

# **MICROS Materials Control**

B2B RezPIN Order import – User manual



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# Introduction

The following manual consists of two parts:

1. Technical description for installation and other useful background information
2. User manual (this document)

# Usermanual for import of Orders

Because we need to filter orders that are not relevant for Materials Control (MC), the procedure for importing of orders has been enhanced.

You will find an icon on your desktop that will start a procedure doing the following tasks:

- Pulling order files from FTP server
- Running an external program to filter the orders for costcentres that are not in the MC masterdata

Points to keep in mind:

- The filter works on the costcentre number that needs to be the same in RezPIN and in MC. Comparing names is difficult and will cause problems when renaming the costcentre definition on either RezPIN or MC.
- Each article line within the order file contains a costcentre where the goods should go to. So far each order is only for 1 costcentre but this may change. It needs to be discussed how we shall handle orders with mixed destinations (valid and invalid ones).
  - o Remove invalid lines out of the order
  - o Remove whole order

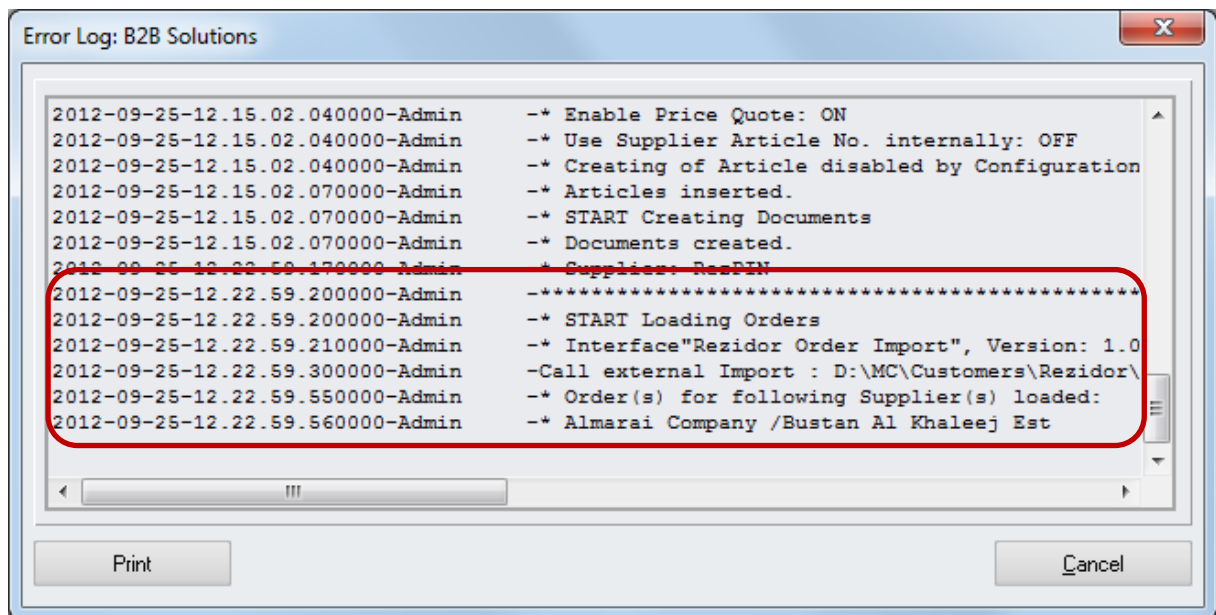
That is mainly the change compared to the previous version. From here it works the same way as before.

Please go to the B2B Solutions menu and select the supplier Rezpin.

Now you just need to press the button **Load** to start the import of orders.

You might get a message like "Unresolved supplier". This happens when the supplier number from RezPIN is not entered correctly in the supplier setup.

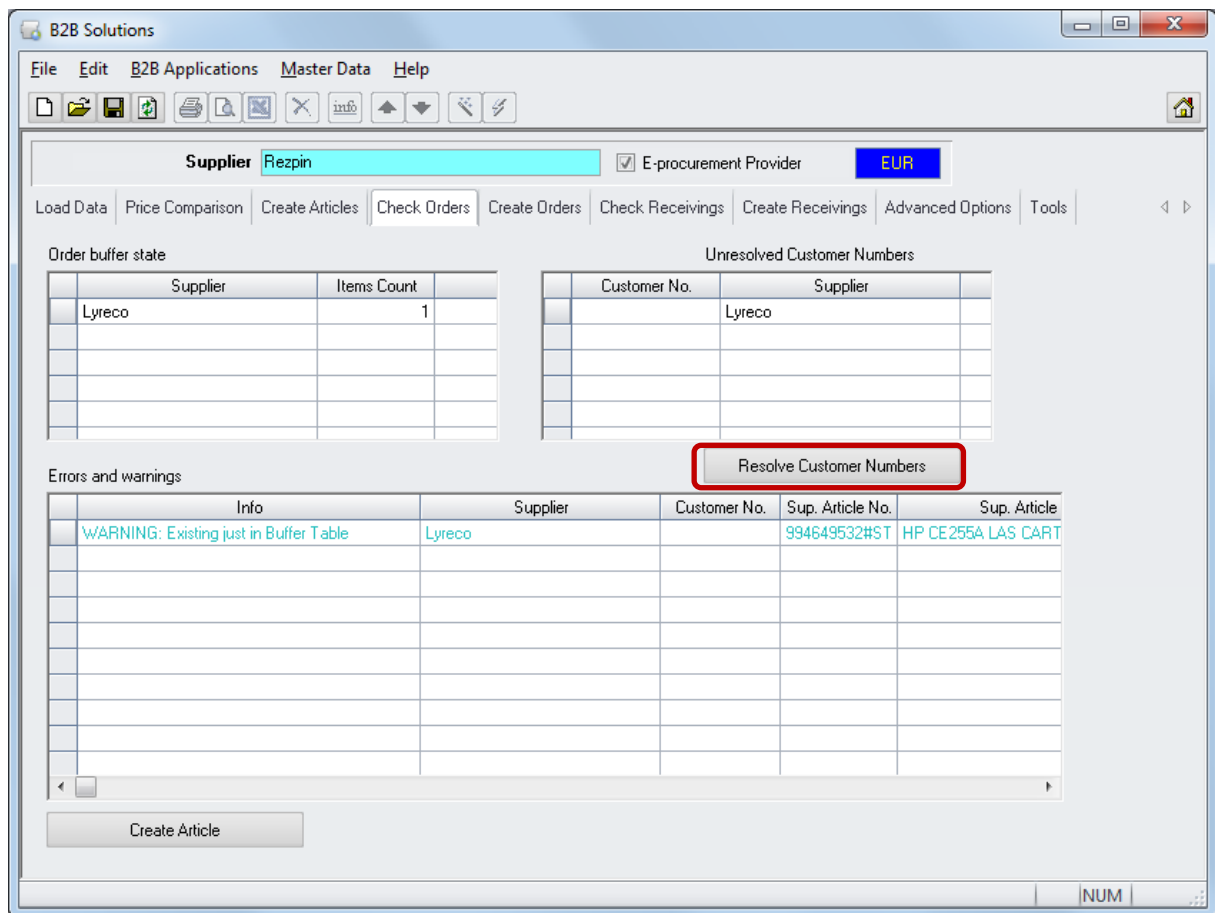
If successful a box appears showing what was done:



The block marked shows the task that was done and which file(s).

Now we may concentrate on the main task. Press **Cancel** to close the log box and the screen changes to the tab **Check Orders**.

First we need to resolve the customer. This is the receiving store. Please mark the line with the supplier on the right hand side and press button **Resolve Customer Numbers**.



To be able to handle the lines which appear in light blue now we have to switch the supplier from Rezipin to Lyreco (in this example). This has to be done to double-click in the top left box (Order buffer state) on the supplier line with the **Items Count** column.

Having done this we may work on the items shown in the block **Errors and warnings**. The message "Existing just in Buffer Table" indicates that we got items in the imported files that have no matching link to an MC item.

By marking the first line and clicking on the button **Create Article** a new dialogue will open.

We may either pick an existing article by selecting it from the list when entering it in the "Article" field or we create it from scratch by pressing button **New/Edit**.

[illegible]

## New article creation

Now the normal article creation screen appears and most of the fields are already filled. We just need to fill the itemgroup, save that item and close the article creation screen again.

We're now back to the screen above but with filled itemgroup and Article name. Finally we have to assign the price quotes by pressing that button.

There we just fill the unit and we're done.

These steps need to be repeated until the whole buffer is empty.

Now we should not have any unlinked items in the buffer anymore.







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Then the red line becomes black and we may mark the line and press button **Create**.

The order may be found in the menu **Purchase Orders** under the selection “**Placed Orders**”

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