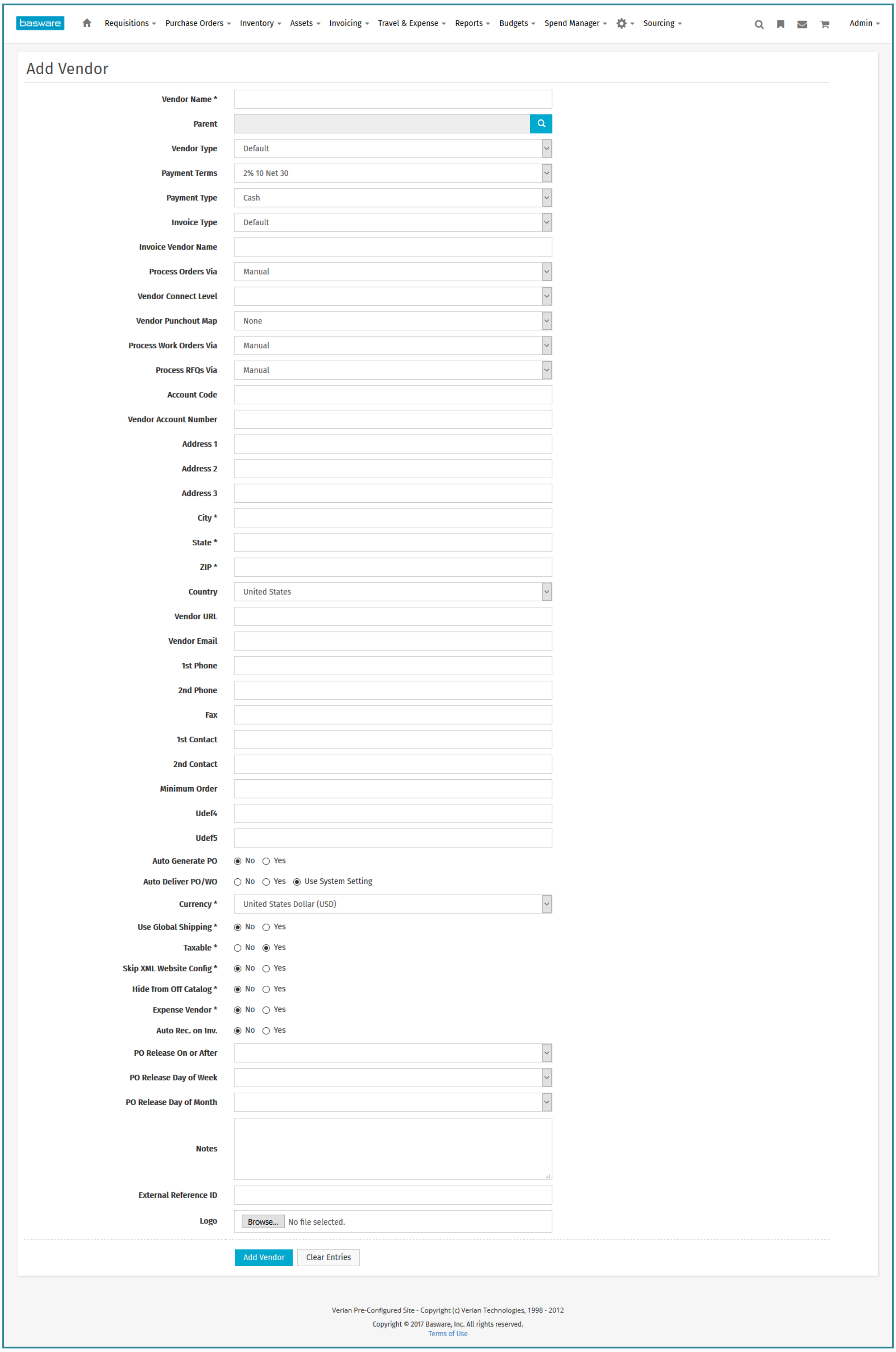



**Figure 13: Add Vendor page**

The screenshot abovedoes not display any EDI related fields. EDI fields are displayed only when system setting *4000 – EDI Enabled* is set to Yes. To configure any of these fields, contact your Basware Implementation Team or Client Care team.

Some of the Add Vendor Page field labels are user defined. This page may have different field names than the ones described below.

| Field Name | Definition |
|---|---|
| Vendor Name | Enter the name of the vendor. This is a required field. Example: Xerox |
| Parent | Click the Search icon in order to link the vendor to a main vendor. This establishes a parent/child relationship that can be used for assigning a subsidiary vendor to a location.<br><br>The organization must have the Enterprise version of the system in order to assign vendors and subsidiary vendors to specific locations. |
| Vendor Type | Select the vendor type. Example: Office Supplies |
| Payment Terms | Select the payment term. Example: Net 30 |
| Payment Type | Select the payment type that indicates the type of payment methods that are made with this vendor. |
| Invoice Type | Select the invoice type that this vendor is to be associated with. |
| Invoice Vendor Name | Optional - enter the name the vendor displays on the invoice. Is exported as Supplier_Name during Vendor Master Data Extract. |
| TIN (Tax Identification Number)<br><br>Label may vary depending on system configuration | Optional - Enter the vendor's Public Identifier, such as a tax identification number or other data. |
| Process Orders Via | Select how orders to this vendor should be processed by the system if at all. Additional information may need to be provided that is dependent on this selection. Example: Processing orders via email requires the email address of the vendor. |
| Process Work Orders Via | Select how Work Orders to this vendor should be processed by the system if at all. Additional information may need to be provided that is dependent on this selection. Example: Processing orders via email requires the email address of the vendor. |
| Process RFQs Via | Select how RFQs to this vendor should be processed by the system if at all. Additional information may need to be provided that is dependent on this selection. Example: Processing orders via email requires the email address of the vendor. |
| Account Code | Enter the accounting code assigned to this vendor for report generation purposes. Example: COGS1264 |
| Vendor Account Number | Enter the account number assigned by the vendor to be placed on purchase orders and referenced on the correspondence. Example: 6473632 |
| Address 1 | Enter the first line of the vendor's address. Example: 123 Maple Street |

| Field Name | Definition |
|---|---|
| Address 2 | Enter the second line of the vendor's address. Example: Suite 100 |
| Address 3 | Enter the third line of the vendor's address. Example: PO BOX 123 |
| City | Enter the city for the vendor's address. Example: Columbus |
| State | Enter the state for the vendor's address. Example: Ohio |
| Zip | Enter the postal code for the vendor's address. Example: 23327-1231 |
| Vendor URL | Enter the URL for this vendor. Example: http://www.mysite.com |
| Vendor email | Enter the email address for a vendor contact or customer support department. For Example: `customer_suppport@Xerox.com` |
| 1st Phone | Enter the primary phone number for this vendor. Example: (304) 924-9227 |
| 2nd Phone | Enter the secondary phone number for this vendor. Example: (304) 924-9225 |
| Fax | Enter the Fax number for this vendor. Example: (304) 924-9200 |
| 1st Contact | Enter the name of a contact person for this vendor. Example: Charles Henry |
| 2nd Contact | Enter the name of a secondary contact for this vendor. Example: Helen Starling |
| Minimum Order | Enter the minimum order requirements in dollars for this vendor. Use numbers only, do not include the dollar symbol ($). Example: 50.00 |
| UDef1-5 | User Defined Fields that allow the collection of specific information that is not collected with the normal fields in the system. |
| Auto Generate PO | Select Yes to auto-generate purchase orders for this vendor. |
| Auto Deliver PO/WO | Select Yes to auto-deliver purchase orders/work orders for this vendor or should the system setting be used. Available options: Yes, No, Use System Setting. |
| Currency | Enter the currency in which transactions occur with this vendor. |
| Use Global Shipping | Set to Yes if any items sent by this vendor are sent to a predetermined location, such as a receiving dock, instead of the location chosen when creating the request. This can be set in a system setting called Location ID of Global Ship to Address, under the Application Behavior heading. |
| Taxable | Determine whether this is a taxable vendor. This is also set on the item level. |
| Skip XML Website Config | Set this field to Yes if XML attributes need to be set up when using Punchout/Vendor Punchout. |
| Hide from Off catalog | Select Yes to hide this vendor from being displayed on the Vendor list on the Off Catalog Request page. |
| Expense Vendor | Select Yes if this vendor is for expense items. Select No if this item is for all other items. |
| Auto Rec. On Inv. | Select Yes to auto-receive items when an invoice is entered with no receiving performed on the purchase order? [system settings 1046, 1047] |
| Company Name | The company name of the Basware tenant. Can be defaulted using system setting 999927. Generally used for Basware Scan and Capture functionality. |
| Company Code | A code for the Basware tenant. Can be defaulted using system setting 999928. Generally used for Basware Scan and Capture functionality. |
| PO Release On or After | Select the time purchase orders are to be released to the vendor if applicable. |
| PO Release Day of Week | Select the day of the week purchase orders are to be released to the vendor if applicable. |
| PO Release Day of Month | Select the day of the month purchase orders are to be released to the vendor if applicable. |

| Field Name | Definition |
| --- | --- |
| Notes | Enter any relevant notes for this vendor. Example: Good green pencils. |
| External Reference ID | Allows tenants to retain the IDs from other vendor management systems. The value must be unique for every vendor within the tenant. |
| Logo | Select the file to upload the logo for the vendor. The vendor logo uploaded here is displayed in the Vendor Punchout dashboard (Quick Access Carousel). |
| Current Logo | Displays an image of the logo associated with the vendor. This field is only displayed on the Edit Vendor page when a vendor has an associated logo file in the in Logo field. |

**Adding a Vendor**

To add a vendor:

1. From the Dashboard, navigate to > **Vendors** > **Vendors**.
2. Click **Add**.
3. Complete the required fields.
4. Click **Add Vendor**.

**Editing a Vendor**

To edit a vendor:

1. From the Dashboard, navigate to > **Vendors** > **Vendors**.
2. Select and click Vendors from the Vendors submenu.
3. Select the vendor to edit from the Vendor list and click Edit.
4. Make the necessary changes.
5. Click **Edit Vendor**.

**Deleting a Vendor**

To delete a vendor:

1. From the Dashboard, navigate to > **Vendors** > **Vendors**.
2. Select the vendor to delete from the Vendor list and click **Delete**.
3. Click **OK** on the delete verification pop-up window.

### 3.3.1.2 Vendor Punchout Configuration

Vendor Punchout has two levels:

- Vendor Punchout Level 1 – is the standard Vendor Punchout where the user connects to the vendor’s online catalog, selects the items and the quantities, and orders via the Vendor Punchout process.

- Vendor Punchout Level 2 – is the standard Vendor Punchout plus a Catalog Interchange Format (CIF) which allows the user to search for products within the catalog and immediately order them via the Vendor Punchout process.

The addition of the CIF catalog allows vendors to upload cXML standard catalog items through the catalog import.

Items ordered from a vendor that is setup as a Level 2 Vendor Punchout vendor are added to the catalog as a standard item whether they are included in the CIF Map or not as soon as they are added to the user's shopping cart.

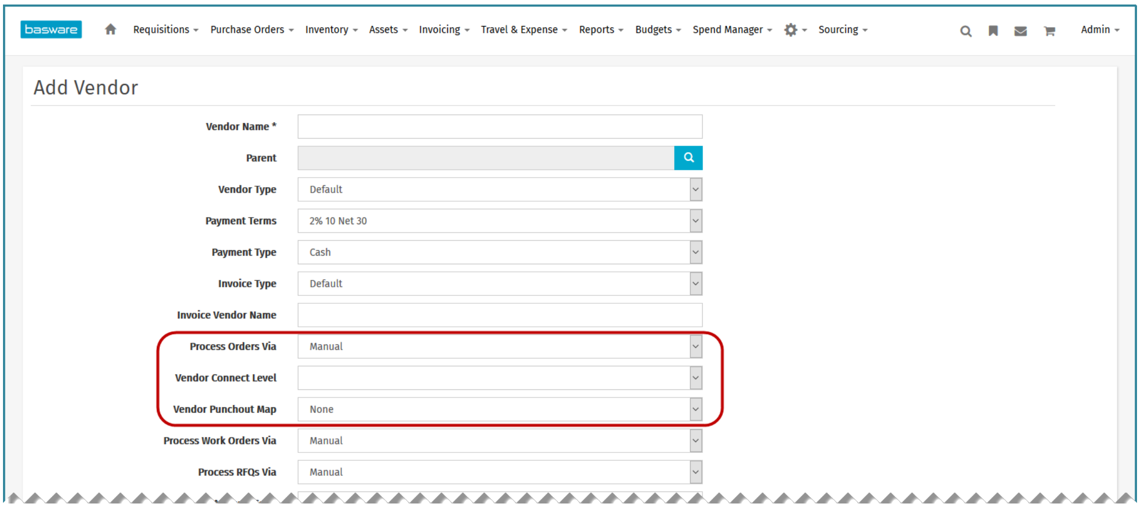



**Figure 14: Add Vendor – Configure Vendor Punchout**

Once the Vendor Punchout functionality is enabled by your Basware Implementation Team or Client Care team, the following items must be configured on the vendor profile for Vendor Punchout to work:

- Set Process Orders Via to cXML Vendor Punchout
- Set Vendor Punchout Level to Level 1 or Level 2
- Set CIF Map (Catalog Interchange Format) to None, a global map that is displayed, or a contract map that is displayed.
- Only XML catalog maps are displayed.
- Only XML catalogs maps with associated vendor contracts are displayed.

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- If the Vendor Punchout functionality is not enabled, the Vendor Punchout Level and CIF Map fields are not available on the Add, Edit, and View Vendor Profile pages.
- If the vendor has an active contract with Allow Price Updates set to No, the shopping cart reflects the contract price, not the price sent by the vendor.
- If Allow Price Updates is set to Yes or the item is no longer associated with an active contract, the system updates the price in the shopping cart and item catalog.

---

#### 3.3.1.3 Vendor Attributes

Attributes are set up in the Administration page. If an attribute is required on a Vendor page, it is entered here. If multiple attributes are available, select from a drop-down list to assign the value.

Your Basware Implementation or Client Care Team provides directions to modify these attributes. Do not change without contacting Basware.

**Available Vendor Attributes**

- AddNewItems
- DefaultCategoryID
- PITContentType
- PITDeploymentMode
- PITDTDPath
- PITFromCredentialDomain
- PITfromCredentialIdentity
- PITPurchaseOrderLineIdentifer
- PITSenderDomain
- PITSenderDomainIdentity
- PITSenderDomainSecret
- PITSubmitFormFieldName
- PITSubmitOrderURL
- PITSubmitOrderURLPassword
- PITSubmitOrderURLTCPPort
- PITSubmitOrderURLUserName
- PITSupplierSetupPassword
- PITSupplierSetupTCPPort
- PITSupplierSetupURL
- PIT SupplierSetupUserName
- PITToCredentialDomain
- PITToCredentialDomainType
- PITToCredentialIdentity
- PITURLEncode
- PITValidateXML
- PITVendorEInvoiceUser
- PITVendorLineCookie
- PITVendorPassword
- UOMSTANDARD

**Adding Attributes**

To add attributes for a vendor:

1. From the Dashboard, navigate to > **Vendors** > **Vendors**.
2. Select the appropriate vendor from the Vendor list.
3. Click **Attributes**.
4. Complete the necessary fields.
5. Click **Add Attributes**.

### 3.3.1.4 Invoice Mask

Invoice mask features allow the user to create specific Invoice Entry pages for each vendor. The masks must be configured in > **Invoices** > **Invoice Mask**.

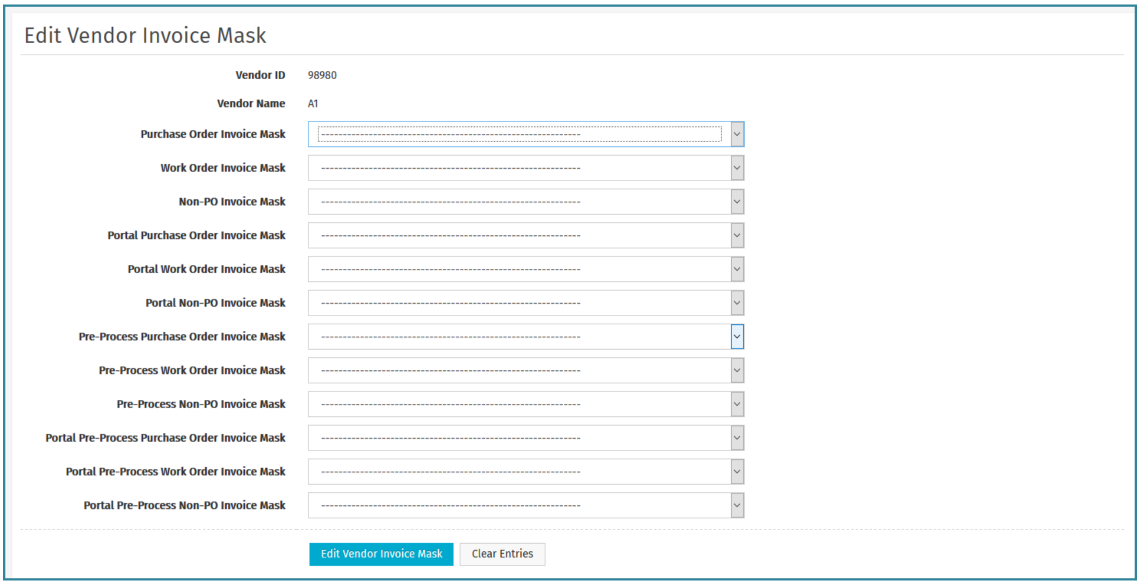



**Figure 15: Edit Vendor Invoice Mask page**

#### Editing Vendor Masks

To edit masks for a vendor:

1. From the Dashboard, navigate to > **Vendors** > **Vendors**.
2. Select the appropriate vendor from the Vendor list.
3. Click **Invoice Mask**.
4. Change the masks for the different types of invoices.
5. Click **Edit Vendor Invoice Mask**.

### 3.3.1.5 Vendor Parent/Child Relationships

If the Enterprise version was purchased, parent/child relationships for vendors can be created. Use the following example as a guide for establishing the parent/child relationships.

**Example**

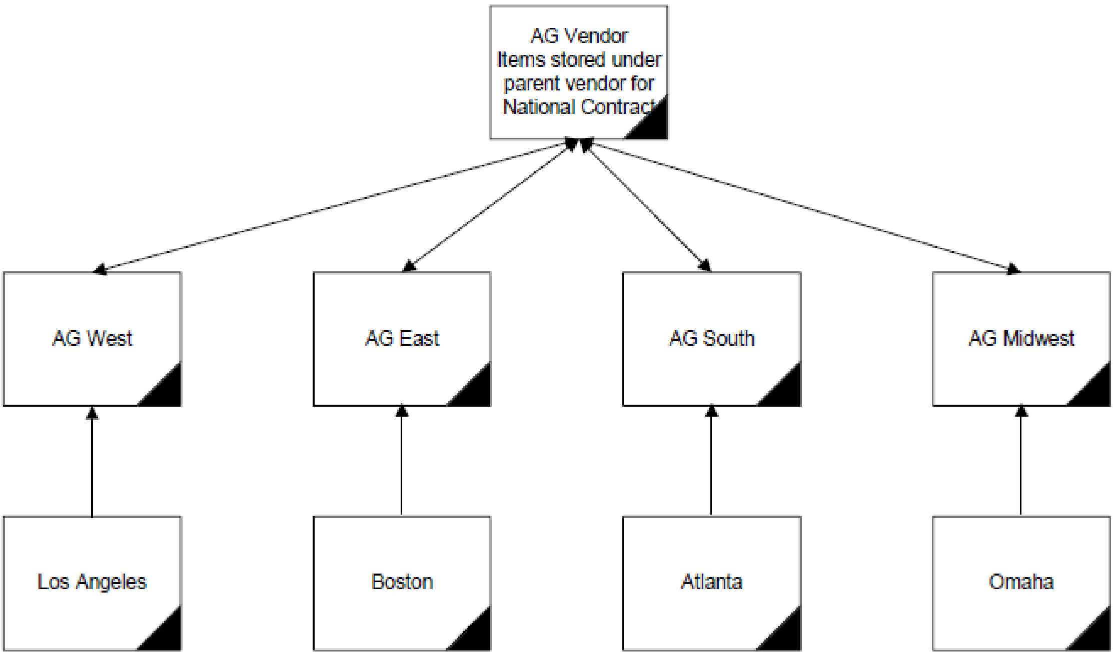



**Figure 16: Example Illustration**

Bennett Holding LLC operates out of four cities [L.A., Boston, Atlanta, and Omaha]. The organization's primary supplier is AG Vendor, which is comprised of four different subsidiaries [AG West, AG East, AG South, and AG Midwest].

AG Vendor supplies the subsidiary vendors with products that are eventually distributed to Bennett Holding LLC. In order to reduce delivery times and delivery costs, Bennett Holding only orders products from the subsidiaries.

In order for this scenario to work effectively, five different vendors are created. The first vendor is AG Vendor and it is setup as the primary vendor. The subsidiary vendors are also added to the system. When the subsidiary vendors are added, the parent vendor, in this case AG Vendor, is entered in the Parent Vendor field. When a parent is associated with a subsidiary vendor, subsidiary vendors can be associated with different locations.

See the Security chapter for more information about for an example of how subsidiary vendors are associated with specific locations.

### 3.3.2 EDI Setup

For EDI to work in the system the following system settings must be configured:

- 4000 - EDI Enabled. Must be enabled.
- 4250 - EDI Inbound File Filter. Usually defaulted to `'.*.dat'`
- 4200 - FTP Server. FTP server, such as EasyLink
- 4210 - FTP Username
- 4220 - FTP Password
- 4230 - FTP Remote Read Directory. Where files from the system are transferred to.

- 4240 - FTP Remote Write Directory. Where files from the FTP server are transferred from.

The following fields in the vendor profile must be configured for the vendor for EDI documents to be associated with the vendor profile:

- Process Orders Via
- EDI Document Version
- EDI Sender ID (ISA06)
- EDI Rcvr ID (ISA 08)
- EDI Sender ID (GS02)
- EDI Rcvr ID (GS03)

### 3.3.3 Manufacturer Management

One option for item tracking is to associate items with their designated manufacturers. If items need to be tracked by manufacturer, enter them as needed. When items are added, the manufacturers entered are available for selection. Manufacturers are required when adding items to the catalog, so a default needs to be added in all cases.

If there are no manufacturers entered into the system, the system stills function correctly.

At least one of the following permissions is required to access this functionality:

- 20 – Manage Manufacturers
- 19 – Manage Catalogs

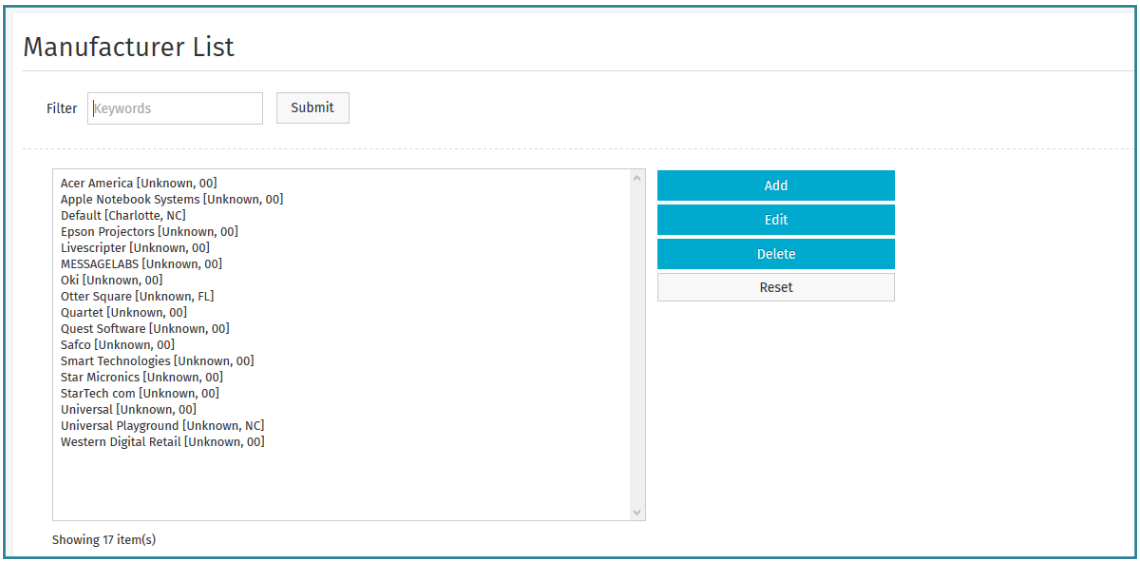



**Figure 17: Manufacturer Management page**

**Table 11: Manufacturer List page action definitions**

| Action | Definition |
|---|---|
| Edit | Allows the user to edit an existing manufacturer. |
| Add | Allows the user to add a new manufacturer. |
| Delete | Allows the user to delete a manufacturer. |
| Clear Entries | Allows the user to clear previous entries that have not been saved. |

### 3.3.3.1 Add/Edit Manufacturers

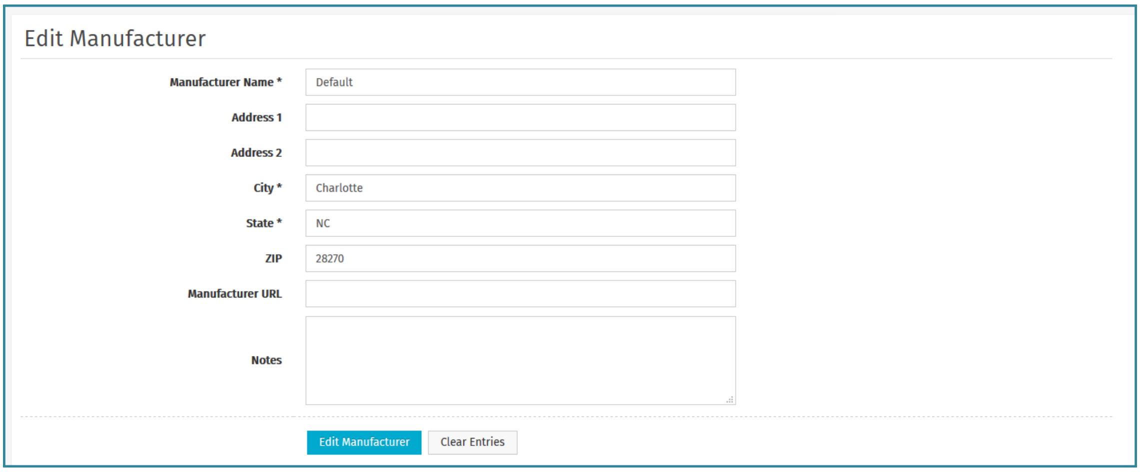



**Figure 18: Add Manufacturer page**

| Field Name | Definition |
|---|---|
| Manufacturer Name | Enter the name of the manufacturer to be added. This is a required field. Example: Baxter |
| Address 1 | Enter the first address line for this manufacturer. Example: 123 Main Street |
| Address 2 | Enter the second address line for this manufacturer. Example: PO Box 19284 |
| City | Enter the city name. This is a required field. Example: Atlanta |
| State | Enter the State for this manufacturer. This is a required field. Example: GA |
| ZIP | Enter the postal code for this manufacturer. Example: 30323 |
| Manufacturer URL | Enter the URL for this Manufacturer. Example: `http://www.baxter.com`. <br><br> the user must enter http:// or the system cannot make the link properly. |
| Notes | Enter any relevant notes for this manufacturer. |

### Adding a Manufacturer

To add a manufacturer:

1. From the Dashboard, navigate to > **Vendors** > **Manufacturers**.
2. Click **Add**.
3. Complete the required fields.
4. Click **Add Manufacturer**.

### Editing a Manufacturer

To edit a manufacturer:

1. From the Dashboard, navigate to > **Vendors** > **Manufacturers**.
2. Select the appropriate manufacturer to be edited and click **Edit**.
3. Make the necessary changes.
4. Click **Edit Manufacturer**.

### Deleting Manufacturers

To delete a manufacturer:

1. From the Dashboard, navigate to > **Vendors** > **Manufacturers**.
2. Select the manufacturer to be deleted, and click **Delete**.
3. Click **OK** on the delete verification pop-up window.

## 3.3.4 Catalog Item Management

Items must be created for all products and services to be ordered through the system catalog. In addition to making an item available for requesting, this information is used to control specific aspects of requesting and ordering such as item price, unit, etc.

At least one of the following permissions is required to access this functionality:

- 10 – Manage Items
- 19 – Manage Catalogs

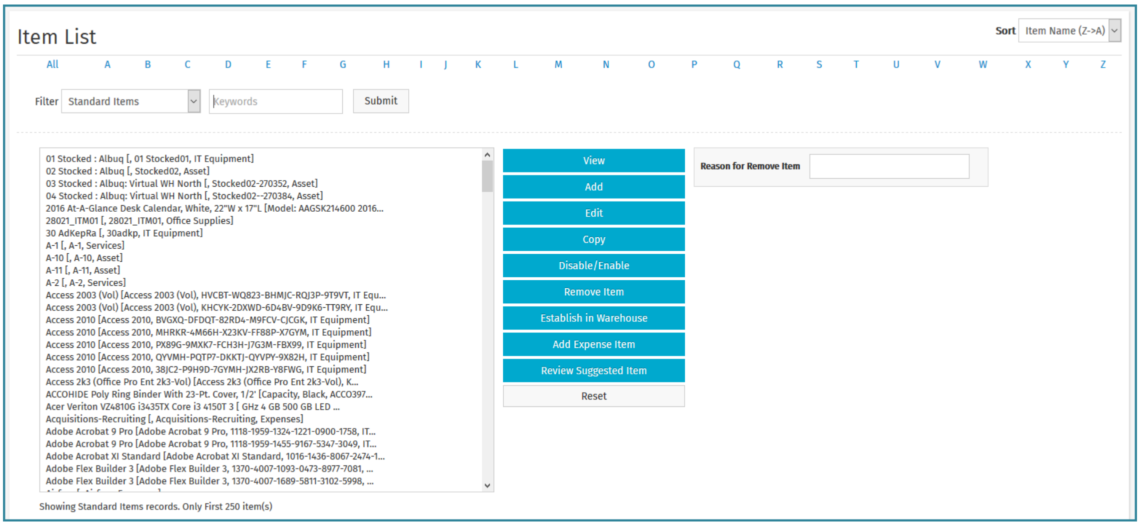



**Figure 19: Item Management page**

**Table 12: Item List action definitions**

| Action | Definition |
|---|---|
| View | Allows the user to view the item without editing the item. |
| Add | Allows the user to add a new item. |
| Edit | Allows the user to edit an existing item. |
| Copy | Allows the user to copy the values of an item to a new item with a new ID. |
| Clear | Allows the user to clear previous entries that have not been saved. |
| Disable/Enable | Allows the user to disable/enable an item in the system.<br>Disable is not a deletion and is recommended for items that are not purchased anymore but have been previously purchased and are therefore included on an archived purchase order. If the item is only temporarily disabled, then it can be enabled again using the same action. Keep in mind that you can show only disabled items if you are interested in viewing them. |
| Remove Item | Allows the user to delete an item. |
| Establish in Warehouse | Allows the user to add the item to a warehouse as an inventory item that is stocked. This is one of the integration points of procurement and inventory. |
| Add Expense Item | Allows the user to add an expense item into the system. This is one of the integration points between procurement and the Expense module. This is the only way to add an expense item. |
| Review Suggested Item | Allows the user to review a suggested item and either add it to the catalog or decline it. |

### 3.3.4.1 Addition and Editing of Items

When adding items manually, it is best to follow the vendor catalog information closely. If there are two part numbers available (a manufacturer and a vendor number), use the manufacturer number as the main item SKU in the first page and use the vendor part number in the unit SKU in the second page after clicking **Next**.

Whenever possible, use the name that the vendor uses in the catalog. Use the description to indicate additional information, but avoid repeating the name, as both are displayed when searching the catalog.

The Add page and the Edit page both have same attributes.

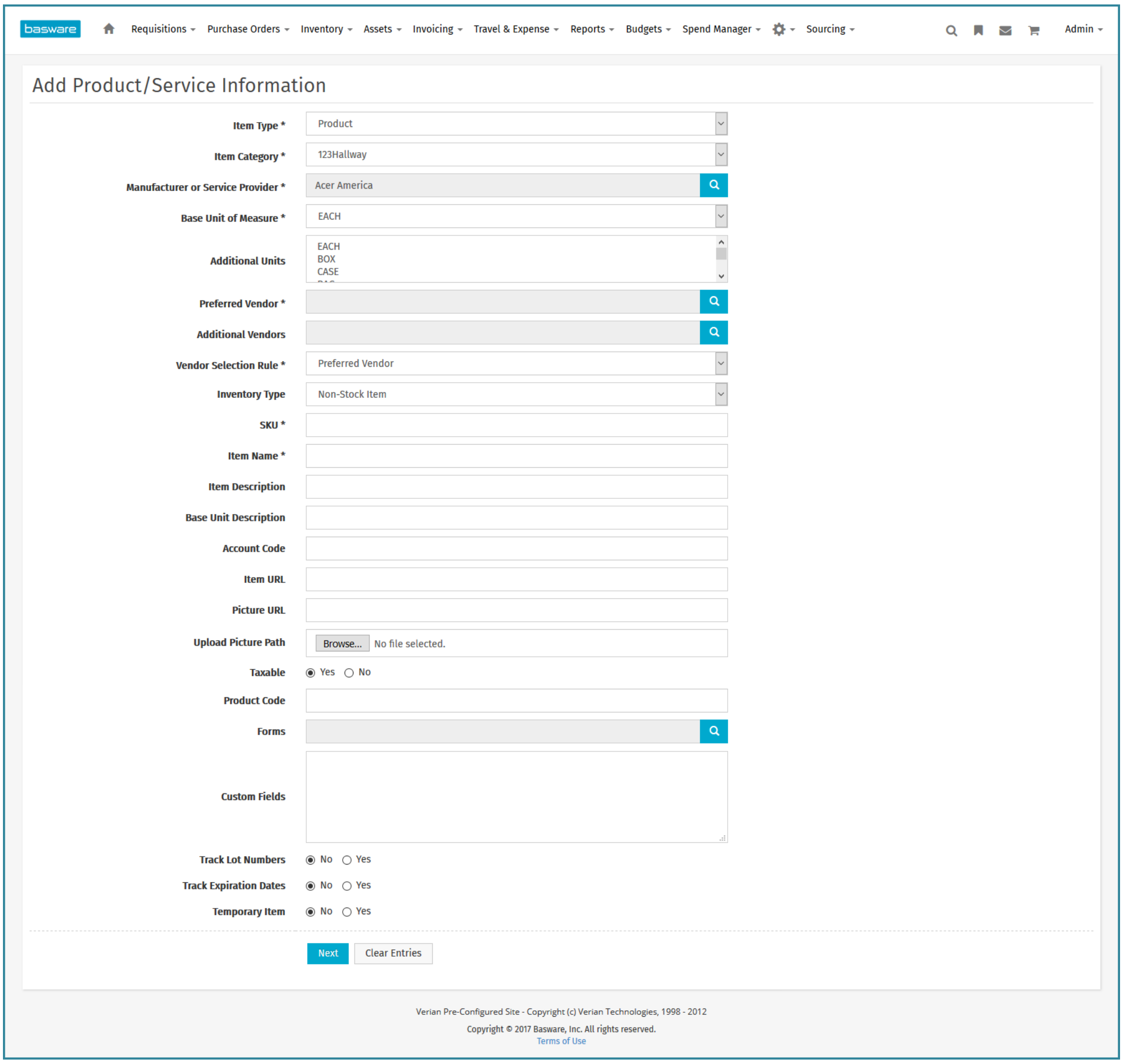



**Figure 20: Add Items Step 1**

**Table 13: Add Item Page Field Definitions**

| Field Name | Definition |
|---|---|
| Item Type | The type of item being added. Available Values:<br>• Product - tangible items that are ordered.<br>• Service - an item that consists of a service provided by a vendor.<br>• Asset - an item that is available for Asset Management. |
| Item Category | The category for this item. If the user has the permissions then he can add to the category list. Item categories already established in the system are available. |
| Manufacturer or Service Provider | The manufacturer or service originator for this item. |
| Base Unit of Measure | The base unit of measure for this item. The base unit is the underlying comparison unit for this item throughout the system. It should be the smallest unit that is purchased. Additional units can also be specified in the Additional Units field. Note: If the item category selected for the item has an inventory/asset receiving unit, that unit of measure is automatically updated in this field. |
| Additional Units | Additional unit sizes in which this item can be procured. Many units can be added at one time by holding down the shift key or picked from the list by holding down the [ctrl] key. The additional units should be the multiples of the base unit of measure. Example: BOX, CARTON<br><br>When manually adding an item with an inventory/asset receiving unit, the additional unit needs the ordering unit (the unit of measure that the item is sold). |
| Preferred Vendor | The preferred vendor from the list of available vendors. Use the Search icon to select from the list of vendors created for the system. |
| Additional Vendors | Additional vendors that also sell this item. Use the Search icon to select from the list of vendors created for the system. |
| Vendor Selection Rule | The way that vendors are selected for this item when users enter a requisition. The system offers four vendor selection rules: Best Price – an item when ordered is automatically ordered from the vendor with the best price listed in the catalog. Fastest Vendor – an item, when ordered, is automatically ordered from the vendor with the fastest delivery time for that item. (Vendor Lead Time). Preferred Vendor – an item, when ordered, is automatically ordered from the vendor selected as preferred vendor for that item. Manual Selection – an item, when ordered, is automatically sent to items to order for manual vendor selection for the buyer to assign a vendor during the generation of a purchase order. Requester Specified – the requester can change the vendor and price from the shopping cart as long as permission 153 - Can Change System Selected Vendor during Requesting is enabled. |

**Table 13: Add Item Page Field Definitions (continued)**

| Field Name | Definition |
|---|---|
| Inventory Type | The way that inventory handles requests for this item. Without question, this is one of the most important settings if your organization has the inventory module. There are four options to choose from in this field. This is also another integration point between procurement and inventory.<br>Non-Stock Item: If this choice is selected then purchase orders for the specific item is placed with the preferred and/or additional vendors only.<br>Stocked Item: This causes the system to default internal transfer orders from the warehouse only.<br>Auto: Selection of this choice defaults to the warehouse and then to an appropriate vendor.<br>WH Access Profile: If this option is chosen, the system checks the users profile to see which warehouse the user has permissions to order. The system checks to see if there is sufficient quantity available in one of the permissible warehouses to fulfill the requested order and generates an internal transfer order accordingly.<br>It is important to note the system does not generate partial orders from the warehouse and then send a purchase order to the vendor for the remaining items.<br>Example: Department A orders 10 boxes of surgical masks. The software first searches the warehouse to see if those 10 items are in stock. If not all ten items are in stock, then the system creates a purchase order for 10 items to be sent to an assigned vendor. |
| Item SKU | The unique industry item identifier. This identifier is stored in addition to the system generated unique item ID. This is a required field. |
| Item Name | The name of this item. Item names should follow a consistent entry principle, such as mentioning the brand name prior to the generic name. It is important to use categorization that both the employees and the purchasing department recognize. |
| Item Description | The detailed description for this item (255 characters). The description is combined with the item name in the search fields throughout the system. |
| Base Unit Description | The description of the base unit of measure. For example, if the base unit for gloves is box, then additional information should be presented pertaining to the box. |
| Account Code | The account code assigned to this item. |
| Item URL | The Internet link for additional information on this item. The entire address should be entered to have success with the item URL. |
| Picture URL | The link to a picture of this item. This points to the manufacturer's site or an Intranet site. If the organization would like to upload a picture to the server, use the Upload Picture Path field. |
| Upload Picture Path | The file path for the picture files to be uploaded. Valid picture formats include gif or jpeg (jpg).<br>Contact your Basware Implementation Team or Client Care Team if you need to import a large number of catalog images at one time. |

**Table 13: Add Item Page Field Definitions (continued)**

| Field Name | Definition |
|---|---|
| Taxable | Indicates whether this is a taxable item. This is also a choice on the vendor level. If the vendor level is set to Yes and the item is set to No; the no setting overrides the positive setting. |
| UDEF 1-3 | User defined fields that allow the collection of specific information that is not collected with the normal fields in the system. The information entered in these fields are included on the purchase orders. |
| Forms | The data attribute type associated with this item. The associated form allows the user to provide the selected additional information for the item without having to order individual items for each change. An item can only be associated with one form. However, forms can be associated with many items. For example, Bill is ordering red, company shirts. Without forms, he selects and orders an item/quantity for every size. With forms, he selects one item and in the shopping cart enters the quantity needed for each size. |
| Custom Fields | The custom fields are set on an item-by-item basis. Example: Specific information may be required to be entered for items. A practical example would be business cards. The user may be required to fill out information like name, business title, department, and address from a generic business card that is ordered from the system. |
| Track Lot Numbers | Indicates whether lot numbers are tracked. |
| Track Expiration Dates | Indicates whether the expiration date is tracked. |
| Temporary Item | Indicates whether this is a temporary item. |
| Off Catalog Item | Yes is selected if the item was created as an off catalog item. No is selected if the item is a standard catalog item. Select No if the item is to be a standard catalog item. |
| System Notes | Displays the name of the user who last updated the item. |
| Date Created | Displays the date the item was created. This is a non-editable field and is only displayed on the Edit Item page. |
| Last Updated | Displays the date the item was last updated. This is a non-editable field and is only displayed on the Edit Item page. |
| Item ID | Displays the system-generated ID for the item. This is a non-editable field and is only displayed on the Edit Item page. |
| Keywords | Words to describe an item which can be used to search the item on a catalog. Space- and comma-delimited words are considered two separate keywords. |

- The system prevents updating the item category and base UOM for an item that is already set up in inventory.
- If the item is not set up in inventory and the item category is changed during an edit to an item category does not have an inventory/asset receiving unit, the base UOM is not updated.
- If the item is not set up in inventory and the item category is changed to an item category that does have an inventory/asset receiving unit, the system updates the base UOM as the inventory/asset receiving unit that is associated with the new item category. The current UOM is added to the additional UOM.

When the Inventory module is enabled, system setting *6503 – Convert Free Form Items to Catalog Items when Received into Inventory* determines whether off catalog items are automatically converted to standard catalog items when received for a warehouse. When set to Yes, off catalog items received for a warehouse are automatically converted to standard catalog items. When set to No, off catalog items are not converted. A user needs to manually update the item.

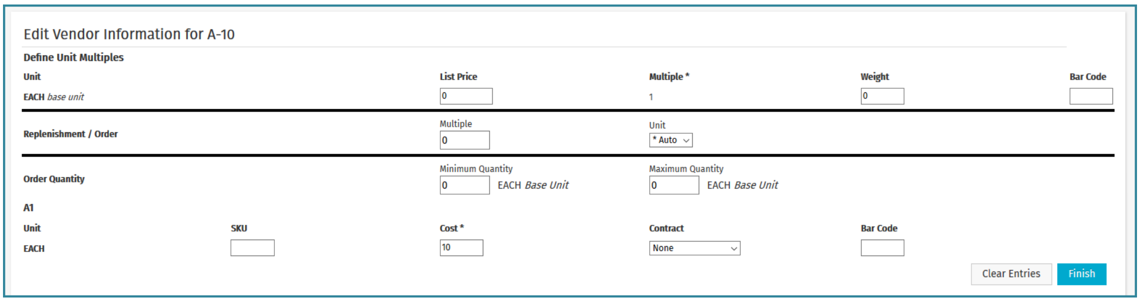



**Figure 21: Add Item Step 2 with additional units.**

**Table 14: Add/Edit Item Step 2 Field Definitions**

| Field Name | Definition |
|---|---|
| Weight | Enter the weight of the unit. |
| Bar Code | Enter the bar code for the unit. |
| Unit | Can be reset to order items in certain units. If replenishment unit is set to auto, then the system translates the request into the exact units for the order. |
| Multiple | Enter the ordered quantity. This needs to be in the multiple of "X" |
| List Price | Enter the manufacturer's suggested retail price (MSRP) or vendor's list price. The information is used to track savings on items ordered through the catalog. |
| Minimum Quantity | Enter the minimum quantity that can be ordered in the base unit.<br>The minimum order quantity cannot be greater than the maximum order quantity. |
| Maximum Quantity | Enter the maximum quantity that can be ordered in the base unit. |
| SKU | Enter the vendor assigned product code for the unit of measure.<br>This number needs to be same as the item SKU when e-invoicing is used. |
| Cost | Enter the item purchase cost of the specified unit. |
| Contract | Select the correct contract to be associated with this item. To individually associate items with contracts, the contract needs to be selected in this field. The contracts listed are the contracts that have been entered in the system. |
| Barcode | Enter the vendor bar code for the unit. |

Users must have permission *65 – Bypass Vendor Minimum/Item Quantity Restrictions* to override the Order Quantity minimum quantity and maximum quantity requirements in the shopping cart.

### Adding an Item

To add an item:

1. From the Dashboard, navigate to ⚙ > **Catalog** > **Items**.
2. Click **Add**.
3. Complete the appropriate fields. (See Item Field Definitions for further assistance.)
4. Click **Next**.
5. Complete the appropriate cost information for each vendor that sells this item.

   At this point, the system administrator and/or catalog manager needs to enter the appropriate cost information for each vendor. Notice, in the example, there is one vendor displayed (American Steel). The cost information for the vendor listed must be entered. However, $0.00 cost for a specific vendor may be displayed. In this case, simply enter 0.00, since the Cost field is a required field. In addition, notice the specific fields for contracts. These fields are critical if the organization wishes to successfully monitor and control contracts. Select the appropriate contract. If e-Invoicing is being used, the item SKU must be entered in the Vendor Item SKU field.

6. Two options exist to finish creating the item:
   - If using the Inventory functionality and to be able to order this item from the warehouse, click **Establish in Warehouse**.
   - Click **Finish** to add this item to the catalog, but not establish it in the warehouse.

### Editing an Item

To edit an item:

1. From the Dashboard, navigate to ⚙ > **Catalog** > **Items**.
2. Select an item to edit from the Items list and click **Edit**.
3. Edit the necessary fields. (See Item Field Definitions for further assistance.)
4. Click **Next**.
5. Edit the appropriate cost information for each vendor that sells this item.
6. Two options exist to finish creating the item:
   - If using the Inventory functionality and to be able to order this item from the warehouse, click **Establish in Warehouse**.

- Click **Finish** to add this item to the catalog, but not establish it in the warehouse.

**Copying Items**

To add a new item which is similar to an existing item, the existing item can be copied instead of creating a new item entirely.

To copy an item:

1. To copy an item, select an item from the Item list and click **Copy**.
2. After clicking **Copy**, there is an item created called “Copy of [Item Name]”.
3. Edit this item in order to change the information quickly and easily.

**Disabling or Enabling Items**

It is important to note that when you disable an item that has not been established in inventory or has not been ordered it is deleted, not disabled.

To disable/enable an item:

1. From the Dashboard, navigate to > **Catalog** > **Items**.
2. Select an item from the Item list and click **Disable/Enable**.

**Removing Items**

An item that has been ordered or established in inventory cannot be deleted.

To remove an item from the Item list:

1. From the Dashboard, navigate to > **Catalog** > **Items**.
2. Select the item to delete from the Items list and click **Remove**.
3. Click **OK** on the verification pop-up window.

### 3.3.4.2 Suggested Items

Users who have permission to review suggested items can review the item from the Items List page for inclusion in the catalog or reject the item.

The following permission is required:

- 78 - Review Suggested/Custom Items

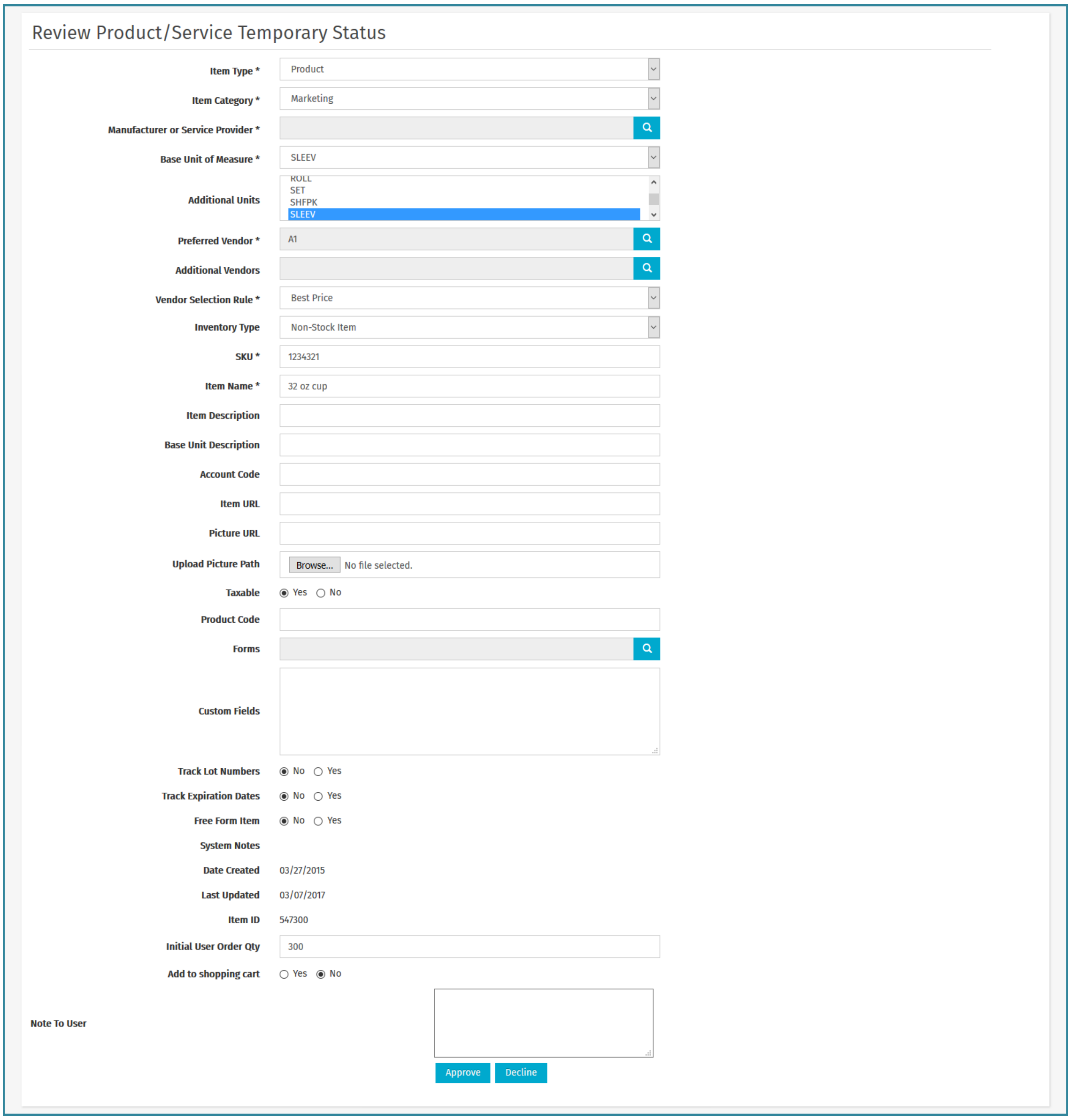



**Figure 22: Review Suggested Item page**

### Reviewing Suggested Items

To suggested items from the Item list:

1. From the Dashboard, navigate to > **Catalog** > **Items**.
2. Select "Suggested Item" in the Filter Drop-Down field. Click **Filter/Sort**.
3. The list of suggested items is displayed, select the item to be reviewed from the Items list, and click **Review Suggested Item**.
4. Click **Approve** to add the item to the catalog or **Decline** to reject the item.

### 3.3.4.3 Smart Forms

When adding/editing an item, the system provides the functionality to associate data attribute types (smart forms) with items to enhance a user's ordering experience. Forms associated with items are updated in real-time even if the items are in the shopping cart.

When a form is available for an item in the shopping cart, the Edit icon with the smart form name is displayed under the item name and description Lunch and Learn along with the data attributes. Users need to click the Edit icon for the Edit modal to be displayed.

There are a few limitations:

- Only forms with a published status are shown in the Form look-up.
- Forms cannot be associated with expense items. A look-up is not available on the Add/Edit Expense Item page.
- Forms cannot be associated with temporary items.
- Forms cannot be associated with off-catalog items.
- Forms cannot be associated vendor punchout items (level 1 or level 2)

### 3.3.4.4 Items with Additional Units and with Order Multiples

The system computes the minimum and maximum order quantity restrictions for items order in additional units. The system takes into consideration the unit of measure that the order multiples have been set.

The order multiple is defined by the base unit of measure.

Example

The base unit of measure for blue pens is each. However, because the organization orders a lot of these from the vendor, users are able to order by the box and by the case. A box contains 5 pens, and case contains 10 boxes.

| Unit of Measure | Unit Multiple | Minimum Quantity | Maximum Quantity |
|---|---|---|---|
| Each (base unit) | 1 | 1 | 2500 |
| Box (additional unit 1) | 5 | | |
| Case (additional unit 2) | 50 | | |

To determine the minimum quantity and the maximum quantity, you need to do the following:

- Determine the least amount you can order from the vendor for the best price. This is your minimum quantity.
- Enter the minimum quantity that can be ordered in the base unit of measure. For this scenario, this base unit of measure is each.
- Based on your largest additional unit of measure, how many can you store or afford at one time? This is your maximum quantity.
- Enter the maximum quantity that can be ordered in the base unit of measure.

- For this scenario, you need to determine how many pens equal a box, how many boxes equal a case, and the maximum number of cases that can be ordered based on organization or vendor policy.
  - 5 pens = 1 box
  - 10 boxes = 1 case
  - Max number of cases = 5

Formula: The quantity of additional unit 1 in the base unit of measure * the quantity of the additional unit 1 that equals 1 of the additional unit 2 * the quantity of additional unit 2 that equals the maximum number for your organization = maximum quantity

So, 5 pens * 10 boxes * 5 cases = 2500 (maximum quantity)

- To disable the minimum and/or maximum quantity for an item, enter 0 in the appropriate fields.
- If a user tries to order less than the minimum quantity or more than the maximum quantity, the system automatically increases or decreases the quantity when the item is placed in the shopping cart.

### 3.3.4.5 Custom Fields Setup

Example 1

Need user to select the color of the chair when requisitioning it.

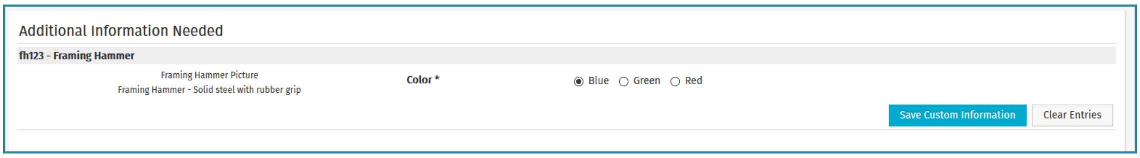



**Figure 23: Catalog - Using Custom Field to enter Color**

Use custom fields to display a radio button that asks for color.

In the Custom field for the specific item, enter: `Color,Yes,RB,Blue/Green/Red,Blue/Green/Red`

Where

- Name of Custom Field - Color
- Required - Yes or No
- Field Type - Radio button or Text
- Display - backslash delimited
- Values - backslash delimited

Example 2

To ask for the name and speciality and to make Specialty required values:

**Custom** field value: `Name; Specialty, Yes`

#### 3.3.4.6 Dynamic Lead Time

Dynamic lead-time is a very powerful vendor selection rule, which is applied when an item is ordered. This selection rule is set up at the item level and a vendor's delivery time for each specific item is calculated at the time of receiving of goods ordered.

When fastest vendor is selected as the vendor selection rule, each time that item is ordered the system checks which vendor has the fastest delivery time for that item and awards that vendor with the order. The purchase order reflects the vendor selected as the rule is applied.

When more than one vendor is available for a specific item, the fastest vendor is especially helpful in ensuring quick delivery of goods.

The calculation of dynamic lead-time starts when an item is ordered. From that point to when ANY PORTION of that item is received, the calculation is in effect. If an item is partially received, it still counts as received for dynamic lead-time calculation. The dynamic lead-time calculation is a rolling average for each vendor for a specific Item. Enabling the fastest vendor selection rule is best suited for items with numerous vendors or items that frequently have time considerations for delivery.

An item can have a preferred vendor as well as additional vendors. The system calculates for each vendor how long it takes from order to receipt of items.

## 3.4 Establish Items in Warehouse

For information of establishing items in the warehouse, refer to "Chapter 04: Warehouse Catalog– Establish in Warehouse", Admin Guide - Inventory Manager.

## 3.5 Expense Item Creation

For information on adding expense items, refer to *Expense Manager Admin Guide, Chapter 1*.

## 3.6 Contract Types Management

Contracts are used within the system to associate specific items with entered contracts. The main purpose is to track item purchases against contracts in the system. Contracts can be used to maintain prices while managing the catalog, by restricting price changes. Moreover, item searches can be further limited using Contract criteria.

Items associated with a contract are identified when they are returned in a search result. The system identifies contract items on the following pages:

- Catalog Search Results (contract name only)
- Shopping Cart
- Order Request Detail Approval
- View Order Requests
- Items to Order

- Edit Purchase Order (contract name only)
- View Purchase Order
- Print Preview
- Reconcile Purchase Order

The contract information provides on contract and the contract name unless otherwise noted.

At least one of the following permissions is required to access this functionality:

- 25 – Manage Contracts
- 19 – Manage Catalogs

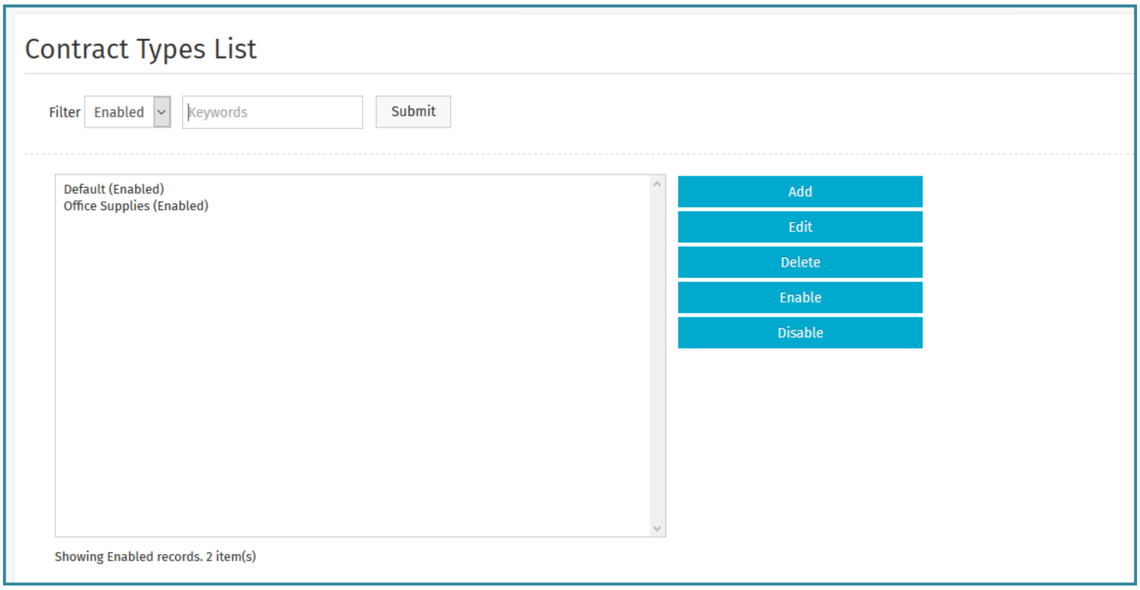



**Figure 24: Contract Types List page**

**Table 15: Contract Types List action definitions**

| Action | Definition |
|---|---|
| Add | Allows the user to add a new contract type. |
| Edit | Allows the user to edit an existing contract type. |
| Delete | Allows the user to delete a contract type. |
| Enable | Allows the user to enable a contract type that is disabled. |
| Disable | Allows the user to disable a contract type. |

### 3.6.1 Addition and Editing of Contract Types

The Add Contract page and the Edit Contract page have similar attributes.

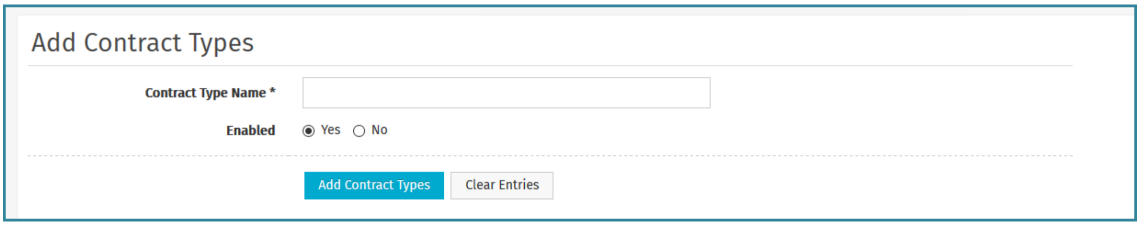



**Figure 25: Add Contract Types page**

**Table 16: Add Contract page field definitions**

| Field Name | Definition |
|---|---|
| Contract Name | Enter the name for this contract type. This is a required field. Example: Office Supplies |
| Enabled | This is the text that comprises the contract's terms. |

## 3.6.2 Adding a Contract Type

To add a contract type:

1. From the Dashboard, navigate to > **Catalog** > **Contract Types**.
2. Click **Add**.
3. Enter the name for the contract type.
4. Select Yes if the contract type is to be enabled. Select No if the contract type is disabled for now.
5. Click **Add Contract Type**.

## 3.6.3 Editing a Contract Type

To edit a contract type:

1. From the Dashboard, navigate to > **Catalog** > **Contract Types**.
2. Select the contract type to edit and click **Edit**.
3. Edit the necessary fields.
4. Click **Edit Contract Types**.

## 3.6.4 Deleting Contract Types

Contract types cannot be deleted as long as existing contracts are associated with that contract type. If a user attempts to delete a contract type with an existing, associated contract, that contract type is disabled instead.

To delete a contract type:

1. From the Dashboard, navigate to > **Catalog** > **Contract Types**.
2. Select the contract type to delete and click **Delete**.
3. Click **OK** on the pop-up window.

### 3.6.5 Enabling or Disabling Contract Types

To enable or disable a contract type:

1. From the Dashboard, navigate to > **Catalog** > **Contract Types**.
2. Select the contract type to be enabled or disabled.
3. Click **Enable** if the contract type is disabled and it needs to be enabled. Click **Disable** if the contract type is enabled and needs to be disabled.

## 3.7 Contracts Management

Contracts are used within the system to associate specific items with entered contracts. The main purpose is to track item purchases against contracts in the system. Contracts can also be used to maintain prices while managing the catalog, by restricting price changes. Moreover, item searches can be further limited using Contract criteria. In addition to reporting, the system identifies an item if it is a contracted item when it is returned as a search result.

At least one of the following permissions is required to access this functionality:

- 25 – Manage Contracts
- 19 – Manage Catalogs

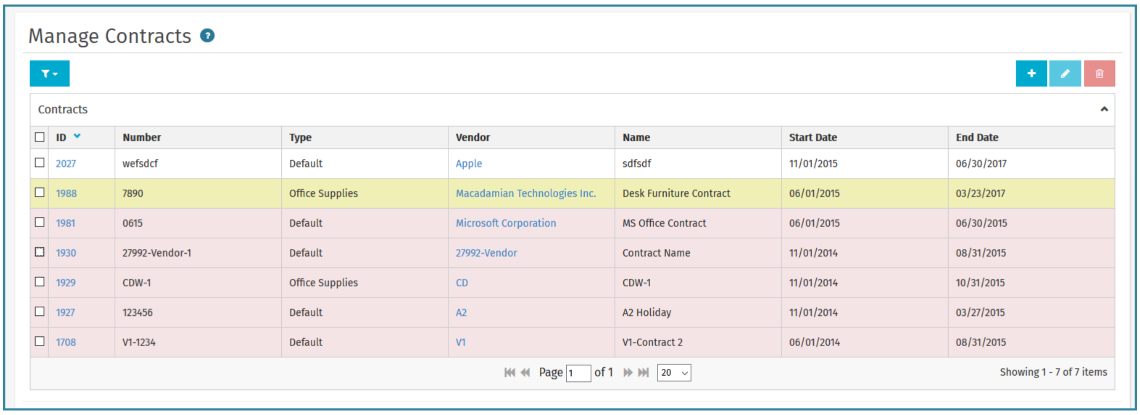



**Figure 26: Manage Contracts page**

This list only shows contracts that the users can manage based on Restrict permissions. The restrict permissions determine whether they can manage contracts if they are the owner or if they manage certain contract types.

| Action | Definition |
|---|---|
| Add | Takes the user to the Add Contract page. The user is able to click the Add icon without having to select an existing contract. |
| Edit | Takes the user to the Edit Contract page for the selected contract. If more than one contract is selected, the Edit icon is disabled. |
| Delete | Deletes the selected contract or contracts. |
| Tour | Provides the user with a quick tour of the page by giving highlights of key features. The tour is always available. |
| View | Allows the user to view an existing contract in the system without editing capabilities. Click the Contract ID link in the Contract ID field to view the contract. |
| View Vendor | Allows the user to view the vendor profile in the system without editing capabilities. Click the Vendor Name link in the Vendor field to view the vendor profile. |

- A row is yellow when system setting *840 – Contract Expiration Warning email* is within the number of days entered excluding the current day.
- Once the contract has expired, the expired contract row turns red.

**Filters**

The contracts displayed in the Contract Management grid can be filtered by the columns in the grid. One filter input field is always present.

Users are able to add and delete filters to locate and narrow down the information needed. The filters work in a funnel-like fashion to return the results. The first filter returns the most results, and each filter after that keeps narrowing down the information. There is one exception to this. When the same filter is repeated with different criteria, the results matching both filters are returned.

When the same filter is repeated with different criteria, the results matching both filters are returned

Grid Filter Features

- Filters can be added and removed except for the first filter.
- Individual filters can be removed by clicking the Remove icon
- All the filters can be cleared at once.

The following column filters support text entry:

- Contract Number Type
- Vendor

- Contract Name

Text entry fields search for the information entered. The asterisk * can be used as a wildcard when entering information for a search. The wildcard is helpful when you are unable to remember the remaining letters or numbers of a contract, ID, or name.

The following column supports number entry:

- Contract ID

Number entry fields filter for the information based on the following operations:

- Greater Than
- Equal To
- Greater Than to Equal To
- Lesser Than or Equal To
- In List – enter a comma separated list of numbers
- Between – enter the start range and end range

The numbers listed for In List must be separated by commas or the filter is not applied.

The following columns support date entry:

- Start Date
- End Date
- Date entry fields filter for the information based on the following operations:
- Greater Than
- Equal To
- Greater Than to Equal To
- Lesser Than or Equal To
- In List – enter a comma separated list of numbers
- Between – enter the start range and end range

The filter, sort, and pagination are maintained (sticky) for a single browser and machine. Once filter, sort, and pagination are applied, they are stored in the browser's cookies. When the user leaves the page and returns to the same page, the same filter, sort, and pagination are applied until changed by the user, the browser's cookies are cleared, or 10 days have gone by. The filter is preserved for 10 days if the user leaves the page or closes the browser.

### Sort

The sort option allows you to view the column information in ascending or descending order. If a sort has not been applied, the sort is defaulted to the Date Created column in descending order. Once a sort is changed or applied to another column, the applied sort is maintained for a single browser and machine until changed by the user, the browser's cookies are cleared, or 10 days have passed. The sort is preserved if the user leaves the page or closes the browser.

### Pagination

Pagination allows you to control the number of items you can view in a grid at a time. Your choices are 20, 40, 80, or 100. The number of pages available to you is determined by the number of items you selected to view per page and the number of items there are.

Example

If there are 500 items in the grid and you select to view 20 at a time, the pagination information shows Page 1 of 25 and Showing 1-20 of 500 items. However, if you select to view 80 at a time, the pagination information shows Page 1 of 7 and Showing 1-80 of 500 items. On Page 7 the pagination information shows Page 7 of 7 and Showing 461-500 of 500 items.

Once pagination is changed, the applied pagination is maintained for a single browser and machine until changed by the user, the browser's cookies are cleared, or 10 days have passed. The pagination is preserved if the user leaves the page or closes the browser.

### 3.7.1 Add/Edit Contracts

The Add Contract page and the Edit Contract page have similar attributes.

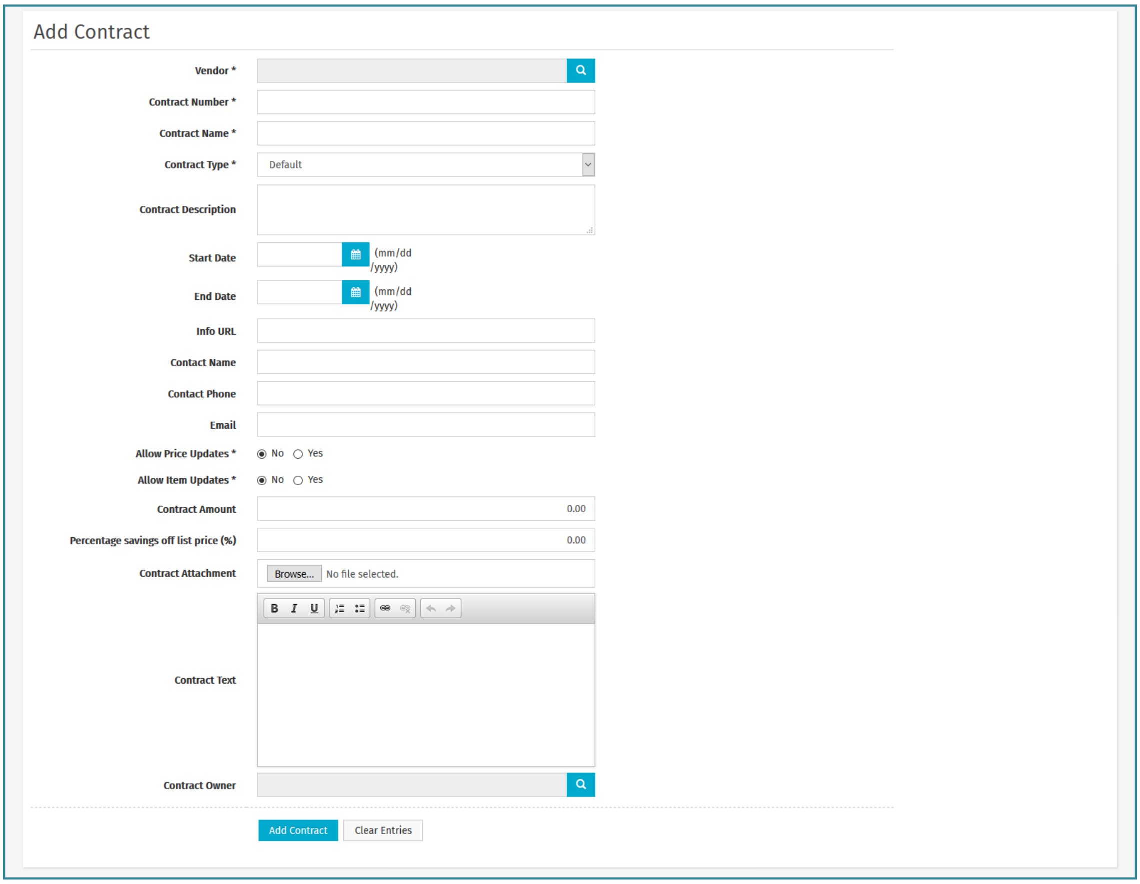



**Figure 27: Add/Edit Contract page**

**Table 17: Add/Edit Contract field definitions**

| Field Name | Definition |
|---|---|
| Vendor | Enter the vendor for which the contract is created. This is a required field. |
| Contract Number | Enter the contract number given by the vendor for this contract. This is a required field. Example: 89928-930-VA |
| Contract Name | Enter the name or number that has been assigned to this contract internally. This is a required field. Example: Office Supplies 1 |

**Table 17: Add/Edit Contract field definitions (continued)**

| Field Name | Definition |
|---|---|
| Contract Description | Enter a detailed description for the contract. |
| Start Date | Enter the date this contract becomes effective. Example: 4/30/2009 |
| End Date | Enter the date this contract ceases to be effective. An end date needs to be defined. By default, contracts are assumed to expire after one year. |
| Info URL | Enter the URL for general information on this contract. Example: xerox_accounts.com |
| Contact Name | Enter the name of the contact for this contract. Example: Shari Green |
| Contact Phone | Enter the contact’s telephone number. Example: (212) 812-6112 |
| Email | Enter the contact's email address. Example: `shari_g@xerox.com`. |
| Allow Price Updates | This allows or restricts price updates when the items are uploaded into the system or when prices are changed in reconciliation. If set to Yes, the price is updated in the shopping cart and catalog as long as the item is not associated with an active contract. If set to No, the shopping cart reflects the contract price and not the vendor price. When the all conditions or the first two conditions are in place, the contract price is used and not the returned vendor price: The items ordered are under contract Allow Price Updates is set to No Level 1 or Level 2 Vendor Punchouts are used |
| Allow Item Updates | This allows or restricts item updates such as name and description when the items are uploaded into the system. |
| Contract Amount | Enter the dollar amount associated with delivering the contract. Example: 1 year of cleaning services = $2000.00 |
| Percentage savings off list price (%) | Allows the user to define the agreed-upon percentage savings off the listed item price when an item is bought on the contract. The amount can be added during contract creation or edited at a later time. |
| Contract Attachment | This allows the user to attach any documents related to the contract. |
| Contract Text | This text comprises the contract’s terms. |
| Contract Owner | This field is used to associate an owner to the contract. Any active user in the system can be assigned as the contract owner.<br>This can be used to restrict users to manage only certain contracts, by assigning them permission *402– Restrict to Manage Own Contracts*. |
| Contract Type | Select any contract type to associate the contract to. Contract can be tied to contract types and users can be restricted to manage certain contract types only based on permission *403– Restrict to Manage Selected Contracts Types*. |

### 3.7.1.1 Adding a Contract

To add a contract:

1. From the Dashboard, navigate to > **Catalog** > **Contracts**.
2. Click the Add icon .
3. Complete the required fields.
4. Click **Add Contract**.

When a contract is added and no start or end dates are specified, the system defaults the start date to the current date and the end date to 30 days from the current date.

#### 3.7.1.2 Associating Items with a Contract

To associate an item to a contract:

1. From the Dashboard, navigate to > **Catalog** > **Catalog**.
2. **Add** or **Edit** the item to be assigned to the contract.
3. On the second page of the Item page, under the Contract field, select the contract name from the drop-down, and then click **Finish**.

#### 3.7.1.3 Editing a Contract

To edit a contract:

1. From the Dashboard, navigate to > **Catalog** > **Contracts**.
2. Click the checkbox or click in the row of the contract to edit and click the Edit icon .
3. Edit the necessary fields.
4. Click **Edit Contract**.

#### 3.7.1.4 Deleting Contracts

Note: If a contract is associated with a current order request, purchase order, or shopping cart item, users may not delete the contract. Remove all associated requests, orders, or shopping cart items and then delete the contract.

To delete a contract:

1. From the Dashboard, navigate to > **Catalog** > **Contracts**.
2. Click the checkbox or click in the row the contract to delete and click the Delete icon .
3. Click **OK** on the pop-up window.

## 3.8 Item Assembly Management

Item assemblies enable the user to group items together that are routinely ordered simultaneously. This function is designed to make it easier for the user to buy several items at once by only searching for a main item. A great example of an item assembly is an employee hire kit, which includes a desk set, computer, and telephone. Rather than purchase the individual items, the requester can simply search and submit a request for an employee hire kit instead of the individual components.

Naming conventions help the management of item assemblies. An item assembly is a virtual item; it is not an actual item in the catalog as are the tangible items associated with it. In other words, an Employee Hire Kit by itself is not an actual item, but the desk, computer, and telephone being ordered when submitting a request for the Employee Hire Kit are. The item assembly name is the name of the main item. Item assemblies cannot be established in a warehouse, but the associated items can be for future reference in terms of procurement and inventory integration.

At least one of the following permissions is required to access this functionality:

- 67 – Manage Item Assemblies
- 10 – Manage Items
- 19 – Manage Catalogs

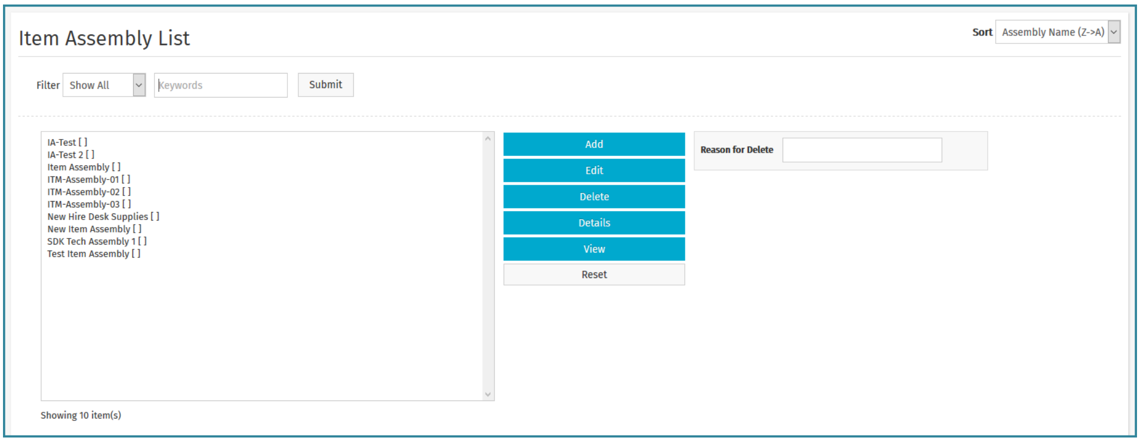



**Figure 28: Item Assembly Management page**

**Table 18: Item Assembly list action definitions**

| Action | Definition |
|---|---|
| Delete | Allows the user to delete an item assembly. |
| Details | Shows the detailed list of items that are associated with the item assembly. |
| Add | Allows the user to add a new item assembly. |
| Edit | Allows the user to edit an existing item assembly. |
| View | Allows the user to view the item assembly without editing. This shows the main catalog item and the associated items in the system. |
| Clear | Allows the user to clear previous entries that have not been saved. |

## 3.8.1 Addition and Editing of Item Assemblies

The Add Item Assembly and the Edit Item Assembly pages have same attributes.

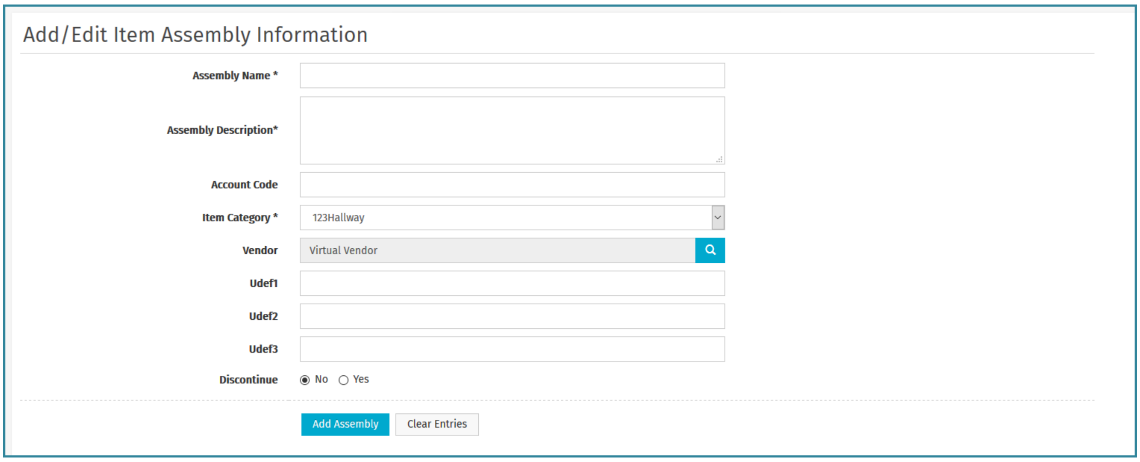



**Figure 29: Add Item Assembly page**

**Table 19: Add/Edit Item Assembly field definitions**

| Field | Definition |
|---|---|
| Assembly Name | The name of the assembly for administrative purposes. The assembly name is the name searched from the requester's perspective. |
| Assembly Description | A detailed description of the item assembly. |
| Account Code | If an account code is required, it can be set for the entire item assembly. Remember that the assembly consists of other tangible items and the items' individual account codes also apply. |
| Item Category | Select the item category to be associated with the item assembly. This is a required field. |
| Vendor | Keep the default vendor or select a vendor to be associated with the item assembly. The default vendor is controlled by system setting *953 - Default Vendor for Item Assembly*.<br><br>It is recommended that a virtual vendor be used for item assemblies. |
| Udef 1-3 | Allows the user to collect specific information about the item assembly that is not collected in the general information. If no extra information is required, you can type HIDE in the System Settings field and the field name is not displayed. |
| Discontinue | Allows the user to discontinue the item assembly if it is no longer needed. |

### 3.8.1.1 Adding an Item Assembly without Associated Items

To add an item assembly:

1. From the Dashboard, navigate to > **Catalog** > **Item Assemblies**.
2. Click **Add**.
3. Enter the name for the item assembly in the Assembly Name field. This is the name the requester's use to request the item assembly.

4. Enter a description and an associated account code if they are needed.
5. Select the item category the item assembly is associated with.
6. Select a vendor for the item assembly.
7. Click **Add Assembly**.

#### 3.8.1.2 Editing an Item Assembly

To edit an item assembly:

1. From the Dashboard, navigate to ⚙ > **Catalog** > **Item Assemblies**.
2. Select an item assembly to edit and click **Edit**.
3. Edit the necessary fields.
4. Click **Edit Assembly**.

#### 3.8.1.3 Deleting Item Assemblies

Once a request is made against an item assembly, that item assembly cannot be deleted; however, it can be discontinued.

To delete an item assembly:

1. From the Dashboard, navigate to ⚙ > **Catalog** > **Item Assemblies**.
2. Select the item assembly to delete and click **Delete**.
3. Click **OK** on the pop-up window.

### 3.8.2 Item Addition to Item Assemblies

Adding items to the item assemblies is a crucial step when creating item assemblies. Items can be added to new item assemblies or existing assemblies. In order to assign items to an assembly use the **Special Function** link in the shopping cart after adding the items that need to be included in the item assembly to the shopping cart.

- Access to Purchase Manager

At least one of the following permissions is required to access this functionality:

- 66 – Can add Items to Item Assemblies
- 19 – Manage Catalogs

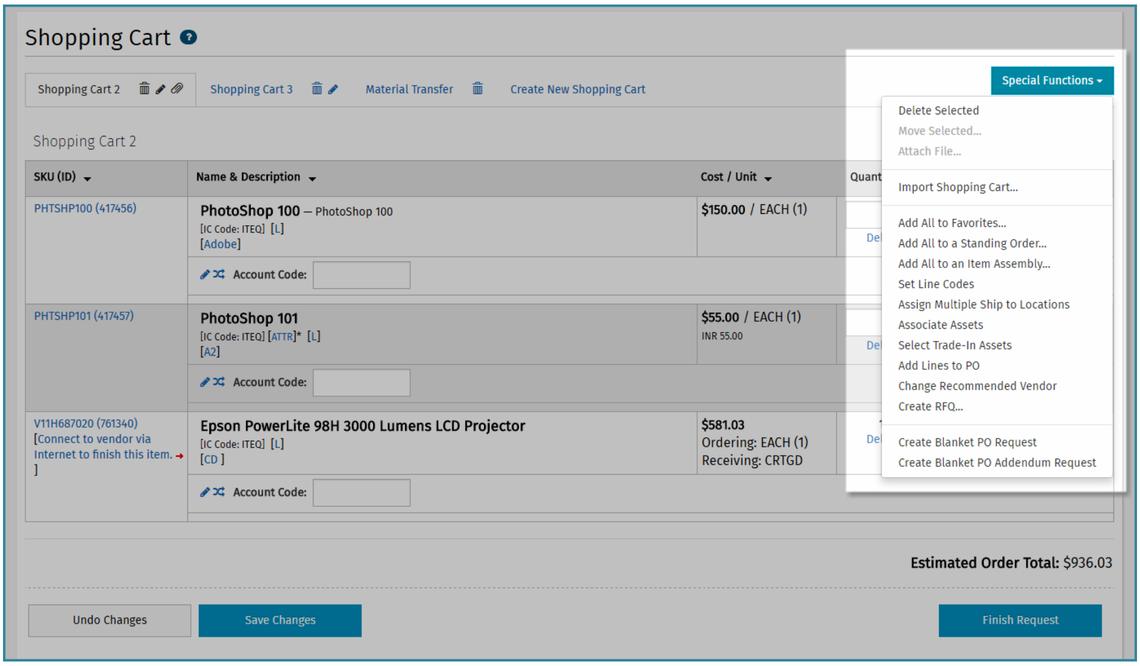



**Figure 30: Shopping Cart page – Special Functions menu**

### 3.8.2.1 Adding Items to New Item Assembly

To add items to a new item assembly:

1. Add the items to be added to the item assembly to the shopping cart, and navigate to the shopping cart .
2. Click **Special Functions** > **Add All to an Item Assembly**.
3. Complete the required fields.
4. If the selected items do not require purchasing at this time, select *Yes* for clear shopping cart after adding.
5. Click **Add Assembly**.

### 3.8.2.2 Adding Items to Existing Item Assembly

To add items to an existing item assembly:

1. Add the items to be added to the item assembly to the shopping cart, and navigate to the shopping cart .
2. Click **Special Functions** > **Add All to an Item Assembly**.
3. On the Add All to an Item Assembly modal, use the drop-down to select *Existing* and click **Add**.
4. Click the Search icon and select the appropriate item assembly.

5. If the selected items do not require purchasing at this time, select *Yes* for clear shopping cart after adding.
6. Click **Add to Item Assembly**.

#### 3.8.2.3 Delete Items from Item Assemblies

**Location:** **> Catalog > Item Assemblies**

Items can be deleted from an assembly even if the item assembly is present on an order request. Item assemblies already present on order request or purchase orders will not be affected by the action. Changes are reflected in new order requests created with that assembly.

To delete items from an item assembly:

1. Select the item assembly to be modified.
2. Click **Details**.
3. Check the Delete checkbox beside each of the items to be deleted from the assembly.
4. Click **Process**.

### 3.8.3 Item Assembly Details

From the Item assembly details page, users can edit account codes for the assembly or individual items, add comments, change quantities, and adjust the sort order of the items in the list.

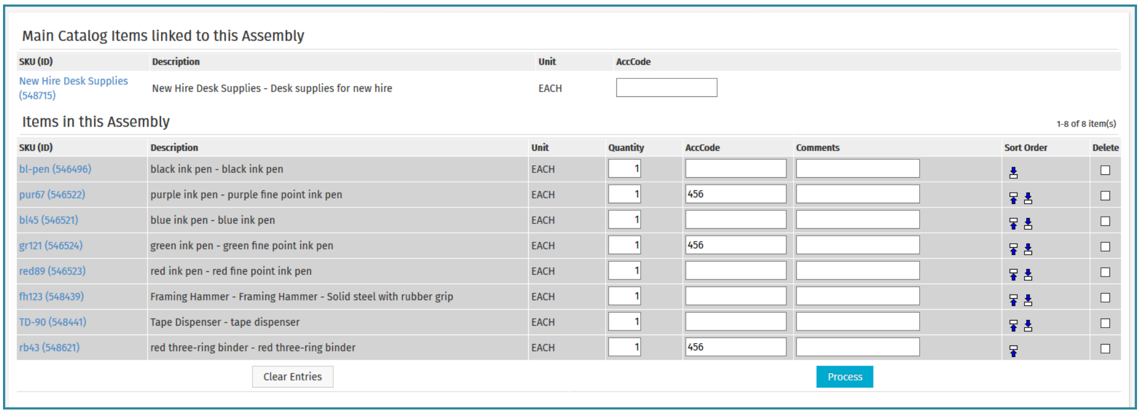



**Figure 31: Item Assembly Details page**

#### 3.8.3.1 Editing Item Assembly Details

To edit the details of an item assembly:

1. From the Dashboard, navigate to > **Catalog** > **Item Assemblies**.
2. Select an item assembly.
3. Click **Details**.
4. Modify the item quantities, account codes, comments, and sort order as needed.

> The sort order created for the item assembly is consistent on all related pages (Shopping Cart, Approval, OR Detail, PO Detail, PO Edit, Print Preview, Receiving, Receiving Report, Invoice Entry, Invoice, and Receiving Discrepancy).

5. Click **Process**.

### 3.8.4 View Items in an Item Assembly

The following page provides a view of specific information about the assembly.

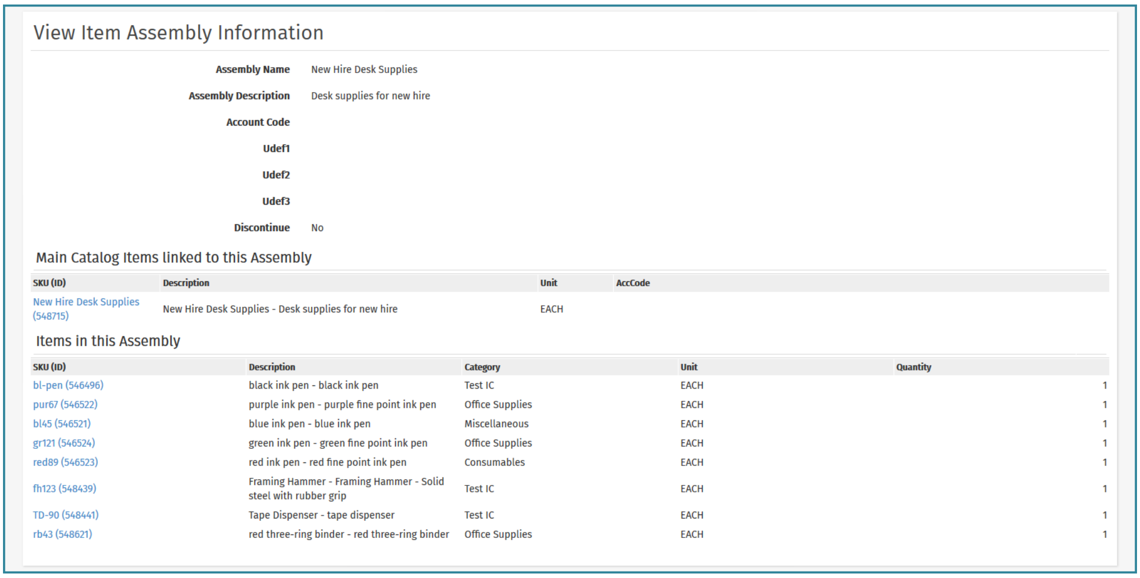



**Figure 32: View Item Assembly page**

Links are displayed in the Part Number (ID) column in order to view additional information about a specific item. The page above gives specific information about the items in the assembly.

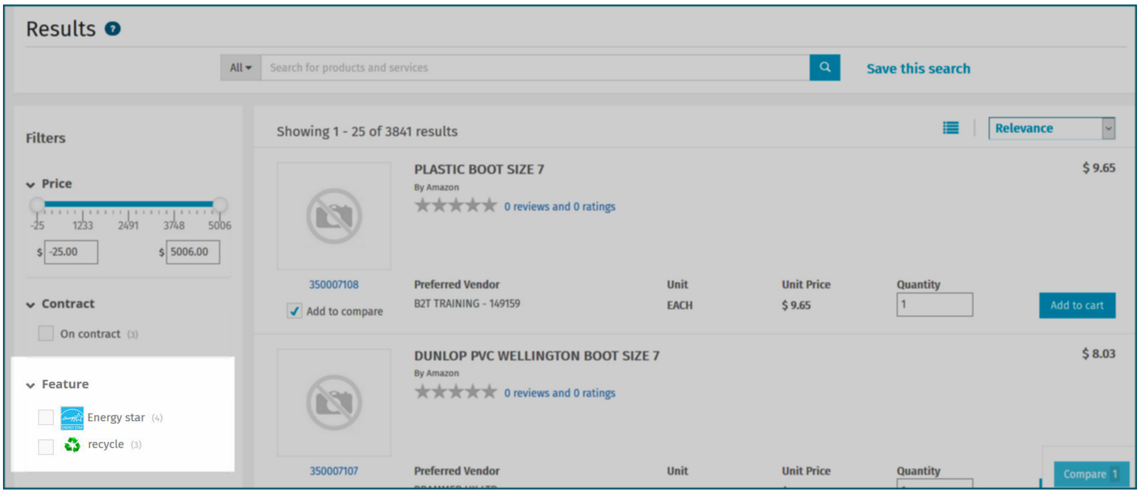
#### 3.8.4.1 Viewing an Item Assembly

To view an item assembly:

1. From the Dashboard, navigate to > **Catalog** > **Item Assemblies**.
2. Select an item assembly and click **View**.

# 4 Data Attributes with Catalog Items

A data attribute type category exists called 'Catalog Item'. This attribute type be used to describe different features of an item. The features can be used to differentiate certain items and encourage user to buy items based on those features. It can be configured with any feature you want to show in your catalog. This section covers the details, setup, and mapping of those features, which are then displayed as filters on the search results page.




## 4.1 Features with Catalog Items

Items in the catalog can have special features, like being a recycled item or an energy saving item or just being a standard item. When shoppers are buying items, these attributes make their shopping easier and quicker. Some companies also encourage their users to purchase standard items or environment-safe products. Displaying an icon related to such attributes makes the shopping experience much better and can save on the cost of the products.

A new data attribute type category is introduced called **Catalog Item**. The following actions are required to configure a data attribute type for category **Catalog Item**.

1. Upload an image for the data attribute type
2. Create at least one **check box**attribute for the data attribute type.

Once the data attributes are created, they must be mapped for indexing. Only check box attributes are available for mapping. After mapping and enabling the attribute types on the item, the attribute icons show up on the search results page for the item. If there are items in the search results that have an attribute icon, a facet will also be available to filter on items with the attributes.

The attribute type created for category **Catalog Item** will be a global attribute type once it is published. So it will be available for all the items in that tenant. User can enable the attribute type for the items as needed.

The maximum number of attribute types that can be created for category **Catalog Item** is 15. These 15 attribute types are also available on the catalog import.

## 4.2 Create Catalog Item Data Attributes

This task describes the steps of creating a new data attribute type for catalog item.

**Location**: > **Other Data** > **Manage Data Attributes**

An example of a data attribute type for catalog item:

Data Attribute Type

- Energy Star

Attributes for this data attribute type

- Certified > check box attribute
- Date certified on > Date attribute
- Certified by > text box

1. Click **Add**.
2. Give a name for the data attribute type.
3. Select **Catalog Item** from the data attribute category drop-down.
4. Click **Next**.
5. Upload an image for the attribute type.
    - If the image has white margins, the icon will also include the margin and look smaller. We recommend using an image which has very limited white spacing around it to make the best use of the space on the search results page.
6. Click **Finish**.
7. After this create at lease one check box attribute for this attribute type by selecting the newly created attribute type from the list and clicking on **Manage Data Attributes**.
8. Publish the data attribute type.

The attribute type created is now ready to be mapped for indexing. For indexing the attribute type see Map Catalog Item Data Attributes.

## 4.3 Map Catalog Item Data Attributes

After the data attribute types are created, the attribute needs to be mapped for indexing. The attribute selected for indexing will be used to determine if the item has that attribute type and will display on the search results accordingly. A new menu item is introduced for mapping items attributes to attribute types.

**Location**: > **Catalog** > **Item Attribute Mapping**

The following permission is required to access this menu item:

- 19 - Manage Catalogs

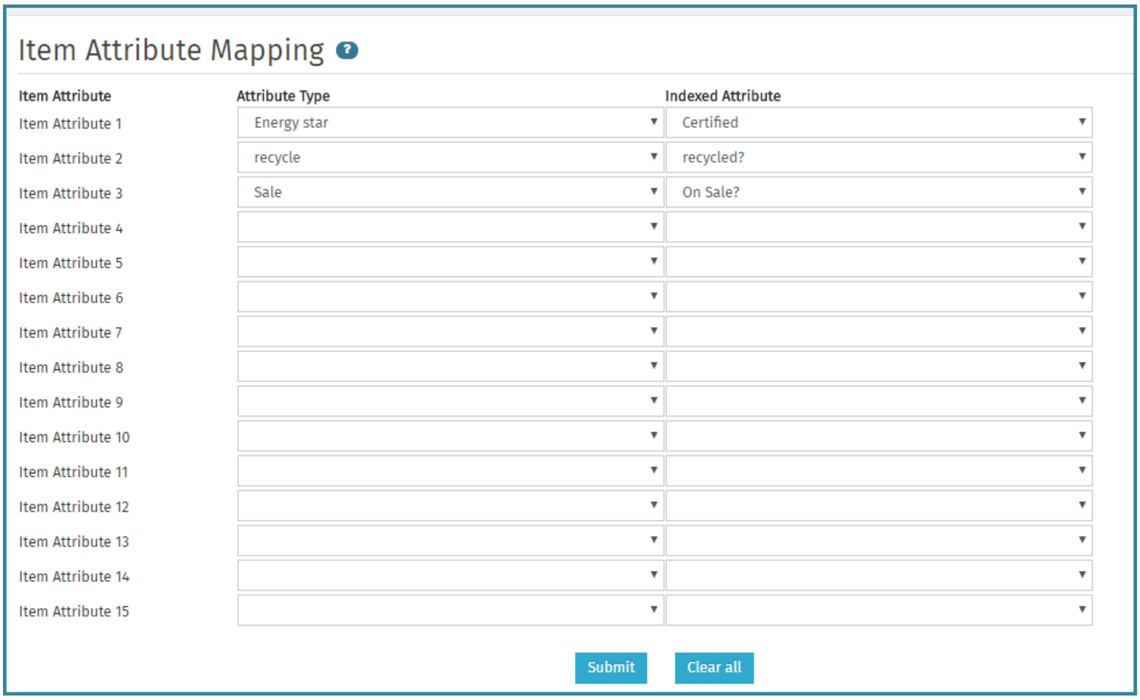



**Figure 33: Item Attributes Mapping page**

1. Select the item attribute type to be indexed in the catalog.
2. Select the attribute (only checkbox attributes show up on the list) for that item attribute type to be indexed.
3. Click **Submit**.

Only **one** checkbox attribute can be mapped for a single attribute type, if the attribute type has multiple checkbox attributes.

Enable the data attribute type on the items needed. To do this see Set Catalog Item Data Attributes for Items.

## 4.4 Set Catalog Item Data Attributes for Items

Once the data attribute types are created and mapped for indexing for catalog items, they need to be enabled on the item as required.

**Location**: > **Catalog** > **Items**

The following permission is required to access this menu item:

- 19 - Manage Catalogs

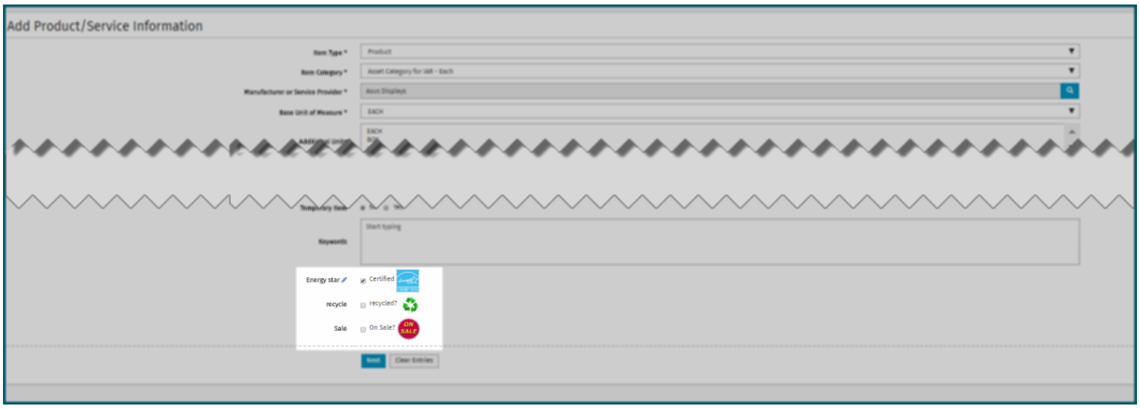



**Figure 34: Add item page with the item attributes**

1. **Add** or **Edit** an item.
2. Enter the required item details and select the check box for the attribute type that needs to be enabled for the item.
3. Click **Next**to enter the item cost details.
4. Click **Finish** to create the item.

# 5 Catalog Imports

Catalog Imports load the catalog data the supplier delivers as an electronic file. It is important that the supplier provide explicit, written definitions of each field in their data so that each field can be properly mapped.

## 5.1 Import Maps Management

The following permission is required when accessing this functionality:

- 167 – Manage Catalog Import Maps

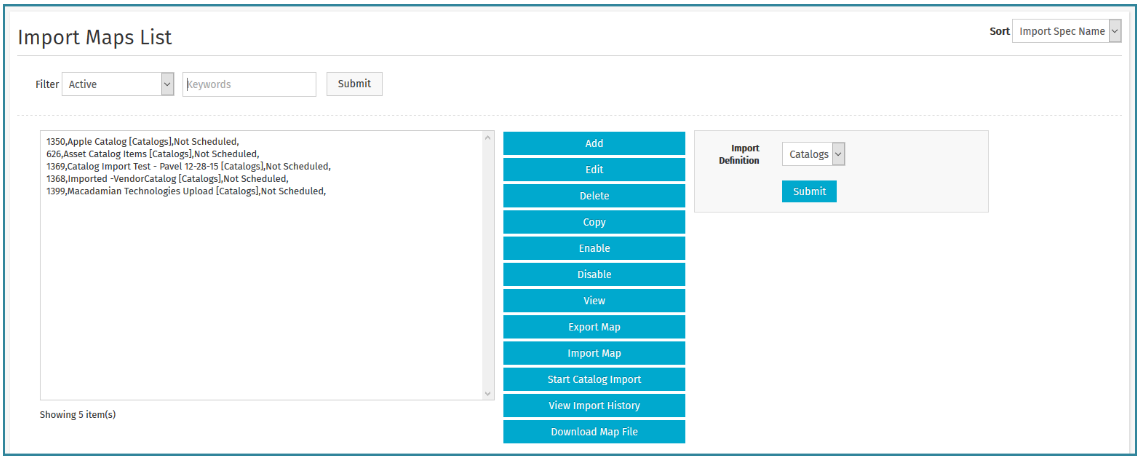



**Figure 35: Import Maps List**

**Table 20: Import Maps List action definitions**

| Action | Definition |
|---|---|
| Add | Allows the user to create a new map. This begins the import map wizard process. |
| Edit | Allows the user to edit an existing map.<br>If a map is in the import process, steps 2, 3, 4, and 5 cannot be edited. |
| Delete | Allows the user to delete an existing map.<br>If a map has an import history, it cannot be deleted. |
| Copy | Allow the user to copy an existing map. |

**Table 20: Import Maps List action definitions (continued)**

| Action | Definition |
|---|---|
| Enable | Allows the user to enable a map that has been disabled. |
| Disable | Allows the user to disable a map. |
| View | Allows the user to view the Catalog Import Map Display page. |
| Export Map | Allows the user to create an XML file of the map that can be exported to another Basware system. |
| Import Map | Allows the user to import a map that was created by another user. |
| Start Catalog Import | Allows the user to begin the manual import catalog process. |
| View Import History | Allows the user to view the import history for the selected map. |
| Download Map File | Allows the user to download the map file. |

The Import Maps Lists displays a list of up to 250 different maps. In order to see other maps the various filtering options are used. The available options are:

- All Maps: Use this option to display all the maps.
- Multi-Vendor: Use this option to only display maps that have the multi-vendor option.
- Maps Created by Me: Use this option to display the list of maps created by the user logged in.
- Inactive: Use this option to display all maps that have been disabled.
- Active: Use this option to display all maps that are enabled.
- Incomplete: Use this option to display all maps that have not been completed in the wizard.
- Complete: Use this option to display all maps that been completed in the wizard.
- Scheduled: Use this option to display all the maps that have been scheduled.
- Not Scheduled: Use this option to display all the maps that have not been scheduled.

For a map to be “complete” Finish must be clicked when the map is created or edited.

A specific map can be filtered for as well. For example, enter the map name into the And field, select show all in the Filter field, and click Filter/Sort to display only the map with that name

The list of maps displayed can also be sorted based on any of these fields:

- Import Spec Name
- Vendor Name
- Creation Date
- Created by ID

To sort based on these values select show all in the Filter drop-down field and the desired option in the Sort drop-down field and click Filter/Sort.

### 5.1.1 Add/Edit Maps

The Add Map page and the Edit Map page have same attributes.

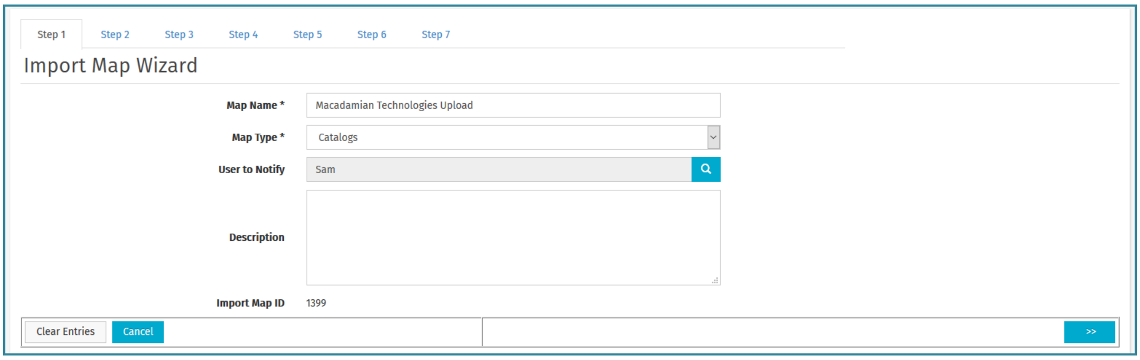



**Figure 36: Import Map Wizard Step 1**

**Table 21: Import Map Step 1 field definitions**

| Field | Definition |
|---|---|
| Map Name | Enter the name of the map. Be sure to name the map in a manner where the function of the map is recognizable. The max length for a map name is 50 characters. This is a required field. |
| Map Type | Select catalog import for the map type. |
| User to Notify | Select the user to be notified. This user is notified when the catalog upload is sent for data review, approval, and update. |
| Description | Enter a description of the map. The description can be up to 255 characters. |
| Import Map ID | The auto-generated map ID. Only displays when editing an existing map. |


**Figure 37: Import Map Wizard Step 2**

**Table 22: Import Map Wizard Step 2 field definition**

| Field | Definition |
|---|---|
| Select the import source type | Select the source type of the file to be used with the map. The following four source types are supported: delimited text, fixed width text, Microsoft Excel, and XML. |

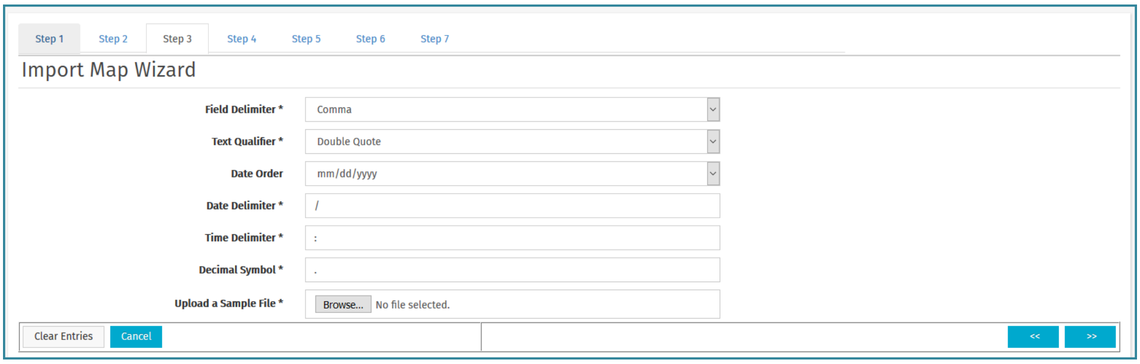



**Figure 38: Import Map Wizard Step 3 (Delimited Text)**

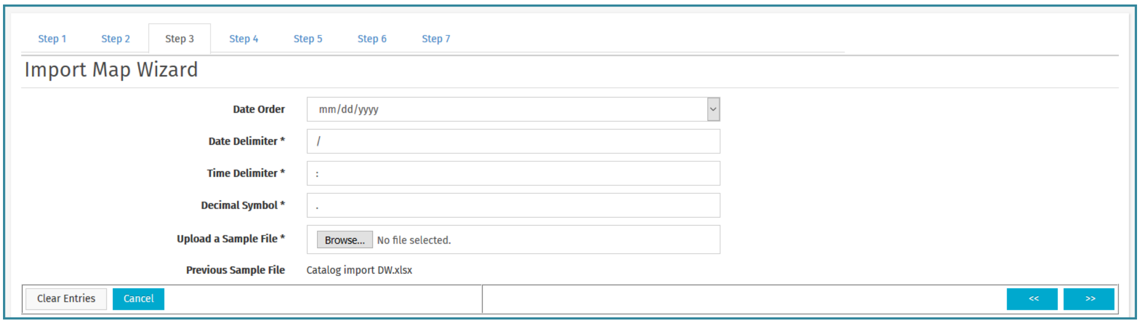



**Figure 39: Import Map Wizard Step 3 (Excel)**

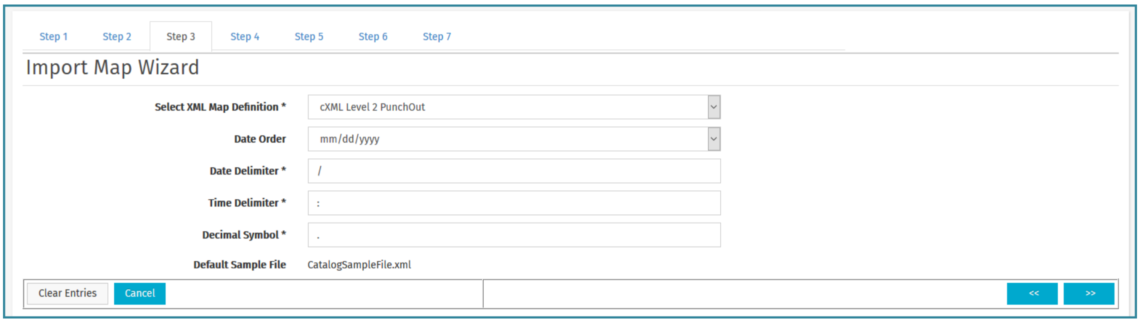



**Figure 40: Import Map Wizard Step 3 (XML)**

**Table 23: Import Wizard Step 3 field definitions**

| Field | Definition |
|---|---|
| Select XML Map Definition | Select the map definition used in the selected file. The only option is cXML Level 2 Punchout. |
| Field Delimiter | Select the field delimiter used in the selected file. The options are comma, tab, space, semicolon, asterisk, tilde, and pipe. |
| Text Qualifier | Select the text qualifier used in the selected file. The options are single quote, none, tab, and double quote. |
| Date Order | Select the date order used in the selected file. The options are as follows dd/mm/yyyy, dd/yyyy/mm, mm/dd/yyyy, mm/yyyy/dd, yyyy/dd/mm, and yyyy/mm/dd |
| Date Delimiter | Enter the delimiter used in the file to separate the dates. |

**Table 23: Import Wizard Step 3 field definitions (continued)**

| Field | Definition |
|---|---|
| Time Delimiter | Enter the delimiter used in the file to separate the time. |
| Decimal Symbol | Enter the symbol used as the decimal symbol. |
| Upload a Sample File | Click Browse to navigate to the file location to upload the sample file to use with this map. |

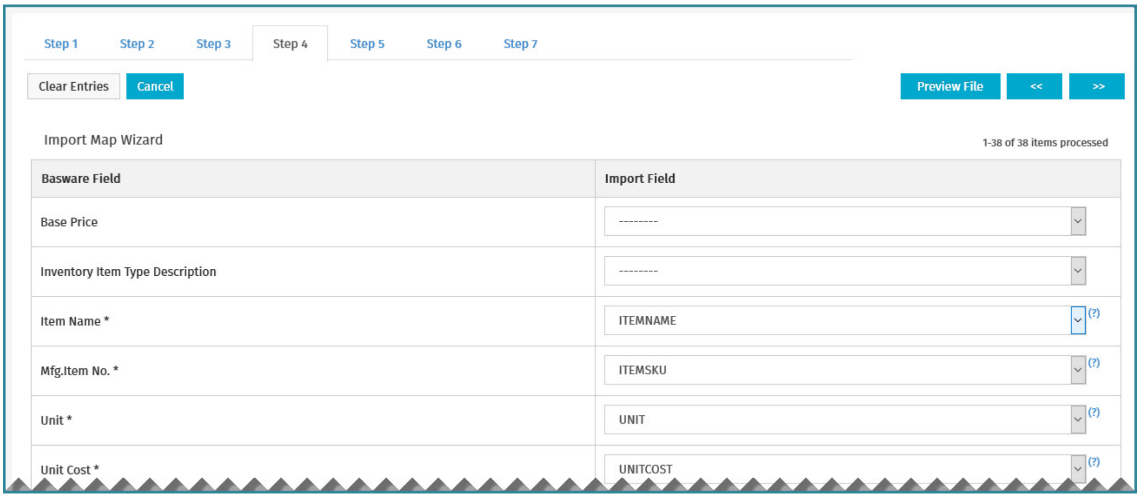



**Figure 41: Import Map Wizard Step 4**

Click **Preview File** to view the file selected in step 3.

| Field | Definition |
|---|---|
| Item Name* | Provide the name of the product or service (Example: Rubber Duck). If the name is set to “delete” this item is removed for this vendor. This is a required field. |
| Item SKU* | Provide the manufacturer assigned unique identifier. This identifies the product regardless of the unit of measure. This is a required field. |
| Unit* | Provide the unit of measure for the line items (Examples: each, box, case, dozen, etc.) Units can be mapped for each data map or added at load time. This is a required field.<br><br>The unit name can have up to 5 characters. |
| Unit Cost* | Provide a price for the selected unit of measure. This needs to be a positive number. This is a required field. |
| Item ID | Provide the system item ID. Items can be updated by matching the item ID. |
| Item Type | Provide the item type for the item. The user is able to enter product, asset, or service in this field. |

| Field | Definition |
|---|---|
| Old Item SKU | Provide this number and the system matches the item by this Item SKU and then reset it to the new one provided in the Item SKU field. |
| Cost Expiration Date | Provide the date the vendor no longer guarantees the product for this price. Example: 12/31/2019 |
| Flag Base Unit Exempt | Provide whether this item is exempt from right restriction to request base units only. 0=No, 1=Yes. The default is 0. |
| Item Base Unit Description | Provide a description of the smallest unit of measure. If the smallest unit is VIAL, then the base unit description may be 20ml. |
| Item Category Name | Provide the category or sub classification the item belongs to. Example: Duck, Toys You can use the Category Conversion table for converting categories. |
| Item Description | Provide the text describing the product or service Example: rubber, yellow, quacks |
| Item is Taxable | Provide whether the item is taxable or not. 0=No, 1=Yes. The default is 1. |
| Item Picture URL | Provide the web address for the picture for this item. Example: http://yourcompany.com/widget.html |
| Item Selection Rule | Provide how the item is purchased. 0=Best Price, 1=Preferred Vendor, 2=Manual Selection, 3=Fastest Vendor, 4=Requester Specified |
| Item URL | Provide the web address that offers additional information about this item. Example: http://www.yourcompany.com/widget.html |
| Manufacturer Name | Provide the name of the manufacturer or service provider. Example: Sony, Johnson & Johnson, etc. |
| Minimum Quantity Break | Provide a valid price beginning with this quantity. If 1 box is priced at $1 and 100 boxes and above are priced at $0.95, the identical record needs to be uploaded to distinguish the price. |
| Old Item SKU | Provide this and the system matches the item by this SKU and then resets the SKU to the one provided in the Item SKU field. |
| Track Expiration | Provide whether the expiration date is tracked. 0=No, 1=Yes. The default is 0. |
| Track Lot Number | Provide whether the lot number is tracked. 0=No, 1=Yes. The default is 0. |
| Unit Multiple | Provide the number of items in this unit of measure versus the smallest unit of measure. If the smallest unit of measure is each and the current unit is a box and there are 20 ducks in a box, then the unit multiple is 20. The default is 1. |
| Vendor Item SKU | Provide the unique identifier from the vendor for this item and unit of measure. Example: DUCK23 |
| UsrItem1 | Provide information for user defined field 1 |
| UsrItem2 | Provide information for user defined field 2 |
| UsrItem3 | Provide information for user defined field 3 |
| Vendor Item Status | Provide the letter “D” if you want to deactivate the item for a specific vendor instead of “Delete” in the Item Name field. |
| Vendor Name | Provide the name of the vendor if no contracts or if multiple vendors are used. This is required when no contracts are used or multiple vendors are specified. |
| Discontinue Item | Provide whether this item is to be discontinued. 0 = No, 1 = Yes. The default value is no. |
| Item No. to Delete | Provide the manufacturer SKU. If this is provided, the item is discontinued from the catalog. |
| Vendor Lead Time | Provide the vendor lead time specific to the item. |
| Commodity Ref | Provide the commodity reference associated to the item. |

| Field | Definition |
| --- | --- |
| Inventory Item Type Description | Provide the inventory type of the item imported. Value must be one of the following:<br>• Stocked Item<br>• Non-Stock Item<br>• Auto<br>• WH Access Profile<br>Field defaults to Non-Stock item.<br>This field only displays when the tenant has the Inventory Manager module enabled. |
| Contract ID | Provide the ID number of the related contract. Must be an active contract available in the system. To map to a contract, the import most provide Contract ID, Contract Name, or Vendor Contract Number. The Select Contract option during import must be set to From Import File in order for a contract to be mapped with this field. |
| Contract Name | Provide the name of the related contract. Must be an active contract available in the system. To map to a contract, the import most provide Contract ID, Contract Name, or Vendor Contract Number. The Select Contract option during import must be set to From Import File in order for a contract to be mapped with this field. |
| Vendor Contract Number | Provide the vendor contract number of the related contract. Must be an active contract available in the system. To map to a contract, the import most provide Contract ID, Contract Name, or Vendor Contract Number. The Select Contract option during import must be set to From Import File in order for a contract to be mapped with this field. If the vendor indicated here differs from the item's original vendor, the item is automatically updated to reflect the new vendor. |
| Base Price | Provide the manufacturer's suggested retail price (MSRP) or the vendor's list price. The data is used to track savings off the list price achieved by purchasing through the catalog or on contract. |
| Keywords | Provide keywords to the item, which can be used to search the item. The data is entered in comma-separated format in the catalog import file. If there are spaces between two words, the words are considered two different keywords for the item. |

The name displayed for the Item SKU, Old Item SKU, and Vendor Item SKU are defined by what is entered for system setting *710 - Items Primary Unit Reference Label*.

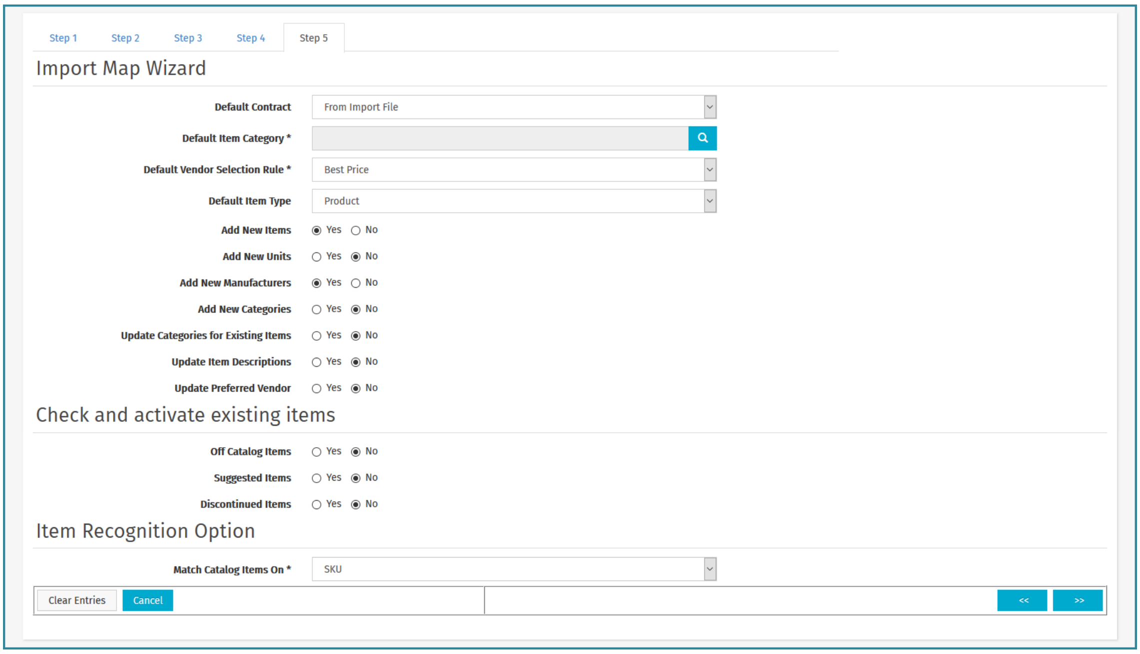



**Figure 42: Import Map Wizard Step 5**

**Table 24: Import Map Wizard Step 5 field definitions**

| Field | Definition |
|---|---|
| Default Contract | Select the contract option for the map from the drop-down list. This list is populated by the existing contracts in your system. There are two options. From Import File – Associates the items in the file with the vendor provided. Contract – Associates the file with a contract in the system. |
| Default Item Category* | Select the default item category if a category is not selected in the file. This is a required field. |
| Default Vendor Selection Rule* | Select the vendor selection rule from the drop-down list. The options provided are Keep Current Setting, Best Price, Preferred Vendor, Manual Selection, Faster Vendor, and Requester Specified. The default vendor selection rule determines how the items are selected for cart placement if more than one vendor sells an item. |
| Default Item Type | Select the default item type to be assigned to new items when there is no item type specified. Note: Asset is only displayed when the Asset module is enabled. |
| Add New Items | Select Yes if new items are to be added. Select No if only updates are allowed. |
| Add New Units | Select Yes if new units are to be added. Select No if only updates are allowed. |
| Add New Manufacturers | Select Yes if new manufacturers are to be added. Select No if only updates are allowed. |
| Add New Categories | Select Yes if new categories are to be added. Select No if no new categories are to be added. |
| Update Categories for Existing Items | Select Yes if categories are to be updated. Select No if categories are not to be updated. |
| Update Item Descriptions | Select Yes if the item name and description are to be updated. Select No if updates are not allowed. |

**Table 24: Import Map Wizard Step 5 field definitions (continued)**

| Field | Definition |
|---|---|
| Update Item Types | Select Yes if the items mapped to this file are to have their item types updated. Select No if the items mapped to this files are not to have their item types updated.<br><br>This field is only available when Item Type field is mapped in Step 4. |
| Update Item SKU | Select Yes if the item SKU can be updated. Select No if the item SKU is not to be updated.<br><br>This field is only available when the Item ID and/or the Old Item SKU field have been mapped in Step 4. |
| Update Preferred Vendor | Select Yes if the preferred vendor for the items can be updated. Select No if the preferred vendor for the items is not be updated. |
| Off Catalog Items | Select Yes if off catalog items are to be considered when matching the items uploaded. Select No if they are not to be considered. Off catalog items are items that have been ordered but are not in the catalog. By selecting Yes, these items become a part of the catalog if they are matched during an import. |
| Suggested Items | Select Yes if suggested items are to be considered when matching the items uploaded. Select No if they are not to be considered. Suggested items are items that users want to have in the catalog. By selecting Yes, these items become a part of the catalog if they are matched during an import. |
| Discontinued Items | Select Yes if discontinued items are to be considered when matching the items uploaded. Select No if they are not to be considered. Discontinued items are items that have been disabled and are no longer viewed in the catalog. By selecting Yes, these items become active again if they are matched during an import. |
| Match Catalog Items On* | Select the criteria to match the catalog items. The options are Item SKU, Item SKU and Vendor, or Item SKU and Manufacturer. This is a required field. This criteria has to be present for the import to be successful. If it is not present the import fails. |

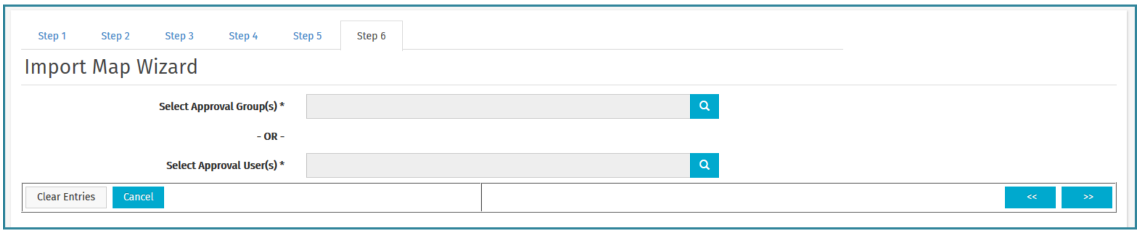



**Figure 43: Import Map Wizard Step 6**

**Table 25: Import Maps Wizard Step 6 field definitions**

| Field | Definition |
|---|---|
| Select Approval Group(s)* | Select the group or groups whose users can approve the catalog import. If group is selected, user cannot be selected. |

**Table 25: Import Maps Wizard Step 6 field definitions (continued)**

| Field | Definition |
|---|---|
| Select Approval User(s)* | Select the user or users who can approve the catalog import. If user is selected, group cannot be selected. |

When system setting *17000- Require Approval for All Import Catalog Updates* is set to Yes, approval is required for catalog imports. An asterisk is displayed when the system setting is set to Yes.

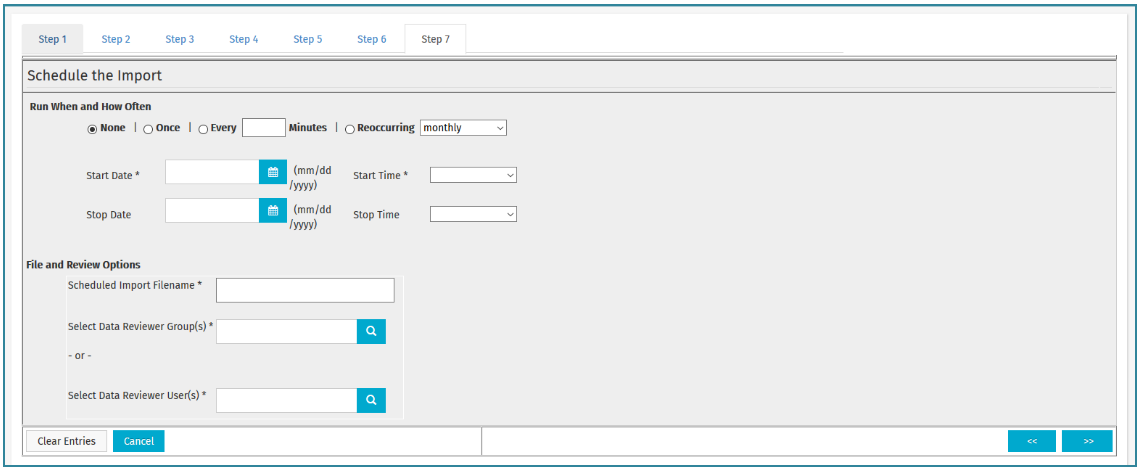



**Figure 44: Import Map Wizard Step 7**

**Table 26: Import Map Wizard Step 7 field definitions**

| Field | Definition |
|---|---|
| None | Select “none” if this map is not to be scheduled. |
| Once | Select “once” if this map is to run once. |
| Every | Select “every” and enter the number of minutes the map is supposed to run. |
| Reoccurring | Select “reoccurring” if the map is to run daily, weekly, or monthly. |
| Start Date | Enter the date the map is to start importing. This is a required field. |
| Stop Date | Enter the date the map is to stop importing. |
| Start Time | Enter the time the map is to start importing. This is a required field. |
| Stop Time | Enter the time the map is to stop importing. |
| Schedule Import File Name* | Enter the name of the import file that is being scheduled. This must be the same source type of the map. This is a required field if the map is scheduled. |
| Select Data Reviewer Group(s)* | Select the group or groups to review the imported file after it is uploaded. If group is selected, then users cannot be selected. This is a required field if the map is scheduled. |
| Select Data Reviewer User(s)* | Select the user or users to review the imported file after it is uploaded. If a user is selected, then groups cannot be selected. This is a required field if the map is scheduled. |


**Figure 45: Summary page**

#### 5.1.1.1 Adding or Editing a Map

Fixed width text is discussed in its own section.

Guidelines for editing an import map:

- Only Steps 1, 6, and 7 can be edited for maps that have imports being processed.
- If the Step tab is underlined, the user is able to click the tab and go directly to that step.
- Once a map is edited, it must go all the way to the summary step to be considered complete. If a map is incomplete, it cannot be imported.

To add a map:

1. From the Dashboard, navigate to > **Catalog Imports** > **Catalog Maps**.
2. Click **Add**.
3. Enter the map name, map type, user to notify, and description.
4. Click >>.
5. Select the import source type for the map being added. The import source types are delimited text, fixed width text, Microsoft Excel, and XML.
6. Click >>.
7. Enter the information for date order, date delimiter, time delimiter, decimal symbol, and upload the sample file.

   The sample file contains the fields the file uses for the upload. It can be the actual file.

8. Click >>.
9. Select the correct field name from the drop-down list for each field. If the Basware P2P field name and the import field name match, that field is automatically populated. Only the fields that are in the sample file are displayed in the drop-down fields.
10. Click >>.
11. Select the default contract. The options are from import file and from contracts in the system. When from import file is selected, the Vendor Name field must be included on the sample file.
12. Select the default item category. This is for the items that do not have item categories. This is a required field.
13. Select the default vendor selection rule. The options are keep current setting, best price, preferred vendor, manual selection, fastest vendor, and requester specified.

    Keep current setting is based on what is selected in system setting *775 - Default for Vendor Selection Rule*.

14. Select default item type. The options are product and asset.
15. Select Yes if this map is to add new items to the catalog. Select No if this map is not to add new items to the catalog.
16. Select Yes if this map is to add new units to the catalog. Select No if this map is not to add new units to the catalog.
17. Select Yes if this map is to add new manufacturers to the catalog. Select No if this map is not to add new manufacturers to the catalog.
18. Select Yes if this map is to add new categories to the catalog. Select No if this map is not to add new categories to the catalog.
19. Select Yes if this map is to update categories for existing items in the catalog. Select No if this map is not to update categories for existing items.
20. Select Yes if this map is to update item descriptions and names in the catalog. Select No if this map is not to update item descriptions and names.
21. Select Yes if this map is to update the item types for the items mapped to this file. Select No if this map is not to update the item types for items mapped to this file.

    This field is only displayed when it is mapped in Step 4.

22. Select Yes if this map is to update the item SKUs. Select No if this map is not to update item SKUs.

    This field is only displayed when it is mapped in Step 4.

23. Select Yes if this map is to update the preferred vendor. Select No if this map is not to update the preferred vendor.
24. Select Yes if this map is to consider off catalog items when matching the items uploaded. Select No if off catalog items are not to be considered.
25. Select Yes if this map is to consider suggested items when matching items uploaded. Select No if suggested items are not to be considered.
26. Select Yes if this map is to consider discontinued items when matching items uploaded. Select No if discontinued items are not to be considered.
27. Select the criteria to match catalog items on. The available options are item SKU, item SKU and vendor, or item SKU and manufacturer.

    When selecting item SKU and vendor or item SKU and manufacturer, the Vendor/Manufacturer field must be included on the sample file field.

28. Click >>.

29. Determine whether to send the catalog import to a group or groups or a user or users for approval. Once decided, click the Search icon to the right of the group or the user. Select the appropriate group(s) or user(s).

> If the asterisks are displayed, at least one approval group or user is required. This is controlled by system setting 17000. Only group or user can be selected. Both cannot be selected.

30. Click >>.
31. Select how often the import is scheduled to run. If this is to be a scheduled import.
32. Select the start date for the import. This is required if the import is scheduled.
33. Select the start time for the import. This is required if the import is scheduled.
34. Select the stop date for the import.
35. Select the stop time for the import.
36. Enter the import file name.
37. Select the data reviewer group(s) or user(s).

> Only group or user can be selected. Both cannot be selected.

38. Click >>.
39. Click **Finish**.

### 5.1.2 Fixed Width Maps

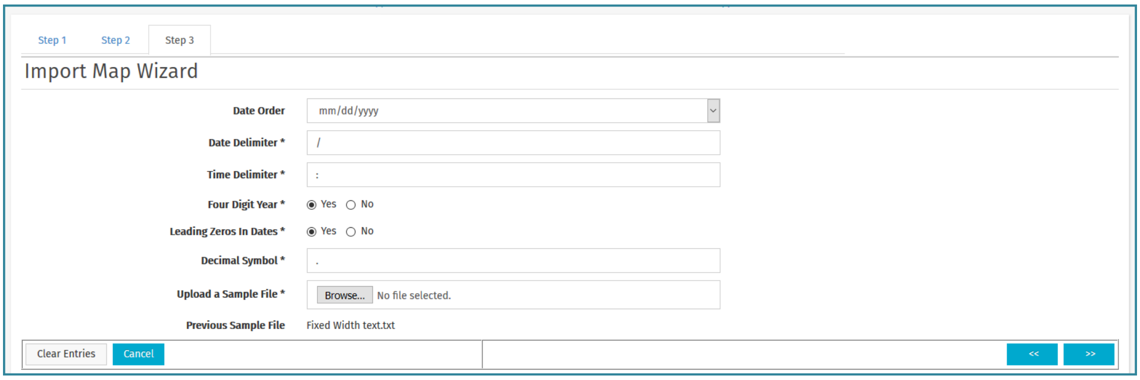



**Figure 46: Import Map Wizard Step 3 – Fixed Width**

| Field | Definition |
|---|---|
| Date Order | Select the date order used in the selected file. The options are as follows dd/mm/yyyy, dd/yyyy/mm, mm/dd/yyyy, mm/yyyy/dd, yyyy/dd/mm, and yyyy/mm/dd |
| Date Delimiter | Enter the delimiter used in the file to separate the dates. |

| Field | Definition |
|---|---|
| Time Delimiter | Enter the delimiter used in the file to separate the time. |
| Four Digit Year | Select Yes if a four digit year is required. Select No if a two digit year is required. |
| Leading Zeroes in Dates | Select Yes if leading zeroes are required in dates. Select No if leading zeroes are not required in dates. |
| Decimal Symbols | Enter the symbol used as the decimal symbol. |
| Upload a Sample File | Click Browse to navigate to the file location to upload the sample file to use with this map. |

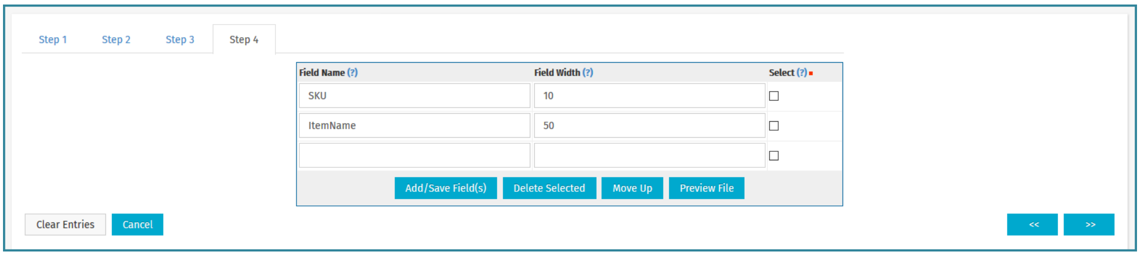



**Figure 47: Import Map Wizard Step 4 – Fixed Width**

**Table 27: Import Map Wizard Step 4 field definitions**

| Field | Definition |
|---|---|
| Field Name | Enter the name of the field from the import file. The field names need to be entered in the order of the items on the sample text.<br><br>The field name cannot contain special characters or spaces.<br><br>The field names need to be entered in the same order they are in on the file. This is very important! |
| Field Width | Specify the width of the field. How many characters wide does it need to be? |
| Select | Check this box if the field is to be deleted or moved up. |

**Table 28: Import Map Wizard Step 4 action definitions**

| Action | Definition |
|---|---|
| Add/Save Field(s) | Adds/Saves the fields. Once an empty line is filled, a new line is displayed when clicked. |
| Delete Selected | Deletes selected lines. |
| Move Up | Moves items up one row. |
| Preview File | Previews the file. |

The name displayed for the Item SKU, Old Item SKU, and Vendor Item SKU are defined by what is entered for system setting 710.

Import Map Wizard Steps 5-7 are the same as for normal import maps. See Add/Edit Maps for more information.

#### 5.1.2.1 Adding a Fixed Width Map

To add a fixed width map:

1. From the Dashboard, navigate to > **Catalog Imports** > **Catalog Maps**.
2. Click **Add**.
3. Enter the map name, map type, user to notify, and description.

    If Cancel is clicked, the information entered is saved.

4. Click >>.
5. Select *fixed width* as the import source type for the map being added.
6. Click >>.
7. Enter the information for date order, date delimiter, time delimiter, four digit year, leading zeroes in dates, decimal symbol, and upload the sample file.

    The sample file contains the fields the file uses for the upload. It can be the actual file.

8. Click >>.
9. Enter the field name and the field width.
10. Click **Add/Save Field(s)**.
11. Repeat steps 9 and 10 until all fields have been listed.
12. Click >>.
13. Select the correct field name from the drop-down list for each field. If the Basware P2P field name and the import field name match, that field is automatically populated. Only the fields that were added in step 4 are displayed in the drop-down fields.
14. Click >>.
15. Select the Default Contract. The options are from import file and from contracts in the system. When from import file is selected, the Vendor Name field must be included on the sample file.
16. Select the Default Item Category. This is for the items that do not have item categories. This is a required field.

17. Select the Default Vendor Selection Rule. The options are keep current setting, best price, preferred vendor, manual selection, fastest vendor, and requester specified.

    Keep current setting is based on what is selected in system setting 775.

18. Select Default Item Type. The options are product and asset.
19. Select Yes if this map is to add new items to the catalog. Select No if this map is not to add new items to the catalog.
20. Select Yes if this map is to add new units to the catalog. Select No if this map is not to add new units to the catalog.
21. Select Yes if this map is to add new manufacturers to the catalog. Select No if this map is not to add new manufacturers to the catalog.
22. Select Yes if this map is to add new categories to the catalog. Select No if this map is not to add new categories to the catalog.
23. Select Yes if this map is to update categories for existing items in the catalog. Select No if this map is not to update categories for existing items.
24. Select Yes if this map is to update item descriptions and names in the catalog. Select No if this map is not to update item descriptions and names.
25. Select Yes if this map is to update the item types for the items mapped to this file. Select No if this map is not to update the item types for items mapped to this file.

    This field is only displayed when it is mapped in Step 5.

26. Select Yes if this map is to update the item SKUs. Select No if this map is not to update item SKUs.

    This field is only displayed when it is mapped in Step 5.

27. Select Yes if this map is to update the preferred vendor. Select No if this map is not to update the preferred vendor.
28. Select Yes if this map is to consider off catalog items when matching the items uploaded. Select No if off catalog items are not to be considered.
29. Select Yes if this map is to consider suggested items when matching items uploaded. Select No if suggested items are not to be considered.
30. Select Yes if this map is to consider discontinued items when matching items uploaded. Select No if discontinued items are not to be considered.
31. Select the criteria to match catalog items on. The available options are item SKU, item SKU and vendor, or item SKU and manufacturer.

When selecting item SKU and vendor or item SKU and manufacturer, the Vendor/Manufacturer field must be included on the sample file field.

32. Click >>.
33. Determine whether to send the catalog import to a group or groups or a user or users for approval. Once decided, click the Search icon to the right of the group or the user. Select the appropriate group(s) or user(s).

If the asterisks are displayed, an approval group(s) or user(s) is required. This is controlled by system setting 17000.

34. Click >>.
35. Select how often the import is scheduled to run. If this is to be a scheduled import.
36. Select the Start Date for the import. This is required if the import is scheduled.
37. Select the Start Time for the import. This is required if the import is scheduled.
38. Select the Stop Date for the import.
39. Select the Stop Time for the import.
40. Enter the import file name.
41. Select the data reviewer group(s) or user(s).

Only group or user can be selected. Both cannot be selected.

42. Click >>.
43. Click **Finish**.

### 5.1.3 Deleting a Map

Once a map has been processed, it cannot be deleted.

To delete a map:

1. From the Dashboard, navigate to > **Catalog Imports** > **Catalog Maps**.
2. Select the Map to delete and click **Delete**.
3. Click **OK** on the pop-up window.

### 5.1.4 Copying a Map

To copy a map:

1. From the Dashboard, navigate to > > .
2. Select the Map to copy and click **Copy**.
3. Click **OK** on the pop-up window.
4. Proceed through the Import Map Wizard steps and change the information as needed on each page.
5. Click **Finish**.

### 5.1.5 Disabling a Map

A scheduled map cannot be disabled.

To disable a map:

1. From the Dashboard, navigate to > **Catalog Imports** > **Catalog Maps**.
2. Select the Map to disable and click **Disable**.

### 5.1.6 Enabling a Map

To enable a map:

1. From the Dashboard, navigate to > **Catalog Imports** > **Catalog Maps**.
2. In the filter drop-down field, select Inactive and click **Filter/Sort**.
3. Select the map to enable.
4. Click **Enable**.

### 5.1.7 Viewing a Map

To view a map:

1. From the Dashboard, navigate to > **Catalog Imports** > **Catalogs**.
2. Select the Map to view and click **View**.

### 5.1.8 Exporting a Map

To export a map:

1. From the Dashboard, navigate to > **Catalog Imports** > **Catalog Maps**.
2. Select the Map to export and click Export Map.
3. Click **Save** on the pop-up window.
4. Select where the file is to be saved and click **Save**.
5. Click **Close** on the Download Complete window.

### 5.1.9 Importing a Map

To import a map:

1. From the Dashboard, navigate to > **Catalog Imports** > **Catalog Maps**.
2. Click **Import Map**.
3. Click **Browse** to locate the file to import.
4. Click **Import Map** to import the file into the system.

### 5.1.10 Catalog Import

Users can perform the catalog import from this page.

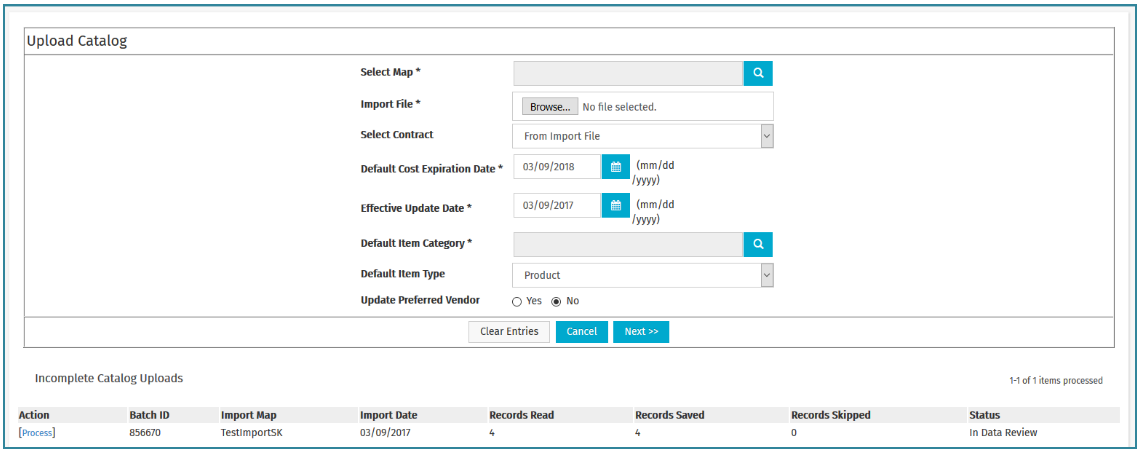



**Figure 48: Import Catalog page**

**Table 29: Import Catalog field definitions**

| Field | Definition |
|---|---|
| Select Map | This field displays the map selected. It can be changed by clicking the Search icon. This is a required field. |
| Import File | Select the file with the catalog information to be imported. The file format and fields must match the sample file selected for the map. This is a required field. |
| Select Contract | Displays the selected contract for the map selected. If this needs to be changed, select the correct contract information from the drop-down box. To define a contract with the Contract ID, Contract Name, or Vendor Contract Number values in the import file, set this option to From Import File. |
| Default Cost Expiration Date | Select the Default Date for the cost expiration. The system automatically selects one year from today's date. This is a required field. |
| Effective Update Date | Select the Date the catalog upload is effective. The system automatically selects today's date. If tomorrow's date is selected and the scheduled task is run, the catalog is updated. The system looks for today's date plus one. This is a required field. |
| Default Item Category | Displays the default item category selected when the map was created. It can be changed by clicking the Search icon. This is a required field. |
| Default Item Type | Displays the default item type selected when the map was created. It can be changed by clicking the drop-down arrow.<br><br>Asset is only available when the Asset module is enabled. |
| Update Preferred Vendor | Displays the default value selected in the map for updating the vendor in the import as the preferred vendor for the items. It can be changed by selecting the radio button. |

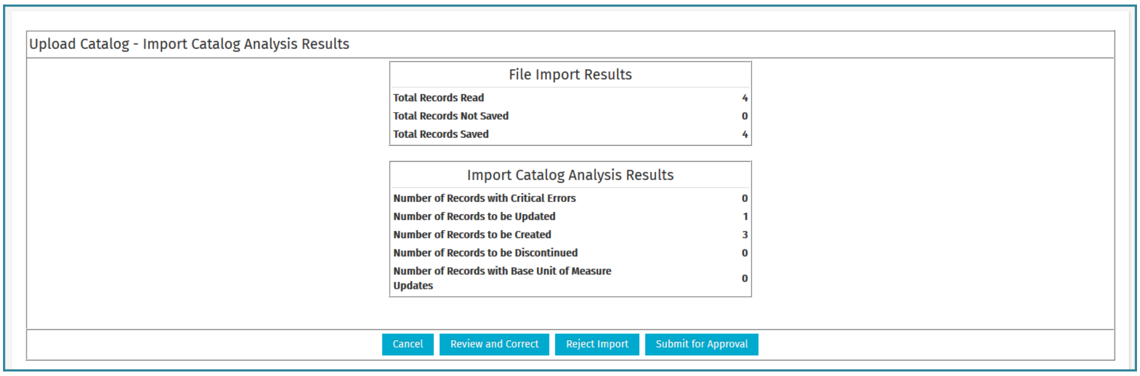



**Figure 49: Import Catalog Analysis Results page**

**Table 30: Import Catalog Analysis Results field definitions**

| Field | Definition |
|---|---|
| Total Records Read | Lists the total number of records read from the file. |
| Total Records Not Saved | Lists the total number of records not saved because they could not be read. |
| Total Records Saved | Lists the total number of records saved. |

**Table 30: Import Catalog Analysis Results field definitions (continued)**

| Field | Definition |
|---|---|
| Number of Records with Critical Errors | Lists the number of records with errors like unmatched category, missing vendor, missing SKU, etc. |
| Number of Records to be Updated | Lists the number of catalog items to be updated once the upload is complete. |
| Number of Records to be Created | Lists the number of new catalog items to be added once the upload is complete. |
| Number of Records to be Discontinued | This lists the number of catalog items to be discontinued once the upload is complete. |
| Number of Records with Base Unit of Measure Updates | Lists the number of catalog items with items whose base unit of measure is to be updated once the upload is complete. |

### 5.1.10.1 Starting Catalog Import

If a map is not complete, a catalog cannot be imported against it.

To start a catalog import:

1. From the Dashboard, navigate to > **Catalog Imports** > **Catalog Maps**.
2. Select the map with the catalog to be imported and click **Start Catalog Import**.
3. Verify that the map in the Select Map field is correct. If this needs to be changed, click the Search icon.
4. Select the file to be imported.

   Remember the file type and fields must match what was selected when the map was created.

5. Select the Contract. This is pre-populated based on what was selected when the map was created. To set the contract using data in the import file, set this option to *From Import File*.
6. Change the Default Cost Expiration Date by clicking the Calendar icon .
7. Change the Effective Update Date by clicking the Calendar icon .

   If tomorrow's date is selected and the scheduler is run today, the catalog is imported today because the system looks for today's date plus one.

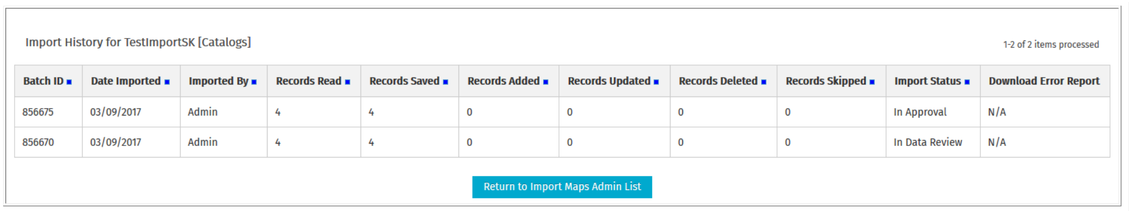
8. Verify that the default category is correct. This is pre-populated based what was selected when the map was created.
9. Verify that the default item type is correct.
10. Verify that the setting for update preferred vendor is correct.
11. Click **Next** >>.
12. If errors exist, click **Review and Correct**.
13. Review and correct the data as needed.

Instructions for this page are provided later in this chapter.

14. Click **Save and Analyze** when finished.
15. Click **Submit for Approval**.
16. Click **OK** on the pop-up window.

Instructions on the approval work queue are provided later in this chapter.

### 5.1.11 Import History



Import History for TestImportSK [Catalogs]

1-2 of 2 items processed

| Batch ID | Date Imported | Imported By | Records Read | Records Saved | Records Added | Records Updated | Records Deleted | Records Skipped | Import Status | Download Error Report |
|---|---|---|---|---|---|---|---|---|---|---|
| 856675 | 03/09/2017 | Admin | 4 | 4 | 0 | 0 | 0 | 0 | In Approval | N/A |
| 856670 | 03/09/2017 | Admin | 4 | 4 | 0 | 0 | 0 | 0 | In Data Review | N/A |

Return to Import Maps Admin List

**Figure 50: Import History**

**Table 31: Import History field definitions**

| Field | Definition |
|---|---|
| Batch ID | Displays the ID number assigned to the catalog import. |
| Date Imported | Displays the date the catalog was imported. |
| Imported By | Displays the name of the user who imported the catalog. |
| Records Read | Displays the total number of records read during the import. |
| Records Saved | Displays the total number of records saved during the import. |
| Records Added | Displays the total number of records added to the catalog. |
| Records Updated | Displays the total number of records updated in the catalog. |
| Records Deleted | Displays the total number of records discontinued during the import. |

**Table 31: Import History field definitions (continued)**

| Field | Definition |
|---|---|
| Records Skipped | Displays the total number of records skipped during the import due to unmatched category, missing vendor, missing SKU, etc. |
| Import Status | Displays the status of the import – where it is in the process. |
| Download Error Report | Displays the error report if there is one. |

#### 5.1.11.1 Viewing Import History

Global system setting *2108 - Number of Days to keep Import History* determines the number of days imports are kept in the import history.

To start a catalog import:

1. From the Dashboard, navigate to > **Catalog Imports** > **Catalog Maps**.
2. Select the Map with the import history to be viewed and click **View Import History**.

### 5.1.12 Downloading Map File

To download a map file import:

1. From the Dashboard, navigate to > **Catalong Imports** > **Catalog Maps**.
2. Select the Map with the map file to be downloaded and click **Download Map File**.
3. Select **Open With** or **Save File**.
4. Click **OK**.

## 5.2 Catalog Upload

One of the following permissions is required to access this functionality:

- 167 – Manage Catalog Import Maps
- 168 – Upload Catalog Files

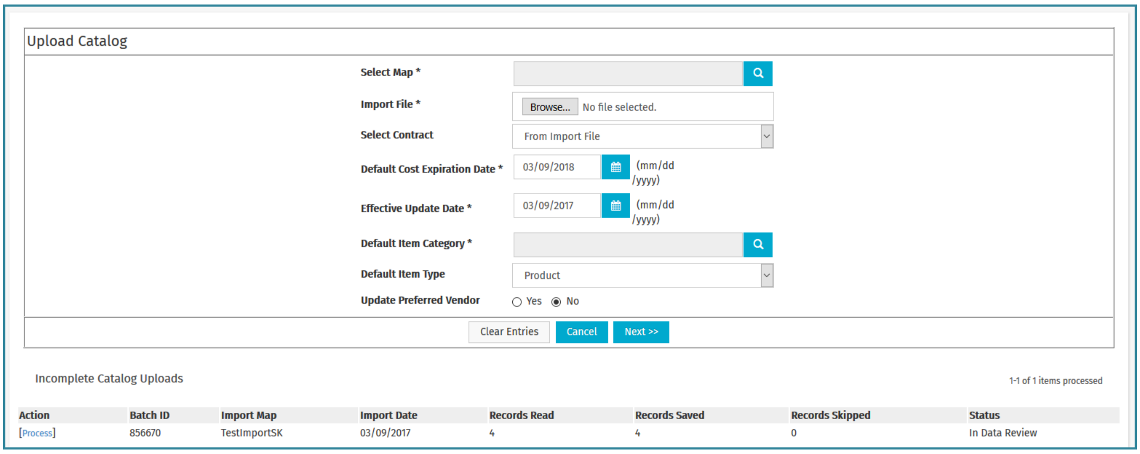



**Figure 51: Upload Catalog page**

When a contract is selected in the Select Contract field, the contract overrides the vendor name in the import map.

**Table 32: Upload Catalog field definitions**

| Field | Definition |
|---|---|
| Select Map | Displays the map selected. It can be changed by clicking the Search icon. This is a required field. |
| Import File | Select the file with the catalog information to be imported. The file format and fields must match the sample file selected for the map. This is a required field. |
| Select Contract | Displays the selected contract for the map selected. If this needs to be changed, select the correct contract information from the drop-down box. |
| Default Cost Expiration Date | Select the default date for the cost expiration. The system automatically selects one year from today's date. This is a required field. |
| Effective Update Date | Select the date the catalog upload is effective. The system automatically selects today's date. If tomorrow's date is selected and the scheduled task is run, the catalog is updated. The system looks for today's date plus one. This is a required field. |
| Default Item Category | Displays the default item category selected when the map was created. It can be changed by clicking the Search icon. This is a required field. |
| Default Item Type | Displays the default item type selected when the map was created. It can be changed by clicking the drop-down arrow.<br><br>Asset is only available when the Asset module is enabled. |
| Update Preferred Vendor | Displays the default value selected in the map for updating the vendor in the import as the preferred vendor for the items. It can be changed by selecting the radio button. |

**Table 33: Incomplete Catalog Uploads action definitions**

| Column | Definition |
|---|---|
| Action | Click the [Process] link to go to the Catalog Analysis Results page. |
| Batch ID | Displays the batch ID number assigned to the import. |
| Import Map | Displays the map used for the import. |
| Import Date | Displays the date the map was imported. |
| Records Read | Displays the number of records read. |
| Records Saved | Displays the number of records saved. |
| Records Skipped | Displays the number of records skipped due to unmatched category, missing vendor, missing SKU, etc. |
| Status | Displays the status of the import in the review process. |

### 5.2.1 Catalog Analysis Results

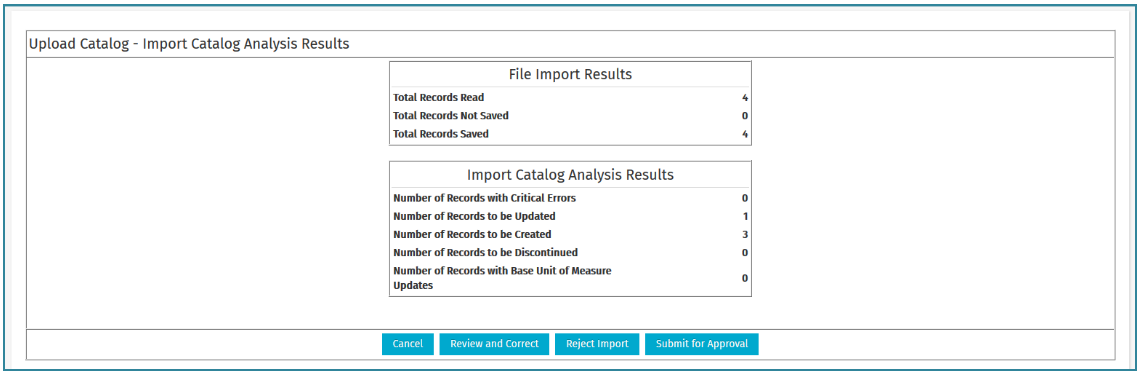



**Figure 52: Import Catalog Analysis Results**

**Table 34: Import Catalog Analysis Results field definitions**

| Field | Definition |
|---|---|
| Total Records Read | Lists the total number of records read from the file. |
| Total Records Not Saved | Lists the total number of records not saved because they could not be read. |
| Total Records Saved | Lists the total number of records saved. |
| Number of Records with Critical Errors | Lists the number of records with errors like unmatched category, missing vendor, missing SKU, etc. |
| Number of Records to be Updated | Lists the number of catalog items to be updated once the upload is complete. |
| Number of Records to be Created | Lists the number of new catalog items to be added once the upload is complete. |
| Number of Records to be Discontinued | Lists the number of catalog items to be discontinued once the upload is complete. |
| Number of Records with Base Unit of Measure Updates | Lists the number of catalog items with items whose base unit of measure is to be updated once the upload is complete. |

**Table 35: Import Catalog Analysis Results action definitions**

| Action | Definition |
|---|---|
| Cancel | Returns the user to the Upload Catalog page. |
| Review and Correct | Takes the user to the Import Review and Correction page. |
| Reject Import | Rejects the import and removes it from the queue. |
| Submit for Approval | Sends the upload to the Catalog Approval work queue for the approval group or users. This action is displayed when an approval group or user is selected when the map is created. If all the records have critical errors, Submit for Approval is disabled. |
| Submit for Update | Sends the upload to the queue to be loaded into the system. This action is displayed when an approval group or user is not selected when the map is created. If all the records have critical errors, Submit for Update is disabled. |

## 5.2.2 Uploading Catalog Data

To upload a file with catalog data:

1. From the Dashboard, navigate to > **Catalog Imports** > **Upload Catalog**.
2. Verify that the map in the Select Map field is correct. If this needs to be changed, click the Search icon.
3. Select the file to be imported.

   Remember the file type and fields must match what was selected when the map was created.

4. Select the Contract. This is pre-populated based on what was selected when the map was created. To set the contract using data in the import file, set this option to *From Import File*.
5. Change the Default Cost Expiration Date by clicking the Calendar icon .
6. Change the Effective Update Date by clicking the Calendar icon .

If tomorrow's date is selected and the scheduler is run today, the catalog is imported today because the system looks for today's date plus one.

7. Verify that the default category is correct. This is pre-populated based what was selected when the map was created.
8. Verify that the default item type is correct.
9. Verify that the setting for update preferred vendor is correct.
10. Click **Next >>**.
11. If errors exist, click **Review and Correct**.
12. Review and correct the data as needed.

Instructions for this page are provided later in this chapter.

13. Click **Save and Analyze** when finished.
14. Click **Submit for Approval**.
15. Click **OK** on the pop-up window.

Instructions on the approval work queue are provided later in this chapter.

For instructions on reviewing and correcting uploaded data, see Import Review and Correction.

## 5.2.3 Import Review and Correction

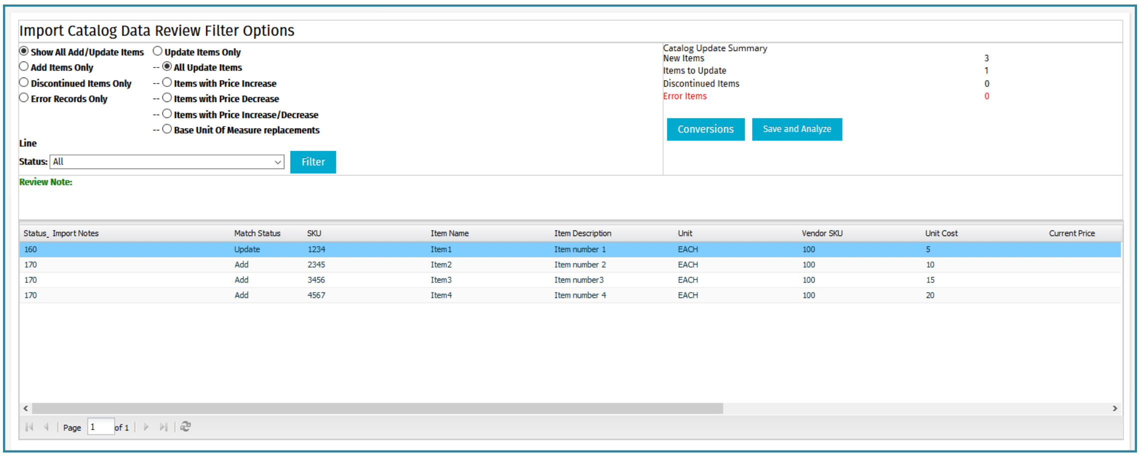



**Figure 53: Import Review and Correction page**

**Table 36: Import Catalog Data Review Filter Options definitions**

| Field | Definition |
|---|---|
| Show All Add/Update Items | Select to display all the add/update items in the catalog upload. |
| Add Items Only | Select to display the add items only in the catalog upload. |
| Discontinued Items Only | Select to display the discontinued items only in the catalog upload. |
| Error Records Only | Select to display the error records only in the catalog upload. |
| Update Items Only /All Update Items | Select to display all update items in the catalog upload. |
| Update Items Only/Items with Price Increase | Select to display update items with price increases. |
| Update Items Only/Items with Price Decrease | Select to display update items with price decreases. |
| Update Items Only/Items with Price Increase/Decrease | Select to display update items with only price increases or decreases. |
| Update Items Only/Items with Base Unit of Measurement Replacement | Select to display update items with only base unit of measurement replacements. |

**Table 37: Catalog Update Summary Definitions**

| Field | Definition |
|---|---|
| New Items | Displays the number of new items in the upload. |
| Items to Update | Displays the number of items to be updated in the upload. |
| Discontinued Items | Displays the number of items to be discontinued in the upload. |
| Error Items | Displays the number of items that have an error in the upload. |

**Table 38: Import Review and Correction Definitions**

| Action | Definition |
|---|---|
| Apply Filter | Applies the filter selections described above. |
| Unit/Category Conversions | Adds new categories and/or units. |
| Save and Analyze | Saves and analyzes the information. |

### 5.2.3.1 Fixing a Record

To fix a record:

1. Follow the steps to upload a map file.
2. Click **Review and Correct**.
3. In the data table, double click in the field to be corrected.
4. Make the correction.
5. Click out of the field.
6. Repeat the steps until all corrections are made.
7. Click **Save and Analyze**.

8. If the upload has been reviewed and corrected, click **Submit for Approval** or **Submit for Update**.

#### 5.2.3.2 Adding New Categories and/or Units

If there are new categories and/or units to be added, these records are shown as records with critical errors.

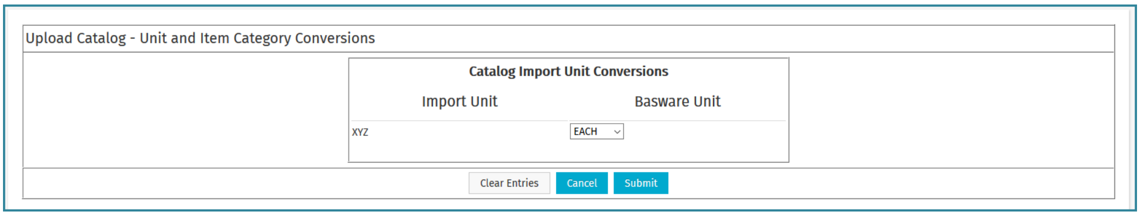



**Figure 54: Catalog Import Unit Conversions and Category Conversions**

To add new categories and/or units:

1. Follow the steps to upload a map file.
2. If critical errors are shown on the uploaded records, click **Review and Correct**.
3. Click the Error Records Only radio button. Click **Apply Filter**.
4. Click **Conversions**.
5. If a new unit is to be created, in the Basware Unit section leave it as Create New Unit. If an existing unit is to be used, locate it using the drop-down list provided.
6. Click **Submit**.
7. If more editing needs to be done on the upload, click **Review and Correct**.
8. If the upload has been reviewed and corrected, click **Submit for Approval** or **Submit for Update**.

### 5.2.4 Inventory/Asset Receiving Units

When catalog data is updated through the link loader process and the category associated to the item being uploaded has an inventory/asset receiving unit, the system updates the base unit of the item with the inventory/asset receiving unit. The vendor unit of measure provided in the catalog update file is setup as an additional unit of measure with a multiple of 1.

If the link loader update is performed manually, the system displays the following message in the review and update step for each line:

The base UOM of the item has been updated with the inventory/asset receiving unit.

If the link loader update is scheduled, the system updates the confirmation email message to include the following message:

The base UOM of the following items has been updated with the inventory/asset receiving unit.

<Item ID + Item Description>

**Solr**

If Solr is enabled, the catalog index is recreated after the inventory/asset receiving unit is updated as the base unit of the item.

## 5.3 Catalog Review and Approval

Users who perform catalog review and approval can access the list from the Dashboard, in the Tasks Pane > **Items in Catalog Review**. The review and correction occurs on the same page as normal import review and correction. See Import Review and Correction for more details.

### 5.3.1 Approving or Rejecting All for a Catalog Upload

- If there are items that have been rejected and Approve All is clicked, the status of these items is changed to approved.
- If there are items that have been approved and Reject All is clicked, the status of these items is changed to rejected.
- Catalog uploads cannot be submitted for updated until all items have been approved and/or rejected.

To approve/reject all lines for a catalog upload:

1. From the Dashboard, click the **Items in Catalog Approval** Work Queue link in the Tasks panel.
2. Select the Catalog Import to approve and click **Import Approval**.
3. Click **Approve All** or **Reject All**.
4. Click **OK** on the pop-up window.

   All the items in the catalog upload are moved from in approval status to approved or rejected status.
5. Click **Submit for Update** to submit the catalog update to the schedule task queue.
6. Click the **OK** on the pop-up window.
7. Click **Return to Default Catalog Approval WQ** link to work to the upload later.

### 5.3.2 Approving or Rejecting Selected for a Catalog Upload

To approve/reject selected lines for a catalog upload:

1. From the Dashboard, click the **Items in Catalog Approval** Work Queue link in the Tasks panel.
2. Select the Catalog Import to approve and click **Import Approval**.

3. Use `shift + click` select one line or lines next to each other.
4. Use `ctrl + click` to select lines that are not next to each other.
5. Click **Approve Selected** or Reject Selected.
6. Click **OK** on the pop-up window.

   The selected items in the catalog upload are moved from in approval status to approved or rejected status.
7. Continue this process until all items are approved and/or rejected.
8. Click **Submit for Update** to submit the catalog update to the schedule task queue.
9. Click the **OK** on the pop-up window.

   A message is displayed stating that the catalog was successfully sent for update is displayed.

### 5.3.3 Approving or Rejecting All Pending for a Catalog Upload

Catalog uploads cannot be submitted for updated until all items have been approved and/or rejected.

To approve/reject all pending for a catalog upload:

1. From the Dashboard, click the **Items in Catalog Approval** Work Queue link in the Tasks panel.
2. Select the Catalog Import to approve and click **Import Approval**.
3. Click **Approve All Pending** or **Reject All Pending**.
4. Click **OK** on the pop-up window.

   All the remaining items in the catalog upload are moved from in approval status to approved or rejected status.
5. Click **Submit for Update** to submit the catalog update to the schedule task queue.
6. Click the **OK** on the pop-up window.

# 6 Shopping Cart Setup

## 6.1 Configuration Options for Shopping Cart

The shopping cart is affected by several system settings and other configurations.

**Multiple Shopping Carts**

When enabled, users can have more than one shopping cart at a time. Users can add (up to five), delete, and name shopping carts as desired.

To enable, set system setting *740 - Enable Multiple Shopping Carts* to Yes.

**UDEFs in the Shopping Cart**

The shopping cart can have up to five user-defined fields. These fields translate to line-level UDEFs when the user creates an order request.

To use UDEFs, follow three steps for each. All actions are performed with system settings:

1. Enable the UDEFs.
2. Choose a label (name) for the UDEFs.
3. Decide if each UDEF can be split from the Split Accounts Coding page
4. Decide if each UDEF is required.

Below are listed all the system settings for each step of creating and using UDEFs.

| UDEF | Enable | Label | Splits? | Required? |
|---|---|---|---|---|
| UDEF 1 | 918 | 760 | 16800 | 863 |
| UDEF 2 | 919 | 761 | 16801 | 16864 |
| UDEF 3 | 16920 | 16762 | 16802 | 16865 |
| UDEF 4 | 16921 | 16763 | 16803 | 16866 |
| UDEF 5 | 16922 | 16764 | 16804 | 16867 |

**List Price Savings**

The following system setting must be enabled to view savings in the shopping cart:

- 16930 - Show List Price Savings in Shopping Carts

The shopping cart can show the amount saved by the requester off the list price, or MSRP, of the items in the shopping cart.

The amount is calculated using the list price recorded for the item during item creation or catalog import. If the item does not have a list price, but is part of a contract with a vendor, the "Percentage savings off list price" determined on the contract is used to calculate the amount saved.

If an item is sold in multiple units, each unit may have a different list price associated with it.

# 7 Receiving Setup

## 7.1 Receiving Items Setup

You can configure several characteristics of item receiving using system settings.

**System Settings**

- 942 - Method of System-Wide Receiving
- 6020 - Track Receiving Lot Numbers and Expiry Dates (available only when Inventory Manager is enabled)
- 985 - Receiving Notes Options
- 986 - Receipt Date Options
- 12016 - Enable Receive as an Asset in the PO Receiving Page (available only when Asset Manager is enabled)

System setting *942 - Method of System-wide Receiving* determines whether system users track receiving against purchase orders or order requests.

The + icon is displayed when system setting *6020 – Track Receiving Lot Numbers and Expiry Dates* is set to **Yes**. This enables users to receive against many lots and expiration dates using one receiving.

In some cases, there may be expiration dates and lot numbers. Requirement of this detail is indicated on a line-by-line basis. If required and left blank, a prompt is displayed reminding the user that this is a required field for this particular item.

Notes can be provided at the line level and/or the summary level, based on the setting chosen in system setting *985 - Receiving Notes Options*.

During receiving, users can attach a document such as a packing slip using the **Packing Slip Attachment** field.

If system setting 986 - Receipt Date Options is set to Display, then the Receipt Date field is shown and the receiver can select the date on which the items were received.

## 7.2 Receipt Inspection

This functionality allows the purchasing department the ability to flag specific purchase order lines for inspection of the items received.

| | |
|---|---|
| The following system setting is required to use Receipt Inspection: | |
| 970 | Enable Receipt Inspection Functionality |
| The following system setting is optional for inspection functionality: | |
| 983 | Sets default value for inspection for all items during PO creation to Yes or No |

The flag is added to request lines by editing the purchase order. Once line items are flagged, the items are sent to the work queue for the user set up to inspect the request lines.

The invoice against the purchase order is released to accounts payable only after the inspection is complete unless the invoice setting **Enable Inspection Rejected Items for Invoicing** is enabled.

A purchase order can have items that do and do not require receipt inspection.

Work Queues for Receipt Inspection and Rejected Inspection need to be set up. Contact your Implementation Team or Client Care Team to set them up.

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