

# Administrator's Guide

*iPlanet BuyerXpert*

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# About This Document

The *iPlanet BuyerXpert 4.5 Administrator's Guide* provides information on how to administer a fully-installed iPlanet BuyerXpert system.

This preface contains the following sections:

- Audience
- What's in This Document
- Documentation Conventions
- The Document Online
- How to Use the Online Help
- Related Documentation
- Product Support

## Audience

The audience for this guide is the iPlanet BuyerXpert administrator as well as personnel performing administrative tasks, including professional services and support personnel.

A iPlanet BuyerXpert administrator should have experience in working with and administering the following:

- Multi-hosted systems
- Web servers, directory servers, and application servers
- UNIX operating system
- Oracle and LDAP databases

- TCP/IP communications
- Open buying on the internet (OBI)
- Internet browsers

## What's in This Document

Table 1 summarizes what each chapter covers.

**Table 1** Chapter Summary

If you want to know about this	See this chapter
Description of contents of this guide; listing of documentation set; information on product support	"About This Document"
Main tasks that a iPlanet BuyerXpert administrator performs	Chapter 1, "Overview of iPlanet BuyerXpert Administration"
Access and security administration	Chapter 2, "Configuring Access"
Descriptions of the iPlanet BuyerXpert resources	Chapter 3, "About iPlanet BuyerXpert Resources"
Guidelines for setting up iPlanet BuyerXpert resources	Chapter 4, "Setting Up Resources"
Information and guidelines on setting up business rules	Chapter 5, "Setting Up Business Rules"
Seller catalogs administration	Chapter 6, "Administering Catalogs"
Information and guidelines on using the data Import utility	Chapter 7, "Importing/Exporting Data"
Functions of Requisition Archival/Restore, and guidelines for setting up, configuring and using the requisiton archival feature	Chapter 8, "Requisition Archival/Restore"
Timecard administration	Chapter 9, "Administering Timecards"
Information on administering reports, including instructions for creating new reports	Chapter 10, "Reports"
Guidelines for administering iPlanet BuyerXpert configuration files	Chapter 11, "Configuration Files"

**Table 1** Chapter Summary

If you want to know about this	See this chapter
Guidelines and instructions for customizing some of the iPlanet BuyerXpert functions	Chapter 12, “Customizing”
Worksheets for gathering information to set up iPlanet BuyerXpert	Appendix A, “Worksheets”
Information on privilege levels for iPlanet BuyerXpert resources	Appendix B, “Resource Privileges”
iPlanet BuyerXpert-to-LDAP equivalency information	Appendix C, “iPlanet BuyerXpert Mapping to LDAP”
Examples of BuyerXpert invoice matching files.	Appendix D, “Example Invoice Matching Files”
iPlanet BuyerXpert terminology	“Glossary”

## Documentation Conventions

This document uses the following conventions:

- The `monospace` font is used for sample code and code listings, Application Program Interface (API) and language elements (such as method names and property names), file names, path names, directory names, Hypertext Markup Language (HTML) tags, and any text that must be typed on the screen.
- The *italic* font is used in code to represent placeholder parameters (variables) that should be replaced with an actual value.
- Brackets ([ ]) are used to enclose optional parameters.
- A slash (/) is used to separate directories in a path. (Windows NT supports both the slash and the backslash.)

## The Document Online

You can find this manual online in Portable Document Format (PDF) and HTML formats at the following web site:

<http://docs.iplanet.com/docs/manuals/>

# How to Use the Online Help

When using iPlanet BuyerXpert, you can click Help in any window to open a page that explains the fields and components of that window. You can then navigate to other parts of Help using the Help table of contents and index.

---

**NOTE** To view the full Help table of contents listing, you may need to make your browser window larger.

---

Because Help is viewed in a browser window, you can use the navigational tools of the browser as well as the navigational tools within Help. For example, you can use browser commands to print, find information, and copy and paste.

## Related Documentation

Documentation for all iPlanet products can be found at the following web site:

<http://docs.iplanet.com/docs/manuals/>

The iPlanet BuyerXpert documentation set includes:

- *Release Notes*—Contains important information on the current release of iPlanet BuyerXpert. Read this document before working with the new iPlanet BuyerXpert release.
- *Concepts*—Describes the over-all functionality of the product. Read this document if you are unfamiliar with iPlanet BuyerXpert.
- *Installation Guide*— Provides instructions for installing the product and its enabling software. There are separate installation documents for BuyerXpert.
- *Administrator's Guide*—Provides reference information and instructions on administering a fully-installed iPlanet BuyerXpert system.
- Admin interface Help—Provides guidelines and instructions for using the graphical administrative interface.
- User interface Help—Provides guidelines and instructions for performing the procurement tasks.
- Catalog interface Help—Provides guidelines and instructions for managing catalogs.

The following documentation contains additional information relevant to using this iPlanet BuyerXpert document:

- Actuate documentation (See the Actuate web site)
- *ECXpert Administration Guide*
- *ECXpert Operations Reference Manual*
- iPlanet Market Maker *Catalog Import Guide*

## Product Support

### How to Report Problems

If you have problems with iPlanet BuyerXpert, contact iPlanet customer support using one of the following mechanisms:

- iPlanet online support web site at:

`http://www.iplanet.com/support/support\_services\_10\_0.html`

From this location, the Online Support Center is available for logging problems.

The telephone dispatch number associated with your maintenance contract.

So that the technical support staff can best assist you in resolving problems, please have the following information available when you contact support:

- Description of the problem, including the situation where the problem occurs and its impact on your operation
- Machine type, operating system version, and product version, including any patches and other software that might be affecting the problem
- Detailed steps on the methods you have used to reproduce the problem
- Any error logs or core dumps





# Overview of iPlanet BuyerXpert Administration

This document provides information on how to administer a fully-installed iPlanet BuyerXpert system.

---

**NOTE** The iPlanet BuyerXpert *Concepts* document contains extensive conceptual and introductory information on iPlanet BuyerXpert. If you have not already read *Concepts*, do so now, before beginning administration.

---

This chapter contains the following sections:

- About iPlanet BuyerXpert Administration
- Administration Tasks
- Administration Tools
- Stopping and Starting iPlanet BuyerXpert Components
- Guidelines for Restoring Data
- Administrator's Role in Upgrading

# About iPlanet BuyerXpert Administration

iPlanet BuyerXpert is made up of processes that interact with *resources* within the iPlanet BuyerXpert framework to accomplish the task of electronic procurement. As the administrator, you are concerned with the interactions of these elements.

## Processes

The main iPlanet BuyerXpert processes are:

- Searching seller catalogs
- Ordering items from catalogs (creating requisitions or orders)
- Submitting requisitions for approval/submitting confirmed orders through checkout
- Approving requisitions as orders in BuyerXpert
- Transmitting orders to seller organizations
- Tracking requisitions and orders
- Receiving ordered goods from seller organizations in BuyerXpert
- Gathering payment information in BuyerXpert

An additional process, timecards, is used to create special timecards requisitions that traverse the approval and tracking processes of BuyerXpert.

## Resources

During procurement, there are a number of entities that are manipulated by iPlanet BuyerXpert users, administrators, or processes. These entities are called *resources*, or business objects.

Resources are either system resources or organization resources. *System resources* apply to the entire iPlanet BuyerXpert system, affecting all organizations the same way. System resources can only be created, updated, or deleted by a superadmin. *Organization resources* are any iPlanet BuyerXpert resources that are not system resources. Organization resources can be created, updated, and deleted by the orgadmin for the organization, or any superadmin.

iPlanet BuyerXpert resources include the following:

- Members—organizations, organizational units, users, user groups, locations

- Accounting resources—accounting code segments, accounting code values
- Commodity resources—commodity code segments, commodity code values
- Units of measure resources—system units of measure, organization units of measure
- Additional information fields (AIFs)
- Pricing resources—price lists, price adjustments
- Payment resources—payment types and subtypes, payment instruments
- Shipping and freight
- Approval resources—approval matrix, approval model, delegation tables, approval cases
- Business rules

The main tasks you perform in administering iPlanet BuyerXpert concern setting up and modifying these resources and the business rules associated with them. In this guide, relevant information is contained in the following chapters:

- Chapter 3, “About iPlanet BuyerXpert Resources”
- Chapter 5, “Setting Up Business Rules”
- Chapter 7, “Importing/Exporting Data”

Most of the details and procedures of how to perform the administrative tasks are contained in the Admin interface Help.

## Administration Tasks

Administration begins after the iPlanet BuyerXpert system has been fully installed and configured for your site. Any sample data has been loaded, and decisions regarding business rules, organization setup, access and security, and catalog management have been made.

Your responsibilities for administering a iPlanet BuyerXpert system can be divided into the following categories:

- Availability tasks—Performing installation/upgrade (if applicable); making sure iPlanet BuyerXpert is running and available to users; monitoring performance, granting access to catalogs and reports; setting up access for ECXpert and OBI; managing seller catalog data; protecting data from damage or unauthorized access.

- Configuration tasks—Setting up resources and business rules for your organization, adding members, configuring new seller catalogs.
- Data management tasks—Adding, updating, or deleting system, product, organization, membership, and business rules data.
- Customization tasks—Integrating upgrades and customizations into iPlanet BuyerXpert.

Table 1-1 contains a list of iPlanet BuyerXpert administrator tasks. In this table, the right-hand column provides information about where to find instructions, guidelines, or tools for performing that task.

**Table 1-1** iPlanet BuyerXpert Administrator Tasks Overview

Type of Tasks	Actions Required	Location of Instructions/Guidelines/Tools
Availability	Install or upgrade hardware or software.	<i>Upgrade Notes, Installation Guide</i>
	Start/stop iPlanet BuyerXpert and/or components.	Stopping and Starting iPlanet BuyerXpert Components section
	Restore data in databases.	Guidelines for Restoring Data section
	Upgrade your system.	Administrator's Role in Upgrading section
Configuration	Set up access.	Chapter 2, "Configuring Access"
	Set up resources.	Admin interface Help
	Set up business rules.	Chapter 5, "Setting Up Business Rules"
	Set up catalogs.	Chapter 6, "Administering Catalogs"
	Configure for timecards.	Chapter 9, "Administering Timecards"
Data management	Configure for Actuate (reports).	Chapter 10, "Reports"
	Modify catalog data.	Catalog interface Help
	Modify data (not catalogs).	Admin interface Help
	Import data (not catalogs).	Chapter 7, "Importing/Exporting Data" Admin interface Help
	Create and manage buyer catalogs. Edit and approve products. Create and maintain master ontology.	Chapter 6, "Administering Catalogs" Catalog Help
Customization	Create new reports, modify reports.	Chapter 10, "Reports"
	Implement customizations.	Chapter 12, "Customizing"

In general, the chapters in this *Administrator's Guide* are presented in the order that you should perform the tasks when setting up your iPlanet BuyerXpert environment:

1. Set up access.
2. Set up your resources.
3. Set up your business rules.
4. Set up taxation, if applicable.
5. Set up catalogs.
6. Configure reports.

Implementation planning details and a number of configuration procedures are contained in the *Deployment Guide*.

## Administration Tools

All user-level tasks are accomplished using a web-based graphical user interface (the User interface). Administrator-level tasks are accomplished using the graphical administrative interface (Admin interface), the User interface, and various other tools.

---

**NOTE** The Admin interface online Help contains procedures and reference material associated with the tasks that can be performed using the interface screens. Procedures for individual tasks are also contained in the User interface Help.

---

Table 1-2 lists the tools available to you and the tasks you can perform using them.

**Table 1-2** Administration Tools

Tool	Task You Do with Tool
User interface	Verify changes made using the Admin interface. Track requisition and order status. Troubleshoot user problems.
Admin interface	Administer access and security. Manage data. Monitor processes. Troubleshoot administrative problems.
Reports	Track productivity, spending, activity, requisitions, and so on.

**Table 1-2** Administration Tools

<b>Tool</b>	<b>Task You Do with Tool</b>
Import utility	Import product, membership, and system data.
Upgrade utility	Migrate your data to a new version of BuyerXpert.
Catalog Manager	Manage catalogs; create catalog data.
Process Manager	Set up approval processes.
iPlanet BuyerXpert logs	Review for successful completion of importing. Gather troubleshooting data.
Command line utilities	Import product, membership, and system data. Tune the system. Troubleshoot problems.
UNIX	Manage system components Backup and restore data

## Stopping and Starting iPlanet BuyerXpert Components

Depending on what task you need to accomplish, you may have to stop or restart your iPlanet BuyerXpert system. It is important that you perform the steps for these tasks in the correct order.

### Stopping the BuyerXpert System

1. Shut down BuyerXpert.

```
% IAS-ROOT/ias/bin/KIVAes.sh stop
```

2. Shut down the Directory Server.

```
% LDAP-ROOT/slaped-instance-name/stop-slaped
```

3. Shut down the iPlanet Application Server.

```
% IAS-ROOT/slaped-machine-name/stop-slaped
```

```
% IAS-ROOT/stop-admin
```

4. Shut down the iPlanet Web Server.

```
% IWS-ROOT/https-machine-name.red.iplanet.com/stop
```

```
% IWS-ROOT/https-admserv/stop
```

## Starting/Restarting the BuyerXpert System

1. Start the iPlanet Web Server.

```
% IWS-ROOT/https-admserv/start
```

```
% IWS-ROOT/https-machine-name.red.iplanet.com/start
```

2. Start the iPlanet Application Server.

```
% IAS-ROOT/slaped-machine-name/start-slaped
```

```
% IAS-ROOT/start-admin
```

3. Start the Directory Server.

```
% LDAP-ROOT/slaped-instance-name/start-slaped
```

4. Start BuyerXpert.

```
% IAS-ROOT/ias/bin/KIVaes.sh start
```

## Guidelines for Restoring Data

One of your most important responsibilities is protecting your data. This includes the following:

- Oracle database data
- LDAP directory data
- Staged update files
- Customization files

If you have a DBA on site, the database has its own backup schedule. However, if you are planning to put import files or customization files into production, you need to coordinate with the DBA to make sure that all backups are current before overwriting anything. This also applies to the LDAP data, if it is administered by a person other than yourself.

## When to Restore the Oracle Database

The most commonly required restoration of data is the Oracle database. You might need to restore Oracle data if:

- You are upgrading BuyerXpert
- You are planning to manipulate data directly in LDAP or through SQL in Oracle
- You are conducting periodic maintenance

## When to Restore LDAP Data

LDAP data restoration is needed if:

- The data is corrupted
- The system must be restored to a previous state after an unsuccessful upgrade or unsuccessful data manipulation

## When to Restore Customizations

The main situation requiring you to restore customizations that your organization has made is during an upgrade. You need to first make backup copies of your customizations, and then restore them after you have upgraded your system to the latest version.

# Administrator's Role in Upgrading

When hardware or software is being upgraded in your BuyerXpert environment, you must plan carefully so that your data is protected and users are impacted as little as possible. Although the actual upgrading is done by your iPlanet representative, you are responsible for protecting your data and keeping your users informed and productive. Full instructions for upgrading from one version of BuyerXpert to another are contained in the *Upgrade Guide*.



In general, it is good practice to schedule upgrading activities to take place during non-critical hours. If the upgrade is a long process, you need to plan for multiple phases of implementation.

---

**NOTE** It is crucial that you back up your entire system before any upgrading steps are started.

---

## Administrator's Role in Upgrading Software

When your BuyerXpert system is initially installed, three environments are set up:

- Staging
- Development
- Production

---

**NOTE** Software upgrading is usually done on either your staging or development system, never directly on your production system. After you have verified that the upgrade is successful on the staging system, the upgrade can then be implemented to your BuyerXpert production environment.

---

The following types of upgrading can be done to the BuyerXpert software:

- New version upgrade
- Service pack upgrade
- Developer customizations done by a programmer
- Customizations done by you

### New Version Upgrade

When you are upgrading to a new version of the BuyerXpert software, follow the instructions in the *Upgrade Guide*.

### Service Pack Upgrade

When you are upgrading to a service pack release of the BuyerXpert software, follow the instructions in the release notes for the service pack.

## Administrator's Role in Upgrading Hardware

Observe the following guidelines when adding or upgrading hardware in your environment:

- Back up all databases, LDAP, and other data sources.
- Stop the web server, LDAP server, Oracle server, applications server, and any other servers.
- Restart all servers.
- Verify functionality of the upgrade.
- Notify users of what happened, what's different, and so on.

# Configuring Access

This chapter provides instructions for setting up access to your iPlanet BuyerXpert system and configuring buyer for ECXpert.

---

**NOTE** The information in this chapter is based on the assumption that you have already read the iPlanet BuyerXpert *Concepts* and *Release Notes*.

---

This chapter contains following sections:

- About Configuring Access
- Administrator's Access Tasks
- Configuring iPlanet BuyerXpert for Outbound Documents
- Configuring iPlanet BuyerXpert for Inbound Documents
- Configuring ECXpert
- Access Business Rules
- Requirements for Inbound EDI Documents
- Deployment Issues

## About Configuring Access

iPlanet BuyerXpert has the flexibility to write out XML files in different formats. The XML file can be in OBI 3.0 (draft) standard format or non-OBI format depending on how your business rules are set up. ECXpert and iPlanet BuyerXpert communicate through the NFS file system.

The iPlanet BuyerXpert software is shipped with maps that convert between OBI 3.0 (draft) and EDI 3040 standards. This chapter discusses integration between iPlanet BuyerXpert and ECXpert for both outbound and inbound iPlanet BuyerXpert documents.

Three special characters are supported for XML files: < > &

For both inbound and outbound XML files:

- < should be replaced by: &lt;
- > should be replaced by: &gt;
- & should be replaced by: &amp;

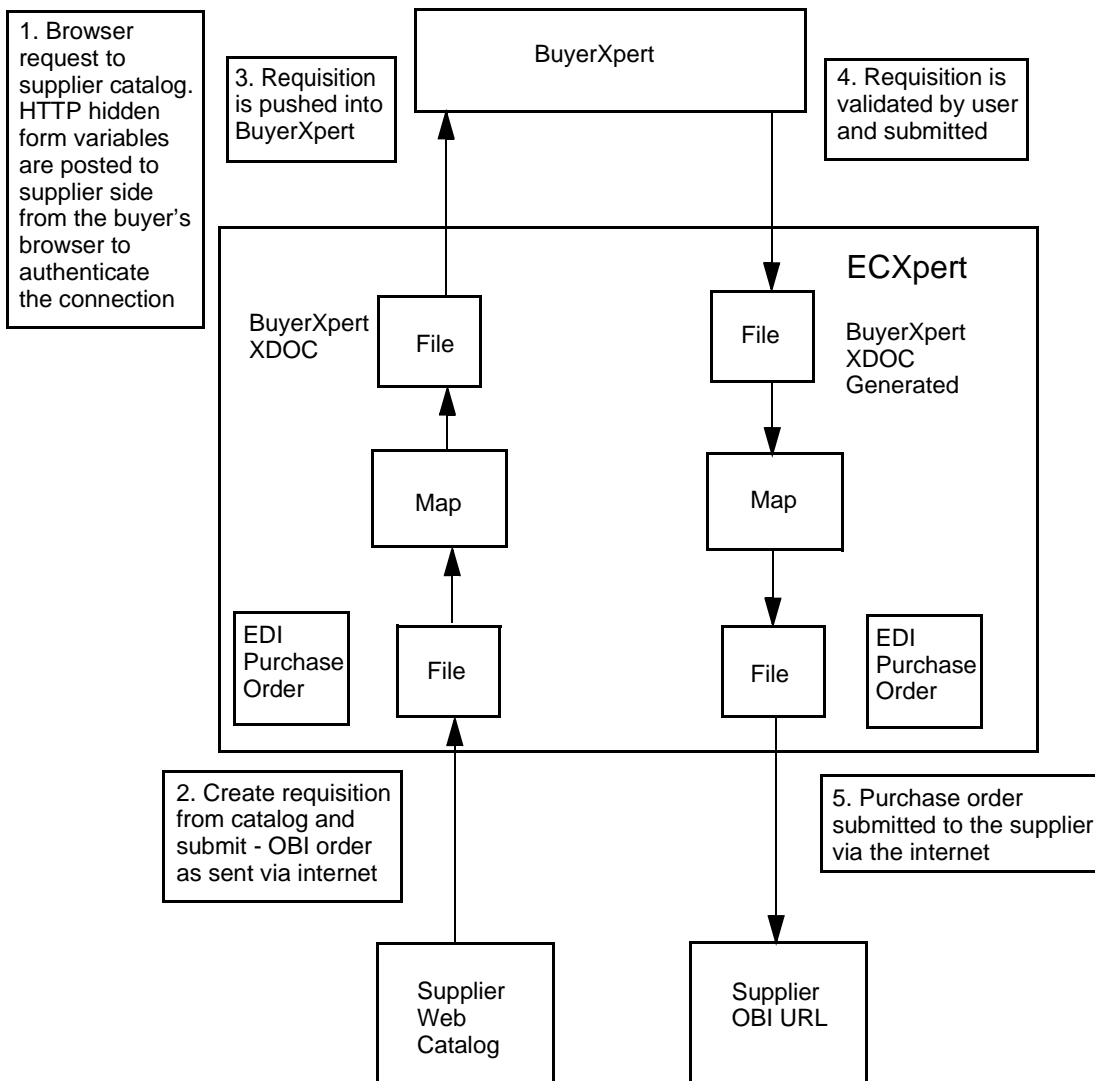
It is the responsibility of the map or the supplier to do the replacement for inbound documents. For outbound documents, iPlanet BuyerXpert does the replacement.

The following types of EDI documents are supported by iPlanet BuyerXpert:

- 850—Purchase order (PO)
- 860—Change order (CO)
- 850—Order request (OR)
- 855—Acknowledgement of order receipt (Ack)
- 856—Advance shipment notice (ASN)
- 865—Acknowledgement of order change (Change Ack)

Figure 2-1 shows the process flow between BuyerXpert and ECXpert.

**Figure 2-1** Process Flow between BuyerXpert and ECXpert



# Administrator's Access Tasks

Some of the procedures for administering access are contained in this administrator's guide and some are contained in the Admin interface help. Figure 2-2 contains a list of common access tasks. The right-hand column provides information about where to find instructions, guidelines, or tools for performing that task.

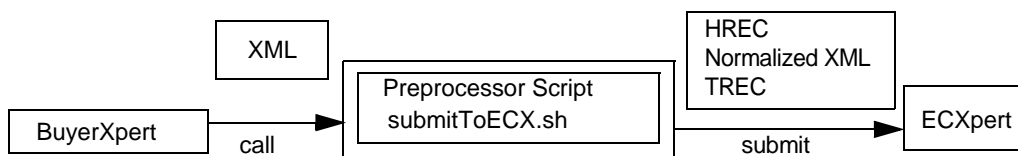
**Figure 2-2** Administrator's Access Tasks

Task	Location of Instructions/Guidelines/Tools
Configure for outbound documents.	Configuring iPlanet BuyerXpert for Outbound Documents section <i>ECXpert Administration Guide</i>
Configure for inbound documents.	Configuring iPlanet BuyerXpert for Inbound Documents section
Configure ECXpert. Includes setting up members, training partnerships, maps, service lists, and custom services	Configuring ECXpert section
Configure associated business rules.	Chapter 5, "Setting Up Business Rules" iPlanet BuyerXpert Admin interface
Observe requirements for inbound EDI documents.	Requirements for Inbound EDI Documents section
Review issues to be aware of for deployment.	Deployment Issues section

## Configuring iPlanet BuyerXpert for Outbound Documents

Figure 2-3 shows the process flow for outbound documents.

**Figure 2-3** Outbound Documents Process Flow



The data submitted to ECXpert needs to have a header record (HREC) and a trailer record (TREC). The header record has twelve fields, some of which are optional. The key fields are:

- Sender Qualifier
- Sender ID
- Receiver Qualifier
- Receiver ID
- Document Type.

#### Example of a Header Record

```
HREC** | ZZ | buyer | ZZ | seller | iPlanet00000001155 | X | 003040 | 850 | OEPO
```

#### Example of a Trailer Record

```
TREC**
```

For details on the header record format, see the *ECXpert Site Administrator's Guide*.

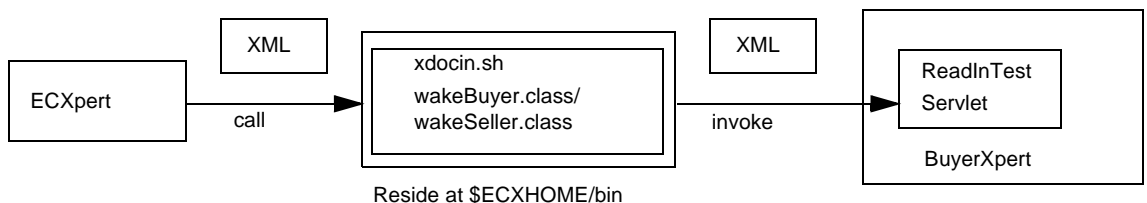
The submitToECX\_850.sh script (and the submitToECX\_860.sh script) first normalizes the XML file, then adds the header record and trailer record, depending on the partnership agreement. Then the ECXpert submit command is called.

All configuration, including email configuration, can be done using the config\_xdoc.pl script, which is located in the iPlanet BuyerXpert NASROOT/buyer/sample\_data/xdoc/scripts directory.

## Configuring iPlanet BuyerXpert for Inbound Documents

Figure 2-4 shows the process flow for inbound documents.

**Figure 2-4** Inbound Documents Process Flow



The `xdocin.sh` script and java class `wakeBuyer.class/wakeSeller.class` are located in this ECXpert directory: `$ECXHOME/bin`.

The `xdocin.sh` scripts calls the `wakeBuyer.class/wakeSeller.class` and passes three arguments to `wakeBuyer`:

- Buyer server name
- Buyer server port
- XDOC data file name

The `wakeBuyer` class wakes servlet `ReadInTest` in `iPlanet BuyerXpert`, at which point the `xdocin.sh` script is set up as a service in ECXpert.

The files can be copied to their respective directories using the `config_xdoc_in.pl` script, which is located in the following `iPlanet BuyerXpert` directory: `iASROOT/buyer/sample_data/xdoc/scripts`.

## Configuring ECXpert

Before you run the script, there are a number of set up tasks required so that ECXpert can interface with `iPlanet BuyerXpert` to route documents between sellers and the `iPlanet BuyerXpert` system.

These tasks include:

- Defining ECXpert Members
- Defining Trading Partnerships
- Setting Up Maps
- Defining a Custom Service
- Defining Service Lists

### Defining ECXpert Members

You must define the following members in ECXpert:

- A member representing each buyer organization



- A member representing each seller organization

---

**NOTE** Member names must match the names specified in the EDI SENDER and EDI RECEIVER rules.

---

For the sample data provided with iPlanet BuyerXpert to work, you must create the following member organizations:

- BuyerCompany
- tech

## Defining Trading Partnerships

For members to exchange information using ECXpert, a trading partnership must be set up specifying the details of the exchange. A trading partnership specifies:

- Who is sending
- Who is receiving
- What type of information is involved
- How the information is to be sent and received at each end

Figure 2-5 lists the entries required for sample data to work.

**Figure 2-5** Required Trading Partnership

Sender	Receiver	Document	Direction	Map	doc_type
BuyerCompany	tech	PO	Outbound	B850ECX35V34O.sun	850
BuyerCompany	tech	Change	Outbound	B860ECX35V34O.sun	860
tech	BuyerCompany	Order Request	Inbound	B850ECX35V34I.sun	850
tech	BuyerCompany	Ack	Inbound	B855ECX35V34I.sun	855
tech	BuyerCompany	ASN	Inbound	B856ECX35V34I.sun	856
tech	BuyerCompany	Change Ack	Inbound	B865ECX35V34I.sun	865

## Setting Up Maps

Run the `config_xdoc_in.pl` script to set up maps to the correct directory for ECXpert to pick up.

## Defining a Custom Service

To perform a service that is not built into ECXpert, you can define a custom service. iPlanet BuyerXpert ships with scripts that perform services that iPlanet BuyerXpert requires but that ECXpert does not provide

Figure 2-6 lists the custom services needed to make sample data work.

**Figure 2-6** Required Custom Services

Script	Description	Service Name
xdocin_850.sh	inbound 850 tech->BuyerCompany	inbound850
xdocin_855.sh	inbound 855 tech->BuyerCompany	inbound855
xdocin_856.sh	inbound 856 tech->BuyerCompany	inbound856
xdocin_865.sh	inbound 865 tech->BuyerCompany	inbound865

## Defining Service Lists

In ECXpert, a service is a particular type of processing to be performed. Service lists indicate what services ECXpert is to perform on the transactions.

Figure 2-7 lists the service lists required for the sample data to work.

**Figure 2-7** Required Service List

Sender	Receiver	Document	doc_type	Service List
BuyerCompany	tech	PO	850	parse, translate, ..
BuyerCompany	tech	Change	860	parse, translate, ..
tech	BuyerCompany	Order request	850	parse, translate, inbound850
tech	BuyerCompany	Ack	855	parse, translate, inbound855
tech	BuyerCompany	ASN	856	parse, translate, inbound856
tech	BuyerCompany	Change Ack	865	parse, translate, inbound865

## Access Business Rules

The following iPlanet BuyerXpert business rules are associated with access and transmission:

- EDI Sender Rule

- EDI Receiver
- EDI Document
- Pre 4.1SP1 850 Order Map
- Auto Submit
- XMIT Currency

These business rules must be set up for every buyer organization, and can be accessed in the Transmission Rules category of the Admin interface. For additional information on business rules, refer to Chapter 5, “Setting Up Business Rules.”

## EDI Sender Rule

The name of the sender should match the name of the member in ECXpert. Enter this name for both Purchase Order and Order Change documents.

## EDI Receiver

The name of the receiver should match the name of the member in ECXpert. Enter this name for both Purchase Order and Order Change documents.

## EDI Document

The name of the sender should match the doc\_type in ECXpert. Enter 850 for Purchase Order and 860 for Order Change documents.

## Pre 4.1SP1 850 Order Map

Set this rule to True if you want iPlanet BuyerXpert to write out non-OBI compliant XML files.

## Auto Submit

Set this to True if you want iPlanet BuyerXpert to automatically submit an incoming Purchase Order (850) document to approval.

## XMIT Currency

Set this rule if you want iPlanet BuyerXpert to transmit the Purchase Order document (outbound 850) in a currency different from common currency.

---

**NOTE**      Verify that the conversion between this currency and common currency already exists in the buyer organization conversion table.

---

## Requirements for Inbound EDI Documents

The following guidelines should be followed by the seller when transmitting an inbound document:

- All inbound documents should include the buyer organization name and seller organization name. The names should already exist in the database of the buyer organization.

For OBI2.1, it is N1\*BY and N1\*SE.

- All inbound documents should include the requisitioner's login name.

For OBI2.1, it is N1\*EY

For OBI3.0, put it into the email field of BuyingParty Contact

- For an Order Request document, the seller organization address must be used as the send-to location if no send\_to\_location for this seller company is defined in the System.
- The buyer organization address is not processed. The buyer organization address should already exist in the buyer database.
- For the ASN document, the seller organization should provide a carrier reference number so the requisitioner can track the shipping process.
- In an Order Request document, Total Monetary Amount (AMT) is required, not optional.

## Deployment Issues

- File system access between the iPlanet BuyerXpert machine and ECXpert system must be read/write enabled. Also, the directory structure should be the same.

- The default scripts shipped with iPlanet BuyerXpert do not authenticate ECXpert. Therefore, the members must be made *trusted*.
- For outbound documents, the mapping from XML to EDI works only if you set Pre 4.1SP1 850 Order Map to false.
- If you run the `config_xdoc.pl` script to configure iPlanet BuyerXpert for ECXpert, the same header record appears for all partnerships. You can however, customize the header records in the deployed directory.
- Java (JDK 1.2 or higher) and Perl (5.0 or higher) must be in the environment.

## iPlanet ECXpert and HTTPS

When configuring XDOC using the `config_xdoc_in.pl` script, the user is asked what protocol is being used by iPlanet BuyerXpert (`http` or `https`). If the user chooses `https`, then he is prompted for two other pieces of information:

- Classpath of the SSL Provider
- Classpath of the SSL Protocol Handler

This information is required because SSL implementations can be provided by several vendors and the classpaths may vary depending on the vendor.

---

**NOTE** It is important to verify that the jar file(s) corresponding to the SSL implementation is (are) present in the classpath. If not, a `ClassNotFoundException` error occurs.

---

If the user incorrectly indicates that iPlanet BuyerXpert is using an HTTPS connection when it is actually using an HTTP connection, an `Unrecognized SSL handshake SSLException` occurs.



# About iPlanet BuyerXpert Resources

This chapter provides guidelines for setting up your iPlanet BuyerXpert resources, also known as business objects. After you have completed the tasks in this chapter, you are ready to configure the business rules for your organization as described in Chapter 5, “Setting Up Business Rules.

---

**NOTE** The information in this chapter is based on the assumption that you have already read the iPlanet BuyerXpert *Concepts* and *Release Notes*.

---

This chapter contains the following sections:

- How Resources Work
- Membership Resources
- Accounting Code Resources
- Commodity Code Resources
- Additional Information Field (AIF) Resources
- Units of Measure Resources
- Pricing Resources
- Payment Resources
- Freight and Shipping Resources
- Approval Resources
- Multi-Organizational Structure

# How Resources Work

iPlanet BuyerXpert resources include the following:

- Members—organizations, organizational units, users, user groups, locations
- Accounting—accounting code segments, accounting code values
- Commodity—commodity code segments, commodity code values
- Business rules
- Units of measure—system units of measure, organization units of measure
- Additional information fields (AIFs)
- Pricing—price lists, price adjustments, column lookup table, order adjustments
- Payment—payment types and subtypes, instruments, terms
- Approval—approval matrix, model, delegation tables, approval cases
- Shipping

## Administrator Resource Privileges

iPlanet BuyerXpert administration is a multi-tiered process that works through a matrix of privilege levels associated with three distinct administrator roles: superadmin, orgadmin, selfadmin.

### Superadmin (super administrator)

A *superadmin* can do all that is possible through the administrative utilities and interfaces of iPlanet BuyerXpert, including interactive administration, import of data, and full catalog management. Has full create-read-update-delete privileges across organizations. This role has no administrative restrictions.

In SellerXpert, the superadmin should always be an authorized representative of the selling organization and never a representative of the buying organization.



## Orgadmin (organization administrator)

An *orgadmin* can administer various resources within the domain of the orgadmin's organization. Has full create-read-update-delete privileges within an organization.

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**NOTE** To administer catalogs for their own organizations, orgadmins must be members of a special super-admin group set up by the superadmin.

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In SellerXpert, the orgadmin is usually an authorized representative of the buying organization. An orgadmin can also be a representative of a selling organization; however, the privilege is restrictive in the range of administrative activities allowed.

## Selfadmin (self administrator)

A *selfadmin* can only administer self and self-related entities and attributes. This is the most restrictive role and is the default.

Each iPlanet BuyerXpert resource has an associated privilege table that determines what the administrator is authorized to do with the resource. Each table indicates what privilege each administrator has for the following actions:

- Create—Ability to add a new resource of this type.
- Read—Ability to view a resource of this type.
- Update—Ability to change a resource of this type.
- Delete—Ability to delete a resource of this type.

Before acting, iPlanet BuyerXpert consults the privilege table to determine how, or if, a directive regarding a particular resource should be acted upon. Appendix B, "Resource Privileges" contains the privilege tables for iPlanet BuyerXpert resources.

# Resource Types

Resources are either system resources or organization resources.

## System Resources

*System resources* are applicable to an the entire iPlanet BuyerXpert system. Any organization that is part of the particular iPlanet BuyerXpert system, or instance, can use the system resources defined for the instance.

System resources include:

- Accounting code segments
- Additional information fields (AIFs)
- System units of measure
- Conversion tables

System resources can only be defined (created, updated, deleted) by a superadmin, so if an organization within the system has a business need that requires a change in a system resource, the orgadmin for that organization must contact the superadmin to have such changes made. These changes would then be available to any of the organizations within the system.

## Organization Resources

Organization resources are applicable only to a particular organization. Any resource that is not a system resource is an organization resource. Organization resources are defined at the organization level by the designated orgadmin, or by the superadmin.

# Membership Resources

*Membership management* is the process of establishing and maintaining the members of the iPlanet BuyerXpert community: the organizations, organizational units, users, user groups, and locations. The membership repository is the lightweight directory access protocol (LDAP) database.

A *member* is a person or entity that is authorized to access particular iPlanet BuyerXpert functions and data. iPlanet BuyerXpert members are:

- Organizations—Any company, institution, or other entity that operates in the procurement cycle has a collection of organization units, groups, users, and locations.
- Organizational units—Hierarchical subdivision of an organization; can be further subdivided into smaller organizational units.
- Users—People associated with an organization; user belongs to a single organizational unit.
- User groups—A collection of users.
- Locations—A destination point for shipping, receiving, billing, and so on.

## Member Relationships

The interrelationships between the iPlanet BuyerXpert members is what determines access paths to the resources.

- An organization has:
  - Zero to many organizational units
  - Zero to many users
  - Zero to many locations
  - Zero to many groups
  - Zero to many organizations
- An organizational unit belongs to an organization and has:
  - Zero to many organizational units
  - Zero to one parent organizational unit
  - Zero to many users
- A user belongs to an organization and is a member of:
  - Zero to one organizational unit
  - Zero to many user groups
- A location belongs to an organization.
- A user group belongs to an organization and has:
  - Zero to many users as members

## Organization

An *organization* is an enterprise, that is, a business entity that functions as a buyer or seller in the iPlanet BuyerXpert system. An organization owns its own resources, which can be completely different from resources in other organizations. An organization can also own other organizations, which may have separate unique resources of their own.

An organization is created by a superadmin.

## Organizational Unit

An *organizational unit* is mechanism for representing the hierarchy of an organization. An organizational unit does not have its own unique resources, but instead uses those that are owned by its parent organization. An organizational unit can have no users (just serving as a placeholder) or many users, and can also be the owner of other organizational units.

An organizational unit can be created by a superadmin or the orgadmin for the organization.

## User

A *user* is a person who uses iPlanet BuyerXpert to perform, depending on his role, administrative tasks or procurement tasks. A user who is a member of a business organization is a business-to-business procurement user.

Users are created for an organization by a superadmin or the orgadmin for the organization.

## User Group

A *user group* is a collection of users that belongs to an organization. Users within an organization can belong to any user groups that are owned by that organization.

A user group can be any of the following types:

- Catalog browser
- Catalog manager
- Catalog seller
- Catalog superadmin
- Company admin

Specifying a user group as one of these types determines the catalog access privileges for the members of that user group. Catalog privileges are discussed in Chapter 6, “Administering Catalogs.”

User groups are created for an organization by a superadmin or the orgadmin for the organization.

Relative to Cohabitation between iPlanet BuyerXpert and iPlanet Market Maker, the Company Admin has the privilege to administer the company in iPlanet Market Maker.

## Location

A *location* represents a destination point for shipping, receiving, billing, and so on.

Locations are created for an organization by a superadmin or the orgadmin for the organization.

# Accounting Code Resources

An *accounting code* is a multi-segment entity used for assigning the expenses associated with the cost of a line item on an order. Accounting codes are made up of accounting code segments and accounting code values.

## Accounting Code Segments

*Accounting code segments* are the separate sections of an accounting code. The segments define how an accounting code is to be structured for an organization, that is, what segments make up an accounting code. A segment might represent the following:

- A cost center (such as a department)
- An expense code (such as office supplies, facilities maintenance, or legal services)
- A project code, or some other useful category (such as a region)

Accounting code segments are defined (created, updated, or deleted) by a superadmin at the system level. An orgadmin can use the Admin interface to:

- View accounting code segments
- Sequence accounting code segments as needed for the organization

### *Example*

An organization could have accounting code segments such as department-division-project, which could correspond to accounting code values such as iPlanet-eCommerceApplications-iPlanet BuyerXpert.

## Accounting Code Values

*Accounting code values* are the literal contents of accounting code segments.

These resources can only be administered through the Import utility. When the resource is created using the Import utility, you must explicitly define the organization that owns the resource.

---

**NOTE** If the administrator is an orgadmin, the owner of the resource can only be the organization the orgadmin belongs to.

---

### *Example*

Typical accounting code segments are Organization, Group, Commodity, and Project, which might have corresponding values such as iPlanet-eCommerceApplications-Software-iPlanet BuyerXpert.ss

## Commodity Code Resources

A *commodity code* is a multi-segment number used for grouping products and services within an organization. By using commodity codes to classify products, an organization can analyze expenditures and determine the source of purchases. For example, as part of its strategic sourcing efforts, the purchasing department could analyze all purchases of the Clothing commodity, regardless of the department or accounting numbers.

Commodity codes can also play a role in approvals. For example, computer hardware purchases might require approval from the Information Technology department, or vehicle purchases might require a special type of approval.

Commodity codes are made up of commodity code segments and commodity code values.

## Commodity Code Segments

*Commodity code segments* specify the individual sections of a commodity code. They are organization resources that can be created, updated, or deleted by a superadmin or orgadmin.

An orgadmin or superadmin can use the Admin interface to:

- View commodity code segments

- Sequence commodity code segments as needed for the organization

### *Example*

An organization could have commodity code segments such as category-item-material, corresponding to commodity code values such as furniture-chair-leather.

## Commodity Code Values

*Commodity code values* are the literal contents of the commodity code segments.

These values can only be administered through the Import utility. When a commodity code resource is created using the Import utility, you must explicitly define the organization that owns the resource.

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**NOTE** If the administrator is an orgadmin, the owner of the resource can only be the organization the orgadmin belongs to.

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## Additional Information Field (AIF) Resources

An *additional information field (AIF)* is a repository for additional information that is required for a line item on a requisition. The purpose of an AIF is to collect further information needed for that item. When an AIF exists for an item, the buyer is prompted to provide information at the time the item is added to a requisition.

For example, the address information on a business card is entered through an AIF. Common examples of AIFs are:

- A fixed asset category
- An estimated date of service
- Address information for a business card

AIFs are system resources that can only be created, updated, or deleted by a superadmin. An orgadmin can view AIFs in order to use them as additional information fields in requisition line items. The maximum number of AIFs that can be assigned to a line item is twenty.

A set of AIFs is created as a system-wide extension of iPlanet BuyerXpert during implementation. A subset of this domain can then be set for an organization or for products.

# Units of Measure Resources

A *unit of measure* identifies how the quantity of a product is represented. Some standard units of measure are pounds, kilograms, inches, and centimeters. For example, if you are selling light bulbs, you might define the unit of measure for light bulbs as a *pack*. However, the unit of measure for the price of light bulbs might be defined for *each* bulb, while the unit of measure for the light bulbs listed in the catalog might be by the *case*, or by the *pallet*.

## Unit Class

A *unit class* is a mechanism for categorizing units according to type. For example, weight, distance, and volume are some of the standard unit classes that are supplied with iPlanet BuyerXpert.

Your sellers can define an unlimited number of unit classes. There can be one class for each product group, or one class for each product, or one class for an entire product line. Units can belong to one or more unit classes. This is important for commonly used units, such as *Each*, which may be used for a variety of products. Standard units can belong to both supplied iPlanet BuyerXpert classes and seller-defined classes.

Unit classes enable iPlanet BuyerXpert to perform additional validation of input data. For example, by limiting field input to only units of measure in the Weight class, an error message appears if a employee enters Feet as the unit class.

## Unit Conversion

*Unit conversion* is the process of calculating how many of one unit of measure equals another unit of measure, such as the process of converting Each to Case.

Every product must be associated with at least one *unit conversion table*, which defines the relationship between units and unit classes for each product, product group, or product line.

Units of measure include currencies, and unit conversion tables. Units are defined at the system level as well as at the organization level.

You must assign a unit of measure to each product your organization offers. A unit of measure can belong to one or more classes; however, you can only convert a unit belonging to one class to another unit within the same class. You can define as many units of measure as you require.



### *Scenario*

For each product in the product database, you assign a specific unit class and unit conversion table. For each product and/or SKU (stock keeping unit) in a price list, you assign a unit of measure. When a user selects an item, enters a quantity, and places it in a shopping cart, a unit conversion may take place.

Assume the following:

- The product to be purchased is soda.
- The soda is sold by the case but priced by the can.
- The buyer wants to buy one case of soda.

When the buyer adds the case of soda to the shopping cart, product business rules identify the unit conversion table to use for converting the purchasing unit of measure (a case) to the pricing unit of measure (a can). Once the pricing unit of measure is determined, a price can be calculated for the item.

Units of measure resources include:

- System-wide units of measure
- Units of measure for organizations
- Conversion table

## System-wide Units of Measure

*System units of measure* apply to the entire iPlanet BuyerXpert system. At the system level, only superadmins can create, update, and delete units of measure. Orgadmins can read and copy them under their own organization.

## Units of Measure for Organizations

*Organization units of measure* apply only to an organization. When units of measure are owned by an organization, they can be created, read, updated, and deleted by the orgadmin of the organization.

## Conversion Tables

A *unit conversion table* is made up of rows, with each row consisting of a unit of a From Unit, a To Unit, and a factor that defines how a particular unit of measure is to be converted to another unit of measure. Some typical units conversions might be:

There are 12 Each units in a Pack.

There are 6 Pack units in a Case.

There are 40 Case units in a Pallet.

There are 12 Pallet units in a Truckload.

A product can be associated with the standard conversion table, making it possible to “chain” conversions. For example, a truckload-to-pallet and pallet-to-case conversion could be specified in the standard conversion table, while a case-to-six-pack unit conversion could be specified in your organization conversion table, thus allowing a truckload-to-six-pack conversion.

A standard unit conversion table is provided with iPlanet BuyerXpert.

## Pricing Resources

iPlanet BuyerXpert supports the following pricing models, any of which can reflect the contractual pricing between your organization and the seller organization:

- *Price from catalog* indicates that the seller has already included the buyer prices directly in the catalog.
- *Price list model* is most appropriate when seller pricing does not vary based on quantity.
- *Pricing external API model* is used when the selling organization wants to use their own pricing engine, achieved by extending the pricing external API class (provided as the value to a separate rule named Pricing\_ExtAPI\_Setting).

## Price List

A *price list* is a table, similar to a spreadsheet, that contains a row for each product sold in a particular market. Price lists contain all the prices for the products or stock keeping units (SKUs) offered by a seller company. Price lists have start and end dates to indicate when the prices are valid.

Generally, selling organizations provide pre-defined price lists in addition to their catalog of products.

Each row in a price list usually corresponds to a product. You can set pricing at the SKU level, which corresponds to a row in a price list.

The actual price column selected for a specific product or SKU depends on various business rules. Commonly, the column selected for a particular item depends on the quantity or value of the item. For example, if you buy less than ten items, iPlanet BuyerXpert uses one price column. If you buy from 10 to 99 items, iPlanet BuyerXpert uses a different column, and so forth. Price lists also contain a default column for iPlanet BuyerXpert to use if the business rule does not have enough information to evaluate.

A *price list* contains the pricing data associated with a seller catalog. Price lists are usually resources owned by seller organizations, but created for buyer organizations. From the multi-organizational view, a price list must first be created by the seller company admin. The price list is then assigned to the buying organization to which the price list applies by creating an instance on the Price List rule.

## Scenario I: Create Price List

For a seller organization to create a price list for a buyer organization, the following steps are required:

1. The seller orgadmin creates a price list under the seller organization.
2. The seller orgadmin enters the buyer organization name in the created\_for field.

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<b>NOTE</b>	The seller orgadmin can specify multiple organizations in the created_for field.
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Result:

- The buyer orgadmin can access this price list as read only under the buyer organization.
- The buyer orgadmin can use this price list in accordance with the buyer organization business rules.

## Scenario II. Create Multi-Org Price List

The superadmin can create any number of price lists for the selling organization by creating the price list under the selling organization and entering the buyer organization name(s) in the created\_for field.

The superadmin creates a Price List rule instance, specifying a particular price list for the specific buying organization or any level down the buying organization's hierarchy.

Result:

- The buyer orgadmin can access this price list as read only under the buyer organization.
- The buyer orgadmin can use this price list in accordance with the buyer organization business rules.

## Pricing Adjustment

A *price adjustment* includes discounts, charges, allowances, and promotions. Price adjustments are created by sellers to define buyer-specific product discount prices. To grant buying organizations access to the resources that are created for them, the resource owners can specify which organizations the resource is created for. A pricing adjustment is a change to the price of a particular product after the customer selects the item.

Pricing adjustments are optional. They are only evaluated if the Apply Discount on Specific Order is the pricing rule for a specific order.

A pricing adjustment determines changes to a specific portion of an order, such as a line item gross total or a line item gross price. The end result of applying this adjustment to a gross price is a net price.

*Gross price* refers to the lookup price from a price list after any customer discount or markup has been applied. The *net price* refers to the price after the gross price has been adjusted based on pricing adjustments.

Common uses of pricing adjustment are discounts, charges, allowances, and promotions (DCAPs). Examples are listed in Table 3-1.

**Table 3-1** Examples of Typical DCAPs

Type of Adjustment	Description
Reward	Bullwinkle for \$14.95 with any purchase greater than \$35
Cross-sells	Buy bike, get 20% off helmet

**Table 3-1** Examples of Typical DCAPs

Type of Adjustment	Description
Straight discount	25% off all boys pants
Additional discount	10% off sale price
Early bird specials	30% off from 11:00am to 2:00pm
Cash discount	12% off with cash purchase
Discounts with limits	Turkey: limit 1 with minimum \$25 purchase
Other discounts	Not valid with any other discounts or offers
Valued customer discount	20% off next purchase
Allowances	Advertising or promotional allowances
Charges	Breakage, freight, small order, special handling
Discounts	Case quantity, line item, total order, warehouse delivery, "will call"
Seasonal pricing	Special on all Halloween products
Promotional pricing	Seasonal, special offers, 2 for 1
Manufacturer's rebate	Rebate amount

## Column Lookup Table

A column lookup table is an adjustment based on identifying a specific column in a price list to use for pricing when you don't want to use the default price column. A column lookup table can be used to specify a price list column based on item quantity. For example, if the quantity ordered is between 1 and 10, price list column A is used. If the quantity ordered is between 11 and 50, column B is used, and so forth.

This adjustment is optional. If a column lookup table adjustment is not used, the default price column rule is applied.

## Order Adjustments

Discounts and markups are adjustments that define how much of a discount or markup a specific customer receives on a particular order. These adjustments are based on the customer, rather than on a product, and can be defined as a percentage or as an absolute amount. A customer discount or markup is a change to a price list value, and is made regardless of the product selected.

You create a separate adjustment for each different discount and markup percentage or amount. You can assign the same discount and markup to more than one customer.

### *Example*

A large quantity discount is required. In this case, a customer is given a pricing discount proportional to how much the customer purchases. Typically, the size of the discount is based on item quantity, item value, total order quantity, or total order value. For example, if the total order is over \$1000, the customer receives a 20% discount.

## Payment Resources

Administrators of an organization can administer any payment resources that belong to their own organizations. Self administrators can administer the payment instruments that they personally own.

Payment tables include:

- Payment types and subtypes
- Payment instruments

## Payment Types and Subtypes

A *payment type* is the method that is allowed for payment. For example, credit card or check. A *payment subtype* is a further qualification of the payment type. For example, if the payment type is credit card, the payment subtype might be Visa.

## Payment Instruments

A *payment instrument* is the actual account number for a payment type/subtype. For example, the credit card number.

## Payment Terms

A *payment term* is an agreement between the buyer and seller organizations about making a payment for an order created by the buyer. In setting a payment term for a requisition, the buyer agrees to make the payment before the due date, and the seller may agree to give a discount. For example, using the payment term 2/10Net 30, if the order balance is paid within ten days, a 2% discount is applied to the total. Otherwise, the net amount is due within 30 days.

When you set up the payment term, you can set values for the due date of the payment, the prepayment date and corresponding discount (if any), and the duration of which the payment term is valid.

## Freight and Shipping Resources

*Shipping resources* include shipping methods, freight terms, whole order shipping charges, and line amount shipping charges. Orgadmins of an organization can administer any shipping resources that belong to the organization.

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<b>NOTE</b>	In many instances, freight and shipping charges are recalculated by the seller company. In this case, setting up shipping and freight parameters in iPlanet BuyerXpert provides estimated figures only.
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Shipping resources can be administered through the Admin interface or the Import utility. If the Import utility is used, the administrator needs to specify which organization owns the resource.

## Freight Terms

When you define freight terms, you can set values for assigning insurance coverage, FOB, payment type, freight terms code, freight interstate tax code, and freight intrastate tax code for a specific order. As you set up iPlanet BuyerXpert, you *must* define at least one freight term.

## Shipping Methods

The shipping method identifies how to ship an order. As you set up iPlanet BuyerXpert, you *must* define at least one shipping method.

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**NOTE** Prior to defining a shipping method, you must first define at least one carrier and one freight term if you plan to use these values in your shipping method definition.

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You can define a shipping method as a combination of a carrier (for example, UPS or FedEx) and a level of service (for example, Overnight, 2nd Day, Ground), or it can be defined as a text string (for example, “Will Call” or “Standard Services”). You can also include the shipping method as input when calculating shipping charges.

Before you can set up shipping methods in iPlanet BuyerXpert, you need to understand the terms previously agreed upon by your company and your various sellers.

## Shipping Charges

iPlanet BuyerXpert allows you to define shipping charges based on many different factors, such as order value, weight, distance, carrier, or level of service. Before you can set up shipping charges in iPlanet BuyerXpert, you need to understand the terms previously agreed upon by your company and your various sellers, so that you can implement these terms.

## Approval Resources

Approval resources include:

- Approval delegation table
- Approval matrix
- Approval model



## Approval Delegation Table

An *approval delegation table* is a resource that delineates who can delegate approval authority to whom. Approvers can delegate their own job to another approver or a group of approvers.

Delegation tables can be administered through the Admin interface or the Import utility. If the Import utility is used, the administrator needs to specify which organization owns the resource and which organizations the resource has been

## Approval Matrix

An *approval matrix* table is a resource that designates approvers based on accounting codes and commodity codes. The administrator of an approval matrix can specify the organizations for which the resource has been created. This grants read-only access to the orgadmins of the organizations for which the resource is created.

When a requisition enters the approval process, iPlanet BuyerXpert consults the approval matrix to determine who to route the requisition to. Usually all approvers receive the requisition in their inboxes simultaneously, but you can configure your approval flow to send the requisition one at a time as they approve.

BuyerXpert comes with the following default approval matrix that may meet your needs. If it does not, refer to Help for instructions on creating your own approval matrix.

**Table 3-2** Default Approval Matrix

Matrix ID	Approve Name	Approve Type	Segment Value	Limit	Currency
1	Bob	cost center	dept=iplanet	2000	USD
2	Susan	commodity	dept=iplanet	500	frfrnc
3	Tony	pff-catalog	dept=iplanet	10000	USD
4	Janet	cost center	dept=iplanet	5000	USD

Approval matrixes can be administered through the Admin interface or the Import utility. If the Import utility is used, the administrator needs to specify which organization owns the resource and which organizations the resource has been created for

## Approval Flow Model

The *approval flow* identifies how the approval process works for your organization from the time a requisition is submitted for approval until the requisition is approved (or declined) and sent as an order to the seller for fulfillment.

The approval flow is a process that occurs outside of BuyerXpert through the Process Manager application. An approval application program interface (API) serves as the connection between Process Manager and BuyerXpert. Although Process Manager itself is transparent to BuyerXpert users, you must use the Process Manager interface to create the approval flow for your organization.

BuyerXpert comes with a default approval flow that may meet your needs. If it does not, refer to Help for instructions on creating your own approval flow.

## Multi-Organizational Structure

iPlanet BuyerXpert provides a multi-organizational approach that allows unique business rules to be applied to subdivisions of an enterprise. That is, within a single instance of iPlanet BuyerXpert, an enterprise can be divided into multiple organizations or divisions, each of which can have unique access control, catalogs, price lists, approval processes, locales, currencies, bill-to and ship-to locations, adjustments, and payment methods.

Multi-locale and multi-currency functionality allows great flexibility in tailoring iPlanet BuyerXpert to the specific profile of your organization.

### Multi-Locale

The term *multi-locale* refers to the situation where multiple locale presentations can be used simultaneously within one iPlanet BuyerXpert system. For example, one user may be using French and another German.

Locale settings include:

- Language and/or language variant (zh\_CN/ en-us)
- Number and date formats
- Page layout—required to handle string expansion and/or text that reads in directions other than left -> right, top -> down.
- Graphics—different graphics may be needed due to page layout or cultural differences

The locale is independent of the currency, and the currency is independent of the locale. For example, locale doesn't determine how many significant digits are shown, and the currency doesn't determine the number format.

## Multi-Currency

The term *multi-currency* refers to support for multiple currencies (Euro, USD and others) within one iPlanet BuyerXpert system, even within one requisition. With multi-currency functionality, the preferred currency can be displayed for:

- Graphical interfaces
- Requisitions and purchase orders
- Reports



# Setting Up Resources

This chapter provides guidelines for setting up your iPlanet BuyerXpert resources. In addition, a scenario for setting up a multi-org environment is included. After you have completed these tasks, you are ready to configure the remaining business rules for your organization.

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**NOTE** The information in this chapter is based on the assumption that you have already read the iPlanet BuyerXpert *Concepts, Release Notes*, and Chapter 3, “About iPlanet BuyerXpert Resources.”

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This chapter contains the following sections:

- Administrator’s Resource Setup Tasks
- Setting Up Membership
- Setting Up Accounting Codes
- Setting Up Commodity Codes
- Setting Up an AIF
- Setting Up Units of Measure
- Setting Up Pricing
- Setting Up Payment
- Setting Up Freight and Shipping
- Setting Up Approval
- Setting Up a Multi-Org Environment

# Administrator's Resource Setup Tasks

For iPlanet BuyerXpert to meet the specific needs of different organizations, a number of tasks must be performed, either manually, using the Admin interface screens, or using the Import utility.

Your main tool in performing the tasks to set up resources is the Admin interface Help. Procedures and details of all tasks are contained in the Help, not in this manual.

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**TIP** It is sometimes more efficient to copy data from an existing entity, then modify the data as appropriate for the new member. To do this, checkmark an entity and click Copy.

---

Table 4-1 contains a list of the resource set up tasks. The right-hand column provides information about where to find instructions, guidelines, or tools for performing that task.

**Table 4-1** Administrator's Resource Setup Tasks

Task	Location of Instructions/Guidelines/Tools
Set up membership.	Setting Up Membership section
Set up accounting codes.	Setting Up Accounting Codes section
Set up commodity codes.	Setting Up Commodity Codes section
Set up AIFs.	Setting Up an AIF section
Set up units of measure.	Setting Up Units of Measure section
Set up pricing.	Setting Up Pricing section
Set up payment.	Setting Up Payment section
Set up freight and shipping.	Setting Up Freight and Shipping section
Set up approval.	Setting Up Approval section
Set up business rules.	Chapter 5, "Setting Up Business Rules"
Set up a multi-org environment.	Setting Up a Multi-Org Environment section

Most of the resources have associated business rules that must be set up before the resource is functional. Although the Admin interface screens may differ for the various rules, they are basically similar to the following example rule screen.

The screenshot shows the 'iPlanet BuyerXpert Administration' interface. The breadcrumb trail is: Home > BuyerXpert > System Data > Import/Export > Organizations > org > Order Processing > Currency > Currency Conversion Tables. The main heading is 'Currency Conversion Table Rule' with a sub-heading 'Please set appropriate values to set the rule.' Below this, there are several configuration fields: 'User Created For' with an 'ALL' dropdown and a 'Choose' button; 'Seller Company' with an 'ALL' dropdown and a 'Choose' button; 'Status' with a dropdown menu set to 'Enabled'; 'Valid From' with a text input field containing 'e.g. 01/01/1970 00:00:00' and a 'Calendar' button; and 'Valid To' with a text input field containing 'e.g. 01/01/1970 00:00:00' and a 'Calendar' button. At the bottom, there is a 'Rule Values' section with the text 'The values for this rule are:' and a 'Currency Conversion Table' dropdown with a 'Choose' button. At the very bottom right, there are 'Save Changes' and 'Reset' buttons.

## Setting Up Membership

Before setting up iPlanet BuyerXpert membership, you need to determine a number of facts about the new member. Worksheets for gathering this information are available in Appendix A “Worksheets.”

You can create membership entities either by entering data using the Admin interface or importing data using the Import utility.

Instructions for using the Admin interface screens are contained in the Admin interface Help; instructions for loading data are contained in Chapter 7, “Importing/Exporting Data.”

Setting up membership involves the following tasks:

- Creating an Organization
- Creating an Organizational Unit
- Creating Users
- Creating a User Group
- Creating Locations

Guidelines for performing these tasks are contained in the following sections.

## Creating an Organization

On an initial setup for an organization (with a database that contains no membership data), login is achieved by entering hyphen (-) at the company name, user name, and password prompts. After the first organization exists, the superadmin user (role=superadmin) for the organization can be set up. The superadmin can set up the orgadmins for any sub-organizations.

Organizations can only be created and deleted by superadmins, but can be accessed and updated by the orgadmin of the particular organization. Orgadmins of an organization can also create, read, update, and delete any resources belonging to this organization.

Creating an organization often means there is a lot more data to be set up, which includes most of the resources in this chapter.

Follow these guidelines to create an organization using the Admin interface (field and procedure details are contained in Help):

1. In the Organization screen, click Add to create a totally new organization.  
OR  
Click an existing organization to copy an existing organization that you want to modify.
2. Follow procedures in Help to complete the task of setting up the organization.  
This includes the completing the Identification, Status, Contact Information, Commodity Codes, Payments, and Security Rules pages for the new organization.

## Creating an Organizational Unit

Follow these guidelines to create an organizational unit using the Admin interface (field and procedure details are contained in Help):

1. Select the organizational unit
2. Click Add.  
OR  
Click an existing organizational unit to copy an existing organizational unit that you want to modify.
3. Follow procedures in Help to complete the task.



## Creating Users

A user is a person who uses iPlanet BuyerXpert to perform the procurement tasks. A user is a member of an organization and may or may not belong to user groups.

A superadmin or an orgadmin can create users belonging to an organization. Only a superadmin can set the role of any other users (roles are superadmin, orgadmin, selfadmin).

Follow these guidelines to create a user using the Admin interface (field and procedure details are contained in Help):

1. Select People.
2. Follow procedures in Help to complete the task.

## Creating a User Group

A superadmin or an orgadmin can create user groups belonging to an organization. Follow these guidelines to create a user group using the Admin interface (field and procedure details are contained in Help):

1. Select the user group
2. Click Add.

OR

Click an existing user group to copy an existing user group that you want to modify.

3. Follow procedures in Help to complete the task.

## Creating Locations

Follow these guidelines to create a location using the Admin interface (field and procedure details are contained in Help):

1. Select the location.
2. Click Add.

OR

Click an existing location to copy an existing location that you want to modify.

3. Follow procedures in Help to complete the task.

## Setting Up Accounting Codes

Setting up accounting code includes the following tasks:

- Creating Accounting Code Segment Definitions
- Creating Accounting Code Values
- Setting Up Accounting Code Rules
- Creating External API Validation

Guidelines for performing these tasks are contained in the following sections.

### Creating Accounting Code Segment Definitions

Follow these guidelines to create an accounting code segment definition using the Admin interface (field and procedure details are contained in Help):

1. Select System Data>Accounting Code Segments.
2. Follow procedures in Help to complete the task.

After an accounting code segment has been setup, these segments need to be assigned default values. This is done by configuring the Default Accounting Code rule.

### Creating Accounting Code Values

Accounting code values can be created only by importing data with the Import utility or from other external systems. Instructions for using the Import utility are contained in Chapter 7, "Importing/Exporting Data."

### Setting Up Accounting Code Rules

Follow these guidelines to create accounting code rules using the Admin interface (field and procedure details are contained in Help):

1. Select Accounting Code Rules>Default Accounting Code Values.

2. Follow procedures in Help to complete the task.

For instructions on importing accounting code rules, refer to Chapter 7, “Importing/Exporting Data.”

## Creating External API Validation

You may want to validate your accounting code values against an external book of records (like SAP or Oracle). To achieve this, you need to set the Accounting Code Model rule to External API. Note that accounting code values are not always validated externally. If the Accounting Code Model rule is set to Default, then the validation is to verify if the accounting codes that the requisitioner types in match the dependencies specified when you import the accounting codes.

### *Example*

Section for an accounting code import file:

```
department, sparc,      division,      hardware
department, alpha,    division,      hardware,
department, os,       division,      software,
```

So the default validation would validate that you could *not* have an accounting code setup like department=os and division=hardware. If you set the accounting code model to NONE, no validation is done.

---

**NOTE** The sample\_data/imp\_exp directory has complete examples of import files for accounting codes and their corresponding rules.

---

If you do choose to validate your accounting codes externally, by selecting the External API value, you need to point to the Java class that implements this validation. This is done by setting the Accounting Code External API server rule:

The external API-compliant Java class specified in this rule needs to implement a Java interface.

## Setting Up Commodity Codes

Setting up commodity code resources includes the following tasks:

- Creating Commodity Code Segment Definitions
- Creating Commodity Code Values

Guidelines for performing these tasks are contained in the following sections.

## Creating Commodity Code Segment Definitions

Commodity code segments can be created for an organization by an orgadmin.

To create commodity code segments using the Admin interface (field and procedure details are contained in Help):

1. Select General Info>Commodity Codes.
2. Follow procedures in Help to complete the task.

## Creating Commodity Code Values

Commodity code values can be created only by importing data with the Import utility. Instructions for using the Import utility are contained in Chapter 7, "Importing/Exporting Data."

# Setting Up an AIF

Setting up an AIF requires the following tasks:

- Creating an AIF
- Assigning AIFs

Guidelines for performing these tasks are contained in the following sections.

## Creating an AIF

Customized AIFs *can* be created without any developer involvement. Follow these guidelines to create an AIF using the Admin interface (field and procedure details are contained in Help):

1. Select System Data>Additional Information Field.
2. Follow procedures in Help to complete the task.

By default, AIFs are presented as text fields. You can change them into list boxes with predefined values by configuring certain NTV files. Instructions for doing this are contained in Chapter 12, “Customizing.”

## Assigning AIFs

After any new AIF is created, it must be assigned to the appropriate product by setting up a rule. Follow these guidelines to assign an AIF using the Admin interface (field and procedure details are contained in Help):

1. Select Order Processing >Line Additional Info Rules>Line Item Additional Information screen.
2. Follow procedures in Help to complete the task.

## Setting Up Units of Measure

Units of measure can be created at the system level or at an organization level. Setting up units of measure resources includes the following tasks:

- Creating System-wide Units of Measure
- Creating Units of Measure for Organizations
- Setting Up Conversion Tables

Guidelines for performing these tasks are contained in the following sections.

### Creating System-wide Units of Measure

Only a superadmin can create a unit of measure at the system level. These system-wide units of measure apply to entire iPlanet BuyerXpert system.

Follow these guidelines to create system units of measure using the Admin interface (field and procedure details are contained in Help):

1. Select System Data.
2. Click Units.
3. Follow procedures in Help to complete the task.

## Creating Units of Measure for Organizations

Either a superadmin or an orgadmin can create a unit of measure for a particular organization. These units of measure apply only to this organization.

Follow these guidelines to create organization units of measure using the Admin interface (field and procedure details are contained in Help):

1. Select Units.
2. Select the appropriate unit, such as weight or volume.  
The screen for the selected unit appears.
3. Select Class Members.
4. Click Create.  
The Create a New Unit screen appears.
5. Follow procedures in Help to complete the task.
6. If needed, set up a conversion table for the new unit of measure.

## Setting Up Conversion Tables

Along with units of measure, you might need to set up conversions between the different units. Like units of measure, conversion tables also can be created at the system level or at the organization level.

System conversion tables can be created only by a superadmin. These tables apply to the entire iPlanet BuyerXpert application. Either a superadmin or an orgadmin can create a conversion table for a particular organization.

Follow these guidelines to manage unit conversion tables using the Admin interface (field and procedure details are contained in Help):

1. Select Units>Conversions Tables.
2. Follow procedures in Help to complete the task.

Conversion tables can also be used to convert currencies and weights. To use a conversion table, a rule must be set up. Weight conversion table and quantity conversion table rules are under Order Processing. The Currency Conversion Table rule is under Order Processing-Currency Rules.

# Setting Up Pricing

Before the order process can work, the following pricing tasks are required:

- Creating a Price List
- Creating a Pricing Adjustment
- Creating Pricing Adjustment Rules
- Defining a Column Lookup Table
- Creating a Column Lookup Table Adjustment
- Creating Price List Rules
- Creating Order Adjustments

Guidelines for performing these tasks are contained in this section.

## Creating a Price List

Follow these guidelines to create a price list for a specific seller using the Admin interface (field and procedure details are contained in Help):

1. Select Pricing>Price Lists.
2. Follow procedures in Help to complete the form.

After a price list is created, you can populate the actual price list table.

## Creating a Pricing Adjustment

---

**NOTE** The instructions in this section specifically apply to the bracket pricing with adjustments model.

---

Pricing adjustments can be administered through the Admin interface or the Import utility. If the Import utility is used, you need to specify which organization owns the resource and which organizations the resource is created for.

---

**NOTE** You can use the Copy option to define a new price adjustment by modifying an existing one and saving it under a new name. Refer to Help for procedures.

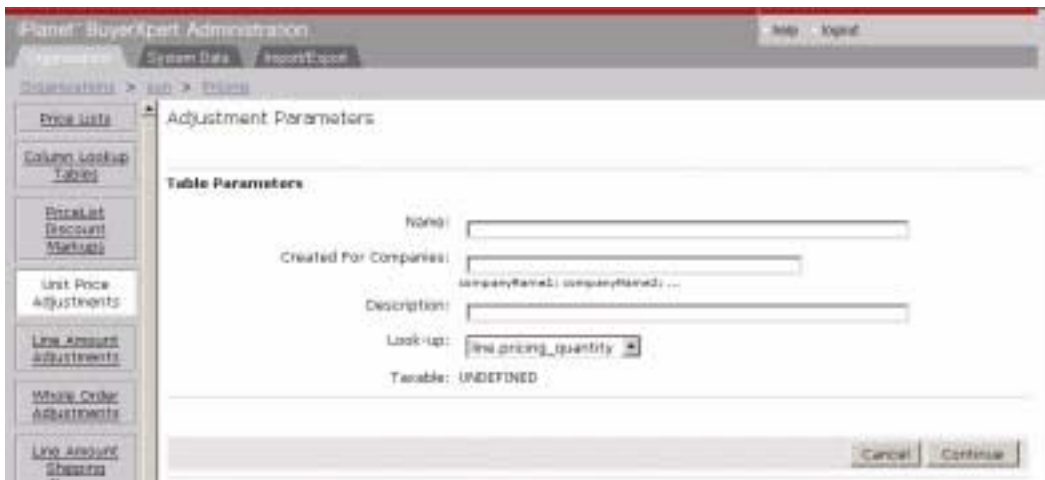
---

Follow these guidelines to create a pricing adjustment using the Admin interface (field and procedure details are contained in Help):

1. Select Pricing>Unit Price Adjustments.
2. Select New Table (Blank) to create a totally new pricing adjustment table.

OR

Click an existing table and select New Table (Copy Selected) to copy an existing table that you will modify and save under a new name.

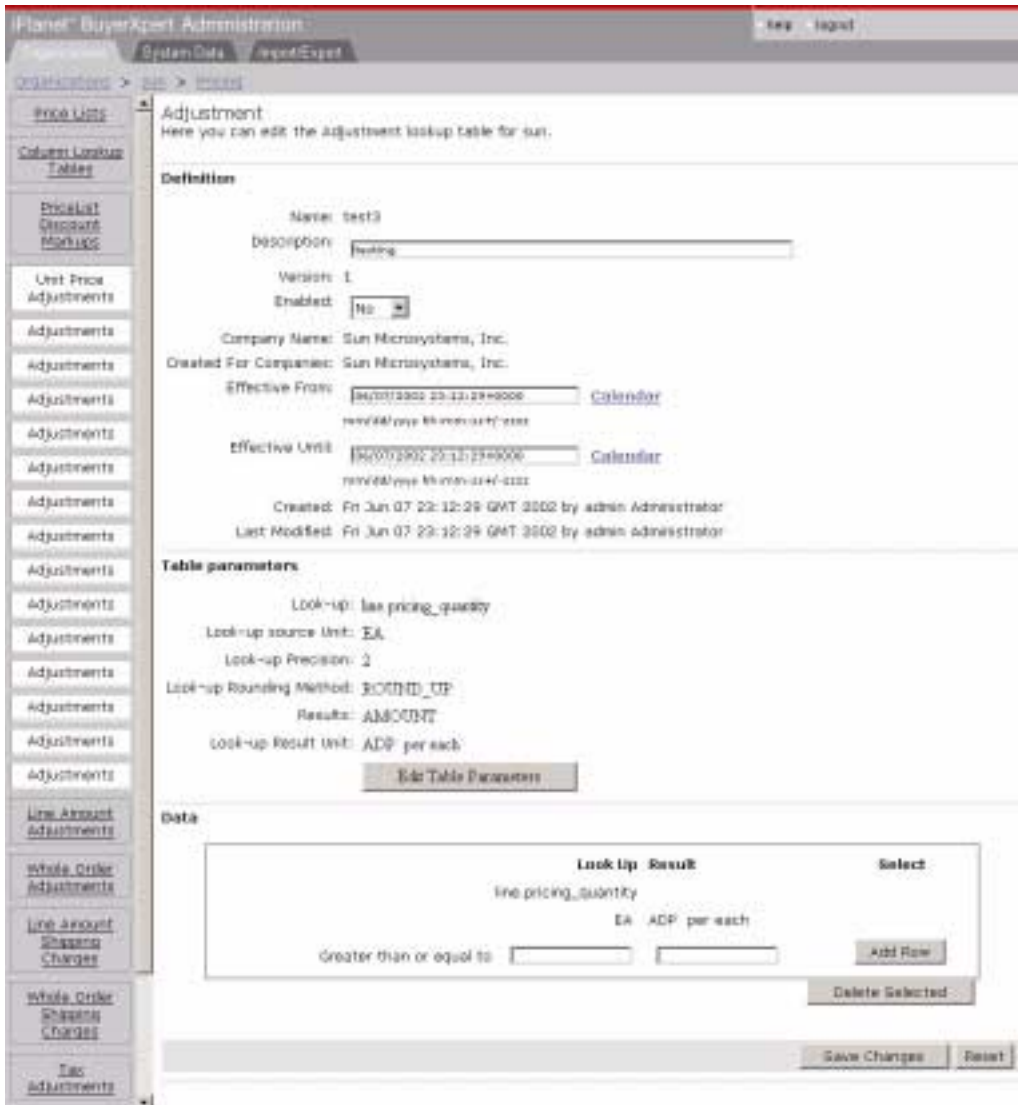


3. Enter the name of the adjustment, the name (s) of the organization(s) for which the adjustment can be used, and the description.
4. Choose Look-up (the condition that is used to calculate adjustment amount) from the drop-down menu.
5. Click Continue.
6. Choose the look-up unit.
7. Enter look-up precision and choose the look-up-rounding method.
8. Choose results amount or percentage.
9. Click Continue.





10. The pricing adjustment results are applied to line.gross\_price. If you have chosen a percentage, the resulting adjustment is a percentage of line.gross\_price.
11. Click Continue.
12. Click Save and Continue.



13. Enter the appropriate look-up condition and result value.
14. Click Add.
15. Repeat the previous step for all the look-up conditions.
16. When done, change the Effective-from and Effective-until dates as needed.

17. Set Enabled to YES to enable the adjustment.
  18. Click Save Changes.
- Repeat this procedure to create all other pricing adjustments.

## Creating Pricing Adjustment Rules

To use the price adjustment you have created, you must create a rule that chooses this adjustment.

1. Select Pricing>Pricing Rules>Price Adjustment.
2. Add a rule by clicking Add New.  
OR  
Edit a rule by clicking Edit.
3. Choose Seller Company Product>PriceList>User created for.
4. Enter the dates between which the rule is valid.
5. Click Choose to select price adjustment(s) to be used.
6. Select one or more adjustments
7. Click Add to List.  
OR  
Replace List.
8. Enable or disable the rule by setting status to Enabled or Disabled.
9. Click Save Changes.

## Defining a Column Lookup Table

Follow these guidelines to create a column lookup table using the Admin interface (field and procedure details are contained in Help):

1. Select Pricing>Column Lookup Tables.

2. Select New Table (Blank) to create a totally new column lookup table.

OR

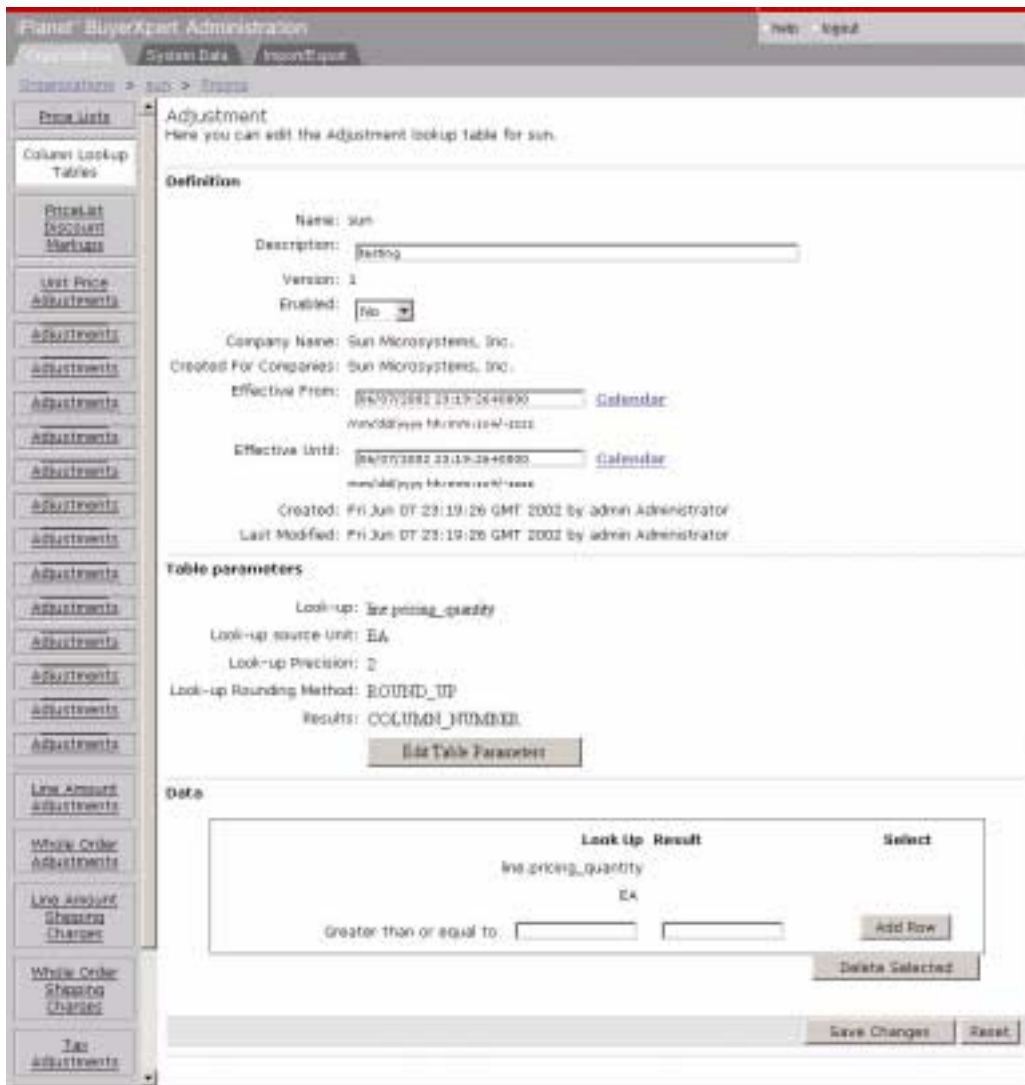
Click an existing table and select New Table (Copy Selected) to copy an existing table that you will modify and save under a new name.

3. Follow procedures in Help to complete the task.

## Creating a Column Lookup Table Adjustment

This adjustment is optional. If a column lookup table adjustment is not used, the default price column rule is applied.

After the price list columns are set up, you can set up adjustments which determine the column to be looked up in the price list. You can do this in the Pricing>Column Lookup Tables screen.



You can set up such situations as this: If the quantity ordered is more than 100 items, use column 2, which is the deeply discounted price. However, if the buyer only orders 10 items, use column 3 of the price list, which is not as deep a discount.

## Creating Price List Rules

After price lists and column lookup adjustments are created, you need to set up rules to point to the desired adjustments. You can do this in the Pricing>Pricing Rules>PriceList screen.

## Creating Order Adjustments

Order and line adjustments can be created like pricing adjustments.

### Creating an Order-Level Adjustment

Follow these guidelines to create an order-level adjustment using the Admin interface (field and procedure details are contained in Help):

1. Select Pricing>Whole Order Adjustments.  
The Whole Order Adjustments screen appears.
2. Select New Table (Blank) to create a totally new adjustment table.  
OR  
Click an existing table and select New Table (Copy Selected) to copy an existing table that you will modify and save under a new name.
3. Follow procedures in Help to complete the task.
4. After the order adjustment is set up, rules can be set up under Pricing>Discount Charge Rules>Group Adjustments.

### Creating a Line-Level Adjustment

Follow these guidelines to create a line-level adjustment using the Admin interface (field and procedure details are contained in Help):

1. Select Pricing>Line Amount Adjustments.  
The Line Amount Adjustments screen appears.
2. Select New Table (Blank) to create a totally new adjustment table.  
OR  
Click an existing table and select New Table (Copy Selected) to copy an existing table that you will modify and save under a new name.
3. Follow procedures in Help to complete the task.

4. After the line adjustment is set up, rules can be set up under Pricing>Discount Charge Rules>Line Adjustments.

## Setting Up Payment

Before the order process can work, the following payment set up tasks are required:

- Creating Payment Types and Subtypes
- Creating Default Payment Subtype Rule
- Creating Payment Instruments
- Creating Payment Terms
- Creating a Default Payment Terms Rule

Guidelines for performing these tasks are contained in this section.

### Creating Payment Types and Subtypes

Follow these guidelines to create payment types and subtypes using the Admin interface (field and procedure details are contained in Help):

1. Select Payments>Payment Types.
2. Click Add New Type.
3. Enter name.
4. Select type Offline/Online.
5. Enter the value for the subtype that this type supports.
6. Click Save Changes.
7. Click Edit next to the new payment type you added in the table.  
The Edit Payment Type Data screen appears.
8. Add a new payment subtype if desired.
9. Change the status of the payment type to Active.

**10. Click Save Changes.**

The Payment Types screen appears, with the new payment type showing the status as Active.

**11. Repeat steps 7 through 9 until all subtypes are added.**

**12. Activate the payment type and all the payment subtypes.**

**13. Click Save Changes.**

## Creating Default Payment Subtype Rule

To use the newly created payment type and subtype, a default payment subtype rule must be set as follows:

**1. Select Payments>Payment Rules.**

**2. Select Default Payment Subtypes.**

**3. Add a rule by clicking Add New.**

OR

Edit a rule by clicking Edit.

**4. Choose the User Created For and Send To Location.**

**5. Enter Valid From and Valid To dates.**

**6. Enter minimum amount and maximum amount for the subtype to be used.**

**7. Enter the currency.**

**8. Choose the subtype name.**

**9. Click Save Changes.**

## Creating Payment Instruments

Follow these guidelines to create payment instruments using the Admin interface (field and procedure details are contained in Help):

**1. Select Payments>Payment Instruments.**

**2. Select the appropriate payment type.**

**3. Click Add.**



4. Follow procedures in Help to fill out the form.

A new payment instrument has been created.

## Creating Payment Terms

When you set up payment terms, you can set values for the due date of the payment, the prepayment date and corresponding discount (if any), as well as the time period for which the payment term is valid.

Follow these guidelines to create payment terms using the Admin interface (field and procedure details are contained in Help):

1. Select Payments>Payment Terms.
2. Click Add new.
3. Enter the Payment term name, Due Day, Prepayment Day, Prepayment Discount (if any), Effective Date, Expiration Date and Comments (if any).
4. Set the status to Enabled or Disabled.
5. Click Save.

- 
- |             |   |
|-------------|---|
| <b>NOTE</b> | <ul style="list-style-type: none"><li>• Payment Instruments can be created at the user level by a selfadmin. These payment instruments are not shared among users.</li><li>• Currently iPlanet BuyerXpert does not provide functionality for creating payment instruments at the organization level. At the organization level, only the orgadmin can create payment instruments that can be shared among the users in that organization.</li></ul> |
|-------------|---|
- 

The payment term is created. To use this payment term, a rule must be created as described in the following section.

## Creating a Default Payment Terms Rule

1. Select Payments>Payment Rules.
2. Select Default Payment Term.

3. Click Add New to add a rule.

OR

Click Edit to edit a rule.

4. Choose the User Created For, the Seller Company, and Bill To Location for which the payment term rule is being created.
5. Enter Valid From and Valid To dates.
6. Choose the appropriate payment term.
7. Click Save Changes,

A new instance of this rule has been created.

## Setting Up Freight and Shipping

Shipping resources can be administered through the Admin interface or the Import utility. If the Import utility is used, you need to specify which organization owns the resource.

The following set up tasks are required to set up freight and shipping resources:

- Defining Freight Terms
- Creating a Freight Term Rule
- Defining Shipping Methods
- Creating a Default Shipping Method Rule
- Creating Shipping (Freight) Adjustments and Rules

Guidelines for performing these tasks are contained in the following sections.

### Defining Freight Terms

When you define freight terms, you can set values for assigning insurance coverage, FOB, payment type, freight terms code, freight interstate tax code, and freight intrastate tax code for a specific order. As you set up iPlanet BuyerXpert, you *must* define at least one freight term.

Before you can set up freight terms in iPlanet BuyerXpert, you need to understand the terms previously agreed upon by your company and your various sellers. Complete the Freight Terms Worksheet in Appendix A, “Worksheets” to have the information required by iPlanet BuyerXpert readily available.

Follow these guidelines to define freight terms using the Admin interface (field and procedure details are contained in Help):

1. Select Shipping>Freight Terms.
2. Click Add New.
3. Enter the Freight Term name, Interstate Tax code, and Intrastate Tax code.
4. Select the appropriate values for all other fields.
5. Click Save changes.

The new freight term has been created.

## Creating a Freight Term Rule

The Freight Term List rule can be configured to allow a user to choose a particular freight term from the User interface. This rule can be created as described below, where multiple freight term selections are allowed, creating a list. The user can then choose any one of the freight terms from his/her list and attach the term to requisition.

Follow these guidelines to create a freight term rule using the Admin interface (field and procedure details are contained in Help):

1. Select Shipping>Shipping Rules>Default Freight term.
2. Click Add New.

The Default Freight Term Rule screen appears.

3. Choose Payment Subtype, Shipping Method, User Created For, and the Seller Company for which this freight term is to be used. Enter the Valid From and Valid To dates.
4. Choose Default Freight Term and select the appropriate freight term from the chooser.
5. Click Save Changes.

The new rule has been created.

## Defining Shipping Methods

Follow these guidelines to define shipping methods using the Admin interface (field and procedure details are contained in Help):

1. Select Shipping>Shipping Methods.
2. Click Add New.
3. Enter the Shipment Method Name, Description, Carrier Company (such as Fed Ex), and Level of Service.
4. Choose Enabled or Disabled.
5. Click Save Changes

The new shipping method has been created.

## Creating a Default Shipping Method Rule

The Shipping Method List rule can be configured to allow a user to choose a particular shipping method from the User interface. This rule can be created as described below, where multiple shipping method selections are allowed, creating a list. The user can then choose any one of the shipping methods from his/her list and attach the method to requisition.

1. Select Shipping.>Shipping Rules>Default Shipping Method.
2. Click Add New to add a rule.  
OR  
Click Edit to edit a rule.
3. Choose Ship from Location, Ship to Location, User Created For, and Seller Company
4. Enter all other values for which this shipping method is to be used.
5. Enter Valid From and Valid To dates.
6. Choose the appropriate Default Shipping Method.
7. Click Cave Changes.

The new rule has been created.

## Creating Shipping (Freight) Adjustments and Rules

Shipping adjustments can be created similar to pricing adjustments. To use these adjustments, first you must create the shipping rules. Shipping adjustments can be created at line-level or at whole order (line-group) level.

Follow these guidelines to define shipping charges using the Admin interface (field and procedure details are contained in Help):

1. Select Shipping.>Shipping Charges.
2. Select Whole Order Shipping Charges or the Line Amount Shipping Charges.
3. Follow procedures in Help to complete the form.
4. Repeat the steps for each new shipping adjustment.

## Overview of Process Manager

The BuyerXpert Process Manager system automates the flow of control for business processes. The components that make up Process Manager include a graphical design interface for defining processes, two administrative interfaces for configuring Process Manager and managing applications, and a user interface for creating work requests, handling work items, and performing searches.

Typically, two different categories of people are involved in administering the Process Manager: administrators and business managers.

- Administrators are responsible for installing and maintaining Process Manager and for managing clusters and deployed applications. These tasks are performed in the Process Administrator interface.
- Business managers perform administrative tasks for managing process instances and work items, for example, deleting process instances that need to be removed from the system. These tasks are performed in the Process Business Manager interface.

During the development phase, the deployment team often performs both of these roles. They perform the role of the administrator when they clean up test applications and they perform the role of business manager when they organize process instances and work items.

## Overview of Process Manager Components

The Process Manager consists of these components:

- **Process Administrator:** An application accessible through your web browser that is used for managing clusters and applications in Process Manager.
- **Process Business Manager:** An application accessible through your web browser that is used for managing processes and statistics for Process Manager.
- **Process Builder:** The Java application for building Process Manager applications.
- **Process Express:** The HTML-based interface for users who are accessing Process Manager applications.
- **Process Engine:** The software internal to Process Manager.

The Process Manager also uses these other components, which it associates into a cluster:

- A corporate user LDAP directory service
- A configuration LDAP directory service that stores the application definitions
- A relational database for user data, such as the products available from Oracle and Sybase
- The BuyerXpert iPlanet Application Servers
- The BuyerXpert iPlanet Web Server
- A mail server for notifications

When an application developer using Process Builder deploys an application, they must identify the cluster on which to deploy it. All successfully deployed applications are available to any valid end user on any iPlanet Application Server across the cluster.

## Setting Up Approval

The following tasks are required to set up approval resources:

- **Setting Up Approval Rules**
- **Setting a Process Definition for an Organization**

- Setting the Register Daemon
- Creating Approver Types
- Defining an Approval Delegation Table
- Creating an Approval Matrix
- Setting Up an Approval Flow Model

Guidelines for performing these tasks are contained in the following sections.

## Setting Up Approval Rules

The following rules must be set up for the approval process to work:

- Purchase Approval Rule
- Escalation Model Rule
- Reminder Rule
- Approval Limit Rule
- Can Delete Approver Rule
- Can Escalate Approver Rule
- Approver Matrix Types Rule
- Can Receive Email Notification Rule

Guidelines for setting up these rules are contained in the following sections.

### Purchase Approval Rule

The Approval rule associates an approval process with a group of people. The group can be as big as an organization or as small as an individual. If the individual is part of a larger group, and both have different approval processes, the rule for the individual overrules the rule for the group.

Follow these guidelines to create a purchase approval rule using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Approval Rules>Purchase Approval.  
The list of rule instances displays.
2. Click Add New.

3. Enter the conditions needed.
4. Click Save Changes.

## Escalation Model Rule

The Escalation Model rule describes the escalation model for an approver, in case the approver does not take action within the time frame as set by the Reminder rule. Escalation options include Auto Approve, Auto Decline, Skip Approver, or Email Manager.

Follow these guidelines to create an escalation model rule using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Approval Rules>Escalation Model.

The list of rule instances displays.

2. Click Add New.
3. Enter the conditions needed.
4. Click Save Changes.

## Reminder Rule

The interval of the reminder as well as the number of reminders can be set through the Reminder rule. Approvers are notified periodically by email to take some action. If they fail to respond, the job is escalated based on their Escalation Model rule. A Reminder rule applies to a user or a user group. If they have different rules, the rule for the individual overrides all others.

Follow these guidelines to create a reminder rule using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Approval Rules>Reminder.

The list of rule instances displays.

2. Click Add New.
3. Enter the conditions needed.
4. Click Save Changes.

## Approval Limit Rule

The Approval Limit rule is used to create the approval limit (amount) and the currency for an individual or a group.



Follow these guidelines to create an approval limit rule using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Approval Rules>Approval Limit.  
The list of rule instances displays.
2. Choose the user or group for which you want to create the rule.
3. Enter the conditions needed.
4. Click Save Changes.

The new rule has been created.

### Can Delete Approver Rule

The Can Delete Approver rule says whether the entity in question is able to delete an approver or not. Users can delete approvers from the approver graph, provided this rule is true for them.

Follow these guidelines to create a can delete approver rule using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Approval Rules>Can Delete Approver.  
The list of rule instances displays.
2. Choose the user or group for which you want to create the rule.
3. Enter the conditions needed.
4. Click Save Changes.

The new rules has been created.

### Can Escalate Approver Rule

The Can Escalate Approver rule says whether or not the entity in question can escalate an approver to the next approver in the chain. Users can escalate approvers in the approver graph, provided this rule is true for them.

Follow these guidelines to create a can escalate approver rule using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Approval Rules>Can Escalate Approver.  
The list of rule instances displays.
2. Choose the user or group for which you want to create the rule.

3. Enter the conditions needed.
4. Click Save Changes.

The new rule has been created.

### Approver Matrix Types Rule

The Approver Matrix Types rule associates a list of approver types to an individual or group. The domain for the list is created by the Approver Types rule.

Follow these guidelines to create an approver matrix rule using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Approval Rules>Approver Matrix Types.

The list of rule instances displays.

2. Choose the user or group for which you want to create the rule.
3. Enter the conditions needed.

This is where you create the rule. Existing approver types (as created using the Approver Type link) appear in the left scroll box.

4. Select the types you want in the right scroll box.
5. Choose the user or group
6. Click Save Changes.

The new rule has been created.

### Can Receive Email Notification Rule

Users receive email notification of approvals if this rule is set to True.

Follow these guidelines to create a can receive email notification rule using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Approval Rules>Can Receive Email Notification.

The list of rule instances displays.

2. Choose the user or group for which you want to create the rule.
3. Enter the conditions needed.
4. Select the types you want in the right scroll box.
5. Choose the user or group

## 6. Click Save Changes.

The new rule has been created.

## Outstanding Requisition Approvals

You can take action on an outstanding requisition approval on behalf of a user, if the actual user is unable to take action, or has requested that you take the action.

Follow these guidelines to administer outstanding requisition approvals using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Outstanding Requisition Approvals.
2. To cancel a requisition, click Cancel.
3. To approve/decline a requisition, click the Approvers link.

You see the approvers.

4. Click Approve or Decline.

## Setting a Process Definition for an Organization

You can associate a process definition with an organization in the Admin interface under Approvals>Proc. Def Association.

## Setting the Register Daemon

Once this daemon is registered, it takes care of escalating jobs to the next approver in the approval chain, based on the values in the Escalation Model rule and the Reminder rule.

You can register or unregister the register daemon in the Admin interface under Approvals>Register Daemon.

## Creating Approver Types

You can create approver types in the Admin interface under Approvals> Approver Types. After an approver type is created, it appears on the dropdown menu.



## Defining an Approval Delegation Table

Follow these guidelines to create an approval delegation table using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Delegation.  
A search screen appears, allowing you to search for an existing delegation table.
2. Select the user for which you want to specify delegates.
3. Edit the user to add delegates.
4. Enter the From Date and To Date.
5. Click Save Changes.

## Creating an Approval Matrix

Approval matrixes can be administered through the Admin interface or the Import utility. If the Import utility is used, you need to specify which organization owns the resource and which organizations the resource has been created for.

Follow these guidelines to create an approval matrix for an organization using the Admin interface (field and procedure details are contained in Help):

1. Select Approvals>Approval Matrix.



2. Search for an existing matrix to update.  
OR  
Click Add in the Matrix Details window to add a new matrix.
3. The top portion of the screen shows the result of the search in the form of a table; the lower portion allows you to add/update entries.
4. Click the del link to delete an entry from the table.
5. Click Matrix Id to view or update the details on the lower screen.
6. Click the Approver link on the bottom of the screen to choose the approver. This can be either a user or a group, depending on your selection of Approver Type.
7. Click Segment to add segment entries for that approver.
8. Select the approver, which in this case is a group (because our selection of Approver Type was Group). Once selected, the group appears on your last screen along with its limit and currency as set by the Approval Limit rule.

---

**NOTE** The limit field is editable, meaning you can create multiple entries for the same approver having varying limits.

---

9. Click Segment to add segment entries for that approver.

Typically, segment names and values are the same as accounting codes or commodity codes. For example: segment names are kept as 'department', 'division,' and 'project.' Or for a commodity code item, this can be 'class', 'family,' or 'commodity'.

10. After adding the segment, click Done.

## Setting Up an Approval Flow Model

Approval models can be created, updated, and deleted only by superadmins.

Follow these guidelines to create an approval flow model for an organization using the Process Builder interface (field and procedure details are contained in Help):

1. Log into Process Builder.
2. Select the appropriate Process Manager approval model for your organization.
3. Edit the `calc-approvers` JavaScript module of the Process Manager model to support the desired approval flow for your organization.
4. Edit the `gatecheck` JavaScript module of the Process Manager model to support the desired approval gatechecks for your organization.
5. Launch your Process Manager Builder tool.

```
% SIAS_HOME/builder/Builder.sh
```

6. Select Deploy.
7. Choose the cluster.
8. Enter the user name and password for the web server administrator.
9. Click OK.

## Setting Up a Multi-Org Environment

This section provides a typical sequence of events for configuring multiple organizations to use a single instance.

In BuyerXpert, based on the approval rules associated with each organization, the appropriate approvers are notified and can begin approving requisitions in their inboxes.

---

**NOTE** To administer catalogs for their own organizations, orgadmins must be members of a special super-admin group set up by the superadmin. If you require this for your organization, set up the special group now.

---

## Creating the Organizations

1. Log in as superadmin.
2. Create all the organizations, for example, moon.com or BuyerCompany. See “Creating an Organization” earlier in this chapter for more information.

---

**NOTE** After creating an organization, the accounting code sequence is: division/department/project.

---

3. Enter the commodity codes for each organization. Refer to the sample data for BuyerCompany for sample values.

## Creating the Orgadmin

Create a user (for example, moonadmin) for each new organization using the Admin interface.

1. Select People.
2. Select Add User, and assign his or her role as the orgadmin.
3. Follow procedures in Help to complete the task.

## Creating People

1. Log out of the Admin interface.
2. Log in as the new orgadmin.  
For example, moon.com/moonadmin/moonadmin.
3. Create the people who will use iPlanet BuyerXpert to create requisitions.

## Creating User Groups

Create two user groups.

1. Select User Groups.
2. Click Add Group.

The General Info screen appears.

---

**NOTE** This is the General Info screen for user groups, not to be confused with the General Info screen for organizations.

---

3. Create the groups:
  - o Make the type of the first group Catalog Admin--Catalog Manager.  
Members of the Catalog Admin user group can browse the catalog, access the Catalog Manager interface, and give permissions to user groups (of type Catalog User) to browse catalogs.
  - o Make the type of the second group Catalog User--Buyers.

## Creating Accounting and Commodity Codes

1. Import the sample commodity code and accounting code data using the import data files. Procedures are described in Chapter 7, "Importing/Exporting Data."

The two files are:

- o `accounting_code.imp`
- o `commodity_code.imp`

The files can be found in the source tree at:

`$ACTRASRC/modules/oms2/data/buyer`

In the deployment tree, they should be at:

`$IAS_HOME/buyer/sample_data/impexp_files`

2. Modify the files so that they contain the new organization name, such as `moon.com`.
3. Import both files using the Import utility.



4. For all the rules, select the new organization using the chooser so that all the users belonging to the new organization will use that business rule as the default.
5. Add the default accounting code for the new organization by accessing Accounting Code Rules > Default Accounting Code Value. Enter three code/value pairs for:
  - Division (such as software)
  - Department (such as ecommerce)
  - Project (such as bx40)

## Creating Payment Types

Enter a payment type for each organization so that all the users belonging to the organization use that payment type as the default.

1. Select General Info > Payments > Payment Types.
2. Create name as Credit Card.
3. Create two subtypes (Visa, MasterCard).

## Creating Locations

Create the locations for each organization, where the products are Shipped-to, Billed-to, and so on.

1. Select Locations.
2. Follow procedures in Help to complete the task.

## Creating Business Rules

Create the rules needed. Instructions for creating rules are contained in Chapter 5, "Setting Up Business Rules."

### Creating Location Rules

Create all the Ship-to, Bill-to and Send-to location rules.

## Creating Order Processing Rules

1. Set up all the currency rules:
  - o Common Currency (USD)
  - o Currency Conversion Table Rules (currency conversion)

---

**NOTE** When a user selects a new currency, the conversion rate for the new currency should exist in:

- The system's currency conversion table.
  - All of the currency conversion tables of the seller from whom the user is allowed to make purchases.
- 

- o Currency Rate Freeze Model (FREEZ\_AT\_SUBMIT)
  - o Default Display Currency
  - o For the Precision Rule, enter 2 as the value.
2. Set up all the unit conversion rules:
    - o Quantity Conversion Table (general 1)
    - o Weight Conversion Table (standard 2)
    - o For the Precision Rule, enter 2 as the value.
  3. Set up the order entry rules.

## Creating Shipping Rules

Set up the shipping rules by setting up the shipping methods for the seller organization.

1. Modify the `shipment_method_testdata.imp` file in the `impexp_files` directory to add the shipping method for the seller organization.
2. Modify the `shippingPolicies.imp` file to contain the shipping rules for the new organization.
3. Import both files using the Import utility.

## Creating Pricing Rules

1. Select Pricing>Pricing Rules.

2. Set Price Additional Precision = 2.
3. Set the Pricing Model Rule = Catalog.

## Creating Approval Rules

1. Select Approvals>Approver Type.
2. Add the approver types:
  - Cost Center Approver
  - Commodity Code
  - Off-Catalog Approver
3. Set up the approval limit rule by selecting Approvals > Approvals Rules > Approval Limit. Make sure you add a default rule for the whole organization in addition to adding specific limits for specific approvers.

---

**NOTE** If you don't set up a default rule, you might not be able to see the approval graph.

---

4. Set up the Approval Matrix with the cost center approvers.

## Creating a Catalog

Members of catalog managers are able to login to:

1. Log into the Catalog Manager interface:
  - `http://machinename:port/NASApp/buyer/imm/imm.jsp.`
  - `http://machinename:port/NASApp/seller/imm/imm.jsp.`
2. After you respond to the prompts on the login screen, the Catalog:Edit Catalog Ontology screen appears.
3. Select Catalog > Browse > Create Catalog.
4. Enter the catalog name and description.  
Click Continue.
5. Follow procedures in Help to complete the task.

## Approval

You should already have your Process Manager cluster installed and configured. If you do not, refer to the *Installation Guide*.

# Setting Up Business Rules

This chapter describes the iPlanet BuyerXpert business rules and how to use them. It explains what a rule is and provides guidelines on modifying the rules to configure your specific implementation.

---

**NOTE** The information in this chapter is based on the assumption that you have already read *Concepts* and *Release Notes*.

---

This chapter contains the following sections:

- About Business Rules
- Administrator's Rules Tasks
- Modifying Rules
- Accounting Code Rules
- Additional Information Rule
- Approval Rules
- Commodity Code Rules
- Company Rule
- Contract Rules
- Currency Rules
- Discount Charge Rules
- Invoice Matching Rules
- Locale Rule
- Location Rules

- Order Management Rules
- Payment Rules
- Pricing Rules
- Quality Entry Rule
- Receiving Rules
- Reports Rules
- Tax Rules
- Timecard Rules
- Transmission Rules
- Unit Conversion Rules

## About Business Rules

Business rules are configurable, generalized statements that control the flow and behavior of iPlanet BuyerXpert. Business rules determine privileges, acceptable processes, relationships between iPlanet BuyerXpert participants, and defaults. The business rules semantics are not as complex as a full programming language, so you do not need to have programming experience to perform typical configurations.

To illustrate how a rule works, the following example rule instance, named `LINE_DISCOUNT`, is referred to in this section:

```
Buyer==iPlanet & Seller==Sun & Product==Computers => Line  
Discount=10%
```

This example rule is made up of a number of elements that state if the buyer organization is iPlanet, the seller is Sun, and the product is computers, iPlanet BuyerXpert will apply a 10% line discount to an order.

## Rule Elements

A business rule consists of the following elements:

- Rule Name
- Applicability Condition

- Business Roles
- Specified Value
- Conflict Resolution Values

## Rule Name

A *rule name* identifies a rule, for example LINE\_DISCOUNT.

## Applicability Condition

The *applicability condition* specifies when to apply a rule. An applicability condition is actually a set of equality constraints over a set of roles that are evaluated during conflict resolution.

### Example

```
Buyer==iPlanet & Seller==Sun & Product==Computers
```

If the buyer organization is iPlanet and the seller is Sun and the product is Computers, the rule is applicable. All applicability conditions have this form.

## Business Roles

*Business roles* are part of an applicability condition and identify the valid roles for a rule. In the preceding example, the business roles are Buyer, Seller, and Product.

## Specified Value

Each rule has a *specified value*, which in its simplest form is a constant value.

```
Line Discount==10%
```

The specified value is a line discount of 10%.

Sometimes you may need to specify a value by using a variable to reference another value.

```
Receiving Location==Ship to Location
```

The specified value is equal to the ship to location value.

## Conflict Resolution Strategies

iPlanet BuyerXpert provides conflict resolution strategies to resolves conflicts when multiple rules are applicable for a given situation. There are four conflict resolution strategies:

- Role Ordering Resolution
- Inheritance Resolution
- DAG Resolution (Directed Acyclic Graph)
- Duplicate Resolution

## Role Ordering Resolution

In role ordering resolution, iPlanet BuyerXpert resolves conflicts between applicable rules to the first role. If there are multiple rules with identical values for the first role, iPlanet BuyerXpert uses the second role to resolve the conflict, and so forth.

For example:

```
Buyer==iPlanet & Product==All => Discount=5%
```

```
Buyer==iPlanet & Product==Computers => Discount=10%
```

In this example, if an iPlanet buyer wants to purchase a computer, both rules apply. The first role (buyer) is identical for both rules, so iPlanet BuyerXpert uses the second role (product) to resolve the conflict between the rules. The discount applied is 10%.

## Inheritance Resolution

For inheritance resolution of parent-child conflicts, iPlanet BuyerXpert evaluates the rules from more specific to less specific and applies the inheritance resolution strategy associated with each rule instance.

For example:

```
Buyer==iPlanet & Resolution==Union => Discount=1
```

```
Buyer==BuyerCompany & Resolution==PreferSpecific => Discount=2
```

```
Buyer==APD & Resolution==Union => Discount=3
```

In this example, APD is the most specific rule in the hierarchy, so iPlanet BuyerXpert evaluates it first. Its resolution strategy is union, so iPlanet BuyerXpert considers the next applicable rule in the hierarchy. The Sun rule specifies that its value (PreferSpecific) should be used in place of any previous values, so the final rule for iPlanet is not considered. The discount applied is the set [3,2].



## DAG Resolution

If the inheritance tree for a role is actually a Directed Acyclic Graph (DAG), there is no clear ordering specified for sibling rules. In this example, iPlanet BuyerXpert evaluates each rule globally with all instances of the rule.

For example:

```
Product==Computers => Discount=5%
```

```
Product==DomesticItems & Resolution==MostRecent => Discount=10%
```

In this example the buyer wants to purchase a domestic computer and both rules have the same applicability condition. The second rule includes the conflict resolution value `MostRecent`, so iPlanet BuyerXpert uses this value to select the second rule. The discount applied is 10%.

## Duplicate Resolution

If there are multiple rules with identical applicability conditions, iPlanet BuyerXpert evaluates the duplicate resolution strategy associated with each rule globally.

For example:

```
Product==Computers & Buyer==iPlanet & Resolution==Highest=>
Discount=10%
```

```
Product==Computers & Buyer==APD & Resolution==Highest=> Discount=5%
```

In this example, the applicability conditions for the rules are identical, so there are duplicate values for discount which cannot be decided on the basis of the applicability conditions alone. iPlanet BuyerXpert evaluates the resolution values and selects the first rule. The discount applied is 10%.

When there are conflicts between rules, iPlanet BuyerXpert determines which rule prevails by applying the conflict resolution strategies listed in Table 5-1.

**Table 5-1** Conflict Resolution Strategies

Rule Conflict	Resolution Strategy	iPlanet BuyerXpert Action
Conflict with different roles	Role ordering resolution	Conflicts between applicable rules resolve to the first role. For multiple rules with identical roles for the first role, resolves to the second role, and so forth.

**Table 5-1** Conflict Resolution Strategies

Rule Conflict	Resolution Strategy	iPlanet BuyerXpert Action
Parent-child conflict	Inheritance resolution	Starts with most specific rule and applies the inheritance resolution strategy associated with each rule.
Sibling conflict	DAG Resolution	Globally applies Directed Acyclic Graph (DAG) resolution strategy associated with each rule.
Multiple rules with identical applicability conditions	Duplicate resolution	Globally applies the duplicate resolution strategy associated with each rule.

### Conflict Resolution Values

Each business rule has conflict resolution values that indicate how iPlanet BuyerXpert resolves situations when multiple rules are applicable for a given situation. There are six conflict resolution values: HIGHEST, LOWEST, PREFER\_SPECIFIC, MOST\_RECENT, UNION, and INTERSECTION.

For example:

```
Buyer==iPlanet & Resolution==Union ==> Discount=5%
```

In this example, the conflict resolution value is union.

## Administrator's Rules Tasks

A full set of business rules is supplied with iPlanet BuyerXpert. If the supplied configurations work for the business model of your company, you can use the rules as they stand, but this is unlikely. Your job as administrator is to configure the iPlanet BuyerXpert business rules to support the particular business practices of your organization.

Usually sample data is loaded into iPlanet BuyerXpert during implementation, which provides you with a set of business rules data to modify for your organization. After you have gathered your organization-specific data and set up your resources, you are ready to set up your rules.

Table 5-2 contains a list of business rule tasks. The right-hand column provides information about where to find instructions, guidelines, or tools for performing that task.

**Table 5-2** Administrator’s Business Rule Tasks

Task	Location of Instructions/Guidelines/Tools
Gather data for your organization’s business model.	Appendix A, “Worksheets”
Import business rules data.	Modifying Rules Using the Import Utility section Chapter 7, “Importing/Exporting Data
Modify business rules manually.	Admin interface Help
Refer to business rules conflict Resolutions.	Table 5-4 through Table 5-38

All the rules tables are contained in Table 5-4 through Table 5-38.

## Modifying Rules

iPlanet BuyerXpert provides two methods for modifying rules:

- Using the Admin interface to select rule values
- Creating an import data file to batch process your changes

## Modifying Rules Using the Admin Interface

The iPlanet BuyerXpert Admin interface allows you to modify individual rules.

---

**NOTE** There are dependencies between rules. For example, a user that has organization privileges may also be granted other privileges.

---

Rules created at the organization level can be administered by the orgadmin. Some rules define user preferences (preferred language, display currency) and can be administered by a self admin.

Follow these guidelines to modify a business rule using the Admin interface (field and procedure details are contained in Help):

1. Select the area you want, such as Pricing.
2. Select the type of rule you want to add or edit, such as Tax Rules.
3. Select Line Item.
4. Select the particular rule you want to add or edit.  
For example, select GROUP\_FREIGHT\_TAX\_RULE.
5. Follow procedures in Help to complete the task.

## Modifying Rules Using the Import Utility

Like other resources, rules can also be updated using the Import utility. If the Import utility is used, you must explicitly specify which organization the resource belongs to. In the case of user preferences, you must also specify if the resource is owned by a particular user.

Instructions for creating an import data file and using the Import utility are contained in Chapter 7, “Importing/Exporting Data.”

## iPlanet BuyerXpert Rules List

Table 5-3 lists the iPlanet BuyerXpert business rules alphabetically by category and includes the following information:

- **Category**—Business rule category
- **Rule Name**—Business rule name used in the import utility (*not* the rule name used in the graphical administrative interface).
- **Value Type**—Allowable values are boolean, integer, string, and NTV. NTVs store name, type, and value data and are generally used for setting and obtaining values.
- **NTV Value Details**—Lists detail values for NTV value types.

**Table 5-3** iPlanet BuyerXpert Rules Listed by Category (1 of 7)

Rule Category	Rule Name	Value Type	NTV Value Details
<b>Accounting Code Rules</b>			

**Table 5-3** iPlanet BuyerXpert Rules Listed by Category (2 of 7)

Rule Category	Rule Name	Value Type	NTV Value Details
	1. ACCNT_CODE_EXTAPI_SERVER	String	
	2. ACCNT_CODE_MODEL	String	
	3. DEFAULT_ACCOUNTING_CODE_VALUE		
<b>Additional Information Rules</b>			
	4. LINE_ITEM_ADDITION_INFO_STRUCT	String	
<b>Approval Rules</b>			
	5. APPROVAL_LIMIT	NTV	APPROVAL_LIMIT_CURRENCY
	6. APP_MATRIX_TYPES	String	
	7. CAN_DELETE_APPROVER	Boolean	
	8. CAN_ESCALATE_APPROVER	Boolean	
	9. CAN_RECEIVE_EMAIL_NOTIFICATION	Boolean	
	10. ESCALATION_MODEL	String	
	11. PURCHASE_APPROVAL_PROCESS_DEFAULT	String	
	12. REMINDER	NTV	REMINDER_LIMIT
<b>Blanket Purchase Order Rules</b>			
	13. CAN_CREATE_BLANKET_REQUISITION	Boolean	
	14. BPO_LIMIT_NOTIFICATION	NTV	
<b>Commodity Code Rules</b>			
	15. COMMODITY_CODE_MODEL	String	
	16. COMMODITY_CODE_EXTAPI_SERVER	String	
	17. COMMODITY_CODE_MAP_MODEL	String	
	18. COMMODITY_CODE_MAP_EXTAPI_SERVER	String	
<b>Company Rules</b>			
	19. SELLER_COMPANIES	String	
	20. BUYER_COMPANIES	String	

**Table 5-3** iPlanet BuyerXpert Rules Listed by Category (3 of 7)

Rule Category	Rule Name	Value Type	NTV Value Details
	21. SHIPPER_COMPANIES	String	
<b>Contract Rules</b>			
	22. CONTRACT_DEFAULT	String	
	23. CONTRACT_LIST	String	
	24. CONTRACT_ADMIN	String	
<b>Currency Rules</b>			
	25. COMMON_CURRENCY	String	
	26. CURRENCY_CONVERSION_TABLE	String	
	27. CURRENCY_RATE_FREEZE_MODEL	String	
	28. DISPLAY_CURRENCY_DEFAULT	String	
	29. DISPLAY_CURRENCY_LIST	String	
	30. DISPLAY_CURRENCY_PRECISION	Integer	
<b>Discount Charge Rules</b>			
	31. GROUP_ADJUSTMENTS	String	
	32. LINE_ADJUSTMENTS	String	
	33. MAX_ADJ_LIMIT	NTV	MAX_LINE_DISCOUNT; MAX_LINE_MARKUP
<b>Invoice Matching Rules</b>			
	34. INVOICE_MATCHING_ALGORITHM	String	
	35. ALLOWED_TO_PAY_INVOICE	Boolean	
	36. PAYMENT_VOUCHER_CURRENCY	Integer	
	37. INVOICING_USER	String	
<b>Locale Rule</b>			
	38. PREFERRED_LOCALE	String	
<b>Location Rules</b>			
	39. BILLTO_LOCATION_DEFAULT	String	
	40. BILLTO_LOCATION_LIST	String	
	41. CONTACT_BILLTO_DEFAULT	String	

**Table 5-3** iPlanet BuyerXpert Rules Listed by Category (4 of 7)

Rule Category	Rule Name	Value Type	NTV Value Details
	42. CONTACT_BILLTO_LIST	String	
	43. CONTACT_PAYTO_DEFAULT	String	
	44. CONTACT_PAYTO_LIST	String	
	45. CONTACT_SENDTO_DEFAULT	String	
	46. CONTACT_SENDTO_LIST	String	
	47. CONTACT_SHIPFROM_DEFAULT	String	
	48. CONTACT_SHIPFROM_LIST	String	
	49. CONTACT_SHIPTO_DEFAULT	String	
	50. CONTACT_SHIPTO_LIST	String	
	51. PAYTO_LOCATION_DEFAULT	String	
	52. PAYTO_LOCATION_LIST	String	
	53. SEND_TO_LOCATION_DEFAULT	String	
	54. SEND_TO_LOCATION_LIST	String	
	55. SHIPFROM_LOCATION_DEFAULT	String	
	56. SHIPFROM_LOCATION_LIST	String	
	57. SHIPTO_LOCATION_DEFAULT	String	
	58. SHIPTO_LOCATION_LIST	String	
<b>Order Management Rules</b>			
	59. LG_NUMBER	NTV	PREFIX; SEQUENCE_NAME; SUFFIX
	60. REQUISITION_GLOBAL_TEMPLATES	String	
	61. ORDER_GLOBAL_TEMPLATES	String	
<b>Payment Rules</b>			
	62. PAYMENT_SUBTYPE_DEFAULT	NTV	MAX;MIN;METHOD
	63. PAYMENT_SUBTYPE_LIST	NTV	MAX;MIN;METHOD
	64. PAYMENT_TERMS_DEFAULT	String	
	65. PAYMENT_TERMS_LIST	String	

**Table 5-3** iPlanet BuyerXpert Rules Listed by Category (5 of 7)

<b>Rule Category</b>	<b>Rule Name</b>	<b>Value Type</b>	<b>NTV Value Details</b>
	66. CAN_OVERRIDE_PRICE	Boolean	
	67. PAYMENT_PROCESSING_METHOD	String	
<b>Pricing Rules</b>			
	68. PRICE_ADDITIONAL_PRECISION	Integer	
	69. PRICE_ADJUSTMENTS	String	
	70. PRICELIST	NTV	PRICELIST; PRICELIST_DEFAULT_COLUMN; PRICE_COLUMN_LOWEST_CHOICE; PRICE_COLUMN_LOOKUP
	71. PRICELIST_DISCOUNT_MARKUP	String	
	72. PRICING_MODEL	String	
	73. CAN_OVERRIDE_PRICE	Boolean	
	74. PRICING_EXTAPI_SETTINGS	String	
<b>Quality Entry Rule</b>			
	75. QUALITY_ENTRY_FORM	String	
<b>Receiving Rules</b>			
	76. RECEIVING_TOLERANCE	NTV	OVER_WARNING_PERCENT ; UNDER_RECEIVE_PERCENT
	77. RECEIVING_TOLERANCE_PRECISION	Integer	
	78. CAN_RECEIVE	Boolean	
<b>Reports Rules</b>			
	79. CAN_VIEW_ADMIN_REPORTS	Boolean	
	80. CAN_VIEW_MANAGER_REPORTS	Boolean	
	81. CAN_VIEW_SUPERADMIN_REPORTS	Boolean	
	82. CAN_VIEW_USER_REPORTS	Boolean	
<b>Sales Quote Rules</b>			
	83. SALES_QUOTE_TC	String	



**Table 5-3** iPlanet BuyerXpert Rules Listed by Category (6 of 7)

Rule Category	Rule Name	Value Type	NTV Value Details
	84. SALES_QUOTE_VALID_DAYS	Integer	
<b>Security Rules</b>			
	85. ALLOW_PASSWORD_LOGIN	Boolean	
	86. CAN_SET_OWNER	Boolean	
	87. CAN_USE_AD_HOC_SHIPTO_LOCATION	Boolean	
	88. CAN_UPDATE_REQUISITION	Boolean	
	89. CAN_UPDATE_OFF_CATALOG_ITEM	Boolean	
<b>Shipping Rules</b>			
	90. FREIGHT_TERM_DEFAULT	String	
	91. FREIGHT_TERM_LIST	String	
	92. GROUP_LEVEL_SHIPPING_CHARGE	String	
	93. LINE_LEVEL_SHIPPING_CHARGE	String	
	94. SHIPPING_METHOD_DEFAULT	String	
	95. SHIPPING_METHOD_LIST	String	
<b>Tax Rules</b>			
	96. CUSTOMER_TAXABILITY	NTV	CUSTOMER_TAX_CERTIFICATE_ID
	97. GROUP_DCAP_TAX_TABLE	String	
	98. GROUP_FREIGHT_TAX_TABLE	String	
	99. LINE_ITEM_TAX	NTV	LINE_FREIGHT_TAX_TABLE; ; PRODUCT_TAXABILITY; TAX_MODEL; TAX_TABLE
	100.TAX_CODE	String	
<b>Timecard Rules</b>			
	101.CAN_CREATE_TIMECARD	Boolean	
	102.TIMECARD_APPROVAL_PROCESS_DEFAULT	String	

**Table 5-3** iPlanet BuyerXpert Rules Listed by Category (7 of 7)

Rule Category	Rule Name	Value Type	NTV Value Details
<b>Transmission Rules</b>			
	103.XMIT_DOCUMENT	NTV	ORDER_CHANGE, PURCHASE_ORDER
	104.XMIT_RECEIVER	NTV	ORDER_CHANGE, PURCHASE_ORDER
	105.XMIT_RECEIVER_QUALIFIER	NTV	ORDER_CHANGE, PURCHASE_ORDER
	106.XMIT_SENDER	NTV	ORDER_CHANGE, PURCHASE_ORDER
	107.XMIT_SENDER_QUALIFIER	NTV	ORDER_CHANGE, PURCHASE_ORDER
	108.XMIT_CURRENCY	String	
	109.PRE_4.1SP1_EDI_850_ORDER_MAP	Boolean	
	110.AUTO_SUBMIT	Boolean	
<b>UDF Rule</b>			
	111.UDF_DEFAULT_VALUE	String	
<b>Unit Conversion Rules</b>			
	112.QUANTITY_CONVERSION_TABLE	String	
	113.QUANTITY_PRECISION	Integer	
	114.WEIGHT_CONVERSION_TABLE	String	
	115.WEIGHT_PRECISION	Integer	

## Accounting Code Rules

Select Accounting Code Rules to access the accounting code rules from the BuyerXpert graphical administrative interface.

The accounting code rules are:

- **Accounting Code Model** (ACCNT\_CODE\_MODEL) — Specifies the accounting code model.

- **Accounting Code External API Server** (ACCNT\_CODE\_EXTAPI\_SERVER) — Specifies the accounting code external API server.
- **Accounting Code Default Value** (DEFAULT\_ACCOUNTING\_CODE\_VALUE) — Specifies the default accounting code value.

## Accounting Code Rules Conflict Resolution

Table 5-4 describes how BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-4** Accounting Code Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
ACCNT_CODE_MODAL	String	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
ACCNT_CODE_EXTERNAL_API_SERVER	String	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
DEFAULT_ACCOUNTING_CODE_VALUE					

## Additional Information Rule

Select Order Processing > Line Item Additional Information to access the AIF rule from the iPlanet BuyerXpert graphical administrative interface.

The additional information field (AIF) rule is:

- **Line Item Additional Info** (LINE\_ITEM\_ADDITION\_INFO\_STRUCT) — Indicates that you can add additional information to a line item.

## Additional Information Rule Conflict Resolution

Table 5-1 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-5** Additional Information Rule

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
LINE_ITEM_ADDITION_INFO_STRUCT	String	SELLER_COMPANY; PRODUCT; USER_CREATED_F OR	UNION	UNION	UNION

## Approval Rules

Select Approvals>Approval Rules to access the approval rules from the BuyerXpert graphical administrative interface.

The approval rules are:

- **Approval Limit** (APPROVAL\_LIMIT) — Specifies approval limits. This rule contains the following NTV value:
  - APPROVAL\_LIMIT\_CURRENCY — Defines approved currency limit.
- **Approval Matrix Types** (APP\_MATRIX\_TYPES) — Lists the approval matrix types.
- **Can Delete Approver** (CAN\_DELETE\_APPROVER) — Provides permission to delete an approver.
- **Can Escalate Approver** (CAN\_ESCALATE\_APPROVER) — Indicates that you can escalate an approver.
- **Can Receive Email Notification** (CAN\_RECEIVE\_EMAIL\_NOTIFICATION) — Indicates that you can receive email notification.
- **Escalation Model** (ESCALATION\_MODEL) — Describes how to escalate order approvals.

- **Default Purchase Approval Process** (PURCHASE\_APPROVAL\_PROCESS\_DEFAULT) — Defines the default purchase approval process.
- **Reminder** (REMINDER) — Specifies reminder interval in minutes. This rule contains the following NTV value:
  - REMINDER\_LIMIT — Specifies reminder limit.

## Approval Rules Conflict Resolution

Table 5-6 describes how BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-6** Approval Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
APPROVAL_LIMIT	NTV	APPROVER	PREFER_SPECIFIC	LOWEST	LOWEST
APP_MATRIX_TYPES	String	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	UNION
CAN_DELETE_APPROVER	Boolean	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CAN_ESCALATE_APPROVER	Boolean	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CAN_RECEIVE_EMAIL_NOTIFICATION	Boolean	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
ESCALATION_MODEL	String	USER_CREATED_FOR; USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
PURCHASE_APPROVAL_PROCESS_DEFAULT	String	USER_CREATED_FOR; USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
REMINDER	NTV	APPROVER	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

# Blanket Purchase Order (BPO) Rules

Select Blanket Purchase Order Rules to access the blanket purchase order rules from the BuyerXpert graphical administrative interface.

For blanket requisition rules, select General Info>Permission Rules>Security Permission or select BPO>BPO Validity Time Notification Daemon in the iPlanet BuyerXpert graphical administrative interface.

The blanket purchase order Rules are:

- **Can Update Blanket Requisition** (CAN\_CREATE\_BLANKET\_REQUISITION)—Gives permission to update a blanket purchase requisition.
- **BPO Limit Notification** (BPO\_LIMIT\_NOTIFICATION)—Sets the notification process when a blanket purchase order is within a certain percentage or number (of dollars/days) of reaching its limit(s).

# Commodity Code Rules

Select Commodity Code Rules to access the commodity code rules from the BuyerXpert graphical administrative interface.

The commodity code rules are:

- **Commodity Code Model** (COMMODITY\_CODE\_MODEL) — Specifies the commodity code model.
- **Commodity Code External API Server** (COMMODITY\_CODE\_EXTAPI\_SERVER) — Specifies the commodity code external API server.
- **Commodity Code Mapping Model** (COMMODITY\_CODE\_EXTAPI\_SERVER) — Specifies the commodity code mapping model.
- **Commodity Code Mapping External API Server** (COMMODITY\_CODE\_MAP\_EXTAPI\_SERVER) — Specifies the commodity code external API server.

## Commodity Code Rules Conflict Resolution

Table 5-7 describes how BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-7** Commodity Code Rules

Rule Name	Value Type	Role Ordering Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
COMMODITY_CODE_MODEL	String	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
COMMODITY_CODE_EXTAPI_SERVER	String	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
COMMODITY_CODE_MAP_MODEL	String	USER_CREATED_FOR; SELLER_COMPANY; PRODUCT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
COMMODITY_CODE_MAP_EXTAPI_SERVER	String	USER_CREATED_FOR; SELLER_COMPANY; PRODUCT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

## Company Rule

Select Rules for Companies to access the company rule from the iPlanet BuyerXpert graphical administrative interface.

The company rule is:

- **Seller Company** (SELLER\_COMPANIES) — Indicates the seller company.

## Company Rule Conflict Resolution

Table 5-8 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-8** Company Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
SELLER_COMPANYES	String	USER_CREATED_FOR	UNION	UNION	UNION

## Contract Rules

Select Contracts>Contract Rules to access the contract rules from the BuyerXpert graphical administrative interface.

The contract rules are:

- **Default Contract** (CONTRACT\_DEFAULT) — Defines the default contract.
- **Contract List** (CONTRACT\_LIST) — Specifies the contract list.
- **Contract Admin** (CONTRACT\_ADMIN) — Specifies the contract administrator.

## Contract Rules Conflict Resolution

Table 5-9 describes how BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.



**Table 5-9** Contract Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
CONTRACT_DEFAULT	String	PRODUCT; SELLER_COMPANY; USER_CREATED_FOR	PREFER_SPECIFIC	UNION	UNION
CONTRACT_LIST	String	PRODUCT; SELLER_COMPANY; USER_CREATED_FOR	UNION	UNION	UNION
CONTRACT_ADMIN	String	PRODUCT; SELLER_COMPANY; USER_CURRENT	PREFER_SPECIFIC	UNION	UNION

## Currency Rules

Select Order Processing > Currency Rules to access the currency conversion rules from the iPlanet BuyerXpert graphical administrative interface.

The currency conversion rules are:

- **Common Currency** (COMMON\_CURRENCY) — Describes the common currency to use for an order.
- **Currency Conversion Table** (CURRENCY\_CONVERSION\_TABLE) — Describes the currency conversion table.
- **Currency Rate Freeze Model** (CURRENCY\_RATE\_FREEZE\_MODEL) — Defines the currency freeze rate.
- **Default Display Currency** (DEFAULT\_DISPLAY\_CURRENCY) — Defines the default display currency.
- **Display Currency List** (DISPLAY\_CURRENCY\_LIST) — Defines the display currency list.
- **Display Currency Precision** (DISPLAY\_CURRENCY\_PRECISION) — Defines the display currency precision.

## Currency Rules Conflict Resolution

Table 5-10 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-10** Currency Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
COMMON_CURRENCY	String	USER_CREATED_FOR	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CURRENCY_CONVERSION_TABLE	String	USER_CREATED_FOR; SELLER_COMPANY	PREFER_SPECIFIC	LOWEST	LOWEST
CURRENCY_RATE_FREEZE_MODEL	String	USER_CREATED_FOR; SELLER_COMPANY	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
DISPLAY_CURRENCY_DEFAULT	String	USER_CURRENT	PREFER_SPECIFIC	HIGHEST	HIGHEST
DISPLAY_CURRENCY_LIST	String	USER_CURRENT	UNION	UNION	UNION
DISPLAY_CURRENCY_PRECISION	Integer	USER_CURRENT; CURRENCY_UNIT	PREFER_SPECIFIC	HIGHEST	HIGHEST

## Discount Charge Rules

Select Pricing>Shipping Rules to access the discount charge rules from the iPlanet BuyerXpert graphical administrative interface.

The discount adjustments rules are:

- **Group Adjustment** (GROUP\_ADJUSTMENTS) — Specifies group discount charges.
- **Line Adjustment** (LINE\_ADJUSTMENTS) — Specifies line item discounts.

- **Maximum Adjustment Limit (MAX\_ADJUST\_LIMIT)** — Specifies the maximum adjustment level. This rule contains the following NTV value:
  - **MAX\_LINE\_MARKUP** — Specifies maximum line item markup.

## Discount Charge Rules Conflict Resolution

Table 5-11 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-11** Discount Charge Rule Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
GROUP_ADJUSTMENTS	String	USER_CREATED_F OR; SELLER_COMPANY ; PRODUCT; PRICELIST; SHIPFROM_REGIO N; SHIPFROM_MAJOR - LOCALITY; SHIPTO_REGION; SHIPTO_MAJOR_ LOCALITY; SHIP_FROM_LOCA TION; SHIP_TO_LOCATIO N	UNION	UNION	UNION

**Table 5-11** Discount Charge Rule Conflict Resolution (*Continued*)

<b>Rule Name</b>	<b>Value Type</b>	<b>Role Resolution</b>	<b>Inheritance Resolution</b>	<b>DAG Resolution</b>	<b>Duplicate Resolution</b>
LINE_ADJUSTMENTS	String	USER_CREATED_F OR; SELLER_COMPANY ; PRODUCT; PRICELIST; SHIPFROM_REGION; SHIPFROM_MAJOR - LOCALITY; SHIPTO_REGION; SHIPTO_MAJOR_ LOCALITY; SHIP_FROM_LOCA TION; SHIP_TO_LOCATIO N	UNION	UNION	UNION
MAX_ADJ_LIMIT	NTV	USER_CREATED_F OR; SELLER_COMPANY ; PRODUCT; PRICELIST; SHIPFROM_REGION N; SHIPFROM_MAJOR - LOCALITY; SHIPTO_REGION; SHIPTO_MAJOR_ LOCALITY; SHIP_FROM_LOCA TION; SHIP_TO_LOCATIO N	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

# Invoice Matching Rules

Select Invoice Matching Rules to access the invoice matching rules from the iPlanet BuyerXpert graphical administrative interface.

The invoice matching rules are:

- **Invoice Matching Algorithm** (INVOICE\_MATCHING\_ALGORITHM) — Allows you to customize the invoice matching process. The string defined here can be accessed in the iPlanet Process Manager and used to customize the invoice matching routine.
- **Allowed to Pay Invoice** (ALLOWED\_TO\_PAY\_INVOICE) — Determines if the Pay Anyway button is available in the invoice matching user interface.
- **Payment Voucher Currency** (PAYMENT\_VOUCHER\_CURRENCY) — Specifies the currency to use when creating payment voucher XML documents.
- **Invoicing User** (INVOICE\_USER) — Specifies a user environment to use to execute the invoice matching algorithm process, because the invoice matching process is not started directly through a user interface. The invoice matching process starts automatically when an invoice is received.

## Invoice Matching Rules Conflict Resolution

Table 5-12 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-12** Invoice Matching Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
INVOICE_MATCHING_ALGORITHM	String	PRODUCT; SELLER_COMPANY	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
ALLOWED_TO_PAY_INVOICE	Boolean	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

**Table 5-12** Invoice Matching Conflict Resolution (*Continued*)

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
PAYMENT_VOUC HER_ CURRENCY	Integer	USER_CREATED_ FOR; SELLER_COMPA NY; SEND_TO_LOCA TION	PREFER_SPECI FIC	MOST_RECENT	MOST_RECE NT
INVOICE_USER	String	SELLER_COMPA NY; BUYER_COMPA NY	PREFER_SPECI FIC	MOST_RECENT	MOST_RECE NT

## Locale Rule

Select Rules for Locales to access the local rule from the iPlanet BuyerXpert graphical administrative interface.

The locale rule is:

- **Preferred Locale** (PREFERRED\_LOCALE) — Indicates the preferred locale (country) to use.

## Locale Rule Conflict Resolution

Table 5-13 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-13** Locale Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
PREFERRED_LO CALE	String	USER_CURREN T	PREFER_SPECIF IC	MOST_RECEN T	MOST_RECENT

# Location Rules

Select Location>Location Rules to access the bill to location rules from the iPlanet BuyerXpert graphical administrative interface.

The iPlanet BuyerXpert location rules are:

- Bill to Location Rules
- Ship to Location Rules
- Ship From Location Rules
- Pay to Location Rules
- Send to Location Rules

## Bill to Location Rules

Select Location>Bill To Location Rules to access the location rules from the iPlanet BuyerXpert graphical administrative interface.

The bill to location rules are:

- **Default Bill to Location** (BILLTO\_LOCATION\_DEFAULT) — Defines the default bill to location for an order.
- **Bill to Location List** (BILLTO\_LOCATION\_LIST) — Specifies the bill to location list.
- **Default Bill to Contact** (CONTACT\_BILLTO\_DEFAULT) — Defines the default bill to contact person for an order.
- **Bill to Contact List** (BILLTO\_CONTACT\_LIST) — Specifies the bill to location contact person list.

### Bill to Location Rules Conflict Resolution

Table 5-14 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-14** Bill to Location Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
BILL_TO_LOCATION_DEFAULTS	String	USER_CREATED_F OR; SEND_TO_LOCATION	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
BILL_TO_LOCATION_LIST	String	USER_CREATED_F OR; SEND_TO_LOCATION	UNION	UNION	UNION
CONTACT_BILL_TO_DEFAULT	String	USER_CREATED_F OR; SEND_TO_LOCATION	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CONTACT_BILL_TO_LIST	String	USER_CREATED_F OR; SEND_TO_LOCATION	UNION	UNION	UNION

## Ship to Location Rules

Select Location>Ship To Location Rules to access the ship to location rules from the iPlanet BuyerXpert graphical administrative interface.

The ship to location rules are:

- **Default Ship to Location** (SHIPTO\_LOCATION\_DEFAULT) — Specifies ship to location default.
- **Ship to Location List** (SHIPTO\_LOCATION\_LIST) — Specifies ship to location list.
- **Default Ship to Contact** (CONTACT\_SHIPTO\_DEFAULT) — Specifies the default contact person for ship to location.
- **Ship to Contact List** (CONTACT\_SHIPTO\_LIST) — Specifies the contact person list for ship to location.



## Ship to Location Conflict Resolution

Table 5-15 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-15** Ship to Location Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
CONTACT_SHIP_TO_DEFAULT	String	USER_CREATED_F OR; SHIPTO_LOCATION	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CONTACT_SHIP_TO_LIST	String	USER_CREATED_F OR; SHIPTO_LOCATION	UNION	UNION	UNION
SHIPTO_LOCATION_DEFAULT	String	USER_CREATED_F OR	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
SHIPTO_LOCATION_LIST	String	USER_CREATED_F OR; SHIPTO_LOCATION	UNION	UNION	UNION

## Ship From Location Rules

Select Location>Ship From Location Rules to access the ship from location rules from the iPlanet BuyerXpert graphical administrative interface.

The ship from location rules are:

- **Default Ship from Location** (SHIPFROM\_LOCATION\_DEFAULT) — Specifies ship from location default.
- **Ship from Location List** (SHIPFROM\_LOCATION\_LIST) — Specifies ship to location list.
- **Default Ship from Contact** (CONTACT\_SHIPFROM\_DEFAULT) — Specifies default contact person for ship to location.

- **Ship from Contact List (CONTACT\_SHIPFROM\_LIST)** — Specifies contact person list for ship to location.

## Ship From Location Conflict Resolution

Table 5-16 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-16** Ship From Location Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
SHIPFROM_LOCATION_DEFAULT	String	SELLER_COMPANY; PRODUCT; SHIPTO_LOCATION; SHIPTO_REGION; SHIPTO_MAJOR_LOCALITY; USER_CREATED_FOR	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
SHIPFROM_LOCATION_LIST	String	SELLER_COMPANY; PRODUCT; SHIPTO_LOCATION; SHIPTO_REGION; SHIPTO_MAJOR_LOCALITY; USER_CREATED_FOR	UNION	UNION	UNION
CONTACT_SHIPFROM_DEFAULT	String	SELLER_COMPANY; PRODUCT; SHIP_FROM_LOCATION; SHIPFROM_REGION; SHIPFROM_MAJOR_LOCALITY; USER_CREATED_FOR	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

**Table 5-16** Ship From Location Rules Conflict Resolution (*Continued*)

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
CONTACT_SHIPFROM_LIST	String	SELLER_COMPANY; PRODUCT; SHIP_FROM_LOCATION; SHIPFROM_REGION; SHIPFROM_MAJOR_LOCALITY; USER_CREATED_FOR	UNION	UNION	UNION

## Pay to Location Rules

Select Location>Pay to Location Rules to access the pay to location rules from the iPlanet BuyerXpert graphical administrative interface.

The pay to location rules are:

- **Default Pay to Location** (PAYTO\_LOCATION\_DEFAULT) — Specifies pay to location default.
- **Pay to Location List** (PAYTO\_LOCATION\_LIST) — Specifies default pay to location list.
- **Default Pay to Contact** (CONTACT\_PAYTO\_DEFAULT) — Specifies default contact person for pay to location.
- **Pay to Contact List** (CONTACT\_PAYTO\_LIST) — Specifies default contact person list for pay to location.

## Pay to Location Conflict Resolution

Table 5-17 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-17** Pay to Location Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
PAYTO_LOCATION_DEFAULT	String	USER_CREATED_FOR; PAYTO_LOCATION	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
PAYTO_LOCATION_LIST	String	USER_CREATED_FOR; PAYTO_LOCATION	UNION	UNION	UNION
CONTACT_PAY_TO_DEFAULT	String	USER_CREATED_FOR	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CONTACT_PAY_TO_LIST	String	USER_CREATED_FOR; SHIPTO_LOCATION	UNION	UNION	UNION

## Send to Location Rules

Select Location>Send to Location Rules to access the send to location rules from the iPlanet BuyerXpert graphical administrative interface.

The send to location rules are:

- **Default Send to Location** (SENDTO\_LOCATION\_DEFAULT) — Specifies send to location default.
- **Send to Location List** (SENDTO\_LOCATION\_LIST) — Specifies send to location list.
- **Default Send to Contact** (CONTACT\_SENDTO\_DEFAULT) — Specifies default contact person for send to location.
- **Send to Contact List** (CONTACT\_SENDTO\_LIST) — Specifies send to location contact person list.

## Send to Location Conflict Resolution

Table 5-18 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-18** Send to Location Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
SENDTO_LOCATION_DEFAULT	String	USER_CREATED_FOR; SELLER_COMPANY; PRODUCT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
SENDTO_LOCATION_LIST	String	USER_CREATED_FOR; SELLER_COMPANY; PRODUCT	UNION	UNION	UNION
CONTACT_SENDTO_DEFAULT	String	SEND_TO_LOCATION; USER_CREATED_FOR	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CONTACT_SENDTO_LIST	String	SEND_TO_LOCATION; USER_CREATED_FOR	UNION	UNION	UNION

## Associated Rules/Disabled Rules

### Rules Search

All rules related to a user are grouped under one tab, which expedites the search for associated rules.

## Associated Rules

Associated rules are those that are associated with the current business object.

The current object relates to membership entities: Organization, Sub-Organization, OrgUnit, Person, UserGroup, Location.

Associated Rules links are found on pages for all membership objects (Organization, OrgUnit, Person, UserGroup, Location). In addition, they are found for PriceList, Adjustments, PaymentTerm and Accounting Segments.

When the user clicks the link, a page of rules appears with a list of rules that are associated with the *parent* object.

For example, when the user is on the page for <*organization name*>, Associated Rules displays all rules associated with that <*organization name*>. This simplifies the search for rules that are associated to a particular object. The admin searches for users and then selects a specific rule from the associated rules.

## Disabled Rules

When an associated object is deleted, the associated rules are disabled and appear as inactive.

The organization admin can see, modify, or delete all disabled rules for an organization.

## Order Management Rules

Three types of order management rules are discussed in this section: line grouping, global template, and blanket requisition/purchase order.

- For line grouping rules, select Order Processing> Order Entry>Line Grouping Number in the iPlanet BuyerXpert graphical administrative interface.
- For line global template rules, select Order Processing> Order Entry>Global Templates For Requisitions in the iPlanet BuyerXpert graphical administrative interface.

The order management rules are:

- **Line Grouping Number** (LG\_NUMBER) — Specifies the number of lines in a purchase order. This rule contains the following NTV values:

- PREFIX — Specifies purchase order prefix.
- SEQUENCE\_NAME— Specifies purchase sequence name.
- SUFFIX — Specifies purchase order suffix.
- **Global Template for Requisition** (REQUISITION\_GLOBAL\_TEMPLATES) — Specifies global templates to use creating requisitions.
- **Global Template for Orders** (ORDER\_GLOBAL\_TEMPLATES) — Specifies global templates to use creating orders.

Table 5-19 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-19** Order Entry Rules

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
LG_NUMBER	NTV	LGU_NAME; USER_CREATED _FOR	PREFER_SPEC IFIC	MOST_RECE NT	MOST_REC ENT
REQUISITION_GLOB AL_ TEMPLATES	String	USER_CURRENT	PREFER_SPEC IFIC	MOST_RECE NT	MOST_REC ENT
ORDER_GLOBAL_ TEMPLATES	String	USER_CURRENT	PREFER_SPEC IFIC	MOST_RECE NT	MOST_REC ENT
CAN_CREATE_BLAN KET_ REQUISITION	Boolean	USER_CURRENT	PREFER_SPEC IFIC	MOST_RECE NT	MOST_REC ENT
BPO_LIMIT_NOTIFIC ATION	NTV	USER_CREATED _FOR_SELLER_C OMPANY	PREFER_SPEC IFIC	MOST_RECE NT	MOST_REC ENT

## Payment Rules

iPlanet BuyerXpert provides the following payment rules:

- Payment Types Rules

- Payment Terms Rules

## Payment Types Rules

Select Payments>Payment Types to access the payment subtype rules from the iPlanet BuyerXpert graphical administrative interface.

The payment subtypes business rules are:

- **Default Payment Subtype** (PAYMENT\_SUBTYPE\_DEFAULT) — Specifies the default payment subtypes. This rule contains the following NTV values:
  - MAX— Specifies the maximum payment subtype.
  - MIN — Specifies the minimum payment subtype.
  - METHOD — Specifies the payment subtype method.
- **Payment Subtypes List** (PAYMENT\_SUBTYPE\_LIST) — Specifies the payment subtypes list. This rule contains the following NTV values:
  - MAX— Specifies the maximum payment subtype.
  - MIN — Specifies the minimum payment subtype.
  - METHOD — Specifies the payment subtype method.

To set multiple values, such as multiple credit cards, for a payment subtype list rule instance you must define multiple instances. You can not define them as part of one instance. However, it is possible to set multiple values with other list rules.

You can use the payment type or payment subtype as a value for the payment subtype.

### Payment Types Rules Conflict Resolution Table

Table 5-20 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.



**Table 5-20** Payment Types Conflict Resolution Table

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
PAYMENT_SUBTY PE_ DEFAULT	NTV	USER_CREATED_ FOR; SEND_TO_LOCAT ION	PREFER_SPECI FIC	MOST_RECEN T	MOST_RECE NT
PAYMENT_SUBTY PE_ LIST	NTV	USER_CREATED_ FOR; SEND_TO_LOCAT ION	PREFER_SPECI FIC	MOST_RECEN T	MOST_RECE NT

## Payment Terms Rules

Select Payments>Payment Rules to access the payment terms rules from the iPlanet BuyerXpert graphical administrative interface.

The payment terms business rules are:

- **Default Payment Terms** (PAYMENT\_TERMS\_DEFAULT) — Specifies the default payment terms.
- **Payment Terms List** (PAYMENT\_TERMS\_LIST) — Specifies the payment terms list.
- **Payment Processing Methods for Orders** (PAYMENT\_PROCESSING\_METHOD)— Specifies the kinds of payments (credit cards, bank account, and so on).

### Payment Terms Rules Conflict Resolution Table

Table 5-21 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values

**Table 5-21** Payment Terms Conflict Resolution Table

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
PAYMENT_TERMS_DEFAULT	String	USER_CREATED_F OR; SELLER_COMPANY; SEND_TO_LOCATION	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
PAYMENT_TERMS_LIST	String	USER_CREATED_F OR; SELLER_COMPANY; SEND_TO_LOCATION	UNION	UNION	UNION
PAYMENT_PROCESSING_METHODS_ORDERS	String	BUYER_COMPANY; SELLER_COMPANY; PAYMENT_TYPE	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

## Pricing Rules

Select Pricing>Pricing Rules to access the pricing rules from the iPlanet BuyerXpert graphical administrative interface.

The pricing rules are:

- **Price Additional Precision** (PRICE\_ADDITIONAL\_PRECISION) — Indicates decimal places to use for price adjustments.
- **Price Adjustment** (PRICE\_ADJUSTMENTS) — Indicates discounts, charges, allowable decimal places beyond the default, or promotional (DCAP) price adjustment to use.
- **PriceList** (PRICELIST) — Defines the pricelist to use. This rule contains the following NTV values:
  - PRICE\_COLUMN\_LOWEST\_CHOICE — Picks the lowest price as the look up price.
  - PRICELIST — Defines the pricelist to use.

- PRICELIST\_COLUMN\_LOOKUP — Identifies look up table to use for determining price look up column.
- PRICELIST\_DEFAULT\_COLUMN — Identifies default pricelist column to use.
- **PriceList Discount Markup** (PRICELIST\_DISCOUNT\_MARKUP) — Determines pricelist discount markup to use when the product price model uses discount price.
- **Pricing Model** (PRICING\_MODEL) — Indicates default price models. Values are CATALOG, PRICELIST, USER\_ESTIMATE.
- **Can Override Price** (CAN\_OVERRIDE\_PRICE) — Allows you to override a price.

## Pricing Rules Conflict Resolution

Table 5-1 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-22** Pricing Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
PRICE_ADDITION AL_ PRECISION	Integer	CURRENCY_UNIT; SELLER_COMPAN Y; PRODUCT	PREFER_SPECIFI C	HIGHEST	HIGHEST
PRICE_ADJUSTME NTS	String	SELLER_COMPAN Y; PRODUCT; PRICELIST; USER_CREATED_F OR	UNION	MOST_RECEN T	UNION
PRICELIST	NTV	USER_CREATED_F OR; SELLER_COMPAN Y; PRODUCT	INTERSECTION	MOST_RECEN T	UNION

**Table 5-22** Pricing Rules Conflict Resolution (*Continued*)

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
PRICELIST_DISCO UNT_ MARKUP	String	USER_CREATED_F OR; SELLER_COMPAN Y	PREFER_SPECIFI C	MOST_RECEN T	MOST_RECE NT
PRICING_MODEL	String	USER_CREATED_F OR; SELLER_COMPAN Y; PRODUCT	PREFER_SPECIFI C	MOST_RECEN T	MOST_RECE NT
CAN_OVERRIDE_ PRICE	Boolean	USER_CREATED_F OR; SELLER_COMPAN Y; PRODUCT	PREFER_SPECIFI C	MOST_RECEN T	MOST_RECE NT
PRICING_EXTAPI_ SETTINGS	String	USER_CREATED_F OR; SELLER_COMPAN Y; PRODUCT	PREFER_SPECIFI C	MOST_RECEN T	MOST_RECE NT

## Quality Entry Rule

Select Quality Entry Rule to access the quality entry rule from the iPlanet BuyerXpert graphical administrative interface.

The quality entry rule is:

- **Quality Entry Form** (QUALITY\_ENTRY\_FORM) — Indicates that you can add a quality entry form.

## Quality Entry Rule Conflict Resolution

Table 5-23 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-23** Quality Entry Rule

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
QUALITY_ENTRY_F ORM	String	PRODUCT; SELLER_COMPAN Y; USER_CREATED_F OR	PREFER_SPECI FIC	MOST_RECE NT	MOST_RECE NT

## Receiving Rules

Select Receiving Rules to access the receiving rules from the iPlanet BuyerXpert graphical administrative interface.

The receiving rules are:

- **Receiving Tolerance** (RECEIVING\_TOLERANCE) — Describes the receiving rules tolerances. This rule contains the following NTV values:
  - OVER\_WARNING\_PERCENT — Specifies how many items can be received over the ordered amount
  - UNDER\_RECEIVE\_PERCENT — Specifies how many items can be received under the ordered amount
- **Receiving Tolerance Precision** (RECEIVING\_TOLERANCE\_PRECISION) — Specifies permissible variation that is allowed over the ordered amount.
- **Can Receive** (CAN\_RECEIVE) — Indicates who can receive an order.

## Receiving Rules Conflict Resolution

Table 5-24 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-24** Receiving Rules

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
RECEIVING_TOLERANCE	NTV	PRODUCT; SELLER_COMPA NY; USER_CURRENT	PREFER_SPEC IFIC	LOWEST	LOWEST
RECEIVING_TOLERANCE_ PRECISION	Integer	SELLER_COMPA NY; PRODUCT	PREFER_SPEC IFIC	LOWEST	LOWEST
CAN_RECEIVE	Boolean	USER_CURRENT ; USER_CREATED _FOR	PREFER_SPEC IFIC	MOST_RECE NT	MOST_RECE NT

## Reports Rules

Select Rules for Reports to access the report rules from the iPlanet BuyerXpert graphical administrative interface.

Report rules allow you to product reports at the user, manager, orgadmin, or superadmin level. Each report requires different levels of access permission.

The report rules are:

- **Can View User Reports** (CAN\_VIEW\_USER\_REPORTS) — Indicates you have permission to view user reports.
- **Can View Manager Reports** (CAN\_VIEW\_MANAGER\_REPORTS) — Indicates you have permission to view manager reports.
- **Can View Admin Reports** (CAN\_VIEW\_ADMIN\_REPORTS) — Indicates you have permission to view orgadmin reports.
- **Can View SuperAdmin Reports** (CAN\_VIEW\_SUPERADMIN\_REPORTS) — Indicates you have permission to view superadmin reports.

## Reports Rules Conflict Resolution

Table 5-25 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-25** Reports Rules Conflict Resolution

Field Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
CAN_VIEW_USER_ REPORTS	Boolean	USER_CURRE NT	PREFER_SPEC IFIC	MOST_RECE NT	MOST_RECEN T
CAN_VIEW_MANAGE R_ REPORTS	Boolean	USER_CURRE NT	PREFER_SPEC IFIC	MOST_RECE NT	MOST_RECEN T
CAN_VIEW_ADMIN_ REPORTS	Boolean	USER_CURRE NT	PREFER_SPEC IFIC	MOST_RECE NT	MOST_RECEN T
CAN_VIEW_SUPERAD MIN_ REPORTS	Boolean	USER_CURRE NT	PREFER_SPEC IFIC	MOST_RECE NT	MOST_RECEN T

## Security Rules

Select General Info>Security Rules to access the security rules from the iPlanet BuyerXpert graphical administrative interface.

The security rules are:

- **Allow Password Login** (ALLOW\_PASSWORD\_LOGIN) — Indicates if you can login to iPlanet BuyerXpert.
- **Can Set Owner** (CAN\_SET\_OWNER) — Indicates if you can specify the owner of a resource. On Behalf Of functionality for an order allows the following attributes to be changed after changing ownership of the order: common currency, currency conversion tables, accounting codes, line item additional

information fields, pricing model, pricing adjustments, line adjustments, group adjustments, freight, taxes, locations and contacts (bill to, ship to, send to, ship from), shipping methods, freight terms, payment method, payment terms, pay to locations

- **Can Use Ad-hoc Ship To Location** (CAN\_USE\_AD\_HOC\_SHIPTO\_LOCATION)— Enables you to specify whether a user can ship to an ad-hoc location. You can also specify whether the rule applies to a specific selling company or all selling companies.
- **Can Update Requisition** (CAN\_UPDATE\_REQUISITION) — Enables an individual (selfadmin) to view any requisition in the organization without requiring full orgadmin privileges.
- **Can Update Off Catalog Item** — (CAN\_UPDATE\_OFF\_CATALOG\_ITEM) Enables you to edit an off catalog item in the item details page by updating the seller company, item code, and item description. By using this rule in conjunction with the CAN\_UPDATE\_REQUISITION rule, greater flexibility of editing privileges can be granted to users.

## Security Rules Conflict Resolution

Table 5-26 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-26** Security Rules Conflict Resolution

Rule Name	Type Value	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
ALLOW_PASSWORD_LOGIN	Boolean	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CAN_SET_OWNER	Boolean	USER_CURRENT; USER_CREATED_FOR	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CAN_USE_AD_HOC_SHIPTO_LOCATION	Boolean	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT



**Table 5-26** Security Rules Conflict Resolution (*Continued*)

Rule Name	Type Value	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
CAN_UPDATE_REQUISITION	Boolean	USER_CREATED_FOR	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CAN_UPDATE_OFF_CATALOG_ITEM	Boolean	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

## Shipping Rules

Select Shipping>Shipping Rules or Pricing>Shipping Rules to access the shipping rules from the iPlanet BuyerXpert graphical administrative interface.

The shipping rules are:

- **Default Freight Terms** (FREIGHT\_TERM\_DEFAULT) — Specifies default freight terms and conditions for an order.
- **Freight Terms List** (FREIGHT\_TERM\_LIST) — Indicates freight terms and conditions to use for an order.
- **Group Level Shipping Charge** (GROUP\_LEVEL\_SHIPPING\_CHARGE) — Specifies group level shipping charge.
- **Line Level Shipping Charge** (LINE\_LEVEL\_SHIPPING\_CHARGE) — Specifies line level shipping charge.
- **Default Shipping Method** (SHIPPING\_METHOD\_DEFAULT) — Specifies default shipping method.
- **Shipping Method List** (SHIPPING\_METHOD\_LIST) — Specifies default shipping method.

## Shipping Rules Conflict Resolution

Table 5-1 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

## Shipping Rules Conflict Resolution

Table 5-27 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-27** Shipping Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
FREIGHT_TERM_DEFAULT	String	PAYMENT_SUBTYPE; SHIPPING_METHOD; USER_CREATED_FOR; SELLER_COMPANY	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
FREIGHT_TERM_LIST	String	PAYMENT_SUBTYPE; SHIPPING_METHOD; USER_CREATED_FOR; SELLER_COMPANY	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

**Table 5-27** Shipping Rules Conflict Resolution (*Continued*)

<b>Rule Name</b>	<b>Value Type</b>	<b>Role Resolution</b>	<b>Inheritance Resolution</b>	<b>DAG Resolution</b>	<b>Duplicate Resolution</b>
GROUP_LEVEL_SHIPPING_CHARGE	String	SELLER_COMPANY; PRODUCT; CARRIER_COMPANY; SHIP_FROM_LOCATION; SHIPFROM_REGION; SHIPFROM_MAJOR_LOCALITY; SHIP_TO_LOCATION; SHIPTO_REGION; SHIPTO_MAJOR_LOCALITY; USER_CREATED_FOR	PREFER_SPECIFIC	UNION	UNION
LINE_LEVEL_SHIPPING_CHARGE	String	SELLER_COMPANY; PRODUCT; CARRIER_COMPANY; SHIP_FROM_LOCATION; SHIPFROM_REGION; SHIPFROM_MAJOR_LOCALITY; SHIP_TO_LOCATION; SHIPTO_REGION; SHIPTO_MAJOR_LOCALITY; USER_CREATED_FOR	UNION	UNION	UNION

**Table 5-27** Shipping Rules Conflict Resolution (*Continued*)

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
SHIPPING_METHOD _DEFAULT	String	SHIP_FROM_LOCA TION; SHIPFROM_REGIO N; SHIPFROM_MAJOR _LOCALITY; SHIP_TO_LOCATIO N; SHIPTO_REGION; SHIPTO_MAJOR_ LOCALITY; USER_CREATED_F OR SELLER_COMPAN Y	PREFER_SPECI FIC	MOST_RECE NT	MOST_RECE NT
SHIPPING_METHOD _LIST	String	SHIP_FROM_LOCA TION; SHIPFROM_REGIO N; SHIPFROM_MAJOR _LOCALITY; SHIP_TO_LOCATIO N; SHIPTO_REGION; SHIPTO_MAJOR_ LOCALITY; USER_CREATED_F OR; SELLER_COMPAN Y	UNION	UNION	UNION

## Tax Rules

Select Pricing>Tax Rules to access the taxation rules from the iPlanet BuyerXpert graphical administrative interface.

The taxation rules are:

- **Customer Taxability** (CUSTOMER\_TAXABILITY) — Indicates a customer’s tax status. This rule contains the following NTV value:
  - CUSTOMER\_TAX\_CERTIFICATE\_ID — Customer’s tax certificate ID.
- **Group DCAP Taxability Table** (GROUP\_DCAP\_TAX\_TABLE) — Tax table for group discounts, charges, allowances, and promotions (DCAPs) tax rates.
- **Group Freight Taxability Table** (GROUP\_FREIGHT\_TAX\_TABLE) — Tax table for group freight tax rates.
- **Line Item Tax** (LINE\_ITEM\_TAX) — Tax table for line item discounts, charges, allowances, and promotions (DCAPs). This rule contains the following NTV values:
  - LINE\_FREIGHT\_TAX\_TABLE — Tax table for line item freight charges.
  - PRODUCT\_TAXABILITY — Indicates whether a product is taxable.
  - TAX\_MODEL — Determines the tax model and adjustment table to use for a specific order or customer.
  - TAX TABLE — Specifies tax table to use.
- **Tax Code** (TAX\_CODE) — Identifies the tax code to use for a specific order or customer.

## Tax Rules Conflict Resolution

Table 5-28 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-28** Taxation Rules Conflict Resolution

Rule Name	Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
CUSTOMER_TAXABILITY	NTV	SELLER_COMPANY; PRODUCT; USER_CREATED_FOR; SHIP_TO_LOCATION; SHIPTO_REGION; SHIPTO_MAJOR_LOCALITY; SHIP_FROM_LOCATION; SHIPFROM_REGION; SHIPFROM_MAJOR_LOCALITY	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
GROUP_DCAP_TAX_TABLE	String	USER_CREATED_FOR; DCAP_ADJUSTMENT; SELLER_COMPANY	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
GROUP_FREIGHT_TAX_TABLE	String	USER_CREATED_FOR; FREIGHT_ADJUSTMENT; SELLER_COMPANY	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
LINE_ITEM_TAX	NTV	LINE_FREIGHT_TAX_TABLE;  PRODUCT_TAXABILITY;  TAX_MODEL;  TAX_TABLE			
TAX_CODE	String	SELLER_COMPANY; PRODUCT; USER_CREATED_FOR; SHIP_TO_LOCATION; SHIPTO_REGION; SHIPTO_MAJOR_LOCALITY; SHIP_FROM_LOCATION; SHIPFROM_REGION; SHIPFROM_MAJOR_LOCALITY	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

# Timecard Rules

Select Timecard>Timecard Rules to access the timecard rules from the BuyerXpert graphical administrative interface.

The timecard rules are:

- **Timecard Approval** (TIMECARD\_APPROVAL\_DEFAULT) — Specifies the default timecard approver.
- **Can Create Timecard** (CAN\_CREATE\_TIMECARD) — Specifies the default timecard approver.

## Timecard Rules Conflict Resolution

Table 5-29 describes how BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-29** Timecard Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
TIMECARD_APPROVAL	Boolean	USER_CREATED_FOR; USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
CAN_CREATE_TIMECARD	String	USER_CURRENT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

# Transmission Rules

Select Transmission Rules to access the transmission rules from the iPlanet BuyerXpert graphical administrative interface.

The transmission rules are used to transmit EDI documents. The rules include:

- EDI Document Rule
- EDI Receiver Rule
- EDI Receiver Qualifier Rule

- EDI Sender Rule
- EDI Sender Qualifier Rule
- EDI Currency Rule
- Pre 4.1SP1 EDI 850 Order Map Rule
- EDI Auto Submit Rule

## EDI Document Rule

Select Transmission Rules>EDI Document to access this rule from the iPlanet BuyerXpert graphical administrative interface.

The EDI document rules is:

- **EDI Document (XMIT\_DOCUMENT)** — Describes how to transmit EDI documents. This rule contains the following NTV values:
  - ORDER\_CHANGE — Specifies EDI document format to use for transmitting order changes. The value is 860.
  - PURCHASE\_ORDER — Specifies EDI purchase order format to use for transmitting purchase orders. The value is 850.

### EDI Document Rules Conflict Resolution

Table 5-30 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-30** EDI Document Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
XMIT_DOCUMENT	NTV	USER_CREATED_FOR; SELLER_COMPAN Y; SEND_TO_LOCATION	PREFER_SPECIFIC	MOST_RECENT	MOST_RECEIVED



## EDI Receiver Rule

Select Transmission Rules>EDI Receiver to access this rule from the iPlanet BuyerXpert graphical administrative interface.

The EDI receiver rules are:

- **EDI Receiver (XMIT\_RECEIVER)** — Describes the receiver of the EDI document. This rule contains the following NTV value:
  - ORDER\_CHANGE — Specifies the receiver of order changes.
  - PURCHASE\_ORDER — Specifies the receiver of a purchase order

### EDI Receiver Rule Conflict Resolution

Table 5-32 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-31** EDI Receiver Rule Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
XMIT_RECEIVER	NTV	USER_CREATED_FOR; SELLER_COMPANY; SEND_TO_LOCATION	PREFER_SPECIFIC	MOST_RECEIVE NT	MOST_RECEIVE NT

## EDI Receiver Qualifier Rule

Select Transmission Rules>EDI Receiver Qualifier to access this rule from the iPlanet BuyerXpert graphical administrative interface.

- **EDI Receiver Qualifier (XMIT\_RECEIVER\_QUALIFIER)** — Enables the XML protocol for canceling a purchase order that has been sent to a supplier. This rule is only used for the Mercator map. It should be set to the default value, which is ZZ. This rules contains the following NTV values:
  - ORDER\_CHANGE — Specifies the receiver qualifier of order changes.

- PURCHASE\_ORDER — Specifies the receiver qualifier of a purchase order

## EDI Receiver Qualifier Rule Conflict Resolution

Table 5-32 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-32** EDI Receiver Qualifier Rule Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
XMIT_RECEIVER_QUALIFIER	NTV	USER_CREATED_FOR; SELLER_COMPANY; SEND_TO_LOCATION	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

## EDI Sender Rule

Select Transmission Rules>EDI Sender to access the EDI sender rule from the iPlanet BuyerXpert graphical administrative interface.

The EDI sender rule is:

- **EDI Sender (XMIT\_SENDER)**— Describes the sender of the EDI document. Required attributes are:
  - ORDER\_CHANGE — Specifies the sender of order changes.
  - PURCHASE\_ORDER — Specifies the sender of a purchase order

## EDI Sender Qualifier Rule

Select Transmission Rules>EDI Qualifier Sender to access the EDI sender rule from the iPlanet BuyerXpert graphical administrative interface.

- **EDI Sender Qualifier (XMIT\_SENDER\_QUALIFIER)** — Enables the XML protocol for transmitting a purchase order to a supplier. This rule is only used for the Mercator map. It should be set to the default value, which is ZZ. Required attributes are:
  - ORDER\_CHANGE — Specifies the sender qualifier of order changes.
  - PURCHASE\_ORDER — Specifies the sender qualifier of a purchase order

## EDI Sender Qualifier Rule Conflict Resolution

Table 5-33 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-33** EDI Sender Qualifier Rule Conflict Resolution

Rule Name	Value Type	Role Ordering Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
XMIT_SENDER_QUALIFIER	NTV	USER_CREATED_FOR; SELLER_COMPANY; SEND_TO_LOCATION	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

## EDI Currency Rule

Select Transmission Rules>EDI Currency to access the EDI currency rule from the iPlanet BuyerXpert graphical administrative interface.

The EDI currency rule is:

- **EDI Currency (XMIT\_CURRENCY)**— Defines the currency to use for an EDI document.

## EDI Currency Rule Conflict Resolution

Table 5-34 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-34** EDI Currency Rule Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
XMIT_CURRENCY	String	USER_CREATED_FOR; SELLER_COMPANY; SEND_TO_LOCATION	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT

## Pre 4.1SP1 EDI 850 Order Map Rule

Select Transmission Rules>Pre 4.1SP1 EDI 850 Order Map to access this rule from the iPlanet BuyerXpert graphical administrative interface.

The OBI compliant rule is:

- **Pre 4.1SP1 EDI 850 Order Map** (PRE\_4.1SP1 EDI\_850\_ORDER\_MAP) — Indicates the purchase order generated from BuyerXpert is compliant to the map created before BuyerXpert 4.1 SP1.
- If this rule is set to `true`, the Basic mercator maps (B\*ECXV34\*Basic.sun) should be used for defining the ECXpert partnerships.
- If this rule is set to `false`, the other set of mercator maps (B\*ECXV34.sun) should be used.

### Pre 4.1 SP1 EDI 850 Order Map Rule Conflict Resolution

Table 5-35 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-35** Pre 4.1 SP1 EDI 850 Order Map Rule Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
PRE_4.1SP1 EDI_850_ORDER_MAP	Boolean	SELLER_COMPA NY; USER_CREATED_FOR	PREFER_SPEC IFIC	MOST_RECE NT	MOST_RECE NT

## EDI Auto Submit Rule

Select Transmission Rules>Auto Submit to access the auto submit rule from the iPlanet BuyerXpert graphical administrative interface.

The auto submit rule is:

- **Auto Submit** (AUTO\_SUBMIT) — Indicates if you can automatically submit an EDI document.

### Auto Submit Rule Conflict Resolution

Table 5-36 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-36** EDI Auto Submit Rule Conflict Resolution

Rule Name	Value Type	Role Ordering Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
AUTO_SUBMIT	Boolean	USER_CREATED_F OR; USER_CURRENT	PREFER_SPEC IFIC	MOST_RECE NT	MOST_RECE NT

## UDF Rule (AIF Rule)

Select Accounting Code Rules to access the UDF (also known as AIF, additional information field) rule from the iPlanet BuyerXpert graphical administrative interface.

- **UDF Default Value** (UDF\_DEFAULT\_VALUE) — Specifies the default UDF accounting code value.

## UDF Rule Conflict Resolution

Table 5-4 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-37** UDF Rule Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
UDF_DEFAULT_VA LUE	String	USER_CREATED_ FOR; UDF	PREFER_SPECI FIC	MOST_RECEN T	MOST_RECE NT

## Unit Conversion Rules

Select Order Processing>Unit Conversion rules to access the unit conversion rules from the iPlanet BuyerXpert graphical administrative interface.

The unit conversion rules are:

- **Quantity Conversion Table** (QUANTITY\_CONVERSION\_TABLE) — Describes the quantity conversion table.
- **Quantity Precision** (QUANTITY\_PRECISION) — Specifies the quantity precision.
- **Weight Conversion Table** (WEIGHT\_CONVERSION\_TABLE) — Describes the quantity conversion table.
- **Weight Precision** (WEIGHT\_PRECISION) — Specifies the weight precision.

## Unit Conversion Rules Conflict Resolution

Table 5-38 describes how iPlanet BuyerXpert resolves conflicts when multiple rules apply for a given situation. See “Conflict Resolution Strategies,” on page 111 for definitions of the columns used in the table and the allowable conflict resolution values.

**Table 5-38** Unit Conversion Rules Conflict Resolution

Rule Name	Value Type	Role Resolution	Inheritance Resolution	DAG Resolution	Duplicate Resolution
QUANTITY_CONVERSION_TABLE	String	SELLER_COMPANY; PRODUCT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
QUANTITY_PRECISION	String	QUANTITY_UNIT; SELLER_COMPANY; PRODUCT	PREFER_SPECIFIC	LOWEST	LOWEST
WEIGHT_CONVERSION_TABLE	String	SELLER_COMPANY; PRODUCT	PREFER_SPECIFIC	MOST_RECENT	MOST_RECENT
WEIGHT_PRECISION	Integer	WEIGHT_UNIT; SELLER_COMPANY; PRODUCT	PREFER_SPECIFIC	HIGHEST	HIGHEST

## Unit Conversion Rules



# Administering Catalogs

This chapter provides information and guidelines for administering iPlanet BuyerXpert catalogs.

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**NOTE** The information in this chapter is based on the assumption that you have already read *Concepts* and *Release Notes*.

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This chapter contains the following sections:

- About Catalogs
- Administrator's Catalog Tasks
- Creating the Master Ontology
- Creating a Public Master Catalog
- Managing Categories and Attributes
- Managing Buyer Catalogs
- Importing Catalog Data
- Configuring the Catalog Sort

## About Catalogs

The major components of iPlanet BuyerXpert Catalog Manager are:

- Master catalog ontology
- Seller catalogs
- Buyer catalogs

Further information on the topics discussed here is contained in the Catalog interface Help.

## Master Ontology and Master Catalog

To present product information from different seller catalogs consistently, iPlanet BuyerXpert provides a catalog structure called the *master ontology*. The master ontology consists of a structure made up of product categories that contain product attributes associated with these categories.

The term *master catalog* refers to the aggregate of all the seller catalogs, with all their product items and details (stored in the master ontology).

### Categories

*Categories* are nodes in the master ontology. Initially, categories are created as part of the process of creating the master ontology. As a rule, a category can have only one parent category, and an item can be held by only one category.

### Attributes

*Attributes* are characteristics of product items. For example, the Pen category would typically have such attributes as Name, Description, Price, Color, Material, and so on. This information is stored under two types of attributes: common and specific. *Common attributes* are category-wide attributes that are common to all items under a category; *specific attributes* are attributes that apply only to a specific item.

When you view the product details of all the items in a particular category, you notice that some information is common to all the items in the category and other information is item-specific. The master ontology enables sellers to provide product information in a combination of common attributes and specific attributes.

## Seller Catalogs

In BuyerXpert, the master ontology is owned and maintained by the buyer organization, whereas master catalogs with their product items are owned and managed by individual seller organizations. That is, the seller owns the items in the master catalog. An item can be viewed, edited or deleted only by the organization that added the item to the master catalog, not by other seller organizations. Occasionally the BuyerXpert administrator (superadmin) updates the master catalog on behalf of a seller organization.

Typically, the BuyerXpert administrator (superadmin) maintains the master ontology and the individual seller organizations manage their product items and details.

## Buyer Catalogs

A *buyer catalog* is a view of a master catalog that selectively shows categories and items in the master catalog. For example, a buyer catalog might contain only office supplies. Or a buyer catalog might be set up to only offer items from a particular seller.

A buyer catalog is created and maintained by the BuyerXpert administrator (orgadmin) who has the privilege to create catalogs for the buyers in that organization. Buyer companies can create remote catalogs in addition to local catalogs.

## Catalog Roles

A *role* is a set of privileges that allows a user to perform certain actions in the iPlanet BuyerXpert application. When creating a buyer catalog, the iPlanet BuyerXpert administrator selectively associates particular buyer roles with the catalog. This authorizes all the buyers who belong to these roles to browse that buyer catalog. In this way, access to catalogs is limited to specific groups of buyers within the organization.

Typically, in a buyer organization there is a person who is assigned the iPlanet BuyerXpert catalog administrator role. This person has privileges to create buyer catalogs and assign user roles to that catalog, thereby granting access.

There are four types of catalog roles:

- iPlanet BuyerXpert super administrator (superadmin)
  - Has all the privileges in Catalog Manager.
- Buyer organization administrator (orgadmin)
  - Creates buyer catalogs.
  - Browses a catalog and purchases items.
- iPlanet BuyerXpert user
  - Browses buyer catalogs.

- Purchases catalog items.
- Seller organization administrator (orgadmin) or user
  - Adds items to designated catalogs.
  - Approves items added to the catalogs.
  - Edits and deletes seller catalog items.

---

**NOTE** Organization administrators can create additional roles by making any meaningful combination of the privileges available to the organization, depending upon the business role of the organization.

---

## Catalog Privileges

There are two types of catalog privileges: the buyer organization privileges and the seller organization privileges as shown in Table 6-1.

**Table 6-1** Catalog Privileges

Organization	Privilege	Capabilities
Buyer	Browse and buy	Browsing buyer catalogs Performing searches on product items Choosing and adding product items to requisitions Creating requisitions
	Create	Creating buyer catalogs and authorizing buyers to browse the catalogs Adding items to and deleting items from buyer catalogs Selecting and removing products of specific seller organizations from buyer catalogs
Seller	Browse	Browsing catalogs
	Edit seller items	Adding product items to master catalog Editing and deleting catalog items and item details added to the master catalog by the user's organization

# Administrator's Catalog Tasks

Creating the master ontology is the first step in implementing a catalog for iPlanet BuyerXpert. A collaborative effort between the buyer and seller organizations, creating the master ontology is a one-time event carried out during the initial process of importing the seller catalog(s). Later, the master ontology is maintained by the BuyerXpert administrator (superadmin) using the Catalog interface.

After the master ontology is created, seller catalogs can be added to the master catalog using the Import utility, which maps the items and categories in the seller catalog to those of the master catalog.

After a catalog is imported into iPlanet BuyerXpert, buyer organizations are given the ability to create private buyer catalogs from the master catalog.

Occasionally, it may be necessary to add, edit, or delete categories and their attributes. This can be done from the Catalog interface.

---

**NOTE** Most instructions for performing the tasks associated with Catalog Manager are contained in the Catalog interface Help.

---

Table 6-2 contains a list of the key tasks required for catalog administration. The right-hand column provides information about where to find instructions, guidelines, or tools for performing that task.

**Table 6-2** Administrator's Catalog Manager Tasks

Task	Location of Instructions/Guidelines/Tools
Create a master ontology.	Creating the Master Ontology section
Create and load a public master catalog for a seller catalog.	Creating a Public Master Catalog section iPlanet Market Maker <i>Catalog Import Guide</i>
Create a new category and edit or delete existing categories and attributes.	Managing Categories and Attributes section
Create, edit, or delete a buyer catalog.	Managing Buyer Catalogs section
Import catalog data; approve catalog items that have been imported.	Importing Catalog Data section iPlanet Market Maker <i>Catalog Import Guide</i>

# Creating the Master Ontology

Once the master ontology is created, it becomes commonly available to all the seller companies to add their product items to the master catalog. Individual sellers store their items with item details in the master catalog which contains all the seller catalogs. To maintain the order and consistency of the master ontology, the iPlanet BuyerXpert superadmin assumes ownership.

Instructions for creating the master ontology are contained in the Catalog interface Help.

## Creating a Public Master Catalog

To create a public master catalog for a seller catalog, you need to convert basic tabular data to a seller catalog hierarchy structure. You define this hierarchy structure with the column structure specification desired for the catalog.

The main tasks required to convert a seller catalog to a iPlanet BuyerXpert public master catalog are:

- Add column hierarchy structure to the seller catalog.
- Translate the seller catalog format to the public master catalog XML format.
- Load the XML file into the catalog database.

Instructions for creating a public master catalog are contained in the iPlanet Market Maker *Catalog Import Guide*.

## Column Hierarchy

The character separated value (CSV) file defines the seller catalog input information in a tabular text format to be translated to XML format with its column structure hierarchy defined. The seller catalog is then mapped to the public master catalog. For example, here are some entries that define characteristics of pens and pencils:

```
pens~fine_point~black~red~7
```

```
pens~med_point~black~red~9
```

```
pencils~number_2~blue~green~9
```

The “~” character that separates each of the entries is defined in the makefile.

## Creating the XML File

For the Import utility to understand the column structure of the tabular input, you need to create an XML column structure specification file that defines the hierarchy structure.

---

**NOTE** You can also use the `createxml.sh` script to create an XML file as described in the section on Importing Catalog Data.

---

The character separate value (CSV) and column structure specification files are the minimum required inputs. Additional input files are either optional, or are generated by the Import utility. The input file formats are contained in Table 6-4 in the Importing Catalog Data section.

Further information and instructions for performing the tasks required are contained in the iPlanet Market Maker *Catalog Import Guide*.

## Loading the XML File

Once you have created your public master catalog XML file, you can load it into the catalog database using the following loader command syntax:

```
java com.iplanet.ecommerce.vortex.catalog.catimport.Loader options
```

---

**NOTE** You can also use the `loadfromxml.sh` script to load an XML file as described in the section on Importing Catalog Data.

---

The loader command options are listed in Table 6-3.

**Table 6-3** Loader Command Options

Option	Description
-USER	User name.
-PASSWORD	User password.
-COMPANYID	Company login name or ID of the user running the loader command. If the -VENDORID option is not specified, items are added under this company name or ID.
-VENDORID	Seller identification, typically a company name.

**Table 6-3** Loader Command Options (*Continued*)

Option	Description
-LOCALE	Specifies an optional locale other than the default. If a locale is specified, format is <language>-<country code>, where the language and country code comply to the ISO 639 standard. For example, the locale for French is fr-FR.
-IN XML_file_name	Name of the load file. The default file name is mm.xml.
-LOG log_file_name	Log file name. Default is the -VENDORID name with a .log extension.
-ERROR error_file_name	Error file name. Default is the -VENDORID name with a .error extension.
-ITEM item_number	Optional item number to begin processing. Default item number is 0.
-ontology	Creates a new ontology. This option is used by the iPlanet BuyerXpert superadmin only when creating a new ontology, such as when creating a catalog database for the first time. It should be used carefully. This option allows the loader to make ontology changes by adding new categories in the public master catalog. Default is Off.
-THREADS	Specifies the number of threads. Default is 10.
-MAXITEMBATCHSIZE	Specifies the number of items in a category that can be processed in a transaction batch. The default is the number of items in a category as specified in the public master catalog XML file.
-D vortex_debugLevel	Specifies a Java property that can have the following values: 0 = No debugging output 3 = Exceptions output 7 = Sql statements in output
-mv	Loads a multi-vendor catalog. Each item in the XML file must have a seller ID attribute that has a value of the ID of a valid seller organization in the membership database. This option is used by the iPlanet BuyerXpert superadmin.



## Resolving Catalog Hierarchy Issues

Because XML has strong support for hierarchies, the Import utility uses XML syntax to represent the hierarchical structure of the seller and public master catalogs. This means that name and path clashes might occur in the categories in your catalog.

Name/path clashes occur in two cases:

- Name clashes—Occur when categories have the same names except for special characters that are not allowed in the XML name token.
- Path clashes—Occur when categories have the same name, but their child categories have different names.

If there are name clashes in your hierarchy, you must resolve them before a public master catalog can be created. Further information and instructions for performing the tasks required are contained in the Catalog interface Help.

## Managing Categories and Attributes

As the superadmin, you can create new categories and edit and delete existing categories from the master ontology. Attributes can be updated at the same time.

---

**NOTE** For the most part, sellers add their own attributes to product items.

---

## Creating a New Category

You may need to create a category and attributes to meet the requirement of one seller company or another. If you are only creating a few categories, it may be more efficient to use the Catalog interface, rather than the Import utility.

Typical reasons for creating new categories include:

- A new seller catalog has additional categories for the master ontology
- An existing seller company expands their product range

Further information and instructions for performing the tasks required are contained in the Catalog interface Help.

## Editing a Category

Editing a category allows you to:

- Make changes to the category name
- Delete an additional search attribute
- Add more search attributes with initial values

Further information and instructions for performing the tasks required are contained in the Catalog interface Help.

## Deleting a New Category

Deleting a category should be done only after careful consideration, because it results in deleting all the categories down the hierarchy as well. Deleting a category is possible only if there are no items under that category or under any of the categories down the hierarchy.

Further information and instructions for performing the tasks required are contained in the Catalog interface Help.

# Managing Buyer Catalogs

As the BuyerXpert administrator, you can create, edit, or delete buyer catalogs for your organization.

While creating a buyer catalog, the buyer administrator adds the existing buyer roles to that catalog as catalog roles. Buyers in an organization can browse their organization's buyer catalogs if the following are true:

- They have the privilege to browse
- They belong to a buyer role that is assigned to the catalog they want to browse

### Creating a Buyer Catalog

Generally, the BuyerXpert administrator (orgadmin) creates a buyer catalog for one of the following reasons:

- So buyers in that organization can purchase items which belong to selected categories only (the other items in the master catalog do not display).

- So buyers in that organization can purchase items supplied by selected seller companies only (items for other sellers do not display).

You can create separate catalogs for many groups of buyers in the organization. For example, a catalog for office supplies can be created for a group of buyers who are authorized to purchase office supplies. Another catalog containing high value items can be created for the group of buyers authorized to purchase capital goods. This way, a buyer catalog can be created for an individual group, with access to that catalog limited to the people in that group.

Creating a catalog includes four major tasks:

1. Give a name and description to the catalog.
2. Select seller companies whose products you want to have included in your catalog.
3. Add categories and items to the catalog.
4. Add roles to the catalog.

Further information and instructions for performing the tasks required are contained in the Catalog interface Help.

## Editing a Buyer Catalog

As BuyerXpert administrator, you can edit the buyer catalogs created for your organization. Editing a buyer catalog allows you to:

- Include or exclude products supplied by a particular seller organization from the buyer catalog.
- Include or exclude items or categories from the buyer catalog.
- Add user roles to or remove roles from a buyer catalog to allow or deny access to a group of buyers.
- Change the name and description of the catalog in such cases where there is substantial change in the content of the buyer catalog.
- Select or deselect the option to dynamically update the items in the buyer catalog.

Further information and instructions for performing the tasks required are contained in the Catalog interface Help.

## Deleting a Buyer Catalog

Buyer catalogs are owned by the buyer companies. A BuyerXpert administrator can delete the buyer catalog created for his/her company. The iPlanet BuyerXpert superadmin can delete catalogs owned by any company.

A typical reason for deleting a buyer catalog is the case where deleting and creating a new version of the catalog is more efficient than editing the existing catalog.

---

**NOTE** Deleting a buyer catalog does not affect the categories and items in the master catalog or other buyer catalogs.

---

Further information and instructions for performing the tasks required are contained in the Catalog interface Help.

## Importing Catalog Data

The Catalog Manager Import utility is a batch process that you can use to import catalog data offline. Full instructions on using the Catalog Manager import utility are contained in the iPlanet Market Maker *Catalog Import Guide*.

The following sections describe the overall process and the scripts used for iPlanet BuyerXpert:

- Files and Parameters—Discusses creating a makefile for importing.
- Using the createxml Script—Explains this iPlanet BuyerXpert script.

### Files and Parameters

Before you run the Import utility, you must specify your input files in a makefile.

---

**NOTE** You can also use thecreatexml.sh script to create an XML file as described at the end of this section.

---

Table 6-4 lists the default input files.

**Table 6-4** Import Utility Input Files

Default File Name	Description
User defined, no default	CSV input file

**Table 6-4** Import Utility Input Files (*Continued*)

Default File Name	Description
<code>css.xml</code>	Column structure specification file
User defined, no default	Names file
User defined, no default	Paths file
<code>vendor.xml</code>	Seller catalog with column hierarchy structure defined
<code>omd.xml</code>	Ontology map definition file
<code>mm.xml</code>	Output of the Import utility to be loaded in a public master catalog
<code>mm.dtd</code>	Public master catalog document type definition (DTD) file

To control the output of the Import utility, you can set a number of run-time parameters in the makefile to determine what information the Import utility creates or updates. Table 6-5 lists these parameters.

**Table 6-5** Import Utility Run-Time Parameters

Run-Time Parameter	Description
ALL	Creates or updates the following files: - Ontology definition - Document type definition - Public master catalog
CATALOG	Creates or updates the public master catalog.
ONTOLOGY_MAP	Creates or updates the ontology definition file.
DTD	Creates or updates the document type definition file.
CHECK	Checks for both name and path clash problems.
CLEAN	Creates or updates the name and path clash reports.
CLOBBER	Removes all files except the source input files, column structure specification file, ontology map definition, and the names and path files.

## Scripts

The following scripts should always be run from the working directory:

- `createxml.sh` script

- loadfromxml.sh script

## Using the createxml Script

You can use the createxml.sh script to convert a seller catalog in character separated values (CSV) format to XML format. After all the input files are in the working directory, run the createxml script using the following syntax:

```
createxml.sh -csv csv_file_name -css css_file_name [options]
```

Options can be listed in any order. All optional files should be in the working directory

**Table 6-6** createxml Script Parameters

Parameters	Description
-csv	Character separated value file name.
-css	Column structure specification file name.
<b>Option</b>	<b>Description</b>
-encoding	US-ASCII/ISO-8859-1/UTF-8/UTF-16BE/UTF-16LE/UTF-16/DEFAULT. For encoding rules, refer to <a href="http://java.sun.com/products/jdk/1.2/docs/guide/internet/encding.doc.html">http://java.sun.com/products/jdk/1.2/docs/guide/internet/encding.doc.html</a>
-names	Name of the file to resolve name clashes.
-paths	Name of the file to resolve path clashes.
-units	Name of the XML file for performing attribute unit normalization.
-map	Name of the XML file for performing attribute name normalization.
-attr	Name of the XML file for specifying attribute types.
-char	Separator character in csv file. Default is ~ (tilde).
-skip	Number of header lines to skip in csv file. Default is 0.
-check	Checks for name and path clashes
-v	Verbose

## Examples

```
#IAS_ROOT/buyer/bin/catalog/createxml.sh -csv sun_data.csf -css sun_css.xml -attr attr-type.xml -skip 1 -char ','
```

```
#IAS_ROOT/buyer/bin/catalog/createxml.sh -csv sun_data.csf -css sun_css.xml -attr attr-type.xml -map attr-renaming.xml -skip 1
```

```
#IAS_ROOT/buyer/bin/catalog/createxml.sh -csv xyz.csf -css css.xml -attr
attr-type.xml -skip 1 -check

#IAS_ROOT/buyer/bin/catalog/createxml.sh -csv xyz.csf -css css.xml -attr
attr-type.xml -names n_clashes.xml

#IAS_ROOT/buyer/bin/catalog/createxml.sh -csv sun_data.csf -css sun_css.xml
-units units-map.xml
```

## Using the loadfromxml.sh Script

A wrapper loadfromxml.sh script is provided to call the Loader.class. Syntax:

```
loadfromxml.sh <inputs> [options]
```

The loadfromxml.sh script inputs and options are listed in Table 6-7.

**Table 6-7** loadfromxml.sh Script Parameters

Input	Description
-usr	User name.
-passwd	User password.
-cid	Company ID of the user.
-xml	XML file name to load.
Option	Description
-vid	Vendor ID of the dataset owner.
-log	Log file name. If this option is not specified, the VendorID is used as the file name, appended by the .log extension.
-err	Error file name. If this option is not specified, the VendorID is used as the file name, appended by the .err extension.
-item	Start item. Default is 0.
-ontology	Superadmin creates a new ontology. Allows for ontology changes by adding categories. Use carefully. Default is Off.
-threads	Number of insert threads. Default 10. <b>Note:</b> When the load size is less than 10,000 items, specifying -threads 5 may give better performance.
-batchsize	Number of items in a category to process in a transaction.
-approve	Approves loaded items.
-mv	Loads a multi-vendor catalog.

**Table 6-7** loadfromxml.sh Script Parameters

Input	Description
-locale	Locale information. Default is en-US. If a locale is specified, format is <language>-<country code>, where the language and country code comply to the ISO 639 standard. For example, the locale for French is fr-FR.

*Example*

```
#IAS_ROOT/buyer/bin/catalog/loadfromxml.sh -usr admin -passwd admin -cid tech
-xml toys.xml
```

```
#IAS_ROOT/buyer/bin/catalog/loadfromxml.sh -usr admin -passwd admin -cid
BuyerCompany -xml some.xml -vid tech
```

```
#IAS_ROOT/buyer/bin/catalog/loadfromxml.sh -usr admin -passwd admin -cid
BuyerCompany -xml multivendor.xml -approve -mv
```

```
#IAS_ROOT/buyer/bin/catalog/loadfromxml.sh -usr admin -passwd admin -cid
BuyerCompany -xml toys.xml -ontology
```

## Configuring the Catalog Sort

The default sort for catalog is SKU. You can configure this in the `CatalogConfiguration.properties` file as follows:

```
...
#CFG_DEFAULT_SORT_ATTR
# Specify the name of the attribute for default sorting when
browsing and searching the catalog.
# The attribute must exist on all items or else they will not be
returned.
18=SKU
...
```

---

**NOTE** The attributes for the default sort must be present in all catalogs, otherwise there is no result when browsing/searching catalogs.

---



# Importing/Exporting Data

This chapter describes the Import/Export utility, and provides guidelines for using the import/export function from the graphical Admin interface or the command line.

---

**NOTE** The information in this chapter is based on the assumption that you have already read *Concepts* and *Release Notes*.

---

This chapter contains the following sections:

- About Importing/Exporting
- Administrator's Importing Tasks
- Creating an Import Data File
- Importing with the Admin Interface
- Importing with the Command Line
- Import/Export Utility and https

Instructions for importing catalog data are contained in Chapter 6, "Administering Catalogs," and in the iPlanet Market Maker *Catalog Import Guide*.

## About Importing/Exporting

The Import/Export utility allows you to import batch data from external files into the iPlanet BuyerXpert database, or export business rules. Data for any of the iPlanet BuyerXpert resources can be updated this way, such as:

- Business rules

- Members
- Locations
- Seller catalogs

There are two ways to update your iPlanet BuyerXpert data:

- Individual transactions—Data is entered manually, using the data entry screens of the Admin interface. For the most part, instructions for using the various graphical screens are contained in the Admin interface Help.

This method is generally used when your transactions are relatively simple, or when you are unfamiliar with the batch transaction process of the Import/Export utility.

- Batch transactions—Data is entered as a batch, using the Import/Export utility. An import session can be initiated either by using the Import screens in the Admin interface, or by invoking the import script from the command line.

This method is used in some of these common situations:

- You have a large quantity of updates.
- The update is a repeating operation, where this updating is done on a regular basis. For example, updating a catalog price list.
- When the transaction is complex. If you have to go to many screens in the Admin interface to complete the transaction, it may be more efficient to use the batch process, even for a single transaction.

The import process involves two elements:

- Import data file(s)—text files that contain commands and data for updating iPlanet BuyerXpert resources
- Import/Export utility—a program that processes the data in the import data file

## Import Data File

An *import data file* is the text file, in comma-separated values (CSV) format, that contains the data that modifies the iPlanet BuyerXpert database. Import data files must have the file extension `.imp`, such as `people.imp` or `catalogABC.imp`.

An import data file is written to update a particular resource. Each resource has a different set of attributes that are to be updated, some required, some not. A list of attributes for every iPlanet BuyerXpert resource can be found in the templates in the sample file directory:

```
IAS_Root/buyer/sample_data/impexp_files/
```

An import data file contains four different types of information lines: comments, commands, headers, body. Table 7-1 describes these information lines.

**Table 7-1** Import Data File Contents

Line Type	Line Starts with	Function	Example
Comment line	# symbol	Describes file contents.	# Import Data File for Location
Command line	< symbol	Identifies a command and resource name, separated by a comma. May contain default values for some resource attributes.	<update, Location
Header line	^ symbol	Describes the format for the body lines. Lists the attributes required for resource mentioned in command line	^country_code, postal_code, from_date
Body line	no preceding character	Lists operands, separated by a comma. Operand is usually one value for each attribute. If more than two values are present, they are separated by special symbols.	France, 1234, 01/01/2001

During processing, blank lines and comments are ignored.

## Symbols Used in an Import Data File

The import data file uses special symbols. Table 7-2 lists these symbols and an example of each.

**Table 7-2** Import Data File Symbols

Symbol	Data Type	Description	Example
,	List	Separates a list of values.	12345, "this is a string", 11/27/00
	Old or new value	Separates an old and a new value.	12345   54321

**Table 7-2** Import Data File Symbols

Symbol	Data Type	Description	Example
&	Multivalues	Separates multiple values.	London & Denver & Paris
“ ”	Strings	Encloses alphanumeric string values and spaces.	“This is a 5th string”
\	Escape, Continuation	Preserves literal value; indicates line continuation.	This is a string\, wi\   th spe\   \   cial symbols \ inside\]
[ ]	Reference	Encloses a reference to an object within an object.	[ImpTest attrInt=1 attrString= “First Test”], \ 11/27/00

## Commands Used in an Import Data File

A command line identifies the command and the resource that will be processed during importing. Any or all of the following commands are recognized by the Import/Export utility and can be included in an import data file:

- `insert`—Add new data associated with these body lines.
- `insert_overwrite`—Add data associated with these body lines; if the data already exists in the database, replace it with this data.
- `update`—Update existing data with the data in these body lines.
- `delete`—Delete data associated with these body lines.

A command line is followed by a header line; a header line is followed by body lines. Each time a new command is specified, its associated header and body lines follow. For example, for a delete command, there is a set of header-body lines, for an update command, another set of header-body lines, and so on.

### *Example—Import Data File*

When all the lines are combined, they make up an import data file.

```
# Location Import file
#
# commands supported are:
#   insert: required attributes - common_name, parent_org
#   insert_overwrite: required attributes - common_name, parent_org
#   update: required attributes - reference_name
#   delete: required attributes - reference_name
```

```

#
# Command line: insert command
<insert, Location
#
# Header line: Lists fields for body lines;
# Required fields: common_name,parent_org
^common_name, parent_org, country_code, postal_code, \
effective_from_date, effective_to_date,telephone_number, \
fax_number, websites Paristest
#
# Body line
Paristest,[Organization name=BuyerCompany], France, 1234,
01/01/2000, 01/01/2020, \
(408)111-2222&(408)333-4444, (510)111-2222&(510)333-444,
a@b.com&a@c.com
#
# Example of multivalued attributes
# Command line
<update, Location
# Header line: Lists fields for body lines
# Required field: reference_name
^ reference_name, add_websites,del_websites, add_telephone_number, \
del_telephone_number, add_fax_number, del_fax_number
#
# Body line
[Location common_name=Paristest organization=BuyerCompany], \
C.b.com&D.b.com&E.b.com,AB.b.com&CD.b.com, 715&716, 716&761,
815&816, 816&861
#
# Command line: insert_overwrite command
<insert_overwrite, Location
#
# Header line: Lists fields for body line

```

```
# Required fields: common_name, parent_org
^common_name, parent_org, country_code, postal_code, postal_address,
definable_id, telephone_number

#

# Body line

Paristest, [Organization name=BuyerCompany], France, 1234,
LocAddress, 0000, \

(408)111-2222&(408)333-4444&(408)555-6666

#

# Command line: delete command

# Required field: reference_name

<delete, Location

#

# Header line: Lists fields for body lines

^reference_name

[Location common_name=Paristest organization=BuyerCompany]
```

## Import/Export Utility

Importing can be accomplished either using graphical screens in the Admin interface or using the command line.

### Admin Interface Screens

The Admin interface provides screens for defining an import session and managing it through to completion. You can monitor the progress of a session, stop a session, or resume a stopped session. In addition, you can use the Drop option to clean up the Import utility data tables and log files after the session has completed.

---

**NOTE**      The main advantage of using the graphical Import screen rather than the Import script, is that you can easily monitor the progress of a session.

---

Instructions are contained in the “Importing with the Admin Interface” section in this chapter or in the Admin interface Help.

## Command-Line Interface

iPlanet BuyerXpert provides a UNIX shell script that allows you to run the Import/Export utility as a batch process from the command line. An advantage of the command line is that you can import an unlimited number of files in a single batch.

Instructions for using the import script and its options are contained in the “Importing with the Command Line” section in this chapter.

# Administrator's Importing Tasks

Table 7-3 lists typical ongoing administrative tasks for importing. The right-hand column provides information about where to find instructions, guidelines, or tools for performing that task.

**Table 7-3** Ongoing Importing Tasks

Task	Location of Instructions/Guidelines/Tools
Create an import data file.	Creating an Import Data File section
Import the data file using the graphical Admin interface Import screens.	Importing with the Admin Interface section
Import the data file using the Import script on the command line.	Importing with the Command Line section

## Creating an Import Data File

For any importing, you must first create an import data file for the specific resource you are importing, for example, payment data. Each different type of resource usually has its own import data file. Sample import data files are supplied with iPlanet BuyerXpert for the common iPlanet BuyerXpert resources.

---

**TIP** It is recommended that you use an appropriate sample file for creating your import data file rather than writing a file from scratch.

---

An import data file has specific contents requirements, which must be followed precisely. The first time you create an import data file for a resource, you will probably encounter a number of import failures before the file is correct. Once you have done a successful import for that type of resource, you can reuse the file for subsequent importing.

Use the following guidelines to create an import data file for a resource:

1. Copy the sample import data file for your resource to your working directory. Sample import data files are located in the following directory:

```
IAS_Root/buyer/sample_data/impexp_files/
```

2. Use a text editor to edit the comment, command, and header lines for your resource.

---

**NOTE** Each command you plan to use in the import session needs its own command/header/body section in the import data file.

---

3. Insert the body lines for the import text.

The sample files contain all the possible attributes that come with a iPlanet BuyerXpert resource. You need to delete or modify the attributes where your data is different.

4. Verify that the attributes listed in the header lines correspond to the values in the body lines.
5. Verify that all symbols are used correctly.

## Importing with the Admin Interface

After you have created an import data file, you can use the Admin interface Import function to import the data. The following high-level options are available when you click the Import/Export tab in the Admin interface:

- Start New Session—Use to start a new session by specifying the import data file(s).
- Session Manager—Use to manage existing sessions (both active and inactive).
- Session Status—Use to gather status information.

Follow these guidelines to import a data file using the Admin interface (field and procedure details are contained in Help):

1. Select Import/Export.
2. Enter the number of files you want to import, up to ten.
3. Click Change.



4. Enter the file name or URL of the file location. If you are unsure of the name or location, click Browse to find the files you want to import.
5. Click Upload Files.  
The Start Session screen appears.
6. Click Start to import all files that you have selected.
7. The Session Status screen displays the state of the current session.

Follow procedures in Help to perform additional tasks.

## Importing with the Command Line

The Import/Export utility batch process can be initiated from the command-line by running the `BXImport.sh` shell script. The script for BuyerXpert is located in the `IAS_ROOT/buyer/admin/bin` directory along with the default configuration file, `cli.conf`.

Some values are set during installation (for example, the path to JAVA classes, or the path to the default configuration file). You can enter script options directly on the command-line or indirectly through a configuration file.

---

**NOTE** Options passed from the command line override any options set in a configuration file.

---

## Syntax

```
BXImport.sh [options] import_files
```

Table 7-4 lists the options that are used with the import script.

**Table 7-4** Import Options

Options	Description
<code>-u URL</code>	Web server location for Import/Export utility servlets
<code>-n UserId</code>	User name (login name)
<code>-p password</code>	User password (login password)
<code>-o orgName</code>	User organization (login organization)
<code>-c configFile</code>	Configuration file
<code>-i inDir</code>	Input files directory. Default is current directory.

**Table 7-4** Import Options

Options	Description
-d <i>outDir</i>	Output files (report and log) directory. Default is current directory.
-f <i>outFiles</i>	Output files (discard and log). Default is session name + extension.
-s <i>silent</i>	Requires Boolean silent mode (no dialog with user) flag. True/False. Default is False.
-b <i>blind</i>	Requires Boolean blind mode (user only sees fatal errors) flag. True/False. Default is False.
-a true   false	Requires Boolean auth mode (authentication is required) flag. True/False. Default is True.
<i>import_filename</i>	Name of import data file (.imp and.csv are valid extensions)

If you don't specify any options when you invoke the import script on the command line, the default values in the cli.config file are used, as shown in Example 1.

#### *Example 1—Default Configuration File*

The following example contains typical values that the import script would use to start the Import/Export utility from the command line.

```
# cli.conf
URL = http://buyerhost:80
NAME = kevin
PASSWORD = kevin
ORGANIZATION = BuyerCompany
SILENT = false
BLIND = true
INDIR = ./
OUTDIR = ./
```

If you want to use other values, you can enter specific options when you start the import script. These two methods are illustrated in Example 2 and Example 3.

#### *Example 2—Using Default Values*

The following command imports two files, `locations.imp` and `usergroups.imp`, from `/import_files` directory. All settings are taken from the default configuration file.

```
# BXImport.sh /import_files/locations.imp
/import_files/usergroups.imp
```

### *Example 3—Redefining Default Values*

This command imports two files, `orders.imp` and `payments.imp`, from the `/import_files` directory. Option settings are:

Login name - admin.login password - admin; Organization - corp.com.

All other settings are taken from the default configuration file.

```
# BXImport.sh -n admin -p admin -o corp.com
/import_files/orders.imp /import_files/payments.imp\
```

By default, the import script uses the `cli.conf` file which consists of default settings for the options. If you want to redirect to another configuration file, you can as shown in Example 4.

### *Example 4—Redirect to a Configuration File*

The following command imports one file, `/import_files/users.imp`, using the option settings from specific configuration file, `/myfiles/myconf.conf`.

```
# BXImport.sh -c /myfiles/myconf.conf /import_files/users.imp
```

## Exporting Business Rules

### Using Export of ASBORules

- Create an export file with read command and specify the various criteria. (The structure of the export file is similar to current BXImport file).
- Login to the BuyerXpert Administrator site as a system administrator.
- Click the System Tab.
- Enter the path to the export file in the text box for file and upload the file.
- Click Start to start the export process.

If there are rules matching the export criteria, the Get Export File button displays.

- Click the button to get the export results and save the file.

## Why Export ASBORules

- **Referential Integrity**—If a resource is deleted from the BuyerXpert installation, there might be rules that refer to this resource for value or relationship. Using export, it is possible to find all of those rules and store in an import file. Using the Delete option, those rules can be deleted.
- **Synchronization of various BuyerXpert systems**—If there are multiple BuyerXpert systems, it is difficult to keep them in sync. One way is take database dumps every month or so and import them. This means that all of the data on one system is dumped on other systems, and the data on these systems is lost. This also requires that the systems be shut down. Using export, it is possible to find only rules that were modified during that period, and to generate an import file to insert/update those rules on other systems.
- **Rollbacks**—Since its possible to find out the modifications that were made in a given period, it is possible to rollback to a previous state in the event of failures.

## Creating Input Export File

- The export of ASBORules is accomplished by a read operation on ASBORules. The command line for export is `<read, ASBORule`.
- The header line appears as `^attribute 1, attribute 2... attribute n`.
- The data line appears as `value 1,value 2, value3|value31... value n`.
- The header and data line form the export criteria.
- A sample export file would appear as follows:

```
<read, ASBORule

^name, value, reln

SHIPTO_LOCATION_DEFAULT, [Location name = "San Jose" organization =
"BuyerCompany"], USER_CREATED_FOR;[User login_name = "nancy"
organization = "BuyerCompany"]
```

## Resultant Output Export File

The output of the export utility can be saved as `.csv` or `.imp` file.

If the output of export needs to be reused by the BuyerXpert application, a recommended extension would be `.imp`. Currently, the export file is generated with an insert operation on ASBORules. Currently, the header line has value, reln enabled, and name attributes of ASBORules.

The sample output export file appears as follows:

```
# Results for export operation (ID
admin:_11-3-01_12:05:15_AM_GMT_750)

# Import file name: [L] /u/bhate/exp/export.imp

##### Export operation for object ASBORule #####

<insert, ASBORule
^value, reln, enabled, name

POF:Location@guid-sanjose-BuyerCompany, *, true, BILLTO_LOCATION_DEFAULT
LT
```

## Export Criteria

Currently, there are twelve different criteria for the export of ASBORules. Any number (not to exceed twelve) can be specified in the input export file. The resulting output export file contains all of the rules that satisfy the criteria. The *and/or* of criteria is possible and is explained in later sections.

The criteria and how to use them are described as follows:

**Name**—This is the name of the ASBORule. If all of the rules of a specific name (for example, SHIPTO\_LOCATION\_DEFAULT) are to be exported, this criterion is used.

For example:

```
<read, ASBORule
^name
SHIPTO_LOCATION_DEFAULT
```

This exports all SHIPTO\_LOCATION\_DEFAULT rules.

**Value**—This is the value of the ASBORule. If only those rules that have a specific value are to be exported, this criterion is used. If a rule is multi-valued and one of its values matches the entered value, it is also exported.

For example:

```
<read, ASBORule
^value
```

[Location name = "Sunnyvale" organization = "BuyerCompany"]

This exports all of the rules that have the value "Sunnyvale" Location.

**Relationship**—This is represented by `reln` in the input export file. This is the relationship attribute of ASBORules. If rules that have specified voters are to be exported, this criterion is used.

For example:

All rules created for User nancy are to be exported.

```
<read, ASBORule
^reln
USER_CREATED_FOR;[User login_name = "nancy" organization =
"BuyerCompany"]
```

This exports all of the rules created for User nancy.

If multiple relationships are to be provided, ';' should be used as separator.

For example:

```
USER_CREATED_FOR;[User login_name = "nancy" organization = "BuyerCompany"];
SHIPTO_LOCATION_DEFAULT; [Location name = "Sunnyvale" organization =
"BuyerCompany"].
```

If all values for a relationship are to be considered, '\*' can be used as the value of the relationship.

**Enabled**—This criterion is specified if only enabled or disabled rules are to be exported. If this criterion is not specified, or is specified with '\*', export ignores the status of the rule. Valid inputs for enabled are `true`, `false`, '\*', or a blank space.

**Company\_owner\_id**—If only the rules that are owned by a specific company are to be exported, this criterion is used.

For example:

```
<read, ASBORule
^company_owner_id
[Organization name="BuyerCompany"]
```

This exports all rules owned by BuyerCompany.

**User\_owner\_id**—If only the rules that are owned by a specific user are to be exported, this criterion is used.

For example:

```
<read, ASBORule
^user_owner_id
[User login_name= "nancy" organization = "BuyerCompany"]
```

This exports all rules owned by the user nancy.

**created\_by**—If only the rules that are created by a specific user are to be exported, this criterion is used. A user reference or uid is allowed as input.

For example:

```
<read, ASBORule
^created_by
[User login_name="nancy" organization ="BuyerCompany"]
```

This exports all rules created by the user nancy.

**modif\_by**—If only the rules that are modified by a specific user are to be exported, this criterion is used. A user reference or uid is allowed as input.

For example:

```
<read, ASBORule
^modif_by
[User login_name= "nancy" organization = "BuyerCompany"]
```

This exports all rules modified by the user nancy.

**created\_on**—If rules are to be exported based on the date of their creation, this criterion is used. It is possible to specify an interval for this criterion. In this case, the start and end of the interval are separated by '|'. If only one date is inputted, it creates an exact match to the created\_on date. If an interval is specified, all rules that were created during that interval are considered for export.

For example:

```
<read, ASBORule
^created_on
10\01\2001
```

This exports all rules created on 10\01\2001.

Or:

```
<read, ASBORule
```

```
^created_on  
10\01\2001|10\01\2002
```

This exports all rules created on or after 10\01\2001, but on or before 10\01\2002.

**modif\_on**—If rules are to be exported based on the date of their update, this criterion is used. It is possible to specify an interval for this criterion. In this case, the start and end of the interval are separated by a '|'. If only one date is inputted, it creates an exact match to the modif\_on date. If an interval is specified, all rules that were updated during that interval are considered for export.

For example:

```
<read, ASBORule  
^modif_on  
10\01\2001
```

This exports all rules updated on 10\01\2001.

Or:

```
<read, ASBORule  
^created_on  
10\01\2001|10\01\2002
```

This exports all rules updated on or after 10\01\2001, but on or before 10\01\2002.

**eff\_from**—If rules are to be exported based on their effective-from date, this criterion is used. It is possible to specify an interval for this criterion. In this case, the start and end of the interval are separated by a '|'. If only one date is inputted, all the rules that are effective on or before the inputted date, are considered for export. If an interval is specified, all rules that become effective during that interval are considered for export.

For example:

```
<read, ASBORule  
^eff_from  
10\01\2001
```

This exports all rules in which the eff\_from date is on or before 10\01\2001.

Or:

```
<read, ASBORule
```



```

^eff_from
10\01\2001|10\01\2002

```

This exports all rules in which the `eff_from` date is on or after 10\01\2001, but on or before 10\01\2002.

**eff\_to**—If rules are to be exported based on their effective-to date, this criterion is used. It is possible to specify an interval for this criterion. In this case, the start and end of the interval are separated by a '|'. If only one date is inputted, all the rules that are effective on or after the inputted date are considered for export. If an interval is specified, all rules that become ineffective during that interval are considered for export.

For example:

```

<read, ASBORule
^eff_to
10\01\2001

```

This exports all rules in which the `eff_to` date is on or after 10\01\2001.

Or:

```

<read, ASBORule
^eff_to
10\01\2001|10\01\2002

```

This exports all rules in which the `eff_to` date is on or after 10\01\2001, but on or before 10\01\2002.

## Specifying Various Criteria in One Input Export File

It is possible to specify various criteria in one input export file. The resultant output export file has a different section for each export criteria.

If there are some attributes in all the criteria that have same value, they can be appended to the command line as *name=value* pairs separated by a ','.

If some criteria have the same attributes with different values, a single header line containing the attribute names, followed by separate data lines for each criterion, can be input.

If there are criteria with different attribute names, multiple header line data line sections can represent each criterion.

See the following structures:

```

<read, ASBORule, company_owner_id=[Organization name=
"BuyerCompany"]

# criteria with same attribute names but different values
^reln, enabled

USER_CREATED_FOR; [User login_name= "nancy"
organization="BuyerCompany"], true

USER_CREATED_FOR; [User login_name= "nancy"
organization="BuyerCompany"], *

# criterion with different attribute names from the previous two
^name, value

SHIPPING_METHOD, [ShipMethod name="FedEx - 2 Day"
organization="BuyerCompany"]

```

In this case, all the three criteria have the same `company_owner_id`, which is BuyerCompany. Therefore, it is appended to the control line.

Two of the criteria have the same attribute names, but different attribute values, which are `reln` and `enabled`, and are represented by a middle section with one header line and two datalines.

The third criterion has different attribute names than the first two, and the last section represents that.

## Dealing With the Time Intervals

If all rules modified after a certain date (for example, 10/01/2001) are to be exported, then enter `10/01/2001 | <today's date>` as the input value for `modif_on`.

If all the rules that are effective from 10/01/2001 to 10/01/2002, for example, are to be exported then enter `eff_from` as 10/01/2001 and `eff_to` as

10/01/2002. In this case, all the rules that are effective at least during this period are considered for export.

If the rules which are effective at least for one day during the period, 10/01/2001 to 10/02/2001, enter `eff_from` as (start of era) `01/01/1990 | 10/02/2001` and

`eff_to` as `10/01/2001 | 11/22/2025` (end of era).

Some examples to create input export files:

I want to export all the rules of `PRICE_ADJUSTMENT`, created for BuyerCompany, which is enabled and created on 1st December 1999 and which are

effective during 24th December 1999 and 1st January 2000. This I need to know for any promotional offers offered to BuyerCompany during the Christmas of '99.

```
<read, ASBORule
```

```
^name, reln, created_on, eff_from, eff_to
```

```
PRICE_ADJUSTMENT, USER_CREATED_FOR:[Organization name=
"BuyerCompany"],12/01/1999,12/24/1999,01/01/2000
```

I want to export all the rules owned by BuyerCompany, which were created during 1st of October 2001 and 31st of October 2001 or modified during the same period. I need to apply these changes on other production machines.

```
<read, ASBORule, company_owner_id=[Organization name= "BuyerCompany"]
```

```
^created_on
```

```
10/01/2001 | 10/31/2001
```

```
^modif_on
```

```
10/01/2001 | 10/31/2001
```

Future work:

1. Currently, the output export file is generated with insert option. The user must be allowed to enter the operation in the input export file.

2. Currently, the output export file has value, reln, enabled, and name as attributes. The user must be allowed to enter the attributes that need to be populated along with their order.

3. Currently, if the input export file results in no rules for output, no export file is generated and there is no feedback to user. Either export file with no rules but some indication that no rules for export, should be generated, or user should be given some feedback on GUI.

## Import/Export Utility and https

At this time, the command-line functionality of the Import/Export utility supports https only if you perform the additional configuration steps mentioned here.

If you want to use the Import/Export utility with SSL support, you need to make sure that the JSSE support is enabled. For example, make sure the classpath includes the JSSE jar files. For licensing reasons, the JSSE jar files are not bundled with iPlanet BuyerXpert, but you are free to download these files yourself.

To implement command-line functionality with https:

1. Include the following jar files in the classpath:
  - o jsse.jar
  - o jnet.jar
  - o jcert.jar
2. If you use the import script, `BXImport.sh`, you need to add these files to the classpath parameter of the final Java call.

### *Example Line*

```
$JAVAEX-classpath  
/export/cli/jsse.jar:/export/cli/jnet.jar:/export/cli/jcert.jar:  
$JAVA_CLASSES_DIR:$BUYER_ADMIN_CLASS  
com.ipplanet.buyer.admin.impexp.cmdLn.impExpCmd -c "$CONFIG_FILE"  
"$@"
```

For a successful SSL session, add the server certificate to cacerts.

Additionally: To change the default SSL protocol (`com.sun.net.ssl.internal.www.protocol`) and/or the SSL Provider (`com.sun.net.ssl.internal.ssl.Provider`) values, you can:

- Use additional parameters in command lines (`/t` (SSL Protocol) and `/v` SSL Provider)
- OR
- Set corresponding parameters in the configuration file, `SSLPROTOCOL` and `SSLPROVIDER`.

# Requisition Archival/Restore

This chapter describes the function of Requisition Archival/Restore, and provides guidelines for setting up, configuring and using the requisition archival feature.

Additional information can be found in the BuyerXpert 4.5 Installation Guide and the online help.

This chapter contains the following sections:

- Overview
- Configuring Guidelines
- User Interface

## Overview

After using the BuyerXpert software over a period of time, the PO/Requisition data in the database increases in size. Some of the older records may no longer be needed, and their presence might cause degradation of performance.

The requisition archival feature provides a simple to use interface for archival and restoring.

Archival occurs when a requisition and its POs are moved from the BuyerXpert database to the Target database.

Restoring occurs when a requisition and its POs are moved from the target database back to the BuyerXpert database.

Each requisition is archived or restored in a transaction. Therefore, the archived or restored requisition data integrity is not compromised.

This feature is accessible from the BuyerXpert 4.5 Admin interface, and is available to administrators only. However, the summary information about archived requisitions appears in the track screen of the user who created the requisitions, which is found in the end user application. The status of the operations is updated on the screen every second as the operation proceeds. The details of archival and restore operations are logged to text reports whose locations and level of detail are configurable. An onscreen report is also generated for immediate and better viewing.

Since archive and restore is an administrative activity and it involves a large data transfer, it is restricted to only one session at a time.

## Configuring Guidelines

### Configurable Parameters

This section gives information about the various parameters that can be configured to control the behavior of the archival and the text report that is generated for the archival/restore process.

### Configuring Archive Text Reporting

The Archival utility generates a text based report for each login session, which has the various details, such as status of archival/restoration (for example, Succeeded/Failed), time it took, number of records involved, filter criteria specified, and so forth. The configuration parameters for this report are specified in the following configuration file which is located at:

```
<IASROOT>/buyer/admin/config/archive
<IASROOT>/buyer/admin/config/archive/archive.ntv
TextReport NTV {
    detailReport Bool false,
    reportDir Str /tmp
}
```

The parameter `reportDir` specifies the location where these report files are to be placed. By default they are placed in `/tmp`.

By default the generated report has only summary information. However, a more detailed report can be generated by setting the flag `detailReport` to `true`.

# User Interface

## User Interface Guide

In the following sections, there are screenshots and brief descriptions of the BuyerXpert 4.5 screens that are used with the archive and restore utility.

## Requisition Selection Screen

The Requisition Archival screen that appears in the BuyerXpert 4.5 admin software is used to specify the filter criteria for the selection of the requisition that is to be archived or restored.

### Requisition Archival

**Date Type**

**Start Date**  [Calendar](#)

**End Date**  [Calendar](#)

**From Requisition #**

**To Requisition #**

**Created For**

**Status of Requisition**

- All
- Incomplete
- Pending Approval
- Approved
- Cancelled
- Declined

The *Start Date* and *End Date* mandatory fields are used to specify the date range for selecting the requisition. The *Date Type* field specifies whether date range represents the creation or last modification of the requisitions. The dates can be typed in the provided parameters, or provided through the calendar control by clicking on the *calendar* link adjacent to these fields.

The *From Requisition* and *To Requisition* fields are used to specify the range of requisitions using the requisition codes. These are optional fields. If only the *From Requisition* option is specified, it selects all requisitions with code greater than it. If only the *To Requisition* is specified, all requisitions with code less than the specified requisitions are selected.



The *Created For* option allows you to restrict your selection to a set of requisitions owned by a user, usergroup, orgunit or an organizations. By default the value is *ALL* for the sysadmin, and the organization handle for the orgadmin. An orgadmin can select only the entities that fall under his organizational hierarchy. This ensures that an orgadmin can archive/restore only those requisitions that are owned by the organization or the other membership related entities in the organization. The values can be chosen using a membership domain chooser by clicking the adjacent *choose* button.

The *Status of Requisition* field allows you to limit your selection criteria based on the current status of the Requisition. This is a multi select list box, and multiple entities can be selected by a mouse selection and holding the control key down. By default the value *ALL* is used.

The *Archive* and *Restore* buttons respectively perform the archival and restore operation on the selected requisitions.

## Status Display Screen

The Requisition Archive screen displays the status of the archival or the restore operation that is in currently progress.

Requisition Archive	
<b>Requisition Search Criteria</b>	
Date Type	created
Start Date	Sat Sep 01 20:17:39 GMT 2001
End Date	Sun Sep 30 20:17:39 GMT 2001
Created For	-ALL-
Requisition State	ALL
<b>Archive Status</b>	
Current Status	<b>RUNNING</b>
Total REQs #	<b>4</b>
REQs Completed	<b>2</b>
REQs Failed	<b>0</b>
<b>Archive Report</b>	
<input type="button" value="Stop Archive"/>	

This screen provides the details, such as given requisition filter criteria, total number of requisitions selected, number of requisitions already archived or restored, and number of requisitions failed in archive or restore. This status screen is updated every second. The archive or restore operation can be stopped at any time by clicking on *Stop Archive* or *Stop Restore* button. The operation stops only after the current requisition is completed. This is not an abort operation. The archive or restore operations already performed on requisitions are not undone.

## Status Completion Screen

The Requisition Archive screen provides information about the status of an archive or restore operation after that operation is complete.

Requisition Archive		
<b>Requisition Search Criteria</b>		
Date Type	created	
Start Date	Sat Sep 01 19:59:29 GMT 2001	
End Date	Sun Sep 30 19:59:29 GMT 2001	
From Requisition #	1000	
To Requisition #	2000	
Created For	-ALL-	
Requisition State	ALL	
<b>Archive Status</b>		
Current Status	COMPLETE	
Total REQs #	4	
REQs Completed	4	
REQs Failed	0	
<b>Archive Report</b>		
View Archive Report		Back

Click the *View Archive Report* or *View Restore Report* button to produce a detailed report on the requisitions archived or restored as a part of the current archive or restore session. Click the *Back* button to go back to the *Requisition Selection Screen*.

## End User Track Screen

A summary information about the archived requisitions is displayed on the end user application track screen.

The following screen shows how that appears.

**Incomplete Requisitions**

-none-

**Incomplete TimeCards**

-none-

**Requisitions Pending Approval**

-none-

**Timecards Pending Approval**

-none-

**Requisitions Pending Receipt**

-none-

**Archived Requisitions**

<b>Requisition</b>	<b>Items</b>	<b>Archived On</b>	<b>Archived By</b>	<b>Status When Archived</b>
1004 Req - 1004	2	09/24/2001 20:17:23	admin	RECEIVED
1005 Req - 1005	2	09/24/2001 20:17:26	admin	RECEIVED
1010 Req - 1010	1	09/24/2001 20:17:28	admin	PENDING_APPROVAL
1011 Req - 1011	1	09/24/2001 20:17:30	admin	CREATED

**Recent Requisitions History**

-none-

**Recent Timecards History**

-none-

# Administering Timecards

This chapter provides guidelines and information for administering the timecard process.

---

**NOTE** The information in this chapter is based on the assumption that you have already read *Concepts* and *Release Notes*.

---

This chapter contains the following sections:

- About Administering the Timecard Process
- Administrator's Timecard Tasks
- Setting Up a Timecard Project
- Setting Up a Contractor Profile
- Configuring Timecard Business Rules
- Mapping an XML File for Timecards

# About Administering the Timecard Process

The timecard process is a method for capturing contractor hours into BuyerXpert so the tracking and approval processes of BuyerXpert can be used. If an organization is set up to use the timecard process, contractors are able to enter their hours into a timecard screen in the BuyerXpert User interface. The timecard hours that are entered here forms the basis for the *timecard requisition*.

When a timecard is submitted, it goes through the approval process and is available to be tracked. After the timecard requisition is approved, it is sent to the legacy system of the organization, where statistics are gathered or other actions are taken, depending on the needs of the organization

The following components work together to create the timecard process:

- Timecard Projects table
- Contractor Profile table
- Timecard business rules
- BuyerXpert approval matrix
- ECXpert (for transport to buyer organization legacy system)

As the administrator, you need to set up all of these for the organization before your organization can use the timecard process.

The following must be true before contractors can use the timecard option:

- The projects they work on must already exist in the Timecard Projects table.
- The contractors must already be set up as BuyerXpert members.
- Contractor profiles must be set up.

## Timecard Projects

The Timecard Projects table lists all the projects that can be associated with timecard line items. Project data includes project name, description, and the types of hours that are allowed for the particular project.

Each entry in the table has a unique profile ID assigned by the system. The profile ID is a link that can be used to modify a project.

Before a timecard project can be assigned to a specific contractor, you must have already entered the project in the Timecards Project table.

## Contractor Profile

The Contractor Profile table contains the data required for a BuyerXpert member to enter billable hours into the timecard process. Contractor data include:

- Name—name of the contractor who will be entering hours
- Employer—organization the contractor works for, such as an agency
- Project—projects the contractor is allowed to work on
- Work type—the type of work the contractor is allowed to enter hours against, such as Normal, Overtime, and so on)
- Hourly rate—rate charged by the employer for the contractor’s time (in User interface, only displays for approvers)
- Type of currency—the currency used to for calculating costs, such as USD
- Approver—the BuyerXpert member who can approve line items for this contractor
- Cost center—the accounting code associated with this contractor (in User interface, only displays for approvers)

Each entry in the table has a unique profile ID assigned by the system. The profile ID is a link that can be used to modify a contractor profile.

## Timecard Business Rules

The timecard business rules must be configured before the timecard option can be used. These rules determine the following:

- Availability of the timecard process to the user (Can Create Timecard rule)  
If the timecard process is available to the user, the Timecard link displays in the Welcome screen of the User interface.
- Timecard approval process (Timecard Approval rule)  
This business rules defines the approval process for the organization.

Further details on business rules are contained in Chapter 5, “Setting Up Business Rules.”

## Timecard Approval

BuyerXpert assigns a default accounting code to each timecard line item. In the User interface, users cannot see the accounting code, but approvers can. An approver can change or add to the default accounting code specified for any timecard line item.

In the Admin interface, you can cancel a timecard approval case.

## Administrator's Timecard Tasks

Some of the instructions for administering the timecard process are contained in this administrator's guide and some are contained in the Admin interface Help.

Table 9-1 contains a list of common approval process tasks. The right-hand column provides information about where to find instructions, guidelines, or tools for performing that task.

**Table 9-1** Administrator's Timecard Tasks

Task	Location of Instructions/Guidelines/Tools
Set up timecard user	Admin interface Help
Set up projects for timecards	Admin interface Help
Set up timecard business rules	Configuring Timecard Business Rules section Chapter 5, "Setting Up Business Rules"
Cancel a timecard approval case.	Admin interface Help
Mapping timecards XML file.	Mapping an XML File for Timecards section
Import timecard data	Chapter 7, "Importing/Exporting Data"
Run timecard reports	User interface Help

## Setting Up a Timecard Project

Follow these guidelines to set up a timecard project using the Admin interface (field and procedure details are contained in Help):

1. Select Timecards.
2. Select Project.





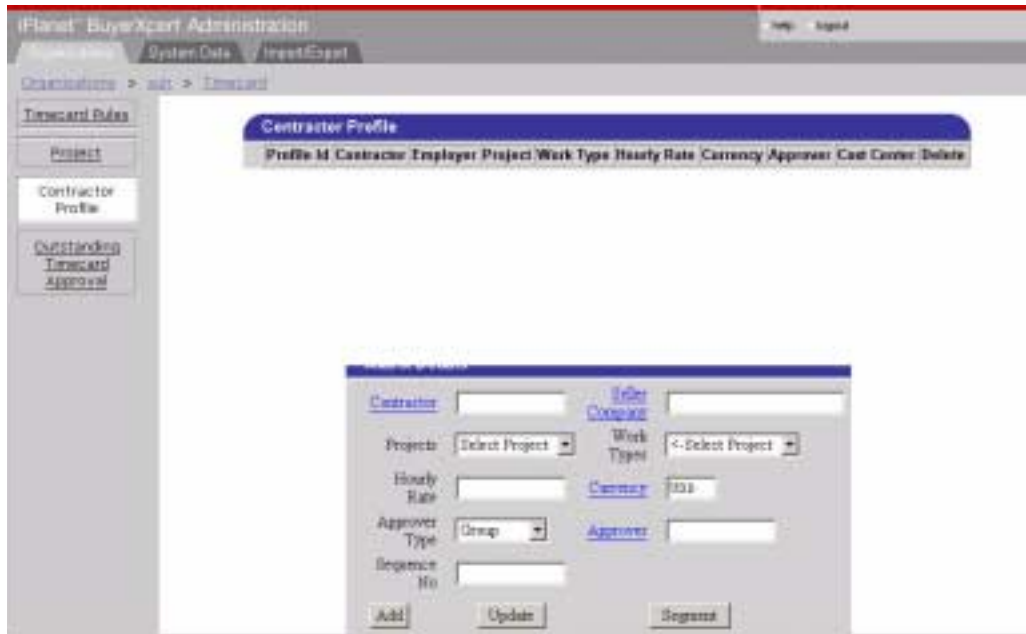
3. Follow procedures in Help to fill in the fields.
4. Click ADD to add a new project, or UPDATE to change an existing project.
5. For a new project, you need to define the various worktypes associated with the project by selecting the Create Worktype(s) link.
6. Choose from the list of work types  
OR  
Add your own work type.
7. Click Create New.
8. To make any changes to a Timecard Project table line, click the associated Project ID.

## Setting Up a Contractor Profile

Follow these guidelines to set up a timecard contractor profile using the Admin interface (field and procedure details are contained in Help):

1. Select Timecards.

2. Select Contractor Profile. The Contractor Profile table displays above the Matrix Details window.



3. Enter data in the fields of the Matrix Details window.
4. To make any changes to a Contractor Profile table line, click the associated Project ID.

## Configuring Timecard Business Rules

Follow these guidelines to set up timecard business rules using the Admin interface (field and procedure details are contained in Help):

1. Select Timecards.
2. Select Timecard Rules.
3. Select the rules you want to configure.
  - a. Can Create TimeCard—Determines which users can submit timecards.
  - b. Timecard Approval—Identifies the timecard approval process for the organization.

4. Enter the conditions needed.
5. Click Save Changes.

## Mapping an XML File for Timecards

On final approval, an XML file representing the approved timecard is generated and placed into the directory specified in the `xdocinfo.ntv` file which is located in the following directory: `<SERVER_ROOT>/buyer/buyer/config/xdoc/`. This file can be configured using the following utility:

```
server_root/buyer/sample_data/xdoc/scripts/config_timecard.pl
```

The XML file adheres to the following DTD:

```
<!ELEMENT Timecard (TimecardHeader , TimecardDetail ,  
TimecardSummary )>  
  
<!ELEMENT TimecardHeader (TimecardReference , TimecardDate ,  
TimecardPeriod ,  
ClientParty, ContractingParty , CurrencyCode )>  
  
<!ELEMENT TimecardDetail (LineItem+ )>  
  
<!ELEMENT TimecardSummary %TimecardSummaryRef;>
```



# Reports

This chapter provides information for configuring the Actuate report writer, creating new reports, and modifying existing iPlanet BuyerXpert reports.

---

**NOTE** For overview material on reports, refer to the *Concepts* document or the online Help for the iPlanet BuyerXpert User interface.

---

This chapter contains the following sections:

- About Administering Reports
- Administrator's Report Tasks
- Configuring Actuate Reports for iPlanet BuyerXpert
- Creating New Reports
- Modifying Existing Reports
- Adding Reports to the iPlanet BuyerXpert Framework
- Making Reports Available

## About Administering Reports

Three types of iPlanet BuyerXpert reports are created using the Actuate report writer:

- User reports
- Administrator reports
- Manager reports

An extensive set of these reports is supplied with iPlanet BuyerXpert, but users cannot access them until you have configured Actuate for iPlanet BuyerXpert and set up the report business rules. The reports are listed in *Concepts* and in the User interface Help.

Before doing any reports administration, the following must be true:

- Actuate Developer Workbench is installed and operational. If it is not, follow instructions in the *Installation Guide*.

---

**NOTE** The Actuate instance must be on the same machine as the iPlanet BuyerXpert instance or the installation script does not function properly.

---

- The iPlanet BuyerXpert database is installed and operational.

## Administrator's Report Tasks

To perform the tasks in this chapter, you must have basic knowledge in:

- Actuate Developer Workbench (Actuate documentation provided)
- How databases work
- iPlanet BuyerXpert database schema

Table 10-1 contains a list of your report tasks. The right-hand column provides information about where to find instructions, guidelines, or tools for performing that task.

**Table 10-1** Administrator's Reports Tasks

Task	Location of Instructions/Guidelines/Tools
Configure Actuate.	Configuring Actuate Reports for iPlanet BuyerXpert section
Set up reports business rules.	Chapter 5, "Setting Up Business Rules"
Create new reports.	Creating New Reports section
Modify reports.	Modifying Existing Reports section
Integrate reports to iPlanet BuyerXpert.	Adding Reports to the iPlanet BuyerXpert Framework section
Publish reports.	Making Reports Available section

# Configuring Actuate Reports for iPlanet BuyerXpert

The following tasks are required to configure the Actuate reports for iPlanet BuyerXpert:

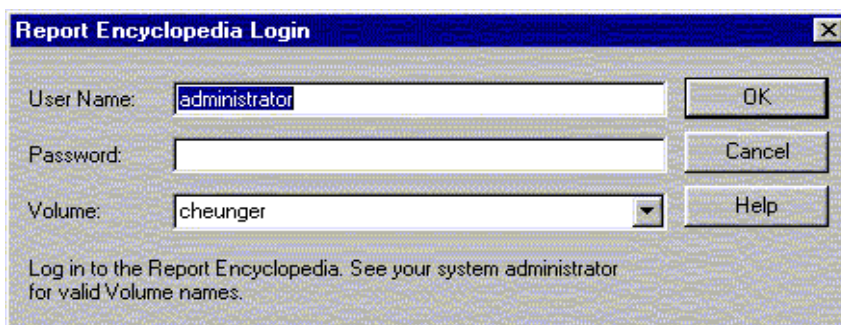
- Creating a New Actuate User
- Creating the Folder Structure
- Setting Up Folder Permissions
- Setting Up User Preferences

These tasks are explained in the following sections.

## Creating a New Actuate User

To create a new Actuate user:

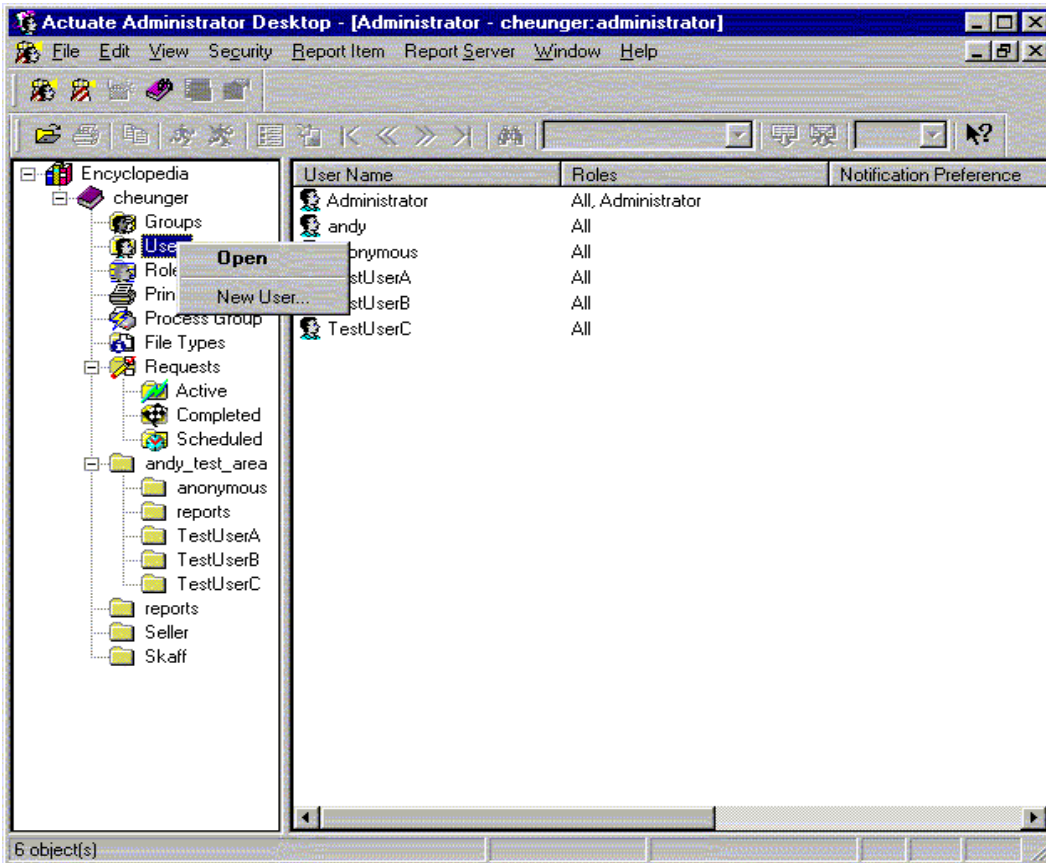
1. Log into the Actuate Administrator application. The first time you log in, the Report Encyclopedia Login screen displays.



The screenshot shows a dialog box titled "Report Encyclopedia Login". It contains three input fields: "User Name" with the text "administrator", "Password" (empty), and "Volume" with a dropdown menu showing "cheunger". To the right of each field is a button: "OK", "Cancel", and "Help". Below the input fields, there is a note: "Log in to the Report Encyclopedia. See your system administrator for valid Volume names."

2. Enter user name, password, and volume.

The Actuate Administrator Desktop displays. This is where you can add folders and users. Reports and roles are added to the server by an installation script.



3. Right click User and select New User from the drop down box.  
The properties - New User box displays.
4. Enter the following information in the Properties - New User fields:
  - o User name: anonymous
  - o New password: <blank>
  - o Confirm password: <blank>
  - o e-mail address: <blank>
  - o Web viewing: Dynamic HTML (DHTML)
  - o Personal folder: <blank>



5. Leave the rest of the tabs as the default (specify later).
6. Click OK.

The user you have created displays in the frame furthest to the right.

## Creating the Folder Structure

After creating a new Actuate user, you are ready to set up the folder structure.

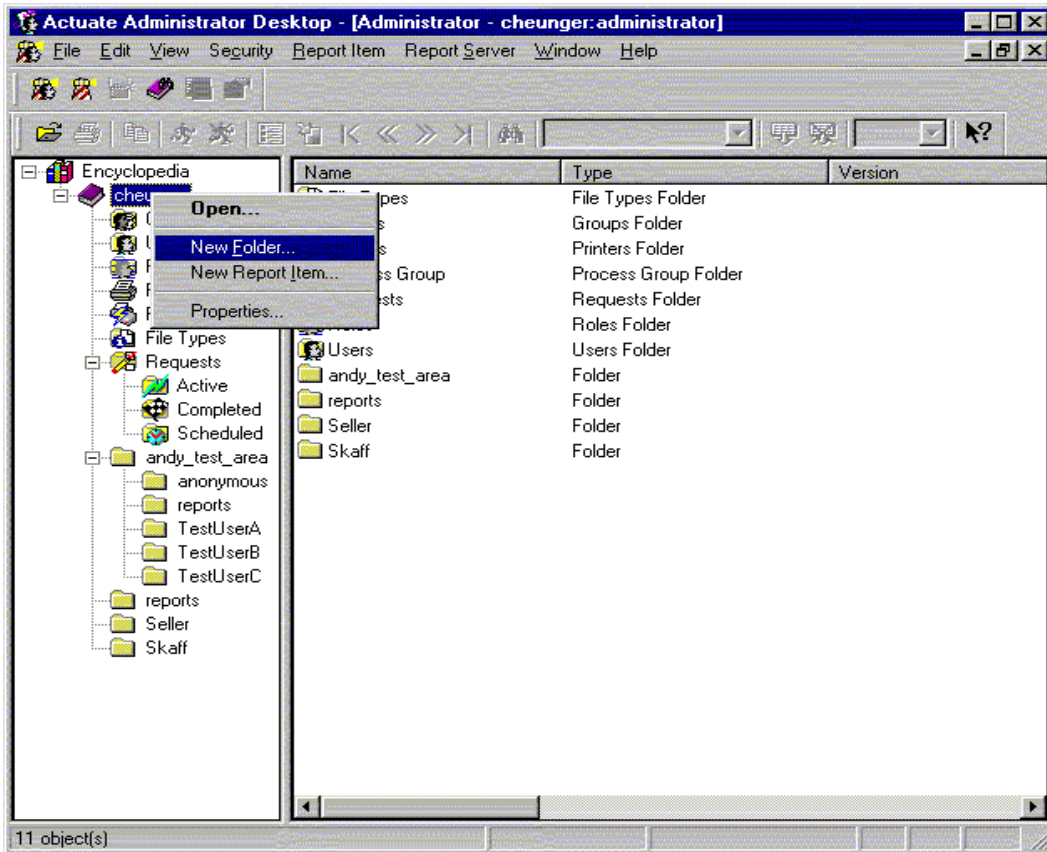
---

**NOTE** It is important that you name the folders exactly as specified here or iPlanet BuyerXpert is not able to access the Actuate reports.

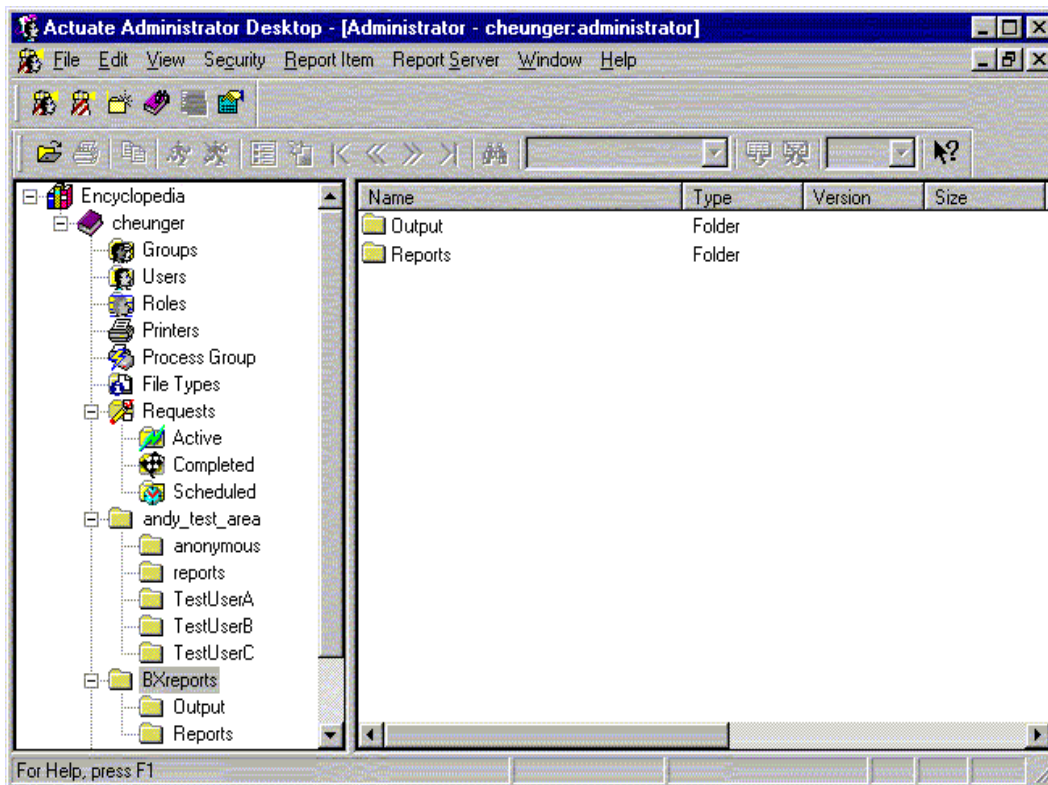
---

To create the folders:

1. Click the main Library.  
Your reporting instance displays. In the example, it is called Cheunger.
2. Select New Folder from the drop down box.



3. Name the folder BXreports.
4. Create two sub-folders under BXreports called Reports and Output.



## Setting Up Folder Permissions

After creating the folder structure, you are ready to set up folder permissions.

Folder permissions are crucial for sustaining iPlanet BuyerXpert reports security. One folder provides users with execute privileges and the other folder serves as a temporary storage area for previously-run reports. The temporary storage folder does not have read privileges. This prevents users from accessing reports they are not authorized to view.

To set up permissions for a folder:

1. Right click the folder.
2. Select properties.

3. Select the Privileges tab.
4. Select Show Only Users.

Set up the permissions for the new Actuate user according to Table 10-2.

**Table 10-2** Report Folder Permissions

Permission	Folder Name	Description of Folder
Read	BXreports	Main directory
Execute	BXreports/Reports	Contains report executables
Write	BXreports/Output	Contains previously run reports

## Setting Up User Preferences

User preferences allow users to view reports in DHTML and will disable email notification.

To set up user preferences:

1. Click User.
2. Right click the anonymous user.
3. Choose Properties. A properties box displays
4. In the General tab, choose Dynamic HTML (DHTML) from the viewer preference section.
5. Select the Notification tab and un-check all the boxes.
6. Click OK.

## Creating New Reports

The following topics are addressed in this section:

- Understanding Page Layout Sections
- Creating a Framework with the Report Wizard
- Adding Additional Data to Reports
- Verifying a New Report

## Understanding Page Layout Sections

There are many page layout sections in each report. An understanding of the following sections is necessary for correctly displaying your information.

- **After**—This information appears at the end of the report. PageFooter information does not appear in HTML reports.
- **Before**—This places information at the very beginning of the section. This information does not repeat.
- **Content**—This is the area where you enter your detailed content.
- **GroupSection**—This helps you logically organize your information into groups. All the information that a particular user creates is kept together.
- **PageFooter**—This information is repeated at the end of every page in the report.
- **PageHeader**—This information is repeated at the top of every page in the report. If any information exists for a Before section, the PageHeader follows. PageHeader information does not appear in HTML reports. All labels and field headers appear in this section.
- **Subpage**—This section is for content unrelated to your report. For example, this is where a logo or a disclaimer could be added to the end of every report.

### *Scenario: New Report*

You are creating a report that provides details on all the orders that were created within a week, categorized by user. You want to know the order number, the description of what was ordered, and the total cost of the order. Totals should be at the user level and the report level. The following are the sections, with associated content, that you must provide to create the report:

- **Report:Before**—Nothing.
- **Report:PageHeader**—Enter the standard header information such as title, report parameters, company logo, and the field labels.
- **GroupSection1:Before**—Enter the user name because the report is required to be categorized by each user. This allows all the information created by each user to appear together.

## Creating a Framework with the Report Wizard

The Actuate report wizard is a tool that simplifies the task of creating a report framework.

---

**NOTE** Do not attempt to create an entire report in the report wizard. The report wizard is only used for preparing the report framework.

---

Before using the report wizard, the following must be true:

- A development database must be set up on a staging server.

---

**NOTE** The production database should not be used to build or test reports.

---

- The Oracle client must be installed on your staging server and the tnsnames.ora file must be properly configured to access the Oracle database.

To create a report using the report wizard:

1. Select New Report Wizard from the pop up screen that appears when you open Actuate, or select New from the file menu.

2. Click OK.

The New Report Wizard appears with the About Wizard tab displayed.

3. Click Next.

The Connection screen appears.

4. Set up the database connection as follows:

- ConfigKey = <blank>
- DisplayNamE = Oracle Connection
- DllPath = OCIW32 or default
- HostString = your Oracle database name
- Password = development password
- Username = development username

5. Select among the following tabs:

- Tables and Views—Choose the tables and views you want to report on.

- **Sorting and Grouping**—Choose the groups you want in the report. This creates extra sections in the report to assist you in the logical organization of your data.
- **Fields**—Select this to add fields to the report, which can be customized later.
- **Page Styles**—Skip this by selecting Finish.

## Adding Additional Data to Reports

If you are expecting data that you cannot find using the selection criteria, you need to go into the data source for the report:

1. Click somewhere in the Component Editor.
2. Select View – Datasource, or click the icon for the data source.
3. Select additional data fields.

For more information refer to Actuate online Help at:

[http://www.actuate.com/customer\\_zone/install\\_doc.asp](http://www.actuate.com/customer_zone/install_doc.asp).

## Verifying a New Report

After the report is complete, run it against a database with enough data so you can see how the report will look. You may need to modify the width of the fields so they fit the width of the page.

## Modifying Existing Reports

To modify an existing report, first make a copy of the report, then make modifications to the copy as follows:

1. Open Actuate Administrator Desktop.
2. Log in as Administrator.
3. Select the Reports folder.
4. Right click the folder.
5. Select New Report Item.

6. Select the modified file and click OK.
7. Make your modifications.
8. Rename the report.
9. Verify your modifications by running the report against a database that contains enough data so see can how the report will look.

---

**NOTE** You may need to modify the width of the fields to fit the width of the page.

---

10. Return the modified report to the Actuate Administrator Desktop.

The reporting architecture finds the new report in the directory where you place report design files. (A design file defines what information a report contains and how that information is presented.) If the modified report is not found in the design file directory, iPlanet BuyerXpert defaults to the original report.

#### *Scenario: Modified Report*

To specify a different report executable for a specific country, you must add an entry to the reportsInfo.ntv file which is a text file located in the iPlanet BuyerXpert configuration directory on the application server. The file is updated to add new or modified reports to the iPlanet BuyerXpert framework.

The reportsInfo.ntv file has nested NTVs. The deepest level contains individual ntv's that contain configuration information for individual reports. An NTV file is a configuration file with a listing of variable names and their values. Here is a partial example of a reportsInfo.ntv file:

```
...
"my_reqs" NTV {
// the parameters required for this report
"params" StrArr [ "start_date", "end_date", "currency" ],
// the "static" field labels which appear in the report
"staticLabels" StrArr [ "l_start_date", "l_end_date", "l_total" ],
// the report executable file name
"executable" NTV {
"default" Str "moo.rox",
"en_US_Variant" Str "goo.rox",
```



```

}
},
...

```

By adding entries to the executable NTV, you can specify a different executable for a specific locale. All others use the default executable. The naming convention for the locales is:

```
language_country_variant
```

## Adding Reports to the iPlanet BuyerXpert Framework

Any new or modified report whose parameters are a subset of the valid parameters described in report\_parameters.xls file can be added to the SellerXpert framework. Table 10-3 lists the valid parameters.

**Table 10-3** Report Parameters

Parameter	Type	Label	Description	Validation Rule
start_date	Text box	Starting date	Pre-populated with current date minus 7 days.	Must be a valid date.
end_date	Text box	Ending date	Pre-populated with today's date.	Must be a valid date.
user_org	Hidden		For use in administrator reports to specify a user organization.	
currency	Pulldown	Show in currency	Pulldown of supported currencies. The user's default preference is selected.	
org_unit	Text box		For use in administrator reports to specify a user organizational unit.	
organization	List box	Organization	A list of organizations.	
cost_cntr	Text box		Pre-populate with *.	Must be an integer or *.
sku	Text box		Pre-populate with *.	
product_description	Text box	Product description	A description of the product.	
requisitioner	Text box		Pre-populate with *.	

**Table 10-3** Report Parameters (*Continued*)

Parameter	Type	Label	Description	Validation Rule
vendor	Text box		Pre-populate with *.	
sort	Radio button		Radio button to select ascending or descending.	
start_cost_center	Text box			Must be an integer.
end_cost_center	Text box			Must be an integer.
cost_cntr_seg	Text box			Must be an integer or *.
code_segments	Text box			
code_contains	Text box		Pre-populate with *.	
req	Text box		Pre-populate with *.	Must be an integer or *.
actor	Text box		Pre-populate with *.	
approver	Text box		Pre-populate with *.	
event	Text box		Pre-populate with *.	
status	Text box		Pre-populate with *.	
department	Text box		Pre-populate with *.	
ship	Text box		Pre-populate with *.	
rec_by_dt	Text box		Pre-populate with today's date.	Must be a valid date.
total	Text box		Pre-populate with 0.00.	Must be a valid currency.
acct_code_seg	Text box			
user_id	Hidden		The current user's ID.	
company	Hidden		The current user's company.	
org_unit_list	Hidden		A list of the user's orgUnit and all "child" orgUnits.	
round_per_1	Hidden		Used for currency conversion.	
round_per_2	Hidden		Used for currency conversion.	
round_meth_1	Hidden		Used for currency conversion.	

**Table 10-3** Report Parameters (*Continued*)

Parameter	Type	Label	Description	Validation Rule
round_meth_2	Hidden		Used for currency conversion.	
rpt_type	Hidden		1 = user, 2 = manager, 3 = admin, 4 = superadmin.	

## Making Reports Available

New and modified reports must be made available to iPlanet BuyerXpert through the reportsInfo.ntv file. This text file is located in the iPlanet BuyerXpert configuration directory on the application server.

To add a new or modified report to the iPlanet BuyerXpert framework by updating the reportsInfo.ntv file:

1. Decide which category the report belongs to. The report must fall under one of the main categories of the reportsInfo.ntv file:
  - o UserReports
  - o ManagerReports
  - o AdminReports
2. Add your report to an existing subcategory or to a subcategory that you create.

Subcategories, which reside under each main category, are numbered sequentially and begin with subcategory1. Each main category can contain any number of subcategories and each subcategory can contain any number of reports. New subcategories are added as NTV entries in the reportsInfo.ntv file.

### *Example*

A reportsInfo.ntv file at the subcategory level:

```
"subcategory1" NTV {
"reports" StrArr ["my_reqs", "my_approved_reqs", "my_cancelled_reqs",
"my_declined_reqs"],
// each report is represented by an NTV
"my_reqs" NTV {
// the parameters required for this report
```

```
"params"      StrArr ["start_date", "end_date", "currency",
"company", "user_id"],

// the "static" field labels which appear in the report

"staticLabels" StrArr ["lab_adj", "lab_co_name", "lab_cr_dt",
"lab_disp_cur"],

// the report executable file name

"executable"  NTV {

"default"     Str "MyRequisitions.rox",

},

},
```

3. Define a report by a code within the subcategory. In the previous example the report code is my\_reqs. The report code names are arbitrarily created but should reflect of the report's content. The code name must also be included in the reports string array in the subcategory:

```
"reports" StrArr ["my_reqs"],
```

4. Create an NTV entry for the report. The previous example contains the following NTV entry components.
  - o Report parameters
  - o Static labels
  - o Report executable
  - a. Report parameters—Identified by the params entry. The parameters in the params list tell the framework how to generate the requester form for the report. See the list of available parameters in Table 10-3.
  - b. Static labels—Optional. Static labels are used to define language specific text fields in reports. For example, in an English report the text specifying price would be different from a Spanish report. These static labels are defined within the messages.ntv file in the static labels section. The messages.ntv file is a local specific configuration file that specifies the language-sensitive text used in Actuate reports and iPlanet BuyerXpert.

To modify a static label, open the messages.ntv file. The syntax for the static labels in the messages.ntv file is:

```
"Reports:labels:<label name>" Str "<label text>",
```

The *<label name>* is the static label name and *<label text>* is the display text that should appear in the report.

- c. Report executable—The executable NTV structure defines the `.rox` Actuate report executable. Report executables can be overridden for a given locale.

Insert the file name of the report you want to add. For example:

```
// the report executable file name
"executable" NTV {
    "default" Str "<file>.rox",
```

5. Add an entry into the `messages.ntv` file for the subcategory title. For the example we have been using the entry in the `messages.ntv` file is:

```
"Reports:userReports:subcategory1:my_reqs" Str "My Requisitions",
```



# Configuration Files

There are many configuration files associated with iPlanet BuyerXpert. This chapter describes the files and provides instructions for doing some configuration tasks.

This chapter contains the following sections:

- Master Configuration File
- Configuring Additional Information Fields (AIFs)
- Configuring Non-Catalog Fields
- Configuring Intelligent Choosers
- Controlling Growth of Workflow Log Table
- Configuring for Attribute-Based Manager
- Application Info Files
- Data Model Files
- DOR Files
- Configurable OMS (omsConfig.ntv)
- Rule Cache (omsRule.properties)
- Tax (Resources, Setting Up Adjustments)
- Customization/Localization Files

---

**NOTE** The application configuration files are the `master.ntv` file and the `appInfo` files.

---

# Master Configuration File

The master configuration file of iPlanet BuyerXpert, `master.ntv`, can be found in the following locations:

```
APPS/com/iplanet/buyer/config
APPS/com/iplanet/buyer/admin/config
```

---

**NOTE**      The name and location of the `master.ntv` file cannot be changed.

---

Both framework and application configuration information exists as a set of NTV structures (sections) in the `master.ntv` file. The sections are called:

- Repository
- Messages
- Codes
- AppInfo
- Data model

Each of these structures is made up of one or several files residing in `app-root/AppName/config`.

The set of NTV files making up configuration the NTV files is determined by the following syntax in the master configuration file:

```
NTV {
    "repository" StrArr [ "rep_common.ntv", "rep_oms.ntv",
    "rep_catalog.ntv" ],
    "messages" StrArr [ "/ecommerce/arch/config/arch_msg.ntv",
    "msg.ntv",
    "msg_oms.ntv" ],
    "codes" Str "codes.ntv",
    "appInfo" Str "appInfo.ntv"
}
```

This master file says that the repository is the result of merging of three NTV files, as well as the message NTV file. A file name like `rep_common.ntv` is relative to the application's configuration directory, which is `app-root/appName/config`, whereas an absolute path starting with / (slash) is relative to `app-root`. Since every `AppName/config` directory can contain multiple subdirectories, one for each supported locale, there should be a `master.ntv` file in each of them.



Sometimes it is helpful to have more than one configuration for a single application. For example, servlets developed exclusively for testing purposes may require special configuration (such as repository entries) which are not necessary for the real application. This is solved by having multiple master files; `master.ntv` for the real application configuration and `master_test.ntv` for testing.

To command the test servlet to use the test configuration, pass an additional URL parameter:

```
__Cfg=test
```

---

**NOTE** This value is kept in session data, so it is enough to pass it only once per session.

---

The extends and defaults attributes allowing you to specify inheritance relationships across NTV entries are supported for all configuration NTVs. Moreover, the semantics of extends is expanded so that cross-level inheritance is now possible. For example, the following NTV structure are expanded so that Node3 inherits Attr1 and Node4 inherits Attr2.

```
NTV {
  "Node1" NTV {
    "Attr1" Str "Value1"
  },
  "Node2" NTV {
    "Node3" NTV {
      "extends" Str ".Node1" // starts with "." meaning relative
to the root
    },
    "Node4" NTV {
      "extends" Str "A.B" // relative to the current level
    },
    "A" NTV {
      "B" NTV {
        "Attr2" Str "Value2"
      }
    }
  }
}
```

When specified together, the extends attribute is processed before defaults. And file mergers (specified by `master.ntv`) are done before inheritance relationships are processed.

In the `master.ntv` file, the names of the different sections (repository, messages, and so on) cannot be changed. The ordering of the sections is not relevant.

1. The repository section lists all the DOR (Data Object Repository) files. The DOR files define the mapping between POF objects and Business Objects. The DOR files also act as a repository for UI elements such as text boxes, list boxes, and so on. More information on DOR files follows.
2. The messages section lists all the files that contain messages that get displayed in the user interface. More information on the messages files follows.
3. The codes section lists all the codes files. More information on the codes files follows.
4. The `appInfo` section lists all the configuration information for the different modules as well as the configuration information for the application itself. The application information is in a file called `buyerInfo.ntv`, which has to be the last in the list of `appInfo` files. This is to ensure that the entries in `buyerInfo.ntv` override any duplicate entries in the module-specific configuration files.
5. The data model section lists `datamodel` files. The data model specifies the types of POFs available for use by iPlanet BuyerXpert. It also specifies the mapping of the persistent objects to the data source schema.

## Configuring Additional Information Fields (AIFs)

By default, AIFs are presented as text fields. You can change them into list boxes with predefined values by configuring certain NTV files.

The following scenario shows how to create a list box for a field named `Size`, with list box options of `Small`, `Medium`, `Large`, and `Extra Large`

1. Use the Admin interface to create an AIF called `Size`.
2. Modify the `repository.ntv` file located in following directory, adding an entry for the field `Size`:

```
$/IASROOT/buyer/buyer/config/aif/repository.ntv

"Size" NTV {
  "datatype" Str "String",
  "type" Str "List",
  "codecategory" Str "Size_options",
}
```

3. Modify the codes.ntv file located in the same directory, adding the list box options for Size as follows:

```
$IASROOT/buyer/buyer/config/aif/codes.ntv

"size_options" NTV {
"small"          Str    "Small",
"medium"         Str    "Medium",
"large"          Str    "Large",
"extra_large"   Str    "Extra Large",
}

```

## Configuring Non-Catalog Fields

For non-catalog items, you can configure the fields for which information entry is mandatory. Exceptions to this are:

- Estimated Price—Always mandatory. Users must enter some value.
- Unit of Measure—Always mandatory. You can set a default value for the iPlanet BuyerXpert instance.

The fields configured to be mandatory have a blue star (\*) symbol displayed against them. This symbol is configurable.

To make a non-catalog field mandatory, follow these steps:

1. Modify the following file:

```
<IAS_ROOT>/buyer/buyer/config/oms/omsInfo.ntv
```

2. Modify the NTV of a particular non-catalog field to set “optional” to false. This makes the field mandatory. For example:

```
"Product Code" NTV {
"optional"      Bool    "true",
"default"       Str     "MyCode",
},

```

To make the Product Code field mandatory and to set a default value of “ABC1000”, modify the above NTV as follows:

```
"Product Code" NTV {
"optional"      Bool    "false",
"default"       Str     "ABC1000",
},

```

To configure the symbol displayed against a mandatory field, follow these steps:

1. Modify the following file:

```
<IAS_ROOT>/ias/APPS/buyer/com/iplanet/buyer/templates/en/US/catalog/EnterEntry.jsp
```

---

**NOTE** The above file is for the en/US locale. For other locales, replace en/US appropriately.

---

2. For configuring the symbol displayed against the Product Code field, look for the following section:

```
<% if (!Config.getBool("NonCatalog.Product Code.optional")) { %>
    <!-- begin required marker -->
        <font size="+2" color="blue"><tt><b>*</b></tt></font></td>
    <!-- end required marker -->
<% } %>
```

3. Modify the parameters for font size, color, and symbol. For example, to display a # symbol against a mandatory field in red, with a font size of 3, you would change the above section as follows:

```
<% if (!Config.getBool("NonCatalog.Product Code.optional")) { %>
    <!-- begin required marker -->
        <font size="+3" color="red"><tt><b>#</b></tt></font></td>
    <!-- end required marker -->
<% } %>
```

## Configuring Intelligent Choosers

To configure a particular chooser to provide drop-down list, follow these steps:

1. Modify the following NTV file:

```
<IAS_ROOT>/buyer/buyer/config/oms/chooser.ntv
```

2. For an NTV of a particular chooser, set the value for maxShortList. When the possible values to choose from for this field is less than the set number, a drop-down list is generated.

For example, for the line item accounting code chooser, set maxShortList to 20 and set dropDownList to True.

```
// accounting codes chooser
"LineAccountingCodeChooser" NTV {
    "id" Str "Code",
    "title" Str "Accounting Codes Chooser",
    "template" NTV {
        "maxShortList" Int "20", \
        "dropDownList" Bool "true"
        ..
        ..
    }
}
```

When the possible values for an accounting code segment are less than 20, a drop-down list displaying those values is generated for that accounting code segment. If the possible values are more than 20, the segment displays a chooser as it did in iPlanet BuyerXpert 4.0. If you want to display a drop-down regardless of the possible values for the accounting code segment, then set `maxShortList` to `-1`

If you do not want dropdown list under any circumstances, set `dropDownList` to `false`. In that case, iPlanet BuyerXpert always displays chooser, and the value set to `maxShortList` is used as explained in the following example:

```
// accounting codes chooser
"LineAccountingCodeChooser" NTV {
    "id" Str "Code",
    "title" Str "Accounting Codes Chooser",
    "template" NTV {
        "maxShortList" Int "200", \
        "dropDownList" Bool "false"
        ..
        ...
        "pageSize" Int "10",
        ...
        ...
    }
}
```

If the possible values for an accounting code segment are less than 200 (value set to `maxShortList`), then a chooser initially displaying first 10 (value set to `pageSize`) of the possible 200 values is generated.

You can display more or less values by changing the value of `pageSize`. If the possible values for the accounting code segment are more than 200, a chooser with no initial values is displayed. When a user does a search for codes using the normal or advanced search, results is displayed in sets of 10 (value set to `pageSize`) per page. You can display more or fewer values for the search result by changing the value of `pageSize`.

To force to chooser to behave like iPlanet BuyerXpert 4.0, set the `maxShortList` to 0. To force it to turn it into a drop-down list, set `maxShortList` to -1.

## Controlling Growth of Workflow Log Table

The Admin can control the growth of the workflow log table with the help of an `.ntv` file named `wfLog.ntv`. The file appears as follows:

```
NTV-ASCII {
    "WFLogEvents" NTV {
        "SUBMITTED_TO_WF_EVENT" Bool "true",
        "ENTER_INBOX_EVENT"      Bool "false",
        "APPROVE_EVENT"          Bool "false",
        "DECLINE_EVENT"          Bool "true",
        "CANCEL_EVENT"           Bool "true",
        "ESCALATE_EVENT"         Bool "false",
        "REASSIGN_EVENT"         Bool "false",
        "GATECHECK_ENTER_EVENT"  Bool "false",
    },
}
```

Whether to log, or not to log, is determined by the boolean flag against individual events. By turning these flags ON/OFF, the customer can control the log into the `workflow_log` table.

# Configuring for Attribute-Based Manager

By default, iPlanet BuyerXpert associates managers for users through the organizational unit. It is also possible to associate manager information with individual users as an attribute of the user, as opposed to the indirect representation through organizational units.

To enable attribute-based manager functionality, you must toggle the config setting in the following NTV file as shown:

```
<iasroot>/buyer/config/com/iplanet/ecommerce/membership/config/appInfo.ntv.
```

```
NTV-ASCII {
    "membership" NTV {
        ...
        // defaulted to false for the org unit based manager
        "useManagerAttr" Bool "true",
        ...
    },
}
```

This enables administration of the manager from the user identification screen and as a user attribute when using the Import utility.

By default, the approval process is set to walk the manager chain through organizational units. When using the attribute-based manager, you might need to configure the approval process also to the attribute-based manager chain.

To enable this:

1. Launch the Builder.sh application from the <IASROOT>/builder/ directory.
2. Open the prototype\_req\_BuyerCompany application.
3. Open the calc\_manager\_approval function located under Scripts Dictionary/Automation Scripts.
4. Go to the following line:

```
var manager = req.getManager(creator.getHandle(), 1, false);
```

(The last parameter value, false, gets managers from the organizational unit chain.)

5. Change this line to:

```
var manager = req.getManager(creator.getHandle(), 1, true);
```

(The last parameter value, true, gets managers based on user attribute.)

6. After making the change, click OK.
7. Click Save.
8. For these changes to take effect, deploy the process by clicking Deploy.

---

**NOTE** Although it is not required that the approval process setting for walking the manager chain be synchronized with the manager information setting, it might be required that the approval process walk the preferred representation of the manager chain. Therefore, it is recommended that both settings above be synchronized.

---

## Application Info Files

The application information (appInfo) files are used by the different components to store configuration information. Most of this information cannot be changed.

For example, the order management system stores the criteria for splitting a requisition into purchase orders in the `lguConfig.ntv` file. The information in this file cannot be changed. However, xdoc stores some information in the following file, which is configurable:

```
ias/APPS/com/iplanet/buyer/config/xdoc/xdocinfo.ntv
```

Some of the appInfo files that you will be configuring include:

- `buyerInfo.ntv`
- `mail.ntv` File
- `xdocinfo.ntv` File
- `omsServiceInfo.ntv` File
- `reportsInfo.ntv` File
- `omsInfo.ntv` File



## buyerInfo.ntv

The most important appInfo file is `buyerInfo.ntv`. This file deserves more explanation, because it contains application configuration information with which the administrator has to be familiar.

Here is how a sample `buyerInfo.ntv` looks:

```
NTV-ASCII {
    "default_locale" Str "en/US",
    "on_auth_error" Str "NonAuthTemplate.jsp",
    "log" NTV {
        "locale" Str "en/US",

        "default" NTV {
            "active" Bool "true",
            "reporter" NTVArr [
                {
                    "name" Str "printout",
                },
            ],
            "filter" NTVArr [
                {
                    "module" Str "",
                    "severity" Int "100"
                },
            ],
        }
    },
    "trace" NTV {
        "locale" Str "en/US",
        "default" NTV {
            "active" Bool "false",
```

```

        "params_for_exceptions" Bool "true", // exception params
in log file
        "stack_for_exceptions" Bool "true", // stack trace in log
file
        "stack_top_ignore" StrArr [ "CXDebug.", "CXReporting." ],
        "stack_bottom_cut" StrArr [ "BeanLogic.execute",
"CXBaseServlet.do" ],
        "reporter" NTVArr [
            {
                "name" Str "printout",
            },
        ],
        "filter" NTVArr [
            {
                "module" Str "",
                "severity" Int "100"
            },
        ],
    }, // End of default message_type
    "perf_trace" NTV {
        "active" Bool "false", // disabled for now.
will enable later.
        "params_for_exceptions" Bool "true", // exception params
in log file
        "stack_for_exceptions" Bool "true", // stack trace in log
file
        "stack_top_ignore" StrArr [ "CXDebug.", "CXReporting." ],
        "stack_bottom_cut" StrArr [ "BeanLogic.execute",
"CXBaseServlet.do" ],
        "reporter" NTVArr [
            {
                "name" Str "printout",
            },
        ],
    },

```

```

    ],
    "filter" NTVArr [
        {
            "module" Str "",
            "severity" Int "100"
        },
    ],
}, // End of default message_type

},

"data_sources" NTV {
    "pof_jdbc" NTV {
        "type" Str "jdbc",
        "data_source" Str "jdbc/default",
        "user_name" Str "mangesh",
        "password" Str "mangesh",
        "tx_source" Str "pof_jdbc_tx"
    },
    "pof_jdbc_tx" NTV {
        "type" Str "jdbc",
        "data_source" Str "jdbc/default_tx",
        "user_name" Str "mangesh",
        "password" Str "mangesh",
    },
    "pof_ldap" NTV {
        "data_source" Str "pinevalley",
        "type" Str "ldap",
        "port" Int "22222",
        "user_name" Str "cn=Directory Manager",
        "password" Str "adminadmin",
        "max_conn_in_pool" Int "500",
    },
}

```

```

        "tx_source" Str "pof_ldap"
    },
    "attr_server" NTV { // this section is to overwrite the
                        // default attribute server connection
defined
                        // in /ecommerce/attrsvr/config/appinfo
                        // uncomment out the following for changes
                        // apply to your environment
        "data_source" Str "jdbc/rules", // use separate connection
for performance
                        // reasons
        // "data_source" Str "jdbc/default",
        "user_name" Str "mangesh",
        "password" Str "mangesh",
        "tx_source" Str "attr_server_tx",
        "optimizer_max_permutations" Int "1000"
    },
    "attr_server_tx" NTV { // this section is to overwrite the
                        // default attribute server connection
defined
                        // in /ecommerce/attrsvr/config/appinfo
                        // uncomment out the following for changes
                        // apply to your environment
        "data_source" Str "jdbc/rules_tx", // use separate connection
for performance
                        // reasons
        // "data_source" Str "jdbc/default",
        "user_name" Str "mangesh",
        "password" Str "mangesh",
    },
},
    "attr_server" NTV { // this section is to overwrite the

```

```

        // default attribute server schema prefix
        // in /ecommerce/attrsvr/config/appinfo
        // uncomment out the following for changes
        // apply to your environment
        "prefix" Str "BX40_"
    },
    "object_space" NTV {
        "data_sources" NTV {
            "pof_jdbc" NTV {
            },
            "pof_ldap" NTV {
                "root_dn" Str "o=iplanet.com",
            },
        },
    },
    "data_source_access" Str
    "com.iplanet.ecommerce.membership.util.AuthDataSourceAccess"
}

```

Some appInfo entries are reserved for use by the framework:

- `on_auth_error` (String)—A name of the JSP template to be used for displaying an appropriate message when all the user authentication information is lost (this can happen when a user session expires). The value of this attribute could also be an absolute URL of a servlet. In this case, this servlet is redirected when an authentication problem occurs.
- `log` (NTV)—Settings related to logging (the default reporting mechanism, the logging locale and message filters). These settings control the behavior of the `CXReporting.report` method.
- `trace` (NTV)—Parameters related to tracing (the trace stream definition, message filters and settings defining the volume of information directed to the trace stream). This entry controls the behavior of the `CXDebug.trace` method.
- `data_sources` (NTV)—Configuration for data sources used by the application.
- `object_space` (NTV)—Additional configuration for data sources used by POF.

- `data_source_access` (Str)—The fully qualified name of the Java class performing application-specific connection management. This class should be derived from `com.iplanet.ecommerce.arch.CXDataSourceAccess`.
- `attr_server` (NTV)—Data needed to instantiate an attribute server. This NTV contains the following values:
  - `data_source` (String)—The name of the data source (should be configured inside `data_sources`) containing attribute server data.
  - `prefix` (String)—Specifies a set of attribute server tables. (Multiple sets can reside in the same database. They are differentiated by this prefix.)

The `datasources` section lists the data stores that are used by the application. The RDBMS `datasources` have to be registered with the Application Server using the `resreg` utility provided by iAS.

The `datasource` format is as follows:

```
DataSourcees :=      "data_sources" NTV { <DataSourceStanzas> }
```

```
DataSourceStanzas :=      "<name>" NTV {
    "type" Str "<DataSourceType>",
    "data_source" Str "<dataSourceName>",
    [ "user_name" Str "<jdbcUserName>", ]
    [ "password" Str "<jdbcPassword>", ]
    [ "port" Int "<ldapPort>", ]
  }[ , <DataSourceStanzas> ]
```

```
DataSourceType :=      jdbc | ldap
```

Details related to the `data_sources`, `object_space` and `data_source_access` entries can be found in the POF documentation.

To avoid name collisions, each functional module is given a subtree in the `appInfo` NTV, configuration data specific to the module should be placed in this subtree. For example:

```
NTV {
    "oms" NTV {
        // OMS config data
```

```

}
"catalog" NTV {
    // Catalog config data
}
...
}

```

## Tracing-Related Settings

The attributes mentioned in this section are specified inside the trace entry of the appInfo NTV. All attributes are set on the per message type basis. Namely, the trace entry typically looks like the following:

```

"log" NTV {
    "locale" Str "en",
    "perf_trace" NTV {
        // settings for the "perf_trace" message type
        "active" ...
        "reporter" ...
        "filter" ...
        ...
    },
    "default" NTV {
        // settings for the "default" message type
        "active" ...
        "reporter" ...
        "filter" ...
        ...
    }
}
}

```

The active, reporter and filter attributes have the same syntax and semantics as they have inside the log entry. There are also other attributes defining the volume of information directed to the trace stream:

- `params_for_exceptions` (boolean)—If set to true and an instance of `CXException` is passed to `CXDebug.trace`, an NTV containing exception parameters is written to the trace stream.
- `stack_for_exception` (boolean)—If set to true and an instance of `Throwable` is passed to `CXDebug.trace`, its stack trace is written to the stream.
- `stack_for_all` (boolean)—Like the above, but the stack trace is written for all calls of the trace method (even if the object passed is not the exception. In this case, the stack trace relates to the point at which the method is called).
- `stack_top_only` (boolean)—If set to true, only the first (topmost) line of the stack trace is printed.
- `stack_top_ignore` (StrArr)—This attribute is used to reduce the amount of unnecessary information placed to the trace stream. When a stack trace is printed, its topmost lines containing either element of this array as a substring are suppressed. The usual value is `["CXDebug.", "CXReporting."]`.
- `stack_bottom_cut` (StrArr)—This attribute serves the same purpose as the one above. If a line of a stack trace contains either element of this array, this line as well as all lines below it are suppressed. The usual value is `["BeanLogic.execute", "CXBaseServlet.do"]`.

The filter attribute is mostly the same as inside the log entry. The difference is that it is possible to specify volume settings (except `stack_top_ignore` and `stack_bottom_cut`) on the per filter element basis. For example, the following filter element is prescribed to write out exception parameters for all errors of the catalog module:

```
{
    "severity" Int "10",
    "module" Str "catalog",
    "params_for_exceptions" Bool "true"
}
```

Per-element volume settings take precedence over the common ones. If a tracing message meets multiple filter conditions, the message is printed out as if their volume settings were united.



## mail.ntv File

The `ias/APPS/com/iplanet/ecommerce/workflow/config/mail.ntv` file is listed below:

```
NTV-ASCII {
    "WFMailSetting" NTV {
        "sender" Str "admin",
        "smtpHost" Str "<hostname>",
    },
}
```

The *sender* should contain a valid user ID and *smtpHost* should contain a valid smtp host name. These entries are used to form an email address as follows:  
*sender@smtpHost*.

This email address is used for sending email notifications.

### Configuring for Approvers Who Use Microsoft Outlook 97

For Microsoft Outlook 97 users to be able to approve requisitions without logging into BuyerXpert, the HTML format email is sent as an attachment, allowing approvers to open the attachment from Outlook 97

To implement this, the following new entries must be made into the `mail.ntv` file:

```
...
"inLineText" Bool "true", //want inline text in mail (true/false)
"inLineTextMessage" Str "Message body not found. Contact Administrator for
detail.", //when inLineText is false, message u would like have in mail
"Attachment" NTV { //for attachment
    "urlAttachment" Bool "false", //want url attachment (true/false)
    "fileAttachment" Bool "false", //want file attachment (true/false)
    "attachmentName" Str "Click here for the form", //attachment
caption
},
```

## xdocinfo.ntv File

The `ias/APPS/com/iplanet/buyer/config/xdoc/xdocinfo.ntv` file is listed below:

```

NTV-ASCII {
  "defReporter" NTV {
    "reporter" Str "naslog"
  },
  "xdoc_dir" Str "$ECX_HOME/bin",
    "submit_to_ecx_script_850" Str "submitToECX_850.sh",
    "submit_to_ecx_script_860" Str "submitToECX_860.sh",
    "submit_timecard_to_ecx_script" Str
"$ECX_HOME/bin/submitTimecardToECX.sh",
    "timecard_receiver" Str "legacyTC", //
    "timecard_sender" Str "buyerTC", //
    "timecard_filetype" Str "timecard",
    "timecard_loc" Str "/tmp",
    "timecard_file" Str "timecard.xml",
  "xdoc_archive_dir" Str "/tmp",
  "xdocMailSetting" NTV {
    "sender" Str "BUYERXPRT",
    "smtp_host" Str "smtp_host.buyerhost.com",
    "subject" Str "Status change in BuyerXpert",
    "url" Str "http://<BuyerHost>:<BuyerPort>/NASApp/buyer/"
    "cc" Str "admin@buyerhost.com"
    "status_message" Str "BuyerXpert status change. Please contact your
admin"
  },
  "xdocMessages" NTV {
    "inbound_error_message" Str "Error processing the inbound request.
Please contact your
    administrator",
    "po_transmission_failure" Str "Transmission of the PO failed. Please
contact your
    administrator",
  }
}

```

```
"cancel_transmission_failure" Str "Transmission of the PO
cancellation failed. Please
    contact your administrator"
},
}
```

There is a script that configures xdoc for outbound documents. Run the script:

```
IAS-ROOT/buyer/sample_data/xdoc/scripts/config_xdoc.pl
```

This script does the necessary updates to the preceding configuration file.

## omsServiceInfo.ntv File

The `ias/APPS/com/iplanet/buyer/oms/omsServiceInfo.ntv` file is listed below:

```
NTV-ASCII
```

```
{
    "file_attachement" NTV
    {
        /** com/iplanet/buyer/attachment is a link entry of "/tmp"
        directory and should reside at web server docs directory
        "file_system_entry" Str "/tmp",
        "web_entry_link"      Str "com/iplanet/buyer/attachment"
    },
}
```

The “`file_system_entry`” specifies the physical location where attachments for notes reside. This value is configurable.

## reportsInfo.ntv File

If you have the Actuate server running on one machine and iPlanet BuyerXpert and the Oracle instance running on another machine, you need modify `Actuate_Path` to point to a running Actuate server.

**To do this:**

1. Go to the `IAS_HOME/buyer/buyer/config/reports` directory.
2. Edit the `reportsInfo.ntv` file by modifying `Actuate_Path` to point to a running Actuate server. For example:  

```
http://colonial.red.iplanet.com:5050/acweb/colonial
```
3. Verify that `linkto` is pointing to your iPlanet BuyerXpert URL.
4. Log into the machine that is running the Actuate server and add the Oracle instance that the client machine points to in the `tnsnames.ora` file.
5. Create a file, such as `bx_input.txt`, that contains the user name, password, and `ORACLE_SID` that iPlanet BuyerXpert is using on the client machine.
6. In the `reportsInfo.ntv` file, enter this file in the `actuate_login` field.
7. Restart the iPlanet Application Server:
  - a. `./KIVaes.sh stop`
  - b. `./KIVaes.sh start`

## omsInfo.ntv File

The order management NTV file specifies the number of requisitions and timecards to be displayed per page. For example, on the Track screen.

The off-catalog NTV file is for the off catalog screen items. It specifies whether or not the off-catalog screen is optional, the default value, and the validation model.

By setting the `ShowCheckoutConfirmation` to `False`, the Confirm Checkout screen is bypassed.

The `reqState` NTV file specifies the display strings that correspond to the states of a requisition. For example, a requisition state is displayed at Pending Approval if the status of the requisition is `PENDING_APPROVAL`.

The `ias/APPS/com/iplanet/buyer/oms/omsInfo.ntv` file is listed below:

```
NTV-ASCII {
    "NonAuthTemplate" Str "NonAuthTemplate.jsp",
    "default_uom" Str "each",
    "defReporter" NTV {
        "reporter" Str "Printout"
    },
    "oms" NTV {
```

```

        "ordersPerPage"      Int      "5",
        "requisitionsPerPage" Int      "5",
        "timecardsPerPage"   Int      "2",
    },
    "offCatalog" NTV {
        "defaultUnit"      Str      "each",
        "defaultQty"       Dec      "1",
    },
    },
    "NonCatalog" NTV {
        "Product Code" NTV {
            "optional"     Bool     "true",
            "default"      Str      "",
        },
        "Product Description" NTV {
            "optional"     Bool     "false",
            "default"      Str      "",
        },
        "Commodity Code" NTV {
            "optional"     Bool     "true",
            "validation"   Bool     "false",
            "default"      Str      "",
        },
        },
        "Supplier" NTV {
            "optional"     Bool     "true",
            "validation"   Bool     "false",
            "default"      Str     "other",
        },
        "Quantity" NTV {
            "optional"     Bool     "true",
            "default"      Dec     "1",
        },
        },
        "UOM" NTV {
            "validation"   Bool     "false",
            "default"      Str     "each",
        },
    },
    },
    "HostCompany" Str      "BuyerCompany",
    "UnknownCompany" Str    " Unknown Seller Company ",
    "MaxLength" Int  "20",
    "ReqNamePrefix" Str "Req - ",
    "CopyString" Str "Copy of ",
    "ReorderString" Str "Reorder of ",
    "TemplateString" Str "Template - ",
    "Req" Str "Requisition",
    "Template" Str "Template",
    "PO" Str "Purchase Order",
    "ANY" Str "Any",

```

```

"ALL" Str "All",
"ShowCheckoutConfirmation" Bool "true",
"reqState" NTV {
  "-" Str "All",
  "CREATED" Str "Created",
  "PENDING_APPROVAL" Str "Pending Approval",
  "APPROVED" Str "Approved",
  "DECLINED" Str "Declined",
  "WITHDRAWN" Str "Withdrawn",
  "CANCELLATION_TRANSMITTED" Str "Cancel Transmitted",
  "PARTIALLY_CANCELLATION_TRANSMITTED" Str "Partially
Cancellation Transmitted",
  "FAILED_CANCEL_TRANSMISSION" Str "Failed Cancel
Transmission",
  "PARTIAL_ACKNOWLEDGED" Str "Partially Acknowledged",
  "CANCELLED" Str "Cancelled",
  "CANCEL_REJECTED" Str "Cancel Rejected",
  "ORDER_REQUESTED" Str "Order Requested",
  "ORDER_TRANSMITTED" Str "Order Transmitted",
  "FAILED_ORDER_TRANSMISSION" Str "Failed Order Transmission",
  "PARTIAL_RECEIVED" Str "Partially Received",
  "RECEIVED" Str "Received",
  "PARTIAL_INVOICED" Str "Partially Invoiced",
  "INVOICED" Str "Invoiced",
  "PARTIAL_SHIPPED" Str "Partially Shipped",
  "SHIPPED" Str "Shipped",
  "CLOSED" Str "Closed",
  "ORDER_REJECTED" Str "Order Rejected",
  "ACKNOWLEDGED" Str "Acknowledged",
  "DELIVERED" Str "Delivered",
},
"defaultUnit" Str "each",
}

```

## Data Model Files

This section describes the data/object configuration files, which are dataModel files and DOR (Data Object Repository) files.

The configuration that you would have to do in the data model is related to xdoc. When xdoc is configured for non-OB, then there are some custom properties in the dataModel that determine which attributes of a purchase order are to be written out for sending to the vendor. Here is an example of this custom attribute:

```
"order_header" NTV {
```

```

"class_name" Str "order_header",
"attributes" NTV {
"order_id" NTV {
"attr_name" Str "order_id",
"schemas" NTVArr [
{
"schema" Str "order_header",
"schema_attr" Str "order_id"
}
],
"custom_props" NTV {
"PurchaseOrder" Bool "false"
},
},
    "need_by_date" NTV {
"attr_name" Str "need_by_date",
"schemas" NTVArr [
{
"schema" Str "order_header",
"schema_attr" Str "need_by_date"
}
],
    "custom_props" NTV {
    "PurchaseOrder" Bool "true"
    },
    },
    .....
}

```

The above example shows that the `order_id` attribute of a requisition should not be written out while writing out an outbound purchase order, whereas the `“need_by_date”` needs to be written out.

The above example shows how attributes of a given object can be selectively written out during xdoc. You can also specify the “PurchaseOrder” custom\_property for relationships. This allows us to say “if line\_group is written out then line objects associated with line\_group also have to be written out.” Of course, while writing out the line object, the “PurchaseOrder” custom property for each attribute of the line\_group is examined. Only those attributes which have “PurchaseOrder” = true are written out.

An example of the custom\_prop for a relationship is given below:

```
"line_group_lines" NTV {
  "source" NTV {
    "data_object" Str "line_group",
    "access_name" Str "lines",
    "cardinality" Str "1..n",
    "custom_props" NTV {
      "clone" Bool "true",
      "PurchaseOrder" Bool "true",
      "OrderChange" Bool "true",
    },
    "assoc_rel" Str "line_group_lg_line_assocs",
    "assoc_role" Str "source",
  },
  "target" NTV {
    "data_object" Str "line",
    "access_name" Str "line_groups",
    "cardinality" Str "1..n",
    "assoc_rel" Str "line_lg_line_assocs",
    "assoc_role" Str "source",
  },
},
```

The PurchaseOrder custom property is examined while writing out purchase orders sent to the vendor. Similarly, there is another custom property called OrderChange which is used to determine the objects and attributes that are to be sent to a vendor for an “Order Cancellation Request.”



# DOR Files

The repository is an NTV structure (physically existing as a set of files in *app-root/AppName/config*) that defines categories of data items that can be input and/or output by the application. Each category is represented by a single entry that looks like the following:

```
"productQuantity" NTV {
  "datatype" Str "Int",
  "type" Str "Text",
  ..... optional attributes go here ....
}
```

In this example:

- “productQuantity” is a data item name (which can be referred to by PC scriptlets).
- “datatype” is a mandatory attribute defining the domain of valid values and the way of transforming those values from native format to external representation and vice versa.
- “Int” means the domain of integer numbers. Native type int and the standard conversions between integers and strings.
- “type” is another mandatory attribute, defining how to construct HTML UI controls through which you can enter a value of the data item.
- “Text” denotes the HTML input field as a way of entering values.

In general, the roles of “type” and “datatype” can be described as follows:

**At page generation time:** The datatype is used to convert the default value of a data element from its native format to external representation. The type is used to build HTML UI element(s) so that their initial appearance corresponds to the external representation.

**At form submission time:** The Web browser, Web server and iAS infrastructure guarantee that the external representation of user input is delivered to the application. The datatype is used to validate the external representation delivered and to convert it back to native format. Another responsibility of the datatype is generating a descriptive error message provided the user input is not valid.

Type and datatype are fully orthogonal. UI elements that are generated based on types deal with external representations only and have nothing to do with the native data formats, which are taken care of by datatypes.

The set of possible types and datatypes is not something hardcoded in the CX framework. Indeed, the CX 4.0 architecture provides a relatively easy way to introduce new types and datatypes.

Business objects are also reflected in the repository (hence its name, Data and Object repository). For a simplified business object user having two attributes (Name and Password), the repository entry looks like the following:

```
"User" NTV {
  "Name" NTV {
    "datatype" Str "String",
    "type" Str "Text",
    "min" Int "3",
    "label" Str "user name"
  },
  "Password" NTV {
    "datatype" Str "String",
    "type" Str "Text",
    "password" Bool "true",
    "label" Str "password"
  }
}
```

## Configurable OMS (omsConfig.ntv)

In BuyerXpert 4.5, certain functionality can be turned ON/OFF to improve performance. In the `$IASROOT/buyer/buyer/config/oms/omsConfig.ntv` file, the following attributes can be modified:

```
EVAL_MODEL
DCAP
SHIPPING
```

TAX

For example:

If you use the `PriceList` model without `DCAP`, `SHIPPING`, or `TAX`, you can set the parameters in the `NTV` file to turn off these three functions as follows:

```
NTV-ASCII {
  "OMSConfig" NTV {
    "EVAL_MODEL" Bool "true",
    "DCAP" Bool "false",
    "SHIPPING" Bool "false",
    "TAX" Bool "false",
  },
}
```

When you disable a functionality, remove the corresponding rules from the Rule Cache (`omsRule.properties` file).

For the preceding example, you can exclude those rules related to `DCAP`, `SHIPPING`, and `TAX` in the `CACHE_RULES` property file.

## Rule Cache (omsRule.properties)

In BuyerXpert 4.5, performance of the order management system (OMS) can be improved by resetting the `RULE_REFRESH_INTERVAL` in the `omsRule.properties` file. This is the time interval for refreshing the rules from the database. For instance, if `RULE_REFRESH_INTERVAL = 20`, when you modify a rule in the iPlanet BuyerXpert Admin interface, the change is reflected in iPlanet BuyerXpert within 20 minutes.

The `CACHE_RULES` property in the `$IASROOT/ias/APPS/omsRule.properties` file lists the list of rules that are cached.

## Tax (Resources, Setting Up Adjustments)

Tax adjustments that need to be configured through administration are as follows:

## TAX ADJUSTMENT: Line Level

### Source

```
ship_to_location.region, ship_to_location.major_locality,  
    ship_from_location.region, ship_from_location.major_locality,  
line.tax_code
```

### Source Unit

String

Results

Amount, Percentage

### Results Apply To

```
Percentage => line.net_taxable_amount (Tax Table)  
             line_dcap.amount ( DCAP Tax Table )  
             line_freight.amount ( Freight Tax Table )  
  
Amount => No Target.
```

### Lookup Table

( (>= x, v1), (>=y, v2), (>=z, v3))

### For example:

Rule: LINE ITEM TAX

Voters: value ' -ALL-' for each Voter.

Result: Product Taxable: true

Tax Model: INTERNAL

Freight Tax Table : line-level tax charge adjustment sample 9 (#509)

Tax Table : line-level tax charge adjustment sample 1 (#501)

DCAP Tax Table : line-level tax charge adjustment sample 9 (#509)

### Tax Adjustment #501

Source: ship\_to\_location.region

Results: PERCENTAGE

Results Apply To: line.net\_taxable\_amount

Look up Table: ( (West Coast, 8.25), (East Coast, 10), (other, 20) )

#### **Tax Adjustment #509**

Source: `line.tax_code`

Result: PERCENTAGE

Look up Table: ( (65000, 8.25), ( 65005, 10), (other, 20) )

### **TAX ADJUSTMENT: Group Level**

#### **Adjustment**

##### **Source**

```
ship_to_location.region, ship_to_location.major_locality,
ship_from_location.region, ship_from_location.major_locality,
line_group.tax_code
```

##### **Source Unit**

String

Results

Amount, Percentage

##### **Results Apply To**

```
Percentage => line_group.group_dcap ( DCAP )
           line_group.group_freight ( Freight )
Amount => No Target.
```

##### **Lookup Table**

( (>= x, v1), (>=y, v2), (>=z, v3) )

##### **For example:**

#### **Tax Adjustment #509**

Source: `line_group.tax_code`

Result: PERCENTAGE

Look up Table: ( (65000, 8.25), ( 65005, 10), (other, 20) )

**Table 11-1** Sample Order

Items	Sum of Lines	Sum of LFreight	Sum of LTax	GDCAP	GFreight	Tax Code
2	7147.65	20	1262.68	-164.77	15	
<b>Group Level DCAP Tax</b>						
-164.77 * 0.20 => - 32.95						
<b>Group Level Freight Tax</b>						
15 * 0.20 => 3.00						
Total Tax on Order => 1262.68 - 32.95 + 3.00 => 1232.73						
Total Freight Charges On Order => 20 + 15 => 35						
Order Total => 7147.65 - 164.77 + 35 + 1232.73 => 8250.61						

## Customization/Localization Files

This section describes the customization/localization configuration files, which are messages files and codes files.

### Messages File

A typical `messages.ntv` file looks similar to the following:

```
NTV-ASCII {
    "Adjustment:NoAttr" Str      "No Attributes received by import for
Adjustment.",
    "Adjustment:OperationFailed" Str      "Ajustment import operation
failed.",
    ....
}
```

As part of any localization effort, the message itself can be customized. The message code (for example, "Adjustment:NoAttr") should not be changed.

## Codes File

The codes file allows you to define static lists of data which display in pull-down lists in the user interface. A pull-down list allows users to choose an item from the list rather than typing it in. Typical lists are all states or all countries.

The following `codes.ntv` file lists the states and their abbreviations as well as the countries and their abbreviations.

---

**NOTE** It is important to use the correct state and country abbreviations when mapping for pull-down lists or the Import utility.

---

```

NTV-ASCII {
    "us_state" NTV {
        "AL" Str "Alabama",
        "AK" Str "Alaska",
        "AS" Str "American Samoa",
        "AZ" Str "Arizona",
        "AR" Str "Arkansas",
        "AA" Str "Armed Forces Americas",
        "AE" Str "Armed Forces Europe",
        "AP" Str "Armed Forces Pacific",
        "CA" Str "California",
        "CO" Str "Colorado",
        "CT" Str "Connecticut",
        "DE" Str "Delaware",
        "DC" Str "District Of Columbia",
        "FL" Str "Florida",
        "GA" Str "Georgia",
        "GU" Str "Guam",
        "HI" Str "Hawaii",
        "ID" Str "Idaho",
        "IL" Str "Illinois",
        "IN" Str "Indiana",
    }
}

```

```

"IA" Str "Iowa",
"KS" Str "Kansas",
"KY" Str "Kentucky",
"LA" Str "Louisiana",
"ME" Str "Maine",
"MD" Str "Maryland",
"MA" Str "Massachusetts",
"MI" Str "Michigan",
"MN" Str "Minnesota",
"MS" Str "Mississippi",
"MO" Str "Missouri",
"MT" Str "Montana",
"NE" Str "Nebraska",
"NV" Str "Nevada",
"NH" Str "New Hampshire",
"NJ" Str "New Jersey",
"NM" Str "New Mexico",
"NY" Str "New York",
"NC" Str "North Carolina",
"ND" Str "North Dakota",
"MP" Str "Northern Mariana I",
"OH" Str "Ohio",
"OK" Str "Oklahoma",
"OR" Str "Oregon",
"PW" Str "Palau",
"PA" Str "Pennsylvania",
"PR" Str "Puerto Rico",
"RI" Str "Rhode Island",
"SC" Str "South Carolina",
"SD" Str "South Dakota",
"TN" Str "Tennessee",

```



```
"TX" Str "Texas",
"UT" Str "Utah",
"VT" Str "Vermont",
"VI" Str "Virgin Islands",
"VA" Str "Virginia",
"WA" Str "Washington",
"WV" Str "West Virginia",
"WI" Str "Wisconsin",
"WY" Str "Wyoming"
}
"country" NTV {
  "AD" Str "Andorre",
  "AE" Str "United Arab Emirates",
  "AF" Str "Afghanistan",
  "AG" Str "Antigua and Barbuda",
  "AI" Str "Anguilla",
  "AL" Str "Albania",
  "AM" Str "Armenia",
  "AN" Str "Netherlands Antilles",
  "AO" Str "Angola",
  "AQ" Str "Antarctica",
  "AR" Str "Argentina",
  "AS" Str "American Samoa",
  "AT" Str "Austria",
  "AU" Str "Australia",
  "AW" Str "Aruba",
  "AZ" Str "Azerbaijan",
  "BA" Str "Bosnia and Herzegovina",
  "BB" Str "Barbados",
  "BD" Str "Bangladesh",
  "BE" Str "Belgium",
```

"BF" Str "Burkina Faso",  
"BG" Str "Bulgaria",  
"BH" Str "Bahrain",  
"BI" Str "Burundi",  
"BJ" Str "Benin",  
"BM" Str "Bermuda",  
"BN" Str "Brunei",  
"BO" Str "Bolivia",  
"BR" Str "Brazil",  
"BS" Str "Bahamas",  
"BT" Str "Bhutan",  
"BV" Str "Bouvet Island",  
"BW" Str "Botswana",  
"BY" Str "Belarus",  
"BZ" Str "Belize",  
"CA" Str "Canada",  
"CC" Str "Cocos Islands",  
"CF" Str "Central Africa",  
"CG" Str "Congo",  
"CH" Str "Schweiz",  
"CI" Str "Cote d'Ivoire",  
"CK" Str "Cook Islands",  
"CL" Str "Chile",  
"CM" Str "Cameroon",  
"CN" Str "China",  
"CO" Str "Colombia",  
"CR" Str "Costa Rica",  
"CS" Str "Czechoslovakia",  
"CU" Str "Cuba",  
"CV" Str "Cape Verde",  
"CX" Str "Christmas Island",

```
"CY" Str "Cyprus",
"CZ" Str "Czech Republic",
"DD" Str "Deutschland",
"DE" Str "Deutschland",
"DJ" Str "Djibouti",
"DK" Str "Denmark",
"DM" Str "Dominica",
"DO" Str "Dominican Republic",
"DZ" Str "Algeria - Jaza'ir",
"EC" Str "Ecuador",
"EE" Str "Estonia - Eesti",
"EG" Str "Egypt - Misr",
"EH" Str "Western Sahara",
"ER" Str "Eritrea",
"ES" Str "Spain-Espana",
"ET" Str "Ethiopia",
"FI" Str "Finland - Suomi",
"FJ" Str "Fiji",
"FK" Str "Falkland Islands",
"FM" Str "Micronesia",
"FO" Str "Faroe Islands",
"FR" Str "France",
"FX" Str "Metropolitan France",
"GA" Str "Gabon",
"GB" Str "United Kingdom",
"GD" Str "Grenada",
"GE" Str "Georgia",
"GF" Str "French Guiana",
"GH" Str "Ghana",
"GI" Str "Gibraltar",
"GL" Str "Greenland",
```

"GM" Str "The Gambia",  
 "GN" Str "Guinea",  
 "GP" Str "Guadeloupe",  
 "GQ" Str "Equatorial Guinea",  
 "GR" Str "Greece-Ellas",  
 "GS" Str "South Georgia",  
 "GT" Str "Guatemala",  
 "GU" Str "Guam",  
 "GW" Str "Guinea-Bissau - Guine-Bissau",  
 "GY" Str "Guyana",  
 "HK" Str "Hong Kong (UK)",  
 "HM" Str "Heard Island and McDonald Islands (Australia)",  
 "HN" Str "Honduras",  
 "HR" Str "Croatia - Hrvatska",  
 "HT" Str "Haiti",  
 "HU" Str "Hungary - Magyarorszag",  
 "ID" Str "Indonesia",  
 "IE" Str "Ireland - Éire",  
 "IL" Str "Israel - Yisra'el",  
 "IN" Str "India - Bharat",  
 "IO" Str "Indian Ocean Territory (UK)",  
 "IQ" Str "Iraq",  
 "IR" Str "Iran",  
 "IS" Str "Island - Iceland",  
 "IT" Str "Italy - Italia",  
 "JM" Str "Jamaica",  
 "JO" Str "Jordan - Urdun",  
 "JP" Str "Japan",  
 "KE" Str "Kenya",  
 "KG" Str "Kyrgyzstan",  
 "KH" Str "Cambodia - Kampuchea",

```
"KI" Str "Kiribati",
"KM" Str "Comoros - Comores",
"KN" Str "Saint Kitts and Nevis",
"KP" Str "Korea - Choson",
"KR" Str "Korea",
"KW" Str "Kuwait - Kuwayt",
"KY" Str "Cayman Islands",
"KZ" Str "Kazakhstan",
"LA" Str "Laos",
"LB" Str "Lebanon - Lubnaniyah",
"LC" Str "Saint Lucia",
"LI" Str "Liechtenstein",
"LK" Str "Sri Lanka",
"LR" Str "Liberia",
"LS" Str "Lesotho",
"LT" Str "Lithuania - Lietuva",
"LU" Str "Luxembourg",
"LV" Str "Latvia - Latvija",
"LY" Str "Libya - Libiya",
"MA" Str "Morocco - Maghrib",
"MC" Str "Monaco",
"MD" Str "Moldova",
"MG" Str "Madagascar",
"MH" Str "Marshall Islands",
"MK" Str "Macedonia - Makedonija",
"ML" Str "Mali",
"MM" Str "Burma - Myanma",
"MN" Str "Mongolia - Mongol Uls",
"MO" Str "Macau",
"MP" Str "Northern Mariana Islands",
"MQ" Str "Martinique (France)",
```

"MR" Str "Mauritania - Muritaniyah",  
 "MS" Str "Montserrat",  
 "MT" Str "Malta",  
 "MU" Str "Mauritius",  
 "MV" Str "Maldives",  
 "MW" Str "Malawi",  
 "MX" Str "Mexico",  
 "MY" Str "Malaysia",  
 "MZ" Str "Mozambique - Mocambique",  
 "NA" Str "Namibia",  
 "NC" Str "New Caledonia - Nouvelle-Caledonie",  
 "NE" Str "Niger",  
 "NF" Str "Norfolk Island (Australia)",  
 "NG" Str "Nigeria",  
 "NI" Str "Nicaragua",  
 "NL" Str "Netherlands - Nederland",  
 "NO" Str "Norway -Norge",  
 "NP" Str "Nepal",  
 "NR" Str "Nauru",  
 "NU" Str "Niue",  
 "NZ" Str "New Zealand",  
 "OM" Str "Oman - Uman",  
 "PA" Str "Panama",  
 "PE" Str "Peru",  
 "PF" Str "Polynesie Francaise",  
 "PG" Str "Papua New Guinea",  
 "PH" Str "Philippines - Pilipinas",  
 "PK" Str "Pakistan",  
 "PL" Str "Poland - Polska",  
 "PM" Str "Saint-Pierre et Miquelon",  
 "PN" Str "Pitcairn Islands",

```
"PR" Str "Puerto Rico",
"PT" Str "Portugal",
"PW" Str "Palau - Belau",
"PY" Str "Paraguay",
"QA" Str "Qatar",
"RE" Str "Reunion",
"RO" Str "Romania",
"RU" Str "Russia - Rossiya",
"RW" Str "Rwanda",
"SA" Str "Saudi Arabia",
"SB" Str "Solomon Islands",
"SC" Str "Seychelles",
"SD" Str "Sudan",
"SE" Str "Sweden - Sverige",
"SG" Str "Singapore - Singapura",
"SH" Str "Saint Helena (UK)",
"SI" Str "Slovenia - Slovenija",
"SJ" Str "Svalbard og Jan Mayen",
"SK" Str "Slovakia - Slovensko",
"SL" Str "Sierra Leone",
"SM" Str "San Marino",
"SN" Str "Senegal",
"SO" Str "Somalia",
"SR" Str "Suriname",
"ST" Str "Sao Tome e Principe",
"SU" Str "Soviet Union - Sovietskiy Soyuz",
"SV" Str "El Salvador",
"SY" Str "Syria - Suriyah",
"SZ" Str "Swaziland",
"TC" Str "Turks and Caicos Islands",
"TD" Str "Chad - Tchad",
```

"TF" Str "Southern and Antarctic Lands",  
 "TG" Str "Togo",  
 "TH" Str "Thailand",  
 "TJ" Str "Tajikistan - Tojikiston",  
 "TK" Str "Tokelau (New Zealand)",  
 "TM" Str "Turkmenistan - Tiurkmenostan",  
 "TN" Str "Tunisia - Tunis",  
 "TO" Str "Tonga",  
 "TP" Str "Timor",  
 "TR" Str "Turkey - Turkiye",  
 "TT" Str "Trinidad and Tobago",  
 "TV" Str "Tuvalu",  
 "TW" Str "Taiwan - T'ai-wan",  
 "TZ" Str "Tanzania",  
 "UA" Str "Ukraine - Ukrayina",  
 "UG" Str "Uganda",  
 "UM" Str "United States Minor Outlying Islands",  
 "US" Str "United States of America",  
 "UY" Str "Uruguay",  
 "UZ" Str "Uzbekistan - Uzbekiston",  
 "VA" Str "Holy See",  
 "VC" Str "Saint Vincent and the Grenadines",  
 "VE" Str "Venezuela",  
 "VG" Str "Virgin Islands (UK)",  
 "VI" Str "Virgin Islands (USA)",  
 "VN" Str "Vietnam - Viet Nam",  
 "VU" Str "Vanuatu",  
 "WF" Str "Wallis et Futuna",  
 "WS" Str "Samoa",  
 "YD" Str "Yemen",  
 "YE" Str "Yemen",



```
    "YT" Str "Mayotte (France)",
    "YU" Str "Yugoslavia",
    "ZA" Str "South Africa",
    "ZM" Str "Zambia",
    "ZR" Str "Zaire",
    "ZW" Str "Zimbabwe",
  },
  "searchOption" NTV {
    "ALL" Str "Match All Fields",
    "ANY" Str "Match Any Field",
  },
}
```



# Customizing

This chapter provides information and guidelines on customizing some of the iPlanet BuyerXpert features for your operation.

This chapter contains the following sections:

- About Administering Customizations
- Invoice Matching
- Supplier Performance

## About Administering Customizations

An administrator is generally concerned with the following aspects of customization:

- Doing customizations that do not require programming skills, such as:
  - Modifying system elements, such as login, session timeout parameters, application server parameters, database parameters, and error message text
  - Modifying look and feel of the graphical interface
  - Creating AIFs
- Verifying customizations that do require programming skills and thus, have been written by a developer, such as:
  - Adding new fields to a data object
  - Modifying look and feel of the graphical interface
  - Adding new fields to the inbound/outbound file for ECXpert

- Creating new reports; modifying existing reports
- Implementing customizations to production.

As the administrator, you are responsible for verifying that developer-level customizations have been tested on a staging system (testing can be done by the developer or you), and for implementing the customization to the iPlanet BuyerXpert production system

## Setting Up Interface to an API

If an application program interface (API) has been written for your iPlanet BuyerXpert system, you need to establish an interface to the API. A typical situation for creating an API related to product data is when your organization has an existing enterprise resource planning (ERP) database and you want the accounting and/or commodity codes that already exist in your ERP to be validated when line items are added to a requisition. Without an API, iPlanet BuyerXpert has no way of interfacing with your ERP system.

## Testing and Implementing Customizations

After any customization work is completed, you need to test the results and the impact of the customizations on iPlanet BuyerXpert. Even if you or the developer has already done some testing in the staging environment, you need to verify the testing. While the developer is responsible for creating customizations that work, you are responsible for the operation of iPlanet BuyerXpert, so it is very important that you are careful about anything that impacts your production system.

To test customizations in the staging environment:

1. Load customization files to the staging system.
2. Test the behavior of the files
3. Verify success.
4. Get requester sign-off, if applicable.

After you are satisfied that the customizations work correctly in the iPlanet BuyerXpert staging environment, you are ready to implement them to production.

When a customization is ready for testing (or for implementation, if the developer has done the staging testing), the following information should be provided by the person who did the customization:

- Location—where the files are located
- Documentation—Readme file and any other documentation that explains the customization and how to use it
- Testing done—description of what testing has been done in the development or staging environment
- Impact areas—description of what iPlanet BuyerXpert areas are impacted by this customization
- Requester sign-off—verification by the requester that the customization is what was requested

To implement developer customizations to production, follow these guidelines:

1. Schedule implementation.
2. Load customization files to the production system.
3. Test behavior of the customization.
4. Verify success.
5. Notify users.
6. Archive source files.

# Invoice Matching

## Configuring Invoice Matching

Invoices are received as XML documents and entered into BuyerXpert using a script. This script can be launched by a custom service of ECXpert. Invoice documents can be received from suppliers in any format (EDI X12, Edifact, RosettaNet XML, and so on) and in any Internet protocol (http(s), SMTP, FTP, and so on). ECXpert then takes care of translating the document to the XML format needed by BuyerXpert, and enters the file into BuyerXpert using the import script.

### Invoice Matching Formats

The XML format of the BuyerXpert invoice is OBI-like. Currently there is no official OBI specification for the invoice document, so special user fields have been allocated. These fields allow for custom dates/strings/amounts going into and out of iPlanet BuyerXpert.

If the BuyerXpert invoice XML format meets the customer needs, minimal work is required to set up ECXpert to receive the XML and forward it to BuyerXpert. If the customer decides to use a different XML format, a Mercator map needs to be created for ECXpert that transforms the customers XML format to the XML format expected by BuyerXpert.

If customers want to create their own invoices, they must set up a web form to enter the invoice data. After this, a servlet or CGI script could be launched which would take this invoice data, create the invoice XML document, and send it to ECXpert for processing.

## Roles Related to Invoice Matching

Basically there are two groups that the invoice can be forwarded to (meaning that the invoice is added to their task list): reviewers and adjusters.

*Reviewers* can view invoices and re-submit invoices, for example, after they know goods have been received. *Adjusters* can edit invoices and resubmit invoices, for example, if the invoices are being entered by hand in another system and there was an error, or if the invoice needs to be changed.

In addition, adjusters, if the appropriate business rule is enabled for them, can decide to *pay anyway*, even if invoice matching has failed. In the pay anyway situation, the invoice is allowed to bypass invoice matching and a payment voucher is generated.

Failed invoices display in a separate section of the reviewers' and adjusters' approval task lists, with links to the failed invoices.

The following sections discuss configuring the invoice matching feature for your iPlanet BuyerXpert environment:

- Implementing Invoice Matching
- Testing Invoice Matching

## Implementing Invoice Matching

The Process Manager application that has to be deployed for invoice matching can be found at: `$IASROOT/buyer/sample_data/srm/InvoiceMatching.zip`

To implement iPlanet BuyerXpert invoice matching, follow these steps:

1. Deploy the Process Manager application:
  - a. Run Process builder.

```

$IASROOT/builder/Builder.sh&

```

- b. Select Import, you are asked to specify the path of a zip file. The zip file is located here:

```

$IASROOT/buyer/sample_data/srm/InvoiceMatching.zip

```

- c. Click Deploy.
- d. Select the cluster you have created for Process Manager.

When prompted for authentication, use the login ID and password you have entered for your Process Manager application (for example admin/admin).

- e. Click OK. You should see the Successful Deployment screen.
- f. In your browser go to the process express:

```

http://ibiza.mcom.com:11002/Express.npm

```

- g. Click the New Process tab and verify that you can see the name of the application you just deployed (InvoiceMatching.zip).

## 2. Set the rules.

- a. Log into the iPlanet BuyerXpert Admin interface.
- b. Click the organization (for example BuyerCompany) and go the invoice matching rules.
- c. Set the following rules:

- Invoice Matching algorithm—Set to 2-way or 3-way.

In the default behavior (without customization), if the value of this rule is set to 3-way, the matching is done between the Ordered, Received and the Invoiced quantities.

If the rule is not set, or the rule is set to any other value, (the Received quantity is not considered), the matching is done only between the Ordered and the Invoiced quantities.

- Allowed to Pay Invoice—Set to all. (To be set more specifically later.)
- Payment Voucher Currency—Leave this empty. In this case, the payment voucher has the same currency as the invoice currency.
- Invoicing User—Set this to anything, for example, admin. This is just a dummy user whose environment is used to initiate the invoice matching process.

3. Create the user groups in iPlanet BuyerXpert:
  - a. Log into the iPlanet BuyerXpert Admin interface.
  - b. Create the following user groups under BuyerCompany:
    - IMAG (Invoice Matching Accounting Group)
    - IMPG (Invoice Matching Purchasing Group)
    - IMSAG (Invoice Matching System Administration Group)
  - c. Add the same user to each of these groups, for example, admin. You can use any user name, since this is user is for testing purposes only.
4. Update the `$IASROOT/buyer/buyer/config/xdoc/xdocinfo.ntv` file:
  - a. Update the following settings:
 

```
"xdoc_dir" Str "/d/10/buyerfiles",
....
"submit_payment_voucher_to_ecx_script" Str\\
"submitPaymentVoucherToECX.sh",
"payment_voucher_receiver" Str "BuyerCompany",
"payment_voucher_sender" Str "seller",
"payment_voucher_document" Str "paymentvoucher",
```
  - b. Restart the iPlanet Application Server.

## Testing Invoice Matching

To test invoice matching after configuring, use the following XML file (call it, for example, `oneitem.xml`):

```
<?xml version="1.0" encoding="ISO-8859-1"?>
<!DOCTYPE BXXMLInvoice SYSTEM
'file:/h/buster/export2/ias6/buyer/sample_data/xdoc/Dtds/BXXMLInvoice.dtd'>
<BXXMLInvoice version="1.0" xml:language="1.0" revision="1">
<Envelope>
<Sender>
<NamingAuthority>only text</NamingAuthority>
<PartnerName>only text</PartnerName>
<Password>only text</Password>
</Sender>
<Receiver>
<NamingAuthority>only text</NamingAuthority>
<PartnerName>only text</PartnerName>
</Receiver>
```



```

<TransmissionDateTime>only text</TransmissionDateTime>
<EnvelopeID>only text</EnvelopeID>
</Envelope>
<Invoice>
<InvoiceHeader>
<InvoiceNumber>Invoice_01</InvoiceNumber>
<InvoiceDate>Jan 22, 2001 11:00 AM</InvoiceDate>
<InvoiceDescription>Some Description</InvoiceDescription>
<BuyingParty>
<Organization>
<Name>BuyerCompany</Name>
<Address>
<AddressLine1></AddressLine1>
<City></City>
<StateOrProvince></StateOrProvince>
<PostalCode></PostalCode>
<CountryCode></CountryCode>
</Address>
</Organization>
<ContactInfo>
<Contact>
<FirstName>nancy</FirstName>
<EMail>nancy</EMail>
</Contact>
</ContactInfo>
</BuyingParty>
<SellingParty>
<Organization>
<Name>tech</Name>
<Address>
<AddressLine1></AddressLine1>
<City></City>
<StateOrProvince></StateOrProvince>
<PostalCode></PostalCode>
<CountryCode></CountryCode>
</Address>
</Organization>
<ContactInfo>
<Contact>
<FirstName></FirstName>
<EMail></EMail>
</Contact>
</ContactInfo>
</SellingParty>
<CurrencyCode> USD </CurrencyCode>
<OrderTotal>460.16</OrderTotal>
<Tax>

```

```

<TaxJurisdictionCode>group_tax</TaxJurisdictionCode>
<TaxAmount>-0.84</TaxAmount>
</Tax>
<ShippingCost>17.55</ShippingCost>
<AllowanceOrCharge>
<Allowance>
<AllowanceType>group_dcap</AllowanceType>
<Amount>-4.24</Amount>
<Description></Description>
</Allowance>
</AllowanceOrCharge>
</InvoiceHeader>
<InvoiceDetail>
<LineItemInvoice>
<LineItemNumber> 1 </LineItemNumber>
<QuantityOrdered>
<Quantity>1</Quantity>
<UnitOfMeasure CodeValue="code">EA</UnitOfMeasure>
</QuantityOrdered>
<Part>
<PartNumber>
<SellerPartNumber>7432152</SellerPartNumber>
</PartNumber>
<ItemDescription>
<Description>pencil</Description>
</ItemDescription>
<URL></URL>
</Part>
<InvoiceLineItemNumber> 1 </InvoiceLineItemNumber>
<NetQuantity>
<Quantity>1</Quantity>
<UnitOfMeasure CodeValue="code">EA</UnitOfMeasure>
</NetQuantity>
<PurchaseOrderRef>
<OrderNumber>xyz000000001abc</OrderNumber>
<OrderDate> 10/10/2000 </OrderDate>
</PurchaseOrderRef>
<Cost>
<ItemPrice>321.00</ItemPrice>
<ExtendedPrice>321.00</ExtendedPrice>
<ShippingCost>70.71</ShippingCost>
<Tax>
<TaxJurisdictionCode>total_line_tax</TaxJurisdictionCode>
<TaxAmount>63.46</TaxAmount>
</Tax>
<AllowanceOrCharge>
<Allowance>

```

```

<AllowanceType>line_dcap</AllowanceType>
<Amount>-7.48</Amount>
<Description></Description>
</Allowance>
</AllowanceOrCharge>
</Cost>
<ContractNumber> Contract123 </ContractNumber>
</LineItemInvoice>
</InvoiceDetail>
<InvoiceSummary>
<TotalLineItems>0</TotalLineItems>
<TotalAmount>0</TotalAmount>
</InvoiceSummary>
</Invoice>
</BXXMLInvoice>

```

---

**NOTE**      The sample XML file is set up for product 745150.

---

After configuring the invoice matching application, test it as follows:

1. Create a cart with one of these items and submit it.
2. Approve the requisition. Its status should be Pending Receipt.
3. Go to the URL location:
 

```
http://<host>:<port>/NASApp/buyer/ReadInTest
```
4. Use the sample XML file above (called `oneitem.xml`).
 

This is the successful match, so you do not see anything in the interface.
5. At the end of the KJS log, you should see the following line:
 

```
"performAP complete: true"
```
6. Edit the `oneitem.xml` file.
7. Change the `OrderTotal` from 460.16 to 470.16. The invoice is now inconsistent with the line items.
8. Submit the XML file. This causes Relational Check to fail and an editable invoice be sent to the IMAG group.
9. Edit the `oneitem.xml` file again.
10. Change the `ItemPrice` and `ExtendedPrice` from 321.00 to 331.00. The invoice is now consistent with itself, but inconsistent with the order, which is for only 460.16.

11. Submit the XML file. This causes Relational Check to pass, the invoice matching to fail, and a non-editable invoice to be sent to the IMPG group.
12. Log into the iPlanet BuyerXpert Admin interface.
13. You should see a Need to approve message. Click Approve.
14. You should see two invoices, one for Action View and one for Action Adjust. Normally these would go to two different groups; they appear in both groups for convenience.
15. Click the Adjust invoice.
16. Change the Order Total from 470.16 to 460.16 and resubmit. The invoice passes both the Relational Check and invoice matching. The same message appears in the KJS log.
17. Return to the task list.
18. Select View Invoice.
19. Click Reassign.
20. Return to the task list. The invoice now appears in Adjust Action. Select the invoice.
21. Change the total amount to 460.16.
22. Change the product amount to 321.00 and resubmit. This causes the invoice to pass.
23. Return to the task list where there are no more tasks.

## Customizing Invoice Matching

The invoice matching functionality of iPlanet BuyerXpert allows a developer to customize your site to do the following:

- Receive an invoice into iPlanet BuyerXpert via an XML document
- Run the invoice through an invoice matching algorithm, which may be customized
- Present a user interface to modify the invoice if the matching algorithm fails
- On success, generate a payment voucher XML document from iPlanet BuyerXpert.

The invoice matching algorithm is implemented in iPlanet Process Manager with JavaScript. The Process Manager interface exposes data from the invoice header, invoice lines, and associated order lines, including receiving information. This allows for customization of the invoice matching routine if the delivered algorithm does not meet your requirements.

The following sections discuss customizing the invoice matching feature:

- Delivered Algorithm
- Access to iPlanet BuyerXpert Data
- Functions to Retrieve Invoice Header Values
- Functions to Retrieve Invoice Line Values
- Functions to Retrieve PO Line Values
- Utility Methods

In addition, samples of invoice matching XML files are contained in Appendix D, “Example Invoice Matching Files.”

## Delivered Algorithm

iPlanet BuyerXpert is delivered with a Process Manager process for invoice matching which may be useful to your operation as it is. If not, this delivered algorithm can be customized. The invoice matching algorithm is divided into two phases:

- Phase 1 does validation on the invoice itself, that is, determining whether the invoice total matches the total of the lines.
- Phase 2 matches the invoice lines against the associated order lines, that is, the price on the order compares correctly to the price on the invoice.

The source contains pseudo-code documentation of the functionality of the delivered algorithm, which is accessed using the Process Builder tool.

## Access to iPlanet BuyerXpert Data

Access to the iPlanet BuyerXpert data is provided using the invoice object to access invoice header, invoice line, and associated order line data. To get the invoice object, use the following code in your Process Manager JavaScript (you see this in the sample code):

```
var pi = getProcessInstance();  
var invoice = pi.getData("invoice");
```

The following methods of the invoice object show how to access invoice header, invoice line, and associated purchase order line data respectively:

```
// Get invoice total from the invoice header
var invoiceTotal = invoice.getDec("order_total");

// Get the total number of invoice lines
// Invoice lines are accessed sequentially starting with a zero
index invoice.getTotalLines();

// Get invoice line total from the invoice line "i"
invoiceLineTotal = invoiceLineTotal.add(invoice.getLineDec(i,
"line_total"));

// Get the unit price for the PO line associated with invoice line
"i" var unitPrice = invoice.getPOLineDec(i, "net_price");
```

The following sections document the methods and data available for accessing invoice header, invoice line, and associated order line data. In addition, there are some utility methods available.

## Functions to Retrieve Invoice Header Values

- `getStr(String name)` get a String value
- `getInt(String name)` get an int value
- `getLong(String name)` get a long value
- `getBool(String name)` get a boolean value
- `getFloat(String name)` get a float value
- `getDec(String name)` get a BigDecimal value

**Table 12-1** Available Invoice Header Values

Name	Type	Description
inv_number	String	Invoice number
inv_date	Date	Invoice date (from the invoice)
inv_desc	String	Invoice description
buying_company_name	String	Name of buying company
selling_company_name	String	Name of selling company
currency_code	String	Currency code
order_total	BigDecimal	Total invoice amount
group_freight	BigDecimal	Total group freight

**Table 12-1** Available Invoice Header Values (*Continued*)

Name	Type	Description
group_dcap	BigDecimal	Total group DCAP
group_tax	BigDecimal	Total group tax
invoice_url	String	Invoice URL provided
other_date1	Date	For custom-use date1
other_date2	Date	For custom-use date2
other1	String	For custom-use string1
other2	String	For custom-use string2
other3	String	For custom-use string3
other4	String	For custom-use string4
other5	String	For custom-use string5
other_amount1	BigDecimal	For custom-use currency amount1
other_amount2	BigDecimal	For custom-use currency amount2
other_amount3	BigDecimal	For custom-use currency amount3

## Functions to Retrieve Invoice Line Values

- `getLineStr(int lineNumber, String name)` get a String value
- `getLineLong(int lineNumber, String name)` get a long value
- `getLineInt(int lineNumber, String name)` get an int value
- `getLineFloat(int lineNumber, String name)` get a float value
- `getLineDouble(int lineNumber, String name)` get a double value
- `getLineDec(int lineNumber, String name)` get a BigDecimal value

**Table 12-2** Available Invoice Line Values

Name	Type	Description
inv_line	long	Invoice line number
order_code	String	Order code
line_item_number	int	Order line item number
product_code	String	Product code
product_description	String	Product description

**Table 12-2** Available Invoice Line Values (*Continued*)

<b>Name</b>	<b>Type</b>	<b>Description</b>
contract_number	String	Contract number
quantity_uom	String	Unit of measure for quantity
net_quantity	long	Quantity
unit_price	BigDecimal	Unit price
line_total	BigDecimal	Total for line
total_tax	BigDecimal	Total tax for line
freight_amount	BigDecimal	Total freight for line
dcap_on_amount	BigDecimal	Total DCAP for line
other_amount1	BigDecimal	For custom-use currency amount 1
other_amount2	BigDecimal	For custom-use currency amount 2
other_amount3	BigDecimal	For custom-use currency amount 3
other_amount4	BigDecimal	For custom-use currency amount 4
other_amount5	BigDecimal	For custom-use currency amount 5
other_amount6	BigDecimal	For custom-use currency amount 6
other_date1	Date	For custom-use date1
other_date2	Date	For custom-use date2
other1	String	For custom-use string1
other2	String	For custom-use string2
other3	String	For custom-use string3
already_invoiced	long	Quantity already invoiced

## Functions to Retrieve PO Line Values

There are purchase order lines associated with a particular invoice line. The `lineNumber` is the invoice line number.

- `getPOLineStr(int lineNumber, String name)` get a String value
- `getPOLineLong(int lineNumber, String name)` get a long value
- `getPOLineInt(int lineNumber, String name)` get an int value
- `getPOLineFloat(int lineNumber, String name)` get a float value



- `getPOLineDouble(int lineNumber, String name)` get a double value
- `getPOLineDec(int lineNumber, String name)` get a BigDecimal value

**Table 12-3** Available Purchase Order Line Values

Name	Type	Description
<code>seller_company_name</code>	String	Name of the selling company
<code>line_number</code>	int	Order line number
<code>allow_partial_ship</code>	boolean	Whether partial shipment is allowed
<code>product_code</code>	String	Product code
<code>commodity_code</code>	String	Commodity code
<code>product_description</code>	String	Product description
<code>inventory_identifier</code>	String	Inventory identifier
<code>external_product_code</code>	String	External product code
<code>external_product_description</code>	String	External product description
<code>order_code</code>	String	Order code
<code>quantity_uom</code>	String	Unit of measure
<code>quantity_requested</code>	String	Quantity requested
<code>quantity_sold</code>	long	Quantity sold
<code>quantity_shipped</code>	long	Quantity shipped
<code>quantity_received</code>	long	Quantity received
<code>total_tax</code>	BigDecimal	Total tax
<code>net_price</code>	BigDecimal	Net price per unit
<code>net_total</code>	BigDecimal	Net total price
<code>net_tax</code>	BigDecimal	Net tax
<code>total_tax</code>	BigDecimal	Total tax
<code>line_total</code>	BigDecimal	Total of line
<code>is_off_catalog</code>	boolean	Off catalog flag
<code>base_total</code>	BigDecimal	Base total
<code>gross_total</code>	BigDecimal	Gross total
<code>catalog_code</code>	String	Code from the catalog
<code>is_price_overridden</code>	boolean	Whether price was over-riden
<code>line_currency_code</code>	String	Currency code

**Table 12-3** Available Purchase Order Line Values *(Continued)*

Name	Type	Description
matching_algorithm	String	Matching algorithm as set by rule

## Utility Methods

Most of the utility methods are accessed using the iPlanet BuyerXpert EJB. Obtain access to the iPlanet BuyerXpert EJB through the process instance handle, as follows:

```
var handle = pi.getData("handle");
var home = ejbLookup("ejb/com/iplanet/buyer/BuyerEJB");
var buyer = home.create();
```

The following utilities are provided using the iPlanet BuyerXpert EJB:

```
// Clear the processing errors list
// This should be called at the beginning of each phase of checking
a case
// See the usage in the sample invoice matching process
buyer.clearIMErrors(handle);
// Add an error condition to the processing errors list
// This routine is called whenever your invoice matching processing
detects an error condition
// handle: The case handle as obtained above
// invoice_line_index: the zero-based index of the invoice line
items
// Use -1 if the error is not associated with a particular invoice
line
// code: Currently unused. Pass a zero value.
// description: Free text description of the error. This text is
presented to the user.
// field: The name of the field with which the error is associated
(optional)
//
// Error messages are displayed to the end user in the problem
invoice UI
```

```

// Errors associated with a particular invoice line index will be
displayed with that line

// Other errors are displayed with the invoice header
//

buyer.createIMError(handle, invoice_line_index, code, description,
field);

// Check for valid currency code
buyer.isValidCurrency(handle, currencyCode)

// Check for valid UOM code
buyer.isValidUOM(handle, uomCode)

// Notify BuyerXpert group via problem invoice task list
//   group_name is the name of an existing BuyerXpert group
buyer.notifyIMGroup(handle.toString(), group_name);

// Change the status of the invoice matching case
//   "VALIDATION_EXCEPTION"
//   "PENDING_APPROVAL"
buyer.changeIMCaseState(handle.toString(), status);

```

The following utilities are provided using the invoice object:

```

// Create a BigDecimal variable with an initial value
var decZero = invoice.resetDec(0.0);

```

## Custom-Use Fields

The custom-use fields may be included in the input invoice XML file. (See the invoice DTD for the names of the fields.) They are also accessible in the invoice user interface and the Invoice Matching Process Manager Process JavaScript. This section documents the names and the types for the fields.

### *Use in Invoice User Interface*

The custom-use fields can be displayed and edited in the invoice user interface by modifying the following templates:

- `InvoiceView.jsp`—The display of the invoice header and line information. Shows edit buttons in edit mode.
- `InvoiceEditHeader.js`—The invoice header edit screen.
- `Invoice AddEditLine.jsp`—The screen for adding a new line or editing a line.

The templates are in two locations. You should make sure your modifications are applied to the templates in both locations:

- `ias_root/ias/APPS/modules/buyer/com/iplanet/buyer/templates/en/US/srm/im`
- `ias_root/buyer/buyer/templates/en/US/srm/im`

You see sections for existing fields in each of the templates. You should copy a section that begins with a `<TR>` tag and end with a `</TR>` tag, then change the label and data retrieval for your new field. Be sure that the data access method matches the type of the field you are using. The following fields are available:

Header	OTHER_DATE1	Date
	OTHER_DATE2	Date
	OTHER1	String
	OTHER2	String
	OTHER3	String
	OTHER4	String
	OTHER5	String
	OTHER_AMOUNT1	BigDecimal
	OTHER_AMOUNT2	BigDecimal
	OTHER_AMOUNT3	BigDecimal

Line	OTHER_DATE1	Date
	OTHER_DATE2	Date
	OTHER1	String
	OTHER2	String
	OTHER3	String
	OTHER4	String
	OTHER5	String
	OTHER_AMOUNT1	BigDecimal
	OTHER_AMOUNT2	BigDecimal
	OTHER_AMOUNT3	BigDecimal

OTHER_AMOUNT4	BigDecimal
OTHER_AMOUNT5	BigDecimal
OTHER_AMOUNT6	BigDecimal

### *Use in Process Manager Process JavaScript*

Similarly, these fields can be accessed in the process manager Java Script. To access invoice header fields, use the following methods on the JavaScript invoice object:

- Date invoice.getDate("name");
- String invoice.getStr("name");
- BigDecimal invoice.getDec("name");

To access invoice line fields, use the following methods on the JavaScript invoice object:

- Date invoice.getLineDate(line\_index, "name");
- String invoice.getLineStr(line\_index, "name");
- BigDecimal invoice.getLineDec(line\_index, "name");

The field names for the header and line, respectively are:

- other\_date1, other\_date2, other1, other2, other3, other4, other5, other\_amount1, other\_amount2, other\_amount3.
- other\_date1, other\_date2, other1, other2, other3, other\_amount1, other\_amount2, other\_amount3, other\_amount4, other\_amount5, other\_amount6

## Supplier Performance

The seller performance feature of iPlanet BuyerXpert allows a user to capture *quality data* during the receiving process. This data is meant to be a measure of the quality of a supplier's performance.

Customizing the supplier performance feature involves customizing the amount and type of quality data that a user is required, or allowed, to enter while receiving items against a purchase order.

Customizing the supplier performance feature involves the tasks described in the following sections:

- Creating a Template (JSP Template)
- Deploying the Template
- Setting the Templates Selection Rule
- Configuring Mail Settings
- Javadoc for Supplier Performance

## Creating a Template (JSP Template)

Creating a template requires knowledge of the following:

- Java Server Page and Servlet programming
- JSP programming in the iPlanet BuyerXpert framework
- iPlanet BuyerXpert data and object repository and how it works
- APIs provided by the VendorPerformance servlet

The following sample templates are provided to aid in developing custom templates:

- SampleMultiPart.jsp contains all the user interface fields supported for quality data entry purposes.
- SampleDaysLate.jsp which has only two fields on it.

Data that is entered as quality data is stored in the database in a table called `quality_entry_data` as described in Table 12-4.

**Table 12-4** Quality Data Table

Name	Null?	Type
ID	NOT NULL	NUMBER(19)
NAME	NOT NULL	VARCHAR2(80)
LINE_ITEM_ID	NOT NULL	NUMBER(19)
DATA_TYPE	NOT NULL	NUMBER(10)
STRING_DATA		VARCHAR2(1024)
NUMERICAL_DATA		NUMBER(19)
DECIMAL_DATA		NUMBER

**Table 12-4** Quality Data Table (*Continued*)

Name	Null?	Type
SELLER_HANDLE	NOT NULL	VARCHAR2(80)
OWNER_HANDLE	NOT NULL	VARCHAR2(80)

The important fields to note are `STRING_DATA`, `NUMERICAL_DATA`, and `DECIMAL_DATA`, one of which stores the actual data. `DATA_TYPE` identifies which of these fields contains the data.

Each data field on the JSP has one row in the quality data table. With these fields in the database, the datatypes listed in Table 12-5 are supported for the user interface.

**Table 12-5** User Interface Datatypes

Name	Description
QualityTextLine	Text box 25 columns wide Data stored in <code>STRING_DATA</code> <code>DATA_TYPE = 10</code>
QualityTextBlock	Text box 40 columns wide and 5 rows Data stored in <code>STRING_DATA</code> <code>DATA_TYPE = 11</code>
QualityFactorLong	Drop-down list containing long values Data stored in <code>NUMERICAL_DATA</code> <code>DATA_TYPE = 20</code>
QualityFactorDouble	Drop-down list containing decimal values Data stored in <code>DECIMAL_DATA</code> <code>DATA_TYPE = 21</code>
QualityFactorString	Drop-down list containing String values Data stored in <code>STRING_DATA</code> <code>DATA_TYPE = 22</code>
QualityMailList	Drop-down list allowing user to choose email targets Data stored in <code>STRING_DATA</code> <code>DATA_TYPE = 30</code>

The user interface datatypes are Data and Object Repository (DOR) entries and can be found in the following file:

```
$APPS/com/iplanet/buyer/config/srm/repository.ntv
```

## Minimum JSP Requirements

Every JSP should have the following lines at the beginning of the JSP:

```
<%@ include file="/com/iplanet/buyer/templates/bx_prolog.jsp"%>
<%@ include file="/com/iplanet/buyer/templates/bx_format.jsp"%>
```

In addition, the following line should be at the end of the JSP:

```
<%@ include file="/com/iplanet/buyer/templates/bx_epilog.jsp"%>
```

---

**NOTE** You can use the `SampleDaysLate.jsp` or `SampleMultiPart.jsp` as a template for creating your own custom JSPs.

---

## Creating an HTML FORM

In the iPlanet BuyerXpert framework, create an HTML FORM as follows:

```
<% fc = oc.getForm
  (VendorPerformance.VENDOR_PERFORMANCE_FORM,
  "buyer/VendorPerformance"); %>
<%= fc.beginForm ("METHOD=post") %>
```

This is equivalent to the `<FORM ...>` tag in HTML.

---

**NOTE** You should not change the FORM name or the name of the Servlet which is going to handle this form.

---

A hidden field containing the primary key of the line item has to be added to each FORM. To add this field:

```
<%
  String id = oc.getStr(SRMServletConstants.OBJECT_ID);
  pc = fc.getPC("Hidden", SRMServletConstants.OBJECT_ID);
  pc.setValue(id);
%>
<%= pc.getHtml() %>
```

The FORM should be terminated as follows:

```
<%= fc.endForm() %>
```

This is equivalent to the `</FORM>` tag in HTML.



## Putting a Submit Button on the HTML FORM

Each button you put on a JSP is a DOR entry defined in the following file:

```
$APPS/com/iplanet/buyer/config/srm/repository.ntv
```

The buttons which are available to you are:

- **Save Quality Data**—Used to submit the FORM. Instructs the Servlet to save data edited by the user. The label on this button is Save.
- **Done Quality Data**—Used to configure the Servlet to ignore user edits. The label on this button is Done Editing.

### Example

To add a button:

```
<% pc = fc.getPC( "SaveQualityData", SRMServletConstants.ACTION); %>
<% pc.setHtmlAttrs("border=0"); %>
<%= pc.getHtml() %>
```

## Adding One of the UI Elements to a JSP

To create and place one of the above user interface elements on a JSP, you need to use the FormContext objects getPCHtml() method and a static method in VendorPerformance servlet.

Code samples for the user interface elements:

- `<%= fc.getPCHtml("QualityTextLine", VendorPerformance.createTextLineName("<NAME>")) %>`
- `<%= fc.getPCHtml("QualityTextBlock", VendorPerformance.createTextBlockName("<NAME>")) %>`
- `<%= fc.getPCHtml("QualityFactorLong", VendorPerformance.createQualityFactorLongName("<NAME>")) %>`
- `<%= fc.getPCHtml("QualityFactorDouble", VendorPerformance.createQualityFactorDoubleName("<NAME>")) %>`
- `<%= fc.getPCHtml("QualityFactorString", VendorPerformance.createQualityFactorStrName("<NAME>")) %>`
- `<%= fc.getPCHtml("QualityMailList", VendorPerformance.createMailActionName("<NAME>")) %>`

Where <NAME> is a string that gets stored in QUALITY\_ENTRY\_DATA.NAME

## Constructing the email List for an email Field in the JSP

The entities to whom emails are sent can be computed in the JSP itself giving you the flexibility of customizing the email recipients.

QualityMailList DOR entry:

```
"QualityMailList"          NTV      {
    "extends"              Str      "Listbox",
    "codecategory"         Str      "QualityMailList",
    "rows"                  Int      "1"
},
```

The following CodeCategory setting can be found in the \$APPS/com/iplanet/buyer/config/srm/codes.ntv file:

```
"QualityMailList" NTV {
    "0"          Str "-none at this time-",
    "1"          Str "Send E-Mail to Manager",
    "2"          Str "Send E-Mail to group('s)",
    "3"          Str "Send E-Mail to individual('s)",
},
```

The DOR name (QualityMailList) happens to be the same as the CodeCategory name (QualityMailList). However, this need not be the case. The DOR name can be different from the CodeCategory name.

---

**NOTE**      You cannot add entries to the QualityMailList code category.

---

As a result of the above DOR entry and CodeCategory entry, the user sees a drop-down list containing the four choices listed in the CodeCategory entry. Now you have the task of creating an email address (or a list of email addresses) corresponding to each of the three email actions the user is able to select. The following code snippet is code that you can change to suit your customization needs.

### *Example*

SampleMultiPart.jsp

```
<%
// set up actual groups to mail,
```

```

String name = "Mail";

// note manager does not need a name list
// The Managers email address is computed automatically
// The manager of the organizational unit to which the current user
// belongs will be the one to receive an email.
// Add any UserGroup that you wish to receive email
// You may add/delete UserGroups
String[] groups = { "CatalogBrowsers","CatalogManagers"};

// Add the user ids of individual users
// You may add/delete users
String[] individuals = { "admin", "kevin"};

// NTV used to pass information to the Servlet
CXNTVList passDataList = new CXNTVList();

passDataList.setNTVList(VendorPerformance.createMailGroupName(name),
    VendorPerformance.createMailList(groups));
passDataList.setNTVList(VendorPerformance.createMailIndividualListName(name),
    VendorPerformance.createMailList(individuals));
%>
<% // passData() can be called only once per Form %>
<%= fc.passData(passDataList) %>

```

---

**NOTE** The code snippet above is code that you can change to suit your customization needs. The rest of the code should not be changed.

---

## Deploying the Template

To deploy your templates, copy them to the following directories:

```
$APPS/buyer/com/iplanet/buyer/templates/en/US/srm/vendorperf
$APPS/com/iplanet/buyer/templates/en/US/srm/vendorperf
```

### Where:

\$APPS refers to the APPS subdirectory under your iPlanet Application Server installation.

The en/US directory is the locale-specific subdirectory that contains templates for the en/US locale. If you support other locales, you can put the localized versions of these templates into the respective directories.

The srm/vendorperf directory is the recommended subdirectory where you should put the template, but you can choose a different subdirectory. You need to know this sub-directory when you set the QUALITY\_ENTRY\_FORM policy.

## Setting the Templates Selection Rule

You can create and deploy as many templates as you want. However, this is not sufficient to ensure that the user sees the proper template while receiving items. To control which user sees which template, and under what conditions, you must set the QUALITY\_ENTRY\_FORM business rule, using the Import utility. Instructions for using the Import utility are contained in Chapter 7, “Importing/Exporting Data.”

### *Rule Synopsis*

- Name—QUALITY\_ENTRY\_FORM  
Specify the name of the template along with the path relative to the locale sub-directory.
- Roles—USER\_CREATED\_FOR, PRODUCT, SELLER\_COMPANY
- Value—srm/vendorperf/CustomizedTemplate.jsp  
Specify the template you have created as the rule value.

## Configuring Mail Settings

You can configure mail settings by editing the srmInfo.ntv file, which is located in the following directory:

```
$APPS/com/iplanet/buyer/config/srm
```

This file has an NTV which looks like this:

```
"SRMailSetting"      NTV      {
```

```
    "smtphost"      Str          "<smtp_mailserver_hostname>",  
    "subject"      Str          "<subject line for email  
notifications sent on Quality data updates>",  
    "cc"           Str          "<email addresses, seperated by commas,  
to be copied on email notifications>",  
}
```

## Javadoc for Supplier Performance

Refer to the Class VendorPerformance Javadoc for details on the servlet.



# Worksheets

This appendix contains worksheets that might be helpful in gathering the information required to set up iPlanet BuyerXpert. Completing the worksheets prior to doing the configuration tasks enables you to more efficiently set up iPlanet BuyerXpert for your organization.

The following tables are contained in this appendix:

- Organization Worksheet
- People Worksheet
- Credit Card Worksheet
- Location Worksheet
- Freight Terms Worksheet
- Shipping Carrier Worksheet
- Shipping Method Worksheet
- Payment Method Worksheet
- Payment Terms Worksheet

## Organization Worksheet

**Table A-1** Organization Worksheet

Organization Name:		
Data Needed	Description	Complete this Column
Short Name	Name to appear in iPlanet BuyerXpert interface.	

**Table A-1** Organization Worksheet (*Continued*)

Name	The full legal name of the organization.	
Address, City, State, Postal Code, Country	The main address of the organization.	
Telephones	Multiple phone numbers with comments.	
Faxes	Multiple fax numbers.	
Email addresses	Multiple general email addresses for the organization.	
Web Sites	Multiple web sites associated with the organization.	
Seller ID	A unique identifier number.	
D-U-N-S Number	The Dun & Bradstreet number.	
Status	Select either Enabled or Disabled. Enabled means able to enter into transactions. Information for a disabled organization is stored in the system, but the organization cannot enter into transactions.	<input type="checkbox"/> Enabled <input type="checkbox"/> Disabled
Effective from date	Date after which the organization is to be active.	
Effective to date	Date before which the organization is to be active.	
Maximum Order Size	Used for Check Credit if Credit Model is set to On Credit Status and Order Size.	
Minimum Order Size	Used for Check Credit if Credit Model is set to On Credit Status and Order Size.	
Credit Rating	Select the credit rating for the organization.	<input type="checkbox"/> AAA <input type="checkbox"/> AA <input type="checkbox"/> A <input type="checkbox"/> BB <input type="checkbox"/> B <input type="checkbox"/> C
Last Credit Check (Customer Only)	Date and time last performed.	
Currency	Currency to use.	
Payment Terms	These are set up on the Payment terms tab. See the Shipping Carrier Worksheet for information.	



**Table A-1** Organization Worksheet (Continued)

Verify Address	Specify how to verify the payment address.	<input type="checkbox"/> No
Payment Method (Buyer only)	Select the Payment Method to use.	
Tax Model	Standard implementation allows you to create a customized tax table based on state, country, or product tax rates.	<input type="checkbox"/> Use Standard Implementation <input type="checkbox"/> No Tax Calculation
Charge Tax	Whether organization is taxable.	
Tax Rate	Tax to apply to this organization. This list is set up in the Tax Adjustments tabs.	
Federal tax ID	Nine-digit Federal tax ID number.	
Legal Type	Organization type.	<input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Unknown <input type="checkbox"/> Limited Liability Corp
Acceptable Currencies	Currencies used by the organization.	
Product Catalogs	Product catalogs available for this organization.	
Price List	Price list used for this organization.	
Transmit Order	Do not select Via ECX unless ECXpert is installed and set up.	<input type="checkbox"/> Via ECX <input type="checkbox"/> Other
Order Split allowed	Whether split orders are allowed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Split orders based on	How to split orders if allowed.	<input type="checkbox"/> No Order Split <input type="checkbox"/> Based on Ship-from/Ship-to locations
Freight Terms	Freight Terms to apply to orders to this organization.	
Freight Terms Model	How to determine Freight terms.	<input type="checkbox"/> Use Standard Implementation <input type="checkbox"/> No Freight Terms
Order Ack Required	Whether order Acknowledgment is required for the organization.	

**Table A-1** Organization Worksheet (Continued)

Order Ack to	Recipients of order acknowledgments.	<input type="checkbox"/> Approvers <input type="checkbox"/> Bill-to location <input type="checkbox"/> Buyer Organization <input type="checkbox"/> Carrier Organization <input type="checkbox"/> Person Created by <input type="checkbox"/> Person Created for <input type="checkbox"/> Organization <input type="checkbox"/> Seller Organization <input type="checkbox"/> Ship-from location <input type="checkbox"/> Ship-to location <input type="checkbox"/> Vendor organization
Ack Method	Do not select Via EDI unless ECXpert is installed and set up.	<input type="checkbox"/> Via EDI <input type="checkbox"/> Via Email <input type="checkbox"/> Via Fax
Contacts (Buyer only)	Users to be contacted by outside parties.	
Shipping Methods (Buyer only)	Acceptable shipping methods. These are set up on the Shipping Methods tab. See the Shipping Method Worksheet for information.	
Shipping Method Model	How to determine the shipping method.	<input type="checkbox"/> ON Rules
Estimate ship date model (seller only)	How to determine an estimated ship date.	<input type="checkbox"/> External API <input type="checkbox"/> No Calculation <input type="checkbox"/> Based on Ship Day Offset
Shipping Days (seller only)	Days of the week on which to ship.	
Est Ship Date Offset (seller only)	Number of days between when an order is received and when it is shipped.	
Seller Cutoff time (seller only)	Time after which it is too late to ship.	
Ship Confirmation Model (seller only)	How to confirm shipment.	<input type="checkbox"/> No Ship Confirm <input type="checkbox"/> Ship Complete Status
Rounding Method	How to round number values to the Qty Precision.	<input type="checkbox"/> Round Down <input type="checkbox"/> Plain <input type="checkbox"/> Round Up
Payment Method Model	How to determine the payment method.	<input type="checkbox"/> No Payment Required <input type="checkbox"/> Standard Payment Method
Payment Terms Model (Buyer only)	How to determine payment terms.	<input type="checkbox"/> Use Standard Implementation <input type="checkbox"/> No Payment Terms

**Table A-1** Organization Worksheet (*Continued*)

Allow ASN from ECX (Buyer only)	Whether to accept Advanced Ship Notices (ASN) from ECXpert.	
Max Order Size (Buyer only)	Maximum order size allowed.	
Min Order Size (Buyer only)	Minimum order size allowed.	
Units (Buyer only)	Unit of measure associated with max/min order size.	
Default Password	For security reasons, do not enter this here.	
Permissions	Specify what users for this organization can do by default unless something else is set on the People Security tab.	

## People Worksheet

**Table A-2** People (Users) Worksheet

Person's Name:		
Data Needed	Description	Complete this Column
Prefix	Any title for the name.	
Name	The full legal name of the person.	
Suffix	Any title for the name	
Address, City, State, Postal Code, Country	A main address for the person.	
Location (seller/customer only)	List of all Ship-to and Bill-to, or Ship-from and Pay-to locations for the organization.	
Phones	Multiple phone numbers with comments.	
Faxes	Multiple fax numbers.	
E-mails	Multiple e-mail addresses for the person.	
Login Name	Name used to log in to the system.	
Person ID	A unique identifier number.	

**Table A-2** People (Users) Worksheet (Continued)

Order Ack to	Recipients of the order acknowledgment message.	<input type="checkbox"/> Approvers <input type="checkbox"/> Bill-to location <input type="checkbox"/> Buyer Organization <input type="checkbox"/> Carrier Organization <input type="checkbox"/> Person Created by <input type="checkbox"/> Person Created for <input type="checkbox"/> Ship-from location <input type="checkbox"/> Ship-to location <input type="checkbox"/> Seller organization
Status	Select one. Enabled means can enter into transactions. Disabled means the person cannot enter into transactions.	<input type="checkbox"/> Enabled <input type="checkbox"/> Disabled
Effective from date	Date from which the person is to be active.	
Effective to date	Date to which the person is to be active.	
Product Catalogs	Select the catalogs the user has access to.	
Acceptable Currencies	Currencies used by the user.	
Password		Do not write this down.
Permissions	What users for this organization can do.	

## Credit Card Worksheet

**Table A-3** Credit Card Worksheet

<b>Credit Card Name:</b>		
<b>Data Needed</b>	<b>Description</b>	<b>Complete this Column</b>
Alias	Name that appears in the interface	
Type	The type of card.	
Card Brand	Card brand name.	
Card Number		Do not write this down.
Status	Select one. Enabled means can be selected. Disabled means cannot be selected.	<input type="checkbox"/> Active <input type="checkbox"/> Inactive
Expiration Date	Card expiration date.	
Payment Method	Payment method associated with the card.	

**Table A-3** Credit Card Worksheet (*Continued*)

Description	Any additional descriptive information about the card.	
Bank Name	Issuing bank name.	
Routing Number	Bank routing number.	
Bank Account Number	Bank account number associated with the card.	
PIN Number	Personal Identification Number associated with the card.	
Card Holder Name	Name of the person on the card.	
Card Bill-to Name	Name billed by the card.	
Driver License	Driver's license number of card holder.	
Address, City, State, Postal Code, Country	Billing address for the card.	
Phone	Contact phone number for the card.	
Email	Contact email address for the card.	

## Location Worksheet

**Table A-4** Location Worksheet

<b>Location Name:</b>		
<b>Data Needed</b>	<b>Description</b>	<b>Complete this Column</b>
Name	Full legal name of the location.	
Address, City, State, Postal Code, Country	A main address for the location.	
Authorized Contacts	List of all people set up as contacts for the organization.	
Phones	Multiple phone numbers with comments.	
Faxes	Multiple fax numbers.	
Web Sites	Multiple WWW sites for the location.	
Location ID	A unique identifier number.	

**Table A-4** Location Worksheet (Continued)

DUNS Number	Unique organization identifier issued by Duns and Bradstreet for EDI.	
Status	Select one. Enabled means can enter into transactions. Disabled cannot enter into transactions.	<input type="checkbox"/> Enabled <input type="checkbox"/> Disabled
Effective from date	Date from which the location is to be active.	
Effective to date	Date to which the location is to be active.	
Discounts, Charges, Allowances, and Promotions (Ship-from, Ship-to, Bill-to)	DCAPS for organization.	
Product Availability Model	How to determine product availability.	<input type="checkbox"/> Yes/No
Max Order Size (Ship-from)	Maximum order size allowed.	
Min Order Size (Ship-from)	Minimum order size.	
Units (Ship-from)	Units of measurement for product availability.	
Ship Confirmation Model (Ship-from)	How to confirm shipment.	<input type="checkbox"/> Ship Confirm <input type="checkbox"/> Ship Complete Status
Allow ASN from ECX (Ship-from)	Whether to accept advance ship notices from ECXpert.	
Order Ack to (Ship-from, Ship-to, Bill-to)	Recipients of order acknowledgments.	<input type="checkbox"/> Approvers <input type="checkbox"/> Bill-to location <input type="checkbox"/> Buyer Organization <input type="checkbox"/> Carrier Organization <input type="checkbox"/> Person Created by <input type="checkbox"/> Person Created for Organization <input type="checkbox"/> Seller Organization <input type="checkbox"/> Ship-from location <input type="checkbox"/> Ship-to location <input type="checkbox"/> Vendor organization
Est. Ship Date Model (Ship-from)	How to estimate the ship date.	<input type="checkbox"/> No Calculation <input type="checkbox"/> Based on Ship-day offset
Shipping Days (Ship-from)	Days of the week on which to ship.	

**Table A-4** Location Worksheet (*Continued*)

Est Ship Date Offset (Ship-from)	Number of days between when an order is received and when it is shipped.	
Shipping Cutoff time (Ship-from)	Time after which it is too late to ship.	
Shipping Charge Model (Ship-from)	How to determine the shipping charge.	<input type="checkbox"/> Estimate <input type="checkbox"/> No Shipping Charge
Default Ship-from locs (Ship-to)	Ship-from location to use by default.	
Split orders based on (Bill-to)	How to split orders.	<input type="checkbox"/> No Order Split <input type="checkbox"/> Based on Ship-from/Ship-to locations
Shipping Method Model (Ship-to, Bill-to)	Shipping method information is set on the Shipping Method tab.	<input type="checkbox"/> ON Rules <input type="checkbox"/>
Shipping Point Selection (Ship-to)	How to determine the shipping point.	<input type="checkbox"/> From ship-from location list
Tax Certificate ID (Ship-to)	Tax certificate ID number.	
Charge Tax (Ship-to, Bill-to)	Whether the organization is taxable.	
Maximum Order Size (Bill-to)	Used for Check Credit if the Credit Model is set to On Credit Status and Order.	
Minimum Order Size (Bill-to)	Used for Check Credit if the Credit Model is set to On Credit Status and Order.	
Currency/Acceptable Currencies (Bill-to)	Currencies used for this billing location.	
Price List (Bill-to)	Price list to use for this location.	

## Freight Terms Worksheet

**Table A-5** Freight Terms Worksheet

<b>Name of Freight Location:</b>		
<b>Data Needed</b>	<b>Description</b>	<b>Complete this Column</b>

**Table A-5** Freight Terms Worksheet (*Continued*)

Freight Terms Code	Name to appear in the end-user interface.	
Status	Select one. Enabled means can be selected. Disabled means freight term cannot be selected.	<input type="checkbox"/> Enabled <input type="checkbox"/> Disabled
Freight Charges Paid By	Which organization pays freight charges.	<input type="checkbox"/> Seller <input type="checkbox"/> Buyer
FOB	Freight on Board. When the buyer takes responsibility for ordered items.	<input type="checkbox"/> Warehouse <input type="checkbox"/> Destination
Interstate Taxability	Whether interstate shipments are taxable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Intrastate Taxability	Whether intrastate shipments are taxable.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Shipping Carrier Worksheet

**Table A-6** Shipping Carrier Worksheet

Shipping Carrier Name:		
Data Needed	Description	Complete this Column
Name	The full legal name of the carrier.	
Address, City, State, Postal Code, Country	A main address for the organization.	
Phones	Multiple phone numbers with comments.	
Faxes	Multiple fax numbers.	
E-mails	Multiple general e-mail addresses for the organization.	
Web Sites	Multiple web sites associated with the organization.	
Short Name	Name to appear in the iPlanet BuyerXpert interface.	
Status	Select one. Enabled means can enter into transactions. Disabled means cannot enter into transactions.	<input type="checkbox"/> Enabled <input type="checkbox"/> Disabled
Effective from date	Date from which the carrier is to be active.	



**Table A-6** Shipping Carrier Worksheet (*Continued*)

Effective to date	Date to which the carrier is to be active.	
Legal Type	Carrier's legal type.	<input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Unknown <input type="checkbox"/> Limited Liability Corp
DUNS Number	Issued to this organization by Duns and Bradstreet for EDI.	

## Shipping Method Worksheet

**Table A-7** Shipping Method Worksheet

Shipping Method Name:		
Data Needed	Description	Complete this Column
Shipping Method Name	Name users can select from the interface.	
Carrier	Select from the list set up on the Carriers tab.	
Level of Service	For example, 2-day air.	
Status	Select one. Enabled means can enter into transactions. Disabled means method cannot be selected.	<input type="checkbox"/> Enabled <input type="checkbox"/> Disabled
Freight Terms Model	How to determine freight terms.	<input type="checkbox"/> Not Set <input type="checkbox"/> Use Standard Implementation <input type="checkbox"/> No Freight Terms
Freight Terms	What freight terms to apply.	

## Payment Method Worksheet

**Table A-8** Payment Methods Worksheet

Payment Method Type:		
Data Needed	Description	Complete this Column
Payment Name	Name for the payment method.	

**Table A-8** Payment Methods Worksheet (Continued)

Description	Description of the payment method.	
Type	The type of payment method.	
Brand	If a card, the brand of credit card.	
Max Order Amount	Maximum order amount allowed for this payment method type.	
Min Order Amount	Minimum order amount allowed for this payment method type.	
Status	Select one. Enabled means able to enter into transactions. Disabled means method cannot be used.	<input type="checkbox"/> Enabled <input type="checkbox"/> Disabled

# Payment Terms Worksheet

**Table A-9** Payment Terms Worksheet

<b>Payment Term Name:</b>		
<b>Data Needed</b>	<b>Description</b>	<b>Complete this Column</b>
Payment Terms Code	Name to appear in the interface.	
Due Day	Day of the month that payment is due.	
Pre-payment Day	Day of the month that payment is rewarded.	
Pre-payment Discount	Discount for payment received by pre-payment day.	
Status	Select one. Enabled means can be selected. Disabled means term cannot be selected.	<input type="checkbox"/> Enabled <input type="checkbox"/> Disabled
Effective from date	Date from which payment term is in effect.	
Effective to date	Date to which the payment term is in effect.	
Comments	Additional notes about payment method.	

# Resource Privileges

This appendix contains information on the administrative privileges associated with the iPlanet BuyerXpert resources.

The following sections are contained in this appendix:

- Membership Privilege Tables—organizations, organizational units, users, user groups, locations
- Accounting Code Privilege Tables—segment definitions, values
- Commodity Code Privilege Tables—segment definitions, values
- Business Rules Privilege Table
- Additional Information Fields (AIFs) Privilege Table
- Units of Measure Privilege Tables—system, organizational
- Pricing Privilege Tables—price lists, price adjustments
- Payment Privilege Tables—types and subtypes, instruments, terms
- Approval Privilege Tables—approval matrix, model, delegation table, case
- Shipping Privilege Table

## Membership Privilege Tables

Membership privilege resources include:

- Organizations
- Organizational units
- Users

- User groups
- Locations

**Table B-1** Admin Privileges for Organizations

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	False	True, if resource is the org of the orgadmin.	True, if resource is the org of the orgadmin.	False
selfadmin	False	False	False	False

**Table B-2** Admin Privileges for Organizational Units

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	True, if selfadmin is manager of this resource.	True, if selfadmin is manager of this resource.	False

**Table B-3** Privileges—Users

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True

**Table B-3** Privileges—Users (*Continued*)

ROLE	Create	Read	Update	Delete
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	True, if resource is selfadmin.	True, if resource is selfadmin.	False

**Table B-4** Admin Privileges for User Groups

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	True, if selfadmin is manager of this resource.	True, if selfadmin is manager of this resource.	False

**Table B-5** Admin Privileges for Locations

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	False	False	False

# Accounting Code Privilege Tables

Accounting code tables include:

- Accounting code segment definitions
- Accounting code values

**Table B-6** Admin Privileges for Accounting Code Segments

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	False	True	False	False
selfadmin	False	False	False	False

**Table B-7** Admin Privileges for Accounting Code Values

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	False	False	False

# Commodity Code Privilege Tables

Commodity code tables include:

- Commodity code segment definitions
- Commodity code values

**Table B-8** Admin Privileges for Commodity Code Segments

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True

**Table B-8** Admin Privileges for Commodity Code Segments (*Continued*)

ROLE	Create	Read	Update	Delete
orgadmin	True	True	True	True
selfadmin	False	False	False	False

**Table B-9** Admin Privileges for Commodity Code Values

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True	True	True	True
selfadmin	False	False	False	False

## Business Rules Privilege Table

**Table B-10** Admin Privileges for Business Rules

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	True, if resource being created is a preference resource for selfadmin.	True, if resource belongs to selfadmin.	True, if resource belongs to selfadmin.	True, if resource belongs to selfadmin.

# Additional Information Fields (AIFs) Privilege Table

**Table B-11** Admin Privileges for AIFs

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	False	True	False	False
selfadmin	False	False	False	False

## Units of Measure Privilege Tables

Units of measure tables include:

- System units of measure
- Organization units of measure

**Table B-12** Admin Privileges for System Units of Measure

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	False	True	False	False
selfadmin	False	False	False	False

**Table B-13** Admin Privileges for Organization Units of Measure

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	False	False	False



# Pricing Privilege Tables

Pricing tables include:

- Price lists
- Price adjustments

**Table B-14** Admin Privileges for Price Lists

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin, or if the org of the orgadmin is listed in the created_for field.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	False	False	False

**Table B-15** Admin Privileges for Price Adjustments

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin, or if the org of the orgadmin is listed in the created_for field.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	False	False	False

# Payment Privilege Tables

Payment tables include:

- Payment types and subtypes
- Payment instruments
- Payment terms

**Table B-16** Admin Privileges for Payment Types and Subtypes

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	False	False	False

**Table B-17** Admin Privileges for Payment Instruments

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	True, if resource being created belongs to the org of the selfadmin.	True, if resource belongs to the selfadmin.	True, if resource belongs to the selfadmin.	True, if resource belongs to the selfadmin.

**Table B-18** Admin Privileges for Payment Terms

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	True, if resource belongs to system, or to selfadmin, or to orgadmin of selfadmin.	False	False

## Approval Privilege Tables

Approval resources include:

- Approval matrix
- Approval models
- Approval delegation tables
- Approval cases

**Table B-19** Admin Privileges for Approval Matrix

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True

**Table B-19** Admin Privileges for Approval Matrix (Continued)

<b>ROLE</b>	<b>Create</b>	<b>Read</b>	<b>Update</b>	<b>Delete</b>
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin, or if the org of the orgadmin is listed in the created_for field.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	False	False	False

**Table B-20** Admin Privileges for Approval Model

<b>ROLE</b>	<b>Create</b>	<b>Read</b>	<b>Update</b>	<b>Delete</b>
superadmin	True	True	True	True
orgadmin	False	True, if resource name is associated with the org of the orgadmin.	False	False
selfadmin	False	False	False	False

**Table B-21** Admin Privileges for Approval Delegation Table

<b>ROLE</b>	<b>Create</b>	<b>Read</b>	<b>Update</b>	<b>Delete</b>
superadmin	True	True	True	True

**Table B-21** Admin Privileges for Approval Delegation Table *(Continued)*

ROLE	Create	Read	Update	Delete
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin, or if the org of the orgadmin is listed in the created_for field.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	False	False	False

**Table B-22** Admin Privileges for Approval Cases

ROLE	Create	Read	Update	Delete
superadmin	False	True	False	True
orgadmin	False	True, if case belongs to the org of the orgadmin.	False	True, if case belongs to the org of the orgadmin.
selfadmin	False	False	False	False

## Shipping Privilege Table

**Table B-23** Admin Privileges for Shipping

ROLE	Create	Read	Update	Delete
superadmin	True	True	True	True
orgadmin	True, if resource being created belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.	True, if resource belongs to the org of the orgadmin.
selfadmin	False	False	False	False

## Shipping Privilege Table

# iPlanet BuyerXpert Mapping to LDAP

This appendix discusses the mapping from iPlanet BuyerXpert to LDAP. Table C-2 through Table C-6 contain the attribute equivalencies between LDAP and iPlanet BuyerXpert.

The following sections are contained in this appendix:

- About LDAP Mapping, DIT, and Schema
- Organization Mapping
- Organizational Unit Mapping
- User Mapping
- User Group Mapping
- Location Mapping

For information on iPlanet Directory Server documentation, refer to the documentation at:

<http://docs.iplanet.com/docs/manuals/directory.html>

## About LDAP Mapping, DIT, and Schema

iPlanet BuyerXpert uses standard object classes which closely resemble many attributes that describe iPlanet BuyerXpert membership entities. Additional object classes are used as auxiliary classes to accommodate additional application-specific attributes.

iPlanet BuyerXpert as an application makes the following assumptions for the representation of membership data in an LDAP repository:

- Users have unique UIDs within an organization

- Every organization domain, which spans the ownership of different related entities, is private to itself

The tasks involved in administering LDAP entries are performed to ensure interoperability with other applications.

### Creating an Entry

iPlanet BuyerXpert creates entries in the LDAP repository in accordance with the directory structure and schema described in later sections.

### Modifying an Entry

iPlanet BuyerXpert modifies only those attributes that iPlanet BuyerXpert recognizes. This ensures that the values of any attributes iPlanet BuyerXpert does not recognize are preserved.

### Deleting an Entry

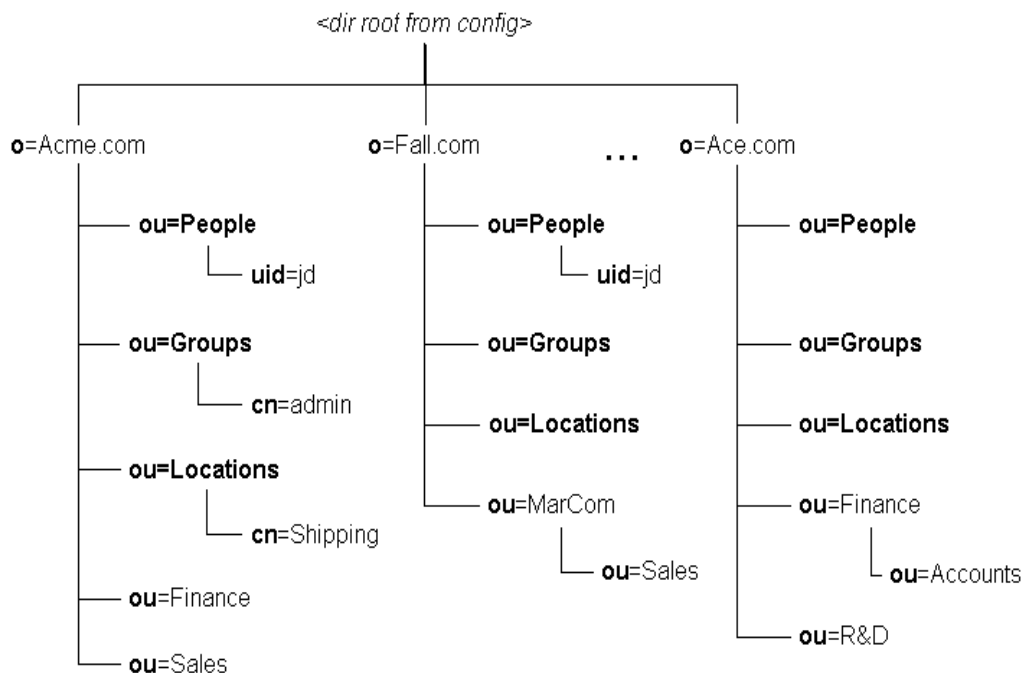
iPlanet BuyerXpert cannot delete an entry from the directory which could potentially be used by another application. On a delete operation, iPlanet BuyerXpert marks such entries as deleted by setting the `iplanetStatus` attribute to Deleted.

## LDAP DIT

The directory information tree (DIT) structure assumed by iPlanet BuyerXpert is shown in Figure C-1.

**Figure C-1** LDAP DIT Structure

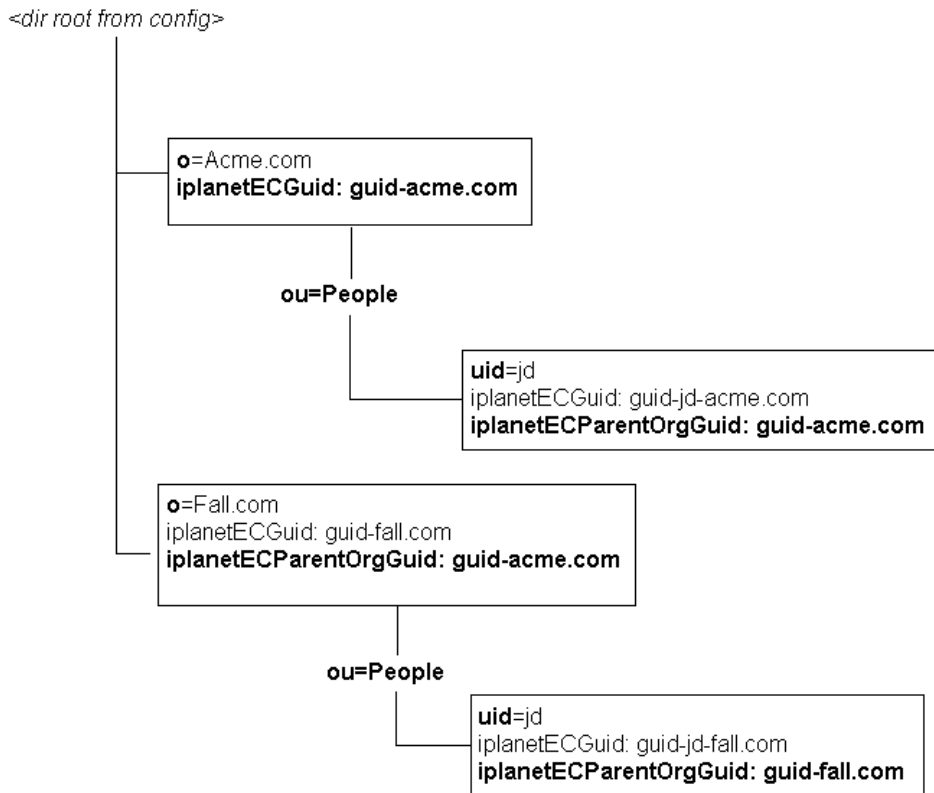




- All the organizations are represented by a subtree rooted at a node of type `o`, `o=Acme.com`.
- All users belonging to every organization are stored in the subtree `ou=People` one level below the organization node.
- All user groups belonging to every organization are stored in the subtree `ou=Groups` one level below the organization node.
- Organizational units are hierarchical and rooted from the organization node.

Sub-organizations also have their own subtree under the directory root designated for iPlanet BuyerXpert. All entries are uniquely identified by the `iplanetECGuid` attribute. The `iplanetECParentOrgGuid` attribute identifies the parent organization to which that entry belongs, as illustrated in Figure C-2.

**Figure C-2** iplanetECGuid and iplanetECParentOrgGuid Attributes



Notice that the `iplanetECGuid` attribute is unique for every entry. The `iplanetECParentOrgGuid` attribute refers to the `iplanetECGuid` attribute regardless of the respective parent organizations. Thus, `o=Acme.com` is parent organization of `o=Fall.com`. The entry `o=Acme.com` does not have any value for the `iplanetECParentOrgGuid` attribute, indicating it is a top-level organization with `o=Fall.com` as a subsidiary organization.

## LDAP Schema

The LDAP directory provides standard object classes and allows applications to extend the schema for application-specific support. iPlanet BuyerXpert uses as much common representation as possible to provide for operating within other directory-enabled applications.

The following files define the schema elements required for iPlanet BuyerXpert:

- iplanet-userx-schema.conf
- iplanet-ecommerce-schema.conf
- iplanet-vortex-schema.conf
- iplanet-buyer-schema.conf

These files are located in the iPlanet BuyerXpert <IASHOME>/buyer/sample\_data/directory\_ldif/buyer/iplanet directory. Similar definition is also available in LDIF format in the schema.ldif file for BuyerXpert.

Table C-1 lists the common attributes that identify an LDAP entry as being enabled for iPlanet eCommerce.

**Table C-1** Attributes Common to iPlanet Applications

Type	iPlanet Attribute	Description
	iplanetECDefinableID	Unique identifier, such as an account number or employee number.
	iplanetECGuid	Globally unique ID—a unique identifier
	iplanetECParentOrgGuid	Reference to parent organization. Corresponds to the iplanetECGuid attribute of the parent organization.
	memberOf	DN reference to the user group this entry belongs to.
	iplanet<App/ServiceName>Status	Status values are: active, inactive, or deleted. Applications check these exact tokens. Absence of the attribute is treated as Active.
	iplanet<App/ServiceName> ValidFromDate	Start date; when the resource represented by this entry is valid or enabled. If attribute is absent, resource is treated as Active.
	iplanet<App/ServiceName> ValidToDate	End date; when the resource represented by this entry is no longer valid or enabled. If attribute is absent, resource is treated as Active.

**Table C-1** Attributes Common to iPlanet Applications (*Continued*)

Type	iPlanet Attribute	Description
Organization	displayName	Display name or short name.
	iplanetECDunsNumber	Dun and Bradstreet number.
	iplanetECLegalType	Type of business, such as, C-Corporation, Limited Liability Corp, Partnership, S-Corporation, or Unknown. An informational field.
	iplanetECFederalTaxID	9 digit federal tax ID. An informational field.
	iplanetECSalesTaxID	State tax file ID. An informational field.
Organizational Unit	displayName	Display name or short name.
User	iplanetECPreferredCurrency	Preferred currency.

## Organization Mapping

An organization entry has the following object classes:

- organization
- iplanetECCommon (auxiliary object class)
- iplanetECOrganization (auxiliary object class)
- iplanetBuyerOrganization (auxiliary object class)

**Table C-2** Organization Attribute Mapping

iPlanet BuyerXpert Attribute	Directory Schema Attribute	Object Class	Syntax
Name	o	organization	cis
Display name	displayName	iplanetBuyerOrganization	cis
Seller ID	iplanetECDefinableID	iplanetECOrganization	cis
Description	description	organization	cis
D-U-N-S number	iplanetECDunsNumber	iplanetECOrganization	ces
Address (6 lines)	postalAddress	organization	cis
Legal type	iplanetECLegalType	iplanetECOrganization	cis
Phone	telephoneNumber	organization	tel (multi-valued)

**Table C-2** Organization Attribute Mapping (*Continued*)

iPlanet BuyerXpert Attribute	Directory Schema Attribute	Object Class	Syntax
Fax	fax	organization	tel (multi-valued)
Email addresses	mail	iplanetBuyerOrganization	cis (multi-valued)
Web sites	url	iplanetECOrganization	cis (multi-valued)
GUID	iplanetECGuid	iplanetECCommon	ces
Status	iplanetBuyerStatus	iplanetBuyerOrganization	cis
Effective from Date	iplanetBuyerStatus	iplanetBuyerOrganization	cis
Effective to Date	iplanetBuyerValidToDate	iplanetBuyerOrganization	cis
Federal tax ID	iplanetECFederalTaxID	iplanetECOrganization	ces
Sales tax ID	iplanetECSalesTaxID	iplanetECOrganization	ces
Internal attribute	iplanetParentOrgGuid	iplanetECCommon	dn

## Organizational Unit Mapping

An organizational unit entry has the following object classes:

- organizationUnit
- iplanetECCommon (auxiliary object class)
- iplanetECOrganizationalUnit (auxiliary object class)
- iplanetBuyerOrganizationalUnit (auxiliary object class)

**Table C-3** Organizational Unit Attribute Mapping

iPlanet BuyerXpert Attribute	Directory Schema Attribute	Object Class	Syntax
Name	ou	organizationalUnit	cis
Display name	displayName	iplanetECOrganizationalUnit	cis
Organization ID	iplanetECDefinableID	iplanetECCommon	cis
Description	description	organizationalUnit	cis
GUID	iplanetECGuid	iplanetECCommon	ces
Status	iplanetBuyerStatus	iplanetBuyerOrganizationalUnit	cis

**Table C-3** Organizational Unit Attribute Mapping (*Continued*)

<b>iPlanet BuyerXpert Attribute</b>	<b>Directory Schema Attribute</b>	<b>Object Class</b>	<b>Syntax</b>
Effective from Date	iplanetBuyerValidFromDate	iplanetBuyerOrganizationalUnit	cis
Effective to Date	iplanetBuyerValidToDate	iplanetBuyerOrganizationalUnit	cis
Manager	iplanetBuyerManager	iplanetBuyerOrganizationalUnit	dn
Internal attribute	iplanetParentOrgGuid	iplanetECCCommon	ces

## User Mapping

A user entry has the following object classes:

- person
- inetOrgPerson
- organizationalPerson
- iplanetECCCommon (auxiliary object class)
- iplanetECPerson (auxiliary object class)
- iplanetBuyerPerson (auxiliary object class)

**Table C-4** User Attribute Mapping

<b>iPlanet BuyerXpert Attribute</b>	<b>Directory Schema Attribute</b>	<b>Object Class</b>	<b>Syntax</b>
First name	givenName	inetOrgPerson	cis
Last name	sn	inetOrgPerson	cis
Common name	cn	inetOrgPerson	ces
Title	title	inetOrgPerson	cis
Person ID	iplanetECDefinableID	iplanetECCCommon	cis
Login Name	uid	inetOrgPerson	cis, 1
Description	description	inetOrgPerson	cis
Organization unit	ou	organizationalPerson	dn
Address (6 lines)	postalAddress	inetOrgPerson	cis
GUID	iplanetECGuid	iplanetECCCommon	ces

**Table C-4** User Attribute Mapping (*Continued*)

<b>iPlanet BuyerXpert Attribute</b>	<b>Directory Schema Attribute</b>	<b>Object Class</b>	<b>Syntax</b>
Status	iplanetBuyerStatus	iplanetBuyerPerson	ces
Effective from Date	iplanetBuyerValidFromDate	iplanetBuyerPerson	cis
Effective to Date	iplanetBuyerValidToDate	iplanetBuyerPerson	cis
Phone	telephoneNumber	inetOrgPerson	tel (multi-valued)
Fax	fax	inetOrgPerson	tel (multi-valued)
Email	mail	inetOrgPerson	cis (multi-valued)
Internal attribute	iplanetParentOrgGuid	iplanetECCCommon	ces
Preferred currency	iplanetECPerferredCurrency	iplanetECPerson	ces
Preferred time zone	preferredTimeZone	iplanetPreferences	cis
Preferred locale	preferredLocale	iplanetPreferences	cis

## User Group Mapping

A user group entry has the following object classes:

- groupOfUniqueNames
- iplanetECCCommon (auxiliary object class)
- iplanetBuyerUserGroup (auxiliary object class)

**Table C-5** User Group Attribute Mapping

<b>iPlanet BuyerXpert Attribute</b>	<b>Directory Schema Attribute</b>	<b>Object Class</b>	<b>Syntax</b>
User group name	cn	groupOfUniqueNames	cis
Short name	displayname	iplanetBuyerUserGroup	ces
Group ID	iplanetECDefinableID	iplanetECCCommon	cis
Description	description	groupOfUniqueNames	cis
GUID	iplanetECGuid	iplanetECCCommon	ces
Status	iplanetBuyerStatus	iplanetBuyerUserGroup	cis

**Table C-5** User Group Attribute Mapping (*Continued*)

<b>iPlanet BuyerXpert Attribute</b>	<b>Directory Schema Attribute</b>	<b>Object Class</b>	<b>Syntax</b>
Effective from Date	iplanetValidFromDate	iplanetBuyerUserGroup	cis
Effective to Date	iplanetValidToDate	iplanetBuyerUserGroup	cis
Manager	iplanetBuyerManager	iplanetBuyerUserGroup	dn
Internal attribute	iplanetParentOrgGuid	iplanetECCCommon	dn

## Location Mapping

A location entry has little leverage from existing standard object classes.

**Table C-6** Location Attribute Mapping

<b>iPlanet BuyerXpert Attribute</b>	<b>Directory Schema Attribute</b>	<b>Object Class</b>	<b>Syntax</b>
Location name	cn	iplanetBuyerLocation	cis
Display name	displayname	iplanetBuyerLocation	cis
Location ID	iplanetDefinableId	iplanetECCCommon	cis
Description	description	iplanetBuyerLocation	cis
GUID	iplanetECGuid	iplanetECCCommon	ces
D-U-N-S number	iplanetECDunsNumber	iplanetBuyerLocation	ces
Address (6 lines)	iplanetAddressLine	iplanetBuyerLocation	cis
Sub-localities	iplanetSubLocalities	iplanetBuyerLocation	cis
Minor locality	iplanetMinorLocality	iplanetBuyerLocation	cis
Major locality	iplanetMajorLocality	iplanetBuyerLocation	cis
Postal code	postalCode	iplanetBuyerLocation	cis
Status	iplanetBuyerStatus	iplanetBuyerLocation	cis
Effective from Date	iplanetBuyerFromDate	iplanetBuyerLocation	cis
Effective to Date	iplanetBuyerToDate	iplanetBuyerLocation	cis
Phone	telephoneNumber	iplanetBuyerLocation	tel multi-value
Fax	telephoneNumber	iplanetBuyerLocation	tel multi-value



**Table C-6** Location Attribute Mapping (*Continued*)

<b>iPlanet BuyerXpert Attribute</b>	<b>Directory Schema Attribute</b>	<b>Object Class</b>	<b>Syntax</b>
Email	mail	iplanetBuyerLocation	cis multi-value
Web sites	url	iplanetBuyerLocation	cis multi-value
Internal attribute	iplanetECParentOrgGuid	iplanetECCCommon	dn



# Example Invoice Matching Files

This appendix contains the following sections:

- Example Invoice Document
- Example Invoice File Format

## Example Invoice Document

This is an example of an invoice document in the XML format of BuyerXpert:

```
<?xml version="1.0" encoding="ISO-8859-1"?>
<!DOCTYPE BXXMLInvoice SYSTEM '
file:/space/src/xdoc/new/BXXMLInvoice.dtd'>
<BXXMLInvoice version="1.0" xml:language="1.0" revision="1">
<Envelope>
<Sender>
<NamingAuthority>only text</NamingAuthority>
<PartnerName>only text</PartnerName>
<Password>only text</Password>
</Sender>
<Receiver>
<NamingAuthority>only text</NamingAuthority>
<PartnerName>only text</PartnerName>
</Receiver>
<TransmissionDateTime>only text</TransmissionDateTime>
```

```
<EnvelopeID>only text</EnvelopeID>
</Envelope>
<Invoice>
<InvoiceHeader>
<InvoiceNumber> 123 </InvoiceNumber>
<InvoiceDate>Oct 12, 2000 11:00 AM</InvoiceDate>
<InvoiceDescription>Some Description</InvoiceDescription>
<BuyingParty>
<Organization>
<Name>BuyerCompany</Name>
<Address>
<AddressLine1></AddressLine1>
<City></City>
<StateOrProvince></StateOrProvince>
<PostalCode></PostalCode>
<CountryCode></CountryCode>
</Address>
</Organization>
<ContactInfo>
<Contact>
<FirstName>nancy</FirstName>
<EMail>nancy</EMail>
</Contact>
</ContactInfo>
</BuyingParty>
<SellingParty>
<Organization>
<Name>tech</Name>
<Address>
<AddressLine1></AddressLine1>
<City></City>
```

```
<StateOrProvince></StateOrProvince>
<PostalCode></PostalCode>
<CountryCode></CountryCode>
</Address>
</Organization>
<ContactInfo>
<Contact>
<FirstName></FirstName>
<EMail></EMail>
</Contact>
</ContactInfo>
</SellingParty>
<CurrencyCode> USD </CurrencyCode>
<OrderTotal>800.10</OrderTotal>
<Tax>
<TaxJurisdictionCode>group_tax</TaxJurisdictionCode>
<TaxAmount>-1.36</TaxAmount>
</Tax>
<ShippingCost>21.02</ShippingCost>
<AllowanceOrCharge>
<Allowance>
<AllowanceType>group_dcap</AllowanceType>
<Amount>-6.84</Amount>
<Description></Description>
</Allowance>
</AllowanceOrCharge>
</InvoiceHeader>
<InvoiceDetail>
<LineItemInvoice>
<LineItemNumber> 1 </LineItemNumber>
<QuantityOrdered>
```

```

<Quantity>1</Quantity>
<UnitOfMeasure CodeValue="code">EA</UnitOfMeasure>
</QuantityOrdered>
<Part>
<PartNumber>
<SellerPartNumber>470582</SellerPartNumber>
</PartNumber>
<ItemDescription>
<Description>pencil</Description>
</ItemDescription>
<URL></URL>
</Part>
<InvoiceLineItemNumber> 1 </InvoiceLineItemNumber>
<NetQuantity>
<Quantity>1</Quantity>
<UnitOfMeasure CodeValue="code">EA</UnitOfMeasure>
</NetQuantity>
<PurchaseOrderRef>
<OrderNumber>xyz0000000002abc</OrderNumber>
<OrderDate> 02/19/2000 </OrderDate>
</PurchaseOrderRef>
<Cost>
<ItemPrice>582.10</ItemPrice>
<ExtendedPrice>582.10</ExtendedPrice>
<ShippingCost>123.18</ShippingCost>
<Tax>
<TaxJurisdictionCode>total_line_tax</TaxJurisdictionCode>
<TaxAmount>113.20</TaxAmount>
</Tax>
<AllowanceOrCharge>
<Allowance>

```

```

<AllowanceType>line_dcap</AllowanceType>
<Amount>-30.20</Amount>
<Description></Description>
</Allowance>
</AllowanceOrCharge>
</Cost>
<ContractNumber> Contract123 </ContractNumber>
</LineItemInvoice>
</InvoiceDetail>
<InvoiceSummary>
<TotalLineItems>0</TotalLineItems>
<TotalAmount>0</TotalAmount>
</InvoiceSummary>
</Invoice>
</BXXMLInvoice>

```

## Example Invoice File Format

This is the DTD format of the BuyerXpert invoice XML format:

```

<!ENTITY % OBIXMLLibrary SYSTEM "OBIXMLLibrary.dtd">
<!ENTITY % LineItemInvoiceRef "InvoiceLineNumber ,
NetQuantity ,
PurchaseOrderRef , Cost ,
ContractNumber? ,
OtherAmount1? , OtherAmount2? , OtherAmount3? ,
OtherAmount4? , OtherAmount5? , OtherAmount6? ,
OtherDate1? , OtherDate2? ,
Other1? , Other2? , Other3? ">
<!ELEMENT PurchaseOrderLineRef (PurchaseOrderRef ,
LineItemNumber )>
%OBIXMLLibrary;

```

```

<!ELEMENT BXXMLInvoice (Envelope , Invoice ,
SenderDigitalSignature?)>
<!ATTLIST BXXMLInvoice version CDATA #IMPLIED
xml:language CDATA #IMPLIED
revision CDATA #IMPLIED >
<!ELEMENT Invoice (InvoiceHeader , InvoiceDetail ,
InvoiceSummary)>
<!ELEMENT InvoiceHeader (InvoiceNumber , InvoiceDate ,
InvoiceDescription ,
BuyingParty , SellingParty ,
CurrencyCode , OrderTotal ,
Tax? , ShippingCost? , AllowanceOrCharge? ,
InvoiceURL? ,
OtherDate1? , OtherDate2? ,
Other1? , Other2? , Other3? , Other4? , Other5? ,
OtherAmount1? , OtherAmount2? , OtherAmount3?)>
<!ELEMENT InvoiceDetail (LineItemInvoice)+>
<!ELEMENT InvoiceSummary %OrderSummaryRef;>
<!--Date of Invoice for this order-->
<!ELEMENT InvoiceDate (#PCDATA)>
<!--Contains supplier URL for order status information-->
<!ELEMENT InvoiceURL (#PCDATA)>
<!ELEMENT LineItemInvoice (%LineItemRef; ,
%LineItemInvoiceRef;)>
<!ELEMENT InvoiceNumber (#PCDATA)>
<!ELEMENT InvoiceDescription (#PCDATA)>
<!ELEMENT OtherDate1 (#PCDATA)>
<!ELEMENT OtherDate2 (#PCDATA)>
<!ELEMENT Other1 (#PCDATA)>
<!ELEMENT Other2 (#PCDATA)>
<!ELEMENT Other3 (#PCDATA)>
<!ELEMENT Other4 (#PCDATA)>

```



```
<!ELEMENT Other5 (#PCDATA)>
<!ELEMENT OtherAmount1 (#PCDATA)>
<!ELEMENT OtherAmount2 (#PCDATA)>
<!ELEMENT OtherAmount3 (#PCDATA)>
<!ELEMENT OtherAmount4 (#PCDATA)>
<!ELEMENT OtherAmount5 (#PCDATA)>
<!ELEMENT OtherAmount6 (#PCDATA)>
<!ELEMENT OrderTotal (#PCDATA)>
<!ELEMENT NetQuantity %QuantityRef;>
<!ELEMENT InvoiceLineItemNumber (#PCDATA )>
```

## Example Invoice File Format

# Glossary

**access control** Set of software mechanisms that limit and control access to host systems and applications.

**access control list** A list of users and their permitted access rights.

**accounting code** A multi-segment number that identifies the business unit (division, department, project, and so on) to be billed for an order or specific line items on an order.

**actor** An object (user or process) or group of objects that wants to perform an action; used for access control. *See also* member.

**additional information field (AIF)** An additional field on an order line item.

**Admin interface** *See* graphical Admin interface

**administrator** A user who is authorized to administer the system. *See also* orgadmin, selfadmin, superadmin.

**advance shipping notice (ASN)** Electronic notification sent to a buyer organization that confirms shipment of an order.

**API** *See* Application Program Interface (API).

**Application Program Interface (API)** A set of routines, protocols, and tools for building software applications.

**application server** *See* iPlanet Application Server).

**approval process** The BuyerXpert process of passing a requisition through a series of approval steps until it is approved and becomes a purchase order or is cancelled. *See also* requisition process.

**approver** BuyerXpert user who authorizes an existing requisition to become a purchase order. An approver can be one of a group of approvers, can be a mandatory or optional approver, and can delegate approval authority to another. *See also* approver pool.

**approver pool** A group of approvers. *See also* approver, user group.

**approver matrix** A feature that allows the BuyerXpert administrator to set up approvers based on accounting codes and commodity codes.

**archive/restore** A feature that allows the BuyerXpert administrator to move old requisition records to a separate archival database for the purpose of reducing system load. These requisitions can be restored to the main database if needed.

**attributes** Characteristics that define classes and subclasses for items in a catalog. For example, attributes for an envelope could include size, paper weight, and color. *See also* catalog schema.

**authentication** The process of verifying the identify of a particular actor (user or process). That is, determining who that particular actor is.

**authorization** The process of verifying the actions allowed for a particular actor (user or process). That is, determining what that particular actor is allowed to do.

**B2B** Business-to-Business (B2B) shopper. An organization that is permitting authorized members of the organization to shop in its name

**B2C** Business-to-Consumer (B2C) shopper. An individual customer who has registered in the selling environment.

**blanket purchase requisition** A standing purchase order that is issued to a particular supplier, limited by either a dollar amount, a time period, or both. Also known as blanket purchase order (BPO).

**business rule** A configurable, generalized statement that allows administrators to control the flow and behavior of BuyerXpert or SellerXpert.

**buyer** A user who is a procurement professional.

**buyer catalog** A view of a master catalog that selectively shows categories and items in the master catalog.

**capture** The process of collecting transactions that are ready for settlement. These captured transactions are submitted to a credit card processor for payment.

**catalog** A collection of products that can be ordered electronically from a database repository. The administrator sets up catalogs on an organization level, after which users are assigned access. *See also* product, SKU.

**catalog manager import utility** A utility for importing bulk catalog data offline using batch processing.

**catalog ontology** A catalog structure made up of product categories that contain product attributes associated with the categories.

**catalog roles** A set of privileges that allow a user to perform certain actions, such as superadmin, orgadmin, user, seller.

**catalog schema** A hierarchical data structure that defines classes and subclasses for products in a catalog. In the graphical interface, these classes appear as product categories. Parameters and attributes further define catalog items.

**category** A node in the catalog master ontology. A category contains attributes that are associated with the category. *See also* attributes.

**charge** A modification to the default pricing on a price list; usually accompanied by a cost-reducing condition such as prompt payment. *See also* DCAP.

**commodity code** A multi-segment BuyerXpert number that identifies a particular set of products or services.

**contract tracking** A BuyerXpert feature that provides the ability to associate a line item on a requisition with any contracts indicated by the contract identifier code(s) for that item.

**conversion table** A table that is used to convert measurable units within a class. *See also* unit of currency, unit of measure.

**currency conversion value** *See* unit of currency.

**customer ID** A unique identification number for a customer organization.

**Data Universal Numbering System (DUNS)** A unique nine-character organization identification number assigned by Dun and Bradstreet.

**DCAP** See discounts, charges, allowances, promotions.

**Directory Server** See iPlanet Directory Server, LDAP.

**discounts, charges, allowances, promotions (DCAP)** The various modifications that the administrator can make to the pricing contained in a price list.

**discount** A modification to the default pricing of an item that reduces the default selling price of an item by a specified sum or percentage, usually accompanied by a cost-reducing condition such as prompt payment. See also discounts, charges, allowances, promotions (DCAP).

**DUNS** See Data Universal Numbering System (DUNS).

**ECXpert** An iPlanet software product that transmits business documents and messages between buyer organization and seller organization servers.

**EDI** See Electronic Data Interchange (EDI).

**Electronic Data Interchange (EDI)** A paperless trade exchange system that replaces common business forms such as purchase orders, shipping forms, invoices, and so on, with a computer-based communications and record keeping system.

**email shopping cart** A SellerXpert feature that allows a buyer to send the details about an item she is considering ordering to a specified email address.

**extensible markup language (XML)** An extensible markup language, consisting of text interspersed with a few formatting tags, used to create documents on the World Wide Web. See also HyperText Markup Language (HTML).

**freight charges** The actual charges for a shipment.

**Freight on Board (FOB)** Specifies the location where title to the goods passes from the seller to the buyer. For example, upon leaving the warehouse, or upon arrival at the destination. For FOB terms, the seller pays the freight charges to the specified location and the buyer pays any charges beyond the FOB location.

**freight terms** An agreement between buyer and seller companies on how an order should be taxed and how the carrier is to be paid. Freight terms can be applied to an entire order or to a group of lines that have the same freight terms. *See also* shipping terms.

**FOB** *See* Freight on Board (FOB).

**gatecheck** The final approval process for BuyerXpert. Verifies that the specified approval requirements have been met.

**graphical interface** A point-and-click method for using a software product.

**graphical Admin interface** A graphical interface that allows the administrator to perform administrative tasks. Also called the Admin interface.

**graphical User interface** A graphical interface that allows the user to perform authorized user tasks. Also called the User interface.

**group** *See* user group.

**guest login** A SellerXpert feature that allows guest users to enter the webstore and perform many operations, such as browsing the catalog, adding items to the shopping cart, and checking for prices.

**HyperText Markup Language (HTML)** A markup language, consisting of text interspersed with a few basic formatting tags, used to create documents on the World Wide Web. *See also* extensible markup language (XML).

**Import utility** Utility used for importing data to the product database using a batch process. The Import utility provides both a graphical interface and a command-line interface.

**import data file** The format used by the Import utility to load data changes into the product database. Each import data file consists of comment lines, command lines, attribute lines, and body lines that specify the data to be changed.

**inventory** Quantity on hand for an item in a catalog. *See also* product, SKU.

**invoice matching** A BuyerXpert payment strategy whereby the recipient pays for received goods under certain conditions. Payment is authorized only if the prices and goods of the purchase order, the invoice, and the products received match.

**iPlanet Application Server** iPlanet server product that processes transactions and is the primary engine of iPlanet BuyerXpert.

**iPlanet Directory Server** The iPlanet implementation of LDAP. *See* LDAP.

**iPlanet Portal Server** An iPlanet product that allows a single sign-on for BuyerXpert, as well as a customized portal interface.

**iPlanet Process Manager** An iPlanet product that automates the flow of control for business processes.

**LDAP** *See* Lightweight Directory Access Protocol.

**Lightweight Directory Access Protocol (LDAP)** A network protocol that extracts information from a hierarchical directory, such as a user name, email address, security certificate, and other contact information. An LDAP repository has its own authentication and access control functions.

**locale** A particular country or region that uses different settings for language, number and date formats, graphics, and page layout (such as left to right or right to left).

**localization** The process of modifying a product for a specific international market, which includes translating the graphical interface, resizing dialog boxes, customizing features (if necessary), and testing results to ensure that the product works properly in the new locale. *See* locale.

**master catalog** The total of all seller catalogs.

**master ontology** *See* catalog ontology.

**measurement conversion value** *See* unit of measure.

**member** A user or process that has permission to access particular functions, resources, and data.

**migration** Method for migrating data from a previous implementation of the product. *See* Upgrade utility.

**multi-currency** A feature that allows for multiple currencies within one system or within one order.



**multi-divisional organization** An organization that uses admin and end-user privileges and business rules based on organizational units and groups.

**multi-locale** A feature that allows for multiple locales to be in use within one implementation of the product. Multi-locale can apply to date value (for example, product description) as well as to text messages. *See also locale.*

**multi-org** A feature that allows for multiple organizations within one instance of the product.

**net price** Price of a purchase order after discounts and charges have been applied. *See also DCAP.*

**off-catalog item** An item on a requisition that is manually described because the particular item is not available from an existing BuyerXpert catalog (the specific SKU code or seller may not be listed). Off-catalog items are processed by a procurement professional before the requisition they are associated with can be approved.

**ontology** *See catalog ontology.*

**Open Buying on the Internet (OBI)** Open standards for business-to-business Internet procurement.

**order process** The process of passing an order through a series of steps, ending in a payment.

**order template** A special type of order that can be used to create another order. A order template can contain actual items that are repeatedly ordered, or other types of information such as default billing and shipping.

**organization** A business entity that contains one or more organizational units. *See also organizational unit.*

**orgadmin** An administrator who can update information for his/her organization. An orgadmin cannot update information in sub-organizations. *See also role.*

**organizational unit** A partition of an organization that enables the BuyerXpert administrator to set member privileges and approval parameters based on organization structure and rules. *See also member.*

**parametric search** Electronic search for items matching specific search parameters.

**payment method** The method that a customer uses to pay for an order. Payment methods can apply to an organization, an individual, or a group.

**payment terms** An agreement between buyer and seller organizations on how the buyer pays the seller for purchases.

**permissions** An electronic mechanism for controlling access to resources by screening attempted access against preset parameters.

**Portal Server** See iPlanet Portal Server.

**pricing adjustment** A change to the price of a particular product after the customer selects the item. See also DCAP, net price.

**primary account number (PAN)** A unique number identifying a customer for a payment system. This number is encrypted for security and is only visible to the customer and the acquiring bank.

**Process Manager** See iPlanet Process Manager.

**product** A category for an item contained in a catalog. A product is part of the inventory, or stock, of a seller organization. See also SKU.

**purchase order (P.O.)** A BuyerXpert requisition that has been approved. Also known as an order.

**purchase order template** See order template.

**purchase requisition (P.R.)** See requisition.

**receiving** The BuyerXpert process of receiving items ordered from a seller. Allows for full or partial receiving amounts, as well as under-or over-receiving amounts.

**reorder requisition** See order template.

**repeat order** See order template.

**requisition** An electronic list of items that the buyer has requested. A BuyerXpert requisition that has not yet been approved as a purchase order. Also known as a purchase requisition (PR).

**requisition process** The BuyerXpert process of creating a requisition, either directly through the user interface, or indirectly through ECXpert. After a requisition is created, it passes to the approval process. *See also* approval process, order process.

**requisition template** A special type of BuyerXpert requisition that can be used to create another requisition. A requisition template can contain actual items that are repeatedly ordered, or other types of information such as default billing, shipping, and approval information.

**requisitioner** A BuyerXpert user who has privileges to create and submit requisitions.

**role** A set of privileges that allow a user to perform certain actions.

**rule** *See* business rule.

**sales quote** A SellerXpert feature that allows a snapshot of a shopping cart to be saved for a specific number of days as determined by the business rules. This quote is a legally binding price quotation.

**Secure Sockets Layer (SSL)** A protocol developed by Netscape that uses encryption to transmit secure documents on the internet. Web pages using an SSL connection start with https instead of http.

**security policy** An organization-defined methodology for protecting data from access by unauthorized people or processes, which include logging and tracking system events.

**selfadmin** A user who can update his/her own information. *See* role.

**seller** An organization that owns and sells products through a catalog. Also known as merchant or seller organization.

**shipping method** A specification on how merchandise is shipped from a seller organization to a buyer organization. For example, Federal Express Overnight or UPS Next Day.

**shipping terms** An agreement between buyer and seller companies on how an order should in to be shipped. *See also* freight terms.

**SKU** *See* stock keeping unit (SKU) code.

**SSL** *See* Secure Sockets Layer (SSL).

**stock keeping unit (SKU) code** A unique alphanumeric code that subdivides a product into more specific categories. For example, a pen product can be subdivided by color, each color having its own SKU code. A catalog item cannot be sold without an SKU code. *See also* catalog, product.

**superadmin** An administrator who can update information across all organizations. *See also* role.

**supplier** *See* seller.

**seller performance** A BuyerXpert feature that provides the ability to track and compare sellers based on criteria such as quality of goods, quality of service, and timeliness of delivery.

**timecard process** A BuyerXpert process that provides a means for a timecard user (normally a contractor who works for the buyer organization) to electronically submit timecard information for payment approval.

**unit of currency** Indicates the currency conversion (such as USD to Euro, franc to lira, and so forth) to use for calculating the price of a product. Only one currency conversion unit can be specified for an order.

**unit of measure** Indicates the measurement conversion (such as centimeter to inch, liter to quart, kilogram to pound, and so on) to use for a items in an order.

**Upgrade utility** A utility for migrating legacy data from a previous version of the product.

**user interface** *See* graphical User interface.

**user group** A collection of users within a given organizational unit. In some ways, user groups resemble organization units, but organizational units have stricter polices regarding user membership.

**users** People who have access to the product. In general, iPlanet BuyerXpert users have privileges to create and submit orders; some users also have administrative privileges. Also known as people. *See also* members.

**vendor** *See* seller.

**XML** *See* extensible markup language (XML).



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