myinventory

B2B Configuration & Setup

Price quotes are links between vendors, articles, and units and are created automatically by the system when an article is ordered or received for the first time.

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Configuration & Setup

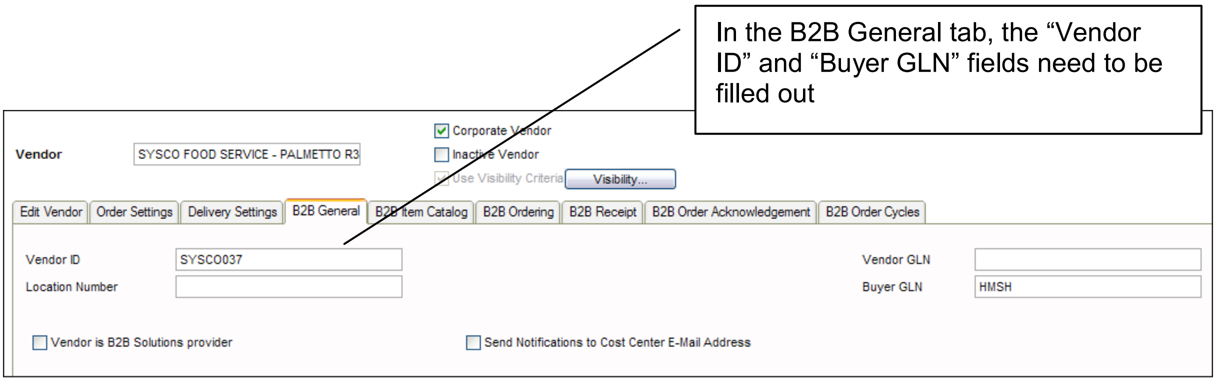
The B2B Interface is configured per individual Vendor in myinventory → Master Data → Vendors.
Search for the desired Vendor and select that Vendor to edit the B2B Configuration settings.

***For a list of all Vendors for which the Interface is currently developed, see page 22*

B2B General Tab

Mandatory Fields:
-Vendor ID (supplied by Vendor)
-Buyer GLN

Optional Fields:
-Location Number (supplied by Vendor)
-Vendor GLN (supplied by Vendor)
-"Vendor is B2B Solutions Provider" (not used by myinventory)
-"Send Notifications to Cost Center E-Mail Address"-sends an e-mail to the Cost Center instead of the Originator (for Ordering only)



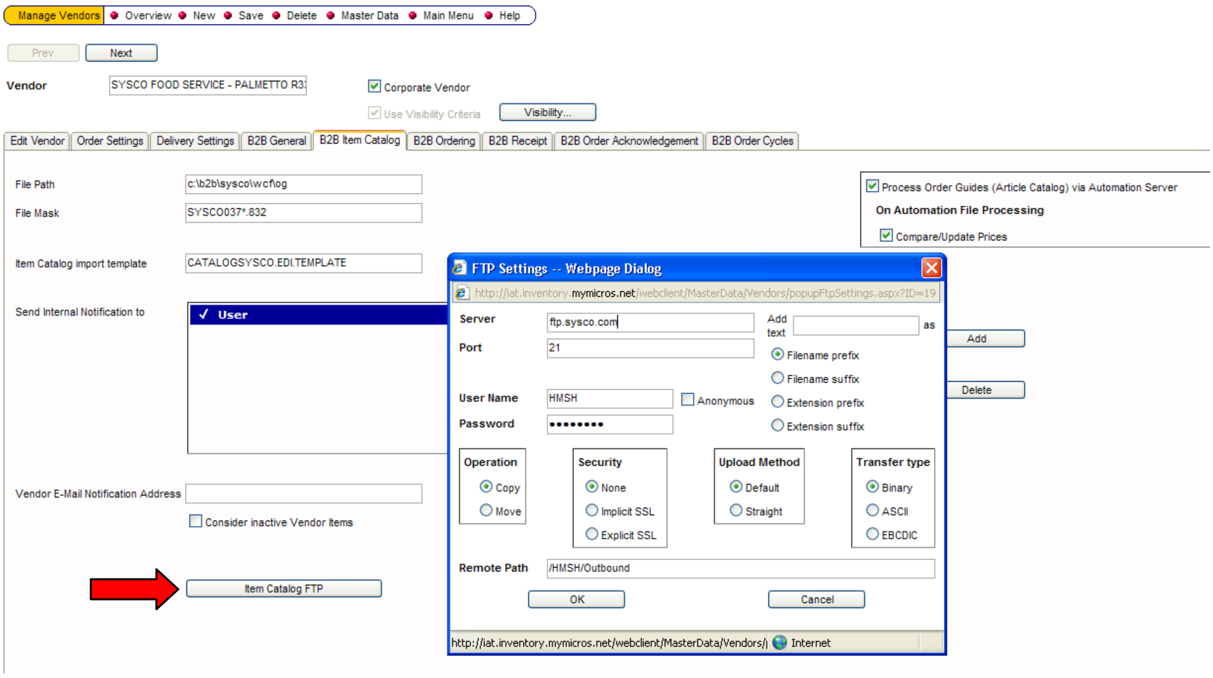
****Note:** Only the tabs that correspond to required functionality will need to be filled out. For example, if Order Cycles will not be used, the "B2B Order Cycles" tab does not need to be filled out. For each required tab, the user will need to configure FTP Server settings so that myinventory can effectively communicate with and transfer files to and from the Vendor.

Item Catalog Tab

Mandatory Fields:
- File Path for Item Catalog (obtained from Hosting)
- File Mask (from Vendor)
- Item Catalog Import Template
***Ensure that the REMOTE PATH has the identifying path filled in. In the example below "/HMSH/Outbound" is identifying that on the FTP server the path is "HMSH > Outbound" and not just "Outbound".*

*****Note:** In some cases the FILE MASK ending may be ".edi" and not .832. This can be identified when you log into the FTP server and see the ending of the file.*

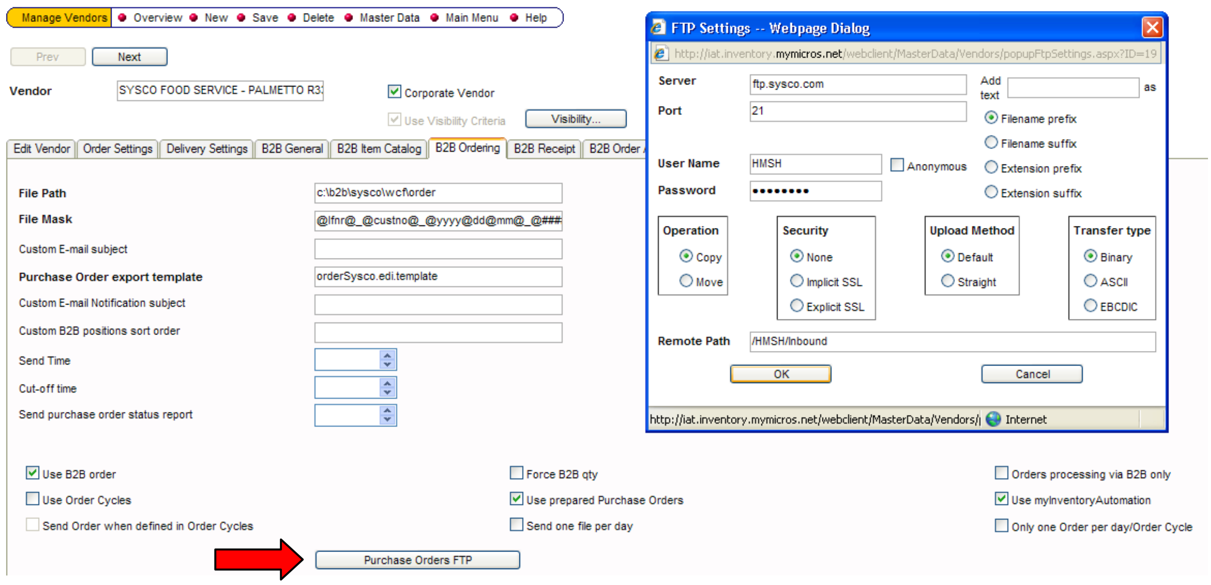
Optional Fields:
-"-Enable "Process Order Guides (Article Catalog) via Automation Server" – when MIA2 Job "B2B Import Item Catalogs" is configured, myinventory will automatically check for and import Item Catalogs from the Vendor, as scheduled



Ordering Tab

Mandatory Fields:
- File Path for Orders (obtained from Hosting)
- File Mask (from Vendor)
- Purchase Order Export Template
- Enable "Use B2B Order" (Turns the B2B ordering function on)
*****Ensure that the REMOTE PATH has the identifying path filled in. In the example below "/HMSH/Inbound" is identifying that on the FTP server the path is HMSH > Inbound and not just Inbound*

Optional Fields:
-"Force B2B Qty" – Cost Centers will be unable to change the quantites in B2B Receipts from the Vendor
-"Order processing via B2B only" –If this option is enabled, Users will only be able to order Vendor Purchase Items that are linked to the Vendor B2B Catalog
-"Use Order Cycles" – Vendor will adhere to established Order Cycles
*-"User prepared Purchase Orders" – **Mandatory if using Central Ordering**—If this option is not enabled, Vendor will not appear in Central Ordering module*
-"Use myinventory Automation" – when the MIA2 Job "B2B Send Purchase Orders" is enabled, myinventory will search for and submit Orders via B2B automatically, as scheduled
-"Send one file per day" – one Order will be filed with this Vendor once a day – not recommended for customers with multiple Cost Centers each placing a separate Order with the same Vendor
-"Only one Order per day/Order Cycle" – only one Order per day/Order Cycle may be submitted for the Vendor, Cost Center, and Delivery Date

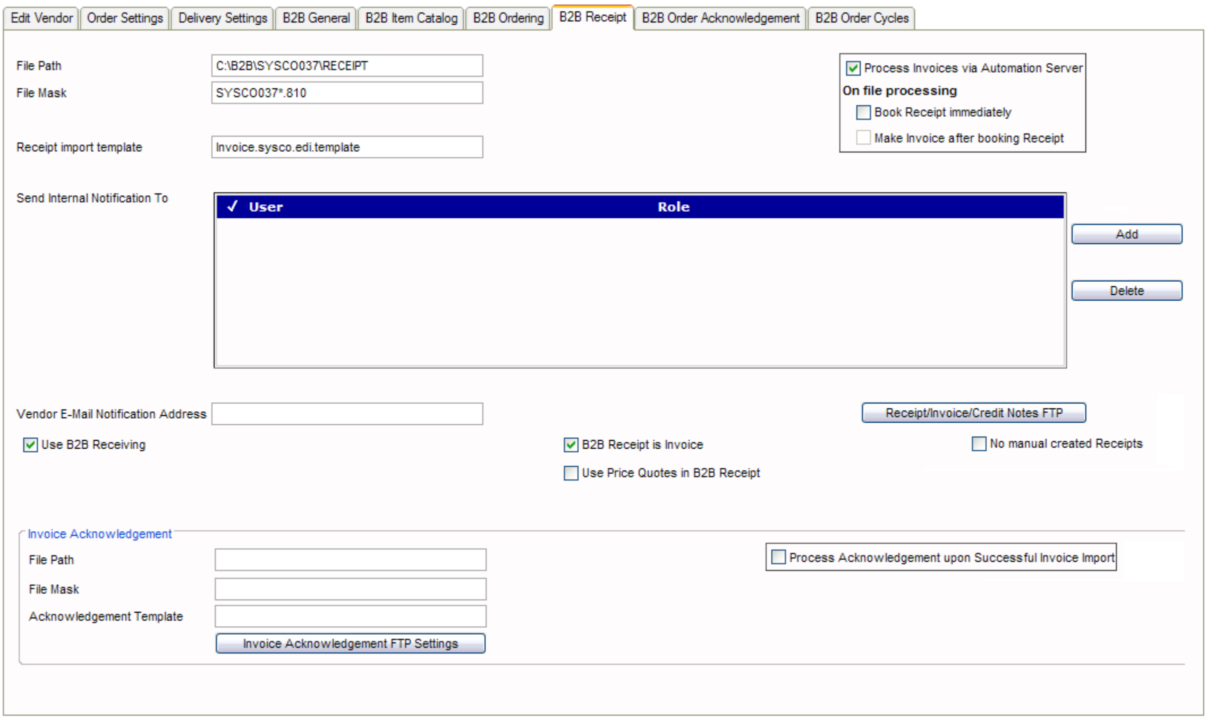


Receiving Tab

Mandatory Fields:
-File Path (obtained from Hosting)
-File Mask (from Vendor)
-Receipt Import template
-Enable “Use B2B Receiving”

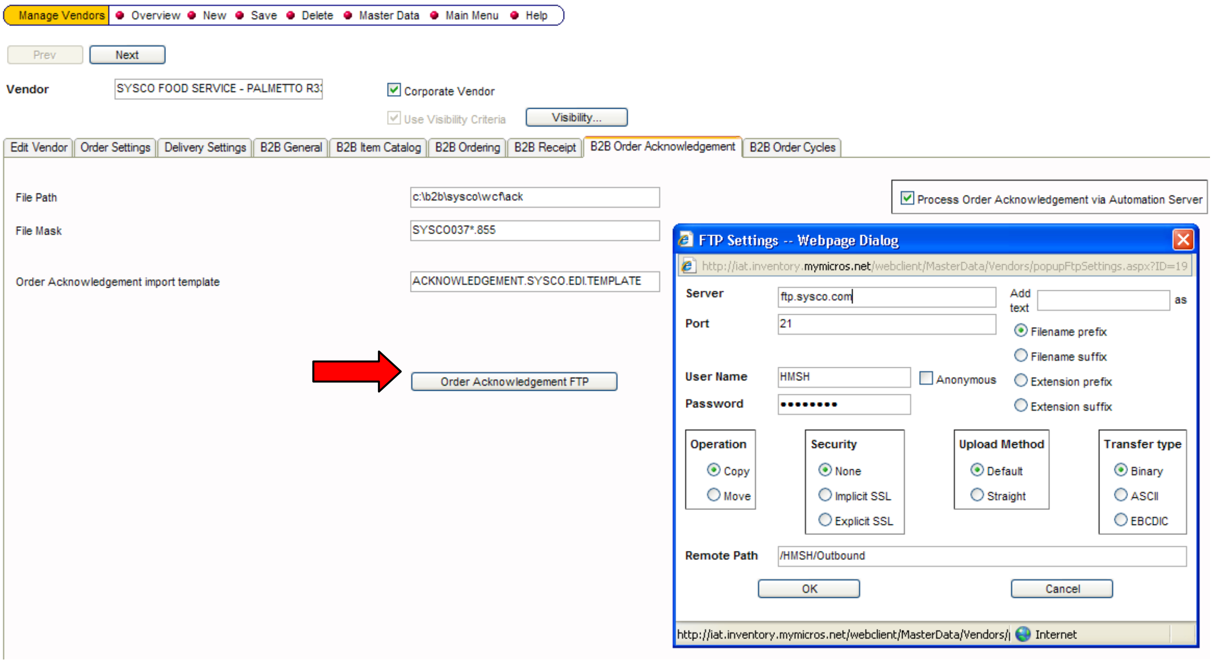
Optional Fields:
-“Process Invoices via Automation Server” – works in conjunction with the MIA2 Job “B2B Import Invoices/Credit Notes”
-“Book Receipt Immediately” – myinventory will automatically Book the Receipt once it is sent by the Vendor instead of storing it in Suspended Receipts to be Booked manually
-“Make Invoice after booking Receipt” – available only when previous option is ticked. Books B2B Receipts for this Vendor as Invoices automatically
-“Send Interal Notification To” – Users added here will receive an email when a new B2B Receipt has been sent
-“B2B Receipt is Invoice” – B2B Receipt will act as an Invoice
-“No manual created Receipts” – Users cannot create Receipts, they can only receive via B2B
-“Use Price Quotes in B2B Receipt” – When this option is enabled , the system will use the Price defined for the Vendor Purchase Item instead of the Price on the Invoice

*-**Invoice Acknowledgement Section** – to be filled out if customer wants to send an Acknowledgement to the Vendor that the B2B Invoice has been successfully imported*



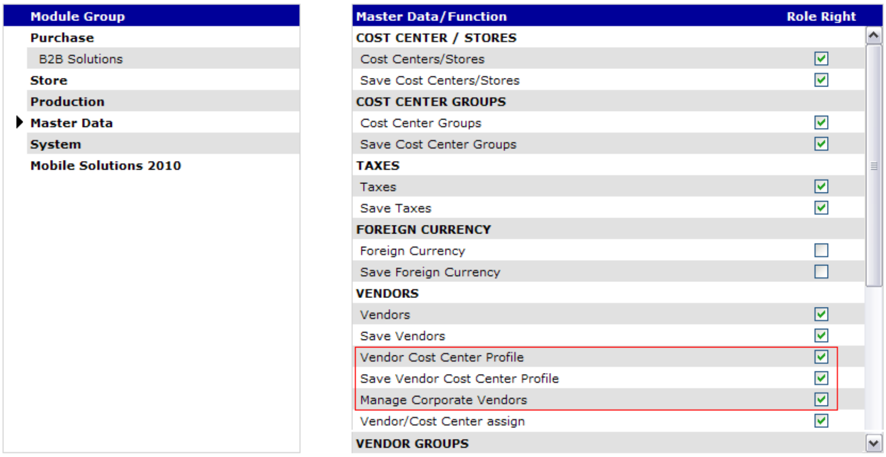
Order Acknowledgement Tab

Mandatory Fields:
- File Path for Orders (from Hosting)
- File Mask (from Vendor)
- Order Acknowledgement Import Template
- "Process Order Acknowledgement via Automation Server" –when MIA2 Job "B2B Import Order Acknowledgements" is set up, myinventory will automatically process the Order Acknowledgement from the Vendor, as scheduled



Vendor Cost Center Profile Setup

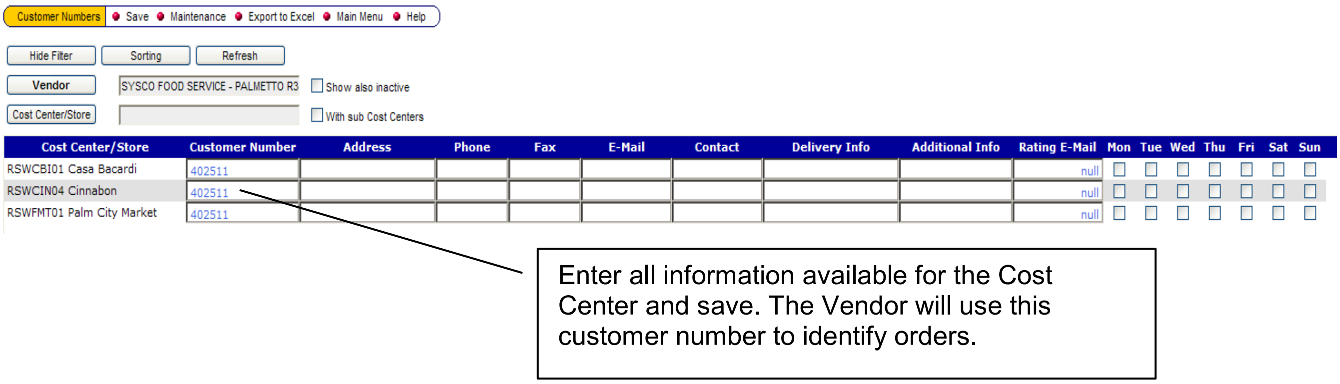
Ensure that the Role Rights/User Rights are enabled first by navigating to:
myinventory → Maintenance →Role/User Management→Master Data



To assign a Customer Number to a Cost Center, navigate to:

myinventory → Maintenance → Vendor Cost Center Profile

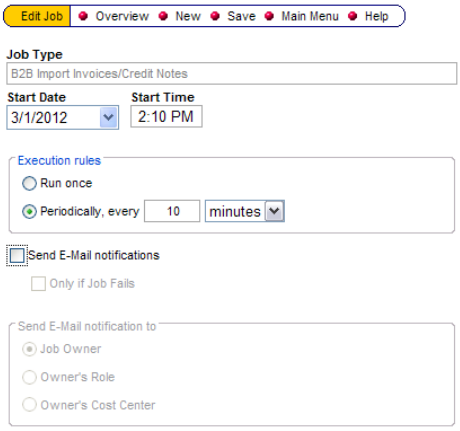
Select the Vendor and click Refresh.
*Note – These are the account Numbers that are associated to the specific Store. The Vendor uses these Customer Numbers to identify which Store/Cost Center the Order is coming from.
** This Customer Number has nothing to do with the Customer Number in Master Data > Vendor.



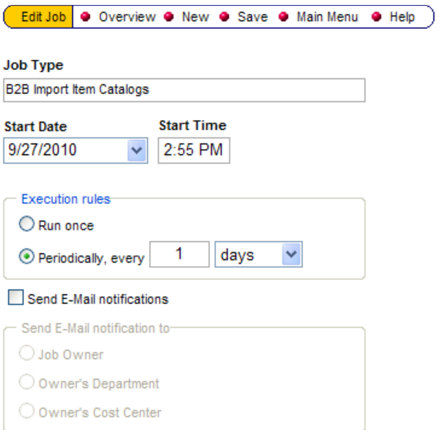
MIA2 Service

The MIA2 (**my i**nventory **A**utomation) Service is responsible for the transfer of B2B Files. The service transfers order files to the Vendor FTP and receives Order Acknowledgments, Price Catalogs, and Invoices. Without the help of the MIA2 Service, of all these actions must be performed manually by the user. These MIA2 Jobs are configured by navigating to: myinventory→Maintenance→MIA2 Scheduler. Select “Create Job” and choose the appropriate B2B-related Jobs. Under “Execution Rules”, choose “Periodically, every [*n*] minutes”. The frequency with which these jobs run depends on how the customer’s business operates, how many Vendors are utilizing the B2B Interface, how often Orders/Receipts are created and sent, etc.

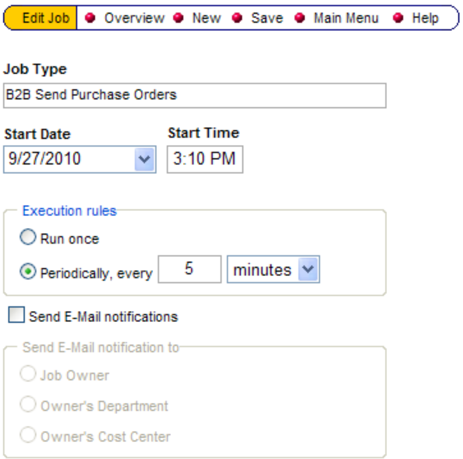
B2B Import Invoices/Credit Notes -- Imports Invoices/Credit Notes if myinventory Automation is enabled for B2B Receiving (*Recommended Execution rules: Periodically, every day*)



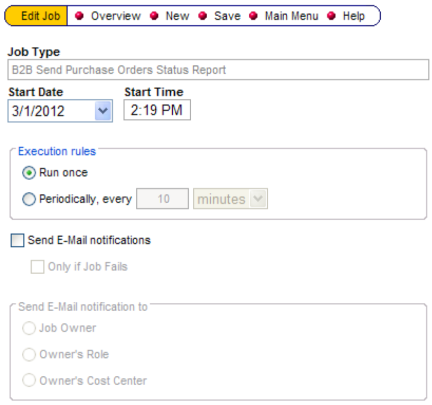
B2B Import Item Catalogs -- Imports Item Catalog for Vendors using myinventory Automation (*Recommended Execution rules: Periodically, every week*)



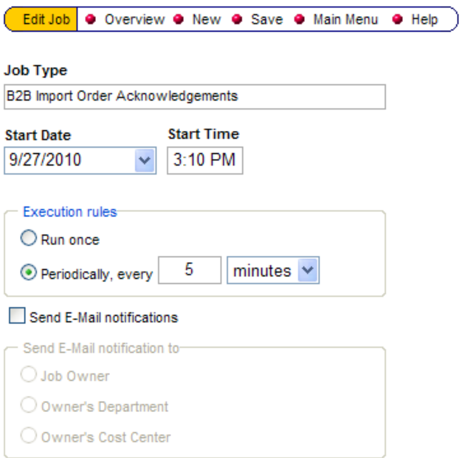
B2B Send Purchase Order -- Sends Purchase Orders to Vendor if 'Use myinventory Automation' is enabled for Vendor (*Recommended Execution rules: Periodically, every 15-30 minutes*)



B2B Send Purchase Orders Status Report -- Sends Purchase Order Status Report to configured User if 'Use myinventory Automation' is enabled for Vendor. Only useful with Central Ordering with one order per Vendor and Day (*Recommended Execution rules: Periodically, every day*)



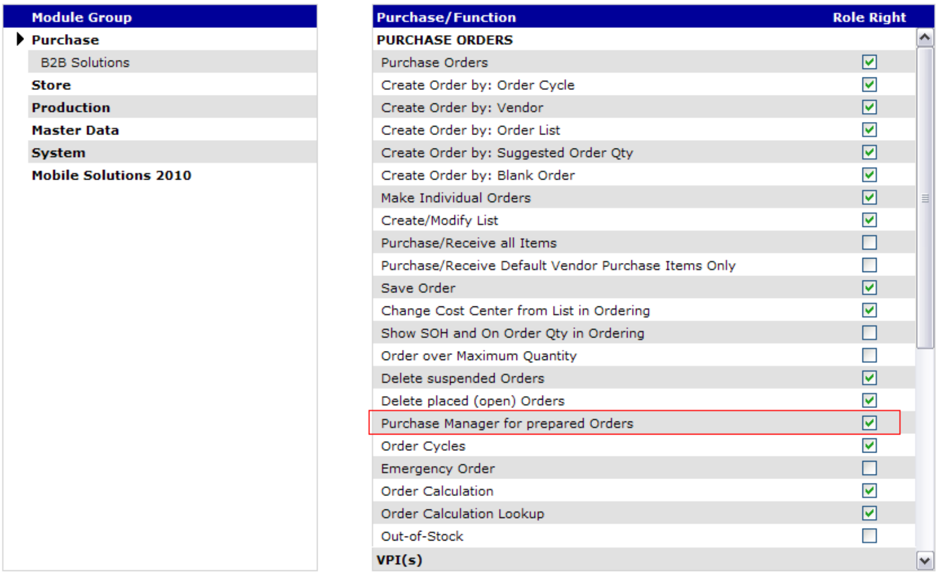
B2B Import Order Acknowledgements -- Imports Purchase Order Acknowledgements if Vendor has 'Use myinventory Automation' enabled (*Recommended Execution rules: Periodically, every 15-30 minutes*)



Ordering and Order Acknowledgement

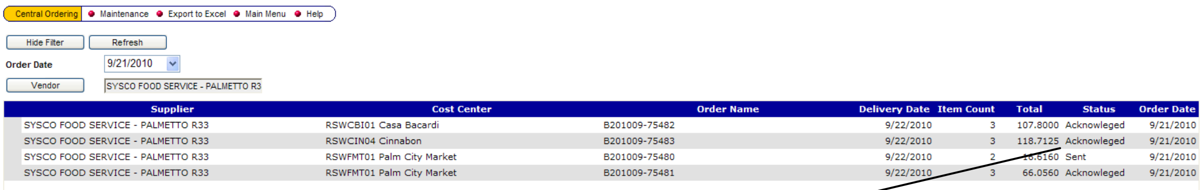
The User will not recognize any change in the Ordering process; after the Order is placed, the system will generate a file for every Order and transfer the file to the Vendor FTP Server.

To enable the Central Ordering Module, navigate to:
Maintenance →Role/User Management →Purchase → "Purchase Manager for Prepared Orders"



Once enabled, Users with the above Role/User Right enabled can view the Order Status of each Order through the Central Ordering module by navigating to:

myinventory → Maintenance → Central Ordering

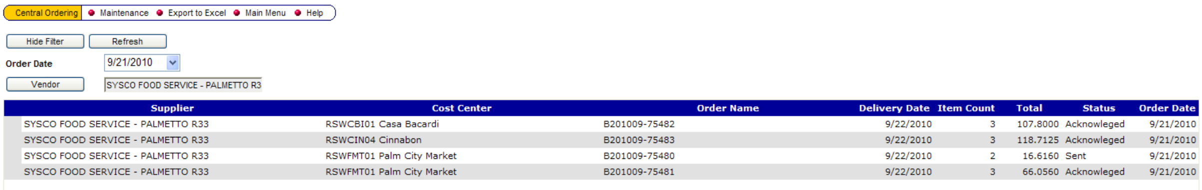


Supplier	Cost Center	Order Name	Delivery Date	Item Count	Total	Status	Order Date
SYSCO FOOD SERVICE - PALMETTO R33	RSWCBI01 Casa Bacardi	B201009-75482	9/22/2010	3	107.8000	Acknowleged	9/21/2010
SYSCO FOOD SERVICE - PALMETTO R33	RSWCIN04 Cinnabon	B201009-75483	9/22/2010	3	118.7125	Acknowleged	9/21/2010
SYSCO FOOD SERVICE - PALMETTO R33	RSWFMT01 Palm City Market	B201009-75480	9/22/2010	2	16.6160	Sent	9/21/2010
SYSCO FOOD SERVICE - PALMETTO R33	RSWFMT01 Palm City Market	B201009-75481	9/22/2010	3	66.0560	Acknowleged	9/21/2010

Select the Date and the Vendor, and the system will show all orders that have been placed and the status of those orders.

1. To Be Sent = The Order was placed but not transferred to the Vendor FTP
2. To Be Acknowledged= The Order was placed and transferred to the Vendor FTP Server
3. Acknowledged = The Vendor has received the file and sent the Order Acknowledgement
4. Received=The Invoice has been Received by the Cost Center

The Order Acknowledgment process can be reviewed only through the Central Ordering module:



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SYSCO FOOD SERVICE - PALMETTO R33	RSWFMT01 Palm City Market	B201009-75480	9/22/2010	2	16.6160	Sent	9/21/2010
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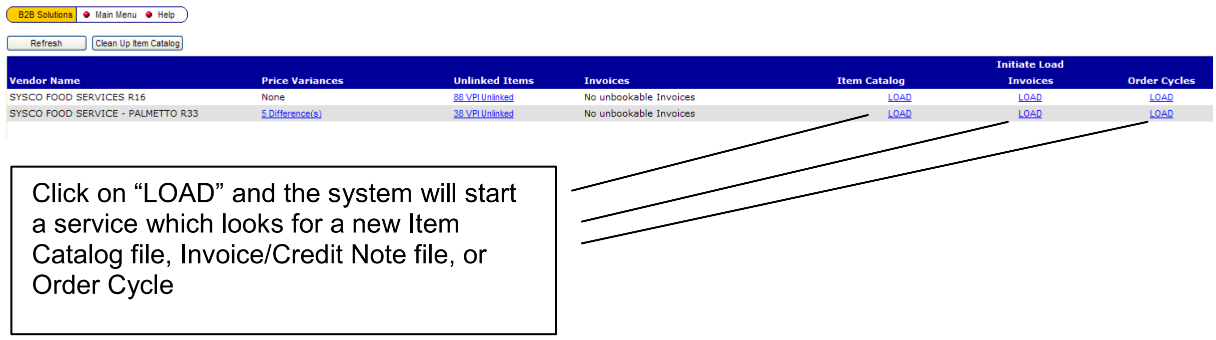
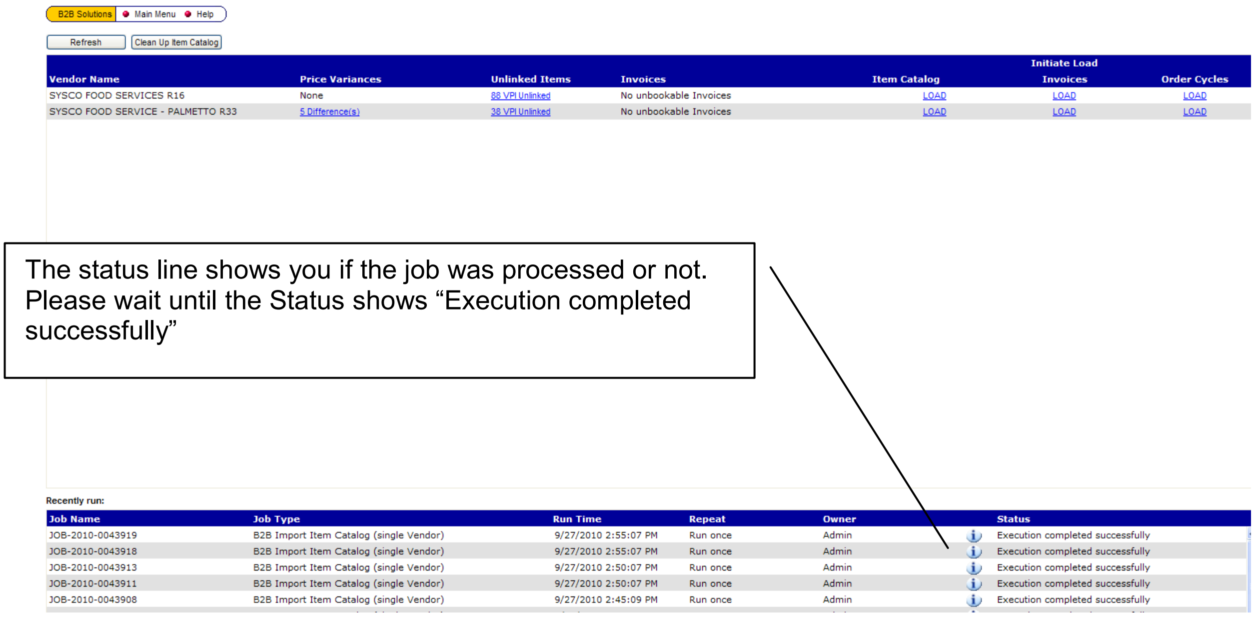
Manual Processes

The following processes can be completed manually if 1) the MIA2 Job is not configured for this process, or 2) the User wants to perform the task without waiting for the scheduled MIA2 Job to run

The following processes can be performed manually in myinventory→B2B Solutions:
-Load Item Catalog
-Load Invoices
-Load Order Cycles



Ensure that the Job Executes successfully:



B2B Solutions | Main Menu | Help

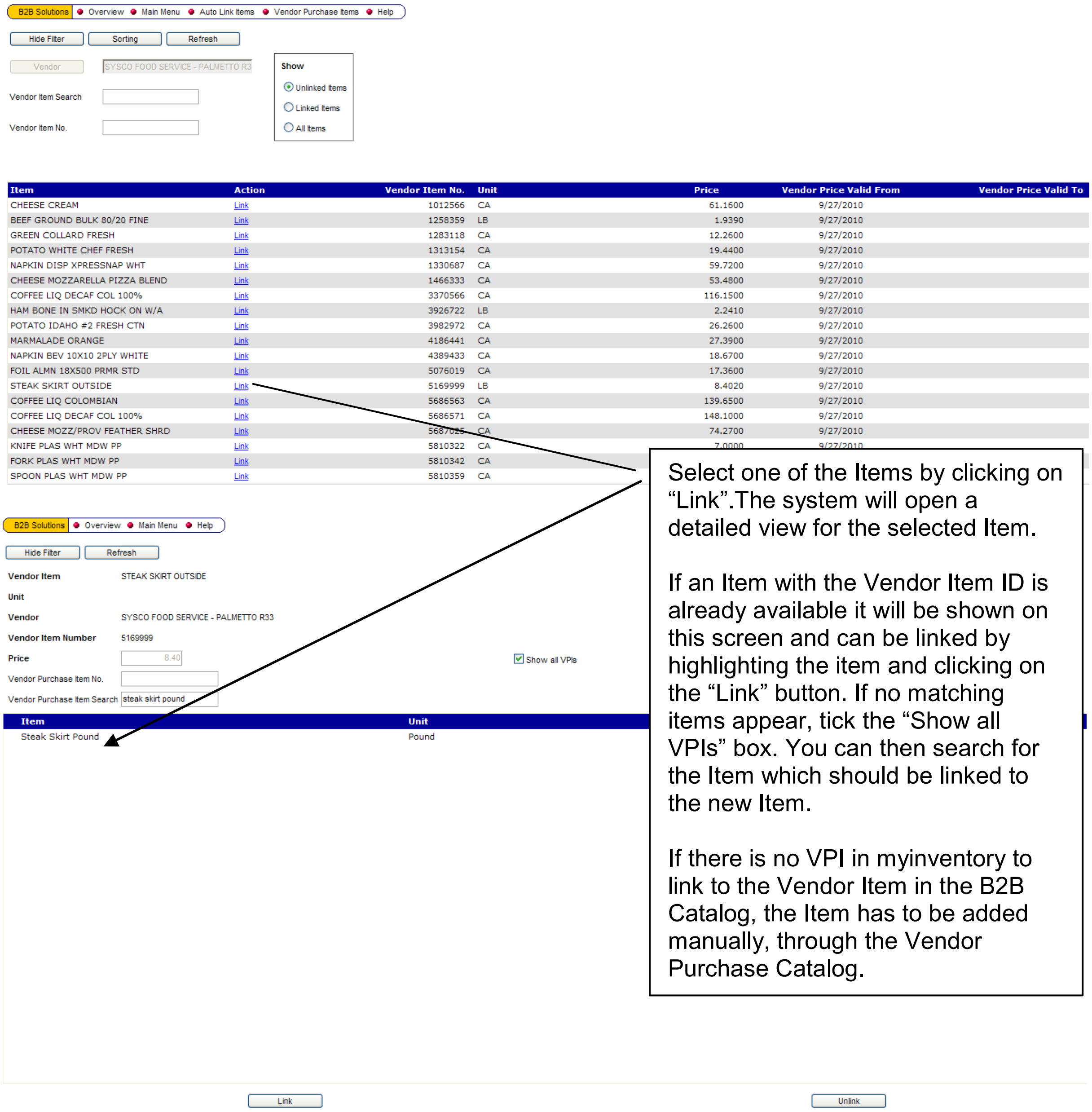
Refresh | Clean Up Item Catalog

Vendor Name	Price Variances	Unlinked Items	Invoices	Item Catalog	Initiate Load Invoices	Order Cycles
SYSCO FOOD SERVICES R16	None	88 VPI Unlinked	No unbookable Invoices	LOAD	LOAD	LOAD
SYSCO FOOD SERVICE - PALMETTO R33	5 Difference(s)	38 VPI Unlinked	No unbookable Invoices	LOAD	LOAD	LOAD

After the new document loads, the system will show how many new and Unlinked Vendor Purchase Items or Price Variances the file contains. If there are Invoices that are imported but contain Unlinked VPIs or items with Price Variances, the Invoice column will indicate “Invoice(s) in Buffer”. Price Variances and Unlinked VPIs must be reconciled before Invoices can exit the Buffer and move into the myinventory Receiving module to be Booked

Linking of New Vendor Purchase Items (VPIs)

You can link the new Vendor Items to myinventory Vendor Purchase Items by navigating to: myinventory → B2B Solutions and clicking on “Link” beside the Unlinked Items.



Item	Action	Vendor Item No.	Unit	Price	Vendor Price Valid From	Vendor Price Valid To
CHEESE CREAM	Link	1012566	CA	61.1600	9/27/2010	
BEEF GROUND BULK 80/20 FINE	Link	1258359	LB	1.9390	9/27/2010	
GREEN COLLARD FRESH	Link	1283118	CA	12.2600	9/27/2010	
POTATO WHITE CHEF FRESH	Link	1313154	CA	19.4400	9/27/2010	
NAPKIN DISP XPRESSNAP WHT	Link	1330687	CA	59.7200	9/27/2010	
CHEESE MOZZARELLA PIZZA BLEND	Link	1466333	CA	53.4800	9/27/2010	
COFFEE LIQ DECAF COL 100%	Link	3370566	CA	116.1500	9/27/2010	
HAM BONE IN SMKD HOCK ON W/A	Link	3926722	LB	2.2410	9/27/2010	
POTATO IDAHO #2 FRESH CTN	Link	3982972	CA	26.2600	9/27/2010	
MARMALADE ORANGE	Link	4186441	CA	27.3900	9/27/2010	
NAPKIN BEV 10X10 2PLY WHITE	Link	4389433	CA	18.6700	9/27/2010	
FOIL ALMN 18X500 PRMR STD	Link	5076019	CA	17.3600	9/27/2010	
STEAK SKIRT OUTSIDE	Link	5169999	LB	8.4020	9/27/2010	
COFFEE LIQ COLOMBIAN	Link	5686563	CA	139.6500	9/27/2010	
COFFEE LIQ DECAF COL 100%	Link	5686571	CA	148.1000	9/27/2010	
CHEESE MOZZ/PROV FEATHER SHRD	Link	5687025	CA	74.2700	9/27/2010	
KNIFE PLAS WHT MDW PP	Link	5810322	CA	7.0000	9/27/2010	
FORK PLAS WHT MDW PP	Link	5810342	CA			
SPOON PLAS WHT MDW PP	Link	5810359	CA			

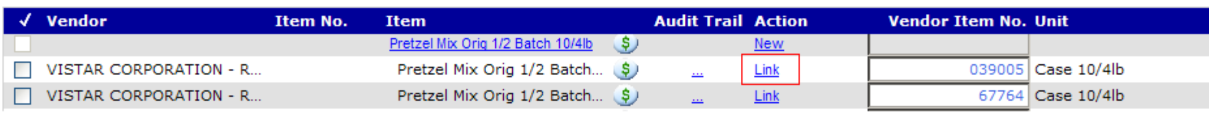
Item	Unit
Steak Skirt Pound	Pound

Select one of the Items by clicking on “Link”.The system will open a detailed view for the selected Item.

If an Item with the Vendor Item ID is already available it will be shown on this screen and can be linked by highlighting the item and clicking on the “Link” button. If no matching items appear, tick the “Show all VPIs” box. You can then search for the Item which should be linked to the new Item.

If there is no VPI in myinventory to link to the Vendor Item in the B2B Catalog, the Item has to be added manually, through the Vendor Purchase Catalog.

Vendor Purchase Items can also be linked to Vendor Items directly through Vendor Purchase Catalog, by clicking “Link” next to the desired Vendor Purchase Item. The user will then be brought to the above screen, where the matching Vendor Item can be selected, if one exists.



✓	Vendor	Item No.	Item	Audit Trail	Action	Vendor Item No.	Unit
			Pretzel Mix Orig 1/2 Batch 10/4lb	$	New		
	VISTAR CORPORATION - R...		Pretzel Mix Orig 1/2 Batch...	$ ...	Link	039005	Case 10/4lb
	VISTAR CORPORATION - R...		Pretzel Mix Orig 1/2 Batch...	$ ...	Link	67764	Case 10/4lb

Accepting Price Variances

B2B Solutions | Main Menu | Help

Refresh | Clean Up Item Catalog

Vendor Name	Price Variances	Unlinked Items	Invoices	Item Catalog	Initiate Load Invoices	Order Cycles
SYSCO FOOD SERVICES R16	None	88 VPI Unlinked	No unbookable Invoices	LOAD	LOAD	LOAD
SYSCO FOOD SERVICE - PALMETTO R33	5 Difference(s)	38 VPI Unlinked	No unbookable Invoices	LOAD	LOAD	LOAD

After the new Item Catalog is loaded, and Unlinked VPIs are linked, the system will show how many items have a different price compared to the prices in "Vendor Purchase Catalog" in myinventory.

B2B Solutions | Overview | Export to Excel | Main Menu | Help

Hide Filter | Sorting | Refresh

Vendor: SYSCO FOOD SERVICE - PALMETTO R3

Vendor Item Search

Vendor Item No.

✓	Item Number	Item Name	Unit	Vendor Price	Price	Vendor Price Valid From	Vendor Price Valid To
☑	1016849	STOFR MACARONI & CHSE,	Case 4/70oz	36.7900	36.0800	9/27/2010	
☑	1880905	Okra Frozen	Case 12/3lb	50.9700	48.1400	9/27/2010	
☑	3948379	Steak Skirt	Pound	8.4640	8.8750	9/27/2010	
☑	6634901	PCM Bacon Shingle 2/10lb	Case 176	95.3700	93.9200	9/27/2010	
☑	9793449	Coffee Euro Dark Roast 2/1.25ltr	Case 2/1.25 ltr	126.5900	126.6000	9/27/2010	

Place a check mark next to any/all of the prices that you are accepting. Select "Accept Price(s)" at the bottom of the screen, to accept the price from the B2B Catalog and update the price for those items in Vendor Purchase Catalog.

Accept Price(s)

*****Reminder: Until all Unlinked VPIs are linked, the Invoices that contain the items will not process. They will remain in the buffer until these links are reconciled.**

Once Unlinked VPIs have been linked, the Invoices must be Processed. In order to do this, the User must navigate to the main B2B Solutions module, where he or she can click on the link that reads "[*n*] Invoices in Buffer". myinventory will direct the User to a page that shows all of the documents that can be processed, in this case, 2. To process the Invoices and push them out of the buffer, the User will click the "Process" button at the bottom of the screen.

2 documents can be processed:

Item Name	Unit	Item Number	Vendor Item Name	Cost Center	Qty	Price	Discount
BEEF GROUND	Case 4/5 Lbs	0137133	BEEF, GRND 80/20 V/PK REF	MD-0546 Olney CC	20.000	50.450000	0.000
HOT DOG	Case 4/5 Lbs	0182816	HOT DOG, AB 5:1 7" SKNLS CKD	MD-0546 Olney CC	1.000	53.250000	0.000
Coke Zero 2.5 gal	2.5 gal	0300640	SYRUP, FONTN COKE ZERO DIET	MD-0546 Olney CC	1.000	31.950000	0.000
EXTRA LARGE GLOVE NON-POWDERED	Case 1000	0307298	GLOVE, VINYL XL PWDRD RLD CUFF	MD-0546 Olney CC	1.000	21.700000	0.000
BBQ SAUCE	Case 4/1 gal	1005024	SAUCE, BBQ CLASSIC JUG TFF	MD-0546 Olney CC	1.000	37.610000	0.000
JALAPENO PEPPER	2 lbs	9640749	PEPPER, JLP FRESH REF	MD-0546 Olney CC	1.000	5.210000	0.000

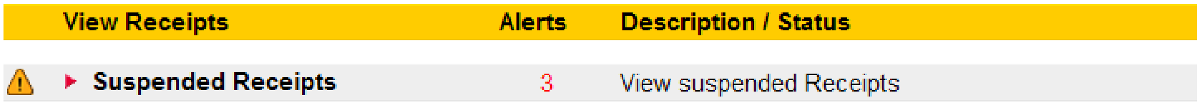
Process

Once "Process" has been clicked, a notification window will indicate "Action has been initiated". When the User clicks "OK" in the window, he or she will be taken back to the B2B screen where they can view the status of the action. "Execution completed successfully" indicates the Invoice has been successfully processed and can now be booked.

Receiving

Once Unlinked VPIs have been linked, and Invoices have been Processed and removed from the Buffer, the B2B Invoice/Credit Note will move to the Receiving module of myinventory. If “Book Receipt Immediately” is enabled in Master Data→Vendor→B2B Receiving, myinventory will automatically Book the Receipt without any need for User interaction.

If this option is not enabled, the B2B Receipt will remain in the Suspended Receipts area until a User opens the Receipt and clicks “Book” to finalize the Receipt.



Vendor Rating

Each Vendor can be configured to use Vendor Rating, which will enable the user to see all variances in Price and Quantity between an Order from that Vendor and a Receipt created from that Order.

**Note: B2B is not required for this Vendor Rating functionality to work. Any Vendor can have this configuration enabled.

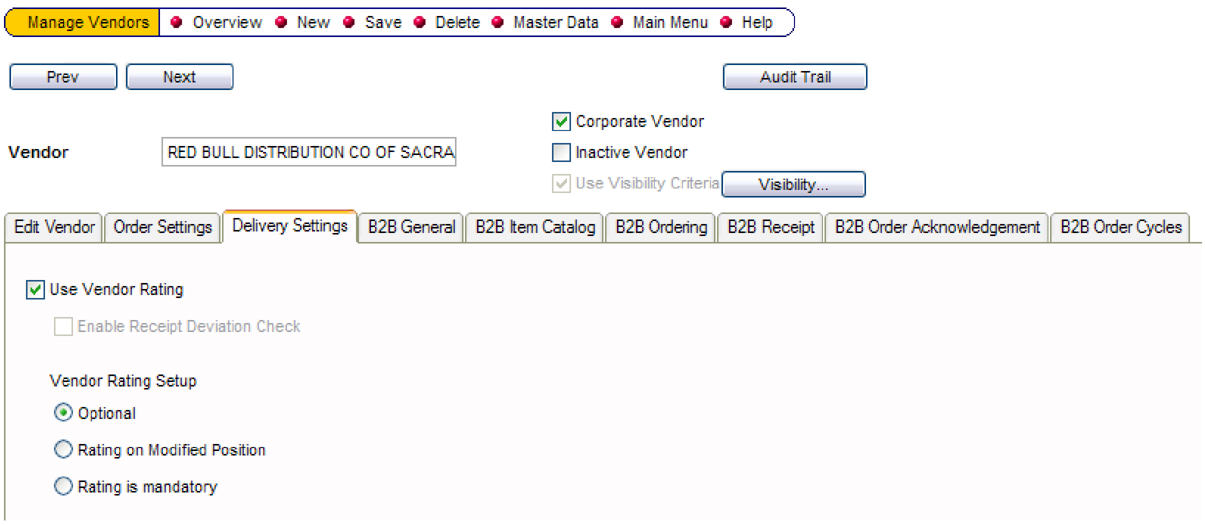
To enable Vendor Rating for a Vendor, navigate to:

myinventory→Master Data→Vendors

Select the desired Vendor, and in the “Delivery Settings” tab, tick the box next to “Use Vendor Rating.”
In the “Vendor Rating Setup”, choose from one of three options:

- “Optional” – User has the option of providing a reason for the variance in Price or Quantity
- “Rating on Modified Position” – User is required to select a reason for all Items where the Quantity or Price has changed
- “Rating is mandatory” – the User is required to enter information for everything Received from selected Vendor. Receipt cannot be booked until this information is supplied.

**Note: Vendor Rating Reason Codes can be configured in myinventory→Master Data→Reason Codes. The Reason Code category should be “Purchase.”



Viewing Variance in Suspended Receipts

When a Receipt is sent from the Vendor via B2B, the user can access it through Suspended Receipts. If an Order was originally placed through myinventory via B2B, any changes in Price or Quantity will appear in the Suspended Receipt. If the User has the ability to make changes to the Price or Quantity, any variances from the ordered Price and Quantity as a result of those manual changes will appear as well.

Two columns on the left will indicate if there are variances in Price or Quantity that differ from the original Order (only Items with a change in Quantity will appear in red):

OD = Overdelivered
UD = Underdelivered
OP = Overpriced
UP = Underpriced

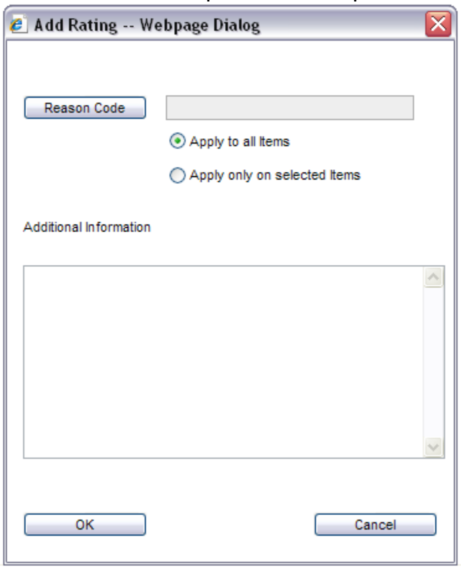

Invoice Total 381.5000

Cost Center | Item Group | List | Item

✓	S	P	Vendor No.	Item	Unit	Qty	Price	Discount[..	PO Price	Discrepancy	Total	Delivery Loc.	Reason Code
☐	OD		4816	12oz Red Bull Energy 24ct	Case 24	2.000	46.2000	0.000	46.2000	0.0000	92.4000	DTWBDC01 Brioche Doree	
☐	UD		4817	12oz Red Bull Sugar Free Ener...	Case 24	1.000	46.2000	0.000	46.2000	0.0000	46.2000	DTWBDC01 Brioche Doree	
☐		UP	1718	Red Bull 24ct	Case 24	3.000	34.0000	0.000	34.7000	0.7000	102.0000	DTWBDC01 Brioche Doree	
☐		OP	2746	Red Bull SF 24ct	Case 24	4.000	35.0000	0.000	34.7000	0.3000	140.0000	DTWBDC01 Brioche Doree	

Applying Reason Codes

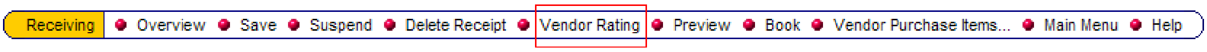
In some cases, a User may be required to or wish to enter a Reason Code for a discrepancy in Price or Quantity. To do so, click on Add Rating at the bottom of the Suspended Receipts screen.



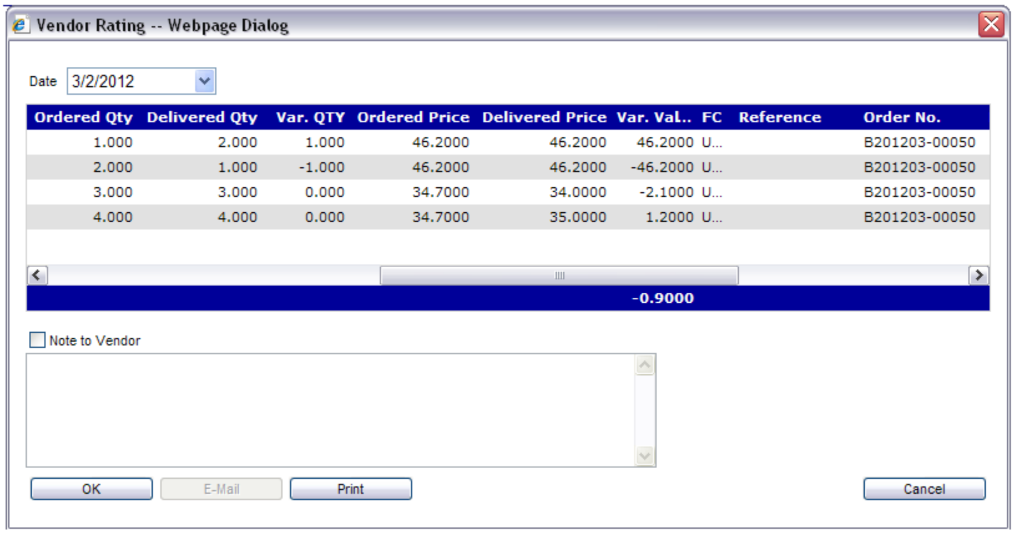
Choose a Reason Code. Select “Apply to all Items” to apply this Reason Code to all of the Items on the Receipt, or select “Apply only on selected Items” to apply this Reason Code only to the Items that have the checkbox ticked next to them. Additional information may be entered if the User wishes to enter more notes about the Price or Quantity discrepancy.

Viewing Vendor Rating Detail

The User may view the discrepancies between the Order and the Receipt in more detail by clicking on “Vendor Rating” in the top menu bar of the Suspended Receipt. This detail will also appear when the User Books the Receipt.



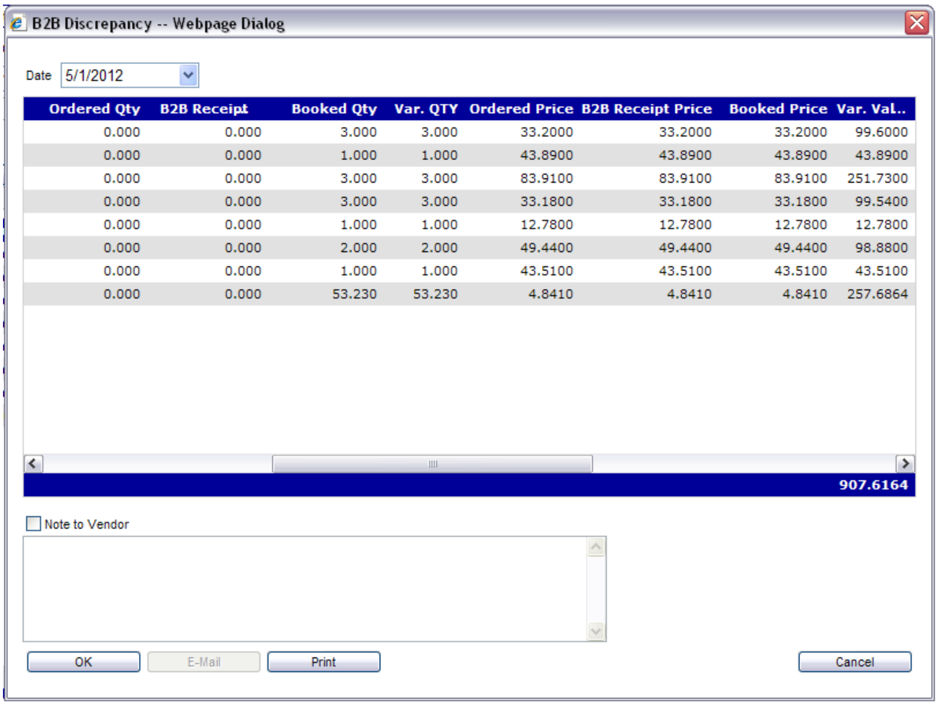
For each Item on the Receipt, the User can view the Quantity Variance and Price Variance between the Original Order and the Delivered Order. This information can be e-mailed (if Vendor e-mail is specified) or Printed.



B2B Discrepancy

When viewing a B2B Receipt, there is an option in the Menu Bar called “B2B Discrepancy”:

When the User clicks on this option, a window will appear that shows the variances in Quantity and Price between the B2B Order, the B2B Receipt, and the Booked Receipt:



Ordered Qty	B2B Receipt	Booked Qty	Var. QTY	Ordered Price	B2B Receipt Price	Booked Price	Var. Val..
0.000	0.000	3.000	3.000	33.2000	33.2000	33.2000	99.6000
0.000	0.000	1.000	1.000	43.8900	43.8900	43.8900	43.8900
0.000	0.000	3.000	3.000	83.9100	83.9100	83.9100	251.7300
0.000	0.000	3.000	3.000	33.1800	33.1800	33.1800	99.5400
0.000	0.000	1.000	1.000	12.7800	12.7800	12.7800	12.7800
0.000	0.000	2.000	2.000	49.4400	49.4400	49.4400	98.8800
0.000	0.000	1.000	1.000	43.5100	43.5100	43.5100	43.5100
0.000	0.000	53.230	53.230	4.8410	4.8410	4.8410	257.6864

The B2B Discrepancy window will indicate: Cost Center, Item Number, Item Name, Issue Type, Ordered Quantity, Variance Quantity, Ordered Price, B2B Receipt Price, Booked Price, Variance Value, Foreign Currency (FC), Reference, Order Number (PO Number of the Order that was placed for the items on this receipt), Delivery Note Number, Delivery Date, Invoice Number, Receipt Number, and Invoice Date. Depending on the configuration and use of the myinventory system, some of these fields may not be populated with data.

The User has the option of leaving a Note for the Vendor by checking the box next to “Note to Vendor” and filling in the text box below. The B2B Discrepancy information and Note to Vendor can be printed or e-mailed to the Vendor, provided an e-mail address was specified for the Vendor in Master Data→Vendors.

Current B2B Availability

Interfaces Developed:

- Sysco US
- Sysco Canada
- US Food
- Roma Vistar
- PFG
- Ben E. Keith

Vendors Using the myinventory Standard Interface:

- Coastal
- Reinhart US
- GFS Canada
- GFS US
- DMA
- Itradenetwork

Interfaces in development:

- Edward Don