PeopleSoft®

PeopleSoft Enterprise eProcurement 8.9 PeopleBook

July 2005

PeopleSoft Enterprise eProcurement 8.9 PeopleBook
SKU FSCM89EPV-B 0705
Copyright © 1992-2005, Oracle. All rights reserved.

The Programs (which include both the software and documentation) contain proprietary information; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the Programs, except to the extent required to obtain interoperability with other independently created software or as specified by law, is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If the Programs are delivered to the United States Government or anyone licensing or using the Programs on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the Programs, including documentation and technical data, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement, and, to the extent applicable, the additional rights set forth in FAR 52.227-19, Commercial Computer Software--Restricted Rights (June 1987). Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

The Programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be the licensee's responsibility to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of such applications if the Programs are used for such purposes, and we disclaim liability for any damages caused by such use of the Programs.

The Programs may provide links to Web sites and access to content, products, and services from third parties. Oracle is not responsible for the availability of, or any content provided on, third-party Web sites. You bear all risks associated with the use of such content. If you choose to purchase any products or services from a third party, the relationship is directly between you and the third party. Oracle is not responsible for: (a) the quality of third-party products or services; or (b) fulfilling any of the terms of the agreement with the third party, including delivery of products or services and warranty obligations related to purchased products or services. Oracle is not responsible for any loss or damage of any sort that you may incur from dealing with any third party.

Oracle, JD Edwards, PeopleSoft, and Retek are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

Open Source Disclosure

Oracle takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation. The following open source software may be used in Oracle's PeopleSoft products and the following disclaimers are provided.

Apache Software Foundation

This product includes software developed by the Apache Software Foundation (http://www.apache.org/). Copyright © 1999-2000. The Apache Software Foundation. All rights reserved.

THIS SOFTWARE IS PROVIDED “AS IS” AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

OpenSSL

Copyright © 1998-2003 The OpenSSL Project. All rights reserved.

This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit (http://www.openssl.org/).

THIS SOFTWARE IS PROVIDED BY THE OpenSSL PROJECT “AS IS” AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE OpenSSL PROJECT OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

SSLeay

Copyright © 1995-1998 Eric Young. All rights reserved.

This product includes cryptographic software written by Eric Young (eay@cryptsoft.com). This product includes software written by Tim Hudson (tjh@cryptsoft.com). Copyright © 1995-1998 Eric Young. All rights reserved. THIS SOFTWARE IS PROVIDED BY ERIC YOUNG “AS IS” AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE AUTHOR OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Loki Library

Copyright © 2001 by Andrei Alexandrescu. This code accompanies the book: Alexandrescu, Andrei. “Modern C++ Design: Generic Programming and Design Patterns Applied.” Copyright © 2001 Addison-Wesley. Permission to use, copy, modify, distribute and sell this software for any purpose is hereby granted without fee, provided that the above copyright notice appear in all copies and that both that copyright notice and this permission notice appear in supporting documentation.

Helma Project

Copyright © 1999-2004 Helma Project. All rights reserved. THIS SOFTWARE IS PROVIDED “AS IS” AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE HELMA PROJECT OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Helma includes third party software released under different specific license terms. See the licenses directory in the Helma distribution for a list of these license.

Sarissa

Copyright © 2004 Manos Batsis.

This library is free software; you can redistribute it and/or modify it under the terms of the GNU Lesser General Public License as published by the Free Software Foundation; either version 2.1 of the License, or (at your option) any later version.

This library is distributed in the hope that it will be useful, but WITHOUT ANY WARRANTY; without even the implied warranty of MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE. See the GNU Lesser General Public License for more details.

You should have received a copy of the GNU Lesser General Public License along with this library; if not, write to the Free Software Foundation, Inc., 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA.

Contents

General Preface
About This PeopleBook Preface xix
PeopleSoft Application Prerequisites.......... xix
PeopleSoft Application Fundamentals.......... xix
Documentation Updates and Printed Documentation.......... xx
Obtaining Documentation Updates.......... xx
Ordering Printed Documentation.......... xx
Additional Resources.......... xxi
Typographical Conventions and Visual Cues.......... xxii
Typographical Conventions.......... xxii
Visual Cues.......... xxiii
Country, Region, and Industry Identifiers.......... xxiv
Currency Codes.......... xxiv
Comments and Suggestions.......... xxiv
Common Elements Used in PeopleBooks.......... xxv

Preface
PeopleSoft Enterprise eProcurement Preface.......... xxvii
PeopleSoft Products.......... xxvii
PeopleSoft Application Fundamentals.......... xxvii
Delivered ChartFields.......... xxviii
Pages with Deferred Processing.......... xxxi
Common Elements Used in This PeopleBook.......... xxxii

Chapter 1
Getting Started with PeopleSoft eProcurement.......... 1
PeopleSoft eProcurement Business Processes.......... 1
PeopleSoft eProcurement Integrations.......... 2
PeopleSoft eProcurement Implementation.......... 4

Chapter 2
Navigating in PeopleSoft eProcurement.......... 5
Navigating in PeopleSoft eProcurement.......... 5

Pages Used to Navigate in PeopleSoft eProcurement Procurement Cards..........5
Navigating in PeopleSoft eProcurement Implementation..........6
Pages Used to Navigate in PeopleSoft eProcurement Implementation..........7

Chapter 3
Determining eProcurement Technical Implementation Options..........9
Understanding PeopleSoft eProcurement System Administration..........9
Working with the Administer Procurement Component..........9
Pages Used to Work with the Administer Procurement Page..........10
Accessing the Technical Setup Pages for Implementation..........10
Setting Up an eProcurement Setup Guide ID and Description..........12
Working with the Setup Guide..........13
Viewing Results for Key Word Searches..........19
Configuring the Administration and Maintenance Pages..........20
Understanding How You Can Modify the Administration and Maintenance Pages to Reflect the Implementation Approach..........20
Pages Used to Configure the Administration and Maintenance Pages..........21
Configuring the Administer Procurement Main Page..........21
Changing the Setup Guide and Second-Level Links for the Administer Procurement Main Page..........22
Setting Up Installation Options..........24
Pages Used to Set Up Installation Options..........24
Setting Up PeopleSoft eProcurement Installation Options..........24
Setting Up Attachments for Transactions..........26
Understanding Transaction Attachments..........27
Pages Used to Set Up Attachments for Transactions..........29
Identifying Servers, Component Names, and Paths for Stored Attachments..........29
Defining Vendor Email Addresses for Sending Attachments..........31
Set Up Locations for Storing Attachments..........32
Setting Up Event Notifications and Escalations..........33
Understanding Notifications..........33
Pages Used to Set Up Event Notifications and Escalations..........34
Defining Notification Event Types..........34
Setting Up Notification Events..........35
Reviewing Notification Event Statuses..........37
Maintaining System Users and Roles..........37
Pages Used to Maintain System Users and Roles..........38
Attaching Role Actions to User Roles..........38
Maintaining Approval Workflow..........42

Page Used to Maintain Workflow....42
Maintaining Approval Workflow....42
Maintaining Supplier Integration....43
Understanding Supplier Integration....43
Page Used to Maintain Supplier Integration....44
Maintaining Supplier Integration....44
Running PeopleSoft eProcurement Processes....46
Understanding the eProcurement Processes....46
Page Used to Run PeopleSoft eProcurement Processes....47
Running PeopleSoft eProcurement Processes....47
Maintaining Procurement Options....47
Pages Used to Maintain Procurement Options....48
Assigning Catalogs to a Purchasing Business Unit....48
Setting Up Return to Vendor Instructions....49
Maintaining the Accounting Structure....50
Page Used to Maintain the Accounting Structure....51
Maintaining the Accounting Structure....51

Chapter 4
Determining eProcurement Functional Implementation Options....53
Understanding eProcurement Functional Implementation Options....53
Maintaining Business Units....53
Pages Used to Maintain Business Units....54
Creating a PeopleSoft Purchasing Business Unit....58
Creating Relationships Between Business Units, SetIDs, and Record Groups....59
Defining PeopleSoft General Ledger Business Units....60
Defining Business Unit Options for PeopleSoft eProcurement....61
Maintaining Codes....62
Understanding Purchasing Codes....63
Pages Used to Maintain Codes....63
Maintaining Vendors....65
Pages Used to Maintain Vendors....65
Entering URLs for Vendor Websites....66
Maintaining Items....67
Understanding Item Maintenance....67
Pages Used to Maintain Items....68
Maintaining Catalogs....75
Understanding Item Catalogs....75
Page Used to Maintain Catalogs....75

Maintaining Catalogs........75
Setting Up Profiles........76
Pages Used to Set Up Profiles........77
Setting Up and Maintaining Users in PeopleSoft eProcurement........77
Pages Used to Set Up and Maintain Users in PeopleSoft eProcurement........77
Defining User Preferences for PeopleSoft eProcurement........77

Chapter 5

Importing and Searching Supplier Catalogs........79
Understanding Supplier Data........79
Loading Catalog Management Catalogs into PeopleSoft eProcurement........79
Understanding PeopleSoft eProcurement Catalogs........80
Pages Used to Load Catalogs into PeopleSoft eProcurement........81
Loading Catalog Management Catalogs into PeopleSoft eProcurement........81
Importing Procurement Catalogs........81
Entering Item Defaults........83
Validating and Processing Imported Items........83
Defining Item Catalogs........83
Understanding Defining Item Catalogs........84
Pages Used to Define Item Catalogs........84
Loading Tree Data........84
Setting Up Catalog Security........85
Understanding Catalog Security........85
Pages Used to Set Up Catalog Security........87
Defining Catalog Security Options........87
Defining Catalog Types........89
Defining Catalog Security Types........89
Assigning Authorized Item Catalogs to Security Types........92
Defining Catalog Security for Business Units........93
Setting Up Searches by Item Attributes........94
Understanding Item Searches........94
Pages Used to Set Up Searches by Item Attributes........98
Importing Attributes from a Flat File........99
Verifying Imported Attributes........101
Assigning Cross-References to Attribute Names........103
Defining Regional-Based Sourcing........103
Setting Up and Using the Express Catalog........104
Understanding the Set Up and Use of Express Catalogs........104
Pages Used to Set Up and Use the Express Catalog........107

Chapter 6
Integrating with PeopleSoft HRMS........111

Understanding PeopleSoft eProcurement and HRMS Integration........111
Preparing to Use HRMS Integration........111
Pages Used to Prepare to Use HRMS Integration........112
Setting Up PeopleSoft eProcurement to Receive Updates from PeopleSoft HRMS........112
Setting Up Defaults for Automatic Creation of Users and Requesters........112
Setting Up HRMS to PeopleSoft eProcurement Synchronization Application Messages........113
Setting Up Publish and Subscribe Rules for PeopleSoft Resource Management Application Messages........114

Chapter 7
Using PeopleSoft eProcurement with a Marketplace........119

Understanding the Integration Between a Marketplace and PeopleSoft eProcurement........119
Integration Between a Marketplace and PeopleSoft eProcurement........119
Marketplace Integration Set Up........120
Marketplace EIPs........120
Prerequisites........121
Common Elements Used in This Chapter........121
Setting Up Marketplace Suppliers and Buyers........121
Pages Used to Set Up Marketplace Suppliers and Buyers........122
Setting Up Marketplace Suppliers........123
Identifying SetIDs to be Defined as Marketplace Buyers........124
Setting up Marketplace Buyers........124
Defining Marketplace Buyer Options........125
Setting Up Integration with a Marketplace........127
Pages Used to Set Up Integration with a Marketplace........128
Establishing a Marketplace Connection using PeopleSoft Integration Broker........128
Setting Up the Gateway for a Marketplace........130
Setting Up Nodes........131
Setting Up Relationships........134
Loading Marketplace Catalog Items into PeopleSoft eProcurement........136
Understanding Loading Marketplace Items into PeopleSoft eProcurement........136
Pages Used to Load Marketplace Catalog Items into PeopleSoft eProcurement........138
Downloading Supplier Flat Files........139
Extracting Data From a CUP File........139
Exporting CUP Data........142
Loading CUP Files........143
Defining Item Import Defaults........146
Validating and Processing Imported Items........147

Editing Imported Item Categories........148
Maintaining Imported Item Statuses........149
Loading Marketplace Items........150
Correcting Inventory Item Load Errors........152
Downloading Item Attachments........152
Using Price and Availability Check........153
Setting Up Integration Broker for Marketplace Transactions........154
Transactional Integration between PeopleSoft eProcurement and a Marketplace........154
Integration Broker Set Up for Document Integration........155
Pages Used to Set Up Integration Broker for Marketplace Transactions........157
Defining the Marketplace Node Within Integration Broker........157
Identifying Connectors........158
Identifying Transactions used with the Marketplace Document Integration........160
Defining Relationships........161
Defining Transaction Modifiers........161
Relationship Transaction Modifiers........162
Integrating PeopleSoft eProcurement Transactions with a Marketplace........162
Understanding Transaction Integration........163
Pages Used to Integrate PeopleSoft eProcurement Transactions with a Marketplace........166
Using the Marketplace Registration Wizard........168
Testing the Transactional Marketplace Integration........169
Moving From a Test Environment to the Production Environment........169
Preparing to Use Marketplace Catalog Search........169
Receiving a Purchase Order Acknowledgement........170

Chapter 8
Creating Requisitions in PeopleSoft eProcurement........173
Understanding Requisitions........173
Common Elements Used in This Chapter........174
Creating Requisitions........177
Understanding Requisition Creation........177
Pages Used to Create Requisitions........177
Defining Requisitions........179
Finding Requisition Items........181
Viewing Item Details........185
Selecting Favorite Items to Include in Requisitions........186
Using Template Items to Create Requisitions........188
Selecting Forms to Include in Requisitions........189
Selecting Direct Connect Suppliers for Requisitions........189

Adding Special Requests to Requisitions..........190
Submitting Requisitions..........190
Pages Used to Submit Requisitions..........191
Reviewing, Editing, and Submitting Requisitions..........191
Modifying Shipping and Accounting for Requisition Lines..........195
Changing Distribution Information..........196
Maintaining Value-Added Tax Details for Schedules..........197
Confirming Requisition Checkout Information..........200

Chapter 9
Using Special Requests and Express Forms to Create Requisitions..........201
Understanding Special Requests and Express Forms..........201
Common Elements Used in This Chapter..........202
Requesting Special Items..........203
Page Used to Request Items..........203
Adding a Special Request for Special Items to a Requisition..........203
Requesting Special Services..........204
Pages Used to Request Special Services..........205
Requesting a Fixed-Cost Service..........205
Requesting a Variable-Cost Service..........206
Requesting a Time and Materials Form..........206
Creating Express Forms..........208
Understanding How to Create Express Forms..........208
Page Used to Create Express Forms..........210
Linking Express Forms to PeopleSoft eProcurement..........210
Ordering Items From Express Forms..........212
Page Used to Order Items From Express Forms..........213
Using Express Requisitions..........213
Understanding Express Requisitions..........213
Pages used for Express Requisition..........214
Enabling Express Requisition..........216
Utilizing Express Requisition..........216

Chapter 10
Managing Requisitions in PeopleSoft eProcurement..........219
Understanding Requisition Management..........219
Maintaining Requisitions..........219
Pages Used to Maintain Requisitions..........220

Managing Requisitions........220
Viewing Requisition Details........223
Editing Requisitions........225
Changing Requisition Line Information........225
Maintaining Requisition Distribution and Accounting Details........226
Changing Value-Added Tax Details for Distributions........228
Canceling or Reopening Requisitions........230
Approving Requisitions........231
Page Used to Approve Requisitions........231
Viewing a List of Requisitions That Require Approval........231
Approving Requisitions........232

Chapter 11
Integrating with Direct Connect Suppliers........235
Understanding Direct Connect Supplier Integration........235
Direct Connect........235
Shared Data Synchronization........236
Setting Up Common Components for Direct Connect........236
Pages Used to Set Up Common Components for Direct Connect........237
Setting Up Direct Connect Suppliers........238
Setting Up Integration Broker Node Definitions........239
Setting Up Contacts........241
Setting Up Connectors........241
Setting Up Transactions........242
Creating an Integration Broker Relationship Definition........243
Defining Transaction Modifiers........244
Creating Direct Connect Methods........245
Creating Linked Supplier Definitions........247
Identifying Supplier Properties........248
Mapping PeopleSoft Field Values to Supplier Field Values........249
Connecting to Suppliers Using PunchOut........251
Overview of Definitions and Relationships........251
Pages Used to Link to Suppliers Using PunchOut........255
Setting Up Node Information for PunchOut........255
Creating Relationships........257
Defining Linked Suppliers for PunchOut........258
Defining Linked Supplier Properties........259
Connecting to Suppliers Using RoundTrip........261
Pages Used to Link to Suppliers Using RoundTrip........262

Setting Up Node Definitions for RoundTrip.........262
Defining Linked Suppliers for RoundTrip.........263
Defining Linked Supplier Properties for RoundTrip.........265
Troubleshooting Error Messages.........266

Chapter 12
Using the Buyer Center.........269
Understanding the Buyer Center.........269
Common Elements Used in This Chapter.........270
Using the SRM Dashboard.........271
Managing Purchase Orders.........271
Page Used to Manage Purchase Orders.........272
Managing Purchase Orders.........272
Expediting Requisitions.........273
Pages Used to Expedite Requisitions.........273
Reviewing Requisitions Created by Employees.........273
Reviewing and Changing Staged Purchase Order Details.........276
Using the Quick Sourcer.........277
Understanding the Quick Sourcer.........277
Pages Used for the Quick Sourcer.........277
Entering Parameters for the AutoSelect Requisitions Process.........277
Entering Parameters for the PO Calculations and the Create Purchase Order Processes.........280
Dispatching Purchase Orders.........282
Page Used to Dispatch Purchase Orders.........282
Dispatching Purchase Orders.........282
Approving Change Requests.........283
Page Used to Approve Change Requests.........283
Approving Change Requests in the Buyer Center.........283
Running Procurement Processes.........284
Page Used to Run Procurement Processes.........284
Running Purchase Order Processes.........284
Accessing Vendor Tables, Item Tables, and Return to Vendor.........286
Pages Used to Access Vendor Tables, Item Tables, and Return to Vendor.........287
Accessing Inquiries and Reports.........287
Page Used to Access Inquiries and Reports.........287
Accessing Inquiry Pages and Reports.........287
Generating and Viewing PeopleSoft eProcurement Information.........288
Page Used to Generate and View PeopleSoft eProcurement Information.........292
Viewing PeopleSoft eProcurement Information.........292

Chapter 13
Dispatching Purchase Orders in PeopleSoft eProcurement........295
Understanding Purchase Order Dispatch........295
Dispatching POs........298
Pages Used to Dispatch POs........298
Selecting POs Manually for Dispatch........299
Using Batch Processing to Dispatch POs........299
Sending Dispatched POs to Vendors........300
Dispatching POs to a Marketplace........302
Viewing PO Statuses and Messages........302
Viewing Messages Entered on PO Lines........304
Setting Up Dynamic Dispatching........304
Understanding Dynamic Dispatching........305
Pages Used to Set Up Dynamic Dispatching........305
Defining Dynamic Dispatch EDX Dispatch Types........305
Linking Dynamic Dispatch Types to Suppliers........306
Setting Up Buyers for Dynamic Dispatching........307
Setting Up Dynamic Dispatch Nodes........308
Dispatching Dynamic Dispatch POs........309
Sending POs to Vendors by EDX........309
Prerequisites........310
Pages Used to Send POs to Vendors By EDX........311
Defining Batch Publishing Rules........311
Specify Source Data for Records........312
Associating Publish Processes with Rules........312
Mapping Nodes to Chunk Rules........313
Publishing PO Messages........314
Accessing the Message Monitor and Process Monitor Components........314
Understanding the Message Monitor and Process Monitor........315
Pages Used to Access the Message Monitor and Process Monitor Components........315
Accessing High-Level Message Details........316
Monitoring Message Instances........317
Viewing Publishing Contracts........317
Viewing Subscription Contracts........318
Viewing Synchronous Messages........318
Viewing Channel Statuses........319
Adding and Deleting Pause Times for Local Nodes........319
Viewing Domain Statuses........320
Using Standard Message Queries........321
Viewing Process Statuses........321

Viewing Server Statuses........322

Chapter 14
Using Approval Workflow Within PeopleSoft eProcurement........323
Understanding Approval Management........323
Defining Roles, Actions, and User-List Definitions........324
Pages Used to Define Roles, Actions, and User-Defined Definitions........325
Defining Supervisors........325
Defining User Lists........326
Attaching Workflow Roles to Users........327
Defining eProcurement Requisition Approval Filter Criteria........327
Page Used to Define Approval Filter Criteria........328
Defining eProcurement Requisition Approval Filter Criteria........328
Performing eProcurement Requisition Approval Tasks........329
Page Used to Perform Approval Tasks........329
Performing eProcurement Requisition Approval Tasks........329
Viewing Details About Requisition Line Items........332
Page Used to View Requisition Line Details for Approval........332
Viewing Details About Requisition Line Items........332
Approving Requisitions........333
Page Used to Approving Requisitions........333
Approving Requisitions........333
Denying Requisitions........334
Page Used to Deny Requisitions........334
Denying Requisitions........334
Pushing Back Requisitions........335
Page Used to Push Back Requisitions........335
Pushing Back Requisitions........335
Inserting Ad Hoc Approvers........336
Page Used to Add an Ad Hoc Approver........336
Inserting Ad Hoc Approvers........336
Using Email Approvals with eProcurement........336
Setting Up Email Approvals in eProcurement........337

Chapter 15
Using Change Requests and Change Orders........339
Understanding Change Requests........339
Adding Change Requests........341

Pages Used to Add Change Requests.......342
Selecting Requisition Lines to Create Change Requests.......342
Entering Change Requests.......343
Entering Reasons for Change Requests.......343
Entering Changes For Dispatched PO Lines.......344
Entering Change Requests for PO Shipment Information.......345
Viewing Change Requests.......346
Pages Used to View Change Requests.......346
Monitoring Change Requests.......346
Viewing PO Change Requests.......347
Approving Change Requests.......348
Pages Used to Approve Change Requests.......349
Viewing Change Requests That Need Approval.......349
Reviewing and Approving Change Requests.......350
Converting Change Requests to Change Orders.......351
Pages Used to Process Change Requests to Change Orders.......351

Chapter 16
Receiving Stock and Returning Items to Vendors.......353
Understanding Receiving Stock.......353
Common Element Used in This Chapter.......353
Stock Receipt.......354
Items Received by Amount.......354
Receipt Notification Workflow.......354
Options for Receiving Stock.......354
Receiving Stock As a Casual User.......355
Pages Used to Receive Stock As a Casual User.......356
Selecting Items to Receive.......357
Adding or Changing a Receipt.......358
Rejecting a Shipment.......360
Reviewing or Adding Asset Information to an Item.......361
Generating Tag Numbers.......362
Generating Serial Numbers.......362
Entering the Location for an Item.......363
Viewing Recorded Receipts.......364
Returning Items to Vendors.......365
Pages Used to Return Items to Vendors.......366
Initiating a Vendor Return.......366
Viewing and Changing the Vendor’s Ship To Address.......368

Viewing Recorded RTV Entries.......369
Receiving Stock As a Power User.......369
Pages Used to Receive Stock as a Power User.......370
Viewing Recorded Receipts.......371

Appendix A
Delivered Workflows for PeopleSoft eProcurement.......373
Delivered Workflows for PeopleSoft eProcurement.......373
Change Request Approval.......373
Change Request Approved.......373
Change Request Buyer Approval.......374
Change Request Denied.......374
Procurement Card Request Workflow.......374
Requisition Approval.......375
Requisition Approval Error.......375
Requisition Approved.......375
Requisition Denied.......375
Requisition Escalation.......376
Requisition Line Approval.......376
Requisition Line Approved.......376
Requisition Line Denied.......377
Requisition Line Review.......377
Requisition Review.......377
Return to Vendor Exchange Notification Workflow.......377

Appendix B
Using PeopleSoft eProcurement Pagelets.......379
Understanding eProcurement Pagelets.......379
Pagelet Security.......380
Pagelets by Role.......380
Supplier - Buyer Pagelets.......380
Supplier - Employee.......380
Supplier - Purchasing Manager.......380
Personalizing Supplier-Facing Pagelets.......381
Pages Used to Personalize Supplier Pagelet Defaults.......382
Personalizing User Defaults.......382
Viewing PeopleSoft eProcurement Pagelets.......383
Pagelets Used to View PeopleSoft eProcurement Information.......383

Appendix C
PeopleSoft eProcurement Reports........385
PeopleSoft eProcurement Reports: General Description........385
PeopleSoft eProcurement Selected Reports: A to Z........388

Glossary of PeopleSoft Terms........389

Index 411

About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date — The last date for which a report or process includes data.

Business Unit — An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.

Description — Enter up to 30 characters of text.

Effective Date — The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

Once, Always, and **Don't Run** — Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.

Select Always to run the request every time the batch process runs.

Select Don't Run to ignore the request when the batch process runs.

Process Monitor — Click to access the Process List page, where you can view the status of submitted process requests.

Report Manager — Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Request ID — An ID that represents a set of selection criteria for a report or process.

Run — Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

SetID — An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.

Short Description — Enter up to 15 characters of text.

User ID — An ID that represents the person who generates a transaction.

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler

Enterprise PeopleTools 8.46 PeopleBook: Using PeopleSoft Applications

PeopleSoft Enterprise eProcurement Preface

This preface discusses:

- PeopleSoft products
- PeopleSoft application fundamentals.
- Common elements used in this PeopleBook.
- Pages with deferred processing.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Products

This PeopleBook refers to these products:

- PeopleSoft eProcurement.
- PeopleSoft Purchasing.
- PeopleSoft Services Procurement.
- PeopleSoft Strategic Sourcing.

PeopleSoft Application Fundamentals

The *PeopleSoft eProcurement PeopleBook* provides you with implementation and processing information for the PeopleSoft eProcurement system. However, additional, essential information describing the setup and design of the system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

These companion PeopleBooks contain information that applies specifically to PeopleSoft eProcurement:

- *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook*
- *PeopleSoft Setting Up Global Options and Reports*
- *PeopleSoft Setting Up and Using Commitment Control*
- *PeopleSoft Purchasing*
- *PeopleSoft Managing Procurement*
- *PeopleSoft Managing Items*
- *PeopleSoft Working with Third-Party Applications*

Delivered ChartFields

PeopleSoft delivers the ChartFields:

Grid Order	Label Long Name	Label Short Name	ChartField Name	Field Length	Active and Inactive	Definition
1	Account	Account	ACCOUNT	10	Active	Classifies the nature of a transaction. This field is required. Use it for corporate accounts.
2	Alternate Account	Alt Acct	ALTACCT	10	Active	Classifies the nature of a transaction for regulatory authorities. Use it for statutory accounting.
3	Operating Unit	Oper Unit	OPERATING_ UNIT	8	Active	Can be used to indicate a location, such as a distribution warehouse or a sales center.
4	Fund Code	Fund	FUND_CODE	5	Active	The primary structural units of Education and Government accounting.
5	Department	Dept	DEPTID	10	Active	Tracks information according to a divisional breakdown of the organization. This can be used to indicate who is responsible for or affected by a transaction.

Grid Order	Label Long Name	Label Short Name	ChartField Name	Field Length	Active and Inactive	Definition
6	Program Code	Program	PROGRAM_ CODE	5	Active	Tracks revenue and expenditures for programs within or across the organizations. This can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs.
7	Class Field	Class	CLASS_FLD	5	Active	When combined with a Fund, Organization, Program Code, and Budget Reference, it identifies the activity for an appropriation.
8	Budget Reference	Bud Ref	BUDGET_REF	8	Active	Use to identify unique budgets when individual budgets share budget keys and overlapping budget periods.
9	Product	Product	PRODUCT	6	Active	Captures additional information useful for profitability and cash flow analysis by product sold or manufactured.
10	Project ID/Grant	Project	PROJECT_ID	15	Active	• Captures additional information useful for grant and project accounting. • The Project ChartField does not have effective dating.

Grid Order	Label Long Name	Label Short Name	ChartField Name	Field Length	Active and Inactive	Definition
99	ChartField 3	*Variable*	CHARTFIELD3	10	Inactive	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted.
99	ChartField 2	*Variable*	CHARTFIELD2	10	Inactive	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted.
99	ChartField 1	*Variable*	CHARTFIELD1	10	Inactive	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted.
11	Affiliate	Affiliate	AFFILIATE	5	Active	Used to map transactions between business units when using a single interunit account.
12	Fund Affiliate	Fund Affil	AFFILIATE_ INTRA1	10	Active	Use to correlate transactions between funds when using a single intraunit account.
13	Operating Unit Affiliate	Oper Unit Affil	AFFILIATE_ INTRA2	10	Inactive	Use to correlate transactions between operating units when using a single intraunit account.
14	Statistics Code	Statistics Code	STATISTICS_ CODE	3	Active	Identifies non-monetary statistical amounts. Statistic codes are associated with a specific unit of measure.

Grid Order	Label Long Name	Label Short Name	ChartField Name	Field Length	Active and Inactive	Definition
15	Scenario	Scenario	BD_SCENARIO	10	Active	Identifies different budget iterations that use different assumptions.
16	Currency Code	Currency Code	CURRENCY_ CD	3	Active	Identifies currencies; for example, FRF for French francs.
17	Book Code	Book Code	BOOK_CODE	4	Active	Identifies subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments.
18	Adjustment Type	Adjustment	GL_ADJUST_ TYPE	4	Active	Use to define adjustment types associated with varying accounting treatments of prior period adjustments.

Pages with Deferred Processing

Several pages in PeopleSoft eProcurement operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

"Guidelines for Designing Pages," *PeopleTools PeopleBook: Application Designer*

Common Elements Used in This PeopleBook

Amount — Displays the total item price and the transaction currency from the requisition.

Account — Change this value only to change the standard accounting structure.

Business Unit — An identification code that represents a high-level organization of business information You can use a business unit to define regional or departmental units within a larger organization.

Description — Free-flow text up to 30 characters.

Due Date — The date the items are scheduled to arrive at the Ship To location.

Effective Date — Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row

GL Unit (general ledger unit) — Displays the PeopleSoft General Ledger business unit that is defined on the Purchasing Definition - Business Unit Definition page

Item Description — The item description as defined on the Purchasing Attributes page.

Language or Language Code — The language in which you want the field labels and report headings of reports to print. The field values appear as you enter them.

Language also refers to the language spoken by an employee, applicant, or non-employee.

Percent — Enter a percentage of the quantity or the amount to distribute. The system updates either the Amount or Quantity field value, depending on the selection in the Distribute by field.

Price — Displays the vendor's unit price and currency for the item, which are assigned on the Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) page.

Product — Identifies a product. If you use PeopleSoft Projects, a Project ID link replaces this field.

Project ID — Click to access the Projects Information page, where you can enter any information that is relevant to the project. This field appears only if you are using PeopleSoft Projects.

Process Frequency (group box) — Designates the appropriate frequency in the Process Frequency group box:

Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.

Always executes the request every time the batch process runs.

Don't Run ignores the request when the batch process runs.

Process Monitor — This link takes you to the Process List page, where you can view the status of submitted process requests.

Report ID — The report identifier.

PeopleSoft Proprietary and Confidential

Report Manager — This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Request ID — A request identification that represents a set of selection criteria for a report or process.

Requisition — The means for ordering goods and services.

Run — Click this button to take you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

SetID — An identification code that represents a set of control table information or TableSets A TableSet is a group of tables (records) necessary to define the organizational structure and processing options.

Ship To — The location code that indicates the location where the vendor should deliver the items.

Shopping Cart — A tool used to create requisitions. The cart displays requisition line items, their quantities, and cost.

Short Description — Free-flow text up to 15 characters.

Status — The options in this field are *Active* or *Inactive.* By linking status and effective date, you can retain historical information and plan future implementation. For auditing purposes, PeopleSoft encourages inactivating data that is no longer in use instead of deleting it.

User ID — The system identifier for the individual who generates a transaction.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

PeopleTools PeopleBook: PeopleSoft Process Scheduler

CHAPTER 1

Getting Started with PeopleSoft eProcurement

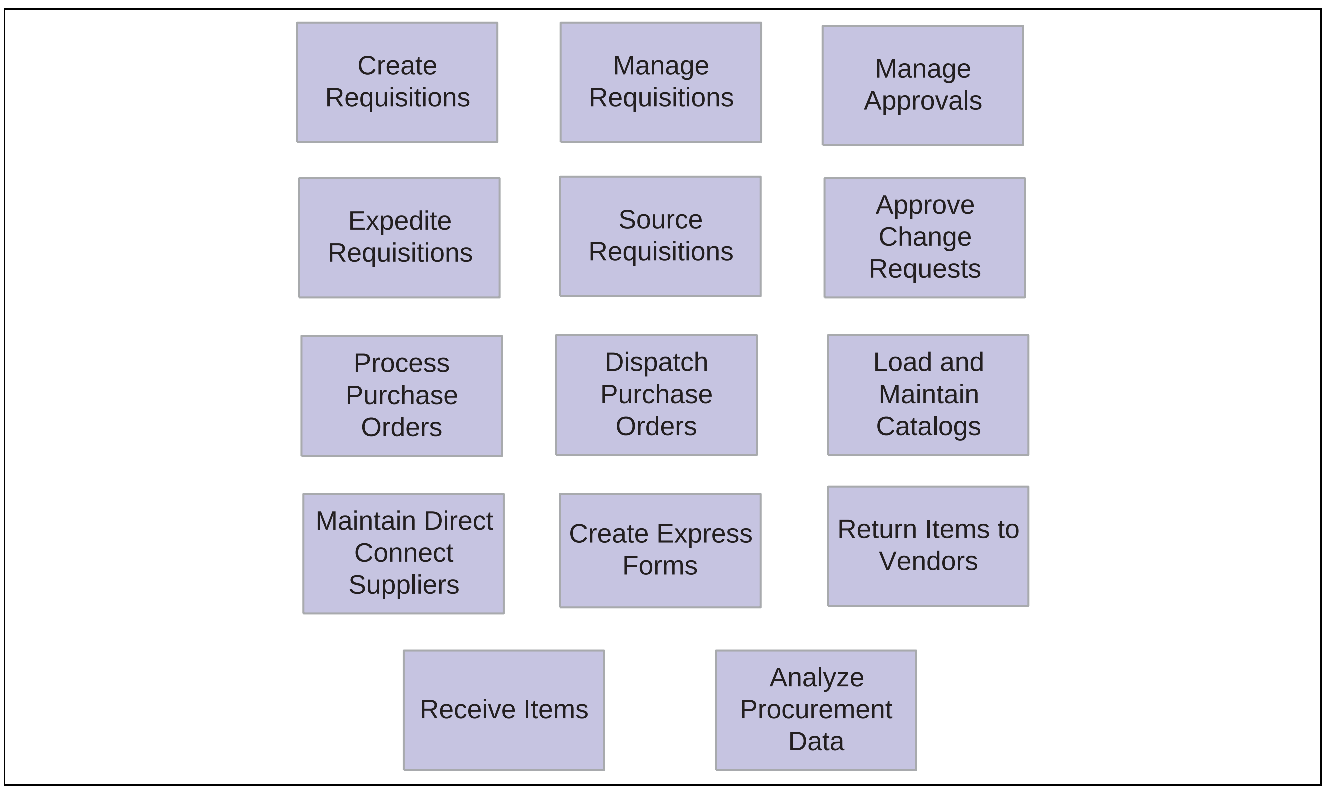
This chapter provides an overview of PeopleSoft eProcurement business processes and discusses:

- PeopleSoft eProcurement business processes.
- PeopleSoft eProcurement integrations.
- PeopleSoft Purchasing implementation tasks.

PeopleSoft eProcurement Business Processes

PeopleSoft eProcurement is designed to make it easier for a casual user to requisition items. This ease-of-use method helps reduce out-of-system purchasing; also known as maverick purchasing. PeopleSoft eProcurement helps enforce contract purchasing as well as capture spending information for future analysis. In addition, by improving ease-of-use, employee training is simplified, reducing the total-cost-of-ownership.

The diagram shows the PeopleSoft eProcurement business processes:

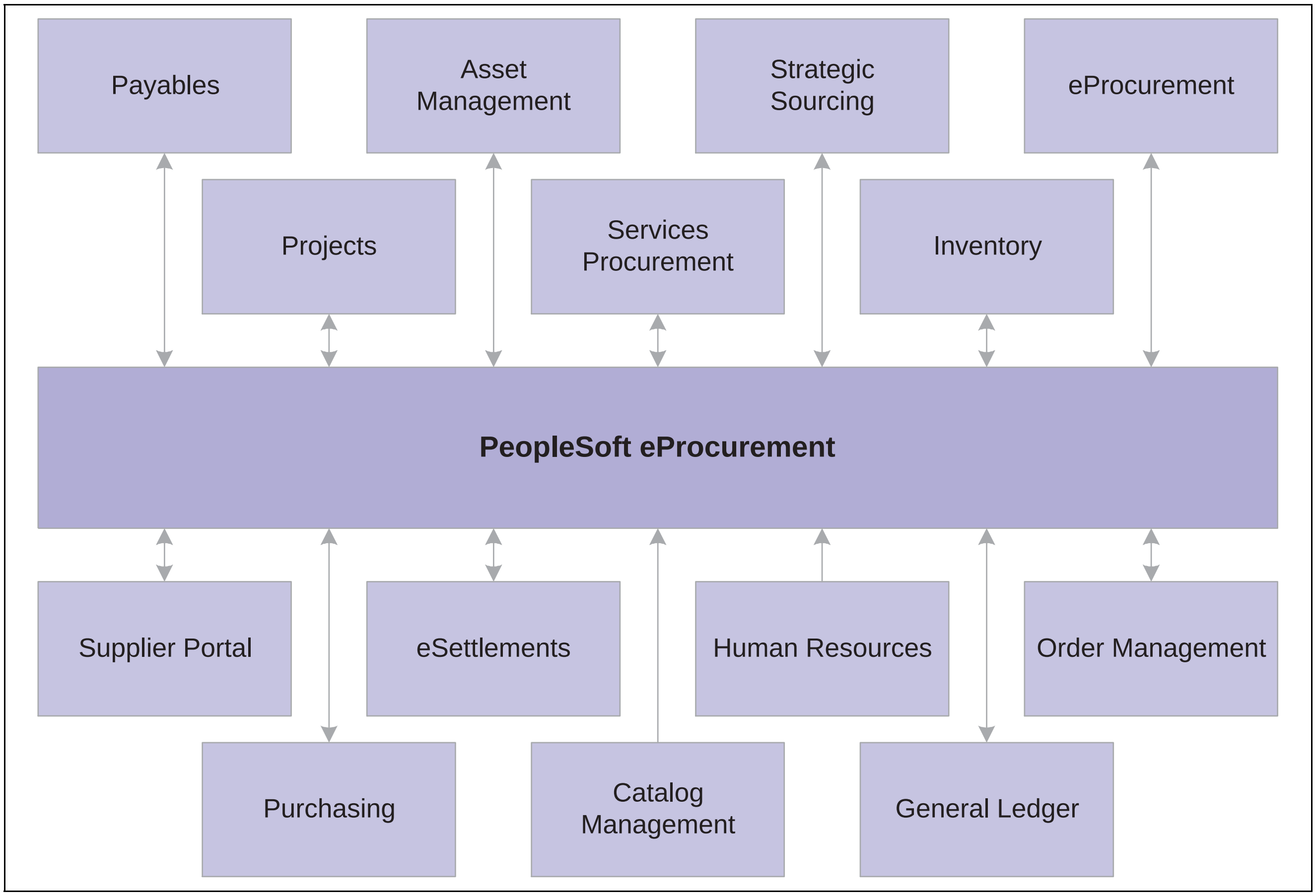


PeopleSoft eProcurement business processes.

We discuss these business processes in the business process chapters in this PeopleBook.

PeopleSoft eProcurement Integrations

This diagram shows how PeopleSoft eProcurement integrates with other PeopleSoft applications:



PeopleSoft eProcurement integration flow with other PeopleSoft applications

As a stand-alone product, PeopleSoft eProcurement facilitates the process of procuring and managing resources. As an integrated solution, it enhances the existing PeopleSoft Services Procurement, Catalog System, and PeopleSoft HRMS functionality.

PeopleSoft applications interface with one another — sharing the same relational data structures and many of the same core tables. If you're not ready to implement other PeopleSoft applications, you can use PeopleSoft eProcurement as a stand-alone product, interfacing it with the existing accounting and distribution applications. Because PeopleSoft eProcurement is part of our enterprise solution, we've designed the system for transparent integration with PeopleSoft Supply Chain Management, Financials and Human Capital Management.

PeopleSoft Payables

The interaction of PeopleSoft eProcurement and PeopleSoft Payables data and processing enables you to match vouchers with all PO and receiver details. You can automatically generate debit memos for goods returned to a supplier.

PeopleSoft Order Management

When PeopleSoft Order Management requires that incoming or purchased items be reserved for a specific customer sales order, PeopleSoft eProcurement utilizes pegging functionality to directly ship to the customer, or to ship to an inventory location as reserved for the customer order.

PeopleSoft Projects

PeopleSoft eProcurement creates requisitions based on project activity requests in PeopleSoft Projects and returns ordered material transactions to Projects as committed costs.

PeopleSoft Asset Management

A direct link with PeopleSoft Asset Management streamlines the entry of asset information. Seamless interaction between PeopleSoft eProcurement, PeopleSoft Asset Management, and PeopleSoft Payables enables you to pass asset information, capitalize assets at point of receipt, process modifications to existing assets, and create work orders for maintenance of the asset. Requisitions and Purchase Orders can be created to acquire parts and services for specific work orders tied to the asset.

To create maintenance work orders within the requisition, you must complete these tasks:

1. Select theMaintenance Management product on the Installation Options page.
2. Define roles for the requester, then associate that role with the eProcurement role action of *CANLINKWO.*
3. Create a work order.
4. Create a requisition for an item that is either a special request or a non-inventoried item.

PeopleSoft Services Procurement

Integration between PeopleSoft eProcurement and PeopleSoft Services Procurement enables users to have a single common interface to requisitions both goods and services. A hiring manager can order a configured workstation, standard office supplies along with the skills-based request — all from the same requisition.

PeopleSoft Strategic Sourcing

PeopleSoft eProcurement integrates with Strategic Sourcing to generate contracts and POs. You use the requisitions you create in eProcurement to send out for bids, facilitating the collaboration between buyers and suppliers of goods and services and reduces costs by accepting competitive bidding for goods and services.

PeopleSoft Inventory

Close integration between PeopleSoft eProcurement and PeopleSoft Inventory enables you to share common item definitions and set up items from one menu for both eProcurement and Inventory. Using the Quick Sourcer feature, you can create material stock requests to fill requisitions from inventory stock.

PeopleSoft Supplier Portal

PeopleSoft eProcurement integrates with Supplier Portal through the dispatch process. Using the Supplier Portal, buyers can collaborate more efficiently with their suppliers.

PeopleSoft Purchasing

Close integration between PeopleSoft eProcurement and PeopleSoft Purchasing enables you to share common control data, such as item definitions for both eProcurement and Purchasing. It enables you to create requisitions, purchase orders (POs), receipts, and other transactions that will be stored in shared tables. The combination offers a complete solution for direct, indirect, service, and project purchases in an integrated environment.

PeopleSoft eSettlements

PeopleSoft eProcurement integrates with eSettlements to enable vendors to enter invoices against POs that have been generated from eProcurement.

PeopleSoft Catalog Management

PeopleSoft eProcurement delivers a comprehensive integration to PeopleSoft Catalog Management. Catalog content may be aggregated from multiple suppliers and then loaded into the PeopleSoft Item Master table. This provides a uniform mechanism for ordering goods from multiple suppliers that would otherwise be represented in disparate formats.

PeopleSoft Human Resources

PeopleSoft eProcurement incorporates an application message that enables automatic updates to the system from a PeopleSoft HRMS database. Relevant changes to employee data in the JOB record can result in the creation of new requesters in eProcurement. Changes to roles, departments, business units, and database access can also be updated.

PeopleSoft General Ledger

PeopleSoft eProcurement interfaces with PeopleSoft General Ledger for budget checking and commitment control. With this integration, you can ensure that there is available funds for requisitions before they are submitted.

Other Sources of Integration Information

We cover integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

PeopleSoft eProcurement Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for the organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Other Sources of Information

In the planning phase of the implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Application Fundamentals for Financial, Manufacturing and Distribution 8.9 PeopleBook* with information about where to find the most current version of each.

CHAPTER 2

Navigating in PeopleSoft eProcurement

This chapter discusses how to navigate in PeopleSoft eProcurement.

Navigating in PeopleSoft eProcurement

PeopleSoft eProcurement provides a custom navigation center page that contains a grouping of folders that support the activities of an organizational buyer, specific to business processes and tasks.

Note. In addition to the custom navigation center pages, PeopleSoft eProcurement provides menu navigation, standard navigation pages, and PeopleSoft Navigator.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft eProcurement Procurement Cards

This table lists the custom navigation pages that are used to navigate in the PeopleSoft eProcurement Procurement Card Center.

The Procurement Card Center custom navigation pages are geared to the person in the organization who is focused on all aspects of the Procurement Card, including setup and maintenance.

Page Name	Navigation	Usage
Procurement Card Center	eProcurement, Procurement Card Center	Access primary Procurement Card Center menu and activities.
Request PCard	Click Request PCard on the Procurement Card Center page.	Access the Request PCard subpage.
Review Bank Statement	Click Review Bank Statement on the Procurement Card Center page.	Access the Review Bank Statements subpage.
Reconcile	Click Reconcile on the Procurement Card Center page.	Access the Reconcile Statement and Review Disputes option on the Reconcile page.

Page Name	Navigation	Usage
Process Statements	Click Process Statements on the Procurement Card Center page.	Access the Load ProCard Stage, Load Statement, Correct Errors, Load Voucher Stage, Budget ChartField Validation, Bank Statement Workflow, and Grace Period Expired Workflow options on the Process Statements page.
Preferred Vendors	Click Preferred Vendors on the Procurement Card Center page.	Access the Preferred Vendors subpage.
Review Disputes	Click Review Disputes on the Procurement Card Center page.	Access the Review Disputes subpage.
Correct Errors	Click Correct Errors on the Procurement Card Center page.	Access the Correct Errors subpage.
Reports	Click Reports on the Procurement Card Center page.	Access the Account Summary, Cardholder Information, Expected Credits, Purchase Details, Purchase Expectations, Credit Detail By MCG, Non-Preferred Supplier, Top Supplier chains. Top Merchant Category, and MCC Exceptions on the Reports page.
Security	Click Security on the Procurement Card Center page.	Access the Register Roles, Assign Access Rights, Assign Proxies, and Assign SpeedCharts on the Security page.
Definitions	Click Definitions on the Procurement Card Center page.	Access the Cardholder Profile, Preferred Vendors, and UOM Mappings on the Definitions page.

Navigating in PeopleSoft eProcurement Implementation

PeopleSoft eProcurement provides navigation pages you can use to find implementation tasks.

Note. In addition to the custom navigation center pages, PeopleSoft eProcurement provides menu navigation, standard navigation pages, and PeopleSoft Navigator.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft eProcurement Implementation

Page Name	Object Name	Navigation	Usage
Administer Procurement Main	PV_ADM_MAIN	eProcurement, Procurement Application Administration	This page provides links to all functional and technical setup pages needed to complete the PeopleSoft eProcurement installation.
Procurement Setup Guide — Default	PV_ADM_SETUP_GUIDE	eProcurement, Procurement Application Administration Click the Procurement Setup Guide link. Click the Default link.	PeopleSoft eProcurement delivers the setup guide to provide sequential steps to enable users to implement PeopleSoft eProcurement and link to the pages that define organizational structure in PeopleSoft applications. See Chapter 3, “Determining eProcurement Technical Implementation Options,” page 9 and Chapter 4, “Determining eProcurement Functional Implementation Options,” page 53.

CHAPTER 3

Determining eProcurement Technical Implementation Options

This chapter provides an overview of PeopleSoft eProcurement system administration and discusses how to:

- Work with the Administer Procurement Component.
- Configure the administration and maintenance pages.
- Set up installations options.
- Set up attachments for transactions.
- Set up event notifications and escalations.
- Maintain system users and roles.
- Maintain approval workflow.
- Maintain supplier integration.
- Run PeopleSoft eProcurement processes.
- Maintain procurement options.
- Maintain the accounting structure.

Understanding PeopleSoft eProcurement System Administration

There are specific implementation and maintenance tasks that are targeted to system administrators. The system contains links to technical setup pages for the overall PeopleSoft implementation.

Many of these links are to the PeopleSoft general installation, PeopleTools, PeopleSoft Workflow approvals pages, and PeopleSoft eProcurement-specific implementation pages.

Working with the Administer Procurement Component

This section discusses how to:

- Access the technical setup pages for implementation.
- Set up an eProcurement setup guide ID and description.
- View results for key word searches.

- Work with the setup guide.

Pages Used to Work with the Administer Procurement Page

Page Name	Object Name	Navigation	Usage
Administer Procurement	PV_ADM_MAIN2	eProcurement, Administer Procurement	Access the pages needed to implement and maintain PeopleSoft eProcurement.
Maintain Procurement Setup Guide ID	PV_ADM_PROJECT	eProcurement, Administer Procurement, Maintain Overall System Options, Setup Guide	Establish setup guide IDs to use separate departmental implementation checklists in the PeopleSoft Procurement and Workflow setup guides.
Procurement Setup Guide	PV_ADM_SETUP_GUIDE	eProcurement, Administer Procurement, Procurement Setup Guide, Default	Provide a procedural step-by-step listing of pages that you may go through for the initial functional set up of business units, codes, accounting structure, procurement options, vendors, items, and users.
Administer Procurement - Search Result	PV_ADM_SRCH_RESULT	eProcurement, Administer Procurement. Click the Search button.	Displays the results of the search for key words in the title, menu name, or description of an implementation or maintenance page that is linked to the Administer Procurement Main page.

Accessing the Technical Setup Pages for Implementation

Access the Administer Procurement page.

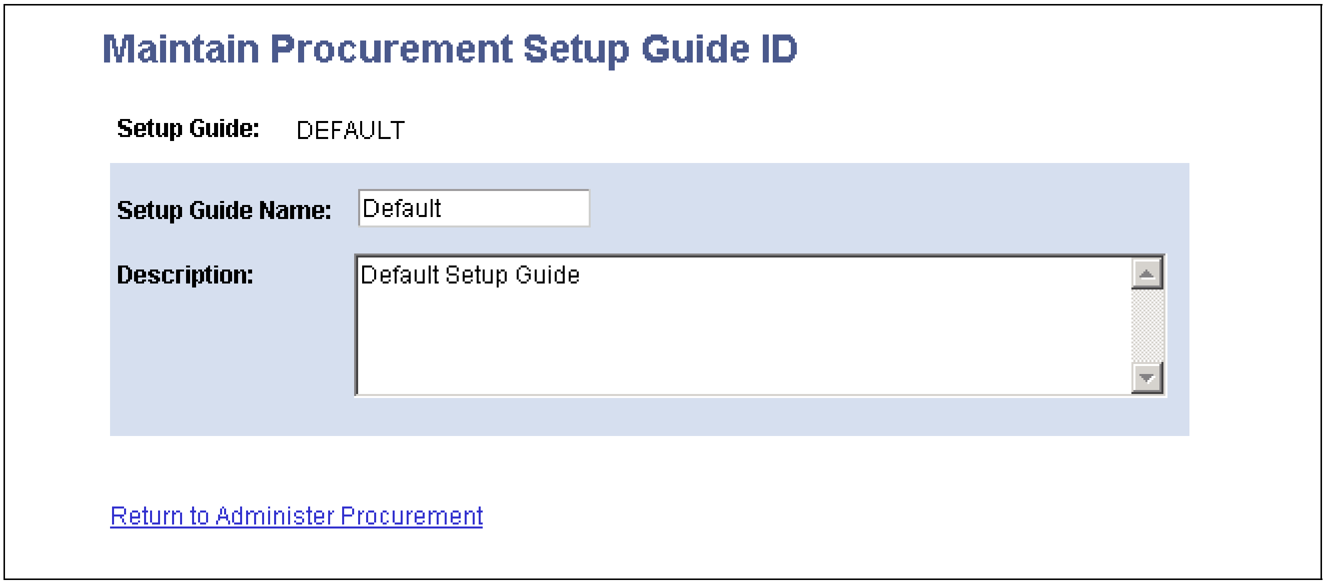
Administer Procurement page (1 of 2)

Administer Procurement page (2 of 2)

This is the main page for implementation and maintenance of PeopleSoft eProcurement. You can redesign this page to fit the organizational structure. To access the System Administration region of this page, the user profile must be linked to the PeopleSoft eProcurement SYSTEM_ADMIN action role.

Setting Up an eProcurement Setup Guide ID and Description

Access the Maintain Procurement Setup Guide ID page.

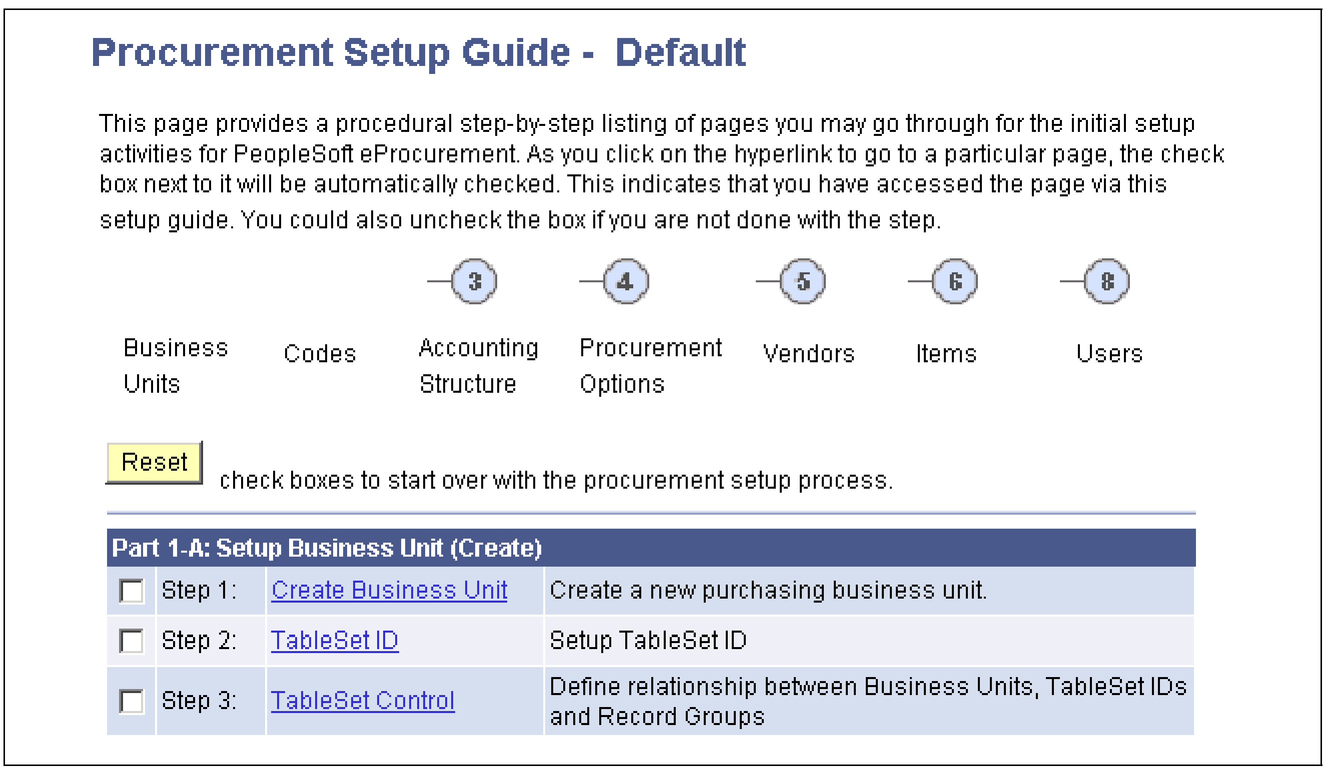


Maintain Procurement Setup Guide ID page

Use this page to establish setup guide IDs to use separate departmental implementation checklists in the PeopleSoft procurement and workflow setup guides. Enter the setup guide name and a description in the appropriate fields. Click Save when you are finished.

Working with the Setup Guide

Access the Procurement Setup Guide for *Default*.



Procurement Setup Guide page (1 of 7)

Part 2: Setup Codes			
☐	Step 1:	Units of Measure	Setup Units of Measure
☐	Step 2:	Countries	Setup Country Codes
☐	Step 3:	States	Setup State Codes
☐	Step 4:	Tax Authorities	Setup Sales Tax Authorities
☐	Step 5:	Tax Codes	Setup Sales Tax Codes
☐	Step 6:	Location Codes	Setup Location Codes
☐	Step 7:	Ship To Locations	Setup Ship To Locations
☐	Step 8:	Freight Terms	Setup Freight Terms
☐	Step 9:	Shipping Methods	Setup Shipping Methods (Ship Via Codes)
☐	Step 10:	Carrier	Setup Carriers
☐	Step 11:	Currency Codes	Setup Currency Codes
☐	Step 12:	Commodity Codes	Setup Commodity Codes
☐	Step 13:	Comment Types	Setup Standard Comment Types
☐	Step 14:	Comments	Setup Standard Comments
☐	Step 15:	File Locations	Setup File Locations
☐	Step 16:	Reason Codes	Setup Reasons Code

Procurement Setup Guide page (2 of 7)

Part 3: Setup Accounting Structure

Accounting General

☐	Step 1: Account Types	Setup Account Types
☐	Step 2: Accounts	Setup Accounts
☐	Step 3: Alternate Accounts	Setup Alternate Accounts
☐	Step 4: Departments	Setup Department Codes
☐	Step 5: Products	Setup Product Codes
☐	Step 6: Projects	Setup Project Codes
☐	Step 7: Statistics Codes	Setup Statistics Codes
☐	Step 8: SpeedCharts	Setup SpeedCharts
☐	Step 9: Accounting Entry Templates	Setup Accounting Entry Templates

ChartField Combinations

☐	Step 1: Combination Definition	Setup Combination Definition
☐	Step 2: Combination Rule	Setup Combination Rule
☐	Step 3: Combination Group	Setup Combination Group
☐	Step 4: ChartField Editing Template	Setup ChartField Editing Template

Procurement Setup Guide page (3 of 7)

Part 4: Setup Procurement Options

Purchase Order

☐	Step 1:	PO Origin Codes	Setup Purchase Order Origin Codes
☐	Step 2:	Dispatch PO Configuration	Setup Dispatch Purchase Order Configuration
☐	Step 3:	FOB Terms	Setup FOB Terms
☐	Step 4:	Payment Terms Timing	Setup Payment Terms Timing
☐	Step 5:	Payment Term - Single	Setup Payment Term - Single Payment
☐	Step 6:	Payment Term - Multiple	Setup Payment Term - Multiple Payments
☐	Step 7:	Change Order Template	Setup Change Order Template
☐	Step 8:	Fax Cover Letters	Setup fax cover letters for PO dispatch via fax.
☐	Step 9:	Fax Locations	Setup fax locations for PO dispatch via fax
☐	Step 10:	Match Rules	Setup/Review Matching Rule IDs
☐	Step 11:	Match Rule Control	Setup/Review the sets of match rules that are applied against vouchers, purchase orders, and receivers

Receiving

☐	Step 1:	Inspection Routing	Setup Inspection Instructions
☐	Step 2:	Return to Vendor Instructions	Setup Custom Return to Vendor Instructions on the RTV Form

Procurement Card

☐	Step 1:	Load Statement Options	Setup the tolerance percentage in reconciling the Procurement Card.

Procurement Setup Guide page (4 of 7)

Part 1-B: Setup Business Unit (Update)

☐	Step 1:	General Ledger Definition	Setup General Ledger Business Unit Definition
☐	Step 2:	Asset Mgmt Definition	Setup Asset Management Business Unit
☐	Step 3:	Processing Options	General default parameters for processing purchasing information
☐	Step 4:	Purchasing Definition	Setup Purchasing Business Unit Definition and options, PO approval options, document numbering, and requisition approval options
☐	Step 5:	eProcurement Business Unit Actions	Assign eProcurement Action to Business Units
☐	Step 6:	eProcurement Business Unit Options	Maintain eProcurement Business Unit Options

Part 5: Define Vendors

☐	Step 1:	Vendor Control	Setup vendor control data such as Auto Numbering, VAT Information, Wait Days EFT Pre-Note Auto Confirmation, etc.
☐	Step 2:	Vendor Information	Setup vendor information, such as name, address, identification, contact, and location
☐	Step 3:	Procurement Card Issuers	Setup a procurement card issuer that is associated with a valid Payables vendor
☐	Step 4:	Maintain Vendor URLs	Here is where you can enter URLs for a vendor's website. You can then access that vendor's website by clicking on the vendor link on the item description page.

Procurement Setup Guide page (5 of 7)

Part 6: Define Items

Define Item Controls

☐	Step 1:	Manufacturers	Add manufacturer and define information about the item's manufacturer
☐	Step 2:	Item Categories	Define Item Categories -- purchasing attributes such as primary buyer, receiving controls, price tolerance, etc.
☐	Step 3:	Item Families	Define item families
☐	Step 4:	Item Groups	Define item groups
☐	Step 5:	Item Numbering Control	Setup item number control to assign sequential item ID's
☐	Step 6:	Assign Catalog to BU	Assign one or multiple item catalogs to a business unit

Item Definitions

☐	Step 1:	Item Definition	Establish an item
☐	Step 2:	Item Units of Measure	Assign units of measure to defined items
☐	Step 3:	Purchasing Attributes	Define item information specific to purchasing such as preferred vendor, price, receiving instructions, etc.
☐	Step 4:	Purchasing Kits	Setup item purchasing kits for requisitions
☐	Step 5:	Item Approval	Approve new items defined in PeopleSoft
☐	Step 6:	Item Ship To Location	Acceptable delivery locations for an item
☐	Step 7:	Price Adjustment	Setup standard price discounts for items
☐	Step 8:	Build eProcurement Verity Collection	Build eProcurement Verity Collection for search type "VSE". Verity Search Engine will be used for the item catalog search in creating eProcurement Requisitions.
☐	Step 9:	Load Tree Data	Load tree data for item catalogs. This process is necessary for the "TSE" and "VSE" search type.

Procurement Setup Guide page (6 of 7)

Part 7: Setup Users

System Users and Role Setup

☐	Step 1:	Permission List	Setup Permission List
☐	Step 2:	Copy Permission List	Select an existing permission list to copy as a new permission list
☐	Step 3:	Roles	Setup roles in workflow
☐	Step 4:	Copy Role	Select an existing role to copy as a new role
☐	Step 5:	User Types	Setup User Types
☐	Step 6:	User Profile	Setup User ID, workflow users, and assign roles to users
☐	Step 7:	Copy User Profile	Clone an existing user profile.
☑	Step 8:	eProcurement Role Action	Setup actions and assign roles to actions for eProcurement
☐	Step 9:	Requester Integration Defaults	Setup default values for requester integration processing

Procurement User Setup

☐	Step 1:	Buyers	Setup Buyers
☐	Step 2:	Requesters	Setup Requesters
☐	Step 3:	User Preferences	Setup overall or purchasing specific user preferences and defaults
☐	Step 4:	Cardholder Profile	Setup cardholder profile for procurement cards

Return to Administer Procurement

Procurement Setup Guide page (7 of 7)

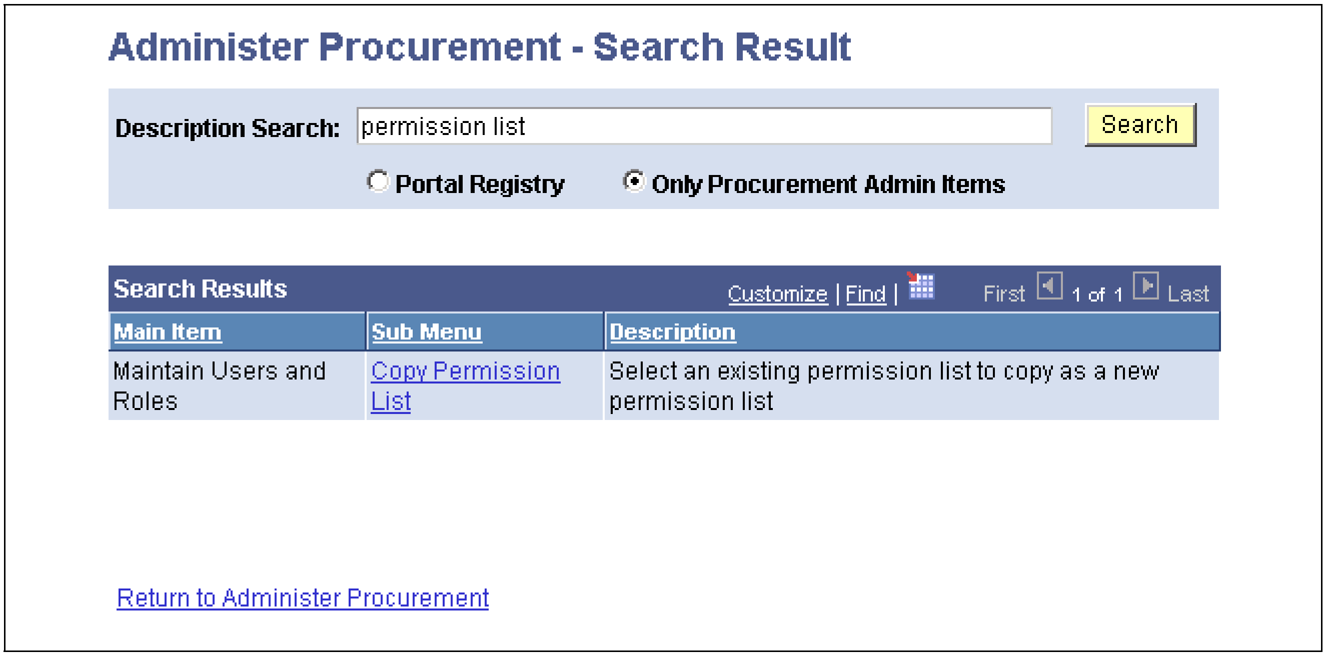
PeopleSoft eProcurement delivers a setup guide that provides sequential steps that enable users to implement PeopleSoft eProcurement and link to the pages that define organizational structure in PeopleSoft applications. Access the setup guide by entering a setup guide ID. Define separate IDs for different implementation teams, departments, or individuals based on their work tasks. The system is delivered with a default setup guide ID.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Getting Started With PeopleSoft Purchasing,” PeopleSoft Purchasing Implementation

Viewing Results for Key Word Searches

Access the Administer Procurement - Search Result page.



Administer Procurement - Search Result page

Select the Portal Registry option to expand the search for key words to the entire PeopleSoft implementation.

Configuring the Administration and Maintenance Pages

This section provides an overview of how you can modify the administration and maintenance pages to reflect the implementation and discusses how to:

- Configure the Administer Procurement Main page.
- Change the setup guide and second-level links for the Administer Procurement Main page.

Understanding How You Can Modify the Administration and Maintenance Pages to Reflect the Implementation Approach

You can change the administration and maintenance pages to reflect the organization's approach to implementation. To do this, PeopleSoft enables you to:

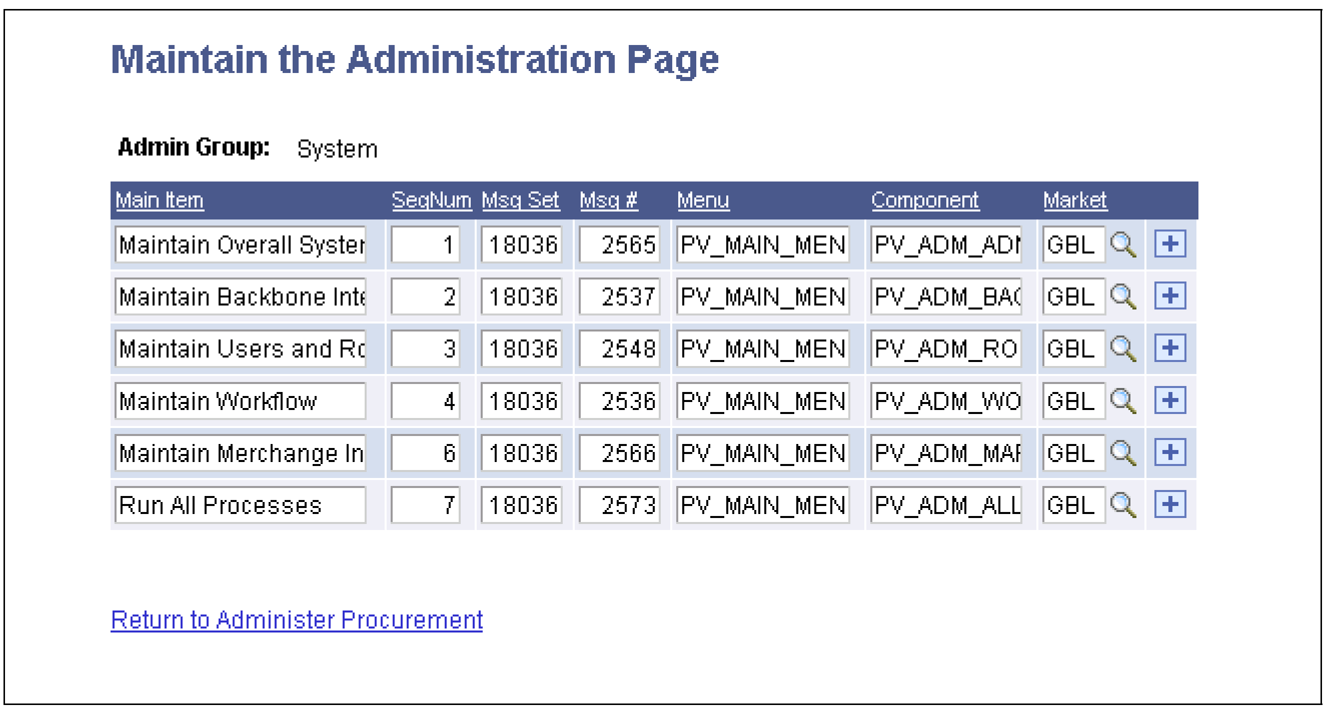
- Reorder the administrative steps.
- Remove some administrative steps.
- Display different page links.
- Rename the titles and links.

Pages Used to Configure the Administration and Maintenance Pages

Page Name	Object Name	Navigation	Usage
Maintain the Administration Page	PV_ADM_PAGE_TBL	eProcurement, Administer Procurement, Maintain Overall System Options, Maintain the Administration Page	Configure the Administer Procurement Main page: change titles, change descriptions, and reorder steps. Access is limited to users with the SYSTEM_ADMIN eProcurement role action.
Administer Procurement Menu Items Table	PV_ADM_ITEM_TBL	eProcurement, Administer Procurement, Maintain Overall System Options, Maintain Administration Menu Items	Change the second level of links (or steps) for the System Administration region on the Administer Procurement Main page. Access is limited to users with the SYSTEM_ADMIN action role. See Chapter 3, "Determining eProcurement Technical Implementation Options," Attaching Role Actions to User Roles, page 38.

Configuring the Administer Procurement Main Page

Access the Maintain the Administration Page page.



Maintain the Administration Page

Admin Group: System

Main Item	SeqNum	Msg Set	Msg #	Menu	Component	Market
Maintain Overall Syster	1	18036	2565	PV_MAIN_MEN	PV_ADM_ADI	GBL
Maintain Backbone Inte	2	18036	2537	PV_MAIN_MEN	PV_ADM_BA(	GBL
Maintain Users and Rc	3	18036	2548	PV_MAIN_MEN	PV_ADM_RO	GBL
Maintain Workflow	4	18036	2536	PV_MAIN_MEN	PV_ADM_WO	GBL
Maintain Merchange In	6	18036	2566	PV_MAIN_MEN	PV_ADM_MAI	GBL
Run All Processes	7	18036	2573	PV_MAIN_MEN	PV_ADM_ALL	GBL

Return to Administer Procurement

Maintain the Administration Page page

Use the administration group values, *System* and *Procurement,* to configure the System Administration and Maintain Procurement regions on the Administer Procurement Main page.

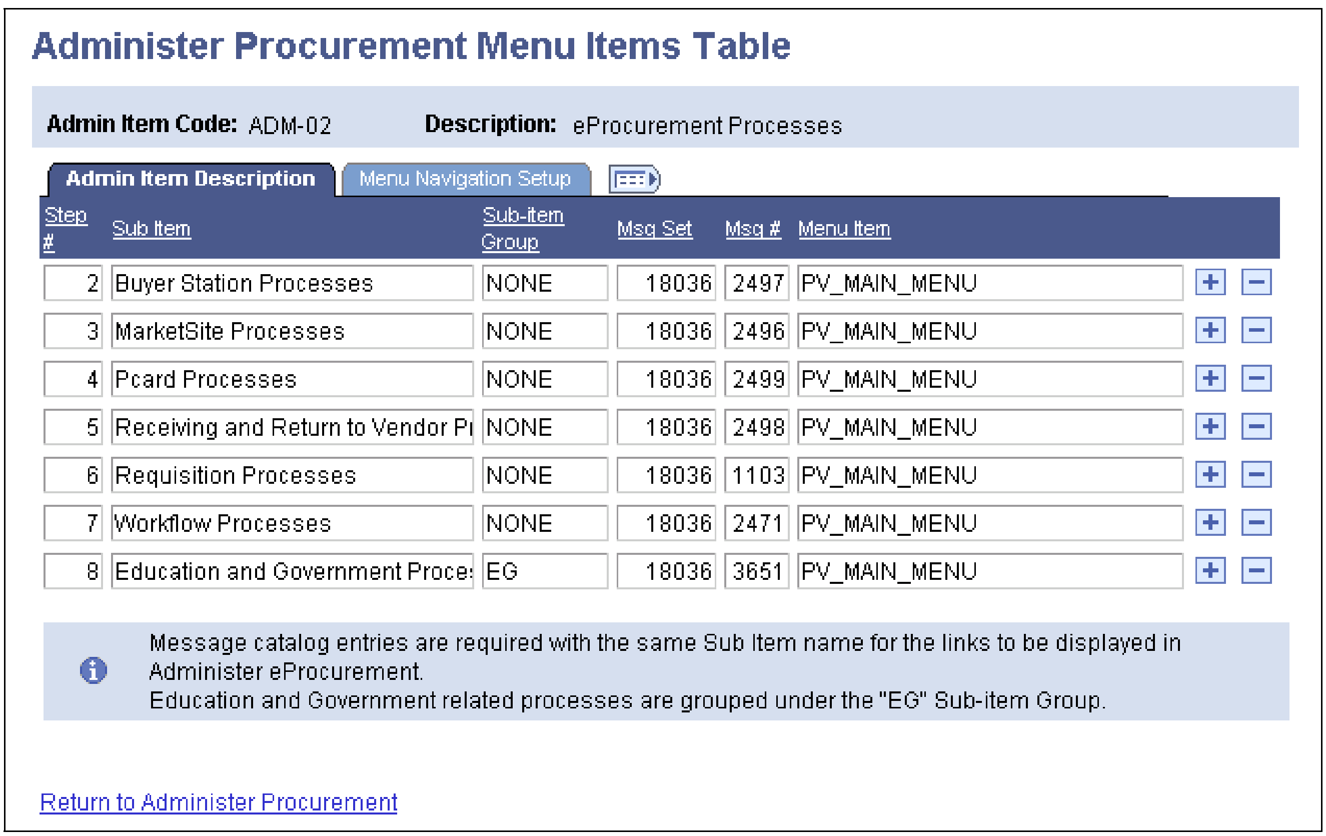
Main Item	Displays the title for each option (group of steps) on the Administer Procurement Main page.
SeqNum (sequence number)	Displays the order in which the steps appear on the Administer Procurement Main page.
Msg Set (message set)	Displays the message catalog delivered with PeopleSoft eProcurement.
Msg # (message number)	Displays the message that contains the title and description for each step. You can change the message numbers to use messages that you create.
Menu, Component, and **Market**	Select the component to which you want the user to transfer.

See Also

Chapter 3, "Determining eProcurement Technical Implementation Options," Understanding PeopleSoft eProcurement System Administration, page 9

Changing the Setup Guide and Second-Level Links for the Administer Procurement Main Page

Access the Administer Procurement Menu Items Table page.


Administer Procurement Menu Items Table

Admin Item Code: ADM-02 Description: eProcurement Processes

Admin Item Description | Menu Navigation Setup

Step #	Sub Item	Sub-item Group	Msg Set	Msg #	Menu Item
2	Buyer Station Processes	NONE	18036	2497	PV_MAIN_MENU
3	MarketSite Processes	NONE	18036	2496	PV_MAIN_MENU
4	Pcard Processes	NONE	18036	2499	PV_MAIN_MENU
5	Receiving and Return to Vendor Pr	NONE	18036	2498	PV_MAIN_MENU
6	Requisition Processes	NONE	18036	1103	PV_MAIN_MENU
7	Workflow Processes	NONE	18036	2471	PV_MAIN_MENU
8	Education and Government Proce:	EG	18036	3651	PV_MAIN_MENU

Message catalog entries are required with the same Sub Item name for the links to be displayed in Administer eProcurement.
Education and Government related processes are grouped under the "EG" Sub-item Group.

Return to Administer Procurement

Administer Procurement Menu Items Table page

After you configure the Administer Procurement Main page, you can define the links that appear on the page.

Admin Item Code (administration item code)
Define a section for the Administer Procurement Main page. Values are:

ADM-01: Accounting.

ADM-02: eProcurement processes.

ADM-04: Business units.

ADM-05: Codes.

ADM-06: Items.

ADM-07: Merchants integration.

ADM-08: Overall system options.

ADM-09: Procurement options.

ADM-10: Publishing rules.

ADM-11: System users and roles.

ADM-12: Vendors.

ADM-13: Workflow.

ADM-14: Procurement users.

ADM-15: Maintain catalogs.

Admin Item Description Tab

Select the Admin Item Description (administration item description) tab.

Step # (step number)
Designates the order in which the steps appear on the Procurement Setup Guide page, which contains this information: business unit, codes, accounting, procurement options, vendors, items, and procurement users.

Sub Item
Assigns a reference name to the steps for this administration item code. For example, *ADM-05* lists sub-item 1 names, such as units of measure, tax codes, and location codes.

Sub-item Group
Lists predefined groups (or subheadings) on the established page. For example, the Maintain Business Units page has two groups (subheadings): general set up and set up purchasing business units. The sub-item groups are setID and BU (business unit). You can restrict a sub-item by using the Maintain group, which removes it from the admin setup guide but not from the Maintain Business Units page.

Msg Set (message set)
Displays the message catalog delivered with PeopleSoft eProcurement.

Msg # (message number)
Displays the message that contains the title and description for each step. You can change the message numbers to use messages that you write.

Menu Items
Defines the location for the step item.

Menu Navigation Setup Tab

Select the Menu Navigation Setup tab.

The fields on this tab link the step to a PeopleSoft table. The bar name establishes a connection to the step table location.

See Also

PeopleTools PeopleBook: PeopleSoft Application Designer

Setting Up Installation Options

To set up installation options, use the eProcurement Installation component.

This section discusses how to set up PeopleSoft eProcurement installation options.

Pages Used to Set Up Installation Options

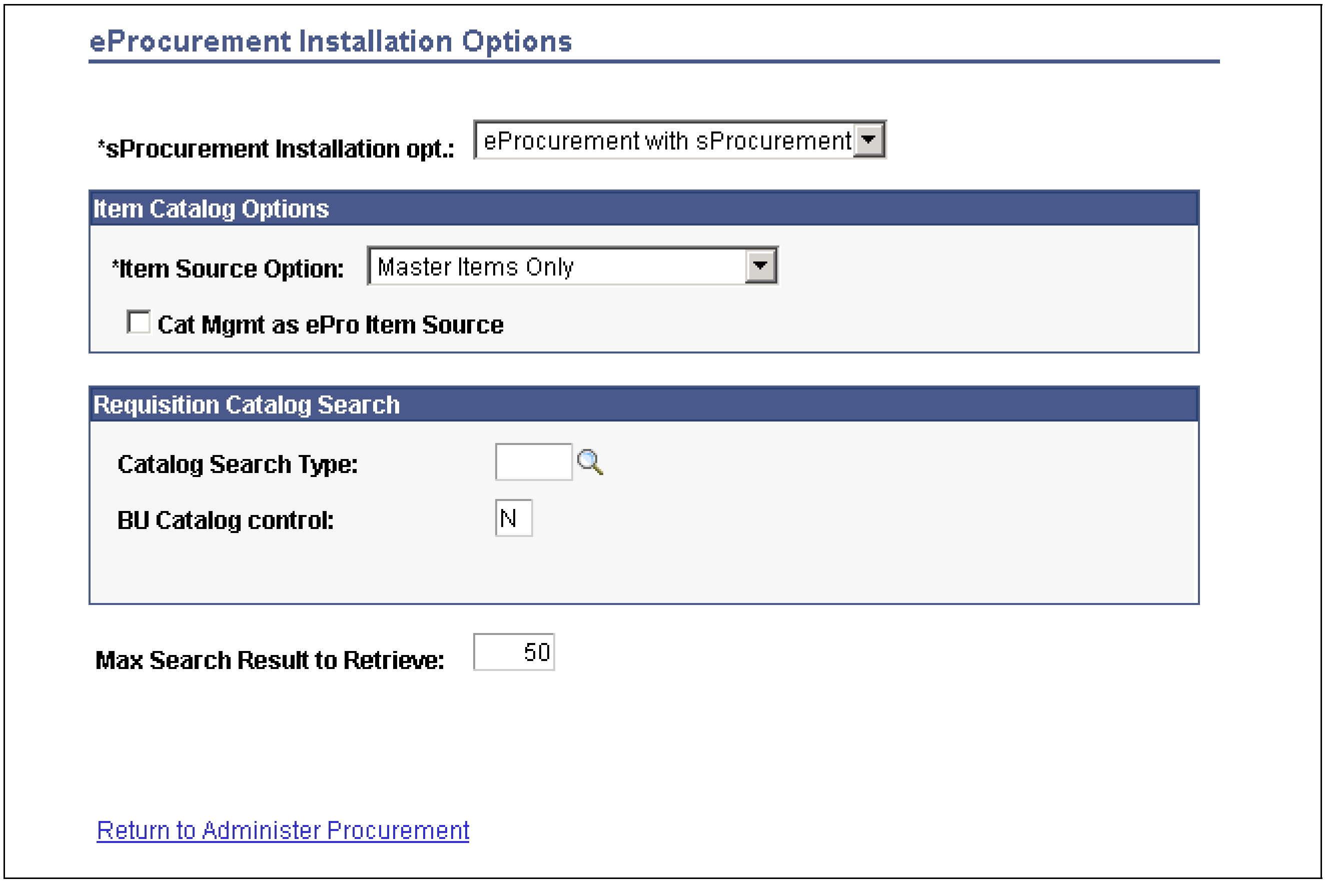
Page Name	Object Name	Navigation	Usage
Installation Options	INST_LINKS	eProcurement, Administer Procurement, Maintain Overall System Options, Installation Options	Access the pages that are used to set overall system installation options for PeopleSoft Purchasing, PeopleSoft Inventory, and other applications. Access is limited to users with the SYSTEM_ADMIN action role.
eProcurement Installation Options	PV_INSTALLATION_PV	eProcurement, Administer Procurement, Maintain Overall System Options, eProcurement Installation Options	Set up PeopleSoft eProcurement installation options. Access is limited to users with the SYSTEM_ADMIN action role.

See Also

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, “Implementing the Verity Search Engine,” Setting Up and Running the Verity Search Update Daemon Group Program

Setting Up PeopleSoft eProcurement Installation Options

Access the eProcurement Installation Options page.



eProcurement Installation Options page

***sProcurement Installation opt.** (PeopleSoft Services Procurement installation options)

Select the type of PeopleSoft Services Procurement options that you want to use. You can integrate PeopleSoft eProcurement with PeopleSoft Services Procurement, use PeopleSoft Services Procurement as a standalone application, or elect not to use the PeopleSoft Services Procurement application.

Item Catalog Options

Item Source Option

Select the source for items to be placed on the PeopleSoft eProcurement transactions. Items can come from the Item Master tables, the express catalog, or both.

Cat Mgmt as ePro Item Source (catalog management as eProcurement item source)

Select to use items from PeopleSoft Catalog Management for use in creating requisitions.

Requisition Catalog Search

Catalog Search Type

Select the type of item search to use on the Search Catalog page.

Values are:

TSE (use tree table):

This search engine is limited to a search of the item catalogs defined in the PeopleSoft Tree Manager. Only items defined in the PeopleSoft Item Master tables are searched, and you cannot define additional search criteria for the environment.

VSE (use Verity search engine):

The Verity search engine offers faster searches and advanced search options, including the use of Boolean operators. You can use the Verity search engine to search the PeopleSoft Item Master tables; you can also use it to search express catalogs, express forms, direct connect suppliers, and business templates.

BU Catalog control (business unit catalog control)

To limit the access of item catalogs within certain business units, enter *Y,* and access the Assign Catalog to Business Unit page to set up the item catalogs to use in each business unit. Enter *N* to enable every business unit to access all catalogs. If you are using the rule-based item catalog security feature, use this field and the Assign Catalogs to Business Unit page in coordination with the Catalog Security page.

Max Search Result to Retrieve (maximum search result to retrieve)

Enter the maximum number of rows to retrieve on the pages each field value is associated to:

Search Catalog.

Advanced Search.

Manage Requisitions.

Manage Purchase Orders.

Receipts for a Power User.

Receipts for a Casual User.

Note. If a search returns more rows than you specify, an error message appears.

See Also

Chapter 5, “Importing and Searching Supplier Catalogs,” Setting Up Catalog Security, page 85

Setting Up Attachments for Transactions

To set up attachments for transactions, use the File Attachments Administration component (PV_ATTACH_ADMIN).

This section provides an overview of transaction attachments and discusses how to:

- Identifying servers, component names, and paths for stored attachments.
- Define vendor email addresses for sending attachments.
- Set up locations for storing attachments.

Understanding Transaction Attachments

A transaction attachment is a file that you can attach to a transaction, such as a PeopleSoft eProcurement requisition. The file can be a Microsoft Word file, an Excel spreadsheet, a PowerPoint presentation, a Visio diagram, or any other type of document. Requesters and buyers can view these attachments. The system adds the attachment automatically to the purchase order that is created from the requisition. You can then send these attachments to a vendor.

Note. Other PeopleSoft applications use transaction attachments. This section uses PeopleSoft eProcurement transaction examples; but these examples can apply to any PeopleSoft transaction.

PeopleSoft enables you to store and retrieve attachments to a server. After you set up attachments for the system:

- Requesters can add attachments to their requisitions using the Line Comments page.
- Buyers can view attachments to requests using the Requisition Expediter page.
- Buyers can view attachments to purchase orders using the Manage Purchase Orders page.
- Buyers can notify the vendor of an attachment to be sent with the purchase order by running the Notify Vendors of Attachment process (PV_EMAIL_AE).

  This process sends the vendor an email with the purchase order, line number, and attachment.

To add attachments to transactions in PeopleSoft, you can:

- Use the attachment utility provided by PeopleTools.

  This utility enables the system administrators to control where attachments are stored. Administrators can configure more than one server and change the server settings when needed. This utility standardizes the use of attachments. Users do not need to remember or enter the network path for attachments. This is the recommended method.
- Set up a server location for storing attachments.

  Users manually place their attachments on a file share on the network and add the path to the attachment file into the transaction that they want it associated with. This method uses the URL Maintenance page.

Using the Attachments Utility for Other PeopleSoft Applications

This PeopleSoft attachments utility enables you to set up and administer file attachment servers in one component. You no longer need to add code to hold explicit references to URLs or identify the type of database. All of this is accomplished using the Administer Attachment Servers component. You can change the active server at will, without changing code.

Records that you need to store attachments and retrieve attachments from a PeopleSoft eProcurement requisition have already been defined by PeopleSoft. However, you can design attachments to be used in PeopleSoft Purchasing, PeopleSoft Services Procurement, and PeopleSoft Strategic Sourcing.

Use the completed attachment feature in PeopleSoft eProcurement as an example. Using the PeopleSoft eProcurement example, the basic expectation is that the application has a record in which it stores attached file references. This record is a child of the application's parent records and appears in a scroll.

To store references to attached files, every application must define a record tied to an underlying table. For example, the PeopleSoft eProcurement requisition component has the record PV_REQ_ATTCH in which it stores references to all attached files. Following the usual pattern, this record uses the key fields of its parent records and adds a unique key of its own. This utility expects the applications to have such a record (the application's attachment reference record).

The attachment reference records must include these two fields: SCM_ATTACH_ID and ATT_VERSION. These two fields are the key fields of the PV_ATTACHMENTS record, which is the central repository of all attachment information.

The PV_ATTACH_NUM field is no longer necessary, although it does not need to be deleted. Include any other field from PV_ATTACHMENTS in the application's attachment reference record.

When designing the user interface, only the user file and description fields should be made visible to the users. For PeopleSoft eProcurement, the work record PV_ATTACH_WRK includes these two fields. Also, if you use the application development framework class, Application Interface, then this work record and the class resolve all persistence issues.

In general, you should enable users to attach more than one file; use the Line Comments page (PV_REQ_COMMENTS) in PeopleSoft eProcurement as an example of the proper scrolls, buttons, and grids to use. The Line Comments page enables you to add and view attachments using buttons.

The View button is inside the scroll and tied to SCM_ATTACH_WRK.SCM_DOWNLOAD. For the Add button, copy the PeopleSoft eProcurement ATTACHADD field in the work record PV_REQ_WRK, and then change the one piece of the code that refers to PeopleSoft eProcurement:

```
Local Rowset &rs = GetLevel0 () (1). GetRowset (Scroll.REQ_LINE) (&Level1Row).
GetRowset (Scroll.PV_REQ_ATTACH);
```

If you decide that you want to include the Add button inside the grid, the SCM_ATTACH_WRK record provides the SCM_UPLOAD field, which can be bound to an Add button within a grid. In this case, you do not need to add any code. Verify that the application's attachment reference record is included in the same grid. As long as the system can find an application attachment reference record, which includes the fields PV_ATTACH_ID and ATT_VERSION, the utility manages every event, including row insertion, attachment upload, download, and save.

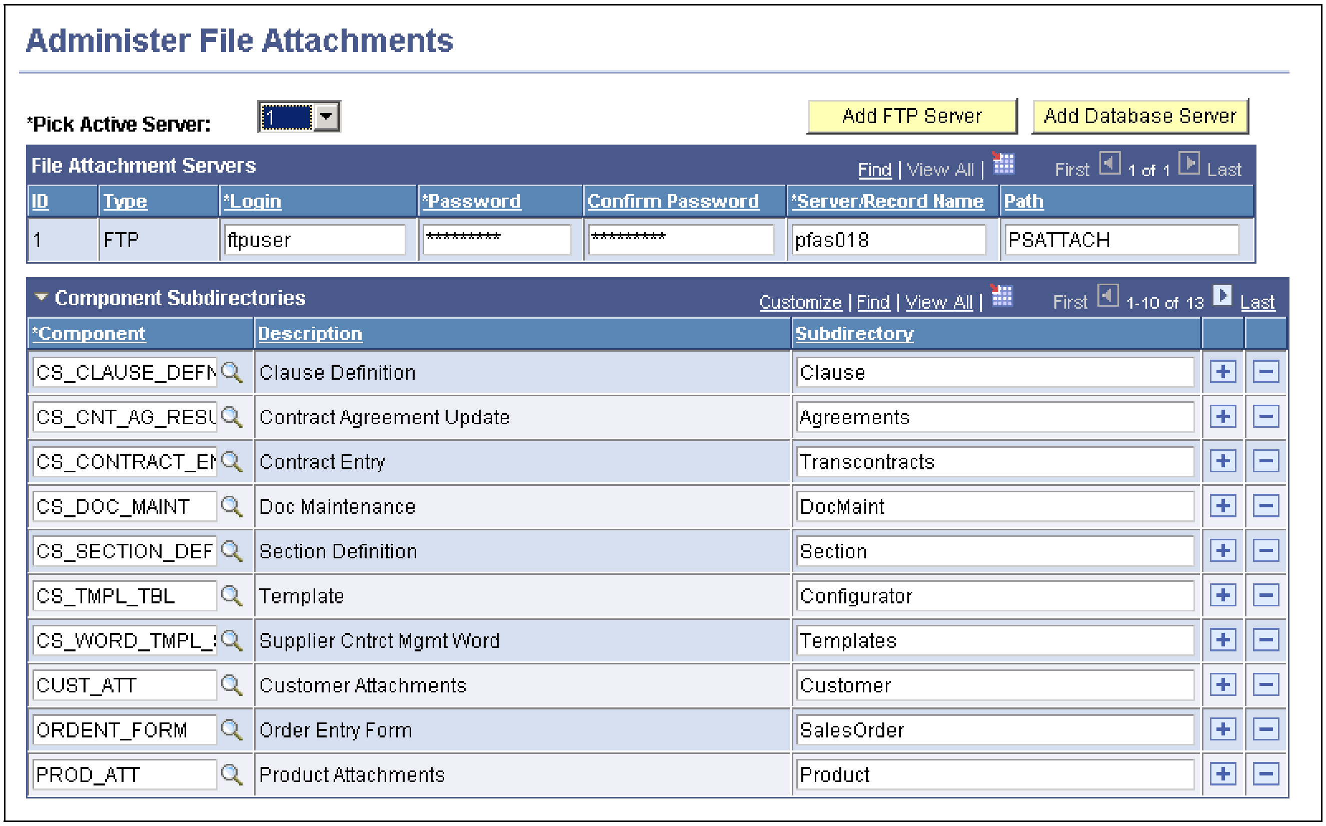
When attachment files are to be stored in a server, PeopleTools requires the database to have a record structured in a specific way. These delivered records meet these requirements: FILE_ATTDET_SBR for database servers and FILE_ATTACH_SBR for File Transfer Protocol (FTP) servers.

Pages Used to Set Up Attachments for Transactions

Page Name	Object Name	Navigation	Usage
Administer File Attachments	SAC_ATT_ADMIN	• Set Up Financials/Supply Chain, Common Definitions, File Attachments, Administer File Attachments • eProcurement, Administer Procurement, Maintain Overall System Options, Maintain File Attachment Servers	Identify servers on which to store attachments.
Vendor Address	VNDR_ADDRESS	eProcurement, Administer Procurement, Maintain Vendors, Vendor Information, Address	Define vendor email addresses for sending attachments.
URL Maintenance	URL_TABLE	PeopleTools, Utilities, Administration, URLs	Requires end users to enter the file location manually for attachments (not the recommended method).

Identifying Servers, Component Names, and Paths for Stored Attachments

Access the Administer File Attachments page.



Administer File Attachments page

Attachments to PeopleSoft eProcurement transactions are stored and retrieved from the server locations defined here. System administrators can configure one or more servers to store attachments. These servers can be FTP servers or database servers.

Using this page, system administrators can set up new servers and identify the active server. Administrators can add or modify the FTP root folder and the component specific subfolder for FTP servers.

Pick Active Server	Select the server ID of the active (or default) server where all newly created attachments are stored. You can switch the active server at any time. All previously created attachments are still retrieved from the server where they originally were stored. The attachments keep a reference to the original server. This field is required.
Add FTP Server (add file transfer protocol server)	Click to insert a new row in the grid to define a new FTP server for attachments.
Add Database Server	Click to insert a new row in the grid to define a new database server for attachments.
ID	Displays the system-assigned ID number for each server on this page. When an attachment is stored to the server, the server ID is inserted into the attachment record. When you request to download (view) this attachment, the system retrieves it from the original server based on the server ID.
Type	Identifies the type of server based on whether you click the Add FTP Server button or the Add Database Server button. Once you have saved the row and exited the component, you cannot change the server type. Values are: • *FTP* (file transfer protocol server).

	• *DB* (database server).
Login	Enter or change the login name. This is required for FTP servers only.
Password	Enter or change the password corresponding to the Login Name. The password is required for FTP servers only.
Server/Record Name	Enter a value for both FTP servers and database servers: • For FTP servers, enter the machine name. Once you save the information, change the machine name only if the same FTP server is renamed. To add a different FTP server, click the Add FTP Server button to insert a new row into the grid and define the new server. You cannot delete servers because attachments could already be stored on them. • For database servers, enter the record name of the database to store attachments. This is the only entry needed for database servers. This field automatically changes to PV_ATT_DB_SRV for PeopleSoft eProcurement attachments.
Path	Enter the subdirectory path under the server's FTP root where all attachments are to be stored. This is required for FTP servers only.

Note. You cannot delete a server after you save the row and exit from the component. After you exit the component, the system assumes that attachments could already be stored on this server location.

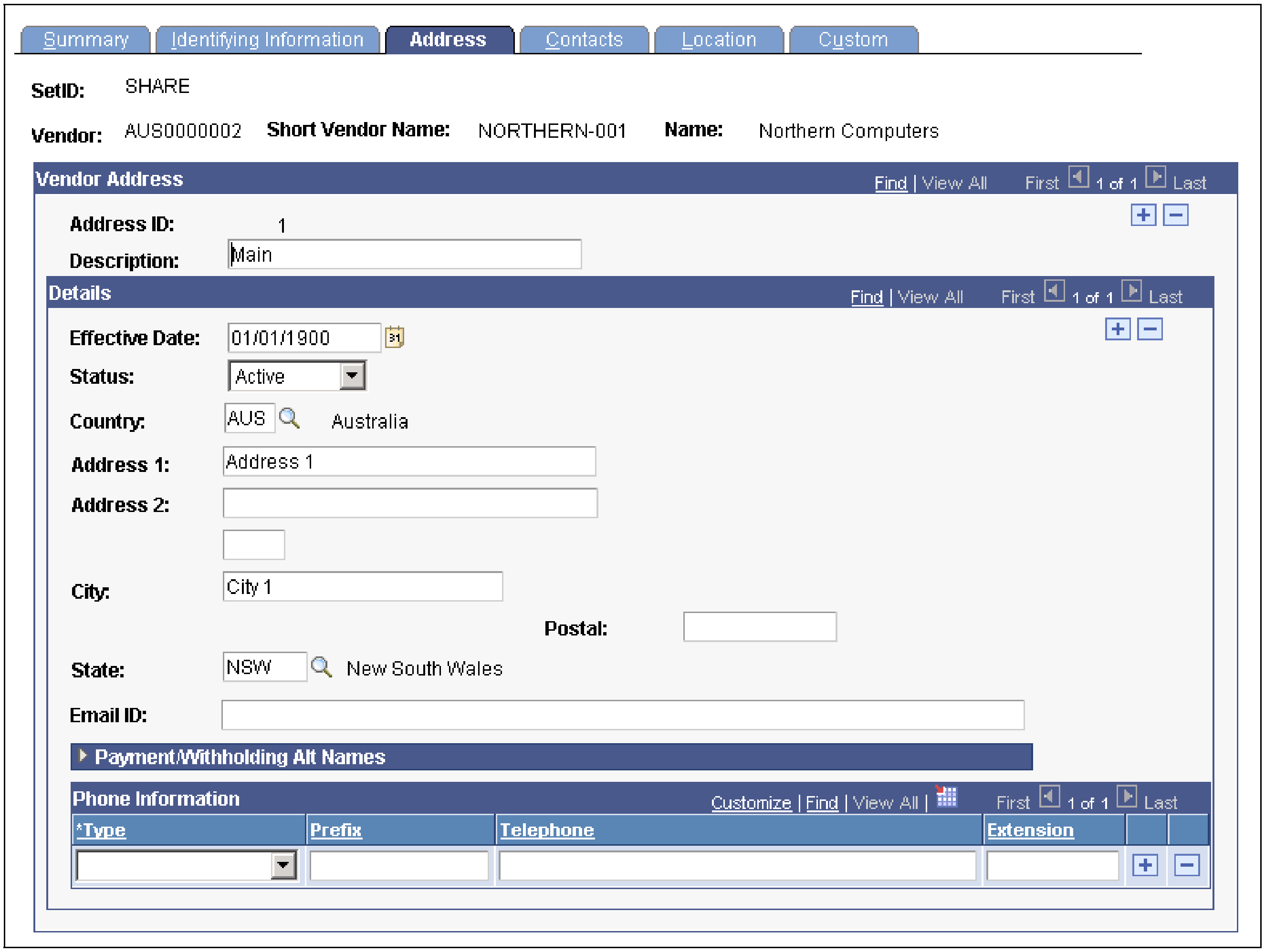
Component Subdirectories

System administrators can use this section to specify a subdirectory under the FTP root for any component. When uploading files, the system looks to this record and uses any subdirectory defined. The component subdirectory can be modified at any time. Define the component (in the installed applications) with a subdirectory under the FTP root (FTP servers only).

Component Name	Enter the component for the installed application.
Subdirectory	Enter the subdirectory path.

Defining Vendor Email Addresses for Sending Attachments

Access the Vendor Address page.



Vendor Address page

To send an attachment to the vendor, for the *001* address ID, enter the vendor's email ID address in the Email ID field. When you run the Notify Vendors of Attachments (PV_EMAIL_AE) process, attachments are sent to the vendor email address, along with the purchase order ID and line number. The attachment is sent only after the purchase order is dispatched and published.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Maintaining Vendor Information"

Set Up Locations for Storing Attachments

Access the URL Maintenance page.

URL Maintenance page

Use this page to set up a location for storing attachments. This is usually an FTP server. In the root directory, add a subfolder named PV and then give read and write privileges to anonymous users or any users that are specified in the FTP string. For PeopleSoft eProcurement attachments, create a URL identifier that is named PV for the FTP location and then specify the FTP server address. The FTP root location must contain a subdirectory that is named PV.

Setting Up Event Notifications and Escalations

This section provides an overview of notifications and discusses how to:

- Define notification event types.
- Set up notification events.
- Review notifications event statuses.

Understanding Notifications

Notifications enable you to create and send a notification to someone. The notifications can either be a worklist item or an email message. Notifications are associated with an overall process, such as a workflow.

Use the Event Notification and Escalation feature to create a process that you can schedule to run at any time, independent of other applications. This feature is an Application Engine program that is called from the PeopleSoft Process Scheduler. You define rules for sending notifications, such as when a workflow approval has gone beyond the time defined for responses. You configure the requesters and approvers who receive the notification using the PeopleSoft application's approval pages.

The system notifies a specific user using email or invokes an action defined in the subscriber system. This system makes the call to an application program interface (API) registered by PeopleSoft eProcurement and uses the Event Notification and Escalation feature to:

- Define a notification based on a process and its event type.

  The notification definitions are grouped based on the event type for each process.
- Evaluate whether the condition has been met.

The system uses a poller that it implements through the PeopleSoft Process Scheduler. For each active, configured. and defined notification event, the system takes an action based on the outcome of the evaluation. The system makes an evaluation by:

- Running a SQL view.
- Running a query object.
- Calling a user-define PeopleCode application class from within an application package.

• Trigger the action defined for the user event.

The action taken will either be an email notification set up using the PeopleSoft notification template or a user-defined PeopleCode application class. If the action invokes PeopleCode, then the rowset returned from the evaluation step is passed into the action step.

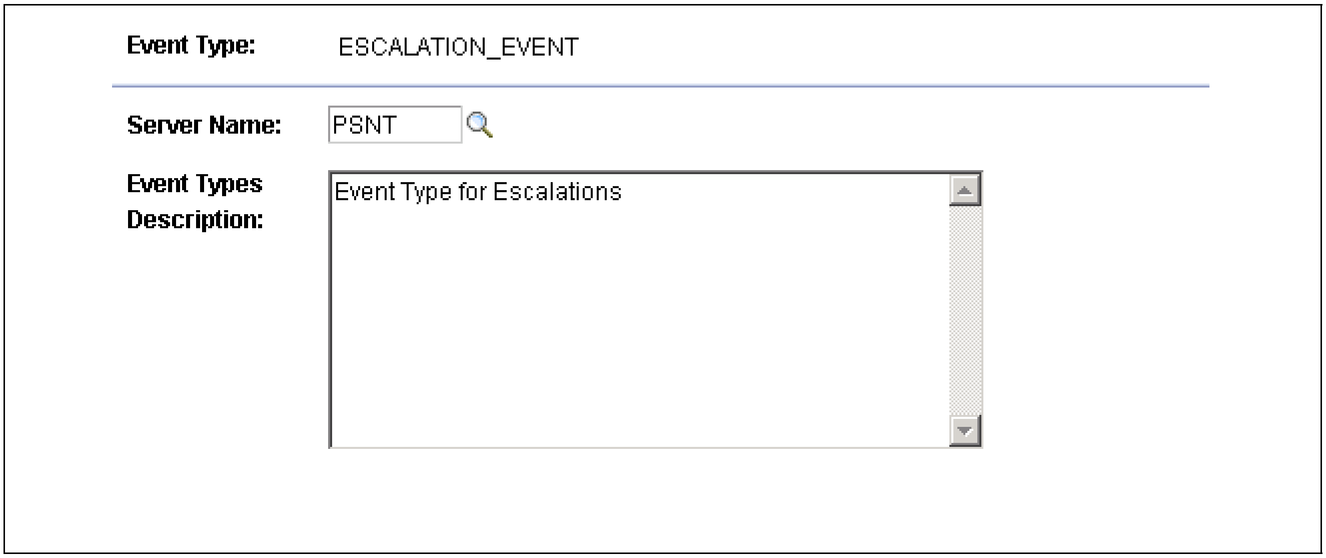
• Log errors and exceptions and report notification statuses.

Pages Used to Set Up Event Notifications and Escalations

Page Name	Object Name	Navigation	Usage
Event Type	SAC_NEM_EVENTS	• Set Up Financials/Supply Chain, Common Definitions, Notifications and Escalations, Event Types • eProcurement, Administer Procurement, Maintain Workflow, Event Types	Use this page to create a notification event, specify the conditions for which it should check, and specify the actions that the system should take when the notification conditions are met.
Setup Event	SAC_NEM_SETUP	• Set Up Financials/Supply Chain, Common Definitions, Notifications and Escalations, Setup Event • eProcurement, Administer Procurement, Maintain Workflow, Event Definitions	Set up events.
Status	SAC_NEM_STATUS	• Set Up Financials/Supply Chain, Common Definitions, Notifications and Escalations, Status • eProcurement, Administer Procurement, Maintain Workflow, Event Status	Use this page to determine if the system successfully ran the notification event and to delete event logs.

Defining Notification Event Types

Access the Event Type page.



Event Type page

Event Type

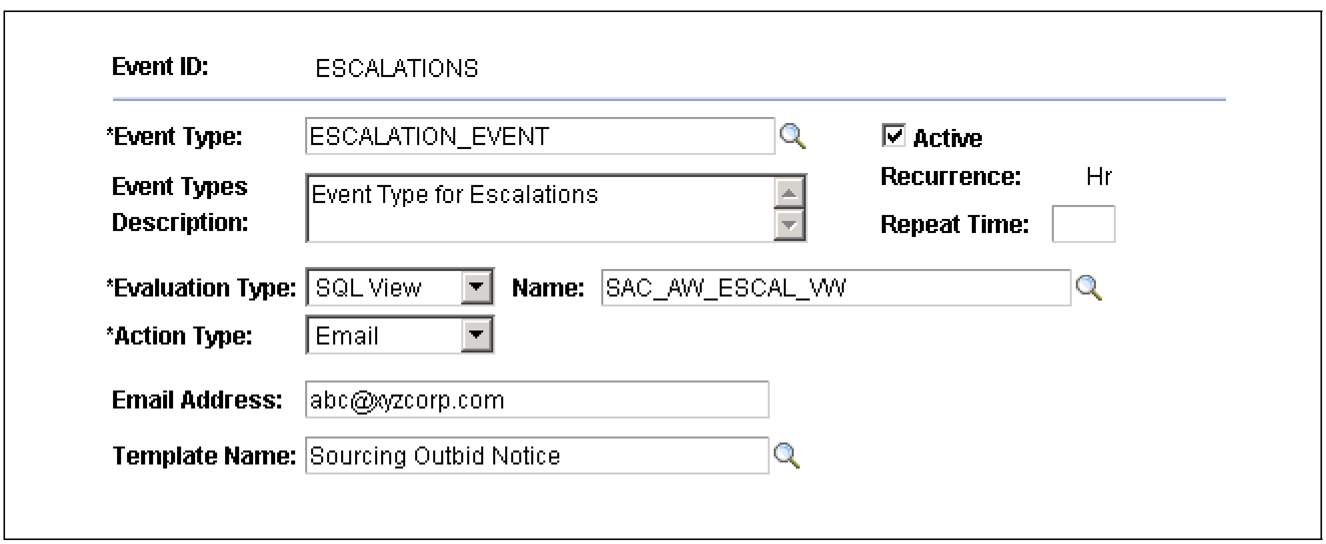
Enter an identifier for the event type. The system uses this value as a prompt value when you set up notifications events for applications such as PeopleSoft eProcurement.

Server Name

Select a server on which the notification event should run. You can use an existing PeopleSoft Process Scheduler server or an existing application server. By defining an event to run on a specific sever, you can manage the server's workload. You can also set up an event type to run the same notification event on different servers.

Setting Up Notification Events

Access the Setup Event page.



Setup Event page

Event ID

Displays the unique name that the system uses to identify the current notification event. You enter this value if you are adding an ID.

Event Type

Select the event type. Event types determine which server is going to process the event.

Active

Select to indicate that the current notification is active. If the notification is not active, the system does not run the evaluation condition.

Event Types Description

Displays the user-defined description for this event type.

Recurrence

Displays the interval or frequency that the system uses to poll a notification condition. When a condition is met, the system triggers the action defined for the notification.

The system polls for active notifications to be triggered based on the query object, SQL view, or PeopleCode application class defined in the notification condition. The polling interval is part of scheduling and works with the repeat interval defined for a specific event type.

Repeat Time

Enter a value for the amount of time that lapses between on evaluation time to the next time that the system polls or evaluates the notification condition. For each configured notification, you can enter a repeat interval. This interval must be a multiple of the scheduled polling frequency.

Evaluation Type

Select how you want the system to evaluate the condition for a notification event. Values are:

PeopleCode: With this evaluation type, you write code to return the row set that you want. If PeopleCode is chosen as the action step, then the evaluation rowset is passed into the action step for custom processing.

Query Obj (query object): This a predefined query that you set up using the Query Manager that returns a rowset.

SQL View: You create SQL views using PeopleSoft Application Designer.

Name

Displays the name of the query object or SQL view, depending on which is selected as the evaluation type.

Action Type

Select the type of action that you want the system to take when a notification condition has been met. Values are:

PeopleCode: Select an application package and class to perform a custom notification or action.

Note. If you select *PeopleCode,* the Package and Class fields appear.

Email: Select to use an email for the notification. When you select this action type, the Email Address and Template Name fields appear.

Package

Select the application package that contains the application class for performing a custom PeopleCode evaluation.

Class

Select an application class that is associated with the application package.

Email Address

Enter an email address for the user that you want to receive this notification. To add multiple email addresses, use commas as delimiters. This field is available only when you select *Email* in the Action Type field.

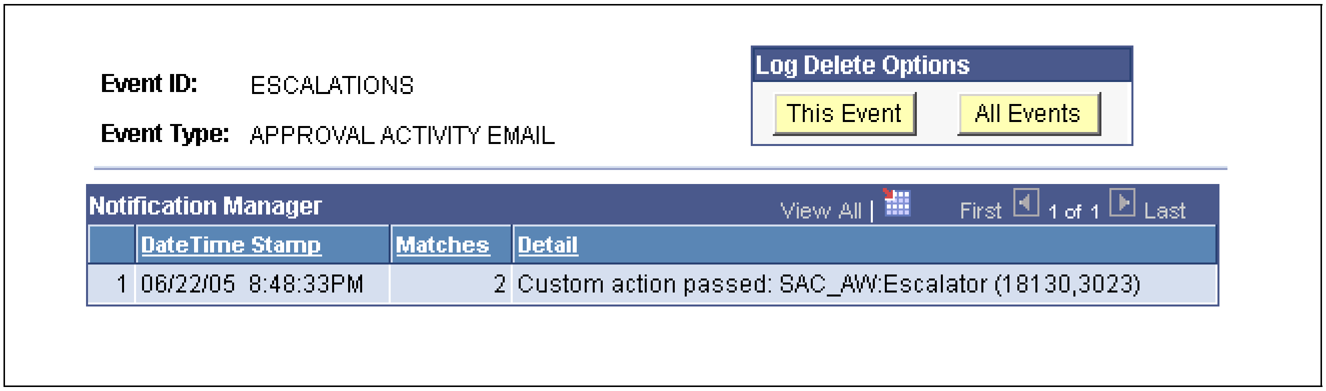
Template Name

Select an email template that you want to use with this notification event. The template contains instructional text, message, sender, and message priority.

You define email templates for use with notification by using the Generic Template Definition page. To access the page, select Set Up Financials/Supply Chain, Approvals, Generic Templates, Generic Template Definition.

Reviewing Notification Event Statuses

Access the Status page.



Status page

This Event Click to delete all notification event logs for the Event ID that you selected.

All Events Click to delete all notification event logs for all events.

Date Time Stamp Used in the Status record to track results of each instance run.

Matches Displays the number of rows returned from a row set.

Detail Displays detailed status messages for each notification event.

Maintaining System Users and Roles

User security control in PeopleSoft eProcurement is similar to that in other PeopleSoft applications. You can associate permission lists with roles to which user profiles (user IDs) are attached. However, PeopleSoft eProcurement comes with several predefined role actions that restrict or grant user access to certain actions.

This section discusses how to attach role actions to user roles.

See Also

"User Profiles,"*PeopleTools PeopleBook: PeopleSoft Security Administration*

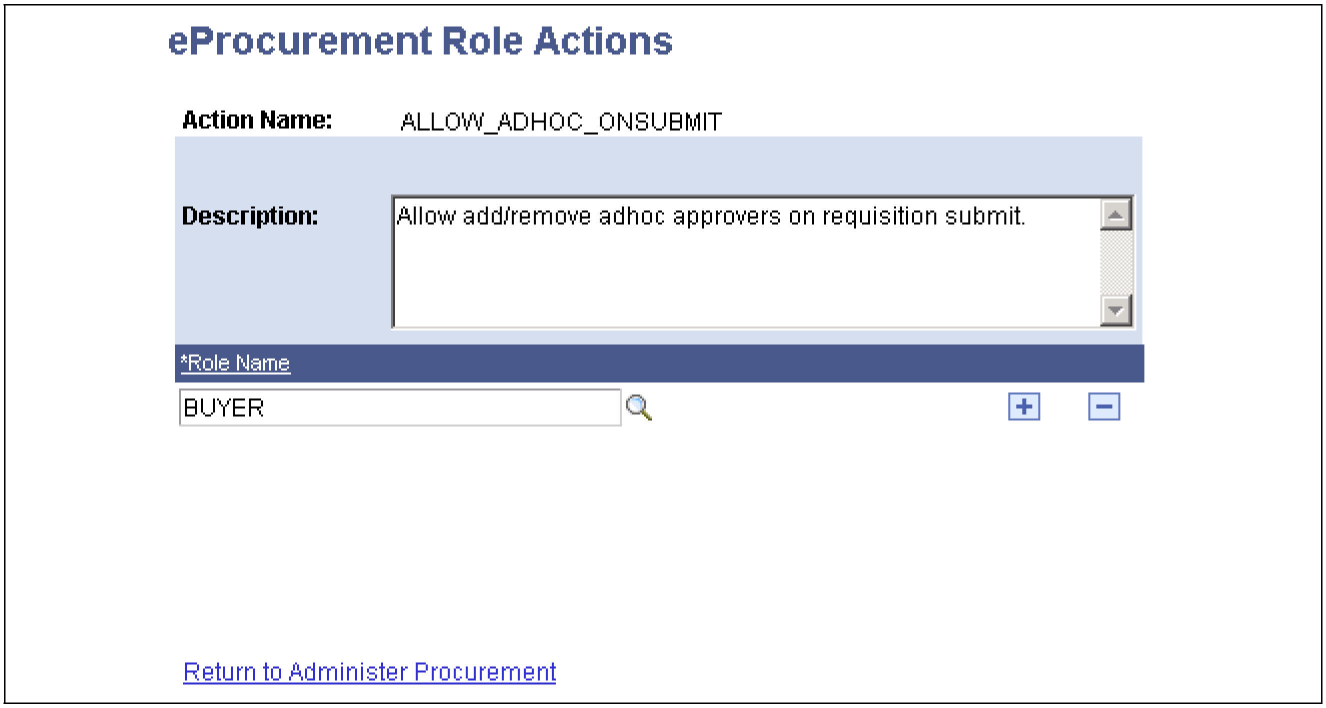
"Understanding PeopleSoft Security," *PeopleTools PeopleBook: PeopleSoft Security Administration*

Pages Used to Maintain System Users and Roles

Page Name	Object Name	Navigation	Usage
eProcurement Role Actions	PV_ACTIONS	eProcurement, Administer Procurement, Maintain Users and Roles, eProcurement Role Action	Attach role actions to user roles.

Attaching Role Actions to User Roles

Access the eProcurement Role Actions page.



eProcurement Role Actions page

Action Name

Select to restrict or enable access to the users that are associated with the selected role name. Values are:

ALLOW_ADHOC_ONSUBMIT Allows for adding or removing adhoc approvers after submitting the requisition.

ALLOW_ADHOC_ONPREVW : Enables users to add or remove adhoc approvers on requisition preview.

ALLOW_PURGE: Enables database maintenance users to erase transactions with the Purge Staging Table and Purge Change Order Requests options in the Buyer Center.

CANCHANGEALL: Enables a requester to change any field on the requisition without restarting the approval process, while the requisition is in a pending approved status.

CANCHANGEDISTRIB: Enables the requester to change any field on the requisition distribution without restarting the approval process, while the requisition is in a pending approved status.

CANCHANGEHEADER: Enables the requester to change any field on the requisition header without restarting the approval process, while the requisition is in a pending approved status.

CANCHANGELINE: Enables the requester to change any field on the requisition line, with the exception of quantity and price, without restarting the approval process, while the requisition is in a pending approved status.

CANCHANGESCHEDULE: Enables the requester to change any field on the requisition schedule without restarting the approval process, while the requisition is in a pending approved status.

CANLINKWO: Enables a requester to manually link a requisition schedule to a work order. All the work order fields will be accessible on the requisition schedule page

CHANGEREQBU: Enables users to change the requester and business unit of a requisition. This action is necessary to purchase something on behalf of another requester.

DCSUPPLIER_SECURITY: Enables catalog security for direct connect suppliers.

ENFORCE_RGN_SECURITY: Enforces the regional security on a requisition by restricting the ship to ID to the requisition default ship to ID. A requester cannot change the ship to ID on the requisition.

EXPRESSFORM_SECURITY: Enables catalog security to be applied to express forms.

EXPRESSREQ_ENTRY: Authorizes the use of the Express Requisition form on the Create Requisition Component.

MASS_APPROVER: Enables a requester to approve multiple requisitions at one time. The Approve Requisitions component is where the actions are enabled.

NOVICEREQSTR: Provides a quick-access interface for requisitions where novice requesters can add an item, have the quantity of one added, and display the Summary page.

NO_CASUAL_RECV: Prohibits users from accessing the PeopleSoft eProcurement receiving pages. The default access value grants all users access to the casual user receiving pages. This action revokes the default access.

NO_DEFAULT_RESULT: Causes no default search results to appear on the Manage Requisition page or the Receipts For a Casual User page.

PRICEANDAVAILCHECK: Enables users to initiate a price and available quantity check for items from a marketplace.

RECV_BY_SHIPTO: Enables users to receive all purchase orders that are sent to their default ship to address.

RECV_CASUAL_ALL: Enables users on casual user receiving pages to cancel receipts, view purchase order details, and edit receipts that are not closed or canceled.

When requesters or users are assigned the RECV_CASUAL_ALL role actions, they can only receive against purchase order lines that they created. For example, if after the original requisition is sourced to a purchase order and someone else creates a new purchase order line afterward, the requester won't be able to receive against the newly added purchase order line. Only if the requester creates the new purchase order line, either by sourcing a new requisition line to the existing purchase order or by creating a change request using the Manage Requisitions page, can the person subsequently receive against the new purchase order line.

RECV_POWER: Switches users from the casual user receiving pages to the PeopleSoft Purchasing receiving pages. This action is for receiving or purchasing department users.

RESTRICT_INV: Enables a requester to only see inventory items and ordering units of measure when Verity is installed. No vendor information will be shown.

SP_ADD_SERV_PROVIDER: Enables adding of service providers from the maintain service provider component on the supplier portal.

SP_ALLOW_PASTDATE : Enables the user to create requisitions with start dates in the past for the roles assigned to this role action.

SP_APPROVER: Enables approvers to view and approve requisitions and view and approve invoices.

SP_COMMON_ROLES: Defines common role assigned to all types of services procurement users.

SP_COORDINATOR_BUYER: Enables you to edit a sourced requisition, cancel the requisition and view the life cycle from the sourcing and review page.

SP_ENTERPRISE_ADMIN: Services Procurement enterprise administrator role action.

SP_ENFORCE_PROJ_ATTR: Enforces the timesheet attributes, such as overtime and expense flags, associated to the project on the requisition.

SP_EXP_APPROVER: Enables users that have specific roles assigned to them to approve expenses.

SP_EXPENSE_PROXY: Enables users to enter Expenses on behalf of the Service Provider.

SP_HIDE_RT_BREAKDOWN: Hide rate breakdown information on requisition, bid, and work order pages.

SP_HIDE_SOURCING_PG: Disables sourcing preferences from PeopleSoft Services Procurement's requisition page by hiding the sourcing preferences functionality.

Note. Total Supplier rate and expenses will still be shown.

SP_IGNORE_REAPPR: Disables the reapproval process for the roles assigned to this role action, when the requisition is filled with higher rate.

SP_INVOICE_APPROVER: Enables the invoice approver to view and approve invoices.

SP_OVERRIDE_SUR_FLG: Enables users to override the Require Survey flag, defaulted from the Service Type, on the Work Order.

SP_PLOG_APPROVER: Defines the progress log approver.

SP_PROVCNTCT_ACTION: Validates if the user has the provider contact role. It then determines the valid actions on progress logs and work orders.

SP_REQUESTER: Determines which user roles can create service requisitions.

SP_SERVICE_PROVIDER: Defines the service provider.

SP_SRVC_COORDINATOR: Determine which user roles can source requisitions.

SP_SPLR_INV_APPROVER: Defines the supplier invoice approver.

SP_SUPPLIER_ADMIN: Defines the supplier administrator role.

SP_TIME_ADJUST: Enables users to adjust a timesheet.

SP_TIME_APPROVER: Determines which user roles can approve timesheets, expenses, and progress logs.

SP_TIME_PROXY: Enables users to enter timesheets on behalf of the service provider.

SP_VMS_MSP_BREAKDOWN: Displays the VMS/ MSP rate, VMS /MSP amount, and supplier rate information on requisition, bid, and work order pages for VMS managed lines.

SP_WRKORDER_APPROVER: Defines the workorder approver.

SYSTEM_ADMIN: Enables users to access the System Administration region of the Administer Procurement Main page.

TEMPLATE SECURITY: Applies catalog security to public templates.

VAT_DETAILS: Enables you to view VAT schedule and distribution details and to override VAT related fields.

VIEW_ALL_VENDORS: Enables users to view all vendors when browsing or searching.

VIEW_INVENTORY_ICON: Controls the display of the Inventory Item button on the item search Result pages. If you have this role action, the button appears if the item is set as an inventory item in the Item Master table.

VIEW_LATEST_PRICE: Used with the Verity search, this action displays the latest price instead of the original Verity indexed price when you search and browse for requisition items.

VIEW_ORDERING_UOM: Enables you to view the ordering unit of measures for an item on the Requisition Item Description page.

VIEW_REQ_CYCLE: Enables a requester to view the requisition cycle on separate page from an option on the Manage Requisition page. Normally a requester views this information from the Mange Requisition page on the requisition lifespan.

*WF_EXPAND_APPROVER:*Enables users to always see the Review/Edit Approvers section in the eProcurement Approval page as expanded.

Note. If a user does not have the *WF_EXPAND_APPROVER* it will be collapsed by default, when the user is approving a requisition.

Note. Actions starting with *SP* relate only to PeopleSoft Services Procurement.

Not all PeopleSoft eProcurement actions are designed to be attached to users. Some PeopleSoft eProcurement actions should be attached to the eProcurement Business Unit Actions page, including *DCSUPPLIER_SECURITY, EXPRESSFORM_SECURITY,* and *TEMPLATE_SECURITY.*

See Also

Chapter 5, “Importing and Searching Supplier Catalogs,” Setting Up Catalog Security, page 85

Maintaining Approval Workflow

PeopleSoft eProcurement contains its own unique workflow for requisition approval that does not require the PeopleSoft Application Designer, PeopleCode, or Workflow Administrator.

This section lists the page used to maintain workflow.

See Also

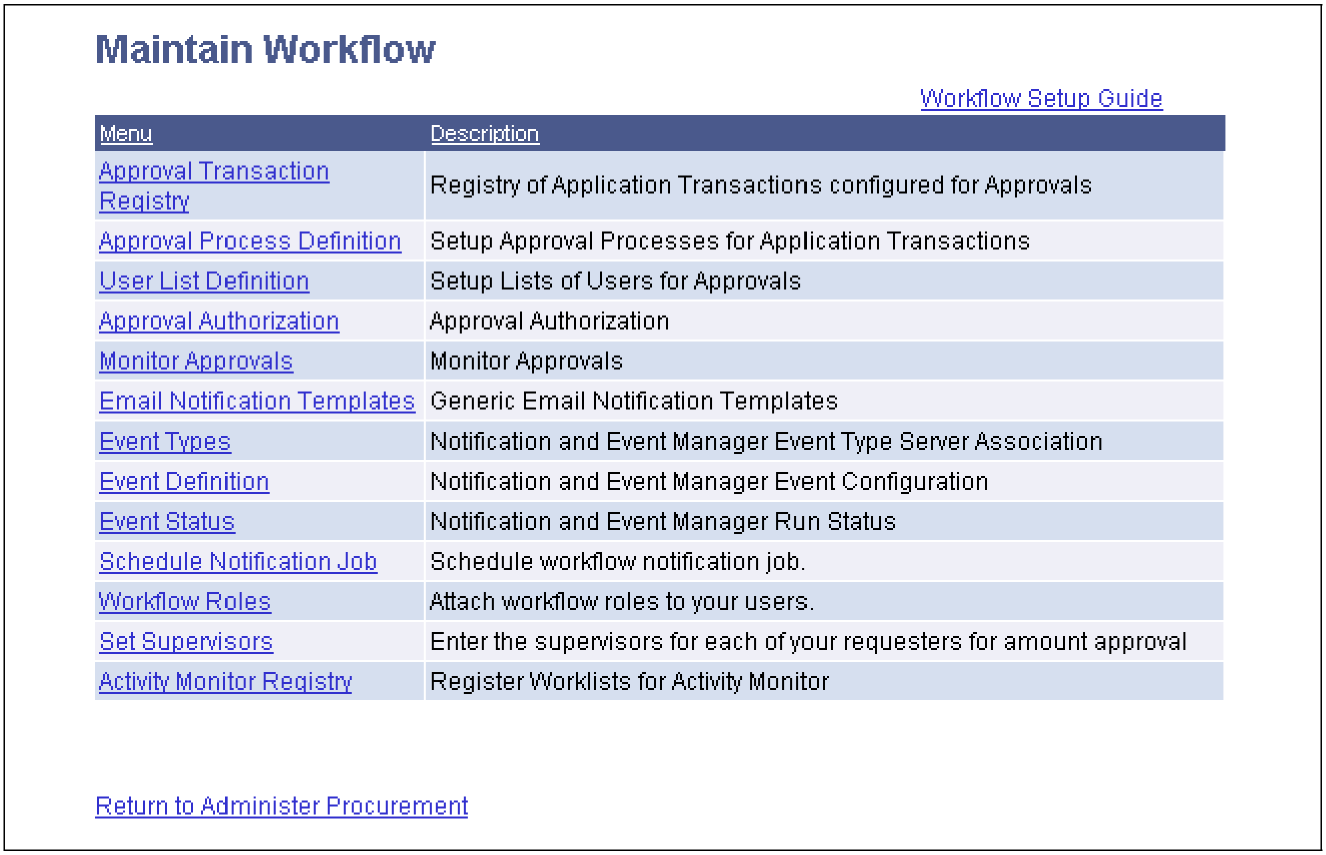
PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, “Using Workflow and Managing Approvals”

Page Used to Maintain Workflow

Page Name	Object Name	Navigation	Usage
Maintain Workflow	PV_ADM_WORKFLOW	eProcurement, Administer Procurement, Maintain Workflow	Access the pages used to set up approval workflow. Access is limited to users with the SYSTEM_ADMIN action role.

Maintaining Approval Workflow

Access the Maintain Workflow page.



Maintain Workflow

Workflow Setup Guide

Menu	Description
Approval Transaction Registry	Registry of Application Transactions configured for Approvals
Approval Process Definition	Setup Approval Processes for Application Transactions
User List Definition	Setup Lists of Users for Approvals
Approval Authorization	Approval Authorization
Monitor Approvals	Monitor Approvals
Email Notification Templates	Generic Email Notification Templates
Event Types	Notification and Event Manager Event Type Server Association
Event Definition	Notification and Event Manager Event Configuration
Event Status	Notification and Event Manager Run Status
Schedule Notification Job	Schedule workflow notification job.
Workflow Roles	Attach workflow roles to your users.
Set Supervisors	Enter the supervisors for each of your requesters for amount approval
Activity Monitor Registry	Register Worklists for Activity Monitor

Return to Administer Procurement

Maintain Workflow page

Use this page to navigate to other pages to set up approval workflow.

See Also

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, "Using Workflow and Managing Approvals"

Maintaining Supplier Integration

This section provides an overview of supplier integration and lists the pages used to maintain supplier integration.

Understanding Supplier Integration

The Maintain Supplier Integration page supplies links to set up suppliers and marketplace integration. If you are planning to pass purchase orders from PeopleSoft eProcurement to a supplier or to a marketplace, then use these pages to synchronize the applications.

See Also

Chapter 11, “Integrating with Direct Connect Suppliers,” page 235

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, “Working with Items,” Defining Custom Item Attributes

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, “Implementing the Verity Search Engine”

Page Used to Maintain Supplier Integration

Page Name	Object Name	Navigation	Usage
Maintain Supplier Integration	PV_ADM_MARKETSITE	eProcurement, Administer Procurement, Maintain Supplier Integration	Maintain supplier integration. Access the pages used to set up direct connect supplier integration and marketplace integration. Access is limited to users with the SYSTEM_ADMIN action role.

Maintaining Supplier Integration

Access the Maintain Supplier Integration page.

Maintain Supplier Integration

Marketplace Integration

Menu	Description
Correct Item Load Errors	Correct Inventory Item Load Errors
EDX PO Dispatch Types	Define types of the EDX PO Dispatch method
Integration Data Value Mappings	Integration Data Value Mappings
Marketplace Buyers	Maintain Marketplace Buyers
MarketPlace Registration	Register as a Trading Partner with a Marketplace
Linked Suppliers	Maintain Linked Suppliers
MarketPlace Test	Transmit a predefined Purchase Order to a Marketplace using a predefined test supplier.
Import Item Catalog File	Import External Item Catalog Data
Validate and Process Imported Items	Validate and Process Imported Items

Item Attributes

Menu	Description
Attribute Name Cross Reference	Maintain Attribute Name Cross-Reference
Attributes Staging Table	Verify attributes data imported in the Staging Table
Category Attributes	Maintain category attributes loaded from Marketplace
Import Attributes	Import Attributes to Staging Table from a File
Item Attributes	Maintain item attributes loaded from Marketplace
Load Attributes	Load Attributes from the Staging Table to the Category and Item Attributes Tables.

Express Forms

Menu	Description
Maintain Express Form Profile	Maintain Express Form Profile

Maintain Supplier Integration page (1 of 2)

Direct Connect

Menu	Description
Direct Connect Methods	Define Direct Connect integration methods & standards
Integration Broker Integration Point Wizard	Integration Broker Integration Point Wizard
Integration Broker Node Definitions	Define Integration Broker Node Definitions
Integration Broker Relationships	Define Integration Broker Relationships
Supplier Value Cross-Reference	Supplier Value Cross-Reference

Search Indexes

Menu	Description
Build eProcurement Verity Collection	Build eProcurement Verity Collection for search type "VSE". Verity Search Engine will be used for the item catalog search in creating eProcurement Requisitions.
Define Data Object Set	Define groups of data objects which represent the relationship among source tables.
Define Search Indexes	Define search indexes and fields.
Build Search Index	Build Search Index
Define Search Query	Define search query structure and fields
Define Search Result	Define search result to map query result to component structure
Define Search Options	Define search options available for the Search Engine framework.
Maintain Verity Thesaurus	Create a new thesaurus or modify existing thesaurus for item searching.

Return to Administer Procurement

Maintain Supplier Integration page (2 of 2)

Use these pages to navigate to other pages to set up suppliers and marketplace integration.

Running PeopleSoft eProcurement Processes

This section provides an overview of eProcurement Processes and lists the page used to run the processes.

Understanding the eProcurement Processes

PeopleSoft has grouped together the standard processes that you may run. These processes include:

- Procurement processes that include, for example, dispatching purchase orders, expediting requisitions, quick sourcing requisitions, and running inventory demand.
- Marketplace processes that include building the Verity search collection of items, loading items, and importing external item catalog files.
- Procurement card processes that work with bank statements and vouchers.
- Receiving and return to vendor processes that include processing and loading receipts, Workflow notification, and reconciling return to vendor items.

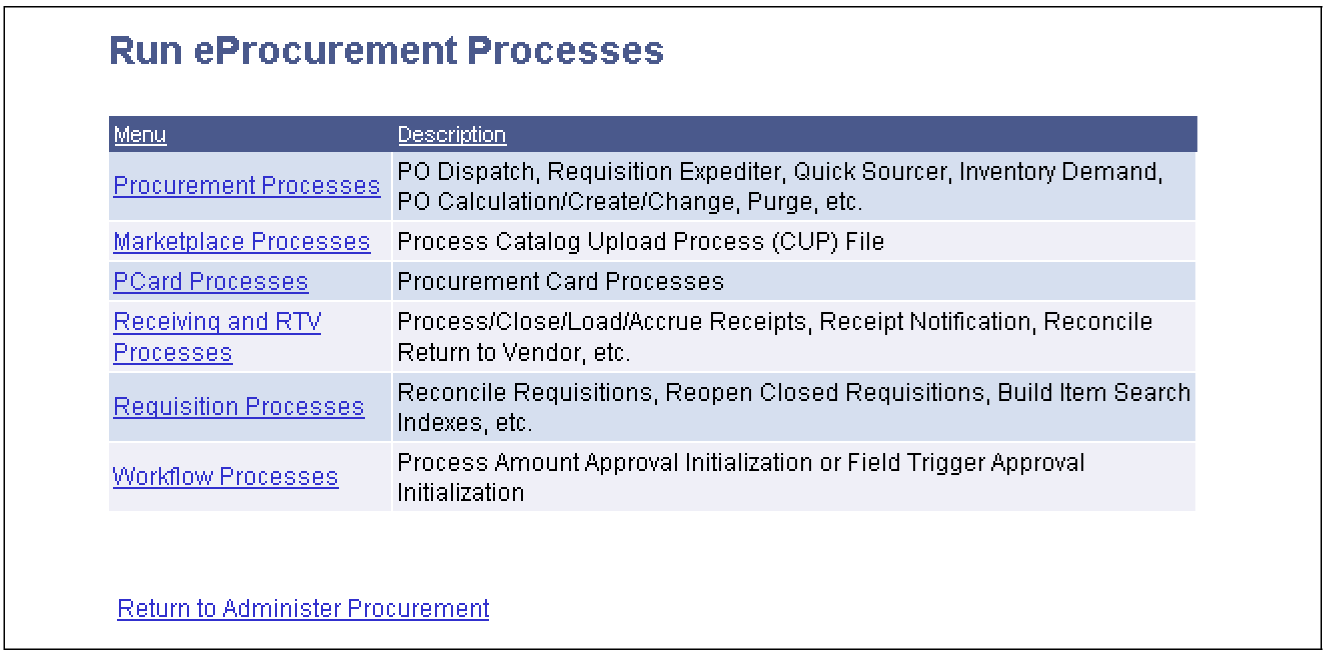
- Requisition processes that include reconciling requisitions, reopening closed requisitions, and building item search indexes.

Page Used to Run PeopleSoft eProcurement Processes

Page Name	Object Name	Navigation	Usage
Run eProcurement Processes	PV_ADM_ALL_PROCESS	eProcurement, Administer Procurement, Run eProcurement Processes	Run PeopleSoft eProcurement processes. Access is limited to users with the SYSTEM_ADMIN eProcurement role action.

Running PeopleSoft eProcurement Processes

Access the Run eProcurement Processes page.



Run eProcurement Processes page

Use this page to navigate to other pages where you can run standard eProcurement processes.

Maintaining Procurement Options

Procurement options control a variety of requisition, purchase order, receiving, and procurement card information. To set up catalogs to a business unit, use the Assign Catalogs to BU (assign catalogs to business unit) component. To set up returns to vendors, use the Return to Vendor Instructions component.

This section discusses how to:

- Assign catalogs to purchasing business units.
- Set up return to vendor instructions.

See Also

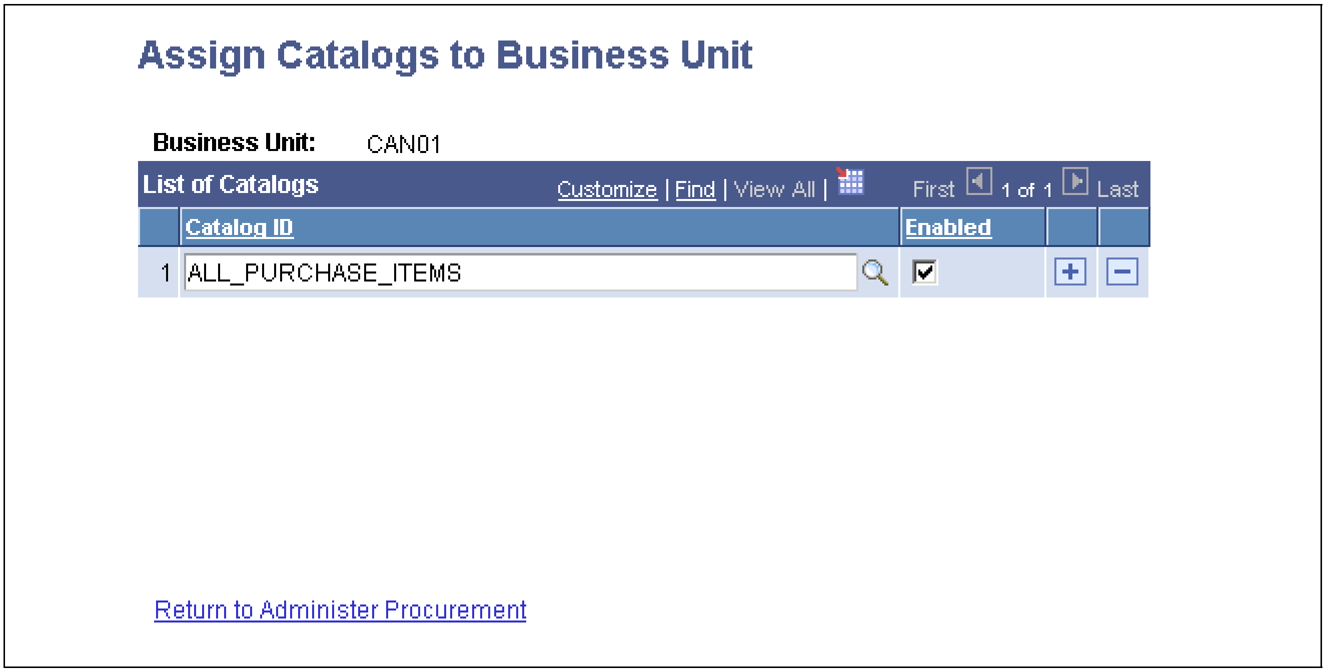
PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Defining Procurement Options”

Pages Used to Maintain Procurement Options

Page Name	Object Name	Navigation	Usage
Assign Catalogs to Business Unit	PV_REQ_BU_CAT	eProcurement, Administer Procurement, Maintain Procurement Options, Assign Catalog to BU	Assign catalogs to a PeopleSoft Purchasing business unit. Limit the items that are available to a user by restricting the user to an item catalog. You can also restrict user access to items by attaching item catalogs to the requester on the Requester’s Setup page.
Purchasing Kit Definitions	PURCH_KIT_TBL	eProcurement, Administer Procurement, Maintain Procurement Options, Purchasing Kits	Set up item purchasing kits for requisitions. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Creating Requisitions Online,” Ordering Kit Items.
Setup Instructions for Return to Vendor	PV_RTV_ADMIN	eProcurement, Administer Procurement, Maintain Procurement Options, Return to Vendor Instructions	Set up return to vendor instructions.

Assigning Catalogs to a Purchasing Business Unit

Access the Assign Catalogs to Business Unit page.



Assign Catalogs to Business Unit page

Business Unit

Enter a business unit to which you are assigning catalogs. Any user who enters PeopleSoft eProcurement requisitions using this business unit can select only the items in the catalogs that appear in the Catalog ID field.

Catalog ID

Enter item catalogs.

Enabled

Select to indicate the item catalog is available to requesters associated with this business unit.

Note. To enable the entries on this page, enter *Y* in the BU Catalog Control (business unit catalog control) field on the eProcurement Installation Options page. If you are using the rule-based item catalog method, this page is used in combination with the Catalog Security page.

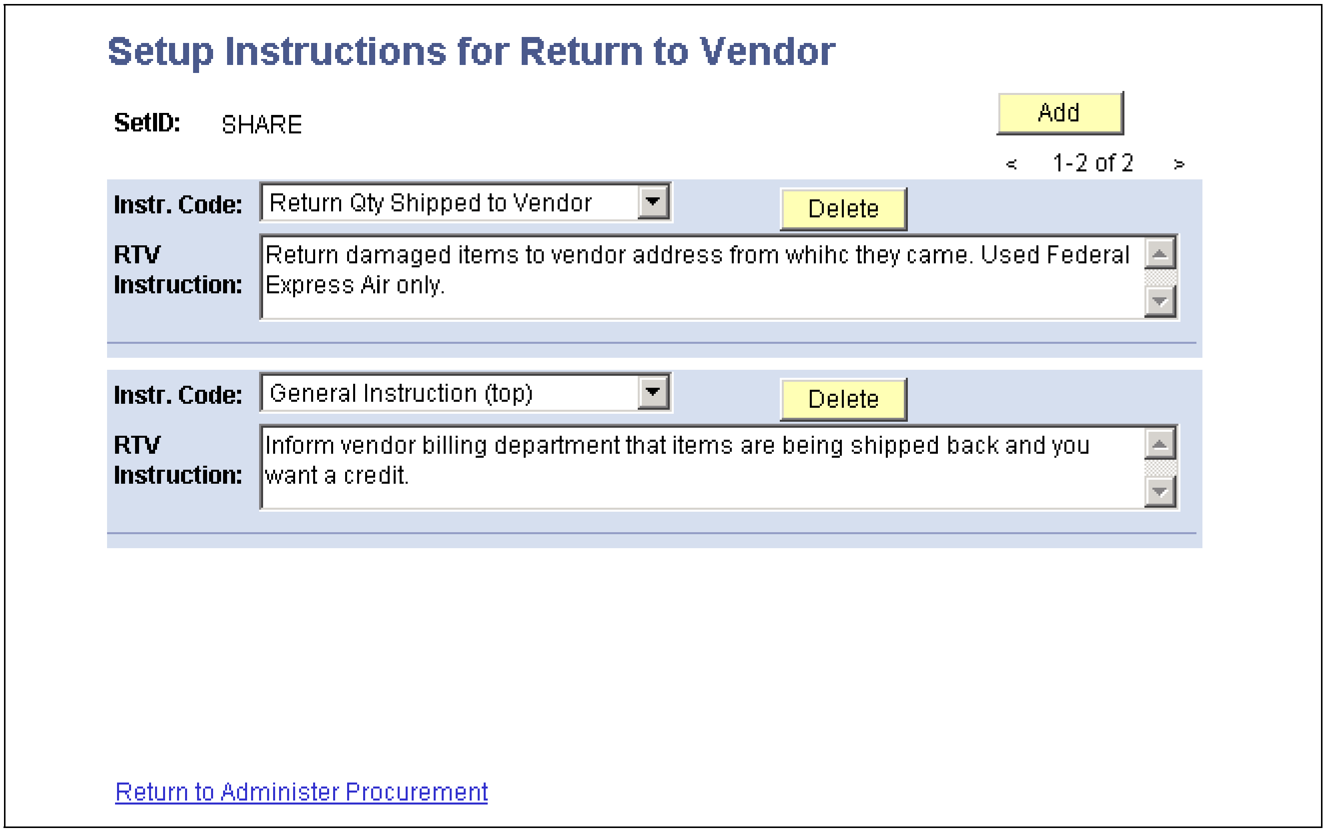
See Chapter 5, "Importing and Searching Supplier Catalogs," Setting Up Catalog Security, page 85.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Defining Procurement Options"

Setting Up Return to Vendor Instructions

Access the Setup Instructions for Return to Vendor page.



Setup Instructions for Return to Vendor page

Instr. Code (instruction code)

Select how you want instructions to appear on the Return to Vendor page. Values are:

General Instructions (top): At the top of the page under the first heading.

Return Qty Shipped to Vendor (return quantity shipped to vendor): Below the shipment and vendor information heading, if the return to vendor status is *Shipped.*

Saved confirmation page text: When you click the Save button on the Return to Vendor page.

Ship Qty instruction (ship quantity instruction [bottom]): Below the shipment and vendor information heading, if the return to vendor status is *Open.*

RTV Instruction (return to vendor instruction)

Enter the instruction details for the instruction that you selected in the Inst. Code field.

Maintaining the Accounting Structure

This section discusses how to access the Maintain Accounting Structure page.

See Also

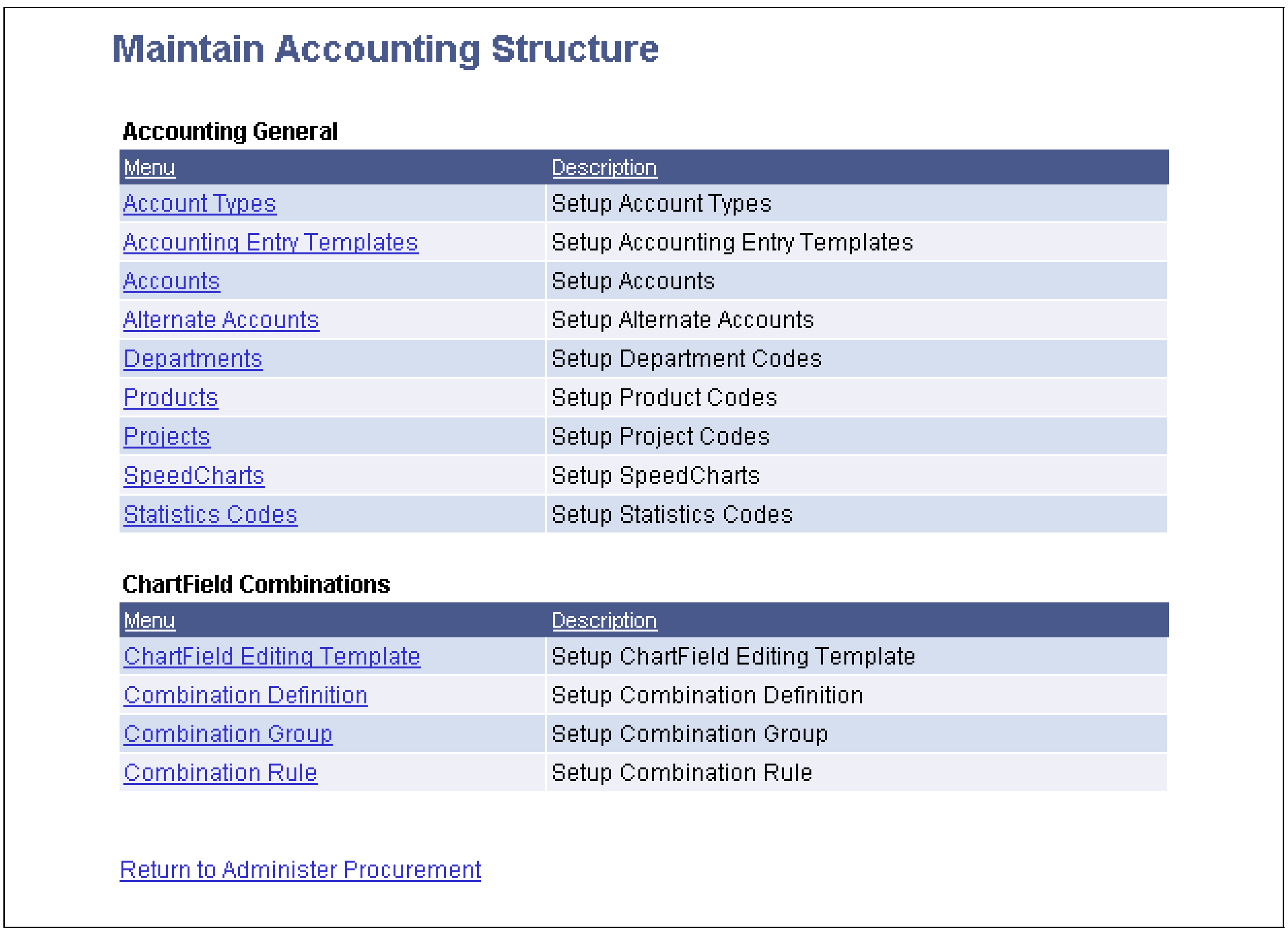
PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields"

Page Used to Maintain the Accounting Structure

Page Name	Object Name	Navigation	Usage
Maintain Accounting Structure	PV_ADM_ACCOUNTING	eProcurement, Administer Procurement, Maintain the Accounting Structure	Use the Maintain Accounting Structure page to view and maintain accounting information for PeopleSoft eProcurement to record the transactions in the general ledger. Accounting personnel should define these codes. Access is limited to users with the SYSTEM_ADMIN action role.

Maintaining the Accounting Structure

Access the Maintain Accounting Structure page.



Maintain Accounting Structure

Accounting General

Menu	Description
Account Types	Setup Account Types
Accounting Entry Templates	Setup Accounting Entry Templates
Accounts	Setup Accounts
Alternate Accounts	Setup Alternate Accounts
Departments	Setup Department Codes
Products	Setup Product Codes
Projects	Setup Project Codes
SpeedCharts	Setup SpeedCharts
Statistics Codes	Setup Statistics Codes

ChartField Combinations

Menu	Description
ChartField Editing Template	Setup ChartField Editing Template
Combination Definition	Setup Combination Definition
Combination Group	Setup Combination Group
Combination Rule	Setup Combination Rule

Return to Administer Procurement

Maintain Accounting Structure page

Use this page to navigate to other pages and view and maintain accounting information for PeopleSoft eProcurement. You can record transactions in the general ledger and set up the different ChartField combinations that meet the needs of the business.

CHAPTER 4

Determining eProcurement Functional Implementation Options

This chapter provides an overview of PeopleSoft eProcurement application procurement maintenance and discusses how to:

- Maintain business units.
- Maintain codes.
- Maintain vendors.
- Maintain items.
- Maintain catalogs.
- Set up profiles.
- Maintain procurement users in PeopleSoft eProcurement.

Understanding eProcurement Functional Implementation Options

Use the eProcurement - Administer Procurement page to navigate to all necessary pages used in maintaining procurement options. Every link needed to set up and maintain procurement options can be located from this central navigational page.

Maintaining Business Units

To set up a PeopleSoft eProcurement business unit, use the Purchasing Bus Unit for ePro (purchasing business unit for eProcurement) and the Business Unit Actions components.

PeopleSoft eProcurement requires a purchase order business unit because the system keys transactions by business unit.

This section discusses how to:

- Create a PeopleSoft Purchasing business unit.
- Create relationships between business units, setIDs, and record groups.
- Define PeopleSoft General Ledger business units.
- Define business unit options for PeopleSoft eProcurement.

Note. You can also access many of the pages listed from the Set Up Financials/Supply Chain. menu under Business Unit Related.

Pages Used to Maintain Business Units

Page Name	Object Name	Navigation	Usage
Maintain Business Units	PV_ADM_SETUP_BU	eProcurement, Administer Procurement, Maintain Business Units	View a list of links that are used to navigate to other pages to set up and maintain business unit information.
Business Unit Definition	BUS_UNIT_TBL_PM	Click the Purchasing Definition link on the Maintain Business Units page.	Create a PeopleSoft Purchasing business unit.
Business Unit Options	BUS_UNIT_TBL_PM2	Click the Purchasing Definition link on the Maintain Business Units page. Then click the Business Unit Options tab.	Define business unit options.
PO Approval Options (purchase order approval options)	BUS_UNIT_PO_APPR	Click the Purchasing Definition link on the Maintain Business Units page. Then click the PO Approval Options tab.	Define purchase order approval options.
Document Numbering	BUS_UNIT_TBL_PM3	Click the Purchasing Definition link on the Maintain Business Units page. Then click the Document Numbering tab.	View document numbering. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Understanding Business Units in PeopleSoft Purchasing.
Record Group	REC_GROUP_TABLE	Click the Record Group link on the Maintain Business Units page.	Add a record group. After adding the group, use the TableSet Control feature to create relationships.
Record Group	SET_CNTRL_TABLE1	Click the TableSet Control link on the Maintain Business Units page.	Group record definitions for the tables that you want to share, as well as any dependent record definitions. This create relationships between setIDs, business units, and record groups. See “PeopleTools Utilities,” *PeopleTools PeopleBook: PeopleSoft Server Tools.*

Page Name	Object Name	Navigation	Usage
Tree	SET_CNTRL_TABLE2	Click the TableSet Control link on the Maintain Business Units page. Then click the Tree tab.	Create relationships between setIDs, business units, and record groups.
TableSet Control	SETID_TABLE	Click the TableSet ID link on the Maintain Business Units page.	Create setIDs. Before you create a setID, add the SETID field (as a key field) to the record definition for that table. Define a set control field as the field controlling the assignment of table sets.
AM Business Unit Definition (asset management business unit definition)	BUS_UNIT_TBL_AM	Click the Asset Mgmt Definition link on the Maintain Business Units page.	Create a PeopleSoft Asset Management business unit and specify its default processing options. See *PeopleSoft Enterprise Asset Management 8.9 PeopleBook*, "Implementing Asset Management".
Open Period Update	OPEN_PERIOD_SINGLE	Click Update Open Periods on the AM Business Unit Definition page.	Define in which periods transactions can be posted for Asset Management.
Warehouse Mapping	AM_WAREHOUSE_MAP	Click Warehouse Mapping on the AM Business Unit Definition page.	Establish the default ChartField mapping rules necessary to accommodate asset component changeout transfers for this business unit.
VAT Defaults Setup	VAT_DEFAULTS_DTL	Click VAT Default on the AM Business Unit Definition page.	Specify VAT Defaults Setup.
VAT Defaults Copy	VAT_DFLT_SRCH_COPY	Click Copy Defaults From on the VAT Defaults Setup page.	Copy VAT default specifications from another key combination for the same VAT driver.
Business Unit/Book Definition	BU_BOOK_DEFN_01	Click the Asset Mgmt Definition link on the Maintain Business Units page. Then click the Business Unit/Book Definition tab.	Define required books, book options, and accounting entry options for each book that the business unit will use. **Note.** You must first complete the AM Business Unit Definition page and define the asset books on the Asset Book page.

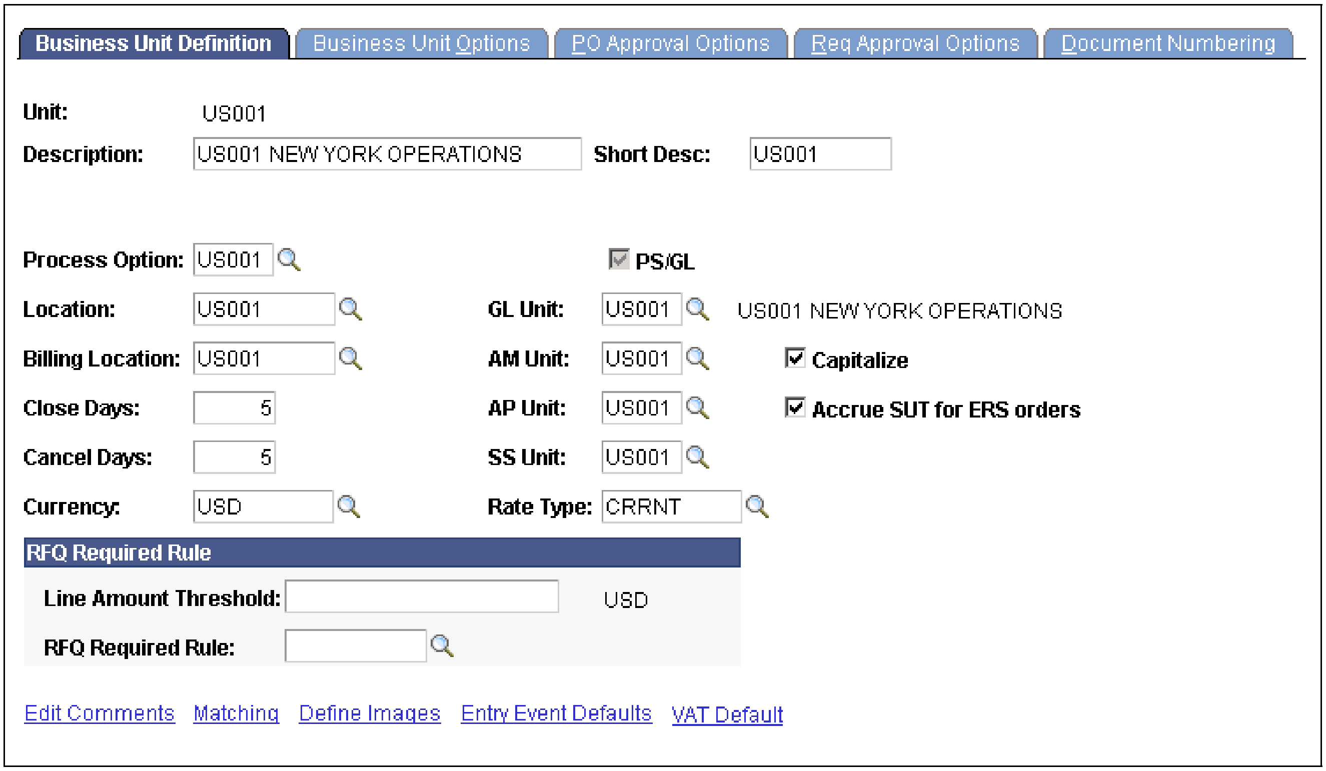
Page Name	Object Name	Navigation	Usage
BU Book ChartFields Summarize	BU_BOOK_GRP_SUM	• Click the Asset Mgmt Definition link on the Maintain Business Units page. • Click the Business Unit/Book Feature tab. • Select the Group Asset Processing check box on the Business Unit/Book Definition page.	(Optional) Select the ChartFields that will be used for group member asset summarization.
Round Options	ROUND_OPTIONS_SEC	Click Round Type on the Business Unit/Book Definition page.	(JPN) Select options for rounding depreciation amounts for the book.
Depreciation Close List	MR_AM_DEPR_CLOS	Click Depreciation Close List on the Business Unit/Book Definition page.	Review the years and periods for which depreciation has been closed.
General Ledger - Definition	BUS_UNIT_TBL_GL1, BUS_UNIT_TBL_GL2, BUS_UNIT_TBL_GL3, BUS_UNIT_TBL_GL4, BUS_UNIT_TBL_GL6	Click the General Ledger Definition link on the Maintain Business Units page.	Define PeopleSoft General Ledger business units. See *PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Defining Your Operational Structure," Understanding General Ledger Business Units and Options.
General Ledger - Currency Options	BUS_UNIT_TBL_GL3	Click the General Ledger Definition link on the Maintain Business Units page. Then click the Currency Options tab.	Specify currency options at the business unit level for currency balancing; base currency adjustment, and the number of foreign currencies for each journal. See *PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Defining Your Operational Structure," Defining Currency Options for a Business Unit.
Ledgers For A Unit - Currency Options	BUSINESS_UNIT_LED3	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Currency Options	Indicate how you want to record adjusting entries for out-of-balance conditions that are caused by foreign currency rounding. See *PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Defining Your Operational Structure," Defining Currency Options for a Business Unit.

Page Name	Object Name	Navigation	Usage
Rounding Adjustment ChartFields	BUL_JE_RA_CFS_SEC	Click the Rounding Adjust ChartFields link on the Ledgers For A Unit – Currency Options page.	Specify ChartField options when there is an unbalanced condition between the debit and credit rows due solely to rounding on conversion from foreign amount to base amount. See *PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, “Defining Your Operational Structure,” Understanding General Ledger Business Units and Options.
Purchasing Processing Options	BUS_UNIT_OPT_PM	Click the Processing Options link on the Maintain Business Units page.	Define purchasing transaction processing criteria. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Defining PeopleSoft Purchasing Business Units and Processing Options”.
Dispatch Method	BU_OPT_PM_DISP	Click the Dispatch Method link on the Purchasing Processing Options page.	Define transaction dispatch methods for purchase orders, RFQs, RTVs, contracts, and replenishment requests. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Defining PeopleSoft Purchasing Business Units and Processing Options”.
Freight Option	BU_OPT_PM_FREIGHT	Click the Freight Option link on the Purchasing Processing Options page.	Define freight options, rule codes, and charge methods. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Defining PeopleSoft Purchasing Business Units and Processing Options”.
VAT Defaults Setup (value-added tax defaults setup)	VAT_DEFAULTS_DTL	Click the VAT Default link on the Purchasing Processing Options page.	Define VAT default options for all transactions in a business unit. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Defining PeopleSoft Purchasing Business Units and Processing Options”.

Page Name	Object Name	Navigation	Usage
Service VAT Treatment Defaults Setup (service value-added tax treatment default setup)	VAT_DEFAULTS_DTL	Click the VAT Service Treatment Setup link on the Purchasing Processing Options page.	Define service-related VAT default options for service transactions in a business unit. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Defining PeopleSoft Purchasing Business Units and Processing Options".
POA Settings (purchase order acknowledgements settings)	POA_DEF_BU_SP	Click the POA Settings link on the Purchasing Processing Options page.	Define POA requirements and tolerance settings. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Defining PeopleSoft Purchasing Business Units and Processing Options".
eProcurement Business Unit Options	PV_BUS_UNIT_PM	Click the eProcurement Business Unit Options link on the Maintain Business Units page.	Define business unit options for PeopleSoft eProcurement.
eProcurement Business Unit Actions	PV_ACTIONS_BU	Click the eProcurement Business Unit Actions link on the Maintain Business Units page.	Identify the PeopleSoft eProcurement actions that should be used for each business unit. The applicable PeopleSoft eProcurement actions enable security for items from the business template, express forms, and direct connect suppliers.

Creating a PeopleSoft Purchasing Business Unit

Access the Business Unit Definition page.



Business Unit Definition page

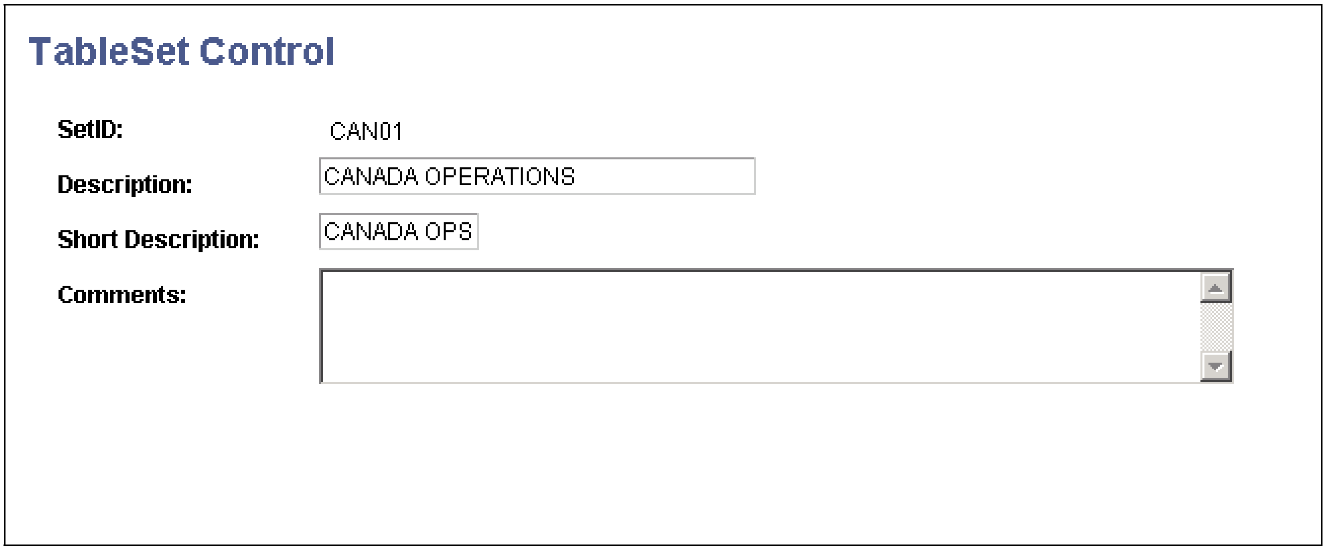
All PeopleSoft eProcurement transactions are recorded in a PeopleSoft Purchasing business unit. Set up a PeopleSoft Purchasing business unit even if you are not using PeopleSoft Purchasing (standalone mode).

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Defining PeopleSoft Purchasing Business Units and Processing Options”

Creating Relationships Between Business Units, SetIDs, and Record Groups

Access the TableSet Control page.



TableSet Control

SetID: CAN01

Description: CANADA OPERATIONS

Short Description: CANADA OPS

Comments:

TableSet Control page

If you are integrating with a marketplace, use the TableSet Control page to link the PeopleSoft eProcurement record group PV_01 as a marketplace buyer.

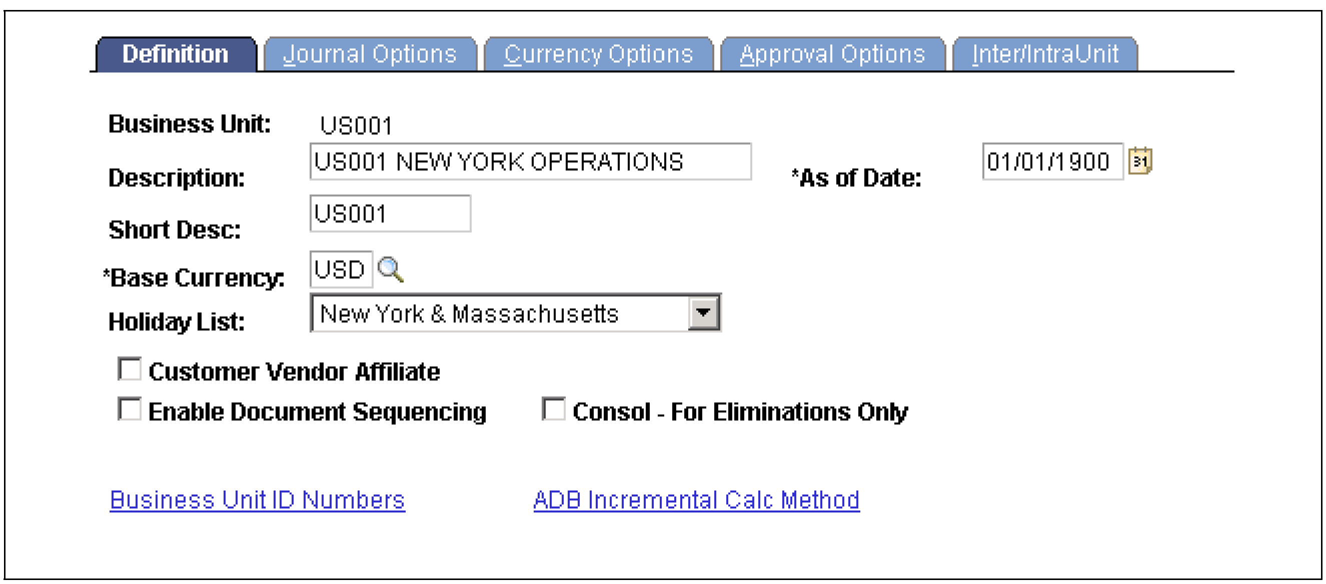
See Also

Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," page 119

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options"

Defining PeopleSoft General Ledger Business Units

Access the General Ledger Definition page.



Definition | Journal Options | Currency Options | Approval Options | Inter/IntraUnit

Business Unit: US001

Description: US001 NEW YORK OPERATIONS

*As of Date: 01/01/1900

Short Desc: US001

*Base Currency: USD

Holiday List: New York & Massachusetts

Customer Vendor Affiliate

Enable Document Sequencing

Consol - For Eliminations Only

Business Unit ID Numbers

ADB Incremental Calc Method

General Ledger Definition page

Set up a PeopleSoft General Ledger business unit even if you are not using the PeopleSoft General Ledger system.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options"

Defining Business Unit Options for PeopleSoft eProcurement

Access the eProcurement Business Unit Options page.

eProcurement Business Unit Options page

Enable Req Region Security (enable requisition region security)	Select to indicate that requisitions for this business unit have regional security. This means that the requisition item search result displays only those items and vendors relevant to a requester's regions.
Allow Req Change in Purchasing (allow requisition change in purchasing)	Select to indicate that you can change requisitions in this business unit using PeopleSoft Purchasing.

Workflow Approval Required	Select to indicate that requisitions for this business unit must go through workflow approval rules before it is approved. If you do not select this option, the requisition is saved as approved.
Item Source	Select the catalog source for this business unit. Items can come from the Item Master tables, the express catalog, or both.
Show PO Acknowledgements Icon (show purchase order acknowledgements icon)	Select to display a button that you can use to view information from a purchase order acknowledgement that you received from a vendor using an electronic data exchange system, and compare it to the original purchase order.
Show ASN Icon (show advanced shipment notification icon)	Select to display the ASN button on PeopleSoft eProcurement pages. Advanced shipping notification refers to internal PeopleSoft system users sending notification of shipment to an external party.
Integration Type	Select the type of integration that you will be using. For example, Oracle, PeopleSoft 8.4, SAP and so on.
PO ID Scheme (purchase order ID scheme)	Select the purchase order ID scheme that you will be using. For example, PO ID - User Defined, PO ID by Business Unit and so on.
Integration Option	Select an option to control how the business unit behaves for requisitions. Values include: *Do Not Consolidate:* Select to indicate that the system should create all requisition lines for this business unit with the Do Not Consolidate field set to *Yes.* *External Invoices:* Select to indicate the requisition cycle sources invoice data from a set of staging tables that can be populated from an external accounting system. *External Payments:* Select to indicate the requisition cycle sources payment data from a set of staging tables that can be populated from an external accounting system. *External Receiving:* Select to indicate the requisition cycle sources receiving data from a set of staging tables that can be populated from an external system. *No Deletion After Integration:* Select to indicate that there will be no deletions after the integration processes are run. *One Distribution per Schedule:* Select to indicate that users cannot create requisitions with multiple distributions per schedule. *One Schedule per Line:* Select to indicate that users cannot create requisitions with multiple schedules per line. *Peoplesoft PO ID Used* (PeopleSoft purchase order ID used): When integrating with an external system, the external system will have the same purchase order ID as the PeopleSoft order.

Note. You can select more than one integration option by adding rows to the Integration Options group box.

Maintaining Codes

This section provides an overview on purchasing codes and lists the pages used to set up and maintain codes.

Understanding Purchasing Codes

Purchasing codes control information used during the purchasing process. Examples of these codes include carrier, currency, and commodity codes, as well as freight, location, and tax codes.

If you are using supplier integration, be sure that the country, currency, and units of measure codes that you define are the same as those that appear on the supplier's website. Use International Organization for Standardization (ISO) standards.

Note. You can also access many of the pages listed from the Setup Financials/Supply Chain menu under Common Definitions and Product Related.

Pages Used to Maintain Codes

Page Name	Object Name	Navigation	Usage
Maintain Codes	PV_ADM_SETUP_CODES	eProcurement, Administer Procurement, Maintain Codes	View a list of links that are used to navigate to other pages to set up and maintain purchasing codes.
Carrier	CARRIER_TBL	Click the Carrier link on the Maintain Codes page.	Define the carriers that the organization uses to move freight.
Std Comm Type (Standard Comment Type)	STD_COMM_TYPE_PO	Click the Comment Types link on the Maintain Codes page.	Define standard comment types used to identify the purpose of a particular comment.
Standard Comments	STD_COMMENTS_PO	Click the Comments link on the Maintain Codes page.	Create standard comments that can be assigned to a purchase order.
Commodity Code	COMMOD_CODE	Click the Commodity Codes link on the Maintain Codes page.	Define commodity codes. Commodity codes, which are also called freight classes, are used on bills of lading to group and identify shipped products for freight rating and insurance purposes.
Country Description	COUNTRY_DEFN	Click the Countries link on the Maintain Codes page.	Add or review country descriptions.
Address Format	ADDR_FORMAT_TABLE	Click the Countries link on the Maintain Codes page. Then click the Address Format tab.	Select address fields for a country so that the system displays addresses in the appropriate format.
Currency Code	CURRENCY_CD_TABLE	Click the Currency Codes link on the Maintain Codes page.	Define the currencies that you will be using in the eProcurement application.

Page Name	Object Name	Navigation	Usage
File Locations	FILE_DIR_FS	Click the File Locations link on the Maintain Codes page.	Define file extensions that you want the system to recognize, system locations for transaction attachments, email and fax file extensions, and file server directories.
Freight Terms	FREIGHT_TERMS	Click the Freight Terms link on the Maintain Codes page.	Set up freight terms.
Location Definition	LOCATION_TBL	Click the Location Codes link on the Maintain Codes page.	Define a location code, such as a branch office or shipping office.
Location Detail	LOCATION_TBL2	Click the Location Codes link on the Maintain Codes page. Then click the Location Details tab.	Add details to a location definition.
Reason Codes	REASON_CD	Click the Reason Codes link on the Maintain Codes page.	Define reason codes, which provide explanations for occurrences such as returned stock and changes to order headers, lines, or schedules. For example, you might set up a reason code called CUST-CA for orders that have been canceled at the customer's request. You can also define return and reject reason codes for items received in PeopleSoft Purchasing.
Ship To Locations	SHIPTO_HDR	Click the Ship To Locations link on the Maintain Codes page.	Associate the sourcing region to the appropriate ship to location.
Sales Use Tax	SUT_DFLT_TBL	Click the Ship To Locations link on the Maintain Codes page. Then click the Sales/Use Tax link.	Enter default sales and use tax information for each ship-to location. The sales and use tax rates are normally based on the final destination of the shipment (the ship-to location).
Ship To Vendor Order Location	SHIPTO_VNDR_LOC	Click the Ship To Locations link on the Maintain Codes page. Then click the Vendor Order Location link.	Associate ship to vendor locations with the vendor order locations, setIDs, and vendor ID.
Ship Via Codes	SHIP_VIA_CD	Click the Shipping Methods link on the Maintain Codes page.	Set up shipping codes.
State	STATE_DEFN	Click the States link on the Maintain Codes page.	Add or review a state or province codes.

Page Name	Object Name	Navigation	Usage
Tax Authorities	TAX_AUTHORITY	Click the Tax Authorities link on the Maintain Codes page.	Add to or update sales and use tax authorities.
Tax Codes	TAX_CODE	Click the Tax Codes link on the Maintain Codes page.	Add or update sales and use tax codes.
Units of Measure	UNITS_OF_MEASURE	Click the Units of Measure link on the Maintain Codes page.	Establish units of measure for the resources.

Maintaining Vendors

To maintain vendors, use the Procurement Card Vendor Setup (PV_CC_VNDR_SETUP) and the Vendor URL Maintenance (PV_VNDR_URL_MAINT) components.

This section discusses how to enter URLs for vendor websites.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Managing Procurement Cards”

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Identifying Information

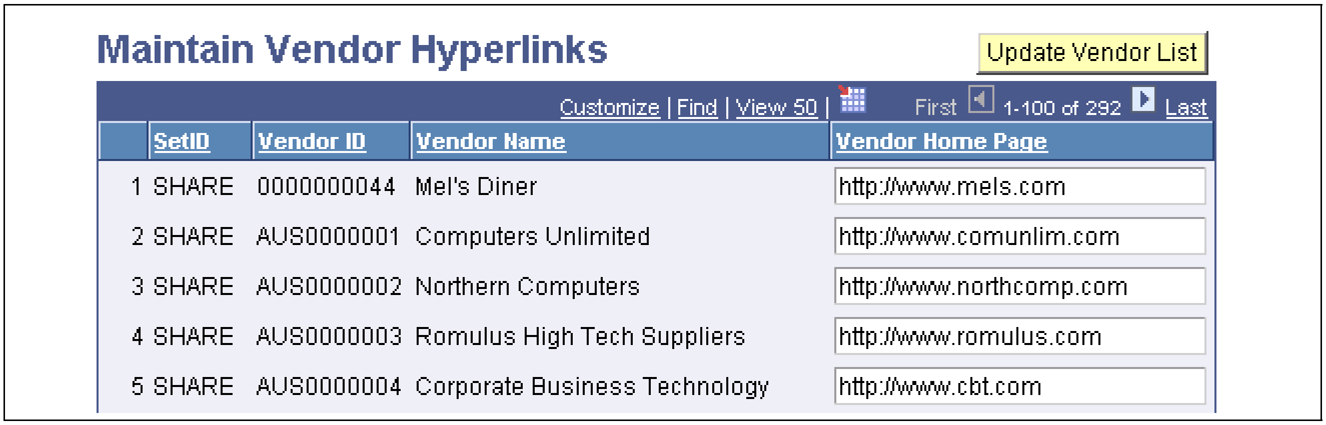
Pages Used to Maintain Vendors

Page Name	Object Name	Navigation	Usage
Maintain Vendors	PV_ADM_VNDR	eProcurement, Administer Procurement, Maintain Vendors	Access the pages used to maintain vendors.
Maintain Vendor Hyperlinks	PV_VNDR_URL_MAINT	Click the Maintain Vendor URLs on the Maintain Vendors page.	Enter URLs for vendor websites. Click the Vendor link on the Item Description page to access that vendor’s website.
Card Issuer	CC_CARD_TBL	Click the Procurement Card Issuers link on the Maintain Vendors page.	Set up a procurement card vendor that is associated with a PeopleSoft Payables vendor.
Vendor Set Control	VNDR_CNTRL	Click the Vendor Control link on the Maintain Vendors page.	Set up vendor control data, such as auto numbering, VAT information, wait days, and duplicate vendor checking.

Page Name	Object Name	Navigation	Usage
Summary	VNDR_ID1_SUM	Click the Vendor Information link on the Maintain Vendors page.	View summary information about a vendor, including who created the vendor, when the record was last modified and by whom. **Note.** This page appears only after you have saved a vendor.
Identifying Information	VNDR_ID1	Click the Vendor Information link on the Maintain Vendors page. Then click the Identifying Information tab.	Enter identifying information for a vendor, including the vendor name and short name, classification, status, persistence, withholding and VAT eligibility, relationships with other vendors, duplicate invoice checking settings, and additional identifying elements required for reporting to government agencies.
VAT Registration Details (value-added tax registration details)	VNDR_VAT_RGSTRN	Click the Registration link on the Identifying Information page.	Specify VAT registration information for all the countries with which the vendor is registered to do business.
VAT Defaults Setup (value-added tax defaults setup)	VAT_DEFAULTS_DTL	Click the VAT Default link on the Identifying Information page.	Specify and review VAT default settings at the vendor level.
Service VAT Treatment Default Setup (service value-added tax treatment drivers setup)	VAT_DEFAULTS_DTL	Click the VAT Service Treatment Setup link on the Identifying Information page.	Specify and review VAT default settings for VAT on services at the vendor level.
General Information - General Info	CUST_GENERAL1	Click the Bill To Customer Details link on the Identifying Information page.	Define bill to customer information. **Note.** The Bill to Customer Details link is only available if you have the option to automatically create bill to customers from the Vendor component.
Vendor User	VENDOR_USER	Vendors, Vendor Information, Vendor User	Identify users who are authorized to access vendor information.

Entering URLs for Vendor Websites

Access the Maintain Vendor Hyperlinks page.



Maintain Vendor Hyperlinks

Update Vendor List

Customize | Find | View 50 | First 1-100 of 292 Last

	SetID	Vendor ID	Vendor Name	Vendor Home Page
1	SHARE	0000000044	Mel's Diner	http://www.mels.com
2	SHARE	AUS0000001	Computers Unlimited	http://www.comunlim.com
3	SHARE	AUS0000002	Northern Computers	http://www.northcomp.com
4	SHARE	AUS0000003	Romulus High Tech Suppliers	http://www.romulus.com
5	SHARE	AUS0000004	Corporate Business Technology	http://www.cbt.com

Maintain Vendor Hyperlinks page

To enter the URL for a vendor's website:

1. Click the Update Vendor List button to display the vendors within the designated setID.

   This button disappears after the vendors appear.
2. In the Vendor Home Page field, enter the URL for the vendor.
3. Click the Save button to save the work.

Click the Vendor link on the Search Catalog page to access the vendor's website.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Maintaining Items

This section provides an overview of item maintenance and lists the pages used to maintain items.

Understanding Item Maintenance

You can establish the items used on PeopleSoft eProcurement requisitions, purchase orders, and other transactions. You can also perform these tasks:

- Assign one or multiple item catalogs to a business unit.
- Define item categories and purchasing attributes, such as primary buyer, receiving controls, and price tolerances.
- Define item families.
- Define item groups.
- Set up item number control, which enables the system to assign sequential item IDs.
- Add and maintain manufacturer information about an item.
- Approve new items, define their definitions, their units of measurement, and their ship to locations.
- Maintain item prices and their purchasing attributes.

- Set up purchasing kits for item and load tree data for item catalogs.
- Maintain item and purchasing attribute fields that trigger the Verity online update process.
- Build the Verity search engine for searching item catalogs when creating PeopleSoft eProcurement requisitions.

Note. You can also access many of the pages listed from the Items menu under Define Controls and Define Items and Attributes.

Pages Used to Maintain Items

Page Name	Object Name	Navigation	Usage
Maintain Items	PV_ADM_DEFINE_ITEM	eProcurement, Administer Procurement, Maintain Items	View links to navigate to pages to maintain items. Access is limited to users with the SYSTEM_ADMIN action role. See *PeopleSoft Enterprise Managing Items 8.9 PeopleBook*.
Assign Catalogs to Business Unit	PV_REQ_BU_CAT	Click the Assign Catalog to BU link on the Maintain Items page.	Assign one or multiple item catalogs to a business unit.
Item Categories - Category Definition	CATEGORY_TBL	Click the Item Categorieslink on the Maintain Items page.	Define item categories.
Update Catalog Tree	CAT_PNLS_CATLG_SEC	• Change item categories or add a new item category on the Item Categories - Category Definition page and then click Save. • Click the Yes button when asked if you want to update catalogs with the category changes.	Select the catalog tree to update with new category code information.
BU Specific Attributes (business unit specific attributes)	ITM_CAT_BU_SEC	Click the BU Attributes (business unit attributes) link on the Item Categories - Category Definition page.	Assign a buyer to this category for each business unit. You may want to do this if you order by description and want a default buyer for this category by business unit. This set up is optional. The system uses the values set for the buyer at the item category level for all business units that are not specified here.

Page Name	Object Name	Navigation	Usage
View Catalog Hierarchy	CAT_PARENTAGE_SEC	Click the Hierarchy link on Item Categories - Category Definition page.	View information about where a category resides in the entire catalog tree hierarchy.
Item Categories - Category Definition 2	CATEGORY_TBL2	Click the Item Categorieslink on the Maintain Items page. Then click the Category Definition 2 tab.	Define the matching and receiving controls, sourcing controls, and miscellaneous controls and options for the category. Also use this page to set price tolerance defaults for items to trigger workflow exception notifications. PeopleSoft Purchasing and PeopleSoft Payables use matching controls to match receipts, purchase orders, and vouchers. Receiving controls specify how receiving users process items assigned to this category. These values become a part of the item default hierarchy and can be displayed in purchase order lines where this category is specified.
Vendor Sourcing Priorities	ITM_CAT_VND_PR_SEC	Click the Priorities link on the Item Categories - Category Definition 2 page.	Set the vendor priority and split sourcing allocation percentage for vendors for this category.
Item Families	PROD_FAMILY_INV	Click the Item Families link on the Maintain Items page.	Establish item family options.
Item Groups	INV_ITEM_GROUP	Click the Item Groups link on the Maintain Items page.	Group similar items together.
Item Number Control	ITEM_NBR_CONTROL	Click the Item Numbering Controllink on the Maintain Items page.	Define whether new inventory items are sequentially numbered or manually numbered.
Manufacturers	MANUFACTURER	Click the Manufacturers link on the Maintain Items page.	Select a default universal item ID for a manufacturer, and determine whether the manufacturer is locally owned.
Item Approval	INV_ITEM_APPROVAL	Click the Item Approvallink on the Maintain Items page.	Manually approve item definitions that you create at the setID level.

Page Name	Object Name	Navigation	Usage
Define Item - General: Common	INV_ITEMS_DEFIN1	Click the Item Definition link on the Maintain Items page.	Define an inventory item at the setID level.
Define Item - Item Image	INV_ITEM_IMAGE_SEC	Click the Item Image link on the Define Item - General: Common page.	Maintain an image of an item.
Define Item - Manufacturer’s Item	ITM_MFG_SP	Click the Manufacturers link on the Define Item - General: Common page.	Define information about the item’s manufacturer.
Define Item - General: Classifications	INV_ITEMS_DEFIN4	Click the Classifications link on the Define Item - General page.	Continue defining attributes for the item.
Define Item - General: Dimensions	INV_ITEMS_DEFIN3	Click the Dimensions link on the Define Item - General page.	Track the item’s dimensions, size, and color.
Define Item - General: Usage	INV_ITEMS_DEFIN8	Click the Usage link on the Define Item - General page.	Define material usage attributes for an item at the setID level.
Define Item - Inventory: Tracking/Description	INV_ITEMS_DEFIN2	Access the pages in the Define Item component, then click the Inventory tab.	Establish or maintain item descriptions and lot-control attributes.
Define Item - Inventory: Shipping/Handling	INV_ITEMS_DEFIN5	Click the Shipping/Handling link on the Define Item - Inventory page.	Establish or maintain shipping and handling attributes.
Define Item - Substitutes	INV_ITEMS_DEFIN7	Access the pages in the Define Item component, then click the Substitutes tab.	Establish or maintain substitute items.
Define Item - Configuration	INV_ITEMS_DEFIN6	Access the pages in the Define Item component, then click the Configuration tab.	Define item-distribution and production-configuration attributes if you are using PeopleSoft Product Configurator.
Define Item - Custom: Character	INV_ITEMS_DEFIN9	Access the pages in the Define Item component, then click the Custom tab.	Define alphanumeric field values at the setID level for item attributes that are unique to the enterprise.
Define Item - Custom: Numeric	INV_ITEMS_DEFIN10	Click the Numeric link on the Custom page.	Define numeric field values at the setID level for item attributes that are unique to the enterprise.
Units of Measure	INV_ITEM_UOM	Click the Item Units of Measurelink on the Maintain Items page.	Assign a UOM to an item. For each item-UOM combination that you define, specify quantity precision and rounding rules for use in system calculation.

Page Name	Object Name	Navigation	Usage
UOM Weight/Volume	INV_ITEM_WTVOL	Click the UOM Weight/Volume link on the Units of Measure page.	Assign default packing codes and stocking and shipping physical measurements to an item-UOM combination.
Global Trade Item Numbers	ITM_MFG_GTIN_SP	Click the Global Trade Item Number link on the Units of Measure page.	Assign a GTIN to the item-UOM combination using a locally owned EAN/UCC Company Prefix (manufacturer).
Price Adjustment	PRICE_ADJUSTMENT	Click the Price Adjustment link on the Maintain Items page.	Define the rules that the system should follow when calculating the vendor adjusted price from the vendor's base price. You can define effective-dated adjustment rule sequences for each item-vendor combination.
Price Adjustment Details	PRICE_ADJUST_DTLS	Access the pages in the Price Adjustment component, then click the Price Adjustment Details tab.	Define the quantities and adjustment methods for each of the price adjustment rules.
Purchasing Attributes	ITM_TBL_PUR	Click the Purchasing Attributes link on the Maintain Items page.	Enter basic purchasing information for an item.
Item Specifications	ITEM_SPEX_PUR	Click the Item Specifications link on the Purchasing Attributes page.	Record standard details about the item. These specifications can be sent to the vendor using the purchase order.
Packing Details	ITM_PKG_PUR_SEC, ITM_VUOM_PKG_SEC	Click the Packing Details link on the Purchasing Attributes page.	Enter packing volume and weight information for the item. When accessed from the Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) page, the Packing Details page also enables you to define item package dimensions, which can be useful if item package dimensions vary by vendor.
VAT Defaults Setup (value-added tax defaults setup)	VAT_DEFAULTS_DTL	Click the VAT Default link on either the Purchasing Attributes page or the Purchasing Business Unit Attributes page.	Enter VAT defaults for this item into the VAT hierarchy tables with a VAT driver of item.

Page Name	Object Name	Navigation	Usage
VAT Service Treatment (value-added tax service treatment)	VAT_DEFAULTS_DTL	Click the VAT Service Treatment Setup link on either the Purchasing Attributes page or the Purchasing Business Unit Attributes page.	Enter service-related VAT defaults for this item into the VAT hierarchy tables with a VAT driver of item.
Purchasing Attributes - Purchasing Controls	ITM_TBL_PUR2	Access the pages in the Purchasing Attributes component, then click the Purchasing Controls tab.	Specify matching and receiving defaults for the item. Define sourcing controls and miscellaneous controls and options for the item. Set price tolerance defaults for purchased items. These tolerances are populated based on the item's category. You can override them during online item set up. Use these tolerances in conjunction with the price change exception rule. Item Load processes compare new item/vendor prices in the Item Loader staging table to the previous item/vendor price. If the new price exceeds tolerances, the system generates an exception.

Page Name	Object Name	Navigation	Usage
Purchasing Business Unit Attributes	ITM_BU_PUR	Click the BU Attributes (business unit attributes) link on the Purchasing Attributes - Purchasing Controls page.	Define item attributes by business unit. If you do not specify tolerance values for the business unit, the system uses tolerance values defined for the item's purchasing attributes. When you access this page to specify business-unit specific attributes, tolerance values are derived from the item's purchasing attributes. To define zero tolerances on this page, you must clear the tolerance fields manually. If you access this page and enter a business unit, but do not enter any values and click OK to exit the page, the system records uses tolerance values from the purchasing attributes to create business-unit specific values. Click Cancel instead to avoid this situation. The fields on this page match those on the Purchasing Attributes page and on the Purchasing Definition - Business Unit Options page. This page is not available unless at least one of the PeopleSoft Purchasing business units has the Allow Business Item Attributes option selected on the Purchasing Definition - Business Unit Options page.
Purchasing Attributes - Item Vendor	ITM_VENDOR	Access the pages in the Purchasing Attributes component, then click the Item Vendor tab.	Establish and update prioritized item-supplier combinations.
Vendor Search	VENDOR_LOOKUP_SEC	Click the Vendor Lookup link on the Purchasing Attributes - Item Vendor page.	Search for vendors.

Page Name	Object Name	Navigation	Usage
Vendor's UOM and Pricing Info (vendor's unit of measure and pricing information)	ITM_VENDOR_UOM	Click the Item Vendor UOM (item vendor unit of measure) link on the Purchasing Attributes - Item Vendor page.	Establish valid units of measure to use when ordering the item from the vendor and to establish the pricing information for each valid UOM.
Effective Dated UOM	ITM_VNDR_UOMCHG	Click the Effective Dated UOM link on the Vendor's UOM & Pricing Info page.	Enter effective-dated conversion rate changes along with the packing detail information.
Update Purchase Order	PO_EDUOM_UPDPO_SEC	Click the Update PO link on the Vendor's UOM & Pricing Info page or the Effective Dated UOM page.	Update existing purchase order schedules with the new effective-dated UOM conversion rate changes.
Maintain Purchase Order - Purchase Order	PO_LINE	Click the PO Number link on the Update Purchase Order page.	Maintain the purchase order and all of its details.
Vendor's Manufacturer Info (vendor's manufacturer information)	ITM_VENDOR_MFG	Click the Vendor Item MFG (vendor item manufacturer) link, on the Purchasing Attributes - Item Vendor page.	Record the authorized manufacturers for an item-vendor combination.
Vendor Item Return Fees	ITM_VND_RTV_FEE	Click the Return to Vendor Fees link on the Purchasing Attributes - Item Vendor page.	Add fees charged by the vendor for returning this item.
Item Vendor Contracts	ITM_VNDR_CNTRCT	Click the Item Vendor Contracts link on the Purchasing Attributes - Item Vendor page.	View all contracts for any specified item/vendor combination.
Purchasing Kit Definition	PURCH_KIT_TBL	Click the Purchasing Kits link on the Maintain Items page.	Define purchasing kits.
Load Tree Data	PV_RUN_SRCH_UPDT	Click the Load Tree Data link on the Maintain Items page.	Load tree data for item catalogs. This process is necessary for the "TSE" and "VSE" search type.
Build Search Index	PV_IDX_RUN_CTRL	Click the Build eProcurement Verity Collection link on the Maintain Items page.	Build eProcurement Verity Collection for search type "VSE" (Verity Search Engine) will be used for the item catalog search in creating eProcurement Requisitions.

Maintaining Catalogs

This section provides an overview of item catalogs and lists the page used to maintain catalogs.

Understanding Item Catalogs

Item catalogs control the items available to users when they are creating requisitions. Using the Maintain Catalog feature, you can:

- Define the catalog security implementation to use for PeopleSoft eProcurement requisitions.
- Define catalog types, such as item catalogs, templates, express forms, and direct connect suppliers.
- Set up catalog security types, including attributes and default information for the type.
- Grant different catalog type access for different security types.

Page Used to Maintain Catalogs

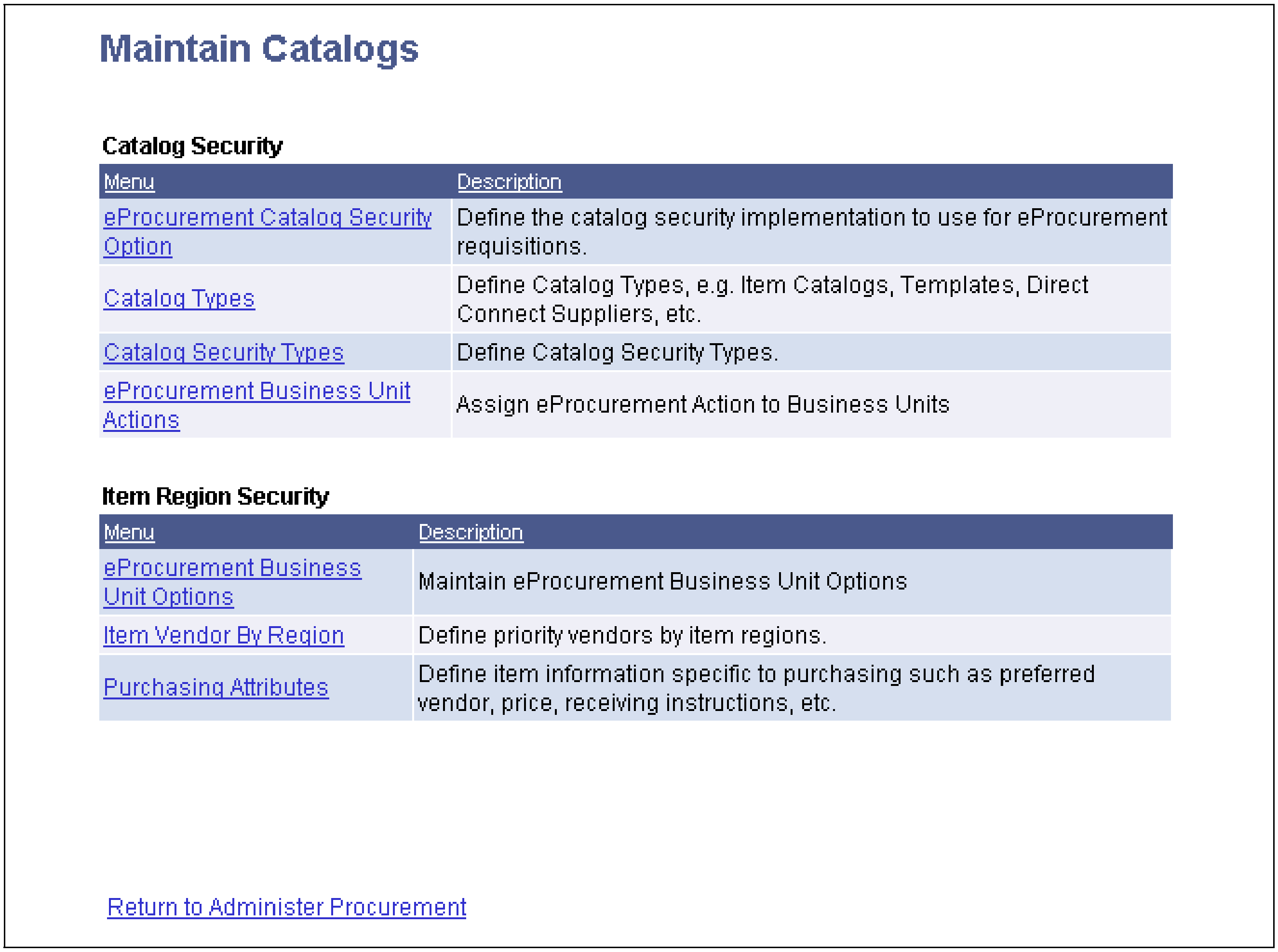
Page Name	Object Name	Navigation	Usage
Maintain Catalogs	PV_ADM_CATALOGS	eProcurement, Administer Procurement, Maintain Catalogs	Maintain catalogs by adding security and catalog types. Access is limited to users with the SYSTEM_ADMIN action role.

See Also

Chapter 5, “Importing and Searching Supplier Catalogs,” Setting Up Catalog Security, page 85

Maintaining Catalogs

Access the Maintain Catalogs page.



Maintain Catalogs

Catalog Security

Menu	Description
eProcurement Catalog Security Option	Define the catalog security implementation to use for eProcurement requisitions.
Catalog Types	Define Catalog Types, e.g. Item Catalogs, Templates, Direct Connect Suppliers, etc.
Catalog Security Types	Define Catalog Security Types.
eProcurement Business Unit Actions	Assign eProcurement Action to Business Units

Item Region Security

Menu	Description
eProcurement Business Unit Options	Maintain eProcurement Business Unit Options
Item Vendor By Region	Define priority vendors by item regions.
Purchasing Attributes	Define item information specific to purchasing such as preferred vendor, price, receiving instructions, etc.

Return to Administer Procurement

Maintain Catalogs page

Use the links on this page to navigate to other pages to add security and catalog types to the CRM application.

Setting Up Profiles

This section lists the pages used to set up profiles.

Pages Used to Set Up Profiles

Page Name	Object Name	Navigation	Usage
My Profile	PV_ADM_MY_PROFILE	eProcurement, My Profile	Define information about users including email addresses, passwords, alternate IDs, and preferred languages.
Manage Templates For: (User Name)	PV_REQ_TEMP_MGR	Click the Manage Personal Templates link on the My Profile page.	Create and maintain personal templates for use in ordering goods and services.
Request Procurement Card	PV_CC_REQUEST	Click the Request Procurement Card link on the My Profile page.	Define user information for a procurement card. The information includes amount and transaction limits.
Purchasing Attributes - Item Vendor	ITM_VENDOR	Click the Purchasing Attributes link on the Maintain Items page, then click the Item Vendor tab.	Establish and update prioritized item-supplier combinations.

Setting Up and Maintaining Users in PeopleSoft eProcurement

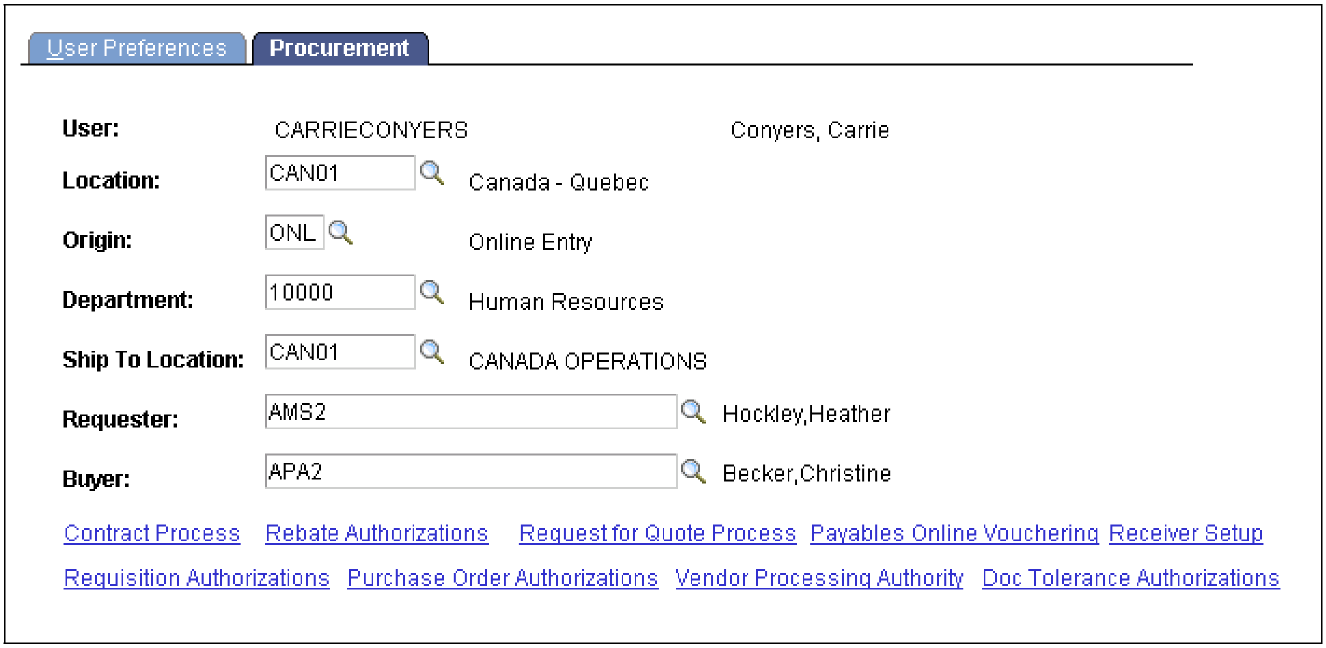
This section discusses how to define user preferences in PeopleSoft eProcurement.

Pages Used to Set Up and Maintain Users in PeopleSoft eProcurement

Page Name	Object Name	Navigation	Usage
Maintain Procurement Users	PV_ADM_PROCU_USERS	eProcurement, Administer Procurement, Maintain Procurement Users	Use this page to set up and maintain users in PeopleSoft eProcurement (buyers, employee profiles, requesters, and user preferences). Access is limited to users with the SYSTEM_ADMIN action role.
Procurement	OPR_DEF_TABLE_PM1	Click the User Preferences link on the Maintain Procurement Users page. Then click the Procurement link.	Define user preferences for PeopleSoft eProcurement.

Defining User Preferences for PeopleSoft eProcurement

Access the Procurement page.



Procurement page

Use this page to enter the user preferences for the user's location, origin, department, and ship to location. You can also enter the requester and buyer that is most often associated with the user.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences"

CHAPTER 5

Importing and Searching Supplier Catalogs

This chapter provides an overview of supplier data and discusses how to:

- Load Catalog Management catalogs into PeopleSoft eProcurement.
- Define item catalogs.
- Set up catalog security.
- Set up searches by item attributes.
- Set up and use the express catalog.

Understanding Supplier Data

Supplier data includes the catalogs and items that you load into the PeopleSoft eProcurement system for use in creating requisitions. A catalog management system manages the supplier data by importing it from multiple suppliers or trading partners. This chapter discusses the PeopleSoft eProcurement components that make it possible to import, load, search, and secure item catalogs you use in purchasing activities.

You set up these components using the Administer Procurement Main page. You also work with supplier data using the Direct Connect Supplier feature.

See Also

Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," page 119

Chapter 11, "Integrating with Direct Connect Suppliers," page 235

Loading Catalog Management Catalogs into PeopleSoft eProcurement

This section provides an overview of PeopleSoft eProcurement catalogs and discusses how to:

- Import procurement catalogs.
- Enter item defaults.
- Validate and process imported items.

Understanding PeopleSoft eProcurement Catalogs

With this integration, you can move the item catalogs and category hierarchies to PeopleSoft eProcurement. These items can then be entered on eProcurement requisitions and purchase orders. After you load the items, you should schedule regular updates to capture changes such as price changes, discontinuation of items, or addition of new items.

Take these details into consideration before integrating the catalog management system:

- The catalog setID maps to the item setID.

  Therefore, the setID for the catalog must be the same as the setID for the Item Master table.
- All hierarchies can be moved to PeopleSoft eProcurement independent of the items.

  This enables you to update attributes on the categories before loading the items.
- During the load, the system creates a tree if it doesn't already exist.
- During the load, you have the option of creating the hierarchy ID as a node or to not have the hierarchy ID as a node in the tree selected.
- The only restriction with hierarchies is that the category can only exist once in the hierarchy.

  If two are found when loading hierarchies to PeopleSoft eProcurement, the node only shows up once.
- When loading the tree, the categories are created as well.
- Trading partners that are not associated with a vendor must be set up in the Link Suppliers page.
- When using PeopleSoft Catalog Management to do mappings, do not assign a value to the item ID field.

  This enables Catalog Management to assign an autogenerated ID.
- When loading the items, you have an option in the Import Item Catalogs page to run all the processes.

  To do this, you have to specify the account and currency code. If not, access the Validate Items page to specify the account and continue with the load process.

Pages Used to Load Catalogs into PeopleSoft eProcurement

Page Name	Object Name	Navigation	Usage
Procurement Catalog Load	PV_CP_IMPORT_RUN	eProcurement, Administer Procurement, Maintain Supplier Integration, Import Item Catalog File, Procurement Catalog Load	Import procurement catalogs.
Items Defaults	PV_CP_RUN_DEFAULTS	eProcurement, Administer Procurement, Maintain Supplier Integration, Import Item Catalog File, Item Defaults	Enter items defaults.
Validate and Process Imported Items	PV_CP_PROCESS	Click the Process Imported Items link on the Procurement Catalog Load page.	Validate and process imported items.
Item Vendor page	ITM_VENDOR	Items, Define Items and Attributes, Purchasing Attributes Select the Item Vendor tab.	View and edit item vendor requirements.
Linked Supplier	PV_MS_SEC_SUPPLIER	eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Supplier	Create a relationship between the vendor ID and the partner ID.

Loading Catalog Management Catalogs into PeopleSoft eProcurement

Catalog Management is used to aggregate several supplier catalogs for a requester to browse.

1. Create trading partner IDs.
2. Create an enterprise catalog.
3. Associate partner to the enterprise catalog.
4. Link the trading partner ID to vendors using the Linked Supplier page.
5. Import the supplier catalog using the Procurement Catalog Load page.

Importing Procurement Catalogs

Access the Procurement Catalog Load page.

Note. The source that you select determines which import data fields and options are required for this page. A variety of different fields appear on the page based on the selection.

Source Select the Catalog Management source.

The system includes all attributes available for the Catalog Management integration.

Sources include:

- *CUP File (Access Database).*

  See Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," Loading Marketplace Catalog Items into PeopleSoft eProcurement, page 136.

- *Catalog Management.*
- *Express Catalogs.*

  Note. Express Catalogs will only appear in the list if you have express catalogs turned on at the eProcurement Installation Options page. eProcurement, Administer Procurement, Maintain Overall System Options, eProcurement Installation Options.

  See Chapter 5, "Importing and Searching Supplier Catalogs," Setting Up and Using the Express Catalog, page 104.

- *Item PriceList.*
- *xCBL 3.0XML File.*

Item SetID

Map to the setID for the catalog management catalog that you are importing.

If you are loading items, select the item setID and vendor setID for the catalog.

Vendor SetID

Limits the import to certain vendors, based on their setID.

Vendor ID

Limits the import to certain vendors, based on their ID.

Vendor Location

Limits the import to a specific vendor location.

Catalog ID

Select a catalog upon which to base the import.

Hierarchy ID

Select a hierarchy upon which to base the import associated with the enterprise catalog.

Run Item Load

Enables you to run all load processes required to create the items. This option is only available when the Import Categories Only check box is not selected. If you don't select this option, click the Process Imported Items link to validate the items.

Import Categories Only

Enables you to select only the categories associated with the hierarchy ID. This creates the categories and populates the tree specified.

Note. If you are only importing categories, the system makes the vendor setID and the vendor ID unavailable.

Index Items

Select to incorporate Verity indexing when you import the catalog items.

Add Hierarchy ID as Node

Select to create the hierarchy ID as a node. If you don't select this check box, the system disregards the hierarchy ID.

Note. If you do not have a hierarchy, the system does not load the items.

Process by date/time

Enables you to load items incrementally. Therefore, if the items have been previously imported, the next import only includes those items that have changed in PeopleSoft Catalog Management.

Language Select the language in which you want the catalog items to appear.

Inactive Level Select the level at which you want to inactivate an item. Values include:

- *Item Vendor*
- *Item Vendor Price*

Tree Name Select the tree that is to be populated with the categories. If the name specified does not exist, you will be asked if a tree should be created. If the answer is yes, the tree will be created; otherwise, the system asks you to select another tree name.

Entering Item Defaults

Access the Item Defaults page.

The Catalog Import process leverages the Price List Load and Item Loader processes. The Price List Load process assigns priority vendors if required, assigns an item ID if required, sets the effective date for pricing, and sets the audit actions correctly.

The Item Loader process validates the data and inserts the data into the production Item Master table.

Last Update Indicates the last time that the items were loaded.

Image Folder Designate an image folder where images are kept.

Inventory Item Select to designate that the system creates items as inventory items. By default, the system clears the Inventory Item check box value.

Account Enter code for all categories created, to run all future processes successfully.

Currency Enter the currency code for all categories created in order to successfully run all future processes.

Validating and Processing Imported Items

Access the Validate and Process Imported Items page.

Use this page to review information about the marketplace supplier before you load their catalog items. You can also review new catalog categories and item statuses before you load them into a catalog.

Marketplace Supplier Displays the supplier to which the corresponding row of data belongs. The supplier's name also appears.

Count Displays the number of items the system loads or has loaded from this supplier.

Categories Click to view the categories in which the imported items are to be placed.

View Items Click to access the Imported Item Status page, where you can view statues for individual items.

Defining Item Catalogs

This section provides an overview of defining item catalogs and discusses how to load tree data.

Understanding Defining Item Catalogs

To set up tree data, use the Load Tree Table component.

To limit access to items in the PeopleSoft Item Master table, define and load item catalogs. Item catalogs are used by both the rule-based item catalog method and the business unit and requester level security.

To use item catalogs, you:

1. Define item catalogs using the PeopleSoft Tree Manager.
2. Group item categories by catalog ID.
3. Load tree data for item catalogs.

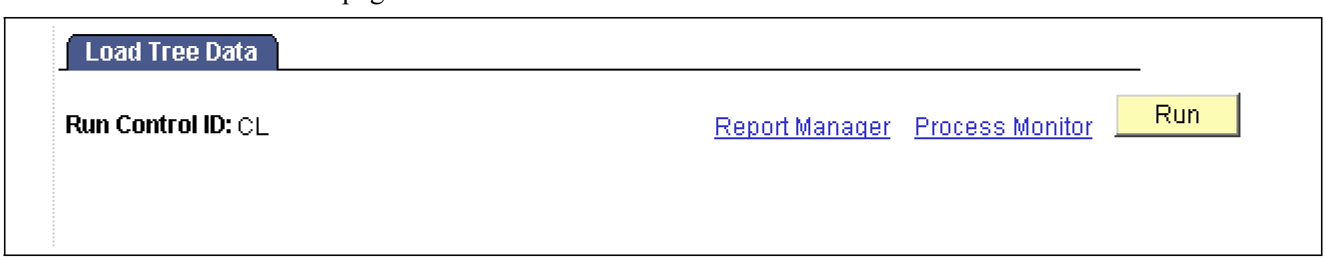
   This process is necessary for both the TSE and VSE search types.

Pages Used to Define Item Catalogs

Page Name	Object Name	Navigation	Usage
Tree Manager	PSTREEMGR	Tree Manager, Tree Manager	Define the item catalogs and assign items to each catalog.
Load Tree Data	PV_RUN_SRCH_UPDT	• eProcurement, Buyer Center, Maintain Items, Load Tree Data • eProcurement, Administer Procurement, Maintain Items, Load Tree Data • eProcurement, Administer Procurement, Run eProcurement Processes, Requisition Processes, Build eProcurement Verity Collections. Select the Update/Reload Tree Table check box	Load tree data. Run this process to combine tree data from multiple tree tables and load into the eProcurement tables. This enables better item search performance for both the TSE (tree table) and VSE (Verity search engine) search types.

Loading Tree Data

Access the Load Tree Data page.



Load Tree Data page

See Also

"Using Tree Manager," *PeopleTools PeopleBook: PeopleSoft Tree Manager*

Setting Up Catalog Security

To set up catalog security, use the Catalog Security Options, the Catalog Types, and the Catalog Security Type components.

This section provides an overview of catalog security and discusses how to:

- Define catalog security options.
- Define catalog types.
- Define catalog security types.
- Assign authorized item catalogs to security types.
- Define catalog security for business units.

Understanding Catalog Security

Catalog security makes it possible for you to control who uses a catalog. These techniques are available for controlling access to catalogs:

- Apply item security at business unit and requester levels.
- Apply item security using the rule-based catalog method.

Item Security at Business Unit and Requester Levels

You can limit the items available to the Purchasing business unit, the requester, or both. This method only applies if the items are loaded into the PeopleSoft Item Master table. In other words, express forms, direct connect suppliers, and business templates are not limited or part of the search and browse functionality of the Search Catalog page. With this method, you can use the *VSE* (Verity Search Engine) options.

The business unit level catalog security is maintained in the eProcurement Installation Options page and the Assign Catalog to Business Unit page. You enable the business-unit-level security by selecting the BU Catalog Control check box on the eProcurement Installation Options page. When this check box is selected, requesters can only access catalogs specifically assigned to the business unit used to enter the requisition.

Use the Assign Catalog to Business Unit page to define the available item catalogs for each Purchasing business unit. If this page is blank and BU catalog control is selected, then no items are available for requisition entry. The business unit level security applies only to eProcurement requisitions.

This requester level catalog security is maintained in the Requestor Setup page. Select the Use Only Assigned Catalogs check box and then enter the acceptable item catalog ID's in the Catalog Information section at the bottom of the page. When this check box is selected, the requester can only access catalogs specifically assigned to them. The available item catalogs would have to be defined individually for each requester to which security applied. The requester-level security applies to both PeopleSoft eProcurement and Purchasing requisitions.

In addition, if both the requester level and business unit level catalog security are used, only catalogs assigned to both levels can be accessed by the requesters.

Apply Item Security Using the Rule-Based Catalog Method

The rule-based item catalog method provides a framework to implement item catalog authorization. The architecture is flexible enough to allow for different implementations of item catalog security based on different requirements. This enables you to implement an organization-specific access policy, without the need to modify delivered code and objects. The rule-based item catalog method must use the Verity search engine.

The rule-based item catalog method uses different security levels (security types) to control item catalog access. The non rule-based method enables you to control security by the business unit level and the requester level; however, the rule-based method enables you to control security at any level that you choose. Just like the non rule-based method, the rule-based method restricts the user to the item catalogs that pass all the security restrictions.

In addition, the rule-based catalog method can extend item catalog security control to other item catalog sources such as business templates (purchasing kits), direct connect suppliers, and express forms.

There are two choices for applying the rule-based item catalog method:

- *Business Unit, User Role, and Requester Level:* PeopleSoft delivers a predefined example that you can implement into the organization.

  Much of this setup has already been defined for you; making implementation quicker and easier. This predefined method uses item catalog restrictions at the levels of business unit, user role, and individual requester. It also enables item searching and browsing on the Item Master table, express forms, direct connect suppliers, and business templates. The addition of user role enables you to restrict requesters without defining each requester individually; this saves time and maintenance.

- *Rule-Based Item Catalog Method Defined for Unique Needs:* Using the rule-based item catalog method, you can design an item catalog security using any item sources and any restriction level.

  This method requires the most set up, but provides the tailored solution to an organization's specific needs.

To set up a rule-based item catalog method:

1. Use the eProcurement Catalog Security Option page to define system wide setting to create an eProcurement requisition.

   Do not enable the access policy and GUI class types until you are have finished the set up.

2. Use the Catalog Types page to define the item catalog sources, such as, the Item Master table, express forms, direct connect suppliers, and business templates.

3. Create catalog security types to identify the levels to apply item restriction, such as, by business unit, user role, or requester.

   The setup for the security types of business unit, requester, and user role are supplied by the Security Types Default page.

4. Use the eProcurement Business Unit Actions page to identify the eProcurement actions that should be used for each business unit.

5. Use the Catalog Security page to define the authorized item catalogs for each of the security types.

   For the security type of BUSINESS_UNIT, you can use either the Catalog Security page or the Assign Catalog to Business Unit page. For the security type of REQUESTOR_ID, you can use either the Catalog Security page or the Requestor Setup page.

6. Return to the eProcurement Catalog Security Option page and enable the access policy and GUI class types.

See Also

Chapter 5, "Importing and Searching Supplier Catalogs," Setting Up Searches by Item Attributes, page 94

Pages Used to Set Up Catalog Security

Page Name	Object Name	Navigation	Usage
eProcurement Installation Options	PV_INSTALLATION_PV	eProcurement, Administer Procurement, Maintain Overall System Options, eProcurement Installation Options	Define the catalog search type. To include business-unit level item catalog security, enter *Y* in the BU Catalog Control field.
eProcurement Catalog Security Option	PV_CAT_FACTORY	eProcurement, Administer Procurement, Maintain Catalogs, eProcurement Catalog Security Option	Define catalog security options. These are system wide access policies and GUI formats for the rule-based item catalog method.
Catalog Types	PV_CAT_SOURCE	eProcurement, Administer Procurement, Maintain Catalogs, Catalog Types	Define catalog types.
Catalog Security Types	PV_CAT_SEC_TYPE	eProcurement, Administer Procurement, Maintain Catalogs, Catalog Security Types	Define catalog security types. These are levels at which you apply catalog security, for example, at the user role level or the individual requester level.
Security Type Attributes	PV_CAT_ST_ATTR	eProcurement, Administer Procurement, Maintain Catalogs, Catalog Security Types Click the Security Type Attributes link.	Define security type attributes which include query or prompt tables used.
eProcurement Business Unit Actions	PV_ACTIONS_BU	eProcurement, Administer Procurement, Maintain Business Units, eProcurement Business Unit Actions, Assign Actions to Business Units	Define catalog security for business units. The applicable eProcurement actions enable security for items from the business template, express forms, and direct connect suppliers.
Catalog Security	PV_CAT_SECURITY	eProcurement, Administer Procurement, Maintain Catalogs, Catalog Security Types Select the Catalog Security link.	Assign authorized item catalogs to security types.

Defining Catalog Security Options

Access the eProcurement Catalog Security Option page.

eProcurement Catalog Security Option

View All First 1-3 of 3 Last

	Class Type	Root Package ID	Application Class Path	Description	Enabled
1	AccessPolicy	PV_CATALOG_SECURITY	AccessPolicy:IntersectPolicy	Intersect Catalogs authorization	☐
2	GUI	PV_CATALOG_SECURITY	GUI:CatalogSecurityGUI	GUI implementation	☑
3	RegionFilter	PV_CATALOG_SECURITY	Catalogs:VendorRegionFilter	Regional Security by Vendor Locations	☐

eProcurement Catalog Security Options page

Use this page to define the access policy for the item catalogs and the GUI presentation for the Catalog Securities component. If you customize the access policy or GUI presentation, then insert a new row with a new implementation application class.

See "Introducing Application Packages," *PeopleTools PeopleBook: PeopleSoft PeopleCode Developer's Guide.*

Class Type

Enter the interface classes to be used of access policy and GUI presentation. The system is delivered with the class types already defined. However, you can customize and add versions of these classes. The system delivered classes are:

1. *AccessPolicy:* Defines the processing logic for item catalogs to be accessed by a user.

   When a requester is entering a requisition, the available items are limited based on this logic. This class type enables the system to retrieve only the items that are authorized by all applicable security types.

2. *GUI:* Defines the GUI presentation for the Catalog Security component (PV_CAT_SECURITY).

   It provides an interface, where you can create a customized page layout for the Catalog Security page by implementing an implementation application class.

3. *RegionalFilter:* Defines regional item and vendor security for item browsing and searching.

Root Package ID

Select the package of the PeopleCode class that you created.

Application Class Path

Enter an application class to further define the implementation (class types). You must enter implementation application classes for the class types of *AccessPolicy* and *GUI.* The system is delivered with two implementation application classes. You can override these with custom versions.

1. *IntersectPolicy* (for the AccessPolicy class type): Defines how item catalogs are to be accessed by a user.

   This application class limits a requester to viewing item catalogs that are included in all security types used. In other words, it is the intersection of item catalogs retrieved by all security types. If you decide that the environment requires a different approach to item retrieval, then you can define an implementation application class.

2. *CatalogSecurityGUI* (for GUI class type): Defines the layout of the pages in the Catalog Security component.

   If you want to have a different GUI presentation, create a new implementation application class.

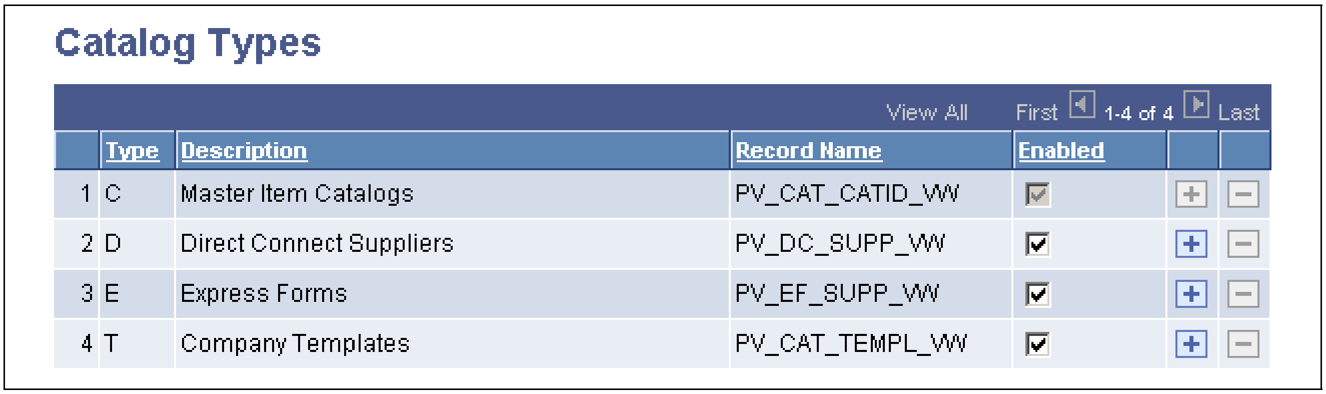
3. *Catalogs:VendorRegionFilter:* Defines regional security by vendor locations.

Description Enter a brief description of the purpose of the class type and implementation application class.

Enabled Select to activate the class type and implementation application class combination for the row. Do not select this check box until you have completed the system setup for item catalog security.

Defining Catalog Types

Access the Catalog Types page.



Catalog Types page

Use this page to identify the types of item sources that should be available for requisition entry or retrieved by the search and browse feature. Enter all catalog types for use across the organization; this page applies system wide. The catalog types enabled on this page appear in the Catalog Type field on the Catalog Security page.

Type Enter the catalog type. Use one or more of these options:

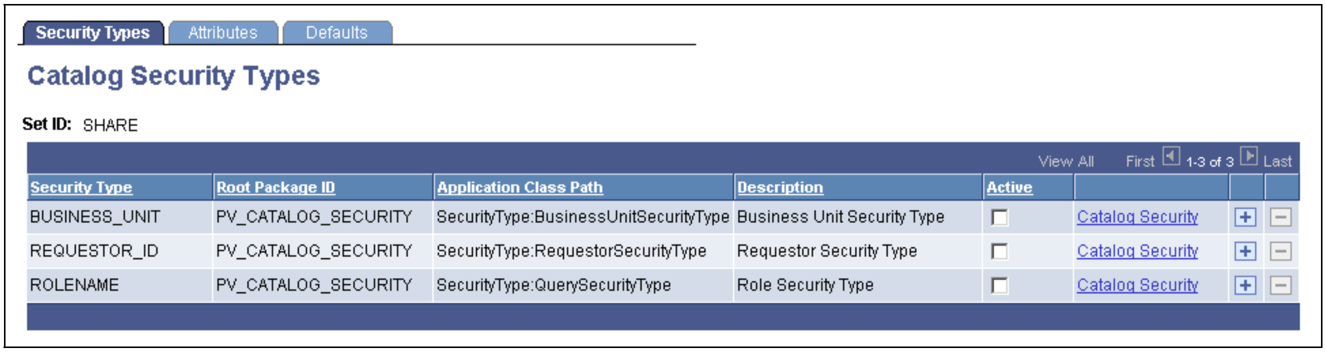
- *C:* Items located in the PeopleSoft Item Master table. This can include items from the marketplace or the express catalog.
- *D:* Items from direct connect suppliers.
- *E:* Express forms.
- *T:* Business templates.

Record Name Enter the record definition that contains all the values for the item source. The system is delivered with the record names for the Item Master table, direct connect suppliers, express forms, and business templates. You can change this record name if you are customizing this area.

Enabled Select to authorize access to this item source on the Catalog Security page. The system automatically changes to *Y* (yes) for type *C* and to *N* (no) for all other catalog types.

Defining Catalog Security Types

Access the Catalog Security Types page.



Security Types | Attributes | Defaults

Catalog Security Types

Set ID: SHARE

View All First 1-3 of 3 Last

Security Type	Root Package ID	Application Class Path	Description	Active			
BUSINESS_UNIT	PV_CATALOG_SECURITY	SecurityType:BusinessUnitSecurityType	Business Unit Security Type		Catalog Security	+	−
REQUESTOR_ID	PV_CATALOG_SECURITY	SecurityType:RequestorSecurityType	Requestor Security Type		Catalog Security	+	−
ROLENAME	PV_CATALOG_SECURITY	SecurityType:QuerySecurityType	Role Security Type		Catalog Security	+	−

Catalog Security Types page

Use this page to define the levels where security should be applied. For example, suppose that the items available should be restricted by the business unit used to enter the requisition, then activate the row for business unit on this page. You can have multiple security levels defined.

The system is delivered with three security types, business unit, requester ID, and role name. You can add additional security types, for example, ship to location, by inserting a new row on this page. When a user enters a requisition, the list of authorized item catalogs is the intersection of the catalogs granted to each of the security types.

Security Type

Enter a descriptive name for the security type. The system is delivered with *BUSINESS_UNIT, REQUESTOR_ID,* and *ROLENAME.*

Root Package ID

Enter the parent application package.

Application Class Path

Enter an interface class that contains the processing logic for the security type. The system is delivered with *BusinesUnitSecurityType, RequestorSecurityType,* and *QuerySecurityType.* The implementation application classes for business unit and requester are specific to those security types and link them into the existing item catalog security system using the Assign Catalog to Business Unit page and the Requestor Setup page. However, the *QuerySecurityType* is not specific to the user role name and can be used with any additional security types that you may add to this page. For example, suppose that you decide to add a ship to location as a security type, then you can use the *QuerySecurityType* class for both role name and ship to.

Description

Enter a description of the security type.

Active

Select to enable this security type for the setID. If you select this for the security type of *BUSINESS_UNIT,* then the system:

1. Selects the BU Catalog Control check box on the eProcurement Installation Options page and makes it unavailable for selection.
2. Looks to the Assign Catalog to Business Unit page, as well as the Catalog Security page, to determine the authorized item catalogs.

If you activate the security type *REQUESTOR_ID*, then the system:

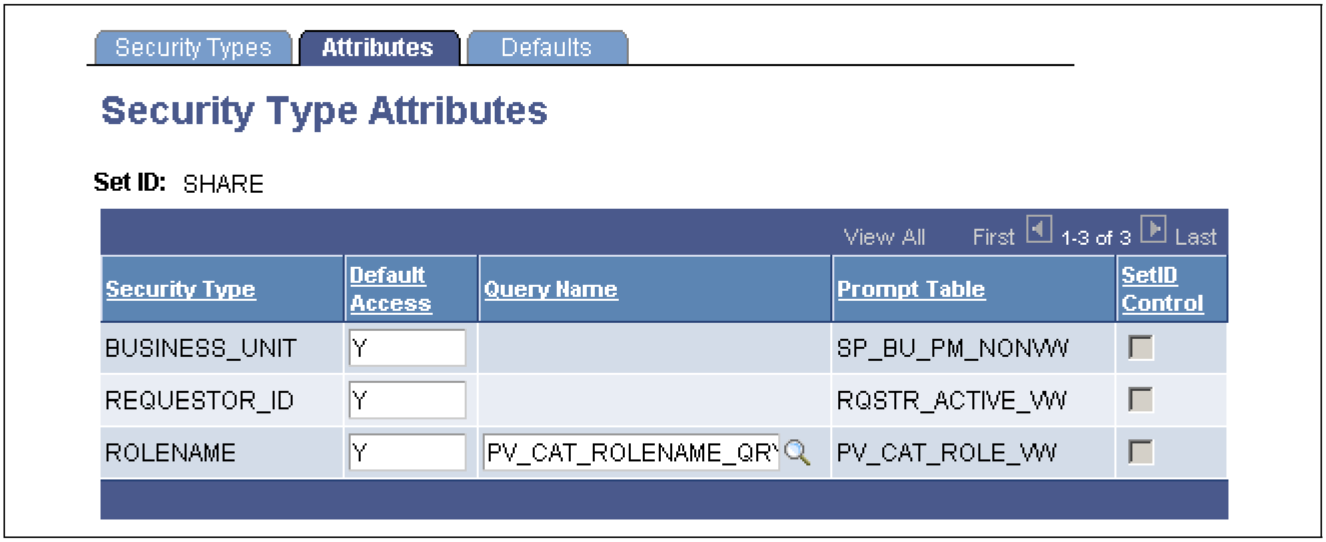
1. Looks to the Requestor Setup page, as well as the Catalog Security page, to determine the authorized item catalogs.
2. Does not use the Default Access field on the Security Type Attributes page.

Catalog Security

Click to access the Category Security page, where you can update security parameters.

Defining Security Type Attributes

Access the Security Type Attributes page.



Security Type Attributes page

Use this page to define the attributes for each of the security levels that you defined on the Security Types page.

Default Access

Determines access to catalogs when no data entry found for the security type in Catalog Security page. Enter *Y* to access all item catalogs and enter *N* for no access to item catalogs. For example, for the security type of business unit, if you do not enter the business unit *AUS01* on the Catalog Security page, then a default access value of *Y* gives *AUS01* access to all item catalogs; However, a default access value of *N* gives *AUS01* no access to any item catalogs. Since the system uses an intersect policy, *N* would prevent any entries into the business unit *AUS01*.

Note. The Default Access field is not applicable to the security type of *REQUESTOR_ID,* because the system always loads all requesters into the Catalog Security page.

Query Name

Enter a query record name to retrieve the acceptable values based on the security type record definitions. A query is required if the implementation application class on the Catalog Security Types page is the QuerySecurityType class. Design this query to retrieve the needed data to find rows. All necessary values can be retrieved based on the requisition's business unit, requester, or user ID. For example, if the ship to location is defined as a security type, then the query would be designed to retrieve the ship to based on the user ID on the User Preferences - Procurement page.

Prompt Table

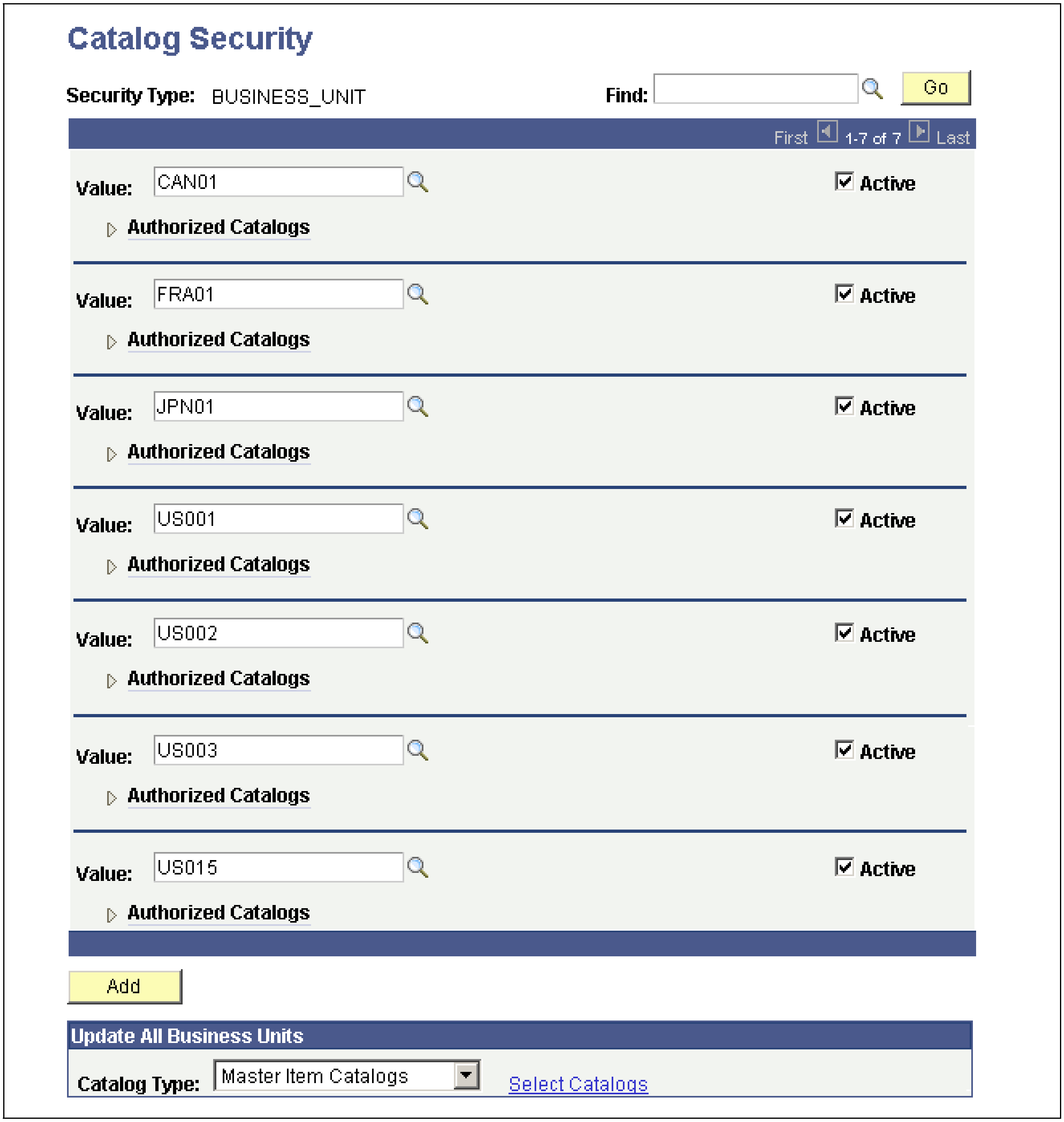
Enter the prompt table to be used for this security type. A prompt table is required if the implementation application class is the system-delivered *QuerySecurityType.*

SetID Control

Select whether the security type query in the Query Name field is setID controlled.

Assigning Authorized Item Catalogs to Security Types

Access the Catalog Security page.



Catalog Security page

For each security type (security level), define what item catalogs are available.

Find	Enter a value on which to search in the scroll area. Use this field when you have a large number of values in the scroll area.
Value	Select a field value that you have defined for this security type.

Active — Select to enable the item catalogs security for this value. If this value is not selected, then the Default Access field on the Security Type Attributes page is applied.

Authorized Catalogs — Click the Show Authorized Catalogs button to display or enter the set of item catalogs authorized for the value. This includes all item catalogs, no catalogs, or a specific set of catalogs. To add item catalogs, select the catalog type and click the Select Catalogs link to display all valid catalogs, then select the catalog and click the OK button. The new catalog appears in the Authorized Catalogs section.

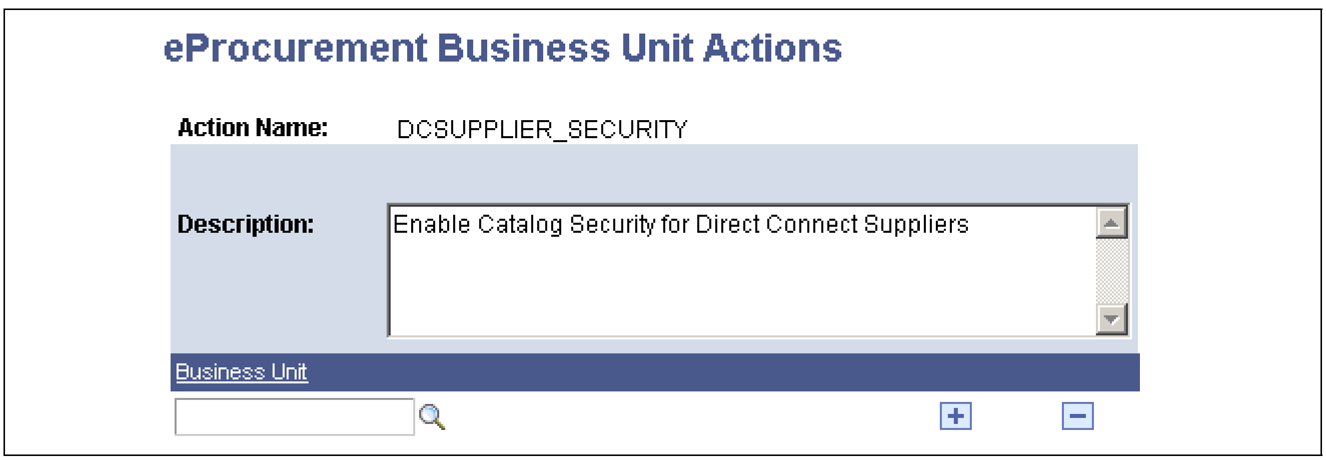
Add — Select to add a new row to this page, so that you can enter a new value.

Update All Business Units

Use this section to add or remove item catalogs to all of the listed values. For example, if a new item catalog is created after implementation, use this feature to add the catalog to all business units, requesters, and user roles. To add or remove item catalogs, select the catalog type, use the Select Catalogs link to display all valid catalogs, then select the catalogs and click the Add To All or Remove From All button.

Defining Catalog Security for Business Units

Access the eProcurement Business Unit Actions page.



eProcurement Business Unit Actions page

If you have set up the system to control access to direct connect, express forms, or templates, then you must identify specific business units that utilize the catalog security. For each action, you need to identify business units you wish to apply catalog security to:

Action Name — Options are:

- *DCSUPPLIER_SECURITY*: Enable item security for items from direct connect suppliers
- *EXPRESSFORM_SECURITY*: Enable item security to be applied to express forms.
- *TEMPLATE_SECURITY*: Enable item security to be applied to business templates.

Note. Item security is always enabled for the items within the PeopleSoft Item Master table.

Setting Up Searches by Item Attributes

This section provides an overview of searching by item attributes and discusses how to:

- Import attributes from a flat file.
- Verify imported attributes.
- Assign cross-references to attribute names.
- Define regional-based sourcing.

PeopleSoft eProcurement enables you to associate attributes with categories to make item searches more precise. After item attribute searches are implemented, you can select one or more categories on the Advanced Search page and search on the attributes for the selected categories, including their children.

Understanding Item Searches

This section discusses:

- Search implementation steps.
- Attributes and categories tables.
- Import, stage, and load attribute process flow.
- Attribute names and unit of measure (UOM) variations.

Search Implementation Steps

Search implementation involves these steps:

1. Import attributes to the staging table.
2. Verify the imported attributes.
3. Designate cross-references for attribute names and units of measure.
4. Load attributes from staging.
5. Maintain marketplace category attributes and item attributes.

Attribute and Category Tables

The category attributes for item attribute searches are stored in table PV_CAT_ATTR_TBL, which includes these fields:

SETID	Field Type
CATEGORY_TYPE	(key field)
CATEGORY_CD	(key field)
CATEGORY_ID	(key field)
ATTRNAME	(key field)

SETID	Field Type
LANGUAGE_CD	(key field)
DESCR	(character)
UOM_ATTR	(Assuming that ISO standard UOM is used.) **Note.** You might need to add units of measure to the system or convert units of measure.
FLAG	(numeric flag)

This table represents an example of category attributes:

SetID	Category _Type	Category _ID	Category _CD	Attr _Name	Language_ CD	Descr	UOM _Attr	Flag
SHARE	PSF	1	Office Supplies	Weight	ENG	Weight	LBS	Y
SHARE	PSF	1	Office Supplies	Size	ENG	Size		N
SHARE	PSF	1	Office Supplies	Height	ENG	Height	M	Y
SHARE	PSF	1	Office Supplies	Color	ENG	Color		N
SHARE	PSF	2	Computer	Speed	ENG	Processing Speed	MHZ	Y
SHARE	PSF	2	Computer	Memory	ENG	Hard Drive	GB	Y
SHARE	PSF	2	Computer	Modem	ENG	Modem Speed	KPS	Y

Example: Category attributes in PV_CAT_ATTR_TBL

Item attributes for the item attribute search are stored in the PV_ITM_ATTR_TBL table, which includes:

SETID (key field)

INV_ITEM_ID (key field)

ATTRNAME (key field)

ATTRVALUE (character field)

UOM_ATTR UOM attributes

PV_ATTRVALUE (numeric field)

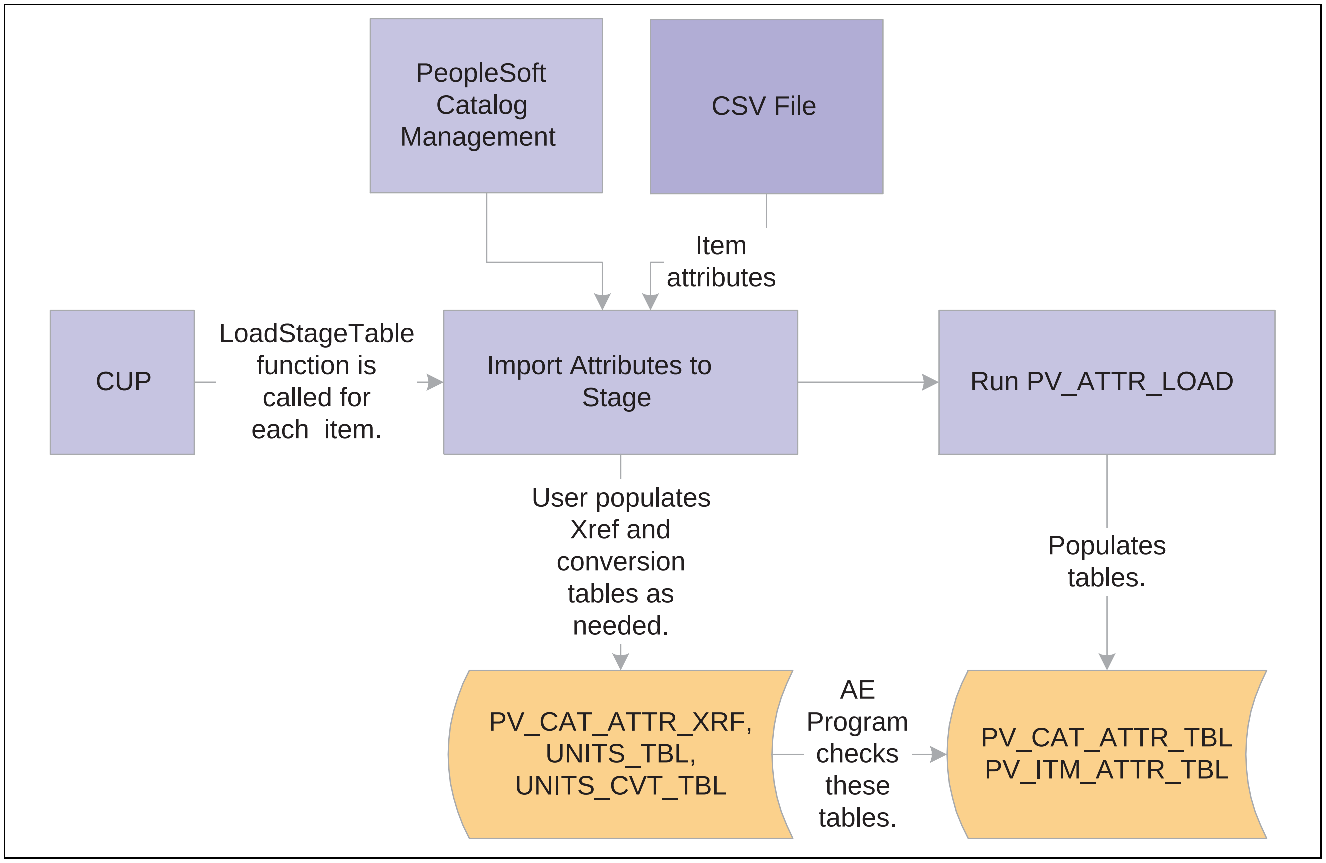
This table represents an example of item attributes:

SetID	INV_ITEM	ATTR_NAME	ATTR_VALUE	PV_ATTR_VALUE	UOM_ATTR
SHARE	1	Weight	10	10	LBS
SHARE	1	Size	Med	0	
SHARE	1	Height	2	2	IN
SHARE	2	Weight	50	50	LBS
SHARE	2	Color	Blue	0	
SHARE	2	Size	Large	0	
SHARE	3	Speed	233	233	MHZ
SHARE	3	Memory	4	4	GB
SHARE	3	Modem	56	56	KPS
SHARE	4	Memory	400	400	MB

Example: Item attributes in PV_ITM_ATTR_TBL

Import, Stage, and Load Attribute Process Flow

This diagram demonstrates the flow for setting up for item attribute searches:



Item attribute search process flow

Attribute Names and UOM Variations

You might have variations in the units of measure:

- If the item load creates redundant attribute names for a category, designate cross-references for the attribute names.

  For example, you might have a category called office supplies with items that use both *WGT* and *WEIGHT* as attribute names for weight.

- If the item load creates redundant UOM names for an attribute in a category, cross-reference the UOM names.

PeopleSoft eProcurement provides table PV_CAT_ATTR_XRF for cross-referencing attribute names and units of measure. It contains these fields:

SETID	(key field)
CATEGORY_TYPE	(key field)
CATEGORY_ID	(key field)
CATEGORY_CD	(key field)
ATTRNAME	(key field; original attribute name or attribute UOM)

SETID	(key field)
PV_ATTRNAME	(convert to new attribute name or attribute UOM)
UNIT_OF_MEASURE	(base UOM)

Use the Attribute Name Cross-Reference page to create cross-references for attribute and UOM names.

See Also

"Introduction to Tree Manager,"*PeopleTools PeopleBook: PeopleSoft Tree Manager*

"Designing Cubes,"*PeopleTools PeopleBook: PeopleSoft Cube Manager*

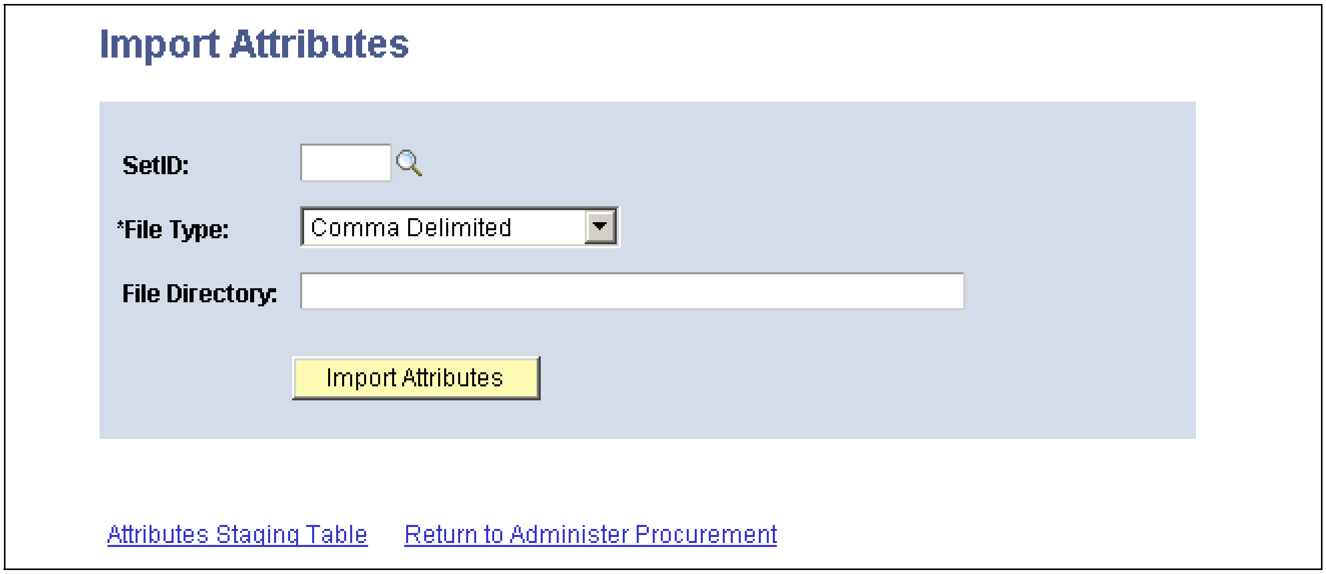
Pages Used to Set Up Searches by Item Attributes

Page Name	Object Name	Navigation	Usage
Attribute Name Cross Reference	PV_CAT_ATTR_XRF	eProcurement, Administer Procurement, Maintain Supplier Integration, Attribute Name Cross Reference	Assign cross-references to attribute names and assign base UOMs for attributes. Access is limited to users with the eProcurement action role SYSTEM_ADMIN.
Attributes Staging Table	PV_ATTR_LOAD_STG	eProcurement, Administer Procurement, Maintain Supplier Integration, Attributes Staging Table	Verify imported attributes. Access is limited to users with the eProcurement action role SYSTEM_ADMIN.
Category Attributes	PV_SRCH_CAT_ATTR	eProcurement, Administer Procurement, Maintain Supplier Integration, Category Attributes	Edit category attributes that have been imported from a marketplace. Access is limited to users with the eProcurement action role SYSTEM_ADMIN. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Defining Purchasing Item Information," Defining Purchasing Item Attributes.
eProcurement Business Unit Options	PV_BUS_UNIT_PM	eProcurement, Administer Procurement, Maintain Business Units, eProcurement Business Unit Options	Enable regional security for the eProcurement business unit.

Page Name	Object Name	Navigation	Usage
Import Attributes	PV_ATTR_IMPORT	eProcurement, Administer Procurement, Maintain Supplier Integration, Import Attributes	Import attributes from a flat file. Access is limited to users with the eProcurement action role SYSTEM_ADMIN.
Item Attributes	PV_SRCH_ITM_ATTR	eProcurement, Administer Procurement, Maintain Supplier Integration, Item Attributes	Verify and edit item attributes imported from a marketplace. Access is limited to users with the eProcurement action role SYSTEM_ADMIN. See *PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Defining Items by SetID," Defining Items at the SetID Level.
Itm Region Vndr (Item Vendor by Region)	ITM_REGION_VNDR	eProcurement, Administer Procurement, Maintain Catalogs, Item Vendor by Region	Define regional-based sourcing for items.
Load Attributes from Stage	PV_ATTR_RUN_LOAD	eProcurement, Administer Procurement, Maintain Supplier Integration, Load Attributes	Import attributes from the attributes staging table page into the category and item attributes tables. Access is limited to users with the eProcurement action role SYSTEM_ADMIN.
Purchasing Attributes	ITM_TBL_PUR	eProcurement, Administer Procurement, Maintain Catalogs, Purchasing Attributes	Define item information specific to purchasing. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Defining Purchasing Item Information," Defining Purchasing Item Attributes.
Units of Measure	UNITS_OF_MEASURE	Set Up Financials/Supply Chain, Common Definitions, Units of Measure, Units of Measure	Confirm this table includes the UOMs used by the items that you are loading.

Importing Attributes from a Flat File

Access the Import Attributes page.



Import Attributes page

Use this page to stage attributes to eProcurement from a flat file as the first step in integrating the attributes into searches. The most typical data load consists of marketplace items, but you can import attributes from any properly formatted text file.

SetID Select a setID from the available options. If the flat file has no setID, select *SHARE.*

File Type Select *Comma Delimited* for text files.

File Directory Enter the directory where the flat file is located.

Note. The fields included in this directory are listed following these field descriptions.

Import Attributes Click to import the flat file to PeopleSoft eProcurement.

Attributes Staging Table Click to access the Attributes Staging Table page, where you can verify the attributes that you have imported.

File Directory Fields

These fields are in the File Layout PV_ATTR_LOAD _COMMA. Fields that are marked with an asterisk (*) are required:

*SETID

*INV_ITEM_ID

*ATTRNAME

*LANGUAGE_CD

PV_CV_SPN

PV_CV_PART_EXT

*MFG ID

*MFG ITEM ID

CATEGORY_TYPE

CATEGORY_CD

CATEGORY_ID

*DESCR

*ATTRVALUE

UOM_ATTR

These rules apply to the previous fields:

- SETID is required only if you have not selected a setID on this page.
- INV_ITEM_ID or MFG_ID and MFG_ITEM_ID is required unless you include values for PV_CV_SPN and PV_CV_PART_EXT.
- These fields are comma-delimited with no additional spaces (empty fields must also be delimited).
- For multi-languages, the only field that should be translated is Attribute Description, DESCR.

  The Attribute Name field, ATTRNAME, must be the same across all languages for the same attribute.

Example

SHARE,10012,WEIGHT,ENG,,,BIKE-01,BIKE-ITM-12,,,,Weight,10,LBS

SHARE,10013,LEN,ENG,,,BIKE-01,BIKE-ITM-13,,,,Length,5,IN

SHARE,10014,WGT,ENG,,,BIKE-01,BIKE-ITM-14,,,,Weight,12,KG

SHARE,10014,WIDTH,ENG,,,BIKE-01,BIKE-ITM-14,,,,Width,6,IN

SHARE,10015,LEN,ENG,,,BIKE-01,BIKE-ITM-15,,,,Length,10,FT

SHARE,10015,COLOR,ENG,,,BIKE-01,BIKE-ITM-15,,,,Color,RED,

SHARE,10015,WEIGHT,ENG,,,BIKE-01,BIKE-ITM-15,,,,Weight,5,OZT

Verifying Imported Attributes

Access the Attributes Staging Table page.

Attributes Staging Table page: Item Attributes tab

Use the page to view or edit item attributes loaded into the PV_CAT_ATTR_TBL and PV_CAT_ATTR_XRF tables. The system populates the fields on this page with the imported values loaded from the Import Attributes page.

There is no need to edit the imported values on this page unless you are required to cross-reference attributes or UOM names. For large amounts of data, use the Attribute Name Cross Reference page or manually convert the UOMs.

When cross-referencing names or converting units of measure, you may receive a warning message advising that multiple UOMs have been imported for one category. Resolve the conflict by designating a base UOM on the Attribute Name Cross Reference page.

If you are importing UOMs that do not already exist in the system, you receive a warning message. To add new units of measure, use the Units of Measure page.

Manufacturing and Category Tab

Select the Mfg and Category (manufacturing and category) tab.

Manufacturing ID Displays the manufacturer of this item. This information comes from the Item Definitions - General page.

Manufacturer's Item ID Select an identifier for this manufacturer's item.

Category Type, Category, and **Category ID** Displays information about the category to which the item belongs.

Numeric Select to capture item attributes with generic numeric and alphanumeric item attribute fields at both the setID and business unit level.

Status Tab

Select the Status tab.

Processed Values are:

N: Attribute is not loaded. The data is still in the staging table.

Y: Attribute is loaded. The data has been loaded from the staging table to the category and item attributes tables.

E: Error attribute cannot be loaded or has been loaded with assumptions about the UOM.

Note. Attributes are loaded on the Load Attributes from Stage page.

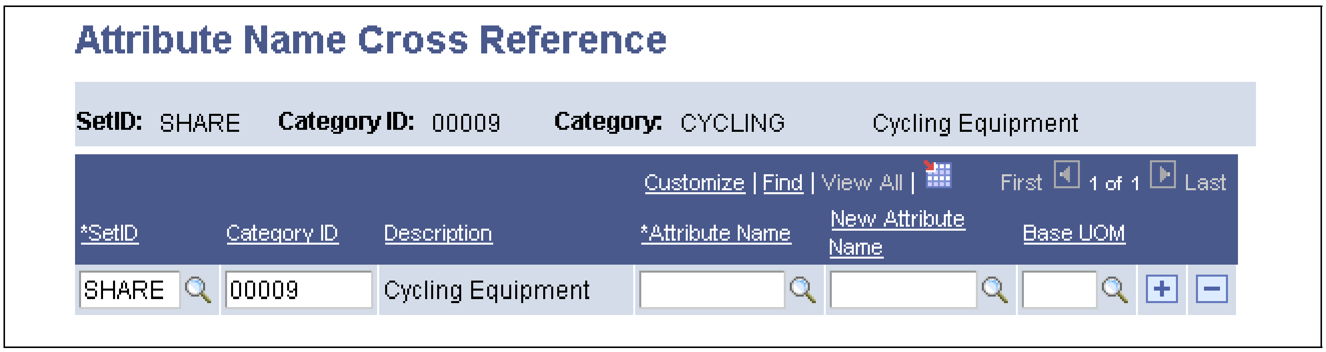
Error Message If one of these messages appears, you can use the Units of Measure page to add UOMs or create conversions for UOMs:

UOM Conversion Rate Not Defined. 1 to 1 Conversion Assumed.

Invalid Unit of Measure. Attribute Not Loaded.

Assigning Cross-References to Attribute Names

Access the Attribute Name Cross Reference page.



Attribute Name Cross Reference page

If you have redundant attribute or UOMs, establish cross-references so that the system can refer to one standard name. Cross-references enable you to establish one name for each attribute and one name for each UOM within a category.

Attribute Select an attribute for which you want to create a cross reference.

New Attribute Name Select an attribute name for cross-referencing the selection in the Attribute Name field. If you are creating a UOM cross-reference, leave this field blank.

Base UOM Select a base UOM for the new attribute name. The name must exist in the UOM table and there must be a conversion for the UOM. You can create a conversion on the Units of Measure page.

Note. For each category that you use, only one UOM is allowed for each attribute. For example, for the attribute *Length,* you cannot use both inches and feet as the unit; however, you can use inches in one category and feet in another.

Defining Regional-Based Sourcing

Access the Itm Region Vndr (Item Vendor by Region) page.

Itm Region Vndr page (Item Vendor by Region page)

Use this page to set up regional sourcing for an item and define priority vendors by item regions. This enables regional item and vendor security for item browsing and searching. When an item has a vendor-region relationship, the system applies security to filter out vendors and vendor locations that do not belong to the same region as the ship to region.

To define regional-based sourcing:

1. Use the eProcurement Business Unit Options page to enable regional security.

   Select the Enable Req Region Security check box to activate sourcing security. To access the page, select eProcurement, Administer Procurement, Maintain Catalogs, eProcurement Business Unit Options.

2. Use the Purchasing Attributes page to define item information specific to purchasing such as the preferred vendor.

   To access the page, select eProcurement, Administer Procurement, Maintain Catalogs, Purchasing Attributes.

3. Use the Itm Region Vndr page to establish the relationship between the item, region, and vendor.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Using Purchase Order Sourcing,” Sourcing by Region

Setting Up and Using the Express Catalog

This section provides an overview of express catalogs and discusses the pages used to set up and utilize express catalogs.

Understanding the Set Up and Use of Express Catalogs

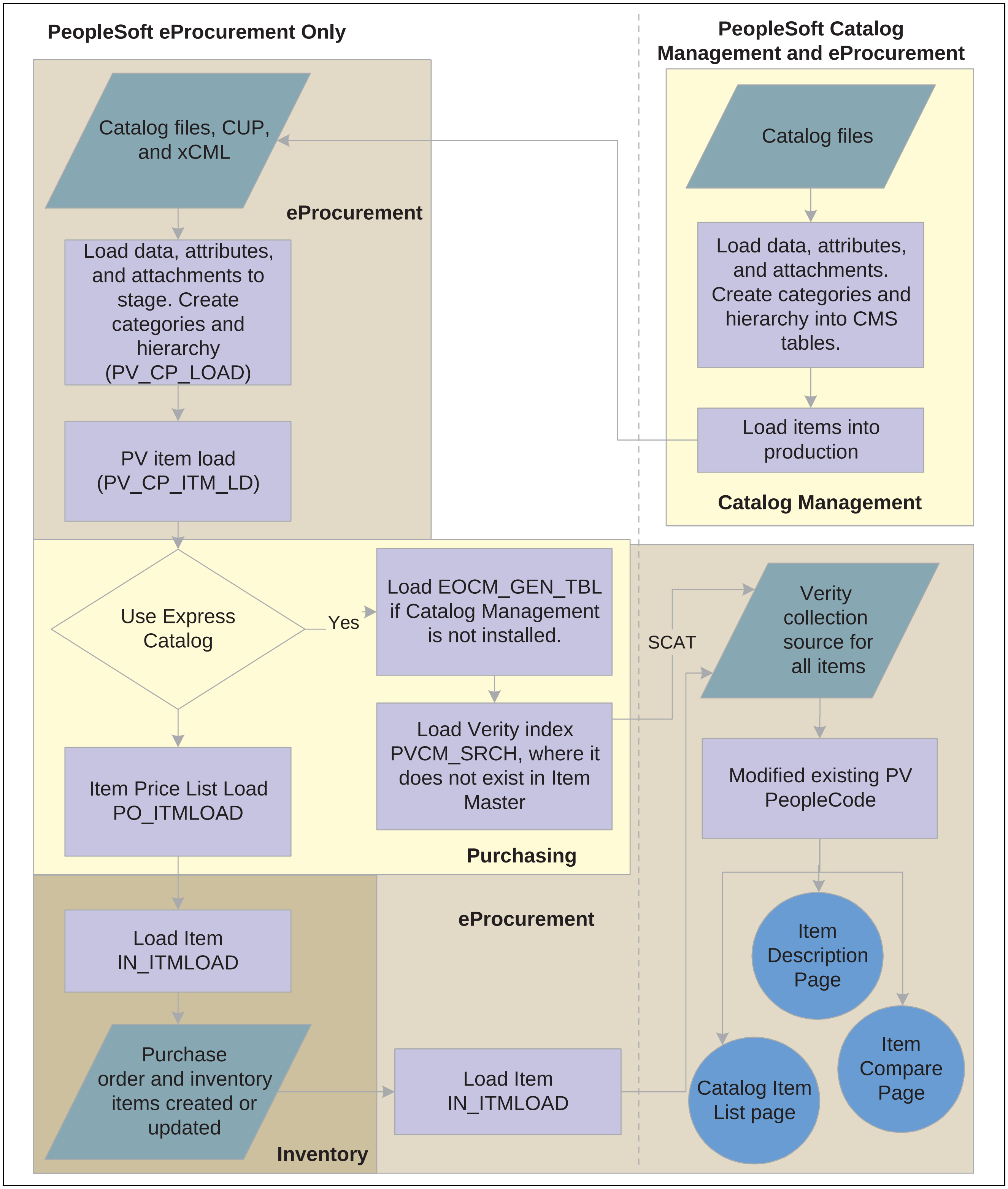
The express catalog enables you to index items directly from PeopleSoft Catalog Management tables. This precludes the requirement of running the Item Load process, making it easier to configure PeopleSoft eProcurement. This is particularly valuable to customers who do not use PeopleSoft Inventory or rely on Purchasing item attributes. The express catalog uses the Verity search engine to manage items.

To set up the express catalog, an administrator:

- Extracts data from PeopleSoft Catalog Management into eProcurement.
- Sets up requesters to browse, search, and select items from the express catalog.
- Uses express catalog items in rule-based security.

Express Catalog Load Processing

This diagram illustrates the flow for loading express catalog files when you are using PeopleSoft eProcurement or when you are using eProcurement along with Catalog Management:



Load express catalog items process flow

When the system processes express catalog items, it:

1. Creates or updates the Verity search index from catalog management tables.
2. Uses the PV_SRCH_INDX record to initiate the creation or update of the index.

3. Calls the Verity search index process only if the INSTALLATION_PV record indicates that the express catalog is being used.
4. Uses a date and time stamp to determine which rows to update in the Verity index.

You can run the create and update process using the Update Daemon Program, scheduled in batch or run ad hoc.

See Also

Chapter 5, "Importing and Searching Supplier Catalogs," Understanding PeopleSoft eProcurement Catalogs, page 80

Pages Used to Set Up and Use the Express Catalog

Page Name	Object Name	Navigation	Usage
eProcurement Installation Options	PV_INSTALLATION_PV	eProcurement, Administer Procurement, Maintain Overall System Options, eProcurement Installation Options	Use the Item Source Option field to identify whether the system should use the Item Master table, the Express Items, or both when browsing or searching for items using PeopleSoft eProcurement. See Chapter 3, "Determining eProcurement Technical Implementation Options," Setting Up PeopleSoft eProcurement Installation Options, page 24.
eProcurement Business Unit Options	PV_BUS_UNIT_PM	eProcurement, Administer Procurement, Maintain Business Units, eProcurement Business Unit Options	Use the Item Source field to identify whether the system should use the Item Master table, the express catalog, or both when browsing or searching for items within a business unit. **Note.** You will only be able to utilize *Express Items* if you selected either *Express Items* or *Master and Express Items* from the eProcurement Installation Options page. See Chapter 4, "Determining eProcurement Functional Implementation Options," Defining Business Unit Options for PeopleSoft eProcurement, page 61.

Page Name	Object Name	Navigation	Usage
Procurement Catalog Load	PV_CP_IMPORT_RUN	eProcurement, Administer Procurement, Maintain Supplier Integration, Import Item Catalog File	Use the Source field to add *Express Catalog* as a load type if it has been selected on either the eProcurement Installation Options or the eProcurement Business Unit Options page. Use the Source field when you have loaded the express catalog but later decide to load some of the items (by vendor) into Item Master table. If PeopleSoft Catalog Management is not installed and you have selected the *Express Items* as a source on one of the options, select the Load to Express Catalog check box. Select the Index Items check box to also process the PV_SRCH_INDX record if you select the Run Item Load check box. **Note.** When importing catalog items with Index Items selected, a Verity collection must already exist. Otherwise the Procurement Catalog Load process will fail. See Chapter 5, “Importing and Searching Supplier Catalogs,” Importing Procurement Catalogs, page 81.

Page Name	Object Name	Navigation	Usage
Load Item Catalogs	PV_CP_ITM_LOAD	eProcurement, Administer Procurement, Maintain Supplier Integration, Validate and Process Imported Items Click the Load Staged Item button.	Select the Load Express Catalog check box. The check box is available only if the item source for the installation options is *Express Catalog* and PeopleSoft Catalog Management is not installed. Select the Index Items check box to process the PV_SRCH_INDX record, if you select the Run Item Load check box. See Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," Loading Marketplace Catalog Items into PeopleSoft eProcurement, page 136.

CHAPTER 6

Integrating with PeopleSoft HRMS

This chapter provides an overview of PeopleSoft eProcurement and PeopleSoft Human Resources Management System (HRMS) integration and discusses how to:

- Prepare to use PeopleSoft HRMS integration.
- Set up PeopleSoft HRMS to PeopleSoft eProcurement synchronization application messages.
- Set up publish and subscribe rules for PeopleSoft Resource Management application messages.

Understanding PeopleSoft eProcurement and HRMS Integration

PeopleSoft eProcurement enables you to use employee information that is stored in the PeopleSoft HRMS database to create requesters and automatically update PeopleSoft eProcurement, based on changes to the employee data. The integration is accomplished with PeopleSoft Application Messaging, which enables you to subscribe to the USER_PROFILE message published by PeopleSoft HRMS. When changes are made to the record, they are published, and the PeopleSoft eProcurement system is updated automatically by the subscription to this message.

The integration between PeopleSoft HRMS and PeopleSoft eProcurement enables you to preform these tasks:

- Send new user data from HRMS to eProcurement.
- Automatically create requesters if user contains a role that is predefined in Supply Chain Management as having access to the component.
- Automatically inactivate a requester when a user account is locked out.

Preparing to Use HRMS Integration

This section discussed how to:

- Set up PeopleSoft eProcurement to receive updates from PeopleSoft HRMS.
- Set up defaults for automatic creation of users and requesters.

Pages Used to Prepare to Use HRMS Integration

Page Name	Object Name	Navigation	Usage
Requester Integration Defaults	PV_HR8_DEFAULTS	eProcurement, Administer Procurement Click the Maintain Users and Roles link on the Administer Procurement page. Click the Requester Integration Defaults link on the Maintain System Users and Roles page.	Enter user and requester defaults for utilization in requester integration processing.

Setting Up PeopleSoft eProcurement to Receive Updates from PeopleSoft HRMS

To set up PeopleSoft eProcurement to receive updates from PeopleSoft HRMS:

1. Define the requester role in PeopleSoft HRMS and PeopleSoft eProcurement.

   Note. The role must have access to the Requester component in PeopleSoft eProcurement.

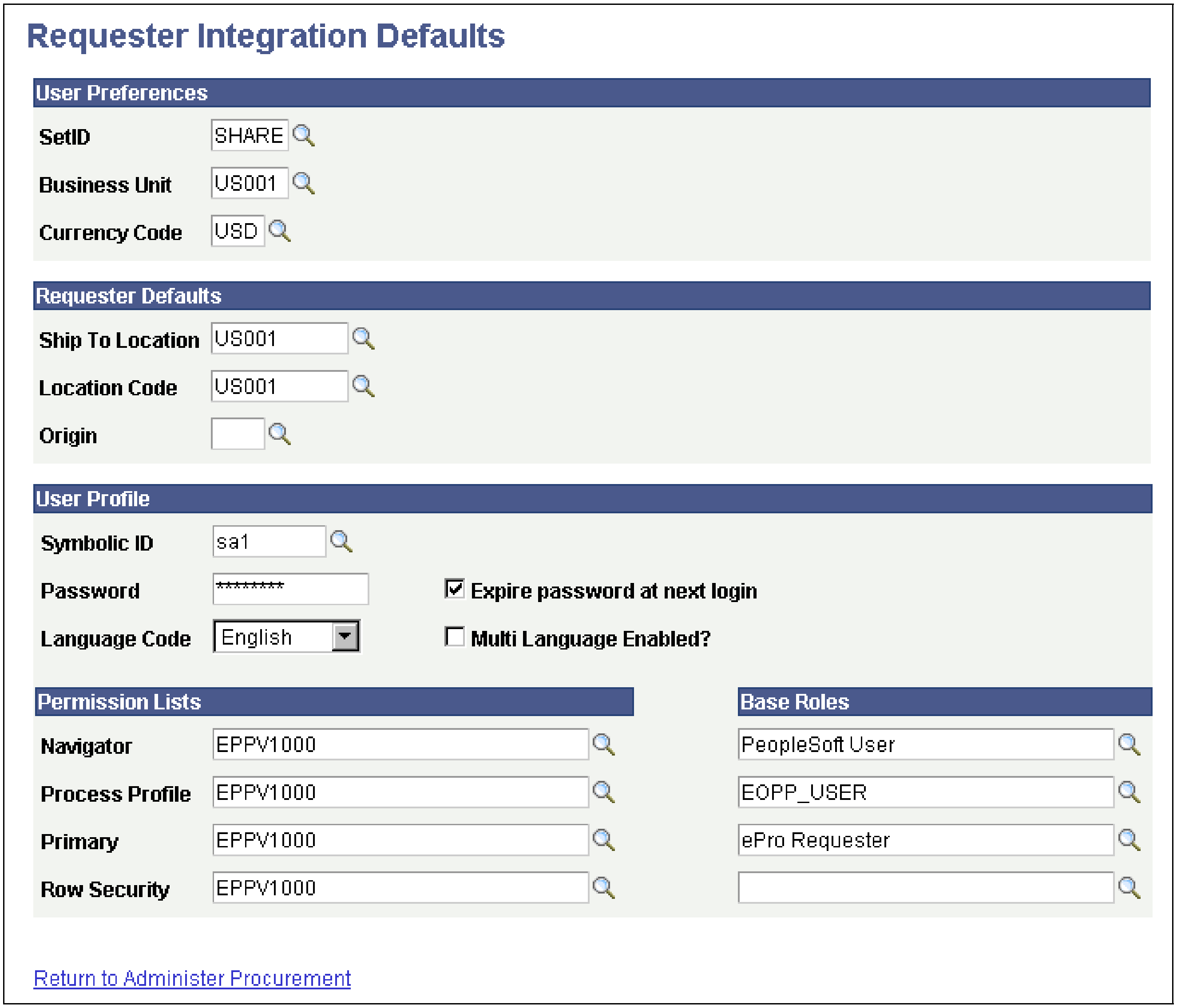
2. Set up default values for automatic creation of users and requesters.
3. Activate the HRMS messages by:
   - Activating the HRMS USER_PROFILE message.
   - Setting USER_PROFILE message channel to run status on the HRMS database.
4. Activate the Supply Chain Management messages by:
   - Creating transaction on the node assigned to the Supply Chain Management database.
   - Creating an inbound transaction on the Supply Chain Management database.
   - Activating the USER_PROFILE message on the Supply Chain Management database.
   - Inactivating the Supply Chain Management database the Update User Profile and Update_USER_PROFILE 8.1x subscription PeopleCode.
   - Activate the Supply Chain Management database USER_PROFILE and Requester subscription vPeopleCode..
   - Set USER_PROFILE message channel to run status on the Supply Chain Management database.

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Setting Up Defaults for Automatic Creation of Users and Requesters

Access the Requester Integration Defaults page.



Requester Integration Defaults page

For the purpose of integrating with HRMS, you only need to define the fields within the User Preferences and the Requester Defaults group boxes.

Setting Up HRMS to PeopleSoft eProcurement Synchronization Application Messages

PeopleSoft eProcurement uses PeopleSoft Application Messaging to integrate employee tables with PeopleSoft HRMS application tables. The application messages are delivered with a status of *Inactive.* You must activate each application message before attempting to publish or subscribe to messages. The messages that are published by PeopleSoft HRMS must be activated in that database, and the messages to which PeopleSoft eProcurement subscribes must be activated in the PeopleSoft FDM database.

Before activating the application message, you must define the databases and routing in the system.

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Setting Up Publish and Subscribe Rules for PeopleSoft Resource Management Application Messages

PeopleSoft eProcurement application messages are delivered with the status *Inactive.* PeopleSoft HRMS database information that is shared by PeopleSoft eProcurement in the PeopleSoft FDM database is updated properly when the appropriate messages are activated.

When updating information between databases, PeopleSoft Application Messaging imposes these publish and subscribe rules:

- Full Table Publish

  This rule erases all data from the target table and replaces it with data from the source table.

- Incremental Table Publish

  This rule captures the addition, change, or deletion of data that is performed in the source database and either inserts a new row of data or deletes or updates the corresponding row of data in the target database.

PeopleSoft eProcurement subscribes to data changes from the PeopleSoft HRMS database. It does not publish to PeopleSoft HRMS (except for the ENTERPRISE_SETUP message). Also, PeopleSoft eProcurement does not subscribe to any full table data changes, but only to incremental target row data changes.

Setting Incremental Table Publish Rules for PeopleSoft eProcurement

PeopleSoft eProcurement requires that the PeopleSoft HRMS Incremental Sync Publication Messages for PeopleSoft eProcurement have a status of *Active.* You must activate these messages in PeopleSoft HRMS so that they will publish to PeopleSoft eProcurement.

Note. The routing direction for all of the PeopleSoft HRMS messages to which PeopleSoft eProcurement subscribes must be—at a minimum— set to *Publish.* However, you might also have the routing direction set to *Publish/Subscribe,* depending other PeopleSoft HRMS applications that the organization has installed.

PeopleSoft HRMS Incremental Sync Publication Messages for PeopleSoft eProcurement

These messages are necessary for PeopleSoft eProcurement:

Message Name/Subscribe Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and enterprise integration point (EIP) Description
JOBCODE_SYNC	PUBLISH	PSFT_EP	PERSON_SETUP	JOBCODE_TBL: Master list of job codes.

Message Name/Subscribe Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and enterprise integration point (EIP) Description
PERSON_BASIC_SYNC	PUBLISH	PSFT_EP	PERSON_DATA	PERSONAL_DATA, EMAIL_ADDRESSES, PERSONAL_PHONE, PERS_DATA_EFFDT, PERS_ND: List of employees and contractors with corresponding email addresses, phone numbers, and effective-dated history of changes to the PERSONAL_DATA record and national IDs.
USER_PROFILE	PUBLISH	PSFT_EP	USER_PROFILE	PSROLEXLATOPRVW, PSOPRDEFN, PSOPRALIAS, PSROLEUSER_VW, RTE_CNTL_USERVW, PSUSEREMAIL: User data.

PeopleSoft eProcurement Incremental Sync Publication Messages

Message Name /Subscribe Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and EIP Description
JOBCODE_SYNC	SUBSCRIBE	PSFT_HR	PERSON_SETUP	JOBCODE_TBL: Master list of job codes.
USER_PROFILE	SUBSCRIBE	PSFT_HR	USER_PROFILE	PSROLEXLATOPRVW, PSOPRDEFN, PSOPRALIAS, PSROLEUSER_VW, RTE_CNTL_USERVW, PSUSEREMAIL: User data.

Setting Full Table Publish Rules for PeopleSoft eProcurement

PeopleSoft eProcurement is delivered with all Full Table Publish rules set to *Inactive.*

Note. The messages in the preceding tables should not be activated unless the organization is performing an initial implementation and no actual data exists in the PeopleSoft FDM database.

Warning! If you change the status of these messages to *Active,* the data in the PeopleSoft FDM database will be overwritten. Do not activate the FULL_SYNC versions of the messages in PeopleSoft HRMS or PeopleSoft FDM unless you intend to overwrite all the data in the target tables.

PeopleSoft HRMS to PeopleSoft eProcurement Full Sync Messages

PeopleSoft eProcurement maintains these messages with a status of *Inactive:*

Message Name/Publish Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and EIP Description
JOBCODE_ FULLSYNC	SUBSCRIBE	PSFT_EP	PERSON_SETUP	JOBCODE_TBL: Master list of job codes.
PERSON_BASIC_ FULLSYNC	SUBSCRIBE	PSFT_EP	PERSON_DATA	PERSONAL_ DATA, EMAIL_ ADDRESSES, PERSONAL_ PHONE, PERS_ DATA_EFFDT, PERS_NID: List of employees and contractors with corresponding email addresses, phone numbers, and effective-dated history of changes to the PERSONAL_ DATA record and national IDs.

PeopleSoft eProcurement Full Sync Subscription Messages

Message Name/Subscribe Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and EIP Description
JOBCODE_ FULLSYNC	SUBSCRIBE	PSFT_HR	PERSON_SETUP	JOBCODE_TBL: Master list of job codes.
PERSON_BASIC_ FULLSYNC	SUBSCRIBE	PSFT_HR	PERSON_DATA	PERSONAL_DATA, EMAIL_ADDRESSES, PERSONAL_PHONE, PERS_DATA_EFFDT, PERS_NID: List of employees and contractors with corresponding email addresses, phone numbers, and effective-dated history of changes to the PERSONAL_DATA record and national IDs.

CHAPTER 7

Using PeopleSoft eProcurement with a Marketplace

This chapter provides an overview of the integration between a Marketplace and PeopleSoft eProcurement, lists prerequisites and common elements, and discusses how to:

- Set Up Marketplace suppliers and buyers.
- Set up integration with a Marketplace.
- Load Marketplace catalog items into PeopleSoft eProcurement.
- Use price and availability check.
- Set up Integration Broker for Marketplace transactions.
- Integrate PeopleSoft eProcurement transactions with a Marketplace.

Understanding the Integration Between a Marketplace and PeopleSoft eProcurement

This overview discusses:

- Integration between a Marketplace and PeopleSoft eProcurement.
- Marketplace integration set up.
- Marketplace EIPs.

Integration Between a Marketplace and PeopleSoft eProcurement

A Marketplace is an electronic trading community in which buyers and sellers use a common internet portal. Integrating the PeopleSoft eProcurement system with Marketplace suppliers enables you to review the latest supplier catalogs and prices in a Marketplace, and then download these catalogs into eProcurement. When you connect a Marketplace with eProcurement, you can:

- Load or update items from a Marketplace into eProcurement catalogs and use these items on eProcurement requisitions and purchase orders.
- Pass purchase orders/change order created in PeopleSoft eProcurement to a Marketplace where suppliers receive the orders and review them.
- Pass the supplier’s response to the purchase order from a Marketplace to eProcurement.

  In a Marketplace, the supplier responds by accepting or rejecting the purchase order. This response is passed to PeopleSoft eProcurement where it is inserted in the PO Dispatch Message Log page. The status of the PO in eProcurement changes to *Dispatched.*

- Load or create a receipt using advanced shipment receipt (ASR).
- Load or create an voucher/invoice for the purchase order.
- Use the price check feature in PeopleSoft eProcurement to update an item's price to match the current price in a Marketplace.

  Users receive the latest price for an item. This is especially important when prices fluctuate frequently.
- Use the availability check feature in PeopleSoft eProcurement to update an item's available quantity to match the supplier's available quantity in a Marketplace.

  Users know before submitting an order whether stock is currently available.
- Use the order status feature in PeopleSoft eProcurement to request the current status of the purchase orders submitted to a Marketplace.

Note. Not all suppliers may support all features of this integration. For example, availability check is not going to work unless the supplier has integrated their inventory system with a Marketplace.

Marketplace Integration Set Up

To set up the connection between PeopleSoft eProcurement and a Marketplace:

1. Set up the Application Message Gateway nodes and note the address.

   When a supplier accepts or rejects a purchase order through a Marketplace, the system posts an XML document to PeopleSoft eProcurement. The system then changes the purchase order's status to *Dispatched;* and inserts the supplier's response in the PO Dispatch Message Log page. If the supplier rejects the order, you must cancel the original PO and create a new one.
2. Add Marketplace suppliers as PeopleSoft vendors, using the Vendor Information component.
3. Set up Marketplace suppliers as eProcurement vendors, using a Marketplace Supplier Setup page.
4. Use the Marketplace Buyers - Buyer Setup page to link the SetID used in the PeopleSoft eProcurement record group as a buyer in a Marketplace.

   Note. All transactions for PeopleSoft eProcurement are stored within business units. These business units are linked to the record group eProcurement (PV_01) using a SetID on the Table Control - Record Group page. In order to pass transactions to a Marketplace, the SetIDs used must be defined as a Marketplace buyer using the Marketplace Buyers - Buyer Setup page.

   Note. If you are using xCBL 2.0 or Business Interlinks, then you need to enter the internet address of the Application Message Gateway node of the Buyer Setup page. If you use Integration Broker, the internet address is not required.

   ---
5. Synchronize shared data that is transferred between PeopleSoft eProcurement and a Marketplace.

   To prevent validation errors during the transfer of data between PeopleSoft eProcurement and a Marketplace, ensure that common control data is identified by the same codes. This common data includes units of measure, currency codes, country codes, language codes, and so on.

Marketplace EIPs

To support integrated implementations in which you use a third-party system to acquire goods and services, PeopleSoft eProcurement provides these EIPs:

- PV_AVAIL_CHECK_REQ:

  Checks for the availability of items with a supplier.
- PV_AVAIL_CHECK_RESP:

  The supplier responds with the availability of the items.
- PV_MS_RESP_MSG:

  PeopleSoft eProcurement PO response from a Marketplace.
- PV_ORD_STS_REQ:

  Checks the order status with the external system.
- PV_ORD_STS_RESP:

  PeopleSoft eProcurement gets a response to the order status request.
- PV_PRICE_CHECK_REQ:

  Checks prices available from the Marketplace supplier.
- PV_PRICE_CHECK_RESP:

  Gets the response to the price check request.

Prerequisites

Before integrating a Marketplace with eProcurement, all Marketplace suppliers to be used in eProcurement must be set up as PeopleSoft eProcurement vendors.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information".

Common Elements Used in This Chapter

Item SetID	The SetID that should be used when these items are added to the PeopleSoft Item Master table.
SetID	The SetID associated with the vendor that you are linking to a Marketplace supplier.
Supplier ID	The supplier ID in a Marketplace.
Return to Administer Procurement	Click to access the Administer Procurement Main page. This link is available on multiple eProcurement pages.

Setting Up Marketplace Suppliers and Buyers

To set up linked suppliers for a Marketplace, use the Linked Supplier component.

To set up Marketplace buyers and buyer options, use the Marketplace Buyers component.

This section discusses how to:

- Set up Marketplace suppliers.
- Identify SetIDs to be defined as Marketplace buyers.
- Set up Marketplace buyers.
- Define Marketplace buyer options.

Pages Used to Set Up Marketplace Suppliers and Buyers

Page Name	Object Name	Navigation	Usage
Administer Procurement	PV_ADM_MAIN	eProcurement, Administer Procurement, Administer Procurement	Access other procurement administration pages. This page consists entirely of links to other pages.
Maintain Supplier Integration	PV_ADM_MARKETSITE	Click the Maintain Supplier Integration link on the Administer Procurement page.	Access supplier integration pages. This page consists entirely of links to other pages.
Linked Suppliers	PV_MS_SEC_SUPPLIER	Click the Linked Suppliers link on the Maintain Supplier Integration page.	Set up Marketplace suppliers as PeopleSoft vendors.
Marketplace Buyer Setup	PV_MS_SEC_BUYER	Click the Marketplace Buyers link on the Maintain Supplier Integration page.	Set up Marketplace buyers so that purchase orders, responses, and other information can be exchanged.
Marketplace Buyer Options	PV_MS_BUYER_OPT	From the Marketplace Buyer Setup page, click the Buyer Options tab.	Set up buyer options. Test the connection and view transmission logs between PeopleSoft eProcurement and a Marketplace. Test the sending and receiving of information including: purchase orders, price checks, availability checks, and order status checks.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Maintaining Vendor Information”

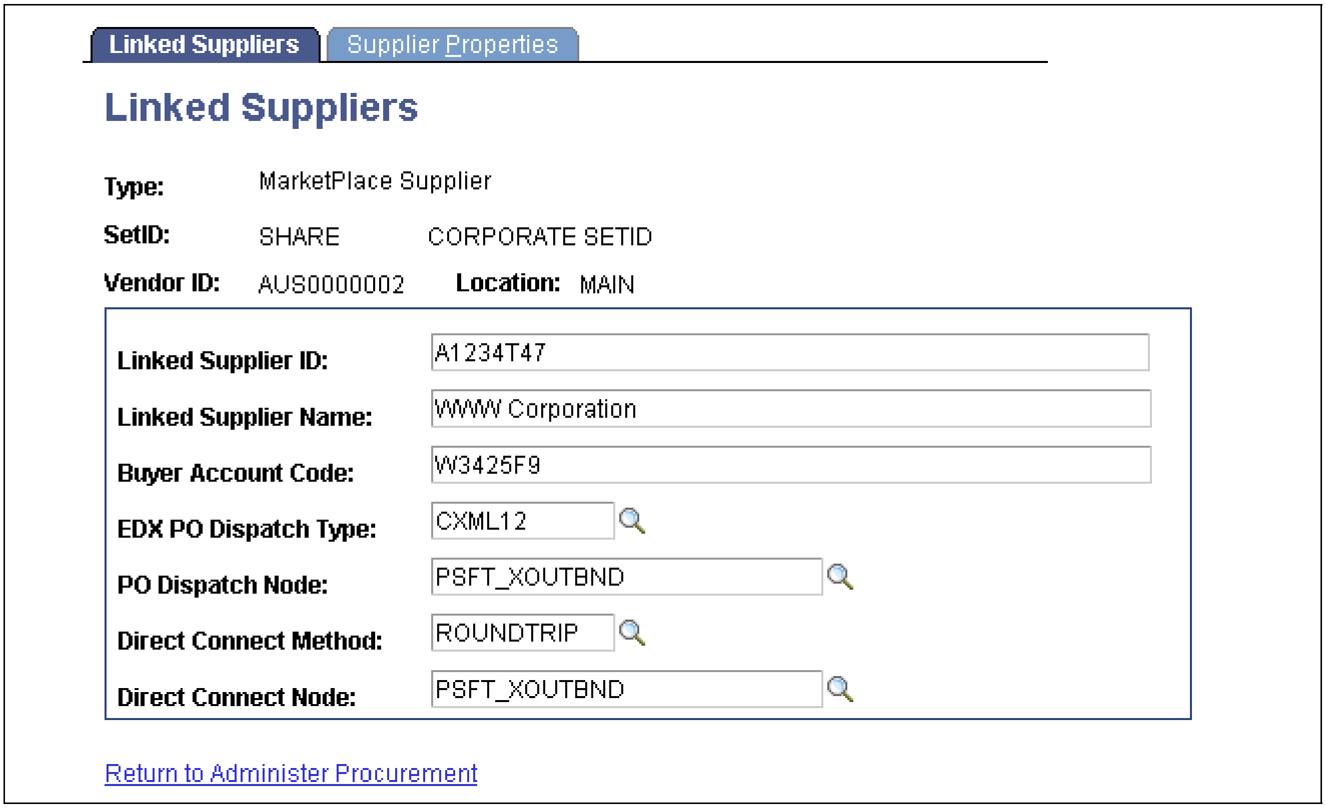
Chapter 7, “Using PeopleSoft eProcurement with a Marketplace,” Setting Up Marketplace Suppliers, page 123

Chapter 7, “Using PeopleSoft eProcurement with a Marketplace,” Setting up Marketplace Buyers, page 124

Chapter 7, “Using PeopleSoft eProcurement with a Marketplace,” Setting Up the Gateway for a Marketplace, page 130

Setting Up Marketplace Suppliers

Access the Linked Suppliers page.



Linked Suppliers page

Linked Supplier ID

Enter a 64-bit universally identifier for a Marketplace trading partner. A trading partner is a buyer or seller in a Marketplace. Supplier participant ID's are defined within a Marketplace and cannot be changed. The system uses ID's to identify the supplier of an item when transferring information between a Marketplace and eProcurement. This is a required field.

Linked Supplier Name

Enter the name of the supplier.

Buyer Account Code

The code used by a Marketplace supplier to identify the PeopleSoft eProcurement buyer.

EDX PO Dispatch Type (electronic data transfer purchase order dispatch type)

Defines the format of the purchase order document to be dispatched to the Marketplace.

Note. PeopleSoft currently supports cXML1.2 and xCBL3.0 formats.

PO Dispatch Node (purchase order dispatch node)

Select the node to be used for the dispatch type.

Direct Connect Method

Select the method you wish to connect to the supplier with.

PunchOut uses the cXML 1.2.008 standard, and RoundTrip uses the RoundTrip standard based off of the OCI 2.0b spec.

Direct Connect Node	Select the node that you want to use to link to the vendor. Use the Integration Broker Node Definition link to create a node and its characteristics.

Note. You associate each Linked Supplier with its specific Direct Connect Node. It is a one-to-one relationship. You may not associate several Linked Suppliers to a single Direct Connect Node.

Identifying SetIDs to be Defined as Marketplace Buyers

The Marketplace Buyers component enables you to define and test the connection to a Marketplace. The PeopleSoft eProcurement application is defined as a buyer within a Marketplace, so that information can be exchanged.

The SetID defines a Marketplace buyer. If you have multiple business units for PeopleSoft eProcurement, you might have multiple Marketplace buyers.

To determine the SetIDs that must be defined as Marketplace buyers:

1. Identify the Purchasing business units that are used to record PeopleSoft eProcurement purchase orders that are passed to a Marketplace.
2. Access the Tableset Control - Record Group page.

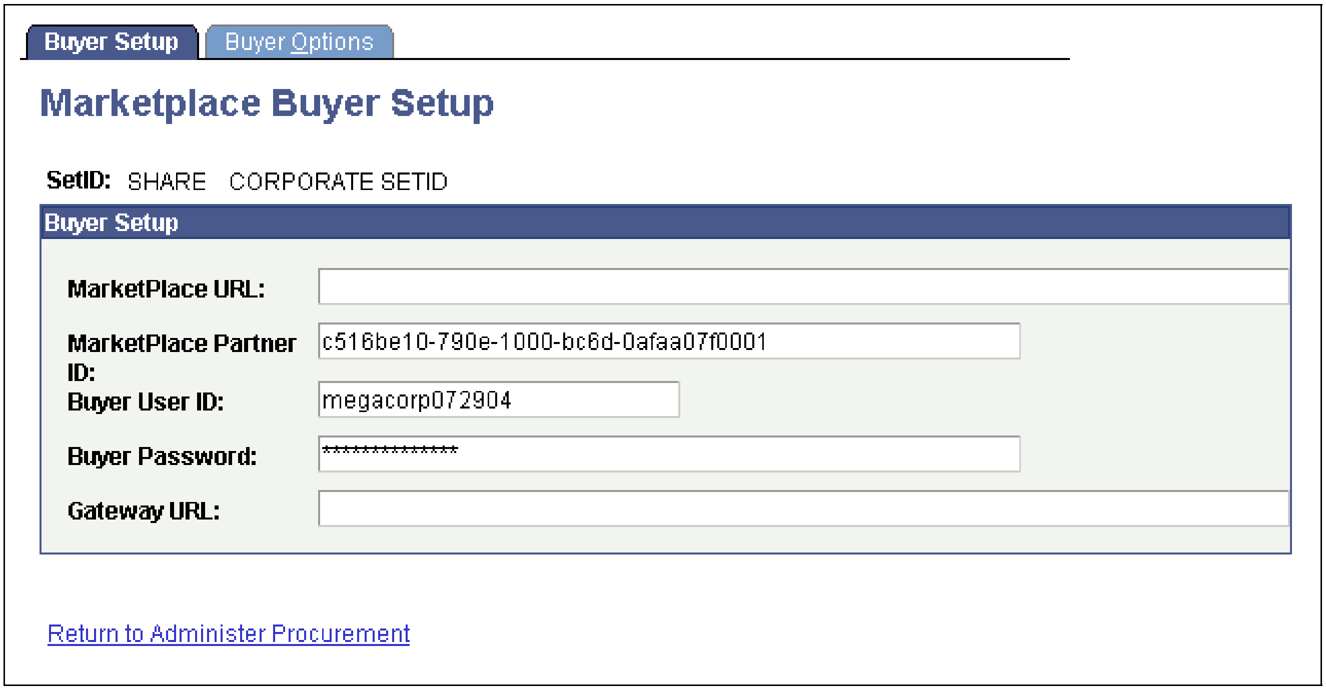
   In the Set Control Value field, enter in the business unit. On the Tableset Control - Record Group page, look up the SetID used for the eProcurement record group. The record group ID is PV_01.
3. Use the Marketplace Buyers - Buyer Setup page to define a buyer for this SetID.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating Business Unit Options

Setting up Marketplace Buyers

Access the Marketplace Buyer Setup page.



Marketplace Buyer Setup page

Define a Marketplace buyer for each SetID used to link a business unit to the PeopleSoft eProcurement record group PV_01.

Marketplace URL (Marketplace uniform resource locator)

The Marketplace internet address used by PeopleSoft eProcurement to pass XML documents including; purchase orders, order status checks, and price and availability checks.

Note. If you are using xCBL 2.0 or Business Interlinks, then you need to enter this URL. If you use Integration Broker, the URL is not required.

Marketplace Partner ID

Enter a 64-bit identifier assigned to every Marketplace enterprise-level trading partner. Participant IDs are defined by a Marketplace supplier and cannot be modified.

Buyer User ID

Enter a user ID that enables the trading partner to gain access to a Marketplace. PeopleSoft eProcurement is a trading partner with Marketplace suppliers.

Buyer Password

Enter the buyer’s password.

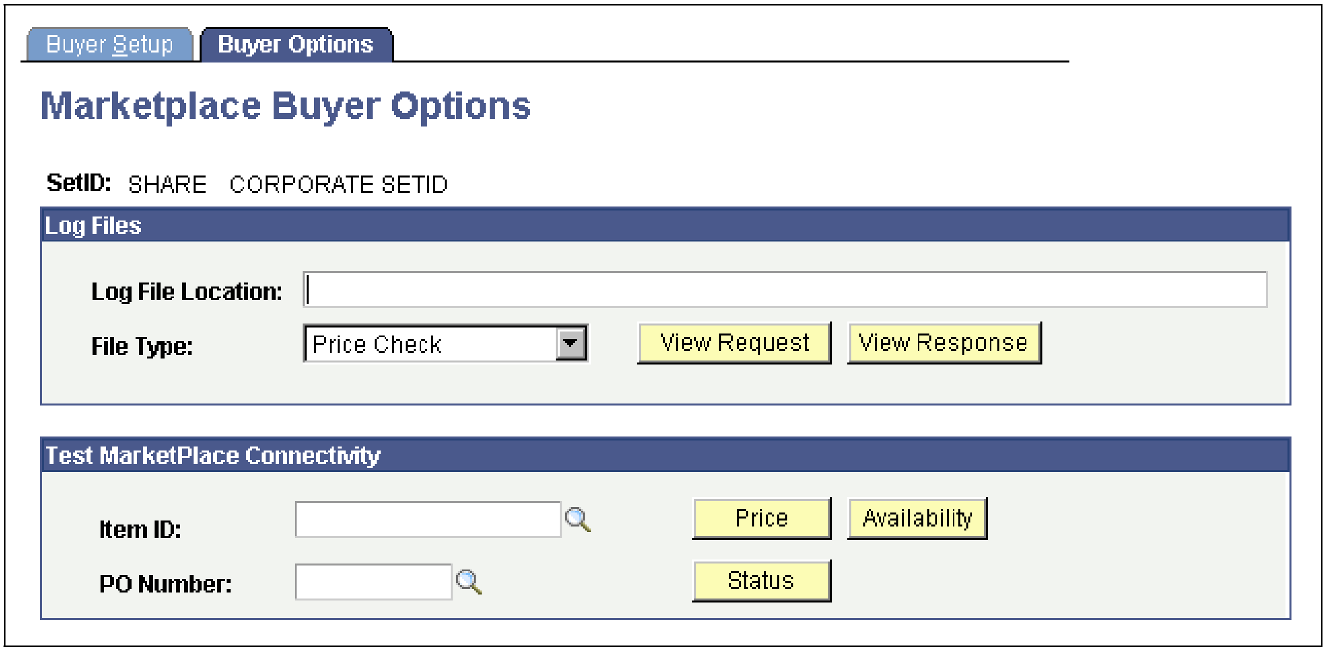
Gateway URL (gateway uniform resource locator)

The PeopleSoft gateway internet address to which it sends suppliers’ responses. After these responses (which are formatted as XML documents) arrive at the PeopleSoft gateway, the system launches PeopleCode to update PeopleSoft eProcurement.

Note. If you are using xCBL 2.0 or Business Interlinks, then you need to enter this URL. If you use Integration Broker, the URL is not required.

Defining Marketplace Buyer Options

Access the Marketplace Buyer Options page.



Marketplace Buyer Options page

Note. In order for you to have read or write access to the log files, the log file location must be accessible by the application server, process scheduler server, and the client. Write access should be granted to the application server and the process scheduler server. The client servers should have read access.

Log Files

File Type

To view a log file, select the type of log file that you want. Values are:

Price Check: File generated when PeopleSoft eProcurement users update an item's price to match the current price in a Marketplace. Click the Check Price and Availability button on the Search Catalog - Item Description page to launch this action. You can launch this action using the Test Marketplace Connectivity section of this page.

Availability Check: File generated when PeopleSoft eProcurement users compare the supplier's available quantity to the requisition quantity. If the quantity requested exceeds the available quantity, a message appears giving the user an opportunity to change the requisition quantity. Click the Check Price and Availability button on the Search Catalog - Item Description page to launch this action. You can launch this action using the Test Marketplace Connectivity section of this page.

Order Status Check: File generated when PeopleSoft eProcurement users request the current status of the purchase orders they submitted to a Marketplace. Click the Get Market Order Status button on the PO Dispatch Message Log page or selecting Run Order Status Check on the Process Marketplace Orders Process page to launch this action. You can launch this action using the Test Marketplace Connectivity section of this page.

Purchase Order: The file generated when purchase orders created in PeopleSoft eProcurement are transmitted to a Marketplace. You can launch this action by running the Process Marketplace Orders process.

View Request Select to review the log file generated when sending the data transmission to a Marketplace. This XML data can be used to help debug problems with transmitting data to a Marketplace. The type of log file is based on the selection in the File Type field. The system displays the last transmission of this file type located in the directory entered in the Log File Location field.

View Response Select to review the log file generated when a Marketplace sends a response to PeopleSoft eProcurement. This XML data can be used to help debug problems with transmitting data from a Marketplace. The type of log file that appears is based on the selection in the File Type field. The system displays the last transmission of this file type located in the directory entered in the Log File Location field. If you select the file type *Purchase Order,* the log file does not contain any information, since the purchase order action is an asynchronous transmission and no response is received from a Marketplace.

Test Marketplace Connectivity

Price Select to launch a price check, which instantly updates an item's price to match the current price in a Marketplace. The item entered in the Item ID field is used for this price check. The system generates a transmission log and stores it in the directory entered in the Log File Location field.

Availability Select to launch an availability check, which retrieves the supplier's available quantity from a Marketplace. The item entered in the Item ID field is used for this availability check. A transmission log is generated and stored in the directory entered in the Log File Location field.

Status Select to launch an order status check, which retrieves the current status of purchase orders within a Marketplace. The purchase order entered in the Purchase Order field is used for this order status check. A transmission log is generated and stored in the directory entered in the Log File Location field.

See Also

Chapter 13, "Dispatching Purchase Orders in PeopleSoft eProcurement," page 295

Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," page 173

Setting Up Integration with a Marketplace

This section discusses how to:

- Establish a Marketplace connection using PeopleSoft Integration Broker.
- Set up the gateway for a Marketplace.
- Set up nodes.
- Set up the relationships.

Pages Used to Set Up Integration with a Marketplace

Page Name	Object Name	Navigation	Usage
Gateways	IB_GATEWAY	PeopleTools, Integration Broker, Configuration, Gateways	Set up the gateway for a Marketplace.
Administer Procurement	PV_ADM_MAIN	eProcurement, Administer Procurement, Administer Procurement	Access other procurement administration pages. This page consists entirely of links to other pages.
Maintain Supplier Integration	PV_ADM_MARKETSITE	Click the Maintain Supplier Integration link on the Administer Procurement page.	Access supplier integration pages. This page consists entirely of links to other pages.
Node Definitions	IB_NODE	Click the Integration Broker Node Definitions link on the Maintain Supplier Integration page.	Set up a Marketplace connection code with order and PO response transactions.
Connectors	IB_NODECONN	From the Node Definitions component, click the Connectors tab.	Set up connectors for a node.
Transactions	IB_NODETRXLIST	From the Node Definitions component, click the Transactions tab.	Set up transactions for a node.
Relationships	IB_RELATIONSHIP	Click the Integration Broker Relationships link on the Maintain Supplier Integration page.	Set up the local node with order and PO response transactions, set up the order relationship, and set up the PO response relationship.
Transaction Modifiers (list)	IB_RELTRXLIST	From the Relationships page, click the Transaction Modifiers tab, which is available only after the relationship has been saved.	Set up transaction modifiers for the relationship.
Transaction Modifiers (detail)	IB_RELATIONTRX	• Click the Add Transaction Modifier button on the Transaction Modifiers (list) page. • Click the Edit button on the Transaction Modifiers (list) page.	Activate the transaction modifier.

Establishing a Marketplace Connection using PeopleSoft Integration Broker

To establish a Marketplace connection using PeopleSoft Integration Broker:

1. Install the Marketplace connection files by running the self-extracting zip MPC-IB.exe file.

2. Select the Overwrite files without prompting check box.
3. Extract the file to the C:\PT8.44\webserv\peoplesoft\applications\ peoplesoft\PSIGW\WEB-INF directory.
4. Replace PT8.44 with a user-defined PeopleTools installation directory.
5. Configure the WebLogic environment by:
   a. Verifying that the web server has been stopped.
   b. Adding the Marketplace connection files to the class path in the C:\PT8.44\webserv\peoplesoft\setEnv.cmd directory.

      In the :setEnv section of the setEnv.cmd file, add these lines:

      SET MPC_LIB=C:\PT8.44\webserv\peoplesoft\applications\ peoplesoft\PSIGW\WEB-INF\lib\mpc

      Make sure this one line with no returns in the line. SET MPC_CP=%MPC_LIB%\bussdocs.jar;%MPC_LIB%\ccs_dir.jar;%MPC_LIB%\ccs_event.jar;%MPC_LIB%\ccs_util.jar;%MPC_LIB%\ccs_xdk.jar;%MPC_LIB%\ent_misc.jar;%MPC_LIB%\xcbl30.jar;C:\PT8.44\webserv\peoplesoft\applications\peoplesoft\PSIGW\WEB-INF\classes\com\peoplesoft\pt\integrationgateway\targetconnector\mpc.

      Then add the value %MPC_CP% into the CLASSPATH. The last SET line should look similar to: SET CLASSPATH=%MPC_CP%;% PSCLASSPATH%;%JAVA_HOME%\lib\tools.jar;%WL_HOME%\lib\weblogic_sp.jar;%WL_HOME%\lib\weblogic.jar;%CLASSPATH%
6. Configure the integration gateway properties by:
   a. Searching for the *ig.log.level* property and setting the level to 4.

      Note. Level 4 is for testing. Once everything is done and listed, set the level back to 2 or the original log setting.

      ---
   b. Editing the file: C:\PT8.44\webserv\peoplesoft\applications\ peoplesoft\PSIGW\WEB-INF\integrationGateway.properties.

      Configure the ig.isc properties. You can control the logging level with the *ig.log.level* property.
   c. Entering these Marketplace connection attributes if you require their functionality:

      ig.mpc.validateSchema: This true/false option enables users to ensure that values in the XML document are valid in the xCBL schema. As a default value, the schema is validated. If special character functionality is enabled, schema validation is disabled automatically.

      ig.attachmentDir: This directory holds attachments for the Marketplace connection. Use this directory: \bea\wlserver6.1\config\ peoplesoft\applications\PSIGW\WEB-INF\classes\com\peoplesoft\pt\integrationgateway\targetconnector\mpc\attachments.

      *ig.mpc.asciiTypesFile:*This file holds information on whether a file should be transferred as binary or ASCII file for attachments. Use the file: \bea\wlserver6.1\config\peoplesoft\applications\PSIGW\WEB-INF\classes\com\peoplesoft\pt\integrationgateway\targetconnector\mpc\ascii_types.txt.

      *ig.mpc.checkSpecialChars:*If Spanish, French, or other non-7bit characters are to be checked, set this value to true.

      ig.mpc.specialCharFile: This file contains number codes for the special characters. Use the file: \bea\wlserver6.1\config\peoplesoft\ applications\PSIGW\WEB-INF\classes\com\peoplesoft\pt\integrationgateway\targetconnector\mpc\special_characters.txt.

      This example is for web logic 6.1 and illustrates the previous steps. The details will be different if you are using web logic 8.1. You must use forward slashes (/) instead of backslashes (\).

```
ig. ig.mpc.validateSchema=false
mpc.attachmentDir=c:/bea/wlserver6.1/config/peoplesoft/applications/PSIGW/WEB-⇒
INF/classes/com/peoplesoft/pt/integrationgateway/targetconnector/mpc⇒
/attachments
```

```
ig.mpc.asciiTypesFile=c:/bea/wlserver6.1/config/peoplesoft/applications/PSIGW⇒
/WEB-INF/classes/com/peoplesoft/pt/integrationgateway/targetconnector/mpc/ascii_⇒
types.txt
ig.mpc.checkSpecialChars=true
ig.mpc.specialCharFile=c:/bea/wlserver6.1/config/peoplesoft/applications/PSIGW⇒
/WEB-INF/classes/com/peoplesoft/pt/integrationgateway/targetconnector/mpc⇒
/special_characters.txt
```

7. Add the Marketplace certificate.

   In order for the PeopleSoft Integration Broker gateway to make HTTP calls, the certificate of the server to which you are connecting must be in a list of trusted certificate authorities. In addition, the host name in the URL must match the host name on the certificate. Obtain the Marketplace CA certificate (with a .cer extension) and run these lines from the command prompt:

   C:\PT8.44\webserv\peoplesoft\pskeymanager.cmd —import Alias: eScout_CA.cer Name: eScout_CA.cer

   C:\PT8.44\webserv\peoplesoft\pskeymanager.cmd —import Alias: wbmQA_cert.cer Name: wbmQA_cert.cer

   ---

   Note. Certificate names may vary.

   ---

8. Configure the purchase order response listening connector servlet.

   In order to receive purchase order responses from the Marketplace, you use a servlet for the listening connector. To set this up, edit the \bea\wlserver6.1\config\peoplesoft\applications\PSIGW\WEB-INF\web.xml file. Under the <web-app> tag, next to the rest of the <servlet> tags, add these lines:

```
   <servlet>
        <servlet-name>MarketSiteListeningConnector</servlet-name>
        <servlet-class>com.peoplesoft.pt.integrationgateway.listeningconnector.Mark⇒
etSiteListeningConnector</servlet-class>
    </servlet>
```

   Then with the rest of the <servlet-mapping> tags, you need to add:

```
<servlet-mapping>
        <servlet-name>MarketSiteListeningConnector</servlet-name>
        <url-pattern>/MarketSiteListeningConnector/*</url-pattern>
    </servlet-mapping>
```

9. Start the web server, app server, and PeopleSoft Process Scheduler.

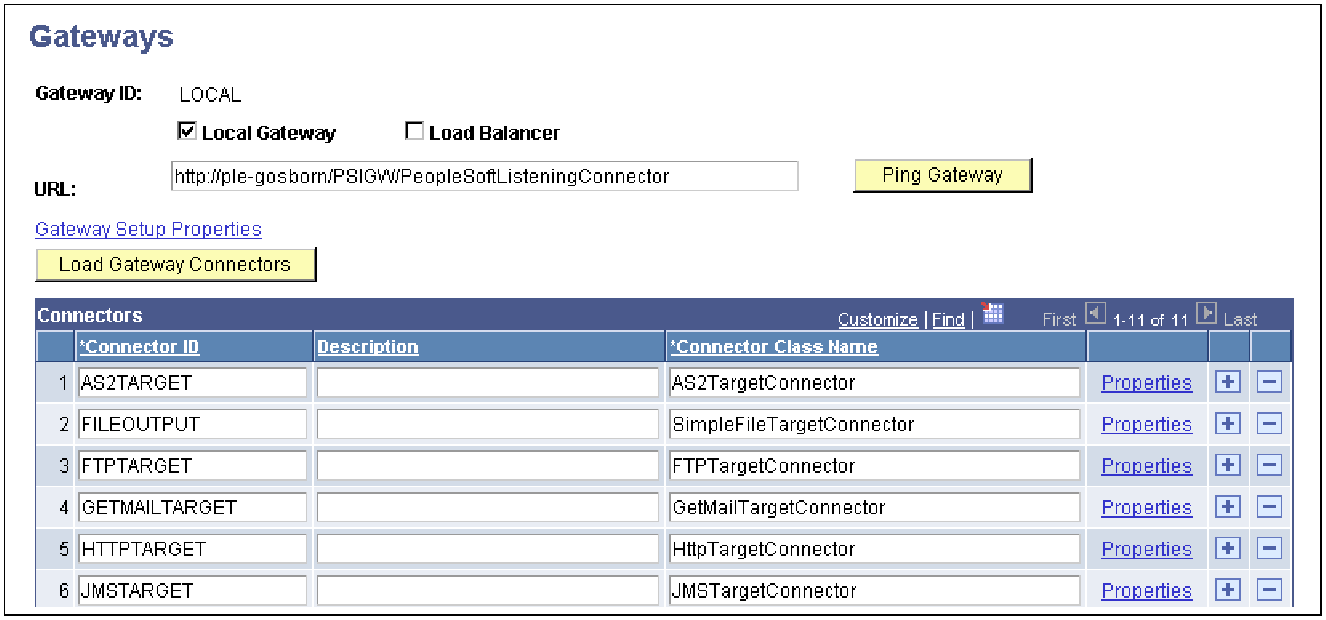
   If WebLogic is being started as a service, then you must uninstall the service, then reinstalled it for the setEnv.cmd changes to take affect.

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Setting Up the Gateway for a Marketplace

Access the Gateways page.



Gateways page

To set up the gateway:

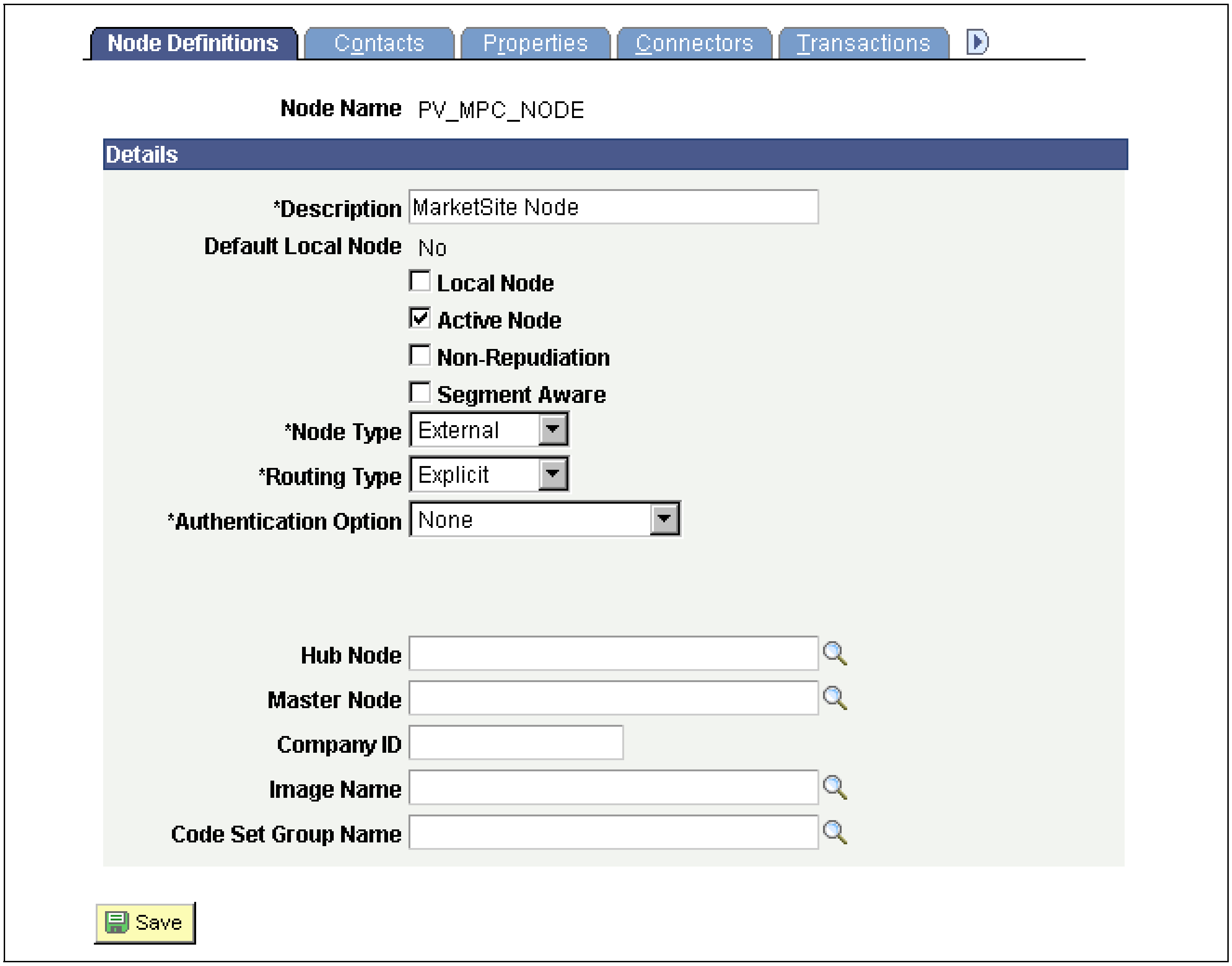
1. Click the Search button for a list of gateway IDs and select *LOCAL*.

   Or you can also use the Gateway Integration ID field, to enter: *http://<host>:<port>/PSIGW /PeopleSoftListeningConnector.*

2. Click the Load button and verify that the MarketSiteTargetConnector is available.

Setting Up Nodes

Access the Node Definitions page.



Node Definitions page

Setting Up a Marketplace Connection Node

To set up a Marketplace connection node with order and PO response transactions:

1. Select the Add a New Value tab.
2. Enter *PV_MPC_NODE,* and click Add.
3. Enter a Description of *MarketSite Node.*
4. Select *External* in the Node Type field.
5. Select *Explicit* in the Routing Type field.
6. Select *None* in the Authentication field.

Access the Connectors page.

1. Select *MARKETSITECONNECTOR* in the Connector ID field.

   Three properties appear in the Properties section.
2. Enter the Marketplace URL in the Value field for the primary URL property.
3. Click Save.

Access the Transactions page.

1. Click the Add Transaction button to create the order transaction.

   The Node Transactions page appears. The node name uses a default value to the current node *(PV_MPC_NODE).*
2. Select *Outbound Asynchronous* in the Transaction Type field.
3. Select *PV_ORDER* in the Request Message field.
4. Select *VERSION_1* in the Request Message Version field.
5. Click Add, and set the Status field to *Active.*
6. Click the Return to Transaction List link on the right side of the page.

   Now, you create the Order Response transaction using the same steps:

   a. Click the Add Transaction button to create the Order Response transaction.

      The Node Name field default value is to the current node *(PV_MPC_NODE).*

   b. Select *Inbound Asynchronous* in the Transaction Type field.

   c. Select *PV_MS_RESP_MSG* in the Request Message field.

   d. Select *VERSION_1* in the Request Message Version field.

   e. Click Add, and set the Status field to *Active.*
7. Click the Return to Transaction List link on the right side of the page.

   Again, you create another Order Response transaction using the same steps:

   a. Click the Add Transaction button to create the Order Response transaction.

      The Node Name field default value is to the current node *(PV_MPC_NODE).*

   b. Select *Inbound Asynchronous* in the Transaction Type field.

   c. Select *PV_MS_XCBL_POR* in the Request Message field.

   d. Select *VERSION_1* in the Request Message Version field.

   e. Click Add, and set the Status field to *Active.*

Setting Up the Local Node with Order and Purchase Order Response Transactions

Access the Node Definitions page.

To set up the local node with order and PO response transactions:

1. Select a local node, such as *PSFT_EP.*
2. Select the Transaction tab, and click the Add Transactions button to create an outbound order.
3. Select *Outbound Asynchronous* in the Transaction Type field, *PV_ORDER* in the Request Message field, and *VERSION_1* in the Request Message Version field.
4. Click Add to access the Transaction Details page.
5. Set the Status to *Active* and the Routing Type to *Explicit.*
6. Click Save, and then click the Return to Transaction List link.

Note. For one supplier, only one node can be used for outbound documents. You can use either *PSFT_SUPPLIER_NETWORK* or *PV_MPC_NODE* You can also opt to define the own instead.

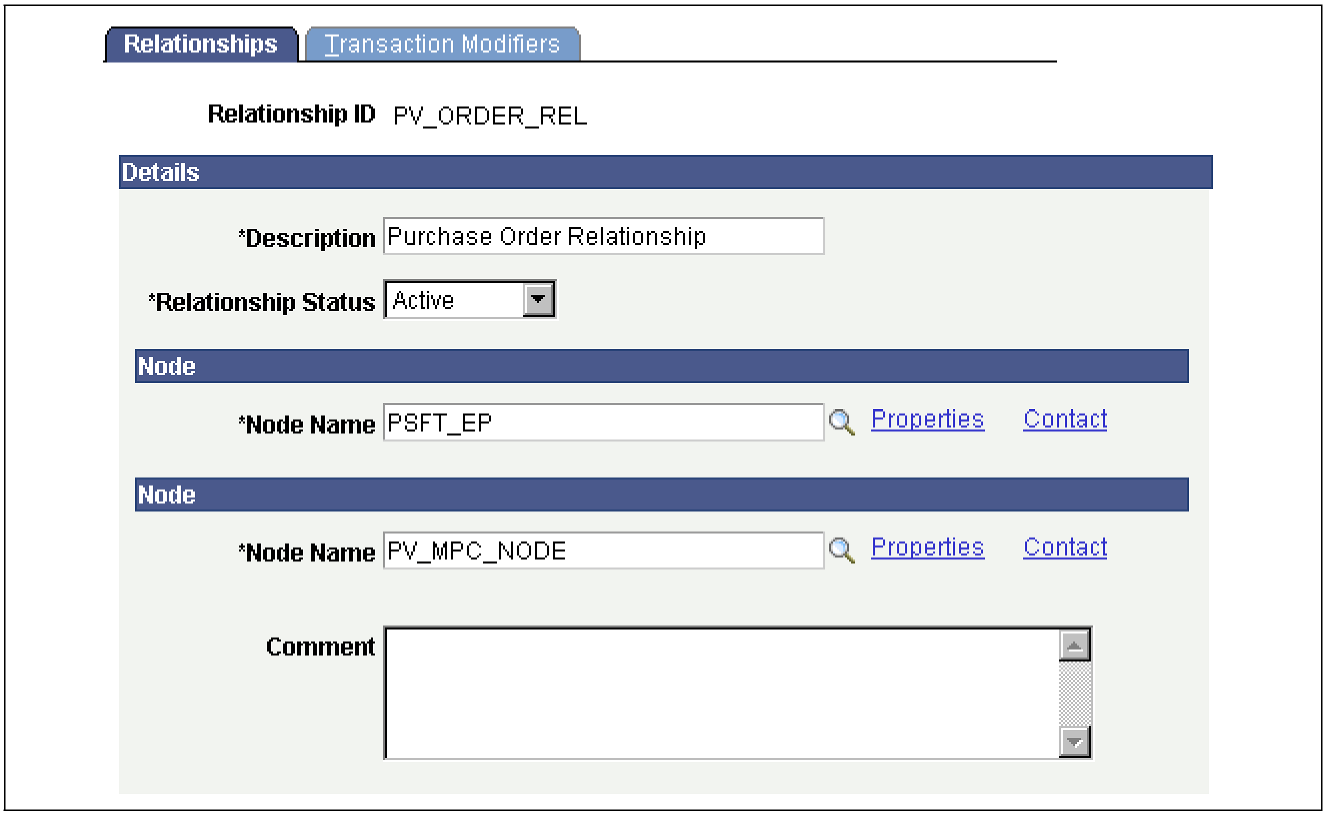
See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Chapter 11, "Integrating with Direct Connect Suppliers," Overview of Definitions and Relationships, page 251

Setting Up Relationships

Access the Relationships page.



Relationships page

Setting Up the Order Relationship

Relationships are delivered as part of the PeopleSoft system. This is an example of how to set up a relationship:

1. Select the Add a New Value tab.
2. Enter *Purchase Order Relationship* in the Description field.
3. Select *Active* in the Relationship Status field, *PSFT_EP* in the upper Node Name field and *PV_MPC_NODE* in the lower Node Name field.
4. Click Save and the Transaction Modifiers (list) page appears.
5. Click the Add Transaction Modifier button and select these values for the new transaction modifier:
    a. Relationship ID: *PV_ORDER_REL.*

   b. Initial Node: *PV_MPC_NODE.*
   c. Request Message Name: *PV_ORDER.*
   d. Source Request Message Version: *VERSION_1.*
   e. Transaction Type: *OA.*
   f. Result Node: *PV_MPC_NODE.*
   g. Request Message Name: *PV_ORDER.*
   h. Target Request Message Version: *VERSION_1.*
6. Click Add, and the Transaction Modifiers page appears.
7. Select *Active* in the Status field, *OA* in the Transaction Type field, and *PV_ORD_TXFR* in the Request field.
8. Click Save.

Setting Up the Purchase Order Response Relationship

To set up the relationship for the *PV_POR_REL* order:

1. Select the Add a New Value tab.
2. Enter *POR Relationship / Transform* in the Description field.
3. Select *Active* in the Relationship Status field, *PV_MPC_NODE* in the upper Node Name field and *PSFT_EP* in the lower Node Name field.
4. Click Save, and the Transaction Modifiers page appears.
5. Click the Add Transaction Modifier button and select these values for the new transaction modifier.
   a. Relationship ID: *PV_POR_REL.*
   b. Initial Node: *PV_MPC_NODE.*
   c. Request Message Name: *PV_MS_XCBL_POR.*
   d. Source Request Message Version: *VERSION_1.*
   e. Transaction Type: *IA.*
   f. Result Node: *PV_MPC_NODE.*
   g. Request Message Name: *PV_MS_RESP_MSG.*
   h. Target Request Message Version: *VERSION_1.*
6. Click Add, and the Transaction Modifiers (details) page appears.
7. Select *Active* in the Status field and *IA* in the Transaction Type field.
8. Select *PV_FIX_PORX3* in the Transformations Request field for xCBL 3.0, or if you are using xCBL 2.x, select *PV_FIX_PORX2.*
9. Click Save.

See Also

Chapter 11, “Integrating with Direct Connect Suppliers,” Overview of Definitions and Relationships, page 251

Chapter 11, “Integrating with Direct Connect Suppliers,” Overview of Definitions and Relationships, page 251

Chapter 7, “Using PeopleSoft eProcurement with a Marketplace,” Setting up Marketplace Buyers, page 124

Chapter 11, “Integrating with Direct Connect Suppliers,” Setting Up Common Components for Direct Connect, page 236

Loading Marketplace Catalog Items into PeopleSoft eProcurement

This section provides an overview of loading Marketplace items into PeopleSoft eProcurement and discusses how to:

- Download supplier flat files.
- Extract data from a CUP file.
- Export CUP data.
- Load CUP files.
- Define item import defaults.
- Validate and process imported items.
- Edit imported item categories.
- Maintain imported item statuses.
- Load Marketplace items.
- Correct inventory item load errors.
- Download item attachments.

Understanding Loading Marketplace Items into PeopleSoft eProcurement

After you set up connections to a Marketplace, you can load items from Marketplace catalogs into PeopleSoft eProcurement. These Marketplace items can be entered on eProcurement requisitions and purchase orders. You can also update prices and check available quantities for Marketplace items in PeopleSoft eProcurement. After you load the items, you should schedule regular updates to capture changes such as price changes, discontinuation of items, or the addition of new items.

To load a CUP file into the system, you complete these steps:

1. Import the product and price files to PeopleSoft eProcurement, using the Import CUP File process (PV_CUP_LOAD).

   This application engine process loads the product and price flat files into the PV_CP_LOAD and PV_CP_CAT_TMP staging tables. The attachment file is loaded into the PV_CP_ITM_XREF table.
2. Use the Validate and Process Imported Items page to validate the CUP file data in the staging tables, adding or changing information as necessary.
3. Use the Edit CUP Item Categories page Edit CUP Item Categories page to review any new item categories added for the items loaded from a Marketplace.

   Each new item category requires a default account (the top level of the PeopleSoft ChartFields). This account is used to record the accounting entries created by ordering items in this item category.
4. Review the CUP status of the item on the CUP Items Status page.
5. Run the Load Marketplace Items process (PV_CP_ITM_LOAD).

   This process loads items with a status of *Ready to Build Items* (new items) or *Items to be Updated* from the staging tables into the PeopleSoft Item Master tables.

6. Use the Data Definition Maintenance page to review any errors for items that were not loaded properly.

   Select the ITEM transaction type and enter the SetID for the items. Select the stage table option with an *Error* status, then click the Query button. Any errors appear at the bottom of the page.

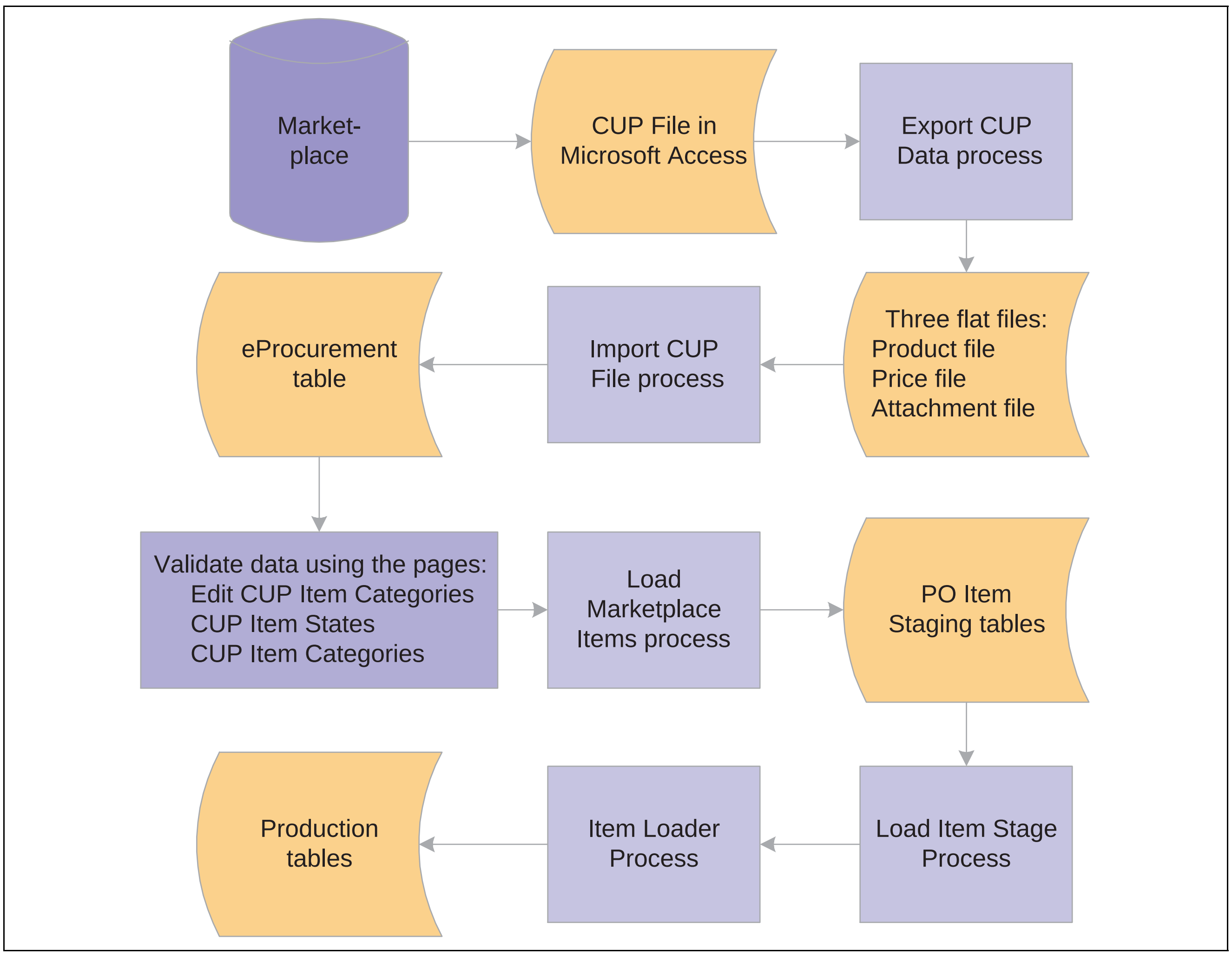
7. Go to the eProcurement Installation Options page after you have successfully loaded the items.

   If the Catalog Search Type field is populated with *FSE,* run the Item Search Update process. If the Catalog Search Type field is populated with *VSE,* run the Build Verify Search Collection process (PV_SRCH_RUN_INDEX).

Note. When you select the search catalog method of *FSE,* the system uses a different index table during requisition entry to search for all available items. By running the Item Search Update process, you are updating this index table with the new items. It is important to run this process whenever you add or change any items in PeopleSoft eProcurement.

If you select the Index Items check box on the Procurement Catalog Load page, this process is run automatically.

This diagram illustrates the process of loading Marketplace items into PeopleSoft eProcurement:



Load Marketplace items into PeopleSoft eProcurement process flow

To set up the system to utilize the CUP Load process, you need to complete these tasks:

1. Provide locations for the product, price, and attachment files from the supplier.
2. Load the CUP file to extract the data from the input files and place them in the Inventory tables.
3. Provide item defaults such as account number and currency information.
4. Validate items being imported into the PeopleSoft systems.
5. Correct errors that may occur in the extraction process.

Pages Used to Load Marketplace Catalog Items into PeopleSoft eProcurement

Page Name	Object Name	Navigation	Usage
Export CUP Data	PS_CUP_EXPORT	On a machine with access to the PeopleSoft Process Scheduler server, select Start, Programs, PeopleSoft Applications, CUP Item Export.	Extract data from a CUP file and store this information in flat files.
Administer Procurement	PV_ADM_MAIN	eProcurement, Administer Procurement, Administer Procurement	Access other procurement administration pages. This page consists entirely of links to other pages.
Maintain Supplier Integration	PV_ADM_MARKETSITE	Click the Maintain Supplier Integration link on the Administer Procurement page.	Access supplier integration pages. This page consists entirely of links to other pages.
Procurement Catalog Load	PV_CP_IMPORT_RUN	Click the Import Item Catalog File link on the Maintain Supplier Integration page.	Import CUP files by loading data from the flat files created by the Export CUP File process into the PeopleSoft eProcurement tables.
Item Defaults	PV_CP_RUN_DEFAULTS	Select the Item Defaults tab from the Procurement Catalog Load page.	Define item import defaults.
Validate and Process Imported Items	PV_CP_PROCESS	Click the Validate and Process Imported Items link on the Maintain Supplier Integration page.	Validate and process imported items loaded by the Import CUP File process page into the staging tables PV_CP_LOAD and PV_CP_CAT_TMP.
Edit Imported Item Categories	PV_CP_CATEGORIES	Click the Categories link on the Validate and Process Imported Items page.	Edit imported item categories for the items loaded from a Marketplace.
Imported Item Status	PV_CP_STATUS	Click the View Items link on the Validate and Process Imported Items page.	Maintain CUP item statuses in the PV_CP_LOAD and PV_CP_CAT_TMP staging tables, correct errors, add more details, and change the item status.

Page Name	Object Name	Navigation	Usage
Load Item Catalogs	PV_CP_ITM_LOAD	Click the Load Staged Item button on the Validate and Process Imported Items page.	Load Marketplace items into PeopleSoft item tables. The data is loaded from the PV_CP_LOAD and PV_CP_CAT_TMP staging tables to the production tables for PeopleSoft items.
Data Def Maint, (data definition maintenance)	EO_EIP_CTL_MAINT	Click the Correct Item Load Errors link on the Maintain Supplier Integration page.	Correct inventory item load errors.

Downloading Supplier Flat Files

PeopleSoft will search for three files to be on the system to successfully move the supplier data into the PeopleSoft Inventory tables. These three files are:

- A product file containing item information.
- A price file containing pricing information.
- An attachment file containing information on each item's attachments.

The CUP file that you download from a Marketplace may reside in a Microsoft Access database. The Export CUP Data process (PS_CUP_EXPORT.EXE) uses SQL (structured query language) statements to retrieve the necessary data from the Microsoft Access database.

To load Marketplace catalog items into PeopleSoft eProcurement from a Microsoft Access database:

1. Download the supplier's latest CUP (Catalog Update process) file using the instructions on the Marketplace's website.

   The machine on which you run the Export CUP Data process must have Microsoft Data Access Components installed.
2. Navigate to the ps_home\setup folder, and run the program mdac_typ.exe.
3. Install the Microsoft Data Access Components.
4. Extract and export information from the Microsoft Access database to flat files, using the PeopleSoft eProcurement Export CUP Data process (PS_CUP_EXPORT.EXE)

   Note. This process builds one to three flat files: a product file containing item information; a price file containing pricing information, and an attachment file containing a cross-reference to the item images and attachments.

See Also

Chapter 5, "Importing and Searching Supplier Catalogs," page 79

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, "Implementing the Verity Search Engine"

Extracting Data From a CUP File

Not all data in the CUP file is retrieved, only the information needed by PeopleSoft. This Visual Basic (VB) program is delivered with PeopleSoft eProcurement.

PeopleSoft retrieves this information from a CUP file:

Item Information (Product File)

Table	Field	Data Retrieved
Cup_CatUpdate	CreateDate	The item's creation date.
	Cup_SupplierPartnerID	The supplier's identification code.
	EffectiveDate	The item's effective date.
Cup_Partner	TPName	The buyer's trading partner identification.
Cup_PartUpdate	Cup_PartUpdateID	The part update identification code.
	ActionCode	The code identifying the action to be performed on this item. The options are: *A* (add a new item); *D* (delete an item); or *M*(modify an existing item).
	PartNum	The item's part number.
	PartNumExt	The part number extension.
	UOM	The unit of measure in which the item is purchased.
Cup_PartUpdateCommodity	CatLevel1, CatLevel2, CatLevel3, and CatLevel4.	The description of the UN/SPSC codes assigned to the item in the AcctLevel1, AcctLevel2, AcctLevel3, and AcctLevel4 fields. The first 30 characters of this field are used for the item category description in the PeopleSoft table ITM_CAT_TBL.
	AcctLevel1, AcctLevel2, AcctLevel3, and AcctLevel4.	The four levels of UN/SPSC codes for the item. These codes are used to categorize the items within a catalog (PeopleSoft tree). All four levels are mandatory; if they are not already in the CUP file, enter them manually on the CUP Item Categories page.

Table	Field	Data Retrieved
Cup_PartUpdateDesc	ShortDesc	The short description for the item. The value in this field is used to populate several item description fields in PeopleSoft's item tables, including DESCRSHORT (first 10 characters), DESCR (first 30 characters), DESCR60 (first 60 characters), and DESCR_254MIXED (254 characters).
	LongDesc	A longer description for the item that is loaded into the PeopleSoft eProcurement cross-reference table, PV_CP_ITM_XREF. This description appears on the Search Catalog - Item Description page and on the Requisition Summary - Item Description page.
Cup_PartUpdateInfo	MfrPartNum	The manufacturer's part number for the item.
	MfrName	The item manufacturer's name.
	LeadTime	The lead time required to deliver the item.
	UnitPrice	The item's price per unit.
Cup_Price	CurrencyCode	The currency in which the item's base price is expressed.
	QtyMin	The minimum quantity of the item that can be purchased.

Pricing Information (Price File)

Table	Field	Data Retrieved
Cup_CatUpdate	Cup_SupplierPartnerID	The supplier's identification code.
Cup_Partner	TPName	The buyer's trading partner identification.

Table	Field	Data Retrieved
Cup_PartPrice	ActionCode	The action to be performed on this item. The values are: *A*(add a new item); *D*(delete an item); or *M* (modify an existing item).
	PartNum	The item's part number.
	PartNumExt	The part number's extension.
	UOM	The unit of measure in which the item is purchased.
Cup_Price	UnitPrice	The item's price per unit.
	CurrencyCode	The currency in which the item's base price is expressed.
	EffectiveDate	The item's effective date.
	ExpireDate	The item price's expiration date.
	QtyMin	The minimum quantity of the item that can be purchased.

Note. The item's long description is loaded from the CUP file into a cross-reference table called PV_CP_ITM_XREF, and the item's image is loaded into a web server directory. The description and image both appear when you view the item in PeopleSoft eProcurement.

Exporting CUP Data

Use the Export CUP Data process to create the three flat files for the PeopleSoft system to utilize when importing the supplier data into the Inventory tables.

Input Access Database (CUP File)

Input Access Database (CUP File) (input access database (Catalog Update process file)) Enter the directory path and file name of the CUP file that you downloaded from a Marketplace.

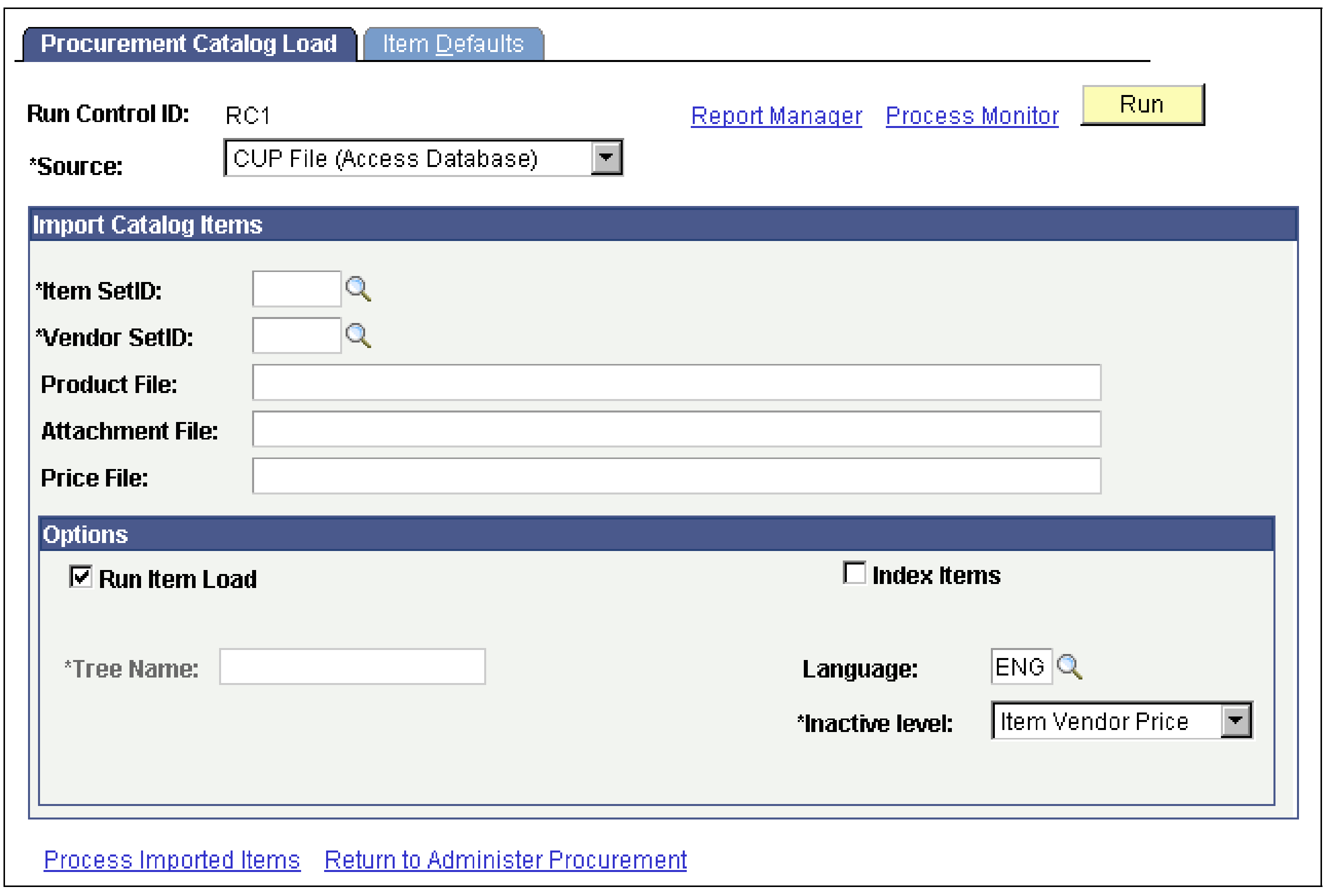
Output Text Files

Products Enter the directory path and file name of the product file that you want to create. This product file contains all additions or changes to the item's

	definition. Create this file in a directory that is accessible to the process scheduler server.
Prices	Enter the directory path and file name for the price file that you want to create. The price file contains all changes to the price of the item. If you are downloading items for the first time, there aren't any price updates and this file does not exist. Create this file in a directory that is accessible to the process scheduler server.
Attachments	Enter the directory path and file name of the attachment file that you want to create. This file does not contain the actual attachments (that is, images, blueprints, and so forth) but only the file names and extensions of each attachment. The actual attachments are downloaded in a separate step. This attachment file cross-references the names and extensions of each attachment to the corresponding item ID. To create this file, you must have an entry in the Products field. Create this file in a directory that is accessible to the PeopleSoft Process Scheduler server.
Export Data	Click to launch the Export CUP Data process.

Loading CUP Files

Access the Procurement Catalog Load page.



Procurement Catalog Load page

Note. The product and price files are loaded into the staging tables PV_CP_LOAD and PV_CP_CAT_TMP. This process adds certain defaults that were not in Marketplace catalog tables to required fields in PeopleSoft's Item tables. The attachment file is loaded into the table PV_CP_ITM_XREF.

Import Catalog Items

Source Enter the source that provides the data.

Item SetID Enter the SetID that the system uses in the item table.

Vendor SetID Enter the SetID that the system uses in the vendor table.

Product File Enter the location and name of the flat file containing the item details. The product file must be accessible from the PeopleSoft Process Scheduler server.

Attachment File Enter the location of a file you want to attach. PeopleSoft enables you to store and retrieve attachments to a server. The file can be a Microsoft Word file or Excel spreadsheet for example. Requesters and buyers can view these attachments. The attachment is automatically added to the PO that is created from the requisition and can be sent to the vendor.

Price File Enter the file location and name of the flat file containing the pricing details for the items. The price file must be accessible from the process scheduler server.

Tree Name Enter the PeopleSoft tree (item catalog) to be used when this process loads the new categories from the CUP file. If you leave this field blank, the value appears by default from the eProcurement Installation Options page. To ensure that this item catalog is accessible to the user creating requisitions, either add the catalog to the Requester Setup page or clear any catalog restrictions for the requestor.

Note. Before running this process, verify the settings for requiring item approval. If you select the Item Approval Required check box on the Installation Options - Overall/GL page, all items that you load require approval. If you are loading thousands of items, you might not want to approve each item individually.

Options

Run Item Load Select to indicate that you want the system to load catalog items automatically as soon as it runs the CUP load.

Index Items Select to indicate you want the system to run the Verity indexing process automatically as soon as it runs the CUP load process.

Tree Name Select the tree name that is used to store the category hierarchy.

Language Select the language in which the items are to be stored.

Inactive Level Select the level at which you want to inactivate to make the item not active. Values include the *Item Vendor* or at the *Item Vendor Price* level.

Process Imported Items Click to access the Validate and Process Imported Items page where you can work with imported items before loading them.

The Run Load process loads the data from the PV_CP_LOAD and PV_CP_CAT_TMP staging tables to the production tables for PeopleSoft items.

The process of loading data includes four steps:

1. The Build PeopleSoft Items process (PV_CP_ITM_LOAD) adds new item categories and then loads Marketplace CUP items into the PO item staging tables (ITM_LOAD_MST_EC, ITM_LOAD_INV_EC, ITM_LOAD_PUR_EC, and ITM_LOAD_VND_EC).
2. The Load Item Stage process (PO_ITMLOAD) transfers the data to the item loader staging tables.
3. The Item Loader process (IN_ITMLOAD) transfers the data into the PeopleSoft production tables.
4. The item status is updated on the CUP Item Status page.

The Load Marketplace Items process also adds certain defaults that were not in Marketplace catalog tables to the required fields of the PeopleSoft Item Master tables. This information is hard coded into the Item Catalog PS_ITM_CAT_TBL table:

Field	Value Inserted
CATEGORY_TYPE	*PSF*
DESCRSHORT	*MKTPLACE*
INSPECT_CD	*N*
INSPECT_UOM_TYPE	*S*
RECV_REQ	*Y*
RJCT_OVER_TOL_FLAG	*N*
REVC_PARTIAL_FLG	*1*
SRC_METHOD	*B*

This information is hard coded into the Item PS_ITM_LOAD_PUR_EC table:

Field	Value Inserted
TAXABLE_CD	*Y*
INSPECT_CD	*N*
INSPECT_UOM_TYPE	*V*
RECV_REQ	*Y*

Field	Value Inserted
RJCT_OVER_TOL_FLAG	*N*
ACCEPT_ALL_VENDOR	*N*
ACCEPT_ALL_SHIPTO	*Y*
CONTRACT_REQ	*N*
RECV_PARTIAL_FLG	*1*
DESCRSHORT	*MKTPLACE*
SRC_METHOD	*B*
ACCEPT_ALL_UOM	*Y*
PRICE_DT_TYPE	*L*
PRICE_CAN_CHANGE	*P*
VNDR_CATALOG_ID	*Y*

See Also

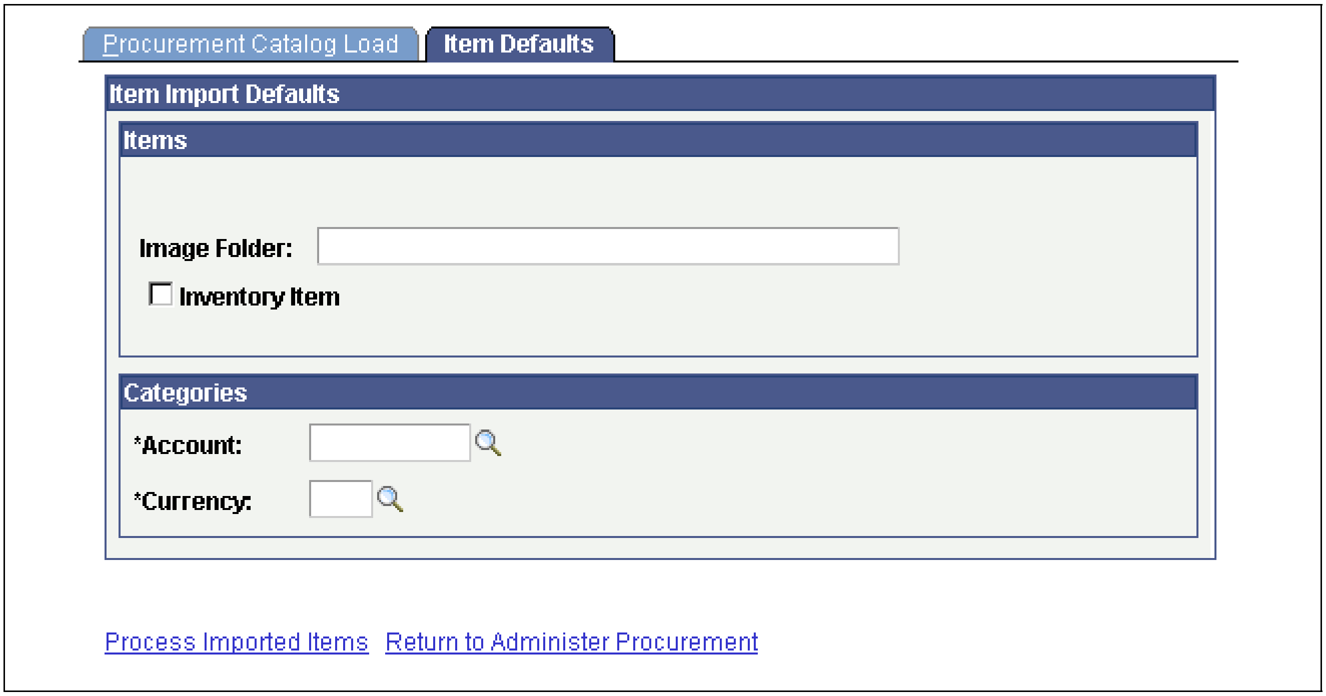
Chapter 3, “Determining eProcurement Technical Implementation Options,” Setting Up Installation Options, page 24

Chapter 3, “Determining eProcurement Technical Implementation Options,” Setting Up Attachments for Transactions, page 26

Chapter 5, “Importing and Searching Supplier Catalogs,” Validating and Processing Imported Items, page 83

Defining Item Import Defaults

Access the Item Defaults page.



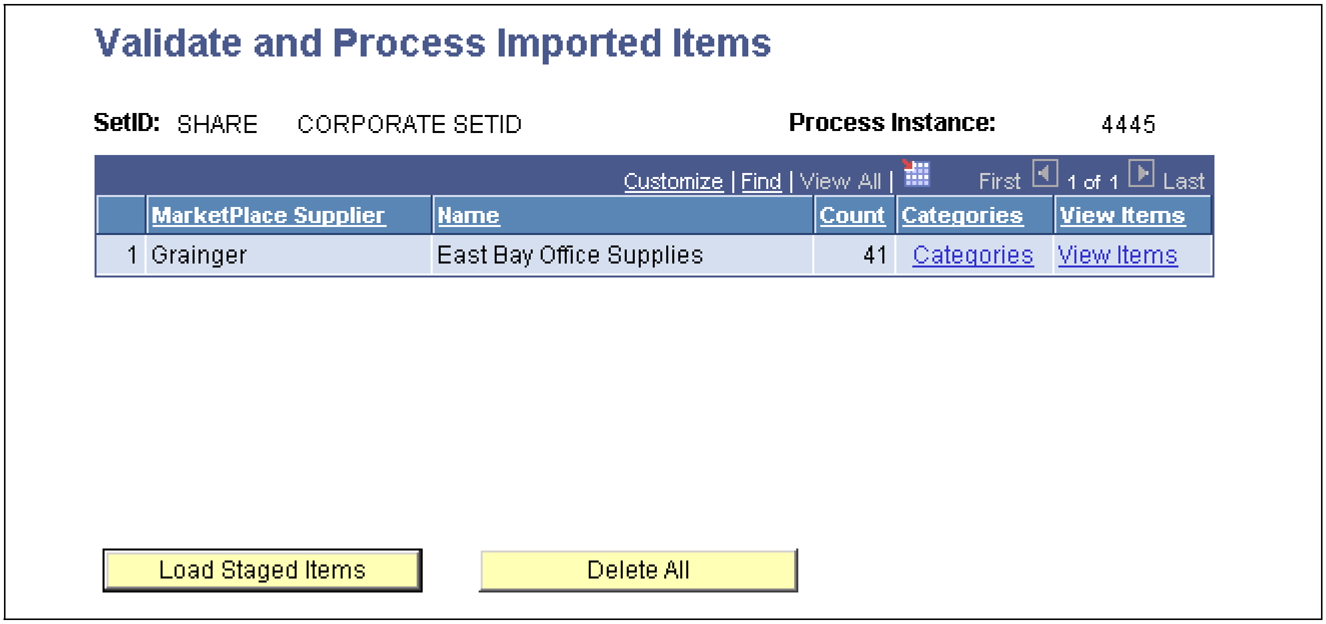
Item Defaults page

Image Folder	Enter the file location that contains images for use with the catalog items that you import.
Inventory Item	Select to indicate this item is also a PeopleSoft Inventory item. This means you can source the item from Inventory.
Account	Select an account to which you want the categories to belong.
Currency	Select the currency to use with this category.

Validating and Processing Imported Items

You use the Validate and Process Imported Items page to review categories and items, determine the state the items are in, and to load the staged items into the Inventory tables.

Access the Validate and Process Imported Items page.



Validate and Process Imported Items page

Categories This link takes you to the Edit Imported Items Categories page.

View Items This link takes you to the Imported Item Status page.

Load Staged Items When you have determined that the results are satisfactory, you can load the staged items from the eProcurement staging tables into the Inventory tables.

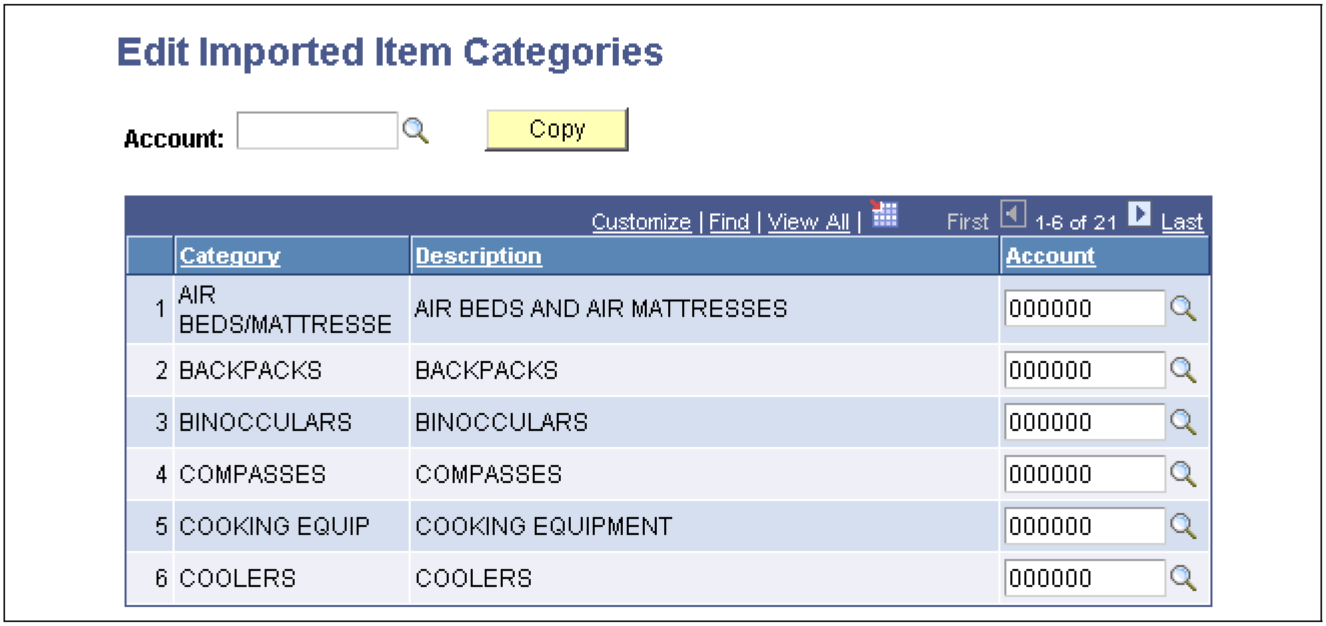
Delete All Deletes all pending data from the eProcurement staging table.

See Also

Chapter 5, "Importing and Searching Supplier Catalogs," Validating and Processing Imported Items, page 83

Editing Imported Item Categories

Access the Edit Imported Item Categories page.



Edit Imported Item Categories page

Note. These categories are created from the UN/SPSC codes downloaded from a Marketplace. Add an account to each new category. The account is the top level of the ChartFields (chart of accounts) used to create accounting entries in PeopleSoft. If the CUP file does not create any new item categories, this page does not appear.

Copy — Click to copy the value in the Account field to every row on this page.

Account — Enter the default account for this category. The account is the top level of the PeopleSoft ChartField used to create accounting entries in PeopleSoft. This is a required field.

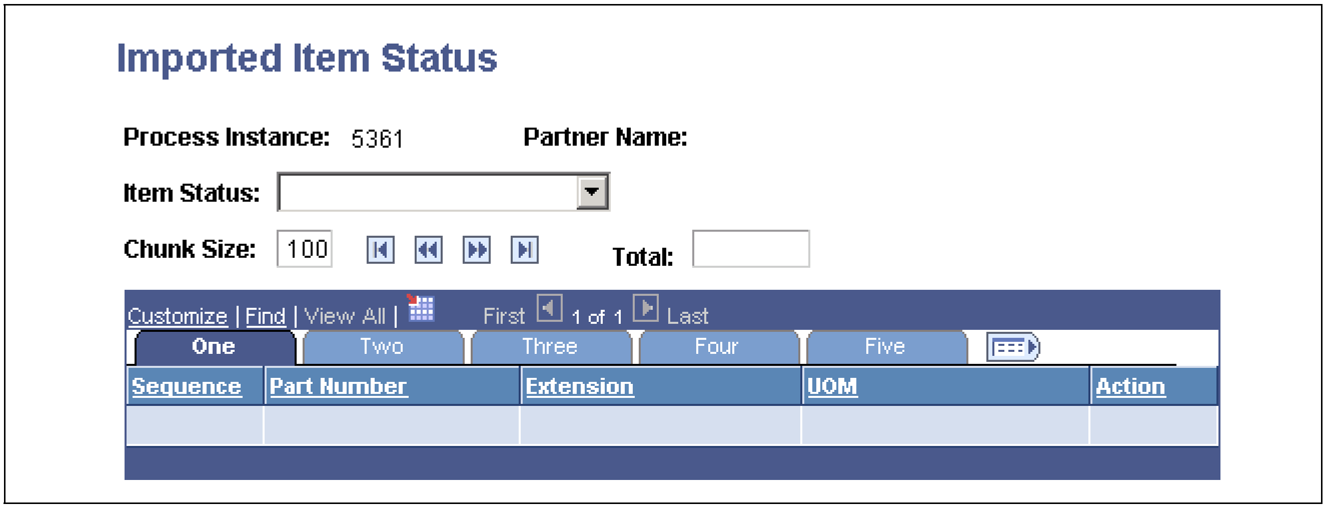
See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Defining Procurement Options”

Maintaining Imported Item Statuses

Use the Imported Item Status page to update information for items that are in staging tables. After making the updates, you can load them into PeopleSoft production tables. You can load an item again if its status is *Processing Complete.*

Access the Imported Item Status page.



Import Item Status page

Item Status

The current load status of the items in the staging tables. The drop-down list only displays a status if there are currently items in that status. Values include:

Invalid Unit of Measure: Select to display all items with units of measure that are invalid in PeopleSoft eProcurement.

Invalid or Missing Category: Select to display all items that do not have a valid item category.

Invalid or Missing Supplier: Select to display all items that do not include a valid supplier and vendor.

Item to be Updated: Select to display all items that have been previously loaded into PeopleSoft eProcurement and currently need to be updated with new item information.

Price to be Updated: Select to display all items that have been previously loaded into PeopleSoft eProcurement and currently need to be updated with new pricing information.

Ready to Build Items: Select to display all items that are ready to be loaded into the PeopleSoft Item Master tables.

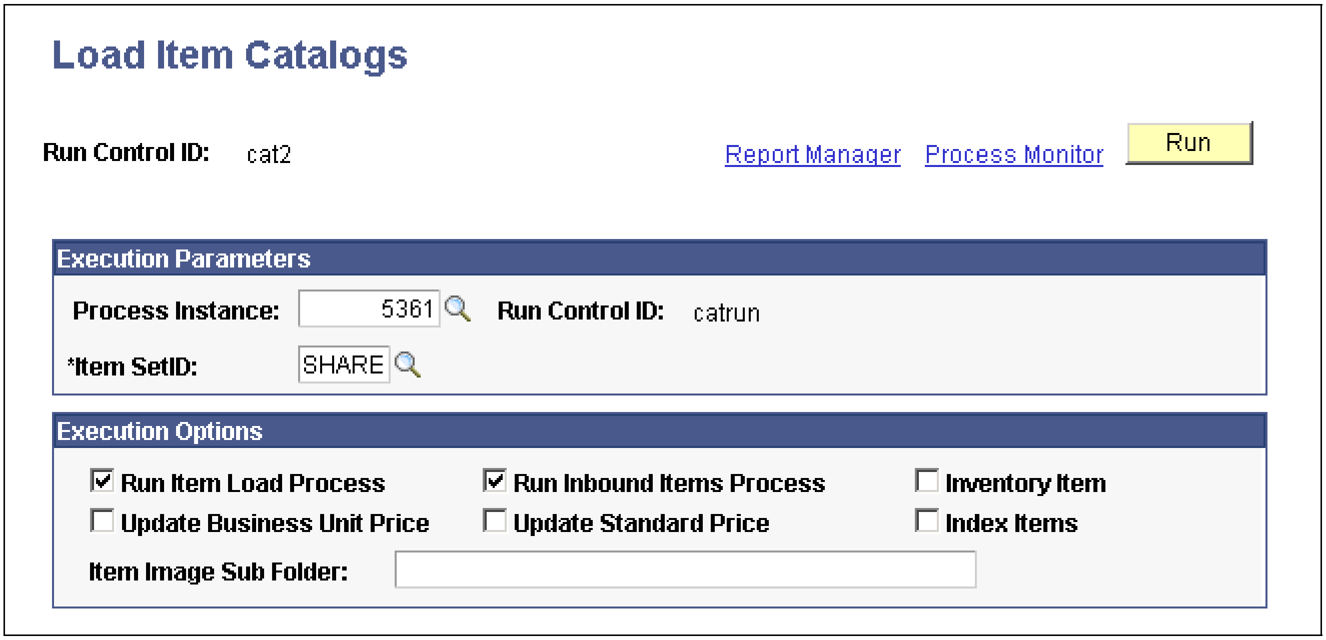
Items to be Inactivated: Select to delete items from the catalog.

Processing Complete: Appears when the item has been entered successfully into the PeopleSoft production tables.

The actions on this page will display either *A* for add, or *D* for delete.

Loading Marketplace Items

Access the Load Item Catalog page.



Load Item Catalogs page

Run Item Load Process — Select to run the Load Item Stage process (PO_ITMLOAD). If this option is not selected, only the first step in this process is completed. You can run this process separately using the Items Price List page. You can run this process separately to verify or change data in the PO Item staging tables.

Run Inbound Items Process — Select to run the Item Loader process (IN_ITMLOAD). This option is only available, if you select the Run Item Load Process check box. You can also run this process separately using the Item Loader page. You can run this process separately to verify or change data in the Item Loader staging tables.

Inventory Item — Select to indicate this item is also a PeopleSoft Inventory item. This means that you can source the item from Inventory.

Update Business Unit Price — Select to update business unit standard prices when an Item/Vendor UOM price record is loaded. This field is available only if *Item Pricelist* is selected in the Item Load Type field. If this is selected, all business units that match the SetID/item combination and that have the Business Unit Update Price check box selected on the BU Specific Attributes page will have the new price applied. Future effective-dated prices do not go into effect until you run the Price Update process on or after the effective date.

Update Standard Price — Select to update standard prices when an Item/Vendor UOM price record is loaded. This field is available only if *Item Pricelist* is selected in the Item Load Type field. Future effective-dated prices won't go into effect until you run the Price Update process on or after the effective date.

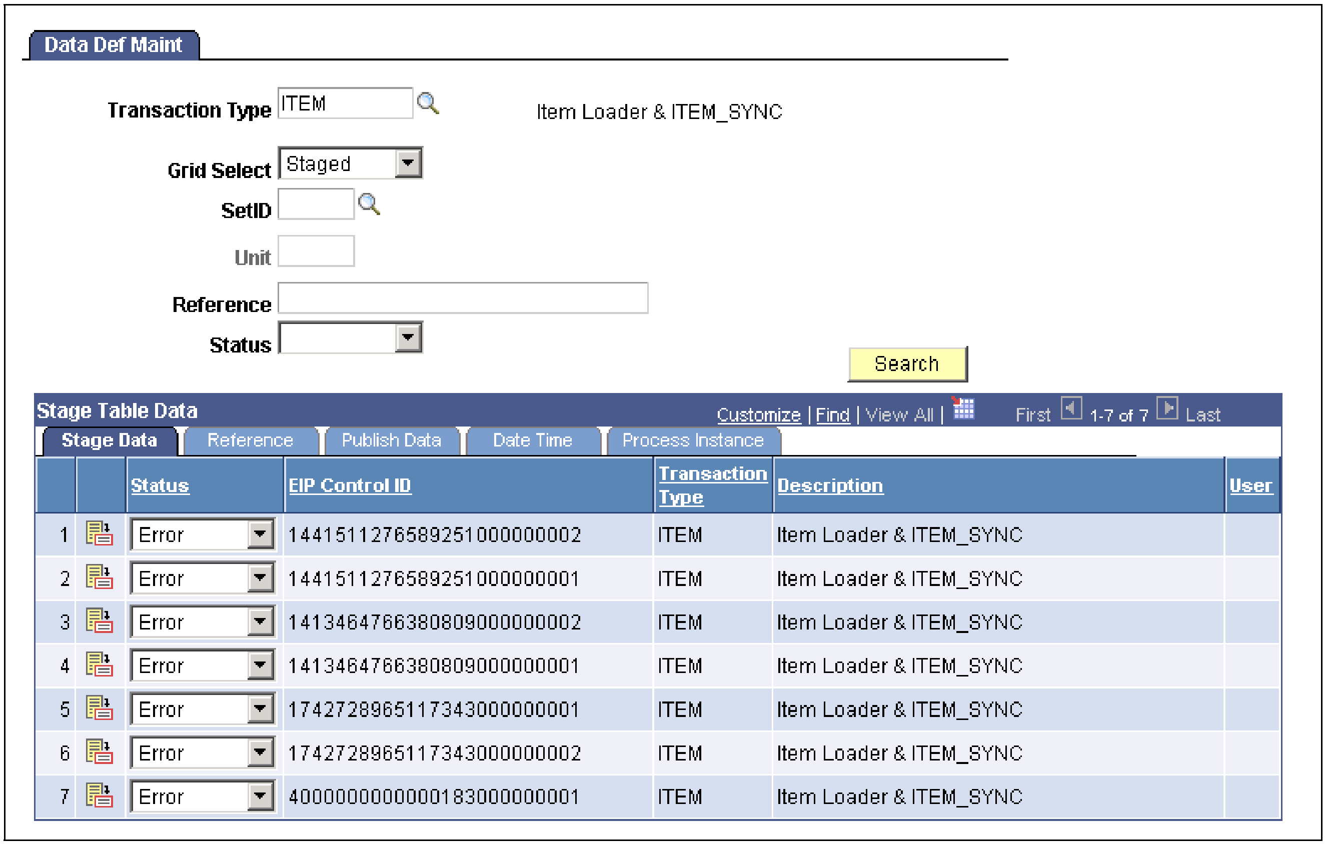
Index Items — Select to indicate that you want the system to include the item as part of the Verity indexing process.

Item Image Sub Folder — Enter a location where images for use with item catalogs should be stored.

Note. If errors occur during the Item Loader process, use the Data Definition Maintenance page to review them.

Correcting Inventory Item Load Errors

Access the Data Def Maint page.



Data Def Maint page

Use this page to review and resolve problems with items.

See Also

PeopleSoft Enterprise Components for PeopleSoft Enterprise Financial Management Solutions, Enterprise Service Automation, Asset Lifecycle Management, and Supply Chain Management 8.9 PeopleBook, “Using the Error Handling Utility”

Downloading Item Attachments

Any item downloaded could have an item image stored as an attachment. You can download these attachments from a Marketplace. The image of the item appears on the Search Catalog - Item Description page and the Requisition Summary - Item Description page.

To download item attachments from a Marketplace into PeopleSoft eProcurement:

1. Run the Export CUP Data process to create the attachment file from a CUP file.

   This file does not contain the actual attachments (item images), just the file names and extensions of each attachment. The actual attachments are downloaded in a separate step. This attachment file cross-references the names and extensions of each attachment to the corresponding item ID.

Note. In order to create an attachment file from the Export CUP Data process, a product file must be created at the same time from the same CUP file.

2. Run the Import CUP File process to move the data in the attachment file into the eProcurement cross-reference table, PV_CP_ITM_XREF.

Note. Other attachments—aside from images—can be downloaded from a Marketplace. Only attachments with a P (picture) type are loaded into the eProcurement cross-reference table, PV_CP_ITM_XREF, when the Import CUP File process runs. All other attachments are loaded into the PV_CP_ATTACH file for future use.

3. Define the location where the item attachments should be stored using:
   a. The File Location page, which defines the first part of the directory and extension of the attachments.
   b. The Load Marketplace Items process, which defines the subdirectory.

      For example, if the item attachments that you are downloading are GIF images, the File Locations page defines the file extension (GIF) and the file directory F:\User\Images\. If you enter *MktPlc items* in the Item Image Sub Directory field of the Load Marketplace Items page, the attachments with the extension GIF are stored in the directory: F:\User\Imagesl\MktPlc items.
4. Download the zipped file containing the item attachments from a Marketplace.

   Place these item attachments in the directory location defined in step 3.

See Also

Chapter 3, "Determining eProcurement Technical Implementation Options," Setting Up Attachments for Transactions, page 26

Using Price and Availability Check

During requisition entry, you can update the price of an item with the most current price in a Marketplace. Click the Check Price and Availability button on the Requisition Summary - Item Description page. If the supplier's price in a Marketplace is the same as the price in the item tables, there is no change to the page. If the supplier's price is different, a message appears which informs you that the price is changing to the supplier's price. The Item Description page then displays the Marketplace price.

Use the Check Price and Availability function to also compare the supplier's available quantity in a Marketplace to the requisition quantity. If the quantity requested exceeds the available quantity, a message appears which provides the opportunity for you to change the requisition quantity.

Note. The Check Price and Availability button only appears if this is a Marketplace item and the user has been assigned the eProcurement role action of PRICEANDAVAILCHECK.

See Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," page 173.

Setting Up Integration Broker for Marketplace Transactions

This section provides an overview of the Integration Broker function for Marketplace transaction and discusses how to:

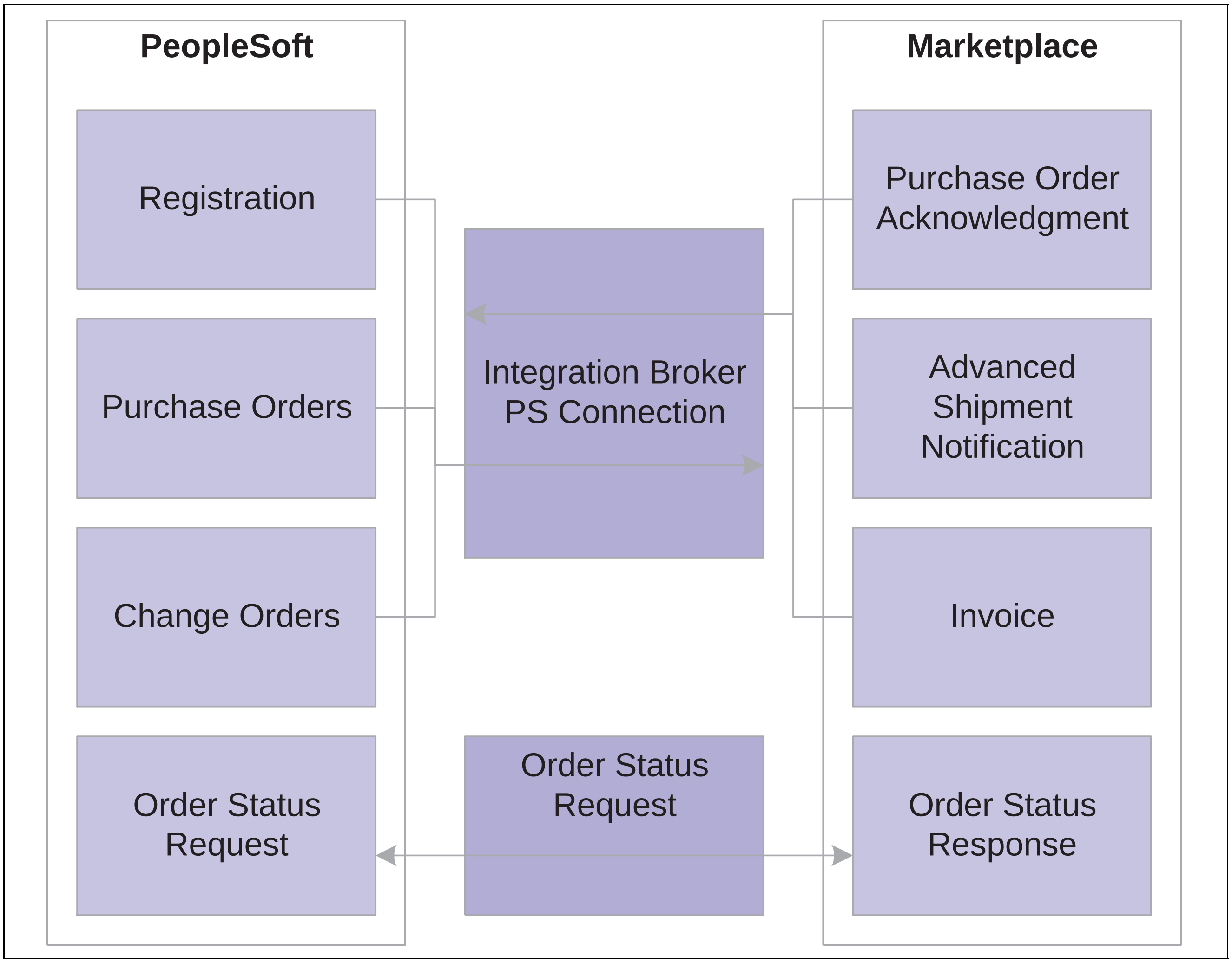
- Define the Marketplace node within Integration Broker.
- Identify connectors.
- Identify transactions used with the Marketplace Document Integration.
- Define relationships
- Define transaction modifiers.
- Use relationship transaction modifiers.

Transactional Integration between PeopleSoft eProcurement and a Marketplace

PeopleSoft integrates to a Marketplace to facilitate:

- Enabling companies to easily register with Marketplaces.
- Creating requisitions within eProcurement, while viewing catalogs in the Marketplace.
- Enabling suppliers to send Purchase Order Acknowledgements (POA).
- Enabling suppliers to send Advanced Shipment Notifications (ASN).
- Generating receipts when Advanced Shipment Receipts (ASR) are received.
- Enabling suppliers to send invoices to the company, if you are using PeopleSoft Payables.
- Creating vouchers for inbound invoices.

This diagram illustrates the flow of information from PeopleSoft, through the Integration Broker, and to the Marketplace:



PeopleSoft Transaction Integration in a Marketplace

Integration Broker Set Up for Document Integration

To utilize the purchase order acknowledgement, advanced shipment notification, and invoice transaction capabilities, the administrator need to configure the Integration Broker. These elements need to be set up:

- Node
- Transactions
- Relationships

Integration Broker works within the PeopleSoft system to send and receive information from external systems, such as the Marketplace. In this case, the job of the Integration Broker is to send and receive documents that come to/from the Marketplace. The purpose of the Integration Broker is to aid in the translation of the xCBL 3.0 documents used by the Marketplace into the PSXML format that the PeopleSoft system recognizes. Integration Broker accomplishes this translation by using a combination of nodes, relationships, and messages.

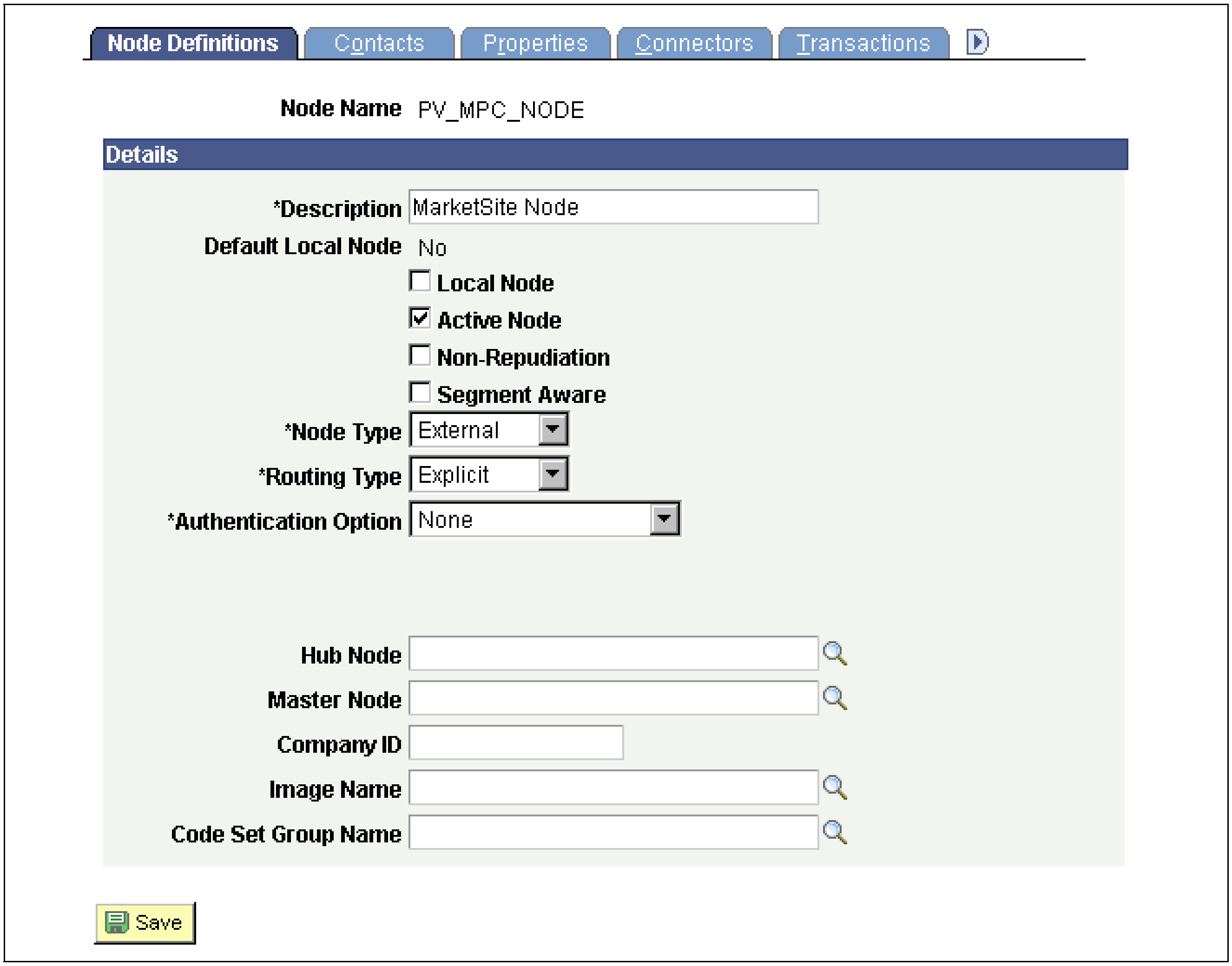
Integration Broker Component	Purpose
Node	The node tells the system what transactions are going to be sent or received and how you will be connecting the Marketplace.
Relationships	For the Marketplace node to do business with PeopleSoft eProcurement, you must establish a relationship that tells the system how the two will work together. Details include what message to use for these two systems to communicate, and what AE translation to use to translate the format from xCBL 3.0 to the PeopleSoft format.
Messages	The message is a template for the data the application sends and receives.

Pages Used to Set Up Integration Broker for Marketplace Transactions

Page Name	Object Name	Navigation	Usage
Node Definitions	IB_NODE	Click the Integration Broker Node Definitions link on the Maintain Supplier Integration page.	Use the Node Definitions page to create or update the node used for the Marketplace.
Relationships	IB_RELATIONSHIPS	PeopleTools, Integration Broker, Integration Setup, Relationships	Define relationships between Marketplace node and the local node.
Connectors	IB_NODECONN	From the Node Definitions component, click the Connectors tab.	Use the Connectors page to specify the connection to the Marketplace catalog search.
Transactions	IB_NODETRXLIST	From the Node Definitions component, click the Transactions tab.	Use the Transactions page to identify the transaction messages the system uses when integrating with the Marketplace.
Relationships	IB_RELATIONSHIP	Click the Integration Broker Relationships link on the Maintain Supplier Integration page.	Define relationships between the supplier node and the local node.
Transaction Modifiers (list)	IB_RELTRXLIST	From the Relationships page, click the Transaction Modifiers tab, which is available only after the relationship has been saved.	Define the application engine (AE) transformation used to change from xCBL 3.0 to PeopleSoft format.
Transaction Modifiers (detail)	IB_RELATIONTRX	• Click the Add Transaction Modifier button on the Transaction Modifiers (list) page. • Click the Edit button on the Transaction Modifiers (list) page.	Activate the transaction modifier.

Defining the Marketplace Node Within Integration Broker

Access the Node Definition page.



Node Definitions page

To create the Marketplace nodes, complete these tasks:

1. Select Add a New Value and enter the new node name.
2. Click the Add button.
3. Create a description to identify the purpose of the new node.
4. Select the Active Node check box, and enter:

Field Name	Value
Node Type	*External*
Routing Type	*Explicit*
Authentication Option	*None*

Identifying Connectors

Access the Connectors page.

Connectors page

If the outbound documents contain attachments, you need to use the MPC target connector.

To receive inbound documents from the Marketplace you must use the MPC listening connector.

A key part of the Connectors page is to create a Property ID for the PRIMARYURL, in which you enter the URL supplied by the Marketplace. This URL is used for the gateway to post transaction to the Marketplace gateway from PeopleSoft.

Note. Please contact the PeopleSoft Global Support Center (GSC) for detailed MPC installation instructions.

---

1. To set up connectors, enter:

Field Name	Value
Gateway ID	*LOCAL*
Connector ID	*HTTPTARGET*
Property ID	*HEADER*
Property Name	*Content-Type*
Value	*Text/xml*

2. Add a new property:

Field Name	Value
Property ID	*HEADER*
Property Name	*sendUncompressed*
Required	*selected*
Value	*Y*

3. Add a new property:

Field Name	Value
Property ID	*HTTPPROPERTY*
Property Name	*Method*

Field Name	Value
Required	*selected*
Value	*POST*

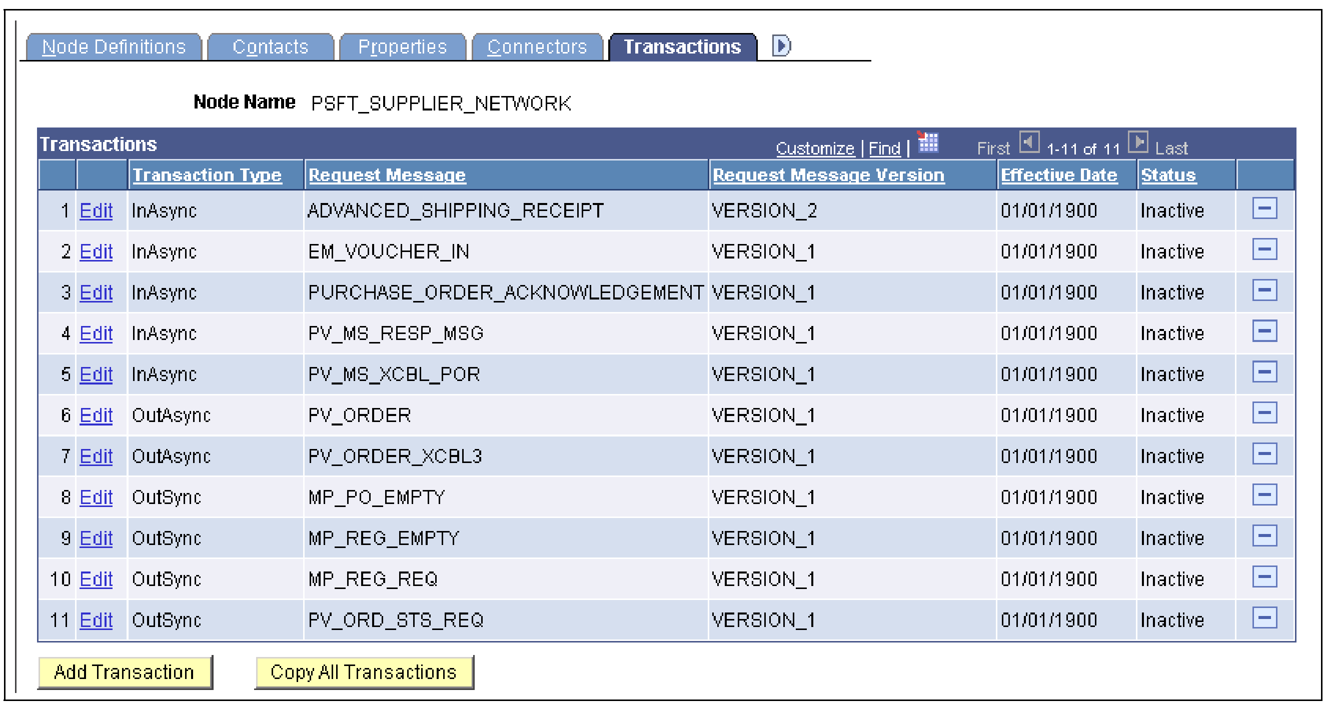
4. Add a new property:

Field Name	Value
Property ID	*PRIMARYURL*
Property Name	*URL*
Required	*selected*
Value	*(Enter in the URL used to do business with a Marketplace.)*

Identifying Transactions used with the Marketplace Document Integration

Access the Transactions page.

Within the node, you need to identify all of the inbound and outbound transactions you will use with the PeopleSoft eProcurement integration with the Marketplace. You need to identify the message you wish to have associated with the transaction, and the version of that particular message.


Node Definitions | Contacts | Properties | Connectors | Transactions

Node Name PSFT_SUPPLIER_NETWORK

Transactions — Customize | Find | First 1-11 of 11 Last

		Transaction Type	Request Message	Request Message Version	Effective Date	Status
1	Edit	InAsync	ADVANCED_SHIPPING_RECEIPT	VERSION_2	01/01/1900	Inactive
2	Edit	InAsync	EM_VOUCHER_IN	VERSION_1	01/01/1900	Inactive
3	Edit	InAsync	PURCHASE_ORDER_ACKNOWLEDGEMENT	VERSION_1	01/01/1900	Inactive
4	Edit	InAsync	PV_MS_RESP_MSG	VERSION_1	01/01/1900	Inactive
5	Edit	InAsync	PV_MS_XCBL_POR	VERSION_1	01/01/1900	Inactive
6	Edit	OutAsync	PV_ORDER	VERSION_1	01/01/1900	Inactive
7	Edit	OutAsync	PV_ORDER_XCBL3	VERSION_1	01/01/1900	Inactive
8	Edit	OutSync	MP_PO_EMPTY	VERSION_1	01/01/1900	Inactive
9	Edit	OutSync	MP_REG_EMPTY	VERSION_1	01/01/1900	Inactive
10	Edit	OutSync	MP_REG_REQ	VERSION_1	01/01/1900	Inactive
11	Edit	OutSync	PV_ORD_STS_REQ	VERSION_1	01/01/1900	Inactive

Add Transaction | Copy All Transactions

Transactions page

You need to identify:

- For outbound registration transactions, identify transactions for the *MP_REG_EMPTY,MP_PO_EMPTY,* and *MO_REG_REQ* messages.

- For the outbound purchase order, identify the *PV_ORDER* message.
- For the outbound order status request (OSR), identify the *PV_ORD_STS_REQ* message.
- For the inbound advanced shipment notification (ASN), identify the *ADVANCED_SHIPPING_RECEIPT* message.
- For the inbound invoice, identify the *EM_VOUCHER_IN* message.
- For the purchase order acknowledgement (POA), identify the *PURCHASE_ORDER_ ACKNOWLEDGEMENT* message

There are two additional messages you need to identify inbound transactions for: *PV_MS_RESP_MSG* and *PV_MS_XCBL_POR.*

Defining Relationships

Access the Relationships page.

Once you create the node for the Marketplace transactions, you need to create the relationships between that node, the transactions within the node, and the Marketplace. To complete this picture you define the node for the Marketplace transactions and the relationships that tell the PeopleSoft system how to translate (transformation AE program) the message to xCBL 3.0 format.

From the Relationship page, the first node you identify is the one used for the Marketplace. The second node name is the one used for the local database.

Defining Transaction Modifiers

Access the Relationship Transaction page.

Relationship ID Identifies the transaction modifier.

Initial Node Enter the name of the Marketplace node that is sending the message.

Request Message Name There are three channels to choose from:

POA = *PURCHASE_ORDER_ACKNOWLDGEMENT*

ASN = *ADVANCED_SHIPPING_RECEIPT*

Invoice = *EM_VOUCHER_IN*

Note. Both Request Message Name values you select must be in the same channel.

Source Request Message Version Enter the message version for the request message that the initial node sends or receives.

Transaction Type For the initial transaction select from:

- Outbound Asynchronous: The default local node sends a request message to the selected node.
- Outbound Synchronous: The default local node sends a request message to the selected node, requiring a response.
- Inbound Asynchronous: The default local node receives a request message from the selected node.

- Inbound Synchronous: The default local node receives a request message from the selected node, requiring a response.

Result Node Enter the name of the Marketplace node that is receiving the message.

Target Request Message Version Enter the AE transformation message version for the request message that the result node sends or receives.

- POA = *SAC_XC30_POA.*
- ASN = *SAC_XC30_ASN.*
- Invoice = *SAC_XC30_INV.*

You need to create relationships for each of these transactions:

Inbound Transaction	Usage
POA	Converts xCBL 3.0 POA to the PeopleSoft format PSXML
ASN	Converts xCBL 3.0 ASN to the PeopleSoft format PSXML
Invoice	Converts xCBL 3.0 invoice to the PeopleSoft format PSXML

Relationship Transaction Modifiers

Access the Relationship Transaction Modifiers page.

Use the Request field to inform the system what message to use to transform the Marketplace files.

Request Enter the AE transformation message.

POA = *SAC_XC30_POA.*

ASN = *SAC_XC30_ASN.*

Invoice = *SAC_XC30_INV.*

Integrating PeopleSoft eProcurement Transactions with a Marketplace

This section provides an overview of transaction integration and discusses how to:

- Use the Marketplace Registration Wizard.
- Test the transactional Marketplace integration.
- Move from a test environment to the production environment.
- Prepare to use Marketplace catalog search.
- Receive a purchase order acknowledgement.

Understanding Transaction Integration

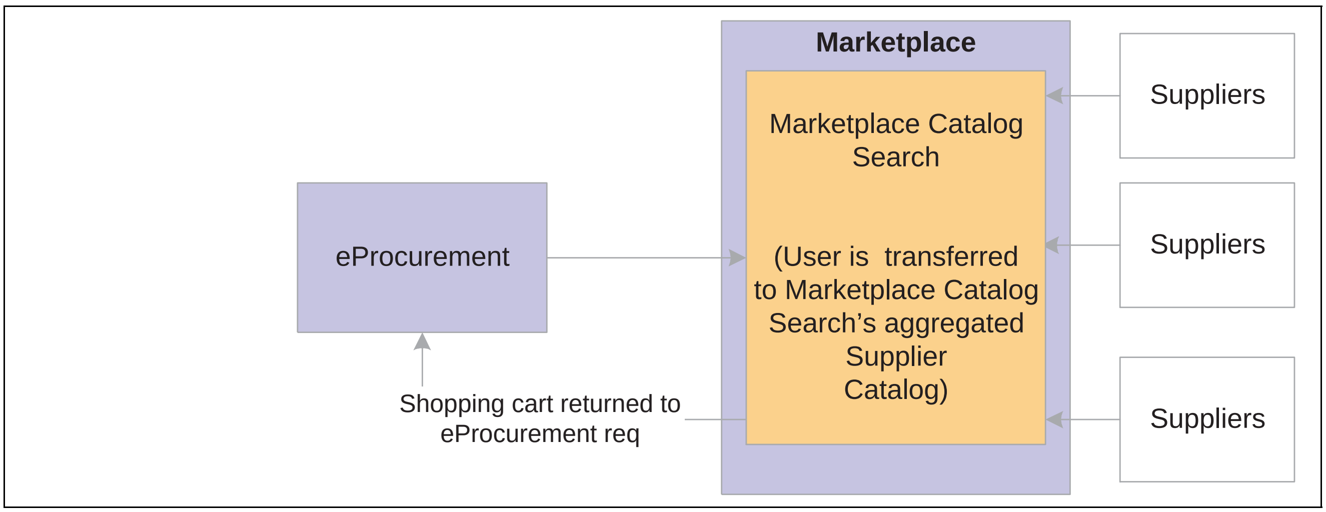
This overview discusses:

- Marketplace catalog search integration.
- Receipt of Purchase Order Acknowledgements from a Marketplace.
- Receipt of an Advanced Shipment Notification (ASN).
- Receipt of an Invoice.

Marketplace Catalog Search Integration

The Marketplace catalog search is an application that hosts multiple supplier catalogs within the Marketplace.

This diagram depicts an overview of Marketplace catalog search:



Marketplace Catalog Search Overview

To set up and use the Marketplace catalog search, you must:

1. Set up security that enables requesters to move from the eProcurement requisition into the Marketplace fairly seamlessly.
2. Complete the set up in eProcurement by creating vendor profiles and vendor locations, and linking the properties of that vendor to the information that create a link to a Marketplace.

   Note. Upon completion of this set up, a link will be provided on the eProcurement requisition. Selecting this link directs the requester to the Marketplace site.

3. Set up background details that determine which vendor catalogs that the requester can view.

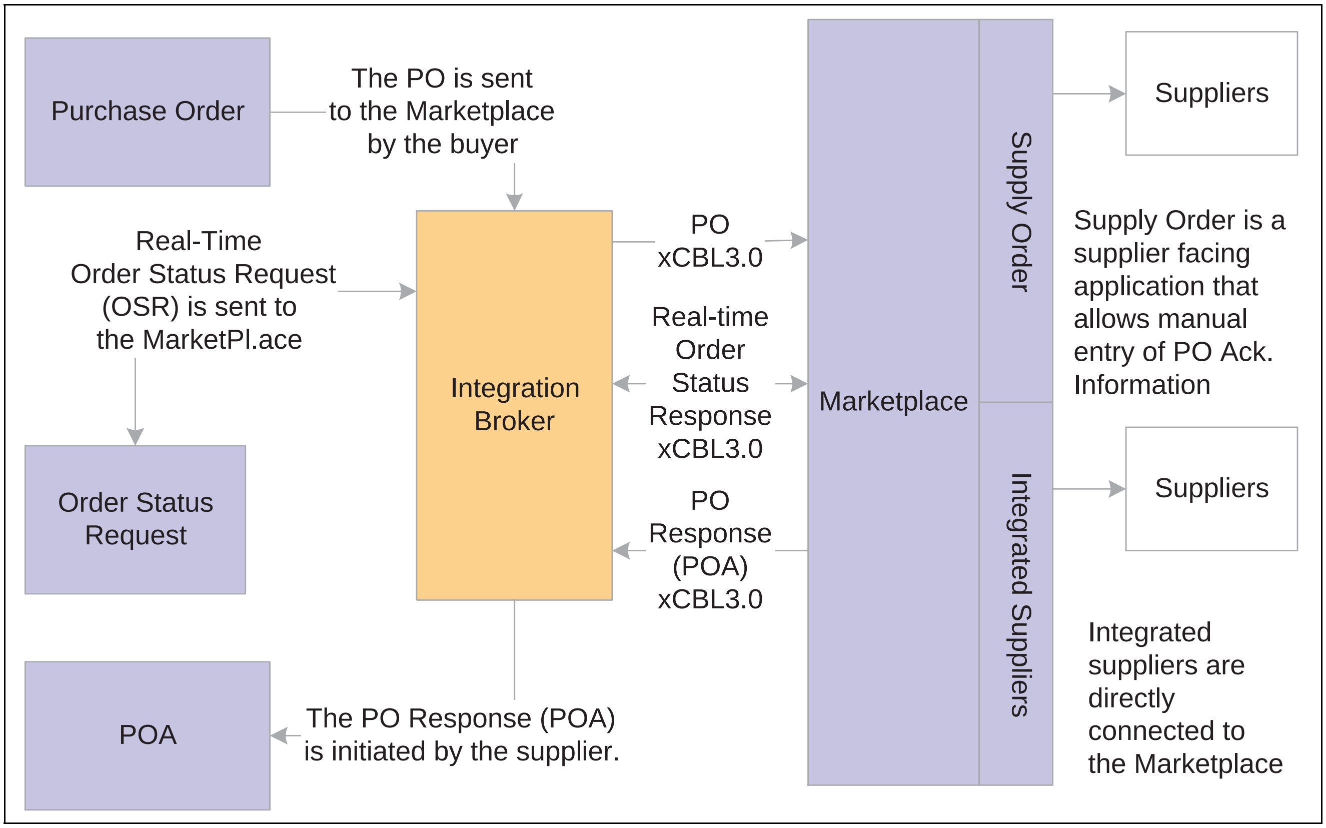
   The Marketplace validates the requester security and displays the catalogs the requester can view. The requester selects catalog items and returns to the requisition. They system populates the selected items as requisition lines.

Receipt of Purchase Order Acknowledgements from a Marketplace

The purchase order acknowledgement (POA) is a collaboration between the supplier, the Marketplace, and the PeopleSoft application. To create and transmit a POA these steps must occur:

1. Once the purchase order has been dispatched from PeopleSoft, the supplier logs into the Marketplace and finds that the purchase order is available in a queue for that specific supplier. From the Marketplace the suppliers can initiate a POA document.
2. The Marketplace then transmits xCBL formatted POA to PeopleSoft where it is transformed to the PeopleSoft internal format PSXML.
3. The inbound message populates the PO Electronic Commerce tables.
4. If the POA results in changes, a change order may be generated.

This diagram represents the flow of the POA from the Marketplace:



Purchase Order Acknowledgement with a Marketplace

Note. The POA is mapped to a line, not to a schedule within the Marketplace. Only one schedule is allowed within Marketplace POA integration.

Note. The Notes to Buyer from the Marketplace are not mapped into the PeopleSoft system.

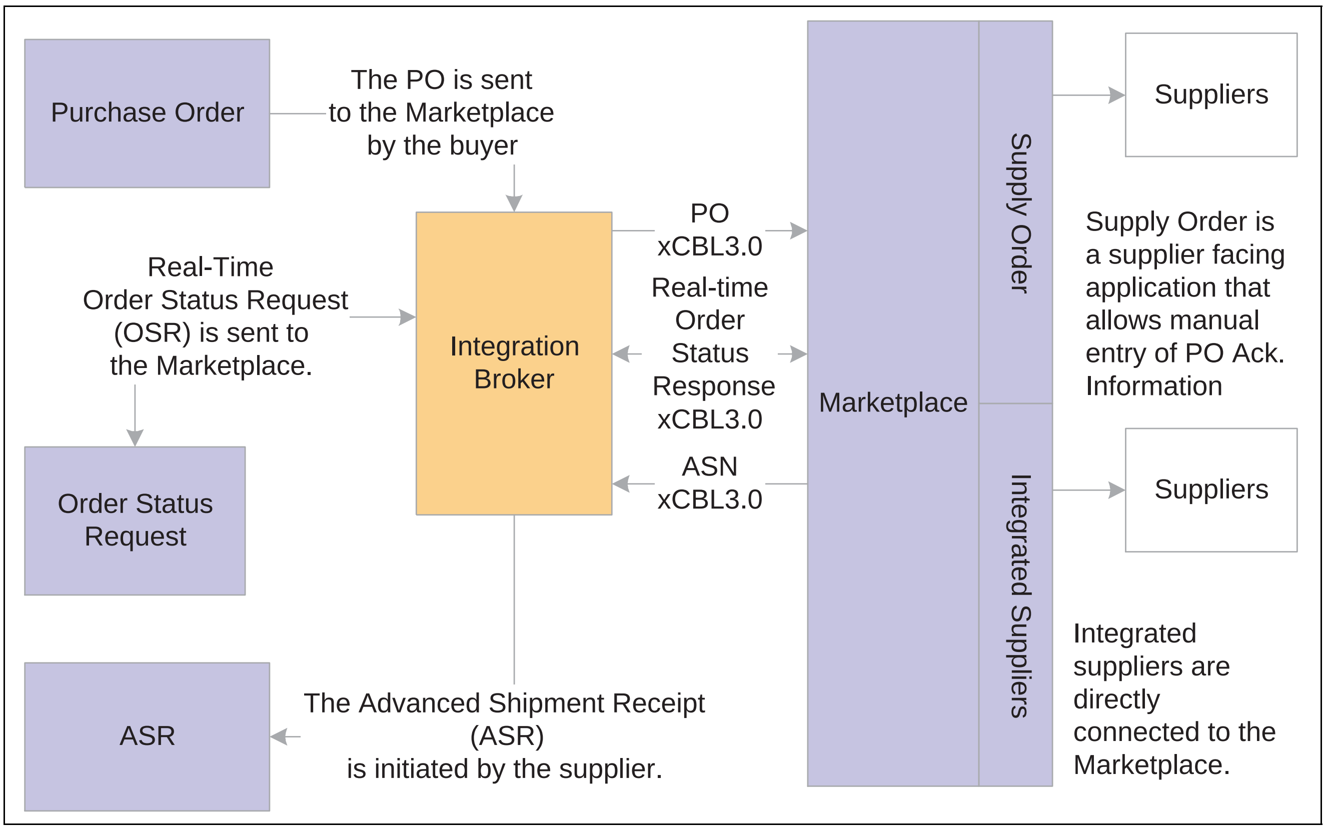
There are two options for receiving a purchase order acknowledgement from the supplier. The first is a *POA* which uses the PeopleSoft Purchasing functionality, and stores the status within Purchasing tables. The second is the *POR* (purchase order response) where you can view the status from the PO Dispatch Message page. eProcurement, Buyer Center, Dispatch Purchase Order, Dispatch Message Log.

Receipt of an Advanced Shipment Notification (ASN)

The supplier uses the advanced shipment notification (ASN) to notify the PeopleSoft system that the order has been fulfilled. To complete the integration, these steps must occur:

1. A supplier is able to enter ASNs from the Marketplace site.
2. Once submitted, Integration Broker transforms the message to the PeopleSoft outbound ASN message called the Advanced Shipment Receipt (ASR) in PeopleSoft.
3. The message populates the Receipt Load tables.
4. Receipt Loader process is then executed to create a receipt, which may then be approved by an administrator.

This diagram represents the flow of the ASN from the Marketplace:



Advanced Shipment Notification with a Marketplace

Receipt of an Invoice

When an integrated supplier creates and invoice and sends it to the Marketplace, or an invoice is created, the Marketplace sends the invoice to the Integration Broker. Integration Broker then transforms the invoice from xCBL 3.0 to the PeopleSoft inbound XML invoice message.

From the Integration Broker, the Marketplace partner ID (MPID) that is passed from the Marketplace is used to look up the vendor ID field using the Linked Supplier table. The vendor SetID and vendor ID are retrieved based upon this information.

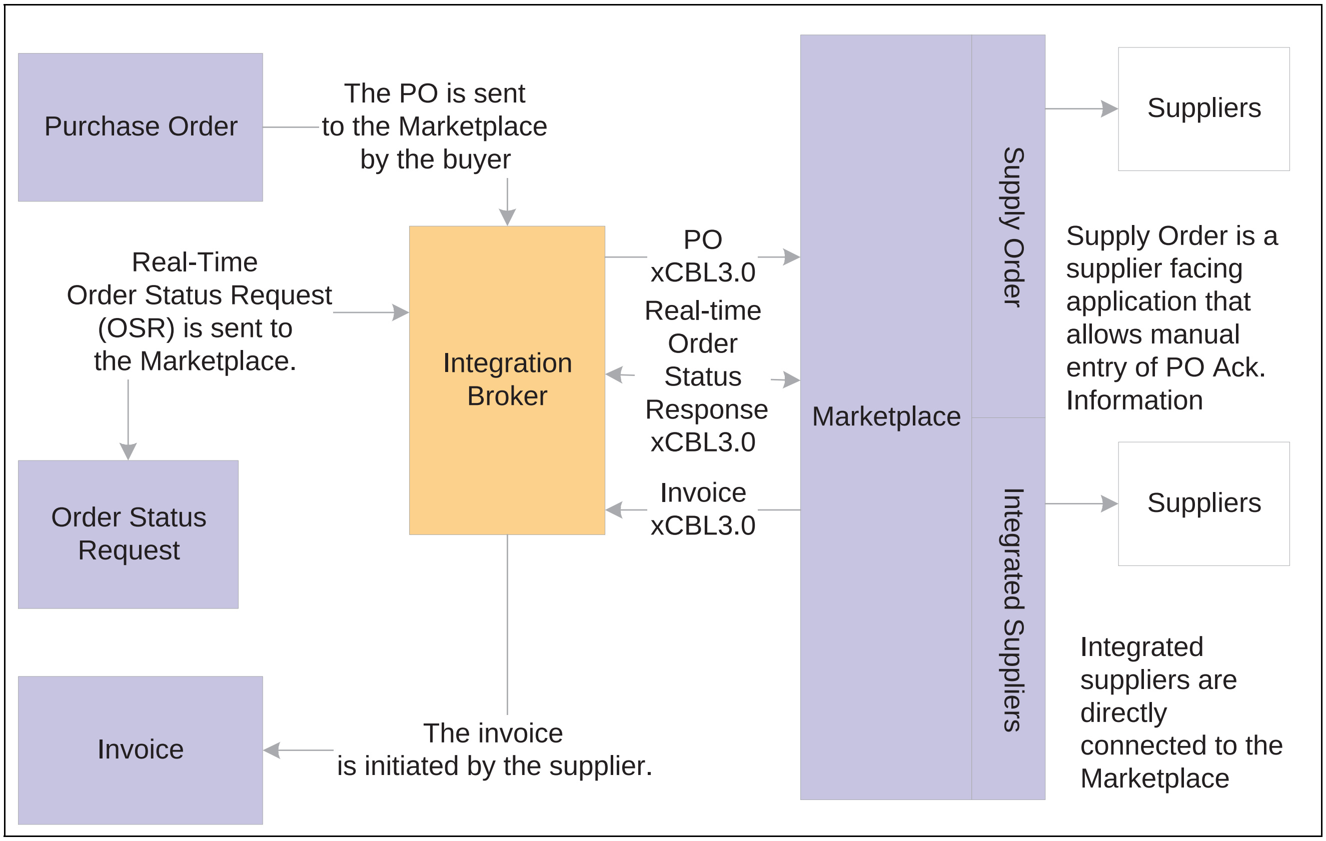
Once the vendor ID is established, the invoice is loaded to the voucher staging tables.

When the data is in the staging tables, these steps take place:

1. Voucher build is executed.
2. Voucher is created.
3. Matching may be run if the voucher has an associated purchase order or receipt.

4. Paycycle process creates a payment.

This diagram represents the flow of an invoice from the Marketplace:



Invoice Transactions with a Marketplace

Note. The Marketplace invoice integration is not supported if PeopleSoft eSettlements is active.

See Also

Enterprise PeopleTools 8.46 PeopleBook: Integration Broker, "Administering Basic Integrations"

Enterprise PeopleTools 8.46 PeopleBook: Integration Broker, "Defining Message Channels and Messages"

Pages Used to Integrate PeopleSoft eProcurement Transactions with a Marketplace

Page Name	Object Name	Navigation	Usage
Administer Procurement	PV_ADM_MAIN	eProcurement, Administer Procurement, Administer Procurement	Access other procurement administration pages. This page consists entirely of links to other pages.
Maintain Supplier Integration	PV_ADM_MARKETSITE	Click the Maintain Supplier Integration link on the Administer Procurement page.	Access supplier integration pages. This page consists entirely of links to other pages.

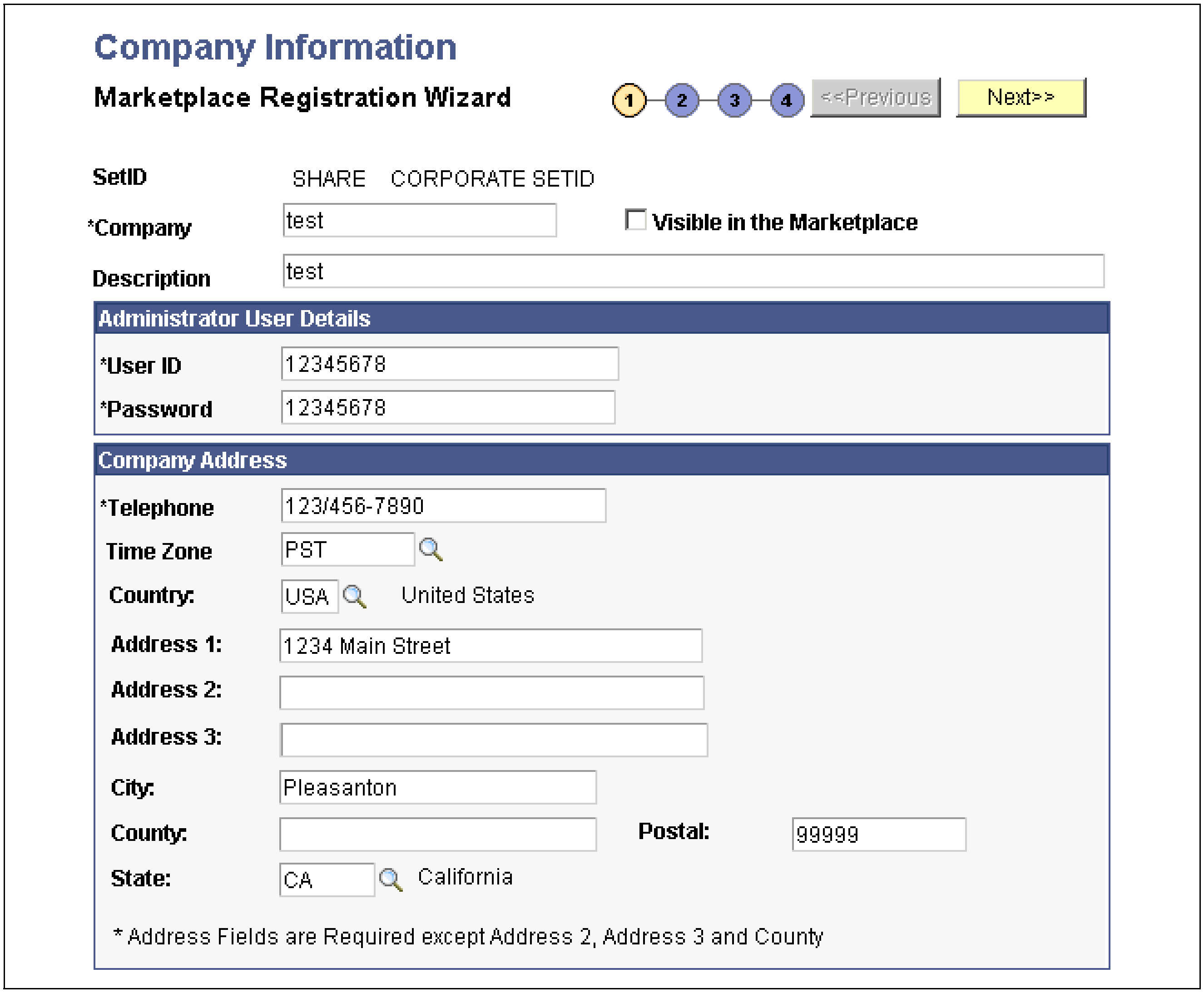
Page Name	Object Name	Navigation	Usage
Maintain Vendors	PV_ADM_VNDR	Click the Maintain Vendors link on the Administer Procurement page.	Access vendor-related pages. This page consists entirely of links to other pages.
Maintain Business Units	PV_ADM_SETUP_BU	Click the Maintain Vendors link on the Administer Procurement page.	Access business unit-related pages. This page consists entirely of links to other pages.
Marketplace Test	SAC_MP_VERIFY	Click the Marketplace Test link on the Maintain Supplier Integration page.	Use this page to verify that PeopleSoft eProcurement and the Marketplace are communicating.
Vendor Information - Summary	VNDR_ID1_SUM	Click the Vendor Information link on the Maintain Vendors page.	This is the first page of the component where you create vendor records.
Linked Suppliers	PV_MS_SEC_SUPPLIER	Click the Linked Suppliers link on the Maintain Supplier Integration page.	Use the Link Suppliers page to tie Direct Connect and Marketplace supplier information to a vendor.
Supplier Properties	PV_MS_SEC_SUP_NV	Click the Supplier Properties tab from the Linked Suppliers page.	Use the Supplier Properties page to identify information for the specific supplier location.
Marketplace Registration Wizard	SAC_MP_COMPANY	Click the Marketplace Registration link on the Maintain Supplier Integration page.	Set up the company's registration with the Marketplace.
Marketplace Buyer Setup	PV_MS_SEC_BUYER	eProcurement, Administer Procurement, Maintain Supplier Integration, Marketplace Buyer	Use the Marketplace buyer page to define the URL the system uses when contacting the Marketplace. See Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," Pages Used to Set Up Marketplace Suppliers and Buyers, page 122.
eProcurement Business Unit Options	PV_BUS_UNIT_PM	Click the eProcurement Business Unit Options link on the Maintain Business Units page.	Configure the business unit to display the PO acknowledgements button and the advanced shipment notification (ASN) button.
Define Static Maps	SAC_MAP_VALUE_ONLY	Click the Integration Data Value Mappings link on the Maintain Supplier Integration page.	Enter details that tell the system how to read data coming from the outside source and what value to use in the PeopleSoft format.

Using the Marketplace Registration Wizard

Access Marketplace Registration Wizard page.

The wizard will guide you to enter this information prior to submitting the registration:

- Company information.
- Company Contacts.
- Gateway Information.



Company Information — Marketplace Registration Wizard

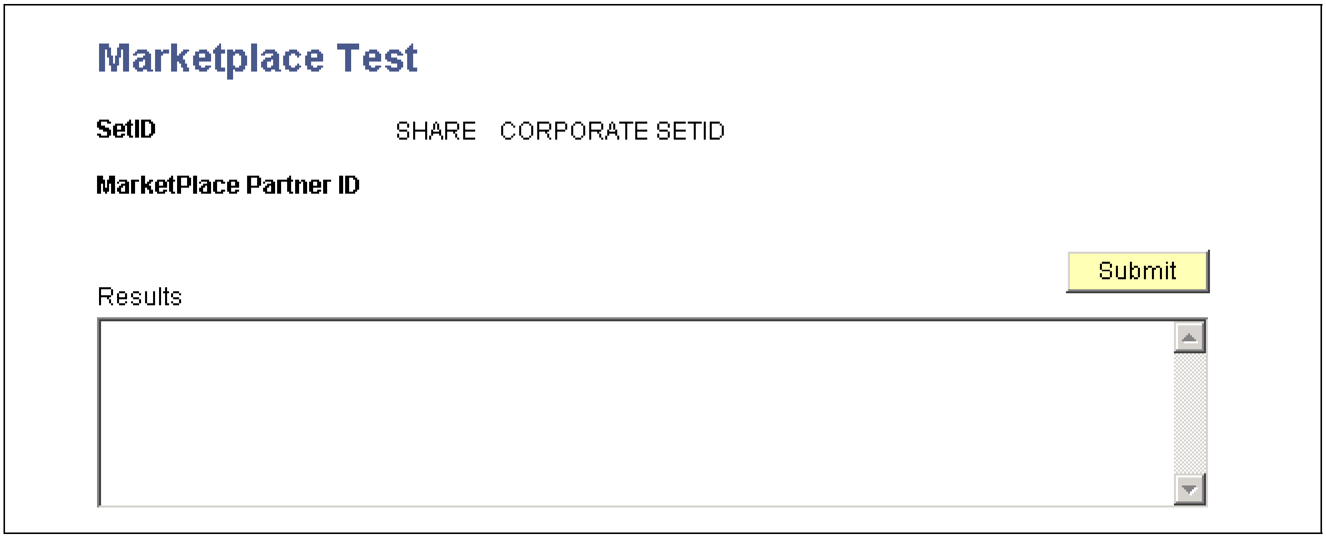
Enter the company information including the User ID and Password to use when logging onto the Marketplace.

Enter the Gateway production and test URL.

See Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," Testing the Transactional Marketplace Integration, page 169 and Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," Moving From a Test Environment to the Production Environment, page 169.

Testing the Transactional Marketplace Integration

Access the Marketplace Test page.



Marketplace Test page

Prior to using the production environment, you should elect to submit a test. This test verifies that PeopleSoft eProcurement is communicating with the Marketplace test environment by sending a predefined purchase order with a predefined test supplier. the purchase order will be a generic, non-configurable, purchase order. It will only be used to test the connectivity, it will not be fulfilled.

Moving From a Test Environment to the Production Environment

Once you have successfully tested the PeopleSoft test environment, the administrator performs these tasks to move the buyer setup data into the production database:

1. Login to data mover for source/test database.
2. Marketplace script *upd304852_01.dms*to import relevant Marketplace definitions:
   - Marketplace buyer.
   - Marketplace registration information.
3. Login to data mover for target/production database.
4. Marketplace script *upd304852_02.dms*to import relevant Marketplace definitions:
   - Marketplace buyer.
   - Marketplace registration information.
5. When you are ready for production, navigate to the Marketplace buyer page and change the URL to the Marketplace production URL.

   See Chapter 7, “Using PeopleSoft eProcurement with a Marketplace,” Setting up Marketplace Buyers, page 124.

Preparing to Use Marketplace Catalog Search

Before you begin using Marketplace catalog search, you must create a link to the Marketplace. This link will appear on the requisition for users to access the supplier catalogs:

1. Create a generic vendor profile for the Marketplace that is then tied to a link supplier configuration. This combination is used to link to the Marketplace web site to the requisition.
2. Set up logins for each location and register each within the Marketplace.
3. Create a vendor profile for each supplier the company does business with.
4. Associate each vendor location with its individual linked supplier; this includes all vendor locations for the Marketplace vendor profile.
5. Create a node for each login ID that is passed from eProcurement to the Marketplace.

Setting up Vendor Profiles

Access the Vendor Profile page.

To enable the Marketplace integration you must complete these tasks:

1. Create a vendor profile for the Marketplace.
2. Create vendor locations for every login ID you have with the Marketplace.
3. Create vendor profiles for each supplier you do business with within the Marketplace.
4. Create link supplier identifiers for each vendor location.

   See Chapter 7, “Using PeopleSoft eProcurement with a Marketplace,” Setting Up Marketplace Suppliers, page 123.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information”.

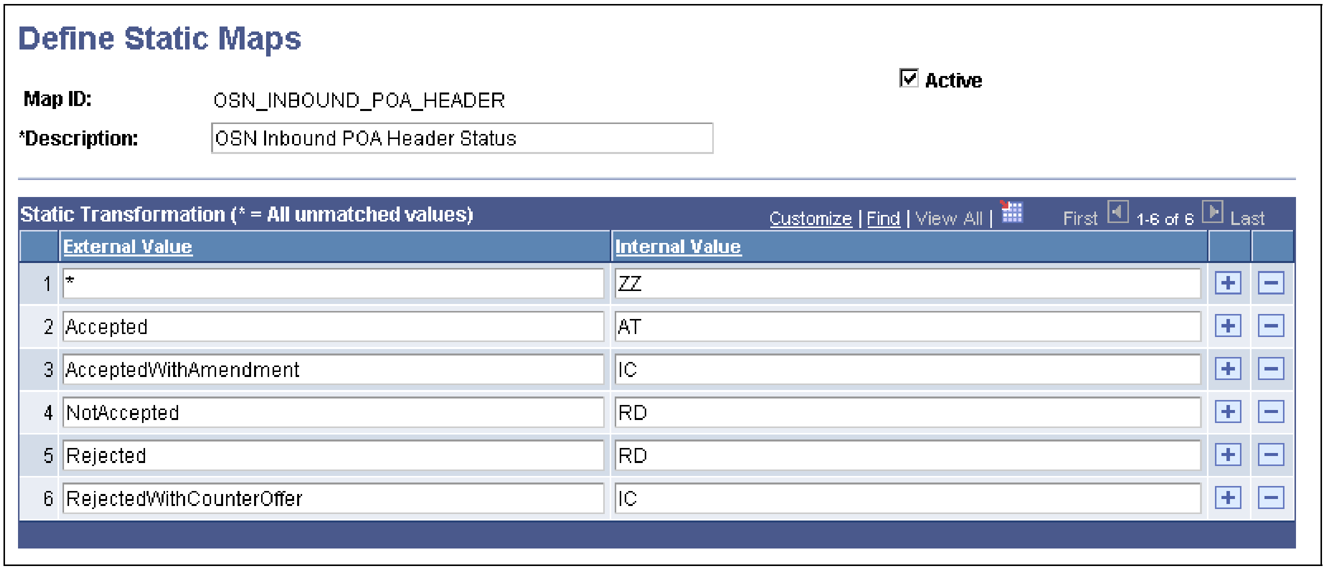
Using Rule Based Catalogs with the Marketplace

Rule based catalogs are a form of security within PeopleSoft eProcurement. As an administrator you have the option of allowing requesters visibility of catalogs, as well as the links to the direct connect suppliers, based on the criteria you define within the catalog security. The Marketplace is considered a direct connect supplier in this case. You can determine requester access based on role, business unit, or a specific requester ID. Think of each Marketplace catalog search link as a different catalog. Use rule based catalogs to aid in determining which catalogs requesters are capable of viewing upon login to the Marketplace.

See Chapter 5, “Importing and Searching Supplier Catalogs,” Understanding Catalog Security, page 85.

Receiving a Purchase Order Acknowledgement

Access the Define Static Maps page.



Define Static Maps page

PeopleSoft is delivered with POA statuses mapped from the Marketplace header and line formats. If you add a new status in the Marketplace, you can add the mapping to the PeopleSoft status codes.

These are the POA header status mappings:

Marketplace Value	xCBL 3.0 Value	PeopleSoft Value (ACK_Status)
Accepted	Accepted	AT (Accepted)
Accepted with Changes	AcceptedWithAmendment	IC (Accepted with Changes)
Cancelled	NotAccepted	RD (Rejected)
Completed	AcceptedWithAmendment	IC (Accepted with Changes)
Not Accepted	NotAccepted	RD (Rejected)
Other	AcceptedWithAmendment	IC (Accepted with Changes)
Payment Required	AcceptedWithAmendment	IC (Accepted with Changes)
Processing	AcceptedWithAmendment	IC (Accepted with Changes)
All Other Statuses	All Other Statuses	ZZ (mutually defined)

The POA line status mappings options are:

Marketplace Value	xCBL 3.0 Value	PeopleSoft Value (ACK_Status)
Accepted	ItemAccepted	AT (Accepted)
Accepted with Changes	AcceptedWithAmendment	IC (Accepted with Changes)
Cancelled	NotAccepted	RD (Rejected)

Marketplace Value	xCBL 3.0 Value	PeopleSoft Value (ACK_Status)
Completed	AllreadyDelivered	IC (Accepted with Changes)
Not Accepted	ItemNotAcceptedByTheSeller	RD (Rejected)
Other	AcknowledgeWithDetailAndChange	IC (Accepted with Changes)
PrePayment Required	Other	ZZ (mutually defined)
Processing	Pending	ZZ (mutually defined)
All Other Statuses	All Other Statuses	ZZ (mutually defined)

See Also

Chapter 11, "Integrating with Direct Connect Suppliers," Mapping PeopleSoft Field Values to Supplier Field Values, page 249

CHAPTER 8

Creating Requisitions in PeopleSoft eProcurement

This chapter provides an overview of requisitions and discusses how to:

- Create requisitions.
- Submit requisitions.

Understanding Requisitions

A requisition in eProcurement is an online form for requesting items or services. After you enter and submit a requisition, you can route it for approval. Approved requisitions are then sourced to a purchase order and dispatched to the vendor. The supplier fulfills the order by shipping the requested items.

Before you enter requisitions into the system, you must be authorized to process requisitions on the User Preferences page. Also, the user ID must be identified as a requester on the Requester Setup page, where you add defaults for requisitions.

See Chapter 4, "Determining eProcurement Functional Implementation Options," Defining User Preferences for PeopleSoft eProcurement, page 77.

Requisition Navigator

When you create or change a requisition, a group of links appear above the requisition page. They display the different stages of requisition creation: Define Requisition, Add Items and Services, and Reviewing and Submitting. As you go through requisition creation, the stage that you are currently using is highlighted. To advance or return to a stage, select the stage.

Requisition Summary

The summary, or shopping cart, appears as a sidebar to the left, at the bottom of the PeopleSoft menu. The requisition summary displays all the items that you have added to the requisition (item description, quantity ordered, unit of measure), plus the number of line items on the order and their total amount expressed in the transaction currency.

Requisition Item Browse and Search

PeopleSoft eProcurement uses browse and search features to assist you in finding items to include in requisitions. A basic search enables simple browsing and searching of requisition items. In addition, you can perform a more advanced search, as well as a parametric search of selected attributes. You can update search settings and perform exact word searches.

Item Templates

You can reduce the time needed to enter requisitions by creating item templates, which consists of sets of items that you frequently order together. During order entry, use the templates to add these items to the requisition without searching the item catalog.

PeopleSoft eProcurement offers these templates:

Personal templates	Personal templates, which are created from frequently used requisitions, are private and accessible only to the user who creates them.
Business templates	Business templates, also called kits, are used throughout the business. Only users with the correct authority can create or change business templates, but all users in the PeopleSoft Purchasing business unit have access to them. To maintain business templates for PeopleSoft eProcurement use the Purchasing Kits feature. To access the feature, select eProcurement, Administer Procurement, Maintain Item, Purchasing Kits.

After a template has been added to a requisition, you can change the quantity of any item, delete items, or add additional items to the request. When you add a template to a requisition, the system adds only the active items in the template to the requisition. Click the Expand Section button to see more information about items within a template and how many of each item are to be added to the requisition.

Enter the number of sets to add to the requisition in the Qty field and click the Add button.

Note. Item templates, which can include items from the standard item catalog, special request items, or items from PeopleSoft Services Procurement, are designed for groups of items. To save a single item, use the favorites lists.

See Also

Chapter 5, “Importing and Searching Supplier Catalogs,” page 79

Chapter 3, “Determining eProcurement Technical Implementation Options,” Attaching Role Actions to User Roles, page 38

Common Elements Used in This Chapter

AM Unit (asset management unit)	Select a PeopleSoft Asset Management business unit to capitalize all items on this requisition in PeopleSoft Asset Management. This entry overrides values that otherwise appear by default from the item definitions.
Amount	Displays the total item price in the transaction currency from the requisition.
Account	Change this value only to change the standard accounting structure.
Accounting	Click to access general ledger information and define accounting rules for items that you are adding to a requisition.
Apply	Click this button to apply the changes that you’ve made, for example, changes to shipping or accounting information.

Asset Profile ID or **Profile ID**	Select an ID to capitalize all items on this requisition in PeopleSoft Asset Management. This entry overrides values that otherwise appear by default from the item definitions.
Capitalize	Select to indicate that the items on this requisition should be capitalized in PeopleSoft Asset Management. This check box is available only if a PeopleSoft Asset Management business unit is selected.
Category	Displays the item category from the Item Definition - General page.
Catalog	Displays the name of the PeopleSoft catalog in which this item is located. Define item catalogs with PeopleSoft Tree Manager.
Consolidate with other Reqs (consolidate with other requisitions)	Select to consolidate multiple requisitions for the same vendor into one purchase order.
Delete	Click to remove a selected item from a requisition.
Department	Displays any default value from the requester definition.
Due Date	The date that the shipment is scheduled to arrive at the destination (ship to location).
Find Items	Click to add items to the requisition. As items are added to a requisition, they appear in the Requisition Cart component on the left side of the current page.
GL Unit (general ledger unit)	Displays the PeopleSoft General Ledger business unit that is defined on the Purchasing Definition - Business Unit Definition page.
IN Unit	The Inventory business unit where the items should be put away once they are received.
Location Code	Displays the internal location for the delivery of this requisition; for example, office number, lab name, and so on. The value comes from the requester setup definition.
Manufacturer	Indicates the item's manufacturer, which is assigned on the Manufacturer's Item page.
Manufacturer's Item ID	Displays the item ID that the manufacturer uses, which is assigned on the Manufacturer's Item page.
Mfg ID (manufacturer's ID)	Identifies the item's manufacturer. This value populates from the Vendor's Manufacturer Info page.
Mfg Itm ID (manufacturer item ID)	Displays the identifier that the manufacturer uses for this item when the suggested vendor supplies the item. This value appears from the Vendor's Manufacturer Info page.
Modify Shipping Address	Click to access the Shipping Address page where you can change the shipping address.
Percent	Enter a percentage of the quantity or the amount to distribute. The system updates either the Amount or Quantity field value, depending on the selection in the Distribute by field.

Price	Displays the vendor's unit price and currency for the item, which are assigned on the Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) page.
Product	Identifies a product.
Project ID	You can enter any information that is relevant to the project.
Quantity	Enter the quantity of items that you want distributed on this distribution line. This field appears only if you select *Qty* as a distribution method in the Distribute by field. The system updates the value in the Percent field based on the entry.
Requester	The user ID of the person the requisition is created for.
Select All/Deselect All	Click to select all items or to clear all selections in a list. The check box appears beneath the list to which it pertains.
Ship To	Displays the organization ship location that the vendor should use for delivery for this requisition. The ship to code populates this field from the requester definition.
Standard Price	Displays the standard price from the item's Purchasing Attributes page.
Status	Displays the status of a requisition. Values are *Open, Pending, Approved,* and *Complete.*
Unit of Measure	Displays the unit of measure from the Vendor's UOM & Pricing Info page for this item. On the Units of Measure page Items, Define Items and Attributes, Units of Measure there is a field Default Req UOM. The unit of measure that will be displayed to the requester will be the one marked as the Requisition unit of measure. If this flag is not checked, then, the item vendor unit of measure or standard unit of measure will be displayed. See *PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Working with Items," Using Item Quantity UOM. **Note.** If the requester is assigned to eProcurement role action VIEW_ORDERING_UOM, and the item is set up with a default requisition unit of measure, the default requisition UOM will display on the requisition. See Chapter 3, "Determining eProcurement Technical Implementation Options," Attaching Role Actions to User Roles, page 38.
UPN ID (universal product number ID)	Enter the UPN ID that is assigned to a unique combination of item ID, manufacturer ID, and unit of measure. The UPN appears on the Item Description page when it is tied to an item manufacturer.
Vendor	Displays the vendors that supply this item. This information appears by default from the Item Vendor page.
Vendor Item ID	Displays the ID that the vendor uses to identify this item on the Item Vendor page.
Vendor Loc (vendor location)	Displays the location of the vendor. The default is based on the value that is defined for the vendor.

Vendor Look Up	Click to access the Vendor Search page where you can enter information to find a vendor.
Vndr Catlg (vendor catalog)	Displays the vendor catalog identifier that appears from the Purchasing Attributes - Item Vendor Priority page.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Purchasing Item Information," Defining Purchasing Item Attributes

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining Purchasing Processing Options

Creating Requisitions

This section provides an overview of requisition creation and discusses how to:

- Define requisitions.
- Find requisition items.
- View search results.
- View item details.
- Select favorite items to include in requisitions.
- Use template items to create requisitions.
- Select forms to include in requisitions.
- Select direct connect suppliers for requisitions.
- Add special requests to requisitions.

Understanding Requisition Creation

Adding a requisition using PeopleSoft eProcurement is accurate and efficient with easy to understand pages. The key to quick requisition entry is defining the proper default structure, so that you don't need to change information on the requisition. For a requisition with no changes to the default structure, you can enter the items, review the request, and submit it using two PeopleSoft pages: the Add Items and Services page and the Review and Submit page. For more complex requisitions, PeopleSoft provides a number of links to additional information.

Pages Used to Create Requisitions

Page Name	Object Name	Navigation	Usage
Define Requisition	PV_REQ_HDR_DEFAULT	eProcurement, Create Requisition	Define requisitions, including the purchasing business unit and requester for the requisition. You can also define requisition line default values.

Page Name	Object Name	Navigation	Usage
Vendor Search	PV_VNDR_LOOKUP_WRK	Click the Vendor Lookup button on the page.	Search for requisition vendors. This page is accessible from numerous requisition creation pages.
Shipping Address	REQ_DFLT_ADDR	Click the Modify Shipping Address link on the Settings page.	Temporarily override shipping address information. See Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," Modifying Shipping and Accounting for Requisition Lines, page 195.
Catalog	PV_SRCH_REQ_PARAM	eProcurement, Create Requisition, Add Items and Services Select the Catalog tab on the Add Items and Services page.	Find requisition items.
Search Settings	PV_SRCH_REQ_PREF	Click the Search Settings link on the Catalog page. This link appears only if you use the Verity search engine.	Define the number of rows of results you wish to display per page.
Item Description	PV_ITM_DESCR, PV_NEW_ITM_DESCR	• Click the item's description link on the Add Items and Services page. • Click the item's description link on the Review and Submit page. • Click the item's description link on the Template Name page.	View item details.
Favorites	PV_REQ_ITM_FAVS	eProcurement, Create Requisition, Add Items and Services Select the Favorites tab.	Select favorite items to include in requisitions.
Templates	PV_REQ_TEMPLATES	eProcurement, Create Requisition, Add Items and Services Select the Templates tab.	Use template items to create requisitions.

Page Name	Object Name	Navigation	Usage
Services	SPF_REQ_INFO_PG	eProcurement, Create Requisition, Add Items and Services Select the Services tab.	Include services in requisitions. Used for Service Procurement only. See *PeopleSoft Enterprise Services Procurement 8.9 PeopleBook*, "Creating and Managing Requisitions," Creating a Services Resource Requisition Line.
Forms	PV_REQ_SR_WIZ_MAIN	eProcurement, Create Requisitions, Add Items and Services Select the Forms tab.	Select forms to include in requisitions.
Web	PV_MERCHANTS	eProcurement, Create Requisition, Add Items and Services Select the Web tab.	Select direct connect suppliers for requisitions.
Special Request	PV_REQ_SPECIALREQ	eProcurement, Create Requisitions, Add Items and Services Select the Special Request tab.	Add special requests to requisitions.

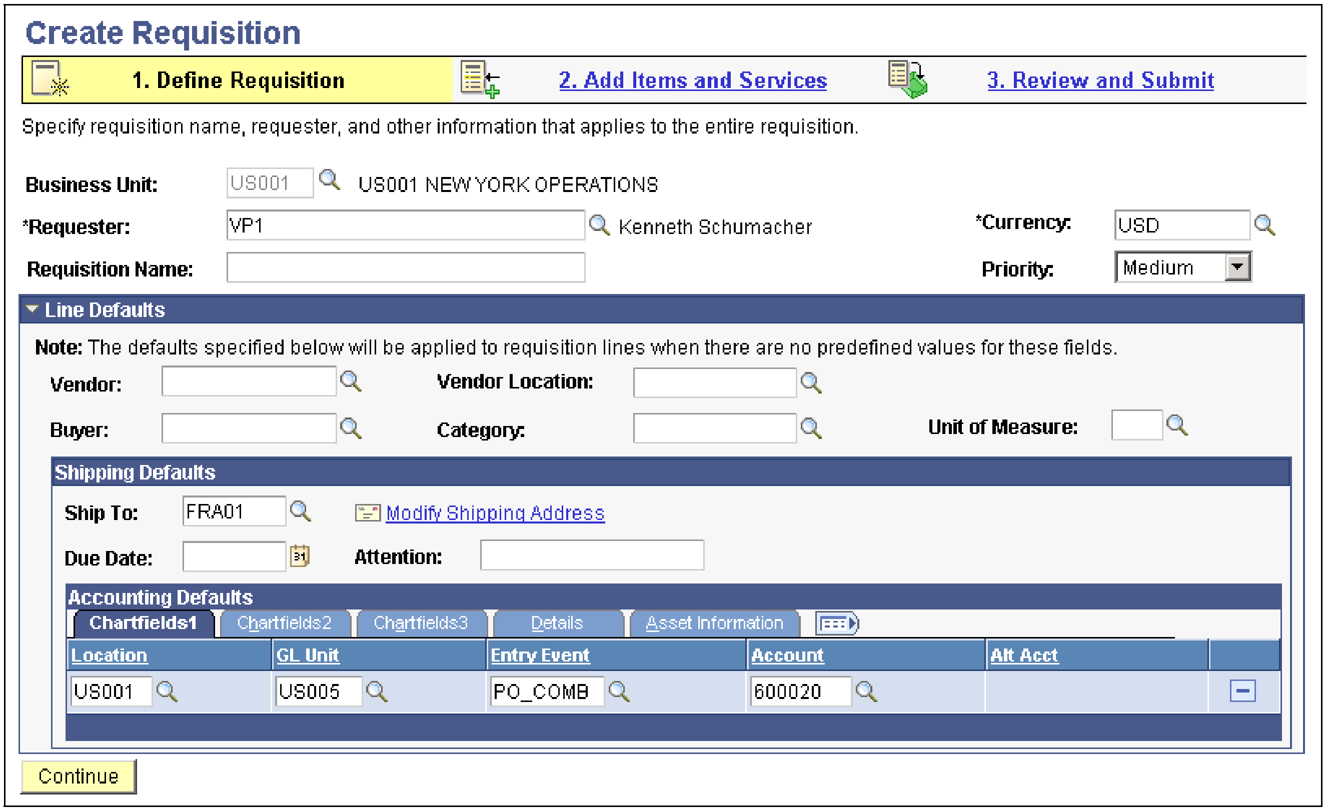
See Also

Chapter 3, "Determining eProcurement Technical Implementation Options," Attaching Role Actions to User Roles, page 38

PeopleSoft Enterprise Services Procurement 8.9 PeopleBook, "Creating and Managing Requisitions," Requisitions

Defining Requisitions

Access the Create Requisition page.



Create Requisition page

This page enables you to define information for a new requisition. To access the page, you must have a user profile that includes a user role with the PeopleSoft eProcurement CHANGEREQBU role action. The PeopleSoft set up determines the allowed business units and requester names for the user profile. As you add items to the requisition, they appear in the Requisition Summary along with cost information.

Note. Requesters with the eProcurement role action of NOVICEREQSTR, will not be able to access this page.

Requester

Enter the name of the person requesting these materials or services. This can be the name or you can purchase on behalf of another person. To purchase on behalf of another user, these requesters must be defined on the User Preferences page.

Requisition Name

(Optional) Enter a description of the request to help you identify this requisition as it flows through the system. The request can also be tracked using the requisition ID assigned when it is saved.

Currency

The currency selected for the business unit displays here. This can be overridden if the business unit allows for multi-currency processing.

Priority

Enter a priority for reporting or query purposes.

See Chapter 3, "Determining eProcurement Technical Implementation Options," Attaching Role Actions to User Roles, page 38.

Defining Requisition Line Default Values

The fields that you enter on this page applies to the entire requisition. You can override these values on the requisition line or at the shipment or distribution level. Default values that appear in these fields come from the item definition—according to the item default hierarchy in PeopleSoft eProcurement and Purchasing. When no predefined values exist, the data you enter in the line defaults section replaces blank fields as defaults.

Vendor Select the vendor from the items on this requisition. This overrides the default vendor ID. The default location for the selected vendor appears to the right of the Vendor field. You can select a different location. However, use caution when changing the vendor location. Purchase orders are not sent to marketplace unless the vendor ID and vendor location match those values defined on the Linked Supplier Setup page. To access the page, select eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Suppliers.

Vendor Location View the location of the vendor. The default is based on the value that is defined for the vendor.

Buyer Select a buyer for this requisition. At the requisition line level, the system uses the buyer from the item definition or item vendor.

Category Define a default category for this requisition.

Unit of Measure Define the unit of measure for use on this requisition.

Ship To The standard address to which most of the requisition is delivered.

Modify Shipping Address Click to access the Shipping Address page, where you can enter a shipping address that is not in the standard ship to location codes.

Due Date The standard date you wish to receive the items on this requisition.

Attention Enter the person from who you want to receive notification about this shipment. The system includes this field value on outbound purchase orders to the Marketplace.

Accounting Defaults Enter ChartField and asset management information.

Note. The ChartField values on this page are described further in the preface of this PeopleBook.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining and Using ChartFields”

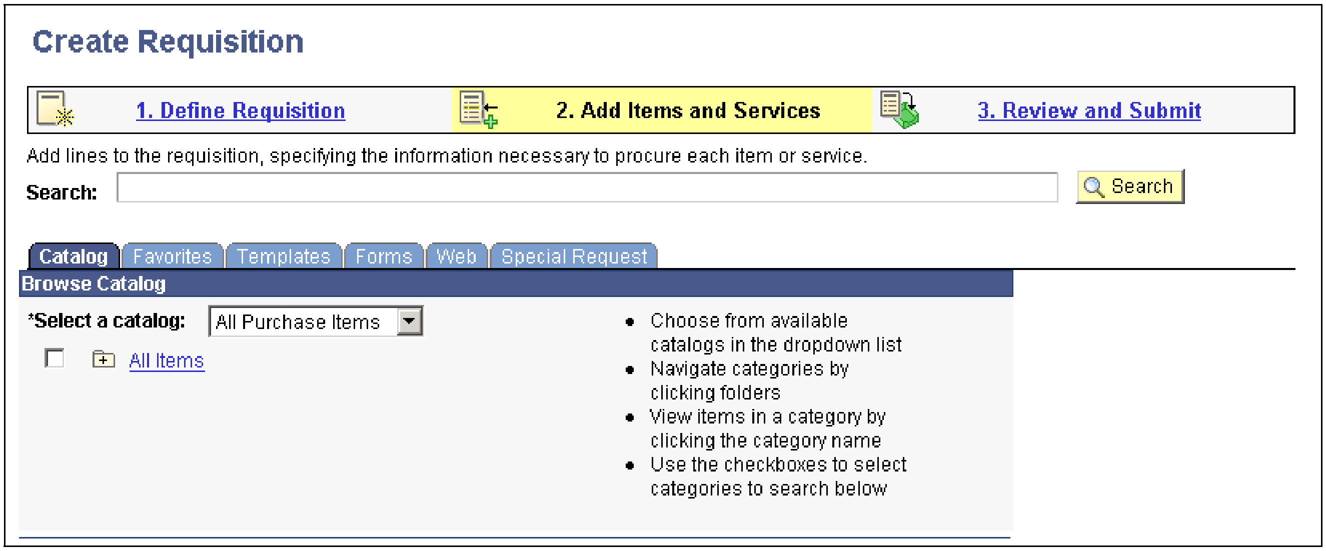
PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, “Setting Up Basic Commitment Control Options”

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Importing Vendor Information”

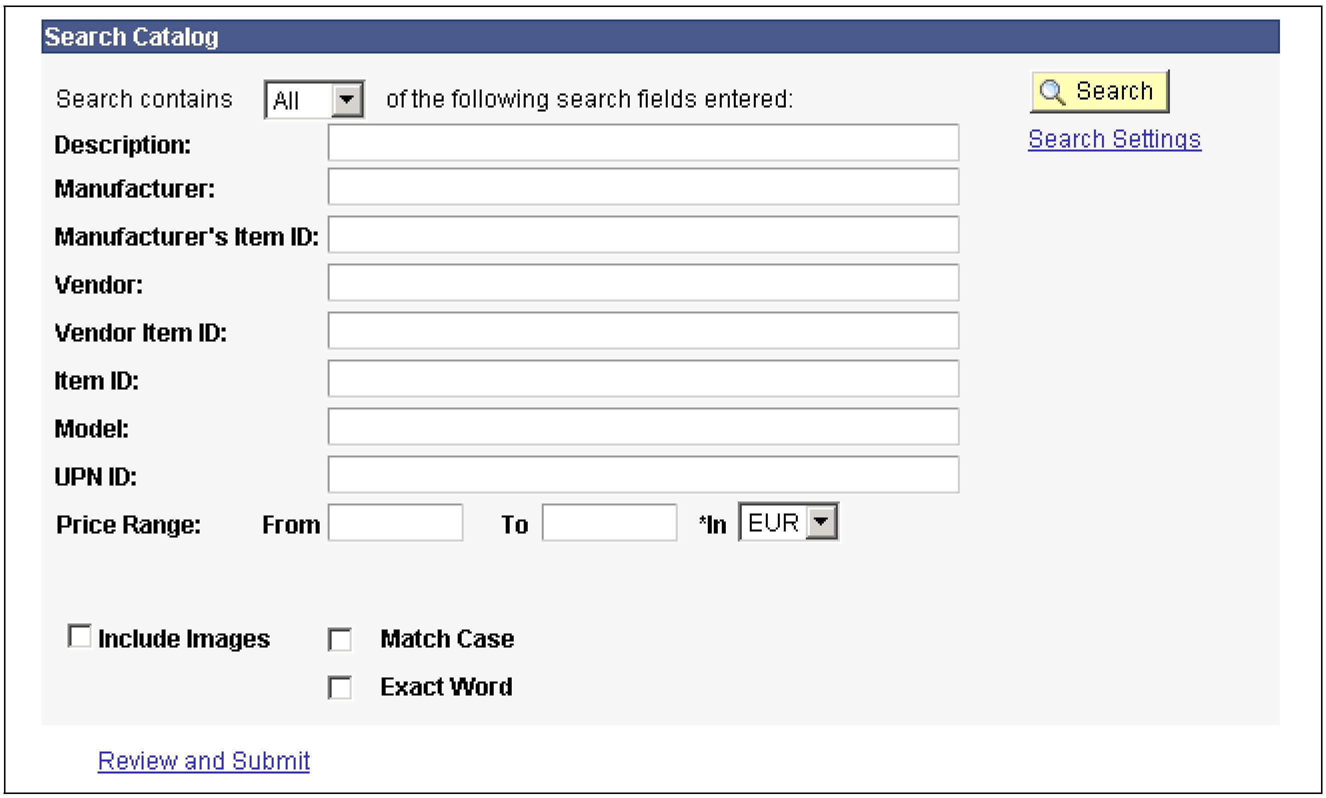
Chapter 3, “Determining eProcurement Technical Implementation Options,” Attaching Role Actions to User Roles, page 38

Finding Requisition Items

Access the Catalog page.



Catalog page (1 of 2)



Catalog page (2 of 2)

Use this page to find items for a new or existing requisition. You can search for items to include in a requisition by:

- Using the Search field to enter key words or phrases for a search.

  This search looks for items in catalogs, favorites list, templates, services, forms, and the web and displays the results of the search in collapsible grids.

- Browsing catalogs.

This search method defines which catalogs the system uses when checking for an item. Using a tree, you can further define catalog categories.

- Searching catalogs for item attributes such as manufacturer, item ID or vendor name, and price ranges.

  After you enter search criteria, click the Search button to complete the search.

Search

Enter a value to search on from the item description. The system searches all catalogs for items that match the criteria that you enter. Other fields defined for the item, such as, vendor name, manufacturer name, item ID, manufacturer ID, vendor ID, vendor item ID, or manufacturer item ID can also be searched from here depending on the set up of the system.

Use any combination of letters, numbers, and spaces. The field is not case-sensitive. Don't use quotation marks, Boolean search qualifiers, wild cards, punctuation marks (except for the apostrophe), or special characters, such as %, |, ^, #, @, $, (, and). To initiate a search, click the Search button.

Note. Consecutive words are treated as a phrase, and the search finds words that appear in that order. For example, a search for bike frame finds results such as bike frame, steel and bike frame, aluminum, but not auto frame or frame support.

Note. If you use the Verity search engine, you can use Boolean search terms such as *AND, OR,* and *NOT* as connectors.

Search Catalog

Enter search criteria in the appropriate search fields to search through the item catalogs.

Note. To use the browse functionality, you must create item catalogs using a PeopleSoft tree. Then attach the item catalog to each business unit or requester who should have access.

Show Additional Attributes

Click to display additional attributes based on category.

Note. Attributes must be loaded for both the item and the category for this link to work.

Hide Additional Attributes

Click to hide any additional attributes.

Include Images

Select if you have image files associated with the items, and wish to display the image during search.

Match Case

Select if you want to have the search engine locate exact lower and upper case matching.

Note. Valid only when using Verity.

Exact

Select if you want the system to match the exact wording of the requester when conducting a search.

Note. Valid only when using Verity.

Search — Click to perform a search using the catalog and categories you selected. You can further define the search criteria using the fields in the Search Catalog component. After you perform the search, you can use the results to incorporate into a requisition or add to the favorites list.

Search Settings — Defines how the search page displays. You can determine how many result lines display, if the search criteria displays, and whether or not to have a message display that indicates when selection criteria will no longer be valid. If you have set up the installation options for Verity, you can also then select fields for searching. These fields vary depending on the set up.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Implementing the Verity Search Engine".

Search Results

The search results appear after you enter criteria and click the Search button.

To view the items within a section, click the Expand button. You can also perform another search on this page.

Add Items — Click to add items to the requisition along with the item quantities that you defined. The items with a defined quantity are added to the requisition. Then, you are automatically taken to the Review and Submit page.

Forms — Based on the set up for item searches, the system could display any express forms that meet the search criteria.

Web — Based on the set up for item searches, the system could display any items from direct connect suppliers that meet the search criteria. You can link directly to their web sites and enter orders. The system transfers the orders back and automatically creates a PeopleSoft eProcurement requisition. Using a similar process, buyers can then create a purchase order from the requisition and source it to the supplier.

Sort Items — Select to sort the search results by*Item Description, Manufacturer, Price,* or *Vendor.*

Hide Image — Click to prevent item images with the description from appearing.

Show Image — Click to display item images with their description. Images appear only if they are available.

Items might appear in this area before a search is performed if they are in the All Items category.

Search results include:

Item Description — Click the item's description to access the Item Description page where you can view details about the item.

Vendor — Displays the name of the vendor who supplies this item. The system uses the vendor's default location. You can change to another location with the Requisition Defaults page. If more than one vendor supplies the same item, you might see multiple rows for the item. To view more than one vendor, you must have the eProcurement VIEW_ALL_VENDORS role action.

Preferred Vendor — Appears next to any row with a preferred vendor in the Vendor Name column.

Add Multiple Items	Click to add multiple items to requisitions. When you click the button, the system adds items to the requisition that has a check mark in its corresponding check box. Items with a defined quantity are added to the requisition. If you are using the PeopleSoft eProcurement role action of NOVICEREQSTR, then you are automatically taken to the Review and Submit page.
Add to Favorites	Click to add the selected item to the favorites.
Compare	To compare two items side-by-side, select the check boxes to the left of the item descriptions and click this link. This enables you to compare the item results with other items from the selected category that share the same attributes.

Note. To use this feature, you must load or enter attributes into the PeopleSoft Item Master tables. After attributes are loaded or entered, users can view a comparison matrix at the bottom of the Search Catalog page.

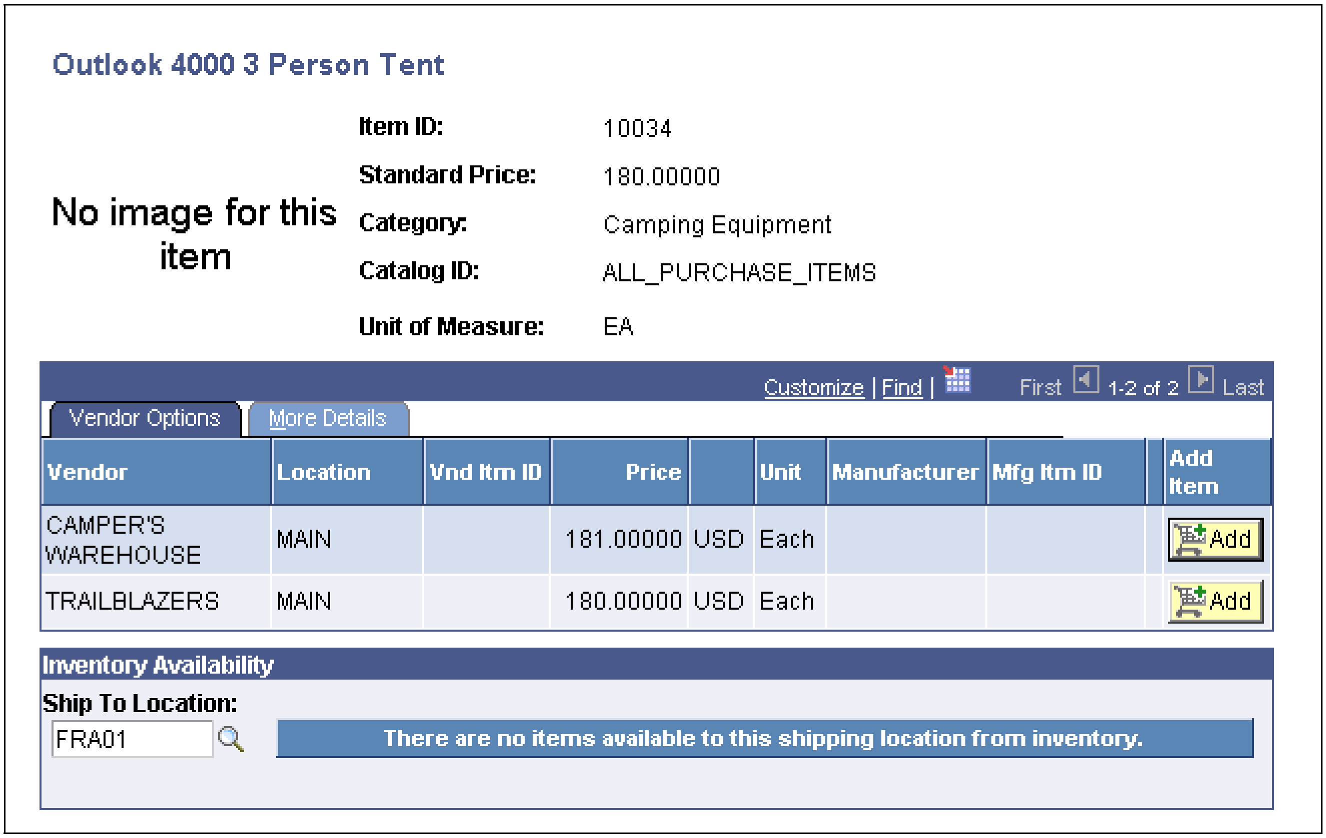
See Also

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, “Implementing the Verity Search Engine”

Chapter 3, “Determining eProcurement Technical Implementation Options,” Attaching Role Actions to User Roles, page 38

Viewing Item Details

Access the Catalog Item Description page.



Outlook 4000 3 Person Tent

No image for this item

Item ID: 10034

Standard Price: 180.00000

Category: Camping Equipment

Catalog ID: ALL_PURCHASE_ITEMS

Unit of Measure: EA

Customize | Find | First 1-2 of 2 Last

Vendor Options | More Details

Vendor	Location	Vnd Itm ID	Price		Unit	Manufacturer	Mfg Itm ID	Add Item
CAMPER'S WAREHOUSE	MAIN		181.00000	USD	Each			Add
TRAILBLAZERS	MAIN		180.00000	USD	Each			Add

Inventory Availability

Ship To Location: FRA01

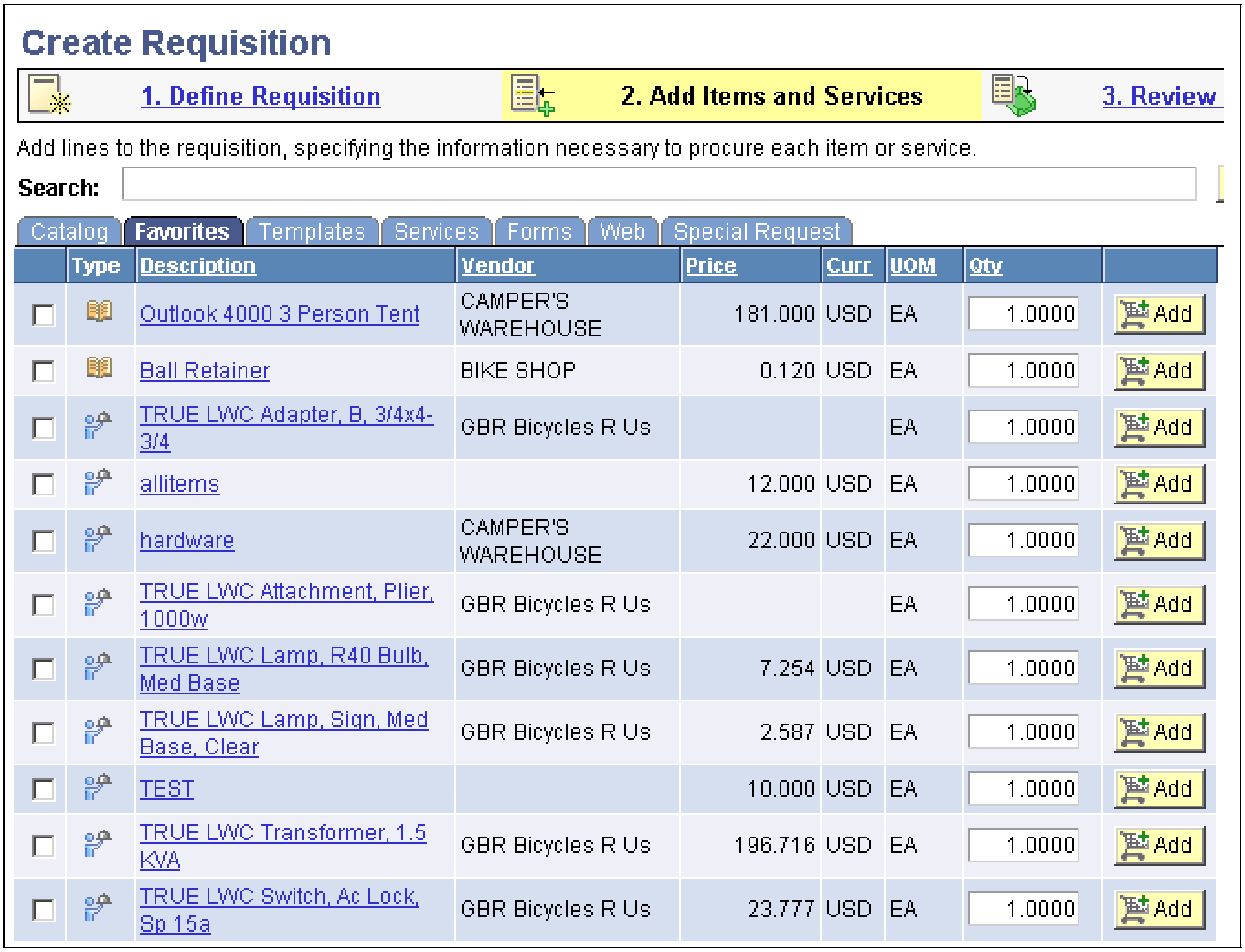
There are no items available to this shipping location from inventory.

Catalog Item Description page

Use the Item Description page to view price, item ID, primary vendor, manufacturer, and item category. When you are adding an item using favorites, searching, or browsing, then you can also view all vendors and the available quantities in the Inventory business units. Click the Show Image link to display images if they are available.

Selecting Favorite Items to Include in Requisitions

Access the Favorites page.



Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Services | Forms | Web | Special Request

	Type	Description	Vendor	Price	Curr	UOM	Qty	
		Outlook 4000 3 Person Tent	CAMPER'S WAREHOUSE	181.000	USD	EA	1.0000	Add
		Ball Retainer	BIKE SHOP	0.120	USD	EA	1.0000	Add
		TRUE LWC Adapter, B, 3/4x4-3/4	GBR Bicycles R Us			EA	1.0000	Add
		allitems		12.000	USD	EA	1.0000	Add
		hardware	CAMPER'S WAREHOUSE	22.000	USD	EA	1.0000	Add
		TRUE LWC Attachment, Plier, 1000w	GBR Bicycles R Us			EA	1.0000	Add
		TRUE LWC Lamp, R40 Bulb, Med Base	GBR Bicycles R Us	7.254	USD	EA	1.0000	Add
		TRUE LWC Lamp, Sign, Med Base, Clear	GBR Bicycles R Us	2.587	USD	EA	1.0000	Add
		TEST		10.000	USD	EA	1.0000	Add
		TRUE LWC Transformer, 1.5 KVA	GBR Bicycles R Us	196.716	USD	EA	1.0000	Add
		TRUE LWC Switch, Ac Lock, Sp 15a	GBR Bicycles R Us	23.777	USD	EA	1.0000	Add

Favorites page

Favorites are frequently ordered items that you can maintain in a single location. You can create a list of frequently ordered (favorite) items and use the list to add items to a requisition without searching the item catalog. The list that you create is private—accessible only to you—and is stored under the user ID. The list can be built from items in PeopleSoft eProcurement or PeopleSoft Services Procurement.

This page displays the most current favorite items defined. To add a favorite item to this requisition, click the Add button. You can update quantities when you check out.

Note. To save a group of items that are ordered together, use item templates.

The Type field appears where the item that appears in a favorites list originated. Types include catalog, templates, services, forms, and direct merchants. Drag the cursor across the button to see where the item originated. To view more information about an item, click the Item Description link.

Adding Items to a Favorites List

You can add items to the favorites list during requisition entry by using the Review and Submit page or the Search Catalog page. Select one or more items using the check box to the left of the item description and click the Add to Favorites link. A message appears confirming that the items have been added to the favorites list. You do not need to save the requisition to add favorites.

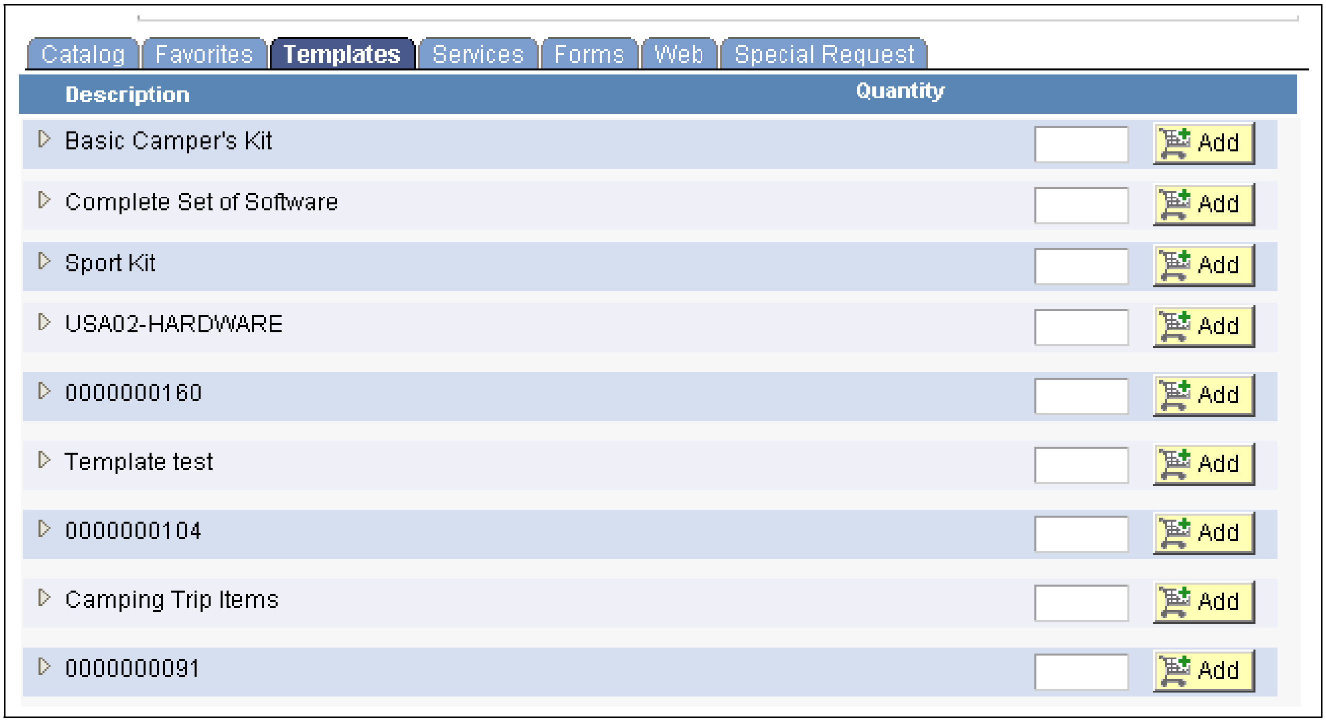
Deleting Items From a Favorites List

You can delete favorite items by using the Favorite page. To delete a favorite, select it and then click the Delete button.

Note. Items with an expired unavailability date on the Purchasing Attributes page or an *Inactive* item status on the Define Item - General: Common page do not appear here.

Using Template Items to Create Requisitions

Access the Templates page.



Templates page

Click the Expand Section button to view items that belong to the template. After expanding the section, you can select the Description to sort the items and view each item's quantity. Use the Qty (quantity) field to enter the number of sets that you want.

Click the Add button to add all items in the template to the requisition.

Creating Personal Templates

To create a personal template:

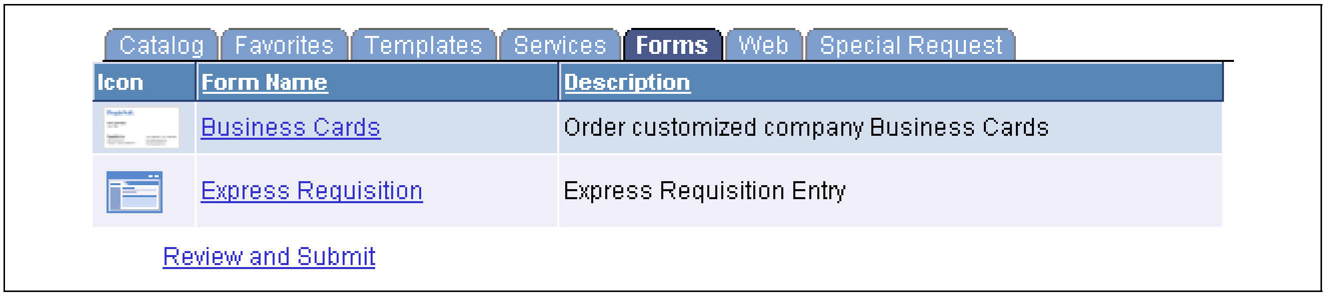
1. Access the Create Requisition page and use the Add Items and Services page to locate all of the items that you want to include on the new template.
2. Access the Review and Submit page.
3. Enter the correct item quantity for the template. Optionally, you can enter the shipping and cost distribution information.
4. Enter a template name in the Requisition Name field.
5. Select the Save As Template check box.

6. Click the Save and Submit button.

The next time that you create a requisition, you can add the items in this template to the requisition. The items in a template are saved under a template name. Use this name when copying template items to a requisition.

Selecting Forms to Include in Requisitions

Access the Forms page.



Forms page

Express forms enable you to use a standardized form to order products that might need additional supporting information.

If you set the system up for express requisition, requesters with appropriate eProcurement role actions are able to view the express requisition links.

See Also

Chapter 9, “Using Special Requests and Express Forms to Create Requisitions,” Understanding How to Create Express Forms, page 208

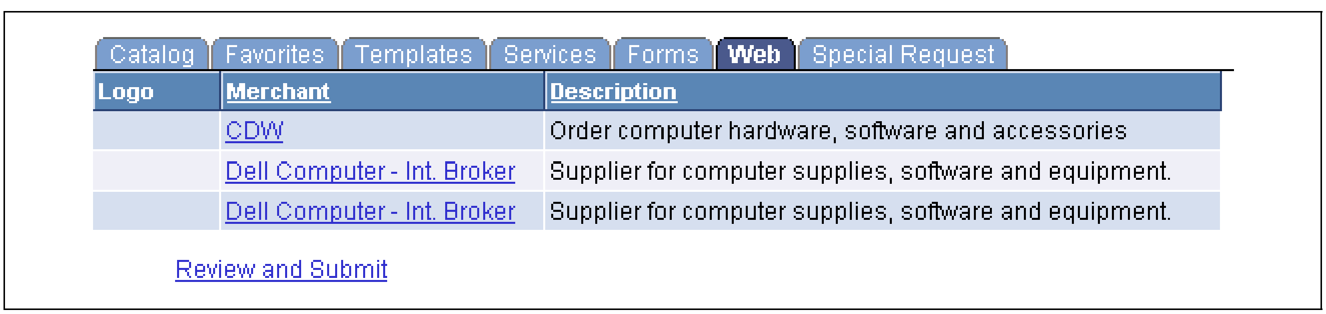
Chapter 9, “Using Special Requests and Express Forms to Create Requisitions,” Ordering Items From Express Forms, page 212

Chapter 9, “Using Special Requests and Express Forms to Create Requisitions,” Understanding Express Requisitions, page 213

Chapter 3, “Determining eProcurement Technical Implementation Options,” Attaching Role Actions to User Roles, page 38

Selecting Direct Connect Suppliers for Requisitions

Access the Web page.



Web page

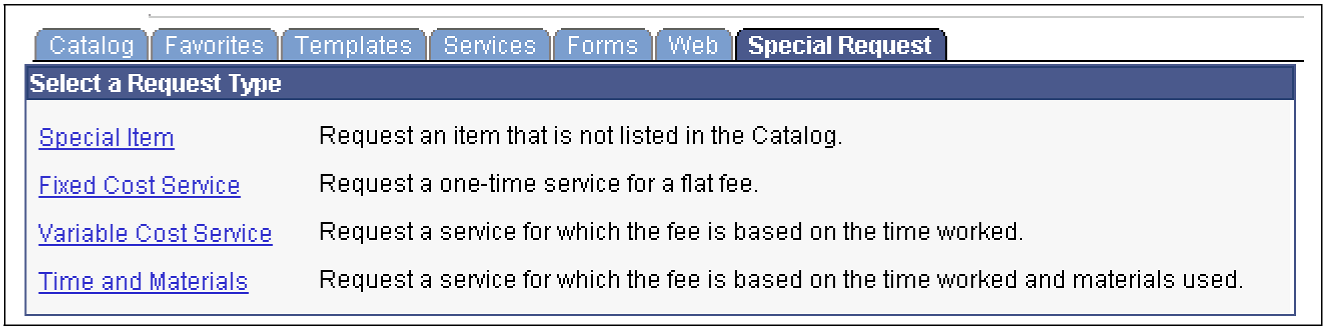
Use this page to select a direct connect supplier from which you can select items to add to this requisition.

See Also

Chapter 11, "Integrating with Direct Connect Suppliers," page 235

Adding Special Requests to Requisitions

Access the Special Request page.



Special Request page

Use the Special Request page to create requisition for items or goods that are not included in the standard catalog of items in PeopleSoft eProcurement and has no item ID. This special request can be for goods or services.

See Also

Chapter 9, "Using Special Requests and Express Forms to Create Requisitions," Understanding Special Requests and Express Forms, page 201

Chapter 9, "Using Special Requests and Express Forms to Create Requisitions," Requesting Special Items, page 203

Chapter 9, "Using Special Requests and Express Forms to Create Requisitions," Requesting Special Services, page 204

Submitting Requisitions

After defining items for a requisition, use the Review and Submit link to review the contents of the requisition, make final adjustments, or add last-minute items to the requisition.

This section discusses how to:

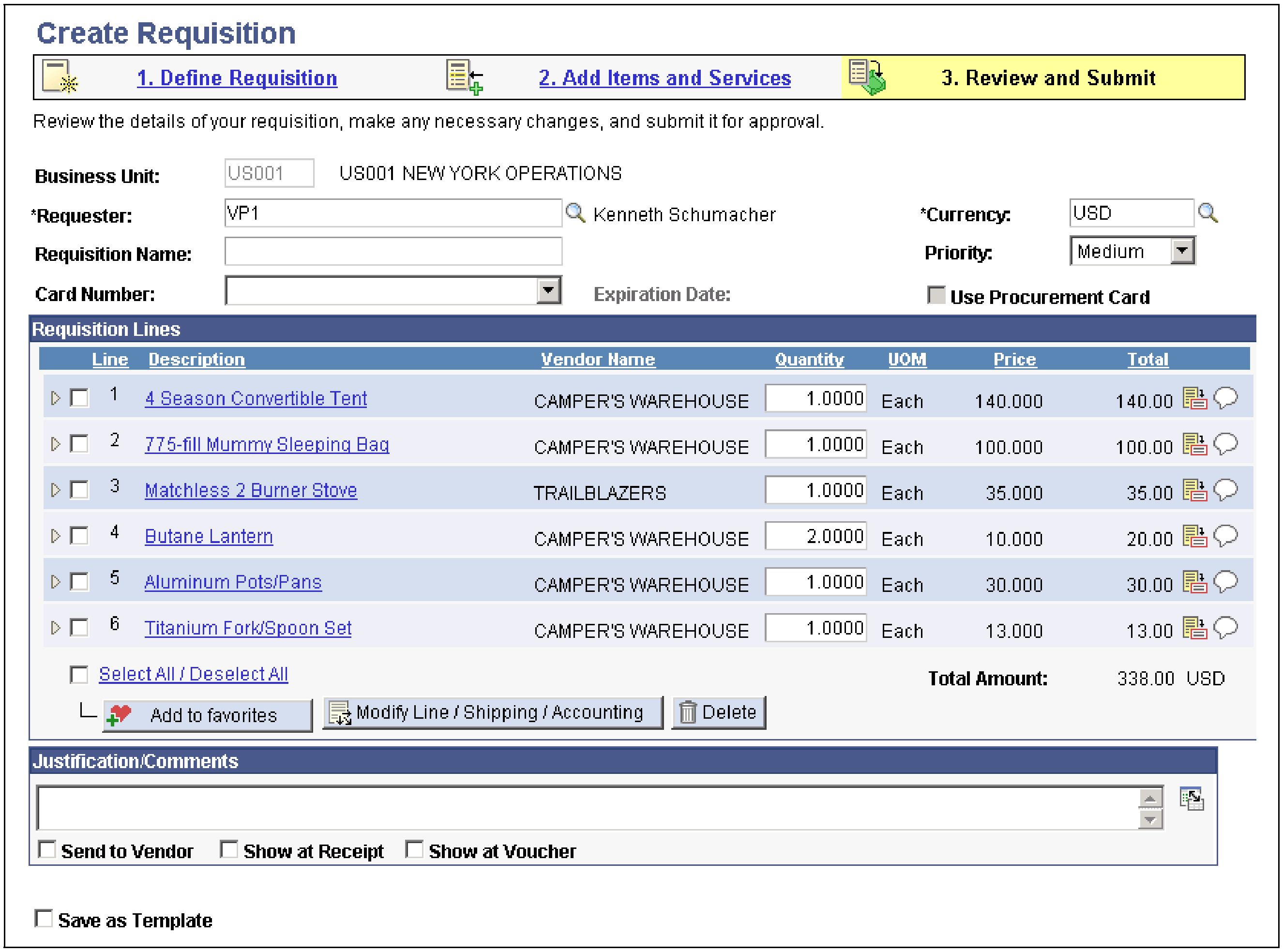
- Review and edit requisitions to check out.
- Change shipping instructions for requisition lines.
- Change accounting details for requisition lines.
- Confirm requisition checkout information.
- Modify line, shipping and accounting information for requisitions.

Pages Used to Submit Requisitions

Page Name	Object Name	Navigation	Usage
Review and Submit	PV_REQ_FORM	eProcurement, Create Requisition Click the Review and Submit link.	Review and edit requisitions that have not yet been submitted for approval. Also, to submit requisitions for approval.
Modify Line/Shipping/Accounting	PV_REQ_APLY_DEF	Click the Modify Line/Shipping/Accounting button on the Review and Submit page.	Change shipping instructions and accounting details for requisition lines.
Schedule VAT	REQ_SCHED_VAT	Click the Schedule VAT button on the Review and Submit page.	Maintain value-added tax details for schedules.
Confirmation	PV_REQ_WF_PREVIEW	Click the Save and Preview button on the Review and Submit page.	Confirm requisition checkout information.
Line Details	PV_REQ_LINE_DTLS	Click the Line Details button on the Review and Submit page.	Edit additional details for a line, such as the buyer, vendor, and other line-specific information.
Line Comments	PV_REQ_COMMENTS	Click the Comments button on the Review and Submit page.	Record a comment about an item and add an attachment.

Reviewing, Editing, and Submitting Requisitions

Access the Review and Submit page.



Review and Submit page

Use this page to review or edit a requisition before it is submitted for approval.

Requester

Displays the name of the requester for this requisition. To purchase on behalf of another requester, you can change this field; however, you must have the CHANGEREQBU role action from the eProcurement Role Actions page assigned to the user roles in the user ID. Also, the user preferences for the user ID must specify that you are authorized to enter for other requesters.

Requisition Name

Enter a requisition name or number. If this field is blank, the system assigns a requisition ID that is based on the Purchasing business unit's sequence for requisitions.

Currency

The base currency used to calculate pricing for each item on the requisition.

Priority

Select the urgency for a requisition workflow approval. Values are: *Low, Medium,* or *High.*

Card Number

Select a valid procurement card.

Line

Displays the line number for this requisition item.

Expand Selection

Displays information that pertains to this specific line.

Description	Click the item's description to view the Item Description page for more information about the item.
Vendor Name	Displays the name of the vendor who supplies this item.
Quantity	Displays the units of this requisition item that you are ordering. You can change the value.
UOM	The ordering unit of measure for this item.
Price	Displays the price per unit.
Line Details	Click to access the Line Details page, where you can modify additional details on the line, such as the buyer, vendor, and other line specific information.
Comments	Click to access the Line Comments page, where you can record a comment about this item or attach a file to this requisition line. You can send comments and attachments to the vendor.
VAT Amount (value-added tax amount)	Displays the amount of value-added taxes for this requisition.
Recalculate Source	Click to have the system recalculate and update VAT amounts for the requisition.
Total Amount	Displays the extended price for this requisition line, which is calculated by multiplying the unit price by the quantity that you order.
Add to Favorites	To add any items on this requisition to the favorite's list, select one or more items using the check box to the left of the item description and click this link. A message displays confirming that the item has been added to the favorites list. You do not need to save the requisition to add favorites.
Modify Line/Shipping/Accounting	Click to access the Modify Shipping/Accounting page, where you can change the shipping location, delivery date, quantity in the shipment, and so on. You can also change the accounting information for this requisition line.
Delete	Click to delete selected items from this requisition. You select items using the check box to the left of the item description.
Justification/Comments	(Optional) Enter an explanation for this requisition. The buyer can view this field, and it appears on the internal copy of the purchase order. It also appears on the workflow approval pages for the approver. The vendor's copy of the purchase order does not include the justification.
Send to Vendor	Select if you want comments to appear on POs dispatched to vendors. If the comments are for internal use only, leave the check box clear. The Send to Vendor check box applies to comments in the comment text box only, not to the documents that you attach using the associated document fields.
Show at Receipt	Select if you want comments to appear on the receipt documents.
Show at Voucher	Select if you want comments to appear on the vouchers.
Save as Template	Select this check box to create a template from this requisition. The system creates the template when you save the requisition.
Save & submit	Click to save the requisition and submit it for approval, sourcing, and dispatching to a vendor. It remains editable while the status is *Open* or

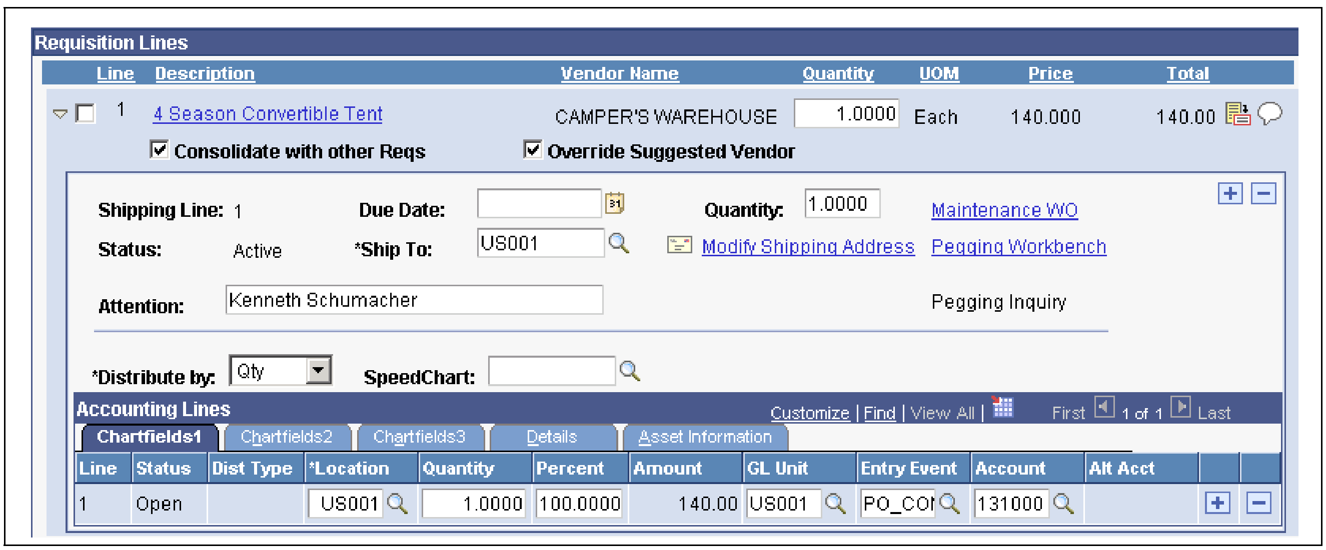
	Pending. When you click this button, the system displays the Confirmation page to inform you that the request has been successfully saved and provide summarized information about the request including the requisition ID and total price.
Save & preview approvals	Click to access the Confirmation page where you can view requisition details and approvers.

Note. The approval monitor may not reflect the most current approver status until the requisition is actually saved and submitted.

Cancel Requisition	Click to cancel the entire requisition. The system displays a warning message before the cancellation.
Find More Items	Click to access the Catalog page where you can browse and search for additional items.
Cancel Changes	This button is only active if you have saved the requisition, and have edited it to make changes. Click the Cancel Changes button to revert to the last previously saved version.

Reviewing and Modifying Requisition Line Information

Select the Expand Selection link.



Requisition Line Information

The requisition line section displays information that are specific to the expanded line.

Modify Shipping Address	From this link you can elect to change the shipping address for this specific line. Click the Load Default Shipping Address button to revert back to the default shipping address. See Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," Modifying Shipping and Accounting for Requisition Lines, page 195.
Maintenance WO	Associate a work order for maintenance repairs or service for the requisition line item.

Pegging Workbench This is used to link to items that are being received into an inventory business unit.

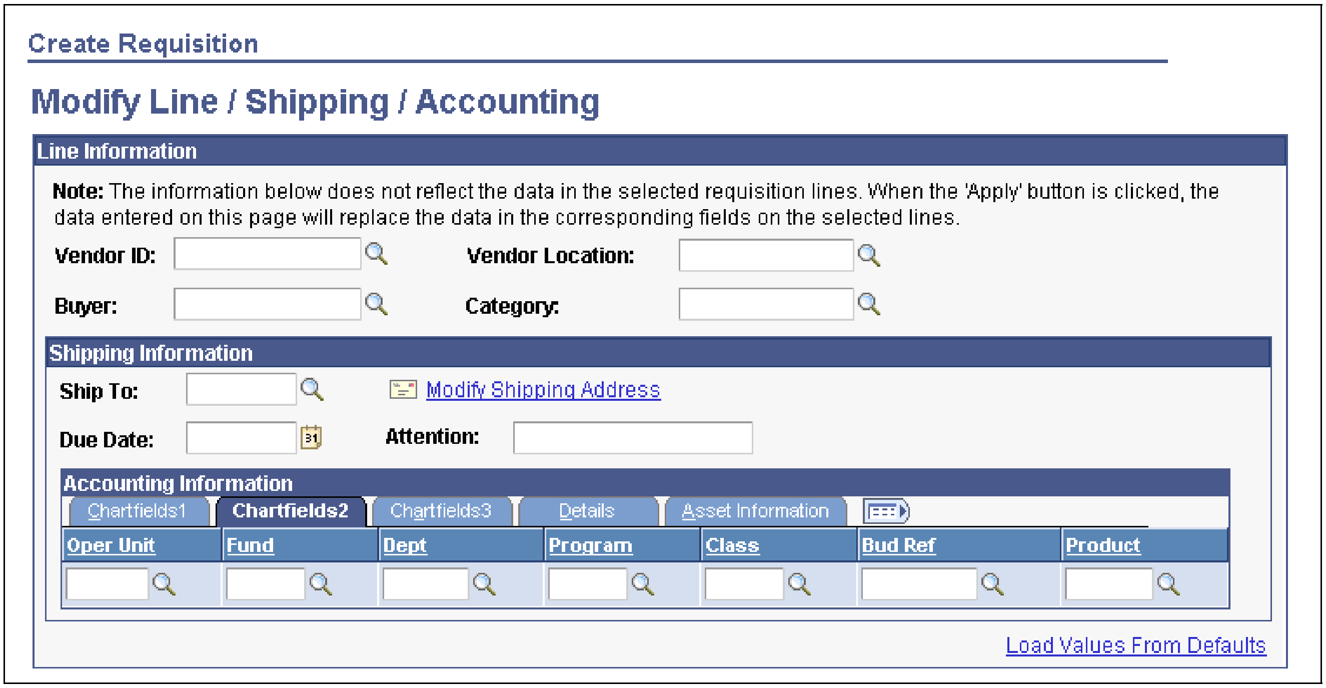
Accounting Lines Use this section to create multiple ChartFields for a specific line.

See Also

Chapter 3, "Determining eProcurement Technical Implementation Options," Attaching Role Actions to User Roles, page 38

Modifying Shipping and Accounting for Requisition Lines

Access the Modifying Shipping/Accounting page.



Modify Line/Shipping/Accounting page

The requisition line number that you selected on the Review and Submit page appears for you to work with.

Vendor ID Change the vendor for this specific line. When the Apply button is clicked, the vendor ID will replace the data on the selected lines.

Vendor Location Change the vendor location for this specific line. When the Apply button is clicked, the vendor location will replace the data on the selected lines.

Buyer Change the buyer for this specific line. When the Apply button is clicked, the buyer will replace the data on the selected lines.

Category Change the category for this specific line. When the Apply button is clicked, the category will replace the data on the selected lines.

Ship To Review or change the ship to location code. This code identifies the shipping address for this request.

Due Date Review or change the arrival date of this shipment. The date that you enter here is a suggested date. When the purchase order is created, the system or buyer attempts to meet this date or changes it to a realistic due date.

Attention Select the name of the individual who should receive the items. This name displays on the shipping documents.

Modify Shipping Address Select to access the Req One Time Address Default page where you can enter a shipping address that is not currently defined in the system as a ship to location. The system uses this feature for shipments to a location that will not be used again, for example, shipments to a construction site or other temporary location.

Note. If you have the Ship To field defined, you can select the Modify Shipping Address button to display the address for that ship to ID. From this link you can override the address and create a one-time shipping address that is used only for this shipment. Use this page to enter a temporary shipping address that has not been defined as a ship to location, for example, a temporary construction site.

Click OK to save the address.

Changing Distribution Information

Access the Modify Line/Shipping/Accounting page.

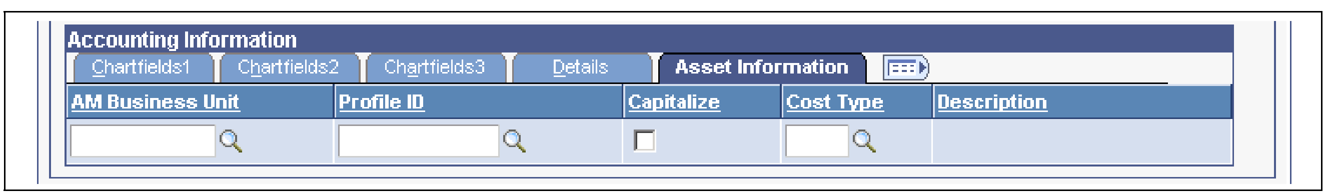
Use this page only if you need to change the accounting information for the requisition. The default structure is derived from the user profile, the item category, and from the Define Requisition page.

Select the appropriate values for the requisition if you must deviate from the default accounting structure.

Note. The ChartField values on the Distributions, More Details, and More Details 2 tabs are described further in the preface of this PeopleBook.

Asset Information Tab

Select the Asset Information tab.



Asset Information tab

AM Business Unit Identify the Asset Management business unit responsible for tracking asset transactions.

Profile ID Select a value that represents the default value from the Item Categories - Category Definition page. An asset profile ID on a purchase order, in conjunction with an asset business unit, indicates that PeopleSoft Asset Management is to be notified of the purchase of this item when it is received. To access the Category Definition page, select Items, Define Controls, Item Categories, Category Definition.

Capitalize Select to indicate that the requisition item is capitalized.

Cost Type Select the asset cost type, such as materials, labor, and overhead. Cost types are used with asset category and transaction codes to determine into which accounts the costs are entered in the general ledger.

Load Values from Defaults Click this link to fill in the fields with new default information after you add defaults on the Define Requisition page,

Maintaining Value-Added Tax Details for Schedules

Access the VAT Information for Schedule page.

Use this page to make adjustments to value-added taxes shipping details. Information that appears on the page relates to the requisition line number item and the schedule that you selected on the Modify Shipping page.

Before you can review VAT details on this page, make sure that you or an administrator:

1. Define VAT default value settings for the business unit.

   To access the field, select eProcurement, Administer Procurement, Maintain Business Units, Processing Options, and click the VAT Default link.

2. Select the Calculate VAT on Req (calculate value-added tax on requisition) check box.

   To access the check box, select eProcurement, Administer Procurement, Maintain Business Units, Purchasing Definition, Business Unit Options.

3. Assign the user role action *VAT Details* to the role name.

   To access the check box, select eProcurement, Administer Procurement, Maintain Users and Roles, eProcurement Role Action, select *VAT Details,* and add the user role for the role action.

   See Chapter 3, “Determining eProcurement Technical Implementation Options,” Attaching Role Actions to User Roles, page 38.

4. Select the View/Override VAT Details check box to authorize a requester to view and update VAT information.

   To access the check box, select eProcurement, Administer Procurement, Maintain Procurement Users, User Preferences, click the Procurement link, and then click Requisition Authorizations.

5. (Optionally) Select a value in the Allow Override Recovery/Rebate field to make it possible for a requester to override system-created VAT recovery and rebate percentage values.

   To access the field, select eProcurement, Administer Procurement, Maintain Business Units, Processing Options, click the VAT Default link, and select a value.

   Values include:

   - *Do Not Allow Override.*
   - *Override Both Recovy/Rebate %* (override both recovery and rebate percentages).
   - *Override Rebate % Only* (override rebate percentage only).
   - *Override Recovery % Only*(override rebate percentage only).

Line Displays the line number to which VAT information on this page pertains.

Schedule Displays the schedule number from the requisition.

Return to Schedule Page Click to go to the Modify Shipping page where you can update shipping information.

Physical Nature Displays whether the requisition is for goods or services. This is determined by the type of requisition that you created.

VAT Locations

Ship From Country Select the seller's country from which the requisition item for this line is to be shipped.

Ship From State Select the state, province, or area from which the item is to be shipped.

Ship to Country Displays the buyer's country to where the item is being shipped. You define this value on the shipping address.

Ship to State Displays the state, province, or area to where the item is being shipped. You define this value on the shipping address.

VAT Defaults

Reporting Country Select the VAT registration country in which this transaction takes place.

Defaulting State Select the state for recording VAT details.

Vendor Registration Country Select the VAT registration country in which the seller does business.

Vendor Registration ID Enter the VAT registration identifier for this vendor.

Exception Type Select a value to indicate that an exception to the VAT was issued. Exception values are *None, Exonerated,* and *Suspended.*

Certificate ID Enter a certificate ID if an exception was issued for the VAT.

Calculate at Gross or Net Select when to calculate the VAT. Values include:

Net: When calculating VAT at net, the early payment discount is applied to the goods amount before calculating the VAT. The amount of VAT calculated using this method is the amount that is to be paid, regardless of whether the early payment discount is actually taken at time of payment.

Gross: When calculating VAT at gross, the VAT is initially calculated based on the gross transaction amount. The early payment discount is not taken into account at this point. However, in some countries an adjustment is made to the VAT amount at the time of payment, if the early payment discount is taken.

Recalculate at Payment Select to have the system recalculate VAT at the time of payment if a discount has been taken. This field value appears by default from the VAT entity.

If the Calculate at Gross or Net field value is *Gross,* the check box is selected. If the field value is *Net,* the check box is clear.

Include Freight Select if the freight amount needs to be taxed. The system adds the freight amount to the gross or net amount before calculating VAT. This setting appears by default from the VAT entity.

Include Miscellaneous Select if miscellaneous charges need to be taxed. The system adds the miscellaneous charges to the gross or net amount before calculating VAT. This setting appears by default from the VAT entity.

Declaration Point Select when to declare VAT. Values are:

Delivery: Declares VAT when shipments are received.

Invoice: Declares VAT when a transaction is invoiced.

Payment: Declares VAT when payment is tendered

Rounding Rule

Select the rounding rule for VAT amounts. Values are:

Natural Round: Amounts are rounded normally (up or down) to the precision specified for the currency code.

Up: Rounds up and limits rounding precision to one additional decimal place.

Down: Rounds down.

Rounding only impacts VAT amounts, the currency numbers stored in the system, and how currency numbers are printed on reports.

Use Type

Determines VAT recoverability. The field value is retrieved from the VAT default hierarchy, but you can override this value.

Use type is a type of activity in which a purchased good or service is to be used, and therefore, to determine a recoverability percent and a rebate percent (when applicable) that is to be applied to a transaction line. Activities are categorized as taxable, exempt, or mixed. Where activity is mixed, you can associate either the ratio of taxable activity to exempt activity directly with the use type, or you can indicate that this ratio is determined at the ChartField level.

Treatment

Select a value that controls VAT default and transaction behavior. A description of how the transaction must be treated for VAT purposes. This is used to determine how VAT defaults are applied, what accounting entries are required, and how and if the transaction is reported on the VAT return. You can override the value in this field.

Values are:

Domestic Goods Purchase

Domestic Service Purchase

EU Goods Purchase (European Union goods purchase)

EU Service Purchase (European Union service purchase)

No VAT Processing

Outside of Scope

Self-Assess Goods Import

Self-Assess Service Import

Zero-Rated Goods Import

Applicability

Select whether VAT should be calculated for this schedule. While most requisitions may be subject to VAT for any VAT countries, there may be some items or item categories that are exempt or outside of scope for VAT. You can override the default value here.

VAT Code

The tax code used to define a percentage the system uses to determine the VAT amount. The VAT code is similar to the sales and use tax code, with a few exceptions.

The tax authority tied to the VAT code generally consists of a single authority, and the ChartFields for a VAT code don't reside with the tax authority but are determined by the combination of the VAT code, VAT account type, and VAT transaction type.

Record Output VAT Select to have tax for this transaction charged on the supply of goods or services. You may want to select this check box for drop shipments.

Tax Rate Displays the rate at which this item is taxed.

Transaction Type Select a value to categorize VAT transactions according to particular VAT accounting and reporting requirements. The system uses the VAT code and transaction type in conjunction with the VAT account type to obtain the ChartFields for accounting entries.

Adjust Affected VAT Defaults Click to adjust the VAT defaults on this page affected by changes that you have made on the page. Changes that you have made to the defaults that affect other VAT defaults are retained.

Levels Displays the level of information (obligation) that intracommunity sales and purchases require. This information is used mainly in France to reduce the declarative workload for small- and medium-sized industries. PeopleSoft delivers the Intrastat form with the most restrictive level (Level 1), which covers all levels of obligation. This is an informational field that determines the level that is checked on certain Intrastat reporting forms.

Reset All VAT Defaults Click to reset all the VAT defaults. Changes that you have made to VAT defaults are reset to their original values.

Confirming Requisition Checkout Information

Access the Confirmation page.

The Confirmation page displays basic information about the requisition and the number of items it contains. It appears when you either submit a requisition or save it for later use.

Submit Click to submit requisition for further processing.

Edit Requisition Click to Access the Eruditions Checkout page where you can make changes to the requisition and submit it again.

View a printable version Click to preview and print the requisition.

Manage Requisitions Click to go to the Manage Requisitions component where you can further process the requisition.

Create New Requisition Click to add a new requisition.

CHAPTER 9

Using Special Requests and Express Forms to Create Requisitions

This chapter provides an overview of special requests and express forms and discusses how to:

- Request special items.
- Request special services.
- Create express forms.
- Order items from express forms.
- Use express requisitions.

Understanding Special Requests and Express Forms

This section provides and overview of special requests and express forms.

Understanding Special Requests

To create a requisition for an item that is not included in the standard catalog of items in PeopleSoft eProcurement and has no item ID, you can enter a special request. After you submit the requisition, the special request item is routed for approval.

When you enter a special request in the Special Request component, specify the type of item that you are requesting. This enables the system to tailor the fields to match needs.

You can request two types of items:

Special Items	Physical items.
Services	Tasks that are performed by outside agents (for example, package delivery, temporary help, and repair work).

Note. If you know the PeopleSoft item ID, use the Search Catalog page to request the item.

Understanding Express Forms

Express forms enable employees to use a standardized form to order products that might need additional supporting information. For example, when ordering business cards you must give the name, job title, phone number, and other information that varies by individual but would follow the same format.

You design the express form page that employees will use by creating a record definition with the specific fields for that product. You can have as many express forms as you need; for example, you might design one express form for business cards and another for catering services. You can also use inquiry versions of the forms to display orders without allowing editing.

When the requester selects an express form for the requisition, a page appears where he can enter additional information needed to order the item. The requester completes this page, and the information is saved for the vendor.

Vendors can access the purchase order (PO) by using PeopleSoft eSupplier Connection. Using the application, they can access the PeopleSoft database, view the POs and the actual express form.

Understanding Express Requisitions

Express Requisitions enable requesters the ability to enter information that the system uses to populate a delivered express form. This express form appears as a blank form if the default information is not supplied by the requester. The requester has the choice to either create a set of default information that is used to populate fields, or enter each field manually. Requesters wanting to simplify the amount of repetitive data can set up the requisition with the default information. Requesters who prefer to follow a structured head-down approach can leave the fields blank.

Common Elements Used in This Chapter

Add Item — Click to save data entered as a requisition line.

# of Units of Work (number of units of work) — The time needed to complete service based on the unit of work—for example, 2 hours or 6 days.

Beginning Date — Enter the date that the service should be started. This date appears in the Line Comments sections on the requisition and the purchase order.

Category — The item category to which this service belongs. This category ID enables the system to retrieve default values for the requisition and purchase order.

Date of Completion — The date that the services should be completed. This date appears in the Due Date fields on the requisition and the purchase order.

Forms — Select this tab to access the express forms that have been defined for use.

Line Comments — Enter comments that help describe or support a special request. Determine if comments are sent to the vendor, printed on receipt, or printed on the voucher.

Quote Number — The number of the written quote, if any, that is provided by the vendor. This number appears in the Line Comments sections of the requisition and the purchase order.

Quote Date — The date of the written quote from the vendor. This date appears in the Line Comments sections on the requisition and the purchase order.

Rate — The unit price for this service based on the unit of work.

Send to Vendor — Select to send the comments you entered in the Line Comments field to the vendor. This is only available for line-level comments.

Service Description A brief description of the service that is needed (up to 254 characters). This description appears on the purchase order that is sent to the vendor.

Show at Receipt Select to display the comments you entered in the Line Comments field on receipt. This is only available for line-level comments.

Show at Voucher Select to display the comments you entered in the Line Comments field on the voucher. This is only available for line-level comments.

Special Request Select this tab to access a list of special requests for goods and services.

Unit of Measure Enter the default unit of measure for this express form item. This is used on the requisition.

Units of Work The time-based unit of measure that is used for the service that is provided—for example, hour or day.

Value of Service Enter the cost of this service. This amount is saved on the requisition line with the quantity *1* and the unit of measure *Each.*

Vendor ID Enter a name that identifies a specific vendor.

Vendor Lookup Click to access the Vendor Search page where you can search for and suggest a particular vendor. If you do not name a vendor, the buyer can add one later.

Requesting Special Items

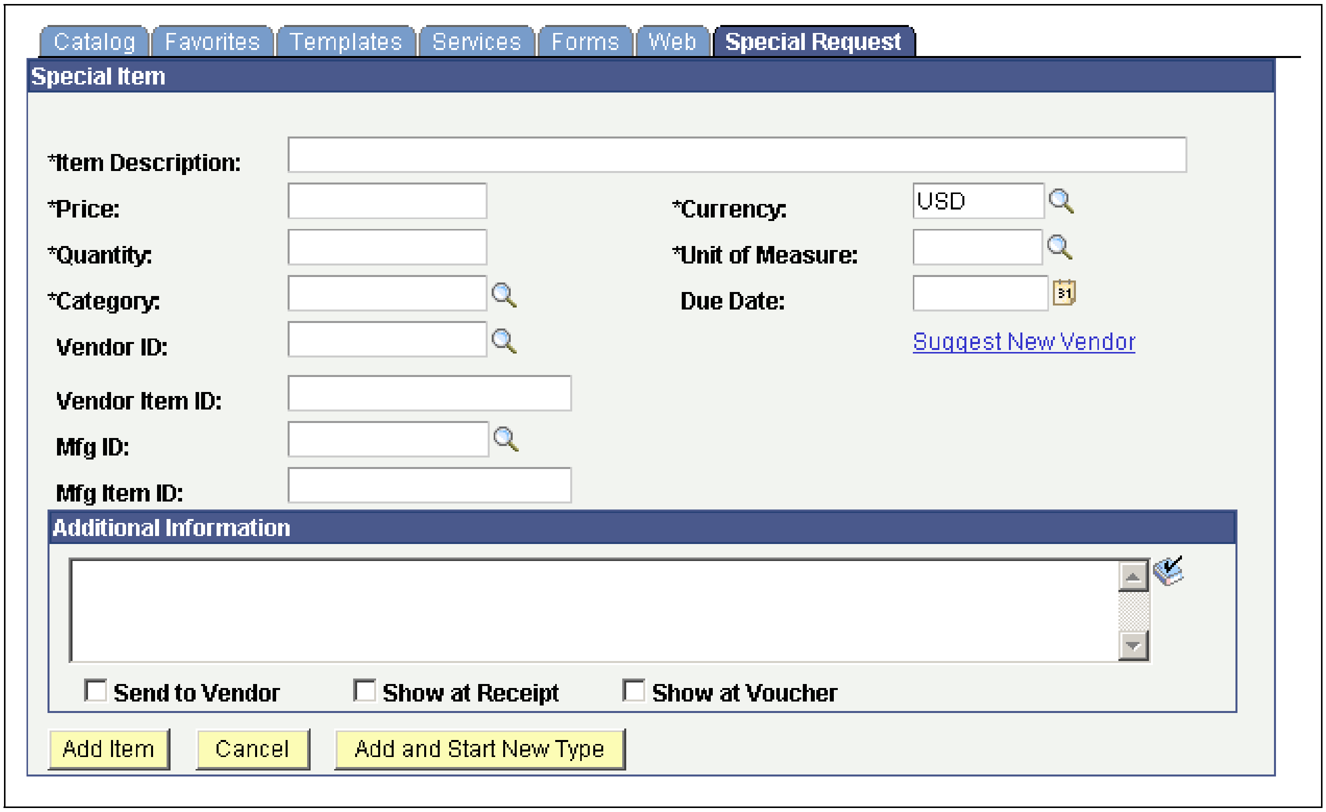
This section discusses how to add a special request for items to a requisition.

Page Used to Request Items

Page Name	Object Name	Navigation	Usage
Special Item	PV_REQ_SR_GOOD	eProcurement, Create Requisition Click the 2. Add Items and Services link and select Special Request. Click the Special Item link.	Add a special request for items not found in the item catalog to a requisition.

Adding a Special Request for Special Items to a Requisition

Access the Special Item page.



Special Item page

Use this page to order goods not listed in a catalog.

See Also

Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," page 173

Requesting Special Services

This section discusses how to:

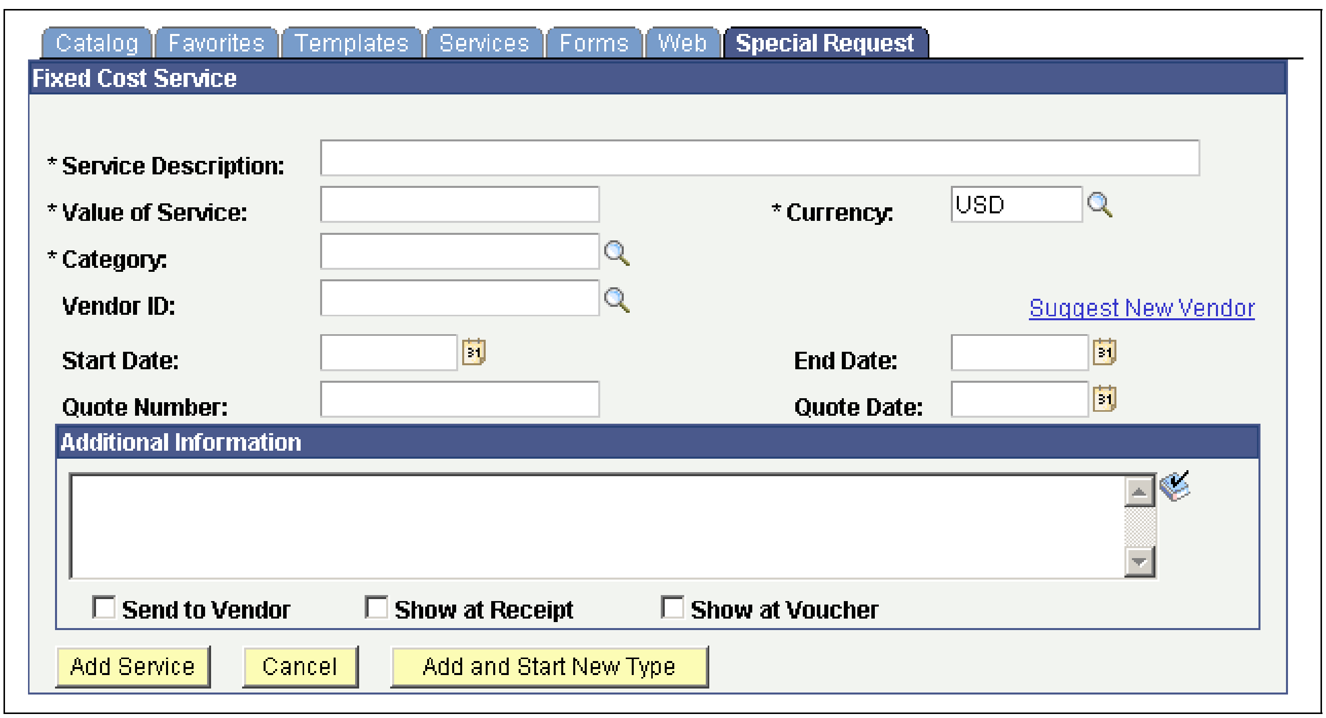
- Request a fixed-cost service.
- Request a variable-cost service.
- Request a time and materials form.

Pages Used to Request Special Services

Page Name	Object Name	Navigation	Usage
Select a Request Type	PV_REQ_SPECIALREQ	Procurement, Create Requisition Click the 2. Add Items and Services link. Click the Special Request tab.	Define what type of special request to create.
Special Request - Fixed Cost Service	PV_REQ_SR_SVC_FC	Click the Fixed Cost Servicelink on the Select a Request Type page.	Request a fixed-cost service. This is a service with a fixed fee and is not part of the standard item catalog for PeopleSoft eProcurement.
Special Request - Variable Cost	PV_REQ_SR_SVC_TL	Click the Variable Cost Service link on the Select a Request Type page.	Request a variable-cost service that is based on the number of hours of work.
Special Request - Time and Materials	PV_REQ_SR_SVC_TM1	Click the Time and Materials link on the Select a Request Type page.	Request a time and materials form for services.

Requesting a Fixed-Cost Service

Access the Special Request - Fixed Cost Service page.

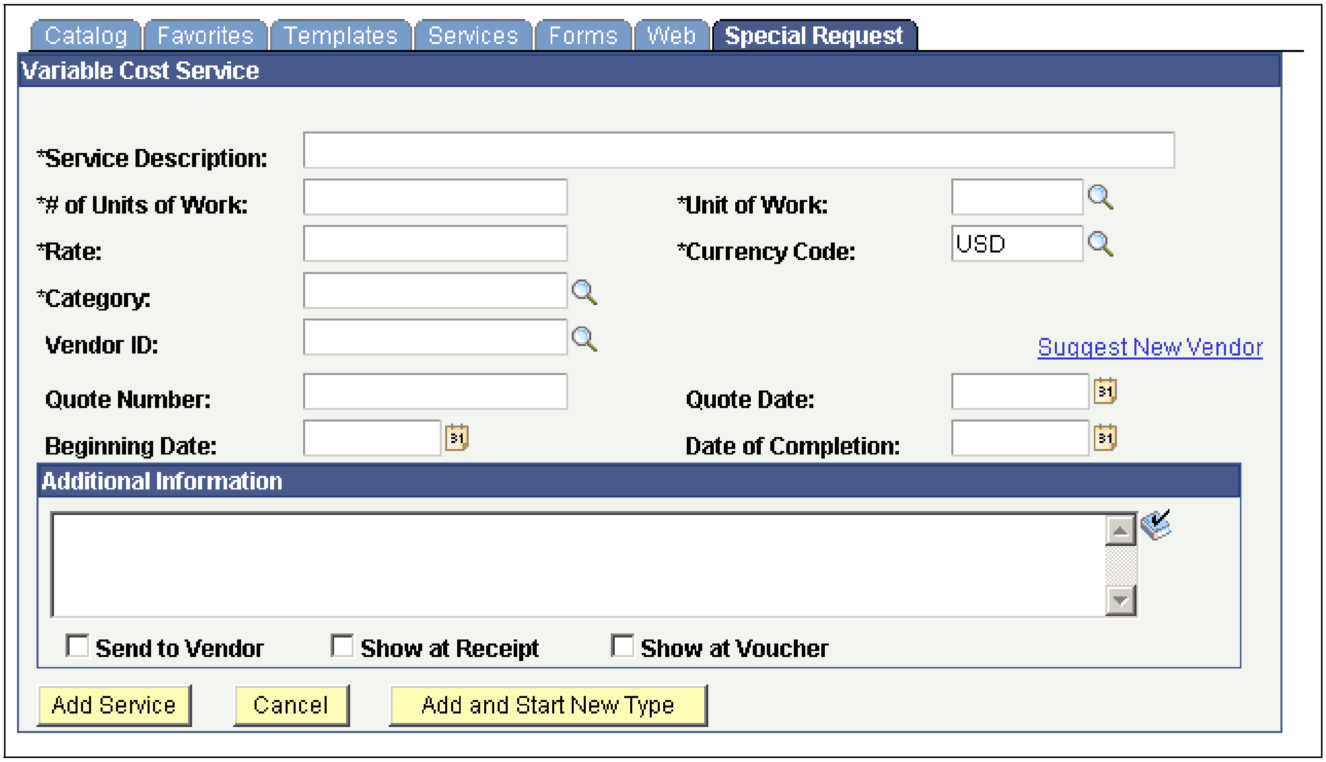


Special Request - Fixed Cost Service page

This type of service is a one-time event for a flat rate.

Requesting a Variable-Cost Service

Access the Special Request - Variable Cost Service page.



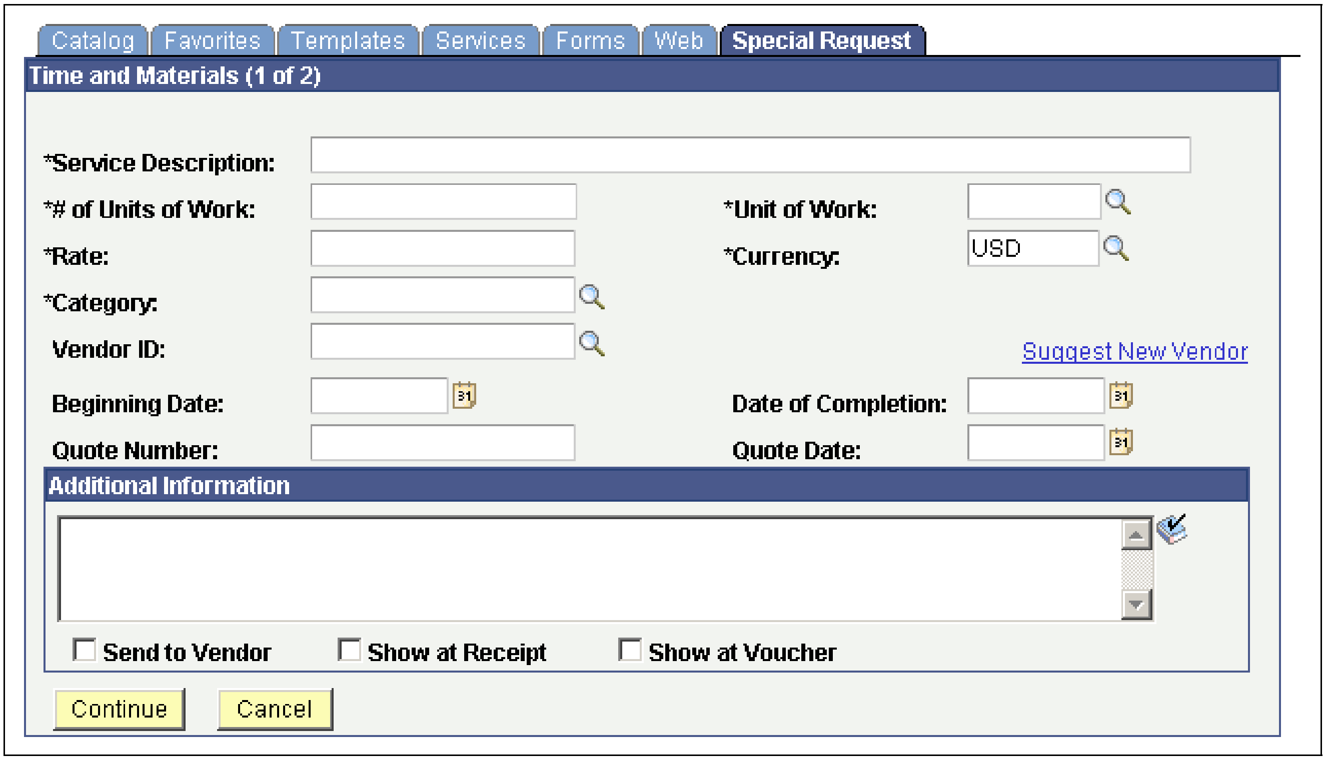
Special Request - Variable Cost Service page

This type of service is a contractual agreement based on the number of hours of work. For example, the cost to hire temporary help is usually based on the hours worked.

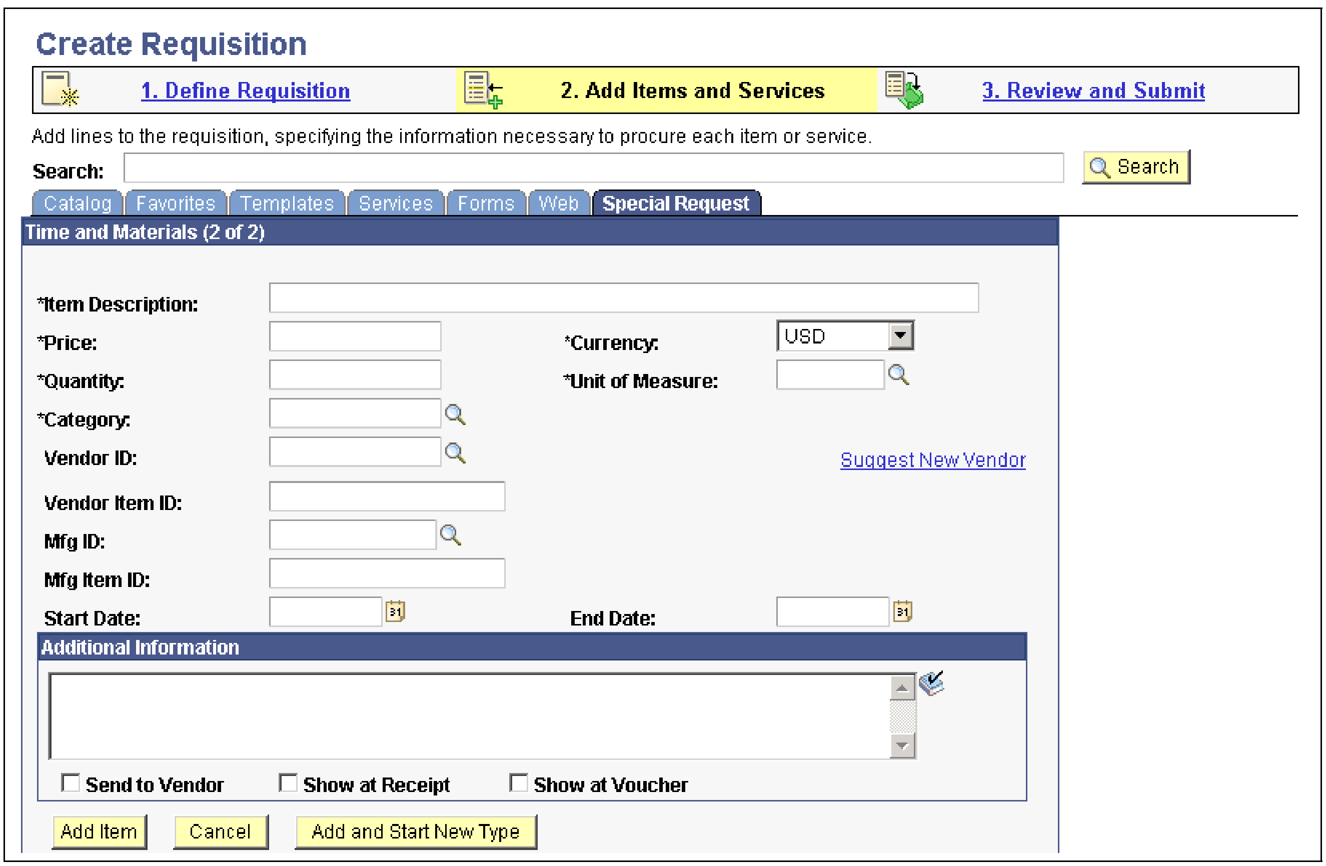
The number of hours on this page is an estimate. The total price is uncertain until the job is complete. For example, the cost to hire temporary help is usually based on the hours worked.

Requesting a Time and Materials Form

Access the Special Request - Time and Materials page.



Special Request - Time and Materials page (1 of 2)



Special Request - Time and Materials page (2 of 2)

This type of service is a contractual agreement based on the number of hours worked and the materials used, for example, expenses that include parts and labor for equipment repairs.

After you have completed the first page of the Time and Materials form, click Continue to go to the second page.

See Also

Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," Adding Special Requests to Requisitions, page 190

Creating Express Forms

To create express forms, use the Express Form Profile component.

This section provides steps to create express forms and discusses how to:

- Create express forms.
- Link express forms to PeopleSoft eProcurement.

Understanding How to Create Express Forms

To create an express form:

1. Create a record definition in PeopleTools with all the fields that you want on the express form.

   This record definition is created for a PeopleSoft application. The definition is made up of a rowset name and a record name and a group of child records that make up the fields for the express form page that users access to order forms. You can also hard code values into the rowset.

   The rowset name must be named &RS_REQ_ITEMS and the record must be named PV_EXT_ITEM_WRK. Required fields for the record include:

   - PRICE_REQ.
   - QTY_REQ.
   - CURRENCY_CD.
   - UNIT_OF_MEASURE.
   - CATEGORY_ID.
   - DESCR254_MIXED.

2. Use a subpanel with the required fields to enter a requisition; it is attached to the record definition from step 1.

   Enter a default value for these required fields to be used if the requester does not enter a different value.

3. Build the SQL (structured query language) table from the record definition and create the page definition.

   This defines the fields and layout of the express form itself. Enter all of the fields that you want the user to be able to complete. Be sure to include quantity and amount fields.

4. Copy the page that you just created and save it as an inquiry page.

The sample business card express form uses the PV_EF_BUSCARD_INQ record. This provides a display-only page for the express form. Records that you create can only be edited by appropriate users and at appropriate points in the procurement process. To access the page, select eProcurement, Procurement Application Admin, Maintain Supplier Integration, Inquire Business Cards.

5. Define the component definition.

   The business card express form example uses PV_EF_BUSCARD.

6. Copy the page that you created and save it as an inquiry component.

7. Add the two components to an existing menu definition.

   The sample business card express form uses the menu name PV_MAIN_MENU.

8. Use the Express Form Type page to link the express form to the PeopleSoft eProcurement user interface.

   To access the page, select eProcurement, Procurement Application Admin, Maintain Supplier Integration, Maintain Express Form Profile. Make sure you select the Activated? check box to activate the express form.

9. Enable the express form catalog type to establish a security setting for express forms.

   Use the Catalog Types page to enable express form security. To access the page, select eProcurement, Procurement Application Admin, Maintain Catalogs, Catalog Types and select the Enable check box.

10. Enable menu security using permission list, roles, and user profiles.

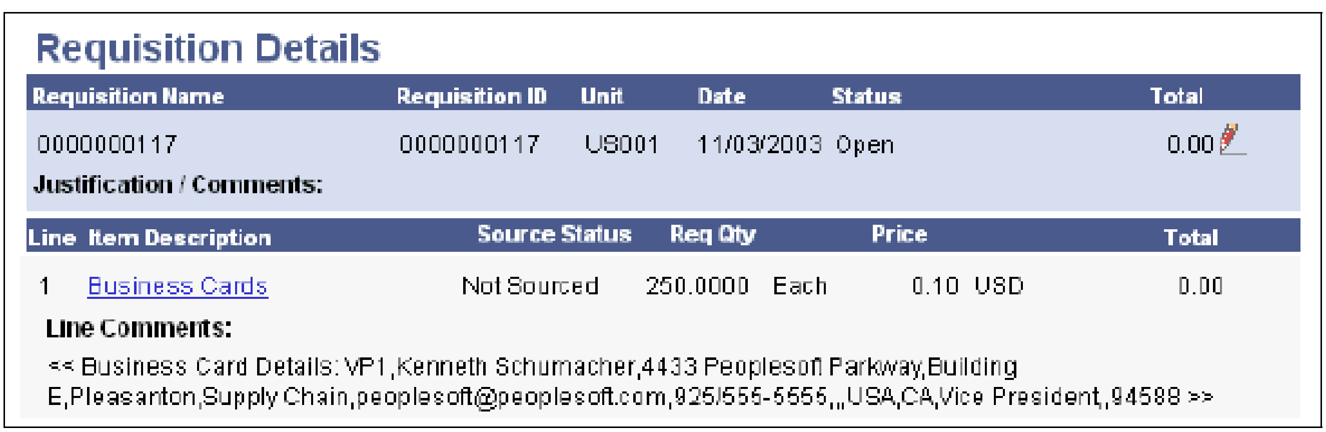
    Express form is a type of catalog security. You must explicitly give permission to users for them to access and use express forms. Also, you must assign catalog security to a business unit. To assign catalog security, select eProcurement, Procurement Application Admin, Maintain Business Units, eProcurement Business Unit Actions, select EXPRESSFORM_SECURITY, and then select the business unit to which you want to apply the security.

11. Test the new express form to ensure online functionality and data integrity by adding data to the express form, confirming default values, and prompt lists.

    The ChartField should appear as a default from the set up in step 2. The account usually comes from the item category definition.

12. To retrieve the express form in an item search or browse during requisition entry, define the express form search using the rule-based catalog maintenance feature.

After adding an express form to a requisition, the information that you enter appears as line comments for approvals and reviews. This example illustrates how information that you enter for an express form appears in a requisition.



Example of line comments for express forms

Note. Line comments are not updated if you make changes to the express form; however, the application class records the changes and makes them available to suppliers who use the line comments to produce the express form.

See Also

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, “Defining Item Control Values”

PeopleTools PeopleBook: PeopleSoft Security

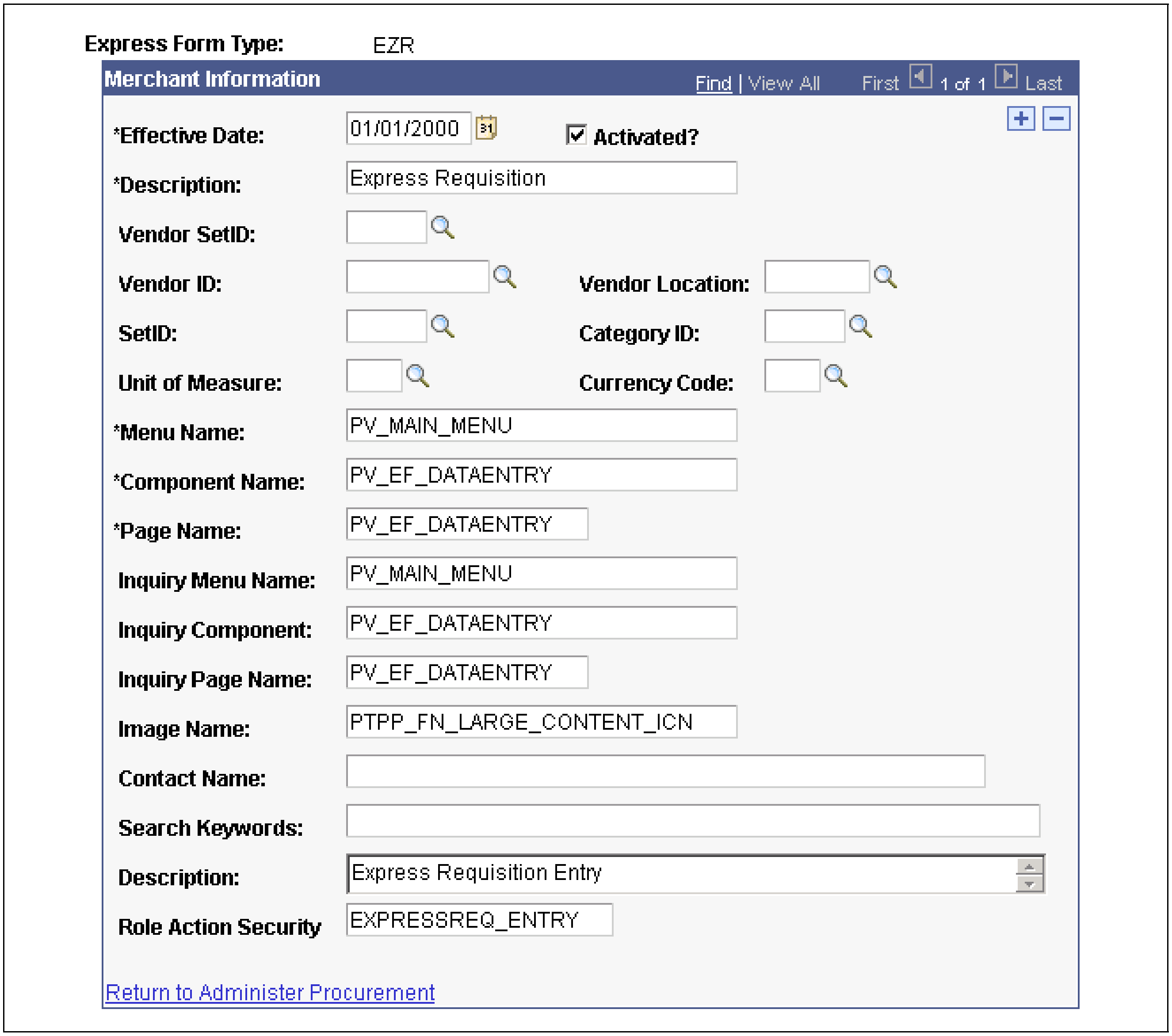
PeopleTools PeopleBook: PeopleSoft Application Designer

Page Used to Create Express Forms

Page Name	Object Name	Navigation	Usage
Express Form Type	PV_EXP_APP_PROFILE	eProcurement, Administer Procurement, Maintain Supplier Integration, Maintain Express Form Profile	Link express forms to PeopleSoft eProcurement.

Linking Express Forms to PeopleSoft eProcurement

Access the Express Form Type page.



Express Form Type page

Use this page to link record definitions for express forms to the PeopleSoft eProcurement system. Define the page, menu, and component for the express form for both editable and inquiry-only versions. You can create different express forms for different uses and effective dates.

All fields from Effective Date through Page Name are required.

Note. The business card form is provided by PeopleSoft as an express form example, but it is not intended to be an express form template.

Effective Date	Defines the date on which the form is to be valid for use with the PeopleSoft eProcurement.
Activated?	Select to indicate this form is available for use.
Menu Name	Enter the menu definition for the express form page. Use this field to link the requisition Search Catalog page to the location of the express form. The

menu, component, and page elements are part of a hierarchy where each layer further defines parts of the menu.

Component Name Enter the name of the component where the express form is located.

Page Name Enter the record definition that you created for the express form.

Inquiry Menu Name Enter the name of the inquiry menu definition that is used by this express form page for inquiries. Use this field to link the item description links to the location of the express form inquiry. You can view express forms using the Inquire Business Cards page. To access the page, select eProcurement, Procurement Application Admin, Maintain Supplier Integration, Inquire Business Cards.

Inquiry Component Enter the component for express form inquiries.

Inquiry Page Name Enter the record definition used for express form inquiries.

Image Name Enter the file name of the image that you want to display on the requisition Search Catalog page for this express form.

Contact Name Enter the contact person for this order.

Search Keywords Enter a string of characters that can be used to search for this form. The system uses a space between strings to distinguish what make up a string.

Role Action Security Enter the eProcurement Role Action. The system uses this to further define access to the express form.

Note. More than one express form can use the same page definition but not the same express form type.

Note. Use the inquiry or display-only version of the express forms to enable users and vendors to view orders without editing them.

You can also enter search terms and a description that helps users find the express form during searches of the catalog.

Ordering Items From Express Forms

PeopleSoft eProcurement is delivered with an express form example of business cards. While the example can be used to design express forms, it's not intended to be used as an express form template.

To order express form items:

1. Create or edit a requisition.
2. Access the Find Items page and select Forms.
3. Click the link for the type of form that you want to order.
4. Enter information for the form.

   Fields marked with an asterisk (*) are required.
5. Click OK to save the request and access the Requisition Checkout page.

6. After adding the form to the requisition, Click the linked item's description on the Requisition Checkout page to view the order.

See Also

Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," page 173

Page Used to Order Items From Express Forms

Page Name	Object Name	Navigation	Usage
Business Cards	PV_EF_BUSCARD	eProcurement, Create Requisition Click the Add Items and Services link and select Forms. Click the link for the express form you want to use. The Business Cards page is an example page.	Enter data for express forms. When you enter the quantity of forms, the system updates the Amount field with the line total.

Using Express Requisitions

This section provides an overview of express requisitions, and discusses how to:

- Enable express requisition.
- Utilize express requisition.

Understanding Express Requisitions

PeopleSoft eProcurement is delivered with an express form for use with express requisitions. This form is created to enable users to fill in fields with the details of the requisition, without having to browse through the provided catalogs. This is especially helpful for requesters who order multiple items on a regular basis. By specifying data for use in place of blank field definitions, the requester has the ability to avoid duplicate entry. The requester has the option to provide this data at the beginning of the requisition creation process. Once the basics of the requisition are defined, the requester moves to the item entry within the requisitions. The system populates the express form with the data the requester supplied.

Express requisitions are controlled by either rule-based catalogs or by eProcurement role actions. If rule-based catalogs are enabled, the security hierarchy allows for either enabling or disabling the use of the express form entry. If the rule-based catalog is not enabled, the system will look to the express form type to determine which role actions control the security of the express form.

See Chapter 5, "Importing and Searching Supplier Catalogs," Understanding Catalog Security, page 85 and Chapter 3, "Determining eProcurement Technical Implementation Options," Attaching Role Actions to User Roles, page 38.

Pages used for Express Requisition

Page Name	Object Name	Navigation	Usage
Define Requisition	PV_REQ_HDR_DEFAULT	eProcurement, Create Requisition 1. Define Requisition and expand the Line Defaults section.	Use the Line Defaults section to establish values the system will utilize when no predefined values are available. See Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," Defining Requisitions, page 179.
Add Items and Services-Forms	PV_REQ_SR_WIZ_MAIN	eProcurement, Create Requisition Click the 2. Add Items and Services link and select Forms.	Use the forms page to access the express form. See Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," Selecting Forms to Include in Requisitions, page 189.
Express Requisitions	PV_EF_DATAENTRY	eProcurement, Create Requisition Click the 2. Add Items and Services link and select Forms. Click theExpress Requisition link.	Use the express requisition form to create multiple line requisitions without having to browse through catalogs. See Chapter 9, "Using Special Requests and Express Forms to Create Requisitions," Utilizing Express Requisition, page 216.
Catalog Security Types	PV_CAT_SEC_TYPE	eProcurement, Administer Procurement, Maintain Catalogs, Catalog Security Types	Define catalog security types. These are levels at which you apply catalog security, for example, at the user role level or the individual requester level. See Chapter 5, "Importing and Searching Supplier Catalogs," Defining Catalog Security Types, page 89.
Catalog Security	PV_CAT_SECURITY	eProcurement, Administer Procurement, Maintain Catalogs, Catalog Security Types Select the Catalog Security link.	Assign authorized item catalogs to security types. See Chapter 5, "Importing and Searching Supplier Catalogs," Assigning Authorized Item Catalogs to Security Types, page 92.
Catalog Types	PV_CAT_SOURCE	eProcurement, Administer Procurement, Maintain Catalogs, Catalog Types	Define catalog types. See Chapter 5, "Importing and Searching Supplier Catalogs," Defining Catalog Types, page 89.

Page Name	Object Name	Navigation	Usage
eProcurement Catalog Security Option	PV_CAT_FACTORY	eProcurement, Administer Procurement, Maintain Catalogs, eProcurement Catalog Security Option	Define catalog security options. These are system wide access policies and GUI formats for the rule-based item catalog method. See Chapter 5, "Importing and Searching Supplier Catalogs," Defining Catalog Security Options, page 87.
eProcurement Business Unit Actions	PV_ACTIONS_BU	eProcurement, Administer Procurement, Maintain Business Units, eProcurement Business Unit Actions, Assign Actions to Business Units	Define catalog security for business units. The applicable eProcurement actions enable security for items from the business template, express forms, and direct connect suppliers. See Chapter 5, "Importing and Searching Supplier Catalogs," Defining Catalog Security for Business Units, page 93.
Express Form Type	PV_EXP_APP_PROFILE	eProcurement, Administer Procurement, Maintain Supplier Integration, Maintain Express Form Profile	Use the Express Form Profile page to define the menu, component, page, and role action security for a specific express requisition form. See Chapter 9, "Using Special Requests and Express Forms to Create Requisitions," Enabling Express Requisition, page 216.
Security Type Attributes	PV_CAT_ST_ATTR	eProcurement, Administer Procurement, Maintain Catalogs, Catalog Security Types Click the Security Type Attributes tab.	Define security type attributes which include query or prompt tables used. See Chapter 5, "Importing and Searching Supplier Catalogs," Defining Catalog Security Types, page 89.

Page Name	Object Name	Navigation	Usage
Security Types Default	PV_CAT_ST_DFLT	eProcurement, Administer Procurement, Maintain Catalogs, Catalog Security Types Click the Security Types Default tab.	Review security type defaults. This display-only page identifies the system defined security types and their implementation application classes. These values appear by default into the Catalog Security Types page, where you can use them for any setID. See Chapter 5, "Importing and Searching Supplier Catalogs," Defining Catalog Security Types, page 89.

See Also

Chapter 5, "Importing and Searching Supplier Catalogs," Understanding Catalog Security, page 85

Enabling Express Requisition

Access the Express Form Type page.

Description — The first description that you enter becomes the name of the link that the system uses on the Add Items and Services — Forms page.

Description — The second description forms the description details to the right of the express form link on the Add Items and Services — Forms page.

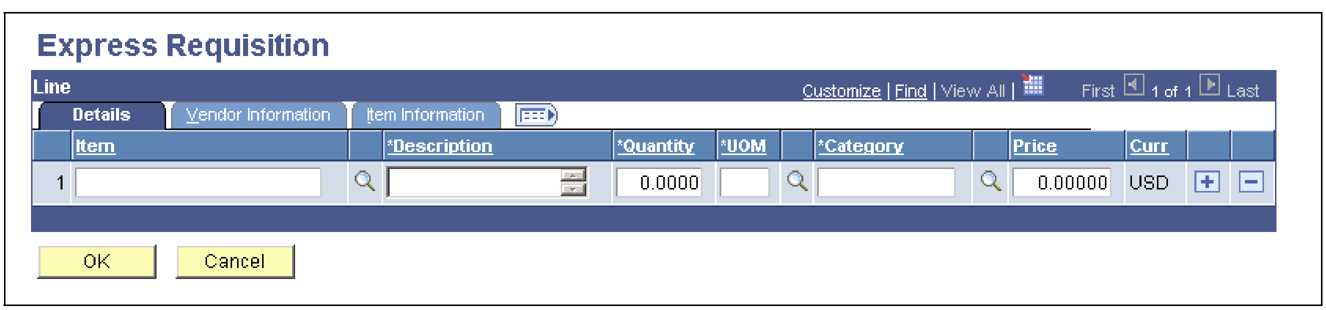
Role Action Security — If rule based catalog security is not enabled, the system will use the eProcurement role action security based on the role action security type entered here.

See Also

Chapter 9, "Using Special Requests and Express Forms to Create Requisitions," Linking Express Forms to PeopleSoft eProcurement, page 210

Utilizing Express Requisition

Access the Express Requisition page.



Express Requisition page

Item	This is based on whether the requester uses assigned catalogs or not. If catalogs are assigned the requester than the prompt will limit them to those items from the catalogs they are assigned. If the requester doesn't use assigned catalogs, then all items are available.
Description	This is an open format for requesters to enter data.
Quantity	The number of items.
UOM (unit of measure)	Requesters can select from appropriate values or this can be populated from the Define Requisitions page if defaults are available.
Category	If the item is not associated with a category, this information is defaulted from the Define Requisitions page if defaults are available. This field is also based on requesters assigned catalogs.
Price	User entered field.
Curr (currency)	This is defaulted from the Define Requisitions if defaults are available.

The system views items entered in express requisitions as if coming from an external source. The quantity field is not an editable field once the requisition has been sent to review and submit. The details of these items are stored in an external source. So, to edit the quantity, the user must click the item description to be taken to the external source, where they may make the necessary changes.

You can use lines from express requisition as favorites, keeping in mind:

- If you add an item from the express requisition that has an item ID, then the favorite will behave as if the item was selected from the catalog.
- If there is no item ID then the favorite will behave just as a special request item.

CHAPTER 10

Managing Requisitions in PeopleSoft eProcurement

This chapter provides an overview of requisition management, provides a list of common elements, and discusses how to:

- Maintain requisitions.
- Approve requisitions.

Understanding Requisition Management

The Manage Requisition feature provides you with the ability to review, edit, approve, or cancel requisitions. You can view requisitions in any status. only active requisitions that do not have a status of *Complete.*

After you dispatch a requisition on a purchase order, the goods are received and the vendor is paid. The Requisition Reconciliation process (PO_REQRCON) then identifies the requisition status as *Complete.* Canceled requisitions and those that are fulfilled by inventory stock are also identified as *Complete.* With requisition management, you can also design the own ChartField or commodity approval by using functional pages.

Maintaining Requisitions

This section discusses how to:

- Manage requisitions.
- View requisition details.
- Edit requisitions.
- Change requisition line information after a PO is submitted.
- Maintain requisition distribution and accounting details.
- Change value added tax details for distributions.
- Cancel or reopen requisitions.
- Check requisitions against budgets.

See Also

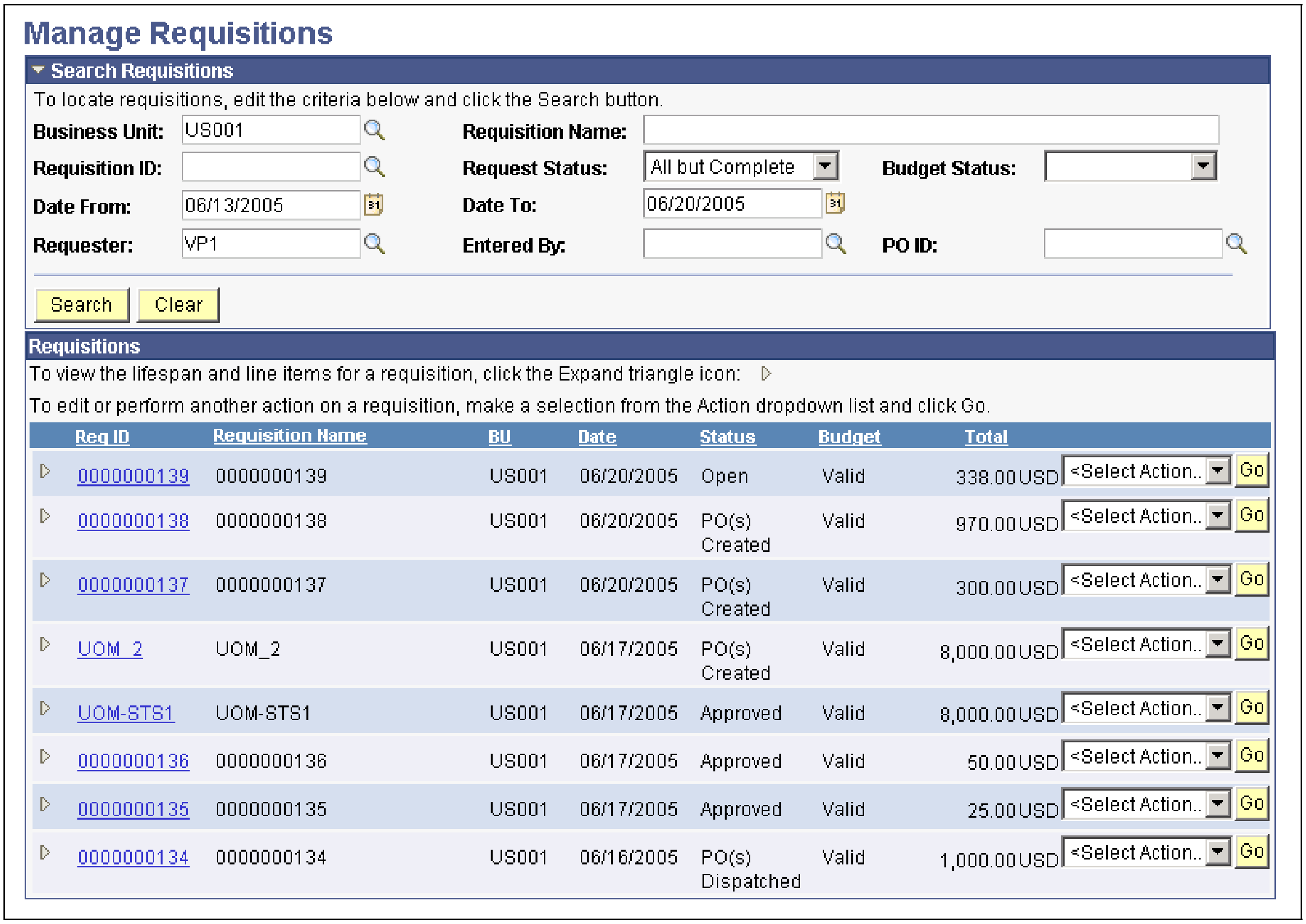
Chapter 3, "Determining eProcurement Technical Implementation Options," Setting Up Installation Options, page 24

Pages Used to Maintain Requisitions

Page Name	Object Name	Navigation	Usage
Manage Requisitions	PV_REQ_STATUS	eProcurement, Manage Requisitions	View and manage requisitions.
Requisition Details	PV_REQ_PO_DTLS	Click the Req ID link on the Manage Requisitions page.	View requisition details.
Item Description	PV_NEW_ITM_DESCR	Click an item's description on the Requisition Details page.	View line item descriptions.
Edit Requisition	PV_REQ_FORM	Click the Edit Requisition button on the Requisition Details page.	Edit requisition information. This page is accessible only for open requisitions.
Requisition Schedule and Distribution	PV_REQ_APP_DTL_GRD	Click the Requisition Schedule and Distribution link on the Requisition Details page.	Maintain requisition distribution and accounting details.
Create Change Request	PV_PO_CHNG_HDR	Click the  button in the PO Information section of the Requisition Details page.	Change the requisition line if the PO has been dispatched but not received.
VAT Details for Distribution	REQ_INQ_DIST_VAT	Click the Distribution VAT button on the Requisition Detailed Summary page.	Change value-added tax details for distributions.
Requisition Details for <Requester>	PV_REQ_CANCEL	Select Cancel Requisition or Reopen Requisitionand click the Go button on the Manage Requisitions page.	Cancel or reopen a requisition.
Approval Status page	PV_REQ_APPR	For a requisition with the *Approved* status, select the View approvals action and click the Go button on the Manage Requisitions page.	View summary information for the requisition including the number of items and the total price. This page is similar in appearance to the Requisition Approval page. See Chapter 14, "Using Approval Workflow Within PeopleSoft eProcurement," Approving Requisitions, page 333.

Managing Requisitions

Access the Manage Requisitions page.



Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: US001 | Requisition Name:
Requisition ID: | Request Status: All but Complete | Budget Status:
Date From: 06/13/2005 | Date To: 06/20/2005
Requester: VP1 | Entered By: | PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
0000000139	0000000139	US001	06/20/2005	Open	Valid	338.00USD	<Select Action..	Go
0000000138	0000000138	US001	06/20/2005	PO(s) Created	Valid	970.00USD	<Select Action..	Go
0000000137	0000000137	US001	06/20/2005	PO(s) Created	Valid	300.00USD	<Select Action..	Go
UOM_2	UOM_2	US001	06/17/2005	PO(s) Created	Valid	8,000.00USD	<Select Action..	Go
UOM-STS1	UOM-STS1	US001	06/17/2005	Approved	Valid	8,000.00USD	<Select Action..	Go
0000000136	0000000136	US001	06/17/2005	Approved	Valid	50.00USD	<Select Action..	Go
0000000135	0000000135	US001	06/17/2005	Approved	Valid	25.00USD	<Select Action..	Go
0000000134	0000000134	US001	06/16/2005	PO(s) Dispatched	Valid	1,000.00USD	<Select Action..	Go

Manage Requisitions page

Use this page to view a list of requisitions in various statuses. From this page, you can access other pages to perform tasks, such as review requisition details, edit or cancel requisitions, create change requests, receive stock, or return stock to the vendor.

Note. Use the eProcurement Installation Options page to define the maximum number of rows that are retrieved and appear on the Manage Requisitions page.

If the eProcurement role action *NO_DEFAULT_RESULT* is assigned to a user, requisitions do not appear in the scroll area until the user clicks Go.

Search Requisitions

Use the Find feature to search for specific POs. You can search by requisition ID, dates, requester, who entered the PO, and by PO number and status.

The Requester and Entered By fields appear only for users who are assigned the role action REQ_MGR_OPR.

These are the requisition statuses for which you can search and which appear in the Status column.

Status — *All:* Displays all requisitions except those with the status *Complete.*

Approved: The requisition is approved and can become a PO.

Canceled: The requisition was entered and saved but was canceled. A canceled requisition can be reopened within a certain number of days as specified for the Purchasing business unit; otherwise, it is closed permanently.

Complete: After the requisition is dispatched on a PO, the goods are received and the vendor is paid. A background process identifies the requisition status as *Complete.* Canceled requisitions and those that are fulfilled by inventory stock are also identified as *Complete.*

Denied: The requisition is denied in the approval process.

Open: The requisition has been entered and saved but not yet submitted, or the receipt has been entered and saved but might have errors.

PO(s) Created: The requisition has been placed on a PO.

PO(s) Dispatched: The requisition has been placed on a PO, and the PO has been dispatched to the vendor.

Pending: The requisition has been submitted and is awaiting approval.

Received: The requisition has been placed on a PO. The PO has been dispatched to the vendor, and the goods have been partially or fully received.

Searched: Retrieves the last search that you performed in the Requisition Name field. If a value is in the Requisition Name field, it is used in the search.

Requisitions

Req ID (requisition id) — Click a listed ID to view details of the requisition.

Budget — View the budget for the requisition. This column appears when Commitment Control is enabled.

<Select Action> — Select an option and click the Go button to perform the action.

Note. The options that appear for a requisition differ depending on the requisition's status. For example, you cannot cancel a requisition for which a purchase order is created.

Go — Click to perform the selected action.

Create New Requisition — Click to access the Create Requisition page where you can add another requisition.

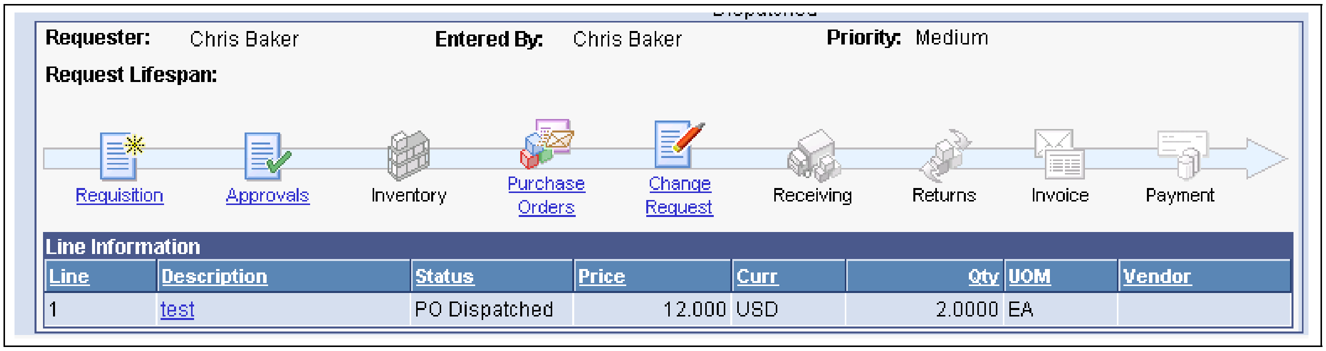
Inquire Change Request — Click to access the Change Request List for page where you can view and process change requests.

Inquire Receipts — Click to access the Receipts For page where you can view and maintain receipts.

Requisition Report — Click to access the Requisition to PO XREF page where you can define parameters for creating the Requisition to PO XREF report (POY1100).

Requisition Lifespan

Click the Expand button next to a listed requisition. Stages in the requisition cycle that are complete or in progress are highlighted with active links. You can click any link to view the detail of a stage.



Manage Requisitions: Request Lifespan.

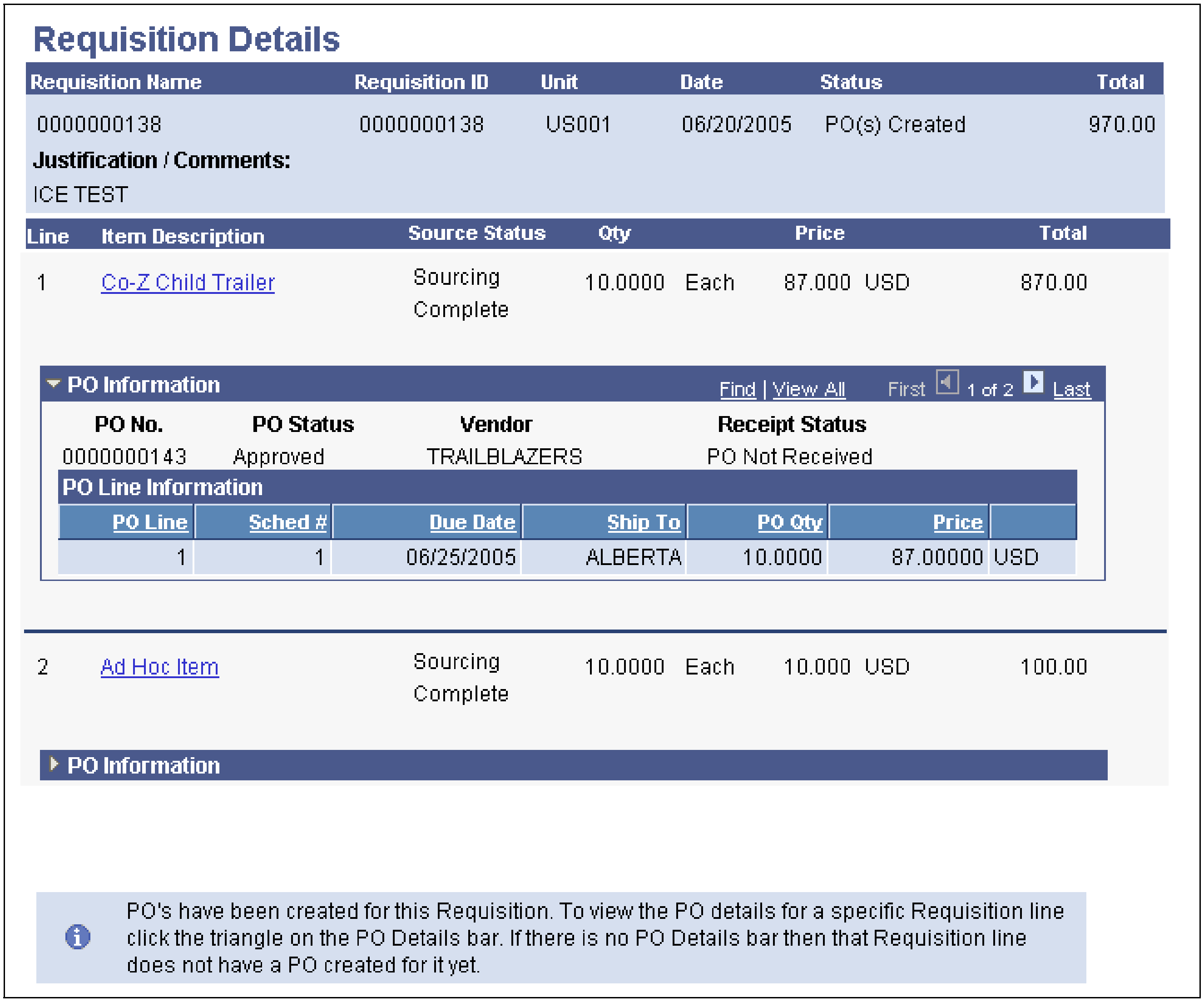
See Also

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, "Using Workflow and Managing Approvals"

Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," page 173

Viewing Requisition Details

Access the Requisitions Details page.



Requisition Details page

Use this page to view details about individual requisitions. The PO Information header bar appears only if a purchase order was created for the requisition.

Item Description

Click to view an item's description. You can also access the item's detail document.

Source Status

View the stage of the requisition line in the sourcing process. Values include:

Not Sourced

Available: The requisition line has not yet been placed on a PO or inventory stock request.

In Process: A sourcing process is running on this requisition line, or there is an error in creating a PO.

Sourcing Complete: The requisition line has been sourced to an inventory stock request or a PO.

Sourced from Inventory

Click the Sourced from Inventory button to access the Requisition to MSR List page where you can view stock request information.

This button only appears if the requisition line item is defined as an inventory item in PeopleSoft Inventory on the Item Definition - General page: Common page.

Requisition Schedule and Distribution
Click this link to access the Requisition Detailed Summary page where you can view line details, schedules, and distribution information.

PO Information

Expand this section to view the purchase order line that was created for the requisition line.

Receipt Status
Displays the receipt status for this PO. Values include:

PO Not Received: No quantities for this PO line have been received.

PO Partially Received: Part or all quantities for this PO line have been received. Even if the quantity is fully received, the status does not change until you run the Match Request process in PeopleSoft Payables.

PO Received: All quantities for this PO line have been received and you run the Matching process (AP MATCHING) in PeopleSoft Payables.

View Receipt
Click the View Receipt button to access the Receipt For a Casual User page. This button appears if a receipt has been recorded for this line.


Click to access the Change Request Header page where you can enter a change request for this requisition line. This button appears if the purchase order (PO) has been dispatched but not received.

Editing Requisitions

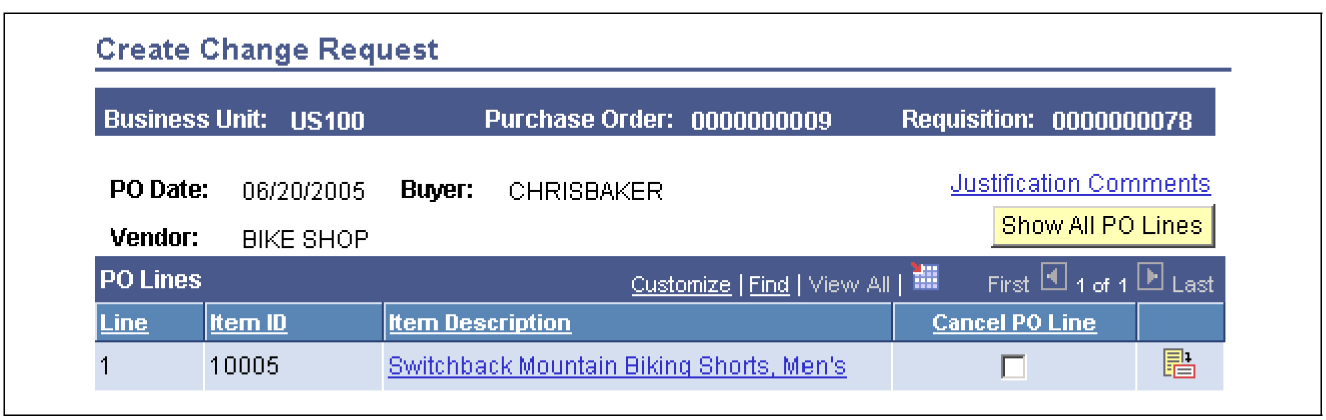
Access the Edit Requisitions page.

This page is similar in appearance and usage to the Create Requisitions page.

See Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," Defining Requisitions, page 179.

Changing Requisition Line Information

Access the Create Change Request page.

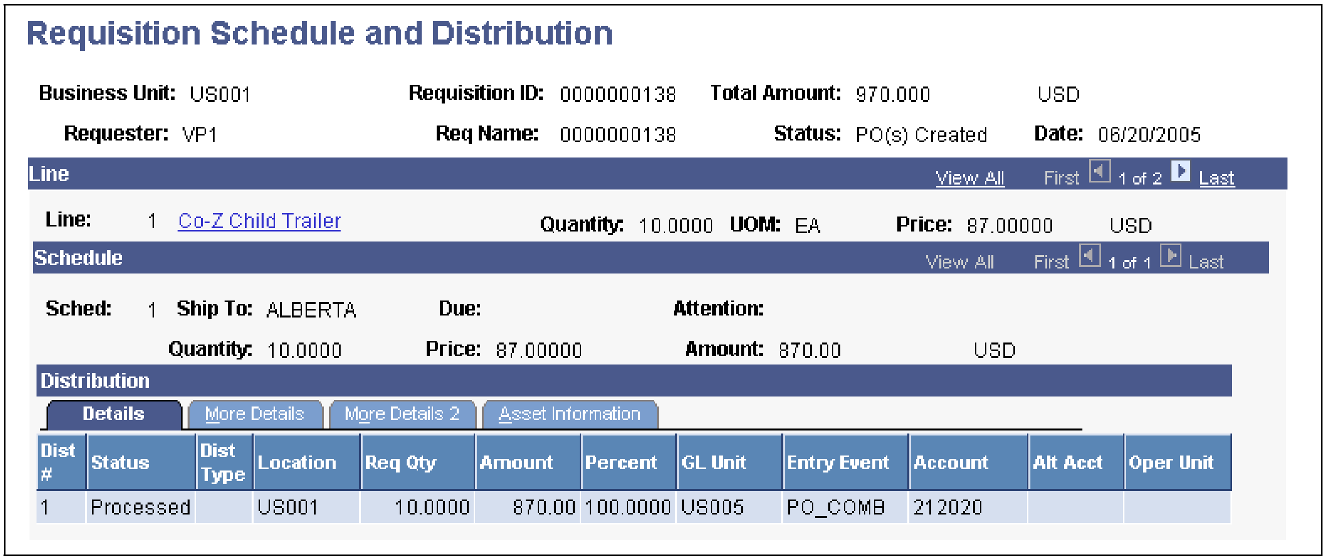


Create Change Request page

The selected line item from the PO appears when you access this page. Click the Show All PO Lines to display all lines from the PO. You can cancel the line item or click the Details button to edit the line item.

Maintaining Requisition Distribution and Accounting Details

Access the Requisition Schedule and Distribution page.


Requisition Schedule and Distribution

Business Unit: US001 **Requisition ID:** 0000000138 **Total Amount:** 970.000 USD

Requester: VP1 **Req Name:** 0000000138 **Status:** PO(s) Created **Date:** 06/20/2005

Line View All First 1 of 2 Last

Line: 1 Co-Z Child Trailer **Quantity:** 10.0000 **UOM:** EA **Price:** 87.00000 USD

Schedule View All First 1 of 1 Last

Sched: 1 **Ship To:** ALBERTA **Due:** **Attention:**

Quantity: 10.0000 **Price:** 87.00000 **Amount:** 870.00 USD

Distribution

Details | More Details | More Details 2 | Asset Information

Dist #	Status	Dist Type	Location	Req Qty	Amount	Percent	GL Unit	Entry Event	Account	Alt Acct	Oper Unit
1	Processed		US001	10.0000	870.00	100.0000	US005	PO_COMB	212020		

Requisition Schedule and Distribution page

This page includes three sections. The Line section contains of all the line items on a requisition. To view the item's description, click the item name.

Schedule

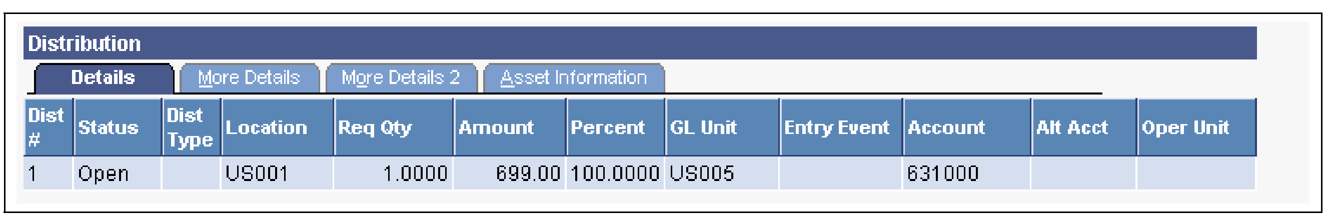
The Schedule section displays shipping information for the item, such as where the item is being shipped, when it's due, the amount, and cost of the item.

Click the Schedule VAT (schedule value added tax) button to access the Schedule VAT Information page where you can review tax information as you manage requisitions. A value added tax, as opposed to a retail sales tax, is an indirect tax. Rather then being applied only at the point of sale, at the end, to a final consumer, the tax can be paid by each supplier up through the chain of sale.

When you access the Schedule VAT Information page, you can override the recovery percentage and rebate percentage and recalculate or reset VAT defaults changes are made to VAT determinants.

Distribution - Details

Access the Requisition Schedule and Distribution: Details page.


Distribution

Details | More Details | More Details 2 | Asset Information

Dist #	Status	Dist Type	Location	Req Qty	Amount	Percent	GL Unit	Entry Event	Account	Alt Acct	Oper Unit
1	Open		US001	1.0000	699.00	100.0000	US005		631000		

Requisition Schedule and Distribution: Details page.

Dist # (distribution number) Displays the number the system assigns to this distribution. The system uses this numbering to distinguishes between multiple distributions for a single requisition line.

Status Distribution statuses include:

Open: The distribution line is open.

Complete: The distribution line is closed.

Processed: The distribution line has been processed and is unavailable for sourcing.

Canceled: The distribution has been canceled.

Dist Type (distribution type) Displays the method by which the system allocates or charges an expense account distribution. Values include:

Amt (amount): The sum of all distribution amounts must equal the schedule amount (merchandise amount). Inventory items cannot be distributed by amount.

Qty (quantity): The sum of all distribution quantities must equal the schedule quantity.

Distribution Vat Click the Distribution Vat button to access the Distribution VAT Information page where you can review tax information as you manage requisitions. The button does not appear when the Calculation Adjustment at business unit level is not selected, the purchasing business unit is not in a VAT environment, or the View/Override VAT Details feature is not selected as a user preference or role action.

Distribution: More Details

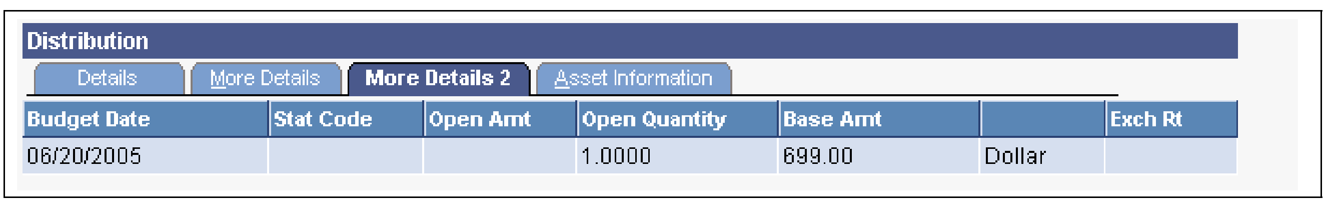
Access the Requisition Schedule and Distribution: More Details page.

Select the More Details tab.

Along with viewing accounting information, you can access projects. Click the Projects link to view and update projects and activities.

Distribution: More Details 2

Access the Requisition Schedule and Distribution: More Details 2 page.



Distribution: More Details 2 page

Stat Code (statistics code) Displays the code used to maintain statistical amounts to facilitate financial analysis and reporting. You can track a variety of nonmonetary amounts with statistics.

Open Amt (open amount) Displays the amount that is still open on the PO. Values appear in this field when the distribution type is *Amt.*

Open Quantity Displays the quantity that has not been received and is still open on the PO. Values appear in this field when the distribution type is *Qty.*

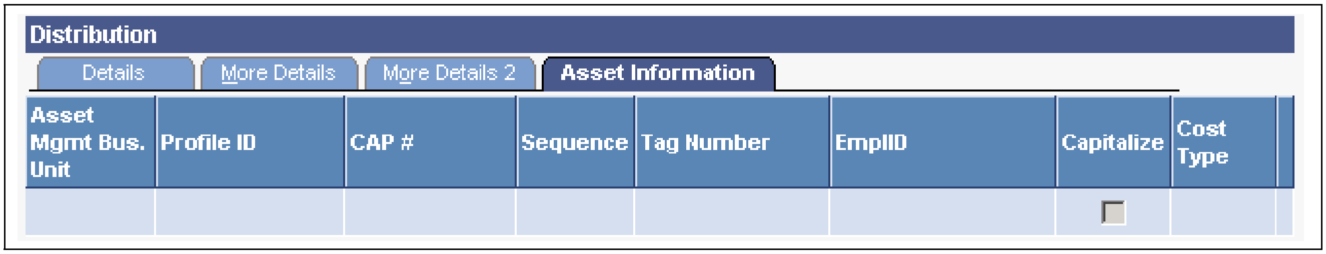
Base Amt (base amount) Displays the monetary value for this distribution line. The value appears in the base currency for the business unit. The currency type also appears with the value.

If the currency is different than the base currency, an exchange rate also appears.

Exch Rt (exchange rate) Displays the ratio between the base currency and the alternate currency.

Asset Information

Access the Requisition Schedule and Distribution: Asset Information page.



Distribution: Asset Information page.

Profile ID Displays the default asset profile ID associated with distribution items.

CAP ID (capital acquisition plan ID) The CAP identification ties the asset to a capital acquisition plan.

Sequence Displays the sequence number for the capital acquisition plan.

Tag Number If you use tags to track assets, enter the tag number assigned to the asset.

EmplID (employee ID) Employee ID of the custodian for this distribution item.

Capitalize Select to designate this item as a capitalized item. If the item is capitalized, it can be depreciated before being the order is paid.

Cost Type Displays the default cost type associated with the item purchase, if applicable. Cost types represent components of the cost of an asset, such as materials, labor, and overhead.

Activity Displays the activity associated with this distribution item.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes

Changing Value-Added Tax Details for Distributions

Access the VAT Details for Distribution page.

Use this page to make adjustments to value-added taxes distribution details. Information that appears on the page relates to the requisition line number item and the schedule that you selected on the Manage Requisitions page.

Vat Defaults

Use Type Determines VAT recoverability. The field value is retrieved from the VAT default hierarchy, but you can override this value.

Use type is a type of activity in which a purchased good or service will be used, and therefore to determine a recoverability percent and a rebate percent (when applicable) that is to be applied to a transaction line. Activities are categorized as taxable, exempt, or mixed. Where activity is mixed, you can associate either the ratio of taxable activity to exempt activity directly with the use type, or you can indicate that this ratio is determined at the ChartField level.

Apportionment Control Displays the business unit that you want to control the VAT apportionment. This value appears by default from the Purchasing business unit. VAT apportionment is the mechanism that enables you to specify the ratio of taxable activity to exempt activity for individual ChartFields.

Recovery Source Select whether the VAT recovery is *Automatic* or *Manual.* This value appears by default from the Purchasing business unit. If you select *Manual,* enter a value in the Recovery Percent field.

Rebate Source Select whether the VAT rebate is *Automatic* or *Manual.* This value appears by default from the Purchasing business unit. If you select *Manual,* enter a value in the Rebate Percent field.

Treatment Controls default and transaction behavior. A description of how the transaction must be treated for VAT purposes. This is used to determine how VAT defaults are applied, what accounting entries are required, and how and if the transaction is reported on the VAT return. You can override the values in this field.

The VAT defaulting hierarchy determines the value of this field based on the country in which the service is deemed to have been performed, and the countries in which the bank and beneficiary are located and registered.

VAT Code (value-added tax treatment) Select a value to specify the rate at which VAT is calculated. The VAT code used to define a percentage the system uses to determine the VAT amount. The VAT code is similar to the sales and use tax code, with a few exceptions.

The tax authority tied to the VAT code generally consists of a single authority, and the ChartFields for a VAT code don't reside with the tax authority but are determined by the combination of the VAT code, VAT account type, and VAT transaction type.

Transaction Type Select a value to categorize VAT transactions according to particular VAT accounting and reporting requirements. The VAT code and the VAT transaction type are used in conjunction with the VAT account type to obtain the ChartFields for accounting entries.

VAT Calculations

Transaction Amount VAT amount in the transaction currency.

Transaction Amount Base VAT amount in the base currency.

Basis Amount VAT basis amount in transaction currency.

Basis Amount Base VAT basis amount in the base currency.

Tax Rate Displays the rate at which this item is taxed.

Recorded Amount Displays the amount of VAT calculated for the schedule in the transaction currency.

Recorded Amount Base Displays the amount of VAT calculated for the schedule in the base currency.

Recovery Percent Displays a system-calculated value based on the selected VAT use type. You can override the automatic value if the VAT Allow Override Recovery/Rebate field on the business unit indicates that manual override is allowed. This value must be smaller than or equal to 100, and a positive number.

To access the field, select eProcurement, Procurement Application Admin, Maintain Business Units, Processing Options, and click the Set VAT Default link.

Rebate Percent Displays a system calculated value based on the selected VAT use type. You can override the automatic value if the VAT Allow Override Recovery/Rebate field on the business unit indicates that manual override is allowed. This value must be smaller than or equal to 100 and a positive number.

To access the field, select eProcurement, Procurement Application Admin, Maintain Business Units, Processing Options, and click the Set VAT Default link.

Recovery Amount VAT recovery amount in the transaction currency.

Recovery Amount Base VAT recovery amount in the base currency.

Rebate Amount Calculated VAT rebate amount in the transaction currency.

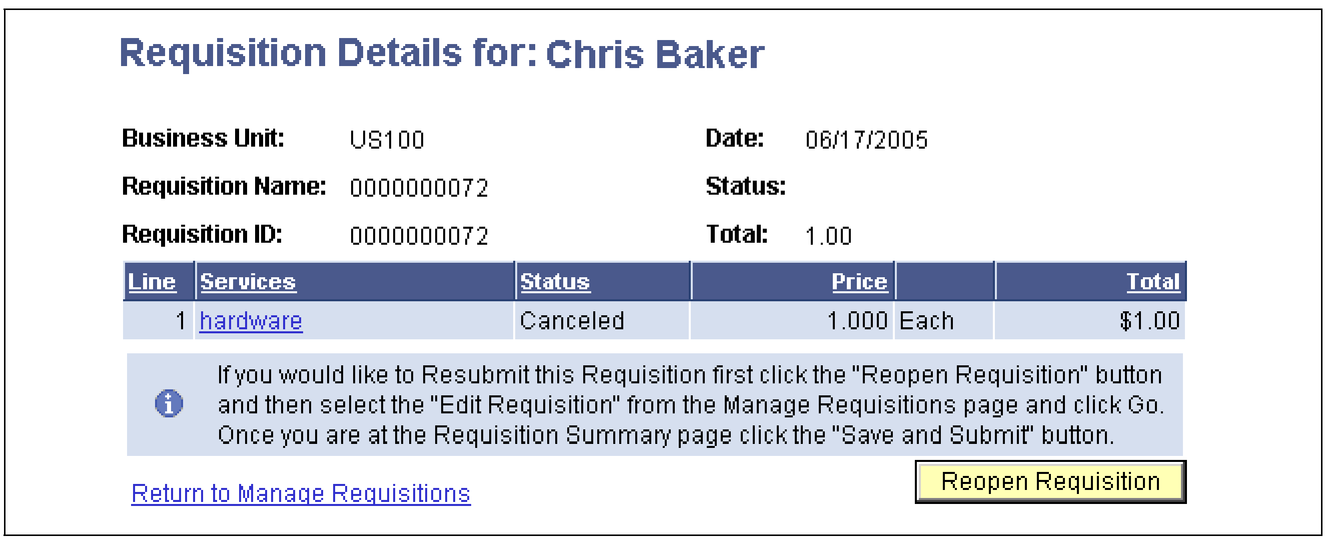
Rebate Amount Base Calculated VAT rebate amount in the base currency.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Working with VAT”

Canceling or Reopening Requisitions

Access the Review Requisition for <name> page.



Requisition Details for: Chris Baker

Business Unit: US100 Date: 06/17/2005

Requisition Name: 0000000072 Status:

Requisition ID: 0000000072 Total: 1.00

Line	Services	Status	Price		Total
1	hardware	Canceled	1.000	Each	$1.00

If you would like to Resubmit this Requisition first click the "Reopen Requisition" button and then select the "Edit Requisition" from the Manage Requisitions page and click Go. Once you are at the Requisition Summary page click the "Save and Submit" button.

Return to Manage Requisitions

Reopen Requisition

Requisition Details for <name> page

Click a line item link to review the details of that line item.

Cancel Requisition Click to cancel a requisition. You can cancel any requisition for which a purchase order is not already submitted.

Reopen Requisition Click to reopen a canceled requisition.

Approving Requisitions

This section discusses how to:

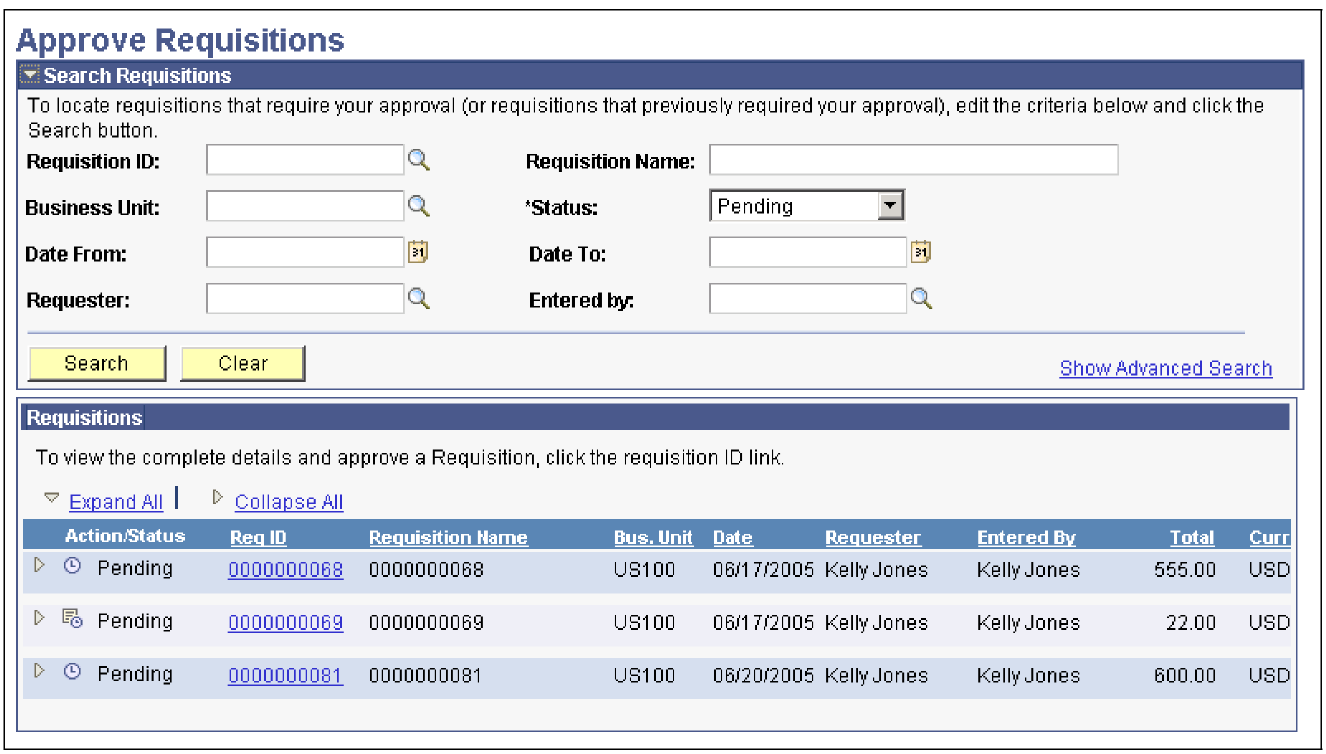
- View a list of requisitions that require approval.
- Approve requisitions.

Page Used to Approve Requisitions

Page Name	Object Name	Navigation	Usage
Manage Approvals	PV_APPR_MGR2	eProcurement, Manage Approvals	View a list of requisitions that require approval.
Requisition Approval	PV_REQ_APPROVAL	Click a Req ID on the Manage Approvals page.	Approve or deny requisitions.

Viewing a List of Requisitions That Require Approval

Access the Manage Approvals page.

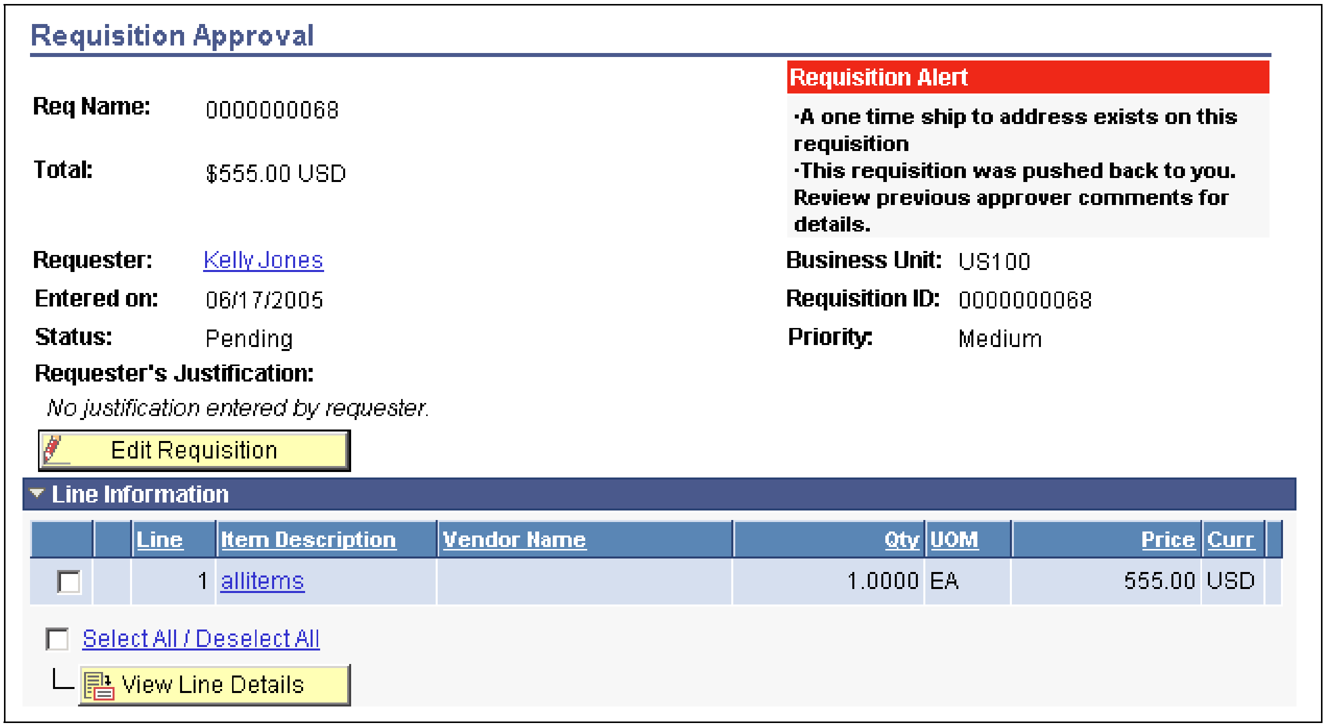


Approve Requisitions page

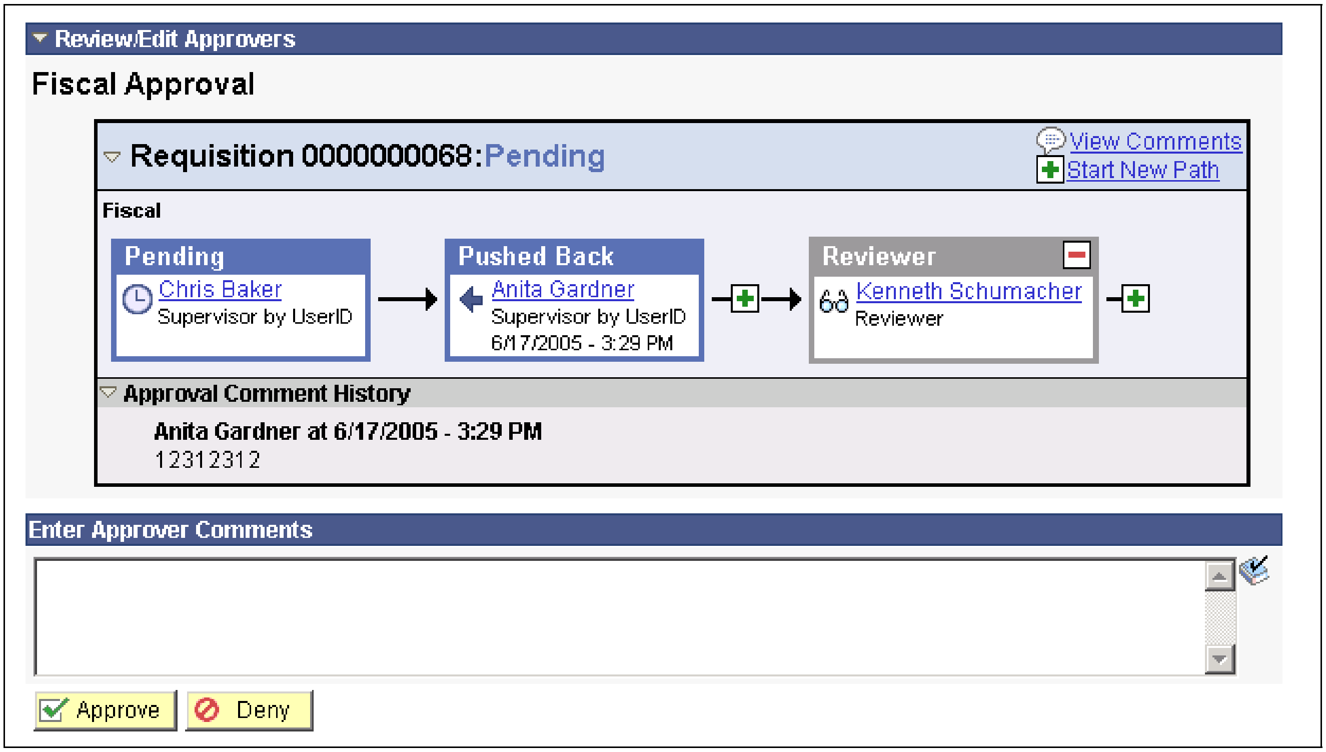
Use this page to review the requisitions that you have approved or that you are responsible for approving. By default, all requisitions in *Pending* status appear. You can filter the list in various ways. Click a Req ID to approve or deny the requisition.

Approving Requisitions

Access the Requisition Approval page.



Requisition Approval page (1 of 2)



Requisition Approval page (2 of 2)

Use this page to approve or deny requisitions. You can view details of the requisition and its line items, view the approval process and history, and enter comments.

CHAPTER 11

Integrating with Direct Connect Suppliers

This chapter provides an overview of supplier integration and discusses how to:

- Set up common components for direct connect.
- Link to suppliers using PunchOut.
- Link to suppliers using RoundTrip.
- Troubleshoot error messages.

Understanding Direct Connect Supplier Integration

This section discusses:

- Direct connect.
- Shared data synchronization.

Direct Connect

Direct connect enables eProcurement Requisition users to interact directly with a supplier's website. This interaction enables the user to browse and search the supplier's online catalog to select items to add back into the eProcurement Requisition using an approved standard process such as PunchOut (Ariba's standard) or RoundTrip/OCI (Commerce One's standard.)

You set up direct connect methods and supplier details, such as URLs (uniformed resource locator). You then run through a series of background processes. PeopleSoft eProcurement:

- Passes and receives strings of data which are transformed from XML into PeopleSoft messages.
- Makes it possible for users to access and browse supplier catalogs.
- Adds requisition lines using supplier shopping carts.
- Sources purchase orders (POs) to suppliers.

The product or service items that you select are brought into a PeopleSoft eProcurement requisition, which is processed through PeopleSoft approval workflow. The requisition is eventually converted to a purchase order, which can be routed to the supplier's website. This integration enables you to access multiple vendor catalogs in realtime, without loading or maintaining catalogs within PeopleSoft applications, including eProcurement.

Direct connect supplier integration enables you to create configured orders for products or services such as:

- Computer systems with various types of processors, memory requirements, and peripherals.
- Printing jobs with varying text, colors, types and sizes of paper, numbers of copies, and output formats.

- Catered events with different locations, times, types of food, and levels of service.

PeopleSoft eProcurement supports:

- RoundTrip integration that uses OCI (Open Catalog Interface) to format the data returned from the shopping session.
- PunchOut integration that uses cXML.

Note. Using either RoundTrip or PunchOut, you can access a supplier's existing, web-based catalog to from within PeopleSoft eProcurement. You can add goods and services to a shopping cart, which is sent back to eProcurement for order fulfillment. You can access supplier catalogs and streamline the purchasing processes.

Note. The Direct Connect Supplier feature requires some set up by the organization. The steps for entering an order with a direct connect supplier vary according to the supplier and the set up. Because direct connect order processing involves integration with another website, the PeopleSoft eProcurement change request feature might not be available for purchase orders that are created in this manner.

Note. The terms marketplace and marketsite are interchangeable in this PeopleBook and refer to conducting business using the internet.

Shared Data Synchronization

To prevent validation errors when requisition information is passed between PeopleSoft eProcurement and the direct connect supplier's website, the common control data should use these codes:

Control Data	Standard Used by cXML
Units of measure	UN/CEFACT
Currency codes	ISO 4127
Country codes	ISO 3166
Language codes	ISO 639

Setting Up Common Components for Direct Connect

This section lists prerequisites and discusses how to:

- Set up direct connect suppliers.
- Set up Integration Broker node definitions.
- Set up contacts.
- Set up connectors.

- Set up transactions.
- Create an Integration Broker relationship definition.
- Define transaction modifiers.
- Create direct connect methods.
- Create linked supplier definitions.
- Identify supplier properties.
- Map PeopleSoft field values to supplier field values.

Pages Used to Set Up Common Components for Direct Connect

Page Name	Object Name	Navigation	Usage
Node Definitions	IB_NODE	eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Node Definitions, Node Definitions	Create an Integration Broker node for each process you utilize with direct connect.
Contacts	IB_NODECONTACT	eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Node Definitions, Contacts	Add PeopleSoft vendor contact definitions by defining information about the people associated with the current node. Each node represents a database or other software entity managed by one or more people. You also enter a description for the supplier using this page. This is the description that appears on the Web page when you are creating a requisition.
Connectors	IB_NODECONN	eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Node Definitions, Connectors	Set up nodes.
Transactions	IB_NODETRXLIST	eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Node Definitions, Transactions	Define the basic unit of work in an integration. Each transaction is associated with a specific node. Transaction designate messages that the current node can send or receive, whether messages are inbound or outbound, and whether the message is synchronously or asynchronously transmitted.

Page Name	Object Name	Navigation	Usage
Relationships	IB_RELATIONSHIP	eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Relationships, Relationships	Define a node/transaction relationship to a transformation object.
Transaction Modifiers	IB_RELTRXLIST	eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Relationships, Transaction Modifiers	Establish relationships by defining a transaction modifier with respect to a specified pair of nodes, which forms a relationship. All the transaction modifiers that apply to a given node pair are part of the same relationship definition.
Direct Connect Methods	PV_DC_TYPE	eProcurement, Administer Procurement, Maintain Supplier Integration, Direct Connect Methods, Direct Connect Methods	Set up direct connect method components.
Linked Suppliers	PV_MS_SEC_SUPPLIER	eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Suppliers, Linked Suppliers	Associate vendor ID, vendor location, and the direct connect node together.
Supplier Properties	PV_MS_SEC_SUP_NV	Select the Supplier Properties tab on the Linked Suppliers page.	Store details of how the particular vendor interacts with the direct connect method.
Supplier Value Cross-Reference	PV_MERCHANT_XREF	eProcurement, Administer Procurement, Maintain Supplier Integration, Supplier Value Cross-Reference, Supplier Value Cross-Reference	Map PeopleSoft field values to supplier field values by creating a cross-reference between the item categories and the values that are returned by PunchOut direct connect suppliers.
Vendor Information	VNDR_ID1_SUM	eProcurement, Administer Procurement, Maintain Vendors, Vendor Profile, Vendor Information	Create new vendor profiles. See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information”.

Setting Up Direct Connect Suppliers

There are several activities that need to be completed before a vendor is enabled for direct connect.

1. Exchange contact information with the supplier.
2. Execute and contractual agreements required between the two companies.
3. Set up the direct connect supplier as a PeopleSoft vendor.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information”.

4. Create a node for each supplier you will connect to.

   See Chapter 11, “Integrating with Direct Connect Suppliers,” Setting Up Integration Broker Node Definitions, page 239.

5. Create a link supplier definition for each supplier.

   See Chapter 11, “Integrating with Direct Connect Suppliers,” Creating Linked Supplier Definitions, page 247.

Contacting Suppliers for Authentication Data

These steps describe the setup for direct connect suppliers:

1. The supplier creates an account for the organization.
2. The organization administrator and the supplier establish an organization wide password (shared secret) that authenticates XML messages from PeopleSoft eProcurement.
3. The supplier gives the organization the URL for the vendor.

Creating a Vendor Profile

If the supplier is not already a vendor, you need to create it. These are the fields for use when creating a linked supplier definition:

- Vendor SetID
- Vendor ID
- Vendor Location

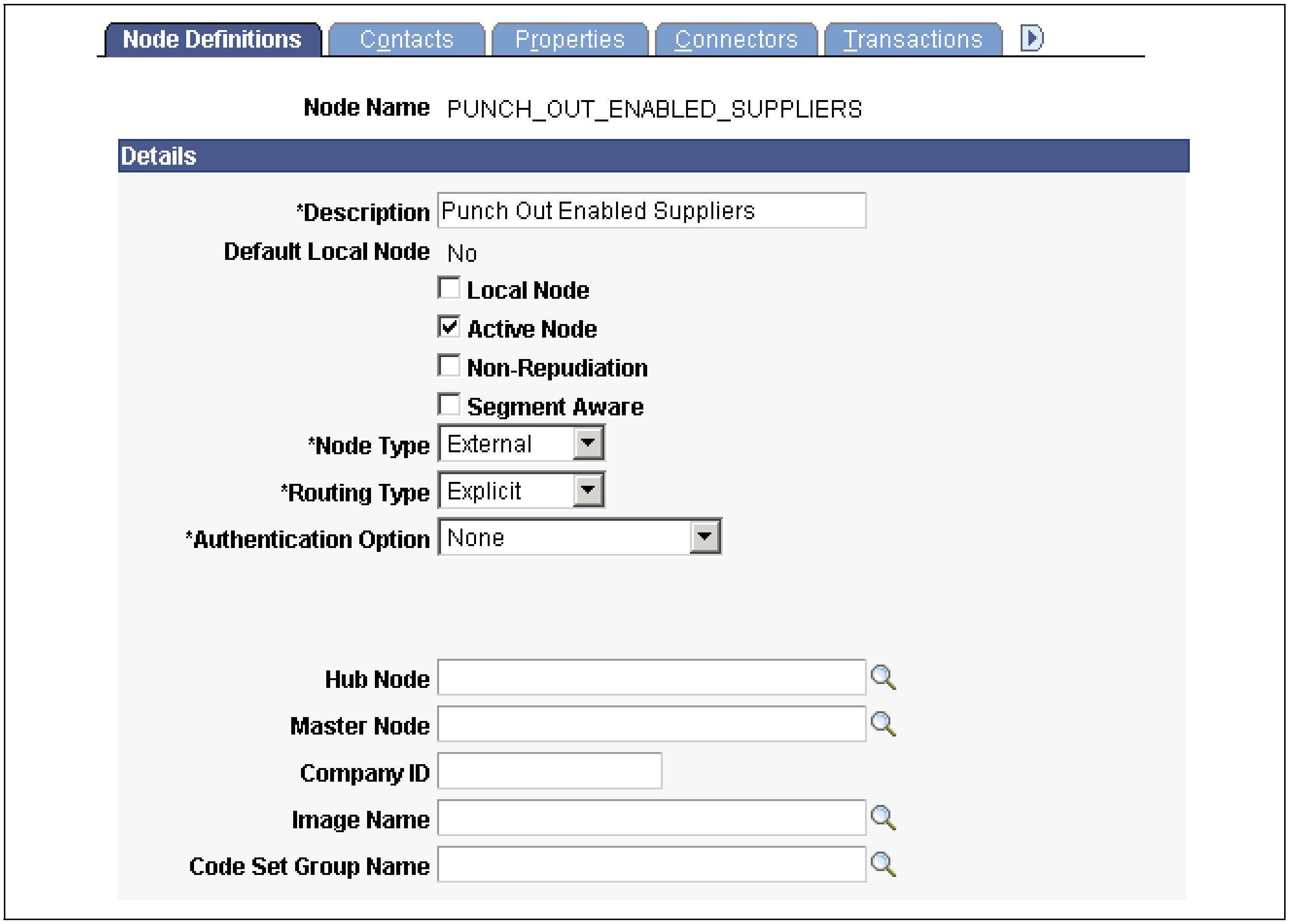
See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information”.

Adding PeopleSoft Vendor Contact Definitions

Before you save an order on a PeopleSoft eProcurement requisition, you must first establish the supplier as a PeopleSoft vendor. After you set up this connection, the vendor ID is saved on the requisition line, and this supplier is listed as the vendor on the purchase order.

Setting Up Integration Broker Node Definitions

Access the Node Definitions page.



Node Definitions page

You need to create an Integration Broker node for each supplier and each standard process you utilize with the suppliers.

Note. Before setting up Integration Broker nodes, you must have the Integration Broker Gateway established.

Details

Description
The data in the Description field is used as the text for the link to the vendor in the eProcurement requisition.

Active Node
The Active Node check box should be selected.

Node Type
The Node Type for direct connect should be equal to *External.*

External designates the node as an entity that doesn't use PeopleSoft Integration Broker.

Routing Type
The Routing Type is *Explicit.*

Explicit defines that the current node won't be included as a target node unless you specify it directly.

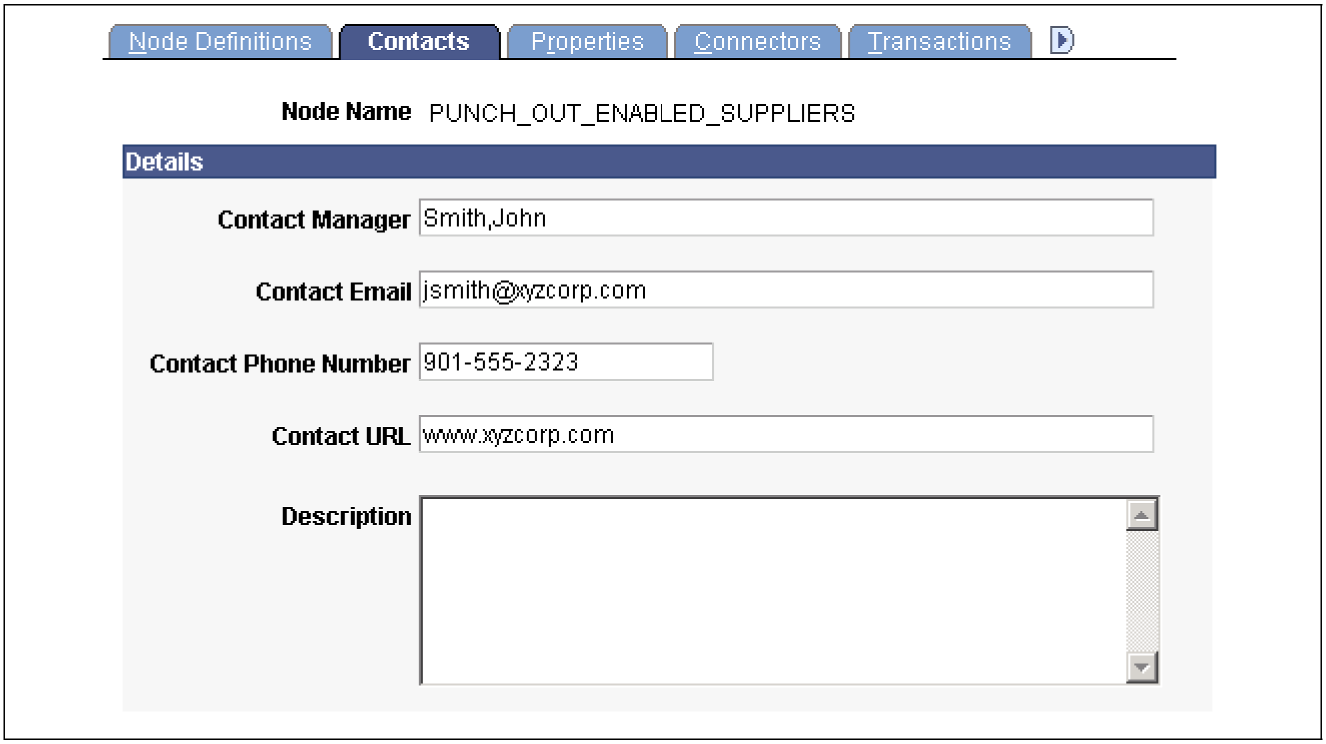
Authentication Option
The Authentication Option should equal *None.*

See Also

Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," Setting Up the Gateway for a Marketplace, page 130

Setting Up Contacts

Access the Contacts page.



Contacts page

Contact Manager Enter the name of the contact manager. You must use the PeopleSoft standard name format, which is last name, followed by any suffix or prefix such as MD or Jr., a comma, and then the person's first name. (for example: Smith MD,John).

Description Enter a description. The system displays the contents of the Description field to the right of the vendor link on requisitions.

Setting Up Connectors

Access the Connectors page.

Connectors page

Gateway ID

This is the Integration Broker gateway.

See Chapter 7, “Using PeopleSoft eProcurement with a Marketplace,” Setting Up the Gateway for a Marketplace, page 130.

Connector ID

This should equal *HTTPTARGET.*

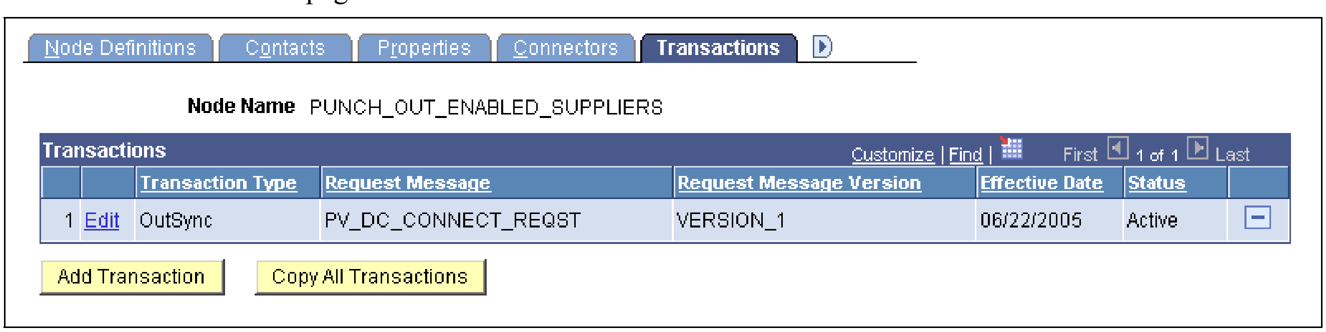
Properties

These four rows are the properties of the connector *HTTPTARGET.* These properties give the connector details of how to connect to the vendor using HTTP.

Property ID	Property Name	Value
HEADER	Content-Type	text/xml
HEADER	sendUncompressed	Y
HTTPPROPERTY	Method	POST
PRIMARYURL	URL	Value should equal the URL given to you by the vendor. For PunchOut, this is the URL that accepts the PunchOutSetupRequest. For RoundTrip, this is the URL that accepts the Outbound Request.

Setting Up Transactions

Access the Transactions page.



Transactions page

You do not need to create transactions for RoundTrip. For PunchOut, you need to complete these steps:

1. Click the Add Transactions button.
2. Define the node transactions.

Node Name	Enter the current Node Name.
Transaction Type	Enter *Outbound Synchronous.*
Request Message	Enter *PV_DC_CONNECT_REQST*, which is a delivered value.
Request Message Version	Enter *VERSION_1.*

3. Click the Add button.
4. The system displays the Transaction Detail page.

Status	Select *Active.*
Routing Type	Select *Explicit.*

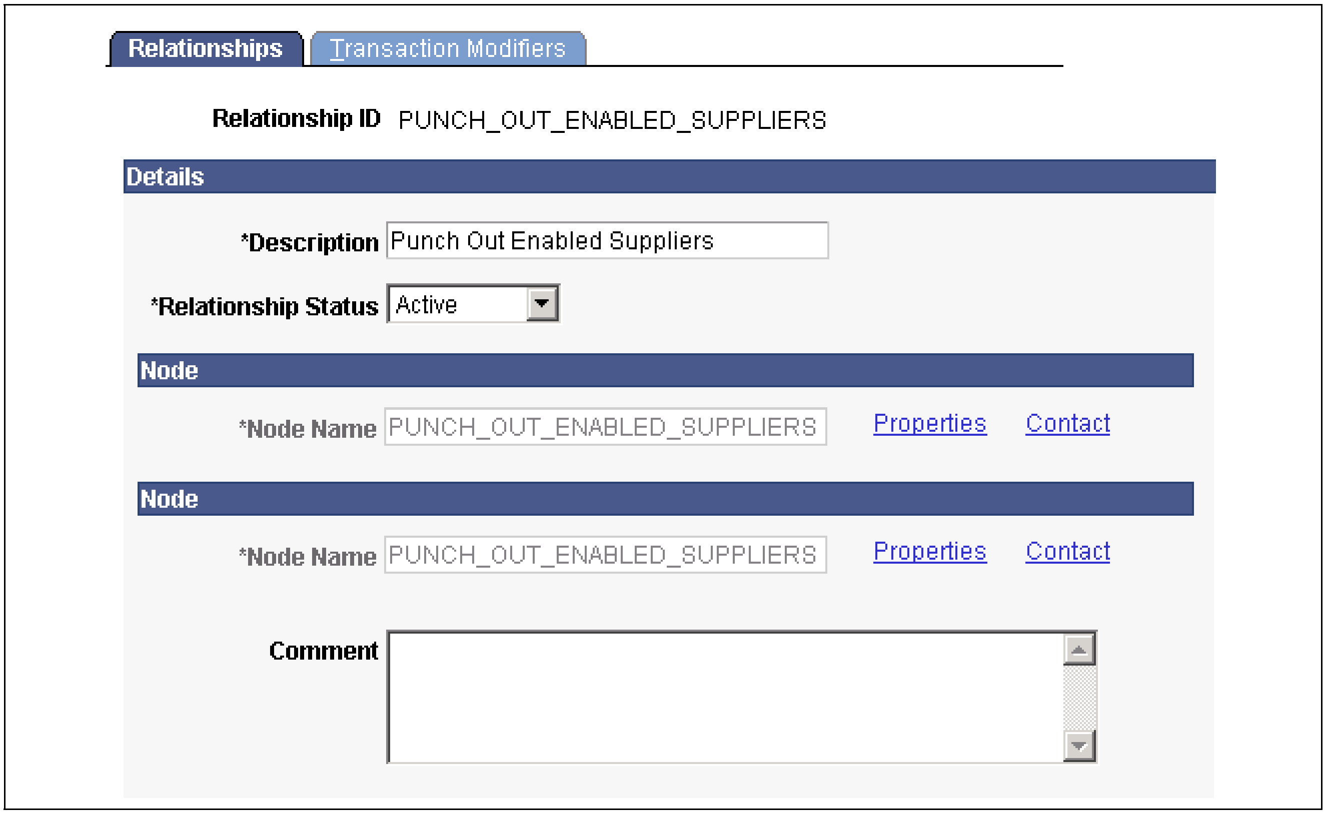
5. Access the Messages tab.

Synchronous Logging	Select *Header and Detail* if you wish to log direct connect messages to the Integration Broker message monitor.
Request Message - External Name	Enter *PunchOutSetupRequest.*
Response Message - Message Name	Enter *PV_DC_CONNECT_RESP.*
Response Message - Message Version	Enter *VERSION_1.*
Response Message - External Name	Enter *PunchOutSetupResponse.*

6. Click Save.
7. Click the Return to Transaction List link.
8. Save the work.

Creating an Integration Broker Relationship Definition

Access the Relationships page.



Relationships page

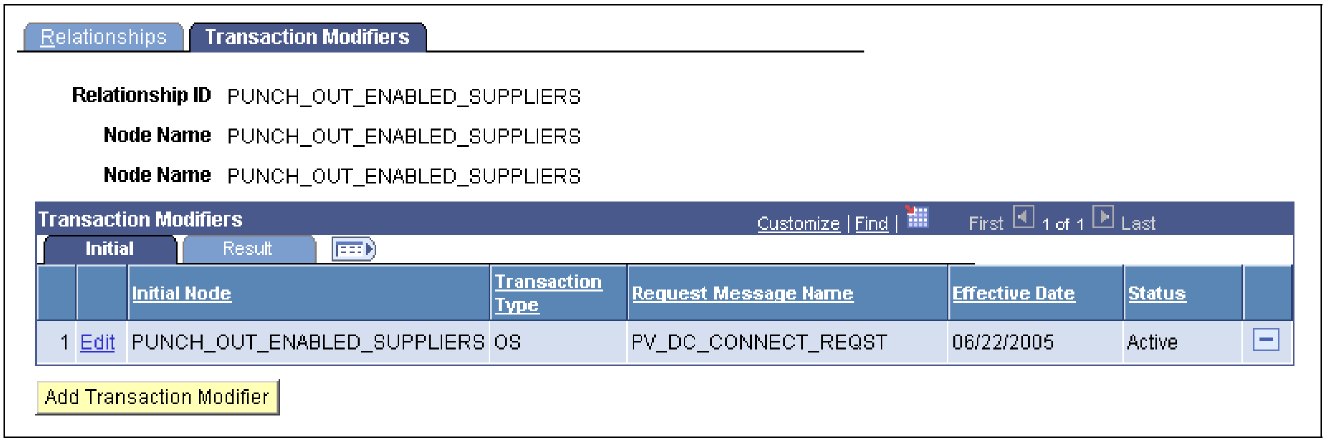
A relationship definition relates the Node/Transactions that you created to a pre-defined transformation object. The transformation is what takes the data from the PeopleSoft message format and converts it to the format that the supplier is expecting. To create a relationship, you need to identify both relationship nodes and transformation modifiers.

Note. Broker relationships are not needed when you are using RoundTrip.

Relationship Status	Select *Active* to activate the relationship.
Node Name	Both Node Name fields should equal the node you are using for direct connect.

Defining Transaction Modifiers

Access the Transaction Modifiers page.



Transaction Modifiers page

Click the Add Transaction Modifier button.

Initial Node	This node should be the same as the node you created for direct connect.
Request Message Name	Enter *PV_DC_CONNECT_REQST.*
Source Request Message Version	Enter *VERSION_1*
Transaction Type	Select OS (Outbound Synchronous.)
Result Node	This node should be the same as the node you created for direct connect.
Request Message Name	Enter *PV_DC_CONNECT_REQST.*
Target Request Message Version	Enter *VERSION_1*.

When the system displays the results, select *OS* as the Transaction Type in the Results group box. Then define the request and response message.

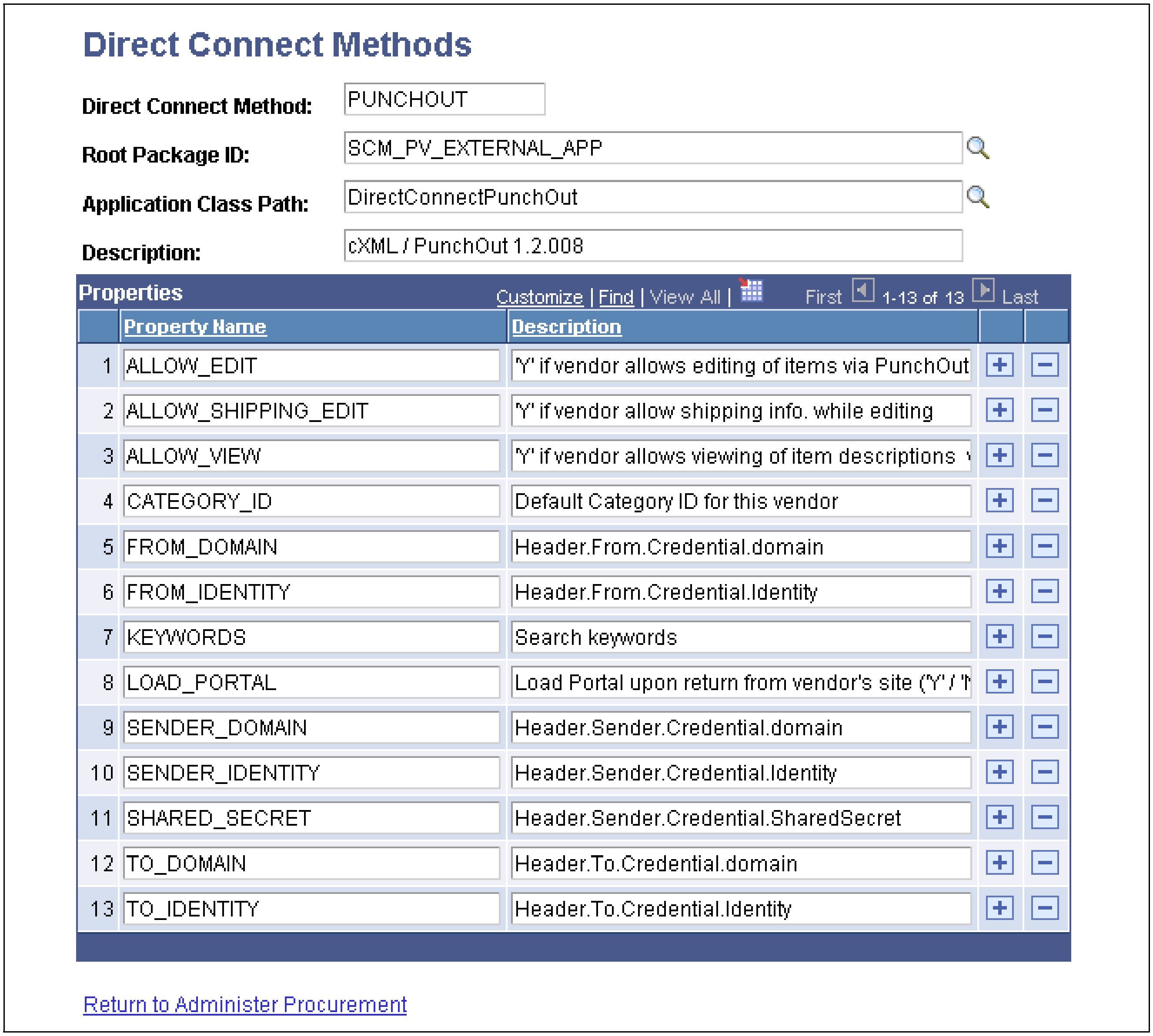
Request	Use *PV_DC_POSR*.
Response	Use *PV_DC_PORSP.*

Note. These transformations follow the cXML 1.2.008 standard.

To complete the relationship set up, select the Return to Transaction List and then click the Save button.

Creating Direct Connect Methods

Access the Direct Connect Methods page.



Direct Connect Methods

Direct Connect Method: PUNCHOUT

Root Package ID: SCM_PV_EXTERNAL_APP

Application Class Path: DirectConnectPunchOut

Description: cXML / PunchOut 1.2.008

Properties — Customize | Find | View All | First 1-13 of 13 Last

	Property Name	Description
1	ALLOW_EDIT	'Y' if vendor allows editing of items via PunchOut
2	ALLOW_SHIPPING_EDIT	'Y' if vendor allow shipping info. while editing
3	ALLOW_VIEW	'Y' if vendor allows viewing of item descriptions
4	CATEGORY_ID	Default Category ID for this vendor
5	FROM_DOMAIN	Header.From.Credential.domain
6	FROM_IDENTITY	Header.From.Credential.Identity
7	KEYWORDS	Search keywords
8	LOAD_PORTAL	Load Portal upon return from vendor's site ('Y' / 'N
9	SENDER_DOMAIN	Header.Sender.Credential.domain
10	SENDER_IDENTITY	Header.Sender.Credential.Identity
11	SHARED_SECRET	Header.Sender.Credential.SharedSecret
12	TO_DOMAIN	Header.To.Credential.domain
13	TO_IDENTITY	Header.To.Credential.Identity

Return to Administer Procurement

Direct Connect Methods page

Methods enable you to define code specific to a supplier. PeopleSoft eProcurement delivers the methods and classes for you to use in establishing and changing supplier connections.

Note. After you create methods, you can use the Linked Suppliers link on the Maintain Supplier Integration page to make changes to the method. Direct Connect Methods are only needed when a customization is made. This is not a required step.

Setting Up Direct Connect Method Components

Use this page to define new direct connect supplier methods when you have made customizations to the system. Also, you can change versions of the PunchOut or RoundTrip methods for those suppliers who do not follow the published standards defined for the two methods. You also define the application class where the new or changed code for the method resides.

PeopleSoft supplies the PUNCHOUT method with eProcurement. The standard follows the PunchOut standard defined in the cXML 1.2.008 specification. This specification is available online.

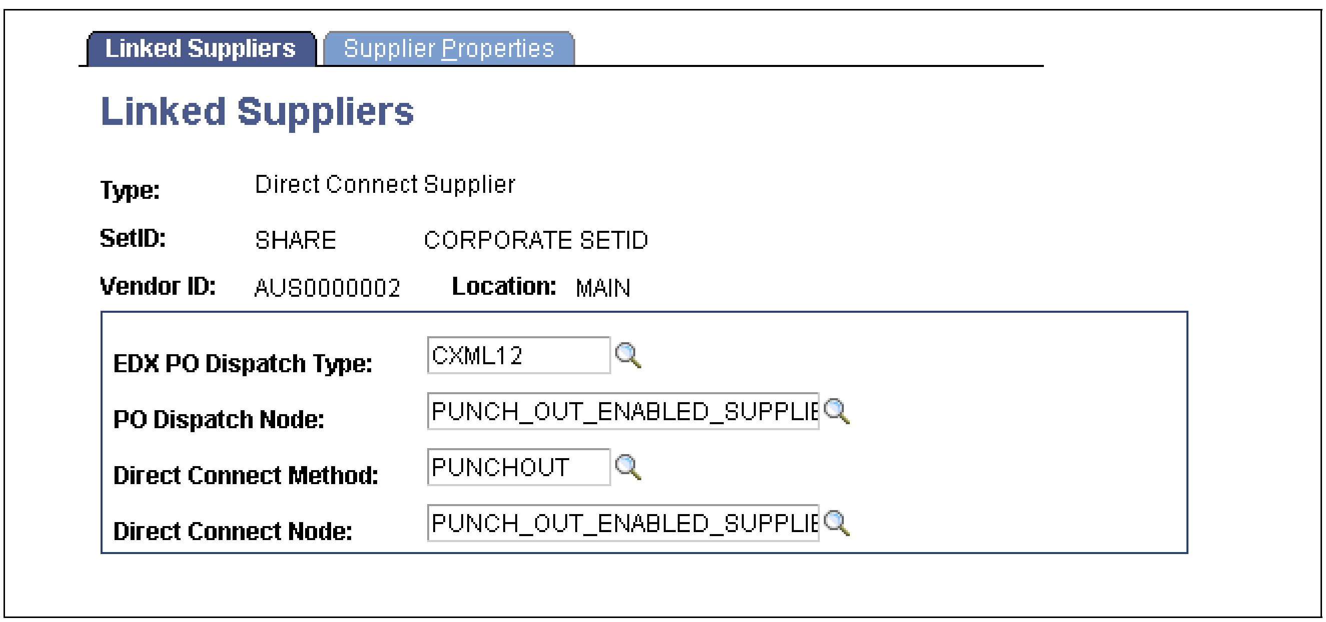
PeopleSoft also supplies the ROUNDTRIP method with eProcurement and uses the published RoundTrip standard. RoundTrip was built to expand on the OCI 2.0b specification which is also available online.

Direct Connect Method	Enter a new method value or an existing value. A method is the means that you use to link PeopleSoft eProcurement with a direct connect supplier. A method has properties containing object attributes that define basic information about the eProcurement and supplier connections.
Root Package ID	Select the primary application package. This is the parent class for other packages or for child application classes. It determines where the method resides.
Application Class Path	Select an application class to use as the source for this user list. When you select this option, you must also select a value in the Root Package ID field as well. Optionally, you can use the Application Class Path field to define specific classes containing the logic for this direct connect method.
Property Name	Enter a property name. This is an attribute of how this particular vendor utilizes the direct connect method. For example, you can define passwords, keywords for searches, and view and edit properties for the method. You create properties using PeopleCode.

Note. Direct connect methods may be created to connect to suppliers who may not follow the standards or are not up to date with their support of a particular standard.

Creating Linked Supplier Definitions

Access the Linked Suppliers page.



Linked Suppliers page

Use the Linked Supplier page to create a relationship between the vendor ID, the direct connect node, and the method you use to move the data.

Linked Supplier Type	Select *Direct Connect Supplier*

Vendor ID Select the vendor you wish to use as a direct connect supplier.

Note. If a vendor was previously linked, it can't be linked to another node. That vendor will not appear in the Vendor ID prompt.

EDX PO Dispatch Type Use this field if you are dispatching to the supplier using Dynamic Dispatcher.

See Chapter 13, "Dispatching Purchase Orders in PeopleSoft eProcurement," Setting Up Dynamic Dispatching, page 304.

PO Dispatch Node Use this field if you are dispatching to the supplier using Dynamic Dispatcher.

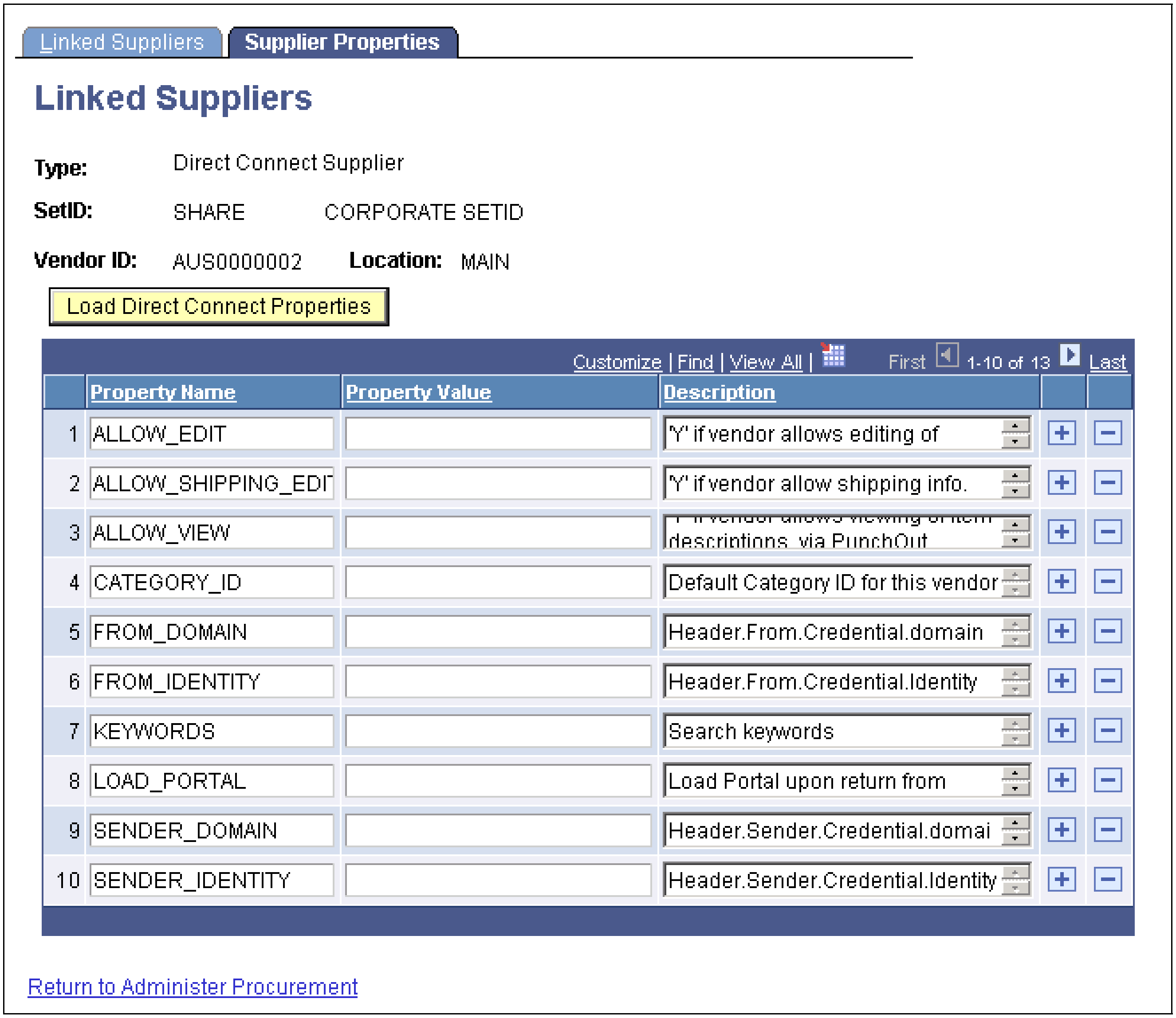
See Chapter 13, "Dispatching Purchase Orders in PeopleSoft eProcurement," Setting Up Dynamic Dispatching, page 304.

Direct Connect Method Select the method you wish to connect to the supplier with.

PunchOut uses the cXML 1.2.008 standard, and RoundTrip uses the RoundTrip standard based off of the OCI 2.0b spec.

Identifying Supplier Properties

Access the Supplier Properties page.



Supplier Properties page

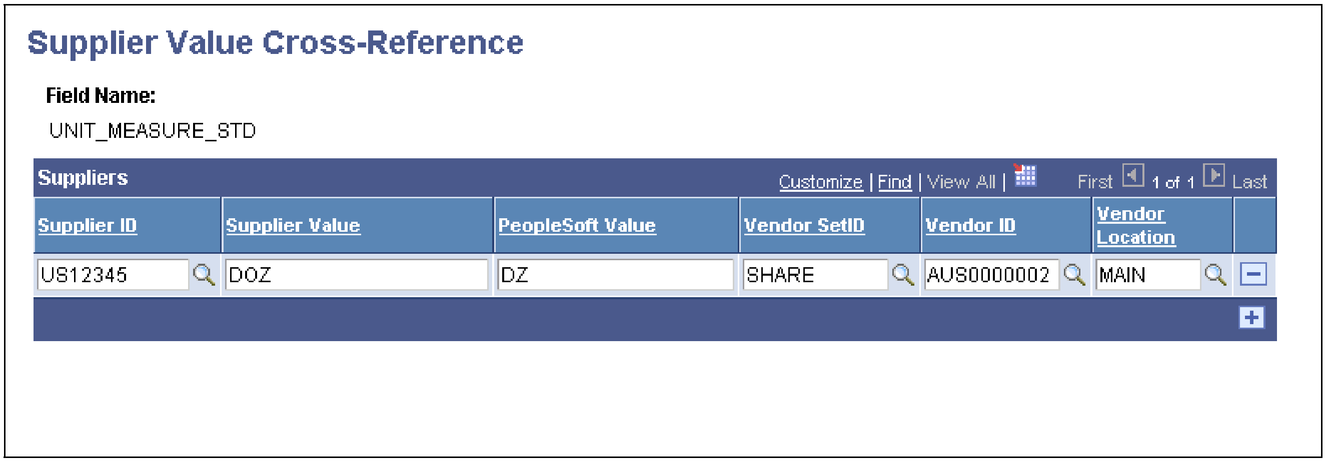
Supplier properties store the details of how a particular supplier interacts with a direct connect method and identifies some of the information that the supplier expects to be sent in the XML. You can also enter a default value for each field on the requisition line for this particular supplier's direct connect items.

You can enter default information for items that are returned from the direct connect supplier on this page. This default value only applies to a field if the supplier sends a null value for that field in the message passed back to PeopleSoft; otherwise, the supplier's value overrides the defaults.

Load Direct Connect Properties	Click to load the property name and descriptions of the direct connect method specified on the Linked Suppliers page.

Mapping PeopleSoft Field Values to Supplier Field Values

Access the Supplier Value Cross-Reference page.



Supplier Value Cross-Reference page

When using direct connect, there are times that the data sent by the supplier needs to be translated to the desired data value for the PeopleSoft database. Use this page to map PeopleSoft eProcurement values to values with the same meaning but with different field names that the supplier uses. The most common use of this mapping is when a unit of measure, such as dozen is described by PeopleSoft as DZ and the supplier as DOZ.

There are several fields that might need to have some translation, or mapping, done. These fields may include:

- Unit of Measure
- Currency code
- Country Code
- Category ID
- Vendor ID

Translation always occurs after the item data is received from the supplier and transformed into the PV_DC_ITEMS (Direct Connect Items) message format. On each line of this message, every field in the PV_DC_REQ_LINE (Direct Connect Requisition Line) record is examined to determine if translation is required. The system then queries the data within the Supplier Values Cross-Reference page to determine if the field name and value passed need translation. If the system finds translation is needed, the field is updated with the corresponding PeopleSoft Value.

If no data is sent by the supplier for a particular field, you can assign default values. These values are configured on the Supplier Properties page.

The system uses values that you define on this page both for sending and receiving direct connect supplier data. You can add or change the cross references. Before you access this page, you first select the field to which the mapping applies.

Supplier ID	Select the supplier node for which this mapping is to apply.
Supplier Value	Enter the value that the supplier uses to describe this field.
PeopleSoft Value	Enter the value that PeopleSoft uses instead of the direct connect supplier value.
Vendor SetID, Vendor ID and **Vendor Location**	Select the values for the vendor that you want the system to use when a supplier messages data to PeopleSoft eProcurement.

Setting up a Category Cross-Reference

Category cross-references have their own process. The system goes through these steps to translate a category ID value that is sent by a supplier:

1. The system looks up the Category field in the Item Category table to determine if any category codes match the value sent by the supplier.
2. If the value sent by the supplier is not matched, then the supplier cross reference data is queried to determine if there is a matching category ID for this supplier.
3. If the supplier value cross reference does not contain the category either, the default value is taken from the linked supplier properties.

Setting up Vendor Cross-Reference

There are times when the supplier is a marketplace and they broker items from many vendors. The result of this scenario is a different vendor ID for each item is provided by the supplier. When this happens, the supplier sends only one field value to identify the vendor for the item using direct connect. There are three keys that identify the vendor within PeopleSoft:

- Vendor SetID
- Vendor ID
- Vendor Location

The Supplier Value Cross-Reference page is used to store the mappings from the supplier's value to the three PeopleSoft values.

The system goes through these steps to match vendor IDs for the supplier:

1. The supplier value cross-reference data is queried to determine if there is a matching vendor ID for this supplier.

   If there is a match, then, instead of using a PeopleSoft Value, all three vendor keys are placed into the PV_DC_ITEMS message.
2. If no match is found, then the three vendor keys that are specified as default values in the linked supplier properties are placed into the PV_DC_ITEMS message.

Connecting to Suppliers Using PunchOut

This section provides an overview of definitions and relationships and discusses how to:

- Set up node information for PunchOut.
- Create relationships.
- Define linked suppliers for PunchOut.
- Define linked suppliers properties.

Overview of Definitions and Relationships

This section discusses:

- Integration Broker definitions and relationships.

- Direct connect supplier transformations.
- Process flow for direct connect supplier integration using PunchOut.

Integration Broker definitions and relationships

Using broker definitions and relationships, you define the parameters for communicating with external suppliers using PunchOut. PeopleSoft eProcurement requires at least one local gateway through which it can send and receive messages.

You set up suppliers as a node in the integration profile. Nodes are to or from locations from which the system routes messages. Nodes can also be an application, a database, or a server. Multiple nodes can share the same local gateway, which might be the only gateway you will need for all integrations. When a node is linked to a particular message, the relationship is called a transaction.

A relationship reconciles incompatible parameters to transmit data successfully from the source to the target. Each integration requires at least one transaction at each PeopleSoft Integration Broker node. One node uses a transaction to send a message, and one or more nodes use transactions to receive the message. The sending node might apply a transaction with different parameters than those applied by the nodes that receive the message, with respect to routing, transmission type, message structure, or message content.

Direct Connect Supplier Transformations

Before defining direct connect supplier relationships, you need to create transformations. They convert an XML document from one format to another. Since the transformation is associated with a relationship, there can be a separate transformation for each supplier relationship. The system creates transformations using the Application Engine definition.

The system uses a step type of XSLT along with PeopleCode steps to perform the transformation. XSLT documents are tools that hold the structure of a document, as well as the rules of how to transform a XML document from one format to another.

There should be at least one transformation for each message. This transformation follows the standard defined for each XML document (for example, PunchOutOrder Message).

For some suppliers, you might need to change the standard transformation to support extrinsic values or other departures from the standard. In most cases, the modified logic should be saved as a separate name from the standard transformation, and the newly named transformation should be associated with the relationship.

When you create a transformation that follows a newly published version of the standard, you should save the new transformation with the standard's version name suffixed at the end (for example, PunchOutOrder Message). You can use only 10 characters. When determining whether to use PeopleCode or XSLT, make the decision on a transformation-by-transformation basis.

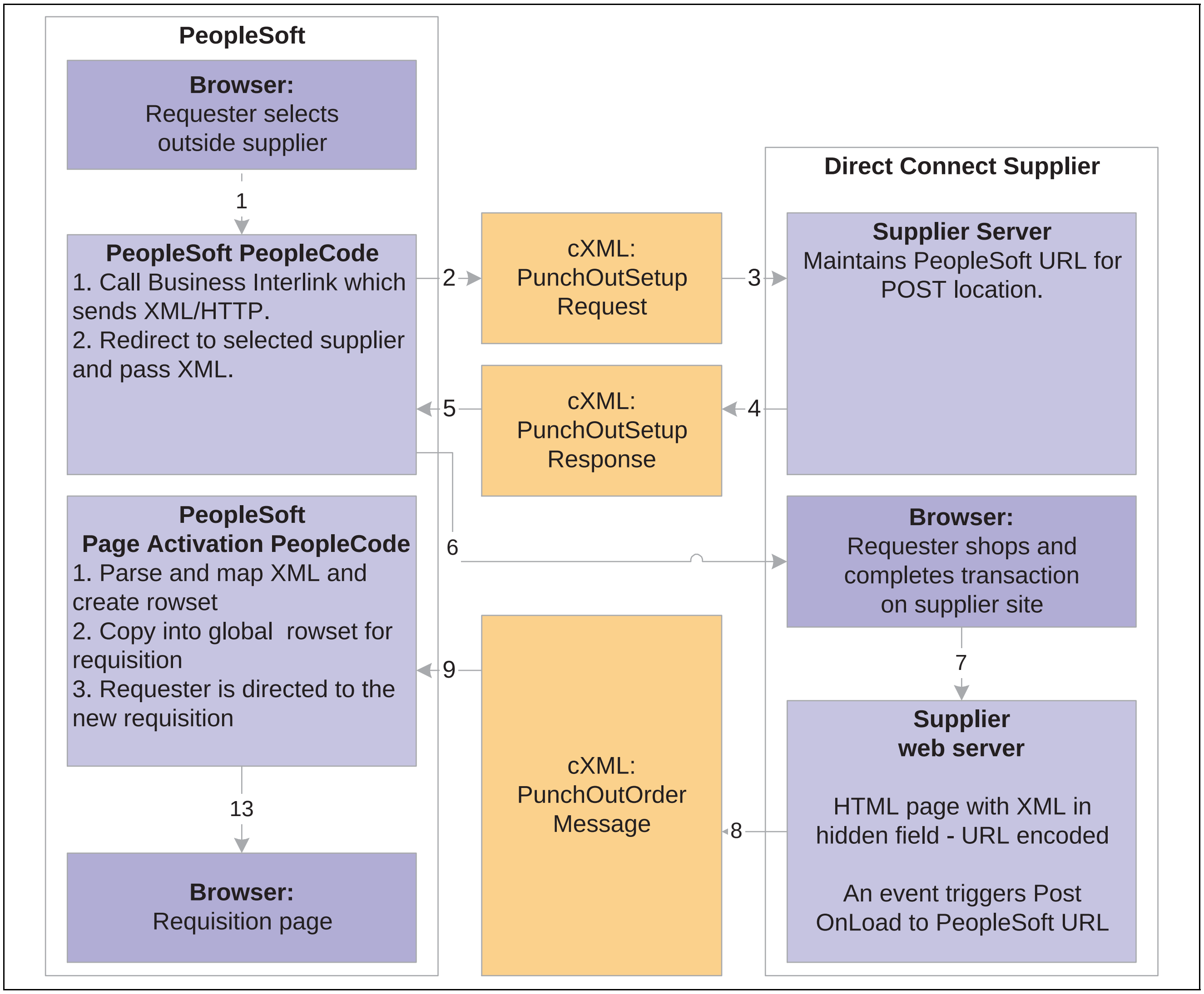
These transformations are already created for PunchOut in Application Designer:

- PV_DC_POSR (direct connect request) applies to the PV_DC_CONNECT_REQST message (authentication on start of direct connect session).
- PV_DC_POSRSP (direct connect response) applies to the PV_DC_CONNECT_RESPONSE message (response from supplier of authentication request).
- PV_DC_POOM (direct connect items) applies to the PV_DC_ITEMS message (shopping cart information sent by supplier upon return to PeopleSoft eProcurement).

Note. The RoundTrip direct connect method does not use transformations.

Process Flow for Direct Connect Supplier Integration Using PunchOut

This illustration describes the process flow of the integration between PeopleSoft eProcurement and a direct connect supplier who uses PunchOut:



PunchOut process flow

Warning! PeopleSoft and the direct connect suppliers might have site time-outs that could cause you to lose unsaved state information.

This table lists the steps illustrated in the previous diagram for using PunchOut to create an eProcurement requisitions:

Step	System Actions
1.	The system saves all levels of the current requisition to a global rowset. This preserves the state of the requisition so that changes made since the creation or the last save of the requisition are not lost. Then, based on the supplier, the system selects the proper connection method, and the code transfers to the component that handles the method.

Step	System Actions
2.	Based on the direct connect method registered to the selected supplier, the system loads the appropriate application class and runs the code to connect to the supplier. This code uses requisition data and properties for the supplier to populate a PeopleSoft message. The Integration Broker then transforms the message into the XML PunchOutSetupRequest, which contains authentication information to facilitate a single sign-on into the supplier's system. If a supplier implements the sign-on differently than the standards for the selected method, you should code the supplier's sign-on logic in a separate direct connect method application class or Integration Broker transformation. This XML also contains a PeopleSoft eProcurement component URL to which the supplier posts the results of the shopping cart in step 8.
3.	After building the XML, the system sends it to the supplier's URL as defined in the supplier's node definition. The supplier receives this request document and authenticates the user.
4.	The system returns a response to PeopleSoft eProcurement, if the user is successfully authenticated, that contains the supplier's URL for redirection.
5.	PeopleSoft eProcurement receives this response in the form of a message object. Integration Broker runs a transformation from the PunchOutSetupResponse to the message behind the scenes. **Note.** The system synchronously returns the response from the original authentication request. It is not a separate process. The supplier's URL is extracted from the message.
6.	PeopleSoft eProcurement redirects the user to the URL sent in the response from the supplier.
7.	The user browses the supplier's site and places an order. Based on sign-on information, the supplier can maintain customer specific pricing. Typically, this is done at a business level, not a user level.
8.	After the order is complete and the user checks out, the supplier's site packages the shopping cart into an XML string and places it in an HTML hidden form field. The user is redirected to the PeopleSoft eProcurement component URL specified at sign-on in step 2.
9.	The PeopleSoft eProcurement component that has been redirected to extract the XML string from the hidden form field. The string is parsed into a PeopleSoft message using another Integration Broker transformation. Just as in the authentication process in step 2, the application class or transformation might need to be customized if the supplier does not follow the standard document structure or has unique extrinsic fields. The user is transferred to the originating requisition.
10.	When the requisition component is reinitialized, the global rowset from step 1 containing the original requisition information is reloaded. The items from the external item message, containing the shopping cart data, are added as new rows to the requisition. These lines inherit the requisition's line default values just as any other item being added. The system displays the requisition Summary page to the user.

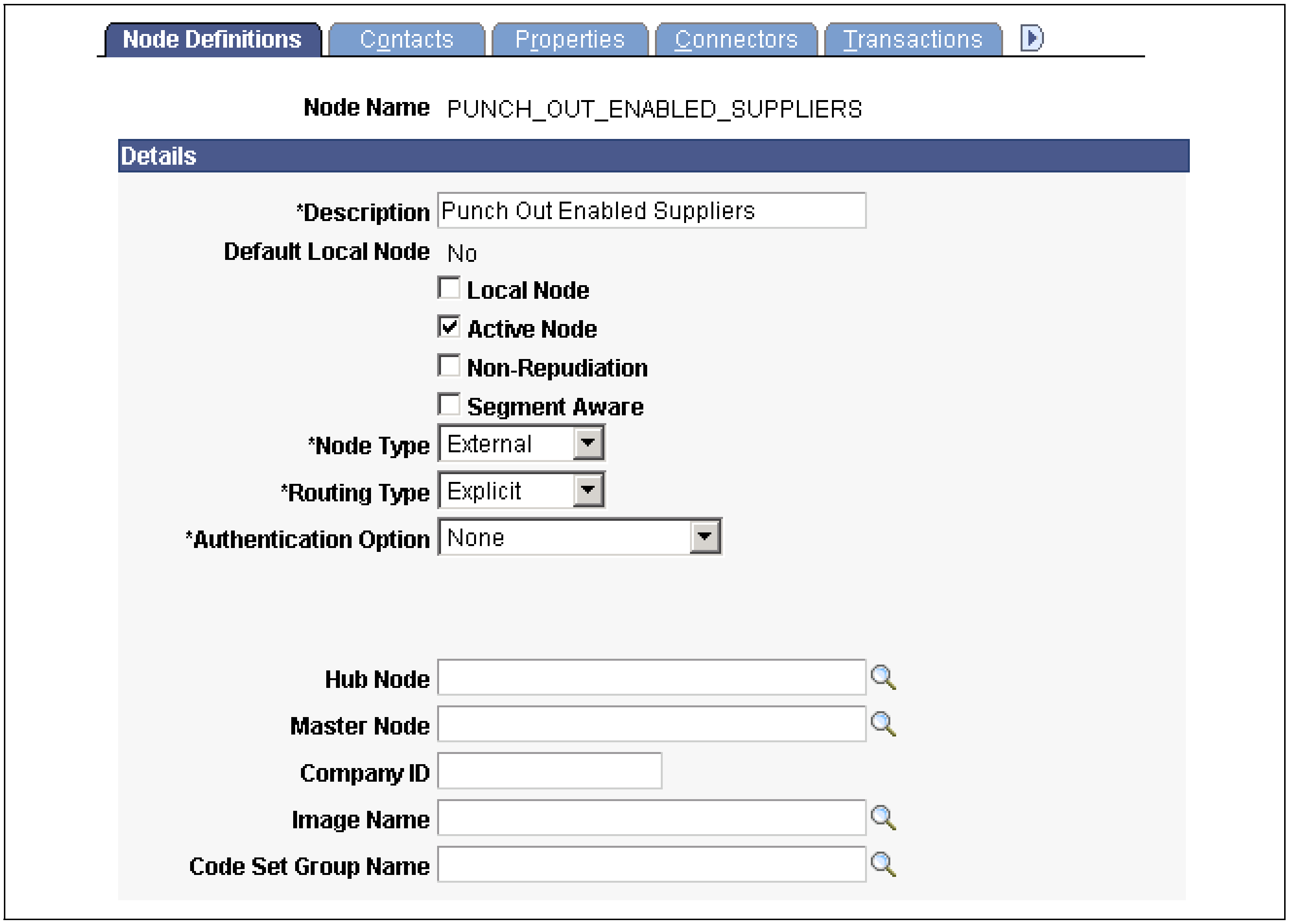
Note. Items that are selected on a supplier's website are not transmitted to PeopleSoft eProcurement unless the connection is initiated through the supplier's link in eProcurement.

Pages Used to Link to Suppliers Using PunchOut

Page Name	Object Name	Navigation	Usage
Node Definitions	IB_NODE	eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Node Definitions, Node Definitions	Set up node information for PunchOut.
Relationships	IB_REALTIONSHIPS	eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Relationships, Relationships	Define a node/transaction relationship to a transformation object.
Linked Suppliers	PV_MS_SEC_SUPPLIER	eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Suppliers Select the Marketplace Suppliers type on the Linked Suppliers page in Add mode.	Define linked suppliers for PunchOut.
Supplier Properties	PV_MS_SEC_SUP_NV	Select the Supplier Properties tab on the Linked Supplier page.	Define linked supplier properties for PunchOut.

Setting Up Node Information for PunchOut

Access the Node Definitions page.



Node Definitions page

Use this page to define PeopleSoft eProcurement's internal representation of a system with which it exchanges messages. Because an application can send messages to itself, a default local node definition that represents the application is delivered as part of the integration engine.

Node definitions define how to connect to a supplier and store:

- General information about suppliers.
- The connection URL.
- Which transactions (messages) suppliers implement.
- Which connector to use as the conduit for the messages to the supplier using the gateway.

The relationship element binds transaction data with a transformation object. Transformations convert messages from one structure to another. To save time when creating a new node, you can copy an existing node and then make changes to the new node.

Note. When defining a node, make sure you enter a description that will not be confused with other links that you established for the supplier using the Merchant Profile menu option.

See Also

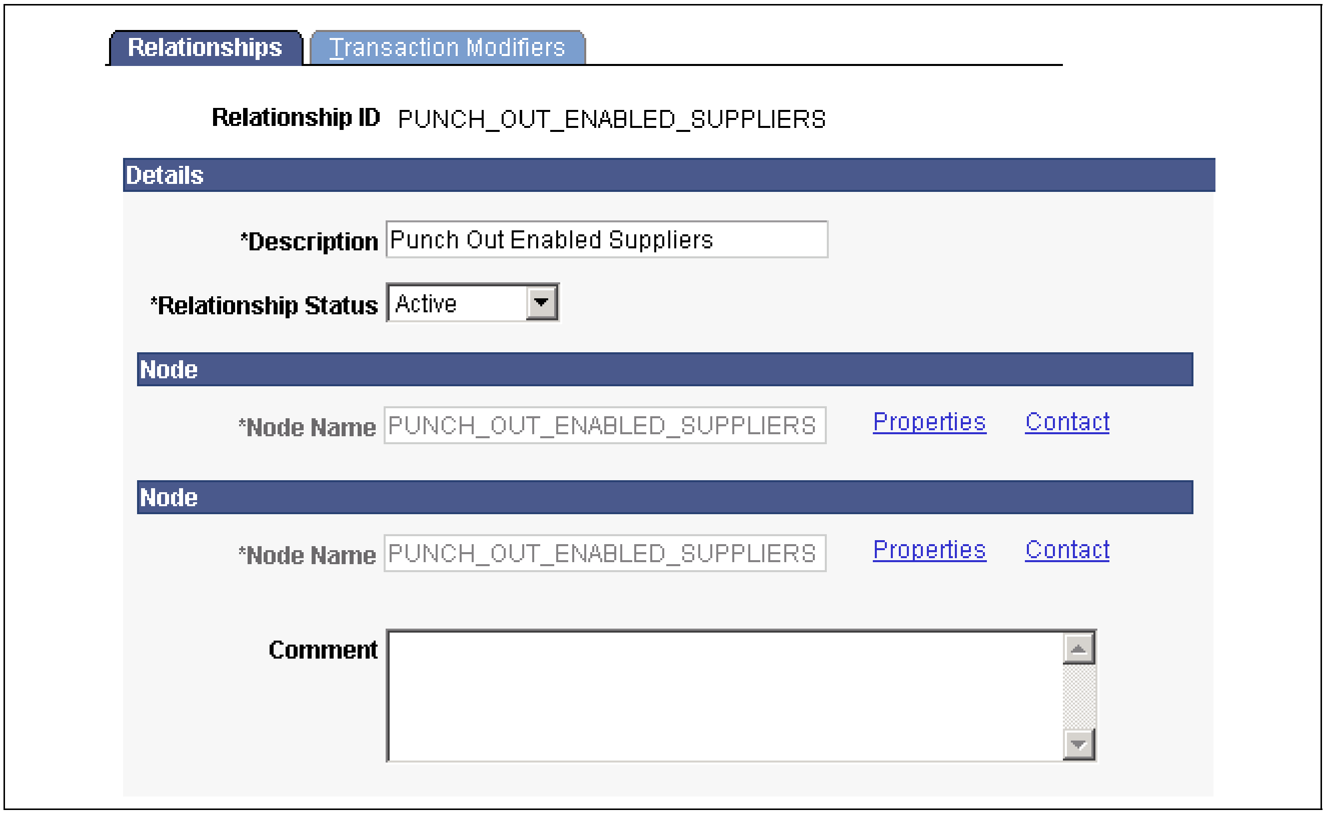
PeopleTools PeopleBook: PeopleSoft Integration Broker

Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," Setting Up Integration with a Marketplace, page 127

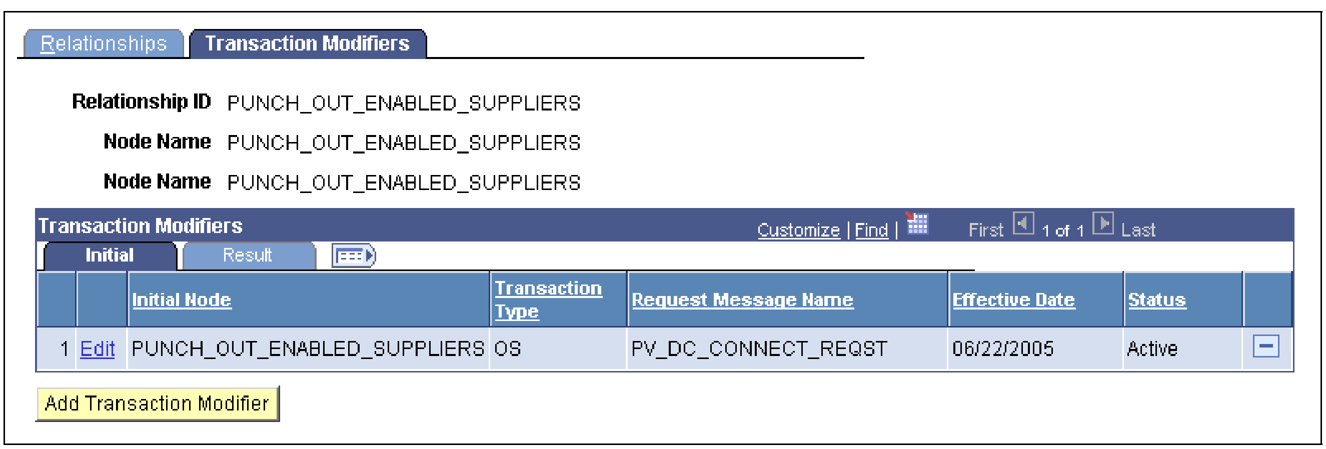
Chapter 11, "Integrating with Direct Connect Suppliers," Setting Up Integration Broker Node Definitions, page 239

Creating Relationships

Access the Relationships page.



Relationships page



Transaction Modifiers page

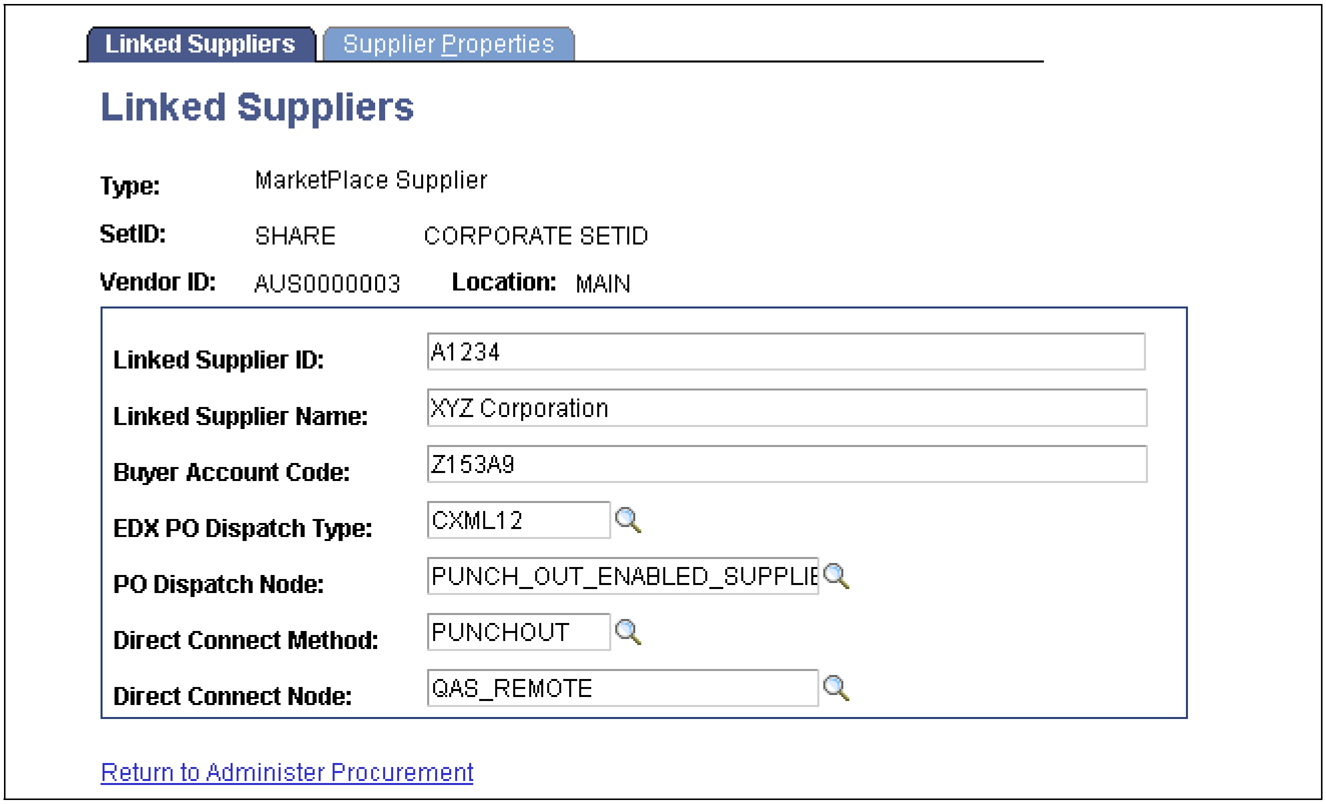
For PunchOut, the request *PV_DC_CONNECT_REQST* is transformed into the cXML document *PunchOutSetupRequest.* The response is also transformed from *PunchOutSetupResponse* to the PeopleSoft message *PV_DC_CONNECT_RESP.*

See Chapter 11, “Integrating with Direct Connect Suppliers,” Creating an Integration Broker Relationship Definition, page 243.

See Chapter 7, “Using PeopleSoft eProcurement with a Marketplace,” Setting Up Relationships, page 134.

Defining Linked Suppliers for PunchOut

Access the Linked Suppliers page.



Linked Suppliers page

Select Linked Supplier to associate suppliers to nodes and then associate suppliers and nodes to their PunchOut direct connect method. Then, use the Supplier Properties tab to store authentication and behavioral properties specific to the method for this supplier and node.

You distinguish between creating a PunchOut or RoundTrip connection when you add a linked supplier. To access the page, select eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Suppliers. Select the Add a New Value tab. Along with defining the set ID, vendor setID, and vendor location, select a value for the Linked Supplier Type field. Values include:

- *Catalog Management Supplier:*

  Select to set up links for a catalog management supplier.

- *Direct Connect Supplier:*

Select to set up links for a direct connect supplier. On the Supplier Properties page, you can select between PunchOut and RoundTrip. When you select this option, the PeopleSoft eProcurement delivered PUNCHOUT and ROUNDTRIP methods are made available for you to work with on the Supplier Properties page.

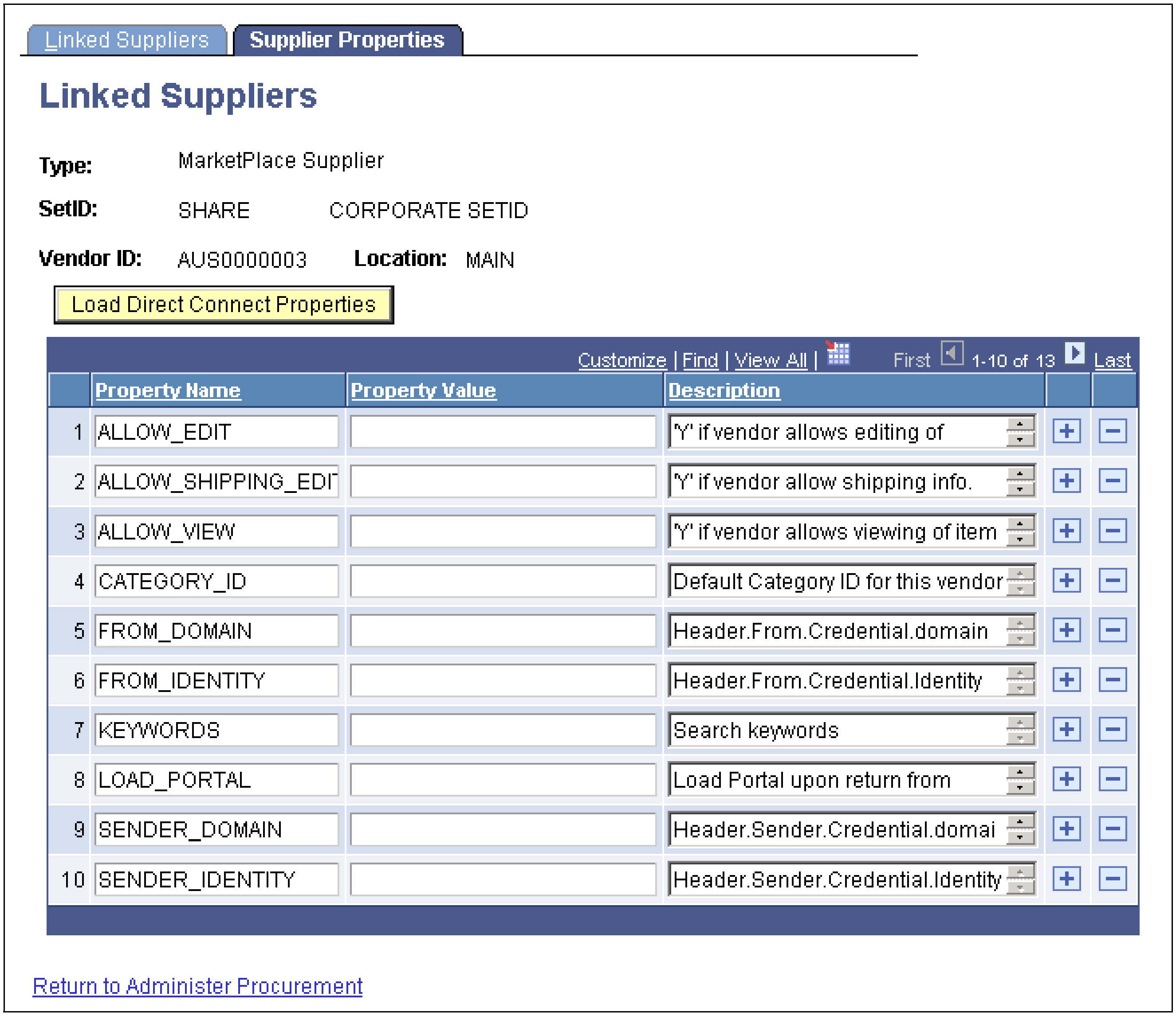
- *Marketplace Supplier:*

  Select to set up links for a Marketplace supplier.

EDX PO Dispatch Type (electronic data transfer purchase order dispatch type)	Select the dispatch type for use with the PUNCHOUT method. After shopping with a supplier the system uses this type to source the PO to the supplier.
PO Dispatch Node (purchase order dispatch node)	Select the node to be used for the dispatch type. This is used in the dynamic dispatching process. See Chapter 13, "Dispatching Purchase Orders in PeopleSoft eProcurement," Setting Up Dynamic Dispatching, page 304.
Direct Connect Method	Select the direct connect method that you want to use to do business with the vendor that you selected.
Direct Connect Node	Select the node that you want to use to link to the vendor. Use the Integration Broker Node Definition link to create a node and its characteristics.

Defining Linked Supplier Properties

Access the Supplier Properties page.



Linked Suppliers | Supplier Properties

Linked Suppliers

Type: MarketPlace Supplier

SetID: SHARE CORPORATE SETID

Vendor ID: AUS0000003 **Location:** MAIN

Load Direct Connect Properties

Customize | Find | View All | First 1-10 of 13 Last

	Property Name	Property Value	Description
1	ALLOW_EDIT		'Y' if vendor allows editing of
2	ALLOW_SHIPPING_EDI		'Y' if vendor allow shipping info.
3	ALLOW_VIEW		'Y' if vendor allows viewing of item
4	CATEGORY_ID		Default Category ID for this vendor
5	FROM_DOMAIN		Header.From.Credential.domain
6	FROM_IDENTITY		Header.From.Credential.Identity
7	KEYWORDS		Search keywords
8	LOAD_PORTAL		Load Portal upon return from
9	SENDER_DOMAIN		Header.Sender.Credential.domai
10	SENDER_IDENTITY		Header.Sender.Credential.Identity

Return to Administer Procurement

Supplier Properties page

Use this page to set up or change properties for a PunchOut supplier connection. Before defining properties, you should have already discussed descriptions for the fields with the supplier. For example, the authentication paths should be familiar to you because the supplier should have communicated the values they require for these paths in the XML.

Note. Make sure that you select the PUNCHOUT value for the Direct Connect Method field on the Marketplace Suppliers page to populate PunchOut property values on this page. When you click the Load Direct Connect Properties button, the system populates this page with predefined properties for the PunchOut method.

This table lists property values that the system uses for the PunchOut direct connect method:

Property Name	Description
ALLOW_EDIT	Equals Y if vendor allows editing of items using PunchOut. This enables users to connect back to the supplier's website to update their shopping carts. This is a behavioral property.
ALLOW_SHIPPING_EDIT	Equals Y if vendor allow editing of shipping information. This enables customers to include/exclude shipping info while editing a Direct Connect item. This is a behavioral property.
ALLOW_VIEW	Equals Y if vendor allows viewing of item descriptions using PunchOut. This is a behavioral property.
CATEGORY_ID	Default category for this vendor. This is a behavioral property.
FROM_DOMAIN	Header.From.Credential.domain. This is an authentication property.
FROM_IDENTITY	Header.From.Credential.identity. This is an authentication property.
KEYWORDS	Search keywords. This is a behavioral property.
LOAD_PORTAL	Load portal upon return from vendor's site, (Y/N). This is a behavioral property.
SENDER_DOMAIN	Header.Sender.Credential.domain. This is an authentication property.
SENDER_IDENTITY	Header.Sender.Credential.identify. This is an authentication property.
SHARED_SECRET	Header.Sender.Credential.Shared Secret. This is an authentication property.

Connecting to Suppliers Using RoundTrip

Setting up RoundTrip methods are similar to those for PunchOut with several differences. This section highlights those differences and discusses how to:

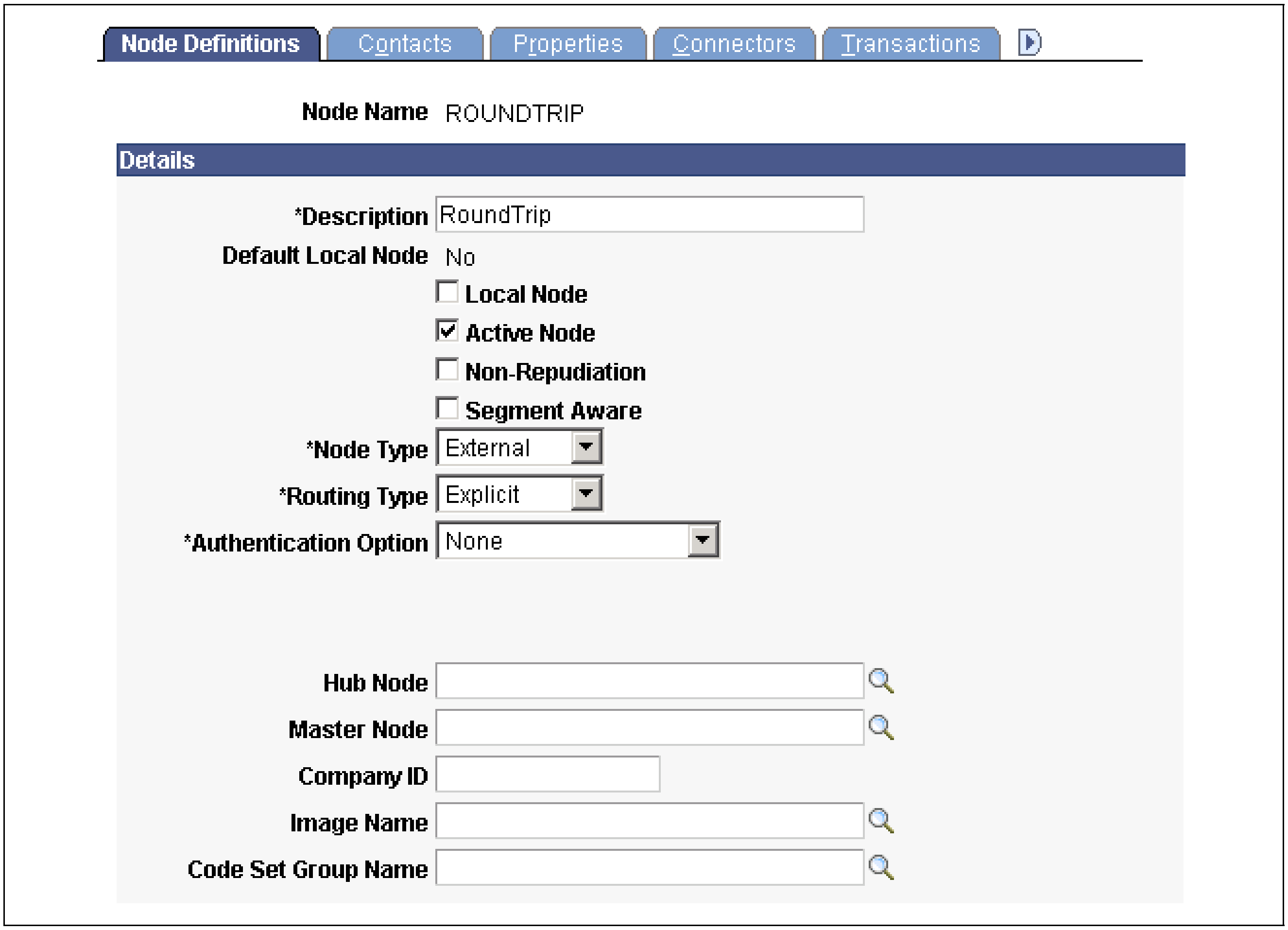
- Set up node definitions for RoundTrip.
- Define linked suppliers for RoundTrip.
- Define linked supplier properties for RoundTrip.

Pages Used to Link to Suppliers Using RoundTrip

Page Name	Object Name	Navigation	Usage
Node Definitions	IB_NODE	eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Node Definitions, Node Definitions	Set up node information for RoundTrip.
Linked Suppliers	PV_MS_SEC_SUPPLIER	eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Suppliers Select the Marketplace Suppliers type on the Linked Suppliers page in Add mode.	Define linked suppliers for RoundTrip.
Supplier Properties	PV_MS_SEC_SUP_NV	Select the Supplier Properties tab on the Linked Suppliers page.	Define linked supplier properties for RoundTrip.

Setting Up Node Definitions for RoundTrip

Access the Node Definitions page.



Node Definitions page

When you access this page, you distinguish the direct connect supplier method for which you want to define node information. Based on the selection, the system provides delivered information for you to associate the node and supplier with the direct connect method that the supplier uses. In this case it's the RoundTrip method. The key differences between RoundTrip and PunchOut are the authentication method, format of the shopping cart data, and the format of the purchase order.

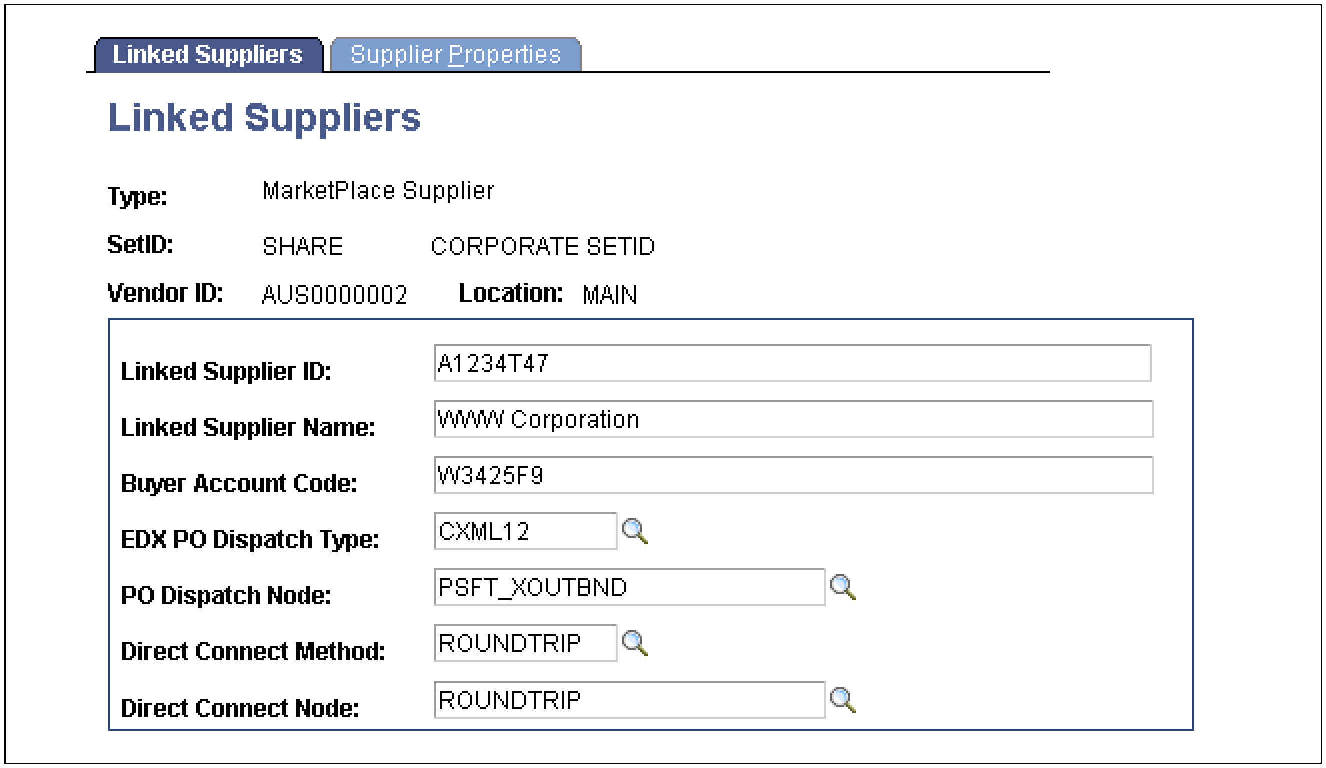
The relationship element binds transaction data with a transformation object. Transformations convert messages from one structure to another.

To save time when creating a new node, you can copy an existing node and then make changes to the new node.

Note. When defining a node, make sure you enter a description that will not be confused with other links that you established for the supplier using the Merchant Profile menu option.

Defining Linked Suppliers for RoundTrip

Access the Linked Suppliers page.



Linked Suppliers page

Select Linked Supplier to associate suppliers to nodes and then associate suppliers and nodes to their RoundTrip direct connect method. Then use the Supplier Properties tab to store authentication and behavioral properties specific to the method for this supplier and node.

You distinguish between creating a PunchOut or RoundTrip connection when you add a marketplace supplier. To access the page, select eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Suppliers. Select the Add a New Value tab. Along with defining the setID, vendor ID, and vendor location, select the Linked Supplier Type. Field values include:

- *Catalog Management Supplier:*

  Select to set up links for a catalog management supplier.

- *Direct Connect Supplier:*

  Select to set up links for a direct connect supplier. On the Supplier Properties page, you can select between PunchOut and RoundTrip.

- *MarketSite Supplier:*

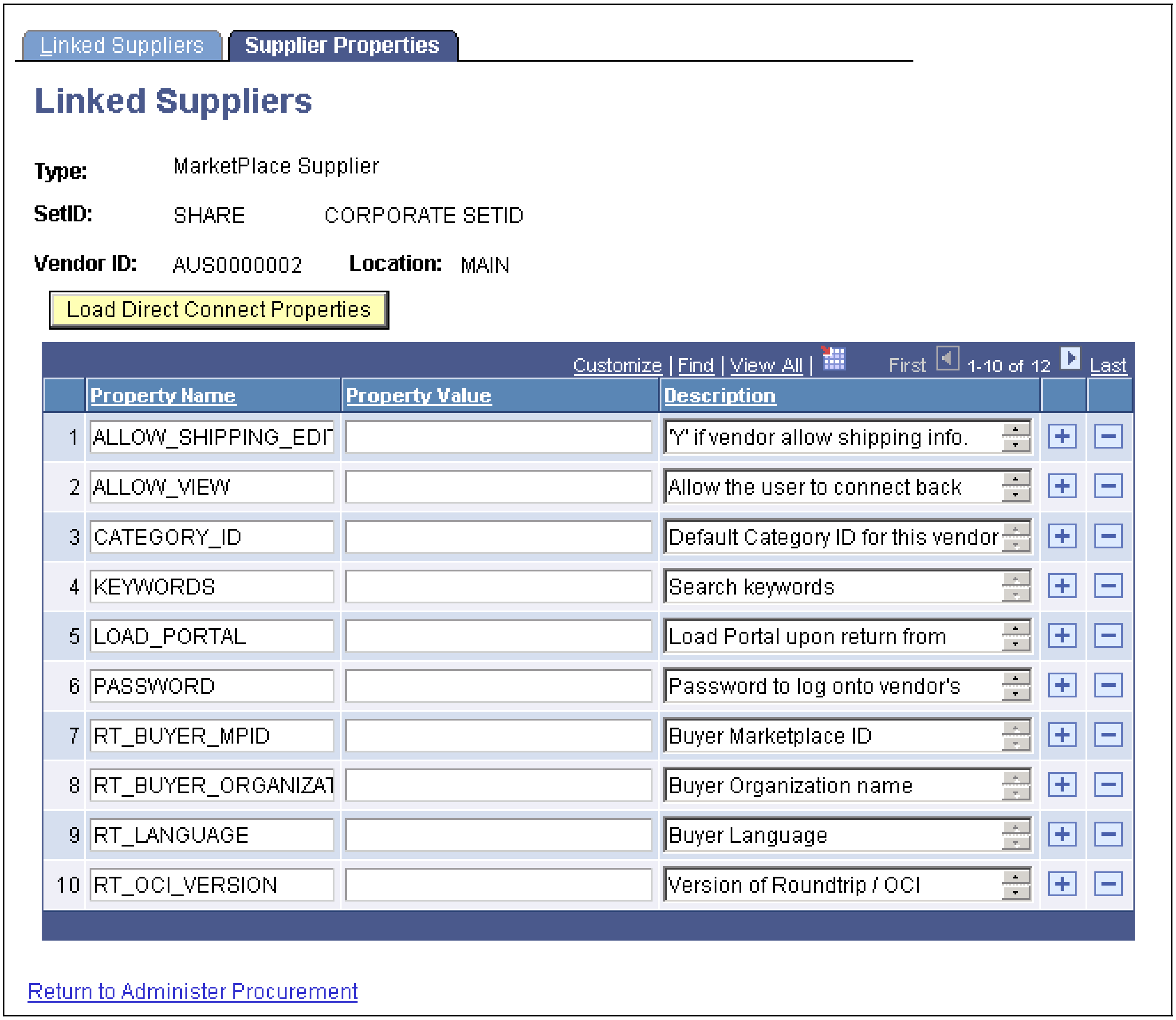
  Select to set up links for a marketplace supplier.

Note. After you complete a transaction using RoundTrip, you can return to view the shopping cart contents, but you cannot return to the supplier's shopping cart and make changes to the order.

Note. Make sure you select a RoundTrip value for the Direct Connect Method field on this page. When you click the Load Direct Connect Properties button on the Supplier Properties page, the system populates this page with properties for the RoundTrip method.

Defining Linked Supplier Properties for RoundTrip

Access the Supplier Properties page.



Supplier Properties page

Use this page to set up or change properties for a RoundTrip supplier connection. Before defining properties, you should have already discussed descriptions for the fields with the supplier. For example, the authentication paths should be familiar to you, because the supplier should have communicated the values they require for these paths.

Note. Make sure that you select the *ROUNDTRIP* value for the Direct Connect Method field on the Linked Suppliers page to populate RoundTrip property values on this page. When you click the Load Direct Connect Properties button, the system populates this page with predefined properties for the RoundTrip method.

This table describes property values the system uses for the RoundTrip direct connect method:

Property Name	Description
ALLOW_VIEW	Enables the user to connect back out to the vendor's website to view ordered items. (Vendor must support FUNCTION=DETAIL in the outbound request.) This is a behavioral property.
CATEGORY_ID	Default category ID for this vendor. This is a behavioral property.
KEYWORDS	Search keywords. This is a behavioral property.
LOAD_PORTAL	Load portal upon return from the vendor's site, (Y/N). This is a behavioral property.
PASSWORD	Password to load into the vendor's RoundTrip website. This is an authentication property.
RT_BUYER_MPID	Buyer marketplace ID. This is an authentication property.
RT_BUYER_ORGANIZATION	Buyer organization name. This is an authentication property.
RT_LANGUAGE	Buyer language. This is an authentication property.
RT_OCI_VERSION	Version of RoundTrip/OCI. This is an authentication property.
USERNAME	User name to log onto vendor's RoundTrip website. This is an authentication property.

Troubleshooting Error Messages

There are several errors that can occur during the direct connect process. This table contains a list of potential errors, and the means to resolve the error.

Error Text Displayed	Description	Resolution
Java exception thrown: java.net.UnKnownHostException: <machine name>	The machine specified as the *Local Gateway* in the Integration Broker configuration cannot be reached.	Change the URL to the Local Gateway in PeopleTools, Integration Broker, Gateways.
There was no response from the vendor's website while attempting to connect Error Details: … (18036, 3454)	This is thrown by RoundTrip when the Supplier's website is inaccessible.	Contact the supplier to determine if their URL has changed, or if their site is down.
An error occurred while preparing to connect to vendor's website Error Details: …. (18036, 3459)	An error occurred in PunchOut while setting extrinsic elements.	Modify the extended SetReqstExtrinsic() method.

Error Text Displayed	Description	Resolution
An error occurred while connecting to vendor's website Error Details: …. (18036, 3455)	This is a generic error, thrown by the PunchOut GoToApp() method.	This can be thrown then the PunchOutSetupResponse from the vendor is not well-formed XMLIt can also be thrown prior to that, when filling the message with data in this method.
An error occurred when transferring to the vendor's website Error Details: …. (18036, 3453)	This error message will only be thrown when there is a problem when redirecting the user to the supplier's website (using the URL that the supplier specifies in the PunchOutSetupResponse).	Contact the supplier to determine if their site is down.
An error occurred while retrieving items from vendor's website Error Details: … (18036, 3456)	This error will be displayed if there is an error when adding item data into the REQ_LINE fields.	This error requires debugging of PeopleCode in the RequisitionContext class, in the FillNewReqLine() or FillExistingReqLine() method.
An error occurred while transforming the items from the vendor Error Details: (18036, 3452)	This message will occur in PunchOut when a Transformation Application Engine program, or the LoadItems() method generates an error.	Examine the PunchOutOrderMessage log on the appserver to determine if the supplier is not following the transformation for the PunchOut standard. This log can be found on the Application Server in this path: PS_HOME\appserv \<domain>\files\PV_CXML_ PUNCHOUTORDERMESSAGE.txt
An error occurred while adding the new items to the requisition Error Details: (18036, 3451)	This error will be displayed in the UpdateXREF() method of the requisition context class, which fills the external item cross-reference rowset with item data from the supplier and the requisition line.	This occurrence is highly unlikely, and would have to be examined on a case by case basis to determine what caused it to happen.
The vendor's website did not return item information. (18036, 3450)	This is thrown by RoundTrip in the LoadItems() method, when the Supplier does not send item information back to eProcurement at the time of checkout, or if the item information was not in a format expected by eProcurement.	Examine the PunchOutOrderMessage log on the appserver to determine if the supplier is not following the transformation for the PunchOut standard.

CHAPTER 12

Using the Buyer Center

This chapter provides an overview of the Buyer Center and discusses how to:

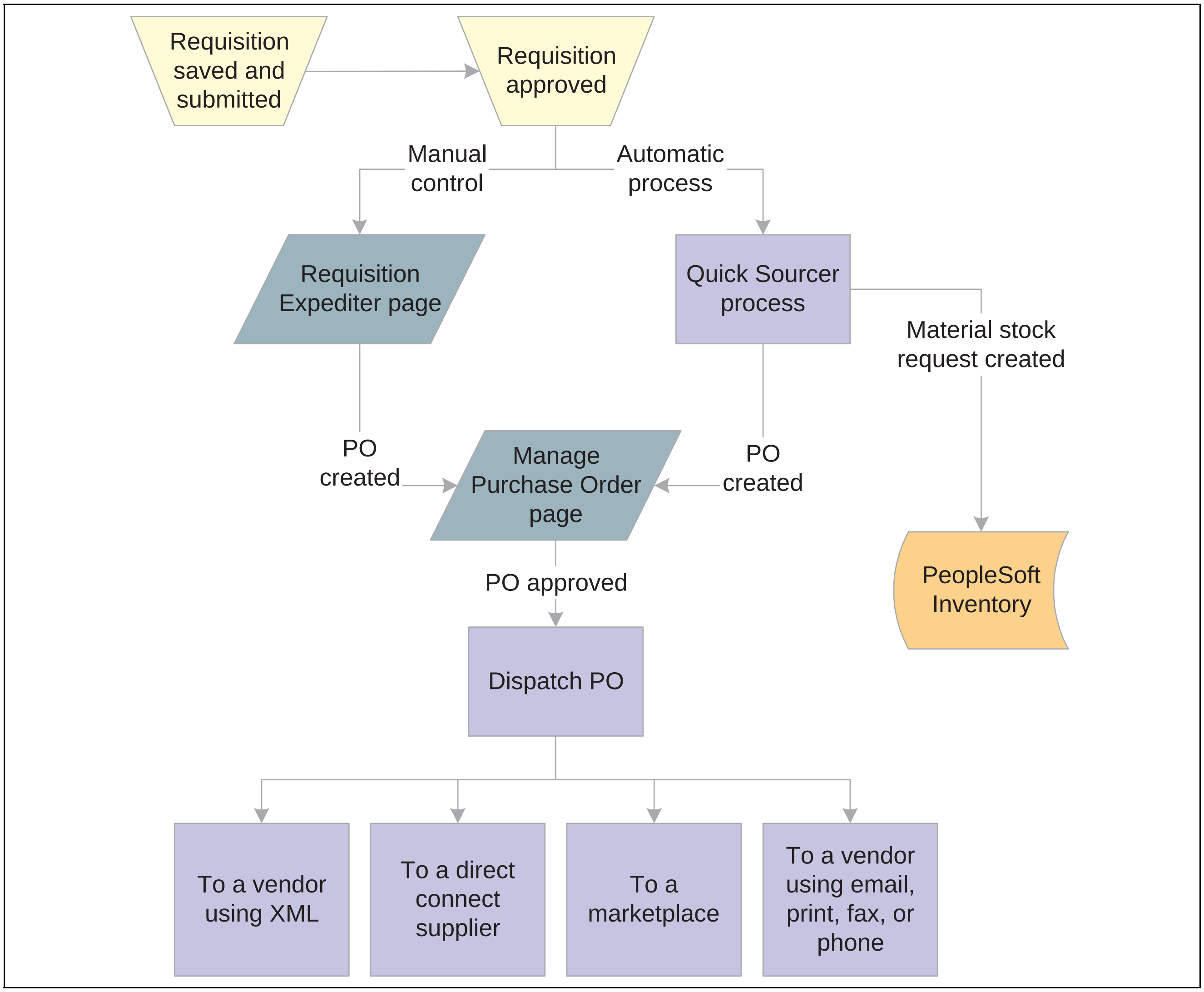
- Use the SRM Dashboard.
- Manage purchase orders (POs).
- Expedite requisitions.
- Use the Quick Sourcer.
- Dispatch purchase orders.
- Approve change requests.
- Run procurement processes.
- Access vendor tables, item tables, and return to vendor.
- Access inquiries and reports.
- Generate and view PeopleSoft eProcurement information.

Understanding the Buyer Center

The Buyer Center is a PeopleSoft eProcurement page that is designed for organization buyers. The Buyer Center page provides numerous links to PeopleSoft Purchasing and enables you to:

- Process requisitions and change requests from requesters.
- Add purchase orders and change orders.
- Perform tasks that are related to a purchasing position.

The Buyer Center enables buyers to turn requisitions into purchase orders and dispatch them. This diagram illustrates the process flow from a requisition to a purchase order:



Requisition to PO process flow

See Also

Chapter 8, "Creating Requisitions in PeopleSoft eProcurement," Creating Requisitions, page 177

Chapter 10, "Managing Requisitions in PeopleSoft eProcurement," Approving Requisitions, page 231

Chapter 13, "Dispatching Purchase Orders in PeopleSoft eProcurement," page 295

Common Elements Used in This Chapter

Search — Click to initiate a search for the purchase orders or requisitions that meet the criteria. A purchase order must match all of the search criteria that you enter. If you cannot find the purchase order that you want, remove some of the search criteria to broaden the search, and try again.

Business Unit — Displays the purchasing business unit.

Attachments	Click to display any files that are attached to this transaction.
P-card (procurement card)	Displays if a purchase order uses a procurement card to purchase items from the vendor.

Using the SRM Dashboard

The SRM Dashboard is a centralized portal page with multiple pagelets that provide buyers with essential information to assist them with their daily jobs in one location. These buyer-facing pagelets are delivered with the SRM dashboard and can be accessed if PeopleSoft Purchasing or PeopleSoft eProcurement are installed.

You may add any of these pagelets to the SRM Dashboard page:

- Activity Monitor.
- Buyer Spend Total.
- Buyer Spend Percentage.
- Overdue Purchase Orders.
- Requisitions to be Sourced.
- Review ASNs (advanced shipping notices).
- PO Acknowledgement Status.
- Dispatched Purchase Orders.

The information displayed on each pagelet is by *buyer.* When a buyer logs into the system, the first page displayed to them will be their home page with their selected pagelets. The information displayed on each pagelet will be only those purchase orders or requisitions on which they are specified as the buyer. If a buyer is responsible for multiple purchasing business units, the purchase orders and requisitions for all purchasing business units will display.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Using the Supplier Relationship Management (SRM) Dashboard”

Chapter 4, “Determining eProcurement Functional Implementation Options,” Setting Up and Maintaining Users in PeopleSoft eProcurement, page 77

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Using PeopleSoft Purchasing Pagelets,” Organizing Supplier-Facing Pagelets by Functional Role

Managing Purchase Orders

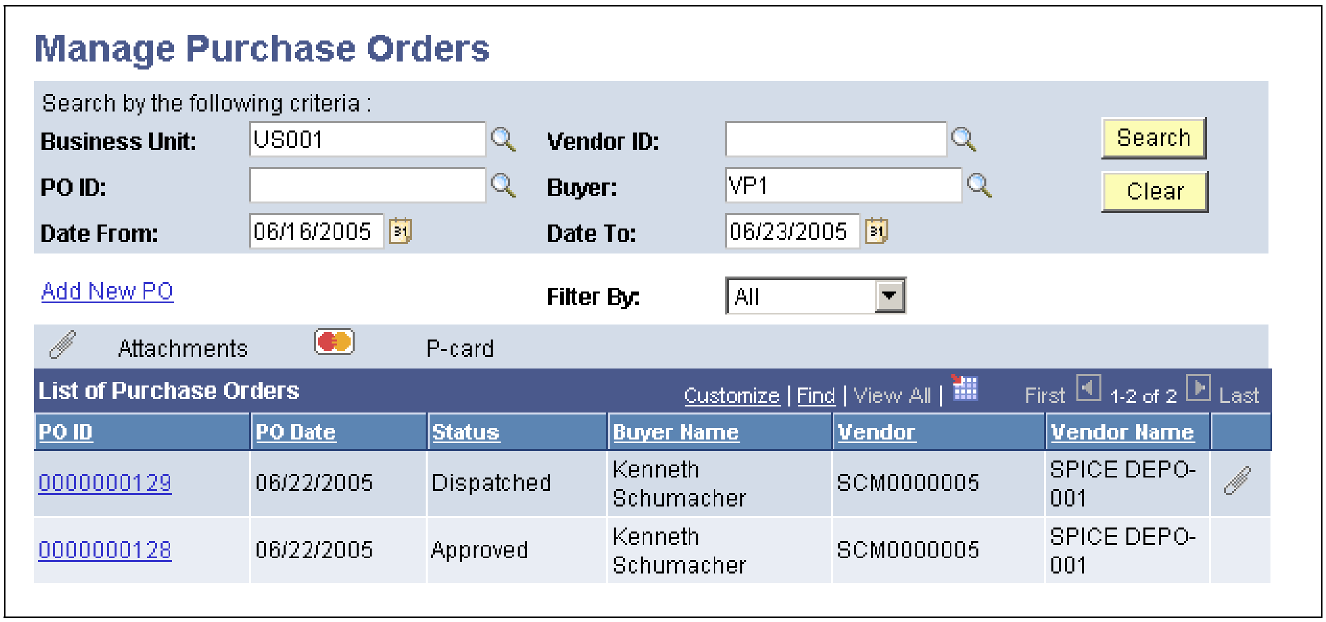
This section discusses how to manage purchase orders (POs).

Page Used to Manage Purchase Orders

Page Name	Object Name	Navigation	Usage
Manage Purchase Orders	PV_PO_LIST	eProcurement, Buyer Center, Manage Purchase Orders	Manage purchase orders by adding a new purchase order, changing an existing purchase order, or creating a change order.

Managing Purchase Orders

Access the Manage Purchase Orders page.



Manage Purchase Orders page

Use the top section of this page to search for existing purchase orders.

Vendor ID	Entering a Vendor ID here will limit the list of purchase orders to that specific vendor.
PO ID	To further narrow down the list of purchase orders, you can elect to display only a specific purchase order.
Buyer	Enter the name of the buyer on the purchase order. You can select only buyers that are authorized for the user ID on the User Preferences page.
Date From and Date To	This is a range of dates from which the system will limit the view of purchase orders within the list of purchase orders.
Filter By	Select the method by which you want to filter purchase orders that appear in the list. You can filter by: *All, Approved, Dispatched, Open,* or *Pending* POs.
Add New PO (add new purchase order)	Click to access the Maintain Purchase Order page where you can create a new purchase order.

List of Purchase Orders

PO ID Click to access the Maintain Purchase Order page where you can review and maintain header and line-level details for a purchase order.

Vendor Vendor ID used on this purchase order. This is the supplier to whom the purchase order is sent.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences"

Chapter 3, "Determining eProcurement Technical Implementation Options," Setting Up Installation Options, page 24

Chapter 3, "Determining eProcurement Technical Implementation Options," Setting Up Attachments for Transactions, page 26

Expediting Requisitions

This section discusses how to:

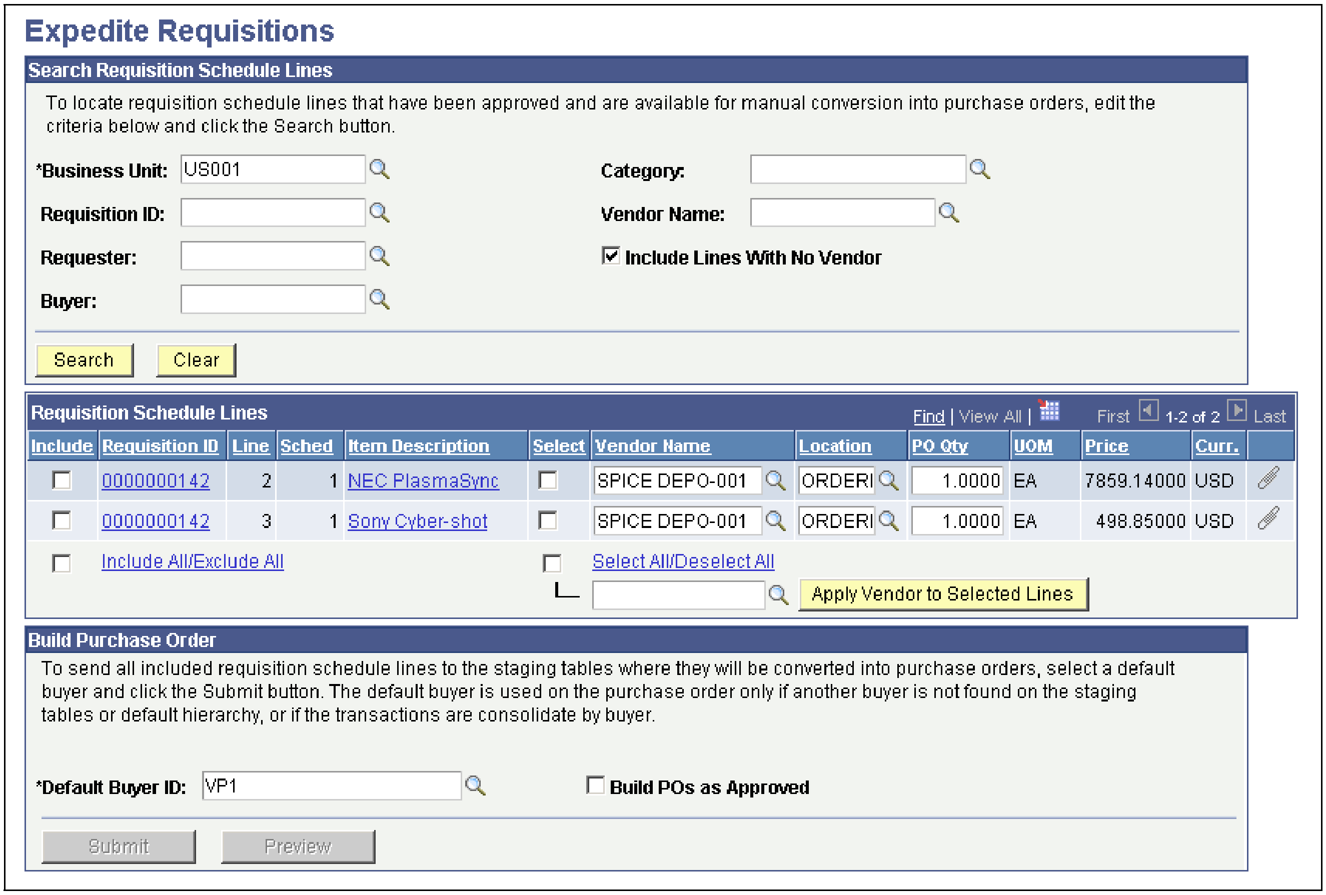
- Review requisitions created by employees.
- Review and change staged purchase order details.

Pages Used to Expedite Requisitions

Page Name	Object Name	Navigation	Usage
Expedite Requisitions	PV_PO_REQ_SOURCE	eProcurement, Buyer Center, Expedite Requisitions	Review requisitions created by employees.
Staged Purchase Order	PV_PO_REQ_CREATE	Click the Preview button on the Expedite Requisitions page.	Review and change the staged PO.

Reviewing Requisitions Created by Employees

Access the Expedite Requisitions page.



Expedite Requisitions page

Use this page to define requisition search criteria and to display requisitions. After completing the search criteria, use the Search button to display any requisitions that meet the criteria. Use the Clear button to clear the page of requisitions and enter new search criteria. The requisition must meet the following conditions before it can be selected:

- The requisition line status must be *Approved.*
- The request for quote indicator on the requisition line must be *N (no).*
- The In Process flag on the requisition line must be *N.* When one line on a requisition is selected for sourcing, the In Process flag on the requisition line is set to *Y (yes),* indicating that the line can't be touched until sourcing is complete. Once sourcing is complete, the In Process flag is turned off and can be changed.
- The Hold Status on the requisition header must be *N.*
- The Budget Header Status on the requisition line must be *A (approved).*
- The Balance Status on the requisition schedule must be *I (in balance).*
- The Open Quantity or Open Amount on the requisition distribution must be greater than *zero.*

After requisitions appear, you can change or add a vendor or create a purchase order.

Include Lines with No Vendor — Selecting this check box will enable the system to display lines that do not have a vendor associated with them. These lines can then be manually updated to include a vendor for sourcing.

Default Buyer ID — Select the name of the buyer to use on the purchase order. The only applies if another buyer is not found on the staging table or default hierarchy, or if requisitions are consolidated by buyer. These are buyers that are listed on the User Preferences page.

Build POs as Approved (build purchase orders as approved)
: Select to have purchase orders created with an *Approved* status when you run the Create Purchase Orders process. If selected, the process examines auto approval criteria set at the business unit level. If the auto approval criteria is met, the status is set to *Approved.* If the auto approval criteria is not met, the status is set to *Pending* approval, and the purchase order enters the approval process. If you do not select this check box, the purchase order is created with a status of *Open.*

Submit
: Click to create the purchase order for the requisition lines that you have selected using the Include button on the bottom portion of this page. The Submit feature stages the items and launches the PO Calculations process (PO_POCALC) and Create Purchase Order process (PO_CREATE). You must assign a vendor to the requisition line before the system can create a purchase order.

Preview
: Click to display a preview of the purchase order before it is actually staged. You must select the requisition, click the Includebutton in the lower portion of this page, before you can preview.

Requisition Schedule Lines

Include
: Select to include an individual requisition in the planned purchase order. When you initially select a requisition for inclusion in the purchase order, the system activates the Submit and Preview buttons. Clear the check box to remove the requisition from the planned purchase order later.

Include All
: Select to include all requisitions in the planned purchase order. The requisitions must first have valid vendors assigned to them.

Exclude All
: Select to remove all requisitions from the planned purchase order.

Select All/Deselect All
: Select this check box to use the vendor that appears in the bottom field of the Vendor column as the vendor for this requisition when you submit the purchase order.

Vendor Name
: Enter the vendor ID of the vendor that you want assigned to each requisition. You can assign vendors by either selecting a vendor in individual fields or just click the Select check box and the Apply vendor to selected lines button to assign a single vendor to multiple lines. You define that vendor using the bottom field in the Vendor column.

Apply Vendor to Selected Lines
: Click to apply the vendor ID that appears in the Vendor field at the left of this button to the requisition lines that have been selected using the Selectcheck box.

PO Qty (purchase order quantity)
: The quantity that is ordered from the vendor. This is from the Requisition Quantity field, but you can change the quantity before you create the purchase order.

Suggest Vendor
: Click to access the Suggested Vendor page, where you can review the vendor that the requester suggested.

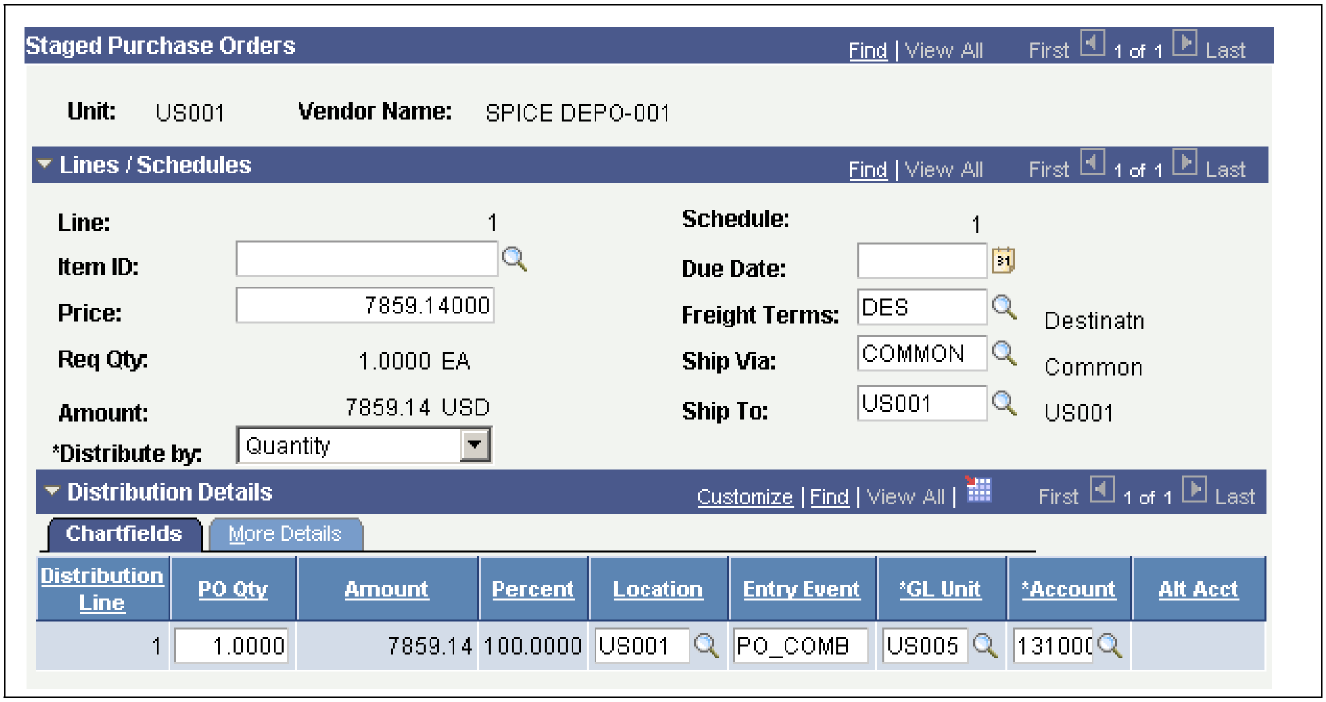
See Also

Chapter 3, "Determining eProcurement Technical Implementation Options," Setting Up Installation Options, page 24

Chapter 3, "Determining eProcurement Technical Implementation Options," Setting Up Attachments for Transactions, page 26

Reviewing and Changing Staged Purchase Order Details

Access the Staged Purchase Orders page.



Staged Purchase Orders page

Distribute by To split this shipment schedule line into multiple distribution lines, select *Quantity* or *Amount* as the method of splitting.

Distribution Detail

PO Qty (quantity) The quantity of the distribution line.

Amount The extended price of the distribution line (unit price times quantity).

Percent The percentage of quantity or amount on this distribution line.

Location The internal shipping location.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields"

Using the Quick Sourcer

This section provides an overview and discusses how to:

- Enter parameters for the AutoSelect Requisitions process.
- Enter parameters for the PO Calculations and Create Purchase Order processes.

Understanding the Quick Sourcer

The Quick Sourcer process creates orders from requisitions by creating a material stock request in an organization's inventory stock or creating a purchase order to send to the vendor.

The Quick Sourcer process combines these PeopleSoft Purchasing processes:

AutoSelect Requisitions process (PO_REQSORC): Applies the priority one vendor to each requisition line.

Build Inventory Demand process (PO_REQINVS): Checks the organization's inventory stock to see whether the order can be filled internally. This process applies only if PeopleSoft Inventory is installed. If stock is found, the system creates a material stock request in PeopleSoft Inventory, and the requisition is identified as complete. The material stock request ships the required stock to the requester.

PO Calculations process (PO_POCALC): Verifies that the requisition has been completely filled from inventory stock. If it has not, the process passes the remaining quantity that is needed to the Create Purchase Order process.

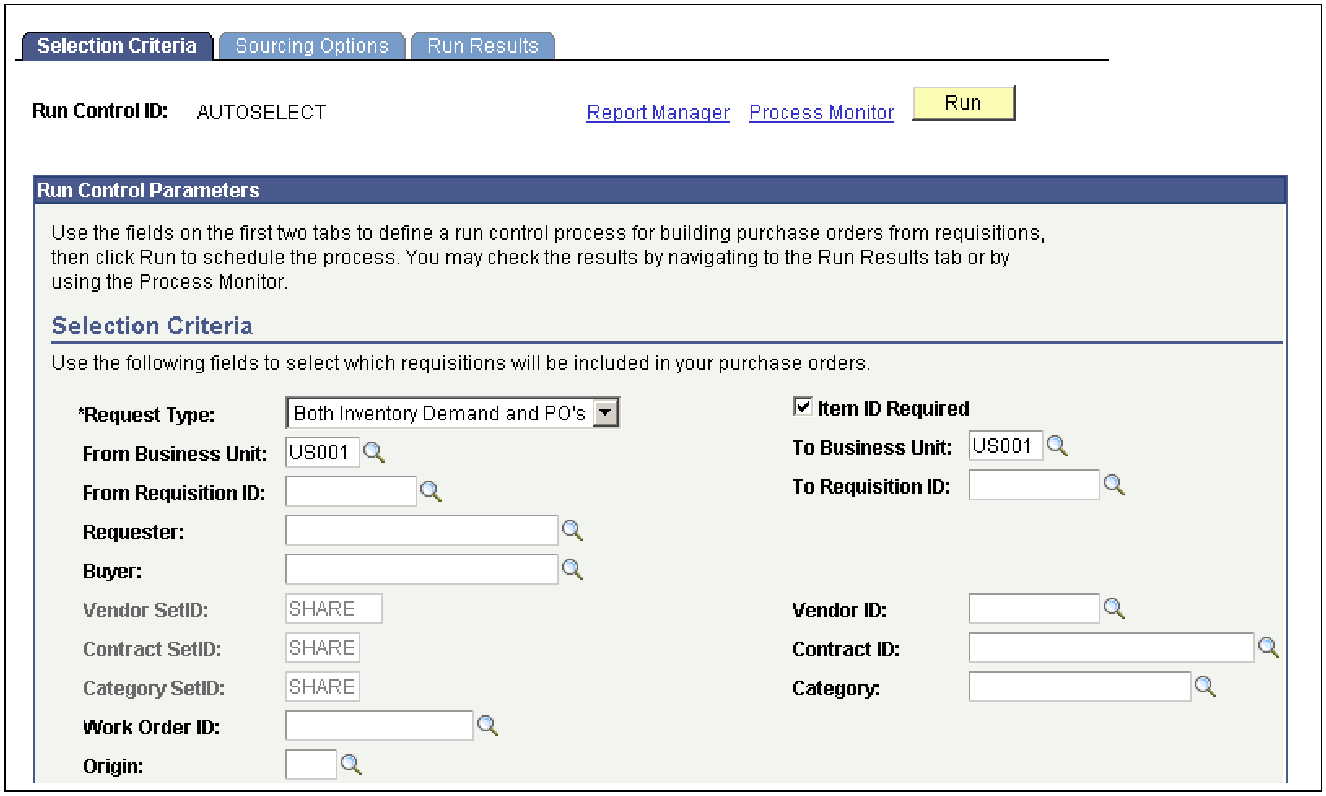
Create Purchase Order process (PO_CREATE): Creates a purchase order for requisition quantities that were not filled by the Build Inventory process. You can set up the system, so that if there is not enough inventory stock, a material stock request is issued for part of the order, and a purchase order is created for the remaining quantity.

Pages Used for the Quick Sourcer

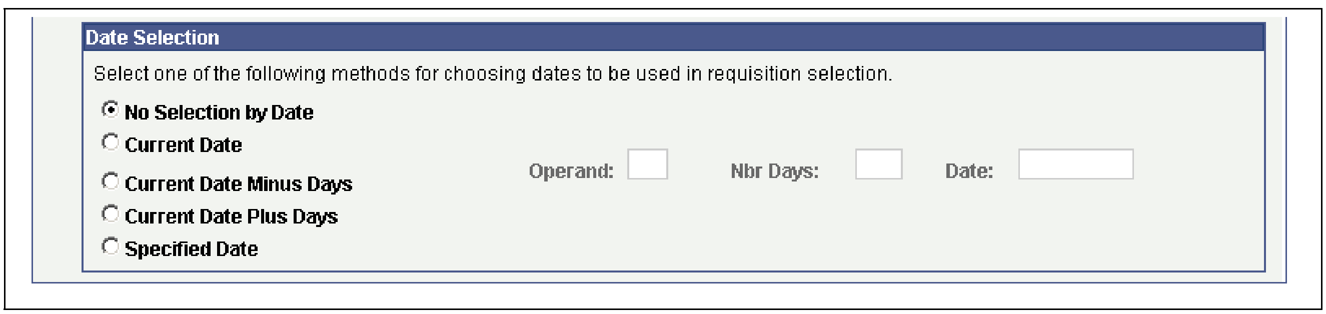
Page Name	Object Name	Navigation	Usage
Selection Criteria	PV_RUN_REQSORC_1	eProcurement, Buyer Center, Quick Source Requisitions, Selection Criteria	Enter parameters for the AutoSelect Requisitions process.
Sourcing Options	PV_RUN_REQSORC_2	eProcurement, Buyer Center, Quick Source Requisitions Click the Sourcing Options tab.	Enter parameters for the PO Calculations process and the Create PO process.
Run Results	RUN_PO_AUTOSRC_LOG	eProcurement, Buyer Center, Quick Source Requisitions Click the Run Results tab.	You may check the results by navigating to the Run Results tab or by using the Process Monitor.

Entering Parameters for the AutoSelect Requisitions Process

Access the Selection Criteria page.



Selection Criteria page (1 of 2)



Selection Criteria Page (2 of 2)

Request Type

Select the type of requisition. Values are:

Inventory Demand: Processes only the requisition lines for which the Inventory Source check box is selected.

Note. You can select the Inventory Source check box on the Items Definition page.

Purchase Orders: Processes only the requisition lines for which the Inventory Source check box is not selected.

Both Inventory Demand and PO's: Processes both types of requisitions.

Item ID Required

Select to process the requisitions that have a valid item ID that is set for AutoSelect. Define an item for AutoSelect on the Purchasing Attributes - Purchasing Controls page. If this check box is cleared, the Quick Sourcer process processes special requests. If the special request does not include a vendor ID, then the requisition line appears with an error status in the purchase order staging tables. If this check box is selected, then all special requests are processed manually using the Requisition Expediter page.

From Business Unit If you are opting to source by a range of business units you can elect to put a starting value in the From Business Unit field, and an ending in the To Business Unit field.

From Requisition ID If you are opting to source by a range of requisitions you can elect to put a starting value in the From Requisition IDfield, and an ending in the To Requisition ID field.

Requester Specify the requester for whom you wish to source requisitions.

Buyer Select a specific buyer for whom to source requisitions to create purchase orders.

Vendor Set ID Specify the specific vendor set ID for the system to narrow its search.

Vendor ID Specify the specific vendor ID for the system to narrow its search.

Contract Set ID If you are sourcing requisitions associated to contracts, you can specify the specific contract set ID for the system to narrow its search.

Contract ID If you are sourcing requisitions associated to contracts, you can specify the specific contract ID for the system to narrow its search.

Category Set ID Specify the specific category set ID for the system to narrow its search.

Category Specify the specific category for the system to narrow its search.

Work Order ID Select a work order that is associated with sourcing the requisition.

Origin Select the origin for the purchase order. Origin codes are established on the Origin Codes page and help identify the origins of transactions.

Date Selection

Option Specify date selection criteria to select the requisition lines with source dates that are within the specified date criteria, as related to the current system date. Values are:

No Selection by Date.

Current Date.

Current Date Minus Days.

Current Date Plus Days.

Specified Date.

Operand Restricts the range to before, equal to, or after the date in the Date field. For example, to select requisitions for sourcing that have source dates for the next three days, select *P* in the Option field, <= in the Operand field, and *3* in the Nbr Days (number of days) field.

Nbr Days (number of days) The number of days for the before, equal to, and after selection in the Operand field.

Date Specify the date to use in the date selection criteria. This field is required when you select *S* in the Option field.

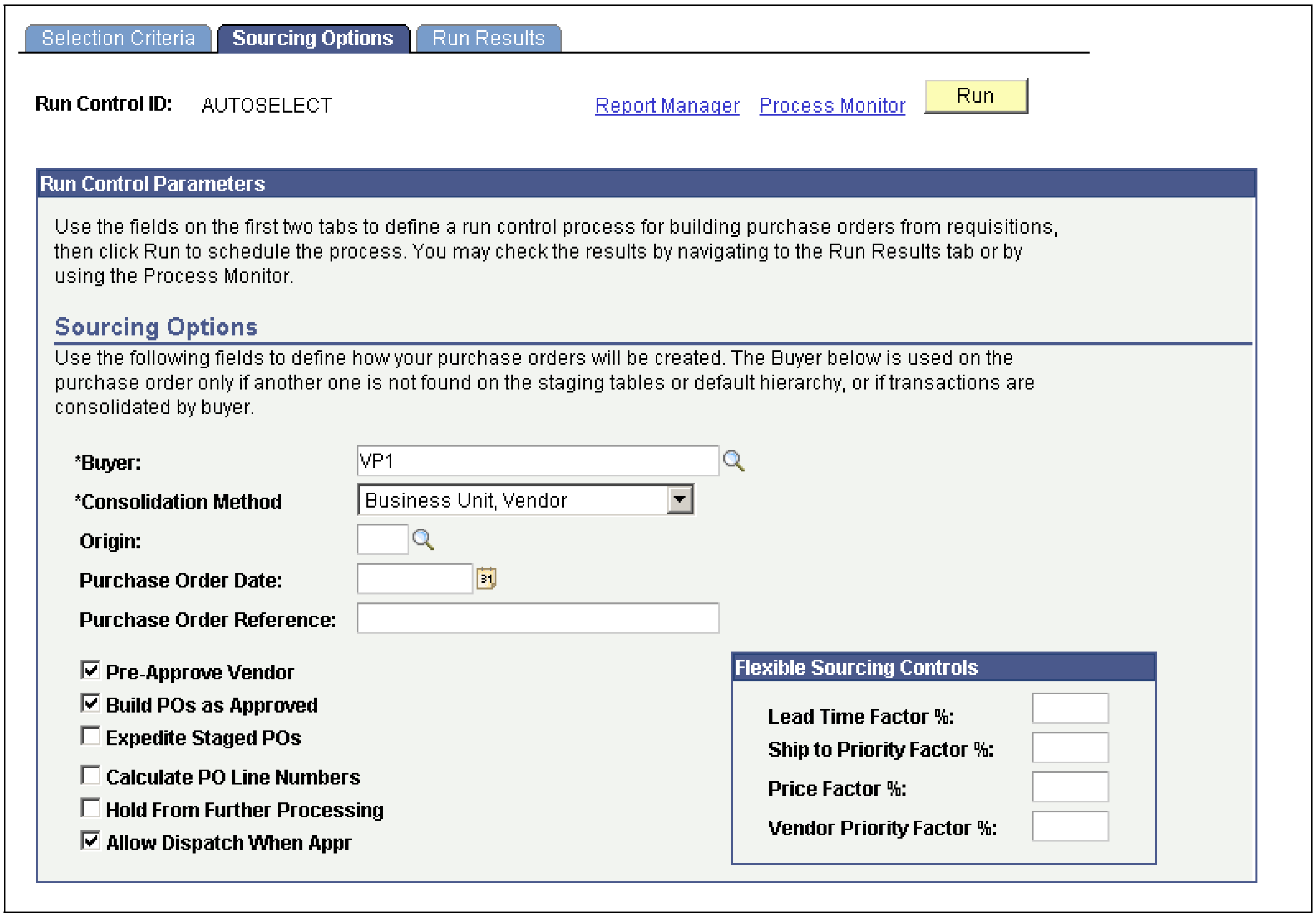
See Also

PeopleSoft Enterprise Managing Items 8.9 PeopleBook

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Using Purchase Order Sourcing,” Running the AutoSelect Requisitions Process

Entering Parameters for the PO Calculations and the Create Purchase Order Processes

Access the Sourcing Options page.



Sourcing Options page

Buyer

Select the buyer to use on the purchase order header in case the PO Calculations process cannot determine the buyer. The buyer name is carried at the line level on the requisition, so a requisition can have multiple buyers.

When the PO Calculations process creates the purchase order header, it must assign a buyer name. If all the staged lines that belong on one purchase order have the same buyer name, the PO Calculations process uses that name on the header. However, if the staged lines that belong on the purchase order have different buyer names, and the process that created the staged entry did not specify a name, the name that you enter here is used on the purchase order header.

Consolidation Method	Determines whether purchase orders are consolidated by business unit, vendor, and buyer, or by business unit and vendor only. The consolidation method applies only to staged rows that are identified for consolidation. For example, suppose that you choose to consolidate by business unit and vendor only, then all the rows that belong to the same vendor in each business unit are grouped into one purchase order, even if they have different buyers. Alternately, if you add a buyer to the criteria, purchase orders are built in the same manner. However, they are split between buyers, so that each buyer has a separate purchase order with this configuration.
Lead Time Factor %, Ship to Priority Factor %, Price Factor %, and **Vendor Priority Factor %** (percentage)	These fields are used for flexible sourcing. To override the category and item settings, enter the percentage weight that you want the PO Calculations process to give the factor when the application process evaluates vendors for flexible sourcing. The sum of these factors must be 100 percent.
Origin	Enter an origin to be used on the purchase order.
Purchase Order Date	Enter a date for the purchase order, if a date has not been assigned. If you leave this field blank, the PO Calculations process uses the current system date.
Purchase Order Reference	Enter a purchase order reference for the purchase orders. This is a free-form field.
Pre-Approve Vendor	Select to approve the vendor automatically that the PO Calculations process selects. This enables you to run the PO Calculations process and the Create Purchase Order process as a unit, without having to approve the vendors.
Build POs as Approved	Select so that the purchase orders that are created when you run the Create Purchase Order process have an *Approved* status. If you select this option, the process examines auto-approval criteria set at the business unit level.
Expedite Staged POs	Select to source all requisitions that are located in the staging table.
Calculate PO Line Numbers	Select to ignore staged entry line numbers when the Create Purchase Order process creates new purchase orders and assigns sequential line numbers, beginning with 1. If you do not select this option, the performance is faster, but you might have purchase orders with nonsequential line numbers that do not begin with 1.
Hold from Further Processing	Select to place the resultant purchase orders on hold and prevent further processing.
Allow Dispatch When Appr (approved)	Select to make the resultant purchase orders eligible for dispatch.

Note. Users can view the results by either navigating to the Run Results page, or by using the Process Monitor PeopleTools, Process Schedule, Process Monitor.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Using Purchase Order Sourcing”

Dispatching Purchase Orders

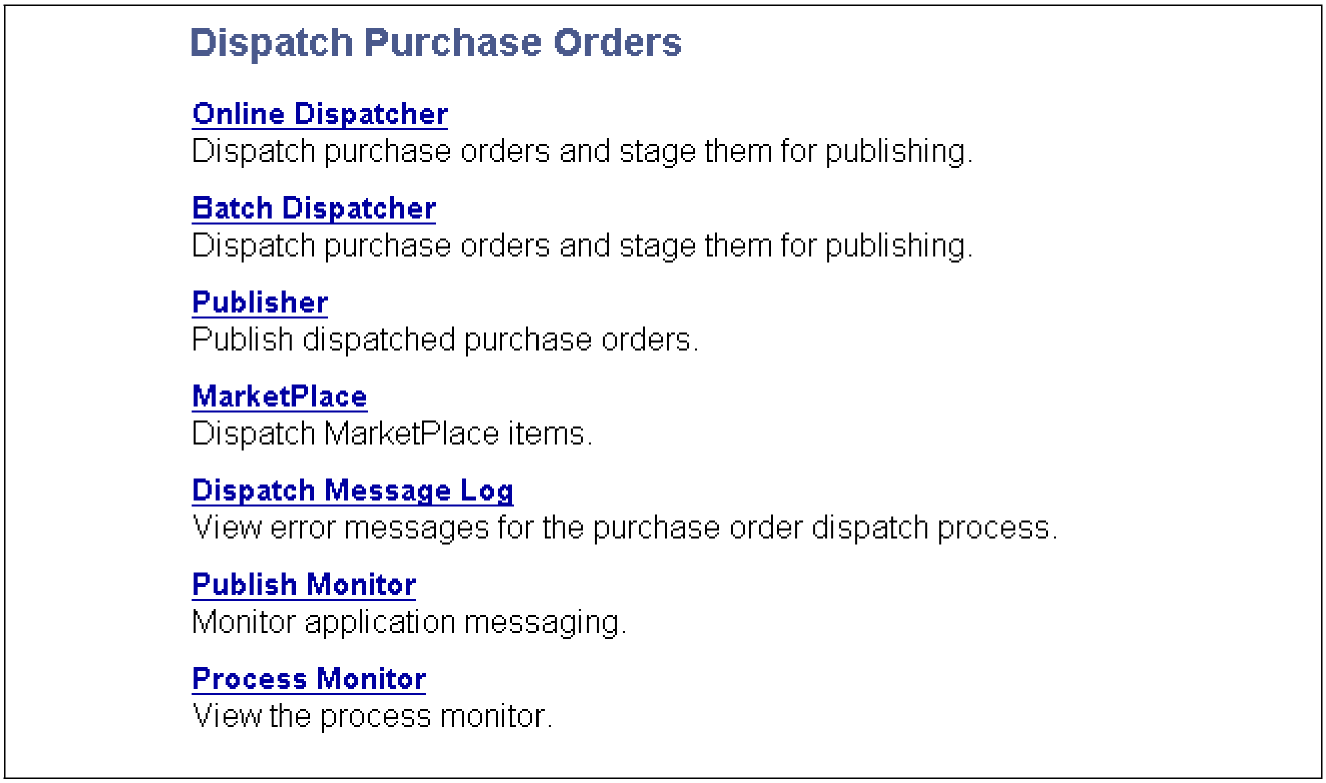
This section discusses how to dispatch purchase orders.

Page Used to Dispatch Purchase Orders

Page Name	Object Name	Navigation	Usage
Dispatch Purchase Orders	PV_PO_MAIN2	eProcurement, Buyer Center, Dispatch Purchase Orders	Select from a range of tasks for sending purchase orders to suppliers.

Dispatching Purchase Orders

Access the Dispatch Purchase Orders page.



Dispatch Purchase Orders page

Using the Dispatch Purchase Orders page, you can select from a range of tasks for sending purchase orders to suppliers. Tasks include:

- Online Dispatcher: Use to dispatch purchase orders online and stage them for publishing.
- Batch Dispatcher: Use batch processing to dispatch purchase orders and stage them for publishing.
- Publisher: Publish dispatched purchase orders.
- Marketplace: Dispatch purchase orders to the marketplace.
- Dispatch Message Log:View purchase order process messages.
- Publish Monitor: Monitor application messaging.

- Process Monitor: View the process monitor.

See Also

Chapter 13, "Dispatching Purchase Orders in PeopleSoft eProcurement," page 295

Approving Change Requests

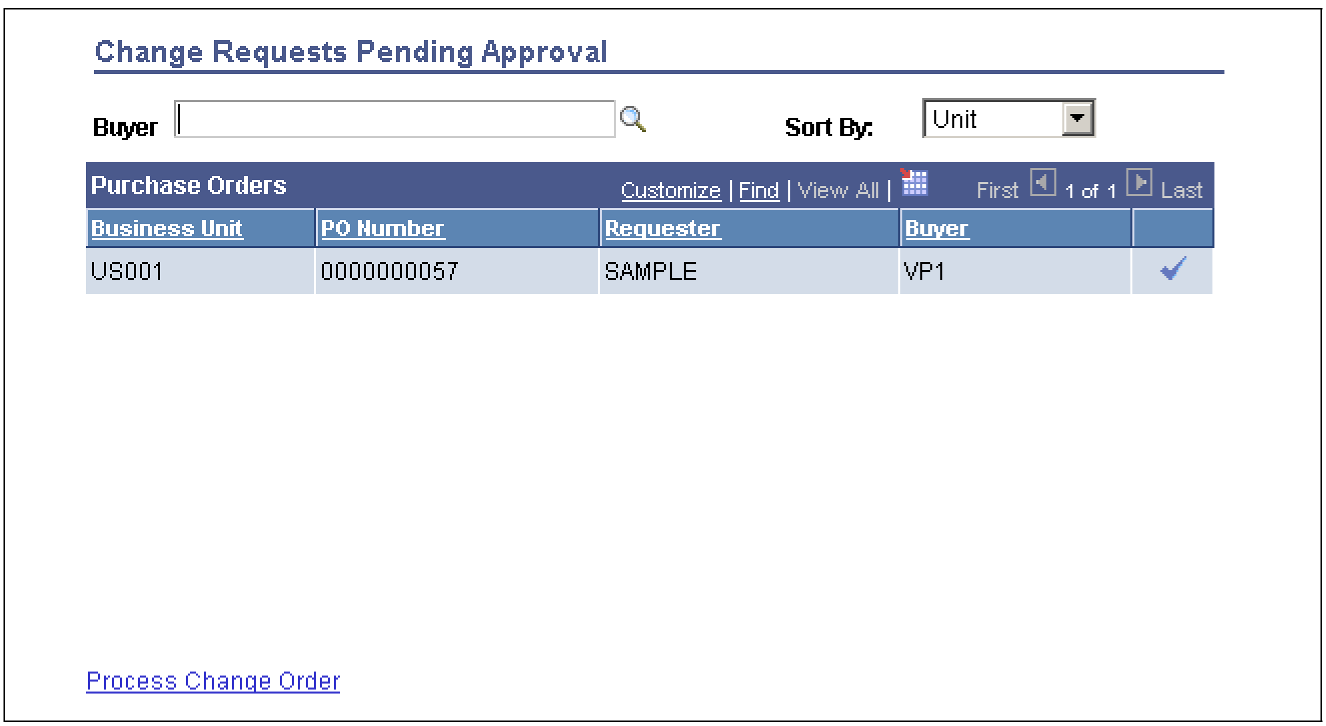
This section discusses how to approve change requests.

Page Used to Approve Change Requests

Page Name	Object Name	Navigation	Usage
Change Requests Pending Approval	PV_CHNG_APPR_LIST	eProcurement, Buyer Center, Approve Change Requests Click the Process Change Order link to process the change order.	View change requests pending approval.

Approving Change Requests in the Buyer Center

Access the Change Requests Pending Approval page.



Change Requests Pending Approval page

To send a change request to the vendor, a buyer must convert the request to a change order. A change order is a duplicate of the original purchase order sent to the vendor but with the changes that you are requesting. All approved change requests must use the Change Purchase Order process to convert them to change orders. Click the Process Change Order link to process the change order.

Use the Change Order Message Log page to verify that the change order was successfully created.

See Also

Chapter 15, "Using Change Requests and Change Orders," Approving Change Requests, page 348

Running Procurement Processes

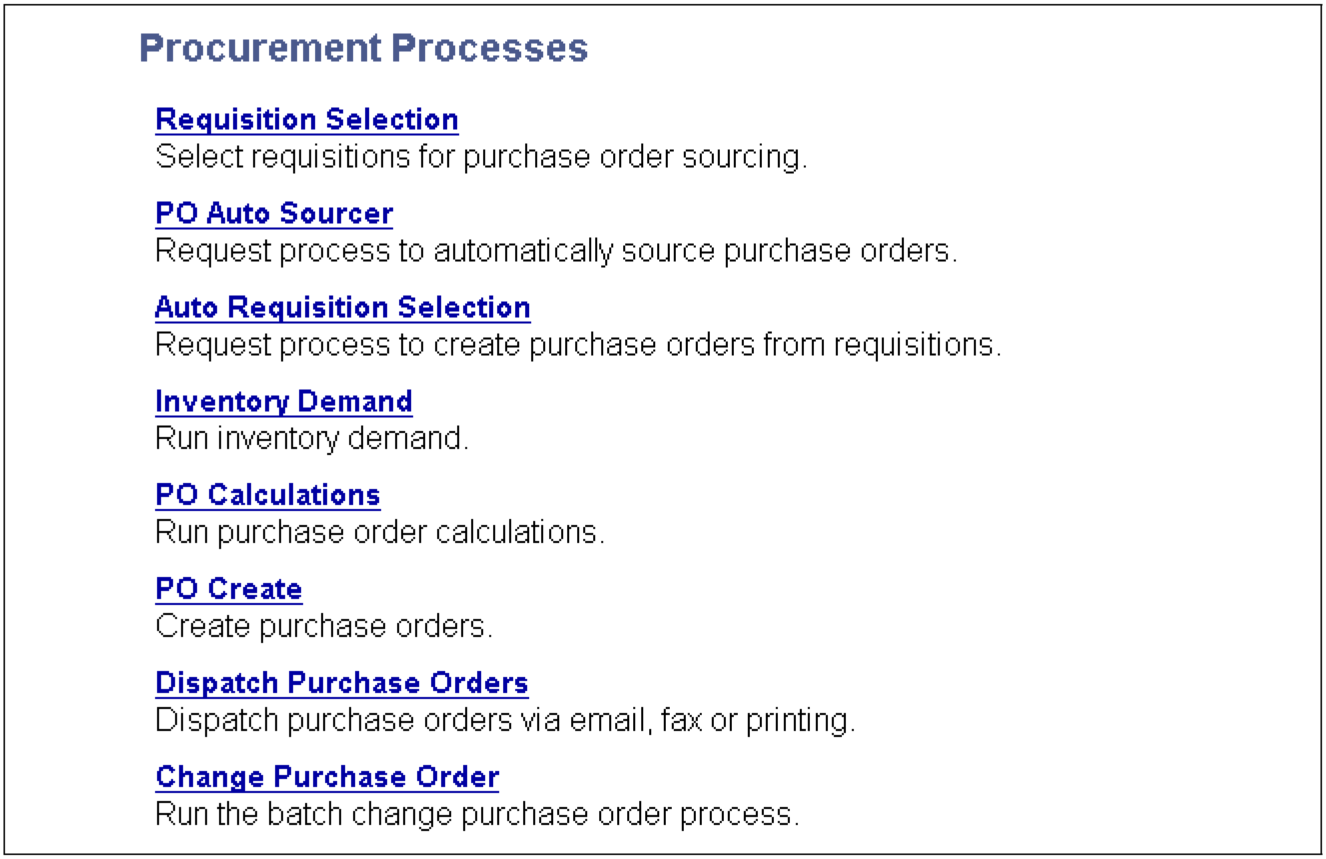
This section discusses how to run the procurement processes.

Page Used to Run Procurement Processes

Page Name	Object Name	Navigation	Usage
Procurement Processes	PV_PO_MAIN3	eProcurement, Buyer Center, Procurement Processes	Perform buyer tasks relating to Purchase Orders.

Running Purchase Order Processes

Access the Procurement Processes page.



Procurement Processes page

Using the Procurement Processes link in the Buyer Center, you can perform buyer tasks relating to purchase orders. To access the Procurement Processes page, select eProcurement, Buyer Center, Procurement Processes. Tasks include:

- Requisition Selection: Select requisitions for purchase order sourcing.
- PO Auto Sourcer (purchase order automatic sourcer): Run the Automatic Purchasing Sourcing process which enables you to select multiple sourcing processes that you want to run and runs the selected processes in the correct sequence on the same set of records.
- Auto Requisition Selection: Run the AutoSelect Requisitions process to load eligible approved requisitions into the PeopleSoft Purchasing stage tables for purchase order creation and is an alternative to selecting requisitions online using the Requisition Selection - Sourcing page.
- Inventory Demand: Runs the Build Inventory Demand process which reserves all rows in the staging tables that are identified for inventory demand (Inventory Source option set to *Y* (yes)), have a stage status of *S* (staged), and meet the user-defined selection criteria.
- PO Calculation (purchase order calculation): Run the PO Calculations process, which performs most of the processing necessary to create a purchase order. After running the process, you can review results and make changes using the Sourcing Workbench - Selected Items page before the purchase order is created. After you run the PO Calculations process, run the Create Purchase Orders process to create the purchase order.
- PO Create: Run the Create Purchase Orders process to create purchase orders using rows in the staging tables that have been processed by the PO Calculations process. The Create Purchase Orders process maintains the purchase order groupings created by the PO Calculations process to create purchase orders. The Create Purchase Orders process calculates the purchase order ID, assigns line, schedule, and distribution numbers, and creates contract release information.

- Dispatch Purchase Orders: Run the PO Dispatch/Print process and dispatch purchase orders, run the Email process, or run the PO Dispatch & Email multiprocess job.
- Change Purchase Order: Select parameters for and run the Change Purchase Order process.
- Notify Vendors of Attachments: Indicate that you have attached a file to a PeopleSoft eProcurement requisition. The file can be, for example, a Microsoft Word file, an Excel spreadsheet, a PowerPoint presentation, or a Visio diagram. The requester and buyer can view these attachments. The attachment is automatically added to the purchase order that is created from the requisition and can be sent to the vendor.
- Sourcing Workbench: Access the Sourcing Workbench component where you can view the results of each sourcing step. Using the workbench you view staged rows, along with any errors accompanying them. You can also use the workbench to transfer from the staged row to the source transaction data, change the status of the source record, correct the source, and recycle the staged row for reprocessing.
- Requisition Budget Checking: Access the Requisition Budget Checking component to run Requisition Budget Checking.
- Requisition Reconciliation: Run the Requisition Reconciliation process to close requisitions that are fully canceled or fully sourced and no longer need to be modified. When the process runs, it reconciles requisition-related settings and statuses to change the status of applicable requisitions to *C* (completed).
- Requisition Reconciliation Workbench: Access the requisition reconciliation workbench where you can retrieve, review and modify multiple requisitions using functions such as update a requisition or maintaining distributions on a requisition.
- PO Budget Check Request: Access the PO Budget Check Request where you can check the budget for the purchase order.
- Reconcile Purchase Orders: Run the PO RECON process (PO_PORECON) to close qualifying purchase orders that you no longer need to modify. When the PO RECON process runs, it reconciles various purchase order-related settings and statuses to change the status applicable purchase orders to *C* (completed).
- PO Reconciliation Workbench: Access the PO Reconciliation Workbench where you can retrieve, review, and modify multiple purchase orders.
- Process Monitor: Monitor the process and status of requisition and purchase order processes.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Understanding Purchase Orders”

Accessing Vendor Tables, Item Tables, and Return to Vendor

This section discusses how to access vendor tables, item tables, and item definitions.

Pages Used to Access Vendor Tables, Item Tables, and Return to Vendor

Page Name	Object Name	Navigation	Usage
Vendors	none	eProcurement, Buyer Center, Vendors	Access vendor tables. See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information".
Maintain Items	PV_ADM_DEFINE_ITEM	eProcurement, Buyer Center, Maintain Items	Access PeopleSoft item tables.
Return to Vendors	none	eProcurement, Buyer Center, Return to Vendors	Access the return to vendor pages. See Chapter 16, "Receiving Stock and Returning Items to Vendors," Returning Items to Vendors, page 365.

Accessing Inquiries and Reports

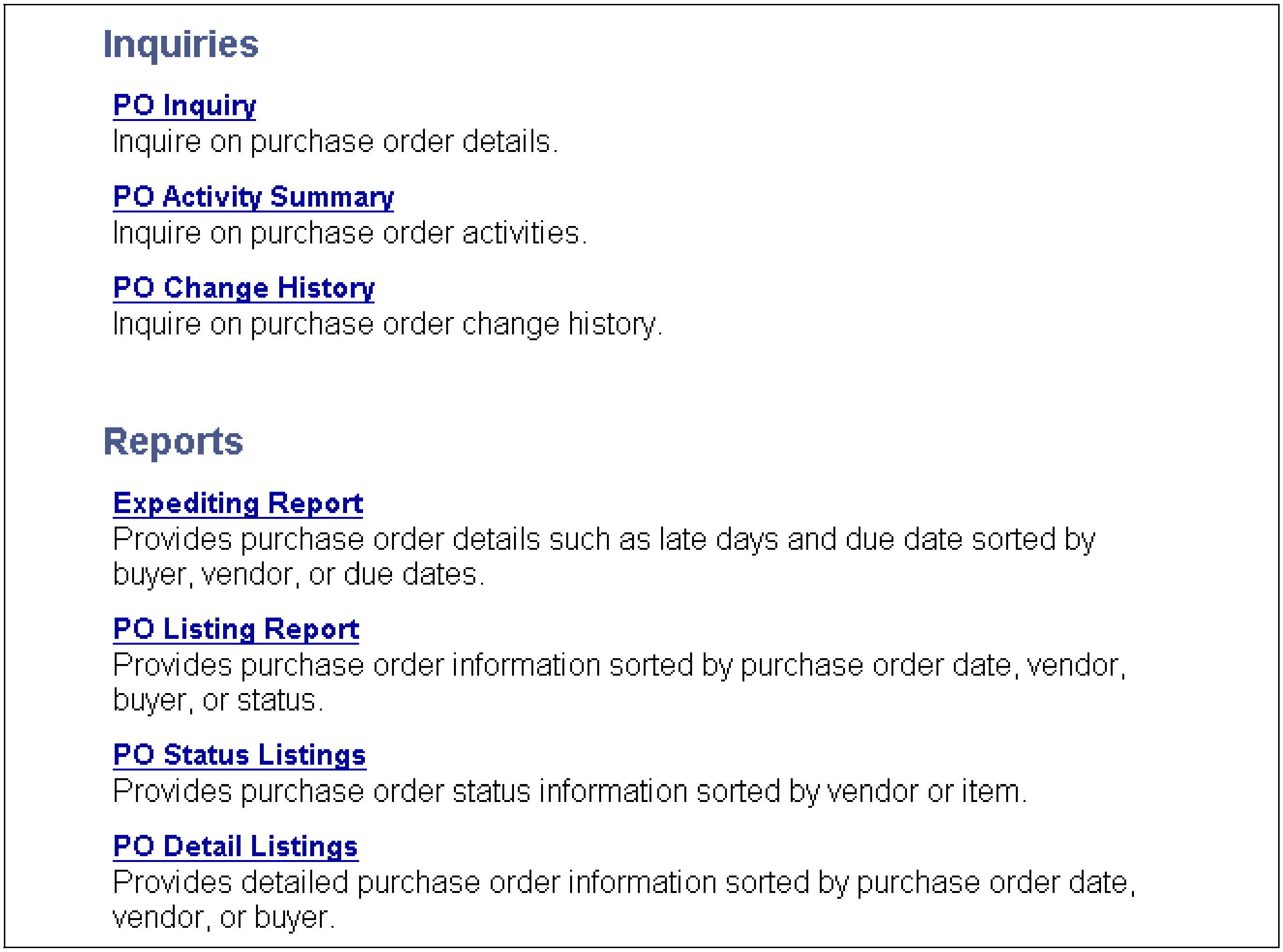
This section discuses how to access inquiry pages and reports.

Page Used to Access Inquiries and Reports

Page Name	Object Name	Navigation	Usage
Inquiries and Reports	PV_RPT_MAIN	eProcurement, Buyer Center, Inquiries and Reports	Access inquiry pages and reports for requisitions, purchase orders, and items.

Accessing Inquiry Pages and Reports

Access the Inquiries and Reports page.



Inquiries and Reports page

See Also

Appendix C, “PeopleSoft eProcurement Reports,” page 385

Generating and Viewing PeopleSoft eProcurement Information

This section discusses how to generate and view PeopleSoft eProcurement bar graphs.

In addition to the standard reports and inquiries that PeopleSoft applications provide, PeopleSoft eProcurement provides transactional analysis graphs. These bar graphs enable you to view information about PeopleSoft eProcurement requisition and purchase order transactions. Four graphs are delivered with PeopleSoft eProcurement:

PO Status Analysis Provides information about the current state of purchase orders by displaying the number of purchase orders in each purchase order status.

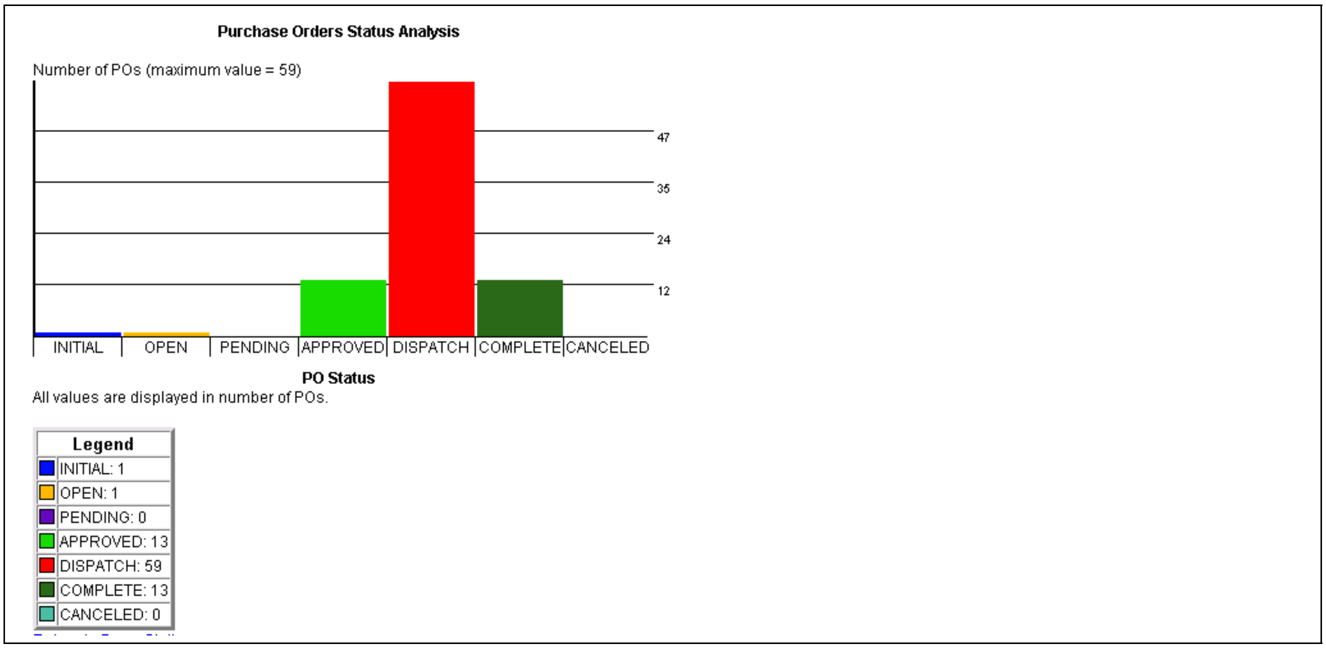
PO Value Analysis Provides information about the total purchase order costs by item category or ship to location.

Requisition Status Analysis Provides information about the current state of the requisitions by displaying the number of requisitions in each requisition status.

Vendor Analysis by Categories Provides information about total quantities and amounts received from vendors.

PO Status Analysis Graph

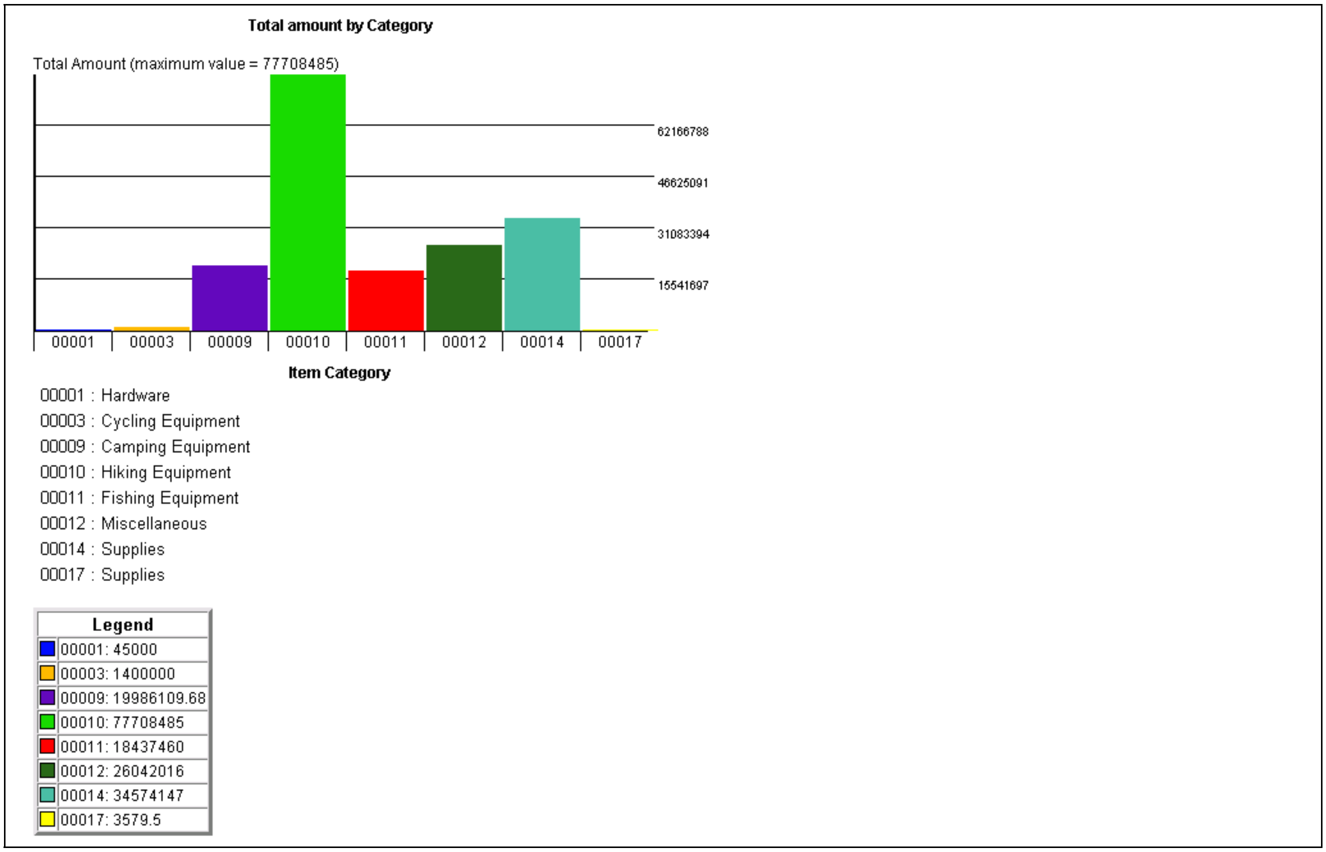
This graph displays the number of purchase orders that are currently in each purchase order status. Each column represents a different purchase order status; the height of the bar indicates the number of purchase orders within that status. The number of purchase orders in the largest column is noted at the top of the graph. The legend provides the total number of purchase orders by status. The graph displays information for only one PeopleSoft Purchasing business unit at a time. Within the business unit, you can further limit the purchase orders that appear to one vendor, one buyer, and for a specific date range.



PO status analysis graph

PO Value Analysis Graph

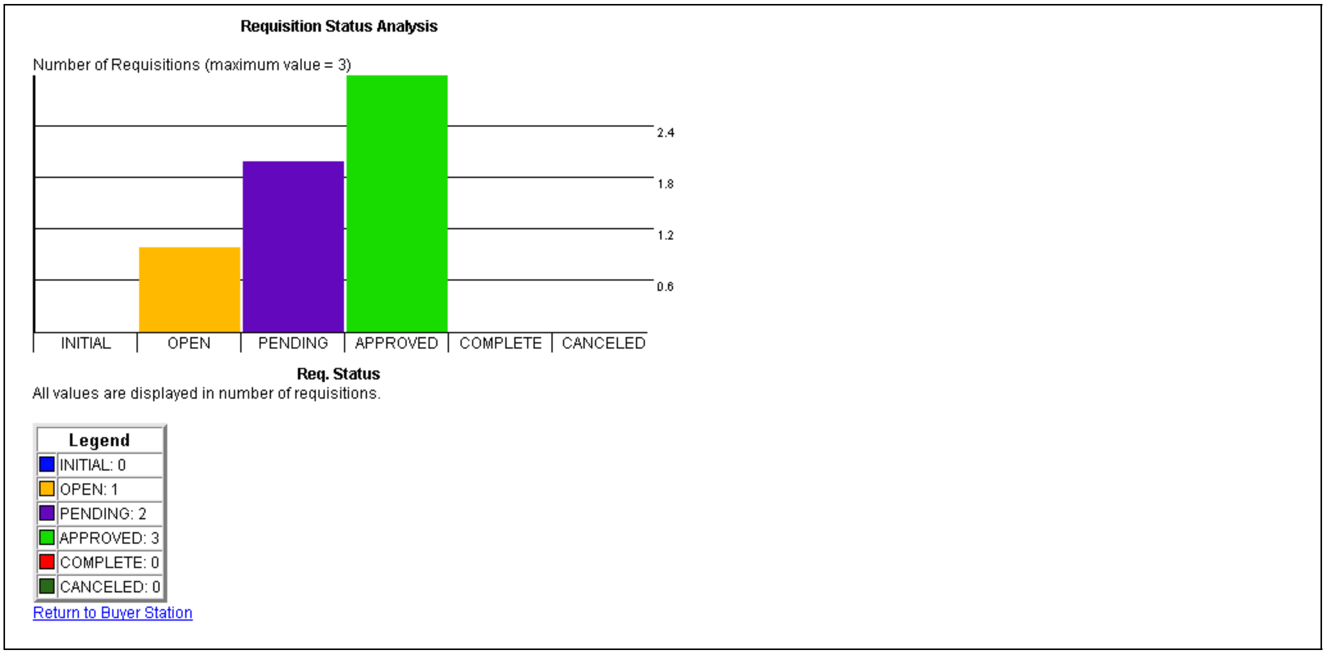
This graph displays the total monetary amount of the purchase orders. This information can be processed by item category (using the purchase order line level) or by ship to location (using the purchase order distribution line level). The method is noted at the top of the graph, along with the total purchase order monetary value in the largest column. Each column represents a different item category or ship to location; the height of the bar indicates the total monetary value of the purchase orders in that category or location. If you sort the information by item category, then a note appears below the graph with the item category descriptions. The Legend provides the total monetary value of all purchase orders by item category or ship to location. The graph displays information for only one PeopleSoft Purchasing business unit at a time. Within the business unit, you can further limit the purchase orders that appear to one vendor, one buyer, and a specific date range.



PO value analysis graph

Requisition Status Analysis Graph

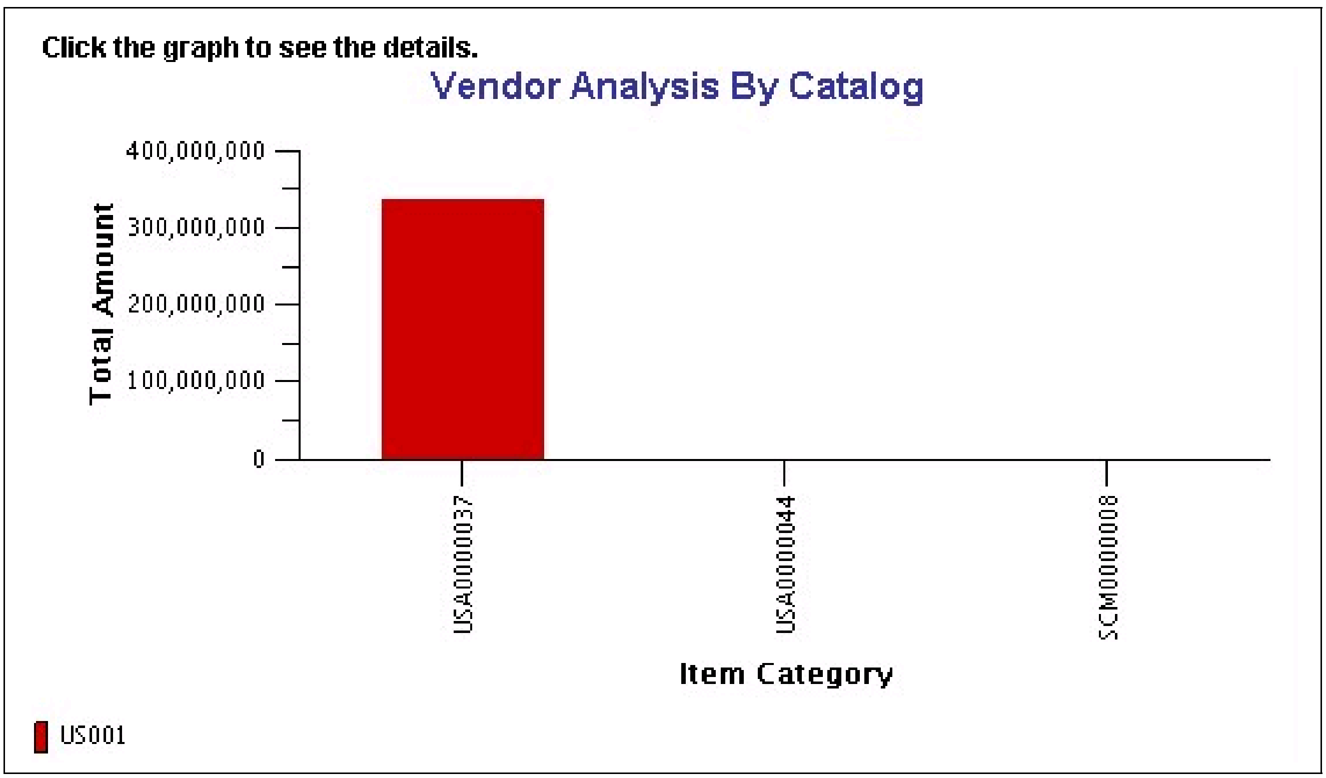
This graph displays the number of requisitions that are currently in each requisition status. Each column represents a different requisition status; the height of the bar indicates the number of requisitions within that status. The number of requisitions in the largest column is noted at the top of the graph. The legend provides the total number of requisitions by status. The graph displays information for only one PeopleSoft Purchasing business unit at a time. Within the business unit, you can further limit the requisitions that appear to one requester and for a specific date range.



Requisition status analysis graph

Vendor Analysis by Categories Graph

You can view the quantity or amount of goods that a vendor supplies to a business unit for a specific category using the Vendor Analysis by Categories graph. The system totals the monetary value to arrive at an amount value from each vendor or it totals the number of units to arrive at a quantity from each vendor.



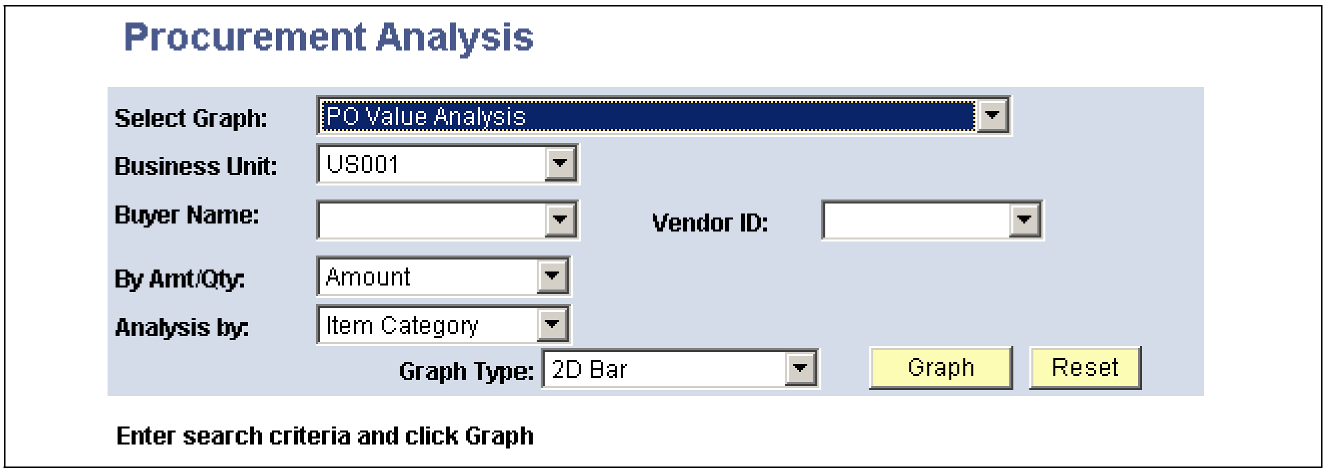
Vendor Analysis By Category chart

Page Used to Generate and View PeopleSoft eProcurement Information

Page Name	Object Name	Navigation	Usage
Procurement Analysis	PV_GRAPH_MAIN	eProcurement, Buyer Center, Analyze Procurement Data	Generate and view PeopleSoft eProcurement information in transactional analysis graphs using requisition and purchase order information.

Viewing PeopleSoft eProcurement Information

Access the Procurement Analysis page.



Procurement Analysis page

Select Graph Select one of the four delivered graphs.

Business Unit The PeopleSoft Purchasing business unit containing the requisitions or purchase orders that are used to build the graph. The system uses the business unit that is specified on the User Preferences - Overall Preferences page as the default.

Vendor ID Select a vendor ID to restrict the graph information to one vendor. This field does not appear if you selected the Req. Status Analysis graph option.

Buyer Name Select a buyer name to restrict the graph information to one buyer. The buyers are those that are authorized for the user ID on the User Preferences - Procurement Page: Purchase Order Authorizations page. This field does not appear if you selected the Req. Status Analysis option.

By Amt/Qty (amount or quantity) Determine if you wish the graph to sort by amount or quantity.

Analysis By Select how you wish to sort the analysis.

- *Department ID*
- *Item Category*
- *Location*

	• *Ship To*
Graph Type	Select the type of graph to display the results.
Graph	Click to generate the transactional analysis graph.
Reset	Click to delete the entries on this page. Then you can enter new criteria for generating the next graph.

CHAPTER 13

Dispatching Purchase Orders in PeopleSoft eProcurement

This chapter provides an overview of purchase orders (POs) dispatch and discusses how to:

- Dispatch POs.
- Set up dynamic dispatching.
- Send POs to vendors by EDX (electronic data exchange).
- Access the Message Monitor and Process Monitor components.

Understanding Purchase Order Dispatch

After a PO is created in PeopleSoft eProcurement, the next step is to send (dispatch) the order to the vendor. There are several dispatch methods available:

PeopleSoft Purchasing Dispatch PO process PeopleSoft Purchasing supports dispatching a purchase order using print, phone, EDX, email, and fax.

Purchase Order Dispatch eProcurement supports dispatching a purchase order using EDX in xCBL and cXML format. The purchase order can be dispatched from the Purchase Order Dispatcher or Batch PO Dispatcher.

Marketplace Dispatcher Marketplace Dispatcher supports dispatching a marketsite purchase order using EDX in xCBL and cXML format.

The advantage of electronically using PeopleSoft eProcurement is the background processing provided by the application. For example, you can set up suppliers for dynamic dispatching. The system makes it possible for you to efficiently change dispatch methods and standards that use different online processes. By substituting standards, PeopleSoft eProcurement can support changes without users making code changes.

The method used to dispatch a PO is determined by the vendor definition. On the Vendor Information - Procurement Options page, choose the dispatch method to use as the default method by the PO. To transmit a PO electronically to a vendor or the marketplace, select EDX as the dispatch method. To send a PO to a direct connect supplier website or to the marketplace, define the vendor as a direct connect supplier or as a marketplace supplier.

PeopleSoft eProcurement sends POs to suppliers using these methods:

Vendor Send POs to vendors that are neither direct connect suppliers nor marketplace vendors by running the Purchase Order Dispatch process (PV_PO_DISPATCH) or the Batch Dispatch process (PV_DISPATCH) and then the Publisher process. The dispatch processes set PO statuses to

Dispatched and load POs into interface tables for publishing. The Publisher process then converts the POs into eXtensible Markup Language (XML) and transmits them directly to vendors.

See Chapter 13, "Dispatching Purchase Orders in PeopleSoft eProcurement," Dispatching POs, page 298.

Direct Connect Supplier If a vendor is defined as a direct connect supplier on the Merchant Profile page, the system dispatches POs associated with that vendor and electronically transmits them to the direct connect supplier using only the Purchase Order Dispatch page or the Batch Dispatch page.

See Chapter 11, "Integrating with Direct Connect Suppliers," page 235.

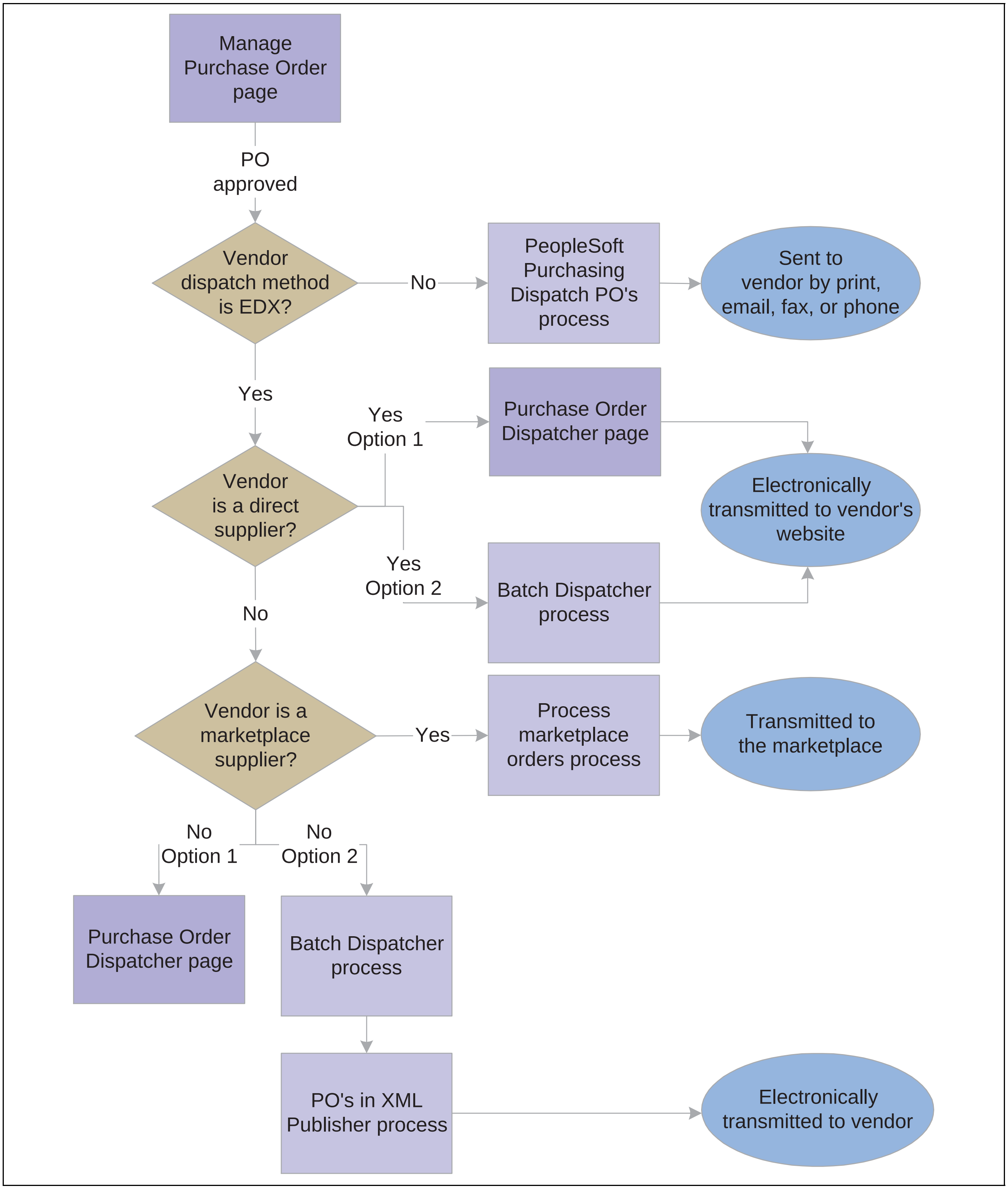
Marketplace If the vendor is defined as a marketplace supplier on the Linked Supplier Setup page, the PO is dispatched and electronically transmitted to the marketplace by using the Process Marketplace Orders Process page.

See Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," page 119.

Dynamic Dispatch If the vendor is defined as a marketplace supplier on the Linked Supplier Setup page, the PO is dispatched and electronically transmitted to the marketplace by using PeopleSoft Integration Broker. The broker makes it possible for you to adjust quickly to meet different online XML marketing standards that might be implemented by a supplier.

Note. You can dispatch POs online only when the dispatch method of those POs is *EDX.* The dispatch method for POs uses a default from the Purchasing Options - Purchasing Processing Options page or the Vendor Information - Procurement Options page. You can change the dispatch method on the PO manually.

This diagram illustrates how PeopleSoft eProcurement POs are dispatched:



Dispatching a PO to a vendor

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Chapter 11, "Integrating with Direct Connect Suppliers," page 235

Dispatching POs

This section discusses how to:

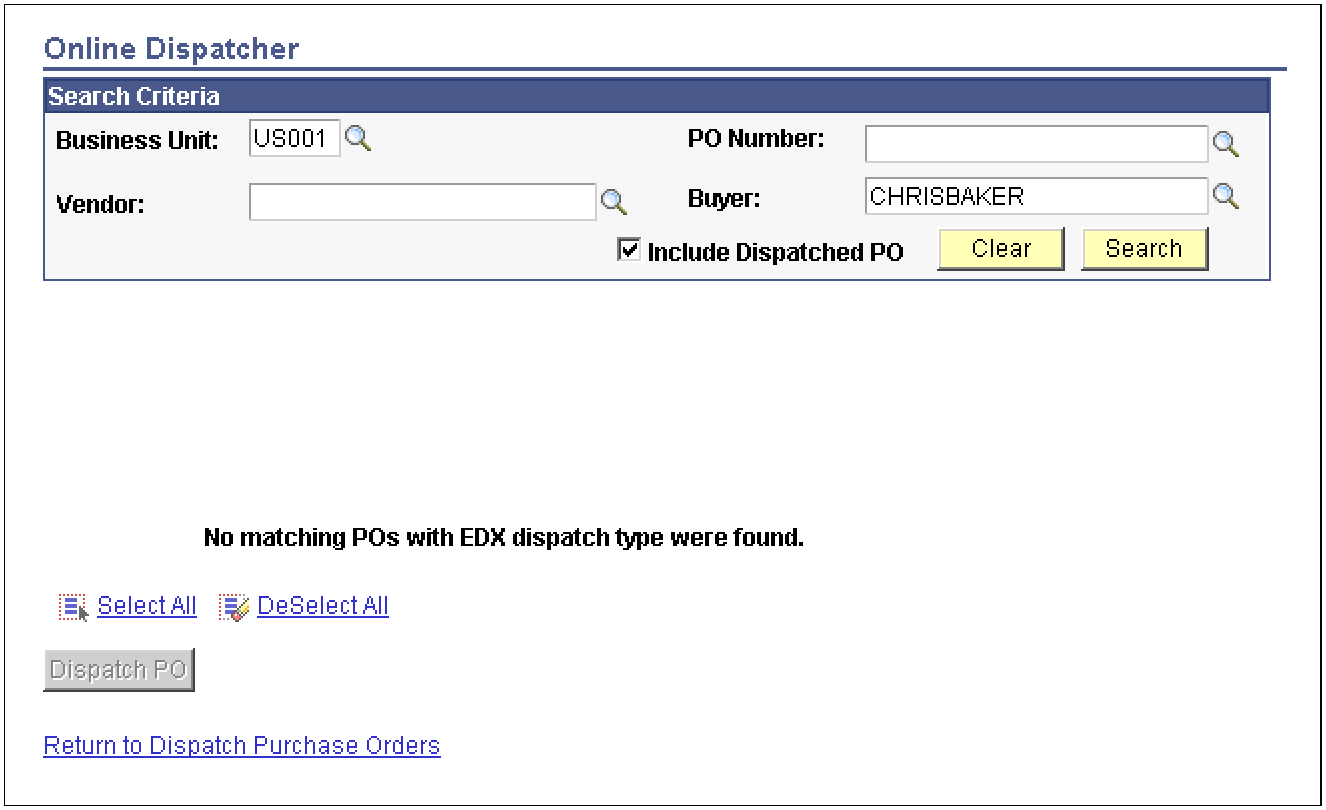
- Select POs manually for dispatch.
- Use batch processing to dispatch POs.
- Send dispatched POs to vendors.
- Dispatch POs to the marketplace.
- View PO statuses and messages.
- View messages entered on PO lines.

Pages Used to Dispatch POs

Page Name	Object Name	Navigation	Usage
Dispatch Purchase Orders	PV_PO_MAIN2	eProcurement, Buyer Center, Dispatch Purchase Orders	Use this page to access all dispatching processes.
Online Dispatcher	PV_PO_DISPATCH	Click the Online Dispatcher link on the Dispatch Purchase Orders page.	Select purchase orders manually for dispatch. Also publishes POs manually. Dispatch and monitor POs.
Batch Dispatcher	PV_PO_DIS_BATCH	Click the Batch Dispatcher link on the Dispatch Purchase Orders page.	Use batch processing to dispatch POs.
Publish Dispatched PO	PV_IN_RUN_PUB_MSG	Click the Publisher link on the Dispatch Purchase Orders page.	Send dispatched POs to vendors using the Publisher process.
Process Marketplace Orders	PV_MS_PO_SEL_RUN	Click the Marketplace link on the Dispatch Purchase Orders page.	Dispatch POs to a marketplace.
PO Dispatch Message Log	PV_MS_PO_DISP_ERR	Click the Dispatch Message Log link on the Dispatch Purchase Orders page.	View PO statuses and messages after running the PO dispatch process.
PO Lines Dispatch Message Log	PV_MS_PO_DISP_ERR	Click the Dispatch Message Log link on the PO Dispatcher page.	View messages entered on PO lines.

Selecting POs Manually for Dispatch

Access the Online Dispatcher page.



Online Dispatcher page

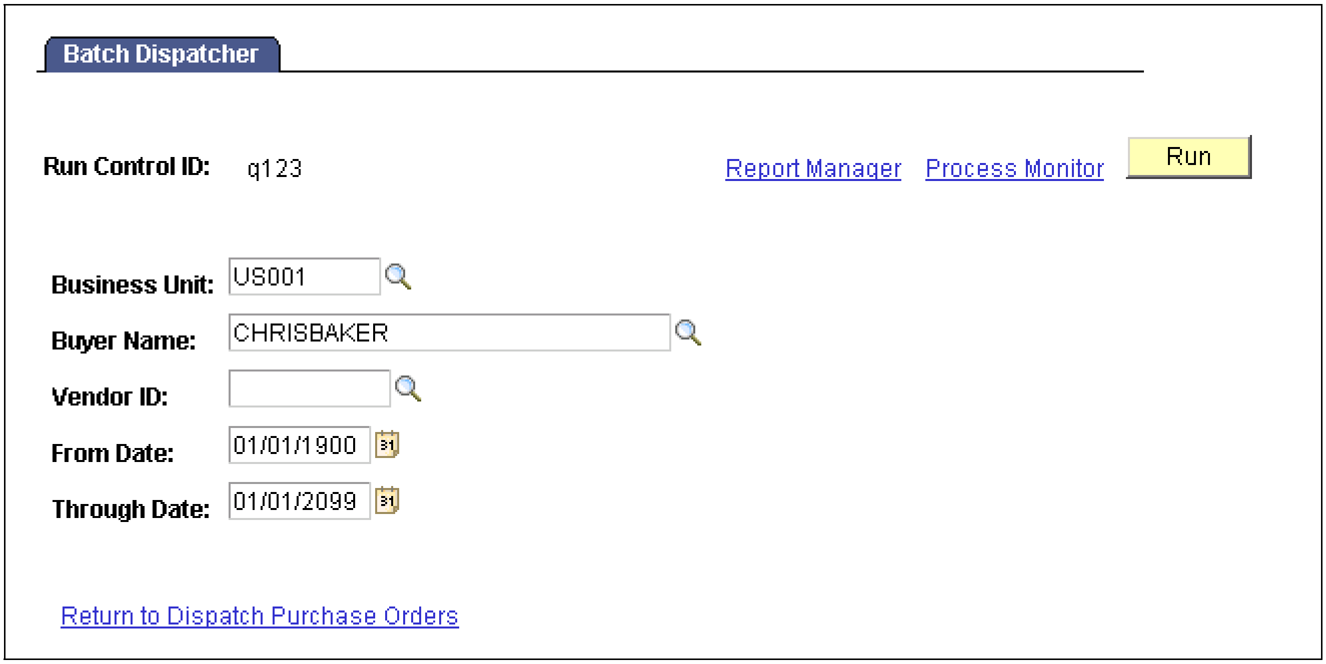
The processes listed on this page are set up by the system administrator to run in the background on a regular basis. You use this page only if you cannot wait for the normal process run.

The POs are staged for processing through the Publisher page. POs must have a dispatch type of EDX to appear on this page. If this PO is being sent to a direct connect supplier, this page sends the PO directly to the vendor’s website.

Select the Include Dispatched PO check box to include purchase orders that have already been dispatched. This enables you to re-dispatch them if needed.

Using Batch Processing to Dispatch POs

Access the Batch Dispatcher page.



Batch Dispatcher page

Dispatch batches of PeopleSoft eProcurement POs to vendors. POs must have the dispatch type EDX to be included in this process.

Business Unit Select a specific business unit from which to dispatch POs using batch processing.

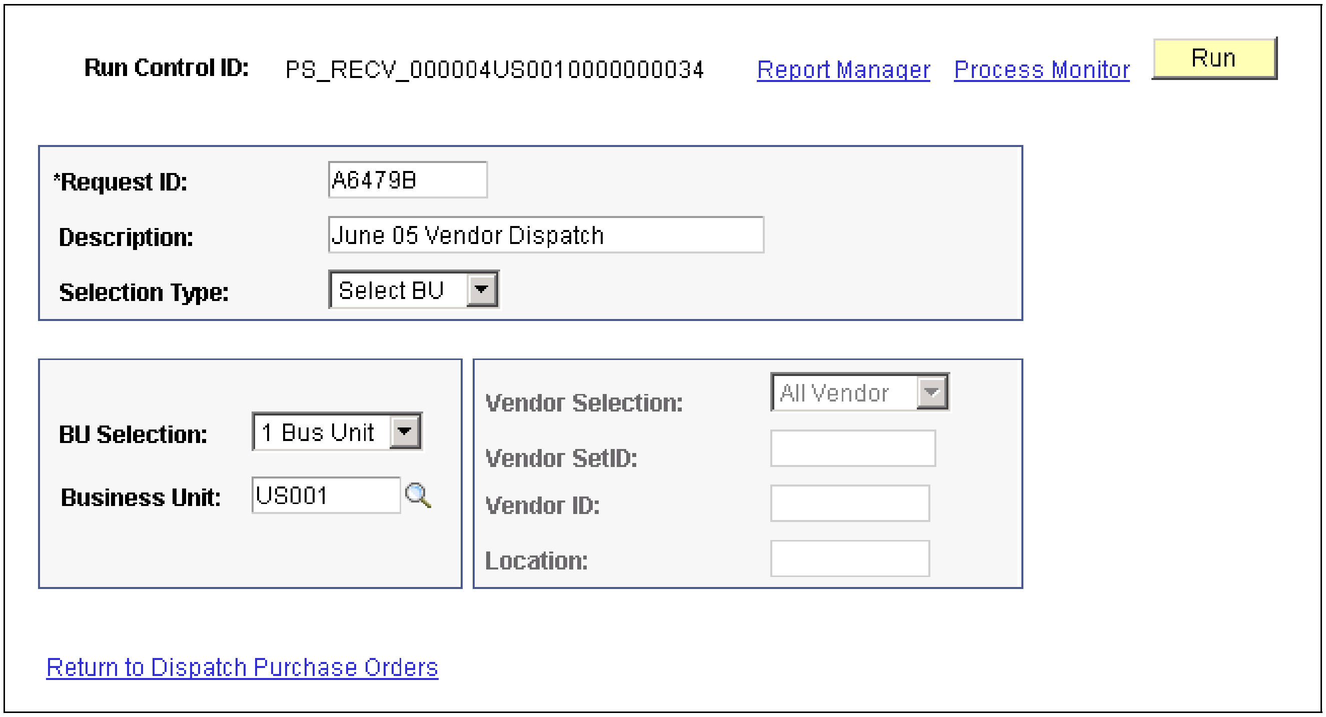
Buyer Name Select a specific buyer from whom to dispatch POs using batch processing.

Vendor ID Select a specific vendor to which you want to dispatch POs using batch processing. If you leave the field empty, POs for all vendors that meet other criteria that you enter are included in the batch processing.

From Date and **Through Date** Select a start and end date for which you want to dispatch POs.

Sending Dispatched POs to Vendors

Access the Publish Dispatched PO page.



Publish Dispatched PO page

Use this page to start the PeopleSoft Application Engine process (IN_PUB_MSGIN_PUB_MSG), which starts the Publisher process.

Request ID	Enter an identifier for this process run.
Selection Type	Select a criteria for selecting POs to publish. The selection determines the access to other fields on this page. Values are: *Select BU* (select business unit): Select by business unit. *Select Ven* (select vendor): Select by vendor ID.

If you select the selection type, *Select BU,* define these settings:

BU Selection	*1 Bus Unit* (one business unit): Select to publish POs to vendors that are associated with a specific business unit. *All BUs:* Select to publish POs to vendors that are associated with all business units.
Business Unit	Enter the business unit that is associated with the vendors to which you want to publish POs.

If you select the selection type *Select Ven,* define these settings:

Vendor Selection	Values are: *1 Vendor:* Select to publish POs to a specific vendor. *All Vendor:* Select to publish POs to all vendors associated with a specified setID.

Vendor Set ID

Select the setID that is associated with the vendors to which you want to publish POs.

Vendor ID

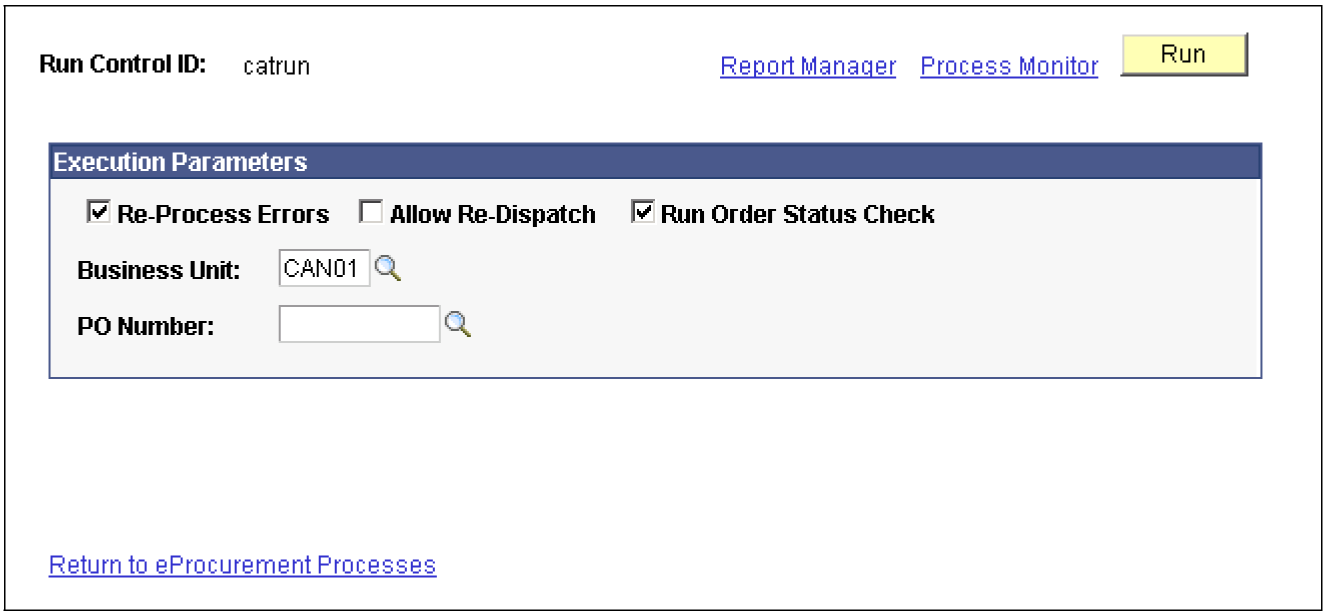
If you selected the Vendor selection type *1 Vendor,* select the vendor to which you want to publish POs.

Location

If you selected the vendor selection type *1 Vendor,* select the vendor location where you want to publish POs.

Dispatching POs to a Marketplace

Access the Process Marketplace Orders page.



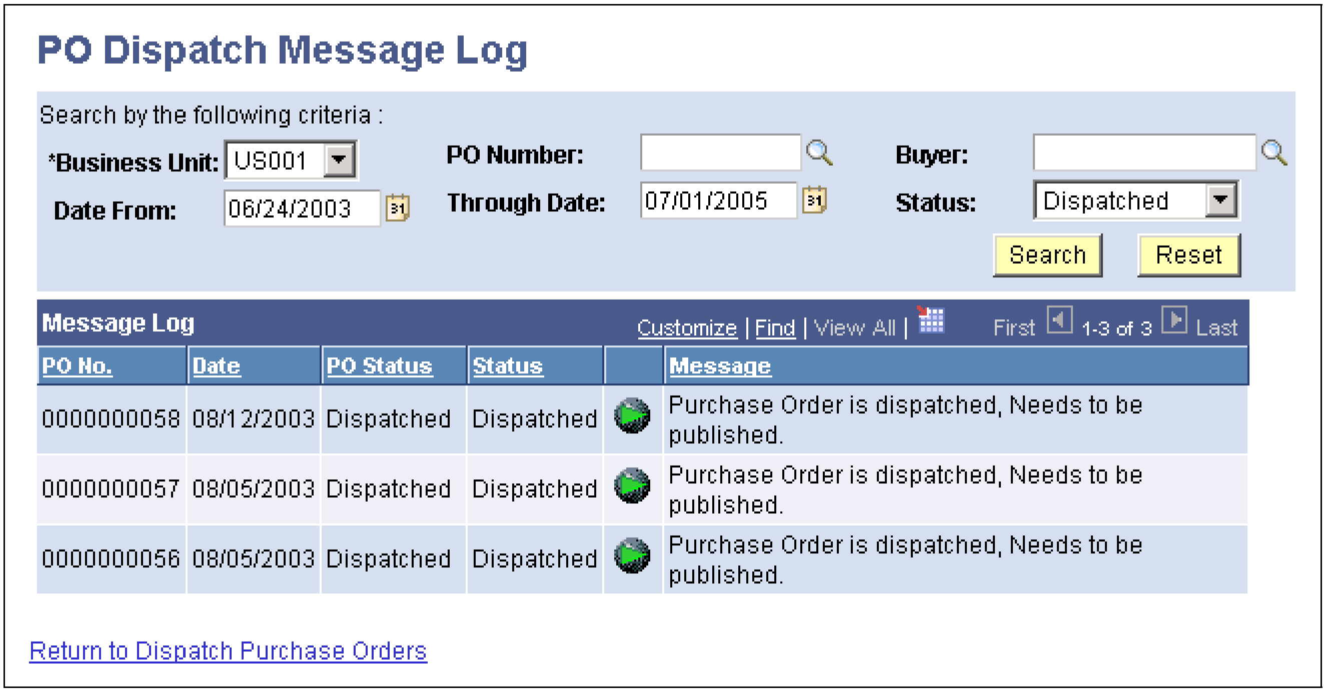
Process Marketplace Orders page

See Also

Chapter 7, “Using PeopleSoft eProcurement with a Marketplace,” page 119

Viewing PO Statuses and Messages

Access the PO Dispatch Message Log page.



PO Dispatch Message Log page

All POs appear for these dispatch methods:

- Dispatched to the marketplace.
- Electronically transmitted to the vendor by using the dispatch and publish processes.

Search

Click the Search button to retrieve POs based on the criteria you entered in the upper half of the page. The Status column is updated with the results. If the marketplace has received the order, the PO Status column changes to *Dispatched*.

This information appears for each PO the search locates:

Date

Displays the PO date from the PO header.

PO Status

Displays the current status of the PO within PeopleSoft eProcurement. This status is from the PO header in PeopleSoft eProcurement.

Status

Reflects the stage of the PO within the dispatch process. The status that appears could reflect the stage of the PO when electronically transmitted to the vendor or when dispatched to the marketplace.

When the PO is electronically transmitted to the vendor, the values include:

Error: PO has not been dispatched nor published.

Dispatched: PO has been dispatched.

Published: PO has been dispatched and published.

When the PO is dispatched to the marketplace, values include:

Received: PO has been sent by PeopleSoft eProcurement and received by the marketplace. The system has not yet received a response from the marketplace.

Accepted: The marketplace has received the PO, and the supplier has responded and accepted it. Comments attached to the PO header or line might also appear.

Completed: The PO has been sent to the marketplace, accepted by the supplier, the goods or services have been received, and the supplier has been paid.

No Accept: The marketplace has received the PO and the supplier has responded and rejected it. Comments that were attached by the supplier appear in the Message column.

Cancelled: Supplier has accepted the PO, but has canceled the order for a later time.

Pre-Pymt Required: Supplier has accepted the PO and has assigned this status to indicate that a prepayment is required to fulfill the order.

Other: Supplier has accepted the PO and later assigned this status to indicate that there is a problem with the order. The supplier's messages at the PO header or line level should detail this problem.

Completed: PO has been sent to the marketplace, accepted by the supplier, the goods or services have been received, and the supplier has been paid.

Click the PO Lines Error Messages button to review comments from the marketplace supplier about a PO line. This button is only available for POs sent to the marketplace.

Message

For POs that are electronically transmitted to the vendor, this column displays a message indicating whether the system encountered errors when dispatching or publishing POs. For POs sent to the marketplace, this column displays messages entered by the marketplace supplier on the PO header.

Viewing Messages Entered on PO Lines

Access the PO Lines Dispatch Message Log page.

Line Number

Displays the line number of the PO. Only lines that contain supplier messages appear. The PO could contain additional lines that do not appear.

Message Text

Displays any message entered by the marketplace supplier on this PO line.

Setting Up Dynamic Dispatching

This section provides an overview of dynamic dispatching and discusses how to:

- Define dynamic dispatch EDX dispatch types.
- Link dynamic dispatch types to suppliers.
- Set up buyers for dynamic dispatching.
- Set up dynamic dispatch nodes.
- Dispatch dynamic dispatch POs.

Understanding Dynamic Dispatching

Dynamic dispatching is a dispatch method that runs as a background process. You use the same pages to define this type of dispatching as you do with other dispatch types, such as a marketplace. The advantage of dynamic dispatching; however, is that it leverages a common set of logic to dispatch purchase orders. This enables you to quickly adjust to meet different online XML marketing standards that might be implemented by a supplier. For example, suppose that the supplier changes from using xCBL to using EDX.

You can dispatch a PO as an XML document in a PeopleSoft defined format. If the structure of that format is not compatible with the structure of the XML document required to integrate with a marketplace supplier (xCBL) or other third-party systems, then PeopleSoft Integration Broker can transform the structure. Using different connectors and a framework for transforming an XML message to another XML message, the broker makes it possible to develop a uniform and consistent interface for integration with a marketplace or third-party supplier.

Note. When a supplier changes standards and has installed a different XML standard, then using the PeopleSoft Integration Broker, you can react with a format to meet that standard.

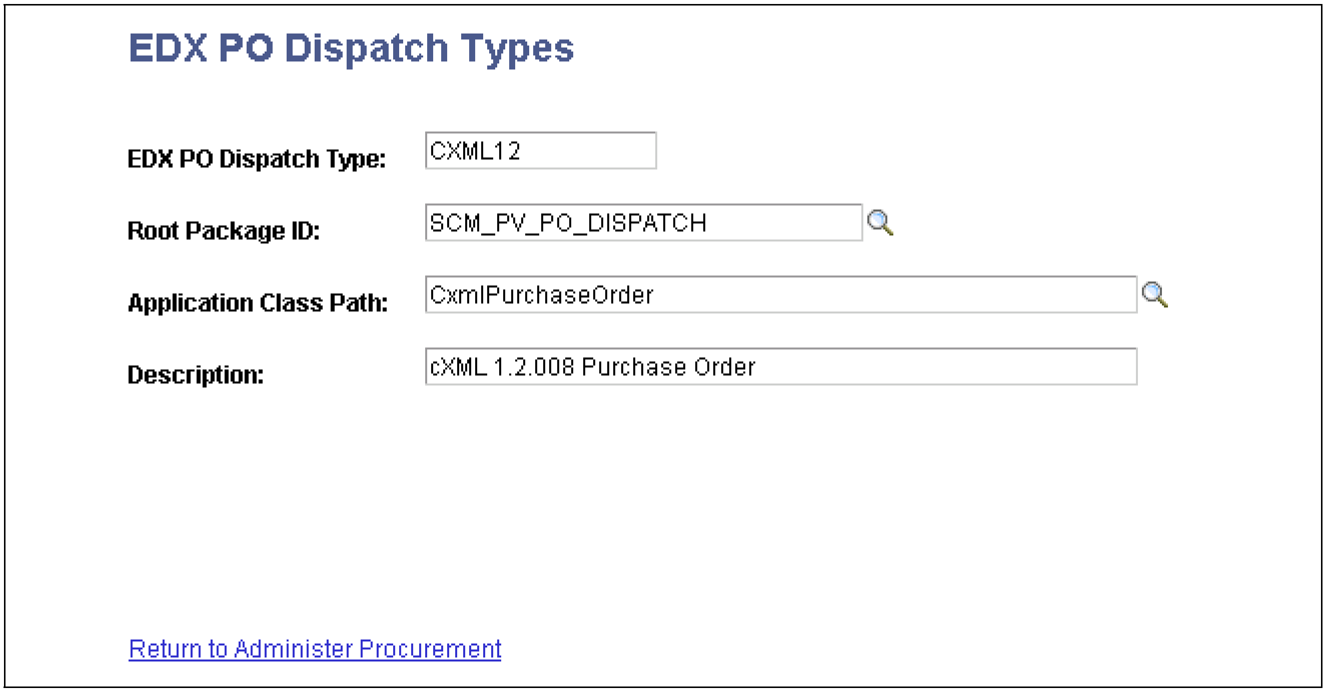
To adjust for the change, dynamic dispatching uses the PeopleSoft Integration Broker's transformation capabilities to send xCBL, cXML, and EDX files. The broker uses a common set of logic to identify POs eligible for dispatching.

Pages Used to Set Up Dynamic Dispatching

Page Name	Object Name	Navigation	Usage
EDX PO Dispatch Types	PV_EDX_TYPE	eProcurement, Administer Procurement, Maintain Supplier Integration, EDX PO Dispatch Types	Define dynamic dispatch EDX dispatch types.
Linked Suppliers	PV_MS_SEC_SUPPLIER	eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Suppliers	Link dynamic dispatch types to suppliers.
Buyer Setup	PV_MS_SEC_BUYER	eProcurement, Administer Procurement, Maintain Supplier Integration, Marketplace Buyers, Buyer Setup	Set up buyers for dynamic dispatch.
Connectors	IB_NODECONN	eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Node Definitions, Connectors	Set up dynamic dispatch nodes.
Online Dispatcher	PV_PO_DISPATCH	eProcurement, Buyer Center, Dispatch Purchase Orders, Online Dispatcher	Dispatch dynamic dispatch POs.

Defining Dynamic Dispatch EDX Dispatch Types

Access the EDX PO Dispatch Types page.

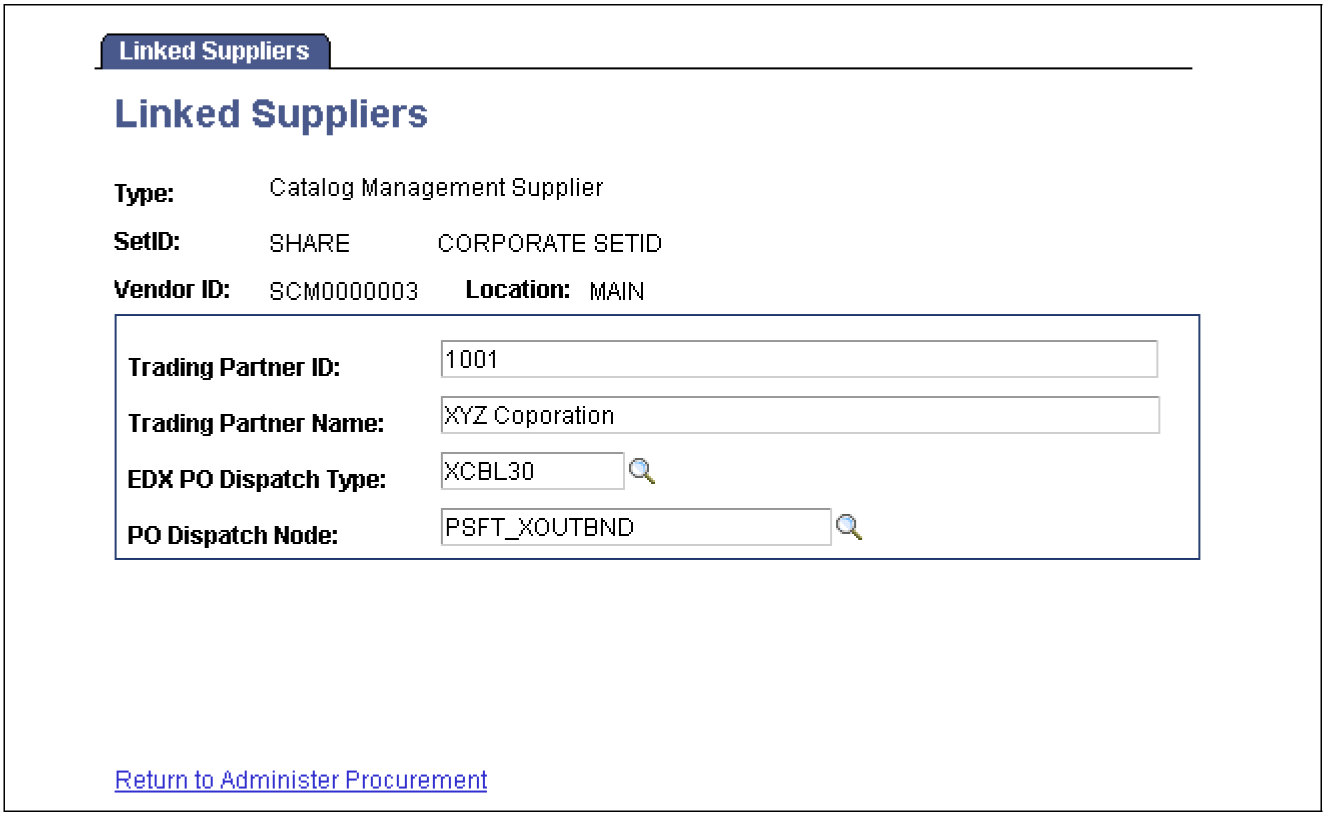


EDX PO Dispatch Types page

Use this page to define EDX dispatch types for use with dynamic dispatching.

Linking Dynamic Dispatch Types to Suppliers

Access the MarketSite Suppliers page.

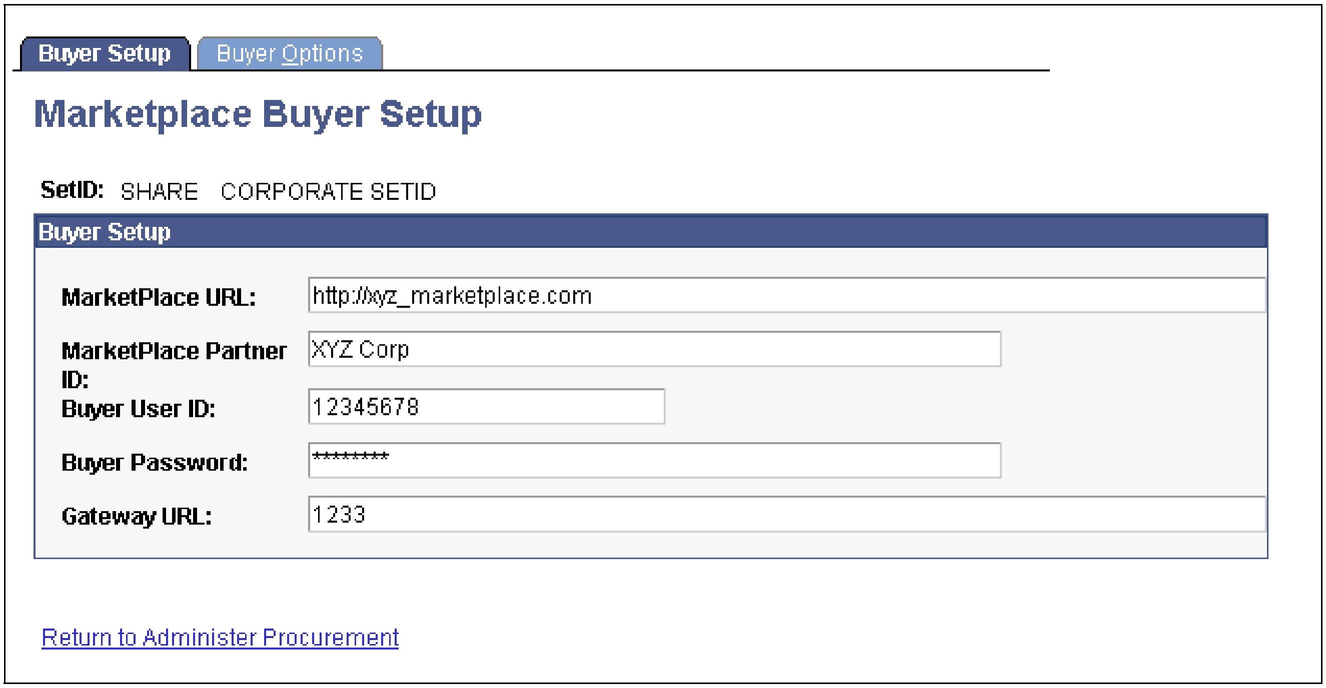


Linked Suppliers page

Use this page to link a dynamic dispatch type to a particular supplier.

Setting Up Buyers for Dynamic Dispatching

Access the Buyer Setup page.



Buyer Setup page

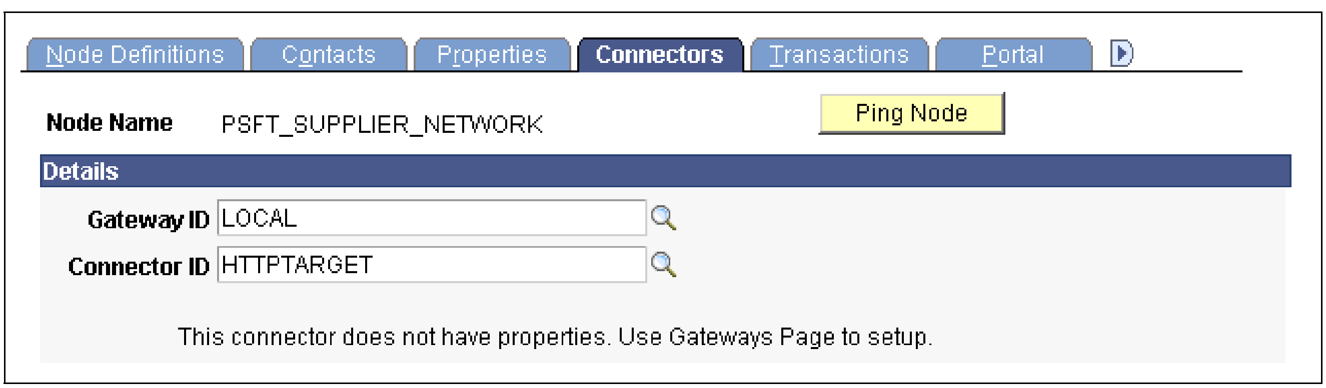
Use the Buyer Setup - Marketplace Buyers Setup page to link the setID used in the PeopleSoft eProcurement record group as a buyer in a marketplace. Enter the internet address of the Application Message Gateway node on this page. The dynamic dispatcher uses this information in its processing.

See Also

Chapter 7, "Using PeopleSoft eProcurement with a Marketplace," Setting up Marketplace Buyers, page 124

Setting Up Dynamic Dispatch Nodes

Access the Connectors page.



Connectors page

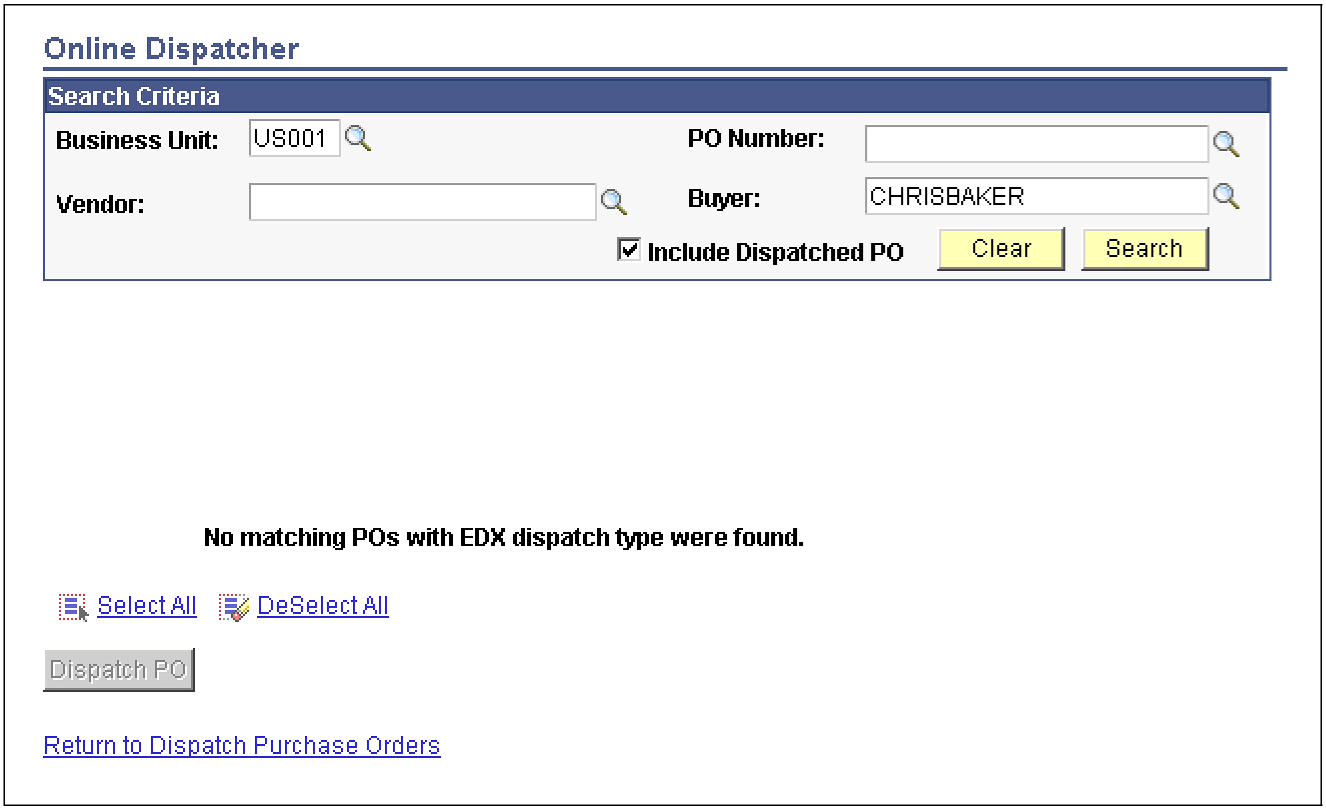
Use this page to set up node information, such as URLs for dynamic dispatching.

See Also

Chapter 11, "Integrating with Direct Connect Suppliers," Setting Up Node Information for PunchOut, page 255

Dispatching Dynamic Dispatch POs

Access the Online Dispatcher page.



Online Dispatcher page

Use this page to initiate the dynamic dispatch process. Select a PO for dispatching and click the Dispatch PO button. The system uses values set up for the supplier to send the PO.

See Also

Chapter 13, "Dispatching Purchase Orders in PeopleSoft eProcurement," Dispatching POs, page 298

Sending POs to Vendors by EDX

This section provides prerequisites and discusses how to:

- Define batch publish rules.
- Specify source data for records.
- Associate publish processes with rules.
- Assign chunk rules to vendors.
- Map nodes to chunk rules.
- Publish PO messages.

By using the EDX method, you can transmit dispatched POs to vendors that are neither marketplace vendors nor direct connect suppliers by converting POs into application messages and publishing them to vendors.

Prerequisites

Defining installation options for PO publishing is a prerequisite to sending purchase orders to vendors by EDX.

To define installation options for PO publishing:

1. Define the message node.

   To establish the message node through which you plan to publish POs, select the Local Node check box on the Node Info tab of the Node Definition component. Select PeopleTools, Integration Broker, Node Definition.

2. Configure the PURCHASE_ORDER_DISPATCH message channel.

   Select the Transaction tab of the Node Definition component to configure the PURCHASE_ORDER_DISPATCH message channel.

   If the message channel is not linked to the node:

   - Click the Add Transaction button on the Transactions page to access the Node Transactions page, where you can add the transaction.
   - Select the transaction type of *Outbound Asynchronous.*
   - Enter the request message for PURCHASE_ORDER_DISPATCH.
   - Enter version 1 as the request message version.

3. Activate the messages.

   Application messages are the fundamental building blocks of the application messaging system. Messages are self-describing entities that are formatted in XML. Each message contains data, such as PO parameters, that is distributed among systems when you run the program.

   Predefined messages are delivered with PeopleSoft eProcurement. Publish POs through the PURCHASE_ORDER_DISPATCH message.

   To ensure that the status of PURCHASE_ORDER_DISPATCH is set to *Active,* select *Active* in the Status field on the Transaction Details page. You automatically access the Transaction Details page when you select Add on the Node Transaction page.

See Also

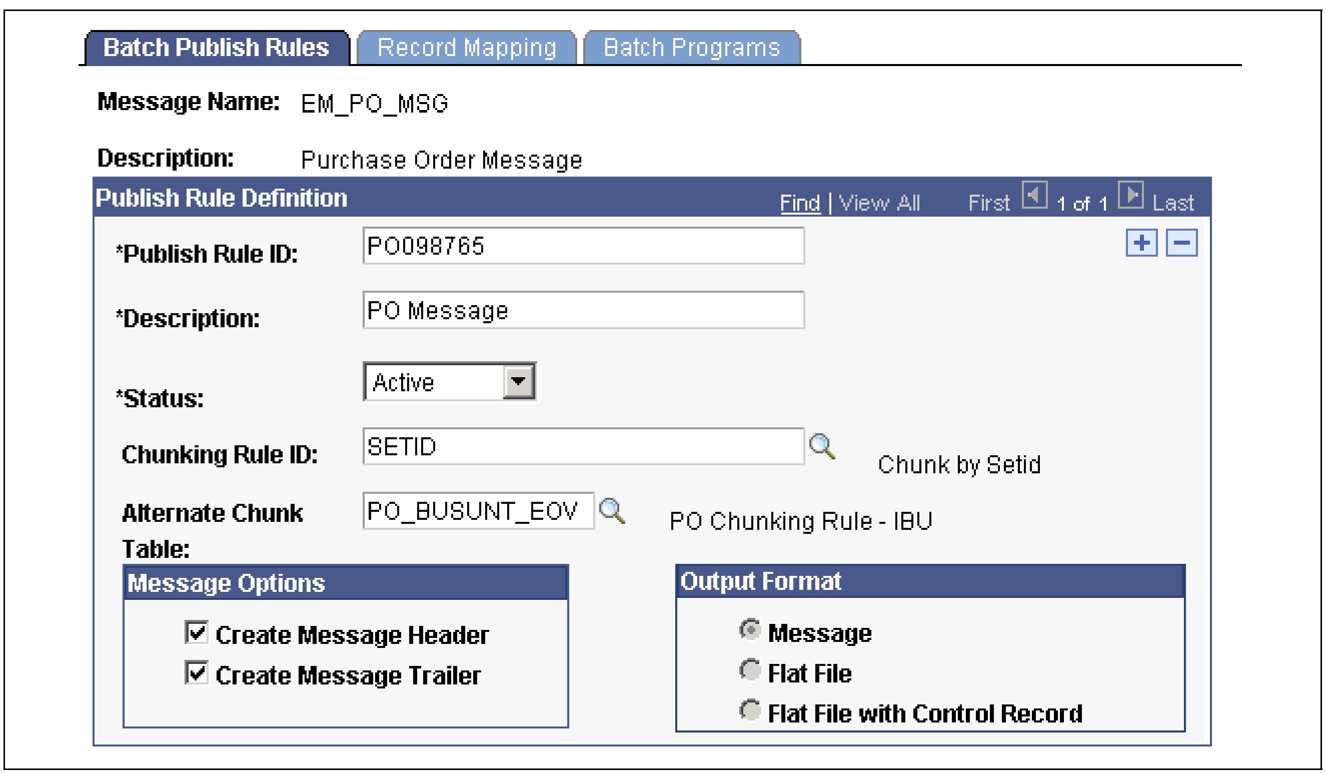
"Using PeopleSoft Application Designer,"*PeopleTools PeopleBook: PeopleSoft Application Designer*

Pages Used to Send POs to Vendors By EDX

Page Name	Object Name	Navigation	Usage
Batch Publish Rules	EO_MSGPUBATCH	Enterprise Components, Integration Definitions, Batch Publish Rules	Define batch publishing rules that determine how the dynamic dispatch transactions should be sent electronically.
Record Mapping	EO_MSGRECMAP	Enterprise Components, Integration Definitions, Batch Publish Rules, Record Mapping	Specify source data for records (such as POs) in messages.
Batch Programs	EO_MSGBATPGM	Enterprise Components, Integration Definitions, Batch Publish Rules, Batch Programs	Associate publish processes with rules.
Add Nodes to Chunk Rules	EO_ADNODECHUNK_PNL	Enterprise Components, Integration Definitions, Map Chunking Rules, Node to Chunk Rule	Map nodes to chunk rules.

Defining Batch Publishing Rules

Access the Batch Publish Rules page.



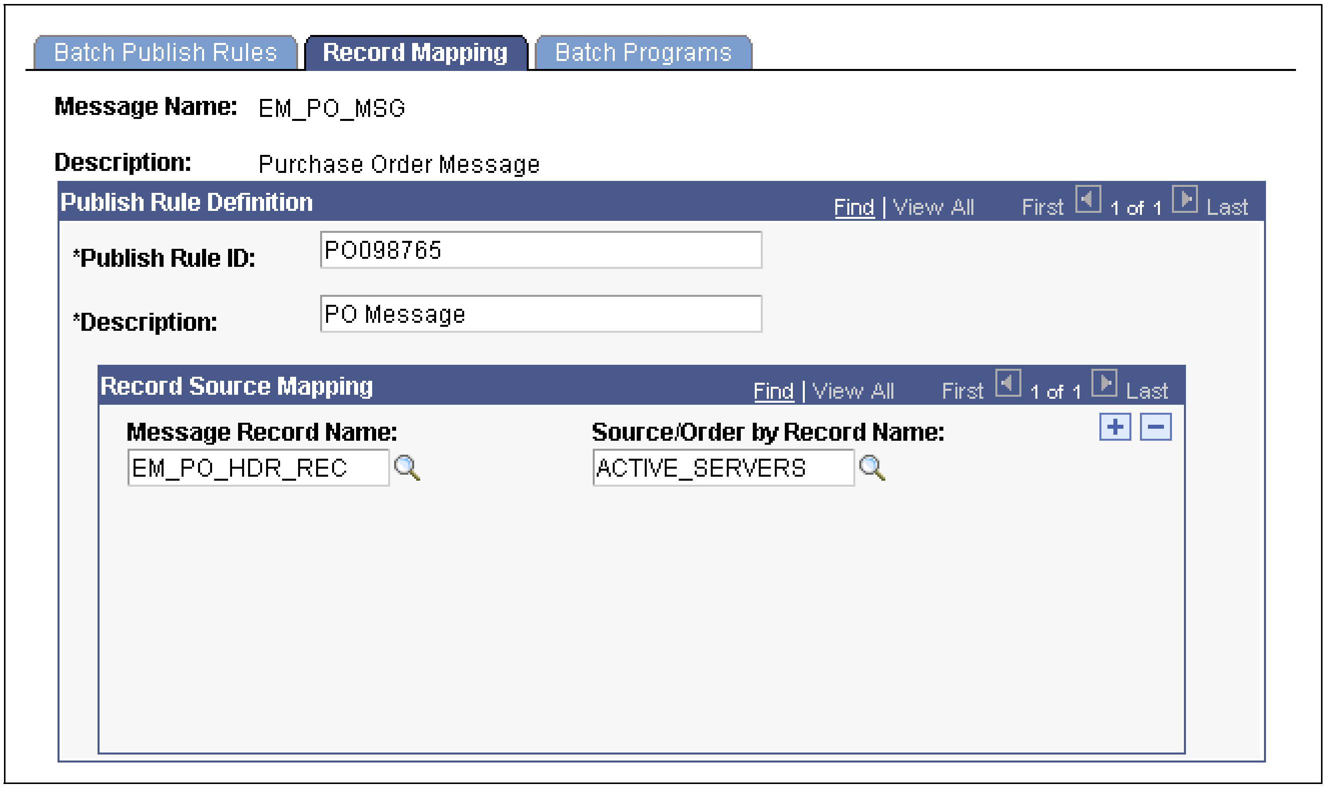
Batch Publish Rules page

Use this page to associate a rule to a message and characterize the rule.

Batch publish rules describe jobs or processes that run independently from their initiating process. A batch process can also run at one or more predetermined times in the future from the initiating request. This is appropriate for publishing incremental changes to data in a batch environment or when processing large volumes.

Specify Source Data for Records

Access the Record Mapping page.

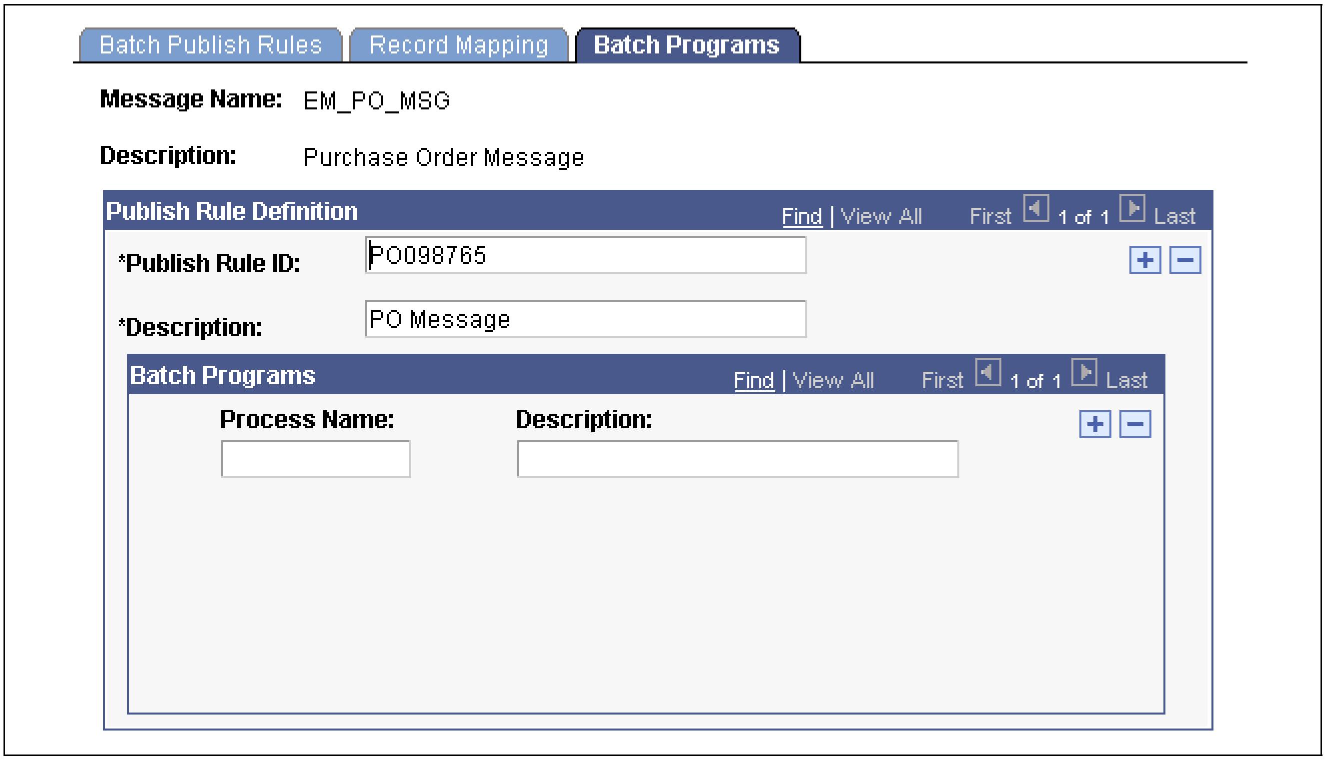


Record Mapping page

Use this page to map the message record to another record.

Associating Publish Processes with Rules

Access the Batch Programs page.

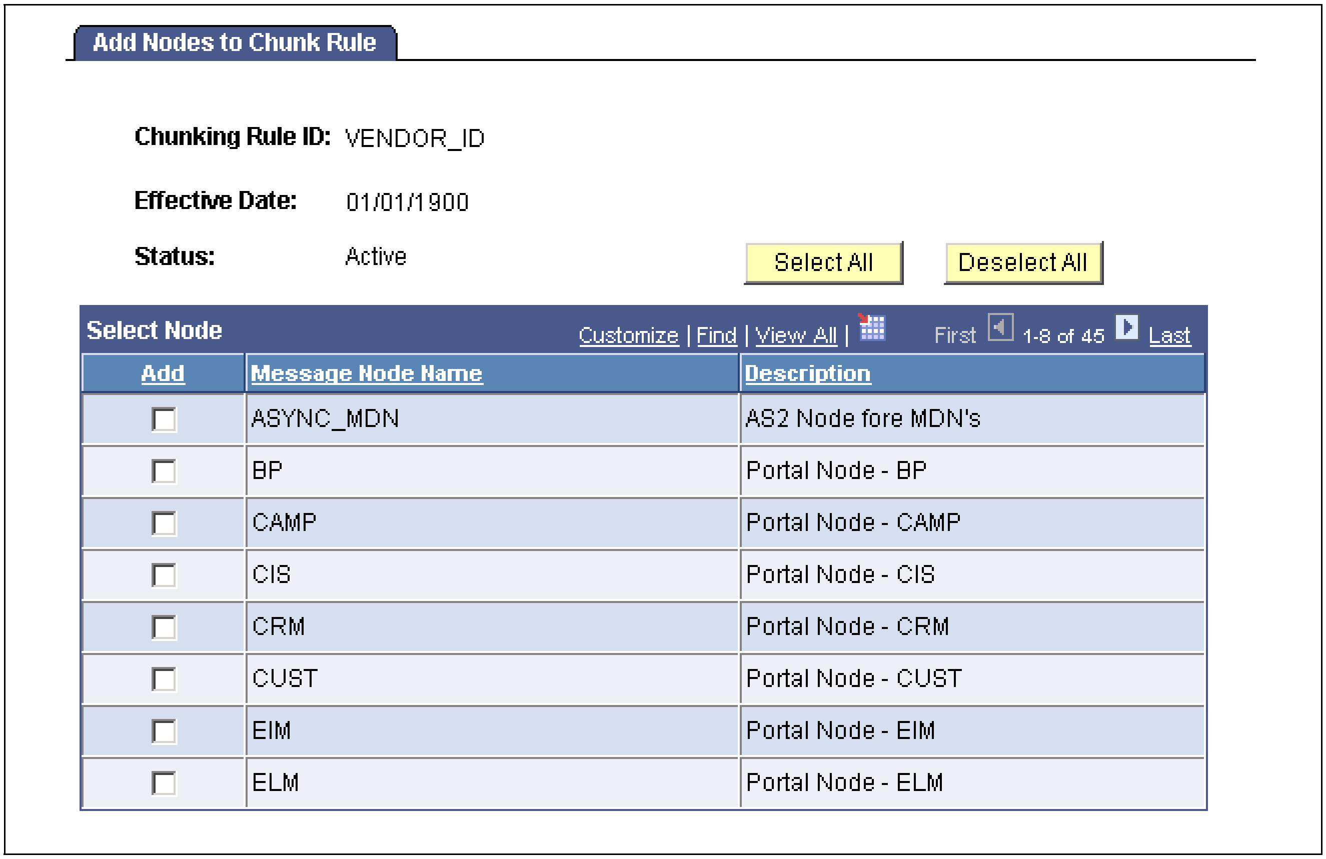


Batch Programs page

Use this page to assign an application program (PROCESS_NAME) to the publish rule.

Mapping Nodes to Chunk Rules

Access the Add Nodes to Chunk Rule page.



Add Nodes to Chunk Rule page

Publishing PO Messages

To publish purchase order messages, dispatch the purchase orders, and convert the POs to XML messages:

1. Dispatch POs.

   Use the PO Dispatcher page or the Batch Dispatcher page to dispatch POs and load them into interface tables. Through the Purchase Order Dispatcher process page, select the POs to dispatch. Through the Batch Dispatcher page, dispatch batches of POs grouped by business unit, vendor, or date range. When you use the Batch Dispatcher page, run the Batch Dispatch process to dispatch groups of PO messages.

2. Convert POs into XML application messages.

   Use the Publisher page to initiate the Publisher process. Through the Publisher process, convert the POs in the interface tables into XML application messages, and publish those messages to the vendors.

Accessing the Message Monitor and Process Monitor Components

This section provides an overview on the message monitor and process monitor and discusses how to:

- Access high-level message details.
- Monitor message instances.

- View publishing contracts.
- View subscription contracts.
- View synchronous messages.
- View channel statuses.
- Add and delete pause times for local nodes.
- View domain statuses.
- Use standard message queries.
- View process statuses.
- View server statuses.

Understanding the Message Monitor and Process Monitor

You monitor system messaging queues through Application Message Monitor (also called Message Monitor). It provides information about the delivery status of individual messages and aids in error processing and resolution. Message Monitor is generally used by system administrators.

After you submit a job using the Process Scheduler Request page, use the Process Monitor to review the status of scheduled or running processes. You can view all processes to see the status of any job in the queue and control processes that you initiated. Process Monitor consists of two pages: the Process List page and the Server List page.

See Also

"Using Integration Broker Monitor," *PeopleTools PeopleBook: PeopleSoft Integration Broker*

Pages Used to Access the Message Monitor and Process Monitor Components

Page Name	Object Name	Navigation	Usage
Overview	AMM_OVERVIEW	eProcurement, Buyer Center, Dispatch Purchase Orders, Publish Monitor, Overview	Access high-level message details.
Message Instances	AMM_PUBLIST	eProcurement, Buyer Center, Dispatch Purchase Orders, Publish Monitor, Message Instances	Monitor message instances.
Pub Contracts	AMM_PUBCONLIST	eProcurement, Buyer Center, Dispatch Purchase Orders, Publish Monitor, Pub Contracts	View publishing contracts.
Sub Contracts	AMM_SUBCONLIST	eProcurement, Buyer Center, Dispatch Purchase Orders, Publish Monitor, Sub Contracts	View subscription contracts.

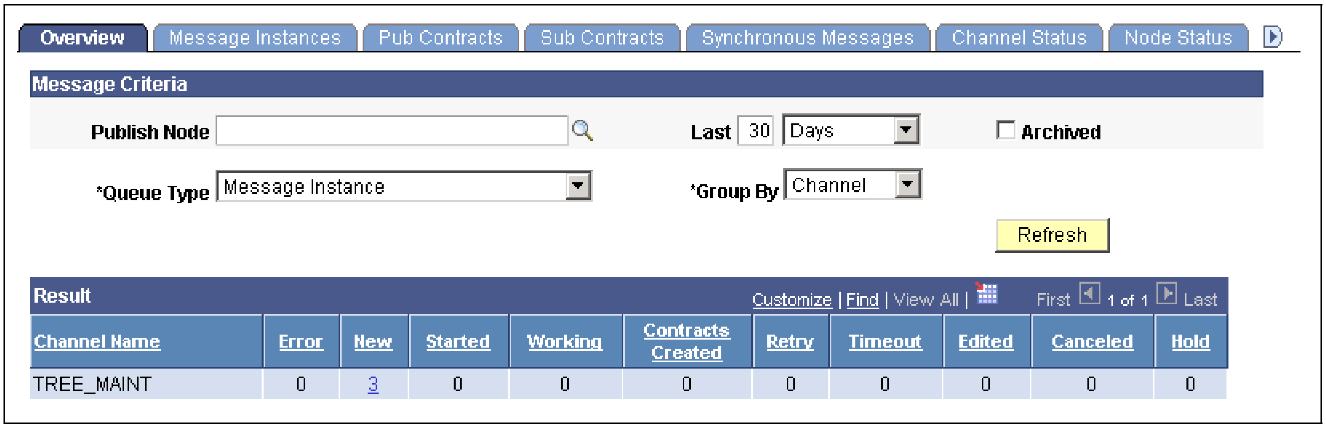
Page Name	Object Name	Navigation	Usage
Synchronous Messages	AMM_SYNCMSGLIST	eProcurement, Buyer Center, Dispatch Purchase Orders, Publish Monitor, Synchronous Messages	View synchronous messages.
Channel Status	AMM_CHNL_STATUS	eProcurement, Buyer Center, Dispatch Purchase Orders, Publish Monitor, Channel Status	View channel statuses.
Node Status	AMM_NODE_STATUS	eProcurement, Buyer Center, Dispatch Purchase Orders, Publish Monitor, Node Status	Add and delete pause times for local nodes.
Domain Status	AMM_MULTIDOM	eProcurement, Buyer Center, Dispatch Purchase Orders, Publish Monitor, Domain Status	View domain statuses.
Statistics	AMM_STATISTICS	eProcurement, Buyer Center, Dispatch Purchase Orders, Publish Monitor, Statistics	View messaging runtime performance data.
Queries	PT_APMSGQRY_PG	eProcurement, Buyer Center, Dispatch Purchase Orders, Publish Monitor, Queries	Use standard message queries about messaging system metadata. **Note.** This role is generally reserved for the system administrator.
Process List	PMN_PRCSLIST	eProcurement, Buyer Center, Dispatch Purchase Orders, Process Monitor, Process List	View process statuses.
Server List	PMN_SRVRLIST	eProcurement, Buyer Center, Dispatch Purchase Orders, Process Monitor, Server List	View server statuses.

See Also

"Using Integration Broker Monitor," *PeopleTools PeopleBook: PeopleSoft Integration Broker*

Accessing High-Level Message Details

Access the Overview page.



Overview page

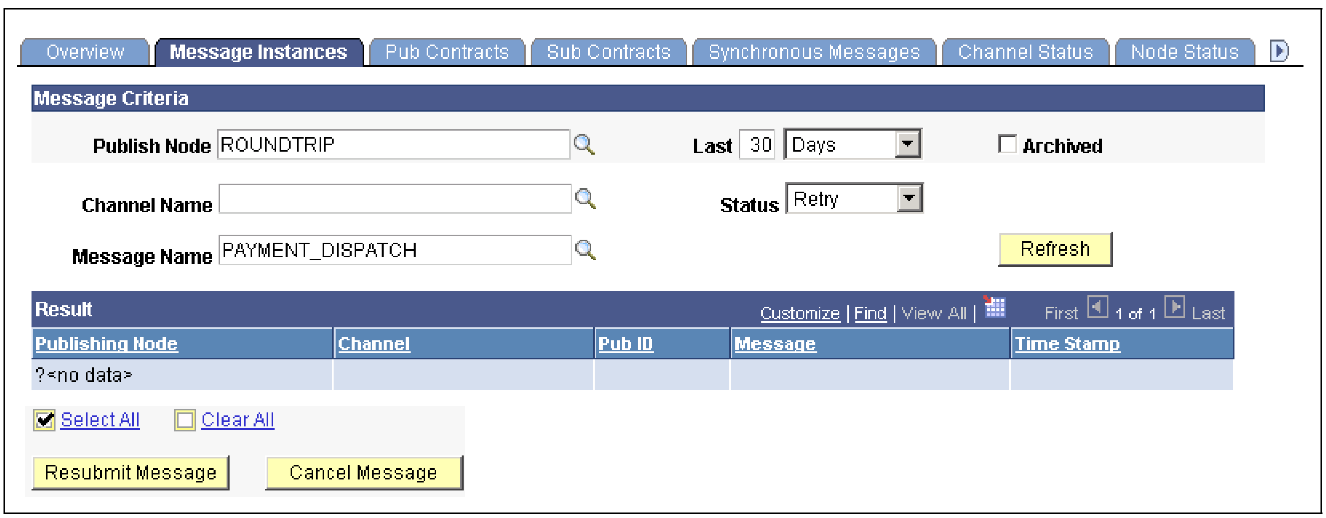
High-level message details include the status of asynchronous message instances, publication contracts, and subscription contracts.

See Also

"Using Integration Broker Monitor," *PeopleTools PeopleBook: PeopleSoft Integration Broker*

Monitoring Message Instances

Access the Message Instances page.

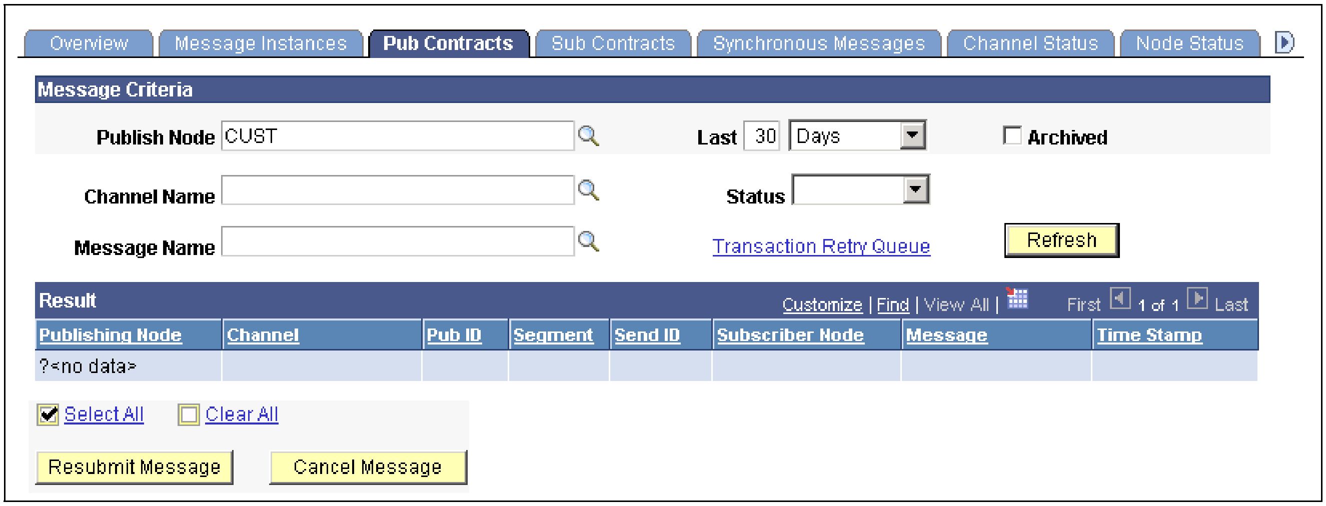


Message Instances page

This page displays information related to the individual asynchronous message instances that exist in either a live or archived system.

Viewing Publishing Contracts

Access the Pub Contracts page.

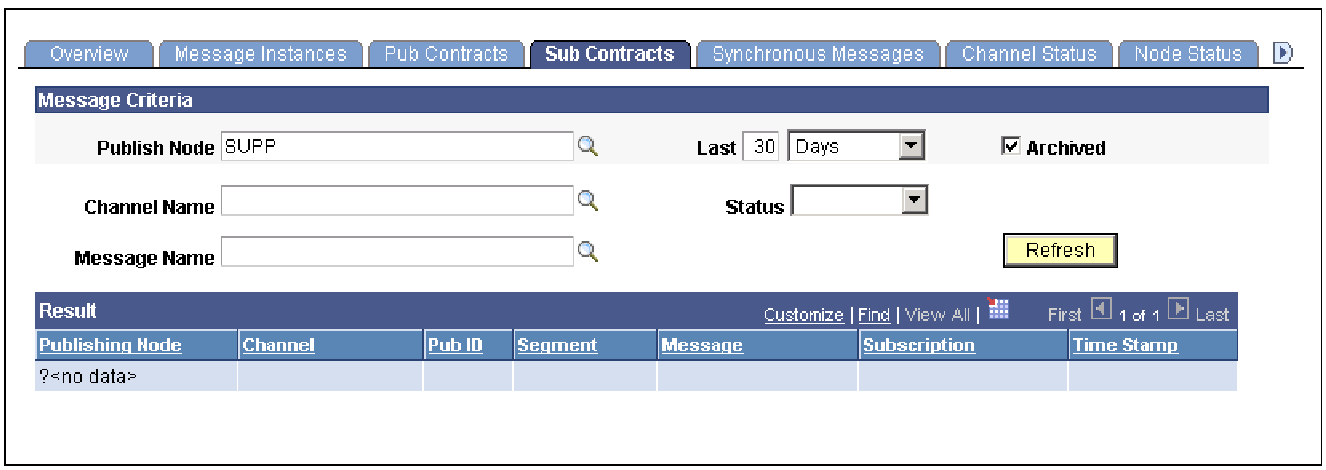


Pub Contracts page

Publishing contracts are outbound publication work orders that you are sending to remote message nodes with which the system is interacting.

Viewing Subscription Contracts

Access the Sub Contracts page.

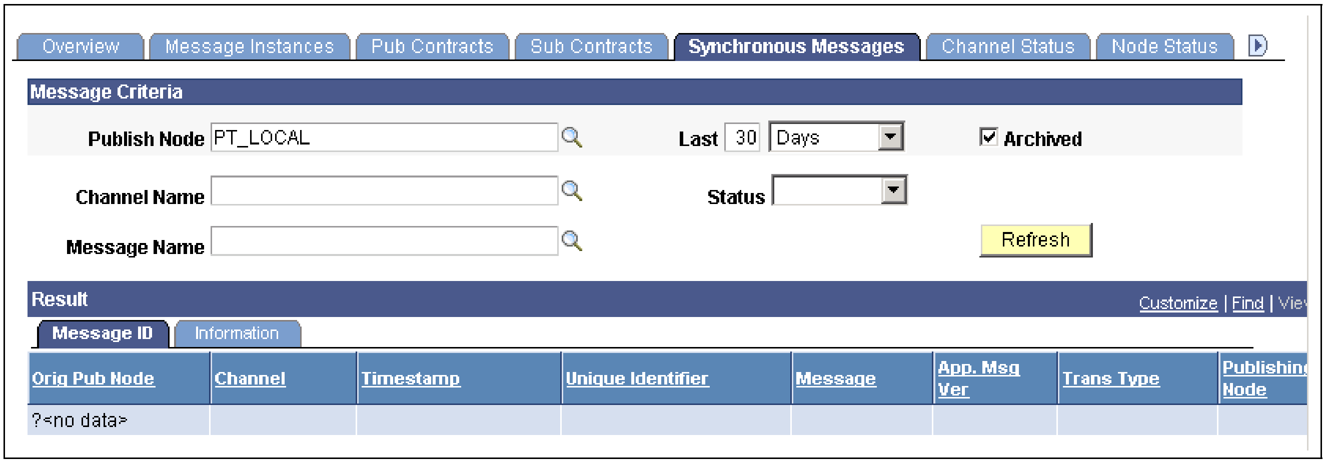


Sub Contracts page

Subscription contracts are work orders to run PeopleCode programs to which the local node subscribes.

Viewing Synchronous Messages

Access the Synchronous Messages page.

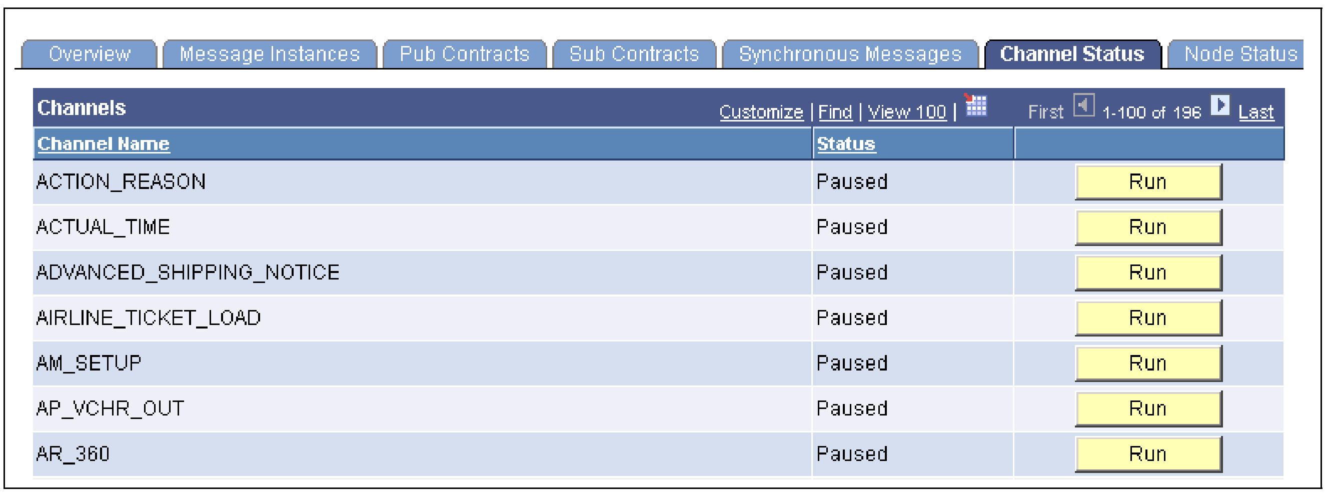


Synchronous Messages page

Synchronous messages are inbound messages from remote nodes or applications that publish information.

Viewing Channel Statuses

Access the Channel Status page.

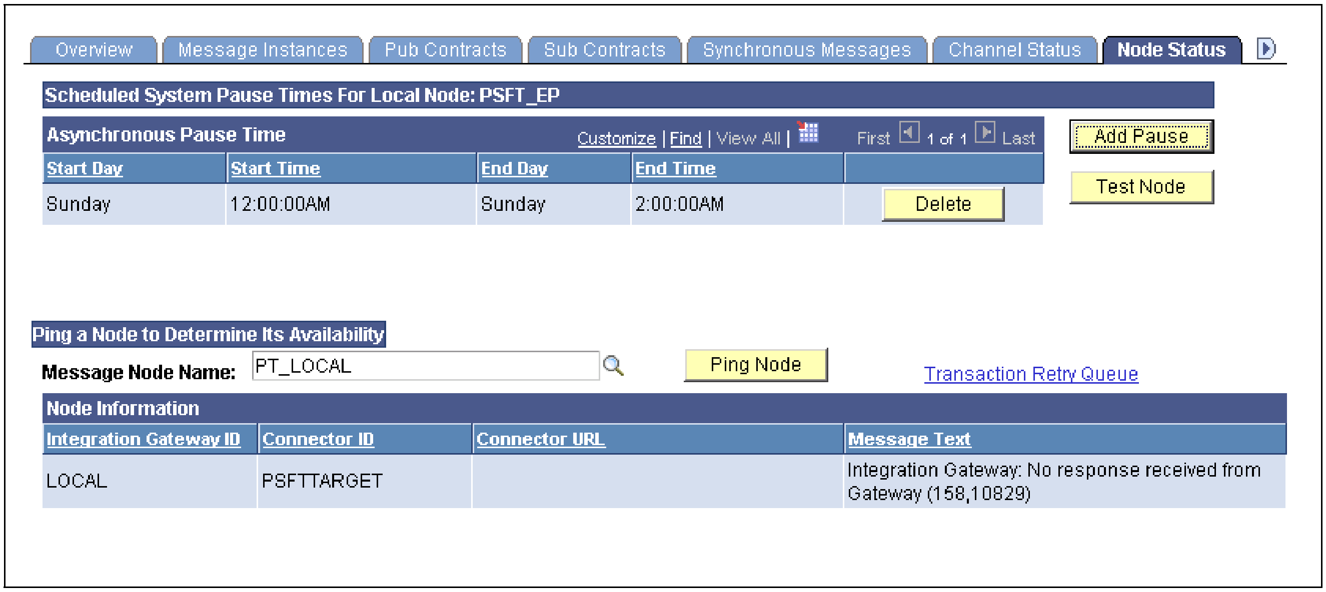


Channel Status page

This page displays the status of the channels defined in the local node.

Adding and Deleting Pause Times for Local Nodes

Access the Node Status page.

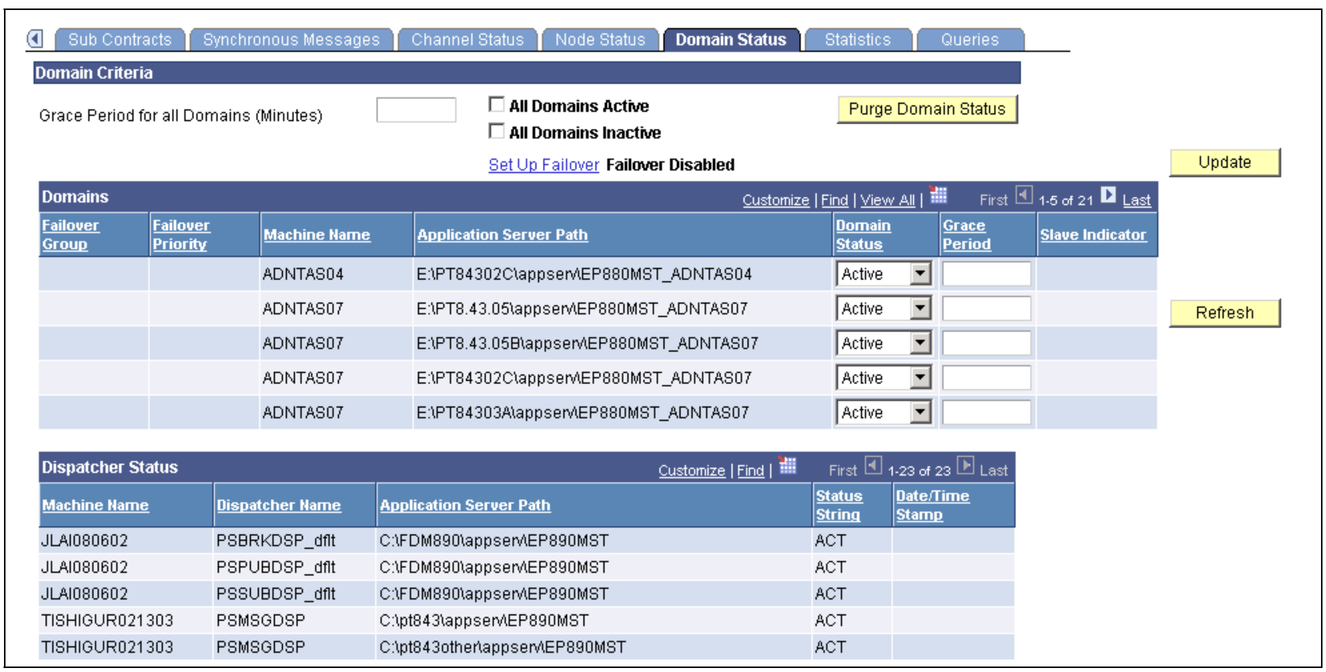


Node Status page

Use this page to maintain pause times. A pause time is an interval of time during which the message node becomes inactive. When the pause time begins, the message node is shut down until the pause time is scheduled to end.

Viewing Domain Statuses

Access the Domain Status page.

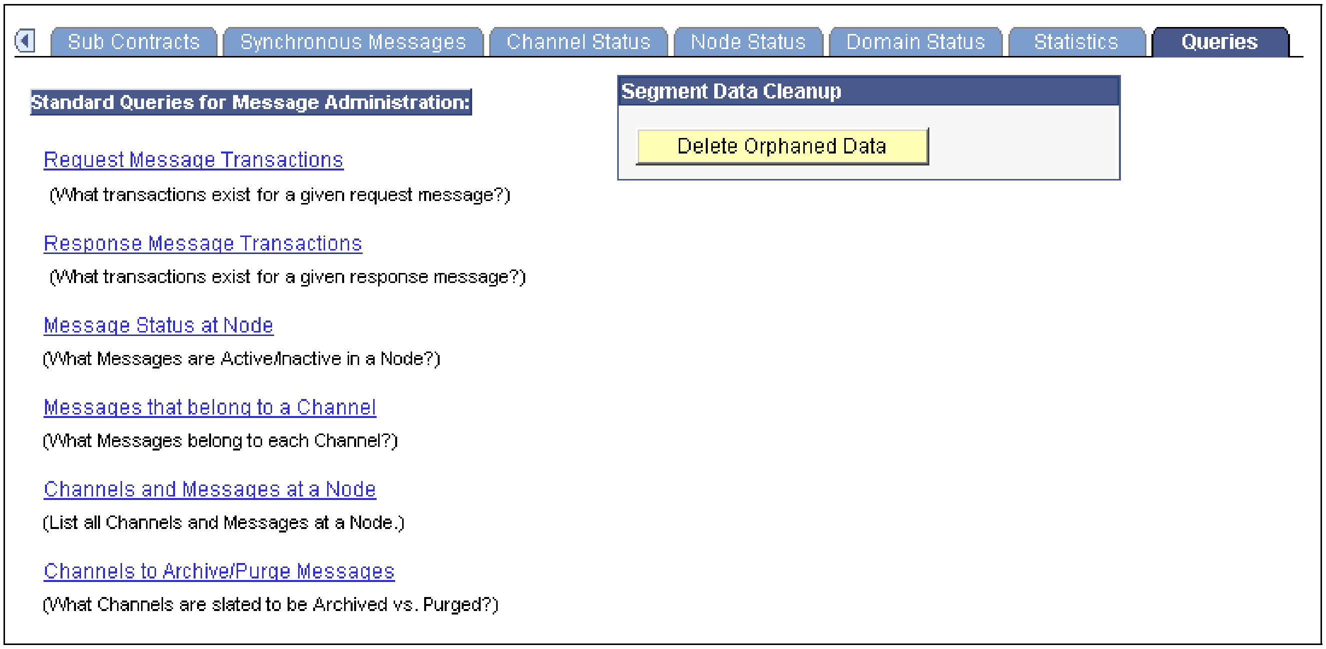


Domain Status page

Use this page to view the domains that have publishing and subscription servers on them that are running against the application database.

Using Standard Message Queries

Access the Queries page.



Queries page

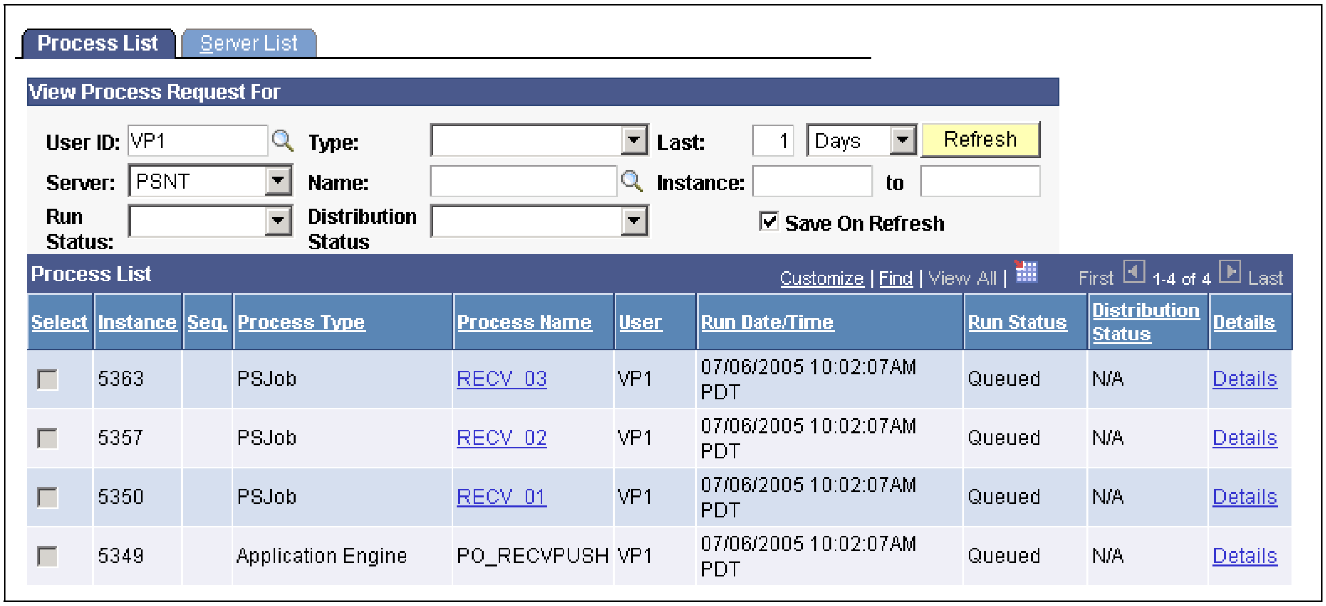
Use this page to gather information about messaging system metadata without having to access the message definitions, channel definitions, or node definitions in PeopleSoft Application Designer.

See Also

"Using Integration Broker Monitor," *PeopleTools PeopleBook: PeopleSoft Integration Broker*

Viewing Process Statuses

Access the Process List page.



Process List page

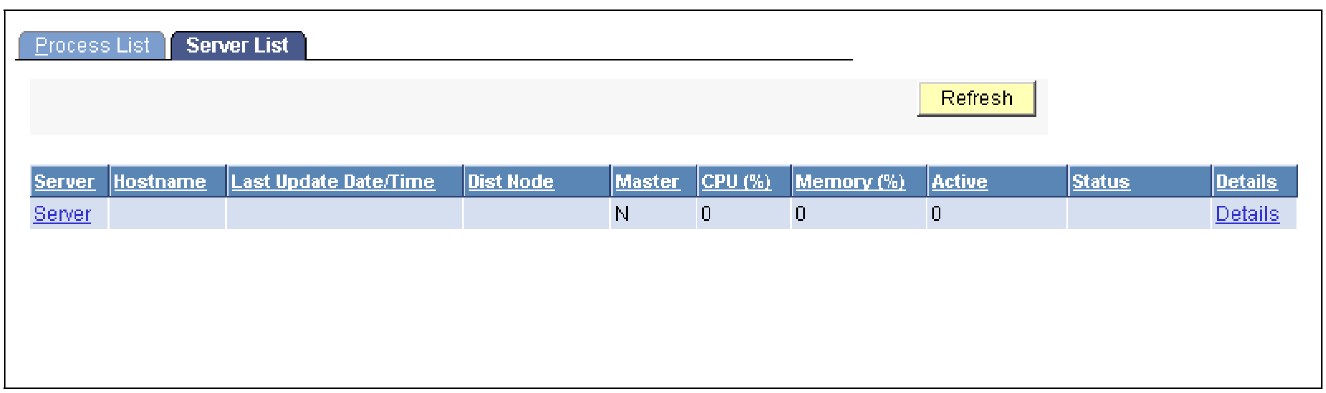
Use this page to monitor the process requests that you submit. If a process encounters an error, or if a server is down, you can find out almost immediately. You can also see what processes are queued to run in the future.

See Also

"Using Process Monitor," *PeopleTools PeopleBook: PeopleSoft Process Scheduler*

Viewing Server Statuses

Access the Server List page.



Server List page

Use the this page to view information about each of the PeopleSoft Process Scheduler Server Agents that are defined in the system.

See Also

"Using Process Monitor," *PeopleTools PeopleBook: PeopleSoft Process Scheduler*

CHAPTER 14

Using Approval Workflow Within PeopleSoft eProcurement

This section provides an overview of managing approvals, a list of common elements and discusses how to:

- Define roles and actions.
- Define approval filter criteria.
- Perform approval tasks.
- View details about requisition line items.
- Approve requisitions.
- Deny requisitions.
- Push back requisitions.
- Insert ad hoc approvers.
- Use email approvals with eProcurement.

Understanding Approval Management

Requisition Approval is the process of taking a transaction through the organization until it is accomplished or stopped. Using the Approve Requisitions feature, approvers and reviewers join the business analysts, and requesters to complete the approval workflow process. When the process is complete, the transaction is promoted to its next stage. In the case of a requisition, for example, it's sourced as a purchase order.

After a requisition is created, the system routes it to approvers. The system routes the requisition approval to approver and the user can view and take action in two ways. One is through the worklist, and the other is through the Approve Requisitions page. In either case, you can preview, in a graphical format, the path a transaction approval will take and who has already approved the transaction, and see any comments previous approvers have entered.

While the system awaits approval action, the approval workflow engine maintains the overall state of the transactions approval status, invokes routings, and interacts with the application classes.

During the approval process these actions take place:

- The system notifies approvers and reviewers that there is a pending transaction that needs their attention.
- Approvers and reviewers access the transaction details, provide comments, and take action (approve, deny, or push back) for the transaction.
- The system checks for additional routings in the same routing path.

If all steps have been completed for the stage then the next step is started in the next stage. If there are multiple routing paths, the system routes them in parallel.

- Once all approvers on a transaction have approved, the engine notifies the eProcurement application. The requisition is then prepared for sourcing.

Mass Approval

The approver may select multiple requisitions, and complete the approvals at one time without approving each requisition individually. The approver must participate in a role that is associated to the new eProcurement role action of MASS_APPROVER.

Email Approvals

Email approvals are designed to route approvals to the approver's email address to take action, yet not require the approver to log into the system. The approver can approve, deny, add comments, and submit for approval from within the email.

See Also

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, "Using Workflow and Managing Approvals," Defining Approval Workflow Processes

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, "Using Workflow and Managing Approvals," Enabling Email Collaboration

Defining Roles, Actions, and User-List Definitions

This section discusses how to:

- Define set supervisors.
- Define user-list definitions.
- Attach workflow roles to users.

Pages Used to Define Roles, Actions, and User-Defined Definitions

Page Name	Object Name	Navigation	Usage
eProcurement Role Actions	PV_ACTIONS	eProcurement, Administer Procurement, System Users and Roles, eProcurement Role Actions	Assign actions user roles. See Chapter 3, "Determining eProcurement Technical Implementation Options," Maintaining System Users and Roles, page 37.
Workflow	USER_WORKFLOW	• PeopleTool, Security, User Profiles, User Profiles Select the Workflow tab. • For PeopleSoft eProcurement use eProcurement, Administer Procurement, Maintain Workflow, Set Supervisors	Define supervisors.
User List Definition	SAC_USER_LIST	• Set Up Financials/Supply Chain, Common Definitions, Approvals, User List • For PeopleSoft eProcurement use eProcurement, Administer Procurement, Maintain Workflow, User List Definition	Define user-list definitions.
Roles	USER_ROLES	• PeopleTools, Security, Permissions and Roles, Roles Select the Workflow tab. • For PeopleSoft eProcurement useeProcurement, Administer Procurement, Maintain Workflow, Workflow Roles	Attach workflow roles to users.

Defining Supervisors

Access the Workflow page.

Use this page to define other users who will be a part of the workflow process. This includes defining alternate users to handle approvals during the absence of the primary approver and supervisors.

Alternate User ID Select a user to receive Worklist items when this user ID is temporarily unavailable. The system automatically forwards new work items for whoever is assigned as the current role user to the alternate role user. The system doesn't reassign items already in the user's Worklist.

From Date and **To Date** Enter a date range when the current user ID is not going to be available. The system uses these values to forward routings to the alternate user.

Supervising User ID Select the user ID of the user's supervisor. The system uses this value when to forward information to the user's supervisor and uses the PERSONAL_DATA record to determine the supervisor.

Worklist User Select to specify that this role user can receive approval routings. Clear the check box if the user is not a PeopleSoft user. You can select Worklist User, Email User, or both.

Email User Select to specify that this role user can receive email. Clear the check box if email is not available.

Reassign Work To Select to indicate that you want to send Worklist items to another user. After selecting the check box, select the user ID. When you save the page the system removes the Worklist items from the current users list and places them in the new user's list.

Defining User Lists

Access the User List Definition page.

Use this page to define user sources for use with steps in the approval process. PeopleSoft delivers a set of default user list roles corresponding to the roles within an organization.

When you select a user list source type, you must also select a corresponding value. You can add a new user list or change a current list.

Note. You can only select one user list source for a user list.

Role Select to use a role as the source for this user list. A role is a list of users who perform the same type of work, such as buyers or managers. Each role has a set of parameters that determine the limits what the roles can and cannot do in the organization and in the workflow process.

Note. The SQL definition, Query, and Application Class user list sources are dynamic, and can use input values to help identify users.

SQL Definition (structured query language definition) Select to use an SQL definition as the source for this user list.

Query Select to use a query as the source for this user list. When a source is defined as a query, the system determines who should receive a work item based on the field values on the page that triggers the routing.

Application Class Select to use an application class as the source for this user list.

When you select to you an application class, the system passes in the originator of the transaction and then determines the approver for that originator. For subsequent approval steps, the system passes in the approver from the previous step.

Include Users as Input When you select the check box, the system uses the originator of a transaction as the first step in each path. For subsequent steps in each path, the system uses the approver from the previous step.

Transaction Keys as Input Select to have the system base the approval routing on transaction keys. Transaction keys are key fields in a database table. System actions depend on the approval level at which a user list is being used. If the approval is at the header level, the system uses transaction record keys from the header record.

See Also

PeopleTools PeopleBook: PeopleCode Developers Guide

Attaching Workflow Roles to Users

Access the Roles page.

Use this page to attach workflow roles to users. A role is a class of users who perform the same type of work, such as clerks, buyers, or managers and describe how people fit into workflow.

Role user IDs determine how to route Worklist items to users and to track the roles that users play in the workflow.

Role Name Select a role to assign to this user. Role users are the people who participate in automated business processes.

Dynamic Displays if the definition of this role is dynamic. This value is driven by PeopleCode. Dynamic users can obtain membership in a role programmatically. You can run a batch process that executes predefined role rules and assigns roles to user profiles according to these rules. This approach is called dynamic membership, and users who become role users of a particular role programmatically are dynamic role users.

Static role users, on the other hand, obtain their membership through an administrator adding a role to their user profile manually.

Route Control Select to access the User Route Control Profiles page where you can select a route control profile for the workflow.

The PeopleSoft Workflow Administrator enables you to define route controls. For example, suppose you want to route requisitions to different buyers, depending on which vendor supplies the ordered items, which business unit is requesting the items, and which department needs the items. You can define a route control for each factor—vendor ID, business unit, and department—and specify a range of values for each buyer.

Note. Not used with eProcurement Approval Workflow.

View Definition Select to access the General page where you can make changes to the role name definition. You can also view the user ID of the role member to ensure that you selected the appropriate definition for inclusion in the role.

Defining eProcurement Requisition Approval Filter Criteria

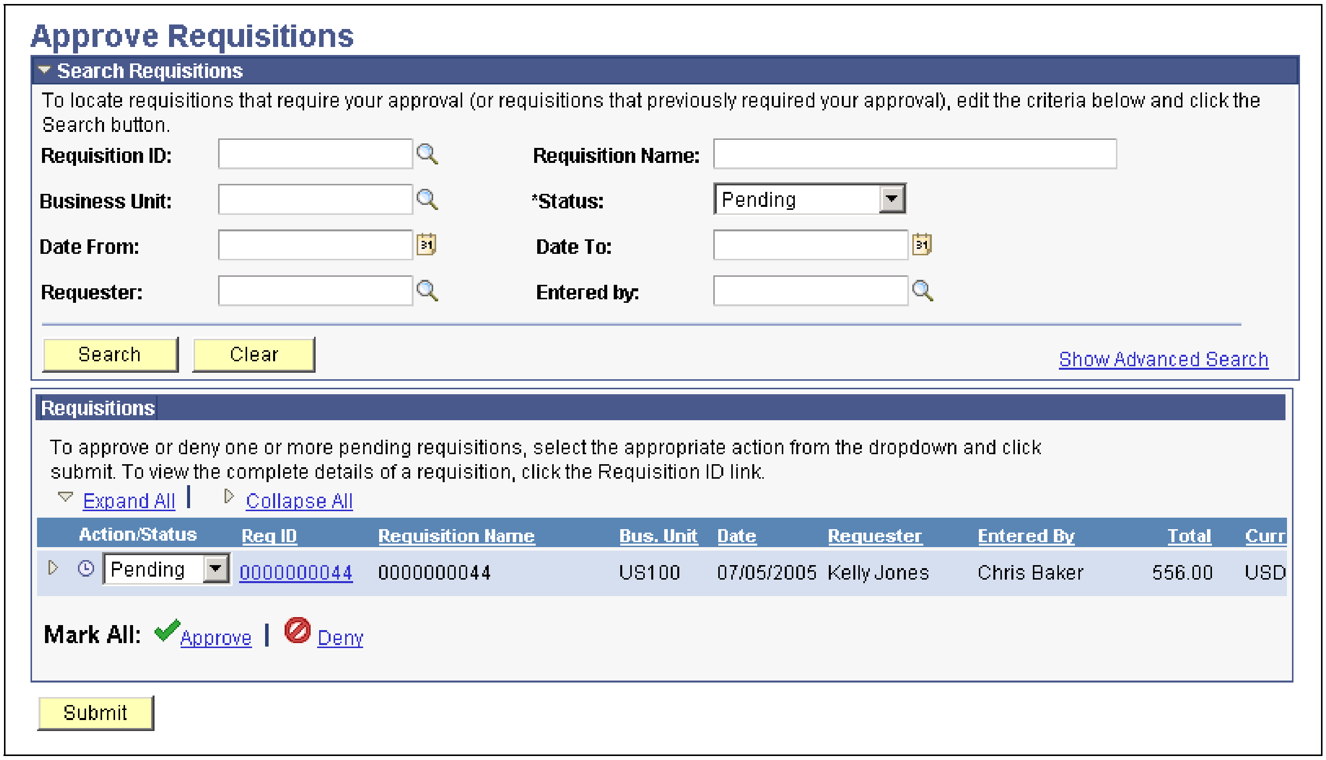
This section discusses how establish approval filter criteria.

Page Used to Define Approval Filter Criteria

Page Name	Object Name	Navigation	Usage
Approve Requisitions	PV_APP_MAN_PG	eProcurement, Approve Requisitions	Define approval filter criteria.

Defining eProcurement Requisition Approval Filter Criteria

Access the Approve Requisitions page.



Approve Requisitions page

Use this page to limit the scope and number of requests that appear on the page. For example, you can limit the requests to a specific business unit, requester, or approval status. After displaying the requisitions, you can select individual requisitions to review and update, such as approving or denying a requisition or adding an ad hoc reviewer.

Requisition Name

Select the name of a specific requisition that you want to view or maintain. This is the name the requester assigned to the requisition. If a name was not assigned, the system uses the requisition ID as the name. This limits the search results to one specific requisition.

Requisition ID

Select a specific system-assigned identifier of the requisition that you want to review or maintain. This limits the search results to one specific requisition.

Business Unit

Select a business unit in which you want to review and approve/deny requisitions.

Status

Select a requisition status at which you want to review or approve/deny requisitions. Requisitions that appear in the search results are those in the status you select and that meet the other search criteria you enter. Status values are:

Approved: Displays all requisitions that you have approved.

Denied: Displays all requisitions that you have denied.

Pending: Displays all requisition that are waiting on you for action.

Pushedback: Displays all requisitions you have push back to the previous approver.

Entered by Select an operator for which you want to manage requisitions. Operators are people who have created requisitions for someone else. Only the requisitions submitted by this specific operator appear in the list.

Date From and **Date Until** Select a range of dates for which you want to review or maintain eruditions.

Requester Select the user for whom you want to review or update requisitions.

Advanced Search Locates requisitions with item description, job title, or vendor ID.

 Displays requisition detail including line and header level information.

 Indicates that there are multiple lines pending approval for the requisition.

 Indicates that a specific header or line is pending approval.

Create New Requisition Click to access the Create Requisition page where you can create a new requisition.

Manage Requisitions Click to access the Manage Requisitions page where you can work with requisition details.

Note. If the approver is a member of the *MASS_APPROVER* role action, then the approver can elect to apply an approval action to multiple pending transactions at one time. This can be accomplished at the header or line level.

Performing eProcurement Requisition Approval Tasks

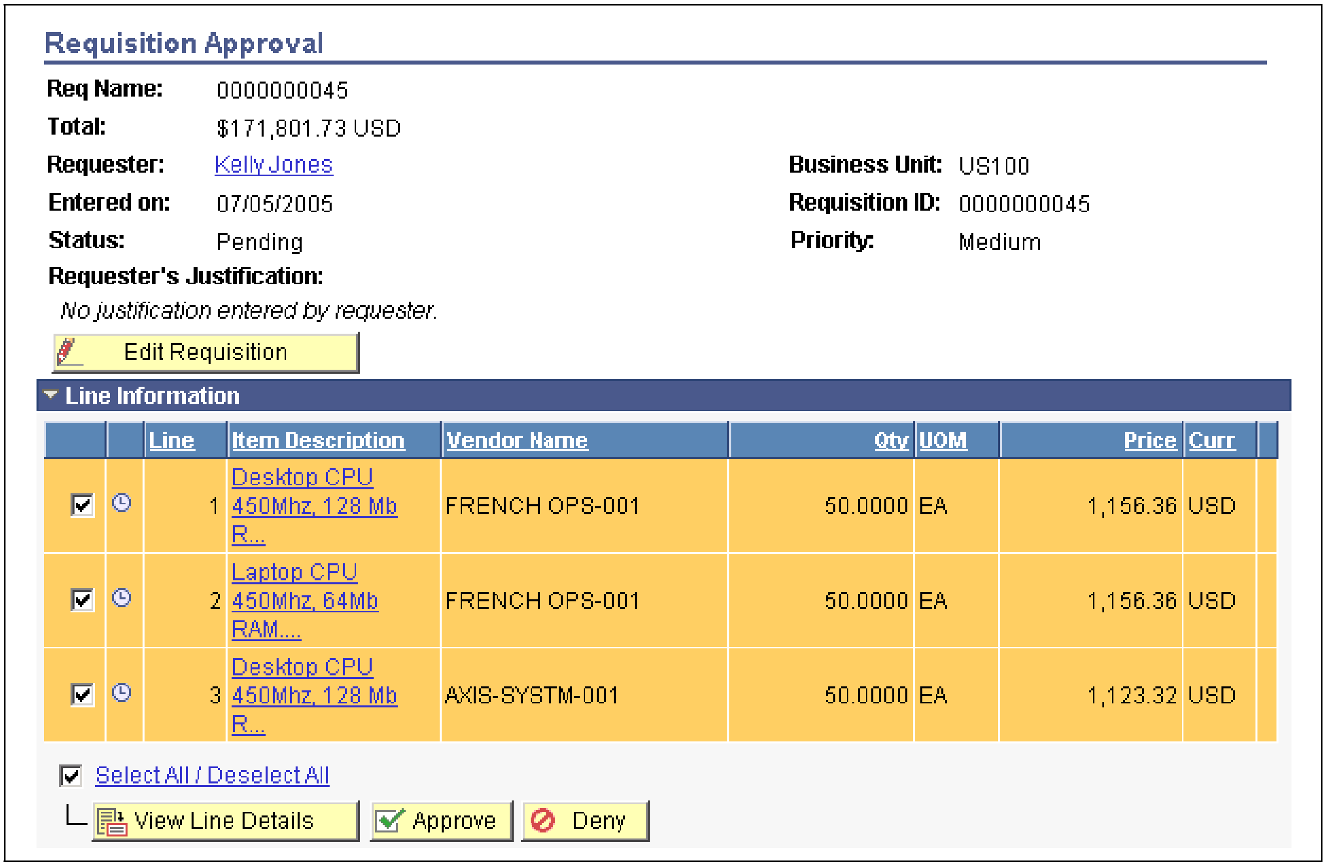
This section discusses how to perform approval tasks.

Page Used to Perform Approval Tasks

Page Name	Object Name	Navigation	Usage
Requisition Approval	PV_REQ_APPROVAL	eProcurement, Approve Requisitions Click the Requisition ID link.	Performing approval tasks.

Performing eProcurement Requisition Approval Tasks

Access the Requisition Approval page.



Requisition Approval page 1 of 2

Requisition Approval page 2 of 2

Use the Requisition Approval page to approve or deny requisitions at the header or line level, review and edit approvers and reviewers, and make comments for other approvers and reviewers. The example page demonstrates line-level approval.

Note. The line level approval can be used only if the process is configured for line-level approval.

The page displays with details about the requisition, such as the date it was entered, its name and priority, and the number of lines on the requisition. Also appearing is the total monetary value of the requisition and the currency in which it's measured.

Note. If you select a line that does not require action, you receive a message telling you to select a line that is pending the approval.

Requester Click to access the Requester Information page. The page displays details about who created the requisition and includes the requester's supervisor and reporting structure, department, email ID, and telephone.

The information displayed can be changed by modifying the approver information view registered in the Transaction Registry.

Justification Displays the comments the requester entered to justify the need for the requisition.

Line Information

Use this section of the Manage Approvals page to review requisition line details and perform approval tasks. Line items that are awaiting approval are highlighted and selected as default values when you access the page.

Awaiting Approval Displays with a requisition line to indicate the line is pending approval. This button displays in conjunction with the selected check box for the line item and is a default value setting for all items awaiting you approval.

Item Description Click this link to view details about an item contained on a requisition. As you review approvals, you can see the item details and an image of the item.

Comments Click to review comments made by the requester about a requisition line item.

Select All/Deselect All Click to either select all line items or to clear all line item check boxes. You can select this check box to approve or deny all lines or select individual check boxes to for single approval or denials.

View Line Details Click to access the Requisition page where you can view details about the requisition line items that you selected.

Approve Click to approve the selected requisition line items. When you approve a line- or header-level item, the system routes the requisition line to the next approver and updates the approval status for the line.

Deny Click to deny the selected requisition line items. Before the system accepts a denial, you must enter comments concerning why you did not approve the lines.

Review/Edit Approvers

Use this section of the Requisition Approval page to review the approval flow, such as who approved the requisition before you and who will approve it after you. Click the plus + symbol to insert ad hoc approvers and reviewers. If you want to remove an ad hoc approver or reviewer click the minus — symbol. A confirmation message appears when you make the selection.

All qualified ad hoc approvers or reviewers must be defined part of the Ad Hoc User List on the Configuration Options page.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Using Workflow and Managing Approvals," Defining the Approval Transaction Registry.

Approver Comments

Use this section to enter comments about the requisition. If you deny a requisition, the system requires that you enter a comment.

Viewing Details About Requisition Line Items

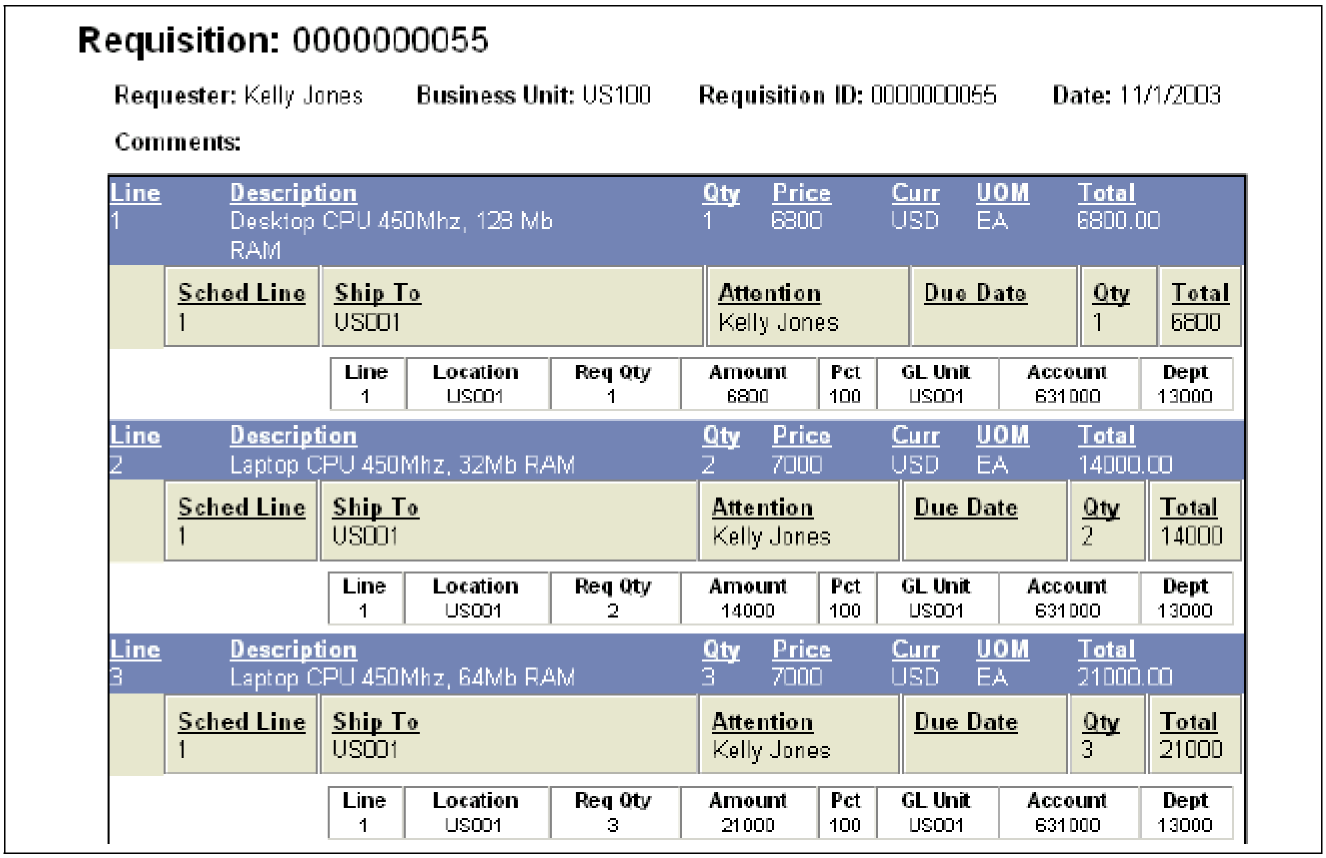
This section discusses how to view line details.

Page Used to View Requisition Line Details for Approval

Page Name	Object Name	Navigation	Usage
Requisition Line Details	None	Select one or more lines. Click the View Line Details button on the Requisition Approval page.	View details about requisition line items.

Viewing Details About Requisition Line Items

Access the Requisition Line Details page.



Requisition Lines page

Use this page to review shipping and accounting details for line items you selected to review using the Requisition Approval page.

Approving Requisitions

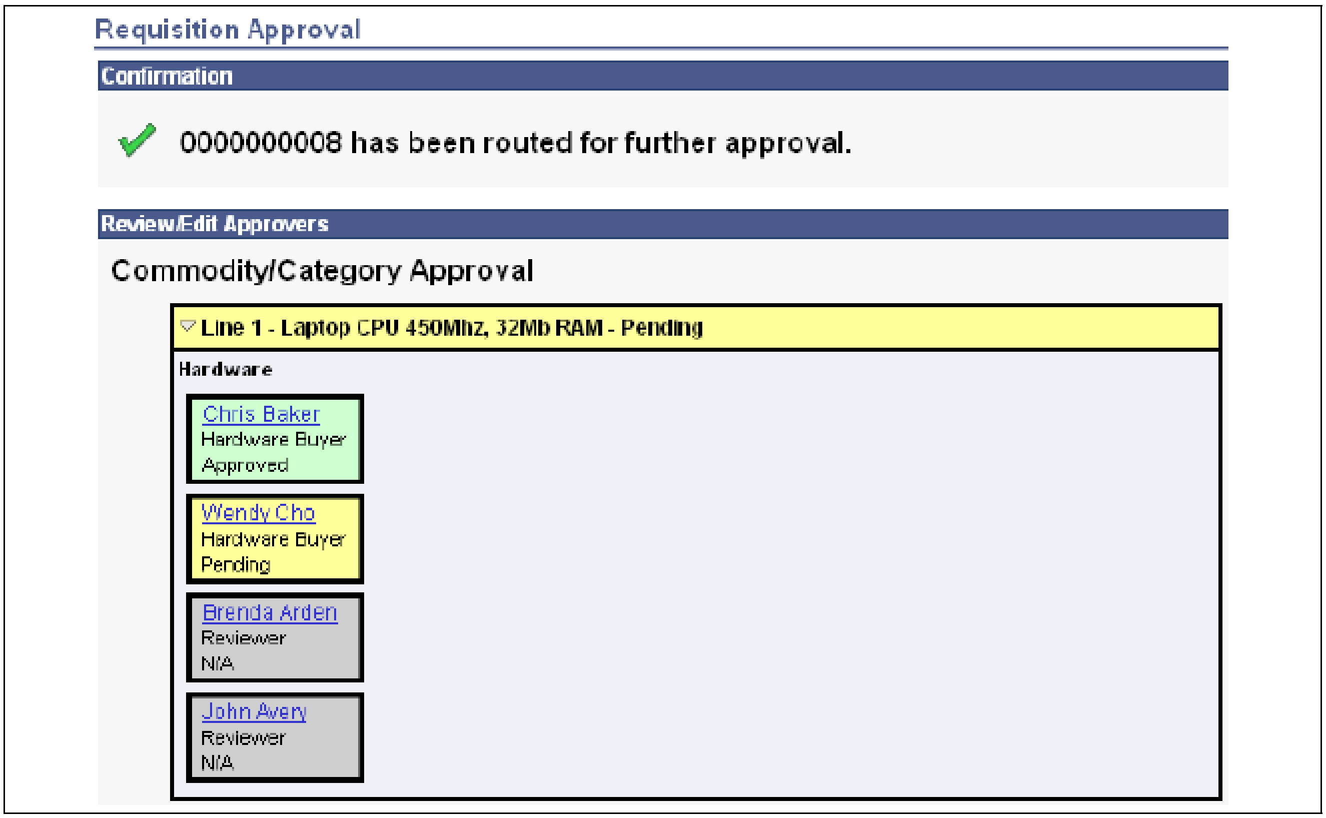
This section discusses how to approve requisitions.

Page Used to Approving Requisitions

Page Name	Object Name	Navigation	Usage
Requisition Approval	PV_REQ_APPROVAL	eProcurement, Approve Requisitions Click the Requisition ID link.	Performing approval tasks.

Approving Requisitions

Access the Requisition Approval page.



Example of an approved requisition line

To approve a requisition line:

1. Select a line that is pending the approval, if line-level. Otherwise, header is implied.

   You can only approve lines that are pending the approval.

2. Click the Approve button.
3. Use the Review/Edit Approvers section to any review comments by previous approvers.

Note. Requisition line approval appears as the Approve button at the Line Information section. For requisition header you would approve or deny using the buttons under the Enter Approve Comments section.

Denying Requisitions

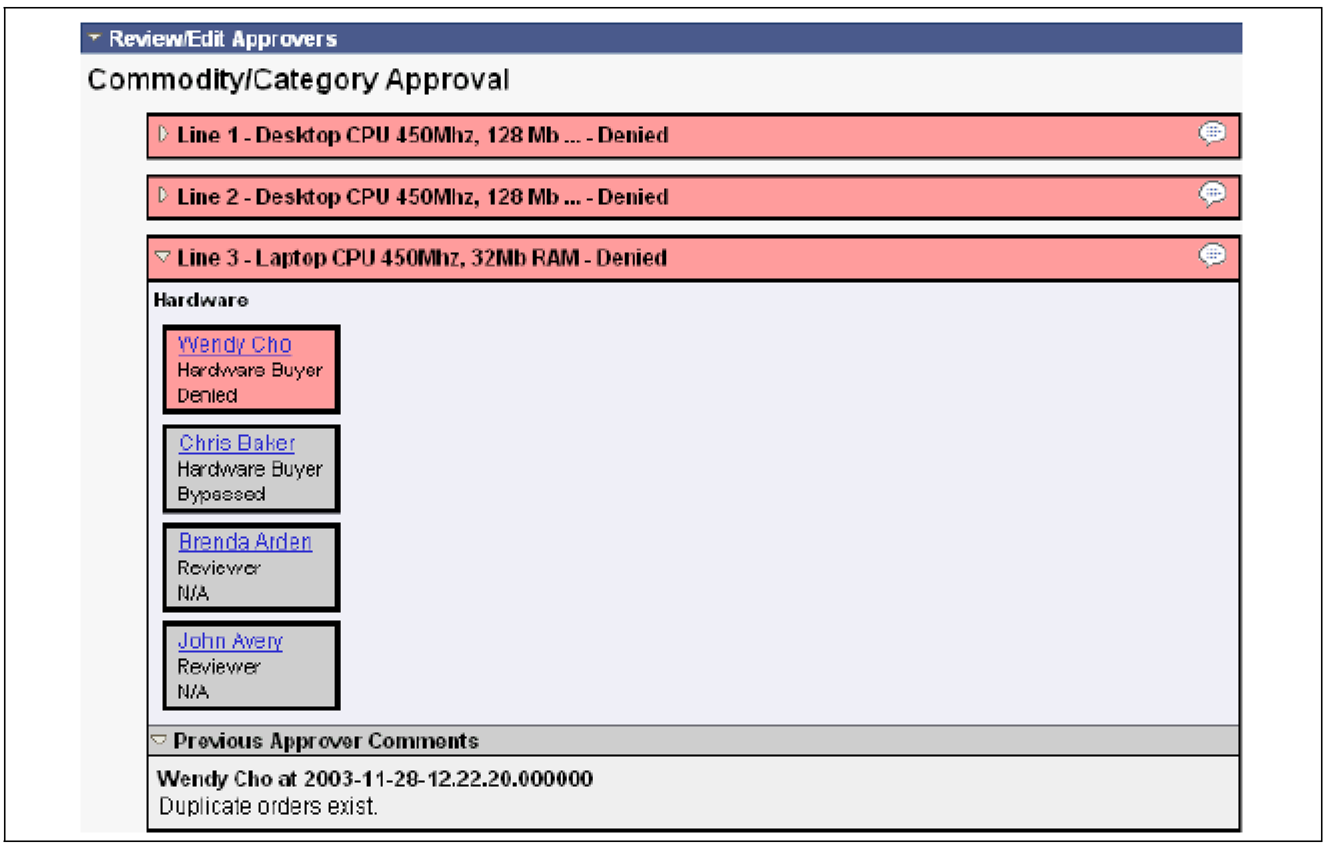
This section discusses how to approve requisitions.

Page Used to Deny Requisitions

Page Name	Object Name	Navigation	Usage
Requisition Approval	PV_REQ_APPROVAL	eProcurement, Approve Requisitions Click the Requisition ID link.	Performing approval tasks.

Denying Requisitions

Access the Requisition Approval page.



Example of a denied requisition line

To deny a requisition line:

1. Select a line that is pending the approval.

   You cannot deny a line that is not waiting for the approval.

2. Enter comments in the Approver Comments section. This is required before denying the requisition.
3. Click the Deny button.
4. Use the Review/Edit Approvers section to review comments for the denial.

Note. Requisition line approval appears as the Deny button at the Line Information section. For requisition header you would approve or deny using the buttons under the Enter Approve Comments section.

Pushing Back Requisitions

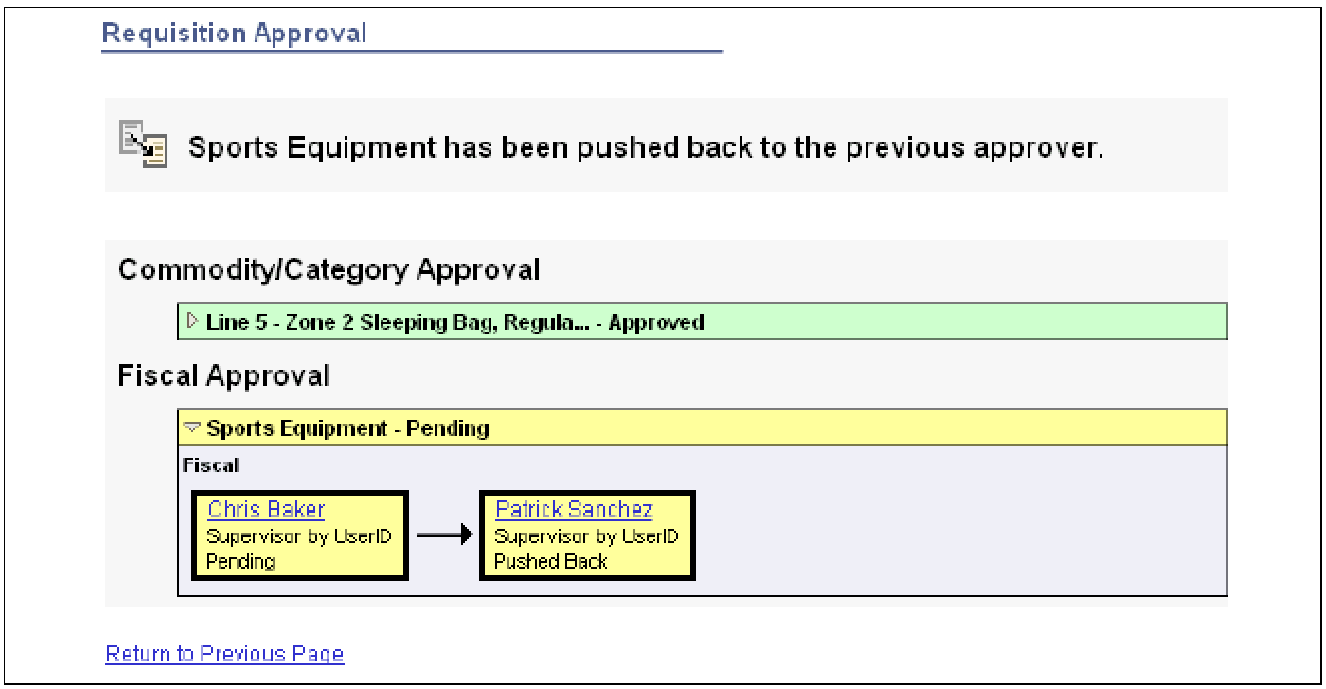
This section discusses how to push a requisition back to previous approver.

Page Used to Push Back Requisitions

Page Name	Object Name	Navigation	Usage
Requisition Approval	PV_REQ_APPROVAL	eProcurement, Approve Requisitions Click the Requisition ID link.	Performing approval tasks.

Pushing Back Requisitions

Access the Requisition Approval page.



Example of a pushed back approval

Select Pushback to return an approved requisition back to the previous approver with comments. This is possible only if there was a previous approver in the same path. Also you cannot push back a requisition across stages.

To pushback a requisition line:

1. Select a line that is pending the approval.
2. Enter comments in the Approver Comments section. This is required before pushing back the requisition.
3. Click the Pushback button.
4. Use the Review/Edit Approvers section to review comments for the denial.

Note. Requisition line approval appears as the Pushback button at the Line Information section. For requisition header you would pushback using the buttons under the Enter Approve Comments section.

Inserting Ad Hoc Approvers

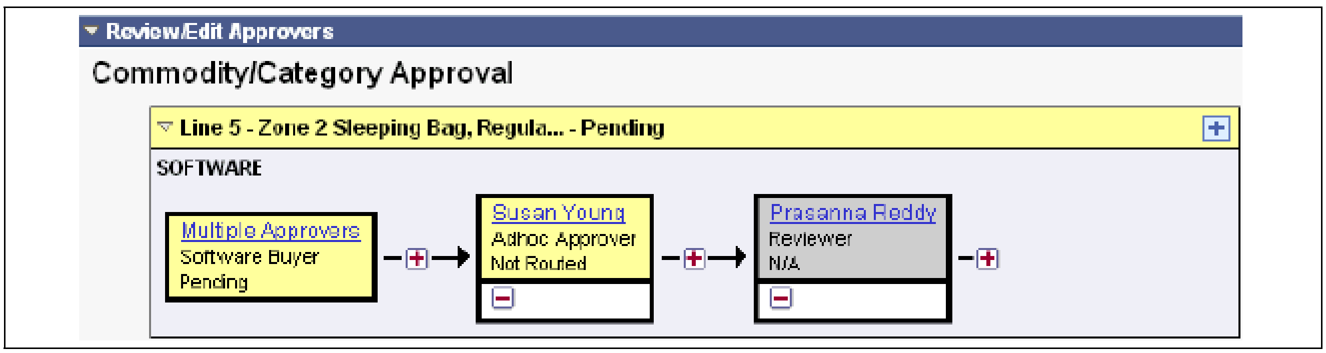
This sections discusses how to add an ad hoc approver.

Page Used to Add an Ad Hoc Approver

Page Name	Object Name	Navigation	Usage
Requisition Approval	PV_REQ_APPROVAL	eProcurement, Approve Requisitions Click the Requisition ID link.	Performing approval tasks.

Inserting Ad Hoc Approvers

Access the Requisition Approval page.



Example of ad hoc approvers and reviewers

To add ad hoc approvers and reviewers, click the plus+ symbol for a pending requisition line. Another page appears for you to select the user ID, and whether the person is an ad hoc approver or reviewer for this line of the requisition.

You cannot change ad hoc approvers or reviewers; however, you can delete and add them again to update whether they are approvers of reviewers. To delete an approver or reviewer, click the minus— symbol. To add multiple approvers or reviewers click the plus+ at the point where you want the additional approver or reviewer to receive the approval.

Using Email Approvals with eProcurement

This section discusses how to set up email approvals for eProcurement.

Setting Up Email Approvals in eProcurement

To utilize collaborative emails with eProcurement, you will need to complete these tasks for set up:

1. Follow the framework set up.

   See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Using Workflow and Managing Approvals," Enabling Email Collaboration.

2. Locate the Integration Broker default local nodePeopleTools, Integration Broker, Integration Setup, Node Definitions.

3. Select the Transactions tab. Click the Add Transaction button.

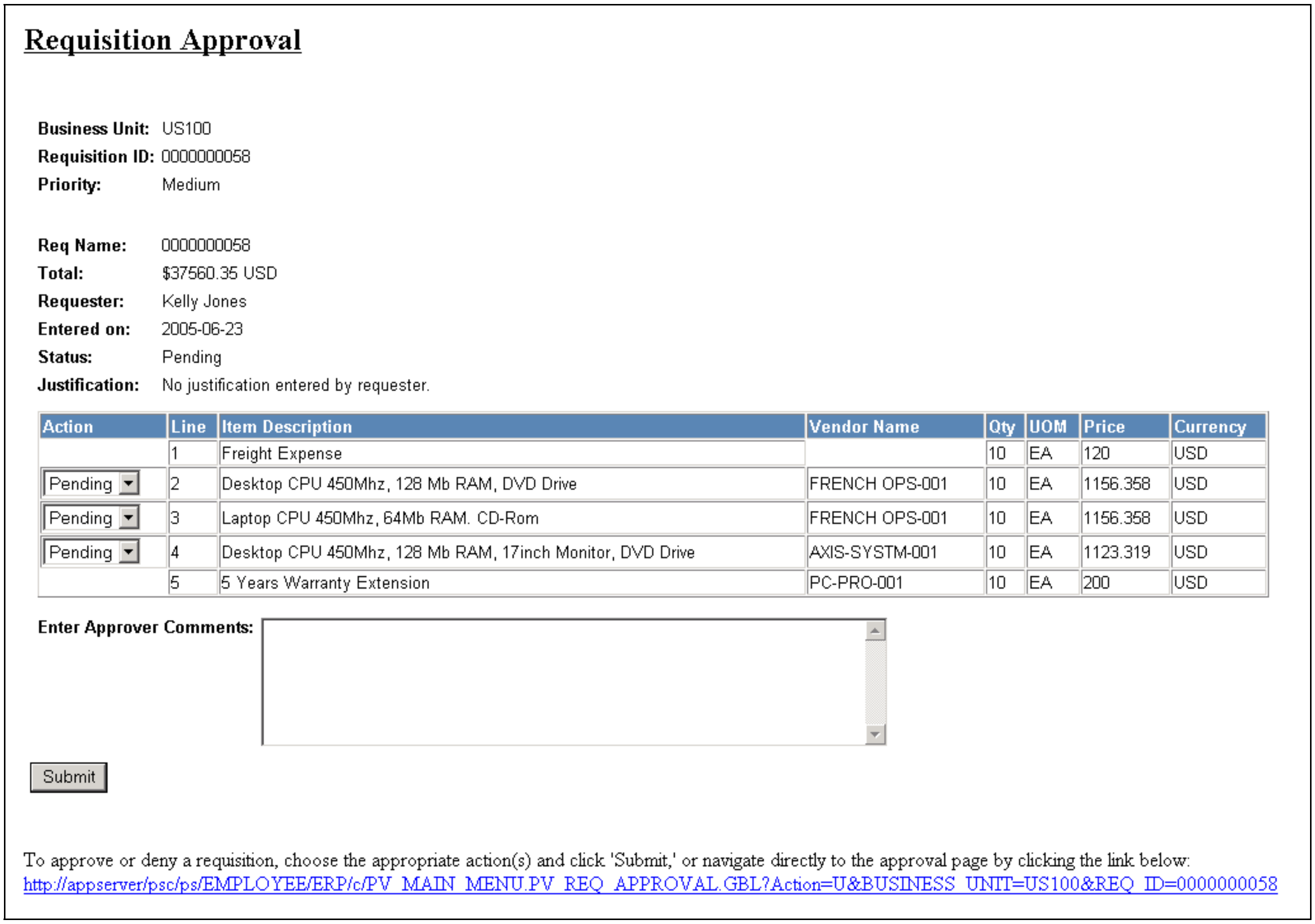
4. Define he Transaction Type as *Outbound Asynchronous.*Add the eProcurement Request Message of *PV_EMAIL_REQ_APPROVAL* to the Integration Broker default local node. Select the Request Message Version of *VERSION_1.* When you have completed this, save the work.

5. On the Configuration Options page, select a value from an established user list in the Email Approval User List field eProcurement, Administer Procurement, Maintain Workflow, Approval Transaction Registry. Select the Configuration Options tab.

   Note. All users contained in the selected user list will receive the approval form in their email.

Example of Email Approval

Here is an example of the Email Approval form that is sent to approvers:



Requisition Approval

Business Unit: US100
Requisition ID: 0000000058
Priority: Medium

Req Name: 0000000058
Total: $37560.35 USD
Requester: Kelly Jones
Entered on: 2005-06-23
Status: Pending
Justification: No justification entered by requester.

Action	Line	Item Description	Vendor Name	Qty	UOM	Price	Currency
	1	Freight Expense		10	EA	120	USD
Pending	2	Desktop CPU 450Mhz, 128 Mb RAM, DVD Drive	FRENCH OPS-001	10	EA	1156.358	USD
Pending	3	Laptop CPU 450Mhz, 64Mb RAM. CD-Rom	FRENCH OPS-001	10	EA	1156.358	USD
Pending	4	Desktop CPU 450Mhz, 128 Mb RAM, 17inch Monitor, DVD Drive	AXIS-SYSTM-001	10	EA	1123.319	USD
	5	5 Years Warranty Extension	PC-PRO-001	10	EA	200	USD

Enter Approver Comments:

Submit

To approve or deny a requisition, choose the appropriate action(s) and click 'Submit,' or navigate directly to the approval page by clicking the link below:
http://appserver/psc/ps/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=US100&REQ_ID=0000000058

Email Requisition Approval example

See Also

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, “Using Workflow and Managing Approvals,” Pages Used to Set Up Email Collaboration

CHAPTER 15

Using Change Requests and Change Orders

This chapter provides an overview of change requests and discusses how to:

- Add change requests.
- View change requests.
- Approve change requests.
- Convert change requests to change orders.

Understanding Change Requests

After a request has been sent to a vendor, there are two ways to change the order:

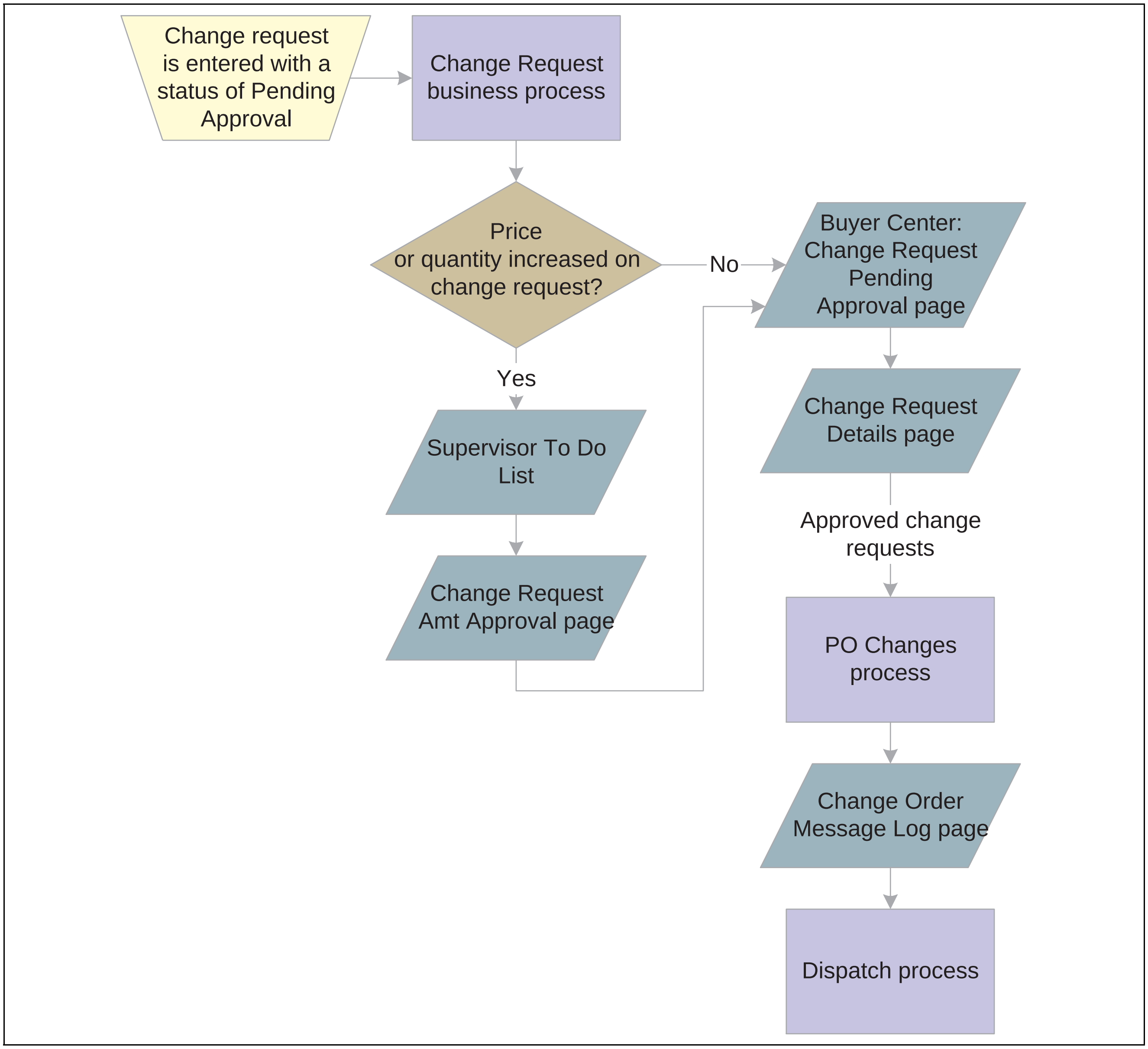
- Using change requests.

  If you are a requester (not a buyer), you can make some changes on the original requisition by using the change request function. This change request is sent to the buyer for approval. If the unit price or quantity has increased, the supervisor must also approve the change. After the change request is approved, the Change Purchase Order process (PO_POCHNG) runs in the background and creates a change order that is sent to the vendor.
- Using change orders.

  If you have the security privileges of a buyer, you can change the dispatched purchase order (PO) and resubmit the order to the vendor as a change order. You can create a change order in PeopleSoft eProcurement or in PeopleSoft Purchasing.

Note. The PO must be dispatched before you can create a change request or change order. If the PO has been partially or fully received, you can only change the due date and quantity. The new quantity on the change request cannot be less than the received quantity. If the PO was dispatched to the marketplace, you cannot use change requests and change orders.

This diagram illustrates the change request process flow:



Change request process flow

To use the change request function in PeopleSoft eProcurement:

1. Requester adds a change request.

   The change request function enables any requester to submit changes in a dispatched PO. When the change request is created, the data is inserted into the staging tables for change requests: CHNG_RQST, CHNG_RQST_DTL, and PV_CHNG_RST_DTLThe change request has a status of *Pending Approval.*

   Note. Requesters can enter a change request only if the dispatched PO contains their items. If the dispatched PO contains requisitions from more than one requester, you cannot submit a change request. The buyer must submit a change order.

   ---

2. Requester's supervisor approves any increase in unit price or quantity.

If the requester increases the unit price or quantity of an item, the requester's supervisor and the buyer must approve the change request. PeopleSoft Workflow checks for an increased unit price or quantity and then routes the change request to the supervisor's To Do list for approval. Amount approval workflow can also apply if the change request exceeds the amount limit. (The requester's supervisor is listed on the requester's User Profile page.)

3. Buyer approves the change request.

   A buyer must approve any change request. In the Buyer Center, the Change Request Pending Approval page enables buyers to view all outstanding change requests to which they have access. The buyer can select one change request and navigate to the Change Request Details page. On this page, the buyer can review the change and approve it. To view a change request, the buyer must be defined as a buyer on the requester's Purchase Order Authorizations page. To access the page, select eProcurement, Administer Procurement, Maintain Procurement Users, User Preferences, Procurement, Purchase Order Authorizations.

4. Buyer creates the change order.

   To be sent to the vendor, you must convert a change request to a change order. A change order is a duplicate of the original PO sent to the vendor but with the changes that you are requesting. All approved change requests must use the Change Purchase Order process to convert them to change orders. Use the Change Order Message Log page to verify that the change order was successfully created.

5. Buyer dispatches the change order.

   After a change order is created, send (dispatch) it to the vendor.

See Also

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, "Using Workflow and Managing Approvals"

Adding Change Requests

This section discusses how to:

- Select requisition lines to create change requests.
- Enter change requests.
- Enter reasons for change requests.
- Enter changes for dispatched PO lines.
- Enter change requests for PO shipment information.

To create a change request, make changes in the dispatched PO. A PO is dispatched to the vendor with three levels: header, line, and shipment schedule. The change request has the same three levels. Changes in the header affect the entire PO. Changes in the line affect one item in the PO. Changes in the shipment schedule affect the shipping details of an item.

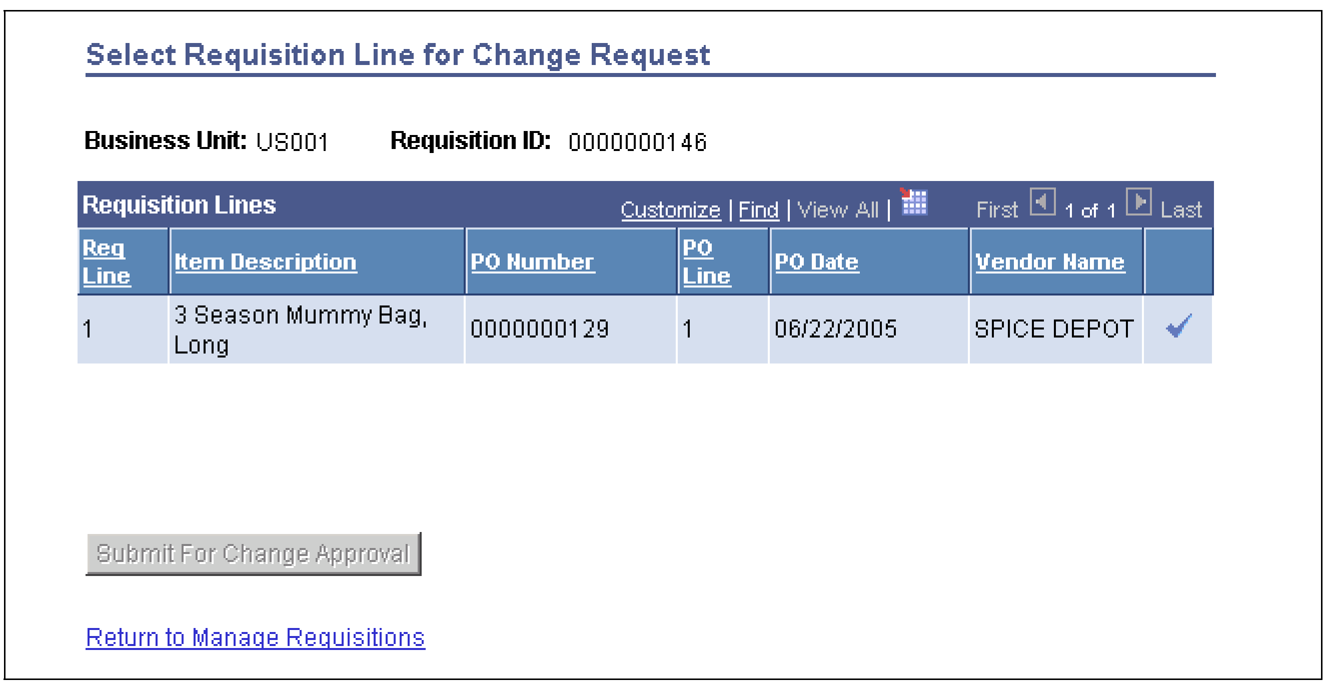
Note. After the change request is saved, the buyer can cancel (but not modify) it.

Pages Used to Add Change Requests

Page Name	Object Name	Navigation	Usage
Select Requisition Line for Change Request	PV_CHNG_REQ_VW	eProcurement, Manage Requisitions Select the *Change Request* action and then click Go.	Select requisition lines to create change requests.
Create Change Request	PV_PO_CHNG_HDR	Click the Change Request button on the Select Requisition Line for Change Request page.	Enter change requests. You can cancel all lines of the PO, or access the Change Request Line page to make changes.
Change Request Justification Comments	PV_CHNG_JUSTIFY	Click the Justification Comment link on the Create Change Request page.	Enter an explanation for the change request. The approver of the change request sees this justification.
Change Request Line	PV_PO_CHNG_LINE	Click the Details button beside the PO line on the Create Change Request page.	Enter changes for dispatched PO lines.
Change Request Schedule	PV_PO_CHNG_SHIP	Click the Details button on the Change Request Line page.	Alter the due date, shipping location, and quantity to be delivered.

Selecting Requisition Lines to Create Change Requests

Access the Select Requisition Line for Change Request page.

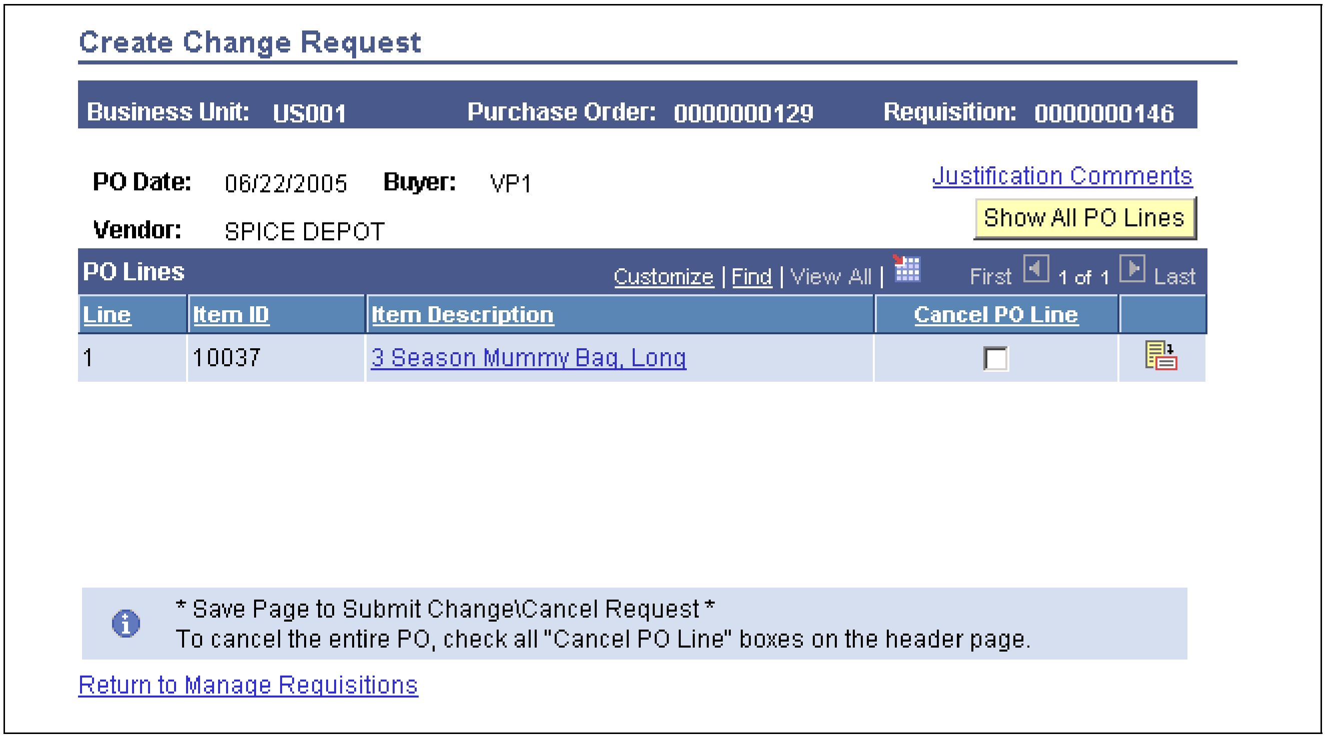


Select Requisition Line for Change Request page

Note. The PO must be dispatched and not received before you can create a change request.

Entering Change Requests

Access the Create Change Request page.



Create Change Request page

Show All PO Lines (show all purchase order lines): Displays the PO line that you selected. To view all the lines of this PO, click the Show All PO Lines button.

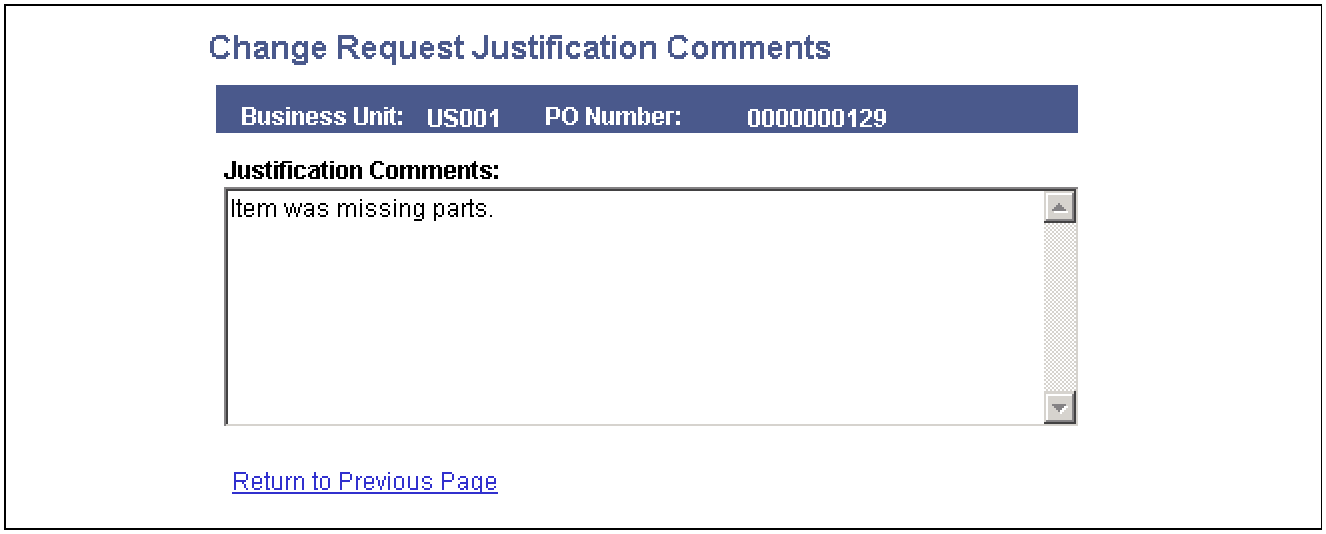
Item ID (item identification): Displays the item ID from the Item Definition page. This column is blank for a special request item with no item ID.

Click the Details button to access the Change Request Line page to cancel or change shipment information.

Note. If the only changes that you are making in the dispatched PO are on this page, save the page before leaving. The change request is now complete, and the message *Change Request Submitted* appears.

Entering Reasons for Change Requests

Access the Change Request Justification Comments page.

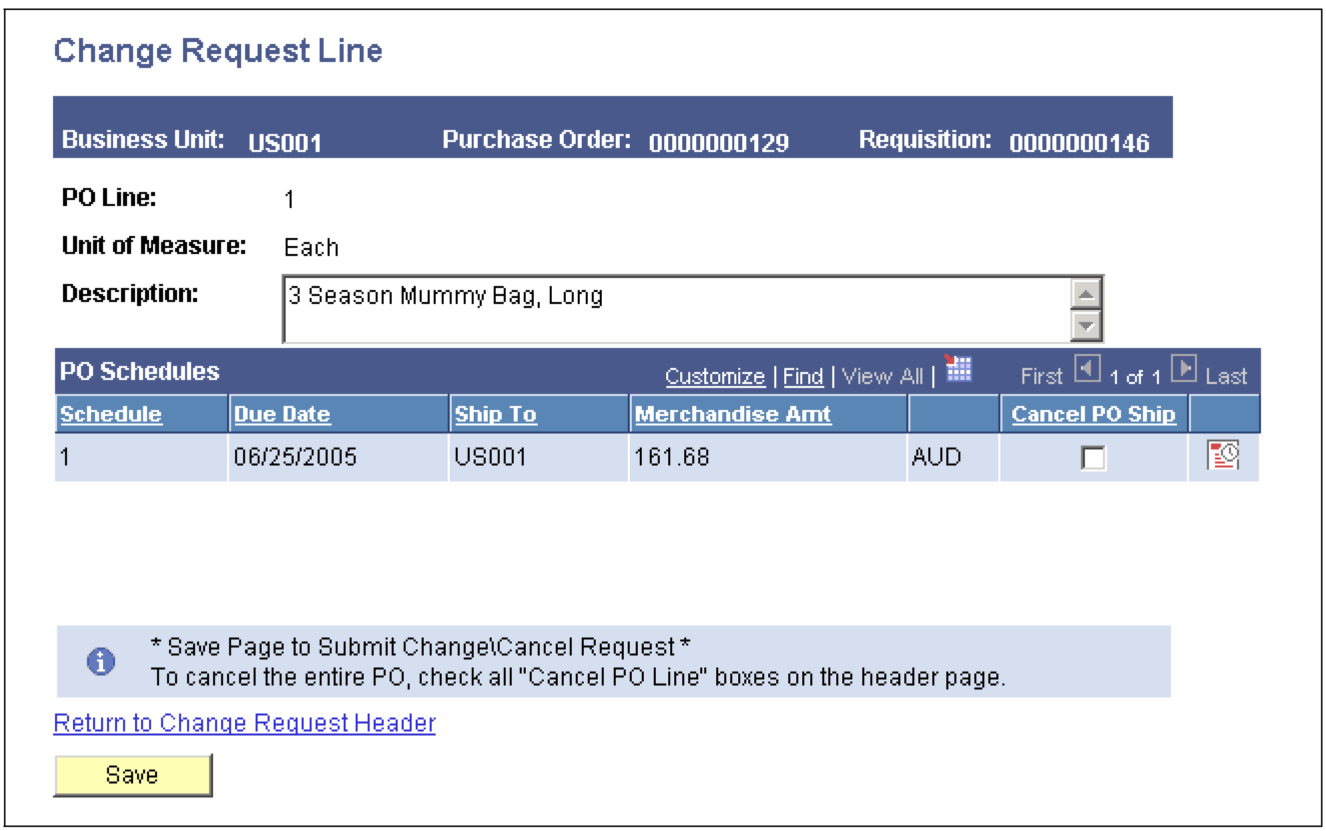


Change Request Justification Comments page

Justification Comments Enter the reason for submitting this change request. The approver of the change request sees this justification.

Entering Changes For Dispatched PO Lines

Access the Change Request Line page.



Change Request Line page

Description Displays the item's description. You cannot change the description of an item if you selected it from the item catalog.

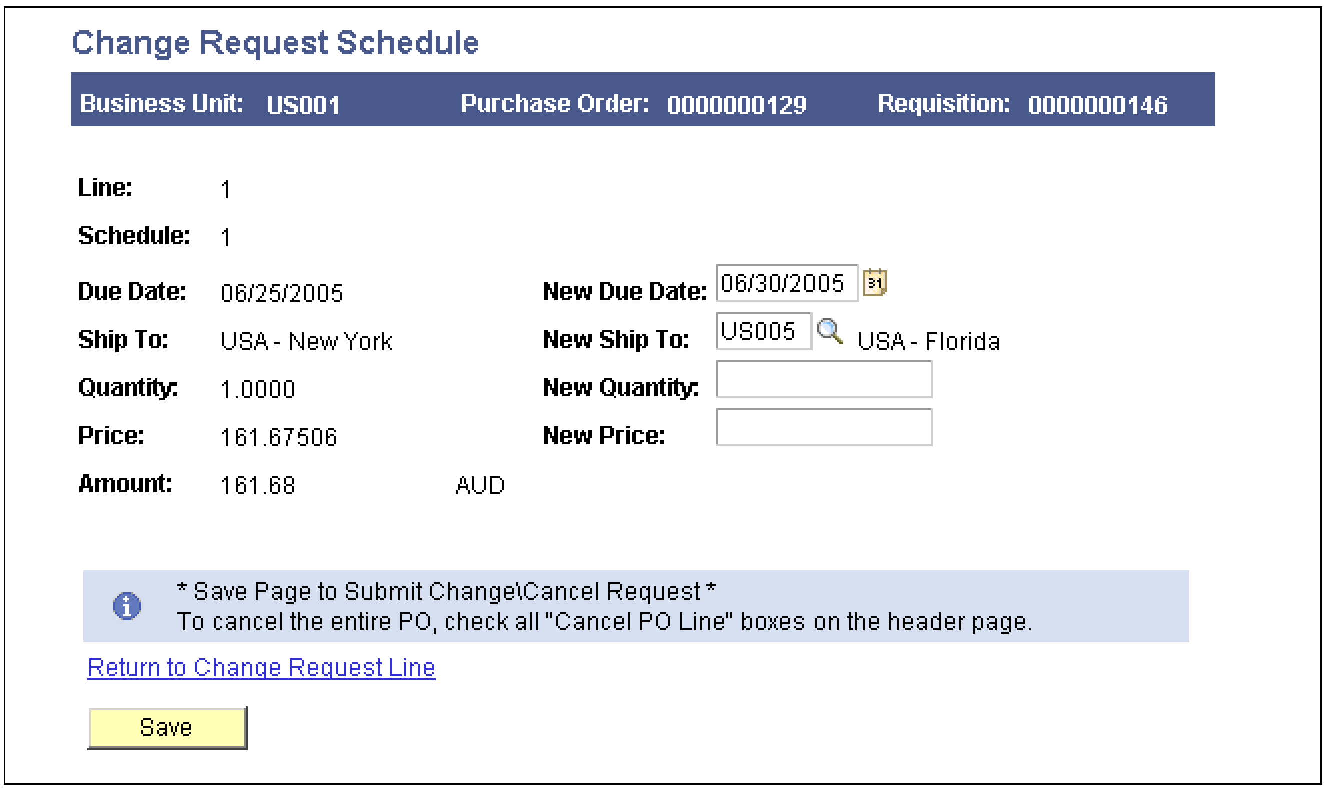
New Description Enter a new description for a non-catalog item. This field appears only if the line contains a special request item.

Click the Details button to access the Change Request Schedule page to alter the due date, shipping location, and quantity to be delivered.

Note. If these are the final changes, save this page before leaving. A *Change Request Submitted* message appears if a change order was created.

Entering Change Requests for PO Shipment Information

Access the Change Request Schedule page.



Change Request Schedule page

New Due Date Enter a new date for the shipment to arrive at the shipping location. The value that you enter here is compared to the value in the Due Date field. If the dates differ, a change request is created when you save the page.

New Ship To Enter a new shipping location if you want the items delivered to a different location than the original purchase order indicated. The value that you enter here is compared to the value in the Ship To field. If it differs, a change request is created when you save the page.

New Quantity Enter a new quantity for the shipment. The value that you enter here is compared to the value in the Quantity field. If it differs, a change request is created when you save the page.

New Price Enter a new unit price for the shipment. The value that you enter here is compared to the value in the Price field. If it is different, a change request is created when you save the page.

Note. If these are the final changes, save this page before leaving. A *Change Request Submitted* message appears if a change order was created

See Also

Chapter 15, "Using Change Requests and Change Orders," Understanding Change Requests, page 339

Viewing Change Requests

This section discusses how to:

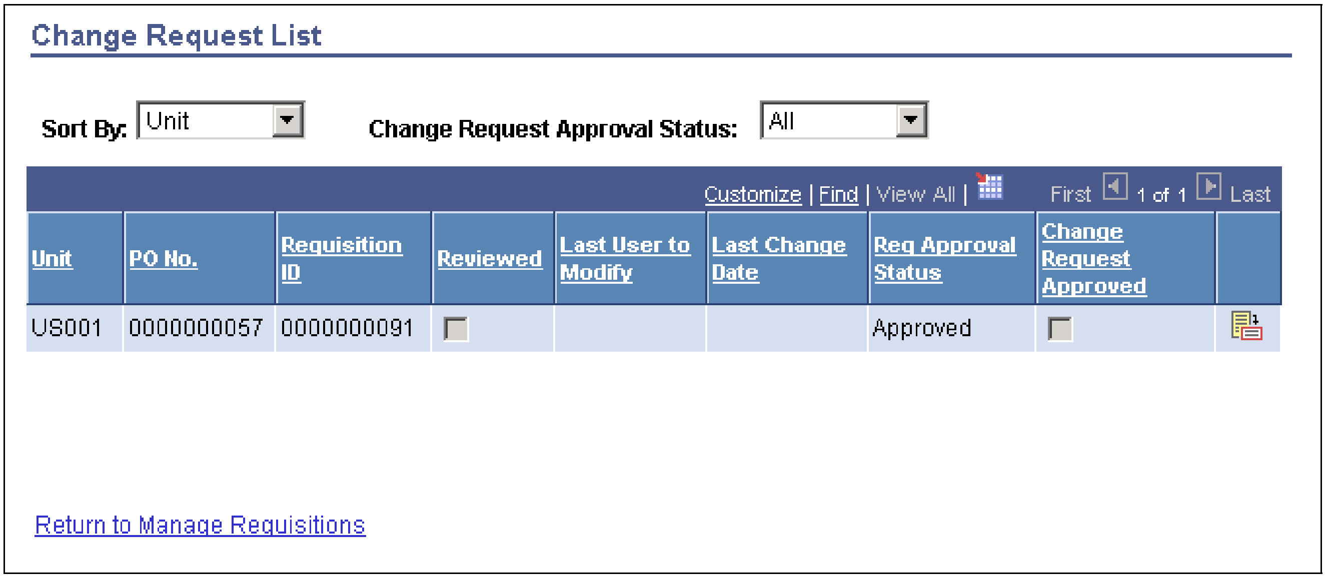
- Monitor change requests.
- View PO change requests.

Pages Used to View Change Requests

Page Name	Object Name	Navigation	Usage
Change Requests List	PV_CHNG_RQST_LIST	eProcurement, Manage Requisitions Click the Inquire Change Request link on the Manage Requisitions page.	Monitor change requests. All the change requests appear so that you can track them when they are reviewed or approved.
Change Requests Inquiry	PV_CHNG_RQST_INQ	Click the Details button on the Change Requests List page.	View the changes requested for one PO and the current status of those changes.

Monitoring Change Requests

Access the Change Requests List page.



Change Request List

Sort By: Unit   Change Request Approval Status: All

Customize | Find | View All | First 1 of 1 Last

Unit	PO No.	Requisition ID	Reviewed	Last User to Modify	Last Change Date	Req Approval Status	Change Request Approved	
US001	0000000057	0000000091				Approved		

Return to Manage Requisitions

Change Requests List page

Reviewed — Indicates whether a buyer has reviewed the change request. If selected, the buyer has reviewed the change request but might not have approved it. The change request must be approved before it is sent to the vendor.

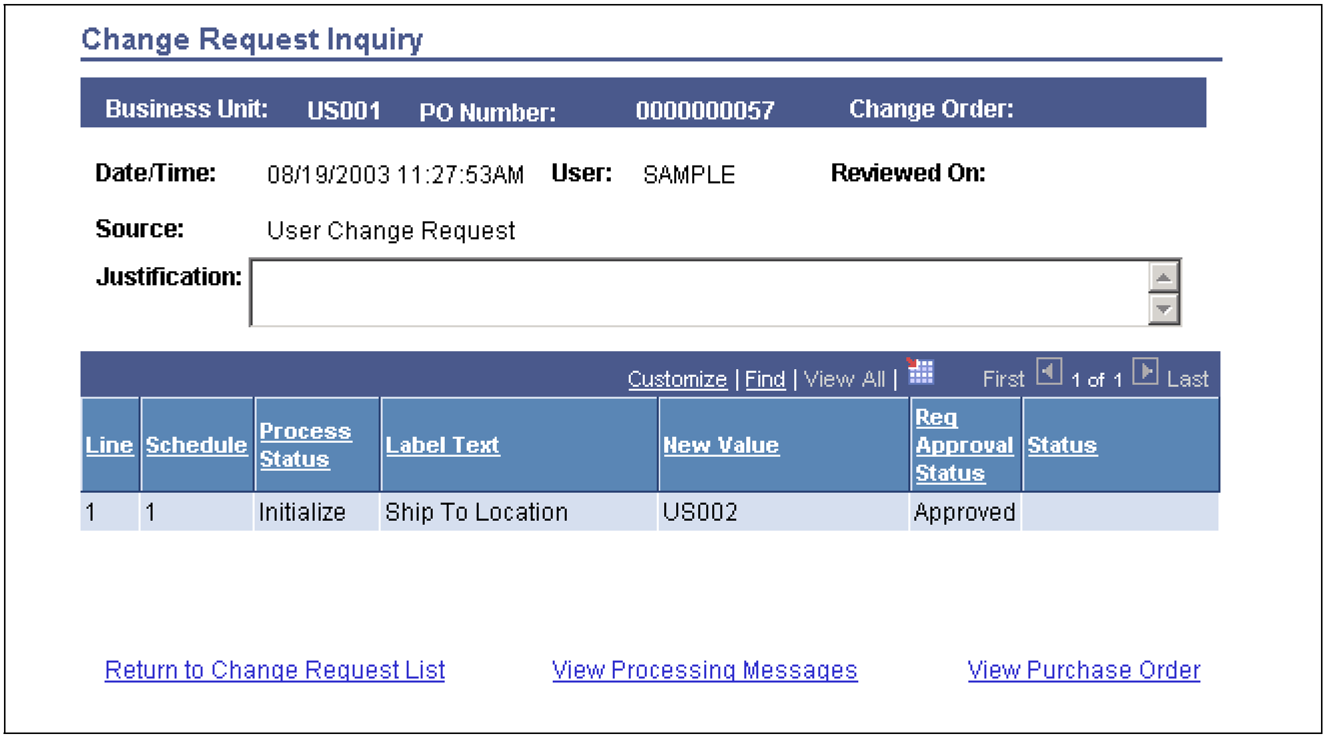
Last User to Modify — Displays the user ID of the last person to change, review, or approve the change request.

Approved — Indicates if the buyer has approved the change request.

 — Click the Details button to access the Change Requests Inquiry page, where you can view change request information for a single PO.

Viewing PO Change Requests

Access the Change Request Inquiry page.



Change Request Inquiry page

Source

Identifies the PO source. The value is usually *User Change Request,* but it could be another source if change requests are loaded into PeopleSoft eProcurement.

Process Status

To create a change order from the approved change request, run the Change Purchase Order process. The Process Status column displays the current status of this change as it applies to the Change Purchase Order process.

Values are:

Initialized: The change request has been added, but a change order has not yet been created.

In Process: The system is currently using this change request to build a change order.

Complete: A change order has been created from this change request.

Errors: The Change Purchase Order process attempted to create a change order from this change request, but an error was encountered.

Increase Approval

Displays the status of the approval for an increase. If the change request increased the unit price or quantity, the supervisor must approve the change request before the buyer approves it on this page.

Status

Indicates if a buyer has approved the change request.

Approving Change Requests

This section discusses how to:

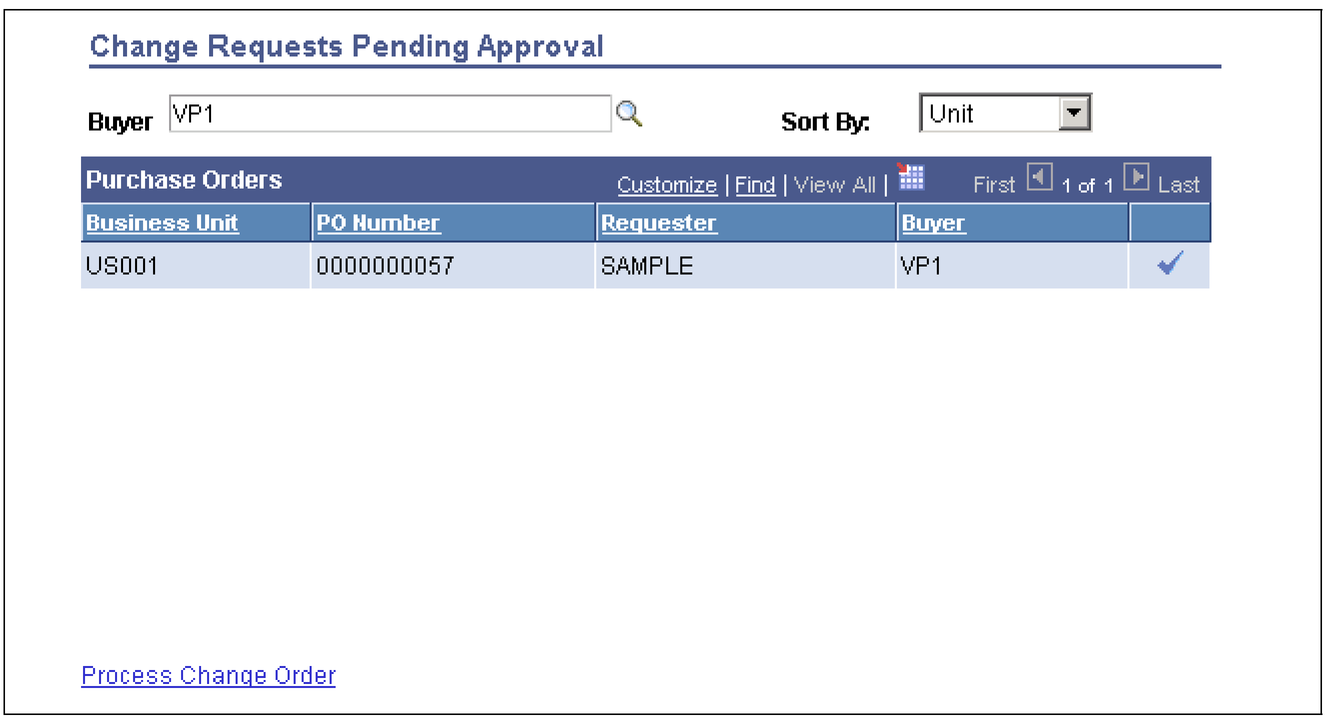
- View change requests that need approval.
- Review and approve change requests.

Pages Used to Approve Change Requests

Page Name	Object Name	Navigation	Usage
Change Requests Pending Approval	PV_CHNG_APPR_LIST	eProcurement, Buyer Center Click the Approve Change Requests link.	View a list of change requests that need approval. Only change requests with a status of *Pending Approval* appear on this page. To view a change request, you must be defined as a buyer on the requester's Purchase Order Authorizations page.
Change Request Details	PV_CHANGE_REQUEST	For supervisor approval, click the Worklist entry for the change request needing approval. For buyer approval, click the Change Approval button on the Change Requests Pending Approval page for an order that appears.	Both the supervisor and the buyer use this page for approval. The supervisor approves a change request if the unit price or quantity is increased. The buyer always approves a change request.

Viewing Change Requests That Need Approval

Access the Change Requests Pending Approval page.

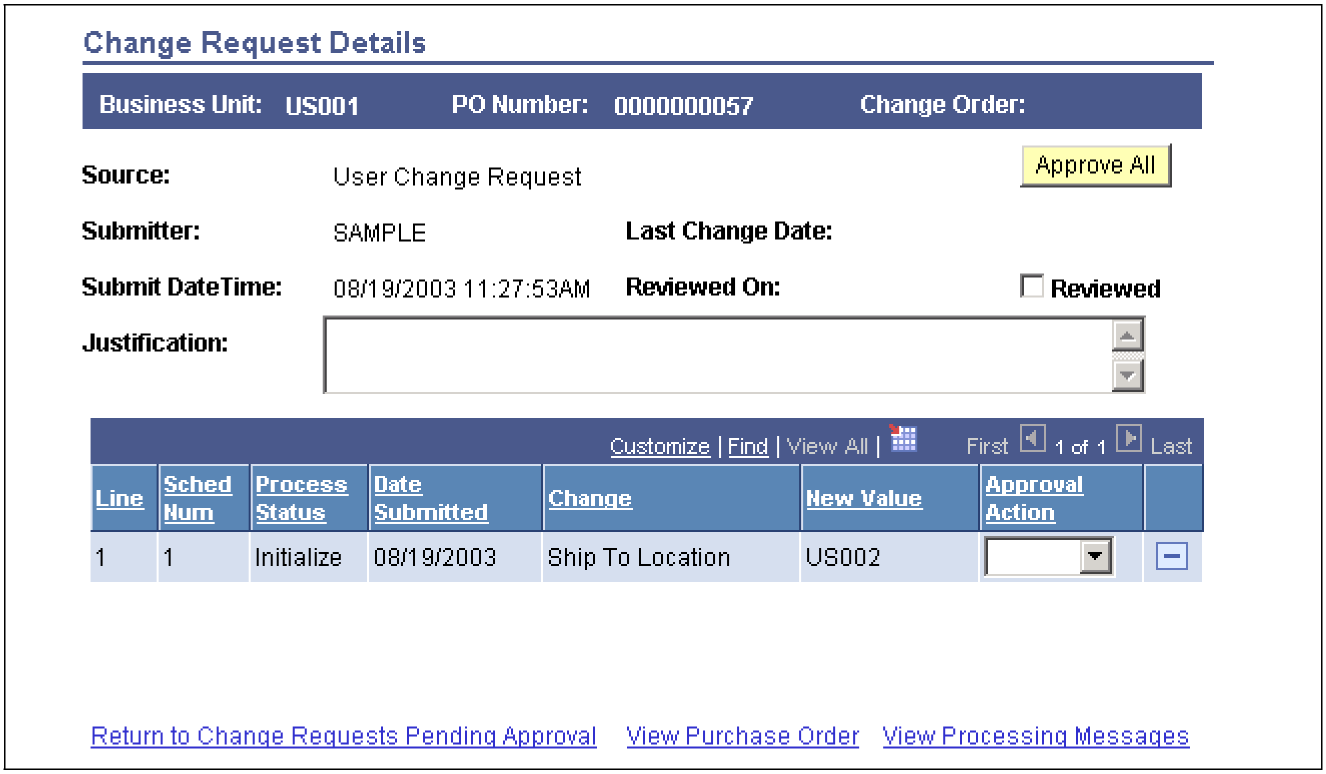


Change Requests Pending Approval page

Click the Change Approval button to select the Change Request Details page to approve or deny the change request.

Reviewing and Approving Change Requests

Access the Change Request Details page.



Change Request Details page

Reviewed — Select to indicate that the change request has been reviewed but not approved. Selecting this check box populates the current date in the Reviewed On field.

Justification — Displays the justification entered on the Change Request Justification Comments page when the change request was created.

Amount Approval — Displays the current status of this change request in requisition amount approval. When the unit price or quantity is increased, the change request could require amount approval workflow if it exceeds the threshold amount for approval. The status is *Pending, Denied,* or *Approved.*

Approval Action — Select *Approve* to approve all changes in this change request. Once the change request is approved, the Change Purchase Order process creates a change order to dispatch to the vendor.

Note. Save the page after indicating that a change request was reviewed or approved.

See Also

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, "Using Workflow and Managing Approvals"

Converting Change Requests to Change Orders

A change request must be converted to a change order to be sent to the vendor. A change order is a duplicate of the original PO sent to the vendor, but it includes the changes you are requesting.

To process approved change requests:

1. Run the Change Purchase Order process to convert the change requests to change orders.
2. Review the Change Order Message Log page for errors.
3. Run the PO dispatch process to dispatch the change order to the vendor.

   This is the standard dispatch process within PeopleSoft eProcurement that is used for all PO dispatching.

Pages Used to Process Change Requests to Change Orders

Page Name	Object Name	Navigation	Usage
PO Changes	RUN_PO_POCHNG	eProcurement, Administer Procurement, Run eProcurement Processes, Procurement Processes, Change Purchase Order	Run the Change Purchase Order process.
Change Order Message Log	PV_CHANGE_RQST_MSG	• eProcurement, Buyer Center, Approve Change Requests. • Click the Change Approval button. • On the Change Request Details page, click the View Processing Messages button.	Review error messages generated in the Change Purchase Order process. After you correct the change request, resubmit it to the Change Purchase Order process.
Dispatch Purchase Orders	RUN_DISP_POPO005	eProcurement, Administer Procurement, Run eProcurement Processes, Procurement Processes, Dispatch Purchase Orders	Run the PO Dispatch/Print process (POPO005) and dispatch POs.

CHAPTER 16

Receiving Stock and Returning Items to Vendors

This chapter provides an overview of receiving stock and discusses how to:

- Receive stock as a casual user.
- Return items to a vendor.
- Receive stock as a power user.

Understanding Receiving Stock

This section discusses:

- Common elements used in this chapter.
- Stock receipt.
- Items received by amount.
- Receipt notification workflow.
- Options for receiving stock.

Common Element Used in This Chapter

Receipt Status

Select from these values:

Open: The receipt is being entered into the system and has not yet been saved, or the receipt has been entered and saved, but might be missing required information.

Received: The receipt has been entered and saved.

Hold: A power user has put the receipt on hold.

Moved: The necessary items in the receipt have been successfully passed to PeopleSoft Asset Management, PeopleSoft Inventory, or PeopleSoft Enterprise Manufacturing (if those applications are installed).

Complete: The receipt has finished all steps and is closed.

Cancelled: The receipt was entered and saved, but then canceled. A cancellation cannot be reversed.

Stock Receipt

When you enter a requisition, PeopleSoft eProcurement processes it, places it on a purchase order, and sends (dispatches) it to the vendor. If PeopleSoft Inventory is installed, the requisition might come from the warehouse stock instead of from a vendor. When you receive the requested items, you record the receipt, which enables the buyers to track the quality and promptness of vendors.

PeopleSoft assigns a receipt ID to each saved receipt. Because there is not a one-to-one ratio between purchase orders and receipts—a purchase order might have multiple receipt IDs due to multiple shipments, or a shipment might have multiple purchase orders—this ID is stored separately from the dispatched purchase order or the original requisition. If PeopleSoft Payables is installed, a process matches the receipts to the purchase orders (to confirm that the goods were shipped) before the vendor is paid.

Note. To record a receipt before the accounts payable department can pay the vendor, select *Receiving Required* for the item.

Items Received by Amount

A receipt is usually recorded based on the quantity that is received. However, you can also receive by amount in PeopleSoft eProcurement. This feature is particularly useful if you order and receive services.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Receiving Shipments,” Receiving Items by Amount

Receipt Notification Workflow

PeopleSoft eProcurement enables requesters to record the receipt of their own goods. Because some requesters do not record their receipts promptly, the workflow process for receipt notification reminds requesters to receive their goods. If PeopleSoft Payables records the voucher (vendor’s invoice) for the purchase order but no receipt is entered, workflow inserts a reminder in the To Do List of the requester.

See Also

Chapter 3, “Determining eProcurement Technical Implementation Options,” Maintaining System Users and Roles, page 37

Options for Receiving Stock

After a purchase order is dispatched, the vendor ships the stock. When the stock arrives at the location, use the receiving area to record the receipt. PeopleSoft eProcurement offers several options for receiving stock:

Casual user receiving The default setting. Items are delivered directly to a casual user’s desk or area without being routed through the central receiving department. For example, a Federal Express shipment is delivered directly to you or an assistant. To enter the receipt, the user opens the original requisition and links to the requisition’s purchase order. The user then records the receipt on a simplified form.

Casual user receiving with edit and cancel privileges A casual user can also be granted privileges to edit and cancel receipts and to override a vendor’s return address. To have these privileges, the casual user’s roles must contain a user role that is included under RECV_CASUAL_ALL on the eProcurement Role Actions page.

When requesters or users are assigned to either the RECV_CASUAL or the RECV_CASUAL_ALL role actions, they can only receive against PO lines that they created. For example, if after the original requisition is sourced to a PO and someone else creates a new PO line afterward, the requester won't be able to receive against the newly added PO line. Only if the requester creates the new PO line, either by sourcing a new requisition line to the existing PO or by creating a change request using the Manage Requisitions page, can she subsequently receive against the new PO line.

Receiving by Ship To Location A casual user can be set up to receive all items shipped to a ship to location specified as the Default Ship To location in the Receiver Setup page.

No receiving privileges To prevent the casual user from having access to the receiving area of PeopleSoft eProcurement, the roles must contain a user role that is included under NO_CASUAL_RECV on the eProcurement Role Actions page.

Power receiving A power user is an individual in the receiving department or a purchasing professional who receives items by using the receiving pages in PeopleSoft Purchasing. The power user selects the purchase order and creates the receipt. The power user can also record a receipt without a purchase order. To be a power user, the roles must contain a user role that is included under RECV_POWER on the eProcurement Role Actions page.

See Also

Chapter 3, "Determining eProcurement Technical Implementation Options," Maintaining System Users and Roles, page 37

Receiving Stock As a Casual User

This section discusses how to:

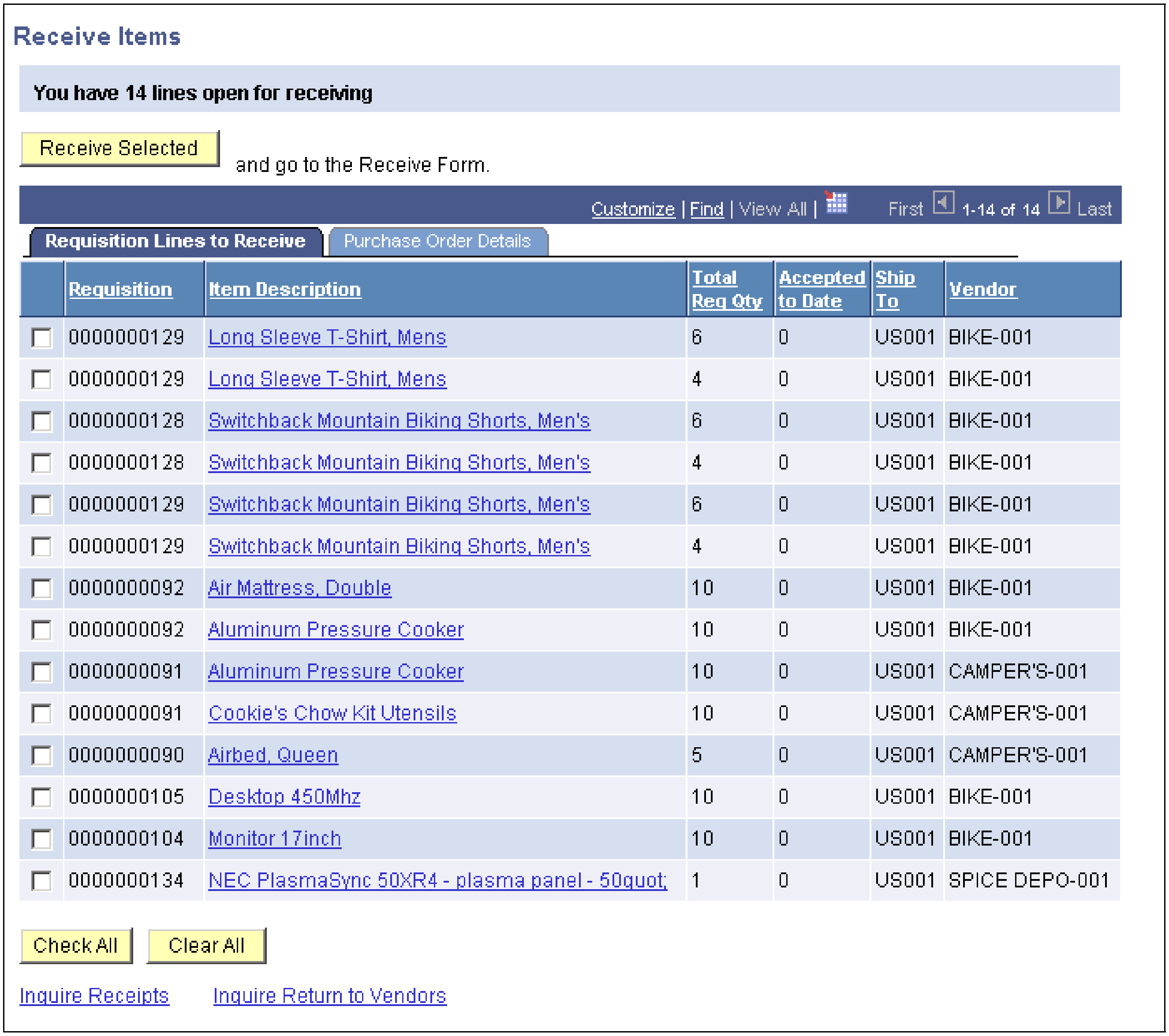
- Select items to receive.
- Add or change a receipt.
- Reject a shipment.
- Review or add asset information to an item.
- Generate tag numbers.
- Generate serial numbers.
- Enter the location for an item.
- View recorded receipts.

Pages Used to Receive Stock As a Casual User

Page Name	Object Name	Navigation	Usage
Receive Items	PV_PO_PICK_ORDERSC	eProcurement, Receive Items	Select items to receive.
Receive	PV_RECV_WPO	eProcurement, Receive Items Select items to receive, and then click the Receive Selected button.	Add or change a receipt.
Reject Shipment	PV_RECV_REJECT	Click the Reject Shipment link on the Receive page.	Reject a shipment.
Line Details	PV_RECV_WPO_DETAIL	Click the Details button on the Receive page.	View more information about the item, all receipts from this requisition, and the purchase order that is used.
Shipment Condition	PV_RECV_COMMENT	Click the Comments button on the Receive page.	Enter or review the condition of the shipment when it arrived at the location.
Asset Management Information	PV_RECV_WPO_AM	Click the Asset Mgmt (asset management) button on the Receive page.	Review or add asset information to an item. **Note.** This page is used only when the item is an asset item.
Generate Tag Numbers	PVRECV_AUTO_SERIAL	Click the Tag Numbers link on the Asset Management Information page.	Generate a sequence of tag numbers that are to be applied to each asset line. **Note.** Only available when using PeopleSoft Asset Management.
Generate Serial Numbers	PVRECV_AUTO_SERIAL	Click the Serialize link on the Asset Management Information page.	Generate serial numbers. **Note.** Only available when using PeopleSoft Asset Management.
Inventory Putaway Information	PV_RECV_WPO_PTWY	Click the Putaway Items button on the Receive page.	Enter the location of an item.
Inventory Item Information	PV_RECV_INV_ITEMS	Click the Inventory Item Info link on the Inventory Putaway Information page.	View the inventory information that is defined for this item on the Item Definition page.
Storage Location Search	PV_RECV_STOR_SRCH	Click the Search button on the Inventory Putaway Information page.	Search for a material storage location in PeopleSoft Inventory, where you can put the received items.
Manage Receipts	PV_RECV_UPDATE_REC	Click the Inquire Receipts link on the Receive page.	View recorded receipts. Add details, return items to vendor, or cancel a receipt.

Selecting Items to Receive

Access the Receive Items page.



Receive Items

You have 14 lines open for receiving

Receive Selected and go to the Receive Form.

Customize | Find | View All | First 1-14 of 14 Last

Requisition Lines to Receive | Purchase Order Details

	Requisition	Item Description	Total Req Qty	Accepted to Date	Ship To	Vendor
☐	0000000129	Long Sleeve T-Shirt, Mens	6	0	US001	BIKE-001
☐	0000000129	Long Sleeve T-Shirt, Mens	4	0	US001	BIKE-001
☐	0000000128	Switchback Mountain Biking Shorts, Men's	6	0	US001	BIKE-001
☐	0000000128	Switchback Mountain Biking Shorts, Men's	4	0	US001	BIKE-001
☐	0000000129	Switchback Mountain Biking Shorts, Men's	6	0	US001	BIKE-001
☐	0000000129	Switchback Mountain Biking Shorts, Men's	4	0	US001	BIKE-001
☐	0000000092	Air Mattress, Double	10	0	US001	BIKE-001
☐	0000000092	Aluminum Pressure Cooker	10	0	US001	BIKE-001
☐	0000000091	Aluminum Pressure Cooker	10	0	US001	CAMPER'S-001
☐	0000000091	Cookie's Chow Kit Utensils	10	0	US001	CAMPER'S-001
☐	0000000090	Airbed, Queen	5	0	US001	CAMPER'S-001
☐	0000000105	Desktop 450Mhz	10	0	US001	BIKE-001
☐	0000000104	Monitor 17inch	10	0	US001	BIKE-001
☐	0000000134	NEC PlasmaSync 50XR4 - plasma panel - 50quot;	1	0	US001	SPICE DEPO-001

Check All Clear All

Inquire Receipts Inquire Return to Vendors

Receive Items page

For a requisition line to appear on this page, the item must have been placed on a purchase order and dispatched to the vendor. You can view the requisitions that you entered and those that were purchased for you. When the entire quantity of the item has been received, the requisition line no longer appears on this page.

Requisition Lines to Receive Tab

Receive Selected

Click to receive the requisition lines you that you select on this page. The system displays the Receive page where you can make changes to the receipt quantity, review requisition details, and add comments.

Requisition

Select the check box to the left of the line, and click Receive Selected to display the Receive page.

Item Description	Click to access the Item Description page where you can review item details and an item image, if it's available.
Total Req Qty (total requested quantity)	Displays a quantity only if one of the lines was over received and a return to vendor (RTV) was created to return the excess stock. This is the quantity that you expect to receive (the requisition quantity or the overage amount).
Accepted to Date	Displays the number of items that have been accepted to date.
Ship To	Displays the business unit to which the requisition item is going to be shipped.
Vendor	Displays the vendor who is supplying the item.
Inquire Receipts and **Inquire Return to Vendors**	Click to display previously recorded receipts or RTVs for the requisitions. This information verifies that a receipt form or an RTV has been entered for this shipment.

Warning! Do not change the RTV Adjust Sourcing option after transactions have been recorded in PeopleSoft eProcurement. If you change this option, it may alter the quantities that appear so that they become inconsistent in the PeopleSoft eProcurement receiving and RTV transactions.

Purchase Order Details Tab

Select the Purchase Order Details tab.

PO Qty (purchase order quantity)	Displays the quantity for this PO.
Recv Reqd (receiving required)	Displays *Y* (yes) or *N* (no) to indicate whether the item requires receiving in order to pay the vendor for the goods. You do not need to enter a receipt for any item that is marked with an *N*.

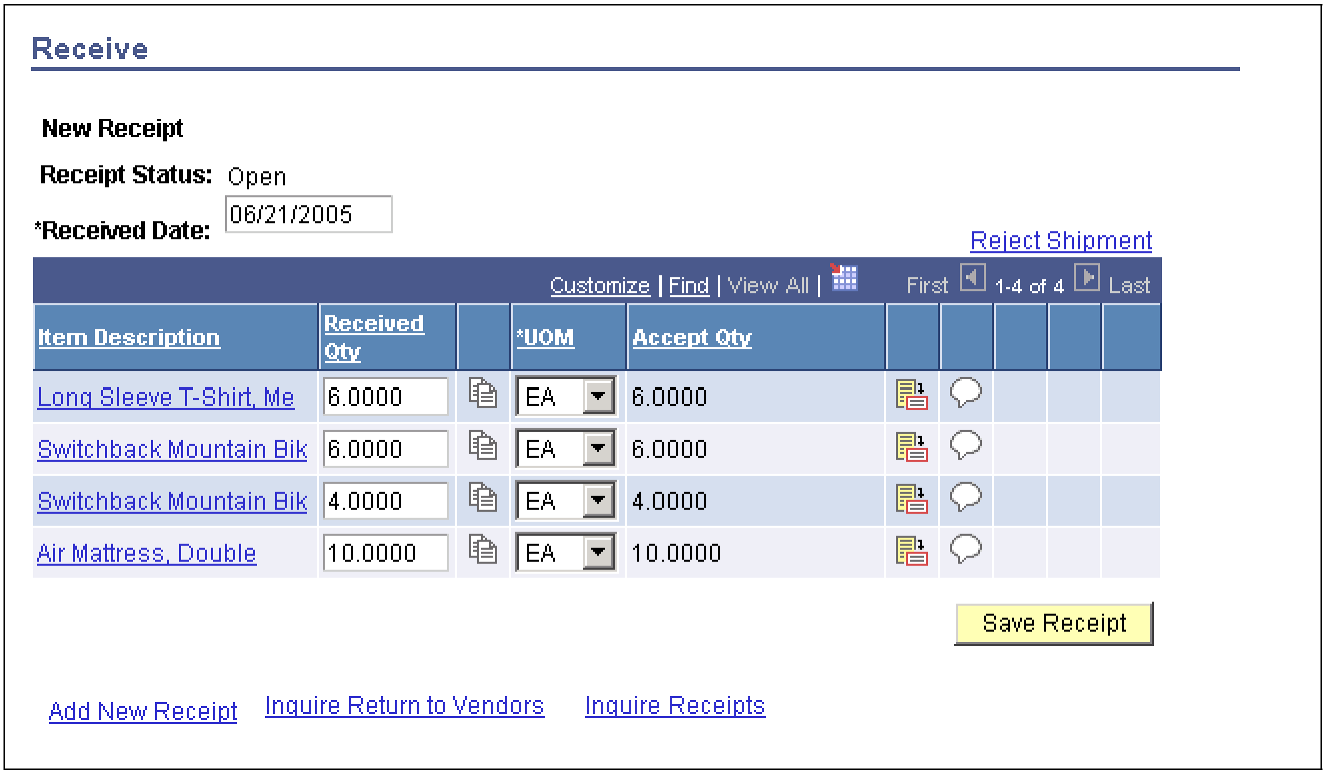
See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options," Establishing Purchasing Options

Chapter 13, "Dispatching Purchase Orders in PeopleSoft eProcurement," page 295

Adding or Changing a Receipt

Access the Receive page.



Receive page

Add a new receipt of one or more purchase order lines and reject and inspect received quantities. Before creating a receipt, verify that the purchase order was dispatched.

Receipt No (receipt number) or **New Receipt** — Displays the receipt ID that was assigned when the receipt was entered. If you are adding a new receipt, the words *New Receipt* appear until the page is saved. Then a receipt ID is assigned automatically.

Received Date — Enter the date that the shipment arrived. The default is today's date, but you can change it if the shipment arrived earlier.

Reject Shipment — Click to access the Reject Shipment page, where you can reject some or all of the items that are sent to you.

Item Description — Click this link to view a detailed description and picture (if available) of the item.

Received Qty (received quantity) — Enter the quantity of the items that you received.

Clone Quantity — Click the Clone Quantity button to copy the received quantity from one line to all other lines on this form. This button saves data entry steps when you have many line items.

UOM (unit of measure) — Select the type of unit by which the item was shipped to you. For example, by box, each, and so on.

Accept Qty (accept quantity) — Displays the number of items that you are accepting. If you do not reject any items by selecting the Reject Shipment link and entering the quantity that you are rejecting on the Reject Shipment page, the system assumes that you are accepting all of the items that you received. If you rejected any items, the system automatically calculates the accepted quantity when you click OK.

Click the Details button to access the Line Details page, where you can view more data about the item, the purchase order that you are receiving, and the previous and current receipts.

Click the Comments button to access the Shipment Condition page, where you can record the quality of the shipment. The purchasing department can use this information to detect problems with vendor quality.

Asset Management

Click the Asset Management button to access the Asset Management Information page, where you can view or change the fixed asset information, such as serial ID and asset profile ID. This button appears only if the item is designated as a fixed asset for PeopleSoft Asset Management.

Putaway Items

Click the Putaway Items button to access the Inventory Putaway Information page, where you can view or change the inventory information, such as serial ID and warehouse location. This button appears only if the item is designated as a PeopleSoft Inventory item.

Click the Device Tracking button to access the Device Tracking page.

Inquire Receipts

Click this link to access the Manage Receipts page, where you can view a list of requisitions, receipt numbers, received date, purchase order IDs, received quantity, and status of receipts.

Inquire Return to Vendors

Click this link to access the Manage Return to Vendors page, where you can view a list of vendors from which you have canceled orders, closed orders, open orders, or shipped orders.

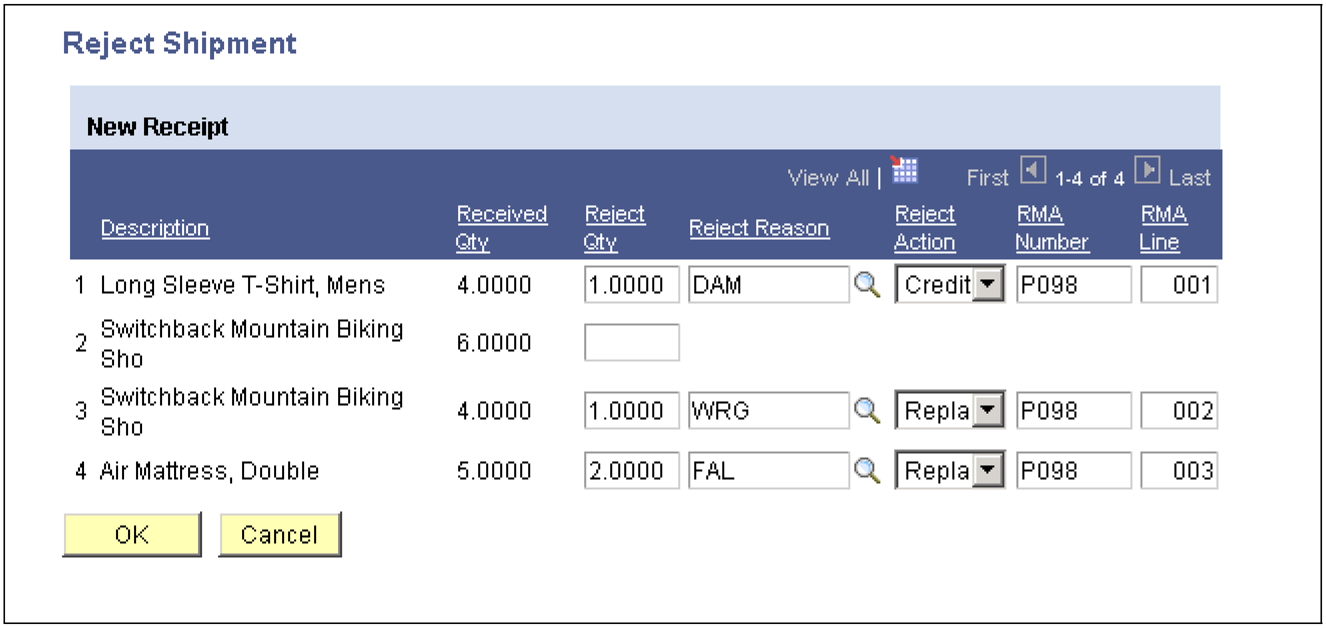
See Also

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, “Working with Items,” Using Device Tracking

PeopleSoft Enterprise Inventory 8.9 PeopleBook, “Receiving and Putting Away Stock”

Rejecting a Shipment

Access the Reject Shipment page.



Reject Shipment page

Reject some or all of the items that you are recording in this receipt by entering information about each item that you are rejecting.

Reject Qty (reject quantity) — Enter the quantity of the item that you are rejecting. This can be all or part of the quantity that was delivered to you (Received Qty). When you enter a quantity and move out of the field, the remaining fields on this page are available for entry.

Reject Reason — Select the reason why you are rejecting the items.

Reject Action — Select how you want the vendor to correct the mistake. This is an information field; to return stock to the vendor, use the Return to Vendor page.

RMA Number (return material authorization number) and **RMA Line** (return material authorization line) — Enter the return material authorization number and line number that the vendor provided

Reviewing or Adding Asset Information to an Item

Access the Asset Management Information page.

Tag Numbers — Click to access the Generate Tag Numbers page, where you can generate asset tag numbers. The quantity on the distribution must be 1 to enter a tag number. This information becomes available on the Asset Information page after the asset data has been passed on to asset management.

Serialize — Click to access the Generate Serial Numbers page, where you can generate serial numbers.

Insert Non-Serial Row — Click to distribute nonserialized item rows to different asset management custodians and locations. This generates another asset row for the same asset management (AM) unit. If you split the AM quantity, you must reduce the earlier AM quantities for this unit. The total AM quantity for this unit must match the total quantity that you've accepted. When an item is inventory-related, you can't split a quantity of one for a serialized row.

Next Asset ID: Click to assign a temporary value of *AUTO-ASSIGN* as the line item's asset ID value. This value is replaced with the next available asset ID value when you save the receipt.

AM Unit (asset management unit): Displays the PeopleSoft Asset Management business unit, where the item is capitalized.

CAP Sequence (capital acquisition planning sequence): Displays the sequence number for the capital acquisition plan.

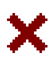
Cost Type: Enter the cost type code for the receipt item if applicable. Cost types represent different components of the cost of an asset, such as materials, labor, and overhead. For example, you can differentiate between the cost of building an asset and its market value by allocating the cost of production to one cost type and the margin of profit to another cost type.

Cost type, combined with the asset category and transaction code, determines the general ledger accounts into which the costs are entered.

Sel (select): Select to display the Insert Non-Serial Row button if you want to distribute nonserialized item rows to different asset management custodians and locations.

Seq (sequence): Displays the receiving distribution sequence number that is associated with the selected asset row.

Quantity: Enter the item quantity that is being distributed on the selected distribution sequence.



Click the Cancel Row button to cancel this asset schedule information. If the receipt has not been interfaced, this asset row is not interfaced and is deleted during receipt interface processing. If the receipt is interfaced, a retire asset transaction is passed to PeopleSoft Asset Management.

Generating Tag Numbers

Access the Generate Tag Numbers page.

Note. The Multiplier algorithm uses the first number sequence from the right end of the start number to use as the number to increment. For example: NB-8000-001-ABC would use 001 as the first number sequence, not 8000.

Overwrite existing numbers: Select to overwrite existing tag number information from the Asset Management Information page with the values that you have entered on this page.

Generating Serial Numbers

Access the Generate Serial Numbers page.

Use this page to generate a sequence of serial IDs that are to be applied to each item.

The fields on this page are the same as the fields on the Generate Tag Numbers page, except that they are for serial numbers.

Entering the Location for an Item

Access the Inventory Putaway Information page.

Enter or review the location in PeopleSoft Inventory where this item will be placed; record serial and lot IDs. If the item that you are receiving was marked as a PeopleSoft Inventory item (and PeopleSoft Inventory is installed), use this page to record the information that is required to put the item in inventory. The default information appears from the item definition. Change this information only if you are storing the item in a different inventory location.

Status	Displays the receipt status. If the status is *Open* or *Received,* you can change the inventory distribution information that follows. If the status is *Moved, Complete,* or *Cancelled,* you cannot change that information.
Lot IDs	Click to access the Generate Lot ID page, where you can generate lot numbers. This link appears only if the item is lot-controlled.
Serial IDs	Click to access the Generate Serial Numbers page, where you can generate serial numbers. This link appears only if the item is serial-controlled.
Insert Non-Serial Row	Click to split out nonserialized item row quantities to different putaway locations. This generates another putaway row for the same PeopleSoft Inventory business unit. You must reduce the earlier putaway quantities for this unit if you split a putaway. The total putaway quantity for this unit must match the total quantity that you've accepted. When an item is inventory-related, you cannot split a quantity of one for a serialized row.
Distribution Line Number	Displays the distribution line number. The distribution level of the purchase order records the internal location where the stock is to be delivered.
Consigned	Select if the stock is defined as consigned goods. The costs of consigned goods are not recorded until the item is used or shipped.
Non-Owned Item	Select if the stock is defined as not owned. The costs of non-owned goods are not recorded unless they are also marked as consigned goods.
Location Code	Displays the delivery location within the shipment address to which this stock should go.

You can view and change item information and location in the inventory warehouse.

Sel (select)	Select to display the Insert Non-Serial Row button if you need to insert a nonserial row number for this row.
Quantity	Enter the quantity for this row. The total of all the rows must equal the accept quantity on the Receipt Form.
Expire Dte (expire date)	Displays the date that the stock expires. The default date is based on the item definition; you can change it.
Area	Displays the storage area of the inventory warehouse where this item will be stored. The default information here is based on the item defaults. You can change the value.

Search

Click the Search button to access a search page, where you can select the material storage location for the item in the inventory warehouse.

Lev 1, Lev 2, Lev 3, Lev 4 (level 1, level 2, level 3, level 4)

Displays the levels of the inventory warehouse (subdivisions of the Area field) in which this item will be stored. The default information is based on the item defaults. You can change the value. If PeopleSoft Inventory does not use this field, it may be blank.

Container

Enter the container ID if the inventory system uses container management (license plating). This ID can also be assigned later in PeopleSoft Inventory.

See Also

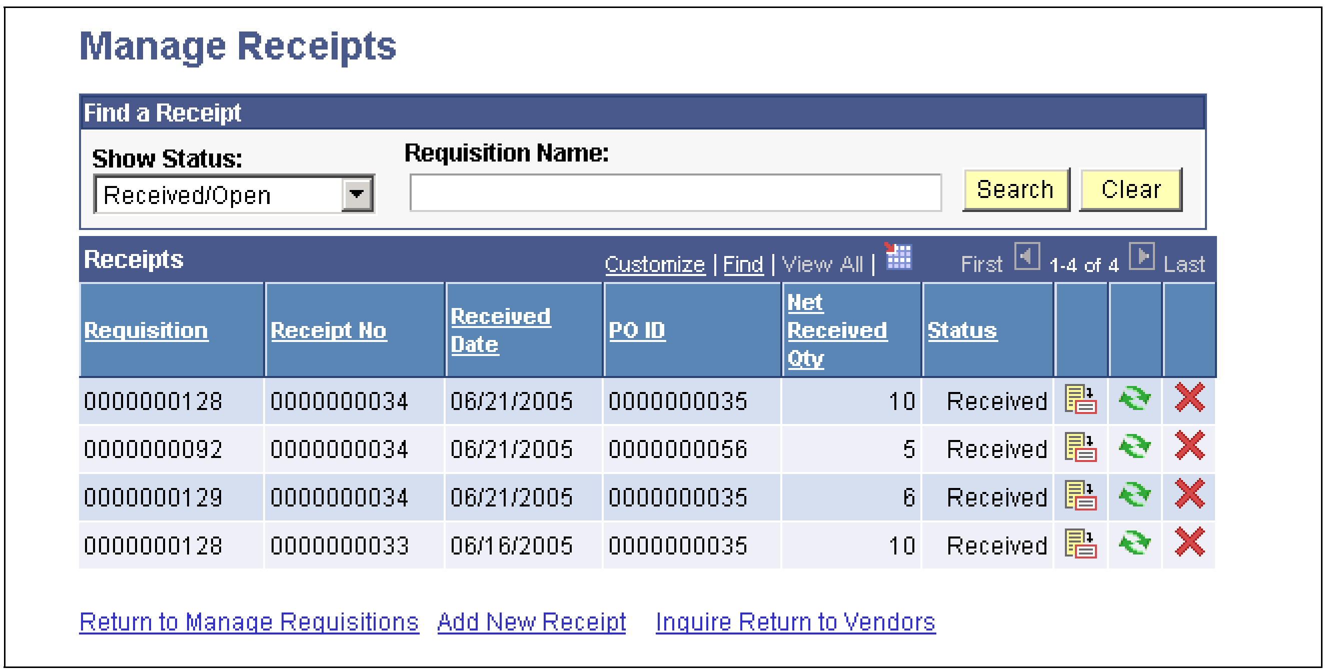
PeopleSoft Enterprise Inventory 8.9 PeopleBook, "Receiving and Putting Away Stock"

PeopleSoft Enterprise Inventory 8.9 PeopleBook, "Managing Consigned Purchases Inventory"

PeopleSoft Enterprise Inventory 8.9 PeopleBook, "Structuring Inventory," Defining and Maintaining Material Storage Locations

Viewing Recorded Receipts

Access the Manage Receipts page.


Manage Receipts

Find a Receipt

Show Status: Received/Open

Requisition Name:

Search Clear

Receipts Customize | Find | View All | First 1-4 of 4 Last

Requisition	Receipt No	Received Date	PO ID	Net Received Qty	Status			
0000000128	0000000034	06/21/2005	0000000035	10	Received			
0000000092	0000000034	06/21/2005	0000000056	5	Received			
0000000129	0000000034	06/21/2005	0000000035	6	Received			
0000000128	0000000033	06/16/2005	0000000035	10	Received			

Return to Manage Requisitions Add New Receipt Inquire Return to Vendors

Manage Receipts page

The maximum number of rows that are retrieved and that appear on this page can be defined on the eProcurement Installation Options page. If the search returns more than the defined number of rows, an error message appears.

Show Status

Select to view receipts with these statuses:

All: Receipts of any status.

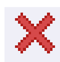
Closed/Cancelled: Receipts that have been closed or canceled. *Closed* indicates that the receipt has been completed. No further processing is required.

Moved: Receipts that have been entered, have passed all edits, and have been sent to PeopleSoft Inventory or Asset Management.

Received/Open: Receipts with the status *Open* or *Received*. This is the default status.

Click the Details button to access the Receive page, where you can view and change this receipt.

Click the RTV Setup button to access the Select Receipts to Return page, where you can enter the information that is needed to return the items to the vendor. If this button is unavailable, the item is a PeopleSoft Inventory or Asset Management item, and you must *Move* the status of the receipt before you can enter an RTV.



Click the Cancel button to access the Cancel Receipt page, where you can view a list of the items on the receipt and then either choose to cancel the receipt or return to the Manage Receipts page.

See Also

Chapter 3, "Determining eProcurement Technical Implementation Options," Setting Up PeopleSoft eProcurement Installation Options, page 24

Returning Items to Vendors

There are several business reasons for initiating a vendor return. You might receive defective materials, too many items, items that were shipped in error, or items that you no longer require. When you decide to return goods to the vendor, you must enter an RTV.

This section discusses how to:

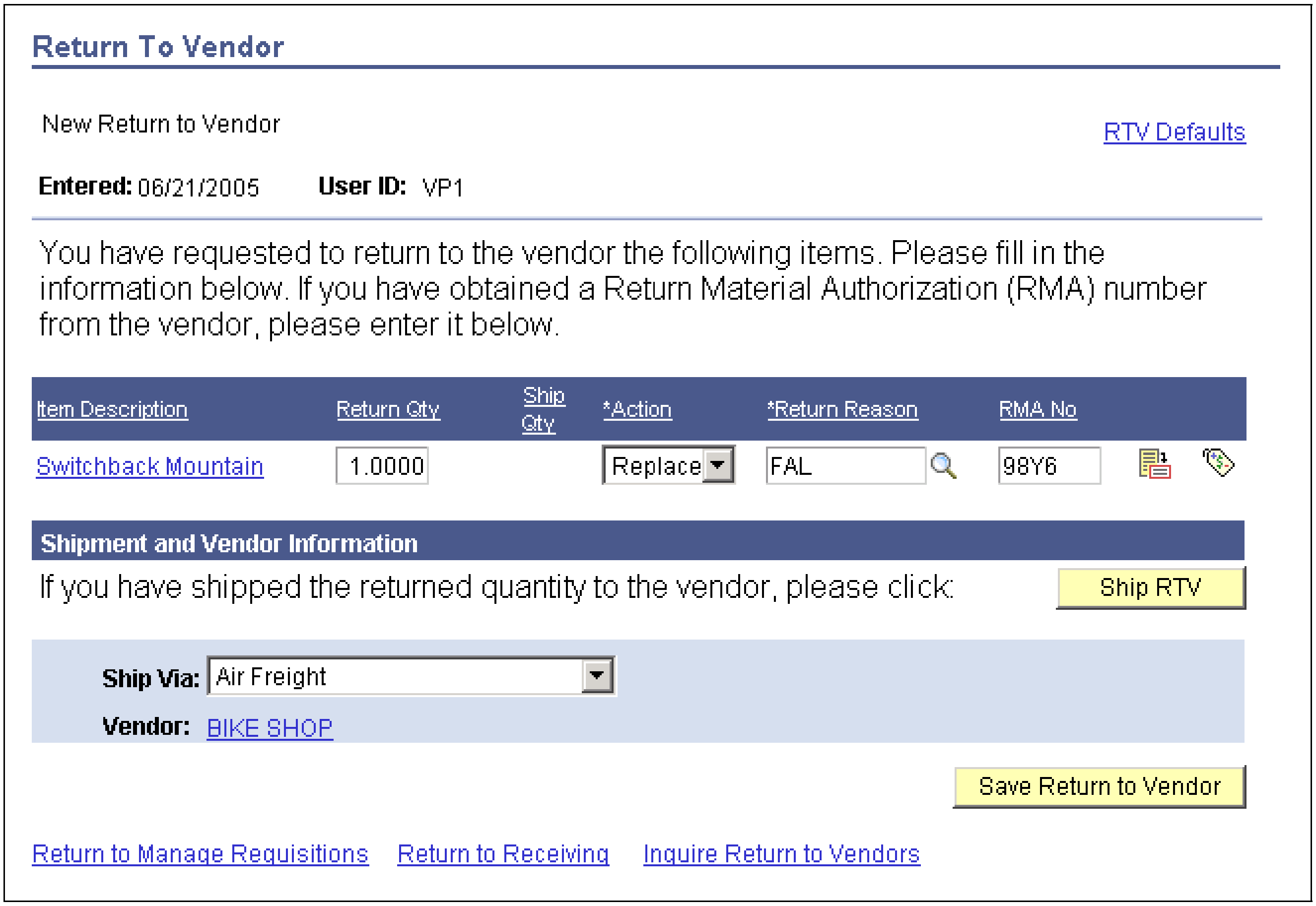
- Select receipts to return.
- Initiate a vendor return.
- View and change the vendor's ship to address.
- View recorded RTV entries.

Pages Used to Return Items to Vendors

Page Name	Object Name	Navigation	Usage
Return To Vendor	PV_RTV	eProcurement, Receive Items Select the Inquire Receipts link. Click the RTV Setup button. Click the Return to Vendor button at the top of the Select Receipts to Return page.	Initiate a vendor return.
Item Detail	PV_RTV_RECVDS_DISP , PV_RTV_ASSET_DISP , PV_RTV_PO_DS_DISP	Click the RTV Details button on the Return to Vendor page.	View information about a requisition, an item, and previous returns.
RTV Fees	PV_RTV_LN_FEE	Click the Return to Vendor Fees button on the Return to Vendor page.	Record fees that are incurred for returning items to the vendor, including restocking fees and other charges.
Vendor Address	PV_RTV_ADDR_DTL	Click the vendor link on the Return to Vendor page.	View or change the vendor's ship to address for this return. Use this page if the vendor has a return address that is different from the ordering address.
Manage Return to Vendors	PV_RTV_UPDATE_REQ	Click the Inquire Return to Vendors link on the Return to Vendor page.	View RTV entries that have been recorded under the user ID.

Initiating a Vendor Return

Access the Return To Vendor page.



Return To Vendor page

You can change the text that appears on this page by using the setup instructions for the Return to Vendor page.

Action

Select a reject action for the returned merchandise. The selection determines the selections for the other options on this page. Values are:

Credit (return for credit): The goods are to be returned to the vendor, and no replacement of these returned goods is requisitioned.

Exchange (return for exchange): You are returning the item, and you want a different item to be sent to you. This option triggers a PeopleSoft Workflow event to a buyer.

Replace (return for replacement): The returned materials will be received against the original purchase order again, after the vendor ships replacement goods for the returned items.

Click the RTV Details button to access the Item Detail page, where you can view information about this requisition and previous returns.

Click the Return To Vendor Fees button to access the RTV Fees page, where you can enter miscellaneous charges, such as restocking fees.

Ship RTV

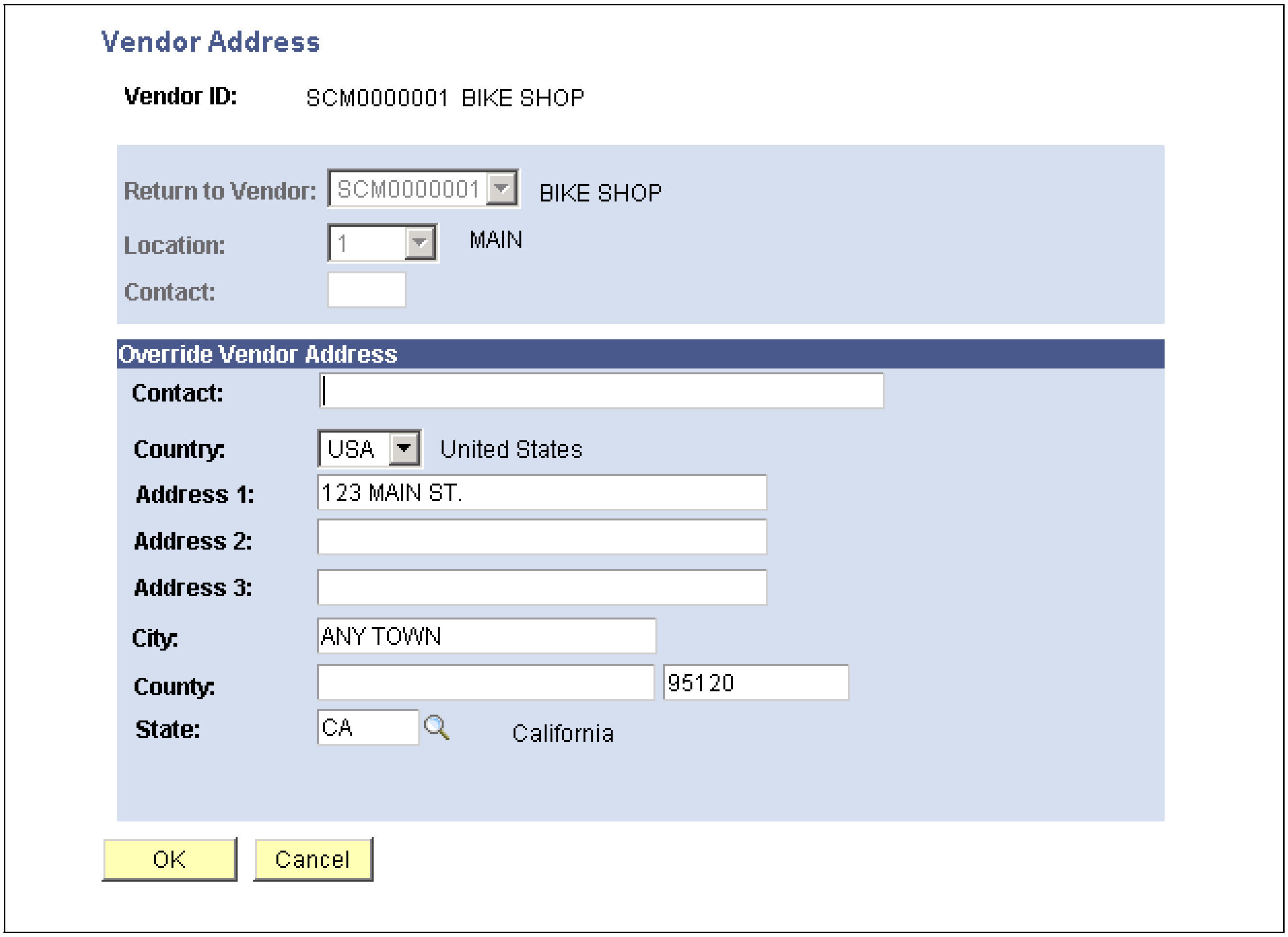
Click if you have shipped all the items on this page. This option sets the shipped quantity on the RTV to equal the return quantity and changes the RTV status to *Shipped.* The RTV status must have a status of *Shipped* before running the RTV Reconciliation process.

Ship Via Select the method of shipment that you are using to ship the stock back to the vendor.

Vendor Click this link to go the Vendor Address page.

Viewing and Changing the Vendor's Ship To Address

Access the Vendor Address page.



Vendor Address page

Note. To change the address, the roles must contain a user role that is included under RECV_CASUAL_ALL on the eProcurement Role Actions page.

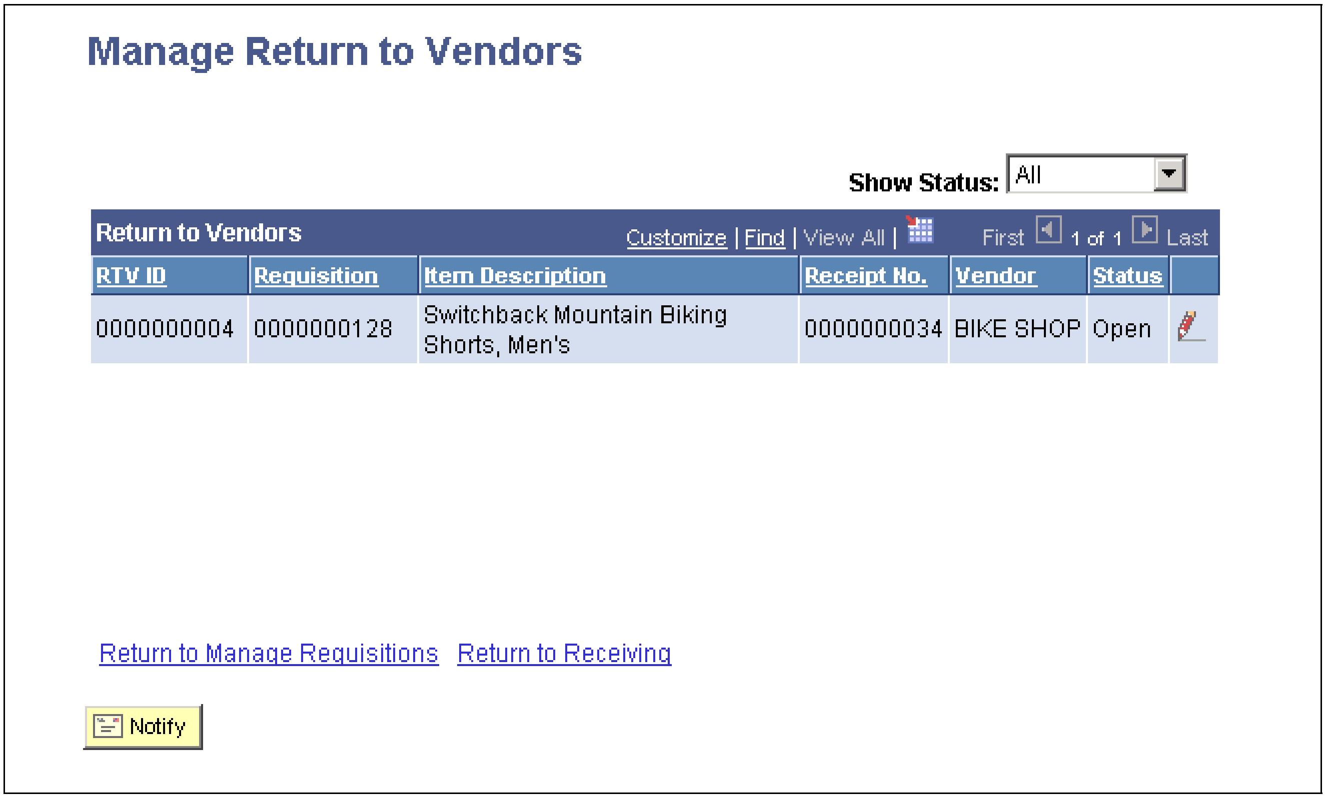
Return to Vendor, Location, and **Contact** Displays the default information from the vendor definition; you cannot change this information here.

See Also

Chapter 3, "Determining eProcurement Technical Implementation Options," Attaching Role Actions to User Roles, page 38

Viewing Recorded RTV Entries

Access the Manage Return to Vendors page.



Manage Return to Vendors page

Status

Displays the status of the RTV:

Open: The RTV form has been entered and saved.

Shipped: All lines on the return have been shipped. An RTV line item is considered shipped when the line's Ship Qty equals the Return Qty.

Closed: All lines on the return are complete. After a return is closed, you cannot change it.

Cancelled: The RTV has been canceled. You cannot change the RTV status to *Cancelled* if all items on the RTV have been shipped.

Click the Display RTV Information button to access the Return to Vendor page, where you can view the information about the original RTV form. If the RTV form status is *Open,* you can change the information.

Receiving Stock As a Power User

In PeopleSoft eProcurement receiving, a power user can perform more actions than a casual user. A power user has access to many PeopleSoft Purchasing pages that are designed for receiving department personnel.

This section discusses how to receive stock as a power user.

Pages Used to Receive Stock as a Power User

Page Name	Object Name	Navigation	Usage
eProcurement Role Actions	PV_ACTIONS	eProcurement, Administer Procurement, Maintain Users and Roles, eProcurement Role Action	Associate necessary roles with the eProcurement role action *RECV_POWER.*
Manage Receipts	PV_RECV_UPDATE	eProcurement, Receive Items	View recorded receipts.
Process Receipts	PV_RECV_PROCESS	eProcurement, Receive Items Click the Process Receipts link.	Choose how to process receipts.
Selected Receipts	RECV_INSPECT	eProcurement, Receive Items Click the Inspection link.	Select purchase orders that require inspection.
ASR Review, (advanced shipment receipts)	RECV_AOLN_EC	eProcurement, Receive Items Click the Review ASN Receipt link.	To review advanced shipment receipt notifications.
Manage Return to Vendors	PV_RTV_UPDATE	eProcurement, Receive Items Click the Inquire Return to Vendor link.	View RTV information, add an RTV, and reconcile an RTV.
RTV (return to vendor)	RTV	Click the Add RTV link on the Return to Vendor Roster page.	Enter return to vendor details, such as return quantities and source information.
RTV Reconcile	RUN_POC5000	Click the Reconcile RTV link on the Return to Vendor Roster page.	Run the RTV Reconcile process.
Select Purchase Orders	PO_PICK_ORDERS	eProcurement, Receive Items Click the Add New Receipt link.	Select purchase orders that require a receipt.
RTV	RTV	Click the Display RTV Information button on the Manage Receipts page.	Add a new receipt of one or more purchase order lines; reject and inspect received quantities. Before creating a receipt, verify that the purchase order was dispatched.
Activity	RECV_ACTIVITY	Click the Activities button on the Manage Receipts page.	Record comments about the receipt.
Delivery Location,	RECV_DELIVERY1	Click the Delivery Information button on the Manage Receipt page. Select the Delivery Location tab.	Record delivery locations.

Page Name	Object Name	Navigation	Usage
Location Comments	RECV_DELIVERY2	Click the Delivery Information button on the Manage Receipt page. Select the Location Comments tab.	Record location comments.
Ship To Comments	RECV_DELIVERY3	Click the Delivery Information button on the Manage Receipt page. Select the Ship To Comments tab.	Record ship to comments for the receipt.
ChartFields	RECV_ACCOUNT	Click the ChartFields button on the Manage Receipt page.	Change the way the shipment is charged to the accounting records.
Landed Cost Manual Close	CM_LC_MANU_CLOSE	Click the Manual Close Landed Cost button on the Manage Receipt page.	Calculate the actual cost of the item.

Viewing Recorded Receipts

Access the Manage Receipt page.

You can view previously recorded receipts, add new receipts, or update details, comments, delivery information, and ChartField information. The receipt list displays all receipts that have been created for a user ID. Each row represents a separate line of the receipt so that you can see each item that has been received. If more than one item was received on the same receipt number, the same receipt number appears in multiple rows.

The roles must contain a user role that is included under RECV_POWER on the eProcurement Role Actions page.

Business Unit	Enter the PeopleSoft eProcurement business unit that was used to enter the receipts that you want to appear.
PO Unit (purchase order business unit)	Enter the Purchasing business unit that was used to enter the receipts that you want to appear.
Add New Receipt	Click to access the Pick Purchase Order page in PeopleSoft Purchasing, where you can select the purchase order to receive.
Process Receipts	Click this link to access the Marketplace Processes page, where you can access the receiving process in PeopleSoft Purchasing.
Inspection	Click to record inspection results. Some items require a separate inspection step. If you receive one of these items, click this link to access the Select Receipt page in PeopleSoft Purchasing, where you can find the receipt and record the results of the inspection.
Review ASN Receipt (review advanced shipment notification receipt)	Click this link to access the Advanced Shipment Receipt - ASR Review page in PeopleSoft Purchasing, where you can review the receipts that were created by the Advanced Shipment Notification (ASN). The receipt might be the ASN, which is sent by the vendor.
Inquire Return To Vendors	Click to access the Return to Vendor For a Casual User page, where you can view the current RTV forms.

Click the Details button to access the Receiving page in PeopleSoft Purchasing, where you can view and change this receipt.

Click the Activities button to access the Receipt Activity and Comment - Activity page for receipts, where you can review or change comments about the receipt.

Delivery Information

Click the Delivery Information button to access the Delivery - Delivery Location page in PeopleSoft Purchasing. Here you can review and enter receiving information related to shipping details, such as carrier and packing slip ID.

ChartFields

Click the ChartFields button to access the Receipt ChartFields - ChartFields page for receipts in PeopleSoft Purchasing, where you can view the accounting entries made at the time of receipt. This displays you the chart of the accounts that are used to record this receipt; for example, expense and inventory stock.

Manual Close Landed Cost

Click the Manual Close Landed Cost button to access the LC Manual Close page in PeopleSoft Purchasing, where you can manually close receiver line charges.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Receiving Shipments”

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Receiving Shipments,” Working with Landed Costs on Receipts

APPENDIX A

Delivered Workflows for PeopleSoft eProcurement

This appendix discusses delivered workflows for PeopleSoft eProcurement.

See Also

PeopleTools PeopleBook: PeopleSoft Workflow

PeopleTools PeopleBook: Using PeopleSoft Applications

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, "Using Workflow and Managing Approvals"

Chapter 12, "Using the Buyer Center," page 269

Chapter 15, "Using Change Requests and Change Orders," page 339

Delivered Workflows for PeopleSoft eProcurement

This section discusses PeopleSoft eProcurement workflow. The workflows are listed alphabetically by workflow name.

Change Request Approval

This section discusses the Change Request Approval workflow.

Description

Event	A requester submits a change request that involves an increase in the scheduled quantity, price, or both. The requisition is submitted with changed values. **Note.** This approval workflow requires that you use the Maintain Workflow feature to set up roles and steps for use with the approval process.
Action	The system routes the change request to an approver for approval or denial.
Notification Method	Email and Worklist.
Email Template	Req Change Rqst Approval Rting.

Change Request Approved

This section discusses the Change Request Approved workflow.

Description

Event	An approver approves the change request.
Workflow Action	The system marks the change request as approved and routes it to a buyer for approval or denial.
Notification Method	Email and Worklist.
Email Template	Req chng rqst approved.

Change Request Buyer Approval

This section discusses the Change Request Buyer Approval workflow.

Description

Event	A requester submits a change request that does not involve a change in the scheduled quantity or price. The requisition is submitted with changed values.
Action	The system triggers the PV_PO_CHNG_REQST and using the change request notification activity PV_CHNG_APPRV to send the change request for approval or denial.
Notification Method	Worklist.

Change Request Denied

This section discusses the Change Request Denied process.

Description

Event	An approver denies the change request.
Action	The system marks the change request as denied, ending the workflow process.
Notification Method	Email and Worklist.
Email Template	Req Chng Reqst denied.

Procurement Card Request Workflow

Use the Request Procurement Card page to request procurement cards for PeopleSoft eProcurement. After you enter information and save the page, workflow routes the procurement card to the correct authority for approval.

Note. There is no set up needed for PeopleSoft eProcurement's procurement card request workflow process.

When using PeopleSoft Workflow to approve procurement card requests:

1. A requester who wants a procurement card fills out the Request Procurement Card page.
2. After the page is saved, a workflow event triggers the PV_CC_REQUEST business process.
3. PeopleSoft Workflow inserts a Worklist item in the To Do List of the user assigned on the User Profile - Roles page to the workflow role of administrator.

4. When the administrator selects the Worklist entry on the To Do List, the Employee Profile - Card Data page opens.
5. The administrator can add additional information and save (or cancel) the profile.

Requisition Approval

This section discusses the Requisition Approval process.

Description

Event	A requester submits a requisition, or submits and approves a requisition if self approval is in place.
Action	The system routes the requisition for further approval, if necessary.
Notification Method	Email and Worklist.
Email Template	Requisition Approval.

Requisition Approval Error

This section discusses the Requisition Approval Error process.

Description

Event	An approval workflow error occurred in the approval routing. This can occur as a result of the approval process configuration or because of approval rules or criteria violations.
Action	The system routes the requisition to the administrator for resolution.
Notification Method	Email and Worklist.
Email Template	Requisition Approval Error.

Requisition Approved

This section discusses the Requisition Approved process.

Description

Event	The requester approves the requisition and no further approvals are required.
Workflow Action	The system marks the requisition as approved.
Notification Method	Email.
Email Template	Requisition Approved.

Requisition Denied

This section discusses the Requisition Denied process.

Description

Event	An approver denies the requisition header.
Action	The system marked the requisition as denied, and stops the workflow process.
Notification Method	Email.
Email Template	Requisition Denied.

Requisition Escalation

This section discusses the Requisition Escalation process.

Description

Event	An approver has not responded to a requisition within the allotted time.
Action	The system notifies the approver and the approver's supervisor and routes the requisition to the step.
Notification Method	Email and Worklist.
Email Template	Requisition Escalation.

Requisition Line Approval

This section discusses the Requisition Line Approval process.

Description

Event	A requester submits a requisition for approval, or an approver approves the requisition line.
Action	The requisition line is routed for further approval.
Notification Method	Email and Worklist.
Email Template	Requisition Line Approval.

Requisition Line Approved

This section discusses the Requisition Line Approved process.

Description

Event	A requester or approver approves a requisition line and no further approvals are required.
Action	The system marks the requisition line as approved.
Notification Method	Email.
Email Template	Requisition Line Approved.

Requisition Line Denied

This section discusses the Requisition Line Denied process.

Description

Event	An approver denies a requisition line.
Action	The system marks the requisition line as denied.
Notification Method	Email.
Email Template	Requisition Line Denied.

Requisition Line Review

This section discusses the Requisition Line Review process.

Description

Event	A user submits a requisition line for approval or approves the requisition line.
Action	The system routes the requisition to a reviewer.
Notification Method	Email and Worklist.
Email Template	Requisition Line Review.

Requisition Review

This section discusses the Requisition Review process.

Description

Event	The requisition header is submitted for approval or is approved by requester and is routed to a user defined as a reviewer.
Action	The system routes the requisition to a reviewer.
Notification Method	Email and Worklist.
Email Template	Requisition Review.

Return to Vendor Exchange Notification Workflow

The Return to Vendor (RTV) Exchange workflow process (PV_RTV_EXCHANGE) delivered with PeopleSoft eProcurement lets goods be returned to vendors and exchanged for other items. The RTV process ensures that an exchange is completed properly by notifying the buyer that it has been entered.

Note. No set up is needed for the PeopleSoft eProcurement RTV Exchange workflow process.

When using Return to Vendor Exchange Workflow to notify buyers:

1. A requester who wants to exchange an item completes an RTV and chooses *Exchange.*
2. When the RTV is saved, a workflow event triggers the PV_RTV_EXCHANGE business process. (This event only gets triggered if the RTV action is *Exchange.*)

3. PeopleSoft Workflow retrieves the purchase order business unit, purchase order ID, and buyer ID from the RTV
4. PeopleSoft Workflow inserts a Worklist item in the buyer's To Do List.
5. The buyer selects the Worklist entry, opening the PO.
6. The buyer can make modifications or add another PO to record the exchange.

See Also

PeopleTools PeopleBook: PeopleSoft Workflow

APPENDIX B

Using PeopleSoft eProcurement Pagelets

PeopleSoft eProcurement includes pagelets for suppliers to use. This chapter provides an overview on pagelets and pagelet security and discusses:

- Pagelets by role.
- Personalizing supplier-facing pagelets.
- Viewing eProcurement pagelets.

Understanding eProcurement Pagelets

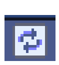
PeopleSoft eProcurement provides portal pagelets for the corporate intranet or extranet home pages. These pagelets provide access to key data and transactions within PeopleSoft eProcurement for use in supplier portal registries.

You and the suppliers can personalize the portal homepage by adding the pagelets that the suppliers need. Standards for PeopleSoft role-based security ensures that users can access only the pagelets appropriate to their roles.

Suppliers can configure their portal home page with three narrow columns or one narrow and one wide column. Some pagelets have both a narrow and a wide version, each with its own object name. When you see two object names for a pagelet, the first one refers to the narrow version.

Some pagelets support personalization; the Personalize button in the pagelet title bar alerts the suppliers to this capability. Click the button to access the personalization page.

Pagelet Title Bar



Click the Refresh button to update the data in the pagelet.

Click the Personalize button to access the Personalize User Defaults page where you can select default vendors and the maximum number of rows that you want to retrieve.

Click the Minimize button to display only the title bar for the pagelet.

Click the Remove button to delete the pagelet from the page.

You can also design pagelets when the installation includes PeopleSoft Enterprise Portal.

Pagelet Security

Similar to page access, you control pagelet security at the component level by associating it with a permission list (which is then associated with a role); each pagelet has its own component to enable more granular access. (You can ascertain a pagelet's component name in PeopleSoft Application Designer by searching for definition references to the page's system, or object, or name.)

PeopleSoft groups pagelets into functional roles as an example of how to organize access. You need to create the proper permission lists and associate them with actual role definitions before users can access them, or use the permission list definitions that we provide in our delivered sample data. We deliver sample data security objects (roles and permission lists) that you can use as an example of how to set up pagelet access.

Pagelets by Role

We provide these supplier-oriented role groupings as examples of how to organize pagelet access by function. In this section, we organize pagelets by these sample roles:

- Buyer.
- Employee.
- Purchasing Manager.

Note. Based on the corporate needs and willingness to share information externally, carefully consider which data (applications) as well as the pagelets that you want to make available to the suppliers.

Supplier - Buyer Pagelets

The Supplier - Buyer is an external facing role that has access to the core set of eProcurement. An internal or external user with the Supplier - Buyer role and its associated permissions can access these PeopleSoft eProcurement pagelets:

- eProcurement Requisition Left Browser.
- eProcurement Requisition Cart.

Supplier - Employee

The Supplier - Employee is an internal facing role that has access to the core set of eProcurement. An external user with this role and its associated permissions can access these PeopleSoft eProcurement pagelets:

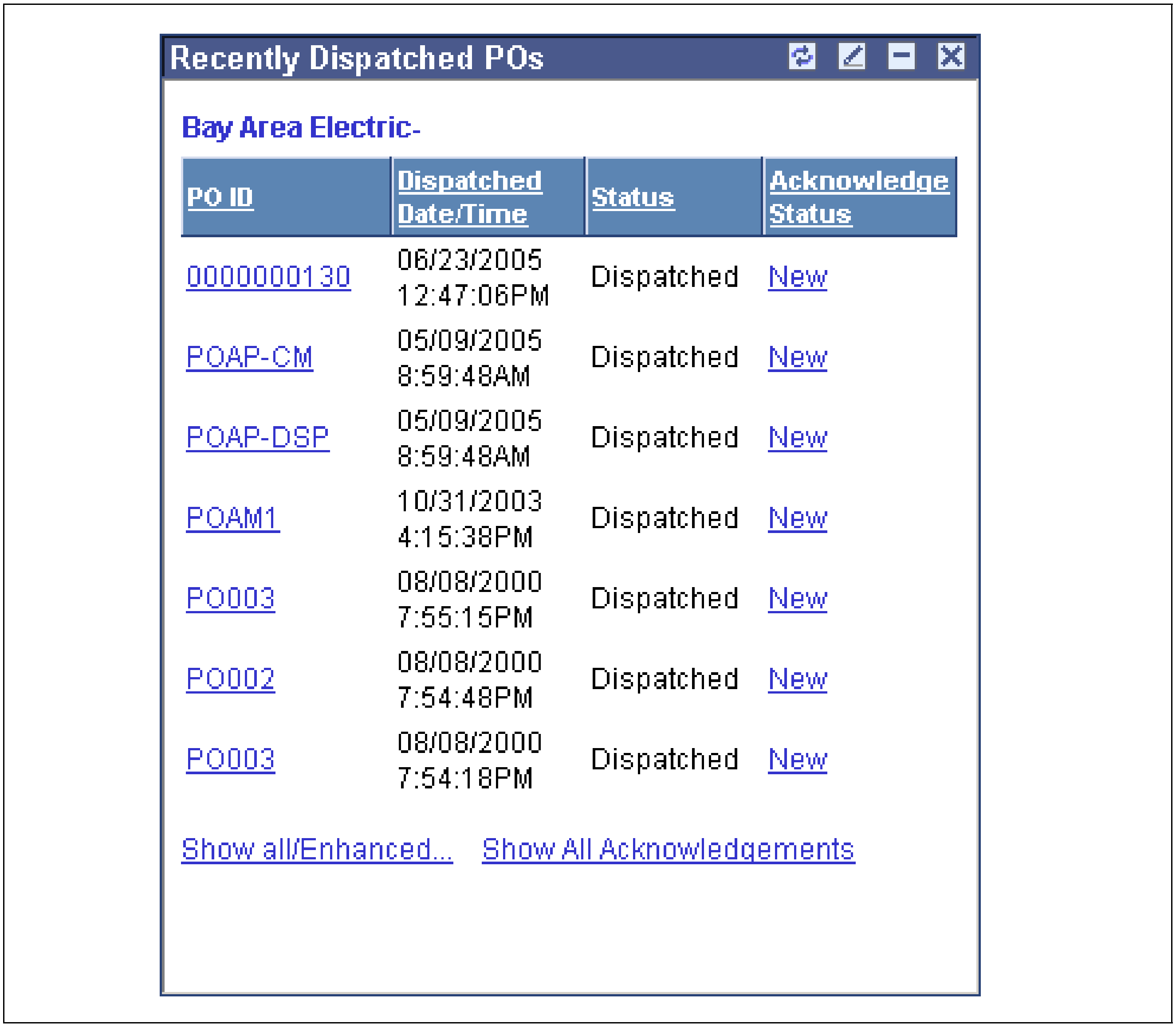
- eProcurement Requisition Left Browser.
- eProcurement Requisition Cart.

Supplier - Purchasing Manager

This role enables a user to view a list of items awaiting their approval. An external user with the Supplier - Purchasing Manager role and its associated permissions can access the eProcurement Worklist pagelet.

Personalizing Supplier-Facing Pagelets

Suppliers can personalize some of the supplier-facing pagelets.



Recently Dispatched POs pagelet

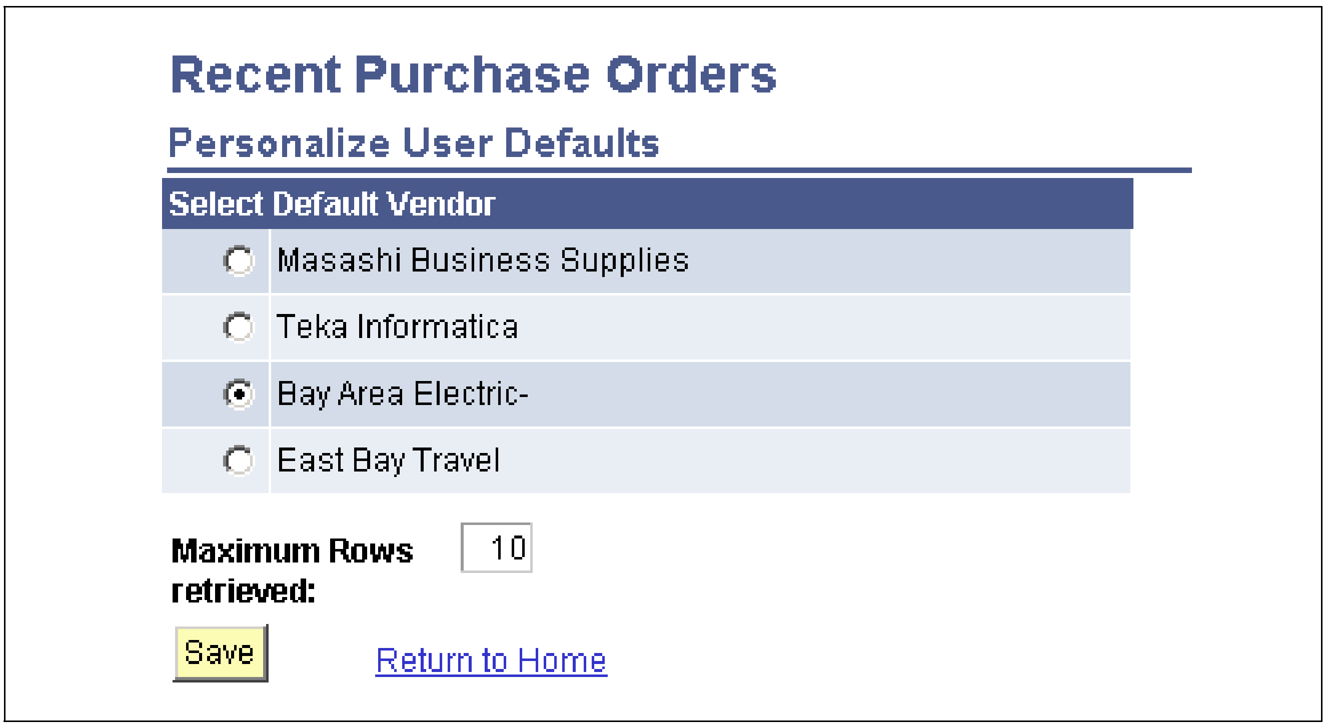
In this section, we discuss personalizing user defaults.

Pages Used to Personalize Supplier Pagelet Defaults

Page Name	Object Name	Navigation	Usage
<Pagelet Name> - Personalize User Defaults	WV_PE_USR_DEF	Click the Customize button on the supplier-facing pagelets: eProcurement Requisition Left Browser eProcurement Shopping Cart eProcurement Worklist	Users associated with multiple vendor IDs can select a default vendor and where applicable, define the maximum number of retrieved records (rows) to display on the pagelet.
Personalize User Defaults – Save Confirmation	WV_PE_SAVE_CONFIRM	Click the Save button on the Personalize User Defaults page.	Confirm the changed user defaults.

Personalizing User Defaults

Suppliers can select default vendors, and in some cases, the number of rows to display on a pagelet.



Recent Purchase Orders - Personalize User Defaults page

Note. The system administrator can further control the content and appearance of the supplier performance pagelets at the reporting entity or vendor-setID level.

Select a default vendor (this option is only available when the user is associated with multiple vendor IDs).

If the pagelet displays transaction IDs, select the maximum number of records (rows) to display on the pagelet.

Viewing PeopleSoft eProcurement Pagelets

This section provides information about eProcurement pagelets.

Pagelets Used to View PeopleSoft eProcurement Information

This table provides details on eProcurement pagelets:

Pagelet Name	Roles	Audience	Usage	Enabling Applications	For More Information
eProcurement Requisition Left Browser (PV_REQ_ LEFTBROWSE)	Buyer, Employee	Employee	Displays item catalogs in a separate frame along the left side of the page. **Note.** The eProcurement Shopping Cart and eProcurement Requisition Left Browser pagelets are mutually exclusive. You can only use one template at a time.	PeopleSoft eProcurement	See *PeopleSoft Enterprise Supply Chain Portal Pack 8.9 PeopleBook*, “Employee-Facing Supply Chain Management Pagelets”.
eProcurement Shopping Cart (PV_ SHOPCART_ PGLT)	Buyer, Employee	Employee	Displays selected items in a separate shopping cart on the page. **Note.** The eProcurement Shopping Cart and eProcurement Requisition Left Browser pagelets are mutually exclusive. You can only use one template at a time.	PeopleSoft eProcurement	See *PeopleSoft Enterprise Supply Chain Portal Pack 8.9 PeopleBook*, “Employee-Facing Supply Chain Management Pagelets”.

APPENDIX C

PeopleSoft eProcurement Reports

This appendix provides:

- A summary table listing all PeopleSoft eProcurement reports.
- Detailed information for individual reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with the documentation.

PeopleSoft eProcurement Reports: General Description

This table lists the PeopleSoft eProcurement reports, sorted alphanumerically by report ID. The reports listed are Crystal reports. If you need more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
APY1090 Matching Exceptions Report	Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information.	eProcurement, Reports Click the Match Exceptions link to access the Match Exceptions page.	RUN_APY1090
APY3000 Vendor Detail Listing Report	Lists vendors by status along with their associated detail data including address information and payment options.	eProcurement, Reports Click the Vendor Detail Listing link to access the Parameters page.	RUN_APY3000
APY3001 Vendor Summary Listing Report	Lists the vendors by status along with basic summary information.	eProcurement, Reports Click the Vendor Summary Listing link to access the Parameters page.	RUN_APY3001
POY1100 Requisition to PO XREF Report	Provides information about selected requisitions and the purchase orders that were created from them.	eProcurement, Reports Click the Requisition to PO Xref link to access the Requisition to PO XREF page.	RUN_POY1100
POY4005 Expediting Report	Provides purchase order details such as late days and due date sorted by buyer. You can use this report to help determine which purchase orders might require expediting.	eProcurement, Reports Click the Expedite Report link to access the Expediting Report page.	RUN_POY4005

Report ID and Report Name	Description	Navigation	Run Control Page
POY4100 PO to Requisition XREF Report	Provides information about selected purchase orders and the requisitions that they were created from.	eProcurement, Reports Click the PO to Requisition Xref link to access the PO to Requisition Xref page.	RUN_POY4100
POY4010 PO Listing Report	Provides purchase order information sorted by purchase order date.	eProcurement, Reports Click the PO Listing Report link to access the PO Listings page.	RUN_POY4010
POY4020 PO Status Listings	Provides purchase order information sorted by status.	eProcurement, Reports Click the PO Status Listing to access the PO Status Listing page.	RUN_POY4020
POY4030 PO Detail Listings	Provides detailed purchase order information sorted by purchase order date.	eProcurement, Reports Click the PO Details Listing to access the PO Details Listing page.	RUN_POY4030
POY4040 PO Schedule Listings	Provides purchase order schedule information such as ship to and due date sorted by purchase order date.	eProcurement, Reports Click the PO Schedules Listing to access the PO Schedules Listing page.	RUN_POY4040
POY5001 Receiver Summary Report	Provides a summary listing of receipts within a specified date range.	eProcurement, Reports Click the Receipt Summary link to access the Receiver Summary page.	RUN_POY5001
POY5010 Receiver Shipto Detail Report	Provides a summary listing of receipts shipments within a specified date range.	eProcurement, Reports Click the Receipt Shipto link to access the Receiver Shipto Detail page.	RUN_POY5101
POY5020 Receiver Account Detail Report	Provides a summary listing of receipts with account distribution.	eProcurement, Reports Click the Receipt Account Details link to access the Receiver Account Detail page.	RUN_POY5020
POY5050 RTV Details (return to vendor details)	Provides the vendor’s return address, shipping method, and line item return information.	eProcurement, Reports Click the RTV Details link to access the RTV Details page.	RUN_POY5050
POY5060 RTV Credits (return to details credit)	Provides RTV details, sorted by vendor and RTV ID, and lists the buyer, line details, and the distribution information selected on the return.	eProcurement, Reports Click the RTV Credits link to access the RTV Credits page.	RUN_POY5060

Report ID and Report Name	Description	Navigation	Run Control Page
PVY1000 Requisition Costing Summary	Provides information about the accounting distribution for each requisition. For each requisition, the accounting distribution lines are summarized by GL (general ledger) business unit, account, and department. This report also lists the requisition name, requester, amount, and date.	eProcurement, Reports Click the Requisition Costing Summary link to access the Requisition Costing Summary page.	RUN_PVY1000
PVY1100 Requisition Cost Distribution Detail	Provides information about the accounting distribution for each requisition down to the distribution level. By requisition distribution line, each accounting distribution is listed, including GL business unit, account, department, and amount.	eProcurement, Reports Click the Requisition Cost Distribution Details link to access the Requisition Cost Distribution Details page.	RUN_PVY1100
PVY2000 Catalog Item Usage	Provides information about the items ordered on requisitions. Sorted by business unit and item catalog, this report lists the items ordered and other information, including quantity ordered, average price, currency, and number of requisitions ordering this item.	eProcurement, Reports Click the Category Item Usage link to access the Category Item Usage page.	RUN_PVY2000
PVY4000 PO Item Category Usage	Provides information about the items ordered for the purchase orders within one business unit and one item catalog. This report lists the total quantity ordered of each item and other information, including item ID, item description, item category description, category code, vendor ID, vendor name, contract ID (if any), average price, total amount, currency, and percentage of total. This report is sorted by catalog ID and category code.	eProcurement, Reports Click the PO Items Category link to access the PO Items Category page.	RUN_PVY4000

PeopleSoft eProcurement Selected Reports: A to Z

This section provides detailed information about individual reports, including important fields and tables accessed. The reports are listed alphanumerically by report ID.

Common Elements Used in This Appendix

From Date and Through Date
Enter the dates to provide the date range for the requisitions that you want to include in the report. If you leave these fields blank, all requisitions are included regardless of their dates.

SetID
Enter the TableSet ID of the items that you want to include on the report. A setID is required for this report.

PVY2000 - Catalog Item Usage Report

Tree Name
Enter the name of the item catalog (PeopleSoft tree) that you want to include in the report.

PVY 4000 - PO Item Category Usage Report

Catalog ID
Enter the name of the item catalog (PeopleSoft tree) that you want to include on the report. A catalog ID is required for this report.

Tree Node
Enter the name of the PeopleSoft tree node to limit this report to items from this node.

Vendor ID
Enter a vendor ID if you want to limit this report to the purchase orders generated for this vendor.

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template

In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity

In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage

In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar

In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function

In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type

In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement

In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule

In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account

A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database

In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also *detailed business process.*
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure — In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface — A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

condition — In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog — Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan — In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents — In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference — Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context — In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table — Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost-plus contract line — A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.

cost profile — A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row — A cost transaction and amount for a set of ChartFields.

course — In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class.*

course share set — In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning — In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition — In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube — In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements — Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset — A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method — In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type — In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process — A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension — In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree — In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division — In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing — A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree — A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table — A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date — A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger — Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set — In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event — In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization — In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit — In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event — A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process — In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception — In PeopleSoft Receivables, an item that either is a deduction or is in dispute.

exclusive pricing — In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact — In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term

In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

forecast item

A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund

In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap

In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type

In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table

In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit

Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template

Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process

Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group

In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object

In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule — In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur — In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative — In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access — In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution — In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration — A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point — An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set — A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item — In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle — In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication — In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword — In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations.

You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI — An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file — Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group — In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components — In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment — In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history — In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping — You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section — In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section — In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable — In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS — Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load — In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

pagelet Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

participant In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

participant object Each participant object may be related to one or more compensation objects.

See also *compensation object.*

partner A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

payment shuffle In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

pending item In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

PeopleSoft Pure Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also *division* and *cohort*.
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
price list	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.
product line	The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname The name of a record that is used to determine the associated field to match a value or set of values.

recognition In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction’s budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object
In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data
Data that is extracted from a separate database and migrated into the local database.

REN server
Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester
In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reversal indicator
In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

role
Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user
A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up
In a tree, to roll up is to total sums based on the information hierarchy.

run control
A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID
A unique ID to associate each user with his or her own run control table entries.

run-level context
In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

SCP SCBM XML message
Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query
You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match
In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address
In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section
In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event
In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
speed key	See *communication key.*

SpeedChart — A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType — A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging — A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code — In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account — Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step — In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level — In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier — A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField — You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger — An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period — In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree — A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate — To distribute a production version of the enterprise catalog to partners.

system function — In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

system source — The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft system.

For example, processes that import data from Microsoft Project into PeopleSoft applications create transaction rows with a source code of MSP (Microsoft Project).

TableSet
A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing
Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency
The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority
In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template
A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory
In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party
A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.

3C engine
Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group
Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

TimeSpan
A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.

trace usage
In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation
In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state
In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

user interaction object In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker A person who is part of the workforce; an employee or a contingent worker.

workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

Index

A

account, definition of 174
accounting
  modifying 196
accounting structure
  page used to maintain 51
accounting, accessing system 174
actions, role 38
Activity page 370
ad hoc approvers, inserting 336
Add Nodes to Chunk Rules page 313
additional documentation xx
addresses
  changing default shipping 175
Admin Item Description page 23
Administer File Attachments page 29
Administer Procurement component (PV_ACTIONS) 9
Administer Procurement Main page 10
Administer Procurement Menu Items Table page 22
Administer Procurement page
  pages used to 10
administration
  configuring Administer Procurement Main page 22
  maintain procurement 53
  procurement options 48
  system users and roles 37
administration item codes 23
administration pages
  configuring 20
  pages used to configure 21
advanced shipment notification (ASN) receipt 371
alternate user ID, setting 325
AM Business Unit field 196
AM unit, definition of 174
amount, definition of 174
application fundamentals xix
application messages
  setting full table publish rules for eProcurement 115
  setting incremental table publish rules for eProcurement 114
  setting up PeopleSoft HRMS to eProcurement 113
applying changes 174
apportionment control, VAT 229
approval management 323
approval tasks 329
approval workflow 42
Approve Requisitions page 328
approving change requests 283
Asset Management Information page 361
Asset Management integration 3
asset profile ID 196
Asset Profile ID field 175
Assign Catalog to Business Unit page 48
Assign Catalogs to BU component (PV_REQ_BU_CAT) 48
attach workflow roles to users 327
attachment server type 30
attachments
  enabling 24
  pages used to set up 24, 29
attachments, downloading into PeopleSoft eProcurement 152
attachments, transaction 26
Attribute Name Cross Reference Page 103
attribute names 97
attributes
  importing from a flat file 99
  verifying 101
Attributes Staging Table Page 101
automatic PO sourcing using the Buyer Center 285
automatic requisition selection using the Buyer Center 285
AutoSelect Requisitions process (PO_REQSORC) 277
Autosource Parameters page 277

B

bar graphs
  displaying 292
  generating 292
  PO Status Analysis Graph 289
  PO Value Analysis Graph 289

  Requisition Status Analysis Graph 290
  using 288
Batch Publish Rules page 311
batch publishing rules
  defining 311
BU Book ChartFields Summarize page 56
BU Specific Attributes page 68
Build Inventory Demand process (PO_REQINVS) 277
build inventory demand using the Buyer Center 285
build POs as approved 275
Business Card Express Form page 212
business templates 174
Business Unit Actions component (PV_ACTIONS_BU) 53
business unit catalog control 26
Business Unit Definition page 58
business unit item security 85
Business Unit/Book Definition page 55
business units
  maintaining 53
  pages used to maintain 54
business units, SetIDs, and record groups
  associating 59
Buyer Center
  managing purchase orders 271, 276
  overview 269
  reviewing requisitions created by employees 273
  using 269
Buyer Setup page 307
buyers
  assigning to a category 68
buyers, setting up 77

C

calculate POs using the Buyer Center 285
capital acquisition planning sequence 362
capitalizing items 175
casual user, receipts 354
catalog
  page used to maintain 75
catalog access, default 91
catalog control, business unit 26
catalog database 142
Catalog Item Usage Report 388
catalog item, importing 144
catalog load, steps 139
Catalog Management integration 4
Catalog page 178
catalog search types 25
catalog security
  pages used to set up 87
Catalog Security Options component (PV_CAT_FACTORY) 87
Catalog Security page 92
Catalog Security Type component (PV_CAT_SEC_TYPE) 89
Catalog Security Types page 89
Catalog Types component (PV_CAT_SOURCE) 89
Catalog Types page 89
catalogs
  pages used to load 81
catalogs, loading 80
catalogs, maintaining 75
Category Definition 2 page 69
Category Definition page 68
change orders 339, 351
  pages used to process 351
change POs 286
Change Purchase Order process statuses 348
Change Request Approval workflow 373
Change Request Approved workflow 373
Change Request Buyer Approval workflow 374
Change Request Denied workflow 374
Change Request Details page 350
Change Request Inquiry page 347
Change Request Justification Comments page 343
Change Request Line page 344
Change Request Shipping page 345
change request, process flow 339
change requests 339
  adding 341
  approval 348, 349, 350
  converting to change order 351
  creating 341
  entering 343
  entering a reason for 343
  entering changes to a line 344
  entering changes to shipping information 345
  justifications 343
  monitoring 346
  overview 339
  pages used to add 342

pages used to approve 349
pages used to process 351
pages used to view 346
review 350
viewing 346, 347
Change Requests List page 346
Change Requests Pending Approval page 349
CHANGEREQBU role action 180, 192
Channel Status page 319
ChartField 196
ChartFields
account defined xxviii
affiliate, defined xxx
alternate account, defined xxviii
delivered fields xxviii
department, defined xxviii
operating unit, defined xxviii
product, defined xxix
project ID, defined xxix
scenario, defined xxxi
statistics code, defined xxx
checking out requisitions 190
chunk rules
mapping nodes 313
clone quantity 359
comments, submitting xxiv
common components
pages used to set up for direct connect 237
common elements xxv
configuring
administration pages 20
Confirmation page 191
connectivity, testing for a Marketplace 127
Connectors page 308
consolidation method, purchase orders 281
contact information xxiv
cost type, receipt item 362
Create Change Request page 343
create POs using the Buyer Center 285
Create Purchase Order process (PO_CREATE) 277
credit, return to vendor action 367
cross-references xxiii
CUP file
exporting data from 139
custom navigation pages 5
Customer Connection website xx

D

Data Def Maint page (Data Definition Maintenance page) 152
deferred processing pages xxxi
Define Item - Custom - Character page 70
Define Item - Custom - Numeric page 70
Define Item - Item Image page 70
Define Requisition page 177
define roles, actions, and user-list definitions
pages used to 325
define SetIDs for Marketplace buyers 124
definitions, using 251
delivered workflows for PeopleSoft eProcurement 373
Delivery Location page 372
denying requisitions 334
Depreciation Close List page 56
direct connect
nodes 255
direct connect common components 236
Direct Connect Merchant Xref component (PV_MERCHANT_XREF) 249
Direct Connect Methods page 246
direct connect supplier integration 235
overview 235
direct connect suppliers
setting up 238
Dispatch Method page 57
dispatch node, direct supplier 259
dispatch POs using batch processing 299
dispatch POs using the Buyer Center 286
dispatch type, direct supplier 259
dispatching 282
dispatching purchase orders
overview 295
pages used 298
sending to vendors 300
display graphs
pages used 292
distribution VAT (value added tax) 227
documentation
printed xx
related xx
updates xx
Domain Status page 320
dynamic dispatch 309
dynamic dispatch, using 304

dynamic user role 327

E

Edit Imported Item Categories page 148
EDX PO Dispatch Types page 305
Effective Dated UOM page 74
enterprise integration points (EIPs)
PV_AVAIL_CHECK_REQ 120
PV_AVAIL_CHECK_RESP 120
PV_MS_RESP_MSG 120
PV_MS_XCBL_POR 120
PV_ORD_STS_REQ 120
PV_ORD_STS_RESP 120
PV_PRICE_CHECK_REQ 120
PV_PRICE_CHECK_RESP 120
eProcurement administration
overview 9, 53
using 9
eProcurement Business Unit Actions page 93
eProcurement Business Unit Options page 61
eProcurement Catalog Security Option page 87
eProcurement Installation component (PV_INSTALLATION_PV) 24
eProcurement Installation Options page 24
eProcurement pagelets 379
eProcurement Requisition Left Browser pagelet 383
eProcurement Role Actions page 38
eProcurement Shopping Cart pagelet 383
escalations, event 33
eSettlements integration 4
evaluation types, notification 36
event notifications and escalations 33
pages used to set up 34
event status 37
event type, notification 34
exchange, return to vendor action 367
Expedite Requisitions page 273
expediting requisitions 273
pages used to 273
expediting staged POs 281
Export CUP Data Process 142
express catalog
pages used to setup and use 107
express catalog, using 104
express form creation steps 208
express form line comments 209
Express Form Profile component (PV_EXP_APP_PROFILE) 208
Express Form Profile page 210
express forms
creating 208
creating profiles 210
designing 208
entering orders 212
ordering 212
overview 201
pages used to create 210, 213
express requisitions
overview 202
Express Requisitions
Setting Up 213

F

favorites
adding items to 193
adding items to list 187
deleting items from list 188
reviewing items in list 188
Favorites page 178, 186
fields, common element descriptions xxxii
File att. admin component 26
File Attachments for Transactions component (File att. admin) 26
File Locations page 64
Forms page 179, 189
forms, adding to requisitions 189
Freight Option page 57
full-synchronization subscription messages 116
Functional Implementation Options 53

G

gateway URL (uniform resource locator) 125
General Information - General Info page 66
General Ledger - Currency Options page 56
General Ledger Definition page 60
General Ledger integration 4
generate graphs
pages used 292
Generate Serial Numbers page 362

Generate Tag Numbers page 362
GL Unit field 175
glossary 389
goods request 203
graphs, using 288

H

Human Resources integration 4

I

Identifying Information page - Vendor Information 66
images
  viewing 186
Import Attributes Page 99
import catalog items 144
import item attributes 96
import item statuses 149
Imported Item Status page 149
IN Unit field 175
Inbound Items process (IN_ITMLOAD), run 151
incremental synchronized publication messages 114
inquiries
  pages used 287
Inquiries and Reports page 287
inquiry menu name 212
Inspection page 370
installation options
  pages used to set up 24
  setting up 24
instruction codes for return to vendor 50
integrate a Marketplace and PeopleSoft eProcurement 127
interface class type 88
intersect security policy 88
Inventory integration 3
Inventory Putaway Information page 363
item attribute and category table 94
item attribute import, stage, and load process 96
item attributes
  defining by business unit 73
  pages used to search 98
  weight/volume 71
item catalog tree 144
item catalogs
  defining 175
  pages used to create 84
Item Defaults page 83
Item Description page 178
item import statuses 149
Item Load process (PO_ITMLOAD), run 151
item search steps 94
item searches
  implementing attribute searches 94
item security 85
Item Specifications page 71
item templates 174
  creating personal 188
Item Vendor Contracts page 74
Item Vendor page 73
item/supplier combinations 74
items
  adding asset information 361
  adding to requisitions 175
  browsing 181
  controls 69
  downloading attachments 152
  page used to maintain 68
  removing from requisitions 175
  return fees 74
  reviewing asset information 361
  searching 181
  viewing details 185
items to receive
  selecting 357
Itm Region Vndr page 103

J

justification comments 344

L

landed cost 372
LC Manual Close page (Landed Cost Manual Close page) 372
Ledgers For A Unit - Currency Options page 56
Line Comments page 191
line comments, express form 209
Line Details page 191
Linked Supplier page 123
linked supplier properties
  PunchOut 260
  RoundTrip 265

Linked Suppliers component (PV_DC_TYPE) 246
Linked Suppliers component (PV_EDX_TYPE) 304
Linked Suppliers component (PV_MS_SUPPLIERS) 123
Linked Suppliers page for RoundTrip 263
load catalog item steps 139
load Catalog Update process (CUP) files 143
load item attributes 96
Load Item Catalog page 150
load Marketplace items 136
load tree data 84
Load Tree Table component (PV_RUN_SRCH_UPDT) 84
loading catalogs 80
local nodes, setting up 133
Location Definition page 64
Location Details page 64
log file types 126

M

maintain catalogs 75
Maintain Items page 67
Maintain Purchase Order - Purchase Order page 74
Maintain Supplier Integration page 44
Maintain the Accounting Structure page 50
Maintain The Administration Page 21
Maintain Vendor Hyperlinks page 66
maintaining PeopleSoft eProcurement users 77
manage approvals 323, 328, 329, 333, 334, 335, 336
  ad hoc approvals 336
  approval tasks 329
  push back 335
  requisition approval 333, 334
  view line details 332
Manage Approvals page 231
  Approval Filter Criteria 327
Manage Favorites page 188
Manage Purchase Orders page 272
Manage Requisition page 220
manage requisitions 219
Manage Return to Vendor page 370
mapping values, supplier 249
Marketplace
  completing transactions 162
  loading catalogs items into PeopleSoft eProcurement 136
  pages used to integrate with PeopleSoft eProcurement 122
  pages used to load catalogs items into PeopleSoft eProcurement 138
  setting up buyers 124
  setting up connection 120
  setting up suppliers 123
Marketplace and PeopleSoft eProcurement integration 127
  overview 119
  using 119
Marketplace and PeopleSoft eProcurement Integration
  prerequisites 121
Marketplace Buyer Options page 125
Marketplace Buyer Setup page 124
Marketplace buyers, SetIDs 124
Marketplace connection node 132
Marketplace partner ID 125
Marketplace URL (uniform resource locator) 125
MarketSite Suppliers page 306
Message Instance page 317
Message Monitor Component 314
  pages used 315
  using 314
MMA Partners xx
Modify Line/Shipping/Accounting page 191
Modify Shipping Address 196
Modifying Line Information
  Modifying Addresses 194
monitor change requests 346

N

navigating requisitions 173
navigation, custom 5
Navigator role action 173
Node Definitions page 131
Node Info page 133
Node Status page 319
Nodes page 134, 255
Nodes page for RoundTrip 262
nodes, direct connect 255
nonserial row 363
notes xxiii
notification evaluation types 36

Notification Event Setup page 35
Notification Event Type page 34
notification recurrence 36
notifications, events 33
notifications, overview 33
notify vendors of attachments 286
NOVICEREQSTR role action 180, 185

O

OCI (Open Catalog Interface) 236
one-time address 196
Open Catalog Interface (OCI) 236
order relationships 134
output text files 142
Overview page 316

P

Packing Details page 71
pagelet personalization 381
pagelets
  eProcurement Requisition Left Browser 383
  eProcurement Shopping Cart 383
  personalizing user defaults 382
  purchasing manager 380
  security 380
  supplier – employee 380
  supplier —buyer 380
  understanding 379
  viewing PeopleSoft eProcurement information 383
pages
  Personalize User Defaults 382
Payables integration 2
PeopleBooks
  ordering xx
PeopleCode, typographical conventions xxii
PeopleSoft application fundamentals xix
PeopleSoft Asset Management, capitalizing items in 175
PeopleSoft eProcurement
  business processes 1
  features 2
  getting started 1
  implementing 4
PeopleSoft eProcurement administration 9
PeopleSoft eProcurement custom navigation page 5
PeopleSoft eProcurement delivered workflows 373
PeopleSoft eProcurement processes
  page used to run 47
PeopleSoft eProcurement reports 385
  general description 385
PeopleSoft General Ledger business units
  defining 60
PeopleSoft HRMS
  integrating with 111
  overview 111
  preparing to use 112
  setting up to eProcurement synchronization application messages 113
PeopleSoft Projects 176
PeopleSoft Tree Manager 175
personal templates 174
personal templates, creating 188
Personalize User Defaults - Save Confirmation page 382
Personalize User Defaults page 382
Pick Purchase Orders 370
PO calculation parameters 280
PO Calculations process (PO_POCALC) 277
PO consolidation method 281
PO Dispatch Batch Process page 299
PO Dispatch Message log page 302
PO Item Category Usage Report 388
PO line numbers, calculating 281
PO Lines Dispatch Message Log page 304
PO receipt status 225
PO Reconciliation Workbench access using the Buyer Center 286
PO response relationships 135
PO source status 224
PO Status Analysis Graph 289
PO status descriptions 221
PO Value Analysis Graph 289
POA Settings page 58
power user 369
power user, receipts 355
Preface xxvii
prerequisites xix
Price Adjustment Details page 71
Price Adjustment page 71
price and availability check

using 153
price file for CUP items 141
printed documentation xx
Process Monitor access using the Buyer Center 286
Process Monitor Component 314
Procurement Analysis page 292
Procurement Card Vendor Setup component (PV_CC_VNDR_SETUP) 65
Procurement Catalog Load page 81, 143
procurement options
maintaining 47
pages used to maintain 48
Procurement User Preferences (PV_OPR_DEFAULT) 77
procurement users
page used to maintain 77
product file for CUP items 140
Profile ID field 175
Projects integration 3
properties
PunchOut 260
RoundTrip 265
Pub Contracts page 317
publish/subscribe rules
setting full table publish rules for eProcurement 115
setting incremental table publish rules for eProcurement 114
Publisher page 300
PunchOut
pages used to link suppliers 255
PunchOut linked supplier properties 260
PunchOut process flow 253
Purchase Order Dispatcher page 299, 309
Purchase Order process, creating 280
purchase order, dynamic dispatching 304
purchase orders 272
changing staged details 276
dispatching 295, 298
managing 272
pages used to send orders to vendors by EDX 311
prerequisites for sending to vendors by EDX 310
publishing messages 314
reviewing 276
selecting manually for dispatch 299
sending to vendors by EDX 309
viewing messages 302
viewing messages entered on PO line 304
viewing status 302
XML format, dispatching in 300
Purchasing Attributes - Item Vendor page 77
Purchasing Attributes page 71
Purchasing Bus Unit for ePro component (PV_BUS_UNIT_PM) 58
Purchasing Business Unit Attributes page 73
purchasing business units
assigning catalogs 48
purchasing codes
maintaining 62
pages used to define 63
Purchasing Controls page - Purchasing Attributes 72
Purchasing integration 3
Purchasing Kit Definition page 74
push back requisition 335
PV_ACTIONS component 9
PV_ACTIONS_BU component 53
PV_BUS_UNIT_PM component 58
PV_CAT_FACTORY component 87
PV_CAT_SEC_TYPE component 89
PV_CAT_SOURCE component 89
PV_CC_VNDR_SETUP component 65
PV_DC_TYPE component 246
PV_EDX_TYPE component 304
PV_EXP_APP_PROFILE component 208
PV_INSTALLATION_PV component 24
PV_MERCHANT_XREF component 249
PV_MS_SUPPLIERS component 123
PV_OPR_DEFAULT component 77
PV_REQ_BU_CAT component 48
PV_RTV_ADMIN component 49
PV_RUN_SRCH_UPDT component 84
PV_VNDR_URL_MAINT component 66

Q

Queries page 321
quick sourcer
pages used 277
using 277

R

reassign work 326
rebate percent, VAT 230
receipt
  adding 358
  changing 358
  recorded 371
  viewing records 364
Receipt Processing page 370
receipt status, PO 225
receipt statuses 353
Receipts For (power user) page 371
Receipts For a (casual user) page 369
Receipts For a Casual User page 364
receive items by amount 354
Receive page 358
receive stock
  user types 354
receiving
  overview 353
  pages used to return items to vendor 366
  putaway 363
  rejecting items 360
  return to vendor (RTV) 365, 366
  serial IDs 362
  tag numbers 362
Receiving page 370
receiving stock 353
  as a casual user 355
  as a power user 369
receiving stock as a casual user
  pages used 356
receiving stock as a power user
  pages used 370
reconcile purchase orders using the Buyer Center 286
recorded receipts 371
recorded return to vendor (RTV) entries 369
recovery percent, VAT 230
recovery source, VAT 229
Reject Shipment page 360
related documentation xx
relationships, using 251
replace, return to vendor action 367
reports
  pages used 287
requester item security 85
requesters, setting up 77
requisition
  approving 231
  creating with PunchOut 253
  express forms 212
  maintaining 219, 220
  overview 219
  pages used to maintain 220
  special requests 201
  viewing details 223
  viewing distribution and accounting details 226
  working with 219
Requisition Approval Error workflow 375
Requisition Approval page 329, 336
Requisition Approval workflow 375
Requisition Approved workflow 375
requisition cart 173
Requisition Denied workflow 375
Requisition Detailed Summary page 226
Requisition Escalation workflow 376
requisition line accounting
  modifying 195
Requisition Line Approval workflow 376
Requisition Line Approved workflow 376
Requisition Line Denied workflow 377
Requisition Line Review workflow 377
Requisition page 332
Requisition Reconciliation Workbench access 286
Requisition Review workflow 377
requisition selection 286
requisition selection using the Buyer Center 285
Requisition Status Analysis Graph 290
requisition, expediting 273
requisition, pushing back 335
requisitions
  adding items to 175
  adding special requests 190
  checking out 190
  confirming information 200
  consolidating multiple 175
  creating 177
  defining basic information 179
  editing defaults 181
  finding items for 173
  overview 173
  removing items from 175
  reviewing and submitting 191

selecting favorite items 186
statuses 176
submitting 190
template items 188
VAT 193
Requisitions Details page 223
resource management and PeopleSoft eProcurement 111
return to vendor (RTV) 353
Return to Vendor Admin component 49
return to vendor instruction codes 50
Return to Vendor page 366
Review and Submit page 191
Reviewing Line Information 194
role actions
CHANGEREQBU 180, 192
navigator 173
NOVICEREQSTR 180, 185
VAT details 197
VIEW_ALL_VENDORS 184
VIEW_ORDERING_UOM 176
role users
attaching role actions 38
Roles page 327
roles, functional
and supplier pagelets 380
Round Options page 56
Rounding Adjustment ChartFields page 57
RoundTrip
pages used to link to suppliers 262
RoundTrip linked supplier properties 265
route control, workflow 327
RTV Reconcile page (Return to Vendor Reconcile page) 370
rule-based catalog 85
Run eProcurement Processes page 46

S

Schedule VAT page 191
Search Catalog page 181
Search Settings page 178
search types, catalog 25
Security Type Attributes page 91
security, pagelet 380
Select Items to Receive page 357
Select Purchase Order for Change Request page 342
serialize 361
servers for transaction attachments 29
Service VAT Treatment Default Setup page 58
Service VAT Treatment Default Setup page (vendor) 66
Services page 179
Services Procurement integration 3
set supervisors 325
set up a Marketplace
pages used to 128
setting up events 35
Setup Instructions for Return to Vendor page 49
shared data
synchronizing 236
ship to location
modifying 195
Ship To Locations page 64
Shipping Address page 178
source status, PO 224
Sourcing Options page 280
Sourcing Workbench access 286
special goods
pages used to request 203
requesting 203
Special Item page 203
Special Request - Fixed Cost Service page 205
Special Request - Time and Material page 206
Special Request - Variable Cost page 206
Special Request page 179, 190
special requests
fixed-cost services 205
overview 201
time and materials 206
using 201, 203
variable cost services 206
special services
pages used to request 205
requesting 204
stage item attributes 96
staged POs, expediting 281
static user role 327
status descriptions for POs 221
Status page
notifications 37
stock receipts 354
Strategic Sourcing integration 3
Sub Contracts page 318

subscription rules for resource management messages 114
suggestions, submitting xxiv
Summary page - Vendor Information 66
supervising user ID, setting 326
supplier
  contacting for authentication data 239
supplier data 79
Supplier Portal integration 3
Supplier Properties page for RoundTrip 265
Supplier Properties page, PunchOut 259
Supplier Value Cross - Reference page 249
suppliers
  linking to web sites 184
suppliers, direct connect
  selecting for requisitions 189
Synchronous Messages page 318
system users and roles
  maintaining 37
  pages used to maintain 38

T

TableSet Record Group Controls page 59
tag numbers 361
tax codes and VAT 199
Technical Implementation Options 9
template
  personal 174
Template page 188
templates
  adding to requisitions 174
  business 174
Templates page 178
templates, item 174
terms 389
test Marketplace connectivity 127
transaction attachments
  overview 27
  server type 30
  servers 29
  setting up 26
  used with other PeopleSoft applications 27
  vendor email addresses 31
transaction key input to approvals 327
transformations for direct connect supplier 252
Tree Manager 175
typographical conventions xxii

U

unit of measure variations 97
UOM Weight/Volume page 71
Update Catalog Tree page 68
Update Purchase Order page 74
user input to approvals 326
User List Definition page 326
user preferences, setting up 77
user profiles
  for Define Requisition page access 180
users, maintenance 77

V

Validate and Process Imported Items page 83, 147
value-added taxes (VAT), *See* VAT
VAT
  calculating 198
  calculating on requisition 197
  default values for 197
  defaults, resetting 200
  defining default value settings 197
  locations 198
  maintaining information for schedules 197
  recalculating for requisition 193
  role actions for 197
  setting defaults 198
  transaction type 200
  treatment options 199
VAT calculations 229
VAT Defaults Copy page 55
VAT Defaults Setup page 55, 57, 71
VAT Defaults Setup page (vendor) 66
VAT Details for Distribution page 228
VAT Details role action 197
VAT distribution default values 228
VAT Information for Schedule page 197
VAT Registration Details page (vendor) 66
VAT Service Treatment page 72
Vendor Address page 31, 368
vendor email address 31
Vendor Information component (VNDR_ID)
  Identifying Information page 66
  Summary page 66

VAT Registration Details page (vendor) 66
Vendor Item Return Fees page 74
Vendor Lookup page 73
vendor priority factor 281
Vendor Search page 178
Vendor Sourcing Priorities page 69
Vendor URL Maint component (PV_VNDR_URL_MAINT) 66
Vendor's Manufacturer Info page 74
Vendor's UOM & Pricing Info page 74
vendors
adding definitions 239
maintaining 65
pages used to maintain 65
View Catalog Hierarchy page 69
view definition for roles 327
VIEW_ALL_VENDORS role action 184
VIEW_ORDERING _UOM role action 176
visual cues xxiii

W

warnings xxiii
Web page 179, 189
workflow
receipt notification workflow 354
Workflow page 325
workflow roles, attaching to user 327
workflows, delivered 373