

**Oracle® Retail Merchandising Foundation Cloud  
Service**

Foundation Data User Guide

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# Preface

This document describes the Oracle Retail Merchandising user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

## Audience

This document is for users and administrators of Oracle Retail Merchandising. This includes merchandisers, buyers, business analysts, and administrative personnel.

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- Detailed step-by-step instructions to re-create
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<https://docs.oracle.com/en/industries/retail/index.html>

(Data Model documents can be obtained through My Oracle Support.)

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

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# Organizational Hierarchy

The organizational hierarchy allows you to create the relationships that are necessary in order to support the operational structure of a company. You can create a preferred organizational structure to support consolidated reporting at various levels of the company. Also, you can assign responsibility for any level of the hierarchy to a person or persons in order to satisfy internal reporting requirements.

The following are the levels of the organizational hierarchy in Merchandising:

**Company:** The highest default organizational and merchandise hierarchy level defined in Merchandising. Only one company can be defined.

**Chain:** The first level below the company level in the organizational hierarchy. The definition of a chain is based on the needs of the company, but a chain can be used to group various store formats, concepts, and geographical locations within the organization.

**Area:** The second level below the company level in the organizational hierarchy. The definition of an area is based on the needs of the company, but an area is used typically to define a geographical group within the organization. An area can belong to only one chain.

**Region:** The third level below the company level in the organizational hierarchy. The definition of a region is based on the needs of the company, but a region can be used to group geographical locations within the organization. A region can belong to only one area.

**District:** The fourth level below the company level in the organizational hierarchy. The definition of a district is based on the needs of the company, but a district is used typically to group geographical locations within the organization. A district can belong to only one region.

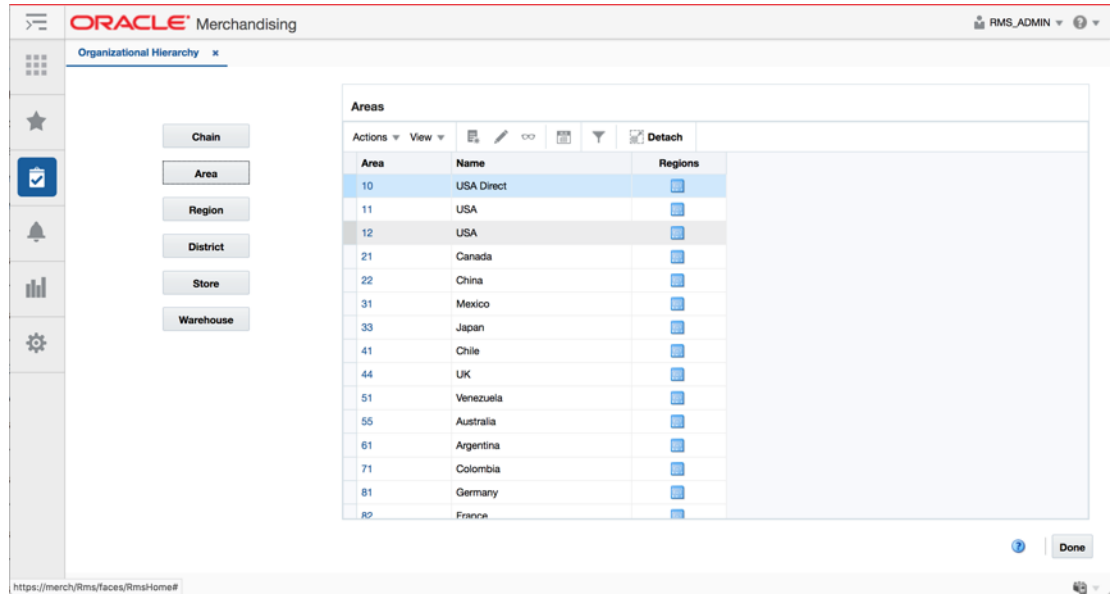
**Store:** The fifth and lowest level of the organizational hierarchy. A store, which is associated with a single district, can represent a physical selling location, a virtual selling location (e.g. e-commerce site), or a customer (e.g. franchisee) location.

**Warehouse:** Considered the bottom of the organizational hierarchy, but unlike stores, it does not roll up under a specific level of the hierarchy, as it can source many store, districts, areas, and so on. Warehouses can be physical or virtual. Physical warehouses are meant to represent the physical building, whereas virtual warehouses are where inventory is held. One or more virtual warehouses can exist in one physical warehouse.

The Organizational Hierarchy page allows you to create, edit and view the organizational hierarchy of the company.

To access the Organizational Hierarchy page from the Task menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**.

**Figure 1–1 Organizational Hierarchy Page**



## Hierarchy Structure

The Organizational Hierarchy structure on the left side of the page contains the following buttons.

**Table 1–1 Hierarchy Structure - Buttons and Description**

Buttons	Description
Chain	Displays the available chains in the table.
Area	Displays the available areas in the table.
Region	Displays the available regions in the table.
District	Displays the available districts in the table.
Store	Displays the available stores in the table.
Warehouse	Displays the available warehouse in the table.

## Hierarchy Table

The Hierarchy table displays the available entries of the selected hierarchy level. For example, if you select the **Chain** button, all available chains are displayed in this table.

The table displays the following columns by default.

- Hierarchy ID, depending on the selected hierarchy button.
- Name of the hierarchy level, for example, the name of the chain.
- Next hierarchy level, for example, Area.

This column contains either the Create or the Details icon.

If the next level has been created, the Detail icon is displayed. Use the icon to maintain or view the details of the next level.

If the next level has not been created, the Create icon is displayed. Use the icon to create the next level.



This column is not available for stores and warehouses.

## Manage Company

Company is the highest level of the organization and merchandise hierarchies defined in Merchandising. Only one company can be defined in the Merchandising and is initially setup in the installation process. Since the company is required, and only one company is allowed, the upload/download process only allows the company to be updated; you cannot add or delete a company. However, the company information can be referenced in multiple languages, so you can add, update, or remove translations of the company information through the upload/download process. This functionality is accessed from the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data.

To update the company, select the template type of Foundation from the Download Data screen and then the template Company. Click the Download button and when prompted, choose to either open the .ods file that is generated or save the file and open it separately in the spreadsheet application of your choice.

### Updating a Company

To update a company, select the action type of Update on the populated row on the Company tab. Next, update the column you wish to change. Note that the Company column cannot be changed, but any of the other columns can be updated. Any of the entries on the company translations tab can also be updated in a similar manner. This facilitates the ability to translate the company information into multiple languages.

### Adding a Company Translation

Although only a single company is allowed, the system does support translation of the company information in multiple languages. If you would like to add a company translation, then a similar process will be followed to that described above for updating the company. First, download the spreadsheet, then select the Create action from the dropdown on a blank row of the Company Translations tab. Next, select the language you wish to add from the dropdown in the language column. Enter the Company ID matching the Company ID from the Company tab, and then enter the translated company information in the remaining columns.

### Removing a Company Translation

A company translation can be removed from the Merchandising system. If you would like to remove a company translation, then a similar process will be followed to that describe above for updating the company. First, download the spreadsheet, then select the Delete action on the row you which to delete on the Company Translations tab.

### Uploading Changes

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, you will again select the template type Foundation and the template Company. This will generate a process description automatically, but this can be updated if desired. Lastly, select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.

## Create Chains

To create a chain, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Chain** button. All available chains are displayed in the table.
3. In the table, select **Actions > Create**, or use the Create icon. The Chains page appears.
4. Then select **Actions > Add**, or use the Add icon. The Add Chain page appears.

**Figure 1–2 Add Chain Page**

The screenshot shows a dialog box titled "Add Chain". It contains the following fields and controls:

- Chains**: A text input field with an asterisk (\*) indicating it is a required field.
- Chain Name**: A text input field with an asterisk (\*) indicating it is a required field.
- Manager**: A text input field.
- Currency**: A dropdown menu.
- At the bottom right, there are three buttons: **OK**, **OK and Add Another**, and **Cancel**.

- a. In the **Chains** field, enter a unique number. This field is a required field.
- b. In the **Chain Name** field, enter the name of the chain. This field is a required field.
- c. In the **Manager** field, enter the name of the manager who is responsible for the chain.
- d. In the **Currency** field, enter, select or search for the chain's currency code.
- e. Then choose one of the following options.
  - Click **OK** to save the chain and close the page.
  - Click **OK and Add Another** to save the current chain and add additional entries.
  - Click **Cancel** to reject all entries and close the page.

## Manage Chains

### Editing Chains

To edit a chain, follow the steps below.

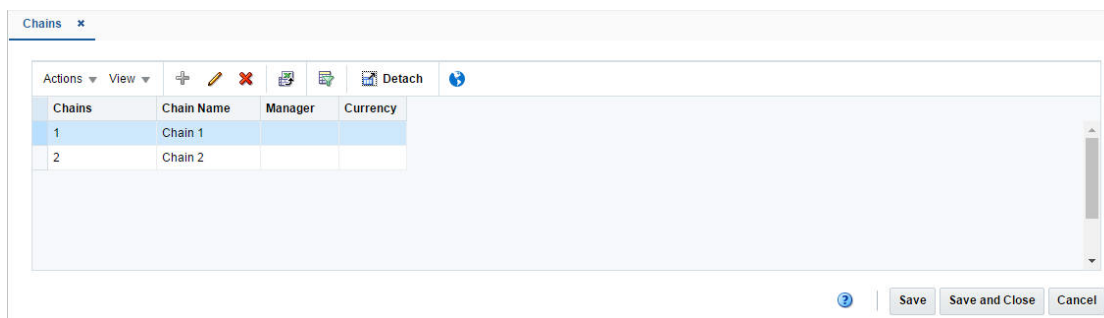
1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Chain** button. The available chains are displayed in the table.
3. Select a record in the table.
4. Then click the chain ID link, or select **Actions > Edit**, or use the Edit icon. The Chains page appears.

5. Select a record in the table.
6. Select **Actions > Edit**, or use the Edit icon. The Edit Chain page appears.
  - a. The **Chain** field displays the selected chain ID.
  - b. Edit the chain name, manager and/or currency, if necessary.
  - c. Then choose one of the following options.
    - Click **OK** to add your to the table and close the page.
    - Click **Cancel** to reject all entries and close the page.

## Chains Page

The Chain page allows you to create, edit, view, and delete a chain in the organizational hierarchy. A chain is below the company and above the area in the organizational hierarchy. You can use the chain level to define a variety of store formats, concepts, or geographical groupings.

**Figure 1–3 Chains Page**



## Create Areas

To create an Area, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Area** button. All available areas are displayed in the table.
3. In the table, select **Actions > Create**, or use the Create icon. The Areas page appears.
4. Then select **Actions > Add**, or use the Add icon. The Add Area page appears.

**Figure 1–4 Add Area Page**

- a. In the **Area** field, enter a unique number. This field is a required field.
- b. In the **Name** field, enter the name of the area. This field is a required field.
- c. In the **Manager** field, enter the name of the manager who is responsible for the area.
- d. In the **Currency** field, enter, select or search for the area's currency code.
- e. In the **Chain** field, enter, select or search for the chain ID which is associated with the area. This field is a required field.
- f. Then choose one of the following options.
  - Click **OK** to save the area and close the page.
  - Click **OK and Add Another** to save the current area and add additional entries.
  - Click **Cancel** to reject all entries and close the page.

## Manage Areas

### Editing Areas

To edit an area, follow the steps below.

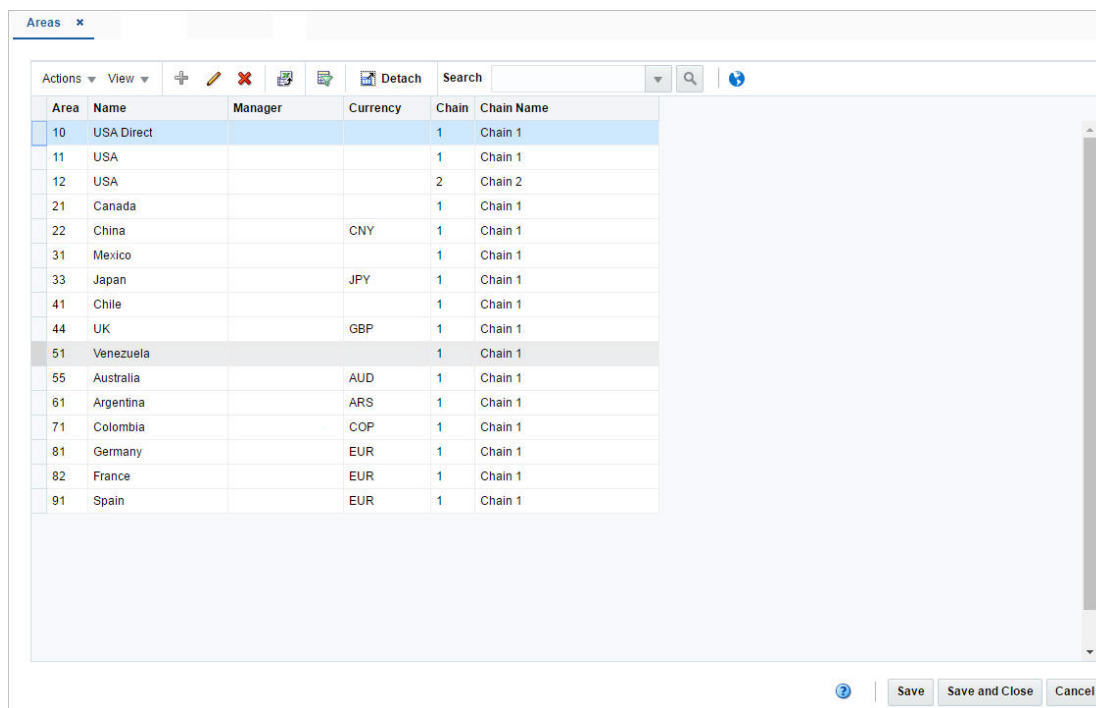
1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Area** button. The available areas are displayed in the table.
3. Select a record in the table.
4. Then click the area ID link, or select **Actions > Edit**, or use the Edit icon. The Areas page appears.
5. Select a record in the table.
6. Select **Actions > Edit**, or use the Edit icon. The Edit Area page appears.
  - a. The **Area** field displays the selected area ID.
  - b. Edit the area name, manager, currency and/or chain, if necessary.
  - c. Then choose one of the following options.
    - Click **OK** to add your changes to the table and close the page.
    - Click **Cancel** to reject all entries and close the page.

### Areas Page

The Areas page allows you to create, edit, delete, or view an area in the organizational hierarchy. Area is below chain and above region in the organizational hierarchy. Typically, an area is used to define a geographical grouping within the organization. An area can belong to only one chain within the organizational hierarchy.

You can associate location traits with an area. Location traits that are applied to an area are applied automatically to the regions, districts, and stores within the area.

Figure 1–5 Areas Page



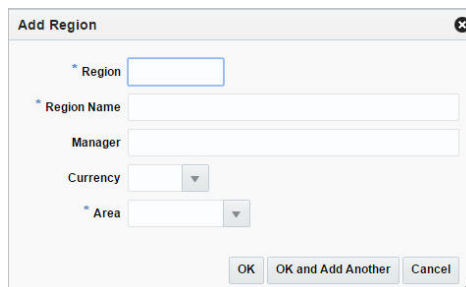
Area	Name	Manager	Currency	Chain	Chain Name
10	USA Direct			1	Chain 1
11	USA			1	Chain 1
12	USA			2	Chain 2
21	Canada			1	Chain 1
22	China		CNY	1	Chain 1
31	Mexico			1	Chain 1
33	Japan		JPY	1	Chain 1
41	Chile			1	Chain 1
44	UK		GBP	1	Chain 1
51	Venezuela			1	Chain 1
55	Australia		AUD	1	Chain 1
61	Argentina		ARS	1	Chain 1
71	Colombia		COP	1	Chain 1
81	Germany		EUR	1	Chain 1
82	France		EUR	1	Chain 1
91	Spain		EUR	1	Chain 1

## Create Regions

To create a region, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Region** button. All available regions are displayed in the table.
3. In the table, select **Actions > Create**. The Regions page appears.
4. Then select **Actions > Add**, or use the Add icon. The Add Region page appears.

Figure 1–6 Add Region Page



- a. In the **Region** field, enter a unique number. This field is a required field.
- b. In the **Region Name** field, enter the name of the region. This field is a required field.
- c. In the **Manager** field, enter the name of the manager who is responsible for the region.

- d. In the **Currency** field, enter, select or search for the region's currency code.
- e. In the **Area** field, enter, select or search for the area ID which is associated with the region. This field is a required field.
- f. Then choose one of the following options.
  - Click **OK** to save the region and close the page.
  - Click **OK and Add Another** to save the current region and add additional entries.
  - Click **Cancel** to reject all entries and close the page.

## Manage Regions

### Editing Regions

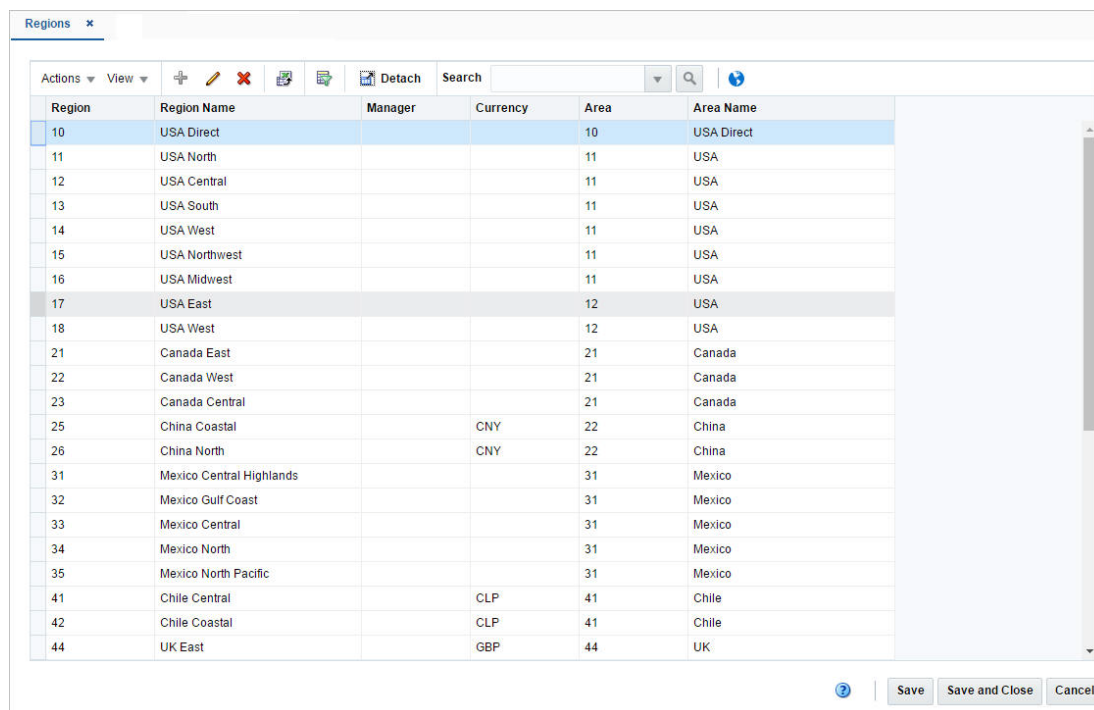
To edit a region, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Region** button. The available regions are displayed in the table.
3. Select a record in the table.
4. Then click the region ID link, or select **Actions > Edit**, or use the Edit icon. The Regions page appears.
5. Select a record in the table.
6. Select **Actions > Edit**, or use the Edit icon. The Edit Region page appears.
  - a. The **Region** field displays the selected region ID.
  - b. Edit the region name, manager, currency and/or area, if necessary.
  - c. Then choose one of the following options.
    - Click **OK** to add your changes to the table and close the page.
    - Click **Cancel** to reject all entries and close the page.

### Regions Page

The Regions page allows you to add, edit, delete, and view a region in the organizational hierarchy. A region is below the area and above the district in the organizational hierarchy. Typically, the region is used to define a geographical grouping within the organization.

Figure 1–7 Regions Page



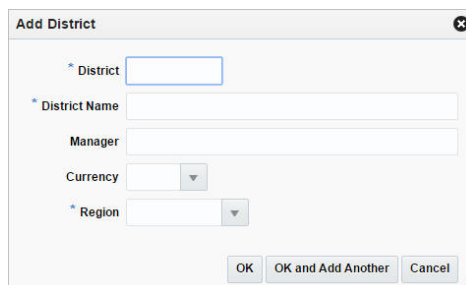
Region	Region Name	Manager	Currency	Area	Area Name
10	USA Direct			10	USA Direct
11	USA North			11	USA
12	USA Central			11	USA
13	USA South			11	USA
14	USA West			11	USA
15	USA Northwest			11	USA
16	USA Midwest			11	USA
17	USA East			12	USA
18	USA West			12	USA
21	Canada East			21	Canada
22	Canada West			21	Canada
23	Canada Central			21	Canada
25	China Coastal		CNY	22	China
26	China North		CNY	22	China
31	Mexico Central Highlands			31	Mexico
32	Mexico Gulf Coast			31	Mexico
33	Mexico Central			31	Mexico
34	Mexico North			31	Mexico
35	Mexico North Pacific			31	Mexico
41	Chile Central		CLP	41	Chile
42	Chile Coastal		CLP	41	Chile
44	UK East		GBP	44	UK

## Creating a District

To create a district, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **District** button. All available districts are displayed in the table.
3. In the table, select **Actions > Create**. The Districts page appears.
4. Then select **Actions > Add**, or use the Add icon. The Add District page appears.

Figure 1–8 Add District Page



**Add District** ✖

\* District

\* District Name

Manager

Currency

\* Region

- a. In the **District** field, enter a unique number. This field is a required field.
- b. In the **District Name** field, enter the name of the district. This field is a required field.
- c. In the **Manager** field, enter the name of the manager who is responsible for the district.

- d. In the **Currency** field, enter, select or search for the district's currency code.
- e. In the **Region** field, enter, select or search for the region ID which is associated with the district. This field is a required field.
- f. Then choose one of the following options.
  - Click **OK** to save the district and close the page.
  - Click **OK and Add Another** to save the current district and add additional entries.
  - Click **Cancel** to reject all entries and close the page.

## Manage Districts

### Editing Districts

To edit a district follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **District** button. The available districts are displayed in the table.
3. Select a record in the table.
4. Then click the district ID link, or select **Actions > Edit**, or use the Edit icon. The Districts page appears.
5. Select a record in the table.
6. Select **Actions > Edit**, or use the Edit icon. The Edit District page appears.
  - a. The **District** field displays the selected region ID.
  - b. Edit the district name, manager, currency and/or region, if necessary.
  - c. Then choose one of the following options.
    - Click **OK** to add your changes to the table and close the page.
    - Click **Cancel** to reject all entries and close the page.

### Districts Page

The Districts page allows you to add, edit, delete, and view a district in the organizational hierarchy. A district is below the region and above the store in the organizational hierarchy. Typically, the district is used to define a geographical grouping within the organization.



Figure 1–9 Districts Page

District	District Name	Currency	Manager	Region	Region Name
10	USA Direct			10	USA Direct
111	New York			11	USA North
112	New England			11	USA North
113	Connecticut			11	USA North
114	Delaware			11	USA North
122	Texas			12	USA Central
123	Oklahoma			12	USA Central
124	Kansas			12	USA Central
125	Nebraska			12	USA Central
131	Florida			13	USA South
132	North Carolina			13	USA South
133	South Carolina			13	USA South
134	Tennessee			13	USA South
135	Alabama			13	USA South
136	Mississippi			13	USA South
141	California			14	USA West
142	Arizona			14	USA West
143	Nevada			14	USA West
144	New Mexico			14	USA West
151	Washington			15	USA Northwest
152	Oregon			15	USA Northwest

## Create Stores

To create a store, follow the steps listed below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Store** button. All available stores are displayed in the table.
3. In the table, select **Actions > Create**, or use the Create icon. The Store page appears.
4. Enter the necessary information for the store. For more information about the available fields in the Store page, see the [Store Page](#) section.

## Manage Stores

### Editing Stores

To edit a store, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Store** button. The available regions are displayed in the table.
3. Select a record in the table.
4. Then click the store ID link, or select **Actions > Edit**, or use the Edit icon. The Store page appears.

5. Edit the fields, if necessary. For more information about the available fields in the Store page, see the [Store Page](#) section.

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**Note:** You cannot edit the **Company Store ID**, **Currency**, **Org Unit** and **Transfer Entry**. Additionally you cannot select or deselect the **Stockholding** checkbox in edit mode.

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## Store Page

The Store page allows you to create, edit, delete, and view a store in the organizational hierarchy. The store is the lowest level of the organizational hierarchy. The store may be defined as the selling entity. The store is crucial because it is the level at which business transactions are processed. A store can belong to only one district within the organizational hierarchy.

You can navigate to other pages in order to set up attributes, the square area of the store's departments, location traits, associations with competitors' stores, activity and delivery schedules, and geocodes.

**Figure 1–10 Store Page**

**Table 1–2 Store Page - Fields and Description**

Fields	Description
Store	Select the store type from the list. Possible store types are: <ul style="list-style-type: none"> <li>■ Company</li> <li>■ Franchise</li> </ul> The Store field next to the store type enables. Enter a unique ID for the store. This field is a required field.
Store Name	Enter a unique description for the store. This field is a required field.
Secondary Name	Enter the secondary name for the store.

**Table 1–2 (Cont.) Store Page - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>10 Character Name</b>	Enter up to 10 character abbreviation for the store. This field is a required field.
<b>3 Character Name</b>	Enter up to 3 character abbreviation for the store. This field is a required field.
<b>Channel</b>	Enter, select or search for the channel of business to which the store belongs. This field is a required field.
<b>District</b>	Enter, select or search for the district ID. This field is a required field.
<b>Transfer Zone</b>	Enter, select or search for the transfer zone. This field is a required field.
<b>Store Format</b>	Enter, select or search for the store format ID. For example, select Mall.
<b>Currency</b>	Enter, select or search for the currency code. This field is a required field.
<b>Language</b>	Enter, select or search for the language code for the store. This field is a required field.
<b>Time Zone</b>	Enter, select or search for the time zone of the store. This field is a required field.
<b>VAT Region</b>	Enter, select or search for the VAT region code for the store. This field is a required field.
<b>Org Unit</b>	Enter, select or search for the organizational unit ID. This field is available if Oracle Financials is integrated. This field is a required field, if available.
<b>Transfer Entity</b>	Enter, select or search for the transfer entity ID. This field is a required field.
<b>Default Warehouse</b>	Enter, select or search for the default warehouse of the store. This field is only enabled, if you have specified a channel ID. For Franchise stores, this field is a required field.
<b>Sister Store</b>	Enter, select or search for the store number. This field is used to copy the store's history when defining allocations for new stores.
<b>DUNS Number</b>	Enter the Dun & Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is a nine digit code that identifies your store.
<b>DUNS Location Number</b>	Enter the DUNS location number. The DUNS location number is a four digit code that identifies the locations of your store. This field is only enabled, if you have entered the DUNS number for your store.
<b>Tax ID</b>	Enter the Tax Identification number to be associated with the store.

**Table 1–2 (Cont.) Store Page - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Store Class</b>	<p>The Store Class field is enabled, if you selected the store type Company.</p> <p>The Store Class field is defaulted to Class X and disabled if you selected the store type Franchise.</p> <p>Select the Store Class from the list. A store is grouped under the class based on the sale or the location.</p>
<b>Store Open Date</b>	<p>Enter the date when the store opens or use the Calendar icon to select a date.</p> <p>This field is a required field.</p>
<b>Start Order Days</b>	Enter the number of days before the store opens to start ordering merchandise.
<b>Store Close Date</b>	Enter the date when the store closes or use the Calendar icon to select a date.
<b>Stop Order Days</b>	Enter the number of days before the store closes to stop ordering merchandise.
<b>Unique Transaction No. by</b>	<p>Select the store or register for the Unique Transaction Number By from the list.</p> <p>This field indicates if the transaction number in the store is generated uniquely across store or at each register.</p> <p>This field is a required field.</p>
<b>Manager</b>	Enter the name of the store manager.
<b>Phone Number</b>	Enter the phone number.
<b>Fax Number</b>	Enter the fax number.
<b>Email Address</b>	Enter the email address.
<b>Mall Name</b>	Enter the mall name, if necessary.
<b>Total Area</b>	Enter the total space of the store.
<b>Selling Area</b>	Enter the selling space available at the store.
<b>Linear Distance</b>	Enter the shelving space available at the store.
<b>Acquired Date</b>	Enter the date when the store has been acquired or use the Calendar icon to select a date.
<b>Remodel Date</b>	Enter the date when the store has been remodeled or use the Calendar icon to select a date.
<b>Integrated Sales</b>	<p>The <b>Integrated Sales</b> checkbox is selected by default.</p> <p>You cannot load the sales for that store in ReSa, if the Integrated Sales option is not selected.</p>
<b>Stockholding</b>	<p>If the store is intended to be stockholding, this option must be selected.</p> <p>The Stockholding option is selected by default.</p>
<b>Remerchandising</b>	Select the <b>Remerchandising</b> checkbox, if the store is undergoing a significant remerchandising effort as an indicator to Advanced Inventory Planning (AIP) application.
<b>Customer Order Location</b>	This option is available if the store type is Company and also for stock holding Franchise Stores. If the option is enabled, the store can be used to source or fulfill customer orders.

**Table 1–2 (Cont.) Store Page - Fields and Description**

Fields	Description
Customer	Only enabled, if the store type Franchise has been selected. Enter, select or search for the customer the franchise store belongs to.
Customer Shipping	This option allows the retailer to specify if the location supports shipping to the customer for customer orders. The Customer Shipping option is unselected by default.
Gift Wrapping	This option allows the retailer to specify if the location supports gift wrapping. The Gift Wrapping option is unselected by default.

### Adding Hours to a Store

The Store Hours dialog allows retailers to capture and manager store operation timings.

1. In the Store page, click the Store Hours icon. The Edit Store Hours dialog appears.

**Figure 1–11 Edit Store Hours Dialog**

	Open Time	Close Time
Sunday	<input type="text"/>	<input type="text"/>
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>

OK Cancel

2. Enter the time at which the selected store opens and closes for each day. Times should be entered in the HH:MM AM/PM format. For example, 9:00 AM. If no time is entered for a day, the store is assumed to be closed.
3. Click **OK** to save the updated store hours and return to the Store page.

### Like Store

The Like Store section of the Store page allows you to create a store with the same assortment of items as another store. Also, you can choose to copy replenishment information, delivery schedules, and dates when closed as well as items on clearance from the existing store to the new store.

1. In the Store page, expand the Like Store section.
2. In the **Like Store** field, enter, select or search for the desired store ID.
3. In the Information to Copy section, select the desired checkboxes to copy the following information from the selected store:

- Select the **Replenishment Information** to copy the replenishment information.
- Select **Delivery Schedule** to copy delivery schedules.
- Select **Activity Schedule** to copy dates when the store is closed.
- Select **Clearance Items** to copy items on clearance to the new store.

### Add a Zoning Location to a Store

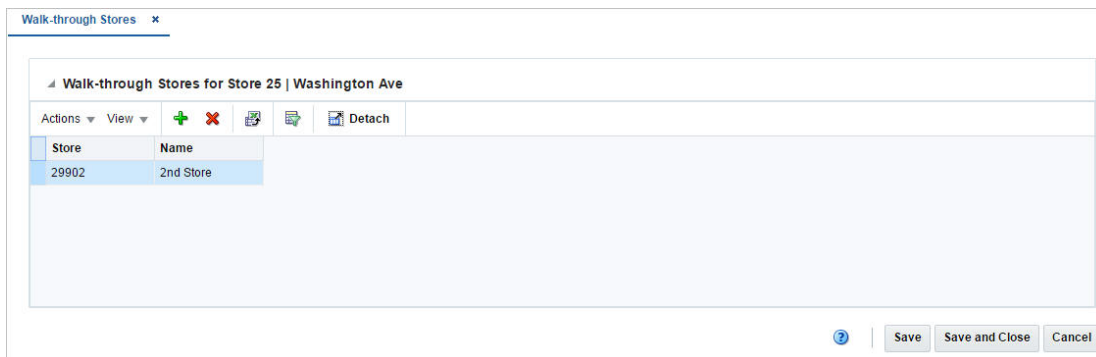
In the Zoning Location section of the Store page you can associate a store with a retail price and a cost location. To add this information follow the steps below.

1. In the Store page, expand the Zoning Location section.
2. In the **Pricing Store** field, enter, select or search for the pricing store ID.
3. In the **Cost Location** field, select the location type from the list.
4. The field next to the location type enables. Enter, select or search for the cost location ID.

## Walk-through Stores Page

The Walk-through Stores page allows you to define several stores in one location. Each store may operate as a separate entity, however the stores are located in the same physical location. You can associate multiple stores as walk through locations. Walk-through stores can be uploaded into the system, or you can add walk through locations to a store. You must set up the stores and then associate one with another.

**Figure 1–12 Walk-through Stores Page**



### Adding a Walk-Through Store

To add walk through stores to a store, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Store** button. The available stores are displayed in the table.
3. In the Store column, click the store ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Store page appears.
4. In the Store page, select **More Actions > Walk Through**. The Walk-through Stores page appears.
5. Then select **Actions > Add** or use the Add icon. The Add Walk-through Stores page appears.

6. In the **Store** field, enter the store ID.
7. In the **Name** field, enter the store name.
8. Then choose one of the following options.
  - Click **OK** to save the current store as walk-through store and close the page.
  - Click **OK and Add Another** to save the current store and add additional entries.
  - Click **Cancel** to reject all entries and close the page.
9. In the Walk-through Stores page, choose one of the following options.
  - Click **Save** to save your changes.
  - Click **Save and Close** to save your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.

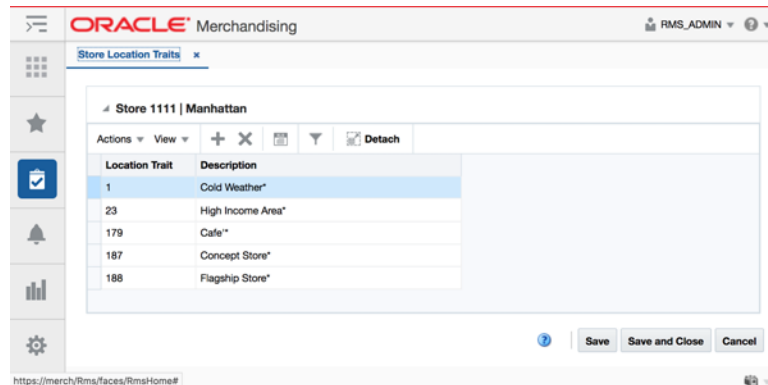
## Add Location Traits to a Store

The Store Location Traits page allows you to add, delete, and view location traits. You can group areas, regions, districts, or stores by location traits.

At the store level, location traits can be used as a grouping mechanism when you:

- Record Attributes for a Store
- Add Locations to a Location List

**Figure 1–13 Store Location Traits Page**



## Adding Store Location Traits

To add a location trait to the store, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Store** button. The available stores are displayed in the table.
3. In the Store column, click the store ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Store page appears.
4. In the Store page, select **More Actions > Location Traits**. The Store Location Traits page appears.
5. Then select **Actions > Add** or use the Add icon. The Add Location Trait page appears.

6. In the Location Trait page. Enter, select or search for the desired location trait ID.
7. Then choose one of the following options.
  - Click **OK** to add the location trait and close the page.
  - Click **OK and Add Another** to save the current record and add additional entries.
  - Click **Cancel** to reject all entries and close the page.

## Create Warehouses

To create a warehouse, follow the steps listed below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Warehouse** button. All available warehouses are displayed in the table.
3. In the table, select **Actions > Create**. The Warehouse page appears.
4. Enter all the necessary information. For more information about the available fields in the Warehouse page, see the [Warehouse Page](#) section.

## Warehouse Page

The Warehouse page allows you to create, edit, delete, and view a warehouse. The warehouse is the entity within Merchandising that defines the physical storage, cross-dock, or distribution facility in an organization. The warehouse has all of the transaction capability of the store, except for sales and price changes. You can specify at which organizational level a warehouse is reported.

You also have the option to designate a warehouse as a redistribution warehouse. A redistribution warehouse does not actually hold stock and cannot be used as a distribution center. With the existence of a redistribution warehouse, you can create purchase orders before the distribution center is known. Orders must be redistributed to actual warehouses or stores when the locations become known and before the merchandise is shipped.

You can access additional pages in order to set up attributes, activity schedules, and delivery schedules.



**Figure 1–14 Warehouse Page**
**Table 1–3 Warehouse Page - Fields and Description**

Fields	Description
<b>Warehouse</b>	Enter a unique ID for the warehouse. This field is a required field.
<b>Warehouse Name</b>	Enter a unique description for the warehouse. This field is a required field.
<b>Secondary Name</b>	Enter the secondary name for the warehouse.
<b>Currency</b>	Enter, select or search for the currency code. This field is a required field.
<b>Reporting Level (Optional)</b>	Select a reporting level from the list.
<b>VAT Region</b>	Enter, select or search for a VAT region for the warehouse. This field is a required field.
<b>Primary Virtual Warehouse</b>	This field is enabled when at least one virtual warehouse is created. Enter, select or search for the primary virtual warehouse.
<b>Email</b>	Enter an email address for the warehouse.
<b>Break Pack Warehouse checkbox</b>	Select the checkbox to indicate that the warehouse is capable of distributing less than the supplier case quantity.
<b>Redistribution Warehouse checkbox</b>	Select the checkbox to indicate that the warehouse distributes to other warehouses.
<b>Delivery Policy</b>	Select a delivery policy from the list.
<b>Inbound Handling Days</b>	Enter the number of days that the warehouse requires to receive any item and move the item to the shelf, so that it is ready to be picked.  Next Day indicates that if a location is closed, the warehouse will deliver on the next day.  Next Valid Delivery Day indicates that the warehouse will wait until the next scheduled delivery day before delivering the item.

**Table 1–3 (Cont.) Warehouse Page - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>DUNS Number</b>	Enter the Dun & Bradstreet Data Universal Numbering System (DUNS) number.  The DUNS number is a nine digit code that identifies your store.
<b>DUNS Location</b>	Enter the DUNS location number.  The DUNS location number is a four digit code that identifies the locations of your store.  This field is only enabled, if have entered the DUNS number for your store.
<b>Tax ID</b>	Enter the Tax Identification number to be associated with the warehouse.
Zoning Location section: This section is only available, when you create a new warehouse	
<b>Cost Location</b>	Select a cost location type from the list. The location ID field enables, enter, select or search for the location.

## Add Virtual Warehouses

To add a virtual warehouse to a physical warehouse, follow the steps below.

1. From the Tasks menu select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.
4. Then, select **Actions > Edit** or use the Edit icon. The Warehouse page appears.
5. Click the **Virtual Warehouses** button. The Virtual Warehouses page appears.
6. Select **Actions > Add** or use the Add icon. The Add Virtual Warehouse page appears.

Figure 1–15 Add Virtual Warehouse Page

- a. In the **Virtual Warehouse** field, enter a unique warehouse ID. This field is a required field.
- b. In the **Name** field, enter the name of the warehouse. This field is a required field.
- c. In the **Secondary Name** field, enter the secondary name for the warehouse.
- d. In the **Org Entity Type** field, select the org entity type from the list. This field is a required field.
- e. In the **Transfer Entity** field, enter, select or search for the transfer entity. This field is a required field.
- f. In the **Org Unit** field, enter, select or search for the org unit. This field is a required field.
- g. In the **Virtual Warehouse Type** field, select a warehouse type from the list. This field is a required field.
- h. In the **Channel** field, enter, select or search for a channel. This field is a required field.
- i. In the **Default Warehouse** field, enter, select or search for the warehouse.
- j. In the **Pricing Location** field, enter, select or search for the pricing location ID. This field is a required field.
- k. In the **Rounding Warehouse** field, enter select or search for the warehouse.
- l. Select the **Stock Holding** checkbox to indicate that the warehouse is a stock holding one.

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**Note:** If you select Regular Warehouse as the Org Entity Type, the **Stock Holding** checkbox is selected and disabled. You cannot deselect this checkbox.

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- m. Select the **Finisher** checkbox to indicate that the warehouse is a finisher location.
- n. Select the **Customer Order Location** checkbox to indicate that the warehouse is a location where the customer places orders.
- o. Select the **Customer Shipping** checkbox to specify if the warehouse supports shipping to the customer for customer orders.
- p. Select the **Gift Wrapping** checkbox to specify if the warehouse supports gift wrapping.
- q. Select the **Protected** checkbox to indicate that the warehouse is affected last in transactions where inventory is removed or affected first in short-shipment type transactions where inventory is being added.
- r. Select the **Restricted** checkbox to indicate that the virtual warehouses is restricted from receiving stock during an inbound transaction.
- s. Select the **Forecast** checkbox to indicate that the warehouse should be included in forecast calculations.
- t. Select the **Replenishment** checkbox to indicate that the virtual warehouse is included in the net inventory calculations for the replenish able warehouse.
- u. In the **Warehouse Link** field, enter, select or search for the corresponding link.
- v. Then select one of the following options.
  - Click **OK** to add the current warehouse and close the page.
  - Click **OK and Add Another** to add the current warehouse and add additional warehouses.
  - Click **Cancel** to reject all entries and close the page.

### Virtual Warehouses Page

The Virtual Warehouse page allows you to divide a physical warehouse into one or more virtual warehouses. Virtual warehouses are used in a multi-channel environment to track ownership of inventory by channel. You associate each virtual warehouse with a channel. If the virtual warehouse contains a finishing location, you can indicate an additional virtual warehouse within the channel.

Virtual warehouses are considered stockholding locations, while the physical warehouse is considered a non-stockholding location.

Figure 1–16 Virtual Warehouses Page

Org Entity Type	Virtual Warehouse	Name	Virtual Warehouse Type	Channel	Channel Description	Pricing Location	Pricing Location Description	Transfer Entity	Trans
Regular Warehouse	455	Oracle Retail VWH 1	Non-traditional	5523	Brick and Mortar Channel			4561792217	Orack
Regular Warehouse	457	Oracle Retail VWH 2	Non-traditional	5523	Brick and Mortar Channel			4561792217	Orack

### Editing Virtual Warehouses

To edit a virtual warehouse to a physical warehouse, follow the steps below.

1. From the Tasks menu select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.
4. Select **Actions > Edit** or use the Edit icon. The Warehouse page appears.
5. Click the **Virtual Warehouses** button. The Virtual Warehouses page appears.
6. Select a record in the table.
7. Select **Actions > Edit** or use the Edit icon. The Edit Virtual Warehouse page appears.
  - a. Edit the fields, if necessary.
  - b. Then select one of the following options.
    - Click **OK** to save your changes and close the page.
    - Click **Cancel** to reject all entries and close the page.

## Manage Warehouses

### Editing Warehouses

To edit a warehouse, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.

4. Then click the warehouse ID link, or select **Actions > Edit**, or use the Edit icon. The Warehouse page appears.
5. Edit the fields, if necessary. For more information about the fields in the Warehouse page, see the [Warehouse Page](#) section.

---

**Note:** You cannot edit the **Warehouse ID**, **Currency**, and **Primary Virtual Warehouse** fields.

---

## Editing Virtual Warehouses

To edit a virtual warehouse to a physical warehouse, follow the steps below.

1. From the Tasks menu select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.
4. Select **Actions > Edit** or use the Edit icon. The Warehouse page appears.
5. Click the **Virtual Warehouses** button. The Virtual Warehouses page appears.
6. Select a record in the table.
7. Select **Actions > Edit** or use the Edit icon. The Edit Virtual Warehouse page appears.
  - a. Edit the fields, if necessary.
  - b. Then select one of the following options.
    - Click **OK** to save your changes and close the page.
    - Click **Cancel** to reject all entries and close the page.

## Add Warehouse Department Parameters

The Warehouse Department page allows you to specify investment buy parameters at the warehouse or warehouse/department level. You can set up costs of storage and other parameters for a specific warehouse. Within the warehouse, you can set up several sets of investment buy parameters which are specific for a set of items, such as frozen goods.

**Figure 1–17 Warehouse Department Parameters Page**

Department	Department Name	Storage Cost Measure	Storage Cost UOM	Weekly Cost of Outside Storage	Storage Type	Maximum Weeks of Supply	Target ROI	Cost of Money
1111	Concession Stock	Mass	KG		Warehouse	13	50.25	50.25

## Adding Warehouse Department Parameters

To add warehouse department parameters, follow the steps below.

1. From the Tasks menu select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.
4. Select **Actions > Edit** or use the Edit icon. The Warehouse page appears.
5. Click the **Virtual Warehouse** button. The Virtual Warehouses page appears.
6. Select More **Actions > Warehouse Department Parameters**. The Warehouse Department Parameters page appears.
7. Then, select **Actions > Add** or use the Add icon. The Add Warehouse Department Parameter page appears.

**Figure 1–18 Add Warehouse Department Parameters Page**

- a. In the **Department** field, enter, select or search for the department.
- b. In the **Storage Cost Measure** field, select the cost measure from the list. The **Storage Cost UOM** field enables.
- c. In the **Storage Cost UOM** field, enter, select or search for the unit of measure.

---

**Note:** This field is disabled, if you select Eaches as a storage cost measure.

---

- d. In the **Weekly Cost of Storage** field, enter the weekly cost of storage value.
- e. In the **Outside Storage Cost Measure** field, select an outside cost measure from the list. The **Outside Storage Cost UOM** field enables.
- f. In the **Outside Storage Cost UOM** field, enter, select or search for the unit of measure.
- g. In the **Weekly Cost of Outside Storage** field, enter the weekly cost of outside storage value.

- h. In the **Storage Type** field, select the type from the list. This field is a required field.
- i. In the **Maximum Weeks of Supply** field, enter the number of weeks. This field is a required field.
- j. In the **Target ROI** field, enter the target ROI (Return of Investment). This field is a required field.
- k. In the **Cost of Money** field, enter the cost.
- l. Then choose one of the following options.
  - Click **OK** to save the current parameter and close the page.
  - Click **OK and Add Another** to save the current parameter and add additional entries.
  - Click **Default** to save the current parameter and set it as the default value.
  - Click **Cancel** to reject all entries and close the page.

### Editing Warehouse Department Parameters

To edit warehouse department parameters, follow the steps below.

1. From the Tasks menu select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.
4. Select **Actions > Edit** or use the Edit icon. The Warehouse page appears.
5. Click the **Virtual Warehouses** button. The Virtual Warehouses page appears.
6. Select **More Actions > Warehouse Department Parameters**. The Warehouse Department Parameters page appears.
  1. Select a record in the table.
  2. Select **Actions > Edit** or use the Edit icon. The Edit Warehouse Department Parameter page appears. The parameters of the selected record are shown.
    - a. Edit the values, if necessary.
    - b. Then choose one of the following options.
      - Click **OK** to save your changes and close the page.
      - Click **Default** to save the current parameter and set it as default value.
      - Click **Cancel** to reject all entries and close the page.

## Manage Location Addresses

The Addresses page allows you to add, add from existing, edit, delete or view multiple addresses and contact information for either stores, warehouses, suppliers, or partners. You can set up multiple addresses per address type. Each location or vendor that is added requires that a mandatory address is added. Once you have entered a mandatory address, you cannot delete it. However, you can edit the mandatory address to maintain the correct address.



Figure 1–19 Addresses Page

Addresses x

Store 1131 | New Jersey

Actions View + [Icons] Detach

Address Type	Address Line 1	Address Line 2	Address Line 3	City	State	Postal Code	Country
Business	1 Garden State Plaza			Paramus	NJ	07652	US
Postal	1 Garden State Plaza			Paramus	NJ	07652	US

Save Save and Close Cancel

## Maintaining Addresses

To maintain addresses, follow the steps below.

### Maintaining Addresses for a Store

To maintain an address for a store:

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Store** button. The available stores are displayed in the table.
3. In the Store column, click the store ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Store page appears.
4. Then select More **Actions > Address**. The Addresses page appears.

### Maintaining Addresses for a Warehouse

To maintain an address for a warehouse:

1. From the Tasks menu, select **Foundation Data > Location Foundation > Organizational Hierarchy**. The Organizational Hierarchy page appears.
2. Select the **Warehouse** button. The available stores are displayed in the table.
3. In the Warehouse column, click the store ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Warehouse page appears.
4. Then select More **Actions > Address**. The Addresses page appears.

### Maintaining an Address for a Supplier

To maintain an address for a supplier:

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier/Supplier Site column, click the supplier/supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier/Supplier Site page appears.
5. Select More **Actions > Address**. The Addresses page appears.

## Maintaining an Address for a Partner

To maintain an address for a partner:

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Partners**. The Partner Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The partners that match the search criteria are displayed in the Results section.
4. In the Partner Site column, click the partner ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Partner page appears.
5. Select **More Actions > Address**. The Addresses page appears.

## Adding an Address

To add an address in the Addresses page:

1. In the table, select **Actions > Add** or use the Add icon. The Add Address page appears.
2. In the **Address Type** field, select the corresponding type.
3. The **Apply to all Undefined Required Types** checkbox, indicates that the current address information is added to each required address type. This checkbox is selected by default.
4. In the Address information section, enter the following details.
  - a. In the **Address** field, enter the full address. This field is a required field.
  - b. In the **City** field, enter the city in which the store is located. This field is a required field.
  - c. In the **State** field, select a state from the list.
  - d. In the **Postal Code** field, enter the postal code of the store.
  - e. In the **Country** field, enter, select or search for the country. This field is a required field.
  - f. Select the **Primary Address** checkbox to indicate that the current address is a primary address.
5. In the Contact information section, you can enter the following details.
  - a. In the **Name** field, enter the name of the contact person associated to the store.
  - b. In the **Phone** field, enter the phone number of the contact.
  - c. In the **Fax** field, enter the fax number.
  - d. In the **Pager** field, enter the pager number.
  - e. In the **Email** field, enter the email address.
6. Then choose one of the following options.
  - Click **OK** to save the current address and close the page.
  - Click **OK and Add Another** to save the current address and add additional entries.
  - Click **Cancel** to reject all entries and close the page.

### Adding an Address from Existing

To add a new address from an existing address, follow the steps below.

1. In the Address page, select a record in the table.
2. Select **Actions > Add from Existing** or use the Add from Existing icon. The Add Address page appears.
3. In the **Address Type** field, select the corresponding type.
4. The address and contact fields enable and display the data of the selected address. Change the entries as necessary.

---



---

**Note:** The **Primary Address** field is disabled.

---



---

5. Then choose one of the following options.
  - Click **OK** to save the current address and close the page.
  - Click **OK and Add Another** to save the current address and add additional entries.
  - Click **Cancel** to reject all entries and close the page.

### Editing an Address

To edit an address, follow the steps below.

1. In the Addresses page, select a record in the table.
2. Select **Actions > Edit** or use the Edit icon. The Edit Address page appears.
3. In the **Address Type** field shows the type of the selected address. You cannot edit this field.
4. The address and contact fields display the data of the selected address. Change the entries as necessary.

---



---

**Note:** The **Primary Address** field is disabled.

---



---

5. Then choose one of the following options.
  - Click **OK** to save the your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.

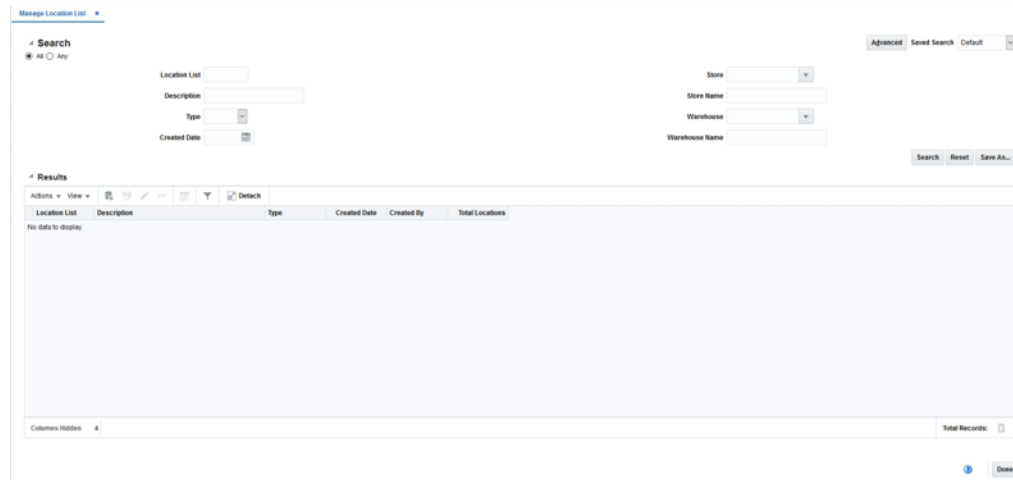
## Manage Location Lists

The Manage Location Lists option opens the Location List Search page. In the Location List Search page you can perform the following actions.

- Search for a location list by various search criteria
- View the entered search results
- View a location list
- Create a location list
- Create a location list from an already existing location list
- Edit a location list

You can access the Location List Search page from the Task menu, select **Foundation Data > Location Foundation > Manage Location Lists**. The Location List Search page appears.

**Figure 1–20 Location List Search Page**



## Searching for a Location List

To search for a location list:

1. From the Task menu, select **Foundation Data > Location Foundation > Manage Location Lists**. The Location List Search page appears.
2. You can search for a location list by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
  - Click **Advanced** to access the search section in advanced mode.
  - Click **Basic** to return to basic mode.

### Searching for a Location List Through the Basic Search Criteria

To search for a location list by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

**Table 1–4 Location List Search - Basic Search Criteria and Description**

Fields	Description
Match option	Check radio button All or Any.  All - only location lists matching all entered search criteria are shown.  Any - location lists matching any of the entered search criteria are shown.
Location List	Enter the location list ID.
Description	Enter a location list description.
Type	Select the location list type, Static or Dynamic, from the list.
Created Date	Enter the create date of the location list or use the Calendar icon to select a date.
Store	Enter, select or search for the store ID.

**Table 1–4 (Cont.) Location List Search - Basic Search Criteria and Description**

<b>Fields</b>	<b>Description</b>
<b>Store Name</b>	Enter the store name.
<b>Warehouse</b>	Enter, select or search for the Warehouse ID.
<b>Warehouse Name</b>	Enter the name of warehouse.

- Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches page appears.

For more information about the Personalized Saved Search, see Personalize Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

- Click **Search**. The location lists that match the search criteria are displayed in the Results section.
- Click **Reset** to clear the search section and results.
- Click **Save As...** to save the current search criteria. The Create Saved Search page appears.

For more information about how to save your search criteria, see Create Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

- Click **Done** to close the page.

### Searching for a Location List Through Advanced Search Criteria

To search for a location list by using advanced search criteria:

- To search by using advanced search criteria, enter or select one or all of the advanced search criteria.
- To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
- Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches page appears.

For more information about the Personalized Saved Search, see Personalize Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

- Click **Search**. The location lists that match the search criteria are displayed in the Results section.
- Click **Reset** to clear the search section and results.
- Click **Save As...** to save the current search criteria. The Create Saved Search page appears.

For more information about how to save your search criteria, see Create Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields page appears.
  - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
  - Click **OK** to confirm the new order of the fields and close the page.
  - Click **Cancel** to reject any changes and close the page.
9. Click **Done** to close the page.

## Results

The Results section lists the retrieved location lists. The Results table shows the following columns by default.

- Location List
- Description
- Type
- Created and Last Rebuild Date
- Total Locations

## Creating Location Lists from Existing

To create a location list from an existing location list, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Manage Location Lists**. The Manage Location List page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then select **Actions > Create from Existing**, or use the Create from Existing icon. The Location List page appears. The data of the existing location list is displayed.
6. Change the fields, if necessary.

For more information about the available fields in the Location List page, see the [Location List Page](#) section.

7. Then choose one of the following options.
  - Click **Save** to save the new location list.
  - Click **Save and Close** to save the new location list and close the page.
  - Click **Cancel** to reject all entries and close the page.

## Editing Location Lists

To edit a location list, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Manage Location Lists**. The Manage Location List page appears.

2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon. The Location List page appears. The data of the selected location list is displayed.
6. Change the fields, if necessary.  
For more information about the available fields in the Location List page, see the [Location List Page](#) section.
7. Then choose one of the following options.
  - Click **Save** to save your changes.
  - Click **Save and Close** to save your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.

## Creating Location Lists

To create a location list, follow the steps below.

You can enter the Create Location List page in different ways.

- From the Tasks menu, select **Foundation Data > Location Foundation > Create Location List**. The Create Location List page appears.
- From the Tasks menu, select **Foundation Data > Location Foundation > Manage Location Lists**. Search for location lists. Then select **Actions > Create** or use the Create icon. The Create Location List page appears.

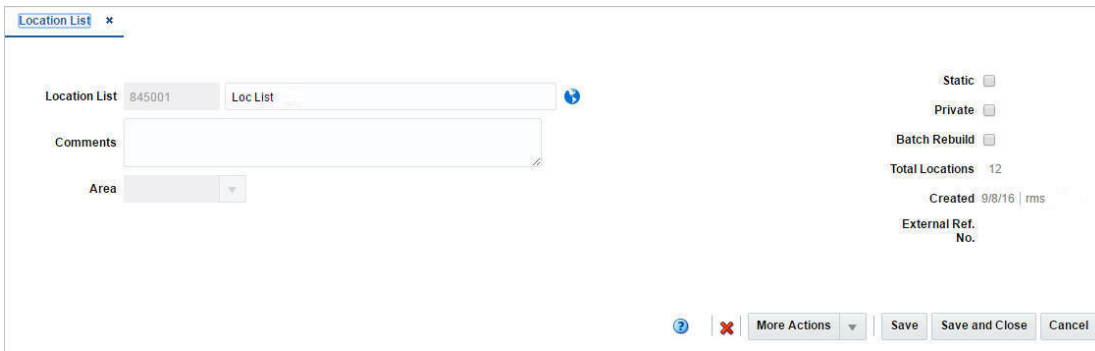
1. Enter the data, as necessary.

For more information about the available fields in the Location List page, see the [Location List Page](#) section.

### Location List Page

The Location List page allows you to create, edit, or view basic information about a location list. You can indicate whether the location list is static or dynamic. Dynamic lists can be rebuilt on demand. You can indicate whether a dynamic location list can also be rebuilt by a scheduled batch program. The ID of the user who created the location list and the date on which it was created appear. You can also view the number of locations that make up the location list.

**Figure 1–21 Location List Page**



The Location List page contains the following fields.

**Table 1–5 Location List - Fields and Description**

Fields	Description
<b>Location List</b>	Displays the location list ID and description of the selected list.
<b>Comments</b>	Add comments to the selected location list.
<b>Hierarchy Level:</b>	
	The name of this field depends on the hierarchy level the location list is associated to.
<b>Chain</b>	Enter, select or search for the chain.
<b>Area</b>	Enter, select or search for the area.
<b>Region</b>	Enter, select or search for the region.
<b>District</b>	Enter, select or search for the district.
<b>Store</b>	Enter, select or search for the store.
<b>Warehouse</b>	Enter, select or search for the warehouse.
<b>Static</b> checkbox	If selected, the location list is static. You can not add additional locations to the list. If not selected, the location list is dynamic.
<b>Private</b> checkbox	This checkbox Select the checkbox to indicate that the security for a location list is on.
<b>Batch Rebuild</b> checkbox	If selected, the dynamic location list is rebuilt automatically by a scheduled batch program based on the original criteria.
<b>Total Locations</b>	Displays the total number of locations on the selected location list.
<b>Created</b>	Displays the date, when list has been created, and the user, who created the list.
<b>External Ref. No</b>	Displays a reference number, if available.

**Location List Detail Page**

The Location List Detail page allows you to add, delete, and view the locations that make up a location list.



Figure 1–22 Location List Detail Page

Type	Location	Name	Status
Store	1111	Manhattan	
Store	1122	Boston	
Store	1311	Dallas	
Store	1321	Houston	
Store	1411	Los Angeles	
Store	1421	Phoenix	
Store	1511	Seattle	
Store	1521	San Francisco	
Store	1611	Miami	

### Location List Detail Table

The table displays all the locations making up the location list. The location type, location ID, name and status are displayed by default.

### Adding Locations to Location Lists

To add a location to the selected location list, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Manage Location Lists**. The Manage Location List page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon. The Location List page appears.
6. Select **More Actions > Locations**. The Location List Detail page appears.
7. Then select **Actions > Add** or use the Add icon. The Add Location page appears.
  - a. In the **Type** field, enter the location type. For example, select Warehouse.
  - b. In the **Location** field, enter, select or search for the location ID.
  - c. Then select one of the following options.
    - Click **OK** to add the new location and close the page.
    - Click **OK and Add Another** to add additional entries.
    - Click **Cancel** to reject all entries and close the page.

### Location List Criteria Page

The Location List Criteria page allows you to add, edit, delete and view the criteria by which locations are grouped on a location list. The criteria that you enter become the conditions of a Where clause in a SQL statement. You can test the criteria and view the SQL statement before they are applied to the location list.

**Figure 1–23 Location List Criteria Page**

(	Element	Comparison	Value	)	Logic Operation	Related Value
	Store Number	=	110		OR	
	Store Number	=	913		OR	
	Store Number	=	1101		OR	
	Store Number	=	1102		OR	
	Store Number	=	6001		OR	
	Store Number	=	7085		OR	
	Store Number	=	12123		OR	
	Store Number	=	121234		OR	

**Location List Criteria Table**

The table lists the elements and values of the criteria.

**Maintaining Location List Criteria**

To maintain location list criteria, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Manage Location Lists**. The Manage Location List page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then click the location list link, or select **Actions > Edit**, or the Edit icon. The Location List page appears.
6. Select **More Actions > Criteria**. The Location List Criteria page appears.
7. Update the location list criteria, as necessary.

**Adding Location List Criteria**

To add location list criteria, follow the steps below.

1. Go to the **Location Type** field, in the top right corner of the page. Select a location type.
2. Then select **Actions > Add** or use the Add icon. The Add Criteria page appears.
  - a. In the **Element** field, select an element from the list.

---

**Note:** If the Element is Cost Zone or Store Grade, you can specify which group (cost zone group or store grade group) the zone or grade is a member of.

---

- b. In the **Comparison** field, select a sign from the list.

- c. In the **Value** field, enter a value.
  - d. In the **Logic Operation** field, select an option from the list.
  - e. In the **Related Value** field, enter, select or search for the value.
  - f. Then choose one of the following options.
    - Click **OK** to add your entries and close the Add Criteria page.
    - Click **OK and Add Another** to add additional entries.
    - Click **Cancel** to reject all entries and close the Add Criteria page.
3. Click the **Test SQL** button to test, if the entered criteria is valid.

---



---

**Note:** If the location list criteria is not valid, a message is displayed.

---



---

4. Click **Build List** to rebuild the location list.
5. Then choose one of the following options.
  - Click **Save** to save your entries.
  - Click **Save and Close** to save your entries and close the page.
  - Click **Cancel** to reject all entries and close the page.

#### Editing Location List Criteria

To edit location list criteria, follow the steps below.

1. Select a record in the table.
2. Then select **Actions > Edit** or use the Edit icon. The Edit Criteria page appears.
  - a. Edit the fields, as necessary.
  - b. Then choose one of the following options.
    - Click **OK** to save your changes and close the Edit Criteria page.
    - Click **Cancel** to reject all entries and close the Edit Criteria page.
3. Click the **Test SQL** button to test, if the entered criteria is valid.

---



---

**Note:** If the location list criteria is not valid, a message is displayed.

---



---

4. Click **Build List** to rebuild the location list.
5. Then choose one of the following options.
  - Click **Save** to save your changes.
  - Click **Save and Close** to save your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.

## Rebuild Location Lists

To rebuild a location list, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Manage Location Lists**. The Manage Location List page appears.

2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon. The Location List page appears.
6. Select **More Actions > Location List Rebuild**. The Location List Rebuild page appears. The location list details are displayed.
7. Select the **Rebuild Location List** checkbox, to rebuild the current list.
8. Then choose one of the following options.
  - Click **Execute and Close** to rebuild the selected location list and close the page.
  - Click **Cancel** to reject all entries and close the page.

## Use Location Lists

### Changing Cost Zones

The Change Cost Zones page allows you to change the cost zone for all stores and warehouses on a location list.

**Figure 1–24 Change Cost Zones Page**

The Changing Cost Zones page contains the following fields.

**Table 1–6 Cost Zones - Fields and Description**

Fields	Description
Location List	This field displays the location list number and description.
Zone Group	Enter, select or search for the current zone group. This field is a required field.
New Zone	Enter, select or search for the new cost zone. This field is a required field.

### Mass Update Cost Zones

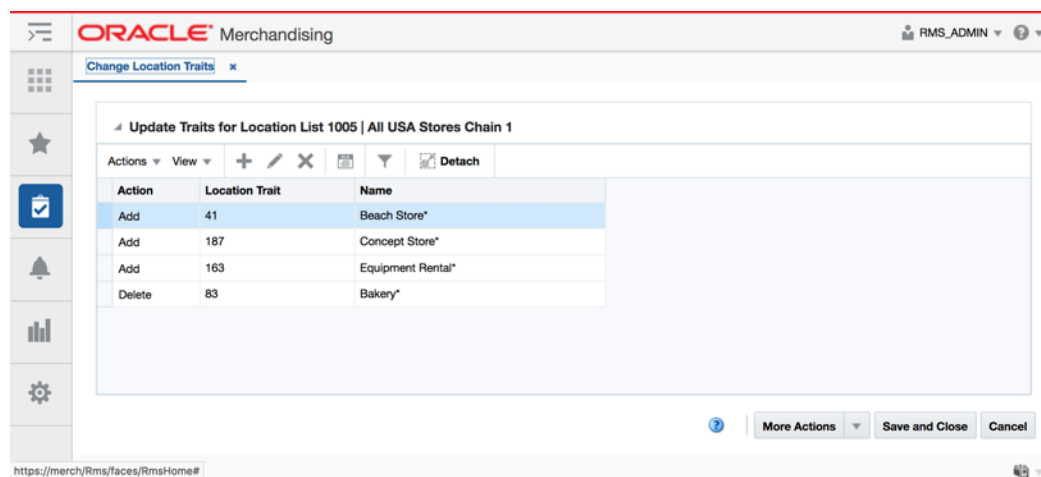
To update the cost zone for all stores and warehouses on a location list, follow the steps listed below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Manage Location Lists**. The Location List Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The location lists that match the search criteria are displayed in the Results section.
4. Select a record in the Results table.
5. Then select **Actions > Mass Update > Create Cost Zone Change**. The Change Cost Zones page appears.
6. In the **Zone Group** field, enter, select or search for the group.
7. In the **New Zone** field, enter, select or search for the new cost zone.
8. Then choose one of the following options.
  - Click **Save** to save the new cost zone.
  - Click **Save and Close** to a save the new cost zone and close the page.
  - Click **Cancel** to reject all entries and close the page.

## Changing Location Traits

In the Change Location Traits page you can update location traits for a specific location list.

**Figure 1–25** Change Location Traits Page



## Change Location Traits Table

In the table add, edit or delete traits of the selected location list.

## Mass Update Location Traits

To update the location traits by location list, follow the steps listed below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Manage Location Lists**. The Location List Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The location lists that match the search criteria are displayed in the Results section.

4. Select a record in the Results table.
5. Then select **Actions > Mass Update > Change Location Traits**. The Change Location Traits page appears.
6. Update the traits for the selected location list.

### Adding Location Traits

To add a location trait, follow the steps below.

1. In the Change Location Traits page, select **Actions > Edit** or use the Edit icon. The Edit Location Trait page appears.
2. In the **Action** field, select if you want to **Add** or **Delete** the location trait. This field is a required field.

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**Note:** You can also delete a location trait by selecting the Delete icon in the table.

---

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3. In the **Location Trait** field, enter, select or search for the location trait. This field is a required field.
4. Then choose one of the following options.
  - Click **OK** to add the trait and close the page.
  - Click **OK and Add Another** to add the current trait and add additional entries.
  - Click **Cancel** to reject all entries and close the page.

### Editing Location Traits

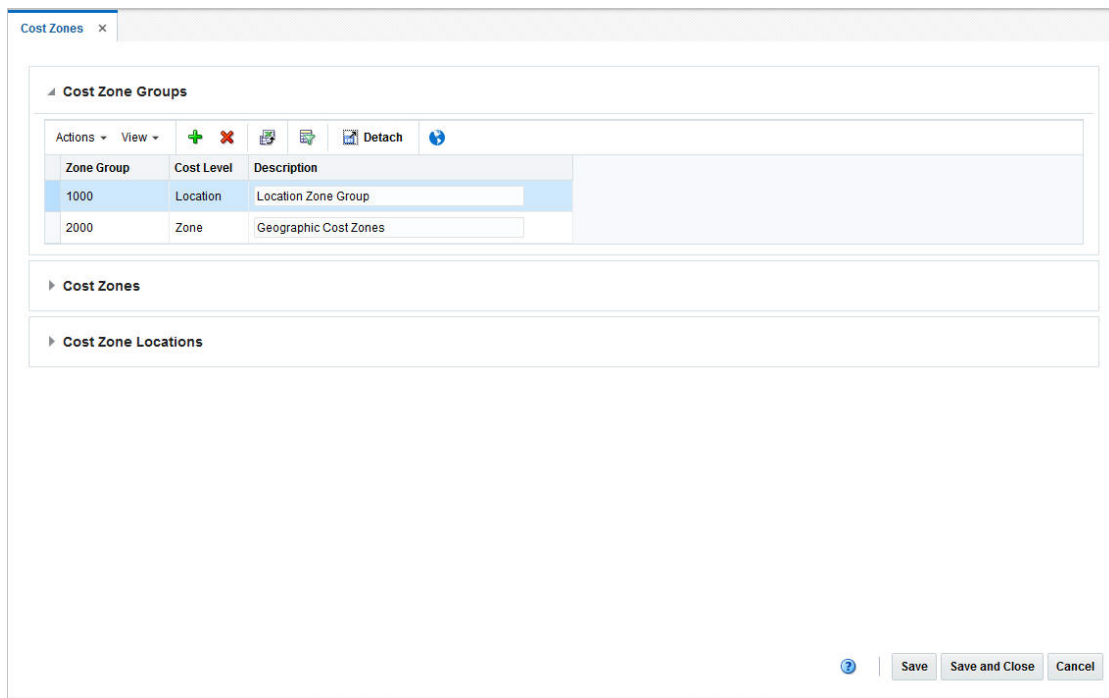
To edit a location trait, follow the steps below.

1. In the Change Location Traits page, select **Actions > Edit** or use the Edit icon. The Edit Location Trait page appears.
2. In the **Action** field, change the action, if necessary.
3. In the **Location Trait** field, enter select or search for another location trait, if necessary.
4. Then choose one of the following options.
  - Click **OK** to edit the current trait and close the page.
  - Click **OK and Add Another** to add the current trait and add additional entries.
  - Click **Cancel** to reject all entries and close the page.

## Manage Cost Zones

The Cost Zones page allows you to create, maintain, and view the cost zones for a selected cost zone group. You can categorize stores into zones based on a costing strategy. For each cost zone group, one cost zone is set as the base cost zone. The base cost zone indicates that the price for the item is based on the price of the item in the zone. When a new cost zone group is created, all locations must be added to the group. The locations can exist individually within a group or locations can be grouped into cost zones.

Figure 1–26 Cost Zones Page



## Cost Zone Groups

The Cost Zone Groups section allows you to add, delete, or view cost zone groups. A cost zone group is a grouping mechanism that allows you to categorize stores into zones based on a costing strategy. This grouping mechanism is available only when you are tracking Estimate Landed Costs (ELC).

The table displays the zone group, cost level and description by default.

- **Description**

You can edit the **Description** column directly in the table.

## Cost Zones

The Cost Zones section allows you to add, delete, and view the cost zones for a selected cost zone group.

The table displays the zone ID, description, locations, currency and base cost checkbox by default.

- **Description**

You can edit the **Description** column directly in the table.

- **Base Cost**

Select the **Base Cost** checkbox, to indicate that the price for the item is based on the price of the item in the zone.

## Cost Zone Locations

The Cost Zone Locations section allows you to add, edit, delete, or view locations in the cost zone. In edit mode, you may add locations to a cost zone or move locations to a different cost zone.

Locations cannot be edited for any cost zone group at the location level because the location is a cost zone group.

The table displays the location type, ID and location name as well as the primary discharge port and port description by default.

- **Primary Discharge Port**

You can edit the primary discharge port for a location directly in the table.

## Maintaining Cost Zones

To maintain Cost Zones, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Location Foundation > Cost Zones**. The Cost Zones page appears.
2. Update the cost zones, as necessary.

### Adding Cost Zone Groups

To add cost zone groups, follow the steps listed below.

1. Open the Cost Zones Group section.
2. Then select **Actions > Add** or use the Add icon. The Add Cost Zone Groups page appears.

**Figure 1–27 Add Cost Zone Group Page**

- a. In the **Zone Group** field, enter a unique zone group ID. This field is a required field.
- b. In the **Description** field, enter a unique description for the zone group.
- c. In the **Cost Level** field, select the cost level from the list.
- d. In the **Like Group** field, enter, select or search for a group to copy the zones and locations of the selected group to the new group.
- e. Then select one of the following options.
  - Click **OK** to add the new cost zone group and close the page.
  - Click **OK and Add Another** to add additional cost zone groups.



- Click **Cancel** to reject all entries and close the page.

### Adding Cost Zones

To add a new cost zone to a cost zone group, follow the steps below.

1. In the Cost Zones page, select a record in the Cost Zone Groups section.
2. All the available cost zones for the selected cost zone group are displayed in the Cost Zones section.
3. In the Cost Zones section, select **Actions > Add** or use the Add icon. The Add Cost Zone page appears.

**Figure 1–28 Add Cost Zone Page**

- a. In the **Zone** field, enter a unique Zone ID.
- b. In the **Description** field, enter a unique zone description.
- c. In the **Currency** field, enter, select or search for the currency ID.
- d. Then choose one of the following options.
  - Click **OK** to add the new cost zone and close the page.
  - Click **OK and Add Another** to add additional cost zones.
  - Click **Cancel** to reject all entries and close the page.

---

**Note:** If the cost level of the new cost zone group is Location, a cost zone for each location is created automatically.

You have to add all locations for a new cost zone group. If any location is missing from the group, you will receive a message listing all missing locations when you save your changes in the Cost Zones page.

---

### Adding Cost Zone Locations

To add cost zone locations to a cost zone, follow the steps listed below.

1. In the Cost Zones page, select a record in the Cost Zones section.
2. The available locations for the selected cost zone are displayed in the Cost Zone Locations table.

3. In the Cost Zone Locations table, select **Actions > Add** or use the Add icon. The Add Cost Zone Locations page appears.

**Figure 1–29 Add Cost Zone Location Page**

- a. In the **Location** field, select the location type from the list. The field next to the location type enables. Enter, select or search for the location ID.
- b. In the **Discharge Port** field, select, enter or search for the port.
- c. Then choose one of the following options.
  - Click **OK** to add the location and close the page.
  - Click **OK and Add Another** to add additional locations.
  - Click **Cancel** to reject all entries and close the page.

### Editing Cost Zone Locations

To edit a cost zone location, follow the steps listed below.

1. In the Cost Zones page, select the record you want to edit in the Cost Zone Locations table.
2. Then select **Actions > Edit** or use the Edit icon. The Edit Cost Zone Location page appears.
  - a. The warehouse/store ID and description of the selected record are displayed.
  - b. In the **New Zone** field, enter, select or search for a new zone, if you want to move the current location to another zone.
  - c. In the **Discharge Port** field, enter, select or search for another port.
  - d. Then choose one of the following options.
    - Click **OK** to save your changes and close the page.
    - Click **Cancel** to reject all entries and close the page.

## Other Location Foundation Data

In addition to the organization hierarchy, location lists and cost zone there are few other foundational data components related to locations that can be set up in Merchandising. These are mostly used for classification of locations to into various groups for operation efficiency.

- **Banners and Channels** – Channels in retail are basically different touch points from where the sales happen to customers. Examples include brick and mortar, kiosk, and web store. Banners are groupings of channels that can be used to distinguish one line of business from another.
- **Cost Components** – Cost components are various types of costs that can be used to build total landed cost of an item in international trade. They can also be used to define upcharges that are applied when items are transferred between locations

or used for building up franchise costing.

- **Location Traits** – Location traits are user defined classification characteristics that can be associated with a store.
- **Outside Locations** – Used in international trade processing, which requires the definition of locations that are outside retailer's business but required for business process, such as lading and discharge ports, clearing zones, and bill-to locations.
- **Store Formats** – Store formats are another optional way of classifying and grouping stores based on common characteristics.
- **Store Grades** – Store grades are used for store clustering. Each store grade can be associated with a buyer and used to support distributing items on purchase orders, reporting, or mass maintenance.
- **Transfer Zones** – Transfer zones are used to group stores to restrict transfers of merchandise only within a zone to optimize transportation costs.

## Banners and Channels

Channels are a method of grouping like locations based on business they serve. Examples include Brick and Mortar, Kiosk, and Web Store. Channels can be added to a store or virtual warehouse as an attribute. Banners are groupings of channels that can be used to distinguish one line of business from another. Banners and Channels are maintained through the upload/download process. This functionality is accessed from the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data.

To add, update, or remove banners or channels, select the template type of Foundation from the Download Data screen and then the template Banners and Channels. Click the Download button and when prompted, choose to either open the .ods file that is generated or save the file and open it separately in the spreadsheet application of your choice.

### Add a Banner or Channel

To add a banner, select the action type of Create on an empty row of the Banners tab. Next, enter a unique number up to 4 digits in length for the Banner ID, and the description of the banner in the primary language (as defined in the Merchandising system options) of up to 120 characters. To add a channel, select the action type of Create on an empty row of the Channels tab. Next, enter a unique number up to 4 digits in length for the channel ID, along with the banner ID, channel type and a description for the channel in the primary language (as defined in the Merchandising system options) of up to 120 characters. The channel type can be selected from a dropdown which is maintained under code 'CHTY' in the Codes table. To modify the valid channel types, you can update the descriptions or add new values by accessing the Codes and Descriptions template (see Download/Upload Data from Spreadsheets). Adding a banner translation or channel translation can be done in a similar manner on the Banner Translations tab or Channel Translations tab, respectively. This facilitates the ability to translate the banner description or channel description in multiple languages.

### Updating a Banner or Channel

If you would like to update any details for banners and channels, a similar process will be followed as that described above for creating new. First, download the spreadsheet, and then navigate to the tab where you would like to make your updates.

The following columns can be updated in each tab:

- Banner – Description
- Banner Translations – Description
- Channel – Banner, Channel Type, Description
- Channel Translations – Description

In the tab where you are going to make your updates, select the action type of Update, and then correct the value in the spreadsheet.

### **Removing a Banner or Channel**

If you wish to remove a banner, select the Delete action on the row of the banner you wish to delete on the Banners tab. Removing a banner translation, a channel, or a channel translation can be done in a similar manner on their respective tabs. Deleting a channel is not allowed if it is still associated with a store or virtual warehouse. In addition, all channels associated with a banner must be deleted before the banner can be deleted.

### **Uploading Changes**

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, you'll again select the template type Foundation and the template Banners and Channels. This will generate a process description automatically, but this can be updated if desired. Lastly, select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.

## **Cost Components**

Cost components are various types of costs that can be used to build total landed cost of an item in domestic and international trade. They can also be used to define upcharges that are applied when items are transferred between locations or used for building up franchise costing. Cost components are created, maintained or deleted in Merchandising through spreadsheet upload and download processes. Updates can be made to take effect immediately or can be scheduled to go into effect on a specific date. These processes are accessed through the main Merchandising tasks list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data.

To add or update cost components, you will select the template type of Foundation from the Download Data screen and then the template Cost Components. Click the Download button and when prompted, choose to either open the .ods file that is generated or save the file and open it separately in the spreadsheet application of your choice. Once opened, there will be three sheets that can be modified - Cost Components, Cost Component Translations and Component Rate Updates.

### **Add a Cost Component**

To add a new cost component, start in the Cost Components tab, and, in a blank line in the template, select the action type of Create. Next enter a new Component ID (up to 10 characters) and Component Description in the primary language (as defined in the Merchandising system options) of up to 250 characters. Next, specify the Component Type which can be Assessment, Expense, or Up Charge.

## Assessments

For assessments, if the charge is a fee or tax, specify the assessment type. Valid assessment types are fee types or tax types associated with one or more HTS definitions. Fee types and tax types can be found in the HTS Fees and HTS Taxes tabs of the HTS Definition template (which can be downloaded from the Import template type). Next, specify the Import Country for which the charge will be assessed. Next, if the assessment is calculated as a percentage of a calculated value, enter the Computation Value Base (CVB) that will be used as the basis for the calculation. Value based assessment components without a computation value base will be calculated as a percentage of the item's order cost. For more information on CVBs, see [Computation Value Bases](#).

Next, specify the Calculation Basis. Calculation basis indicates whether the assessment is calculated on a per-unit (Specific) or ad valorem (Value) basis. Then, enter the Component Rate, which is the rate to be charged against the calculation base. Enter a percentage value if the calculation basis is Value, else a monetary amount if the calculation basis is Specific. Next, enter the Computation Level, which determines the calculation order, and the Display Order. If one or more assessments have same computation level then they will be calculated in the order they appear in the table. Next, specify the Always Default value and the Component Currency. Every assessment for a given import country must have the same currency. Assessments with Always Default set to Y will default to the item along with the duty related assessments when HTS codes are added. Then, enter the Component Per Count and Component Per Count UOM. Specification of per count and per count unit of measure is mandatory if calculation basis is Specific and must be left blank for calculation basis of Value.

Finally, select +, -, or N/A for the nomination flags. These flags indicate whether or not the value of the component should be added to or subtracted from the associated CVB. For more information on nomination flags, see [Computation Value Bases](#). Any other columns not mentioned above are not relevant for assessments. For more details see the RTM Whitepaper.

## Expenses

For expenses, enter a value of Country or Zone in the Expense Type column. Country expenses are those incurred when moving goods from the country of sourcing to the import country. Zone level expenses are those incurred when moving goods from the discharge port to the final destination. Next, if the expense is calculated as a percentage of a calculated value, enter the Computation Value Base (CVB) that will be used as the basis for the calculation. Value based expense components without a computation value base will be calculated as a percentage of the expense's order cost basis. For more information on CVBs, see [Computation Value Bases](#).

Next, specify the Calculation Basis, which indicates whether the component is calculated on a per-unit (Specific) or ad valorem (Value) basis. Then, enter the Order Cost Basis, which indicates the basis the expense will be calculated against if there is no CVB attached; valid values are Supplier or Order. If the cost basis is supplier then when calculating the expense, the item's supplier cost will be used. If the cost basis is order, then the cost of the item on the order will be used to calculate the expense. Next, enter the Expense Category, if applicable. The valid values for expense category can be selected from a dropdown which is maintained under the code type EXPC. To modify the valid categories, you can update the descriptions or add new values by accessing the Codes and Descriptions template.

Then, enter the Component Rate, which is the rate to be charged against the calculation base. Enter a percentage value if the calculation basis is Value, else a monetary amount if the calculation basis is Specific. Next, enter the Computation

Level, which determines component calculation order. If one or more components have same computation level then they will be calculated in the order they appear in the table. Then, enter the Display Order of the component and a value for Always Default. Expenses with Always Default set to Y will default to the items along with the expense profile records if the always default component wasn't already added to the item/supplier/discharge port/zone or item/supplier/country/lading port/discharge port combination. Also, when a user manually adds a shipping route (discharge port/zone or lading port/discharge port) to an item/supplier or item/supplier/country, all expenses (of the matching expense type) with Always Default set to Y will default. Next, enter the Component Currency, Component Per Count, and Component Per Count UOM in which the component per count is specified. Specification of per count and per count unit of measure is mandatory if calculation basis is Specific and must be left blank for calculation basis of Value.

Finally, select +, -, or N/A for the nomination flags. These flags indicate whether or not the value of the component should be added to or subtracted from the associated CVB. For more information on nomination flags, see [Computation Value Bases](#). Any other columns not mentioned above are not relevant for expenses. For more details see the RTM Whitepaper.

### **Up Charges**

For up charges, enter the Up Charge Type and Up Charge Group. Valid values for up charge type are Expense or Profit. Expense up charges are charges incurred by the sending location when transferring goods to the receiving location, like Freight or Insurance. Profit up charges are used when the sending location is trying to become a profit center, for examples storage fees and processing fees. Up charge group is used for grouping up charges together. The valid up charge groups can be selected from a dropdown which is maintained under the code type UCHG. To modify the valid up charge groups, you can update the descriptions or add new values by accessing the Codes and Descriptions template (see Download/Upload Data from Spreadsheets).

Next, specify the Calculation Basis, which indicates whether the up charge is calculated on a per-unit (Specific) or ad valorem (Value) basis. Then, enter the Component Rate, which is the rate to be charged against the calculation base. The rate can be added as a positive or negative value. For value based up charges, the calculation base will be the item/from location weighted average cost on transfers or allocations. Enter a percentage value if the calculation basis is Value, else a monetary amount if the calculation basis is Specific. Next, enter the Display Order which determines the order in which the up charge will display in the Department and Item Up Charges screens. Finally, enter the Component Currency, Component Per Count, and Component Per Count UOM. Specification of per count and per count unit of measure is mandatory if calculation basis is Specific; and should be left blank for a calculation basis of Value. Any other columns not mentioned above are not relevant for up charges.

### **Add Component Translations**

If you wish to add translations for the cost component description in languages other than the primary language, this can be done in the Cost Component Translations tab. Navigate to a blank row and select the action type of Create and the language in which the translated description will be entered. Then, enter the component ID for which the translation applies. Finally, enter the translated description. The translated description can also be up to 250 characters long. This is an optional step.

### **Add a Component Rate Update**

To add a component rate update for an existing cost component, start in the Component Rate Updates tab, and, in a blank line in the template, select the action

type of Create. Next enter an existing component and type. Next, you may specify the expense type if component type is expense. Next, enter the new values for component rate, per count, per count UOM and component currency, as applicable. Next, enter the effective date from when the new values will be effective in the system. Finally, indicate if you want this rate update to impact existing entities or transactions. For assessments, you can update items and orders. For expenses, you can update items, orders, country profiles, supplier profiles, and partner profiles. For up charges, you can update items, departments, and transfers and allocations.

### **Update Cost Components or Component Rate Updates**

If you would like to update any details for existing cost component or component rate update, a similar process will be followed as that described above for creating new component or component rate updates, respectively. First, download the spreadsheet, and then navigate to the tab where you would like to make your updates.

In the tab where you are going to make your updates, select the action type of Update, and then correct the value in the spreadsheet.

The following fields in each template can be edited:

- Cost Components – Component Description, Assessment Type, Import Country, Up Charge Group, Computation Value Base, Calculation Basis, Order Cost Basis, Expense Category, Component Rate, Computation Level, Display Order, Always Default, Component Currency, Component Per Count, Component Per Count UOM, Nom Flag 1, In Duty, Nom Flag 3, In Exp, In ALC
- Cost Component Translations – Component Description
- Component Rate Updates – Component Rate, Per Count, Per Count UOM, Component Currency, Effective Date, New Effective Date, Item, Order, Country, Supplier, Partner, Dept, Trans and Alloc Ind

### **Deleting a Cost Component or Component Rate Update**

If you wish to delete a cost component or component rate update, update the action column to select Delete in each of the tabs where it occurs.

### **Uploading Changes**

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, select the template type Foundation and the template Cost Components. This will generate a process description automatically, but this can be updated if desired. Lastly, select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.

## **Computation Value Bases**

Landed cost is the total cost of an item received from a vendor inclusive of the supplier cost and all costs associated with moving the item from the supplier's warehouse or factory to the final destination (warehouse or store). Estimated Landed Cost (ELC) is the bottom-up cost estimate created by the buying organization and is composed of cost components from the supplier, trading partners, item, origin country, and banks which are brought together during purchase order creation to develop an estimate of

costs associated with purchasing a particular item. Cost components are combinations of individual expenses, assessments and the calculations associated with that expense or assessment.

Computation Value Bases (CVBs) describe how expenses and assessments are combined to provide a base for the calculation of other expenses or assessments. There are two types of CVBs - those with predefined details and those with dynamically determined components.

CVBs can be created and deleted through spreadsheet download and upload processes. These processes are accessed through the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data.

To add or delete CVBs, you will select the template type of Foundation from the Download Data screen and then the template Computation Value Bases (CVBs). Click the Download button and when prompted, choose to either open the .ods file that is generated or save the file and open it separately in the spreadsheet application of your choice. Once opened, there will be three sheets that can be modified - CVBs, CVB Translations, and CVB Details.

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**Note:** CVBs and CVB Details cannot be updated after creation, however additional details can be added to or deleted from an existing CVB definition. If you wish to make a change, you can delete a CVB detail and re-add it with the desired change. You can also delete and entire CVB if it is not already in use, and re-add it with the desired details.

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### CVBs with Predefined Details

The value of CVBs with predefined details is determined by summing the values of the cost components that are added as details as part of the CVB definition.

For example, an expense, Agent Commission, is defined as 2% of the sum of the supplier's unit cost, freight, and insurance, less buyer's commission:

$(.02 * (\text{unit cost} + \text{freight} + \text{insurance} - \text{buyer's commission}))$ .

1. Create four simple new expense components:
  - unit cost (UNCST = 100% with no CVB, when no CVB is used the expense is based on unit cost)
  - freight (FRGHT = 8% with no CVB)
  - insurance (INSUR = 2% with no CVB)
  - buyer's commission (BUYCOM = 1% with no CVB)
2. Define a CVB called Agent Commission Base (ACBASE). ACBASE will include all of the expenses that the agent's commission is based on.

Computation Value Base **ACBASE** is defined as:

**Table 1-7**

Expense Component	Effect on CVB (Combination Operator)	Value
UNCST	+	10.00
FRGHT	+	0.80
INSUR	+	0.20



**Table 1-7 (Cont.)**

<b>Expense Component</b>	<b>Effect on CVB (Combination Operator)</b>	<b>Value</b>
BUYCOM	-	0.10

3. Create a fifth new expense for Agent Commission called AGCOM with the computation value base ACBASE attached to it, and with a component rate of 2%.
4. The value of AGCOM for an item with a unit cost of 10.00 will then be calculated as follows:

$$\begin{aligned}
 \text{ACBASE} &= \text{UNCST} + \text{FRGHT} + \text{INSUR} - \text{BUYCOM} \\
 &= 10.00 + .80 + .20 - .10 \\
 &= 10.90
 \end{aligned}$$

$$\begin{aligned}
 \text{AGCOM} &= \text{Component Rate} * \text{Computation Value Base (ACBASE)} \\
 &= 2\% * 10.90 \\
 &= .22
 \end{aligned}$$

### **CVBs with Dynamically Determined Components**

For CVBs with dynamically determined components, nomination flags are used to determine which cost components to include in the calculation. The value of this type of CVB is calculated by summing the values of all cost components with the nomination flag set in the same way that the flags are set on the CVB definition. There are five nomination flags; three of the flags are reserved for a specific purpose in the system. The other two flags are open for use in calculations as desired. The labels of all of the nomination flags can be changed by updating the code descriptions found under the Label code type (LABL) via the Codes and Descriptions spreadsheet download and upload processes, however it should be noted that changing the label for the system reserved flags will not change how they are used. For additional information, see the *Oracle Retail Merchandising Implementation Guide*.

- Nom Flag 1 – This is an open flag that can be used as desired. Label code NOMF1.
- In Duty – This flag is used to include assessment components in the calculation of Total Duty. Label code NOMF2.
- Nom Flag 3 – This is an open flag that can be used as desired. Label code NOMF3.
- In Exp – This flag is used to include expense components in the calculation of Total Expenses. Label code NOMF4.
- In ALC – This flag is used to directly nominate internal fees into actual landed cost. This is to be utilized for expenses a retailer needs to account for, but for which an external vendor will not send an invoice. Label code NOMF5.

An example will help illustrate the use a CVB with dynamically determined components. Using the same Agent Commission example as above, this example will show how to calculate it using the nominations flags instead of CVB details.

1. Define a CVB called Agent Commission Base (ACBASE). ACPBASE will not have any details attached to it; instead, set the first nomination flag, Nom Flag 1, to Yes.
2. Using the Cost Component download/upload template, create four simple new expense components:
  - Unit cost (UNCST = 100% with no CVB, when no CVB is used the expense is based on unit cost) – Set Nom Flag 1 to +
  - Freight (FRGHT = 8% with no CVB) – Set Nom Flag 1 to +

- Insurance (INSUR = 2% with no CVB) – Set Nom Flag 1 to +
- Buyer's commission (BUYCOM = 1% with no CVB) – Set Nom Flag 1 to -
- Agent commission (AGCOM = 2% with the new ACBASE CVB attached) – No nominations flags set

Then, when the five expenses are attached to an item with a unit cost of 10.00 USD, the value of AGCOM will be calculated as follows:

$$\begin{aligned}
 \text{ACBASE} &= \text{UNCST} + \text{FRGHT} + \text{INSUR} - \text{BUYCOM} \\
 &= 10.00 + .80 + .20 - .10 \\
 &= 10.90 \\
 \text{AGCOM} &= \text{Component Rate} * \text{Computation Value Base (ACBASE)} \\
 &= 2\% * 10.90 \\
 &= 0.22
 \end{aligned}$$

If instead the first nomination flag was not set for FRGHT, then value of AGCOM would only be 0.20.

$$\begin{aligned}
 \text{ACBASE} &= \text{UNCST} + \text{INSUR} - \text{BUYCOM} \\
 &= 10.00 + .20 - .10 \\
 &= 10.10 \\
 \text{AGCOM} &= \text{Component Rate} * \text{Computation Value Base (ACBASE)} \\
 &= 2\% * 10.10 \\
 &= 0.20
 \end{aligned}$$

### Add CVBs, CVB Translations and CVB Details

To add a new CVB, start in the CVBs tab, and, in a blank line in the template, select the action type of Create. Next enter a unique computation value base identifier (up to 10 characters), and a description for the CVB in the primary language (as defined in the Merchandising system options) of up to 250 characters. When creating CVBs with dynamically determined components, the desired nomination flag should be set to Yes, with the rest set to No. Only one of the five nomination flags can be set to Yes for each CVB using this approach. When creating CVBs with predefined details, all nomination flags should be set to No.

Next, if you wish to add translations for the CVBs in languages other than the primary language, this can be done in the CVB Translations tab. Navigate to a blank row and select the action type of Create and the language in which the translated description will be entered. Then, enter the computation value base for which the translation applies. Finally, enter the translated description. The translated description can also be up to 250 characters long. This is an optional step.

Lastly, when creating CVBs with predefined details only, the desired details must be added. To do this, move to the CVB Details tab in the spreadsheet. Again, navigate to a blank row in the sheet and select an action type of Create. Enter your new computation value base and then the first cost component to be included. The Combination Operator allows you to define whether the value of the cost component will be added to (+) or subtracted from (-) the total value of the CVB. Continue this process until all the details for the CVB have been added. If you are adding a new detail to an existing CVB, this same process would apply, just using the existing ID instead.

### Delete CVBs, CVB Translations or CVB Details

If you would like to delete an existing CVBs or any CVB Details, a similar process will be followed as that described above for creating new CVBs. First, download the spreadsheet, and then navigate to the tab where you would like to mark the desired CVBs or CVB Details for delete. Select the action type of Delete on the desired rows in the spreadsheet.

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**Note:** Only CVBs that have not already been associated with a cost component can be deleted.

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### Update CVB Translations

If you would like to update any translations for existing CVBs, a similar process will be followed as that described above for deleting CVB Translations. First, download the spreadsheet, and then navigate to the CVB Translations tab.

The following column can be updated:

- CVB Translations – Description

Select the action type of Update, and then correct the value in the spreadsheet.

### Uploading Changes

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, select the template type Foundation and the template Computation Value Bases (CVBs). This will generate a process description automatically, but this can be updated if desired. Lastly, select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.

## Location Traits

Location traits are user defined text tags that can be associated with stores. The association of a location trait to a store is done in the Store screen. They can be used to identify common characteristics in locations, which can then be used to support various business functions such as reporting, item ranging and location list creation. Location traits are also used in Sales Audit for assigning auditors to stores. Location traits are maintained through the upload/download process. This functionality is accessed from the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data.

To add, update, or remove location traits, select the template type of Foundation from the Download Data screen and then the template Location Traits. Click the Download button and when prompted, choose to either open the .ods file that is generated or save the file and open it separately in the spreadsheet application of your choice.

### Add a Location Trait

To add a new location trait, select the action type of Create on an empty row of the Location Traits tab. Next enter a unique number up to 4 digits in length for the location trait, the filter organization id, and a description for the trait in the primary language (as defined in the Merchandising system options) of up to 120 characters. The filter organization ID is optional, but if used will limit the location trait from being accessed to only those that are associated with the selected organizational ID when data filtering is turned on. The organizational ID that should be entered here will be a chain, area, region, or district, depending on the system option setting of the LOV Filtering Organizational Hierarchy attribute for Location Traits. Adding a location trait translation can be done in a similar manner on the Location Trait Translations tab. This facilitates the ability to translate the location trait description in multiple languages.

### Updating a Location Trait

If you would like to update any details for location traits, a similar process will be followed as that described above for creating new. First, download the spreadsheet, and then navigate to the tab where you would like to make your updates.

The following columns can be updated in each tab:

- Location Traits – Description, Filter Organization ID
- Location Trait Translations – Trait Description

In the tab where you are going to make your updates, select the action type of Update, and then correct the value in the spreadsheet.

To update a location trait, select the action type of Update on the row you wish to change on the Location Traits tab. Next, update the column you wish to change. Note that the Location Trait column cannot be changed, but any of the other columns can be updated. The entries on the Location Trait Translations tab can be updated in a similar manner.

### Removing a Location Trait

If you wish to remove a location trait, select the Delete action on the row of the location trait you wish to delete on the Location Traits tab. Removing a location trait translation can be done in a similar manner on the Location Trait Translations tab. Note that removing a location trait is not allowed if it is still in use.

### Uploading Changes

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, you'll again select the template type Foundation and the template Location Trait. This will generate a process description automatically, but this can be updated if desired. Lastly, select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.

## Outside Locations

Outside locations are locations used in the import process to define external locations, such as lading and discharge ports, clearing zones, and bill-to locations. Outside Locations are maintained through the upload/download process. This functionality is accessed from the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data.

To add, update, or remove Outside Locations, select the template type of Foundation from the Download Data screen and then the template Outside Locations. Click the Download button and when prompted, choose to either open the .ods file that is generated or save the file and open it separately in the spreadsheet application of your choice.

### Add an Outside Location

To add a new outside location, select the action type of Create on an empty row of the Outside Locations tab. Next enter a unique 5 character field for the location field. The description for the outside location must be entered in the primary language (as

defined in the Merchandising system options) of up to 150 characters. The secondary name is not required, but is intended to be used to store the Roman lettering for Japanese descriptions of up to 150 characters. The location type is required, and can be selected from a dropdown, which is maintained using the 'LOCT' Code type in the Codes table. To modify the valid outside location types, you can update the descriptions or add new values by accessing the Codes and Descriptions template (see Download/Upload Data from Spreadsheets). The country and VAT region are required for all location types. Currency is required for location types: Bill to Location, Discharge Port, and Routing Location. The rest of the address fields are optional including: Address 1, Address 2, City, State, Postal Code, Contact Name, Contact Phone, Contact Fax, Contact Telex, Contact E-mail, and Jurisdiction.

The Primary column is only used when location type is Clearing Zone, otherwise it should be set to No. When location type is Clearing Zone, one row per country should have primary set to Yes. If only one Clearing Zone is added for a country, the Primary column will automatically be set to Yes. Subsequently, if a new clearing zone is added or updated for the country with the Primary column set to Yes, the existing primary clearing zone for the country should be updated to change Primary to No.

Adding an outside location translation can be done in a similar manner on the Outside Location Translations tab. This facilitates the ability to translate the outside location address information in multiple languages.

### Updating an Outside Location

If you would like to update any details for outside locations, a similar process will be followed as that described above for creating new. First, download the spreadsheet, and then navigate to the tab where you would like to make your updates.

The following columns can be updated in each tab:

- Outside Locations – Outloc Description, Currency, Address 1, Address 2, City, State, Country, Postal Code, VAT Region, all contact columns, secondary name, jurisdiction, primary flag

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**Note:** If the primary flag is changed from Yes to No on a Clearing Zone location type, ensure that another Clearing Zone for the same country is selected as primary or an error may occur. Similarly, if changing from No to Yes, then make sure to also update the currently flagged location for the country to not be the primary.

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- Outside Location Translations – Outloc Description, Address 1, Address 2, City, Contact Name, Secondary Name

In the tab where you are going to make your updates, select the action type of Update, and then correct the value in the spreadsheet.

### Removing an Outside Location

If you wish to remove an outside location, select the Delete action on the row of the outside location you which to delete on the Outside Locations tab. Removing an outside location translation can be done in a similar manner on the Outside Location Translations tab. Note that the removing an Outside Location is not allowed if it is still in use.

### Uploading Changes

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, you'll again select the template type Foundation and the template Outside Locations. This will generate a process description automatically, but this can be updated if desired. Lastly, select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.

## Store Formats

Store Formats are optional attributes of a store. Examples could include Convenience Store or Hypermarket. Store format are used in Merchandising as part of the criteria when building location lists or for reporting. Store Formats are maintained through the upload/download process. This functionality is accessed from the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data.

To add, update, or remove a store format, select the template type of Foundation from the Download Data screen and then the template Store Formats. Click the Download button and when prompted, choose to either open the .ods file that is generated or save the file and open it separately in the spreadsheet application of your choice.

### Add a Store Formats

To add a new store format, select the action type of Create on an empty row of the Store Formats tab. Next enter a unique number up to 4 digits in length for the store format along with the description in the appropriate columns. The description should be entered in the primary language (as defined in the Merchandising system options) of up to 60 characters. Adding a store format translation can be done in a similar manner on the Store Format Translations tab. This facilitates the ability to translate the store format description in multiple languages.

### Updating a Store Format

If you would like to update any details for store formats, a similar process will be followed as that described above for creating new. First, download the spreadsheet, and then navigate to the tab where you would like to make your updates.

The following columns can be updated in each tab:

- Store Formats – Description
- Store Format Translations – Description

In the tab where you are going to make your updates, select the action type of Update, and then correct the value in the spreadsheet.

### Removing a Store Format

If you wish to remove a store format, select the Delete action on the row of the store format you which to delete on the Store Formats tab. Removing a store format translation can be done in a similar manner from the Store Format Translations tab. Note that the removing a store format is not allowed if the format is still in use for a store.

### Uploading Changes

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, you'll again select the template type Foundation and the template Store Formats. This will generate a process description automatically, but this can be updated if desired. Lastly, select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.

## Store Grades

Store Grades are a way of grouping stores together, usually as a result of store clustering. Store grade groups are associated with a buyer, as it usually represents a clustering of locations for a particular group of departments or classes in the merchandise hierarchy. Store Grades are used to support distributing items on a purchase order, for building location lists, and for reporting. Store Grades are maintained through the upload/download process. This functionality is accessed from the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data.

To add, update, or remove store grades or store grade groups, select the template type of Foundation from the Download Data screen and then the template Store Grades. Click the Download button and when prompted, choose to either open the .ods file that is generated or save the file and open it separately in the spreadsheet application of your choice.

### Add a Store Grade

To add a store grade group, select the action type of Create on the Store Grade Group tab on an empty row. Next, enter a unique number with up to 8 digits. Then enter a description in the primary language (as defined in the Merchandising system options) and an existing buyer.

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**Note:** Valid buyers are also managed via spreadsheet download/upload under the Template Type of Foundation and the Template Buyers and Merchandisers (see Download/Upload Data from Spreadsheets).

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To add a store grade, select the action type of Create on an empty row of the Store Grades tab. Next, enter a newly created or a previously existing store grade group, a store grade description in the primary language of up to 120 characters, and, optionally, a comment up to 2,000 characters. This facilitates the ability to translate the store grade group descriptions in multiple languages. Finally, stores should be added for a store grade group/store grade combination using the Create action on an empty row on the Store Grade Stores tab.

### Updating a Store Grade

If you would like to update any details for store grade groups or store grades, a similar process will be followed as that described above for creating new. First, download the spreadsheet, and then navigate to the tab where you would like to make your updates.

The following columns can be updated in each tab:

- Store Grade Groups – Description, Buyer
- Store Grade Group Translations – Description
- Store Grades – Comments
- Store Grade Stores – Store Grade

In the tab where you are going to make your updates, select the action type of Update, and then correct the value in the spreadsheet.

### **Removing a Store Grade**

If you wish to remove a store grade, select the Delete action on the row of the store grade you wish to delete on the Store Grades tab. Removing an entry from the Store Grade Groups tab, the Store Grade Group Translations tab, or the Store Grade Stores tab can be done in a similar manner. Note that removing an entry that is still in use is not allowed.

### **Uploading Changes**

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, you'll again select the template type Foundation and the template Store Grades. This will generate a process description automatically, but this can be updated if desired. Lastly, select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.

## **Transfer Zones**

Transfer zones are used to restrict transfers from store to store in a specified group of stores (zone), usually to help manage transportation costs. Zones are linked to stores as an attribute. Transfer Zones are maintained through the upload/download process. This functionality is accessed from the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data.

To add, update, or remove a transfer zone, select the template type of Foundation from the Download Data screen and then the template Transfer Zones. Click the Download button and when prompted, choose to either open the .ods file that is generated or save the file and open it separately in the spreadsheet application of your choice.

### **Add a Transfer Zone**

To add a new transfer zone, select the action type of Create on an empty row of the Transfer Zones tab. Next enter a unique number up to 4 digits in length for the transfer zone, and the transfer zone description in the primary language of up to 120 characters. Adding a transfer zone translation can be done in a similar manner on the Transfer Zone Translations tab. This facilitates the ability to translate the transfer zone description in multiple languages.

### **Updating a Transfer Zone**

If you would like to update any details for transfer zones, a similar process will be followed as that described above for creating new. First, download the spreadsheet,



and then navigate to the tab where you would like to make your updates.

The following columns can be updated in each tab:

- Transfer Zones – Description
- Transfer Zone Translations – Description

In the tab where you are going to make your updates, select the action type of Update, and then correct the value in the spreadsheet.

### **Removing a Transfer Zone**

If you wish to remove a transfer zone, select the Delete action on the row of the transfer zone you wish to delete on the Transfer Zones tab. Removing a transfer zone translation can be done in a similar manner on the Transfer Zone Translations tab.

Note that removing a transfer zone is not allowed if it is still assigned to a store.

### **Uploading Changes**

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, you'll again select the template type Foundation and the template Transfer Zone. This will generate a process description automatically, but this can be updated if desired. Lastly, select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.



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## Merchandise Hierarchy

The merchandise hierarchy allows you to create the preferred product management structure for your company. A maximum of six levels of hierarchy relationships can be added from Company down to Subclass. All levels of the hierarchy are required. You can assign a buyer and merchandiser at the division, group, and department levels of the merchandise hierarchy. The levels of the merchandise hierarchy in Merchandising are:

**Company:** The highest default organizational and merchandise hierarchy level defined in Merchandising. Only one company can be defined.

**Division:** The second level of the merchandise hierarchy below company is division. The definition of this level can differ based on the needs of your company, but is commonly used for grouping broader categories of product within the organization. For example, a mass merchandiser may have a division for clothing, one for grocery, and so on.

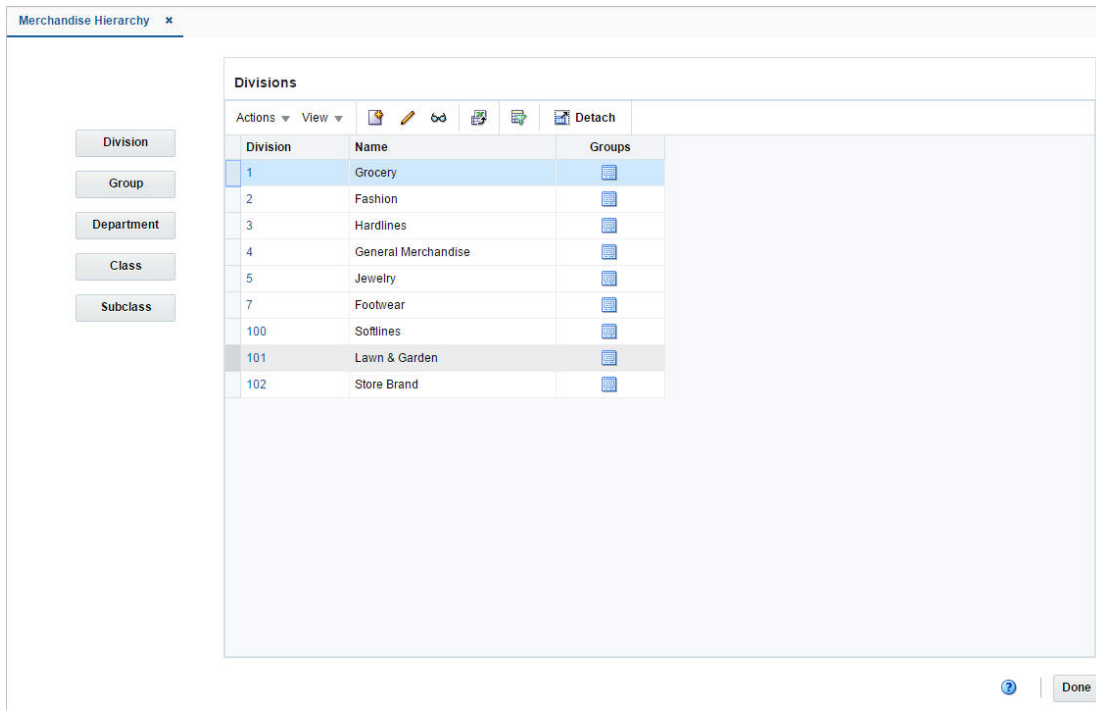
**Group:** The next level below division is group. This definition can also differ based on the needs of your company, but usually is used to break down the division grouping to the next level of product. So, in the mass merchandiser example, groups within the clothing division may be defined as Women's, Men's, and Children's. A group belongs to only one division.

**Department:** Below group is department, which where many key attributes for Merchandising are managed in the merchandise hierarchy, such as the accounting method (cost or retail) and whether or not value added tax (VAT) is included in the retail prices for items in the department. A department belongs to only one group.

**Class:** The second lowest level of the merchandise hierarchy is class, which rolls up to a single department.

**Subclass:** The lowest level of the merchandise hierarchy, a subclass rolls up to a department/class combination and is the level of the hierarchy that connects to item.

The Merchandise Hierarchy page allows you to create, edit, and view a member of the selected level of the merchandise hierarchy.

**Figure 2–1 Merchandise Hierarchy Page**

## Merchandise Hierarchy Structure

The Merchandise Hierarchy structure on the left side of the page contains the following buttons.

**Table 2–1 Merchandise Hierarchy Structure - Buttons and Description**

Buttons	Description
Division	Displays the available divisions in the table.
Group	Displays the available groups in the table.
Department	Displays the available departments in the table.
Class	Displays the available classes in the table.
Subclass	Displays the available subclasses in the table.

## Merchandise Hierarchy Table

The Hierarchy table displays the available entries of the selected hierarchy level.

For example, if you select the **Division** button, all available divisions are displayed in this table.

The table displays the following columns by default.

- Hierarchy ID, depending on the selected hierarchy button.
- Name of the hierarchy level, for example, the name of the chain.
- Next hierarchy level, for example, Group

This column contains either the Create icon or the Details icon.

If the next level has been created, the Detail icon is displayed. Use the icon to maintain or view the details of the next level.

If the next level has not been created, the Create icon is displayed. Use the icon to create the next level.

This column is not available for subclasses.

## Create Divisions

To create a division, follow the steps below.

1. Click the **Division** button. All available divisions are displayed in the table.
2. In the table, select **Actions > Create**, or use the Create icon. The Divisions page appears.
3. Select **Actions > Add**, or use the Add icon. The Add Division page appears.

**Figure 2–2 Add Division Page**

- a. In the **Division** field, enter a unique ID for the division.
- b. In the **Name** field, enter a name for the division.
- c. In the **Total Market Amount** field, enter the amount of annual sales that the division is expected to generate in thousands.
- d. In the **Buyer Name** field, enter, select or search for the buyer ID who is responsible for the division.
- e. In the **Merchandiser Name** field, enter, select or search for the merchandiser ID who is responsible for the division.
- f. Then choose one of the following options.
  - Click **OK** to add the division and close the page.
  - Click **OK and Add Another** to add additional divisions.
  - Click **Cancel** to reject all entries and close the page.

## Manage Divisions

### Editing Divisions

To edit a division, follow the steps below.

1. Click the **Division** button. All available divisions are displayed in the table.
2. Select **Actions > Edit**, or use the Edit icon. The Divisions page appears.
3. Select a record in the table.
4. Then select **Actions > Edit**, or use the Edit icon. The Edit Division page appears.
  - a. The information of the selected division is displayed. Change the values, as necessary. You cannot change the division ID.
  - b. Then choose one of the following options.
    - Click **OK** to save your changes and close the page.
    - Click **Cancel** to reject all entries and close the page.

## Divisions Page

The Divisions page allows you to add, edit, delete and view divisions in the merchandise hierarchy. A division is below the company and above the group in the merchandise hierarchy. Typically, the division is used to signify the type of merchandise that your organization offers, such as hardlines or apparel.

**Figure 2–3 Divisions Page**

Division	Name	Buyer	Buyer Name	Merchandise	Merchandiser Name	Total Market Amount (In Thousands) (USD)
1	Grocery	865		878		2,400.00
2	Fashion	866		881		1,000.00
3	Hardlines	963		976		1,000.00
4	General Merchandise	862		881		1,200.00
5	Jewelry	868		879		1,000.00
7	Footwear	864		880		1,000.00
100	Softlines	963		882		1,000.00
101	Lawn & Garden	963		882		1,000.00
102	Store Brand	963		882		1,000.00

## Create Groups

To create a group, follow the steps below.

1. Click the **Group** button. All available groups are displayed in the table.
2. In the table, select **Actions > Create**, or use the Create icon. The Groups page appears.
3. Select **Actions > Add**, or use the Add icon. The Add Group page appears.

Figure 2–4 Add Group Page

- a. In the **Group** field, enter a unique ID for the group. This field is a required field.
- b. In the **Name** field, enter a name for the group. This field is a required field.
- c. In the **Division** field, enter, select or search for the division ID of the division associated with the group. This field is a required field.
- d. In the **Buyer Name** field, enter, select or search for the buyer ID who is responsible for the group.
- e. In the **Merchandiser Name** field, enter, select or search for the merchandiser ID who is responsible for the group.
- f. Then choose one of the following options.
  - Click **OK** to add the group and close the page.
  - Click **OK and Add Another** to add additional divisions.
  - Click **Cancel** to reject all entries and close the page.

## Manage Groups

### Editing Groups

To edit a group, follow the steps below.

1. Click the **Group** button. All available groups are displayed in the table.
2. Select **Actions > Edit**, or use the Edit icon. The Groups page appears.
3. Select a record in the table.
4. Then select **Actions > Edit**, or use the Edit icon. The Edit Group page appears.
  - a. The information of the selected group is displayed. Change the values, as necessary. You cannot change the group ID.
  - b. Then choose one of the following options.
    - Click **OK** to save your changes and close the page.
    - Click **Cancel** to reject all entries and close the page.

## Groups Page

The Groups page allows you to add, edit, delete, and view a group in the merchandise hierarchy. A group is below the division and above the department in the merchandise hierarchy. A group can belong to only one division.

**Figure 2–5 Groups Page**

Group	Name	Division	Division Name	Buyer	Buyer Name	Merchandiser	Merchandiser Name
11	Consumables	1	Grocery	865		878	
12	Beverages	1	Grocery	865		878	
14	Tobacco	1	Grocery	865		878	
15	Alcohol	1	Grocery	865		878	
20	Women's	2	Fashion	866		881	
21	Men's	2	Fashion	863		878	
22	Accessories	2	Fashion	866		881	
23	Juniors	2	Fashion	866		881	
24	Children's	2	Fashion	866		881	
25	Outerwear	2	Fashion	866		881	
31	Auto	3	Hardlines	865		880	
32	DIY	3	Hardlines	865		880	
33	Entertainment	3	Hardlines	865		880	
34	Travel	3	Hardlines	865		880	
35	Sporting Goods	3	Hardlines	862		879	
36	Toys	3	Hardlines	963		976	
40	Cameras & Camcorders	4	General Merchandise	963		976	
41	Computers	4	General Merchandise	963		976	
42	Entertainment	4	General Merchandise	865		880	
43	Health & Beauty	4	General Merchandise	862		881	
44	Kitchen	4	General Merchandise	864		879	
45	Home Decor	4	General Merchandise	963		976	

## Create Departments

To create a department, follow the steps below.

1. Click the **Department** button. All available departments are displayed in the table.
2. In the table, select **Actions > Create**, or use the Create icon. The Department page appears.
3. Enter the necessary information. For more information about the available fields of the Department page, see the [Department Page](#) section.
4. Then select one of the following options.
  - a. Click **Save and Close** to save the current department and close the page.
  - b. Click **Save** to save the current department.
  - c. Click **Save and Create Another** to create additional departments.
  - d. Click **Cancel** to reject all entries and close the page.

## Department Up Charges Page

The Department Up Charge page displays a department's from/to location combinations and associated up charges. Up Charges are incurred when transferring items within the department or within the from and the to locations.



**Note:** This page will only be available if the Merchandising 'Estimated Landed Costs' indicator is set to 'Yes'.

Each Up Charge has a:

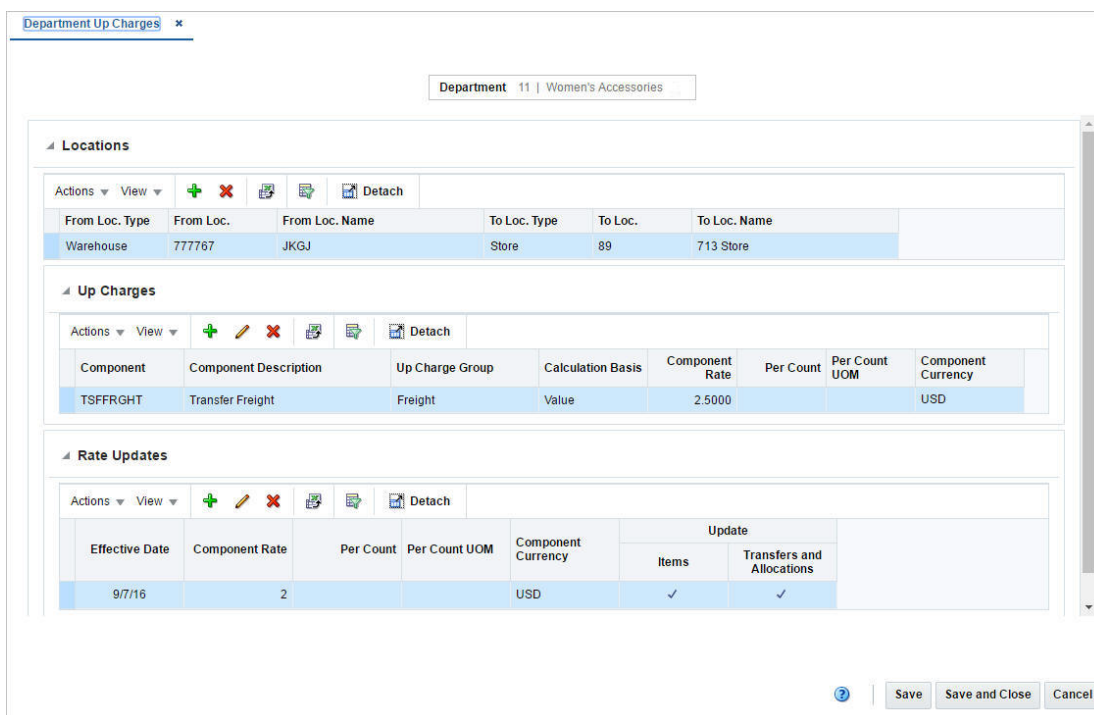
- Calculation Basis of either 'Value' or 'Specific.'
- Cost Basis of either 'Weighted Average Cost' (when using Average Cost Method) or 'Unit Cost' (when using Standard Cost Method).

Component Rate of:

- Monetary if Calculation Basis = 'Specific.'
- Percentage if Calculation Basis = 'Value.'
- Component Currency.

The Up Charge Group is used to group Up Charge Components together to show a total sum on the Transfer Up Charge page.

**Figure 2-6 Department Up Charges Page**



### Locations

The Locations section displays the from and to locations containing expenses for the department.

### Up Charges

The Up Charges section displays the details of the charges.

## Rate Updates

In the Rate Updates section you can apply rate updates to items and transfers and allocations.

## Maintaining Department Up Charges

To maintain department up charges, follow the steps listed in the sections below.

1. From the Tasks menu, select **Foundation Data > Items > Merchandise Hierarchy**. The Merchandise Hierarchy page appears.
2. Click the **Department** button. The available Departments are displayed in the table.
3. In the Department column, click the department ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Department page appears.
4. Select **More Actions > Up Charges**. The Department Up Charges page appears.
5. Update the department up charges, as necessary.

## Adding Locations

To add locations for up charges, follow the steps listed below.

1. In the Locations section, select **Actions > Add**, or use the Add icon. The Add Locations page appears.

**Figure 2–7 Add Locations Page**

2. In the **From Group Type** field, select a group type from the list. This field is a required field.
3. In the **From Group** field, enter, select or search for the group ID, if enabled.
4. In the **To Group Type** field, select the group type from the list. This field is a required field.
5. In the **To Group** field, enter, select or search for the group ID, if enabled.
6. In the **Component** field, enter, select or search for the component. This field is a required field.
7. In the **Up Charge Group** field, select an up charge group from the list. This field is a required field.
8. In the **Component Rate** field, enter the rate. This field is a required field.

9. In the **Per Count** field, enter the number of counts.
10. In the **Per Count Unit of Measure**, enter, select or search for the UOM.
11. In the **Component Currency** field, enter, select or search for the currency.
12. Then choose one of the following options.
  - Click **OK** to save the location information and close the page.
  - Click **OK and Add Another** to add additional location information.
  - Click **Cancel** to reject all entries and close page.

### Adding Components

To add components, follow the steps listed below.

1. In the Up Charges section, select **Actions > Add**, or use the Add icon. The Add Component page appears.

**Figure 2–8 Add Component Page**

2. In the **Component** field, enter, select or search for the component. This field is a required field.
3. In the **Up Charge Group** field, select the group from the list.
4. In the **Component Rate** field, enter the rate.
5. In the **Per Count** field, enter the number of counts.
6. In the **Per Count Unit of Measure**, enter, select or search for the UOM.
7. In the **Component Currency** field, enter, select or search for the currency.
8. Then choose one of the following options.
  - Click **OK** to save the location information and close the page.
  - Click **OK and Add Another** to add additional location information.
  - Click **Cancel** to reject all entries and close the page.

### Editing Components

To edit existing components, follow the steps listed below.

1. In the Up Charges section, select **Actions > Edit**, or use the Edit icon. The Edit Component page appears.
2. Edit the fields, as necessary.
3. Then choose one of the following options.

- Click **OK** to save your changes and close the page.
- Click **Cancel** to reject all entries and close the page.

### Adding Rate Updates

To add rate updates for items and/or transfers and allocations, follow the steps below.

1. In the Rate Updates section, select **Actions > Add**, or use the Add icon. The Add Rates page appears.

**Figure 2–9 Add Rate Update Page**

2. In the **Effective Date** field, enter the effective date or use the Calendar icon to select a date. This field is a required field.
3. In the **Component Rate** field, enter the component rate. This field is a required field.
4. In the **Per Count** field, enter the number of counts.
5. In the **Per Count UOM**, enter, select or search for the unit of measure.
6. In the **Component Currency** field, enter, select or search for the component currency code.
7. Select the **Transfers and Allocations** checkbox to apply the rate updates to transfers and allocations.
8. Select the **Items** checkbox to apply the rate updates to items.
9. Then choose one of the following options.
  - Click **OK** to add the rate updates and close the page.
  - Click **OK and Add Another** to add additional rate updates.
  - Click **Cancel** to reject all entries and close the page.

### Editing Rate Updates

To edit rate updates for items and/or transfers and allocations, follow the steps below.

1. In the Rate Updates section, select **Actions > Edit**, or use the Edit icon. The Edit Rates page appears.
2. Edit the fields, as necessary.
3. Then choose one of the following options.

- Click **OK** to add the rate updates and close the page.
- Click **Cancel** to reject all entries and close the page.

## Department VAT Page

The Department VAT page allows you to maintain and view value added tax (VAT) regions and VAT codes that are associated with a department. The VAT regions and VAT codes that are entered at the department level become the default VAT regions and VAT codes for items within the department. This is only applicable when the system Default Tax Type is SVAT. It is not used when the Default Tax Type is SALES or Global Tax.

**Figure 2–10** Department VAT Page

VAT Region	VAT Region Name	VAT Type	VAT Code	VAT Code Description	Rate (%)
6100	Australia	Both	EXEMPT	Exempt	0
1000	Vat Region 1000	Both	EXEMPT	Exempt	0
2000	Mexico	Both	D	Mexico Reduced	11
3000	Chile	Both	G	Chile	19
4000	Venezuela	Both	E	Exempt	12
5000	Colombia	Both	F	Colombia Standard	16
6000	Argentina	Both	H	Argentina Standard	21
7000	Spain	Both	I	Spain Standard	18
8000	Germany	Both	J	Germany	19
5100	China	Both	Q	China Reduced (Foods)	13
8100	France	Both	M	France Reduced	5
7100	Japan	Both	N	Japan Standard	5
4400	UK	Both	EXEMPT	Exempt	0

### Maintaining Department VAT Regions

To maintain Department VAT regions, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Merchandise Hierarchy**. The Merchandise Hierarchy page appears.
2. Click the **Department** button. The available Departments are displayed in the table.
3. In the Department column, click the department ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Department page appears.
4. Select **More Actions > VAT Maintenance**. The Department VAT page appears.
5. Update the department VAT regions, as necessary.

### Adding VAT Regions

To add VAT regions to the selected department, follow the steps below.

1. Select **Actions > Add**, or use the Add icon. The Add VAT Region page appears.
2. In the **VAT Region** field, enter, select or search for the desired region. This field is a required field.
3. In the **VAT Type** field, select the type from the list. This field is a required field.
4. In the **VAT Code** field, enter, select or search for the VAT code.
5. The Rate(%) and the VAT Code Description are displayed.
6. Then choose one of the following options.
  - Click **OK** to add the VAT region and close the page.
  - Click **OK and Add Another** to add additional VAT regions.
  - Click **Cancel** to reject all entries and close the page.

### Editing VAT Regions

To edit VAT regions for the selected department, follow the steps below.

1. Select **Actions > Edit**, or use the Edit icon. The Edit VAT Region page appears.
2. In the **VAT Code** field, change the VAT code, as necessary.
3. Then choose one of the following options.
  - Click **OK** to save your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.

## Manage Departments

### Editing Departments

To edit a department, follow the steps below.

1. Click the **Department** button. All available departments are displayed in the table.
2. In the table, select the department you want to edit. The Department page appears.
3. The information of the selected department is displayed. Change the values, as necessary. You cannot change the department ID and purchase type.
4. Then choose one of the following options.
  - a. Click **Save and Close** to save your changes and close the page.
  - b. Click **Save** to save your changes.

### Department Page

The Department page allows you to create, edit, delete, and view a department in the merchandise hierarchy.

**Figure 2–11 Department Page**

The Department page contains the following fields.

**Table 2–2 Department - Fields and Description**

Fields	Description
<b>Department</b>	<p>Enter a unique ID for the department.</p> <p>Enter a name for the department in the field next to the department ID.</p> <p>These fields are required fields.</p> <p>You cannot edit the department ID in edit mode.</p>
<b>Group</b>	<p>Enter, select or search for the group ID associated with the department.</p> <p>This field is a required field.</p>
<b>Profit Calculation Type</b>	<p>Select a profit calculation type from the list. Possible values are:</p> <ul style="list-style-type: none"> <li>■ Direct Cost</li> <li>■ Retail Inventory</li> </ul> <p>This field is a required field.</p>
<b>OTB Calculation Type</b>	<p>Select an OTB calculation type from the list. Possible values are:</p> <ul style="list-style-type: none"> <li>■ Direct Cost</li> <li>■ Retail Inventory</li> </ul> <p>This field is a required field.</p>

**Table 2–2 (Cont.) Department - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Purchase Type</b>	<p>The purchase type indicates the type of merchandise sold in the department.</p> <p>Select a purchase type from the list. Possible values are:</p> <ul style="list-style-type: none"> <li>■ <b>Normal</b> The items in the department are ordered, invoiced, and recorded in the stock ledger.</li> <li>■ <b>Consignment</b> The items in the department are ordered, invoiced, and recorded in the stock ledger. Accounts receivable and accounts payable are not recorded for this item type. The consignment rate is recorded at the item/supplier level.</li> <li>■ <b>Concession</b> The items in the department are ordered, invoiced, and recorded in the stock ledger. Accounts receivable and accounts payable are not recorded for this item type. The concession rate is recorded at the item/supplier level.</li> </ul> <p>This field is a required field.</p> <p>You cannot change the purchase type in edit mode.</p>
<b>Buyer</b>	Enter, select or search the buyer ID associated with the department.
<b>Merchandiser</b>	Enter, select or search for the merchandiser ID associated with the department.
<b>Markup Calculation Type</b>	Select the markup calculation type.
<b>Markup % of Cost</b>	<p>Enter the markup percent of the cost.</p> <p>This field is a required field.</p> <p>You cannot change the value in edit mode.</p>
<b>Markup % of Retail</b>	<p>Enter the markup percent of the retail value.</p> <p>This field is a required field.</p> <p>You cannot change the value in edit mode.</p>
<b>Total Market Amount (in Thousands)</b>	Enter the amount of annual sales that the department is expected to generate.
<b>Maximum Average Counter</b>	<p>Enter the maximum average counter.</p> <p>This field is a required field.</p>
<b>Average Tolerance</b>	<p>Enter the average tolerance value in percent.</p> <p>This field is a required field.</p>

## Creating Classes

To create a class, follow the steps below.

1. Click the **Class** button. The **Department** field is displayed.
2. In the **Department** field, enter, select or search for the department ID.
3. In the table, select **Actions > Create**, or use the Create icon. The Classes page appears. The selected department ID and description are displayed in the header.



4. Select **Actions > Add**, or use the Add icon. The Add Class page appears.

**Figure 2–12 Add Class Page**

- a. In the **Class** field, enter a unique ID for the class. This field is a required field.
- b. In the **Name** field, enter a name for the class. This field is a required field.
- c. Then choose one of the following options.
  - Click **OK** to add the class and close the page.
  - Click **OK and Add Another** to add additional classes.
  - Click **Cancel** to reject all entries and close the page.

## Manage Classes

### Editing Classes

To edit a class, follow the steps below.

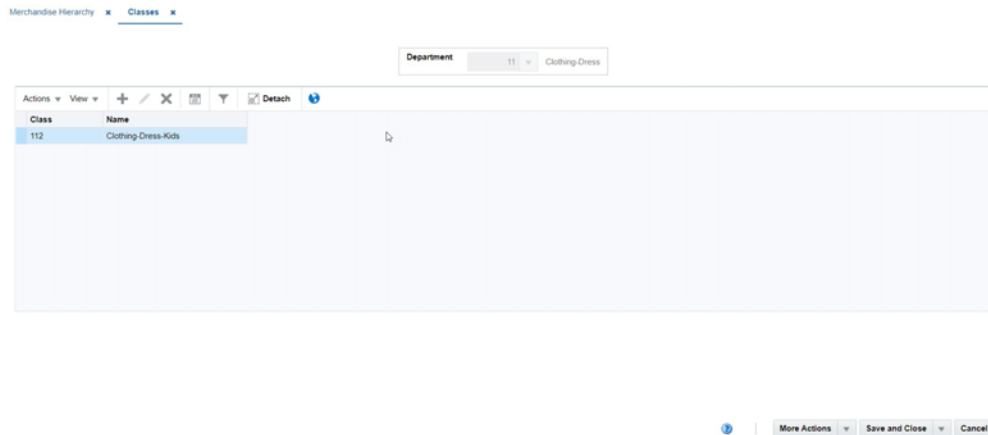
1. Click the **Class** button. The **Department** field is displayed.
2. In the **Department** field, enter, select or search for the department ID. The classes for the selected department are displayed in the table.
3. Select **Actions > Edit**, or use the Edit icon. The Classes page appears.
4. Select a record in the table.
5. Then select **Actions > Edit**, or use the Edit icon. The Edit Class page appears.
  - a. The information of the selected class is displayed. Change the values, as necessary. You cannot change the class ID.
  - b. Then choose one of the following options.
    - Click **OK** to save your changes and close the page.
    - Click **Cancel** to reject all entries and close the page.

### Classes Page

The Classes page allows you to add, edit, delete, and view a class in the merchandise hierarchy. A class is below the department and above the subclass in the merchandise hierarchy.

A class can belong to only one department. A class further defines the type of merchandise sold in a department. For example, a department for Men's Shirts might have the classes Casual, Business, and Formal.

Finally, you can associate user defined attributes with a class.

**Figure 2–13 Classes**

## Create Subclasses

To create a subclass, follow the steps below.

1. Click the **Subclass** button. The **Department** field is displayed.
2. In the **Department** field, enter, select or search for the department ID. The **Class** field enables.
3. In the **Class** field, enter, select or search for the class ID. The available subclasses are displayed in the table.
4. Select **Actions > Create**, or use the Create icon. The Subclasses page appears. The selected department/class ID and description are displayed in the header.
5. Select **Actions > Add**, or use the Add icon. The Add Subclass page appears.

**Figure 2–14 Add Subclass Page**

- a. In the **Subclass** field, enter a unique ID for the subclass. This field is a required field.
- b. In the **Name** field, enter a name for the subclass. This field is a required field.
- c. Then choose one of the following options.
  - Click **OK** to add the subclass and close the page.
  - Click **OK and Add Another** to add additional subclasses.
  - Click **Cancel** to reject all entries and close the page.

## Manage Subclasses

## Editing Subclasses

To edit a subclass, follow the steps below.

1. Click the **Subclass** button. The **Department** field is displayed.
2. In the **Department** field, enter, select or search for the department ID. The **Class** field is enabled.
3. In the **Class** field, enter, select or search for the Class ID. The available subclasses are displayed in the table.
4. In the table, select **Actions > Edit**, or use the Edit icon. The Subclasses page appears.
5. Select a record in the table.
6. Then select **Actions > Edit**, or use the Edit icon. The Edit Subclass page appears.
  - a. The information of the selected subclass is displayed. Change the values, as necessary. You cannot change the subclass ID.
  - b. Then choose one of the following options.
    - Click **OK** to save your changes and close the page.
    - Click **Cancel** to reject all entries and close the page.

## Subclasses Page

The Subclasses page allows you to add, edit, delete, and view a subclass in the merchandise hierarchy. A subclass is below a class in the merchandise hierarchy. A subclass can belong to only one class. A subclass further defines the type of merchandise sold in a department and class.

You can associate user defined attributes with a subclass.

**Figure 2–15 Subclasses Page**

Subclasses x

Department 4200 Books

Class 1 Cooking

Subclass	Name
1	Vegetarian
2	Desserts
3	Heart Healthy

More Actions Save and Close Cancel

## Pending Merchandise Hierarchy Updates

### Pending Merchandise Hierarchy Search

The Pending Merchandise Hierarchy option opens the Pending Merchandise Hierarchy Search page. In the Pending Merchandise Hierarchy Search page you can perform the following actions.

- Search for pending hierarchy levels by various search criteria
- View the entered search results
- View and edit the action type of the hierarchy level

**Figure 2–16 Pending Merchandise Hierarchy Search**

The screenshot shows the 'Pending Merchandise Hierarchy Search' interface. At the top, there are tabs for 'Advanced', 'Saved Search', and 'Default'. Below this, the search mode is set to 'Advanced'. The search criteria are as follows:

- Match: All (selected), Any
- Action Type: Modification
- Effective Date: 1/4/17
- Division: 2000
- Group: 2000
- Department: (empty)
- Class: (empty)
- Subclass: (empty)

Buttons for 'Search', 'Reset', and 'Save As...' are visible. Below the search criteria is the 'Results' section, which contains a table with the following data:

Action Type	Effective Date	Hierarchy Level	Hierarchy ID	Hierarchy Name	Division	Group	Department	Class	Subclass
Modification	1/4/17	MH2	2000	AR	2000	2000			

At the bottom right, there is a 'Done' button.

#### Searching for a Pending Merchandise Hierarchy

To search for a pending merchandise hierarchy level:

1. From the Task menu, select **Foundation Data > Items > Pending Merchandise Hierarchy**. The Pending Merchandise Hierarchy Search page appears.
2. You can search for a hierarchy by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
  - Click **Advanced** to access the search section in advanced mode.
  - Click **Basic** to return to the basic mode.

#### Searching for a Pending Merchandise Hierarchy Through the Basic Search Criteria

To search for a hierarchy level by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

**Table 2–3 Pending Merchandise Hierarchy Search - Basic Search Criteria and Description**

Fields	Description
Match option	Check radio button All or Any. All - only hierarchy levels matching all entered search criteria are shown. Any - hierarchy levels matching any of the entered search criteria are shown.
Action Type	Select an action type from the list. Possible action types are: <ul style="list-style-type: none"> <li>■ Addition</li> <li>■ Modification</li> </ul>
Effective Date	Enter an effective date or use the Calendar icon to select a date.
Division	Enter, select or search for a division.
Group	Enter, select or search for a group.
Department	Enter, select or search for a department.
Class	Enter, select or search for a class.
Subclass	Enter, select or search for a subclass.

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches page appears.

For more information about the Personalized Saved Search, see Personalize Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

3. Click **Search**. The pending hierarchy levels that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search page appears.

For more information about how to save your search criteria, see Create Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

6. Click **Done** to close the page.

### Searching for a Pending Hierarchy Through Advanced Search Criteria

To search for a hierarchy level by using advanced search criteria:

1. To search by using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run

automatically function is enabled for the search, the search is executed immediately.

You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches page appears.

For more information about the Personalized Saved Search, see Personalize Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

4. Click **Search**. The pending hierarchy levels that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search page appears.

For more information about how to save your search criteria, see Create Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields page appears.
  - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
  - Click **OK** to confirm the new order of the fields and close the page.
  - Click **Cancel** to reject any changes and close the page.
9. Click **Done** to close the page.

## Results

The Results section lists the retrieved pending merchandise hierarchy levels.

## Pending Merchandise Hierarchy Page

The Pending Merchandise Hierarchy page allows you to maintain movements within the merchandise hierarchy. Movements within the merchandise hierarchy will lead to the eventual reclassification of the items within the reclassified level. When an item is reclassified, sales history, purchase orders, inventory, and planning information is reclassified as well.

Only Level 1 items can be reclassified. Any prepacks, Level 2, or Level 3 items associated with the Level 1 item are also reclassified.

The Pending Merchandise Hierarchy page contains the following fields.

**Table 2–4 Pending Merchandise Hierarchy - Fields and Description**

Fields	Description
Action Type	Displays, if you add or edit a merchandise hierarchy.
Effective Date	Enter an effective date or use the Calendar icon to select a date.
Hierarchy Level	Displays the hierarchy level.
Hierarchy Level ID and Description	Displays the hierarchy level. Enter a description. You can create a translation by selecting the Translate icon.
Buyer	Enter, select or search for the buyer.

**Table 2–4 (Cont.) Pending Merchandise Hierarchy - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Total Market Amount</b> (in Thousands)	Enter the total market amount in thousands.
<b>Merchandiser</b>	Enter, select or search for the merchandiser.
<b>Domain</b>	This field contains the unique number representing the domain. The domain number is used when interfacing data to external systems using domains.
Markup Calculation Type:	
<b>% of Cost</b>	Indicates that the markup is calculated as a percentage of the cost.
<b>% of Retail</b>	Indicates that the markup is calculated as a percentage of the Retail value.
Profit Calculation Type:	
<b>Direct Cost</b>	Indicates that the profit is calculated by direct cost.
<b>Retail Inventory</b>	Indicates that the profit is calculated by retail inventory.
Open To Buy (OTB) Calculation Type:	
<b>Cost</b>	Determines that the OTB is calculated by costs in this hierarchy level.
<b>Retail</b>	Determines that the OTB is calculated by retail value in this hierarchy level.
Purchase Order Type:	
<b>Normal Merchandise</b>	Indicates that the items in the department are ordered, invoiced, and recorded in the stock ledger.
<b>Consignment Stock</b>	Indicates that the items in the department are ordered, invoiced, and recorded in the stock ledger. Accounts receivable and accounts payable are not recorded for this item type. The consignment rate is recorded at the item/supplier level.
<b>Concession Stock</b>	Indicates that the items in the department are ordered, invoiced, and recorded in the stock ledger. Accounts receivable and accounts payable are not recorded for this item type. The concession rate is recorded at the item/supplier level.
For Departments the Markup Calculation Type, OTB Calculation Type and Purchase Order Type are not available.	
<b>Markup % of Cost</b>	Displays the budgeted markup as percentage of the costs.
<b>Markup % of Retail</b>	Displays the markup in %. When the retailer uses Simple VAT or Global Tax, this value excludes VAT.
<b>Maximum Average Counter</b>	Displays the maximum count of days with acceptable data to include on average for items within the hierarchy type.
<b>Average Tolerance %</b>	Displays a tolerance percentage value which is used as average for items within this value. This value sets a range for appropriate data and constrain outliers.

### Editing a Pending Merchandise Hierarchy

To edit the pending merchandise hierarchy, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Pending Merchandise Hierarchy**. The Pending Merchandise Hierarchy Search page appears.

2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The actions that match the search criteria are displayed in the Results section.
4. In the Action Type column, click the action link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Pending Merchandise Hierarchy page appears.
5. Edit the fields, as necessary.
6. Then choose one of the following options.
  - Click **Save** to save your changes.
  - Click **Save and Close** to save your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.

## Other Merchandise Hierarchy Foundation Data

In addition to the hierarchy, there are three other foundational data components that can be set up in Merchandising: buyers, merchandisers, and merchandise hierarchy defaults. Buyers and merchandisers are common retail roles associated with managing the business of a product area. They can be associated with the division, group, or department levels of the merchandise hierarchy to facilitate reporting within Merchandising. Merchandise hierarchy defaults can be defined at the department, class, and/or subclass level and allow for configuration of the item setup process for items in those hierarchies by allowing you to define certain attributes of items as required or displayed. For example, the functionality could be used to make differentiators required for a fashion department, to ensure that all items created in that department get set up with colors and sizes.

### Buyers and Merchandisers

Buyer and Merchandiser are business roles that are common across retailers. The role of the buyer is typically to research, select, and procure stock for purposes of resale to an end customer. Similarly, the role of the Merchandiser is broadly to stimulate product sales through a variety of means including product design, packaging, availability, display, pricing, etc. Buyer and Merchandiser details can be captured in the Merchandising system. Once defined, these buyers and merchandisers can be associated with merchandise hierarchy levels thereby giving them a span of control over a product hierarchy.

Buyers and Merchandisers can be defined and managed using the spreadsheet download and upload processes, which are accessed through the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data respectively. Navigate to Foundation Data > Download Foundation Data, choose the Template Type of 'Foundation' and the Template titled 'Buyers and Merchandisers' to download existing data into a spreadsheet.

#### Adding a Buyer

In order to add a new Buyer, start in the Buyers tab on the spreadsheet. Add a new row by selecting the action type of Create and proceed to add Buyer details which includes the Buyer ID which is a 4 digit numeric code that uniquely identifies the Buyer, the Buyer name and the buyer contact details (phone and fax numbers).

There are no significant validations for uploading a new Buyer definition apart from validating that the Buyer ID is unique.



### **Adding a Merchandiser**

In order to add a new Merchandiser, start in the Merchandisers tab on the spreadsheet. Add a new row by selecting the action type of Create and proceed to add Merchandiser details which includes the Merchandiser ID which is a 4 digit numeric code that uniquely identifies the Merchandiser, the Merchandiser name and the merchandiser contact details (phone and fax numbers).

There are no significant validations for uploading a new Merchandiser definition apart from validating that the Merchandiser ID is unique.

### **Updating Buyer and Merchandiser Details**

If you would like to update any details, a similar process will need be followed as that described above for creating new Buyers or Merchandisers. First, download the Buyers and Merchandisers spreadsheet, and then navigate to the tab where you would like to make your updates.

The following columns can be updated in each tab:

- Buyers – Buyer Name, Buyer Phone, Buyer Fax
- Merchandisers – Merchandiser Name, Merchandiser Phone, Merchandiser Fax

In the tab where you are going to make your updates, set the action type to Update on the row being updated, and then correct the value in the spreadsheet. Once your updates are complete, save and close the spreadsheet.

### **Deleting a Buyer or Merchandiser**

If you wish to delete a Buyer or Merchandiser record, then update the action column to Delete against the Buyer or Merchandiser record to be deleted in their respective tabs. Before deleting a Buyer or Merchandiser, care should be taken to ensure it is really not associated with a hierarchy or an error will be raised on upload.

### **Uploading Changes**

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, you will again select the template type Foundation and the template Buyer and Merchandisers. This will generate a process description automatically, but this can be updated if desired. Lastly, you will select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.

## **Add Merchandise Hierarchy Defaults**

The Merchandise Hierarchy Defaults page allows you to make certain item details available and required. These item defaults are based on the department, class, and subclass in which the item resides. The defaults may include a variety of options, such as Harmonized Tariff Schedule (HTS), item attributes, and tickets. You can set up the defaults when creating a department, class, or subclass. For example, you can indicate that items in a selected department cannot be approved unless they have an HTS code. On the other hand, you can make the HTS option unavailable for items in the selected department.

When creating defaults at the department level, you can add information only for the classes and subclasses within that department. For example, if you enter department 1000 and make the default both available and required, every class and subclass within department 1000 inherits the same default settings. If you enter department 2000 and class 3000, every subclass within department 2000 and class 3000 inherits the same default settings.

**Figure 2–17 Merchandise Hierarchy Defaults Page**

Information	Description	Department	Department Name	Class	Class Name	Subclass	Subclass Name
DOCS	Documents	7081	Demo Department	7081	Demo Class	7081	Demo Subclass
HTS	HTS	7081	Demo Department	7081	Demo Class	7081	Demo Subclass
EXP	Expenses	7081	Demo Department	7081	Demo Class	7081	Demo Subclass

### Maintaining Merchandise Hierarchy Defaults

To maintain merchandise hierarchy defaults, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Merchandise Hierarchy**. The Merchandise Hierarchy page appears.
2. Click the **Department/Class/Subclass** button. The available departments/classes/subclasses are displayed in the table.
3. In the Department/Class/Subclass column, click the department ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Department/Class/Subclass page appears.
4. Select **More Actions > Merchandise Hierarchy Defaults**. The Merchandise Hierarchy Defaults page appears.
5. Update the hierarchy default information, as necessary.

### Adding Defaults

To add item defaults for the selected hierarchy level, follow the steps below.

1. In the table, select **Actions > Add**, or use the Add icon. The Add Merchandise Hierarchy Defaults page appears.
2. In the **Information** field, select the default information you want to add.

3. In the **Class** field, enter, select or search for the class ID. This field is only enabled, if you add an item default for a department.
4. In the **Subclass** field, enter, select or search for the subclass ID. This field is only enabled, if you add an item default for a department.
5. Indicate, if the information is unavailable or available for the items in the selected department/class/subclass.
6. Select the **Required** checkbox to indicate that the information is required for items in the selected department/class/subclass.
7. Then choose one of the following options.
  - Click **OK** to add the default information and close the page.
  - Click **OK and Add Another** to add additional defaults.
  - Click **Cancel** to reject all entries and close the page.

### Editing Defaults

To edit item defaults for the selected hierarchy level, follow the steps below.

1. In the table, select **Actions > Edit**, or use the Edit icon. The Edit Merchandise Hierarchy Defaults page appears.
2. Change the checkboxes, as necessary. All other fields are disabled.
3. Then choose one of the following options.
  - Click **OK** to save your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.

### Copy All

To copy all item defaults from one subclass to another, follow the steps below.

1. In the table, select the **Copy All** button. The Copy From page appears.
2. In the **Department** field, enter, select or search for the department you want to copy from.
3. In the **Class** field, enter, select or search for the class ID.
4. In the **Subclass** field, enter, select or search for the subclass ID.
5. Then choose one of the following options.
  - Click **OK** to copy the item defaults from the selected hierarchy and close the page.
  - Click **Cancel** to reject all entries and close the page.



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## Suppliers

A supplier is a person or entity that provides merchandise to a retailer resulting in an invoice. You can maintain a variety of information about suppliers such as financial arrangements, inventory management parameters, types of EDI transactions, and invoice matching attributes. Suppliers are typically created in a financial system and interfaced into Merchandising. Supplier enrichment can be maintained in Merchandising.

Supplier sites are physical locations of a supplier that also define the business relationship between supplier and the retailer. The supplier site captures business terms and conditions as negotiated by the retailer with the supplier. Supplier sites can be locations from which orders are placed, remittances made, or both; however it is assumed to represent a single location for the supplier, so all address types for a particular site must have the same address information. Most transactions between the supplier and the retailer occur at the supplier site level, with the exception of deals which occur at the supplier level.

The supplier structure can be extended to supplier-parent and supplier-site relationships, to accommodate financial systems that support this configuration. A supplier site is a location from which the supplier ships merchandise.

The supplier management feature allows you to add, edit, and view the following information about suppliers:

- **Multiple contact persons and addresses:** You can enter multiple addresses of different types, such as business, invoice, order, postal, remittance, and returned goods.
- **Financial arrangements:** You can indicate the payment terms, freight terms, currency, settlement code, and payment method.
- **Inventory management parameters:** You can set up a replenishment cycle, order attributes, scaling attributes and constraints, order minimum constraints, and due order processing. You can also indicate whether quality control checking is required and what percentage of the received goods must be checked.
- **Return to vendor (RTV) requirements:** You can indicate whether returns are allowed, whether an authorization number is required, the minimum value of a return, the preferred courier, and the handling charge.
- **Required documents:** You can select which documents, if any, are required by the supplier.
- **Expense profiles:** You can enter the supplier's costs by country or by cost zone.
- **Types of electronic data interchange (EDI) transactions:** You can indicate which EDI transactions the supplier can process.

- **Generic attributes:** You can indicate which attributes apply to the supplier, such as co-op agreement terms, volume rebate terms, whether a PO is required, or whether items are pre-ticketed.
- **Import attributes:** You can enter import-related information such as agent, advising and issuing banks, lading and discharge ports, manufacturer ID, and beneficiary.
- **Invoice matching attributes:** You can indicate when debit memos are sent, whether invoices and debit memos are approved automatically, whether the supplier is allowed to charge freight, and whether invoices are pre-paid. (Oracle Retail Invoice Matching must be installed.)
- **Supplier traits:** You can select the traits by which you want to group the supplier with other suppliers.
- **Payment types by store:** You can select the methods by which the supplier can be paid, such as cash, money order, and by invoice. You can also indicate the payment type by store.
- **Delivery schedules at stores and warehouses:** After you create a delivery schedule, you can specify which items are not to be delivered to the location on a specific delivery day.
- **Vendor managed inventory (VMI):** Use VMI to allow a supplier to manage the inventory levels of designated product at the warehouse. Inventory data is shared with the supplier, who uses the information to create inbound purchase orders, which will achieve and/or maintain budgeted inventory and service levels in the warehouse.

## Create a Supplier

The Supplier/Supplier Site page allows you to create, edit, and view suppliers and supplier sites. Suppliers are vendors that provide your stores and warehouses with merchandise.

Depending on how you enter the page, the label varies.

- If you enter the page for a parent supplier, the page is labeled Supplier. For more information about how to create a supplier, see the [Creating a Supplier](#) section.
- If you enter the page for another supplier site of a supplier, the page is labeled Supplier Site. For more information about how to create a supplier site, see the [Creating a Supplier/Supplier Site](#) section.

You can indicate whether the supplier/supplier site is active or inactive. You can also enter the primary contact, financial, shipping, and payment information.

Figure 3-1 Supplier Page

Figure 3-2 Supplier Site

## Header

The header contains the following fields.

**Table 3–1 Header - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Supplier</b>	The supplier ID is generated automatically. Enter the supplier name. This field is a required field.
<b>Payment Terms</b>	Enter, select or search for the supplier's payment terms. This field is a required field.
<b>Freight Terms</b>	Enter, select or search for the supplier's freight terms. This field is a required field.
<b>VAT Region</b>	Enter, select or search for the supplier's VAT region. This field is a required field.
<b>Status</b>	Select, if the current supplier is an active or inactive supplier. This field is a required field.
<b>Secondary Name</b>	Enter the secondary name for the supplier.
<b>Currency</b>	Enter, select or search for the supplier's currency. This field is a required field.
<b>Language</b>	Select the supplier's language from the list.
<b>Tax ID</b>	Enter the Tax Identification Number to be associated with the supplier site.

## Contact Information

In the Contact Information section enter the name, phone number, email address, fax, telex and pager for the primary contact person at the supplier's location.

**Name** and **Phone** are required fields.

## Comments

In the Comments section you can enter any comments relevant for the supplier.

## Ordering

The Ordering section contains the following fields and checkboxes.

**Table 3–2 Ordering - Fields/Checkboxes and Description**

<b>Fields/Checkboxes</b>	<b>Description</b>
<b>Deal Status for Uploads</b>	Select the status (worksheet, submitted or approved) in which the deal needs to be uploaded into the system as part of the batch process for a specific supplier.
<b>Inventory Management Level</b>	Select an inventory management level from the list. This field is a required field.
<b>Ship Method</b>	Select a shipping method for the supplier from the list.
<b>Lead Time</b>	Enter the amount of time a supplier needs between receiving an order and having the order ready to ship. This value will be defaulted to item/supplier relationships.



**Table 3–2 (Cont.) Ordering - Fields/Checkboxes and Description**

<b>Fields/Checkboxes</b>	<b>Description</b>
<b>Delivery Policy</b>	Select a delivery policy from the list. This field is a required field.
<b>Quantity Level</b>	Select a quantity level from the list to indicate purchase order quantities that are communicated to the supplier in multiples of units (eaches) or cases. This field is a required field.
<b>DSD checkbox</b>	Select the checkbox to indicate that the supplier can provide direct store deliveries.
<b>Premark checkbox</b>	Select the checkbox to indicate that the supplier will break orders into separate, marked boxes that can be shipped directly to stores.
<b>Bracket Costing checkbox</b>	Select the checkbox to indicate that the supplier uses bracket costing in its pricing.
<b>Back Orders checkbox</b>	Select the checkbox to indicate the supplier accepts back orders.
<b>EDI:</b>	
<b>Orders checkbox</b>	Select the checkbox to indicate that the orders are transmitted electronically.
<b>Order Changes checkbox</b>	Select the checkbox to indicate that order changes are transmitted electronically.
<b>Order Acknowledgments checkbox</b>	Select the checkbox to indicate that order acknowledgments are transmitted electronically.

## Contracts and Replenishment

The Contracts and Replenishment section contains the following fields and checkboxes.

**Table 3–3 Contracts and Replenishment - Fields/Checkboxes and Description**

<b>Fields/Checkboxes</b>	<b>Description</b>
<b>Scale AIP Orders checkbox</b>	Select the checkbox to indicate that AIP (Advanced Inventory Planning) is allowed to do order scaling. Order scaling refers to the increase and decrease of the order quantity within constraints to meet purchasing objectives and increase efficiency.
<b>VMI Order Status</b>	Select the VMI order status from the list.
<b>VMI Channel</b>	Enter, select or search for the VMI channel.
<b>EDI Availability checkbox</b>	Select the checkbox to indicate that the supplier processes orders through EDI (Electronic Data Interchange).
<b>EDI Contracts checkbox</b>	Select the checkbox to indicate that the supplier process contracts through EDI.
<b>Auto Contract Approval checkbox</b>	Select the checkbox to indicate that contract orders are created in Approved status.

## Receiving

The Receiving section contains the following fields and checkboxes.

**Table 3–4 Receiving - Fields/Checkboxes and Description**

<b>Fields/Checkboxes</b>	<b>Description</b>
<b>QC Required</b> checkbox	Select the checkbox to indicate that goods received from the supplier must be inspected for quality.
<b>QC %</b>	Enter what percentage of the goods must be inspected.
<b>QC Frequency</b>	Enter how often the items will be inspected.
<b>EDI ASN</b> checkbox	Select the checkbox to indicate that the advanced shipping notice (ASN) is transmitted electronically.
<b>Vendor Control Required</b> checkbox	Select the checkbox to indicate that orders from this supplier require vendor control by default.
<b>Vendor Control %</b>	Displays the percentage of items per receipt that are marked for vendor checking.
<b>Vendor Control Frequency</b>	Displays the frequency in which items per receipt are marked for vendor checking.

## Invoicing

This section contains the following fields and checkboxes.

**Table 3–5 Invoicing - Fields/Checkboxes and Description**

<b>Fields/Checkboxes</b>	<b>Description</b>
<b>Settlement Code</b>	Select the settlement code from the list. This field is a required field.
<b>Payment Method</b>	Select the payment method from the list.
<b>Send Debit Memos</b>	Select how often debit memos should be sent to the supplier.
<b>Receive Invoice</b>	Select where invoices from this supplier are received, either at the store or centrally through corporate accounting. This field is only enabled, if invoice matching is used.
<b>Pay Invoice</b>	Indicates where invoices from this supplier are paid, either at the store or centrally through corporate accounting. Valid values are S (paid at the store) and C (paid centrally). This field only displays Store, if Sales Audit is used to accept payment at the store level. Additionally, the field is only enabled, if invoice matching is used.
<b>Invoice at</b>	Select, if invoice amounts are net or gross values.
<b>Final Match Destination</b> checkbox	Select this checkbox to indicate that the supplier can ship to the final destination as per allocation.
<b>EDI Invoice</b> checkbox	Select the checkbox to indicate that the invoices are transmitted electronically.
<b>Auto-approve Invoices</b> checkbox	Select this checkbox to indicate that the supplier's invoice matches can be automatically approved for payment. This field is only enabled, if invoice matching is used.
<b>Auto-approve Debit Memos</b> checkbox	Select this checkbox to indicate that debit memos sent to the supplier can be automatically approved on creation. This field is only enabled, if invoice matching is used.

**Table 3–5 (Cont.) Invoicing - Fields/Checkboxes and Description**

<b>Fields/Checkboxes</b>	<b>Description</b>
<b>Allow Supplier to Charge-Freight</b> checkbox	Select this checkbox to indicate that the supplier is allowed to charge freight costs to the client. This field is only enabled, if invoice matching is used.
<b>Invoices Pre-paid for Supplier</b> checkbox	Select this checkbox to indicate that all invoices for the supplier can be considered pre-paid invoices. This field is only enabled, if invoice matching is used.
<b>Services Performed Confirmation Required</b> checkbox	Select this checkbox to indicate that all suppliers services, for example shelf stocking, must be confirmed before the invoice can be paid.

## Returns

The Returns section contains the following fields and checkboxes.

**Table 3–6 Returns - Fields/Checkboxes and Description**

<b>Fields/Checkboxes</b>	<b>Description</b>
<b>Returns Allowed</b> checkbox	Select the checkbox to indicate that this supplier allows returns.
<b>Authorization Required</b> checkbox	Select the checkbox to indicate that returns must be accompanied by an authorization number when sent back to the vendor.
<b>Maximum Return Amount</b>	Enter the maximum amount allowed for returns.
<b>Courier</b>	Enter the courier for the returns.
<b>Handling %</b>	Enter the handling percentage.

## Other Attributes

The Other Attributes section contains the following fields

**Table 3–7 Other Attributes - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>DUNS Number</b>	Enter the appropriate Dun and Bradstreet codes to identify the supplier.
<b>DUNS Location Number</b>	Enter the appropriate Dun and Bradstreet codes to identify the supplier location.
<b>EDI Sales</b>	Select the EDI Sales from the list.
<b>External Ref. ID</b>	Displays the external reference ID, if available.
Cost Change Variance:	
<b>Amount</b>	This field displays the cost change variance as amount.
<b>Percent</b>	This field displays the cost change variance in percent.

## Creating a Supplier

To create a supplier, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Create Supplier**. The Supplier page appears.

2. The supplier ID is generated automatically. Enter the necessary information in the individual sections.

For more information about the available sections of the Supplier page, see the [Create a Supplier](#) section.

3. Then choose one of the following options.
  - Click **Save** to save the supplier.
  - Click **Save and Close** to save the supplier and close the page.
  - Click **Save and Create Another** to save the current supplier and create additional supplier entries.
  - Click **Cancel** to reject all entries and close the page.

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**Note:** You can also create a supplier in the Supplier Search screen, for more information about this function, see the [Creating a Supplier/Supplier Site](#) section.

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## Adding Importers/Exporters

To add importers/exporters to a supplier site, follow the steps below.

1. In the Importers/Exporters section, select **Actions > Add** or use the Add icon. The Add Importer/Exporter page appears.
2. In the **Type** field, select if you want to add an importer or exporter. This field is a required field.
3. In the **Importer/Exporter** field, enter, select or search for the importer/exporter ID and description. This field is a required field.
4. Select the **Default** checkbox to indicate that the current importer/exporter is the supplier's default importer/exporter.
5. Then choose one of the following options.
  - Click **OK** to add the importer/exporter and close the page.
  - Click **OK and Add Another** to add additional importers/exporters.
  - Click **Cancel** to reject all entries and close the page.

## Editing Importers/Exporters

To edit importers/exporters for a supplier site, follow the steps below.

1. In the Importers/Exporters section, select **Actions > Edit** or use the Edit icon. The Edit Importer/Exporter page appears.
2. Change the **Type** and **Importer/Exporter** field as well as the **Default** checkbox, as necessary.
3. Then choose one of the following options.
  - Click **OK** to save your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.

## Adding Routing Locations

To add routing locations to a supplier site, follow the steps below.

1. In the Routing Locations section, select **Actions > Add** or use the Add icon. The Add Routing Locations page appears.
2. In the **Routing Location** field, enter, select or search for the location ID. This field is a required field.
3. Select the **Default** checkbox to indicate that the current routing location is the supplier's default routing location.
4. Then choose one of the following options.
  - Click **OK** to add the routing location and close the page.
  - Click **OK and Add Another** to add additional routing locations.
  - Click **Cancel** to reject all entries and close the page.

## Editing Routing Locations

To edit routing locations for a supplier site, follow the steps below.

1. In the Routing Locations section, select **Actions > Edit** or use the Edit icon. The Edit Routing Locations page appears.
2. Change the **Routing Location** field and **Default** checkbox, as necessary.
3. Then choose one of the following options.
  - Click **OK** to save your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.

## Supplier Import Attributes

The Supplier Import Attributes page allows you to enter import information about a particular supplier. You can track information specific to the supplier, such as:

- Agent
- Factory
- Advising bank
- Issuing bank
- Lading port
- Discharge port
- Manufacturer ID
- Additional partner information
- Beneficiary information

The Supplier Import Attributes page contains the following sections.

- Header
  - The header displays the supplier site ID and name.
- [Import Attributes](#)
- [Beneficiary Attributes](#)

**Figure 3–3 Supplier Import Attributes Page**

**Import Attributes**

The Import Attributes section contains the following fields.

**Table 3–8 Import Attributes - Fields and Description**

Fields	Description
Agent	Enter, select or search for the agent ID.
Factory	Enter, select or search for the factory ID.
Advising Bank	Enter, select or search for the ID of the advising bank.
Issuing Bank	Enter, select or search for the ID of the issuing bank.
Lading Port	Enter, select or search for the ID of the lading port.
Discharge Port	Enter, select or search for the ID if the discharge port.
Manufacturer	Enter the manufacturer.
Supplier Related to Manufacturer checkbox	Select the checkbox to indicate that the supplier is related to the manufacturer.
Partner	Select a partner type from the list. In the field next to the partner type, enter, select or search for the partner ID. You can add up to three partners in this page.

**Beneficiary Attributes**

The Beneficiary Attributes section contains the following fields.

**Table 3–9 Beneficiary Attributes - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Beneficiary</b> checkbox	Select the checkbox to indicate that the supplier can be a beneficiary in a Letter of Credit transaction.
<b>With Recourse</b> checkbox	Select the checkbox to indicate that the paying bank will be able to claim refunds from the beneficiary in case the letter of credit documents are not paid by the issuing bank.
<b>Revocable</b> checkbox	Select the checkbox to indicate that the Letter of Credit is revocable.  If the LC is revocable, it can be amended or cancelled by the buyer or buyers bank at any time.  If the LC is not revocable, the buyer as well as seller must approve any changes.
<b>Place of Expiry</b>	Enter, select or search for the place of expiry.
<b>Drafts At</b>	Select the drafts at entry from the list.
<b>Payment Terms</b>	Select the appropriate payment terms from the list.
<b>Variance Percent</b>	Enter the variance in percent.
<b>LC Negotiation Days</b>	Enter the negotiating days for the LC.

## Add Supplier Expense Profiles

See [Chapter 5, "Expense Profiles"](#) for information.

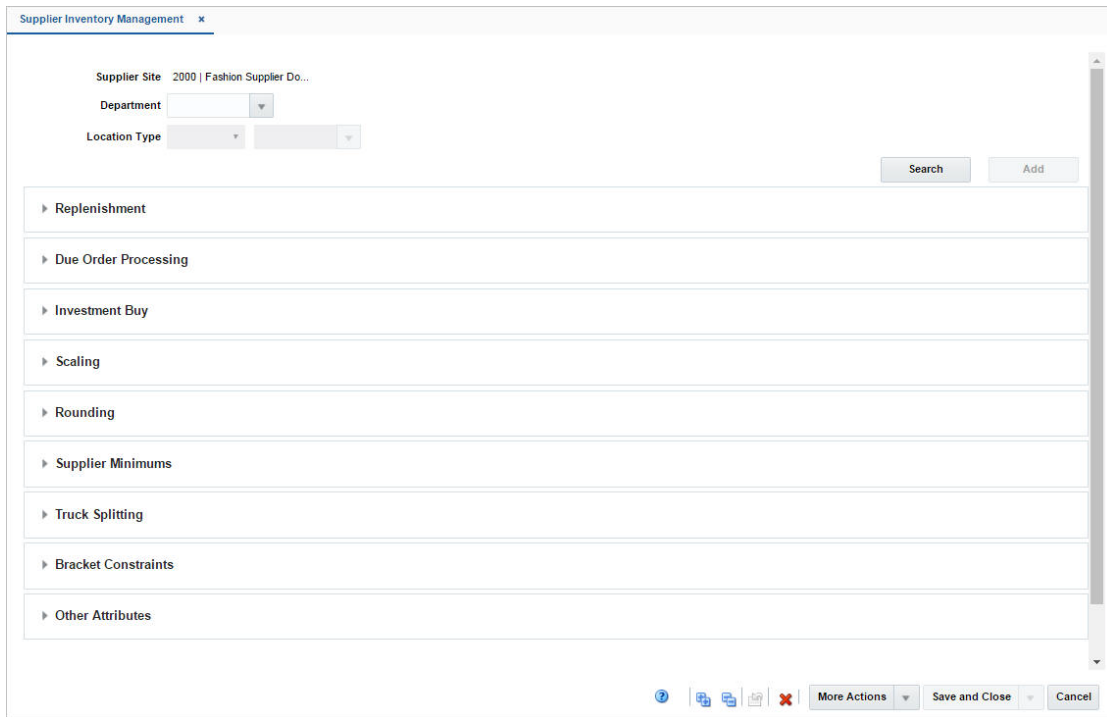
## Add Supplier Inventory Management Parameters

The Supplier Inventory Management page allows you to create, maintain, delete and view inventory management information for a supplier site, or for a department and supplier site.

The Supplier Inventory Management page contains the following sections.

- **Header**  
The header contains the supplier site ID, name, department, location type and ID.
- [Replenishment](#)
- [Due Order Processing](#)
- [Investment Buy](#)
- [Scaling](#)
- [Rounding](#)
- [Supplier Minimums](#)
- [Truck Splitting](#)
- [Bracket Constraints](#)

**Figure 3–4 Supplier Inventory Management Page**



### Replenishment

The Replenishment section contains the following fields.

**Table 3–10 Replenishment - Fields and Description**

Fields	Description
<b>Order Control</b>	Select how the POs are processed for the supplier from the list.
<b>Review Cycle</b>	Select how often the items are reviewed for replenishment from the list.
<b>Weekdays checkboxes</b>	Select the day on which the items are reviewed. <ul style="list-style-type: none"> <li>■ If the review cycle is every day, all days of the week are selected automatically.</li> <li>■ If the review cycle is every week, select the days of the week the items are reviewed for replenishment. You may select more than one day.</li> <li>■ If the review cycle is over two or more weeks, select the day of the week.</li> </ul>
<b>Single Loc on Order checkbox</b>	Select the checkbox, if only one location can be on an order.

### Due Order Processing

The Due Order Processing section contains the following fields.

**Table 3–11 Due Order Processing - Fields and Description**

Fields	Description
<b>Due Order Processing checkbox</b>	Select the checkbox to have due order processing performed for replenishment items from the supplier.



**Table 3–11 (Cont.) Due Order Processing - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Create Non-Due Orders</b> checkbox	Select the checkbox to have purchase orders created in Worksheet status for items that are not due to be ordered.
<b>Due Order Level</b>	Select the level at which the due order processing is based from the list.
<b>Service Basis</b>	Select the parameter that is used in calculating the stock out level from the list

### Investment Buy

The Investment Buy section contains the following fields.

**Table 3–12 Investment Buy - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Investment Buy Eligibility</b>	Select the checkbox to enable investment buy attributes.
<b>Order Control</b>	Select how POs are processed for the investment buy orders.

### Scaling

The Scaling section contains the following fields.

**Table 3–13 Scaling - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Scale Orders to Constraints</b> checkbox	Select the checkbox to enable the scaling constraints area.
<b>Multiple Vehicles</b> checkbox	Select the checkbox to indicate that multiple vehicles may be used when delivering the order.
<b>Scaling Objective</b>	Select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
<b>Scaling Level</b>	Select the level at which the scaling is performed.
<b>Primary:</b>	In the Scaling Constraints Primary column, complete the following fields.
<b>Type</b>	Select the primary type of constraint to use when scaling orders.
<b>UOM</b>	If you select Mass or Volume as the primary type, enter, select or search for the unit of measure.
<b>Currency</b>	If you select Amount as the primary type, the currency code is displayed in this field.
<b>Maximum Value</b>	Enter the maximum value of the constraint.
<b>Tolerance</b>	Enter the percentage tolerance for the maximum value of constraint.
<b>Minimum Value</b>	Enter the minimum value of the constraint.
<b>Tolerance</b>	Enter the percentage tolerance for the minimum value of the constraint.
<b>Secondary:</b>	In the Scaling Constraints Secondary column, complete the following fields.

**Table 3–13 (Cont.) Scaling - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Type</b>	Select the secondary type of constraint to use when scaling orders. The secondary type cannot be the same as the primary type.
<b>UOM</b>	If you select Mass or Volume as the secondary type, enter, select or search for the unit of measure.
<b>Currency</b>	If you select Amount as the secondary type, the currency code is displayed in this field.
<b>Maximum Value</b>	Enter the maximum value of the constraint.
<b>Tolerance</b>	Enter the percentage tolerance for the maximum value of the constraint.
<b>Minimum Value</b>	Enter the minimum value of the constraint.
<b>Tolerance</b>	Enter the percentage tolerance for the minimum value of the constraint.

### Rounding

The Rounding section contains the following fields.

**Table 3–14 Rounding - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Rounding Level</b>	Select the level to which quantities should be rounded.
<b>Rounding to Inner Threshold</b>	Enter the percent of the inner needed to round to an additional inner.
<b>Round to Case Threshold</b>	Enter the percent of the case needed to round to an additional case.
<b>Round to Layer Threshold</b>	Enter the percent of the layer needed to round to an additional level.
<b>Round to Pallet Threshold</b>	Enter the percent of the pallet needed to round to an additional pallet.

### Supplier Minimums

The Supplier Minimums section contains the following fields.

**Table 3–15 Supplier Minimums - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Purge Orders Failing Minimum</b> checkbox	Select the checkbox to create POs that meet the supplier minimum.
<b>Minimum Level</b>	Select the minimum order quantity at which the supplier accepts orders.
<b>Conjunction</b>	When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
<b>Minimum 1:</b>	In the Minimum 1 column, complete the following fields.
<b>Type</b>	Select the type for the first minimum order requirement.
<b>UOM</b>	If you select Mass or Volume as the first minimum order requirement type, enter, select or search for the unit of measure

**Table 3–15 (Cont.) Supplier Minimums - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Currency</b>	If you select Amount as the first minimum order requirement type, the currency code is displayed in this field.
<b>Value</b>	Enter the value of the first minimum order requirement for the supplier.
Minimum 2:	In the Minimum 2 column, complete the following fields.
<b>Type</b>	Select the second type for the minimum order requirement.
<b>UOM</b>	If you select Mass or Volume as the first minimum order requirement type, enter, select or search for the unit of measure.
<b>Currency</b>	If you select Amount as the first minimum order requirement type, the currency code is displayed in this field.
<b>Value</b>	Enter the value of the first minimum order requirement of the supplier.

### Truck Splitting

The Truck Splitting section contains the following fields.

**Table 3–16 Truck Splitting - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Split Orders into Truckloads</b> checkbox	Select the checkbox to enable the truck splitting constraints.
<b>Auto Approve LTL Orders</b> checkbox	Select the checkbox to allow Less than a Truckload (LTL) orders.
<b>Truck Split Method</b>	Select the method of truck splitting used with this supplier.
Constraint 1:	In the Constraint 1 column, complete the following fields.
<b>Type</b>	Select the primary type of constraint to use when splitting orders into truckloads.
<b>UOM</b>	If you select Mass or Volume as the primary type, enter, select or search for the unit of measure.
<b>Value</b>	Enter the value of the constraint.
<b>Tolerance</b>	Enter the percentage tolerance for the maximum value of the constraint.
Constraint 2:	In the Constraint 2 column, complete the following fields.
<b>Type</b>	Select the secondary type of constraint to use when splitting orders into truckloads.  The second constraint type cannot be the same as the first constraint type.
<b>UOM</b>	If you select Mass or Volume as the secondary type, enter, select or search for the unit of measure.
<b>Value</b>	Enter the value of the constraint.
<b>Tolerance</b>	Enter the percentage tolerance for the maximum value of the constraint.

### Bracket Constraints

The Bracket Constraints section contains the following fields.

**Table 3–17 Bracket Constraints - Fields and Description**

Fields	Description
Threshold %	Enter the percentage of the bracket value that the order must meet in order to be rounded up to that bracket.
Primary:	In the Primary column, complete the following fields.
Type	Select the type of the primary bracket costing constraint.
UOM	If you select Mass or Volume as the primary type, enter, select or search for the unit of measure.
Secondary:	In the Secondary column, complete the following fields.
Type	Select the type of secondary bracket costing constraints.
UOM	If you select Mass or Volume as the secondary type, enter, select or search for the unit of measure.

**Other Attributes**

The Other Attributes section contains the following fields.

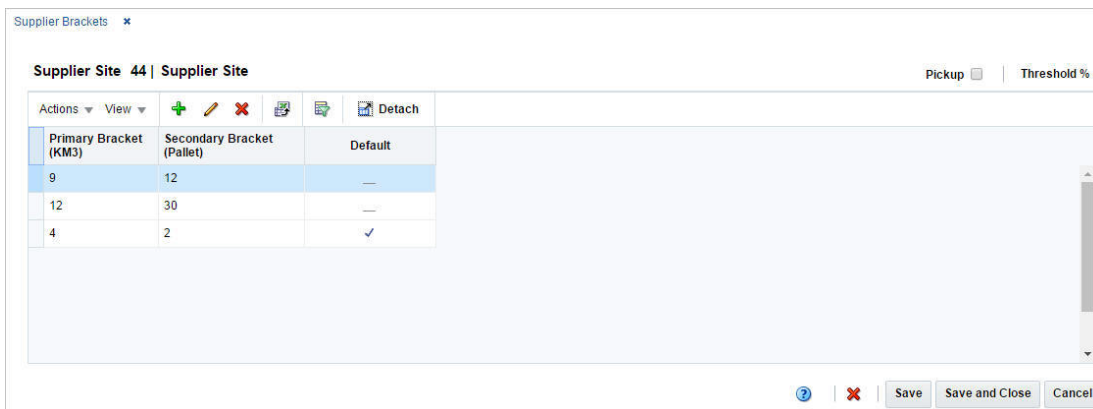
**Table 3–18 Other Attributes - Fields and Description**

Fields	Description
Pooled Supplier	Enter, select or search for the supplier ID.
Pooled Supplier Site	Enter, select or search for the supplier site ID.
Purchase Type	Select the purchase order type from the list.
Pickup Location	Only enabled, if you select pick-up as purchase type. Enter the pickup location.

**Add Supplier Brackets**

In the Supplier Brackets page, you can add, edit, delete and view primary and secondary bracket values. You can also specify default brackets, or delete the entire bracket structure.

**Figure 3–5 Supplier Brackets Page**



**Adding Bracket Values**

To add bracket values for a supplier site, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.
2. Restrict your search to suppliers with enabled Bracket Costing.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site page appears.
5. Select **More Actions > Inventory Management**. The Supplier Inventory Management page appears.
6. Select **More Actions > Bracket Costing**. The Supplier Brackets page appears.

---

**Note:** The **Bracket Costing** checkbox must be selected in the Supplier/Supplier Site page in order to access the Supplier Brackets page.

---

7. Select **Actions > Add**, or use the Add icon. The Add Bracket page appears.

**Figure 3–6 Add Bracket Page**

- a. In the **Primary Bracket Value** field, enter the lower value of the primary bracket. This field is a required field.
- b. In the **Secondary Bracket Value** field, enter the lower value of the secondary bracket, if applicable.
- c. Select the **Default** checkbox to indicate that the bracket value is a default value for this bracket structure.
- d. Select the **Pickup** checkbox to indicate that the bracket pricing uses pickup prices. The pickup price is the price of the goods without shipping costs, as if the goods were picked up at the supplier's location.
- e. Then select one of the following options.
  - Click **OK** to add the bracket value and close the page.
  - Click **OK and Add Another** to add additional bracket values.
  - Click **Cancel** to reject all entries and close the page.

### Editing Bracket Values

To edit bracket values for a supplier site, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.
2. Restrict your search to suppliers with enabled Bracket Costing.

3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site page appears.
5. Select **More Actions > Inventory Management**. The Supplier Inventory Management page appears.
6. Select **More Actions > Bracket Costing**. The Supplier Brackets page appears.

---

**Note:** The **Bracket Costing** checkbox must be selected in the Supplier/Supplier Site page in order to access the Supplier Brackets page.

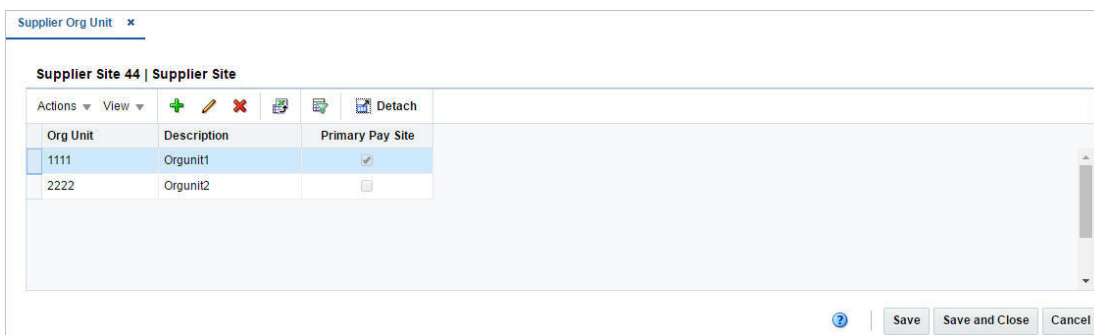
---

7. Select a record in the table.
8. Then select **Actions > Edit**, or use the Edit icon. The Edit Bracket page appears.
  - a. In the **Primary Bracket Value** and Secondary Bracket Value field, edit the values as necessary.
  - b. Select/deselect the **Default** checkbox to indicate that the bracket value is a default value for this bracket structure.
  - c. Select/deselect the **Pickup** checkbox to indicate that the bracket pricing uses pickup prices.
  - d. Then choose one of the following options.
    - Click **OK** to save your changes value and close the page.
    - Click **Cancel** to reject all entries and close the page.

## Add Org Units

In the Supplier Site Org Unit page you can add, edit, delete and view organizational unit information for the selected supplier site. Supplier Sites are initially created with a single Org Unit and normally only a single Org Unit is associated with any Supplier Site. However, the Supplier Site Org Unit page allows the association of multiple Org Units with a Supplier Site if a retailer needs to do this.

**Figure 3–7 Supplier Org Unit Page**



### Adding Organizational Unit Information for Suppliers

To add organizational unit information for a supplier, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site page appears.
5. Select **More Actions > Org Unit**. The Supplier Org Unit page appears.
6. Then select **Actions > Add**, or use the Add icon. The Add Org Unit ID page appears.
  - a. In the **Org Unit** field, enter select or search for the appropriate unit. This field is a required field.
  - b. Select the **Primary Pay Site** to indicate that the current org unit is the primary pay site.
  - c. Then choose one of the following options.
    - Click **OK** to add the org unit and close the page.
    - Click **OK and Add Another** to add additional org units.
    - Click **Cancel** to reject all entries and close the page.

### Editing Organizational Unit Information for Suppliers

To edit organizational unit information for suppliers, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site page appears.
5. Select **More Actions > Org Unit**. The Supplier Org Unit page appears.
6. Then select **Actions > Edit**, or use the Edit icon. The Edit Org Unit ID page appears.
  - a. In the **Org Unit** field, change the org unit, if necessary.
  - b. Select/deselect the **Primary Pay Site** to indicate that the current org unit is the primary pay site.
  - c. Then choose one of the following options.
    - Click **OK** to save your changes and close the page.
    - Click **Cancel** to reject all entries and close the page.

### Add Traits

The Supplier Traits page allows you to add, delete and view supplier traits. After you create supplier traits, you can then associate suppliers with a trait or associate traits with a supplier.

You can also use traits to indicate which of your suppliers have a master supplier. A master supplier is an outside source that provides merchandise to one or more of your suppliers, such as a manufacturer or distributor. You can enter an external ID for the master supplier as well.

### Adding Supplier Traits

To add supplier traits, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site page appears.
5. Select **More Actions > Supplier Traits**. The Supplier Traits page appears.
6. Then select **Actions > Add**, or use the Add icon. The Add Supplier Traits page appears.
  - a. In the **Supplier Trait** field, enter, select or search for the supplier trait you want to associate with the supplier.
  - b. Select the **Master Supplier** checkbox to indicate that the current trait is a master supplier trait.
  - c. Then choose:
    - Click **OK** to add the supplier trait and close the page.
    - Click **OK and Add Another** to add additional supplier traits.
    - Click **Cancel** to reject all entries and close the page.

### Manage Supplier Traits

Within Merchandising, there is the ability to define information about supplier traits which can later be associated with one or more suppliers. Supplier Traits can be useful for defining specific attributes of suppliers for purposes of reporting, regulatory compliance, and mass maintenance. The specific implementation of supplier traits is to be defined by each retailer however. This functionality is accessed from the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data.

To add, update, or remove supplier trait information, you will need to select the template type of Foundation from the Download Data screen and then the template Supplier Traits. Click the Download button and when prompted, choose to either open the .ods file that is generated or save the file and open it separately in the spreadsheet application of your choice.

### Add Supplier Trait

To add a new supplier trait, select the action type of Create on the Supplier Traits tab. Next, enter the trait ID and its description. You can also indicate which of your suppliers have a master supplier, who is an outside source such as a manufacturer or distributor that provides merchandise to one or more of your suppliers. The translations tab will hold the supplier trait details in the specified language.



### Update Supplier Trait

If you would like to update a supplier trait, then a similar process will have to be followed to that described above for entering new trait information. First, download the spreadsheet, and then find the supplier trait that you want to update. In that row select the action type of Update, and then update the current details in the spreadsheet.

### Delete Supplier Trait

If you wish to delete a supplier trait, update the action column to select Delete in each of the rows you want to delete.

### Uploading Changes

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, select the template type Foundation and the template Supplier Traits. This will generate a process description automatically, but this can be updated if desired. Lastly, select the Browse button and navigate to the directory where you saved the updated spreadsheet. To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.

## Update a Supplier

The Manage Suppliers option opens the Supplier Search page. In this page you can perform the following actions.

- Search for suppliers by various search criteria
- View the search results
- View supplier information
- Create supplier information
- Edit supplier information
- Edit supplier sites
- View supplier sites

You can access the Supplier Search page from the Task menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.

Figure 3–8 Supplier Search Page

Supplier Search

Search

Match  All  Any

Supplier

Supplier Name

Supplier Site

Supplier Site Name

Status Active

Item

Order No.

Advanced Saved Search Default

Search Reset Save As...

Results

Actions View + - Refresh Detach

Supplier	Supplier Name	Supplier Site	Supplier Site Name	Status Description	Freight Terms	Payment Terms	Currency	External Reference ID
5812374101	Demo Supplier			Active	2% Total Cost	1	USD	
5812374101	Demo Supplier	5812374102	Demo Supplier Site	Active	2% Total Cost	1	USD	

Done

## Searching for a Supplier

To search for a supplier:

- From the Task menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.
- You can search for a supplier by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
  - Click **Advanced** to access the search section in advanced mode.
  - Click **Basic** to return to basic mode.

### Searching for a Supplier Through the Basic Search Criteria

To search for a supplier by using basic search criteria:

- Enter, select or search for one or all of the following basic search criteria.

**Table 3–19 Supplier Search - Basic Search Criteria and Description**

Fields	Description
Match option	Check radio button All or Any. All - only suppliers matching all entered search criteria are shown. Any - suppliers matching any of the entered search criteria are shown.
Supplier	Enter the supplier ID.
Supplier Name	Enter the supplier name.
Supplier Site	Enter the supplier site ID.
Supplier Site Name	Enter the supplier site name.

**Table 3–19 (Cont.) Supplier Search - Basic Search Criteria and Description**

Fields	Description
Status	Select the status of the supplier.
Item	Enter, select or search for the supplier's items.
Order	Enter, select or search for the supplier's orders.

- Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches page appears.

For more information about the Personalized Saved Search, see Personalize Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

- Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
- Click **Reset** to clear the search section and results.
- Click **Save As...** to save the current search criteria. The Create Saved Search page appears.

For more information about how to save your search criteria, see Create Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

- Click **Done** to close the page.

### Searching for a Supplier Through Advanced Search Criteria

To search for a supplier by using advanced search criteria:

- To search by using advanced search criteria, enter or select one or all of the advanced search criteria.

**Table 3–20 Supplier Search - Advanced Search Criteria and Description**

Fields	Description
Match option	Check radio button All or Any. All - only suppliers matching all entered search criteria are shown. Any - suppliers matching any of the entered search criteria are shown.
Supplier	Enter the supplier ID.
Supplier Name	Enter the supplier name.
Supplier Site	Enter the supplier site ID.
Supplier Site Name	Enter the supplier site name.
Status	Select the status of the supplier.
Division	Enter, select or search for the division.
Group	Enter, select or search for the group.
Department	Enter, select or search for the department.
Class	Enter, select or search for the class.

**Table 3–20 (Cont.) Supplier Search - Advanced Search Criteria and Description**

<b>Fields</b>	<b>Description</b>
<b>Subclass</b>	Enter, select or search for the subclass.
<b>Item</b>	Enter, select or search for the supplier's items.
<b>Order No.</b>	Enter, select or search for the order number.

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches page appears.

For more information about the Personalized Saved Search, see Personalize Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

4. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search page appears.  
For more information about how to save your search criteria, see Create Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields page appears.
  - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
  - Click **OK** to confirm the new order of the fields and close page.
  - Click **Cancel** to reject any changes and close the page.
9. Click **Done** to close the page.

## Results

The Results section lists the retrieved suppliers and supplier sites.

## Creating a Supplier/Supplier Site

To create a supplier or supplier site in the Supplier Search page, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The suppliers/supplier sites that match the search criteria are displayed in the Results section.
4. Then select **Actions > Create Supplier**, or use the Create Supplier icon. The Create Supplier page appears.
  - a. In the **Supplier Level** field, select supplier or supplier site from the list. This field is a required field.
  - b. In the **Supplier** field, enter, select or search for the supplier you want to create the site for. If you selected supplier as the supplier level, this field is disabled.
  - c. Click **OK**. The Supplier/Supplier Site page appears.
5. Enter the necessary information in the individual sections.  
For more information about the available sections of the Supplier/Supplier Site page, see the [Create a Supplier](#) section.
6. Then choose one of the following options.
  - Click **Save** to save the supplier/supplier site.
  - Click **Save and Close** to save the supplier/supplier site and close the page.
  - Click **Save and Create Another** to save the current supplier/supplier site and create additional entries.
  - Click **Cancel** to reject all entries and close the page.

## Editing a Supplier

To edit a supplier, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. Select a supplier in the Results section.
5. Then select **Actions > Edit Supplier**, use the Edit Supplier icon, or click on the supplier link. The Supplier page appears.
6. Edit the information in the individual sections.  
For more information about the available sections of the Supplier/Supplier Site page, see the [Create a Supplier](#) section.
7. Then choose one of the following options.
  - Click **Save** to save your changes.
  - Click **Save and Close** to save your changes and close the page.
  - Click **Save and Edit Another** to your changes and edit additional suppliers.
  - Click **Cancel** to reject all entries and close the page.

## Editing a Supplier Site

To edit a supplier site, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partner Foundation > Manage Suppliers**. The Supplier Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. Select a supplier site in the Results section.
5. Then select **Actions > Edit Supplier Site**, or click on the supplier site link. The Supplier Site page appears.
6. Edit the information in the individual sections.  
For more information about the available sections of the Supplier Site page, see the [Create a Supplier](#) section.
7. Then choose one of the following options.
  - Click **Save** to save your changes.
  - Click **Save and Close** to save your changes and close the page.
  - Click **Save and Edit Another** to your changes and edit additional supplier sites
  - Click **Cancel** to reject all entries and close the page.

A partner is a person or entity that has an association with the retailer in various areas of the procurement process, especially for import orders. A partner does not provide items to a retailer for resale. Information associated with a partner includes currency, language, status and primary contact details. For example, partners can include those involved in transporting goods (freight forwarders, consolidators), escheatment (for states or countries), providing credit (banks), and facilitating the import of goods (agents, brokers).

External finishers are an exception to the partner types above in that they are used in transfers, not purchasing. You may send goods to an external finisher for finishing work (such as printing, dyeing, or embroidery), or repair (for damaged goods). Then, after the job is done, the finisher will return the goods.

## Create a Partner

The Partner page allows you to create, edit, and view a partner. Partner status may be active or inactive. You can enter the currency, language, status, and primary contact information. Use this page to track the following information for specific types of partners:

**Bank partners:** Track a line of credit.

**Import authority partners:** Indicate whether they are the primary import authority for the principal country.

**All partners except banks:** Track manufacturer ID, principal country, Tax ID, and terms.

In some countries, inventory maintained with a third party must be controlled by the retailer. A retailer may send goods to the external finisher or supplier for finishing the work (such as printing, dyeing, and embroidery) or repair (in case of damaged goods). After the job is done, the finisher or the supplier returns the goods back to the same or a different location. All such movements must be accompanied by a Nota Fiscal.

**Auto Receive Stock Indicator:** Available only if the partner type is an external finisher.

This flag is used in the two-legged transfer process to indicate, when the warehouse/store ships the stock for the first leg, the system should automatically update the stock at the external finisher. The system will not wait for confirmation from the external finisher, regardless of whether it has received the merchandise or not. If this indicator is unchecked, when the first leg of the transfer is shipped, the system should not update the stock at the external finisher until the external finisher sends across a message that it has received the merchandise.

At the system level, you can determine if partner IDs are unique to all partners or unique to a partner type. If IDs are unique to a partner type, partners with different partner types may have the same ID.

**Figure 4–1 Partner Page**

## Header

The header section contains the following fields.

**Table 4–1 Header - Fields and Description**

Fields	Description
<b>Partner Type</b>	The <b>Partner Type</b> field is labeled according to the created partner, for example, Bank. The partner ID is generated automatically. Enter the name of the partner. This field is a required field.
<b>Secondary Name</b>	Enter a secondary name for the partner, if available.
<b>Principal Country</b>	Enter, select or search for the principal country code of the partner. This field is a required field.
<b>Currency</b>	Enter, select or search for the partner’s currency code. This field is a required field.
<b>Status</b>	Select the status of the partner from the list. This field is a required field.
<b>Terms</b>	Enter, select or search for the payment terms. This field is a required field.
<b>Tax ID</b>	Enter the Tax Identification number to be associated with the partner.
<b>Language</b>	Select the partner’s language from the list.
<b>Auto Receive Stock checkbox</b>	Select this checkbox to indicate that the system updates the stock for the external finisher when the 1st leg of the transfer is shipped.
<b>Line of Credit:</b>	



**Table 4–1 (Cont.) Header - Fields and Description**

<b>Fields</b>	<b>Description</b>
<b>Line of Credit</b>	Enter the credit limit. This field is a required field.
<b>Outstanding</b>	Contains the total amount of credit that the company has used or has charged against in the partner's currency.
<b>Open</b>	Displays the open credit amount.
<b>YTD Line of Credit Placed</b>	Contains the total amount of credit the company has used this year to this date in the partner's currency.
<b>YTD Drawdowns</b>	Contains the year to date payments the bank has made on behalf of the company in the partner's currency.
Contact:	
<b>Name</b>	Enter the name of the primary contact at the partner's site. This field is a required field.
<b>Phone</b>	Enter the phone number of the primary contact. This field is a required field.
<b>Email/Fax/Telex</b>	Enter additional contact information in the appropriate fields.

## Comments

In the Comments section you can enter any comments relevant for the partner, if necessary.

## Creating a Partner

To create a partner, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Suppliers and Partners > Create Partner**. The Create Partner page appears.
2. In the Partner Type field, select the type of partner you want to create.
3. Click **OK**. The Partner page appears. The partner ID is generated automatically.
4. Enter the necessary partner information in the available sections.

For more information about the available sections of the Partner page, see the [Create a Partner](#) section.

5. Then choose one of the following options.
  - Click **Save** to save the partner information.
  - Click **Save and Close** to save the partner and close the page.
  - Click **Save and Create Another** to create additional partners.
  - Click **Cancel** to reject all entries and close the page.

## Editing a Partner

To edit a partner, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Supplier and Partners > Manage Partners**. The Partner Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The partners that match the search criteria are displayed in the Results section.
4. In the Partner column, click the partner link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Partner page appears.
5. Edit the fields as, necessary.
6. Then choose one of the following options.
  - Click **Save** to save the partner information.
  - Click **Save and Close** to save the partner and close the page.
  - Click **Save and Edit Another** to edit additional partners.
  - Click **Cancel** to reject all entries and close the page.

## Specifying Invoicing Attributes

The Invoicing Attribute page allows you to specify how invoices from the partner are handled. You can indicate where an invoice is received and where an invoice is paid. You can also indicate that the stores must confirm that the service was performed before the invoice from the partner is approved. You can select invoicing attributes for a partner if the Oracle Retail Invoice Matching product is installed.

To specify invoicing attributes for a partner, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Supplier and Partners > Manage Partner**. The Partner Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The partners that match the search criteria are displayed in the Results section.
4. In the Partner column, click the partner link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Partner page appears.
5. Select **More Actions > Invoicing Attributes**. The Invoicing Attribute page appears.
  - a. In the **Receive Invoice**, field, select where the invoice is received.
  - b. In the **Pay Invoice** field, select where the invoice is paid.
  - c. Select the **Confirmation Required for Services Performed** checkbox, to indicate that the stores must confirm that the service was performed before the invoice from the partner is approved.
  - d. Then choose:
    - Click **OK** to save the invoicing attributes and close the page.
    - Click **Cancel** to reject all entries and close the page.

## Update a Partner

The Manage Partners option opens the Partner Search page. In this page you can perform the following actions.

- Search for partners by various search criteria
- View the search results
- View partner information

- Create partner information
- Edit partner information

You can access the Partner Search page from the Task menu, select **Foundation Data > Suppliers and Partners > Manage Partners**. The Partner Search page appears.

**Figure 4–2 Partner Search Page**

The screenshot shows the 'Partner Search' interface. At the top, there are tabs for 'Advanced', 'Saved Search', and 'Default'. Below this, the 'Search' section includes a 'Match' radio button group with 'All' selected and 'Any' unselected. Search criteria include: 'Partner Type' (dropdown), 'Partner' (text input), 'Description' (text input), 'Status' (dropdown), 'Currency' (dropdown), 'Principal Country' (dropdown), 'Manufacturer ID' (text input), and 'Language' (dropdown). 'Search', 'Reset', and 'Save As...' buttons are located to the right of the search criteria. Below the search section is the 'Results' section, which contains a toolbar with icons for 'Actions', 'View', '+', '-', 'Refresh', 'Print', and 'Detach'. The results table has the following data:

Partner Type	Partner	Description	Principal Country	Status
Bank	1468	Partner Distributor	US	Active
Bank	1475	Partner Issuing Bank	US	Active
Bank	1625	Partner - Issuing Bank	US	Active
Bank	1772	Partner - Advising Bank	US	Active
Bank	2600	Partner Confirming Bank	US	Active
Bank	2137	Partner - Bank	US	Active
Bank	2987	Partner Issuing Bank	US	Active
Factory	1843	India Partner Factory	IN	Active

At the bottom right of the results section, there is a help icon and a 'Done' button.

## Searching for a Partner

To search for a partner:

1. From the Task menu, select **Foundation Data > Suppliers and Partners > Manage Partners**. The Partner Search page appears.
2. You can search for a partner by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
  - Click **Advanced** to access the search section in advanced mode.
  - Click **Basic** to return to basic mode.

### Searching for a Partner Through the Basic Search Criteria

To search for a partner by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

**Table 4–2 Partner Search - Basic Search Criteria and Description**

Fields	Description
Match option	Check radio button All or Any.  All - only partners matching all entered search criteria are shown.  Any - partners matching any of the entered search criteria are shown.

**Table 4–2 (Cont.) Partner Search - Basic Search Criteria and Description**

<b>Fields</b>	<b>Description</b>
<b>Partner Type</b>	Select the partner type from the list.
<b>Partner</b>	Enter, select or search for the partner ID.
<b>Description</b>	Enter, select or search for the partner description.
<b>Status</b>	Select the status of the supplier.
<b>Currency</b>	Enter, select or search for the currency.
<b>Principal Country</b>	Enter, select or search for the principal country.
<b>Manufacturer ID</b>	Enter, select or search for the manufacturer ID.
<b>Language</b>	Enter, select or search for the language.

- Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches page appears.

For more information about the Personalized Saved Search, see Personalize Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

- Click **Search**. The partners that match the search criteria are displayed in the Results section.
- Click **Reset** to clear the search section and results.
- Click **Save As...** to save the current search criteria. The Create Saved Search page appears.

For more information about how to save your search criteria, see Create Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

- Click **Done** to close the page.

### **Searching for a Partner Through Advanced Search Criteria**

To search for a partner by using advanced search criteria:

- To search by using advanced search criteria, enter or select one or all of the advanced search criteria.
- To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
- Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches page appears.

For more information about the Personalized Saved Search, see Personalize Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

- Click **Search**. The partners that match the search criteria are displayed in the Results section.

5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search page appears.

For more information about how to save your search criteria, see Create Saved Search in the *Oracle® Retail Merchandising Do the Basics User Guide*.

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields page appears.
  - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
  - Click **OK** to confirm the new order of the fields and close the page.
  - Click **Cancel** to reject any changes and close the page.
9. Click **Done** to close the page.



## Expense Profiles

Expense profiles can be defined for suppliers, partners, and/or countries of sourcing. Supplier and country profiles default to items. Partner expense profiles default to PO/items when an item is added to an order.

You can divide supplier and partner expense profiles into Country or Zone level.

- Country level profiles are for expenses incurred when moving goods from a country of sourcing to the discharge port in the country of import.
- Zone level profiles are for expenses incurred when moving goods from a discharge port in the country of import to a final destination cost zone.

For a given supplier you may utilize one basic route from the supplier's country to the discharge port, but may have many different routes when moving the goods from the discharge port to the destination.

Additionally, you can change the rate on a cost component in expense profiles and automatically update item expenses and/or PO/item expenses on a designated date.

**Figure 5-1 Expense Profiles Page**

Supplier Site 411181952 | Site No. 1 Profile Type Zone

### Shipping Routes

Discharge Port	Discharge Port Description	Zone Group	Zone Group Description	Cost Zone	Cost Zone Description	Base Profile
9999		1000	Location Zone Group	551789732	Oracle Retail USA ...	<input checked="" type="checkbox"/>

### Expenses

Component	Computation Value Base	Calculation Basis	Component Rate	Per Count	Per Count UOM	Component Currency	Component Nomination				
							Flag 1	In Duty	Flag 3	In Exp	In ALC
TEXPZ	TEXPZ	Value	100.00			USD	N/A	N/A	N/A	N/A	N/A

### Rate Updates

Effective Date	Comp rate	Per Count	Per Count UOM	Component Currency	Item	Order
No data to display.						

Save and Close Cancel

## Header

The header section varies depending on, if you create or edit expense profiles for a supplier, partner or a country of sourcing.

- **Supplier Expense Profiles**

The header displays the supplier site ID and name.

In the **Profile Type** field, select the type.

- Select **Zone** to make changes to the expense profile at the supplier/cost zone level.
- Select **Country** to make changes to the expense profile at the supplier/country of sourcing level.

- **Partner Expense Profiles**

The header displays the partner type, ID and name.

In the **Profile Type** field, select, the type.

- Select **Zone** to make changes to the expense profile at the partner/cost zone level.
- Select **Country** to make changes to the expense profile at the partner/country of sourcing level.

- **Country Expense Profiles**

The header displays the profile type country by default.

In the **Country** field, select the country you want to create the expense profiles for.

## Shipping Routes

In the Shipping Routes section you can add, delete and view shipping routes. Additionally, you can define a shipping route as the default expense profile in this section.

### Adding Shipping Routes at Country Level

To add a new shipping route to an expense profile at the country level, follow the steps below.

1. In the **Profile Type** field, select Country from the list.
2. In the Shipping Routes section, select **Actions > Add**, or use the Add icon. The Add Shipping Route page appears.
3. In the **Origin Country** field, enter, select or search for the appropriate country. This field is a required field.
4. In the **Lading Port** field, enter, select or search for the lading port.
5. In the **Discharge Port** field, enter, select or search for the discharge port.
6. Select the **Base Profile** checkbox to indicate that you want to use this shipping route as the default.
7. Then choose one of the following options.
  - Click **OK** to add the shipping route and close the page.
  - Click **OK and Add Another** to add additional shipping routes.



- Click **Cancel** to reject all entries and close the page.

## Adding Shipping Routes at Zone Level

To add new shipping routes to an expense profile at the zone level, follow the steps below.

1. In the **Profile Type** field, select Zone from the list.
2. In the Shipping Routes section, select **Actions > Add**, or use the Add icon. The Add Shipping Route page appears.
3. In the **Discharge Port** field, enter, select or search for the discharge port. This field is a required field.
4. In the **Zone Group** field, enter, select or search for the zone group.
5. In the **Cost Zone** field, enter, select or search for the cost zone.
6. Select the **Base Profile** checkbox to indicate that you want to use this shipping route as the default.
7. Then choose one of the following options.
  - Click **OK** to add the shipping route and close the page.
  - Click **OK and Add Another** to add additional shipping routes.
  - Click **Cancel** to reject all entries and close the page.

## Adding Shipping Routes to Country Expense Profiles

To add a new shipping route to a country expense profile, follow the steps below.

1. In the Shipping Routes section, select **Actions > Add**, or use the Add icon. The Add Shipping Route page appears.
2. In the **Lading Port** field, enter, select or search for the lading port.
3. In the **Discharge Port** field, enter, select or search for the discharge port. This field is a required field.
4. Select the **Base Profile** checkbox to indicate that you want to use this shipping route as the default.
5. Then choose one of the following options.
  - Click **OK** to add the shipping route and close the page.
  - Click **OK and Add Another** to add additional shipping routes.
  - Click **Cancel** to reject all entries and close the page.

## Expenses

In this section you can add, edit, delete and view expenses for the supplier, partner or a country.

### Adding Expenses

To add expenses to the profile follow the steps below.

1. In the Expense section, select **Actions > Add**, or use the Add icon. The Add Expense page appears.

2. In the **Component** field, enter, select or search for the expense component. This field is a required field.
3. In the **Component Rate** field, enter the component rate. This field is a required field.
4. In the **Computation Value Base**, enter, select or search for computation value base.
5. The **Calculation Basis** field, displays the calculation basis for the expense.
6. In the **Per Count** field, enter, select or search for the per count number.
7. In the **Per Count UOM** field, enter, select or search for the per count unit of measure. This field is a required field.
8. In the **Component Currency** field, enter, select or search for the currency ID. This field is a required field.
9. In the Component Nomination section, select the status of the expense in relation to the other components.
  - Select N/A if the expense is not included in the calculation.
  - Select + (plus sign) to add the expense.
  - Select - (minus sign) to subtract the expense.
10. Then choose one of the following options.
  - Click **OK** to add the expense and close the page.
  - Click **OK and Add Another** to add additional expenses.
  - Click **Cancel** to reject all entries and close the page.

## Editing Expenses

To edit expenses to the profile follow the steps below.

1. In the Expense section, select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Expense page appears. The values of the selected expense are displayed.
3. Edit the fields, as necessary.
4. Then choose one of the following options.
  - Click **OK** to save your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.

## Rate Updates

In the Rate Updates section you can apply rate updates to items and orders.

### Adding Rate Updates

To add rate updates for items and/or orders, follow the steps below.

1. In the Rate Updates section, select **Actions > Add**, or use the Add icon. The Add Rates page appears.
2. In the **Effective Date** field, enter the effective date or use the Calendar icon to select a date. This field is a required field.

3. In the **Comp Rate** field, enter the component rate. This field is a required field.
4. In the **Component Currency** field, enter, select or search for the component currency code.
5. Select the **Item** checkbox to apply the rate updates to items.
6. Select the **Order** checkbox to apply the rate updates to orders.
7. Then choose one of the following options.
  - Click **OK** to add the rate updates and close the page.
  - Click **OK and Add Another** to add additional rate updates.
  - Click **Cancel** to reject all entries and close the page.

## Editing Rate Updates

To edit rate updates for items and/or orders, follow the steps below.

1. In the Rate Updates section, select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Rates page appears. The values of the selected rate update are displayed.
3. Then choose one of the following options.
  - Click **OK** to save your changes and close the page.
  - Click **Cancel** to reject all entries and close the page.



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## Documents

The Documents feature is used to store strings of pre-written text to be attached to a given item to be printed at the Letter of Credit, Logistics, Customs Entry, Purchase Order and Item modules. These texts are crucial in that they provide needed information in all areas of the system.

Documents can be created and managed using the spreadsheet download and upload processes, which are accessed through the main Merchandising task list under Foundation Data > Download Foundation Data and Foundation Data > Upload Foundation Data respectively. Navigate to Foundation Data > Download Foundation Data, choose the Template Type of Foundation and the Template titled Documents to download existing Document data into a spreadsheet.

### Adding a Document

To add a new Document, start in the Document Class tab. In a blank line in the template, select the action type of Create and enter a code (having up to 6 numeric digits) to serve as an identifier for the new Document you are adding. Next proceed to enter in the document description that describes the document purpose and select a document type classifier to associate with the new document. The values in the Document type drop down can be configured based on your need via the codes configuration template. Additional details that you can capture as part of the document creation include:

- A sequence number that controls the order in which the documents will be listed on an associated item such as a PO, Customs Entry etc.
- Document text field that allows captures the actual text of the document (up to 200 characters)
- Letter of Credit Document indicator that indicates whether or not the document is a Letter of Credit document. It may be noted Letter of Credit documents are not modifiable in any other dialog besides Letter of Credit screens.

If you wish to store and manage translations for the document description then the same can be managed via the Document Translations worksheet. For each new language in which a translation is to be defined, add a row to the worksheet with an action type of Create carrying the language code and the document code for which the translation is being defined together with the translated document description.

### Updating Documents

If you would like to update any Document details, a similar process will be followed as that described above for creating new Documents. First, download the Documents spreadsheet, and then navigate to the tab where you would like to make your updates.

The following columns can be updated in each tab:

- 
- Documents – Document Description, Document Type, Sequence No, Document Text
  - Document Translations – Document Description

In the tab where you are going to make your updates, select the action type of Update for the rows being updated, and then correct the value in the spreadsheet. Once your updates are complete, save and close the spreadsheet.

### **Deleting Documents**

If you wish to delete a document because it is not used by your business, update the action column to select Delete for the rows containing the document in each of the tabs where it occurs. This includes both Documents and Document Translations tabs. Care should be taken ensure that a Document is not used or associated with an item before deleting it or an error could be raised on upload.

### **Uploading Changes**

For all actions defined above, once all the updates have been made to the data in the spreadsheet, save the file and close it. Then, return to the Merchandising screens and select Foundation Data > Upload Foundation Data from the main task list. In this screen, you'll again select the template type Foundation and the template Documents. This will generate a process description automatically, but this can be updated if desired. Lastly, you'll select the Browse button and navigate to the directory where you saved the updated spreadsheet.

To review the status of the upload and check whether any errors occurred, select the Foundation Data > Review Status task from the main task list.

See also Download/Upload Data from Spreadsheets and View Data Loading Status.