PeopleSoft Financials and Supply Chain Management 9.2

PeopleSoft Source to Settle Common Information



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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help.

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the Oracle Software Delivery Cloud.

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment. The documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

Installable PeopleSoft Online Help now includes PDF versions of each PeopleBook. For more information, see Understanding Locally Installed PeopleSoft Online Help.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The three main types of common help are:

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- Application Fundamentals
- Using PeopleSoft Applications
- Using and Managing the PeopleSoft Online Help

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Finally, *Using and Managing the PeopleSoft Online Help* (this guide) introduces you to the setup, features, and usage of the online help system.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	Description
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For **Alt+W,** hold down the **Alt** key while you press the **W** key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

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Typographical Convention	Description
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region, Country, and Industry Identifiers

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

An example of a region-specific heading is: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following are examples of region identifiers that may appear in PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Country Identifiers

Countries are identified by a three-letter country code. The following are examples of country identifiers that may appear in the PeopleSoft Online Help:

- ARG (Argentina)
- AUS (Australia)
- CAN (Canada)
- NLD (The Netherlands)

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Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following are examples of industry identifiers that may appear in the PeopleSoft Online Help:

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

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

PeopleSoft FSCM Related Links

Oracle Help Center

Hosted Online Help

PeopleSoft Information Portal

My Oracle Support

Financial and Supply Chain Management information for Search Framework search engine can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the Application Fundamentals: Understanding Keyword Search within Components topic.

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Spotlight Series

Contact Us

Send your suggestions to psoft-infodev_us@oracle.com.

Please include the applications update image or PeopleTools release that you're using.

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1

Getting Started with PeopleSoft Source-to-Settle Common Information

PeopleSoft Source-to-Settle Integrations

This document includes information common to the following Oracle's PeopleSoft applications:

- Oracle's PeopleSoft Purchasing
- Oracle's PeopleSoft Payables
- Oracle's PeopleSoft eProcurement
- Oracle's PeopleSoft Strategic Sourcing
- Oracle's PeopleSoft Services Procurement

PeopleSoft Purchasing

Vouchers can be built from various sources in PeopleSoft Purchasing, including purchase order and receiver lines, evaluated receipt settlement (ERS) vouchers, return to supplier (RTV) transactions, and procurement card system vouchers. You can perform matching among vouchers, purchase orders, receivers, and inspection status to improve control and accuracy. You view related documents across the entire procure-to-pay process.

See PeopleSoft Payables: Understanding Voucher Processing and the Voucher Life Cycle.

See PeopleSoft Payables: Understanding Voucher Build Processing.

See PeopleSoft Payables: Understanding the Matching Process.

PeopleSoft Payables

The interaction of PeopleSoft Purchasing and PeopleSoft Payables data and processing enables you to match vouchers with all purchase order and receiver details, and to generate payments without waiting for invoices, using the Evaluated Receipt Settlement matching process. In addition, the PeopleSoft Payables voucher build process automatically generates invoices from Return to Supplier transactions and Procurement Card statements created in PeopleSoft Purchasing to streamline and centralize voucher creation. With instant access to all related current and historical procurement data, the procurement analysis tools enable you to view trends or track one item across all of procurement.

PeopleSoft Purchasing purchase order contracts and PeopleSoft Payables vouchers components are combined in one place within the system, providing full contract functionality through a single user interface.

Source-to-Settle Supplier Information

All applications in the source-to-settle business process use the Supplier component to create and maintain supplier information.

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Common Elements Used in Source to Settle Common Information

Field or Control	Description
Description	Free-flow text up to 30 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Language or **Language Code**	The language in which you want the field labels and report headings of the reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Process Frequency (group box)	Designates the appropriate frequency in the Process Frequency group box: *Once* executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.* *Always* executes the request every time the batch process runs. *Don't Run* ignores the request when the batch process runs
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
Report ID	The report identifier.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Recipient's	Select to have a report print in the language defined for the recipient of the report.
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Run Control ID	Each run control you create receives a unique run control ID. When you select a process from a menu, a search dialog box appears, asking for a run control ID. If you're in Add mode, enter a new ID for the run control you're about to define. If you're in Update/Display mode, enter an existing run control ID or press Enter and select from the list of available run control IDs.

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Field or Control	Description
Short Description	Free-flow text up to 15 characters.
Specified	Select to have a report print in the language that you specify in the Language field.
Status	Options include *Active* or *Inactive*. By linking status and effective date, you can retain historical information and plan future implementation. For auditing purposes, PeopleSoft encourages inactivating data that is no longer in use instead of deleting it.
User ID	The system identifier for the individual who generates a transaction.

Implementing PeopleSoft Source-to-Settle Common Information

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

You can use a component interface to help you load data from your existing system into PeopleSoft supplier tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

Component	Component Interface	Reference
VNDR_ID	VNDR_ID	See Viewing Summary Supplier Information.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, and data models. A complete list of these resources appears in the preface in the documentation *PeopleSoft Applications Fundamentals* with information about where to find the most current version of each.

See the product documentation for *PeopleTools: Setup Manager* and*PeopleTools: Component Interfaces*.

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2

Defining Procurement Options

Understanding Procurement Options

To define bank replacement rules, use the Bank Replacement Rules component (BANK_RPL_RULE_DEFN).

In addition to the tables that all PeopleSoft applications share, some tables are specific to PeopleSoft Payables and PeopleSoft Purchasing and form the foundation of the procurement system. Before you begin entering requisitions, purchase orders, or vouchers, you need to configure these tables to define the accounts payable and purchasing environments. Use the pages described in this set of topics to configure these tables. Most of these pages can be found in the **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options** menu.

This set of topics does not discuss all of the components found in that menu, however.

Component	Page Names	Cross-Reference
Stamp Tax (APD_STAMP_TAX_COM)	• Stamp Tax • Stamp Tax Rule	See PeopleSoft Payables: Understanding Draft Processing.
Define Aging Categories (AP_AGING_CYCLE)	AP Aging Cycle	See PeopleSoft Payables: Understanding Open Liability and Reconciliation Reporting.
Bank Replacement Rules (BANK_RPL_RULE_DEFN)	Bank Replacement Rule	See PeopleSoft Payables: Creating, Updating, and Reusing Pay CyclesPeopleSoft Payables: Running and Managing Pay Cycles.
Sight Codes (APD_SIGHT_CODE_COM)	Draft Sight Codes	See PeopleSoft Payables: Understanding Draft Processing.
Reschedule Payments Conditions (SMT_SPLIT_CDTN_COM)	Reschedule Payments	See PeopleSoft Payables: Understanding Additional Payment Processing Options.
Voucher Origin (ORIGIN1)	• Accounting and Pay Options • Vouchering Options 1 • Vouchering Options 2 • Tax Options	See PeopleSoft Payables: Understanding Voucher Origins and Control Groups.
All within the Withholding menu.	All pages	See PeopleSoft Payables: Understanding Voucher Origins and Control Groups.
All within the Reports menu.	All pages	See PeopleSoft Payables: PeopleSoft Payables Reports: A to Z.

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Component	Page Names	Cross-Reference
(USF) Regional Financial Code (RFC_CODE)	Regional Financial Code	See PeopleSoft Payables: Certifying Federal Payment SchedulesPeopleSoft Payables: Setting Up Suppliers for Federal Payment Processing.
(USF) Payment Schedule (SCHD_PYMNT_MTHD)	Payment Schedule Restrictions	See PeopleSoft Payables: Understanding Federal Payment Processing.
(USF) Spending Region Installation (SPNDNG_REG_INST)	Spending Region Install Option	
(USF) Spending Region Definition (SPNDNG_REG_DFN)	Spending Region Definition	

Defining Miscellaneous Charges and Landed Costs

To define miscellaneous charges and landed costs, use the Misc Charge/Landed Cost Defn component (miscellaneous charge and landed cost definition component) (CM_LC_COMPONENT).

This section discusses how to set up miscellaneous charges and landed costs.

Page Used to Define Miscellaneous Charges and Landed Costs

Page Name	Definition Name	Usage
Misc Charge/Landed Cost Defn Page	CM_LC_COMPONENT	Set up miscellaneous charges, along with their purchasing attributes and landed cost component information.

Related Topics

- PeopleSoft Purchasing: Understanding Miscellaneous Charges

Misc Charge/Landed Cost Defn Page

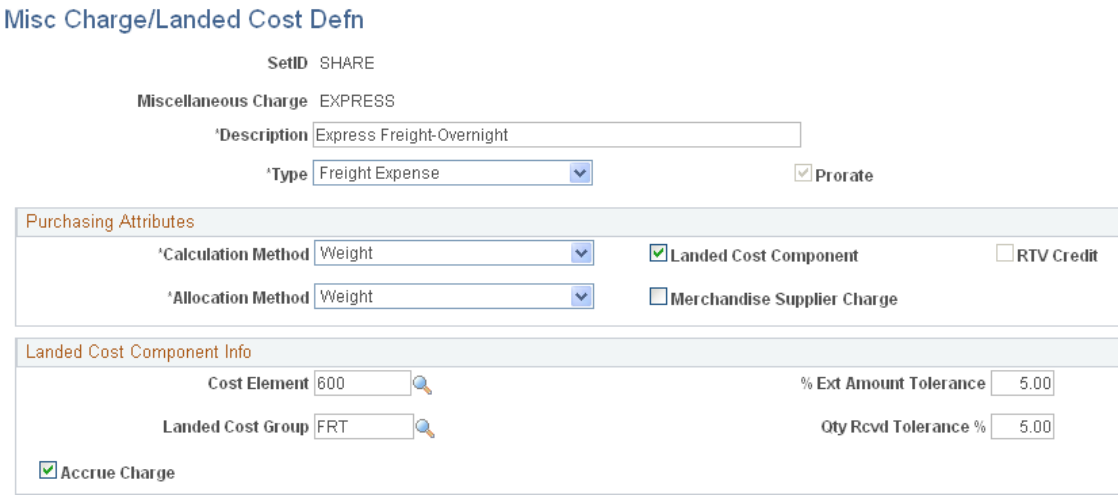
Use the Misc Charge/Landed Cost Defn (miscellaneous charge and landed cost definition) page (CM_LC_COMPONENT) to set up miscellaneous charges, along with their purchasing attributes and landed cost component information.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Charges/Costs**, and then **Misc Charge/Landed Cost Defn**, and then **Misc Charge/Landed Cost Defn**

This example illustrates the fields and controls on the Misc Charge/Landed Cost Defn page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Type	Select a charge type for the miscellaneous charge. Values are: *Freight Expense:* Freight charges calculated by the PeopleSoft Structure Freight/Transport menu. *Miscellaneous Charge Expense:* Miscellaneous charges set up for PeopleSoft Purchasing item and category supplier relationships. *Sales Tax Expense:* System-calculated sales tax that needs to be accounted for as a landed cost. *Use Tax Expense:* System-calculated use tax that needs to be accounted for as a landed cost. *VAT Input Non-Recoverable* (value added tax input nonrecoverable): System-calculated VAT that needs to be accounted for as a landed cost.
Prorate	Select to prorate this miscellaneous charge among invoice lines according to the distribution proportions established on the purchase order schedule. If you choose not to prorate the charge and then subsequently choose to use the landed cost component, the system selects this option and renders the check box unavailable for entry. Nonprorated charges are written to a general ledger account as per the accounting entry template and are, therefore, not included as part of the landed cost component.

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Purchasing Attributes

Field or Control	Description
Calculation Method	Select a calculation method for the system to use to derive the charge when the charge is defined for an item or category. The calculation method determines the expected charge for the landed cost component. Values are: *% Value* (percent of value): Miscellaneous charges are a percentage of the total value of the items. *Flat Amt* (flat amount): Supplier charges a flat amount. *Free:* No miscellaneous charges. *Freight:* Supplier charges for freight costs. *Sales Tax:* Default value when the charge type is set to *Sales Tax Expense.* *Unit Amt* (unit amount): Miscellaneous charges are calculated by unit of measurement. *Use Tax:* Supplier charges a system-calculated use tax. This is the default value when the charge type is set to *Use Tax Expense.* *VAT* (value added tax): The nonrecoverable portion of VAT is included in the inventory value. This is the default value when the charge type is set to *VAT Input Non-Recoverable.* *Volume:* Miscellaneous charges are calculated by volume. *Weight:* Miscellaneous charges are calculated by weight.
Allocation Method	Select an allocation method for this miscellaneous charge. The system uses the allocation method to create line and schedule estimates when the landed cost component is attached to a purchase order header. Values are: *Matl Value* (material value): Allocation estimates are based on the material value of the items. *Quantity:* Allocation estimates are based on the quantity of items. *Volume:* Allocation estimates are based on the volume of items. *Weight:* Allocation estimates are based on the weight of items.

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Field or Control	Description
Landed Cost Component	Select if the miscellaneous charges have a landed cost component. If you select this option, the system selects the **Prorate** and the **Accrue Charge** check boxes by default. The **Prorate** check box is then unavailable for selection because you cannot use the landed cost component without prorating the cost. The **Accrue Charge** check box remains active unless you also select the **Merchandise Supplier Charge** check box, in which case it is unavailable for selection. Also, when you select this check box, the fields in the **Landed Cost Component Info** group box become active.
RTV Credit (return to supplier credit)	Select if you will receive credit from the supplier for these miscellaneous charges if you return any of the items. This check box is active only if the **Merchandise Supplier Charge** option is selected.
Merchandise Supplier Charge	Select if the miscellaneous charges are typically charges by the merchandise supplier. If this check box is selected, the charge appears on the purchase order when it is dispatched to the supplier. Do not select this check box if the charge is typically billed by a third-party supplier. When you select this check box, the **RTV Credit** check box becomes active. If you have selected the **Landed Cost Component** check box and subsequently select the **Merchandise Supplier Charge** check box, the system selects the **Accrue Charge** check box by default and makes it unavailable for selection. You cannot use the landed cost component and merchandise supplier charges without accruing the charges to an expense account.

Landed Cost Component Info

Field or Control	Description
Cost Element	Select a cost element for the miscellaneous charge. A cost element is a type of cost such as freight or handling costs.
Landed Cost Group	Select the landed cost group to which this miscellaneous charge belongs. Landed cost groups are defined on the Misc Chg/Landed Cost Template page.
% Ext Amount Tolerance (percent extended amount tolerance)	Select a total amount tolerance percentage. The tolerance amount is used to automatically close purchase orders and receipts for landed costs if the invoice amount is within tolerance of the purchase order amount.

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Field or Control	Description
Qty Rcvd Tolerance % (quantity received tolerance percent)	Select a percent tolerance for received quantities. The tolerance is used to automatically close purchase orders and receipts for landed costs if the invoice quantity is within tolerance of the purchase order.
Accrue Charge	Select if the miscellaneous charge is to be included in inventory value at putaway. If this check box is deselected, the charge is expensed upon invoicing.

Related Topics

- Defining Miscellaneous Charges and Landed Costs
  To define miscellaneous charges and landed costs, use the Misc Charge/Landed Cost Defn component (miscellaneous charge and landed cost definition component) (CM_LC_COMPONENT).

Defining Miscellaneous Charge and Landed Cost Templates

To define miscellaneous charge and landed cost templates, use the Misc Chg/Landed Cost Template component (miscellaneous charge and landed cost template component) (CM_LC_TEMPLATE).

This section lists the page used to define miscellaneous charge and landed cost templates.

Page Used to Define Miscellaneous Charge and Landed Cost Templates

Page Name	Definition Name	Usage
Misc Chrg/Landed Cost Template (miscellaneous charge and landed cost template) Page	CM_LC_TEMPLATE	Group miscellaneous charge types in a single template. Use landed cost templates to conveniently apply groups of charges to a supplier item definition. Charges that are available for selection are defined on the Misc Charge/ Landed Cost Defn page.

To access the Misc Chrg/Landed Cost Template (miscellaneous charge and landed cost template) Page, follow the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Charges/Costs**, and then **Misc Chrg/ Landed Cost Template**, and then **Misc Chrg/Landed Cost Template**

Related Topics

- PeopleSoft Purchasing: Understanding Miscellaneous Charges

Defining SpeedCharts

To define SpeedCharts, use the SpeedChart component (SPEEDCHART).

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Pages Used to Use SpeedCharts

Page Name	Definition Name	Usage
SpeedChart Page	SPEEDCHART	Define SpeedChart codes for frequently used ChartField combinations to increase data input efficiency by reducing the number of keystrokes.
PeopleSoft Purchasing: Maintain Requisitions - Schedule Page	REQ_SCHEDULE	Specify multiple shipping schedules for each requisition line and define multiple distributions for each schedule.
Maintain Requisitions - Distribution Page	REQ_DISTRIB_DETAIL	Enter distribution details for each requisition schedule. Define accounting distributions for each schedule. Assign internal delivery location, asset, project, and inventory information to distributions. See PeopleSoft Purchasing: Maintain Requisitions - Schedule Page
Maintain Purchase Order - Schedules PeopleSoft Purchasing: Maintain Purchase Order - Schedules Page	PO_SCHEDULE	Specify ship to locations, quantities, due dates, comments, sales and use tax amount, miscellaneous charges, price adjustments, and multiple distributions to purchase order schedules.
Maintain Purchase Order - Distributions for Schedule 1 Page	PO_SCHED_DISTRIB	Define multiple distributions for a purchase order schedule. See PeopleSoft Purchasing: Maintain Purchase Order - Schedules Page
Maintain Purchase Order - Multiple SpeedCharts Page	RUN_POSPCHARTS_OL	Assign multiple SpeedCharts to a single purchase order schedule to create applicable distribution lines. See PeopleSoft Purchasing: Maintain Purchase Order - Schedules Page

Understanding SpeedCharts

SpeedCharts greatly increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations. SpeedChart codes can be defined with multiple accounting distributions and are used by entering the SpeedChart code during data entry instead of the individual ChartField combinations.

The system automatically prorates accounting line amounts according to the proration percentages defined on the SpeedChart. You can define a skeleton SpeedChart where the total percentage is zero if you need to enter requisitions, purchase orders, or vouchers where the ChartField values are constant but the accounting line amounts vary.

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For example, suppose that all departments in the organization use express mailing services, but the actual charge for any one department varies from month to month. In this case, a specific percentage does not apply to each distribution accounting line. When you use this type of SpeedChart, during data entry you supply the accounting line amounts. When needed, you can define SpeedCharts based on an item's unit of measurement weight rather than by percentage.

As another example, suppose that you set up a SpeedChart to define a distribution for equipment upgrade expenses so that each department is billed a percentage of the total amount. The system automatically prorates distribution line amounts according to the proration percentages defined on the SpeedChart. The distribution line with the largest amount receives any remainder caused by rounding the distributions. Once you set up the SpeedCharts, you can generate a report that displays information about the SpeedCharts.

It is important to understand the difference between PeopleSoft *SpeedCharts* and PeopleSoft *SpeedTypes.* PeopleSoft SpeedCharts enable you to group together and name an unlimited number of ChartField combinations, while PeopleSoft SpeedTypes enable you to assign a code to a single ChartField combination.

Vouchers, purchase orders, and requisitions use accounting information from the control hierarchy. This information is ignored when you use SpeedCharts.

Understanding Multiple SpeedCharts

Multiple SpeedChart functionality provides you with the ability to choose whether you want to override or append multiple SpeedCharts to existing ChartField values; existing single SpeedChart functionality always overwrites existing ChartField values. Use Multiple SpeedChart to automatically calculate distribution quantities, amounts, and percentages regardless of the selected distribution method; existing single SpeedChart functionality does not automatically calculate these values when distributing by quantity.

SpeedChart Page

Use the SpeedChart page (SPEEDCHART) to define SpeedChart codes for frequently used ChartField combinations to increase data input efficiency by reducing the number of keystrokes.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Management**, and then **SpeedChart**, and then **SpeedChart**

Field or Control	Description
Total Percent	Indicates the total of the proration percentages that you selected for the SpeedChart lines.

Security Option

Field or Control	Description
Universal (All Users)	Select to make a SpeedChart available to all users.
One User	Select to make a SpeedChart available to one user. When you select this option, enter a value in the adjacent field.

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Field or Control	Description
Permission	Select a permission level that users need to have to access the designated SpeedChart. When you select this option, enter a value in the adjacent field.

> **Note**
>
> You must enter at least two ChartField distributions unless you use the Universal user, in which case you can enter a single ChartField distribution.

Definition

Field or Control	Description
Enter Percentages	Select to distribute cost by a percentage of the total amount. When you select this option, enter a proration percent value for each SpeedChart line.
Enter Weights	Select to distribute cost by item unit of measurement weight. When you select this option, enter a proration weight value for each SpeedChart line.
UOM (unit of measure)	Select a unit of measurement for distributing cost by weight.

Maintain Requisitions - Distribution Page

Use the Maintain Requisitions - Distribution page (REQ_DISTRIB_DETAIL) to enter distribution details for each requisition schedule.

Define accounting distributions for each schedule. Assign internal delivery location, asset, project, and inventory information to distributions.

Navigation:

Click the **Distribution** button on the Maintain Requisitions - Schedule page.

Field or Control	Description
Open Qty (open quantity)	If the **Distribute by** option is set to *Qty*, displays the quantity on the schedule available to be sourced to a purchase order.
Open Amt (open amount)	If the **Distribute by** option is set to *Amt*, displays the amount on the schedule available to be sourced to a purchase order.
Multi-SpeedCharts	Click to access the Multiple SpeedCharts page, where you can assign multiple SpeedCharts to a single requisition schedule.

Related Topics

- PeopleSoft Purchasing: Entering Distribution Information

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Multiple SpeedCharts Page

Use the Maintain Purchase Order - Multiple SpeedCharts page (RUN_POSPCHARTS_OL) to assign multiple SpeedCharts to a single purchase order schedule to create applicable distribution lines.

Navigation:

Click the **Multi-SpeedCharts** link on the Maintain Purchase Order - Distributions for Schedule 1 page.

> **Note**
>
> The field labels and values on this page adjust depending on the field value in the **Distribute by** field. If the field value is set to *Quantity,* fields reflect quantity-based values. If the field value is set to *Amount,* fields reflect amount-based values.

Field or Control	Description
Distribute by	Displays according to the **Distribute by** option selected on the Distribution Information page. Values are: *Quantity:* If the requisition distribution is distributed by quantity and the distribution is associated with an inventory item with applicable rounding rules, the distributed quantity is rounded to whole numbers. The quantity in the last distribution line generated for the SpeedChart may be a decimal or a whole number. If the distribution is not associated with an inventory item with applicable rounding rules, the quantity may be distributed as decimals or whole numbers. *Amount:* If the requisition distribution is distributed by amount, the amount may be distributed as decimals or whole numbers.
Req Qty (requisition quantity)	If the **Distribute by** option is set to *Quantity,* displays the requisition schedule quantity.
Amount	If the **Distribute by** option is set to *Amount,* displays the requisition schedule amount.
Remaining Amount	If the **Distribute by** option is set to *Amount,* displays the requisition schedule amount remaining to be distributed. This value is the Amount value less the sum of distributed amounts on the Distribution Information page and Multiple SpeedCharts page.
SpeedChart	Enter a SpeedChart value. You cannot enter duplicate SpeedChart values on this page.
Quantity to Distribute	If the **Distribute by** option is set to *Quantity,* enter the quantity you want to distribute using the selected SpeedChart.

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Field or Control	Description
Amount to Distribute	If the **Distribute by** option is set to *Amount*, enter the amount you want to distribute using the selected SpeedChart. You can have the system automatically calculate SpeedChart distribution quantities and amounts, manually enter values, or use a combination of these options. If you do not specify an associated quantity or amount in the **Quantity to Distribute** or **Amount to Distribute** fields, the system populates distributions with ChartField values based on the selected SpeedChart and sets the distribution quantities, amounts, and percentages on the Distribution Information page to zero. You can enter the data manually. If you enter an associated quantity or amount, the system populates distributions with ChartFields values based on the selected SpeedChart and automatically calculates and populates the distribution quantities, amounts, and percentages on the Distribution Information page. When you enter a SpeedChart and an associated quantity or amount for distribution, the system validates the quantity or amount entered. You cannot select the Append process option and enter a quantity or amount that is greater than the original remaining quantity or amount for the schedule. You cannot select the Overwrite process option and enter a quantity or amount that is greater than the quantity or amount for the schedule.

SpeedChart Process Options

Field or Control	Description
Append	Select to have the SpeedChart selections added to existing distributions. If selected, you can enter a total Quantity to Distribute or Amount to Distribute value up to the original remaining quantity or amount.
Overwrite	Select to have the SpeedChart selections overwrite existing distributions. If selected, you can enter a total Quantity to Distribute or Amount to Distribute value up to the requisition schedule quantity or amount.

Maintain Purchase Order - Distributions for Schedule 1 Page

Use the Maintain Purchase Order - Distributions for Schedule 1 page (PO_SCHED_DISTRIB) to define multiple distributions for a purchase order schedule.

Navigation:

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Click the **Distributions/ChartFields** button on the Maintain Purchase Order - Schedules page.

Field or Control	Description
Multi-SpeedCharts	Click to access the Multiple SpeedCharts page, where you can assign multiple SpeedCharts to a single purchase order schedule.

Related Topics

- PeopleSoft Purchasing: Creating Purchase Order Distributions

Multiple SpeedCharts Page

Use the Maintain Purchase Order - Multiple SpeedCharts page (RUN_POSPCHARTS_OL) to assign multiple SpeedCharts to a single purchase order schedule to create applicable distribution lines.

Navigation:

Click the **Multi-SpeedCharts** link on the Maintain Purchase Order - Distributions for Schedule 1 page.

> **Note**
>
> The field labels and values on this page adjust depending on the field value in the **Distribute by** field. If the field value is set to *Quantity,* fields reflect quantity-based values. If the field value is set to *Amount,* fields reflect amount-based values.

Using the Application Data Sets for PeopleSoft SpeedCharts

PeopleSoft uses Speedcharts to increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations. As there are several fields to be entered to create a new SpeedChart, it is advantageous to create the SpeedChart in a development database and use Application Data Set (ADS) definitions to migrate this data between development environments, test environments, and ultimately to a production environment.

Delivered ADS to Support PeopleSoft Allocations	Application Data Set (ADS) Usage
SPEEEDCHART	This data set includes all the records of Speed Chart Set-up. Select this data set on the Application Data Sets - Project Definition page to move SpeedCharts from one database to another.

All relevant records are delivered in the Query Access Tree (QUERY_TREE_AP) within the AP TABLES access group (PeopleTools, Security, Query Security, Query Access Manager).

PeopleSoft delivers an ADS Administrator permission list. For access, the AP TABLES access group should be included on the Data Migration page within the Access Group Permissions and access is given on the Copy Compare Permissions.

PeopleTools: Security Administration.

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Defining Payment Terms

To define payment terms, use the following components:

- Payment Terms Timing Codes (PYMT_TERMS_TIMING).
- Payment Terms - Single Payment (PYMT_TERMS_SINGLE)
- Payment Terms - Multi Payment (PYMT_TERMS_MULTI)

Pages Used to Define Payment Terms

Page Name	Definition Name	Usage
Payment Terms Timing Codes Page	PYMT_TERMS_TIMING	Define payment terms timing codes for each time frame that you reference in the payments. These codes define the number of days or months that must be added to the basis date to calculate the scheduled pay date.
Search Where Used Page	TIMING_WHERE_USED	View payment terms that use the timing ID.
Calculate Example Due Dates Page	TIMING_CLC_DUE_DTS	Calculate the payment due date for the timing ID, based on the basis date that you enter.
Payment Terms - Single Payment Page	PYMT_TERMS_SINGLE	Define valid payment terms for single payments. You enter payment terms using payment terms timing codes. You must have already defined at least one payment terms timing ID on the Payment Terms Timing Codes page.
Search Where Used Page Search Where Used	SNGL_TRMS_WHR_USED	View the multipayment terms IDs that uses the selected single payment terms ID.
Payment Terms - Multi Payment Page	PYMT_TERMS_MULTI	Define multipayment terms by grouping single payment terms for payments split into multiple payments or installments. You enter multiple payment terms using two or more single payment terms. You must have already defined payment terms timing codes and single-payment terms.

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Page Name	Definition Name	Usage
Calculate Example Payment Data Page	MLT_TR_CLC_PAY_DTA SNG_TR_CLC_PAY_DTA,	Calculate example payment data for the Payment Terms ID based on currency, gross amount or basis amount, and basis date. This enables you to perform a *what-if* examination of the effect of various parameter settings on the calculated result, before you save a particular term's definition.
Examine Installment Detail Page	EXMN_INST_DETAIL	View single payment data for scheduled multipayment installments based on gross amount, discount, and basis date parameters.

Understanding Payment Terms

Payment terms are used to calculate net due date, discount due date, and discount amount calculations. You need to define the payment terms and timing methods that the system uses for supplier payments. The system supports percentage and fixed amount discount calculations. PeopleSoft Payables uses these payment terms and timing methods to schedule payments for invoices and to calculate amounts remitted to suppliers.

You can establish separate payment terms for single and multiple payments. Before you can establish the actual payment terms, however, you must define a payment terms timing for each time frame that you reference in the payments. You do this on the Payment Terms Timing Codes page. Once you have established timing codes, you can set up payment terms for single payments. Timing codes are directly referenced in single payment terms and must be defined as a prerequisite to defining single payment terms. Single payment terms are directly referenced in multiple payment terms, and likewise must be defined first.

Payment Terms Timing Codes Page

Use the Payment Terms Timing Codes page (PYMT_TERMS_TIMING) to define payment terms timing codes for each time frame that you reference in the payments.

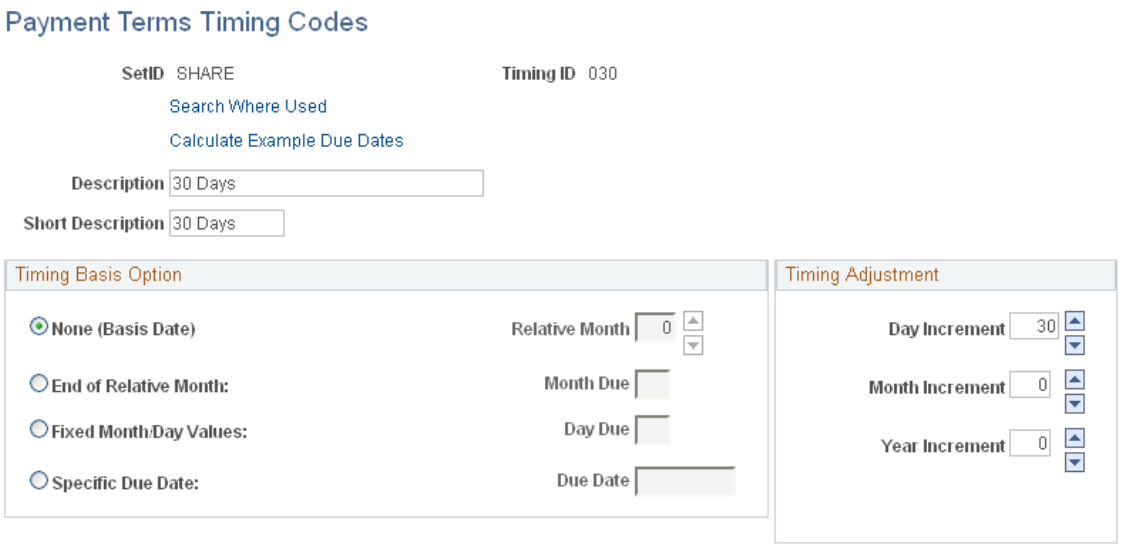
These codes define the number of days or months that must be added to the basis date to calculate the scheduled pay date.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Payment Terms Timing Codes**, and then **Payment Terms Timing Codes**

This example illustrates the fields and controls on the Payment Terms Timing Codes page.

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Use the **Timing Basis Option** and **Timing Adjustment** group boxes to specify timing options. The **Timing Basis Option** group box enables you to select a basic calculation approach. The **Timing Adjustment** group box enables you to fine tune this approach by adding or subtracting a fixed number of days, months, or years.

PeopleSoft supports these timing methods:

- Add days to the basis date.

  Select the timing basis option of **None (Basis Date)** and set the day increment counter to the number of days that you want to add. A variety of user-determined basis dates, such as the invoice date, are supported. You define these basis dates when you set up the PeopleSoft Payables control hierarchy, and can override them on the voucher. In the example above, the timing code is defined as 10 days after the basis date.

  See PeopleSoft Payables: Understanding PeopleSoft Payables Payment FormatsPeopleSoft Payables: Understanding Additional Payment Processing OptionsPeopleSoft Payables: Understanding the PeopleSoft Payables Payment Interface

- Add days and number of months to the basis date.

  Select the timing basis option of **None (Basis Date)** and set the day increment and month increment counters to the number of days and months that you want to add.

- Due on a specific day relative to the month.

  Select the timing basis option of **End of Relative Month.** Leave the counter at zero if the payment is to be made at the end of the month. Entering a value in the **End of Relative Month** field changes the month that is used. Entering a value in the **Day Increment** field adds days. For example, if you set the **End of Relative Month** counter to *-1* (designating the end of prior month) and enter *10* in the **Day Increment** field, a basis date of July 26, 2006 gives you a due date of July 10, 2006. The field values tell the application to calculate the due date by returning to the end of the previous month and adding 10 days.

- Due on a specific day.

  Select **Fixed Month/Day Values** and select the month due and day due. The **Day Due** option enables you to specify, for example, end-of-quarter dates, such as March 31, without fixing the particular year value.

- Due on a specific date.

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Select **Specific Due Date** and enter the date.

Example of Using Timing IDs to Define Payment Terms

Suppose that you want to create timing IDs for the standard payment terms of 2 percent, 10 days, and net 30 days. First, establish a timing ID of 10 days, with a day increment of 10 days, and a timing ID of 30 days with a day increment of 30 days. Then, use these two timing IDs when defining the actual payment terms.

Or, suppose that you want to create a timing ID for payments due on the 15th day of the month. For this timing ID, select End of Relative Month as the timing basis option and set the counter to *-1* to indicate the last day of the prior month as the *start day* to which the relative day value of 15 is added. This ensures that the resulting date falls within the current month. Then, enter *15* in the Day Increment field.

Search Where Used Page

Use the Search Where Used page (TIMING_WHERE_USED) to view payment terms that use the timing ID.

Navigation:

Click the **Search Where Used** link on the Payment Terms Timing Codes page.

Field or Control	Description
Net Terms Occurrences	Displays the number of times that the timing ID is used within the net calculation of the payment terms ID. This value is greater than one if the terms are split and a timing ID is used more than once. This is more likely to occur in the discount calculation than in the net.
Discount Terms Occurrences	Displays the number of times that the timing ID is used within the discount calculation of the payment terms ID.

Calculate Example Due Dates Page

Use the Calculate Example Due Dates page (TIMING_CLC_DUE_DTS) to calculate the payment due date for the timing ID, based on the basis date that you enter.

Navigation:

Click the **Calculate Example Due Dates** link on the Payment Terms Timing Codes page.

Field or Control	Description
Basis Date	Select the timing calculation basis date. The default value is the current date.
	Click the **Calculate Due Date** button to calculate the due date. The system calculates the due date and populates the **Due Date** field.
Due Date	Displays the due date calculated based on the timing ID specified on the Payment Terms Timing Codes page and the basis date value.

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Payment Terms - Single Payment Page

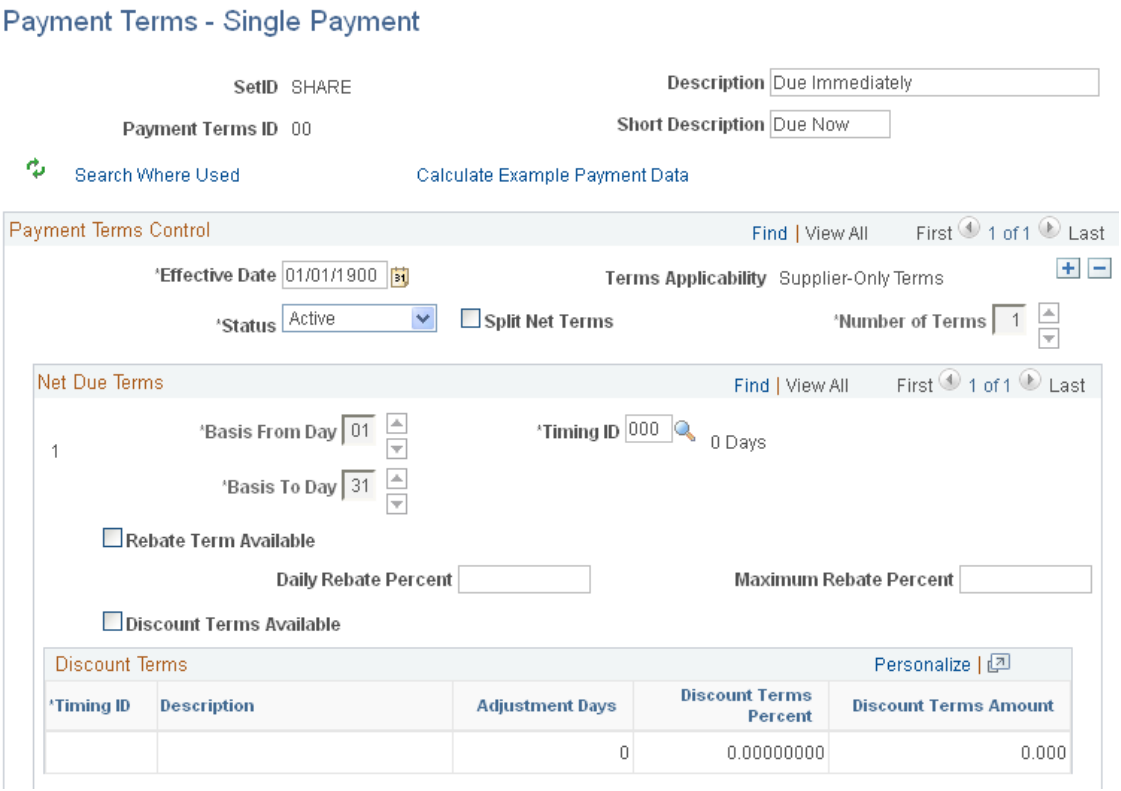
Use the Payment Terms - Single Payment page (PYMT_TERMS_SINGLE) to define valid payment terms for single payments.

You enter payment terms using payment terms timing codes. You must have already defined at least one payment terms timing ID on the Payment Terms Timing Codes page.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Payment Terms - Single Payment**, and then **Payment Terms - Single Payment**

This example illustrates the fields and controls on the Payment Terms - Single Payment page. You can find definitions for the fields and controls later on this page.



Payment Terms Control

Field or Control	Description
Terms Applicability	Describes the customers or suppliers to which these payment terms apply.

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Field or Control	Description
Split Net Terms	Select to define payment terms that contain multiple net terms and any associated discounts. This allows for a variable due date depending on the invoice date. For example, select this option to use one timing ID if the basis date is between the 1st and 15th, and another timing ID if the basis date is between the 16th and end of the month. Split terms definitions enable you to set up variable net due date terms. There are terms that, depending on the basis date, result in more than one possible set of net or discount due dates. **Note:** The split payment terms functionality cannot calculate staggered discount payments, which are graduated discounts that are based on a certain number of days past the invoice date (for example, a 2% discount when paid within seven days, then a 1% discount when paid within fourteen days, then zero discount when paid within thirty days).
Number of Terms	Indicates the number of terms that apply to this single payment term. This field is available when you select the **Split Net Terms** check box.

Net Due Terms

Field or Control	Description
Basis From Day	Indicates the beginning day of the basis day range. The basis date's day value must be equal to or greater than this day, or the terms definition does not apply. This field is available when you select the **Split Net Terms** option.
Basis To Day	Indicates the ending day of the basis day range. The basis date's day value must be equal to or less than this day, or the terms definition does not apply. This field is available when you select the **Split Net Terms** option.

> **Note**
>
> All available days, 1 to 31, must be accounted for in the basis from day and basis to day range.

Field or Control	Description
Timing ID	Displays the timing ID used to calculate the net payment due date for this day range within the single payment term.

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Field or Control	Description
Rebate Term Available	Select if the terms you are defining include rebate terms. Rebate terms are calculated as: Days payment precedes due date * Daily rebate percentage, not to exceed a maximum percentage of the amount due. There are special edits performed when you enter vouchers with rebate terms. See PeopleSoft Payables: Voucher and Payment Processing.
Daily Rebate Percent	Enter the daily rebate percentage to be applied to the days the payment precedes the due date.
Maximum Rebate Percent	Enter the maximum percentage of the amount due that is available as a rebate.
Discount Terms Available	Select if the terms that you are defining include discount terms.

Discount Terms

Field or Control	Description
Timing ID	Displays the timing ID used for the discount portion of this single payment term.
Adjustment Days	Displays the number of days used to adjust the discount due date for this single payment term. Use this field to define flexible discount terms by specifying either "basis date relative" or "due date relative" discount due dates. This is useful if the discount terms are often calculated as, for example, 2 percent for the first 10 days following the start-of-terms (basis) date, or 2 percent up to 10 days before the payment due date.
Discount Terms Percent	Displays the discount percent that is applied to the invoice gross amount to calculate the discount amount.

Note

The discount is less nonmerchandise charges, freight, miscellaneous charges, and sales tax. In a value-added tax (VAT) environment, you may configure the system to include VAT in the amount upon which the discount is calculated.

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Field or Control	Description
Discount Terms Amount	Displays the flat amount discount that is applied to the invoice. Entering a value in this field causes a constant amount to be used for the discount regardless of the invoice amount. The discount terms amount value is applied using the transaction currency units defined for the voucher. The particular currency to use is not defined here, but is determined by context.

Search Where Used Page

Use the Payment Terms - Single Payment - Search Where Used page (SNGL_TRMS_WHR_USED) to view the multipayment terms IDs that uses the selected single payment terms ID.

Navigation:

Click the **Search Where Used** link on the Payment Terms - Single Payment page.

Field or Control	Description
Multi-Payment Terms ID	Displays the multipayment terms IDs that include the single payment terms you are searching on.
Number of Terms	Displays the number of installments contained within the multipayment terms ID.
Number of Occurrences	Displays the number of times that this payment terms ID is used within the multipayment terms.

Payment Terms - Multi Payment Page

Use the Payment Terms - Multi Payment page (PYMT_TERMS_MULTI) to define multipayment terms by grouping single payment terms for payments split into multiple payments or installments.

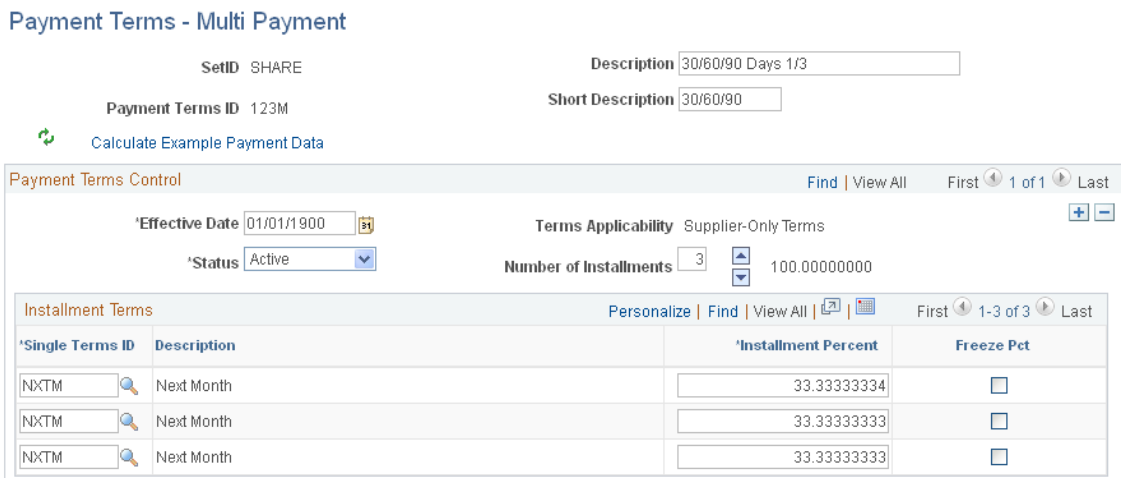
You enter multiple payment terms using two or more single payment terms. You must have already defined payment terms timing codes and single-payment terms.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Payment Terms - Multi Payment**, and then **Payment Terms - Multi Payment**

This example illustrates the fields and controls on the Payment Terms - Multi Payment page. You can find definitions for the fields and controls later on this page.

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Payment Terms Control

Field or Control	Description
Terms Applicability	Describes the entities to which these payment terms apply. For example, the value in this field can tell you if the terms apply to the supplier, the customer, or both.
Number of Installments	Displays the number of installments for the multipayment terms.

Installment Terms

Use the **Installment Terms** grid to determine the installment terms. The calculated due date for each installment becomes the basis date for the next sequential installment.

Field or Control	Description
Single Terms ID (single payment terms ID)	Specify the single payment terms ID for each installment.
Installment Percent	Change the installment percentage. The system initially calculates the installment percentage based on the number of installments that you specify. For example, if you set the number of installments to 2, the system inserts two rows in the installment terms grid and sets the installment percent for each row to 50.000. You may change this value.

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Field or Control	Description
Freeze Pct (freeze percent)	Select to freeze or set the installment percentage at the entered amount. Freezing the percentage prevents the system from trying to recalculate it. The freeze percent settings are temporary; they apply only to your session. They are not saved as part of the terms definition, but they are used only during initial setup to help allocate the wanted percentage to each installment. For example, suppose that the display is initialized to two installments of 50 percent each. To set up terms with three installments with a 40 percent/30 percent/30 percent split, entering 40 percent for the first installment automatically sets the **Freeze Pct** check box for it and results in 60 percent being allocated to the unfrozen second installment. From this point, you can increment the number of installments from two to three, and the *unfrozen* percentage is now split between the second and third installments.

Calculate Example Payment Data Page

Use the Calculate Example Payment Data page (MLT_TR_CLC_PAY_DTA) to calculate example payment data for the Payment Terms ID based on currency, gross amount or basis amount, and basis date.

This enables you to perform a what-if examination of the effect of various parameter settings on the calculated result, before you save a particular term's definition.

Navigation:

Click the **Calculate Example Payment Data** link on the Payment Terms - Single Payment page or the Payment Terms - Multi Payment page.

Calculation Parameters

Field or Control	Description
Currency	Select the transaction currency. The currency selected affects the rounding decimal units for the calculated discount amount.
Gross Invoice Amount	Displays the total payment amount to be scheduled for the voucher, for example, the gross amount owed to the supplier.

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Field or Control	Description
Terms Basis Amount	Enter the terms basis amount. If the payment terms include a provision for discounts, you can use this field to simulate a mix of discount-applicable and nondiscount voucher lines by entering the total applicable amount here. The default field value is equal to the gross invoice amount value, meaning that the default is 100 percent discount-applicable. Select the **Use Basis Amount** check box to make this field available for entry, and enter a different value.
Use Basis Amount	Select to make the **Terms Basis Amount** field available for entry, thus enabling you to override the default value.
Basis Date	Select the basis date. The system populates this field with the current date by default.
	Click the **Calculate Example Payment Data** button to calculate the payment data based on the values entered on the page.

Calculation Results

When accessed from the Payment Terms - Single Payment page, this grid is labeled **Calculation Results - Single Payment Alternatives.** When accessed from the Payment Terms - Multi Payment page, this grid is labeled **Calculation Results - Scheduled Installments.** The grids display payment and due date information based on the values entered in the **Calculation Parameters** group box calculated against values entered on the originating Payment Terms page.

Field or Control	Description
Net Due Date	Displays the net due date based on the basis date value and the terms defined on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page. The calculated due date for each installment becomes the basis date for the next sequential installment.
Net Amount	Displays the net amount due based on the gross amount value calculated against any applicable discount terms entered on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page.
Discount Due Date	Displays the due date for qualifying for a discount on the net amount based on the basis date and terms defined on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page.
Discount Amount	Displays the amount of the discount based on the basis amount calculated against any applicable discount terms entered on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page.
	Click the **Detail** button to access the Examine Installment Detail page.

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Examine Installment Detail Page

Use the Examine Installment Detail page (EXMN_INST_DETAIL) to view single payment data for scheduled multipayment installments based on gross amount, discount, and basis date parameters.

Navigation:

Click the **Detail** button on the Calculate Example Payment Data page that you access from the Payment Terms - Multi Payment page.

Calculation Parameters

This group box displays the parameters you defined on the Calculate Example Payment Data page.

Calculation Results - Single Payment Alternatives

The **Calculation Results - Single Payment Alternatives** group box displays payment and due date information based on the values in the **Calculation Parameters** group box calculated against values entered on the originating Payment Terms - Multi Payment page.

Field or Control	Description
Net Due Date	Displays the net due date based on the basis date value and the terms defined on the originating Payment Terms - Multi Payment page.
Net Amount	Displays the net amount due based on the gross amount value calculated against any applicable discount terms entered on the originating Payment Terms - Multi Payment page.
Discount Due Date	Displays the due date for qualifying for a discount on the net amount based on the basis date and terms defined on the originating Payment Terms - Multi Payment page.
Discount Amount	Displays the amount of the discount based on the basis amount calculated against any applicable discount terms entered on the originating Payment Terms - Multi Payment page.
Installment Number	Displays the installment sequence assigned to this single payment.

Establishing Additional Payment Processing Options

To establish additional payment processing options, use the following components:

- Payment Handling Codes (PYMNT_HNDL_CD_PNL)
- Payment Messages (PYMNT_MSG)

This section discusses how to define payment handling codes and establish standard payment messages.

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Pages Used to Establish Additional Payment Processing Options

Page Name	Definition Name	Usage
Defining Payment Handling Codes	PYMNT_HNDL_CD_PNL	Enter codes that indicate how to handle individual payments. Payment handling codes help determine the order in which payments are generated–typically, they are used to determine the order in which checks are printed. You must enter at least one code for the system to process payments.
Payment Message Page	PYMNT_MSG	Enter standard payment messages for printing on payment advices.

Defining Payment Handling Codes

Use the Payment Handling Codes page (PYMNT_HNDL_CD_PNL) to enter codes that indicate how to handle individual payments.

Payment handling codes help determine the order in which payments are generated–typically, they are used to determine the order in which checks are printed. You must enter at least one code for the system to process payments.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Payment Handling Codes**, and then **Payment Handling Codes**

Payment handling codes work with sequence numbers to determine the order in which payments get generated (that is, typically, the order in which checks get printed) within a pay cycle. Payments with the same handling code get generated together. A higher handling code sequence number causes a payment to be generated last; for checks this means that payments with handling codes of a higher sequence number are printed last and end up on the top of the pile.

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Field or Control	Description
Payment Handling	Enter a payment handling code to indicate how you want to handle individual payments. PeopleSoft delivers the following codes, but you can add your own: • *HD* (high dollar payment): This code identifies high-amount payments that typically require special approval or signatures; by assigning them a high sequence number–the delivered sequence number is *99*–high-amount checks will print last and therefore be on the top of the pile, where they can easily be extracted for approval and special signatures. **Note:** This code can apply to any currency, despite its name. • *IN* (internal distribution): This code identifies payments to be distributed within the organization by interoffice mail. • *PO* (route to purchasing): This code identifies payments to be routed to purchasing before being transmitted to suppliers. • *RE* (regular payments): The payment handling code defaults onto the payment from the voucher origin associated with the user or the supplier, but it can be overridden on the voucher. When you set up bank accounts, you can define a high dollar amount that, when reached, causes the payment handling code on a voucher automatically to switch to *HD* (high dollar payment).
Sequence Number	Determines the sort sequence of the payments generated. **Note:** If you are entering multiple payment handling codes, keep a gap between the sequence numbers so that you can subsequently add additional codes between the existing ones.

> **Note**
>
> Typically, multiple scheduled payments to one supplier in a pay cycle are bundled into one payment. This is not the case when the scheduled payments have different payment handling codes. In the last instance, the system produces one payment for each handling code.

Related Topics

- PeopleSoft Payables: Creating, Updating, and Reusing Pay Cycles
- PeopleSoft Payables: Running and Managing Pay Cycles

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Payment Message Page

Use the Payment Message page (PYMNT_MSG) to enter standard payment messages for printing on payment advices.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Payment Messages**, and then **Payment Message**

You can print the messages entered on this page on the payment advice by selecting them from the Payments page in the Voucher component (VCHR_EXPRESS).

Field or Control	Description
Description	Enter a description for the payment message.
Payment Message	Enter the text of the payment message, up to 70 characters. You can have multiple messages for each message code.

Related Topics

- PeopleSoft Payables: Understanding Voucher, Payment, and Supplier Inquiries
- PeopleSoft Payables: Voucher and Payment Processing
- PeopleSoft Payables: Understanding the Voucher Posting and Payment Posting Processes

Defining Late Interest Charges

To define late interest charges, use the following components:

- Late Interest Charges (LATE_CHRG_TBL).
- Late Chrg Chartfield Override (late charge ChartField override) (LATE_CHRG_CF).
- Payment Reason Codes (PYMNT_REASON_CD).

This section provides an overview of late interest charges and discusses how to define late interest charges, override late charge ChartFields, and define payment reason codes.

Pages Used to Define Late Interest Charges

Page Name	Definition Name	Usage
Late Interest Charges Page	LATE_CHRG_TBL	Define late charge interest rates.
Late Charge ChartField Override Page	LATE_CHRG_CF	For a particular Fund Code, replace particular ChartField values for the late interest charge distributions defined on the Accounting Entry Template and by inheritance.
Payment Reason Codes Page	PYMNT_REASON_CD	Assign reason codes to late payments to explain why the payments are late.

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Page Name	Definition Name	Usage
Late Charge Information Page	LATE_CHRG_SBP	Override late interest charge information for a voucher.

Understanding Late Interest Charges

If you enable late interest charges on the Installation Options - Payables page, the system can automatically calculate interest charges for late payments to suppliers. Once you have set up the late interest charges, you can define late charge options at the PeopleSoft Payables business unit, origin, supplier and voucher levels of the control hierarchy.

Late interest charge calculation is primarily a U.S. federal feature.

> **Note**
>
> Late charges are calculated during pay cycle processing. They are calculated on the voucher gross amount and, once calculated, converted from the invoice currency to the payment currency, if necessary.

Late Interest Charges Page

Use the Late Interest Charges page (LATE_CHRG_TBL) to define late charge interest rates.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Late Interest Charges**, and then **Late Interest Charges**

Interest and Minimum Amount

Field or Control	Description
Interest Rate	Enter the interest rate used to calculate late charges.
Minimum Pay Amount	Enter a threshold for the calculated late interest charge below which it will not be paid.
Penalty	Check to indicate that this is a late charge assessed directly by the supplier. Such charges are reported in Section E (Other Penalties) of the Prompt Payment Report (APS2001).

Interest Calculation Days

Field or Control	Description
Days in Year	Enter the days in the year based on the business needs. Some organizations choose *365* but, for others, *360* is a better choice.

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Field or Control	Description
Simple Interest Days	Enter the days subject to simple interest. The system calculates compound interest on the number of days the payment is past due minus the number of simple interest days.
Max Pay Days (maximum pay days)	Enter the maximum number of days the system computes interest.

Late Charge ChartField Override Page

Use the Late Charge ChartField Override page (LATE_CHRG_CF) for a particular Fund Code to replace particular ChartField values for the late interest charge distributions defined on the Accounting Entry Template and by inheritance.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Late Interest Chrg Chartfields**, and then **Late Charge ChartField Override**

Late charges are charged to late charge accounting entries generated by the late charge distribution defined on the Accounting Entry Template and by inheritance. You can override these distributions with other ChartField values for a particular Fund Code.

For example, if the budget has expired, you could override late charge ChartFields to hit an active budget. In this case, if you override the ChartFields, you must enter a budget start date, budget end date, and account. The additional ChartFields are optional for override.

Payment Reason Codes Page

Use the Payment Reason Codes page (PYMNT_REASON_CD) to assign reason codes to late payments to explain why the payments are late.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Payment Reason Codes**, and then **Payment Reason Codes**

Definition Option

Field or Control	Description
User Applied	Select to manually assign reason codes to individual payments at the voucher level.
System Applied	Select to automatically inserts reason codes at the business unit definition level.

Reason Code Type

Field or Control	Description
Early, Late, or **Cancel**	Indicate whether this reason code applies to a payment that is early, late or one that is cancelled.

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Defining Credit Card Issuers

To define credit card suppliers, use the ProCard Card Issuers component (CC_CARD_TBL).

This section discusses how to enter card issuer information.

Pages Used to Define Credit Card Issuers

Page Name	Definition Name	Usage
Card Issuer Page	CC_CARD_TBL	Enter details about procurement/corporate card suppliers and link the details to a supplier ID. The supplier ID controls the bank account and other important supplier attributes for that card provider. You must have already set up the supplier ID for the card provider in the Supplier Information component.
VAT Defaults Setup Page	VAT_DEFAULTS_DTL	Define VAT defaults for the card provider. See Card Issuer Page
Card Issuer - Setup Prepayment ChartFields Page	CC_CARD_TBL_CF	Define prepayment ChartFields. See Card Issuer Page

Card Issuer Page

Use the Card Issuer page (CC_CARD_TBL) to enter details about procurement/corporate card suppliers and link the details to a supplier ID.

The supplier ID controls the bank account and other important supplier attributes for that card provider. You must have already set up the supplier ID for the card provider in the Supplier Information component.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **ProCard Card Issuers**, and then **Card Issuer**

Credit Card Provider Record

Field or Control	Description
AP Business Unit (accounts payable business unit)	Select the PeopleSoft Payables business unit which the system will use to settle charges for this card provider.
Supplier ID	Select the supplier associated with this corporate card provider. This supplier is used for payment and posting purposes.

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Field or Control	Description
Supplier Location	Select the supplier location for this card provider.
Corporate Number	Enter a corporate number if the business uses corporate numbers to reference credit card suppliers. The system uses this optional field for reporting and informational purposes.
Load Level 3 Data	Select this check box to enable loading detailed transaction information from the card provider.
Bill Includes Tax (if applied)	Select if the transaction amount on the bank statement includes a tax amount (tax inclusive). Based on this setting, the system can accurately calculate the merchandise amount and the tax amount, if the proper tax code or tax percentage is provided (either by the bank statement or by the employee performing the statement reconciliation). If a bank captures the transaction amount and tax amount separately, or supports, captures, and provides level two (item information, tax information) and level three information (account information, charge code), then deselect the **Bill Includes Tax (if applied)** check box. Corporate card providers can support multiple levels of data capturing. Some credit card providers can single out taxes on the statement, and others simply include the tax in the total amount.
Bill Includes VAT (if applied)	Select this check box if the transaction amount on the bank statement includes VAT.
VAT Default	Click this link to access the VAT Defaults Setup page. Use this page to define VAT defaults for the card provider.
Notify Pending Reconciliation	Enter the number of days after a billing cycle that users have to review and reconcile their statements before the system processes the Voucher Build Application Engine process (AP_VCHRBLD).
Expiration Grace Days	Enter a grace period which you want to prevent card usage before the cards stated expiration date.

Prepayment Voucher Default

Field or Control	Description
Create Prepayment Voucher	Select this check box if you want to automatically stage a prepayment voucher when loading statements from this procurement card provider.

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Field or Control	Description
Prepayment Voucher Options	Select the prepayment voucher option. Values are: • *Auto Apply:* Select this option if you want to use the ChartFields from the accounting entry template for accounting for the prepayment asset, and you want all charges to this credit card supplier to draw down the prepayment balance. • *Specify:* Select this option if the prepayment will use the ChartFields entered on the Card Issuer - Setup Prepayment ChartFields page. The prepayment will be assigned a unique identifier that will enable only the transactions from the same statement to draw it down.
Payment Terms ID	Select the payment terms. The system will use this field to determine when based on the statement date the prepayment will be scheduled to pay.
Setup Prepayment ChartFields	Click this link to access the Card Issuer - Setup Prepayment ChartFields page. Use this page to define prepayment ChartFields. This link is only available if you select the prepayment voucher option of *Specify*.

Expenses Level 3 Options

This group box enables you determine how many days you would like to delay importing hotel transactions into the system. This enables level 3 data to be available if it comes in a separate file.

Field or Control	Description
Load Level 3 Data (Expenses)	Select to indicate that you want to load level 3 data for expenses. If you select the check box, the system loads level 3 data. If the check box is deselected, the system does not load level 3 data for expenses. The default value is deselected.
Delay Days	Enter the number of days that determine how long to wait to load the hotel information. This will allow time for the summary or detail data to be imported if it is sent in a separate file from the main transaction. All other transactions will flow through, but the hotel transactions will be moved into a staging table and will not be available in My Wallet until the appropriate number of days have passed. Delay days will have a default value of zero (blank).

Credit Card Import Hierarchy

Use this group box to determine what type of data to import.

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Field or Control	Description
All	When you select this option, the system checks for detail data. If detail data exists, the system imports the data as well as the main transaction. If there is no detail data, the system checks for summary data, and if it finds that date imports it as well as the main transaction. If neither types of data are available, the system imports only the main transaction. *All* is the default value for the group box.
Detail	When you select this option, the system attempts to import the detail data. If detail data is not available, it will only imports the main transaction. The system does not check for summary data. If the detail data amount is not available or the total does not match, the system only imports the main transaction data.
Summary	When you select this option, the system attempts to import summary data. If summary data is not available, the system only imports the main transaction.

Statement as Approved VAT Receipt

This group box enables you to define the countries in which you want credit card statements to be used in lieu of actual receipts for VAT tax reporting purposes.

Field or Control	Description
Country	Select a country for which you want use credit card statements instead of actual receipts for this type of credit card provider.

Related Topics

- PeopleSoft Purchasing: Understanding the Procurement Card Business Process

Defining Supplier Freight Groups

To define supplier freight groups, use the Supplier Freight Group component (PO_VNDR_FRT_GRP).

This section discusses how to create supplier freight groups.

Page Used to Define Supplier Freight Groups

Page Name	Definition Name	Usage
PO Supplier Freight Group Page	PO_VND_FRT_GRP	Create supplier freight groups by grouping supplier locations under a single freight group code.

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PO Supplier Freight Group Page

Use the PO Supplier Freight Group page (PO_VND_FRT_GRP) to create supplier freight groups by grouping supplier locations under a single freight group code.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **PO Supplier Freight Group**, and then **PO Supplier Freight Group**

Supplier Freight Info

Field or Control	Description
Arbitration Plan ID	Displays the arbitration plan ID, which determines how the system calculates transportation lead times and freight charges.
Global	Select to apply the arbitration plan to all the suppliers. If you select this check box, you don't need to fill in the **Supplier Freight Group** scroll area fields. All of the suppliers are subject to the arbitration plan that you select.

Defining Ship To Locations

To define ship-to codes, use the Ship To Codes component (SHIP_TO_CODES).

This section provides an overview of defining ship-to locations and discusses how to create ship to locations and specify ship to location sales and use tax defaults and exceptions. It also discusses how to specify ship to location supplier order locations.

Pages Used to Define Ship To Locations

Page Name	Definition Name	Usage
Ship To Locations Page	SHIPTO_HDR	Create ship to location IDs that designate existing location IDs as places where you receive goods from suppliers. You must specify an existing location ID as the ship to ID.
Sales/Use Tax Page	SUT_DFLT_TBL	Specify default sales and use tax information for each ship to location. The sales and use tax rates are normally based on the final destination of the shipment (the ship to location). Indicate exceptions to the normal tax rate for each ship to location, and indicate whether the tax exception status is *Active* or *Inactive*.

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Page Name	Definition Name	Usage
ShipTo Supplier Order Location Page	SHIPTO_VNDR_LOC	Specify a supplier order location for a ship to location, and indicate the applicable sales and use tax for the supplier order location.
Contract Domains Page	SHIPTO_CNTRCT_DOM	View all contract domains to which the Ship To Location belongs.

Understanding Ship To Locations

When you define the general options for the PeopleSoft system, you set up location definitions to store address information for the various locations of the organization. You can identify these locations as *ship to locations,* which are places where you receive goods from suppliers.

You can assign ship to locations to PeopleSoft Purchasing requesters and buyers to create default shipping information for requisition and purchase order schedules. This default information passes through the system when you create transaction documents. For example, the system passes the requisition ship to location to the purchase order schedules when the requisition is sourced.

You can also update the PeopleSoft Purchasing user preferences to create default shipping information for requisitions and purchase orders.

In the PeopleSoft Purchasing system, the ship to location carries the sales and use tax (SUT) information, specifying how sales and use taxes are handled for items shipped to that location. Normally, the SUT is based on the ship to location or the ultimate use of the items. However, different geographic locations have different SUT regulations. For this reason, different locations and different items can be taxed at varying rates. PeopleSoft Purchasing enables you to indicate tax exception information for each ship to location. You can also specify various combinations of ultimate use, supplier location, item category, and item ID data that are either taxable or nontaxable. When you create a purchase order or voucher, the system uses the SUT default information to determine the appropriate tax rate. The system uses the data that most closely matches the purchase order schedule line or voucher line.

The ship to location also carries supplier order location information so that you can associate specific supplier locations with each ship to location. This enables you to order goods from the closest or preferred supplier location. For example, suppose that most of the offices are located on the East Coast of the U.S. You normally order from the supplier's New York location, but you also have one office on the West Coast. For this office, you might want to place the orders with the supplier's San Francisco location. To do this, specify a supplier order location for the San Francisco office.

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> **Note**
>
> In some cases, suppliers support only a single ship to location per purchase order. The PeopleSoft Purchasing system allows you to specify—at the business unit, supplier, or individual purchase order level—whether a purchase order may have multiple ship to locations or only one ship to location. The option to support one ship to location on a purchase order directs the Create Purchase Orders Application Engine process (PO_CREATE) or the PO Calculations Application Engine process (PO_CALC) to either split purchase orders by ship to location or allow only one ship to location on online purchase orders.

> **Note**
>
> When you need purchased goods drop-shipped to a one-time use site that is not one of the existing locations, you define a one-time ship-to address in either the requisition or the purchase order using the One Time Address Default page (header-level) and the One Time Address page (schedule-level). Because you use this address only once, you do not need to create a new location or ship-to location.

Related Topics

- PeopleSoft Purchasing: PO ShipTo Address Page
- PeopleSoft Purchasing: Req One Time Address Default (requisition one time address default) Page

Ship To Locations Page

Use the Ship To Locations page (SHIPTO_HDR) to create ship to location IDs that designate existing location IDs as places where you receive goods from suppliers.

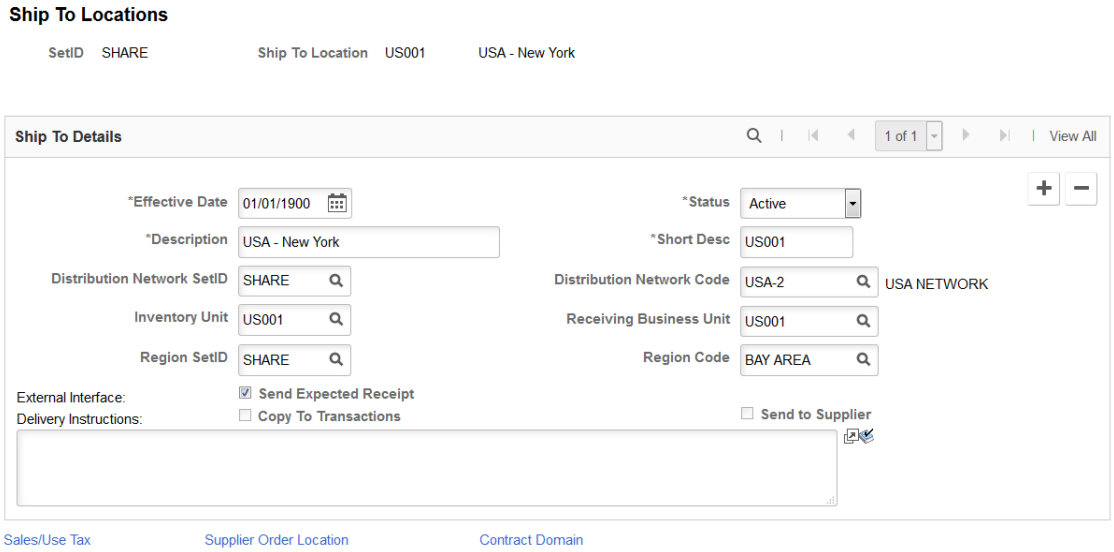
You must specify an existing location ID as the ship to ID.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Ship To Locations**, and then **Ship To Locations**

This example illustrates the fields and controls on the Ship To Locations page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
GLN (global location number)	Displays the global location number that is specified for the corresponding ship to location on the Location Detail page (if available).

Ship To Details

Field or Control	Description
Status	Specify a status for this ship to location. The status takes effect on the effective date. Values are *Active* and *Inactive*.
Distribution Network SetID	Displays the distribution network SetID for the ship to location. The distribution network SetID identifies the entire distribution network.
Distribution Network Code	Displays the distribution network code for this ship to location. The distribution network code identifies a subset of the entire distribution network.
Inventory Unit	Displays the inventory business unit for this ship to location. The inventory business unit is where items shipped to the ship to location are actually stocked.
Receiving Business Unit	Displays the default receiving business unit for use by the Receive Load process (PO_RECVLOAD).
Region SetID and **Region Code**	Select a region SetID and region for this ship to location.
Send Expected Receipt	Select to send purchase orders that you expect to receive at the ship to location to the location by using XML.
Copy to Transactions	Select to copy delivery instructions text for this ship to location to the purchase order.

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Field or Control	Description
Send to Supplier	Select to send delivery instructions text for this ship to location to the supplier.
Sales/Use Tax	Click this link to access the Sales/Use Tax page, where you can specify default sales and use tax information for each ship to location.
Supplier Order Location	Click this link to access the ShipTo Supplier Order Location page, where you can specify a supplier order location for a ship to location.
Contract Domain	Click this link to access the Contract Domains page, where you can view all contract domains to which the Ship To Location belongs. Contract domains are setup on the Application Fundamentals: Region Codes Page.

Sales/Use Tax Page

Use the Sales/Use Tax page (SUT_DFLT_TBL) to specify default sales and use tax information for each ship to location.

The sales and use tax rates are normally based on the final destination of the shipment (the ship to location).Indicate exceptions to the normal tax rate for each ship to location, and indicate whether the tax exception status is Active or Inactive.

Navigation:

Click the **Sales/Use Tax** link on the Ship To Locations page.

Tax Exception

Field or Control	Description
Exception Type	Select an exception type. This field designates whether the ship to location is a tax exception. Options are: *Direct Pay:* For this location, tax is paid directly to the tax agency rather than to the supplier. *Exempt:* This location is not subject to sales or use tax. *None:* This location does not have a tax exception.
Excptn End Date (exception end date)	Displays the exception end date. Required if the exception type is *Direct Pay.*
Sales/Use Tax Exception Certif (sales and use tax exception certificate)	Required if the exception type is *Direct Pay.* Applies to PeopleSoft, Taxware, and Vertex calculations.

Calculation Parameters

Calculation parameters are applicable only to Taxware and Vertex, providing these third-party tax applications with tax calculation rules for the ship to location. These applications use the GeoCode for the ship to location to apply these rules to the appropriate tax calculation algorithms. They may also use the GeoCode for the order acceptance location, ship from location, and (Taxware only), the place of order origin.

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Field or Control	Description
Include VAT	Indicates that the VAT amount must be taxed and added to the net extended amount before calculating SUT. This field is informational only. Tax applicability of VAT amounts is determined as part of VAT setup.
Include Freight	Indicates that the freight amount must be taxed and added to the net extended amount before calculating SUT. This option is used for Taxware only.
Include Discount	Indicates that PeopleSoft calculates any applicable discount and passes the discount amount to Taxware or Vertex.
Include Misc Charges (include miscellaneous charges)	Indicates that any other charges must be taxed and added to the net extended amount before calculating SUT.

Sales/Use Tax Info

When creating sales and use tax information in this section of the page, you must first create at least one row that will represent the default sales and use tax information for the ship to location. Each ship to location has to have either a row that is *Taxable* with no qualifiers (ultimate use code, category, item ID, supplier ID, and supplier location) or a row that is *Exempt* with no qualifiers. After you create the default sales and use tax information you can then create additional sales and use tax information with the specific qualifiers (ultimate use code, category, item ID, supplier ID, and supplier location). The system will use the default sales and use tax information if no specific sales and use tax information exists for a ultimate use code, category, item, supplier, or supplier location.

Use these fields to specify further tax information for the ship to location. The value in the **Sales/Use Tax Applicability** field must match the value in the **Exception Type** field as follows:

- If the exception type is *Direct Pay,* then SUT applicability must be *Direct Pay.*
- If the exception type is *Exempt,* then SUT applicability must be *Exempt.*
- If the exception type is *None,* then SUT applicability must be *Taxable.*

These rules apply to PeopleSoft, Taxware, and Vertex calculations. All values are copied to the payables voucher.

ShipTo Supplier Order Location Page

Supplier Order Location

Field or Control	Description
Supplier SetID	Displays the supplier SetID. This field value determines the values available for the supplier ID.
Apply to All Suppliers	Select to indicate that the **SUT Flag** option applies to all suppliers.

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Field or Control	Description
Supplier ID	Displays the supplier ID. Only values for the selected supplier SetID are available. This field determines the values available for the order supplier location.
Order Supplier Loc (order supplier location)	Displays the supplier order location that you want to associate with the ship to location. The supplier location that you select here is the primary attribute used for calculating item pricing.
SUT Flag (sales and use tax flag)	Designate the SUT applicability for the ship to supplier order location. Values are: *None, Sales,* and *Use.*

Contract Domains Page

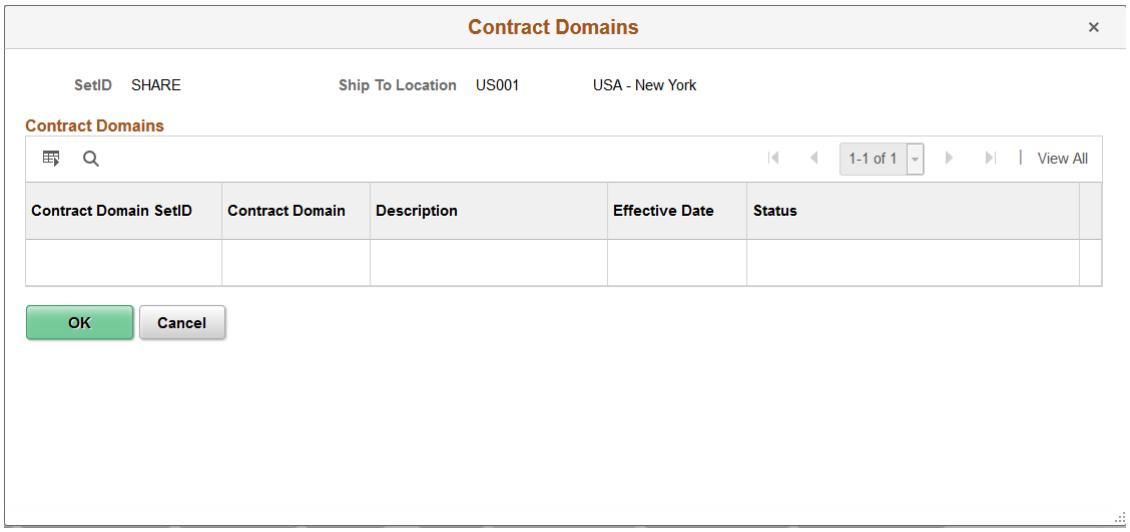
Use the Contract Domains page (SHIPTO_CNTRCT_DOM) to view all contract domains to which the Ship To Location belongs.

Contract domains are setup on the Application Fundamentals: Region Codes Page.

Navigation:

Click the **Contract Domain** link on the Ship To Locations page.

This example illustrates the fields and controls on the Contract Domains page.



Defining Origin Codes

To define origin codes, use the Origin Codes component (PO_ORIGIN_CODES).

Origin codes identify places in the system from which transactions originate. For example, you can define origin codes to indicate online entry, fax, or email. You can also use these codes to identify departments or groups within the organization. Origin codes enable you to group the transactions, and they provide an additional level from which information can appear by default in transactions.

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PeopleSoft Purchasing and PeopleSoft Payables share the same procurement origin code table. This sharing enables the PeopleSoft Payables Voucher Build process to build vouchers from PeopleSoft Purchasing receipts, non-purchase order receipts, purchase orders, and contracts, regardless of the origin code default values. Because these two applications share origin codes, PeopleSoft Payables is able to recognize default origin codes, regardless of where they are set.

This section lists the page used to define origin codes.

Page Used to Define Origin Codes

Page Name	Definition Name	Usage
PO Origin Codes Page	ORIGIN_PO	Create a code that identifies the originator of a transaction in the system.

To access the PO Origin Codes page, follow the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **PO Origin Codes**, and then **PO Origin Codes**

Preparing to Dispatch by Fax and Email

To define fax cover letter, fax location, file location options, and purchasing dispatch configurations, use the Fax Cover (FAX_COVER), Fax Location (FAX_LOCATION), File Location (FILE_LOC), and Purchasing Dispatch Configuration (PO_DISP_CON) components.

This section provides an overview of the PeopleSoft Purchasing dispatch mechanism and setup procedures and discusses how to define file locations and set up fax locations. It also discusses how to define dispatch configurations and define fax cover letters.

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Pages Used to Prepare to Dispatch by Fax and Email

Page Name	Definition Name	Usage
File Locations Page	FILE_DIR_FS	Define file locations by specifying the file extensions that you want the system to recognize. As part of defining file extensions, you can specify the file directory locations that the system searches to find attachments for the purchase orders, contracts, and so on. You can also specify file extensions that designate the email output, fax output, and fax control files. As part of defining these file extensions, you can define the file server directories where various dispatch processes create output files. Depending on the context of use, these file extensions are not necessarily conventional file extensions such as .DOC and .BMP, but can be any 3-character code that you use to recognize a file type.
Fax Location Page	FAX_LOCATION	Set up fax locations by defining business-unit-level information that enables dispatch processes to construct appropriate dispatch fax numbers. The information defined on this page also enables dispatch processes to assign proper extensions to the fax control files that they produce.
Dispatch Configuration Page	PO_DISP_DEST	Define dispatch configurations by entering information that enables the system to identify how to handle output files when you dispatch by either email or fax.
PeopleSoft Purchasing: Purchasing Definition - Business Unit Definition Page	BUS_UNIT_PM_IMAGE	Define a file directory location for an image that you want to print on the purchase orders. If the system has been set up to use Oracle XML Publisher, you can define the template ID for use with the publisher.
Fax Cover Letters Page	PO_FAX_COVER_LTRS	Define fax cover letters by selecting the fax cover letters in the system to use when dispatching by fax.

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Understanding the PeopleSoft Purchasing Dispatch Mechanism and Setup Procedures

The PeopleSoft Purchasing dispatch mechanism and setup procedures apply universally to purchase orders, contracts, requests for quotation (RFQs), and RTVs. Dispatching these transactions by fax and email requires the additional setup steps discussed here. Dispatching by print, phone, and electronic data exchanges (EDX) does not require additional setup.

To set up the system to dispatch transactions by fax or email:

1. Access the File Locations page to set up valid file extensions and directory locations.
2. Access the Fax Location page to define the file extension to be used to create the fax control file.
3. Access the Dispatch Configuration page to specify the file extensions and, consequently, the output directories to be used for fax and email dispatch processes.
4. Access the Purchase Order Images page to set up the system to print a logo or signature on the purchase orders.
5. Access the Fax Cover Letters page to select the fax cover letters in the system to use when dispatching by fax.

Tips for Dispatching and Printing Transactions

The following setup issues may occur:

- The entry in the SQRDIR set in the PSSQR.INI (Microsoft Windows environment) or PSSQR.UNX (UNIX environment) file must be correctly defined and pointed to the correct BINW where the Structured Query Report (SQR) executables are installed.

  PeopleSoft delivers an undefined (dummy) SQRDIR to enable you to install the SQRs in a location that best suits the configuration. If the SQRDIR is not pointing to the correct BINW directory, certain features will not work as designed. For example, comma-separated values files, enhanced HTM files, and Postscript files will not be produced correctly.

- If the output format is Postscript and the document is printing beyond the left margin, you may solve this problem by modifying the POSTSCRI.STR file located in the BINW.

  Modify POSTSCRI.STR as follows, to increase the left margin setting:

  ```
  /lmarg LM 720 mul def   % Left margin
  ```

- The email dispatch method is designed to work with a Simple Mail Transfer Protocol (SMTP) gateway.

  The settings for the SMTP gateway have to be entered when you set up a Process Scheduler Server.

File Locations Page

Use the File Locations page (FILE_DIR_FS) to define file locations by specifying the file extensions that you want the system to recognize.

As part of defining file extensions, you can specify the file directory locations that the system searches to find attachments for the purchase orders, contracts, and so on. You can also specify file extensions that designate the email output, fax output, and fax control files. As part of defining these file extensions, you can define the file server directories where various

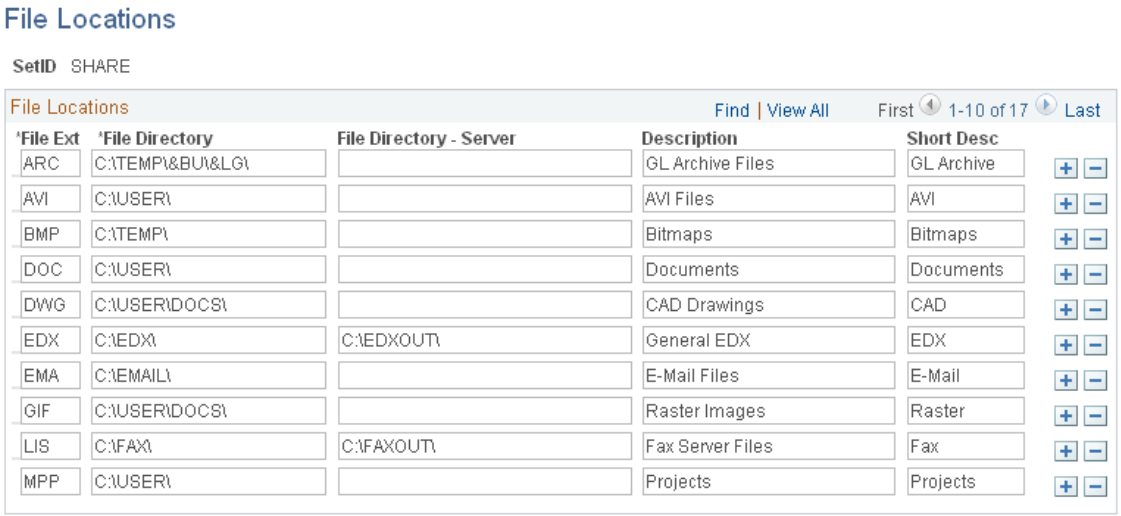
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dispatch processes create output files. Depending on the context of use, these file extensions are not necessarily conventional file extensions such as .DOC and .BMP, but can be any 3-character code that you use to recognize a file type.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **File Locations and Images**, and then **File Locations**, and then **File Locations**

This example illustrates the fields and controls on the File Locations page. You can find definitions for the fields and controls later on this page.


File Locations

SetID SHARE

File Locations — Find | View All — First 1-10 of 17 Last

*File Ext	*File Directory	File Directory - Server	Description	Short Desc
ARC	C:\TEMP\&BU\&LG\		GL Archive Files	GL Archive
AVI	C:\USER\		AVI Files	AVI
BMP	C:\TEMP\		Bitmaps	Bitmaps
DOC	C:\USER\		Documents	Documents
DWG	C:\USER\DOCS\		CAD Drawings	CAD
EDX	C:\EDX\	C:\EDXOUT\	General EDX	EDX
EMA	C:\EMAIL\		E-Mail Files	E-Mail
GIF	C:\USER\DOCS\		Raster Images	Raster
LIS	C:\FAX\	C:\FAXOUT\	Fax Server Files	Fax
MPP	C:\USER\		Projects	Projects

Throughout PeopleSoft applications, you can append various documents and other items–such as Microsoft Excel spreadsheets, ASCII files, or blueprints–as attachments. You can also route output from certain background processes, such as dispatching purchase orders, to a supplier using email, fax, or EDX. Please note that an external file–for example, a Microsoft Word document–that is attached to a purchase order is not included in the output file when that purchase order is dispatched or printed.

To use attachments, you must define the default locations, or file directories, for the documents that you use within the PeopleSoft system. You must also specify a server's location to route process output to the correct server.

You must set up a file location for each type of file that resides on a particular server. By categorizing file types and storing them in the same file directory, the system can easily locate the different types of files used as multimedia attachments or for server processing.

The file extensions that you define here are used for retrieving file directory information for the defined file types. This information is not used by PeopleSoft Purchasing dispatch processes to determine the file extensions of the output files that they create.

The actual extensions of the output files created by the dispatch processes are based on the output format that you specify for the dispatch on the Process Scheduler Request page. For example, if you select an output format of *HP, LP, PS,* or *OTHER,* the system creates the output file with a .LIS file extension.

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Field or Control	Description
File Ext (file extension)	Specify the file extension for each type of attachment. Depending on the context of use, these file extensions are not necessarily conventional file extensions such as .DOC and .BMP, but can be any 3-character code that you use to recognize a file type. For example, enter *DOC* for Microsoft Word document files and *BMP* to designate bitmap files. You can also enter *FAX* to designate fax output files or *CTL* to designate fax control files. This value serves as the primary key. The actual file extensions for output files for faxes and emails are ultimately determined by the format that you select for the dispatch on the Process Scheduler Request page.
File Directory	Enter the location path to be used by PeopleSoft Purchasing online page PeopleCode to determine where to retrieve file attachments. This is the directory where the file attachments for purchase orders, contracts, and so on are stored. Use this syntax to define the file directories: http://host_name/folder_name/. Be sure to include the last slash (/). The actual file directory that http://host_name is translated into is determined by the web server that you install along with its configuration. For example, for a Microsoft IIS web server, http://host_name is translated into *C:\Inetpub\wwwroot* by default. For an Apache web server, the translation of http://host_name is determined by the content of the httpd.conf file. If there is no Alias directive specified in this file, then the entry for DocumentRoot is used, which is normally C:\Program Files\Apache Group\Apache\htdocs\. If there is an Alias directive specified, then the translation is based on the entry for the corresponding Alias entry. For example, with Alias /image/ftp/pub/image, a request for http://host_name/image/pslogo.gif causes the server to return the file /ftp/pub/image/pslogo.gif. The folders specified as file locations need to be designated as shared folders in order for them to be accessible to users over a browser. For network (LAN) file directories, directory formats include: • file:\\psh-storwks-01\SRMsupport\customers\ • file:\\\psh-storwks-01\SRMsupport\customers\ • file://c:/user/attachments • file:///c:/user/attachments

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Field or Control	Description
File Directory - Server	Enter a location path to a file server directory where you want dispatch processes to save the output files that they create. This is the file server directory where the POPO005.SQR (PO Dispatch), POCNT100.SQR (Contract Dispatch), PORFQ01.SQR (RFQ Dispatch), and PORT001.SQR (RTV Dispatch) SQR dispatch programs create output files. The value in this field is used primarily by PeopleSoft Purchasing dispatch processes. Use this syntax to define these file server directories for the Microsoft Windows environment: \\server_name\folder_name\. Be sure to include the last slash (\). If the PeopleSoft Process Scheduler server and output directory are on the same computer, use this syntax to define the file server directories: c:\folder_name\. Be sure to include the last slash (\). The folders specified as file locations need to be designated as shared folders in order for them to be accessible to users by browser. The fax control file is always written to the same file location as the fax output file. Although you can specify a different file location for the fax control file, it will be ignored. You can specify the file extension for the fax control file on the Fax Location page.

Fax Location Page

Use the Fax Location page (FAX_LOCATION) to set up fax locations by defining business-unit-level information that enables dispatch processes to construct appropriate dispatch fax numbers.

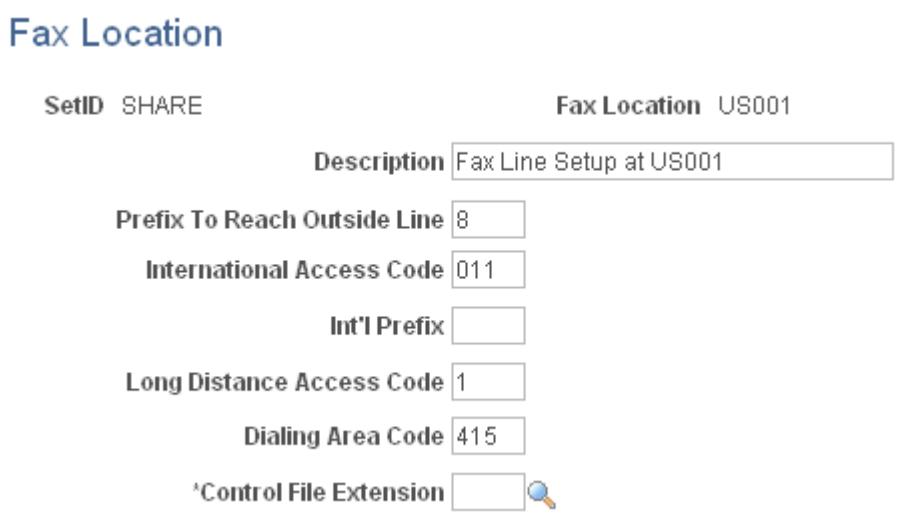
The information defined on this page also enables dispatch processes to assign proper extensions to the fax control files that they produce.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Location**, and then **Fax Location**, and then **Fax Location**

This example illustrates the fields and controls on the Fax Location page. You can find definitions for the fields and controls later on this page.

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You can fax documents directly from within PeopleSoft applications. You can also route output from certain background processes, such as dispatching purchase orders, to a supplier by way of fax.

To fax documents, you must define the business-unit-level information that enables dispatch processes to construct appropriate dispatch fax numbers, and assign proper extensions to the fax control files that they produce.

When you send a fax to a supplier, the system compares the location information with the supplier's telephone information, to determine which parts of the fax number to ignore and which additional numbers to dial. You enter supplier fax information on the Phone Information page in the Supplier Information component.

Field or Control	Description
Control File Extension	Designate the file extension to be used for the fax control files. The directory for the fax control file is based on the directory defined for the fax output file. The fax control file is always created in the same file directory in which the fax output file is created. The output directory for the fax file is defined on the Dispatch Configuration page. A fax control file contains the information necessary to send a fax, such as which files to send, dialing instructions, and telephone numbers to dial. The file extension that you enter must have first been defined on the File Locations page.

Dispatch Configuration Page

Use the Dispatch PO Configuration page (PO_DISP_DEST) to define dispatch configurations by entering information that enables the system to identify how to handle output files when you dispatch by either email or fax.

Navigation:

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Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Dispatch PO Configuration**, and then **Dispatch PO Configuration**

With PeopleSoft Purchasing, you can phone in the purchase orders or other transactions, you can print and mail them to the suppliers, or you can use email or fax to dispatch them. If you are dispatching by email or fax, you need to set up one dispatch configuration for each of the SetIDs.

This dispatch configuration specifies the file extensions to be used to derive the file directory locations to use for the creation of email and fax output files. The system matches the output file extensions that you define on this page with the File Directory - Server field values that you defined on the File Locations page, to determine which file directory to use.

For faxing, you also need to designate the fax server and extension that identifies the fax cover letter.

Field or Control	Description
Email File Extension	Select the 3-character code that identifies the email output files. This code is used to derive the file directory location to be used when creating the email output file. These file directory locations are defined on the File Locations page. When processing for email, the dispatch programs use the value entered here (combined with the selected SetID) to search the PS_FILE_DIR_FS table for the FILE_DIR_SERVER field to determine the directory in which to create the output file. The actual file extension of the output file is determined by the output format selected on the Process Scheduler Request page. For example, if the selected output format is *PDF*, then the file extension assigned is .PDF. If the selected output format is *HP*, then the file extension assigned is .LIS.

FAX Server Setup

Use the **FAX Server Setup** group box to define the setup information for dispatching by using a fax server.

Field or Control	Description
Fax Sender	Enter the fax server name. This value appears in the From field in the fax control file.

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Field or Control	Description
File Extension	Select the 3-character code that identifies the fax output files. This code is used to derive the file directory location to be used when creating the fax output file. These file directory locations are defined on the File Locations page. When processing for fax, the dispatch programs use the value entered here (combined with the selected SetID) to search the PS_FILE_DIR_FS table for the FILE_DIR_SERVER field, to determine the directory in which to create the output file. The actual file extension of the output file is determined by the output format selected on the Process Scheduler Request page. For example, if the selected output format is *PDF*, then the file extension assigned is .PDF. If the selected output format is *HP*, then the file extension assigned is .LIS.
Cover Letter File Extension	Enter the extension that identifies the fax cover letter files. The dispatch programs join the cover letter file name that you specify on the applicable run control page with the selected cover letter file extension. The dispatch program then writes the combined information to the fax control file. Determining the value to enter in this field, as well as which cover letter file name to use, is mainly determined by the fax software that you use. For example, with some fax software packages, you cannot use just any document as a cover letter, but rather the software provides you with tools to create a set serialized cover letter managed by that software. In this case, you can use the serial number as the cover letter file name and leave the cover letter file extension blank.
Fax Location	Enter the business unit where the fax server is set up. Fax locations are defined on the Fax Location page.

Fax Cover Letters Page

Use the Fax Cover Letters page (PO_FAX_COVER_LTRS) to define fax cover letters by selecting the fax cover letters in the system to use when dispatching by fax.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Fax Cover Letters**, and then **Fax Cover Letters**

If you create fax cover letters in the system, you can identify them with file names and descriptions. When you dispatch purchasing transactions by fax, you can specify the fax cover letter that you want to use by selecting one of the short descriptions defined on this page.

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List of Fax Cover Letters

Use the **List of Fax Cover Letters** group box to identify the fax cover letters in the system that users can select from when dispatching purchasing transactions by fax.

Field or Control	Description
Short Desc (short description) and **Description**	Enter short and long descriptions of the fax cover letter. Users can search by the short description and use the long description to verify that they have located the cover letter that they want to use.
File Name	Enter a distinct file name for the fax cover letter files that the business uses. Do not include the file extension in the file name. You can create as many cover letter files as you want. The dispatch programs join the cover letter file name that you specify on the applicable run control page with the selected cover letter file extension. The dispatch program then writes the combined information to the fax control file. The value to enter in this field, as well as what cover letter file extension to use, is mainly determined by the fax software that you use. For example, with some fax software packages, you are unable to use just any document as a cover letter, but rather the software provides you with tools to create a set serialized cover letter managed by that software. In this case, you can use the serial number as the cover letter file name and leave the cover letter file extension blank.

Defining Inspection Procedures

To define inspection routings, use the Inspection Routings component (ROUTINGS).

Inspection routings are sets of inspection instructions for receiving users. You can assign inspection routings to specific items in the Item table. Receiving users see the inspection instructions when they receive those items. For example, if you often purchase an item made to precise specifications, inspection routings enable you to define procedures for verifying the acceptability of received quantities of that item.

You identify each routing with an inspection ID and define any number of instructions for it. For each instruction, you can also create any number of effective-dated inspection instructions.

This section discusses how to specify inspection procedures.

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Page Used to Define Inspection Procedures

Page Name	Definition Name	Usage
Inspection Routings Page	ROUTING	Specify procedures for receiving users to inspect items in the item table for acceptability.

Inspection Routings Page

Use the Inspection Routings page (ROUTING) to specify procedures for receiving users to inspect items in the item table for acceptability.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Inspection Routings**, and then **Inspection Routings**

Batch Sequence

Field or Control	Description
Batch Sequence	Designate the order in which inspection instructions should be performed. The system automatically increments the sequence numbers in the order that they are entered. You can override this sequence by entering a new number for any instruction and saving the changes. The system reorders the inspection instructions in sequential order the next time that you access the page.

Inspection Status

Field or Control	Description
Run Time	Indicate the estimated time required for the inspection operation.
Operation Time Type	Specify the inspection quantity on which the runtime value is based. Values are: *Per Unit:* Indicates that the inspection operation runtime is based on inspection of a single item. *Per Batch:* Indicates that the inspection operation runtime is based on inspection of a batch of items, such as a representative sample from an entire shipment.

Related Topics

- PeopleSoft Purchasing: Understanding Inspections

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Defining Manufacturer IDs

To define manufacturers, use the Manufacturers component (MANUFACTURER).

This section discusses how to create manufacturer IDs.

PeopleSoft Purchasing can link items to multiple manufacturers by using the manufacturer ID and the manufacturer's item ID.

This optional feature is useful for items that you purchase that are produced by more than one manufacturer. If you choose to establish manufacturer IDs, you can assign them to items so that they appear as default values on purchasing transactions. Alternatively, you have to manually specify the manufacturer on the purchasing transaction.

Page Used to Define Manufacturer IDs

Page Name	Definition Name	Usage
Manufacturers Page	MANUFACTURER	Create manufacturer IDs for the manufacturers of items that you purchase.

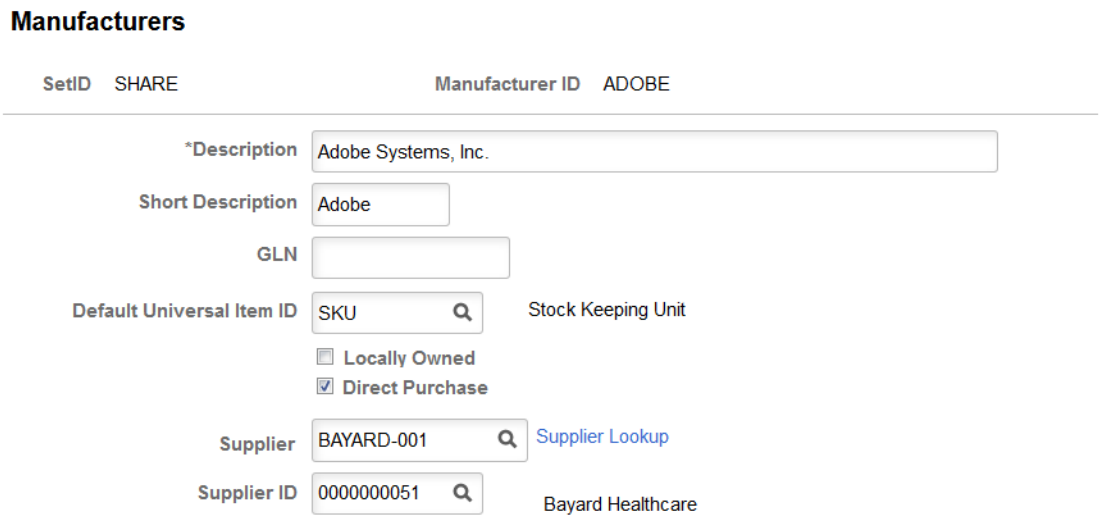
Manufacturers Page

Use the Manufacturers page (MANUFACTURER) to create manufacturer IDs for the manufacturers of items that you purchase.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Setting Up Manufacturers**

This example illustrates the fields and controls on the Manufacturers page.



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Field or Control	Description
Default Universal Item ID	Assign a default UPN type code. A manufacturer may use more than one type of UPN. Typically, a manufacturer uses one type of UPN most of the time.
Direct Purchase	Select this option to allow purchases directly from the manufacturer. When you select this option, the **Supplier** and **Supplier ID** fields appear. You must specify a supplier for the manufacturer. Once you establish the manufacturer-supplier relationship, you can create a Direct Purchase Manufacturer contract. For more information on direct purchasing, see Understanding Direct Purchase for Distributor and Manufacturer Contracts
Supplier	Specify a supplier (by name) for the manufacturer. You can only select suppliers not currently linked to a manufacturer. After you specify the supplier, the **Supplier ID** field automatically populates.
Supplier ID	Specify a supplier (by ID) for the manufacturer. You can only select suppliers not currently linked to a manufacturer. After you specify the supplier, the **Supplier** field automatically populates.

Related Topics

- PeopleSoft Managing Items: Using Universal Item Identifiers

Establishing Model Relationships to Manufacturers

This section lists the page used to establish model relationships to manufacturers.

Page Used to Establish Model Relationships to Manufacturers

Page Name	Definition Name	Usage
Manufacturer Model Relation Page	MFG_MODEL	Establish the relationship of models to manufacturers.

To access the Manufacturer Model Relation Page, use the navigation: **Set Up Financials/ Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Manufacturer Model Relation**, and then **Manufacturer Model Relation**

Related Topics

- Defining Manufacturer IDs
  To define manufacturers, use the Manufacturers component (MANUFACTURER).

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Setting Up Standard Comments

To set up standard comments and standard comment types, use the Standard Comments (STANDARD_COMMENTS) and Standard Comment Type (STD_COMMENT_TYPE) components.

This section provides an overview of standard comments and lists the pages used to set up standard comments.

Pages Used to Set Up Standard Comments

Page Name	Definition Name	Usage
Standard Comment Type Page	STD_COMM_TYPE_PO	Define standard comment types to use for organizing and searching for the standard comments that you attach to purchasing transactions.
Standard Comments Page	STD_COMMENTS_PO	Define frequently used comments. You must have already defined standard comment types on the Standard Comment Type page.

Understanding Standard Comments

You can record frequently made comments as *standard comments,* which you can conveniently add to purchasing transactions. To set up standard comments:

1. Define comment type codes to identify the types of comments.
2. Define standard comments for each comment type.

You can access the Standard Comment Type Page by using this navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Standard Comment Type**, and then **Standard Comment Type**.

To access the Standard Comments Page, follow this navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Standard Comments**, and then **Standard Comments**

For example, you can define a standard comment type of *SHP* for specific shipping instructions, and then enter each of the standard shipping comments under that comment type. On the Purchase Order Comments page, you only need to enter *SHP* in the **Standard Comment Type** field, and then select the appropriate comment ID from the list of standard shipping comments.

You can use this feature to set up the terms and conditions of the organization as a standard comment, so that they are available for selection on the Purchasing Definition - Business Unit Definition page. This terms and conditions comment can be printed upon dispatching the purchase order, when you select the **Print BU Comments** check box on the Dispatch Purchase Orders page.

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Defining Account Receivables Integration Options for Vendor Rebates

To define account receivables integration options for vendor rebates, use the Receivables Integration component (VRBT_AR_BU_OPTIONS).

This section discusses how to define account receivables integration options for vendor rebates.

Page Used to Define Account Receivables Integration Options for Vendor Rebates

Page Name	Definition Name	Usage
Receivables Integration Page	VRBT_AR_BU_OPTIONS	Define PeopleSoft Receivables integration options for the PeopleSoft Purchasing vendor rebate functionality. PeopleSoft Purchasing vendor rebate claims management functionality creates pending items for expected payment for a vendor rebate claim and sends those pending items to PeopleSoft Receivables. In addition, PeopleSoft Receivables sends payments received against those vendor rebate claims back to PeopleSoft Purchasing. These options assist in that integration processing.

Receivables Integration Page

Use the Receivables Integration page (VRBT_AR_BU_OPTIONS) to define PeopleSoft Receivables integration options for the PeopleSoft Purchasing vendor rebate functionality.

PeopleSoft Purchasing vendor rebate claims management functionality creates pending items for expected payment for a vendor rebate claim and sends those pending items to PeopleSoft Receivables. In addition, PeopleSoft Receivables sends payments received against those vendor rebate claims back to PeopleSoft Purchasing. These options assist in that integration processing.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Receivables Integration**, and then **Receivables Integration**

Before you access this page, you must specify the claim type for which you are defining account receivables integration options. Select a **Claim Type** of *Vendor Rebate* if you are defining options for use with PeopleSoft Purchasing vendor rebates and select *Claimbacks* if you are defining options for use with PeopleSoft Order Management claimbacks.

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Field or Control	Description
Group Type	Select the receivables group type. This group is a collection of pending items that is ready to post in PeopleSoft Receivables.
Origin ID	Select the receivables origin ID. The system uses the origin IDs to classify groups of pending items based on how they are created or brought into the system.
Credit Entry Type	Select the receivables credit entry type for check, direct debit, draft or EFT settlement method. An entry type categorizes the pending items and the system uses them to create or update items.
Debit Entry Type	Select the receivables debit entry type.
Credit Memo CR Entry Type (credit memo credit entry type)	Select the credit entry type for the credit memo settlement method.
Credit Memo Base Amt Reason (credit memo base amount reason)	Select the credit memo base amount entry reason code used by the system to identify the base amount for the credit memo settlement method.
Cash Base Amount Reason	Select the cash base amount reason code used by the system to identify the base amount for the check, direct debit, draft or EFT settlement method.
Credit Memo Vat Amount Reason (credit memo value added tax amount reason)	Select the credit memo VAT amount entry reason code used by the system to identify the VAT amount for the credit memo settlement method.
Cash VAT Amount Reason (cash value added tax amount reason)	Select the cash VAT amount reason code used by the system to identify the VAT amount for the check, direct debit, draft, or EFT settlement method.
VAT Transaction Type (value added tax transaction type)	Select the VAT Transaction Type used by the system when creating pending items if the PeopleSoft Receivables business unit is VAT enabled. The VAT Transaction Type should corresponds to a VAT Out of Scope value. **Note:** VAT will be accounted for in PeopleSoft Payables. The system displays VAT fields if VAT is applicable for the business unit.

Related Topics

- PeopleSoft Receivables: Setting Up Group Types and Group Origins
- PeopleSoft Receivables: Setting Up Entry Types and Reasons

Creating Change Templates

To define change templates, use the Change Template component (CHNG_ORD_TEMPLATE).

This section provides an overview of change templates and discusses how to define change templates.

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Page Used to Create Change Templates

Page Name	Definition Name	Usage
Change Template Page	CHNG_ORD_TEMPLATE	Define change templates that specify which purchase order, requisition, contract, and fields, when changed after dispatch, cause the system to generate a change order.

Understanding Change Template

Change templates determines which fields the system tracks when you make changes to purchase orders, contracts, requisitions, or sourced requisitions. When you use change templates and make changes to tracked fields, the system can also generate and transmit change orders to suppliers. Template use is optional and provides you an audit trail of key transactional information. This enables you to identify who made what changes and when the changes were made.

You distinguish a change template using a template type. Template types determine which set of field columns appear for selection when you are creating change templates. These columns enable you to identify fields for tracking changes, initiating reapprovals, or updating purchase orders when the field is changed on the transaction associated with the template type selected.

PeopleSoft applications provide predefined change templates. You can use these templates, modify them, or create your own purchase order, contract, requisition, or sourced requisition change template. For example, if you want to create a change template for PeopleSoft Services Procurement, you can select the *Requisition* template type. The system provides Services Procurement requisition records from which you select individual fields for tracking.

You can update a template even after changes have been tracked using the template. The system also provides a change history inquiry for requisitions, purchase orders, and contracts. You can access the inquiries directly from transaction maintenance pages or by using review components.

To define change templates, select **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Purchase Order Change Template**

The next topics describe the individual change templates and provide a list of records for which you can track changes.

PeopleSoft eProcurement, Services Procurement, and Purchasing Requisition Change Templates

Change templates control the fields that are updated when changes are made to requisitions that have been sourced and that were initiated from the PeopleSoft eProcurement, Services Procurement, or Purchasing applications. When you add a change template for requisitions, you use the Requisition change template type. Then, depending on the applications that you have installed, you can select records and fields to include in the change template. For example, if all three products are installed, you can create a template that you can use for requisition changes in all three applications.

The next table describes the records available for the system to track requisition changes in each of the PeopleSoft products. Although all records will appear for change tracking when all

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3 products are installed, only those records marked with a Y in the an application's column are available for change tracking for the product. The All column indicates those records available when all three applications are installed.

Records Tracked for Requisition in…	PeopleSoft Purchasing	PeopleSoft eProcurement	PeopleSoft Services Procurement	All
REQ_COMMENTS – Requisition comments		Y		Y
REQ_HDR – Requisition	Y	Y	Y	Y
REQ_LINE – Requisition line	Y	Y	Y	Y
REQ_LINE_SHIP – Requisition line delivery schedule	Y	Y		Y
SPF_BDFTR_REQLN – Bid factor by requisition line			Y	Y
SPF_REQ_LINE – Requisition line			Y	Y
SPF_REQ_LINE_JD – Requisition line			Y	Y
SPF_REQ_LINE_PT – Requisition line			Y	Y
SPF_REQ_SUP_LST – Requisition supplier preference list			Y	Y
SP_REQLN_SKILLS – Requisition line competencies table			Y	Y
UPN_ID – UPN ID		Y		
UPN_TYPE_CD – UPN Type Code		Y		

Purchase Order Templates

If you change a purchase order after you have dispatched it to a supplier, you need to send the supplier a change order. Because you do not send every field on a purchase order to the supplier, the only fields that are part of the change order are the ones that are on the dispatched purchase order. For example, if you change a quantity on a purchase order line, the supplier needs to be notified because the quantity is part of the dispatched purchase order. On the other hand, if you change a distribution account code, you do not need to notify the supplier because account codes are never dispatched to the supplier.

Change Template Record	Description
PO_HDR	Purchase order header
PO_LINE	Purchase order line item
PO_LINE_DISTRIB	Purchase order line distribution

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Change Template Record	Description
PO_LINE_SHIP	Purchase order line shipping schedule

> **Note**
>
> If you select the **SHIPTO_TO** field on the change template, the system tracks the override ship-to address if one exists. This action is not an option on the change template; it is automatic on the transaction tracking.

Contract Templates

After defining a template, you apply the template at a SetID level using the Set Controls-Contracts menu option. Using the Contract and Supplier Rebate Controls page, you select to track changes for a SetID and to assign specific change templates to contract process options for the SetID. For example, you can create a change template that includes tracking changes made to the renewal date and expiration date fields among others. Then, you can assign that template to a General Contract process option. So when renewal date changes are made to general contracts for that SetID, the system records the change in the change history. Change tracking begins after you initially approve the contract.

Change Template Record	Description
CNTRCT_ADJ_DTL	Contract adjustment details
CNTRCT_ADJ_RULE	Contract adjustment rules
CNTRCT_ADJ_SET	Contract adjustment sets
CNTRCT_CATEGORY	Contract categories
CNTRCT_DEFAULTS	Contract release account defaults
CNTRCT_DFLT_DIS	Contract release account default distributions
CNTRCT_DSTAP_VW	Contract accounts payable distribution line
CNTRCT_DSTPO_VW	Contract purchase order distribution line
CNTRCT_HDR	Contract header
CNTRCT_CAT_EXC	Category item exclusions
CNTRCT_LINE	Contract line item
CNTRCT_LINE_UOM	Contract items unit of measure
CNT_CTRL_BU_VW	Control Type Business Unit
CNT_CTRL_DOM_VW	Control Type Contract Domain
CNT_CTRL_SHP_VW	Control Type Ship To
CNTRCT_MFG_DST	Manufacturer and distributor relationship
CNT_RELTNLOC_VW	Contract Supplier Location
CS_CNT_AGCTXEVW	Item line expected text (SLA (service level agreement)
CS_CNT_AGHTXEVW	Header expected text (SLA)
CS_CNT_AG_CATVW	Item line expected text (SLA)
CS_CNT_AGLTXEVW	Category line (SLA)
CS_CNT_AG_CLCVW	Category line clause (SLA)

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Change Template Record	Description
CS_CNT_AG_CLNVW	Item line clause (SLA)
CS_CNT_AG_CLSVW	Header clause (SLA)
CS_CNT_AG_LN_VW	Item line (SLA)
CS_CNT_AG_VFCVW	Category line verification (SLA)
CS_CNT_AG_VFLVW	Item line verification (SLA)
CS_CNT_AG_VFYVW	Header verification (SLA)
CS_CNT_AG_VW	Header (SLA)
CS_CNT_AG_WFCVW	Category line notification (SLA)
CS_CNT_AG_WFLVW	Item line notifications (SLA)
CS_CNT_AG_WF_VW	Header notifications (SLA)
CNTRCT_CHRELTN	Contract Relationships for child contracts of Group Contracts and Supplier Locations for Special Purpose contracts.
MFG_DST_MARKUP	Markup values between the manufacturer and distributor relationship.

Related Topics

- PeopleSoft Purchasing: Understanding Purchase Order Dispatch
- PeopleSoft Purchasing: Understanding the Purchase Order Business Process

Change Template Page

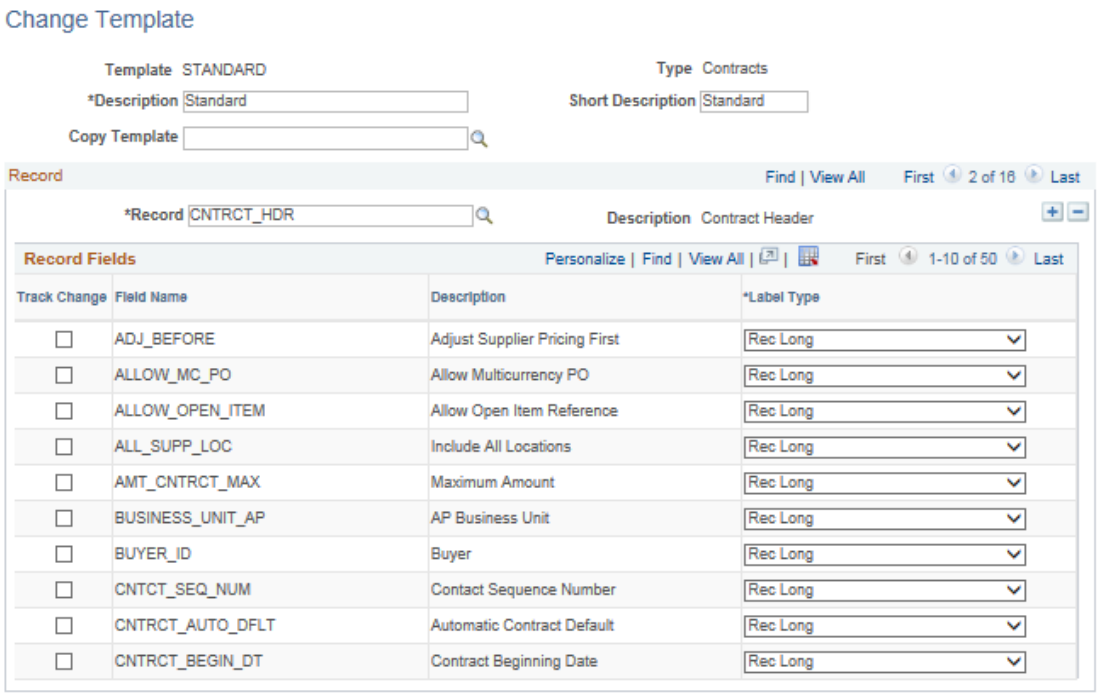
Use the Change Template page (CHNG_ORD_TEMPLATE) to define change templates that specify which purchase order, requisition, contract, and fields, when changed after dispatch, cause the system to generate a change order.

Navigation:

- **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Purchase Order Change Template**
- eProcurement, Administer Procurement, Maintain Procurement Options, Change Template

This example illustrates the fields and controls on the Change Template page. You can find definitions for the fields and controls later on this page.

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You use the Change Template page to define fields against which you want to track changes. You can define change templates for requisitions, purchase orders, and contracts. You can also define changes for sourced requisition fields that were initiated from the PeopleSoft eProcurement and Services Procurement applications.

> **Note**
>
> The appearance of this page differs depending on the type of change template that you are adding or maintaining.

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Field or Control	Description
Change Template Type	Select the type of change template that you want to create. The system displays this field when you are adding a new change template to the system. After you define the template, the template type appears in the **Type** field on the Change Template page. Template types include: *Contract:* Select to track changes made to procurement contract fields. **Note:** Change tracking only tracks changes made by users to the online contract. Also, the system does not track changes to released amounts and quantities. *Purchase Order:* Select to track changes made to purchase order fields. **Note:** Purchase order distributions are only available for reapproval. *Requisition:* Select to track changes made to requisition fields. **Note:** The system does not track comments. It only tracks the **Status** field for changes in the REQ_COMMENT record.
Change Template	Enter an ID that the system uses to identify unique change templates. The system displays this field when you are adding a new change template to the system. After you define the template, the change template type appears in the **Template** field on the Change Template page.
Description	Enter a description to accompany the change template's unique ID.
Short Description	Enter a description to accompany the change template's system ID.
Copy Template	Select an existing change template that you want to copy to create a new template. The template type that you are creating must match the template type from which you want to copy information. When you select a value, the system replaces existing record and field values with values from the copied template. You can then make changes to the new template.

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Record

Field or Control	Description
Record	Select a record, and then use the **Record Fields** group box to define the change fields in the record. The record corresponds to the area of a purchase order, contract, requisition, or a PeopleSoft eProcurement or Services Procurement sourced requisition that, if changed, generates a change order. When you select the record, the system displays all the fields that are available for change tracking.

Record Fields

Columns in this group box appear depending on the change template that you select. For example, the **Page Name** and **Label Text** fields do not appear for contract template types until you select a value in the **Label Type** field.

Field or Control	Description
Track Change	Select the check box that corresponds to the field for which you want to track changes. You can go through each record and select fields for change tracking. After making your selections, click the **Save** button to store the update. For requisitions, this check box enables the track changing and also determines which fields are available for change in the Edit Requisition component in PeopleSoft eProcurement. However, after a requisition line has been sourced to a purchase order, the field can only be edited if the **Update PO** check box is also selected.
Reapprove	Select this check box to indicate that if the corresponding field is updated, then the change will initiate the Approval Framework process for the purchase order or requisition. For a requisition, the following fields are selected by default and it is recommended that you keep the **Reapprove** check box selected on the fields: REQ_LINE.MERCHANDISE_AMT, REQ_LINE.PRICE_REQ, REQ_LINE.QTY_REQ, REQ_LINE_SHIP.MERCHANDISE_AMT, REQ_LINE_SHIP.PRICE_REQ, and REQ_LINE_SHIP.QTY_REQ. **Note:** When you select to reapprove the requisition for changes to the **SHIPTO_ID** field on the REQ_LINE_SHIP record, the system PO reapproval is triggered for changes to either the **Shipto ID** or **One Time Address** fields.
Update PO (update purchase order)	Select the check box to be able to change this field after the requisition line has been sourced to a purchase order. This check box is only available for requisition change templates.

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Field or Control	Description
Field Name	Indicates the label on the designated record that, if changed through online entry or a batch process, prompts the system to generate a change order.
Label Type	Select a label type. The system uses the label type to determine how this field appears on the Change Template page. Values include: *Custom:* Uses a field label that you specify. When you select *Custom,* the **Label Text** field appears where you can enter the custom label for the field. This label appears on the Change Order Requests page. *Page:* Indicates that a field label is taken from another page. When you select *Page,* the **Page Name** field becomes available for entry. Enter the page object name from which you want to take the field label. The label for the field name, as it is defined on the page that you entered, appears on the Change Order Requests page. For example, if you select the BILL_LOCATION field and then select the **Page Name** value *PO_HDR,* the label that appears on the Change Order Request page is the BILL_LOCATION label from the purchase order header page. *Rec Long* (record long): Indicates a field label taken from the long version of record field text defined for the field. This label appears on the Change Order Requests page. *Rec Short* (record short): Indicates a field label taken from the short version of the record field text that is defined for the field. This label appears on the Change Order Requests page.
Page Name	Select a page name from which to take a field label. This field appears when you select to use *Page* in the **Label Type** field. To save the selection, you must select at least one check box in this row of data. These include the **Track Change, Reapprove,** or **Update PO** check boxes.
Label Text	Enter the text that you want to use for the field custom name label. This is usually a one-time setup.

Note

There is no validation on a Change Template. Therefore, you must select or deselect the **Track change**, **Reapprove**, **Update PO** check boxes for UPN Type and UPN ID fields along with Manufacturer ID and Manufacturer's Item ID fields because there is a functional dependency.

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Creating Change Map Templates

To define change map templates, use the Change Request Mapping component (CHNG_MAP_TEMPLATE).

This section provides an overview of change map templates and discusses how to create change map templates.

Page Used to Define Change Map Templates

Page Name	Definition Name	Usage
Change Request Mapping Page	CHNG_MAP_TEMPLATE	Create templates that are used to compare staged purchase order acknowledgement record fields and field values with target purchase order system record fields and field values. If a difference exists, change request records are created by the Change Load process.

Understanding Change Map Templates

When you dispatch a purchase order to a supplier, the supplier acknowledges receipt of that purchase order. Sometimes the acknowledgement includes information that requires you to change the purchase order; for example, the supplier may not have the wanted quantity of an item or may not be able to deliver the items at the purchase order price. If you are using EDX with the suppliers, these acknowledgements may arrive electronically directly into the PeopleSoft Purchasing system.

When supplier acknowledgements arrive in the system by using EDX, you can run a multiprocess job (XML Inbound process) that enables you to extract purchase order data from supplier acknowledgements and stages it into the following temporary tables for different parts of purchase order transactions:

- PO_HDR_EC
- PO_LINE_EC
- PO_LINE_SHIP_EC

The Change Load process loads data from the previous EC tables. Based on the change map template, the process compares staged source record fields and field values (PO_HDR_EC, PO_LINE_EC, PO_LINE_SHIP_EC) with target system record fields and field values (PO_HDR, PO_LINE, PO_LINE_SHIP). If a difference exists, the Change Load process creates change requests (CHNG_RSQT, CHNG_RQST_DTL).

Based on the Change Order template, the Change Purchase Order process (PO_POCHNG) creates the necessary change orders from these change requests. The Change Purchase Order process takes the change order information and creates change history records (PO_CHNG_HDR, PO_CHNG_LINE, PO_CHNG_SHIP), and then updates target system records with the changes.

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Change Request Mapping Page

Use the Change Request Mapping page (CHNG_MAP_TEMPLATE) to create templates that are used to compare staged purchase order acknowledgement record fields and field values with target purchase order system record fields and field values.

If a difference exists, change request records are created by the Change Load process.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **PO Change Request Mapping**

Field or Control	Description
Source	Identifies the change request source for the template.

Record

Field or Control	Description
Target Recname (target record group name)	Displays the target record group name. The target record is the system record that is updated with data from the source record. Individual target system record fields are updated with data from individual source record fields.

Fields

Field or Control	Description
Source Recname (source record table name)	Enter the source record name. Values include: *PO_HDR_EC:* EDX record for purchase order header data. *PO_LINE_EC:* EDX record for purchase order line data. *PO_LINE_SHIP_EC:* EDX record for purchase order schedule data.
Source Transaction Fieldname	Displays the source field name. This individual field in the source record contains data to be transferred to a target system record.
Target Fieldname	Displays the target system field name. The source data is transferred to this individual field in the target system record.

Defining Buyers

To define buyers, use the Buyer Setup component (BUYER_TBL).

This section discusses how to establish buyers and defaults and define buyer Dashboard settings.

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Page Used to Define Buyers

Page Name	Definition Name	Usage
Buyer Setup Page	BUYER_TBL	Establish users as buyers and define sets of purchase order defaults for each buyer.
Dashboard Page	PO_SPEND_BUYER	Define buyer Dashboard settings. Define what time frame the buyer wants to view for the spend analysis graphs on the SRM Dashboard.

Buyer Setup Page

Use the Buyer Setup page (BUYER_TBL) to establish users as buyers and define sets of purchase order defaults for each buyer.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Buyer Setup**, and then **Buyer Setup**

The values that you enter for the buyer on this page appear by default on the purchasing transactions created by this buyer. If you do not define values for fields on this page, you need to manually enter this information when you create purchasing transactions.

Field or Control	Description
Buyer	Displays the user description that you entered on the User Profiles - ID page when you created the buyer's user ID. You can set up only established users as buyers.
Status	Select the status of the buyer. Values include *Active* and *Inactive.* If you select *Inactive,* the **Substitute Buyer** field becomes available for entry.

The **Department SetID, ShipTo SetID, Location SetID,** and **PO Origin SetID** fields work together when you establish department, ship to, location, and origin default information for buyers. After you select a SetID for each of the defaults, the system enables you to select only the defaults associated with that SetID.

Field or Control	Description
Department	Select the default department for the buyer. The system uses this value as the department on all purchasing transaction distribution lines created by the buyer.
Ship To	Select the default ship to location for the buyer. The system uses this value as the ship to on all purchase order schedule lines created by the buyer.

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Field or Control	Description
Location SetID	Identify the SetID for the location of the buyer. This SetID must be the same as the SetID used for the billing location.
Location	Select the default location for the buyer. The system uses this value as the location on all purchase order distribution lines created by the buyer. This is the internal final destination of the item once the supplier has delivered it to the organization.
Origin	Select the default origin for the buyer. The system uses this value as the origin on all purchase order headers created by a specified buyer.
Substitute Buyer	Displays the substitute buyer. This field becomes available for entry when the **Status** field is set to *Inactive.* For example, use this field when a buyer leaves the organization and you want to remove the buyer's name from the system, but don't want to manually change the buyer name in each of the control tables. Supplying the substitute buyer name automatically changes references to the inactive buyer name to the new substitute buyer name. Before you save, the system prompts you to be sure that you want to change the buyer in these tables: PS_ITM_CAT_TBL, PS_ITM_CAT_BU, PS_PURCH_ITEM_ATTR, PS_PURCH_ITEM_BU, and PS_VENDOR_LOC.
Opt out from PO dispatch Email	Select this check box to exclude the buyer from the PO dispatch notification email. **Note:** This check box is available to select only when *Send a copy of the dispatch Email to Buyer* check box is enabled on the Application Fundamentals: Installation Options - Purchasing Page.
PO Dispatch Signature Location	This field identifies where the signature to be used on the PO Dispatch is located. This field is used first for the location. If you do not define a location, the system uses the location defined for the Purchasing business unit.

Default PO Status

Field or Control	Description
Open	Indicates that purchase orders that the buyer creates are initially set to *Open* status and must be approved by an authorized user. Approval rules set at the business unit level determine whether the status of the purchase order changes to *Approved* or *Pending Approval.*

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Field or Control	Description
Pending Approval/Approved	Indicates that purchaser orders that the buyer creates are set to *Pending Approval* or *Approved* status, depending on the approval rules set at the business unit level.

Override Procurement Card

This group only appears if the buyer can use a procurement card. Otherwise, this group box will be hidden.

Field or Control	Description
Card Number	The procurement card number appears that you selected as the buyer default on either the Assign Proxies page under the Security menu or the Assign Proxies page under the Cardholder Profile - Card Data page. You can change the procurement card number to another procurement card number. Only the procurement cards that are valid for this buyer are available for selection.
Card Type	Displays the card type associated with the procurement card.
Expiration Date	Displays the expiration date for this procurement card.
Use Procurement Card as default payment method on Purchase Orders	Select this check box if you want to use the procurement card you select on this page as the default payment method when creating a purchase order.
Reporting Entity	Select the reporting entity to which this buyer will be assigned. The reporting entity determines which Purchasing Business Unit's purchase orders will be included in the spend analysis graphs. Additionally, the reporting entity specifies a calendar so that delivery schedules can be bucketed into the appropriate periods.
Prior Periods	Specify the number of periods prior to the current period that should appear on the spend analysis graphs
Future Periods	Specify the number of periods after the current period that should appear on the spend analysis graphs

See the product documentation for *PeopleTools: Security Administration*

Related Topics

- PeopleSoft Purchasing: Establishing Procurement Card Security
- PeopleSoft Purchasing: Defining Cardholder Profile

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Dashboard Page

Assess the Dashboard page (Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Setup, Dashboard).

Field or Control	Description
Reporting Entity	Select the reporting entity to which this buyer will be assigned. The reporting entity determines which PeopleSoft Purchasing business unit's purchase orders will be included in the spend analysis graphs. Additionally, the reporting entity specifies a calendar so that delivery schedules can be bucketed into the appropriate periods.
Prior Periods	Specify the number of periods prior to the current period that should appear on the spend analysis graphs
Future Periods	Specify the number of periods after the current period that should appear on the spend analysis graphs

Defining Buyer Manager Setup

To define buyer manager setup, use the Buyer Manager Setup component (PO_MANAGER_TBL).

This section lists the page used to define buyer manager setup.

Page Used to Define Buyer Manager Setup

Page Name	Definition Name	Usage
Define Buyers for a Manager Page	PO_MANAGER_TBL	Define buyers that report to a manager for use by the manager spend analysis pagelets in the SRM dashboard. When the manager specified here logs in and views the manager pagelets, the data presented will be comprised of the purchase orders on which these buyers are specified.

Defining Requesters

To define requesters, use the Requester Setup component (REQUESTOR_TBL). Use the REQUESTOR_TBL_CI component interface to load data into the tables for these components.

This section discusses how to establish requesters and defaults.

You can define default information for requesters and assign any number of item catalogs, including a default catalog, to each requester. This streamlines requisition data entry for each requester, because default information appears on requisitions automatically. You can then

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authorize established purchasing users to enter and process requisitions for all or specific requesters.

When you stage requisition data from any third-party application, you must set up requesters in the PeopleSoft system and in the third-party application for the enterprise integration point (EIP) to work as designed.

Page Used to Define Requesters

Page Name	Definition Name	Usage
Requester Setup Page	REQUESTOR_TBL	Establish default information for requesters.

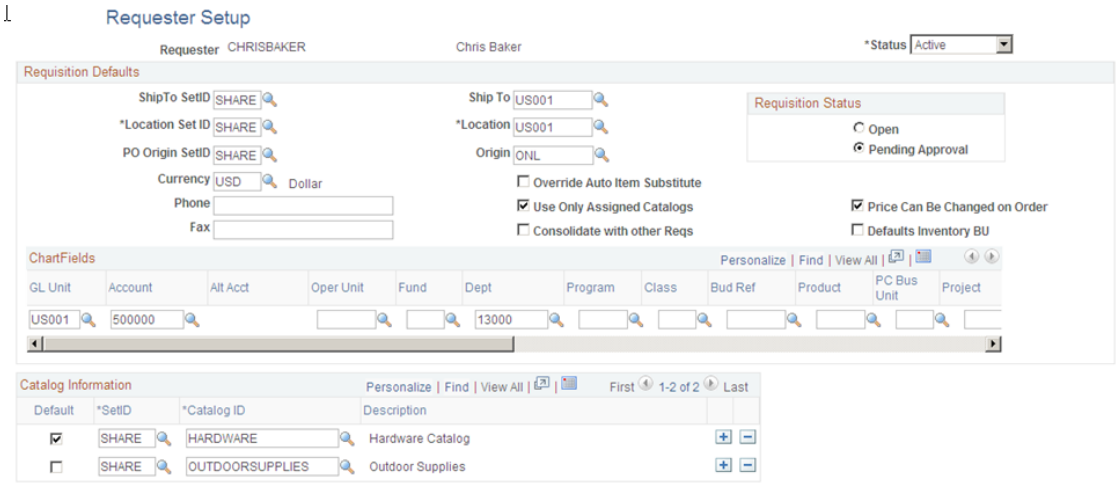
Requester Setup Page

Use the Requester Setup page (REQUESTOR_TBL) to establish default information for requesters.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Requester Setup**, and then **Requester Setup**

This example illustrates the fields and controls on the Requester Setup Page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Requester	Displays the name of the requester as well as the user description that you entered on the User Profile - ID page when you created the requester's user ID. Only established users can be set up as requesters.

Requisition Default Values

The **ShipTo SetID, Location SetID,** and **PO Origin SetID** fields work together when you establish ship-to, location, and origin default information for requesters. After you select a

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SetID for each of the defaults, the system enables you to select only the defaults associated with that SetID.

Field or Control	Description
Ship To	Select the default ship-to location for the requester. The system uses this value as the ship-to location on all requisition schedule lines created by the requester.
Location	Select the default location for the requester. The system uses this value as the location on all requisition distribution lines created by the requester. This location is the internal final destination of the item once the supplier has delivered it to the organization.
Origin	Select the default origin for the requester. The system uses this value as the origin on all requisition header lines created by the requester.
Currency	Displays the default currency associated with the requester.
Override Auto Item Substitute	Selecting this checkbox will allow the requester to disable auto item substitution on a Requisition Line, if the requestor wishes to retain the current item ID and does not want it to be automatically substituted during sourcing. Additionally, requestors will be able to reject a Substitute Item found by Auto Item Substitution on the online Requisition. • Selecting this checkbox will enable the 'Auto Item Substitution' checkbox on the Requisition Line. The Requester can uncheck this checkbox if they wish to prevent Automatic Item Substitution from occurring on this Requisition Line during the sourcing process. The 'Override Auto Item Substitution' will also be available in the Requisition Selection where the Buyer can reset this flag if required. With this checkbox selected, if Auto Item Substitution occurs on a Requisition Line and a Substitute Item is found, the Requester can define whether to prevent the Substitute Item from overriding requested item. • If the checkbox is not selected, the 'Auto Item Substitution' checkbox on the Requisition Line will be auto-selected and deactivated so that the Requester cannot uncheck it. The Buyer will still have the option to deselect this checkbox in Requisition Selection.

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Field or Control	Description
Use Only Assigned Catalogs	Select to enable requesters to access only the catalogs relevant to their needs. Use the **Catalog Information** scroll area to define which catalogs are available to the requester. Keep these guidelines in mind if the requesters are restricted to using certain catalogs: • On the Maintain Requisitions - Form page, only those item IDs and categories associated with the requester's assigned catalogs are valid. • On the Order By Catalog page, Category Search page, and Catalog Hierarchy page, only those catalogs assigned to the requester are available. • On the Item Search Criteria page, only those item IDs and categories associated with the requester's assigned catalogs are valid. In addition, the **Search** button retrieves only those items associated with the requester's assigned catalogs.
Consolidate with other Reqs (consolidate with other requisitions)	Select if you want requisitions created by the requester to be consolidated during the PO Calculations process (PO_POCALC). The process uses this setting to determine whether the schedule can be consolidated with items from other requisitions.
Price Can Be Changed on Order	Select to enable a buyer to change item prices requested by the requester. If you do not select this check box, you cannot alter item prices on requisitions.
Defaults Inventory BU (defaults inventory business unit)	Select to specify the default inventory business unit to be associated with the item in the requisition distribution. If you do not select this check box, the inventory business unit does not appear by default in the requisition distribution.

Requisition Status

Field or Control	Description
Open	Select to indicate that a requisition created by the requester remains in open status when saved. A requisition is not eligible to enter the approval process until an authorized user changes its status to *Pending Approval.*
Pending	Select to indicate that a requisition created by the requester is assigned a pending approval status and is eligible to enter the approval process when saved.

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Override Procurement Card

This group box appears only if the requester can use a procurement card. Otherwise, this group box will be hidden.

Field or Control	Description
Card Number	The procurement card number appears that you selected as the requester default on either the Assign Proxies page under the Security menu or the Assign Proxies page under the Cardholder Profile - Card Data page. You can change the procurement card number to another procurement card number. Only the procurement cards that are valid for this requester are available for selection.
Card Type	Displays the card type associated with the procurement card.
Expiration Date	Displays the expiration date for this procurement card.
Use Procurement Card as default payment method on Requisitions	Select this check box if you want to use the procurement card you select on this page as the default payment method when creating a requisition.

Catalog Information

Field or Control	Description
Default	Select to designate a default catalog for a requester. Optionally, you can assign any number of catalogs and designate one of them as the requester's default catalog. When you select this option, the default catalog automatically populates the catalog on the Order by Catalog, Category Search, and View Hierarchy pages.

Related Topics

- PeopleSoft Purchasing: View Category Hierarchy Page
- PeopleSoft Purchasing: Maintain Requisitions - Requisition Page
- PeopleSoft Purchasing: Order By Catalog Page
- PeopleSoft Purchasing: Category Search Page
- PeopleSoft Purchasing: Establishing Procurement Card Security
- PeopleSoft Purchasing: Defining Cardholder Profile

Using Requisition Loader Defaults and Overrides

To define requisition loader default options, use the Requisition Loader Default component (REQ_LOADER_DFL).

This section discusses how to define Requisition Loader defaults, Requisition Loader overrides and options.

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The Purchasing Requisition Loader Application Engine process (PO_REQLOAD) loads requisitions from various sources, such as other PeopleSoft applications or external sources in PeopleSoft Purchasing. Use the Requisition Loader Defaults - Req Loader Defaults page and Requisition Loader Defaults - Overrides and Options page to define default and overriding values for requisitions that the Purchasing Requisition Loader process loads from these sources.

When these requisitions arrive in PeopleSoft Purchasing, especially in the case of non-PeopleSoft sources, some of the requisition information might be missing. Entering values on the Requisition Loader Defaults - Req Loader Defaults page enables you to set default values that populate the appropriate fields on loaded requisitions. The values that you enter on the Requisition Loader Defaults - Req Loader Default page are used as defaults when the values are not already provided in the system.

In addition, some requisitions might enter PeopleSoft Purchasing with values that you want to change. Entering values on the Requisition Loader Defaults - Overrides and Options page enables you to override or replace existing values on loaded requisitions with values that you specify. You can also select options that affect the statuses of the requisitions and how the PeopleSoft Purchasing Requisition Loader process builds them.

Pages Used to Use Requisition Loader Defaults and Overrides

Page Name	Definition Name	Usage
Req Loader Defaults Page	REQ_LOADER_DFL2	Define default values for the Purchasing Requisition Loader process. When the process runs, the default values populate appropriate requisition fields for which there are no existing values in the system.
Asset Information Page	REQ_DFL_ASSET	Enter asset information to appear by default in appropriate loaded transactions. The Asset Information link is not available for a PeopleSoft Maintenance Management (WM) system source. See Req Loader Defaults Page
Requisition Loader Defaults - Overrides and Options Page	REQ_LOADER_DFL	Define override options for the Purchasing Requisition Loader process. When the process runs, the override values replace the appropriate existing requisition values.

Related Topics

- PeopleSoft Purchasing: Understanding the Purchasing Requisition Loader Application Engine Process (PO_REQLOAD)

Req Loader Defaults Page

Use the Req Loader Defaults (requisition loader defaults) page (REQ_LOADER_DFL2) to define default values for the Purchasing Requisition Loader process.

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When the process runs, the default values populate appropriate requisition fields for which there are no existing values in the system.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Requisition Loader Defaults**, and then **Req Loader Defaults**

Field or Control	Description
System Source and **Requesting Loader Bus Unit** (requesting loader business unit)	The system source and requesting loader business unit you entered to access the page appear.

Requisition Loader Defaults

Field or Control	Description
Business Unit	Select the default PeopleSoft Purchasing business unit that will appear on the requisitions. If you want to use multiple business units for the same system source, you must set up a separate Requesting Loader Bus Unit (requesting loader business unit) for each business unit you want to use. The GL Unit field that displays on this page is the one that is associated with the PeopleSoft Purchasing business unit that you select. The GL Unit field is not available for modification.
Requester	Select the name of the requester that will appear on the requisitions.
Origin	Select the origin default value that will appear on the requisitions.
Ship To	Select the default ship to business unit that will appear on the requisitions. The system will populate this field with the default value assigned to the requester if it isn't specified.
Price Can Be Changed on Order	Select this check box to enable the prices for items to be changed on the requisitions.
GL Unit (PeopleSoft General Ledger business unit)	The PeopleSoft General Ledger business unit appears by default from the PeopleSoft Purchasing business unit that you selected in the **Business Unit** field. This PeopleSoft General Ledger business unit will appear on the distribution information for the requisitions.
ChartFields	Select the different ChartFields that will appear as defaults on the requisitions.
Asset Information	Click this link to access the Asset Information page where you can enter asset information for the item. **Note:** This link is not available for a PeopleSoft Maintenance Management (WM) system source.

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Requisition Loader Defaults - Overrides and Options Page

Use the Requisition Loader Defaults - Overrides and Options page (REQ_LOADER_DFL) to define override options for the Purchasing Requisition Loader process.

When the process runs, the override values replace the appropriate existing requisition values.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Requisition Loader Defaults**, and then **Overrides and Options**

Mapping Keys

Use the Mapping Keys group box to enter reference values for creating the requisition using XML file upload.

For creating requisitions using XML upload, the **Consolidate with other Reqs**, **Auto Load Indicator**, and **Inventory Source Flag** check boxes under the Requisition Loader Options group box should be disabled.

Field or Control	Description
XML Reference ID	Enter a reference ID to map the XML file with the requisition loader business unit.
XML Reference Value	Enter a reference value to map the XML file with the requisition loader business unit.

> **Note**
>
> The **XML Reference ID** and **XML Reference Value** fields should be unique for all the business units. The XML file should also contain the same reference keys for mapping the file with the requisition loader business unit.

For more information about creating requisitions using XML upload, refer PeopleSoft eProcurement: Creating Bill Only Requisition Using XML File Upload.

Requisition Loader Overrides

Use the **Requisition Loader Overrides** group box to set values that override the existing values on requisitions built by the PeopleSoft Purchasing Requisition Loader process.

Field or Control	Description
Buyer	Select the buyer for whom to set up requisition loader override information.
Account	Select the account in which you want to override requisition loader business unit settings.
Alt Account (alternate account)	Select an alternate account, if available, for the primary account, which is the buyer for whom to set up requisition loader override information.

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Field or Control	Description
Product	Select a specific product for which to set up requisition loader overrides.
Entry Event	Select a value to override any default entry event codes entered at the business unit level or on the Requisition Loader page. Entry events codes are used to generate supplemental accounting entries.
Enable Tolerances	Select this check box if you want to apply tolerances to the requisitions built by the Requisition Loader process.
% Unit Price Tolerance Over (percent unit price tolerance over)	Enter the base price tolerance on a percentage over of the suggested requisition price.
% Unit Price Tolerance - Under (percent unit price tolerance under)	Enter the base price tolerance on a percentage under of the suggested requisition price.

Requisition Loader Options

Field or Control	Description
Consolidate with other Reqs	Select to consolidate the loaded requisitions during the PO Calculations process (PO_POCALC). The process uses this setting to determine if the schedule can be consolidated with items from other requisitions.
Auto Load Indicator	Select to indicate that you want requests from the selected loader business unit to be eligible for processing by the Purchasing Requisition Loader process. This check box setting defines which business units and requests are available for processing in conjunction with the *All Business Units* and *Range of Business Units* run types on the Requisition Loader page. If you do not select this check box, requests from this requesting loader business unit are not loaded.
Inventory Source Flag	Select to indicate that you want any eligible requisition items sourced from PeopleSoft Inventory. Ineligible items include ad hoc items, non-inventory items, and open description items. This check box is unavailable for the requisition system sources for PeopleSoft Order Management (direct shipments).
Default Contract on Req (default contract on requisition)	Select to override the **Default Contract On Req** setting that is defined at the business unit level on the Business Unit Options page.
Create Special Request If Item not Found	If enabled, while creating the requisition via XML upload, the system will create special request if the specified item is unavailable.

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ChartField Status

Field or Control	Description
ChartField Status	Select the status to be used on requisitions. Values are: • *By Combo Edits* (by combination edits): When you run the Purchasing Requisition Loader process, these requisitions will be checked for valid ChartField combinations. If a requisition line has invalid ChartField combinations, the system will log an error message in the error log records defined in the POREQBATCH ChartField combination editing template. The system uses the POREQBATCH ChartField combination editing template when it performs the combination edits. This option appears only if Combo Editing is enabled for the business unit. • *Recycled:* Select to give all requisition ChartFields a status of *Recycled.* When you save the requisition or run the PO Calculations process (PO_POCALC), these requisitions will be checked for valid ChartField combinations. If a requisition line has invalid ChartField combinations, the system will generate an exception. • *Valid:* Select to give all requisition ChartFields a status of *Valid.* When you save the requisition or run the PO Calculations process (PO_POCALC), these ChartFields will pass through the system as valid. No combination edit errors will occur.

Requisition Status

Use the **Requisition Status** group box to transfer a status to the corresponding fields on the requisition.

Field or Control	Description
Open	Select this option to give all requisitions a status of *Open* when they are loaded.
Pending	Select this option to give all requisitions a status of *Pending* when they are loaded.
Approved	Select this option to give all requisitions a status of *Approved* when they are loaded.

Related Topics

- PeopleSoft Purchasing: Understanding Entry Events in PeopleSoft Purchasing
- PeopleSoft Purchasing: Establishing Purchasing Processing Options
- Application Fundamentals: Understanding ChartField Combination Editing

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Using Purchase Order Loader Defaults and Overrides

To define Purchase Order Loader default options, use the Purchase Order Loader Defaults component (PO_LOADER_DFL).

This section discusses how to:

- Define Purchase Order Loader defaults.
- Enter default asset information.
- Define Purchase Order Loader overrides and options.

The PO Stage Load process (PO_POSTAGE) loads staging tables with entries from PeopleSoft Supply Planning and PeopleSoft Manufacturing for later purchase order creation. PeopleSoft Supply Planning and PeopleSoft Manufacturing do not have all the information required to create a purchase order. The PO Stage Load process also loads staging tables with entries from purchase order change order requests. Use this component to identify new lines and schedule defaults.

The PO Loader Defaults page enables you to set default values to populate fields on purchase orders loaded by the PO Stage Load process. If information is missing, the default values populate the appropriate ChartFields.

Some purchase orders might enter the purchasing application with values that you want to change. The PO Loader Defaults - Overrides and Options page enables you to override values on loaded purchase orders with the values that you specify. No matter what the ChartField value from the source is, the override value replaces it. You can also select options on this page that affect the status of the purchase orders and how the PO Calculations process (PO_POCALC) builds them.

PeopleSoft Maintenance Management can directly create purchase order staging data for the PO Calculations process to pick up and process. Use the system source Maintenance Management to define business unit relationships. PO Loader defaults provide the mapping of a PeopleSoft Maintenance Management Business Unit to a PeopleSoft Purchasing Business Unit. PeopleSoft Maintenance Management does not use the overrides and defaults when creating the purchase order staging data.

PeopleSoft Order Management can directly create a purchase order from the Create/Update Order component. Use the system source OM Online Entry Panel (POM), to define the business unit relationships. PeopleSoft Order Management does not use the overrides and defaults when creating the purchase order.

> **Note**
>
> If you are loading staging tables from change requests, select PPO as the system source when you first enter the PO Loader Defaults component.

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Pages Used to Use Purchase Order Loader Defaults and Overrides

Page Name	Definition Name	Usage
PO Loader Defaults Page	PO_LOADER_DFL2	Set default values for the PO Stage Load process. Default values populate empty purchase order fields when the process runs.
Asset Information Page	PO_DFL_ASSET	Enter asset information to appear by default in appropriate loaded transactions. The **Asset Information** link is not available for a Maintenance Management (WM) system source.
PO Loader Defaults - Overrides and Options Page	PO_LOADER_DFL1	Define override options for the PO Stage Load process. These values replace existing purchase order field values when the process runs.

Related Topics

- PeopleSoft Purchasing: Understanding the Purchase Order Sourcing Business Process

PO Loader Defaults Page

Use the PO Loader Defaults (purchase order loader defaults) page (PO_LOADER_DFL2) to set default values for the PO Stage Load process.

Default values populate empty purchase order fields when the process runs.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **PO Loader Defaults**, and then **PO Loader Defaults**

Field or Control	Description
System Source and **Loader Bus Unit** (loader business unit)	The system source and loader business unit you entered to access the page appear.

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PO Loader Defaults

Field or Control	Description
Business Unit	Select the default PeopleSoft Purchasing business unit that will appear on the purchase orders. If you want to use multiple business units for the same system source, you must set up a separate Loader Bus Unit (loader business unit) for each business unit you want to use. The **GL Unit** field that appears on this page is associated with the PeopleSoft Purchasing business unit that you select. The **GL Unit** field is not available for modification.
Requester	Select the name of the requester that will appear on the purchase orders.
Ship To	Select the default ship to business unit that will appear on the purchase orders. The system will populate this field with the default value assigned to the requester if it isn't specified.
Origin	Select the origin default value that will appear on the purchase orders.
GL Unit (PeopleSoft General Ledger business unit)	The PeopleSoft General Ledger business unit appears by default from the PeopleSoft Purchasing business unit that you selected in the **Business Unit** field. This PeopleSoft General Ledger business unit will appear on the distribution information for the purchase orders.
ChartFields	Select the different ChartFields that will appear as defaults on the purchase orders.
Asset Information	Click this link to access the Asset Information page where you can enter asset information for the item. **Note:** This link is not available for a PeopleSoft Maintenance Management (WM) system source.

Asset Information Page

Use the Asset Information page (REQ_DFL_ASSET) to enter asset information to appear by default in appropriate loaded transactions.

Navigation:

Click the **Asset Information** link on the Req Loader Defaults page.

> **Note**
>
> This page is not available for a Maintenance Management (WM) system source.

When you consider the item on a distribution line to be an asset and plan to pass it on to the PeopleSoft Asset Management system through receiving, you must populate both the

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Business Unit (PeopleSoft Asset Management business unit) and **Profile ID** fields. When both fields contain values, the receiving business process treats the item as an asset and writes data to the PeopleSoft Asset Management staging tables. All fields entered here are passed to the PeopleSoft Asset Management system.

Field or Control	Description
Business Unit	Select a PeopleSoft Asset Management business unit.
Cost Type	Select the cost type that is incurred with the purchase of the item. Values are: *C* (cost), *G* (grant reimbursements), *M* (margin), *R* (revaluation), *P* (scrap on asset), and *S* (sales of assets).
Capitalize	Select this check box if the cost of this item is capitalized. You must enter an asset management business unit to select this check box.

PO Loader Defaults - Overrides and Options Page

Use the PO Loader Defaults - Overrides and Options page (PO_LOADER_DFL1) to define override options for the PO Stage Load process.

These values replace existing purchase order field values when the process runs.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **PO Loader Defaults**, and then **Overrides and Options**

PO Loader Overrides

Use the **PO Loader Overrides** group box to set values that override the existing values provided by PeopleSoft Supply Planning, PeopleSoft Manufacturing, as well as values that are introduced to the system using purchase order change order process. These values are later staged by the PO Stage Load process (PO_POSTAGE).

> **Note**
>
> PeopleSoft Maintenance Management does use these overrides and options when creating purchase order staging data.

Field or Control	Description
Enable Tolerances	Select this check box to enable tolerances.
Buyer	Select a buyer who overrides the buyer associated with an item. When the purchase order is created, the override buyer appears in the corresponding field, instead of the buyer associated with the item.
% Price Tolerance Over (percent price tolerance over)	Enter the base price tolerance on a percentage over of the suggested purchase order price.

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Field or Control	Description
% Price Tolerance - Under (percent price tolerance under)	Enter the base price tolerance on a percentage under of the suggested purchase order price.

ChartField Status

Field or Control	Description
ChartField Status	Select the ChartField status. Statuses are: *Valid* or *Recycled.*

Defining Contract Style

Page Used to Define Contract Style

Page Name	Definition Name	Usage
Contract Style page	CNTRCT_STYLE	Manage user access to contract fields.

Understanding Contract Style

Contract style allows the user organization to give Industry names to the different types of contracts used in the organization. Contract styles work with 13 pre-defined structures available in the system data. These structures correspond to the 10 procurement contract Process Options and 3 Supplier Contract Source Transactions: Ad Hoc, Purchase Order, and Sourcing Event.

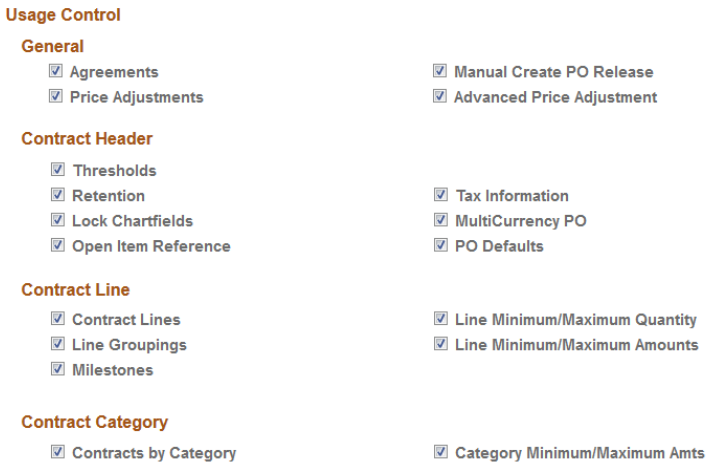
There is no structure for the Purchasing Contract Source Transaction because those types of documents get the Contract Style from the transactional purchasing contract.

In addition, contract style enables you to simplify contract creation by managing the fields that appear on the contract. You can limit the contract fields that display on the contract using the field-control options associated with delivered *structure* types.

Each delivered structure type provides a unique set of field-control options and automatically excludes options not relevant to that structure type. The following is an example of field-control options available on the Contract Style page:

This is an example of field-control options available on the Contract Style page.

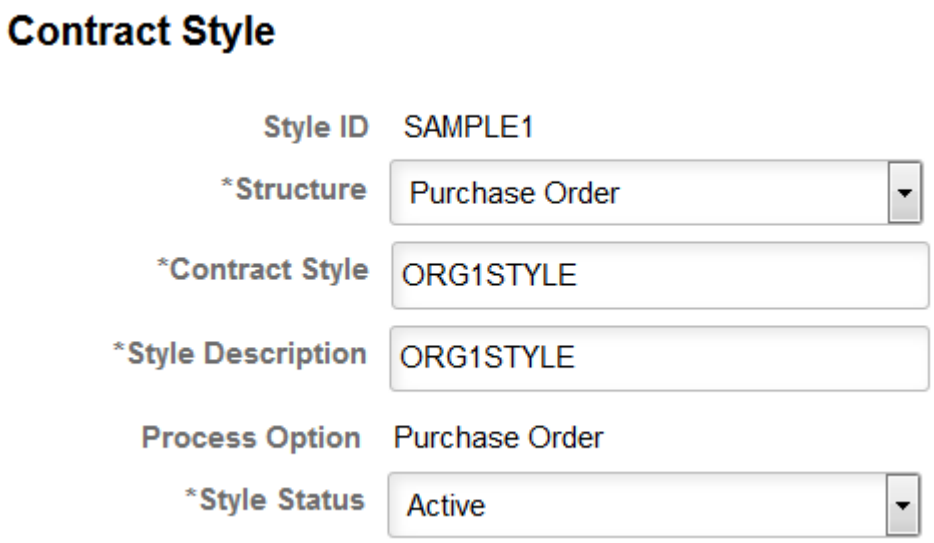
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Note that each group box represents a section of the contract. And each group box has field-control options that correspond to specific fields on the contract. All field-control options are selected by default, but if you do not want to include a field on the contract, simply deselect the option and it will not appear when the contract style is used.

You associate a delivered structure type with a contract style and contract process option, thereby determining which fields appear on the contract whenever a new one is created. The following is an example of a structure type/contract style combination.

This is an example of the structure type/contract style combination



This table describes the delivered structure types and the usage control fields associated with each:

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Structure Type	General Usage Controls	Contract Header Usage Controls	Contract Line Usage Controls	Contract Category Usage Controls
Ad Hoc Document	N/A	N/A	N/A	N/A
Distributor	Agreements	Notifications	N/A	N/A
General Contract	Agreements Price Adjustments Manual Create PO Release Advanced Price Adjustment	Notifications Retention Lock Chartfields Open Item Reference Tax Information MultiCurrency PO PO Defaults	Contract Lines Line Groupings Milestones Line Minimum/ Maximum Quantity Line Minimum/ Maximum Amounts	Contracts by Category Category Minimum/ Maximum Amts
Group Multi Supplier	N/A	Notifications	N/A	N/A
Group Single Supplier	N/A	Notifications	N/A	N/A
Manufacturer	Agreements	Notifications	Contract Lines Line Minimum/ Maximum Quantity Line Minimum/ Maximum Amounts	N/A
Prepaid Voucher	Agreements	Notifications Retention Tax Information	Contract Lines Line Groupings Milestones Line Minimum/ Maximum Quantity Line Minimum/ Maximum Amounts	N/A
Prepaid Voucher w/ Advance PO	Agreements	Notifications Retention Tax Information	Contract Lines Line Groupings Milestones Line Minimum/ Maximum Quantity Line Minimum/ Maximum Amounts	N/A

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Structure Type	General Usage Controls	Contract Header Usage Controls	Contract Line Usage Controls	Contract Category Usage Controls
Purchase Order	Agreements Price Adjustments Manual Create PO Release Advanced Price Adjustment	Notifications Lock Chartfields Open Item Reference Tax Information MultiCurrency PO PO Defaults	Contract Lines Line Groupings Milestones Line Minimum/ Maximum Quantity Line Minimum/ Maximum Amounts	Contracts by Category Category Minimum/ Maximum Amts
Purchase Order Document	N/A	N/A	N/A	N/A
Recurring PO Voucher	Agreements	Notifications Retention Tax Information MultiCurrency PO	Contract Lines Line Groupings Milestones Line Minimum/ Maximum Quantity Line Minimum/ Maximum Amounts	N/A
Recurring Voucher	Agreements	Notifications Retention Tax Information	Contract Lines Line Groupings Milestones Line Minimum/ Maximum Quantity Line Minimum/ Maximum Amounts	N/A
Release to Single PO Only	Agreements Manual Create PO Release	Notifications Lock Chartfields Tax Information MultiCurrency PO PO Defaults	Contract Lines Line Groupings Milestones Line Minimum/ Maximum Quantity Line Minimum/ Maximum Amounts	N/A
Sourcing Event Document	N/A	N/A	N/A	N/A
Special Purpose	N/A	Notifications	N/A	N/A

This table describes the field-control options and their corresponding fields on the contract:

Usage Control	Contract Fields Affected
Notifications	Notifications hyperlink

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Usage Control	Contract Fields Affected
Agreement	Agreement hyperlink
	Agreement icons on Line
	Agreement icons on Category
Price Adjustments	Price Adjustment Template
	Add Open Item Price Adjustments
	Adjust Supplier Pricing First
	Line level price adjustment page
	Line level Adjust: Before / After Contract Adjustments
	Category level price adjustment page
	Category level Adjust: Before / After Contract Adjustments
Manual Create PO Release	Contract Releases hyperlink
	Include for Release
Advanced Price Adjustment	Price Adjustment icon on Items
	Price Adjustment icon on Categories
	Hard Price on Price Adjustment page
	Ignore If Other Adjustments on Price Adjustment page
	Stop Price Calculation Here on Price Adjustment page
Thresholds	Thresholds & Notifications hyperlink
Retention	Retention hyperlink
Lock Chartfields	Lock Chartfields option
Open Item Reference	Allow Open Item Reference
	Adjust Supplier Pricing First
	Add Open Item Price Adjustments
	Price Can Be changed on Order
Tax Information	Tax Exempt option
	Tax Exempt ID
	Sales Tax Amount
MultiCurrency PO	Currency
	Allow Multicurrency PO
PO Defaults	PO Defaults hyperlink
Contract Lines	All fields in the Contract Lines group box
Line Groupings	Line Groupings sub-tab in the Contract Items group box
Milestones	Milestone hyperlink
	Release as Milestone option (on lines)
Line Minimum/Maximum Quantity	Release Quantities sub-tab in the Contract Items group box and on Line Details sub-page
Line Minimum/Maximum Amounts	Release Amounts sub-tab in the Contract Items group box and on Line Details sub-page
Contracts by Category	All fields in the Contract Categories group box

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Usage Control	Contract Fields Affected
Category Minimum/Maximum Amts	Release Amounts sub-tab in the Contract Categories group box

Contract style also enables you to activate specific document types for a contract style (when you license Supplier Contract Management).

> **Note**
>
> You can only enable field-control options for new contracts. Once you create a contract for a contract style, the control options are unavailable for editing.

> **Note**
>
> Contract Styles are only available when Purchasing is installed.

For additional contract control options, see Understanding Contract Usage Options.

Contract Style page

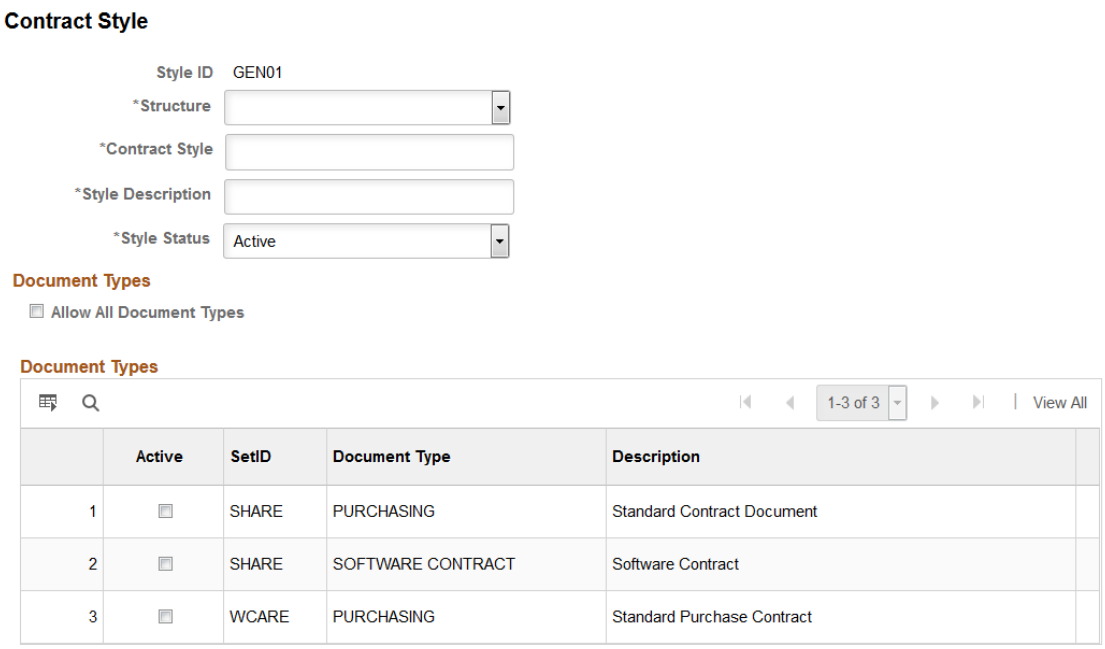
Use the Contract Style page (CNTRCT_STYLE) to manage user access to contract fields.

Navigation:

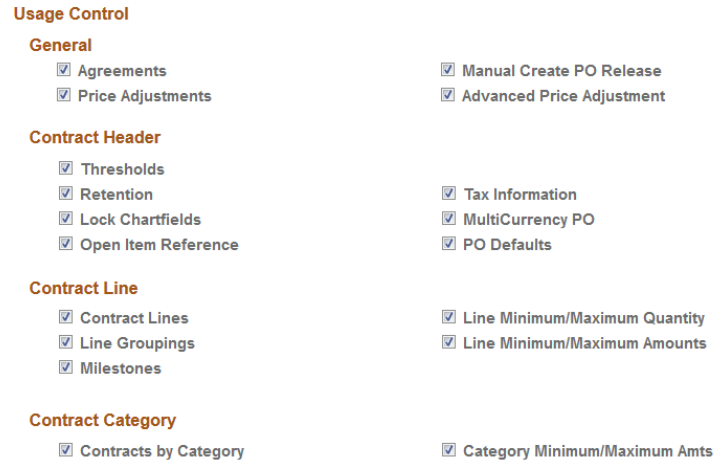
Set Up Financials , and then **Product Related**, and then **Procurement Options** , and then **Purchasing**, and then **Contract Style**

This example illustrates the fields and controls on the Contract Style page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Contract Style page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Style ID	Displays the style ID you entered for the contract. This ID can accommodate up to 10 characters.

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Field or Control	Description
Structure	Select a structure type from the set of predefined structures in the system data. Values include: • *Ad Hoc Document* • *Distributor* • *General Contract* • *Group Multi Supplier* • *Group Single Supplier* • *Manufacturer* • *Prepaid Voucher* • *Prepaid Voucher with Advance PO* • *Purchase Order* • *Purchase Order Document* • *Recurring PO Voucher* • *Recurring Voucher* • *Release to Single PO Only* • *Sourcing Event Document* • *Special Purpose*
Contract Style	Enter a name for your contract style. This name can accommodate up to 30 characters. **Note:** The Style ID and Contract Style are interchangeable, when you are on the procurement pages. Contract Style appears as the field name, but in some cases the Style ID appears in the selected prompt search result. The Contract Style is used as the title for the fluid page and also appears on the procurement contract and supplier contracts pages.
Style Description	Displays the style description used for the contract.
Process Option	For procurement contracts this displays the process option that corresponds to the structure type.
Style Status	You can choose to inactivate or activate the status. This field is Active by default. Once a contract style is inactivated you will still be able to maintain contracts using this contract style but you will not be able to create new contracts or documents using this style.

Document Types

This section appears when Supplier Contracts is installed and you are using Document Types. Select the Allow All Document Types option to enable this contract style to work with all Supplier Contract Document Types.

If you do not select the Allow All Document Types option, the system displays the available document types and you can activate the ones you want to work with this contract style. If a Document Type is activated, and then later inactivated, it will prevent any new documents from

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being created using that combination of contract style and Document Type. You must have at least 1 active Document Type selected if the Allow All Document Types is checked

Once a Contract Style has been used on a document, the Document Type used for that document cannot be removed from the Contract Style.

Usage Control

Use this group box to manage user access to contract fields using the available field-control options.

PeopleSoft provides the following field-control options:

- *Agreements*
- *Price Adjustments*
- *Manual Create PO Release*
- *Advanced Price Adjustment*
- *Notifications*
- *Retention*
- *Lock Chartfields*
- *Open Item Reference*
- *Tax Information*
- *MultiCurrency PO*
- *PO Defaults*
- *Contract Lines*
- *Line Groupings*
- *Milestones*
- *Line Minimum/Maximum Quantity*
- *Line Minimum/Maximum Amounts*
- *Contracts by Category*
- *Category Minimum/Maximum Amts*

These options correspond to specific fields on the contract.

Select an option to include the corresponding fields on the contract. Deselect an option to exclude the corresponding fields on the contract.

> **Note**
>
> The structure type determines the field-control options available to you. Some structure types do not include all field-control options.

Defining Contract and Vendor Rebate Control Parameters

To define contract controls, use the Contract Control component (CNTRCT_CONTROL).

This section discusses how to set Contract and Vendor Rebate Controls.

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Page Used to Define Contract and Vendor Rebate Control Parameters

Page Name	Definition Name	Usage
Contract and Vendor Rebate Controls Page	CNTRCT_CONTROL	Set up the system to automatically assign ID numbers to each new contract and to define contract currency defaults.

Understanding Contract Usage Options

Contract usage options enable you to control which business unit, contract domain, and ship to location can be used when creating a new contract. These fields also provide additional pricing information by the specified business unit, contract domain, and ship to location. The setID set controls are used to define which options are available to contracts using that setID.

For distributor contracts, these fields determine the access and pricing by business unit, contract domain, and ship to location.

Using Access Control

When you use *Access* control, access is granted to a SetID for contracts based upon three options: *Business Unit, Ship To Location,* and *Contract Domain (region).* When control is specified for these three options, this means that you must specify specific Business Units, Ship To locations or Contract Domains that are valid on the contract. Only those contracts which match the control type are allowed when a contract is used on a purchase order or a requisition.

When the SetID for which Access is defined is used on a contract, a control type may be selected. Access control is used by all contracts that are not marked ‘Corporate.’ Corporate Contracts use Business Unit access by default and do not need to specify the Business Units to which this applies.

Using Markup (Pricing) Control

For manufacturer and distributor contracts, you can specify the use of markup/markdown amounts to be applied to contract prices based upon *Business Unit, Ship To Location* or *Contract Domain (region).*

When Markup is used at the SetID level, you can specify markup (positive) or markdown (negative) percentages to apply to the contract prices when that specific Control Type is used on the manufacturer contract.

Related Topics

- Contract Entry - Contract Page
  Use the Contract page (CNTRCT_HDR) to enter procurement contract information.

Contract and Vendor Rebate Controls Page

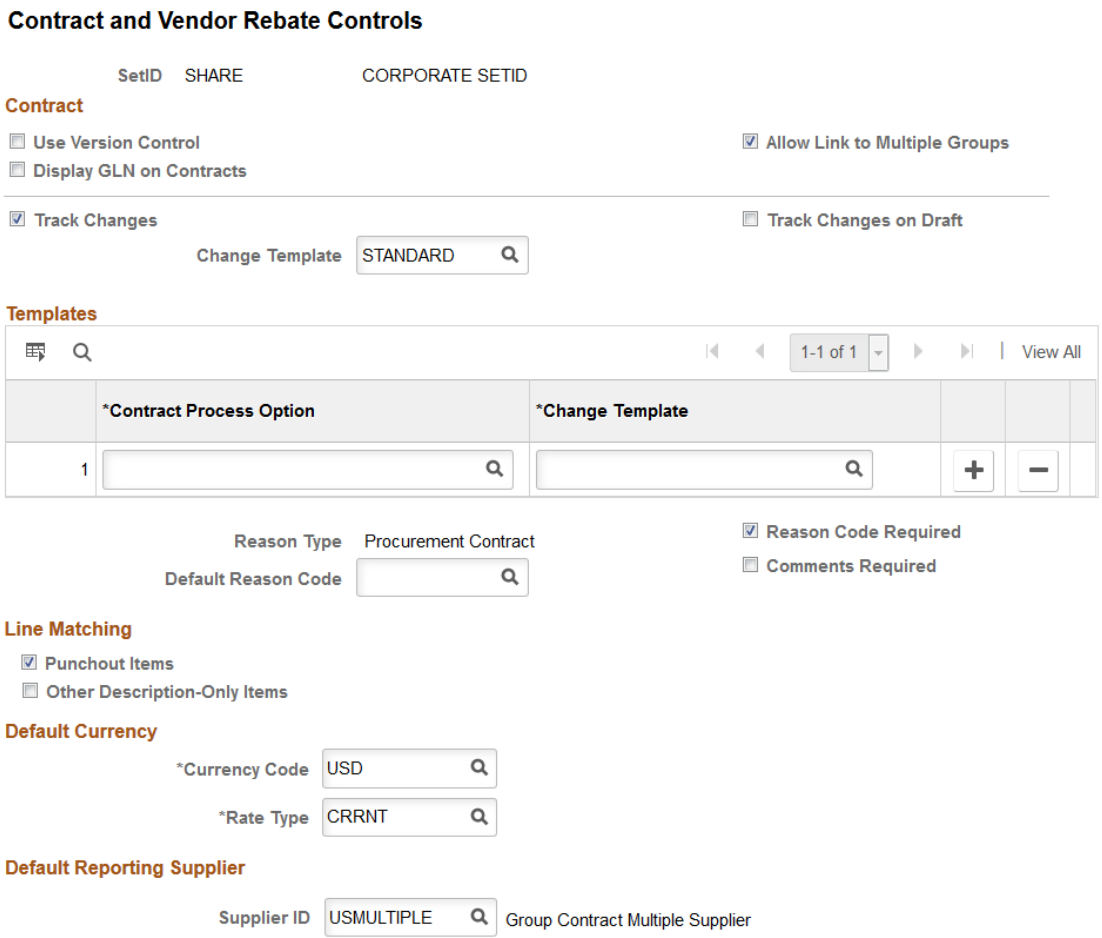
Use the Contract and Vendor Rebate Controls page (CNTRCT_CONTROL) to set up the system to automatically assign ID numbers to each new contract and to define contract currency defaults.

Navigation:

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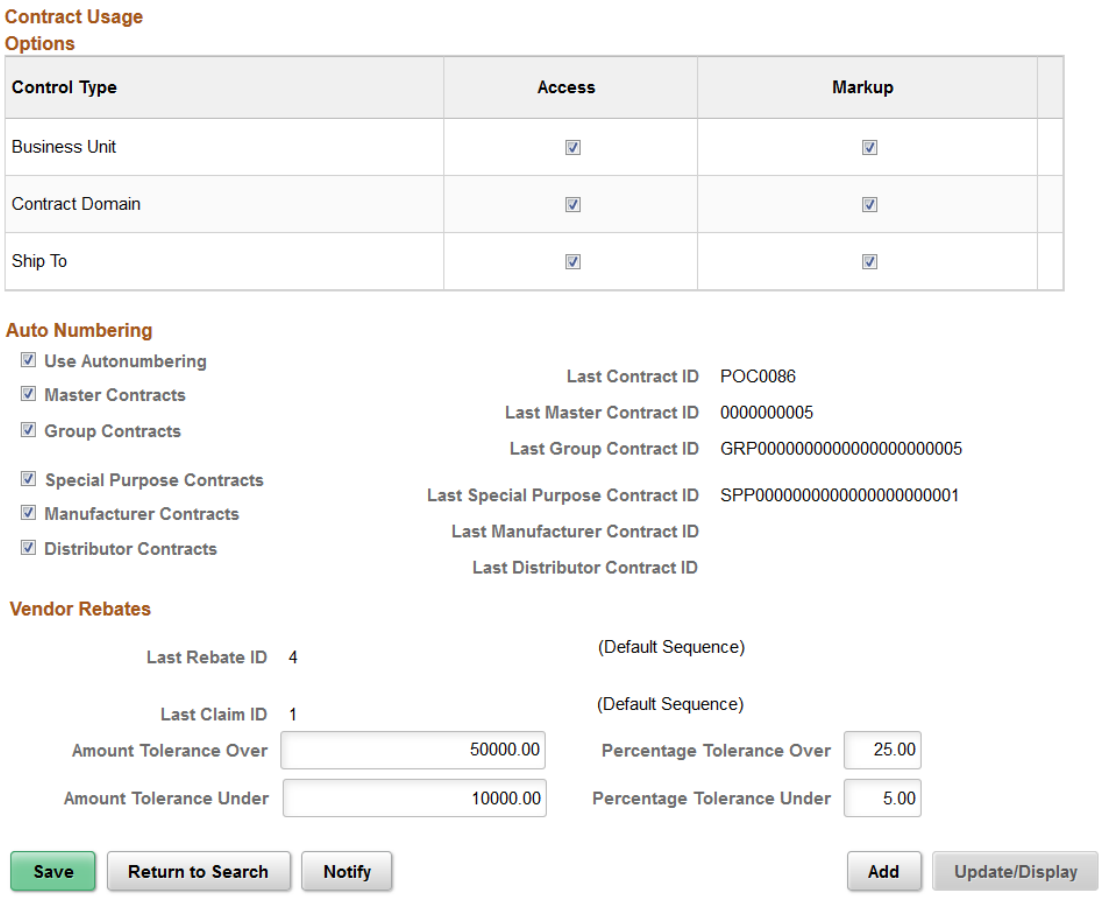
Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Set Controls-Contracts**, and then **Contract and Vendor Rebate Controls**

This example illustrates the fields and controls on the Contract and Vendor Rebate Controls. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Contract and Vendor Rebate Controls Page 2 of 2. You can find definitions for the fields and controls later on this page.

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Contract

Field or Control	Description
Last Contract ID	Displays the last contract number issued by the system. The contract ID is set up in the Auto numbering table.
Display GLN on contracts	Select to have the system assign the GLN Values based on the Supplier.
Use Version Control	Select to indicate that you want to use contract versions where you can create and maintain multiple versions of a contract in the procurement system. **Note:** After you select to use version control and if a contract exists for this SetID with a version number that is greater than one, you cannot change the setting to remove version control.
Allow Link to Multiple Groups	Select if you want to enable linking a procurement contract to multiple Group contracts. If this option is not selected, a procurement contract can only be linked to one Group Multi Supplier contract or one Group Single Supplier contract.

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Field or Control	Description
Track Changes	Select to indicate that you want to track contract changes for this SetID in the procurement system. Change tracking provides you an audit trail of key contract transactional information so that you can identify who made what change, and when the change was made. See Viewing Contract Change History.
Track Changes on Draft	Select to track changes to contracts for draft versions. The default value for this check box is deselected. When this check box is deselected, and you have selected the **Track Changes** check box, you can avoid capturing numerous individual changes while you are working on a Draft version of a contract.
Change Template	Select a default change template for use when you select to track changes. These templates identify which records and fields that trigger change tracking. See Creating Change Templates.

Templates

Use this group box to override the default template with a template that is specific for a particular contract process option. Values for all templates on this page, including the default template and templates available in the Templates grid box, reside in the Template table. These templates are defined by SetID, so each contract SetID can have its own set of templates. You can create change templates using the Change Template page. To access the page, select **Setup Financials Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Change Template.**

> **Note**
>
> You can make changes to templates even after the system has created change tracking records.

Field or Control	Description
Contract Process Option	Select the contract process option for which you want to override the default template. You can only use a process option once in the grid.
Change Template	Select the contract change template that you want to use with this contract process option. These templates identify which records and fields trigger change tracking.
Reason Type	Displays the reason type. You assign reason codes that have been assigned to a reason type.
Reason Code Required	Select to indicate that when a contract is changed, a reason code is required.

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Field or Control	Description
Default Reason Code	Select a reason code for the system to use as a default value when contracts within this SetID are changed. When you make change on the contract, this reason code appears as the reason on the contract Reason Code page. You have the option to override the default reason code when you update a contract.
Comments Required	Select to indicate that comments are required when a contract is changed. When you define a reason code, you can also enter a standard comment for use with the code.

Line Matching

Field or Control	Description
Punchout Items	Select to indicate whether description-only contract line items are eligible to use on a transaction line containing a Punchout item. If selected, the Punchout Pricing drop-down is available on the contract.
Other Description-Only Items	Select to indicate whether description-only contract line items are eligible to use on a transaction line containing an Ad Hoc Request. If selected, Item ID does not need to be entered on a contract line and descriptions can be entered and matched when used on a requisition or purchase order.

Default Currency

Field or Control	Description
Currency Code	Select the default currency code for contracts. The currency that you select is the default base currency for all contracts.
Rate Type	Enter a conversion rate type, which determines how the base currency is converted to other currencies.

Default Reporting Supplier

When using Group Multi Supplier contracts, a Default Reporting Supplier must be specified.

Contract Usage Options

Use the fields in this grid to control which business unit, contract domain, and ship to location can be used when creating a new contract. These fields also provide additional pricing information by the specified business unit, contract domain, and ship to location for specific types of contracts—for example, these fields determine the access and pricing by business unit, contract domain, and ship to location on distributor contracts.

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Field or Control	Description
Control Type	Indicates the control type to use, either *Business Unit, Contract Domain,* or *Ship To*.
Access	Select this option to enable access to contracts based upon business unit, contract domain, or ship to location for the specified setID.
Markup (Pricing)	Select this option to enable pricing on manufacturer and distributor contracts based upon business unit, contract domain, or ship to location.

Auto Numbering

Select to have the system automatically assign sequential contract ID numbers for procurement contracts. If you do not set up auto numbering, you are required to manually specify a unique ID whenever you create a new contract. Different auto numbering is provided for the types of contracts as shown below. For each type of contract, when auto numbering is being used, the last contract ID issued by the system will be displayed.

Field or Control	Description
Use Autonumbering	Select to use auto numbering for the standard procurement contracts. Standard procurement contracts include the following process options: • Recurring Voucher • Release to Single PO Only • General Contract • Purchase Order • Prepaid Voucher w/ Advance PO • Prepaid Voucher • Recurring PO Voucher
Master Contracts	Select to use auto numbering for Master contracts.
Group Contracts	Select to use auto numbering for both Group Multi Supplier and Group Single Supplier contracts.
Special Purpose Contracts	Select to use auto numbering for Special Purpose contracts.
Manufacturer Contracts	Select to use auto numbering for Manufacturer contracts.
Distributor Contracts	Select to use auto numbering for Distributor contracts.

Vendor Rebates

Field or Control	Description
Last Rebate ID	Displays the last rebate agreement number issued by the system.
Last Claim ID	Displays the last vendor rebate claim number issued by the system.

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Field or Control	Description
Amount Tolerance Over and **Amount Tolerance Under**	Enter the rebate agreement settlement tolerance amounts. These values will appear as defaults when defining a rebate agreement using the Rebate Agreement - Rebate Options page.
Percentage Tolerance Over and **Percentage Tolerance Under**	Enter the rebate agreement settlement tolerance percentages. These values will appear as defaults when defining a rebate agreement using the Rebate Agreement - Rebate Options page.

Defining Contract Intervals for Contract Releases

This section discusses how to define contract intervals and detail counters for contract releases.

Page Used to Define Contract Intervals

Page Name	Definition Name	Usage
Define Contract Intervals Page	CNTRCT_INTERVALS	Define contract intervals and detail counters for contract releases.

Define Contract Intervals Page

Use the Define Contract Intervals page (CNTRCT_INTERVALS) to define contract intervals and detail counters for contract releases.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Define Contract Intervals**, and then **Define Contract Intervals**

The PeopleSoft system comes with preset schedule interval types that you can use to set release schedules. You can define the interval or detail counters within each schedule interval type.

> **Note**
>
> You cannot add a new schedule interval type using this page.

The **Schedule Interval Type** field options are:

Daily: Select to modify daily intervals. For example, you can insert a new row and enter *40* in the **Every** field to create a daily interval of every 40th day. Enter a description of the interval.

Weekly: Select to modify weekly intervals. For example, you can enter *14* in the **Every** field to create a weekly interval of every 14th week. Enter a description of the interval. You can also

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modify the days that are available in the weekly interval. For example, you can delete the Sunday option.

Monthly: Select to modify monthly intervals. For example, you can enter *14* in the **Every** field to create a monthly interval of every 14th month. Enter a description of the interval. You can also modify the days that are available in the monthly interval. For example, you can delete the 31st day option.

Annually: Select to modify annual intervals. For example, you can enter *14* in the **Every** field to create an annual interval of every 14th year. Enter a description of the interval.

Interval Counter

Use the Interval Counter section to add more intervals and descriptions for contract release schedules.

Detail Counter

Use the Detail Counter section to fine tune contract release schedules.

Related Topics

- Entering Supplier Contact Information
  This section discusses how to enter supplier contact information.

Setting Up the Tax Supplier Product Codes Cross-Reference

To set up the tax supplier product codes cross-reference, use the SUT Tax Supplier Product Xref component (SUT_PRODUCT_XREF). To access the Tax Supplier Product Codes Cross Reference page, use the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Tax Supplier Product Code Xref**, and then **Tax Supplier Product Codes Cross Reference**.

This section lists the page used to set up the tax supplier product codes cross-reference.

Page Used to Set Up the Tax Supplier Product Codes Cross-Reference

Page Name	Definition Name	Usage
Tax Supplier Product Codes Cross Reference Page	SUT_PRODUCT_XREF	Establish the tax supplier product codes cross reference for Taxware and Vertex third-party tax applications.

Defining Supplier Control Parameters

To set supplier control parameters, use the Set Controls - Supplier component (VENDOR_CONTROL).

This section discusses how to set supplier control parameters.

Each set of suppliers that you define can be used for one or more PeopleSoft Payables business units, depending on the TableSet sharing setup. The parameters that you set at this level travel through the control hierarchy onto vouchers for any supplier belonging to this SetID.

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Page Used to Define Supplier Control Parameters

Page Name	Definition Name	Usage
Supplier Set Control Page	VNDR_CNTRL	Set supplier control parameters, including autonumbering, withholding, duplicate supplier checking, VAT applicability, and financial sanctions options for suppliers belonging to the selected SetID.

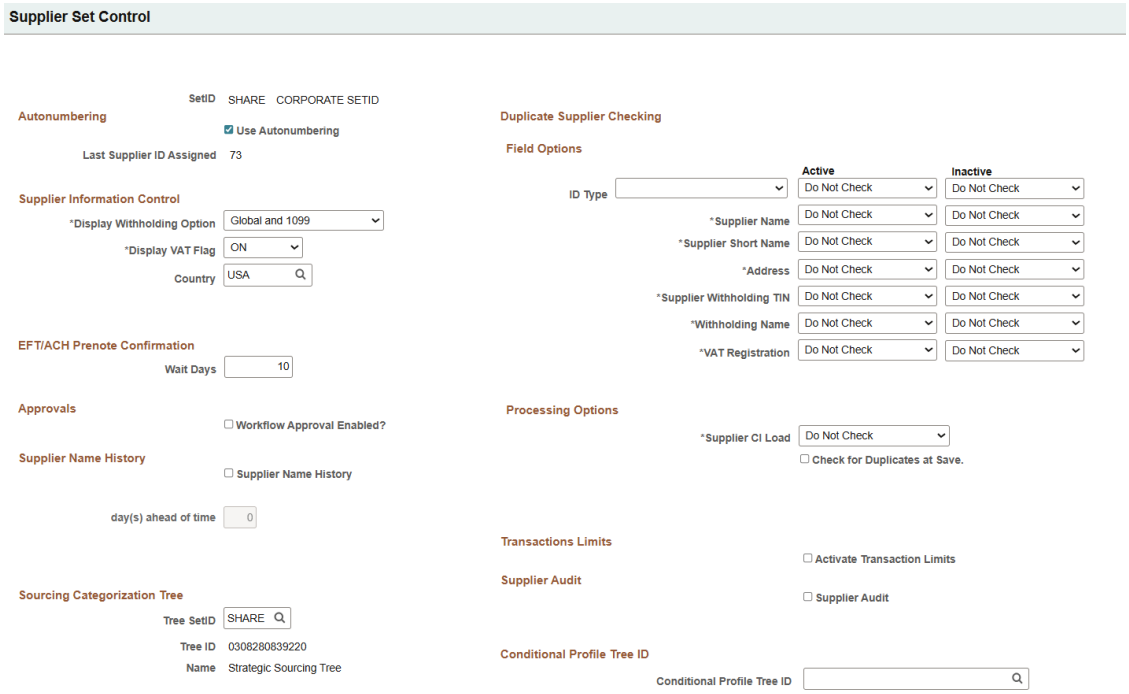
Supplier Set Control Page

Use the Supplier Set Control page (VNDR_CNTRL) to set supplier control parameters, including autonumbering, withholding, duplicate supplier checking, VAT applicability, financial sanctions, and Supplier Audit applicability options for suppliers belonging to the selected SetID.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Set Controls-Supplier**, and then **Supplier Set Control**

This example illustrates the fields and controls on the Supplier Set Control page. You can find definitions for the fields and controls later on this page.



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Autonumbering

Field or Control	Description
Use Autonumbering	Select to automatically number supplier IDs when you enter suppliers for the selected SetID. When you save a new supplier, the system automatically assigns the next supplier ID based on the last supplier ID assigned in either the PeopleSoft Payables or PeopleSoft Purchasing system. When you use autonumbering, the system enters *Next* in the search record **Supplier ID** field when you add a new supplier.
Last Supplier ID Assigned	Displays the last supplier ID number that the system assigned when a supplier was created.

Supplier Information Control

Field or Control	Description
Display Withholding Option	Select *1099*, *Global*, or *Global and 1099*. This setting determines how the withholding link on the Supplier Information - Location page is labelled.
Display VAT Flag (display value-added tax flag)	Designate whether to enable VAT for suppliers in this SetID.
Country	Select a default country for the suppliers in this SetID.

EFT/ACH Prenote Confirmation

Field or Control	Description
Wait Days	Enter the number of days that the system waits to confirm a supplier prenote transaction after you send one to the bank for approval. A prenote transaction is a test transaction that enables a bank to verify that the routing information (transit number and bank account number) for an electronic funds transfer (EFT) or automated clearinghouse (ACH) payment is valid. Typically, the bank notifies you within a certain number of days only if something is wrong with the prenote transaction. Set the number of wait days to be close to this time span.

Approvals

Field or Control	Description
Workflow Approval Enabled?	Select to enable this supplier to be a part of an Application Workflow Engine process. This process enables approvers to approve or deny workflows.

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Supplier Name History

Field or Control	Description
Supplier Name History	Select to enable change tracking for the**Supplier Short Name, Supplier Name 1,** and **Supplier Name 2** fields. The system tracks the history for the fields when you maintain a supplier using the Identifying Information page in the VNDR_ID component. The tracking includes the time and date the changes were made, and the individual who made the changes to the Supplier record. If you select the **Supplier Name History** check box, you can also effective date supplier name changes and manually insert a new supplier name in the Supplier Name History record to which you can also add an effective date. The system automatically updates the Supplier record when the supplier name history is changed or when the effective date is future dated.
Day(s) ahead of time	Enter the number of days prior to when an effective-dated supplier name change is to take place. This will be the number of days ahead of the effective-dated change that you want to run with the VNDRUPD job. This prevents a lag in including effective dated rows for the supplier. For example, if you run the job in the evening of 8/1/09 and there is an effective-dated row for 8/2/09, the supplier would not be updated, until the evening of 8/2/09. By entering a value of *1*, the system would include the effective-dated row. When the VNDRUPD job runs, the system runs the Application Engine VNDR_HST_UPD process that updates the Supplier record to reflect the new current, effective-dated row. See Maintaining Supplier Name History.

Supplier Audit

Field or Control	Description
Supplier Audit	Select to enable audit capability at the SetID. The audit capability will be disabled as the default option.

Duplicate Supplier Checking - Field Options

PeopleSoft Payables enables you to check for duplicate active and inactive suppliers in real-time, when users are entering new suppliers in the Supplier Information component (VNDR_ID). Duplicate supplier checking options are set up by SetID with the criteria specified on this page.

For each active or inactive supplier field option, select *Do Not Check, Reject,* or *Warning.* Duplicate supplier checking uses the following logic:

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- The supplier address fields are checked only against current effective-dated address records.
- The **Supplier Withholding TIN** and **Supplier Withholding Name** fields are validated against all rows, regardless of the effective date.
- Reject criteria are validated first, and checking stops if a duplicate supplier is encountered.
- Both rejects and warnings are checked only for suppliers in the same SetID.
- The system also checks for duplicate suppliers based on **Address, City,** and **State** fields.

  An address can be composed of up to four address fields, based on the address format of the particular country.

Field or Control	Description
ID Type	To check for a duplicate identifier, select the identifier type, such as *D&B Num* (Dun & Bradstreet number).
Supplier Name	Select to check for duplicate supplier names. Supplier names must match exactly to come up as duplicates.
Supplier Short Name	Select to check for duplicate supplier short names. Short names must match exactly to be considered duplicates.
Address	Select to check for duplicate suppliers based on an address, city, or state. An address can be composed of up to four address fields, based on the address format for the particular country.
(USA) **Supplier Withholding TIN**	Select to check for duplicate withholding tax identification numbers.
Withholding Name	Select to check for duplicate withholding names. Withholding names must match exactly to be considered duplicates.
VAT Registration (value added tax registration)	Select to check for duplicate VAT registration IDs.

Duplicate Supplier Checking - Processing Options

Field or Control	Description
Supplier CI Load (supplier component interface load)	Select one of these values: *Check for Adds:* Checks for new suppliers loaded through the Supplier EIP. *Check for Adds and Changes:* Checks for adds and changes loaded through the Supplier EIP. *Check for Changes:* Checks for changes loaded through the Supplier EIP. *Do Not Check:* Excludes suppliers loaded through the Supplier EIP.

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Field or Control	Description
Check for Duplicates at Save	Select to check for duplicate suppliers automatically when you save a supplier in the Supplier Information component. If you do not select this option, you can still check for duplicates before you save the new supplier by clicking the **Check for Duplicates** button on the Identifying Information page in the Supplier Information component. Once the **Check for Duplicates** check box is selected, **Enable Duplicates Check for Supplier/Bidder Registrations** check box appears. This allows to perform the duplicate check of supplier/bidder registrations when you **Save** a supplier or click the **Check for Duplicates** button prior to Save.
Enable Duplicates Check for Supplier/Bidder Registrations	Select **Enable Duplicates Check for Supplier/Bidder Registrations** check box to prevent duplicate registration for supplier and bidder. This utilizes the active fields and processing options to perform the duplicate check of supplier or bidder registrations. If existing duplicate values of non-withdrawn or newly created suppliers are entered while supplier and bidder registrations, error/warning message appears. This message and **View Duplicate Supplier / Bidder Registrations** hyperlink appear when you **Save** a supplier or click the **Check for Duplicates** button prior to Save. **Note:** The Supplier and Bidder Registration pages has option to only enable Withholding but no provision to enter withholding information. The active field options, like Supplier *Withholding TIN* and *Withholding Name* are not applicable for duplicate checking of supplier and bidder registrations. To know more, see Check for Duplicate.

Transaction Limits

Field or Control	Description
Activate Transaction Limits	Select the check box to activate transaction limits.
Transaction Age	Enter the age of the transactions to be selected in Years, Months and days. The dashboard will pick only those transactions which have an age less than what is entered in this field.

Financial Sanctions Options

The Financial Sanctions Options group box is visible only if you have enabled financial sanctions at the installation level or the bank level for PeopleSoft Payables and PeopleSoft eSettlements on the Financial Sanctions Options page of the Installation Options component (INSTALLATION).

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PeopleSoft provides validation of your suppliers against financial sanctions lists (for example, the Specially Designated Nationals [SDN] list). The system updates the supplier's financial sanctions status on the Supplier Information component.

See Understanding Financial Sanctions Validation.

Field or Control	Description
Inactive Suppliers	Select *Exclude* or *Include* to exclude or include inactive suppliers during the PeopleSoft Payables Financial Sanction Validation Application Engine process (AP_SDN_VAL).
Supplier CI Load	Select an option to validate or not validate suppliers loaded through the Supplier EIP. This field functions for financial sanctions validation similarly to the field used in duplicate supplier checking. *Check for Adds:* Checks for new suppliers loaded through the Supplier EIP. *Check for Adds and Changes:* Checks for adds and changes loaded through the Supplier EIP. *Check for Changes:* Checks for changes loaded through the Supplier EIP. *Do Not Check:* Excludes suppliers loaded through the Supplier EIP.
SDN Validation at save	Select to validate suppliers upon saving the Supplier Information component. If you do not select this option, you can still validate the supplier by using the **Financial Sanctions edit** button on the Identifying Information page in the Supplier Information component. **Note:** This check box is not available if you have enabled financial sanctions at the bank level. You must run the PeopleSoft Payables Financial Sanction Validation process if you want to validate at the supplier level when you have enabled financial sanctions at the bank level.

Conditional Profile Tree ID

Select the conditional profile tree to use for suppliers created or updated through Add/Update Supplier. The system uses this tree to display conditional profile questions for response entry. This field appears when the Conditional Profile option is enabled on the Supplier Request System Setup - General Page.

Related Topics

- Payables Options Page - Electronic File Options Section
  Use the Payables Options page - Electronic File Options section to specify the electronic file setup for this supplier location.
- Duplicate Supplier Checking
  PeopleSoft enables you to check for duplicate suppliers in real-time when you enter new suppliers in the Supplier Information component. You can also run a report to find duplicate suppliers. The system can check for duplicate suppliers based on the address, city, and state. When the system identifies duplicate suppliers, it provides the supplier ID in the message to assist you in identifying duplicate suppliers.

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- Inactivating Suppliers
  This section provides an overview of supplier inactivation and discusses how to run the Inactivate Suppliers application engine process (AP_VNDSTATUS).
- Importing Suppliers Using the Supplier EIP
  This section provides an overview of the Supplier EIP (VENDOR) and discusses how to:

Defining Supplier Pay Group Codes

To define supplier pay group codes, use the Supplier Pay Group Codes component (PAY_GROUP_CD).

This section lists the page used to define supplier pay group codes.

> **Note**
>
> You can assign each supplier in the system to a supplier pay group. Pay groups are optional selection criteria for pay cycles. When you set up the pay cycle selection criteria, you can elect to use supplier pay groups. You can then select payment group codes to include in the pay cycle, and the system creates payments to all suppliers assigned to those groups.

Page Used to Define Supplier Pay Group Codes

Page Name	Definition Name	Usage
Supplier Pay Group Page	VNDR_PAY_GROUP_CD	Set up pay groups for suppliers.

To access the Supplier Pay Group Page, follow the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Pay Group Codes**, and then **Supplier Pay Group**

Related Topics

- PeopleSoft Payables: Pay Group / Netting Page

Defining Supplier Conversation Keywords

To define supplier conversation keywords, use the Conversation Keywords component (KEYWORD_PNL).

This section provides an overview of defining supplier conversation keywords and lists the page used to define supplier conversation keywords.

Page Used to Define Supplier Conversation Keywords

Page Name	Definition Name	Usage
Conversation Keywords Page	KEYWORD_VNDR	Define keywords to categorize conversations that you have with suppliers. This page is optional.

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Understanding Defining Supplier Conversation Keywords

You can define keywords to categorize conversations that you have with suppliers. Keywords might include price disputes, lead time inquiries, and so on. Conversation keywords enable you to record and track conversations that you have with the suppliers.

The system uses the keywords to search the supplier conversation records when you try to resolve a problem. For example, on the Conversations page, you can record the key elements of a conversation about a price dispute. You can select the keywords *Price* and *Dispute* to use as search data. Later, you can search for all instances of these keywords to recall the record of the specific conversation.

To access the Conversation Keywords page, navigate using **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Conversation Keywords**, and then **Conversation Keywords Supplier**

Related Topics

- Tracking Supplier Conversations
  This section discusses how to track supplier conversations.

Setting Up Supplier Classification Tracking

Supplier Classification setup allows users the ability to define Classification/Sub-Classification combinations and Certifying Agencies based on the needs of the enterprise.

Customers can assign those classification/sub-classification combinations and certifying agencies (if applicable) to their suppliers along with supporting information such as comments and/or document attachments. Additionally, customers have the ability to track certifications according to their expiration dates and notify internal users about those that have expired or are approaching expiration, enabling them to take necessary action. Sending certification notification email messages to supplier contacts is also possible.

Setting Up Supplier Classification Tracking

Follow these steps to set up the Supplier Classification tracking:

1. Use the **Permission Lists** page (PeopleTools > Security > Permissions and Roles > Permission Lists) to provide the component permission for the new permission list *EPCT1000 (Supplier Classification Track)*.

   On the **Pages** tab, click **Edit Components** link for the *SUP_CLASS_SETUP* menu and enable the **Authorized** checkbox for the following components.

   - SUP_CLASS (Define Classifications)
   - SUP_CERT_AGENCY (Define Certifying Agencies)
   - SUP_CLS_NOTIFY (Certification Notifications)

   Similarly, for the *MAINTAIN_VENDORS* menu, enable the *SUP_VND_CLASS* component to assign classification to the supplier and enable *SUP_VND_CLASS_CI* components to assign classification to suppliers using Excel-to-Component Interface Utility.

   On the **Query** tab of the Permission Lists page, click the **Access Group Permissions** link to add the *QUERY_TREE_VNDCLS* tree name and associated access groups.

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On the **Component Interfaces** tab, assign SUP_VND_CLASS_EXCEL and provide full access for *Cancel*, *Create*, *Find*, *Get*, and *Save* methods by clicking the Edit link to assign classification to suppliers using Excel-to-Component Interface Utility.

On the **Web Libraries** tab, assign *WEBLIB_SOAPTOCI* library and provide the full access to Web Libraries Permissions by clicking Edit Link to assign classification to suppliers using Excel-to-Component Interface Utility.

For additional information about the Permission Lists page, see Defining Permissions page in the PeopleTools documentation (Administration Tools, Security Administration, Setting Up Permission Lists, Defining Permissions).

2. Use the **Roles** page (PeopleTools > Security > Permissions and Roles > Roles) to assign the new *Supplier Classification Admin* role to the *EPCT1000 (Supplier Classification Track)* permission list. You can also assign any existing role to the EPCT1000 permission list.

   For additional information about the Roles page, see Defining Role Options page in the PeopleTools documentation (Administration Tools, Security Administration, Setting Up Roles, Defining Role Options).

3. Use the **Define Classifications** page to create and maintain classifications and sub-classifications that can be assigned to suppliers. For additional information, see Define Classifications Page.

4. Use the **Define Certifying Agencies** page to create and maintain all organizations or agencies that are used to certify that a supplier meets specific classification/sub-Classification requirements. For additional information, see Define Certifying Agencies Page.

5. Use the **Certification Notifications** page to define the notification rules and utilize the Notification Framework in order to generate in-app (alerts), email, or text notifications for certifications that have either expired or will be expiring. For additional information, see Certification Notifications Page.

Follow these steps to set up Notification Composer:

1. Use the **Administering Notifications** page (PeopleTools > Notifications > Notification Administration) to administer notifications on your system.

   Enable the In-App, Email, and/or Text options in the **Global Settings**.

   Configure all the notifications for the *SupplierCertificationNotifications* on the **Notification Settings** page.

   For additional information about the "Global Settings" and "Notification Settings" pages, see Administering Notifications page in the PeopleTools documentation (Development Tools, Fluid User Interface Developer’s Guide, Working with the Push Notification Framework, Administering Notifications).

2. Use the **User Profiles** page (PeopleTools > Security > User Profiles > Roles) to assign a role with the Supplier Classification Tracking Permission List EPCT1000 to any user who should be receiving certification notifications. This can be the delivered role, Supplier Classification Admin, or any other role that EPCT1000 may be associated with. User must have a valid email defined in their user profile in order to receive certification notifications.

   For additional information about User Profiles, see "Working With User Profiles" and "Specifying User Profile Attributes" pages in the PeopleTools documentation (Administration Tools, Security Administration, Administering User Profiles, Working With User Profiles, and Specifying User Profile Attributes).

3. Use the **Define User List** page (Enterprise Components > Notification Composer > Define User List) to define user lists to identify the users who are recipients of a certification notification.

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The *SUP_CLASSIFY_ADMIN* user list is delivered and is based on the *Supplier Classification Admin* role. You can modify this User List by assigning a different role to the Permission List EPCT1000, which grants access to all Supplier Classification Tracking components.

For additional information about defining user lists, see Enterprise Components: Define User List Page.

4. Use the **Add/Update Supplier – Contacts** page (Suppliers > Supplier Information > Add/Update Supplier > Contacts) to configure supplier contracts.

   Suppliers must have one or more contacts defined to receive an email notification for expired contracts or contracts that are approaching their expiration date. In addition, the contract must have an email address assigned to it.

   For additional information about creating supplier contracts, see Supplier Information - Contacts Page.

5. Use the **Define Generic Templates** page (PeopleTools > Workflow > Notifications > Generic Templates) to configure email templates for certification notifications.

   Four different email notification templates are delivered to support certification notifications.

   - *SupCertTrackCertifExpiring*
   - *SupCertTrackCertifExpiringCnt*
   - *SupCertTrackCertifExpired*
   - *SupCertTrackCertifExpiredCntct*

   For additional information about these four email templates, see Related Set Up and Configuration for Certification Notifications.

   For additional information about Define Generic Templates page, see Approval Framework: Generic Template Definition Page.

6. Use the **Compose Notification** page (Enterprise Components > Notification Composer > Compose Notification) to compose your notification for Certification tracking.

   Four different notification IDs are delivered for certification notifications. We maintain the Notification IDs through an Activity Guide. Each Certification Notification ID is linked to the Notification Name, *SupplierCertificationNotifications*.

   - *SupCertTrackCertificationsExpired*
   - *SupCertTrackCertificationsExpiring*
   - *SupCertTrackCertificationsExpiredContact*
   - *SupCertTrackCertificationsExpiringContact*

   For additional information about these four Notification IDs, see Related Set Up and Configuration for Certification Notifications.

   For additional information about the Compose Notification page, see Enterprise Components: Creating and Managing Notifications with Notification Composer.

7. Use the **Define Notification Event** page to define notification events for certification notifications.

   Each notification ID must be associated with a notification event. The Supplier Classification Tracking feature names the Notification ID and the Notification Event identically. The notification ID must be defined first.

   - SupCertTrackCertificationsExpired
   - SupCertTrackCertificationsExpiring

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- SupCertTrackCertificationsExpiredContact
- SupCertTrackCertificationsExpiringContact

For additional information about the Notification Events, see Enterprise Components: Define Notification Event Page.

Pages Used to Set Up Supplier Classification Tracking

Page Name	Definition Name	Usage
Define Classifications Page	SUP_CLASS	Create and maintain classifications and sub-classifications that can be assigned to suppliers.
Define Certifying Agencies Page	SUP_AGENCY	Create and maintain all organizations or agencies that are used to certify that a supplier meets specific classification/sub-classification requirements.
Certification Notifications Page	SUP_CLS_NOTIFY	Define the notification rules and utilize the Notification Framework in order to generate in-app (alerts), email, or text (if enabled) notifications for certifications that have either expired or will be expiring.

Define Classifications Page

Use Define Classifications page (SUP_CLASS) to create and maintain classifications and sub-classifications that can be assigned to suppliers. A classification can contain sub-classifications and there is no limit to the number of sub-classifications for a classification.

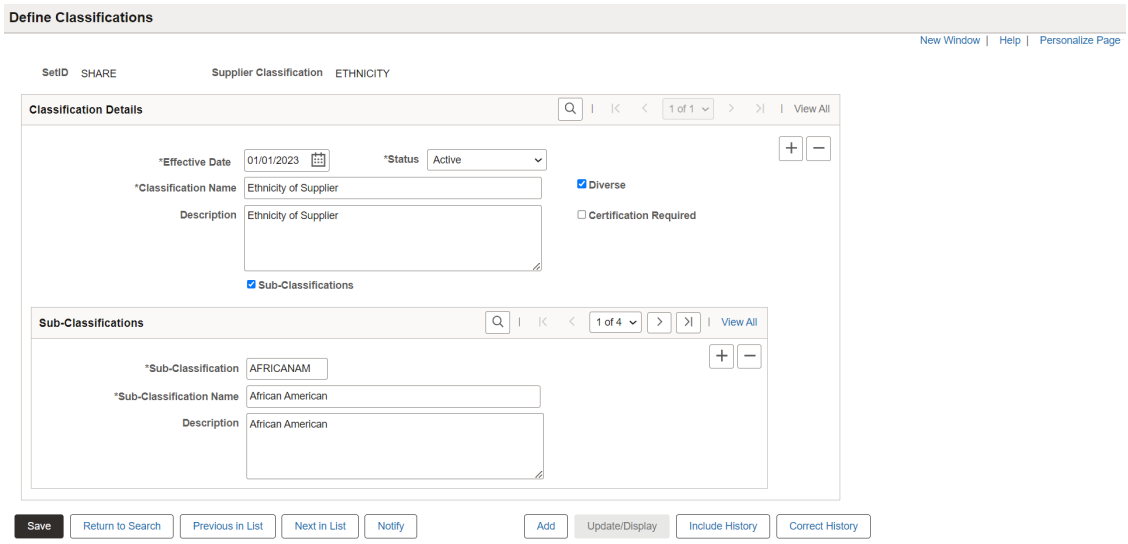
For example, you can create a diversity classification for a minority supplier and define sub-classifications: women, veterans, Hispanic, or LGBTQ-owned businesses.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Classification Setup**, and then **Define Classifications**

This example illustrates the fields and controls on the Define Classifications page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
SetID	Displays the selected Set ID for the classification.
Supplier Classification	Displays the entered classification ID.

Classification Details

Field or Control	Description
Effective Date	The creation date is the default effective date, but you can modify it to suit your needs. You can also create the same certification with another effective date by clicking the Add a new row button in the Classification Details section and adding sub-classifications as well if sub-classifications are enabled for the classification.
Status	The created classification's status is displayed. By default it is active, but you can set it to inactive as per the requirement.
Classification Name	Enter the name for the classification. Up to fifty characters are allowed.
Description	Enter a long description for the classification.
Diverse	Select this check box if the classification is diversity-related. **Note:** If the classification is flagged as diverse, then any sub-classifications defined for that classification are also recognized as diverse.
Certification Required	If the classification requires certification by either the supplier or a certifying agency, select this check box. **Note:** Certification Required settings at the classification level are applicable to all sub-classifications defined for the classification.

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Field or Control	Description
Sub-Classifications	You can setup a classification to include sub-classifications. **Note:** If it is enabled, then at least one sub-classification must be defined.
 (Add a new row)	Click to add a new effective dated row for a classification.
 (Delete row)	Click to remove the effective dated row for a classification. User must be in Correct History mode to remove an existing effective dated row.

Sub-Classifications

This section indicates whether the Sub-Classification check box is active in the Classification Details section. Define at least one sub-classification if the Sub-Classification check box is active. There is no limit to the number of sub-classifications for a classification. When we flag a classification as diverse, we also recognize any defined sub-classifications within that classification as diverse. Also, some classifications require certification either from the supplier themselves or a third party. Certification is also required for any sub-classifications that are associated with a certification required classification.

If you have added more than one sub-classification, use the > button to view the next one. Click View All to view all the sub-classifications added for this classification. You can add or remove the sub-classifications by clicking the respective remove buttons.

Field or Control	Description
Sub-Classification	Enter a ten-character Sub-Classification ID.
Sub-Classification Name	Enter the name for the sub-classification. Up to fifty characters are allowed.
Description	Enter a long description for the sub-classification.

Maintaining Supplier Classifications

To maintain any classifications, search for them using the search criteria on the Define Classifications page. The search criteria consist of SetID, Classification ID, Classification Name, Diverse indicator (yes/no), and Sub-Classifications indicator (yes/no).

Click **Update/Display** to add a new Effective Date row. But you cannot modify or delete the classification or sub-classification.

Click **Correct History** to make any changes to the supplier classification and any of its effective dated rows, and save it.

Click **Include History** to view all Effective Dated Rows. They cannot be updated.

The following rules describe the update process of the supplier classification.

- Since classifications are based on effective dates, any updates, apart from adding a new effective date row, require the user to be in the correct history mode.
- You can change the classification name and description at any time.

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- You can change the sub-classification name and description at any time if they exist.
- If the classification is not associated with a certifying agency and/or supplier, you can deselect the check box indicates that Certification Required and Diverse. You can deselect the sub-classification check box after removing all the sub-classifications, if you have selected it and added sub-classification.
- If the classification is associated with a certifying agency and/or supplier, you can change the diverse indicator. Certification required cannot be changed. You cannot change the Sub-Classifications check box.
- When in the correct history mode and with the classifications set to allow sub-classifications, you can add a sub-classification at any time.

Deleting Supplier Classifications

- If there are multiple Effective Date rows in the Classification, you can delete one of them. It does not matter if the classification is currently in use or not. The Delete action also removes any sub-classifications present in the classification.
- If a classification's effective date row is its only effective date and the classification is currently in use, you cannot delete it.
- You can delete sub-classification if the classification/sub-classification is not currently assigned to a certifying agency and/or a supplier.

Define Certifying Agencies Page

Use Define Certifying Agencies page (SUP_AGENCY) to create and maintain all organizations or agencies that are used to certify that a supplier meets specific classification/sub-Classification requirements.

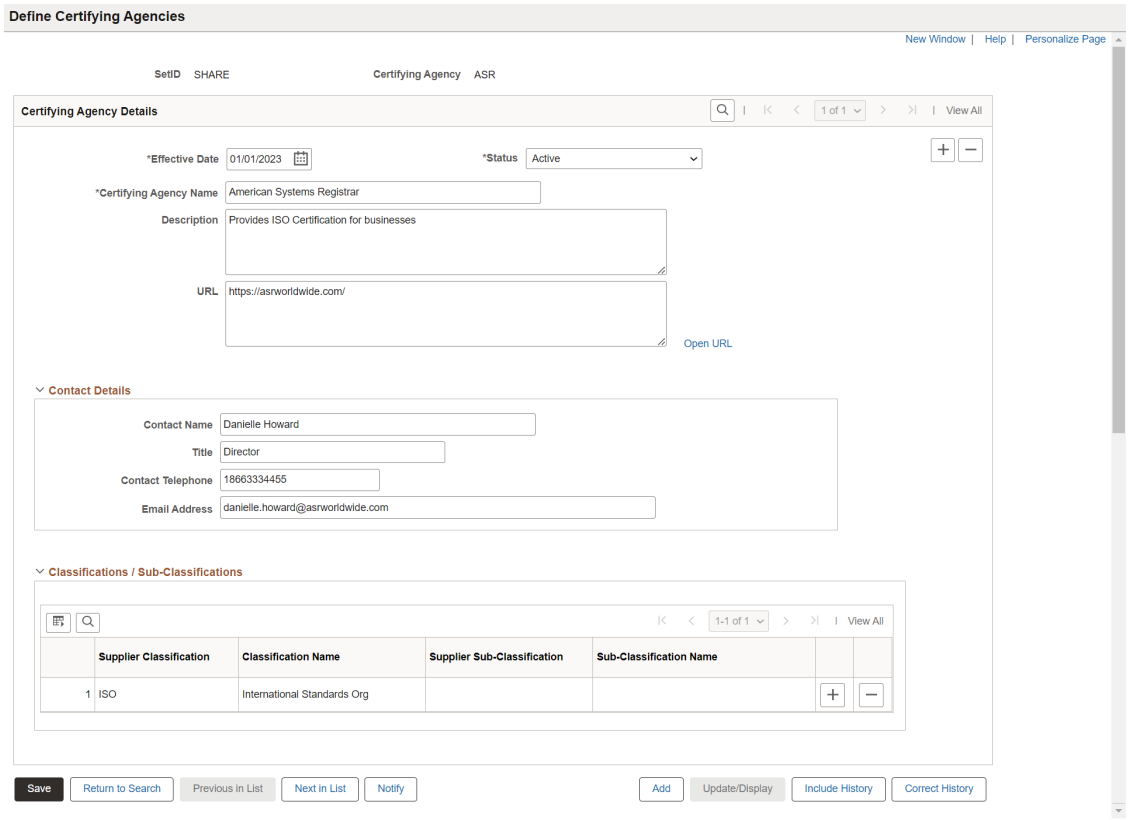
Certifying Agencies are defined by SetID and are Effective Dated to provide the ability to phase in or phase out their use over time. A certifying agency must have at least one classification/ sub-Classification combination associated with it. You can add certifying agencies at any time. You can modify or remove existing agencies based on their current association with a supplier. A certifying agency can be associated with a supplier if it is effective (less than or equal to the current date), active, and the supplier has a common classification/sub-classification combination.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Classification Setup**, and then **Define Certifying Agencies**

This example illustrates the fields and controls on the Define Certifying Agencies page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
SetID	Displays the selected set ID for the certifying agency.
Certifying Agency	Displays the entered Certifying Agency ID. Ten characters are allowed to enter.

Certifying Agency Details

Field or Control	Description
Effective Date	The current date is the default effective date, but you can modify it to suit your needs.
Status	The created certifying agency's status is displayed. By default it is active, but you can set it to inactive as per the requirement.
Certifying Agency Name	Enter the name for the certifying agency. Up to fifty characters are allowed.
Description	Enter a long description for the certifying agency.
URL	Enter the website address associated to the certifying agency. Click the Open URL link to open the entered website in a new window.

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Field or Control	Description
 (Add a new row)	Click to Add a new Effective Dated row for the Certifying Agency. Click the < and > button or View All to view all the certifying agency details for all effective dated rows.
 (Delete row)	Click to remove the effective dated row for the certifying agency.

Contact Details

In the Contact Details section, enter the name, title, contact telephone, and email address of the certifying agency. All the fields in this section are optional.

Classification/Sub-Classification

Field or Control	Description
Supplier Classification	Click to search and select a supplier classification from the lookup page. Upon selection, the page displays the Supplier Classification ID.
Classification Name	Displays the selected supplier classification name.
Supplier Sub-Classification	Click to search and select a sub-classification associated with the classification from the lookup page. Upon selection, the page displays the Supplier Sub-Classification ID. **Note:** If the selected Supplier Classification has at least one available Sub-Classification, the Supplier Sub-Classification and Sub-Classification Name fields become visible.
Sub-Classification Name	Displays the selected supplier's sub-classification name.

> **Note**
>
> Inactive classification cannot be associated with the certifying agencies.
>
> If sub-classification is available for a classification, selection of a sub-classification is required.
>
> A certifying agency can be associated with any number of classification/sub-Classification combinations.

Maintaining Certifying Agencies

To maintain any certifying agency, search for it using the search criteria on the Define Certifying Agencies page. The search criteria consist of SetID, Certifying Agency, and Certifying Agency Name.

Click **Correct History** to make any changes to the certifying agency and any of its effective dated rows, and save it.

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Click **Update/Display** to add a new effective dated row or view current and future effective dated rows. You cannot modify current effective date information for a certifying agency.

Click **Include History** to view all effective dated rows for the Certifying Agency. They cannot be updated.

The following rules describe the update process of the certifying agencies.

- Since certifying agencies have an effective date, the user must be in the correct history mode for any updates other than adding a new effective date row.
- You can change the certifying agency's name and description at any time.
- You can change the certifying agency's contact information (name, title, phone number, and email ID) at any time.
- Existing supplier classifications and sub-classifications are not editable. You can view them in Display Only mode.
- You cannot remove an existing supplier classification or sub-classification associated with a supplier and the certifying agency.
- You can add more classification or sub-classification combinations at any time.
- In Correct History mode, the user has the ability to change the effective date and/or status of the certifying agency.
- You can add a new Effective Date row in either the Update/Display or Correct History mode. Bring forward all information from the prior effective date row to the new effective date row. You can modify the Certifying Agency Name, Description, URL, and Contact Information fields for the new Effective Date row. The user also has the option to add or remove classification/sub-Classification combinations for the new Effective Dated row. At least one classification/sub-classification must exist for each certifying agency's effective date row.

Deleting Certifying Agencies

- Since certifying agencies have an effective date, any delete action requires the user to be in the correct history mode.
- If the certifying agency is not associated with a supplier and has only a single effective date row, the deletion of that row is permitted and should remove the certifying agency and all associated classification/sub-Classification combinations.
- You can remove a Classification/Sub-Classification combination for the Certifying Agency if the Agency and Classification/Sub-Classification combination is not associated to a Supplier.
- If you attempt to remove the only classification/sub-classification combination for the certifying agency, another classification/sub-classification must be added in order to save the certifying agency.

Certification Notifications Page

Use Certification Notifications Page (SUP_CLS_NOTIFY) to define the notification rules and utilize the Notification Framework in order to generate in-app (alerts), email, or text (if enabled) notifications for certifications that have either expired or will be expiring.

Each certification required classification/sub-classification combination that meets the run control settings for a supplier generates a separate notification. You have the option to run the process AdHoc or schedule it for a specific day or time.

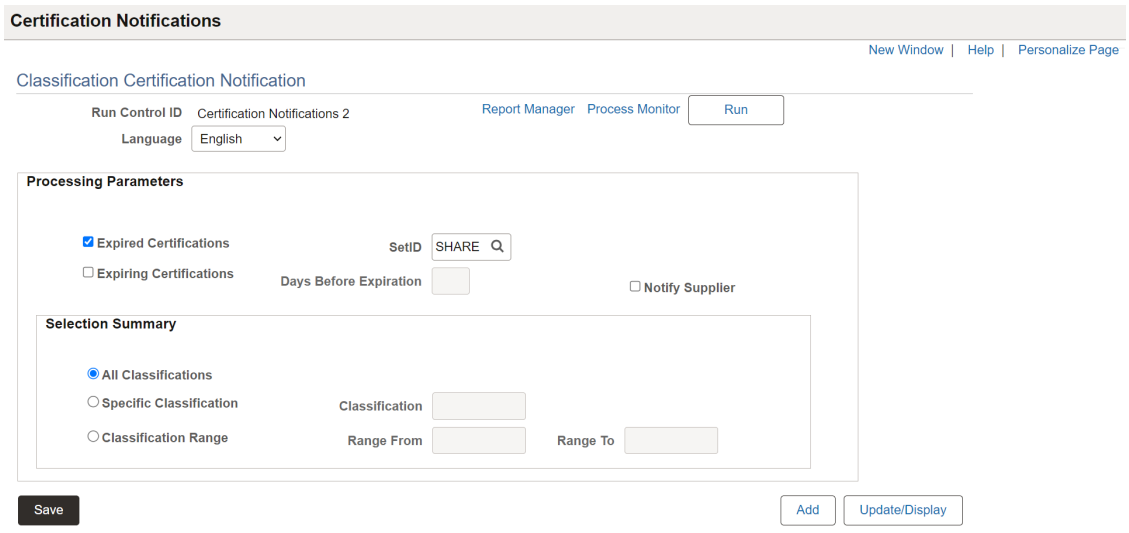
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> **Note**
>
> Only internal users in the user list associated with the specific type of notification configuration will receive notifications. Only active and currently effective supplier contacts with defined email addresses will receive email notifications.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Classification Setup**, and then **Certification Notifications**

This example illustrates the fields and controls on the Certification Notifications page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Run Control ID	Displays the Run Control ID for this notification configuration.
Language	Choose the language in which to send the notification.
SetID	Based on the classifications assigned to suppliers, the process runs for a specific SetID. If you use multiple SetIDs, you must execute the process for each SetID.
Expired Certifications	Select to send the notification for expired certifications. The expiration date should be less than the current date.

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Field or Control	Description
Expiring Certifications	Choose to send a notification when the certification is about to expire. Once selected, the *Days Before Expiration* field becomes active. Enter the number of days that the process should look into the future from the process run date to determine if a supplier certification will be expiring in that time frame.
Notify Supplier	Select to notify each Active Supplier Contact whose Classification Certification has either expired or is about to expire via email.
All Classifications	Select to send notifications for all Certification Required Classifications that have been assigned to Suppliers, are Active for the Supplier, and have either expired or will be expiring based on run control settings.
Specific Classification	Select the option to send notifications for specific certification required Supplier Classification. The process will then check each supplier assigned to that classification as to whether it has expired or will be expiring based on run control settings. The process checks only Active Classification/Sub-Classification combinations for a supplier. Once selected, Classification field becomes active to select the required classification.
Classification Range	Selecting the Classification Range radio button prompts you to choose a specific certification required supplier classification in both From and To. The process will then verify whether each supplier assigned to any of the classifications in the specified range has expired or is about to expire, depending on the run control settings. It checks only active classification or sub-classification combinations for a supplier.
Run	Select to access the Process Scheduler Request page and run the SUP_CLS_NOTF classification notification process to send or schedule the notification based on run control settings.
Report Manager	Click to navigate to the Report Manager page to view the run status of the request.
Process Monitor	Click to navigate to the Process Monitor page to view the Report Index of the run request.

Upon completion of the notification process, the internal user gets in-app (push) notifications and email notifications. If you enable the Notify Supplier option, it sends an email notification to the Supplier Contact's associated email address. These settings can be changed in Notification Administration at the global level, or if personalization is enabled, individual users may choose the method by which they receive notifications in their My Preferences.

Related Set Up and Configuration for Certification Notifications

This section describes the related settings and other notification composer configurations required for certification notifications.

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Setting Up Notification Administration Page for Certification Notifications

To get all types of notifications, enable the In-App, Email, and/or Text options in the Global Settings.

Configure all the notifications for the *SupplierCertificationNotifications* on the Notification Settings page. Use Related Actions to configure whether it is mandatory to receive the certification notification, adjust the notification types (enable/disable), and indicate whether individual users can personalize their notifications. You can restrict personalization by role and/or permission list.

To know more about the Notification Administration page, refer to the PeopleTools documentation, Fluid User Interface Developer's Guide, Administering Notifications.

Configuring Email Templates for Certification Notifications

Four different email notification templates exist to support certification notifications. Internal users and supplier contacts receive two distinct email notification templates for expired certifications. Two other e-mail notifications, one for internal users and one for supplier contacts, are set to expire in a specific number of days. You can adjust the text of the messages.

- The *SupCertTrackCertifExpiring* email template is used for internal users to receive notification for a classification certification that will be expiring in a certain number of days for a Supplier. A link is provided to the Assign Classification to Supplier component.
- The *SupCertTrackCertifExpiringCnt* email template is used for supplier contacts to receive notification for a classification certification that will be expiring in a certain number of days for a Supplier.
- The *SupCertTrackCertifExpired* email template is used for internal users to receive notification for a classification certification that has expired for a Supplier. Link is provided to the Assign Classification to Supplier component.
- The *SupCertTrackCertifExpiredCntct* email template is used for supplier contacts to receive notification for a classification certification that has expired for a Supplier.

For more details about the Configuring Email Templates, refer to the PeopleTools documentation, Workflow Technology, Defining Generic Templates.

Defining User List for Certification Notifications

A user list needs to be defined to identify users that will be the recipients of a certification notification. We deliver a user list named *SUP_CLASSIFY_ADMIN* by default, which is based on the role *Supplier Classification Admin*. You can modify this User List by assigning a different role to Permission List *EPCT1000*, which grants access to all Supplier Classification Tracking components.

For more details about the Defining User List, refer to the Enterprise Components documentation, Working with Notification Composer, Setting Up Notification Composer Page.

Composing Notification for Certification Notifications

Four different notification IDs exist for certification notifications. We maintain the Notification IDs through an Activity Guide. Each Certification Notification ID is linked to the Notification Name, SupplierCertificationNotifications.

- The *SupCertTrackCertificationsExpired* is used to generate notifications to internal users regarding classification certifications that have expired.
- The *SupCertTrackCertificationsExpiring* is used to generate notifications to internal users for classification certifications that are about to expire in a certain number of days.

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- The *SupCertTrackCertificationsExpiredContact* is used to generate notifications to supplier contacts for classification certifications that have expired.
- The *SupCertTrackCertificationsExpiringContact* is used to generate notifications to supplier contacts for classification certifications that are about to expire in a specific number of days.

For more details about the Composing Notification, refer to the Enterprise Components documentation, Working with Notification Composer, Creating and Managing Notifications with Notification Composer Page.

Defining Notification Events for Certification Notifications

Each notification ID must be associated with a notification event. The Supplier Classification Tracking feature names the Notification ID and the Notification Event identically. The notification ID must be defined first.

- SupCertTrackCertificationsExpired
- SupCertTrackCertificationsExpiring
- SupCertTrackCertificationsExpiredContact
- SupCertTrackCertificationsExpiringContact

For more details about the Defining Notification Events, refer to the Enterprise Components documentation, Working with Notification Composer, Setting Up Notification Composer, Define Notification Event page.

Configuring User Profiles

You must assign a role with the Supplier Classification Tracking Permission List EPCT1000 to any user who should be receiving certification notifications. This can be the delivered role, Supplier Classification Admin, or any other role that EPCT1000 may be associated with. In addition, the user must be recognized by the user list selected for the expiring and/or expired certification notification. A user must have a valid email defined in their user profile in order to receive certification notifications.

For more details about the configuring User Profiles, refer to the PeopleTools documentation, Security Administration, Administering User Profiles, Working With User Profiles.

Configuring Supplier Contacts

In order for supplier contacts to receive an email notification for either an expired or soon-to-expire classification certification, the supplier must have at least one contact defined, and that contact must have an email address assigned.

For more details about the entering supplier contracts, refer to the Entering Supplier Contact Information.

Related Topics

- Assigning Classifications to Supplier
  The customer can assign classifications (or classification/sub-classification combinations) and associate certification information with suppliers once supplier classifications and certifying agencies have been defined.
- Assigning Classifications to Suppliers Using Excel-to-Component Interface Utility
  Supplier Classification Tracking supports bulk upload and maintenance of classification information using the Excel-to-Component Interface Utility.

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(USA) Entering Supplier Government Certifications

To enter supplier government certifications, use the Government Certifications component (GOV_CERTIFICATION).

This section provides an overview of entering supplier government certifications and lists the pages used to enter supplier government certifications.

Pages Used to Enter Supplier Government Certifications

Page Name	Definition Name	Usage
Government Certifications - Sources Page	GOV_CERTSRC_TBL	Define U.S. government sources from which you receive classifications of supplier certifications.
Government Certifications - Classifications Page	GOV_CLASS_TBL	Define types of certification classifications from U.S. government sources.

Understanding Entering Supplier Government Certifications

In the U.S., various government sources provide suppliers with classification certifications. For example, a supplier might be classified as Small Business - Hispanic Woman Owned.

Organizations must report information about the classification of suppliers with whom they do business. Sometimes, they are also required to report similar information to their customers.

For example, ABC Organization reports supplier classification information to the Departments of Labor and Commerce and also reports similar information to the Edsel Motor Company, one of ABC's major customers. It is necessary for ABC Organization to generate appropriate reporting to remain compliant with government customers. In addition, the automotive industry expects ABC Organization to have a reporting system that identifies various spending activities by different ethnic group categories.

To enter government certifications, you define the sources of government certifications and then define the government certification classifications. Once you define the sources and classifications, apply this information to the suppliers in the Supplier Information component.

To access the Government Certifications - Sources Page, use the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Government Certifications**, and then **Sources**.

To access the Government Certifications - Classifications Page, use the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Government Certifications**, and then **Classifications**.

Related Topics

- Entering Supplier Identifying Information
  To enter supplier identifying information, use the Supplier Information component (VNDR_ID) and the Supplier User component (VENDOR_USER).

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Establishing Matching and Document Association Options

Matching is a flexible process that compares vouchers with purchase orders and receiving documents to ensure that you are paying for what you ordered and received. To run matching, you must have PeopleSoft Payables and PeopleSoft Purchasing installed on the same database.

To set up matching, use the following components:

- Match Rule Type (AP_MTCH_RULETYPE).
- Match Rules (AP_MTCH_RULES).
- Match Rule Control (AP_MTCH_RULE_CNTRL).
- Document Association Group (AP_ASSTN_GRP).
- Document Association Rule (AP_ASSOCIATION).

Pages Used to Establish Matching and Document Association Options

Page Name	Definition Name	Usage
Match Rule Type Page	AP_MTCH_RULE_TYPE	View and create match rule types. Match rule types are matching categories, such as data entry, informational, merchandise quantity, merchandise unit price, merchandise amount, and system. All match rules are associated with a match rule type.
Rule Definition Page	AP_MTCH_RULES	View, clone, create, and update match rules. Match rules control the way that the Matching Application Engine process (AP_MATCH) compares the voucher, purchase order, receiver, and inspection information.
Match Rules - Workbench Page	AP_MTCH_RULES2	Select the label and fields that will appear in the Match Workbench.
Match Rules - Workflow Page	AP_MTCH_RULES3	Override the worklist and email notification parameters and user lists defined at the match rule type level.
Match Rule Control Page	AP_MTCH_CNTRL_HDR	View and update the match rule controls. Match rule controls are sets of match rules applied against vouchers, purchase orders, and receivers during matching.

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Page Name	Definition Name	Usage
Match Exception Group Page	AP_MTCH_EXCP_GRP	Define a wide range of groups and areas of responsibility in reviewing, analyzing, and resolving match exceptions.
Match Exception Supplier Range Page	AP_MEC_SUPPLR_GRP	Define supplier ranges for users.
Match Exception Resolution Page	AP_MECC_RCD_TBL	Identify reasons for resolving match exceptions.
Document Association Group Page	AP_ASSTN_GRP	View the documents used in document association processing. You can include or exclude the delivered document associations.
Document Association Rules Page	AP_ASSOCIATION	Define how the Matching Application Engine process (AP_MATCH) automatically associates receivers to vouchers and purchase orders.
Document Association Criteria Page	AP_ASCALG_CRIT_SEC	Select the voucher fields, the condition operands, and the receiver fields for the criteria you are adding. See Document Association Rules Page

Related Topics

- PeopleSoft Payables: Managing Matches and Match Exceptions

Match Rule Type Page

Use the Match Rule Type page (AP_MTCH_RULE_TYPE) to view and create match rule types.

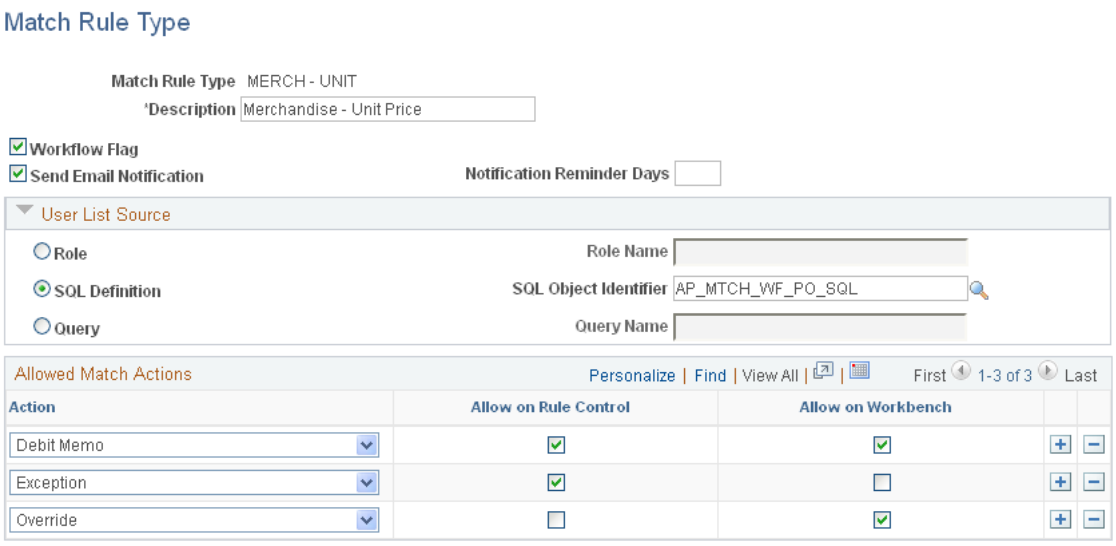
Match rule types are matching categories, such as data entry, informational, merchandise quantity, merchandise unit price, merchandise amount, and system. All match rules are associated with a match rule type.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Match Rule Type**, and then **Match Rule Type**

This example illustrates the fields and controls on the Match Rule Type page. You can find definitions for the fields and controls later on this page.

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Match rule types are matching categories. Every match rule is associated with a match rule type. The match rule type controls the actions allowed after the application of the rule in the Matching Application Engine process (AP_MATCH). They also provide default values for the workflow parameters defined on the rules. This PeopleSoft application delivers match rule types that include *Data Entry, Merchandise - Amount, Merchandise - Quantity, Merchandise - Unit Price, Summary/Global Match Only,* and *System.* To define additional match rule types, you must understand the complete matching process.

Header

Field or Control	Description
Workflow Flag	Select to apply workflow to the rules that are associated to this match rule type. If you select the workflow flag, the Matching process generates worklist items for match exceptions. If you do not select the workflow flag, the system does not generate worklist items and the **Send Email Notification** field is not available.
Send Email Notification	Select to enable email notification. The Matching process notifies the defined users by email that there are match exceptions. This field is available if you select the **Workflow Flag** field.
Notification Reminder Days	Enter the number of days that the system waits before it sends another email notification for the match exceptions that have not been worked. This field is available if you select the **Send Email Notification** field.

User List Source

This group box is available if you select the **Workflow Flag** field.

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> **Note**
>
> You need to set up users to receive worklist items or email notifications or both on the User Profiles - Workflow page before you can route match exceptions to them.

Field or Control	Description
Role	Select to indicate that the list of users is based on roles. Enter the name in the **Role Name** field. All users with the specified role receive a worklist item, an email notification, or both for match exceptions.
SQL Definition	Select to indicate that the list of users are based on a SQL definition. Enter the definition in the **SQL Object Identifier** field. The Matching process executes the SQL object to determine the user list. **Note:** This PeopleSoft application delivers four SQL objects for Buyer, Purchase Order, Receiver, and Voucher (AP_MTCH_WF_BUYER_SQL, AP_MTCH_WF_PO_SQL, AP_MTCH_WF_RECEIVER_SQL, and AP_MTCH_WF_VOUCHER_SQL, respectively). If you add new SQL definitions, you should use the two bind parameters, BUSINESS_UNIT and VOUCHER_ID.
Query	Select to indicate that the list of users are based on a query. Enter the name in the **Query Name** field. The Matching process executes the query to determine the user list. **Note:** To use a query, create a public query which selects the first column with a value equivalent to an operator ID (OPRID). If you want prompt values, use the fields available in the AP_VCHR_MTCH_VW.

> **Note**
>
> You can override match rule type workflow parameters at the match rule level.

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Allowed Match Action

Field or Control	Description
Action	Select a match action or actions to be taken after the rules associated with this type are applied. Valid action options for match rule controls include *Debit Memo, Exception,* and *Match.* Valid action options for the Match Workbench include *Debit Memo* and *Override.* **Note:** If you select *Debit Memo,* you must select a debit memo category on the Rule Definition page for each match rule associated with this match rule type. **Note:** The actions selected control the actions allowed for the match rules associated with this match rule type.
Allow on Rule Control	Select to allow the match action on the Match Rule Control page for this match type. The Matching process automatically takes this action if the action is assigned to the rule.
Allow on Workbench	Select to allow the match action on the Match Exception Workbench Details page for the match rule that is associated with this match type.

Related Topics

- PeopleSoft Payables: Delivered Match Rule Types
- PeopleSoft Payables: Understanding the Matching Engine
- Match Rule Control Page
  Use the Match Rule Control page (AP_MTCH_CNTRL_HDR) to view and update the match rule controls.
- PeopleSoft Payables: Managing Matches and Match Exceptions

Rule Definition Page

Use the Match Rules - Rule Definition page (AP_MTCH_RULES) to view, clone, create, and update match rules.

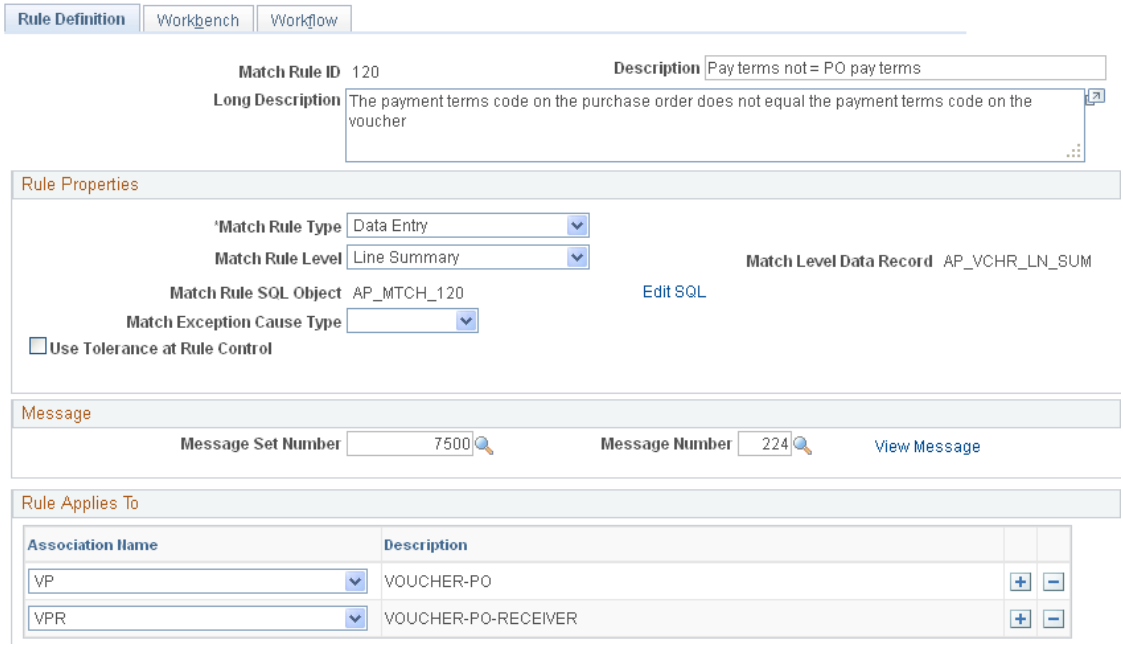
Match rules control the way that the Matching Application Engine process (AP_MATCH) compares the voucher, purchase order, receiver, and inspection information.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Match Rules**, and then **Rule Definition**

This example illustrates the fields and controls on the Rule Definition page. You can find definitions for the fields and controls later on this page.

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Match rules define how documents, such as vouchers, purchase orders, and receivers, are compared. This PeopleSoft application delivers the match rules that most organizations need. To define additional valid match rules, you must understand the Matching process and its use of Model Record tables. You must also understand SQL.

Create Your Own Rule

The **Create Your Own Rule** group box appears only if you are adding a new match rule.

Field or Control	Description
Copy From Match Rule Id and **Copy**	Click the **Copy** button to copy an existing match rule SQL statement specified in the **Copy From Match Rule Id** field.

Rule Properties

Field or Control	Description
Match Rule Type	Select the match rule type for the match rule. The match rule type determines which actions are allowed when the rule is used and the workflow is provided by default. Options include *Data Entry, Merchandise - Amount, Merchandise - Quantity, Merchandise - Unit Price, Summary/Global Match Only,* and *System.*

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Field or Control	Description
Match Rule Level	Select the level at which the rule is applicable. Options are: *Header Summary:* The match rule is applied at the header level. The header summary record contains the voucher gross merchandise amount, total of purchase order schedule amounts, and total of receipt amounts that are associated to the specific purchase order schedule. *Line Summary:* The match rule is applied at the line summary level. The line summary record contains the voucher line merchandise amount, purchase order schedule merchandise amount, and total of receipt amounts that are associated to the specific purchase order schedule.
Match Level Data Record	Displays the data record associated with this match rule level. Every match rule level has a data record. These records contain the values used in the rules SQL definition. **Note:** Use the values in the data record to create a custom match rule. You should first understand the values in the fields before creating the SQL *where* condition to ensure a valid match rule.
Match Rule SQL Object	Displays the SQL object associated with the match rule. The SQL object uses the fields contained in the match level data record. All delivered match rules are associated with a SQL object.
Match Exception Cause Type	Select either Internal or External as the cause for exceptions to this rule.
Edit SQL	Applicable to existing match rules only. Click the link to view the SQL statement that the system executes for this match rule on the Match Rule SQL Criteria page. **Note:** Validate any changes made to the SQL statement to ensure proper syntax. This action does not validate that the rule is going to perform as desired. Therefore, thoroughly test all match rules that you modify.
Create SQL	Applicable to new match rules only. Click to add the SQL statement that the system executes for this match rule on the Match Rule SQL Criteria page. SQL statements must begin with *and* to be properly executed. The system automatically creates a SQL object associated with this rule when you update the new SQL statement. **Note:** Validate any new SQL statements to ensure proper syntax. This action does not validate that the rule is going to perform as desired. Therefore, thoroughly test all match rules that you create.

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Field or Control	Description
Use Tolerance at Rule Control	Select to include tolerance fields from the match rule control. Once you select this option, select either *Amount* or *Percent* to be used as a basis for the tolerance calculation. If you do not select this option, the Matching process will not use match rule control tolerances. See PeopleSoft Payables: Matching Tolerances.
Debit Memo Category	This option is available if the *Debit Memo* action is chosen at the match rule type level. Select either *Quantity* or *Unit Price.* The system creates debit memo adjustment vouchers for merchandise - quantity and merchandise - unit price match rule types. **Note:** The system requires a debit memo category if you allow *Debit Memo* as an action at the match rule control level or on the Match Workbench on the Match Rule Type page.

Message

Field or Control	Description
Message Set Number and **Message Number**	Select a valid set and message number for the exception message that appears if this rule is not met during matching. Match exception messages are stored in the message catalog by set and message number.
View Message	Click the link to view the message that appears in the exception log in the event that this match rule is not met during matching.

Rule Applies To

The **Rule Applies To** group box appears only if the match rule level is *Line Summary.*

Field or Control	Description
Association Name	Select the document association name that is applicable to this match rule. During the Matching process, the system applies this match rule only to those document association names you defined. Options include *VP* (voucher and purchase order matching), *VPR* (voucher, purchase order, and receiver matching), and *VR* (voucher and receiver matching).

Related Topics

- PeopleSoft Payables: Delivered Match Rules

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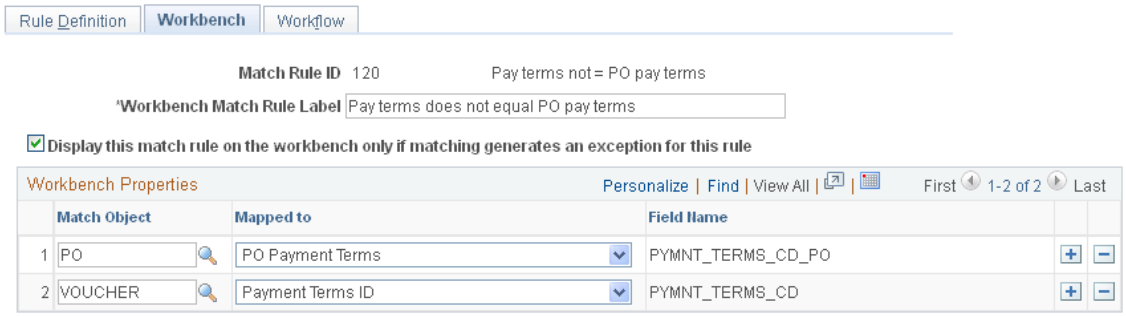
Match Rules - Workbench Page

Use the Match Rules - Workbench page (AP_MTCH_RULES2) to select the label and fields that will appear in the Match Workbench.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Match Rules**, and then **Workbench**

This example illustrates the fields and controls on the Match Rules - Workbench page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Workbench Match Rule Label	Displays the description of the rule that appears on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page. You can modify this field.
Display this match rule on the workbench only if matching generates an exception for this rule	Select to display the rule on the Match Exception Workbench Details page only if it is included in the exception record (AP_MTCH_EXCPTN). The system automatically selects this field for system match rules.
Match Object	Select the match objects associated with this match rule that appears as columns on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page. Match object options include *PO*, *Receiver*, and *Voucher*.
Mapped To	Select the field from the header summary record (AP_VCHR_HDR_SUM) or the line summary record (AP_VCHR_LN_SUM).
Field Name	Displays the field name based on the **Match Object** field and the **Mapped To** field values.

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> **Warning**
>
> The system uses the selected match objects and field names to display matching information on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page. If the mapping is incorrect, the matching information will not be accurate.

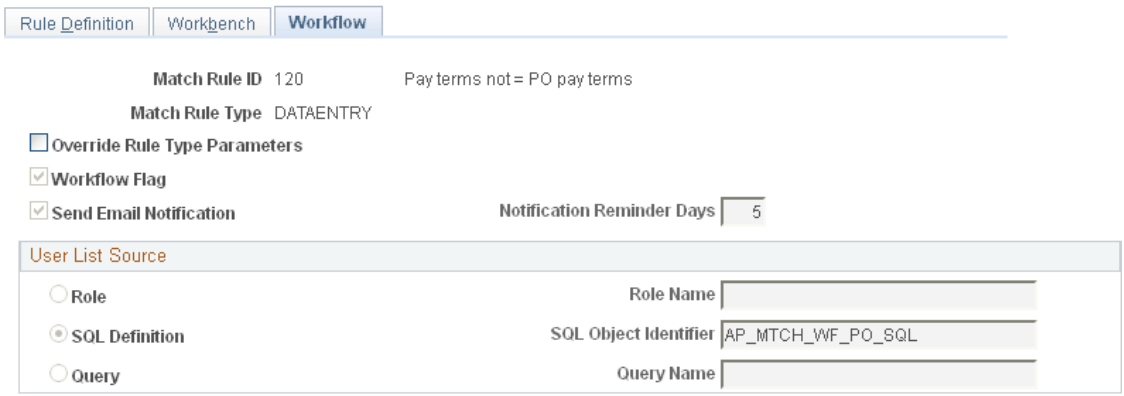
Match Rules - Workflow Page

Use the Match Rules - Workflow page (AP_MTCH_RULES3) to override the worklist and email notification parameters and user lists defined at the match rule type level.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Match Rules**, and then **Workflow**

This example illustrates the fields and controls on the Match Rules - Workflow page.



You can override email notification parameters and user lists defined at the match rule type level. The workflow fields on this page are similar to the workflow fields on the Match Rule Type page.

See Match Rule Type Page.

Match Rule Control Page

Use the Match Rule Control page (AP_MTCH_CNTRL_HDR) to view and update the match rule controls.

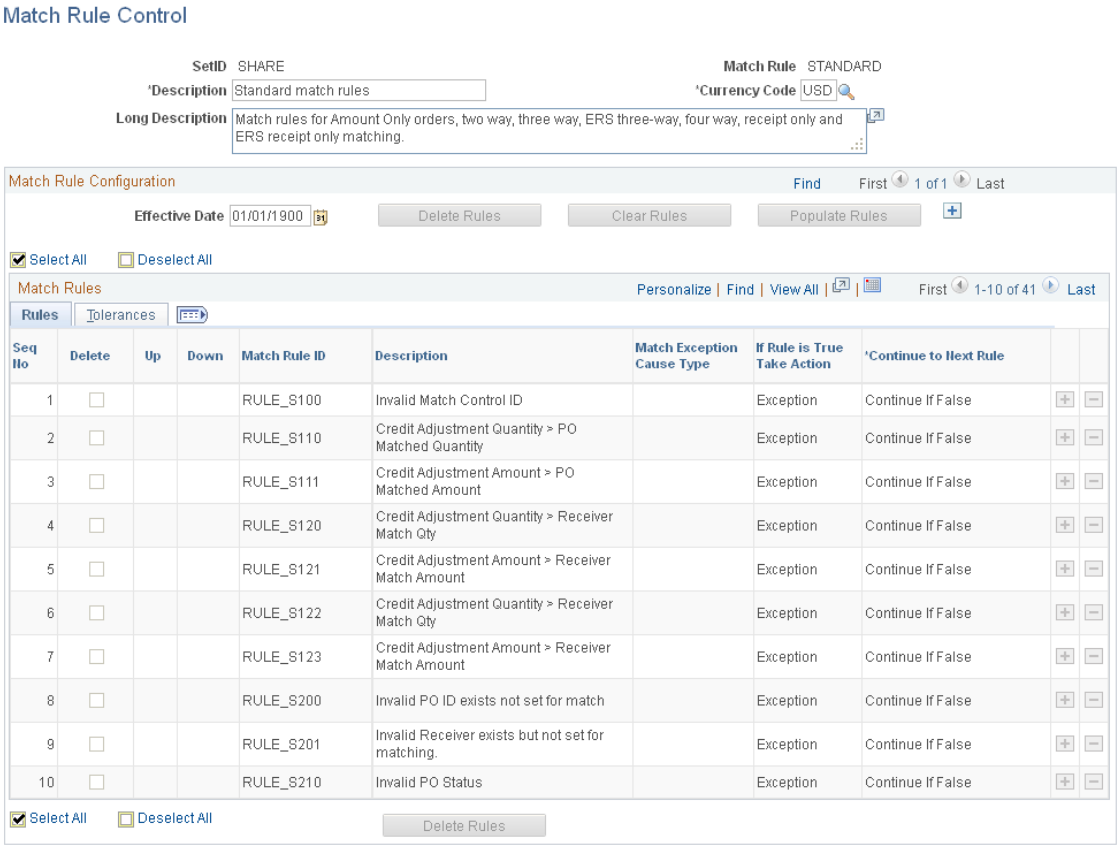
Match rule controls are sets of match rules applied against vouchers, purchase orders, and receivers during matching.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Match Rule Control**, and then **Match Rule Control**

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This example illustrates the fields and controls on the Match Rule Control page. You can find definitions for the fields and controls later on this page.



Match Rule Control

SetID SHARE Match Rule STANDARD

*Description Standard match rules *Currency Code USD

Long Description Match rules for Amount Only orders, two way, three way, ERS three-way, four way, receipt only and ERS receipt only matching.

Match Rule Configuration Find First 1 of 1 Last

Effective Date 01/01/1900 Delete Rules Clear Rules Populate Rules

Select All Deselect All

Match Rules Personalize | Find | View All | First 1-10 of 41 Last

Rules Tolerances

Seq No	Delete	Up	Down	Match Rule ID	Description	Match Exception Cause Type	If Rule is True Take Action	*Continue to Next Rule
1				RULE_S100	Invalid Match Control ID		Exception	Continue If False
2				RULE_S110	Credit Adjustment Quantity > PO Matched Quantity		Exception	Continue If False
3				RULE_S111	Credit Adjustment Amount > PO Matched Amount		Exception	Continue If False
4				RULE_S120	Credit Adjustment Quantity > Receiver Match Qty		Exception	Continue If False
5				RULE_S121	Credit Adjustment Amount > Receiver Match Amount		Exception	Continue If False
6				RULE_S122	Credit Adjustment Quantity > Receiver Match Qty		Exception	Continue If False
7				RULE_S123	Credit Adjustment Amount > Receiver Match Amount		Exception	Continue If False
8				RULE_S200	Invalid PO ID exists not set for match		Exception	Continue If False
9				RULE_S201	Invalid Receiver exists but not set for matching.		Exception	Continue If False
10				RULE_S210	Invalid PO Status		Exception	Continue If False

Select All Deselect All Delete Rules

When you copy individual source documents to a voucher, the voucher inherits the source document header, line, and distribution information. When you copy multiple purchase orders or multiple receipts to a voucher, the voucher inherits the first instance of the source document's header information. As an example, if you copy multiple lines from different purchase orders to a voucher, the header information from the first purchase order will be copied to the voucher.

> **Note**
>
> The accounting template from the purchase order is copied to the voucher in a way similar to other header fields.

Structure match rules to meet the business needs through match rule controls. Match rule controls are sets of rules that the system applies against vouchers, purchase orders, and receivers. You can define a single control ID with all of the applicable match rules or multiple match rule controls, each with a subset of applicable match rules. Match rule controls are defined by SetID. The Matching process uses the match control defined on the purchase order header to determine which match rules to apply.

Define amount or percent tolerances to override exceptions generated by the match rules. If a match exception exists, and the voucher is within the tolerances, the Matching process automatically overrides the exception.

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This PeopleSoft application delivers match rule controls that include *Standard Match Rules Using Rules Tolerances, Standard Match Rules Using PO Tolerances, Standard, Debit Memo,* and *Basic.* To define additional match rule controls, you must understand the Matching process.

Header

Field or Control	Description
Description	Enter a short description for the match rule control. Use the long description box below the field to enter an expanded description of the match rule control.
Currency Code	Specify the currency code that is used to calculate the tolerance levels.

Match Rule Configuration

Field or Control	Description
Effective Date	Enter the date that the match rules are valid. The Matching process applies these match rules to vouchers with a match due date of this date or later.
Delete Rules	Click to delete only the rules selected to be deleted on the **Match Rules** grid.
Clear Rules	Click to delete all match rules from the **Match Rules** grid.
Populate Rules	Click to populate the **Match Rules** grid with all the available match rules. This action is required if you are adding a new match rule control so that the system match rules are automatically populated in the match rules table. You cannot delete or edit the system match rules.

Match Rules - Rules Tab

Field or Control	Description
Delete	Select to mark the match rule for deletion. The match rule is deleted when you click the **Delete** button.
	Click to move the current row up or down by one row. This action changes the matching processing logic sequence. It also changes the display order of the match rules on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page. **Note:** The buttons are not available for system match rules. System match rules always appear first in the sequence.
Match Rule ID (match rule identification)	Displays the match rule associated with this match rule control. You can delete or add new match rules to the match rule control.

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Field or Control	Description
Match Exception Cause Type	Displays the cause for the exceptions to the rule as either Internal or External.
If Rule is True Take Action	Select the action to take during the Matching process when voucher lines are returned from executing the match rule SQL. The list of actions available for the match rule depends on its association to the match rule type and the match actions allowed. System match rules are display only. Possible actions include: *Match:* When this action is selected, voucher lines returned are matched. **Note:** The system determines if the other voucher lines have any exceptions. If even a single exception exists for another voucher line, then the system applies exception as the match action for the entire voucher. *Debit Memo:* When this action is selected, returned voucher lines are marked as applicable to a debit memo. The system allows this option if quantity or unit price are mismatched. The system waits until all match rules are executed and no exceptions exist before it creates the debit memo adjustment voucher. If you override the exceptions, the system creates the debit memo during the next Matching process if no other exceptions exist. **Note:** For the system to create debit memo adjustment vouchers for a supplier, you must first specify the debit memo options for supplier locations on the Debit Memo Options collapsible region on the Supplier Information - Payables Options page. *Exception:* When this action is selected, returned voucher lines are marked as exceptions. Generally, this action is specified for match rules that check for inequality between the voucher and the purchase order and receiver.
Continue to Next Rule	Select the action to determine how the Matching process continues. System match rules are display only. Actions include: *Always Continue:* The Matching process applies the next match rule. *Continue if False:* The Matching process applies the next match rule for voucher lines not returned by executing the match rule SQL. *Continue if True:* The Matching process applies the next match rule for voucher lines if returned by executing the match rule SQL.

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Match Rules - Tolerances Tab

Field or Control	Description
Under Amount	Specify the tolerance amount to be used in the under tolerance calculation. This field is available if the **Use Tolerance at Rule Control** and **Amount** fields are selected on the Rule Definition page.
Over Amount	Specify the tolerance amount to be used in the over tolerance calculation. This field is available if the **Use Tolerance at Rule Control** and **Amount** fields are selected on the Rule Definition page.
% Under Amount	Specify the tolerance percent for the amount to be used in the under tolerance calculation. This field is available if the **Use Tolerance at Rule Control** and **Percent** fields are selected on the Rule Definition page.
% Over Amount	Specify the tolerance percent for the amount to be used in the over tolerance calculation. This field is available if the **Use Tolerance at Rule Control** and **Percent** fields are selected on the Rule Definition page.

Related Topics

- PeopleSoft Payables: Delivered Match Rule Controls

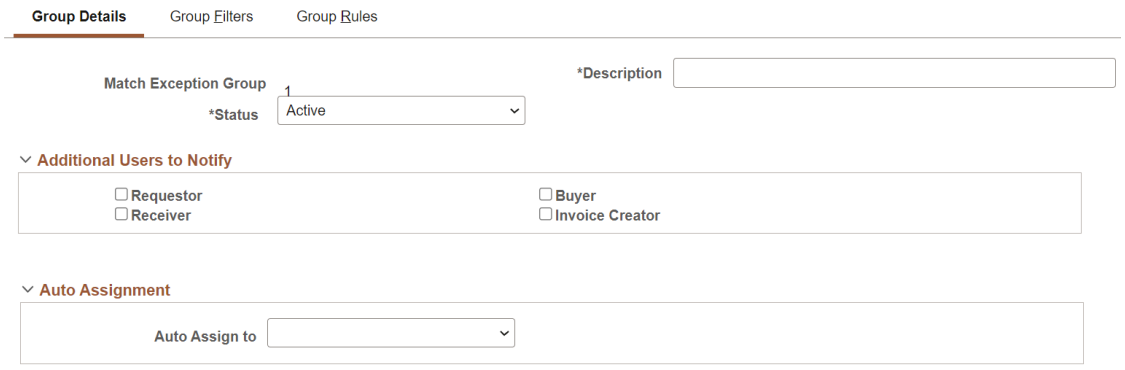
Match Exception Group Page

Use the Match Exception Group page (AP_MTCH_EXCP_GRP) to define a wide range of groups and areas of responsibility in reviewing, analyzing, and resolving match exceptions.

Navigation:

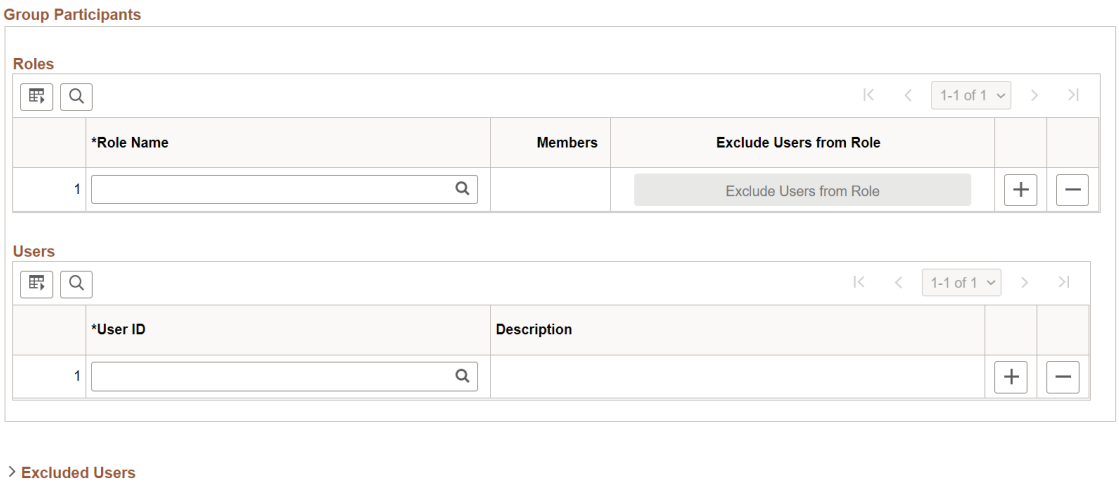
Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Match Exception Group**

This example illustrates the fields and controls on the Match Exception Group page (1 of 2). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Match Exception Group page (2 of 2). You can find definitions for the fields and controls later on this page.



Group Details Tab

Field or Control	Description
Additional Users to Notify	Select additional resources beyond those defined to the group who will be notified of the match exception.
Auto Assignment	Select to whom the match exceptions will be auto-assigned. The available options are the following: • Blank • Buyer • Invoice Creator • Receiver • Requestor You will get an error message if the option in *Auto Assignment* field and *Additional Users to Notify* are the same. Group Participants grid will be unavailable for editing, if you select an auto assignment option.
Group Participants	Add one or more Role name(s) who will be notified of the match exception. If there are one or more users in a role that are not involved in match exception processing, you can click *Exclude Users from Role* button to exclude them from being notified. You can also add one or more individual user ID's to receive match exception notifications. If a user is defined in both Roles and Users section, the user will receive only a single notification for a given match exception. **Note:** At least one user ID must be defined to a group. A group can be setup by Role Name(s) and/or individual user ID's.
Excluded Users	Displays the list of users who will not receive match exception notifications.

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Group Filters Tab

Field or Control	Description
Business Unit Filter	Select all or individual Payables and Procurement business units you wish to route exceptions.
Ship To Location Filter	Select all or individual ship to locations you wish to route exceptions.

> **Note**
>
> Payables business unit is determined based upon the Voucher header business unit. Purchase Order business unit and Ship To are based upon the value at the voucher line level. The Match Exception Collaboration application engine will filter based upon these values.

Group Rules Tab

Use the Group Rules tab to define one or more match rules applicable for the group. If an exception occurs for the match rule(s), the group member(s) will be notified.

Field or Control	Description
Group Type	Select a group type. The available options are: • *Any Rule in Exception*: If any rule(s) defined for the group are in exception, the group will be notified. • *All Rules in Exception*: All rule(s) must be in exception for the group to be notified.
Delete Rules	Click to delete the selected rules.
Clear Rules	Click to remove all rule(s).
Populate Rules	Click to auto-populate all active match rules.

Match Exception Supplier Range Page

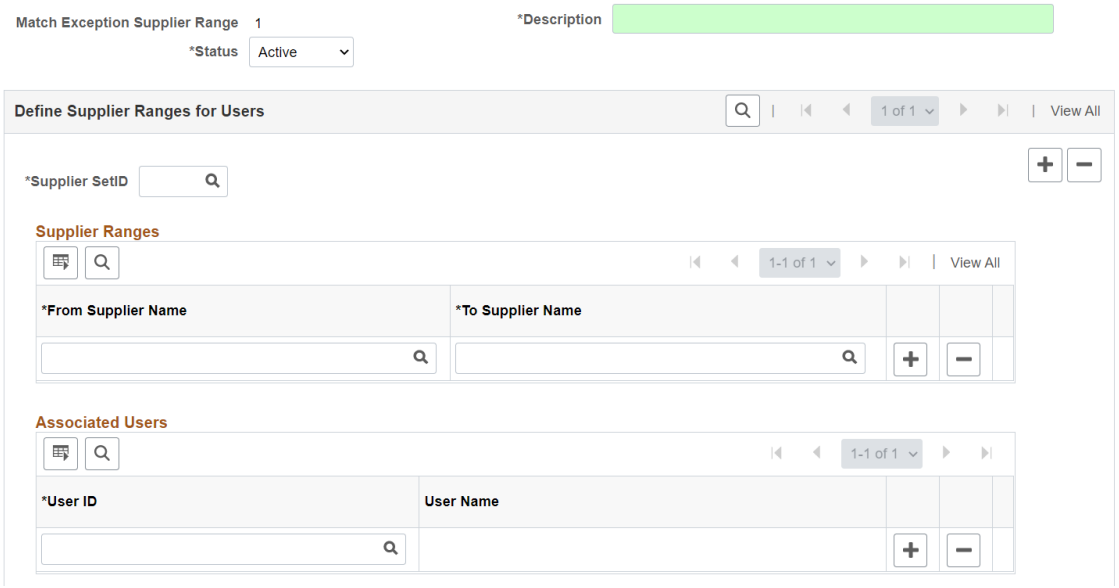
Use the Match Exception Supplier Range page (AP_MEC_SUPPLR_GRP) to define supplier name ranges for one or more users. Supplier name range setup is optional. Supplier name range provides additional filtering of exceptions. If a user belongs to a group in which an exception has been identified and that same user belongs to an active supplier name range, that user will only receive notifications for suppliers in the name range(s) setup.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Match Exception Supplier Range**

This example illustrates the fields and controls on the Match Exception Supplier Range page.

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Field or Control	Description
Supplier SetID	Enter a SetID prior to selecting From and To supplier names. This field is mandatory.
From Supplier Name and **To Supplier Name**	Enter the Supplier names you wish to filter on for the specific user ID(s) for the Supplier Name Range. These are required fields.
User ID	Enter one or more user ID's who will be notified of match exceptions if the user belongs to a Group and the Supplier identified in the range has an exception. This field is mandatory.

Match Exception Resolution Page

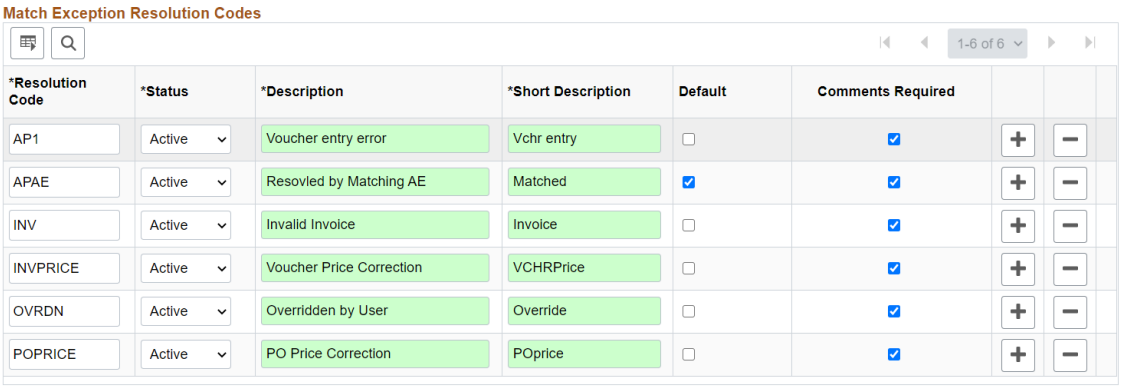
Use the Match Exception Resolution page (AP_MECC_RCD_TBL) to identify reasons for resolving match exceptions. Match Exception Resolution codes are optional.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Match Exception Resolution**

This example illustrates the fields and controls on the Match Exception Resolution page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Resolution Code	Enter a resolution code.
Status	Select a status of Active or Inactive.
Default	Indicates the default resolution code used by the Match Exception Collaboration application engine if a match exception is resolved and a resolution code was not selected in the Match Exception Collaboration detail page. **Note:** The Default check box is intended to be used only by the Match Exception Collaboration Application Engine process. For additional information on Match Exception Collaboration Center, see PeopleSoft Payables: Understanding Match Exception Collaboration Center
Comments Required	If selected, comments will be required in the Match Exception Collaboration detail page when selecting the resolution code.

Document Association Group Page

Use the Document Association Group page (AP_ASSTN_GRP) to view the documents used in document association processing.

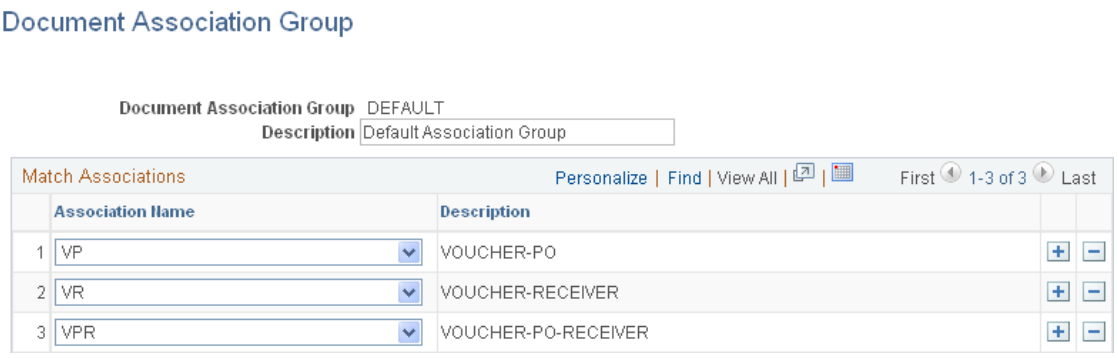
You can include or exclude the delivered document associations.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Document Association Group**, and then **Document Association Group**

This example illustrates the fields and controls on the Document Association Group page. You can find definitions for the fields and controls later on this page.

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This PeopleSoft application delivers three document associations: *VP* (voucher and purchase order matching), *VR* (voucher and receiver matching), and *VPR* (voucher, purchase order, and receiver matching). When the Matching process performs the match association, it assigns the voucher to one of the three match association records based on the match association SQL selection criteria. For example, the system assigns a voucher that has an associated PO ID with receipt required to VPR.

Specify the document association group to use in the Matching process on the Installation Options - Payables page.

Field or Control	Description
Association Name	Displays the document association group and the sequence for processing. Options include: *VP:* The system associates vouchers and purchase orders that do not require receipts. *VR:* The system associates vouchers and receivers (non purchase order receipts). *VPR:* The system associates vouchers, purchase orders, and receivers. You can include or exclude the delivered document associations that are not part of the business process.

Related Topics

- PeopleSoft Payables: Understanding the Matching Engine
- Application Fundamentals: Installation Options - Payables Page

Document Association Rules Page

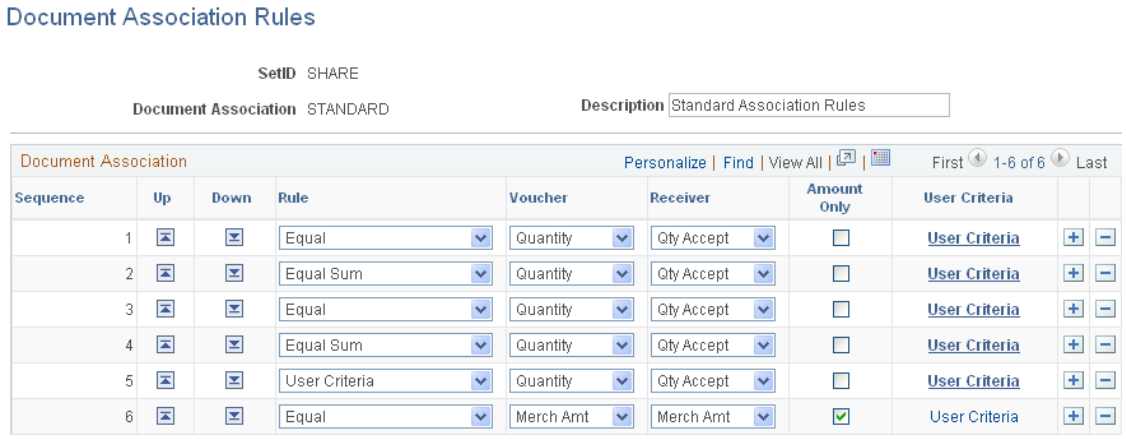
Use the Document Association Rules page (AP_ASSOCIATION) to define how the Matching Application Engine process (AP_MATCH) automatically associates receivers to vouchers and purchase orders.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Document Association Rules**, and then **Document Association Rules**

This example illustrates the fields and controls on the Document Association Rules page. You can find definitions for the fields and controls later on this page.

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As part of the Matching process, the document association process associates the appropriate purchase orders and receivers to the selected vouchers. The system associates the documents using the criteria specified in Line 1. If no successful associations are found, the rules defined in Line 2 apply, and so forth, until all documents are associated.

> **Note**
>
> You can create new match rule controls or modify delivered match rule controls. When modifying controls and to take advantage of Life To Date voucher and schedule matching rules, you may place the Sum Up To rule at top, middle or at the end depending on your business practice. The Sum Up To rule helps you with partial vouchering. If the Sum Up To is placed at the top, other rules such as Equal rule or Equal Sum rule will never be triggered as the receipts get associated to the Sum Up To rule always.

Field or Control	Description
	Click to move the current row up or down by one row. This action changes the processing logic sequence for associating the documents.

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Field or Control	Description
Rule	Select a rule to apply when associating documents. Options include: *Equal:* The system selects the lines if the specified field on the source document (voucher) line matches exactly with the specified field on the association document (receiver). Only one association document line can be associated with the source document line. *Equal Sum:* The system selects the lines if the specified field on the source document line equals the sum of the specified field values on the associated document line or lines. One or more association document lines can be associated with the source document line. *Select All:* If any association document lines exist, the system selects the lines without comparing any rule fields. *Select If One:* If only one association document line exists, the system selects the line without comparing any rule fields. *Sum Up To:* If any association document lines exist, the system creates a running total of the specified field values and selects as many association document lines as necessary to equal the source document line field. The system concatenates the receiver BU, receiver ID, receiver line number, and the receiver ship sequence number and determines the minimum value and associates that receiver line to the voucher line. This process continues until the voucher line is completely associated or there are no more receipts. This may also result in a partial match of an associated document line. *User Criteria:* The system selects the lines based on the user criteria defined on the Document Association Criteria page.
Voucher	Select the voucher field to be used in document association processing. Options include *Merch Amt* (merchandise amount) and *Quantity.* You should only use *Merch Amt* for amount only purchase orders.
Receiver	Select the receiver field to be used in document association processing. Options include *Merch Amt* (merchandise amount), *Qty Accept* (quantity accepted), and *Qty Recv* (quantity received). You should only use *Merch Amt* for amount only purchase orders.
Amount Only	Select to apply the document association rule to amount only purchase orders, not regular purchase orders. Select *Merch Amt* (merchandise amount) for the **Voucher** and **Receiver** fields.

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Field or Control	Description
User Criteria	Click to access the Document Association Criteria page where you can enter a user-defined condition statement for the row. The Matching process uses the voucher and receiver values you define to select the receipts. This link is in bold if user criteria exists.

Related Topics

- PeopleSoft Payables: Understanding the Matching Engine

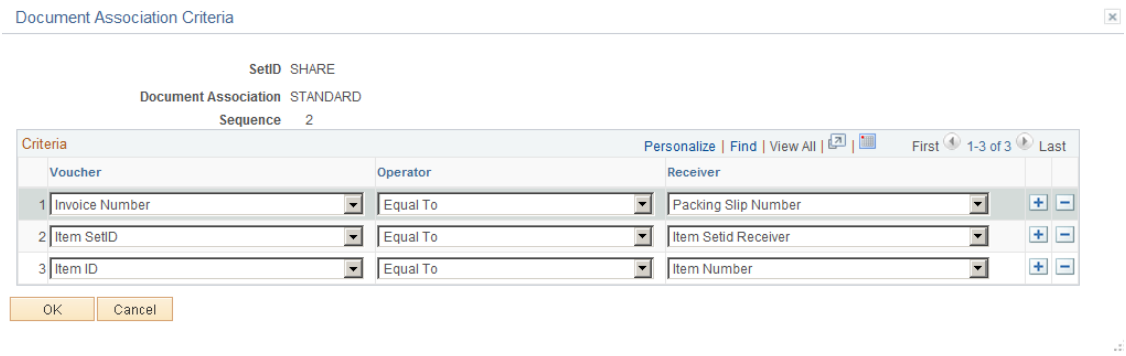
Document Association Criteria Page

Use the Document Association Criteria page (AP_ASCALG_CRIT_SEC) to select receipts based on a user-defined condition statement.

Navigation:

Click the User Criteria link on the Document Association Rules page.

This example illustrates the fields and controls on the Document Association Criteria page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Criteria	Define the voucher and receiver values for the Matching process to select the receipts depending on the operator value.

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Field or Control	Description
Voucher	Select a value for the Matching process to use to associate it with the receiver value for determining the receipt selection. The user field values in this drop down are populated from the Voucher Header table (PS_VOUCHER) and the Voucher Line table (PS_VOUCHER_LINE). The Line User Field and the Schedule User Field are from the Voucher Line table while the rest of the user fields are from the Voucher Header table. The user fields available are: • Line User Field • Schedule User Field • User Character Field • User Character Field 2 • User Date • User Amount Field • User Number Field
Operator	Select an appropriate value to match the voucher value and the receiver value.
Receiver	Select a value to associate with the selected voucher value for determining the receipt selection. Click the OK button to enable the Matching process to select receipts based on the conditions you set.

Specifying Voucher Build Criteria

To specify voucher build criteria, use the Voucher Build Criteria component (VCHR_BLD_DEFN).

This section provides an overview of how the Voucher Build process uses voucher build criteria to build voucher records from purchase orders and receivers, and discusses how to define voucher build criteria.

Pages Used to Specify Voucher Build Criteria

Page Name	Definition Name	Usage
Voucher Build Code Definition Page	VCHR_BLD_DEFN	Define criteria that determine how the Voucher Build process creates voucher records from purchase orders and receivers.
Voucher PO User Page	VCHR_PO_USER	Enter SQL statements for the user criteria you are adding. See Voucher Build Code Definition Page

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Page Name	Definition Name	Usage
Override Session Default (purchase order) Page	VCHR_PO_CLAUSE	View the complete SQL statement for a purchase order criteria row on the Voucher Build Code Definition page. See Voucher Build Code Definition Page
Voucher Receiver User Page	VCHR_RECV_USER	Enter SQL statements for the user criteria you are adding. See Voucher Build Code Definition Page
Override Session Default (receiver) Page	VCHR_RECV_CLAUSE	View the complete SQL statement for a receiver criteria row on the Voucher Build Code Definition page. See Voucher Build Code Definition Page

Related Topics

- PeopleSoft Payables: Understanding Voucher Build Processing

Understanding Voucher Build Criteria

When the Voucher Build process builds voucher records from purchase orders and receivers, it uses default processing logic to associate the voucher line information it has received with purchase orders and receivers. The process uses this association to help build the voucher from the receiver or purchase order data.

When you use the Quick Invoice Entry component (VCHR_QUICK_PNL) to enter basic voucher information for the Voucher Build process to build into voucher records, you can accept this default processing logic or specify a voucher build code that identifies special processing logic that you want the Voucher Build process to follow. These voucher build codes specify how the Voucher Build process finds matches between voucher line information and receivers or purchase orders. You define voucher build codes using the Voucher Build Criteria component.

Related Topics

- PeopleSoft Payables: Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines

Voucher Build Code Definition Page

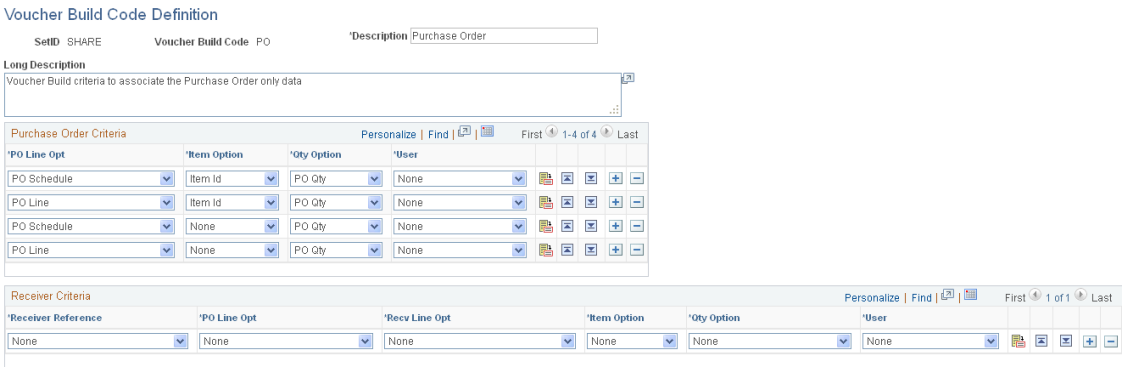
Use the Voucher Build Code Definition page (VCHR_BLD_DEFN) to define criteria that determine how the Voucher Build process creates voucher records from purchase orders and receivers.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Voucher Build Criteria**, and then **Voucher Build Code Definition**

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This example illustrates the fields and controls on the Voucher Build Code Definition page. You can find definitions for the fields and controls later on this page.



To access the Voucher PO User Page, select the *User* or *View Only* option in the **User** field for a purchase order criteria row on the Voucher Build Code Definition page, and then click the **User Criteria** link in that row.

To access the Override Session Default (purchase order) Page click the **Build Clause** button in the purchase order criteria row on the Voucher Build Code Definition page.

To access the Voucher Receiver User Page, select the *User* or *View Only* option in the **User** field for a receiver criteria row on the Voucher Build Code Definition page, and then click the **User Criteria** link in that row.

To access the Override Session Default (receiver) Page, click the **Build Clause** button in the receiver criteria row on the Voucher Build Code Definition page.

> **Note**
>
> The Voucher Build process first attempts to build the voucher using the receiver criteria you define. If the process does not find an association based upon the receiver information, then the logic proceeds to the purchase order criteria.

> **Note**
>
> The more specific the criteria you define, the better the system performs. If the voucher build criteria return multiple matches per voucher line, then the Voucher Build process may select and build a voucher line record from an incorrect receiver or purchase order.

Purchase Order Criteria

The Voucher Build process uses the criteria that you define in this grid to find purchase orders for building voucher records. You can define multiple rows. The system looks for purchase orders using the criteria specified in the first line. If no purchase orders are found, the system uses the criteria defined on the second line, and so forth. You can use the up and down arrows in each row to change the line order.

A purchase order schedule can be associated with only one voucher line during a single Voucher Build process instance.

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Field or Control	Description
PO Line Opt (purchase order line option)	Define the criteria the system uses for finding purchase orders. The available options are: • *None:* The system skips this field. • *PO BU:* The system uses the purchase order business unit specified on the voucher line. • *PO ID:* The system uses the purchase order business unit and the PO ID specified on the voucher line. • *PO Line:* The system uses the purchase order business unit, PO ID, and the purchase order line number specified on the voucher line. • *PO Sched:* The system uses the purchase order business unit, PO ID, purchase order line number, and the purchase order schedule number.
Item Option	Define whether the system searches for purchase order schedules based on the item ID. The available options are: *Item ID:* The system uses the item SetID and item ID on the voucher line. *None:* The system skips this field.
Qty Option (quantity option)	Define the criteria the system uses as a basis for finding purchase orders schedules. The available options are: *None*: The quantity is not used as a basis for finding purchase orders. *PO Qty:* The system uses the purchase order quantity and unit of measure.
User	To define a SQL statement for finding purchase orders, select *User* or *View Only.* The **User Criteria** link appears. Click this link to access the Voucher PO User page, where you can enter the SQL clause for the condition you are adding. Select *None* if you do not want to add a user-defined SQL clause.
	Click this button for any row to access the Override Session Default page, where you can view the complete SQL statement for that row, including any that you added.

Receiver Criteria

The Voucher Build process uses the criteria that you define in this grid to find receivers for building voucher records. You can define multiple rows. The system looks for receivers using the criteria specified on the first line. If no receivers are found, the system uses the criteria defined on the second line, and so forth. You can use the up and down arrows in each row to change the line order.

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Field or Control	Description
Receiver Reference	Define the criteria the system uses for finding receivers. The available options are: *BOL* (voucher bill of lading): The bill of lading on the receiver header equals the bill of lading on voucher header. *Carrier ID:* The carrier ID on the voucher header equals the carrier ID on receiver header. *Invoice:* The Voucher invoice number equals the receiver line Packing Slip ID. *None:* The system defaults to receiver line option. *PackSlip:* The voucher packing slip field equals the receiver line Packing Slip ID.
PO Line Opt (purchase order line option)	Define the criteria the system uses for finding purchase orders. The available options are: *None:* The system skips this field. *PO BU:* The purchasing business unit on the voucher line equals the purchasing business unit on the receiver line. *PO ID:* The purchasing business unit and the PO ID on the voucher line equals the purchasing business unit and PO ID on the receiver line. *PO Line:* The purchasing business unit, PO ID, and the purchase order line number on the voucher line equals the purchasing business unit, PO ID, and the purchase order line number on the receiver line. *PO Sched:* The purchasing business unit, PO ID, purchase order line number, and the purchase order schedule on the voucher line equals the purchasing business unit, PO ID, purchase order line number and the purchase order schedule number on the receiver line.
Recv Line Opt (receiver line option)	Define the criteria the system uses as a basis for finding receivers: • *None:* The system skips this field. • *Recv BU:* The system uses the receiver business unit on the voucher line. • *Recv ID:* The system uses the receiver business unit and the receiver ID on the voucher line. • *Recv Sched:* The system uses the receiver business unit, receiver ID and the receiver line number.
Item Option	Define whether the system searches for receivers based on the item ID. The available options are: *Item ID:* The Item SetID and the Item ID on the voucher line are used as a basis for finding receivers. *None:* The system skips the **Item ID** field.

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Field or Control	Description
Qty Option (quantity option)	Define how the system finds receivers based upon quantities. The available options are: *Accepted*: The accepted quantity on the receiver in the supplier's unit of measure. *None:* The system skips this field. *Receipt*: The quantity on the receiver in the supplier's unit of measure.
User	To define a SQL statement for finding receivers, select *User* or *View Only*. The **User Criteria** link appears. Click this link to access the Voucher Receiver User page, where you can enter the SQL clause for the condition you are adding. Select *None* if you do not want to add a user-defined SQL clause.
	Click the **Build Criteria** button for any row to access the Invoice Details page, where you can view the complete SQL statement for that row, including any that you added.

Defining Voucher Session Defaults

Session defaults are available for the *Journal Voucher, Regular Voucher, Single Payment Voucher,* and *Template Voucher* styles in the Voucher or Quick Invoice Entry components. These defaults override the defaults that the system applies using the PeopleSoft Payables control hierarchy. Users can select these predefined session defaults or create ad hoc session is provided by default from the Voucher or Quick Invoice Entry components.

To define voucher session defaults, use the Session Defaults component (AP_SESSION_DEFAULT).

This section discusses how to enter session defaults.

Page Used to Define Voucher Session Defaults

Page Name	Definition Name	Usage
Session Defaults Page	AP_VCHR_DFLT_PG	Enter voucher defaults for a predefined session default that the users can select from the Voucher or Quick Invoice Entry components. These defaults override the values that the system applies using the PeopleSoft Payables control hierarchy.

Session Defaults Page

Use the Session Defaults page (AP_VCHR_DFLT_PG) to enter voucher defaults for a predefined session default that the users can select from the Voucher or Quick Invoice Entry components.

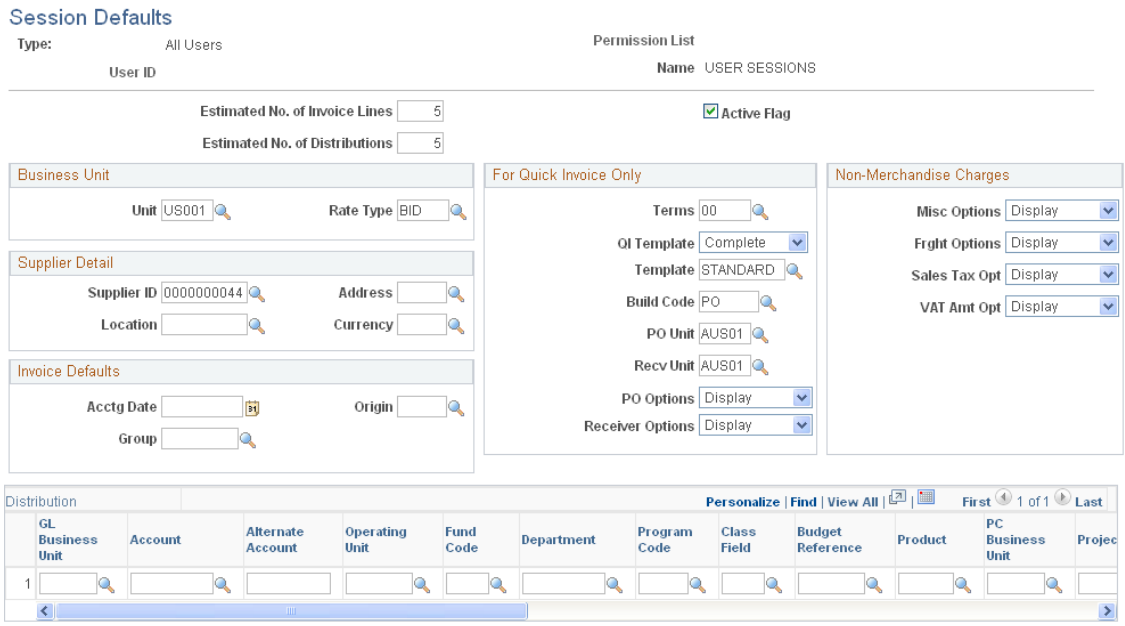
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These defaults override the values that the system applies using the PeopleSoft Payables control hierarchy.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Session Defaults**

This example illustrates the fields and controls on the Session Defaults page. You can find definitions for the fields and controls later on this page.



You can create session defaults for all users, user roles, or specific users. On the add search page, when you select *Primary Permission List* as the **Session Default Type,** you need to specify a primary permission list. When you select *User ID,* you need to specify a user ID.

Field or Control	Description
Estimated No. of Invoice Lines (estimated number of invoice lines) and **Estimated No. of Distribution Lines** (estimated number of distribution lines)	Enter the number of invoice lines and distribution lines to appear as default on the voucher.
Active Flag	Select to use during voucher entry from the Voucher or Quick Invoice Entry components. This session default is not available if you do not select this check box.

Business Unit

Enter a PeopleSoft Payables business unit and rate type to appear as defaults for the voucher session.

Supplier Detail

Enter a supplier ID, address sequence number, supplier location, and currency code to appear as defaults for the voucher session.

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Invoice Defaults

Enter an accounting date, origin, and control group ID to appear as defaults for the voucher session.

For Quick Invoice Only

The options in this group box are applicable to quick invoices only.

Field or Control	Description
Terms	Enter the payment terms default for this session.
QI Template (quick invoice template)	Select the worksheet that is the default for this session. Options are: • *Complete:* Establish the Quick Invoice complete worksheet page as the default. On this page, you can copy purchase orders and receivers and specify more voucher details. • *Simple:* Establish the Quick Invoice simple worksheet page as the default. On this page, you can quickly enter basic voucher information.
Template	Enter the accounting entry template default for this session.
Build Code	Enter the voucher build code for the session.
PO Unit (purchase order business unit) and **Recv Unit** (receiver business unit)	Enter a default PO business unit or receiver business unit (or both). The Voucher Build process uses this information, along with appropriate PO or receiver information that you enter on the voucher lines, to locate the purchase order or receiver lines and build the voucher and distribution lines from them. **Note:** For quick invoice entry, this functionality applies to the complete worksheet only.

Select how to display the following options on the Quick Invoice Entry component. Values are *Display, Gray,* and *Hide* for these options:

Field or Control	Description
PO Options (purchase order options)	Controls display of all purchase order-related fields. This option only applies to quick invoices using the complete template.
Receiver Options (receiver options)	Controls display of all receiver-related fields. This option only applies to quick invoices using the complete template.

Non- Merchandise Charges

Select how to display the following options on the Voucher or Quick Invoice Entry components. Values are *Display, Gray,* and *Hide* for these options:

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Field or Control	Description
Misc Options (miscellaneous charge options)	Controls display of miscellaneous amount and miscellaneous charge code fields.
Frght Options (freight charge options)	Controls display of freight amount and freight charge code fields.
Sales Tax Opt (sales tax charge options)	Controls display of sales tax amount, sales tax charge code fields, tax exempt fields.
VAT Amt Opt (VAT amount options)	Controls display of VAT amount and **VAT Apport CF** (VAT apportionment ChartField) fields.

Distribution

Enter default general ledger and project ChartField values in this region.

> **Important**
>
> Chartfields that appear here depend on how you configure them to display on the Standard Chartfield Configuration page.

See Application Fundamentals: Standard ChartField Configuration Page.

Defining Document Tolerances

To define document tolerances, use the Document Tolerance Definition component (DOC_TOL_DEFN).

This section provides an overview of document tolerance checking setup and discusses how to define document tolerances.

Page Used to Define Document Tolerances

Page Name	Definition Name	Usage
Document Tolerance Definition Page	DOC_TOL_DEFN	Define document tolerances.

Understanding Document Tolerance Checking Setup

The Document Tolerance Checking Application Engine process (FS_DOC_TOL) enables you to edit tolerances between predecessor documents and successor documents—that is, between requisitions and purchase orders in PeopleSoft Purchasing and between purchase orders and vouchers in PeopleSoft Payables—before you run the Commitment Control Budget Processor Application Engine process (FS_BP). The Document Tolerance Checking process validates that each distribution line amount on a document differs by no more than a predefined percentage (or fixed amount, depending on the setup) from the associated distribution line amount on its predecessor document.

To set up document tolerance checking:

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1. Enable document tolerance checking by selecting the **Enable Document Tolerance** option on the Installation Options - Overall page and entering the ChartField whose values you use for setting up document tolerances.

   The default ChartField is *Fund Code.*

2. (Optional) Require documents be approved before running the Document Tolerance Checking process on them by selecting the **Document Approval Required** option on the Installation Options - Overall page.
3. (Optional) Set up document tolerance exception override authorization for users on the Define User Preferences - Procurement - Document Tolerance Exceptions Override Authorizations page.
4. Define document tolerances by SetID and ChartField value on the Document Tolerance Definition page.
5. Enable document tolerance checking for the general ledger business unit shared by the purchasing and accounts payables business units by selecting the **Enable Document Tolerance** option on the Procurement Controls - General Controls page.

Related Topics

- Application Fundamentals: Setting Up Cross-Application Installation Options
- Application Fundamentals: User Preferences - Document Tolerance Exceptions Override Page
- PeopleSoft Payables: Understanding Document Tolerances
- PeopleSoft Payables: Procurement Control - General Controls Page

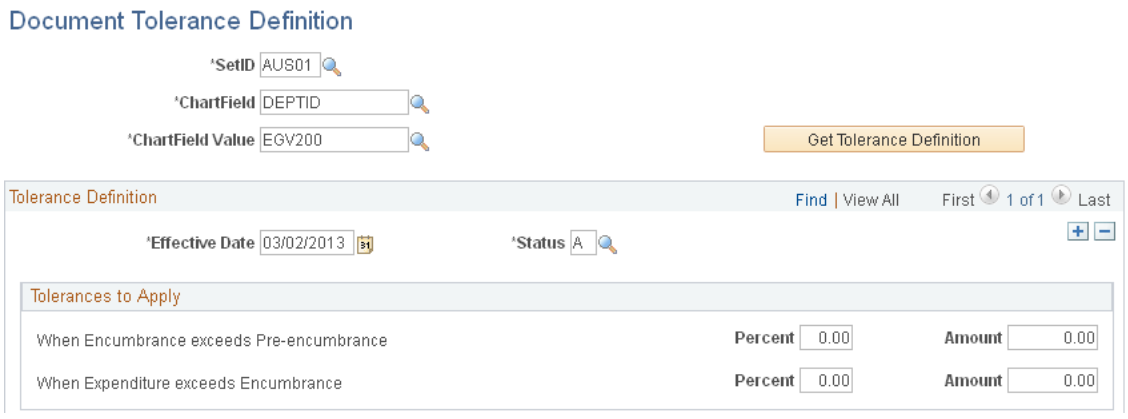
Document Tolerance Definition Page

Use the Document Tolerance Definition page (DOC_TOL_DEFN) to define document tolerances.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Document Tolerance Definition**, and then **Document Tolerance Definition**

This example illustrates the fields and controls on the Document Tolerance Definition page. You can find definitions for the fields and controls later on this page.



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Select a SetID, ChartField, and ChartField value, and click the **Get Tolerance Definition** button to display the **Tolerance Definition** group box.

Apply these tolerances:

Field or Control	Description
When Encumbrance Exceeds Pre-encumbrance	Enter the percentage and amount that the Document Tolerance Checking process uses to determine if a purchase order that exceeds a requisition fails document tolerance checking.
When Expenditure Exceeds Encumbrance	Enter the percentage and amount that the Document Tolerance Checking process uses to determine if a voucher that exceeds a purchase order fails document tolerance checking.

> **Note**
>
> The system uses the lower value (either the percentage or amount) to calculate the tolerance. If you enter *0.00* in the **Percent** or **Amount** fields, the system calculates a zero tolerance, and the successor document must equal the predecessor document to pass document tolerance checking.

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3

Using Operation Metrics

Understanding Operation Metrics

PeopleSoft enables its users with a method to evaluate and manage operational efficiency within Receivables, Payables, and Billing. Using these performance indicators, users can determine the productivity of the operations as a whole as well as individual performance. Performance can be measured in quantity/amount of vouchers currently pending or processed over a given period of time.

Click to watch a short video about PeopleSoft Credit to Cash Operational Metrics.

Click to watch a short video about PeopleSoft Payables Operations Metrics.

The following table summarizes all the Materialized Views for Receivables that are all delivered with Complete Refresh method and whether users can change them from COMPLETE to FAST refresh, depending on the performance:

Materialized View Name	Can change to Fast Refresh method
AR_APYMNT_MVW	Yes
AR_PYMNT_MV_VW	Yes
AR_AUNPYT_MVW	Yes
AR_BUSET_MVW	No
AR_DISPUTE_MVW	No
AR_DSO_FLU_MVW	Yes
AR_ONACT_PY_MVW	Yes
AR_ONACT_PYT_MV	Yes
DBTIT_ITDTL_MVW	Yes
DBTIT_ITSMY_MVW	Yes
ITEM_BASE_MVW	Yes
OPI_CURR_EFF_MV	No
PASTD_DTL_MVW	Yes
PASTD_IT_MVW	Yes
PAYCUST_BASE_MVW	Yes

The following table summarizes all the Materialized Views for Payables that are all delivered with Complete Refresh method and whether users can change them from COMPLETE to FAST refresh, depending on the performance:

Materialized View Name	Can change to Fast Refresh method
APOP_BSEPYMT_MV	Yes
APOP_INVOICE_MV	Yes

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Materialized View Name	Can change to Fast Refresh method
APOP_PVCHXRF_MV	Yes
APOP_PAYMENT_MV	Yes
APOD_DELVCHR_MV	Yes
APOP_INVCSUM_MV	Yes
APOP_VCHRSUM_MV	Yes
APOP_DELVCHR_MV	Yes
APOP_VENDOR_MV	No
APOP_APPRVCH_MV	No
APOP_PYMTVCH_MV	No
APOP_PYMNTDT_MV	No
APOD_APPCSUM_MV	No
APOD_INVCSUM_MV	No
APOD_PYMTSUM_MV	No
APOD_PYMTLAT_MV	No
APOD_HLDVCHR_MV	No
APOP_APPCSUM_MV	No
APOP_PYMTSUM_MV	No
APOP_PYMTLAT_MV	No
APOP_PMNTTYS_MV	No
APOP_CANPYMT_MV	No
APOP_HLDVCHR_MV	No

The following table summarizes all the Materialized Views for Billing that are all delivered with Complete Refresh method and whether users can change them from COMPLETE to FAST refresh, depending on the performance:

Materialized View Name	Can change to Fast Refresh method
BI_HDR_IVC_D_VW	No

Setting Up Reporting Date

You set up the reporting date configuration and update process by:

1. Setting the date selection information on the Reporting Date Configuration page.
2. Running the Reporting Date Update Process to enable the tile preferences. Access the Reporting Date Update Process page by using the navigation:

   Set Up Financials/Supply Chain, Operational Reporting, Operational Efficiency, Reporting Date Update Process.

Reporting Date Configuration Page

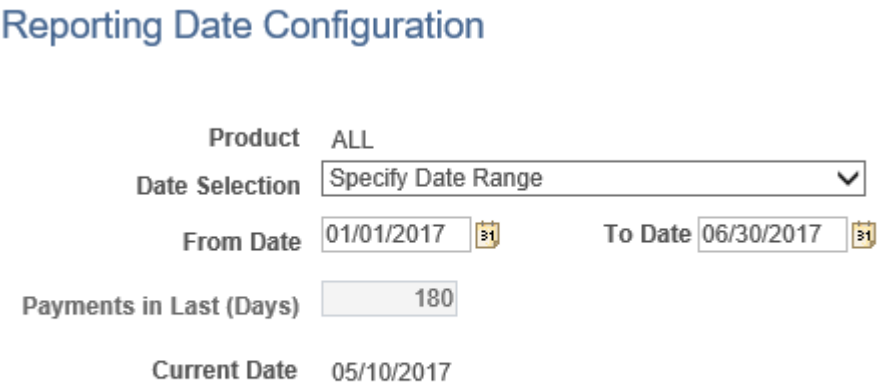
Use the Reporting Date Configuration page (OPI_SYSCFG_PG) to enter your date selection information.

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Navigation:

Set Up Financials/Supply Chain, and then **Operational Reporting** , and then **Operational Efficiency** , and then **Reporting Date Configuration**

This example illustrates the fields and controls on the Reporting Date Configuration page.



Using Operation Metrics in Payables

PeopleSoft Payables enables its users with a method to evaluate and manage operational efficiency within the Payables product. Using these indicators, you can determine the productivity of the Payables operations as a whole as well as individual performance.

Setting Up Tile Preferences for Operation Metrics

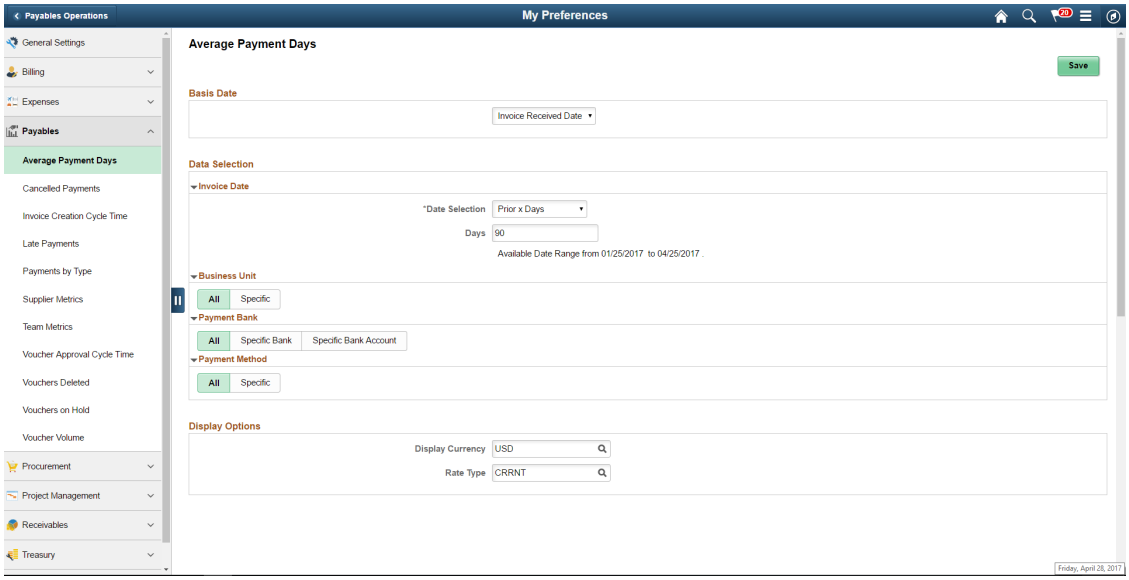
Use the My Preferences page (APOP_OPRDEF_FL) to set up the preferences that determine the content displayed on the tiles and their pivot grid pages.

Navigation:

Click the My Preferences option from the Actions List menu.

This example illustrates the fields and controls on the My Preferences page.

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You can use the Data Selection and Display Options sections to select and organize facets to be available on each the pivot grid pages.

Tiles Used to Analyze Payables Operations

PeopleSoft Accounts Payable delivers the following tiles to analyze the operational efficiency using metrics:

- Invoice Creation Time
- Voucher Approval Time
- Average Payment Days
- Team Metrics
- Voucher Volume
- Payments by Type
- Late Payments
- Cancelled Payments
- Voucher on Hold
- Vouchers Deleted
- Supplier Metrics

> **Note**
>
> These tiles are available in Small Form factor (SFF) and Large Form factor (LFF). Tiles on the LFF display more information as compared to SFF tiles.

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Invoice Creation Time

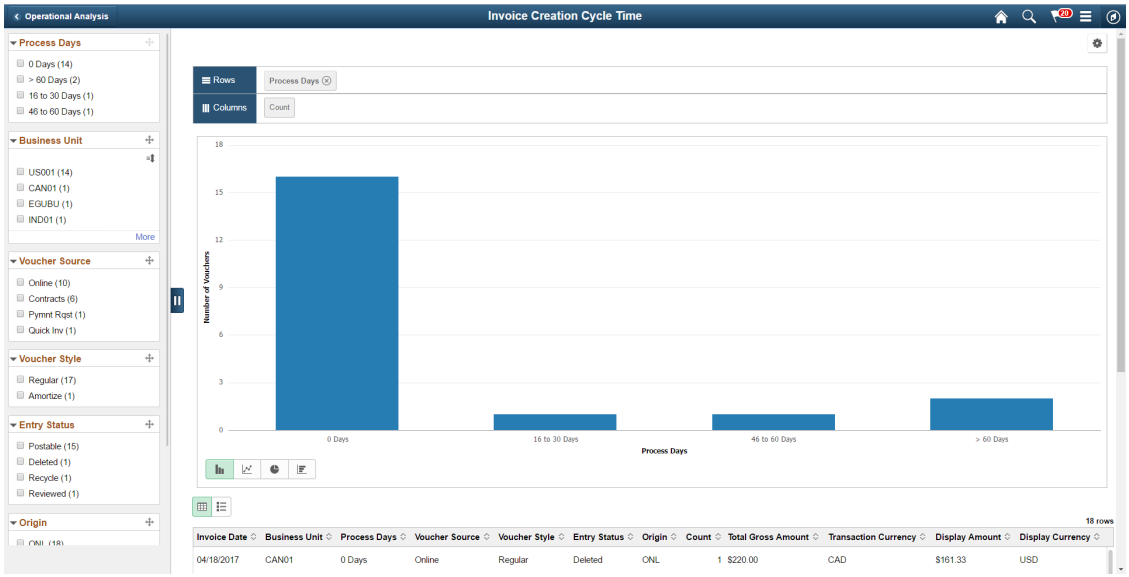
Use the Invoice Creation Time tile to view the average time require for a voucher to be created, along with total amount for the number of voucher approved. It also displays the As of Date and the approval date.

Navigation:

This tile is available on the Payables Operation Homepage.

Select the Invoice Creation Time tile to view the pivot grid.

This example illustrates the fields and controls on the Invoice Creation Cycle Time Pivot Grid page.



Pivot Grid Facets

Use the facets on the left panel to analyze pivot data. Drag and drop facets into the rows on the right panel and the page refreshes to display the grid data, which you can view as a Bar Chart, Line Chart, Pie Chart, or Horizontal Bar Chart. Select facets to filter data displayed in the pivot grid:

- Process Days.
- Business Unit
- Voucher Source
- Voucher Style Entry Status
- Origin
- Process Days.
- Business Unit
- Voucher Source
- Voucher Style Entry Status

You can choose to view the results as a grid or a list.

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See the product documentation for *PeopleTools: Pivot Grid*

Voucher Approval Time

Use the Voucher Approval Time tile to view the average time required for the voucher to be approved, calculated using the Voucher Submission Approval date and the actual date of approval.

Navigation:

This tile is available on the Payables Operation Homepage.

The tile displays the average number of days taken by the voucher approval cycle, along with total amount for the number of voucher approved. It also displays the As of Date and the approval date.

Voucher Approval Cycle Time Pivot Grid

Select the Voucher Approval Time tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

- Business Unit.
- Process Days.
- Voucher Source
- Voucher Style Entry Status
- Origin
- Transaction Currency

You can drag and drop each of these facets on the pivot grid rows to analyze pivot data against the number of vouchers displayed on the column.

Pivot Grid Rows

Add, delete, or move facets on to the pivot grid rows as desired.

Average Payment Days

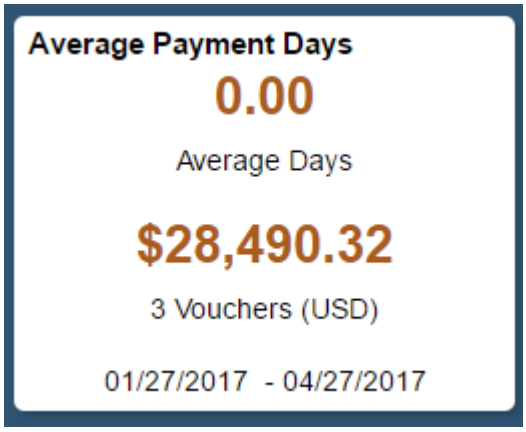
Use the Average Payment Days tile to view the average days required for making payments, based on the voucher entry date and the first payment date. It also displays the amount for all the vouchers.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Average Payment Days tile.

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For vouchers with multiple pay schedules, the average is determined by the date on which the first payment was made.

Average Payment Days Pivot Grid

Select the Average Payment Days tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

- Process Days.
- Business Unit
- Bank
- Account
- Payment Method
- Transaction Currency

Team Metrics

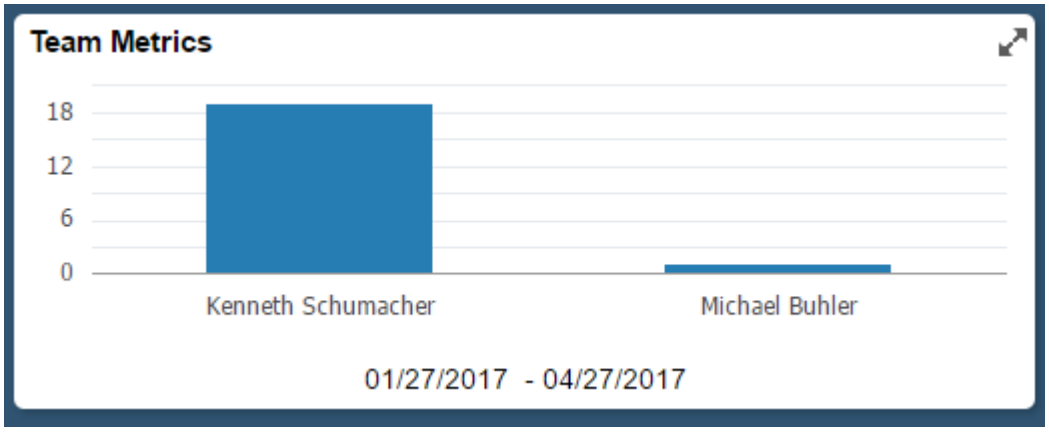
Use the Team Metrics tile to view the number of vouchers entered or approved for a date range, by user.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Team Metrics tile.

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Team Metrics Pivot Grid

Select the Team Metrics tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

- Payables User
- Period
- Business Unit
- Voucher Source
- Voucher Style
- Entry Status

Voucher Volume

Use the Voucher Volume tile to view the number of vouchers entered for a date range. It also displays the total amount value for the volume of vouchers.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Voucher Volume tile.



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Voucher Volume Pivot Grid

Select the Voucher Volume tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

- Period
- Business Unit
- Voucher Source
- Voucher Style
- Entry Status
- Origin

Payments by Type

Use the Payments by Type tile to view the types of payments made for a period of time, along with the total amount.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Payments by Type tile.



Payments by Type Pivot Grid

Select the Payments by Type tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

- Payment Method
- Period
- Bank
- Account
- Payment Currency

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Late Payments

Use the Late Payments tile to view the number of payments that have passed the due date. The tile also displays the total amount due.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Late Payments tile.



Late Payments Pivot Grid

Select the Late Payments tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

- Process Days
- Business Unit
- Bank
- Account
- Payment Method
- Transaction Currency

Cancelled Payments

Use the Cancelled Payments tile to view the number of cancelled payments.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Cancelled Payments tile.

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Cancelled Payments Pivot Grid

Select the Cancelled Payments tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

- Period
- Bank
- Account
- Payment Method
- Payment Currency

Voucher on Hold

Use the Voucher on Hold tile to view the number of vouchers that are on hold. The tile also displays the total amount calculated for the vouchers on hold.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Voucher on Hold tile.



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Voucher on Hold Pivot Grid

Select the Voucher on Hold tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

- Business Unit
- Voucher Source
- Voucher Style
- Post Status
- Hold Reason
- Entry Status
- Origin
- Transaction Currency

Vouchers Deleted

Use the Vouchers Deleted tile to view the number of vouchers deleted over a period, along with the total amount calculated from those vouchers.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Vouchers Deleted tile.



Vouchers Deleted Pivot Grid

Select the Vouchers Deleted tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

- Period
- Business Unit
- Deleted by User

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- Voucher Source
- Voucher Style
- Origin
- Transaction Currency

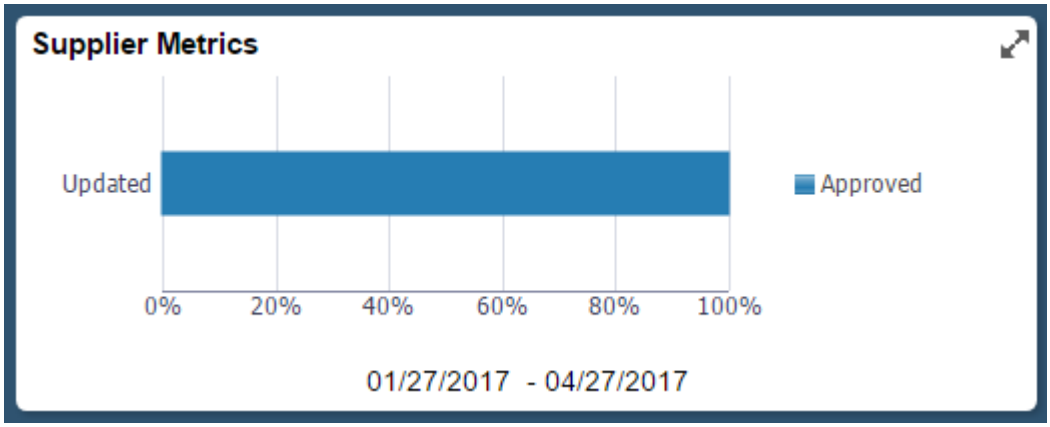
Supplier Metrics

Use the Supplier Metrics tile to view the status details of a selected supplier.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Supplier Metrics tile.



Supplier Metrics Pivot Grid

Select the Supplier Metrics tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

- Status
- Action
- SetID
- Classification

Using Operation Metrics in Receivables

PeopleSoft Receivables enables its users with a method to evaluate and manage operational efficiency within the PeopleSoft Receivables product. Using these indicators, you can determine the productivity of the Receivables operations as a whole as well as individual performance.

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Credit to Cash Operations Home Page

Users must be granted the appropriate permissions to access tiles and pages by assigning a permission list ID.

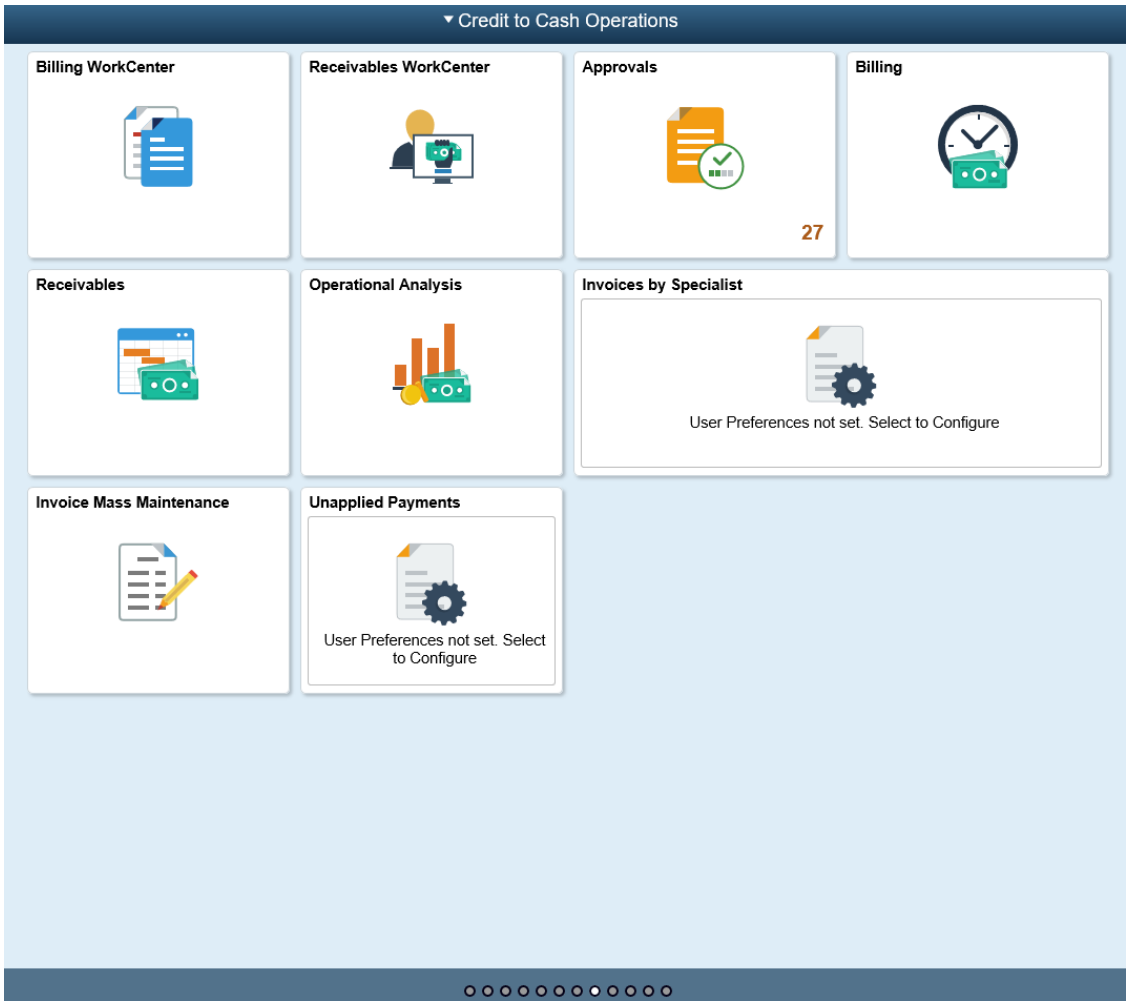
Credit to Cash Operations Home Page

The Credit to Cash Operations Home page displays the tiles to analyze the operational efficiency using metrics.

Navigation:

Fluid Home, and then **Employee Self Service**, and then **Credit to Cash Operations**

This example illustrates the fields and controls on the Credit to Cash Home Page as seen on a desktop.



This example illustrates the fields and controls on the Credit to Cash Home page as seen on a smart phone.

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> **Note**
>
> As of date on the tiles indicates the date when the materialized view was last updated.

For the information on receivable materialized view, see Understanding Operation Metrics.

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Tiles Used to Analyze Receivables Operations

You can use the following tiles to analyze the operational efficiency within PeopleSoft Receivables:

- Receivables WorkCenter
- Receivables
- Operational Analysis
- Unapplied Payments

Use the Operational Analysis tile to access these metrics:

- Dispute Resolution Cycle Time
- Past Due Items Assignments
- Doubtful Items
- On-Account Payments
- Customer Aging
- DSO (Days Sales Outstanding) Trend

Receivables WorkCenter Tile

Use the Receivables WorkCenter tile to access the Receivables WorkCenter page in the PeopleSoft Fluid User Interface.

For more information, see PeopleSoft Receivables: Using the PeopleSoft Fluid Receivables WorkCenter.

Receivables Tile

Use the Receivables tile to access a collection of Receivables components.

For more information, see PeopleSoft Receivables: Using the PeopleSoft Fluid User Interface to Navigate My Receivables.

Operational Analysis Tile

Use the Operational Analysis tile to access the tiles used for analyzing receivables.

Navigation:

Click the Operational Analysis tile on the Credit to Cash Operations Home page.

This example illustrates the Operational Analysis tile.

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The Operational Analysis tile includes the following tiles for Receivables:

- Dispute Resolution Cycle Time
- Past Due Items Assignments
- Doubtful Items
- On-Account Payments
- Customer Aging
- DSO Trend

Dispute Resolution Cycle Time Tile and Pivot Page

Use the Dispute Resolution Cycle Time tile to view the average number of days from customer-initiated dispute to resolution and the total dispute amount for disputed items resolved during the date range specified in the tile preferences, Resolution Date field.

Navigation:

Operational Analysis tile, and then **Dispute Resolution Cycle Time tile**

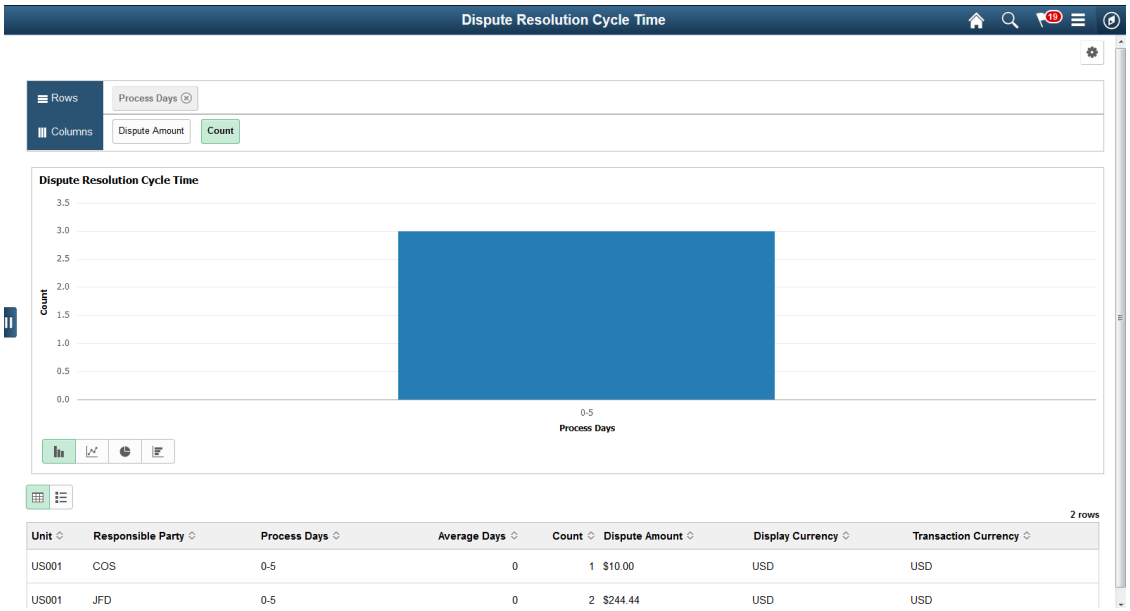
This example illustrates the Dispute Resolution Cycle Time tile.



Select the Dispute Resolution Cycle Time tile to view the pivot grid. On the X-axis, the tile shows the Process Days and on the Y-Axis, it shows either the Dispute Amount or Item Count.

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This example illustrates the fields and controls on the Dispute Resolution Cycle Time Pivot Grid.



Select the following facets to filter data displayed in the pivot grid:

- Process Days
- Business Unit
- Responsible Party

Add, delete, or move the following pivot grid columns as desired:

- Business Unit
- Responsible Party
- Process Days
- Average Days
- Item Count
- Display Amount
- Display Currency
- Transaction Currency

Past Due Items Assignments Tile and Pivot Page

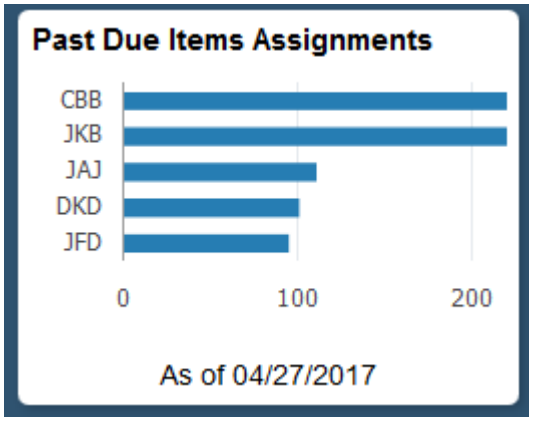
Use the Past Due Items Assignments tile to view the number of past due invoices and the users currently assigned to collect the invoices. This helps to distribute the workload appropriately to the users.

Navigation:

Operational Analysis tile, and then **Past Due Items Assignments tile**

This example illustrates the fields and controls on the Past Due Items Assignments tile.

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Select the Past Due Items Assignments tile to view the pivot grid. On the Y-axis, the tile shows the Responsible Party and on the X-axis, the tile shows the Item Count.

Select the following facets to filter data displayed in the pivot grid:

- Business Unit
- Responsible Part
- Currency

Add, delete, or move the following pivot grid columns as desired:

- Business Unit
- Responsible Part
- Currency
- Item Count
- Item Balance

Doubtful Items Tile and Pivot Page

Use the Doubtful Items tile to view the total amount and number of payments that you transferred to a doubtful receivables account.

Navigation:

Operational Analysis tile, and then **Doubtful Items tile**

This example illustrates the fields and controls on the Doubtful Items Tile.

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Select the Doubtful Items tile to view the pivot grid. On the Y-axis, the tile either shows the Display Balance or Item Count. On the A-axis, the tile shows the Responsible Party.

Select the following facets to filter data displayed in the pivot grid:

- Business Unit
- Responsible Party
- Currency

Add, delete, or move the following pivot grid columns as desired:

- Business Unit
- Responsible Party
- Currency
- Item Count
- Item Balance
- Display Balance
- Display Currency

On-Account Payments Tile and Pivot Page

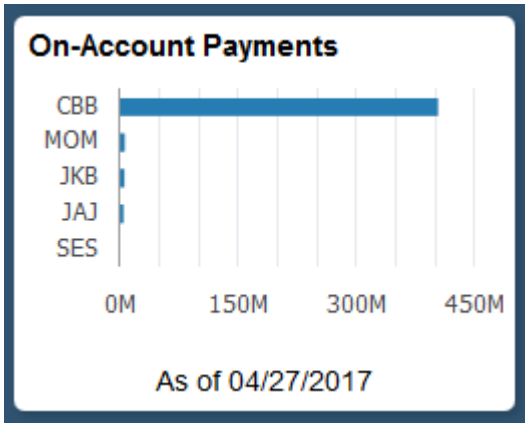
Use the On-Account Payments tile to view the amount of open on-account (WS-05) and prepaid (WS-04) payments and the users currently assigned to collect the payments. This helps to appropriately distribute the workload.

Navigation:

Operational Analysis tile, and then **On-Account Payments tile**

This example illustrates the fields and controls on the On-Account Payments Tile.

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Select the On-Account tile to view the pivot grid. On the Y-axis, the tile shows either the Responsible Party or Entry Type. On the X-axis, the tile shows the Item Count or Display Balance.

Select the following facets to filter data displayed in the pivot grid:

- Business Unit
- Responsible Party
- Currency
- Entry Type

Add, delete, or move the following pivot grid columns as desired:

- Business Unit
- Responsible Party
- Currency
- Entry Type
- Item Count
- Item Balance
- Display Balance
- Display Currency

Customer Aging Tile and Pivot Page

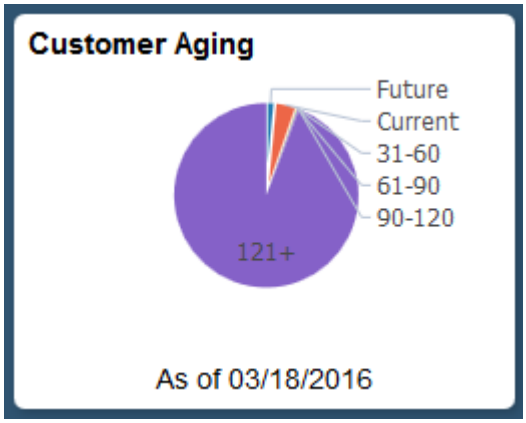
Use the Customer Aging tile to view a customer's receivables balance based on the aging categories.

Navigation:

Operational Analysis tile, and then **Customer Aging tile**

This example illustrates the fields and controls on the Customer Aging Tile.

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Select the Customer Aging tile to view the pie chart. It displays the aging balance by aging category according to the user-defined aging buckets.

Select the following facets to filter data displayed in the pivot grid:

- Category
- Business Unit
- Currency

Add, delete, or move the following pivot grid columns as desired:

- Business Unit
- Aging ID
- Aging Category
- Item Count
- Item Balance
- Display Currency

DSO (Days Sales Outstanding) Trend Tile and Pivot Page

Use the DSO Trend tile to view the actual DSO30 over the prior 4 months (which excludes the current month).

This example illustrates the fields and controls on the DSO Trend Tile.



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Select the DSO Trend tile to view the pivot grid. On the Y-axis, the tile shows the Accounting Period, or Days or Amount. On the X-axis, the tile shows Period Name.

To filter data displayed in the pivot grid, select an available period name.

Add, delete, or move the following pivot grid columns as desired:

- Business Unit
- Customer
- Fiscal Year
- Accounting Period
- Days
- Amount
- Currency

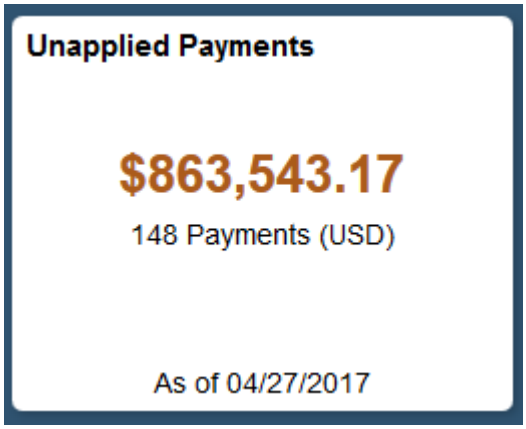
Unapplied Payments Tile and Pivot Page

Use the Unapplied Payments tile to view the total amount and number of unapplied payments. This can also include the payments in the processing status.

Navigation:

Operational Analysis tile, and then **Unapplied Payments tile**

This example illustrates the fields and controls on the Unapplied Payments Tile.



Select the Unapplied Payments tile to view the pivot grid.

On the Y-axis, the tile shows either the Display Balance Payment Count. On the X-axis the tile shows the Payment Status.

Select the following facets to filter data displayed in the pivot grid:

- Payment Status
- Deposit Unit
- Payment Method
- Currency

Add, delete, or move the following pivot grid columns as desired:

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- Payment Status
- Deposit Unit
- Payment Method
- Payment Count
- Payment Amount
- Currency
- Display Balance
- Display Currency

My Preferences Page (Receivables)

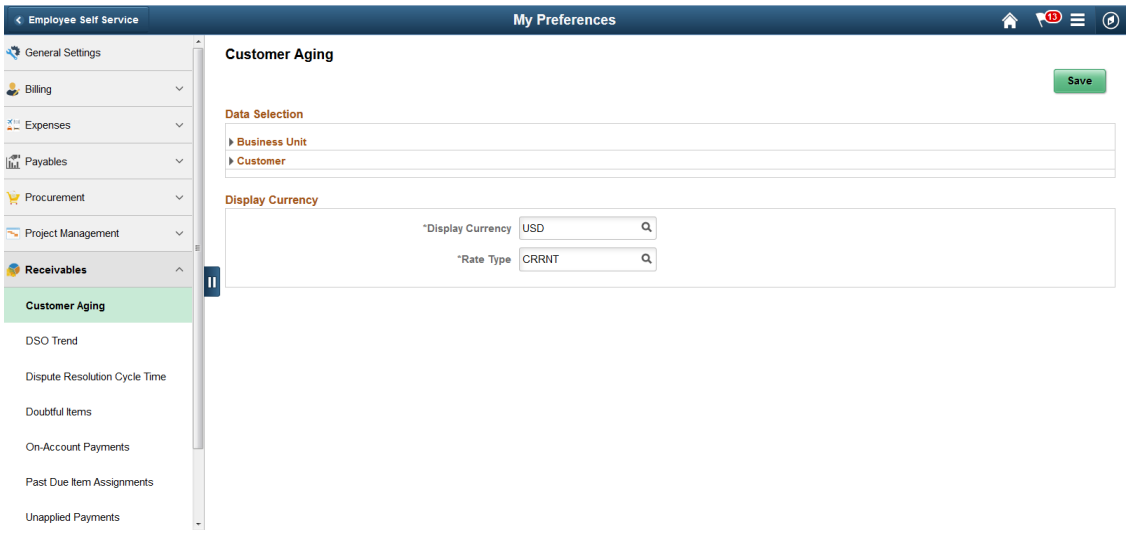
Use the My Preferences Page (PTGP_USER_PERS_FL) to set up the tile display content.

Navigation:

Fluid Home, and then **Employee Self Service**, and then **My Preferences**

Select Receivables on the right pane.

This example illustrates the fields and controls on the Receivables Preferences page. You can find definitions for the fields and controls later on this page.



Preferences – Customer Aging

The following settings are required:

Field or Control	Description
Business Unit	Select a unit. The default is the group unit or, if group unit is not defined, the business unit from the user preferences.

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Field or Control	Description
Customer	• SetID (required): This field's default is the SetID defined in the user preferences. • Customer (required): This field's default is blank to select all customers. • Customer Level: Select a customer level. This field's default is No Relationship.
Display Currency	Currency code and rate type are required.

Preferences – DSO Trend

The following settings are required:

Field or Control	Description
Business Unit	Select a unit. The default is the group unit or, if group unit is not defined, the business unit from the user preferences.
Customer Set ID	Required field. This field's default is the SetID defined in the user preferences.
Customer ID	Required field. Select only one customer.

Preferences – Dispute Resolution Cycle Time

The following settings are required:

Field or Control	Description
Resolution Date Option	Select a date range option. **Note:** The selected date range must be within 180 days. Reporting views are utilized to improve performance by limiting the amount of data available to 180 days date range (6 months). A process must be configured and run to ensure the data displayed is current. This process is located under Setup Financials/Supply Chain > Operational Reporting > Operational Efficiency.
Business Unit	Select a unit. The default is the group unit or, if group unit is not defined, the business unit from the user preferences.
Customer	• SetID (required): This field's default is the SetID defined in the user preferences. • Customer (required): This field's default is blank to select all customers. • Customer Level: Select a customer level. This field's default is No Relationship.
Responsible Party	Required field. Select from Collector, AR Specialist, Credit Analyst, Broker, or Sales Person. This field defaults to Collector.
Display Currency	Currency code and rate type are required.

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Preferences – Doubtful Items

The following settings are required:

Field or Control	Description
Business Unit	Select a unit. The default is the group unit or, if group unit is not defined, the business unit from the user preferences.
Customer	• SetID (required): This field's default is the SetID defined in the user preferences. • Customer (required): This field's default is blank to select all customers. • Customer Level: Select a customer level. This field's default is No Relationship.
Responsible Party	Required field. Select from Collector, AR Specialist, Credit Analyst, Broker, or Sales Person. This field defaults to Collector.
Display Currency	Currency code and rate type are required.

Preferences – On-Account Payments

The following settings are required:

Field or Control	Description
Business Unit	Select a unit. The default is the group unit or, if group unit is not defined, the business unit from the user preferences.
Customer	• SetID (required): This field's default is the SetID defined in the user preferences. • Customer (required): This field's default is blank to select all customers. • Customer Level: Select a customer level. This field's default is No Relationship.
Responsible Party	Required field. Select from Collector, AR Specialist, Credit Analyst, Broker, or Sales Person. This field defaults to Collector.
Display Currency	Currency code and rate type are required.

Preferences – Past Due Item Assignments

The following settings are required:

Field or Control	Description
Business Unit	Select a unit. The default is the group unit or, if group unit is not defined, the business unit from the user preferences.
Customer	• SetID (required): This field's default is the SetID defined in the user preferences. • Customer (required): This field's default is blank to select all customers. • Customer Level: Select a customer level. This field's default is No Relationship.

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Field or Control	Description
Responsible Party	Required field. Select from Collector, AR Specialist, Credit Analyst, Broker, or Sales Person. This field defaults to Collector.

Preferences – Unapplied Payments

Field or Control	Description
Business Unit	Select a unit. The default is the group unit or, if group unit is not defined, the business unit from the user preferences.
Display Currency	Currency code and rate type are required.

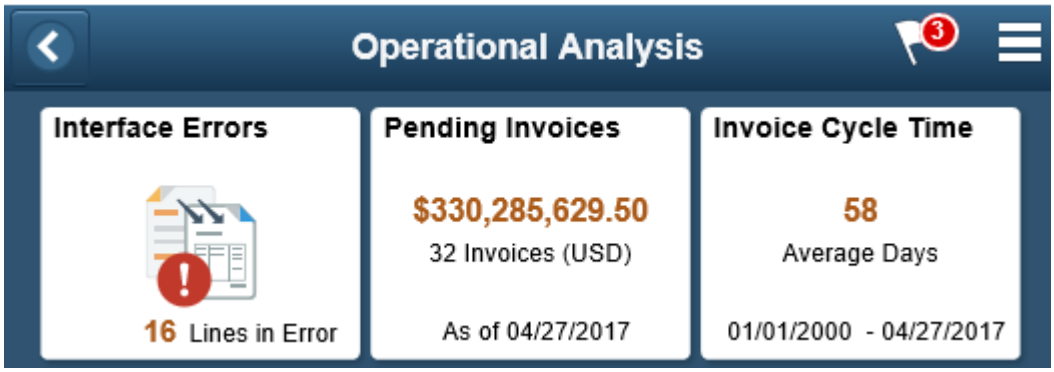
Using Operation Metrics in Billing

Users need a method to evaluate and manage operational efficiency within the PeopleSoft Billing product. Using these indicators, you can determine the productivity of the billing operations as a whole as well as individual performance. The performance can be measured in quantity/amount of invoices currently pending or processed over a given period of time.

Tiles Used to Analyze Billing Operations

Each tile represents one metric. Preferences are specified at the tile level for each user. The user can define the criteria used to select the transactions used in each tile.

This example illustrates the fields and controls on the Operational Analysis Tiles as seen on a smartphone.



Interface Errors

The Interface Errors tile displays the count of Billing Interface line transactions that resulted in an error. The tile allows a billing manager to view what percentage of processed bill lines are in error currently. Click this tile to view the Interface Errors pivot grid which displays the summary count of lines in error by bill source, error type and currency. Currency formatting is not available on this pivot grid because currency is not a required field. The pivot grid displays the following data:

- Source

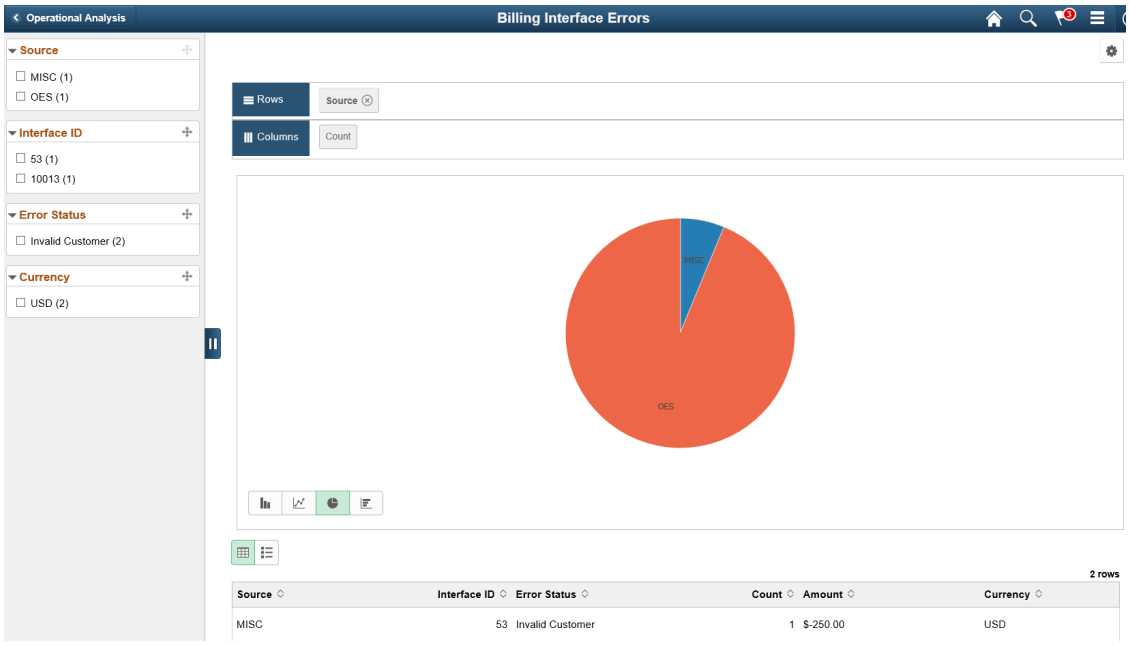
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- Interface ID
- Error Status
- Count
- Amount
- Currency

Select the following facets to filter data displayed on the pivot grid:

- Source
- Interface ID
- Error Status
- Currency

This example illustrates the fields and controls on the Billing Interface Errors as seen on a desktop.



Field or Control	Description
	Click the View Results as List link to view the grid information as a list.

This example illustrates the fields and controls on the Billing Interface Errors Pivot Grid List view as seen on a smartphone

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Pending Invoices

The Pending Invoices tile displays the total amount and number of invoice yet to be processed. Invoices in bill status of New, Pending, Hold, Ready, Temp and Temp Ready are displayed. The total amount is displayed in the currency set in the tile preferences.

Click this tile to view the Pending Invoices pivot grid which displays the total invoice amount in each status. User can view the count of invoices or amounts of invoices in each status. The pivot grid displays the following data:

- Business Unit
- Invoice ID
- Customer
- Invoice Amount
- Currency
- Status
- Date Added
- Approval
- Approver
- Billing Specialist
- Bill Source
- Bill Type
- Invoice Type
- Contract
- Project

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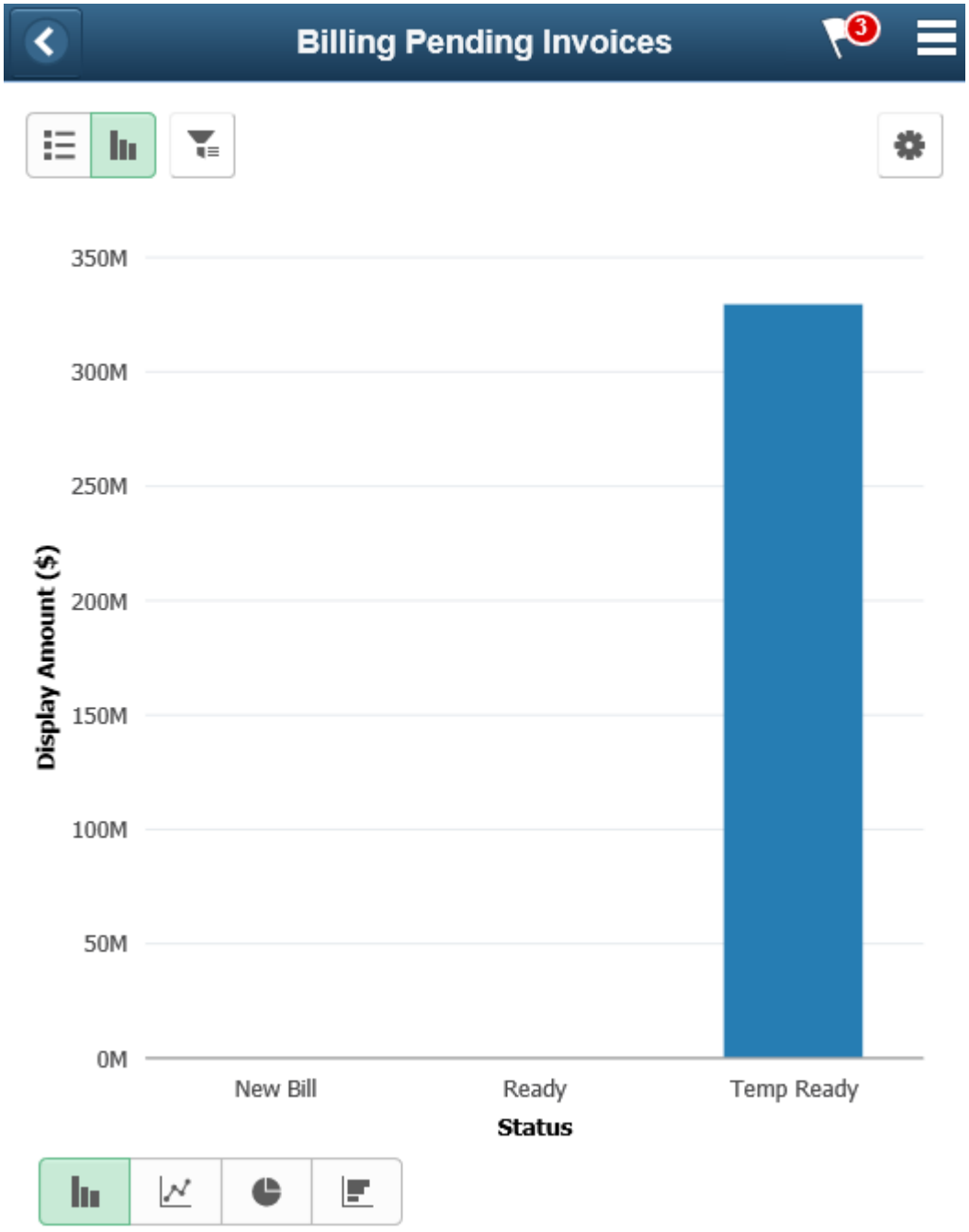
- Display Amount
- Display Currency

Select the following facets to filter data displayed on the pivot grid:

- Business Unit
- Customer
- Status
- Approver
- Bill Source
- Contract
- Project
- Invoice Type
- Bill Type
- Billing Specialist

This example illustrates the fields and controls on the Billing Pending Invoices as seen on a smartphone.

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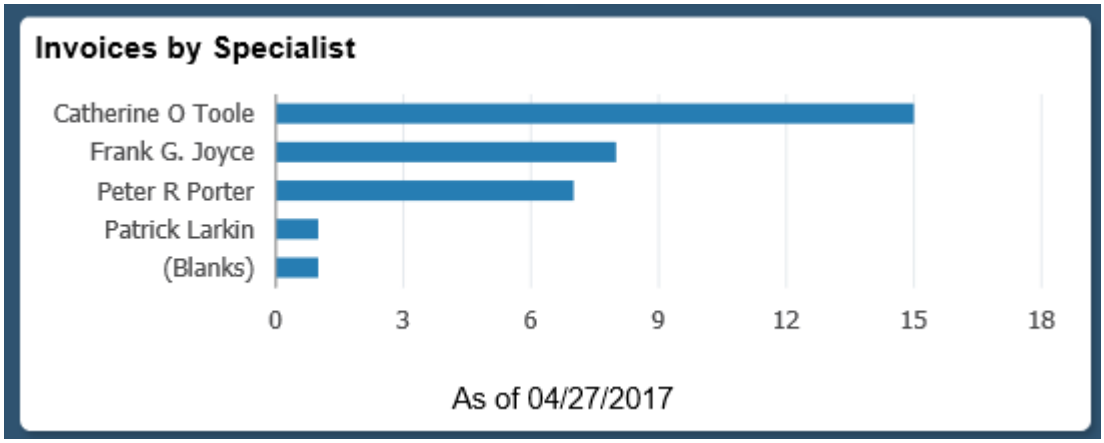


Invoices by Specialist

The Invoices by Specialist tile displays the count of pending invoices by the billing specialist to give the metric of the workload distribution. The tile displays only 5 specialists but the pivot grid displays all the Billing specialists based on the tile preferences set.

This example illustrates the fields and controls on the Invoices by Specialist Tile.

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Click this tile to view the Invoices by Specialist pivot grid. User can view the count or amount of the invoices assigned to each specialist. The pivot grid displays the following data:

- Business Unit
- Invoice
- Customer
- Invoice Amount
- Currency
- Bill Status
- Name
- Billing Specialist
- Date Added
- Bill Source
- Invoice Type
- Bill Type
- Display Amount
- Display Currency

Select the following facets to filter data displayed on the pivot grid:

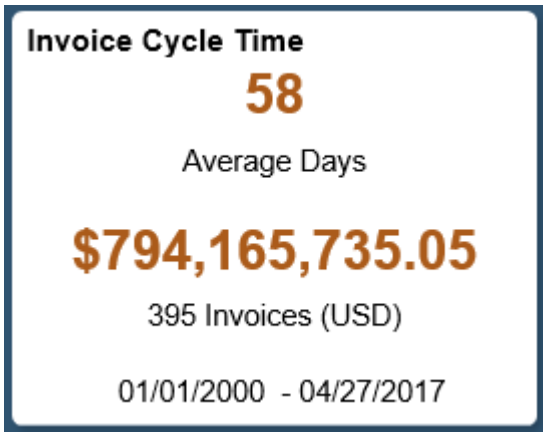
- Name
- Business Unit
- Customer
- Status
- Bill Source
- Bill Type
- Billing Specialist

Invoice Cycle Time

The Invoice Cycle Time tile displays the average days from invoice entry/ creation to the date invoice finalization is run.

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This example illustrates the fields and controls on the Invoice Cycle Time Tile as seen on a desktop.



> **Note**
>
> Information displayed on a tile varies based on the form factor. Less information is available on a small form factor tile due to space constraint.

The actual days between date added and date invoiced is used to get the average. The time period is set in the tile preferences for the date invoiced.

> **Note**
>
> The finalization date can be different from the invoice date entered on the invoice.

Click the tile to view the Invoice Cycle Time pivot grid. User can view the count of invoices finalized in a pre-set day's period. User can also view the count or amount of the invoices. The pivot gird uses a system data table to define the process periods. Billing process days are 0 days, 1-15 days, 16–30 days, 31-45 days, 46–60 days, >60days. Also, each process period is split by the year/month the bill was invoiced (finalized). The pivot grid displays the following data:

- Business Unit
- Invoice
- Customer
- Date Added
- Date Invoiced
- Days to Invoice
- Process Days
- Invoice Amount
- Currency
- Billing Specialist

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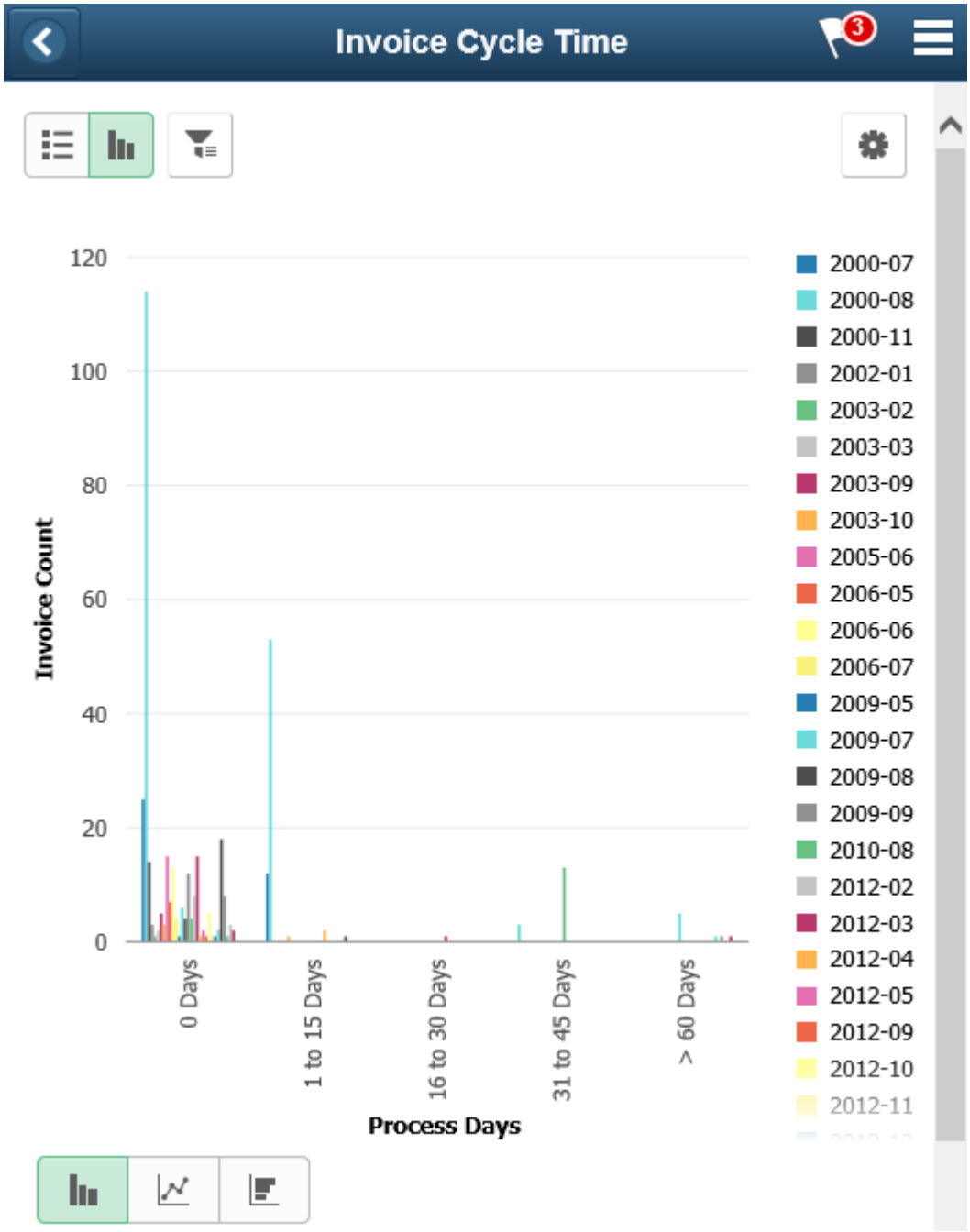
- Bill Source
- Contract
- Project
- Invoice Type
- Bill Type
- Invoiced
- Display Amount
- Display Currency

Select the following facets to filter data displayed on the pivot grid:

- Business Unit
- Customer
- Bill Source
- Bill Type
- Billing Specialist
- Invoiced
- Invoice Type
- Process Days
- Contract
- Project

This example illustrates the fields and controls on the Invoice Cycle Time pivot grid as seen on a smartphone.

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For additional information on pivot grids, see the product documentation for PeopleTools: Pivot Grid.

Invoice Mass Maintenance Page

Use the Mass Maintenance page (BI_MASSMAINT_PG_FL) to update different fields, such as Billing Authority, Billing Specialist, Collector, Accounting Date, and so on for multiple invoices.

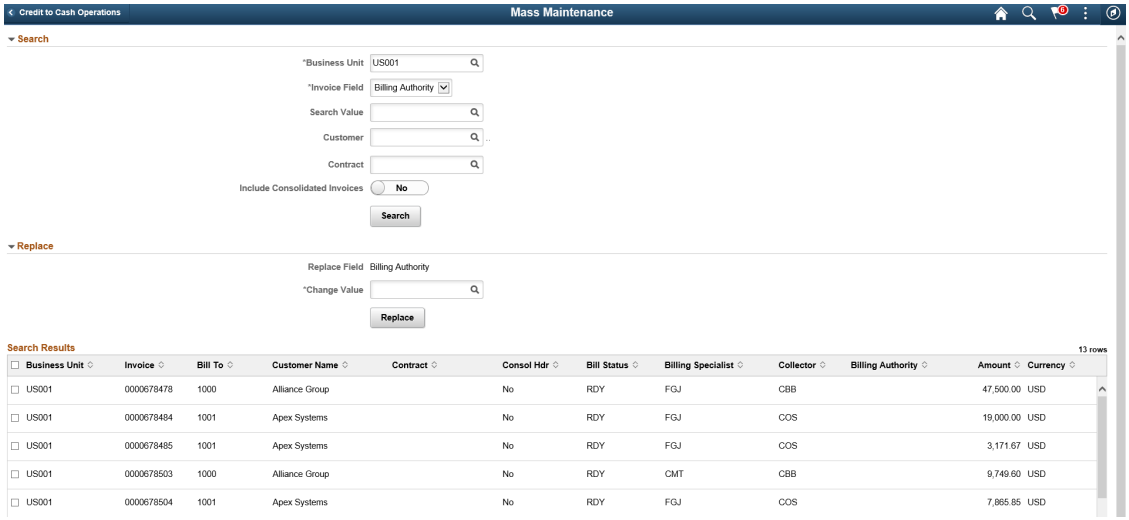
Navigation:

Click the Invoice Mass Maintenance tile on the Credit to Cash Operations Home page.

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> **Note**
>
> You can configure the Billing Workcenter and add the Invoice Mass Maintenance link to the workcenter.

This example illustrates the fields and controls on the Mass Maintenance page. You can find definitions for the fields and controls later on this page.



Search

Field or Control	Description
Invoice Field	Select an option for retrieving a list of invoices to make changes. The available options are: • *Billing Authority* • *Billing Specialist* • *Collector* • *Accounting Date* • *Bill Inquiry Phone* • *Credit Analyst* • *Letter of Credit ID* • *Letter of Credit Document ID* • *Pay Terms*

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Field or Control	Description
Search Value	Enter the search value. The Search Value prompt lists the set of data for selection depending on the option selected in the Invoice Field. The search looks for invoices that has blank value for the selected *Invoice Field* if you leave the Search Value field blank. For example, select *Billing Authority* option in the Invoice Field and click *Search* button without entering any value for the Search Value field. The search result displays all invoices that matches the page criteria and do not have a value in the Billing Authority field.
Customer and **Contract**	Enter a value to further narrow down the list of invoices.
Include Consolidate Invoices	Toggle the option to *Yes* if consolidated invoices and the invoices attached to the consolidated invoices need to be included in the search.

Replace

Field or Control	Description
Replace Field	Displays the value selected in the Invoice Field.
Change Value	Enter the change value you want to replace on the selected invoices.

> **Note**
>
> Select the invoices that you want to apply the changes in the Search Results grid before clicking the Replace button.

Setting Tile Preferences

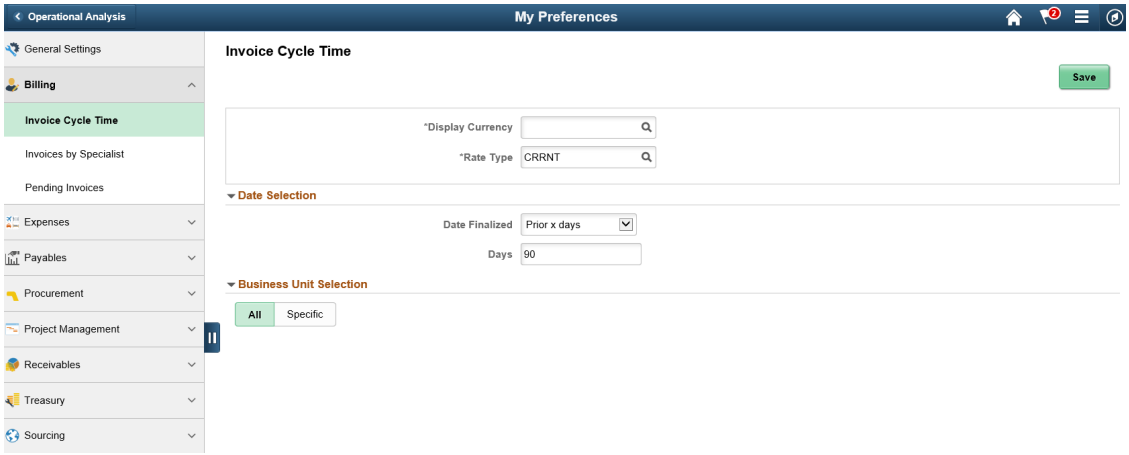
Use the My Preferences page (BI_UP_INV_CYCL_FL) to set tile preferences for each tile

Navigation:

Select My Preferences from the Actions List. Click Billing.

This example illustrates the fields and controls on the My Preferences Page.

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If the preferences are not defined for a tile, then the tile will display a message that the User Preferences are not set. Click on the tile to access the User Preference page for the corresponding tile.

> **Note**
>
> Interface Errors tile do not need any user preferences.

If the preferences are defined but there are no transactions for the criteria defined, then the tile will display a message that data is not available.

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4

Using Online Supplier Registration

Understanding Online Supplier Registration

PeopleSoft provides a standardized online supplier registration system, also known as supplier onboarding, across Source to Settle applications. Supplier Onboarding offers a framework for implementing the online system and managing supplier and bidder information and requests.

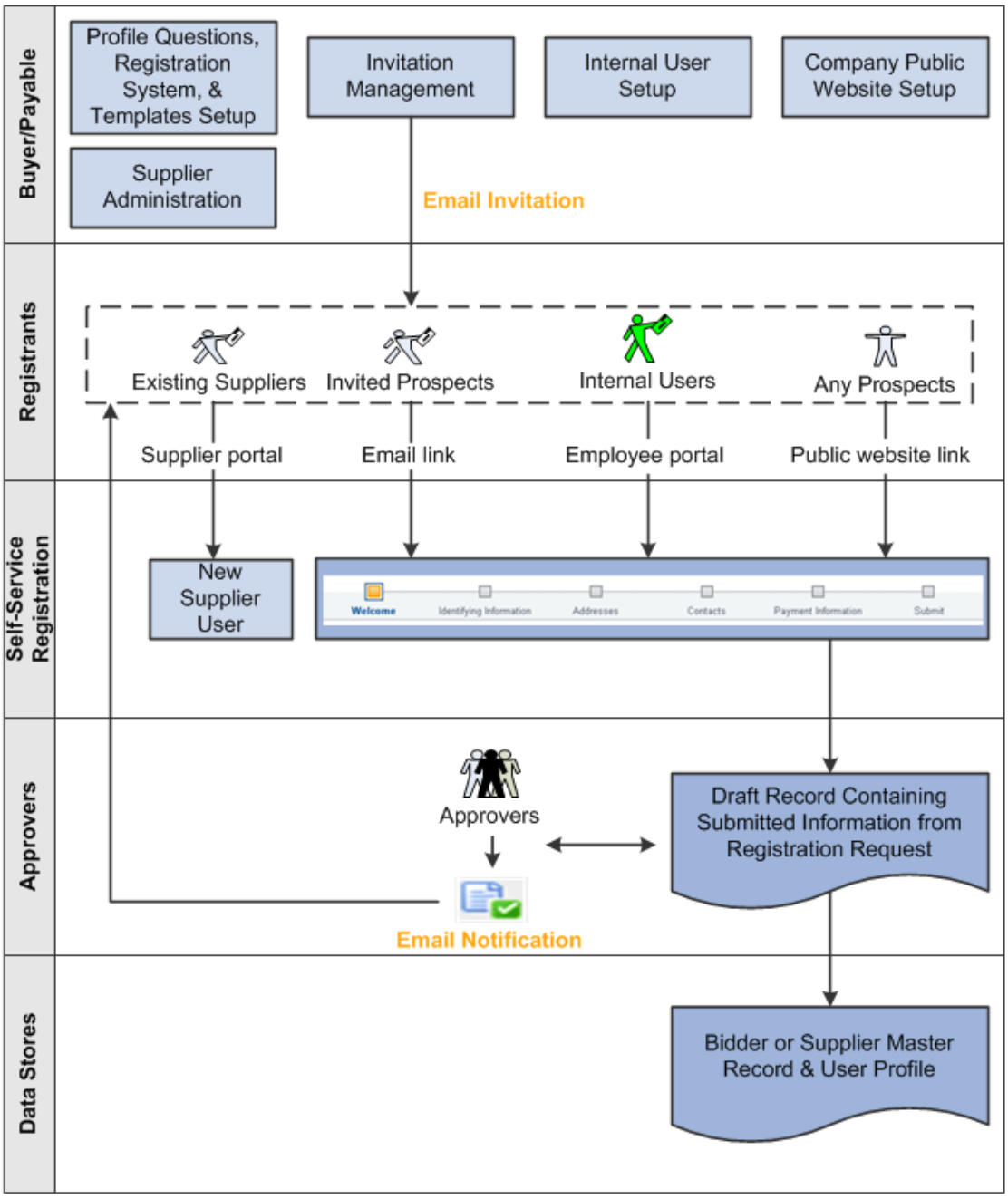
To upgrade existing bidder and user registration setups into 9.2 registration templates, see Upgrade documentation. Existing self-service functionality delivered prior to 9.2 that allows suppliers to maintain addresses, contacts, and other company profile information is still available in PeopleSoft 9.2. Users may continue accessing these components if they have appropriate access rights.

See the product documentation for *PeopleSoft Financials/Supply Chain Management 9.1 to 9.2 Upgrade.*

This diagram illustrates an overview of the online supplier registration process:

The online supplier registration process includes maintenance and invitations that go out to registrants, including existing suppliers, invited prospects, and internal users. Registrants access the self-service registration through the supplier portal, employee portal, a public website, or a URL in an email invitation, depending on the registration usage and setup. The system includes email notifications and approvals.

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Implementing Online Supplier Registration

PeopleSoft's Supplier Onboarding is a self-service web application designed to provide suppliers, prospective suppliers, or internal users acting on their behalf with configurable, online access to registration functionality and provides a framework for supplier onboarding in these PeopleSoft Source to Settle applications:

- eSettlements
- eSupplier Connection
- Payables

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- Services Procurement
- Strategic Sourcing
- Purchasing
- eProcurement

Existing suppliers can access Supplier Onboarding's online registration pages to add new user accounts. And prospective suppliers can register online as new bidders or new suppliers using pages customized to collect comprehensive bidder or supplier data. External access to online registration pages can be set up to be public or by email invitation only.

Depending on the approval rules settings, new registration requests or new user account requests may be routed for approval using Approval Framework. In addition, registration instructions and duplicate checking options defined at the system level can also be overridden by definitions at the template level for a specific registration use.

System setup also includes establishing a master set of profile questions, which can be selected and associated with individual registration templates, for use with online registration for new suppliers or new bidders. Profile questions are configurable attributes for capturing additional information during the registration process.

Defining Online Registration Options

Prepare to implement online registration by setting up or defining the following registration infrastructure:

- Define master profile questions.
- Establish the terms and conditions.

Pages Used to Set Up Online Supplier Registration

Page Name	Definition Name	Usage
Profile Questions Page	SUP_PROFILE_QST	Create a master list of profile questions to gather supplemental supplier data.
Profile Question List Items Page	SUP_PROFQS_LST_SEC	Set up the values from which the user selects a response from the provided choices.
Profile Questions Attachments Page	SUP_PROFQS_ATH_SEC	Provide user access to view or add attachments.
Define Terms & Conditions Page	AUC_TERMS_PG	Add official legal verbiage for registration terms and conditions.

Defining Master Profile Questions

PeopleSoft Supplier Onboarding provides a Profile Questions component for users to define a master set of the profile questions used to collect additional supplier attributes. The system supports one master set of profile questions that can flow easily from the onboarding process to the supplier master record for all suppliers.

When defining a registration template, you can configure a subset of the questions from the master set for use during the online registration process. You can remove profile questions

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from the registration templates at any time; however, you cannot delete profile questions from the master set if they are currently referenced by any registration templates, registration requests, or supplier master records. There are no restrictions on adding new system profile questions, and the system can accommodate up to 9,999 questions.

The Profile Questions component provides the framework for supporting additional supplier attributes both during and after the Supplier Onboarding process, including supplier maintenance. For example, when adding a new supplier record, internal users can answer the profile questions selected in registration template. When updating a supplier record, internal users can include any new questions in the master set that were not answered during the original supplier registration. You can track suppliers with missing or existing responses to required profile questions using the Profile Questions Report Page.

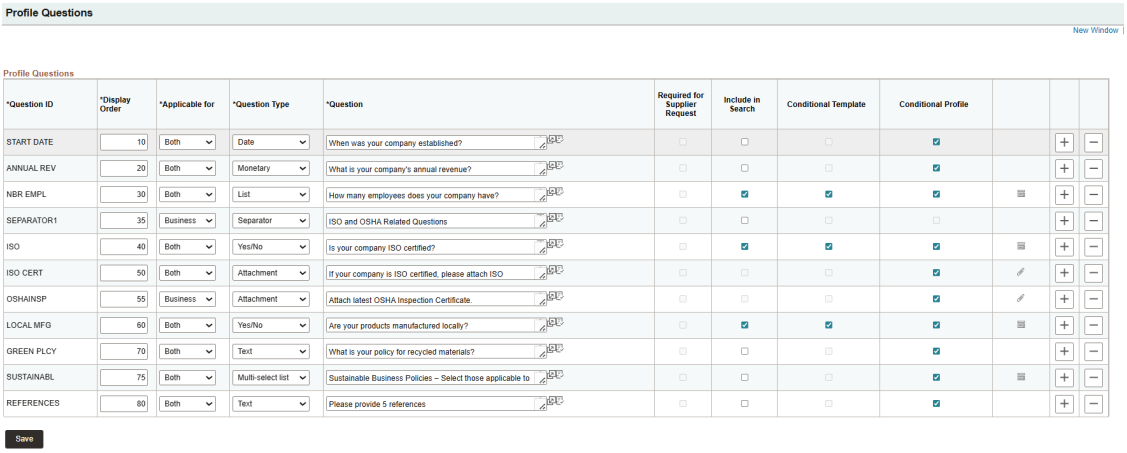
Profile Questions Page

Use the Profile Questions page (EP_SUP_PROFILE_QST) to set up a master list of profile questions from which you can choose when creating templates for online registration of new suppliers or new bidders.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Create Profile Questions**, and then **Profile Questions**

This example illustrates the fields and controls on the Profile Questions page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Question ID	Enter an intuitive ID for each profile question.
Display Order	Define the display order of the profile questions.
Applicable for	Select *Both*, *Business*, or *Individual*. Determines whether a profile question is applicable to an individual entity, a Business Entity, or both individual and business entities during the registration process.

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Field or Control	Description
Question Type	Select from the following question types for each question ID: • Attachment – Indicate a request for supporting documentation. You can set up security options using the Attachment User Access icon. • Date – Use for questions answered using a date format. • List – Use for questions that require only one selection from a list. • Monetary – Use for questions answered using a currency format. • Multi-select list –Use for questions that can have multiple selections from a list. • Numeric – Use for questions answered with a number. • Text – Use for requests for information that users answer in free-form text. Spell check functionality is provided until the registration request has been submitted. • Yes/No – Use for questions answered by selecting yes or no from a drop-down list.
Question	Enter the profile question or request for information, depending on the question type. Click the spell check icon to help identify any misspellings.
Include in Search	Select to include a profile question on the Bidder Search page. For more information, see PeopleSoft Strategic Sourcing: Bidder Search Page
Required for Supplier Request	Select this check box to designate the profile question as required or deselect to indicate optional entry during the registration process. That is, when you select this option for a profile question that is subsequently included in the registration template, registrants must provide an answer.
Conditional Template	Select this check box to mark the profile question for use in conditional template processing. When selected, the question is available for use in defining Conditional Template Trees and can be used to determine the registration template based on user responses. This option is available only for supported question types such as Yes/No and List.
Conditional Profile	Select this check box to mark the profile question for use in conditional profile processing. When selected, the question is available for use in defining Conditional Profile Trees and can be used in branching profile questions during registration. This option is available for all question types.

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Field or Control	Description
(List Item icon)	Click this icon, which appears only when you set up a List question type, to access the Profile Question List Items page, where you set up the values from which the user selects a response.
(Attachment User Access icon)	Click this icon, which appears only when you set up an Attachment question type, to access the Profile Questions Attachments page, where you can set up security options for the attachment.

> **Note**
>
> You can track suppliers with missing or existing responses to required profile questions using the Profile Questions Report Page.

Profile Question List Items Page

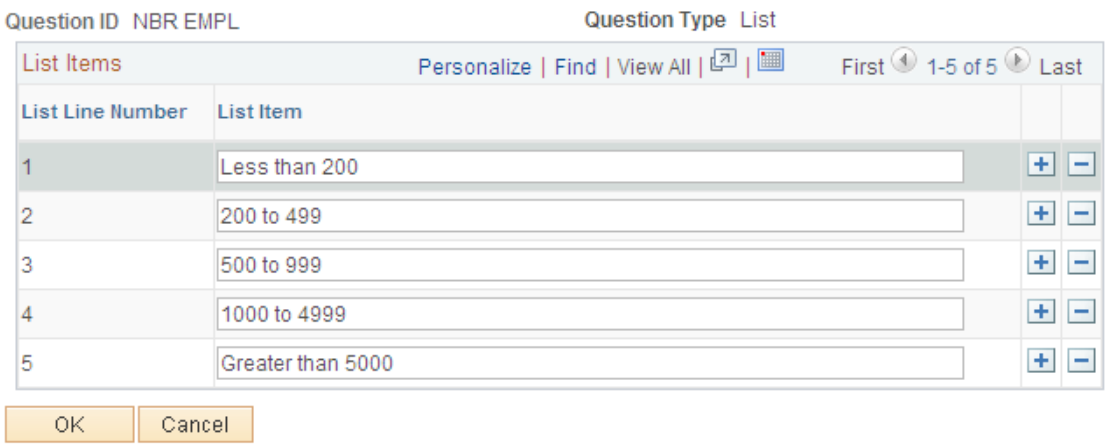
Use the Profile Question List Items page (SUP_PROFQS_LST_SEC) to set up the values from which the user selects a response from the provided choices.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Create Profile Questions**, and then **Profile Questions**

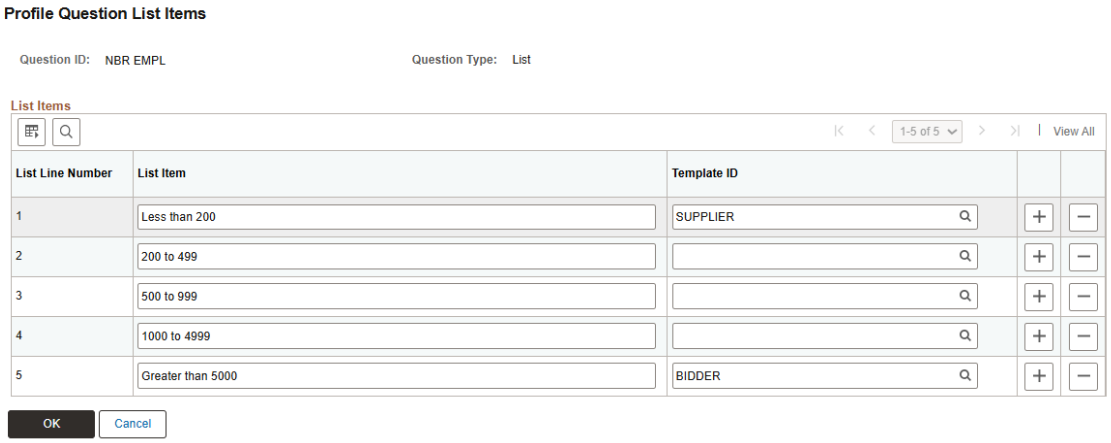
Click the List Item icon associated with a Question ID on the Profile Questions page.

This example illustrates the fields and controls on the Profile Question List Items page.



This example illustrates the fields and controls on the Profile Question List Items page when Conditional Template check box is selected on the Profile Questions page.

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Field or Control	Description
List Item	Enter the response values for the list-type profile question. The system displays these values as selectable options to the user during registration or profile update.
Template ID	Select the template to associate with each list item response. The system uses this template when the corresponding response is selected to determine the registration template. This field appears only when the Conditional Template check box is selected on the Profile Questions page.

Profile Questions Attachments Page

Use the Profile Questions Attachments page (SUP_PROFQS_ATH_SEC) to provide user access to view or add attachments.

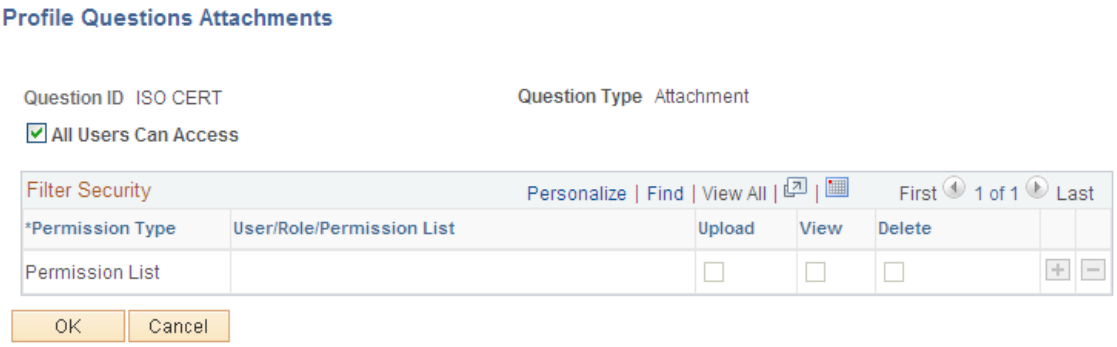
Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Create Profile Questions**, and then **Profile Questions**

Click the Attachment User Access icon associated with a Question ID on the Profile Questions page.

This example illustrates the fields and controls on the Profile Questions Attachments page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
All Users Can Access	Select this check box to grant access to all users. If you would like to restrict access to profile question attachments by permission lists, roles, or user IDs, deselect this check box and add permission attributes in the Filter Security grid.
Permission Type and **User/Role/Permission List**	Indicates the type of security for profile question attachments.
Upload, **View**, and **Delete**	Select the type of controlled access available for the permission type. **Note:** A user's controlled access rights to the attachment are the sum of all the access rights of the matching user/permissions/roles for which the user is eligible.

Defining Terms and Conditions for Supplier Registration

The terms and conditions that appear during supplier registration default from the terms and conditions defined for the supplier SetID, unless overridden by the registration template. That is, the terms and conditions of the supplier SetID with an Active status and current effective date will be displayed. Registrants must accept the terms fully before they can submit their new account request.

Define Terms & Conditions Page

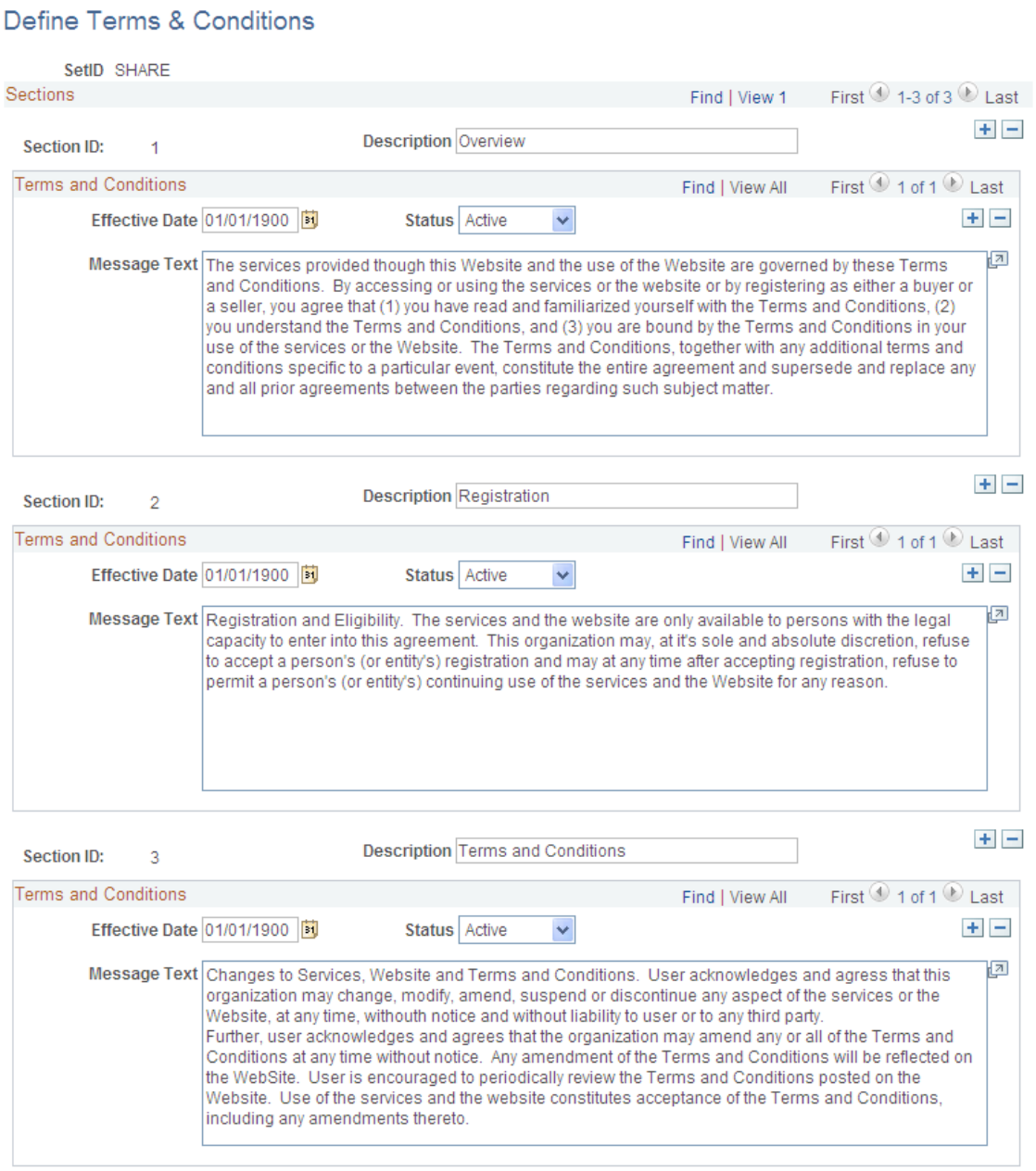
Use the Define Terms & Conditions page (AUC_TERMS_PG) to add official legal verbiage for registration terms and conditions to appear on online registration pages using this template.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Procurement Terms & Conditions**, and then **Define Terms & Conditions**

This example illustrates the fields and controls on the Define Terms & Conditions page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Section ID and **Description**	Add sections as needed, and enter a description that will appear online as a subheading in the published Terms and Conditions, on the registration request submission page.
Effective Date	Enter an effective date for each section.
Status	Choose *Active* or *Inactive*.
Message Text	Enter the specific terms and conditions that pertain to this supplier SetID.

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Maintain Conditional Template/Profile Questions Tree Page

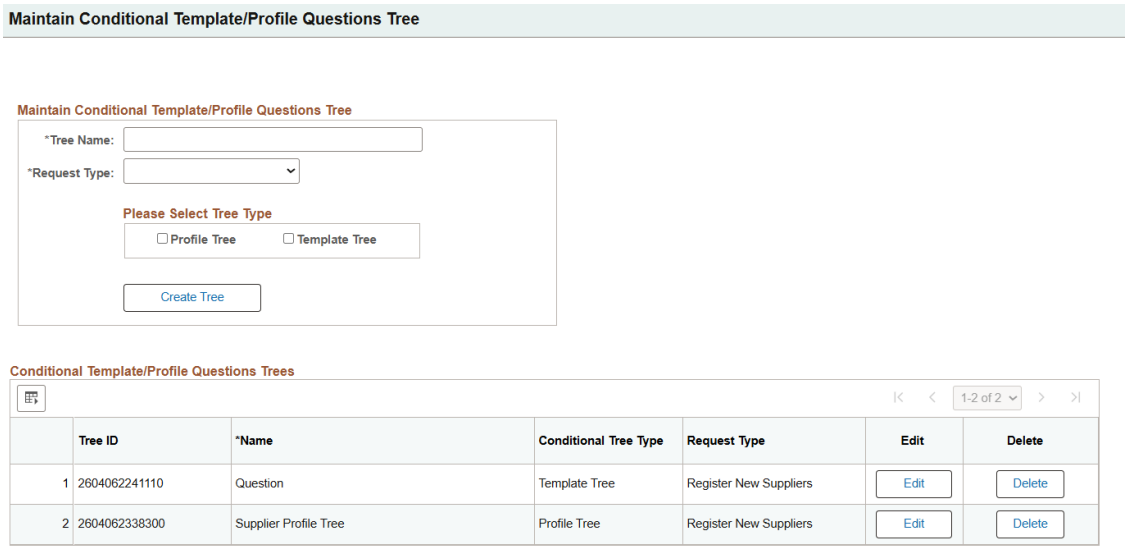
Use the Maintain Conditional Template/Profile Questions Tree page (SUP_CP_TREE_SRCH) to create and manage branching questions for conditional template and conditional profile questions.

Configure the hierarchy of questions and responses to control template determination and the flow of profile questions during supplier or bidder registration. Use this page to create, edit, and view conditional trees.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Conditional Profile Tree**

This example illustrates the fields and controls on the Maintain Conditional Template/Profile Questions Tree. You can find definitions for the fields and controls later on this page.

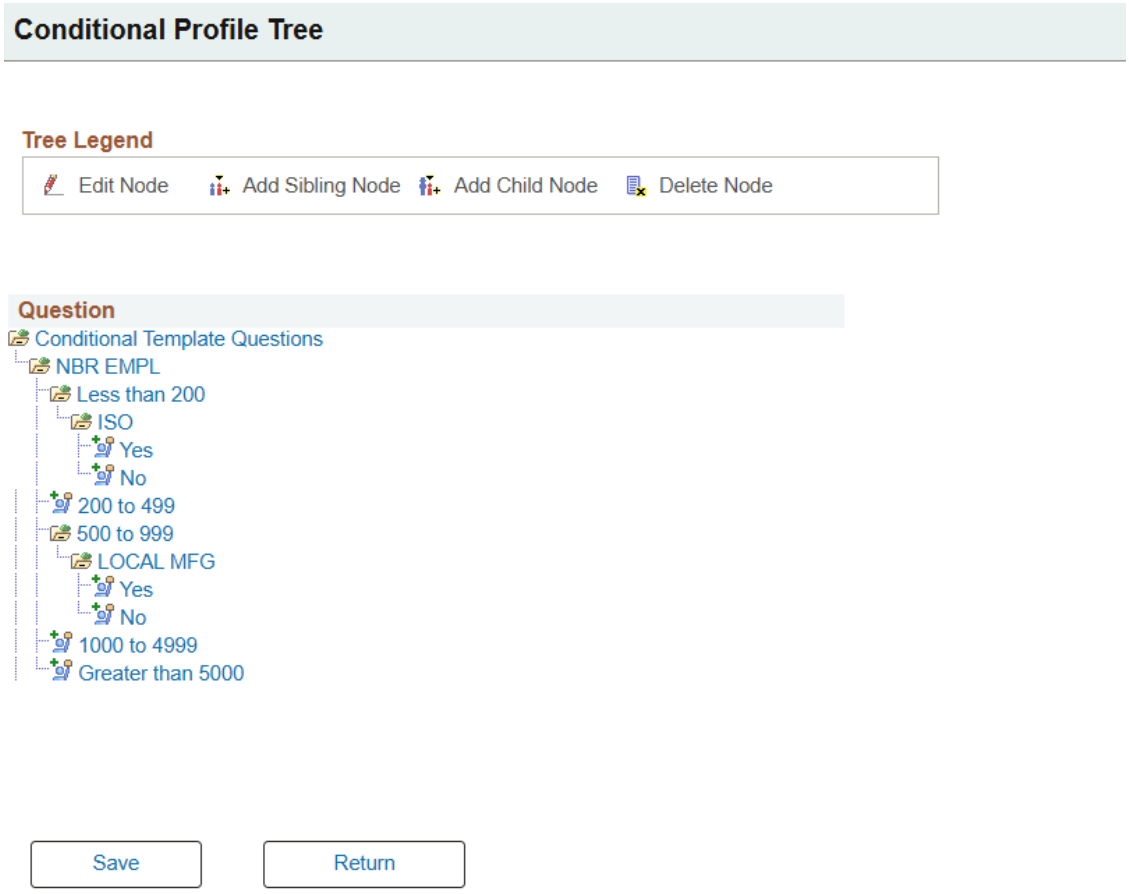


Field or Control	Description
Tree Name	Enter a name to identify the conditional tree. The system uses this name to reference the tree during configuration and registration.
Request Type	Select the request type for which the conditional tree is applicable. The system uses this value to associate the tree with specific registration or change request processes.
Profile Tree	Select this option to create a conditional profile tree. The system uses this tree to display branching profile questions during the Identification step.
Template Tree	Select this option to create a conditional template tree. The system uses this tree to determine the registration template based on user responses at the start of registration.

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Click **Create Tree** button to create the conditional tree based on the entered Tree Name, Request Type, and selected tree type. The system creates the tree structure and enables you to define the branching questions and responses.

This example illustrates the fields and controls on the Conditional Profile Tree. You can find definitions for the fields and controls later on this page.



- Use this page to create the conditional tree structure with questions organized in a parent-child hierarchy.

> **Note**
>
> Only Yes/No and List question types support branching and can be used as parent nodes in a conditional tree. All other question types can be used only as leaf nodes and cannot have child questions associated with them.

- Users can add, edit, or delete nodes to define branching logic using profile questions enabled for conditional processing.

For more details about creating and managing tree structures, refer PeopleTools documentation (PeopleTools, Reporting and Analysis Tools, Tree Manager).

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Setting Up the Online Registration System

This topic covers how to set up system-level options, including enabling approvals and duplicate supplier checking, and setting up reason codes for online registration.

Pages Used to Define Online Registration Options

Page Name	Definition Name	Usage
Supplier Request System Setup - General Page	SUP_INSTALL_OPT_PG	Select system-level options for supplier registration and supplier change requests.
Auto Numbering By Installation Page	AUTO_NUM_INSTALL	Set up automatic numbering for system-created registration IDs. See the Supplier Request System Setup - General Page.
Supplier Request System Setup - Instructions Page	SUP_INSTALL_INST	Enter free-form text with instructions for self-registration and supplier change requests.
Supplier Request Template Overridden by User Profile Page	OPR_DEF_TBL_OB	Identify permission overrides for user access to Supplier Request templates.

Using Duplicate Supplier Checking

In order to perform the preliminary duplicate checking, you must enable duplicate checking at the system level, and at the template level, the type of identification number must be selected and set as a required entry. As soon as registrants add identifying information into the online system, Supplier Onboarding runs PeopleSoft Financial's Duplicate Supplier Checking process and immediately alerts registrants when duplicates are found. The system offers the registrant several options for proceeding. After the registrant has saved and submitted the new registration request, the Financial Sanction Validation functionality checks OFAC so that this information is visible to approvers along with the registration request.

For more information, see Duplicate Supplier Checking.

See also Understanding Financial Sanctions Validation.

Supplier Request System Setup - General Page

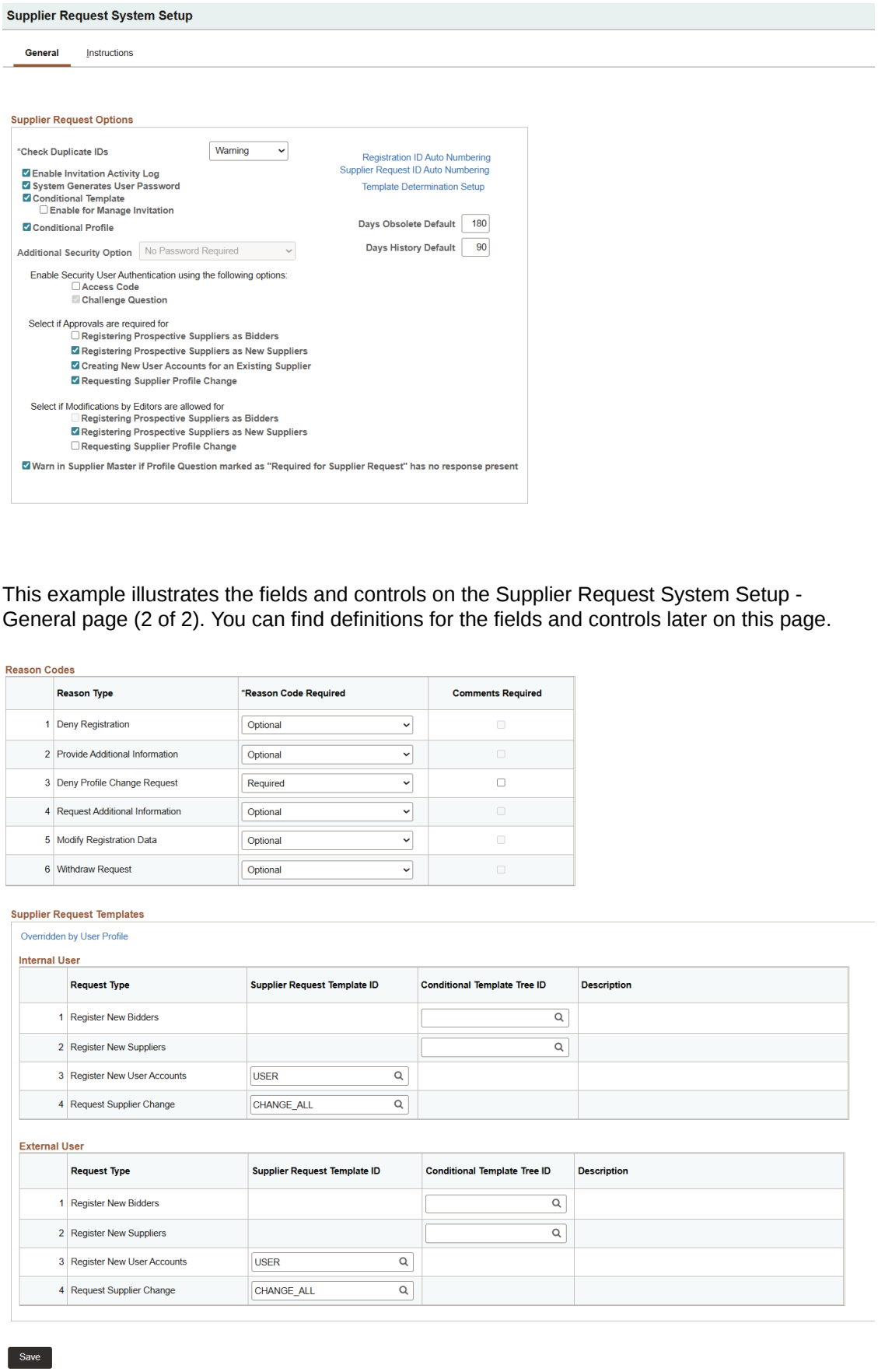
Use the Supplier Request System Setup - General page (SUP_INSTALL_OPT_PG) to select system-level options for supplier registration and supplier change requests.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request System Setup**, and then **General**

This example illustrates the fields and controls on the Supplier Request System Setup - General page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Supplier Request System Setup - General page (2 of 2). You can find definitions for the fields and controls later on this page.

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Supplier Request Options

Field or Control	Description
Duplicate Supplier Checking	Select from *Do Not Check, Reject,* or *Warning*.
Registration ID Auto Numbering	Click this link to access the Auto Numbering By Installation page.
Supplier Request ID Auto Numbering	Click this link to generate a unique identifier for each supplier change request. See the Application Fundamentals: Auto Numbering Page for more information.
Template Determination Setup	Click this link to enable internal or external request template lookup and selection for supplier registration, bidder registration, and supplier change request. Choose request templates for each combination of request types. This aligns with the type of supplier whether the request has been initiated internally or externally through the supplier portal and the type of information they want to either update or collect during the registration process.
Enable Invitation Activity Log	Select this check box to collect invitation activity in a log.
System Generates User Password	Select this check box to create system-generated passwords for contacts set up during registration to use when they are approved as a user.
Conditional Template	Select this check box to enable conditional template questions during registration, where the system determines the registration template automatically based on user responses. If this option is not selected, the system uses the existing template determination or default template setup.
Enable for Manage Invitation	Select this check box to enable conditional template processing for registrations initiated through Manage Invitation. When you select this option, the system uses the Conditional Template Tree ID in the invitation and determines the template based on user responses. If this option is not selected, the system uses the existing template selection in Manage Invitation.
Conditional Profile	Select this check box to enable conditional profile questions, where the system displays branching profile questions in the Identification step based on user responses. If this option is not selected, the system displays standard profile questions without branching.

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Field or Control	Description
Enable Security User Authentication using the following options	Select any of the following user authentication options. Once you enable these check boxes, they become irreversible. If enabled, the **Additional Security Option** field becomes grayed out. • *Access Code:* Select this check box to enable access code user authentication. Validate the access code before proceeding with supplier and bidder registration and change request. **Note:**If enabled, the organization must ensure that existing suppliers have their Primary Access Email IDs entered in the Add/Update Supplier Identifying Information Page. • *Challenge Question:* Select this check box to enable Challenge Question user authentication. Validate the answers before proceeding with supplier and bidder registration and change requests. By default, this option is unchecked.
Days Obsolete Default and **Days History Default**	Enter the number of days to provide a default date for Manage Obsolete Requests and View Registration/Request History. These pages display the default date, which is current date minus the entered number of days.
Select if approvals are required for	Select the supplier request types for which you want to require an approval process: • Registering Prospective Suppliers as Bidders • Registering Prospective Suppliers as New Suppliers • Creating New User Accounts for an Existing Supplier • Requesting Supplier Profile Change For more information about configuring approvals and to set up approval rules and approvers, see the product documentation for PeopleSoft Approval Framework.
Select if Modifications by Editors are allowed for	Select the supplier request types which an Editor can modify: • Registering Prospective Suppliers as Bidders • Registering Prospective Suppliers as New Suppliers • Requesting Supplier Profile Change
Warn in Supplier Master if Profile Question Marked as "Required for Supplier Request" Has No Response Present	Select this option to display a warning on the Supplier Master whenever a user saves a record that has a profile question without a value but is marked as required.

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Reason Codes

Field or Control	Description
Reason Type	Displays these reason types delivered as system data: • Deny Registration – Approver rejects a request to register online. • Provide Additional Information – Registrant has provided more information and resubmitted the registration request. • Deny Profile Change Request – Approver rejects a supplier change request. • Request Additional Information – Approver requests registrant for more information. • Modify Registration Data – Editor modifies the supplier registration details. This reason type is available only if you select the *Registering Prospective Suppliers as Bidders* and *Registering Prospective Suppliers as New Suppliers* options for an editor. • Modify Change Request Data – Editor modifies the change request details. This reason type is available only if you select the *Requesting Supplier Profile Change* option for an editor. • Withdraw Request – This setting controls the display of the Reason Code prompt when withdrawal action is performed for supplier registration, bidder registration, and change requests. – *None*: Reason Code prompt does not appear on withdrawal action. – *Optional*: Reason Code prompt appears, but it is not mandatory to select a Reason Code. – *Required*: Reason Code prompt appears, and it is mandatory to select a Reason Code. For more details about creating Reason Codes, see Application Fundamentals: Reason Codes Page.
Reason Code Required	Choose from *None, Optional,* or *Required.*
Comments Required	Select this check box to require comments for this reason type in addition to selection of a reason code.

Supplier Request Templates - Internal User

Field or Control	Description
Request Type	Shows the type of supplier request that corresponds to the specified template ID.

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Field or Control	Description
Supplier Request Template ID	Specify the template IDs of the applicable supplier request types for internal user registrants. This setup may be overridden at the user preferences level by clicking the **Overridden by User Profile** link. This field is available only when the Conditional Template option is not enabled. When the Conditional Template option is enabled, the system uses the Conditional Template Tree ID instead of the Supplier Request Template ID to determine the template.
Conditional Template Tree ID	Select the conditional template tree used to determine the registration template based on user responses. The system uses this tree to present branching questions and derive the appropriate template during registration. This field appears when the Conditional Template option is enabled. For creating and maintaining conditional template trees, refer Maintain Conditional Template/Profile Questions Tree Page.
Overridden by User Profile	Click this link to access the Supplier Request Template Overridden by User Profile page, where you can define the default user operator for supplier request templates.

Supplier Request Templates - External User

Field or Control	Description
Request Type	Shows the type of supplier request that corresponds to the specified template ID.
Supplier Request Template ID	Specify the template IDs of the applicable supplier request types for public access through a URL. This field is available only when the Conditional Template option is not enabled. When the Conditional Template option is enabled, the system uses the Conditional Template Tree ID to determine the template during registration instead of this field.
Conditional Template Tree ID	Select the conditional template tree used to determine the registration template for external users based on responses. The system uses this tree to present branching questions and derive the appropriate template. This field appears when the Conditional Template option is enabled. For creating and maintaining conditional template trees, refer Maintain Conditional Template/Profile Questions Tree Page.

See alsoSetting Up Public Access to Supplier Registration.

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Supplier Request System Setup - Instructions Page

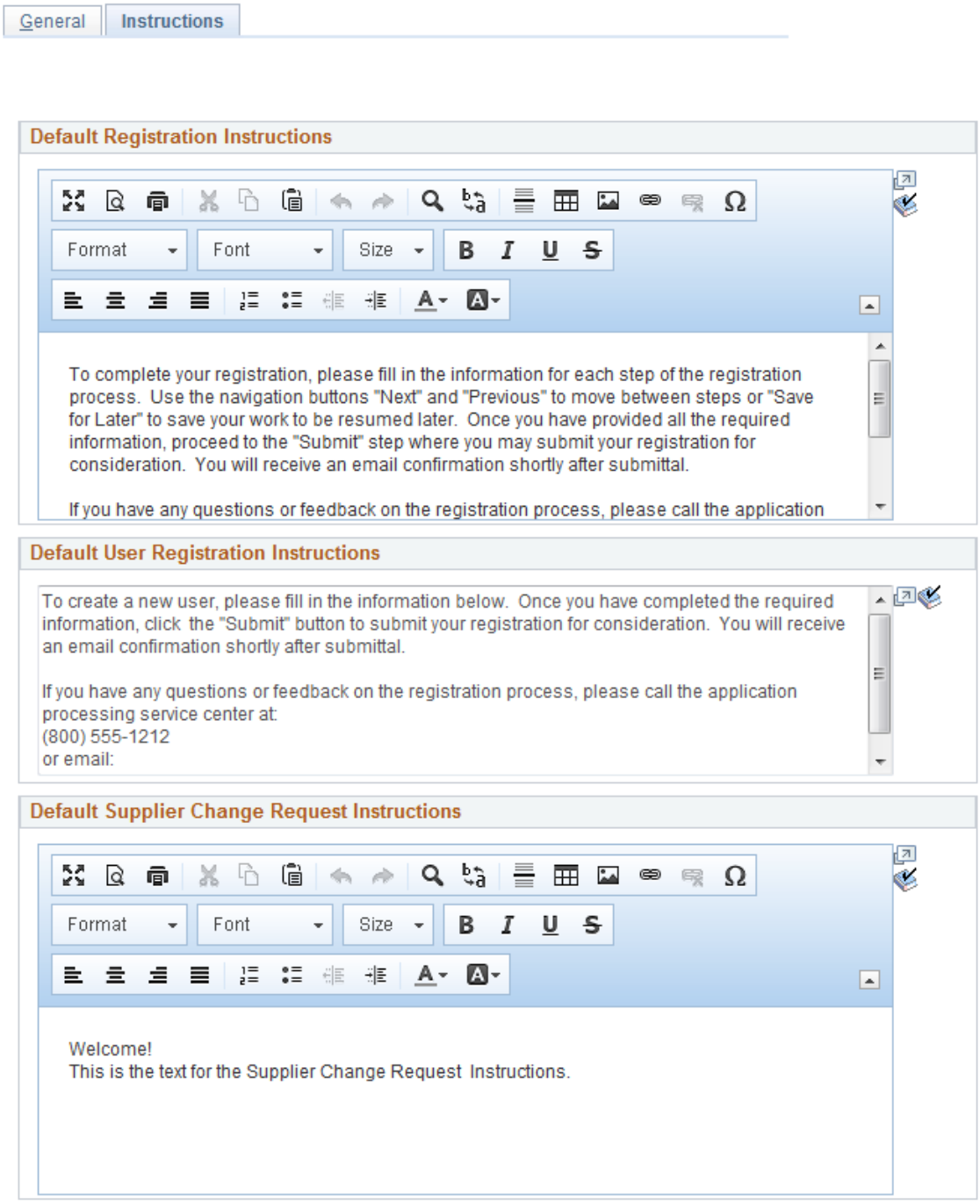
Use the Supplier Request System Setup - Instructions page (SUP_INSTALL_INST) to enter free-form text with instructions for self-registration and supplier change requests.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request System Setup**, and then **Instructions**

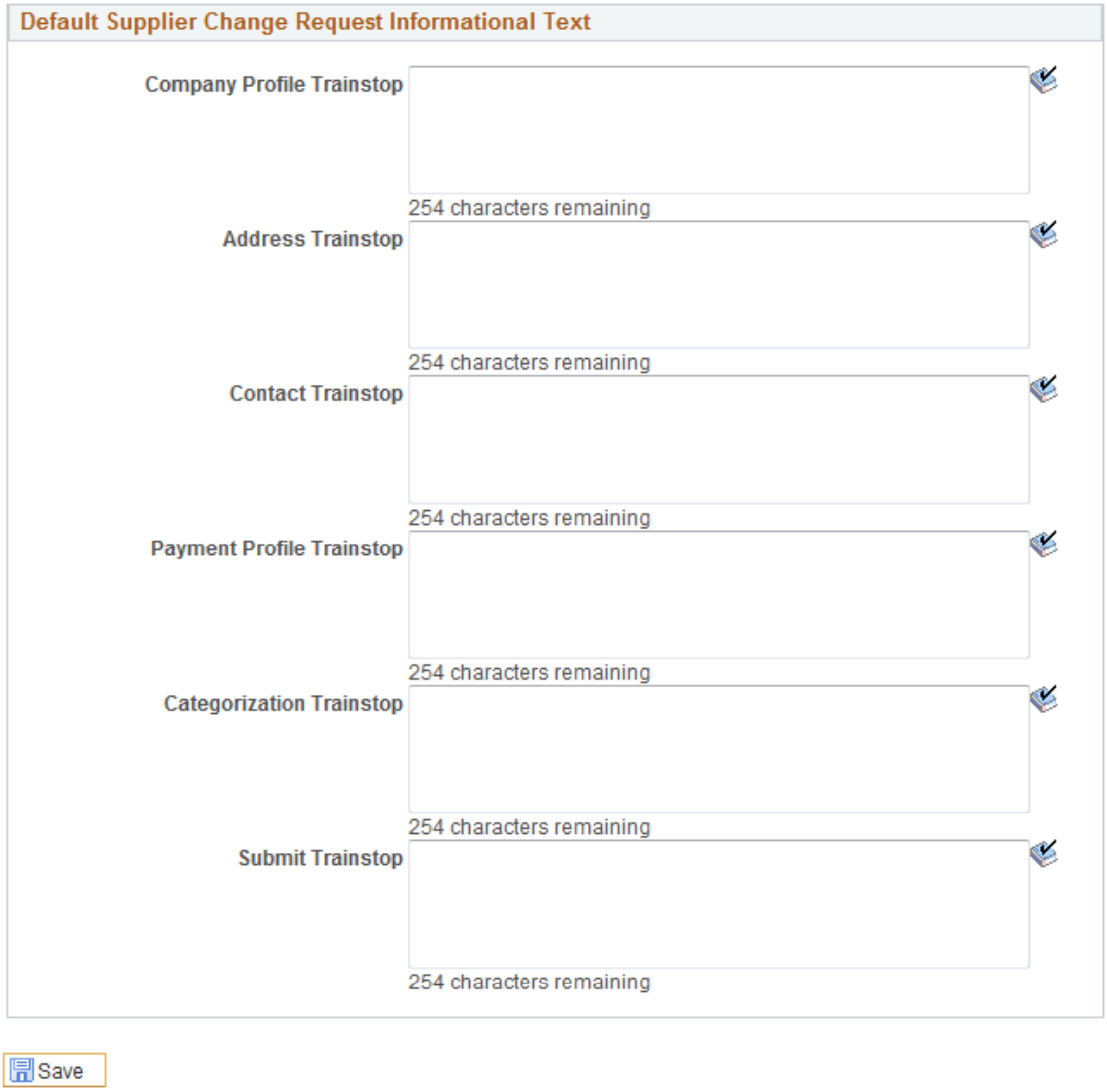
This example illustrates the fields and controls on the Supplier Request System Setup - Instructions page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Supplier Request System Setup - Instructions page (2 of 2). You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Default Registration Instructions	Enter free-form text with instructions for self-registration. The registration instructions appear on the first online registration page, the Welcome page, under the Application Instructions section. The invitation email template may also be designed to include the registration instructions in the invitation email letter. PeopleSoft's Supplier Onboarding provides sample registration instructions, which contain information about registering as well as a contact person's phone number and email address, in case questions arise during registration.
Default User Registration Instructions	Enter free-form text with instructions for user registration. PeopleSoft's Supplier Onboarding provides sample user registration instructions.

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Field or Control	Description
Default Supplier Change Request Instructions	Enter free-form text with instructions for supplier change requests. PeopleSoft's Supplier Onboarding provides sample supplier change request instructions. Use this field to define the instructional text for the Welcome page of the change request process. It is possible to specify instructions here at the system setup level, or at the template level. The values for the template will default from this field in the system setup, but may be modified. This field uses rich text to support hyperlinks.
Default Supplier Change Request Informational Text	Enter free-form informational text for supplier change request pages. The information text appears on each page in the wizard, also known as *train stops*: • **Company Profile Trainstop** • **Address Trainstop** • **Contact Trainstop** • **Payment Profile Trainstop** • **Categorization Trainstop** • **Submit Trainstop**

Supplier Request Template Overridden by User Profile Page

Use the Supplier Request Template Overridden by User Profile page (OPR_DEF_TBL_OB) to identify permission overrides for user access to registration templates.

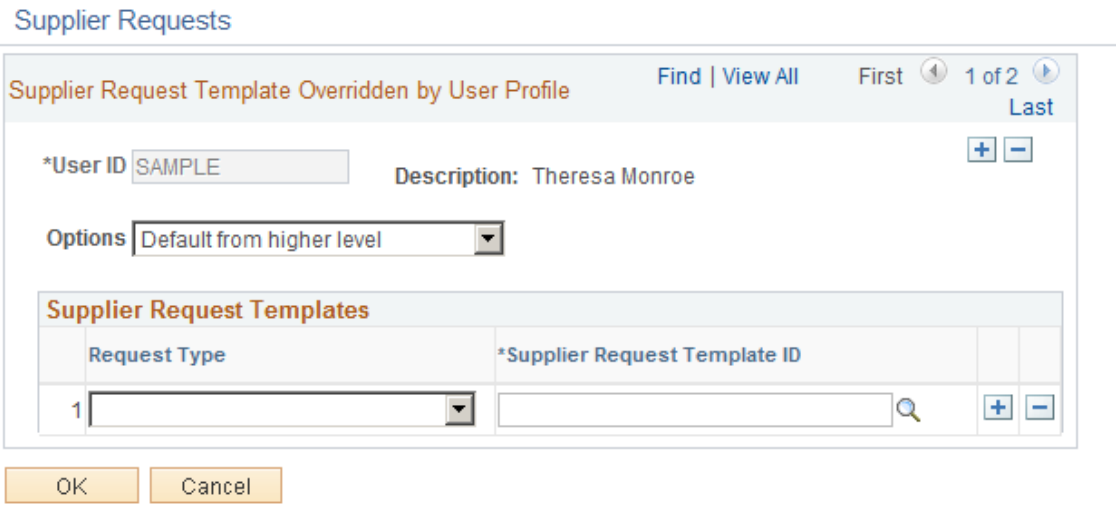
Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request System Setup**, and then **General**

Click the **Overridden by User Profile** link on the Supplier Request System Setup - General page.

This example illustrates the fields and controls on the Supplier Request Template Overridden by User Profile page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
User ID	Enter a user ID.
Options	Choose from these options: • *Default from higher level* • *Specify at this level*
Request Type	Select from system-delivered supplier request types: • *Register New Bidders* • *Register New Suppliers* • *Register New User Accounts* • *Supplier Change Request*
Supplier Request Template ID	Select a template from available templates created for the corresponding supplier request type.

Creating Templates for Online Registration

This topic discusses how to create registration templates that can be used to selectively capture supplier attributes and supplier profile information, and customize registration instructions and terms and conditions at the template level. It also discusses how to configure registration-related email templates.

Pages Used to Create Templates for Online Registration

Page Name	Definition Name	Usage
Supplier Request Templates - General Page (New Suppliers and New Bidders)	SUP_REG_TEMPL_GEN	Identify supplier request template and general options for new suppliers and new bidders.

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Page Name	Definition Name	Usage
Supplier Request Templates - Attributes Page (New Suppliers and New Bidders)	SUP_REG_TEMPL_ATT	Determine the supplier or bidder attributes to appear in online registration pages for new suppliers and new bidders.
Supplier Request Templates - Instructions Page (New Suppliers and New Bidders)	SUP_REG_TEMPL_INST	Provide instructions for new suppliers or new bidders registering online.
Supplier Request Templates - Profile Questions Page (New Suppliers and New Bidders)	SUP_REG_TEMPL_PQST	Select profile questions from the system-level master set to use on a designated registration template.
Supplier Request Templates - General Page (New User Accounts)	SUP_REG_TEMPL_GEN	Set up templates for online registration for existing suppliers creating new user accounts.
Supplier Request Templates - Instructions Page (New User Accounts)	SUP_REG_TEMPL_INST	Provide instructions for suppliers creating new user accounts online.

Creating Online Registration Templates

Online registration pages reflect the fields and information that has been defined in a registration template, based on one of these supplier request types: registering new suppliers, registering new bidders, or creating a new user account for existing suppliers.

The overall default templates for both internal and external users performing the online registration process are specified at the system level. These defaults may be overridden by the individual user's setting accessed via the **Overridden by User Profile** link on the Supplier Request System Setup - General Page.

You must set up supplier attributes in the registration templates in order to capture the information during self-registration. If any new supplier attributes are added to the registration templates, these attributes are available to you when you create a new registration template. The Categorization and Payment Profile pages must be enabled in the template definition for them appear in the online registration pages.

Resulting online registration might look like the examples in the Registering Online topic, depending on the template setup for registering new bidders or new suppliers. The horizontal navigation, commonly known as *train stops*, guides the registrant through each page with fields designed to collect information defined on the registration template.

Online registration uses the same templates to set up registration for new suppliers and new bidders. Select *Register New Bidders* or *Register New Suppliers*, respectively, in the **Request Type** field on the Supplier Request Templates search page.

Supplier change requests share the same template setup as for online registration.

Related Topics

- Creating Templates for Supplier Change Requests
  This topic discusses how to create supplier change request templates that can be used to selectively provide supplier attributes and supplier profile information in the change request. Customize change request instructions and terms and conditions at the template level.

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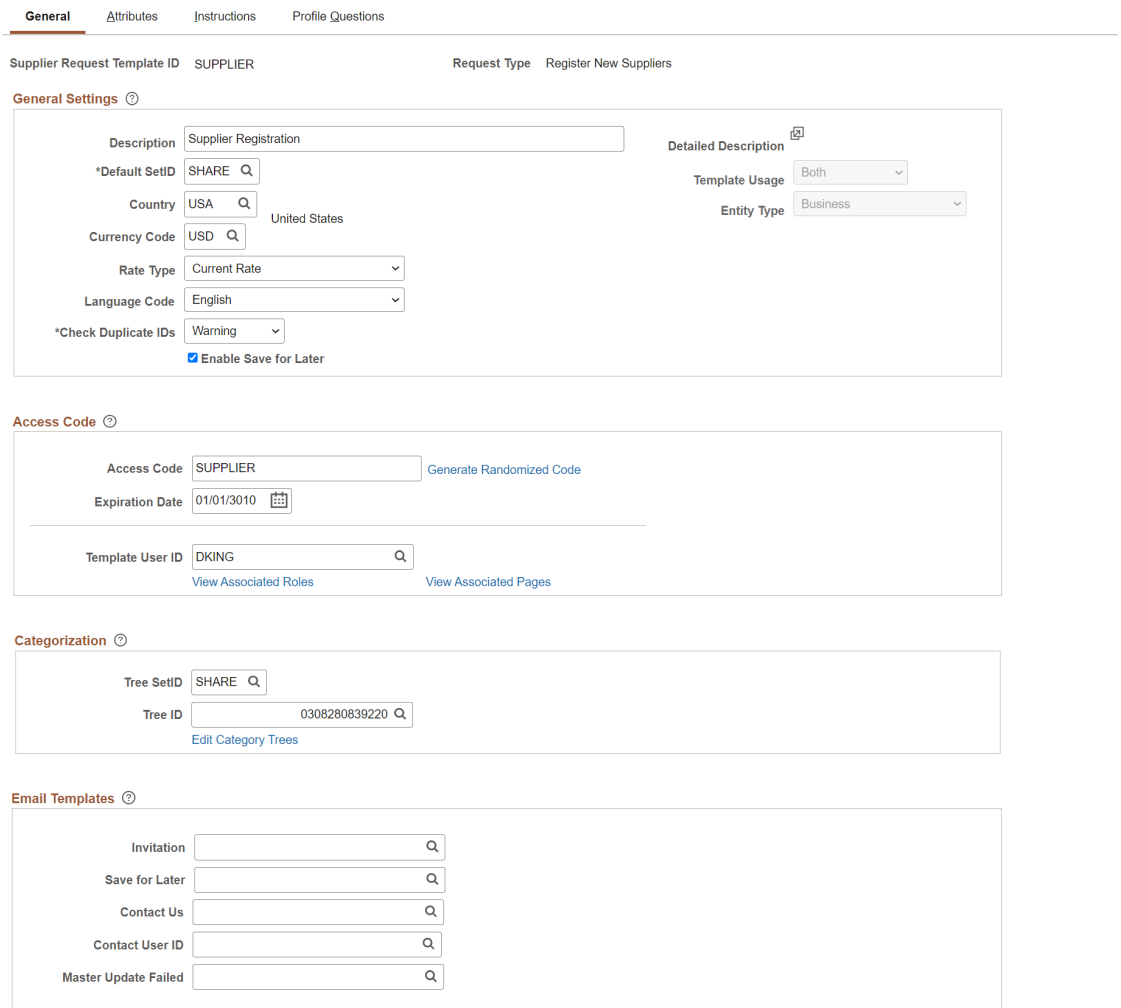
Supplier Request Templates - General Page (New Suppliers and New Bidders)

Use the Supplier Request Templates - General page (SUP_REG_TEMPL_GEN) to identify the supplier request type and general options for new suppliers and new bidders.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request Templates**, and then **General**

This example illustrates the fields and controls on the Supplier Request Templates - General page for registering new suppliers. You can find definitions for the fields and controls later on this page.



Set up general settings for this registration template.

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Field or Control	Description
Description	Enter a unique description for this template (including any hints regarding the particular configuration of this template and registration type, for example).
Default SetID	Enter the default SetID for new suppliers created using this template.
 **(Detailed Description)**	Click the Detailed Description button to enter a description for this template. This is a rich text field to provide supplier/bidder details such as, text, image, links, and so on.
Template Usage	Select to indicate whether the template is to be used internally, externally, or both. If you want to build the template but not ready to use it, select Not Available. **Note:** For existing template, this field is defaulted to Both (for internal and external). Template Usage and Entity Type can only be modified if the template is not currently used in any open registrations.
Entity Type	Select the Entity Type whether it is a business or an individual enterprise. For existing template, the default value is set to Business.
Country	Enter the default country code for new suppliers created using this template. This field uses ANSI Standard codes.
Currency Code	Enter the default currency code for new suppliers created using this template. This field uses ANSI Standard codes.
Language Code	Select the desired language from the drop-down list. The language selected here defaults during Bidder or Supplier registration when defining a Contact. The Contact's language will be used in the creation of the related User Profile.
Check Duplicate IDs	Select from *Do Not Check*, *Reject*, or *Warning*. The system performs duplicate checking against the Standard ID Qualifier types selected on the Registration Template Setup - Attributes page. Select an email template for **Duplicate Check Failed** in the **Email Templates** group box. See also Entering Supplier Identifying Information. When a duplicate ID is found and duplicate checking is enabled, the system returns this page: Duplicate Information Page.
Enable Save for Later	Select this check box to allow registrants to stop the registration process and save their answers to access at a later time.

Create access code and user settings using these fields.

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Field or Control	Description
Access Code	Enter a code or click the **Generate Randomized Code** link to immediately populate the **Access Code** field with a system-generated code. The default is a blank field, but you must enter a code for the authentication process to work. If an access code is used, it will appear on the email invitations to register online based on this template ID.
Generate Randomized Code	Click this link to immediately populate the Access Code field with a system-generated code.
Expiration Date	Enter a future date on which you want the access code for self-registration to expire. The system prohibits registrants from starting or resuming registration if the expiration date has been reached. If you do not want the access code to expire, accept the default date, 01/01/3010, or delete the date so that the field is empty.
Template User ID	Enter a user ID or click the lookup prompt to choose a user ID from the list. New accounts created based on this template ID will inherit the roles and permissions from this user ID.
View Associated Roles	Click this link to access a table of user roles associated with this user ID, including the role name and description.
View Associated Pages	Click this link to access a table of permission lists associated with this user ID, including the permission list name and description.

Associate a categorization tree with this registration template.

Field or Control	Description
Tree SetID	Add a categorization tree SetID
Tree ID	Enter the tree ID.
Edit Category Trees	Click this link to access the Maintain Categorization Trees page, where you can create a new categorization tree or maintain existing categorization trees.

Enter values in these fields to associate this registration template with the email templates and notifications.

See also Events and Notifications Framework: Understanding Notification Setup.

Field or Control	Description
Invitation	Select the default email template for email invitations based on this supplier request template.

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Field or Control	Description
Duplicate Check Failed	Select the default email template for notifying registrants of duplicate supplier IDs based on this supplier request template.
Save for Later	Select the default email template for sending out a reminder regarding a pending registration request, based on this supplier request template.
Contact Us	Select the default template that registrants see when they click the **Contact Us** link. This template is used with duplicate ID checking. See the documentation for the Contact Us page accessed through the Duplicate Information Page.
Contact User ID	Select the user ID of the person who will receive the email messages sent from the Contact Us page.

Supplier Request Templates - Attributes Page (New Suppliers and New Bidders)

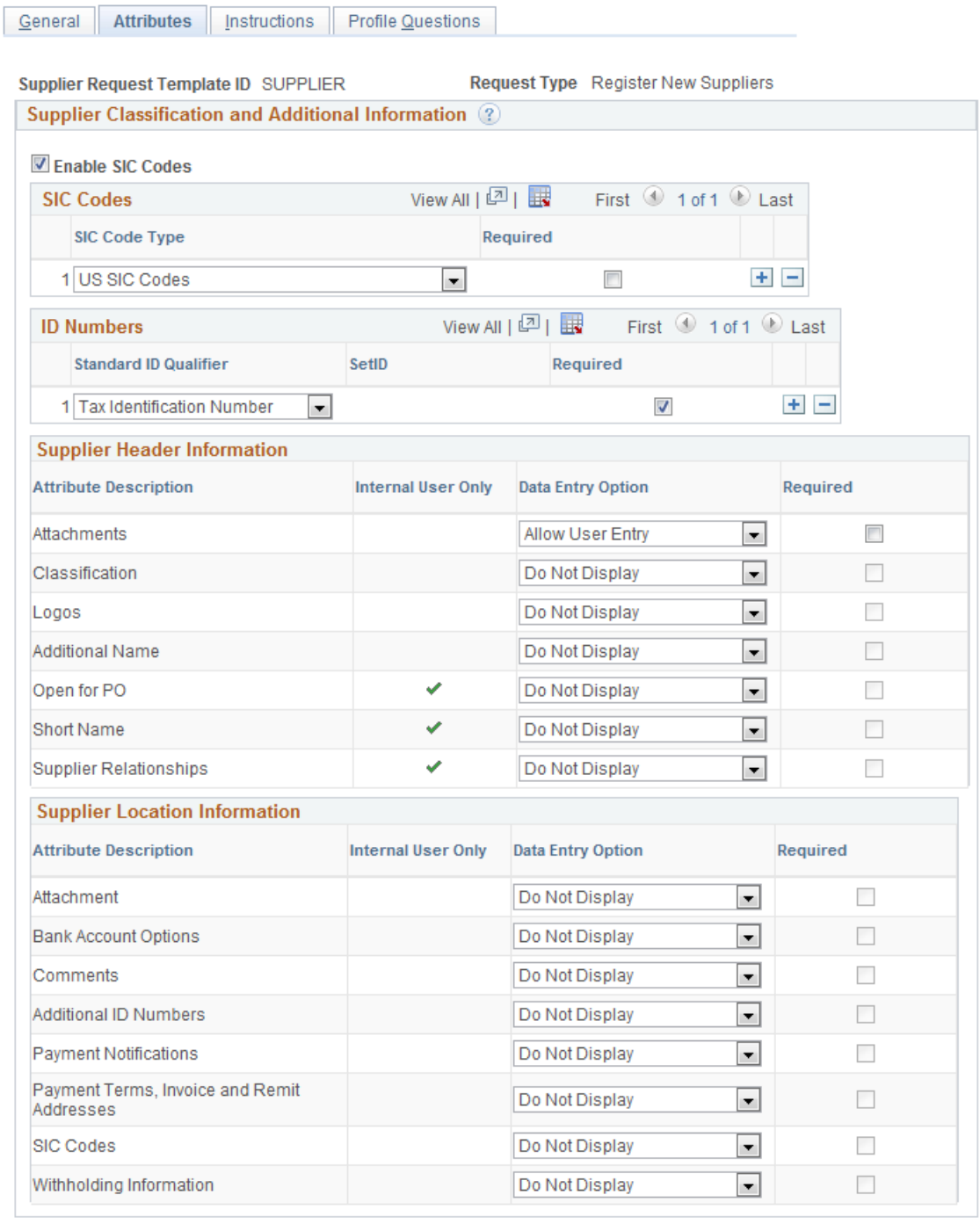
Use the Supplier Request Templates - Attributes page (SUP_REG_TEMPL_ATT) to determine the supplier or bidder attributes to appear in online registration pages for new suppliers and new bidders.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request Templates**, and then **Attributes**

This example illustrates the fields and controls on the Supplier Request Templates - Attributes page for registering new suppliers. You can find definitions for the fields and controls later on this page.

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Enter values for supplier classification and additional information.

Field or Control	Description
Enable SIC Codes	Select this check box to enable SIC code functionality on the registration template, which indicates you will collect this information during online registration.

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Field or Control	Description
SIC Codes	Select from the following options, after you enable SIC Codes. You can select multiple code types. You can also delete unwanted code types. • Australia-New Zealand SIC Code • Canadian NAICS Codes • French SIC Codes • German SIC Codes • NAICS Exception Codes • Primary NAICS Codes • UK 92 SIC Codes • US – NAICS Codes • US SIC Codes The codes available to choose from during online registration depend on the code types you set up on this registration template.

Enter ID Numbers.

Field or Control	Description
Standard ID Qualifier	Select the type of standard ID qualifiers you would like to use to identify the registrant: • BEI Identifier • Business Types • Comp Tax Reg Number – Brazil • Company Identification Number • Company Number – Australia • Creditor Identification • DODAAC Code • DUNS Number (No Edit), DUNS Number (With Edit), DUNS+4 Suffix • Employer ID Number • Fiscal ID – Company – Italy or Fiscal ID – Indiv – Italy • Fiscal ID Number – Spain • Global Location Number • Ind Tax Reg Number – Brazil • Legal Entity Registration Num • Municipal Reg Number – Brazil • NIC Number – France • Public Service Codes • SBA Business Types • SIREN Number – France or SIRET Number – France • Social Security Number • State Reg Number – Brazil • W2 Identification Number • Tax Identification Number
Required	Select the check box for each type of standard ID qualifier that you want to make required entry. At least one standard ID qualifier must be marked as required.

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Enter supplier header information.

Field or Control	Description
Attribute Description	Configure each of the following attributes on this registration template for new bidders or new suppliers: • Attachments - Enable attachments as a means of capturing additional information about the supplier without maintaining paper files. A variety of documents can be uploaded and viewed, including Microsoft Word and portable document format (PDF) files, as well as Microsoft Excel, PowerPoint, and Access files. • Classification - Captures the type of supplier. Supplier classifications include these: *Attorney, Employee, HCM* (PeopleSoft Human Capital Management), or *Supplier*. See also Entering Supplier Identifying Information. • Logos - Allows new suppliers to add company logos during the registration process. • Additional Name - Capture a secondary or alias company name.
Data Entry Option	Select *Allow User Entry* or *Do Not Display* for each attribute.
Required	Select this check box to require entry for an attribute during registration. This field is available only when the Data Entry Option is *Allow User Entry.*

Enter supplier location information.

> **Note**
>
> If no attributes are selected for this section, the system hides the Payment Information page in the online registration pages. See Registering Online.

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Field or Control	Description
Attribute Description	Configure each of the following attributes on this registration template for new bidders or new suppliers: • Attachment • Bank Account Options - The supplier banking information includes high-level bank and account information, which is stored with the new registration record. Suppliers can access the data later to maintain current banking information, if needed. • Comments • Additional ID Numbers • Payment Notifications • Payment Terms, Invoice, and Remit Addresses • SIC Codes • Withholding Information
Data Entry Option	Select *Allow User Entry* or *Do Not Display* for each attribute.
Required	Select this check box to require entry for an attribute during registration. This field is available only when the Data Entry Option is Allow User Entry.

Supplier Request Templates - Instructions Page (New Suppliers and New Bidders)

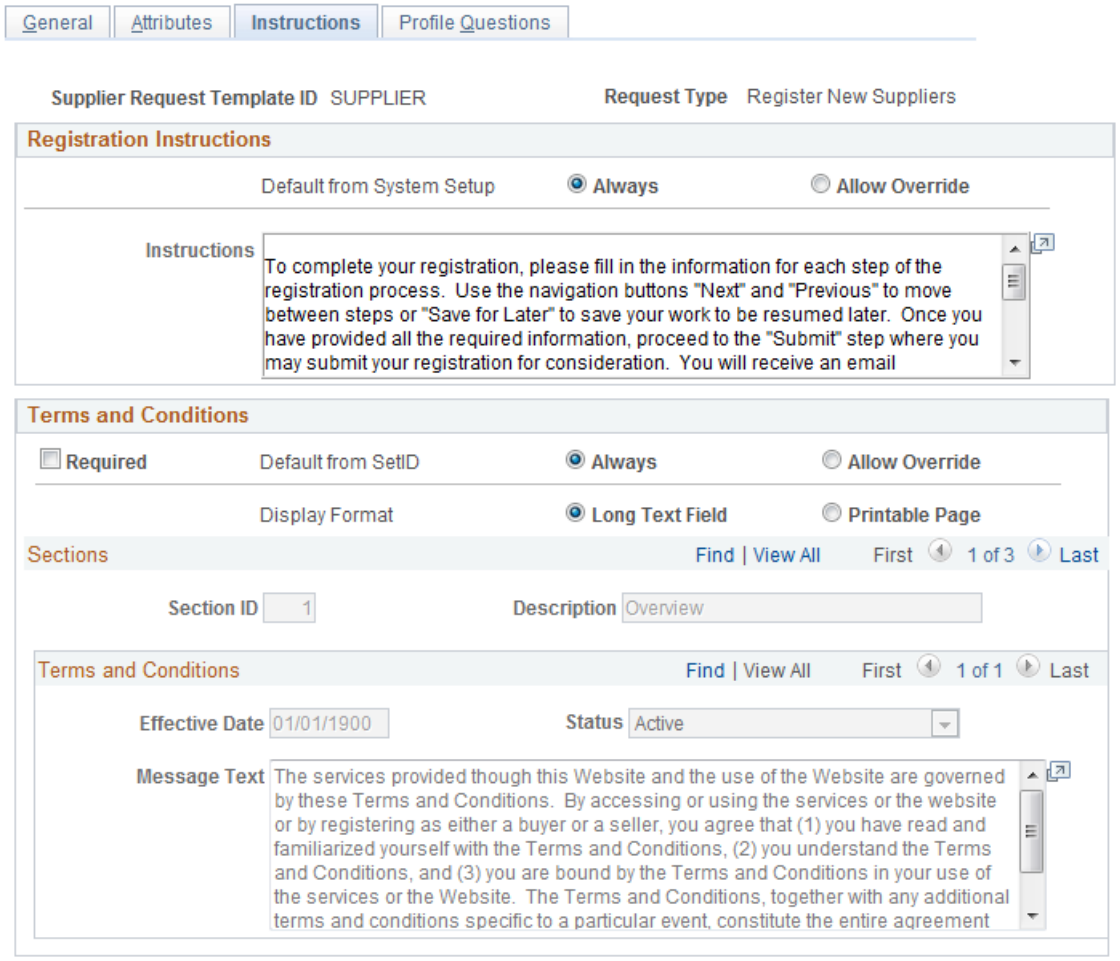
Use the Supplier Request Templates - Instructions page (SUP_REG_TEMPL_INST) to provide instructions for new suppliers or new bidders registering online.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request Templates**, and then **Instructions**

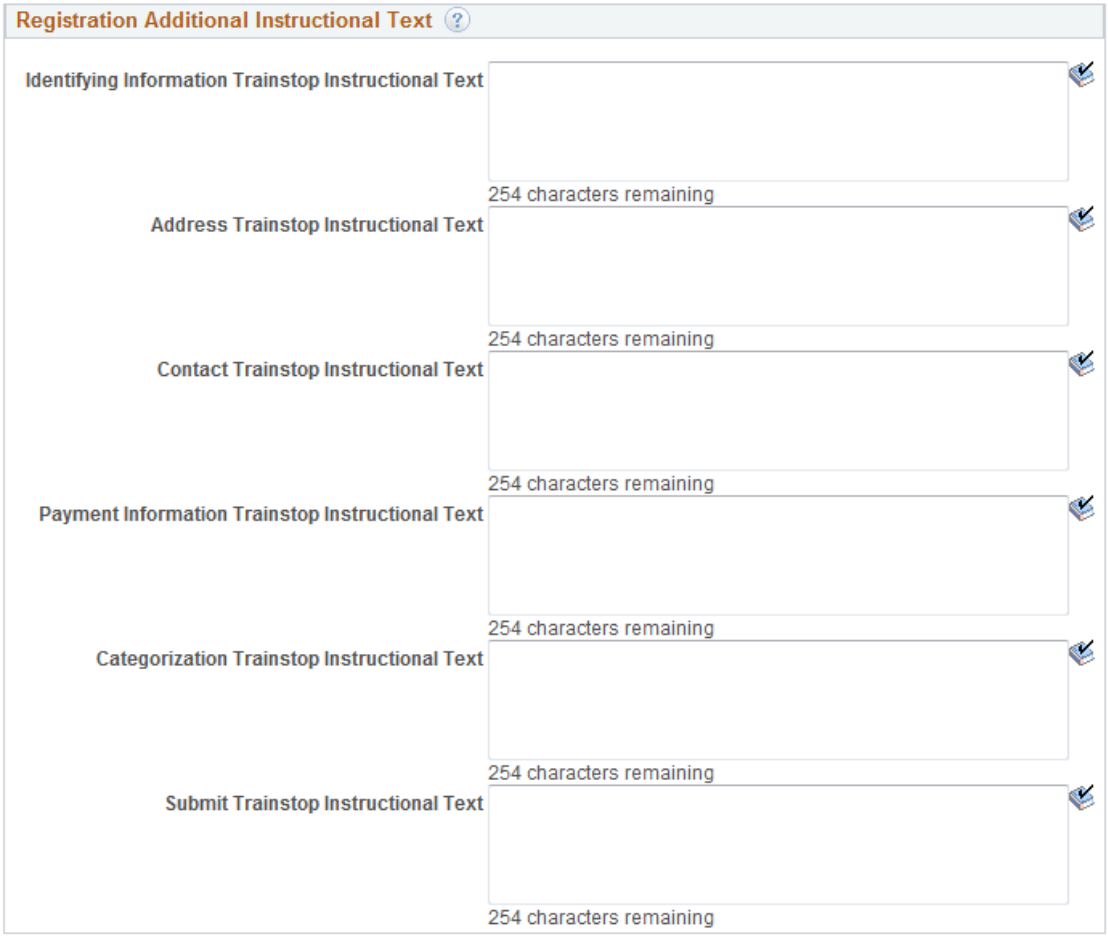
This example illustrates the fields and controls on the Supplier Request Templates - Instructions page (1 of 2) for registering new suppliers. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Supplier Request Templates - Instructions page (2 of 2) for registering new suppliers. You can find definitions for the fields and controls later on this page.

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Enter the registration instructions.

Field or Control	Description
Default from System Setup	Select one radio button: • **Always** Instructs the system to always use the registration instructions entered on the Supplier Request System Setup page. • **Allow Override** Allows you to enter text to be used with this registration template. You must enter text in the Instructions field, which will be displayed during online registration.

Enter the terms and conditions.

Field or Control	Description
Required	Click to require registrants to accept the terms and conditions when submitting a new request.

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Field or Control	Description
Default from SetID	Select one radio button: • **Always** Instructs the system to always use the terms and conditions entered for the supplier SetID on the Define Terms & Conditions page. • **Allow Override** Allows you to enter custom text to be used with this registration template. You must complete the fields in at least one Sections group box to display the terms and conditions on the submission page during online registration.
Display Format	Select one radio button: • **Long Text Field** Displays a text field with containing the terms and conditions. • **Printable Page** Enables print screen functionality for users to print out the terms and conditions.
Section ID and **Description**	Add sections as needed, and enter a description that will appear online as a subheading in the published Terms and Conditions, on the registration request submission page. When you add a section, the ID will increment by 1.
Effective Date	Enter an effective date for each section. The terms and conditions in the sections with an Active status and current effective date will be displayed.
Status	Choose Active or Inactive.
Message Text	Enter the specific terms and conditions that pertain to this registration template.

Enter additional instructional text for each train stop in the registration process.

Supplier Request Templates - Profile Questions Page (New Suppliers and New Bidders)

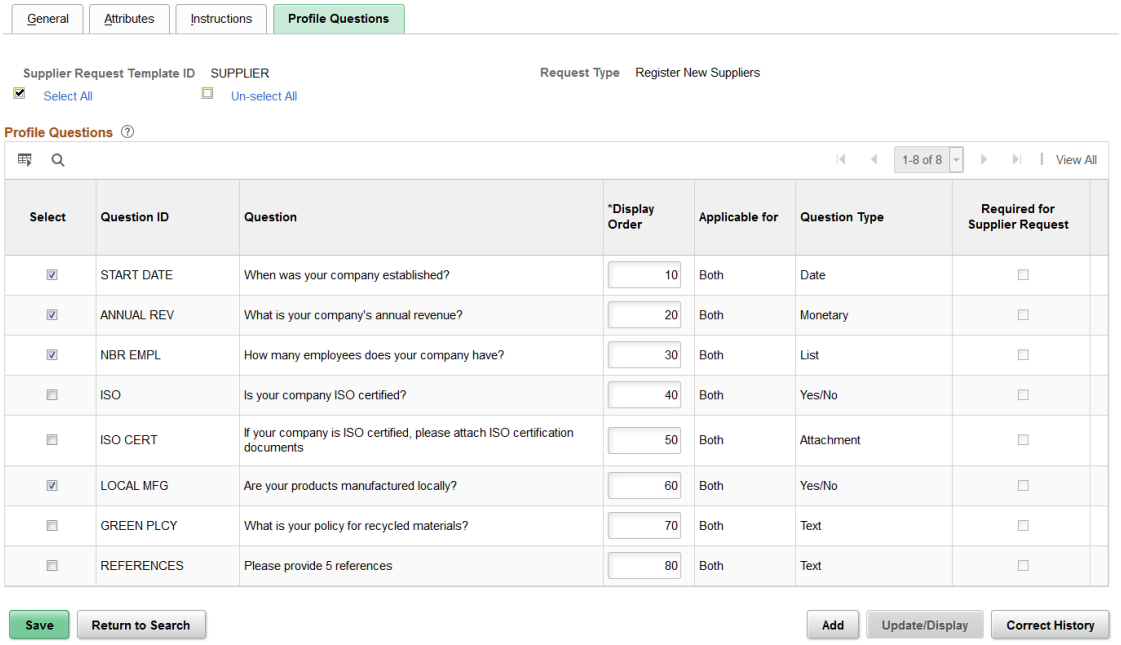
Use the Supplier Request Templates - Profile Questions page (SUP_REG_TEMPL_PQST) to select profile questions from the system-level master set to use on a designated registration template.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request Templates**, and then **Profile Questions**

This example illustrates the fields and controls on the Supplier Request Templates - Profile Questions page for registering new suppliers. You can find definitions for the fields and controls later on this page.

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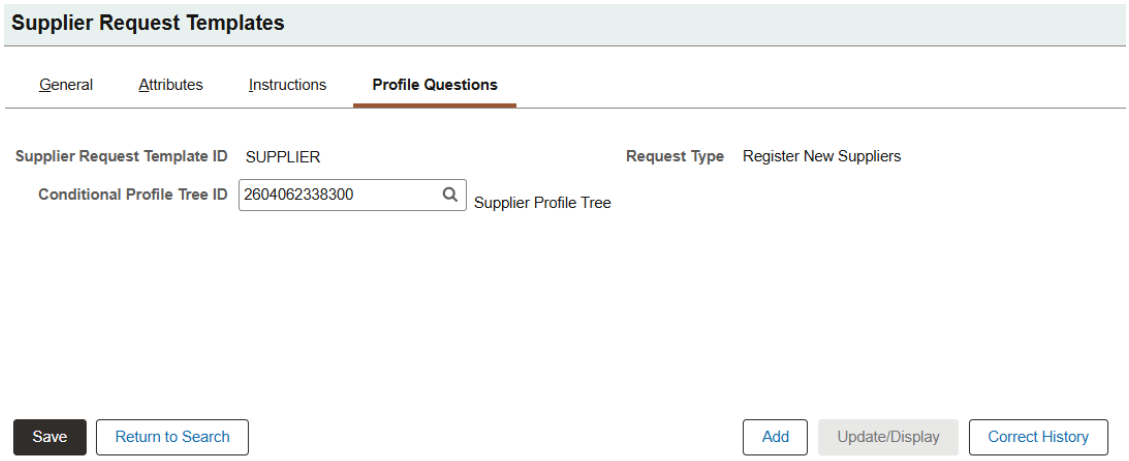


Field or Control	Description
Select and **Question ID**	Select the check boxes for the Question IDs you would like to include in the online registration that uses this template. Your choices may be different for different registration types.
Display Order	Enter a display order. The default display order appears from the master set of profile questions.
Applicable for, **Question Type,** and **Comment Text**	Displays attributes of each question based on the master set created at the system level.
Required for Supplier Request	Defaults from the master profile question definition.

If **Conditional Profile** check box is enabled on the Supplier Request System Setup - General Page, instead of conventional Profile Questions, **Conditional Profile Tree ID** field appears. Select the Profile Tree ID created for the supplier or bidder registration on the Maintain Conditional Template/Profile Questions Tree Page to display the set of question on the Identifying Information Page (New Bidder and New Supplier).

This example illustrates the fields and controls on the Supplier Request Templates - Profile Questions page when Conditional Profile is enabled.

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Supplier Request Templates - General Page (New User Accounts)

Use the Supplier Request Templates - General page (SUP_REG_TEMPL_GEN) to set up templates for online registration for existing suppliers creating new user accounts.

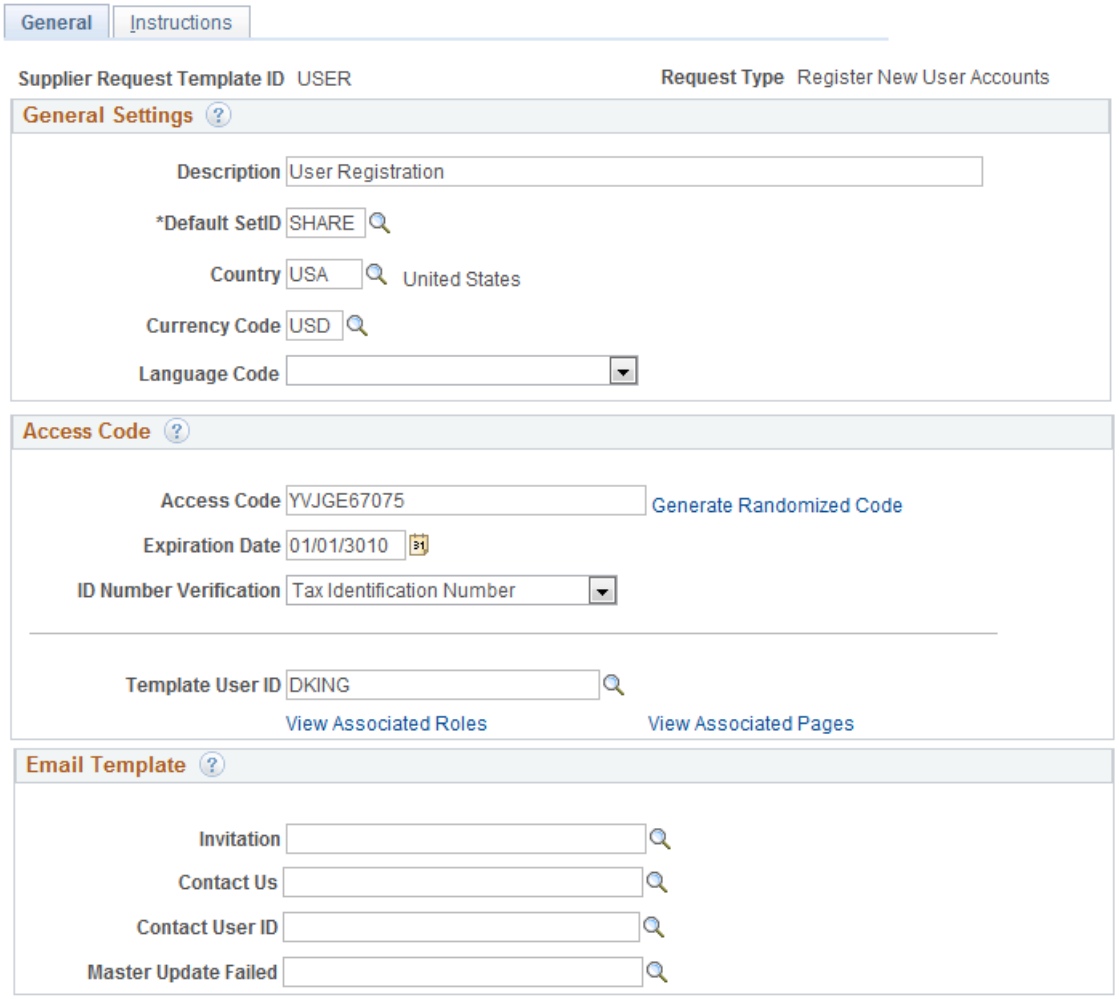
This page is the same as the Supplier Request Templates - General page for registering new suppliers and new bidders.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request Templates**, and then **General**

This example illustrates the fields and controls on the Supplier Request Templates - General page for creating new user accounts.

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Supplier Request Templates - Instructions Page (New User Accounts)

Use the Supplier Request Templates - Instructions page (SUP_REG_TEMPL_INST) to provide instructions for suppliers creating new user accounts online.

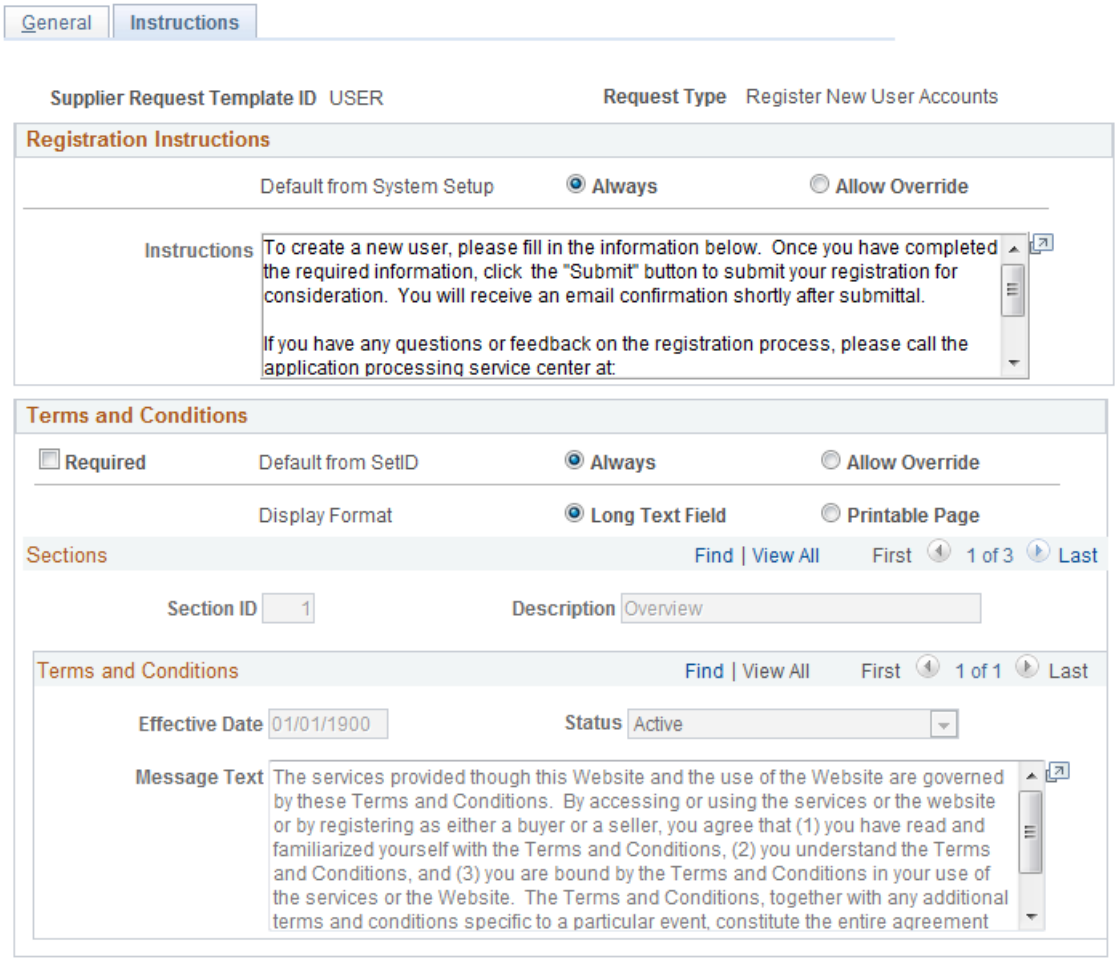
This page is the same as the Supplier Request Templates - Instructions page for registering new suppliers and new bidders.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request Templates**, and then **Instructions**

This example illustrates the fields and controls on the Supplier Request Templates - Instructions page for creating new user accounts.

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Using Supplier Registration Email Templates

The email templates provide support for ongoing email communications to registrants at various stages of registration, including invitations, notifications of approved or rejected requests, requests for additional information to complete registration, notice of duplicate supplier identification or OFAC and options for proceeding, and reminders about pending requests in the system.

In order for the system to successfully send out an email, a valid email ID is required.

The following email address defaulting logic applies only to external users. When deriving an email address for a supplier, the system looks first for the email address of the primary address; if not found, the system looks for the email address of the primary contact. In other words, the system looks for the most recent active effective-dated record for the address that has the minimum address sequence ID, and if not defined, the system looks for a valid email ID from the most recent active effective-dated record of the contact that has the minimum contact sequence ID. The system allows the registrant to override the displayed email address with a different but valid email address. The system saves this address as the online registration contact email ID.

Note that sending email notification may not be applicable to internal users, in which case internal users may leave the email address blank.

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Oracle's PeopleSoft delivers the following email templates for online supplier registration. You can alter these templates for specific business needs.

Supplier Request Type	Invitation	Approved	Rejected	Request for More Information	DUP/OFAC Check Failure	Save for Later (Pending Request)
Register as New Bidder	Yes	Yes	Yes	Yes	Yes	Yes
Register as New Supplier	Yes	Yes	Yes	Yes	Yes	Yes
Create New User Account	Yes	Yes	Yes	Yes	Yes	n/a
Ad-hoc Task	Yes	n/a	n/a	n/a	n/a	n/a

n/a = not applicable

> **Note**
>
> You can create a separate invitation email template for each ad hoc task, as needed. In fact, you can change any delivered email template to suit your specific business needs. For more information, see PeopleSoft Strategic Sourcing: Altering Email Templates.

Approval Framework: Defining Users for Approval Framework

Related Topics

- Approval Framework: Approval Framework Overview

Setting Up Public Access to Supplier Registration

This topic provides guidelines for setting up public access for supplier and bidder registration. All permission lists and roles referenced in this document are for informational purposes only.

In general, to set up public access to registration pages you must do the following:

- Configure permissions for pages that a public user will need to access.
- Create and test public supplier and bidder templates.

See also information about setting up email templates for external users.

Configuring Public Access to Registration Pages

To configure public access to registration pages:

1. Create a permission list that includes pages that need public access on the Permission Lists – Pages page (**PeopleTools**, and then **Security**, and then **Permissions & Roles**, and then **Permission Lists**, and then **Pages**).

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The following screen shot illustrates a permission list created on the Permission Lists – Pages page, where AUC_ADMINSTRATION is used for bidders and SUP_OB_MENU is used for suppliers. The permission list varies with each installation.

This example illustrates the fields and controls on the Permission Lists – Pages page for a sourcing guest.



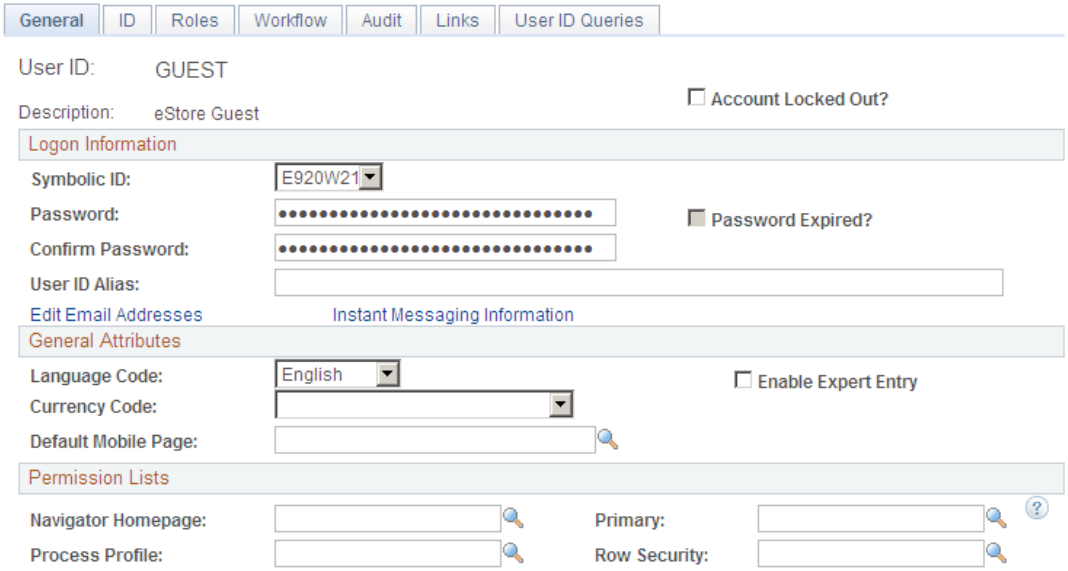
> **Note**
>
> All PeopleSoft portal components are needed for access.

2. Create a user ID that can be assigned public access on the User Profiles – General page (**PeopleTools**, and then **Security**, and then **User Profiles**, and then **User Profiles**, and then **General**). For detailed information about setting up permission lists and setting up security for user IDs and roles, see *PeopleTools: Security Administration*.

   This example screen shot shows the attributes assigned on the User Profiles – General page:

   This example illustrates the fields and controls on the User Profiles – General page for an eStore guest.

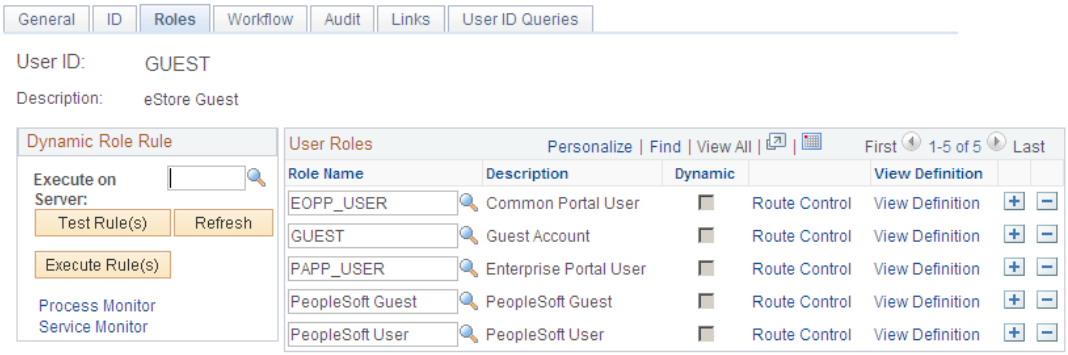
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3. Assign user roles to the User ID, and verify login access to the PeopleSoft system on the User Profiles – Roles page (**PeopleTools**, and then **Security**, and then **User Profiles**, and then **User Profiles**, and then **Roles**).

   This example screen shot shows the Onboarding Registration role assigned to the GUEST user ID on the User Profiles – Roles page:

   This example illustrates the fields and controls on the User Profiles – Roles page for an eStore guest.



4. Associate the relevant permission list with the user role name on the Roles – Permission Lists page (**PeopleTools**, and then **Security**, and then **Permissions & Roles**, and then **Roles**, and then **Permission Lists**).

   This example screen shot shows the Onboarding Guest permission list has been associated with the Onboarding Registration role:

   This example illustrates the fields and controls on the Roles – Permission Lists page for onboarding registration.

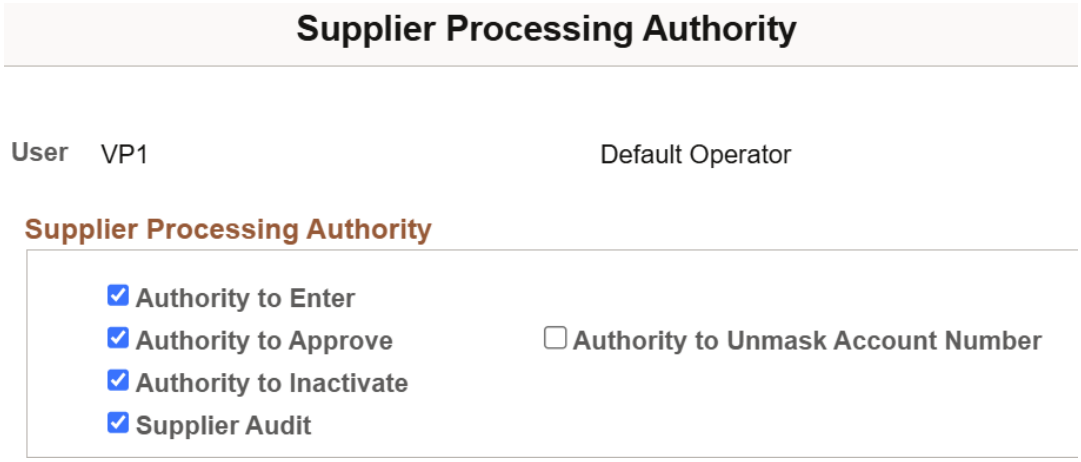
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5. Give the user ID authority to enter suppliers into the PeopleSoft Procurement system on the Supplier Processing Authority page (**Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **User Preferences**, and then **Define User Preferences**, and then **Procurement**, and click the **Supplier Processing Authority** link).

   Use the Procurement User Preferences setup pages to provide access to create suppliers, as shown in this example:

   This example illustrates the fields and controls on the Supplier Processing Authority page.

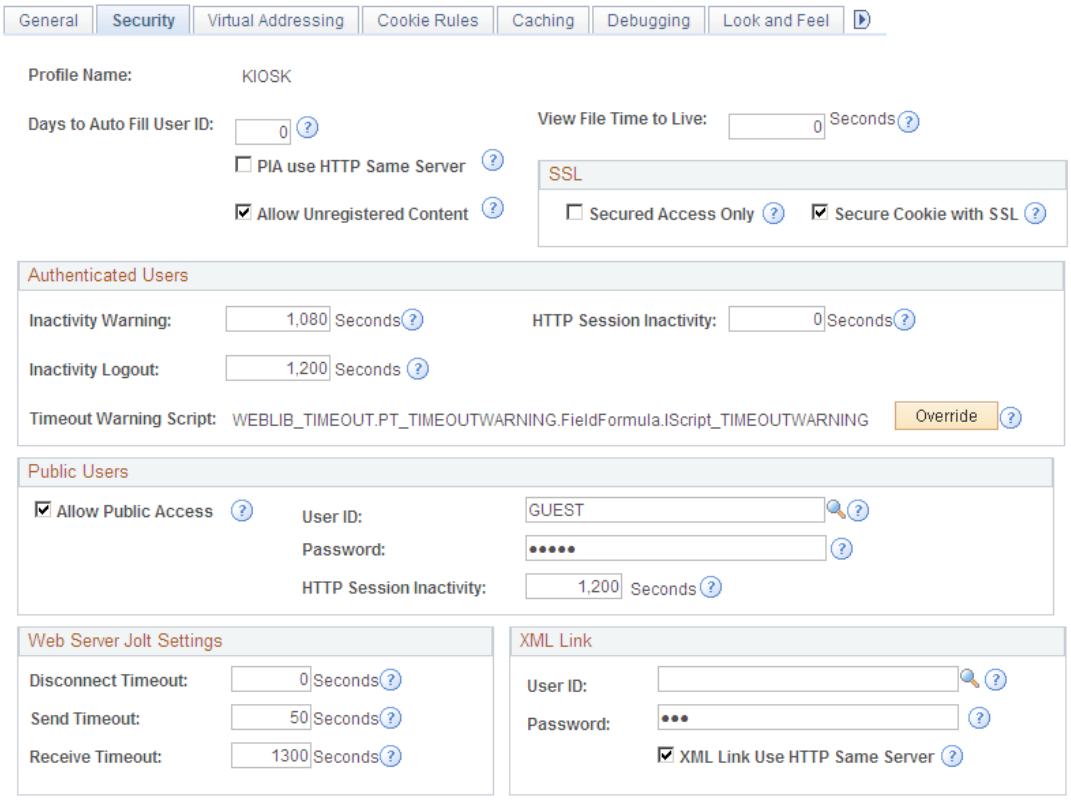


6. Create a new or designate an existing user web profile that can be dedicated to external access on the Web Profile Configuration – Security page (PeopleTools > Web Profile > Web Profile Configuration > Security).

   For example, select the **Allow Public Access** check box for the KIOSK profile name and enter the User ID and Password created for external access in Step 2, as shown in this screen shot:

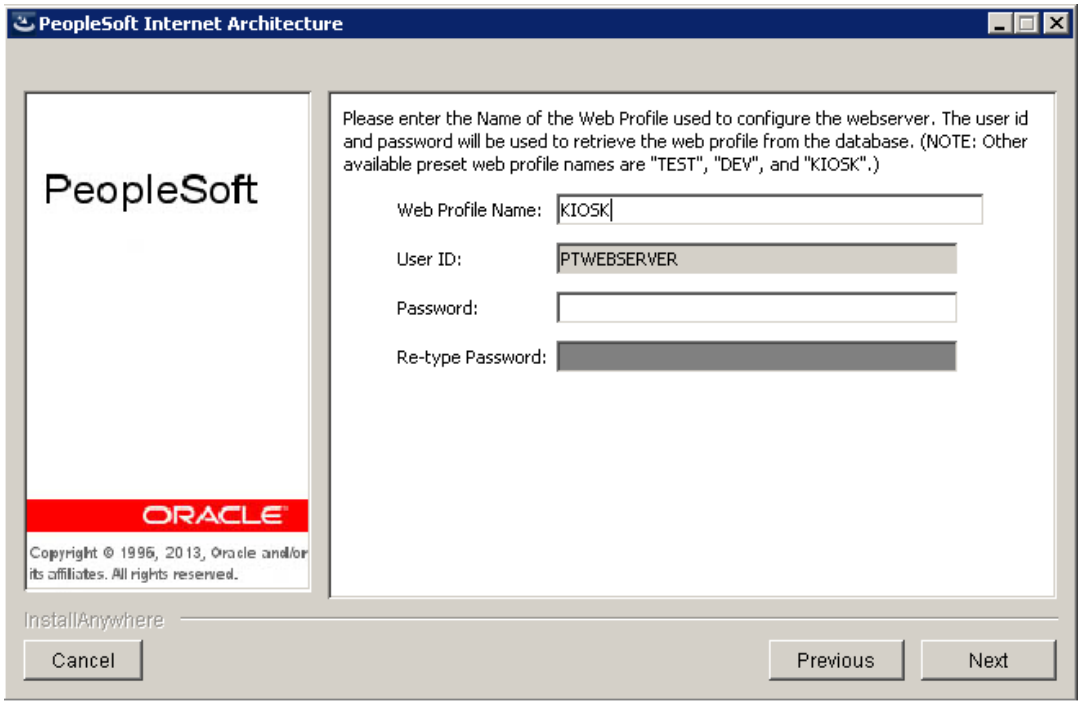
   This example illustrates the fields and controls on the Web Profile Configuration – Security page for external access.

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7. Set up an application server in the classic user interface using the Web server created for automatic login, as shown in this screen shot:

This example illustrates the fields and controls on the classic user interface that designates the Web server created for automatic login.



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Creating and Testing Public Supplier and Bidder Templates

To create and test public supplier and bidder registration templates:

1. Log into setup pages as a supplier administrator and create public supplier and bidder templates. For detailed instructions, refer to Creating Templates for Online Registration.
2. For each template ID, enter an access code on the Registration Template Setup – General page (Set Up Financials/Supply Chain > Product Related > Procurement Options > Suppliers > Registration Template Setup > General).
3. Test the link to see if the URL works with the template. The URLs can also be secured servers (https).
   a. For suppliers, the URL will use this format:

      ```
      http://
      <apserver><supplierportal>SUP_OB_MENU.AUC_BIDDER_REGISTRATION.GBL?
      Action=U&SUP_OB_TEMPLATE=< public supplier template >
      ```

      For example, http://slc00tch.us.oracle.com/psp/ps_3/SUPPLIER/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Action=U&SUP_OB_TEMPLATE_ID=SUPPLIER.

   b. For bidders, the URL will use this format:

      ```
      http://
      <apserver><supplierportal>AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTRATIO
      N.GBL?Action=U&SUP_OB_TEMPLATE=< public bidder template >
      ```

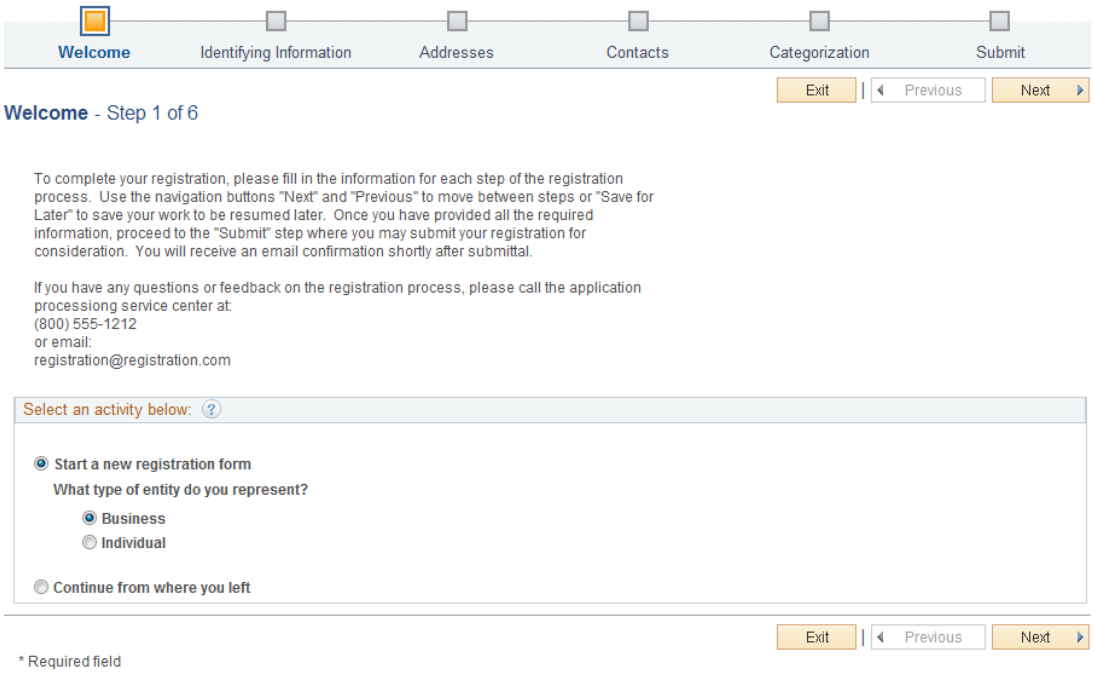
      For example, http://slc00tch.us.oracle.com/psp/ps_3/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL?Action=U&SUP_OB_TEMPLATE_ID=BIDDER

See also the product documentation for Oracle's Weblogic and *PeopleTools: System and Server Administration* (**PeopleTools**, and then **Utilities**, and then **Administration**, and then **URLs**).

Based on the public access setup and the template setup, the user is logged in automatically, and the supplier and bidder registration pages appear, as shown in this example:

This example illustrates the fields and controls on the Online Registration: Welcome page.

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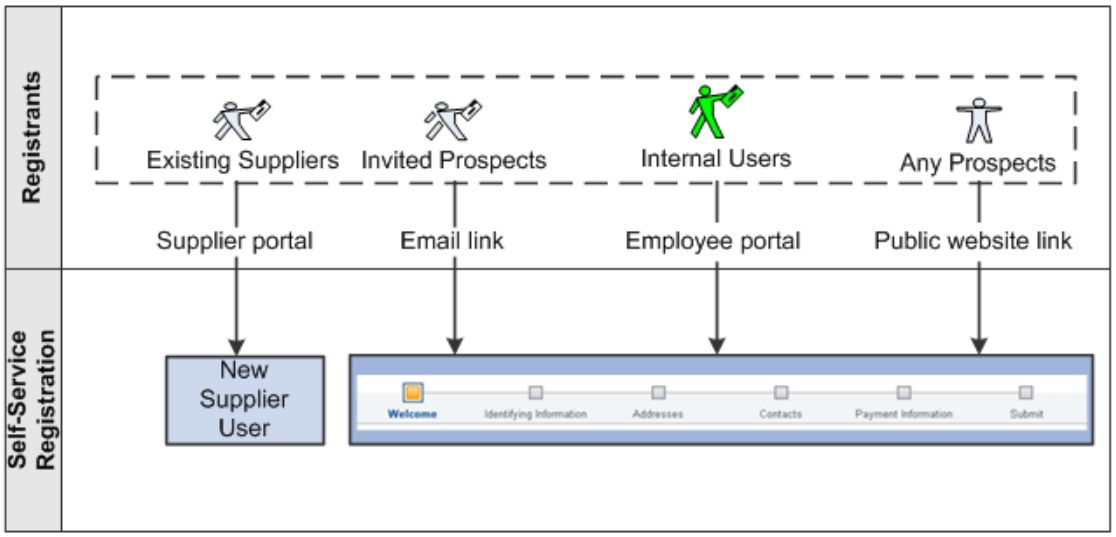
For more information about registering online and sample pages, see Registering Online.

Registering Online

New bidders and new suppliers can self-register online. Existing users that want to create a new user account can register through the supplier portal.

How a user accesses the online registration depends on the type of registration and setup.

Existing suppliers access self-registration pages to add a new user account through the supplier portal. New bidders and new suppliers can access online registration through a URL provided in an email invitation. Internal users can access online registration pages through the employee portal. Any prospective registrants can also access pages through a link on a public website.



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The navigation in this documentation refers to the menu selections in the Employee portal.

The online registration pages appear in a horizontal navigation that guides users through the registration process. The actual pages and fields that appear on each page are determined by registration templates during system setup for online registration.

See Creating Templates for Online Registration.

Supplier information fields are discussed in more depth in Understanding Supplier Maintenance.

New suppliers and new bidders using self-registration follow these steps:

- Welcome - Step 1 of 7
- Identifying Information - Step 2 of 7
- Addresses - Step 3 of 7
- Contacts - Step 4 of 7
- Payment Information - Step 5 of 7
- Categorization - Step 6 of 7
- Submit - Step 7 of 7

> **Note**
>
> If no attributes are selected for the Supplier Location Information section on the Supplier Request Templates – Attributes page, the system hides the Payment Information page in the online registration pages. See Creating Templates for Online Registration.

Pages Used to Register Online

Page Name	Definition Name	Usage
Welcome Page (New Bidder and New Supplier)	SUP_OB_BID_REG_PG1	Begin the registration process.
Identifying Information Page (New Bidder and New Supplier)	SUP_OB_BID_REG_PG2	Enter information about you as an individual or about your company, including answering any profile questions set up for this registration.
Duplicate Information Page	SUP_OB_DUP_TIN	Choose an action when a duplicate supplier is found in the system. Appears if duplicate checking is enabled for this registration.
Save for Later Page	SUP_OB_SAV_REG	Make an interim save. You can resume where you left off at a later time.
Addresses Page (New Bidder and New Supplier)	SUP_OB_BID_REG_PG3	Enter contact addresses. Depending on setup and registration usage, address types vary.

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Page Name	Definition Name	Usage
Contacts Page (New Bidder and New Supplier)	SUP_OB_BID_REG_PG4	Select contacts for this account.
Add Contacts Page	SUP_OB_CNTCT	Add contact details.
Payment Information Page (New Bidder and New Supplier)	SUP_OB_BID_REG_PGP	Enter payment information.
Categorization Page (New Bidder and New Supplier)	SUP_OB_BID_REG_PG5	Identify buying or selling categories.
Submit Page (New Bidder and New Supplier)	SUP_OB_BID_REG_PG6	Review the terms and conditions and submit registration information.
Register New User Accounts Page	SUP_OB_USER_REG	Enter new user account registration.

Welcome Page (New Bidder and New Supplier)

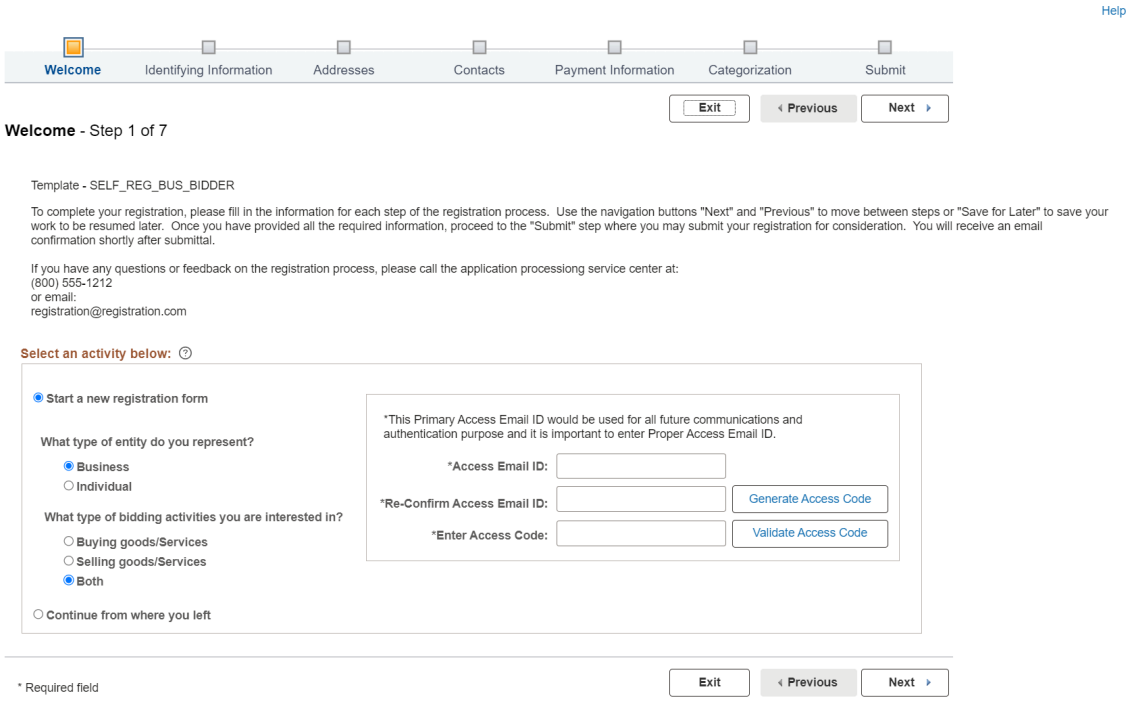
Use the Welcome page (SUP_OB_BID_REG_PG1) to begin the registration process.

Navigation:

- Email invitation
- Public URL
- **Suppliers**, and then **Supplier Registration**, and then **Register Bidder**
- **Suppliers**, and then **Supplier Registration**, and then **Register Supplier**
- **Suppliers**, and then **Supplier Administration Center**

This example illustrates the fields and controls on the Online Registration: Welcome page for a new supplier. The Welcome page for new bidders also includes a field for registrants to indicate whether they are registering to buy, sell, or both buy and sell.

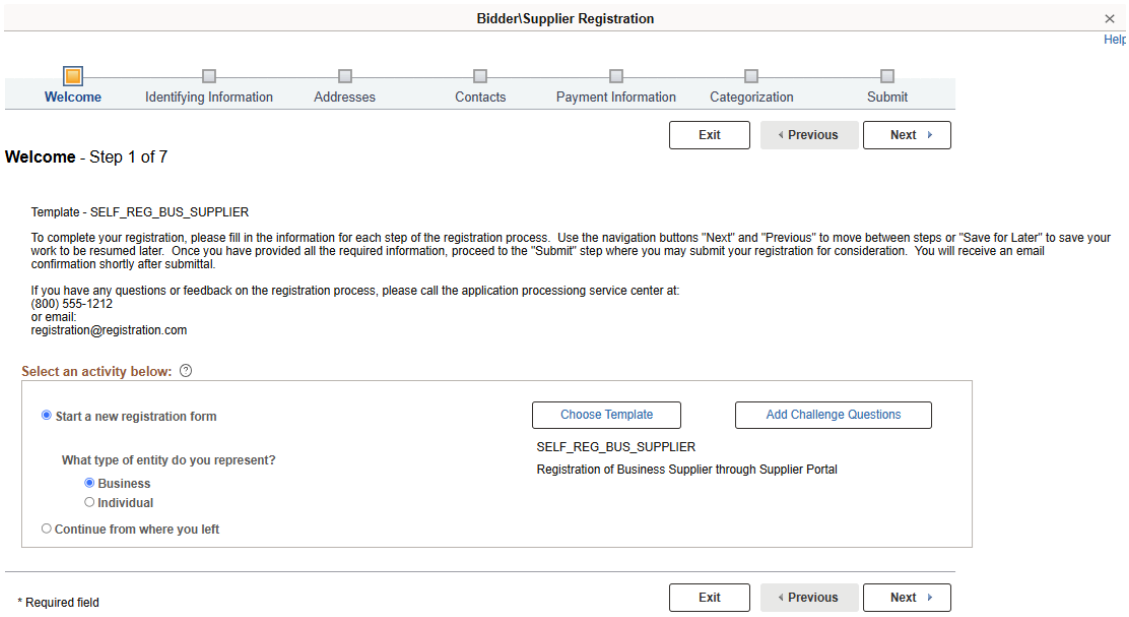
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Before proceeding with registration user needs to authenticate by generating and validating the Access Code. For more details, refer User Authentication.

If both the Access Code and the Challenge Question are enabled on the Supplier Request System Setup - General Page, the **Add Challenge Questions** button appears for external users after validating the access code. For more details about adding challenge questions, refer to Supplier Challenge Questions.

This example illustrates the fields and controls on the Online Registration: Welcome page with Add Challenge Questions for a new supplier.



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Field or Control	Description
Start a new registration form	Indicate whether the type of entity you represent is a Business or an Individual and click the **Next** button.
Choose Template	Select the Entity Type and click the **Choose Template** button. Supplier Templates page will appear and show the list of templates for that selected Entity. If no template is selected and proceed to the Next. The default template will be applied. **Conditional Template:** If Conditional Template is enabled on the Supplier Request System Setup - General Page, the system opens the Conditional Template page where you answer branching questions. Based on your responses, the system determines the appropriate registration template (Supplier or Bidder) and then proceeds with the registration process.
Add Challenge Questions	Select this option to add challenge questions and answers for supplier or bidder validation. For more details about adding challenge questions, refer to Supplier Challenge Questions.
Continue from where you left	Select this option to resume a registration process that you had previously initiated. Enter the registration ID if you know it or select it using the prompt.
Forgot your registration ID	Displays the link when you click the **Continue from where you left** option is selected. Click this link and enter the required details to retrieve a forgotten password.
Review Registration	This link is displayed after you select a registration ID. Click the link to view the registration details you entered.
Withdraw	This button is displayed after you select a registration ID. You can click this button to withdraw the registration request if it is no longer required. You can withdraw the registrations only in the Draft and Request More Information statuses. Depending on the Reason Codes Reason Type **Withdraw Request** setting on the Supplier Request System Setup - General Page, you may have the option to select a Reason Code for the withdrawal. To withdraw a request with the Reason Code, see Withdraw Request Page. **Note:** Only internal users can withdraw registration requests through employee portal.

User Authentication

To strengthen supplier security, the user needs to authenticate by validating the access code before proceeding to the bidder or supplier registration train stop.

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The access code validation appears only when the *Enable Access Code for User Authentication* check box is enabled on the Supplier Request System Setup - General Page.

Field or Control	Description
Access Email ID and **Re-Confirm Access Email ID**	For supplier or bidder registration, enter the access email ID. This email ID will be used as the primary access email for all future communication and authentication. The supplier or bidder master will store this email ID.
Generate Access Code	Click to generate the access code for the authentication. The Access Email ID will receive the access code, valid for fifteen minutes. **Note:** If you switch between starting a new registration form and continuing where you left off after generating the access code, generate a new access code for authentication.
Enter Access Code and **Validate Access Code**	Enter the access code received via email, then click Validate Access Code to authenticate and proceed with registration.

> **Note**
>
> **This is applicable only for external supplier users.**
>
> If the *Access Code* user authentication check box is enabled on the Supplier Request System Setup - General Page, the external user needs to authenticate by validating the access code on the **Manage Profile - Maintain Bidder** page to view the bidder profile.
>
> Based on the EDIT_PRIM_EMAILID role configuration, users can modify the Access Email ID on the My Bidder Profile page.
>
> For more information on managing the bidder profile on the external supplier portal, refer PeopleSoft Strategic Sourcing: Maintaining Bidder Information.

Supplier Challenge Questions

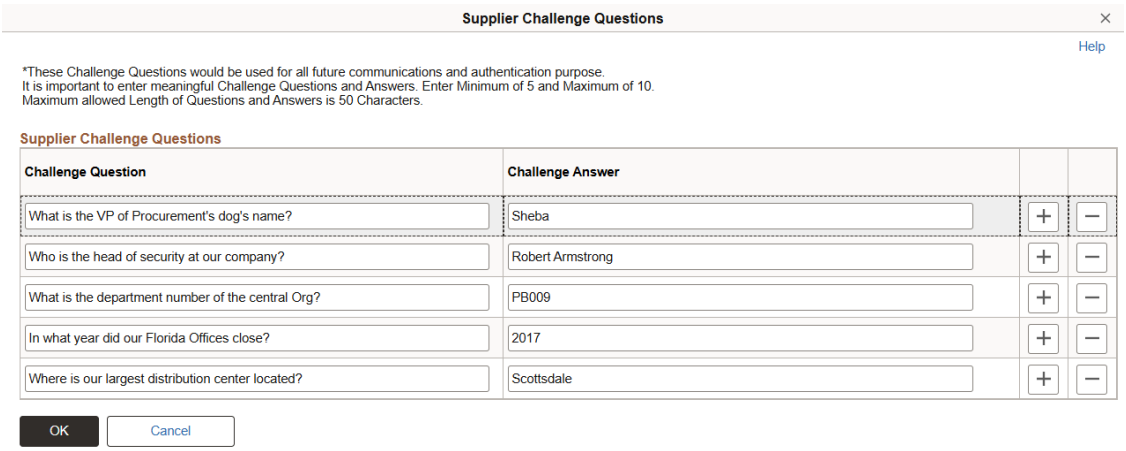
To enhance supplier security, the user must enter challenge questions and answers to validate the supplier or bidder. This validation is necessary for future verification and initiating changes.

Navigation:

The **Add Challenge Questions** button appears for external users registering suppliers or bidders using the supplier portal if the challenge question is enabled on the Supplier Request System Setup - General Page.

This example illustrates the fields and controls on the Supplier Challenge Questions Page.

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Enter challenge questions and answers in plain text. You can include a minimum of five and a maximum of ten meaningful questions and responses. When entering the answers to the challenge questions, remember that they are case-sensitive, and the user must enter the same answers on the validation pages.

The user must enter the challenge questions again if they switch between the new registration and continue from where you left off options. If the user saves the registration in draft at any train stop, it will also save the challenge questions in draft.

From any train stop, if the user wants to modify the challenge questions, go back to the welcome train stop and click the **Edit Challenge Questions** button.

> **Note**
>
> **This is applicable only for external supplier users.**
>
> If the *Challenge Question* user authentication check box is enabled on the Supplier Request System Setup - General Page, it is mandatory to enter challenge questions and answers while registering the supplier and bidder. In this case, new bidders need to validate by providing appropriate answers to the challenge questions on the **Manage Profile - Maintain Bidder** page. Once validated, they can view the Bidder Profile page and edit the challenge questions as well.
>
> For existing bidders, in any case, challenge questions are not added. When they try to view the bidder profile, they need to add challenge questions before proceeding to the bidder profile page. After adding and saving the challenge questions, the **Main** page displays the Edit Challenge Question button for further modification.
>
> For more information on managing bidder profiles on the external supplier portal, refer, refer PeopleSoft Strategic Sourcing: Maintaining Bidder Information.

Identifying Information Page (New Bidder and New Supplier)

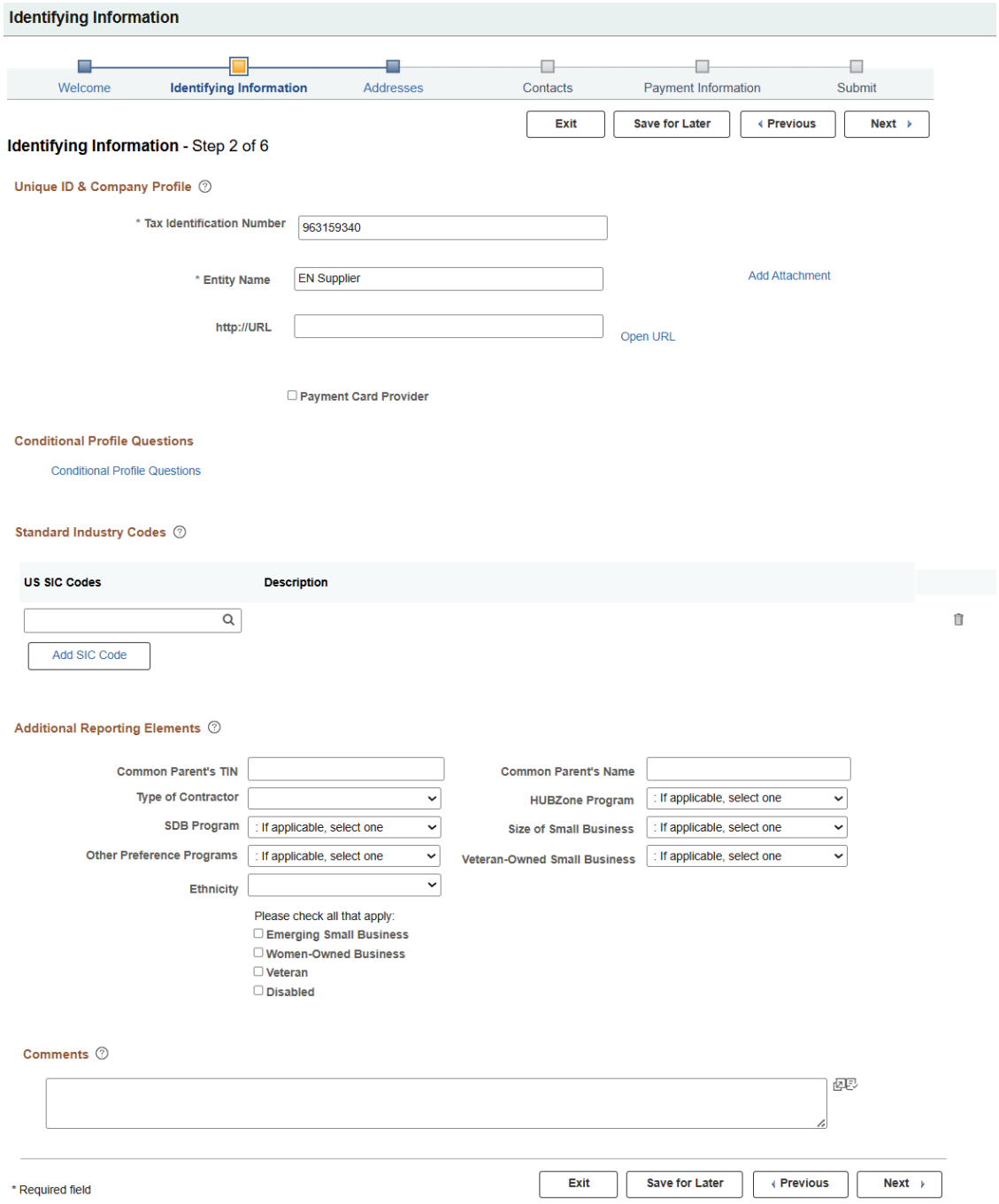
Use the Identifying Information page (SUP_OB_BID_REG_PG2) to enter information about you as an individual or about your company, including answering any profile questions set up for this registration.

Navigation:

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Click the **Next** button on the Welcome page.

This example illustrates the fields and controls on the Identifying Information page (New Bidder and New Supplier). You can find definitions for the fields and controls later on this page.



Field or Control	Description
Tax Identification Number	Enter the entity's valid TIN for tax withholding.
Entity Name	Enter the individual or company name.

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Field or Control	Description
http://URL	Enter a URL or click the **Open URL** link to populate the URL in the **http://URL** field.
Supplier Short Name	Enter a short version of the entity name.
Government Classifications group box	Specify any pertinent certifications held by the supplier. For more information, see the (USA) Specifying Government Classifications section in Identifying Information Page
Standard Industry Code	Select appropriate SIC code by clicking the prompt button. For more information, see the Standard Industry Codes (Standard Industry Codes) section in Identifying Information Page
SIC Code Type	Select required SIC Code Type. All SIC code types specified on the Registration Template page will be available for selection. You can select multiple SIC code types from the drop-down list. **Note:** If only one SIC code type is specified on the Registration Template page then this field will not appear.
Profile Questions group box	Enter additional data or answers to questions that are not otherwise captured in the fields of the supplier master. Click the **Add Attachment** button to provide attachments for questions. You can remove attachments added on the change request, but previously existing attachments cannot be removed If Conditional Profile check box is enabled on the Supplier Request System Setup - General Page, Conditional Profile Questions section appears. Click the **Conditional Profile Question link** to provide answers for the predefined questions on the Conditional Profile page. You can view and answers the questions if Conditional Profile Tree ID is assigned to the supplier on the Supplier Request Templates - Profile Questions Page (New Suppliers and New Bidders).
Payment Card Provider	Select this check box if the supplier or bidder is a payment card provider. **Note:** A supplier or bidder cannot simultaneously be a payment card provider and accept payment cards. If the Payment Card Provider checkbox is selected, the Payment Card Options section and the Accepts Payment Card checkbox are hidden on the Payment Information Page (New Bidder and New Supplier). By default, this checkbox is not selected. For existing suppliers or bidders, you can configure the Payment Card Provider and Accepts Payment Card checkboxes on the Identifying Information Page.

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Field or Control	Description
Add Attachment	Click this link to add supporting documentation as attachments.
Additional Reporting Elements group box	Specify information related to government regulations for minority and other protected classes, such as Type of Contractor, HUBZone program, SDB program, size of small business, veteran-owned or women-owned small businesses, ethnicity, and others. Enter a common parent's TIN and name. For more information, see the (USA) Additional Reporting Elements section in Identifying Information Page
Comments	Enter any comments about the Supplier.

Related Topics

- Defining Online Registration Options
  Prepare to implement online registration by setting up or defining the following registration infrastructure:
- Entering Supplier Identifying Information
  To enter supplier identifying information, use the Supplier Information component (VNDR_ID) and the Supplier User component (VENDOR_USER).

Duplicate Information Page

Use the Duplicate Information page (SUP_OB_DUP_TIN) to choose an action when a duplicate supplier is found in the system.

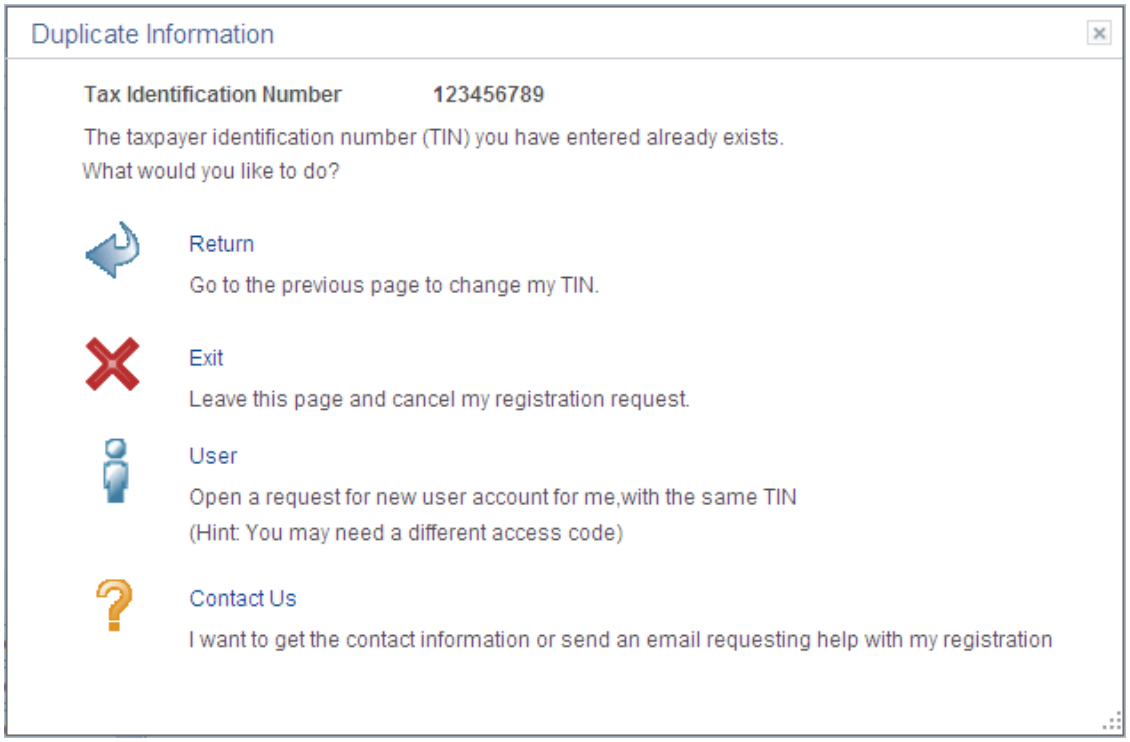
Appears if duplicate checking is enabled for this registration.

Navigation:

Click the **Next** button on the Identifying Information page.

This example illustrates the fields and controls on the Duplicate Information page.

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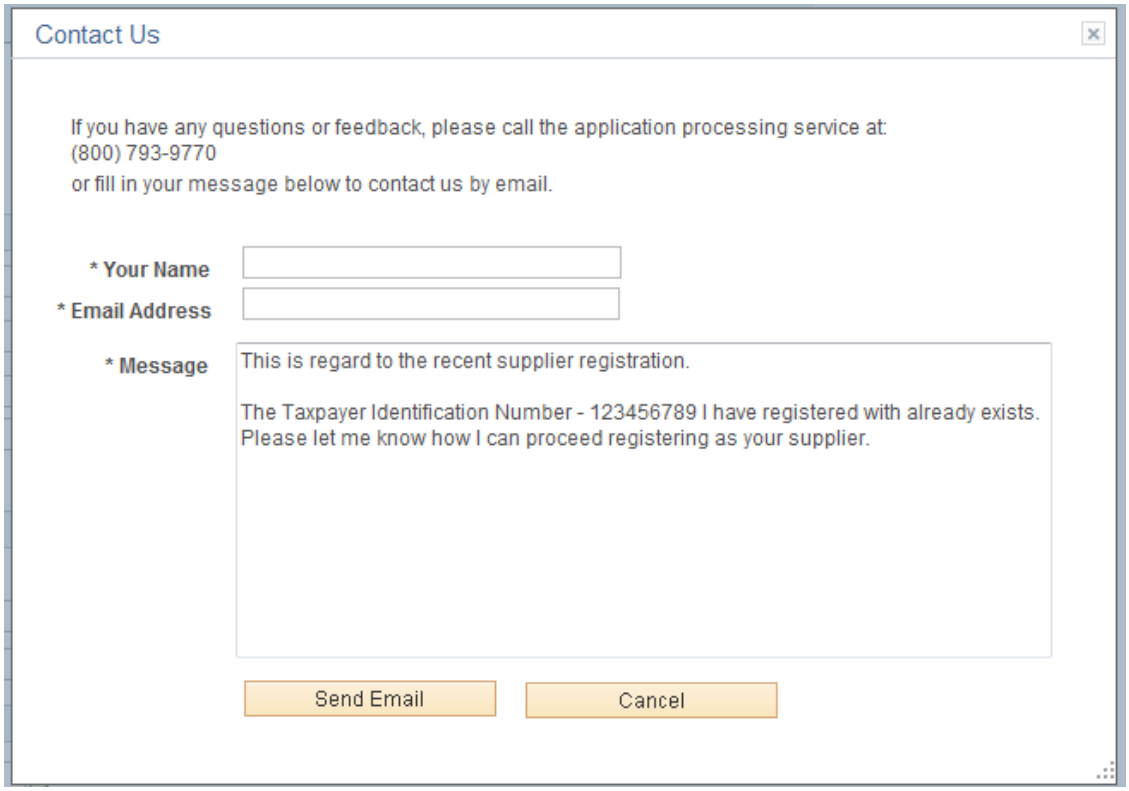


Choose an action and click the appropriate link when this page appears.

Field or Control	Description
Return	Click this link to return to the Identifying Information page, where you can enter a different taxpayer identification number (TIN) and continue the registration process.
Exit	Click this link to completely exit the online registration pages and cancel the registration request.
User	Click this link to request a new user account using the same TIN. This action switches the type of registration request and may require a different access code for new user account registration.
Contact Us	Click this link to access the registration help contact or initiate an email message you can use to request help with registration.

This example illustrates the fields and controls on the Duplicate Information - Contact Us (SUPOB_DUP_TIN_EML) page.

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Related Topics

- Duplicate Supplier Request Page
  Use the Duplicate Supplier Request page (DUP_RPT_POST) to displays suppliers having duplicate TINs, withholding names, withholding addresses, supplier names, supplier short names, or supplier addresses.

Save for Later Page

Use the Save for Later page (SUP_OB_SAV_REG) to make an interim save during the registration process.

You can resume where you left off at a later time.

Navigation:

Click the **Save for Later** button when available on the registration pages.

This example illustrates the fields and controls on the Save for Later page.

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Enter a valid email address to receive notifications and communication about this registration.

For external registration requests, the email address defaults from the primary address, if present, or from the primary contact, if there is no email address specified for the primary address.

Addresses Page (New Bidder and New Supplier)

Use the Addresses page (SUP_OB_BID_REG_PG3) to enter contact addresses.

Address types available on this page may vary depending on the registration usage.

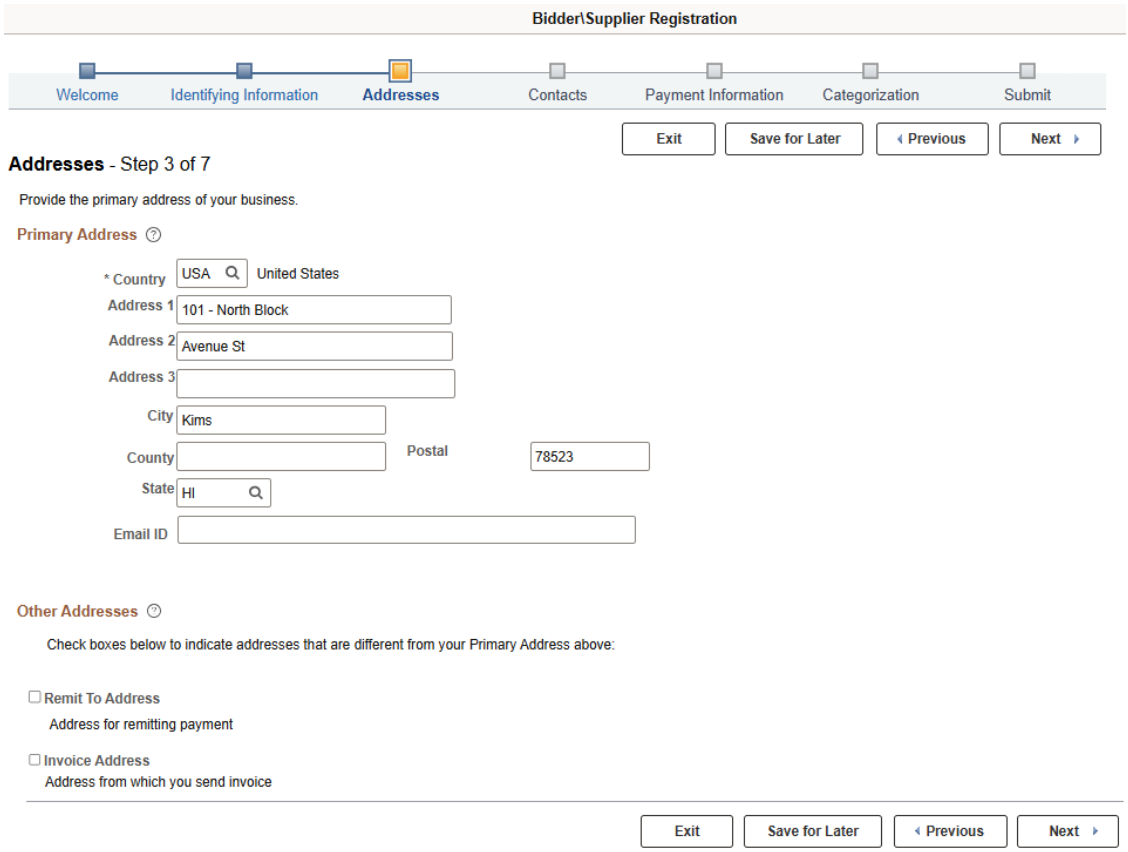
- New Suppliers: **Remit To Address** and **Invoice Address**.
- New Bidders: If registering to buy, **Bill To Address** and **Ship To Address**. If registering to sell, **Invoice Address**. If registering to both buy and sell, the page shows all three address types.

Navigation:

Click the **Next** button on the Identifying Information page.

This example illustrates the fields and controls on the Online Registration: Addresses page for a new bidder or new supplier.

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Enter an address in the **Primary Address** section.

If desired, you can add these additional addresses:

- Click the **Remit To Address** check box to add an address for remitting payment.
- Click the **Invoice Address** check box to add an address for invoices.

Related Topics

- Entering Supplier Addresses
  This section discusses how to specify supplier addresses and search for them.
- Defining Supplier Locations

Contacts Page (New Bidder and New Supplier)

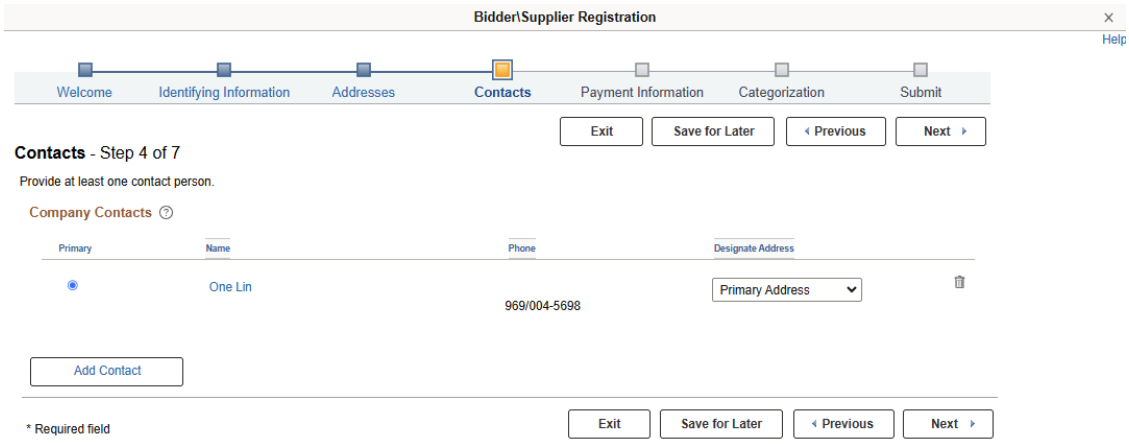
Use the Contacts page (SUP_OB_BID_REG_PG4) to select contacts for this account.

Navigation:

Click the **Next** button on the Addresses page.

This example illustrates the fields and controls on the Online Registration: Contacts page for a new bidder or new supplier.

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Related Topics

- Entering Supplier Contact Information
  This section discusses how to enter supplier contact information.

Add Contacts Page

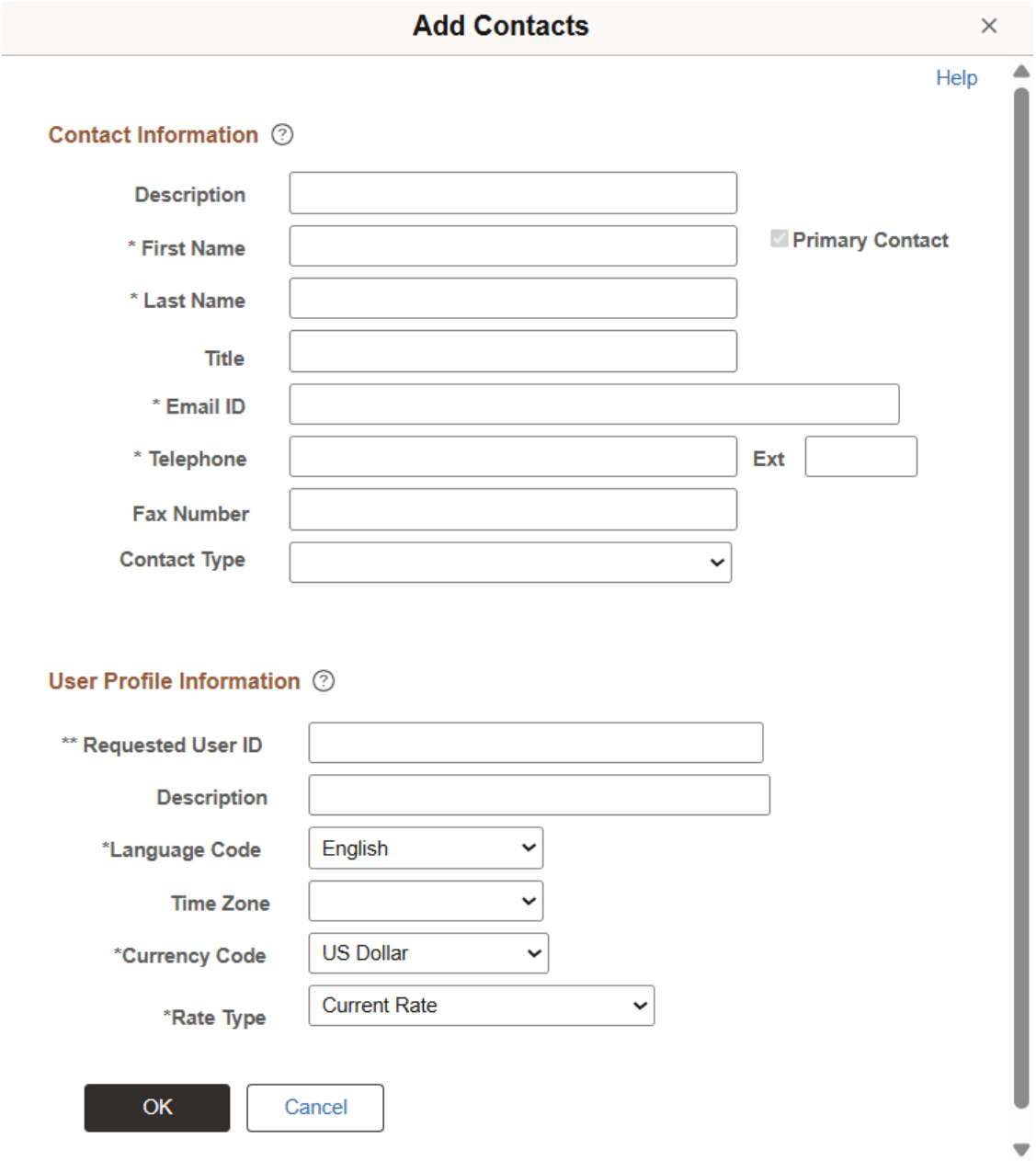
Use the Add Contacts page (SUP_OB_CNTCT) to enter contact information of the contact.

Navigation:

Click the Add Contact button on the Contacts page.

This example illustrates the fields and controls on the Add Contacts page for a new bidder or new supplier.

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When you enter more than one contact, you must designate one contact as the primary contact by checking the Primary Contact checkbox.

> **Note**
>
> Additional Role will be assigned to the Primary Contact User, that helps to modify Primary Access Email through *Initiate Change Request*.

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> **Note**
>
> This note applies only to supplier registration.
>
> User Profile information is required if a contact is identified as the primary contact. For non-primary contacts, these fields are optional. The Clear button in the User Profile information section is available only for non-primary contacts. If a contact does not have User Profile information and you attempt to set them as the primary contact, an error message prompts you to add the required information.

When you register a supplier using the Secure Supplier Portal, the **User Account Options** section is available to let you choose whether to create a new user or associate your existing user ID. Select the User Account Option **New User** or **Self** when adding a Contact during Supplier Registration.

- **New User**

  Select this option to create a new User ID for the contact. Enter the required user profile details. All fields in the User Profile Information section are available for edit. The Requested User ID must not already exist in the system.

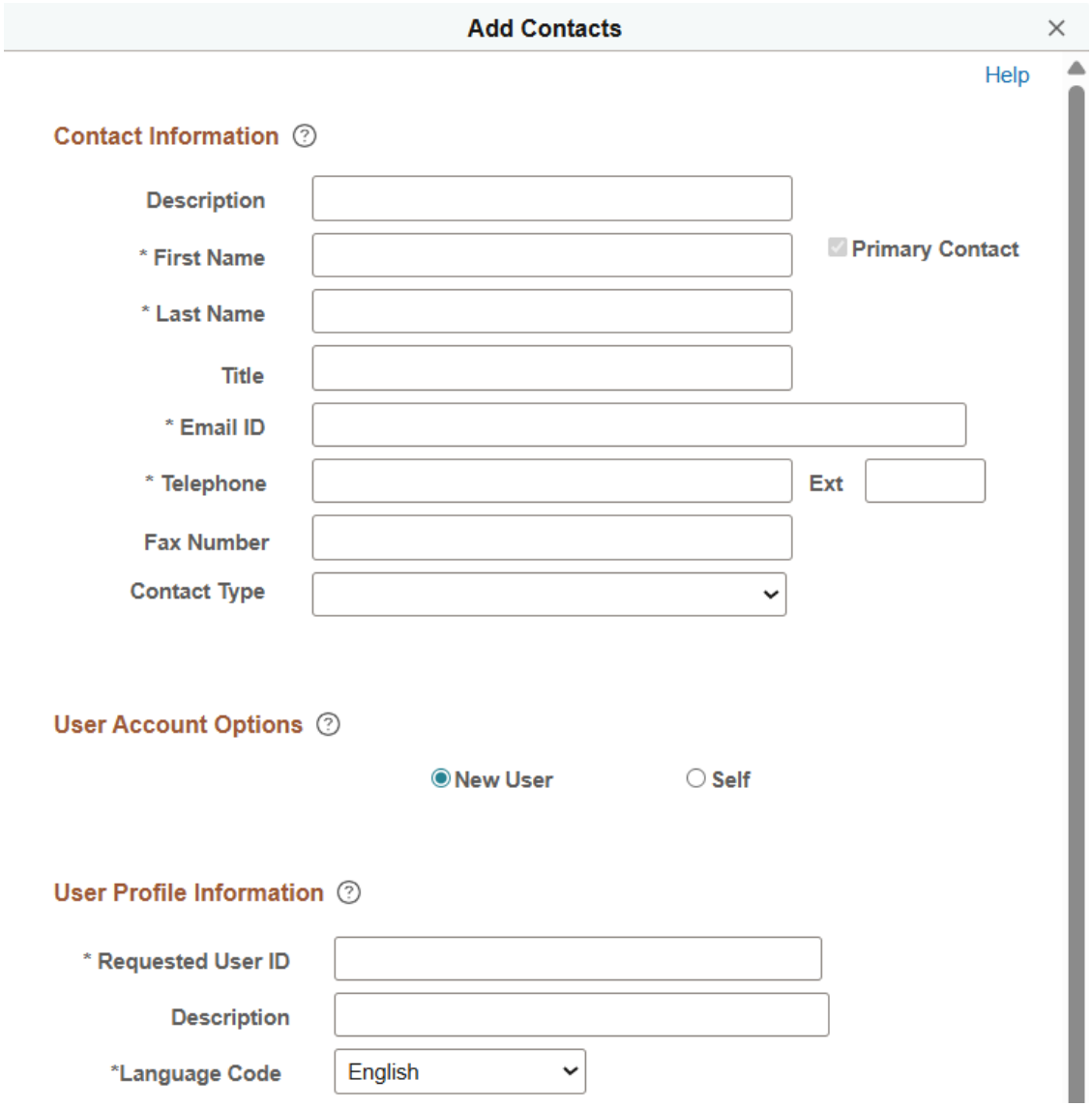
- **Self**

  Select this option to add yourself as a Contact for the Supplier. The system displays your existing User Profile Information. All fields are read-only and cannot be modified.

> **Note**
>
> - The default option is New User, and this section is available only on the Secure Supplier Portal during Supplier Registration. The Self option is available only for logged-in Supplier Users with the required role and profile type. When Self is selected, the system uses the currently logged-in User ID, and the user does not need to be the Primary Contact.
> - Guest users do not see the User Account Options section and can only create new users.
> - When Self is selected, password fields are not displayed because the user already exists in the system. When a new user is entered, the behavior of password fields depends on the System Generates User Password setting. When enabled, the system generates the password and password fields are not displayed. When disabled, you must enter and confirm the password.
> - When you submit a Supplier Registration request, the system routes the request for approval based on the configured approval workflow.
>   - If a contact is added with a New User, the system creates a new Supplier and a new User ID for the contact. After approval, the system associates the new user with the newly created Supplier.
>   - If you select Self while adding a contact, the system does not create a new User ID. After approval, the system associates the existing user with the newly created Supplier.
>   - If both New User and Self contacts are included, the system creates new User IDs for new users and associates the existing user (Self) with the Supplier.

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This example illustrates the fields and controls on the Add Contacts page when you register a new supplier using the Secure Supplier Portal.



Payment Information Page (New Bidder and New Supplier)

Use the Payment Information page (SUP_OB_BID_REG_PGP) to enter payment information.

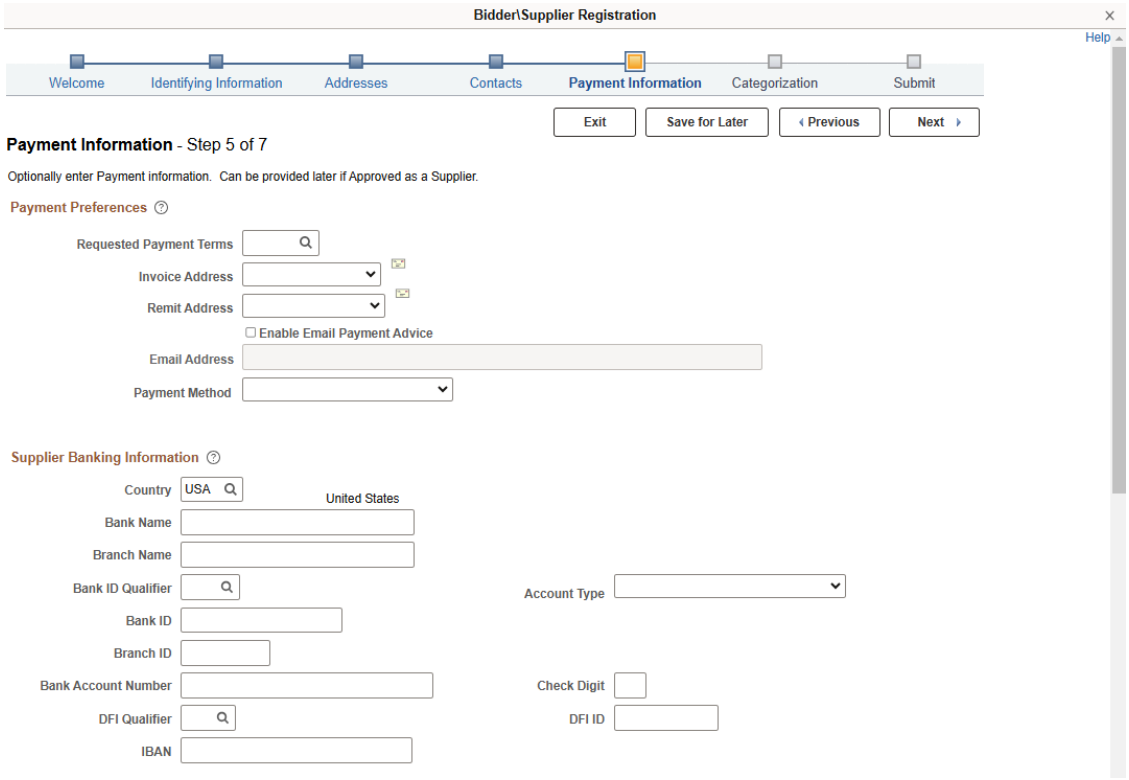
Navigation:

Click the **Next** button on the Contacts page.

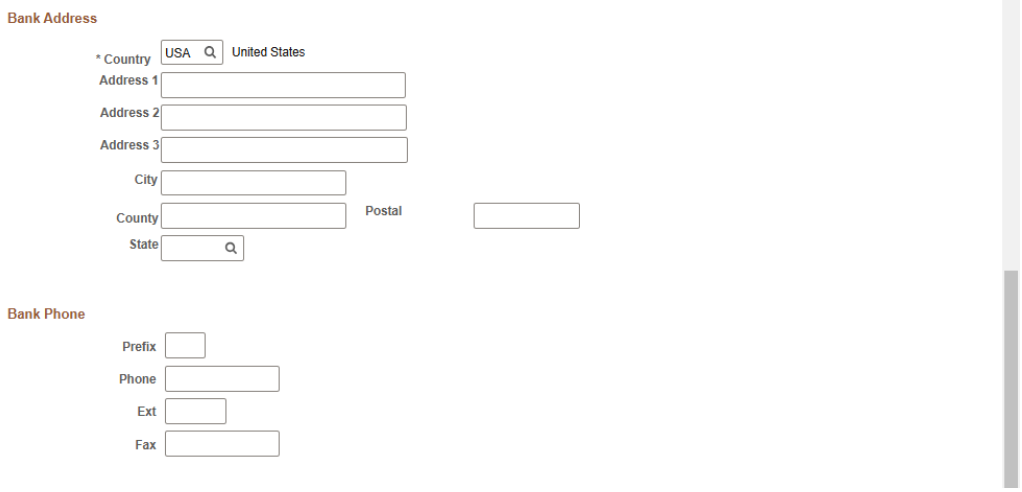
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> **Note**
>
> If no attributes are selected for the Supplier Location Information section on the Registration Template Setup - Attributes page, the system hides the Payment Information page in the online registration pages. See Supplier Request Templates - General Page (New Suppliers and New Bidders).

This example illustrates the fields and controls on the Online Registration: Payment Information page (1 of 3) for a new supplier or new bidder.

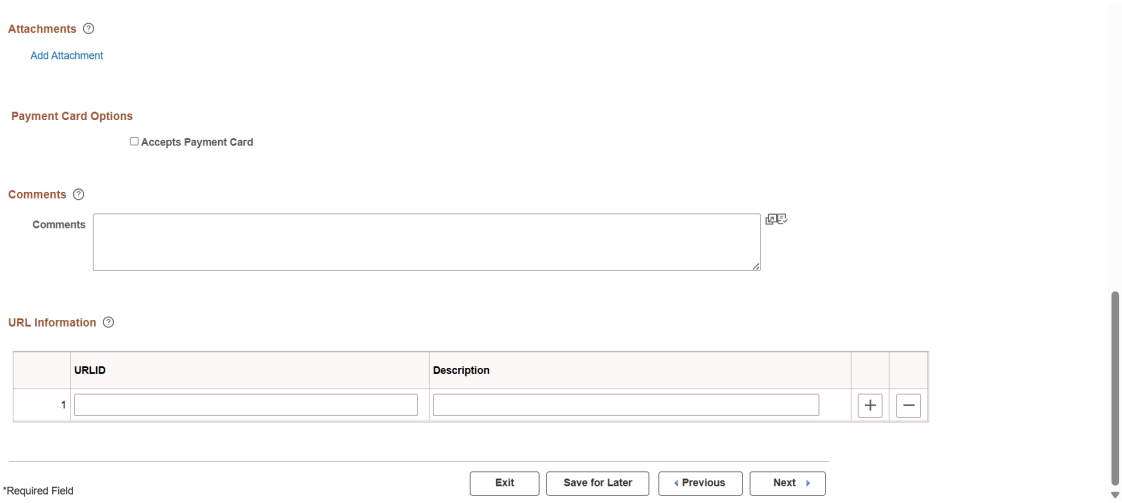


This example illustrates the fields and controls on the Online Registration: Payment Information page (2 of 3) for a new supplier or new bidder.



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This example illustrates the fields and controls on the Online Registration: Payment Information page (3 of 3) for a new supplier or new bidder.



Field or Control	Description
Bank Account Number	If you set up bank account encryption, bank account number and IBAN are masked on the page. Only users with NACHA administrator role is allowed to view or edit supplier banking information. **Note:** NACHA administrator role is delivered only for internal users (employee portal) and not suppliers. The NACHA administrator role is not applicable for external users (supplier portal). For more information about bank account number encryption and the National Automated Clearing House Association (NACHA) data security requirements, see Application Fundamentals: Understanding Bank Account Encryption and Application Fundamentals: Setting Up Bank Account Encryption.
Add Attachment	Click this button to add one or more attachments. You can upload and view a variety of documents, including Microsoft Word and Adobe Reader documents, as well as Microsoft Excel, PowerPoint, and Access files. Attachments are read only files. You can edit these files and load them again to make changes.
SIC Code Type	Select required SIC Code Type. All SIC code types specified on the Registration Template page will be available for selection. You can select multiple SIC code types from the drop-down list. **Note:** If only one SIC code type is specified on the Registration Template page then this field will not appear.

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Field or Control	Description
Add SIC Code	Click this button to add multiple standard industry classification (SIC) codes required for reporting by some governments in the **Standard Industry Codes** section. You can supply multiple types of industry codes for the same supplier. For example, a standard USA SIC code and a North American Industrial Classification System (NAICS) code can be defined for the same supplier. You can also supply multiple SIC codes for the same SIC type or different SIC code types.
Add ID Number	Click this button to add identification numbers, including type and number. Depending on the type of number that you select, different fields are available for entry. If you select a DUNS Number (With Edit) number, for example, you activate the SetID and DUNS Number fields. If you select DUNS Number (No Edit) number you activate the ID Number field and the Credit File check box. If you select DUNS + 4 Suffix number you activate the ID Number field only. In the ID Number field enter the 4 digit suffix. If you enter another type of number, you activate the ID Number field.
Accepts Payment Card	Enable this checkbox if the supplier or bidder accepts the payment card. **Note:** The *Accepts Payment Card* checkbox appears on this page if the *Payment Card Provider* checkbox is disabled on the Identifying Information page. If this checkbox is not available on the Payment Information Page and you want to enable this checkbox, you need to go back to the Identifying Information Page (New Bidder and New Supplier) and disable the *Payment Card Provider* checkbox.
URL Information	Enter the URL information for the Supplier's website.

Related Topics

- Entering Supplier Identifying Information
  To enter supplier identifying information, use the Supplier Information component (VNDR_ID) and the Supplier User component (VENDOR_USER).
- Defining Supplier Locations

Categorization Page (New Bidder and New Supplier)

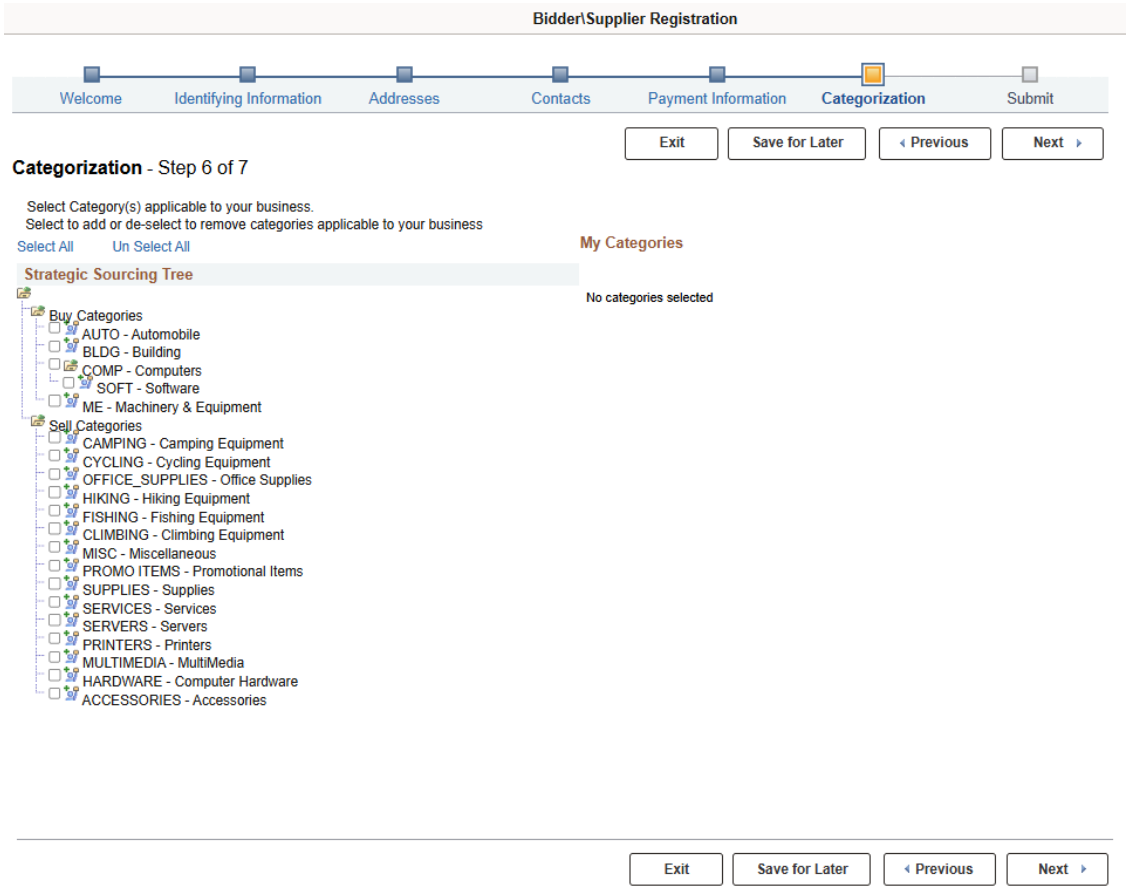
Use the Categorization page (SUP_OB_BID_REG_PG5) to identify buying or selling categories.

Navigation:

- Click the **Next** button on the Contacts page. (New Bidder)
- Click the **Next** button on the Payment Information page. (New Supplier)

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This example illustrates the fields and controls on the Online Registration: Categorization page for a new bidder and new supplier.



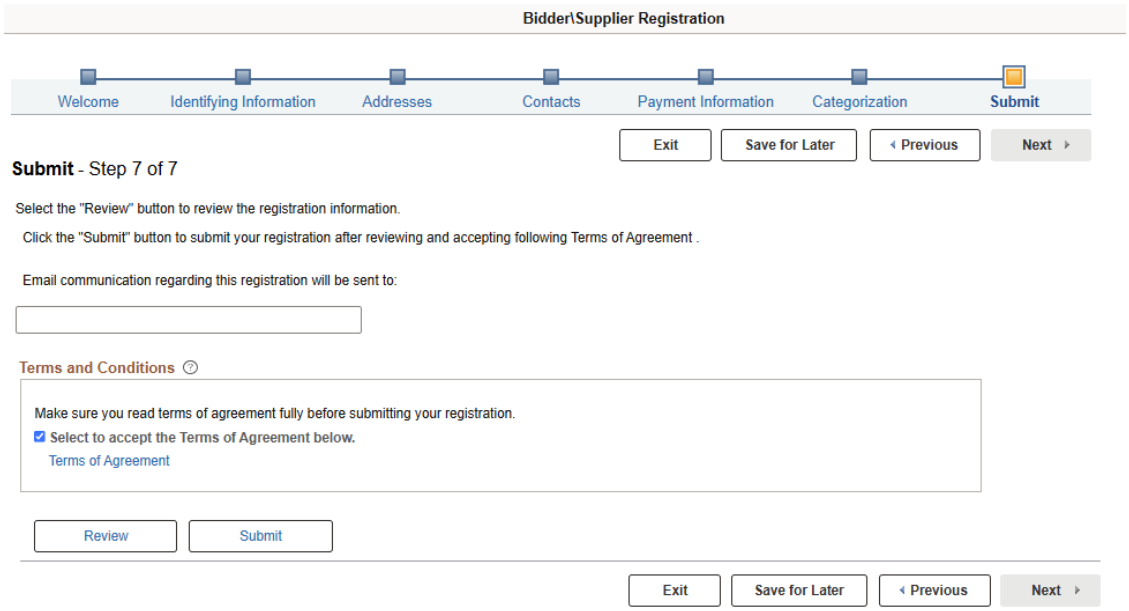
Click the check box next to the category node in the Strategic Sourcing Tree. Your selections in the tree structure appear in the My Categories list.

Submit Page (New Bidder and New Supplier)

Use the Submit page (SUP_OB_BID_REG_PG6) to review the terms and conditions and submit registration information.

This example illustrates the fields and controls on the Online Registration: Submit page for a new bidder or new supplier.

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To complete online registration, review and accept the terms and conditions and click the **Submit** button. You can click the Terms of Agreement link to view the terms and conditions. In the Terms of Agreement page you have the option of printing the terms and conditions or saving a soft copy of the same. You will receive further instructions or confirmation by email. Before submitting this request, you can review a summary of the information you provided by clicking the **Review** button. If you want to make any changes, registrants can navigate to the different pages using the **Previous** or **Next** buttons, or click the link in the horizontal navigation for the appropriate registration page.

On the **Review** page, select **View Attachment** link to review the list of available attachments. Click the attachment file name to view or download it.

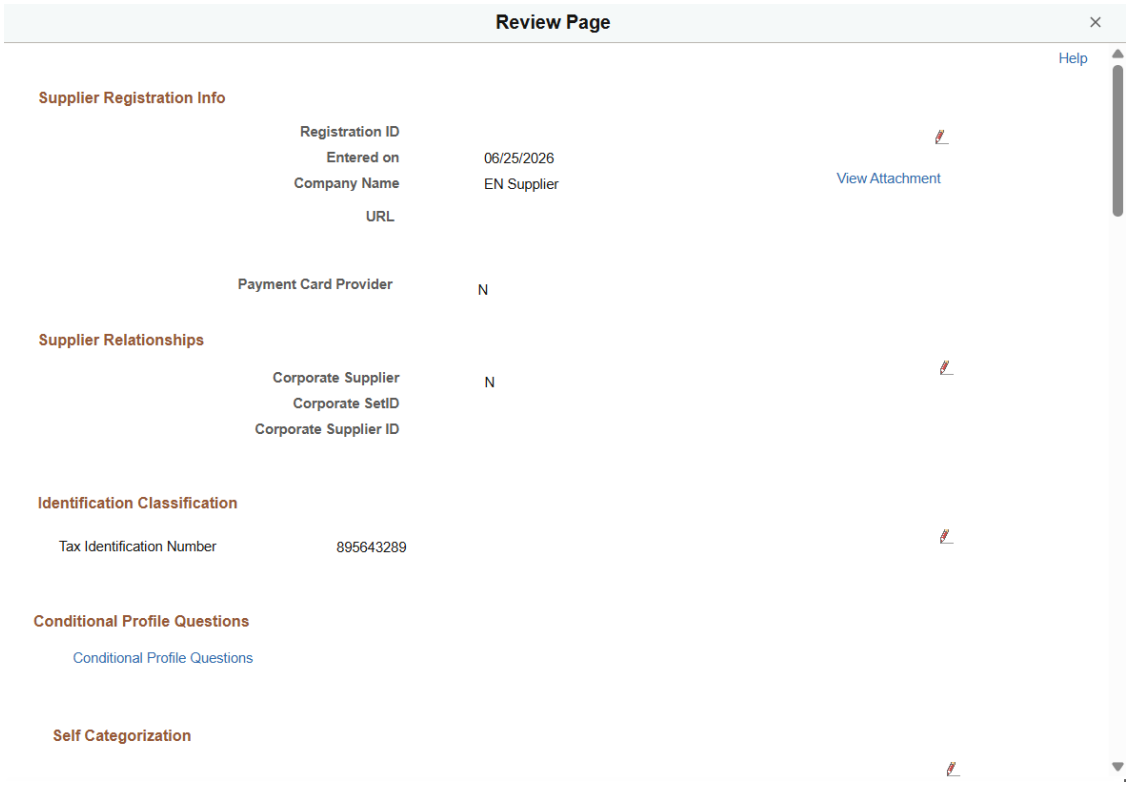
If Challenge Questions are added in the Welcome train stop, the **Challenge Questions** link appears on the Review page. Click this link to view the list of added questions and answers.

If the supplier or bidder is a payment card provider, the information appears in the Supplier Registration Info section. If they accept payment cards, it is displayed in the Payment Card Options section.

You can also edit registration information on the Review page (SUP_OB_SBMT_REVIW). Click the Edit icon next to the fields that you want to update.

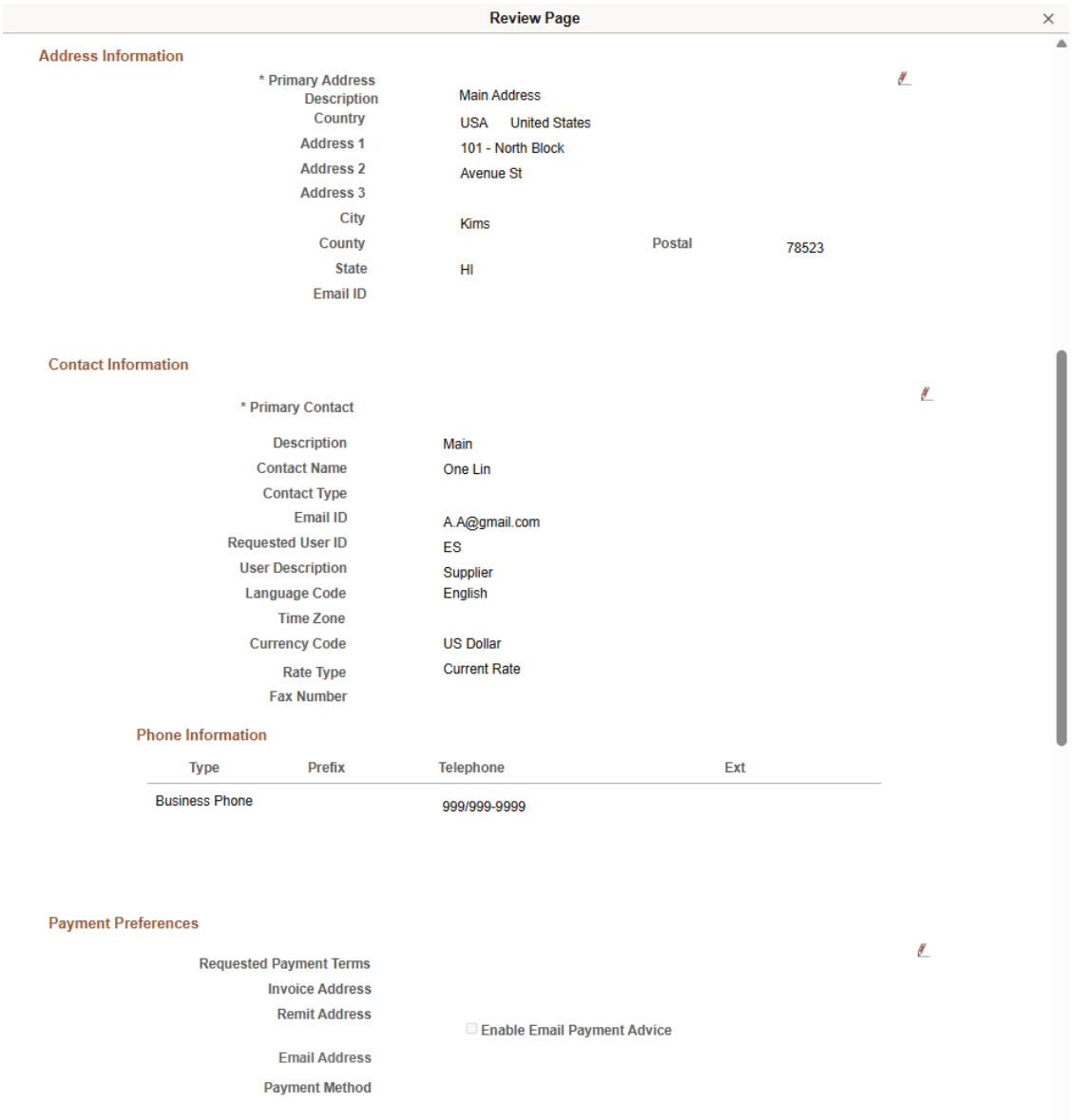
This example illustrates the fields and controls on the Submit Registration - Review page (1 of 4).

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This example illustrates the fields and controls on the Submit Registration - Review page (2 of 4).

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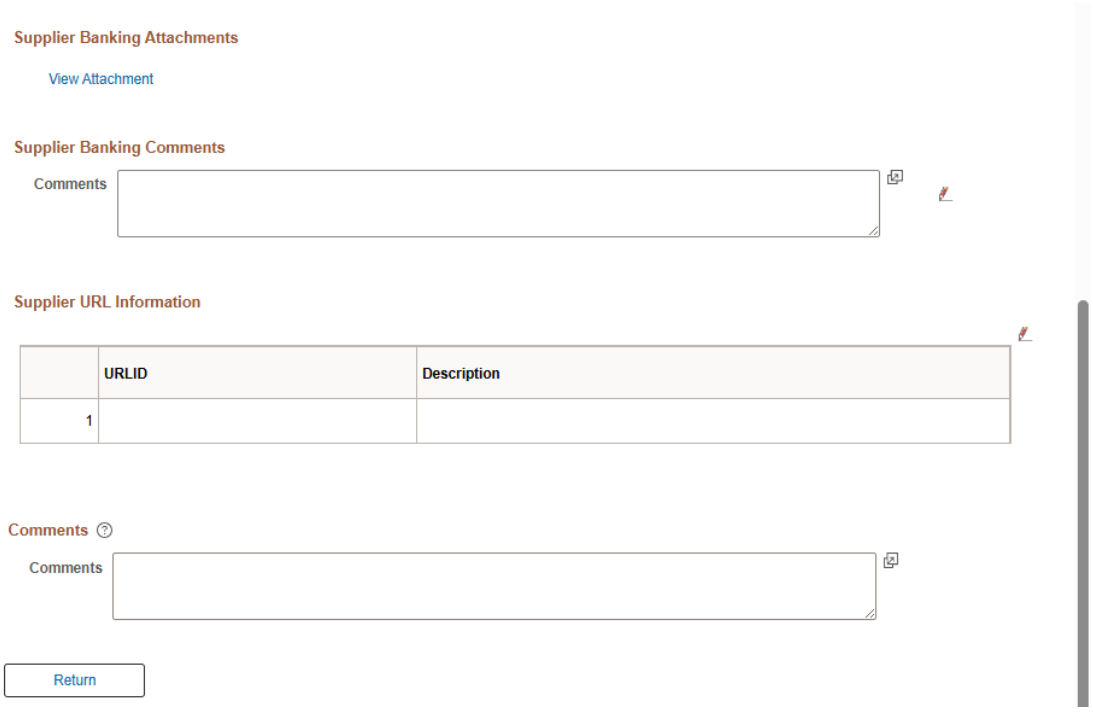


This example illustrates the fields and controls on the Submit Registration - Review page (3 of 4).

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This example illustrates the fields and controls on the Submit Registration - Review page (4 of 4).



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Related Topics

- Defining Terms and Conditions for Supplier Registration
  The terms and conditions that appear during supplier registration default from the terms and conditions defined for the supplier SetID, unless overridden by the registration template. That is, the terms and conditions of the supplier SetID with an Active status and current effective date will be displayed. Registrants must accept the terms fully before they can submit their new account request.

Register New User Accounts Page

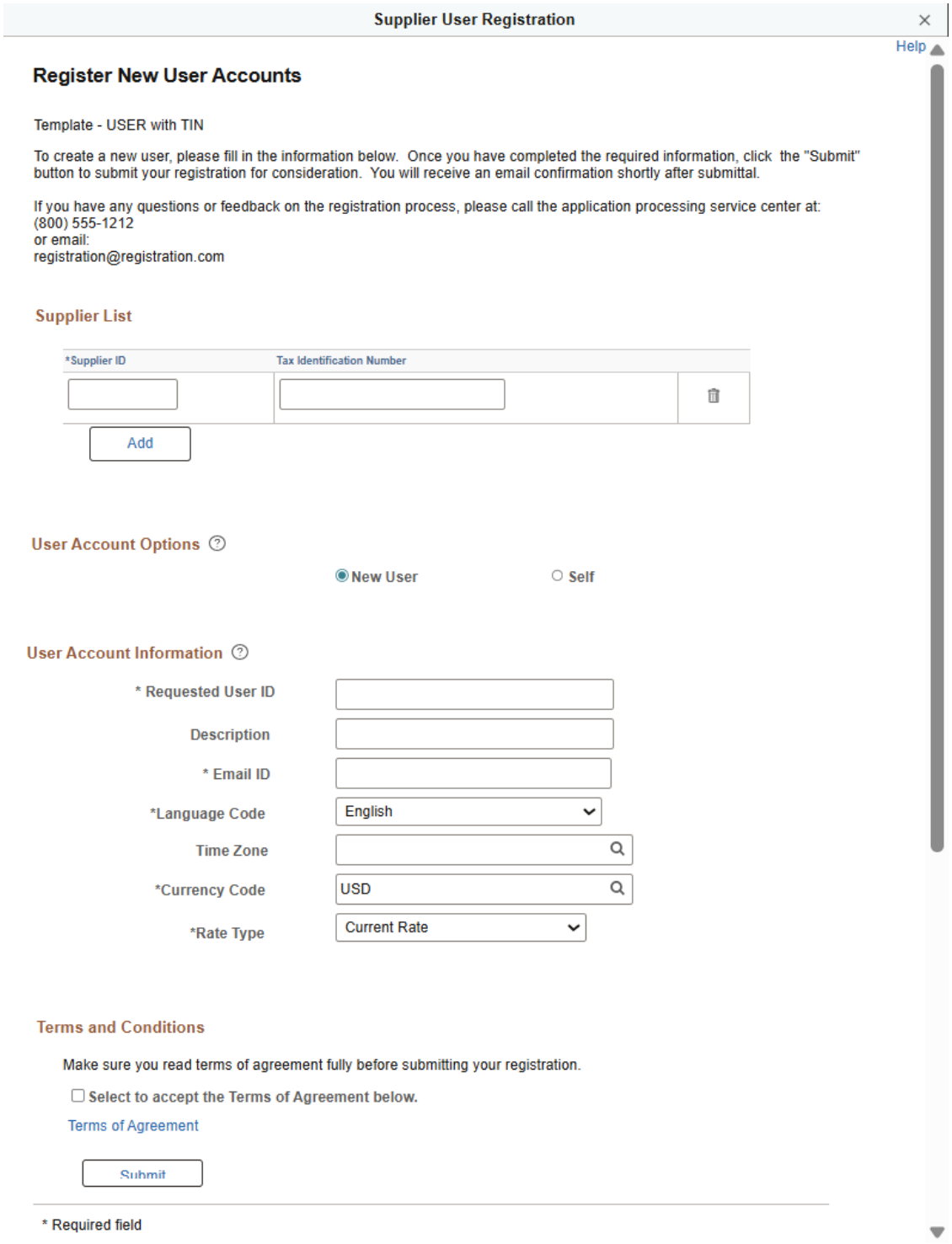
Use the Register New User Accounts page (SUP_OB_USER_REG) to enter new user account registration.

Navigation:

- Email invitation
- Supplier portal login pagelet
- **Suppliers**, and then **Supplier Registration**, and then **Register New User Account**
- **Suppliers**, and then **Supplier Administration Center**

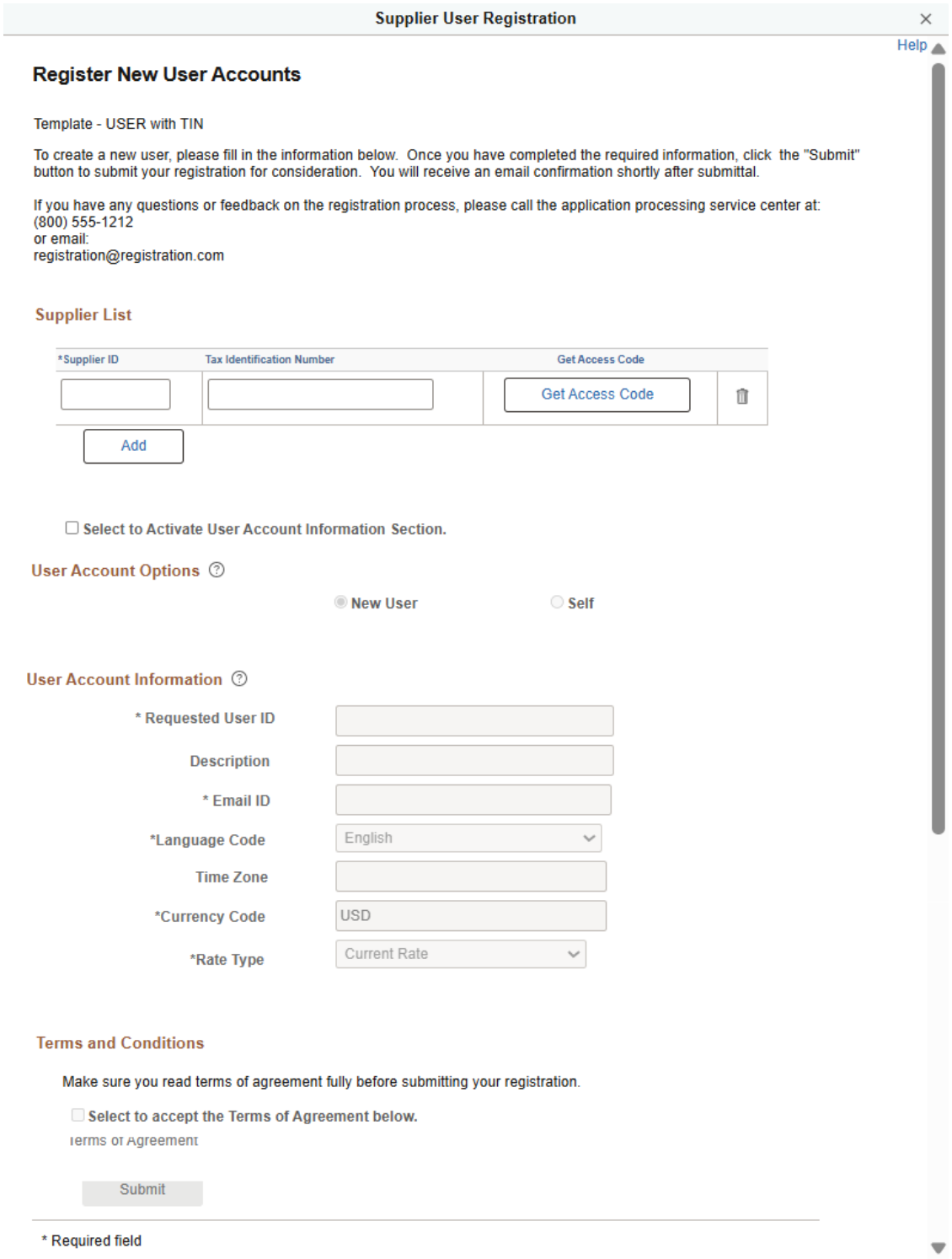
This example illustrates the fields and controls on the Register New User Accounts page.

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This example illustrates the fields and controls on the Register New User Accounts page - with Access Code validation.

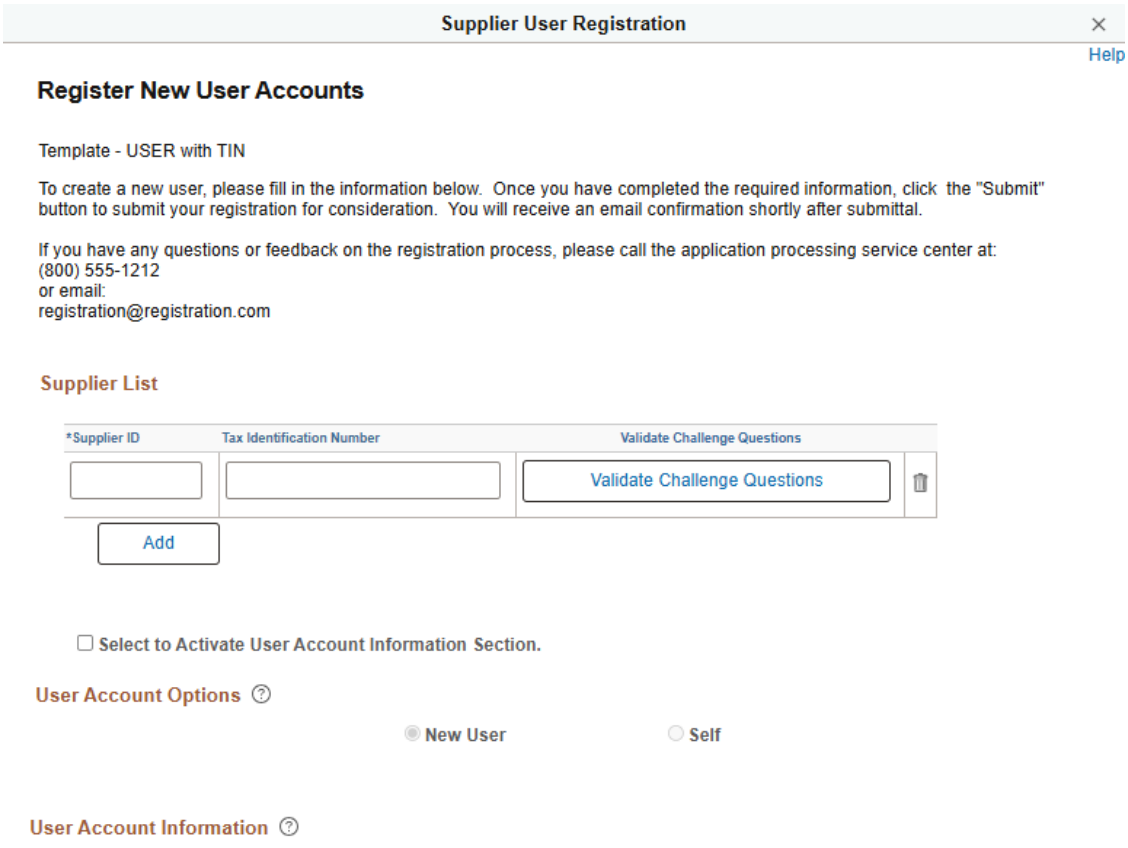
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If the Challenge Question is enabled on the Supplier Request System Setup - General Page, the user needs to authenticate by answering the Supplier Challenge Questions to proceed with registration. After entering the supplier ID and tax identification number, the Validate Challenge Questions button appears.

This example illustrates the fields and controls on the Register New User Accounts page - with Challenge Question validation.

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> **Note**
>
> To register New User accounts, Primary Access Email Address should be defined for the Supplier.

Field or Control	Description
Supplier ID and **Tax Identification Number**	Enter a supplier ID and tax identification number that exist in the system.
Get Access Code	If the **Access Code** user authentication check box is enabled on the Supplier Request System Setup - General Page, the user needs to authenticate by generating and validating the access code after entering the supplier ID and tax identification number. On clicking Get Access Code, the system sends the access code to the primary email address. To add multiple suppliers, access code validation is required for each supplier.

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Field or Control	Description
Validate Challenge Questions	Click to select appropriate answers for the challenge questions to validate the supplier. If the supplier does not have challenge questions added, users cannot create their account. Internal users can contact the supplier administrator to update challenge questions on the Identifying Information Page Page or create a supplier change request to add the challenge questions. External users can create a supplier change request to add the challenge questions for that supplier.
Select to Activate User Account Information Section	After validating the access code and challenge questions, select the *Select to Activate User Account Information Section* check box to enable the *User Account Information* section. This check box is irreversible.

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Field or Control	Description
User Account Options	Select the User Account Option New User or Self. • **New User** Select this option to create a new User ID. Enter the required user account details. All fields in the User Account Information section are available for edit. • **Self** Select this option to associate your existing User ID with one or more existing Suppliers. The system displays your existing User Profile Information. All fields are read-only and cannot be modified. The default option is New User, and this section is available only on the Secure Supplier Portal. The Self option is available only for logged-in Supplier Users with the required role and profile type. When Self is selected, the system uses the currently logged-in User ID. If the User ID is already associated with a selected Supplier, the system displays an error message. Remove or replace the Supplier before submitting the request. The behavior of password fields depends on the System Generates User Password setting in Supplier Request System Setup. When enabled, the system generates the password and password fields are not displayed. When disabled, you must enter and confirm the password. When you submit a New User Account Registration request, the system routes the request for approval based on the configured approval workflow. • If you select New User, the system creates a new User ID after approval. The system inserts the user profile and associates the user with the selected Supplier. • If you select Self, the system does not create a new User ID because the user already exists. After approval, the system associates the existing user with the selected Supplier. The association is completed only after the request is approved.
Submit	Enter new user account information in the User Account Information fields and click the Submit button to finalize the request for the new user account based on the specified supplier ID.

Reconciling Registration for Wrong Template

The requesters (internal or external) may select the wrong template to use based on the actions they are performing and the type of supplier action is being performed.

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The wrong template can vary depending on who determines that the template was incorrect and when that identification occurs. Following points describe the process for reconciling the registration if wrong template is selected.

- **Wrong template identified by the internal or external user before saving or submitting the registration**

  Before saving or submitting the registration, return to the Welcome page and choose a different template. It will clear all the previously entered data.

- **Wrong template identified by the external user after save and before submit**

  Organization can provide help information and guidance to the requester. For example, call or send email to the administrator with all registration information. After verification, the administrator can use the Manage Obsolete Request feature to notify and withdraw the registration, and suggest the requester to create a new registration.

- **Wrong template identified by the internal user after save and before submit**

  Internal requester can withdraw the registration through either the Registration component (Continue) or the MOR component and create a new registration using a different Template.

- **Wrong template identified by the reviewer-editor or approver after submit**

  The approver can use the Request More Information action to return the registration back to the requester. The internal user can withdraw the registration and create new registration choosing a different template. For external user the administrator can withdraw the registration and notify the requester.

  Reviewer-Editor or Approver can manually adjust Supplier or Bidder Master to correct any issues caused by using the wrong template. They can also initiate a Supplier Change Request Invitation for the supplier to correct or provide missing information.

- **Wrong template identified by the internal or external user after submit**

  Internal user can contact Supplier Admin about the issue and external user can contact the customer following instructions in Registration Template and/or Portal Content page. Reviewer-Editor or Approver can also use MOR to notify the requester and withdraw the registration.

Managing Supplier Registration Invitations

This topic discusses the pages used to manage online supplier registration invitations.

Pages Used to Manage Supplier Registration Invitations

Page Name	Definition Name	Usage
Manage Invitations Page	SUP_OB_MNG_INVITE	Review invitation data, save, and send or resend the invitation to selected recipients.
Search Customer/Supplier/ Bidder Page	SUP_OB_INV_SRCH	Search for customers, suppliers, or bidders and filter using supplier information criteria. Select invitation recipient from search results.

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Page Name	Definition Name	Usage
Invitation Activity Log Page	SUP_INV_ACT_LOG	Search for and review invitation activity by invitation parameters such as invitation ID, recipient email ID, date sent.

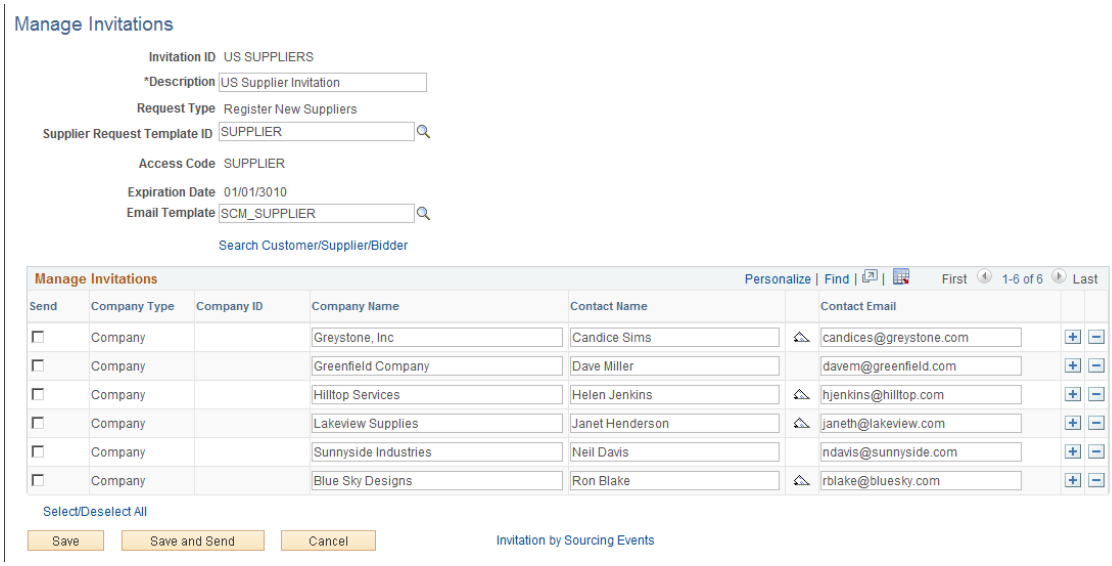
Manage Invitations Page

Use the Manage Invitations page (SUP_OB_MNG_INVITE) to review invitation data, save, and send or resend the invitation to selected recipients.

Navigation:

Suppliers, and then **Supplier Registration**, and then **Manage Invitation Registration**, and then **Manage Invitations**

This example illustrates the fields and controls on the Manage Invitations page.



Field or Control	Description
Invitation ID and **Description**	Enter an invitation ID and description.
Request Type	Select the request type from these values: • *Ad-Hoc Tasks* • *Register New Bidders* • *Register New Suppliers* • *Register New User Accounts* • *Request Change for Bidder* • *Request Supplier Change*
Supplier Request Template ID	Enter the request template ID for the selected request type.
Access Code and **Expiration Date**	Displays the access code and expiration date of the invitation based on the registration setup.

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Field or Control	Description
Email Template	Enter the email template to use for this invitation.
Search Customer/Supplier/Bidder	Click this link to open the Search Customer/Supplier/Bidder page (SUP_OB_INV_SRCH).
(Datetime Sent icon)	Click this icon to open the Invitation Log page, which displays invitation data as well as company name, contact name and email, and the date and time the invitation was sent.
Invitation by Sourcing Events	Click this link to exit the component and send invitations to bid on events through the Event Summary page for a specific event.

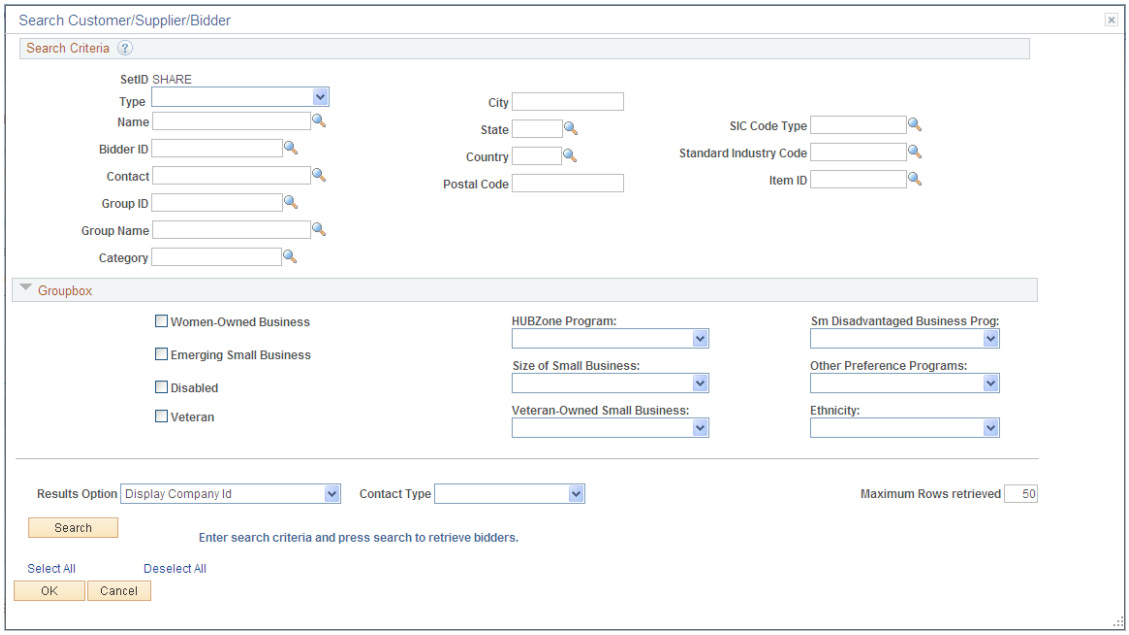
Search Customer/Supplier/Bidder Page

Use the Search Customer/Supplier/Bidder page (SUP_OB_INV_SRCH) to search for customers, suppliers, or bidders and filter using supplier information criteria. Select invitation recipient from search results.

Navigation:

Click the **Search Customer/Supplier/Bidder** link on the Manage Invitations page.

This example illustrates the fields and controls on the Search Customer/Supplier/Bidder page.



Enter search criteria and click the **Search** button. The **Search Results** grid displays the customers/suppliers/bidders that meet the search criteria. Click the **Invite** check box to invite the contact in one row, or click the **Select All** link to select all contacts in the search results.

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Field or Control	Description
Results Option	Use the values in the Results Option list to filter the results based on your selection criteria. Select from these options: • *Display All Contacts* • *Display Company ID* This is the default value. • *Display Contacts of Type*
Contact Type	Select a type of contact from the list to filter the search results.
Email Hierarchy	Select *From Addresses* or *From Contacts*.

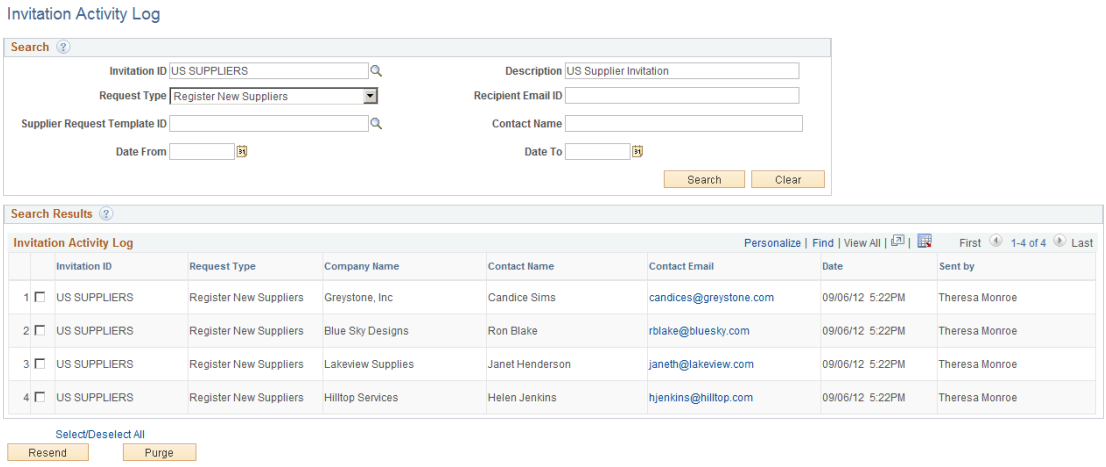
Invitation Activity Log Page

Use the Invitation Activity Log page (SUP_INV_ACT_LOG) to search for and review invitation activity by invitation parameters such as invitation ID, recipient email ID, date sent.

Navigation:

Suppliers, and then **Supplier Registration**, and then **Invitation Act Log Regstratn**, and then **Invitation Activity Log**

This example illustrates the fields and controls on the Invitation Activity Log page.



Reviewing and Editing Submitted Requests

This topic includes information about reviewing and editing registration data.

Pages Used to Review and Edit Submitted Requests

Page Name	Definition Name	Usage
Review/Edit Request Page	SUP_OB_EDITOR_PG	Search for submitted registration requests

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Page Name	Definition Name	Usage
Review Page	SUP_OB_SBMT_REVIW	Review and edit the submitted registration requests.

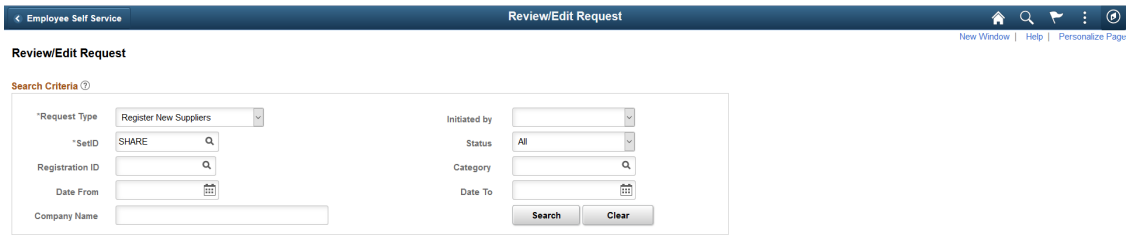
Review/Edit Request Page

Use the Review/Edit Request page (SUP_OB_EDITOR_PG) to search for submitted registration requests.

Navigation:

Suppliers, and then **Supplier Registration**, and then **Review Supplier Change Request**

This example illustrates the fields and controls on the Review/Edit Request page . You can find definitions for the fields and controls later on this page.



Click the Search button after entering your search criteria. The system display the results in the Search Results grid for requests that meet the specified search criteria. Use the Clear button to erase all entered search criteria and you can begin your search again.

When an Editor accesses a supplier request, the request is automatically locked for editing, and it cannot be accessed by other Editors. If another Editor accesses the same supplier request, a message displays “Editing in Progress” along with the Editor’s name. Here are some scenarios how the lock works:

- A supplier request locked for editing will be automatically unlocked after 20 minutes, and the request is available for access to other Editors. Any changes that were not saved will be lost.
- When a supplier request is accessed and it is not terminated properly (by selecting **Return** button or the **Exit** button), such requests will continue to show as locked for other Editors, and the request will be unlocked automatically after 20 minutes. Therefore, it is essential to terminate the request appropriately so that the lock is released as soon as the editing is complete and other Editors can access the same request.

Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications. Notifications delivered with FSCM Image 49 or later must use Notification Composer.

For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer.

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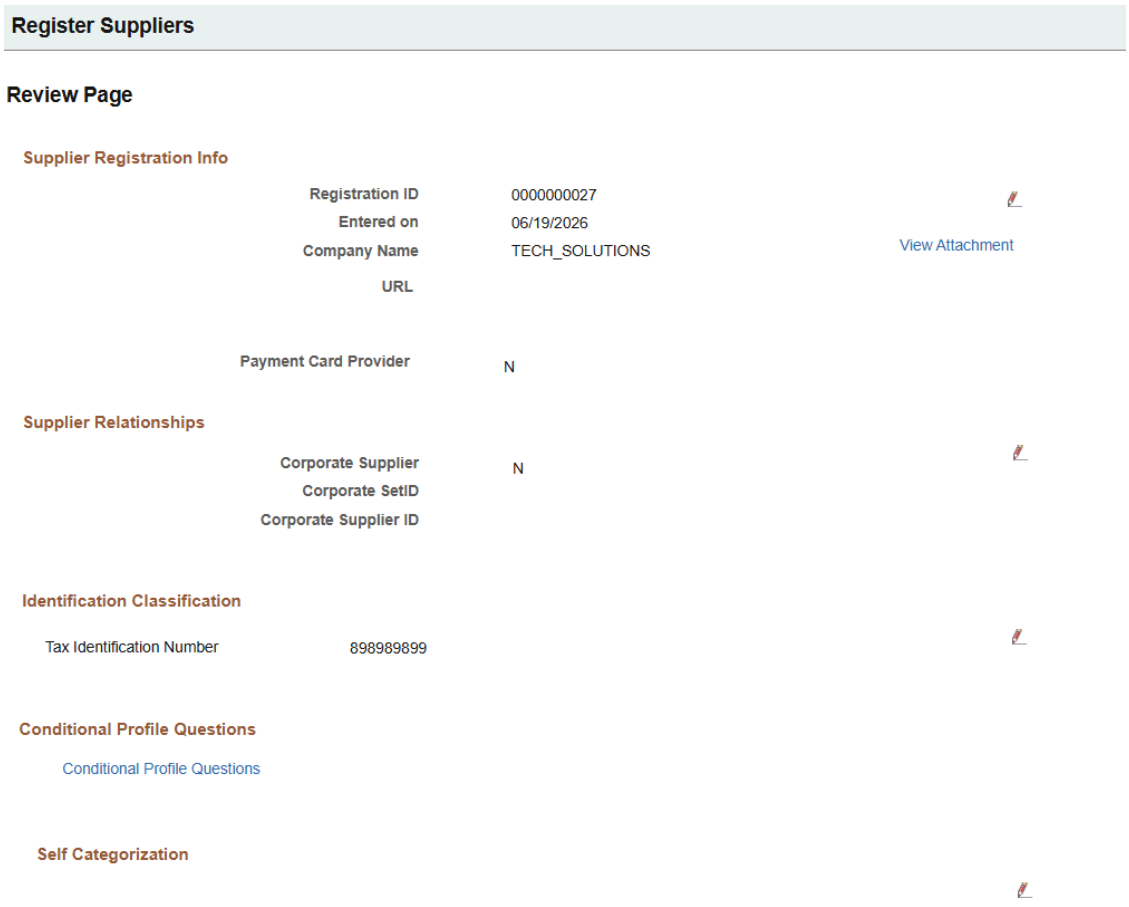
Review Page

Use the Review page (SUP_OB_SBMT_REVIW) to review and edit the submitted registration requests.

Navigation:

Select a Registration ID from the Search Results grid.

This example illustrates the fields and controls on the Review page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Adjustment History	Select this hyperlink to review the changes made by the editors. The changes are displayed in a grid format. The Adjustment History page displays changes for Conditional Profile Questions by comparing the requester's submitted responses with the final editor's updated responses. The system shows only the initial submission and the final changes, and does not display intermediate updates made during the editing process.

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Field or Control	Description
View Attachments	Select this link to review the list of available attachments. Click the attachment file name to view or download it.
	Select to navigate to the respective train stops for editing the Supplier Registration data. See Requesting Changes to Supplier Information. Click the *Save Changes* button after making the required modifications. If the Editor Action model window displays, the editor can enter the reason code and comment. This model window displays only if you select the *Modify Registration Data* reason type as Optional or Required, on the Supplier Request System Setup page. You can review your edits in the Submit train stop and save and confirm the changes made. The Maintain Supplier link is available to help you navigate to the Supplier Information page where you can review detailed Supplier information. Every time there are any changes to the registration requests, the View History page is updated. See View History Page. While editing supplier contact information, you cannot modify the User ID of the primary contact in the User Profile Information section. However, if the contact is not designated as primary, you can clear the user profile fields. When editing suppliers registered using the Secure Supplier Portal: • The system identifies a Self contact when the requester User ID matches the contact User ID. In this case, the editor cannot modify any User Profile Information, and all fields remain read-only. • The User Account Options section is not displayed to the editor during Review/Edit. • For contacts added using Self, password fields are not displayed.
Bank Account Number	If you set up bank account encryption, bank account number and IBAN are masked on the page. Only users with NACHA administrator role is allowed to view or edit supplier banking information. **Note:** NACHA administrator role is delivered only for internal users (employee portal) and not suppliers. The NACHA administrator role is not applicable for external users (supplier portal). For more information about bank account number encryption and the National Automated Clearing House Association (NACHA) data security requirements, see Application Fundamentals: Understanding Bank Account Encryption and Application Fundamentals: Setting Up Bank Account Encryption.

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Field or Control	Description
Confirm if all Edits\Reviews are complete	Select to confirm that all the edits are complete to the registration data. Selecting this check box enables the **Submit** button.
Return to Requester	Select to request more information on the Registration from an Editor. The Request to Requester Action modal page display to enter reason code and comments. The status Review/ Edit Request page is updated to Request More Information. On selecting the Registration ID for Request More Information routes you to the Review page where you can edit the Registration data. **Note:** If an Editor selects a Request that is currently being worked up on by another Editor, a message is displayed, also revealing the name of the Editor who is working on the same Request.

Managing Online Registration Approvals

This topic includes information about managing online registration approvals for new bidders and suppliers, and for new account users.

Approvers or managers can use the Delegation Framework to delegate the approval authority of the User Registration, Supplier Registration, and Bidder Registration transactions to other users.

For more information about setting up and using Delegation Framework, see:

Enterprise Components: Understanding Delegation

Enterprise Components: Configuring Delegation Transactions

Enterprise Components: Working with Self-Service Delegation

Related Topics

- Approving Suppliers

Pages Used to Manage Online Registration Approvals

Page Name	Definition Name	Usage
Manage Request Approval Page	SUP_OB_MASS_APR	Manage approvals for new supplier and new bidder registration.
Manage User Account Approval Page	SUP_OB_USER_APR	Manage approvals of new user accounts.

Manage Request Approval Page

Use the Manage Request Approval page (SUP_OB_MASS_APR) to manage approvals for new supplier and new bidder registration.

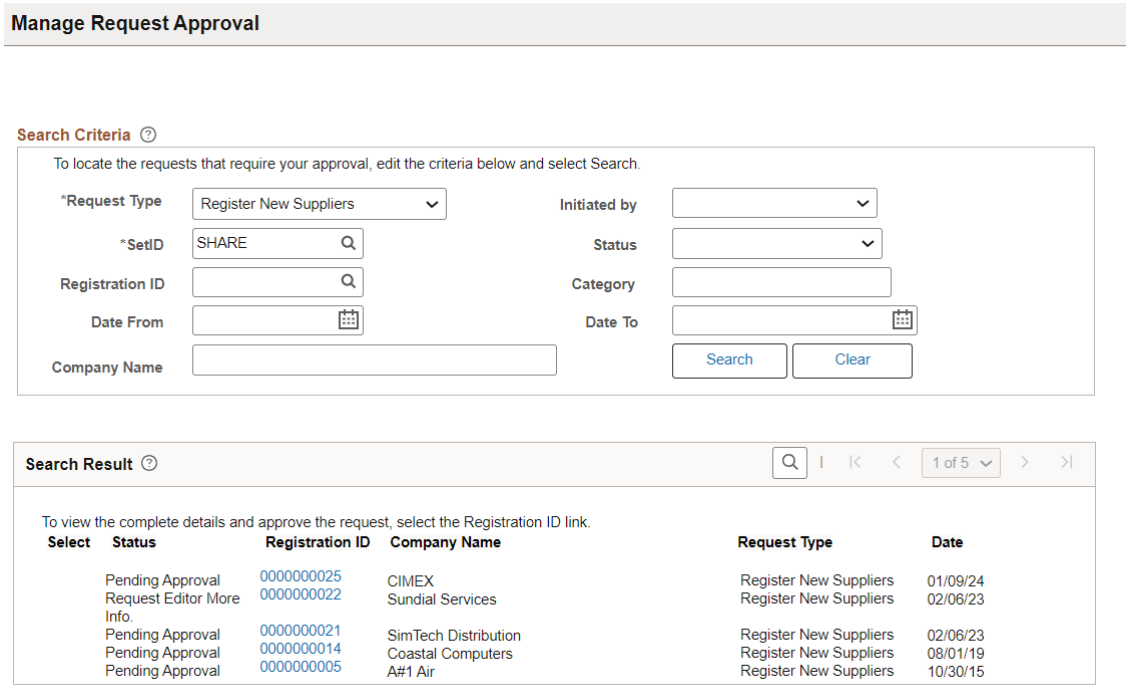
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The Manage Request Approval search page displays summary information for submitted registration requests and provides a drill down to detailed information.

Navigation:

- **Suppliers**, and then **Supplier Registration**, and then **Approve Registration**
- **Suppliers**, and then **Supplier Administration Center**

This example illustrates the fields and controls on the Manage Request Approval search page for supplier registration.



To enable the **Select** check boxes in the Search Results grid on the Manage Request Approval search page, select *Pending Approval* in the **Status** field.

To locate requests that require your approval, enter search criteria and click the **Search** button.

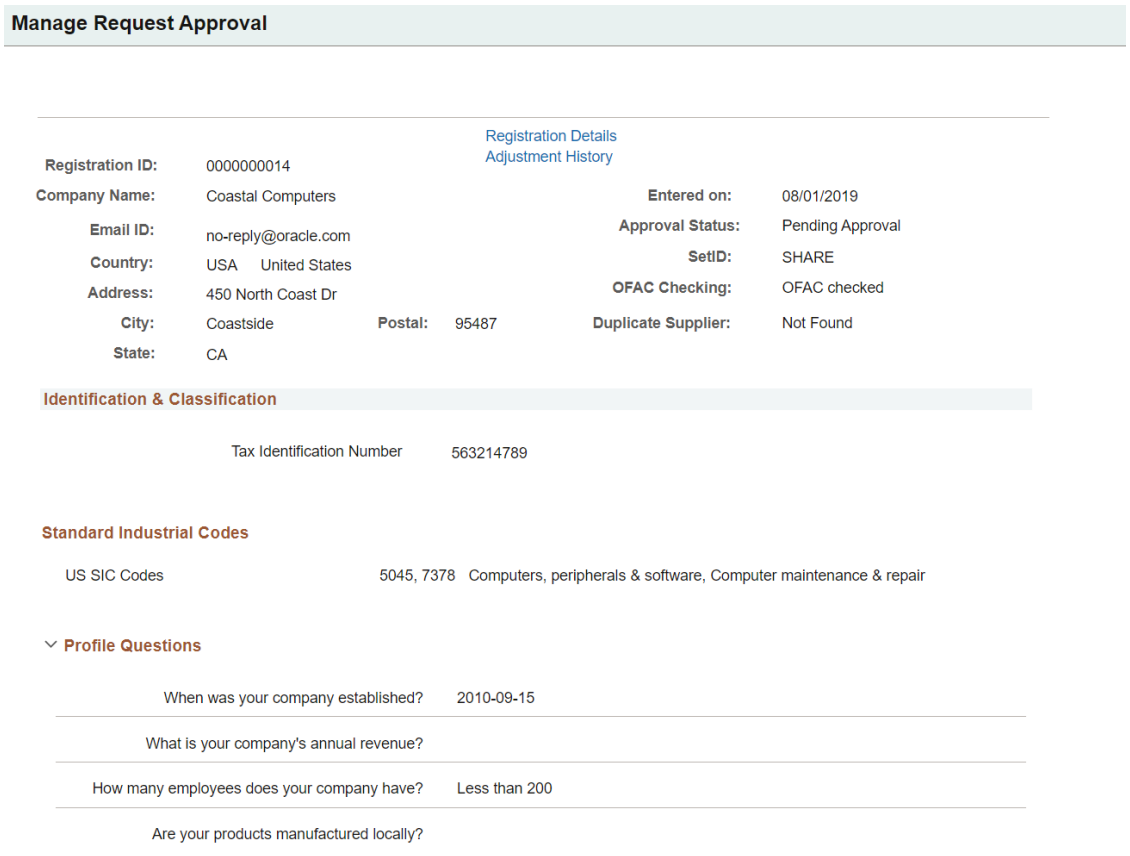
Supplier requests may be searched for based on **Request Type**, **Registration ID**, **Approval Status**,Date range, **Company/Supplier**, contact name, **SetID**, or Supplier ID and/or Bidder ID.

> **Note**
>
> Initial supplier requests submitted to the Editor/Approver will not generate any search results with Status as “Pending Editor Review”. Search results will display with Status as “Pending Editor Review” when the requests has been sent back to the Requestor by the Approver or Editor.

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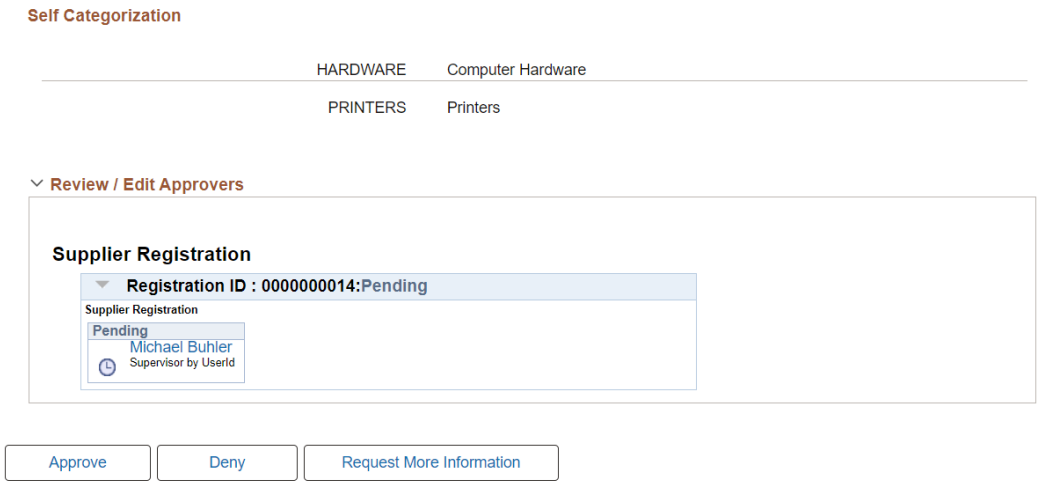
Field or Control	Description
Registration ID	Click the registration ID value on the Manage Request Approval search page to review registration details and review approvers. When you click a registration ID value from the search results, a detailed approval page displays for that registration request. For information about managing change request approvals, see Manage Request Approval Page. **Note:** If the Supplier Name and Address are added to the financial sanctions list, a message appears upon clicking the registration ID to alert the approver to review and validate the supplier as eligible for payment before approving. This message is only to alert the approver. It will not stop the approver to approve the supplier. For more information about Financial Sanctions Inquiry and Financial Sanctions Validation, see: PeopleSoft Banks Setup and Processing: Understanding the Financial Sanctions Service Understanding Financial Sanctions Validation PeopleSoft Order to Cash Common Information: Validating Financial Sanctions

This example illustrates the fields and controls on the Manage Request Approval page (1 of 2), showing detail for supplier registration.



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This example illustrates the fields and controls on the Manage Request Approval page (2 of 2), showing detail for supplier registration.



The **Approve**, **Deny**, **Request More Information Pushback** buttons on the detail page allow approvers to approve, reject, or request additional information for the submitted requests. The approver's action will be applied for all selected rows in the results grid of the Manage Request Approval search page.

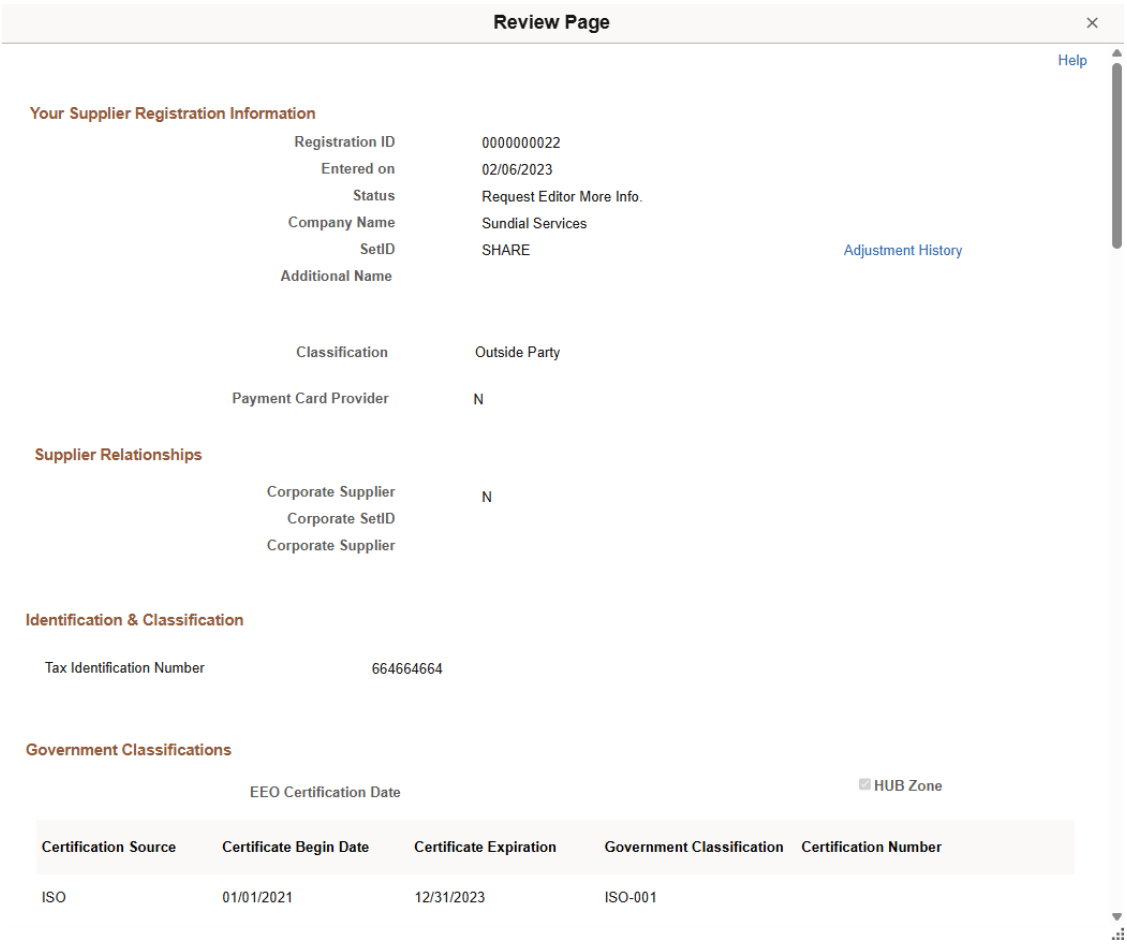
> **Note**
>
> When the Supplier Request System Setup has been configured to allow modifications by Editor for registration requests, the **Request More Information** button sends the request back to the Editor, and not to the requester.

> **Note**
>
> If any supplier is added to the financial sanctions list, the **OFAC Checking** status will be **Failed OFAC checking**; otherwise, the status will be **OFAC checked**.

Select the Registration Details link to access the Manage Request Approval — Review page. This page contains Supplier Registration details such as Government Classifications, Additional Reporting Elements, Address Information, Contact Information, Banking Information, Supplier Attachments, Supplier URL Information for all a supplier, including both the new registrations and the change requests. You can also view whether the supplier or bidder is a payment card provider or accepts payment cards.

This example illustrates the fields and controls on the Manage Request Approval — Review page.

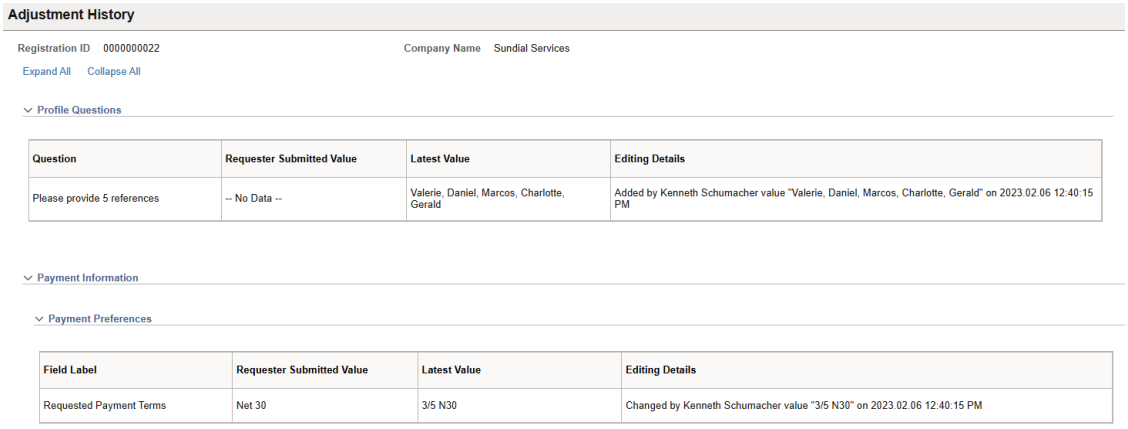
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Select the Adjustment History link to access the Adjustment History page. You can use this page to review the changes made by the editors. The changes are displayed in a grid format.

Select the **View Attachment** link to review the list of available attachments. Click the attachment file name to view or download it.

This example illustrates the fields and controls on the Adjustment History page.



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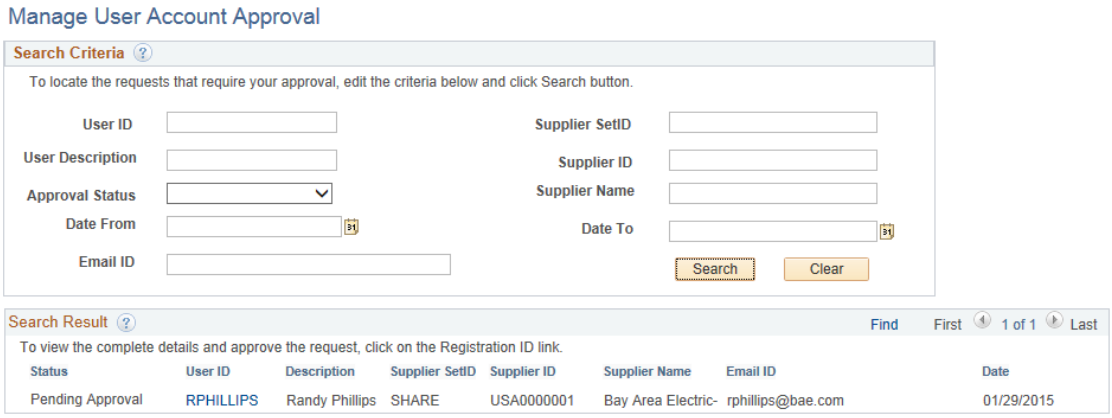
Manage User Account Approval Page

Use the Manage User Account Approval page (SUP_OB_USER_APR) to manage approvals of new user accounts.

Navigation:

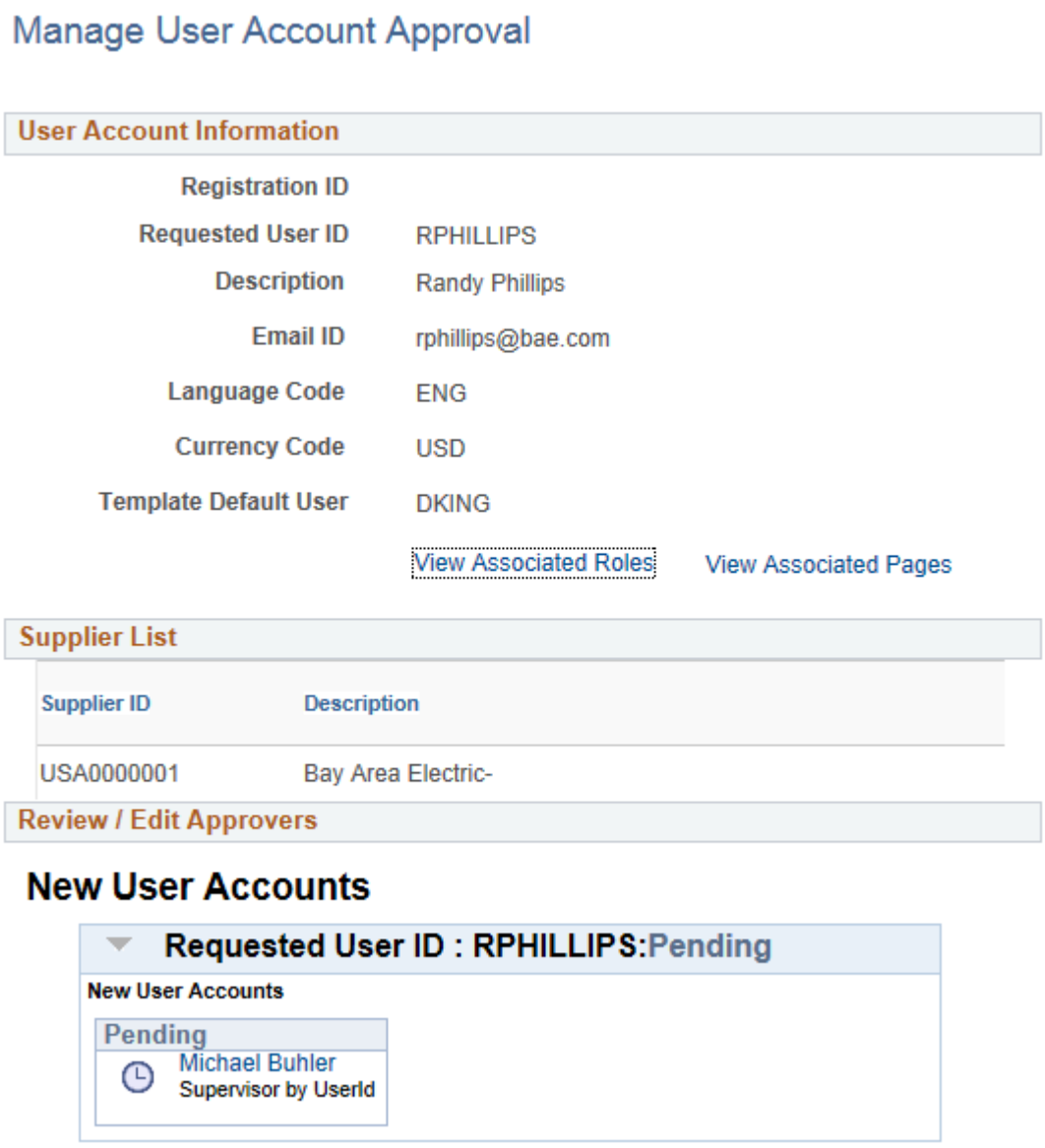
Suppliers, and then **Supplier Registration**, and then **Manage User Account Approval**, and then **Manage User Account Approval**

This example illustrates the fields and controls on the Manage User Account Approval search page.



This example illustrates the fields and controls on the Manage User Account Approval detail page.

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Managing Supplier Profile Question Responses

This topic discusses how to manage supplier profile question responses using the Profile Questions Report.

Page Used to Manage Supplier Profile Question Responses

Page Name	Definition Name	Usage
Profile Questions Report Page	SUP_PROF_QST_RPT	Search for suppliers with missing responses to profile questions and send an invitations to those suppliers.

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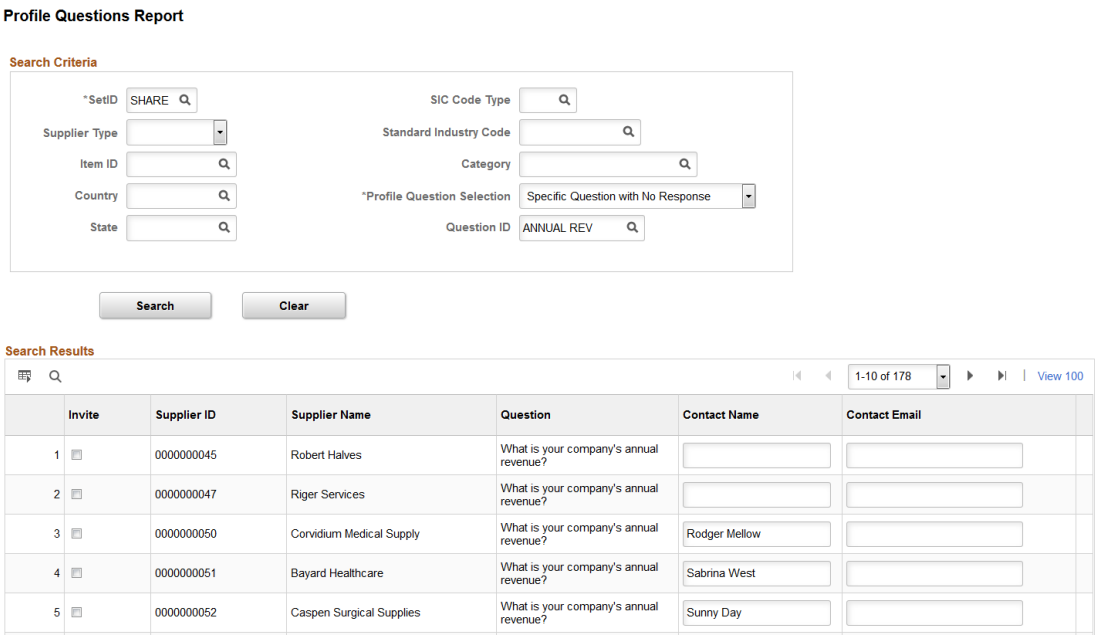
Profile Questions Report Page

Use the Profile Questions Report page (SUP_PROF_QST_RPT) to search for suppliers with missing responses to profile questions and send profile update invitations to those suppliers. You can also search for existing responses.

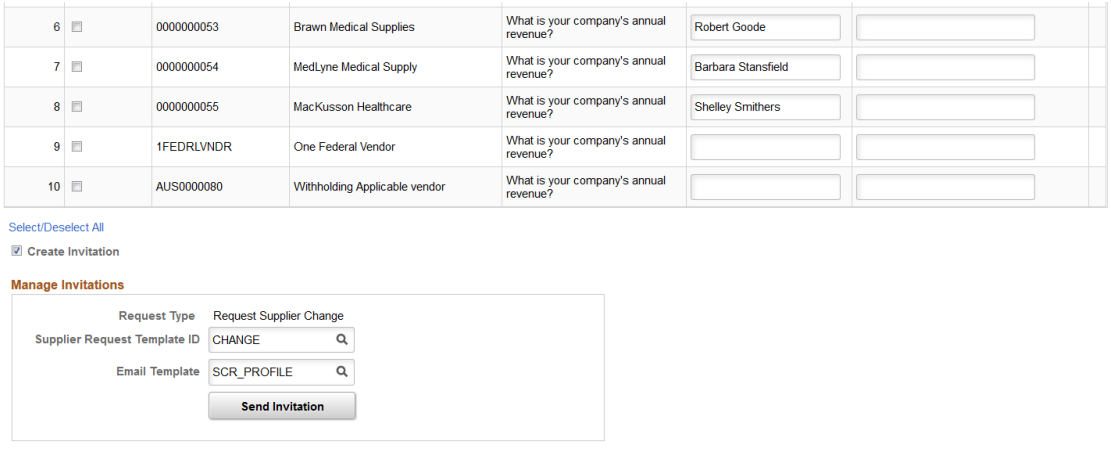
Navigation:

Suppliers, and then **Supplier Change Request**, and then **Profile Questions Report**

This example illustrates the fields and controls on the Profile Questions Report page.



This example illustrates the fields and controls on the Profile Questions Report page.



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Search Criteria

Use the Search Criteria grid to enter search parameters for missing responses or specific responses to profile questions. You must enter values for **SetID,** and **Profile Question Selection.**

You can select these options for **Profile Question Selection:**

- *All Required Questions With No Response:* Use this option to return all required questions without a response.
- *Specific Questions With No Response:* Use this option to return only specific questions without a response.

  When you select this option, the **Question ID** field appears. You must use this field to filter questions by specific question (such as annual revenue or number of employees).
- *Specific Questions With Response:* Use this option to return specific questions with specific responses.

  When you select this option, the **Question ID** and **Question Response** fields appear, which you can use to further filter questions.

You can further narrow search results using the following optional fields:

- **Supplier Type**
- **Item ID**
- **Country**
- **State**
- **SIC (Standard Industrial Classification) Code Type**
- **Standard Industry Code**
- **Category**

Search Results and Manage Invitations

The Search Results grid displays required profile questions (with or without responses) and their corresponding supplier.

Select the **Create Invitation** option to invite suppliers to update their supplier profile with missing responses to required profile questions. When you select the **Create Invitation** option, the **Invite** column is enabled for each row in the search results and the Manage Invitations grid appears.

Use the invite option to select each supplier you wish to invite, then use the Manage Invitations group box to specify a supplier request template and email template. Supplier request template values are defined using these pages:

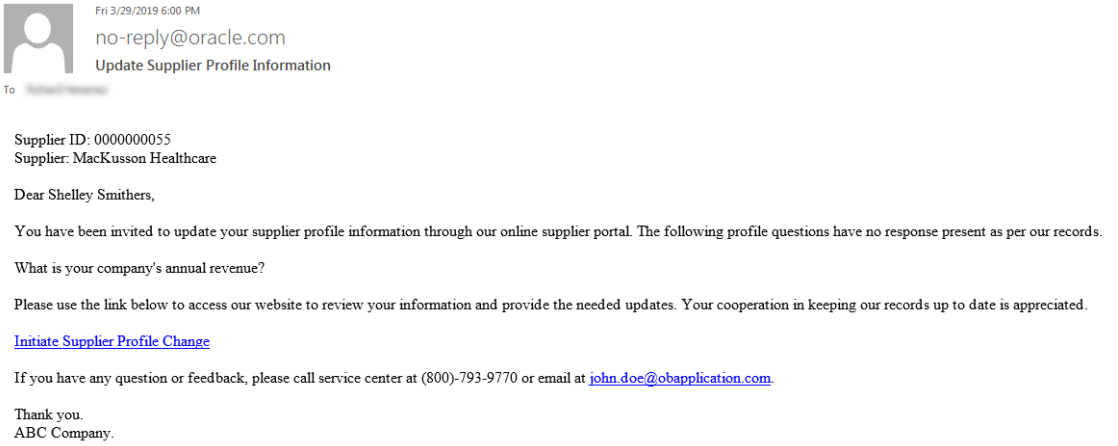
- Supplier Request Templates - General Page (Supplier Change Request)
- Supplier Request System Setup - General Page

Click **Send Invitation** to deliver the invitation to the selected suppliers.

The following image provides an example supplier invitation email:

Supplier invitation email

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Fri 3/29/2019 6:00 PM
no-reply@oracle.com
Update Supplier Profile Information
To

Supplier ID: 0000000055
Supplier: MacKusson Healthcare

Dear Shelley Smithers,

You have been invited to update your supplier profile information through our online supplier portal. The following profile questions have no response present as per our records.

What is your company's annual revenue?

Please use the link below to access our website to review your information and provide the needed updates. Your cooperation in keeping our records up to date is appreciated.

Initiate Supplier Profile Change

If you have any question or feedback, please call service center at (800)-793-9770 or email at john.doe@obapplication.com.

Thank you.
ABC Company.

> **Note**
>
> The **Create Invitation** option is not available when you search using the *Specific Questions With Response:* option.

Approving Bidder Registrations Using the PeopleSoft Fluid User Interface

This topic provides an overview of the self-service approval pages for bidder registrations, and how to access these pages using the PeopleSoft Fluid User Interface. PeopleSoft builds these mobile approval pages on the Enterprise Component Fluid Approvals framework.

Pages Used to Approve Bidder Registrations Using PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Pending Approvals - Bidder Registration (List) Page	EOAWMA_MAIN_FL	View a list of pending approvals for bidder registrations. For more information, see the overview of approvals on the PeopleSoft Fluid User Interface: Application Fundamentals: Pending Approvals Page.
Bidder Registration Page (Header Approval)	EOAWMA_TXNHDTL_FL	Review details for a single registration. For more information, see the Application Fundamentals: Approval Header Detail Page.

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Understanding Approvals for Bidder Registrations Using the PeopleSoft Fluid User Interface

PeopleSoft provides mobile approvals using the Enterprise Component Fluid Approvals framework. Approvers can take Application Workflow Engine (AWE) actions on select PeopleSoft transactions pending their approval, using a smart phone or tablet. The tablet version is also available for desktop use.

Using the PeopleSoft Fluid User Interface, approvers can view a list of pending approvals for registrations submitted by bidders, and add comments on the centralized Pending Approvals page. An approver or multiple approvers review the registrations details, along with other details such as contact information, bank and payment information. Each approver in the workflow selects an appropriate action, such as Approve, Deny, Pushback (only available for multiple approvers), or Request Information within the approval pages.

Bidder registration approvals also support push notifications, a framework delivered in PeopleTools. The flag icon in the Oracle banner shows a counter for new push notifications. Note that the counter disappears once you view the push notification list. The notification link takes you directly to the header approval page for items awaiting your approval.

Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications. Notifications delivered with FSCM Image 49 or later must use Notification Composer.

For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer.

Pending Approvals - Bidder Registration (List) Page

Use the Pending Approvals - Bidder Registration list page (EOAWMA_MAIN_FL) to view a list of pending approvals for bidder registrations.

Navigation:

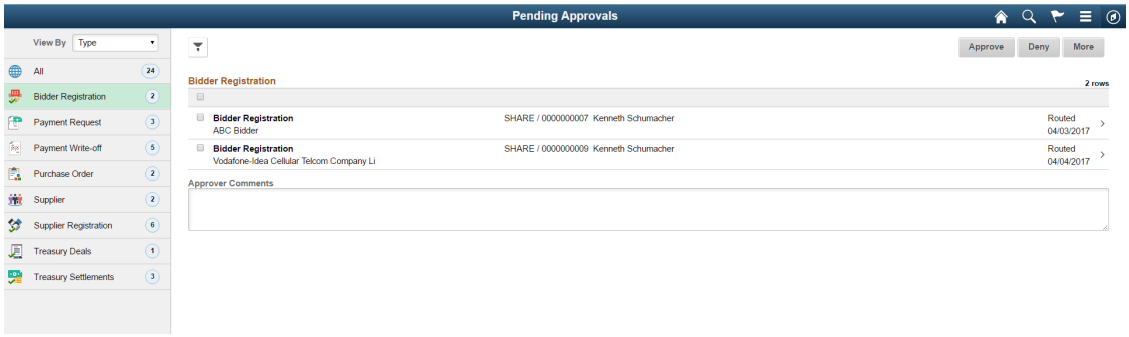
Employee Self Service, and then **Approvals**

On the Pending Approvals page, select **Bidder Registration** in the View By - Type pane to view the bidder registrations in the right pane.

Smartphone: On the Pending Approvals - View By Type page, select **Bidder Registration** to open a new page that lists the registrations.

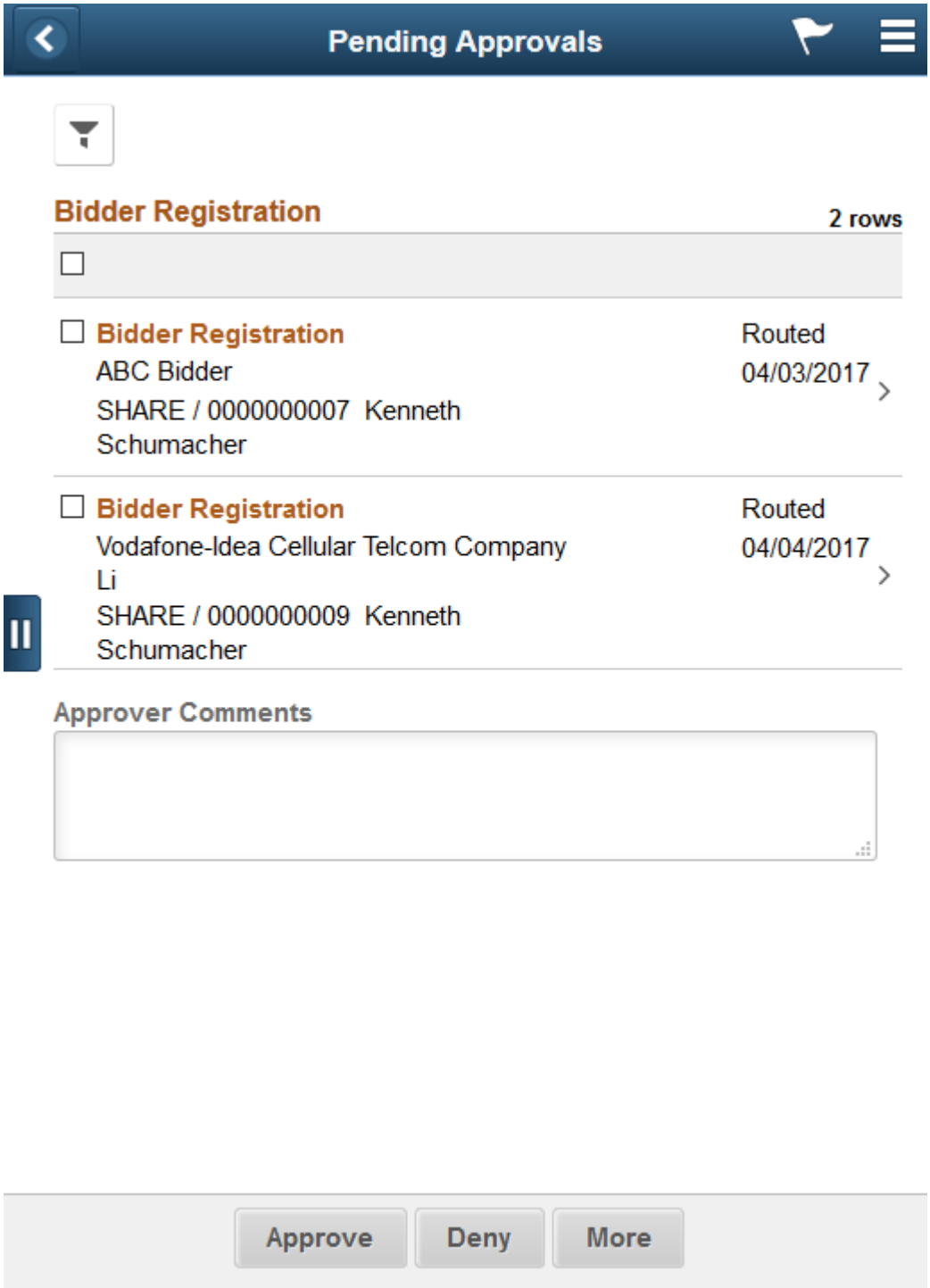
This example illustrates the fields and controls on the Pending Approvals - Bidder Registration list page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Pending Approvals - Bidder Registration list page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.

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From the list page, you can do the following:

- Review header information for the bidder registrations currently routed for approval. To access header details for a particular registration, select the header row.
- Use the filter to narrow results on the page. For more information about using the filter, see the Application Fundamentals: Filters Page.

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Field or Control	Description
Approver Comments	Enter comments in the text entry field.
Approve, Deny, More	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action, or Cancel to back out of the action. Upon submitting the action, the system generates a message that the action is successful. Select the **More** button to display other action buttons **Pushback** (Return to Submitter) and **Request Information**.
	Select this button to expand or collapse the View By Type page.

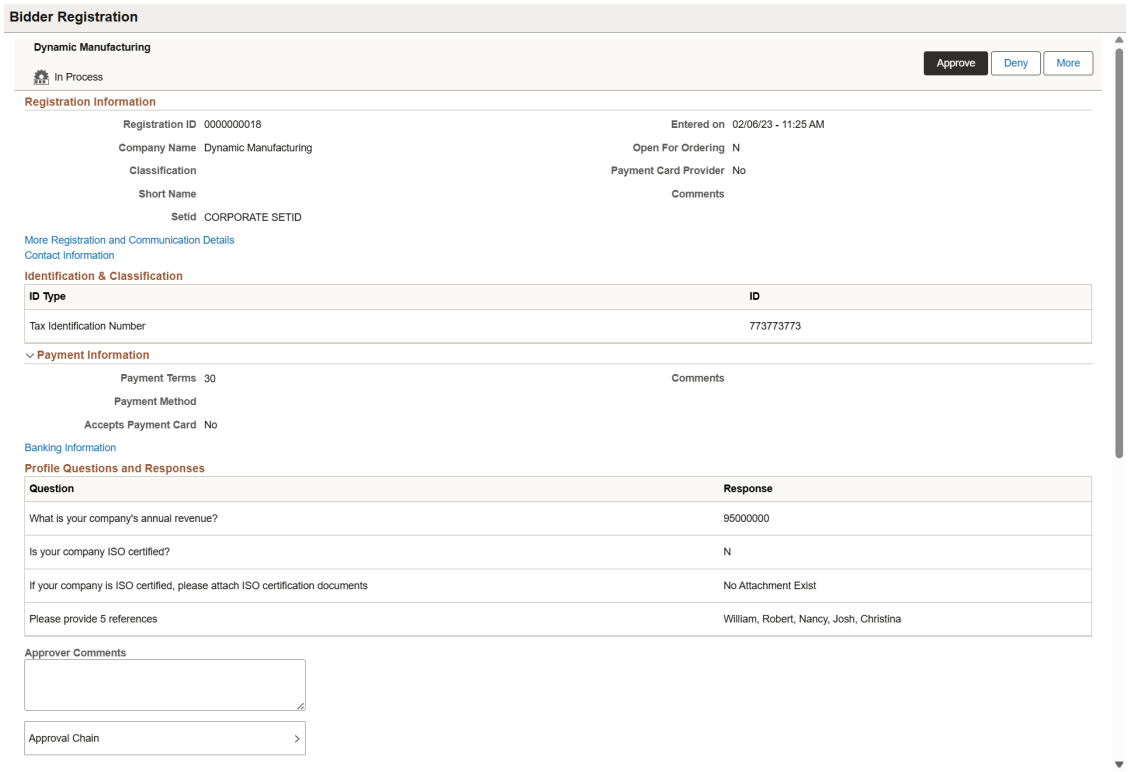
Bidder Registration Page (Header Approval)

Use the Bidder Registration header approval page (EOAWMA_TXNHDTL_FL) to review details for a single registration.

Navigation:

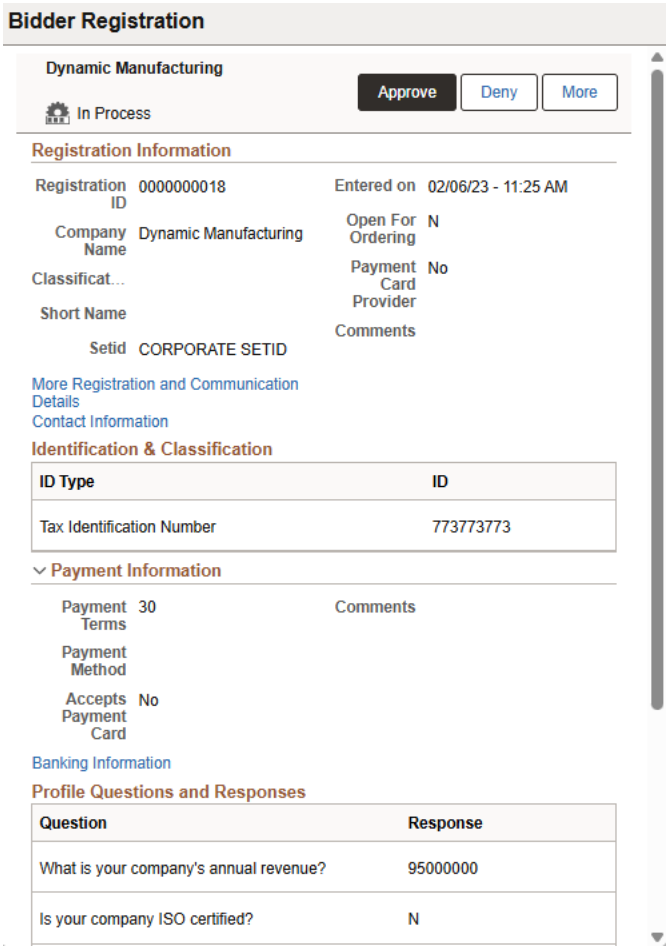
Select a bidder registration in the list on the Pending Approvals - Bidder Registration list page.

This example illustrates the fields and controls on the Bidder Registration header approval page. You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Bidder Registration header approval page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Adjustment History	Select to view the changes made to the bidder registration details. The page displays the link only if the details are modified by an editor.
More Registration and Communication Details	Select to view more bidder registration details as read-only. You can also view the challenge question and answers.
Contact Information	Select to view contact information of a bidder as read-only.
Attachments	Select to view the bidder attachments. Click the attachment file name to view or download it.
Banking Information	Select to view banking information of a bidder as read-only.
Approver Comments	Enter comments in the text entry field.

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Field or Control	Description
Approval Chain	Select to review approval chain information. You can expand or collapse approver information for each line by selecting the Expand/Collapse icon. You can also select the approver name to view approver details.
Approve, Deny, More	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action, or Cancel to back out of the action. Upon submitting the action, the system generates a message that the action is successful. Select the **More** button to display other action buttons **Pushback** (Return to Submitter) and **Request Information**.

Approving Supplier Registrations Using the PeopleSoft Fluid User Interface

This topic provides an overview of the self-service approval pages for Supplier registrations, and how to access these pages using the PeopleSoft Fluid User Interface. PeopleSoft builds these mobile approval pages on the Enterprise Component Fluid Approvals framework.

Pages Used to Approve Supplier Registrations Using PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Pending Approvals - Supplier Registration (List) Page	EOAWMA_MAIN_FL	View a list of pending approvals for supplier registrations. For more information, see the overview of approvals on the PeopleSoft Fluid User Interface: Application Fundamentals: Pending Approvals Page.
Supplier Registration Page (Header Approval)	EOAWMA_TXNHDTL_FL	Review details for a single registration. For more information, see the Application Fundamentals: Approval Header Detail Page.

Understanding Approvals for Supplier Registrations Using the PeopleSoft Fluid User Interface

PeopleSoft provides mobile approvals using the Enterprise Component Fluid Approvals framework. Approvers can take Application Workflow Engine (AWE) actions on select PeopleSoft transactions pending their approval, using a smart phone or tablet. The tablet version is also available for desktop use.

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Using the PeopleSoft Fluid User Interface, approvers can view a list of pending approvals for registrations submitted by suppliers, and add comments on the centralized Pending Approvals page. An approver or multiple approvers review the registrations details, along with other details such as contact information, bank and payment information. Each approver in the workflow selects an appropriate action, such as Approve, Deny, Pushback (only available for multiple approvers), or Request Information within the approval pages.

Supplier registration approvals also support push notifications, a framework delivered in PeopleTools. The flag icon in the Oracle banner shows a counter for new push notifications. Note that the counter disappears once you view the push notification list. The notification link takes you directly to the header approval page for items awaiting your approval.

Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications. Notifications delivered with FSCM Image 49 or later must use Notification Composer.

For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer.

Pending Approvals - Supplier Registration (List) Page

Use the Pending Approvals - Supplier Registration list page (EOAWMA_MAIN_FL) to view a list of pending approvals for Supplier registrations.

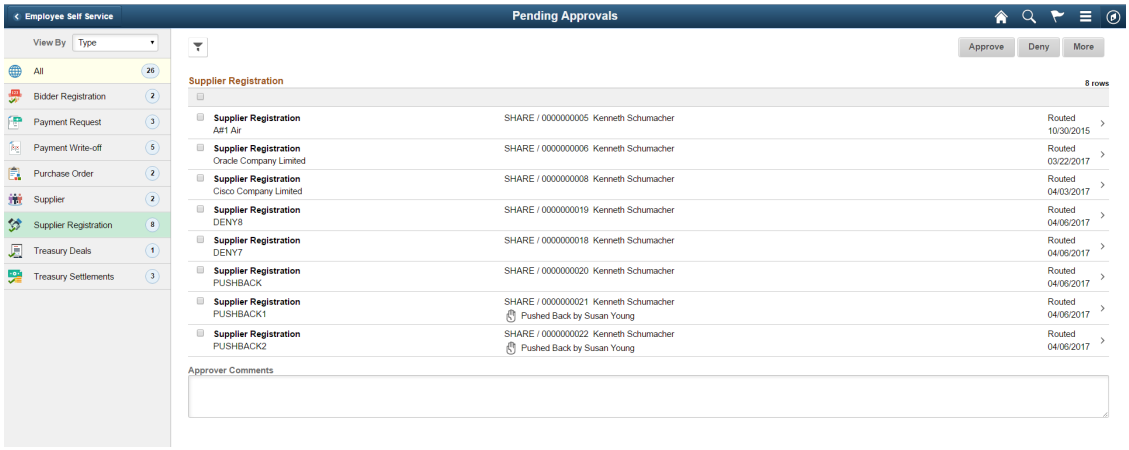
Navigation:

Employee Self Service, and then **Approvals**

On the Pending Approvals page, select **Supplier Registration** in the View By - Type pane to view the supplier registrations in the right pane.

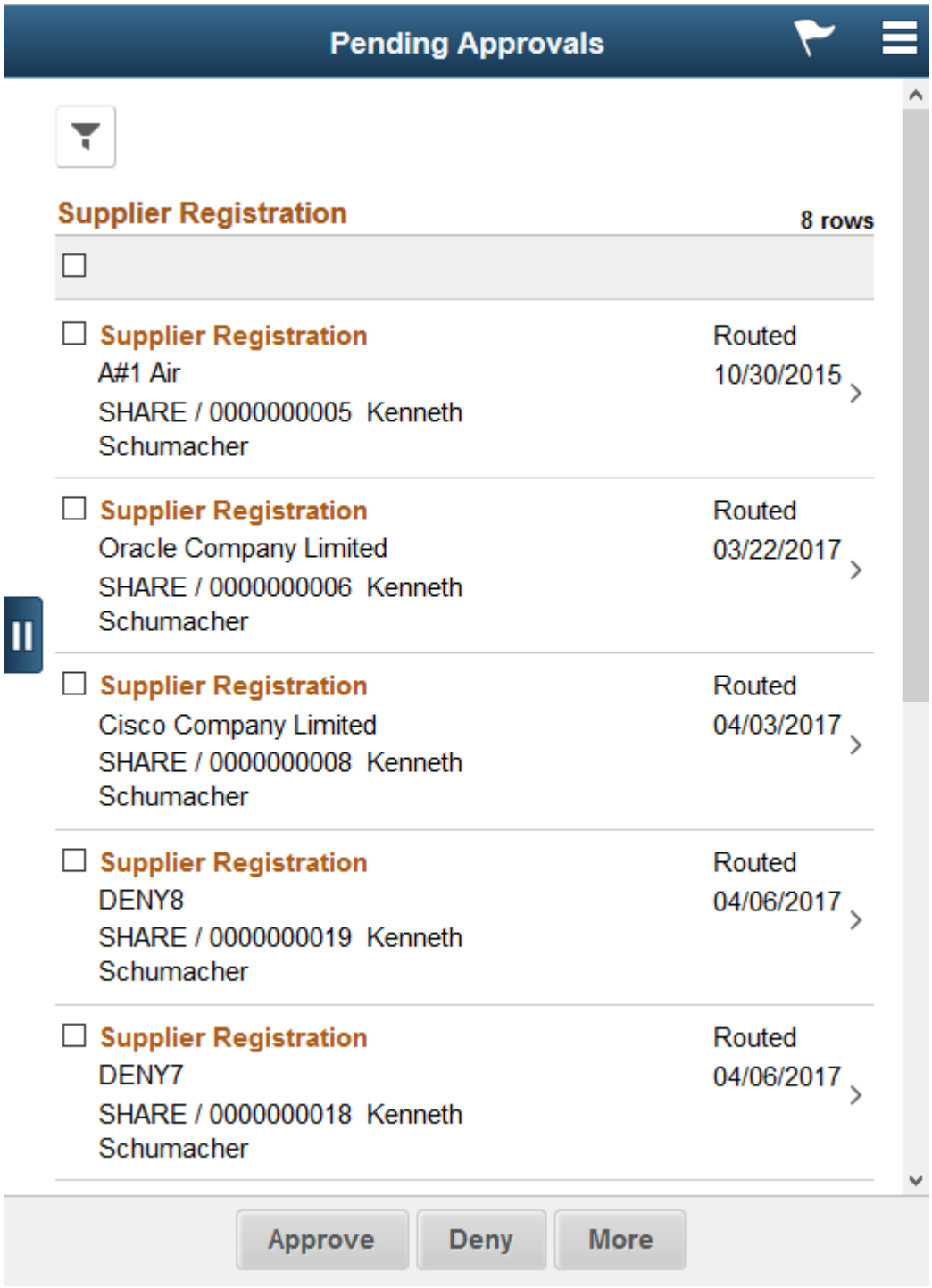
Smartphone: On the Pending Approvals - View By Type page, select **Supplier Registration** to open a new page that lists the registrations.

This example illustrates the fields and controls on the Pending Approvals - Supplier Registration list page. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Pending Approvals - Supplier Registration list page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.

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From the list page, you can do the following:

- Review header information for the supplier registrations currently routed for approval. To access header details for a particular registration, select the header row.
- Use the filter to narrow results on the page. For more information about using the filter, see the Application Fundamentals: Filters Page.

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Field or Control	Description
Approver Comments	Enter comments in the text entry field.
Approve, Deny, More	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action, or Cancel to back out of the action. Upon submitting the action, the system generates a message that the action is successful. Select the **More** button to display other action buttons **Pushback** (Return to Submitter) and **Request Information**.
	Select this button to expand or collapse the View By Type page.

Supplier Registration Page (Header Approval)

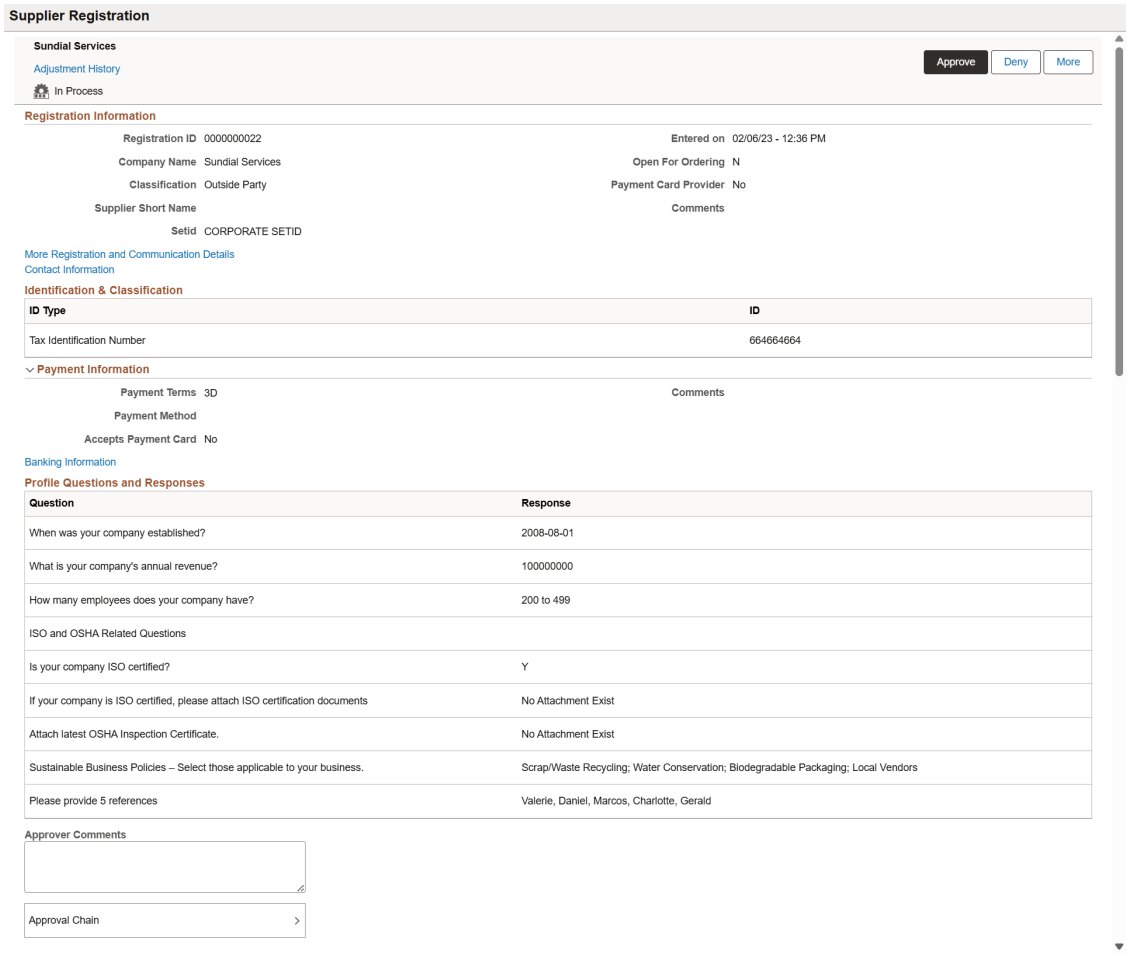
Use the Supplier Registration header approval page (EOAWMA_TXNHDTL_FL) to review details for a single registration.

Navigation:

Select a supplier registration in the list on the Pending Approvals - Supplier Registration list page.

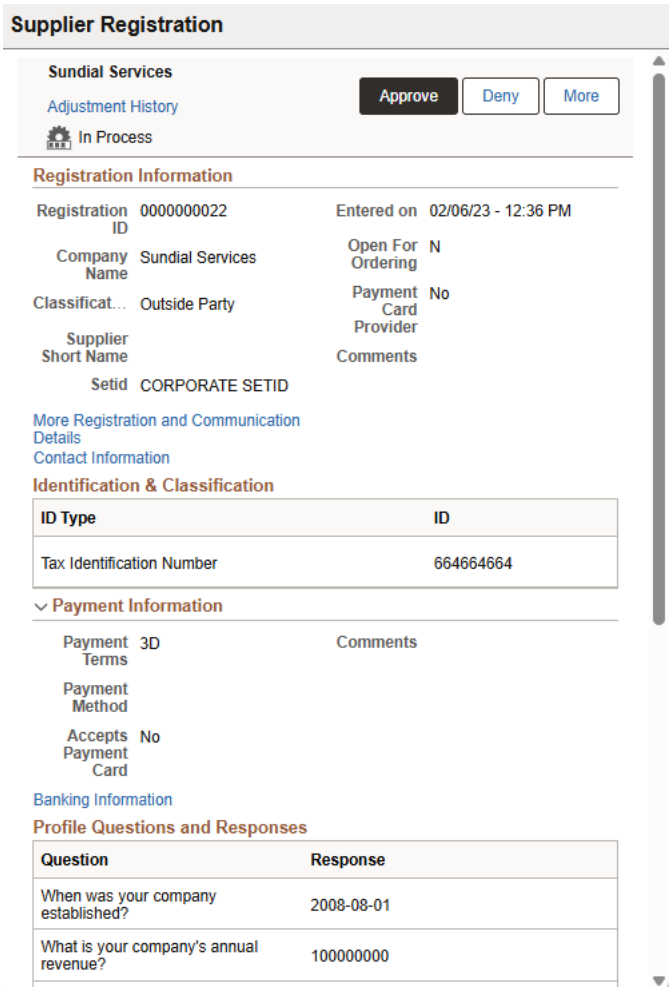
This example illustrates the fields and controls on the Supplier Registration header approval page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Supplier Registration header approval page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.

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Note

If the Supplier Name and Address are added to the financial sanctions list, a message appears on clicking the supplier registration to alert the approver to review and validate the supplier as eligible for payment before approving. This message is only to alert the approver. It will not stop the approver to approve the supplier.

If any supplier is added to the financial sanctions list, the **OFAC Checking** status will be **Failed OFAC checking**; otherwise, the status will be **OFAC checked**.

For more information about Financial Sanctions Inquiry and Financial Sanctions Validation, see:

PeopleSoft Banks Setup and Processing: Understanding the Financial Sanctions Service

Understanding Financial Sanctions Validation

PeopleSoft Order to Cash Common Information: Validating Financial Sanctions

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Field or Control	Description
Adjustment History	Select to view the changes made to the supplier registration details. The page displays the link only if the details are modified by an editor.
More Registration and Communication Details	Select to view more supplier registration details as read-only. You can also view the supplier Challenge Questions and Answers.
Contact Information	Select to view contact information of a supplier as read-only.
Attachments	Select to view the supplier attachments. Click the attachment file name to view or download it.
Banking Information	Select to view banking information of a supplier as read-only.
Approver Comments	Enter comments in the text entry field.
Approval Chain	Select to review approval chain information. You can expand or collapse approver information for each line by selecting the Expand/Collapse icon. You can also select the approver name to view approver details.
Approve , Deny, More	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action, or Cancel to back out of the action. Upon submitting the action, the system generates a message that the action is successful. Select the **More** button to display other action buttons **Pushback** (Return to Submitter) and **Request Information**.

Reviewing Registration History

This topic includes information about reviewing registration history.

Page Used to Review Registration History

Page Name	Definition Name	Usage
View History Page	SUP_OB_AUDIT_TRAIL	Review registration history and data.

View History Page

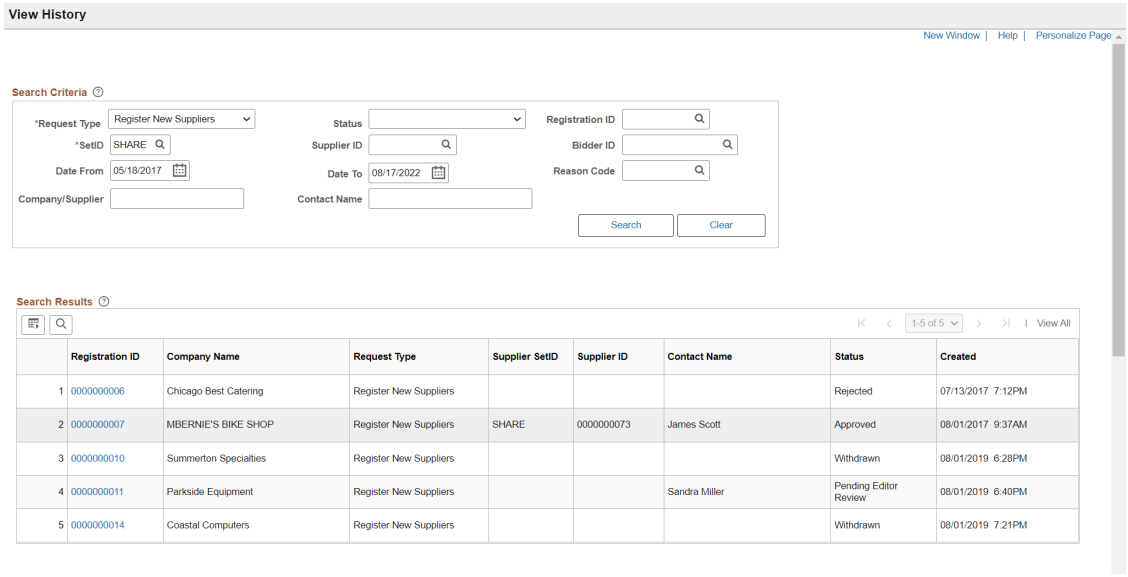
Use the View History page (SUP_OB_AUDIT_TRAIL) to review registration history and data.

Navigation:

- **Suppliers**, and then **Supplier Registration**, and then **View Registration History**
- **Suppliers**, and then **Supplier Administration Center**

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This example illustrates the fields and controls on the View History page (New Supplier Request). You can find definitions for the fields and controls later on this page.



The View History page contains information for all self-service supplier activities, including both the new registrations and the change requests.

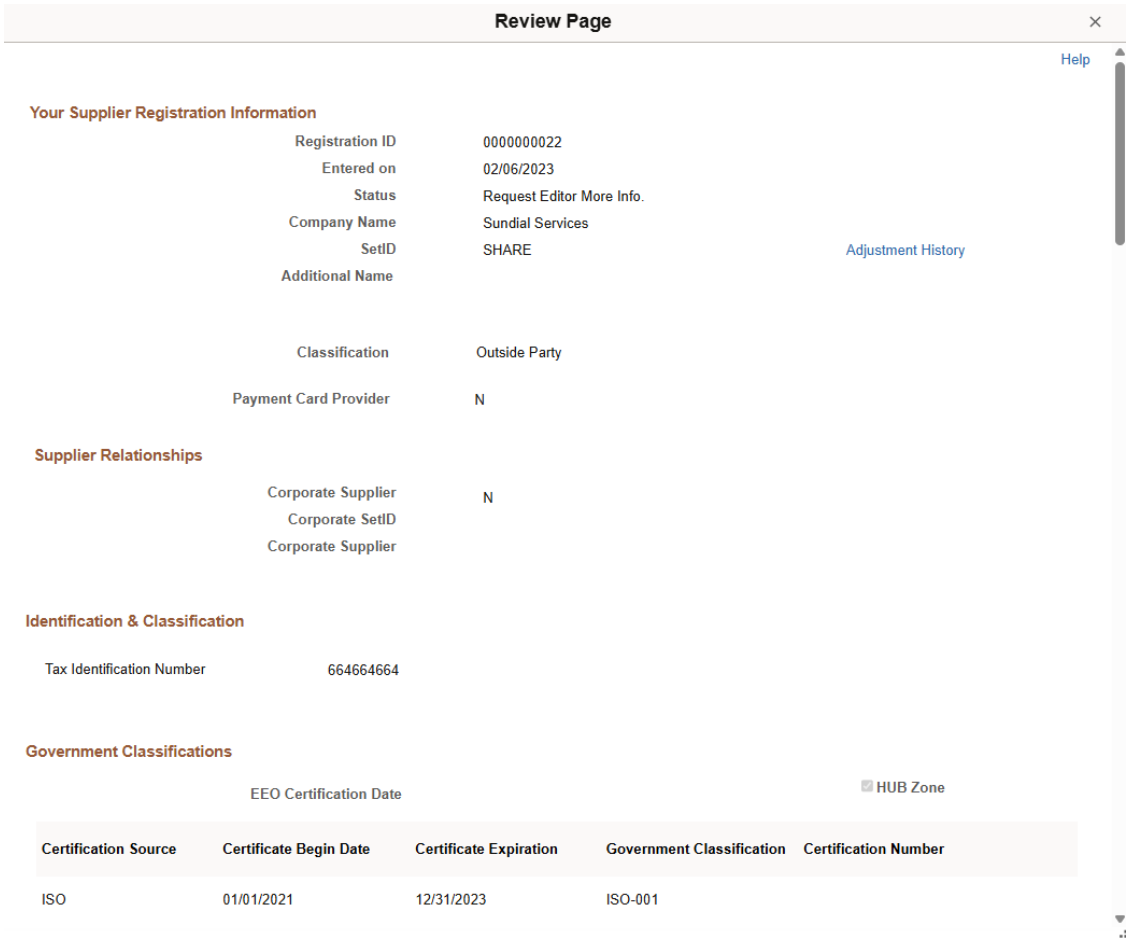
To review history and data, enter search criteria and click the **Search** button.

Field or Control	Description
Status	Lists the statuses of registration and change requests.
Registration ID	Click the **Registration ID** value to review registration details and review Approvers on the Review page (SUP_OB_APR_REVIW). The status monitor under the Review Approvers section displays the status.

The Review page contains Supplier Registration details such as Government Classifications, Additional Reporting Elements, Address Information, Contact Information, Banking Information, Supplier Attachments, Supplier URL Information for all a supplier, including both the new registrations and the change requests. You can also view whether the supplier or bidder is a payment card provider or accepts payment cards. The Adjustment History hyperlink helps you review the changes made by the editors. These changes are displayed in a grid format. The View Attachment link helps to review the list of available attachments. Click the attachment file name to view or download it.

This example illustrates the fields and controls on the View History - Review page.

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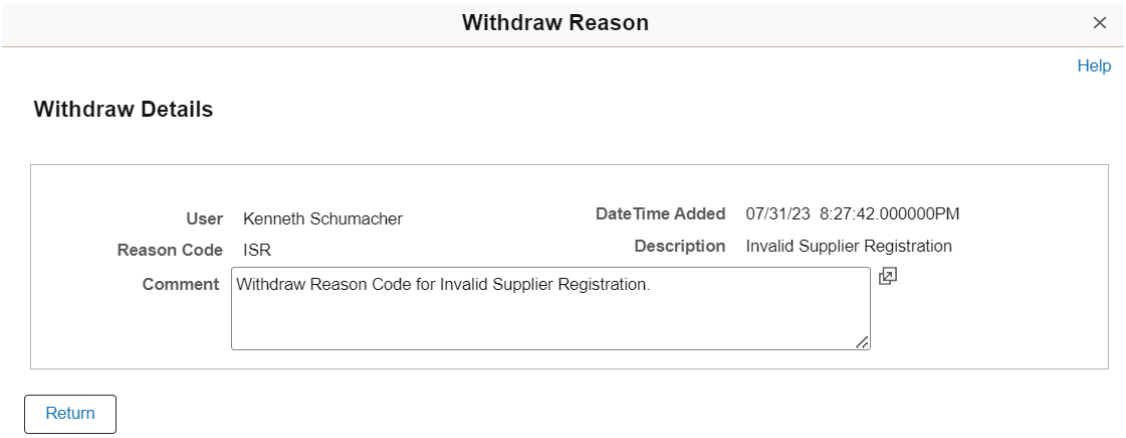


If Reason Code information exists for withdrawn registrations, the **Withdraw Reason** page appears on clicking the **Registration ID** link on the **View History** page. On this page, User ID, Date Time Added, Reason Code, Description, and Withdraw Comment details are available.

> **Note**
>
> If no Reason Code exists for withdrawn registration, a message displays the name and email ID of the person who withdrew the request, and the date and time of the withdrawal.

This example illustrates the fields and controls on the View History - Withdraw Reason page

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Managing Obsolete Registration Requests

This topic discusses how to review and manage obsolete registration requests initiated by suppliers and bidders. Internal users can also initiate registration requests on behalf of suppliers or bidders. Notifications default to requesters, but more recipients, who may have interest in the request being withdrawn, can be added.

Pages Used to Manage Obsolete Registration Requests

Page Name	Definition Name	Usage
Manage Obsolete Requests Page	SUP_OB_MNG_OBSOLET	Review registration requests initiated by suppliers and bidders, and withdraw the requests that are no longer required.
Manage Obsolete Requests – Review Page	SUP_OB_APR_REVIW	Review registration request details.
Manage Obsolete Requests – Email Notification page	SUP_OB_MOEM_SEC	Send notification to a requester about the withdrawal of a request.

Manage Obsolete Requests Page

Use the Manage Obsolete Requests page (SUP_OB_MNG_OBSOLET) to review registration requests initiated by suppliers and bidders and withdraw the requests that are no longer required, and to send notifications regarding request withdrawals.

Navigation

Suppliers, and then **Supplier Registration**, and then **Manage Obsolete Registrations**

Suppliers, and then **Supplier Change Request**, and then **Manage Obsolete Change Request**

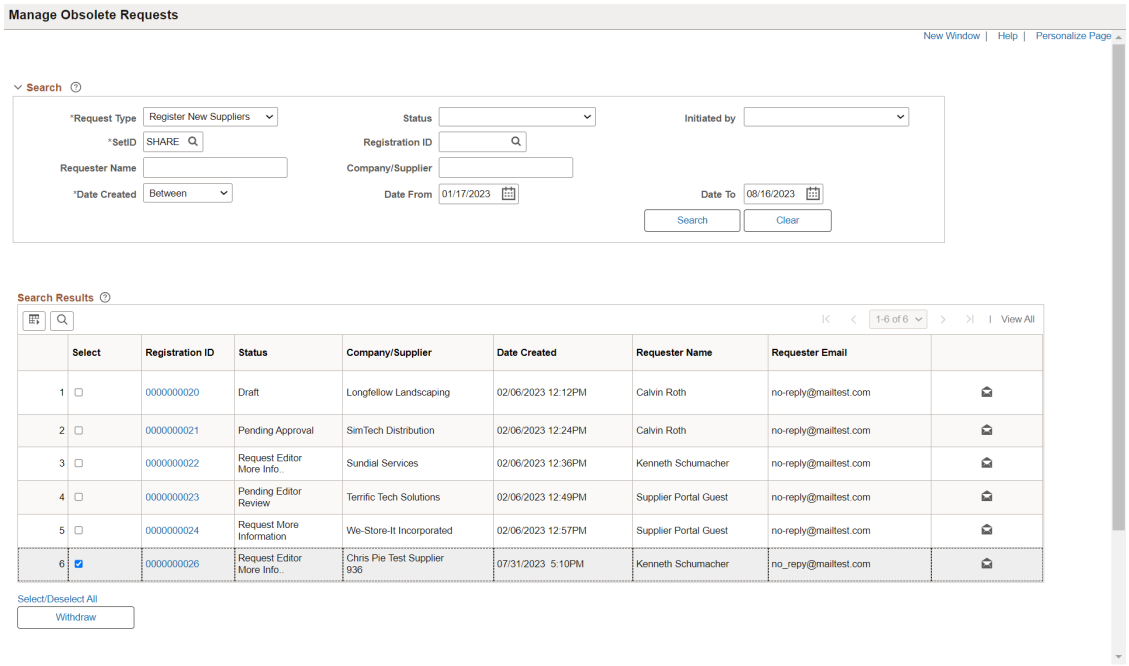
Supplier Administration WorkCenter , and then **Links**, and then **Manage Obsolete Requests**

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Procurement Operations Fluid Home page, and then **Supplier Admin tile**, and then **Manage Registrations**, and then **Manage Obsolete Registrations**

Procurement Operations Fluid Home page, and then **Supplier Admin tile**, and then **Manage Change Requests** , and then **Manage Obsolete Change Request**

This example illustrates the fields and controls on the Manage Obsolete Requests page. You can find definitions for the fields and controls later on this page.



The page displays results that match your search criteria in ascending order of request creation dates. You can see a list of submitted registration requests, their statuses, who the company or supplier was, the date on which the request was created and time, who the requester was, and the requester's email ID. From this page, you can withdraw obsolete requests, review the details of requests, and send notifications to requesters about requests withdrawal.

Field or Control	Description
Request Type	Select a request type. The options are: • Register New Bidders • Register New Suppliers • Request Supplier Change
Status	Select a request status. For the *Register New Bidders* and *Register New Suppliers* request types, the available statuses are *Draft*, *Dup supplier checked*, *Failed Dup supplier checking*, *Failed OFAC Checking*, *OFAC Checked*, *Pending Approval*, *Pending Editor Review*, *Rejected*, *Request Editor More Info*, and *Request More Information.*

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Field or Control	Description
Initiated By	Displays when the selected request type is *Register New Bidders* or *Register New Suppliers*. The available options are: *Buyer*, *External*, and *Internal*.
Set ID	Select a set ID to view the requests registered under it.
Request ID	Enter the request ID if you already know it.
Registration ID	Enter the registration ID if you already know it.
Requester Name	Enter the requester name if you already know it.
Company/Supplier	Enter the company/supplier name if you already know it.
Date Created	Select an option to retrieve results that are lesser than, greater than, or within the specified time frame.
Date	By default, the field displays the date, which is the current date minus the default days specified on the Supplier Request System Setup - General Page. You can change it as desired. The search grid retains the selected date when you switch between the request types.
Withdraw	Enabled only if you select a request. Select requests and click the **Withdraw** button to delete the requests that are no longer required. Depending on the Reason Codes Reason Type **Withdraw Request** setting on the Supplier Request System Setup - General Page, you may have the option to select a Reason Code for the withdrawal. To withdraw a request with the Reason Code, see Withdraw Request Page.
Notify Requester icon	Click to navigate to the Email Notification page from where you can send notifications to requesters regarding the withdrawal of obsolete requests.

Manage Obsolete Requests – Review Page

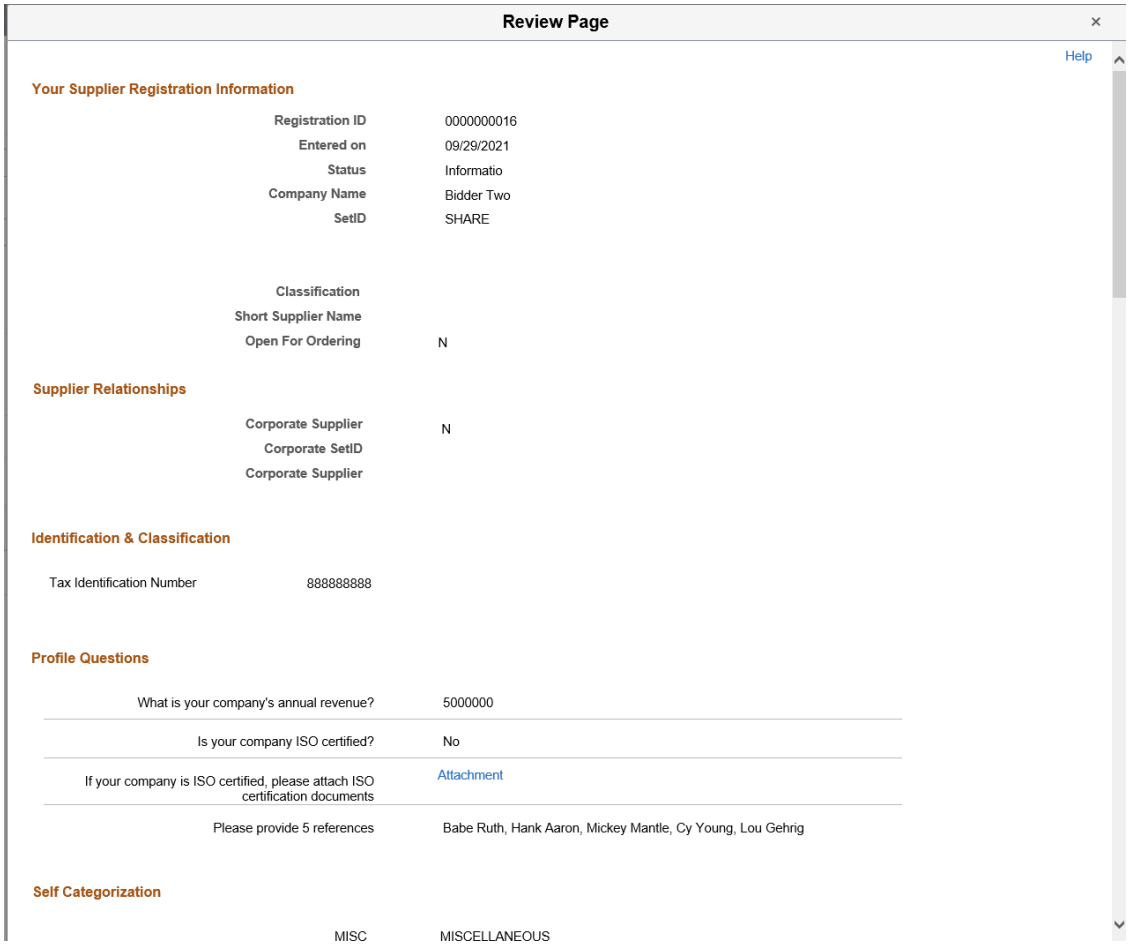
Use the Review page (SUP_OB_APR_REVIW) to review the registration details.

Navigation

On the Manage Obsolete Requests page, click a registration ID.

This example illustrates the fields and controls on the Manage Obsolete Requests - Review page.

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Scroll through the details on the page including attachments and comments.

Field or Control	Description
Return	Click the **Return** button at the bottom of the page to close the window and go back to the Manage Obsolete Requests page.
Withdraw	Click **Withdraw** button at the bottom of the page to remove the request. Confirm the withdrawal action in the message displayed. Depending on the Reason Codes Reason Type **Withdraw Request** setting on the Supplier Request System Setup - General Page, you may have the option to select a Reason Code for the withdrawal. To withdraw a request with the Reason Code, see Withdraw Request Page.
View Attachment	Select this link to review the list of available attachments. Click the attachment file name to view or download it.

Email Notification Page

Use the Email Notification page (SUP_OB_MOEM_SEC) to send notification to a requester about the withdrawal of a request.

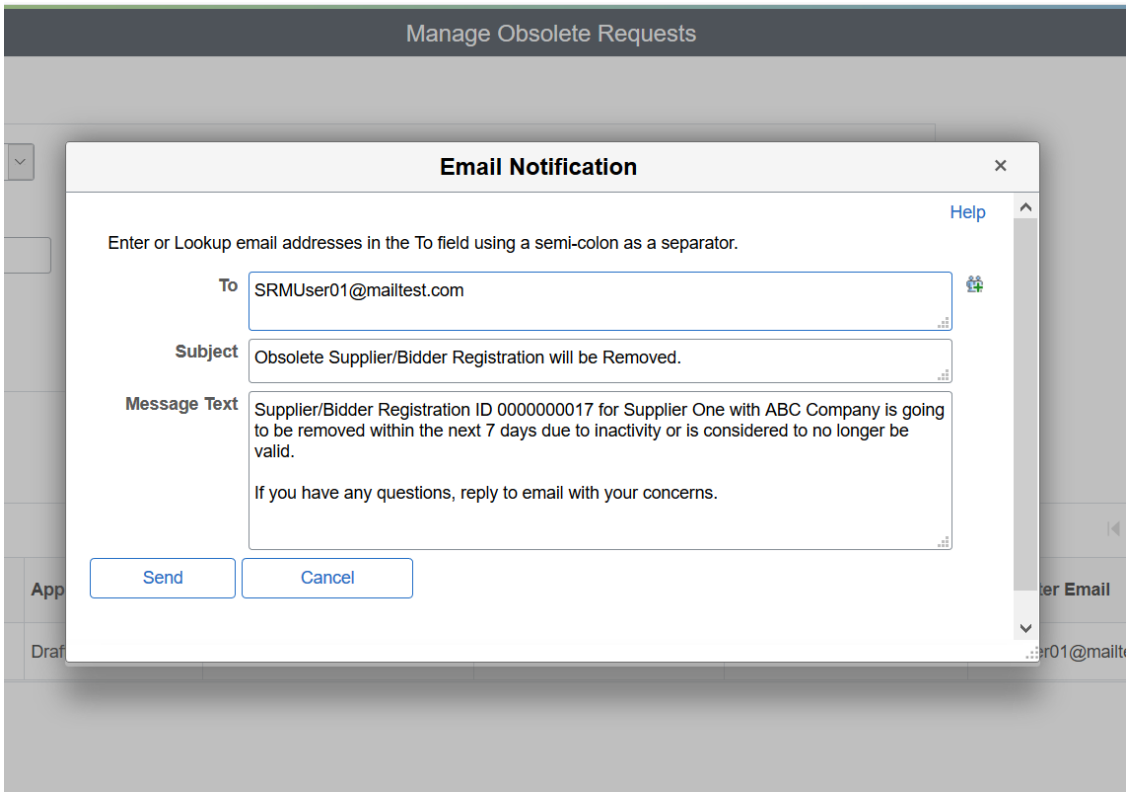
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> **Note**
>
> In case of internal requests, if the requester did not have an email id in the system, the *Additional Recipients* icon will be disabled. When you hover over the icon, the message *No email IDs are available* is displayed.

Navigation

Click the **Notify Requester** icon of a request.

This example illustrates the fields and controls on the Manage Obsolete Requests- Email Notification page.



You can send a notification to the requester who initiated the request. The email ID given as part of registration is considered as the recipient's email id. You can add more recipients, if required. The email's subject and message are defaulted from the notification template. You can modify these details as desired.

Withdraw Request Page

Use the Withdraw Request page (SUP_OB_RSNCD_DTL) to select a Reason Code and provide comments for withdrawal.

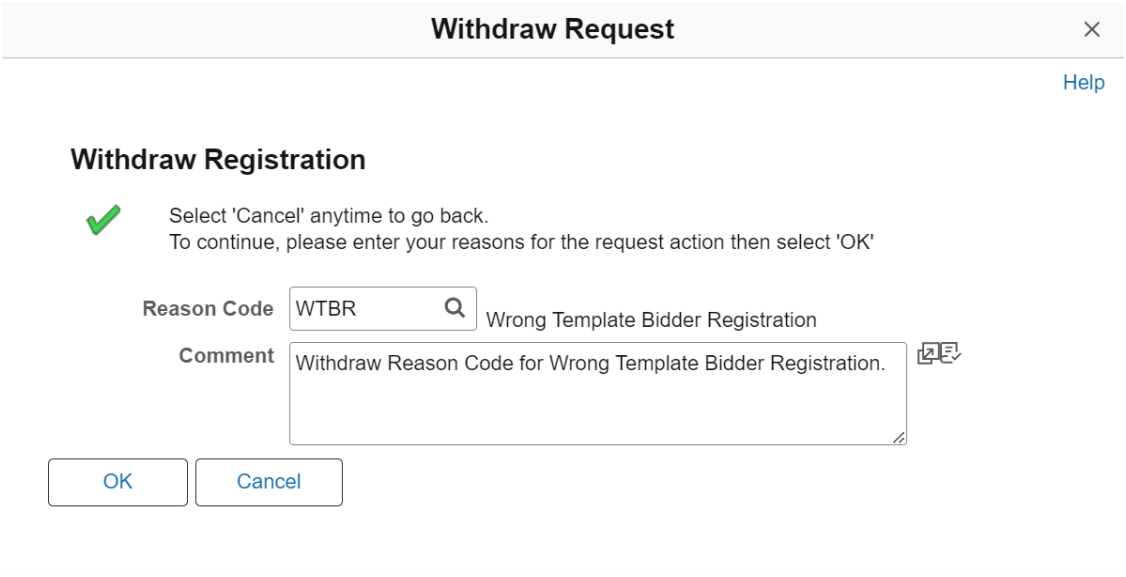
Navigation:

Select the check box and click the **Withdraw** button.

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> **Note**
>
> The Withdraw Request page appears only if the Reason Codes Reason Type Withdraw Request is enabled (optional or required) on the Supplier Request System Setup - General Page.

This example illustrates the fields and controls on the Withdraw Request page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Reason Code	Click the Search icon and select a Reason Code from the list. For more details about creating Reason Codes, see Application Fundamentals: Reason Codes Page.
Comment	The comment is auto-populated from the Reason Code but you can modify it.

> **Note**
>
> If you select multiple requests to withdraw at once, the same Reason Code and Comments will be applied to each withdrawal. You cannot select different Reason Codes and Comments for different requests.

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5

Working with Supplier Change Requests

Understanding Supplier Change Requests

The Supplier Change Request provides a streamlined, self-service process for reviewing existing information and requesting a change to supplier profile information, including company profile, addresses, contacts, categorization, and payment profile. Requesters—who can be both external and internal users—receive notification of the approval or rejection of their requests if approval is required, and the system updates approved changes directly in the master record. In addition, internal users can use the system to review historical data.

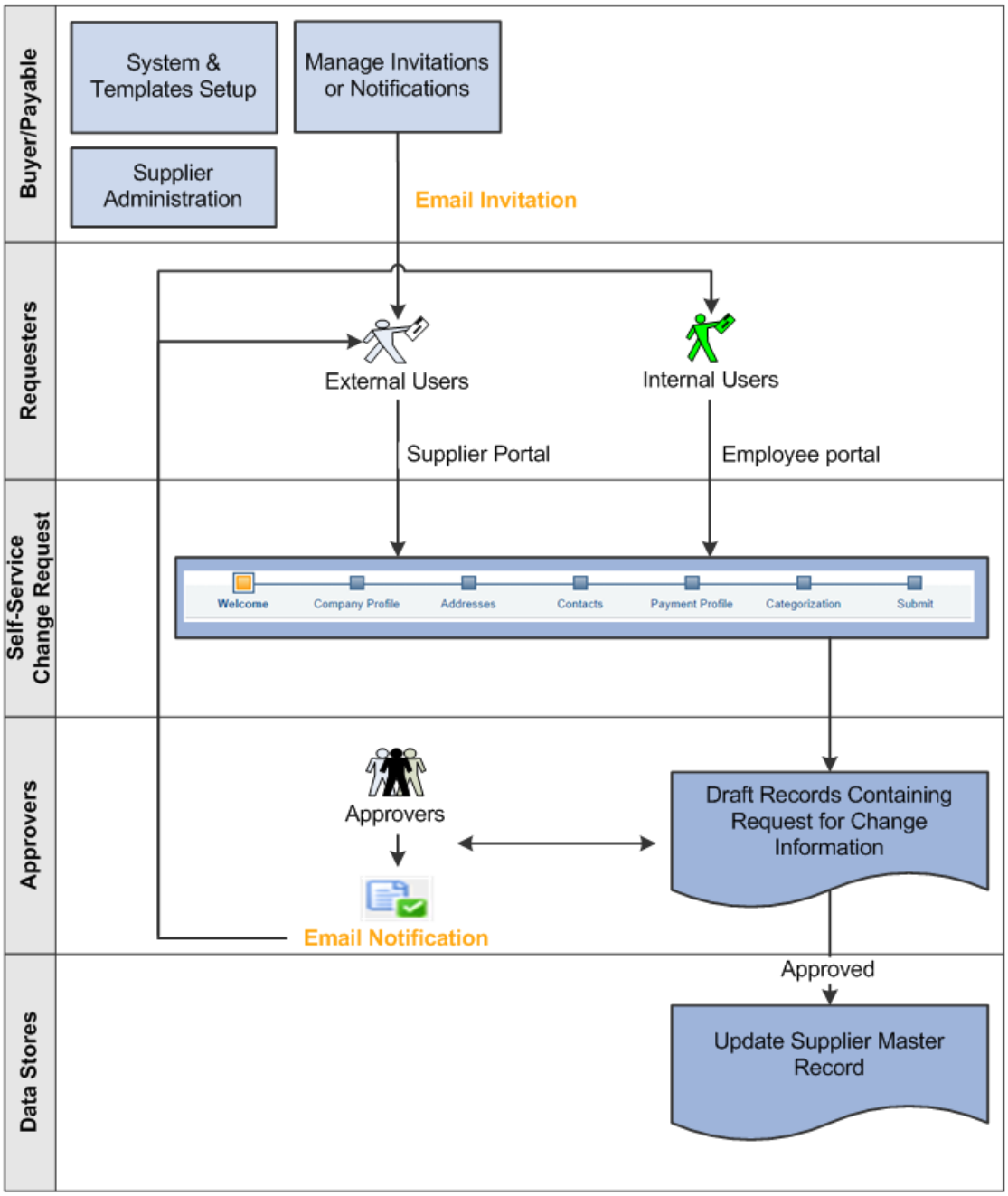
The change request process includes the following functionality:

- System and change request template setup: As with the online registration process, the change request process is driven by the associated template definition.
- Self-service change request process using the horizontal navigation that features review and entry pages at each *train stop*. The process guides requesters including:
  - Internal users, who can request profile changes on behalf of existing suppliers.
  - External users, who can request a change to their company profile.
- Configurable approval definitions for routing the change requests.
- Invitations and requests for more information as well as other workflow notifications.
- History: Only internal users can review historical information about the supplier activities, including the new registrations and the requests for changes.

This diagram provides an overview of the supplier change request process.

System setup includes: define system-level options, add optional instructions for supplier change requests, and enable the supplier audit for the supplier change request. The configuration in Approval Framework supports change request approvals. Template setup includes: create supplier change request templates that can be used to selectively provide supplier attributes and supplier profile information in the change request. Customize change request instructions and terms and conditions at the template level. External users can navigate to the Supplier Change Request train stops via links in an email invitation, a Supplier Portal FAQ answer, or a request for more information. Internal users can manage profile changes on behalf of existing suppliers through the employee portal. The available train stops in the change request process are Welcome, Company Profile, Addresses, Contacts, Payment Profile, Categorization, and Submit. The train stops that appear for a particular change request are based on the change request template settings. At each navigational step, the appropriate current profile information from the master record is displayed and available to update. Draft records contain saved or submitted request for change information. Depending on approval definitions, the updates are made directly to the supplier master record or routed for approval. External and internal users returning to the request for change process can provide additional information requested by the approver.

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Setting Up Supplier Change Requests

This topic discusses how to define system-level options, add optional instructions for supplier change requests, and enable the supplier audit for the supplier change request. The configuration in Approval Framework supports change request approvals.

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Pages Used to Set Up Supplier Change Requests

Page Name	Definition Name	Usage
Supplier Request System Setup - General Page	SUP_INSTALL_OPT_PG	Select system-level options for supplier change requests. See Setting Up the Online Registration System for more information.
Auto Numbering By Installation Page	AUTO_NUM_INSTALL	Set up automatic numbering for system-created registration IDs. See the Supplier Request System Setup - General Page.
Supplier Request Template Overridden by User Profile Page	OPR_DEF_TBL_OB	Identify permission overrides for user access to registration templates. See Setting Up the Online Registration System for more information.
Supplier Request System Setup - Instructions Page	SUP_INSTALL_INST	Enter free-form text with instructions for supplier change requests. See Setting Up the Online Registration System for more information.
Supplier Audit Template Page	VNDR_AUDIT_TMPL	Set up the required fields for the supplier audit. Specify whether a reason is required. See the documentation about Using Supplier Audit for more information.
Supplier Set Control Page	VNDR_CNTRL	Set supplier control parameters, including autonumbering, withholding, duplicate supplier checking, VAT applicability, and financial sanctions options for suppliers belonging to the selected SetID. When Supplier Audit is enabled, the system uses the template selected on the Supplier Set Control page for supplier change request processing. See Supplier Set Control Page for more information.

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Page Name	Definition Name	Usage
Supplier - Identifying Information Page	VNDR_ID1	Either the user can Audit with the Default Template or can override the Default Template or can turn the Audit off with the Specify option (if the Supplier Audit option is selected in the User Preferences). See the Identifying Information Page for more information.

Setting Up System-Level Options for Supplier Change Requests

Use the Supplier Request System Setup component (SUP_INSTALL_OPTION) to set up both online registration and supplier change requests. The setup pages allow you to:

- Define duplicate supplier checking options.
- Enable approvals.
- Set up reason codes.
- Establish autonumbering for requests.
- Identify templates to use for internal and external users.
- Provide system-level instructions for the train stops in the request process.

Verify that autonumbering has been set up properly for supplier change requests on the Auto Numbering By Installation page (**Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **Codes and Auto Numbering**, and then **Auto Numbering By Installation**, and then **Auto Numbering By Installation**).

Change request instructions default from the system-level setup initially, but may be modified in the train stops template definition. See Creating Templates for Supplier Change Requests for more information about train stops template setup.

Supplier Request System Setup - General Page

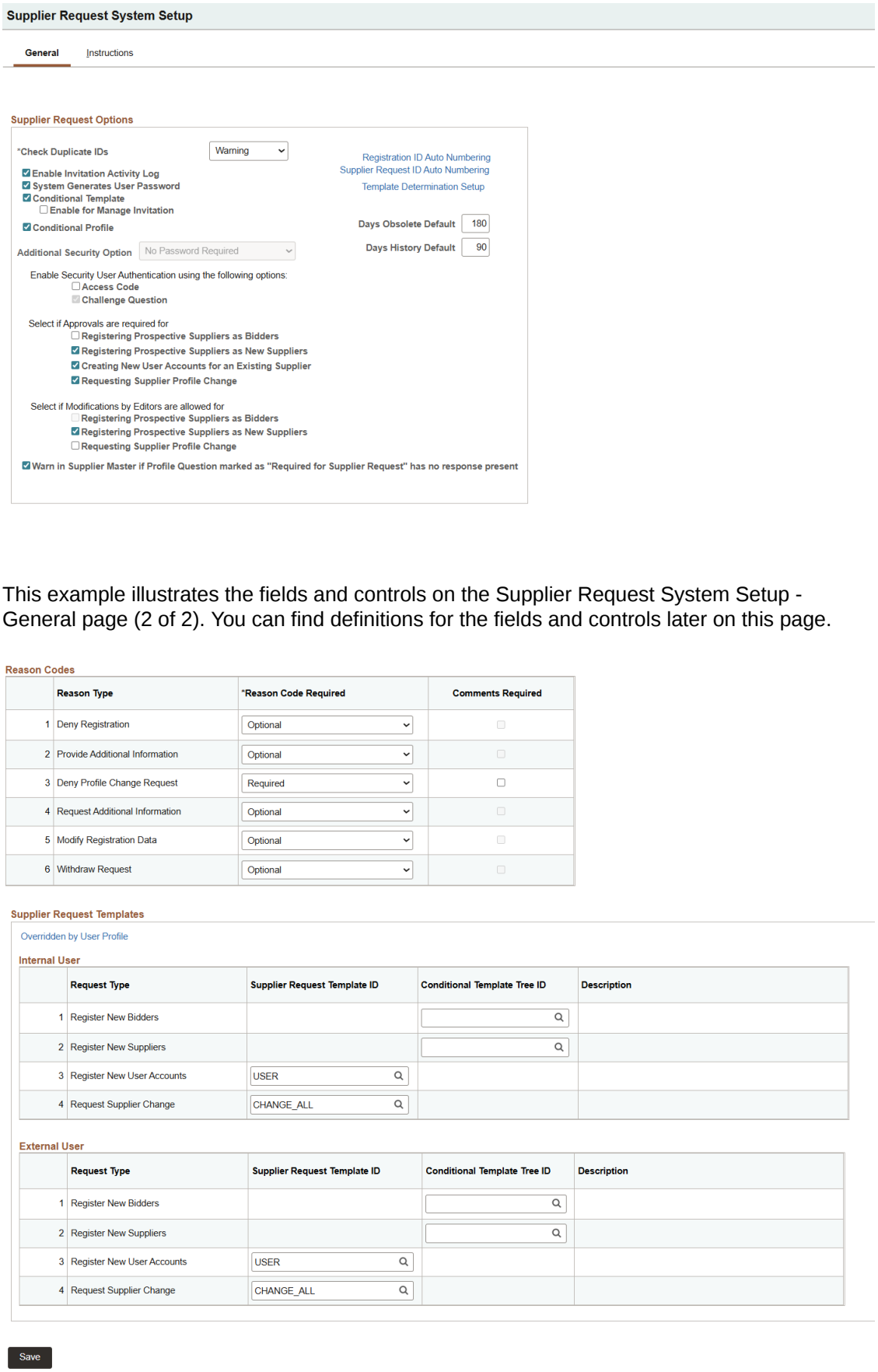
Use the Supplier Request System Setup - General page (SUP_INSTALL_OPT_PG) to select system-level options for supplier registration and supplier change requests.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request System Setup**, and then **General**

This example illustrates the fields and controls on the Supplier Request System Setup - General page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Supplier Request System Setup - General page (2 of 2). You can find definitions for the fields and controls later on this page.

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Supplier Request Options

Field or Control	Description
Duplicate Supplier Checking	Select from *Do Not Check, Reject,* or *Warning*.
Registration ID Auto Numbering	Click this link to access the Auto Numbering By Installation page.
Supplier Request ID Auto Numbering	Click this link to generate a unique identifier for each supplier change request. See the Application Fundamentals: Auto Numbering Page for more information.
Template Determination Setup	Click this link to enable internal or external request template lookup and selection for supplier registration, bidder registration, and supplier change request. Choose request templates for each combination of request types. This aligns with the type of supplier whether the request has been initiated internally or externally through the supplier portal and the type of information they want to either update or collect during the registration process.
Enable Invitation Activity Log	Select this check box to collect invitation activity in a log.
System Generates User Password	Select this check box to create system-generated passwords for contacts set up during registration to use when they are approved as a user.
Conditional Template	Select this check box to enable conditional template questions during registration, where the system determines the registration template automatically based on user responses. If this option is not selected, the system uses the existing template determination or default template setup.
Enable for Manage Invitation	Select this check box to enable conditional template processing for registrations initiated through Manage Invitation. When you select this option, the system uses the Conditional Template Tree ID in the invitation and determines the template based on user responses. If this option is not selected, the system uses the existing template selection in Manage Invitation.
Conditional Profile	Select this check box to enable conditional profile questions, where the system displays branching profile questions in the Identification step based on user responses. If this option is not selected, the system displays standard profile questions without branching.

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Field or Control	Description
Enable Security User Authentication using the following options	Select any of the following user authentication options. Once you enable these check boxes, they become irreversible. If enabled, the **Additional Security Option** field becomes grayed out. • *Access Code:* Select this check box to enable access code user authentication. Validate the access code before proceeding with supplier and bidder registration and change request. **Note:**If enabled, the organization must ensure that existing suppliers have their Primary Access Email IDs entered in the Add/Update Supplier Identifying Information Page. • *Challenge Question:* Select this check box to enable Challenge Question user authentication. Validate the answers before proceeding with supplier and bidder registration and change requests. By default, this option is unchecked.
Days Obsolete Default and **Days History Default**	Enter the number of days to provide a default date for Manage Obsolete Requests and View Registration/Request History. These pages display the default date, which is current date minus the entered number of days.
Select if approvals are required for	Select the supplier request types for which you want to require an approval process: • Registering Prospective Suppliers as Bidders • Registering Prospective Suppliers as New Suppliers • Creating New User Accounts for an Existing Supplier • Requesting Supplier Profile Change For more information about configuring approvals and to set up approval rules and approvers, see the product documentation for PeopleSoft Approval Framework.
Select if Modifications by Editors are allowed for	Select the supplier request types which an Editor can modify: • Registering Prospective Suppliers as Bidders • Registering Prospective Suppliers as New Suppliers • Requesting Supplier Profile Change
Warn in Supplier Master if Profile Question Marked as "Required for Supplier Request" Has No Response Present	Select this option to display a warning on the Supplier Master whenever a user saves a record that has a profile question without a value but is marked as required.

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Reason Codes

Field or Control	Description
Reason Type	Displays these reason types delivered as system data: • Deny Registration – Approver rejects a request to register online. • Provide Additional Information – Registrant has provided more information and resubmitted the registration request. • Deny Profile Change Request – Approver rejects a supplier change request. • Request Additional Information – Approver requests registrant for more information. • Modify Registration Data – Editor modifies the supplier registration details. This reason type is available only if you select the *Registering Prospective Suppliers as Bidders* and *Registering Prospective Suppliers as New Suppliers* options for an editor. • Modify Change Request Data – Editor modifies the change request details. This reason type is available only if you select the *Requesting Supplier Profile Change* option for an editor. • Withdraw Request – This setting controls the display of the Reason Code prompt when withdrawal action is performed for supplier registration, bidder registration, and change requests. – *None*: Reason Code prompt does not appear on withdrawal action. – *Optional*: Reason Code prompt appears, but it is not mandatory to select a Reason Code. – *Required*: Reason Code prompt appears, and it is mandatory to select a Reason Code. For more details about creating Reason Codes, see Application Fundamentals: Reason Codes Page.
Reason Code Required	Choose from *None, Optional,* or *Required.*
Comments Required	Select this check box to require comments for this reason type in addition to selection of a reason code.

Supplier Request Templates - Internal User

Field or Control	Description
Request Type	Shows the type of supplier request that corresponds to the specified template ID.

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Field or Control	Description
Supplier Request Template ID	Specify the template IDs of the applicable supplier request types for internal user registrants. This setup may be overridden at the user preferences level by clicking the **Overridden by User Profile** link. This field is available only when the Conditional Template option is not enabled. When the Conditional Template option is enabled, the system uses the Conditional Template Tree ID instead of the Supplier Request Template ID to determine the template.
Conditional Template Tree ID	Select the conditional template tree used to determine the registration template based on user responses. The system uses this tree to present branching questions and derive the appropriate template during registration. This field appears when the Conditional Template option is enabled. For creating and maintaining conditional template trees, refer Maintain Conditional Template/Profile Questions Tree Page.
Overridden by User Profile	Click this link to access the Supplier Request Template Overridden by User Profile page, where you can define the default user operator for supplier request templates.

Supplier Request Templates - External User

Field or Control	Description
Request Type	Shows the type of supplier request that corresponds to the specified template ID.
Supplier Request Template ID	Specify the template IDs of the applicable supplier request types for public access through a URL. This field is available only when the Conditional Template option is not enabled. When the Conditional Template option is enabled, the system uses the Conditional Template Tree ID to determine the template during registration instead of this field.
Conditional Template Tree ID	Select the conditional template tree used to determine the registration template for external users based on responses. The system uses this tree to present branching questions and derive the appropriate template. This field appears when the Conditional Template option is enabled. For creating and maintaining conditional template trees, refer Maintain Conditional Template/Profile Questions Tree Page.

See alsoSetting Up Public Access to Supplier Registration.

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Supplier Request System Setup - Instructions Page

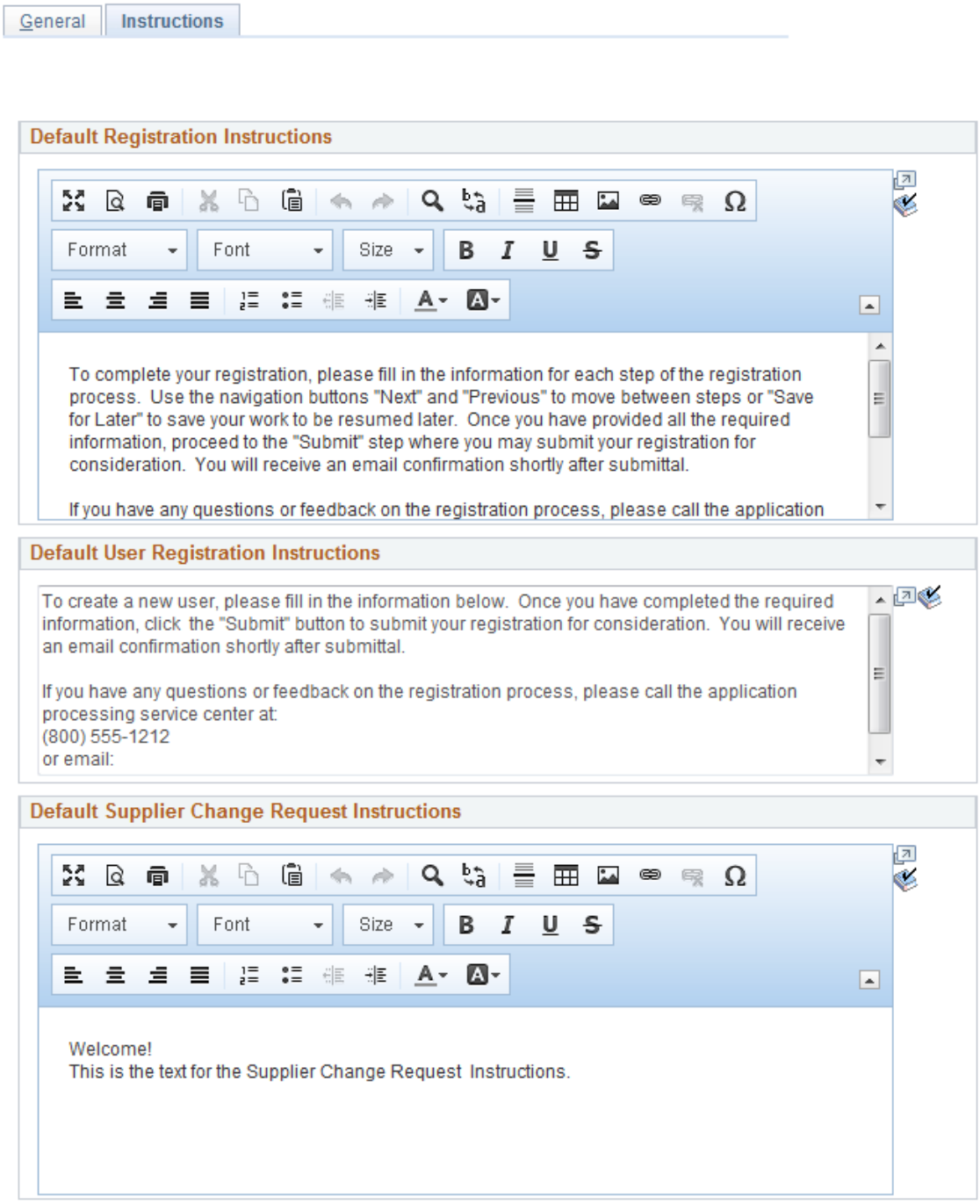
Use the Supplier Request System Setup - Instructions page (SUP_INSTALL_INST) to enter free-form text with instructions for self-registration and supplier change requests.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request System Setup**, and then **Instructions**

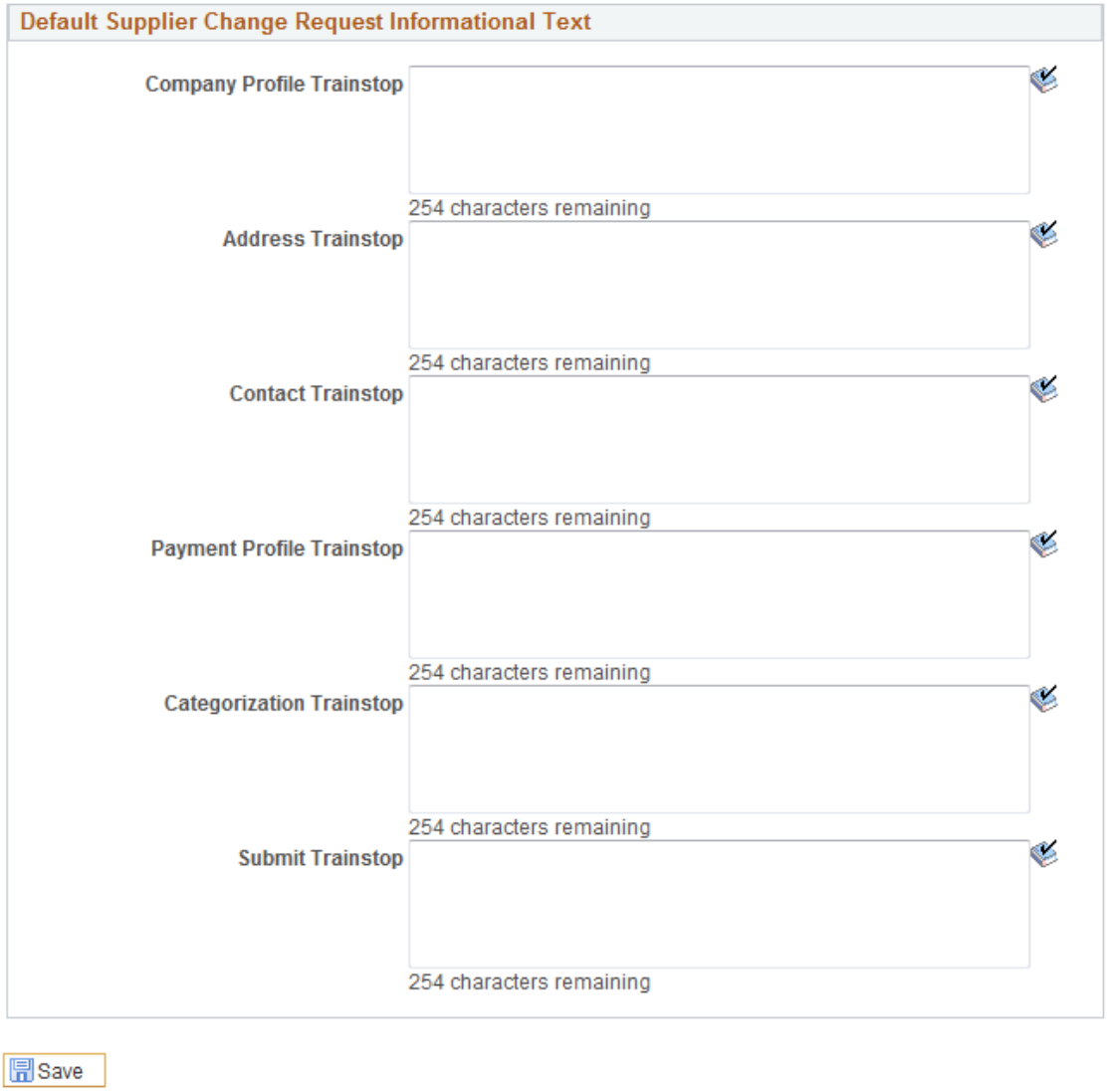
This example illustrates the fields and controls on the Supplier Request System Setup - Instructions page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Supplier Request System Setup - Instructions page (2 of 2). You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Default Registration Instructions	Enter free-form text with instructions for self-registration. The registration instructions appear on the first online registration page, the Welcome page, under the Application Instructions section. The invitation email template may also be designed to include the registration instructions in the invitation email letter. PeopleSoft's Supplier Onboarding provides sample registration instructions, which contain information about registering as well as a contact person's phone number and email address, in case questions arise during registration.
Default User Registration Instructions	Enter free-form text with instructions for user registration. PeopleSoft's Supplier Onboarding provides sample user registration instructions.

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Field or Control	Description
Default Supplier Change Request Instructions	Enter free-form text with instructions for supplier change requests. PeopleSoft's Supplier Onboarding provides sample supplier change request instructions. Use this field to define the instructional text for the Welcome page of the change request process. It is possible to specify instructions here at the system setup level, or at the template level. The values for the template will default from this field in the system setup, but may be modified. This field uses rich text to support hyperlinks.
Default Supplier Change Request Informational Text	Enter free-form informational text for supplier change request pages. The information text appears on each page in the wizard, also known as *train stops*: • **Company Profile Trainstop** • **Address Trainstop** • **Contact Trainstop** • **Payment Profile Trainstop** • **Categorization Trainstop** • **Submit Trainstop**

Supplier Request Template Overridden by User Profile Page

Use the Supplier Request Template Overridden by User Profile page (OPR_DEF_TBL_OB) to identify permission overrides for user access to registration templates.

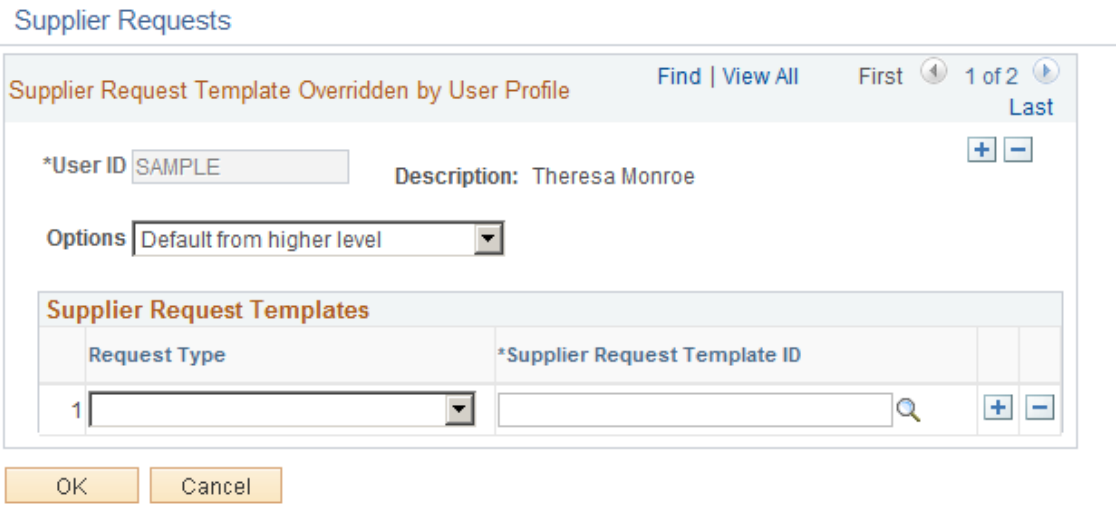
Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request System Setup**, and then **General**

Click the **Overridden by User Profile** link on the Supplier Request System Setup - General page.

This example illustrates the fields and controls on the Supplier Request Template Overridden by User Profile page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
User ID	Enter a user ID.
Options	Choose from these options: • *Default from higher level* • *Specify at this level*
Request Type	Select from system-delivered supplier request types: • *Register New Bidders* • *Register New Suppliers* • *Register New User Accounts* • *Supplier Change Request*
Supplier Request Template ID	Select a template from available templates created for the corresponding supplier request type.

Using the Supplier Audit for Supplier Change Requests

The supplier change request process uses the audit template that is specified on the Supplier Set Control page as the default, if the audit template is not overridden at the supplier master level. The user can disable the audit or override the default audit template by using the Specify option in the supplier master.

1. Set up the required fields for audit and reason on the Supplier Audit Template page.
2. Select the Supplier Audit check box and set up the template on the Supplier Set Control page (if Supplier Audit is enabled in the user preferences).
3. When the user opens the supplier page, the audit template from the Supplier Set Control page displays as the default. Accept the default audit template, override the default template, or disable auditing using the Specify option (if Supplier Audit is enabled in the user preferences).

In the supplier change request, the Submit train stop shows the Audit Reason and Comments fields, provided the supplier is set up for auditing, otherwise these fields are hidden. The user enters the Audit Reason code and comments before submitting the change request.

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Once the change request is submitted and approved (if approvals are enabled), the audit program runs as defined by the audit template. The user can either review the audit results on the Supplier Audit Inquiry page or run the BI Publisher Audit Report.

Setting Up Supplier Change Request Approvals in Approval Framework

You can activate the approval workflow for supplier change requests on the Supplier Request System Setup page. The Transaction Registry and Transaction Configuration in the Approval Framework are set up for supplier change requests with separate process IDs. Approval process definitions are also delivered as system sample data. When approvals are disabled, the status of the change request shows *Approved* immediately after users submit the change request. Upon submission of a change request for which approvals are activated, the status of the change request shows *Pending Approval*, and the change request is routed for approval.

For more information about Approval Framework, see the product documentation for *PeopleSoft Approval Framework*.

Creating Templates for Supplier Change Requests

This topic discusses how to create supplier change request templates that can be used to selectively provide supplier attributes and supplier profile information in the change request. Customize change request instructions and terms and conditions at the template level.

> **Note**
>
> Some fields from the supplier master will not be available in the change request.

Pages Used to Create Templates for Supplier Change Requests

Page Name	Definition Name	Usage
Supplier Request Templates - General Page (Supplier Change Request)	SUP_REG_TEMPL_GEN	Identify the supplier request template type and general options for supplier change requests.
Supplier Request Templates - Attributes Page (Supplier Change Request)	SUP_REG_TEMPL_ATT	Set up supplier classification, header, and location attributes in templates for supplier change requests.
Supplier Request Templates - Instructions Page (Supplier Change Request)	SUP_REG_TEMPL_INST	Provide instructions for suppliers making a change request.
Supplier Request Templates - Profile Questions Page (Supplier Change Request)	SUP_REG_TEMPL_PQST	Select profile questions from the system-level master set to use on a designated change request template.

Creating Templates for Supplier Change Requests

As with the online registration process, the change request process is driven by the associated template definition.

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You must enable supplier attributes in the supplier change request template to capture specific information, such as general settings, attributes, instructions, and profile questions. The train stop pages for change request entry appear only when enabled in the supplier change request template.

Resulting change request pages might look like the examples in the Requesting Changes to Supplier Information topic, depending on the template setup for the supplier change request. The horizontal navigation, commonly known as *train stops*, guides the supplier through each page with fields designed to collect information defined on the supplier request template.

Deriving Template Definitions for Supplier Change Requests

When navigating to a supplier change request for a user, the process derives the template to use by checking the setup for the user ID (defined through the **Overridden by User Profile** link on the Supplier Request System Setup - General page). If the template is not specified for the user, the system-level template setup is retrieved.

When navigating to supplier change request pages through an email invitation link or a Supplier Portal FAQ answer link, the system bypasses the regular template defaults and instead provides the template from the link. The selected template then dictates which attributes are available to the user when requesting a change.

Related Topics

- Creating Templates for Online Registration
  This topic discusses how to create registration templates that can be used to selectively capture supplier attributes and supplier profile information, and customize registration instructions and terms and conditions at the template level. It also discusses how to configure registration-related email templates.
- Setting Up Supplier Change Requests
  This topic discusses how to define system-level options, add optional instructions for supplier change requests, and enable the supplier audit for the supplier change request. The configuration in Approval Framework supports change request approvals.

Supplier Request Templates - General Page (Supplier Change Request)

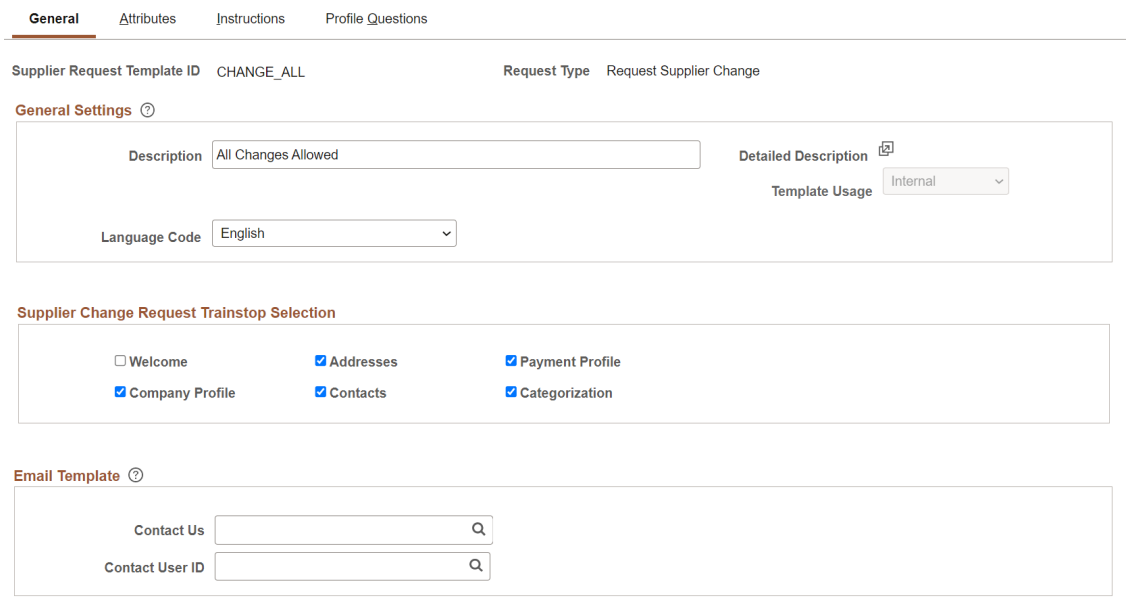
Use the Supplier Request Templates - General Page (SUP_REG_TEMPL_GEN) to identify the supplier request template type and general options for supplier change requests.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request Templates**, and then **General**

This example illustrates the fields and controls on the Supplier Request Templates - General page for supplier change requests. You can find definitions for the fields and controls later on this page.

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Enter general settings.

Field or Control	Description
Description	Enter a unique description for this template (including any hints regarding the particular configuration of this template and supplier request type, for example).
Language Code	Select the desired language from the drop-down list. The language selected here defaults during a supplier change request when defining a Contact. The Contact's language will be used in the creation of the related User Profile.
(Detailed Description)	Click the Detailed Description button to enter a description for this template. This is a rich text field to provide change request details such as, text, image, links, and so on.
Template Usage	Select to indicate whether the template is to be used internally, externally, or both. If you want to build the template but not ready to use it, select Not Available. **Note:** For existing template, this field is defaulted to Both (for internal and external). Template Usage can only be modified if the template is not currently used in any open change requests.

Select train stop pages to appear for supplier change requests.

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Field or Control	Description
Supplier Change Request Trainstop Selection	Select the train stops that will appear in the supplier change request. The change request process does not require suppliers to make changes on every train stop, or even traverse through all train stops. The train stops you select for this template will determine which information a supplier can request to change.

Enter information to appear in the email template.

Field or Control	Description
Contact Us	Select the default template that registrants see when they click the **Contact Us** link.
Contact User ID	Select the user ID of the person who will receive the email messages sent from the Contact Us page.

Supplier Request Templates - Attributes Page (Supplier Change Request)

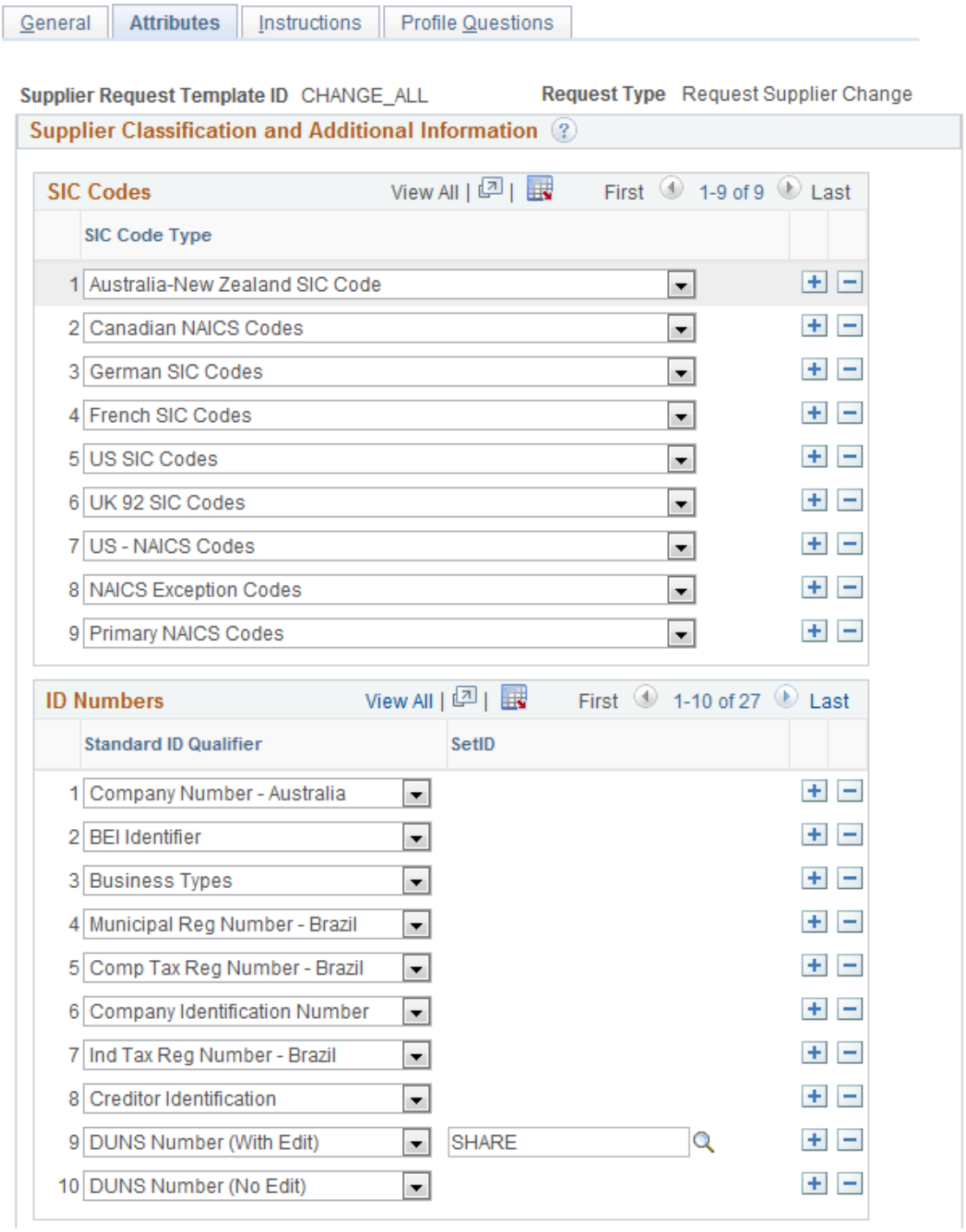
Use the Supplier Request Templates - Attributes page (SUP_REG_TEMPL_ATT) to set up supplier classification, header, and location attributes in templates for supplier change requests.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request Templates**, and then **Attributes**

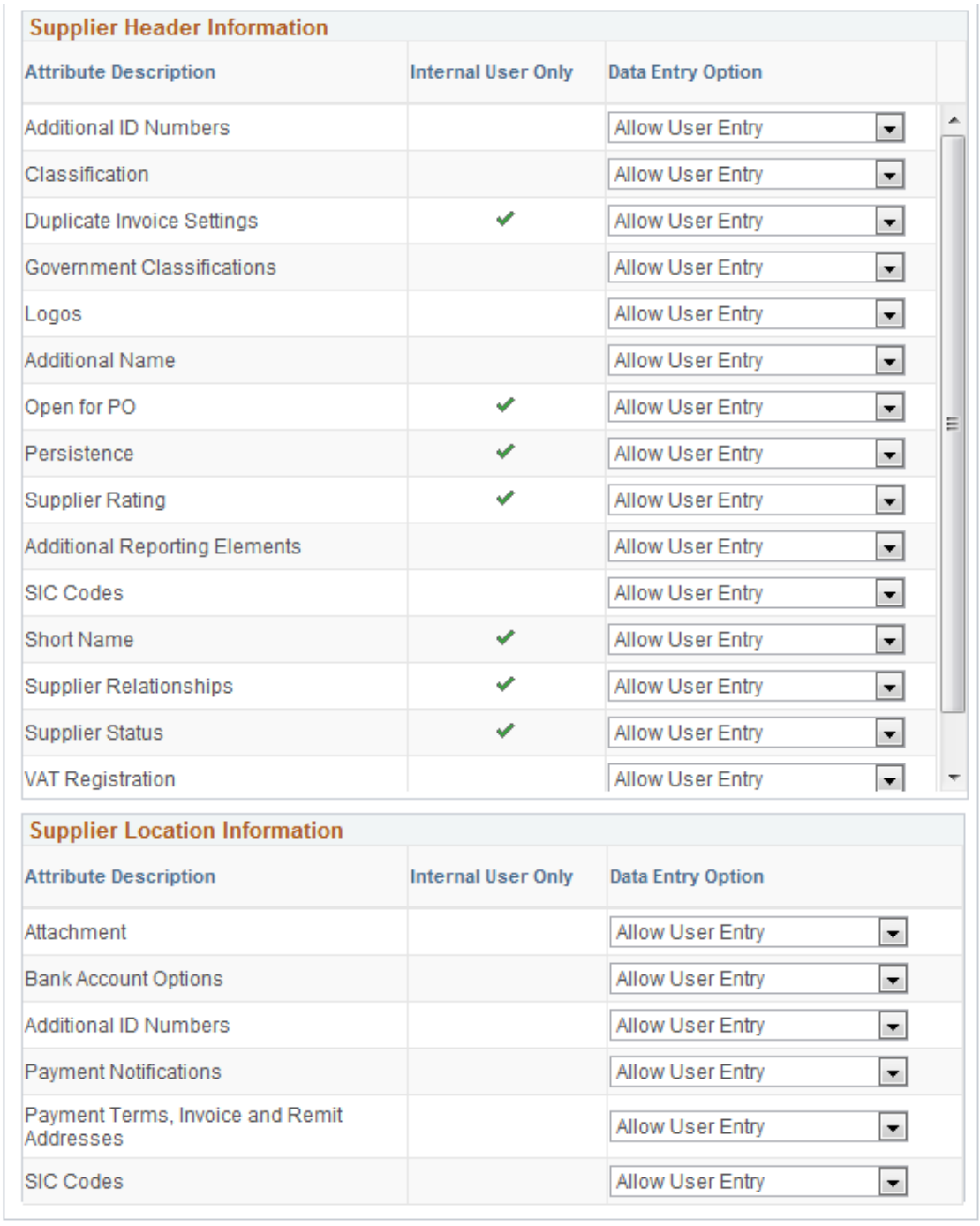
This example illustrates the fields and controls on the Supplier Request Templates - Attributes page 1 of 2 for supplier change requests.

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This example illustrates the fields and controls on the Supplier Request Templates - Attributes page 2 of 2 for supplier change requests.

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Supplier Header Information

Attribute Description	Internal User Only	Data Entry Option
Additional ID Numbers		Allow User Entry
Classification		Allow User Entry
Duplicate Invoice Settings	✔	Allow User Entry
Government Classifications		Allow User Entry
Logos		Allow User Entry
Additional Name		Allow User Entry
Open for PO	✔	Allow User Entry
Persistence	✔	Allow User Entry
Supplier Rating	✔	Allow User Entry
Additional Reporting Elements		Allow User Entry
SIC Codes		Allow User Entry
Short Name	✔	Allow User Entry
Supplier Relationships	✔	Allow User Entry
Supplier Status	✔	Allow User Entry
VAT Registration		Allow User Entry

Supplier Location Information

Attribute Description	Internal User Only	Data Entry Option
Attachment		Allow User Entry
Bank Account Options		Allow User Entry
Additional ID Numbers		Allow User Entry
Payment Notifications		Allow User Entry
Payment Terms, Invoice and Remit Addresses		Allow User Entry
SIC Codes		Allow User Entry

Enter SIC codes:

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Field or Control	Description
SIC Codes	Select from the following options, after you enable SIC Codes. You can select multiple code types. You can also delete unwanted code types. • Australia-New Zealand SIC Code • Canadian NAICS Codes • French SIC Codes • German SIC Codes • NAICS Exception Codes • Primary NAICS Codes • UK 92 SIC Codes • US – NAICS Codes • US SIC Codes The codes available to choose from during the change request process depend on the code types you set up on this template.

Enter ID numbers:

Field or Control	Description
Standard ID Qualifier	Select the type of standard ID qualifiers you would like to use to identify the registrant: • BEI Identifier • Business Types • Comp Tax Reg Number – Brazil • Company Identification Number • Company Number – Australia • Creditor Identification • DODAAC Code • DUNS Number (No Edit), DUNS Number (With Edit), DUNS+4 Suffix • Employer ID Number • Fiscal ID – Company – Italy or Fiscal ID – Indiv – Italy • Fiscal ID Number – Spain • Global Location Number • Ind Tax Reg Number – Brazil • Legal Entity Registration Num • Municipal Reg Number – Brazil • NIC Number – France • Public Service Codes • SBA Business Types • SIREN Number – France or SIRET Number – France • Social Security Number • State Reg Number – Brazil • W2 Identification Number • Tax Identification Number

Enter supplier header information and supplier location information in the respective grids.

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Field or Control	Description
Attribute Description	Configure each of the attributes on this template for supplier change requests.
Data Entry Option	Select *Allow User Entry* or *Do Not Display* for each attribute.
Internal User Only	Displays where attributes available only to internal users are present. This is system-defined.

> **Note**
>
> If no attributes are selected in the **Supplier Location Information** grid on the Supplier Request Templates - Attributes page, the system hides the Payment Information page in the supplier change request train stops.

Supplier Request Templates - Instructions Page (Supplier Change Request)

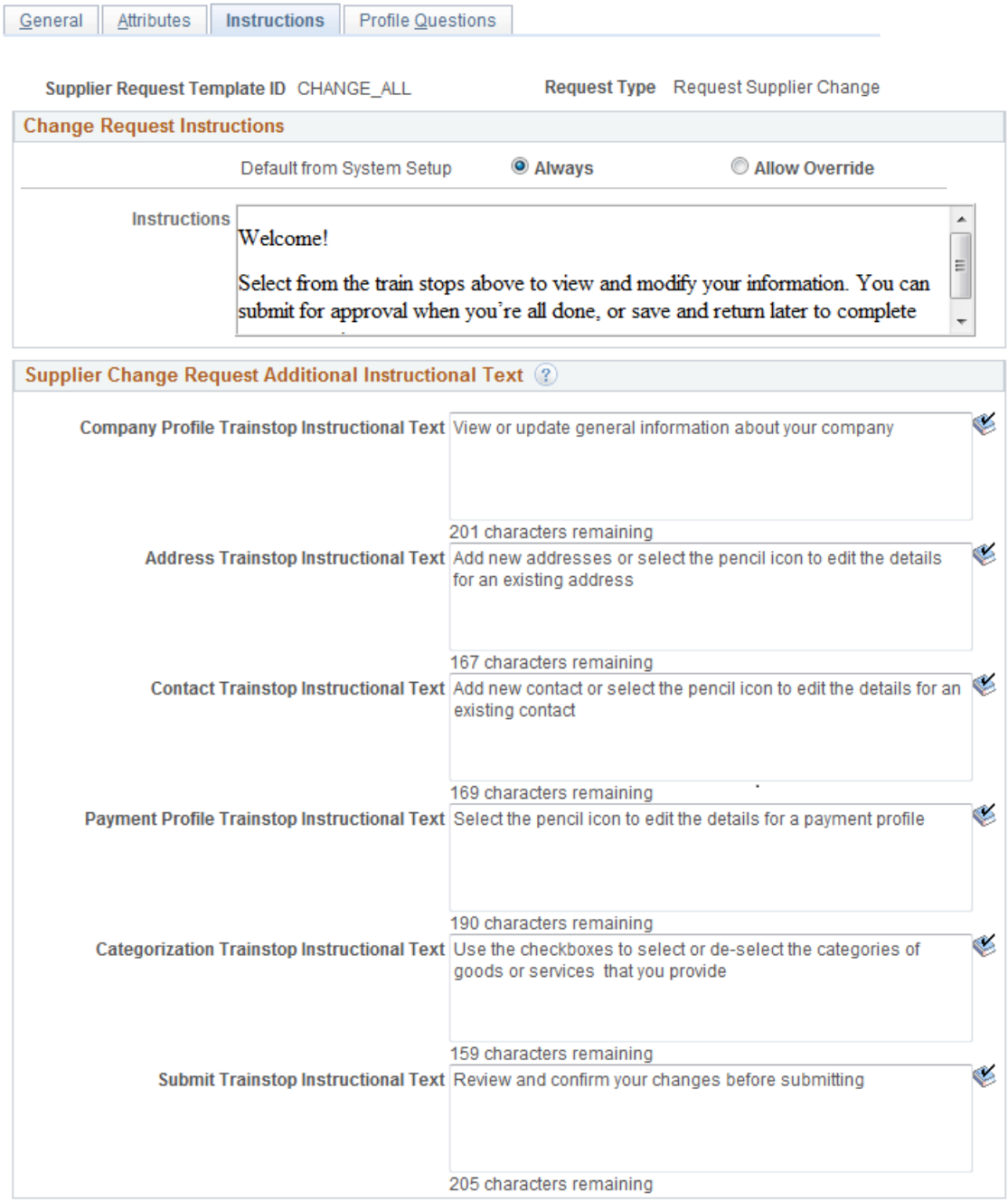
Use the Supplier Request Templates - Instructions page (SUP_REG_TEMPL_INST) to provide instructions for suppliers making a change request.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request Templates**, and then **Instructions**

This example illustrates the fields and controls on the Supplier Request Templates - Instructions page for supplier change requests. You can find definitions for the fields and controls later on this page.

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Enter change request instructions.

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Field or Control	Description
Default from System Setup	Select one radio button: • **Always** Instructs the system to always use the supplier change request instructions entered on the Supplier Request Templates - Instructions page. • **Allow Override** Allows you to enter text to be used with this change request template. You must enter text in the **Instructions** field, which will be displayed during the change request.

Enter additional instructional text for each train stop in the change request process.

Supplier Request Templates - Profile Questions Page (Supplier Change Request)

Use the Supplier Request Templates - Profile Questions page (SUP_REG_TEMPL_PQST) to select profile questions from the system-level master set to use on a designated change request template.

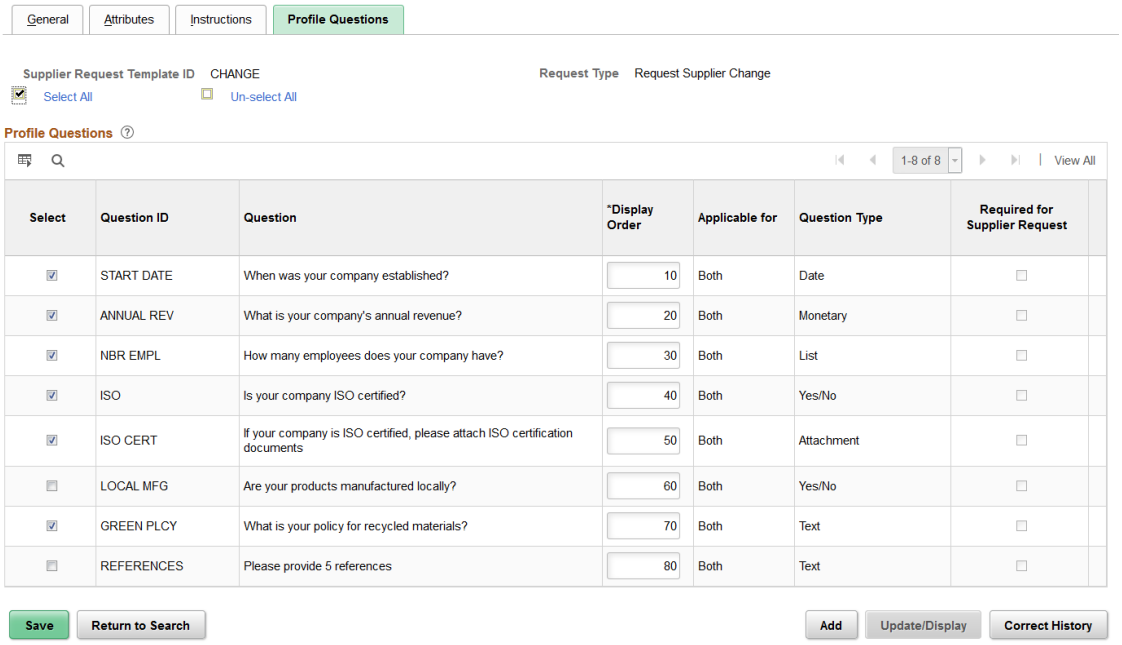
This page is the same as the Supplier Request Templates - Profile Questions page for registering new suppliers and new bidders.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request Templates**, and then **Profile Questions**

This example illustrates the fields and controls on the Supplier Request Templates - Profile Questions page for supplier change requests.

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Field or Control	Description
Select and **Question ID**	Select the check boxes for the Question IDs you would like to include in the supplier change request that uses this template. Your choices may be different for different supplier request types.
Display Order	Enter a display order. The default display order appears from the master set of profile questions.
Applicable for, Question Type, and **Comment Text**	Displays attributes of each question based on the master set created at the system level.
Required for Supplier Request	Defaults from the master profile question definition.

Requesting Changes to Supplier Information

The supplier change request pages appear in a horizontal navigation with pages also known as *train stops* that guide users through the change request process. The actual pages and fields that appear on each page are determined by templates created during system setup for supplier change requests.

See Creating Templates for Supplier Change Requests.

Supplier change requests enable suppliers to request changes to supplier information in the system. Supplier information fields are discussed in more depth in Understanding Supplier Maintenance.

Depending on template setup, suppliers have access to these train stops to make a supplier change request:

- Welcome
- Company Profile

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- Addresses
- Contacts
- Payment Information
- Categorization
- Review and Submit

Pages Used to Request Changes to Supplier Information

Page Name	Definition Name	Usage
Supplier Change Request Selection Page	SCR_VNDR_SELECT	Start a new supplier change request or select an existing request to continue the request process. External users see this page only when they have multiple in-progress change requests. The system always sends internal users to the selection page prior to the train stops because they have access to multiple suppliers.
Welcome Page (Supplier Change Request)	SCR_WELCOME	Displays a personalized welcome message and request change instructions, as defined in the template.
Company Profile Page (Supplier Change Request)	SCR_ID	Update or change supplier information, including answering any profile questions set up for this supplier change request. Possible groups of information include ID numbers, government classifications, and standard industry codes, among others.
Addresses Page (Supplier Change Request)	SCR_ADDR_SEL	Select an existing address for modification or create a new address.
Address Information Page (Detail)	SCR_ADDR_SEC	Make changes to address information in the change request. See the Addresses Page (Supplier Change Request).
Contacts Page (Supplier Change Request)	SCR_CNTCT_SEL	Select an existing contact for modification or create a new contact.
Contact Information Page (Detail)	SCR_CNTCT_SEC	Make changes to information for the supplier contact in the change request. See the Contacts Page (Supplier Change Request).

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Page Name	Definition Name	Usage
Payment Profile Page (Supplier Change Request)	SCR_LOC_SEL	Review and edit payment profile information.
Payment Profile Page (Detail)	SCR_PAYMENT	Make changes to profile information in the change request. See the Payment Profile Page (Supplier Change Request).
Categorization Page (Supplier Change Request)	SCR_CATEGORY	Add or remove categories from the available self-categorization tree.
Review and Submit Page (Supplier Change Request)	SCR_SUBMIT	Review and submit or withdraw the change request.

Supplier Change Request Selection Page

Use the Supplier Change Request Selection page (SCR_VNDR_SELECT) to start a new supplier change request or select an existing request to continue the request process.

External users see this page only when they have multiple in-progress change requests, otherwise the system directs them to the train stops for the change request.

The system always sends internal users to the selection page prior to the train stops because they have access to multiple suppliers. Internal users can create a new change request for any supplier they have access to (based on the associated SetID) or select a change request that they previously started and would like to continue.

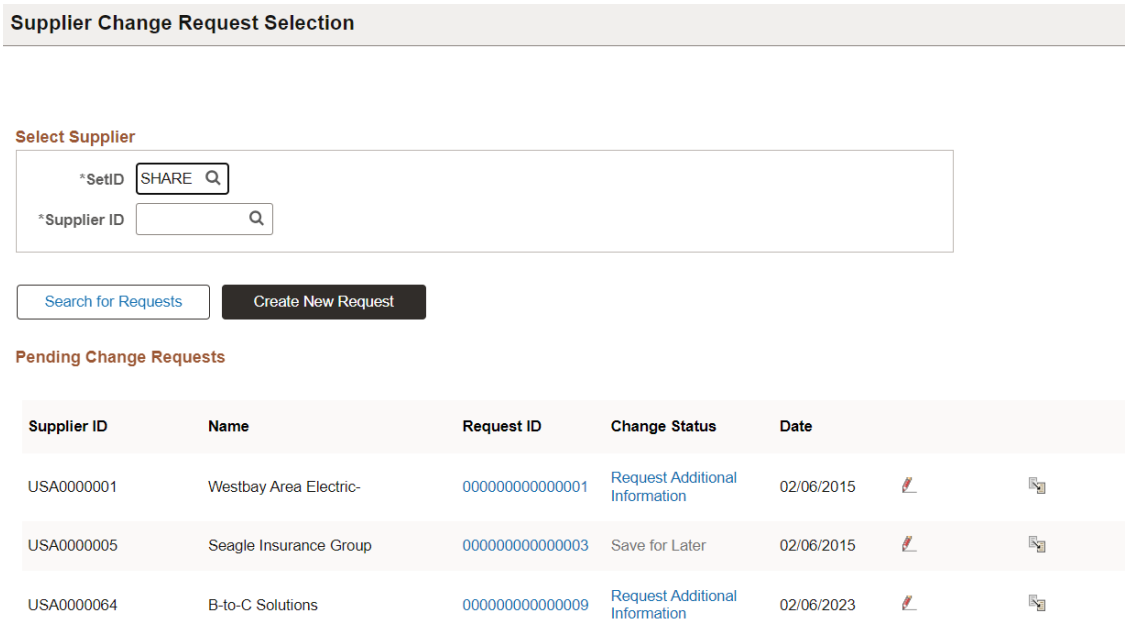
Navigation:

Internal: **Suppliers**, and then **Supplier Change Request**, and then **Supplier Change Request**

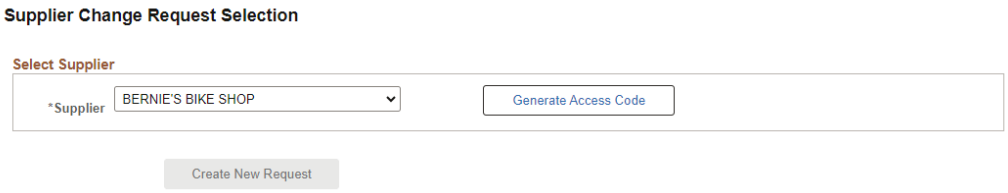
Supplier Secure Home Page: **Supplier Secure Home Page Supplier Change Request**

This example illustrates the fields and controls on the Supplier Change Request Selection page for an internal user with access to multiple supplier IDs. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Supplier Change Request Selection page for a Supplier user. You can find definitions for the fields and controls later on this page.

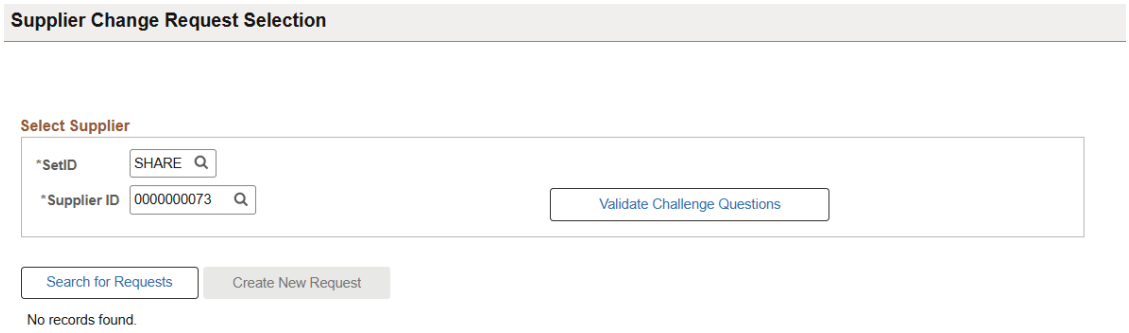


> **Note**
>
> To *Initiate Change Request*, Primary Access Email Address should be defined for the Supplier.

> **Note**
>
> If both the access code and the challenge question are enabled on the Supplier Request System Setup - General Page, external users need to validate the access code first, and then the Validate Challenge Questions button appears.
>
> Internal users need to contact the supplier administrator to define challenge questions and answers first for the supplier on the Identifying Information Page, and then only internal users can initiate a supplier change request.

This example illustrates the fields and controls on the Supplier Change Request Selection - Validate Challenge Questions page for a supplier user. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Select Supplier group box	Enter or use the lookup prompt for a SetID and Supplier ID. You can search for previously started change requests for a specific supplier or leave the **Supplier ID** search field blank to retrieve your open change requests for all suppliers. The results include only requests created by the user performing the search. This group box is visible to internal users only.
Generate Access Code	To enhance supplier security, the user must authenticate by validating the access code before proceeding with the change request. The logged-in user's email address will receive the access code. To proceed, enter and validate the access code. The access code validation appears only when the *Enable Access Code for User Authentication* check box is enabled on the Supplier Request System Setup - General Page. **Note:** The Generate Access Code button appears only for creating change requests using the Supplier Secure Home Page, Manage Profile. According to the EDIT_PRIM_EMAILID role configuration, the Edit Primary Access Email ID link also appears on the Company Profile train stop. For more information about the Supplier Secure Home Page, see Viewing the Navigation Collection for Comprehensive Supplier Portal.

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Field or Control	Description
Validate Challenge Questions	To enhance supplier security, the user must authenticate by validating the challenge questions before proceeding with the change request. User needs to answer three challenge questions. The supplier portal displays the Add Challenge Questions button if the supplier does not have any challenge questions added. User needs to add at least five challenge questions and answers for future validation. For external supplier users, after validating the challenge questions, they can edit them using the **Edit Challenge Questions** button for future validation. For internal users, the Edit Challenge Questions button is not available. They can contact the supplier administrator to edit it on the Identifying Information Page Page or create a Supplier Change Request. The Challenge Question and Answer link appears on this page only if the **Challenge Question** is enabled on the Supplier Request System Setup - General Page. For more details about adding challenge questions, refer Supplier Challenge Questions.
Search for Requests	Click this button to search for requests based on the entered search criteria.
Create New Request	Click this button to initiate a new supplier change request.
Supplier ID and **Name**	Displays the supplier ID and supplier name for the change request.
Request ID	Click this link to open the Review page for the change request. This link is available for all statuses. You can also access the Review page from the Submit train stop.
 (Edit)	Click this icon to open the change request for editing. This icon is available only for pending change requests with these statuses: Save for Later and Request More Information. You cannot edit a change request that has already been submitted for approval.

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Field or Control	Description
 (Withdraw)	Click this icon to withdraw, or cancel, the selected change request. This icon is available only for pending change requests with these statuses: Save for Later and Request More Information. You cannot withdraw a change request that has already been submitted for approval. Depending on the Reason Codes Reason Type **Withdraw Request** setting on the Supplier Request System Setup - General Page, you may have the option to select a Reason Code for the withdrawal. To withdraw a request with the Reason Code, see Withdraw Request Page.

Common Elements for Supplier Change Request Pages

Field or Control	Description
Add Attachment	Click the Add Attachment link or button to add one or more attachments. You can remove attachments added on the change request, but previously existing attachments cannot be removed. However, you may view the attachment. You can upload and view a variety of documents, including Microsoft Word and Adobe Reader documents, as well as Microsoft Excel, PowerPoint, and Access files. A link displays the number of attachments added for the supplier.
Review Changes	Click this link to review the changes made at any stage in the change request in a side-by-side display of current values and proposed changes. The review changes icon and link appear on the Welcome page or on any train stop page when the user is working on a “Save for Later” change request, is responding to a request for additional information, or has initiated a new change request.
Communication Details	Click this link to review reason codes or comments. This link is available only when a request for more information has occurred for the change request and reason codes or comments are present.
Contact Us	Click this link to enter a message to send to the contact set up to field questions for the supplier change request. Both the Contact Us email template ID and Contact User ID must be defined on the related registration template.

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Field or Control	Description
Exit	Click this button to exit out of the change process, or abort, without saving changes in a draft record or updating the master record. If the user continues with the exit process after a confirmation page, they are routed to the homepage and their changes are discarded.
Save For Later	Click this button after making changes to save changes and work on the change request sometime in the future. Confirm the save to continue.

Welcome Page (Supplier Change Request)

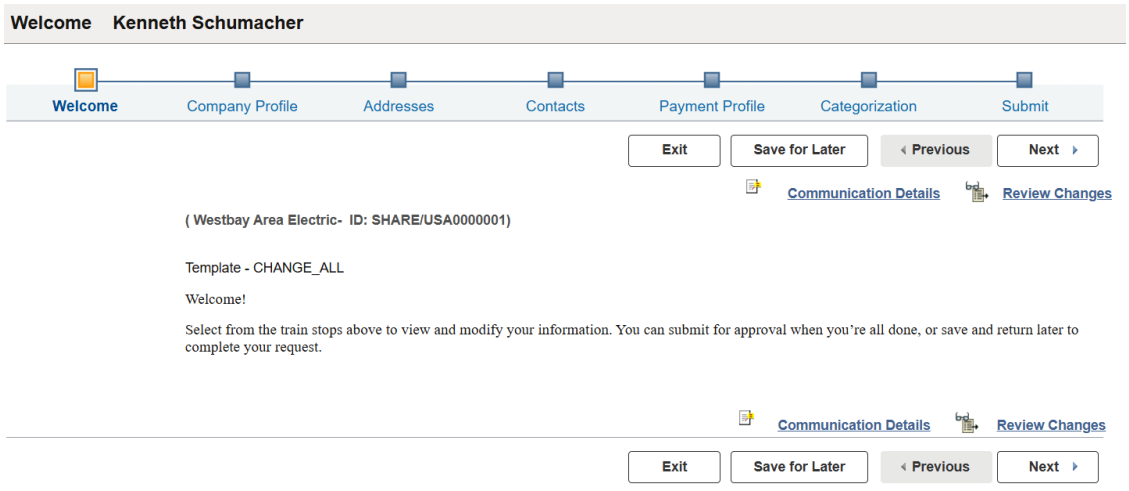
Use the Welcome page (SCR_WELCOME) to begin a supplier change request and read request change instructions as defined in the template.

> **Note**
>
> The system bypasses the Welcome train stop if no instructional text has been entered on the related template, or the Welcome check box is not selected on the Supplier Request Templates - General Page (Supplier Change Request). In that case, the user begins the change request on the first included train stop.

Navigation:

- Email invitation.
- FAQ link.
- Supplier Portal: **Maintain Supplier Information**, and then **Initiate Supplier Change**
- Employee Portal: **Suppliers**, and then **Supplier Change Request**, and then **Initiate Supplier Change**

This example illustrates the fields and controls on the Supplier Change Request: Welcome page.



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Welcome page instructional text can be customized at the system level or at the template level.

> **Note**
>
> If **Lookup/Select for Supplier Change Request Template** check box is enabled on the **Template Determination Setup**, **Change Request Templates** page appears at the beginning. Select the appropriate template from the list and click OK to go to the Welcome page.
>
> For more information about **Template Determination Setup**, see Supplier Request System Setup - General Page.

> **Note**
>
> You can define any field of the Change Request train stop as Personal Identifier (PII), Sensitive, or both on the Enterprise Components: Maintain Data Privacy Settings Page.
>
> If Personal Identifier (PII) or Sensitive Information is available in the Change Request, Approver gets the alert message to review it on the Review page before approving the Change Request.
>
> This message is only to alert the approver. It will not stop the approver from approving the Change Request.

Company Profile Page (Supplier Change Request)

Use the Company Profile page (SCR_ID) to update or change supplier information, including answering any profile questions set up for this supplier change request.

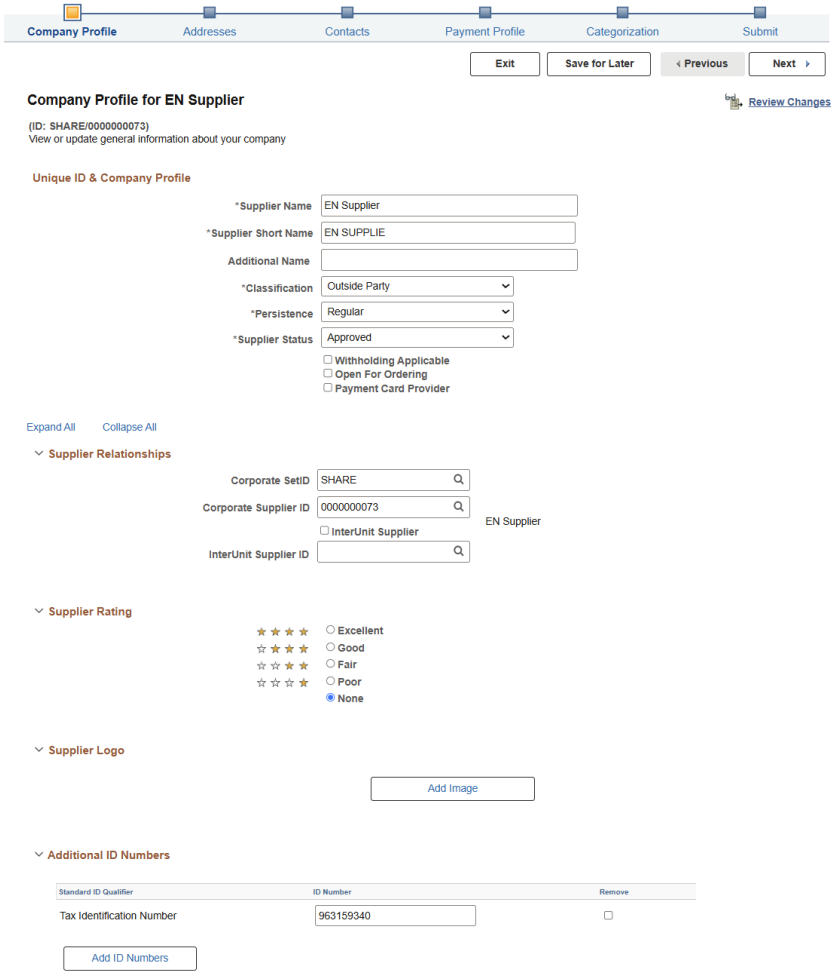
Possible groups of information include ID numbers, government classifications, and standard industry codes, among others.

Navigation:

Click the **Next** button on the Welcome page, or click the **Company Profile** train stop in the horizontal navigation.

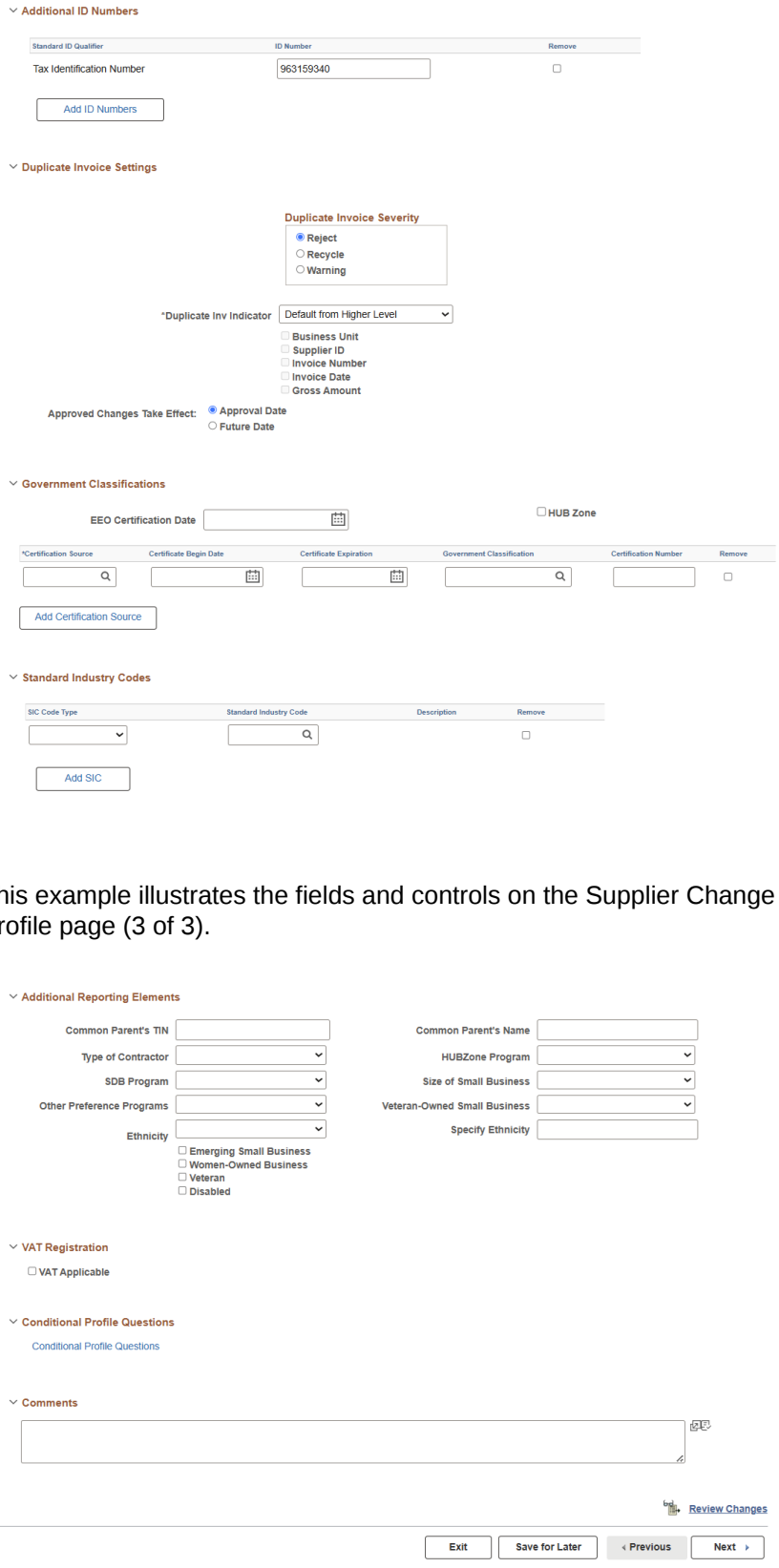
This example illustrates the fields and controls on the Supplier Change Request: Company Profile page (1 of 3).

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This example illustrates the fields and controls on the Supplier Change Request: Company Profile page (2 of 3).

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This example illustrates the fields and controls on the Supplier Change Request: Company Profile page (3 of 3).

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The Identifying Information Page (New Bidder and New Supplier) used in online registration provides many of the same fields and their definitions.

For more information about Payment Card Provider, see Identifying Information Page (New Bidder and New Supplier) and refer to Payment Information Page (New Bidder and New Supplier) for Accepts Payment Card.

These supplier information group boxes appear for *internal users* only:

Field or Control	Description
Supplier Relationship group box	Identifies a parent supplier to which the current supplier is associated, when applicable. Also indicates whether the parent supplier is an interunit supplier as well as the interunit supplier ID.
Supplier Rating group box	Indicates a selection of *Excellent, Good, Fair, Poor,* or *None* for the supplier's performance.
Duplicate Invoice Settings group box	Identifies the action that should be taken if a duplicate invoice number is entered on a transaction. Available options are *Reject, Recycle,* or *Warning*. The **Duplicate Inv Indicator** field defines what information should be compared when determining a duplicate. Options include *Default from Higher Level* or *Specify at This Level*. If specifying at this level, select which of these should be considered when comparing for duplicates: Business Unit, Supplier ID, Invoice Number, Invoice Date, and Gross Amount. The effective date can be the approval date or a date specified in the future. If there is an existing effective-dated record for the approval date or specified future date, the new effective dated record will be created for the following day.

These supplier information group boxes appear for *both internal and external* users:

Field or Control	Description
Supplier Logo group box	Click available buttons to add, change, or delete an associated logo image for the supplier.
Additional ID Numbers group box	Specify various types of ID numbers which uniquely identify the supplier, as well as a credit file indicator. Only the types of identifiers selected in the template are available for selection or display here. The duplicate supplier checking options selected on the supplier set control of the SetID for the supplier determine whether or not duplicate checking is performed when ID numbers are changed. See the Supplier Set Control Page for duplicate supplier checking options.

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Field or Control	Description
Government Classifications group box	Specify any pertinent certifications held by the supplier. Existing rows in the **Government Sources** grid cannot be modified; however, if changes are needed, you can delete an existing row and add a new row.
Standard Industry Codes group box	Indicate categorization of the types of goods or services provided by the supplier. This group box contains a grid for listing Standard Industry Codes. Existing rows in the **Standard Industry Codes** grid cannot be modified; however, if changes are needed, you can delete an existing row and add a new row.
Additional Reporting Elements group box	Specify information related to government regulations for minority and other protected classes, such as Type of Contractor, Historically Underutilized Business Zone program, Small Disadvantaged Business program, size of small business, veteran-owned or women-owned small businesses, ethnicity, and others. Enter a common parent's TIN and name.
VAT group box	Select the **VAT Applicable** check box to indicate that this supplier is subject to VAT. If this check box is selected, at least one row must be entered into the **VAT Registration** grid in order to save.
Profile Questions group box	Enter additional data or answers to questions that are not otherwise captured in the fields of the supplier master. Click the **Add Attachment** button to add one or more attachments for questions. You can remove attachments added on the change request, but previously existing attachments cannot be removed. **Note:** You can select up to 99 files to upload at a time. **Conditional Profile Questions:** When the Conditional Profile option is enabled on the Supplier Request System Setup - General Page and a Conditional Profile Tree ID is defined for the request template, the Conditional Profile Questions link appears instead of the Profile Questions section. If the supplier already has conditional profile responses, the system displays the existing responses; otherwise, users can enter new responses. Click this link to view and update conditional profile questions during the supplier change request. The system displays branching questions based on the Conditional Profile Tree ID defined in the Supplier Request Template, and users can modify the responses as part of the change request.

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Field or Control	Description
Comments group box	Enter any comments for the change request. Any comments entered at the time of supplier registration or at the Supplier master level is not visible here.

Related Topics

- Entering Supplier Identifying Information
  To enter supplier identifying information, use the Supplier Information component (VNDR_ID) and the Supplier User component (VENDOR_USER).

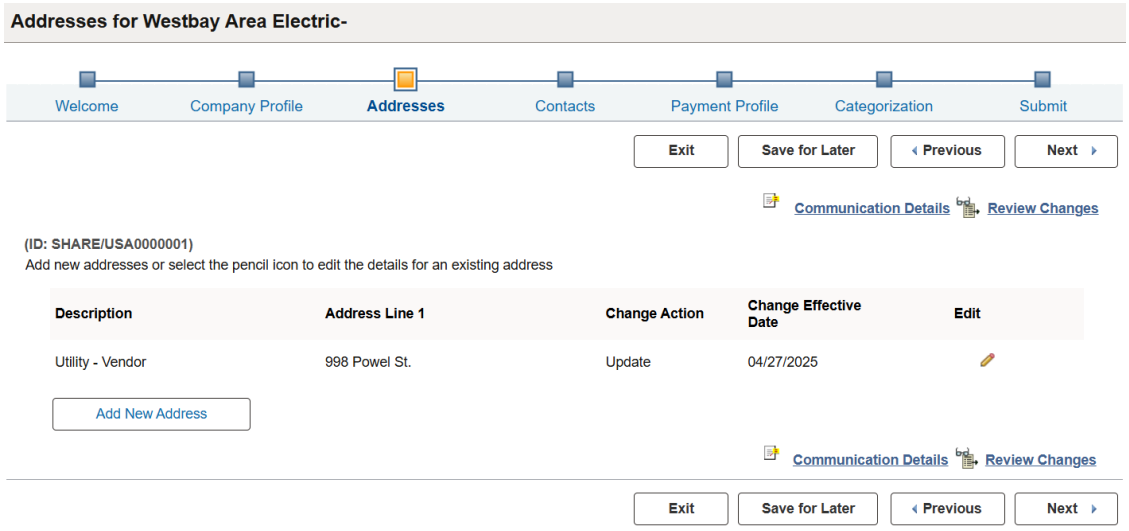
Addresses Page (Supplier Change Request)

Use the Addresses page (SCR_ADDR_SEL) to select an existing address for modification or create a new address.

Navigation:

Click the **Next** button on the Company Profile page, or click the **Addresses** train stop in the horizontal navigation.

This example illustrates the fields and controls on the Supplier Change Request: Addresses page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Change Effective Date	Displays the effective date if a future effective date was specified for the change, after a change has been made. **Note:** If there is an existing effective-dated record for the approval date or specified future date, the new effective-dated record will be created for the following day.

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Field or Control	Description
Edit	Click the Edit icon for an existing address to access the Address Information detail page (SCR_ADDR_SEC) for the contact. You can edit or delete address data from the secondary page, and indicate the date for the changes to take effect. Choose either a specified future date or the approval date.
Add New Address	Click this button to add a new address on the Address Information page (SCR_ADDR_ADD_SEC). Indicate the date for the changes to take effect. Choose either a specified future date or the approval date.

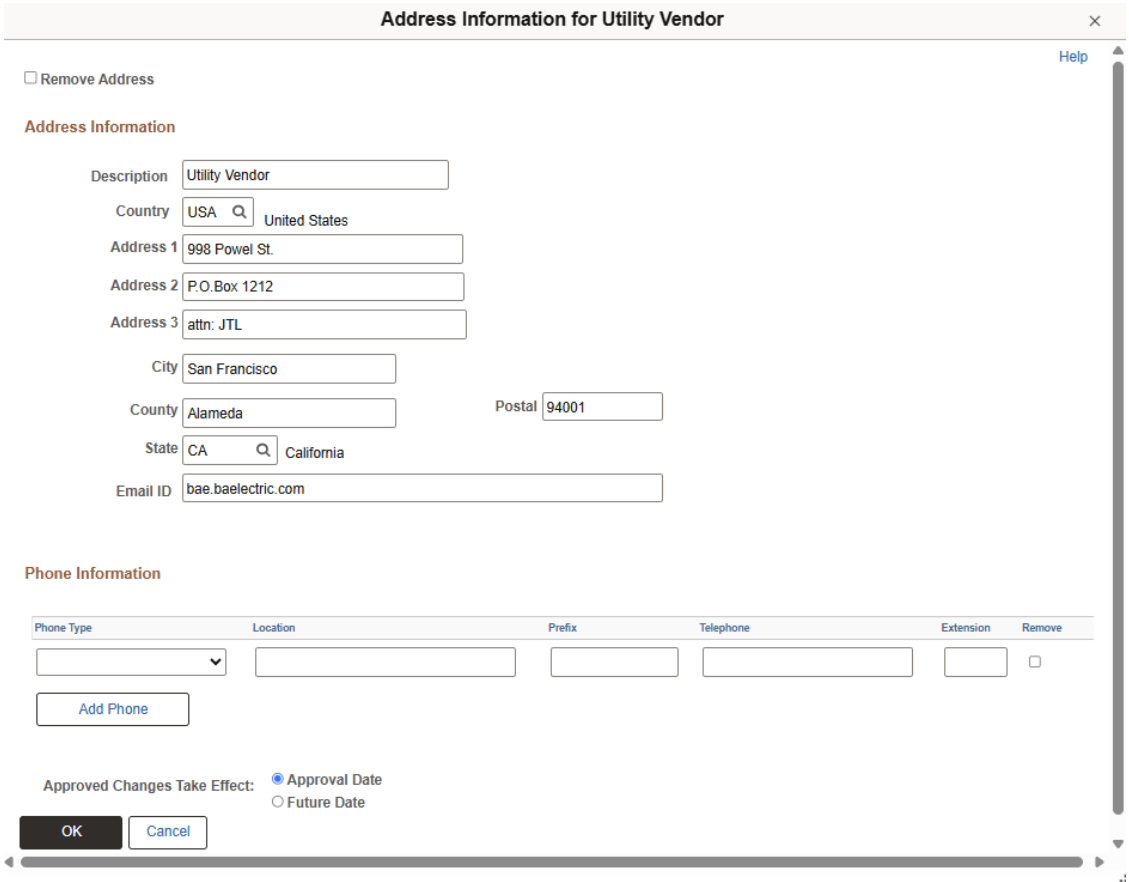
Address Information Page (Detail)

Use the Address Information detail page (SCR_ADDR_SEC) to make changes to address information in the change request.

Navigation:

Click the **Edit** icon for the address.

This example illustrates the fields and controls on the Address Information detail page.



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Field or Control	Description
Remove Address	Select this check box to remove a supplier address. You can remove a supplier address only if it is not in use by other supplier entities in PeopleSoft. If there are more than one supplier addresses, and you want to remove one of the supplier addresses, use the Contact Address drop-down list in the Contacts Page (Supplier Change Request) to change to a different address that is not in use, and then proceed to remove the address. The address that you remove for a supplier will be rendered as inactive with **Effective Status** as *Inactive* in the Supplier Information - Address Page **Note:** If you remove a supplier address on a date which is the same as the Supplier Address Effective Date, then the supplier address that you removed displays as new row with date-increment of 1, and **Effective Status** as *Inactive* in the Supplier Information - Address Page
Approved Changes Take Effect	Select *Approval Date* to indicate the change should occur upon the approval of the change request. Select *Future Date* to indicate the change should occur at a specified date in the future. Therefore, you have the option to remove an address even if it is in use by other supplier entities as long as the effective date is set for a future date. A message displays to remind you that the address you removed is going to be inactive on the future date.

Contacts Page (Supplier Change Request)

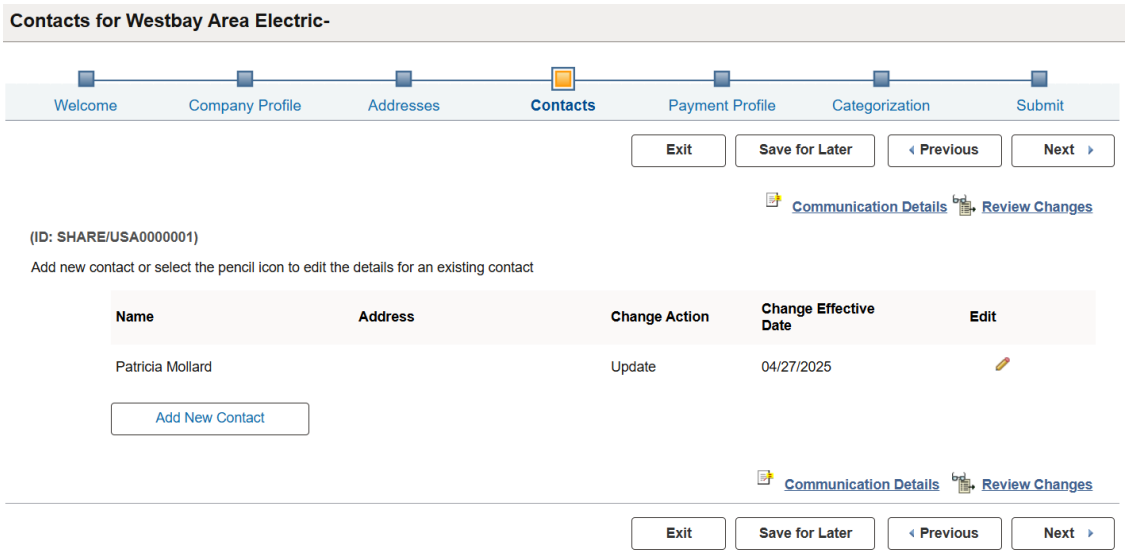
Use the Contacts page (SCR_CNTCT_SEL) to select an existing contact for modification or create a new contact.

Navigation:

Click the **Next** button on the Addresses page, or click the **Contacts** train stop in the horizontal navigation.

This example illustrates the fields and controls on the Supplier Change Request: Contacts page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Change Effective Date	Displays the effective date if a future effective date was specified for the change, after a change has been made. **Note:** If there is an existing effective-dated record for the approval date or specified future date, the new effective-dated record will be created for the following day.
Edit	Click the **Edit** icon for an existing contact to access the Contact Information detail page (SCR_CNTCT_SEC) for making changes. You can edit or delete contact data from the secondary page, and indicate the date for the changes to take effect. Choose either a specified future date or the approval date.
Add New Contact	Click this button to add a new contact. Indicate the date for the changes to take effect. Choose either a specified future date or the approval date. A contact can have one phone number of each type.

> **Note**
>
> Contacts added during online registration trigger the creation of a user profile, however, contacts added during the change request process do not trigger the creation a user profile.

Contact Information Page (Detail)

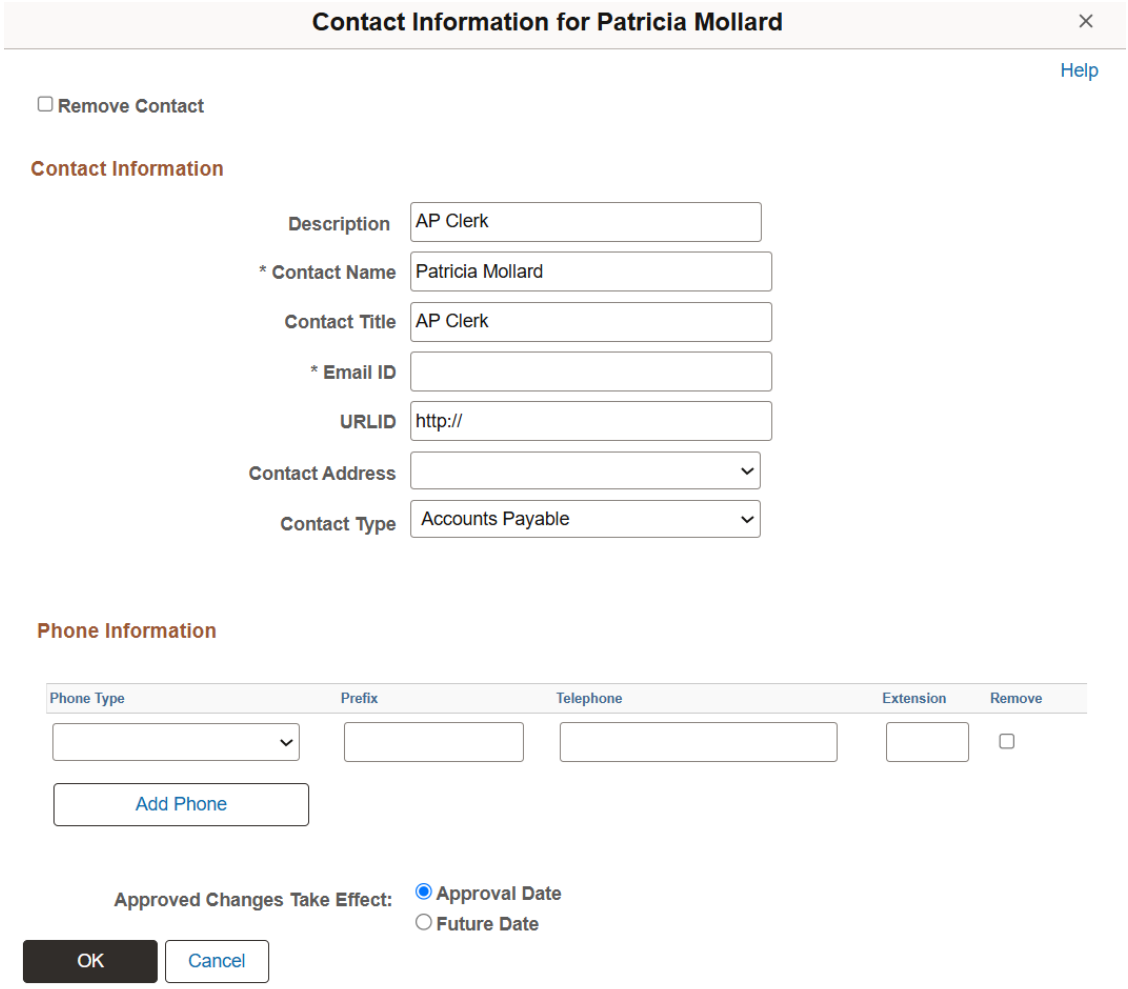
Use the Contact Information detail page (SCR_CNTCT_SEC) to make changes to information for supplier contacts in the change request.

Navigation:

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Click the **Edit** icon for the contact.

This example illustrates the fields and controls on the Contact Information detail page.



Field or Control	Description
Remove Contact	Select this check box to remove a supplier contact. You can remove a supplier contact only if it is not in use by other supplier entities in PeopleSoft. The contact that you remove for a supplier will be rendered as inactive with **Effective Status** as *Inactive* in the Supplier Information - Contacts Page **Note:** If you remove a supplier contact on a date which is the same as the Supplier Contact Effective Date, then the supplier contact that you removed displays as new row with date-increment of 1, and **Effective Status** as *Inactive* in the Supplier Information - Contacts Page
Contact Address	Select to use a specific contact address.

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Field or Control	Description
Approved Changes Take Effect	Select *Approval Date* to indicate the change should occur upon the approval of the change request. Select *Future Date* to indicate the change should occur at a specified date in the future.

Payment Profile Page (Supplier Change Request)

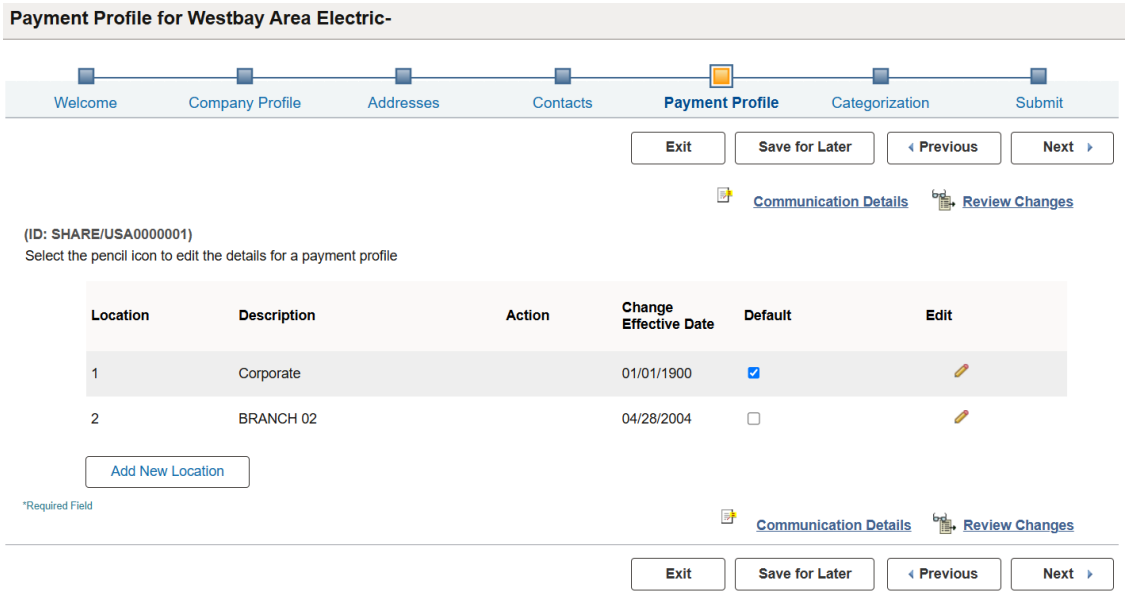
Use the Payment Profile page (SCR_LOC_SEL) to review and edit payment profile information only. Payment profiles cannot be deleted.

> **Note**
>
> Bank account numbers are considered sensitive data, and as such are partially masked for all users, regardless of role. Only the bank account's last 4 digits are displayed, even during approval.

Navigation:

Click the **Next** button on the Contacts page, or click the **Payment Profile** train stop in the horizontal navigation.

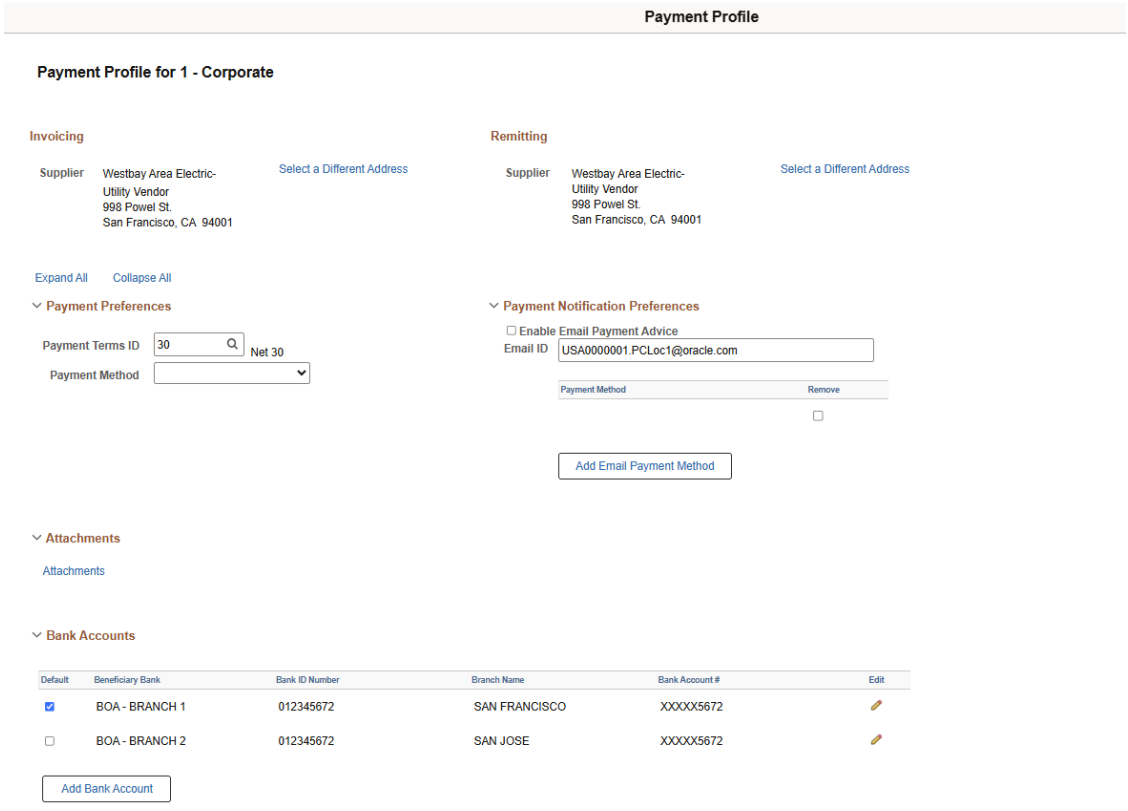
This example illustrates the fields and controls on the Supplier Change Request: Payment Profile page. You can find definitions for the fields and controls later on this page.



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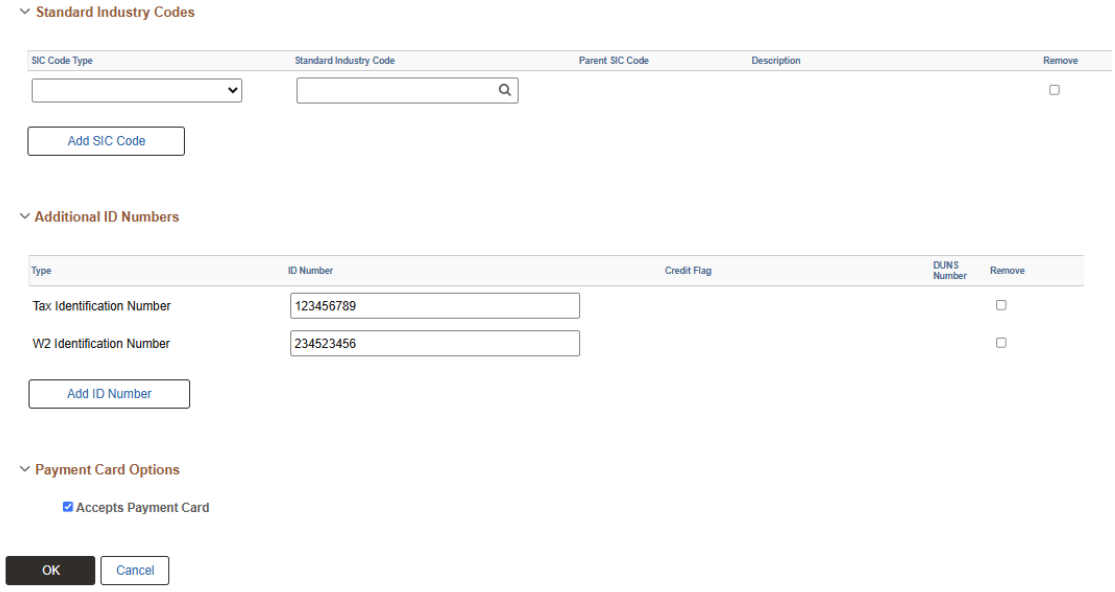
Field or Control	Description
Default	Select this check box to indicate a default supplier location. This check box is available when there are multiple supplier locations.
Edit	Click the **Edit** icon for a payment profile to access the Payment Profile secondary page (SCR_PAYMENT) for selected profile. Update payment information from the secondary page. All changes take effect immediately upon approval.
Add New Location	Click to add a new location for the supplier. All changes take effect immediately upon approval. The added location information will be available on the Review page. Add new location option is also available for Editors and any changes done will be displayed on the Adjustment History page. For additional information, see Reviewing and Editing Supplier Change Requests

This example illustrates the fields and controls on the Payment Profile secondary page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Payment Profile secondary page (2 of 2). You can find definitions for the fields and controls later on this page.

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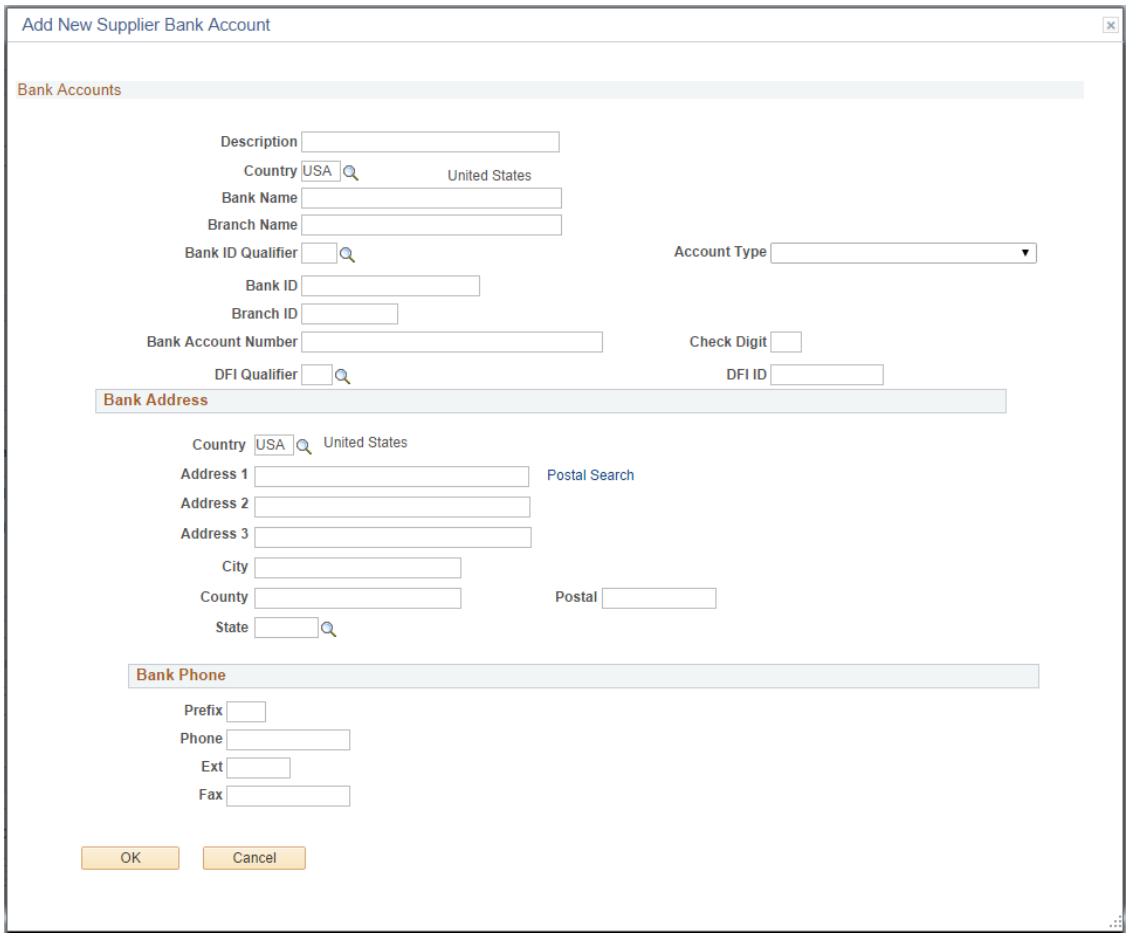


Field or Control	Description
Invoicing, Remitting and **Payment Preferences**	Select a different invoicing address, select a different remitting address, or change payment preferences. The fields in these three sections are included or excluded from the page as a group, based on the template. See the **Payment Terms, Invoice and Remit Addresses** field in the **Supplier Location Information** grid on the Supplier Request Templates - Attributes Page (Supplier Change Request).
Location Comments	Enter any comments about the supplier location. Any comments entered at the time of supplier registration or at the Supplier master level is not visible here.
Attachments, Standard Industry Codes, and **Additional ID Numbers**	Add attachments, update SIC codes, and add additional ID numbers. These sections on the Payment Profile page have a format similar to the same sections used on the Company Profile train stop. Existing Payment Profile attachments are not available for viewing or removal in the change request pages. New attachments may be added only.
Bank Accounts	Edit or delete bank account data. Only the last 4 digits of the bank account numbers are displayed.

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Field or Control	Description
Bank Account Number	If you set up bank account encryption, bank account number and IBAN are masked on the page. Only users with NACHA administrator role is allowed to view or edit supplier banking information. **Note:** NACHA administrator role is delivered only for internal users (employee portal) and not suppliers. The NACHA administrator role is not applicable for external users (supplier portal). For more information about bank account number encryption and the National Automated Clearing House Association (NACHA) data security requirements, see Application Fundamentals: Understanding Bank Account Encryption and Application Fundamentals: Setting Up Bank Account Encryption.

This example illustrates the fields and controls on the Payment Profile - Add New Supplier Bank Account page.



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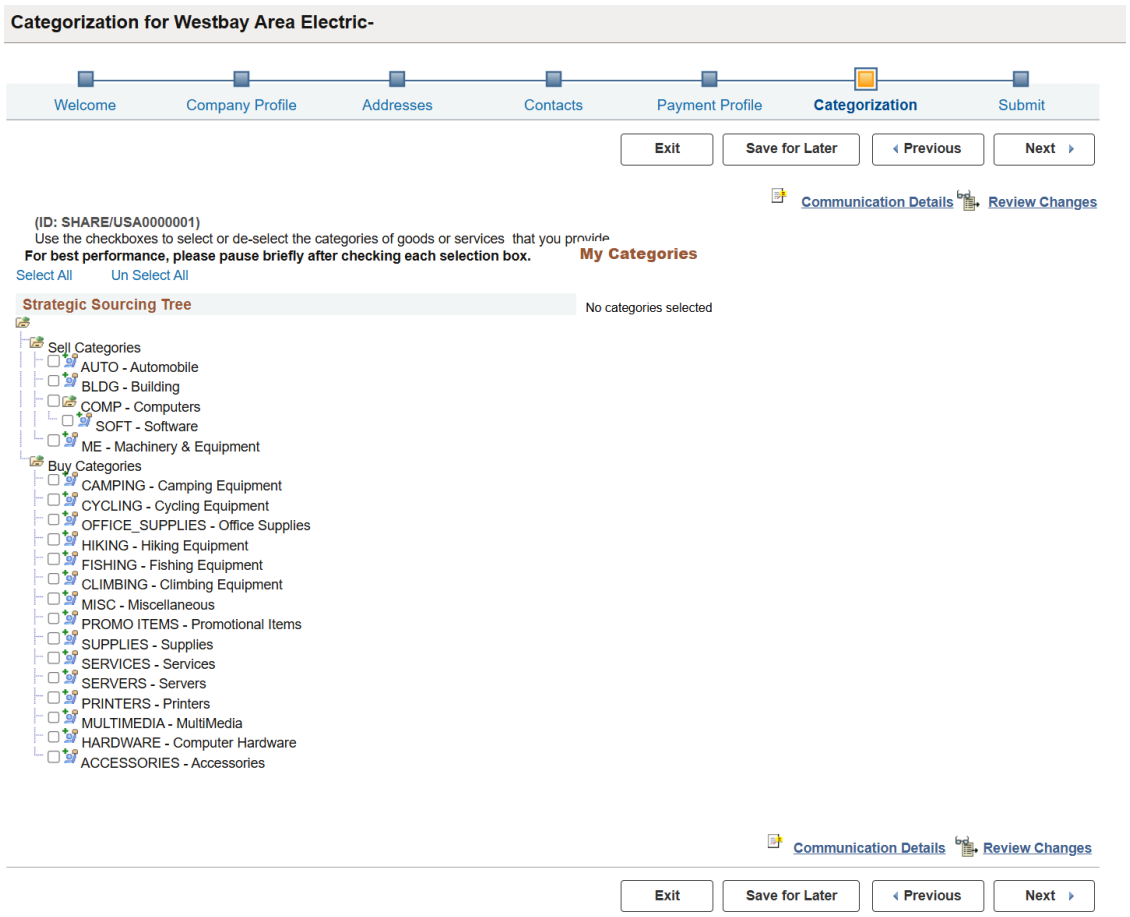
Categorization Page (Supplier Change Request)

Use the Categorization page (SCR_CATEGORY) to add or remove categories from the available self-categorization tree.

Navigation:

Click the **Next** button on the Payment Profile page, or click the **Categorization** train stop in the horizontal navigation.

This example illustrates the fields and controls on the Supplier Change Request: Categorization page.



Review and Submit Page (Supplier Change Request)

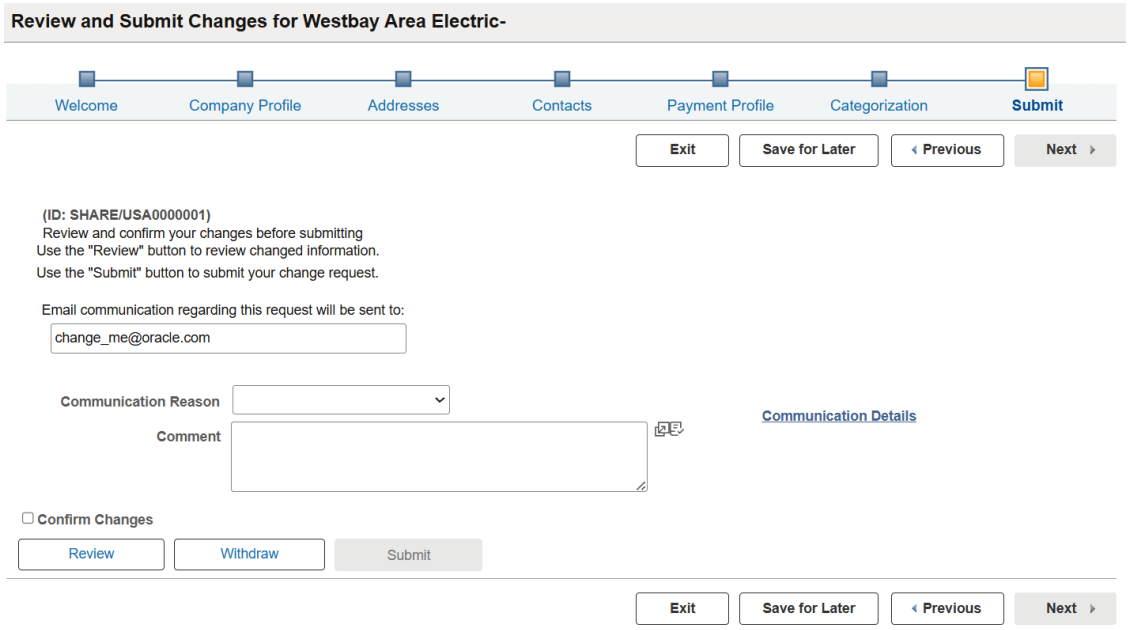
Use the Review and Submit page (SCR_SUBMIT) to review and submit or withdraw the change request.

Navigation:

Click the **Next** button on the Categorization page, or click the **Submit** train stop in the horizontal navigation.

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This example illustrates the fields and controls on the Supplier Change Request: Review and Submit page. You can find definitions for the fields and controls later on this page.



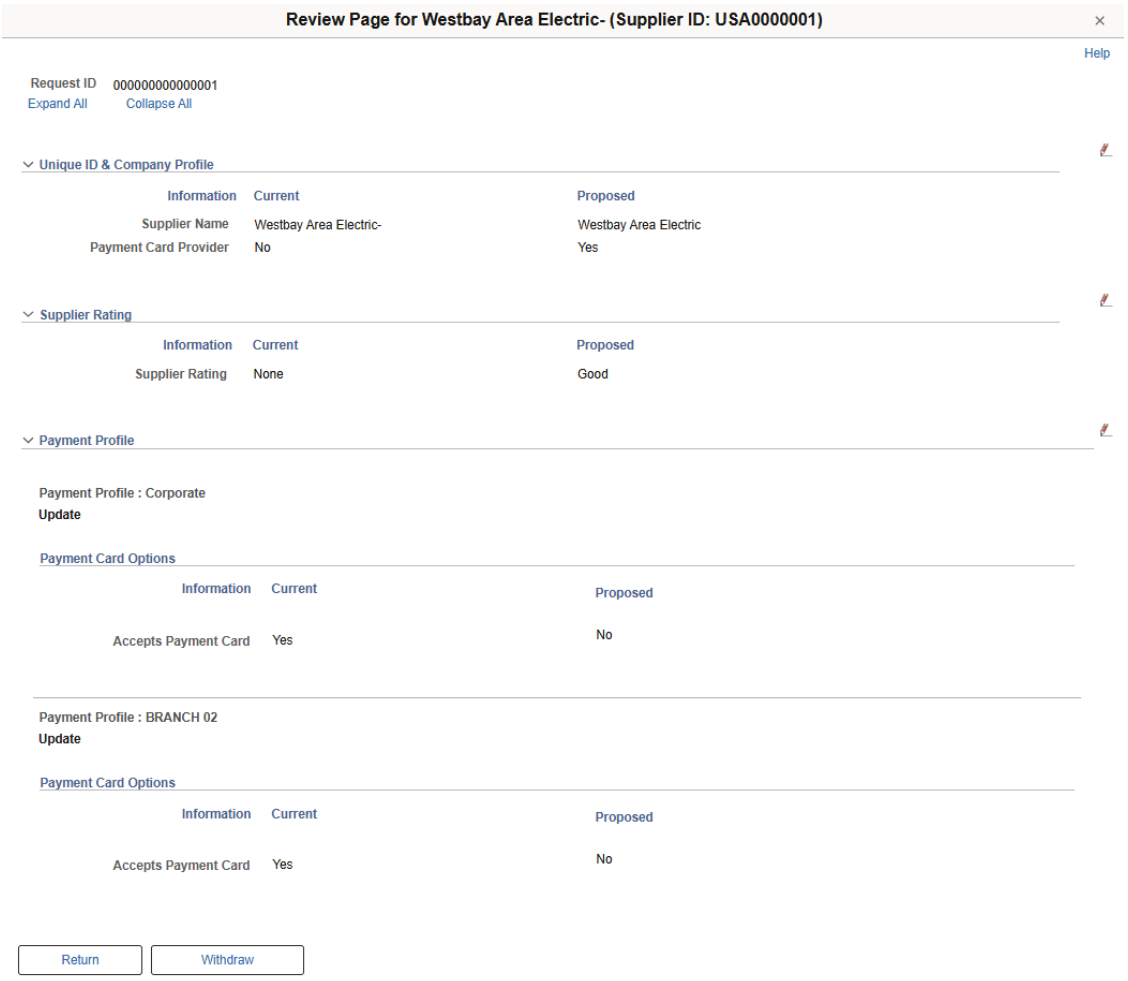
Field or Control	Description
Email address field	Enter an email address for notifying the user of the request status, for example, when the request has been approved or if there is a request for additional information. The email address is retrieved from the user profile, but the user may specify a different email address, if desired.
Audit Reason Code and **Comments**	Enter a reason code from the drop-down list and comments. Depending on the setup for supplier audit, reason codes and comments are required when submitting a change request. The Supplier Audit reason type is used for the reason code lookup when submitting a change request. If a change request has been sent back by the approver, an additional reason code may also be required when providing additional information that was requested. Only one reason code and comment is allowed per change request. Separate change requests will need to be submitted if there are multiple changes with different reason codes needed.
Communication Details	Access a secondary page to review the history of reason codes and comments between the approver and supplier or user submitting the request. This link is available only when the change request has been returned from the approver to the supplier or user submitting the request, with a request for more information.

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Field or Control	Description
Confirm Changes	Select this check box before submitting the change request (required). If the user has not yet reviewed the changes, or wants to review the changes again prior to confirming, they can click the **Review**button to access the Review page.
Review	Click this button to open a secondary page that displays the proposed changes. This Review page is also accessible by clicking the **Review Changes** link located on the other train stop pages.
Submit	Click this button to submit requested changes. This button appears unavailable upon initial navigation to the Review and Submit train stop, but is active after the user selects the check box to confirm the requested changes.
Withdraw Request	Click this button to withdraw a change request that was previously saved for later. Depending on the Reason Codes Reason Type **Withdraw Request** setting on the Supplier Request System Setup - General Page, you may have the option to select a Reason Code for the withdrawal. To withdraw a request with the Reason Code, see Withdraw Request Page.

This example illustrates the fields and controls on the Review and Submit - Review secondary page.

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The Review page displays a side-by-side view of the current and proposed new values for all data entered in the change request. All proposed additions, changes, and deletions are included in the display.

On the Review page, select **View Attachments** link to review the list of available attachments. Click the attachment file name to view or download it.

If challenge questions are added to the supplier, they appear under the **Supplier Challenge Questions** section for review.

Reconciling Change Request for Wrong Template

The requesters (internal or external) may select the wrong template to use based on the actions they are performing and the type of supplier action is being performed.

The wrong template can vary depending on who determines that the template was incorrect and when that identification occurs. Following points describe the process for reconciling the change request if wrong template is selected.

- **Wrong template identified by the internal or supplier user before save**

  Exit the change request and create a new change request selecting a different Template.

- **Wrong template identified by the internal or supplier user after save, but before submit**

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Internal and supplier user have the authority to withdraw their Change Request in Saved or Request Additional Information status. After withdrawing, they can create a new change request selecting a different template.

- **Wrong template identified by the approver after submit**

  The approver, reviewer-editor, or administrator can use Additional Information action and MOR to return the Change Request back to the requester.

  Reviewer-editor or approver can also manually adjust Supplier Master to correct any issues caused by using the wrong template for the Change Request. They can also Initiate a Supplier Change Request Invitation for the supplier to correct or provide missing information.

- **Wrong template identified by the internal or supplier user after submit**

  Internal user can contact Supplier Admin about the issue and supplier user contact the customer following instructions in Change Request Template and/or Portal Content page. Reviewer-editor or approver can use MOR to Notify Requester and withdraw the registration. After that requester can create new change request

Reviewing and Editing Supplier Change Requests

This topic discusses how to review and edit supplier change requests before submitting them for approval.

User roles associated to the permission list EPCO6200 are allowed to edit submitted change requests. A request can have multiple editors. To route a request to an editor for review, the required Supplier Request Options must be enabled on the Supplier Request System Setup - General Page. The editor can make changes if necessary, and submit the request for approval.

For more information on Supplier Request Options, see Supplier Request System Setup - General Page.

Pages Used to Review and Edit Supplier Change Requests

Page Name	Definition Name	Usage
Review/Edit Request Page	SUP_OB_EDITOR_PG	Search for submitted change requests.
Review page	SCR_REV_SEC	Review supplier modifications.
Adjustment History Page	SUP_EDIT_RVW	View a history of modifications to the change request by different editors.

Review/Edit Request Page

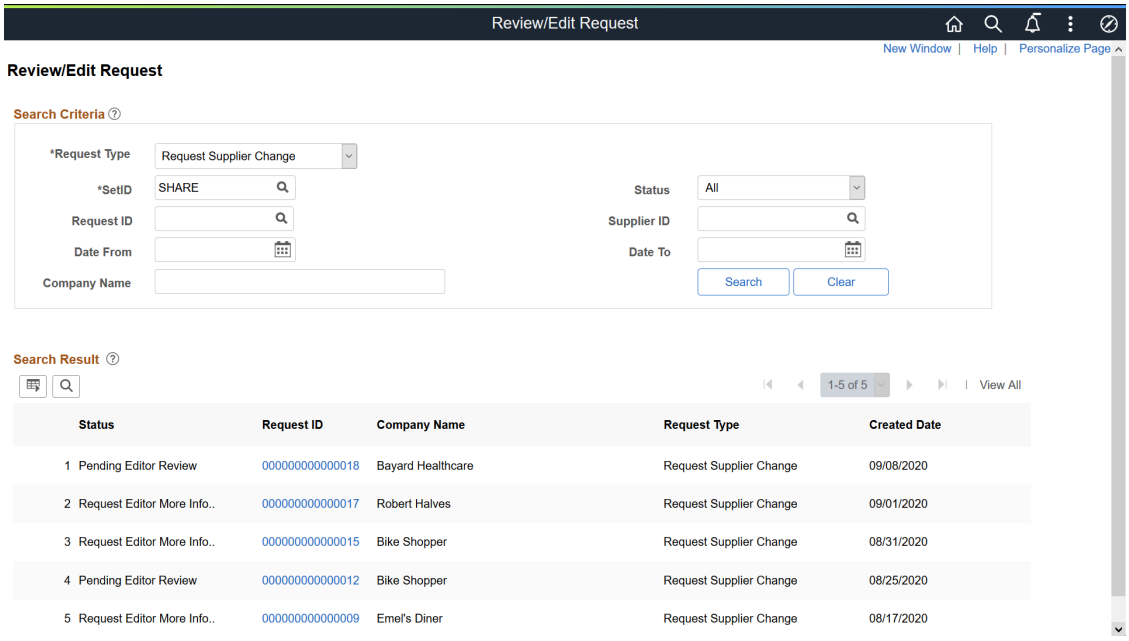
Use the Review/Edit Request page (SUP_OB_EDITOR_PG) to search for submitted change requests. Users with the Editor role can view the submitted change requests and review them.

Navigation:

Suppliers, and then **Supplier Change Request**, and then **Rvw Supplier Change Request**

This example illustrates the fields and controls on the Review/Edit Request – Supplier Change Request page.

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Select *Request Supplier Change* as the Request type and click the Search button. The system displays the results in the Search Result grid.

When an editor accesses a change request for editing, it gets locked automatically, and prevents other editors from accessing it. If another editor attempts to edit the same request, a message displays indicating that editing is in progress by another editor.

Here are some scenarios how the lock works:

- A change request accessed for editing gets unlocked after 20 minutes, and other editors can access it. Any unsaved changes will be lost.
- A change request gets locked if it has been inactive for a certain period of time. The request gets unlocked after 20 minutes and other editors can access it.
- Other editors cannot access a change request if it is not closed properly (by selecting the Return button or the Exit button). It gets unlocked automatically after 20 minutes. Therefore, close the request properly or save the changes, so that the lock is released as soon as the editing is complete and other editors can access the same request.

Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications. Notifications delivered with FSCM Image 49 or later must use Notification Composer.

For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer.

Review page

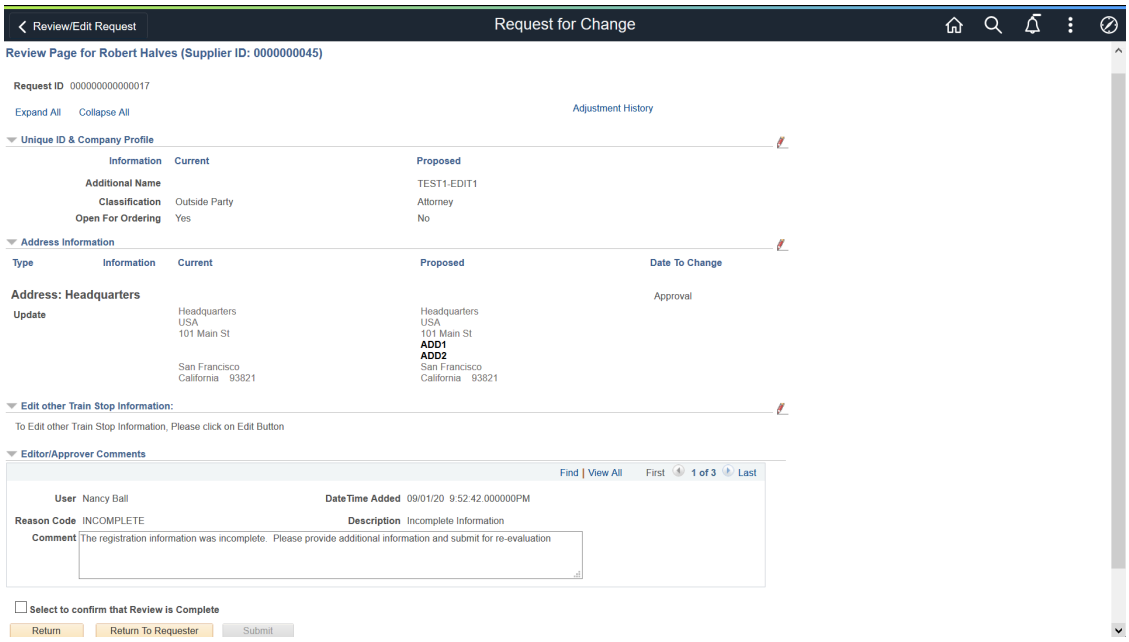
Use the Review page (SCR_REV_SEC) to review the modifications made by the supplier. An editor can modify the request, if required.

Navigation:

Click a Request ID from the Search Results grid.

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This example illustrates the fields and controls on the Review page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Adjustment History	Click this link to review the changes made by different editors.
View Attachments	Select this link to review the list of available attachments. Click the attachment file name to view or download it.
Select to confirm that Review is Complete	Select this check box to confirm that all the edits are complete to the change request. Selecting this check box enables the Submit button.
Return	Select this button to return to the Review/Edit Request page.
Return To Requester	Select this button to send the request back to the requester for more information. In the Return To Requester Action window, the editor must enter the reason code and comments for requesting for additional information.
Submit	Select this button to submit the request for the approval process. This button is enabled only if you select the *Select to confirm that Review is Complete* check box.

If required, the editor can modify the details by clicking the Edit icon of the respective train stops. The page also allows the editor to save the changes and review them at a later time. Click the *Save Changes* button after making the required modifications. If the Editor Action model window displays, the editor can enter the reason code and comment. This model window displays only if you select the *Modify Change Request Data* reason type as Optional or Required, on the Supplier Request System Setup page.

Click the *Maintain Supplier* link available for each train stop to navigate to the Supplier page.

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> **Note**
>
> During the approval process, if the approver wants more information, the request can be sent back to the editor. The editor then sends the request to the requester. If the Supplier Profile Change option is not enabled for the editor, the request is directly sent back to the requester.

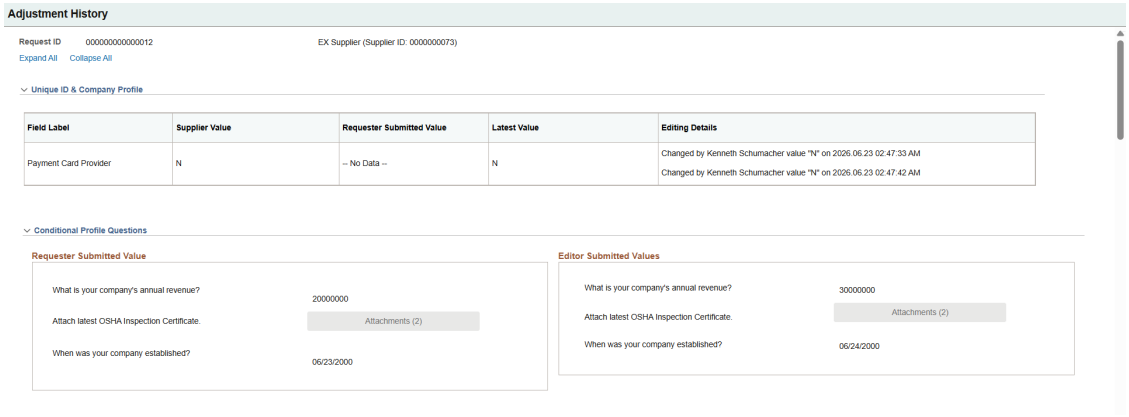
Adjustment History Page

Use the Adjustment History page (SCR_EDIT_RVW) to view a history of modifications to the change request by different editors. If a request has multiple editors associated to it, the log allows an editor to view the changes made by others.

Navigation:

Click the Adjustment History link on the Request for Change page. The link will be available only after an editor makes changes to the request.

This example illustrates the fields and controls on the Adjustment History page.



The page displays the Field label, Supplier Value, Requester Submitted Value, Latest Value, and Editing Details for different supplier request information.

> **Note**
>
> The Adjustment History page displays changes for Conditional Profile Questions by comparing the requester's submitted responses with the final editor's updated responses. The system shows only the initial submission and the final changes, and does not display intermediate updates made during the editing process.

Managing Supplier Change Request Invitations

This topic discusses the pages used to manage Supplier Change Request invitations as well as send notifications to suppliers requesting them to update their supplier information.

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Pages Used to Manage Supplier Change Request Invitations

Page Name	Definition Name	Usage
Manage Invitations Page	SUP_OB_MNG_INVITE	Review invitation data, save, and send or resend the invitation to selected recipients.
Search Customer/Supplier/ Bidder Page	SUP_OB_INV_SRCH	Search for customers, suppliers, or bidders and filter using supplier information criteria. Select invitation recipient from search results.
Invitation Activity Log Page	SUP_INV_ACT_LOG	Search for and review invitation activity by invitation parameters such as invitation ID, recipient email ID, date sent.
Notify Review Supplier Profile Page	SUP_NOTIFY_RVW_PRF	Notify suppliers to update their company profile information.

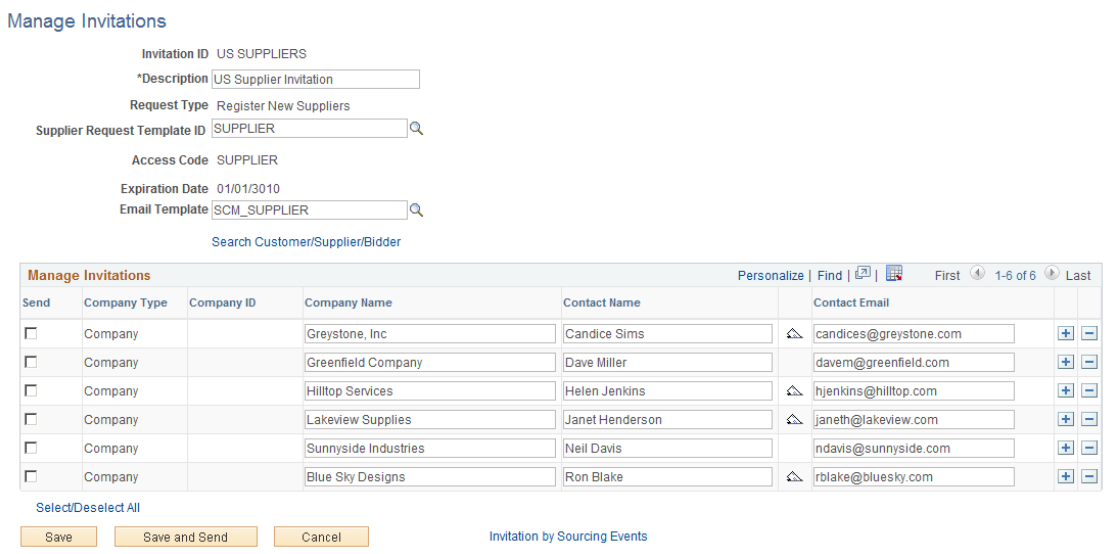
Manage Invitations Page

Use the Manage Invitations page (SUP_OB_MNG_INVITE) to review invitation data, save, and send or resend the invitation to selected recipients.

Navigation:

Suppliers, and then **Supplier Change Request**, and then **Manage Invitation Chng Request**

This example illustrates the fields and controls on the Manage Invitations Page.



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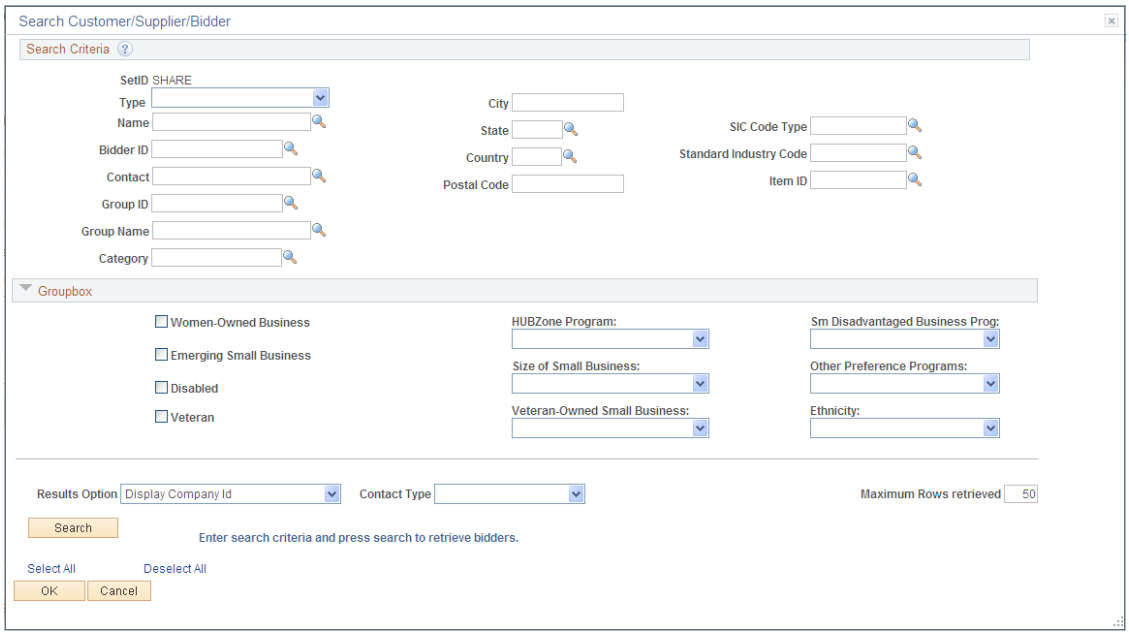
Search Customer/Supplier/Bidder Page

Use the Search Customer/Supplier/Bidder page (SUP_OB_INV_SRCH) to search for customers, suppliers, or bidders and filter using supplier information criteria. Select invitation recipient from search results.

Navigation:

Click the **Search Customer/Supplier/Bidder** link on the Manage Invitations page.

This example illustrates the fields and controls on the Search Customer/Supplier/Bidder Page.



Enter search criteria and click the **Search** button. The **Search Results** grid displays the customers/suppliers/bidders that meet the search criteria. Click the **Invite** check box to invite the contact in one row, or click the **Select All** link to select all contacts in the search results.

Invitation Activity Log Page

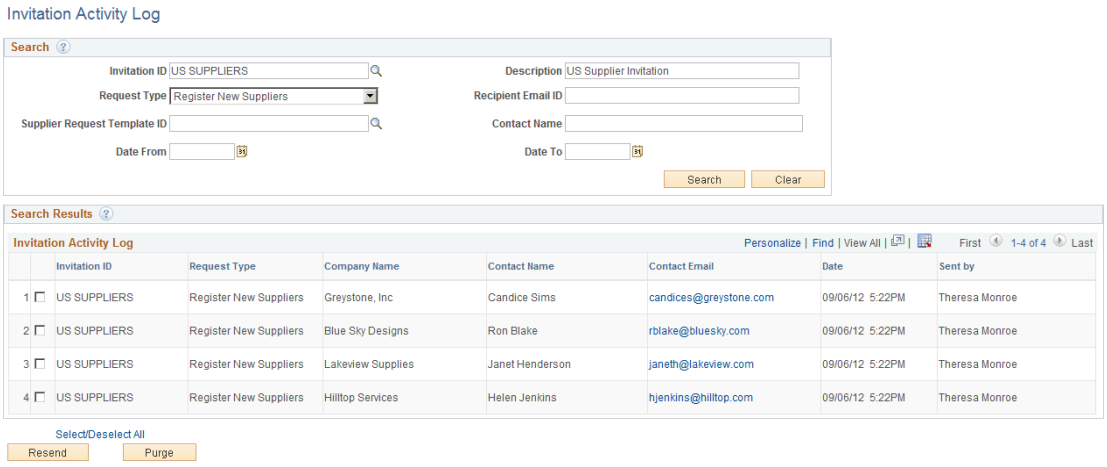
Use the Invitation Activity Log page (SUP_INV_ACT_LOG) to search for and review invitation activity by invitation parameters such as invitation ID, recipient email ID, date sent.

Navigation:

Suppliers, and then **Supplier Change Request**, and then **Invitation Act Log Chng Req**

This example illustrates the fields and controls on the Invitation Activity Log Page.

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Notify Review Supplier Profile Page

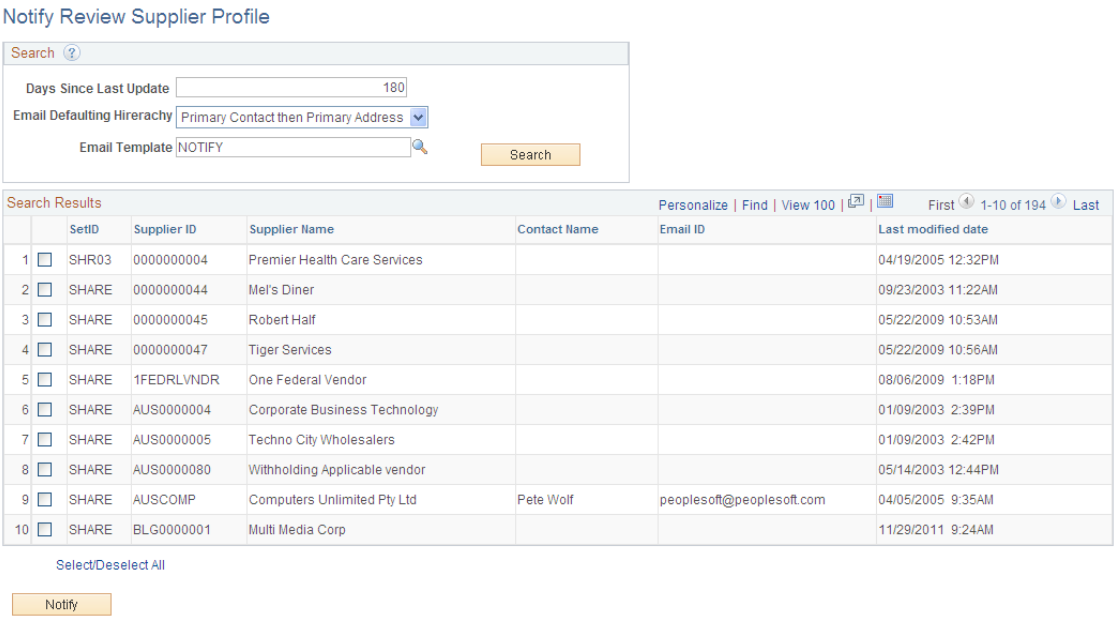
Use the Notify Review Supplier Profile page (SUP_NOTIFY_RVW_PRF) to notify suppliers to update their company profile information.

Navigation:

Suppliers, and then **Supplier Change Request**, and then **Notify Review Supplier Profile**

Suppliers, and then **Supplier Administration Center**, and then **Notify Review Supplier Profile**

This example illustrates the fields and controls on the Notify Review Supplier Profile page.



Managing Supplier Change Request Approvals

This topic includes information about managing supplier change request approvals.

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Page Used to Manage Supplier Change Request Approvals

Page Name	Definition Name	Usage
Manage Request Approval Page	SUP_OB_MASS_APR	Manage approvals for the submitted change requests.

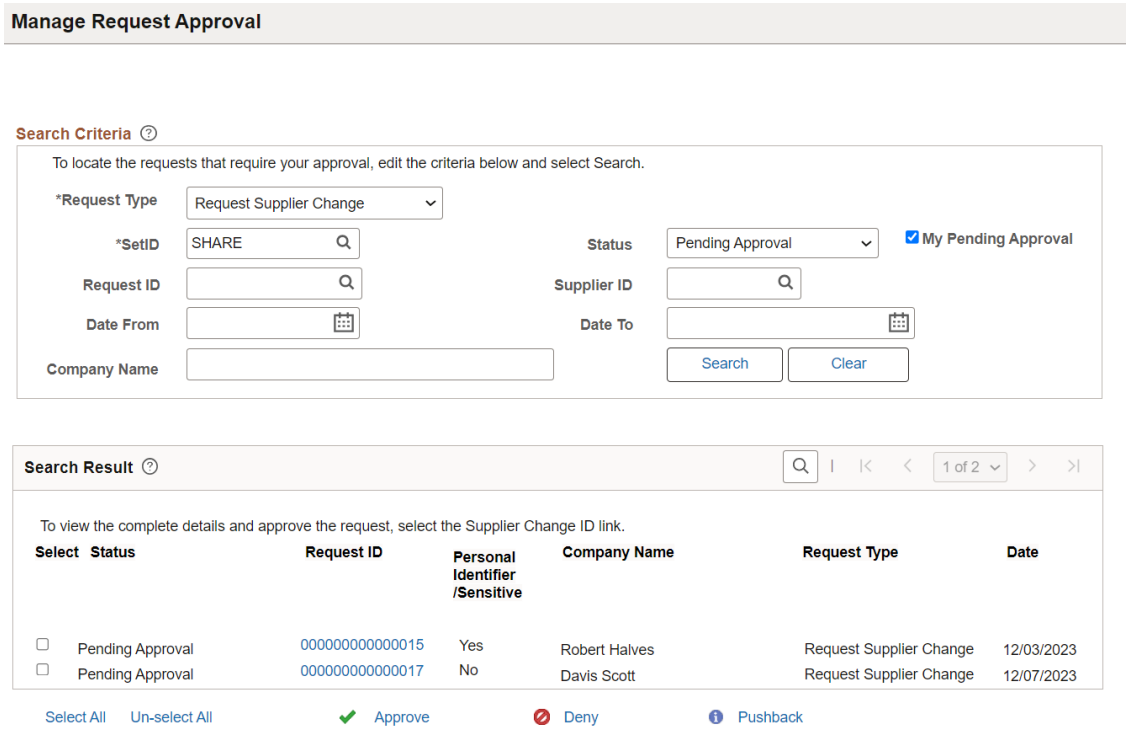
Manage Request Approval Page

Use the Manage Request Approval page (SUP_OB_MASS_APR) to manage approvals for the submitted change requests.

Navigation:

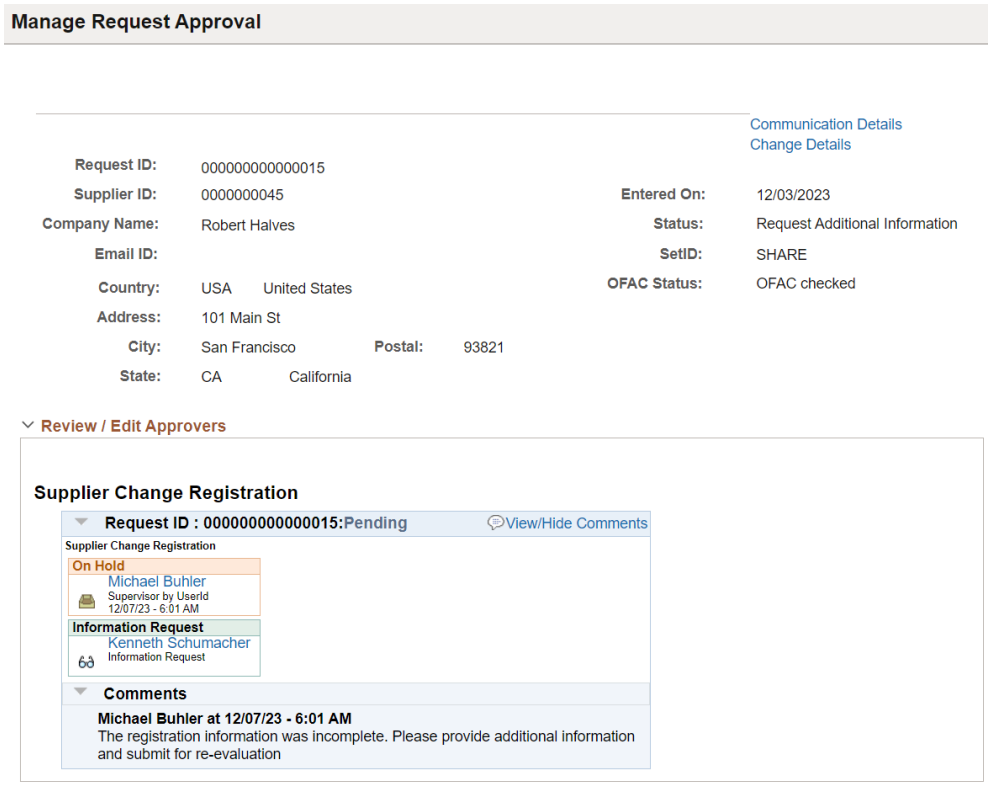
- **Suppliers**, and then **Supplier Change Request**, and then **Change Request Approval**
- **Suppliers**, and then **Supplier Administration Center**, and then **Manage Request Approval**

This example illustrates the fields and controls on the Manage Request Approval search page (Supplier Change Request). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Manage Request Approval detail page for a supplier change request. You can find definitions for the fields and controls later on this page.

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To locate requests that require your approval, enter search criteria and click the **Search** button.

> **Note**
>
> Initial supplier requests submitted to the Editor/Approver will not generate any search results with Status as “Pending Editor Review”. Search results will display with Status as “Pending Editor Review” when the requests has been sent back to the Requestor by the Approver or Editor.

The following actions are available on the Manage Request Approval page for approvers to take appropriate action for a change request:

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Field or Control	Description
Request ID	Click the request ID value on the Manage Request Approval search page to review registration details and review approvers. When you click a request ID value from the search results, a detailed change request approval page displays for that change request. **Note:** If the change request contains personal identifier or sensitive information, a message appears upon clicking the Request ID to alert the approver. Click the Change Details link to review these information before approval. This message is only to alert the approver. It will not stop the approver from approving the Change Request. **Note:** If the Supplier Name and Address are added to the financial sanctions list, a message appears upon clicking the Request ID to alert the approver to review and validate the supplier as eligible for payment before approving. This message is only to alert the approver. It will not stop the approver to approve the change request. If any supplier is added to the financial sanctions list, the **OFAC Checking** status will be **Failed OFAC checking**; otherwise, the status will be **OFAC checked**. For more information about Financial Sanctions Inquiry and Financial Sanctions Validation, see: PeopleSoft Banks Setup and Processing: Understanding the Financial Sanctions Service Understanding Financial Sanctions Validation PeopleSoft Order to Cash Common Information: Validating Financial Sanctions
Personal Identifier / Sensitive	This field displays whether personal identifier or sensitive information is present in the change request. • *Yes*: Personal identifier or sensitive information is present in the change request. • *No*: Personal identifier or sensitive information is not present in the change request.
Pushback	Allows approvers to send back one step in the approval flow process to the approver who last approved the change request. This option is only available for second or subsequent approvers in a multiple approval workflow path.
Specify Additional Approvers icon	Allows approvers to add reviewers or other approvers to the existing approval or for other separately created approvals.

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Field or Control	Description
Request More Information	Allows approvers to send an email notification to the original request-submitter requesting for additional information. This notification includes a link with the change request ID. The requester who submitted the original request may then provide the requested information either by clicking the link in the email or by navigating to the history page to search for and select the pending change request. **Note:** When the Supplier Request System Setup has been configured to allow modifications by Editor for registration requests, the **Request More Information** button sends the request goes back to the Editor, and not the requester.
Approve	Allows approvers to approve a change request. If the change request is approved, the master update status of the draft record is set to *Approved*, and the supplier records are updated. The submitter is then notified of the approval. **Note:** If the change request contains personal identifier or sensitive information and the approver tries to approve it without reviewing the information on the Review page, the pop-up message appears again to alert the approver. This pop-up message is only to alert the approver. It will not stop the approver from approving the Change Request. For mass approval, if the change request contains personal identifier or sensitive information, the Approve link will be disabled when the approver selects the checkbox.
Deny	Allows approvers to deny a change request. If the change request is denied, the draft record approval status is updated and the process terminated. The submitter is notified of the denial.

> **Note**
>
> Depending on the set up in the supplier request system, an approver may be required to provide a reason code and comments when either requesting additional information or when denying a request.

Whenever there is reason code information present while there is communication with a requester, the **Communication Details** link displays on the Manage Request Approval details page. All reason codes and comments are included in the **Communication Details**, including those entered upon initial submission of the change request. If reason codes have not been used, the **Communication Details** link will not be displayed in the Manage Request Approval details page.

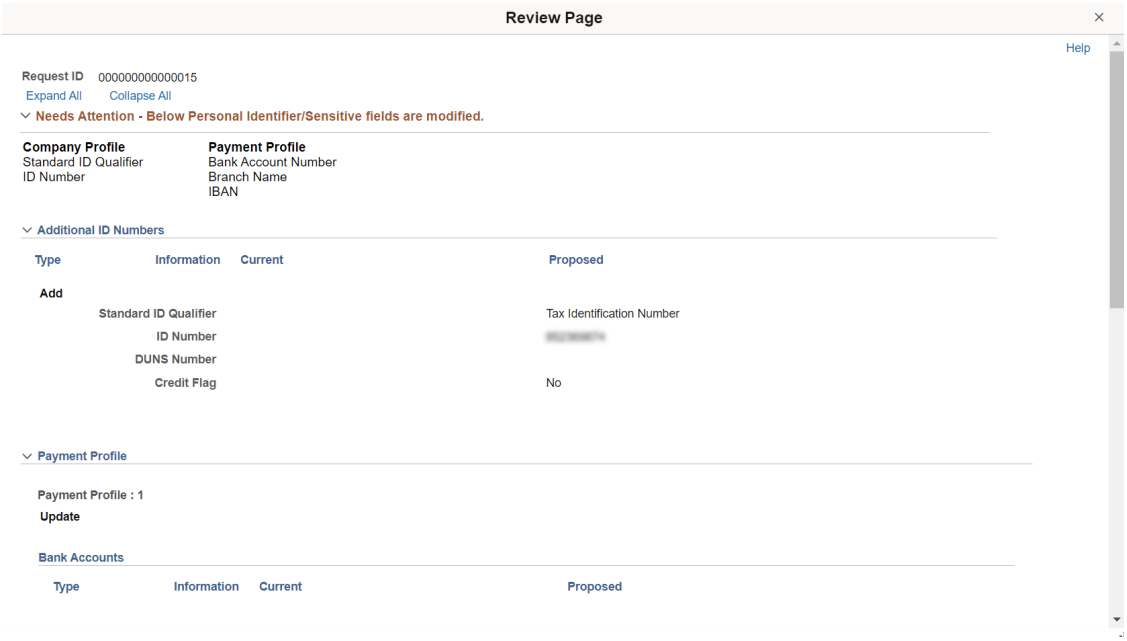
This example illustrates the fields and controls on the Communication Details Page.

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Click the *View Change Details* link to view the modifications to the change request by requesters and editors. It displays the existing and proposed values.

This example illustrates the fields and controls on the Manage Request Approval - Change Details page.



The change request values are updated in the supplier master after it is approved

Click the *Adjustment History* link to view the modifications to the change request by editors. Approvers associated to the permission list EPCO6201 only can view the Adjustment History page.

For more information on Adjustment History, see Adjustment History Page.

Click *View Attachments* link to review the list of available attachments. Click the attachment file name to view or download it.

Needs Attention - Below Personal Identifier/Sensitive fields are modified section displays the Change Request train stop and associated field names where personal identifier or

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sensitive information is available. Approver can review these field details on this page. This section only appears if personal identifier or sensitive information fields are available in the Change Request.

Approving Supplier Change Request Using the PeopleSoft Fluid User Interface

This topic provides an overview of the self-service approval pages for Supplier Change Request, and how to access these pages using the PeopleSoft Fluid User Interface. PeopleSoft builds these mobile approval pages on the Enterprise Component Fluid Approvals framework.

Approvers or managers can use the Delegation Framework to delegate the approval authority of the Supplier Change Request transactions to other users.

For more information about setting up and using Delegation Framework, see:

Enterprise Components: Understanding Delegation

Enterprise Components: Configuring Delegation Transactions

Enterprise Components: Working with Self-Service Delegation

Pages Used to Approve Supplier Change Request Using PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Pending Approvals - Supplier Change Request (List) Page	EOAWMA_MAIN_FL	View a list of pending approvals for supplier change requests. For more information, see the overview of approvals on the PeopleSoft Fluid User Interface: Application Fundamentals: Pending Approvals Page.
Supplier Change Request Page	EOAWMA_TXNHDTL_FL	Review details for a single supplier change requests. For more information, see the Application Fundamentals: Approval Header Detail Page.

Understanding Approvals for Supplier Change Request Using the PeopleSoft Fluid User Interface

PeopleSoft provides mobile approvals using the Enterprise Component Fluid Approvals framework. Approvers can take Application Workflow Engine (AWE) actions on select PeopleSoft transactions pending their approval, using a smart phone or tablet. The tablet version is also available for desktop use.

Using the PeopleSoft Fluid User Interface, approvers can view a list of pending approvals for supplier change requests submitted by suppliers, and add comments on the centralized Pending Approvals page. An approver or multiple approvers review the change request details,

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along with other details such as Contact details, and Error details. Each approver in the workflow selects an appropriate action, such as Approve, Deny, Pushback (only available for multiple approvers), or Request Information within the approval pages.

Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications. Notifications delivered with FSCM Image 49 or later must use Notification Composer.

For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer.

Pending Approvals - Supplier Change Request (List) Page

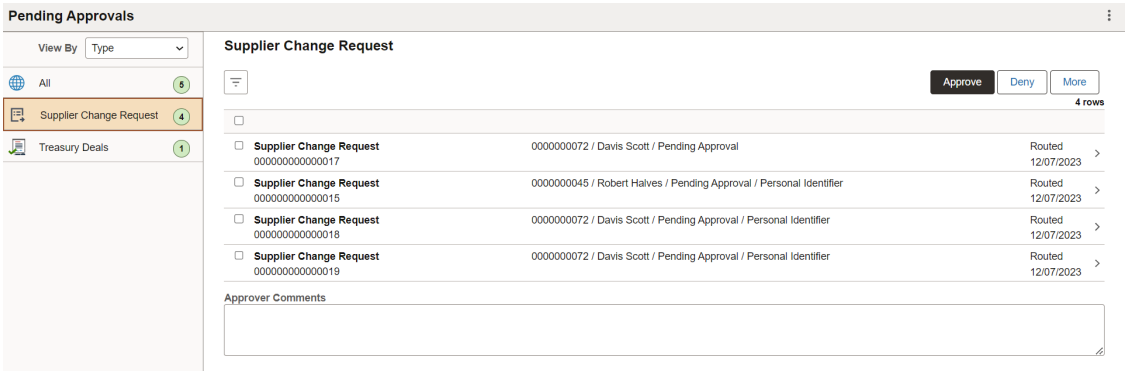
Use the Pending Approvals - Supplier Change Request list page (EOAWMA_MAIN_FL) to view a list of pending approvals for Supplier Change Requests.

Navigation:

Employee Self Service, and then **Approvals**

On the Pending Approvals page, select **Supplier Change Request** in the View By - Type pane to view the supplier change request in the right pane.

This example illustrates the fields and controls on the Pending Approvals - Supplier Change Request list page. You can find definitions for the fields and controls later on this page.



From the list page, you can do the following:

- Review header information for the supplier change requests currently routed for approval. To access header details for a particular supplier change request, select the header row.
- Use the filter to narrow results on the page. For more information about using the filter, see the Application Fundamentals: Filters Page.
- If any change request contains personal identifier or sensitive information, **Personal Identifier** will be displayed on the list page for that line.

Field or Control	Description
Approver Comments	Enter comments in the text entry field.

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Field or Control	Description
Approve, Deny, More	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action, or Cancel to back out of the action. Upon submitting the action, the system generates a message that the action is successful. Select the **More** button to display other action buttons **Pushback** (Return to Submitter) and **Request Information**. **Note:** For mass approval, if the change request contains personal identifier or sensitive information and the approver tries to approve the transaction, a message appears to review the change requests individually, and the checkboxes will be deselected. You cannot use mass approval to approve requests that include new or modified challenge questions and answers.

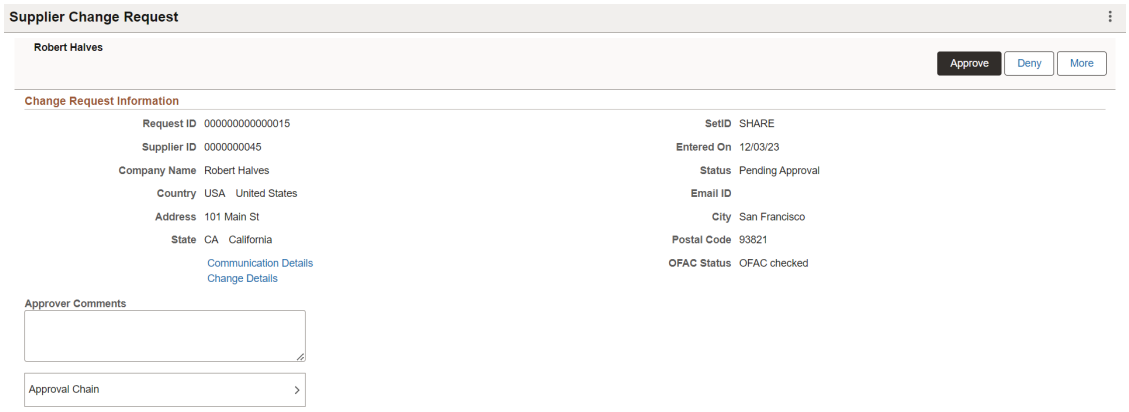
Supplier Change Request Page

Use the Supplier Change Request page (EOAWMA_TXNHDTL_FL) to review details for a supplier change request.

Navigation:

Select a supplier change request in the list on the Pending Approvals - Supplier Change Request list page.

This example illustrates the fields and controls on the Supplier Change Request page. You can find definitions for the fields and controls later on this page.



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Note

If the change request contains personal identifier or sensitive information, a message appears upon selecting the request to alert the approver. Click Change Details link to review these information before approval. This message is only to alert the Approver. It will not stop the approver from approving the Change Request.

If supplier challenge questions are added or modified, an alert message appears for the approver upon selecting the request. Click the **Change Details** link to view the questions and answers under the **Supplier Challenge Questions** section.

Note

If the Supplier Name and Address are added to the financial sanctions list, a message appears upon clicking the change request to alert the approver to review and validate the supplier as eligible for payment before approving. This message is only to alert the approver. It will not stop the approver to approve the change request.

If any supplier is added to the financial sanctions list, the **OFAC Checking** status will be **Failed OFAC checking**; otherwise, the status will be **OFAC checked**.

For more information about Financial Sanctions Inquiry and Financial Sanctions Validation, see:

PeopleSoft Banks Setup and Processing: Understanding the Financial Sanctions Service

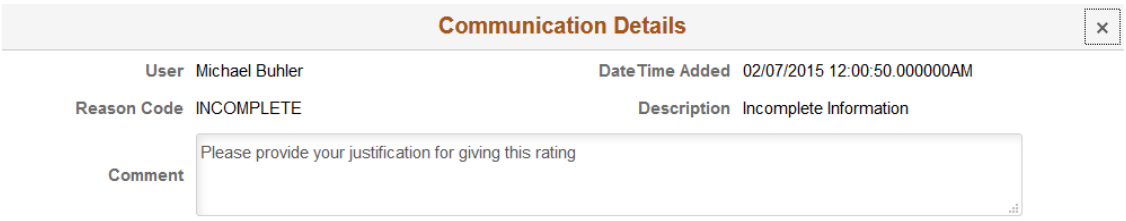
Understanding Financial Sanctions Validation

PeopleSoft Order to Cash Common Information: Validating Financial Sanctions

Field or Control	Description
Communication Details	Select to view the communication details on a supplier change request. Whenever there is reason code information present while there is communication with a requester, the Communication Details link displays on the Supplier Change Request page. All reason codes and comments are included in the Communication Details, including those entered upon initial submission of the change request. If reason codes have not been used, the Communication Details link will not be displayed in the Supplier Change Request page.

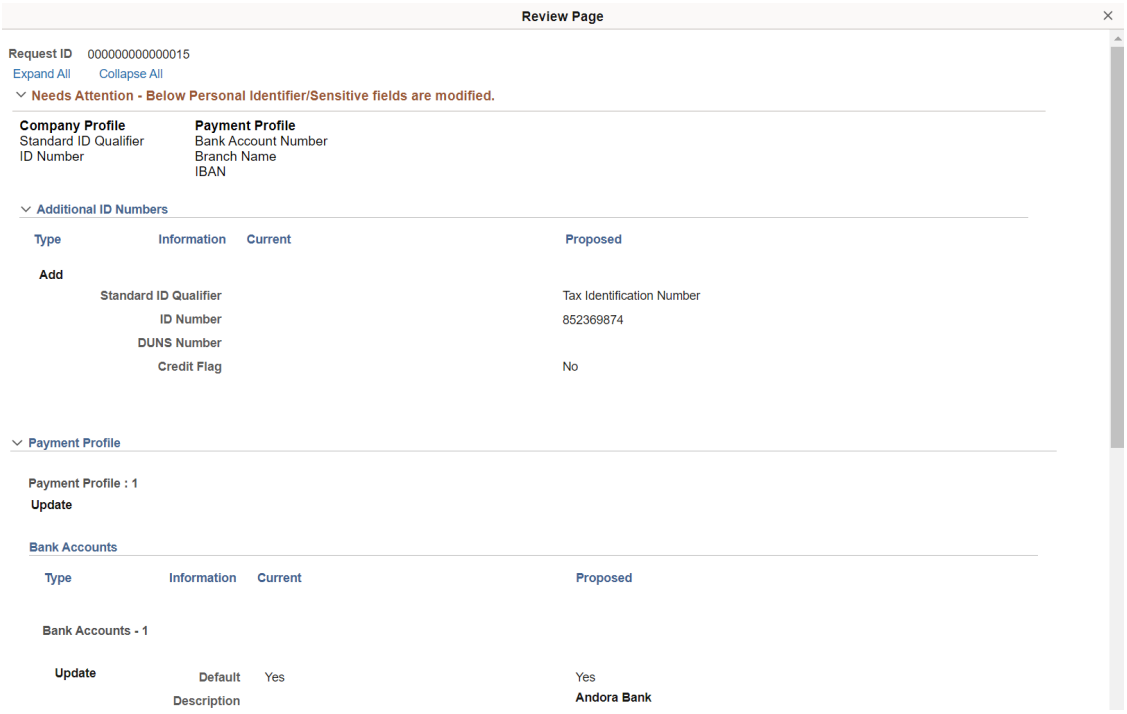
This example illustrates the fields and controls on the Communications page.

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Field or Control	Description
Change Details	Select to view the change details for a supplier change request.

This example illustrates the fields and controls on the Review page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Adjustment History	Select to view the changes made to the request by different editors. The link is displayed only if the details are modified by an editor.
Error Details	Select to view the error details on a supplier change request. The Error Details link displays on the Supplier Change Request page whenever there is error generated on a supplier change request.
Approver Comments	Enter comments in the text entry field.

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Field or Control	Description
Approval Chain	Select to review approval chain information. You can expand or collapse approver information for each line by selecting the Expand/Collapse icon. You can also select the approver name to view approver details.
Approve, Deny, More	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action, or Cancel to back out of the action. Upon submitting the action, the system generates a message that the action is successful. Select the **More** button to display other action buttons **Pushback** (Return to Submitter) and **Request Information**. **Note:** If the change request contains personal identifier or sensitive information and the approver tries to approve it without reviewing the information on the Review Page, the pop-up message appears again to alert the approver. This pop-up message is only to alert the approver. It will not stop the approver from approving the Change Request.

Needs Attention - Below Personal Identifier/Sensitive fields are modified section displays the Change Request train stop and associated field names where personal identifier or sensitive information is added. Approver can review these field details on this page. This section only appears if personal identifiers or sensitive information fields are available in the Change Request.

Reviewing Supplier Change Request History

This topic includes information about reviewing supplier change request history.

Page Used to Review Supplier Change Request History

Page Name	Definition Name	Usage
View History Page	SUP_OB_AUDIT_TRAIL	Review change request history and data. For more information, see Reviewing Registration History. Online registration and supplier change request share the same page.
View History - Review Page	SCR_REV_SEC	Review the modifications to a change request.

View History Page

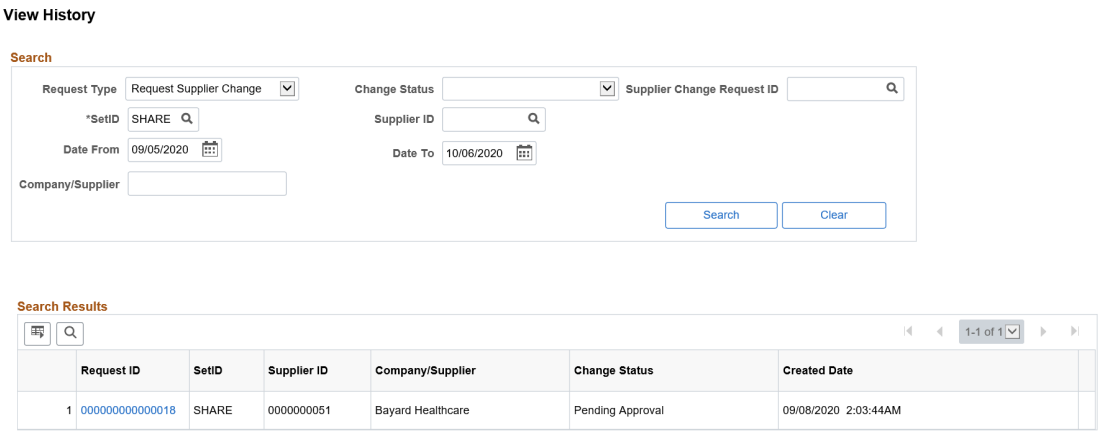
Use the View History page (SUP_OB_AUDIT_TRAIL) to review change request history and data.

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Navigation:

- **Suppliers**, and then **Supplier Change Request**, and then **View Supplier Change History**
- **Suppliers**, and then **Supplier Administration Center**

This example illustrates the fields and controls on the View History page (Supplier Change Request). You can find definitions for the fields and controls later on this page.



The View History page contains information for all self-service supplier activities, including both the new registrations and the change requests.

To review history and data, enter search criteria and click the **Search** button.

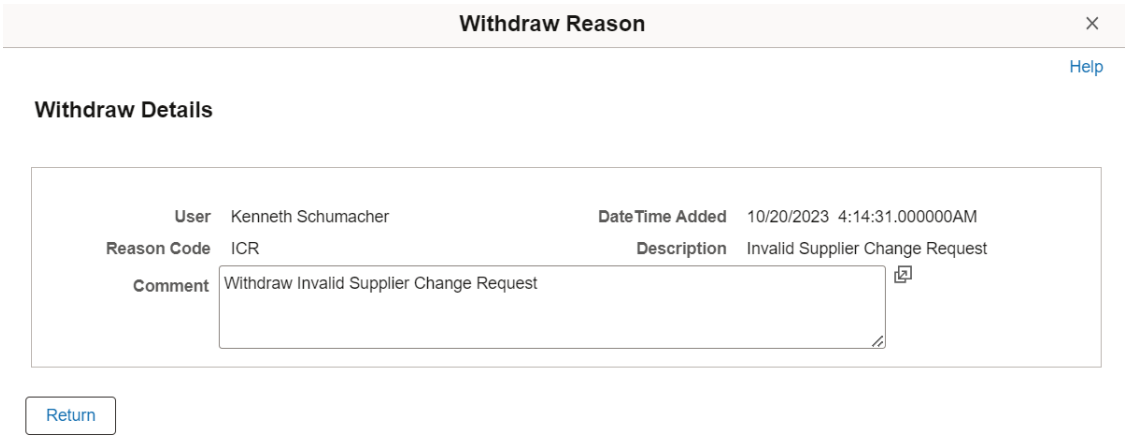
Field or Control	Description
Request ID	Click the **Request ID** value to review registration details and review Approvers on the Review page (SCR_REV_SEC). The status monitor under the Review Approvers section displays the status.

If Reason Code information exists for withdrawn Supplier Change Requests, the **Withdraw Reason** page appears on clicking the **Request ID** link on the **View History** page. On this page, User ID, Date Time Added, Reason Code, Description, and Withdraw Comment details are available.

> **Note**
>
> If no Reason Code exists for withdrawn Supplier Change Requests, a message displays the name and email ID of the person who withdrew the request, and the date and time of the withdrawal.

This example illustrates the fields and controls on the Supplier Change Request - Withdraw Reason page.

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View History - Review Page

Use the View History - Review Page (SCR_REV_SEC) to review the modifications to a change request.

Navigation:

Click the Request ID on the View History Search page.

This example illustrates the fields and controls on the View History - Review page.



You can click the *Adjustment History* link to view the modifications to the change request by different editors.

For more information on Adjustment History page, Adjustment History Page.

Click the *View Attachments* link to review the list of available attachments. Click the attachment file name to view or download it.

Managing Obsolete Supplier Change Requests

This topic discusses about reviewing and managing obsolete supplier change requests.

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Pages Used to Manage Obsolete Supplier Change Requests

Page Name	Definition Name	Usage
Manage Obsolete Requests Page	SUP_OB_MNG_OBSOLET	Review supplier change requests and withdraw the requests that are no longer required.
Manage Obsolete Requests-Review Page	SCR_REV_SEC	Review change request details. For more information about the Review page, see Manage Obsolete Requests – Review Page.
Manage Obsolete Requests-Email Notification page	SUP_OB_MOSCREM_SEC	Send notification to a requester about the withdrawal of a request. For more information about the Email Notification page, see Email Notification Page.

Manage Obsolete Requests Page

Use the Manage Obsolete Requests page (SUP_OB_MNG_OBSOLET) to review Supplier Change requests and withdraw the requests that are no longer required.

Navigation

Suppliers, and then **Supplier Registration**, and then **Manage Obsolete Registrations**

Suppliers, and then **Supplier Change Request**, and then **Manage Obsolete Change Request**

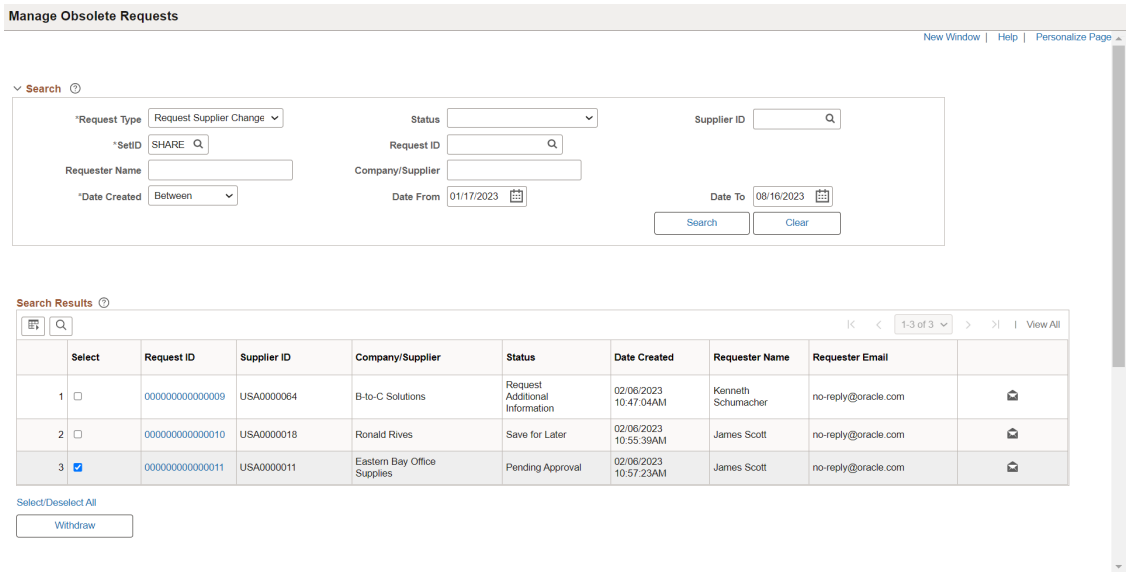
Supplier Administration WorkCenter , and then **Links**, and then **Manage Obsolete Requests**

Procurement Operations Fluid Home page, and then **Supplier Admin tile**, and then **Manage Registrations**, and then **Manage Obsolete Registrations**

Procurement Operations Fluid Home page, and then **Supplier Admin tile**, and then **Manage Change Requests** , and then **Manage Obsolete Change Request**

This example illustrates the fields and controls on the Manage Obsolete Requests page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Status	Displays when the selected request type is *Request Supplier Change*. The available options are: *Database Updated*, *Integrity Error*, *Pending Approval*, *Pending Editor Review*, *Rejected*, *Request Additional Information*, *Request Editor More Info*, *Save for Later*, and *Update Error*.
Supplier ID	Displays when the selected request type is *Request Supplier Change*.

For more information about the Manage Obsolete Requests page, see Manage Obsolete Requests Page.

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6

Maintaining Supplier Information

Understanding Supplier Maintenance

PeopleSoft procurement applications capture and track supplier information to ensure that you can satisfy suppliers by having the answers to their questions at your fingertips. You can enter straightforward or complex supplier definitions that capture an organization's true relationship with a supplier. You can also enter information from conversations with suppliers to manage your contacts more effectively. Even if you have not spoken to a supplier contact for months, your supplier profile enables you to recall details as though you had your last conversation yesterday.

This section discusses:

- Supplier profiles.
- Suppliers in the control hierarchy.
- Supplier locations.
- Supplier definition.
- PeopleSoft eSupplier Connection.
- Supplier relationship management.
- Supplier approval.
- Supplier archiving.
- Single payment suppliers.
- Duplicate supplier checking.
- Supplier audit.

Related Topics

- PeopleSoft Payables: Withholding Entity Page
- PeopleSoft Payables: Entity Fields - Supplier Page

Supplier Profiles

Within PeopleSoft applications, all payees are considered *suppliers.* This includes suppliers, employees, attorneys, and so on. You create supplier profiles to store all the information that you need to know about suppliers to manage their interests and *yours* proactively. The information that you provide is up to you. It can be as simple as a supplier name and address or, more likely, a wealth of information about payment terms and methods as well as voucher processing defaults.

Supplier information is principally shared by PeopleSoft Payables and Purchasing, so that one or both departments can enter supplier information. You may want to set up your system so that purchasing users can enter supplier information, but only accounts payable users can approve suppliers for payment, or vice versa; it's up to you.

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To create or update supplier profiles for all types of suppliers in either product, you use the pages in the Supplier Information component (VNDR_ID). PeopleSoft has organized the system to help you easily enter, update, and inquire in these primary areas:

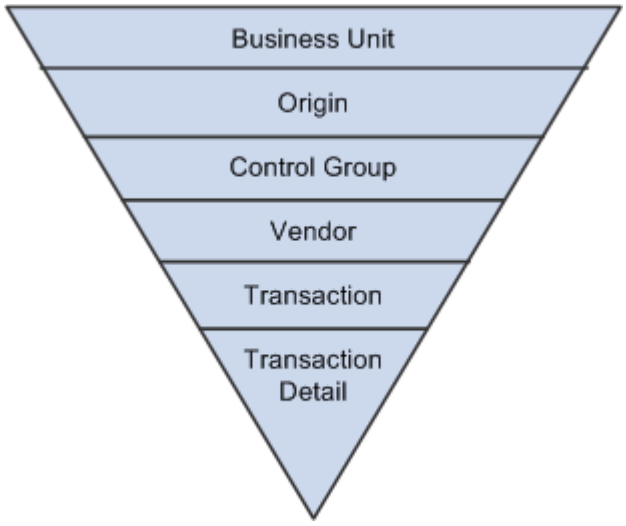
- Supplier identification.
- Supplier approval.
- Supplier conversations.
- Supplier bank accounts.
- Supplier withholding information.

All supplier information for regular suppliers, one-time suppliers, and permanent suppliers is stored in the same set of supplier tables. So if you decide that the one-time supplier that you used last week on a trial basis is the ideal company to use for a long term remodeling project, you merely update the Persistence field on the Identifying Information page, without re-keying information or storing redundant data.

As you enter supplier profiles into the system, you can define a set of suppliers for each business unit, or you can share suppliers across multiple business units. You can even define multiple locations for a supplier.

Suppliers in the Control Hierarchy

The following diagram shows how supplier information is positioned in the PeopleSoft procurement control hierarchy. As you define suppliers, you can specify various types of control information, such as duplicate invoice checking and voucher approval processing, that either appears by default from the hierarchy or can be overridden and changed for a specific supplier:



Supplier Locations

A supplier location is not a physical address. It is a default set of rules, or attributes, that define how you conduct business with a particular supplier. A supplier location comprises information such as procurement options (including payment terms, currency information, and shipping method), VAT options, payment options, withholding options, pay to bank accounts, and so on. And although a location is not an address, it does reference addresses.

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Your supplier may need only one location. If the supplier uses the same set of rules across its business, you can enter one location for your supplier, and you're ready to go. If, however, your supplier uses different sets of procurement rules for different portions of its business (different branches, sites, or offices, for example), PeopleSoft procurement products enable you to set up the supplier with multiple locations, each with its own unique set of business rules.

If, for example, company ABC has offices in New York, Vancouver, and London, each office may require different currency information, payment terms, pay to bank accounts, VAT or sales and use tax (SUT) requirements, and so on. In this case, you could set up the supplier with three locations (that is, three sets of rules—one for each office).

Suppliers may also have unique requirements for pricing and remitting. For this reason, from each supplier location, you can also point to other supplier locations for remitting and pricing. (The supplier's invoice information and payment terms reside at the supplier location level, so it makes sense to determine the remitting and pricing rules here.)

If your supplier has only one address from which it conducts all its procurement functions (ordering, invoicing, remitting, and returning), enter the one address on the Supplier Information - Address page; the system uses this address as the default for all of the functions on the Supplier Information - Location page. Some suppliers have different addresses for different procurement functions. For this reason, the system enables you to enter several different addresses for each supplier location.

Returning to the previous example, company ABC's offices may each have multiple addresses for ordering, invoicing, remitting, and returning. Because they have different procurement rules, each office has its own location; because each location may have different addresses for different business transactions, each location can have multiple addresses.

In summary, a supplier can have many physical addresses. A location can also have many addresses. Equally, addresses can be shared between locations. Some suppliers may not be this complicated; they may only require one location and one address. Other suppliers may have several locations and addresses. The PeopleSoft system accommodates both types of suppliers.

Related Topics

- Defining Supplier Locations

Supplier Definition

When you're preparing to enter a new supplier into the system, you first gather all the information that you need to track for the company with which you're doing business, such as:

- Identifying information, including status, class, and other basic business information that tells you what kind of supplier you're entering.
- Physical addresses for the supplier.
- Location information, including remit to and pricing locations.
- Procurement defaults that define your relationship with your supplier and tell the system how to handle purchasing and accounts payable transaction errors and approvals.
- Payment options that establish defaults for payment processing.
- Information used to process withholding.
- Information used to process VAT.
- SUT information.
- Supplier contacts.

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- Supplier bank accounts used for EFT processing.

PeopleSoft eSupplier Connection

You can also use PeopleSoft self-service applications to enhance your supplier relationships. PeopleSoft eSupplier Connection is a baseline supply side self-service web application designed to provide suppliers with convenient, flexible, and easy access to information. Suppliers access PeopleSoft eSupplier Connection to view and modify their own business information—company address, phone, and contact data. They can also review schedule, invoice, payment, order, and receipt activity, as well as view their account balances and the invoices related to those balances. In addition, with PeopleSoft eSupplier Connection you can direct your suppliers to transact on Request for Quotes (RFQs), purchase order acknowledgements (POAs), and Advanced Shipment Notifications (ASNs) for dispatched purchase orders. When dispatching using email, you can automatically include a link for the supplier which takes them into the appropriate PeopleSoft eSupplier Connection page for RFQs and Purchase Orders. To enable a supplier to access PeopleSoft eSupplier Connection, you define a supplier side user using the Define Supplier User component.

> **Note**
>
> Pages used to define Supplier User information are specifically used for external supplier access and are not used for internal access to PeopleSoft Purchasing or PeopleSoft Payables.

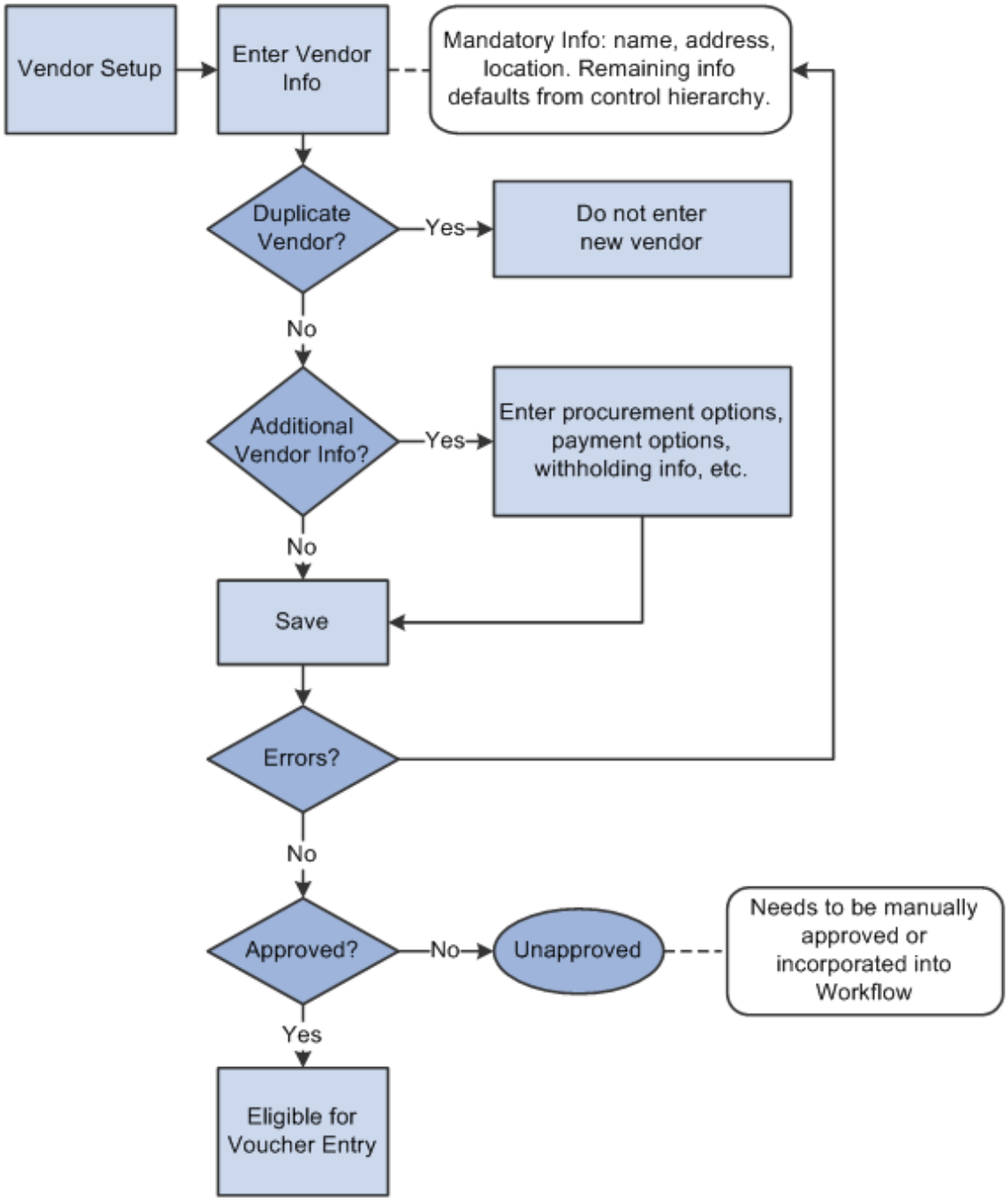
Related Topics

- PeopleSoft eSupplier Connection: Understanding Supplier Information Maintenance

Supplier Relationship Management

This process flow illustrates the steps for managing supplier relationships from setting up the supplier to entering procurement and payment options and approving the supplier:

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Supplier Approval

The PeopleSoft Supplier component provide workflow for users to approve a supplier. Workflow approvals enable you to direct supplier approvals to the correct people in the correct order. You can choose one of two different workflow methods:

1. PeopleTools workflow technology documented in the PeopleTools documentation: Workflow Technology.

   This workflow method, enables you to approve a supplier using standard PeopleSoft workflow where approvers can view suppliers for approval and approve them using the Supplier Approval component (APPROVE_VENDOR). A supplier is automatically set to

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approved status if the user who entered it is set up as an approver. To implement workflow approvals, you define the roles, rules, and routings using the PeopleSoft Application Designer, PeopleCode, and Workflow Administrator. Oracle delivers the PeopleSoft system with basic approval rules already established. You cannot enter vouchers for a supplier until the supplier has been approved. Likewise, a supplier must be approved *and* open for ordering before you can enter purchase orders (POs) for the supplier. You set up supplier approvers on the User Preferences - Procurement page.

2. PeopleSoft Approval Framework documented in the documentation *Enterprise Components: Approval Framework*

   This workflow method enables you to approve a supplier using the approval framework. With proper authorization, an approver can add other approvers, called ad hoc approvers, to the current or a later stage of the approval process. Reviewers and ad hoc reviewers can be part of the workflow. Reviewers can see the approval but do not approve it. Setting up this method requires less technical skills than setting up standard PeopleTools workflow technology.

> **Note**
>
> You can use either workflow method for approving suppliers.

see the product documentation for *PeopleTools: Workflow Technology*

Related Topics

- Approving Suppliers

Supplier Archiving

Before you can archive a supplier, you must first archive the payments and then the related vouchers for that supplier. You can archive inactive suppliers from your system by using the Supplier Archive Request Process page.

Since archiving a supplier is similar to inactivating a supplier—users cannot enter new vouchers for this supplier—you must have the authority to inactivate suppliers to archive suppliers. Use the Supplier Processing Authority page in the User Preferences component (OPR_DEFAULT) to grant authority to users.

Related Topics

- PeopleSoft Payables: Understanding Data Types Available for Archiving

Single Payment Suppliers

PeopleSoft Payables enables you to enter a voucher for a one-time supplier without adding rows to supplier tables. You must set up at least one single payment supplier, which is used as the master supplier for single payment vouchers. The master supplier can include such general information as tax, payment method, payment terms, and bank account defaults. You enter any information that is particular to a supplier—such as the supplier's name and address—directly on the single payment voucher. PeopleSoft recommends that you define a single payment supplier for each tax environment you work in, in situations where supplier tax information is used to calculate tax on transactions.

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> **Note**
>
> If financial sanctions validation is enabled at the installation level, the system validates the supplier upon saving the voucher. If financial sanctions validation is enabled at the bank level, the system validates the supplier upon saving the voucher only if you specify a bank for the remit supplier and the bank requires financial sanctions validation. If the system determines that the supplier has a potential match on a financial sanctions list, you can save the voucher and put the payment on hold, save the voucher and not put the payment on hold, or not save the voucher.
>
> The system does not update the single payment supplier's financial sanctions status on the Supplier Information component, because it is only a template for single payment suppliers.

Related Topics

- Entering Single Payment Suppliers

Duplicate Supplier Checking

PeopleSoft enables you to check for duplicate suppliers in real-time when you enter new suppliers in the Supplier Information component. You can also run a report to find duplicate suppliers. The system can check for duplicate suppliers based on the address, city, and state. When the system identifies duplicate suppliers, it provides the supplier ID in the message to assist you in identifying duplicate suppliers.

You can set validation options independently for active and inactive suppliers, enabling you to define whether to provide or not provide warnings or to reject an active or inactive supplier on each field type. This feature provides more control in identifying duplicate suppliers. Suppliers can also fine tune the duplicate supplier search criteria.

You can also enable duplicate supplier checking in online registration and supplier change requests. See Setting Up the Online Registration System and Setting Up Supplier Change Requests.

Related Topics

- Adding New Suppliers
  When you add a new supplier, the system prompts you to enter a supplier ID, which is the primary key to the supplier tables; the supplier ID is a unique identifier that you can use to locate specific supplier information. Depending on how you set up your autonumbering defaults on the Supplier Set Control page, you enter either your own unique supplier ID or let the system assign one for you. Each supplier belonging to a SetID must have a unique number for its supplier ID. If you have enabled autonumbering, the supplier ID appears as *NEXT* on the search page. The system assigns a sequential ID number after you enter the supplier information and save the page.
- Duplicate Supplier Request Page
  Use the Duplicate Supplier Request page (DUP_RPT_POST) to displays suppliers having duplicate TINs, withholding names, withholding addresses, supplier names, supplier short names, or supplier addresses.

Using Supplier Audit

The Audit Framework for the supplier field level allows the users to set up and administer an audit trial for various fields on the Supplier component at the SetID or supplier level.

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Pages Used to Use Supplier Audit

Page Name	Definition Name	Usage
Supplier Processing Authority Page	OPR_DEF_TABLE_VND1	Set up supplier audit.
Supplier Audit Template Page	VNDR_AUDIT_TMPL	Select the desired fields to audit and set the Reason flag that requires Reason Code and comments to be captured.
Supplier Set Control Page	VNDR_CNT	Set up supplier audit at SetID level.
Identifying Information Page	VNDR_ID1	Set up supplier audit at Supplier level.
Preview Supplier Audit Page	VNDR_AUDIT_SUM_SEC	Preview the audit, enter reason codes or comments, and finalize.
Supplier Audit Inquiry Page	VNDR_AUDIT_INQ	Set up the search parameters for inquiring the Audit details.
Supplier Audit Inquiry Detail Page	VNDR_AUDIT_INQ_SEC	View the details of the supplier audit inquiry on a secondary page based on the parameters entered.
Supplier Audit Log Page	VNDR_AUDIT_LOG	Run the Supplier Audit log report.

Supplier Processing Authority Page

Use the Supplier Processing Authority page (OPR_DEF_TABLE_VND1) to set up supplier audit.

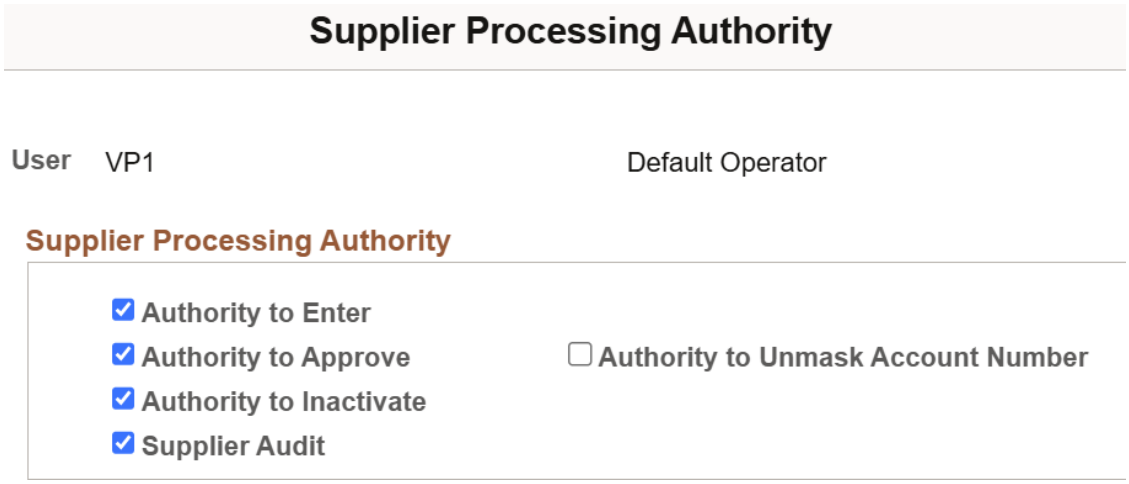
Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **User Preferences**, and then **Define User Preferences**

Click **Procurement** in the Product Preference group box. Click the **Supplier Processing Authority** link.

This example illustrates the fields and controls on the Supplier Processing Authority page.

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Select the **Authority to Enter** check box to authenticate the user to create or update the supplier details. The Supplier Audit check box is selected by default. You can set up audit at SetID level or supplier level if the check box is selected. If the check box is not selected, then users cannot set up audit but can inquire the supplier audit and run the audit log report.

Supplier Audit Template Page

Use the Supplier Audit Template (VNDR_AUDIT_TMPL) page to select the desired fields to audit and to set the Reason flag that requires Reason Code and comments to be captured.

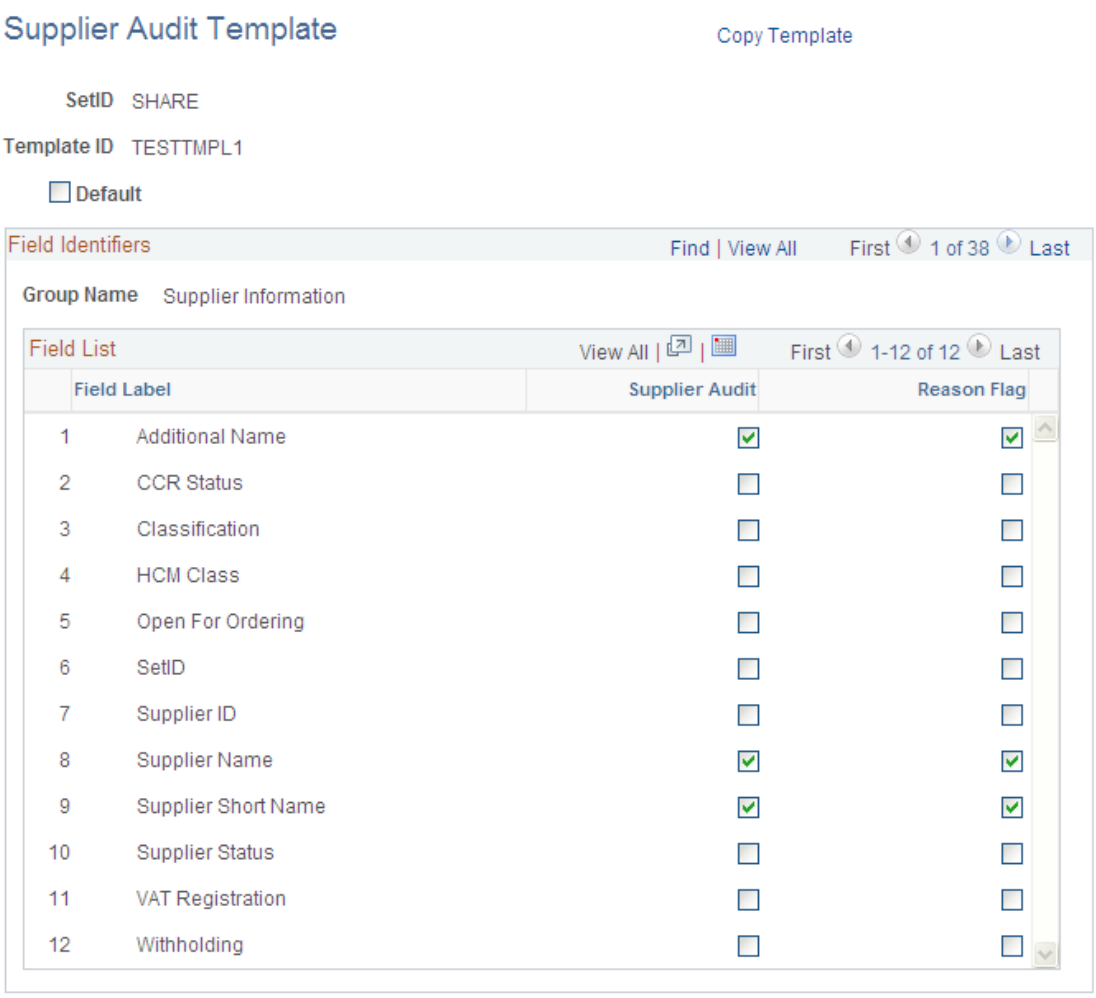
The Supplier Audit Template has H-Grid (Hierarchical Grid) for Supplier Address, Phone Information, and Supplier Contact Phone fields where it allows the user to enable and disable the audit and reason flag for the main field. When saved, it will enable the audit and reason flag for dependent fields attached to main field. One default Template ID is allowed per SetID.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Audit Template**

This example illustrates the fields and controls on the Supplier Audit Template page.

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To enable the supplier audit, select the Supplier Audit check box on the Supplier Set Control page. For more information, see Supplier Set Control Page

If the Supplier Audit check box is selected, the Template ID field with the Default Template ID from Configuration Template is displayed. Template ID is a mandatory field if supplier audit is enabled. You can override the default Template ID by selecting a different Template ID from the prompt. No audit settings will default to Supplier if the audit flag is disabled.

You can override the Template ID on the Supplier - Identifying Information page. You can choose the option of *Specify* and enable the audit flag. Specify the different Template ID from the prompt. You can choose the option of *Default* to get the default settings from Supplier Control. The *Default* option disables the Supplier Audit flag and Template ID from editing. To bypass the audit for this supplier, deselect the Supplier Audit check box. The Supplier - Identifying Information page displays the default settings from the Set Control page if no previous audit happened for this supplier. If the supplier has been previous audited, the audit settings as previously saved are displayed. Template ID is a mandatory field if supplier audit is enabled.

For more information, see Identifying Information Page

You can copy the existing template to create a new template for that SetID or use a different SetID by using the **Copy Template** link. The user has to enter the new SetID and Template ID in the Copy Template page. New SetID and Template ID are mandatory. Click the **Confirm** button to copy the existing Template and create a new default Template ID for the SetID,

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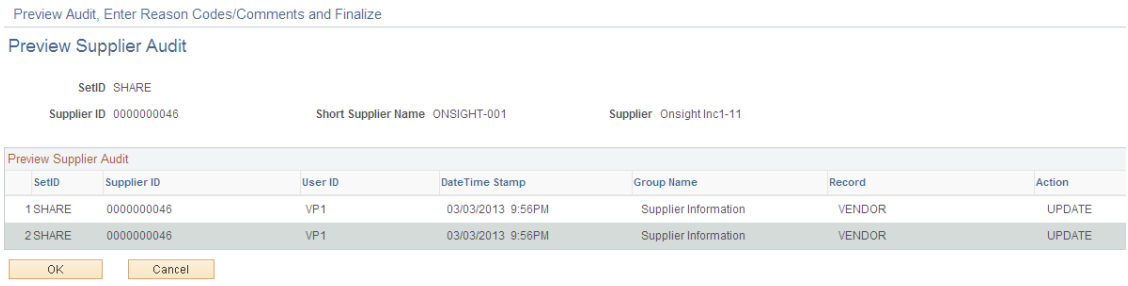
provided no default Template ID exists for the SetID. Click the **Cancel** button to return to the Main page. Access setting up the audit at Supplier or SetID level is based on the audit flag set up in the Supplier Processing Authority in the User Preferences. When the user makes a field change to a supplier, the user ID, the date/time, Original value, Changed value, Action, Record, Field label, and the reason for the change are recorded each time a change is made to the auditing fields set by Configuration Template. These changes are displayed on the Preview Audit screen when you save the Supplier page and you can enter Reason Code and Comments in Preview Audit Screen for those fields enabled for Reason flag in the Configuration Template. Click **OK** button on the Preview Audit Screen to save the changes made on the Supplier. The Reason Code is mandatory for those fields enabled for Reason Code in the Preview Audit Screen. The Audit information is stored in the table PS_VNDR_AUDIT_SUMM which is separate from Supplier Master table. Click **Cancel** button on the Preview Audit Screen to abort the save. The Supplier page will be refreshed with the changes reverting back to original. There are some sample Reason Codes available. The user can add new reason codes for Reason Type: *Supplier Audit* in the Reason Codes page (Set Up Financials/Supply Chain, Codes and Auto Numbering, Reason Codes),

> **Note**
>
> The audit will happen and the Preview Audit Screen will be displayed only for existing suppliers. No audit will happen when you create a new supplier. No audit will happen if the user does not have authority to Enter/Update the Supplier set in the Supplier Processing Authority.

Preview Supplier Audit Page

Use the Preview Supplier Audit page (VNDR_AUDIT_SUM_SEC) to preview the audit, enter reason codes or comments, and finalize.

This example illustrates the fields and controls on the Preview Supplier Audit page (1 of 2).



This example illustrates the fields and controls on the Preview Supplier Audit page (2 of 2).



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Supplier Audit Inquiry Page

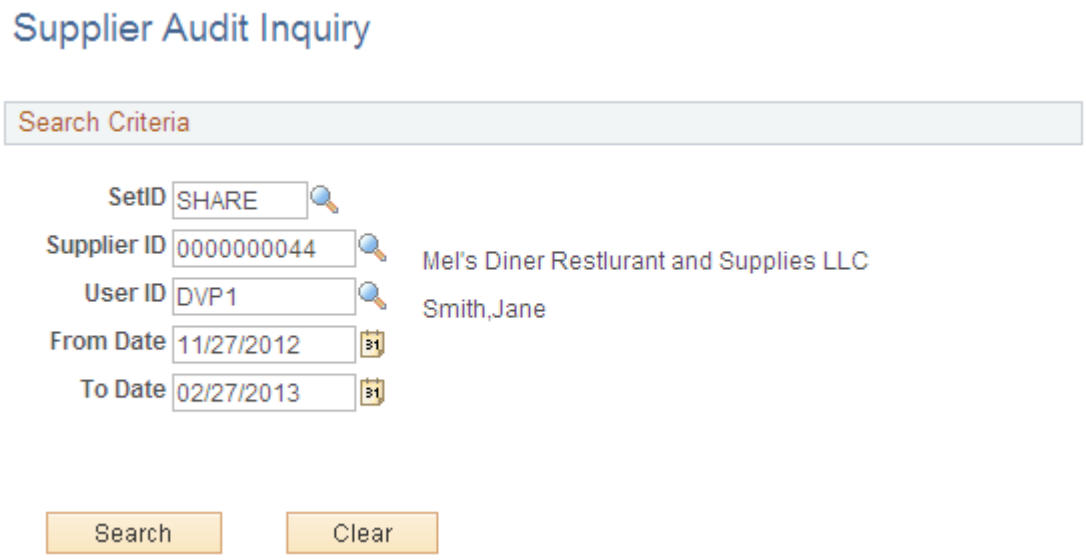
Use the Supplier Audit Inquiry page (VNDR_AUDIT_INQ) to display the summary of field changes made to the supplier for a period of time.

All the fields for the search criteria are mandatory. By default, the To Date is the current date and the From Date is the date three months prior to the current date. Click the **Search** button to display the result set in a separate Do Modal Window, if data matching the search criteria exists. Click the **Clear** button to reset all the parameters to blank values.

Navigation:

Suppliers, and then **Supplier Information**, and then **Maintain**, and then **Supplier Audit Inquiry**

This example illustrates the fields and controls on the Supplier Audit Inquiry page.



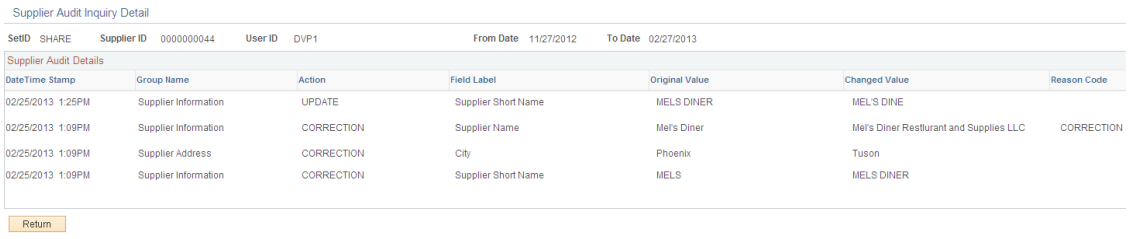
Supplier Audit Inquiry Detail Page

Use the Supplier Audit Inquiry Detail page (VNDR_AUDIT_INQ_SEC) to view the details of the supplier audit inquiry.

Navigation:

Enter the supplier ID and click Search.

This example illustrates the fields and controls on the Supplier Audit Inquiry Detail page.



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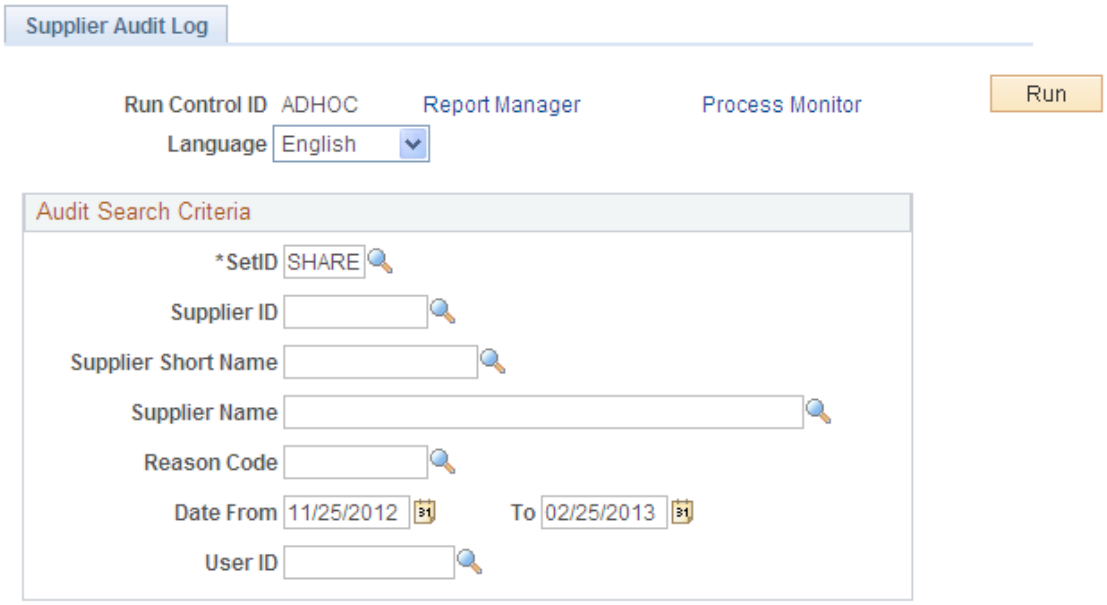
Supplier Audit Log Page

Use the Supplier Audit Log page (VNDR_AUDIT_LOG) to run the Supplier Audit log report.

Navigation:

Suppliers, and then **Supplier Information**, and then **General Reports**, and then **Supplier Audit Log**

This example illustrates the fields and controls on the Supplier Audit Log page.



Enter the input parameters and run the BI Publisher process VNDR_AUDIT to publish the BI Publisher report. By default, the To Date is the current date and the Date From is the date three months prior to the current date. SetID, From Date, To Date is mandatory and all other parameters are optional. The report can be run specific to Supplier, Reason Code and User ID by entering these parameters. If these parameters are left blank, the system will update % to run across these parameters.

The audit trail for a supplier can be archived or restored using the Archive Template *APCCVEND* in PeopleTools Data Archive Manager. Selective Query for Archive is *AP_VENDOR_CC_ARCHIVE* and query for restoring is *AP_VENDOR_CC_RESTORE* in the Archive Template. Access to run the PeopleTools Data Archive Manager is based on the user role and permissions.

The user can view the data from Archive table by running the Query AP_VENDOR_CC_RESTORE in Query Manager. The user needs to enter all the parameters for this Query. You can download the result to XLS or HTML or any other formats supported by Query Manager.

Financial Audit for Supplier

Financial audit for supplier supports the following cross-applications:

- Supplier status change from Supplier Approval Workflow

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- Supplier status change for onetime supplier from Online Voucher Component
- Supplier status change for onetime supplier from Voucher Build Process

Supplier Status Change from Supplier Approval Workflow

Captures the audit for Supplier Status change when the approver takes action of approve or deny. Deselect the **Authority to Approve** check box on the Supplier Processing Authority page. Select the **Supplier Audit** check box to allow the user to set up or override audit at SetID or Supplier level.

Set up the Supplier Status field for Audit and Reason in the Configuration Template and set the audit at the SetID level.

Create new supplier or update an existing supplier. Set up the audit at the Supplier level and save the page. The status becomes *Unapproved*. Preview is displayed for existing supplier. It triggers the workflow to the Approver Hierarchy.

Login to Approver ID and open the Work list page. Or Login to Approver ID and open the Approval page (Suppliers, Supplier Information, Approve, Approve Supplier). Perform the action of approve or deny. No preview is displayed from Approver component. Audit is captured in the table **PS_VNDR_AUDIT_SUMM** with the Reason Code as **VNDAPPR**.

Review the audit information online through Supplier Audit Inquire panel. Run the Audit log XMLP report to get the detailed report of the audit trial.

Supplier Status Change for Onetime Supplier from Online Voucher Component

Captures the audit for Supplier Status change when voucher is created online for one time supplier.

Select the **Supplier Audit** check at Supplier Process Authority to allow the user to set up or override audit at SetID or Supplier level.

Set up the Supplier Status field for Audit and Reason in the Configuration Template and set the audit at the SetID level. Set up the audit for the one time supplier.

Create online voucher for the one time supplier and the Supplier Status is set to *Inactive* when the voucher becomes Postable. The Audit is captured in the table **PS_VNDR_AUDIT_SUMM** with the Reason Code as **VCHR**. Preview is not displayed from Online Voucher Component.

Review the audit information online through Supplier Audit Inquire panel. Run the Audit log XMLP report to get the detailed report of the audit trial.

Supplier Status Change for Onetime Supplier from Voucher Build Process

Captures the audit for Supplier Status change when Quick invoice is created for one time supplier and load this quick invoice through Voucher build process.

Select the **Supplier Audit** check at Supplier Process Authority to allow the user to set up or override audit at SetID or Supplier level.

Set up the Supplier Status field for Audit and Reason in the Configuration Template and set the audit at the SetID level. Set up the audit for the one time supplier.

Create Quick Invoice for one time supplier. Run the Voucher Build Process for Quick Invoice. When the Voucher is build and becomes Postable, the Supplier Status for one time supplier is set to be *Inactive.* The Audit is captured in the table **PS_VNDR_AUDIT_SUMM** with the Reason Code as **VCHR**. The process instance of the run is logged. Preview is not displayed from the batch program.

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Review the audit information online through Supplier Audit Inquire panel. Run the Audit log BI Publisher report to get the detailed report of the audit trial.

Understanding Financial Sanctions Validation

For U.S.-based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that suppliers be validated against a Specially Designated Nationals (SDN) list prior to payment. OFAC acts under Presidential wartime and national emergency powers, as well as authority granted by specific legislation, to impose controls on transactions and freeze foreign assets under U.S. jurisdiction. Many of the sanctions are based on United Nations and other international mandates, are multilateral in scope, and involve close cooperation with allied governments.

PeopleSoft provides you the ability to download the list of SDNs from the OFAC, the European Union, as well as enterprise sources. Once installed, you can manually search the list to validate suppliers. In addition to manual searches, you can enable searches to be performed automatically when processing transactions. If, for example a supplier name or address matches one on the SDN list, PeopleSoft provides a process for administrators to verify that the match is correct and prevent any financial transactions from occurring with that individual or entity or approve the transaction if the match proves to be a false positive.

This section discusses:

- Overview of financial sanctions validation.
- Financial sanctions validation and transaction processing.
- Examples of financial sanctions validations.

Related Topics

- Application Fundamentals: Financial Sanctions Options Page
- PeopleSoft Payables: Voucher Validation
- PeopleSoft Payables: Understanding Pay Cycle Alerts
- PeopleSoft Banks Setup and Processing: Understanding the Financial Sanctions Service
- Setting Up the Online Registration System
  This topic covers how to set up system-level options, including enabling approvals and duplicate supplier checking, and setting up reason codes for online registration.

Overview of Financial Sanctions Validation

PeopleSoft provides validation of your suppliers against any financial sanctions list at the supplier level, voucher level, and payment level. The system validates the supplier's:

- Names.
- Payment alternate names.
- Withholding alternate names.
- Addresses.
- Country.

To perform financial sanctions validation:

1. Specify options on the Financial Sanctions Options page of the Installation component (INSTALLATION).

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How the system validates your suppliers depend on if you enable financial sanctions for PeopleSoft Payables and eSettlements at the installation level or the bank level. The system's actions are discussed in detail in the following section.

The Search Framework search engine is used to perform the search on the financial sanctions data. For the system to identify the most accurate match results, the system searches only the name fields against the name search index and the address fields against the address search index. The system passes the name and address fields and weighting factors to the search indexes. It then compares the results of the Search Framework and reports it as a possible match if the score is greater than the **Search Framework Score Threshold** field defined on the Financial Sanctions Options page.

See Application Fundamentals: Financial Sanctions Options Page.

2. If you enable financial sanctions at the bank level, you must specify the banks on the Bank Information page.

> **Note**
>
> This step is not applicable if you enable financial sanctions at the installation level, because all suppliers are validated.

See PeopleSoft Banks Setup and Processing: Defining Bank Information.

3. Load the financial sanctions list into the system using the Import Financial Sanction List page.

You must build search indexes for downloaded financial sanctions data. Use the Search Index Admin page to build and rebuild the search indexes.

> **Note**
>
> After you load a file, you must rebuild the search indexes.

See PeopleSoft Banks Setup and Processing: Importing the SDN List.

4. (Optional) Review the financial sanctions data using the Financial Sanctions Inquiry page to verify transactions and supplier status.

See PeopleSoft Banks Setup and Processing: Searching the Financial Sanctions Data.

5. Create a supplier using the Supplier Information component.

At the supplier level, the system validates your supplier names and addresses:

- Upon saving the supplier if financial sanctions is enabled at the installation level, and the **SDN Validation at save** check box is selected on the Supplier Set Control page.
- On an ad hoc basis by clicking the **Financial Sanctions edit** button if financial sanctions is enabled at the installation level, and the **SDN Validation at save** check box is not selected on the Supplier Set Control page.
- Running the Financial Sanctions Validation Application Engine process (AP_SDN_VAL).

6. Enter supplier transactions.

Again, how the system validates your suppliers depends on if you enable financial sanctions for PeopleSoft Payables and eSettlements at the installation level or the bank

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level. The system's actions are discussed in detail in the following section and other set of topics in the documentation *PeopleSoft Payables* and the *PeopleSoft eSettlements .*

See PeopleSoft Payables: Voucher Validation.

See PeopleSoft Payables: Understanding Pay Cycle Alerts.

See PeopleSoft eSettlements: Understanding Supplier Registration.

Financial Sanctions Validation and Transaction Processing

When you enable financial sanctions validation, the system validates supplier names (names, payment alternate names, and withholding alternate names) and addresses (addresses and country), and if there is a potential match to the financial sanctions list, it updates the **Financial Sanctions Status** field on the **Financial Sanctions Status** collapsible region on the Identifying Information page. You determine if the match is accurate and then manually set the supplier's financial sanctions status to *Blocked.* The system does not allow payments to suppliers with a financial sanctions status of *Blocked* or *Review.*

This section discusses how the system updates the supplier's financial sanctions status and the action it takes during supplier entry and transaction processing for financial sanctions enabled at the installation level and at the bank level.

Financial Sanctions Validation Enabled at the Installation Level

How the system validates your suppliers is dependant upon how you set up financial sanctions validation options. For this table, the system validates:

- On the Supplier Information component at save if financial sanctions is enabled at the installation level, and the **SDN Validation at save** check box is selected on the Supplier Set Control page.
- On the Supplier Information component on an ad hoc basis by clicking the **Financial Sanctions edit** button if financial sanctions is enabled at the installation level, and the **SDN Validation at save** check box is not selected on the Supplier Set Control page.
- During the pay cycle selection process if the **Financial Sanctions list edit** field is selected on the Payment Selection Criteria - Preferences page.
- As otherwise noted in the table.

> **Note**
>
> For this table, the assumption is that if the supplier's initial financial sanctions status is *Cleared,* the days before the next validation have expired and the *Skip future validation* field is not selected on the Financial Sanctions Status collapsible region on the Identifying Information page.

Source	System Validation	Financial Sanctions Status After Validation	Action
Supplier Information	• At save. • On an ad hoc basis.	*Valid*	The system saves supplier.

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Source	System Validation	Financial Sanctions Status After Validation	Action
Supplier Information	• At save. • On an ad hoc basis.	*Review*	The system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the supplier.
Supplier Information	When the days before next validation have expired: • At save. • On an ad hoc basis. If skip future validation: none.	*Cleared*	The system saves the supplier with no warning message, because you manually set this status. **Note:** If the supplier has an initial financial sanctions status of *Cleared,* and the system performs financial sanctions validation, the system automatically changes the supplier's financial sanctions status to *Valid* if there is not a match, or to *Review* if there is a potential match.
Supplier Information	None.	*Blocked*	The system saves the supplier with no warning message, because you manually set this status.
Regular Entry Vouchers - all voucher styles, except single payment voucher. Supplier's initial financial sanctions status is *Valid* or *Cleared.*	At save.	*Valid* or *Review*	• For *Valid* status, the system saves the voucher. • For *Review* status, the system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.
Regular Entry Vouchers - all voucher styles, except single payment voucher. Supplier's initial financial sanctions status is *Review* or *Blocked.*	None.	*Review* or *Blocked*	The system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.

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Source	System Validation	Financial Sanctions Status After Validation	Action
Regular Entry Vouchers - single payment voucher. There is no initial financial sanctions status since you are using a single payment supplier.	At save.	*Valid* or *Review* **Note:** The system does not update the single payment supplier's financial sanctions status on the Supplier Information component, because it is only a template for single payment suppliers.	• For *Valid* status, the system saves the single payment voucher. • For *Review* status, the system displays a warning message that the supplier is under review or blocked for financial sanctions. You can save the single payment voucher and put the payment on hold, save the single payment voucher and not put the payment on hold, or not save the single payment voucher.
Quick Invoice and Summary Invoice Entry Supplier's initial financial sanctions status is *Valid* or *Cleared.*	At save.	*Valid* or *Review*	• For *Valid* status, the system saves the voucher. • For *Review* status, the system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.
Quick Invoice and Summary Invoice Entry Supplier's initial financial sanctions status is *Review* or *Blocked.*	None.	*Review* or *Blocked*	The system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.

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Source	System Validation	Financial Sanctions Status After Validation	Action
Recording a manual payment using the Voucher component. Supplier's initial financial sanctions status is *Valid* or *Cleared.*	At save.	*Valid* or *Review*	• For *Valid* status, the system saves the voucher. • For *Review* status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to select *Record* as the payment action.
Recording a manual payment using the Voucher component. Supplier's initial financial sanctions status is *Review* or *Blocked.*	None.	*Review* or *Blocked*	The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to select *Record* as the payment action.
Manual Payment and Manual Draft Worksheet Supplier's initial financial sanctions status is *Valid* or *Cleared.*	Upon building the worksheet.	*Valid* or *Review*	• For *Valid* status, the system builds the manual payment worksheet and allows you to save the worksheet. • For *Review* status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to use the supplier for a manual payment worksheet.
Manual Payment and Manual Draft Worksheet Supplier's initial financial sanctions status is *Review* or *Blocked.*	None.	*Review* or *Blocked*	The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to use the supplier for a manual payment worksheet.

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Source	System Validation	Financial Sanctions Status After Validation	Action
Express Payment Supplier's initial financial sanctions status is *Valid* or *Cleared.*	Upon creating the express payment.	*Valid* or *Review*	• For *Valid* status, the system creates the express payment. • For *Review* status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not create the express payment. **Note:** The Express Payment link is not available on the Voucher component if the supplier's financial sanctions status is *Review* or *Blocked.*
Express Payment Supplier's initial financial sanctions status is *Review* or *Blocked.*	None.	*Review* or *Blocked*	The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not create the express payment. **Note:** The Express Payment link is not available on the Voucher component if the supplier's financial sanctions status is *Review* or *Blocked.*
Pay Cycle Supplier's initial financial sanctions status is *Valid* or *Cleared.*	During the selection process.	*Valid* or *Review*	• For *Valid* status, the system selects the supplier's vouchers for payment. • For *Review* status, the system creates a payment validation error that you can view on the Pay Cycle Financial Sanction Warnings page.

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Source	System Validation	Financial Sanctions Status After Validation	Action
Pay Cycle Supplier's initial financial sanctions status is *Review* or *Blocked.*	None.	*Review* or *Blocked*	The system does not select the supplier's vouchers for payment.

> **Note**
>
> You can routinely validate your suppliers using the Financial Sanctions Validation process.

See Financial Sanctions Validation Page.

Financial Sanctions Validation Enabled at the Bank Level

How the system validates your suppliers is dependant upon how you set up financial sanctions validation options. For this table, the system validates:

- During the pay cycle selection process if the **Financial Sanctions list edit** field is selected on the Payment Selection Criteria - Preferences page.
- As otherwise noted in the table.

> **Note**
>
> For this table, the assumption is that if the supplier's initial financial sanctions status is *Cleared,* the days before the next validation have expired and the *Skip future validation* field is not selected on the Financial Sanctions Status collapsible region on the Identifying Information page.

Source	System Validation	Financial Sanctions Status After Validation	Action
Supplier Information	None	*Valid, Cleared, Review,* or *Blocked*	The system saves the supplier. **Note:** When you create a new supplier, the system initially sets the financial sanctions status to *Valid.*

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Source	System Validation	Financial Sanctions Status After Validation	Action
Regular Entry Vouchers - all voucher styles, except single payment voucher. Supplier's initial financial sanctions status is *Valid* or *Cleared.*	At save only if you specify a bank for the remit supplier and the bank requires financial sanctions validation.	*Valid* or *Review*	• For *Valid* status, the system saves the voucher. • For *Review* status, the system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.
Regular Entry Vouchers - all voucher styles, except single payment voucher. Supplier's initial financial sanctions status is *Review* or *Blocked.*	None	*Review* or *Blocked*	The system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.
Regular Entry Vouchers - single payment voucher. There is no initial financial sanctions status since you are using a single payment supplier.	At save only if you specify a bank for the remit supplier and the bank requires financial sanctions validation.	*Valid* or *Review* **Note:** The system does not update the single payment supplier's financial sanctions status on the Supplier Information component, because it is only a template for single payment suppliers.	• For *Valid* status, the system saves the single payment voucher. • For *Review* status, the system displays a warning message that the supplier is under review or blocked for financial sanctions. You can save the single payment voucher and put the payment on hold, save the single payment voucher and not put the payment on hold, or not save the single payment voucher.
Quick Invoice and Summary Invoice Entry Supplier's initial financial sanctions status is *Valid, Cleared, Review,* or *Blocked*	None	*Valid, Cleared, Review,* or *Blocked*	The system saves the voucher.

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Source	System Validation	Financial Sanctions Status After Validation	Action
Recording a manual payment using the Voucher component. Supplier's initial financial sanctions status is *Valid* or *Cleared.*	At save only if you specify a bank for the remit supplier and the bank requires financial sanctions validation.	*Valid* or *Review*	• For *Valid* status, the system saves the voucher. • For *Review* status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to select *Record* as the payment action.
Recording a manual payment using the Voucher component. Supplier's initial financial sanctions status is *Review* or *Blocked.*	None	*Review* or *Blocked*	The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to select *Record* as the payment action.
Manual Payment and Manual Draft Worksheet Supplier's initial financial sanctions status is *Valid* or *Cleared.*	Upon building a worksheet only if the remit supplier's bank requires financial sanctions validation.	*Valid* or *Review*	• For *Valid* status, the system builds the manual payment worksheet and allows you to save the worksheet. • For *Review* status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to use the supplier for a manual payment worksheet.
Manual Payment and Manual Draft Worksheet Supplier's initial financial sanctions status is *Review* or *Blocked.*	None	*Review* or *Blocked*	The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to use the supplier for a manual payment worksheet.

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Source	System Validation	Financial Sanctions Status After Validation	Action
Express Payments Supplier's initial financial sanctions status is *Valid* or *Cleared.*	Upon creating the express payment only if the remit supplier's bank requires financial sanctions validation.	*Valid* or *Review*	• For *Valid* status, the system creates the express payment. • For *Review* status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not create the express payment. **Note:** The Express Payment link is not available on the Voucher component if the supplier's financial sanctions status is *Review* or *Blocked.*
Express Payments Supplier's initial financial sanctions status is *Review* or *Blocked.*	None	*Review* or *Blocked*	The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not create the express payment. **Note:** The Express Payment link is not available on the Voucher component if the supplier's financial sanctions status is *Review* or *Blocked.*
Pay Cycle Supplier's initial financial sanctions status is *Valid* or *Cleared.*	During the selection process for remit suppliers whose banks require financial sanctions validation.	*Valid* or *Review*	• For *Valid* status, the system selects the supplier's vouchers for payment. • For *Review* status, the system creates a payment validation error that you can view on the Pay Cycle Financial Sanction Warnings page.

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Source	System Validation	Financial Sanctions Status After Validation	Action
Pay Cycle Supplier's initial financial sanctions status is *Review* or *Blocked.*	None	*Review* or *Blocked*	The system does not select the supplier's vouchers for payment.

> **Note**
>
> You can routinely validate your suppliers using the Financial Sanctions Validation process.

See Financial Sanctions Validation Page.

Examples of Financial Sanctions Validations

Source	Financial Sanctions Enabled	Scenario	Expected Results
Supplier Information	Installation	The supplier name 1 is a match on the financial sanctions list.	The system updates the supplier's financial sanctions status to *Review.*
Supplier Information	Installation	The supplier name 2 is a match on the financial sanctions list.	The system updates the supplier's financial sanctions status to *Review.*
Supplier Information	Installation	The supplier's address 1 is a match on the financial sanctions list.	The system updates the supplier's financial sanctions status to *Review.*

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Source	Financial Sanctions Enabled	Scenario	Expected Results
Supplier Information	Installation	The supplier's country is a match on the financial sanctions list.	• If the Search Framework score is greater than or equal to the score defined on the Financial Sanctions Options page, the system updates the supplier's financial sanctions status to *Review.* • If the Search Frameworkscore is less than the score defined on the Financial Sanctions Options page, the system updates the supplier's financial sanctions status to *Valid* if the status is not already *Valid.*
Supplier Information	Installation	The payment alternate name 2 is a match on the financial sanctions list.	The system updates the supplier's financial sanctions status to *Review.*
Supplier Information	Installation	The withholding alternate name 1 is a match on the financial sanctions list.	The system updates the supplier's financial sanctions status to *Review.*
Regular Entry Vouchers - all voucher styles, except single payment voucher.	Installation	Enter a regular voucher. The supplier initially has a financial sanctions status of *Valid,* but during financial sanctions validation, the system identifies the supplier as a match on the financial sanctions list.	• Upon saving the voucher, the system displays a warning message that the supplier is under review or blocked for financial sanctions. You can proceed with saving the voucher. • The system updates the supplier's financial sanctions status to *Review.*
Regular Entry Vouchers - all voucher styles, except single payment voucher.	Bank	Enter a regular voucher. Do not specify a bank for the remit supplier.	The system saves the voucher, with no validation of the supplier.

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Source	Financial Sanctions Enabled	Scenario	Expected Results
Regular Entry Vouchers - single payment voucher.	Bank	Create a single payment voucher for a single payment supplier whose bank requires financial sanctions validation. The supplier is a match on the financial sanctions list.	• The system displays a warning message that the supplier is under review or blocked for financial sanctions. You can save the single payment voucher and put the payment on hold, save the single payment voucher and not put the payment on hold, or not save the single payment voucher. • The system does not update the supplier's financial status.
Quick Invoice and Summary Invoice Entry	Installation	Enter a quick invoice with a valid supplier. Run the Voucher Build process. Access the voucher and change the remit supplier to a supplier with financial sanctions status of *Review*. Save the voucher.	• Upon saving the voucher, the system displays a warning message that the supplier is under review or blocked for financial sanctions. You can proceed with saving the voucher. • The system does not validate at save if the supplier's financial sanctions status is *Review* or *Blocked*.
Manual Payment and Manual Draft Worksheet.	Installation	The supplier initially has a financial sanctions status of *Valid*. Enter a voucher and create a manual draft payment. When you attempt to build the worksheet, the system identifies the supplier as a match on the financial sanctions list.	• The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to use the supplier for a manual payment worksheet. • The system updates the supplier's financial sanctions status to *Review*.

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Source	Financial Sanctions Enabled	Scenario	Expected Results
Pay Cycle	Installation	The supplier initially has a financial sanctions status of *Valid*. Create a voucher with two schedule payments. Change the second schedule payment remit supplier to a different supplier. Save the voucher. Manually change the financial sanctions status of the second remit supplier to *Review*. Run a pay cycle that includes both schedule payments.	• The system pays the first schedule payment. • The system does not select the second schedule payment.
Pay Cycle	Bank	Specify USBNK as requiring financial sanctions validation. Enter two vouchers for Supplier 1. Specify USBNK as the bank for the first voucher. Specify TRBNK as the bank for the second voucher. Manually change the financial sanctions status for Supplier 1 to *Review*. Run a pay cycle that includes both vouchers.	• The system does not select the first voucher. • The system pays the second voucher.

Prerequisites

Before you enter suppliers in the system, you must:

- (Optional) Set financial sanctions options using the Installation Options component (INSTALLATION).
- Establish the supplier set controls by SetID on the Supplier Set Control page, where you define whether to use autonumbering, whether to display withholding or value-added tax (VAT) information, and whether electronic funds transfer (EFT) or automated clearing house (ACH) prenotes should be generated for suppliers who request that payment method.

  You can also specify the number of wait days for EFT or ACH prenote autoconfirmation and a default country for the set of suppliers.
- Define supplier approvers using the User Preferences component (OPR_DEFAULT).
- Define ship-to-locations.
- (Optional) Define pay group codes.

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- (Optional) Set up withholding (for withholding-applicable suppliers only)
- (Optional) Set up tax information.
- (Optional) Set up bank accounts (for suppliers who can be paid by electronic funds transfer).
- (Optional) Define government certifications.
- (Optional) Set up matching options.
- (Optional) Set up the accounting entry template.

Related Topics

- Application Fundamentals: Financial Sanctions Options Page
- Application Fundamentals: Understanding User Preferences
- Defining Ship To Locations
  To define ship-to codes, use the Ship To Codes component (SHIP_TO_CODES).
- Defining Supplier Pay Group Codes
  To define supplier pay group codes, use the Supplier Pay Group Codes component (PAY_GROUP_CD).
- PeopleSoft Payables: Understanding the Withholding Process
- PeopleSoft Payables: Establishing PeopleSoft-Only Sales and Use Tax Processing
- PeopleSoft Payables: Understanding VAT Processing in PeopleSoft Payables
- PeopleSoft Payables: Understanding VAT Processing in PeopleSoft Payables
- (USA) Entering Supplier Government Certifications
  To enter supplier government certifications, use the Government Certifications component (GOV_CERTIFICATION).
- Establishing Matching and Document Association Options
  Matching is a flexible process that compares vouchers with purchase orders and receiving documents to ensure that you are paying for what you ordered and received. To run matching, you must have PeopleSoft Payables and PeopleSoft Purchasing installed on the same database.
- Application Fundamentals: Accounting Entry Template Page

Common Elements Used in Maintaining Suppliers

Field or Control	Description
Location	Displays the location for a supplier. A supplier location is not a physical address. It is a default set of rules, or attributes, that define how you conduct business with a particular supplier.
SetID	Displays the SetID that you selected for a supplier.
Supplier	Displays the supplier ID for a supplier.

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Field or Control	Description
Related Content	Click this link to select a link to view information related to this supplier and business unit combination. The system displays information from today's date to one year prior, allowing you to see at a glance information in a graphical format. You can expand the viewing area by clicking on the box above the frame and dragging it up. You can also close the viewing area by clicking the X in the upper right corner of the viewing area. Information available for viewing includes: **Aging Balance:** Click to view payables aging balances. This feature computes in real time the open invoices, credit notes, and prepayments based on the invoice due date. The content provides, for example, approved and unapproved vouchers and negative and prepaid vouchers. **Credit Vouchers:** Click to view credit voucher information for this supplier and business unit combination. The information includes the business unit, voucher and invoice IDs, and invoice date and amount. **Pending Payments:** Click to view pending payments information for this supplier and business unit combination.
Supplier Short Name	Provides an alternate search key to access supplier data. The system enables you to assign the same supplier short name to multiple suppliers, and it makes the short name unique by adding a numeric value to the end. For example, if you enter the supplier short name *SMITH,* when you save, the system makes the short name *SMITH-001.* If you ever have another supplier for whom you want to use *SMITH* as the short name, the system enters *SMITH-002,* and so on. The supplier short name appears on various supplier maintenance pages. **Note:** If the system is tracking supplier name changes, when a new effective-dated change occurs, the new supplier short name, name 1, and name 2 values are automatically updated in this field.

Entering Supplier Identifying Information

To enter supplier identifying information, use the Supplier Information component (VNDR_ID) and the Supplier User component (VENDOR_USER).

Use the VNDR_ID_EXCEL component interface to load data into the tables for this component.

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> **Note**
>
> There is another Supplier Information component interface (VNDR_ID) used by the Supplier Enterprise Integration Point (EIP) for loading suppliers into the PeopleSoft Payables and PeopleSoft Purchasing supplier tables. You can use the Supplier EIP to import supplier information from PeopleSoft Payroll, PeopleSoft Student Administration, and external systems using XML messaging and to publish supplier information to these PeopleSoft and external systems. You can also use the VNDR_IMPORT application engine process to import suppliers from a flat file into the PeopleSoft Payables and PeopleSoft Purchasing supplier tables. These import processes are described in another set of topics.

This section discusses how to add new suppliers and enter identifying information. It also discusses how to specify VAT registration details and add supplier attachments.

Pages Used to Enter Supplier Identifying Information

Page Name	Definition Name	Usage
Identifying Information Page	VNDR_ID1	Enter identifying information for a supplier, including the supplier name and short name, classification, status, persistence, withholding and VAT eligibility, relationships with other suppliers, duplicate invoice checking settings, and additional identifying elements required for reporting to government agencies.
VAT Registration Details Page	VNDR_VAT_RGSTRN	Specify VAT registration information for all the countries with which the supplier is registered to do business.
VAT Defaults Setup (value-added tax defaults setup) Page	VAT_DEFAULTS_DTL	Specify and review VAT default settings at the supplier level. See Identifying Information Page
Service VAT Treatment Defaults Setup (service value-added tax treatment defaults setup) Page	VAT_DEFAULTS_DTL	Specify and review VAT default settings for VAT on services at the supplier level. See Identifying Information Page
General Information - General Info Page	CUST_GENERAL1	Define bill to customer information. The Bill to Customer Details link is only available if you have the option to automatically create bill to customers from the Supplier component. See Identifying Information Page

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Page Name	Definition Name	Usage
Supplier User Page	VENDOR_USER	Identify users who are authorized to access supplier information.
Supplier Attachment Page	VNDR_ATT_SEC	Add supplier attachments.

Related Topics

- Understanding the Supplier Import Processes
  The PeopleSoft system provides three tools for importing supplier information from other applications and systems into the PeopleSoft Payables and Purchasing supplier tables:

Adding New Suppliers

When you add a new supplier, the system prompts you to enter a supplier ID, which is the primary key to the supplier tables; the supplier ID is a unique identifier that you can use to locate specific supplier information. Depending on how you set up your autonumbering defaults on the Supplier Set Control page, you enter either your own unique supplier ID or let the system assign one for you. Each supplier belonging to a SetID must have a unique number for its supplier ID. If you have enabled autonumbering, the supplier ID appears as *NEXT* on the search page. The system assigns a sequential ID number after you enter the supplier information and save the page.

> **Note**
>
> The system validates imported suppliers when you use the Supplier component interface (VNDR_ID_EXCEL) and the Supplier Enterprise Integration Point (EIP). In addition to delivering the Supplier EIP as application messages, the system can also deliver the supplier as a web service. It does not perform validations when you use the VNDR_IMPORT Application Engine process.

When you are adding a new supplier to PeopleSoft Payables, you must specify information for these fields:

Field or Control	Description
SetID	Select a SetID, or click the drill-down button to look up a SetID.
Supplier ID	If you have elected to have the system assign supplier IDs, *Next* appears by default in this field; otherwise, enter a supplier ID in this field.

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Field or Control	Description
Persistence	Select a persistence level for this supplier. Values are: *One Time, Permanent, Regular*, and *Single Payment Supplier*. **Note:** If you specify a persistence level of *Single Payment Supplier* when you add a new supplier, the first page in the Supplier Information component that you enter is the Single Payment Supplier page. If you are creating a one-time, permanent, or regular supplier, you first access the Identifying Information page. See Entering Single Payment Suppliers.

Field or Control	Description
Check for Duplicate	When adding a supplier, click to check for duplicate suppliers before you save the supplier that you are adding. You must enter duplicate supplier checking options on the Supplier Set Control page to enable duplicate supplier checking. If you also select the **Check for duplicates at save** option on the Supplier Set Control page, then the system automatically checks for duplicates when you save the supplier. When you select the **Check for Duplicates** button, the system searches for suppliers that are duplicates. If there are not duplicate suppliers, a message indicates that there were no suppliers matching the duplicate check criteria. If there are duplicates, the View All page appears and provides a list of all duplicate suppliers and a link to the applicable supplier component/page. The page is dynamic and displays the field option values that were selected for duplicate checking.
Financial Sanctions edit	Click to validate the supplier against financial sanctions lists (for example, the SDN list). This button only appears if financial sanctions is enabled at the installation level, and the **SDN Validation at save** check box is not selected on the Supplier Set Control page. Also, this button only appears for suppliers with a financial sanctions status of *Cleared* or *Valid.*

Related Topics

- Defining Supplier Control Parameters
  To set supplier control parameters, use the Set Controls - Supplier component (VENDOR_CONTROL).

Identifying Information Page

Use the Identifying Information page (VNDR_ID1) to enter identifying information for a supplier, including the supplier name and short name, classification, status, persistence, withholding and

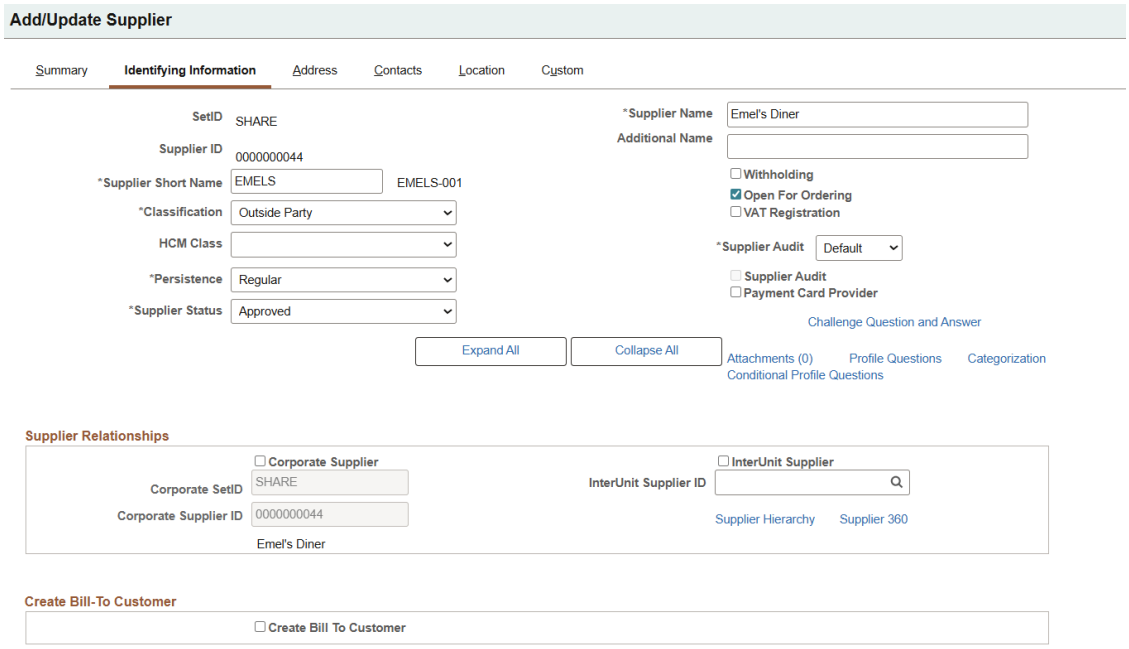
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VAT eligibility, relationships with other suppliers, duplicate invoice checking settings, and additional identifying elements required for reporting to government agencies.

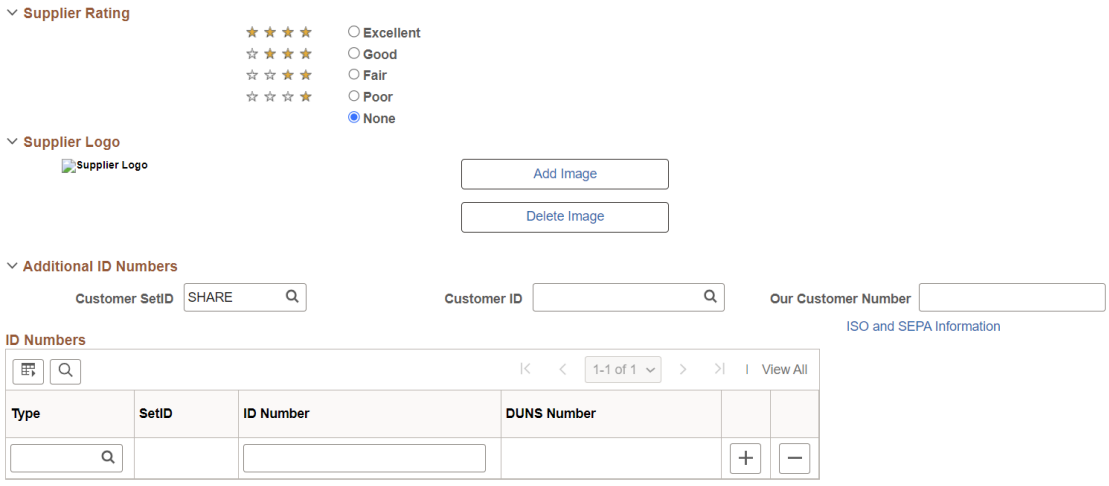
Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Identifying Information**

This example illustrates the fields and controls on the Suppliers - Identifying Information page (1 of 4). You can find definitions for the fields and controls later on this page.

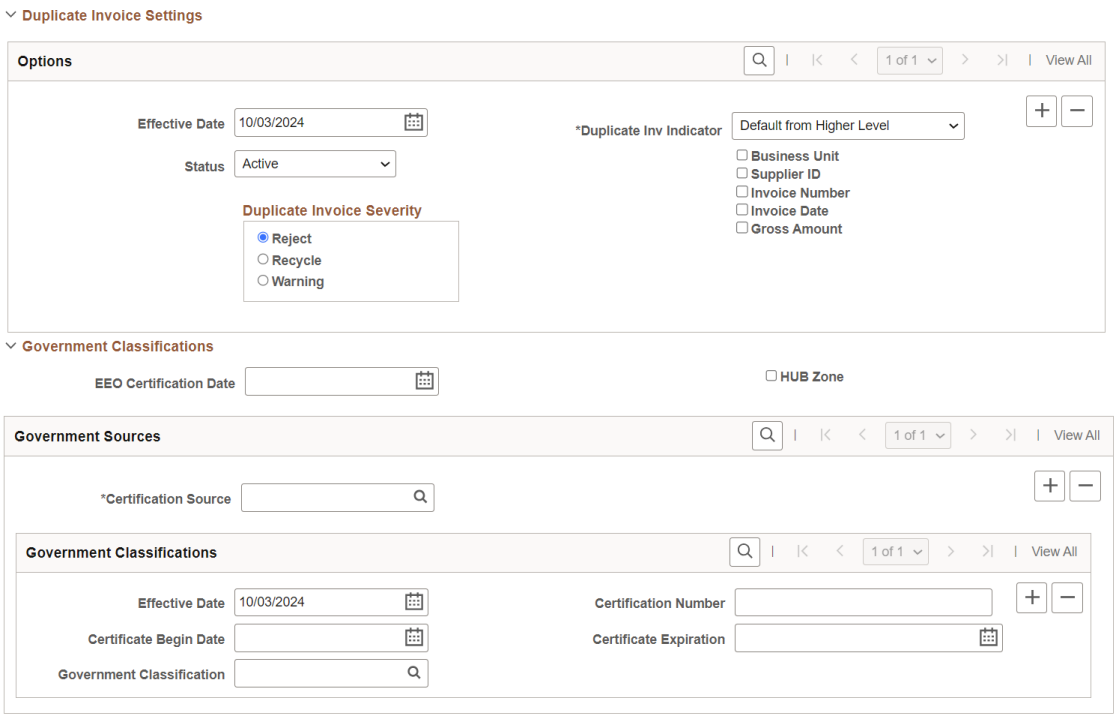


This example illustrates the fields and controls on the Suppliers - Identifying Information page (2 of 4). You can find definitions for the fields and controls later on this page.

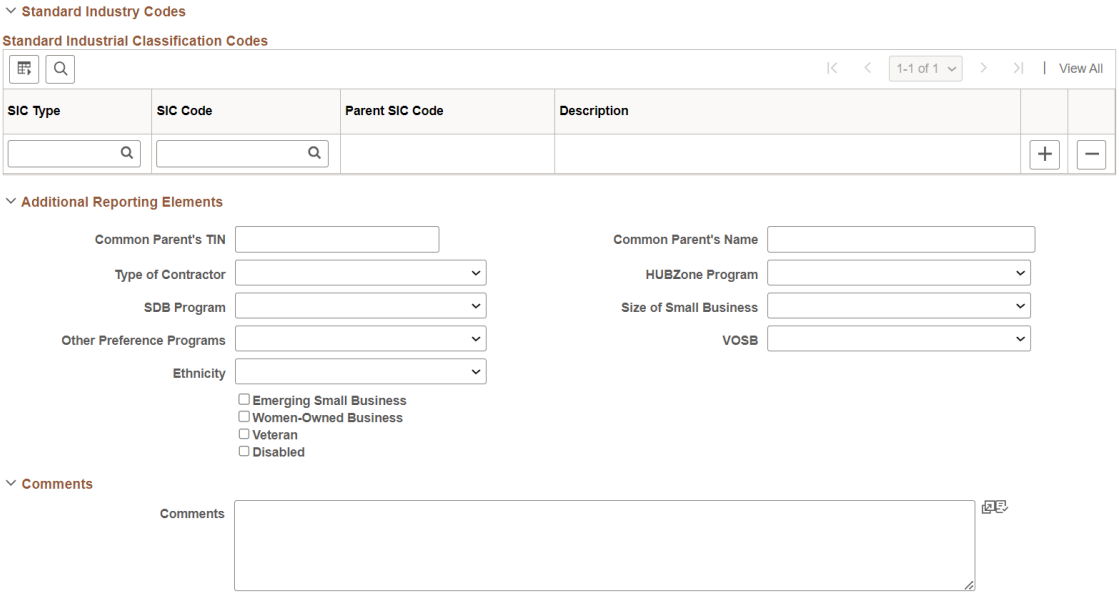


This example illustrates the fields and controls on the Suppliers - Identifying Information page (3 of 4). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Suppliers - Identifying Information page (4 of 4). You can find definitions for the fields and controls later on this page.



When you are adding or modifying a supplier, you can validate the supplier against a financial sanctions list on a real-time basis. The **Financial Sanctions edit** button only appears if financial sanctions is enabled at the installation level, the **SDN Validation at save** check box is not selected on the Supplier Set Control page, and the supplier has a financial sanctions status of *Cleared* or *Valid.*

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Field or Control	Description
Supplier Name 1 and **Supplier Name 2**	Enter the supplier's name. There are two lines for the supplier name **(supplier name 1** and **supplier name 2),** in case you're dealing with divisions, subsidiaries, or other complex organization entities that require detailed identification. If the system is tracking supplier name changes, when a new effective-dated change occurs, the new supplier short name, name 1, and name 2 values are automatically updated in these fields. **Note:** An error message is displayed on saving the supplier information, if a duplicate supplier name is detected. To enable this option, select the *Check for duplicates at save* check box on the Supplier Set Control page.
	If you enabled alternate characters in your user preferences and want to enter alternate characters for the supplier, click the **Alternate Name** button next to either of the supplier name fields to enter or display alternate characters on the page that appears. **Note:** This button appears on the page only if you have enabled the option on the User Preferences - Overall Preferences page.
Classification	Select the supplier's classification. Values are: *Attorney:* Indicates that the supplier is an attorney. *Employee:* Assign this classification to suppliers only if they are company personnel. *HCM* (PeopleSoft Human Capital Management): Indicates that the supplier is a third-party supplier from the PeopleSoft Human Capital Management (HCM) system, such as an insurance carrier or taxing authority. Selecting this value activates the HCM Class field. *Supplier:* Most suppliers are suppliers.
Check for Duplicate	Click the **Check for Duplicate button** to check for any duplicate supplier names. If any duplicate entries are present, an error message is displayed with all the duplicate Supplier IDs along with the **View Duplicate Suppliers** hyperlink. The message also displays duplicate Registration IDs with **View Duplicate Supplier / Bidder Registrations** hyperlink if duplicate exists for supplier and bidder registrations. To know more, see Check for Duplicate.

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Field or Control	Description
HCM Class	Select a human resources class. This field is available for entry only if you select *HCM* in the Classification field. If you use HCM in conjunction with PeopleSoft Payables, select one of the following values to define HCM suppliers. Most of these classifications define third-party suppliers who need to be paid the amounts that were deducted from employee paychecks in the HCM software (benefits and payroll). Deduction amounts from these systems, consisting of both employee and employer contributions for third parties, are paid through accounts payable as standard supplier vouchers. *Garn Pay* (garnishment payee): Indicates that the supplier is a garnishment payee—that is, the recipient of garnishments such as child support or alimony payments. *Gen Deduct* (general deductions): Indicates that the supplier receives general deductions such as union dues, health club dues, stock purchase contributions, credit union deposits, and so on. *Gen Prov* (general provider): Indicates that the supplier is a general provider. *Ins Prov* (insurance provider): Indicates that the supplier is an industrial insurance board provider. *Nat'l Prov* (national provider): Indicates that the supplier is a national health service provider. *Part Prov* (partner provider): Indicates that the supplier is an implementation partner provider. *Tax Col* (tax collector): Indicates that the supplier is a tax collector.

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Field or Control	Description
Persistence	Select the supplier's persistence. Values are: *One-Time:* Select for suppliers you know you will use only once. You can enter only one voucher for this supplier, after which the supplier status changes to *Inactive* automatically. **Note:** A one-time supplier is different from a single payment supplier in that a one-time supplier adds rows to the supplier tables. A single payment supplier does not affect supplier tables and is used as the default master supplier for single payment vouchers. *Permanent:* Select for suppliers you know your organization will always use, even if not on a frequent basis. You can create an unlimited number of vouchers for this supplier. The supplier is not purged from the system unless you specifically request that they be archived in a supplier archive request. See PeopleSoft Payables: Archiving Data. *Regular:* Select for a supplier only if you don't mind that it is removed from the system once activity for the supplier stops for a designated period. You can create an unlimited number of vouchers for this supplier. However, if there is no activity for the supplier by the as of date in a supplier archive request, the supplier is purged from the system. **Note:** If you select *Single Payment Supplier* as the persistence when adding a supplier, the system opens the Single Payment Supplier page, on which you can set up the supplier options that you want to appear by default on single payment vouchers. See Entering Single Payment Suppliers.

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Field or Control	Description
Supplier Status	Displays the supplier's status. You can change the status if you have supplier processing authority defined on the Procurement - Supplier Processing Authority page. Values are: *Approved:* If you have authority to approve suppliers, the system automatically assigns a status of *Approved* to the supplier when you create the supplier. The system does not recognize a supplier as approved unless an authorized payables or purchasing user enters or approves it. Use the Supplier Processing Authority page in the User Preferences component to define supplier approvals. See Approving Suppliers. *Inactive:* If you have the authority to inactivate suppliers you can select this option. Users cannot enter new vouchers for this supplier. *To Archive:* If you have the authority to inactivate suppliers you can select this options. Users cannot enter new vouchers for this supplier; the supplier is purged from the system. **Note:** Since archiving a supplier is similar to inactivating a supplier—users cannot enter new vouchers for this supplier—you must have the authority to inactivate suppliers to set the status to *To Archive.* *Unapproved:* If you do not have the authority to approve suppliers, another user needs to approve the supplier before users can enter vouchers into the system for this supplier.
Attachments (0)	Click this link to access the Supplier Attachment page where you can add one or more attachments related to a supplier. You can use attachments as a means of capturing additional information about the supplier without maintaining paper files. The link displays the number of attachments for the supplier. You can upload and view a variety of documents, including Microsoft Word and Adobe Reader documents, as well as Microsoft Excel, PowerPoint, and Access files. Attachments are read only files. You can edit these files and load them again to make changes.
VAT Registration	Select when entering VAT-applicable suppliers, to activate the Registration, VAT Default, and VAT Service Treatment Setup links. This check box appears only if you selected the Display VAT Flag check box on the Supplier Set Control page.
Registration	For VAT-applicable suppliers, click to open the VAT Registration Details page, on which you can enter VAT registration information for the supplier.

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Field or Control	Description
VAT Default	For VAT-applicable suppliers, click to open the VAT Defaults Setup component to review and, as applicable, enter VAT settings for the supplier. **Note:** You must save the supplier before you can access the VAT Defaults Setup component for the supplier. See PeopleSoft Payables: Understanding VAT Processing in PeopleSoft Payables. See PeopleSoft Global Options and Reports: Establishing VAT Defaults.
VAT Service Treatment Setup	If you are using services VAT treatment, click to open the Services VAT Treatment Drivers Setup component, to review and, as applicable, enter services VAT treatment settings for the supplier. **Note:** You must save the supplier before you can access the Services VAT Treatment Drivers Setup component for the supplier.
View/Update Primary Email	Click to add, view, or modify the primary access email ID. If the supplier is created from Register supplier/bidder, the email ID entered during the supplier/bidder registration will be transferred to the supplier master. If you remove the primary email ID, a message prompts you to enter the email ID before saving. This is a warning message that an email ID is required to generate the access code. The user can save the supplier master for now and add the email ID later. **Note:** The analysis and award process begin when a new bidder submits the bid. At that point, the bidder becomes a supplier. Once the award is posted and the purchase order is created, a supplier ID is also generated with the primary email ID. **Note:** If both *Authority to Enter* and *Authority to Approve* check boxes are enabled on the Application Fundamentals: Procurement - Supplier Processing Authority Page, View/ Update Primary Email link appears and the approver can view or edit the primary email ID. If the *Authority to Enter* check box is disabled and *Authority to Approve* check box is enabled on the Application Fundamentals: Procurement - Supplier Processing Authority Page, the approver can view the primary email ID in read only mode. The above configuration is valid only if *Enable Access Code for User Authentication* check box is enabled on the Supplier Request System Setup - General Page.

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Field or Control	Description
Challenge Question and Answer	Click to add or modify the supplier Challenge Question and Answer. The user needs to validate the answers before proceeding with supplier and bidder registration and change requests. The Challenge Question and Answer link appears on this page only if the **Challenge Question** is enabled on the Supplier Request System Setup - General Page. The internal user can add or modify the supplier challenge questions and answers if the **Authority to Enter** checkbox is enabled on the *Supplier Processing Authority* of the Define User Preferences—Procurement page. The challenge questions and answers are displayed in a decrypted manner for editing for such internal users. If the **Authority to Enter** check box is disabled and **Authority to Approve** is enabled, then the questions and answers are displayed in a decrypted manner in read-only mode. For more details about Supplier Processing Authority, refer Application Fundamentals: Procurement - Supplier Processing Authority Page. **Note:** The date, time stamp, and user ID will be logged on the Supplier Challenge Question and Answer table for the corresponding challenge question and answer if the supplier challenge questions or answers are edited or newly added. If challenge questions and answers are removed, the date, time stamp, and user ID will be logged for all challenge questions and answers. For more details about adding challenge questions, refer Supplier Challenge Questions.
Conditional Profile Questions	Click this link to view and enter conditional profile questions for the supplier. The system displays branching questions based on the configured Conditional Profile Tree ID, and users can enter or update responses for the supplier profile. This link appears when the Conditional Profile option is enabled on the Supplier Request System Setup - General Page and a Conditional Profile Tree ID is assigned on the Supplier Request Templates - Profile Questions Page (New Suppliers and New Bidders).

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Field or Control	Description
Withholding	When entering withholding or 1099 suppliers, select to enable withholding for the supplier. You specify withholding options on the Withholding Supplier Information page. **Note:** While the **Withholding** option and the Withholding Supplier Information page are available to you to make updates after you have defined your suppliers, the most efficient way to handle withholding suppliers is to make sure that you mark them as withholding when you first enter them. If you do, all vouchers that you enter for withholding suppliers are automatically flagged for withholding reporting as you enter them into the system.
Supplier Audit	Select to enable audit capability for the individual suppliers. The check box will not be available for editing if the Supplier Audit option is disabled at the SetID level. User can enable audit at an individual basis or for all suppliers. **Note:** The users can enable or disable the audit feature only if they are granted permission on the Supplier Processing Authority page.
Payment Card Provider	Indicates that the supplier is a payment card provider. If the *Payment Card Provider* check box is selected, the Payment Card Options section will not be available on the Supplier Information - Location page. See Payables Options Page - Payment Card Options Section.
Open For Ordering	Select to certify the supplier for purchasing goods and services. If this check box is deselected, you cannot enter purchase orders (POs) for this supplier in PeopleSoft Purchasing.
Review SAM Information	Click this link to access the PeopleSoft Payables: SAM Entity Inquiry Page.
Approval History	Click to access the Additional Voucher Information page, where you can view approvals for the supplier.

Supplier Relationships

Field or Control	Description
Corporate Supplier and **Corporate Supplier ID**	Select to associate the supplier that you are creating with a corporate supplier. Select a corporate supplier ID.
InterUnit Supplier and **InterUnit Supplier ID**	Select to identify this supplier as an interunit supplier. Specify the business unit that represents this supplier and select an interunit supplier ID. SeeApplication Fundamentals: Using ChartField Inheritance.

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Field or Control	Description
Supplier Hierarchy	Click this link to access the Supplier Visualization page. The Supplier Visualization page displays the supplier hierarchy in a graphical presentation.

Create Bill-To Customer

Field or Control	Description
Create Bill To Customer	Select if you want the system to automatically create a bill to customer upon saving the supplier. The bill to customer is created with default information. To view the bill to customer that was created use the Additional ID Numbers section of this page. The default value is defined on the Installation Options - Purchasing page. See Application Fundamentals: Installation Options - Purchasing Page.
Support Team Code	Select a support team for this bill to customer.
Collector	Select a collector for this bill to customer.
Credit Analyst	Select a credit analyst for this bill to customer.

> **Note**
>
> After the bill to customer is successfully created the Create Bill-To Customer group box will no longer appear on the page. To modify the bill to customer, use the Bill To Customer Details link under the Additional ID Numbers section of this page.

Additional ID Numbers

Enter information-only additional identifiers for the supplier in the **Additional ID Numbers** collapsible region. The data for the region is not used for processing, but may be required for reporting purposes.

Field or Control	Description
Customer ID	If this supplier is also a customer, enter the valid receivables ID. If you automatically create a bill to customer from this page, this field displays the bill to customer that the system automatically created.
Bill To Customer Details	Click this link to access the General Information component for this bill to customer. Use this component to complete the definition of the bill to customer.
Our Customer Number	Enter the number by which your supplier identifies you as the customer.

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Field or Control	Description
ISO and SEPA Information	Click this link to view the ISO and SEPA Information page. You can provide the information that will be used in ISO and SEPA formats. The information includes Issuer, Identification and either an ISO Code List under which the identification was issued or a Proprietary Scheme Name under which the identification was issued. You must designate one issuer as the default that will be populated on the ISO and SEPA format. See the product documentation for *PeopleSoft Banks Setup and Processing* and *PeopleSoft Financial Gateway*.
Type	Associate the supplier with a reporting entity by selecting the type of number that you are adding. PeopleSoft delivers some ID numbers with the system, but you can also add your own. Examples of the types of ID numbers that you might want to add for the suppliers include: *ACN:* company number - Australia. *CCM:* municipal registration number - Brazil. *CGC:* company tax registration number - Brazil. *CPF:* Ind tax registration number - Brazil. *DB:* DUNS Number (With Edit) *DNS:* DUNS number (No Edit). *DP4:* DUNS + 4 Suffix. *FIC:* fiscal ID - company - Italy *FII:* fiscal ID - indiv - Italy *GLN:* global location number. *IE:* state registration number - Brazil. *NIC:* NIC number - France. *NIF:* fiscal ID number - Spain. *PEP:* PEPPOL ID. PEPPOL is an e-invoicing network that allows you to send/ receive e-invoices. *SRN:* SIREN number - France. *SRT:* SIRET number - France. *TIN:* tax identification number. *W2:* W2 identification number. **Note:** PeopleSoft recommends you inactivate the type fields that you are not using. This will assist in preventing the wrong selections from being made. For additional information on Peppol, see PeopleSoft Payables: Staging Voucher E-invoice Files Using the Data Export Import Utility.

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Field or Control	Description
ID Number	Enter the ID number provided by the reporting entity for the supplier. Depending on the type of number that you select, different fields are available for entry. If you select a DUNS Number (With Edit) number, for example, you activate the SetID and DUNS Number fields. If you select DUNS Number (No Edit) number you activate the ID Number field and the Credit File check box. If you select DUNS + 4 Suffix number you activate the ID Number field only. In the ID Number field enter the 4 digit suffix. If you enter another type of number, you activate the ID Number field. The system can also use the ID number to verify a supplier when using the self-registration feature for suppliers. To access the feature navigate to **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Request System Setup**. Using this component you can specify which ID number type and ID number to validate against if and when you enable suppliers to create their own users that are tied to the supplier ID during the supplier registration process. The system stores identification numbers for suppliers at the supplier and supplier-location levels, but only uses IDs at the supplier level for validation. Identification numbers are optional, and you can only use one ID number per supplier. For ID numbers with *PEP* as the Type, the ID number is 4 digit country code followed by an 11 digit unique identifier. For example, 0001: 00000000001.
Credit File	Select this check box if a D&B credit file exists. This check box is only available if you select a type of *DNS* (DUNS number (No Edit).

To access the General Information - General Info page, click the **Bill To Customer Details** link on the Identifying Information page.

Duplicate Invoice Settings

Enter duplicate invoice checking parameters in the **Duplicate Invoice Settings** collapsible region.

The options in the Duplicate Invoice Settings region are the same as those defined in the Payables Options component (BU_CTLB). In the Payables Options component, you define these options for the business units sharing a SetID; here, you define them for the supplier.

See PeopleSoft Payables: Payables Options - Vouchering Options 2 Page.

(USA) Specifying Government Classifications

Enter government classifications required for reporting by some U.S. organizations in the **Government Classifications** collapsible region.

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In the U.S., companies report information about the classification of suppliers with whom they do business to the government; they are also sometimes required to report similar information to their customers. Suppliers receive certain classifications of certification—for example, Small Business - Hispanic Woman Owned—from various government sources.

> **Note**
>
> You must define government sources and classifications on the Government Certifications - Sources page and the Government Certifications - Classifications page before you can select them at the supplier level.

Field or Control	Description
EEO Certification Date (equal employment opportunity certification date)	Enter the supplier's EEO certification date.
HUB Zone (historically underutilized business zone)	Select if the supplier qualifies for this classification. The HUBzone Empowerment Contracting program provides federal contracting opportunities for qualified small businesses located in distressed areas. Fostering the growth of these federal contractors as viable businesses, for the long term, helps to empower communities, create jobs, and attract private investment. HUB Zone qualifications can give suppliers preferential treatment when procurement contracts are awarded. Governmental agencies have a goal of awarding contracts to HUB-Zone-qualified suppliers based on certain percentages. Customers might use this field for reporting compliance in awarding business to HUB Zone businesses.
Source	Enter the supplier's certification source. Each supplier can have multiple sources, and each source can have more than one effective-dated record that captures the certification number, begin date, expiration date, and government classification of the supplier's government certifications.
Cert Nbr (certificate number)	Enter the number of the certificate that your supplier received from this source, verifying that the supplier is qualified for this government classification.
Begin Dt (begin date) and **Expire Dt** (expiration date)	Enter the start date and expiration date for the certificate.
Gov Class (government classification)	Enter the type of government classification for which your supplier qualifies.

See (USA) Entering Supplier Government Certifications.

Standard Industry Codes (Standard Industry Codes)

Enter standard industry classification (SIC) codes required for reporting by some governments in the **Standard Industry Codes** collapsible region.

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Depending on your organization's reporting requirements, you can apply SIC codes here for the supplier or on the Supplier Information - Location page for a supplier location. The information that you enter for the supplier location is informational only. The data is not used elsewhere in the system. The information that you enter for the supplier, however, is used for U.S. government compliance reporting. If you are not doing government reporting, you may choose to define these numbers at the supplier location only.

You can supply multiple types of industry codes for the same supplier. For example, a standard USA SIC code and a North American Industrial Classification System (NAICS) code can be defined for the same supplier. You can also supply multiple SIC codes for the same SIC type.

> **Note**
>
> The fields in the Standard Industry Codes collapsible region support the U.S. Government reporting requirements.

Field or Control	Description
SIC Type (standard industrial classification type)	Select the appropriate type for the supplier. PeopleSoft provides you with the standard hierarchy of these codes from Australia, Canada, Germany, France, the U.K., and the U.S., and you can also add your own. Examples of SIC types that you might select include: *AUS:* Australia - New Zealand SIC code. *CAN:* Canadian NAICS codes. *GER:* German SIC codes. *NAF:* French SIC codes. *SIC:* U.S. SIC codes. *UK:* U.K. 92 SIC codes. *USA:* U.S. - NAICS codes.
SIC Code	In accordance with the SIC type that you select, the system provides an appropriate list of SIC codes. Select a code for the supplier. Based on the SIC information that you select, the system populates the **Parent SIC Code** field and the **Description** field.

See Application Fundamentals: Standard Industry Codes Page.

(USA) Additional Reporting Elements

Enter supplier information required for Federal Procurement Data Systems reporting in the **Additional Reporting Elements** collapsible region. These fields are government classification fields that are available for use in reporting.

Field or Control	Description
Common Parent's Name	Enter a parent supplier name for this supplier ID. In this case, the common parent is the corporate entity that owns or controls an affiliated group of corporations that files its federal income tax returns on a consolidated basis, and of which this supplier is a member.

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Field or Control	Description
Emerging Small Business	Select if the supplier qualifies as an emerging small business.
Common Parent's TIN (common parent's tax identification number)	Enter the tax identification number for the common parent. This number is used to uniquely identify a business. **Note:** Common Parent's TIN is not used in 1099 Withholding processing.
Women-Owned Business	Select if this supplier qualifies as a women-owned business.
Type of Contractor	Select the type of contractor that this supplier represents, such as a large business or education institution. The contract types are defined in Federal Acquisition Regulation (FAR) Part 16.
Veteran	Select to indicate that the supplier is a veteran-owned business. The veteran-owned small business program provides veteran-owned small businesses maximum practical opportunity to participate in the performance of contracts and subcontracts awarded by any federal agency.
SDB Program (small disadvantaged business program)	Select a small disadvantaged business program. A Small Disadvantage Business (SDB) program provides business development and federal contracting opportunities for small disadvantaged businesses that would not otherwise qualify for such programs. An SDB enables small businesses to compete in the federal contracting arena and helps expose them to a wider range of subcontracting opportunities that are typically available for large firms only. Programs of this nature are intended to help federal agencies achieve the government-wide goal of 5 percent SDB participation in prime contracting.
Disabled	Select to indicate that this supplier qualifies as a disabled supplier.
Other Preference Programs	Select a preferred socioeconomic program for use with this supplier. These programs are defined under FAR subchapter D - Socioeconomic Programs.
HUBZone Program (historically underutilized business zone program)	Select a HUB Zone program. The HUBZone Empowerment Contracting program provides federal contracting opportunities for qualified small businesses located in distressed areas.
Size of Small Business	If you selected the Emerging Small Business check box, select the applicable business size for this small business from the available options.

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Field or Control	Description
Ethnicity	Select an ethnic group that applies to the supplier. Values include: *Asian, Black, Hispanic, Native,* and *Other*. When you select the *Other* option, you can enter the ethnicity.
Specify Ethnicity	Enter an ethic group that best applies to the supplier.

Financial Sanctions Status

Update the supplier financial sanctions status in the **Financial Sanctions Status** collapsible region.

The **Financial Sanctions Status** collapsible region appears on the Identifying Information page if you have enabled financial sanctions validation for Payables and eSettlements on the Financial Sanctions Options page of the Installation Options component.

Field or Control	Description
Financial Sanctions Status	Displays all suppliers initially as *Valid.* The system updates the status every time it validates the supplier, whether it is at the supplier level, the voucher level, or the payment level. How the system processes suppliers, vouchers, and payments depend on the financial sanctions status of the supplier. Options include: *Blocked:* You manually set the status to *Blocked* when you confirm the supplier is an actual match to a financial sanctions list. *Cleared:* You manually set the status to *Cleared* when you determine the supplier is no longer requiring review or it is no longer requiring to be blocked. **Note:** You must enter a number in the **Days before next validation** field or select the **Skip future validation** check box so the system knows when to perform the next validation on this supplier. *Review:* The system sets this status when it finds a potential match on a financial sanctions list. You cannot manually set this status. *Valid:* The system sets this status initially or when it does not find a potential match on a financial sanctions list. You can also manually set this status from a *Cleared* or *Blocked* status if you determine the supplier to be valid. However, you cannot set this status from a *Review* status.
Sanctions Status Date	Displays the date when a user updates the financial sanctions status manually or initiates the validation process.

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Field or Control	Description
Days before next validation	Enter a number of days before the system validates the supplier. This field is only available if the financial sanctions status is *Cleared*. The maximum number of days you can enter is 999. **Note:** You must either enter a number greater than 0 in this field or select the **Skip future validation** check box if the financial sanctions status is *Cleared*.
Skip future validation	Select to skip future validation for this supplier. This field is only available if the financial sanctions status is *Cleared*.
Sanctions Update User Id	Displays the user ID of the person either manually updating the **Financial Sanctions Status** field or initiating the validation process.

See Understanding Financial Sanctions Validation.

Comments

Use the Comments section to enter additional information about the supplier. You can scroll the comments, view them in a modal window, and perform spell checks for them.

VAT Registration Details Page

Use the VAT Registration Details (value-added tax registration details) page (VNDR_VAT_RGSTRN) to specify VAT registration information for all the countries with which the supplier is registered to do business.

Navigation:

Click the **Registration** link on the Identifying Information page.

Field or Control	Description
Country	Select the country, or countries, with which this supplier is registered to do business. The country or countries must be defined on the VAT Country Definition page as part of VAT setup before you can select them on the VAT Registration Details page.
VAT Registration ID	Enter the supplier's VAT registration ID for the country. It is not necessary to enter a VAT registration ID, but if you do, the system validates it against the algorithm for the country and issues a warning message if the number that you enter is not in the valid format for this country. **Note:** To ensure that no duplicate VAT registration IDs are entered into the system, the system checks for duplicate VAT registration IDs. An invalid VAT registration ID warning message appears if you enter a duplicate ID for the same country.

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Field or Control	Description
Home	Select to designate a country as the home country. This field is for your information only. Suppliers may also be registered to collect VAT in countries other than their home country. If this is the case, you must insert a row and enter the country code for each of these countries.

Related Topics

- PeopleSoft Global Options and Reports: Understanding VAT

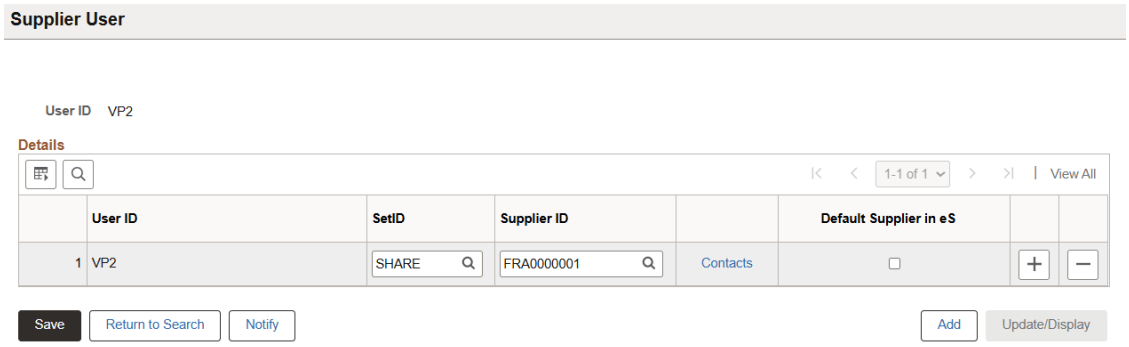
Supplier User Page

Use the Supplier User page (VENDOR_USER) to identify users who are authorized to access supplier information.

Navigation:

Internal Users: **Suppliers**, and then **Supplier Information**, and then **Add/Update**, and then **Supplier User**

This example illustrates the fields and controls on the Supplier User page.



Associate (existing) supplier IDs to the user. If suppliers have registered online, then supplier IDs are automatically associated to the user ID.

Each user ID can be associated with one or multiple supplier codes. This enables the user to view and, with the proper permissions, maintain data for the associated suppliers. When the user logs in to PeopleSoft eSupplier Connection, the system determines to which supplier the user is associated. If the user is associated with multiple suppliers, the Select Supplier page lists the suppliers.

Click the Contacts link to view the list of supplier contacts. The Supplier Contacts page also displays each contact's Name, Phone Number, Type, and Email. This link appears if the Supplier has at least one Contact defined in the Supplier Master Contact tables and the Contact has a Max Effective Date less than or equal to the current date with an Active Effective Status.

Supplier Attachment Page

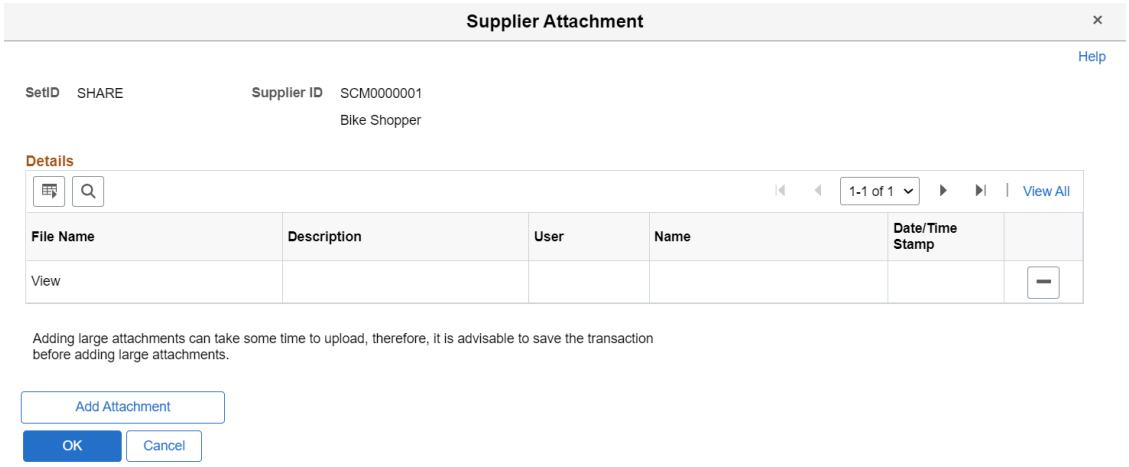
Use the Supplier Attachment page (VNDR_ATT_SEC) to add supplier attachments.

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Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Identifying Information**. Click the Attachments link.

This example illustrates the fields and controls on the Supplier Attachment page. You can find definitions for the fields and controls later on this page.



To upload attachments:

1. Click the **Add Attachment** button.

   Another page appears, where you can browse for the files to upload.
2. Click the **Browse** button to locate the file from an external system.
3. Select the one or more files, and then click the **Upload** button.

   The attachment appears in the **File Name** field. To view the uploaded attachment, click the file.

Field or Control	Description
File Name	Displays the name of the file as it was selected from the external location. You cannot change the file name here.
Description	Enter a description of the file.
User	Displays the logged in User Name.
Name	Displays the logged in user's email id.
Date/Time Stamp	Displays upload date and time.
Delete	Click to remove an attachment.

Check for Duplicate

Click the *Check for Duplicate* button on the Identifying Information tab to check for any duplicate Supplier Names. If any duplicate entries are present, an error message is displayed with all the duplicate Supplier IDs.

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When user is trying to create a new Supplier who is already exists in the Supplier Master, *View Duplicate Suppliers* hyperlink appears. If, there is pending supplier registration with same Supplier Name, then *View Duplicate Supplier / Bidder Registrations* hyperlink appears.

> **Note**
>
> If duplicate supplier details are added, these hyperlinks appear on clicking the *Check for Duplicate* button. Alternatively, these hyperlinks also appear on clicking the *Save* button.

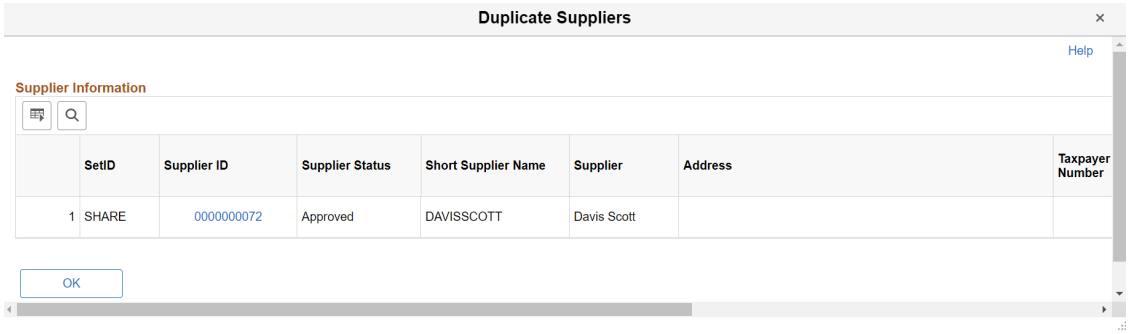
Navigation:

Select the **View Duplicate Suppliers** or **View Duplicate Supplier / Bidder Registrations** hyperlink on the Identifying Information tab.

Duplicate Suppliers Page

Use the Duplicate Suppliers Page (DUP_VNDR_SBP) to view the list of Suppliers who are already exist in the Supplier Master.

This example illustrates the fields on the Duplicate Suppliers page.

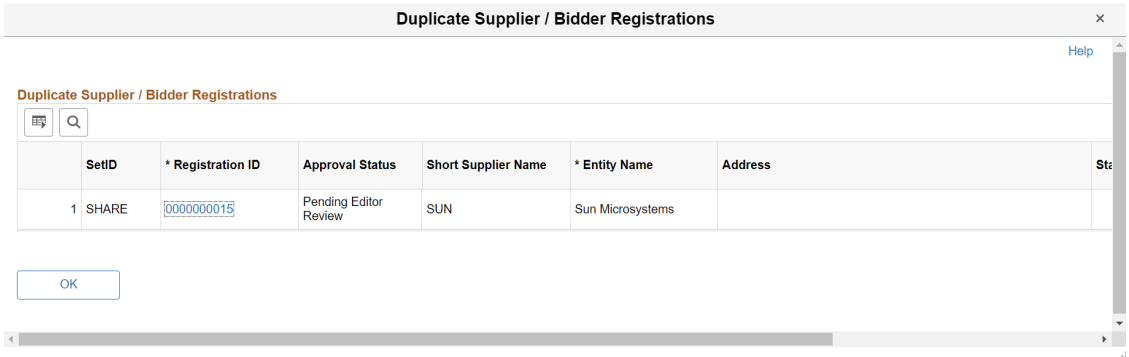


Click *Supplier ID* hyperlink to view the registration details.

Duplicate Supplier / Bidder Registrations Page

Use Duplicate Supplier / Bidder Registrations page (SUP_DUPCHECK_SBP) to view the detailed list of duplicate pending supplier registration with same Supplier Name.

This example illustrates the fields on the Duplicate Supplier / Bidder Registrations page.



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Click the *Registration ID* hyperlink to view more details about the registration.

Entering Supplier Addresses

This section discusses how to specify supplier addresses and search for them.

Pages Used to Enter Supplier Addresses

Page Name	Definition Name	Usage
Supplier Information - Address Page	VNDR_ADDRESS	Specify one or more addresses for the supplier. You can enter multiple addresses for the different sites that a supplier might have.
Supplier Address Search Page	VNDR_ADDRSRCH_SBP	Search for a specific supplier address to update.

Supplier Information - Address Page

Use the Supplier Information - Address page (VNDR_ADDRESS) to specify one or more addresses for the supplier.

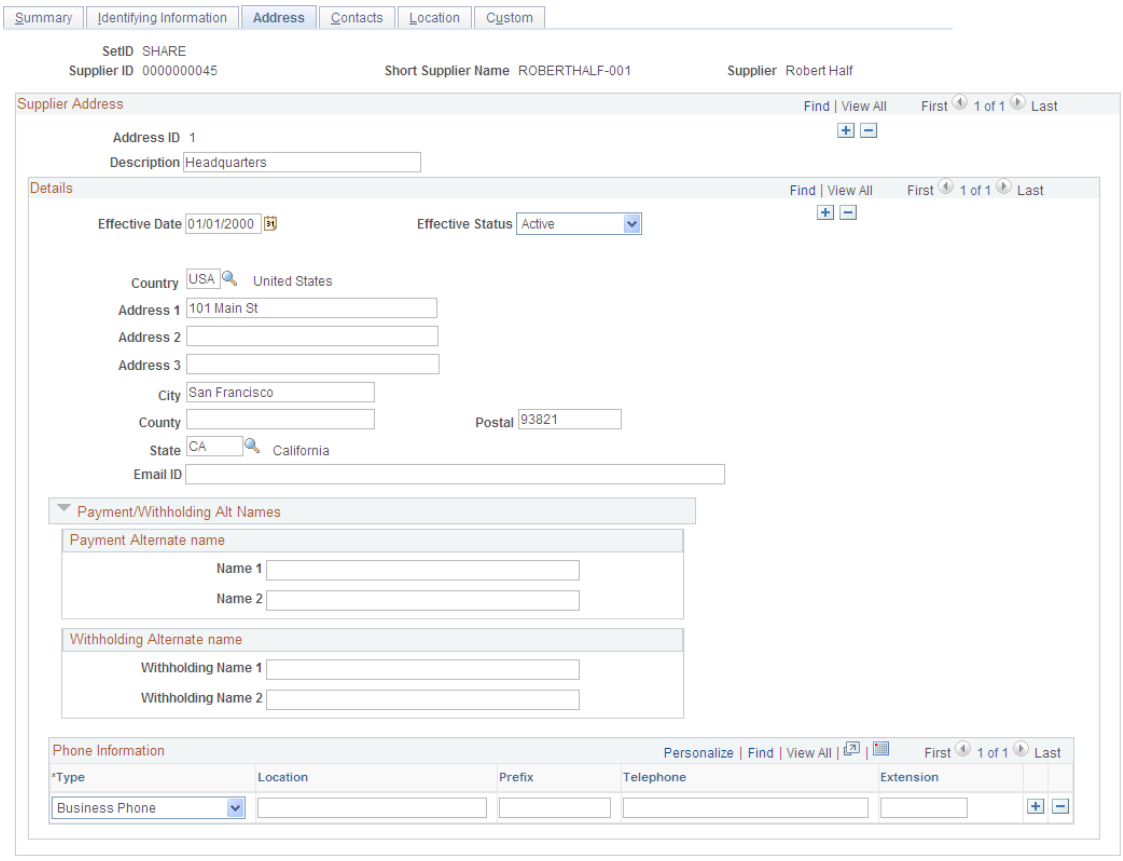
You can enter multiple addresses for the different sites that a supplier might have.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Address**

This example illustrates the fields and controls on the Supplier Information - Address page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Supplier Address Search	Click this link to access the Supplier Address Search page. Use this page to search for supplier addresses for this supplier. When you select an address on the Supplier Address Search page and click the OK button the address selected will appear in the Supplier Address group box on this page. This functionality enables you to quickly retrieve a particular supplier address without having to scroll through all of the supplier addresses.

Supplier Address

Field or Control	Description
Address ID	Displays the system identifier for this address.

Details

When performing duplicate supplier checks, the system considers the country code to determine the number of address lines for a particular supplier. If the address line is entered, then the system compares the line to determine if the new supplier is a duplicate. Address fields are not required so consequently; the address, city, or state fields might not be populated.

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> **Note**
>
> When the address, city or state fields are entered and are a part of the duplicate supplier validation, they require a value. Otherwise, blank values could be interpreted as duplicate values.

Field or Control	Description
Country	Select the supplier's country. Once you select a country, the appropriate address form appears. Depending on the country that you select, the form of the address field varies. Enter all fields that are necessary for the country that you select.
Email ID	Enter the supplier's email address. This is the address that the Email application engine process (PO_PO_EMAIL) uses when you select the dispatch method of email in PeopleSoft Purchasing.
GeoCode	Select a geocode. This value is used by third-party tax applications to link a supplier address to tax calculation algorithms. If no geocode has been selected, this field displays a lookup link. Click the geocode value or lookup link to access the Tax GeoCode Selection page, where you select a geocode value for the supplier address. This field appears only if you have installed and enabled a third-party tax application for use with the PeopleSoft procurement applications. You *must* select a geocode for each supplier address, to integrate properly with your third-party tax application. If you select the wrong geocode for the supplier address, an error message is issued by the third-party application. Troubleshoot the error using the documentation provided by the third-party tax application provider. .

> **Note**
>
> If you are adding more than one current address for this supplier (for example, the supplier has multiple sites), click the add button **(+)** in the **Supplier Address** group box to add a new row. To *update* address information for the supplier, click the add button **(+)** in the **Details** group box to add a new row. Because supplier information is effective-dated, you can insert new rows to reflect changes in address before the change goes into effect, so that you don't forget to update this information later. To correct an erroneous address, enter the correct address in place of the incorrect one, and save your changes.

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Payment/Withholding Alt Names

Use the Payment/Withholding Alt Names (payment and withholding alternate names) section to specify alternate names for the supplier that can be used for payment and withholding purposes. When the system generates payments for the location that uses this address, it uses the alternate name information on the payment forms. Likewise, if you specify an alternate withholding name, the system uses this name on withholding reports instead of the name that you specified on the Identifying Information page.

This function is useful if a supplier wants to conduct business under another name. For example, Alvarez Consulting may be the supplier, but may want to receive payments or report withholdings under the name of Jose Alvarez.

Field or Control	Description
Payment Alternate name	Enter any alternate names for the supplier to be used on payment forms.
Withholding Alternate name	Enter any alternate names for the supplier to be used on withholding reports.

Phone Information

Use this group box to enter phone information for the supplier.

Field or Control	Description
Type	Select the type of phone number that you are adding (cellular, business, fax, home, pager, and so on).
Prefix, Telephone, and **Extension**	Enter the prefix, number, and any extension for the phone number that you are adding. **Note:** You must enter a phone number in the following format: nnn/nnn-nnnn. For example, your phone number might look like this: 222/563- 8475. If you fail to enter a phone number in the correct format, you may experience difficulties dispatching POs by fax.

Supplier Address Search Page

Use the Supplier Address Search page (VNDR_ADDRSRCH_SBP) to search for a specific supplier address to update.

Navigation:

Click the **Supplier Address Search** link on the Supplier Information - Address page.

Field or Control	Description
Address, City, and **Postal**	Select an operand for these fields and the actual partial or full value. You can search for a partial address value. Operands are: • *Contains* • *Equal to* • *Not equal to*

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Field or Control	Description
Country	Select a country for the supplier address search.
State	Select a state for the supplier address search. **Note:** Country must be selected first before you select the state.
Search	When you click this button the system displays in the Search Results group box all of the addresses that match the search criteria. Select the address you want to work with and click the OK button. When you click the OK button the address you select will appear on the Supplier Information - Address page. **Note:** To view all available addresses just click the Search button without specifying any search criteria.

Entering Supplier Contact Information

This section discusses how to enter supplier contact information.

Page Used to Enter Supplier Contact Information

Page Name	Definition Name	Usage
Supplier Information - Contacts Page	VNDR_CNTCT	Enter information about the people whom you contact on a regular basis, so that you can easily determine whom to contact if you have questions and can discern why a contact might want to talk to you, before you return the contact's call.

Supplier Information - Contacts Page

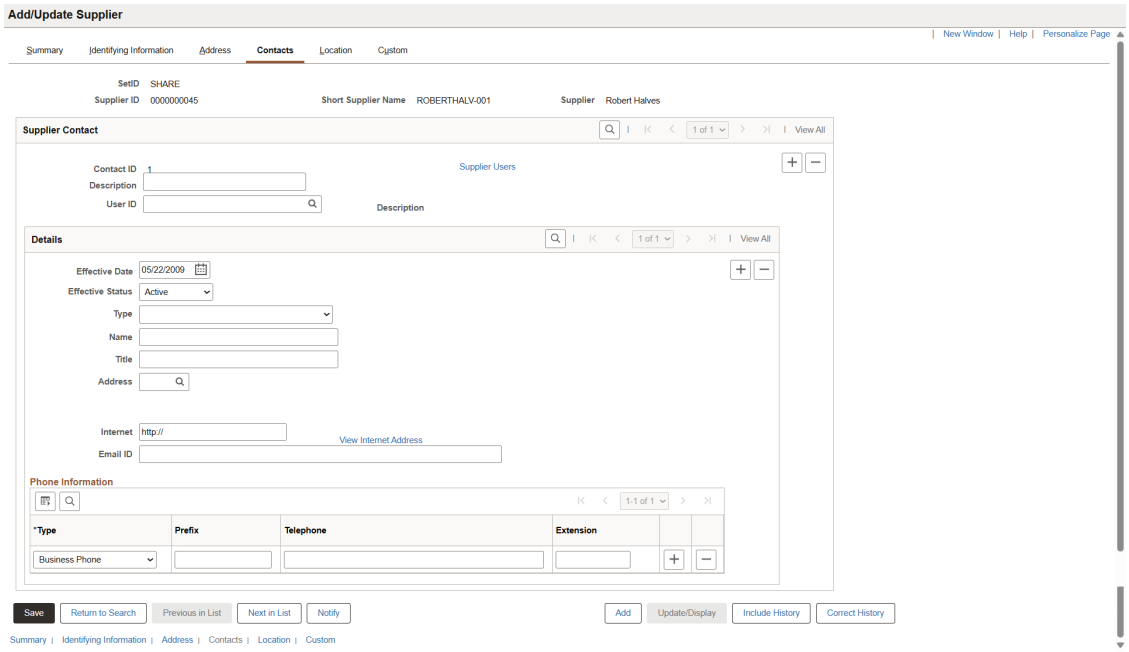
Use the Supplier Information - Contacts page (VNDR_CNTCT) to enter information about the people whom you contact on a regular basis, so that you can easily determine whom to contact if you have questions and can discern why a contact might want to talk to you, before you return the contact's call.

Navigation:

- **Suppliers**, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Contacts**
- **Accounts Payable**, and then **Review Accounts Payables Info**, and then **Supplier**, and then **Supplier Contact**

This example illustrates the fields and controls on the Supplier Information - Contacts page. You can find definitions for the fields and controls later on this page.

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Supplier Contact

Field or Control	Description
Contact ID	Displays the contact ID number. When you add a new supplier contact, the system automatically increments the supplier contact's number in this field.
User ID	Specify a user ID so that the supplier can view the events related to the particular user on the View Events and Place Bids page on the Comprehensive Supplier portal.
Supplier Users	Click the link to view the list of supplier users. The Supplier Users page displays each user's User ID, Name, and Email ID. This link appears only if the Supplier has at least one Supplier User defined.

Details

Field or Control	Description
Type	Select a type (such as *Management* or *Sales*) to define the contact's role. If you select *Contract Collaborator*, the system displays the **External User** field and the Contract Management Settings group box.

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Field or Control	Description
External User	Enter an external user ID if you want to provide external portal access to this user for contract documents, agreements, or both. This field is available if the **Type** field is set to *Contract Collaborator* As you author new PeopleSoft Supplier Contracts Management contracts for this supplier, the system uses this user ID information as the default value for the contract collaborator.
Name	Enter the supplier contact's name.
Title	Enter the supplier contact's title.
Address	Select an address for the contact from one of the addresses that you entered on the Supplier Information - Address page. This enables you to associate different addresses with each contact. After you select an address for the contact, the system displays the associated phone numbers for that address in the **Phone Information** group box. The system will copy over all of the address phone numbers when there is no existing phone number defined for the contact. If there are existing phone numbers for the contact, the system will prompt you to confirm if you want to override the existing entries and copy the new address phone numbers into this contact phone list.
Required to Sign Document	Select this check box to indicate that this supplier contact is required to sign a contract document generated using the PeopleSoft Supplier Contract Management document feature. This check box provides a way for you set up a list of default external users who need to sign documents based on a supplier ID. The check box only applies to purchase order and purchase order contract source transactions.
Internet	Enter a URL for the contact's website. Click the **View Internet Address** link to open a new browser window showing the website.
Email ID	Enter the contact's email address. Multiple email addresses can be entered in this field, but they must be separated by semicolons.

Contract Management Settings

This group box is available when you select *Contract Collaborator* in the **Type** field and is used with the PeopleSoft Supplier Contract Management application.

Field or Control	Description
Allow Document View Access	Select to provide the supplier contact view access to contract documents by default.

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Field or Control	Description
Primary Document Owner	Select to indicate that this supplier contact is the primary document owner. External users must be a primary owners on documents to enable them for contract collaboration and signatures.

Defining Supplier Locations

> **Note**
>
> A supplier location is not a physical address. It is a default set of rules, or attributes, that define how you conduct business with a particular supplier.

Pages Used to Define Supplier Locations

Page Name	Definition Name	Usage
Supplier Information - Location Page	VNDR_LOC	Enter one or more locations for the supplier. Each supplier must have one default location, but can also have multiple locations, including an invoicing from, remit to, and return to location. Enter identifying information and VAT information for each supplier location. Link to the other pages in this table.
Supplier's RTV Fees Page	VNDR_RTV_FEE	Enter RTV fee options for the supplier location. See Supplier Information - Location Page
Supplier Information - Payables Options Page	VNDR_PAY_OPT_SEC	Define payables options for the supplier location, including bank accounts, electronic file options, SBI options, matching and approval options, supplier types, HIPAA information, and debit memo options.
Supplier Address Search Page	VNDR_ADDRSRCH_SBP	Search for a supplier address to associate to the location. See Supplier Information - Payables Options Page
Bank Address Page	BANK_ACCT_ADDR_SEC	Record the bank's address information. See Supplier Information - Payables Options Page

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Page Name	Definition Name	Usage
Phone Information Page	BANK_ACCT_PHON_SEC	Record phone information for the bank. See Supplier Information - Payables Options Page
Intermediary Bank Routings Page	VNDR_BANK_I_ACCT	Define intermediary bank routings, or complex routings, for electronic payments if you're defining an EFT or Automated Clearing House (ACH) payment that must pass through one or many banks before reaching the final bank. See Supplier Information - Payables Options Page
Supplier Information - Procurement Options Page	VNDR_PROC_OPT_SEC	Specify options for how a particular supplier location processes invoices and purchase orders. See Supplier Information - Location Page
Supplier Information - Tax Options Page	VNDR_TAX_OPT_SEC	Define sales and use tax information for the supplier location.
Supplier Information - Withholding Supplier Information (global) Page	VNDR_GBL_OPT_SEC	Define withholding information and record withholding reporting information for the supplier location. See Supplier Information - Location Page
Supplier Information - Withholding Supplier Information (1099) Page	VNDR_1099_OPT_SEC	(USA) Define 1099 information and record 1099 reporting information for the supplier location. See Supplier Information - Location Page

Related Topics

- Supplier Locations
  A supplier location is not a physical address. It is a default set of rules, or attributes, that define how you conduct business with a particular supplier. A supplier location comprises information such as procurement options (including payment terms, currency information, and shipping method), VAT options, payment options, withholding options, pay to bank accounts, and so on. And although a location is not an address, it does reference addresses.

Supplier Information - Location Page

Use the Supplier Information - Location page (VNDR_LOC) to enter one or more locations for the supplier.

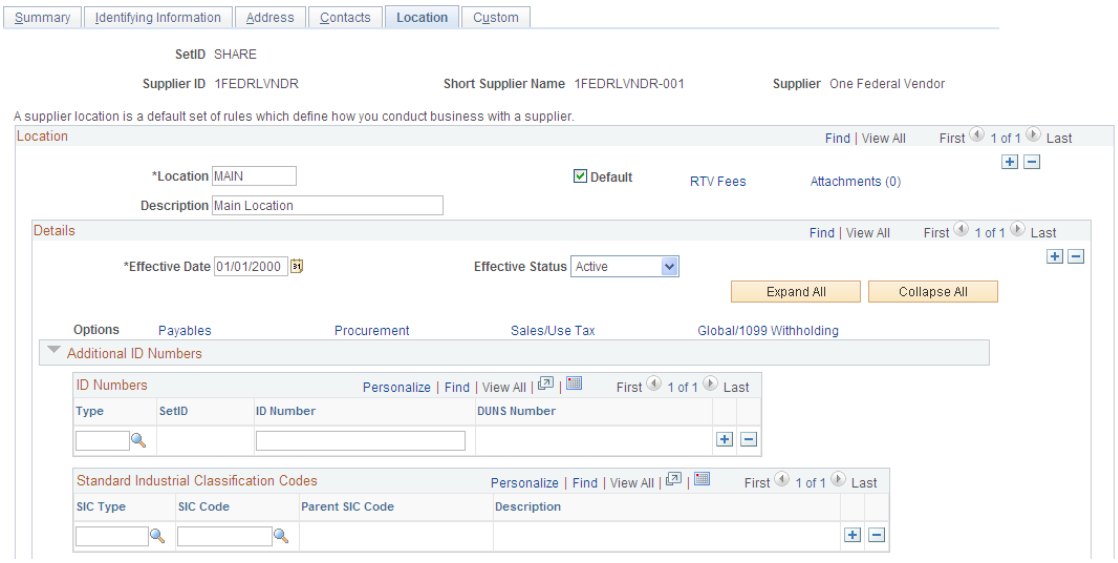
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Each supplier must have one default location, but can also have multiple locations, including an invoicing from, remit to, and return to location. Enter identifying information and VAT information for each supplier location. Link to the other pages in this table.

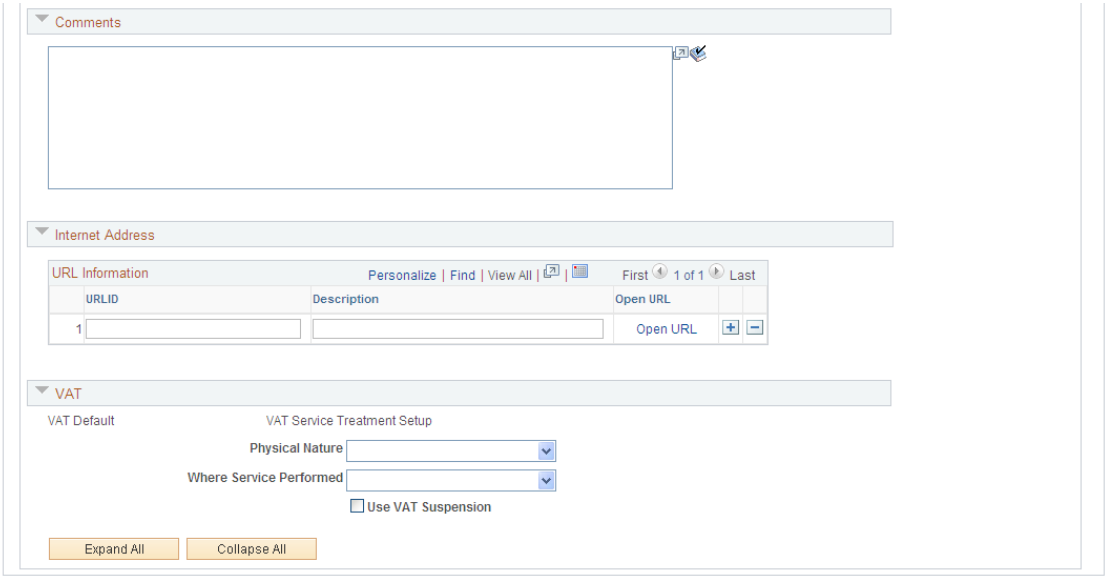
Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Location**

This example illustrates the fields and controls on the Supplier Information - Location page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Supplier Information - Location page (2 of 2). You can find definitions for the fields and controls later on this page.



If you have more than one location, add additional locations by selecting the add button **(+)** in the **Location** scroll area.

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Because location information is effective-dated, you can also update information for each location at any time by selecting the add button **(+)** in the **Details** scroll area.

Location

Field or Control	Description
Location	Enter an identifier for this location. This field enables you to differentiate supplier locations, if you have more than one.
Default	Select this check box for the default location. Only one location can be the default location. Information for the default location appears by default on all the vouchers for the supplier, but you can change the location on the voucher when necessary.
RTV Fees	Click to access the Supplier's RTV Fees page, where you can enter RTV fee information for this supplier. See Procurement Options Page - RTV Options Section.

Details

Field or Control	Description
Payables	Click to access the Payables Options page, where you can define invoicing and remitting addresses, payment options, matching and approval options, electronic file options, self-billed invoice options, supplier bank account information, supplier type options, and (USA only) HIPAA information.
Procurement	Click to access the Procurement Options page, where you can define purchasing process information and return to supplier options.
Sales/Use Tax	Click to access the Tax Options page, where you can define SUT options for the supplier location.
Global/1099 Withholding, **1099**, or **Global Withholding**	Click to access the Withholding Supplier Information page, where you can specify withholding options for the supplier location. **Note:** The label on this link depends on your selection in the **Display Withholding Option** field on the Supplier Set Control page.

Additional ID Numbers

Enter additional identifiers for the supplier location in the **Additional ID Numbers** collapsible region.

These fields are the same as those found on the Identifying Information page. Enter ID numbers here to override those entered for on the Identifying Information page for the supplier header. You should define one of the additional IDs for vouchers for which PAM EFT layout codes are used.

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> **Note**
>
> As part of the setup process, the ID number verification provides an additional security measure during the registration. The system uses the ID number in addition to the supplier ID to track and verify transactions for a supplier.

See Entering Supplier Identifying Information.

Comments

Enter any comments you have about the supplier in the **Comments** collapsible region.

Internet Address

Enter URLs and descriptions for the supplier's websites. Click the **Open URL** link to open a URL in your browser.

VAT

Enter VAT options for VAT-applicable supplier locations in the **VAT** collapsible region.

VAT options for the supplier location override those for the supplier.

Field or Control	Description
VAT Default	Click to open the VAT Defaults Setup page, to review and, as applicable, enter VAT settings for the supplier location.
VAT Service Treatment Setup	If you are using services VAT treatment, click to open the Services VAT Treatment Defaults Setup page, to review and, as applicable, enter services VAT treatment settings for the supplier location.
Physical Nature	If applicable, you can select the default physical nature for VAT transactions with this supplier location. Options are: *Intangible/Services* or *Physical Goods.*
Where Service Performed	For services, you can specify for this supplier location the default location for where a service is most often performed—that is, the place at which the VAT liability is incurred. Options are: *Buyer's Location, Ship From Location, Ship To Location,* or *Supplier's Location.*

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Field or Control	Description
Use VAT Suspension	Select to indicate whether the supplier has been selected as a supplier who suspends VAT on the purchase. You establish VAT suspension on the VAT Country page, but you can override the default value here at the supplier location level. VAT suspension is a limited form of VAT exemption that is applicable in only a few countries, such as France and Italy. The VAT Suspension check box may be selected regardless of whether the country associated with the supplier location is a VAT country, or whether that country is flagged as using VAT suspension.

Related Topics

- PeopleSoft Payables: Understanding VAT Processing in PeopleSoft Payables

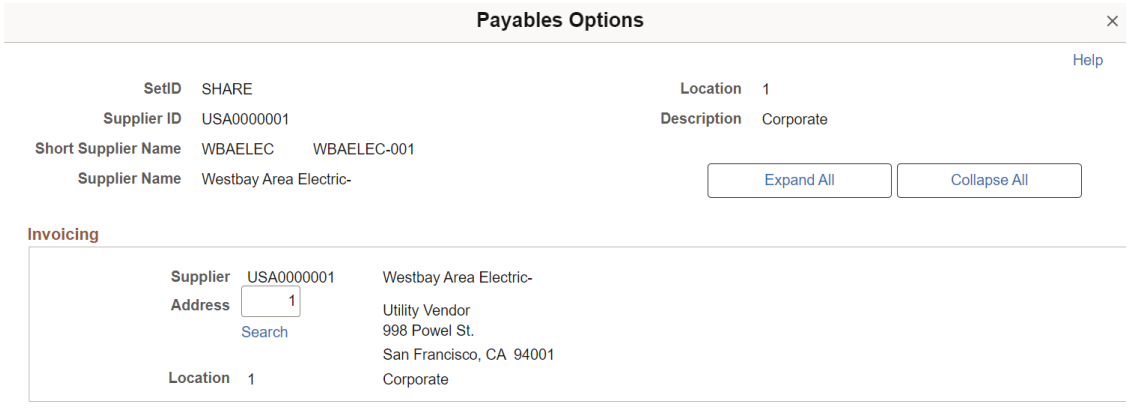
Supplier Information - Payables Options Page

Use the Supplier Information - Payables Options page (VNDR_PAY_OPT_SEC) to define payables options for the supplier location, including bank accounts, electronic file options, SBI options, matching and approval options, supplier types, HIPAA information, and debit memo options.

Navigation:

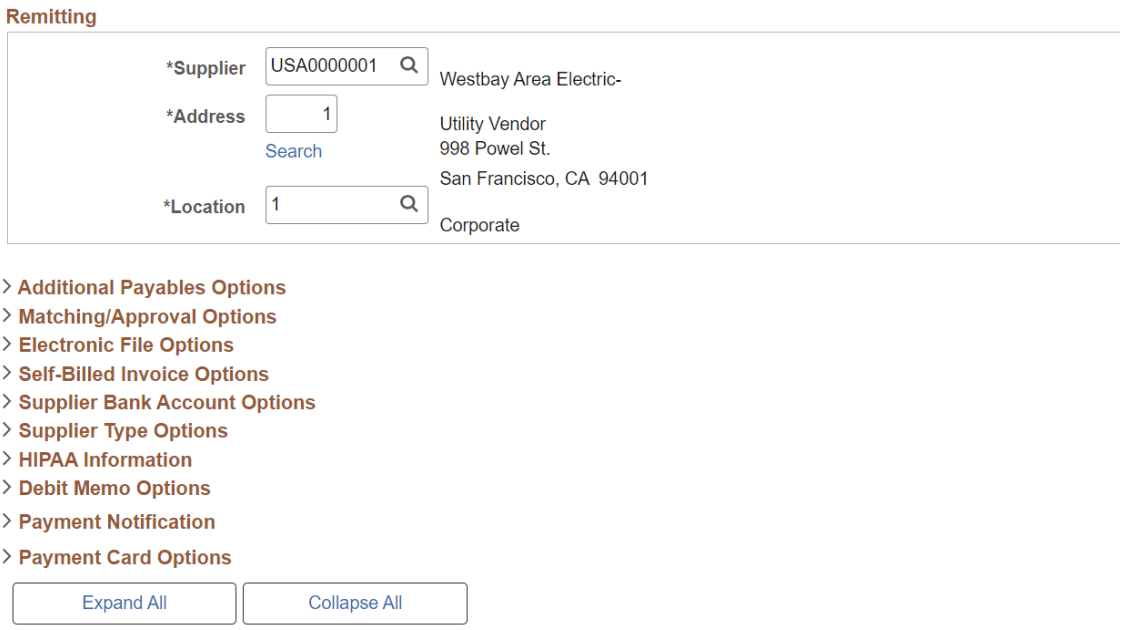
Click the **Payables** link on the Supplier Information - Location page.

This example illustrates the fields and controls on the Supplier Information - Payables Options page (1 of 2) with sections collapsed.



This example illustrates the fields and controls on the Supplier Information - Payables Options page (2 of 2) with sections collapsed.

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> **Note**
>
> Only fields visible when the collapsible regions are collapsed are documented in this section. Each collapsible region on this page is documented in a separate section of this set of topics.

Note on Addresses and Effective Dating

The effective date of an address entered on the Supplier Information - Address page can have an impact on its availability for input on the Supplier Information - Payables Options page. Here are the factors that determine the availability or validity of an address:

- The currently active row for a supplier location must have a currently active address.

  The effective date of the address row need not be prior to the effective date of the supplier location, but it must be prior or equal to the system date.

- If the supplier location row is future-dated, the address must be effective-dated such that it is active as of the effective date of the supplier location row.
- If the supplier location row is a history (past-dated) row, the address must be effective-dated such that it is active at the effective date of the supplier location row.
- The addressees in the address field prompt list on this page are not necessarily valid for the location, nor are they necessarily the only addresses valid for the location.

  The prompt lists only currently active addresses. Therefore, if you are selecting addresses for history (past-dated) or future-dated rows, the valid address may not appear in the prompt and invalid addresses may appear. You can still enter the valid address even if it does not appear in the prompt.

  Also, if you enter an address on the Supplier Information - Address page and do not save the Supplier Information component before proceeding to the Payables Options page, that address does not appear in the address prompt. If that address meets the criteria listed

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above, however, you can still enter it on the Payables Options page and successfully save the supplier.

You see an error message if you do enter an invalid address for a supplier location for current and future-dated rows. History rows with an invalid address generate a warning, but you can save the supplier

Invoicing

Field or Control	Description
Address	Designate the address from which the supplier location sends invoices.
Search	Click this link to access the Supplier Address Search page. Using this page you can search for available supplier invoice addresses.

Remitting

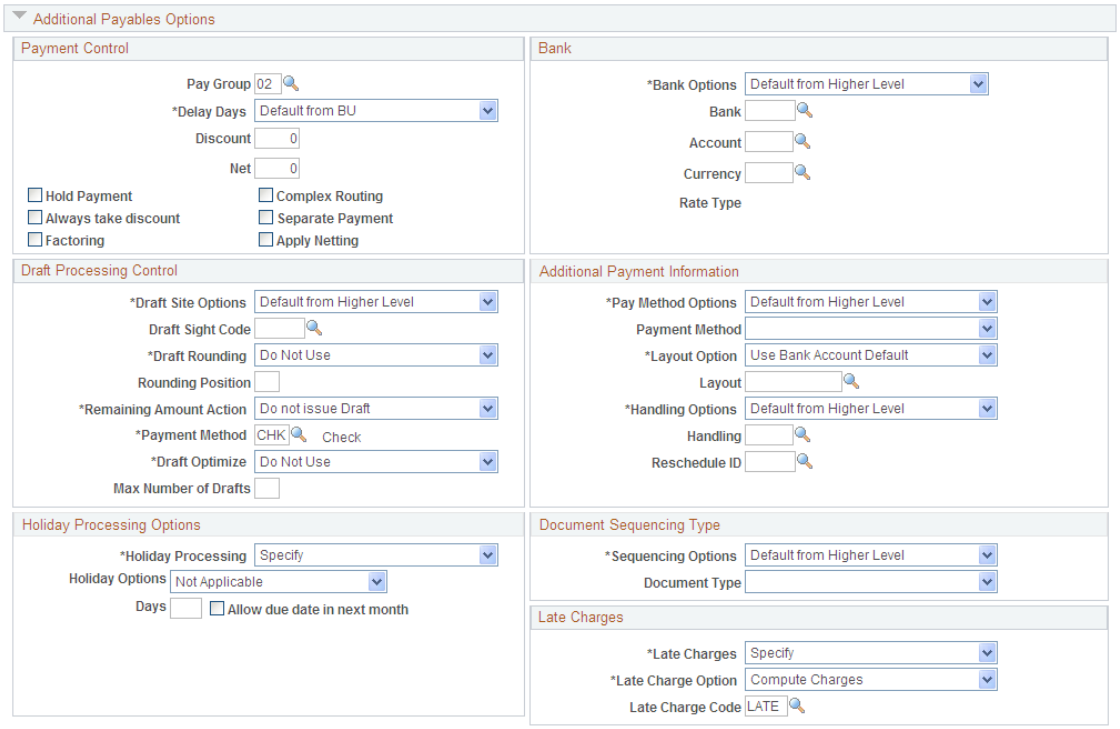
Field or Control	Description
Supplier	Select the supplier to whom you remit payment. You may select the original supplier, but this field gives you the flexibility to remit the payment to another supplier when necessary.
Address and **Location**	Select a location and address for remitting payments.
Search	Click this link to access the Supplier Address Search page. Using this page you can search for available remit to supplier addresses.

Payables Options Page - Additional Payables Options Section

Use the Payables Options page - Additional Payables Options section to define payment and draft control options for the supplier location.

This example illustrates the fields and controls on the Payables Options page - Additional Payables Options section. You can find definitions for the fields and controls later on this page.

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Payment Control

Field or Control	Description
Pay Group	Specify a pay group for the supplier location. This enables you to assign suppliers to a group and pay them all at once. You can set up different pay cycles for different groups of suppliers. See Defining Supplier Pay Group Codes.
Delay Days	To define delay days at the supplier location level, select *Specify* and then enter the number of delay days in the **Discount** or **Net** fields. If you enter delay days in the **Discount** field, the system adds delay days to the discount due date for the scheduled payment during pay cycle processing and uses the resulting date to evaluate whether or not to take the discount. If you enter delay days in the **Net** field, the system adds those days to the scheduled payment day. If you select *Default,* the delay days on the voucher will default from the PeopleSoft Payables control hierarchy instead of the supplier location. Select *Do Not Use* to indicate that no delay days should apply to payments made to this supplier location.

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Field or Control	Description
Hold Payment	Select to have the system automatically place payments on hold. The system does not process the payments until they are taken off hold. Deselect the check box to remove a hold on a supplier's payment.
Complex Routing	This option is for EFT payments only. Select the check box to tell the system to use the complex routing that you already set up on the Intermediary Bank Routings page. Deselect the check box to tell the system *not* to use the complex routing, but the complex routing information that you specified (if any) is not affected by the selection that you make here. See Intermediary Bank Routings Page.
Always take discount	Select to have the system take discounts even if the voucher is paid after the discount due date. See PeopleSoft Payables: Handling Pay Cycle Exceptions and Alerts.
Separate Payment	Select to create separate payments for each of the vouchers for the supplier, even if the system processes the payments in the same pay cycle.
Factoring	Select to make the **Remit To** field in the Voucher component (VCHR_EXPRESS) not available for entry. The Remit To field in the Voucher component contains the remitting supplier defined previously on the Supplier Information - Location page, and you will not be able to change it if you select this option. For example, you might use this option if payments are to be routed automatically to a bank to which the supplier owes money. See PeopleSoft Payables: Scheduling and Creating Voucher Payments for Online Vouchers.
Apply Netting	Select to utilize the PeopleSoft netting capabilities. When this check box is selected, scheduled payments have a *Hold* status, and the payments are available for the Netting Selection process that is run from PeopleSoft Treasury. See PeopleSoft Cash Management: Understanding the Bilateral Netting Process.

Bank

To define bank and account information at the supplier location level, select *Specify* in the **Bank Options** field and then populate the fields in this group box. If you select *Default,* the bank and account information on the voucher will default from the PeopleSoft Payables control hierarchy instead of the supplier location.

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Field or Control	Description
Bank	Select the code for the bank from which you want to make payments for this supplier location. **Note:** If financial sanctions is enabled at the bank level and you do not specify a bank, no validation is performed at the voucher level. However, the system still validates the supplier at the payment level if the remit supplier's bank requires validation.
Account	Select the account from which you want to make payments for this supplier location.
Currency	Select the code for the currency in which you want to pay the supplier when this location is used. You can specify more than one currency for each bank account. There is one primary currency, but you can select which one you want to use on the payment.
Rate Type	Displays the default exchange rate type for the currency that you selected.

Draft Processing Control

Field or Control	Description
Draft Sight	To define a draft sight code for the draft at the supplier location level, select *Specify,* and then populate the **draft sight code** field.
Draft Rounding	Select from these options: *Do Not Use:* Indicates that rounding should not be used for this supplier location. *Specify:* Select values for the supplier location for the fields in this group box. *Use Pay Cycle Default:* Draft rounding options for a draft are populated from the pay cycle selection criteria.
Rounding Position	Indicate the position at which you want to round the draft amount down. For example, if you only want to create drafts that are even thousand dollar amounts, enter *4* to round at the fourth position (2, 000).
Remaining Amount Action	Specify how you want to handle the remaining amount (that is, the amount that is not paid on the draft when you use rounding). Options are: *Alternate Pay Mthd* (alternate pay method): Activates the Payment Method field, where you can indicate the format that you want to use to pay the remainder. *Do Not Issue Draft:* The draft is issued, but the remainder is not paid.

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Field or Control	Description
Payment Method	The system issues the remaining amount on the voucher by using the method that you enter here. Options are: • *Automated Clearing House* (ACH). • *Draft - Customer EFT* (draft - customer electronic funds transfer). • *Draft - Customer Initiated.* • *System Check.* • *Direct Debit.* • *Draft - Supplier Initiated.* • *Electronic Funds Transfer (EFT).* • *Giro - EFT* (giro - electronic funds transfer). • *Giro - Manual.* • *Wire Transfer.*
Draft Optimize	This field is used for Japanese stamp tax. Select from these options: *Do Not Use:* Indicates that draft optimization should not be used for this supplier location. *Specify:* Select values for the supplier location for the fields in this group box. *Use Pay Cycle Default:* Draft optimization options for a draft are populated from the pay cycle section criteria.
Max Number of Drafts (maximum number of drafts)	Indicates the maximum number of drafts that you allow the pay cycle to process. **Note:** In Japan, you can split the payment into several different drafts to save taxes.

See PeopleSoft Payables: Understanding Draft Processing.

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Additional Payment Information

Field or Control	Description
Payment Method	To define payment methods at the supplier location level, select *Specify,* and then select a payment method. The system formats the payment output according to the method that you select. PeopleSoft delivers some payment methods with the system, but you can also add your own. Some delivered methods are: • *Automated Clearing House.* • *Direct Debit.* • *Draft - Customer EFT.* • *Draft - Customer Initiated.* • *Draft - Supplier Initiated.* • *Electronic Funds Transfer.* • *Giro - EFT.* • *Giro - Manual.* • *Letter of Credit.* • *Manual Check.* • *System Check.* • *Treasury Wire Flat File.* • *Wire Transfer.* • *Payment Card.* See PeopleSoft Payables: Understanding PeopleSoft Payables Payment Formats.
Layout Option	Options include: • Select *Specify* to specify a layout code when using payment method of *Automated Clearing House, Draft - Customer EFT, Electronic Funds Transfer, Giro - EFT,* or *Wire Transfer.* • Select *Use Bank Account Default* to use the default layout defined at the bank account level.
Layout	Select an applicable layout code. Layout codes indicate whether the system settles them through either the Pay Cycle Manager or Financial Gateway functionality. The system displays codes depending on the bank code, bank account, and payment method defined on the Payments page. When you click **Save,** the system validates layout codes against those defined at the bank account level. When you select non electronic payment methods (for example, *Check),* the system disables this field. **Note:** For federal payments and single payment vouchers, you must select layouts that the system settles through Pay Cycle Manager. These payments cannot be settled through the Financial Gateway functionality.

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Field or Control	Description
Handling Options	To define payment handling at the supplier location level, select *Specify*, and then populate the handling field. Select a payment handling code (such as *high dollar payment* or *internal distribution)* by selecting from the options that are stored in the Payment Handling Codes table. You can associate payment handling codes with a sort sequence for check printing. See Defining Payment Handling Codes.
Reschedule ID	Enter the reschedule ID that you apply to this supplier location. Entering an ID enables the supplier location to be processed by split multiple payment terms, which processes vouchers of only those supplier locations with an ID in this field. **Note:** If you select the Withholding option, split multiple payment terms do not process vouchers of the supplier, even if split condition options are enabled. See PeopleSoft Payables: Processing Reschedule Payments.

Document Sequencing Type

Field or Control	Description
Doc Type (document type)	Select *Specify* to override the document sequencing options that default through the control hierarchy and select new ones at the supplier location level. The document type that you select appears by default on any vouchers for this supplier location.

See PeopleSoft Payables: Understanding Document Sequencing.

Holiday Processing Options

Field or Control	Description
Holiday Processing	To establish holiday processing options at the supplier location level, select *Specify*, and then populate the fields in this group box.
Holiday Options	In accordance with the arrangements that you have with this supplier location, indicate whether payments made around the time of a holiday are due after or before the holiday, or whether these options are not applicable.
Days	If payment is due either before or after the holiday, indicate the number of days before or after in this field.

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Field or Control	Description
Allow due date in next month	If the payment is due after the holiday, select the check box to identify whether it is acceptable to pay in the next month. If you select *Due After Holiday*, but you do not allow the due date to be in the next month, the system calculates a due date before the holiday, when necessary—for example, if the original due date is December 31 and you don't want the payment to be made in the next calendar year.

Late Charges

Field or Control	Description
Late Charges	To establish late charges at the supplier location level, select *Specify*, and then populate the fields in this group box.
Late Charge Option	Select *Compute Charges* to have the system calculate late charges, or select *Not Applicable*.
Late Charge Code	To compute late charges at this level, set the late charge code default on this page.

See PeopleSoft Payables: Calculating Late Interest Charges.

Related Topics

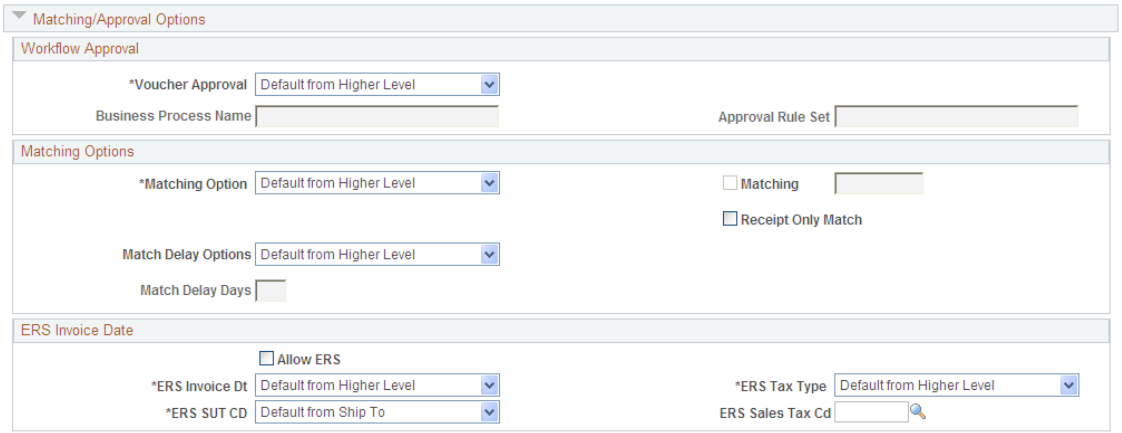
- PeopleSoft Banks Setup and Processing: Understanding Bank Setup

Payables Options Page - Matching/Approval Options Section

Navigation:

Click the **Payables** link on the Supplier Information - Location page

This example illustrates the fields and controls on the Payables Options page - Matching/Approval Options section. You can find definitions for the fields and controls later on this page.



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Workflow Approval

Field or Control	Description
Voucher Approval	Select one of these options: *Approval Framework:* Select to use the Approval Workflow Engine when approving vouchers. *Default from Higher Level:* The system applies the voucher approval rule from the control hierarchy. *Pre-Appr* (pre-approved): Vouchers are automatically approved for this supplier as they are entered into the system. *Virtual Approver:* Select to activates the **Bus Proc** (business process) and **Rule Set** fields so that you can specify voucher approval rules for this supplier location.
Bus Proc (business process) and **Rule Set**	Specify the business process and the rule set that control the routing of vouchers for approval to roles in your organization. These fields become active when you select the *Virtual Approver* value in the **Voucher Approval** field.

See PeopleSoft Payables: Understanding Voucher Management.

Matching Options

Matching specifies whether vouchers for a supplier need to be matched with purchase orders or receivers for approval, and to be paid.

Field or Control	Description
Matching Option	Select *Default* to accept the default matching option already established in the control hierarchy, or select *Specified* to override these options and select new ones at the supplier location level.
Matching	Specify the match control that you want the system to use during the Matching Application Engine process (AP_MATCH). This field is available for entry only if you select *Specified* in the Matching Option field. You can override the match control on the purchase order or voucher levels.
Receipt Only Match	Select to enable a receipt to be entered for a supplier without a PO. Receipt-only matching approves vouchers for payment by comparing vouchers to receipts. This option is available only if you have selected the **Matching** option.

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Field or Control	Description
Match Delay Days	Select *Default* to accept the default number of match delays days already established in the control hierarchy, or select *Specified* to override these days and enter new ones at the supplier location level. **Note:** Match delay days are only applicable to EDI and XML invoices. The system adds the match delay days to the entry date to determine the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date.

See PeopleSoft Payables: Understanding the Matching Process.

ERS Invoice Date

Field or Control	Description
Allow ERS (allow Evaluated Receipt Settlement)	Select to activate ERS for this supplier location. You cannot select this check box if you select a matching option of specified and select a matching rule. **Note:** ERS is processed through the Voucher Build Application Engine process (AP_VCHRBLD) and Voucher component, not during the Matching process.
ERS Invoice Dt (Evaluated Receipt Settlement invoice date)	Select an option to determines how the invoice date is generated for an ERS voucher. Options include: *Default:* This value appears by default from the control hierarchy. *Frt Trms* (freight terms): The system uses freight terms entered on a receipt, or those appearing by default from a PO, to determine the ERS invoice date. **Note:** If the freight terms on the receipt are *FOB ORIGIN*, the system uses the ship date as the invoice date. Otherwise the system uses the receipt date. *Rcpt Dt* (receipt date): The system uses the receipt date as the ERS invoice date.
ERS Tax Type (Evaluated Receipt Settlement tax type)	Select an option to indicate how tax is calculated for ERS vouchers. Options include: *Default:* This value appears by default from the control hierarchy. *No Taxes:* No tax is calculated. *Sales Tax:* The tax for ERS vouchers is accrued as sales tax. *Use Tax:* The tax for ERS vouchers is accrued as use tax. *Value Added Tax:* The tax for ERS vouchers is accrued as VAT.

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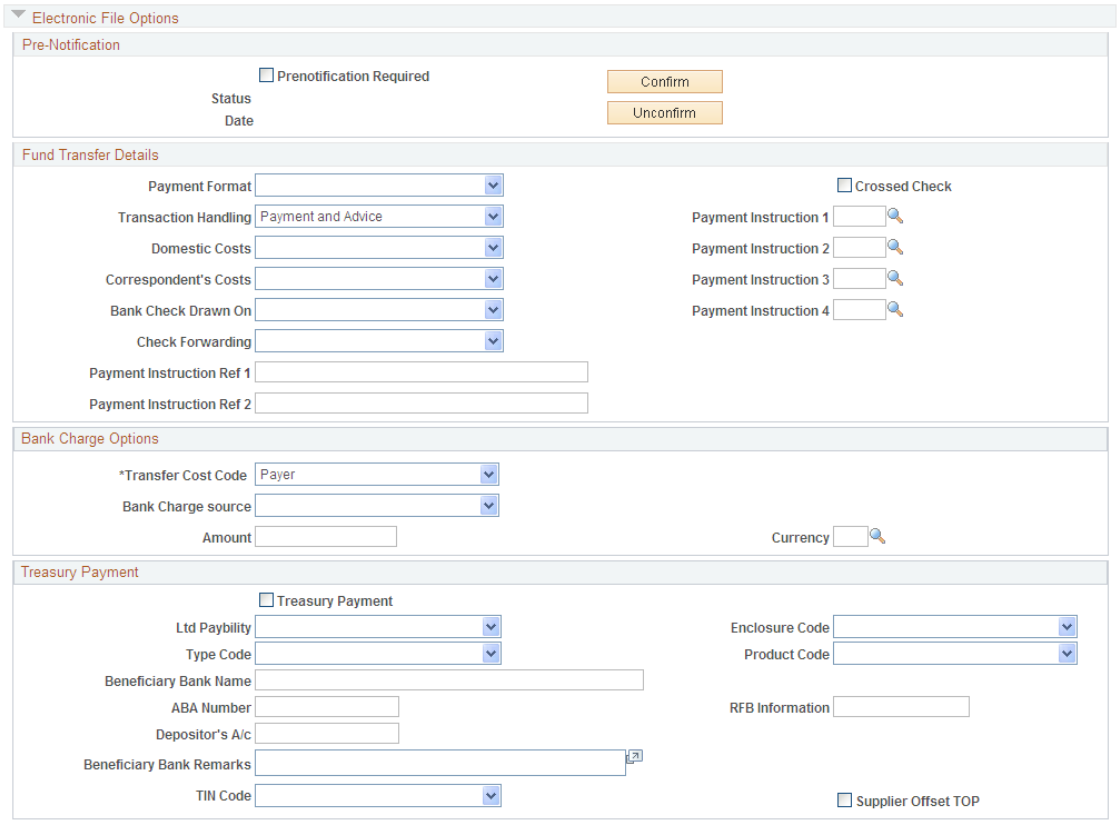
Field or Control	Description
ERS SUT CD (Evaluated Receipt Settlement sales and use tax code)	Select one of these options: *Default:* This value appears by default from the control hierarchy. *Specify:* Activates the ERS Sales Tax Cd (sales tax code Evaluated Receipt Settlement) field, where you can specify which ERS sales tax code you want to use for this location.

See PeopleSoft Payables: ERS Vouchers.

Payables Options Page - Electronic File Options Section

Use the Payables Options page - Electronic File Options section to specify the electronic file setup for this supplier location.

This example illustrates the fields and controls on the Payables Options page - Electronic File Options section. You can find definitions for the fields and controls later on this page.



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Pre-Notification

Field or Control	Description
Prenotification Required	Select to send a test transaction to the bank for this supplier. The system includes a prenote for this supplier location in the next pay cycle that includes an EFT or ACH payment for this supplier location's default bank account. With the prenotification option selected, you cannot generate an actual EFT or ACH payment for this supplier location until it is marked as *Confirmed*. **Note:** If the *Prenotification Required* check box is selected and the prenote status is *New*, you cannot save the supplier unless you specify either *Electronic Funds Transfer* or *Automated Clearing House* as the payment method on the Additional Payables Options collapsible region on the Supplier Information - Payables Options page.
Confirm	Click to manually confirm a supplier location for EFT or ACH payment and override any autoconfirmation established in the control hierarchy.
Unconfirm	If you receive a problem report from your bank saying that the prenote failed, click the Unconfirm button, correct the problem, and then generate another prenote.

To confirm the supplier location:

1. Confirm a supplier for EFT or ACH payment by using autoconfirmation.

   In the EFT/ACH Prenote Confirmation group box on the Supplier Set Control page, you can specify a number of days to wait (wait days) before the supplier becomes eligible for an EFT or ACH payment. When that number of days passes, the system automatically confirms a supplier for EFT or ACH payment.

2. Confirm a supplier for EFT or ACH payment manually:

   a. Select the **Prenotification Required** check box. This sets the **Status** field to *New,* and activates the **Confirm** and **Unconfirm** buttons.

   b. Click the **Confirm** button to override the autoconfirmation waiting period.

   c. Click the **Unconfirm** button for the supplier location to change the prenote status to *New* and clear the prenote date.

      Typically, you create a prenote for a supplier location only once. Subsequent pay cycle runs won't create another prenote for the supplier unless you click the **Unconfirm** button.

   d. After the prenote is created, during the next pay cycle that includes EFT or ACH payments for the supplier's bank, the system changes the prenote status to *Pending,* and populates the prenote **Date** field with the date on which the prenote was created.

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> **Note**
>
> If you reset a pay cycle, the system changes the prenote status back to *New.*

See Defining Supplier Control Parameters.

Fund Transfer Details

Field or Control	Description
Payment Format	PeopleSoft delivers some payment formats with the system, but you can also add your own. Examples of payment formats that you might select for suppliers are: • *Check Std* (standard check). • *Chk w/rcpt* (check with receipt). • *Pay & Dep* (pay and deposit). • *Postal Ord* (postal order). • *Wire.* See PeopleSoft Payables: Understanding PeopleSoft Payables Payment Formats.
Crossed Check	Select to ensure that the check cannot be endorsed over to another party.
Transaction Handling	Tells the bank what information to include in the EFT file. Select one of these options: *Pay+Advice:* Both the actual payment and the advice are transmitted. *Prenote:* This is a test run to verify that all EFT information is correct before the system sends out an actual payment and advice. *Pymt Only:* Only the payment is sent.
Domestic Costs	Depending on the country in which an EFT takes place, there may be costs involved in carrying out such transactions. Indicate who pays the processing costs of the EFT transfer. Select from these options: *Payee Acct:* The supplier's account is assessed for the charges. *Payr/Payee:* Costs are shared equally between the payer and the supplier. This selection applies only to domestic costs. *Pyr D Acct:* Costs are assessed to the payer's domestic account. *Payr F Acct:* Costs are assessed to the payer's foreign account.
Correspondent's Costs	If you are using an intermediary bank for the transfer, indicate who is handling these processing costs. Select from these options: *Payee Acct:* The supplier's account is assessed for the charges. *Pyr D Acct:* Costs are assessed to the payer's domestic account. *Payr F Acct:* Costs are assessed to the payer's foreign account.

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Field or Control	Description
Bank Check Drawn On	If it is necessary to generate a check for the EFT transaction, indicate which bank actually writes the check. Select from these options: *Payee Bank:* The supplier's bank writes the check. *Payer Bank:* Your bank writes the check.
Check Forwarding	If there is a need to forward checks, indicate to whom the check should go. Select from these options: *Payee:* The check should go to the supplier. *Payee Bank:* The check should go to the supplier's bank. *Payer:* The check should go to you. *Pyr Bank:* The check should go to your bank.
Payment Instruction Ref 1	Select standard EFT instructions for the transfer. PeopleSoft delivers these instructions with the system. For example, you can select the *PHONEBEN* instruction if you want the bank to phone the beneficiary. **Note:** PeopleSoft provides standard EFT instructions as translate values. If you need to add instructions, your system administrator needs to add the translate values.
Payment Instruction Ref 2	Add additional EFT handling instructions for the bank. **Note:** Once you have entered the necessary information, you can have the system process a test transaction to ensure that the information is accurate.

Bank Charge Options

The bank transfer charge process calculates the charge amount based on the setup information entered here. Use these fields to define the person to whom the bank transfer charge amount is charged.

Field or Control	Description
Transfer Cost Code	Select from these options: *Payee:* Determine whether the bank transfer charges are calculated by using the Classified Charge Amount table, or a user-specified amount by selecting *Table* or *User* in the **Bank Charge Source** field. *Payer:* The bank transfer charge process is not activated. The bank transfer charge is not considered during payment processing, and no accounting entry for the bank transfer charge is generated.

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Field or Control	Description
Bank Charge source	Select from these options: *Table:* The system looks for the amount of charge defined in the table based on the payment condition, and deducts that amount from the payment. The system also creates an accounting entry for this charge at the time of payment posting. *User:* The system deducts the amount entered in the **Amount** field.

> **Warning**
>
> When the bank charge source is *User,* the bank transfer charge setting is not mandatory because the payment process does not look at the Bank Transfer Charge table. It does, however, use the table to output the difference between the assumable charge calculated from the table and the actual deducted amount at the payment. Thus, for reporting purposes, the Bank Transfer Charge table must exist even though the bank charge source is *User;* otherwise, the assumable charge amount appears as *0.*

Treasury Payment

See PeopleSoft Payables: Creating SPS Payment Summary Files.

Field or Control	Description
Treasury Payment	Select to enable the other fields in the group box.
Ltd Paybility (limited payability)	Displays an agency-defined payment type value for limited payability.
Enclosure Code	Identifies the enclosure code associated with a voucher payment for SPS check payment file creation. Select from the following: • Direct Mail • Foreign Mail • Name Only • Notice to Recipient • Stub

The following fields are required for SPS same-day file creation:

Field or Control	Description
Type Code	Identifies the payment type code (for instance, *Domestic* or *Foreign*).
Product Code	Identifies the product code (for instance *Foreign Central* or *Standard Domestic*).
Beneficiary Bank Name	Enter the name of the beneficiary bank.
ABA Number (American Bankers Association number)	Displays the beneficiary bank's ABA number.

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Field or Control	Description
Depositor's A/c (depositor's account)	Displays the depositor's account number (when Product Code CTR/ is selected).
RFB Information	Displays additional reference information for a payment deposit.
Beneficiary Bank Remarks	Displays relevant information associated with the beneficiary bank deposits.
TIN Code (taxpayer identification number code)	Identifies the payment indicator value for the supplier used in 1166 Payment File generation.
Supplier Offset Processing	Select to indicate that the supplier is eligible for Treasury offset processing.

Related Topics

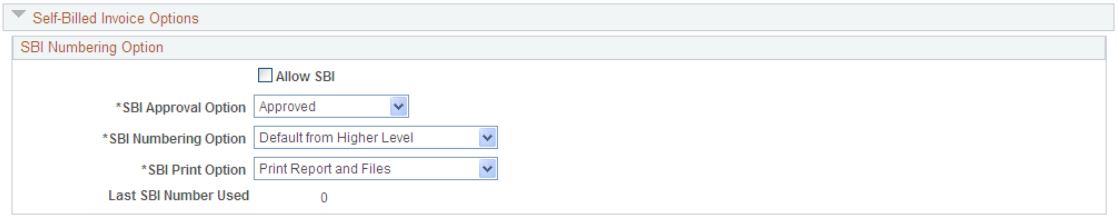
- PeopleSoft Banks Setup and Processing: Defining External Account Information

Payables Options Page - Self-Billed Invoice Options Section

Self-Billed Invoices (SBIs) are required in Europe for suppliers who utilize ERS. The requirements dictate that you must inform your suppliers of the VAT amount associated with the items that you buy from them. SBIs can contain VAT and SUT.

Use the Payables Options page - Self-Billed Invoice Options section to specify the SBI setup for the supplier location.

This example illustrates the fields and controls on the Payables Options page - Self-Billed Invoice Options section. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Allow SBI	Click to enable SBI processing for this supplier location.
SBI Approval Option	Determine the approval status for SBIs generated for this supplier. Select from these options: *Approved:* The SBI process automatically sets the SBIs generated for this supplier to approved status. *Unapproved:* SBIs generated for this supplier are set to unapproved status and require manual approval before they can be printed.

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Field or Control	Description
SBI Numbering Option	Determine whether multiple vouchers can be grouped under one SBI for the supplier, or if there should only be one voucher for each SBI. Select from these options: *Default:* This value appears by default from the control hierarchy established at either the PeopleSoft Payables business unit or General Ledger business unit levels. *Group Vouchers (Auto-Num):* Allows the grouping of vouchers that satisfy a set of criteria onto a single SBI. *Individual Vchr-Invoice Number:* Keeps the vouchers separate. There is only one voucher on each SBI, but the invoice number is used as the SBI number. *Individual Voucher (Auto-Num):* Keeps the vouchers separate. There is only one voucher on each SBI, and the SBI number is generated by the system.
SBI Print Option	Select one of these options: *Print Report Only:* The system prints only the hard copy SBI. *Print Report and Files:* The system prints the hard copy of the SBI and also creates an electronic file that you can transmit to the supplier. *Print SBI File Only:* The system creates only the electronic file.
Last SBI Number Used	Displays the last SBI number that was used for the supplier at this location. This field is incremented and maintained by the system.

Related Topics

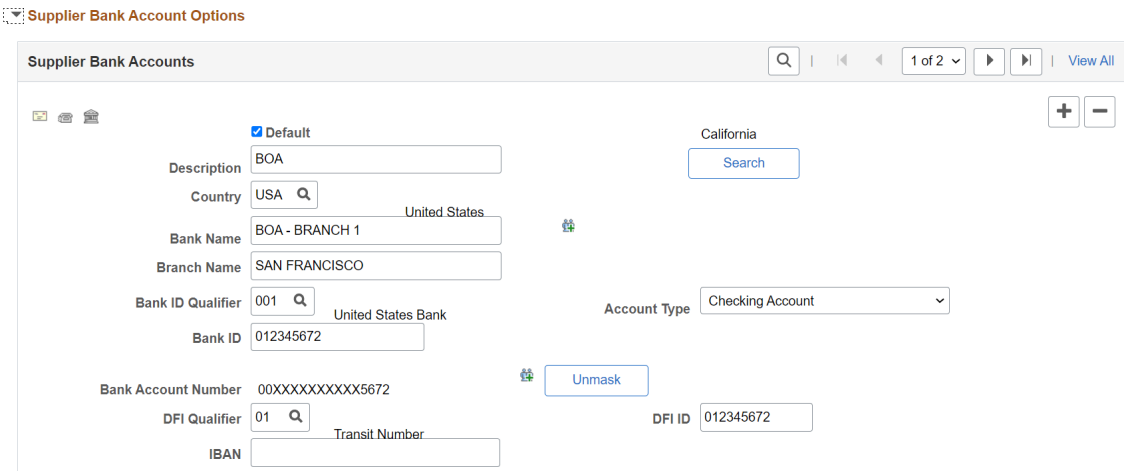
- PeopleSoft Payables: Understanding Federal Payment Processing

Payables Options Page - Supplier Bank Account Options Section

Use the Payables Options page - Supplier Bank Account Options section to enter supplier account information.

This example illustrates the fields and controls on the Payables Options page - Supplier Bank Account Options section. You can find definitions for the fields and controls later on this page.

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You must enter supplier account information before you can transfer money to the account. You can specify multiple accounts for each location.

Field or Control	Description
	Click the **Go To Address** button to access the Bank Address page, where you can record and update address information for this supplier's bank.
	Click the **Phone** button to access the Phone Information page, where you can record and update telephone information for this supplier's bank.
	Click the **Routings** button to access the Intermediary Bank Routings page, where you can define a sequence of intermediary bank routings. See Intermediary Bank Routings Page.
Default	Select to make a particular account the default bank account for a location. The default bank account is copied to each payment schedule for this supplier.
Search	Click to search for supplier bank accounts. **Note:** You have to setup Bank-Branch file information to review/use it in supplier bank account options. See PeopleSoft Banks Setup and Processing: Managing Bank/Branch Files for EFT Payments

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Field or Control	Description
	Click this icon to open the Bank Other Identification page, where you can provide Other ID information for the Bank that will be used in ISO and SEPA formats. The information consists of Issuer, Identification, and either an ISO Code List under which the identification was issued or a Proprietary Scheme Name under which the identification was issued. You must designate one issuer as the default that will be populated on the ISO and SEPA format. See the product documentation for *PeopleSoft Banks Setup and Processing*, *PeopleSoft Cash Management* and *PeopleSoft Financial Gateway*.
Bank ID Qualifier	Select a bank ID qualifier. The bank ID qualifier contains the country-specific numeric value by which the bank or counterparty is identified. This value controls how the bank or counterparty pages edit and display bank information.
Account Type	Select an account type for the bank account. Examples might include: • *Bus Acct* (business account). • *Check Acct* (checking account). • *Ret Acct* (retirement account).
Bank ID	Enter a bank ID.
Branch ID	If appropriate, enter a branch ID for the bank. This field may not be available, depending on the country and bank ID qualifier that you selected. For India, enter the Basic Statistical Returns (BSR) code of the withholding entity's supplier's bank branch. This information is displayed on the TDS reports (APY8070 and APY8080).
Check Digit	If appropriate, enter the two numeral check digit code for the country. This field may not be available, depending on the country and bank ID qualifier that you selected.
Bank Account Number	Enter an account number for the bank. If you set up bank account encryption, account numbers are masked when you save the page. For more information about bank account number encryption and the National Automated Clearing House Association (NACHA) data security requirements, see Application Fundamentals: Understanding Bank Account Encryption and Application Fundamentals: Setting Up Bank Account Encryption.

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Field or Control	Description
Unmask	Select to unmask the bank account number and IBAN. **Note:** You need to select the *Authority to Unmask Account Number* check box on the Supplier Processing Authority page to allow approvers to view the masked bank numbers. For more information, see Supplier Processing Authority Page.
	Click this icon to view the Bank Account Other Identification page.
DFI Qualifier	Enter a DFI qualifier if you are making ACH, wire, or EFT payments to this supplier location.
DFI ID	If you select a DFI qualifier, you must also supply the bank's DFI ID. **Note:** For vouchers using PAM EFT layout codes, bank account and DFI ID field values entries are necessary to be entered in order to be used in the output payment data record.
IBAN (international bank account number)	Enter the IBAN. This field appears only if the IBAN Enterable field is selected on the IBAN Formats page. See PeopleSoft Banks Setup and Processing: IBAN Formats Page. If you set up bank account encryption, IBAN is masked when you save the page.
IBAN Digit (international bank account number digit)	Enter the two-numeral check digit code for the country and click **View IBAN.** If the DFI qualifier for the specified country is IBAN enabled, and the system successfully validates the check digit, the IBAN for this account appears. This field and the View IBAN button appears only if the IBAN Enterable field is not selected on the IBAN Formats page. See PeopleSoft Banks Setup and Processing: Understanding IBAN.
View IBAN	The IBAN is one single number identifying every single account in the world. It consists of several PeopleSoft fields concatenated, such as bank code, bank account number, branch, and so on. Click the **View IBAN** button to start a function that calculates and validates the IBAN check digit entry by using processes and functions that conform to ISO 13616, 3166, and 7064. If the check digit is validated, the system concatenates the IBAN check digit and the existing basic bank account number, to create the IBAN.

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Field or Control	Description
BIC (bank identifier code)	Enter the bank identifier code for this supplier's bank account. This code is based on the ISO standard (9362), which is the universal method used to identify the financial institutions that enable automated processing of payments. A BIC is used to route cross-border and some domestic payments to a bank branch or payments center. SEPA requires the use of BIC and IBAN codes to uniquely identify the banks and bank accounts of the creditor and debtor in all Euro cross-border payments. It is imperative that the IBAN and BIC codes are correct to avoid repair fees that the bank charges due to processing errors, and to avoid delays in processing payments and collections due to the time-consuming correction of these errors. After you enter a BIC code, the system validates the length and layout of the characters, and validates the BIC country code against the country code set up for the bank branch.

Understanding DFI Qualifiers

DFI Qualifier	DFI ID
Transit number	Contains exactly nine numerics, plus check-digit calculation.
Swift ID	Contains 8 or 11 characters. Position 5 and 6 must be a valid 2-character country code.
CHIPS ID	Contains three or four numerics.
Canadian bank branch or institute	No validation.
Mutually defined	No validation.

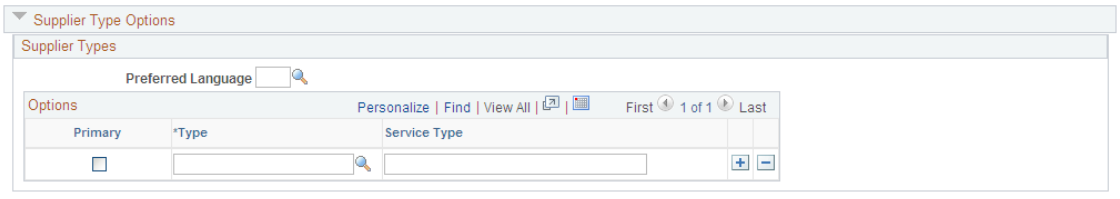
Related Topics

- PeopleSoft Banks Setup and Processing: Understanding Bank Setup
- PeopleSoft Banks Setup and Processing: Managing Bank/Branch Files for EFT Payments

Payables Options Page - Supplier Type Options Section

Use the Payables Options page - Supplier Type Options section to specify options for the supplier location, including the preferred language.

This example illustrates the fields and controls on the Payables Options page - Supplier Type Options section. You can find definitions for the fields and controls later on this page.



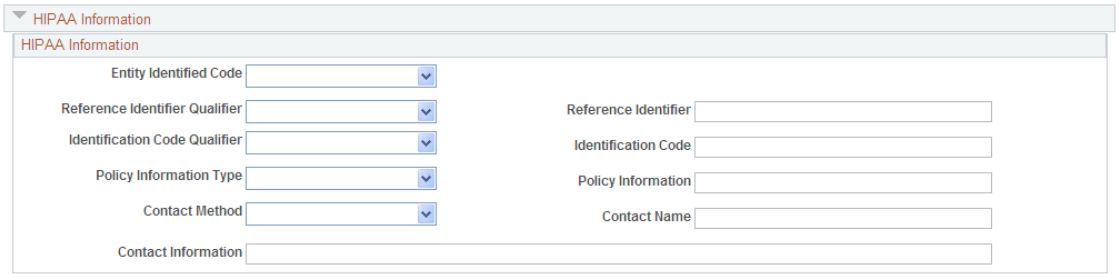
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Field or Control	Description
Preferred Language	Select the language to use for printing payment advices.
Primary	Select to identify the primary supplier type.
Type	Select the supplier type. PeopleSoft delivers some supplier types with the system, but you can also add your own using PeopleSoft Application Designer. Examples might include: • *Advertising, Contractor.* • *Consultant.* • *Government Agency.*
Service Type	This code is used for EFT payments for this supplier location. It appears in the government reporting section of certain EFT files.

Payables Options Page - HIPAA Information Section

Use the Payables Options page - HIPAA Information section to enter information required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

This example illustrates the fields and controls on the Payables Options page - HIPAA Information section. You can find definitions for the fields and controls later on this page.



Note

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a set of regulations from the United States Department of Health and Human Services. One of HIPAA's primary concerns is to restrict the use of individually identifiable health information to protect the privacy of healthcare consumers. In addition to the privacy rules, HIPAA includes regulations that establish national standards for the format and structure of electronic communications between covered entities.

The system generates HIPAA payments for only two transaction handling codes: Payment Only and Payment + Advice.

HIPAA entails communication protocol and standards for several business documents. PeopleSoft Payables supports EDI Format 820 (OUTBOUND), specifically designed for HIPAA required fields and values. In order to fully employ HIPAA functionality, you must use a third-party supplier to process the PeopleSoft generated file and transform it to the HIPAA 820 EDI format.

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The HIPAA information you define at the supplier location level appears by default on vouchers for the supplier location. You can override this information for a voucher on the HIPAA page in the Voucher component. The system performs validation during online voucher entry and as part of the Voucher Build process which checks for HIPAA payment designation and marks such vouchers as *Payment Separate.*

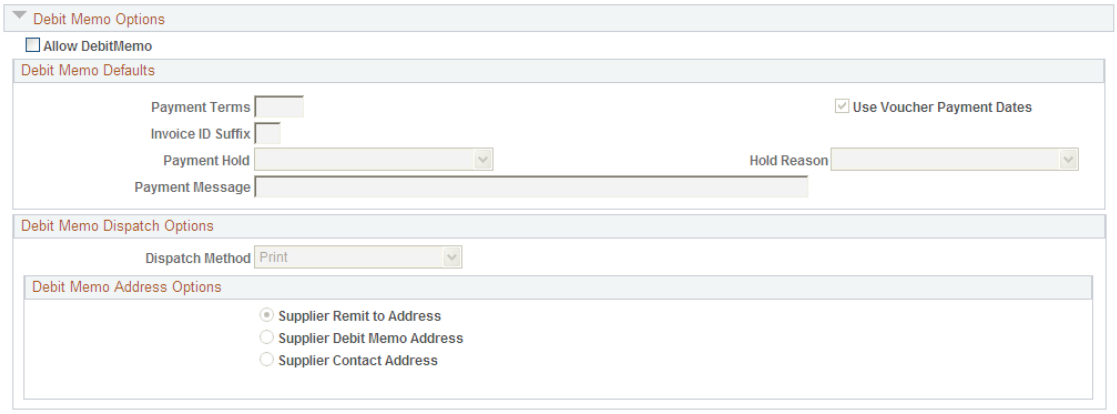
Field or Control	Description
Entity Identified Code	Enter a code to identify the organizational entity, physical location, property, or individual: *3rd Party* or *Payer*.
Reference Identifier Qualifier and **Reference Identifier**	Enter a qualifier to indicate against which the payment is to be applied: *Invoice, Master,* or *Plan,* and a corresponding identifier number from the agency authorizing the payment.
Identification Code Qualifier and **Identification Code**	Enter a qualifier to indicate the code structure method of the **Identification Code:** *D&B* (Dun and Bradstreet), *D&B + Sfx* (Dun and Bradstreet pls 4-character suffix), *Insurance, Plan ID,* or *Tax ID,* and enter the corresponding code.
Policy Information Type and **Policy Information**	Enter *Account, Contract, Invoice,* or *Policy* to define the policy type, and additional information, such as the policy number.
Contact Method and **Contact Name**	Enter the preferred contact method: *Email, Fax,* or *Telephone,* and the contact person's name.
Contact Information	Enter specific contact information, such as email address.

Payables Options Page - Debit Memo Options Section

Navigation:

Click the **Payables** link on the Supplier Information - Location page

This example illustrates the fields and controls on the Payables Options page - Debit Memo Options section. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Allow DebitMemo	Select check box to allow the creation of a debit memo. The Matching process automatically creates debit memos to resolve matching exceptions between the voucher and the purchase orders and receivers. A match exception is created instead of a debit memo if the supplier does not have **Allow Debit Memo** selected

Debit Memo Defaults

Field or Control	Description
Payment Terms	Enter the payment terms option to use in creating debit memos for this supplier location. You must enter a payment terms option if you do not select the **Use Voucher Payments Dates** check box. **Note:** Payment terms options do not include multipayment terms or payment terms with discount terms.
Use Voucher Payments Dates	Select check box to use the terms populated from the PeopleSoft Payables default hierarchy. You must select this check box if you do not enter payment terms.
Invoice ID Suffix	Enter an invoice ID suffix to differentiate the debit memo adjustment voucher and original voucher invoice IDs. This field is mandatory if the **Allow Debit Memo** box is selected.
Payment Hold	Select one of these options: • *Blank*: The debit memo or related voucher is not placed on hold. • *Debit Memo*: Only the debit memo is placed on hold. • *Debit Memo and Related Voucher*: The debit memo and the related voucher is placed on hold. Release the hold status using the Voucher component when the debit memo is ready for payment.
Hold Reason	Select a code to explain the payment hold reason. Codes include: *Blank, Accounting in Dispute, Agency Location Code Required, Amount in Dispute, Contract Retention, EFT incomplete or not Prenoted, Federal Supplier Inactive, Financial Sanctions, Goods in Dispute, Inbound IPAC Required, Other, Quantity in Dispute, SAM Expired,* and *Withholding hold.* The reason codes are stored in a translate table. You can add more codes to the translate table using PeopleTools.

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Field or Control	Description
Payment Message	Specify a message that appears on the remittance advice when the debit memo is included on a payment. The message provides an additional explanation for the payment adjustment.

Debit Memo Dispatch Options

Your suppliers may require you to notify them if credit adjustments are made to their invoice. You can dispatch debit memo information to your suppliers using print, fax, EDI/XML, email or phone.

Field or Control	Description
Dispatch Method	Select a dispatch method. This field is mandatory if the **Allow Debit Memo** box is selected. Dispatch methods options include: • *Blank*: No notification is provided to the supplier. • *EDI/XML*: Debit memo information is electronically published to the supplier using the AP_VCHR_MESSAGE_OUT EIP (enterprise integration point). **Note:** In addition to delivering the AP_VCHR_MESSAGE_OUT EIP as an application message, PeopleSoft also delivers it as a web service (VoucherOut). Enabling web services is discussed in the documentation *PeopleTools : Integration Broker*. • *Email*: Debit memo information is delivered to the specified supplier's email address. • *Fax*: Debit memo information is delivered to the specified supplier's fax number. • *Phone*: The Dispatch Memo report is created. You can call the supplier providing details of the debit memo. • *Print*: The Dispatch Memo report is created. You can send the report to the supplier. **Note:** The dispatch method can be overridden on the debit memo adjustment voucher using the Voucher component.
Supplier Remit To Address	Select to use the supplier remit to address for this supplier location as the debit memo notification address. This is the default selection. The **Address Sequence Number** or the **Contact Sequence Number** field is not available for entry if this option is selected.
Supplier Debit Memo Address	Select to use a specific supplier address as the notification address for debit memos. The **Address Sequence Number** is available for entry.

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Field or Control	Description
Address Sequence Number	Enter the address sequence number to use as the debit memo notification address. Addresses are defined on the Supplier Information - Address page. This field appears only if **Supplier Debit Memo Address** is selected.
Supplier Contact Address	Select to use a specific contact address as the notification address for debit memos. The **Contact Sequence Number** is available for entry.
Contact Sequence Number	Enter the contact sequence number to use as the debit memo notification address. Contacts are defined on the Supplier Information - Contacts page. This field appears only if **Contact Address** is selected.
Supplier Address Line 1, Address City, State, Postal, Telephone Fax Number, and **Email ID**	Displays the address information selected.

Related Topics

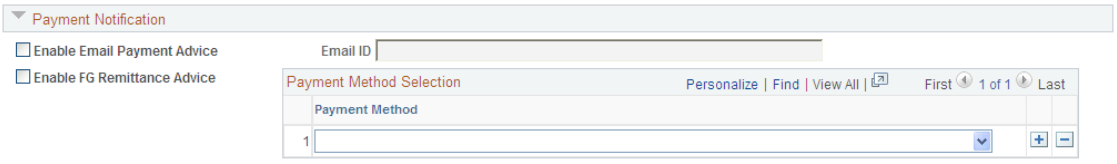
- PeopleSoft Payables: Processing Debit Memo Adjustment Vouchers
- Entering Supplier Addresses
  This section discusses how to specify supplier addresses and search for them.
- Entering Supplier Contact Information
  This section discusses how to enter supplier contact information.

Payables Options Page - Payment Notification Section

Navigation:

Click the **Payables** link on the Supplier Information - Location page.

This example illustrates the fields and controls on the Payables Options page - Payment Notification section. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Enable Email Payment Advice	Select to make email payment advice available.
Email ID	Enter the email address to be used for the payment advisory. **Note:** You can enter multiple email IDs here, but after the Message Log runs the Email Payment Advice, the system will display only one email sent. This means that one email was sent for this supplier, but it might go to multiple email addresses.

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Field or Control	Description
Enable FG Remittance Advice (enable Financial Gateway remittance advice)	Select to send remittance advice through PeopleSoft Cash Management's Financial Gateway.
Payment Method	Specify a payment method: • *Automated Clearing House.* • *Draft - Customer EFT.* • *Draft - Customer Initiated.* • *Electronic Funds Transfer.* • *Giro - EFT.* • *Letter of Credit.* • *System Check.* • *Wire Transfer.*

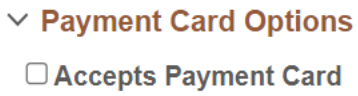
Payables Options Page - Payment Card Options Section

Navigation:

Click the **Payables** link on the Supplier Information - Location page.

> **Note**
>
> Payment Card Options section is not available for the supplier if the *Payment Card Provider* check box is selected on the Supplier - Identifying Information page. See Entering Supplier Identifying Information.

This example illustrates the fields and controls on the Payables Options page - Payment Card Options section. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Accepts Payment Card	Select to accept payment card as a preferred payment method

Intermediary Bank Routings Page

Use the Intermediary Bank Routings page (VNDR_BANK_I_ACCT) to define intermediary bank routings, or complex routings, for electronic payments if you're defining an EFT or Automated Clearing House (ACH) payment that must pass through one or many banks before reaching the final bank.

Navigation:

Click the **Routings** button in the Supplier Bank Account Options section of the Supplier Information - Payables Options page.

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> **Note**
>
> Some payables departments use intermediary bank routing, or complex routing, to establish specific coded instructions with their banks to send payments to other banks to be processed. For example, you may want suppliers in a particular country to be paid by a banking center that has special expertise or connections with banks in that country. In this case, the code instructs the bank that receives your EFT file to send payment instructions to the other bank, which then makes the actual funds transfer.

Field or Control	Description
Seq (sequence)	Specify the routing's sequence. The sequence numbers indicate the relative order in which the funds are routed through the intermediary banks.
Routing	Select whether the routing is through the bank or the DFI ID. The option that you select here determines which subsequent fields require data. If you select *Bank*, you must enter a bank and account. If you select *DFI ID*, you must supply the DFI ID.
Bank	Select a bank.
Account	Select an account.
DFI ID	Enter the bank's DFI ID. For external corporate bank accounts, the DFI ID field should be used to enter the data center code.
Payment Message	You can enter a payment message that appears in the EFT output file. This message can be up to 30 characters in length.

Procurement Options Page

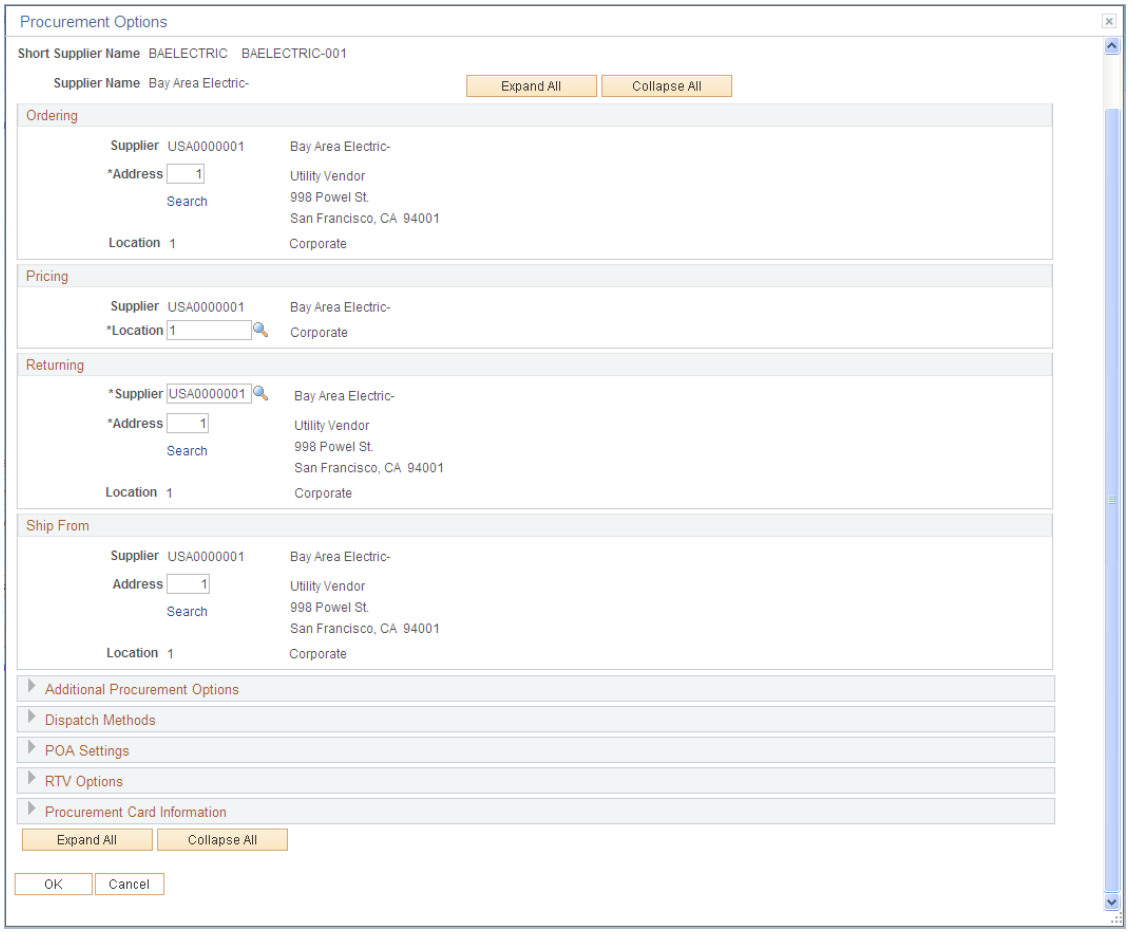
Use the Supplier Information - Procurement Options page (VNDR_PROC_OPT_SEC) to specify options for how a particular supplier location processes invoices and purchase orders.

Navigation:

Click the **Procurement** link on the Supplier Information - Location page.

This example illustrates the fields and controls on the Procurement Options page with sections collapsed. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> The system presents and uses the information on this page differently, depending on whether or not you have PeopleSoft Payables installed with PeopleSoft Purchasing.

Ordering, Pricing, Returning, and Ship From Locations

The data that appears by default in these group boxes is passed from the Supplier Information - Address and Supplier Information - Location pages. You can select a different address in the **Ordering, Returning,** and **Ship From** group boxes or a different supplier location in the **Pricing** group box.

If you implement a third-party tax application such as Taxware or Vertex, the ordering and ship from addresses are linked to the third-party application by the geocode selected on the Supplier Information - Address page. These locations are used by tax applications as follows:

- Ordering address: used by PeopleSoft, Taxware, and Vertex.
- Ship from address: used by Taxware and Vertex only.
- Ship to address: used by PeopleSoft, Taxware, and Vertex.

Taxware uses these addresses plus the point of order origin address (set up on the Payables Definition - Tax Options page) to determine tax applicability. Vertex uses only the three addresses above to determine tax applicability.

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Field or Control	Description
Ordering	Select the address that PeopleSoft Purchasing uses when you order from a particular supplier location.
Search	Click this link to access the Supplier Address Search page. Using this page you can search for available supplier addresses for ordering, returning, and ship from.
Pricing	Select a location for pricing. PeopleSoft Purchasing uses the shipping method associated with this pricing location.
Returning	Select the supplier to whom you return goods, along with the address to which you return goods. You may select the original supplier, but this field gives you the flexibility to return the goods to another supplier when necessary.
Ship From	Select the address from which the supplier ships.

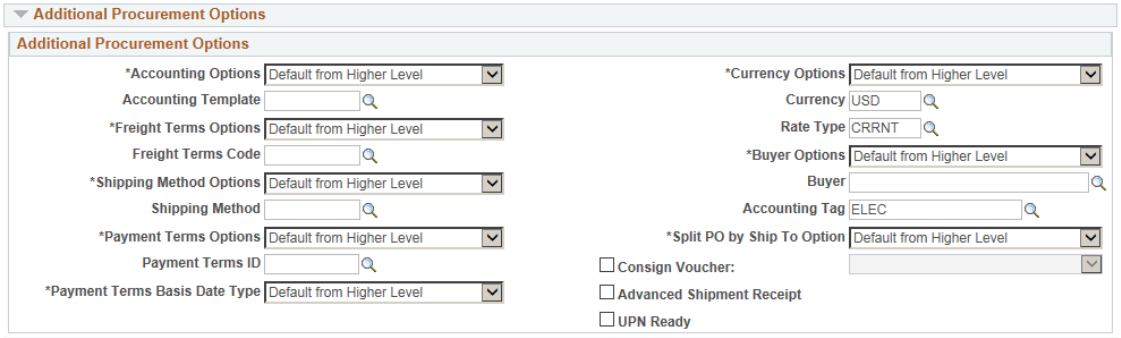
Related Topics

- PeopleSoft Payables: Establishing PeopleSoft-Only Sales and Use Tax Processing

Procurement Options Page - Additional Procurement Options Section

Use the Procurement Options page - Additional Procurement Options section to specify accounting, freight and payment terms, shipping method, and other procurement options.

This example illustrates the fields and controls on the Procurement Options page - Additional Procurement Options section. You can find definitions for the fields and controls later on this page.



If you want the procurement options on purchase orders and vouchers to default from higher in the procurement control hierarchy, leave the settings on *Default.* If you want the transaction to inherit procurement options from the supplier location, select *Specify* and enter the relevant information.

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Field or Control	Description
Accounting Template	The system uses the accounting templates to identify the offset accounts it needs to create balanced accounting entries during voucher posting. You define the accounting templates on the Accounting Entry Template page. You can either select *Default* to let the accounting entry template appear by default from the template established in the control hierarchy, or you can select *Specify* to establish new rules. You may want to select a different accounting template if accounting needs to vary for this supplier location. If you select *Specify*, you must also select an accounting entry template.
Freight Terms Code	In PeopleSoft Purchasing, the freight terms determine the point at which liability for a shipment shifts from the seller to the buyer. They also define the terms of payment for freight, such as when it is payable and by whom. To define freight terms at the supplier location, select *Specify*, and then select freight terms. These values are not delivered with the system; you must enter your own freight terms on the appropriate pages.
Shipping Method	To determine the preferred shipping method at the supplier location level, select *Specify*, and then select a shipping method. These values are not delivered with the system; you must enter your own shipping methods on the appropriate pages. **Note:** The shipping method that you select appears on the PO, which can affect pricing.
Payment Terms Flag	To define payment terms at the supplier location, select *Specify*, and then select a payment terms code such as *Net 30*.
Basis Dt Type (basis date type)	Define which date the system uses as the terms basis date for scheduling payments and determining early payment discounts. The various date fields in this list are on the voucher header, so that if the selected field has a value, then that value is used to source the basis date used in the due date calculations of subsequent payment terms. Basis date types include: • *Acct Date* (accounting date). • *Doc Date* (constructive document date—the date the document is entered). • *Inv Date* (invoice date). • *Recpt Date* (receipt date). • *Ship Date*. • *User Date*.

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Field or Control	Description
Currency Information Flag	To define currency information at the supplier location, select *Specify*, and then select a currency and a conversion rate type.
Buyer	If you want a particular buyer to create POs for this supplier location, select *Specify*, and then select a buyer. The buyer that you select here appears by default on the PO. You can override this default when you create POs for this supplier location.
SpeedChart Key/ Accounting Tag	Select the desired SpeedChart / Accounting Tag to populate the ChartField for the distribution line. The display of either the SpeedChart Key field or the Accounting Tag field is determined by the configuration set up in the **Tag Registration by Products** component. If Use Accounting Tag is selected for Payables, the system displays the Accounting Tag field, else the system displays SpeedChart Key. See Application Fundamentals: Setting Up Accounting Tags
Split PO by Ship To Option	Select a default option for creating separate purchase orders for each unique Ship To location on a purchase order. The options are: • Default from Higher Level: Select to follow the setting established at the purchasing business unit level on the Purchasing Definition - Business Unit Options page. • Do Not Split PO by Ship To: Select to allow one purchase order to have multiple ship to locations. • Split PO by Ship To: Select to direct the sourcing programs to create separate purchase orders for each unique Ship To location for this supplier. When you select this option, purchase orders created online will accept only a single Ship To location, although the setting can be overridden on the PO. **Note:** When you select or deselect this check box, a warning message informs you that existing purchase orders will not be updated. For example, even if you select the Split PO by Ship To Location check box, any previously created purchase orders with multiple Ship To locations will be processed and dispatched without any changes. The new setting affects only purchase orders created after you change the setting.

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Field or Control	Description
Consign Voucher	Select to identify the supplier location as a supplier of at least one consigned item. Select the type of voucher consignment from one of these options: *Auto:* Select to create vouchers automatically when consigned items are consumed. *Manual:* Select to have the user create vouchers manually when consigned items are consumed. *Stage:* Select this option to stage vouchers as pending transactions when consigned items are consumed.
Advanced Shipment Receipt	You may have arranged that some suppliers send you advanced shipment receipts through electronic data exchange (EDI) before you receive the goods. This speeds up invoice processing. If this is such a supplier, select the Advanced Shipment Receipt check box. When this check box is selected, the Receive Load process (PO_RECVLOAD) creates a receipt with a status of *Received.* If the ASR check box is deselected, the receiver is created with a status of *Open.*
UPN Ready	Select to indicate that a supplier uses UPNs. When selected, UPNs replace supplier item IDs or item descriptions on dispatched documents. UPNs appear in addition to, or instead of, supplier item IDs throughout the procurement process.

Related Topics

- Defining Payment Terms
  To define payment terms, use the following components:
- Application Fundamentals: Accounting Entry Template Page
- Application Fundamentals: Freight Terms Page
- Application Fundamentals: Ship Via Codes Page
- PeopleSoft Global Options and Reports: Understanding Foreign Currency Processing
- PeopleSoft Purchasing: Understanding the RTV Business Process
- PeopleSoft Purchasing: Understanding the Receiving Business Process
- PeopleSoft Managing Items: Using Universal Item Identifiers

Procurement Options Page - Dispatch Methods Section

Use the Procurement Options page - Dispatch Methods section to specify dispatch methods for the supplier location.

If you want the dispatch methods on purchase orders and vouchers to default from higher in the procurement control hierarchy, leave the settings on *Default.* If you want the transaction to inherit dispatch method options from the supplier location, select *Specify* and enter the dispatch method. Values include: *E-Mail, EDX, Fax, Phone,* and *Print.*

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Field or Control	Description
PO	Indicates the method of communication that you use to send POs to the supplier for this location.
RFQ (request for quotation)	Indicates the method of communication that you use to send RFQs to the supplier for this location.
RTV (return to supplier)	Indicates the method of communication that you use to send RTV adjustments to the supplier for this location.
Contract	Indicates the method of communication that you use to send contracts to the supplier for this location.
Transmit Change Orders	Indicate whether to have change orders transmitted to the selected supplier location. *Default:* Select to accept the default setting for the Transmit Change Orders option defined at the PeopleSoft Purchasing business unit level on the Dispatch Method page. *Specify:* Select to override the default setting and define whether to transmit change orders to this supplier location. In the adjacent field, specify an override value of *Yes* or *No*. If you select *Yes* in combination with the *EDX*, *Fax*, or *Email* dispatch methods, the PO Dispatch/Print process (POPO005) automatically transmits the EDX, fax, or email output file created by the dispatch process. If you select *No*, no output file is created by the process. Whether you select *Yes* or *No* in combination with one of these dispatch methods, after the PO Dispatch/Print process runs successfully, the status of the changed PO is set to *D* (dispatched). **Note:** The **Transmit Change Orders** option applies only to change orders. Initial dispatches of POs are unaffected by the setting of this option.

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Field or Control	Description
Replenishment	Indicates the method of communication that you use to send replenishment requests to the supplier (kanban POs). To define this communication at the supplier location level, select *Specify,* and then select a method for dispatching from the list of values. If you are using PeopleSoft Flow Production, you must define the replenishment dispatch method. When you create Kanban IDs and select a supplier for supplier replenishment, the supplier replenishment dispatch method is associated with the Kanban ID. When you run the Replenishment Dispatch process, the system determines the dispatch method by using the value stored with the Kanban ID record. Dispatching is required for replenishment requests with backflush-controlled or manual replenishment modes. You don't dispatch Kanban cards by using the dispatch process.

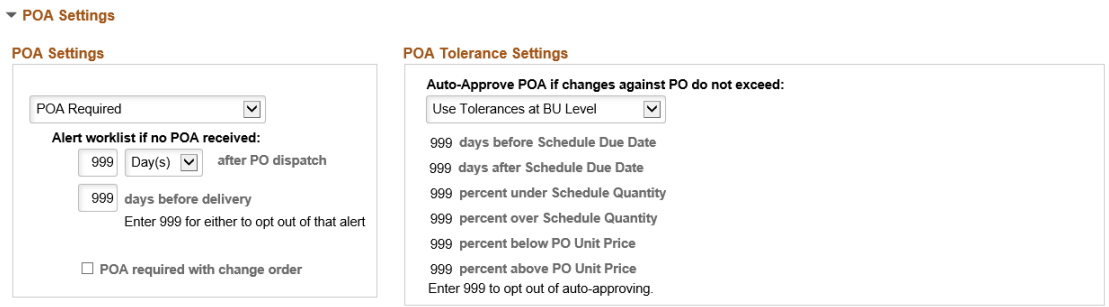
Related Topics

- Understanding Voucher and Order Contracts
  PeopleSoft voucher and order contracts enable you to manage recurring voucher payments and purchase order releases over any time period. PeopleSoft voucher and order contracts support both product and service contracts and enable you to share contracts across business units.
- PeopleSoft Purchasing: Understanding RFQs in PeopleSoft Purchasing
- PeopleSoft Purchasing: Understanding Purchase Order Dispatch
- PeopleSoft Purchasing: Understanding Business Units in PeopleSoft Purchasing

Procurement Options Page - POA Settings Section

Use the Procurement Options page - POA Settings section to define POA settings for the supplier location.

This example illustrates the fields and controls on the Procurement Options page - POA Settings section. You can find definitions for the fields and controls later on this page.



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POA Settings

If you want the POA settings for purchase orders to default from the PeopleSoft Purchasing business unit POA settings, leave the *Default to PO BU Settings* (default to purchasing business unit settings) value for the field. If you want to override the purchasing business unit POA settings for this supplier and location, then select either *POA NOT Required* or *POA Required* values.

If you select *POA Required,* then you can define the alert worklist settings to use for this supplier. Enter the number of hours or days after purchase order dispatch or before purchase order delivery to send a notification to the buyers worklist if a POA is not received from the supplier. In addition, once you select that POA's are required, the **POA required with change order** check box is available. Select this check box if a POA is required for change orders, in addition to just the initial dispatch.

POA Tolerance Settings

If you want the POA tolerance settings for purchase orders to default from the PeopleSoft Purchasing business unit POA settings, leave the *Use Tolerance at BU Level* (use tolerance at business unit level) value for the field. If you want to override the purchasing business unit settings for this supplier and location, then select *Tolerances Specified here* value.

If you select *Tolerance Specified here,* then enter the tolerance settings for the system to be able to automatically approve a POA for the buyer. Any changes made by the supplier that are within these tolerances will be automatically set to approved and ready for the change order load processes to pick up the changes and update the purchase orders as necessary. Leaving any of the values as 999 will tell the system that any change to that value requires approval by the buyer before it can be picked up by the change order load processes.

Related Topics

- PeopleSoft Purchasing: POA Settings (purchase order acknowledgements settings) Page
- PeopleSoft Purchasing: Using Purchase Order Acknowledgements
- PeopleSoft Purchasing: Creating Purchase Order Headers
- PeopleSoft eSupplier Connection: Understanding Online POAs

Procurement Options Page - RTV Options Section

Use the Procurement Options page - RTV Options section to establish RTV options for the supplier location.

If you want the RTV options on purchase orders and vouchers to default from higher in the procurement control hierarchy, leave the settings on *Default.* If you want the transaction to inherit RTV options from the supplier location, select *Specify* and enter the RTV option.

Field or Control	Description
RTV Debit Option	Used in conjunction with the RTV Adjustment field to control the Voucher Build process. Select *Dflt* (default) or *Yes.*

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Field or Control	Description
RTV Adjustment Option	Determines whether RTV debit memos are to be generated automatically by the Voucher Build process. Select one of these values: *Automatic:* Voucher Build process automatically generates a debit voucher from the RTV transactions. *Dflt* (default): This value appears by default from the control hierarchy. *None:* RTV vouchers are not created automatically for this supplier. RTV vouchers must be created manually using the adjustment voucher style. *Stage:* Voucher Build process stages the RTV voucher in the Quick Invoice Entry tables. You can use the Quick Invoice Entry page to match the transaction to a credit memo that comes in.
RTV Notification Method	Select *Email* or *Phone* to indicate how the supplier wants to be notified of an RTV.

RTV Fees

Use the **RTV Options** link at the head of the Supplier Information - Location page to access the Supplier's RTV Fees page, where you can enter the following RTV fee information:

Field or Control	Description
Misc Chg (miscellaneous charge)	Select a miscellaneous charge code for supplier return fees. PeopleSoft delivers some values with the system, but you can also add your own on the Misc Charge/Landed Cost Defn page.
Action	Select one of these values as it pertains to the miscellaneous charge: *Credit:* You charge the supplier for the miscellaneous charge—for example, freight that you originally paid. *Debit:* The supplier charges you for the miscellaneous charge—for example, a restocking fee.
Percent	Enter the percentage of the merchandise amount that should be debited or credited. The restocking fee in the previous example might be *3 %*, for example.
Reason Code	Select the reason to which this miscellaneous charge applies, by selecting a code. You define these codes on the Return Reasons page.

You can enter various miscellaneous charges and various reason codes. You might have multiple reason codes so that items returned because they fail inspection are calculated one way, but returns due to damage are treated a different way. The default information is entered here, and then when the RTV transaction is entered, the system looks up the appropriate fees based on the reason.

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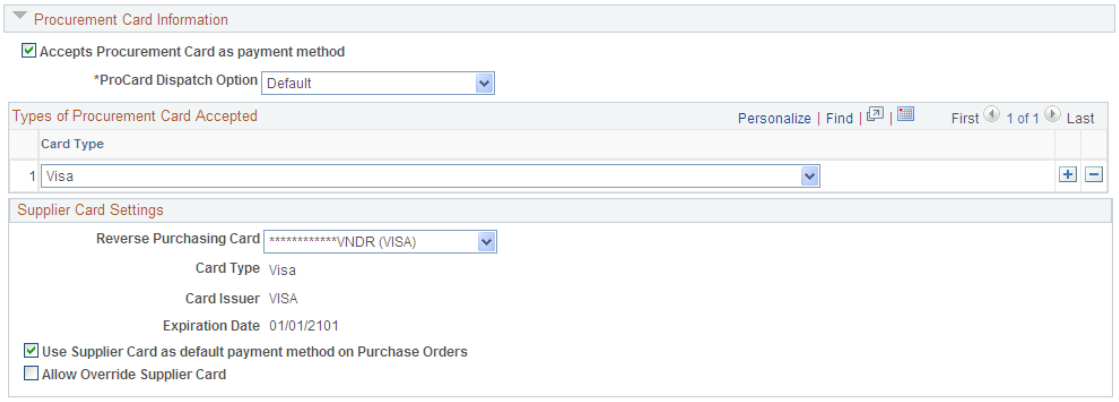
Related Topics

- Defining Miscellaneous Charges and Landed Costs
  To define miscellaneous charges and landed costs, use the Misc Charge/Landed Cost Defn component (miscellaneous charge and landed cost definition component) (CM_LC_COMPONENT).
- PeopleSoft Payables: RTV Adjustments
- PeopleSoft Payables: Understanding the Asset-Loading Process

Procurement Options Page - Procurement Card Information Section

Use the Procurement Options page - Procurement Card Information section to define procurement card options for the supplier location.

This example illustrates the fields and controls on the Procurement Options page - Procurement Card Information section. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Accepts Procurement Card as payment method	Select this check box if this supplier location can use a procurement card as a payment method when creating a purchase order for that supplier location. After you select this check box all the other fields in this region become available.

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Field or Control	Description
ProCard Dispatch Option (procurement card dispatch option)	Select the dispatch option for the procurement card information. *Default* appears by default on this page. Options are: • *Charge to Card on File:* Select this option to have "Charge to credit card" print in the header portion of the PO Dispatch/Print SQR report (POPO005). • *Contact Buyer:* Select this option to have the buyer's name and phone number print in the header portion of the PO Dispatch/ Print report. For example, "*Please contact John Smith 925-694-3863 for payment information." • *Contact Cardholder:* Select this option to have the card holder's name and phone number print in the header portion of the PO Dispatch/Print report. For example, "*Please contact John Smith 925-694-3863 for payment information." • *Default:* Select this option to use the dispatch option on the purchase order. • *Include Masked Card Info* (include masked card information): Select this option to have the masked card number, card type, and expiration date appear in the header portion of the PO Dispatch/Print report. • *No Reference:* Select this option to have no procurement card information print on the PO Dispatch/Print report.

Types of Procurement Card Accepted

Field or Control	Description
Card Type	Select the type of cards accepted by this supplier location.

Supplier Card Settings

Once you define the supplier card information in this section, the system will automatically update this information in the Cardholder Profile component in PeopleSoft Purchasing. Plus, if the supplier card information was already defined in the Cardholder Profile component that information will appear on this page.

Field or Control	Description
Supplier Card	Select the supplier card you would like to use as the payment method for this supplier location. **Note:** Only supplier cards are available to be associated with a supplier location. Other procurement cards cannot be associated with supplier locations.
Card Type, Card Issuer, and **Expiration Date**	These fields display the information related to the supplier card that you selected.

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Field or Control	Description
Use Supplier Card as default payment method on Purchase Orders	Select this check box if you want to use the supplier card selected as the default payment method when creating a purchase order for that supplier location.
Allow Override Supplier Card	Select this check box if you want to be able to override the supplier card that appears on the purchase order for this supplier location.

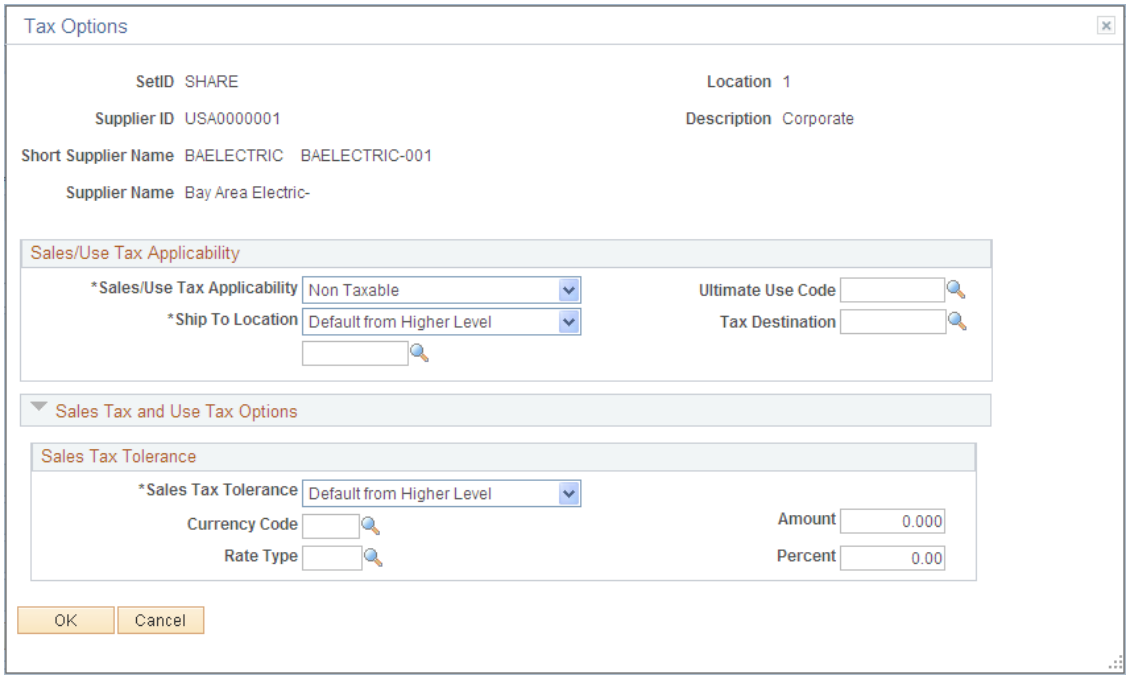
Supplier Information - Tax Options Page

Use the Supplier Information - Tax Options page (VNDR_TAX_OPT_SEC) to define sales and use tax information for the supplier location.

Navigation:

Click the **Sales/Use Tax** link on the Supplier Information - Location page.

This example illustrates the fields and controls on the Supplier Information - Tax Options page. You can find definitions for the fields and controls later on this page.



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Sales Tax and Use Tax Options

Field or Control	Description
Sales/Use Tax Applicability	Select from these options: *None:* There are no tax defaults for this supplier location. *Sales:* Sales tax is the default tax type for this supplier location for all vouchers entered. *Use:* Use tax is the default tax type for this supplier location for all vouchers entered. **Note:** Sales and use tax applicability defaults from the supplier location are used only for PeopleSoft Purchasing transactions. Sales and use tax applicability for vouchers defaults from the ship to location. You will, however, see a warning message if a voucher's ship to location and supplier default tax applicability are in conflict.
Ship To Location	If you want this field's value to be passed from a higher level in the control hierarchy, select the *Default* option. If you want the transaction to inherit these options from the supplier location, select *Specify*, and enter a ship to location. Each ship to location has an associated sales tax code and rate. You set up ship to locations on the Ship To Locations page.
Ultimate Use Code	Enter an ultimate use code for the supplier location. The ultimate use code defines a special tax rate that applies when a taxable item is used in a particular way. You define ultimate use codes on the Ultimate Use Codes page.
Tax Destination	The tax destination is the code that actually affects voucher processing, because it is used for the default tax code lookup. When you select a specific ship to location, the **Tax Destination** field is automatically populated with the same value. You can override the value by selecting a different ship to location as your tax destination. Each ship to location has an associated sales tax code and rate. Selecting a different tax destination enables you to process the tax on goods that you receive in one location but ship to another location.

> **Note**
>
> The ultimate use code is not used with the tax destination code.

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Sales Tax Tolerance

These fields enable you to designate tolerances for the difference between the sales tax that is entered on a voucher header and that which is calculated by the system. To define the tolerance at the supplier location level, enter values in this group box.

You can describe the tolerance as a fixed amount or as a percentage of gross. You must specify a currency for the tolerance amount and a rate type, so that the tolerance amount can be converted to the voucher transaction currency.

Related Topics

- PeopleSoft Payables: Establishing PeopleSoft-Only Sales and Use Tax Processing

Withholding Supplier Information Page

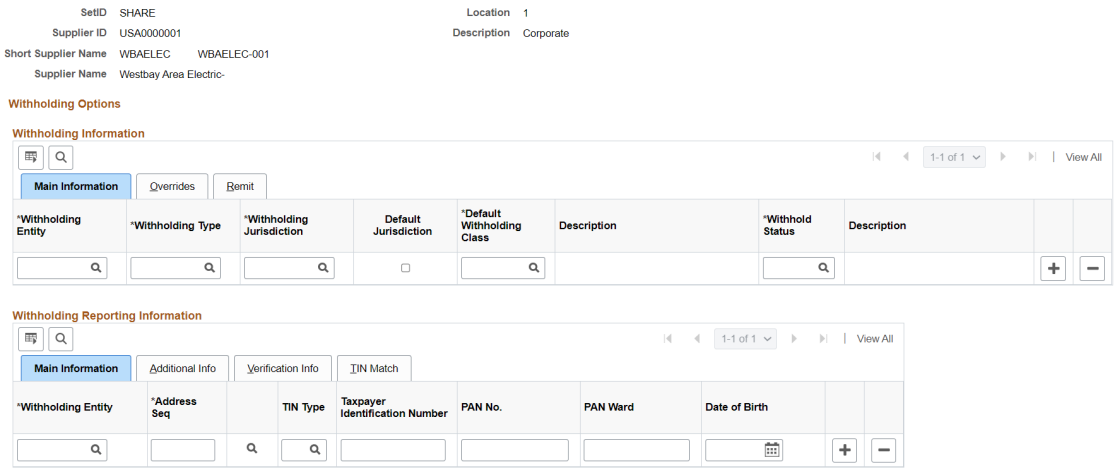
Use the Withholding Supplier Information page (VNDR_GBL_OPT_SEC) to define withholding information and record withholding reporting information for the supplier location.

Navigation:

Click the **Global/1099 Withholding** link or the **Global Withholding** link on the Supplier Information - Location page.

The link label—and the version of the page that opens—depends on your selection in the Display Withholding Option field on the Supplier Set Control page.

This example illustrates the fields and controls on the Withholding Supplier Information page. You can find definitions for the fields and controls later on this page.



> **Note**
>
> This page has different grid labels when accessed from the 1099 link on the Supplier Information - Payables Options page. Some of the fields listed here do not appear on the 1099-only version of this page.

To enable withholding for this supplier, you must select the Withholding check box on the Supplier Information - Identifying Information page.

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Withholding Information

This grid is labeled "1099 Information" if you access the page from the 1099 link on the Supplier Information - Payables Options page.

Field or Control	Description
Withholding Entity	Select the entity to which the withholding amounts are reported. The withholding entity is the tax authority. You can define more than one entity for a supplier location.
Withholding Type	Select the type of withholding. For each withholding type, there may be classes and categories associated with the type.
Withholding Jurisdiction	Select the withholding jurisdiction for this type of withholding. Some countries determine withholding percentages based on where the supplier is located or where the transaction occurred as well as on the classification of a particular transaction. The **Jurisdiction** field enables you to define where the supplier is located or where the transaction took place.
Default Jurisdiction	Indicate which jurisdiction is the default by selecting the check box in that jurisdiction's row. You can select more than one row as the default jurisdiction. **Note:** You *must* select this option for one of the rows, or the withholding defaults are not copied to the invoice.
Default Withholding Class	Select the withholding class for this type of withholding.
Withhold Status	Select the withhold status for this withholding class combination and supplier location.

Overrides

Select the Overrides tab.

Field or Control	Description
Hold Pay Indicator	Accept the default from the control hierarchy, or select *Specify* to override the default and activate the **Hold Payment** field.
Hold Payment	Select from these options: *Hold All:* Hold both the payment and the withholding amount for this supplier. *No Hold:* Do not hold payments for this supplier. *Wthd Only* (withhold only): Hold only the withholding amount. See PeopleSoft Payables: Understanding Hold Payment Options for Withholding.
Withhold Rule Indicator	Accept the default from the control hierarchy, or select *Specify* to override the default and activate the **Rule** field.

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Field or Control	Description
Withholding Rule	Select a withholding rule. The withholding rule describes the actions to be taken during withholding.
Withholding Condition	Specify the withholding condition for this withholding class combination and supplier location. Some suppliers enjoy special withholding privileges. This privilege is termed exoneration and enables the supplier to be withheld less than other suppliers. For instance, a supplier may have a condition that stipulates that only half of the regular amount be withheld during the first six months of the year. These three fields provide a way to specify an exoneration percentage and expiration date for the exoneration at the supplier level: *Exempt:* The supplier is completely exempt from withholding. The **Percent** field displays *100.00*. Enter the date until which this supplier is exempt, in the Valid Until field. *Exonerate:* The supplier is withheld less than other suppliers. Enter the exoneration percentage in the Percent field. Enter the date until which this supplier is exonerated, in the Valid Until field. *None:* The supplier is neither exempt nor exonerated from withholding. The Percent and Valid Until fields are not available for entry.
Condition % (condition percent)	For a location with a withholding condition of *Exonerate*, enter the percentage of withholding from which the supplier is exonerated.
Condition Valid Until	For a location with a withholding condition of *Exempt* or *Exonerate*, enter the date until which the supplier is exonerated or exempt.
Withhold if missing	Select to activate withholding for this withholding class combination for this supplier location.

Remit

Select the Remit tab.

Field or Control	Description
Remit Withhold to Flag	Select withholding *Entity* or *Supplier* to indicate to whom you remit withholding payments for this supplier location.
Remit Supplier	For a remit to of *Supplier*, select the supplier to whom you want to remit withholding information.
Remit to Location	Select the remit to supplier's location.
Remitting Address	Select the supplier's remitting address.

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Withholding Reporting Information

This grid is labeled "1099 Reporting Information" if you access the page from the 1099 link on the Supplier Information - Payables Options page.

Field or Control	Description
Withholding Entity	Select the entity to which the withholding information is reported. The withholding entity is the body to which withholding is reported. You can define more than one entity for a supplier location.
Address Seq (address sequence)	Select the supplier's address from the addresses defined on the Supplier Information - Address page. The entity needs the supplier's address.
(USA) TIN Type	Select the Taxpayer Identification Number (TIN) type for the supplier from these options: • *F:* Federal Employer ID Number. • *S:* Social Security Number.
(USA) Taxpayer Identification Number	Enter the supplier's valid TIN for the withholding entity.
(IND) PAN Number (Permanent Account Number)	For India, enter the number assigned by the income tax authority to identify the supplier's tax returns. This number must be a 20-digit alphanumeric value.
(IND) PAN Ward (Permanent Account Number ward)	For India, enter the location of the income tax offices to which the supplier submits taxes. Tax authorities assign these values.
Date of Birth	Enter the supplier's date of birth. Use the calendar button to select a date, or type one directly into the field.

Additional Information

Select the Additional Information tab.

Field or Control	Description
Birth Location	Select the state in which the supplier was born.
Number of Children	Enter the number of children that the supplier has.
Company	Select to indicate whether this supplier is a company.
Tax District Reference	Enter a tax district reference for the supplier.
Certificate Type	Enter a certificate type for the supplier, as applicable.
Certificate Number	Enter a certificate number for the supplier.
Certificate Expiration	Enter the date of expiration for the certificate. Use the calendar button to select a date, or type one directly into the field.
(USA) **Direct Sales of $5000 or More**	Select if you had more than 5,000.00 USD worth of direct sales with this supplier. This field is specific to 1099 withholding in the U.S.

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Field or Control	Description
(USA) **IRS Notified Twice of Invalid** (Internal Revenue Service notified twice of invalid)	Select if the IRS has informed you twice that the TIN number that your supplier gave you is not valid. This field is specific to 1099 withholding in the U.S.
(USA) **State Income Tax Withheld**	Enter the amount of state income tax withheld for this supplier.
Withholding Control Name	Enter the control name as defined by the IRS. It is usually the first four characters of the surname of the payee. The control name is included in the file provided to the IRS. Refer to the IRS Publication 1220 as the definitive resource for 1099 rules and regulations.
Profession	Enter the supplier's profession.
(USA) **Trade or Business Income Ind** (trade or business income indicator)	Select to indicate whether the withholding involves trade or business income for IRS 1099–G (Government Payments) reporting.
(USA) **Foreign Tax Paid**	Enter the amount of foreign tax paid for IRS 1099–INT (Interest Income) reporting.
(USA) **Country Paid**	Enter the country to which the foreign tax was paid for IRS 1099–INT (Interest Income) reporting.
Gender	Select a gender for the supplier from these options: • *M:* Male • *F:* Female • *U:* Unknown
Business Type	Select the type of business to which this supplier belongs. Valid values include: *Corporation:* Select if the supplier is classified as a corporation. *Individual:* Select if the supplier is classified as an individual.
Registration/Insurance Number	Enter the national registration or insurance number for the supplier.

Verification Info

Select the Verification Info tab

Field or Control	Description
Verified	Select to indicate that the supplier has obtained the correct tax treatment for a subcontractor. The tax treatment determines whether a subcontractor should be paid using a gross, net, or unmatched rate. The verification is obtained from the United Kingdom HM Revenue and Customs that requires subcontractors to register in the Construction Industry Scheme (CIS) core system.
Verification Number	Enter the number for the verification.

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Field or Control	Description
Verification Date	Displays the current date when you select the **Verified** check box. You can override the date by select another date using the **Choose a Date** button.

TIN Match

Select the TIN Match tab

Field or Control	Description
Match TIN	Select this check box if you have used the IRS online matching process. If the checkbox is selected, then the TIN Match Code is set to 0 and the TIN Match status set to *Matched*.
TIN Match Status	Displays the TIN match status. The various options displayed are *New, Pending, Matched*, or *Error*. TIN match status is set using the results of the batch verification or is set to *Matched* if the online verification is used.
TIN Match Code	Displays the match code returned by the IRS (U.S. Internal Revenue Service). The valid match codes are the following : *0* :TIN and Name match *1*: TIN missing or entered incorrectly *2*: TIN entered is not currently issued *3*: TIN and Name do not match *4*: Invalid TIN matching request *5*: Duplicate TIN matching request *6*: TIN Match found only on SSN (Social Security Number) *7*: TIN Match found only on EIN (Employer Identification Number) *8*: TIN Match found on both the SSN and EIN
Match Date	Match date is the date the user enters when the file is uploaded. If the TIN was manually matched, the user can enter the match date from the Interactive TIN matching process. The Match date can be entered only if the Match TIN check box is selected.
IRS Tracking Code	The IRS assigns a tracking code to every file the user downloads. If the user enters the tracking code when the file is loaded into PeopleSoft, the supplier/location can be tracked enabling the user to tie the TIN to a bulk file.
Manually Matched	This box is selected by the system if the match was done through the online matching process.

Related Topics

- PeopleSoft Payables: Understanding the Withholding Process
- PeopleSoft Payables: Processing U.S. Withholding

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- PeopleSoft Payables: Understanding Tax Deducted at Source Transactions

Defining User Definable Supplier Fields

This section discusses how to define user definable supplier fields.

Page Used to Define User Definable Supplier Fields

Page Name	Definition Name	Usage
Supplier Information - Custom Page	VNDR_CUSTOM	Define user definable supplier fields that you can use in custom reports and queries. There are 10 predefined, 30-character alphanumeric customizable fields.

Supplier Information - Custom Page

Use the Supplier Information - Custom page (VNDR_CUSTOM) to define user definable supplier fields that you can use in custom reports and queries.

There are 10 predefined, 30-character alphanumeric customizable fields.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Custom**

Field or Control	Description
Supplier Field C30 A - J	You may elect to use any or all of these fields to categorize suppliers for custom reports and inquiries. When you use a field, enter an appropriate value for that supplier category.

(USF) Entering Supplier Information for U.S. Federal Agencies

This section discusses how to specify U.S. federal-only supplier information.

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Page Used to Enter Supplier Information for U.S. Federal Agencies

Page Name	Definition Name	Usage
Supplier Information - Federal Page	VNDR_FEDERAL	(USF) Specify the default payment schedule type and date basis calculation type for the supplier. For suppliers that are U.S. federal agencies, specify the supplier's Agency Location Code (ALC) and trading partner code. This page appears only if you have selected Enable Federal Payment on the Installation Options - Payables page.

Supplier Information - Federal Page

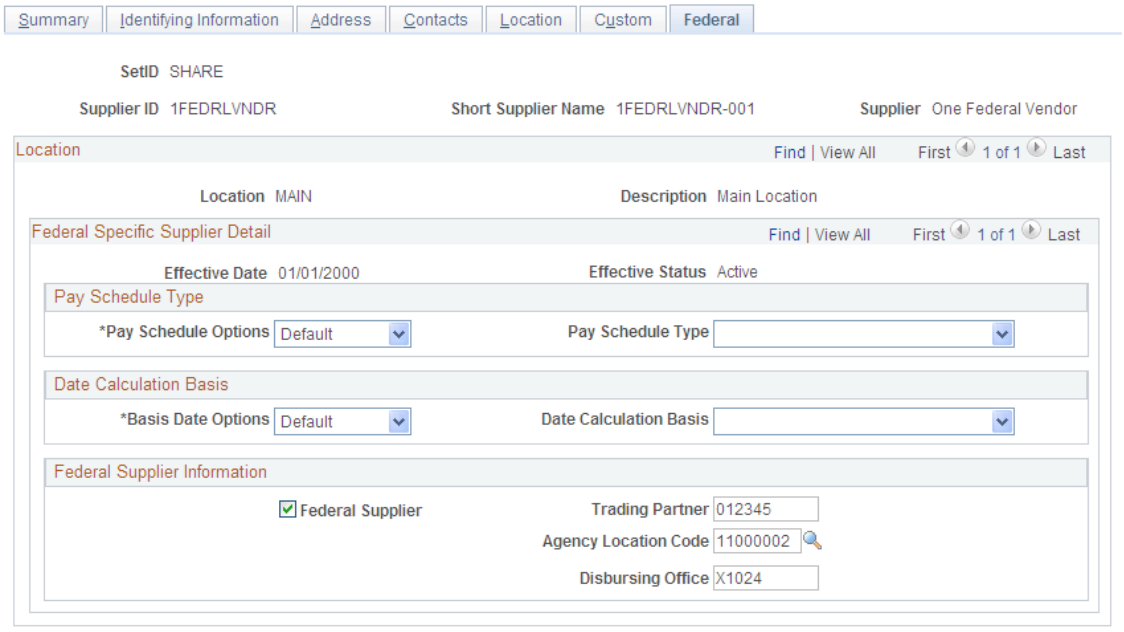
Use the Supplier Information - Federal page (VNDR_FEDERAL) to specify the default payment schedule type and date basis calculation type for the supplier. (USF)

For suppliers that are U.S. federal agencies, specify the supplier's Agency Location Code (ALC) and trading partner code. This page appears only if you have selected Enable Federal Payment on the Installation Options - Payables page.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Federal**

This example illustrates the fields and controls on the Supplier Information - Federal page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Pay Schedule Type	From the available options, select *Default* to accept the default payment schedule type that populates vouchers from the PeopleSoft Payables default hierarchy. Select *Specify* to specify the payment schedule type that should populate vouchers for this supplier. Select either *Manual, Transport,* or *Other* in the **Pay Schedule Type** field.
Date Calculation Basis	From the available options, select *Default* to accept the default date calculation basis that populates vouchers from the PeopleSoft Payables default hierarchy. Select *Specify* to specify the date calculation basis that should populate vouchers for this supplier. In the **Date Calculation Basis** field, select from these values: • *Agriculture.* • *Dairy.* • *Meat.* • *Poultry.* • *Prompt Pay 7 day* • *Prompt Pay 14 day*
Federal Supplier	Select to indicate that the supplier is a U.S. federal agency. If you select this option, you must enter a trading partner code. This field is not required for any PeopleSoft Payables processing, but may be useful for addressing your particular reporting needs. This check box will be selected and unavailable for edit if the supplier is created from the SAM system.
Trading Partner	Enter the trading partner code for this U.S. federal agency supplier. The number must be at least two digits long. This field is not required for any PeopleSoft Payables processing, but may be useful for addressing your particular reporting needs.
Agency Location Code	Enter the ALC for this U.S. federal agency supplier. You set up agency location codes on the Agency Location Code page. This code is required if you use IPAC processing with this supplier. The system populates this field from the SAM data and unavailable for edit if the supplier is created from the SAM system.
Disbursing Office	This field is updated by the SAM process.

Note

Fields in the Federal Supplier Information group box, except **Trading Partner,** are unavailable for edit if this supplier was created from the SAM system.

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Related Topics

- PeopleSoft Payables: Understanding Federal Payment Processing

Viewing Summary Supplier Information

This section describes how to view summary information for a supplier.

Page Used to View Summary Information for a Supplier

Page Name	Definition Name	Usage
Supplier Information - Summary Page	VNDR_ID1_SUM	View summary information about a supplier, including who created the supplier, when the record was last modified and by whom. This page appears only after you have saved a supplier.

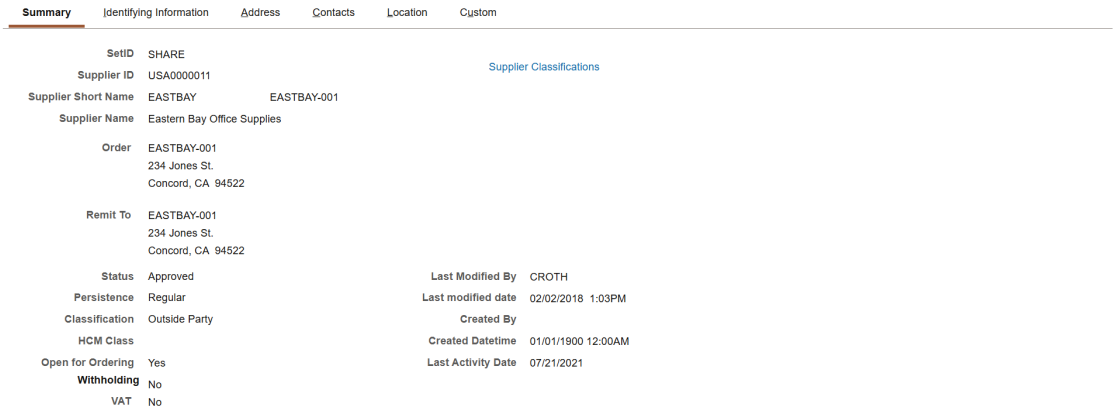
Supplier Information - Summary Page

Use the Supplier Information - Summary page (VNDR_ID1_SUM) to view summary information about a supplier, including who created the supplier, when the record was last modified and by whom.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update Supplier**, and then **Summary**

This example illustrates the fields and controls on the Supplier Information - Summary page. You can find definitions for the fields and controls later on this page.



Many of these fields are also found on the Identifying Information page and are documented more fully where that page is documented.

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> **Note**
>
> If the system is tracking supplier name changes, when a new effective-dated change occurs, the new supplier short name, name 1, and name 2 values are automatically updated on this page.

See Entering Supplier Identifying Information.

Field or Control	Description
Order	Displays the address of the ordering location.
Remit to	Displays the address of the remit to location.
Status	Displays the voucher approval status: *Approved, Inactive, To Archive,* or *Unapproved.*
Preview Approval	Click to view the approval stages, steps, and paths required by the approval framework to approve the supplier.
Submit for Approval	Click to send the supplier approval to the next approver.
Approval History	Click to access the Approval History page where you can view the approvals and comments for the supplier approval.
Persistence	Displays the supplier's persistence: *One Time, Permanent, Regular,* or *Single Payment.*
Classification	Displays the supplier's classification: *Attorney, Employee, HRMS* (Human Resources Management System), or *Supplier.*
HCM Class	Displays the supplier's PeopleSoft Human Capital Management class. This is identical to the **HR Class** field on the Identifying Information page. A value appears for this field only if the supplier has a classification of *HRMS.*
Open for Ordering	Indicates whether the supplier is open for ordering. If the value is *Yes,* you can enter purchase orders for this supplier in PeopleSoft Purchasing. If it is *No,* you cannot.
Withholding	Indicates whether or not the supplier is withholding-applicable. If it is, the value *Yes* functions as a link that takes you to the Supplier Information - Location page, where you can link in turn to the Withholding Supplier Information page to view withholding details for each supplier location.
VAT	Indicates whether or not the supplier is VAT-applicable. If it is, the value *Yes* functions as a link that takes you to the Supplier Information - Location page, where you can view VAT details for each supplier location and link in turn to the VAT defaults pages to view withholding details for each supplier location.
Last Modified By and **Last modified date:**	Displays the user ID of the last user to modify the supplier and the date of modification.

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Field or Control	Description
Created By and **Created Datetime:**	Displays the user ID of the user who first entered the supplier and the date of entry.
Last Activity Date	Displays the date of last activity for the supplier. Supplier activities that are tracked for updates include supplier creation, changes to supplier information, purchase order dispatches, supplier archiving dispatching.
Supplier Classifications	Click the Supplier Classifications link to view supplier classification details in a new window. Your ability to view or update information depends on your role and permission list. If any required certification is expired, a warning icon displays next to the link. **Note:** The link appears only if the supplier has at least one classification and the supplier is in Approved or Unapproved status. A user with full access can view and update details. A user with display-only access can view information only. A user without access gets a message indicating they are not authorized for the page when clicking the link. For more information about configuring view and edit access for Supplier Classifications on the Summary page, see Setting Up View Supplier Classification from Supplier Master.

Approving Suppliers

Pages Used to Approve Suppliers

Page Name	Definition Name	Usage
Supplier Processing Authority Page	OPR_DEF_TABLE_VND1	Give supplier approval authority to a user.
Supplier Set Control Page	VNDR_CNTRL	Initiate approval framework workflow.
Register Transactions Page	EOAW_TXN	Review the approval transaction registry.
Generic Template Definition Page	WL_TEMPLATE_GEN	Define supplier approval notification templates. See the product documentation for *PeopleTools: Workflow Technology*
Configure Transactions Page	EOAW_TXN_NOTIFY	Set the supplier approval transaction configuration.
User List Definition Page	EOAW_USER_LIST	Define supplier approval user lists.
Setup Process Definitions Page	EOAW_PRCS_MAIN	Define supplier approval process definitions.

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Page Name	Definition Name	Usage
Supplier - Identifying Information Page	VNDR_ID1	Access supplier approvals to view and approve suppliers entered by users without approval authority. Approving a supplier makes the supplier available for transactions.
Additional Voucher Information Page	VNDR_APPROVAL	Approve suppliers. Deny supplier approvals. See Supplier - Identifying Information Page

Understanding Supplier Approval

You must determine whether users who are authorized to enter suppliers have approval privileges as well. You specify whether a particular user has the authority to approve suppliers on the User Preferences - Procurement - Supplier Processing Authority page. This enables you to have decentralized supplier entry without compromising security and control.

The system automatically approves suppliers that are entered by users who are authorized both to enter and to approve suppliers. However, a supervising user must approve suppliers that are entered by users who are not authorized to approve suppliers when you are using virtual approval.

Users with voucher approval authority can review and approve unapproved suppliers in correction mode on the Supplier Approval - Identifying Information page. The search record for this page retrieves only those suppliers that have not yet been approved, so the procurement supervisor can review and approve each supplier record. To approve a supplier, enter *Approved* in the **Status** field and save the page.

The fields on the pages in the Supplier Approval component are the same as the fields in the Supplier Information component.

> **Note**
>
> Vouchers cannot be entered for unapproved suppliers.

When users with authority to enter and approve suppliers create a supplier, the system automatically creates the supplier as Approved and does not place the new supplier into PeopleSoft Approval Framework for workflow processing. The system uses virtual approval to approve suppliers either through manual navigation or through a worklist or email notification. When users without the authority to approve a supplier create a supplier, the system creates the supplier as Unapproved. If workflow is enabled at the set control level, the supplier is eligible to be submitted to the approval framework for processing and approval. The system displays **Approve** and **Deny** buttons for approval framework workflow only. Denial of a supplier sets the supplier's status to Denied.

Related Topics

- Entering Supplier Identifying Information
  To enter supplier identifying information, use the Supplier Information component (VNDR_ID) and the Supplier User component (VENDOR_USER).

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- Application Fundamentals: Understanding User Preferences

Supplier Processing Authority Page

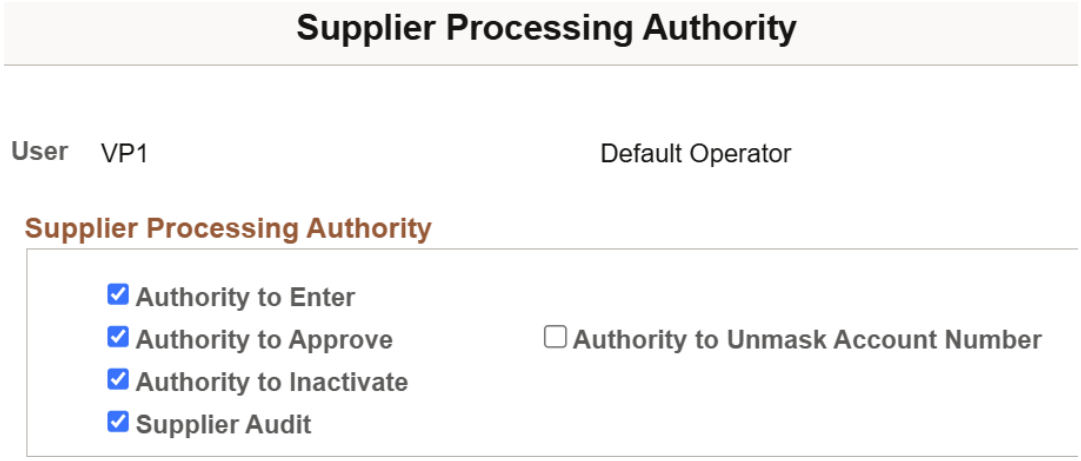
This section provides high-level details for setting up PeopleSoft Approval Framework specific to supplier approvals. You can review details about setting up supplier approvals using the documentation *Enterprise Components: Approval Framework* .

To set up approval framework for supplier approval:

1. Provide specific users the ability to approve suppliers by setting up user preferences.

   To access the page, select **Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **User Preferences**, and then **Define User Preferences**, and then **Procurement** and click the **Supplier Processing Authority** link on the Procurement page. The Supplier Approvers user list checks for users who have the authority to approve suppliers. The page appears in this example:

   This example illustrates the fields and controls on the Supplier Processing Authority page.



2. Select the *Authority to Approve* check box.

   When the user has authority to approve a supplier and then creates a supplier, the supplier is automatically approved. If the user has the authority to enter a supplier but not approve a supplier, the supplier will be created in an Unapproved status. Then an authorized user must approve the supplier.

   > **Note**
   >
   > You also select the Authority to Approve Suppliers check box on the User Preferences page to determine the supplier status when the user creates a supplier. When users have the authority to enter and approve suppliers, the system will automatically create suppliers as Approved and will not initiate workflow processing.

   Authority to Unmask Account Number check box is available only if *Authority to Approve* is selected. For more information on bank account encryption see Application Fundamentals: Understanding Bank Account Encryption.

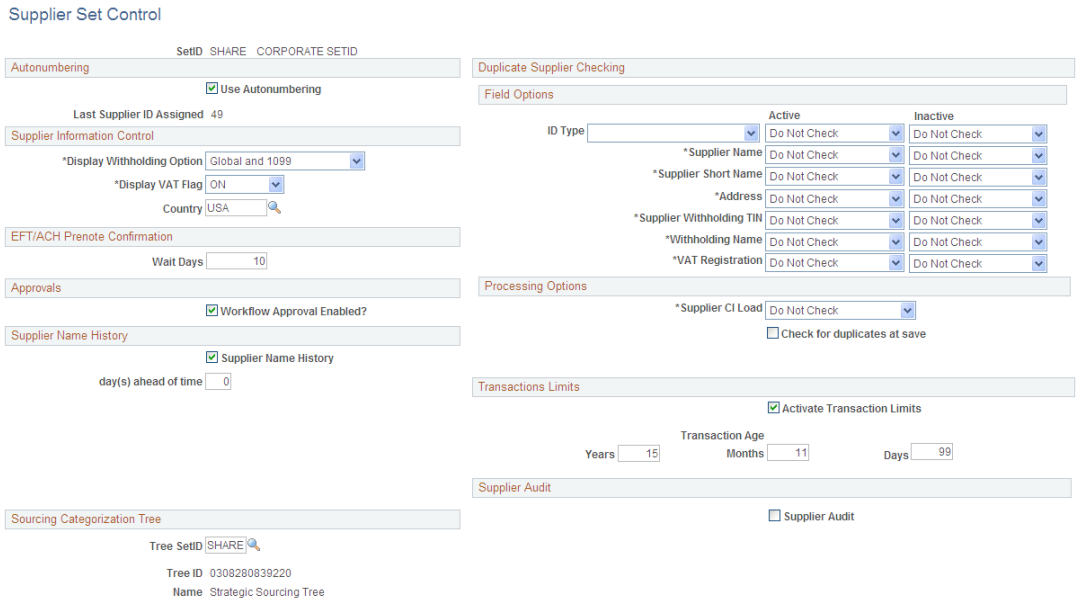
3. Initiate approval framework workflow.

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When approval framework workflow is enabled at the SetID level, suppliers are eligible to be submitted into approval workflow. Use the Supplier Set Control page (VNDR_CNTRL) to initiate Approval Framework workflow.

Navigation: Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Set Controls-Supplier

This example illustrates the fields and controls on the Supplier Set Control page.



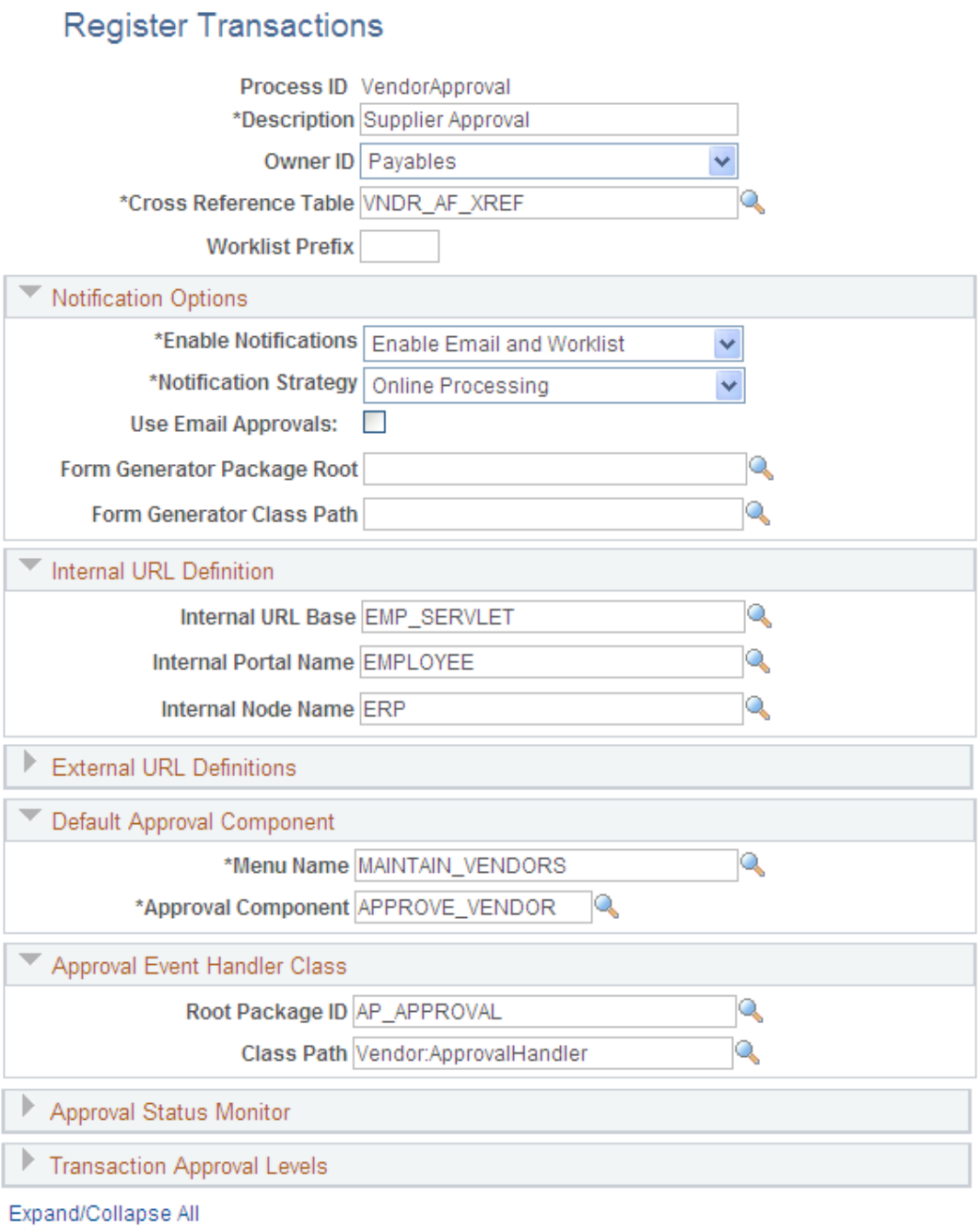
> **Note**
>
> When the Workflow Approval Enabled? check box is not selected, you can still use PeopleTools workflow technology to approve suppliers either through manual navigation or from a worklist or email notification.

4. Review the approval transaction registry.

   The approval transaction registry is the interface application used to register an application with the approval framework. This definition provides the integration between PeopleSoft Accounts Payable and approval framework and is delivered as system data. No additional configuration is typically needed. To access the page, select **Enterprise Components**, and then **Approvals**, and then **Approvals**, and then **Approval Registry**. The registry includes the SupplierApproval process as appears next:

   This example illustrates the fields and controls on the Register Transaction page.

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You use the Register Transactions page to link the components, event handler, records, and classes that you created into the approval process for an application transaction, such as adding a new supplier. The main records and components that make up the transaction are registered, along with the approval transaction on which to base the approval process definition.

See Defining the Approval Transaction Registry documentation *Enterprise Components: Approval Framework .*

5. Define supplier approval notification templates.

   Use the Generic Template Definition page to establish a common format for all ad hoc notifications. This provides functionality that is not limited to administrators. To access the

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page, select **PeopleTools**, and then **Workflow**, and then **Notifications**, and then **Generic Templates.** The system provides these templates for supplier notifications:

- Supplier Approval for routing an approval.
- Supplier Approved for an approved supplier.
- Supplier Denied for a supplier that has been denied approval.

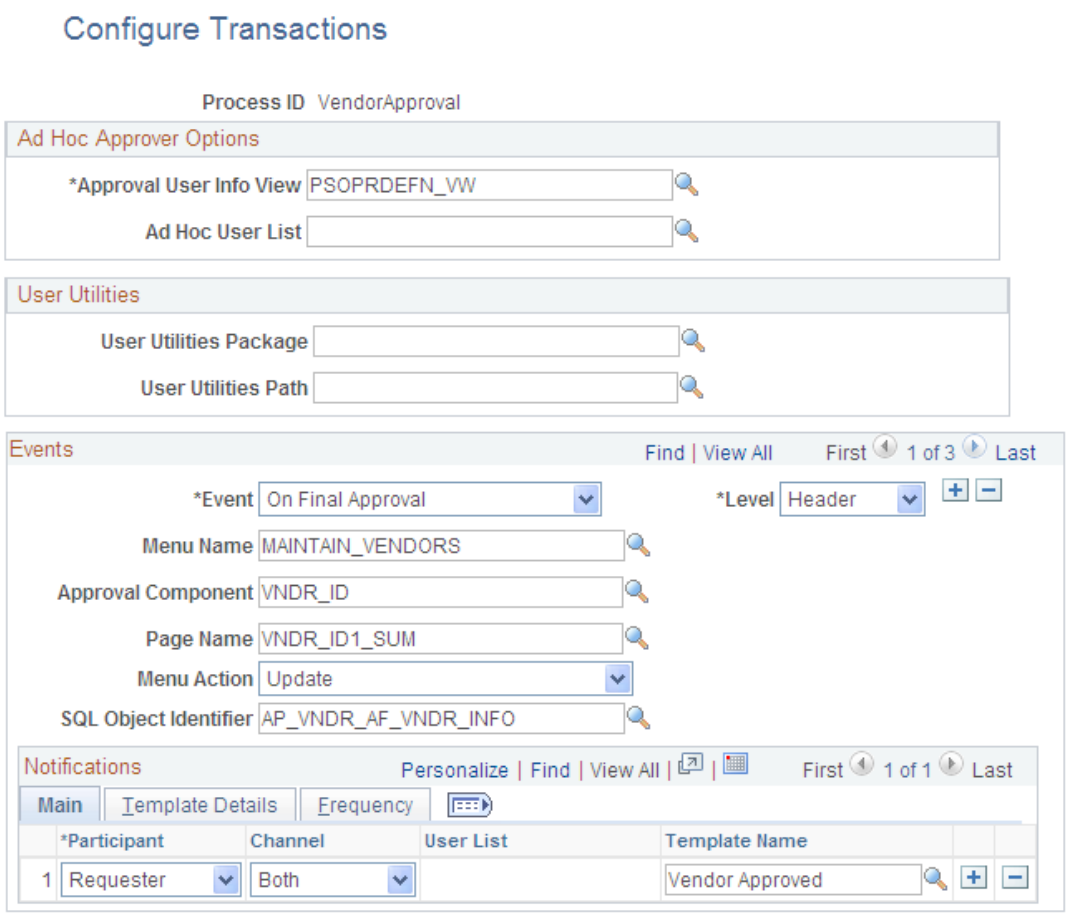
  See documentation *PeopleTools: Workflow Technology*

6. Set the supplier approval transaction configuration.

   Use the Configure Transactions page (EOAW_TXN_NOTIFY) to set the supplier approval transaction configuration.

   Navigation: Enterprise Components, Approvals, Approvals, Transaction Configuration, Configure Transactions.

   This example illustrates the fields and controls on the Configure Transactions page.



You can change values for the transaction definition to better meet an organization's requirements. You can replace the **Approval User Info View, Email Approval User List,** and **Delivery Method** field values. You can also add more participants to receive the notification, change the notification channel and priority, replace the template, and add more events to trigger the notification generation.

See Defining the Approval Transaction Registry, documentation *Enterprise Components: Approval Framework .*

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7. Define supplier approval user lists.

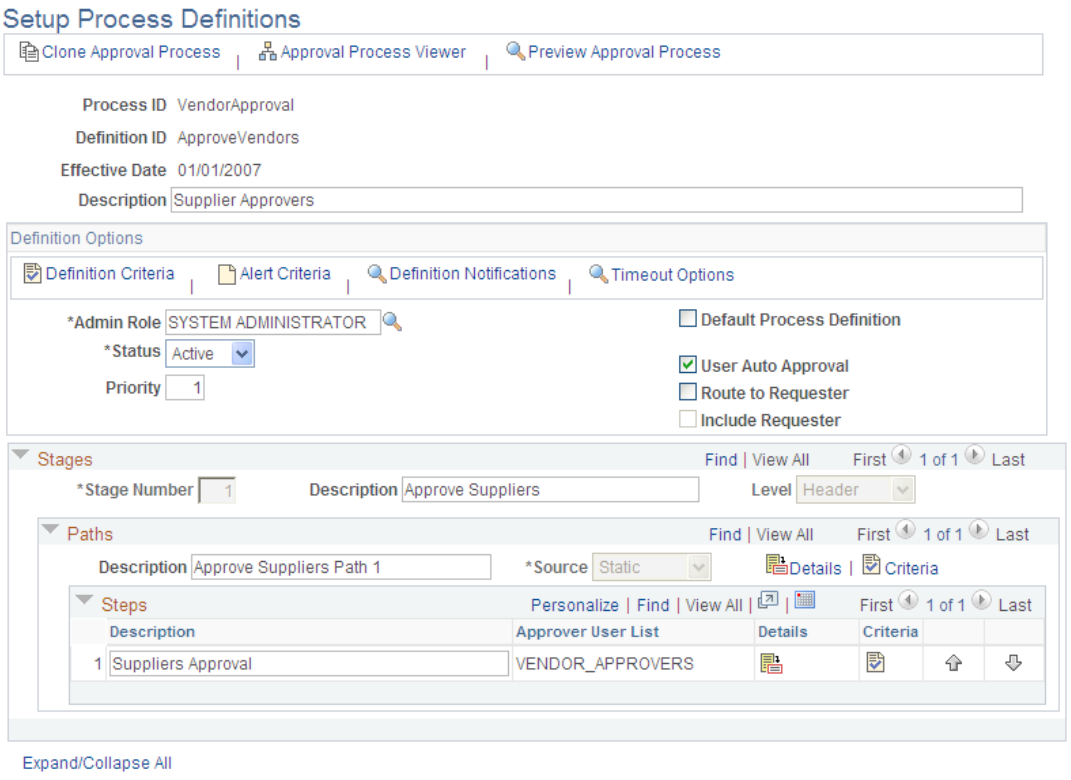
   Use the User List Definition page to define lists of users who can approve transactions. These lists are used with steps in the approval process. PeopleSoft provides the VENDOR_APPROVERS user list for supplier approval. The list corresponds to roles within an organization. Access the page by selecting **Enterprise Components**, and then **Approvals**, and then **Approvals**, and then **User List Setup.**

   See Defining Notification Templates and Users for Approval Framework, documentation *Enterprise Components: Approval Framework.*

8. Define supplier approval process definitions.

   Approval process definitions provide the details on application approval rules. These are equivalent to the approval rule set used by PeopleTools workflow technology. To access the page, select **Enterprise Components**, and then **Approvals**, and then **Approvals**, and then **Approval Process Setup.** The definitions are made up of the stages, paths, steps, and criteria that build a workflow as appears next:

   This example illustrates the fields and controls on the Setup Process Definitions page.



   PeopleSoft Accounts Payable delivers a sample definition that matches what is delivered with PeopleTools workflow technology, and a sample definition that is more complex to be used as an example. The complex rule definition is delivered as inactive. You can change the delivered sample definitions, or create new process definitions.

Supplier - Identifying Information Page

Use the Supplier - Identifying Information page (VNDR_ID1) to access supplier approvals to view and approve suppliers entered by users without approval authority.

Approving a supplier makes the supplier available for transactions.

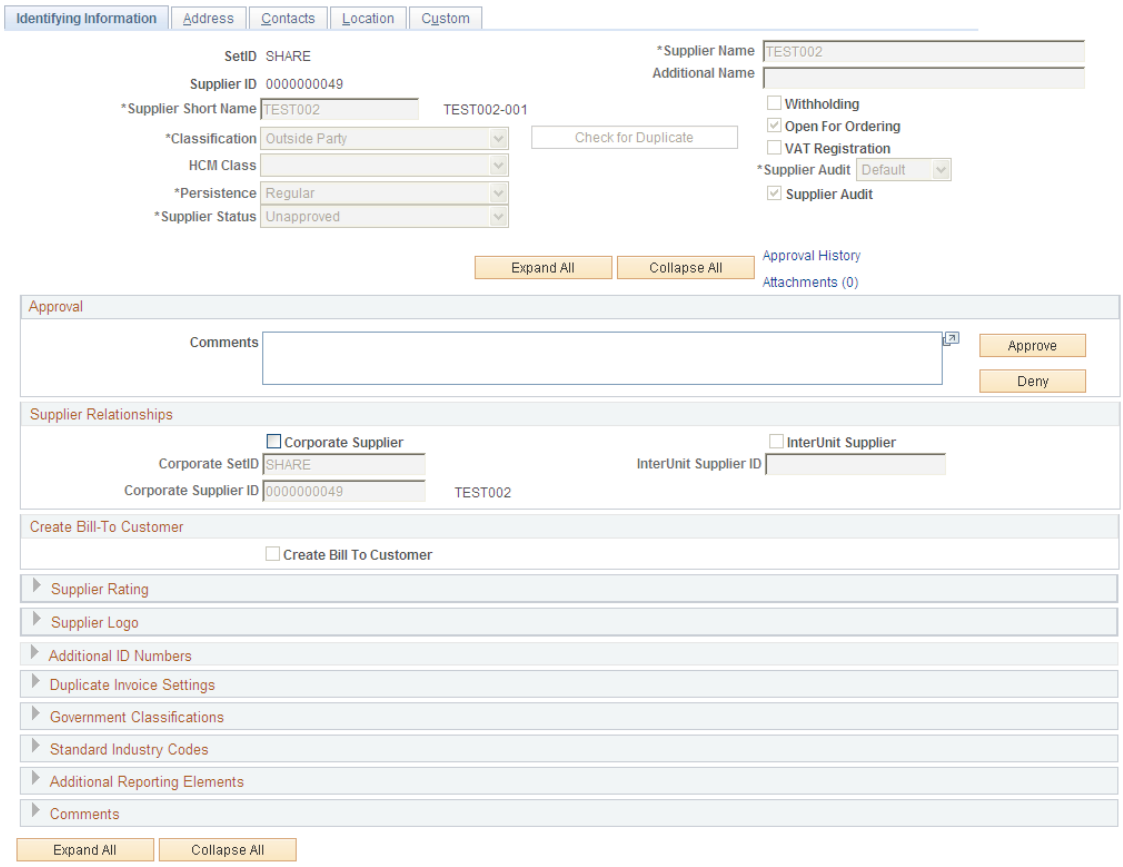
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Navigation:

Click the **Worklist** link on the Home page, and select *Approval Routing* in the **Worklist Filters** field.

To Access the Additional Voucher Information page, click the **Approve** or **Deny** button on the Supplier - Identifying Information page.

This example illustrates the fields and controls on the Supplier - Identifying Information page. You can find definitions for the fields and controls later on this page.



Use the Approval section to enter comments about the approval and to approve or deny the supplier. The system keeps the comments for others to review.

Field or Control	Description
Approve	Click to approve the creation of a supplier. The system forwards the supplier approval and any comments that you inserted to the next approver in the path. The system also displays the Additional Voucher Information page with the updated graphical display.
Deny	Click to deny the approval of a supplier. The system sets the supplier status to Denied and stops the workflow.

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Supplier Approval History Page

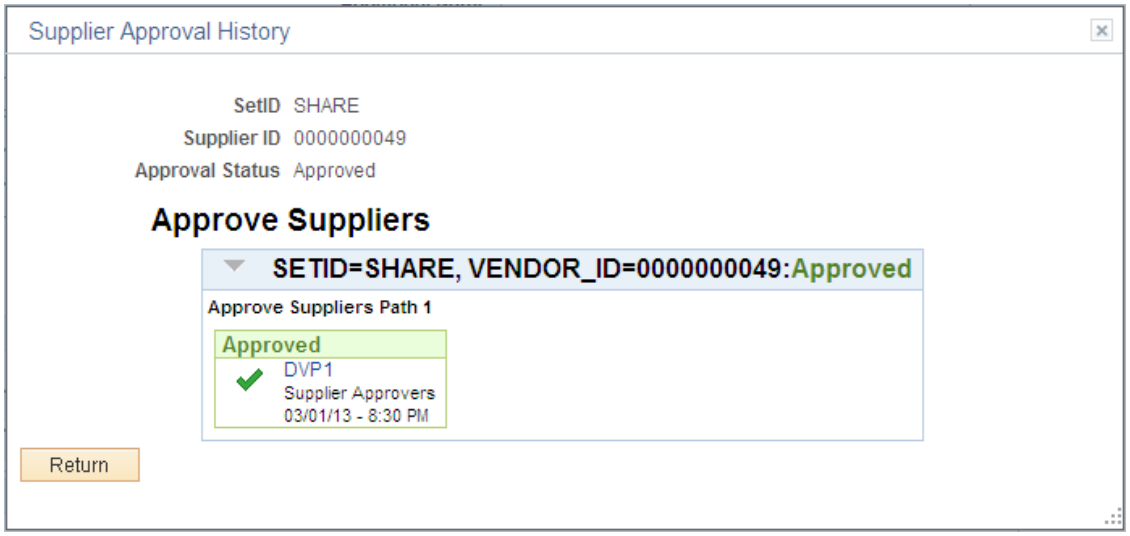
Use the Supplier Approval History page (VNDR_APPROVAL) to approve suppliers.

This page is available after clicking the **Approve** button or the **Deny** button.

Navigation:

Click the **Approval History** link on the Supplier - Identifying Information page.

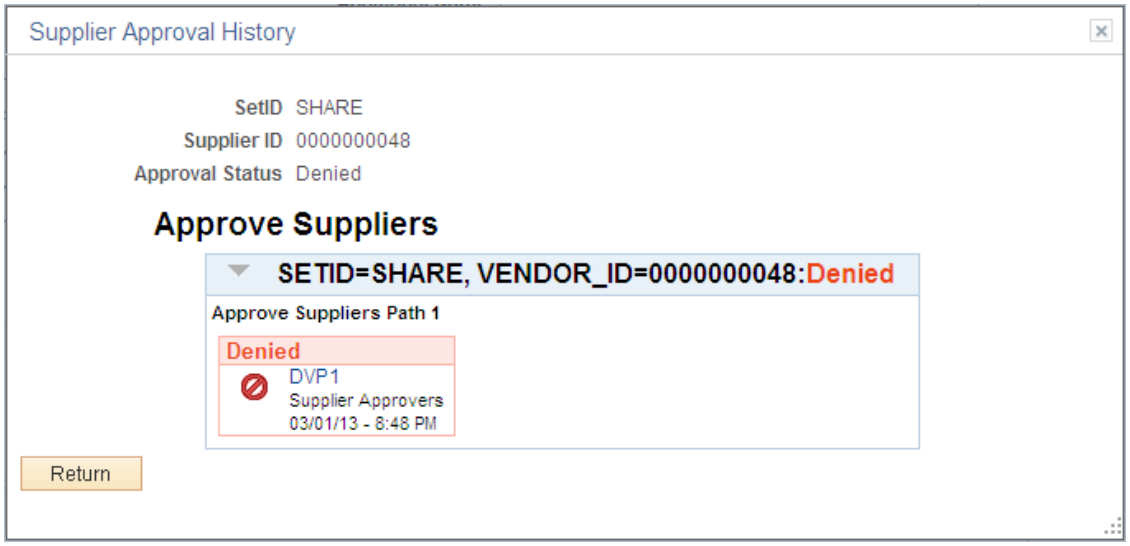
This example illustrates the fields and controls on the Supplier Approval History page for an approved supplier.



After you click the **Approve** button, this page provides a graphical review of the approval flow, such as who has approved the supplier or who the approval goes to after your approval. The grid displays all approval steps for the paths that are defined in the approval stage. Each stage is identified by a heading within the grid. The first stage must be approved before the next stage begins the approval process. When a stage begins the approval process, the system updates the approval status in the heading and sets the next stage or stages to the Awaiting Further Approvals status.

This example illustrates the fields and controls on the Additional Voucher Information page for a denied supplier.

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After you click the **Deny** button, this page provides a graphical review of the approval flow and displays with the new Denied status. Any comments that have been made are available in the Comments section.

Approving Suppliers Using Mobile Approvals

This section discusses approving suppliers using Mobile Approvals.

Pages Used to Approve Suppliers using Mobile Approvals

Page Name	Definition Name	Usage
Approvals Tile	HMAP_APPR_TILE_FL	Review pending and historical approval requests that are associated with the user .
Pending Approvals Page	EOAWMA_MAIN_FL	View a list of all transactions that apply to the selected transaction category and access the respective transactions that are pending your approval.
Filters Page	EOAWMA_FLTR_SCF	Refine the results displayed in the Pending Approvals page.
Supplier Page	EOAWMA_TXNHDTL_FL	View transaction information and perform approval tasks.
Approval Chain Page	EOAWMA_APPC_SCF	View and add to the approval chain.
Approve Page	EOAWMA_HDRACT_SCF	Submit or cancel your action selected for the transaction.
Approvals History Page	EOAWMA_MAIN_FL	View a list or approval transactions you have worked on in the past.

See Application Fundamentals: Understanding Fluid Approvals in FSCM.

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Approvals Tile

Use the Approvals tile (HMAP_APPR_TILE_FL) to access the Pending Approvals page.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page.

This example illustrates the fields and controls on the Approvals tile



For information about how to add a tile to a PeopleSoft Fluid Home page, see Application Fundamentals: Adding Homepages and Tiles

The tile can show the total number of pending approvals. If no pending approvals are available, the tile does not display a number count.

Pending Approvals Page

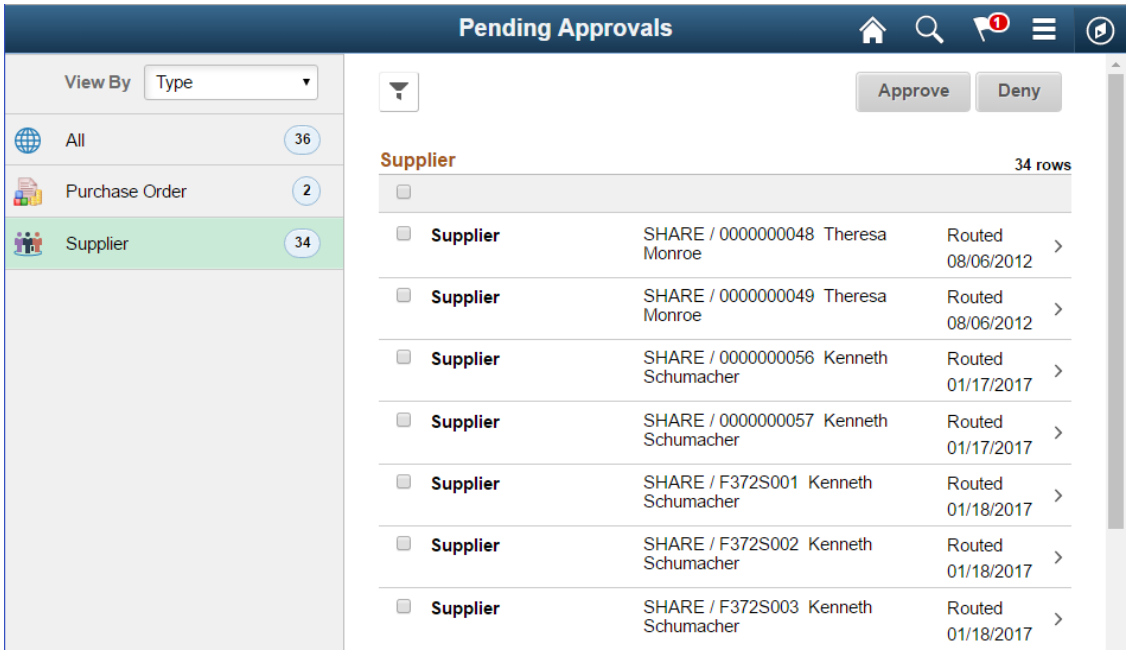
Use the Pending Approvals page (EOAWMA_MAIN_FL) to view a list of all transactions that apply to the selected transaction category and access the respective transactions that are pending your approval.

Navigation:

Employee Self Service, and then **Approvals**.

This example illustrates the fields and controls on the Pending Approvals page. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> Approval transactions listed for each user depends on the permission level established for the user logged in.

Notifications

You can select the Notification flag icon at the top of either the PeopleSoft Fluid or Classic pages to view alerts in a notification window.

Action Menu

You can access one of these approval views (by selecting the Action Menu drop-down icon) to access either of these pages:

- **Pending Approvals**: An approver can view transactions pending their approval under one interface, thus eliminating the need to go to several different components to look for pending approvals.
- **Approvals History**: An approver can view approval transactions that they already worked on. This functionality enables the user to view the status of the approval request in the approval chain and view comments by individuals within the chain. Your administrator defines how far, in the past, historical approvals can be viewed.

Pending Approvals

The Pending Approvals page can display a mixture of HCM and FSCM approvals, based on the permissions of the current user. The initial list is displayed by transaction type and the corresponding number of pending approvals.

On the left side of the page, vertical tabs group approval transaction types into categories that are defined by the View By type value selected. The *All* category type appears at the top of the list for all view types when there are pending transactions. Transaction categories within a View By type display a badge identifying the number of pending approvals for that transaction

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category. If you do not have pending approvals for a transaction category, the tab does not appear in the list.

> **Note**
>
> If you are using the approvals pages in portrait mode on your mobile device, the page displays an arrow on the left side of the page. Select this arrow to reveal or hide the category tabs.

Select a transaction category tab to display the pending approvals that apply to that category. When you select a transaction category, the page displays pending approvals sorted by the date on which the approval request was received, with the oldest pending approval displaying first.

The system displays View By options on the left side of the page. The system displays a summarized list of the selected View by option on the right side of the page. In the example above, a summary of all pending approvals are displayed. The right side displays header information for the selected View By option (left side).

Field or Control	Description
View By	Select a type to view a list of transactions to be approved. Options are: *Date*, *Routed*, *Last*, *Operator*, *Priority*, *Requester*, and *Type*. Depending on the option selected, the options below this field change. For example, if you select Priority, the selection options below this field are High Priority, Medium Priority, Low Priority, or a combination of each depending on applicable transactions. A bubble count displays the number of transactions within each view by category.
	Select the Filter icon to access the Filter page The Filter icon appears green when filters have been applied to your search.

The right side of the page displays transactions that belong to the selected option on the left. Select a transaction row to access the Supplier Page.

If a transaction type category is not set up to allow mass approvals, then the page lists the approval request transactions but the action buttons do not appear. For these types of transactions, you must select the desired row to access the Supplier Page, and approve the transaction from there. Mass approvals is determined on the Enterprise Components: Fluid Approval Setup - Transactions Page.

Filters Page

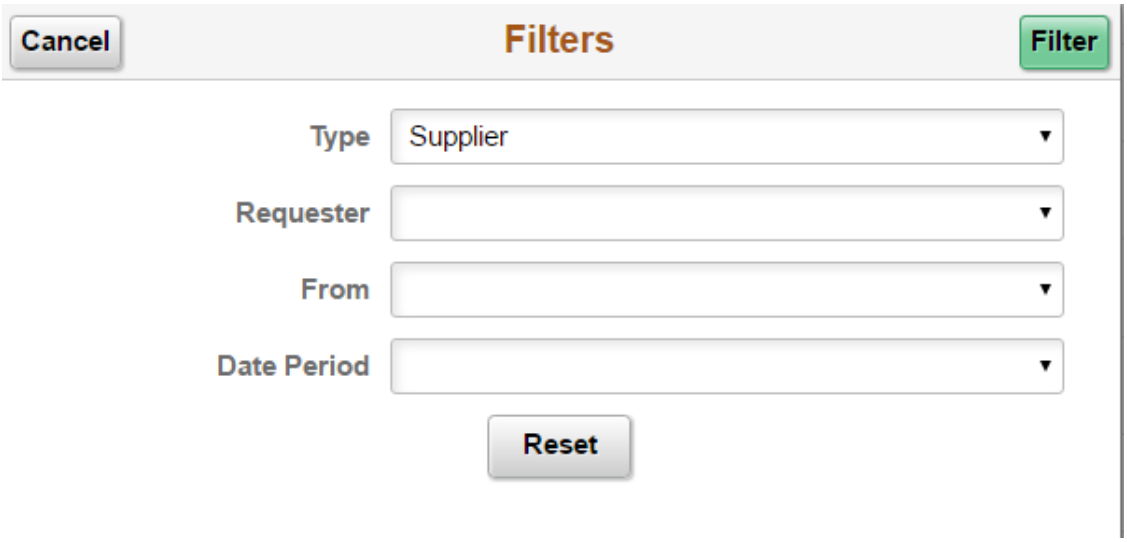
Use the Filters page (EOAWMA_FLTR_SCF) to refine the results displayed in the Pending Approvals page.

Navigation:

From the Pending Approvals page, select the Filter icon.

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This example illustrates the fields and controls on the Filters page. You can find definitions for the fields and controls later on this page.



Each filter field provides the same options that display below the View By field on the Pending Approvals page. The list is made up of the transactions you need to approve and the View By option selected.

Field or Control	Description
Cancel	Select to return to the Pending Approvals or Approvals History page.
Done	Select to apply the filters and refine the approval request results on the Pending Approvals or Approvals History page. The Filter icon on the Pending Approvals or Approvals History page changes to green, indicating that there are filters in place.
Reset	Select to reset the filter fields to the default value. This button is only available when you have entered filter values.

Supplier Page

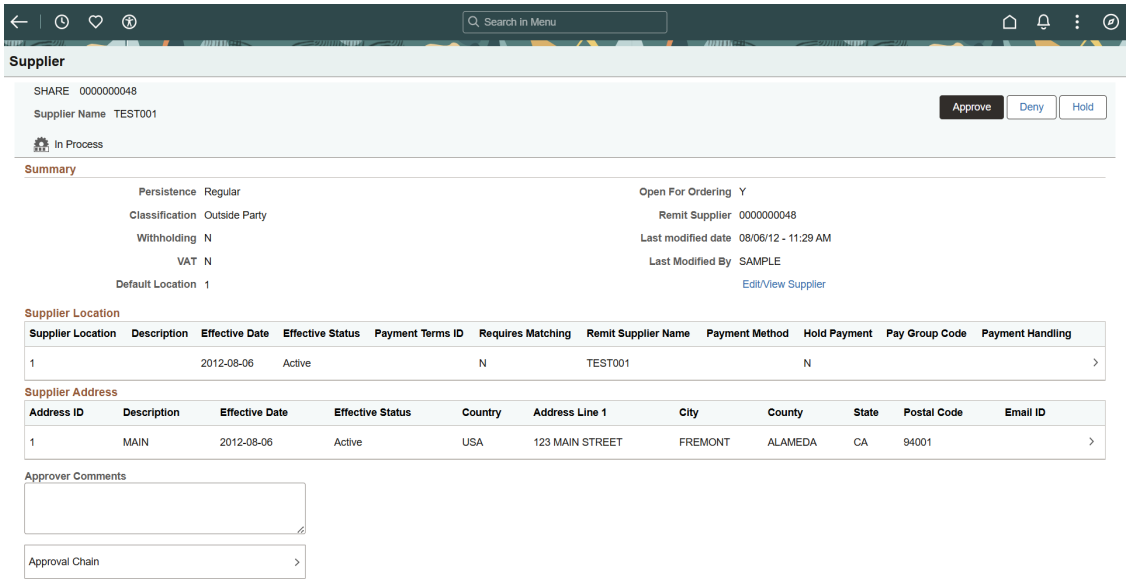
Use the Supplier page (EOAWMA_TXNHDTL_FL) to view transaction information and perform approval tasks.

Navigation:

From the Pending Approval page, select a transaction on the right.

This example illustrates the fields and controls on the Supplier page. You can find definitions for the fields and controls later on this page.

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When viewing transaction details on a phone, you must scroll down to view each section; Summary, Supplier Location, Supplier Address, Approver Comments, and Approval Chain.

The buttons that are available on the page are determined by the Enterprise Components: Pending Approvals Page:

- Approve
- Deny
- Hold

Field or Control	Description
Approve, Deny, Hold	Select an option for the transaction. When you select one of these buttons, the system allows you to confirm or cancel your action.
Edit/View Supplier	Click to access Add/Update Supplier page. For more information, see Viewing Summary Supplier Information.
›	Click › on the Supplier Location and Supplier Address grid to view additional location and address details.
View Attachments	Select to open the View Attachments page and view any attachments included at the time of creating the supplier.

Summary Section

The Summary section displays high-level information about the transaction. Most of this information is also displayed on the Pending Approvals page.

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Supplier Location

The Supplier Location section displays the details of the supplier's location.

Supplier Address

The Supplier Address section displays the details of the supplier's address.

Approval Chain

In some cases the Approval Chain is displayed on the page. In other cases, you access the Approval Chain page by selecting Approval Chain.

Approval Chain Page

Use the Approval Chain page (EOAWMA_APPC_SCF) to view and add to the approval chain.

Navigation:

Select the Approval Chain section on the Supplier page.

This example illustrates the fields and controls on the Approval Chain page.



The Approval Chain section displays the status of the approval chain for the transaction. You can expand and collapse subsections displayed. See application-specific documentation for how this section or page operates.

Approve Page

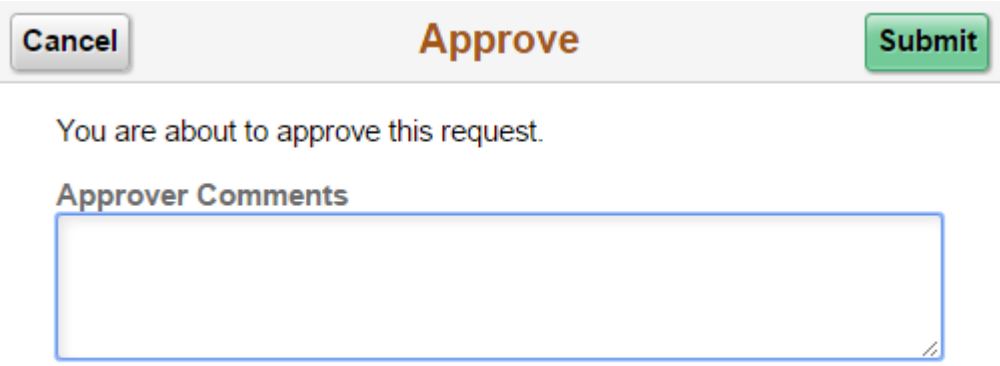
Use the Approve page (EOAWMA_HDRACT_SCF) to submit or cancel your action selected for the transaction.

Navigation:

From the Pending Approvals (by Transaction) Page or the Transaction Approval page, select one or more transactions and select an action (Approve, Deny).

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This example illustrates the fields and controls on the Approve page.



Optionally enter a comment and then select the Submit button to send your approval of the transaction to the system. The system removes the transaction from your Pending Approvals queue and adds it to your Approvals History page.

Approvals History Page

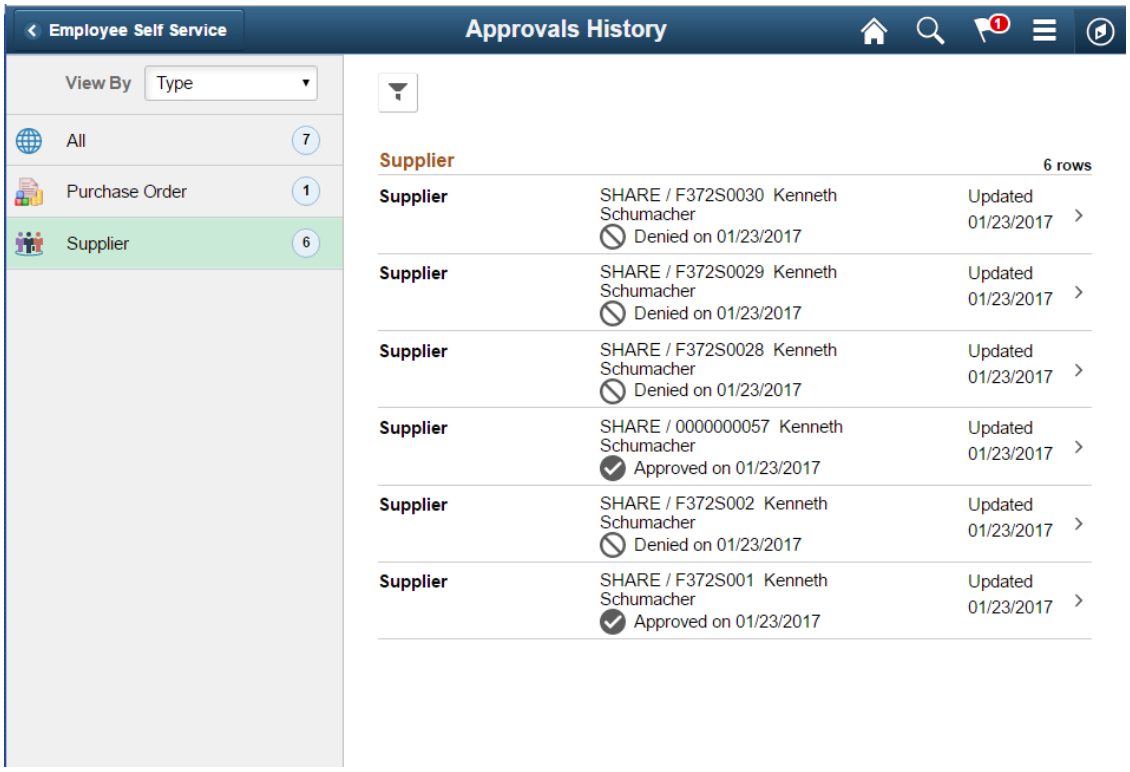
Use the Approvals History page (EOAWMA_MAIN_FL) to view transactions that you have previously approved.

Navigation:

Select the Approvals tile on the Employee Self Service home page, and then select the Approvals History option from the Action List (located in the banner) from the Pending Approvals page.

This example illustrates the fields and controls on the Approvals History page.

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The Approvals History page shows approval transactions you have addressed in the past. How far back you can view historical approval transactions is defined by the administrator on the Enterprise Components: Fluid Approval Setup - General Settings Page setup page. This page displays a message below the category tabs indicating the time period for which history is displayed.

When you select a category, the page displays historical approvals sorted by the date on which the last person updated or took action on the request, with the most recently updated approvals displaying first.

Select a transaction row to view details of the transaction.

Maintaining Supplier Name History

This section provides an overview of supplier name history and discusses how to update, review, and run supplier name history.

Pages Used to Maintain Supplier Name History

Page Name	Definition Name	Usage
Supplier Name History Page	VENDOR_NAME_HISTORY	Update supplier name history.
Supplier Name History Inquiry Page	VNDR_NAME_HST_INQ	Review supplier name history.
Schedule JobSet Definition Page	SCHDLDEFN	Run supplier name history updates.

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Understanding Supplier Name History

You can track supplier name history using an effective-dated child record on the Supplier record. The child record captures supplier name changes. You can manually insert a new row into the new Supplier Name History record using a future effective date, and automatically update the supplier name on the Supplier record based on the effective date on the Supplier Name History record.

The Supplier Name History record supports effective-dated logic for tracking changes to the Supplier Short Name, Supplier Name 1, and Supplier Name 2 fields. When an applicable field is updated on the Supplier record, the date and time of the change and the user who made the change will also be recorded on the Supplier Name History record.

If the change on the Supplier History Name record is effective as of the date the change was made, the system updates the Supplier Record with the new name. If a change is future-dated, you should run the VNDRUPD job on a scheduled basis to update the Supplier record.

As part of changing the supplier names, the system:

- Provides a query that you can use to view all name changes for a supplier and supplier name during a specific period of time.
- Provides a page for you to manually insert an effective-dated supplier name in the Supplier Name History record.

  The Supplier record is automatically updated when the Supplier Name History is changed or upon the effective date if it is future dated.
- Provides a workflow that you can use to send notifications when the new supplier name becomes effective or when a change is made to the supplier name fields.

  See Approving Suppliers.

Supplier name information is principally shared by the PeopleSoft Payables and Purchasing applications so that one or both departments can enter supplier information. Supplier names are also used by other applications in the PeopleSoft Supplier Relationship Management and Customer Relationship Management systems along with a variety of other PeopleSoft products. When you change supplier name information, the name is changed on the Supplier table and the new name appears for products that share the Supplier table.

> **Note**
>
> As part of the supplier archive process, the system archives the information contained in the Supplier Name History record, which is a child record on the Supplier record.

Supplier Name History Page

Use the Supplier Name History page (VENDOR_NAME_HISTORY) to update supplier name history information.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier Name History**, and then **Supplier Name History**

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Use this page to update effective-dated supplier name changes for the supplier short name, name 1, or name 2 descriptions. The page is available when the Supplier Name History check box has been selected on the Supplier Set Control page.

Using this page you can manually insert a new row into the Supplier Name History record using the future effective date that you enter. The system will automatically update the supplier name on the Supplier record based on the effective date on the Supplier Name History record. If the change on the Supplier History Name record is effective as of the date the change was made, the Supplier Record will be updated with the new name. If the change is future dated a separate process, you can set up the VNDRUPD job to run the Supplier Name History Update on a scheduled basis to update the Supplier record.

To search for a supplier to maintain, select a value in the **SetID** field. The default value for the field comes from user preferences and is a required field. Select a value in the **Supplier ID** field. The system returns all rows in the Supplier Name History record when you click the **Search** button. You can also base the search on a specific supplier short name, supplier name 1 and supplier name 2 addresses.

After the system returns the search, you can select a specific supplier to view and update. If multiple effective dates exist, click the **View All** link to see them.

When you save the page, the system records the user who made the change and the date and time of the change and updates the Supplier Name History record.

Field or Control	Description
Effective Date	Select a date from which you want to start tracking supplier name changes that you enter on this page. The date cannot be earlier than the current date. This means that the name changes that you make must be effective-dated into the future. To effective date supplier name changes into the future, click the + button at the right and enter the effective date and the updates to the supplier short name, name 1, or name 2 that you want to apply on the effective date. **Note:** The **Effective Date** field is not available if the effective date is equal to the current date.
Supplier Name 1, Supplier Name 2, and **Supplier Short Name**	Enter a new name in any or all of these fields. When you save the page, the system updates the Supplier Name Record with the new values based on the effective date that you entered. It also applies the new names throughout the PeopleSoft system where the supplier ID is used, such as in PeopleSoft Payables and PeopleSoft Purchasing.
Modified by	Displays who made the last change to the supplier name history. This information also appears on the supplier's Summary page.
Date/Time Stamp	Display the date and time the last change was made to the supplier name history. This information also appears on the supplier's Summary page.

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Supplier Name History Inquiry Page

Use the Supplier Name History Inquiry page (VNDR_NAME_HST_INQ) to review supplier name history.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier Name History Inquiry**, and then **Supplier Name History Inquiry**

You search the Supplier Name History record using this page. You can use search criteria to limit the results of the inquiry. The inquiry displays the supplier name for the specific period of time it was used.

The SetID defined for the user preference is the default value for the search. If you do not have a default SetID assigned to you, the system displays an error message if the you leave the field blank. The field will be required.

If you want to view all supplier history, select a supplier in the **Supplier ID** field. Along with searching by SetID and an individual supplier, you can search for a range of effective-dated supplier names and specific supplier names. Select values in the **From Effective Date** and **To Effective Date** fields to create the range. After entering search criteria, click the **Search** button to retrieve search results.

Search Results

The Search Results grid displays the supplier name history for the supplier names that meet the search criteria.

Field or Control	Description
Supplier ID	Displays the supplier ID. If a supplier ID has multiple effective-dated rows, the system repeats the supplier ID and displays the effective-dated rows and the new names that will be assigned for an effective date.
	Click the **View Related Links** button to access additional links to supplier information. The links include **Supplier Maintenance, Supplier Conversation,** and **Supplier Contact.**
Short Supplier Name	Displays the short name for each supplier ID returned by the search. The system sequences supplier short names and ensures that each name is unique by adding numbers (001, 002, and so on) to each short name.
Name 1and**Name 2**	Displays all rows in the Supplier Name History record. It's possible to have the same name in these fields, but with different supplier IDs.
Datetime Modified	Displays with the supplier name was updated.
Modified By	Displays who updated the supplier name.

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Field or Control	Description
Effective Date	Displays the effective date for a supplier name history row. The system displays a row for each effective date and the name changes for the row. If you want to change an effective date or a supplier's name, use the Supplier Name History page. You cannot change values for the current effective-dated row.

Schedule JobSet Definition Page

Use the Schedule JobSet Definition page (SCHDLDEFN) to run supplier name history updates.

Navigation:

PeopleTools, Process Scheduler, Schedule JobSet Definitions

Use this page to schedule the VNDRUPD job to update supplier name changes that have effective dates into the future. When the job runs, the system runs the Application Engine VNDR_HST_UPD process that updates the Supplier record to reflect the new current, effective-dated row.

After saving the page, click the **Run Now** button to run. The system runs the VNDR_HST_UPD process once. After running the process, the system updates the supplier status to Active and saves the job. The JobSet will start depending on the value in the **Begin Date** field and recur as defined for the **Recurrence Name** field. Added new to process the update

To define the Process Scheduler run, enter a request ID and description and indicate if you want the system to use a single SetID or all SetIDs.

Entering Single Payment Suppliers

Pages Used to Enter Single Payment Suppliers

Page Name	Definition Name	Usage
Single Payment Supplier Page	VNDR_DEFL_MASTER	Create a single payment supplier master to be used as the default supplier for creating single payment vouchers.
EFT Payment Options Page	VNDR_DEFL_EFT_OPT	Specify EFT options and instruction defaults for single payment suppliers.
Draft Options Page	VNDR_DEFL_DFT_OPT	Specify draft option defaults for single payment suppliers.
Single Payment Supplier - Tax Options Page	VNDR_TAX_OPT_SEC	Specify tax option defaults for single payment suppliers.

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Page Name	Definition Name	Usage
VAT Registration Details Page	VNDR_VAT_RGSTRN	Enter VAT registration information for all the countries with which a supplier is registered to do business. See Single Payment Supplier Page
VAT Defaults Setup Page	VAT_DEFAULTS_DTL	Specify VAT default settings at the supplier level. See Single Payment Supplier Page
Service VAT Treatment Defaults Setup Page	VAT_DEFAULTS_DTL	Specify VAT default settings for VAT on services at the supplier level. See Single Payment Supplier Page

Understanding Single Payment Suppliers

PeopleSoft Payables enables you to enter a voucher for a Single payment supplier without adding rows to supplier tables. This is useful for suppliers whom you are unlikely to deal with again, such as customers whom you are paying rebates or refunds. You must set up at least one single payment supplier, which is used as the default master supplier record for single payment vouchers. The single payment supplier can include such general information as tax options, payment method, payment terms, and bank account defaults. You add the remaining supplier-identifying information, such as supplier name and address, directly on the voucher. You can also override the single payment supplier defaults on the voucher.

Important

PeopleSoft recommends that you define a single payment supplier for each tax environment you work in, in situations where supplier tax information is used to calculate tax on transactions.

To access the Single Payment Supplier page, select a persistence of *Single Payment Supplier* when you add a supplier.

Note

You cannot change the persistence of a single payment supplier.

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> **Note**
>
> If financial sanctions validation is enabled at the installation level, the system validates the supplier upon saving the voucher. If financial sanctions validation is enabled at the bank level, the system validates the supplier upon saving the voucher only if you specify a bank for the remit supplier and the bank requires financial sanctions validation. If the system determines that the supplier's name or address has a potential match on a financial sanctions list, you can save the single payment voucher and put the payment on hold, save the single payment voucher and not put the payment on hold, or not save the single payment voucher. However, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*
>
> The system does not update the single payment supplier's financial sanctions status on the Supplier Information component, because it is only a template for single payment suppliers.

Related Topics

- PeopleSoft Payables: Entering Single Payment Vouchers

Single Payment Supplier Page

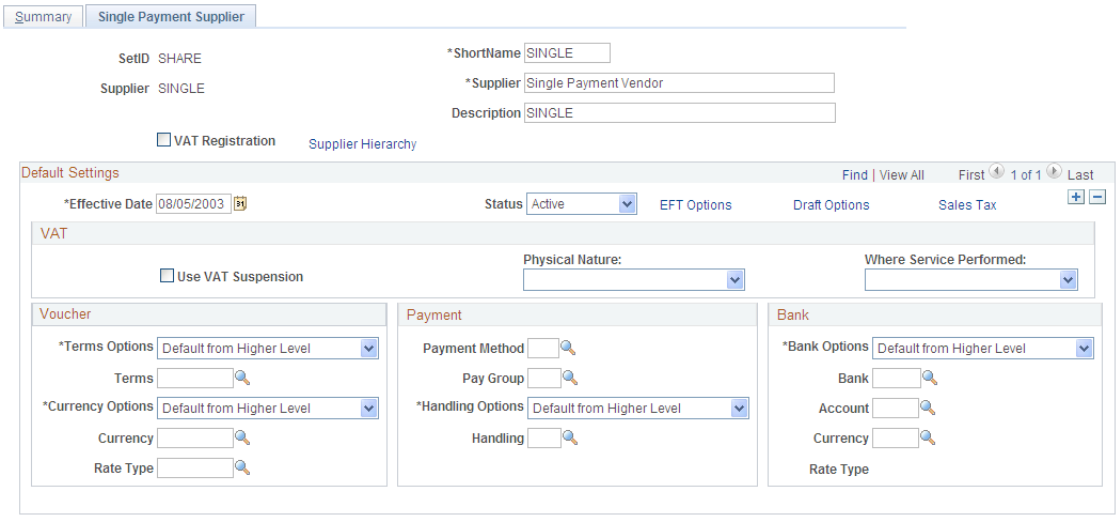
Use the Single Payment Supplier page (VNDR_DEFL_MASTER) to create a single payment supplier master to be used as the default supplier for creating single payment vouchers.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Single Payment Supplier**

Select *Single Payment Supplier* in the **Persistence** field on the Supplier Information search page.

This example illustrates the fields and controls on the Single Payment Supplier page. You can find definitions for the fields and controls later on this page.



Enter a short name, name, and description.

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Field or Control	Description
VAT Registration	Select if the supplier master should be enabled for VAT.
Details	Click to open the VAT Registration Details page, where you can enter the VAT registration information for the supplier.
VAT Service Treatment Setup	If you are using services VAT treatment, click to open the Services VAT Treatment Defaults Setup component, to review and, as applicable, enter services VAT treatment settings for the supplier. **Note:** You must save the supplier before you can access the Services VAT Treatment Defaults Setup component for the supplier.
VAT Default	Click to open the VAT Defaults Setup component, to review and, as applicable, enter VAT settings for the supplier. **Note:** You must save the supplier before you can access the VAT Defaults Setup component for the supplier.
EFT Options	Click to open the EFT Payment Options page, where you can define the EFT information for the single payment supplier.
Draft Options	Click to open the Draft Options page, where you can define the draft processing information for the single payment supplier.
Sales Tax	Click to open the Tax Options page, where you can define the sales and use tax options for the single payment supplier.

Voucher

Field or Control	Description
Terms Options and **Terms**	Select *Default* if you want the payment terms on vouchers to default from higher in the PeopleSoft Payables control hierarchy. Select *Specify* if you want the voucher to inherit the payment terms you enter here in the **Terms** field.
Currency Options, Currency, and **Rate Type**	Select *Default* if you want the currency code and rate type on vouchers to default from higher in the PeopleSoft Payables control hierarchy. Select *Specify* if you want the voucher to inherit the currency code and rate type you enter here in the **Currency** and **Rate Type**fields.

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Payment

Field or Control	Description
Payment Method	Specify a payment method: • *Automated Clearing House.* • *Draft - Customer EFT.* • *Draft - Customer Initiated.* • *System Check.* • *Direct Debit.* • *Draft - Supplier Initiated.* • *Electronic Funds Transfer.* • *Giro - EFT.* • *Giro - Manual.* • *Letter of Credit.* • *Manual Check.* • *Wire Transfer.*
Pay Group	Specify a supplier pay group.
Handling Options	Select *Default* if you want the payment handling code on vouchers to default from higher in the PeopleSoft Payables control hierarchy. Select *Specify* if you want the voucher to inherit the payment handling code that you enter here in the **Handling** field.

Bank

Field or Control	Description
Bank Options	Select *Default* if you want the bank account information on vouchers to default from higher in the PeopleSoft Payables control hierarchy. Select *Specify* if you want the voucher to inherit the bank account information you enter here. This is the bank account from which you want to make payments when using this single payment supplier master ID.
Currency	Select the code for the currency in which you want to pay the supplier when this single payment supplier is used. Since you can specify more than one currency for each bank account, you can select which one you want to use on the payment.
Rate Type	Displays the default exchange rate type defined for the currency and bank account that you selected.

Related Topics

- Entering Supplier Identifying Information
  To enter supplier identifying information, use the Supplier Information component (VNDR_ID) and the Supplier User component (VENDOR_USER).
- Defining Supplier Locations

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Specifying VAT Registration Details and VAT Defaults for Single Payment Suppliers

The VAT Registration Details, VAT Defaults Setup, and Services VAT Treatment Drivers Setup pages for single payment suppliers are identical to the VAT pages that you access from the Identifying Information page.

Related Topics

- VAT Registration Details Page
  Use the VAT Registration Details (value-added tax registration details) page (VNDR_VAT_RGSTRN) to specify VAT registration information for all the countries with which the supplier is registered to do business.
- PeopleSoft Payables: Understanding Accounts Payable VAT Calculations and Accounting Entries
- PeopleSoft Global Options and Reports: Establishing VAT Defaults

EFT Payment Options Page

Use the EFT Payment Options page (VNDR_DEFL_EFT_OPT) to specify EFT options and instruction defaults for single payment suppliers.

Navigation:

Click the **EFT Options** link on the Supplier Information - Single Payment Supplier page.

The fields on this page are identical to those in the Fund Transfer Details group box in the EFT Options collapsible region on the Supplier Information - Payables Options page.

See Payables Options Page - Electronic File Options Section.

Draft Options Page

Use the Draft Options page (VNDR_DEFL_DFT_OPT) to specify draft option defaults for single payment suppliers.

Navigation:

Click the **Draft Options** link on the Supplier Information - Single Payment Supplier page.

The fields on this page are identical to those in the Draft Processing Control group box in the Additional Payables Options collapsible region on the Supplier Information - Payables Options page

See Payables Options Page - Additional Payables Options Section.

Single Payment Supplier - Tax Options Page

Use the Single Payment Supplier - Tax Options page (VNDR_TAX_OPT_SEC) to specify tax option defaults for single payment suppliers.

Navigation:

Click the **Sales Tax** link on the Supplier Information - Single Payment Supplier page.

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This page is identical to the Supplier Information - Tax Options page (click the **Sales Tax** link on the Supplier Information - Single Payment Supplier page).

See Supplier Information - Tax Options Page.

Tracking Supplier Conversations

This section discusses how to track supplier conversations.

Page Used to Track Supplier Conversations

Page Name	Definition Name	Usage
Supplier Conversation Page	VNDR_CNVRSTN	Track ongoing discussions and conversations with supplier contacts. You can log details about invoice and payment issues that you're trying to resolve as well as other supplier inquiries.

Supplier Conversation Page

Use the Supplier Conversation page (VNDR_CNVRSTN) to track ongoing discussions and conversations with supplier contacts.

You can log details about invoice and payment issues that you're trying to resolve as well as other supplier inquiries.

Navigation:

- **Suppliers**, and then **Supplier Information**, and then **Maintain**, and then **Record Supplier Conversations**
- **Accounts Payable**, and then **Review Accounts Payable Info**, and then **Supplier Conversation**

> **Note**
>
> When the system detects an update to the supplier short name or supplier name 1 values, it automatically updates them on the Conversations search page. The system also displays a message that the supplier name has been updated when you access the page.

Conversation

Field or Control	Description
Date	Displays today's date by default.
Contact	Select a contact. The list of valid contacts is generated from the contacts that you entered for the supplier on the Supplier Information - Contacts page.

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Field or Control	Description
Conversation Sequence Number	Displays the system-generated number for this conversation.
Topic	Displays the subject of your conversation.
Descr (description)	Enter comments about your discussion. These comments might include issues raised, and any resolutions or planned courses of action.

Keywords

Use the Keywords group box to select key words from your conversation that clearly identify the relevant topic to help you search for or report on categories of conversations.

Review

Use the Review group box to enter the review date and the number of review days until the next review is scheduled. These fields are for your information only. You might create a report or inquiry page to assist you in identifying reviews scheduled for a particular day or week.

Related Topics

- Defining Supplier Conversation Keywords
  To define supplier conversation keywords, use the Conversation Keywords component (KEYWORD_PNL).

Supplier Portal Recommendations

In today's rapidly evolving digital landscape, safeguarding sensitive information and ensuring data integrity are paramount to the success and reputation of any organization. We would like to recommend an approach on how you can leverage existing PeopleSoft functionality to enhance the security of your PeopleSoft Supplier Portal.

PeopleSoft Public and Secure Supplier Portals serve as vital gateways for collaboration, communication, and business transactions with your valued suppliers. With cyber threats becoming increasingly sophisticated, your organization must remain proactive in fortifying your digital infrastructure against potential vulnerabilities. Within our PeopleSoft system, powerful tools and functionalities are available designed to enhance security and protect both your and the supplier’s vital assets.

We have a list of recommended actions that will bolster the resilience of your portals. These actions are not only practical and cost-effective but also capitalize on the existing capabilities of our PeopleSoft system. By strategically leveraging these recommended tools you will protect your organization's proprietary information but also foster a culture of trust and reliability with your supplier community.

Here are some recommendations in the following key areas:

- *User Access Controls*: We recommend your organization implements robust user access controls, ensuring that only authorized individuals can access sensitive information and perform critical functions within the portals. By adopting a strict role-based security model, you can streamline access management and reduce the risk of unauthorized access.

  One of the actions we suggest is to remove the option under the Registration tile on the Public Portal that offers the option for *Guest* users to Request a New User ID. This capability should only be reserved for approved and credentialed users after logging into the Secure Supplier Portal.

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- *Two-Factor Authentication (2FA)/ Multi-Factor Authentication (MFA)*: The benefits of implementing 2FA/MFA for your Public and Secure Supplier Portals could ensure only truly authorized users can access the Secure Supplier Portal. Once they have used their login to access the Secure Portal, they should be asked for a secondary authentication before allowing access. Two/multi-factor authentication serves as an additional layer of security, mitigating the risks associated with password-based attacks and unauthorized login attempts.

  For additional information on this authentication, see: Oracle Identity Cloud Services.

  2FA/MFA should also be used to protect privilege escalation, for example, access to sensitive transaction or updates and unusual/inappropriate access attempts.

- *Require Approvals of Self-Service Registration and Supplier Profile Changes*: When an individual, wishing to do business with your organization, self-registers through the Public Supplier Portal, you capture the information they provide but do not create a permanent Supplier record. A team of stakeholders for the different departments in your organization should review the registration information and validate they are truly a valid provider of the goods and/or services they claim. This may involve manual research, access to external sources for financial information, social responsibility and more.

  One of the screening capabilities we offer is the ability to download data from the US Department of the Treasury Office of Foreign Asset Control (OFAC). This Denied Parties list is provided to identify organizations involved in unlawful activities and should not be allowed to do business with any concerned organization. By downloading this list and providing a simple page to enter the pertinent registration information, PeopleSoft will return the scoring results of that screening activity so you can determine if you wish to pursue requesting more information from the OFAC office or take action to reject the Supplier's application. This review process should be implemented prior to the approval of the potential Supplier and before the Supplier tables are updated with the new Supplier information. For more information, see PeopleSoft Banks Setup and Processing: Understanding the Financial Sanctions Service.

  It is also recommended organizations implement a notification directed to a Supplier Administrator when key Supplier fields, especially for payment-related changes are requested by a self-service portal user. These types of changes should be carefully investigated with a trusted individual in the Supplier Organization to ensure this change or update is valid.

  Do not allow social interactions like phone calls from individuals claiming to be from the Supplier organization who requests changing sensitive information. If you do accommodate this type of interaction, ask a challenge question where the answer resides in the current Supplier Profile data. For example: *Who is the main contact and what is the email address of the main contact at your organization?*

- *Install and Identify the Virus Scanning software implemented on your servers*: Stopping viruses and malware from entering your system is a must. Since Suppliers are allowed to add attachments to the Registration and in other areas of the Secure Portal, it is important we scan those attachments for viruses and malware. If your virus scanning software is installed, anytime an attachment window is opened for a user to link attachments to a PeopleSoft application page, a scan is run and if a virus or malware object is detected, it will not allow the user to continue their operation.

  For more information, see *Enabling Virus Scanning for Web Servers* topic in PeopleTools: Security Administration.

- *Understand and Implement Data Masking with the Data Privacy Framework*: PeopleSoft Data Privacy Framework provide pages for identifying and maintaining Personally Identifiable and sensitive information. Personally Identifiable Information (PII) is any information that directly or indirectly helps to determine the identity of an individual. A common example for PII is a person's name. Examples for sensitive information might

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include bank account numbers, bank routing codes and remit-to addresses for your Suppliers. PeopleSoft captures many data elements that can be considered PII, sensitive, or both.

Please ensure you have enabled data masking on fields where sensitive data is captured and stored. To read more about how to update your sensitive data fields in the Supplier Record, see Enterprise Components: Understanding Data Privacy.

- *Regular Security Audits*: It is important to conduct regular security audits and assessments with your suppliers to identify potential vulnerabilities and proactively address them before they can be exploited. One of these audits you may want to conduct on a regular basis is to have the Supplier review their list of authorized User ID's and either remove them from the Contact list or advise you of employees that have left their organization, moved to another department and should no longer have Supplier Portal access.

  In addition, your organization should request the authorized Supplier Portal users change their passwords every X number of days or on a regular schedule.
- *Monitoring and Incident Response*: Finally, we would like to highlight the significance of continuous monitoring and a well-defined incident response plan. Rapid identification and containment of security incidents are critical in minimizing potential damages and ensuring a swift recovery. Encourage your suppliers to quickly report or identify anything on the Portal that seems foreign or strange to them. You may want to provide a form where your suppliers can easily report anything that appears out of line with their expected activity, data or anything they see that looks suspicious.
- *Disclosure Controls*: Personnel should be reminded that information like EIN and TIN should be regarded as privileged information, as private and confidential as their own SSN or bank number. No matter how public that information would seem to be, divulging it requires authorized approval.
- *Other Action*: Remember you do not have to wait for the application team to deliver additional protection.

  1. Implement *Zero Trust* protection as offered by your trusted vendor/partners.
  2. Make sure public service personnel, for example front desk, understand that sometimes being helpful is being too helpful.
  3. eMail servers have multiple layers of protection which needs to be enabled, this includes defining a Bounce Back address identify invalid addresses and to reduce the number of emails going astray.
  4. Implement outbound protection.
  5. Ensure privileged users understand they can be a target for Business Email Compromise.
  6. Be aware of wrong number voice and text scams.
  7. Identify and encourage Security Champions.
  8. Changes in any personal information requires validation.
  9. Consider, or extend, system monitoring to identify, and alert on, out of hours "busyness."
  10. Remember to securely shred (think HIPAA) before shredding or recycling any documents that contain sensitive information.
  11. Occasionally run very visible security audits.

By leveraging the existing robustness of our PeopleSoft system and implementing the recommended actions, you can enhance the security of your Public and Secure Supplier Portals. Your commitment to embracing these measures will undoubtedly foster trust,

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strengthen partnerships, and reinforce your position as a leading and responsible organization in today's interconnected world.

Understanding The Comprehensive Supplier Portal

PeopleSoft provides its users with the ability to interact with their suppliers using the Comprehensive Supplier Portal - a centralized location containing multiple pagelets used to assist Suppliers with their daily jobs, organized in two separate homepages.

The first homepage, which can be configured to display a selected set of pagelets, is generic in nature and not related to any specific suppliers. Your organization can configure the system such that regular login is bypassed and external users can access this page through a guest user account without a manual login. The homepage may include the following pagelets:

- Supplier Login
- Welcome
- Contact Us
- Upcoming Events
- Announcements
- FAQs
- My Buy Events
- My Sell Events

For a detailed understanding of Homepages and Dashboard pages, see the product documentation for *PeopleTools: Portal Technology*, “Administering Homepages and Dashboard Pages,” Understanding Homepages and Dashboard Pages.

The second homepage is based on a WorkCenter and is for use by an organization’s existing Suppliers that have their own login configured to access PeopleSoft applications. The following link sections may be available in the menu section of this workcenter homepage, depending on what the administrator has selected to display, and based on the security access granted by the administrator to the supplier user:

- My Alerts
  - POs with Overdue Shipments
  - Unacknowledged POs
- Pending Review
  - Documents Waiting Review
  - Documents Waiting Signatures
- My Shortcuts
- My Profile Information
  - Review Supplier Details
  - Review Agreement Details
  - Review User Profiles
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations

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  - My IM Settings
  - Manage Service Providers
  - Maintain Provider Contacts
  - View Terms and Conditions
- My Bidding Events
  - Bidding Homepage
  - View Events and Place Bids
  - Submit Service Bids
  - Maintain Service Bids
  - View Sourcing Activity
  - Discussion Forums
- My Quotes - Respond to Quote
- My Catalogs - Catalog Workbench
- My Contracts and Agreements
  - View Contract Documents
  - View Contract Deliverables
- My Orders
  - View Purchase Orders
  - View Purchase Order Summary
  - View Services Work Orders
- My Acknowledgements - Create PO Acknowledgments
- My Advanced Shipping Notices
  - Create ASNs
  - View ASN History
  - View Receipts
- My Time and Expenses (*For Services Procurement product*)
  - Manage Time Sheets
  - Manage Time Sheets as Proxy
  - Manage Progress Log
  - Manage Expenses
  - Manage Expenses as Proxy
- My Invoices and Payments
  - Self-Service Invoice
  - Receivables Aging Balance
  - Manage Bills
  - Review Payment Installments
  - Review Payments
  - Approve Service Invoices

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- My Discounts - Create Proposals

Pagelet Name	Usage	Supplier	Product
Welcome page	Displays a welcome note.	Supplier	Common
Contact Us	Displays the information for contacting your organization.	Supplier	Common
Upcoming Events	Displays a list of upcoming events.	Supplier	Common
Announcements	Displays a list of announcements for the supplier.	Supplier	Common
FAQs	Displays a list of FAQs	Supplier	Common
Supplier Home	Displays a link to access the Supplier Homepage WorkCenter	Supplier	Common
Supplier Banner	Displays the Supplier Name, User Name, and a Welcome message, along with the Supplier's Logo (if available).	Supplier	Common
Documents Pending Review Page See PeopleSoft Supplier Contract Management: Using Document-Related Pagelets	Displays a list of documents that are pending your review for collaboration or signature.	Supplier	Supplier Contract Management
PeopleSoft eSupplier Connection: On-Time Performance Pagelet	Displays the percentage and actual number of shipments that are on time, early, and late for all items within the period.	Supplier	PeopleSoft eSupplier Connection
PeopleSoft eSupplier Connection: Quantity Performance Pagelet	Displays the percentage and actual number of supplier shipments with correct quantities, over-shipment quantities, and under-shipment quantities by period.	Supplier	PeopleSoft eSupplier Connection
PeopleSoft eSupplier Connection: Quality Performance Pagelet	Displays the percentage and actual number of supplier shipment quantities inspected, accepted, rejected, and returned by period.	Supplier	PeopleSoft eSupplier Connection

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Pagelet Name	Usage	Supplier	Product
PeopleSoft eSupplier Connection: PO/Receipt Quantity Performance Pagelet	Displays the percentage and actual number of supplier shipment quantities inspected, accepted, rejected, and returned by period.	Supplier	PeopleSoft eSupplier Connection
PeopleSoft eSupplier Connection: Recently Dispatched POs Pagelet	Displays recent purchase orders, dates, status, and acknowledgement status.	Supplier	PeopleSoft eSupplier Connection
PeopleSoft eSupplier Connection: Remaining Quantity Balances Pagelet	Displays the remaining quantities (and percentages) available, the quantity supplier-owned, and reorder point for consigned items.	Supplier	PeopleSoft Collaborative Supply Management, Inventory, and Purchasing
PeopleSoft eSupplier Connection: Recently Dispatched RFQs Pagelet	Displays recently dispatched RFQs. RFQs must be created in PeopleSoft Purchasing and assigned to the supplier using the Dispatch Supplier List or the Item Supply Supplier List.	Supplier	PeopleSoft eSupplier Connection
PeopleSoft eSupplier Connection: Recent ASNs Pagelet	Displays shipment IDs from supplier-entered advance shipping notifications, shipping dates, and receipt lines.	Supplier	PeopleSoft eSupplier Connection
My Buy Events pagelet See PeopleSoft Strategic Sourcing: Using PeopleSoft Strategic Sourcing Pagelets	Displays a list of items and services to sell to an individual or organization.	Supplier	PeopleSoft Strategic Sourcing
My Sell Events pagelet See PeopleSoft Strategic Sourcing: Using PeopleSoft Strategic Sourcing Pagelets	Displays a list of events to which the supplier has been specifically invited to bid, or which are open to all bidders.	Supplier	PeopleSoft Strategic Sourcing
My Event Discussions pagelet See PeopleSoft Strategic Sourcing: Using PeopleSoft Strategic Sourcing Pagelets	Displays a list of discussion threads for events.	Supplier	PeopleSoft Strategic Sourcing

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Pagelet Name	Usage	Supplier	Product
PeopleSoft eSettlements: Recent Invoices Pagelet	Displays the recent invoices.	Supplier	PeopleSoft eSettlements
PeopleSoft eSettlements: Recent Payments Pagelet	Displays the recent invoices for which payments are made.	Supplier	PeopleSoft eSettlements
PeopleSoft eSettlements: Proposals Offered Pagelet	Displays the list of proposals.	Supplier	PeopleSoft eSettlements
PeopleSoft eSettlements: Invoice Disputes Pagelet	Displays the invoices in disputes notified by the buyers.	Supplier	PeopleSoft eSettlements
PeopleSoft eSettlements: Discounts Lost/Taken Pagelet	Displays all the payment discounts lost and taken for a particular period and Supplier ID.	Supplier	PeopleSoft eSettlements

See the product documentation for

PeopleTools: Applications User's Guide, “Personalizing Your Homepage,” Setting User Preferences.

The information that is displayed on each page or pagelet is specific for the supplier associated with the user logged on. When a user logs into the system via the Supplier Login pagelet, the first page displayed will be the Supplier Homepage, with the pagelets defined by the administrator displayed to them. The information displayed on each pagelet will pertain only to the transactions applicable to the specific supplier.

Portal pagelets reduce the number of clicks that it takes a user to complete major tasks. These pagelets are user-friendly and enable users to gain quick access to relevant data from the transaction or analysis system.

For a detailed understanding of pagelets, their configuration, and setup information, see the product documentation for *PeopleTools: Portal Technology*, “Developing and Registering Pagelets,” Understanding Pagelets.

Using The Comprehensive Supplier Portal Homepages

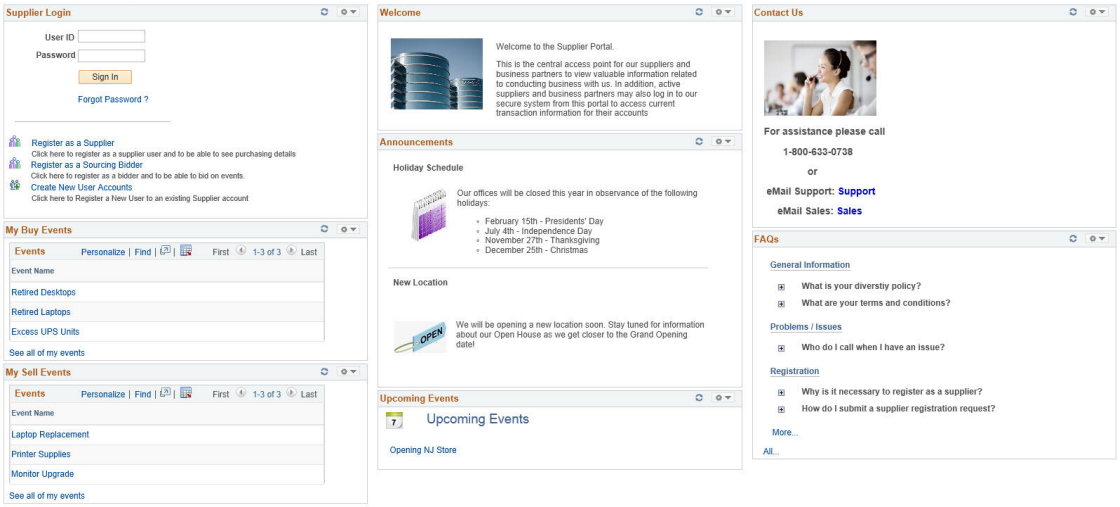
Supplier Homepage — External Page (Pre-Login)

Use the pre-login homepage to display general information to all suppliers or potential suppliers. Helpful information created by your organization is displayed in the appropriate pagelets to inform viewers about topics of interest to them.

The Supplier Login pagelet (SCP_LOGIN) is included here for easy to the internal Supplier Homepage by existing users, or to the registration process by potential users.

This example illustrates the fields and controls on the Supplier Homepage - External.

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See the topics Registering Online and Setting Up Public Access to Supplier Registration

You must enable the pagelets you want on the Homepage by navigating to the Tab Content - Tab Content page. See the section **Selecting the Pagelets or Tiles That Appear on Homepages** from the chapter **Managing Homepages** in:

PeopleTools: Portal Technology

To select the pagelets you want to display on the Supplier Homepage, select the checkbox against the pagelet name listed under each product and save the page. For example, select the Sign In pagelet listed in the PeopleSoft Applications section and the Registrations pagelet listed in the Supplier Portal section.

System Administrator uses Content Management pages to include, exclude, or rearrange pagelets and content on the Supplier Homepage. See Managing Content for the Comprehensive Supplier Portal

Supplier Homepage — Internal Page (Post-Login)

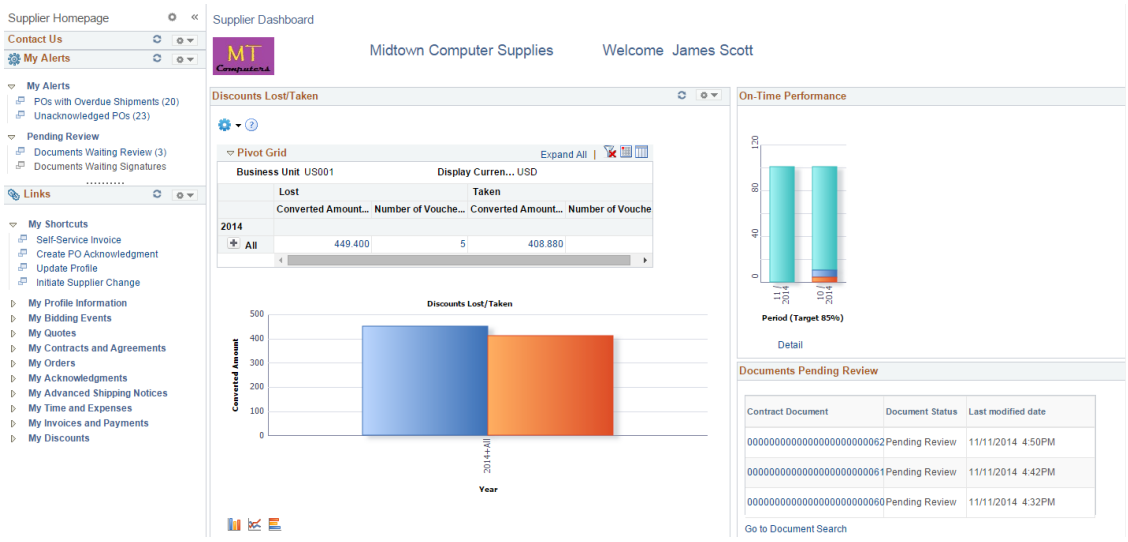
Use the post login Supplier Homepage to bring everything that a supplier user would typically need together in one easy to use location. It includes alerts and links to commonly used transactions across the Financials and Supply Chain products. It also provides access to various pagelets for viewing details, status, and analytics related to contracts, sourcing events, purchase orders, invoices and payments for the supplier that is associated to the logged in user. Users can also view and update profile information.

Navigation:

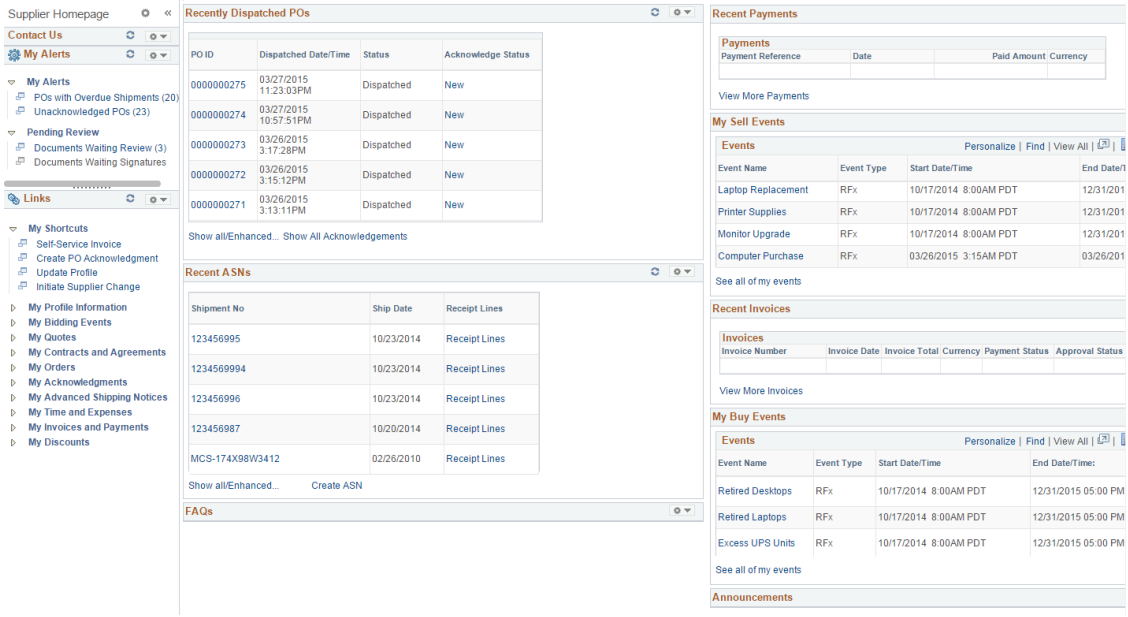
Supplier Login, and then **Log in as a supplier**

This example illustrates the fields and controls on the Supplier Homepage - Internal 1 of 2

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This example illustrates the fields and controls on the Supplier Homepage - Internal 2 of 2



For a detailed understanding of administering and configuring WorkCenter pages, see the product documentation for *PeopleTools: Portal Technology*, “Managing WorkCenter Pages”.

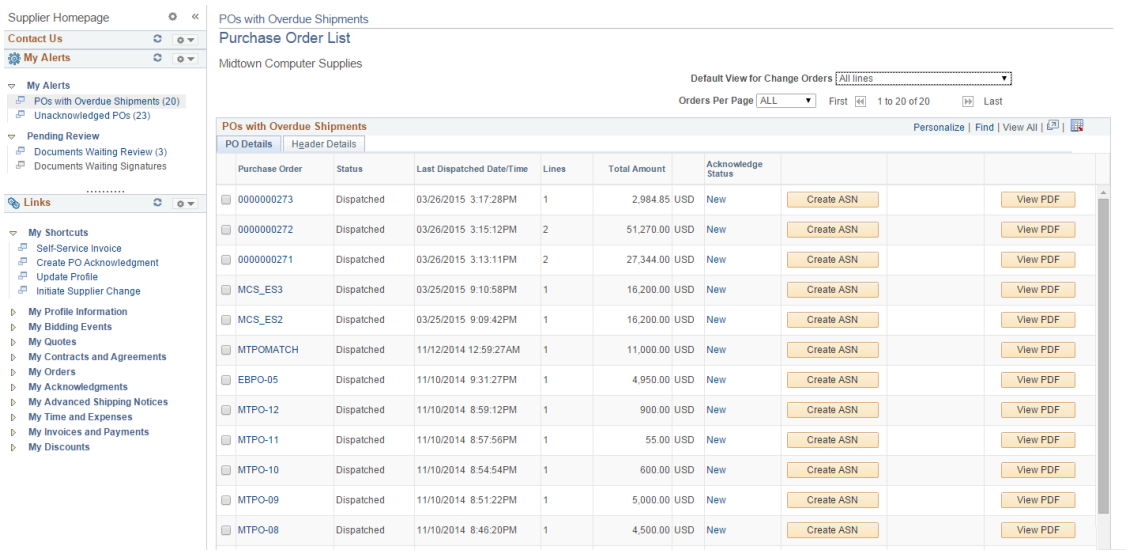
For a detailed understanding of creating, administering, and configuring Dashboard pages, see the product documentation for *PeopleTools: Portal Technology*, “Creating and Managing WorkCenter Dashboards”.

Understanding The Comprehensive Supplier Portal - My Alerts

Use the Comprehensive Supplier Portal - My Alerts pagelet to view any alerts. The Alerts pagelet provides an overview of actions awaiting attention by the user, such as POs with overdue shipments and unacknowledged POs.

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This example illustrates the fields and controls on the Comprehensive Supplier Portal - My Alerts pagelet.



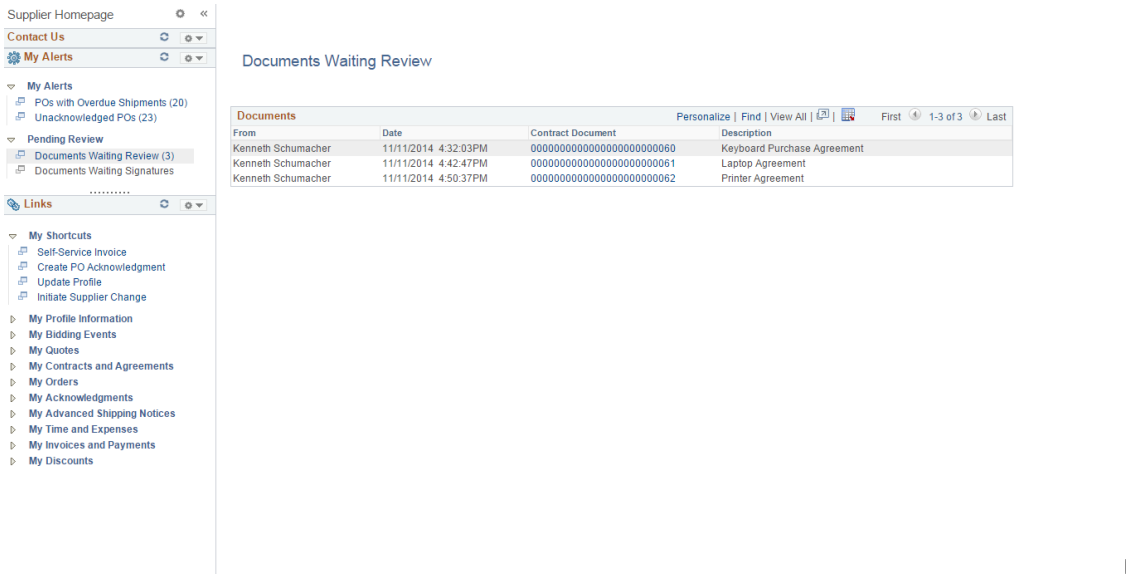
For a detailed description of available functionality for POs , see PeopleSoft eSupplier Connection: Purchase Orders - Purchase Order List Page

Understanding The Comprehensive Supplier Portal - Pending Review

Use the Comprehensive Supplier Portal - Pending Review pagelet to review contract documents.

The Pending Review pagelet provides an overview of actions awaiting attention by the user, such as contract documents awaiting review and signing.

This example illustrates the fields and controls on the Comprehensive Supplier Portal - Pending Review pagelet.



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For a detailed description of available functionality for maintaining authored documents and signing documents, see:

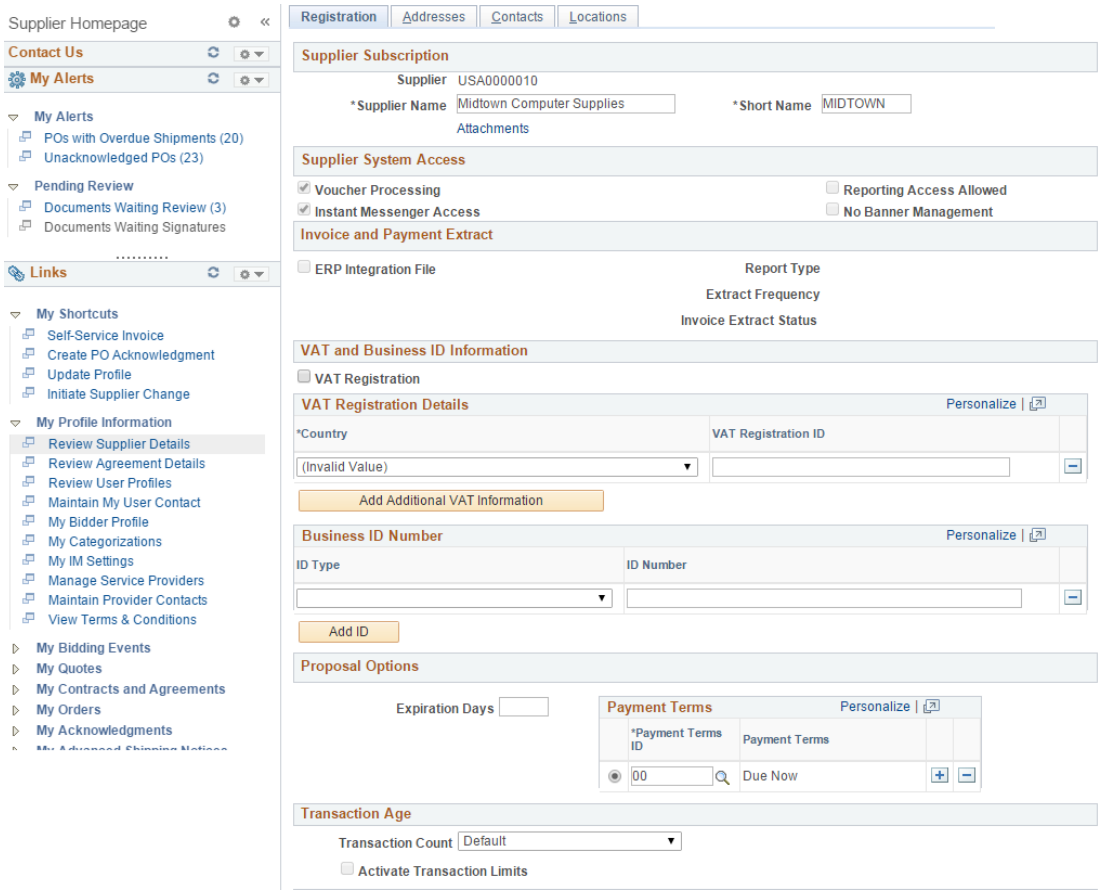
PeopleSoft Supplier Contract Management: Maintaining Authored Documents

PeopleSoft Supplier Contract Management: Signing External Documents

Understanding the Comprehensive Supplier Portal – Links

Use the Comprehensive Supplier Portal - Links pagelet to provide quick access to those transactions frequently used by suppliers to perform, monitor, and review their activities.

This example illustrates the fields and controls on the Comprehensive Supplier Portal - Links pagelet.



For a detailed description of the Review Supplier Details pagelet, see PeopleSoft eSettlements: Review Supplier Details - Registration Page

Application Fundamentals: Define User “Links” Links – Links Pagelet Personalization Page

Managing Content for the Comprehensive Supplier Portal

This section discusses how to manage content on the Comprehensive Supplier Portal homepages accessed from the employee portal.

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> **Note**
>
> The navigations in this documentation refer to the menu selections in the Employee portal alone. These navigational menu selections have been moved from the Supplier portal.

Pages Used to Manage Content on the Supplier Portal Homepage

Page Name	Definition Name	Usage
Content Types Page	SCP_CONTENT_TYPES	Define the various types of Content that can be maintained.
Content Security Groups Page	SCP_CONTSEC_GRPS	Define the groups of users that can access the content entered.
FAQ Groups Page	SCP_FAQ_GROUPS	Define the groups of FAQs displayed on the FAQ pagelet.
Maintain Content – Welcome Page	SCP_CONTENT_SETUP	Set up the content to display on the Welcome page for your Guest and Supplier users.
Maintain Content – FAQs Page	SCP_CONTENT_SETUP	Set up the content to display on the FAQs page for your Guest and Supplier users.
Maintain Content – Contact Us Page	SCP_CONTENT_SETUP	Set up the content to display on the Contact Us page for your Guest and Supplier Users.
Contact Email Page	SCP_CONTACT_DTL_PG	Set up the content to display in the Contact Form section on the Contact Us page.
Maintain Content – Registration Page	SCP_CONTENT_SETUP	Set up the content to display on the Registration page for your Guest, Bidder and Supplier Users.
Maintain Content – Announcements Page	SCP_CONTENT_SETUP	Set up the content to display on the Announcements page for your Guest and Supplier Users.
Maintain Content – Upcoming Events	SCP_CONTENT_SETUP	Set up the monthly content to display on the Upcoming Events page for your Guest and Supplier users.

Content Types Page

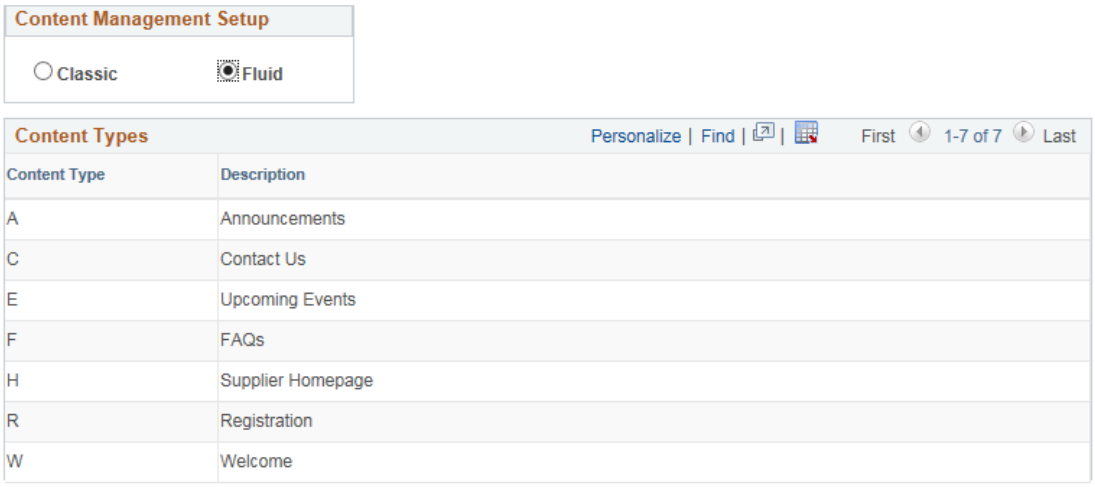
Use the Content Types page (SCP_CONTENT_TYPES) to determine if content management setup is with Classic Homepage or Fluid Homepage. The Classic Homepage content management allows you to set the view of FAQ Style and the number of rows to display. The Fluid Homepage displays all content.

Navigation:

Supplier Portal Configuration, and then **Content Management**, and then **Maintain Content Types**

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This example illustrates the fields and controls on the Content Types page.



Field or Control	Description
Content Management Setup	Click the option in which you want the content management set up. Various fields on the classic and fluid Homepages are enabled based on the selection: • Classic: Allows you to enter the number of rows to display for the content types Announcements, Upcoming Events, and FAQs. For the FAQs content type you can choose the view between Collapsed View and Full View. This is the default selection. • Fluid: Displays all rows for the content types Announcements, Upcoming Events, and FAQs. The content type Upcoming Events enables the Start and End dates field on the Maintain Content -Upcoming Events page. In addition, the Maintain Content - Contact Us page enables the Contact Information icon. See Contact Information Page.
Content Type	Displays all the content types to maintain, which are A, C, E, F, H, R, and W.
Description	Displays the description of all the content types.
Use FAQ Style	Select the style you want the FAQs to be displayed. The content can be previewed on the FAQ Display Options page in the following styles, once the FAQ content is entered: • Collapsed View • Full View

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Field or Control	Description
Rows To Display	Enter the number of rows to display. This determines the number of rows of the content displayed on the pagelet. If there are more rows available than the entered number, a **More..** link is displayed, which you can click to see the remaining content rows in a new page. **Note:** This field is applicable only for the content types A, E, and F.

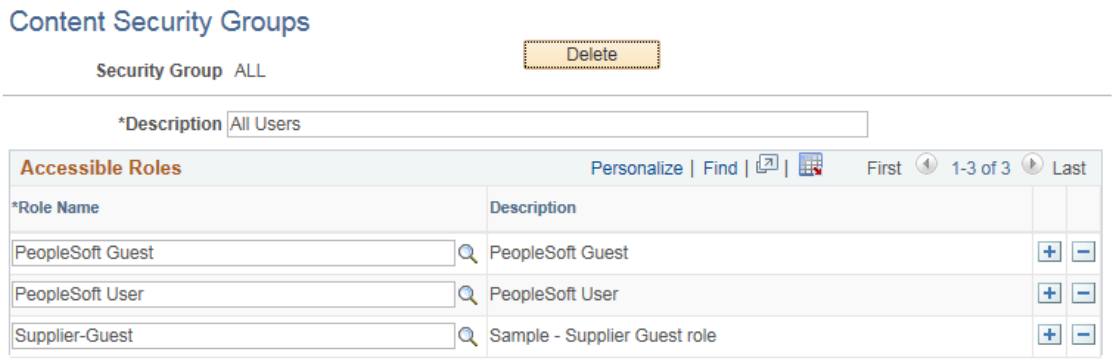
Content Security Groups Page

Use the Content Security Groups page (SCP_CONTSEC_GRPS) to define the groups of users that can access the content provided on the Portal Page

Navigation:

Supplier Portal Configuration, and then **Content Management**, and then **Maintain Security Groups**

This example illustrates the fields and controls on the Content Security Groups page.



Field or Control	Description
Security Group	Enter a name of the security group you want to create. The content displayed on the fluid pages is based on the relevant fluid Comprehensive Supplier Portal security role name associated with the security group.
Role Name	Select the role name you want to assign for the security group.
Delete	Click to delete the security group.

FAQ Groups Page

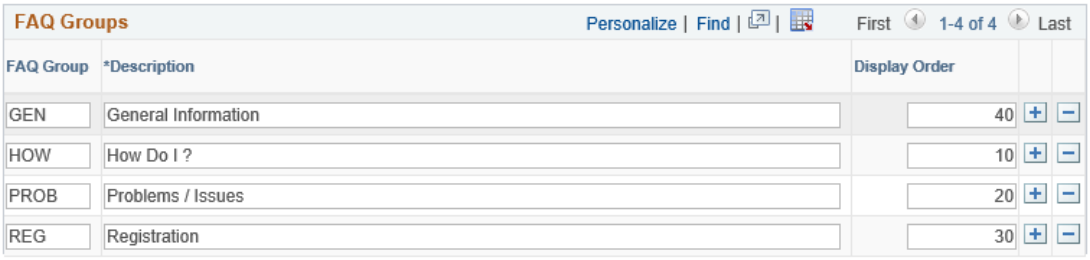
Use the FAQ Groups page (SCP_FAQ_GROUPS) to define the groups of FAQs displayed on the FAQ pagelet.

Navigation:

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Supplier, and then **Supplier Portal Configuration**, and then **Content Management**, and then **Define FAQ Groups**

This example illustrates the fields and controls on the FAQ Groups page.



> **Note**
>
> The look of the FAQs can be previewed on the FAQ Display Options page.

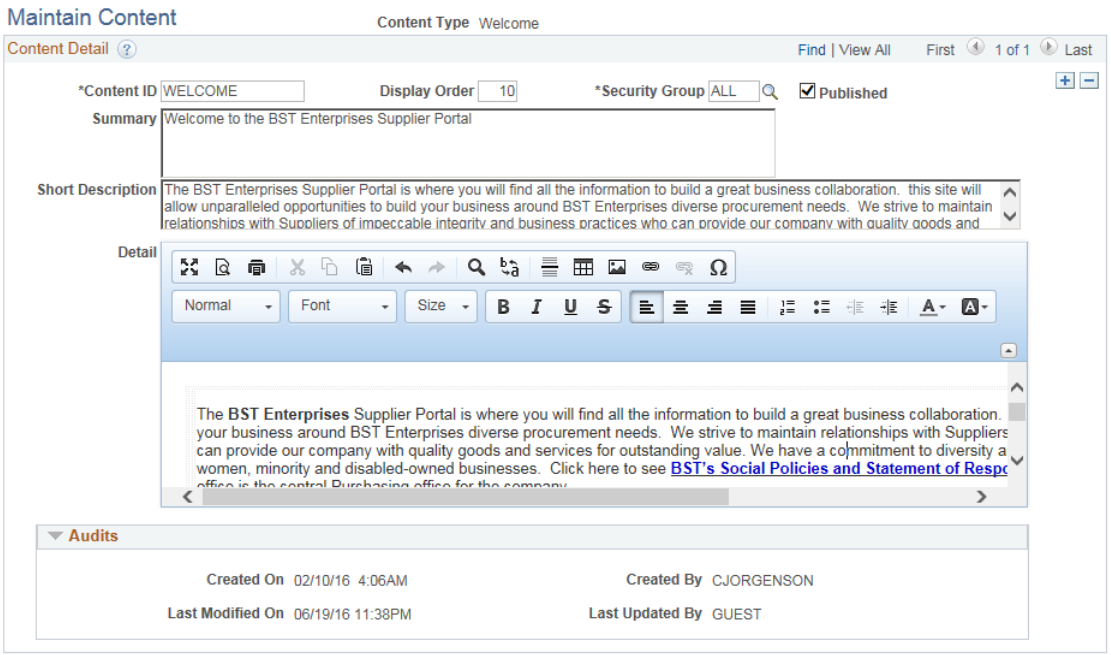
Maintain Content – Welcome Page

Use the Maintain Content – Welcome page to set up content for the Welcome page.

Navigation:

Supplier Portal Configuration, and then **Content Management**, and then **Maintain Portal Content**

This example illustrates the fields and controls on the Maintain Content – Welcome page.



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Field or Control	Description
Content Type	Select the content type for which you want to create information that will appear in the “Welcome” area of the Comprehensive Supplier Portal. This will be one of the first thing users of the Portal will see when they access your Portal site.
Content ID	Enter content ID. **Note:** This field is common to all content type pages – Welcome, Contact Us, FAQs, Upcoming Events, and Announcements.
Display Order	Enter a number that defines the order in which the content is displayed. **Note:** This field is common to all content type pages – Welcome, Contact Us, FAQs, Upcoming Events, and Announcements.
Security Group	Select the security group for the content created. The content displayed on the fluid Welcome page is determined based on the security group you select here. **Note:** This field is common to all content type pages – Welcome, Contact Us, FAQs, Upcoming Events, and Announcements. Content displayed on each of these fluid pages is determined based on the security group selected on the corresponding Maintain Content page.
Summary	Enter a word or a brief text that summarizes the content on the Welcome tile. This text will be used as a Welcome message display on the initial home page tile.
Short Description	Enter text to be displayed along with summary. You are limited to 256 characters in this field
Published	Click to display the content to Supplier users.
Detail	Enter the detailed information for the content using the Rich Text formatting options. You can include links to other sections of the Homepage as well as links to open any supporting document. Images are also appropriate for this portion of your Welcome message and are optional.

Maintain Content – FAQs Page

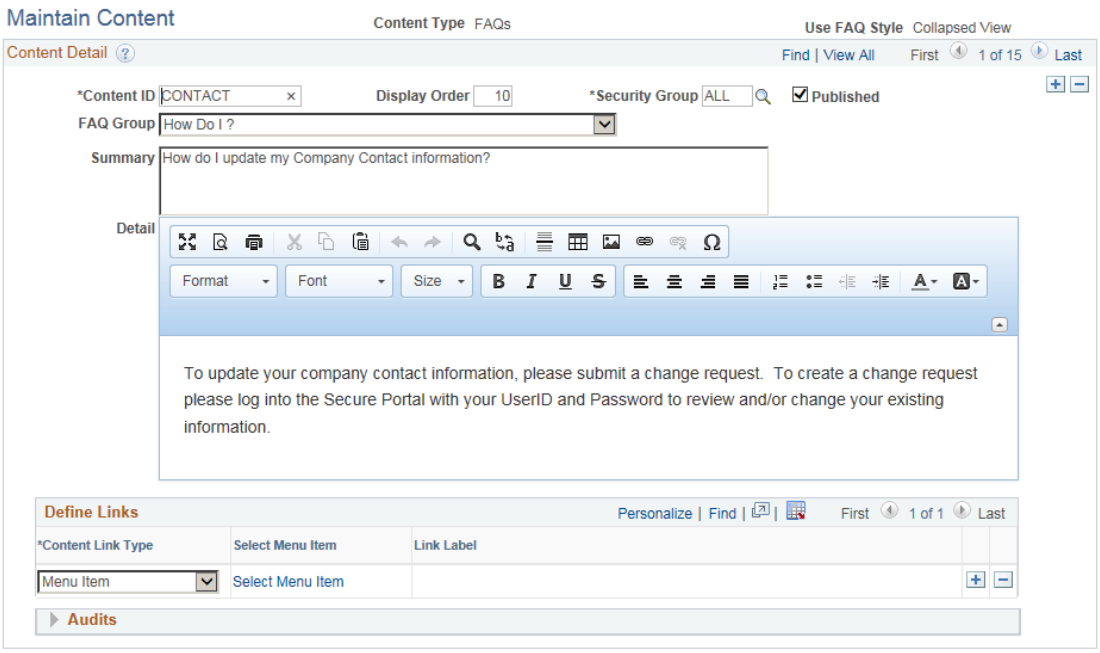
Use the Maintain Content – FAQs page to set up content for the FAQs page.

Navigation:

Supplier Portal Configuration, and then **Content Management**, and then **Maintain Content – FAQs**

This example illustrates the fields and controls on the Maintain Content – FAQs page.

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Field or Control	Description
Content Type	Select the content type for which you want to create content.
Content ID	Enter content ID.
Display Order	Enter a number that defines the order in which the content is displayed.
Security Group	Select the security group for the content created. The content displayed on the fluid FAQs page is determined based on the security group you select here.
Published?	Indicate whether or not you wish this content to be published to the FAQs page. This is particularly helpful when creating new content that is under review and not yet approved for public access.
FAQ Group	Select the FAQ group you want the content to be displayed. **Note:** This field is available only if the Content Type is FAQs.
Summary	Enter an anticipated question you believe the Guests and Suppliers may possibly ask. This may be something that you've heard multiple times, and creating a detailed FAQ response in the detail section may mitigate that particular question and cut down on interactions with your support group.
Details	Enter the detailed response to the question posed in the Summary using the Rich Text formatting options. You can include links to other sections of the Homepage as well as links to open any supporting documents that may help address the question.

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Define Links

Field or Control	Description
Content Link Type	Displays the *Menu Item* content link type.
Select Menu Item	Click the link to open the Select a Content Reference page and select the link for the content created.
Link Label	Displays the label name of the link selected. You can edit the name.

Audits

Field or Control	Description
Used Count	Displays the number of times the particular FAQ has been clicked on the FAQs pagelet.

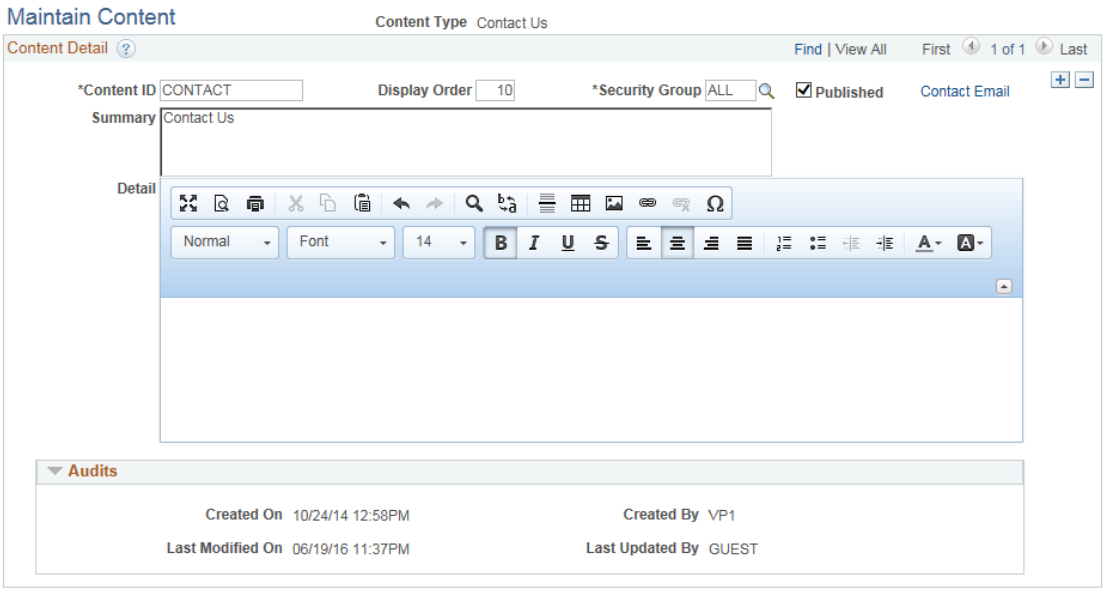
Maintain Content – Contact Us Page

Use the Maintain Content – Contact Us page to set up the available options and email addresses for the Contact Us page.

Navigation:

Supplier Portal Configuration, and then **Content Management**, and then **Maintain Content – Contact Us**

This example illustrates the fields and controls on the Maintain Content – Contact Us page.



Contact Email Page

Use the Contact Email page to set up content for the Contact Form section on the Contact Us page.

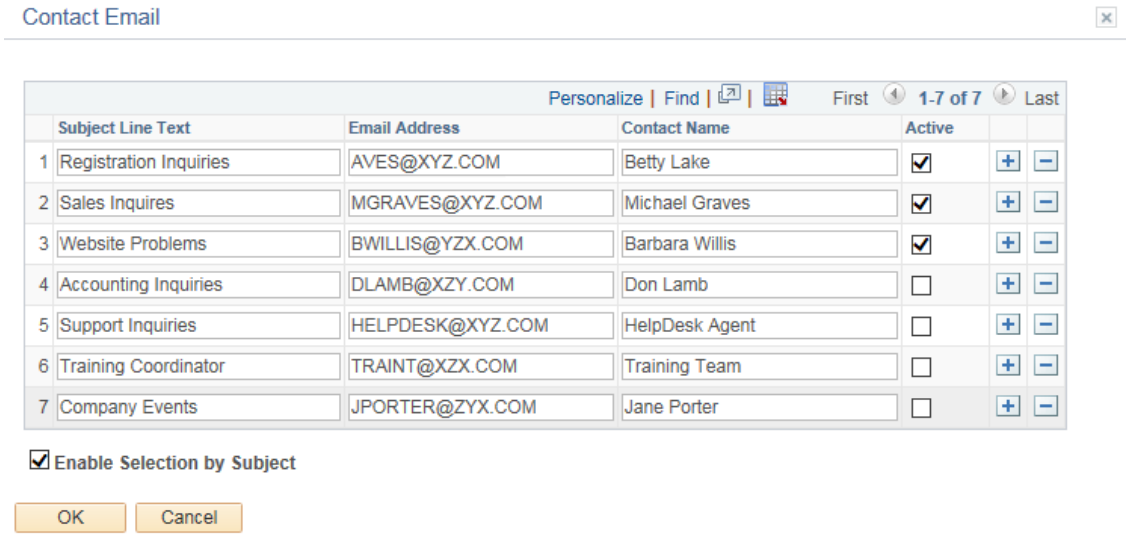
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Navigation:

Click the Contact Email link on the Maintain Content – Contact Us page.

> **Note**
>
> Note: This link appears if the Content Types page is set for Fluid navigation.

This example illustrates the fields and controls on the Contact Email page.



Field or Control	Description
Subject Line Text	Enter a text to display as a Subject option on the Contact Us page for users who are trying to find answers to their questions to select.
Email Address	Enter the email address of the contact who should receive the email when an inquiry is created using the Contact Us page.
Contact Name	Enter the name of the contact, usually someone in your organization who will be handling the query from the external user.
Enable Selection by Subject	Select to display the various Subject options on the Contact Us page for the User doing the inquiry to choose from. The User selects the subject(s) and clicks Submit to send an email notification to the contact(s) associated with the subject. This option is deselected by default. When deselected, all the active contacts receive an email when a query is submitted. **Note:** The system displays only the Subject options that are active.
Active	Select to enable sending an email notification to the corresponding contact when a query is submitted by a prospective Supplier User.

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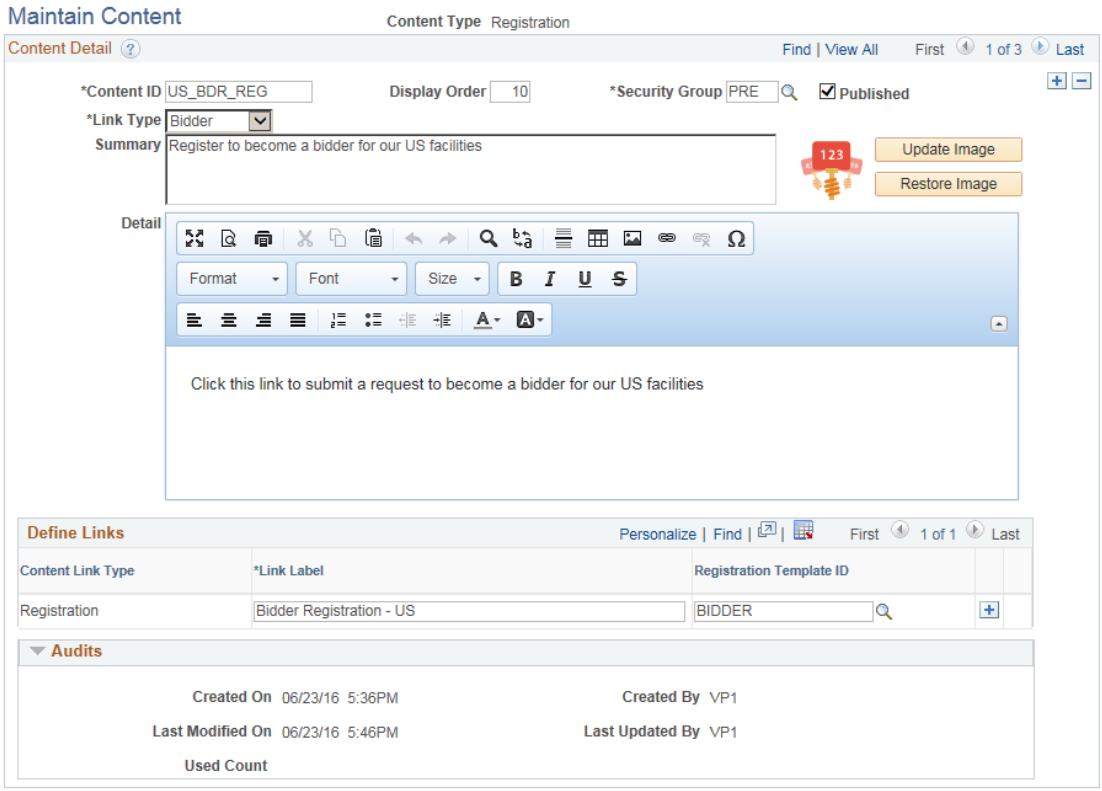
Maintain Content – Registration Page

Use the Maintain Content – Registration page to set up the content to display on the Registration page for your Guest and Supplier Users

Navigation:

Supplier Portal Configuration, and then **Content Management**, and then **Maintain Content – Registration**

This example illustrates the fields and controls on the Maintain Content – Registration page.



Field or Control	Description
Link Type	Select the desired link to be displayed on the Registration pagelet: • Supplier • Bidder • User
Update Image	Click to open the File Attachment page, browse and select an image of type SVG. The image you select will be displayed on the Registration pagelet on the Supplier Homepage. **Note:** Currently only SVG file format is supported.

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Field or Control	Description
Restore Image	Click to restore the default image. **Note:** The Update Image and Restore Image options are available only on the Maintain Content – Registration page.

Define Links

Field or Control	Description
Content Link Type	Displays the content link type. **Note:** For the Registration content type, *Registration* and *Menu Items* are the options available.
Link Label	Enter the label name of the content link. The name you enter will be displayed as a link on the Registration page. Clicking the link will access the classic version of Registration pages. See Registering Online.
Registration Template ID	Select a Registration Template ID. If you leave the field blank, the default Template ID is selected. **Note:** This field is available only for the content type Registration.

Audits

Field or Control	Description
Used Count	Displays the number of times the Registration link has been clicked on the Registration pagelet.

Maintain Content – Announcements Page

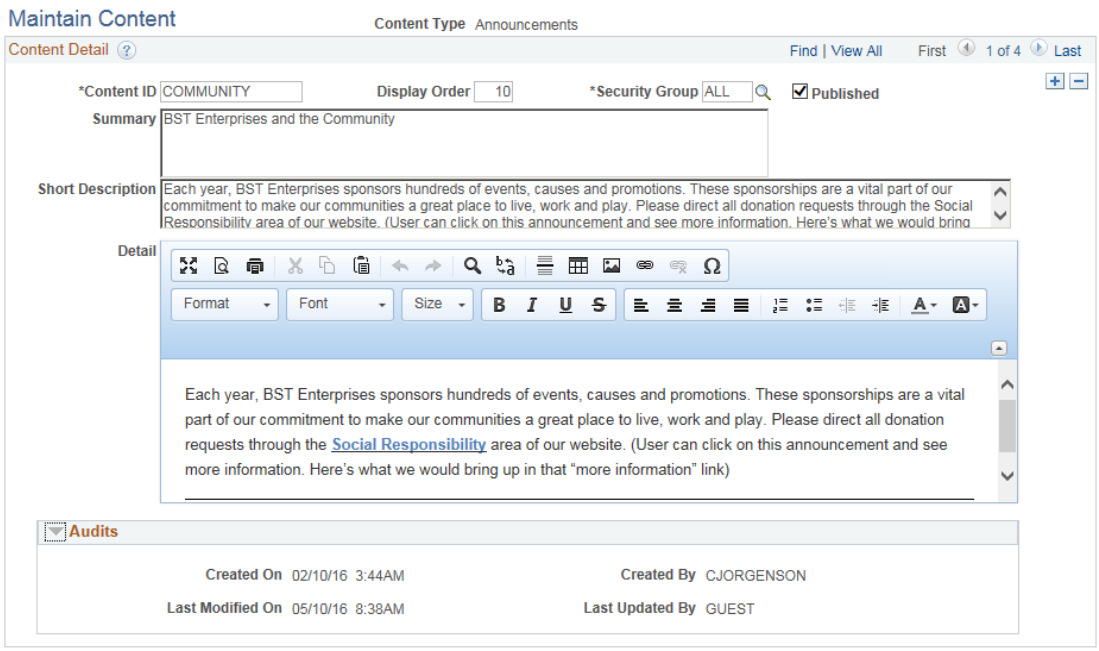
Use the Maintain Content – Announcements page to set up content for the Announcements page.

Navigation:

Supplier Portal Configuration, and then **Content Management**, and then **Maintain Content – Announcements**

This example illustrates the fields and controls on the Maintain Content – Announcements page

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Field or Control	Description
Short Description	Enter text to be displayed along with summary. You are limited to 256 characters in this field.

Maintain Content – Upcoming Events

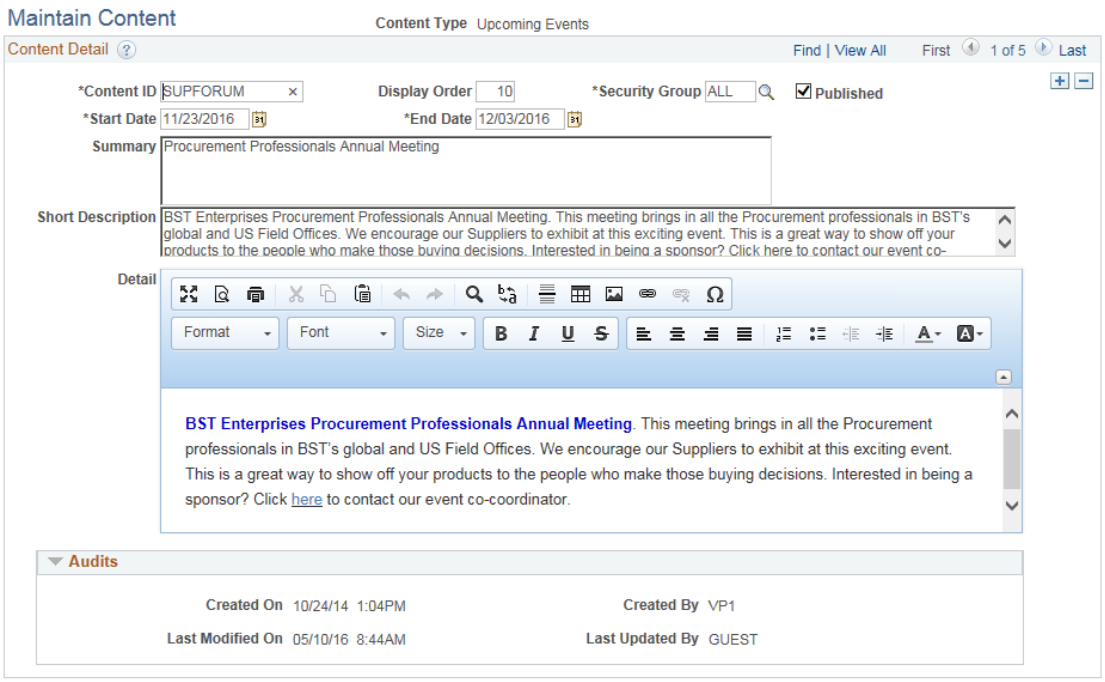
Use the Maintain Content – Upcoming Events page to set up content for upcoming and ongoing events on the Upcoming Events page.

Navigation:

Supplier Portal Configuration, and then **Content Management**, and then **Maintain Content – Upcoming Events**

This example illustrates the fields and controls on the Maintain Content – Upcoming Events page.

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Field or Control	Description
Start and End Date	Enter the start date and the end date to display the period for which the event is valid. These fields are available only on the Fluid page.
Short Description	Enter text to be displayed along with summary. You are limited to 256 characters in this field.

To access the Maintain Content Sequence page, use the navigation: **Supplier**, and then **Supplier Portal Configuration**, and then **Content Management**, and then **Prtl Mntn Content Seq**

To access the Content User Review page, use the navigation: **Supplier**, and then **Supplier Portal Configuration**, and then **Content Management**, and then **Portal Content User Review**

To access the FAQ Display Options page, use the navigation: **Supplier**, and then **Supplier Portal Configuration**, and then **Content Management**, and then **Portal FAQ Display Options**

Inactivating Suppliers

This section provides an overview of supplier inactivation and discusses how to run the Inactivate Suppliers application engine process (AP_VNDSTATUS).

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Page Used to Inactivate Suppliers

Page Name	Definition Name	Usage
Inactivate Suppliers Page	VNDR_STATUS_UPDATE	Request a run of the Inactivate Suppliers process, which inactivates all suppliers for SetIDs that have had no activity since a date you specify.

Understanding Supplier Inactivation

If you cease to use a supplier—whether for poor service, bad goods, better options, or inactivity, for example—you may want to inactivate the supplier to ensure that your users do not enter new vouchers for it. Even after you inactivate a supplier, PeopleSoft Payables still posts any outstanding vouchers for the supplier. However, the system does not pay the supplier. Pay Cycle does not pick up the payment and you cannot create an express check for the payment.

> **Note**
>
> In the PeopleSoft Purchasing system, if a supplier is rendered inactive before POs for that supplier are approved, the system does not process those unapproved POs.

There are three ways to inactivate a supplier:

- On the Identifying Information page in the Supplier Information component, set the supplier status to *Inactive.*

  Only user IDs with authorization can deactivate suppliers on the Identifying Information page. Enable authority to deactivate suppliers on the User Preferences - Procurement - Supplier Processing Authority page.

- When you add a supplier, set the supplier's persistence to *One-time.*

  After you enter one voucher for the supplier, the status of the supplier automatically changes to inactive.

- Run the Inactivate Suppliers process.

  The Inactivate Suppliers process inactivates any suppliers for SetIDs that have had no activity since a date you specify. The process does not inactivate suppliers that have vouchers remaining in the system with a payment status of *Not Scheduled.*

> **Note**
>
> The Inactivate Supplier process does not allow a Single Payment Supplier to be made Inactive.

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Related Topics

- Entering Supplier Identifying Information
  To enter supplier identifying information, use the Supplier Information component (VNDR_ID) and the Supplier User component (VENDOR_USER).
- Application Fundamentals: Defining Application-Specific User Preferences

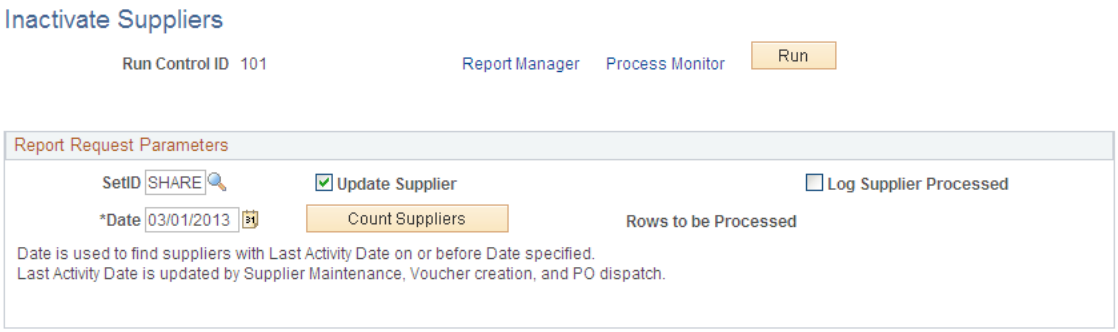
Inactivate Suppliers Page

Use the Inactivate Suppliers page (VNDR_STATUS_UPDATE) to request a run of the Inactivate Suppliers process, which inactivates all suppliers that have had no activity since a date you specify.

Navigation:

Suppliers, and then **Supplier Information**, and then **Maintain**, and then **Inactivate Suppliers**

This example illustrates the fields and controls on the Inactivate Suppliers page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Date	Enter the date since which the suppliers you want to inactivate have had no activity. The process compares the last activity date for the supplier to this date and selects suppliers whose last activity date is less than or equal to this date. The last activity date for a supplier is updated every time there are changes to supplier information, purchase order dispatches, or supplier archiving.
Update Supplier	Select to have the selected suppliers inactivated. Do not select when you want to generate a log of suppliers that will be inactivated. This enables you to confirm the suppliers before you actually run the inactivation process.
Count Suppliers and **Rows to be Processed**	Click to generate a count of all suppliers whose last activity occurred before the date you entered. This number appears in the **Rows to be Processed** field.

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Field or Control	Description
Log Supplier Processed	Select to generate a log of all the suppliers to be inactivated. If you select this along with the **Update Supplier** option, the system generates a log of the suppliers inactivated when the inactivation process is complete.

Searching for Reviewing and Reporting on Supplier Information

This section provides an overview of supplier inquiries and discusses how to use supplier search pages from PeopleSoft Payables and Purchasing transaction components, and view detailed supplier search results.

It also discusses how to search for and review suppliers using the Review Suppliers page and review duplicate suppliers.

Pages Used to Review and Report on Supplier Information

Page Name	Definition Name	Usage
Supplier Lookup or Supplier Search Page	VNDR_LOOKUP_WRK	Use supplier search capabilities. Search for a list of suppliers that match specific search criteria and copy them to the originating transaction entry page. Transfer to the Supplier Information component to add a supplier.
Supplier Search Page	VENDOR_LOOKUP_SEC	Search for a list of suppliers that match specific search criteria. The fields on this page are identical to those on the Supplier Lookup page.
Supplier Detail Page	VENDOR_LOOKUP_DTL	View details about the suppliers that you retrieved on the Supplier Search page. See Supplier Search Page
Supplier Lookup Details Page	VNDR_LOOKUP_WRK1	View details about the suppliers that you retrieved on the Supplier Lookup page. See Supplier Lookup or Supplier Search Page
Review Suppliers Page	VENDOR_LOOKUP	Perform a search for suppliers using multiple advanced search criteria.
Supplier Conversation Page	VNDR_CNVRSTN	Review conversations for a particular supplier. When accessed from the Accounts Payables menu, this page is display-only.

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Page Name	Definition Name	Usage
Supplier Information - Contacts Page	VNDR_CNTCT	Review information on the contacts for the selected supplier. The elements on this page are the same as those on the Contacts page, but they are display-only.
U.S. Federal Government Create Do Not Pay Supplier Master File Page	DNP_SUPP_FILE_RQST	Select supplier records from PeopleSoft Supplier tables for submission to U.S. Federal Government Do Not Pay (DNP).
Supplier Detail Listing Page	RUN_APY3000	Define run parameters for the Supplier Detail Listing report (APY3000). Use this report to review suppliers by status along with their associated detail data.
Supplier Summary Listing Page	RUN_APY3001	Define run parameters for the Supplier Summary Listing report (APY3001). Use this report to review suppliers by status along with basic summary information.
Duplicate Supplier Request Page	DUP_RPT_POST	Displays suppliers having duplicate TINs, withholding names, withholding addresses, supplier names, supplier short names, or supplier addresses.

Understanding Supplier Inquiries

PeopleSoft provides a number of pages that enable you to search for and view details about suppliers, along with reports that do the same. These inquiries and reports can be divided into three categories:

1. Those that provide information about the suppliers themselves.

   Examples include the Review Suppliers page, which provides a wide variety of search fields for locating suppliers and enables you to view everything from a supplier's remitting address to an audit trail of who last modified the supplier information in the database and when.

   U.S. Federal Government Do Not Pay: This functionality enables you to send a file of Suppliers and associated attribute to the Do Not Pay (DNP) portal for matching. PeopleSoft uses the criteria specified on the Create Do Not Pay Supplier Master File page to select records from PeopleSoft Supplier tables to submit to DNP. You can view the matching results on the Do Not Pay portal.
2. Those that provide withholding-related information about suppliers.
3. Those that provide information about payments or vouchers for suppliers.

   Examples include the Supplier Aging inquiry page, where you can review payments due to a supplier by aging bucket, and the Schedule Payment Inquiry page, where you can view scheduled payments for a supplier or group of suppliers.

The first category is documented in this set of topics. The second and third are documented in *PeopleSoft Payables* documentation.

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There is also another category of supplier inquiry page: the supplier search pages available from several transaction entry pages in PeopleSoft Payables and Purchasing. Whenever you need to reference a supplier on a voucher, contract, requisition, PO, or receiver, you can access these pages and use their advanced supplier search capabilities to quickly find the supplier that you need. A convenient transfer link takes you from the transaction page to the supplier search page, so that you can find the supplier that you are looking for and then return to the origination page with the information automatically copied.

These supplier search pages provide search capabilities based on partial long and short name recognition, city, state, country, postal, type, and supplier class. After the system returns a list of suppliers that match your specifications, you can either copy the details back to the original page or access a detail page to view specifics on each supplier retrieved by your search.

Supplier Lookup or Supplier Search Page

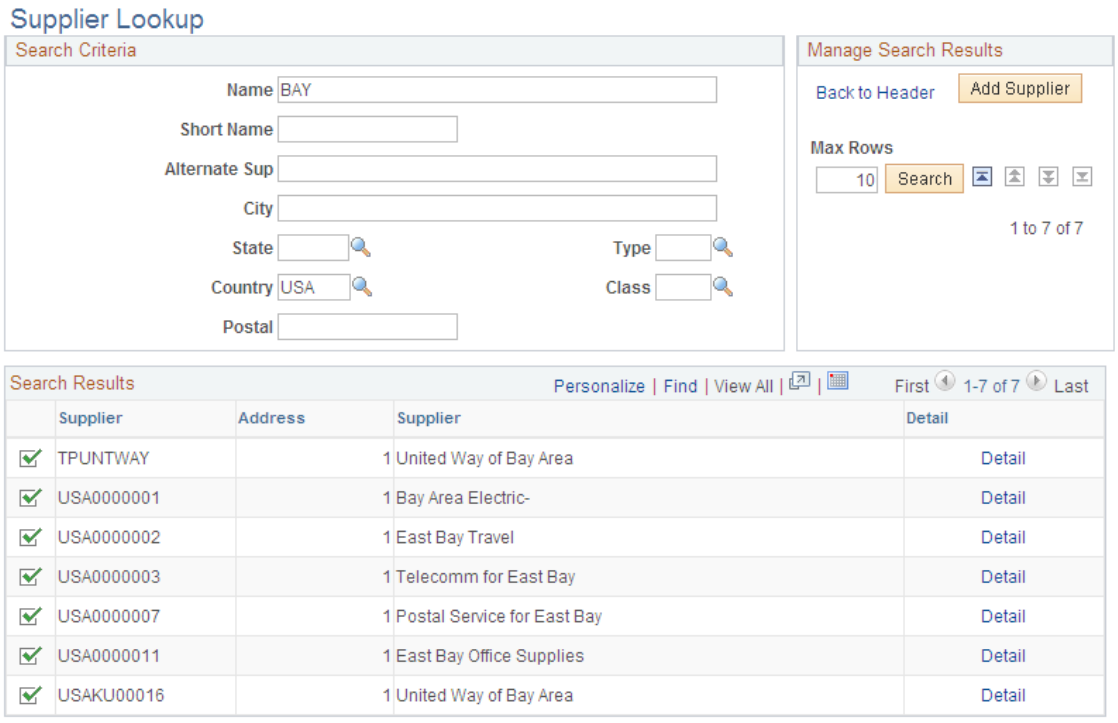
Use the Supplier Lookup page (VNDR_LOOKUP_WRK) to use supplier search capabilities.

Search for a list of suppliers that match specific search criteria and copy them to the originating transaction entry page. Transfer to the Supplier Information component to add a supplier.

Navigation:

Click the **Advanced Supplier Search** link on the Invoice Information page.

This example illustrates the fields and controls on the Supplier Lookup page. You can find definitions for the fields and controls later on this page.



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> **Note**
>
> The search illustrated in this example is conducted from the Invoice Information page. You can conduct a supplier search from any of the supplier-related pages that contain a link to the Supplier Lookup or Supplier Search pages.

Enter the search criteria that you want to use. To start a search for a particular supplier, enter what you know about it. The more you fields you enter, the narrower your search results. Enter a partial value, such as a partial name, and the system retrieves all suppliers with that partial value for the field. For example, enter *bay* in the name field and the system retrieves all suppliers whose name contains the word bay, anywhere in the name.

Field or Control	Description
Back to Header	Click to transfer to the page from which you originally requested the search *without* copying any supplier information.
Add Supplier	If this supplier does not yet exist in the database, click this button to add the new supplier.
Max Rows (maximum number of rows)	Specify the number of supplier matches that you want displayed in the scroll. If the search finds more suppliers than the number that you specified here, the other retrieve buttons are activated.
	Click these buttons to retrieve the first, previous, next, and last rows, respectively.

Search Results

The system displays the suppliers in the Search Results group box.

Field or Control	Description
Select Supplier	Click the button to select the supplier that you want to use. The system copies the supplier information onto the page from which you originally transferred.
Detail	Click to access the Supplier Lookup Details page, where you can view supplier details, such as supplier address and status information.

Related Topics

- Entering Supplier Identifying Information
  To enter supplier identifying information, use the Supplier Information component (VNDR_ID) and the Supplier User component (VENDOR_USER).

Supplier Search Page

Use the Supplier Search page (VENDOR_LOOKUP_SEC) to search for a list of suppliers that match specific search criteria.

Navigation:

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Click the **Supplier Lookup** link or **Supplier Search** link on a supplier-related purchasing transaction page, such as the Maintain Purchase Order - Purchase Order page.

The fields on this page are identical to those on the Supplier Lookup page.

Field or Control	Description
Sel (select)	Click this check box next to the supplier you want to select and click the **OK** button. The supplier information shown on this page is copied to the page from which you elected to perform a supplier search.
Supplier Detail	Click this link to access the Supplier Detail page. Use this page to view all the supplier detail information.
Address	Click this link to view the full address for the supplier selected.

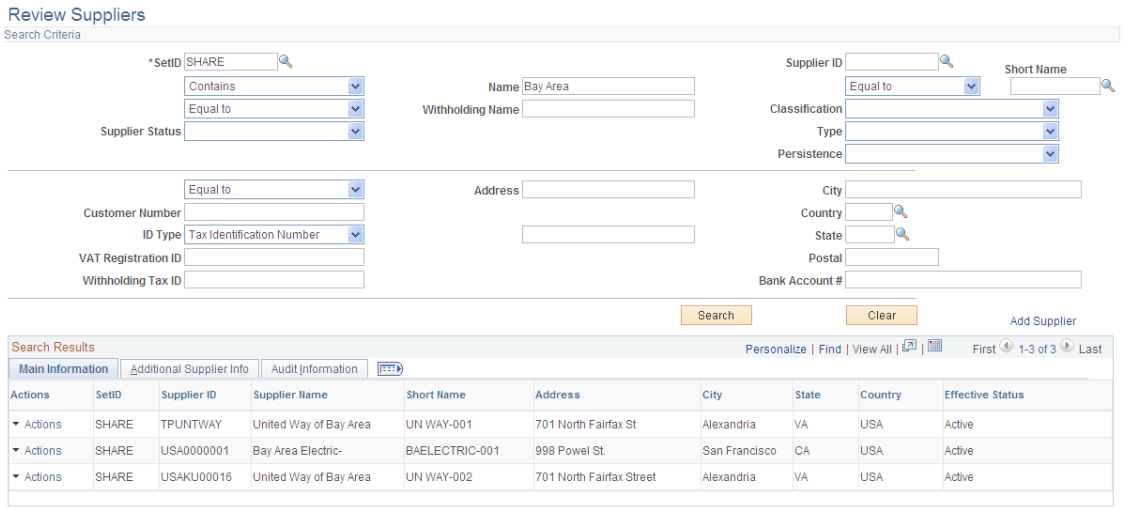
Review Suppliers Page

Use the Review Suppliers page (VENDOR_LOOKUP) to perform a search for suppliers using multiple advanced search criteria.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Review Suppliers**

This example illustrates the fields and controls on the Review Suppliers page. You can find definitions for the fields and controls later on this page.



Many search fields on this page enable you to select whether to search for a value that is *Equal to* the value you enter, *Contains* the value you enter, or is *Not Equal to* the value you enter.

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Important

If you use the *Contains* command when entering a value for searching, you must add a wildcard symbol, *%,* in front of the value you are using to search to retrieve all suppliers that contain that value somewhere in that field. For example, if you want to retrieve all suppliers whose name includes the word *bay,* select *Contains* and enter *%bay* in the **Name** field. Without the wildcard prefix, only supplier names beginning with *bay* will be retrieved.

The fields on this page can also be found on in the Supplier Information component and are fully described in the documentation of that component.

Field or Control	Description
Add Supplier	Click to access the Supplier Information component, where you can add a new supplier.

On the Review Suppliers page, select Actions, then choose Review Supplier Contact to view all supplier contacts in read-only mode. To check the details of associated supplier users for each contact, click the Supplier Users link. On the Supplier Contact page, the Supplier Users link is displayed only if the Supplier has at least one Supplier User defined.

Search Results

The system displays the suppliers matching your search criteria in the Search Results grid and provides identifying details about the supplier, its classification, any associated customer number **(AR Number),** approval status, persistence, withholding status, ordering status, VAT status, and an audit trail of who created the supplier and when, who last modified the supplier and when, and when the last activity for the supplier occurred.

Field or Control	Description
	Click the **View Related Links** button to view a secondary page where you can select to transfer to the Supplier Information component, the Supplier Conversations page, or the Supplier Information - Contacts page.

U.S. Federal Government Create Do Not Pay Supplier Master File Page

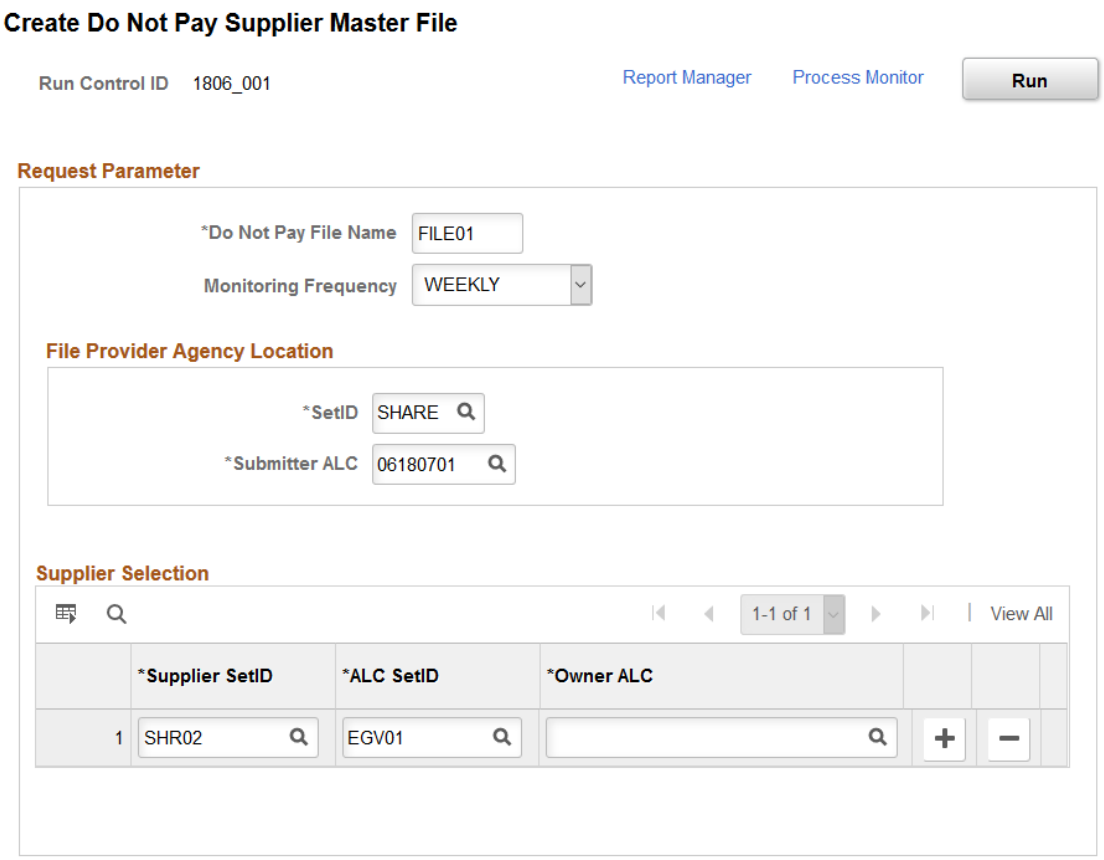
Use the Create Do Not Pay Supplier Master File page (DNP_SUPP_FILE_RQST) to select records from PeopleSoft Supplier tables for submission to U.S. Federal Government Do Not Pay (DNP) for matching.

Navigation:

Suppliers, and then **Supplier Information**, and then **Maintain**, and then **Create Do Not Pay Supplier Master File**

This example illustrates the fields and controls on the page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Do Not Pay File Name	Enter a file name up to eight characters in length.
Monitoring Frequency	Select an option from the list to specify how often a new file is sent for processing. The options are: • Daily • Weekly • Monthly A File is repeatedly processed based on agreed upon increments until a new refresh file overwrites the existing file, superseding it.
Submitter ALC	Enter your ALC to use for submitting the file.
Supplier SetID	Select the supplier SetIDs from which suppliers are selected for reporting. Only SetIDs available to the user are displayed.
ALC SetID	Select the setID to use in selecting Owner ALC.
Owner ALC	Select the ALC that owns the suppliers in the selected SetID.

See PeopleSoft Payables: Defining Agency Location Codes

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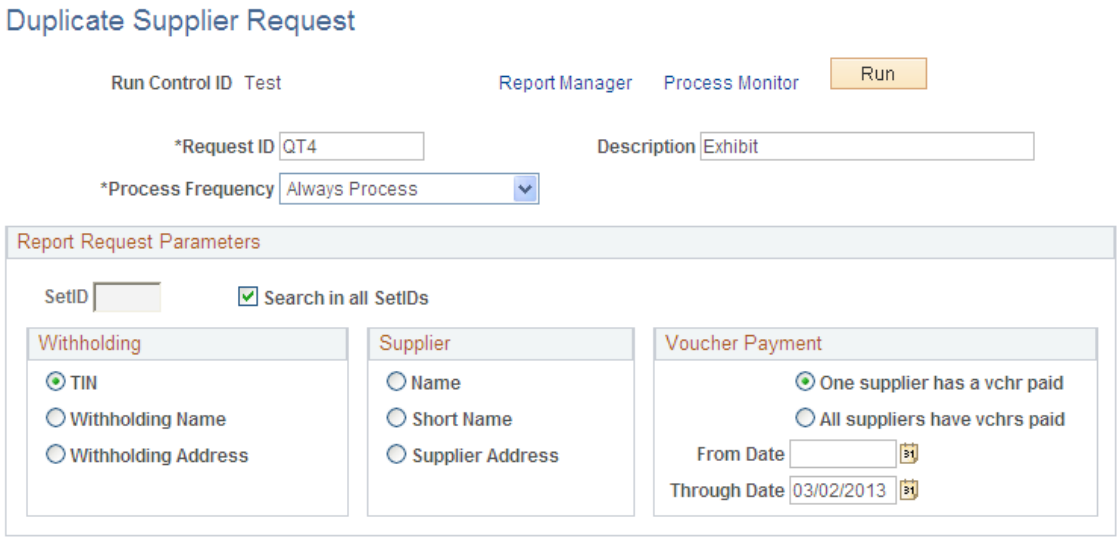
Duplicate Supplier Request Page

Use the Duplicate Supplier Request page (DUP_RPT_POST) to displays suppliers having duplicate TINs, withholding names, withholding addresses, supplier names, supplier short names, or supplier addresses.

Navigation:

Suppliers, and then **Supplier Information**, and then **Maintain**, and then **Duplicate Supplier Report**

This example illustrates the fields and controls on the Duplicate Supplier Request page. You can find definitions for the fields and controls later on this page.



Report Request Parameters

Field or Control	Description
SetID	Select a value to limit the search for duplicate supplier information to a particular SetID.
Search in all SetIDs	Select to search for duplicate supplier information in every SetID in the database.

> **Note**
>
> Because the Duplicate Supplier report is a comprehensive report that cross-references supplier IDs and SetIDs for the entire system, it is time-intensive. To reduce the time spent running this report, clear the **Search in all SetIDs** option (unless you need to search through all SetIDs), and specify one SetID (even if your environment only has one SetID).

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Withholding

You may select an option in this group box only if you have not selected an option in the **Supplier** group box.

Field or Control	Description
TIN (Taxpayer Identification Number)	Select to search for suppliers with duplicate TINs.
Name	Select to search for suppliers with duplicate withholding names. You enter the supplier's withholding name on the Payment/Withholding Alternate Names page.
Address	Select to search for suppliers with duplicate withholding addresses. The withholding address is determined by the address sequence number that you select on the Withholding Reporting Information page.

Supplier

You may select an option in this group box only if you have not selected an option in the **Withholding** group box.

Field or Control	Description
Name	Select to search for suppliers with duplicate names. You enter the supplier name on the Identifying Information page.
Short Name	Select to search for suppliers with duplicate short names. You enter the supplier short name on the Identifying Information page.
Address	Select to search for suppliers with duplicate addresses. You enter the supplier address on the Supplier Information - Address page.

Voucher Payment

For the process to run successfully, you must select a date range for the search within which one or all of the duplicate suppliers had a voucher paid.

Field or Control	Description
One Supplier has a voucher paid	Select to build the search so that at least one of the duplicate suppliers had a voucher paid within the specified date range. **Note:** This option broadens your search, as it produces results for all suppliers with duplicate information, as long as *one* of the suppliers had a voucher paid within the specified date range.
All suppliers have vouchers paid	Select to build the search so that all of the duplicate suppliers had a voucher paid within the specified date range. **Note:** This option limits your search, as it produces results only for suppliers that had vouchers paid within the specified date range.

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Field or Control	Description
From Date	Enter the start date for the range of time within which a voucher has been paid for the suppliers.
Through Date	Enter the end date for the range of time within which a voucher has been paid for the suppliers. The default value for this field is the current system date.

In the example, the user is searching for suppliers in the *SHARE* SetID that have the same TIN. In addition, the user has built the search so that at least one of the suppliers with the same TIN in the *SHARE* SetID has a voucher that was paid on or after January 1, 2006, but no later than May 31, 2006.

Related Topics

- Understanding Supplier Maintenance
  PeopleSoft procurement applications capture and track supplier information to ensure that you can satisfy suppliers by having the answers to their questions at your fingertips. You can enter straightforward or complex supplier definitions that capture an organization's true relationship with a supplier. You can also enter information from conversations with suppliers to manage your contacts more effectively. Even if you have not spoken to a supplier contact for months, your supplier profile enables you to recall details as though you had your last conversation yesterday.

Performing and Reviewing Financial Sanctions Validation

This section discusses how to run the Financial Sanctions Validation Application Engine process (AP_SDN_VAL) and review the financial sanctions list.

Pages Used to Perform and Review Financial Sanctions Validation

Page Name	Definition Name	Usage
Financial Sanctions Validation Page	OFAC_RPT_RQST	Enter run control parameters and request a run of the Financial Sanctions Validation Application Engine process (AP_SDN_VAL).
Financial Sanctions Validation Log Page	VEND_SANC_REVW	Review suppliers that are potential matches to a financial sanctions list. Use this page and pages accessible from this page to research these suppliers further.

Related Topics

- Understanding Financial Sanctions Validation
  For U.S.-based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that suppliers be validated against a Specially Designated Nationals (SDN) list prior to payment. OFAC acts under Presidential wartime and national emergency powers, as well as authority granted by specific

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legislation, to impose controls on transactions and freeze foreign assets under U.S. jurisdiction. Many of the sanctions are based on United Nations and other international mandates, are multilateral in scope, and involve close cooperation with allied governments.

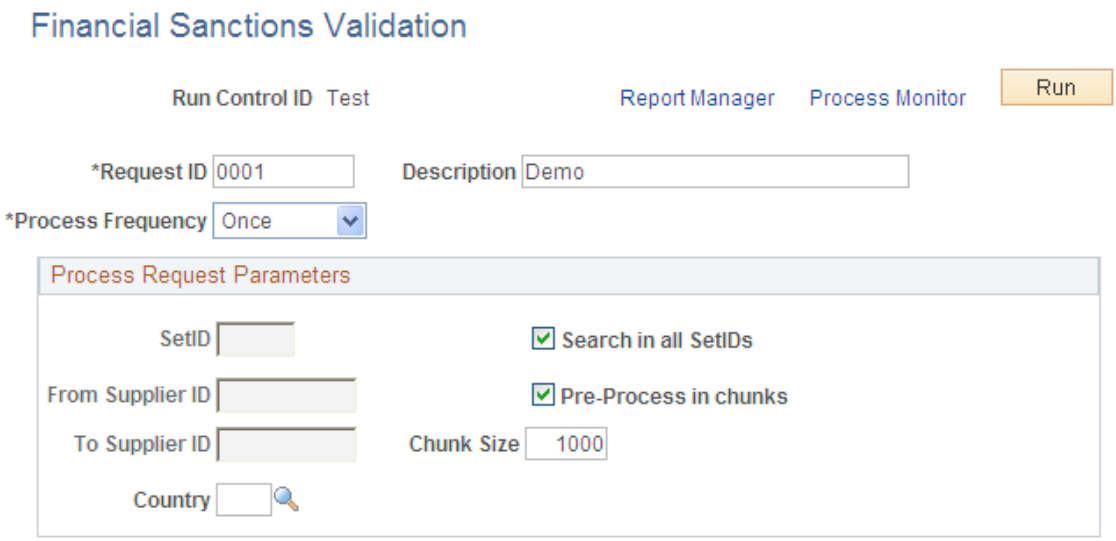
Financial Sanctions Validation Page

Use the Financial Sanctions Validation page (OFAC_RPT_RQST) to enter run control parameters and request a run of the Financial Sanctions Validation Application Engine process (AP_SDN_VAL).

Navigation:

Suppliers, and then **Supplier Information**, and then **Maintain**, and then **Financial Sanctions Validation**

This example illustrates the fields and controls on the Financial Sanctions Validation page. You can find definitions for the fields and controls later on this page.



PeopleSoft provides validation of your suppliers against financial sanctions lists at the supplier, voucher, and payment levels, depending on how you enable financial sanctions validation. You can also schedule a batch process, the Financial Sanctions Validation process, to validate your suppliers.

> **Note**
>
> If *No Validation* is selected on the Financial Sanctions Options page, and a file has been loaded, the system does not validate suppliers at any transaction level. Therefore, the system could pay a supplier who is a potential match to the financial sanctions list.

See Understanding Financial Sanctions Validation.

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Field or Control	Description
SetID and **Search in all SetIDs**	Enter a specific SetID or select all SetIDs for the suppliers to be validated.
From Supplier ID to **To Supplier ID**	Enter a single Supplier ID or a range of suppliers to be validated.
Country	Enter a country code of suppliers to be validated.

Financial Sanctions Validation Log Page

Use the Financial Sanctions Validation Log page (VEND_SANC_REVW) to review suppliers that are potential matches to a financial sanctions list.

Use this page and pages accessible from this page to research these suppliers further.

Navigation:

Suppliers, and then **Supplier Information**, and then **Maintain**, and then **Fin Sanctions Validation Log**, and then **Financial Sanctions Validation Log**

The Financial Sanctions Validation Log lists suppliers that the system identifies as potential matches to a financial sanctions list. PeopleSoft also provides you with the Financial Sanctions Inquiry that enables you to use search criteria to list details about the data in the financial sanctions lists. Use the Import Financial Sanction List page to load the financial sanctions lists.

> **Note**
>
> Only suppliers with a financial sanctions status of *Review* on the Supplier Information component appear in this list.

Field or Control	Description
Entry ID	Displays the entity ID of the supplier (for example, passport number).
Sanctions List Type	Displays the name of the financial sanctions list that the system determined that there was a supplier with a potential match.
Go To Supplier Info (go to supplier information)	Click to access the Supplier component to investigate all of the name and address details, and to clear or block the supplier.
Financial Sanctions Inquiry	Click to access the Financial Sanctions Inquiry page to view details of financial sanctions lists.

Related Topics

- PeopleSoft Banks Setup and Processing: Understanding the Financial Sanctions Service

(USA) Reporting Suppliers to the California EDD

This section provides an overview of California EDD reporting, lists prerequisites, and discusses how to enter California EDD control information and information for California EDD suppliers. It also discusses how to run the California EDD report.

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Pages Used to Report Suppliers to the California EDD

Page Name	Definition Name	Usage
CAEDD Control Page	CAEDD_CNTRL	Enter the transmitting company and any reporting companies that are associated with that transmitting company. The system uses the information provided on this page to create the file that you send to the EDD and to complete the form that accompanies the transmittal. You must enter a FEIN for the transmitting company to access this page.
CAEDD IC Supplier Page	CAEDD_VENDOR	Enter information for suppliers that are associated with one of the reporting companies. Each supplier you enter must be associated with a reporting business unit, must be set up as a 1099 supplier with a valid TIN.
CAEDD Supplier Inquiry Page	CAEDD_VNDR_INQUIRY	Review information about suppliers that are associated with one of the reporting companies. This page is similar to the CAEDD Supplier page, but is display-only. See CAEDD IC Supplier Page
Run CAEDD IC Rptg Page	RUN_CAEDD_PRCS	To run the California EDD report, define run parameters for the SQR that generates the transmission file and the information that you need to complete the transmittal form that accompanies the file.

Understanding California EDD Reporting

Companies that do business in the state of California in the U.S. must file every 20 days with the California EDD for any contract of more than 600.00 USD that they enter into with an independent contractor. This filing is required only once per contractor per year. For example, if you enter into an 800.00 USD contract with a supplier in January, and you report it within 20 days, then you can enter into as many contracts for as much as you want with that supplier, without filing again during that year.

There are two forms that you must use to report:

- Transmittal for Independent Contractor (IC) Reporting.
- Report of Independent Contractor(s).

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Transmittal Form

The transmittal form requires information about the transmitter company and any of its subcompanies (including itself) for which it is reporting. The companies for which a transmitting company is reporting are referred to as both *reporting companies* and *subcompanies.* One company can be made up of any number of subcompanies for which it can report. The transmitting company and all subcompanies must have valid Federal Employer Identification numbers (FEINs).

> **Note**
>
> In some instances (if there are no subcompanies), the transmitting company may be the only subcompany, or reporting company. If there are multiple subcompanies, then the Transmitter check box must be selected for the address that is to be used on the transmittal form. The Transmitter check box must be selected for only one subcompany.

Report of Independent Contractor(s)

The California EDD also requires you to report information about the independent contractors themselves.

Associated with each subcompany are the independent contractors (suppliers) with which the company has contracted to do more than 600.00 USD worth of business. Each supplier must be a 1099 supplier and must have a valid Tax Identification Number (TIN). A supplier can be reported by more than one subcompany. If you set up the supplier under more than one reporting company, the supplier is included in the transmittal for each company.

PeopleSoft Payables tracks when the file reporting this supplier was generated. When the supplier information is sent for that reporting company, the supplier record is marked as processed.

Submitting the Reports

Every 20 days, you must generate a file to send to the California EDD. This file contains a record for each subcompany, a record for each supplier being reported by that subcompany, and a total record for that subcompany. You must transfer this file to some form of magnetic media (for example, diskette) and send it, along with a transmittal form, to the California EDD.

PeopleSoft Payables enables you to track the file names and dates of the files that you create for the California EDD.

To create files for the California EDD for independent contractors:

- Enter the transmitting companies and their associated reporting companies (subcompanies) on the CAEDD Control page.
- Enter the suppliers that are associated with one of the reporting companies on the CAEDD IC Supplier page.
- Generate the transmission file, using the Run CAEDD IC Rptg page.

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> **Note**
>
> Before you can create these reports, be sure that the transmitting company and each subcompany has a valid FEIN and that each supplier that you are going to report as an independent contractor is set up as a 1099 supplier with a valid TIN.

Related Topics

- Withholding Supplier Information Page
  Use the Withholding Supplier Information page (VNDR_GBL_OPT_SEC) to define withholding information and record withholding reporting information for the supplier location.
- PeopleSoft Payables: Processing U.S. Withholding

CAEDD Control Page

Use the CAEDD Control page (CAEDD_CNTRL) to enter the transmitting company and any reporting companies that are associated with that transmitting company.

The system uses the information provided on this page to create the file that you send to the EDD and to complete the form that accompanies the transmittal. You must enter a FEIN for the transmitting company to access this page.

Navigation:

Suppliers, and then **California EDD**, and then **Control Information**, and then **CAEDD Control**

Field or Control	Description
Federal EIN (federal employer identification number)	Displays the transmitter company's FEIN.
Date Last Processed	Displays the most recent date that SQR APY2000 found data to report for this transmitter company.
Total IC's reported (total independent contractors reported)	Displays the number of independent contractor (supplier) records processed by SQR APY2000 for the transmitter company.
File Ext (file extension)	Displays the file extension of the file produced by SQR APY2000 for the transmitter company.
Contact Name 1	Enter a contact name for the transmitter company.

The information in the lower half of this page pertains to the reporting companies. Enter the required information.

Field or Control	Description
Reporting Federal EIN	If the transmitting company and the reporting company are the same, then this field should contain the same value as the Federal EIN field, and the Transmitter check box should be selected.

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Field or Control	Description
EDD Acct (employment development department account)	Enter the reporting company's California Employer Account Number.
SSN	Enter the reporting company's SSN, if applicable.
Name 1	Enter the reporting company's name.
Address Line 1	Enter the reporting company's address.
City	Enter the reporting company's city.
State	Enter the reporting company's state.
ZIP Code	Enter the reporting company's zip code.
Phone Number and **Ext** (extension)	Enter the reporting company's phone number and extension.
Transmitter	Select to indicate which address is to be used on the Transmittal for Independent Contractor Reporting form. **Note:** You must select this check box for only one reporting company.
Date Last Processed	Displays the most recent date for which SQR APY2000 found data to report for this reporting company.
Total IC's reported	Displays the number of independent contractor (supplier) records processed by SQR APY2000 for the reporting company.
File Ext (file extension)	Displays the file extension of the file produced by SQR APY2000 for the reporting company.

To associate more than one reporting company with the transmitting company, insert more records by clicking the **Insert Row** button. This generates additional records in the CAEDD_CONTROL_BUS table.

CAEDD IC Supplier Page

Use the CAEDD Supplier page (CAEDD_VENDOR) to enter information for suppliers that are associated with one of the reporting companies.

Each supplier you enter must be associated with a reporting business unit, must be set up as a 1099 supplier with a valid TIN.

Navigation:

Suppliers, and then **California EDD**, and then **Supplier Information**, and then **CAEDD Supplier**

Field or Control	Description
Federal EIN	The FEIN of the transmitting company with which you want to associate this independent contractor.
Reporting Federal EIN	The reporting FEIN of the reporting company with which you want to associate this independent contractor.

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Field or Control	Description
EDD Acct	The EDD account of the reporting company with which you want to associate this independent contractor.
Supplier ID	Enter a supplier ID for the independent contractor about whom you are reporting. You must select both a supplier SetID and a supplier ID. The supplier's name and SSN appear in the Name 1 and Tax ID fields.
SSN	The supplier's SSN. If the TIN_TYPE is not equal to *S*, then the SSN field is clear and you are required to enter the supplier's SSN.
Name 1	The supplier's name.
First Name	The state requires that you provide the supplier's first name, middle initial, and last name.
Calendar Year	Enter the reporting year.
Contract Beginning Date	Enter the contract beginning date by reporting year.
Contract Amount	Enter the contract amount by reporting year.
Expire Date	You can enter an expiration date for the contract or indicate that it is an ongoing contract. An expiration date is required if the **Ongoing Contract** check box is deselected.
Long Description	PeopleSoft recommends that you use this field to reference the document that generated the need to file with the EDD. This could be a PO number, a contract, a voucher, or something external to the system.
Date Last Processed	The most recent date for which SQR APY2000 found data to report for this supplier.
File Ext	The file extension of the file produced by SQR APY2000 for this supplier.

> **Note**
>
> Once a record has been processed, the Contract Beginning Date, Contract Amount, Expire Date, Ongoing Contract, and Long Description fields are unavailable for entry. To enter data for another year, place the cursor in the Calendar Year field and click the **Insert Row** button.

Run CAEDD IC Rptg Page

Use the Run CAEDD IC Reptg (Run California EDD Independent Contractor Reporting) page (RUN_CAEDD_PRCS) to run the California EDD report, define run parameters for the SQR that generates the transmission file and the information that you need to complete the transmittal form that accompanies the file.

Navigation:

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Suppliers, and then **California EDD**, and then **Transmittal/File**

Reporting Request Parameters

Field or Control	Description
Calendar Year	Enter the reporting year.
Federal EIN	Enter the FEIN of the transmitter company.
Media Type	Select the method of data production from these options: *Cart 3480* (cartridge 3480). *Cart 3490.* *CD-R*(compact disk - read). *Diskette.* *Mag Tape* (magnetic tape).
Internal Label	If you use a tape or cartridge to transmit your data to the state, you must tell the state whether your tape or cartridge has an internal label, so that the state can process the tape or cartridge.
Diskette Size	Select a diskette size. These values change, based on the value selected in the Media Type field.

Configuring Supplier Visualization Hierarchy

This section discusses how to setup supplier visualization hierarchy and view the supplier visualization hierarchy.

Click to watch a short video about the Supplier Hierarchy

Page Used to View Supplier Visualization

Page Name	Definition Name	Usage
Supplier Hierarchy Page	AP_SUPP_VISUALIZE	Displays the supplier hierarchy in a graphical presentation. The parent supplier is at the top of the hierarchy followed by any children that are setup for that corporate supplier.

Supplier Hierarchy Component

Use the Supplier Hierarchy component to specify options that will determine what is displayed within the supplier node of the hierarchy.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Suppliers**, and then **Supplier Hierarchy**

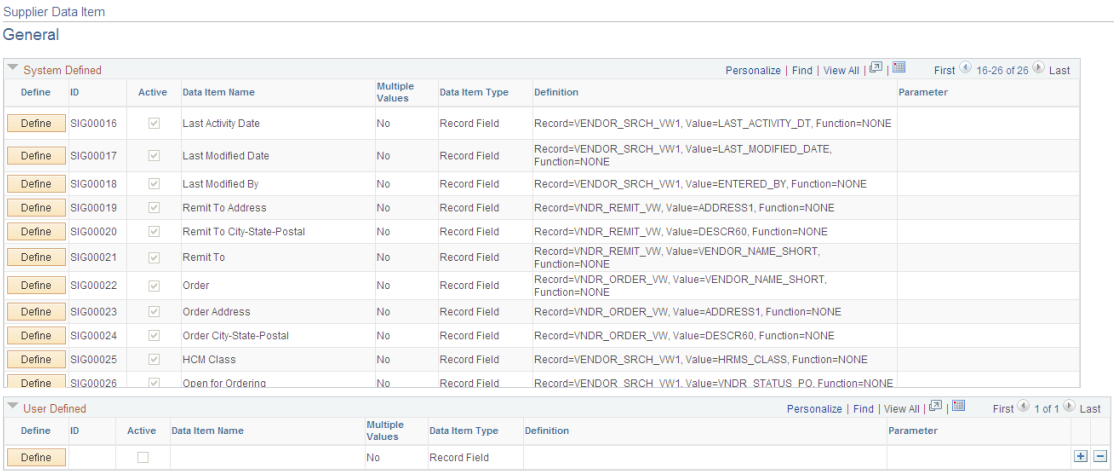
Users can specify the options that will determine the data that is displayed within the supplier node of the hierarchy. The actions that a permission list/role/user can perform from within the

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supplier hierarchy node are based on the security roles assigned. Use the Supplier Data Item page and the Supplier Data Field page to configure the system defined and user defined data items/fields. The Node Template page is used to define the templates used to view the supplier visualization.

The Supplier Hierarchy component includes the following pages; Supplier Data Item, Supplier Data Field and Node Template.

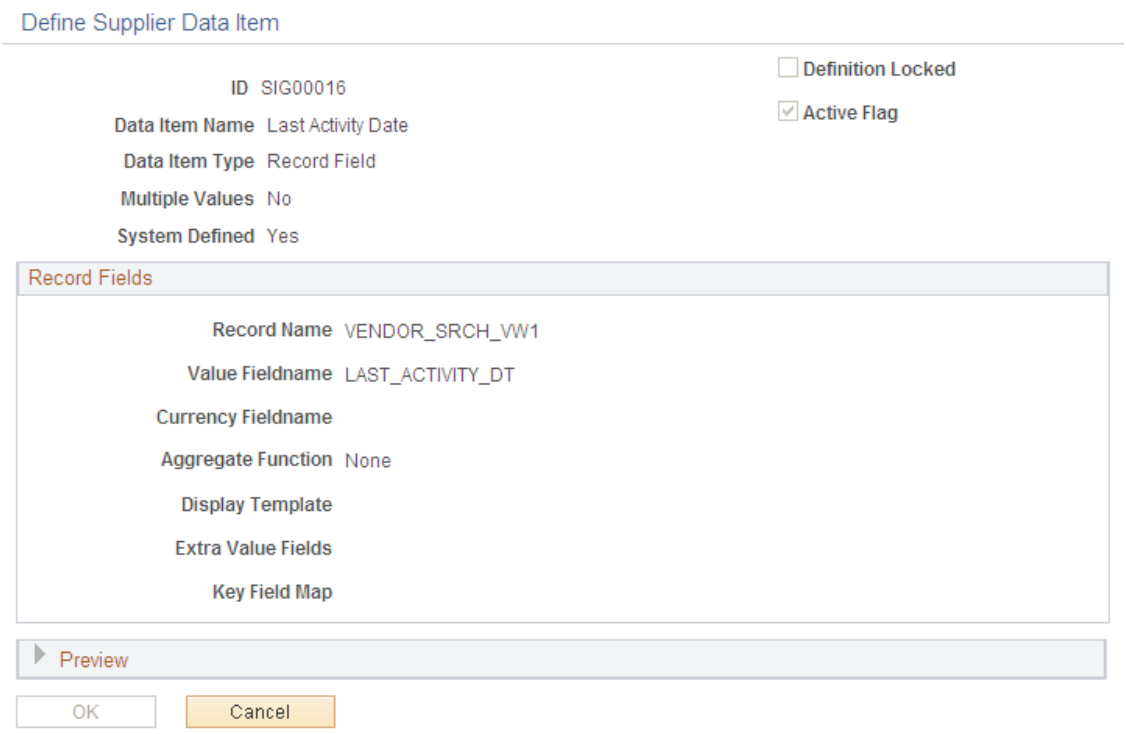
This example illustrates the fields and controls on the Supplier Data Item page.



Field or Control	Description
System Defined	The system defined Supplier Data Items cannot be changed by the user.
User Defined	The user defined Supplier Data Item are created by the users according to the specific business requirements.
Define	Click on the *Define* button to define each supplier item.

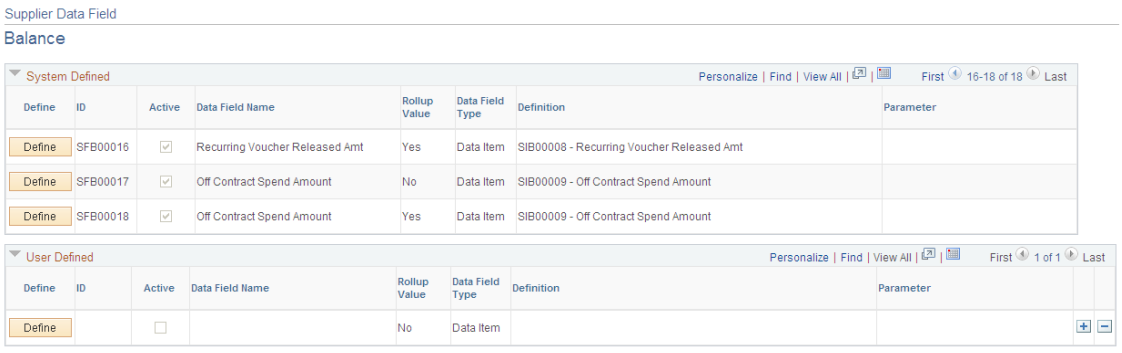
This example illustrates the fields and controls on the Define Supplier Data Item page.

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Field or Control	Description
Data Item Name	Name for Supplier Data Item.
Data Item Type	The available options for item types are: • *App Class*: if the source data item is an Application Class. • *Record Field*: if the source data item is a record field.
Multiple Values	Select *Yes* or *No* option to define if it is possible to have multiple return values for the Data Item.
Active Flag	Select to define if the Supplier Data Item is active or not.
Definition Locked	Select to lock the Supplier Data Item definition. You cannot edit the fields if the definition is locked.

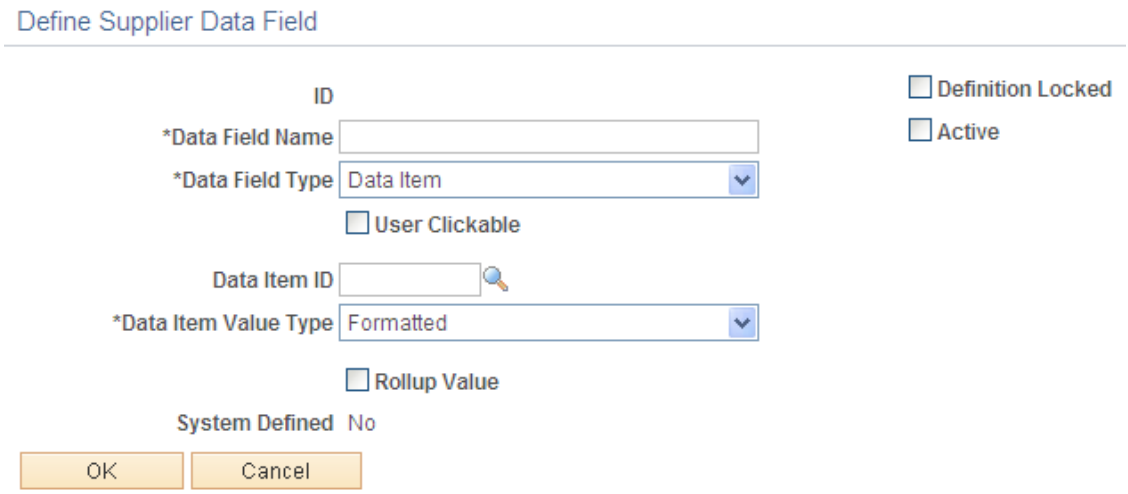
This example illustrates the fields and controls on the Supplier Data Field page.



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Field or Control	Description
System Defined	The system defined Supplier Data Fields cannot be changed by the user.
User Defined	The user defined Supplier Data Fields are created by the users according to the specific business requirements.
Define	Click on the *Define* button to define each supplier field.

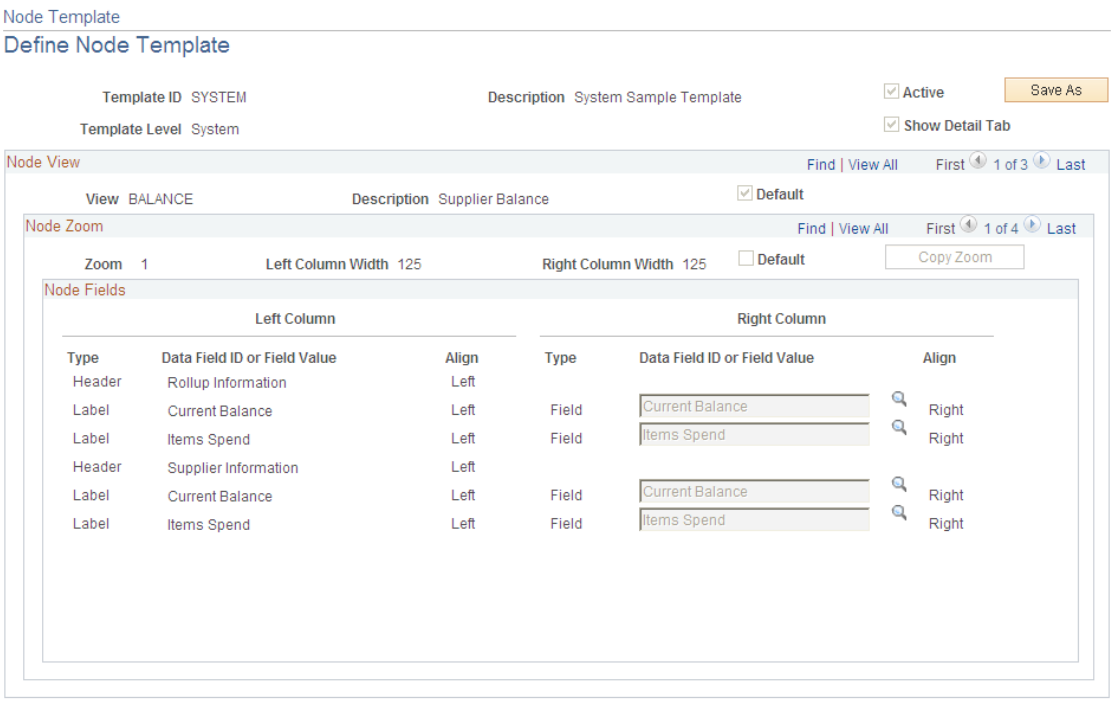
This example illustrates the fields and controls on the Define Supplier Data Field.



Field or Control	Description
Data Field Type	The available options for field types are: • *Data Item*: if the Data Field value is defined by a Data Item. • *App Class*: if the Data Field value is defined by an Application Class. • *String*: if the Data Field is defined by a string text.
User Clickable	Select to specify if Data Field has a link to a page or a component with related information.
Active	Select to define if the Supplier Data Field is active or not.
Definition Locked	Select to lock the Supplier Data Field definition. You cannot edit the fields if the definition is locked.

This example illustrates the fields and controls on the Node Template page.

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Field or Control	Description
Show Detail Tab	Select the check box to display the Supplier Detail tab on the Supplier Hierarchy page.
Data Field ID or Field Value	Define a Data Field or Field value according to the type of field.
Active	Select to define if the Node Template is active or not.

Supplier Hierarchy Page

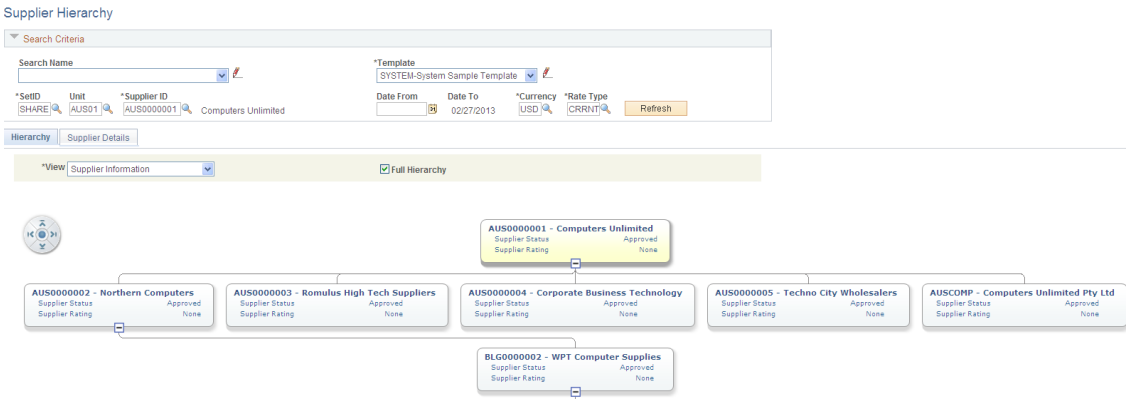
Use the Supplier Hierarchy page (AP_SUPP_VISUALIZE) to display the supplier hierarchy in a graphical presentation.

Navigation:

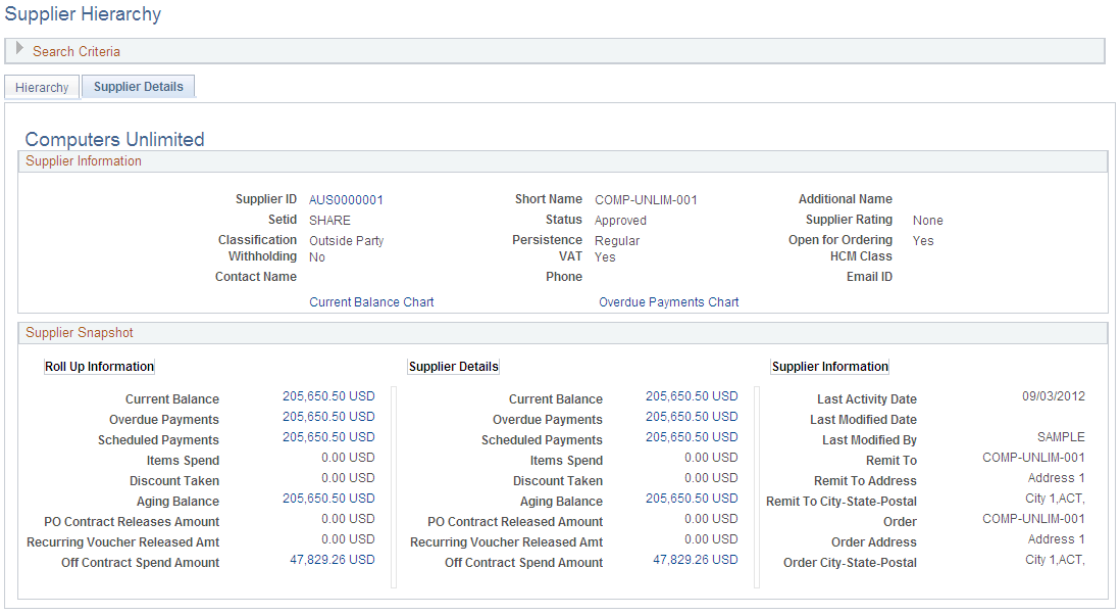
Suppliers, and then **Supplier Hierarchy**

This example illustrates the fields and controls on the Supplier Hierarchy Page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Supplier Details tab.



The Supplier Hierarchy page displays the supplier hierarchy in a graphical presentation. The parent supplier is displayed at the top of the hierarchy chart followed by any child suppliers that are setup for that corporate supplier. Children of child suppliers are also displayed if they exist. Depending on the security roles, the user is allowed to click on any of the related content actions and view the corresponding page(s).

Field or Control	Description
Search Name	Enter a search name from the available drop down list or create a new search with your preferred settings.
Supplier ID	Select the Supplier ID of the supplier whose organization structure hierarchy is to be displayed.

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Field or Control	Description
Template	Select the template from the given drop down options. The template options must be defined on the Node Template page. Only the Node Templates with valid access permission for the user are listed.
Date From	Enter a date to filter the search results by the user defined number of days search criteria.
View	Select the view of the supplier hierarchy. The available options are the following: • *Purchasing View*: Displays the information related to Purchasing. Click on the monetary value links to view additional information. • *Supplier Balance*: Displays the supplier balance information. You can also click on a pre-defined list of related actions for additional details. • *Supplier Information*: Displays the supplier information like Supplier Status and Supplier Rating.
Full Hierarchy	Select to display the full supplier hierarchy structure related to the supplier selected. Three levels of hierarchy is displayed as default.
 **Node Zoom Control**	If the template has more than one zoom level, a zoom control is displayed. You can use the zoom control to navigate through the zoom levels of the template.
Supplier Details	Click on the various amount links on the Supplier Details tab to view additional information for each value.

Assigning Classifications to Supplier

The customer can assign classifications (or classification/sub-classification combinations) and associate certification information with suppliers once supplier classifications and certifying agencies have been defined.

The customer can phase in, phase out, and maintain a historical record for a supplier by controlling the effective date of each classification/sub-Classification combination.

You can assign classification information to suppliers using the Excel-to-Component Interface Utility. For more information, see Assigning Classifications to Suppliers Using Excel-to-Component Interface Utility.

Setting Up Supplier Classification Tracking

Identify the classifications and certifying agencies that are currently applicable, may become applicable in the future, or may undergo a phase-out in the future. Suppliers can then assign those classifications and certifying agencies, along with supporting information such as comments and/or document attachments. Customers will also have the option to track certifications based on their expiration date and notify internal users about those that have expired or are approaching expiration, enabling them to take appropriate action. Sending

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Certification Notification email messages to Supplier Contacts is an optional feature. See Setting Up Supplier Classification Tracking.

Setting Up View Supplier Classification from Supplier Master

Follow these steps to set up the View Supplier Classification from the Supplier Master page:

Display-Only Access

1. Use the **Permission Lists** page (PeopleTools > Security > Permissions and Roles > Permission Lists) to add component permissions to the permission list, EPCT2000 (View Supplier Classifications).

   On the **Pages** tab, click the **Edit Components** link for the *MAINTAIN_VENDORS* menu. Enable the **Authorized** check box for these components:

   - SUP_VND_CLASS component (to view supplier classifications)
   - VNDR_ID component (for supplier information)

     For the VNDR_ID component, click the Edit pages link and enable the **Authorized** check box for the **Summary** page.

2. Use the **Roles** page (PeopleTools > Security > Permissions and Roles > Roles) to assign the *View Supplier Classifications* role to the *EPCT2000 (View Supplier Classifications)* permission list. You can also assign the EPCT2000 permission list to any existing role as needed.

Full Access:

1. To give full access (add, update, and maintain classifications) to the Assigned Classifications component from the Supplier Master page, assign the EPCT1000 (Supplier Classification Track) permission list.
2. Users with the Supplier Classification Admin role automatically have full access with the EPCT1000 permission list.

For more details about the EPCT1000 permission list and the Supplier Classification Admin role, see Setting Up Supplier Classification Tracking.

> **Note**
>
> The Supplier Classifications link appears on the Supplier Summary page when the supplier has at least one classification defined and the supplier is in Approved or Unapproved status.

Pages Used to Assign Classifications to Supplier

Page Name	Definition Name	Usage
Assign Classifications Page	SUP_VND_CLS	Assign and maintain classifications, sub-classifications, and certification information.
Classification Attachments Page	SUP_VNCL_ATT_SEC	Upload one or more supporting documents for the supplier classification.

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Page Name	Definition Name	Usage
Certification Information Page	SUP_VND_CER_SEC	Enter the certification information for the selected classification/sub-Classification combination.

Assign Classifications Page

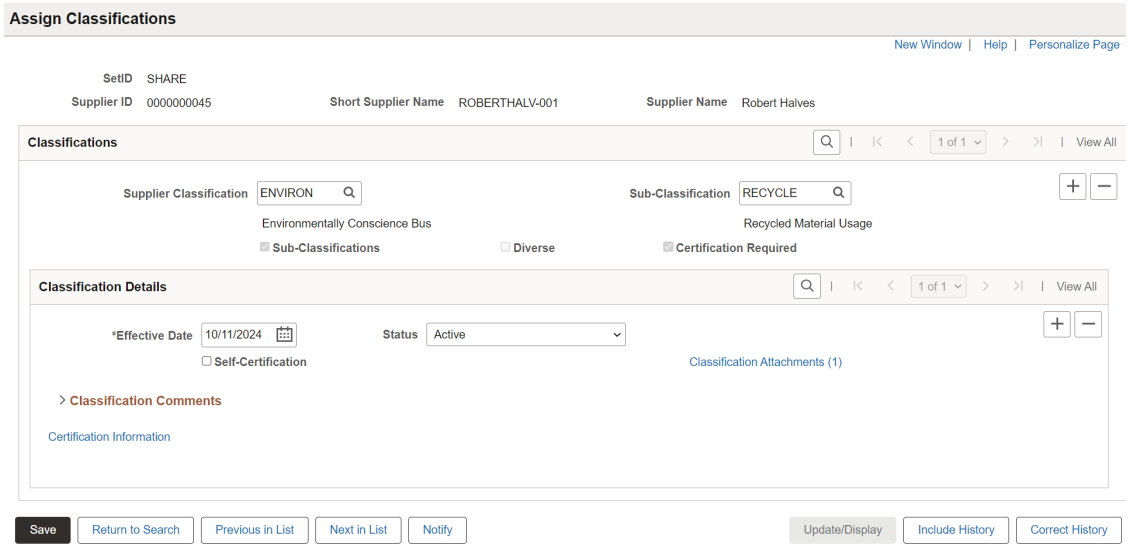
Use Assign Classifications page (SUP_VND_CLS) to assign and maintain classifications, sub-classifications, and certification information.

Supplier classifications are optional. It is up to the customer to determine which suppliers may be assigned with classifications. There is no limit to the number of classification/sub-Classification combinations that a supplier may be assigned to.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Assign Classifications**

This example illustrates the fields and controls on the Assign Classifications page. You can find definitions for the fields and controls later on this page.



The Assign Classifications page displays the Set ID, the selected Supplier ID, the Supplier Name, and the Short Supplier Name, along with the Classifications and Classification Details sections.

Classifications

Field or Control	Description
Supplier Classification	Select the classification from the Supplier Classification lookup. The lookup page displays all the active classifications you can select.

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Field or Control	Description
Sub-Classifications, **Diverse**, and **Certification Required**	These check boxes are read-only. When you select the classification, the selected classification's setting populates these check boxes. To know more about these check boxes, see Define Classifications Page.
Sub-Classification	If the selected classification has sub-classifications available, the Sub-Classification check box populates and the Sub-Classification field also appears for selection.
Add a new row and **Delete row**	To add multiple classifications, click Add a new row, and to remove the added classification, click Delete row.
 (Certification Expired)	This icon appears if a certification has expired for the classification/sub-classification.

Classification Details

Field or Control	Description
Effective Date	Select the date from which the classification is applicable. By default, the date is the current date, but you may change it as per requirements.
Self-Certification	Select this check box to allow the supplier to self-certify instead of using a certifying agency. The Certifying Agency field on the Certification Information page receives the Supplier ID of the currently maintained Supplier. **Note:** This check box appears if the Certification Required check box is enabled on the Define Classifications Page for the selected classification.
Status	Select the status of the selected classification. By default, the status is active.
Classification Attachments	Select this link to upload one or more supportive documents for the classification. To know more, see Classification Attachments Page.
Classification Comments	Click the drop-down to enter a long comment for this classification.
Certification Information	Click this link to enter the certification and certifying agency information. **Note:** This link appears if Certification Required check box is enabled on the Define Classifications Page for the selected classification. To know more, see Certification Information Page.

Maintaining Assigned Supplier Classification

To maintain any supplier classification, search for the supplier using the search criteria on the Assign Classifications page. The search criteria consist of SetID, Supplier ID, Supplier Name, Class, and Supplier status.

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Click **Correct History** to make changes to any classification/sub-classification combination and their effective dated rows, and save it.

Click **Update/Display** to view all classification/sub-classifications combinations for a supplier and their current and future effective dated rows. Future effective dated rows may be updated.

Click **Include History** to view all effective dated rows for each of the classification/sub-classification combinations assigned to the supplier. The information cannot be updated.

The following rules describe the update process of the assigned supplier classification.

- You can add any number of new classifications and classification details at any time by clicking Add a new row.
- In the Classifications section you cannot change an assigned classification/sub-classification. You must remove it and enter (add) a new one.
- You can remove the assigned classification/sub-classification combination by clicking the Delete row button in the Classifications section. This will remove all information related to the classification/sub-classification for the supplier.
- In the Classification Details section, effective date and status may be modified, removed, or a new effective dated row added.
- Selecting the Self-Certification box in the Classification Details section for an existing classification/sub-classification will remove all existing Certification Information for that classification/sub-classification. It is expected that the certifying agency information will be replaced by self-certification information.
- Deselecting the Self-Certification box in the Classification Details section for an existing classification/sub-classification will remove all existing Certification Information for that classification/sub-classification. It is expected that the self-certification information will be replaced by certifying agency information.

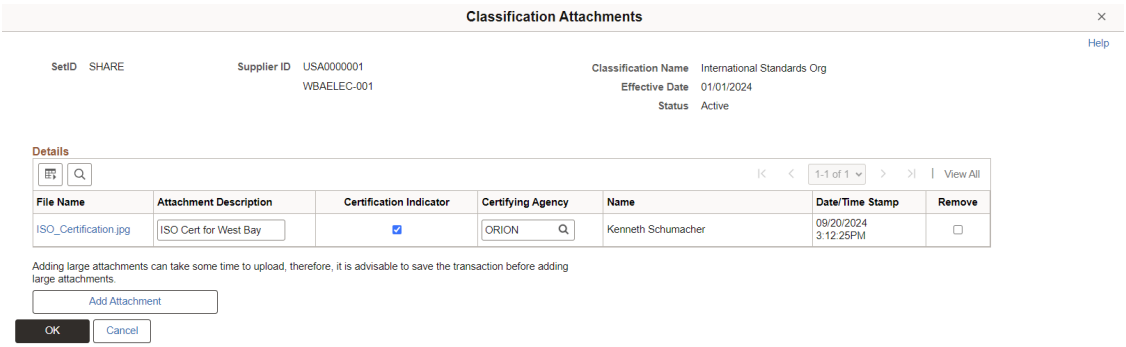
Classification Attachments Page

Use Classifications Attachments page (SUP_VNCL_ATT_SEC) to upload one or more supporting documents for the supplier classification.

Navigation:

Click the Classification Attachments link on the Assign Classifications page.

This example illustrates the fields and controls on the Classification Attachments page. You can find definitions for the fields and controls later on this page.



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This page displays details about the supplier and classification, including SetID, Supplier ID, Classification Name, Effective Date, and Status, in addition to the following fields.

Field or Control	Description
Add Attachment	Click this button to view the file upload window where you can upload one or more supporting documents. **Note:** The system displays an error message if you try to upload more than the number of attachments specified on the Application Fundamentals: Installation Options - Multiple Attachments Page.
File Name	Displays the uploaded file name. Click the file name link to open the file.
Attachment Description	Enter a description for the uploaded file.
Certification Indicator	This check box is enabled if the classification/ sub-classification is set to certification required. Select this box if the document is certification related.
Certifying Agency	Selecting the Certification Indicator check box enables the Certifying Agency prompt lookup field. User may optionally select a Certifying Agency to associate to the document. If Self-Certification is enabled, the Certifying Agency is populated with the Supplier ID and is display only.
Name and **Date/Time Stamp**	It shows the name of the individual who uploaded the file along with the upload date and time.
Remove	Click this check box to remove the attachment. **Note:** To remove the attachments, the Supplier Classification page should be in Correct History mode.

Certification Information Page

Use the Certification Information page (SUP_VND_CER_SEC) to enter the certification information for the selected classification/sub-Classification combination.

All information is required except for the certification number and certification comments.

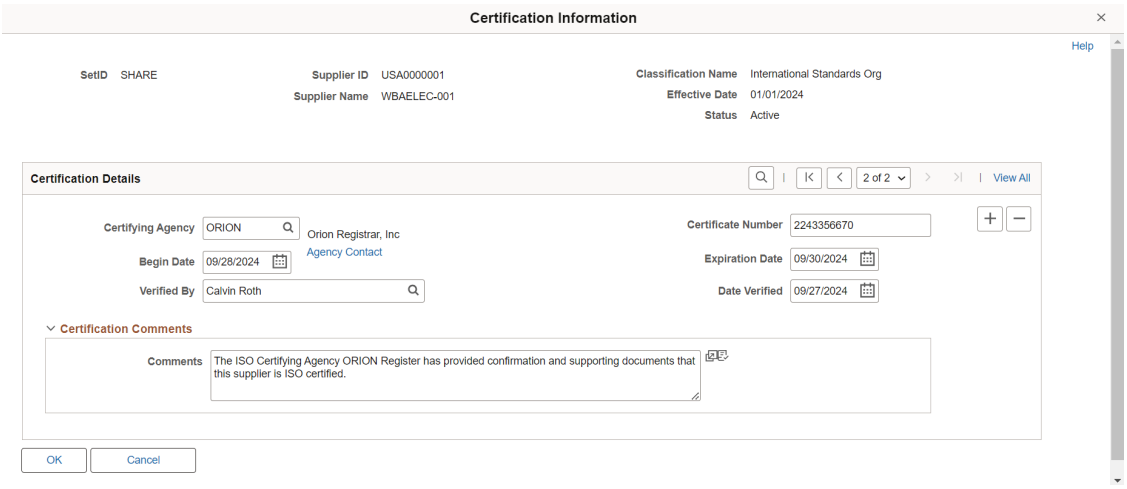
Navigation:

Click the Certification Information link on the Assign Classifications page.

You can add more than one certifying agency by clicking Add a new row.

This example illustrates the fields and controls on the Certification Information page. You can find definitions for the fields and controls later on this page.

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This page displays the information about the supplier along with the supplier classification details (SetID, Supplier ID, Supplier Name, Classification Name and Sub-Classification Name if applicable, Effective Date, and Status).

Field or Control	Description
Certifying Agency	Select an active certifying agency on the certify agency lookup page. Once the certifying agency is selected, the agency contact link appears. Click this link to view the contact details of the certifying agency, which include the certifying agency name, contact name, title, contact telephone, email address, and URL.
Begin Date	Select the certification start date.
Verified By	Select the name who verified the certification. The name is selected from list of internal users in the system.
Certificate Number	Enter the certification number.
Expiration Date	Enter the expiration date for this certification.
Date Verified	Enter the verification date of the certification.
Comments	Enter the detailed description or comments for this certification.

> **Note**
>
> When you select the Self-Certification check box on the Assign Classifications page, the Certification Information page automatically populates the Certifying Agency field with the Supplier ID of the currently maintained supplier. Except for the Certification Number and Certification Comments, all other Certification Information fields are editable and mandatory.

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7

Using the Comprehensive Supplier Portal in PeopleSoft Fluid User Interface

Understanding the Comprehensive Supplier Portal in PeopleSoft Fluid User Interface

This documentation supplements PeopleSoft Source to Settle Common Information. This document describes the Comprehensive Supplier Portal in PeopleSoft Fluid User Interface.

Click to watch a short video about PeopleSoft Combined Comprehensive Supplier Portal.

PeopleSoft provides its users – the buying organizations – with the ability to interact with their Suppliers and bidders using the Comprehensive Supplier Portal - a centralized location containing multiple tiles used to assist Suppliers and bidders with their daily jobs, organized in two separate Homepages.

The first Homepage, which can be configured to display a selected set of tiles, is generic in nature and not related to any specific Suppliers or bidders. Your organization can configure the system such that external users can access this page through a guest user account without a manual login. See Using the Comprehensive Supplier Public Portal in PeopleSoft Fluid User Interface.

The second Homepage is for use by an organization's existing Suppliers/bidders – Supplier users – that have their own login configured to access the PeopleSoft application. Various sections may be available in the Homepage, depending on what the administrator has configured to display, and based on the security access granted by the administrator to the Supplier user.

As a buying organization, your system administrator sets up and configures what information you want to display to your Suppliers on the portal pages. For details on setting up content for your Suppliers to view, see Managing Content for the Comprehensive Supplier Portal.

This documentation provides details for the Supplier Role that explains how to use the Public Portal as well as the Secure Supplier Portal.

The section Using the Comprehensive Supplier Secure Portal in PeopleSoft Fluid User Interface is directed to Suppliers, which is documented from the perspective of a Supplier User. This helps the Supplier-users with details in navigating through the Portal.

> **Note**
>
> It is recommended to provide the above section of documentation alone to your Suppliers, which can be used as a reference.

The section Managing Content for the Comprehensive Supplier Portal is directed to your System Administrator, which is documented to help in understanding how to implement the Supplier Portal.

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Using the Comprehensive Supplier Public Portal in PeopleSoft Fluid User Interface

Pages used to view the Comprehensive Supplier Public Portal in the PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Supplier Public Home Page	PT_LANDINGPAGE	View the tiles and access the various pages on the portal that do not require secure login credentials.
Welcome Page	SCP_PUBWELCM_PG_FL	View welcome message
Events Calendar	SCP_PUB_ECLA_FL	View the list of upcoming and ongoing events for the general public or Suppliers provided by the hosting organization.
FAQs and Contact Us Page	SCP_PUB_FAQ_PG_FL	View the FAQs and options on where to direct your inquiry to a specific contact in the organization.
Contact Us Page	SCP_PUBCNTCT_PGSCF	Contact the buying organization.
Announcements Page	SCP_PUB_ANNOUNC_FL	View the list of announcements for anyone accessing the Public Page without the need for secure login credentials.
Bidding Opportunities Page	SCP_PUB_BIDLIST_FL	View a list of public events open to the public for bidding.
Event Details Page	SCP_PUB_BIDLST_DFL	View the details of the event.
Contact Information Page	SCP_BID_CNTCT_SCF	View the contact information of the buyer/seller.
View Bid Package Page	EOATT_VW2_SCF	Insert comments or attach files pertinent to the header item.
Line Comments and Attachment Page	EOATT_VW2_SCF	Insert comments or attach files pertinent to the line item.
User Registration Page	SCP_PUB_USR_REG_FL	Register as a Supplier, a Sourcing Bidder, or to create new user accounts.
Sign In Page	NA	Log into the Secure portal with your registered user ID and password.
Notice of Intent to Award Page	SCP_PUB_NOIA_FL	View the notice of intent to award for bidders and suppliers.

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Supplier Public Home Page

Guest or Supplier User: Use the Supplier Public Homepage to access various pages on the portal, by clicking a tile.

Navigation:

Home, and then **Supplier Public Home Page**

This example illustrates the fields and controls on the Supplier Public Home Page.



Click a tile to open a new page and view the corresponding detailed information.

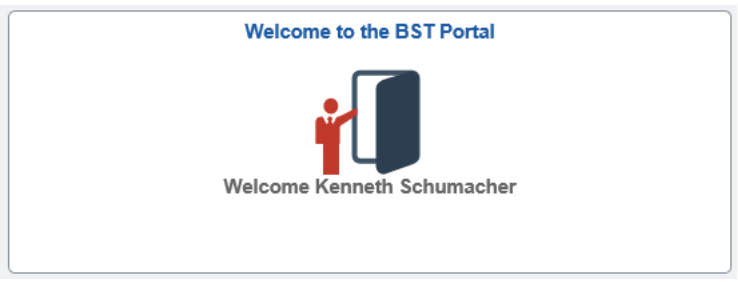
Welcome Page

Public or Supplier User: Use the tile to open a new page and display more detailed information if available. The Welcome tile displays an initial greeting from the buying organization.

Navigation:

Home, and then **Supplier Public Home Page**, and then **Welcome to the BST Portal tile**

This example illustrates the fields and controls on the Welcome tile.



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This example illustrates the fields and controls on the Welcome page.



Events Calendar

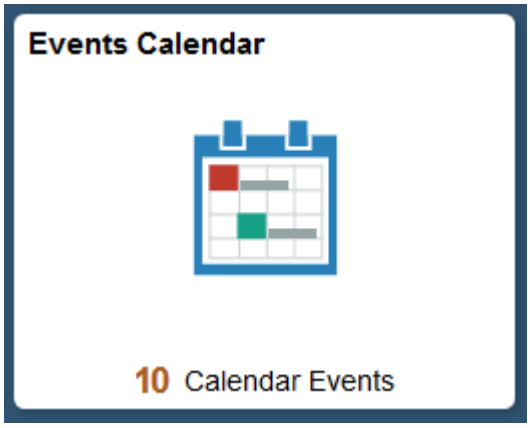
Supplier User: Use the Events Calendar tile to open a new page and view the Events Calendar, containing various events with Begin and End dates for the buying organization. The Events Calendar tile displays a count of the events listed. You may see the same event listed each month in the calendar. This is a listing of an ongoing, regularly scheduled event that may take place each month, such as training sessions or monthly webcasts for Supplier attendees.

Navigation:

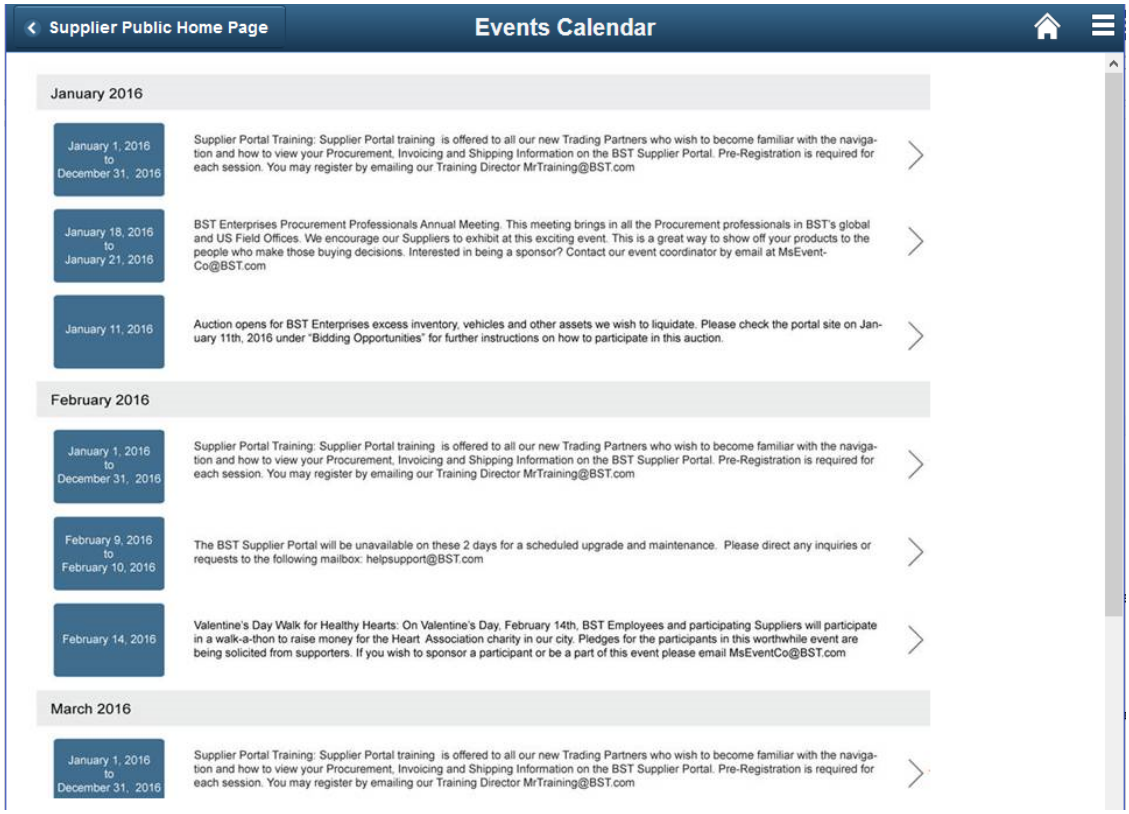
Home, and then **Supplier Public Home Page**, and then **Events Calendar**

This example illustrates the fields and controls on the Events Calendar tile.

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This example illustrates the fields and controls on the Events Calendar page.



Click any event to open a new page and display more detailed information about the event.

FAQs and Contact Us Page

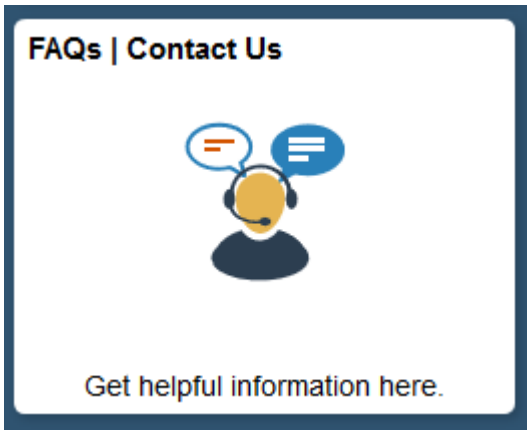
Public and Supplier User: Use the FAQs and Contact Us tile to open a new page and view the Frequently Asked Questions, containing questions around various topics pertinent to the way you interact with the buying organization. For specific questions that may not be listed in the FAQs, contact the organization using the contact details provided.

Navigation:

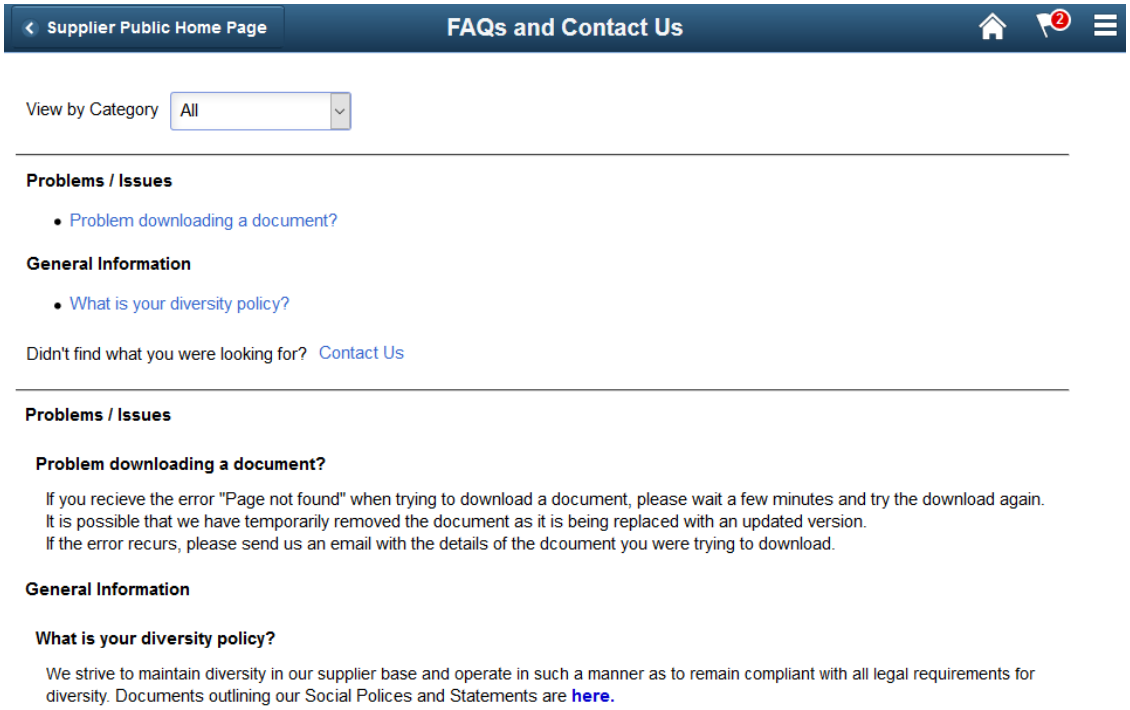
Home, and then **Supplier Public Home Page**, and then **FAQs and Contact Us**

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This example illustrates the fields and controls on the FAQs and Contact Us tile.



This example illustrates the fields and controls on the FAQs and Contact Us page.



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Field or Control	Description
View by Category	Click to select a category to view only the FAQs related to the particular category. “All” is the default selection.
	Click the icon to navigate back to the top of the page, the beginning of the list of FAQs.

Public or Supplier User: Click the link to any of the listed questions to view the answer to the corresponding question.

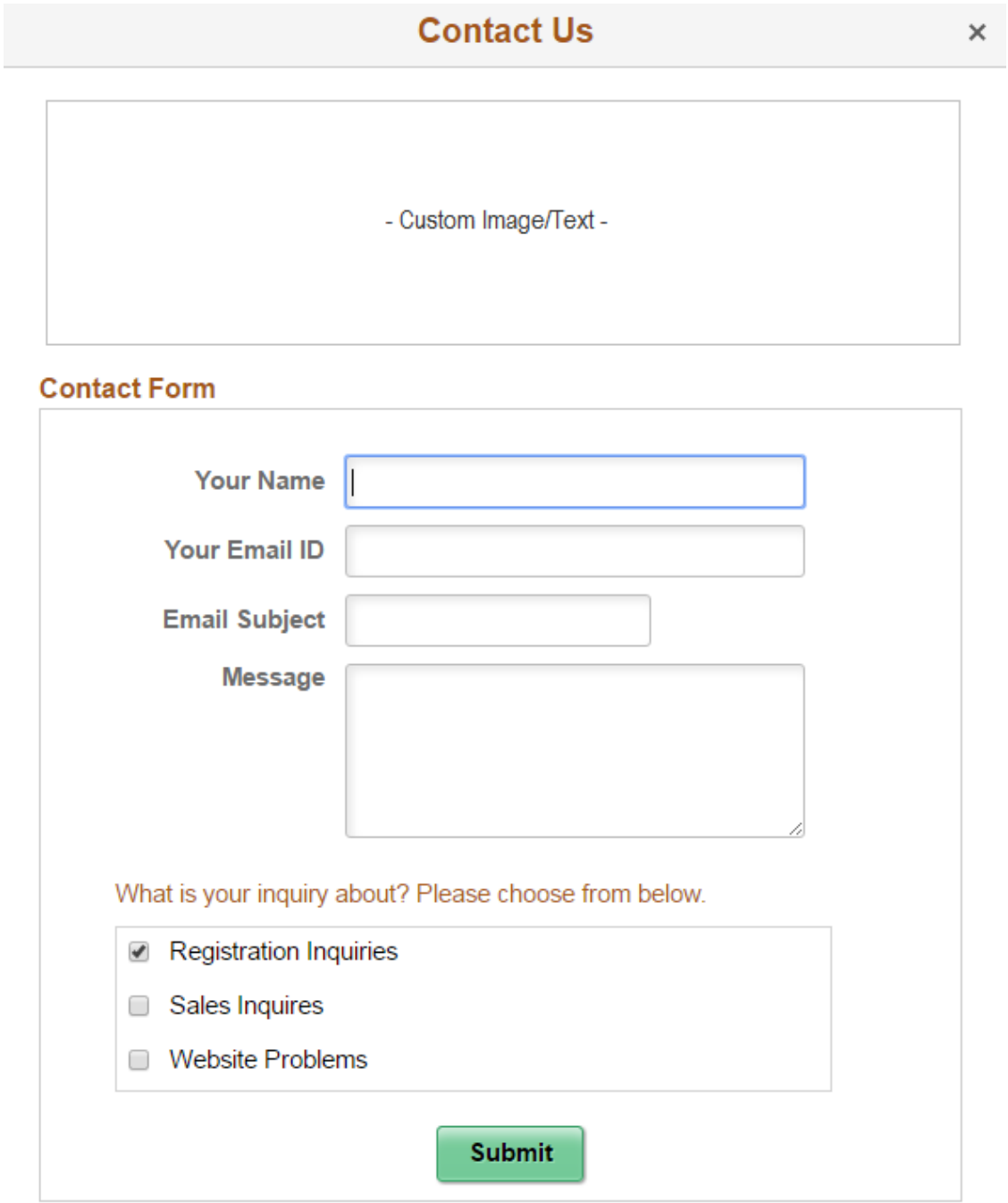
Contact Us Page

Public or Supplier User: Use the Contact Us link on the FAQs and Contact Us page to contact the buying organization. This opens the Contact Us page, where you can use the Contact Form to enter your contact information and submit your query to the appropriate group in the buying organization.

The Contact Form section is displayed based on the content set up by the buying organization’s administrator.

This example illustrates the fields and controls on the Contact Us page.

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Field or Control	Description
Contact Name	Enter your name.
Your Email ID	Enter your email address. Responses to your query from the buying/selling organizations will be sent to this Address.
Email Subject	Enter text, which will be the Subject of the email sent to the organization.
Message	Enter your message to send to the organization.

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Field or Control	Description
Inquiry (What is your query about? Please choose from below.)	Select the relevant options to send an email to the contacts of the organization. You may select more than one option if you are unsure of who should get your question. **Note:** The Inquiry options are displayed based on the content set up by the buying organization's administrator. If there are no options to select, the submission of your inquiry sends an email notification to all contacts identified by the administrator or to a central email address.
Submit	Click to submit the query. The system sends emails to the corresponding contacts.

Announcements Page

Public and Supplier User: Use the Announcements tile to open a new page and view a list of announcements for the Supplier. The Announcements tile displays a count of the announcements listed.

Navigation:

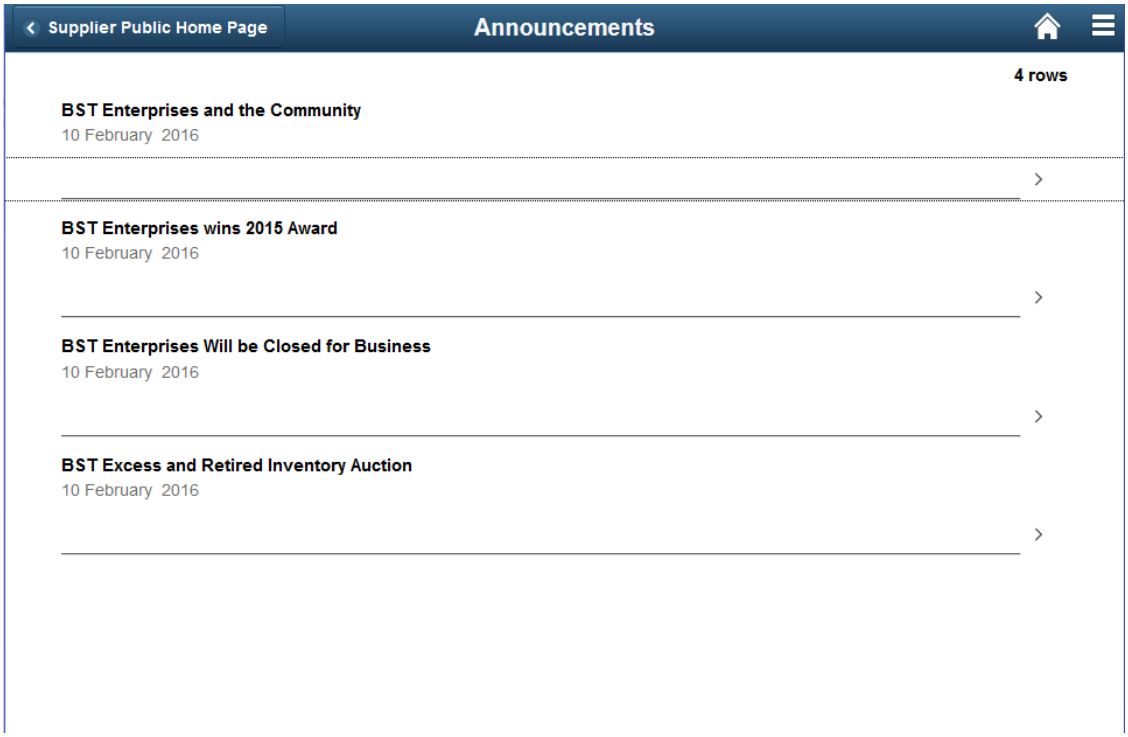
Home, and then **Supplier Public Home Page**, and then **Announcements**

This example illustrates the fields and controls on the Announcements tile.



This example illustrates the fields and controls on the Announcements page.

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Click any announcement to open a new page and display more detailed information.

Bidding Opportunities Page

This Tile is displayed only if Strategic Sourcing is implemented.

Public and Prospective Supplier User: Use the Bidding Opportunities tile to open a new page and view a list of public bidding events. The Bidding Opportunities tile displays a count of the events available to the general public for bidding. To initiate the bidding process, a user should first register as a bidder to receive a Bidder ID. You will require a Bidder ID in order to participate in a Public Bidding Event.

Navigation:

Home, and then **Supplier Public Home Page**, and then **Public Bidding Events tile**

This example illustrates the fields and controls on the Bidding Opportunities page.



This example illustrates the fields and controls on the Bidding Opportunities page.

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The Bidding Opportunities page displays the events that are presently available for bidding as well as the events that will be available for bidding in the future.

Field or Control	Description
Time zone	Select the time zone. By default, this field is blank. The page displays the bids based on the time zones at the time of creating the events. **Note:** The Time Zone values are PeopleTools delivered.
Date Format	Select a date format for the Start and End dates.
Apply	Click to apply the Time Zone and Date Format selections to the Bids list.
	If you are searching for a specific Bidding Event you can use the Filter capability to narrow down the list of Events. Click the Filer icon to access the Filters page and search events based on various fields on the Event: • View Events • Sealed Events Only • Event Name • Business Unit • Event ID • Format • Type • Ending in Day(s)
Business Unit	Displays the business unit associated to the event.
Event Format	Displays whether the event is a Sell event or a Buy event. • Buy event: These events are the event creator's buy events; the events are for items and services to buy from an individual or organization. • Sell event: These are the event creator's sell events; the events are for items and services to sell to an individual or organization.
Event Type	Displays the event type as All, Auction, or RFx.

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Field or Control	Description
Ends In	Displays the time after which the bidding opportunity ends.
	Displays to indicate that the bidding opportunity ends in less than a day (24 hours).
Start and End date	Displays the period for which the bidding is open.
Details	Click to view the event details.

Event Details Page

This page is displayed only if Strategic Sourcing is implemented

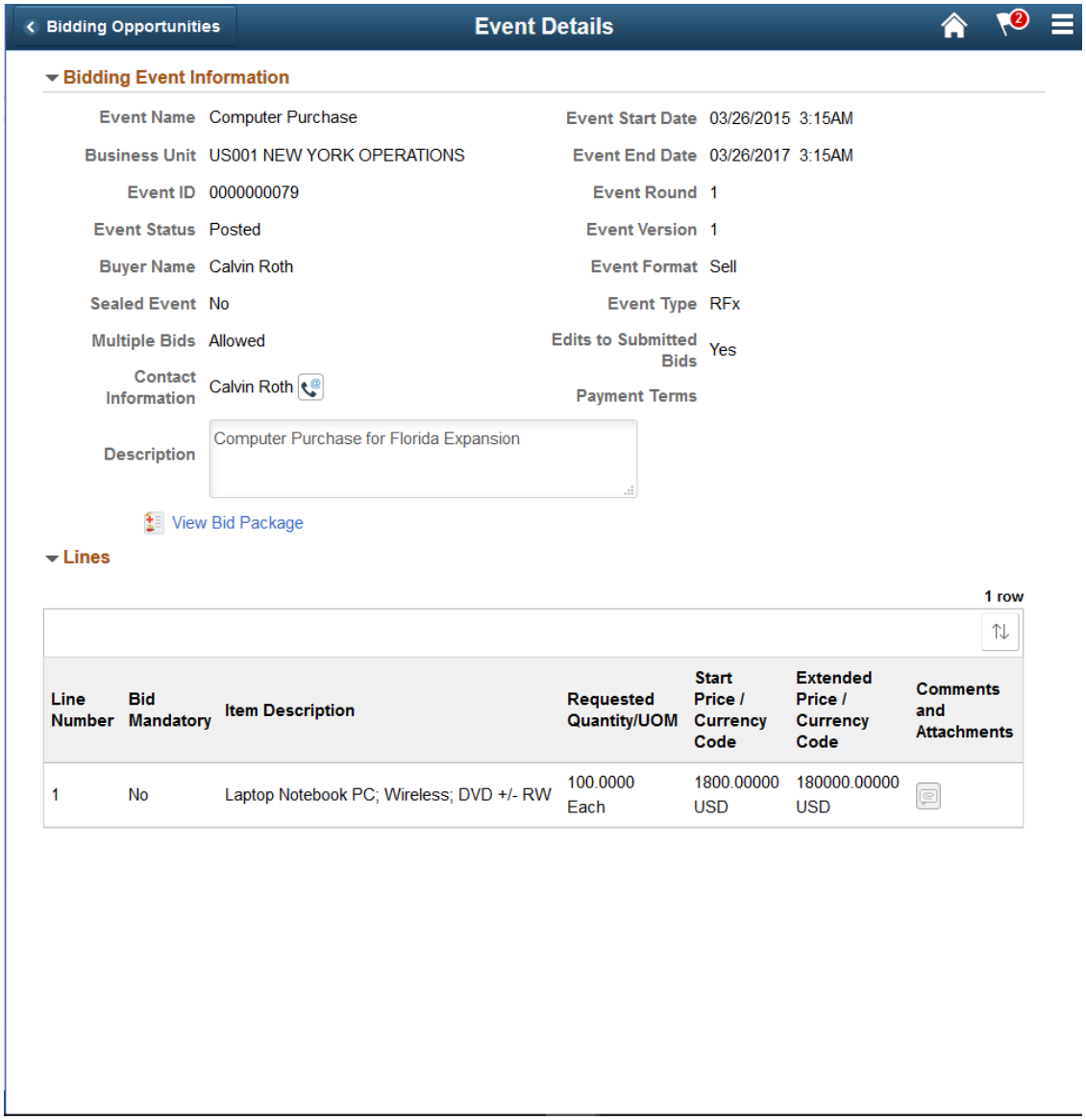
Public and Supplier User: Use the Event Details page to view the details of the event.

Navigation:

Click an event line on the Bidding Opportunities page.

This example illustrates the fields and controls on the Event Details page.

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> **Note**
>
> The fields on this page are displayed from the Event, and are based on the Event transactions in Strategic Sourcing, set up at the time of creating the event.

Contact Information Page

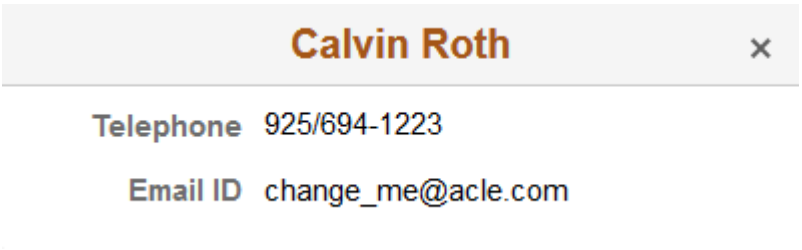
Public or Supplier User: Use the Contact Information page to view the contact information of the Buying Organization's internal Contact who may be managing the Event.

Navigation:

Click the Contact Information icon.

This example illustrates the fields and controls on the Contact Information page.

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View Bid Package Page

Public or Supplier User: Use the View Bid Package page to view comments and attachments pertinent to the header item.

Navigation:

Click the View Bid Package link on the Event Details page.

This example illustrates the fields and controls on the View Bid Package page.



The View Bid Package page uses the Comments and Attachments Framework, and the display of the comments and attachments are based on the setup made while creating the event.

Line Comments and Attachment Page

Public or Supplier User: Use the Line Comments and Attachments page to view comments and attachments pertinent to the line item.

Navigation:

Click the Comments and Attachments icon for a line.

This example illustrates the fields and controls on the Line Comments and Attachment page.

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The display of the comments and attachments are based on the setup made while creating the event.

User Registration Page

This Tile is displayed only if Strategic Sourcing is implemented

Public or Supplier User: Use the User Registration page to register as a Supplier, a Sourcing Bidder, or to create new user accounts.

Navigation:

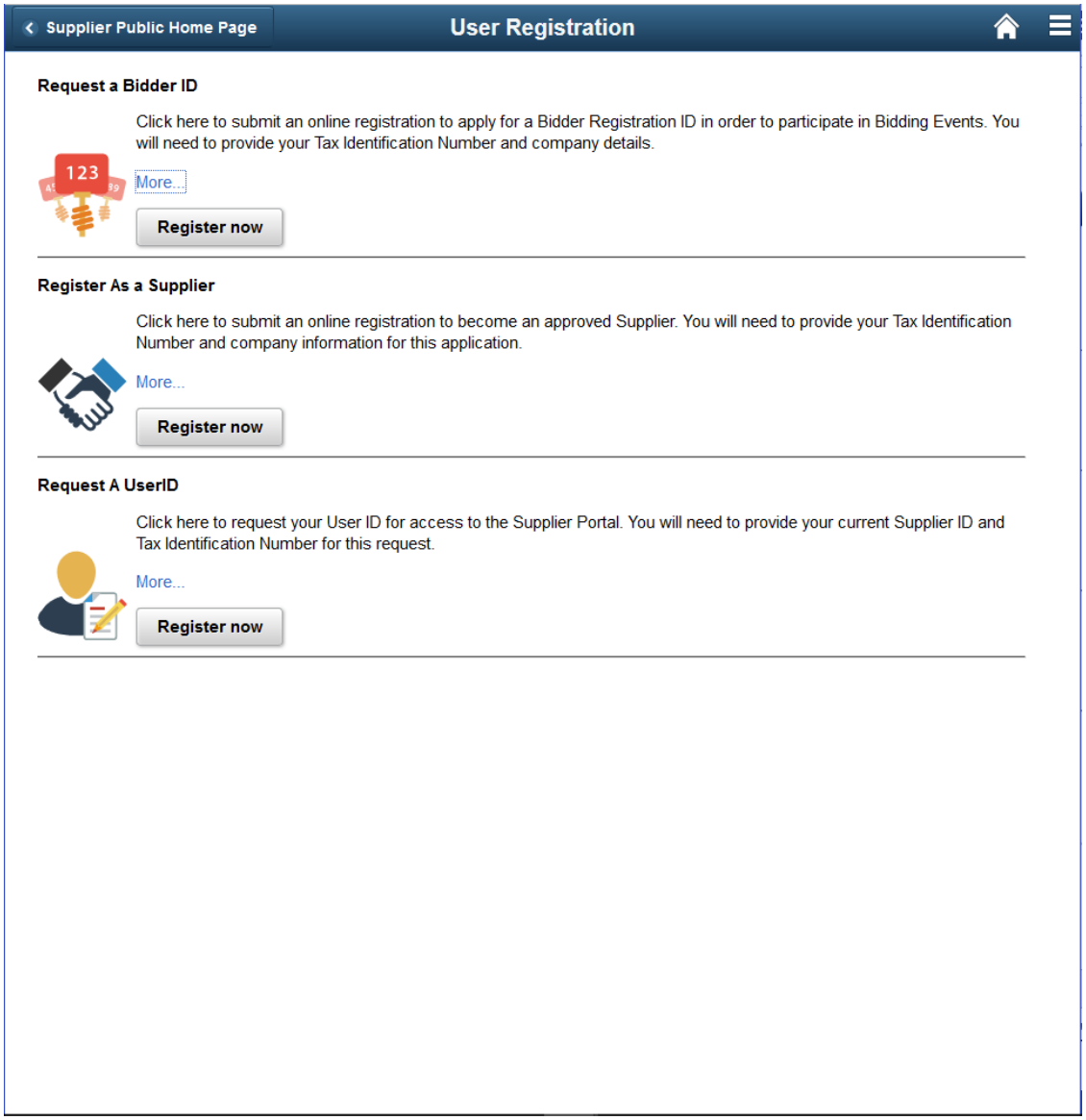
Home, and then **Supplier Public Home Page**, and then **User Registration**

This example illustrates the fields and controls on the User Registration tile.



This example illustrates the fields and controls on the User Registration page.

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Field or Control	Description
	Click to open the Welcome Page (New Bidder and New Supplier) and enter the details to register as a sourcing bidder. You will need your Tax Identification Number in order to register. Each field marked with an * indicates a required field that must have an input value.
	Click to open the Welcome Page (New Bidder and New Supplier) and enter the details to register as a Supplier. You will need your Tax Identification Number in order to register. Each field marked with an * indicates a required field that must have an input value.

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Field or Control	Description
	Click to open the Register New User Accounts Page and enter the details to create a new user account. Use this option to request additional User IDs for individuals in your organization. You will need your Supplier ID and Tax Identification Number in order to create a new User Account. Each field marked with an * indicates a required field that must have an input value.

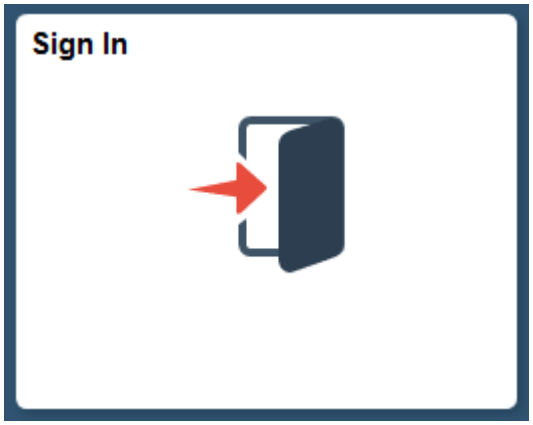
Sign In Page

Supplier User: Use the Sign In tile to open a Login page. Enter your registered user ID and password to log in to the Secured Portal.

Navigation:

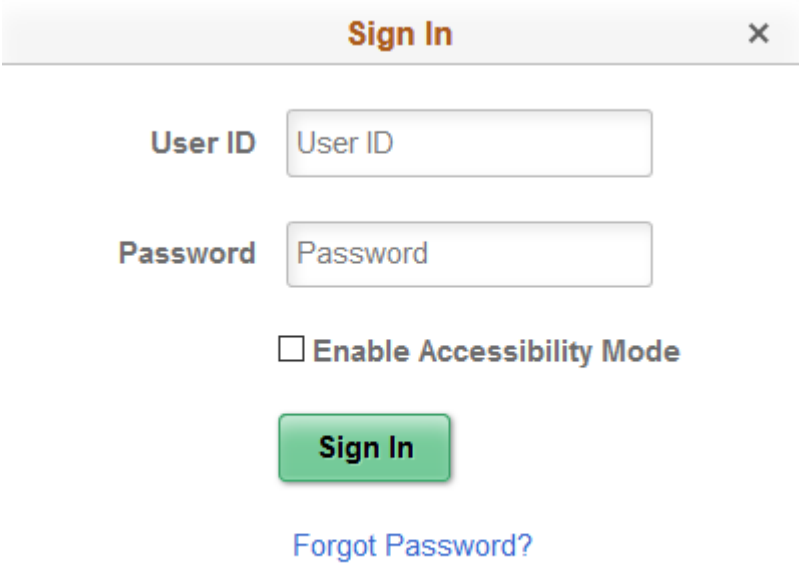
Home, and then **Supplier Public Home Page**, and then **Sign In tile**

This example illustrates the fields and controls on the Sign In tile.



This example illustrates the fields and controls on the Sign In page.

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Related Topics

- Managing Content for the Comprehensive Supplier Portal
  This section discusses how to manage content on the Comprehensive Supplier Portal homepages accessed from the employee portal.

Notice of Intent to Award Page

Guest or Supplier User: Use the Notice of Intent to Award (NOIA) tile to view the notice of intent to award for events from the buying organization. By default, the Notice of Intent to Award tile displays a count of the open notices in the last ninety (90) days, which can be changed.

Navigation:

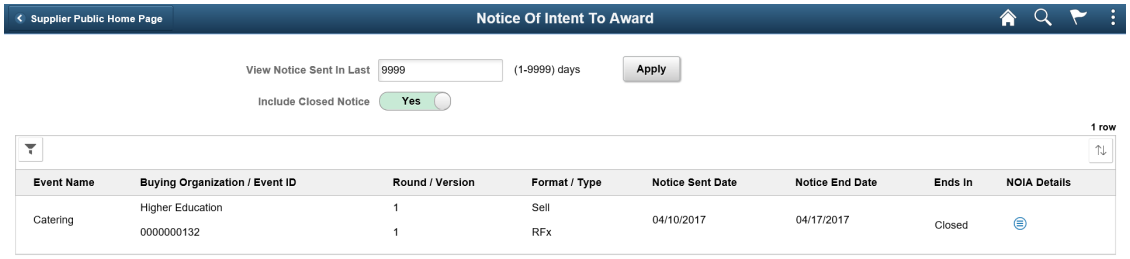
Home, and then **Supplier Public Home Page**, and then **Intent to Award tile**

This example illustrates the fields and controls on the Notice of Intent to Award tile.



This example illustrates the fields and controls on the Notice of intent to Award page. You can find definitions for the fields and controls later on this page.

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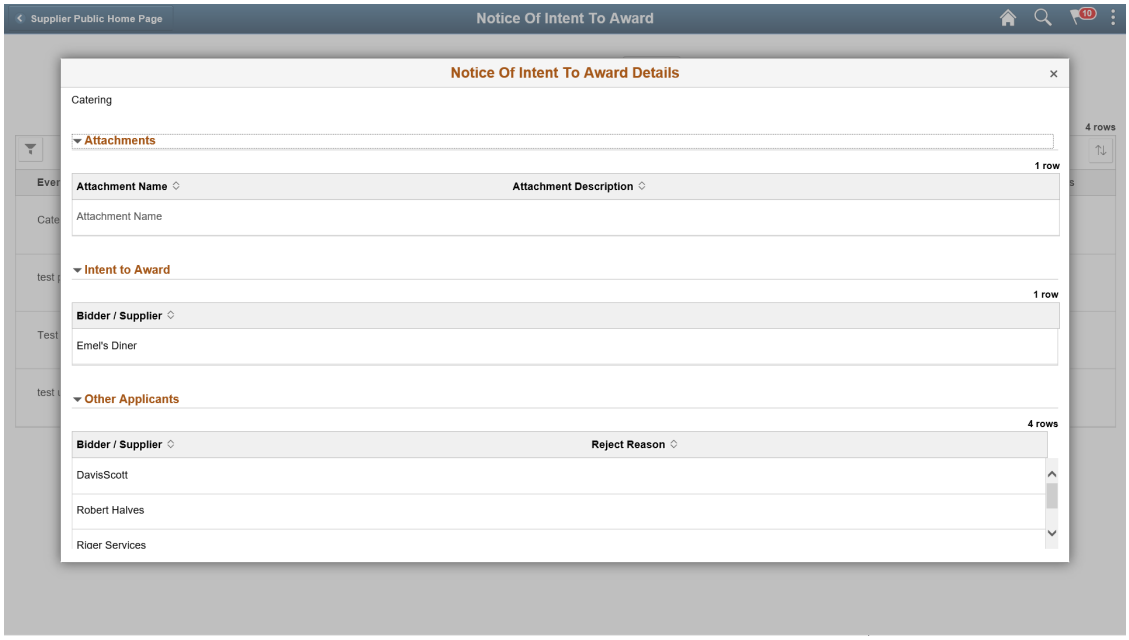
Field or Control	Description
View Notice Sent in Last	Enter a numeric value and click Apply. The page displays the list of all notices sent in the specified number of days, starting from the current date. Default value is 90 days.
Include Closed Notice	Select Yes and click Apply to include closed notices. The page displays the closed notices within the selected period.
Filter icon	Click to open the Filters page and filter the events based on: • Buying Organization • Event ID • Event Name • Event Format (All, Buy, RFI, Sell) • Event Type (All, Auction, RFx) • Bid Participation (All, No, Yes) • Include Closed Notice (Yes, No) • Notice Ends In Days
Sort icon	Click to sort the list of events.
	Click to open the Notice of Intent to Award Details page and view the details of the NOIA for the event.

Notice of Intent to Award Details Page

Guest or Supplier User: Use the Notice of Intent to Award Details page to view the list of Awarded and Non Awarded Bidders/Suppliers for the selected event.

This example illustrates the fields and controls on the Notice of Intent to Award Details page.

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Click the Attachment link to open the attachment in a separate window and view the detailed information of the NOIA. You can view the list of bidders the organization has intent to award. The attachment also lists the rejected submissions, along with the reason for rejection.

Using the Supplier Public Skill on the Supplier Public Portal

The Supplier Public Skill is part of the Supplier Digital Assistant. A Skill is a program that simulates interaction with a user. PeopleSoft Intelligent Chat ASsistant from Oracle (PICASO, or PeopleSoft PICASO) refers to the complete chatbot solution that is delivered by PeopleSoft.

The Supplier Public Skill assists first-time bidders and suppliers in determining if there are opportunities for sales collaboration, completing the registration process, and viewing public bidding events through real-time communication. In addition, they can inquire about bidding opportunities, calendar events, announcements, and FAQs and contact details.

This topic discusses how the Supplier Skill helps users accomplish different tasks.

The Supplier Skill uses Oracle Digital Assistant (ODA) to interact with users to perform certain tasks. For more information about ODA, see Using Oracle Digital Assistant.

PeopleSoft Enterprise Components documentation discusses the Chatbot Integration Framework. See Enterprise Components: Understanding Skills.

The Supplier Public Skill uses these services:

SCP_GET_CONTENT: Supplier Comprehensive Portal related service

- *getlink*: To get the link information to access application pages based on the context such as Contact and Register.
- *getbiddetails*:
  - *getpublicbiddetails*: To fetch the bid information based on the format, category, and duration.
  - *getbidhealth*: To check whether sourcing is enabled at the Installation level.

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- *getcontentdetails*: To fetch the dynamic content details like announcements, calendar events, and FAQs.

PeopleSoft PICASO Button

Use the PeopleSoft PICASO button to access the Supplier Public Skill page.

Navigation:

From the Supplier Public home page, select the **PeopleSoft PICASO** button at the bottom right corner.

The skill can be accessed from the User Registration, Public Bidding Events, Events Calendar, Announcements, and FAQs and Contact Us pages as well.

This example illustrates the PeopleSoft PICASO button.



Supplier Skill Page

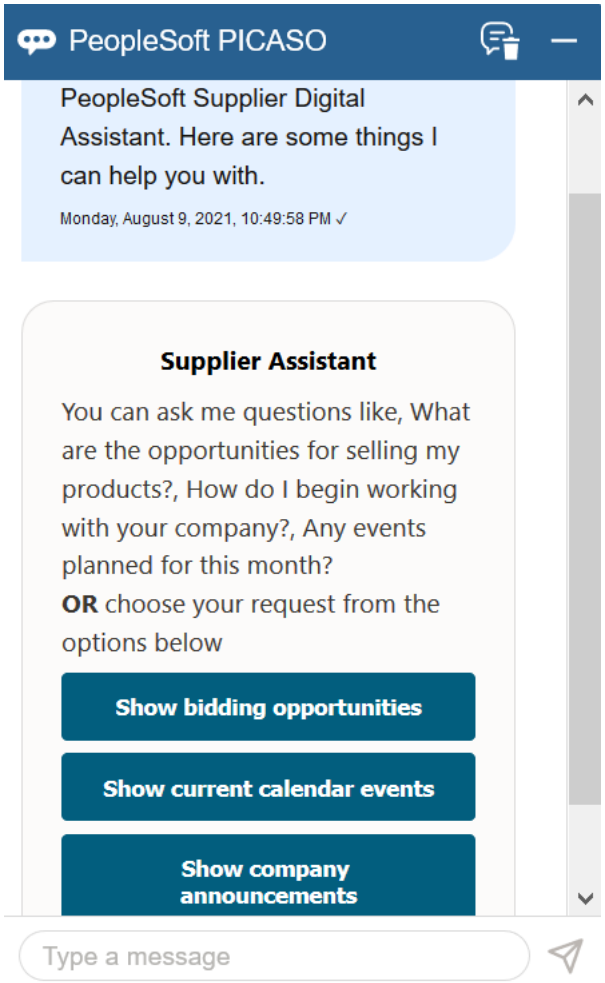
Use the Supplier Public Skill page to inquire on user registration, public bidding events, calendar events, announcements, and FAQs and contact details.

Navigation:

From the Supplier Public home page, select the **PeopleSoft PICASO** button.

This example illustrates the fields and controls on the Supplier Skill page.

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After launching the skill, you can start the conversation either by selecting one of the options displayed or entering your query. **Show bidding opportunities**, **Show current calendar events**, and **Show company announcements** are the options displayed by default.

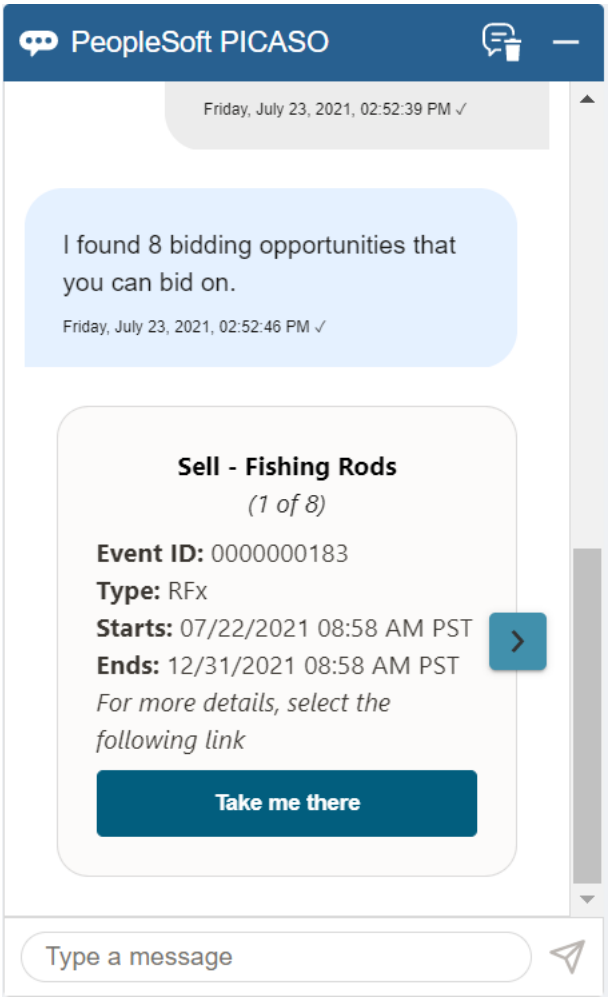
> **Note**
>
> The Skill does not display the Show bidding opportunities option, if the Strategic Sourcing product check box is deselected on the Products – Installation Options page. To any queries related to bidding opportunities, the skill displays the links to User Registration and Contact Us pages, so that you can obtain more information on how to proceed.

For more information on installation options, see Application Fundamentals: Setting Up Cross-Application Installation Options.

For example, if you select the **Show bidding opportunities** option, the skill displays the available bidding events.

This example illustrates the fields and controls on the Supplier Skill - Show Bidding Opportunities option

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Go through the set of results. For each event, its ID, type, start and end dates are shown. Events are displayed based on their end date. Those ending soon are displayed first.

Click the **Take me there** button to navigate to the respective application pages. These application pages do not display the PICASO button.

You can narrow down your search results by entering appropriate queries. Besides the options mentioned above, the skill can fetch results by identifying the following keywords or combinations of these from your queries:

- **Event Format** - You can specify the event formats (*Sell* and *Buy*) in your query.

  Example: *Opportunities for selling my products*

- **Product category** - You can include a product category such as laptop or monitor in your query. The skill uses OpenSearch to find the results. A flexible keyword search enables you to search for the specified product across the product categories available in PeopleSoft.

  Example: *Any opportunity to sell my laptop*

  You can include multiple categories too. Example: *Any opportunity related to laptop/office equipment*.

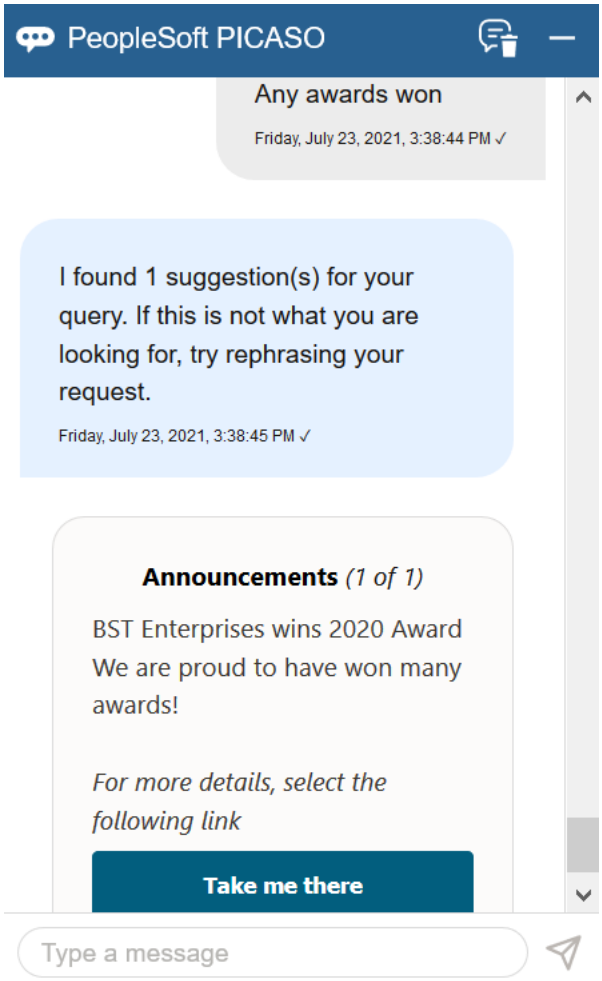
- **Time Period** - You can include a time period such as a month or date range in your query.

  Bidding opportunities available in July, *Sell my product next month*

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> **Note**
>
> Any queries related to calendar events, announcements, and FAQs are powered by OpenSearch. In case you enter an indirect query, the skill tries to understand it and suggest results that you might find helpful.

This example illustrates the fields and controls on the Supplier Skill page.



To any queries related to the contact details, the skill displays the **FAQs** and **Contact Us** links so you can navigate to the respective pages.

> **Note**
>
> OpenSearch functionality provides suggestions based on the contents available on the Maintain Content page, where the contents of FAQs, Announcements, and Event Calendar are managed. A hosting organization can further improve the relevance of results by adding new answer/regular intents for contents, which are less dynamic.

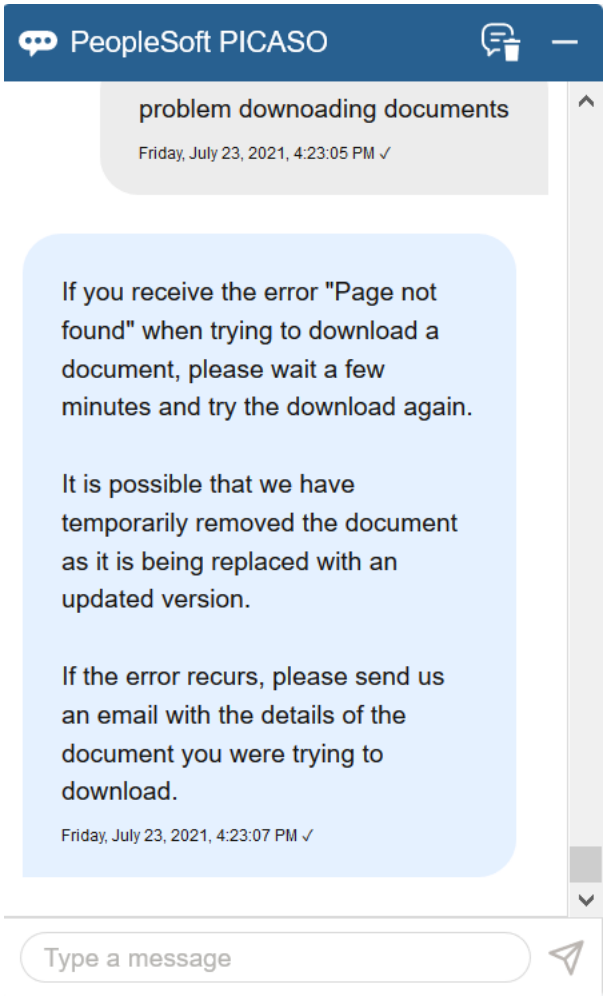
A couple of sample intents depicting such scenarios are delivered as part of this skill.

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The Supplier Skill can answer to questions related to diversity policy. Suppose you enter *Veteran or women-owned business opportunities*. When the skill responds, you can click the clicking the **Take me there** button to navigate to the FAQ page that displays the particular category to which the Diversity Policy information belongs.

As another example, you can inquire about any errors, such as *Problem downloading documents*.

This example illustrates the fields and controls on the Supplier Skill page.



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Using the Comprehensive Supplier Secure Portal in PeopleSoft Fluid User Interface

Page Used to Set Up My Preferences in the Comprehensive Supplier Secure Portal

Page Name	Definition Name	Usage
My Preferences Page	PTGP_USER_PERS_FL	Configure the default values and preferences such as time buckets, to display on the Secure Portal pages.

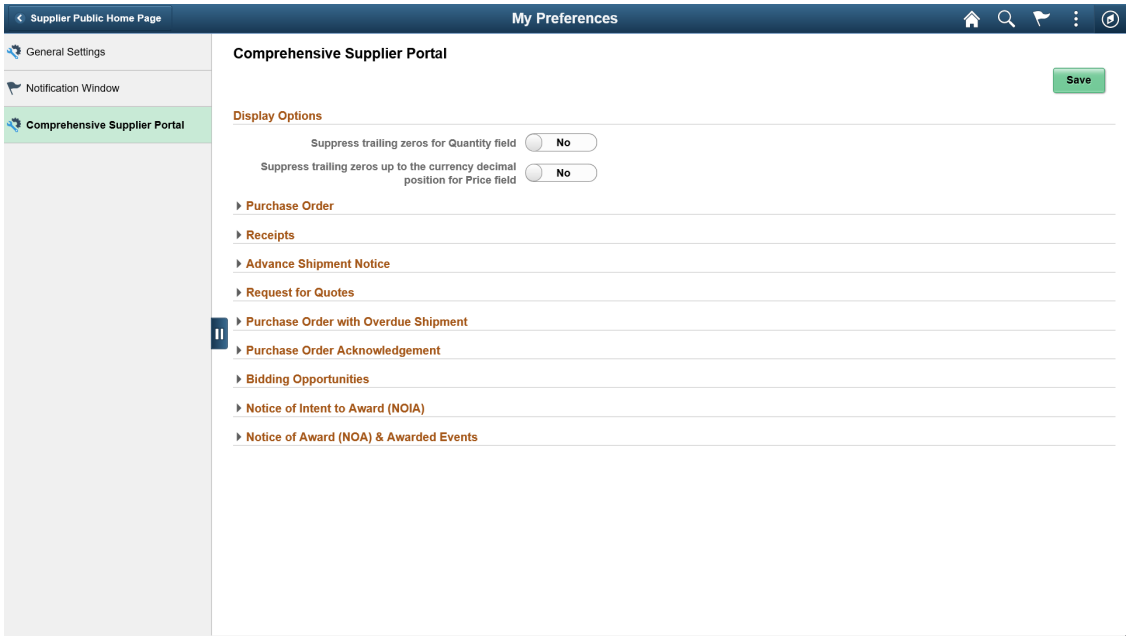
My Preferences Page

Supplier User: Use the User Preferences tile to open the Preference page and configure the default time values and time buckets displaying on the various Secure Portal pages.

Navigation:

Home , and then **Supplier Secure Home Page** , and then **User Preferences** , and then **Comprehensive Supplier Portal**.

This example illustrates the fields and controls on the My Preferences page. You can find definitions for the fields and controls later on this page.



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Display Options

Field or Control	Description
Suppress trailing zeros for Quantity field	Select to suppress any extra zeros. This setting is applicable to all transactions.
Suppress trailing zeros up to the currency decimal position for Price field	Select to suppress extra zeros till currency decimal position. Decimal Positions setup for the currency will be used to determine the number of decimal positions that will be displayed for price. This is no rounding off done for Price.

Field or Control	Description
Purchase Order	Enter the number of days for including the dispatched purchase orders. For example, if you enter the value as 90 days, the system lists the POs dispatched in the past 90 days from today.
Receipts	Enter the number of days for including the dispatched receipts.
Advance Shipment Notice	Enter the number of days for including the dispatched Advance Shipment Notices.
Request for Quotes	Enter the number of days for including the dispatched Request for Quotes.
Bidding Opportunities	• *Warn Events Ending Prior To* : Enter the number of days for displaying alert messages for the public and invited events on the Bidding Opportunities page to notify users about event expiration. • *Event Ending Soon X Day(s) Prior To Event End Date* : Enter the X number of days before the event end date for displaying the event counts on the Bidding Opportunities tile with closest end date.

Purchase Order With Overdue Shipment

Field or Control	Description
Include POs Dispatched in Last	Enter the number of days for including the dispatched POs.
Overdue Shipment Time Buckets	Enter values to display the time bucket for PO Overdue Shipment, based on the number of days entered. **Note:** This field appears only for single supplier shipments, and you can enter a maximum of four rows.

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Purchase Order Acknowledgement

Field or Control	Description
Default View by Option	Select a View By option: • Buyer • Buying Organization • POA Due in (default) • POA status • Supplier On the Purchase Order Acknowledgement Landing page, the View By field displays the selected option.
Acknowledge With Pending Review Lines	Select an option to display when you acknowledge a PO with a few or all lines pending for review: • Error: Prevents a user from Acknowledging the PO until all lines are set to Reviewed • No Action: Bypasses the PO Line edit during PO Acknowledgement. • Warning (Default): Displays a warning message during the PO Acknowledgement alerting the user that not all lines have been marked as Reviewed.
Acknowledgement Due View Buckets	Enter the time period to display the POAs due. **Note:** If you enter a negative value in the From field, the system automatically updates the Label Description as Past Due. **Note:** Pay close attention to the values you enter here. The system uses these values to display the time buckets of POA Due-in information and group the pending Purchase Order acknowledgements under various time buckets as defined in this section.

Notice of Intent to Award (NOIA)

Field or Control	Description
Display NOIA Sent To	Select All Events if you want to send NOIA to all the events. If you select Participated Events, you can send NOIA for only the events that the logged in bidder has participated in.
Display NOIA Sent in Last	Enter number of days to display the dispatched NOIA. Default value is 90 days.
Include Closed Notice	Select Yes for the event notices on the NOIA page to display all the events, including notices that are closed. This is the default selection. Select No for the event notices on the NOIA page to display only open notices.

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Field or Control	Description
Warn Prior To Notice End Date	Enter the number of days for displaying the warning message. A warning icon with a message appears on the NOIA page for notices that are going to end within the specified number days. Default value is 10 days.

Notice of Award (NOA) & Awarded Events

Field or Control	Description
Display Awarded Events In Last	Enter the number of days to display the Awarded Events. Default value is 90 days.
Include Non Awarded Events	Select Yes to list all the notices for the logged in bidder, including the non-awarded events. This is the default selection. Select No to list only the awarded events for the logged in bidder.

Pages Used to View the Comprehensive Supplier Secure Portal in the PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Supplier Secure Home Page	PT_LANDINGPAGE	Access various pages on the portal.
Bidding Opportunities Page	SCP_SEC_BIDOPP_FL	View a list of bidding events.
Event Details Page	SCP_SEC_BIDLST_DFL	View the details of the event.
Bidder Response - General Information Page	AUC_GEN_DTL_PG1_FL	Access the event bid package, view related details, and respond to general questions for the event. Bidders and suppliers can also add comments or attachments related to their bid.
Bidder Response - Line Bid Page	AUC_LINE_BID_FL	Respond to line details such as quantity, price, and bid factors related to each bid line. Bidders and suppliers can also add comments and attachments related to the event line.
Bidder Response - Review & Submit Page	AUC_BIDVALIDATE_FL	Review your responses to the event and submit the bid. You can also review and correct errors.
Bid Confirmation Page	AUC_BID_CONF_FL	Confirm that the bid was successfully submitted and review bid event details.
Event Comments and Attachments Page	AUC_RESP_COMH_SCF	Enter comments or attachments for the bid event.

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Page Name	Definition Name	Usage
Advanced Shipping Notices Page	SCP_SEC_ASN_PG_FL	Create a new Advanced Shipping Notice (ASN)
Quotes and POs Page	PT_LANDINGPAGE	Access Quotes and POs tiles.
Quotes Page	SCP_SEC_QUOT_PG_FL	View all the quotes either that are awaiting a response or those Quotes that already have responses.
Purchase Orders Page	SCP_SEC_PO_PG_FL	View all your Suppliers along with the details of the Purchase Orders awaiting acknowledgement, and the orders that may need to have an ASN generated.
Receipts Page	SCP_SEC_RCPT_PG_FL	View all your Suppliers along with the details of the rejected and accepted receipt lines.
Alerts Page	PT_LANDINGPAGE	Access the POs with Overdue Shipments tile, the Unacknowledged PO tile, and the Contracts Pending Review tile.
POs with Overdue Shipments Page	SCP_SEC_ALRT_SH_FL	View Suppliers having overdue shipments of orders placed by the Buying Organization.
Overdue Schedules Page	SCP_ALR_SCH_DTLSCF	View the overdue Schedule details of the selected Purchase Order.
Unacknowledged POs Page	SCP_SEC_ALRTPO_FL	View the list of Purchase Orders that are awaiting your acknowledgement.
PO Acknowledgements Page	SCP_SEC_UNACKPO_FL	View the list of Purchase Orders that are awaiting your acknowledgement.
Acknowledge PO Page	SCP_POA_TRAN_PG_FL	View the selected Purchase Order and choose to acknowledge, save, reject, or reset it.
Awarded Events Page	SCP_SEC_NOA_FL	View the awarded and non-awarded events and the relevant details about each event.
Secure Notice of Intent To Award Page	SCP_SEC_NOIA_FL	View the notice of intent to award for events from the buying organization.
Manage Contract documents Page	SCP_S_CNTRCT_PG_FL	View the documents pending review or signature. The tile displays the total count of those documents.
Manage Deliverables Page	SCP_DELIVER_PG_FL	View the contract deliverables.

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Common Elements Used in the PeopleSoft Fluid User Interface for Comprehensive Supplier Portal

Field or Control	Description
Tile	Tiles also act like buttons. Click a tile to go to an application page to complete your business transactions or view data to guide your interactions in the Portal.
	Every Homepage and application page has a banner at the top of the page that includes the page title and standard buttons.
	On application pages, the banner includes a back button. The button label includes the Homepage title you navigated from. Clicking this back button returns to the prior page or the page you navigated from.
	You can return to the Homepage you came from by clicking the Home button in the banner and bypass the steps to return page by page to your original point of entry.
	Click to refresh the page and view the page with latest updates.
	The notifications button shows the number of pending actions and alerts.

Supplier Secure Home Page

Supplier User: Use the Supplier Secure Home Page to access various pages on the portal, by clicking a tile. You must have verified user credentials (User ID and Password) to access this area of the Comprehensive Supplier Portal.

Navigation:

Home, and then **Supplier Secure Home Page**

This example illustrates the fields and controls on the Supplier Secure Home Page.

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Click a tile to open a new page and view the corresponding detailed information.

Bidding Opportunities Page

This Tile is displayed only if Strategic Sourcing is implemented.

Supplier User: Use the Bidding Opportunities tile to open a new page and view a list of bidding events. The Bidding Opportunities tile displays a count of the events available for bidding, which includes public events as well as invitation-based events submitted by both suppliers and bidders. You use your Bidder ID or Supplier ID to participate in a Bidding Event.

Navigation:

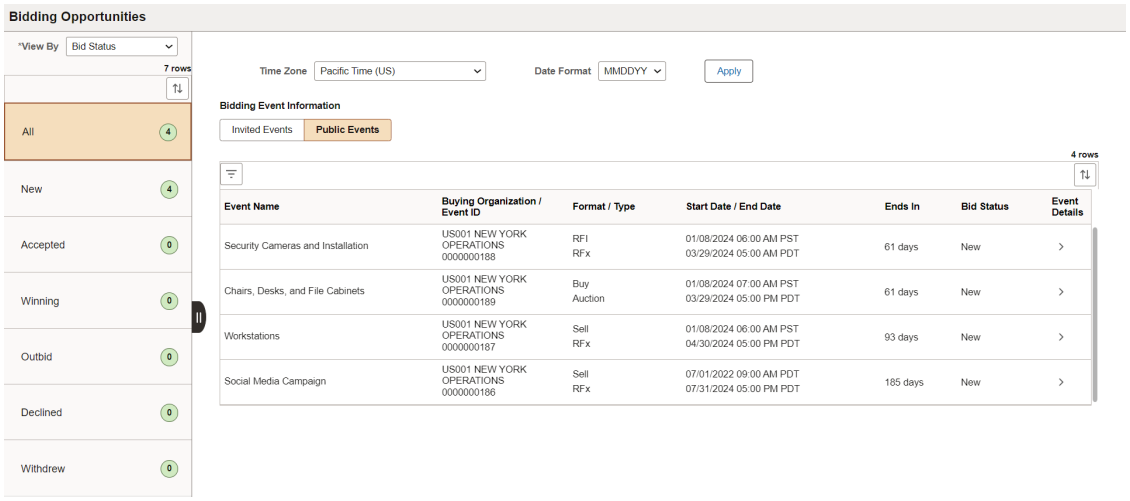
Home, and then **Supplier Secure Home Page**, and then **Bidding Opportunities**

This example illustrates the fields and controls on the Bidding Opportunities tile.



This example illustrates the fields and controls on the Bidding Opportunities Page.

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The left pane display varies based on the selected View By option. By default, the All option displays both the suppliers and bidders based on the Define Supplier page configuration. Against each supplier or bidder, you can see the number of bidding events.

Field or Control	Description
Time zone	Select a time zone for the bids. Leave the field blank to display the list of bids in the time zones that were used while creating the events. **Note:** The Time Zone values are PeopleTools delivered. The default value is taken from the preferences set up on the My Preferences page under General Settings.
Date Format	Select a date format for the bids: • DDMMYY • MMDDYY (default) • YYMMDD
Apply	Click to apply the Time Zone and Date Format selections to the bids.
View By	Select the required option from the View By drop down. The options are Bid Status, Buying Status, and Supplier and Bidder. The Supplier and Bidder view option is available only to the Multi Supplier users.
Invited Events	View a list of events for which you have been invited to participate.
Public Events	Click to view a list of all events available for bidding that are open to the general public.

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Field or Control	Description
	If you are searching for a specific bidding event, you can use the Filter capability to narrow down the list of events. Click the Filter icon to access the Filters page and search events based on various fields on the event: • View Events by • Sealed Events Only • Buying Organization • Event ID • Bidder ID • Event Name • Format • Type • Status • Ending in Day(s)
Event Name	Displays the event name.
Buying Organization / Event ID	Displays the Buying Organization and the Event ID associated to the event.
Format / Type	Displays whether the event is a Sell event or a Buy event. • Buy event: These events are the event creator's buy events; the events are for items and services to buy from an individual or organization. • Sell event: These are the event creator's sell events; the events are for items and services to sell to an individual or organization. Also displays the type of event: • RFX • Auction • RFI
Start Date / End date	Displays the period for which the bidding is open.
Ends In	Displays the time after which the bidding opportunity ends.
	Displays warning based on the **Warn Events Ending Prior To x days** setting on the My Preference page.
Bid Status	Displays whether you have accepted or declined to participate in an Event, as well as any new Events. • New • Accepted • Declined • Winning • Outbid • Withdrew
Event Details	Click the > button to open the Event Details page.

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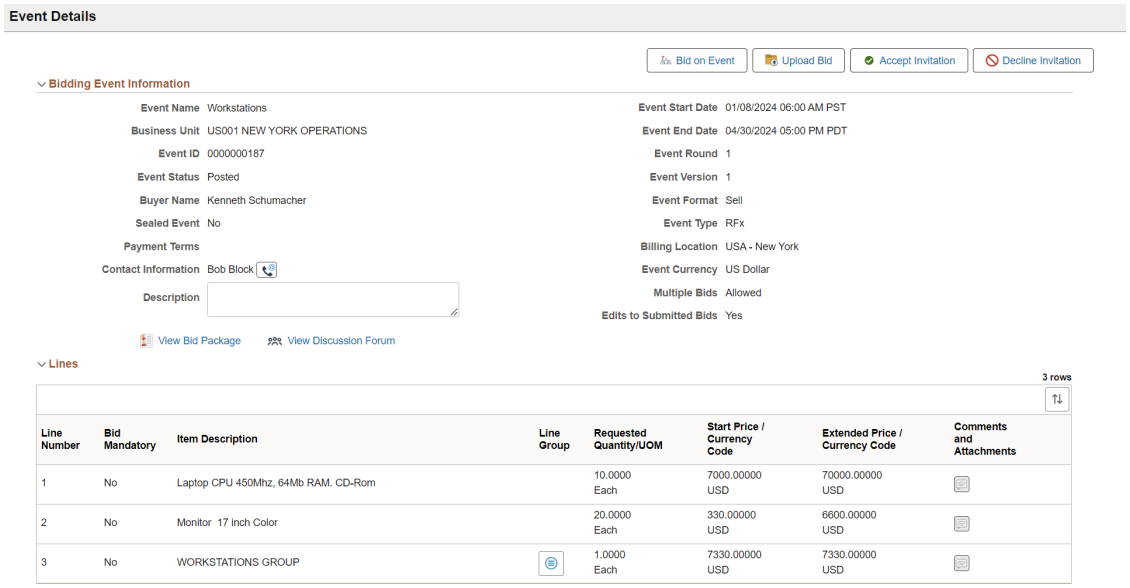
Event Details Page

Supplier User: Use the Event Details page to view the details of the event. This page is displayed only if Strategic Sourcing is implemented.

Navigation:

Click an event line on the Bidding Opportunities page.

This example illustrates the fields and controls on the Event Details page.



> **Note**
>
> The fields on this page are displayed from the Event, and are based on the Event transactions in Strategic Sourcing, set up at the time of creating the event.

Field or Control	Description
Enter Bid on Behalf of	The Enter Bid on Behalf of label indicates that the supplier user or representative is entering, editing, or viewing the bid on behalf of another Supplier or Contact. For Public events, a supplier or representative can select a contact from Bid on Behalf of drop down to submit the bid on behalf of another user.

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Field or Control	Description
	Click to open the Bidder Response - General Information Page to enter your bid response. This button is displayed for New and Multiple Events. You can use this button to enter multiple bids if Multiple bids are allowed. When you select this button, the page displays the selected bidder's or contact's name that the supplier or representative is entering the bid on behalf of. **Note:** Enable the Fluid Bidder Response feature using the Enable Fluid Bidder Response check box on the Application Fundamentals: Installation Options - Sourcing Installation Options Page.
	Click to open the PeopleSoft Strategic Sourcing: Upload Bid Page to upload the bid in XML format. **Note:** This button is displayed only when **Allow Bidder XML Downloads** is selected on the PeopleSoft Strategic Sourcing: Event Settings and Options Page. You can use this button to enter multiple bids if Multiple bids are allowed.
	Click to accept the invitation to bid on this event. Use this to indicate that you are interested in participating in the bid. You can prepare for the bid after accepting the invitation. Accepted invitations display the Submitted For column, which display the name of the supplier or contact. **Note:** This button is displayed only if the status is New or Declined.
	Click to decline the invitation to bid on this event and enter a reason code. You can accept the invitation at a later time and enter a bid for the event in case you have reconsidered and decide to participate in the bidding event. **Note:** This button will not be displayed if the status is Accepted.
Counter Bid	Click to enter a bid response. This button is displayed if there are multiple rounds of bidding for an auction and you would like to continue participating by entering a new bid.
Multiple Bids	Displays if you can enter multiple bids for the Event.
Edits to Submitted Bids	Displays if you can make changes to the bid using the Related Actions.
Invitation Accepted	Displays to indicate that the Event is accepted.
Invitation Declined	Displays to indicate that the Event is declined.
View Discussion forum	Click to open the PeopleSoft Strategic Sourcing: Event Discussion Page to view the Event message and to post a reply.

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Field or Control	Description
	Click to perform event related actions: • View Bid • Edit Bid • Copy Bid (Appears only if multiple bids are allowed) • Cancel Bid • Upload Bid **Note:** If multiple bids are not allowed, and Edits to Submitted Bids is “No” then the only options available are View Bid and Cancel Bid.

See Contact Information Page, View Bid Package Page, and Line Comments and Attachment Page.

Bid Information

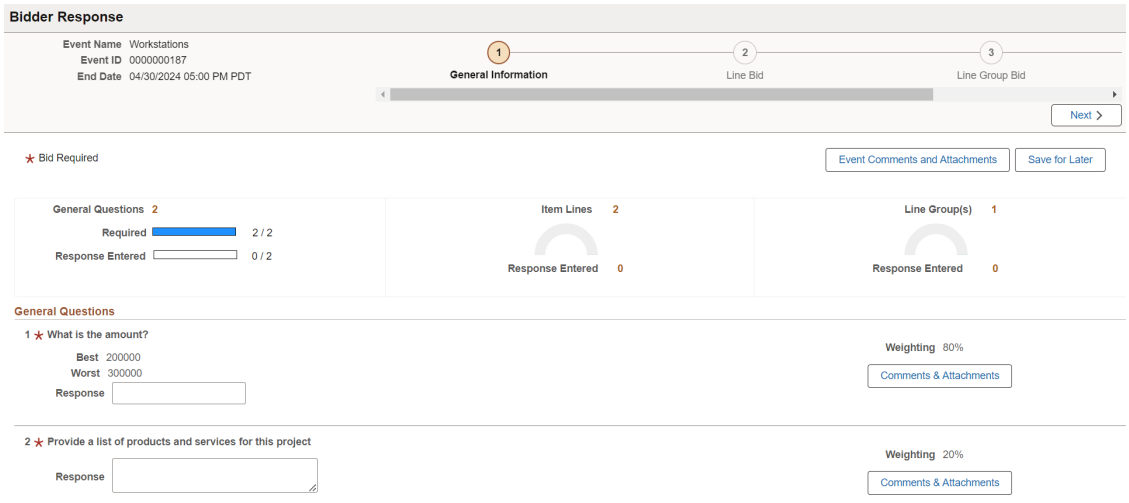
The Bid information section appears once you submit a bid using the Bid on Event button. In case the event is of the type Auction, additional fields appear along with the Bid History link. Clicking the link will open the PeopleSoft Strategic Sourcing: Event Bid History Page to view the bid invitation status and bidding history for the specified event.

Bidder Response

Bidder Response page appears when you click the Bid on Event button on the Event Details Page. On this page you can view the details, respond to general questions, respond to line details, review, and submit the bid.

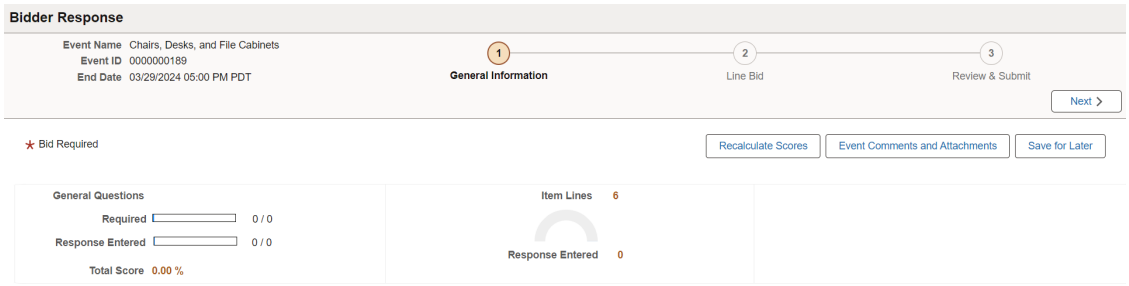
The fields on this page and steps to submit the bid are displayed from the Event, and are based on the Event transactions in Strategic Sourcing, set up at the time of creating the event.

This example illustrates the fields and controls on the Bidder Response page for the RFx events.

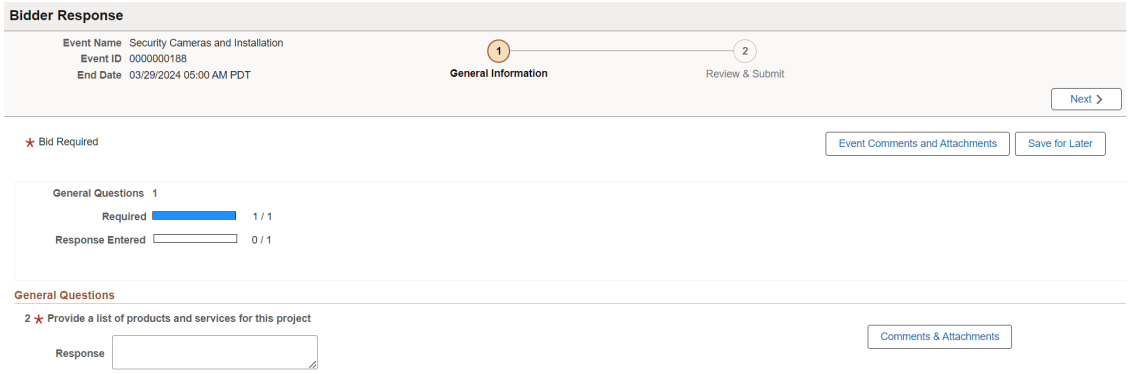


This example illustrates the fields and controls on the Bidder Response page for the Auction events.

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This example illustrates the fields and controls on the Bidder Response page for the RFI events.



Bidder Response - General Information Page

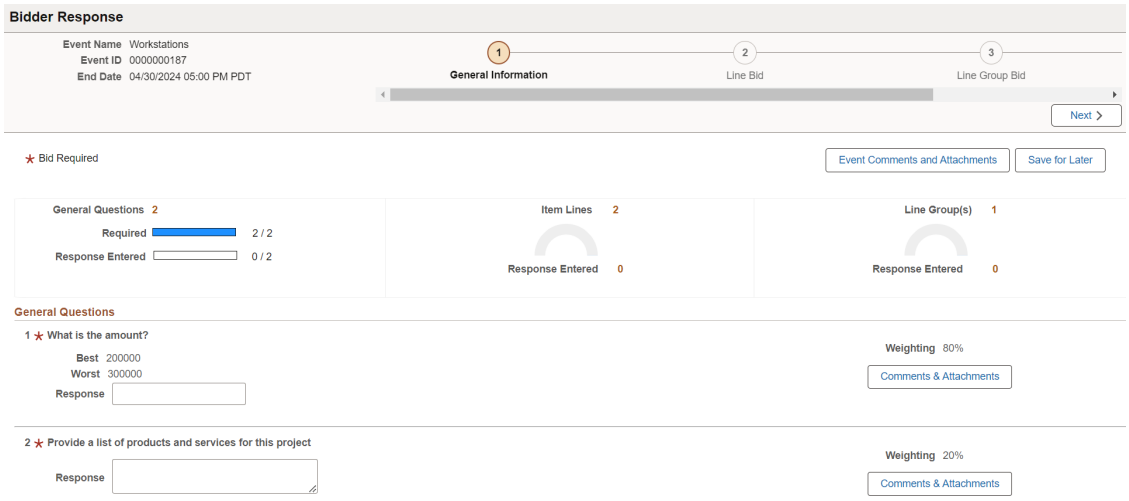
Use the Bidder Response - General Information page (AUC_GEN_DTL_PG1_FL) to access the event bid package, view related details, and respond to general questions for the event. Bidders and suppliers can also add comments or attachments related to their bid. This page supports line group event bids.

Navigation:

Select the **Bid on Event** button in the Event Details Page

This example illustrates the fields and controls on the Bidder Response - General Information page.

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Field or Control	Description
Event Name	Displays the name of the event.
Event ID	Displays the event ID.
End Date	Displays the bidding end date.
Next	Select to advance to the next step in the bid process, Bidder Response - Line Bid Page.
Recalculate Scores	Click to recalculate the score after updating all the fields. **Note:** This button will be available only for Auction events when **On the Basis Of** option is **Scores**.
Event Comments & Attachments	Select to access the Event Comments and Attachments Page, and enter comments or attachments for the event. You can also download all the attachments as a zip file.
Save for Later	Select to save the bid in its current state and complete at later time.
General Questions	Displays the total number of general questions in the bid.
Required	Displays the total number of required questions in the bid.
Response Entered (General Questions)	Displays the total number of completed questions in the bid.
Item Lines	Displays the total number of item lines in the bid.
Response Entered (Line Bids)	Displays the total number of completed line bids.

General Questions

Use this section to answer general questions related to the event. Questions are created using the PeopleSoft Strategic Sourcing: Event Bid Factors Page.

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Field or Control	Description
Response	Enter or select a response to the question.
Weighting	Displays a percentage for the question, which indicates its importance relative to the other questions.
Comments and Attachments	Select to add individual comments or attachments for a question. You can also download all the attachments on the Comments and Attachments page.

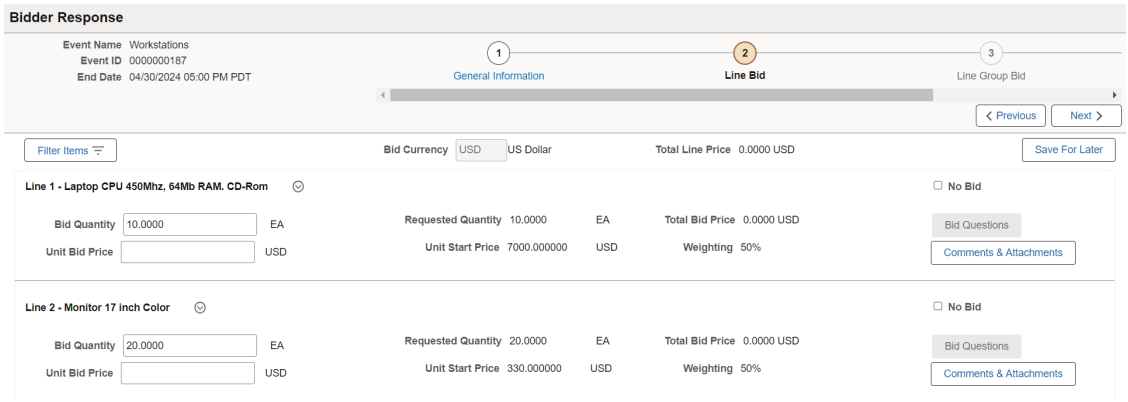
Bidder Response - Line Bid Page

Use the Bidder Response - Line Bid page (AUC_LINE_BID_FL) to respond to line details such as quantity, price, and bid factors related to each bid line. Bidders and suppliers can also add comments and attachments related to the event line.

Navigation:

Select the **Next** button on the Bidder Response - General Information Page.

This example illustrates the fields and controls on the Bidder Response - Line Bid page.



Field or Control	Description
Next	Select to advance to the next step in the bid process, Bidder Response - Line Group Bid Page. **Note:** If Line Group Bid page is not available, click Next to access the Bidder Response - Review & Submit Page.
Filter Items	Select to access the Filters page and filter bid item results based on *Item ID, All Lines, Pending,* and so forth.
Recalculate Scores	Click to recalculate the score after updating all the fields. **Note:** This button will be available only for Auction events when **On the Basis Of** option is **Scores**.

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Field or Control	Description
Bid Currency	Displays the currency of the bid, such as U.S. dollars.
Total Line Score	Indicates the sum of the bidder's scores for the bid factor responses for this line. **Note:** This field will be available only for Auction events when **On the Basis Of** option is **Scores**.
Total Line Price	Displays the total price of the line.
Save for Later	Select to save the bid in its current state and complete at later time.
Actions	Select one of the following actions for a line: • *Item Information*: Select to access the Item Specifications page and view bid item details. • *Ship Information*: Select to access the Shipping Information page and view bid item shipping details. • *Line Details*: Select to access the Line Details page and enter maximum bid quantity.
No Bid	Select this option if you do not want to bid on the item.
Bid Quantity	Enter the bid quantity for the bid line. If the requested quantity is required, the quantity is automatically populated with the requested line quantity and cannot be changed.
Requested Quantity	Displays the requested quantity for the bidding event.
Total Bid Price	Displays the total bid price for the bid line.
Unit Bid Price	Enter the unit bid price for the bid line.
Unit Start Price	Displays the amount at which the bidding must start.
Weighting	Displays a percentage for the bid line, which indicates its importance relative to the other bid lines.
Bid Questions and **Required Bid Questions**	Select to access the Line Questions page and view the general question related to this bid line. You can also answer the question using this page.
Comments and Attachments	Select to add individual comments or attachments for a bid line. You can also download all the attachments as a zip file from this page.
Total Score	Indicates the total score of the line. **Note:** This field will be available only for Auction events when **On the Basis Of** option is **Scores**.

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Field or Control	Description
Weighted score	Displays a percentage for the bid response, which indicates its importance relative to the other bid responses. **Note:** This field will be available only for Auction events when **On the Basis Of** option is **Scores**.
Proxy Bid	Select this check box if the price entered in the Your Unit Bid Price field is to be used as your proxy bid price for this line. You can also indicate if this bid is a proxy bid on the Line Detail page. **Note:** This field will be available only for Auction events when **On the Basis Of** option is **Price** with Proxy option enabled.
Current Price	Displays the current price of the line item. **Note:** This field will be available only for Auction events when **On the Basis Of** option is **Price** with Proxy option enabled.

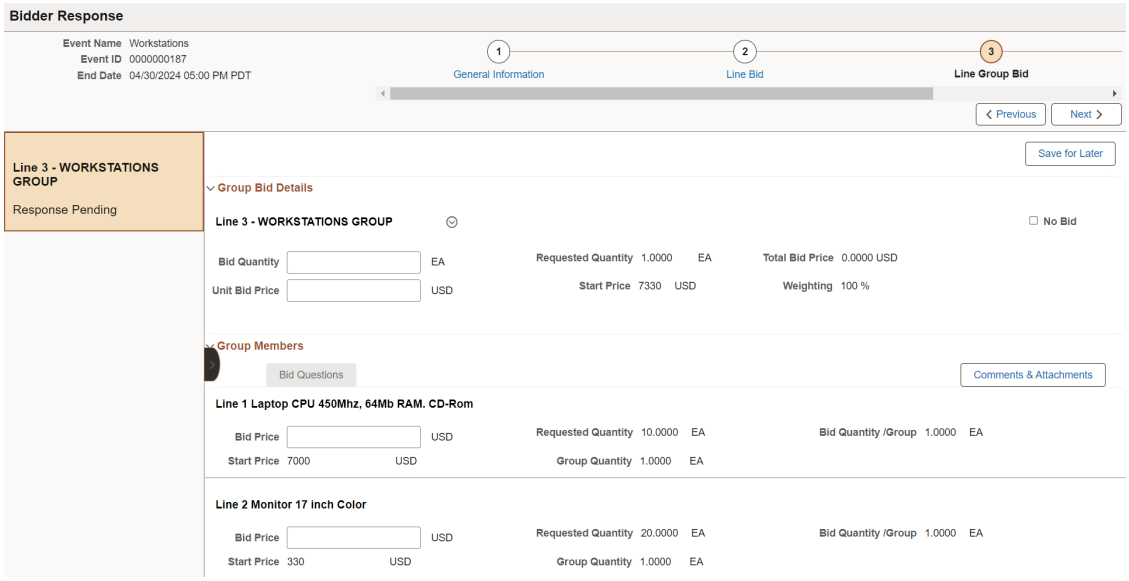
Bidder Response - Line Group Bid Page

Use the Bidder Response - Line Group Bid page (AUC_LN_GRP_BID_FL) to respond to group and line details such as quantity, price, and bid factors related to the group and group member - lines. Bidders and suppliers can also add comments and attachments related to the event line.

Navigation:

Select the **Next** button on the Bidder Response - Line Bid Page.

This example illustrates the fields and controls on the Bidder Response - Line Group Bid page.



For more information about the fields and controls, see Bidder Response - Line Bid Page.

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Click Next to access the Review & Submit page.

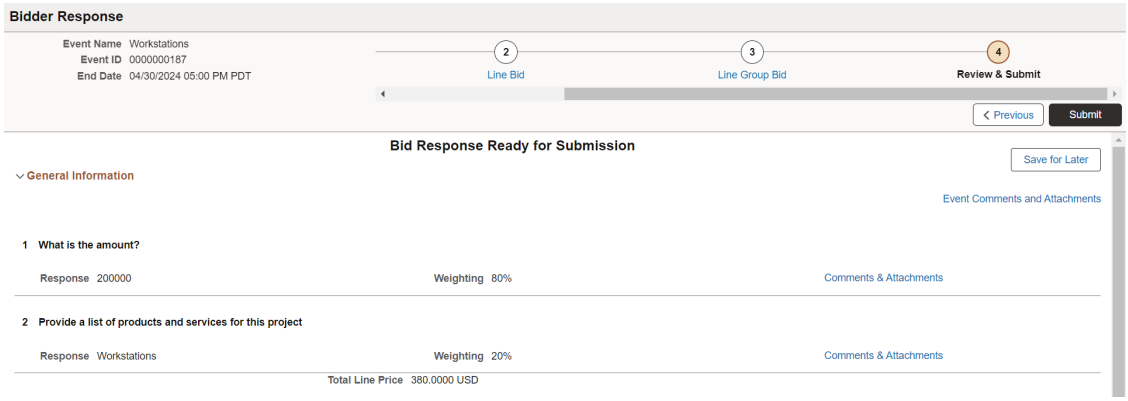
Bidder Response - Review & Submit Page

Use the Bidder Response - Review and Submit page (AUC_BIDVALIDATE_FL) to review your responses to the event and submit the bid. You can also review and correct errors. This page supports line group event bids.

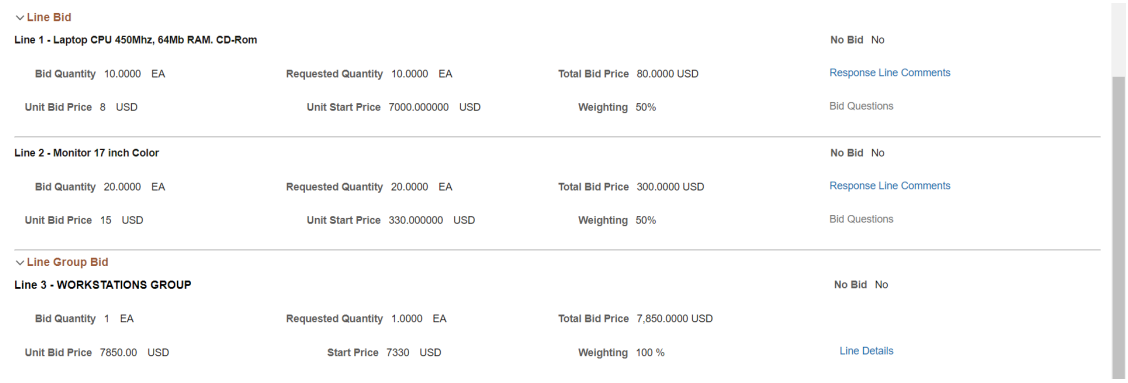
Navigation:

Select the **Next** button on the Bidder Response - Line Bid Page.

This example illustrates the fields and controls on the Bidder Response - Review and Submit page (I of 2) when no errors exist.

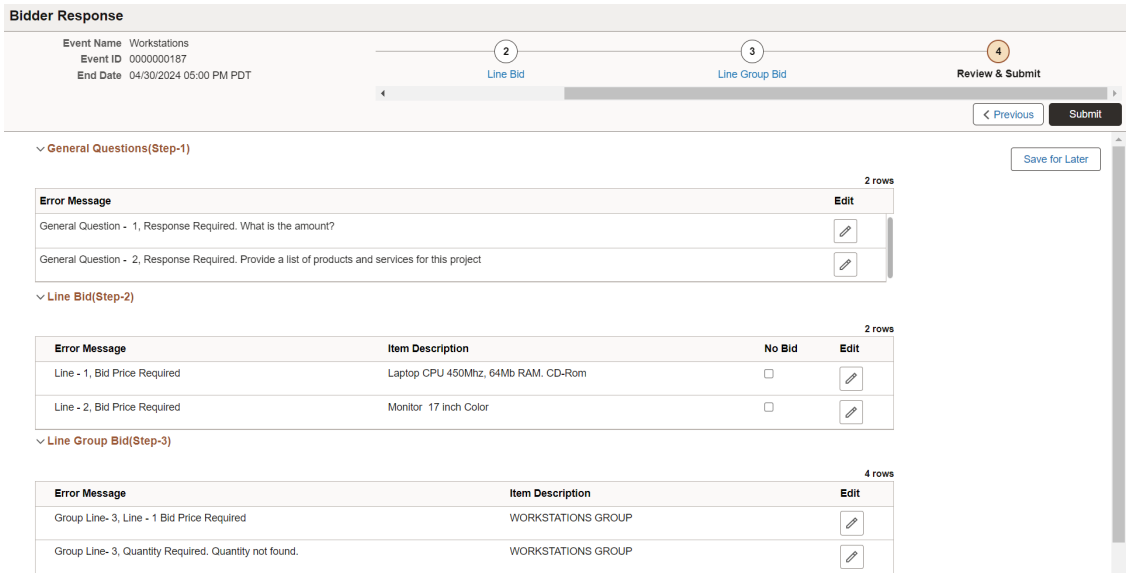


This example illustrates the fields and controls on the Bidder Response - Review and Submit page (2 of 2) when no errors exist.



This example illustrates the fields and controls on the Bidder Response - Review and Submit page with errors .

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Field or Control	Description
Submit	Select to submit your bid for consideration. This button is available only when no errors exist for general questions and line bids. Once the bid is submitted, you are directed to the Bid Confirmation Page.
Save for Later	Select to save the bid in its current state and complete at later time.
Event Comments and Attachments	Select to view comments and attachments entered for the event.

General Questions (Step 1)

Use this section to review general question information completed for the event.

If the Fluid Bidder Response component identifies errors with general question information, this section displays those errors. You can use the **Edit** button to access the question in error and modify your response.

Line Bid (Step 2) and Line Group Bid (Step 3)

Use this section to review line bid information completed for the event.

If the Fluid Bidder Response component identifies errors with line bid information, this section displays those errors. You can use the **Edit** button to access the line bid in error and modify your response. If you do not wish to bid on the line item, select the **No Bid** option.

Bid Confirmation Page

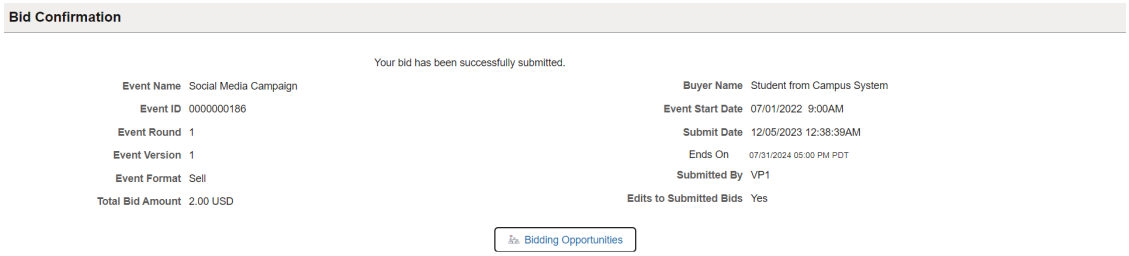
Use the Bid Confirmation page (AUC_BID_CONF_FL) to confirm that the bid was successfully submitted and review bid event details.

Navigation:

Select the **Submit** button on the Bidder Response - Review & Submit Page.

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This example illustrates the fields and controls on the Bid Confirmation page.



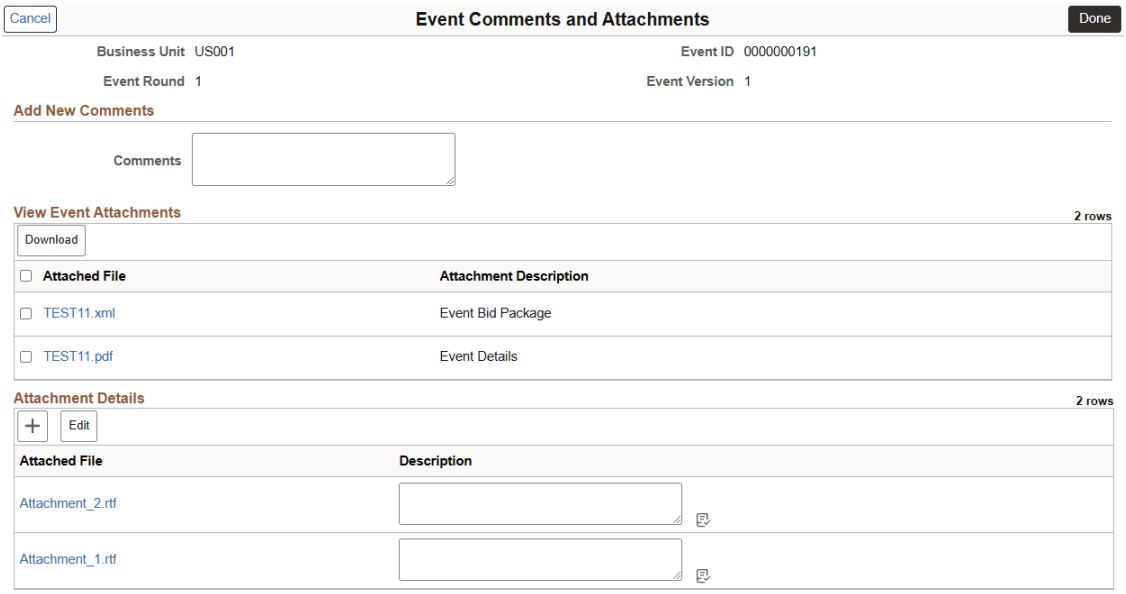
Event Comments and Attachments Page

Use the Event Comments and Attachments page (AUC_BID_CONF_FL) to enter comments or attachments for the bid event.

Navigation:

Select the **Event Comments & Attachments** button on the Bidder Response - General Information Page.

This example illustrates the fields and controls on the Event Comments and Attachments page.



> **Note**
>
> Select the check-boxes associated with the attachments and click the Download button to download all the attachments as a zip file.
>
> In the attachment details section, click the Edit button to get the download option.

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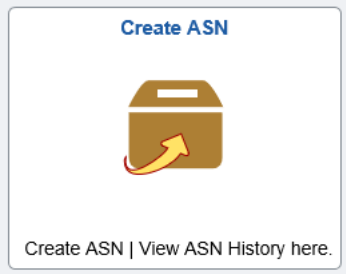
Advanced Shipping Notices Page

Supplier User: Use the Advanced Shipping Notices tile to open a new page to create a new Advanced Shipping Notice (ASN). You can also view a history of Advanced Shipping Notices.

Navigation:

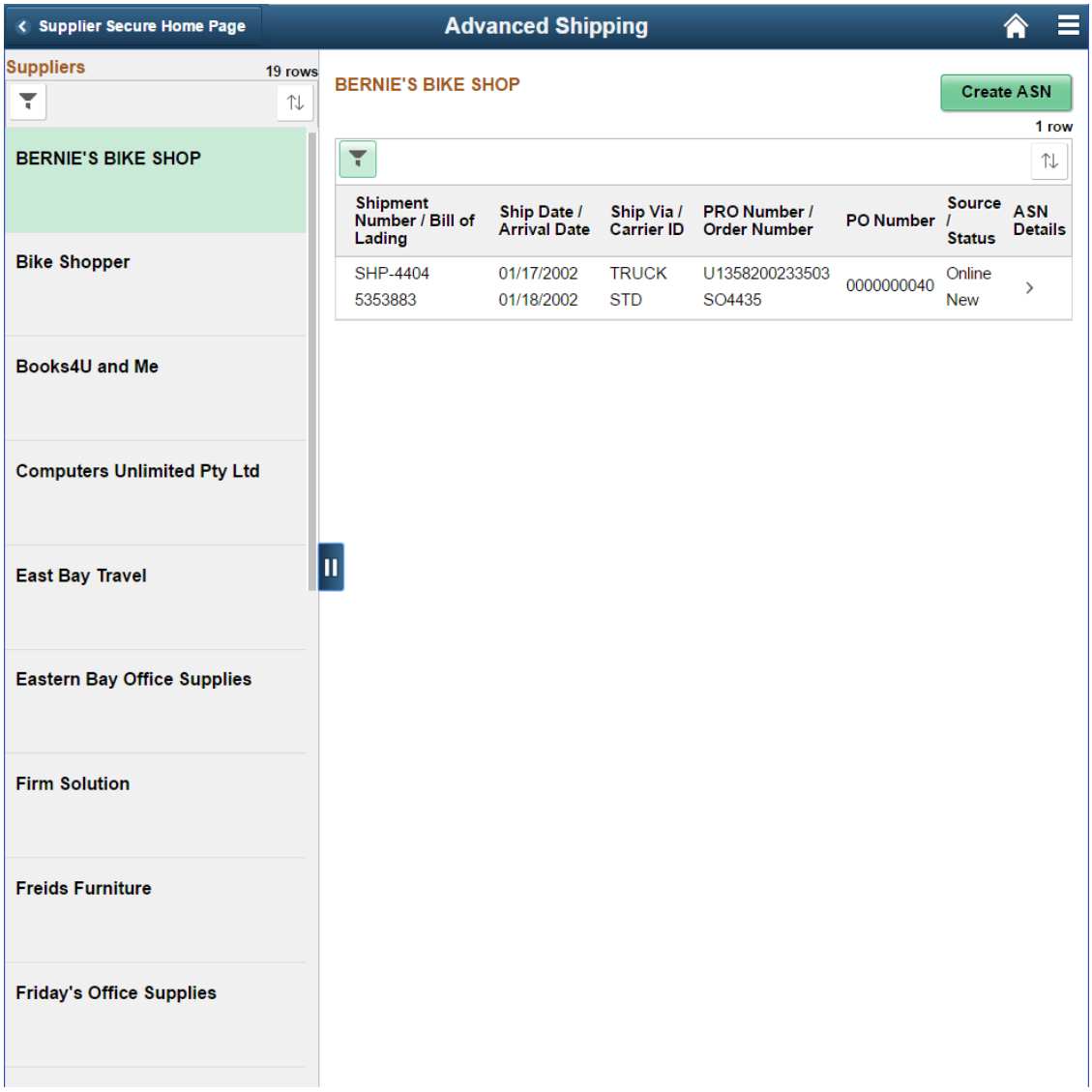
Home, and then **Supplier Secure Home Page**, and then **Create ASN**

This example illustrates the fields and controls on the Advanced Shipping Notices tile.



This example illustrates the fields and controls on the Advanced Shipping page

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Suppliers

The left pane lists all the supplier organizations that you may manage. This view appears if you are a manufacture's representative and transacting on behalf of other organizations. The right pane displays the ASN history, which is a list of shipments delivered for the selected Supplier associated with the registered user that has logged in, based on the number of days you have specified in the **Advanced Shipment Notice** field on the My Preferences page. Similarly, the same specifications apply for the Filter page to filter Advanced Shipping information.

If you are transacting on behalf of your own organization, the left pane does not appear, and the Supplier information is displayed at the top followed by its ASN history below in a grid.

Field or Control	Description
	Click to open the Filters page and filter Suppliers based on Supplier name.

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Field or Control	Description
	Click to sort the list of Suppliers based on your Supplier name.

Field or Control	Description
	Click to open the Advance Shipment Notification - Advance shipment Creation page to create a new ASN. **Note:** The links **ASN History** and **Return to Vendor (Supplier) List** are not displayed on the Advance Shipment Notification - Purchase Order Schedule Selection Page if you access the page using the Fluid interface. See PeopleSoft eSupplier Connection: Advance Shipment Notification - Advance Shipment Creation Page
	If you are searching for a specific shipment you can use the Filter capability to narrow down the list of notices. Click the Filer icon to access the Filters page and search shipments based on: • Supplier ID • Supplier Location • Shipment Number • Bill of Lading • Shipment Date From • Shipment Date To • Order Number • PO ID • Item ID • Status
ASN Details	Click any row to open the PeopleSoft eSupplier Connection: Reviewing ASN History By Suppliers, ASN History - Line Details Page and view the line details of the ASN. **Note:** The links **Set Filter Options** and **ASN History – Summary** are not displayed on the ASN History - Line Details Page if you access the page using the Fluid interface.

Quotes and POs Page

Supplier User: Use the Quotes and POs tile to open the Quotes and POs page, which contains the Quotes tile and the Purchase Orders tile.

Navigation:

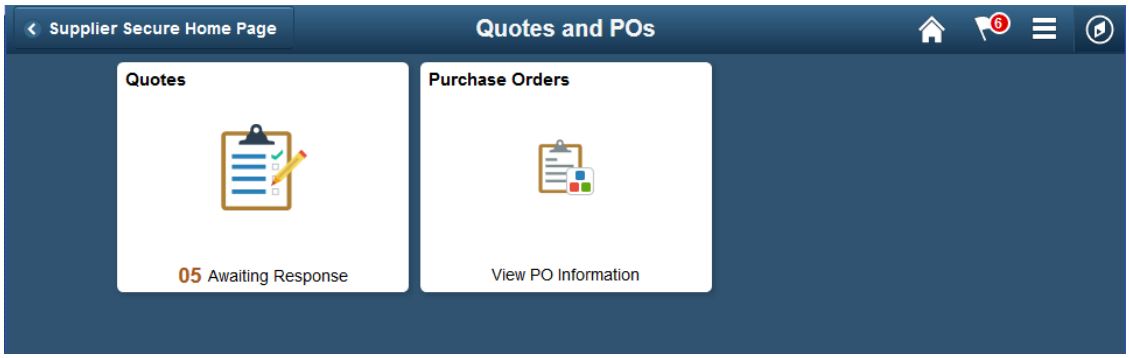
Home, and then **Supplier Secure Home Page**. Click the Quotes and POs tile.

This example illustrates the fields and controls on the Quotes and POs tile.

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This example illustrates the fields and controls on the Quotes and Purchase Orders page



Quotes Page

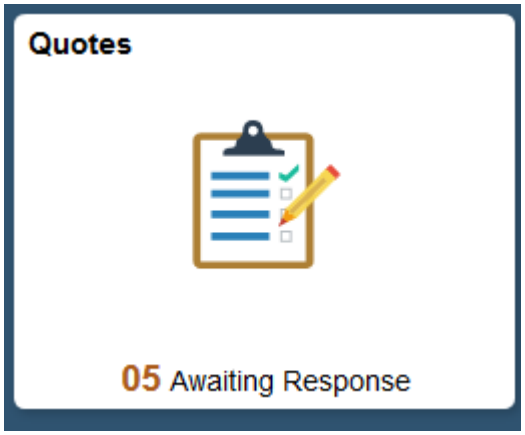
Supplier User: Use the Quotes tile to open the Quotes page and view all the quotes either that are awaiting a response or those Quotes that already have responses. If you are managing multiple Suppliers and bidding on behalf of these Suppliers, you will see a list of the Suppliers on the left side of the page with a count of those RFQs awaiting a response. On the Secure Homepage, the Quotes tile displays a count of the total Quote lines awaiting a response.

Navigation:

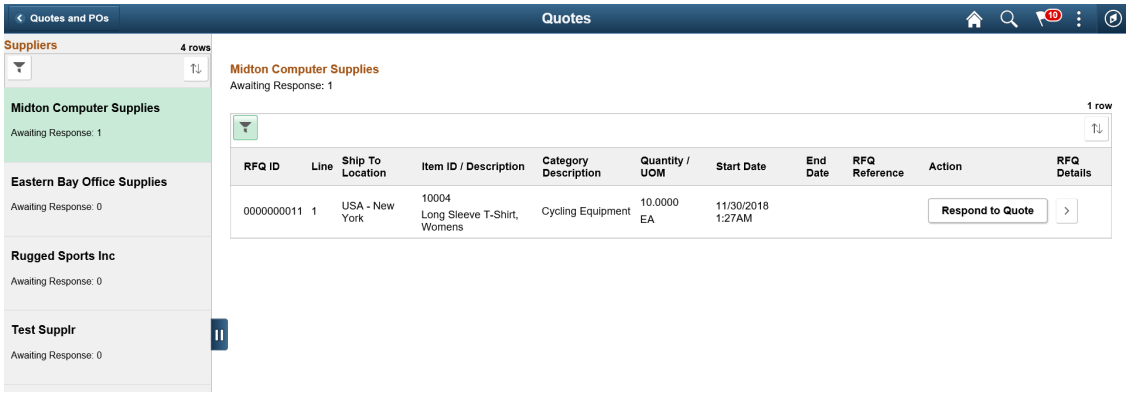
Home, and then **Supplier Secure Home Page**, and then **Quotes and POs**, and then **Quotes**

This example illustrates the fields and controls on the Quotes tile.

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This example illustrates the fields and controls on the Quotes page.



Suppliers

If you are managing multiple Supplier organizations and submitting bids on behalf of these Suppliers, the left pane lists all the Suppliers with a count of RFQ lines for each Supplier that are awaiting a response. The right pane displays the details of the RFQ lines awaiting response and the details of those RFQ lines for the selected Supplier, based on the number of days you have specified in the Request for Quotes field on the My Preferences page. Similarly, the same specifications apply for the Filter page to filter Quotes information.

In the case where you are the single Supplier, the left pane does not appear, and the Supplier information is displayed at the top followed by the RFQ information.

Field or Control	Description
	Click to open the Filters page and filter Suppliers based on Supplier name.
	Click to sort the list of Suppliers based on the Supplier name or sort by the number of RFQs awaiting response.

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Quotes

Field or Control	Description
	Click to open the Filters page and filter Quotes based on the options: • View Quotes By (Current /Closed Quotes) • Display Quotes Options (New Quotes, Responded Quotes, or Both) • From RFQ ID • To RFQ ID • RFQ Dispatch Date Range (Displays a range of three months by default) • Supplier Location • Ship to Location • Buyer • Item Category • Item ID • Item Description (This field is not available to enter text or an ad-hoc Item ID/ Description if an item ID is selected. Use this field for quotes without Item ID)
Start Date	Displays the date on which the quote was created from the Buying Organization's Quote system.
End Date	Displays the date on which the RFQ will end, after which the row will not be displayed.
	Respond to Quote: Click to open the PeopleSoft eSupplier Connection: Request for Quotes - Request for Quote List Page and submit your response. Once the response is submitted, the button changes to display View Response.
	View Response: Click to open the PeopleSoft eSupplier Connection: Request for Quotes - Request for Quote List Page and view the response you have submitted.
	Click to open the Request for PeopleSoft eSupplier Connection: Request for Quotes - Request for Quote Details Page and review RFQ details for a specific item.

Purchase Orders Page

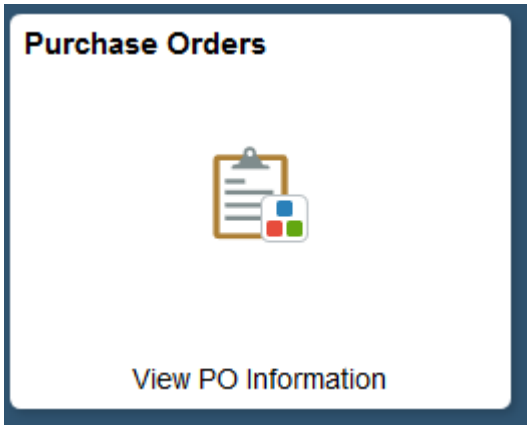
Supplier User: Use the Purchase Orders tile to open the Purchase Orders page and view all your Suppliers along with the details of the Purchase Orders awaiting acknowledgement, and the orders that may need to have an ASN generated. You can create an acknowledgement for the Purchase Orders you have received.

Navigation:

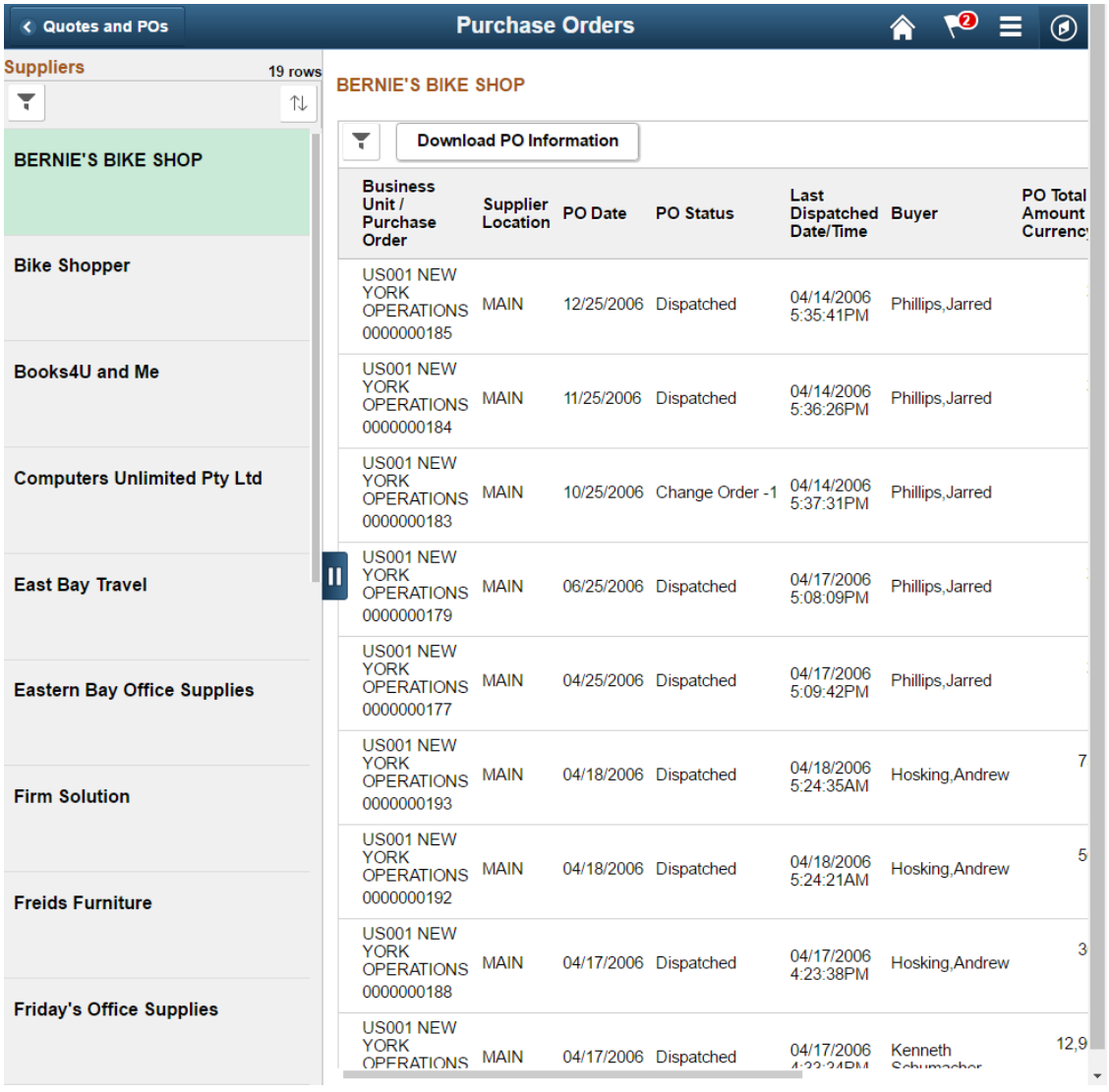
Home, and then **Supplier Secure Home Page**, and then **Quotes and POs**, and then **Purchase Orders**

This example illustrates the fields and controls on the Purchase Orders tile.

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This example illustrates the fields and controls on the Purchase Orders page



Suppliers

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The left pane lists all your supplier organizations that you may manage. This view appears if you are a manufacture's representative and transacting on behalf of other organizations. It displays the number of Purchase Orders awaiting your acknowledgement. The right pane displays the Purchase Order information for the selected Supplier, based on the number of days you have specified in the Purchase Order field on the My Preferences page. Similarly, the same specifications apply for the Filter page to filter Purchase Order information.

If you are transacting on behalf of your own organization, the left pane does not appear, and the Supplier information is displayed at the top followed by its Purchase Order information below in a grid.

POs Awaiting Acknowledgement

Field or Control	Description
	Displays to indicate that the Supplier has at least one Purchase Order awaiting acknowledgement.
	Click to open the Filters page and filter Suppliers based on Supplier name.
	Click to sort the list of Suppliers based on your Supplier name or Purchase Orders awaiting acknowledgements.

Purchase Orders

Field or Control	Description
	Click to open the Filters page and filter Purchase Orders based on: • From PO ID • To PO ID • From and To date • Buyer • Supplier Location • Item ID • Supplier Item ID • Contract ID • Contract Version • Release Number • POs Awaiting Acknowledgement
	Click to view and choose from the list of fields by which you can sort the Purchase Orders.
Download PO Information	Click to open the Download Purchase Orders page and download the Purchase Order information in XL format. See PeopleSoft eSupplier Connection: Purchase Orders - Purchase Order List Page.
Acknowledgement Status	Displays the status of the acknowledgement: • New • Buyer Reviewed • Buyer Accepted • Supplier Responded

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Field or Control	Description
	Click to choose an action for the Purchase Order from the options: • Create ASN: Click to open the PeopleSoft eSupplier Connection: Advance Shipment Notification - Advance Shipment Creation Page. • Acknowledge PO: Click to open the PeopleSoft eSupplier Connection: Acknowledge Purchase Orders - Acknowledgement Summary Page. Displays only if status is New. **Note:** In case Fluid POA is implemented, click to open the PO Acknowledgement Page. • View POA: Click to open the PeopleSoft eSupplier Connection: Acknowledge Purchase Orders - Acknowledgement Summary Page. **Note:** In case Fluid POA is implemented, Click to view the PO Acknowledgement in display-only mode. • View ASN: Click to open the PeopleSoft eSupplier Connection: Reviewing ASN History By Suppliers — ASN History – Summary Page.
	Click to open the PeopleSoft eSupplier Connection: Purchase Orders - Purchase Order Details Page and view the details of the Purchase Order.

Receipts Page

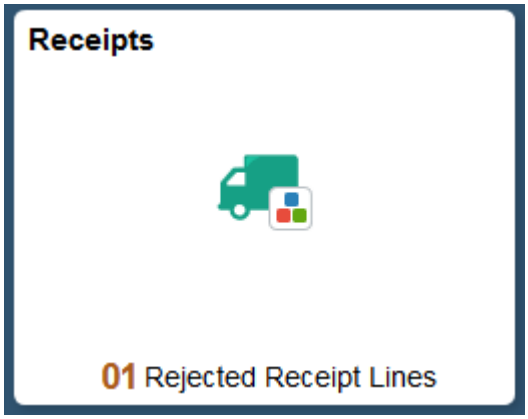
Supplier User: Use the Receipts tile to open the Receipts page and view all your Suppliers along with the details of the rejected and accepted receipt lines. The Receipts tile displays a count of the Rejected Receipt Lines that may need you to work with the Buying Organization on creating a Return Material Authorization (RMA).

Navigation:

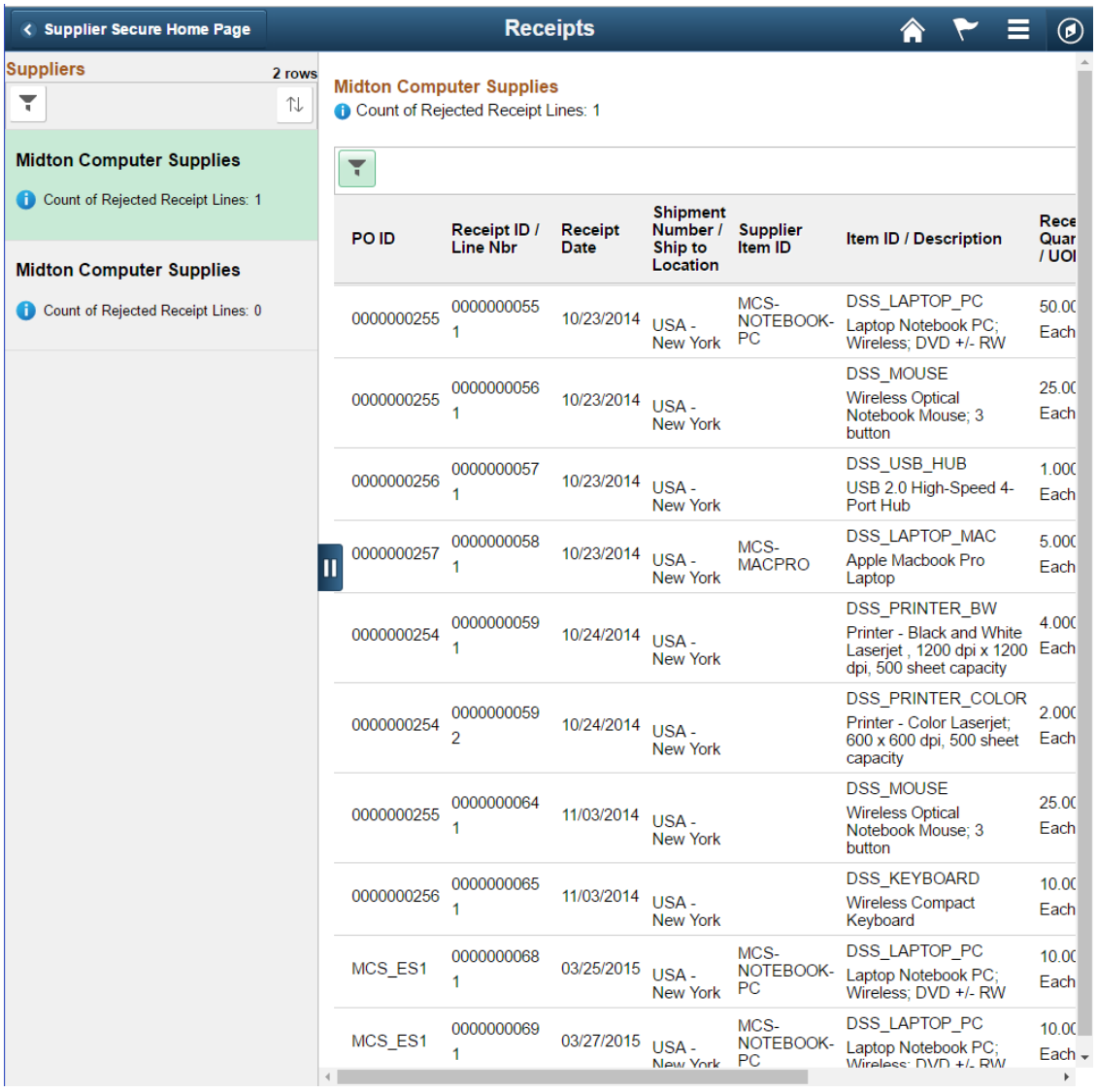
Home, and then **Supplier Secure Home Page**, and then **Receipts**

This example illustrates the fields and controls on the Receipts tile.

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This example illustrates the fields and controls on the Receipts page.



Suppliers

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The left pane lists all your supplier organizations that you may manage. This view appears if you are a manufactures' representative and transacting on behalf of other organizations. It displays the number of receipt lines that were rejected for each Supplier's orders. The right pane displays the information of rejected receipts for the selected Supplier, based on the number of days you have specified in the Receipt field on the My Preferences page. Similarly, the same specifications apply for the Filter page to filter Receipt information.

If you are transacting on behalf of your own organization, the left pane does not appear, and the Supplier information is displayed at the top followed by its receipt information below in a grid.

Field or Control	Description
	Displays to indicate that the Supplier has at least one rejected Receipt line.
	Click to open the Filters page and filter Suppliers based on Supplier name.
	Click to sort the list of Suppliers based on the Supplier name or sort by the highest number of rejected receipts.

Receipts

Field or Control	Description
	Click to open the Filters page and filter receipts based on: • PO ID • Receipt ID • From and To date • Ship to Location • Supplier Item ID • Item ID • Receipt Line Status: All, Cancelled, Closed, Hold, Open, Received.
	Click to view and choose from the list of fields by which you can sort the receipts for the Supplier.
Receipt Status	Displays the status of the receipt: • Open • Cancelled • Closed • Hold • Received
	Click to open the PeopleSoft eSupplier Connection: Review Receipts - Receipt Details Page to review receipt line details for the line.

Alerts Page

Supplier User: Use the Alerts tile to open the Alerts page, which contains the POs with Overdue Shipments tile, the Unacknowledged PO tile, the Contracts Pending Review tile, and the Secure Notice Of Intent to Award tile.

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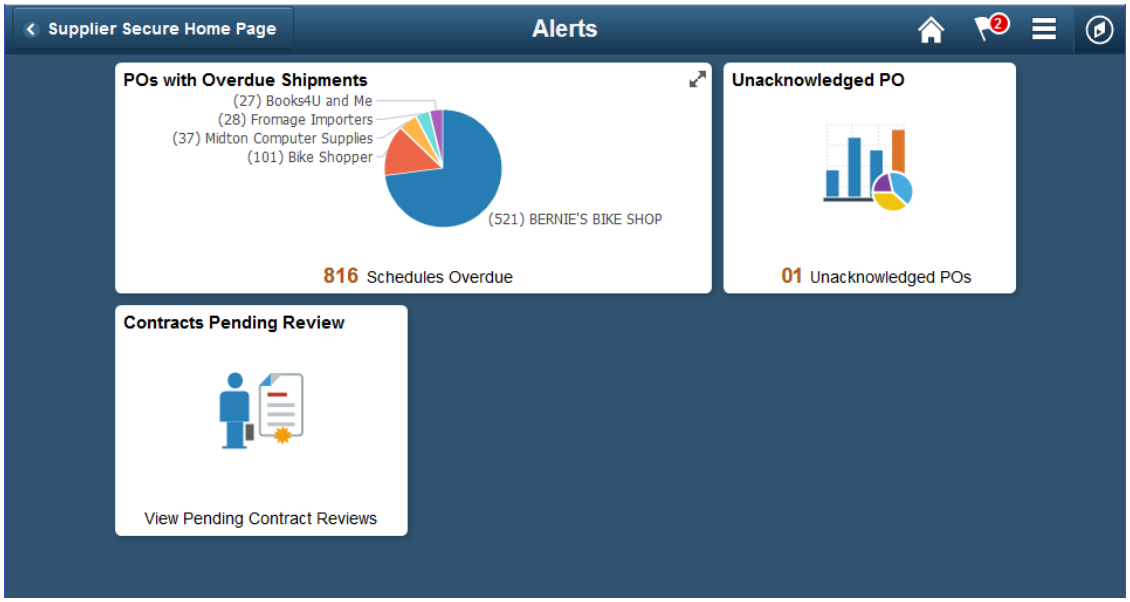
Navigation:

Home , and then **Supplier Secure Home Page** . Click the Alerts tile.

This example illustrates the fields and controls on the Alerts tile.



This example illustrates the fields and controls on the Alerts page.



POs with Overdue Shipments Page

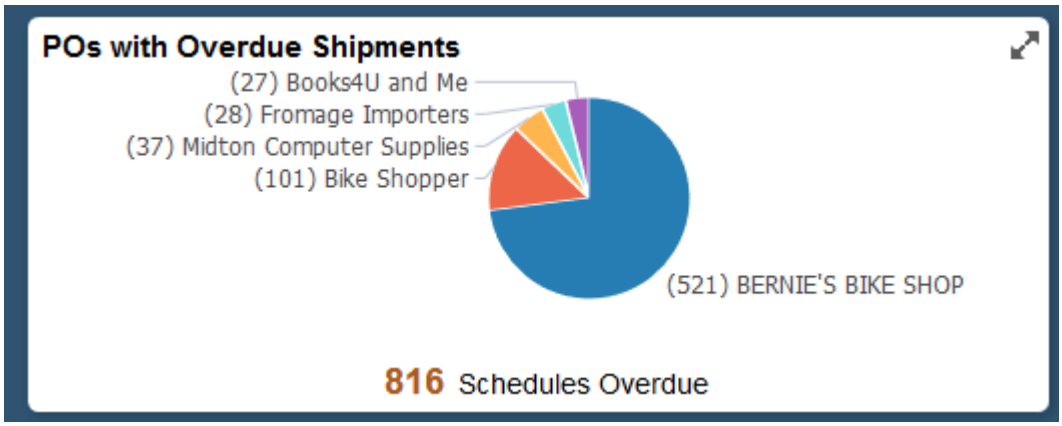
Supplier User: If you are managing multiple Supplier organizations, this information will show at a glance which Suppliers have overdue shipments of orders placed by the Buying Organization. The top 5 offenders are shown on the chart on the Tile. Click the Tile to open the POs with Overdue Shipments page and view all the Suppliers you manage along with a list of Purchase Orders with overdue PO Schedules. If you are only representing your own organization, the Alerts Tile displays a count of the PO Schedules that are overdue.

Navigation:

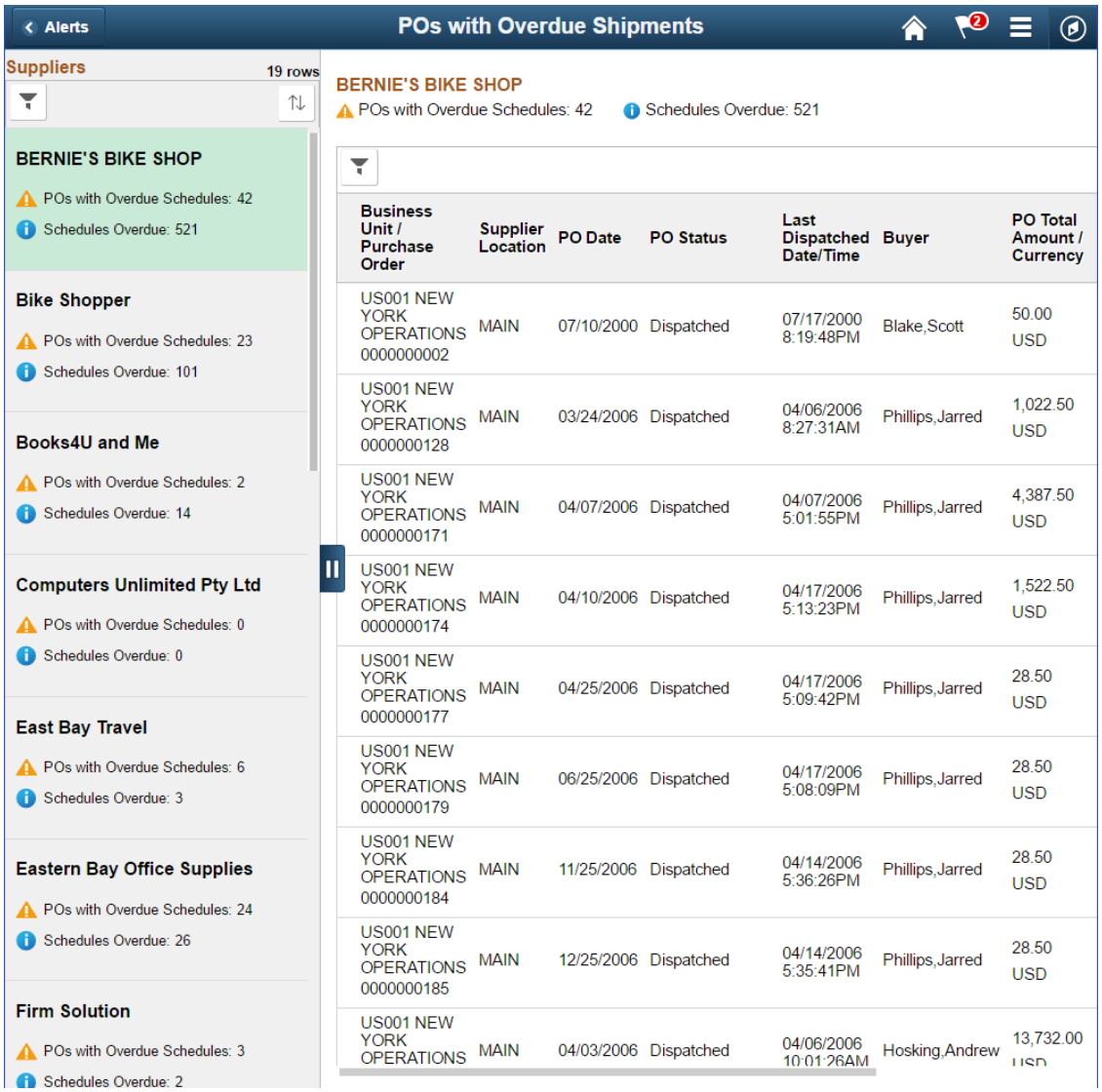
Home , and then **Supplier Secure Home Page** , and then **Alerts** , and then **Overdue PO Shipments**

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This example illustrates the fields and controls on the POs with Overdue Shipments tile.



This example illustrates the fields and controls on the POs with Overdue Shipments page.



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Suppliers

The left pane lists all the Supplier organizations you manage with a count of overdue PO Schedules and POs with overdue Schedules for each Supplier organization. The right pane displays the list of Purchase Orders with overdue Schedules for the selected Supplier.

In case where you are representing your own organization, the left pane does not appear, and your Company information is displayed at the top followed by the PO information below.

Field or Control	Description
	Displays the number of POs that are overdue
	Displays the number of POs with overdue Schedules.
	Click to open the Filters page and filter Suppliers based on Supplier name.
	Click to sort the list of Suppliers based on the Supplier name, POs with overdue Schedules, or overdue Schedules.

POs with Overdue Shipments

Field or Control	Description
	Click to open the Filters page and filter Purchase Orders based on options: • POs Dispatched Between • From PO ID • To PO ID • Buyer • Supplier Location • Supplier Item ID • Item Category • Item ID • Item Description • POs with Shipment Overdue more than <user input> Days
PO Status	Displays the status of the Purchase Order: • Dispatched • Change Order
	Click to open the Overdue Schedules Page. The count represents the number of Schedule Lines for the selected Purchase Order.
	Click to sort the Purchase Orders and related fields.

Overdue Schedules Page

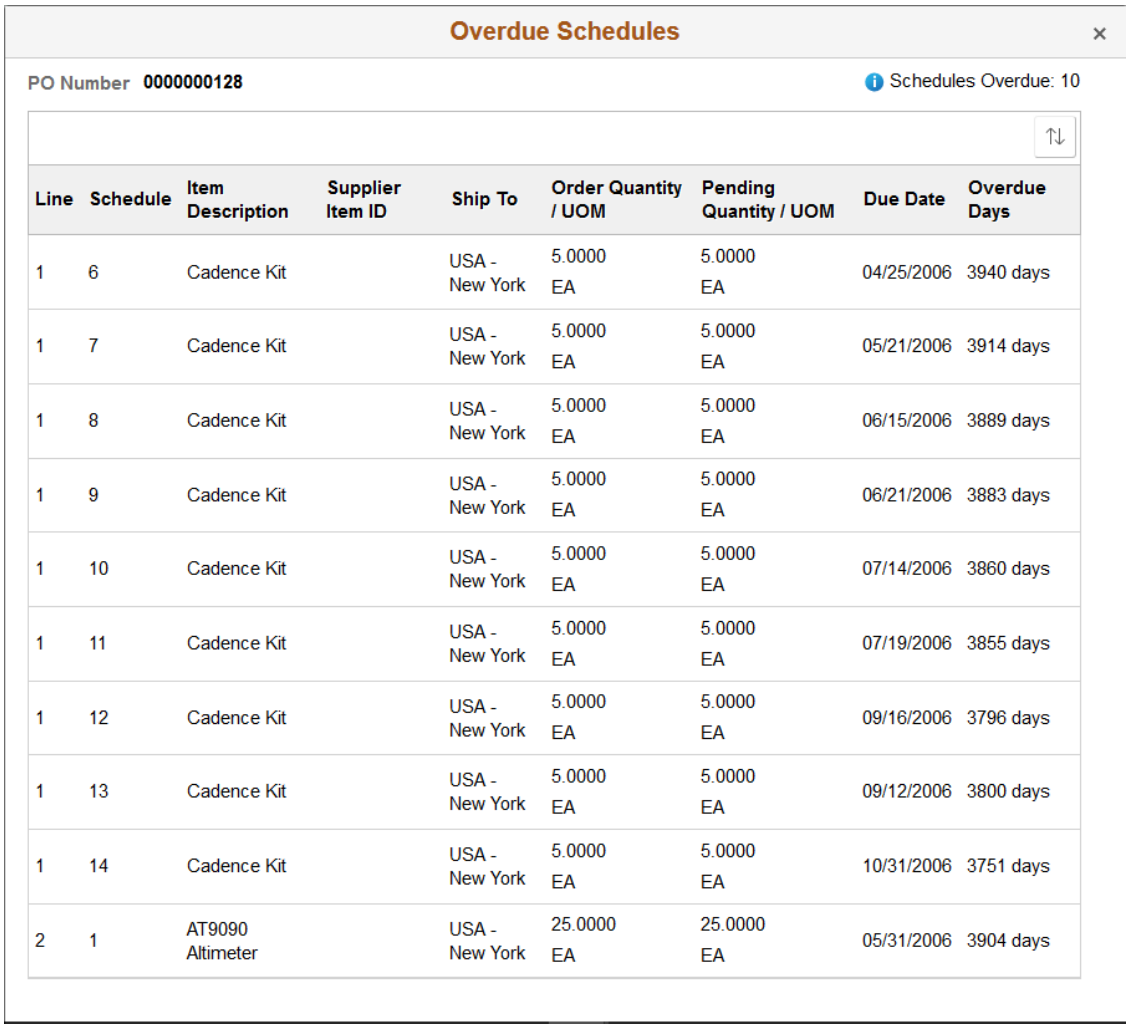
Supplier User: Use the Overdue Schedules page to view the overdue Schedule details of the selected Purchase Order. This page lists all the Schedules that are overdue for the PO line.

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Navigation:

Click the Overdue Schedules button for a row on the POs with Overdue Shipments page.

This example illustrates the fields and controls on the Overdue Schedules page.



Overdue Schedules

PO Number **0000000128** — Schedules Overdue: 10

Line	Schedule	Item Description	Supplier Item ID	Ship To	Order Quantity / UOM	Pending Quantity / UOM	Due Date	Overdue Days
1	6	Cadence Kit		USA - New York	5.0000 EA	5.0000 EA	04/25/2006	3940 days
1	7	Cadence Kit		USA - New York	5.0000 EA	5.0000 EA	05/21/2006	3914 days
1	8	Cadence Kit		USA - New York	5.0000 EA	5.0000 EA	06/15/2006	3889 days
1	9	Cadence Kit		USA - New York	5.0000 EA	5.0000 EA	06/21/2006	3883 days
1	10	Cadence Kit		USA - New York	5.0000 EA	5.0000 EA	07/14/2006	3860 days
1	11	Cadence Kit		USA - New York	5.0000 EA	5.0000 EA	07/19/2006	3855 days
1	12	Cadence Kit		USA - New York	5.0000 EA	5.0000 EA	09/16/2006	3796 days
1	13	Cadence Kit		USA - New York	5.0000 EA	5.0000 EA	09/12/2006	3800 days
1	14	Cadence Kit		USA - New York	5.0000 EA	5.0000 EA	10/31/2006	3751 days
2	1	AT9090 Altimeter		USA - New York	25.0000 EA	25.0000 EA	05/31/2006	3904 days

Field or Control	Description
	Displays the number of Schedules that are overdue for the PO
	Click to sort the Schedule Lines based on a particular field.
Overdue Days	Displays the number of days by which the PO Schedule is overdue.

Unacknowledged POs Page

Supplier User: Use the Unacknowledged POs tile to view the list of Purchase Orders that are awaiting your acknowledgement. The count on the tile represents the total number of Purchase Orders that are marked as POA Required on the PO attributes.

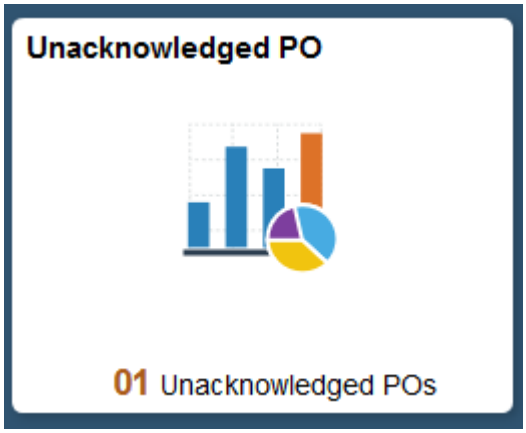
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If Fluid POA is implemented, the Unacknowledged PO tile and the corresponding Unacknowledged PO page will appear, as discussed in the next topic.

Navigation:

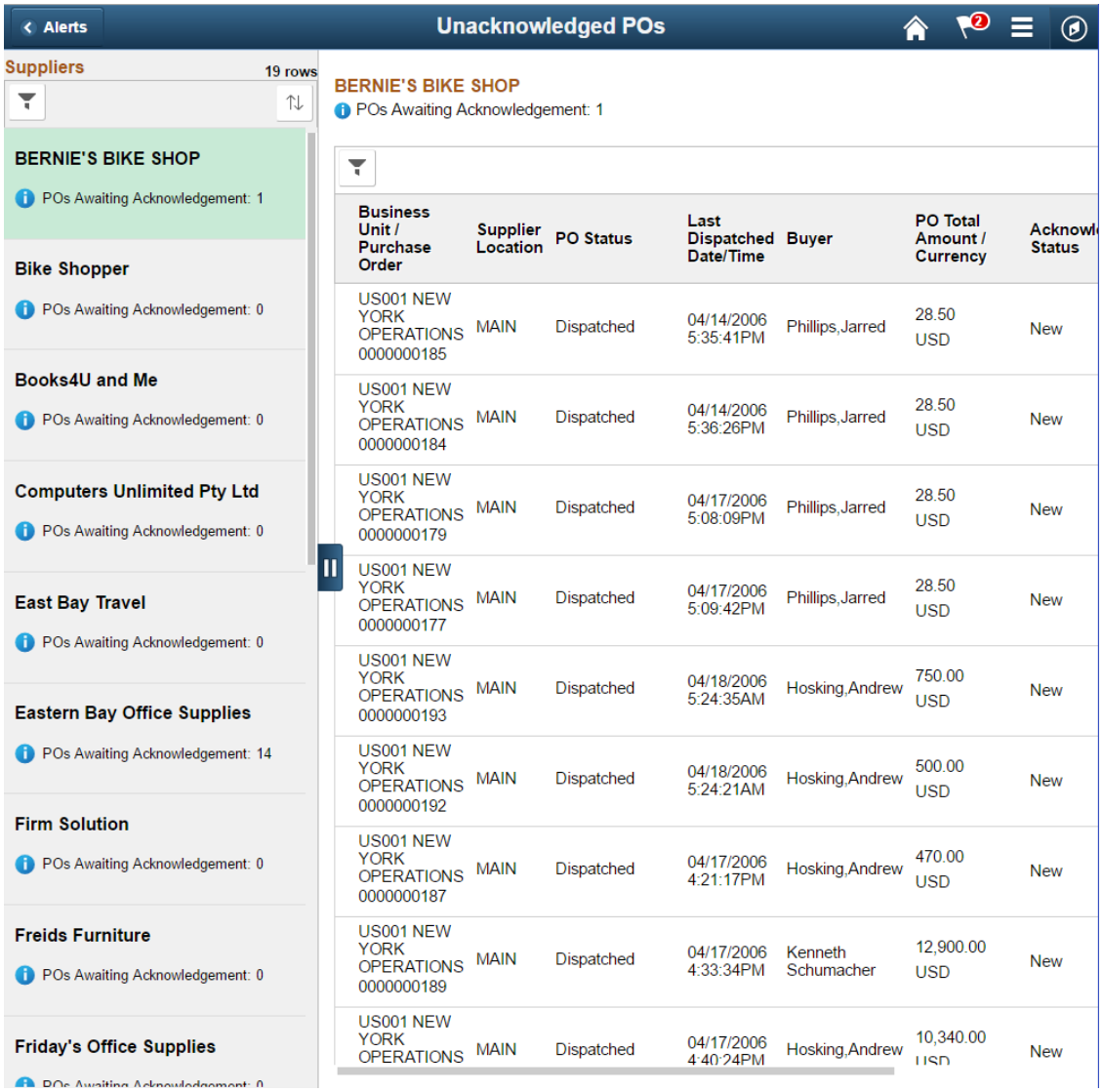
Home , and then **Supplier Secure Home Page** , and then **Alerts**, and then **Unacknowledged PO**

This example illustrates the fields and controls on the Unacknowledged PO tile.



This example illustrates the fields and controls on the Unacknowledged PO page.

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Suppliers

If you manage multiple Supplier Organizations, the left pane lists all the Supplier Organizations with Unacknowledged POs, along with a count of the POAs that are required. The right pane displays the list of Purchase Orders for the selected Suppliers indicating which in the list are required to be acknowledged.

In case where you are representing your own Organization, the left pane does not appear, and your Company information is displayed at the top followed by the PO information below.

Field or Control	Description
	Displays the number of POs that are not yet acknowledged.
	Click to open the Filters page and filter Suppliers based on Supplier name.

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Field or Control	Description
	Click to sort the list of Suppliers based on the Supplier Name, or POs awaiting acknowledgement.

Field or Control	Description
	Click to open the Filters page and filter POs based on: • POs Dispatched Between <user input dates > • From PO ID • To PO ID • Buyer • Supplier Location • Item ID • Item Description • Supplier ID • Display POA Required POs Only (Click Yes to filter only POs that require an acknowledgement)
PO Status	Displays the • Dispatched • Change Order <number>: The number increments each time the Buyer makes changes.
Last Dispatched Date/Time	Displays the most recent POs at the top, sorted in descending date order.
	Click to choose an action for the Purchase Order Line from the options: • Acknowledge PO: Click to open the PeopleSoft eSupplier Connection: Acknowledge Purchase Orders - Acknowledgement Summary Page and create the Purchase Order Acknowledgement • View PO Information: Click to open the PeopleSoft eSupplier Connection: Purchase Orders - Purchase Order Details Page and view the Purchase Order details.
	Click to view and choose from the list of fields by which you can sort the POs for the Supplier.

See Contracts Pending Review Tile and the Contracts Pending Review Page.

PO Acknowledgements Page

Supplier User: Use the PO Acknowledgement tile to view the list of Purchase Orders. The count on the tile represents the total number of Purchase Orders that are marked as POA Required, and are awaiting acknowledgement.

The tile displays two types of charts – one for single supplier scenario and the other for multiple supplier scenario. For single supplier, a pie chart shows the acknowledgement due

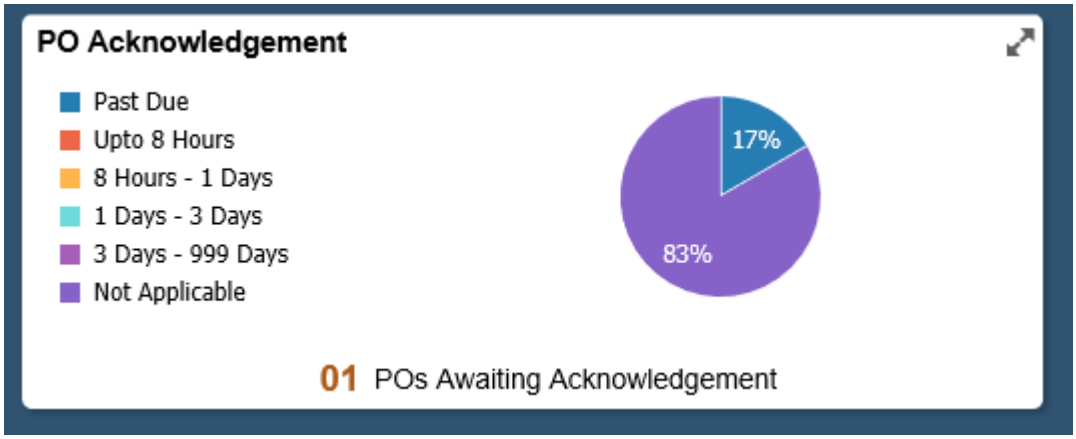
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time buckets with the corresponding number of POs awaiting acknowledgement. In case of multiple supplier scenario, the pie chart shows the top five suppliers with POs awaiting acknowledgement. If there are more than five suppliers associated with the logged in user the system shows the top four suppliers, and the rest of the supplier acknowledgements are combined and labelled as ‘others’.

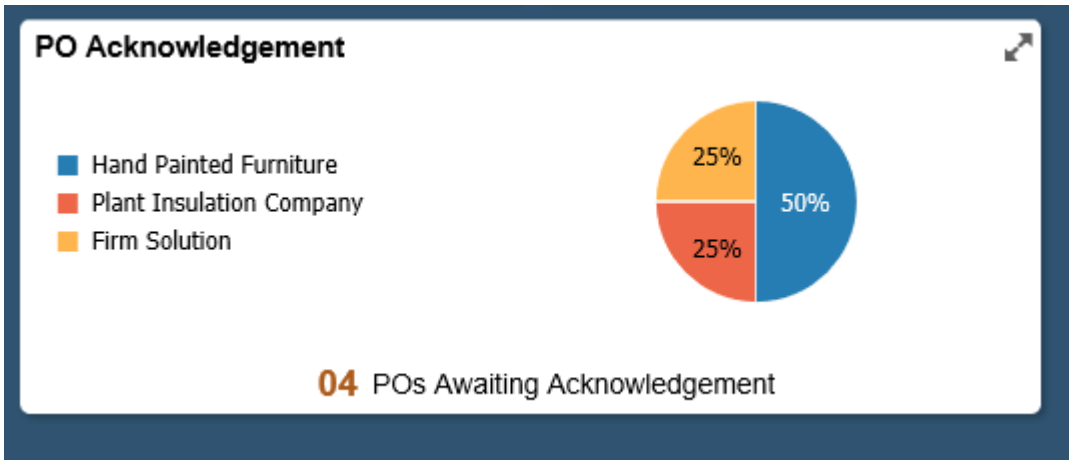
Navigation:

Home , and then **Supplier Secure Home Page**, and then **PO Acknowledgements**.

This example illustrates the fields and controls on the PO Acknowledgement tile — Single Supplier Chart style.

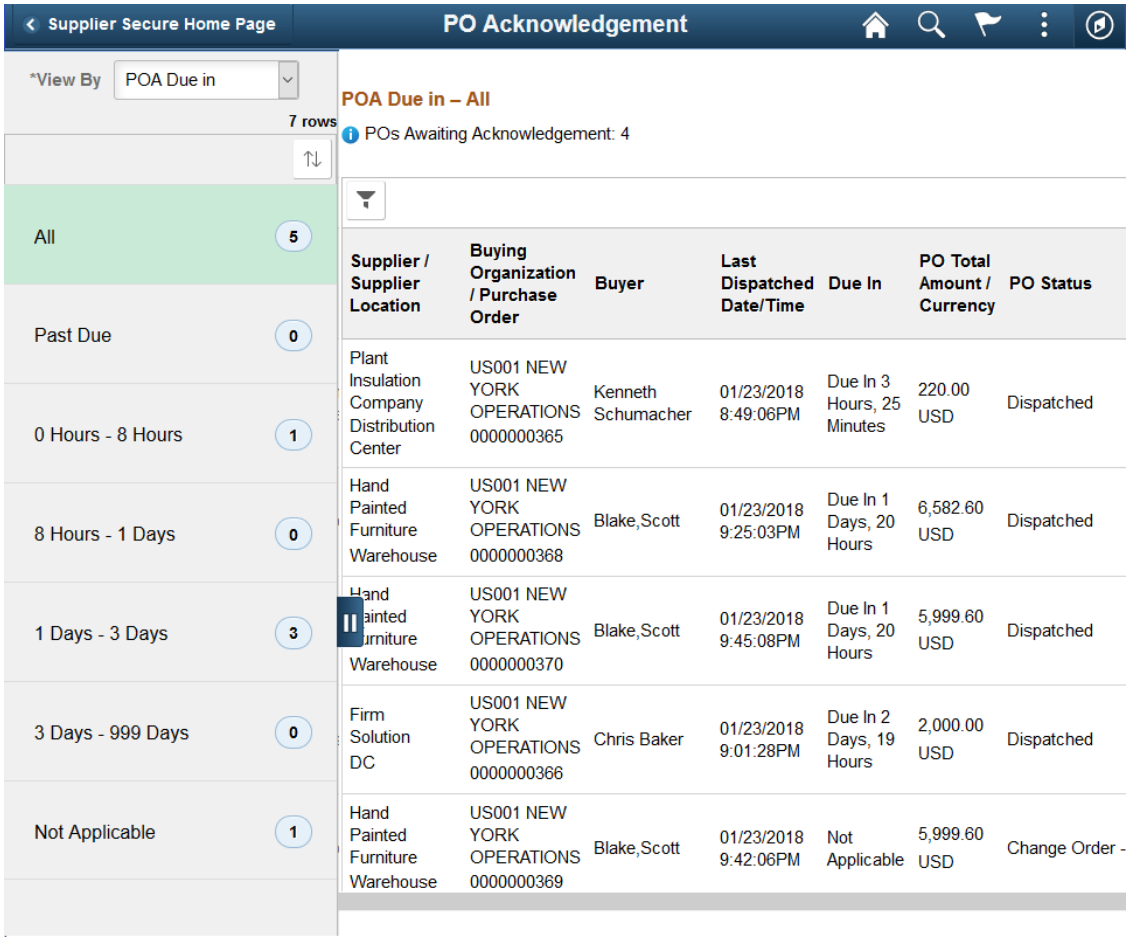


This example illustrates the fields and controls on the PO Acknowledgement tile — Multiple Supplier Chart style.



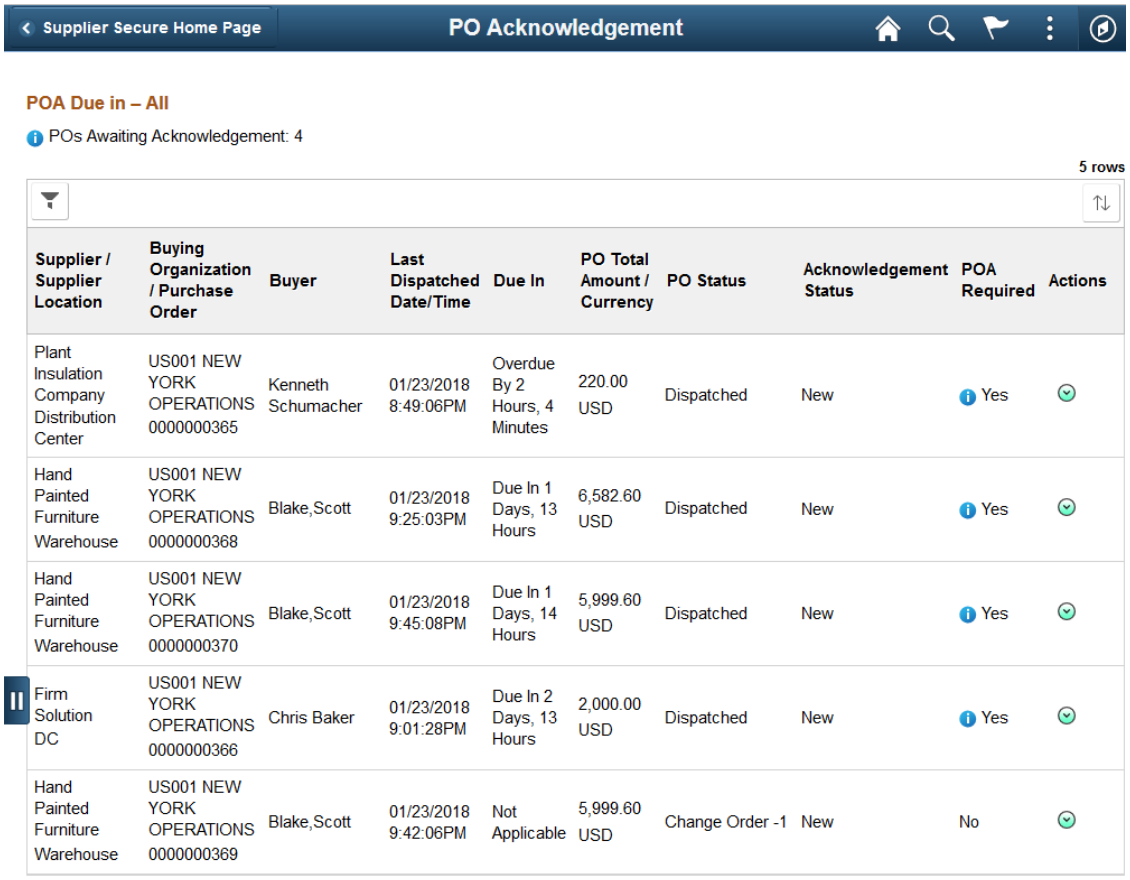
This example illustrates the fields and controls on the PO Acknowledgement page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the PO Acknowledgement page (2 of 2). You can find definitions for the fields and controls later on this page.

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The left pane lists options based on the option you select from the View By drop down list, along with a count of the POs awaiting acknowledgement.

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Field or Control	Description
View By	Select an option from the drop down list, based on which you can view a list of Purchase Orders awaiting acknowledgement. The options are: • Buyer: Lists all Buyers, each one displaying a count of the POs awaiting your acknowledgement. • Buying Organization: Lists all Buying Organizations that raised a Purchase Order, each one displaying a count of the POs awaiting your acknowledgement. • Supplier: Lists all Suppliers that you transact on behalf of, each one displaying a count of the POs awaiting your acknowledgement. • Acknowledgement Status: Lists all POs that are belonging to any of these statuses – New, Supplier Review, Responded, Buyer Accepted, EDX Responded. There is a count of POs displayed by Status regardless of an acknowledgment is required or not. • POA Due In: Lists all POs based on the selected acknowledgement due time bucket. The Acknowledgement Due Time buckets are defined in the User Preferences section. See My Preferences Page. If no time buckets are defined in the User Preferences section, the system displays in the left panel the default values – 'All', 'Past Due', and 'Not Applicable'.
	Click to sort the list of purchase orders awaiting acknowledgement based on the View By option you have selected or by the POs awaiting acknowledgement.

The right pane displays the list of Purchase Orders for the selected option, indicating which in the list are required to be acknowledged. See My Preferences Page.

POs Awaiting Acknowledgement

Field or Control	Description
Last Dispatched Date/Time	Displays the date and time of the Purchase Order dispatch. The list displays the Acknowledgements overdue, followed by the Acknowledgements sorted by the date on which they are due. Purchase orders that are not having due date information are listed at the bottom, as NA (Not Applicable).

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Field or Control	Description
Due in	Displays the POA due information. Acknowledgement Due is calculated based on the settings in: 1. Purchase Order Header 2. Supplier Location 3. Purchasing Options
Acknowledgement Status	Displays the acknowledgement status: • All • New • Supplier Review • Supplier Responded • Buyer Accepted • EDX Responded
	Click to choose an action for the Purchase Order from the options: • Acknowledge PO: Click to open the Purchase Orders Acknowledgement Page. This action is not available after the Supplier responds to the PO. • View POA: Click to view the PO Acknowledgement in display-only mode. This action is not available if the PO is Dispatched, New, or if it is under Supplier review. • View PO Dispatch Document: Click to open the PO Dispatch Document. • Acknowledgement History: Click to open the POA History page and view a list of the past POA responses. Click a chevron on the page to open the Acknowledgement Summary - History page and view the details of the selected POA. This action is not available if there were no previous acknowledgement actions performed on the selected PO.

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Field or Control	Description
	Click to open the Unacknowledged PO Filter page and narrow down the list of POs based on the fields: • POA Required Only • Acknowledgement Overdue Only • Buying Organization • POs Dispatched Between (dates) • PO ID • Supplier ID • Supplier Location • Buyer • Acknowledgement Status Additional Search Criteria include: • Ship To • Category ID • Item ID • Item Description • Supplier Item ID

Acknowledge PO Page

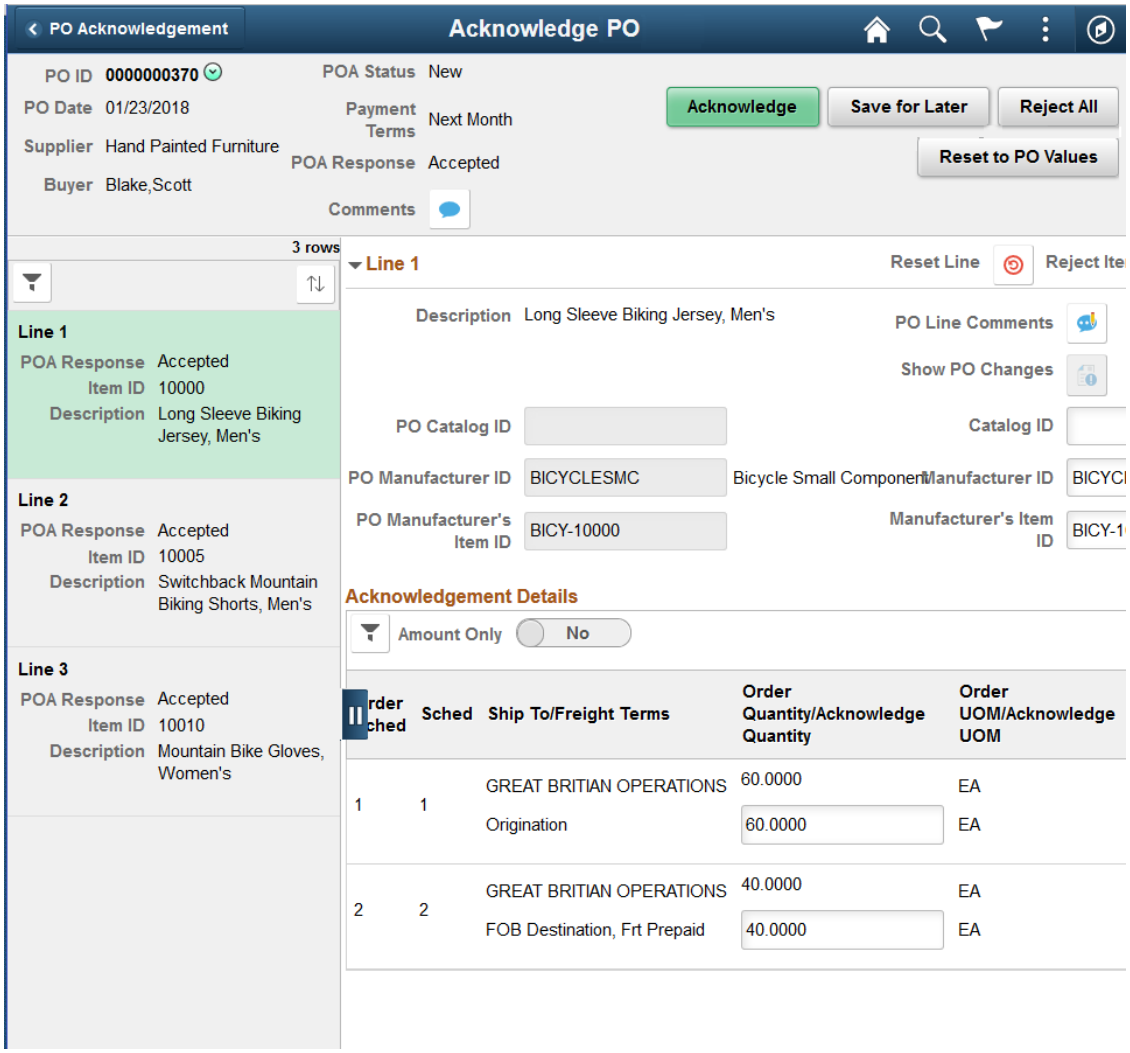
Supplier User: Use the Acknowledge PO page to view the selected Purchase Order, and choose to acknowledge, save, reject, or reset it.

Navigation:

Click the Related Action button on the Purchase Order Acknowledgement page and select Acknowledge PO.

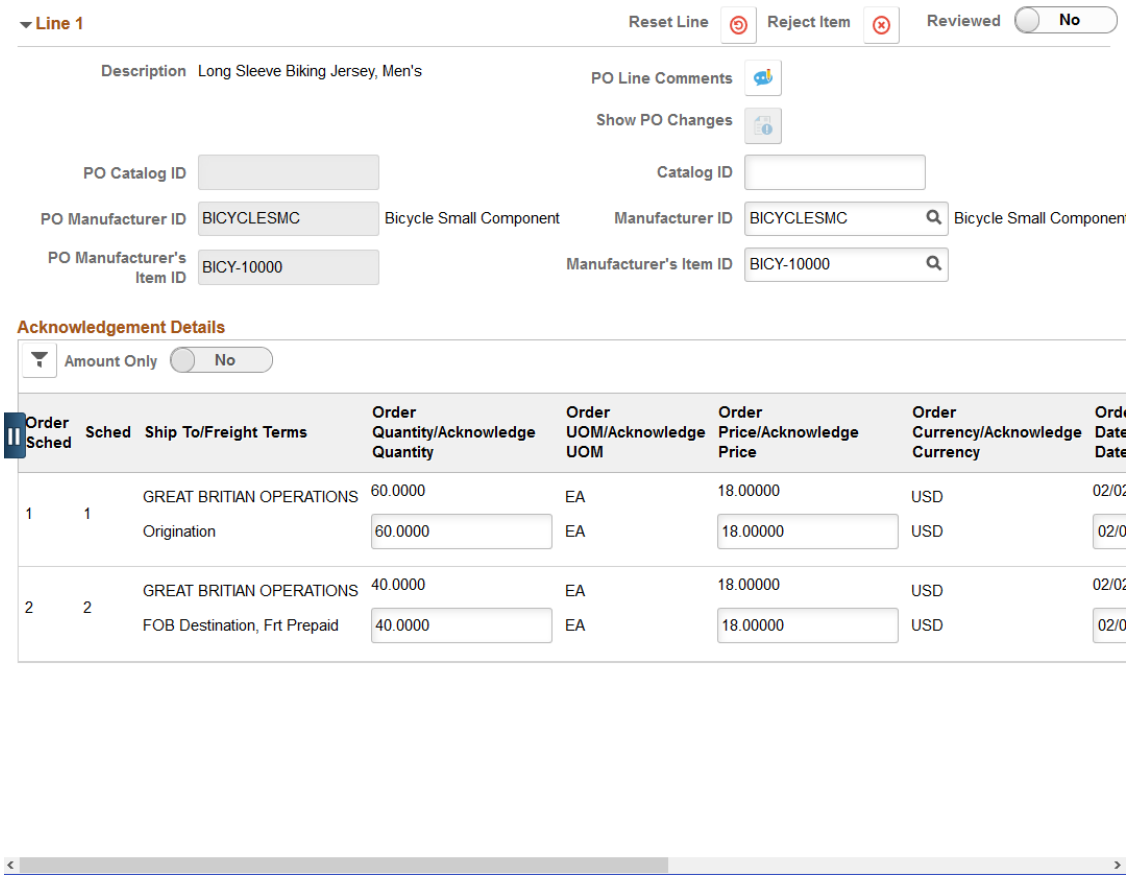
This example illustrates the fields and controls on the Acknowledge PO page (1 of 3). You can find definitions for the fields and controls later on this page.

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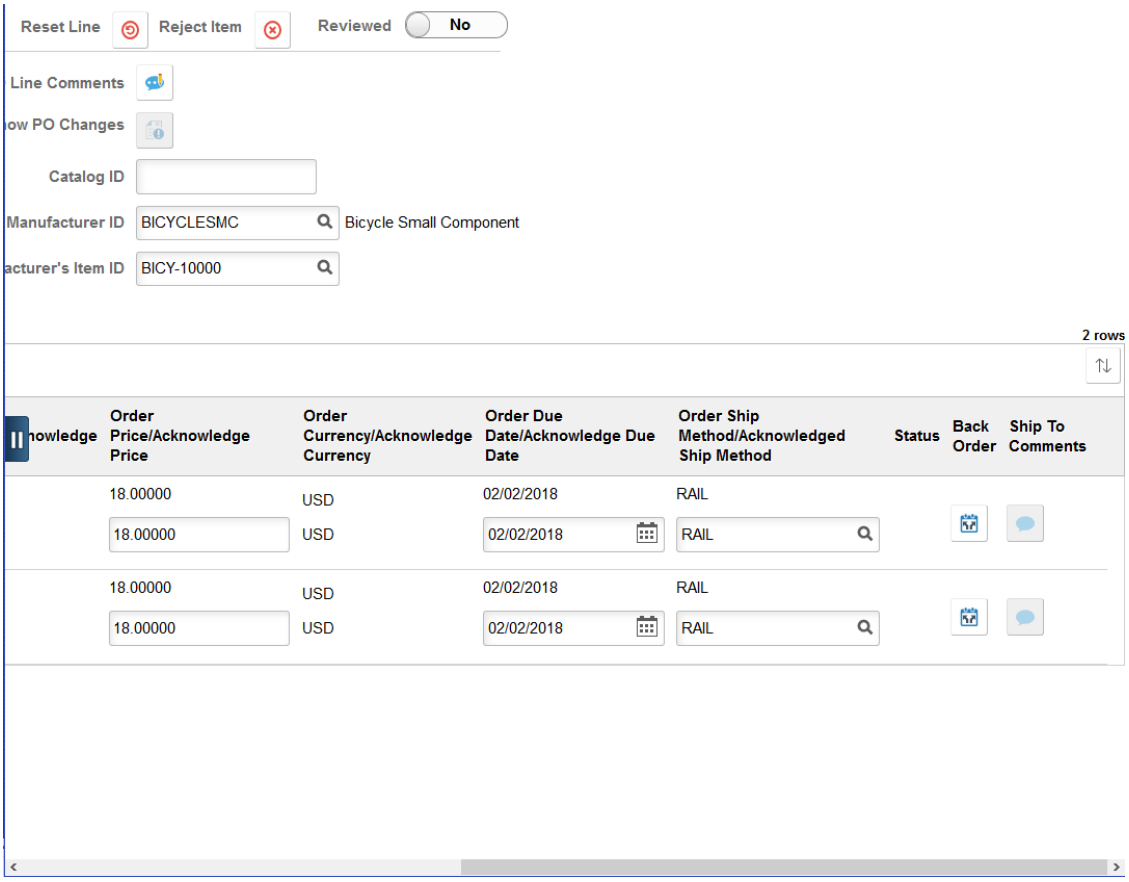
This example illustrates the fields and controls on the Acknowledge PO page (2 of 3). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Acknowledge PO page (3 of 3). You can find definitions for the fields and controls later on this page.

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See PeopleSoft eSupplier Connection: Understanding Online POAs.

The header displays the PO number, PO date, Supplier name, acknowledgement status, payment terms, and POA response. You use the action buttons to perform a desired action.

Field or Control	Description
	PO Header Comments: Click this related action to display any purchase order header comments or attachments associated with the selected purchase order. If there are no header comments or attachments, the system does not display this related action. Buying Organization Comments: Click this related action to view any comments that are associated to the Buying Organization (PeopleSoft Purchasing business unit). If there are no Buying Organization (Business Unit) comments, the system does not display this related action.
	Click the button to enter comments for the buyer, and in subsequent sessions, view any buyer responses.

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Field or Control	Description
Acknowledge	Click this button to save any changes and: • Change the POA mode for the supplier from editable to view-only. • Set the acknowledgement status to Buyer Accepted if there is no change or the changes that are made do not exceed the tolerances specified for the supplier. • Set the acknowledgement status to Supplier Responded if there are changes the buyer needs to approve. If workflow is enabled, this also sends a notification to the buyer for the POA with changes needing review. • Update the Purchasing EC tables (PO_POA_HDR_HIST, PO_POA_LN_HIST, PO_POA_SHIPHIST) to copy supplier response history and pertinent purchase order values at the time the response is made. • Use the User Preferences settings for *Acknowledge with Pending Review Lines* to check the review status of the line during acknowledgement. The possible values are *Warning*, *Error*, and *No Action*. See My Preferences Page.
Save for Later	Click to save the current session and return at a later time to perform appropriate actions. The PO acknowledgement status will be set to Supplier Review.
Reject All	Click to reject the entire Purchase Order. POA will set the acknowledgement status as Cancelled. When the POs are rejected by the supplier during PO acknowledgement they will be further picked up by PO change order process to cancel the PO lines.
Reset to PO Values	Click to override the acknowledged values with the original PO values.

The left panel lists all the purchase order lines. Each line displays the POA response, item ID, Supplier item ID (if available) and the description for the line. Every line also indicates whether it has been reviewed, based on the Supplier user's confirmation using the *Reviewed* switch.

Field or Control	Description
	Click to filter the list of purchase order lines based on: • POA Response • Line Review Status (All, Pending Review, Reviewed) • Supplier Item ID • Item ID • Item description • Catalog ID • Manufacturer's ID • Manufacturer's Item ID

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Field or Control	Description
	Click to sort the list of purchase order lines based on the available values.
	Displays to indicate that the line has been reviewed by the Supplier user, after the Supplier user toggles the *Reviewed* switch to Yes. You can sort or filter purchase order lines based that are in Reviewed status.

The right panel provides details of the selected Purchase Order line. Description, Supplier Item ID, Amount Only, PO catalog ID, PO manufacturer ID, and PO manufacturer's item ID are display-only fields. While the values for the PO Catalog ID, PO Manufacturer ID, and PO Manufacturer's Item ID display what was entered in the purchase order, you can enter the acknowledged values for these fields in the right panel.

Line Details

Field or Control	Description
Reviewed 	Click to toggle the switch to Yes to indicate that you have reviewed the purchase order line.
Catalog ID	Enter the acknowledge PO catalog ID.
Manufacturer ID	Enter the acknowledge PO manufacturer ID.
Manufacturer's Item ID	Enter the acknowledge PO manufacturer's item ID.
	Click this button to view the details of the changes made from the last time this purchase order was dispatched. For example, if this Purchase Order is on change order 3, it shows the changes made from change order 2 to change order 3. This button is enabled only when viewing the purchase order with revision.

Acknowledgement Details

Field or Control	Description
	Click to filter the schedule lines based on the schedule status, Ship To location, or freight terms.
Order Sched	Displays the scheduled order.
Ship To	Displays the business unit to which the item is being shipped.
Freight Terms	Displays the freight terms.
Order Quantity	Displays the sum of all schedule quantities for this line on the purchase order that is being requested.

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Field or Control	Description
Acknowledge Quantity	The system displays a default quantity for the Purchase Order. Suppliers can modify the quantity for the line/schedule to indicate a change. **Note:** This field is disabled for Amount Only purchase order lines.
Order Price	Displays the total price of the order.
Acknowledge Price	Enter the price.
Order Due Date	Displays the default due date for the schedule. This is the date the item is due at the ship to location.
Acknowledge Due Date	The system displays a default due date for the Purchase Order. Suppliers can modify the due date for the line/schedule to indicate a change.
Order Ship Method	Displays the shipment method for the item.
Acknowledge Ship Method	The system displays a default Ship Method for the Purchase Order. Suppliers can modify the method for the line/schedule to indicate a change.
POA Status	Displays the action the supplier has taken; applies to the selected schedule, and indicates the following: • New: The schedule is added when supplier splits a row. • Cancelled: When a line is rejected or when the schedule quantity is changed to zero. • Changed: Any changes to the schedule fields (due date, quantity, shipping method, and price).
	Click to create an additional row to add an additional schedule with a different delivery due date, quantity, and other acknowledgement details. You can initiate a back order request for a different delivery date and quantity. The system sets the POA Status to New. Back Order will create a new schedule to the PO line after the buyer initiates a change order based on this acknowledgement feedback. **Note:** This button is disabled for Amount Only purchase order lines.
	Click to delete the Back Order line.
	Click this button to restore all POA values to the values specified on the current Purchase Order line, forgoing any changes made on the POA.
	Click to reject the PO line item. The editable fields on the Acknowledgement Details page are reset to the current Purchase Order values and the quantity is reset to zero. If approved by the buyer this will cancel the Purchase Order line.

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Secure Notice of Intent To Award Page

Supplier User: Use the Notice Of Intent To Award tile to view the notice of intent to award for events from the buying organization. By default, the Notice of Intent to Award tile displays a count of the open notices in the last 90 days. You can modify the days on the My Preferences page if required. After checking the details on the Notice of Intent to Award page, supplier user can submit protest, if any, to the buying organization outside the PeopleSoft system.

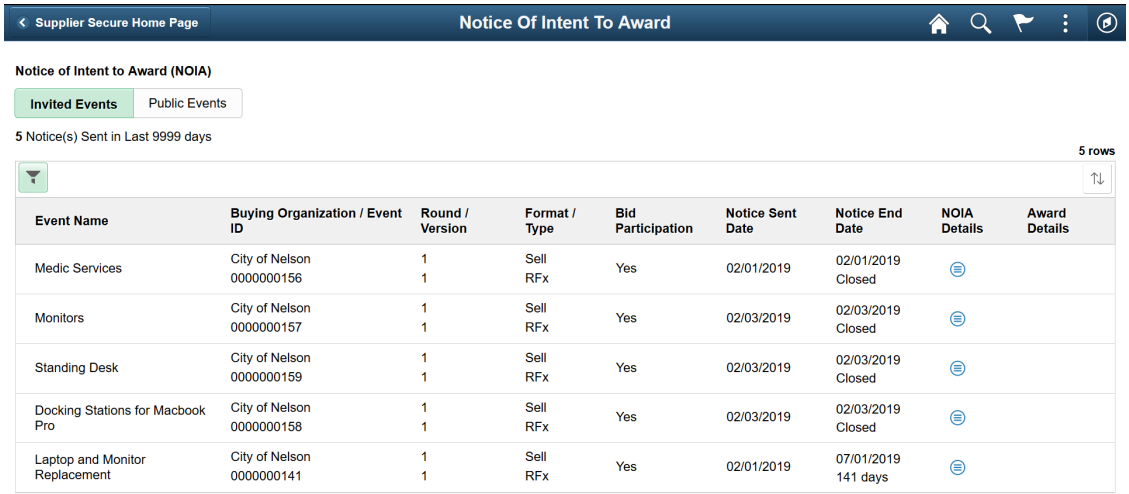
Navigation:

Home, and then **Supplier Secure Home Page**, and then **Alerts**, and then **Notice of Intent**

This example illustrates the fields and controls on the Notice of Intent to Award tile.



This example illustrates the fields and controls on the Secure Notice Of Intent To Award – Invited Events page. You can find definitions for the fields and controls later on this page.



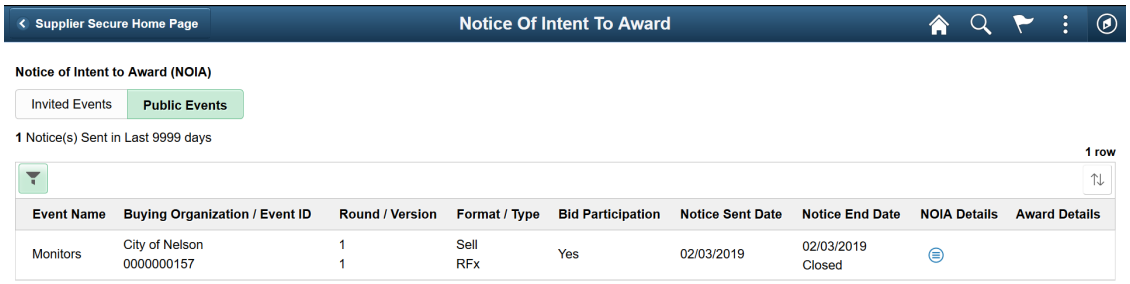
Event Name	Buying Organization / Event ID	Round / Version	Format / Type	Bid Participation	Notice Sent Date	Notice End Date	NOIA Details	Award Details
Medic Services	City of Nelson 0000000156	1 1	Sell RFx	Yes	02/01/2019	02/01/2019 Closed		
Monitors	City of Nelson 0000000157	1 1	Sell RFx	Yes	02/03/2019	02/03/2019 Closed		
Standing Desk	City of Nelson 0000000159	1 1	Sell RFx	Yes	02/03/2019	02/03/2019 Closed		
Docking Stations for Macbook Pro	City of Nelson 0000000158	1 1	Sell RFx	Yes	02/03/2019	02/03/2019 Closed		
Laptop and Monitor Replacement	City of Nelson 0000000141	1 1	Sell RFx	Yes	02/01/2019	07/01/2019 141 days		

By default, the page displays the list of events for which you are invited to participate. Based on the settings on the My Preferences page, the page displays the number of open notices issued and the number of notices nearing closure.

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Field or Control	Description
Bid Participation	Displays Yes if at least one bid is posted to the event. Displays No if the invited bidder has not posted any bids yet.
Notice Sent Date and Notice End Date	Displays both start date and end date of the notice.
Filter icon	Select to open the Filters page and filter the events based on: • Buying Organization • Event ID • Event Name • Event Format (All, Buy, Sell) • Event Type (All, Auction, RFx) • Include Closed Notice • Display NOIA sent in Last (x) days

This example illustrates the fields and controls on the Secure Notice Of Intent To Award – Public Events page.



The page displays the list of intent to award notice for public events.

Awarded Events Page

Supplier User: Use the Awarded Events tile to view the Awarded Events page, which lists the awarded and non-awarded events. The tile displays the number of awards and non-awards for the participated events in a given period of time. Use the User Preferences page to change the number of days from the default value that is 90. On the User Preferences page, you can also enable or disable the option to display the non-awarded events.

Awarded events can include partially awarded and completely awarded events. It's possible that a bidder achieves a partial award, and a different bidder gets the rest of it.

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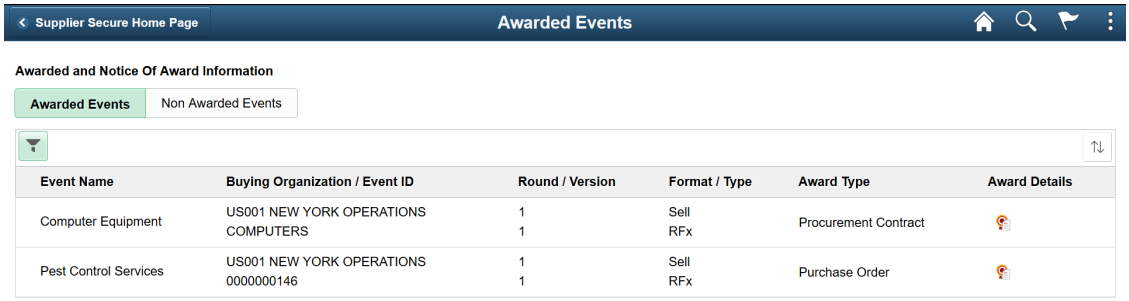
Navigation:

Home, and then **Supplier Secure Home Page**, and then **Awarded Events tile**

This example illustrates the fields and controls on the Awarded Events tile.



This example illustrates the fields and controls on the Awarded Events page. You can find definitions for the fields and controls later on this page.

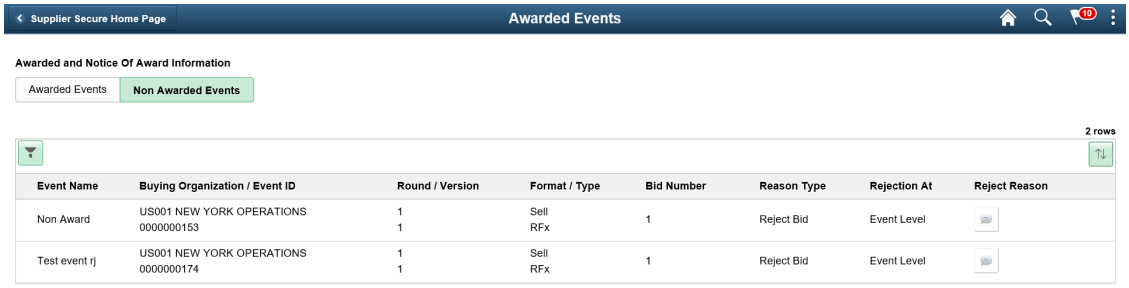


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Field or Control	Description
Filer icon	Click to open the Filters page and filter the events based on: • Buying Organization • Event ID • Event Name • Event Format (All, Buy, Sell) • Event Type (All, Auction, RFx) • Award Type (All, General Contract, PO Contract, Procurement Contract, Purchase Order, Recurring Voucher Contract, Single Release PO Contract) • Display Awarded Events In Last (x) days
Event Name	Displays the event's name.
Buying Organization/Event ID	Displays the buying organization's name and the particular event ID that the supplier has participated.
Round/Version	Displays the awarded event round and the version of the awarded event.
Format/Type	Displays the event's format and type.
Award Type	Displays the type of award achieved by the event. An event can have multiple awards types.
	Click to view the details of award. The Award Details page displays the following information: • Bid Number • Award Date • Award Type • Buying Organization • Purchase Order/Contract ID • Transaction Statu
sort icon	Click to sort the list of events.

This example illustrates the fields and controls on the Non Awarded Events page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Bid Number	Displays the bid number.
Reason Type	Displays the possible options, which are Reject and Disallow.
Rejection At	Displays the level of rejection.
	Click to view the reason for rejecting the event. For Line level rejection, the line number, item description, and a note describing why the line item was rejected are displayed. For Event level rejection, a note saying why the event was rejected is displayed.

Manage Contract documents Page

Supplier User: Use the Manage Contract Documents tile to view the documents pending review or signature. The tile displays the total count of those documents.

Navigation:

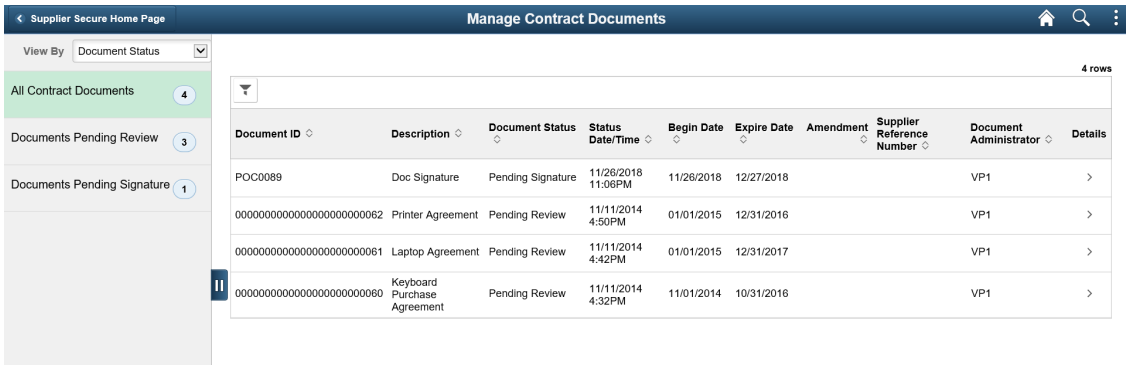
Home, and then **Supplier Secure Home Page**, and then **Manage Contract Documents tile**

This example illustrates the fields and controls on the Manage Contract Documents tile.

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This example illustrates the fields and controls on the Manage Contract Documents page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
View By	Select the View By drop down to select the required display options. The options are: • Document Status: This is the default View By option. The left pane displays the total count of contract documents and the count of documents pending review and signature. • Document Administrator: If you use this option, the left pane displays the administrators and the number of pending contract documents for each of them.
Document Status	Displays the status of documents as Pending Review or Pending Signature. Select the Details icon to review the document details or sign the document. For additional information on available functionality for reviewing documents and signing documents, see PeopleSoft Supplier Contract Management: Signing External Documents and PeopleSoft Supplier Contract Management: Reviewing and Collaborating on External Documents.

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Manage Deliverables Page

Supplier User: Use the Manage Deliverables tile to view the incomplete contract deliverables. The tile displays the total count of those deliverables.

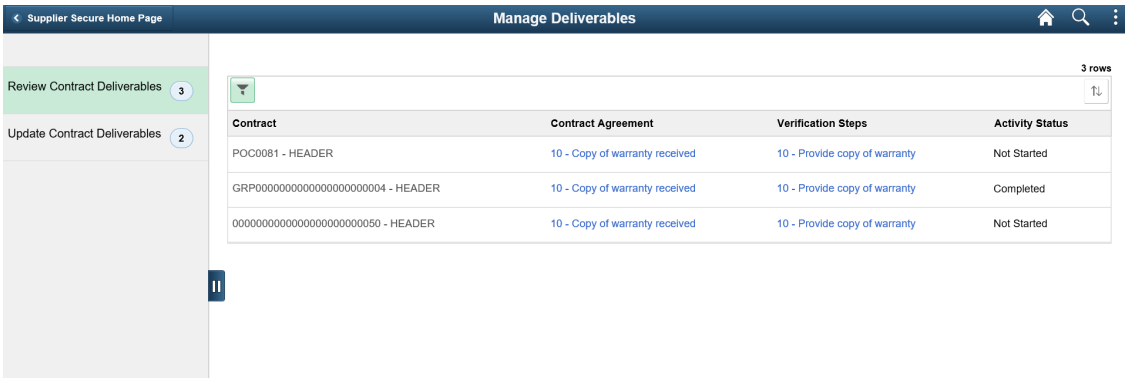
Navigation:

Home, and then **Supplier Secure Home Page**, and then **Manage Deliverables tile**

This example illustrates the fields and controls on the Manage Deliverables tile.



This example illustrates the fields and controls on the Manage Deliverables – Review Contract Deliverables page. You can find definitions for the fields and controls later on this page.



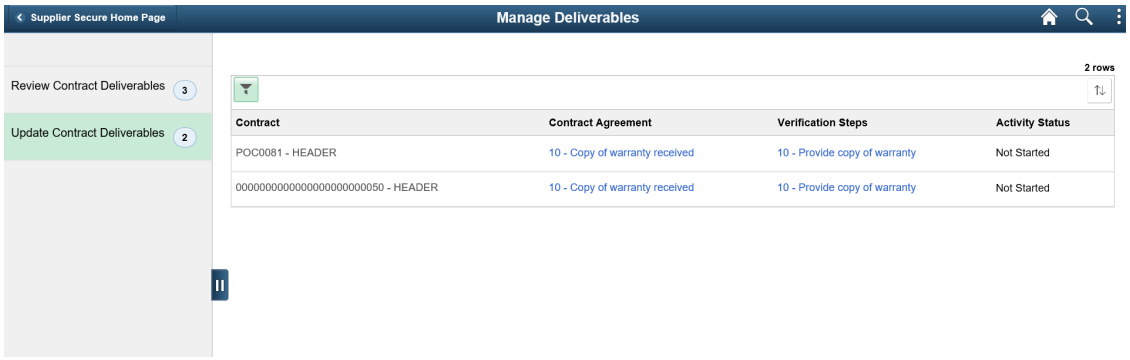
By default, the Review Contract Deliverables page is displayed along with the deliverables count.

Field or Control	Description
Contract Agreement	Select the contract agreement link to view the Review Contract Deliverables – Review Agreement page. The page displays the changes to a contract agreement.
Verification Steps	Select the link to view the Review Contract Deliverables – Review Verification page. On the page, you can review the changes to the contract agreement verification steps.

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Field or Control	Description
Activity Status	Indicates if the Activity is Completed or Not Started.

This example illustrates the fields and controls on the Manage Deliverables – Update Contract Deliverables page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Contract Agreement	Select the Contract Agreement link to view the Update Contract Deliverables – Review agreement page. The page allows you to update the contract agreement.
Verification Steps	Select the Verification Steps link to view the Update Contract Deliverables – Update Verifications page, where you can update the contract agreement verification steps.
Activity Status	Indicates if the Activity is Completed or Not Started.

Viewing the Navigation Collection for Comprehensive Supplier Portal

This section discusses how to use the PeopleSoft Fluid User Interface to view Comprehensive Supplier Portal Navigation Collection.

Pages Used to View the Comprehensive Supplier Portal Navigation Collection

Page Name	Definition Name	Usage
Manage Services Tile	NA	Access a collection of frequently used Services Procurement-related components.

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Page Name	Definition Name	Usage
Services Procurement Page	SPF_SOUR_REVIEW_SP	View and access frequently used Services Procurement-related components.
Contracts and Agreements Tile	NA	Access a collection of frequently used Contracts and Agreements-related components.
Contracts and Agreements Page	CS_DOC_SRCH_EXT	View and access frequently used Supplier Contracts and Agreements-related components.
Manage Profile Tile	NA	Access a collection of frequently used components related to manage User and Company Profile information.
Manage Profile Page	USER_SELF_SERVICE	USER_SELF_SERVICE
Contracts Pending Review Tile	NA	Access a collection of frequently used Contracts-related information.
Contracts Pending Review Page	CS_COLLAB_WL	View and access frequently used components related to Contracts Pending Review.

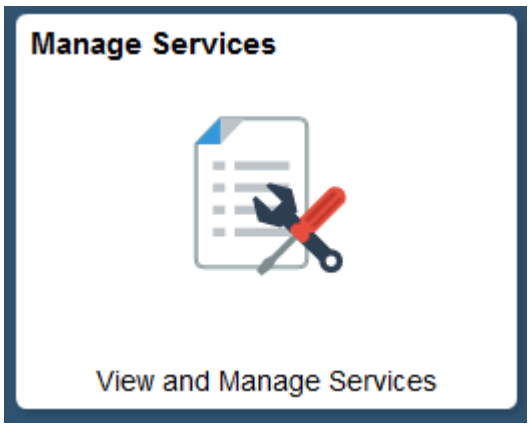
Manage Services Tile

Use the Manage Services tile to access a collection of frequently used Services Procurement-related components.

Navigation:

You can include the delivered tile as part of the Homepage or any suitable location within Secure Homepage.

This example illustrates the fields and controls on the Manage Services tile.

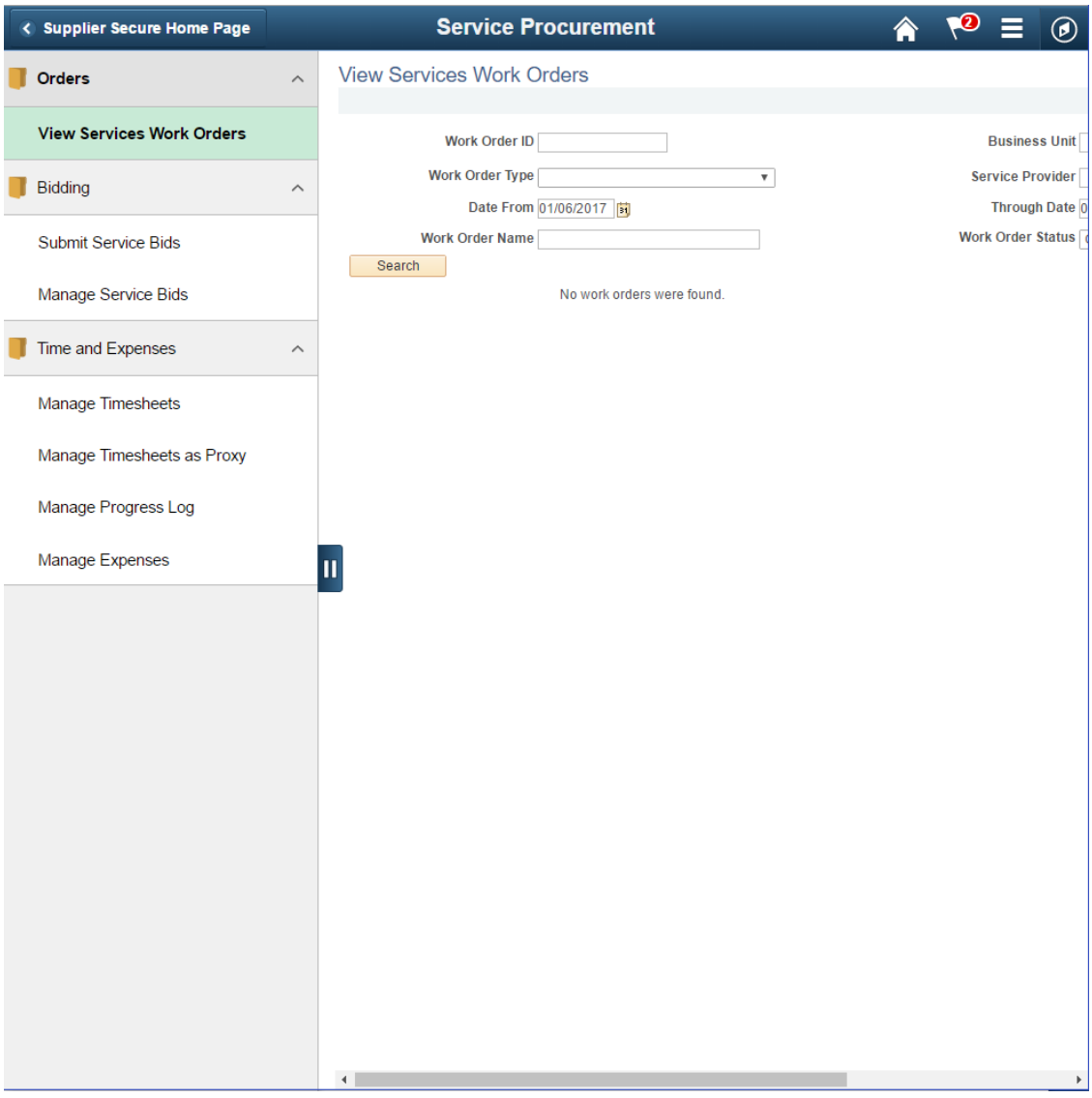


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Services Procurement Page

Use the Services Procurement page to view and access frequently used Services Procurement-related components.

This example illustrates the fields and controls on the Services Procurement page.



This Navigation Collection allows users to access frequently used Services Procurement components from one location. The left panel of this page lists the components collected under two main categories:

- Orders: View Services Work Orders
- Bidding:
  - Submit Service Bids
  - Manage Service Bids

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- Time and Expenses:
  - Manage Timesheets
  - Manage Progress Log
  - Manage Expenses

The right panel displays the component selected in the left panel. Administrators can edit these categories by navigating to the Structure and Content page.

Contracts and Agreements Tile

Use the Contracts and Agreements tile to access a collection of frequently used Contracts and Agreements-related components.

Navigation:

You can include the delivered tile as part of the Homepage or any suitable location.

This example illustrates the fields and controls on the Contracts and Agreements tile.

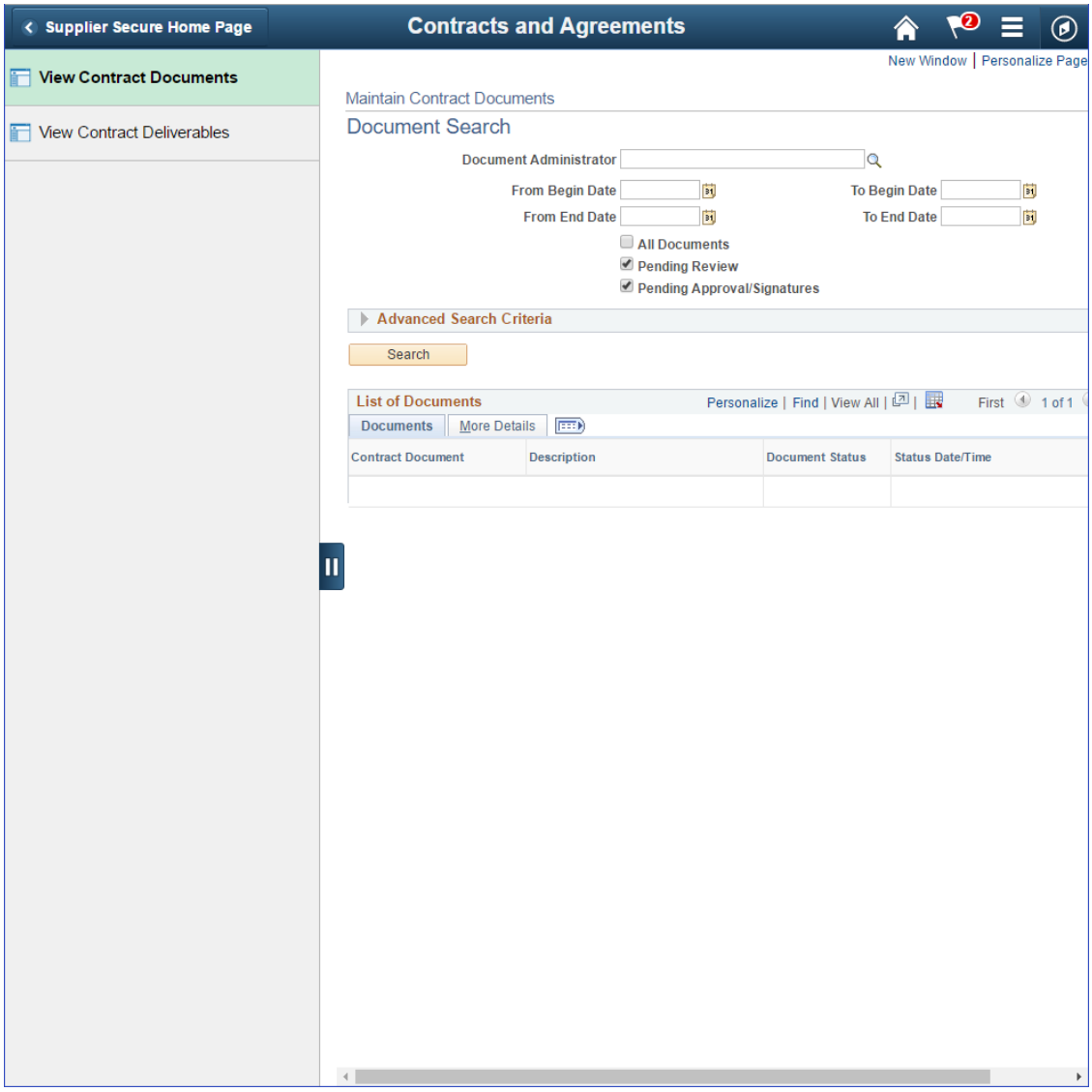


Contracts and Agreements Page

Use the Contracts and Agreements page to view and access frequently used Supplier Contracts and Agreements-related components.

This example illustrates the fields and controls on the Contracts and Agreements page.

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This Navigation Collection allows users to access frequently used Supplier Contracts and Agreements components from one location. The left panel of this page lists the components collected under two categories:

- View Contract Documents
- View Contract Deliverables

The right panel displays the component selected in the left panel.

Manage Profile Tile

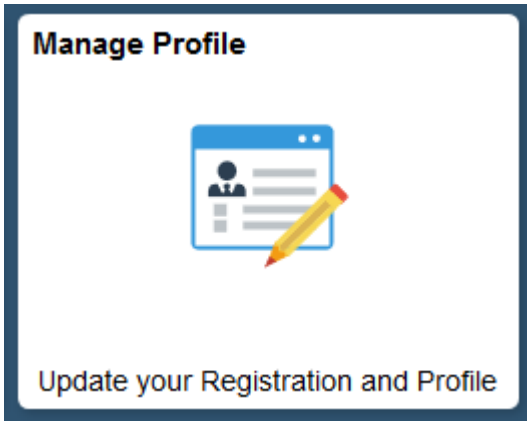
Use the Manage Profile tile to access a collection of frequently used components related to manage User and Company Profile information.

Navigation:

You can include the delivered tile as part of the Homepage or any suitable location

This example illustrates the fields and controls on the Manage Profile tile.

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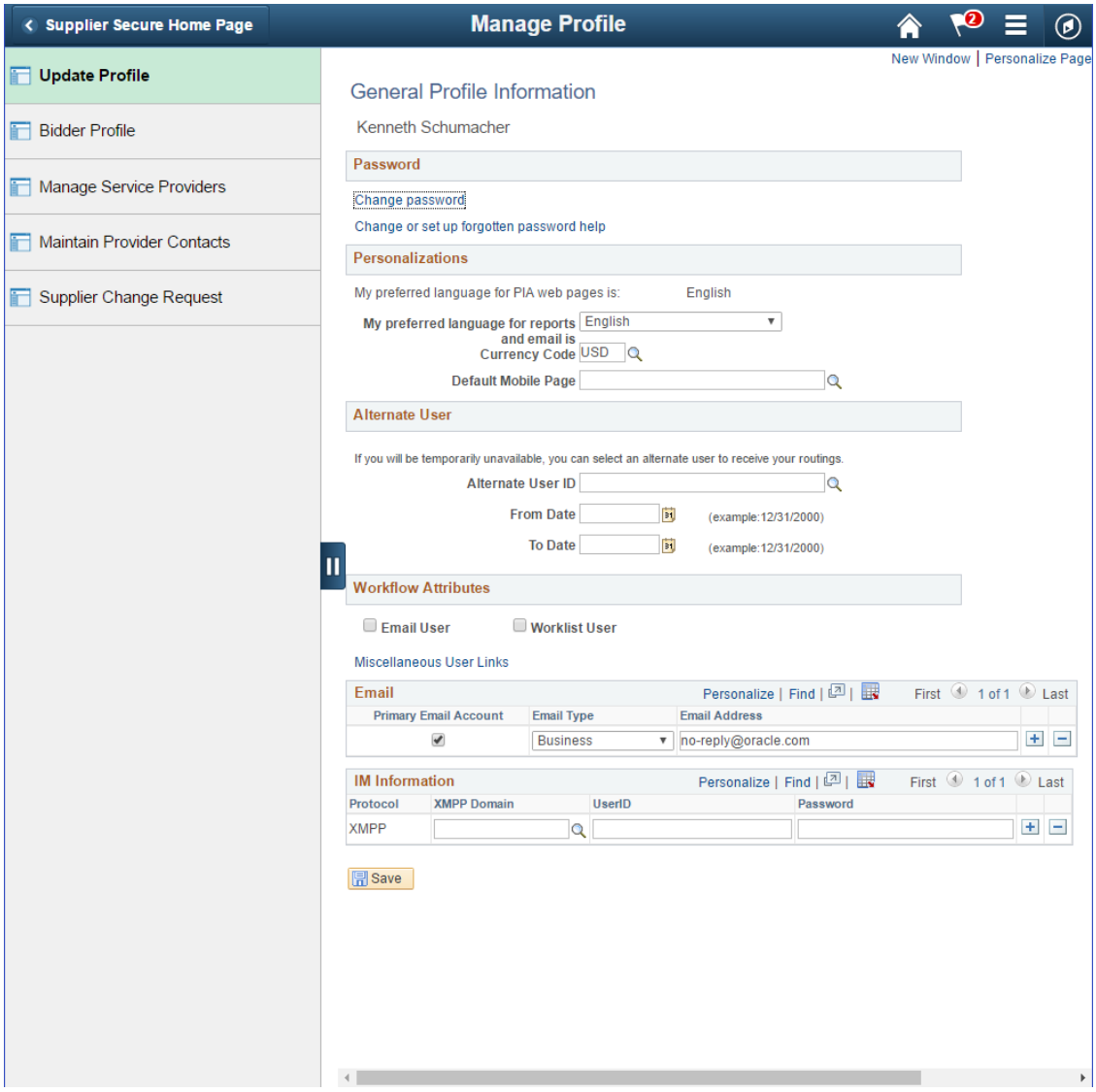


Manage Profile Page

Use the Manage Profile page to view and access frequently used components related to managing Profiles.

This example illustrates the fields and controls on the Manage Profile page.

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This Navigation Collection allows users to access frequently used components related to managing User and Company Profiles, from one location. The left panel of this page lists the components collected under five categories:

- Update Profile
- Bidder Profile
- Manage Service Providers
- Maintain Provider Contacts
- Supplier Change Request

The right panel displays the component selected in the left panel.

Contracts Pending Review Tile

Use the Contracts Pending Review tile to access a collection of frequently used Contracts pending review.

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Navigation:

You can include the delivered tile as part of the Homepage or any suitable location

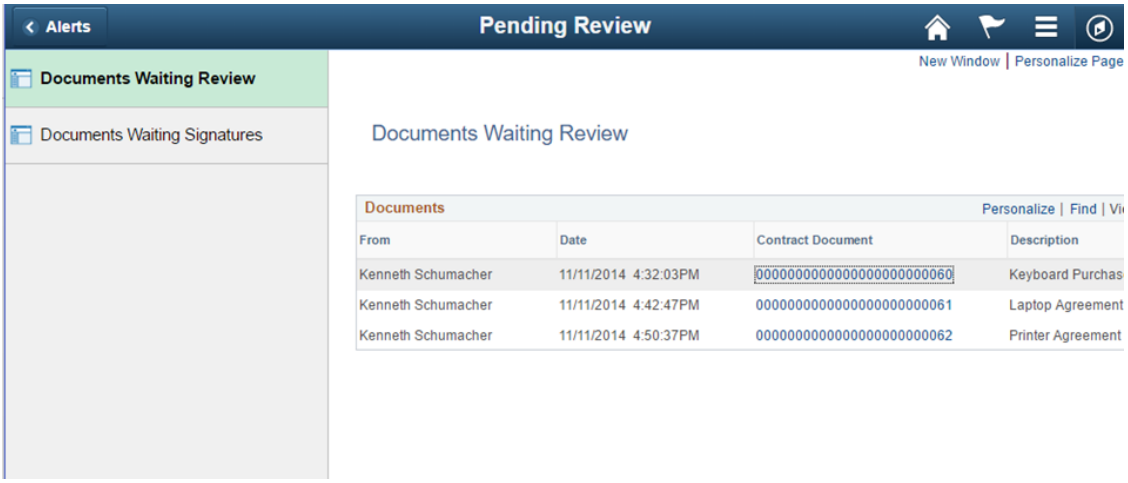
This example illustrates the fields and controls on the Contracts Pending Review tile .



Contracts Pending Review Page

Use the Contracts Pending Review page to view and access frequently used Contracts pending review.

This example illustrates the fields and controls on the Contracts Pending Review page.



This Navigation Collection allows users to access frequently used Contracts Pending Review components from one location. The left panel of this page lists the components collected under two categories:

- Documents Waiting Review
- Documents Waiting Signatures

The right panel displays the component selected in the left panel.

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8

Using the Supplier Secure Digital Assistant

Understanding the Supplier Secure Digital Assistant

The Supplier Secure Digital Assistant is part of PeopleSoft Intelligent Chat ASsistant from Oracle (PICASO).

The Supplier Secure Digital Assistant comprises of the following skills:

- Collaboration Skill

  Use this skill to inquire about PO Acknowledgements, Overdue Shipments, and Rejected Receipts.

- General Skill

  Use this skill to inquire about Calendar Events, Announcements, FAQs, and contact details.

- Invoices and Payments skill

  Use this skill to perform invoice inquiry, payment inquiry, and inquiry related to disputes.

- Sourcing Skill

  Use this skill to inquire about Invited Bid Events, Events Pending Award, and Awarded Events.

PeopleSoft assistants or skills are computer programs that simulate a simple conversation between a digital devise and the user. It is used for mundane or repetitive business transactions that follow a predictable conversation path. PeopleSoft uses the Oracle Digital Assistant (ODA) platform for interacting with users to help them perform certain tasks and is available for both desktop and mobile users.

For more information about ODA, see Using Oracle Digital Assistant.

The Supplier Secure Digital Assistant consists of four skills: *Collaboration Assistant*, *General Assistant*, *Invoices and Payments Assistant*, and *Sourcing Assistant*.

> **Note**
>
> The Supplier Skill requires PeopleTools 8.59.

Related Topics

- Enterprise Components: Understanding Skills
- Enterprise Components: Configuring PeopleSoft PICASO
- PeopleSoft eSettlements: Using the eSettlements Skill

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Using the Collaboration Skill

The Collaboration Skill is part of the Supplier Secure Digital Assistant. It allows users to quickly search for their information such as unacknowledged purchase orders, overdue shipments, and rejected receipts.

The Collaboration Assistant uses these services:

SCP_GET_CONTENT - Supplier Comprehensive Portal related service

- getoverduepodetails - To get the details of the purchase orders which has overdue shipments.
- getrejectedreceipts - To get the details of rejected receipts.
- getpoadetails - To get the details of purchase orders awaiting acknowledgement.
- getuserpreference - To fetch the user preference setup information related to Overdue Shipments(OS), Rejected Receipts(RR), and Purchase Order Acknowledgement(POA).
- getassociatedsuppliers
  - getoverdueposuppliers - To fetch the list of suppliers associated to the logged in user who has purchase orders which have overdue shipments.
  - getpoasuppliers - To fetch the list of suppliers associated to the logged in user who has purchase orders awaiting acknowledgement.
  - getarejectedreceiptsuppliers - To fetch the list of suppliers associated to the logged in user who has rejected receipts.

PeopleSoft PICASO Button

Use the PeopleSoft PICASO button to access the Supplier Skill page.

Navigation

From the Supplier Secure Home Page, select the **PeopleSoft PICASO** button at the bottom right corner.

This example illustrates the PeopleSoft PICASO button.



Collaboration Assistant Page

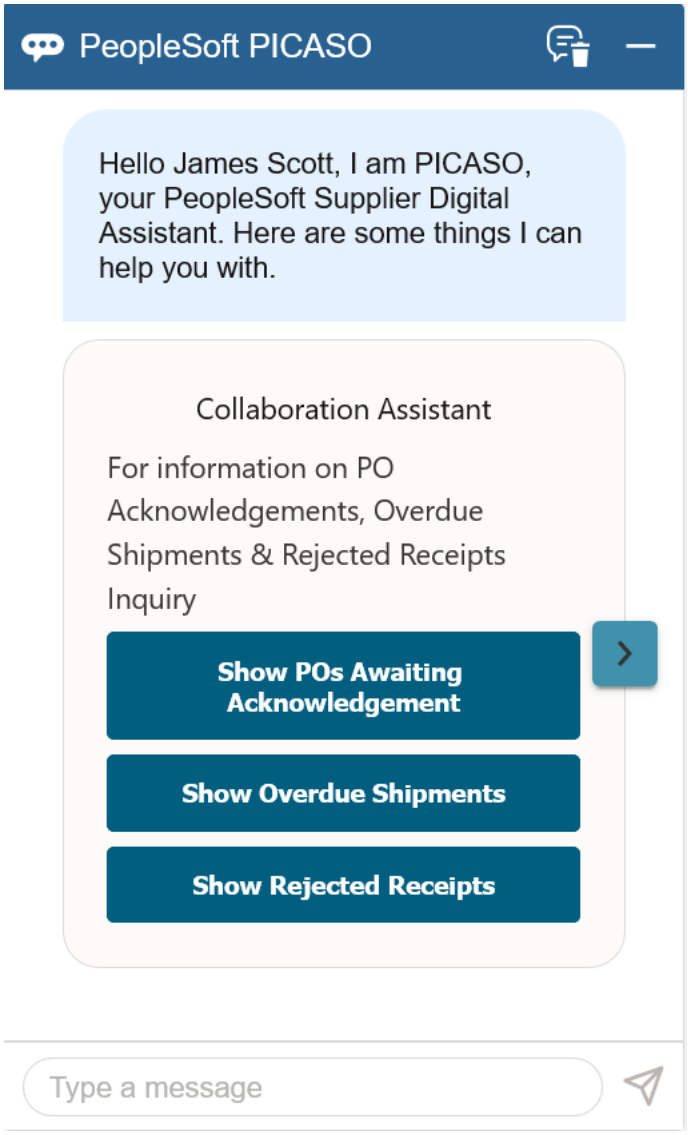
Use the Collaboration Assistant to inquire on purchase order acknowledgements, overdue PO shipments, and rejected receipt details.

Navigation

On the Supplier Secure Home Page, click the **PeopleSoft PICASO** button.

This example illustrates the fields and controls on the Collaboration Assistant page.

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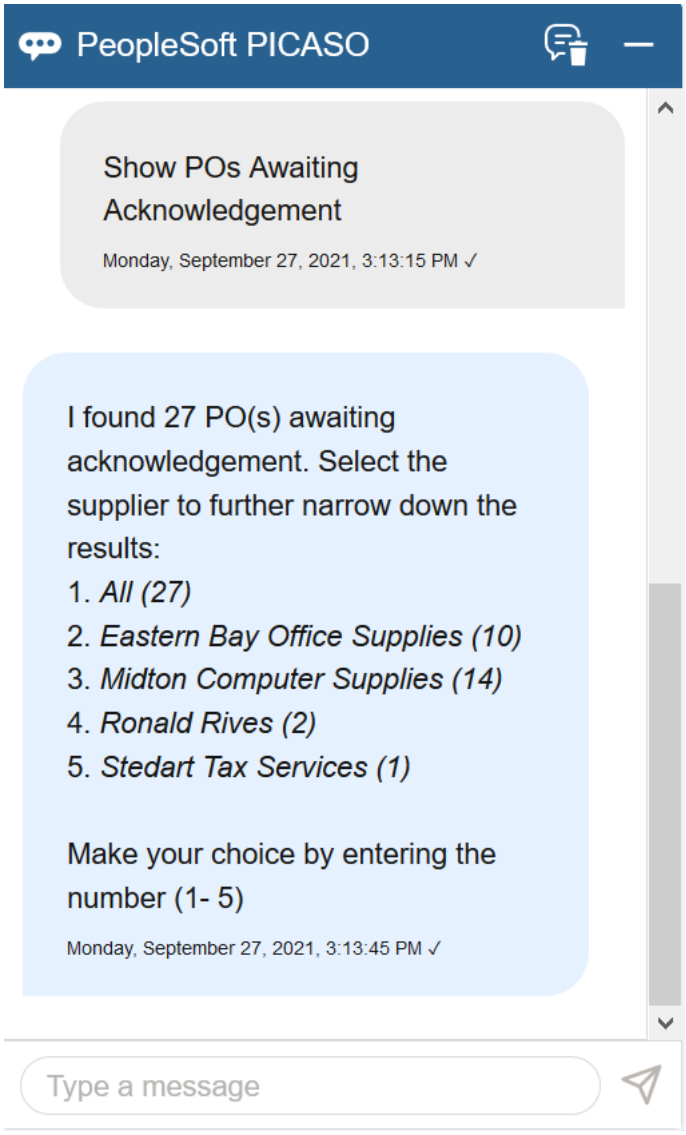
You can begin the interaction with the skill by choosing a displayed option (*Show POs Awaiting Acknowledgement*, *Show Overdue Shipments*, and *Show Rejected Receipts*), or by entering your query.

For example, select the *Show POs Awaiting Acknowledgement* option to view the purchase orders that are yet to be acknowledged.

> **Note**
>
> If you are a manufacturer's representative and transacting on behalf of other organizations, the list of all supplier organizations that you manage will be listed when the results count exceeds 20 rows. You must enter the digit that represents a supplier organization to view the results. Whereas, if you associate with only a single supplier, you can view the results directly.

This example illustrates the fields and controls on the Collaboration Assistant page.

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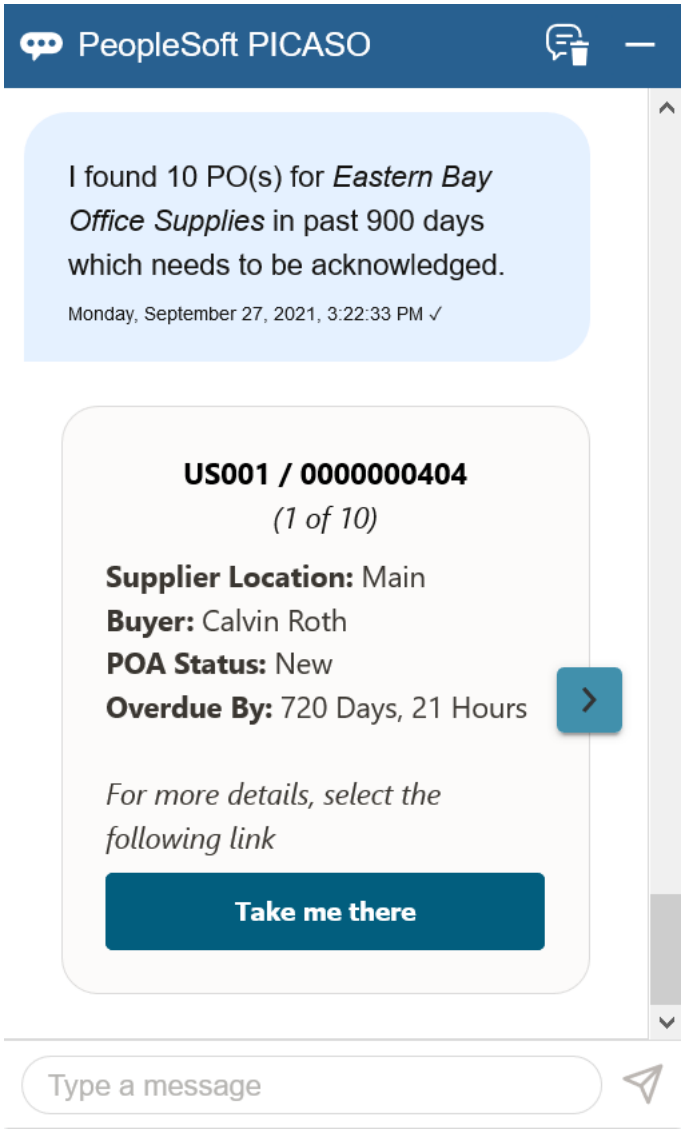


You can see the available suppliers and the total number of purchase orders to be acknowledged for each of them. Narrow your search by specifying the number corresponding to the required supplier.

That is, if you enter 2 in the message field, you can see all the purchase orders from Eastern Bay Office Supplies.

This example illustrates the fields and controls on the Collaboration Assistant - Results page.

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Field or Control	Description
Next card	Click this icon to scroll through the results.
Take me there	Select to navigate to the Acknowledge PO application page, where you can see more details of the transaction and perform the required actions.
View Last X PO(s)	Displays when the search results exceed more than 20 items. Click this button to view the remaining items.

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> **Note**
>
> While responding to the skill, if you enter an incorrect value twice (configurable with different values), the skill displays a message indicating that it does not understand your response. To proceed, you can rephrase your query or enter *help* in the message box.

Similarly, you can select the *Show Overdue Shipments* and *Show Rejected Receipts* options and view the available results. Rejected receipts can be filtered by date. For example, *Show the rejected receipts in the last week*.

You can also enter search strings such as *Are there any shipments that are overdue?*, *POs I still need to acknowledge*, or *rejected receipts*.

Using the General Skill

The General Skill is part of the Supplier Secure Digital Assistant. Use the General Assistant to inquire on calendar events, company announcements, FAQs, and contact details.

The General Assistant uses these services:

SCP_GET_CONTENT - Supplier Comprehensive Portal related service

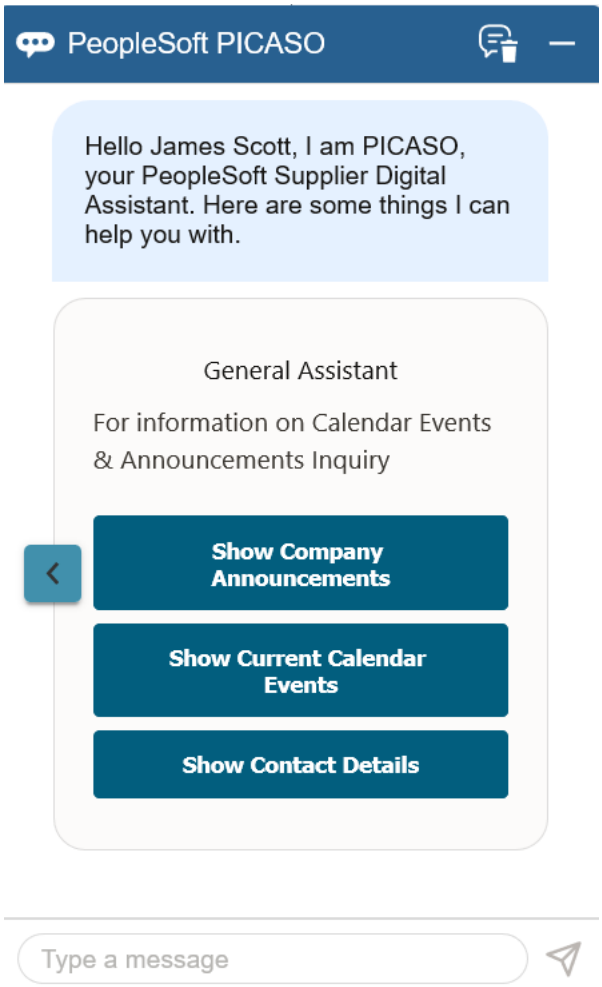
- getlink - To get the link information to access application pages based on the context like Contact and Register.
- getcontentdetails - To fetch the dynamic content details like announcements, calendar events, and FAQs.

Navigation

Access the General Assistant using the PeopleSoft PICASO button on the Supper Secure Home Page.

This example illustrates the fields and controls on the General Assistant page.

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Select the *Show Company Announcements* option to view any current announcements. Selecting the *Show Current Calendar Events* option displays the available events, and the *Show Contact Details* option displays the links to the FAQs and Contact Us pages. Select the required option or enter a query.

Related Topics

- Using the Supplier Public Skill on the Supplier Public Portal
  The Supplier Public Skill is part of the Supplier Digital Assistant. A Skill is a program that simulates interaction with a user. PeopleSoft Intelligent Chat ASsistant from Oracle (PICASO, or PeopleSoft PICASO) refers to the complete chatbot solution that is delivered by PeopleSoft.

Using the Sourcing Skill

The Sourcing skill is part of the Supplier Digital Assistant. A Skill is a program that simulates interaction with a user. The Sourcing skill allows users to quickly search for their information such as Invited Bid Events, Events Pending Award, and Awarded Events.

The Sourcing skill uses Oracle Digital Assistant (ODA) to interact with users to perform certain tasks. For more information about ODA, see Using Oracle Digital Assistant.

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PeopleSoft Enterprise Components documentation discusses the Chatbot Integration Framework. See Enterprise Components: Understanding Skills.

> **Note**
>
> The Sourcing skill requires PeopleTools 8.59.

The Sourcing skill uses these services:

SCP_GET_CONTENT: Supplier Comprehensive Portal related service.

- getbiddetails
  - getuserbideventdetails: To fetch the bid information of the secured user based on the format, category, invitation type, event participation, supplier & duration.
  - getbidhealth: Health Check Service to check whether Sourcing is enabled in Installation level.
- getuserpreference: To fetch the user preference setup information related to Bidding Events(BO) & Awarded Events(AE).
- getassociatedsuppliers

  getbidassociatedsuppliers: To fetch the list of suppliers associated to the logged in user, having bid events based on the format, category, invitation type, event participation& duration.

PeopleSoft PICASO Button

PeopleSoft Intelligent Chat ASsistant from Oracle (PICASO, or PeopleSoft PICASO) refers to the complete chatbot solution that is delivered by PeopleSoft.

Use the PeopleSoft PICASO button to access the Sourcing skill page.

Navigation:

From the secure Supplier home page, select the **PeopleSoft PICASO** button at the bottom right corner.

This example illustrates the PeopleSoft PICASO button.



Sourcing Assistant page

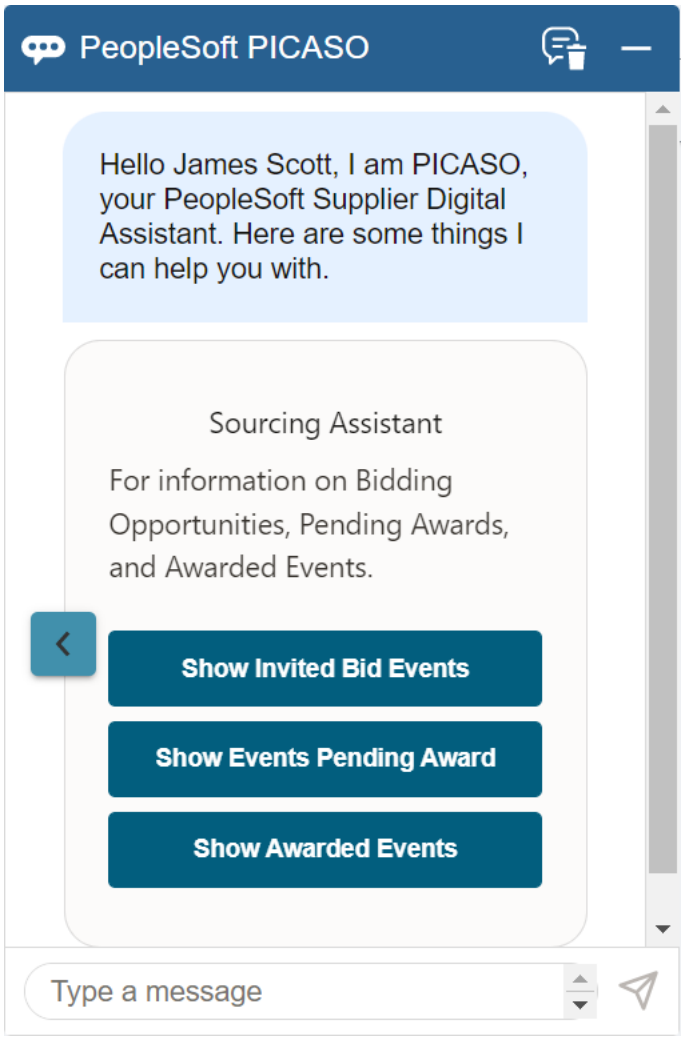
Use the Sourcing Assistant to inquire on Bidding Opportunity, submitted bids, and Awarded events.

Navigation:

On the secure Supplier Home Page, click the **PeopleSoft PICASO** button.

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This example illustrates the fields and controls on the Sourcing Assistant page.



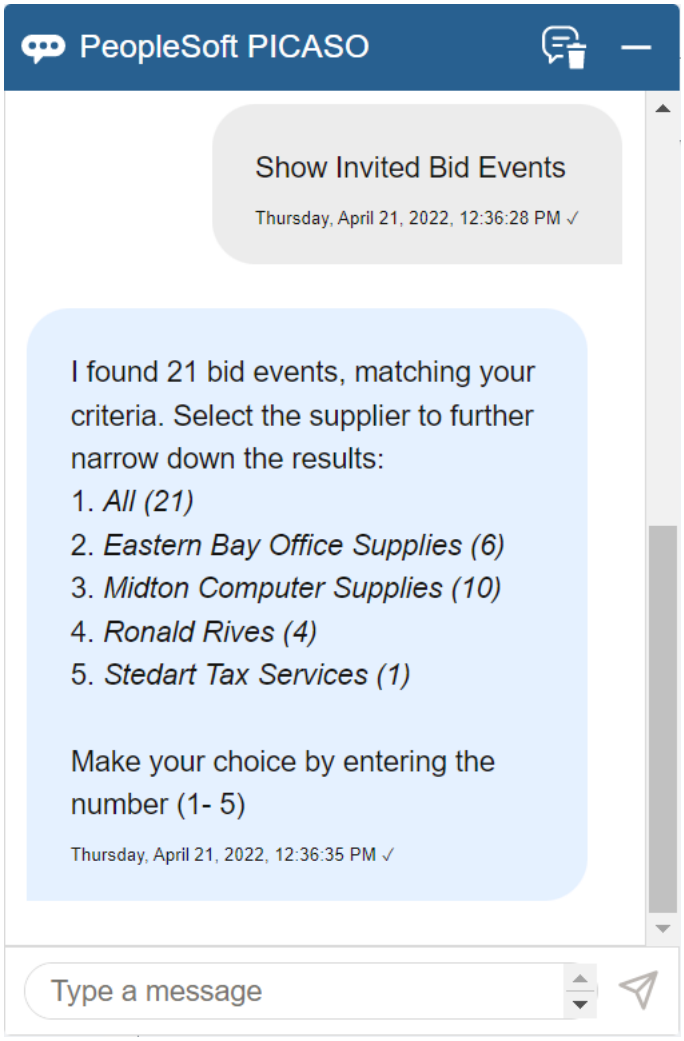
You can begin the interaction with the skill by choosing an option (Show Invited Bid Events, Show Events Pending Award, and Show Awarded Events) displayed, or by entering your query.

For example, select **Show Invited Bid Events** to view the number of invited bidding events.

> **Note**
>
> If you are a manufacturer's representative and transacting on behalf of other organizations, the list of all supplier organizations that you manage will be listed when the results count exceeds 20 rows. You must enter the digit that represents a supplier organization to view the results. Whereas, if you associate with only a single supplier, you can view the results directly.

This example illustrates the fields and controls on the Sourcing Assistant Page.

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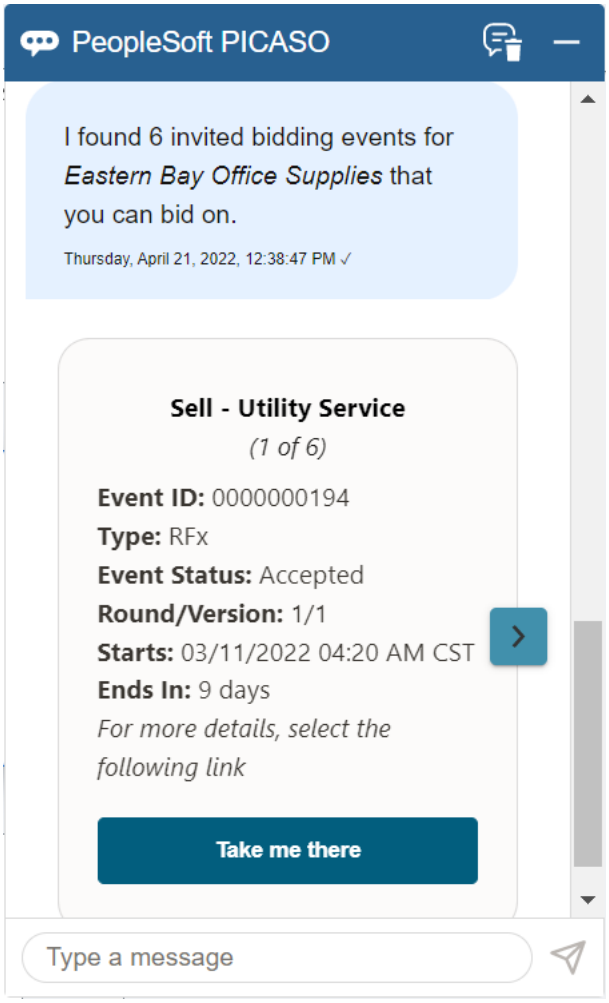


You can see the available suppliers and the total number of Invited Bid Events. Narrow your search by specifying the number corresponding to the required supplier.

For example, if you enter 2 in the message field, you can see all the bid events from Eastern Bay Office Supplies.

This example illustrates the fields and controls on the Sourcing Assistant - Results page.

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Field or Control	Description
	Click this icon to scroll through the results.
Take me there	Select to navigate to the related page, where you can see additional details of the Event Details page and perform the required actions.

> **Note**
>
> While responding to the skill, if you enter an incorrect value, the skill displays a message indicating that it does not understand your response. To proceed, you can rephrase your query or enter help in the message box.

Similarly, **Show Events Pending Award** displays all the events which are complete but not yet awarded and **Show Awarded Events** displays all the events which are awarded.

You can also search things such as *Show me the status of my bid submissions for computer equipment* and *Do I have any Bid Events which I've been awarded last month?*

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9

Importing Supplier Information

Understanding the Supplier Import Processes

The PeopleSoft system provides three tools for importing supplier information from other applications and systems into the PeopleSoft Payables and Purchasing supplier tables:

1. VNDR_IMPORT Application Engine process.
2. Supplier component interface (VNDR_ID_EXCEL).
3. Supplier EIP.

Each method has particular advantages.

Use the VNDR_IMPORT Application Engine process when you want to load supplier data into PeopleSoft Payables from a flat file. The system performs record-level edits against the supplier records that are being imported, but does not perform component logic against these records. For this reason, the VNDR_IMPORT process offers the best processing performance, and is capable of bringing in all of the records associated with the supplier. We recommend using this process for the mass import of large amounts of supplier data.

Use the Supplier component interface (VNDR_ID_EXCEL) to import suppliers using a Microsoft Excel spreadsheet. This integration point is recommended for importing low volumes of suppliers that do not have complex supplier data, such as those without multiple locations, addresses, and so forth. The advantage of this component interface is that it performs the component-level edits associated with regular supplier entry using the Supplier Information component (VNDR_ID).

Use the Supplier EIP as a direct interface between PeopleSoft Student Administration, PeopleSoft Payroll, or third-party applications and the PeopleSoft Payables supplier tables. This integration point uses application messaging to receive the external supplier message as XML data and uses the record structure contained in the VNDR_ID component interface (a relative of the VNDR_ID_EXCEL component interface) to convert the XML into PeopleSoft supplier records. Like the Supplier component interface, the Supplier EIP provides component-level validation of supplier records. In addition, it can provide two-way messaging, not only subscribing to supplier data from PeopleSoft Student Administration, PeopleSoft Payroll, and third-party applications, but also publishing PeopleSoft Payables supplier data to update the other applications' supplier records. The Supplier EIP process does not support the full set of supplier records supported by the VNDR_IMPORT process.

> **Note**
>
> In addition to delivering the Supplier EIP as application messages, Oracle's PeopleSoft also delivers it as a web service (Supplier). Enabling web services is discussed in the documentation *PeopleTools : Integration Broker.*

See the product documentation for *PeopleTools: Integration Broker*

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Related Topics

- Understanding Supplier Maintenance
  PeopleSoft procurement applications capture and track supplier information to ensure that you can satisfy suppliers by having the answers to their questions at your fingertips. You can enter straightforward or complex supplier definitions that capture an organization's true relationship with a supplier. You can also enter information from conversations with suppliers to manage your contacts more effectively. Even if you have not spoken to a supplier contact for months, your supplier profile enables you to recall details as though you had your last conversation yesterday.

Importing Supplier Data Using the VNDR_IMPORT Process

This section provides an overview of the VNDR_IMPORT Application Engine process, lists prerequisites, and discusses how to:

- Map supplier data to the PeopleSoft supplier tables.
- Review the supplier data structure.

Understanding the VNDR_IMPORT Application Engine Process

The VNDR_IMPORT process loads supplier data from a flat file to the PeopleSoft supplier tables and performs record-level edits on that data. For the process to succeed, you must first map your supplier data to the PeopleSoft supplier table structure. The flat file must be the same structure as that defined in the supplier data structure, and each table in the data structure should have a flat file.

Field mappings are one of three categories:

- Field values (such as the *Supplier Name* field) that map directly from a legacy system to the PeopleSoft system.
- Field values that must be translated from a legacy value to a valid PeopleSoft value.
- PeopleSoft fields that do not appear in the legacy system.

  You must assign a value to these fields during conversion.

Use the data structure provided in these topics to translate or assign field values and to prepare data for the VNDR_IMPORT process.

Prerequisites

Before you import supplier data using the VNDR_IMPORT process, prepare the PeopleSoft system by performing these tasks:

1. Set up core control tables.

   The PeopleSoft system provides a number of control tables that affect supplier processing. You should set up these core tables before converting suppliers. When you convert data, the values that you use for fields should match the values in these tables. These tables include the Currency Codes table, the Currency Rate Types table, the Sales/Use Tax Codes table, and, if you use value-added tax (VAT), the VAT control tables.
2. Establish supplier set controls.

   Supplier set controls establish rules that apply to every supplier in a SetID. You can modify these rules on the Supplier Set Controls page.
3. (Optional) Set up Dun & Bradstreet numbers.

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If you plan to import Dun & Bradstreet numbers into the VENDOR_ID_NBRS or VNDR_LOC_ID_NBR tables, you must set up the Dun & Bradstreet numbers beforehand.

4. (Optional) Define VAT information.

   If you import VAT registration data into the VNDR_VAT_RGSTRN table, you must also set up the supplier VAT countries beforehand.

5. Review supplier source information.

   Before converting the supplier information:

   a. Clean up supplier data.

      Some of the data that you attempt to convert may not be clean. This can happen because of code changes in the legacy system or bugs that enable bad data to enter the system. If you convert this data without first cleaning it up, you can introduce bad data into PeopleSoft applications.

   b. Remove duplicate suppliers.

      Sometimes suppliers are entered into a system more than once. Search for duplicates and remove them.

   c. Do not convert suppliers that are no longer active.

      In many purchasing and payables systems, you accumulate information for suppliers that are no longer active. Conversion to a new system enables you to clean up supplier information and include only active suppliers.

Related Topics

- Defining Supplier Control Parameters
  To set supplier control parameters, use the Set Controls - Supplier component (VENDOR_CONTROL).
- PeopleSoft Global Options and Reports: Understanding VAT

Mapping Supplier Data to the PeopleSoft Supplier Tables

> **Note**
>
> Depending on the PeopleSoft products that you have licensed, that is, PeopleSoft Payables, Purchasing, or Asset Management, and the functionality that you require, you may not need to populate all of these records.

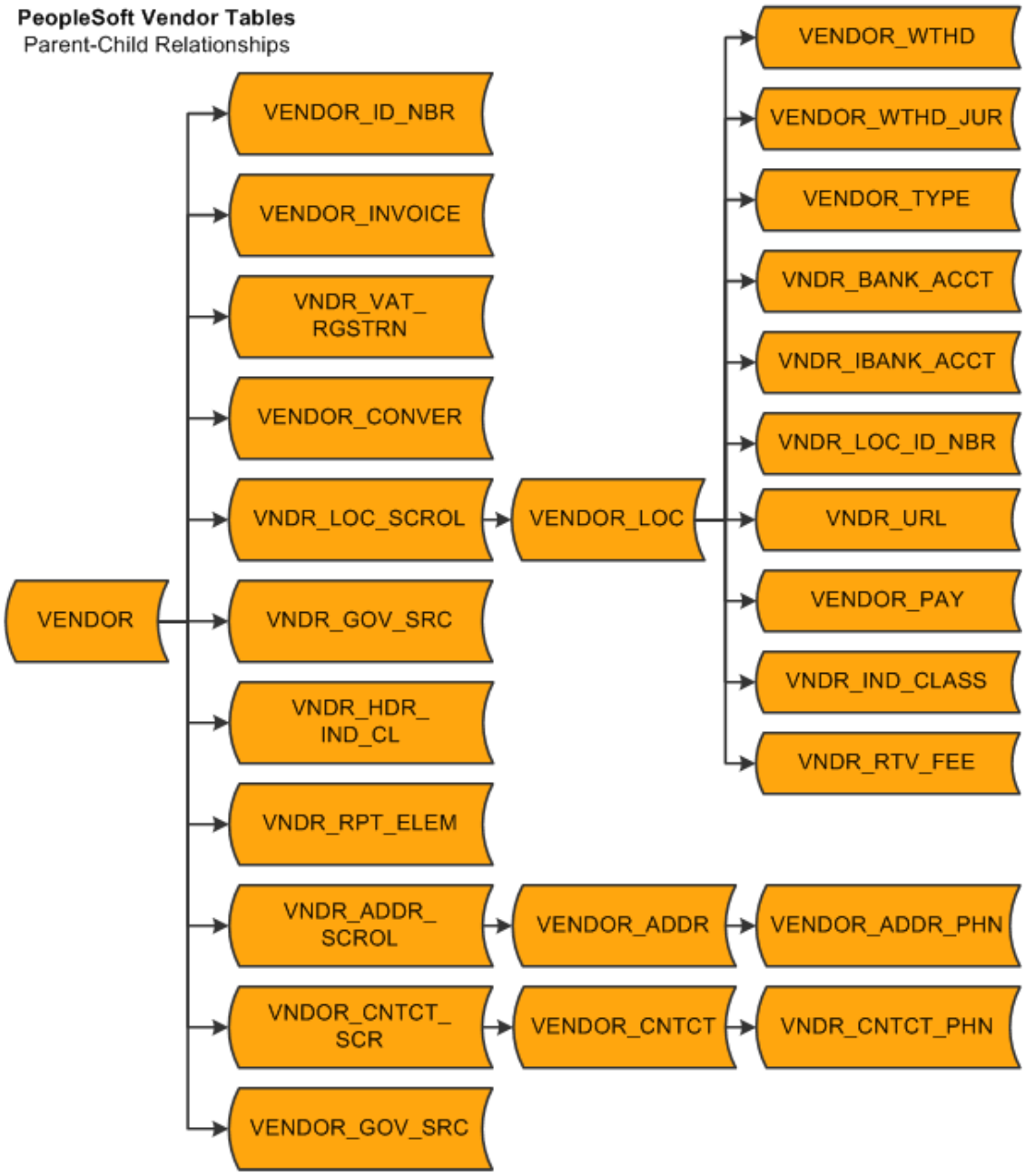
Table	Description	Required for PeopleSoft Payables	Required for PeopleSoft Purchasing	Required for PeopleSoft Asset Management
VENDOR	Base.	Yes	Yes	Yes
VENDOR_ADDR	Address.	Yes	Yes	Yes
VENDOR_LOC	Locations.	Yes	Yes	Yes
VENDOR_PAY	Payment processing specifications.	Yes	No	No
VNDR_ADDR_SCROL	Index to address table.	Yes	Yes	Yes

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Table	Description	Required for PeopleSoft Payables	Required for PeopleSoft Purchasing	Required for PeopleSoft Asset Management
VNDR_CNTCT_SCR	Index to contact table.	Yes	Yes	Yes
VNDR_LOC_SCROL	Index to location table.	Yes	Yes	Yes
VENDOR_ID_NBRS	Additional ID numbers (Dun & Bradstreet numbers).	No	Yes	Yes
VENDOR_ADDR_PHN	Phone numbers.	No	Yes	Yes
VENDOR_CNTCT	Contacts.	No Required if you have contact information specific to accounts payable.	Yes	Yes
VENDOR_CONVER	Conversations.	No	Yes	Yes
VENDOR_INVOICE	Invoice processing specifications.	Yes	Yes	No
VENDOR_TYPE	Type codes.	No	Yes	Yes
VNDR_BANK_ACCT	Electronic payment information.	No	No	No
VNDR_CNTCT_PHN	Contact phone numbers.	No	Yes	Yes
VNDR_IND_CLASS	Standard industrial classification (SIC) codes.	No	Yes	Yes
VNDR_LOC_ID_NBR	Additional ID numbers associated with location.	No	Yes	Yes
VNDR_URL	Internet address.	No	Yes	Yes
VNDR_VAT_RGSTRN	VAT information.	No	Yes	No
VENDOR_WTHD	Withholding data.	Yes for withholding applicable suppliers only	No	No
VENDOR_WTHD_JUR	Withholding type.	Yes for withholding applicable suppliers only	No	No

This diagram shows the organization of supplier tables in parent-child relationships:

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Reviewing the Supplier Data Structure

The data structure lists the fields that are relevant to the conversion of supplier data. The fields are listed by control table. You can use the record definitions viewable in PeopleSoft Application Designer to determine field attributes such as:

- Data type
- Length
- Required or not
- List of translate value

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Running the VNDR_IMPORT Process

You run the VNDR_IMPORT process to move supplier information into the PeopleSoft system. The process reads records from the existing system and inserts data into the appropriate PeopleSoft supplier tables. The process searches the C:\Temp folder for a set of text files with file names that correspond to the record name plus the file extension .txt. For example, the text file for the PS_VENDOR record is called VENDOR.txt. It is located in C:\Temp\VENDOR.txt. There are 26 supplier records, and each record has a corresponding text file.

Once the process finds a text file, it reads each line and maps the data into the corresponding file layout (that is, the file layout with the same name). Then the process copies the data into an instance of the table's record definition. If it is not successful, the process aborts. If it is successful, record system edits are run on the data. If it runs the edits successfully, the process copies the row of supplier data into the table and reads the next row. Once it completes a file, it moves to the next file in the C:\Temp folder.

You can run the process from the command line or from a batch file. Use the following syntax for the command line:

```
%toolbin%\psae -CT <database type> -CD <database name> -CO <user id> -CP


 <user password> -R <run control id> -AI VNDR_IMPORT -I 0 -TRACE <trace
options>
```

Here is an example:

```
C:\PT840\bin\client\winx86\psae -CT MICROSFT -CD FIN840 -CO VP1 -CP VP1 -R
IMPORT1


 -AI VNDR_IMPORT -I 0 -TRACE 4
```

> **Note**
>
> You can also use this Application Engine process to export data back to the text files. To do this, you must modify the Main Step01 PeopleCode. If the value for Import is *True,* the process imports data; if the value is *False,* the process exports data.

See the product documentation for *PeopleTools: Integration Broker Testing Utilities and Tools*

see the product documentation for *PeopleTools: Application Engine*

Testing the Results of the Import Process

After you have converted supplier information, test the converted information by:

- Printing the supplier listings.

  View the imported supplier information using the supplier listings reports and inspect the information for accuracy. Run either the Supplier Detail Listing report (APY3000) or the Supplier Summary Listing report (APY3001).

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- Using the Supplier Information component to check the supplier data.

> **Note**
>
> For testing, you should manipulate the converted supplier data (for example, add a new effective-dated row) because hidden fields are not always populated correctly, and you only discover them when you save the supplier information. You should also run processes in the test or conversion environments using the converted data. This step can also reveal incorrect data conversion. For example, you can create a purchase order and then a voucher, and then pay the supplier. This can prevent situations in which the supplier information appears to be correct on the page, but hidden fields cause problems during processing.

Related Topics

- PeopleSoft Source-to-Settle Common Information Reports: General Description
- Understanding Supplier Maintenance
  PeopleSoft procurement applications capture and track supplier information to ensure that you can satisfy suppliers by having the answers to their questions at your fingertips. You can enter straightforward or complex supplier definitions that capture an organization's true relationship with a supplier. You can also enter information from conversations with suppliers to manage your contacts more effectively. Even if you have not spoken to a supplier contact for months, your supplier profile enables you to recall details as though you had your last conversation yesterday.

Importing Suppliers Using the Supplier EIP

This section provides an overview of the Supplier EIP (VENDOR) and discusses how to:

- Use the Incremental Subscribe process (VENDOR_SYNC).
- Use the Incremental Publish process (VENDOR_SYNC).
- Use the Full Data Subscribe process (VENDOR_FULLSYNC).
- Use the Full Data Publish process (VENDOR_FULLSYNC).
- Use the Full Data Publish of Currently Effective Data process (VENDOR_FULLSYNC_EFF).
- Map effective-dated records for the Full Data Publish of Currently Effective Data process.
- Use the Incremental Data Publish of Currently Effective Data process (VENDOR_SYNC_EFF).
- Correct supplier records in error.

Related Topics

- PeopleSoft Payables: Voucher EIP

Understanding the Supplier EIP

The Supplier EIP uses application messaging to publish supplier information from the PeopleSoft Payables and Purchasing supplier tables to PeopleSoft Payroll, PeopleSoft Student Administration, and other external systems, as well as to subscribe to supplier information

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published by Payroll, Student Administration, and external systems. You can also supply XML files directly to the EIP to create or modify suppliers.

The Supplier EIP uses four application messages to subscribe to and publish data in the supplier tables.

Message Name	Function
VENDOR_SYNC	Incremental publish and subscribe.
VENDOR_FULLSYNC	Full-table publish and subscribe.
VENDOR_SYNC_EFF	Incremental publish of current effective-dated data.
VENDOR_FULLSYNC_EFF	Full-table publish of current effective-dated data.

The incremental messages process individual records, whereas the full-table messages process entire tables. To update tables with new supplier records as they are published, select the incremental subscribe process. To load the entire supplier table, select the full-table subscribe process. To publish records as they are created, use the incremental publish process. To publish the entire supplier table, use the full-table publish process.

> **Note**
>
> The VENDOR_SYNC_EFF message and the VENDOR_FULLSYNC_EFF message should only be used when you publish data to systems that do not support effective dating. These messages publish only the most current supplier record. They do not publish any history or future rows that might exist.

> **Note**
>
> If you change the value in the **Classification** field on the Supplier Information - Identifying Information page to *HRMS,* you must initiate the Full Table publish process for the VENDOR_FULLSYNC application message to update the supplier tables in PeopleSoft Payroll.

> **Note**
>
> In addition to delivering the Supplier EIP as application messages, Oracle's PeopleSoft also delivers it as a web service (Supplier). Enabling web services is discussed in the documentation *PeopleTools : Integration Broker.*

See the product documentation for *PeopleTools: Integration Broker*

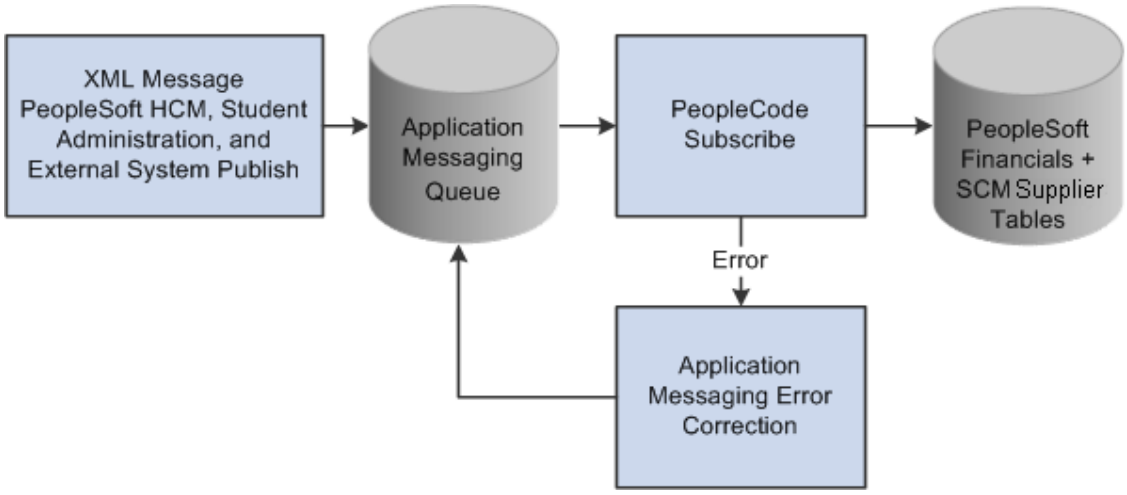
Using the Incremental Subscribe Process (VENDOR_SYNC)

The Incremental Subscribe process enables you to subscribe to supplier data incrementally as it is published by PeopleSoft Payroll or by external applications.

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Design Pattern	Message Name	Subscription Name
PeopleCode Subscribe	VENDOR_SYNC	SupplierSync

This example illustrates the Incremental Subscribe process:



Incremental Subscription Process for the VENDOR_SYNC Message

The supplier subscription code uses a component interface that encapsulates the supplier online component to handle default values and edits of the supplier data received in the subscribed message:

```
Declare Function supplier_intfc PeopleCode FUNCLIB_APEIP.VENDOR_ID
FieldFormula;
Local Message _amp_ MSG;
_amp_ MSG = GetMessage();
supplier_intfc(_amp_ MSG);
```

The same default values and validation that occur online occur through the VNDR_ID component interface.

Not all the data elements in the supplier-related records are exposed in the message. The subscription process assigns the unexposed data elements a default value that is consistent with the PeopleSoft record definition.

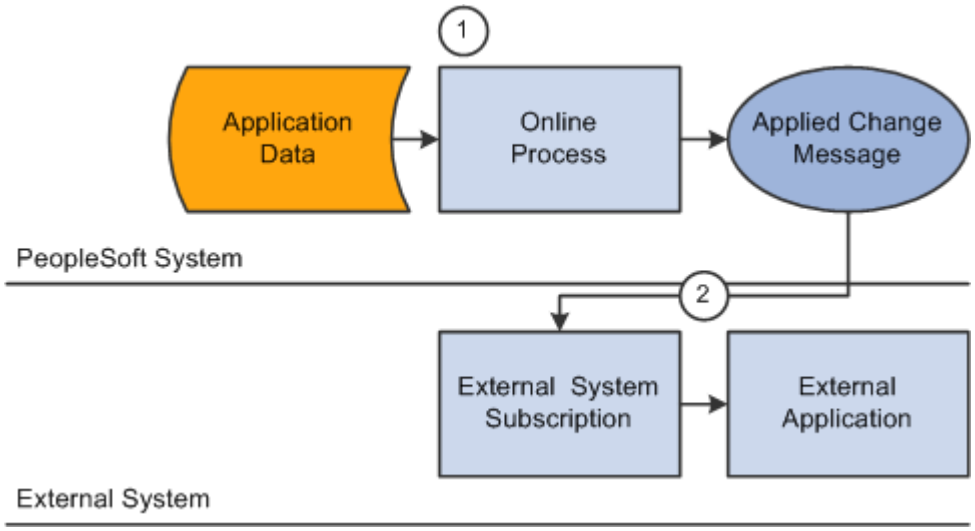
Using the Incremental Publish Process (VENDOR_SYNC)

The Incremental Publish process enables you to publish supplier data incrementally to external systems.

Design Pattern	Message Name
Page Group Publish	Supplier_sync

This diagram illustrates the Incremental Publish process:

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Incremental Publication Process for the VENDOR_SYNC Message

The following code calls the message publication code:

```
VNDR_ID(page group).SavePostChange
Local Message &msg;
Local Rowset &rs0;
&msg = CreateMessage(Message.VENDOR_SYNC);
If (&msg.IsActive) Then
&rs0 = GetLevel0();
  &msg.CopyRowset(&rs0);
  &msg.Publish();
End-If;
```

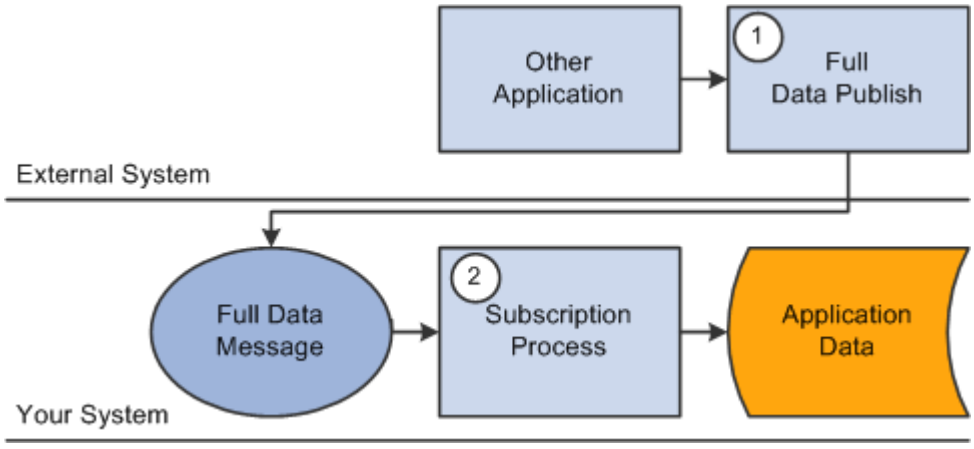
Using the Full Data Subscribe Process (VENDOR_FULLSYNC)

The Full Data Subscribe process enables you to subscribe to supplier data.

Design Pattern	Message Name	Subscription Name
Full Data Replication	VENDOR_FULLSYNC	SupplierFullSync

This diagram illustrates the Full Data Subscribe process:

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Code for Full Subscription Process

The following code calls the full subscription process:

```
Declare Function supplier_intfc PeopleCode FUNCLIB_APEIP.VENDOR_ID
FieldFormula;
Local Message &MSG;
&MSG = GetMessage();
Evaluate &MSG.GetRowset().GetRow(1).PSCAMA.MSG_SEQ_FLG.Value
When "H"
When "T"
   rem do nothing;
   Break;
When-Other
   supplier_intfc(&MSG);
End-Evaluate
```

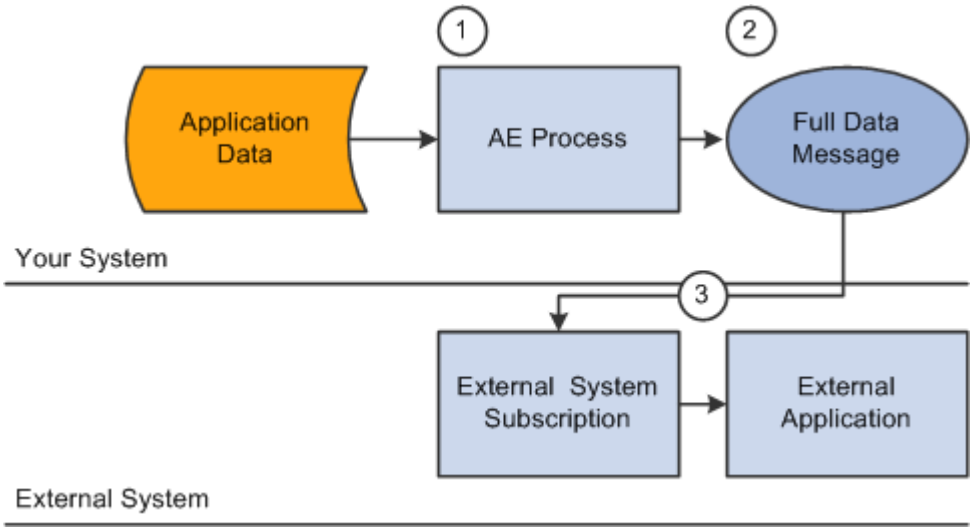
Using the Full Data Publish Process (VENDOR_FULLSYNC)

The Full Table Publish process enables you to publish supplier data to external systems.

Design Pattern	Message Name
Full Data Replication	VENDOR_FULLSYNC

This diagram illustrates the Full Table Publish process:

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Running the Full Data Publish Process

Use the Full Table Publish Rules page to define the publish rule for the message.

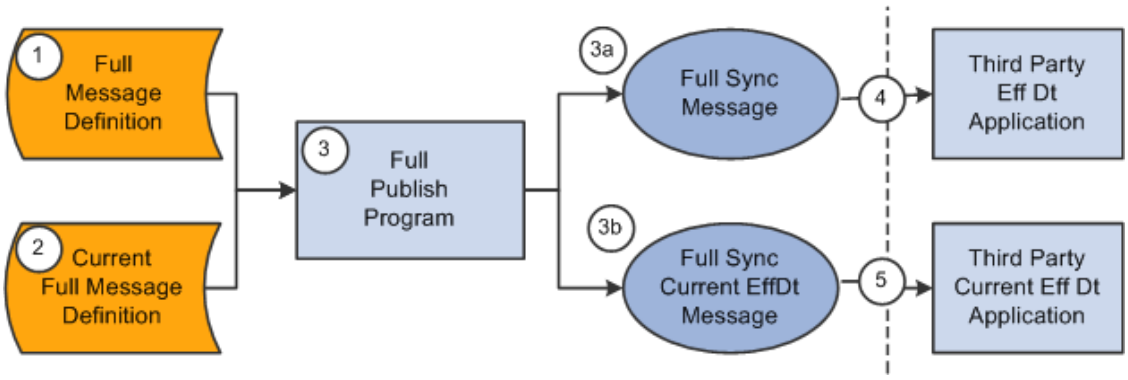
Once you have defined the rules for a full-data publish, you must use the Full Data Publish page to run a PeopleSoft Application Engine process to generate a full-data message that is published to the external systems.

Using the Full Data Publish of Currently Effective Data Process (VENDOR_FULLSYNC_EFF)

The Full Table Publish of Currently Effective Data process (VENDOR_FULLSYNC_EFF) enables you to publish current supplier data to external systems.

Design Pattern	Message Name
Full Data Replication	VENDOR_FULLSYNC_EFF

This diagram illustrates the Full Table Publish of Currently Effective Data process:



Use this message only when you publish data to systems that do not support effective dating. This message publishes only the most current supplier record. It does not publish any history or future rows.

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To publish PeopleSoft tables that are effective-dated to an external system whose tables are not effective-date-enabled:

1. Define the publish rule for the message on the Full Table Publish Rules page.
2. Enter record mapping details on the Record Mapping page.
3. Use the Full Data Publish process page to generate a full-data message for publication to an external system.

Mapping Effective-Dated Records for the Full Data Publish of Currently Effective Data Process

Use the Record Mapping page to map effective-dated records.

You need to map the following records because they are effective-dated, and the source view selects only the rows that are current.

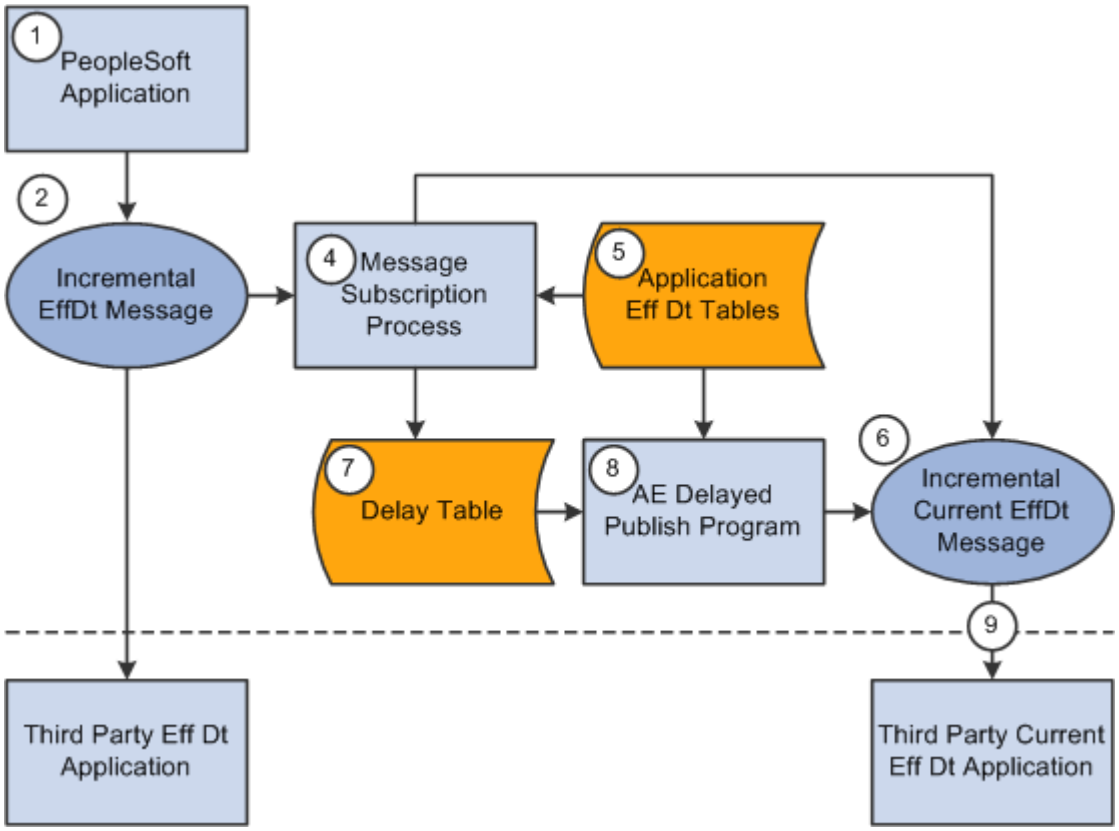
Number	Record Name	Source View Record
1	VENDOR_ADDR	VNDR_ADDR_EFFVW
2	VENDOR_ADDR_PHN	VNDR_APHN_EFFVW
3	VENDOR_CNTCT	VNDR_CNTCT_EFVW
4	VENDOR_LOC	VNDR_LOC_EFFVW
5	VENDOR_PAY	VNDR_PAY_EFFVW
6	VNDR_BANK_ACCT	VNDR_BANK_EFFVW
7	VNDR_CNTCT_PHN	VNDR_CPHN_EFFVW

Using the Incremental Data Publish of Currently Effective Data Process (VENDOR_SYNC_EFF)

Design Pattern	Message Name	Subscription Name
PeopleCode subscribe	VENDOR_SYNC	SupplierSyncEff
Full data replication	VENDOR_SYNC_EFF	None

This flowchart illustrates how the Incremental Publish of Currently Effective Data process enables you to publish supplier data incrementally to external systems:

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Code for Incremental Publish Process for Currently Effective Data

The following code calls the subscription process:

```
Declare Function process_effdt_msg PeopleCode FUNCLIB_EOEIP.EFFDT_MSG_PC
Field⇒
Formula;
process_effdt_msg("VENDOR_SYNC_EFF", False);
```

As with the Incremental Publish process, during the save time of this process, the Supplier Information component publishes a VENDOR_SYNC message that contains effective-dated information.

For third parties that can handle effective-dated data, messages are received and processed using the SupplierSync subscription method. For third parties that cannot handle effective-dated data, a subscription process called SupplierSyncEff can be invoked for local publications. It has been set up on the message-generating side, and it makes a call to a shared function.

The common function determines if the data is related to the current effective-dated row and, if so, it copies the data to the VENDOR_SYNC_EFF message and publishes it.

If the data has future effective dates, then the information is written to the Delay table (EO_EFFDELAY). A PeopleSoft Application Engine process publishes the data that resides in delay tables as they become current.

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> **Note**
>
> Third parties that cannot handle effective-dated data can subscribe only to the VENDOR_SYNC_EFF message.

Perform the following steps to run the Effective Date Publish Application Engine process:

1. Define the publish rule for the message on the Full Table Publish Rules page.
2. Create the run control for the Effective Date Publish process on the Effective Date Publish Process page.

Correcting Supplier Records in Error

Correcting errors is discussed in the documentation *PeopleTools : Integration Broker.*

See documentation *PeopleTools : Integration Broker*

Assigning Classifications to Suppliers Using Excel-to-Component Interface Utility

Supplier Classification Tracking supports bulk upload and maintenance of classification information using the Excel-to-Component Interface Utility.

You can use this feature to add or update the following classification information in bulk for a supplier:

- Add initial classification/sub-classification combinations for a supplier when none previously exist, assuming a single effective date and certifying agency.
- Add more classification/sub-classification combinations for a supplier with existing classifications/sub-classifications.
- Add additional certifying agencies for a classification/sub-classification combination using the current effective date.
- Assign a new effective date to an existing classification/sub-classification combination, which may include updates to comments, status, or certification information.
- Update existing classification and/or certification information for the current effective date.

To set up Supplier Classification Tracking and the Excel-to-Component Interface Utility to assign classifications to suppliers, refer to the Setting Up Supplier Classification Tracking.

Using Excel-to-Component Interface Utility for Supplier Classification Tracking

To use the Excel-to-Component Interface Utility for Supplier Classification Tracking, you must configure the *ExceltoCI2007.xlsm* Excel file by entering connection information, creating a template, inputting data, staging the data, and submitting it. If errors occur, they must be corrected and resubmitted. While configuring the Excel template enter the *SUP_VND_CLASS_EXCEL* component interface to get the supplier classification template.

For more details about configuring the excel and submitting the data to component interface, refer **Using the Excel-to-Component Interface Utility** in the **PeopleTools** documentation *(Integration Tools, Component Interfaces, Using the Excel-to-Component Interface Utility)*.

Actions for Assigning Classification Information

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You can perform the following actions in Excel to assign classification details to a supplier:

- *CREATE:* Add any number of classification/sub-classification combinations. If certification is required, corresponding certification details must be provided.
- *UPDATE:* Add a new effective-dated row for a classification/sub-classification combination and update classification or certification information. You can also add additional certifying agencies.
- *UPDATEDATA:* Update non-key data, including effective status, classification comments, and certification details (excluding certifying agency).

After adding or modifying supplier classification information using the Excel-to-Component Interface Utility, you can view and further modify it on the Assign Classifications page. For more information, see Assigning Classifications to Supplier.

Excel Data Input Validation Rules

Validation rules apply to the CREATE, UPDATE, and UPDATEDATA actions in the Excel-to-Component Interface Utility.

- SetID cannot be blank and must be a valid entry in the prompt lookup.
- Supplier ID cannot be blank.
- Supplier must exist in the supplier master (VENDOR) and have an Approved or Unapproved status.
- Classification and sub-classification must exist in the prompt lookup.
- Classifications that have sub-classification enabled must include a sub-classification.
- Duplicate error occurs if the classification/sub-classification combination already exists for the supplier.
- Effective Date and Effective Status are optional. If the Effective Date is blank, it defaults to the current date; Effective Status defaults to "A" (Active). If populated, Effective Date must be valid, and Status must be "A" (Active) or "I" (Inactive).
- If classification does not require certification, any certification details in Excel will be ignored.
- Certifying Agency cannot be blank and must exist in the prompt lookup.
- Certification Details require both Begin Date and Expiration Date. Begin Date must be earlier than Expiration Date.
- Certification-related dates such as Begin Date, Expiration Date, and Date Verified must follow the mm/dd/yyyy format.
- Certification Number is optional, but an error occurs if it exceeds 20 characters.
- Verified By Name must be provided and must exist in the prompt lookup.
- Date Verified must not be later than the current date.
- No edits apply to entered comments at the classification or certification levels and new comments replace any prior ones.

Limitations and Restrictions in Supplier Classification Management Using Excel to CI

To ensure accurate classification assignments through Excel to CI, the following specific scenarios require manual intervention. For more details about manually modifying supplier classification information, refer to the Assigning Classifications to Supplier.

- **Limitation on Adding Certifying Agencies**

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When using the CREATE action in Excel, adding a classification/sub-classification combination that requires certification is restricted to a single certifying agency. If a classification/sub-classification allows multiple certifying agencies (for example, at the local, county, or state level), each additional certifying agency must be added separately using the UPDATE action in Excel to CI for the specified effective date.

- **Attachment Handling Restrictions**

  Adding, removing, or updating existing attachments related to a classification/sub-classification combination for a supplier is not supported through the Excel to CI. However, attachments from a previous effective date will carry forward when a new effective date is added.

- **Data Deletion Not Supported**

  The PeopleTools Excel to CI utility does not support data deletion. For example, you cannot remove a supplier's classification or sub-classification, nor delete a Certifying Agency assigned to a specific classification/sub-classification.

- **Self-Certification Restrictions**

  Self-certification for a classification/sub-classification combination that requires certification is not supported when using the CREATE action. However, self-certification changes can be made using the UPDATEDATA action for existing classification/sub-classification combinations. Other updates to self-certification using the UPDATE action are supported with restrictions. For example, converting from Self-Certification to Certifying Agency or vice versa is not permitted.

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10

Using Voucher and Order Contracts

Understanding Voucher and Order Contracts

PeopleSoft voucher and order contracts enable you to manage recurring voucher payments and purchase order releases over any time period. PeopleSoft voucher and order contracts support both product and service contracts and enable you to share contracts across business units.

This section discusses:

- Contract process options
- Contract Style
- Milestones
- Line groups
- Fixed, open-item, and category contract relationships
- Contract change tracking and version control
- Advance searches for lines within large contracts
- Differences between contract default values and PeopleSoft Purchasing

> **Note**
>
> Contract releases (recurring voucher payments or purchasing releases) enable you to set up standard purchase orders or vouchers that are the by-product of the agreement that is identified in a contract. They also enable you to generate releases. You then process the staged vouchers using the PeopleSoft Payables Voucher Build process (AP_VCHRBLD), and you process the staged orders using the PeopleSoft Purchasing Purchase Order Contracts (PO_POCNTRCT), PO Calculations (PO_POCALC), and Create Purchase Orders (PO_POCREATE) processes.

Contract Process Options

Contract process options enable you to determine a specific contract process that you use throughout the entire contract life cycle. Select a contract process option upon first entering the Contract Entry (CNTRCT_ENTRY) component. Contract process options include:

- Recurring Voucher
- Prepaid Voucher
- Prepaid Voucher with Advance PO
- Recurring PO Voucher
- Purchase Order

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- Manufacturer
- Distributor
- Group Single Supplier
- Group Multi Supplier
- Special Purpose
- Release to Single PO Only
- General Contract

  Open-item contracts apply to Purchase Order, Release to Single PO, Recurring PO Voucher, and General Contract only. Category contracts are available on General and PO process options type contracts. You use a specific contract process option to drive the functionality for the entire contract. Only fields that are relative to the contract process option that you choose appear on the page.

Recurring Voucher Contracts

Using recurring voucher contracts, you can establish and schedule amounts for recurring payments, such as rent and lease payments, utilities, and regular supply deliveries, and you can generate the resulting vouchers. When each voucher comes due according to the payment terms of the supplier and business unit, the voucher is approved and paid. You can adjust the amount of individual vouchers during the life of the contract.

Retention is also supported for recurring voucher contracts and their recurring payment releases. A retention amount or percentage can be applied to all voucher contract releases, only the first release, or only the last release. A separate schedule is created on the voucher for the retained amount and placed on hold.

You can release a recurring voucher contract across multiple business units. This reduces the overhead of maintaining several contracts covering the same items that differ primarily by business unit.

You can also enter miscellaneous charges at the header level of recurring voucher contracts and carry the charges to the voucher.

Prepaid Voucher Contracts

Use the Prepaid Voucher contract process option to indicate that the contract is a prepaid voucher contract (without advance purchase order). Select to enter a prepaid reference on the Contract page.

> **Note**
>
> Miscellaneous charges are not available for Prepaid Voucher or Prepaid Voucher with Advance PO contracts.

> **Note**
>
> If a Prepaid voucher is associated to a source document and references an item containing UPN details, the prepaid voucher thereby created contains the UPN details.

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Prepaid Voucher with Advance PO Contracts

Use the Prepaid Voucher with Advance PO contract process option to indicate that the contract is a Prepaid Voucher with Advance PO contract. Select to enter a prepaid reference, a PO business unit, and a PO ID on the contract header. If the voucher is not yet staged, you can change to any other contract process option. After the voucher is staged, you cannot change this contract process option.

> **Note**
>
> The contract maximum amount cannot exceed the total purchase order amount.
>
> A purchase order can be referenced on only one prepaid voucher with advance PO contracts.

> **Note**
>
> If a Prepaid Voucher with Advance PO Contracts references an item containing UPN details, the voucher thereby created contains the UPN details.

Recurring PO Voucher Contracts

Recurring PO vouchers enable you to encumber an entire contract amount for a voucher contract by associating the contract with a specific purchase order. As you generate voucher releases over time, the system liquidates the purchase order amount when you run budget checking against the vouchers.

You can use one or multiple vouchers that are associated with the encumbered purchase order. You create the purchase order using the Contract Release page. Then you build the purchase order and run budget checking against it. The system creates a purchase order with an encumbrance for the amount of the contract. You define release dates and generate staged voucher releases. You also build the vouchers and run budget checking against them, and the system liquidates the associated purchase order for the voucher amount.

> **Note**
>
> If you create a purchase order to use with a recurring PO voucher contract and the PO status is *Initialized,* then releases don't exist on the purchase order and the purchase order header and schedule are display-only. You cannot insert rows manually at the line and schedule level either.

Purchase Order Contracts

You can create purchase order contracts that establish pricing terms and conditions that may offset or supplement regular pricing agreements with suppliers. From these purchase order contracts, you generate order contract releases that use the contract for their terms and conditions. These contracts may have been established by the awarding of a request for quote (RFQ) response or Strategic Sourcing Event to a contract. In turn, this RFQ or Strategic Sourcing event may have been created from a requisition. When a contract originates from a requisition, the purchasing releases carry the requisition keys to the purchase order. When

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budget checking is run against this purchase order, the requisition amounts or quantities are liquidated.

You can also create, retrieve, and receive purchase orders by referencing the contract and appropriate release number. The combination of the contract ID, contract line number, and contract release number provides the chronological audit trail that the business community generally associates with blanket orders.

If a contract originates from a requisition that is distributed by amount, for the first release of the contract (and later if the contract no longer exists on an active purchase order), the generated releases include the entire requisition amount and quantity with the same distribution percentages, amounts, and quantities—regardless of changes in the contract. However, all other generated releases reflect the contract's specifications.

If a contract originates from a requisition that is distributed by quantity, for the first release of the contract, the requisition keys are assigned to the purchase order staging tables when a requisition distribution contains an open quantity. For example, if the contract release is for a quantity of 5 out of the possible quantity of 10 from the requisition, the remaining quantity on the requisition is 5. If the next contract release quantity is for 10 from the same requisition, the Stage Contract PO process releases 5 from the requisition, which leaves no remaining quantity on the requisition.

Manufacturer Contracts

Manufacturer contracts provide the ability to identify items offered by one or more suppliers, and specify item defaults and prices. You specify the Manufacturer ID on a Manufacturer contract, and associate related distributors to use when purchasing each item. Depending on set controls, each distributor can have their own markup or markdown percentage, as well as start and end dates.

Manufacturer contracts support control by business unit, contract domain, or ship to location for price variations. They also support agreements and all Supplier Contract Management document functionality. When a purchase order is released, the released amount and quantity is tracked by the system and visible from the manufacturer contract. This allows you to track the total amount spent with the manufacturer.

See Creating Distributor and Manufacturer Contracts.

Distributor Contracts

Distributor contracts provide the ability to identify a supplier through which manufacturer contract items are purchased. Distributor contracts are linked to manufacturer contracts as child contracts, and can support default markup or markdown percentages, which are applied against the manufacturer-item base price.

A Distributor contract can be associated with multiple manufacturer contracts, and supports agreements and Supplier Contract Management documents. When a purchase order is released, the released amount and quantity is tracked by the system and visible from the Distributor contract. This allows you to track the total amount spent for a specific distributor.

See Creating Distributor and Manufacturer Contracts.

Group Single Supplier Contracts

Use the Group Single Supplier process option when you want to group multiple contracts together for reporting purposes. With this structure you can add related child contracts to enable viewing summary information across all contracts in the group. In this case, the parent Group Single Supplier contract and all the related child contracts will be for the same supplier. With this process option you will be able to set agreements, notifications, and a Supplier

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Contracts authored document for the contract but you will not be able to specify items or categories or use the open item feature. No releases will take place directly against this contract.

See Creating Group Single- and Multi Supplier Contracts, and Special Purpose Contracts.

Group Multi Supplier Contracts

Use the Group Multi Supplier process option when you want to group multiple contracts together for reporting purposes. Like the Group Single Supplier process option you can add related child contracts to enable viewing summary information across all contracts in the group. Unlike the Group Single Supplier process option, the system defaults the supplier to the Default Reporting Supplier specified on the Contract Set Controls page so no supplier is specified when entering a Group Multi Supplier contract. In addition, all the related child contracts can exist for different suppliers. With this process option you will be able to set agreements, notifications, and a Supplier Contracts authored document for the contract but you will not be able to specify items or categories or use the open item feature. No releases will take place directly against this contract.

See Creating Group Single- and Multi Supplier Contracts, and Special Purpose Contracts.

Special Purpose Contracts

Use the Special Purpose process option when you need to associate a document to Service Level Agreements for a particular supplier, without any procurement contract release capabilities. Like the Group Single and Group Multi Supplier contracts, these are header level contracts that do not support open item, line item, or category releases. Unlike the Group Single and Group Multi Supplier contracts you may not link related procurement contracts, however you can specify which supplier locations are applicable.

See Creating Group Single- and Multi Supplier Contracts, and Special Purpose Contracts

Release to Single PO Only Contracts

Use the Release to Single PO Only contract process option to indicate that the contract is a Release to Single PO Only contract. Select to use one purchase order for the life of the contract. You define the purchase order on the Contract page. When the contract is saved, a purchase order is reserved for this contract and this contract process option cannot be deselected. In the PeopleSoft system, the functionality of purchase order contracts provides support for blanket orders by enabling you to associate a contract with a purchase order by assigning one purchase order to be used for the life of the contract. All transactions that reference this contract add lines or schedules to the assigned purchase order. Requisitions and PeopleSoft Supply Planning orders can also use this functionality.

General Contracts

Use the General Contract process option to indicate that the contract can be used for both purchase order and voucher references.

Contract Style

Contract Style is associated with Supplier Contract Authored Documents and Procurement Contracts. It works with the Contract Process Option or Source Transaction to provide a way to use your own terminology to name your types of contracts. Within each Process Option or Source Transaction you can establish multiple Contract Styles. With each of these Contract Styles you will have the option for creating, viewing, sorting and reporting different variants of procurement contracts and Supplier Contract Authored Documents.

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Contract Style page

Milestones

Voucher and order contracts support milestones, also known as *progress payments.* Milestones are generally based on a percentage of work done or number of items received. Using milestones enables you to divide a contract line into multiple schedules and to release the schedules when you reach a target date or percentage of job completion.

Line Groups

A line group is a bundle of items that buyers use to obtain better pricing for items. If an item is part of a line group, when that item is ordered from the supplier who offers that group, the system applies the line group price to the requisition or purchase order. For example, a buyer might want to buy a computer, mouse, monitor, and printer as a unit. In this case, the buyer still creates four line items, but makes each item part of a group. The system applies the lowest price regardless of whether the item is ordered as a standalone item or as part of the group. The system enables the use of an item multiple times on a contract, once as a standalone item and other times as part of line groups.

When you are using PeopleSoft Strategic Sourcing events, you can add lines on the same event that are not part of the line group. In addition, you can use multiple groups in a single event. When a contract is not specified on the requisition, using purchase order sourcing, the system checks for the best price available for an item. If a valid current contract with a line group exists, the system can source a requisition line using that line group price regardless of whether the item on the requisition is part of a group.

> **Note**
>
> PeopleSoft Services Procurement checks for contracts during bid communications with suppliers and for contracts from work orders. The application checks that it's using the correct contract version based on the status and date.

The relationship between the item and the contract is maintained through auction award records. The system stores the purchase order or contract to which the award is made on the auction header. You can select a line group item on a requisition or purchase order by including a contract line associated with a line group.

Fixed, Open-Item, and Category Contract Relationships

Three types of contract relationships can be established: fixed item, category, and open-item. Fixed item contracts are valid only for purchases and payments that specifically reference the items that are identified on the contract. You can also establish multiple contracts for the same item and supplier combination, as long as the beginning dates of the contracts do not overlap. The system uses the most current date to determine which contract to use to fulfill an order. The system enables the use of an item multiple times on a contract, once as a standalone item and other times as part of line groups.

Open-item contracts are agreements that apply to any item that is purchased from the supplier while the contract is in effect. Open-item contracts are typically used to set up a percentage-off list price that applies to any item that is purchased from the supplier. Fixed item and open-item agreements can be established on the same contract. Open-item contracts apply only to purchase order contracts.

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Category type contracts enable you to create a contract based on a category of items. Category contracts are typically used to set up a percentage-off list price that applies to any item within the category. Using category contracts, you can also define items that can be excluded from the category. Only the default category defined on the item is considered for selection. The system automatically searches for and references contracts at the category-level on requisitions and purchase orders. This is a more granular level of control than the open item contract, and enables you to enter a group of items instead of entering them individually on the contract.

Contract Change Tracking and Version Control

This section discusses:

- Contract change tracking.
- Contract version control.
- Contract change tracking use with version control.

Contract Change Tracking

Contract change tracking provides an optional audit trail of key contract transactional information that identifies who made what change and when the change was made. The PeopleSoft contract change tracking template enables you to configure contract fields that you want to track.

You can define a default value for the contract change template, and you can override the default value with a change template for use with different types of contract process options. For example, you can define a different contract change template for use with general contracts or one for use with purchase order contracts. Change templates are defined by SetID, so each contract SetID can have its own default template and a set of templates for use with different process options.

You can track changes made to a contract for the life of the contract. You can access the change history directly from the contract transaction using the **View Changes** link or by using the Contract Change History (CNTRCT_CHANGE) component.

See Viewing Contract Change History.

To track contract changes:

1. Use the Change Template page to define which contract records and fields will trigger change tracking.

   See Creating Change Templates.

2. Use the Contract and Vendor Rebate Controls page to select to track contract changes for a SetID and to define change templates.

   To access the page, select **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Set Controls-Contracts.**

Contract Version Control

Contract versions enable contract administrators to create and maintain multiple versions of a contract in the procurement system. You can view older contract versions that provide a picture of what the contract looked like in previous versions. Contract versions support forward-looking versions of the contract, thus enabling you to change forward-looking versions of the contract while keeping the current version active and available for transactions in the system. This

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functionality is useful if the modifications do not affect existing contract information, such as when new line items are being negotiated to add to the contract.

> **Note**
>
> Procurement contract versions refer to the revision of the procurement contract transaction and are not related to contract document versions maintained and tracked in PeopleSoft Supplier Contract Management.

> **Note**
>
> Released amounts are not version controlled. The released amounts displayed reflect current released amounts to date on all contract versions.

Using contract versions, you can also create forward-looking versions of the contract for PeopleSoft Supplier Contract Management document refreshes, creation of amendments, collaboration with suppliers, and execution of the contract. You can perform these document tasks while the current version is active and available for transactions. When the system processes transactions against contracts with versions, it normally uses the version designated as the current version of the contract when it creates a transaction. The current version ensures that the correct contract pricing and terms are carried into the purchase order.

> **Note**
>
> In some cases, you can use a historic version when an existing purchase order is being modified and has other lines referencing an older version of the contract.

To use contract versions, you must select the **Use Version Control** check box on the Contract and Vendor Rebate Controls page. After you select to use version control, if any contracts exist for the SetID that have a version number greater than 1, you cannot make further changes to the setting.

Using contract versions, you can access previous versions of a contract. The next example illustrates how the Search page results might appear for procurement contracts when contract versions are in use:

This example illustrates the fields and controls on the Version Control search example.

Search Results

View All First 1-50 of 50 Last

SetID	Contract ID	Contract Version	Version Status	Contract Process Option	Supplier ID	Short Supplier Name	Supplier Name	Expire Date	Contract Status	Master Contract ID
SHARE	PRINTER_EQUIPMENT	1	Current	Order	USA0000010	MIDTOWN-001	Midtown Computer Supplies	05/31/2011	Approved	(blank)
SHARE	00000000000000000000000059	1	Current	Order	USA00HIER1	USA00HIER1-001	Supplier Hierarchy 1	(blank)	Approved	(blank)
SHARE	00000000000000000000000058	1	Current	General	USA0000051	STAPLES-001	Staples	09/17/2020	Approved	(blank)
SHARE	00000000000000000000000057	1	Current	General	USA0000051	STAPLES-001	Staples	(blank)	Approved	(blank)
SHARE	00000000000000000000000056	1	Current	Voucher	USA00HIER1	USA00HIER1-001	Supplier Hierarchy 1	(blank)	Approved	(blank)
SHARE	00000000000000000000000055	1	Current	Order	SCM0000001	BIKE-001	BIKE SHOP	09/28/2012	Approved	(blank)
SHARE	00000000000000000000000054	1	Current	Voucher	USA0000009	QUICKPACE-001	Quick Pace Couriers	(blank)	Approved	(blank)
SHARE	00000000000000000000000053	1	Current	Voucher	SCM0000002	CAMPER'S-001	CAMPER'S WAREHOUSE	(blank)	Approved	(blank)
SHARE	00000000000000000000000052	1	Current	Order	USA0000009	QUICKPACE-001	Quick Pace Couriers	(blank)	Approved	(blank)
SHARE	00000000000000000000000051	1	Current	Order	SCM0000002	CAMPER'S-001	CAMPER'S WAREHOUSE	(blank)	Approved	(blank)
SHARE	00000000000000000000000050	1	Current	Order	USA0000010	MIDTOWN-001	Midtown Computer Supplies	07/31/2010	Approved	(blank)
SHARE	00000000000000000000000048	2	Draft	Order	USA0000010	MIDTOWN-001	Midtown Computer Supplies	06/30/2009	Open	(blank)
SHARE	00000000000000000000000048	1	Current	Order	USA0000010	MIDTOWN-001	Midtown Computer Supplies	06/30/2009	Approved	(blank)
SHARE	00000000000000000000000045	1	Current	General	SCM0000002	CAMPER'S-001	CAMPER'S WAREHOUSE	06/30/2015	Approved	(blank)

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Contract 0048 has two contract versions. The Version Status column displays the version statuses: *Current, Draft,* and *History.* You can click any column to view the details for a specific version of the contract.

Contract Agreement Use With Version Control

The system synchronizes agreement updates between the contract Draft version and Current version. After you create a Draft version, you cannot make changes to the Current version of an agreement. However, both internal and external users can still make changes using the Update Agreement Statuses component. The system synchronizes the changes made on those components to the draft version while in those components.

Because you can make changes to the Current version of a contract using other components, the system restricts the type of changes that you can make to the Draft version so that it can synchronize the changes. To support the synchronization of agreement updates using contract versions, the system:

- Low lights the agreement Sequence and Verification Step fields on the existing agreement rows, but enables you to change the fields for new rows.
- Checks that there is a corresponding row using the Agreement Code, Verify Step, or workflow Sequence fields in the Current version when there are changes to the Agreement Code, Result Type, Metric ID, Verification Step, Verification Method, Notification Type, or Verify Step fields.

  These fields should not be changed of there are corresponding rows. The system issues an error message because when you make changes to the Current version, the system need the capability to bring forward the changes to the Draft version. The changes aren't synchronized if these fields are different. If there is not a corresponding row in the Current version, then the row is new for the Draft version and the system allows the changes.
- Issues a warning message if the Verification Description field changes and there is a corresponding row in current version.

  Because this field is not as critical to contract version processing, the system issues a warning instead of error message.
- Prevents the deletion of a row if there is a corresponding row in current version.

  The system issues an error message. You cannot delete rows that exist on prior versions. After the row is deleted, it will no longer appears on the monitor and you cannot access the row.

Contract Change Tracking Use with Version Control

This topic provides examples of the differences between change tracking when version control is in use and when it is not in use and describes the records that are updated under different conditions when you are copying contracts while using version control.

The system generates sequence numbers for record changes. After the system creates a new zero sequence for a record, additional changes to the same record (with intervening saves) increase the maximum sequence number for that record. This is true regardless of whether version control is in use. If version control is in use, the only difference is that each time a new version is created, the system creates change records at the header level showing the new version. If version control is not in use, then all changes are reflected in version 1 of the contract.

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> **Note**
>
> If a draft version exists, the system locks the current version, preventing any changes. Any changes that you make must be changes to the draft version.
>
> Assume that version control is not in use and you perform these changes:

1. On June 1, you open a contract and change the quantity on contract line 1 from 10 to 15.

   The system:

   - Creates header change records for all changeable fields with a sequence of zero and displays the original values.
   - Creates header change records for the contract Status field with a sequence of 1 and displays an Open status in the field.
   - Creates line change records for all changeable fields on contract line 1 with a sequence of zero and displays the original values.
   - Creates line change records with a sequence of 1 for the new line quantity and for any related fields that change.

2. On June 2, you set the contract status to an Approved status.

   The system creates header change records for the contract Status field with a sequence of 2 and displays an Approved status in the field.

3. On June 5, you reopen the contract and change the item description and the quantity for contract line 1.

   The system:

   - Creates header change records for the contract Status field with a sequence of 3 and displays an Open status in the field.
   - Creates line change records for changeable fields on line 2 with a sequence of zero.
   - Creates a line change record for line 2 with a sequence of one for the new description.
   - Creates a line change record for the new line 1 quantity with a sequence of 2. The system also creates a record for any related fields that change.

4. On June 6, you set the contract Status field back to Approved.

   The system creates header change records for the contract Status field with a sequence of 4 and displays an Approved status.

5. On June 15, you reopen line 1 and change the unit of measure EA to BOX.

   The system:

   - Creates header change records for the contract Status field with a sequence of 5 and displays an *Open* status in the field.
   - Creates a line change record for line 1 with a sequence of 3 for the new unit of measure.

   > **Note**
   >
   > Even though the unit of measure has not been changed before, the sequence is 3 because it is the third change for the contract line.

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In comparison, when version control is in use, sequence numbering is the same as on the purchase order, starting at zero for original values, and in increments of 1 each time you change a record. With version control, additional change data occurs at the header level.

This list provides an example of contract changes when version control is in use:

1. For all the updates listed in the previous set of steps for when version control is not in use, the system processes the updates the same, creating all change records under version 1 with sequential numbering.
2. When a draft is opened, the system:
    - Creates header change records using the new version number and displays the version number and status changes with the sequence of 6.
    - Creates lower-level changes with the new version number and uses the next sequence for the particular record being changed.

      A record might possibly be changed for the first time, so the system would create the sequence zero records as well as the sequence 1 records under the draft version number.

      In all cases, saving the contract causes the sequence number to increment in a record that is updated and then saved multiple times.
3. When a draft is approved:

   The system creates header change records that display the Status changes under the next sequence number for the header record.

When you create a new contract version, the system inserts the records into the new version by copying them from the originating version and incrementing the version number by 1 for the records. These values on the new contract header are initialized:

- Version date.
- Contract version date.
- Draft due date.
- Version date – set to Draft status.
- Contract status – set to Open status.
- Modified by – set to the current user.
- Last date and time updated – set to current date and time.

When you copy a contract, the system inserts the records by copying them from the originating version, replacing the contract ID with the new contract ID on the new records. These contract header fields are initialized:

- Version status – set to Current status.
- Contract status – set to Open status.

Record Name	New Draft Version Created (Version 1)	Draft Version Deleted	Copying Existing Contract (Version 2)
CNTRCT_HDR	X	X	X
CNTRCT_RELTN	X	X	X
CNTRCT_CATEGORY	X	X	X
CNTRCT_CAT_EXC	X	X	X
CNTRCT_LINE	X	X	X

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Record Name	New Draft Version Created (Version 1)	Draft Version Deleted	Copying Existing Contract (Version 2)
CNTRCT_LINE_UOM	X	X	X
CNTRCT_LINE_VAT	X	X	X
CNTRCT_LN_MISC	X	X	X
CNTRCT_LN_SHIP	X	X	X
CNTRCT_MILESTN	X	X	X
CNTRCT_BU_DSTRB	X	X	X
CNTRCT_DSTRB	X	X	X
CNTRCT_DSTRB	X	X	X
CNTRCT_SCHEDULE	X	X	X
CNTRCT_HDR_MISC	X	X	X
CNTRCT_DEFAULTS	X	X	X
CNTRCT_ADJ_SET	X	X	X
CNTRCT_ADJ_RULE	X	X	X
CNTRCT_ADJ_DTL	X	X	X
CNTRCT_ALRT_WL	X	X	X
CNTRCT_NTFYUSER	NA	NA	NA
CNTRCT_MFG_DST	X	X	X
CNTRCT_DST_RLS	X	X	X
CNT_CTRL_TYPE	X	X	X

Record Name	New Draft Version Created (Version 1)	Draft Version Deleted	Copying Existing Contract (Version 2)
CS_CNT_AG	X	X	X
CS_CNT_AG_LTXT	X	X	X
CS_CNT_AG_VFY	X	X	X
CS_CNT_AG_VY_AT	X	X	X
CS_CNT_AG_WF	X	X	X
CS_CNT_AG_CLASE	X	X	X
CS_CNT_THOLD	X	X	X

Record Name	New Draft Version Created (Version 1)	Draft Version Deleted	Copying Existing Contract (Version 2)
CNTRCT_CHRSN	NA	X	NA
CNTRCT_CHNG	X	X	NA
CNTRCT_CHCAT	NA	X	NA
CNTRCT_CHCATEXC	NA	X	NA
CNTRCT_CHDFL	NA	X	NA
CNTRCT_CHDFL	NA	X	NA
CNTRCT_CHDST	NA	X	NA
CNTRCT_CHHDR	X	X	NA

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Record Name	New Draft Version Created (Version 1)	Draft Version Deleted	Copying Existing Contract (Version 2)
CNTRCT_CHLIN	NA	X	NA
CNTRCT_CHLINUOM	NA	X	NA
CNTRCT_CHPRC	NA	X	NA
CNTRCT_CHRELTN	X	X	NA
CNTRCT_CHRSN	NA	X	NA
CNTRCT_ALRT_WL	NA	X	NA
CNTRCT_CHCTRL	X	X	X
CNTRCT_CHMFGDST	X	X	X
CNTRCT_CHMARKUP	X	X	X

Advanced Search for Lines Within Large Contracts

When a contract contains hundreds of lines and you need to change a few lines, you can use an advance search feature within the contract. Instead of waiting for the system to retrieve all the contract lines, you can use a search page to selectively search by a line number, range of line numbers, item, and a variety of other criteria to retrieve those lines that you want to view and maintain. Optionally, this search capability is available on smaller sized contracts.

The search feature automatically appears on the Contract page when you open a contract and if the number of lines on the contract exceeds the maximum number of rows defined for PeopleSoft Purchasing installation options. For example, if you enter *20* in the **Contract** field on the Installation Options page, then when the number of lines in a contract exceeds 20, the system automatically provides the Search for Contract Lines box. Otherwise, to access the search feature, click the **Search for Contract Lines** link on the Contract page.

See Searching for Contract Lines.

Differences Between Contract Default Values and PeopleSoft Purchasing

The fields in the Contract Entry component have defaults that in some cases are different from the PeopleSoft Purchasing default hierarchy. The following tables summarize the default hierarchy for those pages.

Defaults for the Contract Entry - Contract Page

Field	Default
Currency	The value appears by default from the Contract and Vendor Rebate Controls page. If the supplier currency is different from the currency on the Contract and Vendor Rebate Controls page, the currency appears by default from the supplier Procurement Options page.
Rate Type	The value appears by default from the Contract and Vendor Rebate Controls page. If the supplier rate type is different from the rate type on the Contract and Vendor Rebate Controls page, the rate type appears by default from the supplier Procurement Options page.

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Field	Default
Accounting Template	The value appears by default from the default supplier location that is set on the Supplier Information - Location page. (Voucher contracts only.)
Terms	The value appears by default from the default supplier location that is set on the Supplier Information - Location page. (Voucher contracts only.)
Basis Date Type	The value appears by default from the default supplier location that is set on the Supplier Information - Location page. (Voucher contracts only.)
Dispatch Method	The default value is *Print.* When you select the supplier, this value appears by default from the default supplier location that is set on the Supplier Information - Location page. If the release originates from an RFQ, the value appears by default from the supplier location of the RFQ. (Order contracts only.)
Withholding Code	The value appears by default from the Withholding Supplier Information page.

> **Note**
>
> If you specify a payment term for the supplier in the Supplier Information component, the **Basis Date Type** field displays the default value. Payment terms can also be specified at the business unit level, but they do not appear as default values on the contract header because the contract is defined at the SetID level, not the business unit level.

Defaults for the Voucher Line Tax Info Page

Field	Default
Ship To	The value appears by default from the supplier or the PeopleSoft Payables (voucher) business unit.

Defaults for the Contract Entry - Create Releases Page

Field	Default
Supplier Loc (supplier location)	The value appears by default from the PO Defaults page if the release business unit and the Contract Defaults business unit match. If they do not match, this field appears by default from the default supplier location for voucher and order releases.

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Field	Default
Currency and Rate Type	The value appears by default from the PO Defaults page when the release business unit and the Contract Defaults business unit match and the **Allow Multicurrency PO** check box is selected on the Contract page. If the **Allow Multicurrency PO** check box is not selected at the business unit level, this field appears by default from the business unit.

Defaults for the Review Staged Releases Page for Orders

Field	Default
Tax Exempt	The value appears by default from the PO Contract Defaults page and the Purchasing Definition - Business Unit Definition page. **Note:** Priority setting of defaults depends on the default option that you select on the Create Releases page.
Tax Exempt ID	If the **Tax Exempt** check box is selected, the value appears by default from the Purchasing Definition - Business Unit Definition page or the PO Contract Defaults page. **Note:** Priority setting of defaults depends on the default option that you select on the Create Releases page.

Defaults for the Review Staged Releases Page for Vouchers

Field	Default
Pay terms	The value appears by default from the Contract page. If no value appears on the Contract page, the system uses the default value for the supplier location on the Procurement Options page.
Basis Date Type	The value appears by default from the Contract page. If no value appears on the Contract page, the system uses the default value for the supplier location on the Procurement Options page.
Accounting Template	The value appears by default from the Contract page. If no value is found on the Contract page, the value appears by default from the supplier location on the Procurement Options page.

Related Topics

- Creating Procurement Contracts
  The PeopleSoft Classic and Classic + user interface can be used to create Procurement contracts. The PeopleSoft Fluid User Interface can be used to create contracts such as Group Single Supplier, Group Multi Supplier, and Special Purpose. This topic discusses how to create Procurement Contracts in general and provides common information about expandable sections, fields, and links.

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- Defining Contract and Vendor Rebate Control Parameters
  To define contract controls, use the Contract Control component (CNTRCT_CONTROL).
- Defining Supplier Locations
- Withholding Supplier Information Page
  Use the Withholding Supplier Information page (VNDR_GBL_OPT_SEC) to define withholding information and record withholding reporting information for the supplier location.
- PeopleSoft Purchasing: Establishing PeopleSoft Purchasing Business Units
- PeopleSoft Purchasing: Understanding the PeopleSoft Purchasing Default Hierarchy

Contract Punchout

Contract Punchout ensures you are procuring punchout items at the price negotiated with the supplier. When users order from a punchout website to populate the requisition, the system automatically matches punchout items with procurement contract line items, then applies the appropriate price based on these options:

- *Always Use Contract Price*
- *Always Use Punchout Price*
- *Use Punchout Price if Lower*

The system tracks punchout and contract pricing to help identify discrepancies with the Contract Price Discrepancy report.

Follow these steps to implement contract punchout:

1. Select the *Punchout Items* option on the Contract and Vendor Rebate Controls Page.
2. Specify your pricing requirement using the *Punchout Pricing Option* on the Contract Entry - Contract Page.

Changing the Currency Default Value

When the currency at the contract header is changed, some records are automatically updated; however the records that allow multiple currencies must be manually adjusted. Price adjustments and contract line base prices will need to be updated manually on the following records:

- cntrct_line
- cntrct_category
- cntrct_ln_misc
- cntrct_milestn
- cntrct_dstrb
- cntrct_schedule
- cntrct_hdr_misc
- cntrct_defaults
- cs_cnt_ag
- cs_cnt_thold

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Understanding Procurement Contract Default Rules

This section discusses:

- Association of goods and services with contracts.
- Contract validation.
- Automatic default of contract values to requisition and purchase order transactions.
- Automatic default rule hierarchy.
- Contract validation process.
- Eligible contract application.

Association of Goods and Services With Contracts

Before you start creating contracts, you should identify and use the contract process options that are most appropriate for the organization's business processes. The contract process option must be the Purchase Order, General Contract, Manufacturer, or Release-to-single PO Only to qualify for use at the requisition or purchase order line level.

The PeopleSoft Procurement Contracts feature gathers essential elements of contract transactions. You can define one or multiple contracts for suppliers. You can optionally set up contracts with an overall maximum amount and an expiration date, along with amount threshold and expiration date notifications.

You can associate goods and services with a contract in several different ways:

- The first is using one contract for all items ordered from the contract's specified supplier by using the Open Item Reference feature on the contract. You can define general or ship-to-percentage-based price adjustments that are applicable to all items for the supplier.
- The second way is by defining specific item categories on the contract along with item exceptions for the category. This means that any item you order from the supplier for the contract categories can reference the contract as long as the item is not listed as an item exception. You can also define general or ship-to-percentage-based price adjustments for each category. You can also specify a maximum order amount for the category.
- The final way for associating goods and services with contracts is by defining specific items or services on the contract. You can enter specific item IDs or order-by-description (ad hoc) commonly used for services. Orders with the supplier and item or service that match the contract can reference the contract. You can define general or ship-to-percentage-based adjustments or unit of measure amount-based or percentage-based adjustments for the items or services.

> **Note**
>
> If you are using PeopleSoft Services Procurement, you must enable service contracts on the Installation Options page to add service contracts. Service contracts are only applicable to resource-based roles to secure with suppliers for hiring service providers at specific rates.

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> **Note**
>
> PeopleSoft Services Procurement checks for contracts during bid communications with suppliers and also checks for contracts from work orders. The application ensures that it's using the correct contract version based on the status and date. The application also checks for contracts by category in addition to contracts for specific services.

Contract Validation

You use contract validation rules to:

1. Manually search for valid contracts on requisitions or purchase orders.
2. Copy existing requisitions or purchase orders to a new requisition or purchase order.

   If a copied transaction has an existing contract, the system copies that contract again using the more current version, and carries out the validation and pricing logic described for the price adjustment calculations. If a copied transaction does not have a contract, the system attempts to provide a contract by default if the **Default Contract on Req** or **Default Contract on PO** check box is selected.
3. Ensure that a contract is still valid for the transaction. For example:
   - If information on the line is changed such as the requester or buyer changing the item to one that is not referenced on the contract.
   - If information on the contract is changed when a requisition that references the contract is sourced to a purchase order.
4. Determine the pool of contracts from which the system determines the most valid contract to default on transactions.

The system considers this information to validate whether a contract is valid for a transaction:

1. The contract process option must be Purchase Order, General Contract, Release to Single PO Only, or Manufacturer.

   You can manually reference only the Release to Single PO Only process option contracts through online requisitions.
2. The contract current version is Approved.

   For Manufacturer contract, the associate Distributor contract is also approved.
3. For non-Manufacturer contracts, the supplier matches the transaction supplier for purchase orders only.

   For Manufacturer contracts, the manufacturer on the transaction line matched the manufacturer on the Manufacturer contract and the distributor on the Manufacturer contract matches the transaction supplier.
4. The requisition or purchase order date must fall within the contract begin and expiration dates.

   For Manufacturer contracts, the requisition or purchase order date must fall within the Distributor contract begin and expiration dates.

   The expire date doesn't always exist, so you should assume an infinite time frame in this case. Also:

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- On manually entered requisitions, failure to meet the date requirement generates a warning.
- On manually entered purchase orders, failure to meet the date requirement generates an error message. In this case, the prompt on the contract will not list these contracts.
- Purchase order sourcing does not select a contract if the transaction date is outside of the contract dates.

5. Item, or Order-by-description (ad hoc) eligibility requires one of the following conditions:
   a. The transaction item ID matches the one on the contract.
   b. Order-by-description (ad hoc) lines matches using the transaction category and an alternate item identifier such as the supplier item id, manufacturer item id, or UPN ID when either the Punchout Items or Other Description Items are enabled on the Contract and Vendor Rebate Controls Page.
   c. The transaction item category matches the one on the contract category reference, and the item is not listed as an exception.
   d. The contract allows for open-item reference.
6. Contract Control Type restricts contract usage when enabled and eligibility requires one of the following conditions:
   a. Contract Control Type usage is restricted to Ship To and the transaction line ship-to location matches the contract Ship To. Manufacturer contracts matches using the Distributors contract's Ship To.
   b. Contract Control Type usage is restricted to Contract Domain (region) and the transaction line ship-to is associated with a contract domain (region). Manufacturer contracts matches on the Distributor contract's Contract Domain (region).
   c. Non–corporate contracts are setup using contract control type business unit and the transaction is setup for the transactional business unit.

If the **Use Contract if Available** check box is selected and the contract specified on the requisition line is no longer valid during purchase order sourcing, the sourcing process searches for a new, and the most valid, contract to reference. If no valid contract is yet available for reference, the system displays an error message and rejects sourcing the transaction.

Automatic Default of Contract Values to Requisition and Purchase Order Transactions

You can set up contracts to automatically be requisitions and purchase orders by default. This enables you to use items already contained in a contract to populate requisitions and purchase orders with items and prices. The system retrieves contracts for:

- Requisitions when the **Default Contract on Req** check box is selected as a business unit option, or when the **Default Contract on Req** check box is deselected, but the **Default the found contract ID to Requisition line** check box defined on the PeopleSoft Purchasing: RFQ Required Rule Page is selected.

  To do this, access the page and select a rule in the **RFQ Required Rule** field. Then click the **Go to RFQ Required Rule** button.
- Purchase orders if the **Default Contract on PO** check box is selected as a business unit option.

  This includes when you copy a purchase order from a contract. See the contract validation rules described next in this section.

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- Purchase orders created through purchase order sourcing.

  The system uses the contract default rules hierarchy to determine the most valid contract to supply default values to requisitions, purchase orders, and purchase orders created through purchase order sourcing. The system selects the most valid contract from the available contracts.

> **Note**
>
> The automatic defaulting of contracts to requisition or purchase order options does not apply to PeopleSoft Services Procurement. This application searches for an applicable contract on the work order and uses it on a purchase order regardless of how the automatic defaulting is defined.

Related Topics

- PeopleSoft Purchasing: Understanding How to Apply Procurement Contract Prices to Transactions

Automatic Default Rule Hierarchy

The contract defaulting rules hierarchy determines the order of how the system selects to automatically supply a contract by default to requisitions and purchase orders. The rules enable the system to determine the single most appropriate contract. These combinations must be unique:

1. Supplier.

   Manufacturer contracts are considered first. The manufacturer on the transaction line matches the manufacturer on the Manufacturer contract, and the distributor on the Manufacturer contract matches the transaction supplier.

   Non-Manufacturer contract supplier matches the transaction supplier.
2. Current contract version.
3. Approved contract status.

   For Manufacturer contracts, the associated Distributor contracts are also approved
4. Contract begin date.

   More than one contract can exist for the same supplier and item, or supplier and category, as long as the contract begin dates are different.

   For Manufacturer contracts, the associated Distributor contract begin date is used.
5. Item ID unless the item is in a different line grouping.
6. Order-by-description (ad hoc)

   The system checks for a match using the category and alternate item identifier such as supplier item id, manufacturer item id, or UPN ID when the order-by-description item is a Punchout or ad hoc item, and the Punchout Items or Other Description Items options are enabled on the Contract and Vendor Rebate Controls Page.
7. Category.

   Even if an item ID exists on a contract, the item's category can be specified, and the item doesn't need to be listed as category exception.
8. Open item reference.

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An open item can be referenced even if the item ID is listed as a category exception.

9. Purchasing business unit when used for non–corporate contracts.

Related Topics

- PeopleSoft Purchasing: Understanding How to Apply Procurement Contract Prices to Transactions

Contract Validation Process

Based on the rule hierarchy, this list describes the validation process that the system uses to provide contracts onto requisition and purchase order transactions by default:

1. If the contract is a Release to Single PO Only process option contract or the **Auto Default** check box on the contract is not selected, the contract will not automatically be supplied by default onto transactions regardless of whether the item or the category has an exact match.
2. The system then sorts all valid contracts by date, using the contract begin date. The contract with the begin date closest to, but not later than, the transaction date is the most valid contract.
3. The system considers Manufacturer contracts first using the priority established for the distributor contracts and the distributor contract supplier.

   Then non–Manufacturer contracts that match the transaction supplier are considered.
4. The system determines whether the type of contract reference is item, ad hoc, category, or open item:
   a. The system first tries to match at the contract-line level. If an item ID is on the transaction, the system checks for the same item ID on the contract.

      If a match is found, the contract and contract line number are referenced on the transaction:
   b. If the transaction line is order-by-description (ad hoc), the system checks for a match using the category and an alternate item identifier such as supplier item id, manufacturer item id, or UPN ID, when line matching options are enabled on the Contract and Vendor Rebate Controls Page. If a match is found, the contract and contract line number are referenced on the transaction
   c. If a match is not found at the contract-line level, the system checks the category reference level.

      If the category for the line item on the transaction matches the contract category reference, and the item is not listed as a category item exception on the contract, then the contract and category are referenced on the transaction.
   d. If a match is not found on the contract line item or contract category reference, the system looks for and uses an open item reference contract.
5. The system uses the control type to restrict contract usage to specific ship-to locations, contract domains (regions), or business units, and matches one of the following conditions”
   a. The transaction line ship-to location matches the contract control ship to when the contract’s control type is Ship To.
   b. The transaction line ship-to location belongs to a control domain (region) that matches the contract’s contract control domain (region) when the contract control type is Contract Domain.

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c. The transaction is setup for the transactional business unit and the control type is business unit. Non–corporate contracts are setup using the contract control type Business Unit

The preceding defaulting rules are also applicable to the purchase order sourcing batch process with the exception that the batch process automatically matches transactions with Release-to-single PO Only process option contracts if the item or the category has an exact match.

For ad hoc requisition lines, you have to manually reference a contract line for requisition lines. And as with requisition lines that reference a contract when the ad hoc requisition lines are sourced to a purchase order, if the contract referenced at the requisition line is no longer valid during purchase order sourcing, the system displays an error message and rejects sourcing the transaction.

Eligible Contract Application

After the system locates an eligible contract on which to base a requisition or purchase order, it:

1. Updates the requisition or purchase order line with contract information when the information exists on the contract, including:
   - Contract ID.
   - Contract line number when a contract line number is referenced.
   - Category line number when a contract category is referenced.
   - Group ID for purchase order lines only.
   - Release number.
   - Milestone line for purchase order lines only.
2. Determines the base price when the contract line item is referenced.

   The system uses the contract base price if it is specified on the contract. Otherwise, it uses the item/supplier price. For requisitions, the system calculates the contract price.
3. Calculates price adjustments:
   - For item IDs, you can establish price adjustments at the contract level, item/supplier level, or both. You can also establish whether the system calculates item/supplier price adjustments before or after the contract price adjustments.
   - You can establish ad hoc line price-adjustments only at the contract level.
   - You can establish price adjustments on the contract at the category level and open-item reference level. When referencing a contract at the category level or open-item reference level, the corresponding price adjustments along with whether the system calculates item/supplier price adjustments before or after the contract price adjustments will apply.
4. Updates the contract released amounts and quantities for contract releases on purchase orders.

   The contract reference on a requisition does not update the contract release amounts and quantities. However, after the contract is built into a purchase order, the system updates the released amounts and quantities.
5. Creates contract events.

   Events (releases) are the association of contracts referenced on purchase orders. You can inquire about the events using the Review Contract Information menu.

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Prerequisites to Creating Procurement Contracts

Before you create a procurement contract, you need to ensure that several basic setup steps have been completed.

To prepare to create procurement contracts:

- Establish suppliers.

  To define contracts, you must first establish suppliers for the contracts.

  See Entering Supplier Identifying Information.

- Define items and item-supplier relationships.

  For a fixed-item contract, you must first set up the items for the contract and establish item-supplier relationships.

  The item setup is not required when you are defining voucher or order contracts for ad hoc items (description only).

  See PeopleSoft Purchasing: Purchasing Attributes -Item Supplier (ITM_VENDOR)Page.

- Setup manufacturer IDs, manufacturer item IDs, and universal item identifiers.

  See Defining Manufacturer IDs, PeopleSoft Managing Items: Defining Items at the SetID Level, and PeopleSoft Managing Items: Using Universal Item Identifiers.

- Set up contract controls, such as auto–numbering, reason codes, and default currency information.

  See Understanding Procurement Options.

- Define contract styles.

  See Defining Contract Style.

- Set up contract domains (regions) and ship to locations.

  See Defining Ship To Locations.

- Define contract version control, change reasons, and change tracking parameters.

  See Defining Contract and Vendor Rebate Control Parameters.

- Define contract intervals and detail counters for contract releases.

  These settings determine the schedule for releasing contracts.

  See Defining Contract Intervals for Contract Releases.

- Define installation options that include the maximum number of rows to retrieve for contracts.

  This feature is used in conjunction with advanced contract item searches. When the maximum number of contract rows is exceeded, the system automatically provides an item search link so that you can limit the returned results.

  See Application Fundamentals: Setting Up Application-Specific Installation Options.

- Define user preferences that enable users to, for example, approve or cancel contracts, place contracts on hold, and establish user display options.

  Among the user preferences you can define are default contract statuses and authorized actions for a user and you can define how the system initially displays the collapsible areas on the Contract page.

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Common Elements Used to Create Procurement Contracts

Field or Control	Description
AM Unit (PeopleSoft Asset Management business unit)	Select the appropriate PeopleSoft Asset Management business unit. If this field is populated by the system, the value by default is the PeopleSoft Purchasing business unit.
CAP # (capital acquisition plan number)	Enter the CAP number that is defined for the item in PeopleSoft Asset Management. This is required only if the item is capitalized.
Capitalize	Select to designate that an item be capitalized. A PeopleSoft Asset Management business unit must be specified for this option to be selected. If the item is capitalized, it can be depreciated before being paid.
Cost Type	Enter the default cost type that is associated with the item purchase, if applicable. Cost types represent components of the cost of an asset, such as materials, labor, and overhead. For example, you can differentiate between the cost of building an asset and its market value by allocating production cost to one cost type and the profit margin to another. Cost type, in combination with asset category and transaction code, determines the accounts into which the costs are entered in the general ledger.
Profile ID	If assets are involved, displays the default asset profile ID that is associated with the items.
Qty Rcvd (quantity received)	Displays the total quantity that is received for all the lines.
Quantity	Displays the total quantity for all the lines.
Rem Rcpt Qty (remaining receipt quantity)	Displays the total remaining quantity to be received for all the lines.
Sequence	Enter the sequence number for the capital acquisition plan.
Vndr Accept Qty (supplier accept quantity)	Enter the quantity that is accepted for the receipt line.

Viewing the Group Contracts Pivot Grid

Use the Procurement Operations Home page to access PeopleSoft Fluid pages related to procurement processing.

Navigation:

Fluid Home, and then **Procurement Operations**

This example shows the Procurement Operations Home page displaying the Group Contract Summary with the chart preview.

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To use the pivot grid, users should perform the set up instructions as mentioned in the Prerequisites. See Prerequisites for set up details.

Reporting Entity must be assigned to user to be able to display information on the tile and also to be able to drill down on the tile. For detail information, see PeopleSoft Purchasing: Procurement Operations Home Page with Reporting Entity not assigned to User

Group Contract Summary Page

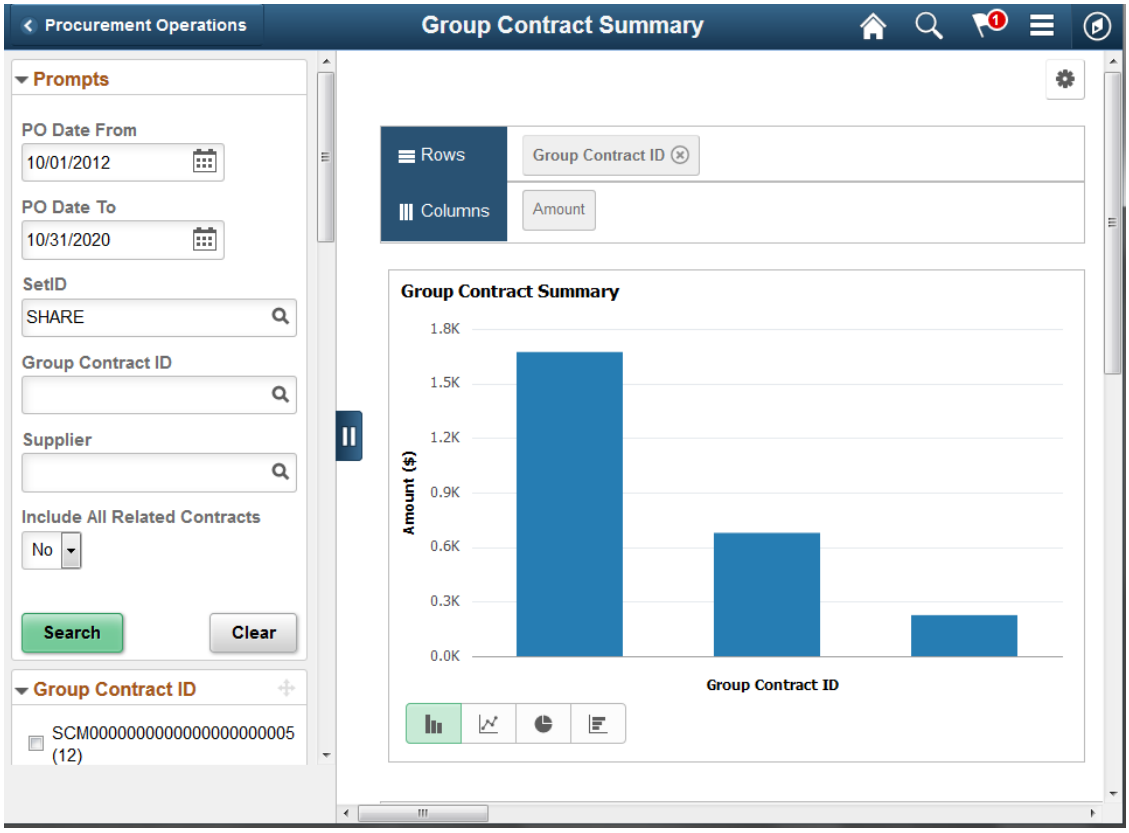
Use the Group Contract Summary page to display the total PO spend amount for each Group Contract. .

Navigation:

Click the **Review Group Contract** tile on the Procurement Operations Home page to view the Group Contract Summary page

This example shows the Group Contract Summary page (1 of 3).

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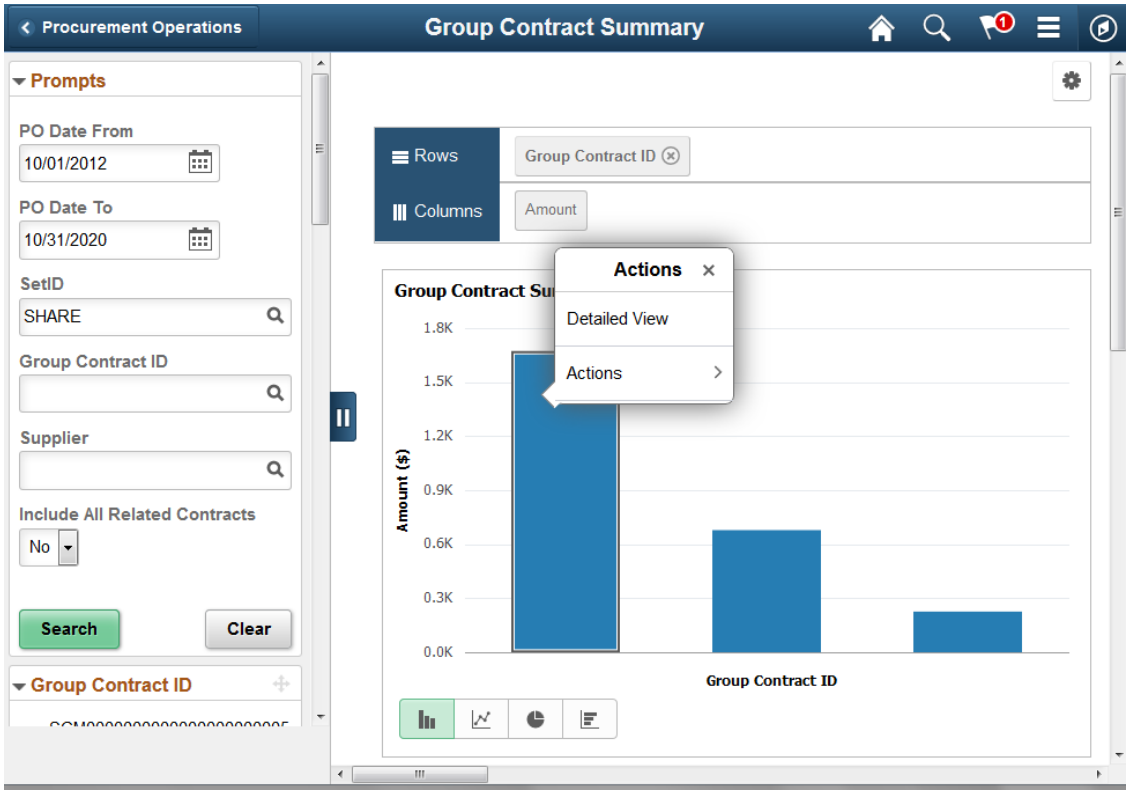


The left panel allows access to the prompts and filters within the component. Users can select from a range of data using field prompts, filter data by selecting specific facets values, and analyze pivot data by dragging and dropping facets into the Pivot Grid Columns and Rows. The date range is calculated based on the settings of Reporting entity and Procurement user page. See PeopleSoft Purchasing: Setup Procurement Users PagePeopleSoft Purchasing: Procurement Operations Home Page with Reporting Entity not assigned to User

Users can click on a bar on the graph and click on the Detailed View to access the Pivot Grid Drilldown page. The page will help the user to see the details that represent the graph.

This example illustrates the fields and controls on the Group Contract Summary page 2 of 3.

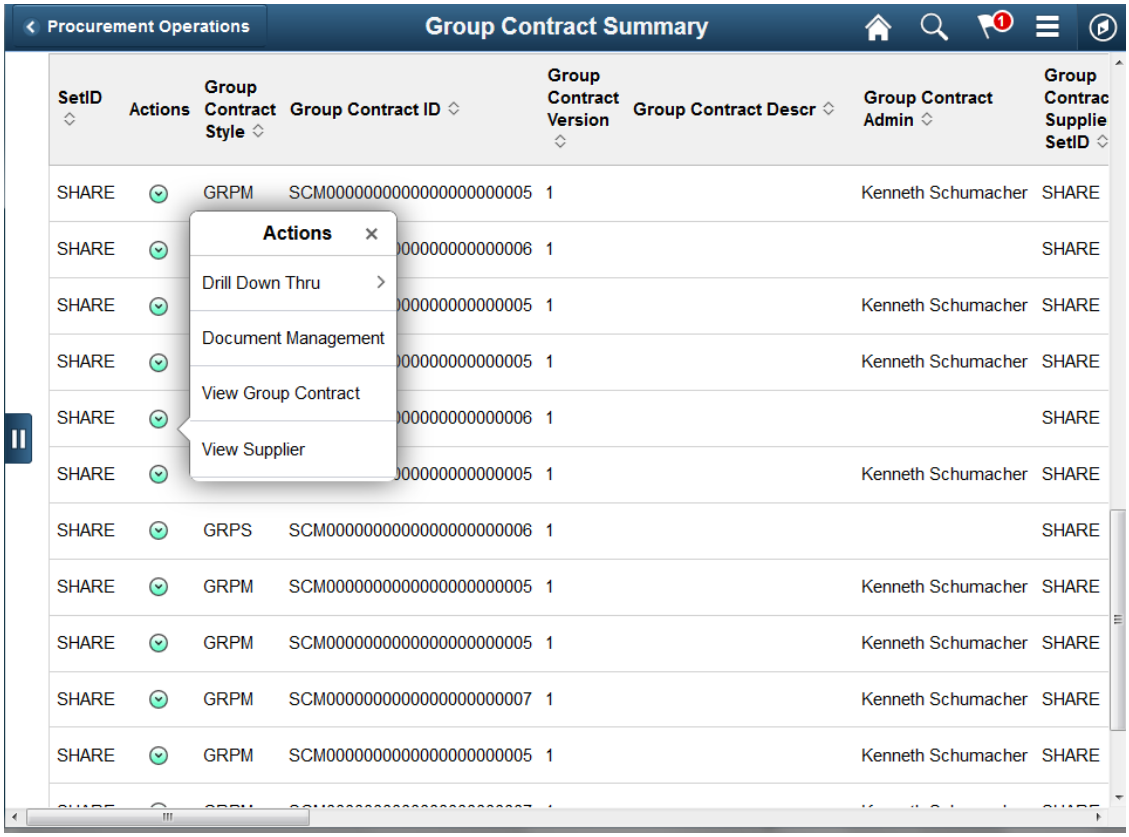
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From the Detailed View, a user can use the Actions drop down option to view the related actions for the Group Contracts.

This example illustrates the fields and controls on the Group Contract Summary page 3 of 3.

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Users can click on the Drill down thru and click the Group Contract Detail, and the Group Contract Detail will appear in a new window. Related action will take the user to the Group Contract component to view additional information about the group contracts.

The Action drop down also displays the following options:

- Document Management — Click to access the Document Management page for the selected contract.
- View Group Contract — Displays the Group Contracts
- View Supplier- Click to access the Supplier Inquiry page for the selected procurement contract.

Group Contract Detail Page

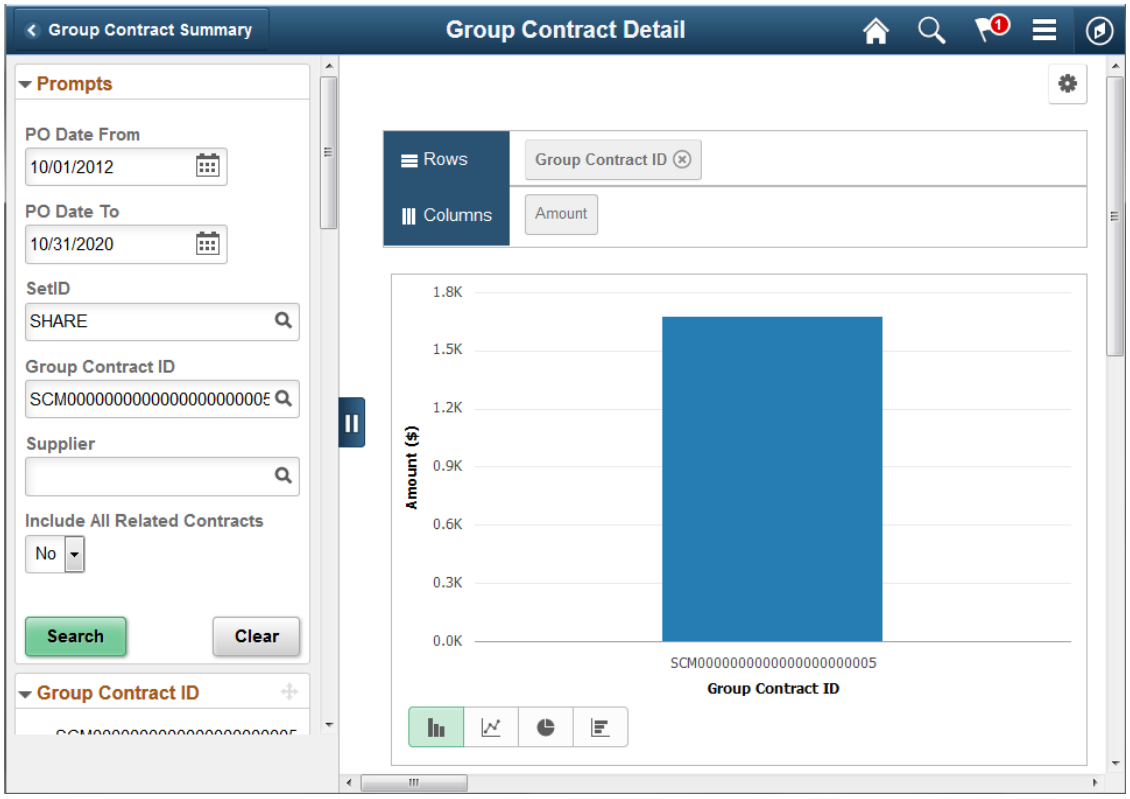
Use the Group Contract Detail page to view the detailed information for a particular Group Contracts.

Navigation:

Click on a bar on the graph and click on the Drill Down Thru to access the Group Contract Detail page

This example illustrates the fields and controls on the Group Contract Detail page. You can find definitions for the fields and controls later on this page.

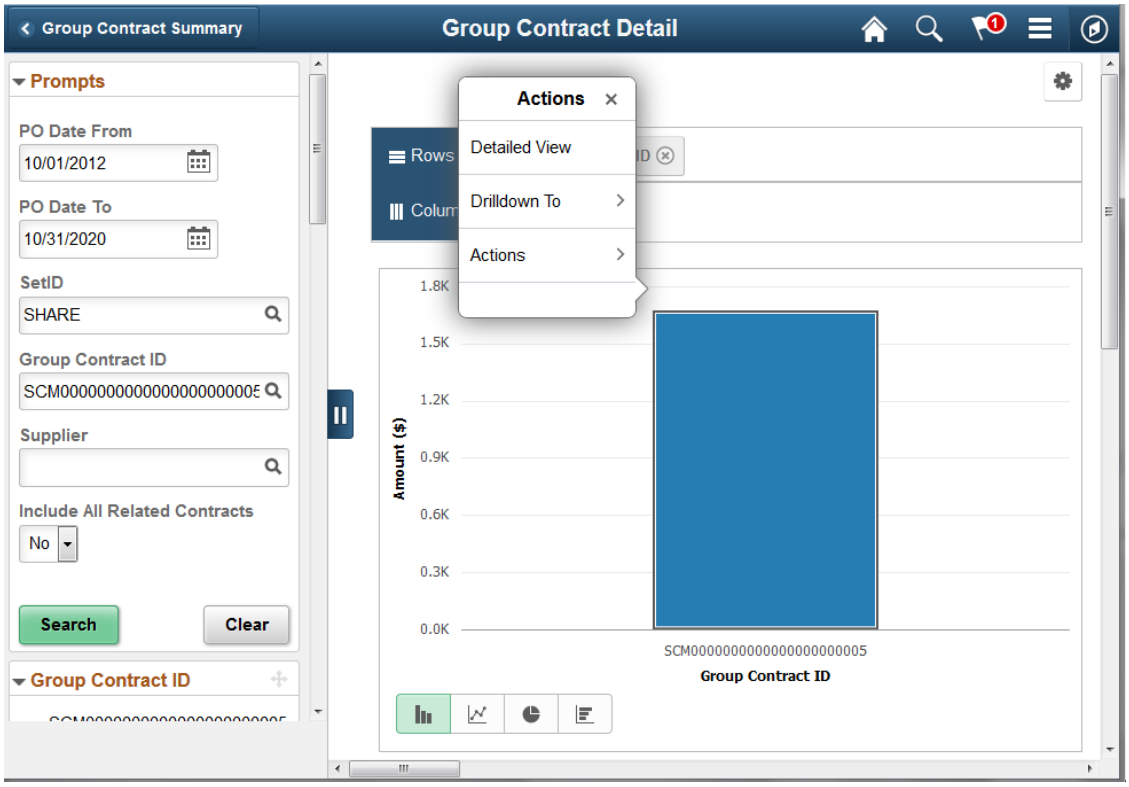
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The left panel allows user to select from a range of data using field prompts, filter data by selecting specific facets values, and analyze pivot data by dragging and dropping facets into the Pivot Grid Columns and Rows

This example illustrates the fields and controls on the Group Contract Detail page 2 of 3. You can find definitions for the fields and controls later on this page.

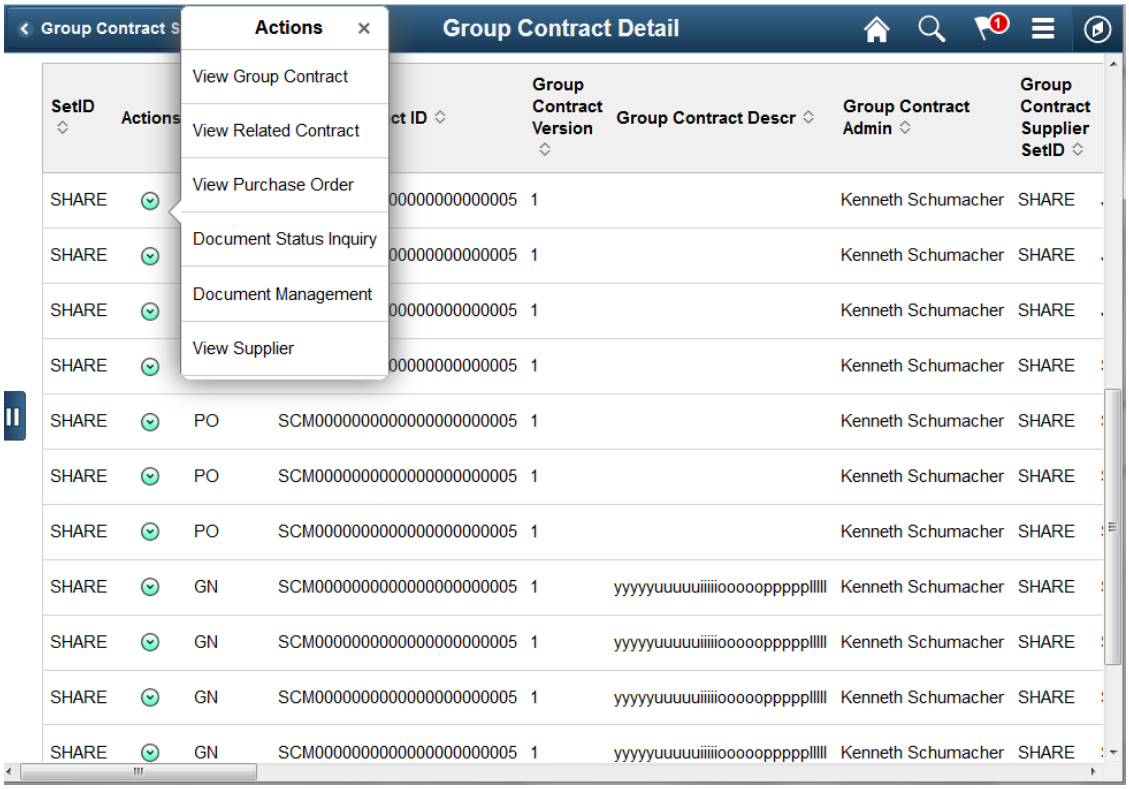
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From the Detailed View, a user can use the Actions drop down option to view the related actions for the Group Contracts.

This example illustrates the fields and controls on the Group Contract Detail — Detailed View page. You can find definitions for the fields and controls later on this page.

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Related actions will take the user to the various components in a new window to view additional information about the Group Contracts.

Related Actions include:

- View Contract — Click to access the Contract Add/Update Contract page for the selected contract.
- View Related Contract — Click to access the Contract Add/Update Contract page for the selected contract.
- View Purchase Order — Click to access the Maintain Purchase Order page
- Document Status Inquiry — . Click to access the Document Status Inquiry page for the selected standard procurement contract.
- Document Management — Click to access the Document Management page for the selected contract.
- View Supplier- Click to access the Supplier Inquiry page for the selected procurement contract.

See Classic Group Contract Summary Pagelet Group Contract Summary Pagelet

Setting Up Master Contracts

To set up master contracts, use the Master Contracts component (CNTRCT_MSTR).

This section provides an overview of master contracts and lists the pages that are used to set up master contracts.

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Pages Used to Set Up Master Contracts

Page Name	Definition Name	Usage
Master Contract Page	CNTRCT_MSTR	Define a master contract for several purchase order or voucher contracts.
Supplier Lookup or Supplier Search Page	VNDR_LOOKUP_WRK	Search for suppliers. If the supplier does not exist in the system, you can also use this page to access a page where you can add a supplier. For you to enter a supplier into the system, the user ID must have the proper authorizations selected on the User Preferences - Procurement - Supplier Processing Authority page.

Understanding Master Contracts

Use master contracts to group several contracts for the same supplier and then track them using one master contract ID. You associate the individual contracts with the master contract ID by designating the master contract ID on the Contract Header - Entry page.

The master contract ID can be used as the number for referencing the agreement with a supplier. Each contract ID that is associated with the master contract can serve as an internal identification number for use in an organization. Using the PeopleSoft PSQuery tool, you can report across all of the individual contracts that you have associated with this master contract.

Master contracts also provide a method for grouping sets of voucher contracts for a supplier for reporting purposes. For example, a supplier may lease several buildings to you. You can establish a master contract that covers all the leases for each building. You establish voucher contracts for each building and mark them with the master contract ID on the contract header to report on all lease payments to the same property management organization. You can then generate queries and reports based on vouchers for product lines using the master contract ID as criteria.

Before setting up master contracts, you must decide whether to have the PeopleSoft system assign numbers to contracts automatically or whether to manually assign the unique contract IDs.

To access the Master Contract Page, navigate using **Procurement Contracts**, and then **Manage Master Contracts**, and then **Master Contract**.

Setting Up Contract Categories

This section provides an overview of contract categories and discusses how to define contract category lines and define contract category item exclusions. It also discusses how to adjust contract category item prices and define contract category agreements.

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Pages Used to Set Up Contract Categories

Page Name	Definition Name	Usage
Contract Page	CNTRCT_HDR	Define contract category lines.
Item Exclusions Page	CNTRCT_CAT_EXC_SEC	Define contract category item exclusions.
Price Adjustments for Category Line Page	CNTRCT_PRC_ADJ_SEC	Adjust contract category item prices.
Contract Category Agreement Assignments Page	CS_AGREE_CAT	Define contract category agreements.

Understanding Contract Categories

Contract categories enable you to specify groups of items on a contract, rather than having to enter the items one at a time. Using contract categories, you can add categories to a contract along with item exclusions, upper and lower limits, and price adjustments. When you create requisitions and purchase orders, the system locates and verifies that it uses the appropriate contracts automatically. You can use categories in conjunction with contract lines and open items, but you cannot create contract releases using category contracts.

When you link a category or a group of categories to a contract, requisitions and purchase orders can reference the contract with any items within those categories. A category can include hundreds or thousands of items. In these cases, you can specify exceptions for category items by adding excluded items to the Item Exclusions page. You use the **Category** grid on the Contract page to add and update categories for the contract. The **Category** grid appears only for contracts that use Purchase Order, General Contracts, and Release to Single Purchase Order Only process options.

Using contract category features, you can:

- Make price adjustments for category lines.
- Define contract category deliverable agreements at the header and category-line level.
- Define item exclusions by which you remove category items that you don't want included on the contract.
- Define the maximum amount that can be released for a category.
- Establish spend thresholds for a category.
- Inactivate a line, category, or exclusion even when purchase orders or requisitions exist against the line or category.
- View category information using a variety of system reports and inquiries, such as the Contract Event Inquiry.

When you inactivate a category line, the system:

- Does not permit activity against the inactivated category or line after the Draft contract version is approved and becomes the Current version.
- Enables activity against the Current version until the Draft version is approved and becomes the Current version.
- Continues to display the category or line after it is inactivated.

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- Continues to update released amounts and quantities until it processes all existing purchase orders against the contract's History version.
- Inactivates all related exclusions when a category is inactivated.

Contract Page

Use the Contract page (CNTRCT_HDR) to define contract category lines.

Navigation:

Procurement Contracts, and then **Add/Update Contracts**

You use the **Lines** grid to define basic information for contract category line items. Category information helps reduce redundant data entry during both item setup and requisition and purchase order processing. Item categories can provide transaction information for requisitions and requests for quotes, contracts, and purchase orders and can serve as the organizational unit for item catalogs. With categories tied to contracts, requisitions and purchase orders can reference the contract with any items within those categories.

Category information includes item adjustments, exclusions, and category agreements. You can define release amounts and spend thresholds for categories and add and delete category lines as long as the category is in an Active status. You cannot delete the line if it is in a Cancelled status.

Field or Control	Description
Line	Displays the system-defined line number. The number is incremental by one depending on the number of contract categories that you define.
Category	Select a category to use with this contract. You can select multiple categories.
View Category Line Exclusions	Click to view and maintain category line items that should be excluded from the contract.
Price Adjustments	Click to view and maintain category line item prices for the contract.
Contract Category Agreement	Click to add and maintain the contract category agreement. The agreement applies to all category items.
Status	Displays the current status for the contract category. Status values include *Active* and *Inactive.* You inactivate a category line by clicking the **Cancel** button. You must also have the authority to cancel a category line. You define the authority to cancel contracts using the **Contract Process** link in Procurement user preferences. **Note:** You can reactivate a category only if the contract is in a Draft version. You cannot reactivate the category line unless you canceled it while it was in a Draft version.

Pricing Options

Select the Pricing Options tab.

Use this page to define pricing settings for a category of items.

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Field or Control	Description
Price Can Be Changed on Order	Select if you want the capability to change the system-calculated prices on purchase orders for this category.
Use Supplier Adjustments	Select to indicate that you can use supplier-adjusted pricing for this category.
Apply Supplier Adjustments	Select whether the system calculates supplier price adjustments before or after the contract price adjustments. Values include: *After Contract Adjustments:* Select to have supplier price adjustments calculated after the contract price adjustments. *Before Contract Adjustments:* Select to have supplier price adjustments calculated before the contract price adjustments. The supplier adjustments will be applied first if the calculation type is defined as Increment Adjustments.

Release Amounts

Select the Release Amounts tab.

Use this page to define the maximum amount that can be released against the contract for a contract category line. After you select a category, use the **Maximum Line Amt** field to set the maximum value. The page also displays the totals for contracts when purchase order transactions are created against them. This total is also used for threshold amount notifications. You cannot release category amounts using the category functionality. The system derives the currency value from the contract currency.

Contract releases enable you to set up standard purchase orders or vouchers that are the by-product of the agreement that is identified in a contract. They also enable you to generate releases.

> **Note**
>
> Released amounts are not version controlled. The released amounts displayed reflect current released amounts to date on all contract versions.

See Generating Contract Releases.

Spend Threshold

Select the Spend Threshold tab.

Use this page to define the maximum amount that can be released against the contract for a contract category line. Using the Spend Threshold feature, you can define the threshold and then notify users when spending on a contract crosses the threshold amount. After you define a category, select the **Notify on Spend Threshold** check box to notify the buyer when a contract reaches or exceeds the spend threshold. A buyer must be defined or the system displays a warning message.

The page also displays the threshold notification amount and the amount that has been released.

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Related Topics

- Creating Spend Thresholds, Notifications, and Alerts for Contracts

Item Exclusions Page

Use the Item Exclusions page (CNTRCT_CAT_EXC_SEC) to define contract category item exclusions.

Navigation:

Click the **View Item Category Exclusions** button on the Contract page

Categories might cover hundreds or thousands of items. When some items within the category are not applicable to the contract, you can specify exceptions to the category's items. Use this page to select items for a category that you want to exclude from the contract.

> **Note**
>
> You cannot generate contract releases from category contracts.

Field or Control	Description
Version	Displays the contract version. The version is always 1. If you are using version control, the Current version number appears in this field.
Contract ID	Displays the contract to which this category has been assigned.
Category	Displays the item category that you selected on the Contract page.
Category Line Number	Displays the line number for the category. The system assigns line numbers based on the number of item categories that you assign to the contract. The more categories you assign, the greater the line numbers.
Line Status	Displays the status of the contract category. This status is different from the status for individual items that appears in the **Item Exclusions** grid.
Line	Displays the line number that the system assigned to an item's row of data.
Item ID	Select the category item that you want to exclude from use with this contract. You can also type the item and click the **Look Up Item ID** button to locate and select it. You can select multiple items, but cannot select the same item twice. You can also delete items. The system provides a warning message if contract events exist for the item.

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Field or Control	Description
Status	Displays the status of the category item for this contract. An *Active* status indicates that the item is currently excluded from use with this contract. An *Inactive* status indicates that the item is not excluded from the contract. Other points to consider about contract category exclusions: • If a category is canceled or inactivated, the system protects exclusions, does not change the exclusion status, and ignores the exclusion during processing. • Exclusions can only be canceled, not inactivated. Because releases against exclusions don't exist, you do not need to inactivate exclusions. After you cancel an exclusion, the system protects fields on the exclusion. • Similar to items and categories, you can cancel exclusions and reactivate them while viewing the Draft version of the contract. • After you approve a Draft contract version and it becomes the Current version, the exclusion continues to appear, but in a protected and Cancelled status. The system updates category-released amounts when purchase orders are allowed against the now inactivated exclusion.
Cancel	Click to cancel a contract category item. You can cancel a category line exclusion when the contract is in an Open status and when no releases exist that are against it. You can cancel an item exclusion when version control is not in use. When version control is in use, you can cancel items for the Current and Draft versions.

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Field or Control	Description
Activate	Click to activate an inactive category item. If you are using version control, you can inactivate a line, category, or exclusion. **Note:** The system permits category line and exclusion inactivation instead of deletions so that it can maintain released amounts and quantities. If the system permitted deletions of lines and exclusions, it would lose the released amounts and quantities. The system enables the inactivation of a contract line depending on whether version control is in use. When the contract is a Draft version and no other version exists, the system enables the **Inactivate** button in the grid for categories, lines, and exclusions. The system permits an exclusion to be inactivated only when the category or line is active. When you inactivate an exclusion, the system: • Permits activity against the inactivated exclusion when the contract Draft version is approved and becomes the Current version. • Prevents activity against the Current contract version until the Draft version is approved and becomes the Current version. • Continues to display the exclusion after it has been inactivated. • Updates category and line-item released amounts when you enter purchase orders against the now inactivated exclusion.

Price Adjustments for Category Line Page

Use the Price Adjustments for Category Line page (CNTRCT_PRC_ADJ_SEC) to adjust contract category item prices.

Navigation:

Click the **Price Adjustments** button on the Contract page.

You use the Price Adjustments for Category Line page to adjust prices for a category line. You can set price adjustments and their effective dates at the contract category line. You can create prices adjustments that are effective-dated and for each of those dates define the details that the system uses to make adjustments. Adjusting category prices is similar to adjusting open-item prices.

See Open Item Price Adjustments Page.

When the system processes purchase order pricing, it bases the category price on the order's item supplier price or the manually entered price when the order line is based on description only. Although pricing is associated with specific categories on the contract, no category base price exists. The system retrieves that price from the transaction's item or from the manually entered price, and then applies any category adjustments to calculate the final price.

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Field or Control	Description
Method	Displays the percent method that the system uses to process the category price adjustment. The system makes the adjustment to either the base price or calculated price. The **Percentage** field appears with this method. Percent adjustments can be either positive (surcharge) or negative (discount).
Percentage	Enter a category adjustment percentage. The system applies the value for the adjustment method to arrive at a final adjusted price.
Amount	Enter a category adjustment amount. The system applies the value for the adjustment method to arrive at a final adjusted price.

Contract Category Agreement Assignments Page

Use the Contract Category Agreement Assignments page (CS_AGREE_CAT) to define contract category agreements.

Navigation:

Click the **Contract Category Agreement** button on the Contract page.

Use this page to define a set of negotiated conditions for items in a category. The agreement specifically spells out the conditions and terms that apply to the items in the category. Using category agreements, you can define, monitor, update, and review agreements and their verification steps, statuses, and workflow notifications.

After assigning agreements to a contract category you can, for example, manage agreements to track whether a verification step is in process or has been completed successfully and whether the agreement meets the requirements for compliance.

Related Topics

- PeopleSoft Supplier Contract Management: Understanding Contract Agreements

Creating Procurement Contracts

The PeopleSoft Classic and Classic + user interface can be used to create Procurement contracts. The PeopleSoft Fluid User Interface can be used to create contracts such as Group Single Supplier, Group Multi Supplier, and Special Purpose. This topic discusses how to create Procurement Contracts in general and provides common information about expandable sections, fields, and links.

Use these links to see more information about:

- Creating Group Single- and Multi Supplier Contracts, and Special Purpose Contracts
- Using the Fluid Group and Special Purpose Contracts
- Creating Distributor and Manufacturer Contracts
- Creating Spend Thresholds, Notifications, and Alerts for Contracts

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Pages Used to Create Contracts

Page Name	Definition Name	Usage
Contract Entry Page - Add a New Value	(not applicable)	Create a contract.
Contract Entry Page - Find an Existing Value	(not applicable)	Define search criteria to retrieve a contract.
Contract Entry - Contract Page	CNTRCT_HDR	Enter procurement contract information.
Copy Contract ID Page	CNTRCT_COPY_SEC	Copy from an established or expired contract. This page is available only in Add mode.
Change Reason Page	CNTRCT_CHNG_REASON	Define change reasons for contracts.
Contract Comments - Header Comments Page	CNTRCT_CMNTS_SEC	Enter comments for a transaction. You can enter your own comment, or you can select from predefined standard comments.
Standard Comments Page	STD_COMM_SEC	Copy or add comments that are standard comments used by an organization, such as shipping comments.
Contract Defaults by BU - PO Defaults Page	CNTRCT_DFLT1_SEC	Set default information for order contracts for each business unit. If no other defaults appear in the default hierarchy, the information that you set up on this page appears by default in each release schedule that you define for the specified combination of order contract and business unit. This page applies to order contract releases only.
Open Item Price Adjustments Page	CNTRCT_PRC_ADJ_SEC	Enter price adjustments that apply to items that reference the contract as an open item contract. The **Add Open Item Price Adjustments** link becomes available only if the **Allow Open Item Reference** check box is selected on the Contract page. Open item references are applicable to Purchase Order and General contracts with purchase order releases only.
Template Price Adjustments Page	CNTRCT_PRC_ADJ_SEC	Define price adjustment templates.
Voucher Misc. Charges Page	CNTRCT_HDRMISC_SEC	Enter miscellaneous charge and landed cost information for the contract.

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Page Name	Definition Name	Usage
Voucher Retention Page	CNTRCT_HDR_RET_SEC	Define retention payments for all lines on a contract. You can set up rules to have the system place a portion of a payment on hold until a certain condition is met.
Dispatch Options Page	DISPATCH_OPTIONS	Enter dispatch options for the contract and to dispatch a contract to the supplier. For this page to be available, the contract must be saved, it must have the status *Approved,* and it must be an order contract. Dispatching applies only to order contracts.

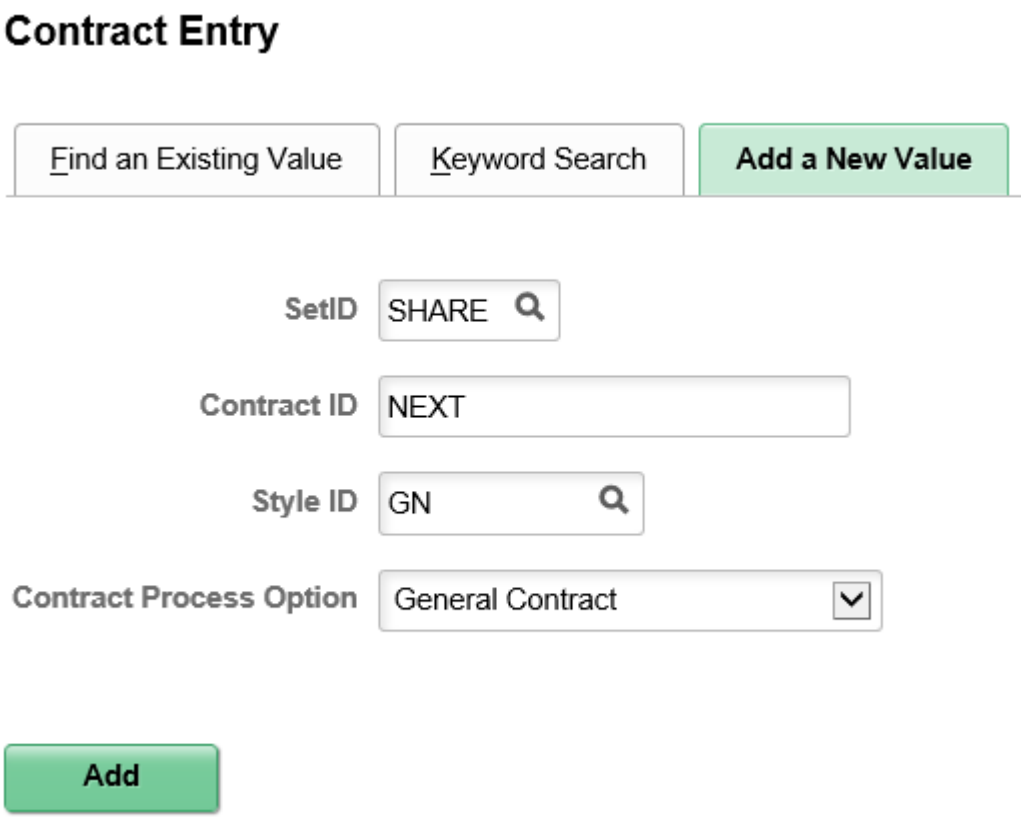
Contract Entry Page - Add a New Value

Use the Contract Entry page - Add a New Value to create a contract.

Navigation:

Procurement Contracts, and then **Add/Update Contracts**, and then **Add a New Value**

This example illustrates the fields and controls on the Contract Entry Page - Add a New Value.



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Field or Control	Description
Style ID	Select a style ID. Style IDs are created using the Contract Style page.
Contract Process Option	Select a contract process option. For more information about contract process options, see Contract Process Options

Contract Entry Page - Find an Existing Value

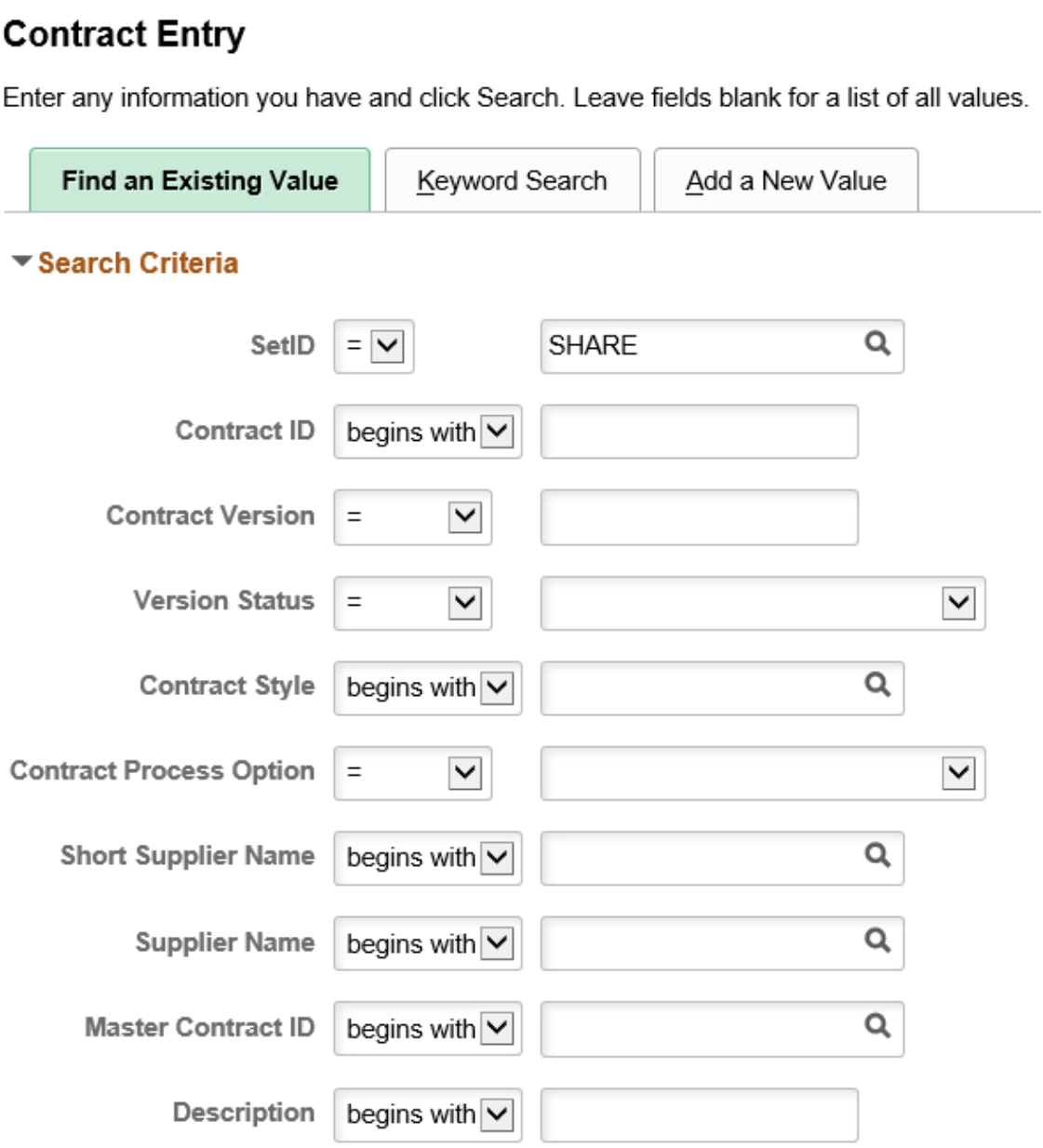
Use the Contract Entry page - Find an Existing Value to define search criteria to retrieve a contract.

Navigation:

Procurement Contracts, and then **Add/Update Contracts**

This example illustrates the fields and controls on the Contract Entry Page - Find an Existing Value.

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You can search for existing contracts using a variety of criteria that include the contract ID, version, contract style, process option, and version status. For example, if you are using version control, you can limit a contract search to only those contracts at version two. You can further limit the search by searching for only the Current version of a contract.

After entering search criteria, click the **Search** button. The system retrieves those contracts that match the search criteria. The search also provides high-level details about the contracts. To view details about a contract, click the contract link. If you are using contract versions, you can view any version of the contract. When you open a contract, all fields are protected unless the selected version is the Draft version or the selected version is the Current version and the contract status is *Open.* If version control is not in use, you can open the Current version to make changes.

This page also provides a way to view prior versions of the contract if you are using version control. To view a prior version, select a contract version that is in a History version status.

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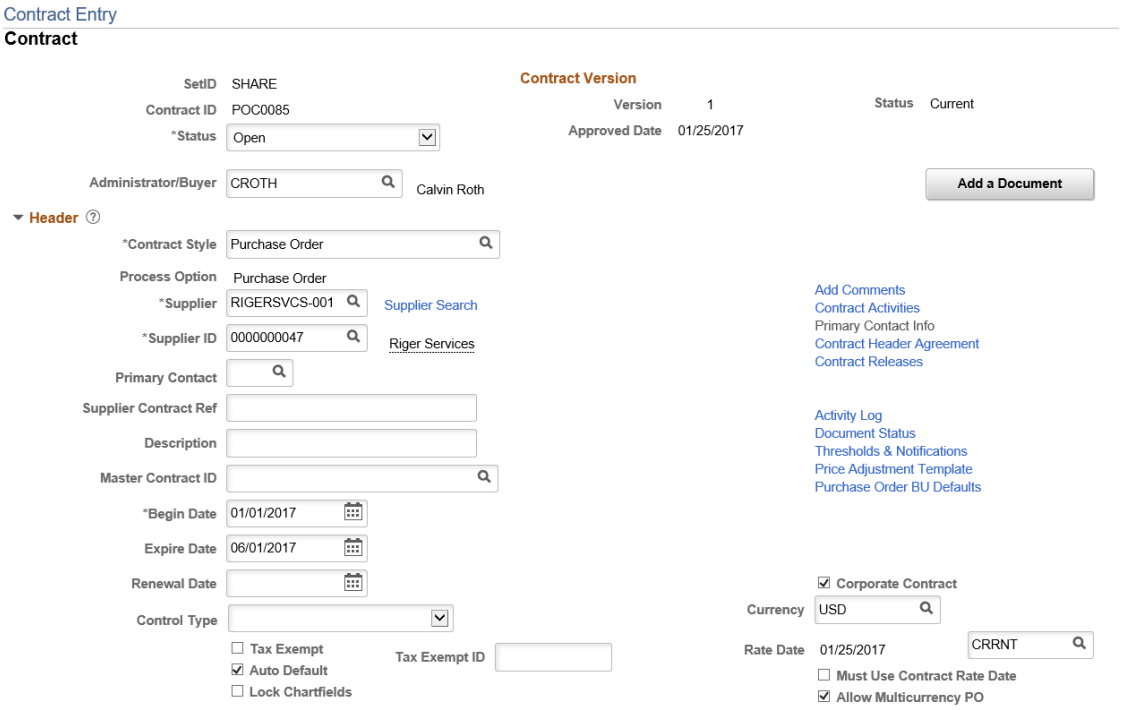
Contract Entry - Contract Page

Use the Contract page (CNTRCT_HDR) to enter procurement contract information.

Navigation:

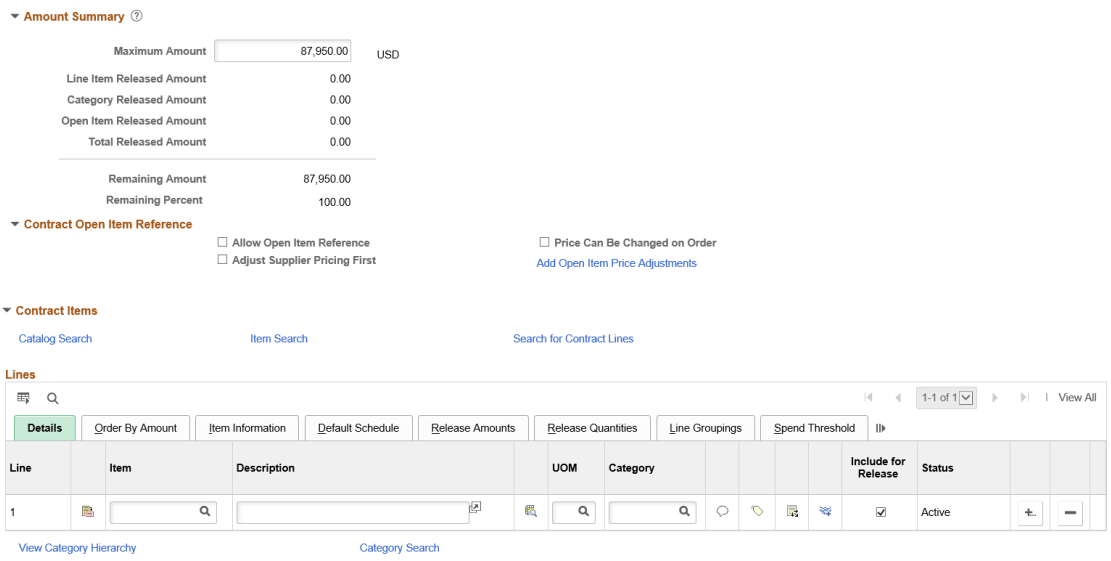
Procurement Contracts, and then **Add/Update Contracts**, and then **Contract**

This example illustrates the fields and controls on the Contract Entry - Contract Page (Purchase Order) (1 of 3).

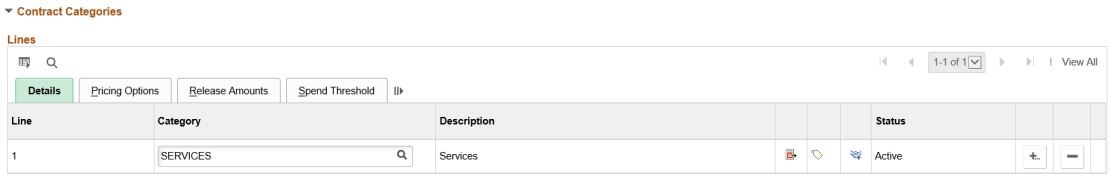


This example illustrates the fields and controls on the Contract Entry - Contract Page (Purchase Order) (2 of 3).

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This example illustrates the fields and controls on the Contract Entry - Contract Page (Purchase Order) (3 of 3).



Use the Contract Entry - Contract page to enter header and line information for the transactional purchasing or voucher-based contracts. When you create a contract, the system uses the value in the Contract Process Option field to determine the fields that appear on the page. For more information about process options, see Contract Process Options.

The description of this page is divided into sections that describe contract header and contract line fields along with links to other contract features. Depending on the contract style and status, sections that may be available are:

- Basic information about the contract
- Contract Version - when version control has been implemented
- Authored Documents - when you are using PeopleSoft Supplier Contract Management
- Header information.
- Invoice Options
- Amount summaries.
- Contract Open Item Reference
- Contract items.
- Contract categories.

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> **Note**
>
> To adjust value-added tax (VAT) on the voucher header after it has been created from the contract, use the VAT Header page on the voucher.

Field or Control	Description
Dispatch Method	Select the dispatch method for this contract. Values are *Email, Fax, Phone,* and *Print.* This value appears by default from the default supplier location. The system displays this field when you are using a PeopleSoft Supplier Contract Management contract. **Note:** This option is only available when Supplier Contract Management is not installed.

Field or Control	Description
Copy from Contract	Click to access the Copy Contract ID Page where you can create a new contract by copying an existing contract. This link is only available after clicking OK on the Contract Entry Page - Add a New Value. When you copy a contract, you must copy a contract with the same processing option as the contract that you are creating. The system sets the copied contract to an *Open* status so that you can make further changes prior to getting contract approval.

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Field or Control	Description
Status	Select the status of the contract. Values are *Approved*, *Canceled*, *Closed*, *On-Hold*, *Open*, and *Pre-Approved*. When you create a contract, the status appears by default as either *Open* or *Approved* based on the settings for the user on the User Preferences - Contracts page. Only contracts with an *Approved* status are eligible to have releases created against them, or to be referenced by other transactions. Only contracts in Add mode or in *Open* status can be modified. You cannot set the status to *Closed* or *Canceled* if open lines or staged releases against the contract exist. If a contract's status for the Current version is returned to *Open*, purchase orders that reference that contract version are not available for change until the contract is approved again. This is necessary to maintain data integrity. When vouchers exist for a contract and the contract is closed, all vouchers that are eligible for closure are also closed. Eligible vouchers include those that have not been posted, paid, matched, or budget checked. If the contract is later reopened, releases can be created for these vouchers again, and a new voucher ID is assigned. If the contract originated from an RFQ (request for quote) and the contract is canceled, you can return quantities to the RFQ. If you are using contract versions, you can update the status to finalize the Draft version to Current. When you select the *Approve* status and click **Save,** the system updates the Draft version to the Current version and updates the Current version to the History version. When you are using the Full Life Cycle option as a document type setting, the system also notifies you if a PeopleSoft Supplier Contract Management contract document is associated with the contract and that the document is not in an *Executed* status. This is just a reminder that the corresponding document should be finalized as well. Contracts with a *Pre-Approved* status are available only for users with access to *Approve Contracts*, which is determined on the Application Fundamentals: User Preferences - Contracts Page. The status, along with the value of the approval due date, can be used to schedule the date when the contract is automatically approved. If the contract status is *Pre Approved*, you can update the approval due date. The system displays an error if the approval due date is not updated, or if it’s prior to the current date.

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Field or Control	Description
	You cannot modify contracts that have a *Pre-Approved* status. Only contracts that are being created initially, or have an *Open* status, can be modified. **Note:** The *Pre Approved* status is only available on a draft version of the contract. You cannot change the status of an approved contract when a Draft version exists for the contract. Instead, you can either make the change in the Draft version or delete the Draft version.
Administrator/Buyer	Select a user who serves as the contract administrator or buyer. These terms are different: • Contract Administrator is used by Supplier Contract Management. The contract administrator is used as a default value when creating an authored document . • Buyer is used by PeopleSoft Purchasing.

Contract Version

Use this section to manage and review versions of a contract. Contract versions enable you to create and maintain multiple versions of the contract in the system. Versions facilitate viewing information in older contract versions. You can modify a forward-looking version (Draft version) of the contract while keeping the Current version active and available for transactions in the system.

Versions are available only if the **Use Version Control** check box is selected on the Contract and Vendor Rebate Controls Page.

To create a new contract version, you must have the authority to create the version. You establish the authority by selecting the **Enter Contracts/New Version** check box on the Application Fundamentals: Contract Process Page.

The system manages contract versions for PeopleSoft Purchasing contracts and Supplier Contract Management contract documents:

- If you are using only PeopleSoft Purchasing, you manage version information using the Contract Version section
- If you are using only PeopleSoft Supplier Contract Management, you track the version for documents using the Document Version section.
- If you are using both Supplier Contract Management and Purchasing contracts, the system process includes warnings and updates for both types of versions.

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Field or Control	Description
Version	Displays the version of the contract that you are currently viewing. Version numbers are increased by one each time you create a new version. When you create a new contract, the system sets the version number to one (1) and sets the version status to *Draft*. You cannot change these settings.
Status	Displays the status of the contract version. Values include: • *Current:* The system can use this version for release if the contract header status is *Approved*. When you create and approve a new contract or another version of a contract, the system sets the status to *Current*. • *Draft:* The system uses this version when the contract header status is set to *Open*. When you create a new version, its status is automatically set to *Draft* and you can make updates to the contract. When the Draft version is approved, the system automatically changes the status of the last Current version to a *History* status, and sets the Draft version to a *Current* status. • *History:* The system uses this version for versions that were formerly the Current version, but are no longer current. Therefore, when you approve a *Draft* version (making it the *Current* version), the prior version number changes to a *History* status. Purchase orders could exist that refer to History versions, but you cannot specify a History version for a requisition or purchase order. When contract versions are in a *History* status, you cannot make changes to the contract. However, you can view details about the contract version. To view the details, click a link in the **Search Results** grid box on the Contract Entry page.

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Field or Control	Description
New Version	Click to create a new Draft version of a contract. The **New Version** button is available only when the Current version is in an *Approved* status and a Draft version does not exist. In addition, the **Use Version Control** check box must be selected on the Contract and Vendor Rebate Controls Page. If you click the **New Version** button, the system enables you to save your changes and continue, or cancel and go back to the Current version. When you create a new Draft version, the system creates change transactions that show the new version as a change transaction to the old version. In other words, the change is recorded using the prior version as a change, not the new version. **Note:** After a contract has been approved, and you prefer not to create a new version of a contract, you can update the Current version and select *Open* in the **Status** field as long as a Draft version does not exist. When you create a new Draft version, the system copies all contract information from the Current version to the new version and sets the new version status to *Draft.* It also increments and displays the new Draft version number, and sets the contract status for the Draft version to *Open.* In addition, the system enables the **Delete** button and displays the **Approval Due Date** field. If contract releases are pending for the Current version, you cannot create a Draft version of the contract. You must first process the release for the contract line or delete the release before adding a Draft version. There is one approval notification cycle per version. Therefore, if you approve the first version of a contract then later open it again, the approval notification is not enabled. However; if you later create a new Draft version, the approval notification is enabled. **Note:** If you are using change tracking, and have change tracking set up for the version status, the system creates change tracking records for the new version.

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Field or Control	Description
Delete Version	Click to delete the Draft version. The **Delete** button is available only when you are viewing a Draft version. When you select to delete the version, the system displays a message to verify that you want to delete the version and provides you the option to proceed or cancel. During the deletion process, the system removes the Draft version and returns to the Current version. **Note:** The system deletes all corresponding change transactions so that history for the deleted Draft version no longer exists.
Approval Due Date	Enter the date on which this contract version should be approved. This field is available when the contract status is *Open* and the version has never been approved. When you approve a contract, the system updates the field with the approval date and displays the **Approved Date** field. You can set up workflow notifications for approvals to remind approvers when this date approaches.
Approved Date	Displays when the contract version was approved. For upgraded contracts, the date is set to the contract begin date.
Add Document	Click to access the PeopleSoft Supplier Contract Management: Add a Document Page. This button is available if PeopleSoft Supplier Contract Management is installed. After you save the information on the Contract Entry - Contract page, click this button to access the PeopleSoft Supplier Contract Management document authoring system, where you can create a document and link it to this contract. This document is different than the PeopleSoft Purchasing document inquiry, which enables you to cross-reference documents, such as requests for quotes, or requisitions that are associated with a purchase order. For additional information about document life cycles, see PeopleSoft Supplier Contract Management: Understanding Document Life Cycles.

Authored Document

This section appears when PeopleSoft Supplier Contract Management is installed and a contract document is associated with the contract.

Authored documents are those that are created and maintained in Supplier Contract Management as opposed to documents created in the Supplier Relationship Management system.

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> **Note**
>
> The fields in this section are copied from the document in Supplier Contract Management. They provide important information to prevent you from having to navigate to the Document Management page.

Field or Control	Description
Maintain Document	Click to access the PeopleSoft Supplier Contract Management: Document Management Page, which is the contract document associated with this contract.

Header

This table lists the fields in the Header section:

Field or Control	Description
Contract Style	Select to search for a contract style. The Contract Style is entered on the Contract Entry - Add a New Value page and can be changed when initially creating the contract. The contract style works with the process option and can be changed, but only to another contract style using the same process option. Contract Styles are defined using the Contract Style page.
Process Option	The process option displays the value selected when the contract was created. For more information about process options, see Contract Process Options.
Supplier	Select the supplier for this contract. After you enter lines, create releases, or reference this contract on a requisition or purchase order, the supplier cannot be changed. This is a required field. Supplier IDs are returned when you click the **Look Up Supplier** button; the system provides a listing based on the short supplier name. **Note:** If a supplier is selected from the look-up option, the Supplier ID field is automatically populated based on your selection.

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Field or Control	Description
Supplier Search	Click to access the Supplier Search page (VENDOR_LOOKUP_SEC). If the supplier does not exist in the system, you can access a page where you can add a supplier. To enter supplier information into the system, your user ID must have the proper authorizations selected on the User Preferences - Procurement: Supplier Processing Authority page. The **Search Results** grid provides information about the supplier and indicates whether withholding is applicable to the supplier. To access the Supplier Detail Page, click the **Supplier Detail** link on the Supplier Search page. **Class:** Select the class of suppliers. Options are *A* (attorney), *E* (employee), *H* (HCM [Human Capital Management]), and *R* (outside party). **Type:** Select the type of supplier. Options are *ADV* (advertising), *CNS* (consultant), *CNT* (contractor), *ENT* (entertainment), *FRG* (foreign supplier), *GVT* (government agency), *MNR* (minority supplier), *PR* (public relations), *TRD* (tradesman), *TRN* (transportation), and *TRV* (travel related services). **Max Rows** (maximum rows): Enter the maximum number of rows that you want the system to retrieve. Using this field could improve search performance.
Supplier ID	Select the supplier ID for the contract. **Note:** If a supplier ID is selected from the look-up option, the Supplier field is automatically populated based on your selection.
Primary Contact	Select the supplier contact for the contract. If a contact is specified and an address is associated with this contact, that address appears on the dispatched contract. Otherwise, the system uses the address from the default supplier location. To use this field, you must have already set up supplier contact information in the Supplier Information component. See Entering Supplier Contact Information.
Supplier Contract Ref (supplier contract reference)	Enter a reference to identify a supplier contract number or some other identifier by which the supplier identifies this contract. The value can be used in searching for contracts.
Description	Enter the contract description. This is an optional field.
Master Contract ID	Select a master contract ID, if applicable.

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Field or Control	Description
Begin Date	Select the start date for use with the contract. The default value is the current system date. If you create staged releases and the user changes either the beginning date or the expiration date of the contract, the system checks the dates to ensure that they are within the range of the purchase order or invoice dates. If you change the purchase order date on a purchase order that references a contract, the system checks the date against the beginning and expiration dates. When you select a contract on a purchase order or when the PO Calculations process validates a contract that is specified on a line, the system checks the date against these beginning and expiration dates. You can have multiple contracts for the same item-supplier relationship, and you can have multiple open-item reference contracts as long as they have different beginning dates or the Auto Default setting is turned on for, at the most, only one of the contracts.
Expire Date	Select the end date of the terms and conditions of the contract. The expire date cannot be earlier than the begin date. The system can notify you if you want to be warned when the expiration date approaches. You use the **Thresholds & Notifications** link to set up this notification.
Renewal Date	Enter a contract renewal date. This is an optional field that indicates when a contract is up for renewal. If you enter a renewal date, it should be later than the current date, and if a contract expiration date exists, then the renewal date should be before or equal to the expiration date. The system can notify you if you want to be warned when the renewal date approaches. You use the **Thresholds & Notifications** link to set up this notification.

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Field or Control	Description
Control Type	Select a control type, which is available for Manufacturer and standard (General, Purchase Order, and Single to Release Purchase Order) contracts. The option that you select determines the grid in the Contract Control section below. When creating a contract, you can enter specific Purchasing business units, contract domains, ship to's, or a combination of all three. However, when specifying this field on a standard contract, it eliminates all other standard contracts where the control type doesn't match. Therefore, adding another level of control. For Standard Contracts: • When creating standard contracts, the Control Type determines access, but not pricing. • After a value is selected and the contract is saved, the Control Type cannot be change. • If *Business Unit* is selected, the Purchasing business unit has no impact on Purchase Order Defaults. • If the **Corporate Contract** check box is not selected (the contract is a non-corporate contract), the control type displays *Business Unit* by default. In addition, the system populates the grid with valid business units defined for purchase order defaults for non-corporate contracts. Control Types are pre-defined using the Contract and Vendor Rebate Controls Page. For Manufacturer Contracts see Creating Distributor and Manufacturer Contracts.
Punchout Pricing Option	Select an option to indicate how the contract pricing must be applied for contract lines that are matched to transaction lines. This field is available only when the Line Matching options are selected in the Contract and Vendor Rebate Controls Page Select from the following values: • **Always Use Contract Price**: Use this option to override the Punchout Price by the Contract Line Base Price on the transaction line, and for any line Adjustments that was applied. This is the default value • **Always Use Punchout Price**: Use this option to use the Punchout Price on transaction line. If this option is used, the contract line Base price and Adjustments will not be applied to the transaction line. • **Use Punchout Price if Lower**: Use this option when a calculated price (contract line base price plus any adjustments) is higher than the Punchout price.

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Field or Control	Description
Tax Exempt	Select if the contract is tax exempt. This field applies to both voucher contracts and order contracts. If you select this option for an order contract, enter the tax exempt ID in the text box for this option. The tax exempt ID is not used for voucher contracts.
Auto Default	Select to make this contract available to automatically supply a purchasing requisition and purchase order transaction. When enabled, the system enforces that the procurement contract is unique such that the system may select one unique contract onto the purchasing requisition and purchase order transaction. This check box is selected by default. If you deselect the check box, requesters and buyers must manually select the contract on transactions, rather than have the system find them automatically. In addition, the business unit setup must enable automatically supplying a contract to a requisition, purchase order, or both. Select the **Default Contract on Req** and **Default Contract on PO** check boxes to enable the automatic default. The system searches for and ensures that the current, approved contract is selected for use with the transaction. The contract process option must be purchase order, general, or release-to-single PO only and the supplier on the contract must match the supplier on the transaction. **Note:** Although you select the Auto Default check box, the contract will not be supplied by default on a transactional requisition or purchase order unless the corresponding business unit flag for defaults is also selected. See PeopleSoft Purchasing: Understanding How to Apply Procurement Contract Prices to Transactions and Understanding Procurement Contract Default Rules

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Field or Control	Description
Lock Chartfields	Select to prevent changes to purchase order ChartFields at the purchase order distribution level that are released from this contract. When this check box is selected, you cannot manually reference this contract on requisitions and purchase order lines. Purchase orders that reference contracts with the **Lock Chartfields** check box selected must be created as releases from the contract or created by copying the contract The following rules also apply to this option: • Transactions undergoing the PO Calculation process do not pick this contract. • When the **Lock Chartfields** check box is selected, you cannot add a schedule or a distribution to the purchase order for a line that was directly released from a contract. **Note:** This option is enabled only when the Commitment Control feature is used.
Corporate Contract	Select if you want this contract to apply to all business units within the specified SetID. If you do not select this option, you must enter a list of valid business units for this contract on the PO Defaults page. At the time of release, the release business unit must be defined on the Contract Defaults page. This option is selected by default for order contracts. This option does not apply to voucher contracts. The system supplies the business unit of the purchase order that is associated with the contract. The field value cannot be changed. You cannot insert additional business-unit default rows.
Currency	Select the currency and exchange rate type that apply to the contract. The currency changes after the supplier is selected if the supplier currency is different. The currency that is identified here is the currency that the system uses to maintain the amount limits and the released amounts of the contract. This currency does not prohibit prices in other currencies on this contract for order releases. After you enter lines, create releases, or reference this contract on a requisition or purchase order, the currency cannot be changed. The currency that you select here is the currency that must be used for voucher releases and for the purchase order that is associated with a recurring purchase order voucher.

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Field or Control	Description
Rate Date	If you select the **Must Use Contract Rate Date** check box, enter the rate date that you want to use. The rate date is the date that the system uses to determine the correct currency conversion rate to use on the purchase orders that are created to satisfy the contract. The default value for this field is the current system date.
Must Use Contract Rate Date	Select to have any purchase orders that are created against this contract use the rate date on this contract for currency conversions. This check box becomes available for selection if you select the **Allow Multicurrency PO** check box.
Allow Multicurrency PO (allow multicurrency purchase order)	Select to indicate that the purchase order that you create to satisfy the contract can be in a currency other than the one that is specified on this supplier contract. If so, the currencies from the contract are converted to the currency of the purchase order.

Header Links

This table lists the potential links that can appear in the Header section:

Field or Control	Description
Add Comments or **Edit Comments**	Click to access the Contract Comments - Header Comments Page, where you can enter comments about the contract, define comment actions, and attach associated documents. You can also select to add standard comments. If comments already exist for the contract, the **Edit Comment** button appears.
Contract Activities	Click to access the Contract Activities page (CNTRCT_ACTVTY_SEC), where you can create and maintain notations for an activity associated with this contract. The information on this page can be used as a To-Do list. You can organize activity comments by logging the due date and selecting the **Done** check box.
Primary Contact Info (primary contact information)	Click to access the Supplier Contact Information page, where you can maintain contact information for the contact. You must select a contact in the **Primary Contact** field before accessing the page.
Contract Header Agreement	Click to access the PeopleSoft Supplier Contract Management: Contract Header Agreement Assignments Page, where you can define agreement requirements.

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Field or Control	Description
Contract Releases	Click to access the Create Releases page, where you can create and maintain releases, review release details and release comments. The page provides release details for all versions of the contract if version control is in use. See Generating Contract Releases.
Retention	Click to access the Voucher Retention Page, where you can determine the retention amount and percent. Use this page to define retention payments for all lines on a contract. You can set up rules to have the system place a portion of a payment on hold until a certain condition is met.
Activity Log	Click to access the Activity Log page (PO_MAINT_POP), where you can review a log of activities for a contract including the dates on which the log was entered, modified, and approved.
Document Status	Click to access the Document Status page (PRCR_DOCSTAT_INQ), where you can view information about documents associated with the contract.
Thresholds & Notifications	Click to access the Thresholds & Notifications Page , where you can view and update contract expiration and renewal dates, spend threshold, and maximum amount notifications and contract amount summaries.
Price Adjustment Template	Click the access the Template Price Adjustments Page, where you can define a set of standard price adjustments that you can copy to the contract line item, open item, and category levels. Price adjustment templates are available only for contracts with Purchase Order, General, and Release-to-Single PO Only processing options.
View Changes	Click to access the Contract Change History - Contract Header Page, where you can view changes that have been made to a contract. The page contains the change history across the contract versions. This link is available when you select to track contract changes using the Set Controls-Contracts option in Purchasing procurement options setup and when change history records exist for the contract.

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Field or Control	Description
Current Change Reason	Click to access the Change Reason page, where you can view the most recent reason change code used to update the contract. Reason codes are available when the system is tracking contract changes. You can update the change reason when you click the **Save** button after making a change to a contract that has been approved in the past, even if the contract is not currently in an Approved status. You define reason codes for contracts using the Reason Codes page. Select to use a Procurement Contract reason type to define the code. If you select the **Use Same Reason** code field, the system uses the reason code again during subsequent saves. For example, while you are working on a contract with numerous changes, you save multiple times. Instead of having this page appear each time that you save, the system uses the current reason code when you save the contract and includes the code with the change history. The system requires a reason code and comments if the **Reason Code Required** and **Comments Required** check boxes are selected on the Contract and Vendor Rebate Controls Page. For additional information on Reason Codes see PeopleSoft Purchasing: Sourcing by Region.
Purchase Order BU Details	Click the access the Contract Defaults by BU - PO Defaults Page.
Group Contracts	Click this link to access the Group Contracts Page in inquiry mode. This link appears if the procurement contract is a related contract on at least one Group Contract. The Group Contract modal page displays the current Group Contracts.

Contract Control

Use this section to identify the Purchasing business units, contract domains, or ship to locations that are used with this contract. Depending on your selection in the Control Type field, a different grid appears.

Amount Summary

Released amounts are not version controlled. The released amounts displayed reflect current released amounts to date on all contract versions.

Field or Control	Description
Maximum Amount	Enter a total amount that this contract should not exceed. The total released amount of all lines and the total amount for all category lines plus the amount released for open items must not exceed this amount. This value is expressed in the contract header currency.

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Field or Control	Description
Line Item Released Amount	Displays the sum of released amounts for all contract line items on the contract. The amount is expressed in the contract header currency.
Category Released Amount	Displays the sum of released amounts for all contract category lines on the contract which is expressed in the contract header currency.
Open Item Released Amount	Displays the amount that is released for open items in an open item contract which is expressed in the contract header currency. This amount is updated during the PO Calculations process or online purchase order creation when the purchase order is linked to the contract using the open item reference.
Total Released Amount	Displays the amount that has been released for this contract, including the line item, category, and open item amounts. The value is expressed in the contract header currency.
Remaining Amount	Displays the amount remaining on this contract: (maximum amount – total released amount = remaining amount). This amount is expressed in the contract header currency. This amount appears only if the maximum amount is greater than zero.
Remaining Percent	Displays the percentage of the amount that has been released for this contract.

Contract Open Item Reference

This section displays when the process option is:

- *General Contract*
- *Purchase Order*
- *Recurring PO Voucher*
- *Release to Single PO Only*

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Field or Control	Description
Allow Open Item Reference	Select to enable items that are not specified on the contract to be purchased against it. Whether you're defining an open or fixed-item contract, this check box enables you to reference the contract for any requisition and purchase order item that is ordered from this supplier within the terms and limits of this contract. This check box also enables you to add open-item price adjustments to the contract. This check box is available only for PO and General contract process options with purchase order releases. If you do not select this check box, you must enter at least one contract line item, or category line, before you can save the contract. Requisitions, the PO Calculations process, and online purchase orders can use the **Allow Open Item Reference** check box. If a contract is set up for open item reference, you can select a contract ID on a requisition without specifying a contract line or category number, regardless of whether the requisition line contains an item ID or an ad hoc item (description-only). This functionality is also available for online purchase orders.
Adjust Supplier Pricing First	If you're defining price adjustments for open items and supplier adjustments also apply, you can specify which adjustments the system applies first. To apply supplier adjustments before the contract adjustments, select this check box. If you do not select this check box, the system applies supplier adjustments after the contract adjustments. This option applies only if the calculation type is Increment Adjustments. **Note:** If both a supplier adjustment and contract adjustment exists with the same sequence number and different calculation methods (Increment Adjustments or Sum All Adjustments), then the system uses the calculation method from the last adjustment.
Price Can Be Changed on Order	Select if you want the capability to change the system-calculated prices on purchase orders for this contract. This field setting applies only to open items that are referenced on a purchase order. If you do not select this check box, the price fields on the purchase order are unavailable for entry.

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Field or Control	Description
Add Open Item Price Adjustments or **Edit Open Item Price Adjustments**	Click to access the Open Item Price Adjustment page, where you can enter price adjustments that apply to items that reference the contract as an open-item contract. This link appears when an open-item price adjustment does not exist on the contract. Click this link to access the Open Item Price Adjustments Page where you can maintain price adjustments that apply to items that reference the contract as an open item contract. This link is only available if the **Allow Open Item Reference** check box is selected.

Invoice Options

This section displays when the process option is:

- *General Contract*
- *Prepaid Voucher*
- *Prepaid Voucher with Advanced PO*
- *Recurring PO Voucher*
- *Recurring Voucher*

Field or Control	Description
Invoice Number	(Optional) Enter an invoice number that is associated with every voucher in the contract. The invoice number must be no longer than 12 characters. For voucher contracts, the system adds an ID extension consisting of a hyphen and one to three digits to uniquely identify the exploded vouchers. For example, for a contract with four release vouchers, an invoice number of 500 can be calculated as 500–001, 500–002, 500–003, and 500–004.
AP Business Unit (Accounts Payable business unit)	Select the business unit that you want to use for voucher contract refund processing.
Accounting Template	Select the accounting template for offsetting entries of transactions for this contract. Accounting templates are set up on the Accounting Entry Template page.
Payment Terms ID	Select the payment terms that are expected for the vouchers corresponding to any purchase orders or vouchers that are generated from this contract. Payment terms are defined on the Payment Terms pages. This value appears by default from the default supplier location.

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Field or Control	Description
Basis Date Type	Select to determine the date used to calculate the voucher due date and discount due date, if applicable. This is a voucher-related field that is used in combination with payment terms. **Note:** If you have specified a specific payment term for the supplier in the Supplier Information component, the **Basis Dt Type** field displays the default value. Payment terms can also be specified at the business unit level, but they do not appear as default values here because the contract is defined at the SetID level, not the business unit level.
Prepayment	(Optional) Enter a prepayment reference for the contract. **Note:** This field is available only if the *Prepaid Voucher* or the *Prepaid Voucher with Advance PO Contract* process option is selected.
Gross Amount	Enter the gross amount for the contract. This is required for voucher contracts and is applicable only to voucher and general contracts. The sum of all contract line amounts, plus miscellaneous charges and voucher contract charges (freight, sales tax, and VAT amount) must equal the gross amount. If you enter the gross amount before you enter a value in the **Merch Amt** (merchant amount) field, the field is updated with the gross amount. If you change the merchandise amount and insert a new line, the merchandise amount on the new line appears automatically so that the total is equal to the gross amount. For example, if you enter a gross amount of 100.00 USD, this value becomes the default merchandise amount. If you then add 10.00 USD of freight, the merchandise amount is updated to 90.00 USD. If you then change the merchandise amount to 40.00 USD and add a new line, the merchandise amount on the second line appears automatically as 50.00 USD.

The freight, sales tax, and VAT amounts are allocated on the voucher based on the defaults that are set on the Procurement Acctg Control - General Controls page for the PeopleSoft Payables business unit.

Field or Control	Description
Freight Amount	Enter the freight amount to be included on the voucher.
Misc Charge Amount (miscellaneous charge amount)	Displays the miscellaneous charges that are applied to a voucher contract. You define miscellaneous charges on the Voucher Misc. Charges page.

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Field or Control	Description
Miscellaneous Charges link	Click to access the Voucher Misc. Charges Page where you can enter miscellaneous charge and landed cost information for the contract.
Sales Tax Amount	Enter the sales tax amount to be included on the voucher.
VAT Amount (value-added tax amount)	Enter the VAT amount to be included on the voucher.

Purchase Order Information

This section displays when the process option is:

- Prepaid Voucher with Advance PO
- Release to Single PO Only
- Recurring PO Vouchers

Field or Control	Description
PO Business Unit (PeopleSoft Purchasing business unit)	Enter the Purchasing business unit that is associated with this contract. A Purchasing business unit is required before you can save this page.
PO ID (purchase order identifier)	Enter the purchase order ID that is associated with this contract. **Note:** This option is available only if the Prepaid Voucher with Advance PO process option is selected and a supplier ID is entered. When this option is selected, the system checks to ensure that this purchase order is not referenced on any other prepaid voucher with advance PO contract. A PO ID is required before you can save this page.
Buyer	Select the buyer for the purchase order. For these contract process options, you can create a contract without completing the **Buyer** field. You'll eventually need to complete the **Buyer** field so that the system can continue to process the purchase order.

See Differences Between Contract Default Values and PeopleSoft Purchasing.

See Entering Contract Release Information.

Contract Items

Use this section to search for and add items to the contract. This section is not available for group, distributor, and special purpose contracts.

You define a variety of details, including schedules, release amounts and quantities, and item details.

See Creating Contract Line Information.

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Contract Categories

Use this section to define information for contract categories and line items, including item adjustments, exclusions, and category agreements.

The Contract Categories - Lines section is used to determine the categories that you want to include in the contract. Contract categories enable you to specify groups of items on a contract, rather than entering items one at a time. Contract categories enable you to add categories to a contract, along with item exclusions, upper and lower limits, and price adjustments. When you create requisitions and purchase orders, the system automatically locates and verifies that it uses the appropriate contracts. You can use categories in conjunction with contract lines and open items, but you cannot create contract releases using category contracts.

Along with categories, you define a variety of details, release amounts, and category details. You can also assign agreements for contract categories. Click the **Contract Agreement** button in the Lines section to add contract agreements for individual categories at the line level. The button is represented by a blue hand-shake icon.

This section is not available for group and special purpose contracts.

Use this group box to define information for contract categories.

See Setting Up Contract Categories.

Copy Contract ID Page

Use the Copy Contract page (CNTRCT_COPY_SEC) to copy from an established or expired contract.

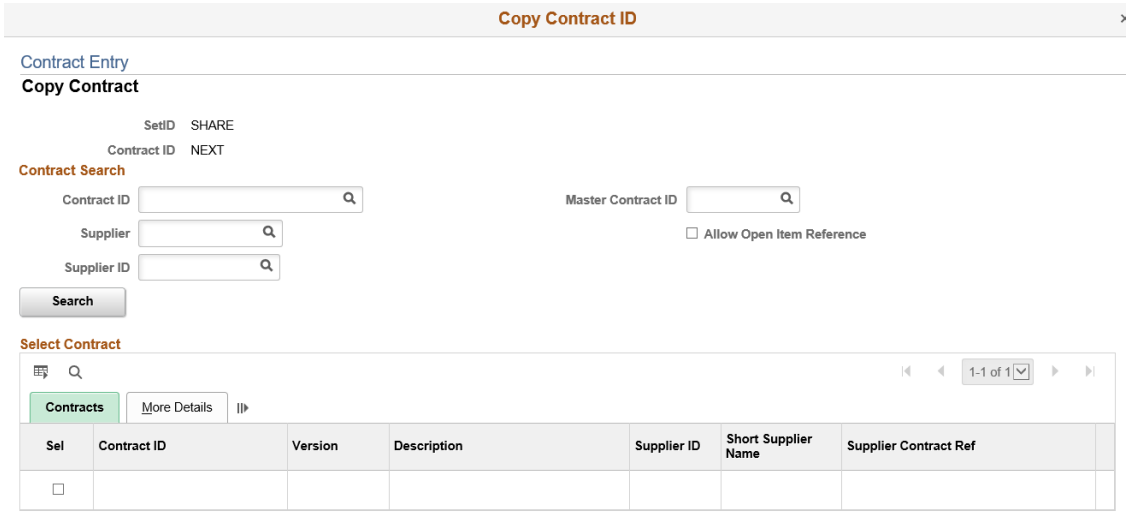
This page is available only in Add mode.

Navigation:

Procurement Contracts, and then **Add/Update Contracts**, and then **Add a New Value**

Click the **Copy From Contract** link, next to the Set ID on the Contract Entry - Contract page, after adding a new value.

This example illustrates the fields and controls on the Copy Contract ID Page.



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The default status of a copied contract is *Open.* All contract information including defaults, line items, comments, and price adjustments is copied to the new contract. Staged releases are not part of the actual contract and are not copied. If you are using version control, the current copy of a contract is the version that the system copies.

When you copy a contract and the selected source contract contains more contract lines than the number defined for the maximum number of rows to retrieve on the Purchasing Installation Options page, the system automatically copies the contract using a batch process.

When you select a contract to copy and click the **OK** button to copy the contract, the system displays the message *Would you like to wait until the Contract copy process is completed?*

- If you click **No**, the system displays a message that the contract has been scheduled for copying with the process instance for the batch job.
- If you click **Yes**, the system creates the new contract.

Field or Control	Description
Contract ID	Select the contract to use as a template. If you leave this field blank, the system returns all contracts that have the same process option as the contract that you are creating.

Change Reason Page

Use the Change Reason page (CNTRCT_CHNG_REASON) to define change reasons for contracts.

Navigation:

Click the **Save** button on the Contract page after making a change to a contract.

Field or Control	Description
Reason Code	Select a reason code for the changes that you made to the contract. These codes provide a basis for why a change was made. Reason codes are assigned to reason types. Reason codes that are assigned to the Procurement Contract reason type appear in the list of values. Use the Application Fundamentals: Reason Codes Page to create new reason codes.
Comment	Enter additional details about the change. You can access the current change comment by clicking the **Current Change Reason** link on the Contract page. You can also set up reusable comments when you define the reason code.
Use Same Reason Code	Select to use the same reason code for future changes to the contract. The code that you define remains as the default value until you deselect the check box.

Contract Comments - Header Comments Page

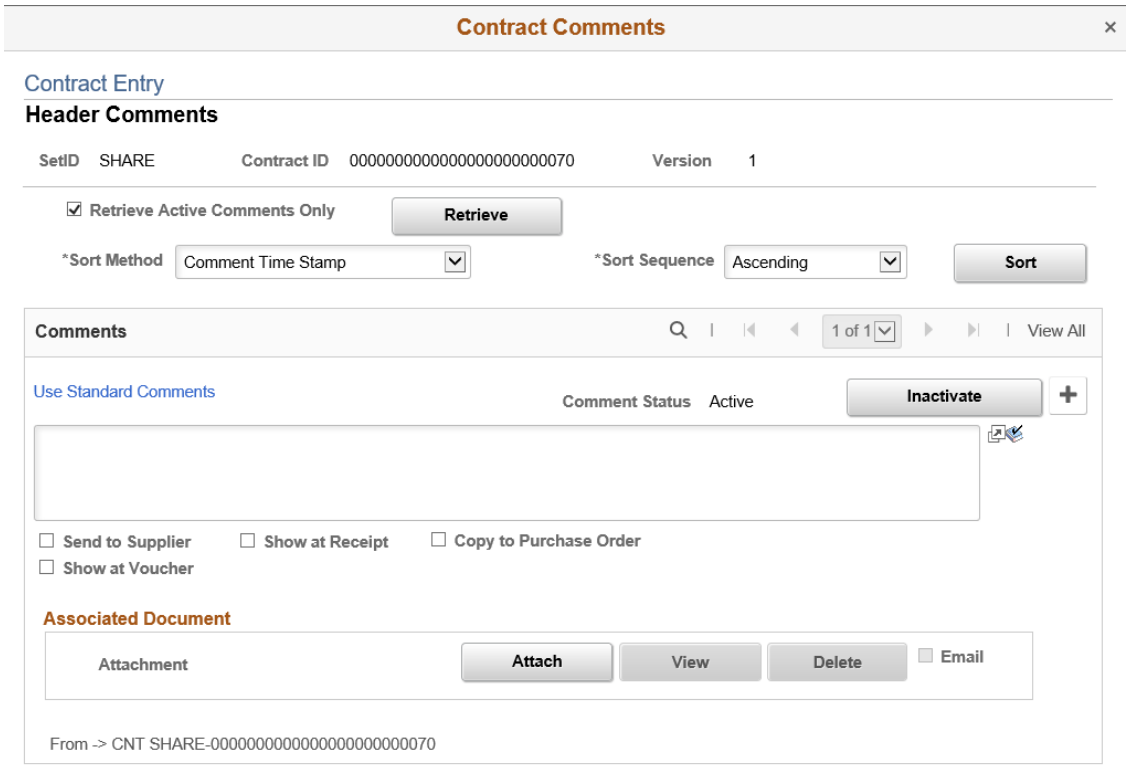
Use the Contract Comments - Header Comments page (CNTRCT_CMNTS_SEC) to enter comments for a transaction.

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Navigation:

Click the **Add Comments** link on the Contract page.

This example illustrates the fields and controls on the Contract Comments - Header Comments page.



You can enter your own comment, or you can select from predefined standard comments.

After you enter comments on this page, you must save the contract before the comments are entered into storage for later use with the Header Comments page.

Comments can be included in information sent to suppliers, or added to Purchase Orders. Comments are also added to contract search indexes and can be searched for relevance.

Field or Control	Description
Retrieve Active Comments Only	Select to retrieve only active comments. After you inactivate a line using the **Inactivate** button, save and then reenter the transaction. The line cannot be accessed when this check box is selected. Deselect this check box to retrieve the inactive comment line in addition to active comment lines. This check box appears only after you save the contract.

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Field or Control	Description
Retrieve	Click to retrieve comments. You can retrieve active or inactive comments depending on whether you select the **Retrieve Active Comments Only** check box. Inactive comments are those that have been inactivated by means of the **Inactivate** button. If comments already exist, retrieving comments again overrides all comments that may have been added or updated since the last time the contract was saved. This button appears only after you save the contract.
Sort Method	Select the method that you want to use to sort the retrieved comments. Options are: *Comment Time Stamp:* Select to sort the comments by the time stamp that the system assigns when comments are created. *Supplier Flag:* Select to sort by comments that are flagged for sending to the supplier.
Sort Sequence	Select the order in which you want header comments to appear. Valid values are *Ascending* and *Descending*.
Sort	Click to sort comments according to the selections that you make in the **Sort Method** and **Sort Sequence** fields.
Copy Standard Comments	Click to load predefined comments into the comments text box. This link appears only if standard comments have been defined. When you click the link, the system displays the Standard Comments page, where you can select from defined comments to add to the Header Comments page.
Comment Status	Displays whether the comment is in an Active or Inactive status.
Inactivate	Click to inactivate the current comment. The comment is not actually deleted, but is set to an inactive status. You must deselect the **Retrieve Active Comments Only** check box to be able to access inactive comments. If you inactivate a comment, you must click the **Retrieve** button to select the comment again.
Undo	Select to undo the inactivate action and make the comment active again.
Send to Supplier	Select if you want comments to appear on purchase orders that are dispatched to suppliers. If the comments are for internal use only, leave the check box deselected. The **Send to Supplier** check box applies to comments in the comment text box only, not to the documents that you attach using the **Associated Document** fields.
Shown at Receipt	Select if you want comments to appear on receipt documents.

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Field or Control	Description
Shown at Voucher	Select if you want comments to appear on vouchers.
Copy to Purchase Order	Select if you want comments to copy over to the purchase order. This check box is available only on contract comments pages.

Associated Document

Use the fields in this group box to attach files to a transaction. You can attach any type of file. The documents that you attach are not transmitted to the supplier with the purchase order.

Field or Control	Description
Attachment	Displays the attachment ID. This field is unavailable for entry because the attachment is automatically assigned.
Attach	Click to attach a document to the comments. When you click this button, the system prompts you to select a file for uploading. Select the file and then click the **Upload** button.
View	Click to display an attachment that has already been linked to the comments.
Delete	Click to delete an attachment for a comment.
Email	Select if you want to send an e-mail of the attachment with the dispatched documents. Attachments are sent only as part of the purchase order e-mail if the **E-mail** check box is selected and the dispatch method is *e-mail*. The attachment e-mail process requires the system to download the attachment to a temporary directory. The temporary directory is c:\temp by default, but you can modify it using the File Locations page.
Go To Source	If the transaction's comments originated with another transaction, you can click this link to view the originating source transaction. This link is available only if a source is available. For example, if the purchase order is sourced from a requisition containing these comments, you can click this link to view the originating requisition.

Standard Comments Page

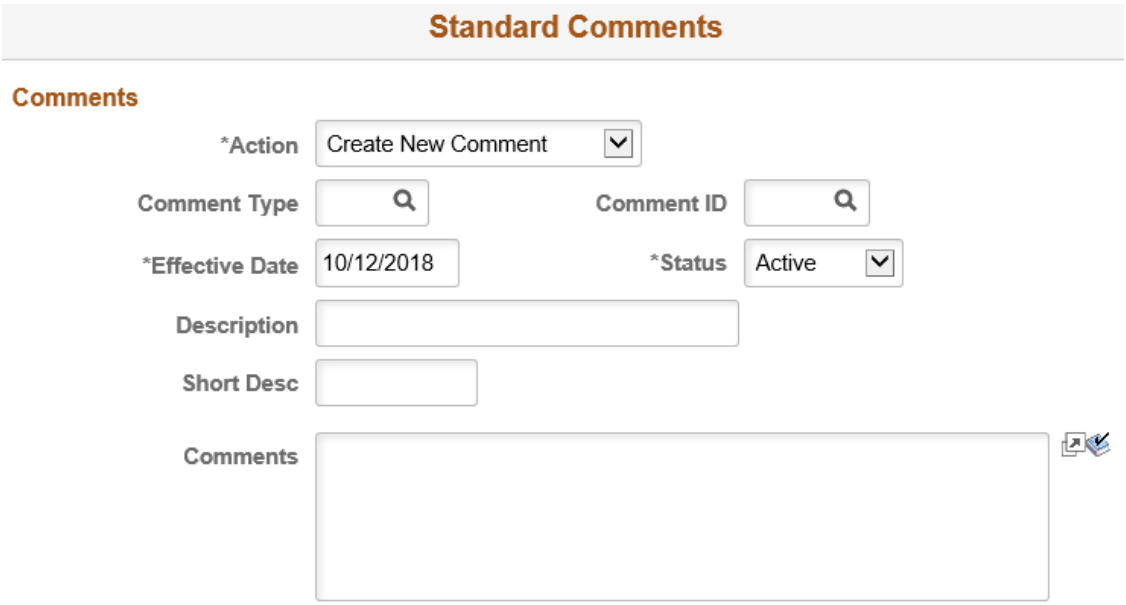
Use the Standard Comments page (STD_COMMENTS_PO) to define frequently used comments.

Navigation:

From the Contract Comments - Header Comments Page, click the Use Standard Comments link.

This example illustrates the fields and controls on the Standard Comments page.

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You must have already defined standard comment types on the Standard Comment Type page. See Setting Up Standard Comments.

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Field or Control	Description
Action	Select the action that you want to perform on the standard comments. Options are: • *Copy Comment:* Select to make standard comments available on the Comments page. You can use the standard comments as they are or modify them. Modifications to the standard comments on the Comments page do not affect the original standard comments. If you select this option, you must also select the standard comment type and comment IDs for the standard comments that you want to use. The text of the selected standard comment appears in the text box at the bottom of the page. • *Link to Comment:* Select to copy a selected standard comment to the Comments page. You cannot modify or add to the text of the comment if you select this option. You can use this option multiple times to include more than one standard comment. If you select this option, you must also select the standard comment type and comment ID for the standard comment that you want to use. The text of the selected standard comment appears in the text box at the bottom of the page. • *Create New Comment:* Select to enter a standard comment for an existing or new comment ID within an existing standard comment type. The comment that you enter becomes a new standard comment available in the standard comment table, and it is carried over to the transaction.
Comment Type	Select a standard comment type code. Standard comment types are defined on the Std Comm Type (standard comment type) page.
Comment ID	Enter a standard comment ID. Different IDs are available depending on the selected standard comment type. These comment IDs are defined on the Standard Comments page.

Contract Defaults by BU - PO Defaults Page

Use the Contract Defaults by BU - PO Defaults (purchase order defaults) page (CNTRCT_DFLT1_SEC) to set default information for order contracts for each business unit.

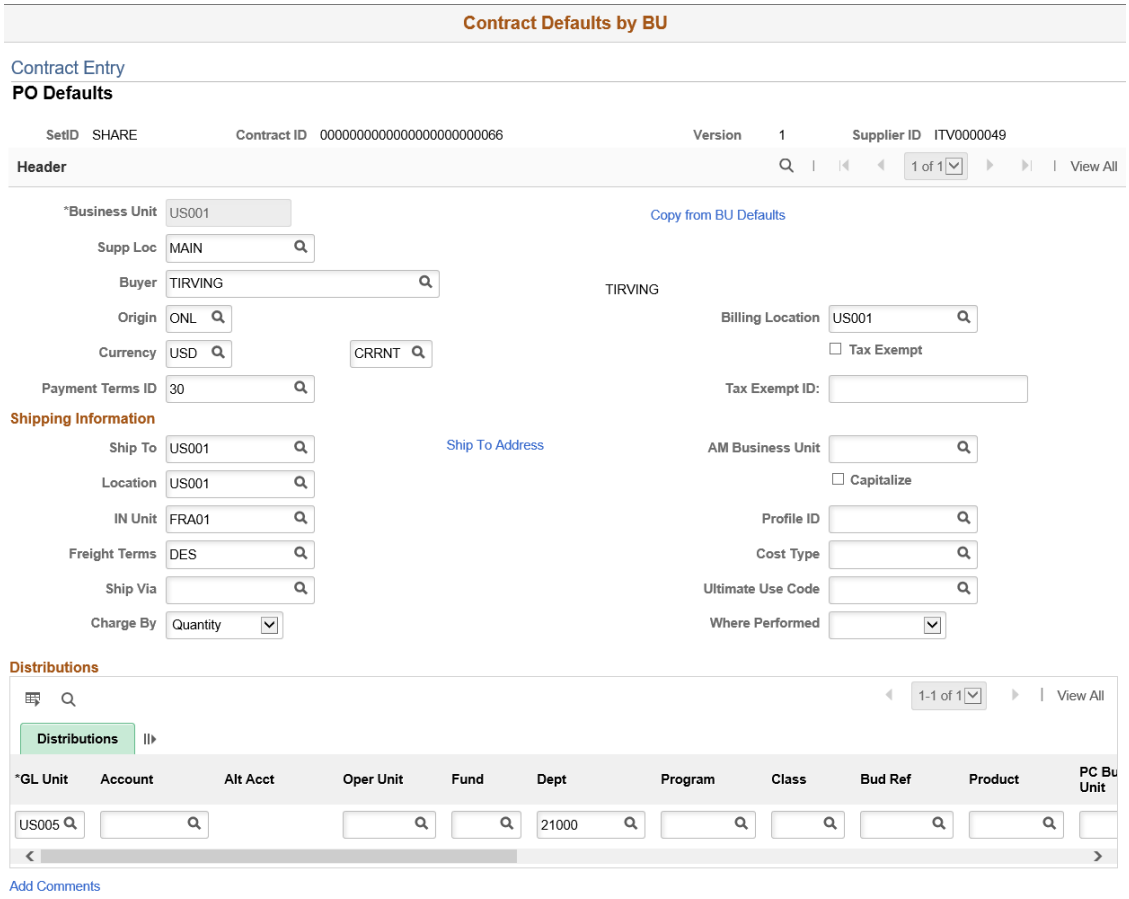
If no other defaults appear in the default hierarchy, the information that you set up on this page appears by default in each release schedule that you define for the specified combination of order contract and business unit. This page applies to order contract releases only.

Navigation:

Click the **Purchase Order BU Defaults** link on the Contract page.

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This example illustrates the fields and controls on the Contract Defaults by BU - PO Defaults page.



If the **Corporate Contract** option is selected on the Contract page, this page is optional. If the option is not selected, setting up business units on this page is required, and you can create order releases only for these business units.

If a contract originates from an RFQ, this information appears by default when the contract is created from the RFQ.

If the contract originates from a requisition, you cannot delete the business unit row or change the business unit.

> **Note**
>
> Specification of default values on this page for related purchase order contracts affects only contracts with a contract processing option of General Contract, Purchase Order, Recurring PO Voucher, or Release to a Single PO.
>
> Although default values appear from the purchasing default hierarchy, you can override those values on the Contract Entry component.

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Header

Field or Control	Description
Business Unit	Select the business unit to which the defaults apply.
Copy from BU Defaults (copy from business unit defaults	Click to access the Copy Defaults from Business Unit Page (CNTRCT_COPY_BU_SEC), where you can copy the purchasing business-unit default values from one business unit to another.
Supplier Loc (supplier location)	Select the supplier location for the address that appears on the purchase order for the supplier.
Buyer	Select the buyer to be assigned to the purchase order releases against the contract.
Currency	Select the currency and exchange rate type. These values appear by default from the selected business unit.
Payment Terms ID	Select the payment terms that are expected for the vouchers corresponding to any purchase orders or vouchers that are generated from this contract.

Shipping Information

Field or Control	Description
Ship To	Select the shipping location that you're defining for the item. Ship-to location codes are established on the Ship To Locations page.
Ship To Address	Click to access the Contract Ship To Address page (CNTRCT_ADDRESS) where you can view contract ship-to address details.
IN Unit (PeopleSoft Inventory business unit)	Select a default PeopleSoft Inventory business unit for which you are purchasing the items.
Freight Terms	Select the freight terms code for the Set ID. Values are defined on the Freight Terms page.
IN Unit (inventory unit)	Select a default PeopleSoft Inventory business unit for which you are purchasing the items.
Charge By	Select to charge by amount or quantity. You can charge only by amount for amount-only contract lines.
Ultimate Use Code	Enter an ultimate use code to override the default tax rate for a location. In most cases, sales tax is computed as a use tax based on the tax code that is applicable to the ship to or usage destination. However, the way that merchandise is ultimately used can also affect the tax rate within the same ship to or usage destination.

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Field or Control	Description
Where Performed	Select the default location where a service is physically performed most often. Options are *Buyer's Location, Ship From Location, Ship To Location,* and *Supplier's Location.*

Additional Link

Field or Control	Description
Add Comments	Click to access the Release Comments page (CNTRCT_DFL_COM_SEC) where you can view and enter free–form text for the order contract. These comments are used as release reminders and remain with the contract. They do not carry over to the purchase order. You can review and modify these comments on the Review Staged Releases page.

Related Topics

- Differences Between Contract Default Values and PeopleSoft Purchasing
  The fields in the Contract Entry component have defaults that in some cases are different from the PeopleSoft Purchasing default hierarchy. The following tables summarize the default hierarchy for those pages.
- Application Fundamentals: Understanding PeopleSoft ChartFields

Open Item Price Adjustments Page

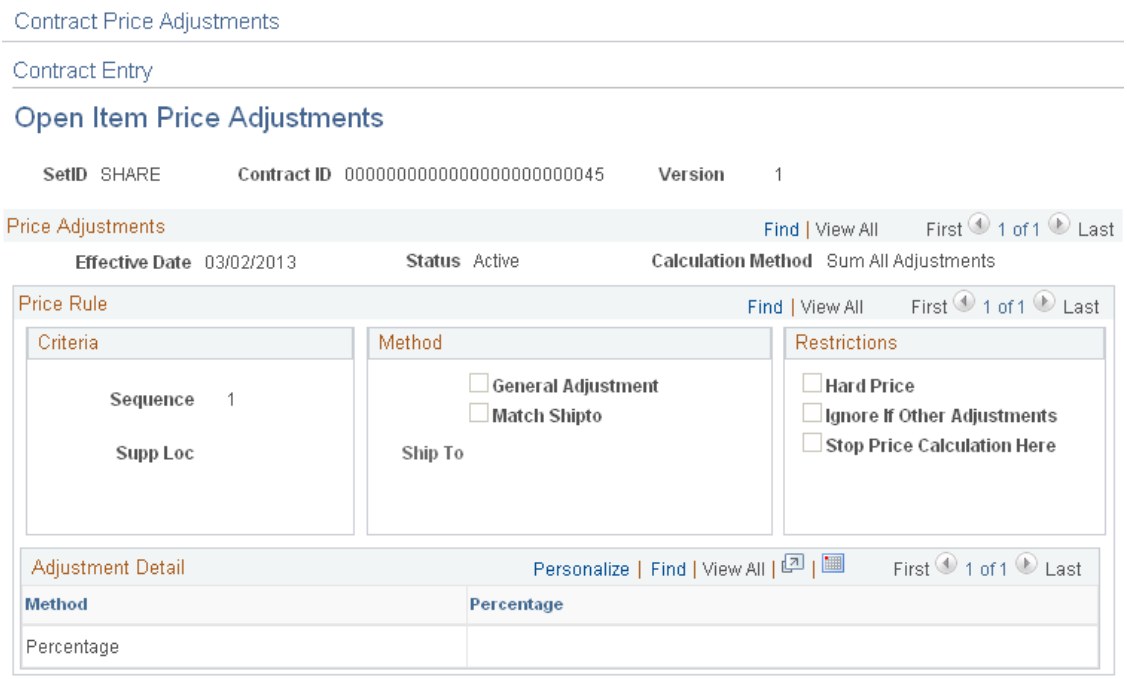
Use the Open Item Price Adjustments page (CNTRCT_PRC_ADJ_SEC) to enter price adjustments that apply to items that reference the contract as an open item contract.

Navigation:

Click the **Add Open Item Price Adjustments** link on the Contract page.

This example illustrates the fields and controls on the Open Item Price Adjustments page. You can find definitions for the fields and controls later on this page.

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You use the Open Item Price Adjustments page to maintain price adjustments for open item contracts. The **Allow Open Item Reference** check box must be selected for you to view this page. Price adjustments that you enter will apply to requisition or purchase order lines that use the open item contract reference. This means that no contract line or category number reference exists.

The Add Open Item Price Adjustments link becomes available only if the Allow Open Item Reference check box is selected on the Contract page. Open item references are applicable to Purchase Order and General contracts with purchase order releases only.

Header information on this page displays the SetID, contract ID, and version and line numbers if they apply to the contract.

Price Adjustments

Field or Control	Description
Effective Date	Select the date on which price adjustments are effective for this contract. The system uses the calculation method for the effective date to process price rules and adjustment details. You can create a template for only one effective date at a time and can apply item price adjustments into the future by adding a template with a future effective date.

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Field or Control	Description
Status	Select an open item adjustment status. Values include: *Active:* Select to make the adjustment value active. As long as the adjustment is within the effective date, the system applies the open item price adjustments. *Inactive:* Select to make the adjustment values inactive. This means that the system does not apply the adjustments even when they are within the effective date.
Calculation Method	Select the method that the system uses to calculate adjustments. Options are: *Increment Adjustments:* Each valid adjustment is made against the current (base or adjusted) price. For example, if you have a base price of 100 USD and two percentage adjustments (price rules) of 10 percent each, then the first adjustment is deducted from the base price of 100 USD, for a current adjusted price of 90 USD. The second adjustment of 10 percent is deducted from 90 USD for a final adjustment price of 81 USD. *Sum All Adjustments:* Adjustments are summed and made against the original base price. For example, if you have a base price of 100 USD and two percentage adjustments of 10 percent each, the system takes the total adjustment of 20 percent and deducts it from the base price of 100 USD for a final adjusted price of 80 USD.

Price Rule

Price rules enable you to set pricing criteria and define the adjustment method, restrictions, and details. These values are processed according to how you define the calculation method.

Field or Control	Description
Sequence	Enter the sequence number for the ascending sequence that the system follows when applying price adjustments. The order is in an ascending sequence. The sequence distinction is important if percentage adjustments exist. The amount that the percentage represents can vary depending on the order in which the adjustments are applied. You cannot change the sequence number of system-calculated adjustments for the base price.
Supplier Loc (supplier location)	Displays the supplier price location to use for pricing on this contract line.
Currency	Displays the supplier currency that appears by default from the Contract page. The default value for the field is the business unit currency.

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Field or Control	Description
General Adjustment	Select if this is a general or normal adjustment that is not used as a unit of measure or ship to adjustment. When you select **General Adjustment**, the **Match Shipto** and **Ship to** check boxes become unavailable for entry. **Note:** You must select either the General Adjustment or Match Shipto method.
Match Shipto	Select if this adjustment is based on the ship to ID. For example, if the supplier gives you an additional 5 percent discount if you purchase items within your own state, you could define a price adjustment for each ship to location within your state.
Ship To	Select a ship to ID for which the adjustment is to be applied. This field becomes available for entry if you select the **Match Ship** check box. For the ship to adjustment to be applied by the system, the ship to ID that you enter here and the ship to ID on the purchase order must match. All ship to IDs are available. This field is required when the **Match Shipto** check box is selected.
Hard Price	Select to have the system apply the price resulting from an adjustment regardless of any other adjustments it finds.
Ignore If Other Adjustments	Select this adjustment restriction to create a price adjustment scenario in which the system ignores this price adjustment if the contract qualifies for another adjustment. If another adjustment does not apply, this adjustment will apply even if the **Ignore If Other Adjustments** check box is selected.
Stop Price Calculation Here	Select to have the adjustment that you defined set a final price. If the check box is selected, the system does not calculate any further adjustments.

Adjustment Details

Only one detail row can exist for open-item price adjustments.

Field or Control	Description
Method	Open items can be adjusted by percentage only. Percentages can be either positive or negative. A negative adjustment means that the price or schedule value is reduced by the adjustment, that is, a discount is applied. A positive adjustment means that the price or schedule value is increased by the adjustment, that is, a surcharge is applied.
Adjust Percentage (adjustment percentage)	Enter the percentage of the adjustment.

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Related Topics

- Contract Entry - Contract Page
  Use the Contract page (CNTRCT_HDR) to enter procurement contract information.
- Contract Page
  Navigation:

Template Price Adjustments Page

Use the Template Price Adjustments page (CNTRCT_PRC_ADJ_SEC) to define price adjustment templates.

Navigation:

Click the **Price Adjustment Template** link on the Contract page.

Use the Template Price Adjustments page to define a set of standard price adjustments that you can copy to the contract line item, open item, and category levels. Price adjustment templates are available only for contracts with Purchase Order, General, and Release-to-Single PO Only processing options. The contract must be in an *Open* status for you to make updates to the template and you must be in Correct History mode to make changes.

You use the **Copy Template Actions** group box to copy a template to the line, category, and open-item levels. The system does not copy an adjustment to a lower-level record if an adjustment already exists for the same effective date. After you copy the template, you can review the price adjustments at the lower levels and modify them as necessary. Later, if you add new lines or categories to the contract, the template is not applied to them unless you use this page to copy the template again.

The system records changes that you make to the template in the template's change history.

Fields for defining price adjustment templates are similar to those for defining open-item price adjustment templates. See Open Item Price Adjustments Page.

Adjustment Details

Field or Control	Description
Method	Displays the percent method that the system uses to process the price adjustment. The system makes the adjustment to either the base price or calculated price. The **Percentage** field appears with this method. Percent adjustments can be either positive (surcharge) or negative (discount).
Percentage	Enter an adjustment percentage. The system applies the value for the adjustment method to arrive at a final adjusted price.
Amount	Enter an adjustment amount. The system applies the value for the adjustment method to arrive at a final adjusted price.

Copy Template Actions

Use this section to copy the values that you enter for the header price adjustment template to the open item, category, and line levels for this contract. When you click the **Copy Template** button, the system validates that you can apply the rules and adjustments to the selected open item, categories, and contract line items. You can select any or all of the check boxes.

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In applying the adjustments, the system checks for effective date conflicts. Template adjustments do not replace existing price adjustments that have the same effective date. You can change the effective date for the template or update the individual price adjustment on those records with the same effective dates.

You can define a sequence of price adjustments that enable you to apply price adjustments across the life of a contract for its lower-level open items, categories, and contract lines. Suppose that you have a contract with three contract lines that have three different effective dates. The current price adjustment template has an effective date of 10/01/2009.

Sequence Line and Effective Date	System Action
Line 1 - 09/01/2009	The system copies the template to the line item price adjustments.
Line 2 - 10/01/2009	The system does not copy the template and issues a general warning message about the lines that are in conflict. The effective date is already in use.
Line 3 - 11/01/2009	The system copies the template to the line item price adjustments.

Field or Control	Description
Copy to Open Items	Select to copy the price adjustments defined for this template to the Open Item Price Adjustments page for this contract. The system applies the values when you click the **Copy Template** button.
Copy to Categories	Select to copy the price adjustments defined for this template to the Price Adjustments for Category Line page for this contract. The system applies the values when you click the **Copy Template** button.
Copy to Line Items	Select to copy the price adjustments defined for this template to the Line Item Adjustments page for this contract. The system applies the values when you click the **Copy Template** button.
Copy Template	Click to copy the values defined for this price template to price adjustment pages for the selected copy locations defined by the check boxes. When you copy the template, the system saves the template and then verifies and applies the template to each of the selected template copy locations. The system prevents the replacement of templates with duplicate effective dates.

Voucher Misc. Charges Page

Use the Voucher Misc. Charges (voucher miscellaneous charges) page (CNTRCT_HDRMISC_SEC) to enter miscellaneous charge and landed cost information for the contract.

Navigation:

Click the **Miscellaneous Charges** link on the Contract page.

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Details

Field or Control	Description
Prorate	Indicates whether the miscellaneous charge is prorated. This information appears by default from the Misc Charge/Landed Cost Defn page and cannot be changed here.
Misc Chg (miscellaneous charge)	Select a miscellaneous charge code that is defined on the Misc Charge/Landed Cost Defn page.
Charge Amount	Enter the amount of the miscellaneous charge.

Related Topics

- Defining Miscellaneous Charges and Landed Costs
  To define miscellaneous charges and landed costs, use the Misc Charge/Landed Cost Defn component (miscellaneous charge and landed cost definition component) (CM_LC_COMPONENT).
- Defining Miscellaneous Charge and Landed Cost Templates
  To define miscellaneous charge and landed cost templates, use the Misc Chg/Landed Cost Template component (miscellaneous charge and landed cost template component) (CM_LC_TEMPLATE).

Voucher Retention Page

Use the Voucher Retention page (CNTRCT_HDR_RET_SEC) to define retention payments for all lines on a contract.

Navigation:

Click the **Retention** link on the Contract page.

You can set up rules to have the system place a portion of a payment on hold until a certain condition is met.

When a voucher is created from a contract with retention rules defined, the payment amount is split on the voucher. The retained amount is placed on hold, while the remainder is scheduled for payment by the PeopleSoft Payables Batch Voucher process. The retained amount must be released through the Voucher Payments page. The scheduled date is the same for both payments based upon the payment terms.

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Field or Control	Description
Retention	Select the type of retention for the contract. The system calculates retention based on the total released amount. For example, if line 1 is for 30.00 USD, line 2 is for 50.00 USD, and line 3 is for 10.00 USD, the retention is based on 90.00 USD. If the retention is 10 percent, the retention amount is 9.00 USD. Options are: *No Retention:* No amount or percentage is retained for the contract. *Retain on Each Payment:* An amount or percentage is retained for every payment. *Retain on First Payment:* An amount or percentage is retained for the first payment only. *Retain on Last Payment:* An amount or percentage is retained for the last payment only. When you are applying retention to milestone releases, the retention applies to each milestone. For example, if you select *Retain on First Payment* and you have specified four milestones for the line, retention is applied only to the first milestone line.
Retention Amount and **Retention Percentage**	Select to retain by either amount or percentage, and enter an amount or percentage value.

Dispatch Options Page

Use the Dispatch Options page (DISPATCH_OPTIONS) to enter dispatch options for the contract and to dispatch a contract to the supplier.

Navigation:

Click the **Dispatch** button on the Contract page.

Note: the Dispatch button is only available when Supplier Contract Management is not installed.

For this page to be available, the contract must be saved, it must have the status Approved, and it must be an order contract. Dispatching applies only to order contracts.

Field or Control	Description
Fax Cover Page	This field is unavailable for entry for contracts.
Server Name	Select the name of the server on which you want the print request to be processed.
Output Destination Type	Select the destination to which you want the transaction document dispatched. Options include *PRINTER, WEB,* and *FILE.*
Output Destination Format	Select the appropriate format for the dispatched file based on how you plan to send the file to the supplier.

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Field or Control	Description
Test Dispatch	Select this option to perform a test dispatch without actually dispatching the document to the supplier. The word *Unauthorized* is printed at the bottom of the transaction document.
Print Duplicate on PO (print duplicate on purchase order)	Select this option if you want to print *Duplicate* on the transaction document.
Print Copy	Select this option to print a copy of the dispatched document.

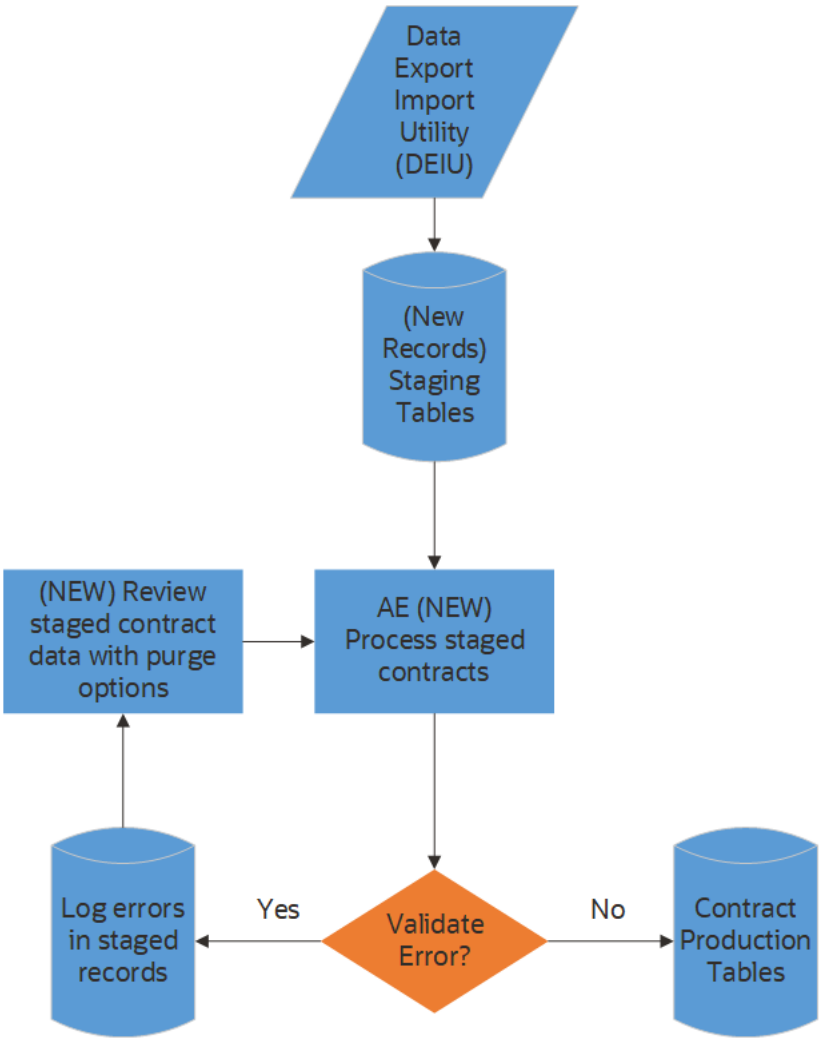
Using Load Utility for Procurement Contracts

By providing an automated process to create contract data such as items and price, PeopleSoft Purchasing enables contract administers to ensure that proper price is associated with requisitions and purchase orders.

Organizations typically rely on their Direct Connect Suppliers to store and maintain item, and price data. Using the load utility feature, contract administrators can import this data into a Procurement Contract, and organizations will be able to better track price discrepancies that could occur when the data is manually updated row by row.

This diagram provides an overview of importing contracts, validating the imported data, and reporting errors.

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The process involves the following steps:

1. Load procurement contracts from fixed and delimited file layouts into staging tables using the Data Export Import Utility (DEIU).
2. Run the application engine to process staged procurement contracts.
   - Contracts without errors will be loaded into the contract production tables.
   - Contracts with validation errors will have the import status set to *Error* and an error message describing the issue.
   - Contracts with Process action set to *Delete* are deleted from staging table.
3. Review errors on the Review Imported Contract page. Correct errors identified and prepare the contracts to be loaded or removed from the staging table.
4. Repeat step 2 until there are no more errors in the staging table.

Using the Data Export Import Utility (DEIU), procurement contracts are loaded from either a fixed file or delimited file layouts into staging tables. The DEIU places the data in staging tables. When the Process Imported Contracts AE process loads the validated contracts into production tables, you will be able to view the procurement contract on the Add/Update Contract page.

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> **Note**
>
> The Process Imported Contracts currently loads procurement contracts for contract process option: General and Purchase Order.

This topic discusses how to use the load utility for procurement contracts to automatically create procurement contracts.

Pages Used to Use Load Utility for Procurement Contracts

Page Name	Definition Name	Usage
Map Definition Page	FS_MAP_DEF_WIZ	To set up the transformation from data source to target output. For more information, see Application Fundamentals: Mapping File Layouts and Document Relationships.
Data Export Import Request Page	FS_MAP_REQUEST	Use to stage data into staging table. For more information, see Application Fundamentals: Requesting the Data Export Import Process.
Process Imported Contracts Page	CNTRCT_STG_PROCESS	To load procurement contracts from staging table to production table.
Maintain Imported Contracts Page (New Contract)	CNTRCT_STAGED	To review and maintain imported data to create new contracts
Maintain Imported Contracts Page (Existing Contract)	CNTRCT_STAGED_UPD	To review and maintain imported data to update existing contracts.
Review Imported Contract Page	CNTRCT_STG_EDIT	To view and correct validation errors in the contract staging tables.

Process Imported Contracts Page

Use the Process Imported Contracts page (CNTRCT_STG_PROCESS) to load new or update existing procurement contracts from staging table to production table. Run the application engine program (POCNTRCTLOAD) to validate, add new contracts, or update existing contracts into production tables if there is no error. Otherwise, errors are logged in staging record.

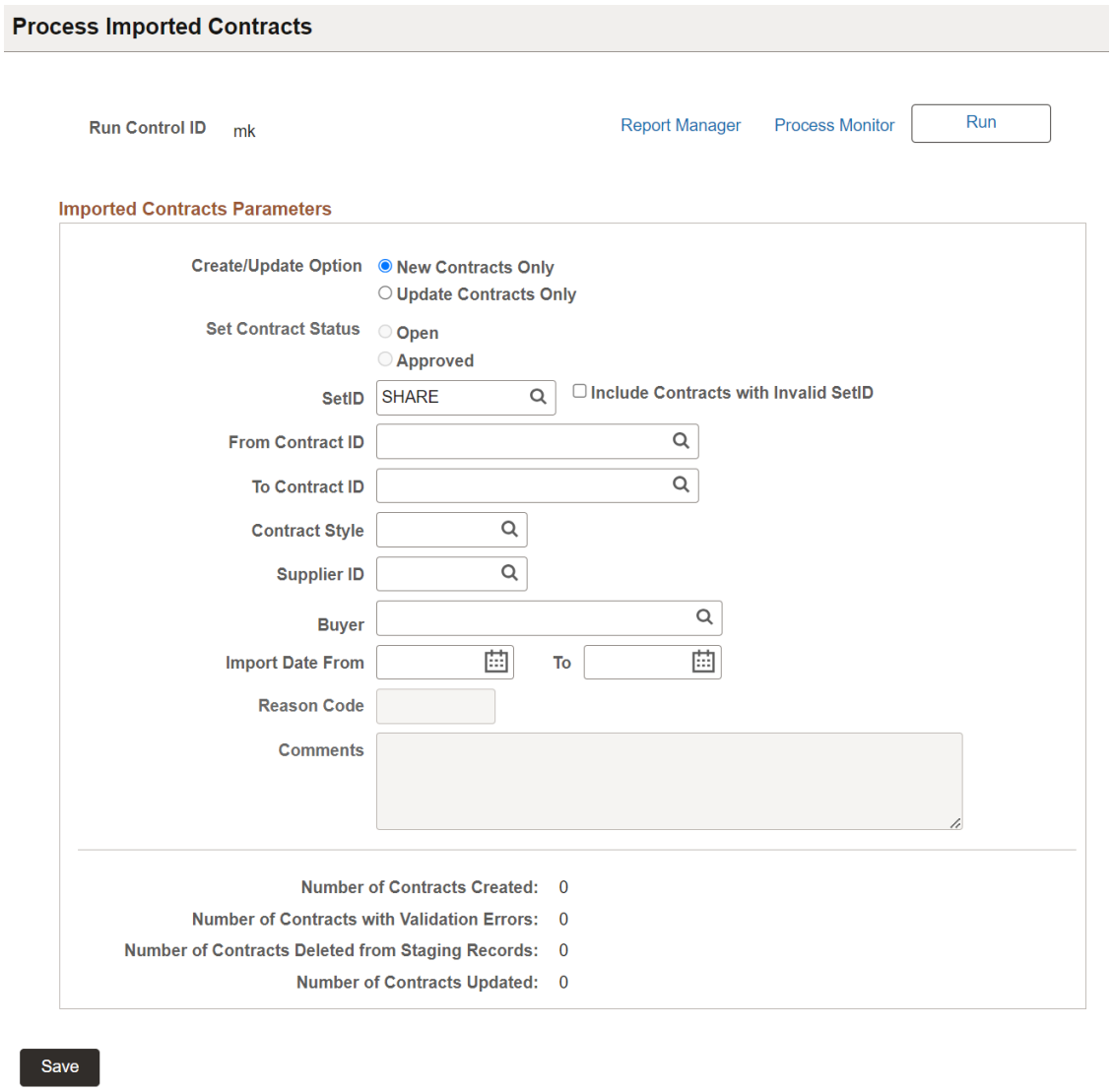
New contracts are created if there is no validation error. After new contracts are created or existing contracts are updated, you can update them and use them on purchase orders and requisitions. Contracts with validation errors are updated with *Error* status. You can review the errors using the Maintain Imported Contracts component and reprocess them after making the required modifications. Use New Contracts page to review data to add new contracts; use Existing Contracts to view data to update existing contracts.

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Navigation

Procurements Contracts, and then **Inbound Procurement Contracts** , and then **Process Imported Contracts**

This example illustrates the fields and controls on the Process Imported Contracts page.



Set Contract Status, Reason Code, and Comments parameters are only applicable to Update Contracts Only option.

Set Contract Status - Indicates what contract status should be set after updates are applied to existing contracts.

Reason Code and **Comments** - This is used with change tracking. If Reason Code is set to required, it will be enabled and reason code must be specified.

The Imported Contracts Parameters grid displays the run control parameters with prompt tables based on the staged contract data. Enter the parameters and click the **Run** button. After the successful completion of the process, the Process Imported Contracts page displays the

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number of contracts created. The page also displays the number of contracts processed with errors if any, and number of contracts deleted from staging tables.

You can review contracts created from staging tables on the Add/Update Contracts page. For more information on Contract Entry page, see Contract Entry - Contract Page.

> **Note**
>
> When the batch process creates contracts without validation errors, the imported contracts are deleted from staging records.

The following table provides the list of staging and production records being used to load procurement contracts.

> **Note**
>
> These only applicable to import data to create new procurement contracts.

Description	Staging Record Name	Contract Records
Contract Header	CNTRCT_HDR_IMP (New contracts) CNTRCT_HDR_UPD (Update existing contracts)	CNTRCT_HDR CNTRCT_HDR_RLS CNTRCT_RLS_TBL
Open Item Price Adjustments	CNTRCT_ADJH_IMP	CNTRCT_ADJ_SET CNTRCT_ADJ_RULE CNTRCT_ADJ_DTL
Contract Line	CNTRCT_LINE_IMP CNTRCT_LINE_UPD (Update line items)	CNTRCT_LINE CNTRCT_LIN_RLS
Contract Line UOM Pricing	CNTRCT_UOM_IMP CNTRCT_UOM_UPD (Update UOM pricing)	CNTRCT_LINE_UOM CNTRCT_LN_SHIP
Contact Line Item Price Adjustments	CNTRCT_ADJD_IMP	CNTRCT_ADJ_SET CNTRCT_ADJ_RULE CNTRCT_ADJ_DTL
Category Line	CNTRCT_CAT_IMP	CNTRCT_CATEGORY CNTRCT_CAT_RLS
Category Line Price Adjustments	CNTRCT_ADJC_IMP	CNTRCT_ADJ_SET CNTRCT_ADJ_RULE CNTRCT_ADJ_DTL

Importing Procurement Contracts

The following tables provides the list of map definitions, delimited files, and fixed file layouts for importing procurement contracts into staging records using Application Fundamentals: Requesting the Data Export Import Process.

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> **Note**
>
> These only applicable to import data to update existing procurement contracts.

Delimited File Layout:

Map Definition and File Layout	Header	Line Item	UOM Pricing
Map Definition/ID	POCNTRCT_HDR_UPD	POCNTRCT_LINEITEM_UPD POCNTRCT_LINEITEM_ADD	POCNTRCT_LINEUOM_UPD
Delimited File Layout	POCNTRCT_HDR_UPD	POCNTRCT_LINE_UPD POCNTRCT_LINEADD_UPD	POCNTRCT_UOM_UPD

Fixed File Layout:

Map Definition and File Layout	Header	Line Item	UOM Pricing
Map Definition/ID	POCNTRCT_HDR_UPD_FIXED	POCNTRCT_LINE_UPD_FIXED POCNTRCT_LINEITEM_ADD_FIXED	POCNTRCT_LINEUOM_UPD_FIXED
Fixed File Layout	POCNTRCT_HDR_UPD	POCNTRCT_LINE_UPD POCNTRCT_LINE_ADD	POCNTRCT_UOM_UPD

Database Staging Records:

Header	Line Item	UOM Pricing
CNTRCT_HDR_UPD	CNTRCT_LINE_UPD	CNTRCT_UOM_UPD

Maintain Imported Contracts Page

Use the Maintain Imported Contracts - New Contract page (CNTRCT_STAGED) to review imported data to create new contracts and Existing Contract page (CNTRCT_STAGED_UPD) to review imported data to update existing contracts. You can view a summary listing of new and existing procurement contracts in the contract staging tables. Drill into the transaction to view details and correct errors.

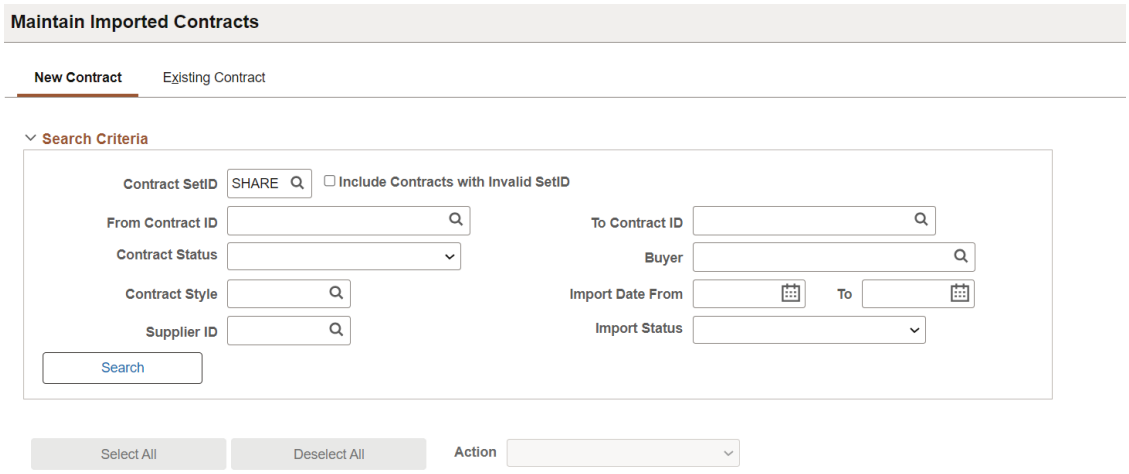
Navigation

Procurements Contracts, and then **Inbound Procurement Contracts** , and then **Maintain Imported Contracts**

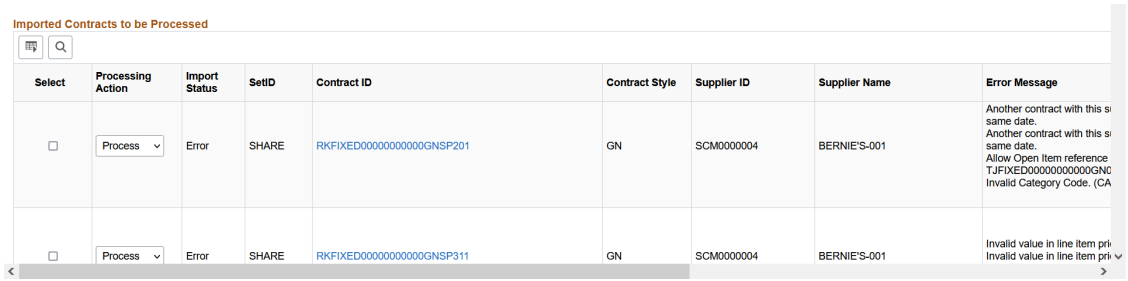
New Contract

This example illustrates the fields and controls on the Maintain Imported Contracts - New Contract page (1 of 2).

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This example illustrates the fields and controls on the Maintain Imported Contracts - New Contract page (2 of 2).



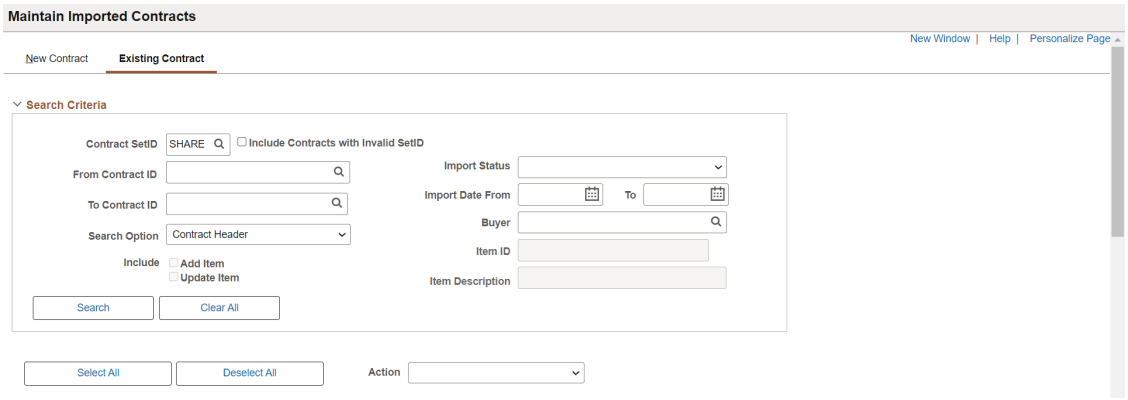
Field or Control	Description
Search Criteria	Enter different search criteria to filter your search results. For example, select the Import Status field value as *Error* to view the contracts those failed to get staged.
Select All and **Deselect All**	Select these buttons if you want to select and deselect the contracts at one time.
Action	Available actions are: • *Mark as Delete*: If selected, the batch process deletes the selected contracts from the staging table. • *Mark as None*: If selected, the batch process will not process any of the selected contracts. • *Mark as Process*: The batch process validates the procurement contract and sets the import status to Error if the record fails validation. If the validation passes, the procurement contact is loaded into the production table. After making your selections and saving them, you can proceed to the Process Imported Contracts component. When you run the process, only those contracts that you have selected for processing will be processed.

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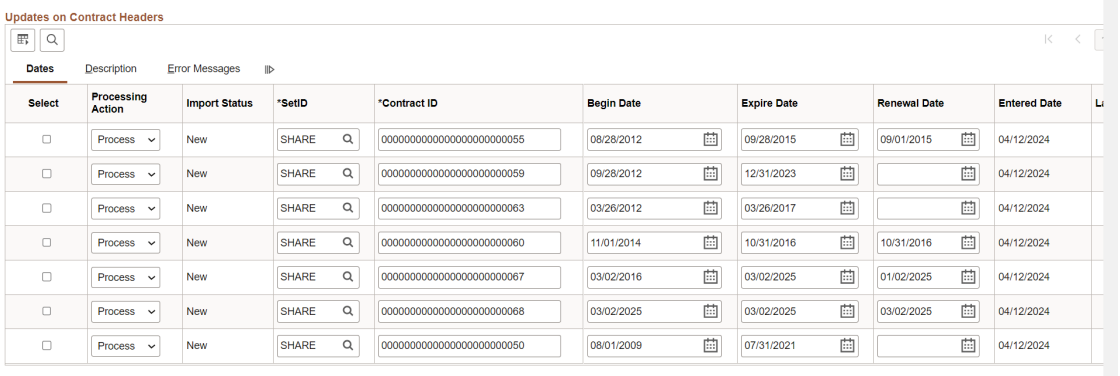
Field or Control	Description
Processing Action	Select the *Delete*, *Process*, or *None* action as desired for individual contracts.
Import Status	Displayed statuses are *Error* and *New*.
Contract ID	Click the link to navigate to the Review Imported Contract page, where you can view the contract details and exceptions.
Contract Style	Displays the contract style: *General* or *Purchase Order*.
Error Message	Displays the details of the exception.

Existing Contract

This example illustrates the fields and controls on the Maintain Imported Contracts - Existing Contract page (1 of 2).



This example illustrates the fields and controls on the Maintain Imported Contracts - Existing Contract page (2 of 2).



Field or Control	Description
Search Option	Depending on what has changed, choose to view the search result. It is either the contract header, item, or UOM/pricing.

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Field or Control	Description
Include	Select the check box to filter the search result based on the update type, such as adding a new item or UOM pricing to the contract or updating the existing value. **Note:** This field appears if the *Search Option* is *Contract Item* or *UOM/Pricing*. For *Contract Header*, this is disabled.
Updates on Contract Headers, **Updates on Contract Lines**, or **Updates on UOM Pricing**	Based on the selected Search Option, the search result displays the following grids to update the required information of the imported contracts. • Updates on Contract Headers: When *Search Option* is *Contract Header*, this grid appears as search results to display contract details, descriptions, and error messages. • Updates on Contract Lines: When *Search Option* is *Contract Item*, this grid appears as search results to display contract details, item information, amounts or quantity, and error messages. • Updates on UOM Pricing: When *Search Option* is *Contract UOM/pricing* this grid appears as search results to display contract Pricing Information, UPN Information, and error messages.

Review Imported Contract Page

Use the Review Imported Contract page (CNTRCT_STG_EDIT) to view and correct validation errors in the contract staging tables.

> **Note**
>
> This is only used for New Contracts.

Navigation

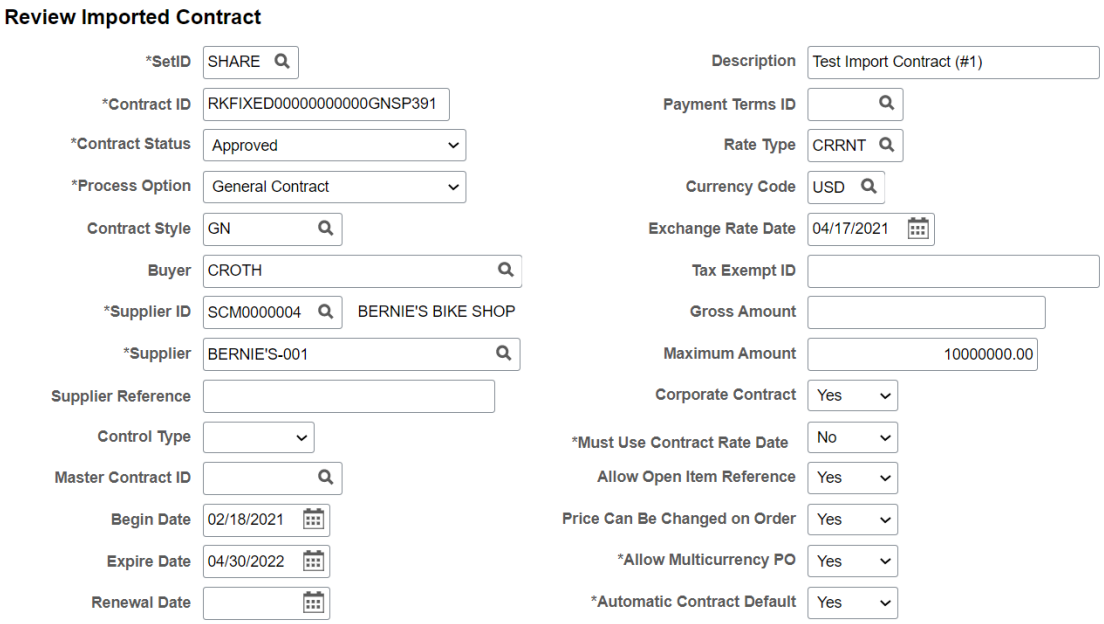
Procurements Contracts, and then **Inbound Procurement Contracts** , and then **Maintain Imported Contracts**

Click the contract ID of a contract with an error.

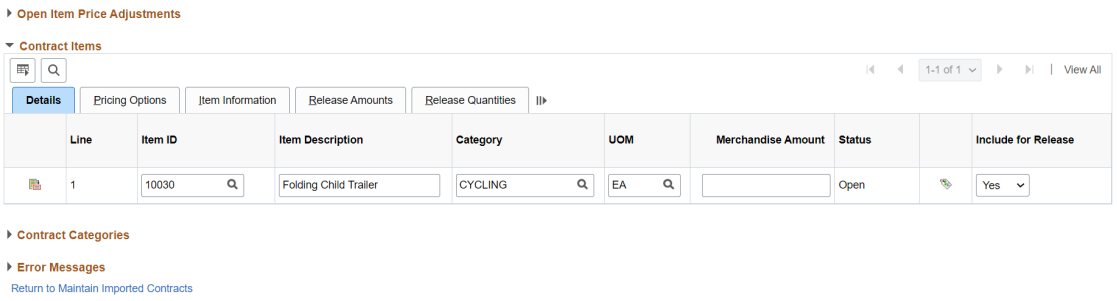
> **Note**
>
> Contract ID is available for imported contracts with the *New* or *Error* status.

This example illustrates the fields and controls on the Review Imported Contract page (1 of 2).

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This example illustrates the fields and controls on the Review Imported Contract page (2 of 2).



Errors are highlighted on the page. You can reprocess the contract after you make the required corrections.

Creating Spend Thresholds, Notifications, and Alerts for Contracts

Pages Used to Create Spend Thresholds for Contracts

Page Name	Definition Name	Usage
Thresholds & Notifications Page	CNTRCT_NOTIFY_SEC	Define spend thresholds for transactional contracts at the header level.
Contract Entry - Contract Page: Spend Threshold Tab	CNTRCT_HDR	Define spend thresholds for purchasing contracts at the line level.

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Page Name	Definition Name	Usage
Create Contract Alert Workflow Page	CS_CNTRCT_ALERT_WF	Run contract alert workflows to support spend threshold notifications.

Understanding Spend Thresholds and Contract Alerts

A spend threshold is a specific monetary amount for a contract or contract item. When using the Spend Threshold feature, you can define the threshold and then notify users when spending on a transactional contract crosses the threshold amount. In addition to defining a spend threshold, Supplier Contract Management provides the Contract Alert Workflow component to notify buyers when spend thresholds have been reached.

An example of using a spend threshold is when a contract includes a line item that has a price discount based on meeting specified spending thresholds over the life of the contract. The line amount is set at 100,000 USD initially, which represents an estimated amount of business the buyer expects to do under that contract for the year. The base price of the item is 10.00 USD.

The supplier agrees that after the buyer purchases more than 80,000 USD of the item under that contract (8,000 units), the price of the item decreases to 9.00 USD each. The buyer knows that he is going to buy more of the item next year when he renews the contract. As the contract nears expiration, the buyer wants to know if he is approaching the 8,000 unit discount trigger so that he can accelerate purchases to take advantage of the lower price. He sets up a workflow notification to notify him when contract spending on that line item reaches and exceeds 75,000 USD.

The spend threshold is available at the contract header, contract line, and contract category levels. The notification is a standard PeopleSoft workflow event that is triggered through the application engine program.

In addition to the worklist, the system can e-mail notifications. E-mail notifications are triggered using the same conditions as workflow notifications. The decision to create a worklist, send an e-mail, or to do both depends on the user-profile workflow-routing preferences.

A single notification is sent when the amount reaches the threshold. If you change the spend threshold amount on the header or a line, the system deletes existing notifications on the header or the changed line and reevaluates the threshold when you run the application engine job again. This action enables you to keep increasing the spend threshold amount and to be notified as necessary.

If you are using a worklist, you can select a link to go to the Contract Entry component. If the notification is triggered by a line amount, the page displays the line in red, above the line grid. If you change the threshold amount when accessing the page through the worklist, the system deletes the existing notification. You can also set the worklist entry to *Mark Worked.* This value does not delete the existing worklist entry. Instead, it makes the entry invisible to the user.

To set up the system to process contract-level spend threshold amounts:

1. Access the Contract Entry - Contract Page.
2. Click the **Thresholds & Notifications** link.
3. Select the **Send Threshold Notification** check box.
4. Define the threshold amount.

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> **Note**
>
> The system also tracks the released amounts on the Thresholds & Notifications page.

5. Select the notification type and at least one user to whom you want to send notifications.

   Use the Notification Assignments grid to make these selections. Examples of notification types include maximum amount, renew, and draft due notifications.

6. Click **OK.**

You can set up spend threshold amounts for the contract along with line items or category lines, or you can use only the line-item or category-line spend threshold to trigger workflow events for a particular item or category on a contract.

> **Note**
>
> The system notifies the user IDs that appear with the notification type of *Spend* in the Notification Assignments grid on the Thresholds & Notifications page for contract header, line-item, and category levels.

To set up the system to process line-item or category-level spend threshold amounts:

1. Access the Contract Entry - Contract Page.
2. Select the Spend Threshold tab for the contract lines or category lines.
3. Select the **Notify on Spend Threshold** check box and enter spend amounts.
4. Click **Save.**

   While you don't have to use the Thresholds & Notifications page to define line items, the contract totals for released line amounts appear on the page.

Thresholds & Notifications Page

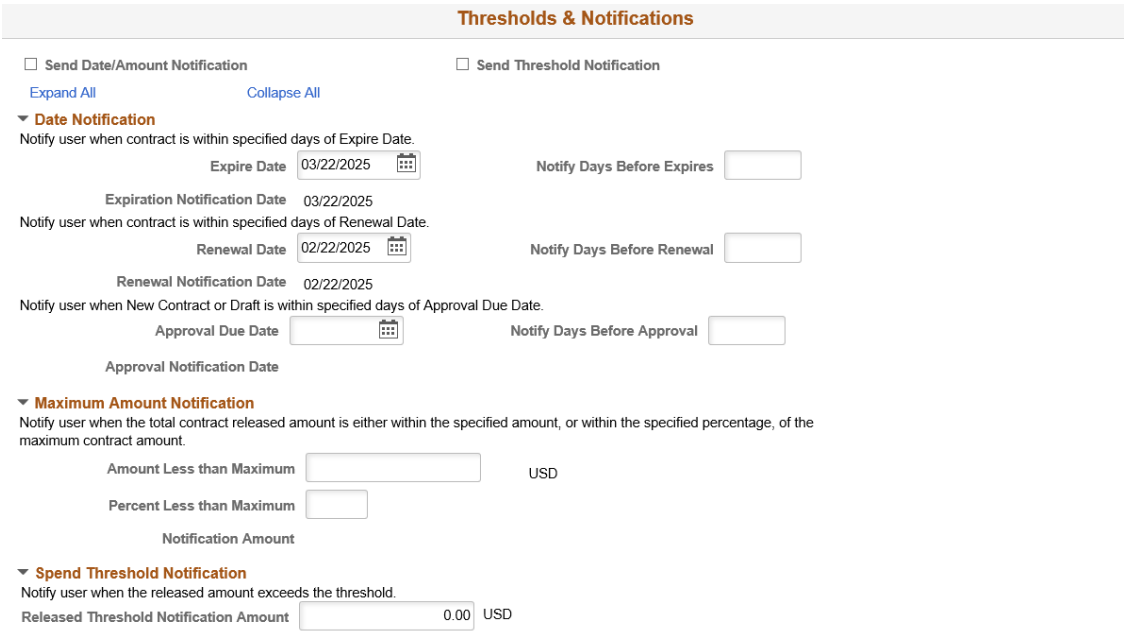
Use the Thresholds & Notifications page (CNTRCT_NOTIFY_SEC) to define spend thresholds for transactional contracts at the header level.

Navigation:

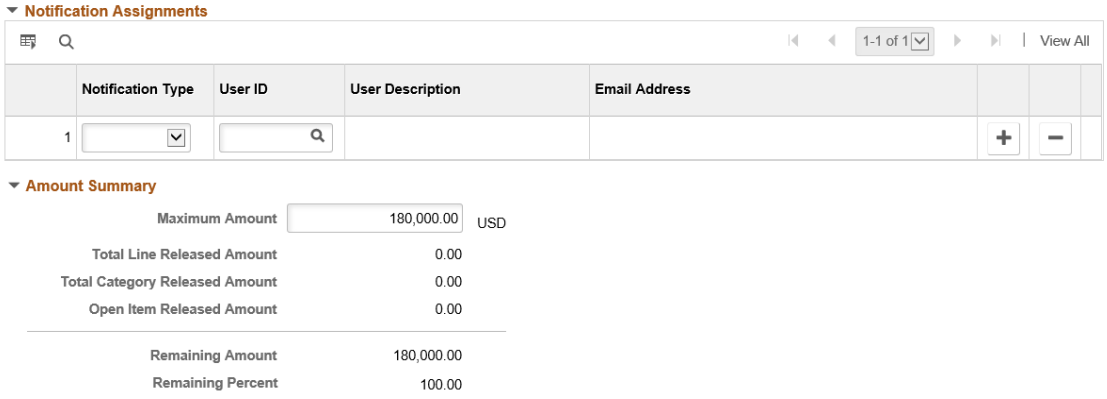
Supplier Contracts, and then **Create Contracts and Documents**, and then **Contract Entry**. Click the **Thresholds & Notifications** link on the Contract page.

This example illustrates the fields and controls on the Thresholds & Notifications Page (1 of 2).

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This example illustrates the fields and controls on the Thresholds & Notifications Page (2 of 2).



This page can be used with general contracts, purchase order contracts, distributor contracts, manufacturer contracts, and recurring vouchers.

> **Note**
>
> Some fields and sections do not appear with certain process options.

Use this page to set the spend threshold amount and the number of days, before the contract expiration, to notify a buyer or administrator. Also use this page to send notification that the contract maximum is exceeded and specify who to notify.

The information that you enter is used with PeopleSoft Workflow notifications when the contract is about to expire, or run out of money. Notifications are a standard PeopleSoft workflow event that is triggered through the application engine program. In addition to updating a worklist, the system can send email notifications, which are triggered by the same conditions

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as workflow notifications. The decision to create a worklist, send an email, or both depends on the user-profile and workflow-routing preferences

Field or Control	Description
Send Date/Amount Notification	Select this check box to notify the identified buyer when a contract expires or reaches the maximum amount on the contract.
Send Threshold Notification	Select this check box to notify the buyer when a contract reaches or exceeds the spend threshold. After you enable notifications, you can define the controls using this page. This check box is available only if PeopleSoft Supplier Contract Management has been installed.

Date Notification

Use this section to define expiration notification information. After you save the entries, the system calculates the actual expiry, renewal, and approval dates.

Field or Control	Description
Expire Date	This field appears by default from the Contract page, or you can enter the expire date on this page and the system updates the expire date on the Contract page.
Notify Days Before Expires	Enter the number of days before a contract expires that you want the system to notify the buyer or user.
Expiration Notification Date	Displays the expiration notification date, which the system determines by the values that you enter. When a contract reaches this notification date, the system notifies the identified buyer or user that the contract is about to expire. The buyer or user receives a workflow email notification.
Renewal Date	This field appears by default from the Contract page. Or, if the contract is in an *Open* status, you can enter the renewal date on this page and the system updates the renewal date on the Contract page.
Notify Days Before Renewal	Enter the number of days before a contract renewal date that you want the system to notify the buyer or user.
Renewal Notification Date	Displays the renewal notification date, which the system determines by the values that you enter. When a contract reaches this notification date, the system notifies the identified buyer or user that the contract is ready for renewal. The buyer receives a workflow email notification.

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Field or Control	Description
Approval Due Date	This field appears by default from the Contract page. If the contract is in an *Open* status, you can enter the approval due date on this page and the system updates the date on the Contract page. **Note:** This option is only available on the first approval of a version. If a contract is approved and then re-opened, the original approval date is displayed in this field and cannot be changed. If you are using version control, the contract is in an *Open* status, and you open a *Draft* version of the contract; you can enter the approval due date and the system updates the date on the Contract page. If the contract status is *Pre Approved*, you can update the approval due date.
Notify Days Before Approval	Enter the number of days that you want the system to notify the buyer or user before a contract needs to be approved.
Approval Notification Date	Displays the approval notification date, which the system determines by the values that you enter. When a contract reaches this notification date, the system notifies the identified buyer or user through workflow or email that the contract needs to be approved.

Maximum Amount Notification

Use this section to set up amounts that trigger notifications to the buyer when the total contract released amount is either within the specified amount or percentage of the maximum contract amount.

> **Note**
>
> Maximum amounts are not used with Group, Special Purpose, and Distributor contracts. Therefore these fields may not be available.

Field or Control	Description
Amount Less than Maximum or **Percent Less than Maximum**	Enter the amount, or percent, below the contract maximum amount for which you want the system to notify the buyer or user that the contract is about to reach its maximum amount.
Notification Amount	The system determines and displays the notification amount. When a contract reaches this notification amount, the system notifies the identified buyer or user that the contract is about to exceed the maximum limit amount. The buyer or user receives a workflow email notification.

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Spend Threshold Notification

Use this section to enter the amount at which the system sends a notification to the buyer or user that the contract amount has reached or exceeded the spend threshold. The system totals the individual line item, category, and open item amounts to arrive at the total amount for the contract. The buyer is notified only once when this threshold is reached. The grid is only available when Supplier Contract Management is installed. See Understanding Spend Thresholds and Contract Alerts.

Notification Assignments

Use this section to define multiple users to notify when a contract reaches thresholds and milestones. If you selected the **Date/Amount Notification** check box, you must define at least one user to be notified when the contract has reached its maximum amount, when the draft is due, when the contract is about to expire, or when it needs to be renewed. If you selected the **Spend Threshold** check box, you must define at least one user using the spend threshold notification type. You cannot enter the same notification type and user combination more than once.

> **Note**
>
> Before creating a notification, the system checks the worklist and creates a new notification only if one does not already exist

Field or Control	Description
Notification Type	Select the notification type for which you want to notify a user. You can enter a notification type when the corresponding notification instruction doesn't exist. For example, you can define a user for the Draft notification type even if you don't specify the number of draft days in the Notify Days Before Approval field. The batch process uses this notification if later you enter the number of draft days and that time has been reached *Draft Due:* Select to notify a user when the approval of a contract draft is due. *Expiry:* Select to notify a user when a contract is nearing its expiration date. *Max Amt:* (maximum amount): Select to notify a user when the contract is nearing the maximum amount defined for the contract. *Renew:* Select to notify a user when a contract is ready for renewal. *Spend:* Select to notify a user when the spend threshold for a contract has reached the amount that appears in the Threshold Notification Amount field. This value only appears when PeopleSoft Supplier Contract Management is installed.

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Field or Control	Description
User ID	Select the user to whom you want to send notifications. The system populates the User Description and Email Address fields for the user

Amount Summary

Use this section to update and review contract amounts. This section displays the same information as the Amount Summary section on the Contract page. When the contract is in an *Open* status, you can update the Maximum Amount field

Field or Control	Description
Maximum Amount	Enter a value to specify a total amount that this contract should not exceed. The total released amount of all lines plus the amount released for open items must not exceed this amount. This value is expressed in the contract header currency.
Total Line Released Amount	Displays the total released amount of all line items on the contract. This amount is updated during the PO Calculations process, online purchase order creation, and the PeopleSoft Payables Batch Voucher process when the contract is referenced. This amount is expressed in the contract header currency.
Total Category Released Amount	Displays the total released amount of all categories on the contract. This amount is updated during the PO Calculations process, online purchase order creation, and the PeopleSoft Payables Batch Voucher process when the contract is referenced. This amount is expressed in the contract header currency.
Open Item Amount Released	Displays the amount that is released for open items in an open item contract. This information appears only if the contract is referenced on a purchase order using open item referencing. This amount is updated during the PO Calculations process or online purchase order creation. This amount is expressed in the contract header currency.
Total Released Amount	Displays the total amount that has been released for this contract. This is the contract sum of line, category, and open item amounts.
Remaining Amount	Displays the amount remaining on this contract (maximum amount – open item amount released – line amount released – category amount released = remaining amount). This amount is expressed in the contract header currency. This amount appears only if the maximum amount is greater than zero.
Remaining Percentage	Displays the percentage of the amount remaining on this contract.

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Related Topics

- Contract Entry - Contract Page
  Use the Contract page (CNTRCT_HDR) to enter procurement contract information.

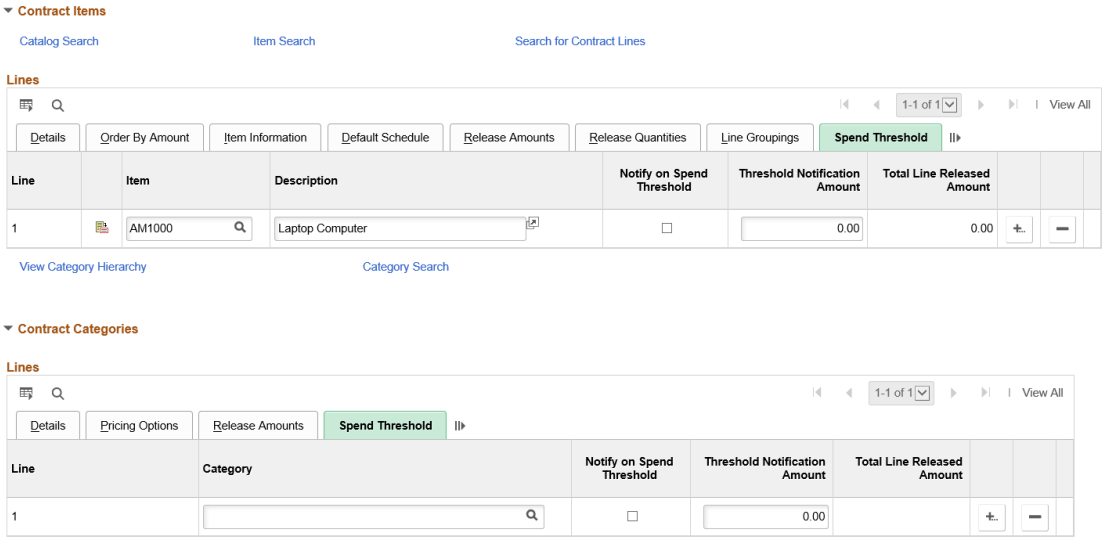
Contract Entry - Contract Page: Spend Threshold Tab

Use the Contract Entry - Contract page (CNTRCT_HDR): Spend Threshold tab to define spend thresholds for purchasing contracts at the line level.

Navigation:

Supplier Contracts, and then **Create Contracts and Documents**, and then **Contract Entry**. Select the **Spend Threshold** tab in the Contract items: Lines or Contract Categories: Lines section.

This example illustrates the fields and controls on the Contract Entry - Contract Page: Spend Threshold tab in the Contract items: Lines and Contract Categories: Lines section.



Use this section to define spend threshold amounts for the line, and to indicate whether users should be notified when the spend threshold is reached. The Contract Workflow Notification (CS_CNTRCT_WF) process notifies users and buyers when their contracts exceed spend thresholds.

Field or Control	Description
Notify on Spend Threshold	Select this check box to notify the buyer identified in the **Administrator** field when this contract line item has reached its spend threshold.
Threshold Notification Amount	Enter the spent amount at which you want to notify the buyer identified in the **Administrator** field. When the released amount for this contract line item reaches or exceeds this amount, the system notifies the buyer one time.

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Field or Control	Description
Total Line Released Amount	Displays the total amount that has been released for this contract line item.

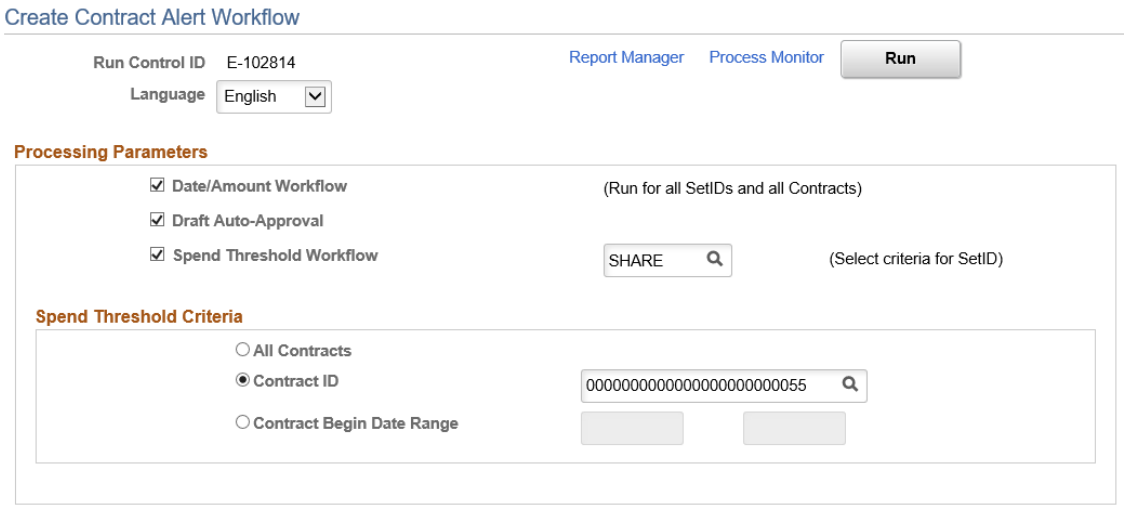
Create Contract Alert Workflow Page

Use the Create Contract Alert Workflow page (CS_CNTRCT_ALERT_WF) to run contract alert workflows to support spend threshold notifications.

Navigation:

Supplier Contracts, and then **Create Contracts and Documents**, and then **Contract Alert Workflow**

This example illustrates the fields and controls on the Create Contract Alert Workflow page.



Use this page to define criteria for running contract alerts. You can select to process only date and amount notifications, contracts that have exceeded their spend thresholds, or both.

Using the **Spend Threshold Criteria** section, indicate how you want to process alerts when you select the Spend Threshold Workflow check box. The system checks for spend thresholds that have been reached for contracts and for line items and sends an alert.

Field or Control	Description
Date/Amount Workflow	Select to send alert workflow messages for all contracts that have expired, are due for renewal or approval, or have exceeded their maximum monetary amount. This alert workflow is run for all contracts and SetIDs.

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Field or Control	Description
Draft Auto-Approval	Select to process all the Pre-Approved contracts with approval due dates within current date. If the selected approval due date is prior to or on the current date, the system updates the draft version of the contract as the approved current version and the existing current version becomes the history version.
Spend Threshold Workflow	Select to notify users when contract spend thresholds have been reached. When you select this check box, you must then define the SetID for which you want to run the workflow.
All Contracts	Select to run the spend threshold workflow for all contracts.
Contract ID	Select a contract for which you want to send spend threshold notifications.
Contract Begin Date Range	Enter a contract start and end date range for contracts that you want to include in the spend threshold workflow alert. The system will include contracts with begin dates within this range for the alert. When you run the workflow alert, the system checks for spend thresholds that have been met in the contracts and sends a notification to the user.

Creating Group Single- and Multi Supplier Contracts, and Special Purpose Contracts

Pages Used to Create Group Single- and Multi Supplier Contracts, and Special Purpose Contracts

Page Name	Definition Name	Usage
Contract Entry - Contract Page (Group Single Supplier)	CNTRCT_HDR2	Group multiple contracts together and add related child contracts. The parent Group Single Supplier contract and all the related child contracts are for the same supplier
Contract Entry - Contract Page (Group Multi Supplier)	CNTRCT_HDR2	Group multiple contracts together and add related child contracts. The system uses the supplier based on setup and all child contracts can have different suppliers.
Contract Entry - Contract Page (Special Purpose)	CNTRCT_HDR2	Associate a document to Service Level Agreements for a particular supplier, without procurement contract release capabilities

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Page Name	Definition Name	Usage
Relate Contract page	CNTRCT_CHILD_ADD	Add child contract to group multiple/single supplier contract.
View Contract page	CNT_VIEW_DETAILS	Displays child contract detail information.
Group Contracts Page	CNTRCT_GROUP_SEC	View detailed information about the group contract related to the manufacturer contract.

Understanding Group Contracts and Special Purpose Contract Process Options

The Group Contract feature enables you to link multiple standard, manufacturer, or special purpose contracts to an overall parent or group contract for viewing and reporting purposes. Group contracts and Special Purpose contracts provide access to three types of procurement contracts:

- Group Multi Supplier contracts: This structure provides the ability to view consolidated spend information across linked contracts. For Group Multi Supplier the child contracts can be for different suppliers.
- Group Single Supplier contracts: This structure provides the ability to view consolidated spend information across linked contracts. For Group Single Supplier all child contracts must be for the same supplier as on the parent contract.
- Special Purpose contracts: Provide the ability to associate a document to Service Level Agreements without any procurement contract release capabilities.

Like other procurement contracts, these three types work with supplier contract documents, agreements, and workflow notifications. The Process Option along with the Contract Style is used to distinguish the Group contracts and Special Purpose contracts from other types of procurement contracts. However unlike other standard procurement contracts these three are header only contracts that do not allow voucher or purchase order releases. In addition, some links are controlled by the contract style.

> **Note**
>
> Group contracts and Special Purpose contracts can be accessed through the fluid component as well as the existing classic Procurement Contract component.

For additional information, see:

Creating Procurement Contracts

Using the Fluid Group and Special Purpose Contracts

Defining Contract Style

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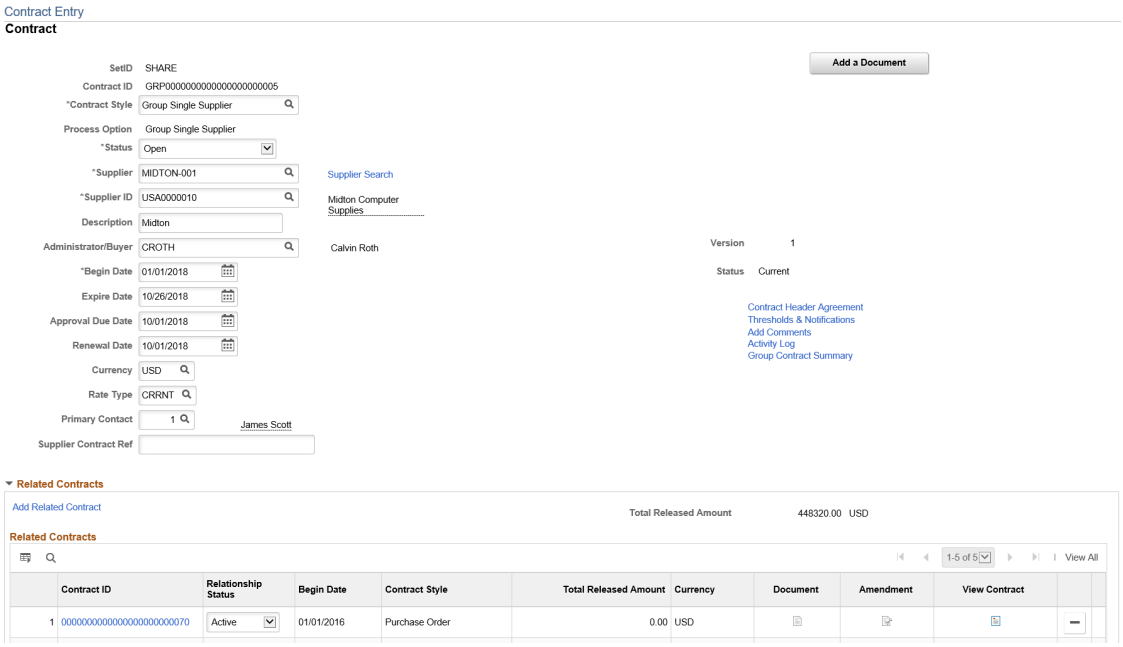
Contract Entry - Contract Page (Group Single Supplier)

Use the *Group Single Supplier* process option to group multiple contracts together. This structure allows you to add related child contracts so that you can view summary information across all contracts in the group. In this case, the parent Group Single Supplier contract and all the related child contracts are for the same supplier. This process option allows you to set agreements, notifications, and an authored document for the contract. However, you can not specify items, categories, or use the open item feature. Releases cannot occur directly against this contract

Navigation:

Procurement Contracts, and then **Add/Update Contracts**

This example illustrates the fields and controls on the Contract Entry - Contract: Group Single Supplier page.



Most fields and links operate the same as a those documented for the Contract Entry - Contract Page, with the exception for the following:

Field or Control	Description
Group Contract Summary	Click to access the Group Contract Summary pivot grid, where you can access group contract information in a chart mode. See Viewing the Group Contracts Pivot Grid.
Add Related Contract	Click to access the Relate Contract page where you can search for and select a related contracts. **Note:** Related Contracts are available for Group Multi Supplier and Group Single Supplier contracts.

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Field or Control	Description
Total Released Amount	Displays the released amount sum for all related contracts.
Relationship Status	Select the relationship between the Group Contract and child contract. Values are: *Active* or *Inactive*.
Document	Click to access an authored document for the contract ID, if it exists.
Amendment	Click to access an amended document for the contract ID, if it exists.
View Contract	Click to view detailed information for the contract ID.

> **Note**
>
> Supplier is only displayed when the Process Option is Group Multi Supplier.

Contract Entry - Contract Page (Group Multi Supplier)

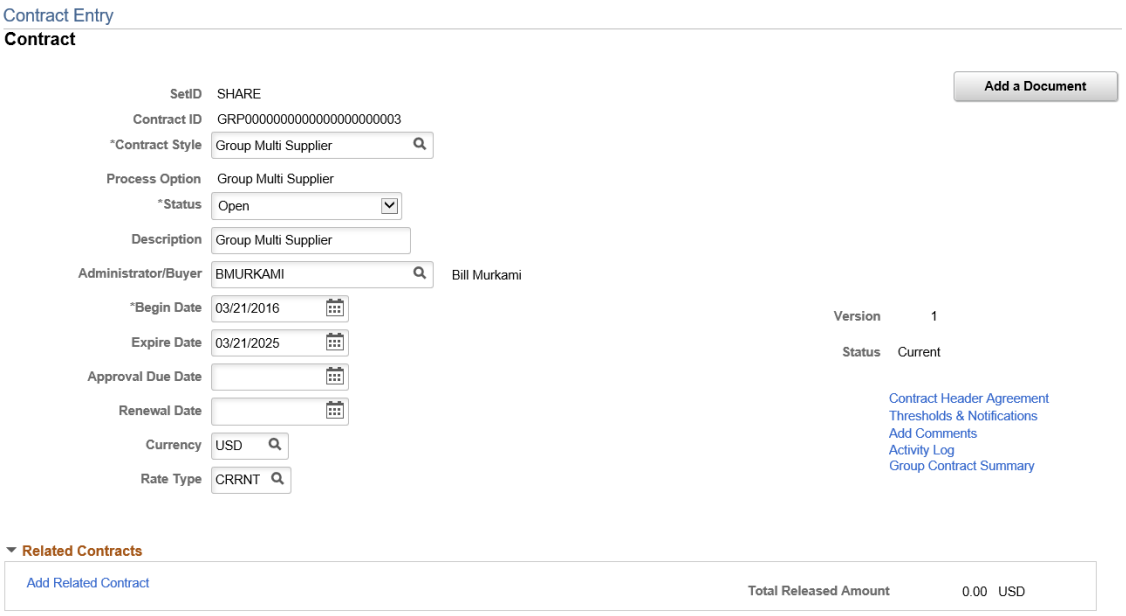
Use the Group Multi Supplier process option to group multiple contracts together. Similar to the Group Single Supplier process option you can add related child contracts to enable viewing summary information across all contracts in the group. Unlike the Group Single Supplier process option, the system defaults the supplier to the Default Reporting Supplier specified on the Contract and Vendor Rebate Controls Page so no supplier is specified when entering a Group Multi Supplier contract. In addition, all the related child contracts can exist for different suppliers. With this process option you can determine agreements, notifications, and a authored document for the contract but you cannot specify items, categories, or use the open item feature. Releases are not allowed against this contract.

Navigation:

Procurement Contracts, and then **Add/Update Contracts**

This example illustrates the fields and controls on the Contract Entry - Contract: Group Multi Supplier Page.

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All fields and links operate the same as a those documented for the Contract Entry - Contract Page and the Contract Entry - Contract Page (Group Single Supplier)

Contract Entry - Contract Page (Special Purpose)

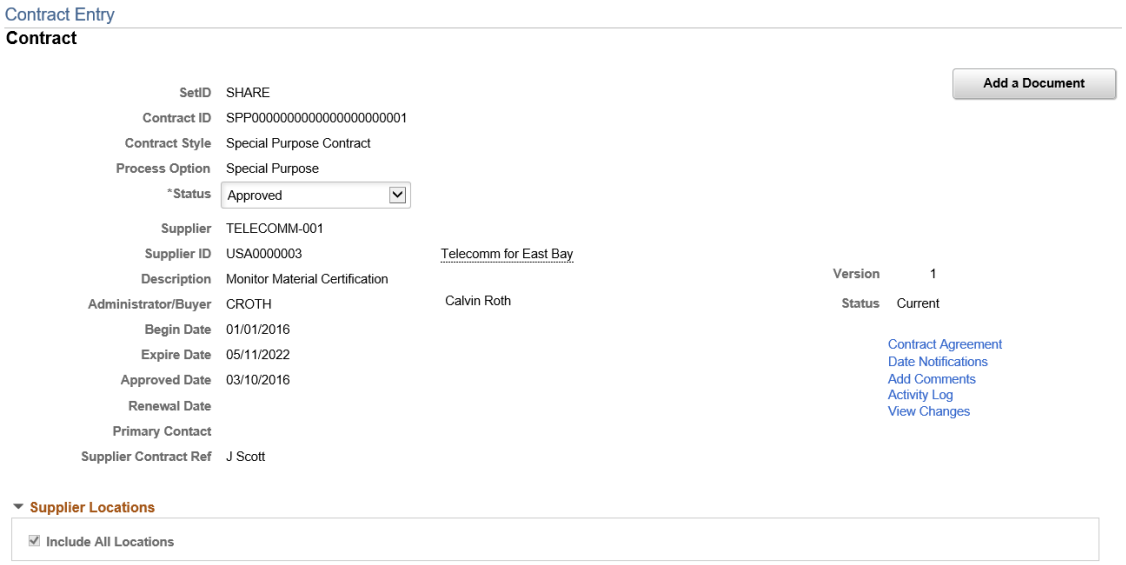
Use the Special Purpose process option when you need to associate a document to Service Level Agreements for a particular supplier, without procurement contract release capabilities. Similar to Group Single and Group Multi Supplier contracts, these are header level contracts that do not support open item, line item, or category releases. Unlike the Group Single and Group Multi Supplier contracts you cannot link related procurement contracts, however you can specify which supplier locations are applicable.

Navigation:

Procurement Contracts, and then **Add/Update Contracts**

This example illustrates the fields and controls on the Contract Entry - Contract Page: Special Purpose.

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All fields and links operate the same as a those documented for the Contract Entry - Contract Page and the Contract Entry - Contract Page (Group Single Supplier) with the exception of the following:

Field or Control	Description
Include All Locations	Select this check box, if you want this Special Purpose contract to apply to all supplier locations for this supplier. This will also apply to supplier locations that may be added at a future date. Uncheck this box, to select the applicable supplier locations. When you deselect this check box, the Supplier Locations grid appears showing all supplier locations for the supplier. The Include button can be used to specify which locations apply to this contract. At least one location must be selected when Include All Locations is unchecked. **Note:** If you deselect this check box, and a location is added later to the supplier, and you want that new location to be used with this contract, you will need to return to the Supplier Location page to include it.
Include Flag	Indicates whether or not the Supplier Location is valid for the contract.

Relate Contract page

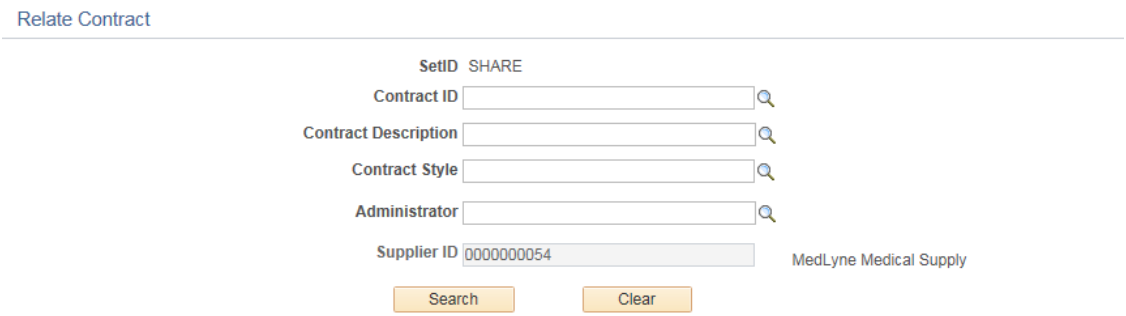
Use the Relate Contract page to add related or child contracts to the Group contract. This page only appears for Group Multi and Group Single Supplier contracts. It is used to identify the child, or related contracts for these Group contract types.

Navigation:

Click the Add Related Contract link on the Contract Entry page.

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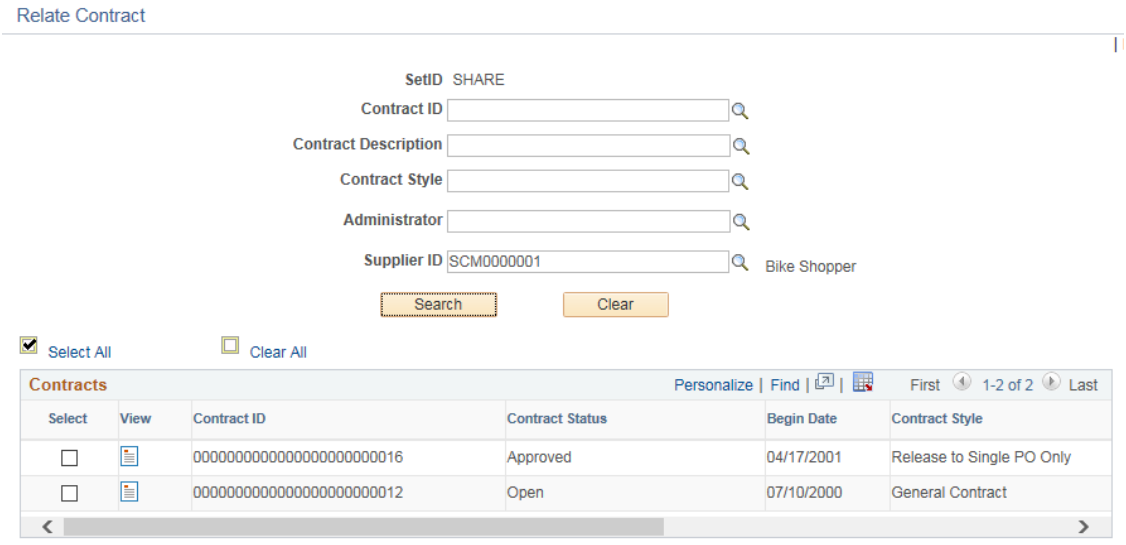
This example illustrates the fields and controls on the Relate Contract page.



Contracts that are eligible for selection include those that meet the search criteria that are currently effective, not already related, and not Group contracts. In case of Group Single Supplier contracts the supplier value is displayed and cannot be modified because with that format, all contracts must be for the same supplier.

The search result displays contracts already associated to other Group contracts only if Allow Link to Multiple Groups is selected on the Contract Set Controls options. After adding a child contract the main page displays that contract in the Related Contracts grid.

This example illustrates the fields and controls on the Relate Contract Search result page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Contract ID	Select a contract ID if you know which contract you wish to add.
Contract Description	Enter the contract description.
Contract Style	Select a contract style to narrow down the contract results with the same contract style.
Administrator	Select a contract administrator to narrow down the results to those contracts with the same administrator.

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Field or Control	Description
Supplier ID	Select a supplier ID to narrow down the results to contracts for this supplier. **Note:** When working on a Group Single Supplier contract, this field is grayed out.
(View icon)	Click to display the contract information. The information displayed is similar to that of the view icon on the Related Contracts grid on the primary page.

You can select one or many Contracts you want to add and click OK to add the relationship and return to the Contract Entry Page.

View Contract page

Use the View Contract page where you can view detailed information about the contract

Navigation:

Click the View contract icon on the Relate Contract page.

This example illustrates the fields and controls on the View Contract page.

View Contract

Contract Style	General Contract	
Begin Date	04/07/2016	
Expire Date		
Contract Description		
Contract Status	Approved	
Contract Version	1	
Version Status	Current	
Supplier	Robert Halves	
Currency Code	USD	
Maximum Amount		100,000.00
Open Item Released Amount		
Line Item Released Amount		
Category Released Amount		
Total Released Amount		
Remaining Percent	100.00 %	
Remaining Amount		100,000.00

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For information about the Fluid Group Contracts and Special Purpose Contracts SeeUsing the Fluid Group and Special Purpose Contracts

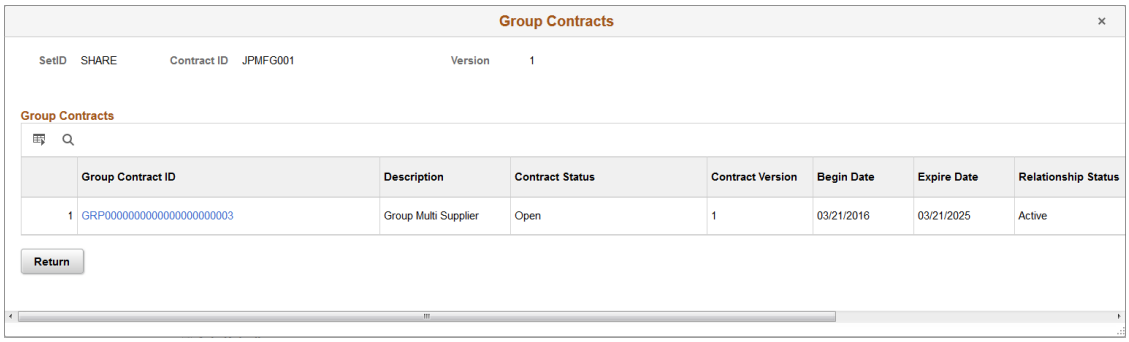
Group Contracts Page

Use the Group Contracts page (CNTRCT_GROUP_SEC) to view detailed information about the group contract related to the manufacturer contract.

Navigation:

Click the Group Contracts link on the Contract Entry - Contract page.

This example illustrates the fields and controls on the Group Contracts page.



Review detailed information about the group contract, such as contract style (group multi supplier, group single supplier, or special purpose) and contract status. Click the **Group Contract ID** link to view the parent contract linked to the manufacturer contract.

Using the Fluid Group and Special Purpose Contracts

Procurement Operations Home page

Use the Procurement Operations Home page to access PeopleSoft Fluid pages related to procurement processing.

Navigation:

Fluid Home, and then **Procurement Operations**

PeopleSoft Purchasing: Working with the Procurement Operations Home Page

Understanding Group Contracts and Special Purpose Contract Process Options

> **Note**
>
> The fluid component can also be added and maintained on the classic component.
>
> See Using the Fluid Group and Special Purpose Contracts.

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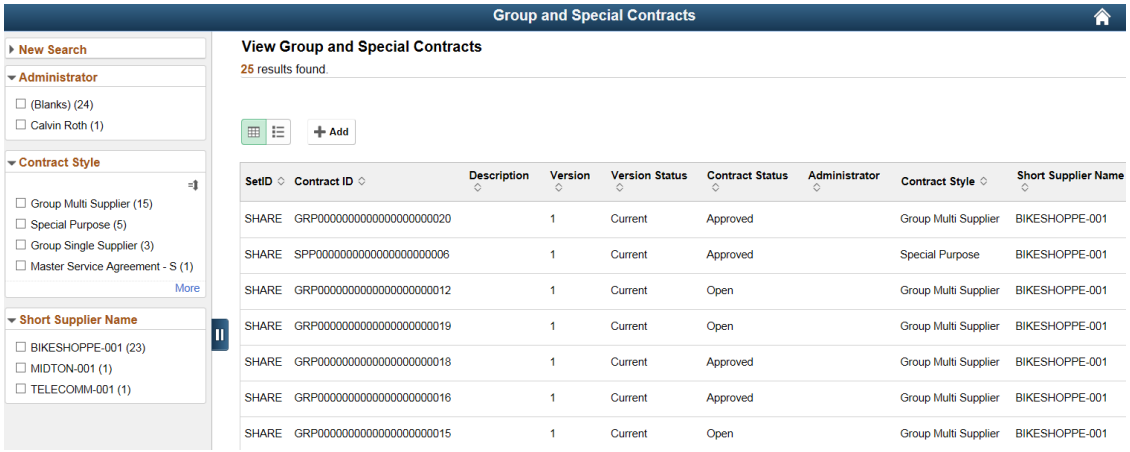
Group Contracts and Special Purpose Contracts page

Page Name	Definition
Contract Agreement Page	CNT_AGREE_FL
Contract Agreement Secondary Page	CNT_AGREE_SCF
Contract Agreement Clause Text Secondary Page	CNT_AG_TXT_SCF
Contract Agreement Notification Recipient Secondary Page	CNT_AG_WFRCP_SCF
Contract Amount Notification Page	CNT_AMTNOTIFY_FL
Related Contracts Search Secondary Page	CNT_CHD_ADD_SCF
Change Tracking Reason Secondary page	CNT_CHG_REASON_SCF
Related Contracts Page	CNT_CHILD_FL
Contract Comments Page	CNT_COMMENT_FL
Contract Date Notification	CNT_DATENOTIFY_FL
Contract Date History Page	CNT_DAT_HIS_FL
Contract Document Maintenance Page	CNT_DOCMAINT_FL
Contract Main Page	CNT_GRPCNT0_FL
Contract Supplier Location Page	CNT_SUPLOC_FL
Fluid Contract Left Panel Side Page	CNT_TAB_SIDE1_SFL
Related Contract Detail View Secondary Page	CNT_VIEW_DET_SCF

Click the **Group Contracts** tile to use the Group and Special Purpose contracts search page.

The Group and Special Purpose contracts search page lists existing contracts, with the most recently worked contracts at the top of the list. You can further use the search criteria or the facets to filter the search results. You can also choose to add a new contract by using the Add button on the top of the list.

This example illustrates the fields and controls on the Group and Special Purpose Contracts page.

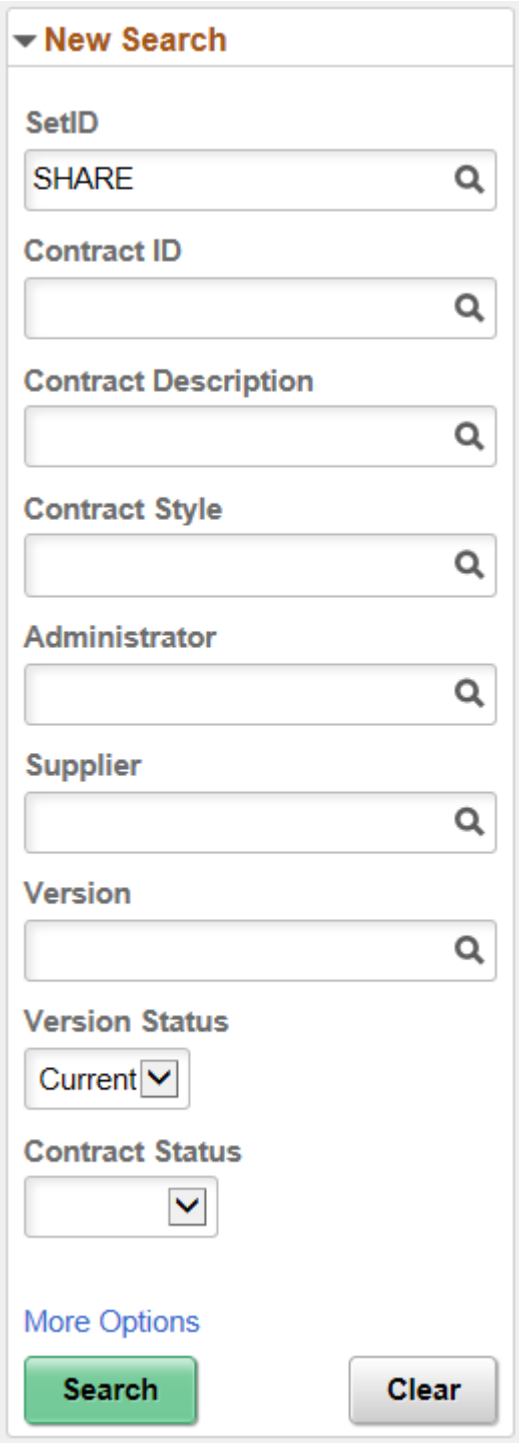


On clicking the New Search link in the left panel, the search fields are displayed.

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You can enter any of the search fields such as SetID, Contract ID, Supplier or Contract style to filter the search results.

This example illustrates the fields and controls on the New Search page. You can find definitions for the fields and controls later on this page.



Click the More Options link to use the Show Operators field, where you will be able to enter criteria related to the Last Date Worked.

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Click the Search button after entering your search criteria. The system will refresh the display result in the right panel showing only those contracts that meet the specified search criteria. Alternatively, use the Clear button to erase all entered search criteria and you can begin your search again.

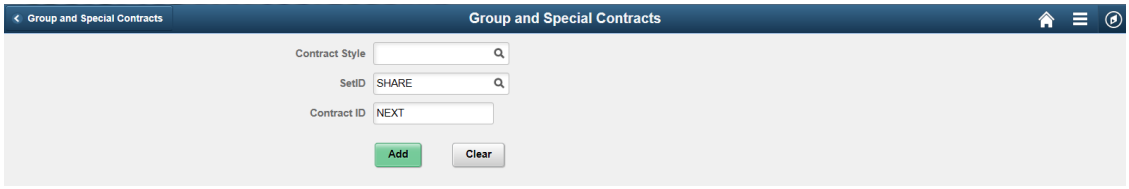
> **Note**
>
> The Pre Approved status in the Contract Style is only available on a draft version of the contract. Based on the settings for the user on the User Preferences - Contracts page.
>
> For more details See Contract Entry - Contract Page fields and definition.

Group and Special Purpose Contract (Add) Mode

Use the Group and Special Purpose Contracts Contract page to add Contract information.

Select the'+' button to add a new Group or Special Purpose contract. You will be prompted to select a Contract Style for the new contract as well as the SetID and Contract ID to be used for the new contract. Select Add to access the Add page, where you can create your new contract. This page supports adding the Group Multi Supplier, Group Single Supplier and the Special Purpose contracts.

This example illustrates the fields and controls on the Group and Special Purpose Contract (Add) page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Contract Style	Select to search for a contract style. This field defaults from User Preferences. In cases such as this, the Style ID and Contract Style description are used interchangeably.
SetID	Enter a SetID. This field defaults from User Preferences.
Contract ID	Enter a Contract ID .This field defaults to NEXT if auto assign is on.

Depending on the Contract Style chosen, the user will be taken to one of the following 3 contract formats:

- Group Single Supplier
- Group Multi Supplier
- Special Purpose

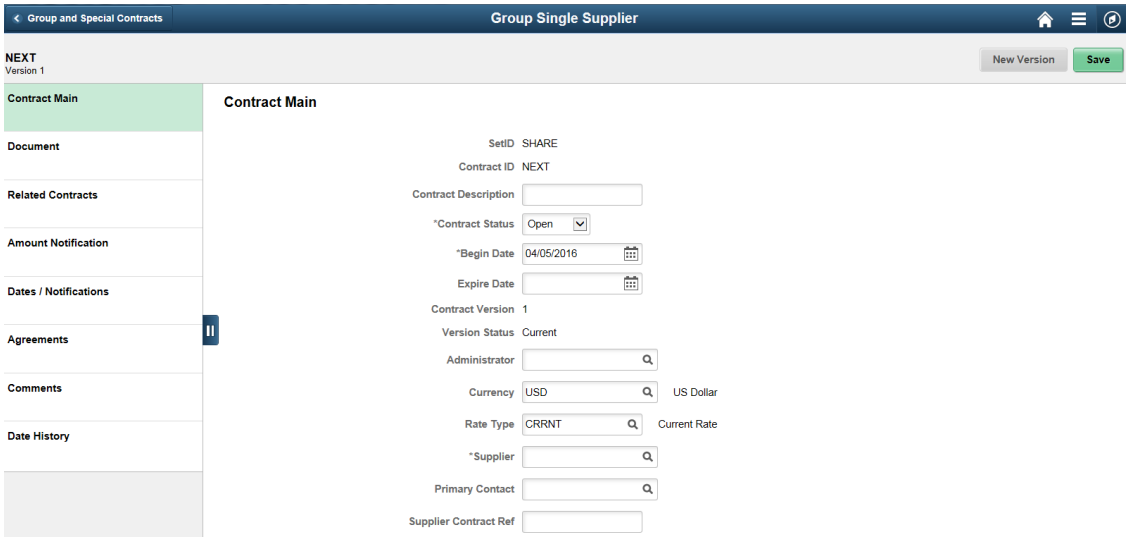
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Group and Special Purpose Contract Component

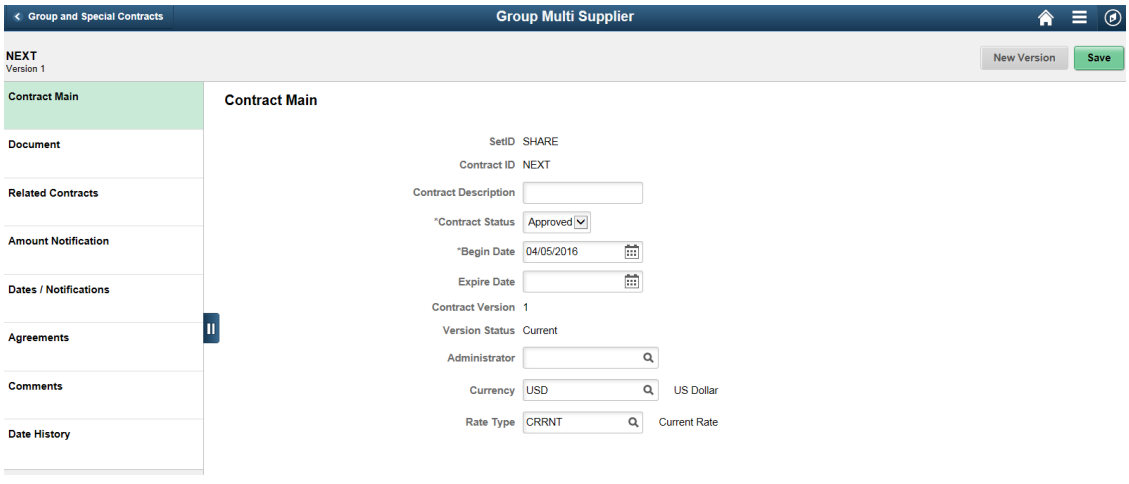
For any of the Group or Special Purpose Contract styles, the user can use the left panel navigation to access additional entry pages for the contract. The navigation options are similar to the tabs on Classic pages.

Click the Contract Main tab from the left panel to access the Contract Main page. You can enter basic header level information on Contract Main page. If you are adding or modifying a contract in Contract Main, the Contract Main page must be saved before proceeding to other pages.

This example illustrates the fields and controls on the Group Single Supplier page.

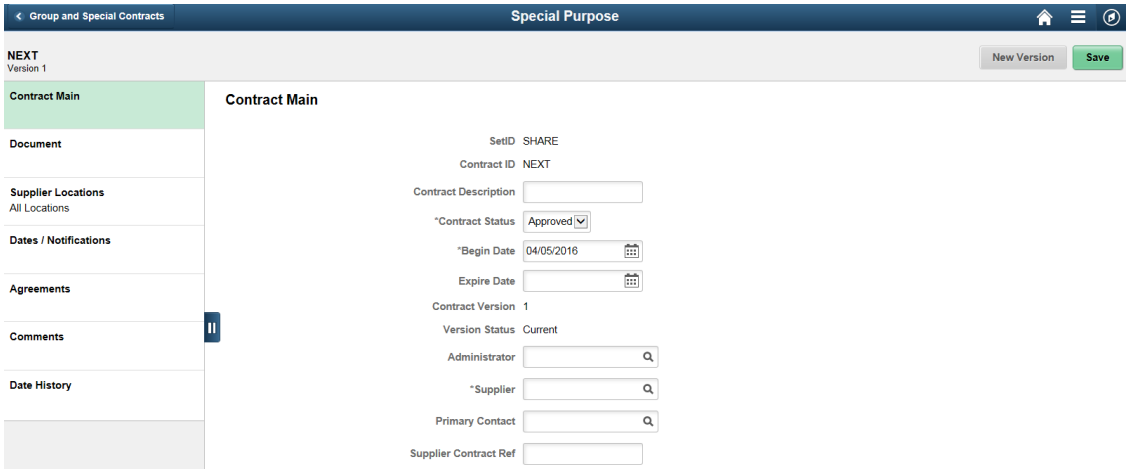


This example illustrates the fields and controls on the Group Multi Supplier page.



This example illustrates the fields and controls on the Special Purpose Contract page.

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To accommodate each installations unique contract naming terminology, the Contract Style will be used as the title displayed in the banner at the top of the page.

Below the banner you will see contract identification on the left including the Description, SetID, Contract ID, and Contract Version. A Save button appears on each page to allow the user to save their work before proceeding to the next page. When viewing the Contract Main page only, a New Version or Delete Draft button will appear in the header.

The Pre Approved status in the Contract Style is only available on a draft version of the contract. Based on the settings for the user on the User Preferences - Contracts page.

The New Version/Delete Draft buttons are available only if version control is enabled. When you click the New Version button, a draft version of the contract is created and upon approval the draft version is made the current version and the current version is made the history version. These functionality remain the same as in classic. Similarly, if change tracking is enabled then the changes are tracked with the change reason based on classic pages set up options.

The left panel allows access to the various pages within the component. This left panel varies based on the Contract Style. As information is captured for the contract, indicators will appear on the left panel showing the existence of that data. For example, the Agreements tab will show the number of agreements that have been established.

Contract Process	Group Single Supplier	Group Multi Supplier	Special Purpose
Contract Main	X	X	X
Document	X	X	X
Related Contracts	X	X	
Supplier Locations			X
Amount Notification	X	X	
Dates / Notifications	X	X	X
Agreements	X	X	X
Comments	X	X	X
Date History	X	X	X

The right panel displays information for the selected contract and can vary as well. For example on the Contract Main page, the Group Multi Supplier contracts will not show a Supplier.

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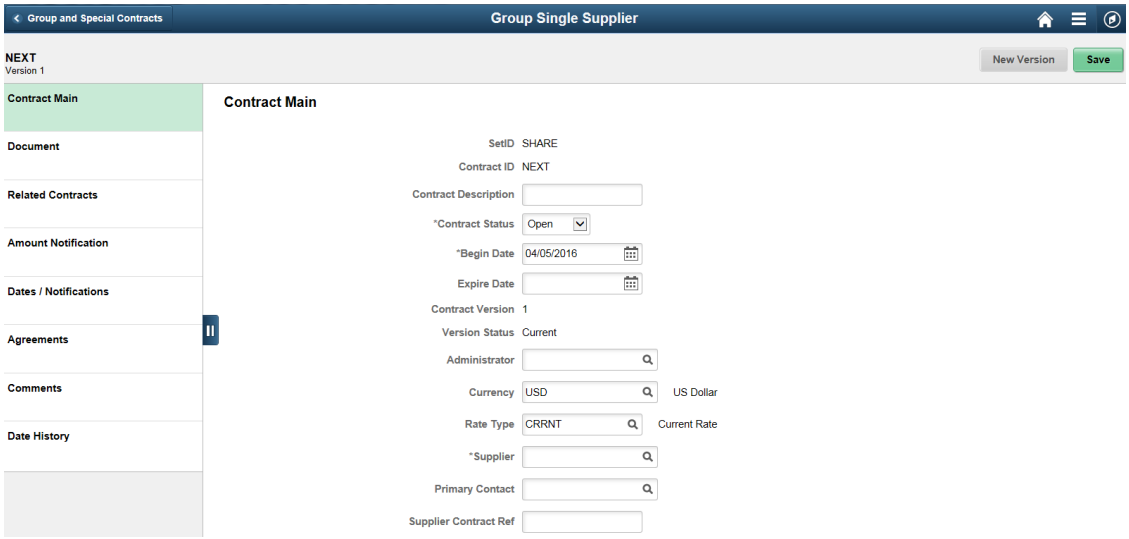
> **Note**
>
> You can only make modifications to the contract when the contract status is Open.

All information available to this component can be viewed and maintained using the classic pages.

Contract Main page

Use the Contract Main page to enter contract information.

This example illustrates the fields and controls on the Contract Main page.



This example shows the Contract Main page for the Group Single Supplier type of contract, but it can appear for Group Multi Supplier and Special Purpose contracts as well.

The Contract Main page displays the primary entry and maintenance page for procurement contracts using Contract Styles based on the Group Single Supplier, Group Multi Supplier, or Special Purpose process options. The screenshot displays an example of the Group Single Supplier. Basic information such as Administrator and Contract Status are displayed. In case of a Group Multi Supplier contract there is no supplier information. Special Purpose contracts do not have release amounts so you will not see currency related information here.

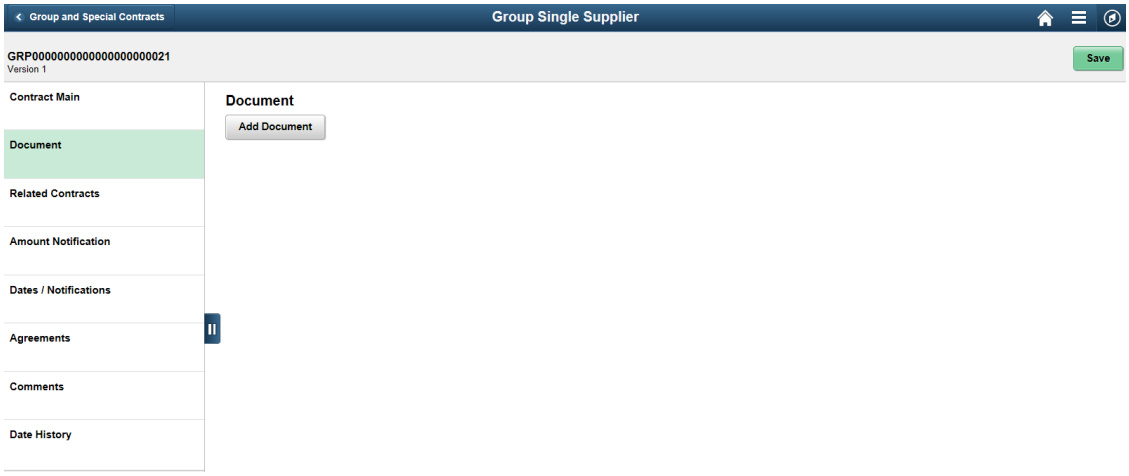
Document page

Use the Document page to add or maintain Supplier Contract documents for the contract. The Document page is the same for Group contracts and Special Purpose contracts, but is available only if Supplier Contracts is installed on your system.

Click the Document tab (left panel) to access the Document page. If there is no existing document, the system displays an Add Document button.

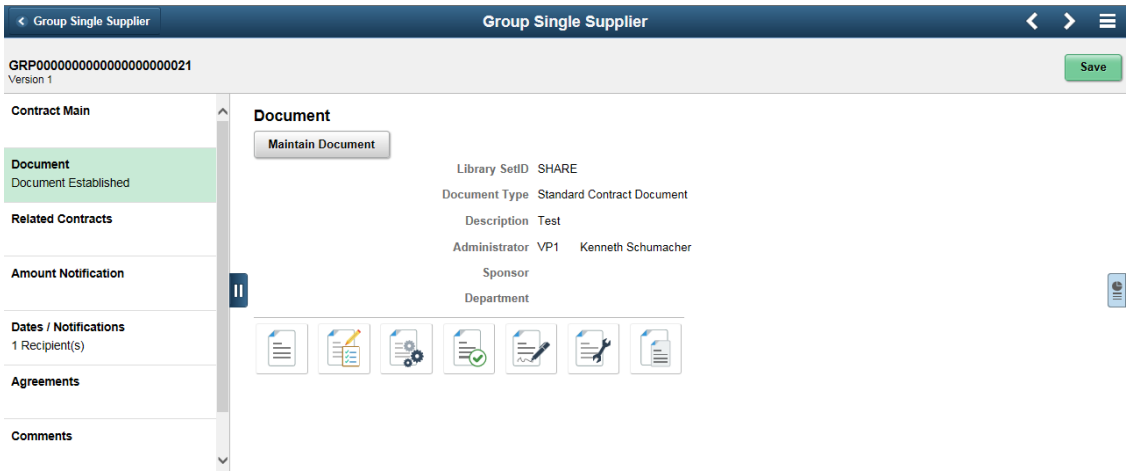
This example illustrates the fields and controls on the Document page.

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Clicking the Add document button takes you to the Supplier Contracts add page with the contract values defaulted. If you have already created a document, then Document Established is displayed in the left panel, and the Document page will show basic information for the document, as well as provide buttons to access more detailed information.

This example illustrates the fields and controls on the Document Established page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
 (View Document)	Click to open the created Contract Document associated with this contract.
 (Document Modification Summary)	Click to open a modal page showing a history of modifications that have taken place with this document.
 (Collaboration)	Click to open a modal window showing collaboration history for this contract document.

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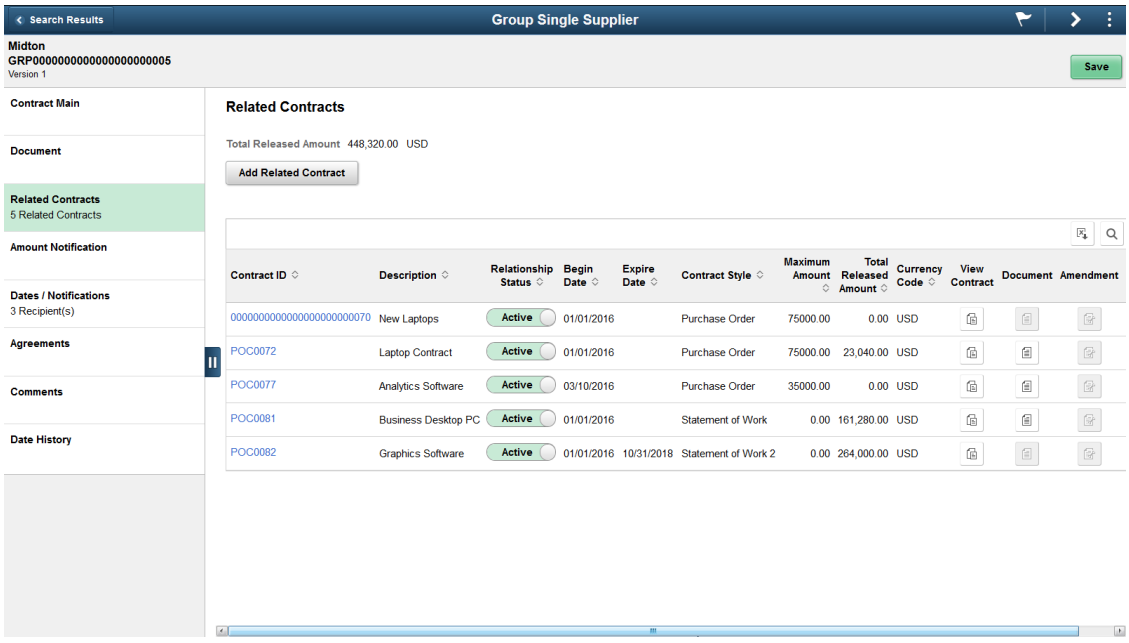
Field or Control	Description
 (Approve)	Click to open a modal window showing the approval history for this contract document
 (Sign Document)	Click to open a modal window showing any signature information that has been established for this contract document.
 (Amendments)	Click to open the most recent amendment document for this contract document.
 (Related documents)	Click to open a modal window showing any document attachments or related documents for this Supplier Contract document.

Related Contracts page

Use the Related Contracts page to add related or child contracts to the group contract. This page only appears for Group Multi and Group Single Supplier contracts. It is used to identify the child, or related contracts for these group contract types.

Click the Related Contracts tab (left panel) to access the Related Contracts page.

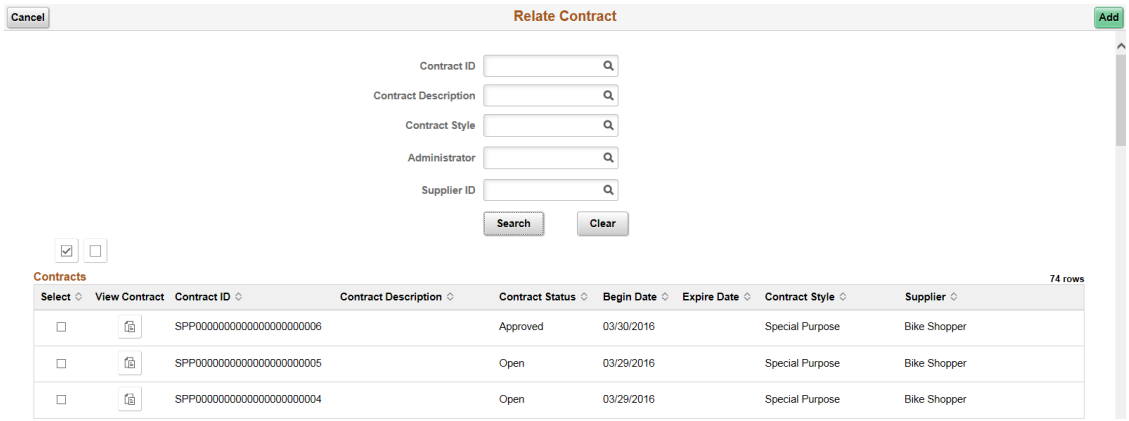
This example illustrates the fields and controls on the Related Contracts page.



Click the Related Contract button to add a child contract. Clicking this button will display a secondary page, where you can search for and select the related contracts.

This example illustrates the fields and controls on the Relate Contract page.

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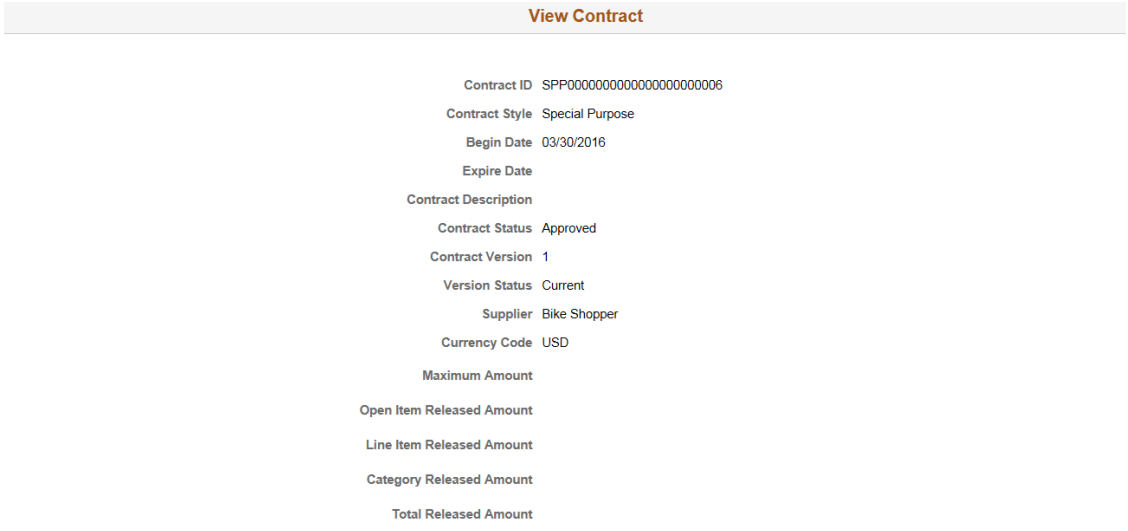


Contracts that are eligible for selection include those that meet the search criteria that are not already related, and not Group contracts. In case of Group Single Supplier contracts the supplier value is displayed and cannot be modified because with that format, all contracts must be for the same supplier.

The search displays contracts already associated to other Group Contracts only if Allow Link to Multiple Groups is selected on the Contract Set Controls options. If you have added a child contract then the main page displays that contract on the Related Contract page

Click on the View Contract button to display a secondary page, where you can view detailed information about the contract.

This example illustrates the fields and controls on the View Contract page.

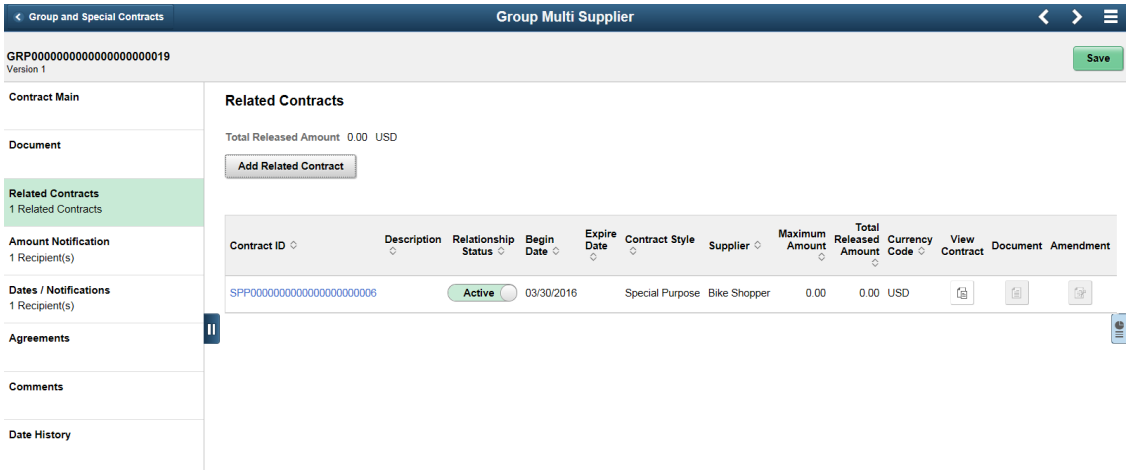


Click the check box for any contracts you wish to add, and then select the Add button.

After adding contracts from the Relate Contract page, the system takes you to the Related Contracts page. The newly selected contract(s) will appear along with summary information for the contract.

This example illustrates the fields and controls on the Example of Group Multi Supplier - Related Contracts.

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The left panel displays the number of child contracts.

The Total Released Amount appearing at the top of the right panel displays the sum for all related contracts. The Total Released Amount also displays for each related contract in the grid.

Supplier information will be displayed for Group Multi Supplier contracts, which will have related contracts for different suppliers.

Click the Contract ID link to be taken to the Contract Entry page in inquiry mode.

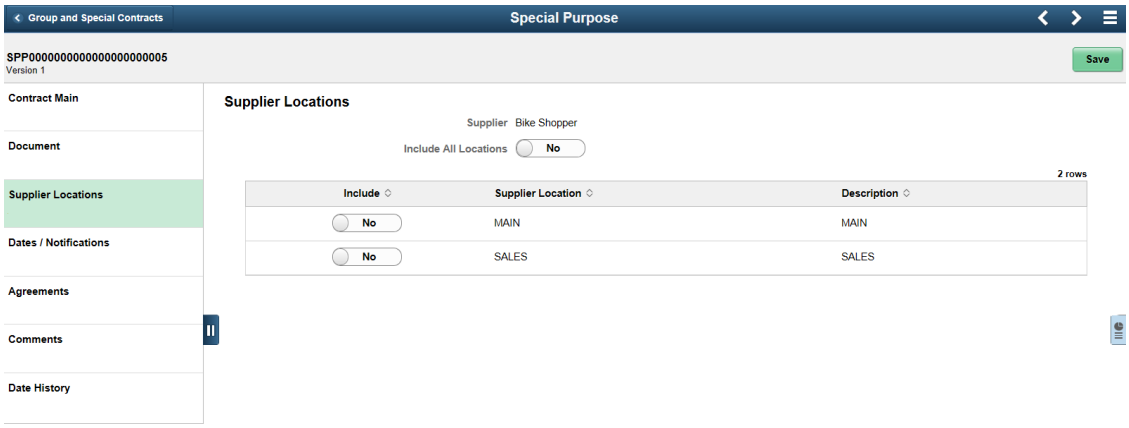
When a Document or Amendment exists for the related contract, the View Document or View Amendment icons will be enabled. Click the icon to download the document for viewing.

Supplier Locations page

Use the Supplier Locations page to select Supplier Locations. This page only appears for Special Purpose contracts.

Click the Supplier Locations tab (left panel) to access the Supplier Locations page.

This example illustrates the fields and controls on the Supplier Locations page.



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Select Yes for the Include All Locations option if you want this Special Purpose contract to apply to all supplier locations for this supplier. This will also apply to supplier locations that may be added at a future date. Select No if you wish to select the applicable supplier locations.

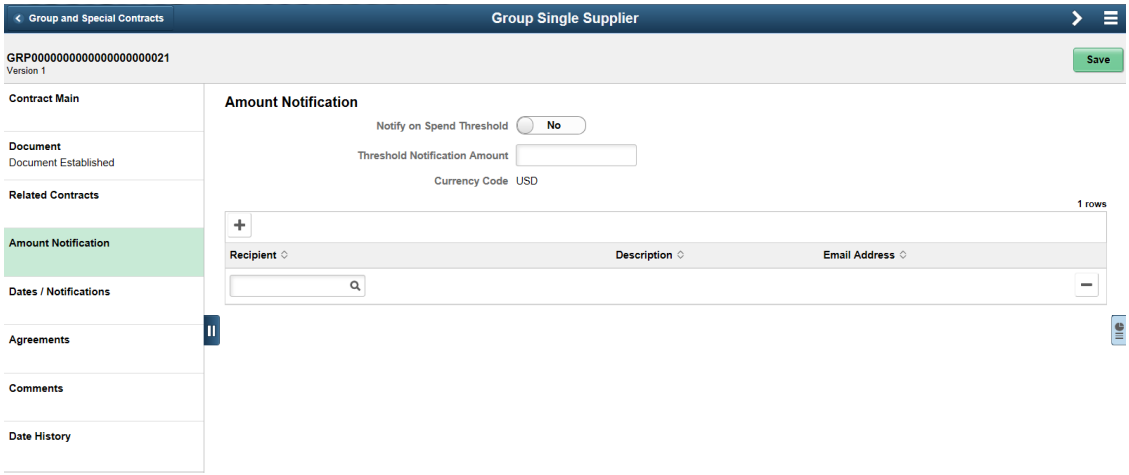
When you select the No option, the Supplier Locations grid appears showing all supplier locations for the supplier. The Include button can be used to specify which locations apply to this contract. At least one location must be selected when Include All Locations option is No.

> **Note**
>
> If you select No, and a location is added later to the supplier, and you want that new location to be used with this contract, then you will need to return to the Supplier Location page to include it.

Amount Notification page

Use the Amount Notification page to turn on Spend Threshold notification. This page only appears for Group Multi and Group Single Supplier contracts.

This example illustrates the fields and controls on the Amount Notification page.



Use Amount Notifications to enable workflow notifications when a particular spend threshold is reached.

When you select Yes for Notify on Spend Threshold, you need to enter a Threshold Notification Amount, and at least 1 recipient to notify.

Later when the workflow notification program is run the system will calculate the sum of the released amounts for all the related contracts to the group contract. If this amount exceeds the threshold amount, the notification will be issued.

After the recipient is added, the left panel will indicate the number of recipients to be notified when the threshold is met.

Dates/ Notifications page

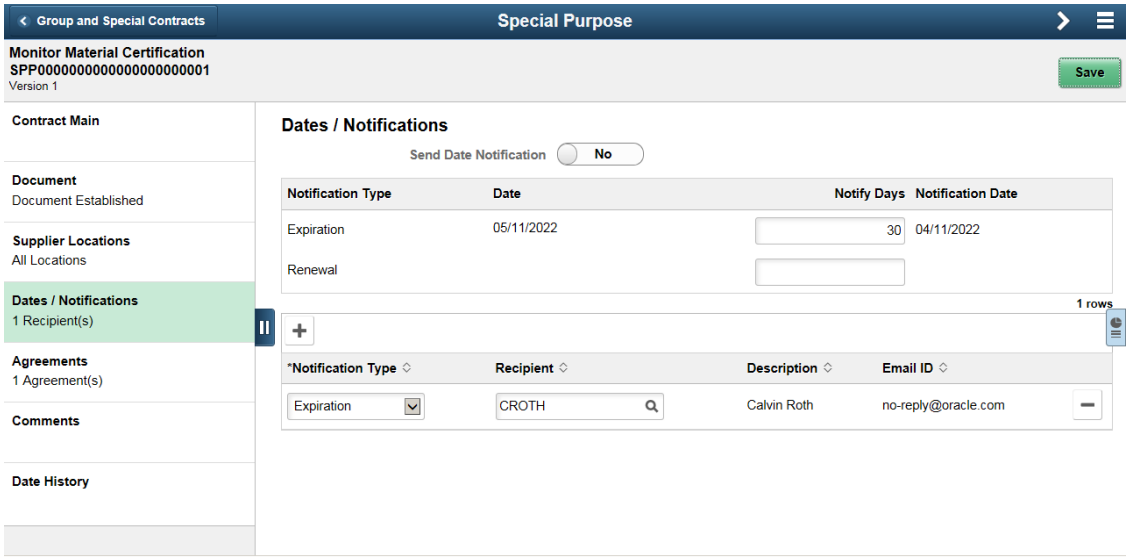
Use the Dates/ Notifications page to enable workflow notifications when the specified date is reached. The Dates/ Notifications page is the same for Group contracts and Special Purpose

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contracts. Users can set the expiration date, renewal date, and Draft approval date on this page as well as when the notification should be sent prior to those dates. After you save the entries, the system calculates the actual expiry, renewal, and approval dates. You can enter the recipients to be notified for each date notification.

After the recipients are added, the left panel will indicate the total number of recipients to be notified for the selected date types.

This example illustrates the fields and controls on the Dates/ Notifications page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Send Date Notification	Select Yes to enable date notifications.
Notification Type	Select the notification type for which you want to notify a user. • Expiry: Select to notify a user when a contract is nearing its expiration date. • Draft Due: Select to notify a user when the approval of a contract draft is due. • Renew: Select to notify a user when a contract is ready for renewal.
Notify Days	Enter the number of days before the corresponding date is reached, that you want the system to notify users.
Notification Date	Based on the date and notify days values that you define, the system determines and displays the notification date. When this date is reached, the system notifies the listed recipients through workflow or email.
Recipient	Select the recipient to whom you want to send notifications. The system also populates the description and email fields for the recipient.

For more information on fields and descriptions See Contract Entry - Contract Page.

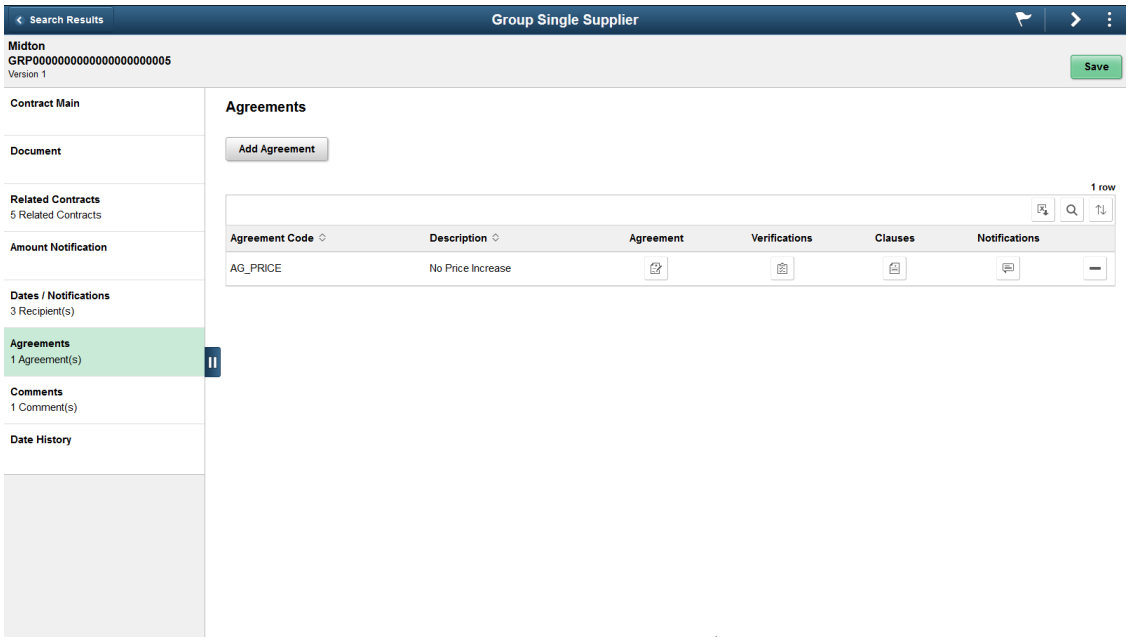
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Agreements page

Use the Agreements tab to add agreements to a contract. This page is the same for Group contracts and Special Purpose contracts and is visible only if Supplier Contracts is installed on your system.

Click on the Add Agreement button to add a new agreement to the contract.

This example illustrates the fields and controls on the Agreements page.

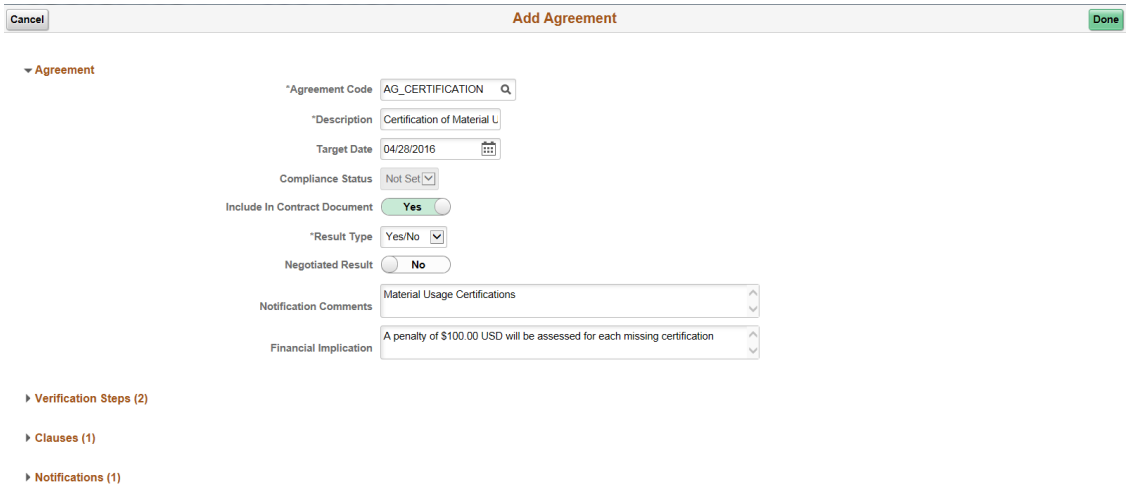


Clicking the Add Agreement button opens the Add Agreement page, where you can identify the agreement you want to add by selecting an agreement code. Once selected, agreement information will default from the agreement setup onto the page. You can choose to expand the sections to view or modify the details.

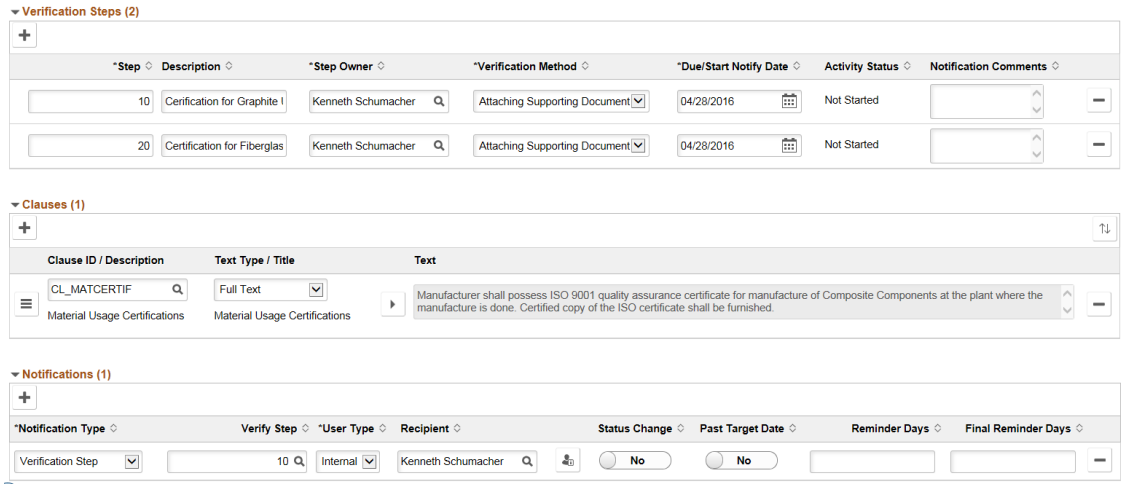
> **Note**
>
> Metric type agreements are not available to Group Contracts and Special Purpose Contracts Purpose contract types.

This example illustrates the fields and controls on the Add Agreement (1 of 2) page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Add Agreement (2 of 2) page. You can find definitions for the fields and controls later on this page.

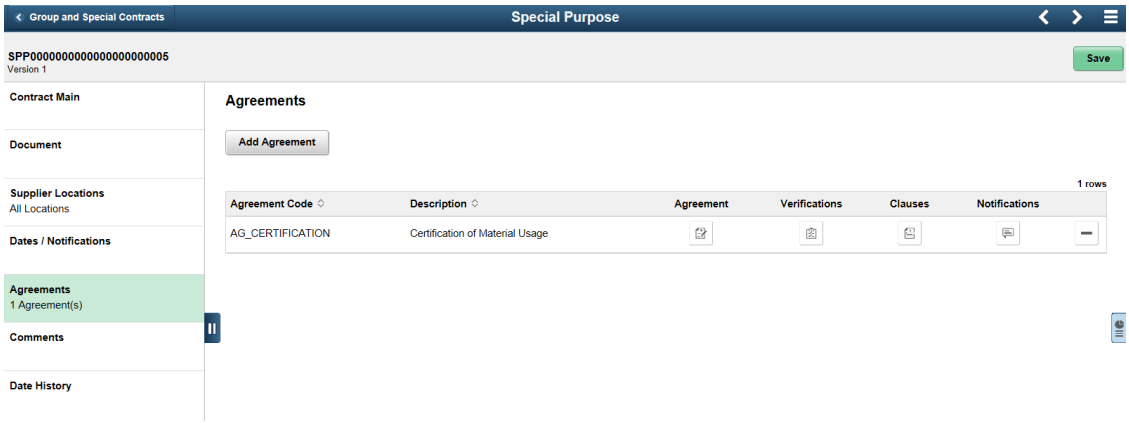


Field or Control	Description
Verification Steps	Displays the verification steps for the agreement.
Clauses	Displays detail on the clauses. The text type determines whether a reference text or a full text is to be displayed. Clicking the expand/collapse button helps to expand or collapse the text area for better reading. You can choose to drag and drop in the Clauses section to reorder the clauses.
Notifications	The Notifications section specifies the users you wish to notify. Click on the Recipient detail icon to display a secondary page, where you can maintain recipient specific information.

After entering the agreement information, click Done to return to the Agreement page. The Agreement page displays the agreement information on the grid. The left panel is updated with the number of agreements that exist on the contract.

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This example illustrates the fields and controls on the Agreements Information page.



Clicking the section buttons displays the respective section in an expanded form on a secondary page.

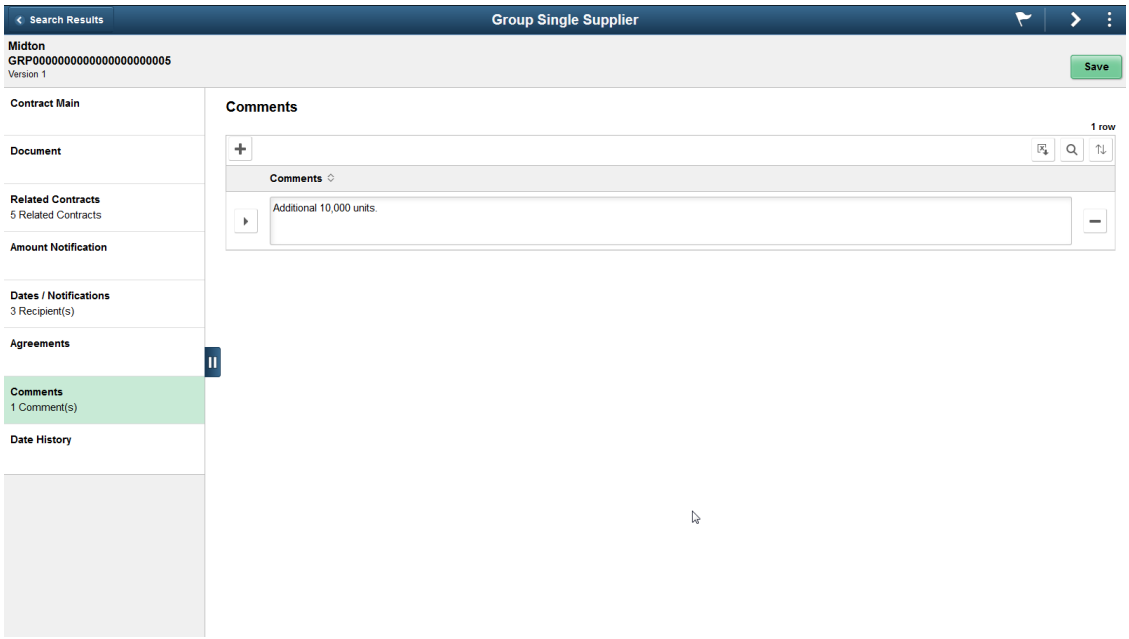
Related Topics

- PeopleSoft Supplier Contract Management: Predefining Agreements
- PeopleSoft Supplier Contract Management: Assigning Agreements to Purchasing Contracts

Comments page

Use the Comments page to add comments to a contract. This page is the same for Group contracts and Special Purpose contracts and is available for entry regardless of the contract status.

This example illustrates the fields and controls on the Comments page. You can find definitions for the fields and controls later on this page.



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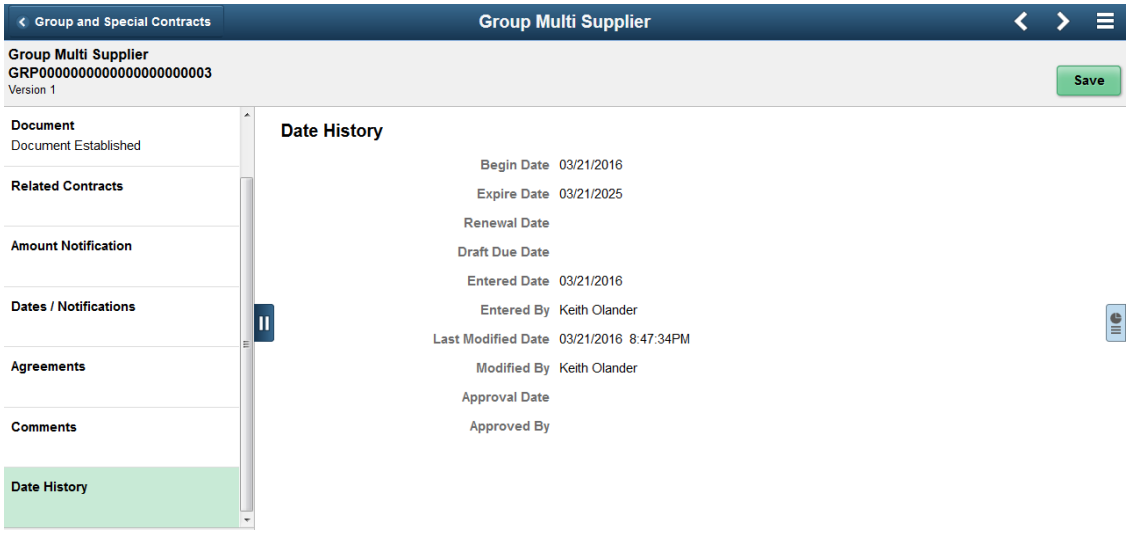
Field or Control	Description
	Click this button to expand or collapse the comments section.
	Click this button to add more comments.

You can find the total number of comments displayed in the left panel, after the comments are added.

Date History page

Use the Date History page to display information related to various dates on the contract.

This example illustrates the fields and controls on the Date History page.



Creating Contract Line Information

Pages Used to Create Contract Line Information

Page Name	Definition Name	Usage
Contract Page	CNTRCT_HDR	Enter line and item information for the contract. If you have PeopleSoft Services Procurement installed, the contract line can also be a services procurement role type.
Item Description Page	CNTRCT_ITEM_DESCR	Enter and view descriptions for a specific item.
Order By Catalog Page	ORD_BY_ITEM_CAT	Search for and select items to order from a catalog.

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Page Name	Definition Name	Usage
Item Details Page	ITM_CAT_DETAIL	View catalog item details.
Item Supplier Priority Page	ITM_CAT_VNDR	View qualifying suppliers that are preapproved to provide selected items.
Set Item Alias Page	ITM_ALIAS	Set up an alias for the selected item so that you don't need the supplier's ID or description each time you order the part. These aliases are stored according to user ID so that each user can have a different alias for the same item.
Item Search Criteria Page	ITEM_SEARCH_SP	Search for items.
Item Supplier Priority Page	ITM_VNDR_PRTY_HC	View qualifying suppliers that are preapproved to provide selected items.
Details for Line Page	CNTRCT_PRC_UOM_SEC	View details for the contract line.
Comments for Line Page	CNTRCT_CMNTS_SEC	View and enter line comments for the contract. See Contract Page
Include Item Specifications Page	PO_ITEM_SPEX	Include standard item specifications as they appear, or modify them to meet the requirements of the transaction comment. The item for which you are viewing comments must be associated with item specifications on the Item Specifications page. See Contract Page
Price Adjustments for Item Line Page	CNTRCT_PRC_ADJ_SEC	Enter price adjustments for fixed items that apply only to the specific line item. You can use this page for order releases only.
PO Distributions for Line Page	CNTRCT_DSTRBPO_SEC	Enter contract line-level distribution defaults. This enables you to maintain unique sets of purchase order distribution defaults for each business unit. You can use the distribution entries as default values during the contract release process, based on the affected purchasing business unit.
Voucher Tax Info for Line Page	CNTRCT_LN_VAT_SEC	Set sales and use tax options for a contract line.

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Page Name	Definition Name	Usage
Voucher Distribution Information for Line Page	CNTRCT_DSTRB_SEC	Set up one or more distribution lines for each contract line. When a contract line is released to a voucher, the distribution lines are copied to the voucher line. You can use this page for voucher releases only.
Contract Item Line Agreement Assignments Page	CS_AGREE_CLN	View and maintain contract line agreements. The button is available when you are using PeopleSoft Supplier Contract Management. See Contract Page
Milestones for Line Page	CNTRCT_MILESTN_SEC	Divide a voucher or order contract line into milestones and set up rules for the milestones. This page is available for lines that are defined as *Amount Only*. In addition, you must have entered a merchandise amount for the selected line.
Milestone Line Description Page	CNTRCT_DESCR_MLSTN	Enter and view descriptions of milestone lines. See Milestones for Line Page
View Catalog Hierarchy Page	CAT_PARENTAGE_SEC	View information about where a category resides in the entire catalog tree hierarchy.
Category Search Page	CAT_SEARCH_SEC	Search for and select an appropriate category ID for the item when entering an ad hoc item. You search for the category ID using a category hierarchy tree.

Searching for Contract Lines

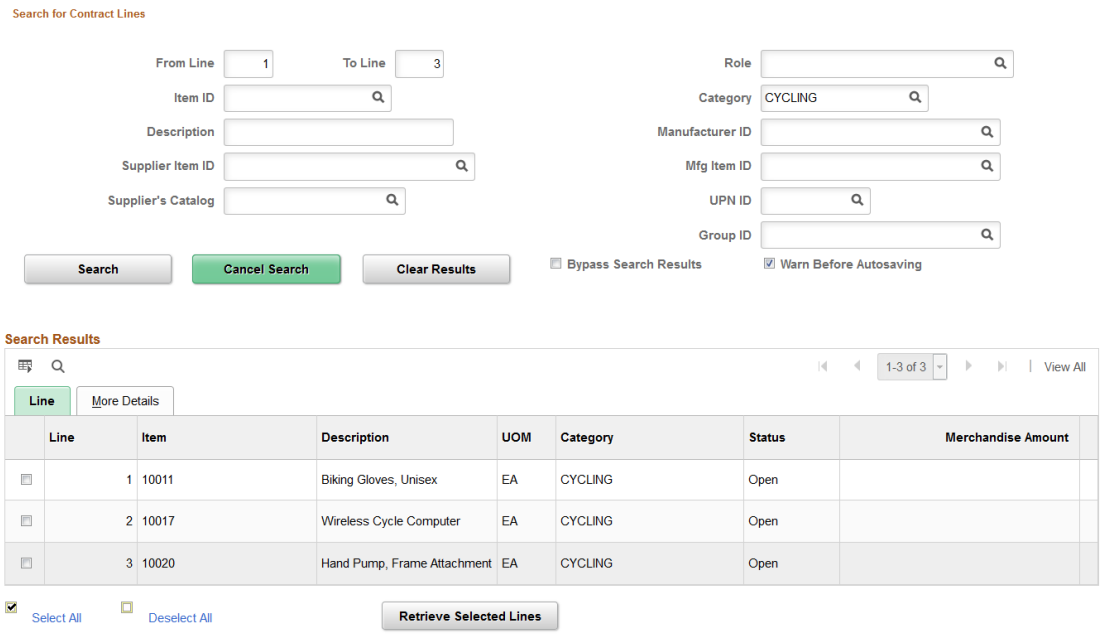
Use the Contract page (CNTRCT_HDR) to enter line and item information for the contract.

Navigation:

Procurement Contracts, and then **Add/Update Contracts**, and then **Contract.** Select the Search for Contract Lines link.

This example illustrates the fields and controls on the Contract Entry - Contract page, Search for Contract Lines.

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When you are working with a large contract that contains many lines, this search page provides better control and flexibility over which lines the system retrieves from the contract. The **Search for Contract Lines** box automatically appears on the Contract page when the number of rows on a contract exceeds the maximum number of rows predefined value. This value is determined by the number entered in the **Contracts** field for Purchasing installation options. See Application Fundamentals: Installation Options - Purchasing Page.

You can retrieve lines by item, description, line number ranges, or any of the other parameters on the page. Each time you enter new criteria and click the **Search** button, the system appends the additional results to the **Search Results** grid. Select the lines in the search results that you want to work with and click the **Search** button to load the lines into the contract page.

> **Note**
>
> Instead of searching for selected contract lines, you can click the **Load All Contract Lines** link to load all contract lines associated with the contract. This link appears next to the **Search for Contract Lines** link before you perform a search. You can use the link instead of performing the search. If the **Warn Before Autosaving** check box has been selected in a previous search, the system displays a message indicating that the load action will force a system save.

Field or Control	Description
From Line and**To Line**	Enter a single line for both fields to retrieve one contract line item. Enter a range of line numbers to retrieve multiple lines with the from line being the lowest number.
Item ID	Select a single item ID on which to base a contract line search.

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Field or Control	Description
Category ID	Select a category ID on which to base a contract line search. When you click the **Look Up Category** button, the system provides a list of values that contains all of the categories associated with the contract. When you select the category, the search results provide all contract lines for that category.
Description	Enter an item description on which to base the search. This field is case-sensitive.
Manufacturer ID, Supplier Item ID, Mfg Item ID(manufacturer item ID), **UPN ID, Supplier Catalog** and **Group ID**	Select one of these options on which to base a search. You can select multiple options to reduce the results. For example, you can select a supplier item ID on which to base a contract line search. All contract lines that contain the supplier item ID and that meet other search criteria you enter are returned in the search results.
Search	Click to search for items that meet the search criteria. If you do not enter criteria, the system returns all contract lines associated with the contract. **Note:** *Chunking* is a process in which the system places a small subset of transaction lines in a buffer. Sample data delivered with PeopleSoft Purchasing sets chunking at the maximum rows in contracts to 50. When performing searches, the system amends the previous search with the results of the current search unless you click the Clear Search button.
Cancel Search	Click to exit the **Search for Contract Lines** group box and cancel the search criteria that you entered. If you select to bypass the search results, the **Cancel Search** button is not available.
Clear Results	Click to remove the previous search results from the **Lines** grid box. This enables you to initiate a new search, otherwise, the system amends the previous search results with those of the current search.
Bypass Search Results	Select to bypass viewing returned search results. Instead of populating the **Search Results** grid, the system navigates directly to the **Lines** grid with the search results, making it quicker to work with contract lines.

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Field or Control	Description
Warn Before Autosaving	Select to enable messaging where the system provides a warning message that an action will force a save. When the message appears, click the **OK** button to save and continue. If you do not want to save, click the **Cancel** button to return to the Contract page with the unsaved changes. The system automatically saves all changes to the database when the **Warn Before Autosaving** check box is not selected and you: • Click the **Search** button and the Bypass Search Results check box is selected. • Click the **Retrieve Selected Lines** button after you perform the search. • Click the **Load All Contract Lines** link prior to performing the search.
Select All	Select all contract lines returned by the system search. When you click the **Retrieve Selected Lines** button, the system displays the lines for review and maintenance. Select individual check boxes to select specific lines to retrieve.
Deselect All	Select to deselect all contract lines in the search results.
Retrieve Selected Items	Click to retrieve the contract lines that you selected. After retrieving the lines, you can review and maintain individual lines. The system displays a warning when you do not select contract lines to retrieve. If the **Warn Before Autosaving** check box is selected, the system displays a message indicating that the retrieve action will force a system save.

Search Results

This grid displays the contract lines returned by the search. The Line and More Details tabs provide a summary of the search criteria used in the search and details about the contract line.

Contract Page

Navigation:

Procurement Contracts, and then **Add/Update Contracts**, and then **Contract**

To adjust VAT on the voucher line after it has been created from the contract, use the Voucher Line VAT Information page on the voucher.

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Details

Field or Control	Description
Item	Select the ID for the item that is being purchased on the contract line. Only items that have an item-supplier relationship established are available for selection. Entering an item ID is not required for voucher contracts and ad hoc item (description-only) purchase order contracts.
Description	Base language item description for the line item. You can enter an ad hoc item description, or override the current description. This is required for voucher and order contracts.
UOM (unit of measure)	Select the unit of measure (UOM) for the item on this line. This is required for order contracts. If you enter an item ID, the UOM appears automatically from the default item supplier UOM and cannot be changed. This UOM is used as a base for determining quantities such as minimum and maximum quantities and line quantities released.
Category	Select the category of the item. This is a required field for order contracts and recurring purchase order voucher contracts.
Cancel	Click to cancel a contract line. When you cancel a contract line, you cannot perform any further processing against the contract line.
Merchandise Amt (merchandise amount)	Enter the merchandise amount on the line expressed in the contract header currency. This is required for voucher and amount-only contract lines. **Note:** You can use negative contract amounts for the Voucher contract processing option only.

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Field or Control	Description
Include for Release	Select to release the line. If you want to release this line as a milestone, select the **Release as Milestone** check box. You can create a milestone line without selecting the **Include for Release** check box. However, for you to release the line as a milestone line, the **Include for Release** and **Release as Milestone** check boxes must both be selected. If the **Release as Milestone** check box is not selected, but the **Amt Only** check box is selected, the line is released as an amount-only line for the full amount. When you release lines, milestone lines cannot be released with nonmilestone lines. Each milestone can have only one release. For example, a 20 percent completion milestone on a construction project is paid using one milestone release when 20 percent of the project is complete. The remaining 80 percent of the project will need to be paid by other milestones, each with one release payment. For recurring purchase order vouchers, this check box is applicable only for the voucher releases and is available only after the contract line exists on the purchase order. The purchase order releases are generated in the background when a contract line has not yet been released to a purchase order. Therefore, the **Include for Release** check box is not accessible for purchase order releases of recurring purchase order vouchers.
Status	Displays the status of a contract line item. Values include: *Active:* Indicates that the line item is available. This is the normal status for a line. *Cancelled:* Indicates that the line has been canceled. *Inactive:* Indicates that the line is inactive. The next field descriptions describe system behavior for canceling and reactivating line items.
**Reactivate**	Click to reactivate a contract line that has been canceled. While the contract is in a Draft version, you can reactivate a line. If you inactivate a line, it still appears, but the system protects all fields for the line, and the **Reactivate** button is still enabled. See the **Cancel** button description next for more information about using the **Reactivate** button.

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Field or Control	Description
 **Cancel**	Click to cancel a contract line. If you have the authority to cancel contracts, in some cases, the system allows cancellation or inactivation of the line and the **Cancel** button (a red X) appears for you to perform these actions. Cancellation authority is set up by means of the **Cancel Contract** check box on the Contract Process page. Select **Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **User Preferences**, and then **Procurement**, and then **Contract Process.** The next lists provide information about canceling line items when the contract is in a Current version or Draft version. The discussions assume that you are authorized to cancel a line item. When working with the Current contract version that is in an Open status, consider these rules: • If a line has not had any releases, the **Cancel** button appears, and you can cancel the line. • A line cannot be canceled if no other active lines or categories exist on the contract and open items are not allowed on the contract • If you cancel a line, it still appears, but the system protects the fields and does not allow releases against the line. When working with the Draft contract version, which is always in an Open status, consider these rules: • The **Cancel** button appears, and you can cancel or inactivate the line. • If the line item has not had releases against it, you can click the **Cancel** button to cancel the line. In addition: – A line cannot be canceled if no other active lines or categories exist on the contract and open items are not allowed on the contract. – When you click the **Cancel** button, the **Reactivate** button appears. While the contract is in a Draft version, you can reactivate the line. – If you cancel the line, the line still appears, but the system protects the fields and makes the **Reactivate** button available. – When a change is for the Draft version, the system still allows releases against the line by means of the Current version, while the Draft contract version is in an Open status.

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Field or Control	Description
	– If you select the **Reactivate** button, the system returns the line to its active state as if nothing had happened. • If the line item has had releases, click the **Cancel** button to inactivate the line. In addition: – A line can be inactivated even when no other active lines or categories exist on the contract and an open item is not allowed on the contract. – After you select the **Cancel** button, the **Reactivate** button appears. – If you inactivate the line, it still appears, but the system protects the fields and keeps the **Reactivate** button enabled. – When a change is for the Draft version, the system allows releases against the line by means of the Current version while the Draft version is in an Open status. – If you click the **Reactivate** button, the line returns to its active state as if nothing had happened. • If you cancel or inactivate a line item, when the Draft version is approved, the **Reactivate** button is no longer available. In addition, if that line originated from a sourcing event or request for quote, the system puts the remaining unreleased quantity back on the sourcing event or the request for quote rewarded again. • When inactivated or canceled, the category or line continues to appear, and the system protects the fields. The system continues to update released amounts and quantities until all existing purchase orders against the now History version are processed.
Add Rows	Click to add a single line item or multiple line items to this contract. This button is not available if the contract is in an Approved status. When you select to add a row or multiple rows, the system inserts the new rows below the current row.
Delete Row	Click to delete a single line item from this contract. This button is not available if the contract is in an Approved status. **Note:** You cannot delete rows when a corresponding row is on the Current version for which an agreement exists. This prevents you from monitoring the agreement's compliance.

Order By Amount

Select the Order by Amount tab.

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Field or Control	Description
Amt Only (amount only)	Select this check box if the contract line is to be received by amount. This check box must be selected for you to enable the milestone functionality. Amount-only functionality is not available when you select the **Release to Single PO Only** contract process option on the Contract page. This check box is selected and unavailable for entry for recurring PO voucher contracts. If this check box is selected: • The quantity field is unavailable for entry and is set to *1* on the release. • The PeopleSoft Inventory business unit field becomes unavailable for entry on the release distribution for order contracts. • The **Merchandise Amt** field on the contract line becomes a required field.
Release as Milestone	Select to designate a milestone line. Milestones are not applicable when you select the **Release to Single PO Only** contract process option on the Contract page. The **Amount Only** check box must be selected for you to use milestone functionality. If the **Release as Milestone** check box is not selected, but the **Amt Only** check box is selected, the line is released as an amount-only line for the full amount. When you release lines, milestone lines cannot be released with nonmilestone lines. Each milestone can have only one release. For example, a 20 percent completion milestone on a construction project is paid using one milestone release when 20 percent of the project is complete. The remaining 80 percent of the project must be paid based on other milestones, each with one release payment.

Item Information

Field or Control	Description
UPN Type	Select the applicable UPN Type.

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Field or Control	Description
UPN ID (Universal Product Number Identifier)	Select applicable universal product number that is defined by a unique combination of item ID, manufacturer ID, manufacturer item ID, and Unit of Measure. On selecting the UPN ID, the item line information associated with the selected UPN ID will be populated. **Note:** For description only items, users will not have the option to select UPN Type and UPN ID from the prompt. They will have to enter the values. **Note:** If multiple lines are defined in the UOM/Pricing section, UPN ID and UPN Type fields of the default UOM/Pricing row will be display only fields. An icon to launch the UOM/Pricing page will be available next to the UPN ID field.

> **Note**
>
> When adding a new contract, the fields UPN Type Code and UPN ID appears only after selecting the supplier or supplier ID for the contract.

Default Schedule

Select the Default Schedule tab.

Field or Control	Description
Use Contract Base Price	For Ad Hoc Line Items, this option is already selected and cannot be edited. However, for Item ID Line Items, this option can be selected or deselected.
Base Price	This field is available for entering a base price when the **Use Contract Base Price** is check box is selected. For lines with Item ID, the Base price is derived from the item's Purchasing Attributes page.
Currency	Enter a currency that applies to the item price.

Release Amounts

Select the Release Amounts tab.

> **Note**
>
> Released amounts are not version controlled. The released amounts displayed reflect current released amounts to date on all contract versions.

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Field or Control	Description
Total Line Released Amount	Displays the total amount released to date for the line that is expressed in the contract header currency. This value is updated by the PO Calculations process, online purchase order entry, or PeopleSoft Payables Batch Voucher process.

Release Quantities

Select the Release Quantities tab.

Field or Control	Description
Total Line Released Quantity	Displays the total quantity released to date for the line expressed in the contract line unit of measure. This value is updated by the PO Calculations process or online purchase order entry.

Line Groupings

Select the Line Groupings tab.

The tab provides information about line groups that you can copy to a contract or that exist for a contract. A line group is a bundle of items that buyers use in PeopleSoft Strategic Sourcing to obtain better pricing for items.

When a Strategic Sourcing event is awarded to a contract, the system establishes a line grouping reference for the contract line. You can also create the line grouping manually by selecting a single contract line or multiple contract lines to add to a new group. After creating a line group, you can add items to the line group or remove items from the group. When you select items against which to perform a line group action, the **Add Selected Lines to New Group** field appears. Using this field, you can select the type of action that you want to perform for the contract's line items. The contract must be in an Open status to insert or delete line group items.

When you copy a contract, the system also copies line groups that are associated with contract line items to the new contract. You can remove contract line items that originate from a PeopleSoft Strategic Sourcing event. When you remove an item, you must remove all items for the line group. Also, you cannot change or add a line group for these items. You cannot change items or quantities sourced from an event.

When a line grouping is awarded to a purchase order, the purchase order line's Detail tab displays an indicator that the item belongs to a line grouping. If you attempt to change a line associated with an event, the system displays a warning message. If you continue with the change, all items in the line group are removed from the purchase order and placed back in the event to be awarded again. For more information about purchase order line items that belong to a line group, see the documentation *PeopleSoft Purchasing .*

See PeopleSoft Purchasing: Maintain Purchase Order - Purchase Order Page

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> **Note**
>
> When you are performing line group actions, the system does not perform the action until you click the **OK** button.

Field or Control	Description
Select for Grouping	Select to add the items that you select to an existing line group, add them to a new group, or remove them from a group.
Add Selected Lines to Group	Select an action to perform against the line items that you selected using the **Select for Grouping** check box. Values that appear in the list of values include: • Existing line groups: Select an existing line group that has been defined for this or any other contract. If you select an existing group, the system adds the single item or multiple items to the line group when you click the **OK** button. It also displays the line group ID in the **Group ID** field and deselects the **Select for Grouping** check box. • A blank selection: Select to remove a contract item from the line group, but leave the item on the contract. You can also perform this action using the *Remove From Groups* value. • *Add to New Group:* Select to create a new line group. The system displays a **Group ID** group box below the **Lines** grid along with a **Description** field for the new line group. After adding the new value, click the **OK** button, and the system places the new group in the **Group ID** field in the **Lines** grid. • *Remove From Groups:* Select to remove items from a line group. If you select a line for removal that is already on the contract as a standalone item, the system removes the standalone line from the contract. If the item you select for removal from the group is not already on the contract as a standalone item, the system displays a prompt asking whether you want to keep the item on the contract. **Note:** If you select a line item and do not select a line group, or you add or remove the item from a group, the system removes the item when you click the **OK** button. If you decide to keep the item on the contract, the system clears the **Group ID** field.
Group ID	Displays the line group to which a contract item belongs. If the item is not a part of a line group, the field is blank.

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Spend Thresholds

Select the Spend Thresholds tab.

Field or Control	Description
Notify on Spend Threshold	Indicates whether the buyer is to be notified when the spend threshold is met or exceeded. If the check box is selected, the system notifies the buyer. When you select this check box, the buyer becomes required for the contract. You can define the buyer using either the Contract Maintenance page or on the Thresholds & Notifications page.
Threshold Notification Amount	Displays the amount at which the system notifies buyers and interested parties that the spend threshold has been met or exceeded. This is a required field if the **Notify on Spend Threshold** check box is selected.
Total Line Released Amount	Displays the amount that has been released for the contract line.

Related Topics

- PeopleSoft Payables: Understanding PeopleSoft Payables Business Units
- PeopleSoft Payables: Understanding VAT Processing in PeopleSoft Payables

Details for Line Page

Use the Details for Line page (CNTRCT_PRC_UOM_SEC) to view details for the contract line.

Navigation:

Click the line details button **Line Details** button on the Contract page.

Line Details

Field or Control	Description
Physical Nature	Indicates whether the object is a physical good or service. Values are *Goods* and *Services*.

Release Amounts/Quantities

Field or Control	Description
Minimum Line Amount	Enter a minimum amount that must be met when you are defining a release for this line. This is the minimum line amount per contract line per release. For example, if the supplier requires a minimum dollar value when creating a purchase order, you would specify that here. This value is expressed in the header currency.

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Field or Control	Description
Maximum Line Amount	Enter the maximum amount that is allowed for this particular line of the contract for all releases against this contract line. The total amount for all the releases cannot exceed the amount that you define here. This value is expressed in the header currency. This value is used for the purchase order line amount for recurring purchase order voucher contracts.
Minimum Line Quantity	If you specify a minimum line quantity, the system does not enable you to create a release that is below the minimum quantity. For example, the supplier does not process orders unless you order at least five bicycles at one time. This value appears by default from the Supplier's UOM & Pricing Info page, but it can be overridden here. This value is expressed in the default line unit of measure. This value may appear automatically from RFQ award quantity, and it can be changed.
Maximum Line Quantity	Enter the maximum line quantity that the supplier enables you to order for this particular line for all releases against this contract line. For example, the supplier might agree to sell you 10 bikes at a special price, but when you have purchased the 10 bikes, the supplier does not enable you to order additional bikes at this special price. This information appears by default from the Supplier's UOM & Pricing Info page, but it can be overridden here. This value is expressed in the default line unit of measure. When creating a blanket order, use this field to enter a maximum line quantity. This value may appear automatically from RFQ award quantity, and it can be changed.

Pricing Information

Field or Control	Description
Use Contract Base Price	Select to use the base price on the contract rather than the price on the Supplier's UOM & Pricing Info (supplier's unit of measure and pricing information) page as the base price when calculating the purchase order price for the item. The **Base Price** field becomes available for entry when you select this check box. For ad hoc items, this check box is selected and unavailable for entry because a base price value is required for ad hoc items.

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Field or Control	Description
Price Can Be Changed on Order	Select to be able to change the calculated price on purchase orders. If you select a specific contract line, the system will check the setting at the line level. The value is applicable whether you are creating releases from the contract, whether the contract is manually selected on the purchase order, or whether sourcing finds it. If you do not select this check box, the system-calculated price for the item is a protected field on the purchase order.
Price Date	Select the date that the system uses to calculate purchase order prices for the item. Options are *PO Date* and *Due Date*.
Price Qty (price quantity)	Select either the line quantity or the schedule quantity as the quantity that the system uses to calculate purchase order prices for the item.
Qty Type (quantity type)	Select the quantity type. Options are *Quantity to Date* and *Current Order Quantity*. If you select quantity to date, the cost per item is based on a cumulative quantity ordered. If you select current order quantity, each order stands on its own.
Use Vndr Price UOM Adjustments (use supplier price unit of measure adjustments)	Select to use the UOM-based supplier price adjustments, if any, when pricing the item.
Use Supplier Price Shipto Adjust (use supplier price shipto adjustments)	Select to use the ship-to-information-based supplier price adjustments, if any, when pricing the item.
Adjust	Select whether the system calculates supplier price adjustments before or after the contract price adjustments. This option applies only if the calculation type is Increment Adjustments . Options are: *After Contract Adjustments:* Select to have supplier price adjustments calculated after the contract price adjustments. *Before Contract Adjustments:* Select to have supplier price adjustments calculated before the contract price adjustments. **Note:** If both a supplier adjustment and contract adjustment exists with the same sequence number and different calculation types, the system uses the calculation type from the last adjustment.

Order By Amount

Field or Control	Description
Amount Only	Select this check box if the contract line is to be received by amount.
Merchandise Amount	Enter the merchandise amount on the contract line. If the Amount Only check box is selected, this becomes a mandatory field.

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Example Illustrating the Difference Between Selecting Quantity to Date and Current Order Quantity

Here is an example to illustrate the difference between selecting quantity to date and current order quantity.

Suppose that you have a contract to purchase 100 desks. One desk is delivered every day for 100 days. The base price per desk is 200.00 USD.

Quantity	Base Price
Qty 1–2	200.00 USD each
Qty 3–4	175.00 USD each
Qty 5–100	130.00 USD each

If you select the *Quantity to Date* quantity type, the quantity on each release of the contract (each purchase order) is cumulative. The first two deliveries are charged at 200.00 USD each. The third through fourth deliveries are charged at 175.00 USD each, and the fifth through hundredth deliveries are charged at 130.00 USD each.

If you select the *Current Order Quantity* quantity type, each order stands on its own. No price break is available under this structure and each delivery of one desk is charged at 200.00 USD.

Schedule Defaults - UOM/Pricing

The valid combinations of price location, UOM, and currency are defined as the item-supplier combinations in the Purchasing Attributes component. These are the only combinations that are available for non-ad hoc (not description-only) orders, but you can change the price as needed.

Field or Control	Description
Release Default	Select to determine the default price, UOM, supplier location, and currency on the releases for this contract line. One default UOM row is required for generating releases. You must specify a default UOM price in the **Base Price** field. **Note:** The row that is selected as the default row is used to create releases from the contract.
Price Loc (price location)	Select the supplier price location to use for pricing on this contract line. This field is required for order contracts.
UOM	Select the unit of measure to be used on the purchase order. The system generates the default unit of measure from the Supplier's UOM & Pricing Info page. When you order by description, all UOMs are available. When you order by item ID, only valid UOMs are available.
UPN Type Code	Select applicable UPN Type Code.

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Field or Control	Description
UPN ID (Universal Product Number Identifier)	Select applicable universal product number that is defined by a unique combination of item ID, manufacturer ID, manufacturer item ID, and Unit of Measure. On selecting the UPN ID, the item line information associated with the selected UPN ID will be populated. **Note:** For description only items, users will not have the option to select UPN Type and UPN ID from the prompt. They will have to enter the values.
Base Price	Displays the base price to be used as the system-calculated purchase order price for the contract item. This base price appears by default from the Supplier's UOM & Pricing Info page, and it can be changed if you select the **Use Contract Base Price** check box. If you enter an adjustment on the PO Price Adjustments for Line page using the **Match Ship** or **General Adjustment** check box, the base price on the line is the price upon which the adjustment is performed. This field is required for order contracts and must be entered manually for order-by-description items.
Curr (currency)	Select the currency to use for this contract line item. This currency can be different from the currency that is specified at the overall contract level. The currency on the release must be the same as the currency on the UOM line that is selected as the default. Only currencies that are defined on the Supplier's UOM & Pricing Info page are available for selection in this field. However, when you order by description, all currencies are available. This field is required for order contracts. If the **Allow Multicurrency PO** check box is not selected at the contract header, this value appears automatically from the contract header and cannot be changed here.

Related Topics

- Generating Contract Releases
- Price Adjustments for Item Line Page
  Use the Price Adjustments for Item Line page (CNTRCT_PRC_ADJ_SEC) to enter price adjustments for fixed items that apply only to the specific line item.
- PeopleSoft Purchasing: Supplier's UOM and Pricing Information (Supplier's unit of measure and pricing information) Page
- PeopleSoft Purchasing: Purchasing Attributes -Item Supplier (ITM_VENDOR)Page

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Item Description Page

Use the Item Description page (CNTRCT_ITEM_DESCR) to enter and view descriptions for a specific item.

Navigation:

Click the **Description** button or item name link on the Contract page.

The item name link consists of the first 30 characters of the item's base language description in the **Transaction Item Description** text box on the Item Description page.

The item description appears in the base language in the **Transaction Item Description** text box. The item description appears in the preferred language in the display-only **Preferred Language Item Descr** (preferred language item description) text box. The preferred language is the language preference that you specify when you sign in to the system.

The item descriptions in the preferred language are defined in the Purchasing Attributes component. This component is capable of storing certain field values in the base language, as well as in preferred languages.

For example, if the base language for the system is French, but you sign in with a preferred language of Dutch, certain fields, including item descriptions, in the Purchasing Attributes component are available for entry in the preferred language of Dutch. If you enter an item description in the preferred language of Dutch, when you sign in to the system with the preferred language of Dutch and access the Item Description page, the **Preferred Language Item Desc** text box displays the item description that you entered in the preferred language. The **Transaction Item Description** text box retains the item description that is entered in the base language.

If an item description in the preferred language does not exist, or if the base and preferred languages are the same, the base-language item description appears in the **Preferred Language Item Descr** text box.

You can modify the item description in the **Transaction Item Description** text box on the transaction line for RFQs, contracts, and purchase orders. This item description cannot be modified for requisition and receipt items that are defined on the Purchasing Attributes page. For all other scenarios, the **Transaction Item Description** group box is not available for entry.

Use the **Description** text box on the transaction line to enter ad hoc items on RFQs, requisitions, contracts, and purchase orders. The description that you enter becomes available on the Item Description page. The preferred language option is not applicable in this scenario.

Related Topics

- PeopleSoft Purchasing: Defining Purchasing Item Attributes

Voucher Tax Info for Line Page

Use the Voucher Tax Info for Line (voucher tax information for line) page (CNTRCT_LN_VAT_SEC) to set sales and use tax options for a contract line.

Navigation:

Click the voucher tax info button**Voucher Tax Info** button that is located in the line area of the Contract page.

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Field or Control	Description
AP Business Unit (PeopleSoft Payables business unit)	Displays the PeopleSoft Payables business unit that is defined as the default on the Voucher Distribution Information for Line page. The values that are defined on this page appear by default on the release only if this business unit matches the release business unit. Otherwise, the Voucher Build process (APVCHRBLD) and the Voucher Edit process provide the default values.
Ship To	Select the ship to destination. The ship to information appears by default from the value in the **AP Business Unit** field, or else the system determines it during the Batch Voucher process if it is not specified here. The shipto default value is determined according to the PeopleSoft Payables control hierarchy: supplier, origin, group, and business unit.

Withholding

Field or Control	Description
Withholding Applicable	Select to designate a withholding that is applicable to the supplier. This field is used on voucher contracts but not on order contracts.
Withholding Code	If withholding is applicable on this line, enter the withholding code. This field is used on voucher contracts but not on order contracts.

Sales/Use Tax Line Information

Field or Control	Description
Tax Destination	Select the location code on which the sales and use tax (SUT) calculation for the voucher should be based. The system uses this as the tax basis.
SUT Excptn Cert (sales and use tax exception certification)	Select to indicate that the line is an SUT exception. Values are: • *Direct Pay:* Identifies the value in the **Ship To** field as a direct pay location so that all direct pay transactions can be tracked as such. Voucher lines that are designated as direct pay require a use tax code on the voucher line. The system treats a direct pay line as a use tax line, except that it uses a different value for tax applicability. • *Exempt/Exonerated:* Identifies the **Ship To** field value as exempt. Enter an associated tax exempt ID in the adjacent field. • *None.*

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Field or Control	Description
Tax Code SUT (tax code sales and use tax)	Select the tax code for the line. A tax code consists of a group of tax authorities. For example, if a certain locality has a city tax, trade use tax, county tax, and state tax, you can create four tax authorities and group them into a single tax code.
SUT Apply (sales and use tax apply)	Select the SUT applicability rule for the line. Options are: • *Item is Exempt:* Select if the item on the line is exempt from sales and use tax. • *Purchaser Is Exonerated:* Select if you, as the purchaser, do not have to pay sales or use tax. Tax is not calculated for the line and accounts payable does not pay taxes. • *Sales Tax Appl* (sales tax applied): Select to calculate and apply sales tax to the line. • *Direct Pay:* Select if you do not want sales tax calculated. The invoice is not created with sales tax, but a line is written to the general ledger for the amount that you will directly pay to the state. • *Use Tax Appl* (use tax applied): Select to calculate and apply use tax to the line.
Ultimate Use Code	Select an ultimate use code to override the default tax rate for a location. In most cases, the sales tax is computed as a use tax based on the tax code that is applicable to the ship to or use destination. However, how merchandise is ultimately used may also result in a different tax rate within the same ship to or use destination.

Related Topics

- Voucher Distribution Information for Line Page
  Use the Voucher Distribution Information for Line page (CNTRCT_DSTRB_SEC) to set up one or more distribution lines for each contract line.

Milestones for Line Page

Use the Milestones for Line page (CNTRCT_MILESTN_SEC) to divide a voucher or order contract line into milestones and set up rules for the milestones.

This page is available for lines that are defined as Amount Only. In addition, you must have entered a merchandise amount for the selected line.

Navigation:

Click the **Milestones** button that is located in the line area of the Contract page. This button is located on the Order by Amount tab.

Field or Control	Description
Control Total	Displays the total amount that is controlled by milestones. This is the merchandise amount from the contract line.

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Milestone Criteria

Field or Control	Description
Include for Release	Select to release the milestone line. If the contract is for a recurring purchase order voucher, you can select this check box only after the contract line exists on the associated purchase order.
Status	Displays the milestone status. Options are: • *Ready:* Indicates that the milestone is ready. Only milestones that have *Ready* status are available for selection when you are creating releases against the contract. The status of the milestone changes to *Ready* when you select the **Release as Milestone** check box on the Contract page on the Order by Amount tab, unless the milestone line was previously released. • *Complete:* Indicates that the milestone has been released and the milestone line is unavailable for entry. • *Pending:* Indicates that the milestone has not been released and the **Release as Milestone** check box on the contract line is not selected.
% Complete (percent complete)	Enter the completion percentage that is necessary for the milestone line to take effect. The total of the milestone line percentages must equal 100. This value is used to calculate the released amount.
Amount	Enter the amount to be paid on the milestone line. The total of the milestone line amounts must equal the value in the **Control Total** field.
Target Date	Enter the target completion date for the milestone line. This is for your reference only.

Voucher Distribution Information for Line Page

Use the Voucher Distribution Information for Line page (CNTRCT_DSTRB_SEC) to set up one or more distribution lines for each contract line.

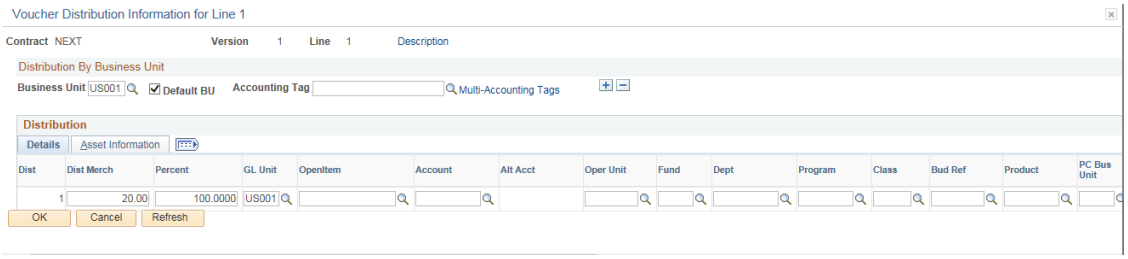
When a contract line is released to a voucher, the distribution lines are copied to the voucher line. You can use this page for voucher releases only.

Navigation:

Click the voucher distribution button **Voucher Distrib** button that is located in the line area of the Contract page.

This example illustrates the fields and controls on the Voucher Distribution Information for Line page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Business Unit	Select the business unit to which to apply the defined distribution. The business unit on the first business unit row appears by default from the Contract page or the User Preferences - Overall Preferences page. This business unit becomes the default voucher-release business unit. If more than one business unit row is entered per contract line, you can select a different default business unit by selecting the **Default BU** check box for the business unit row. The default business unit that you select on the Voucher Distribution Information for Line page is used on the Voucher Tax Info for Line page and applies to all contract lines. Therefore, if you change the default business unit for one line, it becomes the default business unit for all lines. Only voucher business units that are set up on this page are eligible for release. For example, if you define the business unit for line 1 but not line 2 of a release on the Create Releases page, only line 1 can be released. For every business unit row on the Voucher Distribution Information for Line page, the total in the **Dist Merch** (distribution merchandise) field must equal the line amount, and every distribution line must have an account entered. Suppose that on one line you set up business units US001 and FRA01. When you insert a second line, these same business units are inserted into the business distribution rows for this second line. If you then delete one of the business unit rows from one of the lines, the business unit row on the other line is not deleted. For every business unit row, the total distribution amount must equal the line amount, and every distribution line must have an account entered.

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Field or Control	Description
SpeedChart	Select a SpeedChart code to assign preset distributions to the line. **Note:** The field is enabled only when the default option is set to *override*. Accounting Tags appear in lieu of Speedcharts when the Accounting Tag check box is selected for Purchasing on the Accounting Tag Registration page. See Application Fundamentals: Setting Up Accounting Tags
Accounting Tag	Enter an Accounting Tag that will be used to populate ChartFields on transaction distribution lines. The system automatically prorates the amount of an accounting line according to the proration percentages defined on the Accounting Tag. **Note:** Accounting Tags appear in lieu of Speedcharts when the Accounting Tag check box is selected for Purchasing on the Accounting Tag Registration page. See Application Fundamentals: Setting Up Accounting Tags
Multi Accounting Tag	Click to access the Multi Accounting Tag page, where you can append and override accounting tags for the distribution lines. **Note:** Multi Accounting Tag link appears only if amount only check box is selected on the Contract line details page. **Note:** Accounting Tags appear in lieu of Speedcharts when the Accounting Tag check box is selected for Purchasing on the Accounting Tag Registration page. See Application Fundamentals: Setting Up Accounting Tags

Details

Field or Control	Description
Percent	Enter the distribution percentage. This percentage is calculated based on the amount on the voucher distribution. The total percentage must equal 100.

Asset Information

Select the Asset Information tab.

> **Note**
>
> The fields on this page do not appear by default from the item definition for an asset item. If you are associating an asset item with the contract, you need to enter the fields on this page.

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Field or Control	Description
Business Unit and **Profile ID**	If you consider an item to be an asset and plan to pass it on to the PeopleSoft Asset Management application through the PeopleSoft Receiving business process, you must complete both the **Business Unit** (PeopleSoft Asset Management business unit) field and the **Profile ID** field. If both fields contain values, the system writes data to the PeopleSoft Asset Management staging tables. Both fields must be completed for the system to treat the item as an asset. If only one of the fields is completed, the system does not treat the item as an asset. All of the information that you enter on this page is passed to PeopleSoft Asset Management.

Related Topics

- Entering Contract Release Information
  Use the Create Releases page (CNTRCT_SCHEDULE) to specify the interval between purchase orders or vouchers, generate a schedule for the series of purchase orders or vouchers, and create the releases of the purchase orders or vouchers.
- Order Release Schedules for Line Page
  Use the Order Release Schedules for Line page (CNTRCT_RLS_SCH_SEC) to view and change the schedule information for order contracts.
- Application Fundamentals: Understanding PeopleSoft ChartFields
- Application Fundamentals: Understanding User Preferences
- PeopleSoft Purchasing: Understanding the Receiving Business Process

PO Distributions for Line Page

Use the PO Distributions for Line (purchase order distributions for line) page (CNTRCT_DSTRBPO_SEC) to enter contract line-level distribution defaults.

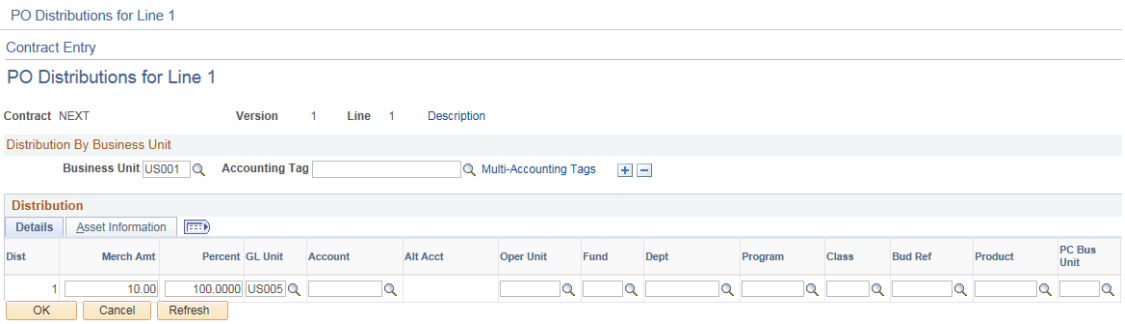
This enables you to maintain unique sets of purchase order distribution defaults for each business unit. You can use the distribution entries as default values during the contract release process, based on the affected purchasing business unit.

Navigation:

Click the PO distribution button **PO Distribution Details** button on the Contract page.

This example illustrates the fields and controls on the PO Distributions for Line page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Business Unit	Select the business unit to which to apply the defined distribution. If the distribution was created from an RFQ or strategic sourcing event, all distribution fields are populated by the RFQ or Strategic Sourcing Event distribution. If the RFQ or SS event originates from a requisition, you cannot delete distribution rows for the requisition or RFQ or SS event business unit. Suppose that on one line you set up business units US001 and FRA01. When you insert a second line, these same business units are inserted into the business distribution rows for this second line. If you then delete one of the business unit rows from one of the lines, the business unit row on the other line is not deleted.
SpeedChart	Select a SpeedChart code to assign preset distributions to the line. **Note:** The field is enabled only when the default option is set to *override*. Accounting Tags appear in lieu of Speedcharts when the Accounting Tag check box is selected for Purchasing on the Accounting Tag Registration page. See Application Fundamentals: Setting Up Accounting Tags
Accounting Tag	Enter an Accounting Tag that will be used to populate ChartFields on transaction distribution lines. The system automatically prorates the distribution amounts according to the proration percentages defined on the Accounting Tag. **Note:** Accounting Tags appear in lieu of Speedcharts when the Accounting Tag check box is selected for Purchasing on the Accounting Tag Registration page. See Application Fundamentals: Setting Up Accounting Tags

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Field or Control	Description
Multi Accounting Tag	Click to access the Multi Accounting Tag page, where you can append and override accounting tags for the distribution lines. **Note:** Multi Accounting Tag link appears only if amount only check box is selected on the Contract line details page. **Note:** Accounting Tags appear in lieu of Speedcharts when the Accounting Tag check box is selected for Purchasing on the Accounting Tag Registration page. See Application Fundamentals: Setting Up Accounting Tags

Details

Select the Details tab.

Field or Control	Description
Dist Merch	This field becomes visible on Contract PO Default Distributions for general contract and purchasing order contract, if the corresponding line 'Amount Only' flag is checked. The total distribution amount and the related line merchandise must be equal and the total percentage should be 100. If you change any of this value, the distribution merchandise and percentage is recalculated. The same functionality applies also in case you have multiple business units. The Distribution Merchandise amount is calculated as Line merchandise amount * percentage of accounting tag (or speedchart) when using accounting tag (or speedchart) template to default the distributions.
Percent	Enter the distribution percent. This percentage is calculated based on the amount on the purchase order distribution. The total percentage must equal 100. **Note:** Account marked as open-item cannot be used for PO releases.

Asset Information

Select the Asset Information tab.

> **Note**
>
> The fields on this page do not appear by default from the item definition for an asset item. If you are associating an asset item with the contract, you need to enter the fields on this page.

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Field or Control	Description
Business Unit and **Profile ID**	If you consider an item to be an asset and plan to pass it on to the PeopleSoft Asset Management application through the PeopleSoft Receiving business process, you must complete both the **Business Unit** (PeopleSoft Asset Management business unit) field and the **Profile ID** field. If both fields contain values, the system writes data to the PeopleSoft Asset Management staging tables. Both fields must be completed for the system to treat the item as an asset. If only one of the fields is completed, the system does not treat the item as an asset. All of the information that you enter on this page is passed to PeopleSoft Asset Management.

Related Topics

- Defining SpeedCharts
  To define SpeedCharts, use the SpeedChart component (SPEEDCHART).
- PeopleSoft Purchasing: Define Accounting Tag
- Application Fundamentals: Understanding PeopleSoft ChartFields
- PeopleSoft Purchasing: Understanding the Receiving Business Process

Price Adjustments for Item Line Page

Use the Price Adjustments for Item Line page (CNTRCT_PRC_ADJ_SEC) to enter price adjustments for fixed items that apply only to the specific line item.

You can use this page for order releases only.

Navigation:

Click the price adjustments button**Price Adjustments** button on the Contract page.

The Price Adjustments for Item Line page is similar to the Open Item Price Adjustments page. The Price Adjustment for Item Line page optionally allows more granular percentage and amount adjustments for a specific UOM. This enables price adjustments by unit of measure and optionally multiple quantity breaks for those units of measure and amount adjustments rather than just percentage adjustments.

If you select the Match UOM check box, the system displays the UOM field, where you can select the unit of measure to match. For example, you might want to give a 3 percent discount if you purchased in 1–10 cases, a 4 percent discount if you purchase 11–20 cases, and one dollar (USD) off for each case at 21 cases and above. When you select the **Match Shipto** check box, the **Ship To** field becomes a required field. You can enable an additional discount/ surcharge percentage when shipping to a specific shipto location.

See Open Item Price Adjustments Page.

If you select the **Match UOM** check box, the system displays the **UOM** field where, you can select the unit of measure to match.

You can also enter multiple quantity price breaks when the **UOM Match** check box is selected. The following fields are available when you select the **Match UOM** check box.

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Field or Control	Description
Min Qty (minimum quantity)	Enter the minimum quantity for the price adjustment.
Max Qty (maximum quantity)	Enter the maximum quantity for the price adjustment. The maximum quantity of one line cannot be greater than the minimum quantity of the next line. For example, if the maximum quantity of a line is 5, the minimum quantity of the next line must be greater than 5.
Method	Select the line item adjustment. You can select a percentage adjustment (like the other types of adjustments) or an amount adjustment. If you select *Amount,* the **Amount** field appears. If you select *Percentage,* the **Percentage** field appears. In either case, the system calculates the adjusted price for you.
Amount	Enter an adjustment amount for the line item. The system applies the value against the adjusted price for the adjustment method to arrive at an adjusted price
Percentage	Enter an adjustment percentage for the line item. The system applies the value against the adjusted price to arrive at a final adjusted price.
Adjusted Price	Displays the price after the adjustment is applied. This field is for information only and is more of an estimate than a final price. This is because the calculation takes into account only those adjustments on this price sequence, and multiple price sequences could exist.

Related Topics

- Creating Procurement Contracts
  The PeopleSoft Classic and Classic + user interface can be used to create Procurement contracts. The PeopleSoft Fluid User Interface can be used to create contracts such as Group Single Supplier, Group Multi Supplier, and Special Purpose. This topic discusses how to create Procurement Contracts in general and provides common information about expandable sections, fields, and links.
- Price Adjustments for Item Line Page
  Use the Price Adjustments for Item Line page (CNTRCT_PRC_ADJ_SEC) to enter price adjustments for fixed items that apply only to the specific line item.
- PeopleSoft Purchasing: Defining Purchasing Item Attributes

View Catalog Hierarchy Page

Use the View Catalog Hierarchy page (CAT_PARENTAGE_SEC) to view information about where a category resides in the entire catalog tree hierarchy.

Navigation:

Click the **View Category Hierarchy** link on the Contract page.

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Field or Control	Description
Catalog ID	Select a catalog ID to display the catalog's hierarchy. Click the folder buttons to display item categories and subcategories that are contained in the selected catalog.

Category Search Page

Use the Category Search page (CAT_SEARCH_SEC) to search for and select an appropriate category ID for the item when entering an ad hoc item.

You search for the category ID using a category hierarchy tree.

Navigation:

Click the **Category Search** link on the Contract page.

Field or Control	Description
Catalog ID	Select the catalog ID that the system uses to locate the catalog in which you want to search for item categories.
All Items	Click to display all categories that are associated with the selected catalog. Select a category to populate the **Category** field for the transaction.

Order By Catalog Page

Use the Order By Catalog page (ORD_BY_ITEM_CAT) to search for and select items to order from a catalog.

Navigation:

Click the **Catalog** link on the Contract page.

Field or Control	Description
Order	Click to add items to the transaction document. To add an item, select the check box for the item, enter a quantity, and click the **Order** button.
Line Page	Click to return to the page from which you accessed the Order By Catalog page.

Item Details Page

Use the Item Details page (ITM_CAT_DETAIL) to view catalog item details.

Navigation:

Click the **Item Details** link on the Order By Catalog page.

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The fields on this page are automatically populated from the Item Definition: General tab - Common page and the Purchasing Attributes page. The manufacturer's description information appears by default from the Manufacturer page.

Field or Control	Description
UPN ID (Universal Product Number Identifier)	Displays the UPN ID that is assigned to a unique combination of item ID, manufacturer ID, UOM, and supplier. The system uses the supplier location on the Create Releases page.
Device Track	Indicates whether the item is tracked by device. By default, this check box is selected and unavailable for device-tracked items unless they are description-only (no item ID). Select to track by device items that are description-only.

Related Topics

- Entering Contract Release Information
  Use the Create Releases page (CNTRCT_SCHEDULE) to specify the interval between purchase orders or vouchers, generate a schedule for the series of purchase orders or vouchers, and create the releases of the purchase orders or vouchers.
- Defining Manufacturer IDs
  To define manufacturers, use the Manufacturers component (MANUFACTURER).
- PeopleSoft Managing Items: Define Item - General: Common Page
- PeopleSoft Purchasing: Defining Purchasing Item Attributes

Item Supplier Priority Page

Use the Item Supplier Priority page (ITM_CAT_VNDR) to view qualifying suppliers that are preapproved to provide selected items.

Navigation:

Click the **Item Supplier** link on the Order By Catalog page.

Field or Control	Description
Status	Select the status of the item's availability. Options are: • *A* (active): Item has a current effective date. • *D* (discontinued): Item has been discontinued by the manufacturer, or the supplier has decided to no longer supply the item. • *H* (hold): Item is temporarily unavailable from the supplier. • *I* (inactive): Item has an expired effective date. • *X* (to be deleted): Item is unavailable and will be or has been deleted from the system. You can use this status to write SQL scripts to remove obsolete items from the active tables.

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Field or Control	Description
Priority	Enter the numeric rating that is assigned to each of the selected item's approved suppliers. It designates the priority that the organization places on ordering the selected item from that supplier. The field value appears by default from the Purchasing Attributes - Item Supplier Priority page.
Price	Enter the supplier's standard price for the selected item. This information appears by default from the Supplier's UOM & Pricing Info page.

Related Topics

- PeopleSoft Purchasing: Supplier's UOM and Pricing Information (Supplier's unit of measure and pricing information) Page
- PeopleSoft Purchasing: Purchasing Attributes -Item Supplier (ITM_VENDOR)Page

Set Item Alias Page

Use the Set Item Alias page (ITM_ALIAS) to set up an alias for the selected item so that you don't need the supplier's ID or description each time you order the part.

These aliases are stored according to user ID so that each user can have a different alias for the same item.

Navigation:

Click the **Alias** link on the Order By Catalog page.

Field or Control	Description
Item Alias	Enter an item alias. The alias is available after you save the transaction document. If you don't save the originating transaction document, the alias is not saved. The item alias is associated with a user ID and is available only to that user.

Item Search Criteria Page

Use the Item Search Criteria page (ITEM_SEARCH_SP) to search for items.

Navigation:

- Click the **Item Search** link that is located in the line area of the Contract page.
- Click the **Items** button that is located in the line area of the Contract page.

The fields that are available for entry on this page make up the item search criteria. The system finds all items that match the search criteria that are entered. You can perform narrow or wide searches, but you must enter at least one search parameter. The values on this page are defined in the Item Definition component.

Select an item check box to select the associated item and populate the selected transaction line on the original page from which you access the Item Search Criteria page. Selecting an

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item check box causes the selected item to overwrite any existing item on the selected line on the original page.

Related Topics

- PeopleSoft Managing Items: Defining Items at the SetID Level

Generating Contract Releases

Pages Used to Generate Contract Releases

Page Name	Definition Name	Usage
Entering Contract Release Information	CNTRCT_SCHEDULE	Specify the interval between purchase orders or vouchers, generate a schedule for the series of purchase orders or vouchers, and create the releases of the purchase orders or vouchers. The releases and available options are based on the specified business unit.
Review Releases Page	CNTRCT_RLS_HIST	Review releases for a contract.
Review Staged Releases Page	CNTRCT_RLS_LINE	View the staged purchase order and voucher releases for this contract. You can also make modifications to the purchase order and voucher releases.
Voucher Release Distributions For Page	CNTRCT_RLSVDST_SEC	Access voucher release distribution information. See Review Releases Page
Item Details Page	CNTRCT_RLS_ITM_SEC	View the supplier item ID and supplier catalog number for an item. See Review Staged Releases Page
Item Description Page	CNTRCT_ITEM_DESCR	Enter and view descriptions for a specific item. The item description link consists of the first 30 characters of the item's base language description in the **Transaction Item Description** text box on the Item Description page. See Review Staged Releases Page
Order Release Schedules for Line Page	CNTRCT_RLS_SCH_SEC	View and change the schedule information for order contracts. This page is accessible if you are working with an order release on the Review Staged Releases page.

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Page Name	Definition Name	Usage
Order Release Distributions for Schedule Page	CNTRCT_RLS_DST_SEC	Set up one or more distribution lines for each voucher release. This page is accessible if you are working with a voucher release on the Review Staged Releases page. When a contract line is released to a voucher, the distribution lines are copied to the voucher line. For recurring purchase order vouchers, the distribution is copied from the purchase order distribution.
Release Comments Page	CNTRCT_RLS_COM_SEC	View and enter release comments for the order contract. See Review Staged Releases Page
Voucher Line Tax Info Page	CNTRCT_RLS_VLN_SEC	Enter information that overrides the defaults for the contract. This information applies only to the specific release. This page is accessible if you are working with a voucher release on the Review Staged Releases page.

Understanding Contract Releases

Contract releases in PeopleSoft Procurement Contracts are the association of contracts with purchase orders, or contracts with vouchers. The association between the contract and purchase order occurs at the purchase order line level. You track contract releases using the purchase order line reference The contract ID, contract line number, and release number are unique identifiers. You can track subsequent releases for Release to Single PO Only contracts after you dispatch the purchase order and then create a change order. Dispatched purchase orders communicate new release information to suppliers.

You use these methods for creating contract releases against a PeopleSoft Purchasing purchase order:

- Manually generate releases from the contract release pages.

  Use this option if you want to manually create purchase order releases directly from the contract. After a release is staged, run the Contract PO, PO Calc, and PO Create processes to create the purchase order. You can release only specific items and services (fixed items) in this manner.

- Provide the contract reference on the requisition for both PeopleSoft Purchasing and eProcurement requisitions.

  Requesters can manually select a contract on the requisition line. Organizations also can, at the business-unit level, have the system automatically provide by default the most valid contract onto the requisition. When the system creates the purchase order, the contract is carried forward to the purchase order.

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See Contract Validation Process.

If a contract is referenced on a requisition line, the **Override Suggested Supplier** check box is deselected and cannot be changed. The **Consolidate with Other Reqs** check box is also deselected and cannot be changed unless the **Allow Req Consolidation** (When Contract is Specified on Requisition) setting is checked on the PO Business Unit definition.

> **Note**
>
> The **Use Contract if Available** check box, not the **Calculate Price** check box controls whether a contract can be referenced on the requisition. Both values are initially selected and can be changed. When the **Use Contract if Available** check box is deselected, a contract cannot be referenced at the requisition line.

- Use purchase order sourcing to automatically find a purchase order if one is not specified.

  This is the most common method for creating contract releases. Buyers and requesters do not need to select a contract, which ensures contract enforcement and compliance. Purchase order sourcing checks for the most valid contract when a contract is not specified on the transaction and the **Use Contract if Available** check box is selected. The purchase order is built with references to the contract.

- Provide contract reference on manually created purchase orders.

  Buyers can manually select a contract on a purchase order line. At the business-unit level, organizations can have the system automatically provide by default the most valid contract onto the purchase order line.

Entering Contract Release Information

Use the Create Releases page (CNTRCT_SCHEDULE) to specify the interval between purchase orders or vouchers, generate a schedule for the series of purchase orders or vouchers, and create the releases of the purchase orders or vouchers.

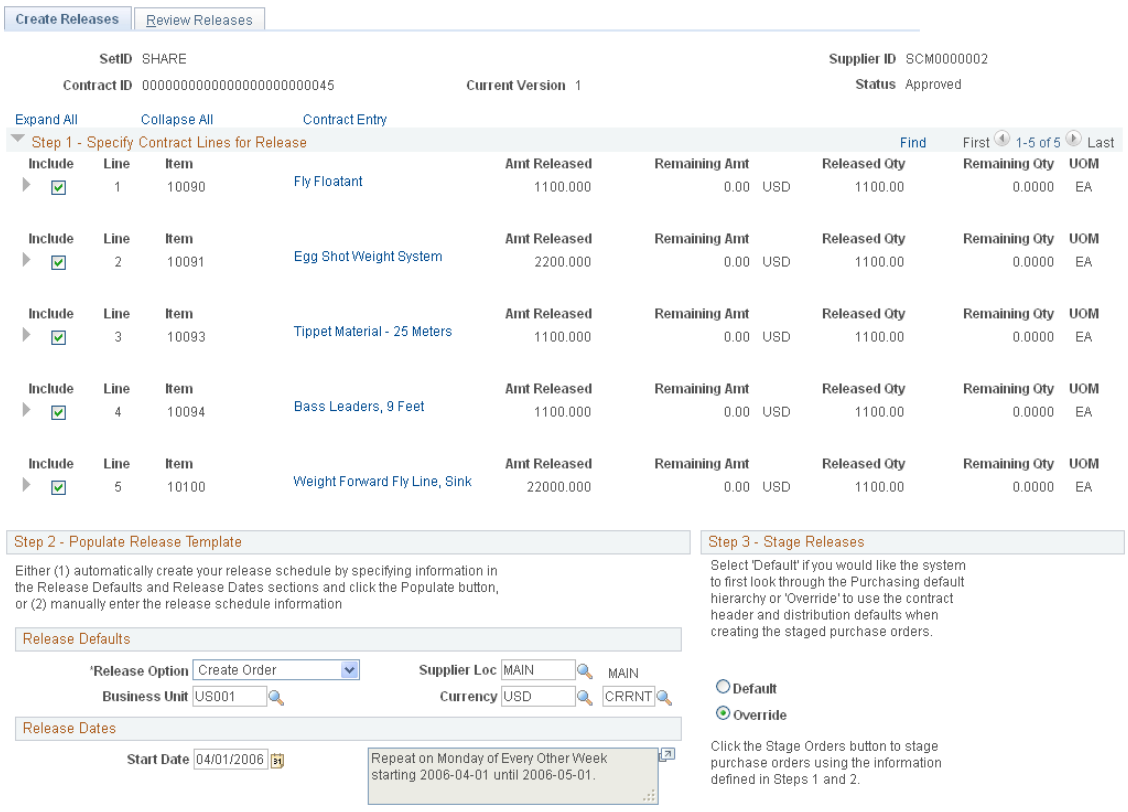
The releases and available options are based on the specified business unit.

Navigation:

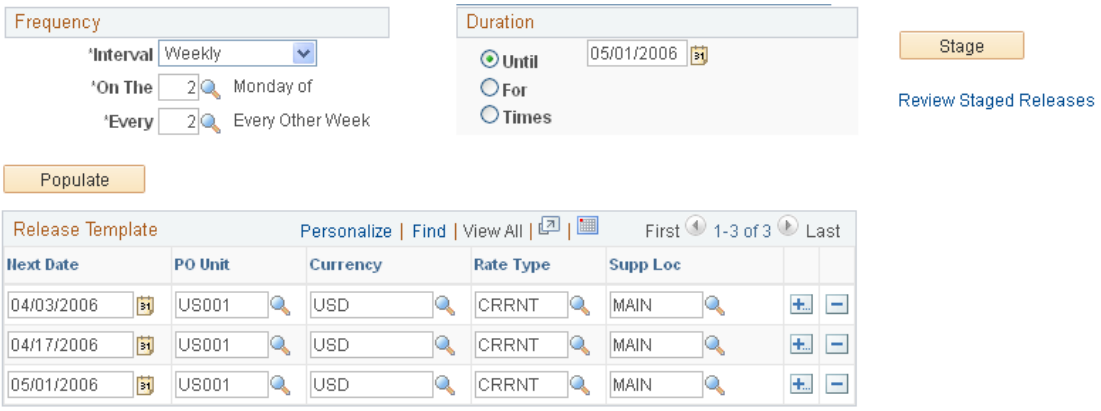
Procurement Contracts, and then **Create PO Contract Releases**

This example illustrates the fields and controls on the Create Releases page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Create Releases page (2 of 2). You can find definitions for the fields and controls later on this page.



This page displays contract header information that includes the supplier ID, contract ID, version, and status.

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Field or Control	Description
Expand All and **Collapse All**	Click to expand and collapse all grids for the **Step 1 - Specify Contract Lines for Release** group boxes. The grids provide pricing, unit of measure, and shipping details for the contract line. To view only high-level details for releases in the group box, click the **Expand** button next to the group box title. To view additional details for individual lines, click the **Expand** button next to the line item.
Contract Entry	Click to access the Contract page, where you can view and maintain information for the contract.

The next sections provide the steps and information for staging and releasing contract lines.

Step 1 - Specify Contract Lines for Release

To select a line, milestone, or release-UOM-and-currency item to be copied to the purchase order or voucher when the contract is released, select the **Include** check box for that item.

Either a milestone or a release-UOM-and-currency line can be selected, but not both at the same time. If the **Release as Milestone** check box for the line is selected on the Contract page, you cannot select a release-UOM-and-currency line on this page.

UOM-and-currency and default shipment releases do not apply to voucher contracts.

If you are working with a recurring purchase order voucher contract, the **Line** and **Milestones** release check boxes become available when the line exists on a purchase order.

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Field or Control	Description
Lead Time	Enter the number of shipping days. This field is supplied by default from the lead-time days that are defined for the item on the Purchasing Attributes - Item Supplier page. If the lead time is not defined on the Item Supplier page, the standard lead time is used. If this is an ad hoc item, the lead time is supplied by default from the category. You must define at least one row. This is used to determine a default due date for the purchase order schedule that is used in the creation of a release for this item. If this field is blank, the system interprets this as a lead time of zero days. **Note:** If the shipment is going to a PeopleSoft Inventory business unit that requires closure calendar validation and processing for receiving activities, the system validates that the calculated arrival date (release scheduled date that is defined on the Maintain Contracts - Release page plus number of days defined here) is a valid date. If the PeopleSoft Inventory business unit is not open for receiving on that date, the system prompts you to reschedule. The following conditions must exist for this calendar validation to take place: it is a contract release (not a voucher contract release), the line contains a PeopleSoft Inventory business unit, and the **Amount Only** option is not selected. The validation is performed when you create the release.
Time Due	Enter the time due for receiving. This is optional.
Qty Sched (quantity scheduled)	Enter the quantity for this shipment schedule line. The release line quantity is determined by the schedule quantities. This field is required for order contracts. This quantity is supplied by default from the initial minimum line quantity, or if the contract was created from an RFQ or Strategic Sourcing event, it is supplied by default from the RFQ award or Strategic Sourcing award quantity. This value is expressed in the standard UOM. If **Amount Only** is selected, the quantity is set to 1, and only one schedule is created on the release regardless of what is entered here.

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Step 2a - Populate Release Template: Release Defaults

Field or Control	Description
Release Option	Select to have the system create an order or a voucher. This field is accessible only if you have authority to create vouchers or orders. Set the authority to create contract vouchers and orders on the User Preferences - Procurement: Contract Process page. The release option, purchase order, or voucher that is related to the contract process option appears. If the contract process option is General, you can select either purchase order or voucher. The ability to create purchase order or voucher releases is based upon the authority that is defined on the User Preferences - Procurement: Contract Process page.
Business Unit	If you select *Create Voucher* as a release option, then select the PeopleSoft Payables voucher contract business unit for the vouchers. Only lines with distributions defined on the Voucher Distribution Information for Line page that match this business unit can be released. The default supplier location, currency, and rate type appear automatically after you select the business unit. If you select *Create Order* as a release option, then select the PeopleSoft Purchasing order contract business unit for the purchase orders. The default supplier location, currency, and rate type appear automatically after you select the business unit. **Note:** You cannot define PeopleSoft Payables and Purchasing releases at the same time. You can use the General Contract contracts for both release types, but you must release them individually.
Supplier Loc (supplier location)	Select the supplier location for the purchase orders or vouchers. For purchase order releases, this value appears by default from or overrides the supplier location that is defined on the PO Defaults page.
Currency	Select the currency for the purchase orders or vouchers. This field is not available for entry for voucher contracts because it appears automatically from the Contract page.

Step 2b - Populate Release Template: Release Dates

Field or Control	Description
Start Date	Select the date on which to initially calculate the purchase order or voucher releases (based on the frequency and duration).

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Step 2c - Populate Release Template: Frequency and Duration

Field or Control	Description
Interval	Select the interval at which to create a purchase order or voucher for this contract. Values are *Annually*, *Daily*, *Monthly*, and *Weekly*.
On The	If you select weekly or monthly intervals, select the day of the month or week on which to create the purchase order or voucher.
Every	Select to specify whether to create the purchase order or voucher every interval, every two intervals, every three intervals, and so on.
Until	Select to enter an end date for the release schedule.
For	Select to set a number of days, weeks, months, or years for the release schedule to last. If you select this option for a milestone release, the value is set to *1* and cannot be changed.
Times	Select to set a number of releases. If you want a contract to be released 12 times, select this option and enter *12*. If you select this option for a milestone release, the value is set to *1* and cannot be changed.
Stage	Select the button to stage qualifying purchase orders or vouchers. A release can be staged for approved contracts only. When you click this button, the system populates the release tables from which the Purchase Order Contracts process and the Voucher Build process retrieve data for processing. If the contract originates from a requisition that is distributed by amount, and this is the first release, the **Override** field is selected by default and the first release date references the requisition schedule tied to the contract for the full amount and quantity. (You can create many releases at the same time.) Similarly, if you cancel the purchase order that is created from the contract release that references the requisition schedule, the next contract release references the requisition schedule and the **Override** field is selected by default. If the source requisition schedule is distributed by amount, only one active purchase order must be associated with the contract for the entire requisition schedule amount and quantity. You can review and modify staged releases on the Review Staged Releases page.

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Step 2d - Populate Release Template: Release Template

When you click the **Populate** button, the fields in the **Release Template** group box are populated from the release defaults that you specify. You can also enter the information in these fields manually or override existing information.

> **Note**
>
> This validation occurs when you generate the release.

If the shipment is sent to a PeopleSoft Inventory business unit that requires closure calendar validation and processing for receiving activities, the system verifies that the calculated arrival date is a valid date. The calculated arrival date is the scheduled release date that is defined on this page.

If the shipment is sent to a PeopleSoft Inventory business unit that requires closure calendar validation and processing for receiving activities, the system verifies that the calculated arrival date is a valid date. The calculated arrival date is the scheduled release date that is defined on this page.

If the PeopleSoft Inventory business unit is not open for receiving on that date, the system prompts you to reschedule. The following conditions must exist for this calendar validation to take place: It must be a contract release (not a recurring voucher release), the line must contain a PeopleSoft Inventory business unit, and the **Amount Only** check box must not be selected.

Field or Control	Description
Next Date	Select the next contract purchase order or voucher date. A contract can have only one release per date per business unit for voucher releases. If milestones are being released, only one date row is allowed.
PO Unit (purchase order unit)	This field becomes available if you select the *Create Order* release option. Enter the PeopleSoft Purchasing order contract business unit for the release. You can enter different business units for different dates. If this is not a corporate contract, you can select only business units that have been defined on the PO Defaults page.
AP Unit (accounts payable unit)	This field becomes available if you select the *Create Vouchers* release option. Enter the PeopleSoft Payables order contract business unit for the release. You can enter different business units for different dates.
Currency	Select the currency for the purchase orders. For voucher releases, the currency appears by default from the header and cannot be changed.
Rate Type	Select the currency exchange rate type. For voucher releases, the rate type appears by default from the header and cannot be changed.

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Field or Control	Description
Supplier Loc (supplier location)	Select the supplier location for the purchase orders or vouchers. This overrides the supplier location that is defined in the contract defaults. You can enter different supplier locations for different dates.

Step 3 - Stage Releases

Field or Control	Description
Populate	Click to set up the release dates based on the release schedule options that you set on this page. You cannot create two releases for a contract on the same day for voucher contracts. If you are releasing milestones, only one release date is set up. Alternatively, you can enter release dates manually.
Default	Select when creating order releases to use the PeopleSoft Purchasing default hierarchy, instead of using values that are entered on the PO Distributions page and the PO Defaults page.
Override	Select when creating order releases to use the defaults that are set on the PO Distributions page. If values are not selected for the business unit on the PO Distributions page, they appear by default from the PO Defaults page. For example, if you generate a release for business unit US001 and an entry exists in the PO Distribution defaults, the system copies all of the distributions exactly as they are defined on the PO Distribution page.

Review Releases Page

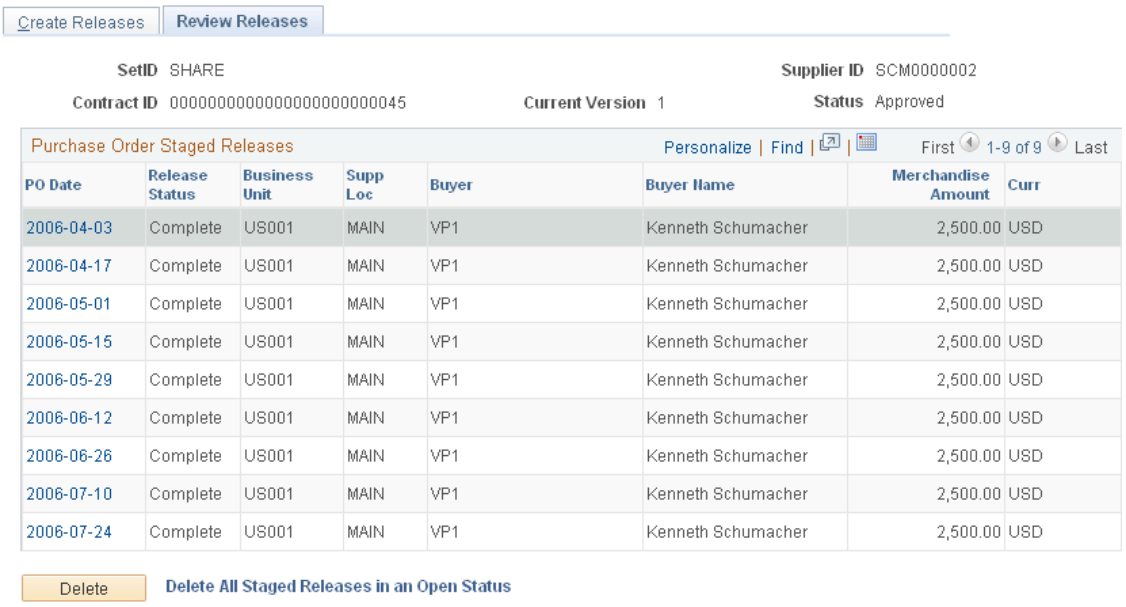
Use the Review Releases page (CNTRCT_RLS_HIST) to review releases for a contract.

Navigation:

Select the Review Releases tab on the Create Releases page.

This example illustrates the fields and controls on the Review Releases page. You can find definitions for the fields and controls later on this page.

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Create Releases | Review Releases

SetID SHARE | Supplier ID SCM0000002
Contract ID 00000000000000000000000045 | Current Version 1 | Status Approved

Purchase Order Staged Releases — Personalize | Find | First 1-9 of 9 Last

PO Date	Release Status	Business Unit	Supp Loc	Buyer	Buyer Name	Merchandise Amount	Curr
2006-04-03	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-04-17	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-05-01	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-05-15	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-05-29	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-06-12	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-06-26	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-07-10	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-07-24	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD

Delete | Delete All Staged Releases in an Open Status

This page displays contract header information that includes the supplier ID, contract ID, version, and status. The page also displays releases for all contract versions, not just the Current version when version control is in use.

Field or Control	Description
PO Date (purchase order date)	Click to access the Review Staged Release page.
Release Status	Displays the status of the staged release. The initial status of releases is *Open.* When the Purchase Order Contracts process or the Voucher Build process picks up the release, the status changes to *In Process.* When the contract receives the proper approval, the status changes to *Approved.* When a purchase order or voucher is created for the release, the status is *Complete.* If errors occur during the Voucher Build process, the status is *Error.* If the Voucher Build process sets the status to *Error*, this field becomes available for entry. You can change the status back to *Open* so that the Voucher Build process can process it again, or you can delete the release. You can delete only staged releases that have the status *Open.* If you delete a milestone release, the milestone line status is changed from *Complete* to *Pending* so that another release can be created for that milestone.

Purchase Order Staged Releases

Field or Control	Description
Invoice Date	Click to access the Review Staged Releases page.
Business Unit	Displays the release business unit that is specified on the Create Releases page.

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Field or Control	Description
PO (purchase order)	Displays the purchase order that is associated with the contract if you are processing a recurring purchase order voucher or a blanket order.
Gross Amt (gross amount)	Displays the gross amount for the voucher contract. A value appears for voucher releases only.
Curr (currency)	Displays the currency of the voucher or purchase order that is defined on the Create Releases page.
Invoice	Enter the invoice number for a voucher release. This is optional. The invoice that you specify on the Contract page appears by default in this field with an extension of 1, 2, 3, and so on. The extension is incremented for every voucher release for this contract. A value appears for voucher releases only.
Inv Date (invoice date)	Enter the invoice date. This field appears for voucher releases only.
Acctg Date (accounting date)	Enter the accounting date that the system uses to determine the accounting period for which a general journal entry needs to be created. This field appears for voucher releases only.

Voucher Release Charges

This group box and its fields are available only for voucher releases.

Field or Control	Description
Misc Amt (miscellaneous charge amount)	Displays miscellaneous charges that are applied to this voucher contract.
Freight Amount	Displays the freight amount to be included on the voucher. When the voucher is created, the freight is allocated based on the defaults that are set on the Procurement Accounting Control page for the PeopleSoft Payables business unit.
Sales Tax Amount	Displays the sales tax amount to be included on the voucher. When the voucher is created, the sales tax is allocated based on the defaults that are set on the Procurement Accounting Control page for the PeopleSoft Payables business unit.
VAT Amount (value-added tax amount)	Displays the VAT amount to be included on the voucher. When the voucher is created, the VAT is allocated based on the defaults that are set on the Procurement Accounting Control page for the PeopleSoft General Ledger business unit that is associated with the PeopleSoft Payables business unit.

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Release Line Details

Field or Control	Description
Category	Displays the category of the line item. This field appears for order releases only.
Quantity	Displays the item quantity for the line. This field appears for order releases only.
UOM (unit of measure)	Displays the UOM for the line. This field appears for order releases only.
Amount	Displays the amount and currency for the line.

The following fields display information for the entire voucher or order release.

Field or Control	Description
Amount	Displays the amount for this staged release. For order releases, this is the contract base price, and for voucher releases, this is the merchandise amount on the line.
Adj Amt (adjustment amount)	Displays the adjustment amount for the staged release. For order releases, this is the total of the line item adjustments, and for voucher releases this is the VAT, sales tax, freight, and miscellaneous charges.
Total Amt (total amount)	Displays the total amount for the staged release. This is calculated from the values in the **Amount** and **Adj Amt** fields.
Reten Amt (retention amount)	Displays the amount that is being retained for the line. This field appears for voucher releases only.

To access the Voucher Release Distributions For Page, click the **Invoice Date** link on the Review Releases page. Click the **Distribution** button on the Review Staged Releases page.

Related Topics

- Entering Contract Release Information
  Use the Create Releases page (CNTRCT_SCHEDULE) to specify the interval between purchase orders or vouchers, generate a schedule for the series of purchase orders or vouchers, and create the releases of the purchase orders or vouchers.
- Creating Procurement Contracts
  The PeopleSoft Classic and Classic + user interface can be used to create Procurement contracts. The PeopleSoft Fluid User Interface can be used to create contracts such as Group Single Supplier, Group Multi Supplier, and Special Purpose. This topic discusses how to create Procurement Contracts in general and provides common information about expandable sections, fields, and links.
- Voucher Misc. Charges Page
  Use the Voucher Misc. Charges (voucher miscellaneous charges) page (CNTRCT_HDRMISC_SEC) to enter miscellaneous charge and landed cost information for the contract.
- Staging Purchase Order Contracts
  This section provides an overview of the Purchase Order Contracts process and discusses how to run the Purchase Order Contracts process.

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- Defining Origin Codes
  To define origin codes, use the Origin Codes component (PO_ORIGIN_CODES).
- Defining Payment Terms
  To define payment terms, use the following components:
- PeopleSoft Purchasing: Running the PO Calculations Process
- PeopleSoft Purchasing: Creating Purchase Orders Using the Create Purchase Orders Process
- PeopleSoft Purchasing: Using the Sourcing Workbench

Review Staged Releases Page

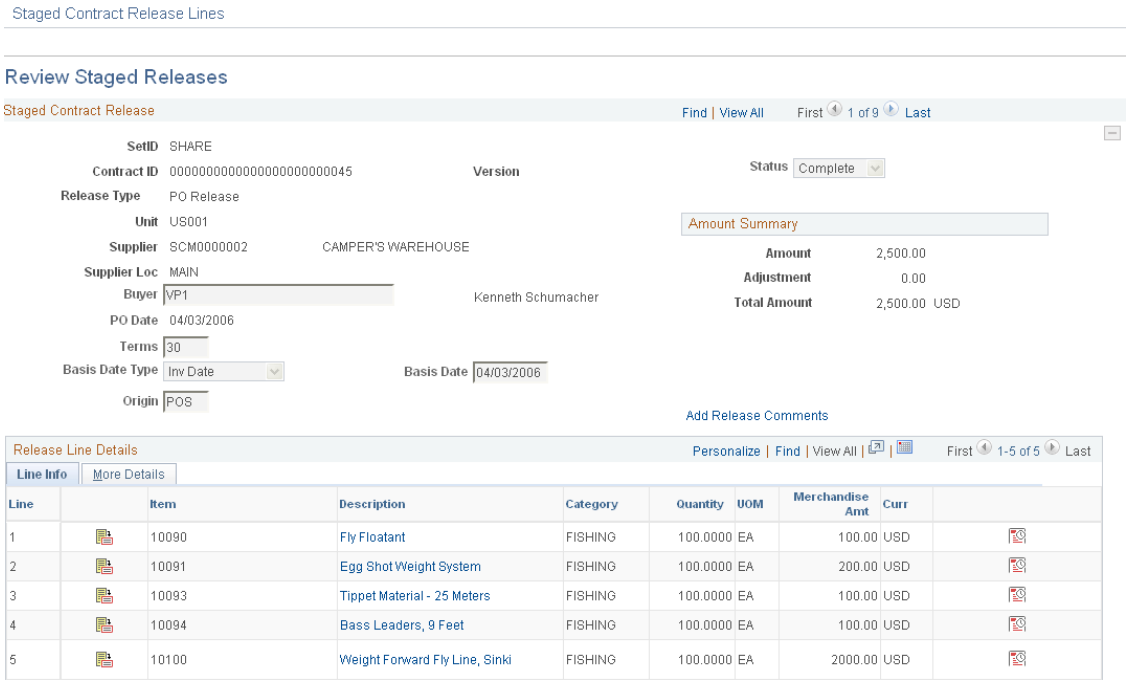
Use the Review Staged Releases page (CNTRCT_RLS_LINE) to view the staged purchase order and voucher releases for this contract.

You can also make modifications to the purchase order and voucher releases.

Navigation:

- Click the **Transaction Date** link on the Create Releases page.
- Click the **Review Staged Releases** link on the Create Releases page.

This example illustrates the fields and controls on the Review Staged Releases page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Buyer	Select the buyer for the order release. This is a required field and appears for order releases only. The buyer appears by default from the supplier or from the purchase order defaults for the business unit.
Terms	Select the payment terms that are expected for the vouchers corresponding to any purchase orders or vouchers that are generated from this contract.
Basis Date Type	Select a basis date type, which determines the date to use to calculate the voucher payment due date and discount due date. Options are *Acct Date, Doc Date, Inv Date, Recpt Date, Ship Date,* and *User Date.*
Basis Date	Select a basis date, which is used in conjunction with payment terms to calculate the voucher net due date and discount due date for this voucher. For orders, this date is carried over to the purchase order and then to the voucher.
Origin	Select an origin code, which is used on the evaluated receipt settlement (ERS) invoice so that you can process ERS matching by origin in PeopleSoft Payables. This field also enables the purchase order to identify the origin of the transaction.

Amount Summary

Field or Control	Description
Amount	Displays the amount for this staged release. For order releases, this is the contract base price, and for voucher releases, this is the merchandise amount on the line.
Adjustment	Displays the adjustment amount for the staged release. For order releases, this is the total of the line item adjustments, and for voucher releases, this is the VAT, sales tax, freight, and miscellaneous charges.
Total Amount	Displays the total amount for the staged release. This is calculated from the values in the **Amount** and **Adjustment** fields.
Retention Amount	Displays the amount being retained for the line. This field appears for voucher releases only.

Release Line Details

Field or Control	Description
Category	Displays the category of the line item. This field appears for order releases only.
Quantity	Displays the item quantity for the line. This field appears for order releases only.

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Field or Control	Description
UOM (unit of measure)	Displays the UOM for the line. This field appears for order releases only.
Amount	Displays the amount and currency for the line.
UPN Type	Select applicable UPN Type.
UPN ID (Universal Product Number Identifier)	Select applicable universal product number that is defined by a unique combination of item ID, manufacturer ID, manufacturer item ID, and Unit of Measure. On selecting the UPN ID, the item line information associated with the selected UPN ID will be populated. **Note:** For description only items, users will not have the option to select UPN Type and UPN ID from the prompt. They will have to enter the values.

Release Distribution Information Page

Use the Voucher Release Distributions For page (CNTRCT_RLSVDST_SEC) to access voucher release distribution information.

Navigation:

Procurement Contracts, and then **Create PO Contract Releases**, and then **Review Releases**

Click the **Invoice Date** link on the Review Releases page.

Click the **Distribution** button on the Review Staged Releases page.

If the staged release has the status *Open,* you can insert multiple distributions and change the distribution quantities on this page.

Field or Control	Description
Trans Date (transaction date)	Displays the transaction date, which is the invoice date from the Review Staged Releases page.

Distribution

The information for the fields on the distribution appears by default from the Voucher Distribution Information page. For recurring purchase order vouchers, this information appears automatically from the purchase order.

Field or Control	Description
Amount	Enter the amount for the line. The total of the amounts for all distribution lines must equal the contract release line amount.

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Related Topics

- Order Release Schedules for Line Page
  Use the Order Release Schedules for Line page (CNTRCT_RLS_SCH_SEC) to view and change the schedule information for order contracts.
- Voucher Distribution Information for Line Page
  Use the Voucher Distribution Information for Line page (CNTRCT_DSTRB_SEC) to set up one or more distribution lines for each contract line.
- Application Fundamentals: Understanding PeopleSoft ChartFields

Voucher Line Tax Info Page

Use the Voucher Line Tax Info (voucher line tax information) page (CNTRCT_RLS_VLN_SEC) to enter information that overrides the defaults for the contract.

This information applies only to the specific release. This page is accessible if you are working with a voucher release on the Review Staged Releases page.

Navigation:

Click the **Voucher Line Tax Info** button on the Review Staged Releases page.

Enter information that overrides the defaults for the contract. This information applies only to the release.

Order Release Schedules for Line Page

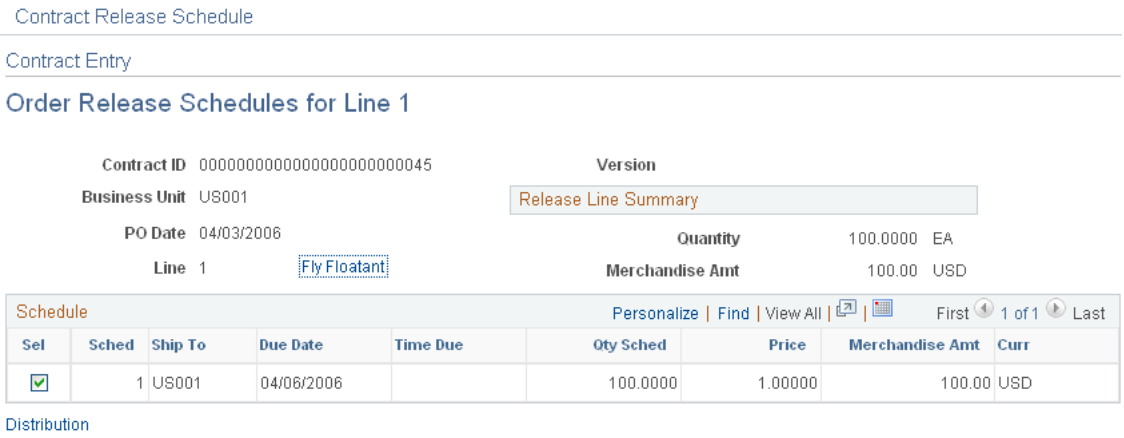
Use the Order Release Schedules for Line page (CNTRCT_RLS_SCH_SEC) to view and change the schedule information for order contracts.

This page is accessible if you are working with an order release on the Review Staged Releases page.

Navigation:

Click the **Schedule Details** button on the Review Staged Releases page.

This example illustrates the fields and controls on the Order Release Schedules for Line page. You can find definitions for the fields and controls later on this page.



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If the staged release has the status *Open* and the contract release is not associated with a requisition schedule that is distributed by amount, you can insert multiple schedules and change the schedule quantities on this page.

Field or Control	Description
PO Date	Displays the purchase order transaction date, which is the purchase order date on the Review Staged Releases page.

Release Line Summary

Field or Control	Description
Quantity	Displays the total quantity for all schedules on the release line.
Amount	Displays the total amount for all schedules on the release line.

Schedule

Field or Control	Description
Ship To	Select the ship to location, which can be overridden. This is a required field.
Due Date	Select the due date for the items on the order. This date can be overridden, and it is closure-calendar checked. This is a required field.
Qty Sched (quantity scheduled)	Enter the quantity on the schedule. If this is not an amount-only line or a line that is associated with a requisition that is distributed by amount, you can change the quantity. This is a required field.
Price	Enter the price of the item on the schedule line.
Amount	Displays the amount of the schedule line.

Field or Control	Description
Distribution	Click to access the Order Release Distributions for Schedule page.

Related Topics

- Review Staged Releases Page
  Use the Review Staged Releases page (CNTRCT_RLS_LINE) to view the staged purchase order and voucher releases for this contract.

Order Release Distributions for Schedule Page

Use the Order Release Distributions for Schedule page (CNTRCT_RLS_DST_SEC) to set up one or more distribution lines for each voucher release.

This page is accessible if you are working with a voucher release on the Review Staged Releases page. When a contract line is released to a voucher, the distribution lines are copied

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to the voucher line. For recurring purchase order vouchers, the distribution is copied from the purchase order distribution.

Navigation:

Click the **Distribution** link on the Order Release Schedules for Line page.

If the staged release has the status *Open* and the contract release is not associated with a requisition schedule that is distributed by amount, you can insert multiple distributions and change the distribution quantities on this page.

Field or Control	Description
PO Date (purchase order date)	Displays the purchase order transaction date, which is the purchase order date from the Review Staged Releases page.
Distribute by	Select the method for allocating or charging the expense account distribution. Amount-only lines are always distributed by amount. Options are: • *Amount:* The sum of all the distribution amounts must equal the schedule amount (merchandise amount). If a contract release is associated with a requisition schedule that is distributed by amount, this value is set to *Amount* and cannot be changed. • *Quantity:* The sum of all distribution quantities must equal the schedule quantity.

Distribution Tab

Field or Control	Description
Qty Sched (quantity schedule)	Enter the quantity for the distribution line. The quantity must sum to the schedule line amount.
Percent	You can use the **Percent** option regardless of whether you select to distribute by amount or quantity. The total percentage of the distributions must equal 100 percent. If you change the amount or the quantity on a line, the percentage is automatically adjusted. If you change the percentage on a line, the amount or the quantity is automatically adjusted. The total must always be equal to 100 percent. If the contract release is associated with a requisition schedule that is distributed by amount, you cannot change this value.
Amount	Enter the amount for the distribution line. The amount must sum to the schedule line amount. If the contract release is associated with a requisition schedule that is distributed by amount, you cannot change this value.

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Field or Control	Description
IN Unit (PeopleSoft Inventory business unit)	Enter the PeopleSoft Inventory business unit for the distribution. If the item is an inventory item and a PeopleSoft Inventory business unit is entered on the first distribution line of the schedule, the due date on the Order Release Schedules for Line page is validated against the PeopleSoft Inventory business unit's calendar. This ensures that the inventory business unit is open to receive merchandise on that day. On the Create Releases page, when you click the **Stage** button, if the PeopleSoft Inventory business unit is not open for receiving on the specified date, the date automatically changes to the next date that the inventory business unit is open for receiving. If you change the date on the page, you receive a warning before the date automatically changes.

Related Topics

- Order Release Schedules for Line Page
  Use the Order Release Schedules for Line page (CNTRCT_RLS_SCH_SEC) to view and change the schedule information for order contracts.
- Review Staged Releases Page
  Use the Review Staged Releases page (CNTRCT_RLS_LINE) to view the staged purchase order and voucher releases for this contract.
- Application Fundamentals: Understanding PeopleSoft ChartFields

Creating Distributor and Manufacturer Contracts

This topic discusses how to create Distributor and Manufacturer contracts:

- To create a Distributor contract, access the Contract Entry - Add a New Value page, select *Distributor* in the **Contract Process Option** field.
- To create a Manufacturer contract, access the Contract Entry - Add a New Value page, select *Manufacturer* in the **Contract Process Option** field.

Pages Used to Create Distributor and Manufacturer Contracts

Page Name	Definition Name	Usage
Contract Entry - Contract Page (Distributor)	CNTRCT_HDR	Create a Distributor contract.
Contract Entry - Contract Page (Manufacturer)	CNTRCT_HDR	Create a Manufacturer contract.
Details for Line Page (Manufacturer)	CNTRCT_PRC_UOM_SEC	View details for the Manufacturer contract line.
Distributor Contract Control Details Page	CNT_MFG_DST_SEC	View or modify the business unit, contract domain, or ship to for the Distributor.

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Understanding Distributor and Manufacturer Contracts

Manufacturer and Distributor Contracts

Manufacturer and Distributor contracts allow you to store manufacturer based pricing, provide flexible distributor markup or markdown percentages by business unit, contract domain (region), or ship to, and use service level agreements and authored documents (Supplier Contract Management). In addition, the system tracks released amounts and quantities, and sends notifications for approaching thresholds and date notifications. All of this allows you to manage purchasing activity and pricing with manufacturers and distributors.

Manufacturer contracts support GTIN and UPN numbers to expedite the search and ordering process with distributors and manufacturers.

For additional information about validations and contract hierarchy, see Understanding Procurement Contract Default Rules.

Manufacturer Contracts

When purchasing an item from a supplier, that supplier may or may not manufacturer the item. In some cases, the supplier is actually a distributor of the item and that distributor purchases the item from the manufacturer . In other cases the supplier is the manufacturer of the item and you can you can purchase the item directly from the manufacturer. Therefore, it is possible for a Manufacturer to be a distributor:

- When a Manufacturer is also a Distributor, PeopleSoft Procurement Contracts allows you to create a Manufacturer contract to purchase item(s) directly from that manufacturer (supplier). This is considered a *Direct Purchase* contract.
- When a Manufacturer is not a Distributor, PeopleSoft Procurement Contracts allows you to create a Manufacturer contract and associate it with one or more Distributor contracts.

Manufacturer contracts provide the ability to identify items offered by one or more suppliers, and specify item defaults and prices. You determine the Manufacturer ID on a Manufacturer contract, and associate related distributors to use when purchasing each item. Each distributor can have their own markup or markdown percentage, as well as start and end dates. When a purchase order is released, the released amount and quantity is tracked by the system and visible from the Manufacturer contract. This allows you to track the total amount spent with the manufacturer.

In some industries, such as Healthcare, Manufacturer contracts are negotiated directly with the Manufacturer of the item. You can indicate minimum and maximum quantities amounts for which a specific price is applied, which carries to the purchase order or requisition. If the purchase order or requisition falls within the minimum and maximum range (price, quantity, or both), the purchase order line qualifies for the contract price.

Another feature of Manufacturer contracts is that you can create spend threshold amounts and expirations dates for the contract, and have one or more users notified when the threshold amount or expiration date is reached.

Distributor Contracts

Distributor contracts provide the ability to identify a supplier through which manufacturer contract items are purchased. Distributor contracts are linked to manufacturer contracts as child contracts, and support default markup or markdown percentages, which are applied against the manufacturer-item base price. A Distributor contract can be associated with multiple manufacturer contracts, and supports agreements and Supplier Contract Management documents. When a purchase order is released, the released amount and quantity is tracked

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by the system and visible from the Distributor contract. This allows you to track the total amount spent for a specific distributor.

In some industries, such as Healthcare, Distributor contracts are negotiated by a committee of healthcare professionals; or Group Purchasing Organizations (GPO's). This negotiated - Distributor contract is shared with many healthcare organizations.

You can have one or more users notified when the contract needs to be renewed or is about to expire.

Another feature of Distributor contracts is that you can have one or more users notified when the contract needs to be renewed or is about to expire.

Control by Business Unit, Contract Domain, and Ship To

Contract control allows you to specify the purchase order business unit, contract domain, and ship to. These controls determine how to limit a contract's usage and pricing. For example, if control by Ship To is specified, a contract is limited to specific Ship To Locations and each of these might have different markup or markdown percentages. Control is defined on for a Set ID and is available for all types of contracts, including Manufacturer and Distributor contracts. For more information, see Defining Contract and Vendor Rebate Control Parameters,

Markup or Markdown

A Manufacturer sets the price of the item. However, distributors can have different pricing agreements with manufacturers. Distributor contracts allow you to enter the markup or markdown percent, which is applied to the manufacturer price with a purchase order or requisition is created. For more information, see Defining Contract and Vendor Rebate Control Parameters.

Understanding Direct Purchase for Distributor and Manufacturer Contracts

When a manufacturer allows you to purchase from them directly; instead of going through a distributor, the contract is considered a *Direct Purchase*.

Set up Direct Purchasing

To set up direct purchases, you must perform these steps:

1. Create a supplier record for the manufacturer and select the **Open for Ordering** check box on the Identifying Information Page.
2. Select the Direct Purchases check box on the Manufacturers Page.
3. Link the supplier record to the manufacturer on the Manufacturers Page.

Steps to Create a Direct Purchase Contract

To create a direct purchase contract:

1. Create a Distributor contract using the correct Supplier information.

   The header displays **Direct Purchase** next to the Supplier information.
2. Create a Manufacturer contract using the Manufacturer ID.
3. Reference the Distributor contract in the Distributors group box.

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> **Note**
>
> A Manufacturer contract that has a direct purchase supplier can also have other Distributor contracts attached. These additional Distributor contracts do not have to be direct purchase.

Contract Entry - Contract Page (Distributor)

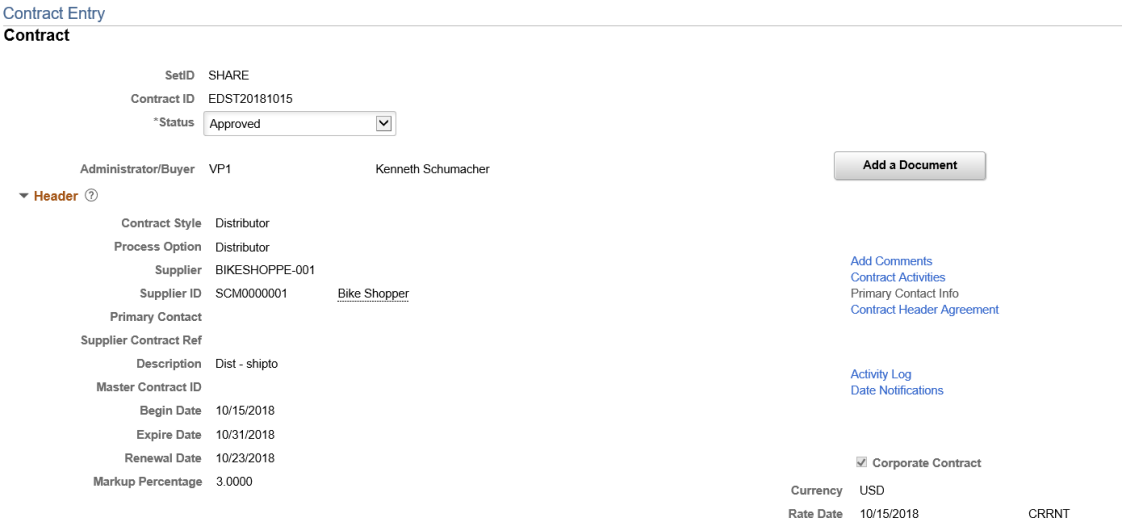
Use the Contract Entry - Contract page (CNTRCT_HDR) to create Distributor contracts.

Navigation:

Supplier Contracts, and then **Create Contracts and Documents**, and then **Contract Entry**

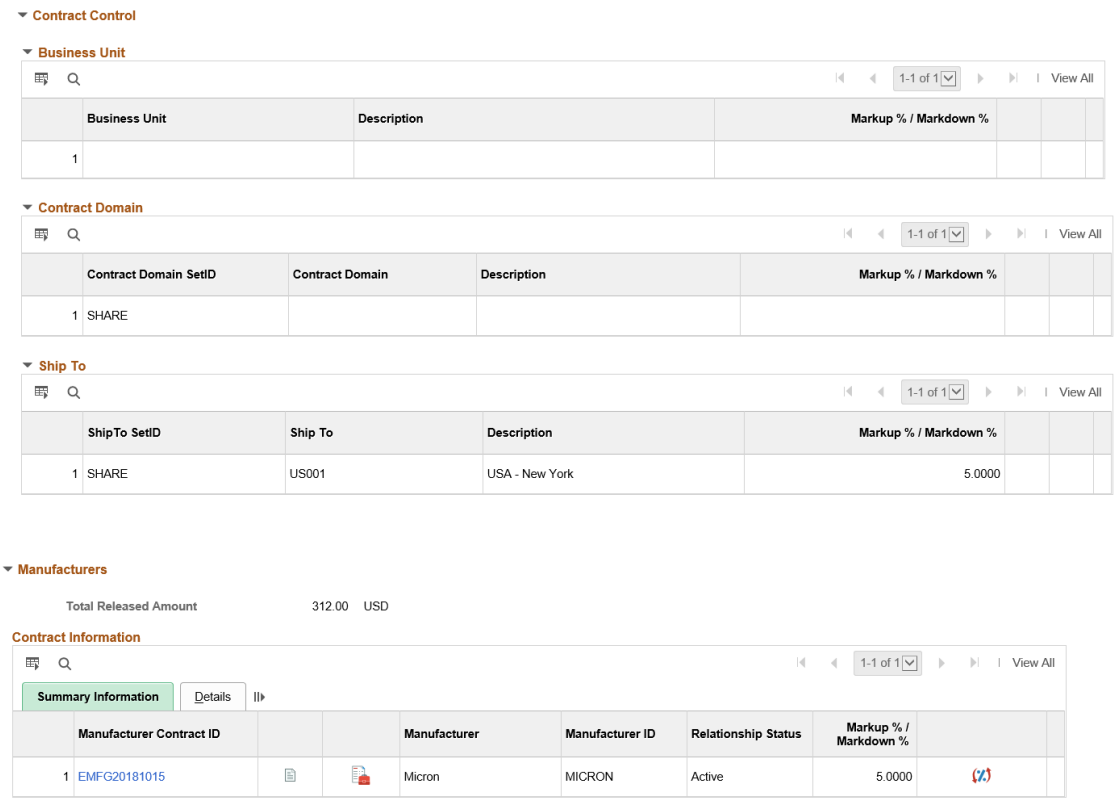
Procurement Contracts, and then **Add/Update Contracts**

This example illustrates the fields and controls on the Contract Entry - Contract Page (Distributor) (1 of 2).



This example illustrates the fields and controls on the Contract Entry - Contract Page (Distributor) (2 of 2).

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Create a Distributor contract for each distributor with a markup or markdown and default start and end dates. A Distributor Contract can be used with multiple Manufacturer Contracts. Markups and markdowns can vary by business unit, contract domain, and Ship To.

To create Distributor contracts, .the Contract Process Option must be Distributor:

1. Access the Contract Entry - Add a New Value page
2. Contract ID defaults to *Next*, as long as you have setup automatic numbering on the Application Fundamentals: Auto Numbering Page and selected the Distributor Contracts check box in the Auto Numbering section of the Contract and Vendor Rebate Controls page. Otherwise, enter a contract number.
3. Select *Distributor* in the Contract Process Option field.
4. Select a style ID that is associated with the Distributor contract process option, in the Style ID field.
5. Click the Add button.

Distributor contracts are similar to other procurement contracts with these exceptions:

- Many fields that appear for procurement contracts do not appear for distributor contracts, such as; Tax Exempt, Tax Exempt ID, Open Item, Auto Default, Categories, PO Defaults, Schedule Defaults, Voucher defaults, maximum amounts, and so on.
- Many fields that appear for distributor contracts function the same as procurement contracts with the exception of the fields defined below.

  For field definitions on Procurement contracts, see Contract Entry - Contract Page.

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Field or Control	Description
Status	Select a status for the distributor contract. Valid values are: *Approved*, *Canceled*, *Closed*, *On-Hold*, and *Open*.
Supplier and **Supplier ID**	Select a required value. These fields are required for Distributor contracts. Any Supplier available to other Procurement Contracts is available to Distributor contracts.
Markup Percentage	Enter a default value to be applied when the Manufacturer contract is associate with this distributor. A negative value is allowed. For example, *-10.0000* Indicates a 10 percent discount.
Add Comments	Select to access the Contract Comments page where you can: • Enter free form comments or select standard comments. • Add attachments. Note that these attachments are not copied to requisitions or purchase orders. These comments are for the header-level only.
Contract Header Agreement	Select to access the SLA Header page. This page operates similar to the PeopleSoft Supplier Contract Management: Assigning Agreements to Purchasing Contracts. All Agreement Codes are allowed with the exception of *Metric*.
Date Notifications	Click to access the Date Notifications page. Use this page to enter expiration and renewal dates, as well as how to notify users.
Corporate Contract	Deselect this check box to indicate that you want to use the Contract Control: Business Unit section to determine which business units can be used with contract. When this check box is selected, the system allows the contract to be used with any business unit. However, the Contract Control: Business Unit section can still be used to narrow the business unit options. This check box is selected by default. If this check box is changed, it only impacts contracts created from that point in time forward.

Contract Control: Business Unit, Contract Domains, Ship To

Enter the business units, contract domains, ship to's, or a combination of each as well as the markup or markdown percent. Each section appears only if selected in the Contract Usage Options section of the Contract and Vendor Rebate Controls Page. These values appear by default on the Manufacturer contract when that Manufacturer contract is associated with a Distributor contract. When associating a Distributor contract with a Manufacturer contract, the business unit, contract domain, ship to, and markup information is copied to the Manufacturer contract and can be edited.

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> **Note**
>
> Only contracts in an *Open* status can be edited.

If you change the options in the Contract Usage section of the Contract and Vendor Rebate Controls page, the change only impacts contracts created from that point in time and forward.

Field or Control	Description
Markup % (percent) / **Markdown %** (percent)	Enter a percentage for the Distributor contract. This value can be a positive or negative amount, which is considered a mark up or markdown percent. When a Distributor contract is linked to a Manufacturer contract, this information is used as a default and can be overridden on the Manufacturer contract. These values are not used when pricing a requisition or purchase order.

Manufacturers

This section lists all Manufacturer contracts where this Distributor contract is used. Changes to the relationship between a Distributor and a Manufacturer should be performed at the Manufacturer contract level.

Field or Control	Description
Total Released Amount	Displays the total released for the Manufacture and Distributor relationship across all items and versions.
Manufacturer Contract ID	Select to access the Contract Entry - Contract Page (Manufacturer) to view the manufacturing contract details. This is a read-only page.

Contract Entry - Contract Page (Manufacturer)

Use the Contract Entry - Contract page (CNTRCT_HDR) to create a manufacturer contract.

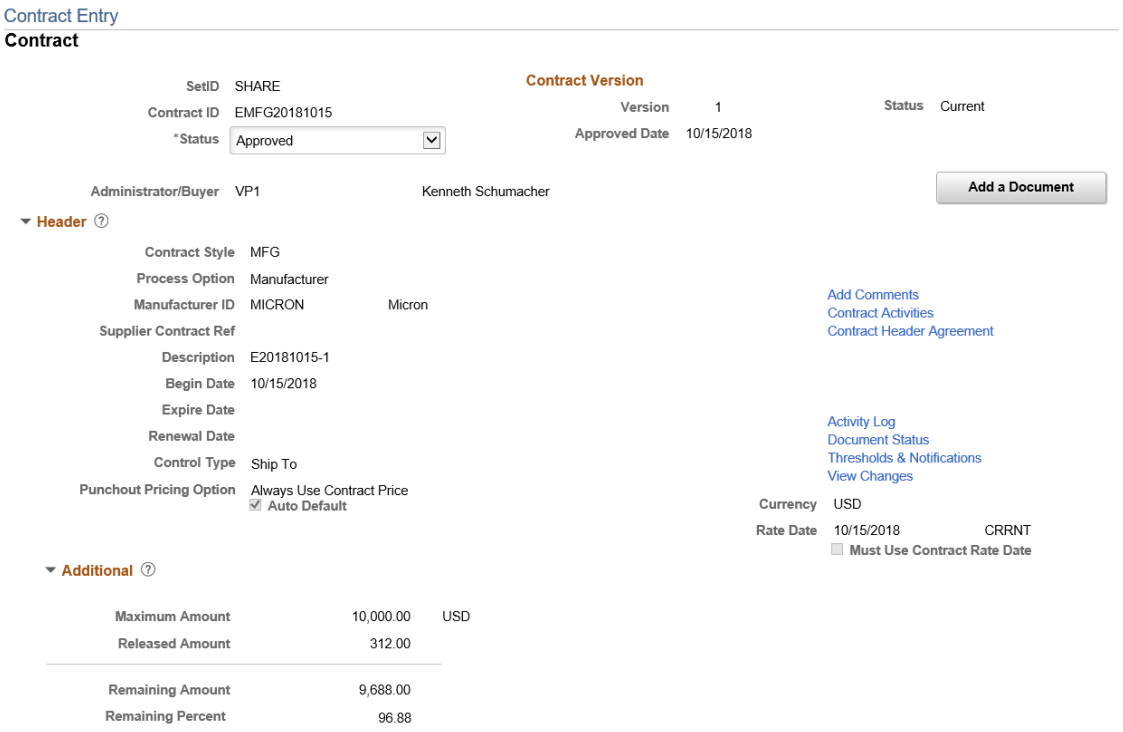
Navigation:

Supplier Contracts, and then **Create Contracts and Documents**, and then **Contract Entry**

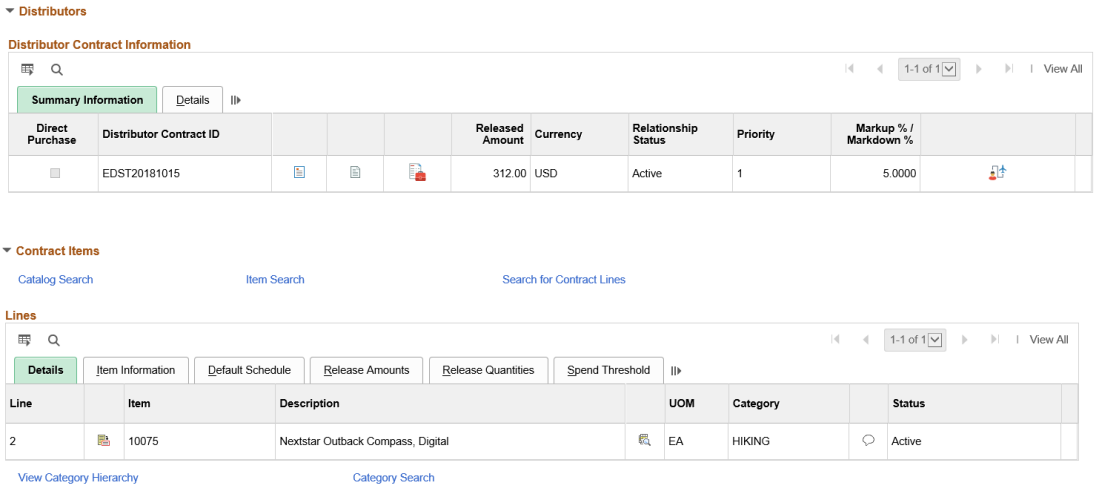
Procurement Contracts, and then **Add/Update Contracts**

This example illustrates the fields and controls on the Contract Entry - Contract Page (Manufacturer) (1 of 2).

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This example illustrates the fields and controls on the Contract Entry - Contract Page (Manufacturer) (2 of 2).



Manufacturer contracts are similar to other procurement contracts with these exceptions:

For field definitions on Procurement contracts, see Contract Entry - Contract Page.

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Field or Control	Description
Manufacturer ID	Select a Manufacturer ID. This field can be changed unless the contract has been approved and saved, or one or more Distributor contracts have been connected. The Manufacturer ID is created using the Manufacturers Page. **Note:** This is a required field.
Supplier Contract Ref (supplier contract reference)	Displays the supplier (by default) from the Default Reporting Supplier field, on the Contract Defaults by BU - PO Defaults Page. If a supplier has been established for the Manufacturer(direct purchase) once the Manufacturer is selected, then it is display-only as well.
Control Type	Select *Business Unit, Contract Domain*, or *Ship To*. The value selected determines which Distributor contracts can be associated with this Manufacturer contract and restricts the contract usage and markup or markdown percent (price) for a specific set of ship to's, domain (region) or business unit. When creating Distributor contracts, you can enter specific business units, contract domains, ship to's, or a combination of all three. However, when specifying this field on a Manufacturer contract, it eliminates all Distributor contracts where the control type doesn't match. In addition, only requisitions and purchase orders that match these values can use this contract. Therefore, adding another level of control. **Note:** This value is display-only after Distributor contracts are added. This feature and available options depend on the usage controls selected on the Contract and Vendor Rebate Controls Page.
Begin Date	Enter a beginning date for the contract. The system displays a warning if multiple Manufacturer contracts are created and have the same Begin Date and Item combination. These fields establish a unique combination when creating a requisition or purchase order. **Note:** If you have a valid Manufacturer contract and a valid standard Procurement contract with the same begin date, the system always selects the Manufacturer contract on the requisition and purchase order. Keep in mind that the Control Type is also used to establish that a contract is unique.
Contract Header Agreements	Select to access the SLA Header page. This page operates similar to the PeopleSoft Supplier Contract Management: Contract Header Agreement Assignments Page. All agreement codes are allowed with the exception of *Metric*.

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Field or Control	Description
Thresholds & Notifications	Click to access the Thresholds & Notifications Page . For Manufacturer contracts, you can set up these thresholds and notifications: • Date Notifications (Expire Date and Renewal Date) • Maximum Amount Notifications • Spend Threshold Notifications This amount is against the overall released amount and across all Distributors. The Notification Assignments apply to the values that are entered in all Notification sections above. In addition, you can determine one or more users to be notified in the Notification Assignments section and view the amount summary.
Group Contracts	Click to access the Group Contracts Page, where you can view detailed information about the group contract, such as contract style (group multi supplier, group single supplier, or special purpose) and contract status. This field is available only when a manufacturer contract is included in group multi supplier, group single supplier, or special purpose contract.

Distributors

Use this section to identify the Distributor contracts that can purchase items from this Manufacturer and what the markup or markdown is. A manufacturer contract can be associated with many Distributors. Manufacturers can have specific distributor contracts for the items on this contract.

> **Note**
>
> This section appears only when usage, pricing, or both options are selected on the Contract and Vendor Rebate Controls Page, and the Control Type for this Manufacturer contract matches a control type on the Distributor contract.

Field or Control	Description
Direct Purchase	Displays as selected when the Distributor and Manufacturer contracts have the same Supplier. This field is display-only and is determined on the Manufacturers Page. The manufacturer must also be setup as a distributor. This field only appears when this relationship is present.

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Field or Control	Description
Distributor Contract ID	Select a Distributor contract that can be used with the Manufacturer contract. The Manufacturer contract must be in a *Draft* or *Open* status in order to add Distributor contracts. More than one Distributor contract can be added. When selecting Distributor contracts: • The Distributor contract must have a status other than *Canceled* or *Closed*. • Only Distributor contracts that have the same control type as the Manufacturer contract are displayed. When you associate a Distributor contract with a Manufacturer contract, the business unit, contract domain, ship to, and markup information copies to the Manufacturer contract. This information is then available to be changed as long as the Manufacturer contract is in an open status and in a current or draft version status. After any changes are saved, the information is used when creating a requisition or purchase order. When a Distributor contract is added and has a Supplier that matches the Supplier on the Manufacturer contract, the Manufacturer contract is considered a Direct Purchase. When using Direct Purchase: • You can order directly from the Manufacturer. • The Direct Purchase check box displays as selected. For additional information about a Direct Purchase Manufacturer, see Defining Manufacturer IDs.
 (view contract)	Click to access Distributor contract information in a display-only window. This includes the distributor contract controls (business unit, contract domain, and ship to) and the markup or markdown percent.
 (document)	Click to access an Authored Document, if one exists, in a display-only window. Supplier Contract Management must be installed.
 (document management)	Click to access the PeopleSoft Supplier Contract Management: Document Management Page Supplier Contract Management must be installed.

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Field or Control	Description
Released Amount	Displays the total amount released (to date) for the Manufacturer and Distributor combination. The amount value is expressed in the Manufacturer contract currency. • If a Distributor contract is added to a Manufacturer contract there is no impact to the Manufacturer totals because the Distributor has not been used against the Manufacturer contract. • If a Distributor contract is deleted from an Manufacturer contract, there is no impact to the Manufacturer totals because you can only delete a Distributor contract when no activity has occurred within the Distributor and Manufacturer combination. • If a Distributor contract is inactivated from an Manufacturer contract, there is no impact to the Manufacturer totals because transaction are not allowed. • If a Distributor contract is inactivated and then reactivated for a Manufacturer contract, released amounts accrue within the relationship. However, the system requires that a new version of the contract be created. New transactions that occur are tracked in the new version.
Currency	The currency is always displayed using the currency on the Manufacturer contract header.
Relationship Status	Select an option to change the Manufacturer and Distributor relationship. A Distributor can be removed from a Manufacturer contract as long as a requisition or purchase order does not exist for that Distributor. If a requisition or purchase order exists, then you can change the relationship status to *Inactive* as long as all purchase orders that use this relationship are closed. When *Inactive*, the Distributor cannot be used on a requisition or purchase order. An inactive relationship can be change to *Active* as long as another active relationship does not exist for the same Supplier. This means that multiple Distributor contracts can exist for the same Supplier, but only one active relationship can exist for that Supplier.
Priority	Enter a unique number, using one (1) as the top priority. This value is used by the system when a supplier is not provided on a requisition. The system selects the distributor with the highest priority.

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Field or Control	Description
Markup % / **Markdown %** (markup percent or markdown percent)	Enter a different markup or markdown percent if needed. This value appears by default from the Distributor contract, but can be changed on the Manufacturer contract. If the Distributor contract does not have business unit, contract domain, or ship to values, then this value is used when a requisition or purchase order is created for the Manufacturer.
 (control details)	Click to access the Distributor Contract Control Details Page. This window provides the control fields (business unit, contract domain, and ship to) and markup or markdown percent for the mine distributor. These values can be change on this page and saved. Original values are defaulted from the distributor contract.

Contract Items

Search for and enter contract line information for the Manufacturer contract. The markup or markdown percent, which is determined on the distributor contract, determines the price on the manufacturer contract.

If the Auto Default flag is selected on the contract, you cannot have multiple line items that have the same item ID, unless a unique GTIN exists. The GTIN appears in the Details for Line Page (Manufacturer), UOM/Pricing section.

Field or Control	Description
Catalog Search, Item Search, and **Search for Contract Lines**	Click to access the Search pages to select line items. Manufacturer contracts only support line items, not open items or categories. **Note:** There could be multiple suppliers through Distributor contracts. Therefore, the Supplier for the Manufacturer (selected on this page) is used. See PeopleSoft Purchasing: Contract Search Page, PeopleSoft Purchasing: Item Search Criteria Page, PeopleSoft Purchasing: Category Search Page
Details tab	Select the items for the manufacturer contract. Icons available are: Item Details, Item Search, and Line Comments.

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Field or Control	Description
Item Information tab	The manufacturer identifies the available items with the Universal Product Number (UPN). The Manufacturer ID, Manufacturer Item ID, UPN Type Code, and UPN ID is tracked on the contract. The UPN information from the contract is copied to transactions such as the requisition and purchase order. Receipts access the UPN information from the purchase order, and the voucher can access the UPN information from the receipt or purchase order. For inventory items, if you have set up the information in the Item Manufacturer UPN table, this information appears by default into the contract. If you order by UPN ID, the item ID and related information is copied to the purchase order or requisition line. The system verifies that the UPN ID is valid for inventory items and matches what is set up in the Item Manufacturer UPN table. You can maintain UPN information for non-inventory items. The UPN for a description-only (Ad Hoc) item is not validated. Supplier Item ID and Supplier Catalog fields have values only with a Single Supplier Direct Purchase contract. The **Supplier Item ID** and **Supplier's Catalog** fields appear from the Item(???) selected. The link between the Manufacturer and Supplier is optional, therefore, this information may or may not appear. In addition, there could be multiple Suppliers based on the Distributor contracts associated with this Manufacturer contract. The **Manufacturer ID**, **UPN Type Code**, and **UPN ID** appear by default from the Manufacturer ID on the contract and cannot be changed from this location. If changes are made to Supplier Item tables or the Manufacturer information after the line is saved, the changes are not reflected on the contract. All items selected must have an item ID and Manufacturer ID.
Default Schedule tab	Use these fields to establish the base price for each item. The manufacturer sets the price using these fields. Select the **Use Contract Base Price** check box or change the **Base Price** and **Currency** if needed. To modify the base price or to enter prices for other UOM's, click the Item Information icon and modify the pricing grid. The Currency appears by default from the Manufacturer.

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Field or Control	Description
Release Amounts and **Release Quantities** tabs	Use these tabs to indicate minimum and maximum release amounts and quantities for which the contract price is applied. If a purchase order falls within the minimum and maximum ranges, then the purchase order line qualifies for the contract price. If the purchase order exceeds or falls below the range, then it does not qualify for the contract price. To view ordering progress, the system tracks and displays: • The Total Line Released Amount and Quantity for the contract line • The Remaining Amount and Quantity. • The Remaining Amount and Quantity percent
Spend Threshold tab	Use this tab to determine whether you want a notification sent (select the Notify on Spend Threshold check box) when the line reaches the amount entered in the **Threshold Notification Amount** field. The system tracks total amount purchased for the item in the **Total Line Released Amount** field. Notifications are sent to the user who is determined on the Thresholds & Notifications Page .

Details for Line Page (Manufacturer)

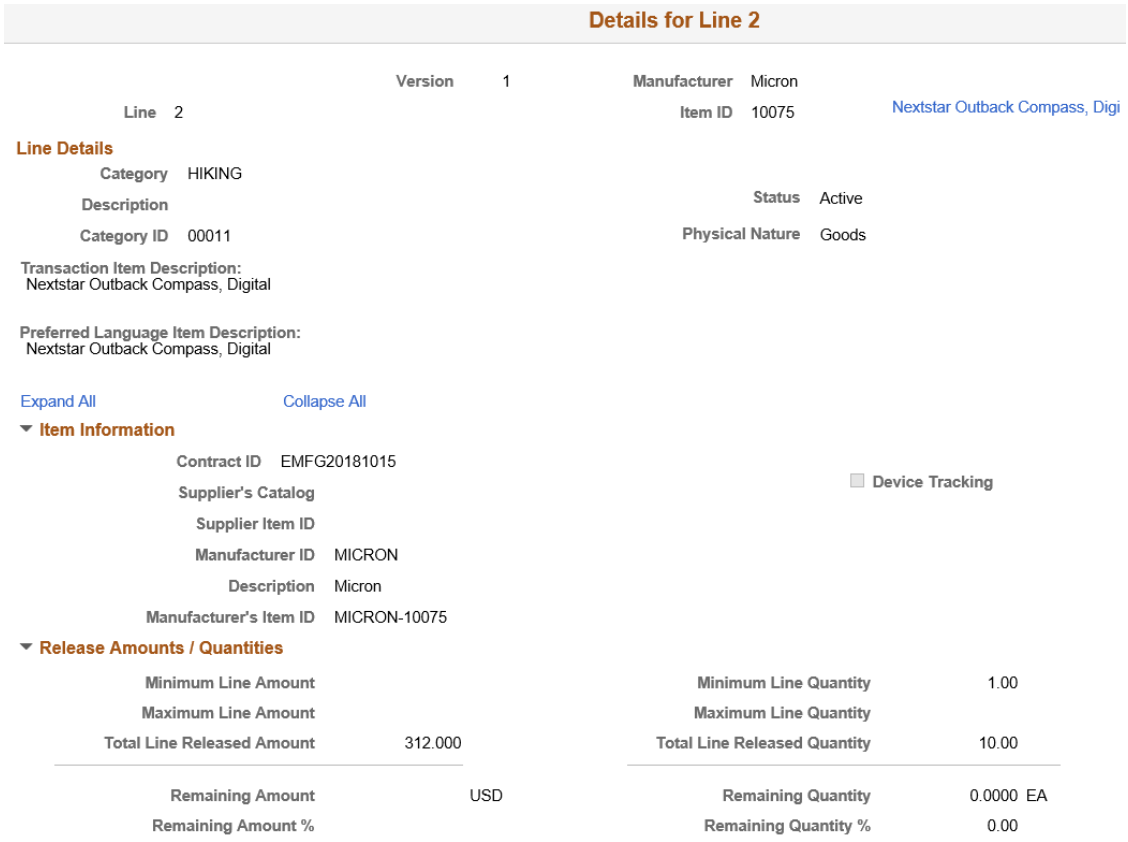
Use the Details for Line page (CNTRCT_PRC_UOM_SEC) to view item details for the Manufacturer contract line.

Navigation:

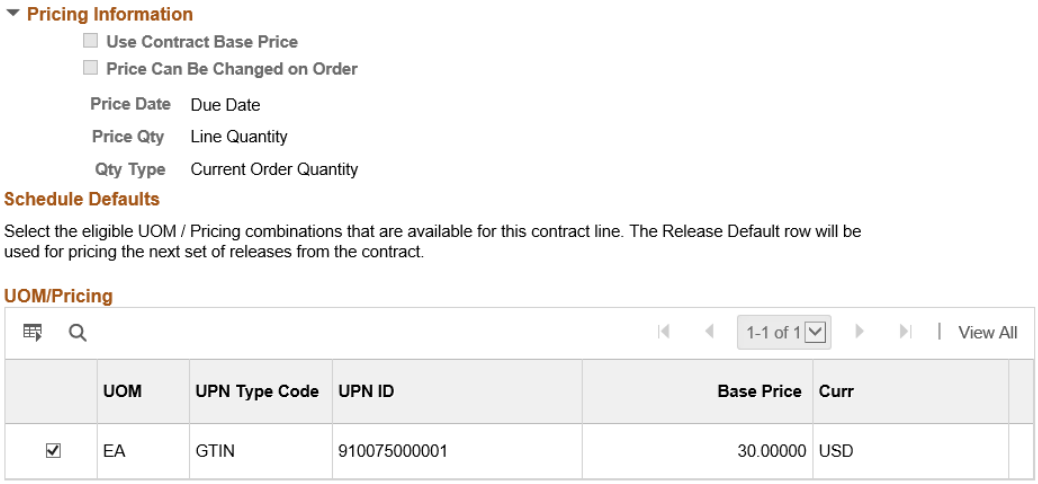
From the Contract Entry - Contract page, in the Contract Items - Lines section, Details tab, select the Line Details icon.

This example illustrates the fields and controls on the Details for Line Page (Manufacturer) (1 of 2).

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This example illustrates the fields and controls on the Details for Line Page (Manufacturer) (2 of 2).



Schedule Defaults: UOM/Pricing

If you change the base price in this section, it impacts all distributors who purchase that item.

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> **Note**
>
> GTIN is a UOM dependent field. Therefore the contract line is limited to allow only one UOM value. When the GTIN is places on a purchase order, the UOM is not converted to another UOM.

Distributor Contract Control Details Page

Use the Distributor Contract Control Details page (CNT_MFG_DST_SEC) to view the contract controls and markup or markdown percent for the Distributor.

Navigation:

From the Distributor Contract Information section of a Manufacturer contract, Summary Information tab, click the Control Details icon.

This example illustrates the fields and controls on the Distributor Contract Control Details page.



This window is only available if the usage and pricing options are selected on the Contract and Vendor Rebate Controls Page. The first fields that appear depend on the Control Type selected on the Manufacturer header. All Usage Control Types from the associated Distributor contracts appear.

The contract control (business unit, domain, and ship to) information is used to restrict usage. Each contract domain can have a different agreement with the manufacturer.

Contract control information can be added only if they exist on the Distributor contract.

If purchase order releases do not exits for the Distributor, then the business unit, contract domain, and ship to information can be modified or deleted.

Field or Control	Description
Markup % / Markdown %	Displays the value entered in the Contract Control section of the Contract Entry - Contract Page (Distributor) for the matching business unit, contract domain, or ship to. In addition, this column only appears if the Pricing option is selected on the Contract and Vendor Rebate Controls Page. This value is applied to the base price, which is then used when a requisition or purchase order is created.

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Using Blanket Orders

This section provides an overview of blanket orders and discusses how to enter blanket order information and first release blanket order information. It also discusses how to generate first releases to a blanket order.

Pages Used for Blanket Orders

Page Name	Definition Name	Usage
Contract Page	CNTRCT_HDR	Create a blanket order. You can select *Purchase Order*, *General Contract,* or *Release to Single PO Only* from the contract process options when accessing this page.
Dispatch Supplier Contracts Page	RUN_DISP_POCNT100	Run the Supplier Contract Dispatch/Print SQR Report process (POCNT100) to dispatch contracts, to run the Email Application Engine process (PO_CON_EMAIL), or to run the Contract Dispatch & Email multiprocess job (CONDISP), which runs both processes for order contracts. These processes do not apply to voucher contracts.
Create Releases Page Entering Contract Release Information	CNTRCT_SCHEDULE	Add releases to the blanket order.
Review Staged Releases Page	CNTRCT_RLS_LINE	View the staged purchase order releases for this contract and make changes to them. This functionality is available only when staged releases exist.
Stage Contract POs Page	RUN_PO_POCNTRCT	Run the Purchase Order Contracts process for order contracts.
PO Calculations - Run Controls Page PeopleSoft Purchasing: PO Calculations Page	RUN_PO_POCALC1	Enter the run control criteria for the PO Calculations Application Engine process (PO_POCALC) to run the process.
PeopleSoft Purchasing: Create Purchase Orders Page	RUN_PO_POCREATE	Enter the selection criteria for the Create Purchase Orders Application Engine process (PO_POCREATE) and run the process.
PeopleSoft Purchasing: PO Auto Sourcing - Objectives Page	RUN_PO_AUTOSRC1	Select all of the sources from where you want the purchase orders created.
PeopleSoft Purchasing: PO Auto Sourcing - Options Page	RUN_PO_AUTOSRC2	Define autosource options.

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Page Name	Definition Name	Usage
PO Autosourcing - Results Page	RUN_PO_AUTOSRC_LOG	Review results of the sourcing process and drill down to the sourcing workbench. See PeopleSoft Purchasing: PO Auto Sourcing - Options Page
PeopleSoft Purchasing: Dispatch POs Page	RUN_DISP_POPO005	Run the PO Dispatch/Print SQR Report process (POPO005) and dispatch purchase orders to run the Email Application Engine process (PO_PO_EMAIL) or to run the PO Dispatch & Email multiprocess job (PODISP), which runs both processes. You can also dispatch and print purchase orders in an Oracle BI Publisher format.

Understanding Blanket Orders

The two variations of blanket purchase orders are (1) Purchase Order contract process option (new purchase orders are created each time), and (2) Release to Single PO Only contract process option (all releases ultimately are on one purchase order).

In PeopleSoft Purchasing, you can use one purchase order to track the life of a contract. When you create the contract, you assign a purchase order to it and use the single purchase order to track the contract's activity. This is often referred to as a blanket purchase order contract, which buyers, accounts payable departments, and suppliers can use to track activities such as the amount ordered, amount invoiced, and balance remaining on the purchase order.

You can use PeopleSoft Purchasing Release to Single PO Only contracts with transactions that use the PO Calculations process, including:

- Requisitions.
- Contracts.
- Requests that are created by par location replenishment.
- Requested purchase orders from PeopleSoft Supply Planning.

When one of these transactions is assigned to a Release to Single PO Only contract by the PO Calculations process, the Create Purchase Orders process adds the necessary lines and schedules to the existing purchase order.

If the line item does not exist on the purchase order, the Create Purchase Orders process inserts a line with the same line number as the contract.

If the line already exists, the Create Purchase Orders process inserts an additional schedule into the existing purchase order.

If the purchase order was dispatched before the line or schedule was added, the Create Purchase Orders process creates a change order.

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> **Note**
>
> Release to Single PO Only contracts cannot be corporate contracts because they are assigned to only one purchase order, and a purchase order can be associated with one business unit only.

Criteria for Assignment of a Blanket Purchase Order to a Transaction

When the Price Calculation process runs, a blanket purchase order contract is assigned to the transaction on the staging table if the following conditions are met:

- The transaction business unit, supplier, supplier location, currency, and UOM must match the blanket purchase order.
- The user does not select the **Define PO** check box on the Requisition Selection - Staging page (specific to Release to Single PO Only).
- Other existing rules for selecting a contract are met.

Blanket Purchase Order Process Flow Using a Contract to Update a Purchase Order

The following steps outline the blanket order process flow when a purchase order is updated through the contract:

1. A contract is entered.

   You populate the contract header, line, and UOM tables. If you select Release to Single PO Only, you specify purchase order information on the Contract page, and the system populates the Contract-Purchase Order Cross-Reference table, CNTRCT_BPO_XREF.
2. (Optional) The contract is dispatched.
3. You use the Automatic Purchasing Sourcing process to create the purchase order. Alternatively, you can run the Purchase Order Contracts, PO Calculations, and Create Purchase Orders processes individually.
4. The PO Calculations process performs the following tasks if the contract is Release to Single PO Only:
   a. It obtains the appropriate purchase order identifier from the PO_ITM_STG table and assigns it on the staging table PO_ITM_STG_UD.
   b. It updates the staging tables with the assigned PO ID.
   c. It sets the PO status to *In Process,* and an error message appears if the purchase order is already in process with a different process instance.
5. (Optional) You can view the transaction and the purchase order to which it is assigned in the Sourcing Workbench at this point in the process.
6. The Create Purchase Orders process performs the following tasks if the contract is Release to Single PO Only:
   a. It assigns the purchase order line number on the PO_ITM_STG_UD table to match the contract line number.
   b. It increments the purchase order schedule number on the PO_ITM_STG_UD table based on the last schedule number on the purchase order.
   c. It inserts line items onto the purchase order if they do not already exist.
   d. It inserts schedules into the purchase order.

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e. If the purchase order is eligible for change order tracking (the PO status is *Dispatched* or the change order number is greater than 0), the process performs the following steps:

   If a new line is inserted into the purchase order, the process inserts the row into the PO_CHNG_LINE table. It inserts a row into the PO_CHNG_SHIP table. The process changes the PO status if it is *Dispatched.*

7. For Release to Single PO Only contracts, you can modify the purchase order with the following limitations:

   a. You must add lines to the contract, not the purchase order, to keep the two synchronized.

   b. You can add additional schedules to the purchase order and manually update the contract with the added schedules.

   c. You can change VAT information and the ship to address or make other modifications.

8. You use the Automatic Purchasing Sourcing process to create additional contract releases.

Blanket Purchase Order Process Flow Using a Request to Update a Purchase Order

The Blanket Purchase Order feature enables you to assign contracts to requisitions. In addition, transactions in the purchase order staging tables including requisitions, requests from PeopleSoft Supply Planning, and requests from par location replenishment can be assigned to blanket purchase orders if they meet the proper criteria. Here are the steps:

1. A contract is entered.

   You populate the contract header, line, and UOM tables. If you select the Release to Single PO Only option, the system populates the Contract-Purchase Order Cross-Reference table, CNTRCT_BPO_XREF.

2. (Optional) The contract is dispatched.

3. You can assign transactions to blanket purchase orders in two ways:

   a. You can assign blanket purchase orders by assigning the appropriate contract ID to requisitions at the time of creation.

   b. The purchasing staging tables can be populated with transaction data from requisitions, PeopleSoft Supply Planning requests, or par location replenishment requests and you can assign the data to a blanket purchase order if the proper criteria are met.

4. The PO Calculations process performs the following tasks if you are releasing to a single PO only:

   a. It assigns the appropriate purchase order identifier on the staging table PO_ITM_STG_UD.

   b. If a blanket purchase order is assigned to a line, the process updates the staging tables with the assign PO ID.

      The PO status is set to *In Process* and an error message appears if the purchase order is already in process with a different process instance.

5. (Optional) You can view the transaction and the purchase order to which it is assigned in the Sourcing Workbench at this point in the process.

6. The Create Purchase Orders process performs the following tasks for Release to Single PO Only:

   a. It assigns the PO line number on the PO_ITM STG_UD table to match the contract line number.

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b. It increments the PO schedule number on the PO_ITM_STG_UD table based on the last schedule number on the purchase order.

c. It inserts line items onto the purchase order if they do not already exist.

d. It inserts schedules into the purchase order.

e. If the purchase order is eligible for change order tracking (the PO status is *Dispatched* or the change order number is greater than 0), the process performs the following steps:

   If a new row is being inserted into the purchase order, the process inserts the row into the PO_CHNG_LINE table and a row into the PO_CHNG_SHIP table. The process changes the PO status if it is *Dispatched.*

7. You can alter the purchase order with the following limitations (Release to Single PO Only):

   a. You must add lines to the contract, not the purchase order, to keep the two synchronized.

   b. You can add additional schedules to the purchase order and update the contract manually with the added schedules.

   c. You can change VAT information and ship to address or make other modifications.

Modifying a Blanket Order by Modifying the Contract

Use the Contract page to make changes to the purchase order quantity or to add more lines to be released, and then process the purchase order. For Release to Single PO Only, if a line is added or changed to a dispatched purchase order, a change request is generated and the purchase order header status is *Approved* or *Pending Approval,* depending on whether approval is required. The stage status changes to *In Process.*

Modifying a Blanket Order by Modifying the Purchase Order

Use the Maintain Purchase Order - Purchase Order page and Maintain Purchase Order - Schedules page to access and change VAT information and ship to address or to make more modifications. You can also insert additional schedules. When you add a schedule to the purchase order, it updates the contract. If you want to add lines or change item information, you can do that through the contract. For the purchase order contract process option, you can manually add additional lines onto the purchase order. This updates the contract released amounts and quantities.

Modifying a Blanket Order by Using a Requisition

When you create a requisition, you can assign a blanket purchase order to an item on the Details for Line page (or on the line itself). The Create Purchase Orders process adds the necessary lines and schedules to the existing purchase order for Release to Single PO Only, or to the new purchase order for the purchase order contract process option. The following condition relates to Release to Single PO Only: If the line item does not exist on the purchase order, the Create Purchase Orders process inserts a line with the same line number as the contract. If the line already exists, the Create Purchase Orders process inserts an additional schedule into the existing purchase order. If the purchase order was ever dispatched before the line or schedule was added, the Create Purchase Orders process creates a change order.

Modifying a Blanket Order by Using the PO Calculations Process

If no contract is specified on the transaction and the transaction source is a requisition, a PeopleSoft Supply Planning request, or a par location replenishment request, the PO Calculations process searches for the most recent effective contract for the determined supplier. The process can assign a blanket purchase order if the proper criteria are met.

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When the PO Calculations process assigns one of these transactions to a blanket purchase order, the Create Purchase Orders process adds the necessary lines and schedules to the existing purchase order for Release to Single PO Only, or to the new purchase order for the purchase order contract process option. Regarding Release to Single PO Only, if the line item does not exist on the purchase order, the Create Purchase Orders process inserts a line with the same line number as the contract. If the line already exists, the Create Purchase Orders process inserts an additional schedule into the existing purchase order. If the purchase order was ever dispatched before the line or schedule was added, the Create Purchase Orders process creates a change order.

Receiving, Matching, and Paying Blanket Orders

You receive, match, and pay blanket orders using the same processes that are used for other purchase orders that are generated in PeopleSoft Purchasing.

Related Topics

- Contract Page
  Navigation:
- PeopleSoft Purchasing: Creating Purchase Order Headers
- PeopleSoft Purchasing: Creating Purchase Order Schedules
- PeopleSoft Purchasing: Understanding the Purchase Order Change Order Business Process

Contract Page

Use the Contract page (CNTRCT_HDR) to create a blanket order.

You can select Purchase Order, General Contract, or Release to Single PO Only from the contract process options when accessing this page.

Navigation:

Procurement Contracts, and then **Add/Update Contracts**, and then **Contract**

To enter blanket order information:

1. Access the PO Line Pricing Info page.

   Default values appear on this page.
2. (Optional) Enter maximum line quantity and amount values.

> **Note**
>
> For Release to Single PO Only, enter the purchase order information that is in the **Purchase Order Information** group box.

3. Save the contract.

   PO ID link becomes available in the **Purchase Order Information** group box
4. (Optional) Run the Supplier Contract Dispatch/Print process to dispatch the contract.

Related Topics

- Contract Entry - Contract Page
  Use the Contract page (CNTRCT_HDR) to enter procurement contract information.

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Contract Page

Navigation:

Procurement Contracts, and then **Add/Update Contracts**, and then **Contract**

To enter first release blanket order information:

1. Select the item for which you want to create a release.
2. Use the Create Releases page (CNTRCT_SCHEDULE) to add releases to the blanket order.

   Navigation: Procurement Contracts, Add/Update Contracts, Create Releases.

   - Lead time for the item.
   - (Optional) Due time for the item.
   - Quantity to release.
3. Enter the following information in the **Blanket Purchase Order** group box.

   This information is required for initial releases, unless otherwise stated. Fields in this group box appear only after you save.

Field or Control	Description
PO Business Unit (purchase order business unit)	Select the PeopleSoft Purchasing order contract business unit for the release.
PO ID (purchase order ID)	Displays the unique identifier for the purchase order.
Currency	Select the currency for the blanket order. The default for this field is based on the value that is defined for the purchasing business unit.
Rate Type	Select the currency rate type.
Supplier Location	Select the supplier location for the purchase order. This overrides the supplier location that is defined in the contract defaults.
PO Reference (purchase order reference)	(Optional) Enter reference information.
Origin	Select the origin for the purchase order. This field is optional.

4. Complete the fields in the **Release Schedule** group box.
5. Repeat steps 1–4 for each additional line on the contract.

Related Topics

- Contract Entry - Contract Page
  Use the Contract page (CNTRCT_HDR) to enter procurement contract information.
- Price Adjustments for Item Line Page
  Use the Price Adjustments for Item Line page (CNTRCT_PRC_ADJ_SEC) to enter price adjustments for fixed items that apply only to the specific line item.

Generating First Releases to a Blanket Order

To generate first releases to a blanket order:

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1. Perform the procedure for entering first-release blanket-order information.
2. On the Create Releases page, click the **Calculate Dates** button to supply the schedule release date information based on the information that you enter in the **Release Schedule** group box.
3. Click the **Stage** button to stage the releases to the contract.
4. Use the Review Staged Releases page (CNTRCT_RLS_LINE) to view the staged purchase order releases for this contract and make changes to them. This functionality is available only when staged releases exist.

   Click the **Review Staged Releases** link on the Create Releases page.
5. Save the release information to the contract.
6. Run the following processes in the order listed:
   a. Purchase Order Contracts.
   b. PO Calculations.

      After this process runs, you can view the assigned PO ID in the Sourcing Workbench if you want.
   c. Create Purchase Orders.

> **Note**
>
> When you release to a single purchase order and you delete a line from the purchase order, you can rerelease the contract line. However, if you cancel the line on the purchase order or if the purchase order line is closed, the line cannot be released again from the contract.

> **Warning**
>
> If you cancel the purchase order that is associated with the Release to Single PO Only contract, the system cancels the contract. This applies only if you have selected the Release to Single PO Only process option on the Contract page.

   d. (Optional) Automatic Purchasing Sourcing.

      This process enables you to run the Purchase Order Contracts, PO Calculations, and Create Purchase Orders processes from the same run control page in the appropriate order.
   e. PO Dispatch/Print.

      The report includes the header, release number, total amount, open amount, and remaining (open) quantities on the contract.

Related Topics

- Contract Page
  Navigation:
- PeopleSoft Purchasing: Understanding the Purchase Order Sourcing Business Process

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Using Recurring Purchase Order Vouchers

This section discusses how to create recurring purchase order vouchers.

Pages Used for Recurring Purchase Order Vouchers

Page Name	Definition Name	Usage
Contract Page	CNTRCT_HDR	Enter order and voucher contract header information.
Create Releases Page Entering Contract Release Information	CNTRCT_SCHEDULE	Specify the interval between vouchers and the duration of the contract to generate a schedule for the series of vouchers and to create the releases of the vouchers. The releases that you create and available options are based on the specified business unit.
Review Staged Releases Page	CNTRCT_RLS_LINE	View the staged purchase order and voucher releases for this contract and make changes to them. This functionality is available only when staged releases exist.
Stage Contract POs Page	RUN_PO_POCNTRCT	Run the Purchase Order Contracts process for order contracts.
PeopleSoft Purchasing: PO Calculations Page	RUN_PO_POCALC1	Enter the run control criteria for the PO Calculations process and run the process.
PeopleSoft Purchasing: Create Purchase Orders Page	RUN_PO_POCREATE	Enter the selection criteria for the Create Purchase Orders process and run the process.
PeopleSoft Payables: Voucher Build Page	VCHR_BATCH_RQST	Create a run control for the Voucher Build Application Engine process (AP_VCHR_BLD) and run the process.

Creating Recurring Purchase Order Vouchers

To create a recurring purchase order voucher:

1. Create a contract using the Recurring PO Voucher contract process option
2. Use the Contract page (CNTRCT_HDR) to enter order and voucher contract header information (Navigation: Procurement Contracts, Add/Update Contracts, Contract).

   The system selects the **Amt Only** check box on the Order by Amount tab and disables it for all lines. You enter the line item information for all lines for which you want to create recurring purchase order vouchers, and enter the maximum line amount for the total amount to release for each contract line. This amount carries over to the purchase order and becomes the total amount that can be released to recurring vouchers. The gross and

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merchandise amounts carry over to the voucher. The **Include for Release** check box is deselected and unavailable for entry.

3. Upon saving the contract, the system prompts you whether to create a purchase order.

   If you select **Yes,** the system:

   a. Creates the new purchase order and updates the contract staging table with the PO ID.

   b. Uses the **Maximum Line Amount** field on the contract line for the purchase order amount.

   c. Disables the maximum line quantity for the contract line.

4. Run the Purchase Order Contracts, PO Calculations, and Create Purchase Orders processes.

   > **Note**
   >
   > For recurring purchase order vouchers, the Create Purchase Orders process does not update the amount and quantity line released fields. These fields are used only for the amounts that are released to recurring vouchers.

5. When the processes are finished, you can update the purchase order and run budget checking for the purchase order.

   When the purchase order passes budget checking and the following statuses are in place, you can generate recurring vouchers:

   - Header budget check status is *Valid.*
   - Header nonprorated budget check status is *Valid.*
   - In Process flag is set to *No.*
   - Distribution line status is *Open.*
   - Invoice Line flag is set to *No.*
   - Commitment Control Close flag is set to *No.*

     The purchase order is picked up by the PO Dispatch process and communicated to the supplier by means of the designated dispatch method.

     However, the PO status is never set to *Dispatched.* For this reason, when you create the recurring purchase order voucher contract and the purchase order, ensure that matching, receiving, and inspection are *not* required for the purchase order. If any of these actions are required for the purchase order, you cannot close the purchase order because a prerequisite for these actions is the PO status *Dispatched.*

6. On the Create Releases page, define the release dates, and click the **Stage** button to generate staged voucher releases.

   The system performs the following actions:

   a. Confirms that the following statuses are in place for the purchase order that is associated with this recurring purchase order voucher: header budget check status of *Valid;* header nonprorated budget check status of *Valid;* PO status of *Active;* In Process flag set to *No;* distribution line status of *Open;* Invoice Line flag set to *No;* and Commitment Control Close flag set to *No.*

   b. Verifies that the voucher line that is selected for release exists on the purchase order.

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The current line amount to release to a voucher plus the line-released amount must not exceed the maximum line amount for the contract line.

You can click the **Purchase Order** link on the Contract page to view the purchase order after it is created.

c. Copies the distribution from the purchase order.

d. Updates the contract staging table with the associated PO ID.

7. Run the Voucher Edit/Voucher Build processes.

   When you run budget checking against the voucher, the system liquidates the associated purchase order.

   Also, you should be able to finalize a purchase order line from the voucher.

8. If you add new lines to the contract after recurring vouchers have already been released, a new release with the new contract line information is generated when you save.

9. Run the Purchase Order Contracts, PO Calculations, and Create Purchase Orders processes.

   The purchase order now contains all lines that are on the contract. When you have checked the budget for the purchase order, the budget status is valid, and you dispatch it. All of the other statuses on the purchase order are correct, and you can create recurring purchase order vouchers using this new line.

   If you cancel the purchase order, the contract will be placed on hold.

Related Topics

- PeopleSoft Purchasing: Running the PO Calculations Process
- PeopleSoft Purchasing: Creating Purchase Orders Using the Create Purchase Orders Process

Dispatching Supplier Contracts

This section provides an overview of dispatching supplier order contracts and discusses how to run the Supplier Contract Dispatch/Print process.

Page Used to Dispatch Supplier Contracts

Page Name	Definition Name	Usage
Dispatch Supplier Contracts Page	RUN_DISP_POCNT100	Run the Supplier Contract Dispatch/Print process and dispatch contracts, run the Email process, or run the Contract Dispatch & Email job, which runs both processes for order contracts. These processes do not apply to voucher contracts.

Understanding Dispatching Supplier Order Contracts

The Supplier Contract Dispatch/Print process dispatches order contracts to the supplier based on the selection criteria that you enter on the Dispatch Supplier Contract page and using the dispatch method that you set on the Dispatch Options page.

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The Supplier Contract Dispatch/Print process is optional and is available only for order contracts. This process also dispatches blanket contracts.

When you run this process from the Dispatch Supplier Contracts page, you have three choices on the Process Scheduler Request page:

Term	Definition
Contract Dispatch & Email multiprocess job (CONDISP)	Select to run the Supplier Contract Dispatch/Print SQR Report process and then the Email Application Engine process.
Supplier Contract Dispatch/Print process SQR Report (POCNT100)	Select to run only the Supplier Contract Dispatch/Print process.
Email Application Engine process (PO_CON_EMAIL)	Select to run only the Email process.

When you use the email dispatch method, the Supplier Contract Dispatch/Print process creates an output file in the location that you specify on the File Locations page. The Email process picks up the output file from the specified location and sends an email message with the contract as an attachment. When the dispatch method is fax, the dispatch process creates a contract file and a fax control file in the locations that you specify on the File Locations page.

Dispatching contracts by email requires that you run two processes: the Supplier Contract Dispatch/Print process and the Email process.

To dispatch by email, you first need to run the Supplier Contract Dispatch/Print process to update the Contract Email queue table (CNTRCT_EMAIL_QU). You then run the Email process.

The Email process is an Application Engine process that picks up the email output file that is created by the Supplier Contract Dispatch/Print process in the location that is specified on the File Locations page. It then generates an email message through the SMTP gateway. If you specify a supplier contact on the Contract page, the Email process sends the email to the address that you specify in the **Email ID** field on the Supplier Information - Contacts page. If you do not specify a supplier contact on the contract, the Email process sends the email to the address that you specify in the **Email ID** field on the Supplier Information - Address page.

To simplify dispatching by email, you can use the Contract Dispatch & Email multiprocess job on the Process Scheduler Request page that you access from the Dispatch Supplier Contract page. The Contract Dispatch & Email multiprocess job automatically runs the Supplier Contract Dispatch/Print process and then the Email process.

Related Topics

- Contract Entry - Contract Page
  Use the Contract page (CNTRCT_HDR) to enter procurement contract information.
- Dispatch Options Page
  Use the Dispatch Options page (DISPATCH_OPTIONS) to enter dispatch options for the contract and to dispatch a contract to the supplier.
- Entering Supplier Contact Information
  This section discusses how to enter supplier contact information.
- Entering Supplier Addresses
  This section discusses how to specify supplier addresses and search for them.

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Dispatch Supplier Contracts Page

Use the Dispatch Supplier Contracts page (RUN_DISP_POCNT100) to run the Supplier Contract Dispatch/Print process and dispatch contracts, run the Email process, or run the Contract Dispatch & Email job, which runs both processes for order contracts.

These processes do not apply to voucher contracts.

Navigation:

Procurement Contracts, and then **Dispatch Contracts**, and then **Dispatch Supplier Contracts**

Process Request Parameters

Field or Control	Description
SetID	Select the SetID for the contract to dispatch. This field is required for dispatching specific contracts.
Business Unit	Select the business unit that you want to appear as a reference on the dispatch report. If selected, the business unit and address appear in the report header. The business unit is not used as part of the selection criteria.
Contract ID	Select a contract ID to dispatch a specific contract. All approved order contracts are eligible.
Supplier ID	Select a supplier to dispatch contracts for a specific supplier.
Fax Cover Page	If applicable, select a fax cover page. Identify the fax cover letters on the Fax Cover Letters page.

Dispatch Methods to Include

Select the dispatch methods that you want to include in the run of the process. Options are *Print, FAX, Email,* and *Phone.*

If a specific contract is not selected on the page, the Supplier Contract Dispatch/Print process dispatches all contracts that have the specified dispatch methods set on the Contract page.

If you specify a contract on this page, then only that contract is dispatched and the selections in the contract **Dispatch Methods To Include** group box are ignored.

Miscellaneous Options

Field or Control	Description
Test Dispatch	Select to run the process without setting the status of the processed contracts to *Dispatched.* The printed contracts have the word *Unauthorized* printed at the bottom. This enables you to test the fax server setup without actually updating the system.

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Field or Control	Description
Print Duplicate	Select to print the word *Duplicate* on each copy of the contract.
Print Copy	Select to produce a printed copy of each contract that is processed. If any of the contracts processed are by phone, email, or fax, a hard copy is printed for review.

Related Topics

- Fax Location Page
  Use the Fax Location page (FAX_LOCATION) to set up fax locations by defining business-unit-level information that enables dispatch processes to construct appropriate dispatch fax numbers.

Building Voucher Contracts

This section provides an overview of the PeopleSoft Payables Batch Voucher process and lists the page that is used to build voucher contracts.

Page Used to Build Voucher Contracts

Page Name	Definition Name	Usage
PeopleSoft Payables: Voucher Build Page	VCHR_BATCH_RQST	Create a run control for the Voucher Build process and run the process.

Understanding the PeopleSoft Payables Batch Voucher Process

The PeopleSoft Payables Batch Voucher process stages and builds voucher contracts. The Voucher Build process picks up the voucher release information from the CNTRCT_RLS_HDR, CNTRCT_RLS_LN, and CNTRCT_RLS_DTL tables. The Batch Voucher process controls the release of the vouchers into the PeopleSoft Payables system based on the contract release date for each PeopleSoft Payables business unit.

Related Topics

- PeopleSoft Payables: Understanding Voucher Build Processing

Staging Purchase Order Contracts

This section provides an overview of the Purchase Order Contracts process and discusses how to run the Purchase Order Contracts process.

Page Used to Stage Purchase Order Contracts

Page Name	Definition Name	Usage
Stage Contract POs Page	RUN_PO_POCNTRCT	Run the Purchase Order Contracts process for order contracts.

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Understanding the Purchase Order Contracts Process

The Purchase Order Contracts process stages contract purchase order releases from contracts and adds defaults so that they can become purchase orders when you run the PO Calculations process and the Create Purchase Orders process. The Purchase Order Contracts process is not used for voucher contracts.

The Purchase Order Contracts process takes the information from the CNTRCT_RLS_HDR, CNTRCT_RLS_LN, and CNTRCT_RLS_DTL tables and places it on the purchasing stage tables. The PO Calculations process then takes the purchase order information from the stage tables for further processing, and then the Create Purchase Orders process builds the purchase order releases.

Related Topics

- PeopleSoft Purchasing: Understanding the Purchase Order Sourcing Business Process

Stage Contract POs Page

Use the Stage Contract POs page (RUN_PO_POCNTRCT) to run the Purchase Order Contracts process for order contracts.

Navigation:

Procurement Contracts, and then **Stage Contract POs**

Contract Selection Criteria

Select the parameters for the Purchase Order Contracts process to use to select which purchase order releases to stage.

Field or Control	Description
First drop-down list box	Options are: • *All Business Units:* Select to stage purchase order contract releases from all PeopleSoft Purchasing business units. • *Specific Business Unit:* Select to stage purchase order contract releases from a specific business unit. If you select this value, select a business unit in the **Unit** field.
Second drop-down list box	Options are: • *All Contracts:* Select to stage purchase order contract releases from all contracts. • *Specific Contract:* Select to stage purchase order contract releases from a specific contract. If you select this value, select values in the **SetID** and **Contract ID** fields.

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Field or Control	Description
Third drop-down list box	Options are: • *All PO Dates:* Select to stage purchase order releases for all dates. • *PO Date By:* Select to stage only purchase order releases for which the date is equal to the system date when you run the Purchase Order Contracts process. To stage only the releases for the current system date, set the **Days From the Scheduled Run** field to *0*. To include releases within a number of days of the current system date, enter that number in the **Days From the Scheduled Run** field. • *PO Date Range:* Select to enter a range of dates for the purchase order release in the **PO Date** and **Through Date** fields.

Viewing Contract-Related Purchase Order Line Information

This section discusses how to view contract-related purchase order line information, search for line group items, and view contract line group spend details.

Pages Used to View Contract-Related Purchase Order Line Information

Page Name	Definition Name	Usage
Review Contracts by PO (Purchase Order) Page	PO_CNTRCT_LINE	View contract-related purchase order line information.
Purchase Order Inquiry - Purchase Order Page	PO_LINE_INQ	View the purchase order. See Review Contracts by PO (Purchase Order) Page
Maintain Purchase Order - Purchase Order Page	PO_LINE	Modify purchase order information online. See Review Contracts by PO (Purchase Order) Page
Activity Summary Page	ACTIVITY_SUMMARY	Review the receiving, invoicing, and matching activities that have been performed on the selected purchase orders to date. See Review Contracts by PO (Purchase Order) Page
Line Group Spend Inquiry - Find Line Group Items Page	PO_LN_GRP_SPND	Search for line group items.
Line Group Spend Details Page	PO_LN_GRP_SPND_DTL	View contract line group spend details See Line Group Spend Inquiry - Find Line Group Items Page

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Review Contracts by PO (Purchase Order) Page

Use the Review Contracts by PO (Purchase Order) page (PO_CNTRCT_LINE) to view contract-related purchase order line information.

Navigation:

Procurement Contracts, and then **Review Contract Information**, and then **Review Contracts by PO**

Select the **PO with Contract** check box.

You use this page to define the search criteria for viewing purchase order contract information. After defining search criteria, you can select to search for purchase order information related to contracts or not related to contracts. When you complete the selection, click the **Search** button to retrieve purchase order information. Depending on your search selection, the system displays the purchase order either with contract information or without it.

Field or Control	Description
Contract ID	Select a contract for which you want to view a list of purchase orders.
Version	Select a contract version on which to base the search. This field is available when version control is set up for the business unit.
Item ID	Select an item on the selected contract.
Category	Select a category on which to base the purchase order contract search. Contract categories enable you to specify groups of items on a contract, rather than having to enter the items one at a time.
Contract Line	Select a line number that the system has assigned to a contract item's row of data.
Category Line Number	Select a line number that represents an item category. The system assigns line numbers based on the number of item categories that you assign to the contract. The more categories that you assign, the greater the line numbers.
Supplier Item ID	Select a supplier item ID from the contract selected to perform the purchase order search.
Manufacturer ID	Select a manufacturer from the contract selected to perform the purchase order search.
Manufacturer's Item ID	Select a manufacturer item ID from the contract selected to perform the purchase order search.
PO with Contract	Select to view purchase orders that reference the selected contract. If you have also selected an item ID, the search retrieves purchase orders that reference the selected contract and item.

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Field or Control	Description
PO without Contract	Select to view purchase orders that do not have contracts associated with them but that contain this item. This check box enables you to view information about purchase orders for items that are on a contract but that you purchased using purchase orders that are not contract-related.
Search	Click to retrieve purchase orders that meet the selection criteria. This button becomes available after you select the **PO with Contract** check box or the **PO without Contract** check box.

List of Purchase Orders

Field or Control	Description
Version	Displays the contract version. When version control is not in use, this field value is always *1*.
Up To Dt Qty (up to date quantity)	Displays the quantity to date on the purchase order.
Up To Dt Amt (up to date amount)	Displays the amount to date on the purchase order.

Line Group Spend Inquiry - Find Line Group Items Page

Use the Line Group Spend Inquiry - Find Line Group Items page (PO_LN_GRP_SPND) to search for line group items.

Navigation:

Purchasing, and then **Purchase Orders**, and then **Review PO Information**, and then **PO Line Group Spend Inquiry**

You perform line group item searches against Strategic Sourcing business units that the system uses to identify awarded event transactions. You can limit the search, for example, to the event ID, to the supplier ID that is associated with the awarded transactions, or to the item ID for one of the items in the line group. Other search options can include award to and from dates, contract SetID, and document types.

You can search based on purchase order and contract document types. When you select either option, the system provides either the **Contract SetID** field or the **PO ID** field for you to further refine the line group item search.

After you define search criteria, click the **Search** button. The system displays the **Search Results** grid with line items matching the criteria. To view the Line Group Spending Detail page, click the **Display Details** button. To access the Event Document Status inquiry page, click the **Event ID** link.

You can also access either the Contract Document Status Inquiry page or the Purchase Order Document Status Inquiry page by clicking the **Document ID** link in the **Search Results** grid. Finally, to access the Supplier Inquiry page, click the **Supplier ID** link.

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Line Group Spend Details Page

Use the Line Group Spend Details page (PO_LN_GRP_SPND_DTL) to view contract line group spend details.

Navigation:

Click the **View Contract Line Spend** link for the line group on the Line Group Spend Inquiry page.

This example illustrates the fields and controls on the Line Group Spending page. You can find definitions for the fields and controls later on this page.



This page displays quantities and amounts for items that belong to the line group defined in the **Line Group ID** field. The use of line groups is controlled through PeopleSoft Strategic Sourcing business unit setup.

Field or Control	Description
Event Business Unit	Displays the business unit in which the event was created and awarded.
Event ID	Identifies a specific event that contains line groups.
Round	Displays the awarded event round. You can create multi-round events to negotiate with bidders when you need to make changes to a posted event.
Version	Displays the version of the awarded event. If a new round is created for the event, the system resets the version number to 1. After a new version is created, you cannot delete lines or bid factors because bids to the previous version would include those lines and bid factors.
Document Type	Displays the type of document. Values include *Requisition, Purchase Order, RTV, RFQ, Receipt, Work Order, MSR,* and *Contract.*
Document ID	Displays the system identifier and short description for the document.

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Field or Control	Description
Line Group ID	Displays the line group to which the line group items belong. A line group is a bundle of items that buyers use in PeopleSoft Sourcing to obtain better pricing for items. The relationship between the item and the contract is maintained through auction award records. Items that belong to this group are listed in the Line Group Items section.
Supplier ID	Displays the supplier who has responded with an offer for items contained in the line group. The system applies the line group price to the requisition or purchase order.
Contract Expire Date	Displays the date on which the contract expires for this line group.
Item ID	Displays the item that is a part of the line group.
Quantity Awarded	Displays the quantity of the item that has been awarded to a supplier.
UOM (unit of measure)	Displays the item's unit of measure.
Quantity Released	Displays the quantity of the item that has been released to the supplier.
Quantity Remaining	Displays the quantity of the item that is remaining for release.

Amounts Tab

Select the Amounts tab.

You use this page to view amounts for line group items. Amount values include the amount, amount released, and maximum line amount.

Viewing Purchase Order Contract Events

Pages Used to View Purchase Order Contract Events

Page Name	Definition Name	Usage
Events Inquiry Page	CNTRCT_EVT_INQUIRY	View contract events.
Contract Lines inquiry Page	CNTRCT_EVT_LNS_SEC	View details about a purchase order release. You must have selected a purchase order release line on the Events Inquiry page.
Contract Lines (inquiry) (purchase order-related) Page	CNTRCT_EVT_CAT_SEC	View purchase order contract lines. You must have selected a purchase order release line on the Events Inquiry page. See Events Inquiry Page

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Page Name	Definition Name	Usage
Item Description Page	CNTRCT_ITEM_DESCR	View descriptions for a specific item. See Contract Lines inquiry Page
Receipt Details (inquiry) (purchase order-related) Page	CNTRCT_EVT_LNR_SEC	View information about the receipt for the selected purchase order line. See Contract Lines inquiry Page
Receiving (inquiry) Page	RECV_INQ	View detailed receipt information. See Contract Lines inquiry Page
Voucher Details inquiry Page	CNTRCT_EVT_LNI_SEC	View information about the voucher for the selected purchase order line.
Voucher Inquiry	AP_VOUCHER_INQUIRY	Search for and review information about vouchers. See Voucher Details inquiry Page
Matching Details inquiry Page	CNTRCT_EVT_LNM_SEC	View information about matching for the selected purchase order line.

Events Inquiry Page

Use the Events Inquiry page (CNTRCT_EVT_INQUIRY) to view contract events.

Navigation:

Procurement Contracts, and then **Review Contract Information**, and then **PO Contract Event Inquiry**

When the system creates requisition, purchase order, and voucher transactions that link to category contracts, it captures category-related information and inserts it into contract event tables. Because a contract can have both line item and category contracts, this page provides links that link to a contract line and category details.

Field or Control	Description
Sel (select)	Click to select the contract event for which you want to view contract line and category information. When you select a row of data, the system makes the **View Contract ID Line** and **View Contract ID Category** links available for selection.
Version	Displays the contract version. This number is *1* unless you are using version control and multiple versions exist for the contract. This field displays the Current version.
Type	Displays whether the contract event is for a voucher, purchase order release, or requisition.
Status	Displays the status of the purchase order, voucher, or requisition transaction.

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Field or Control	Description
Reference	Displays the text from the **PO Ref** (purchase order reference) field on the PO Header Details page. This field appears for purchase order event types only.
Release	Displays the release number for the release. A release is the transaction for the contract. For example, a one-year lease contract with monthly payments would have 12 releases. This field appears for purchase-order event types only. Every tied contract transaction creates a new release on the PO Contract Event Inquiry page. Choose any PO Contract event row and click See Contract ID line to display the release event date, release date/time, and so on.
Amount	Displays the amount on the purchase order, voucher contract release, or requisition. The currency code appears with the amount.
Supplier GLN	Displays the GLN values based on the supplier
Maximum Amount	Displays the maximum amount for the contract. Additional releases are not generated after the maximum amount is reached.
Released	Displays the amount on the contract that has been released to date.
Remaining	Displays the amount remaining on this contract. This field appears only if the maximum amount for the contract is greater than 0 (zero).
View Contract ID Line	Click to access the Contract Lines page, where you can view the line details for a contract.
Show Payments	Click to access the Purchase Order - Form inquiry page, where you can view details about a voucher release. You must have selected a voucher release line on the Events Inquiry page.
View Contract ID Category	Click to access the Contract Categories page, where you can view the category details for a contract.

To access the Contract Lines (inquiry) (purchase order-related) Page, click the **View Contract ID Category** link on the Events Inquiry page.

Related Topics

- PeopleSoft Purchasing: PO Header Details Page

Contract Lines inquiry Page

Use the Contract Lines (inquiry) page (CNTRCT_EVT_LNS_SEC) to view details about a purchase order release.

You must have selected a purchase order release line on the Events Inquiry page.

Navigation:

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Click the **View Contract ID Line** link on the Events Inquiry page.

Contract Info

Along with contract line information, this tab displays quantities of the purchase order that have been released and matched and the quantity remaining.

Field or Control	Description
Sel (select)	Click to select a contract line for which you want to view line information. When you select a row of data, the system makes the **View Contract ID Line** and **View Contract ID Category** links available for selection.
Event Date	Displays the date on which the event was created.
Contract ID	Displays the contract that includes the event.
Version	Displays the contract version. The version is always *1* unless you are using version control and then the Current version number appears in this field.
Line	References the contract line.
Amt Only (amount only)	Identifies an amount-only contract line.
Milestone Number	If applicable, identifies the milestone number that is associated with the release line.
Release Line	Identifies the release line that is associated with the referenced contract line.
Description	Displays the description that is defined for the item ID on the release line. When an item ID is not specified, the description is the ad hoc text that is entered to describe the goods purchased.
Receipt	Click to view purchase order receipt details.
Invoice	Click to view purchase order invoice details.
Matching	Click to view purchase order matching details.

PO Release Information

Field or Control	Description
Rem Rcpt Qty (remaining receipt quantity)	Displays the quantity remaining to be received against the release line.

To access the Item Description Page, click the **Item Description** link on the Contract Lines inquiry page.

The item description link consists of the first 30 characters of the item's base-language description in the **Transaction Item Description** text box on the Item Description page.

Contract Categories inquiry Page

Use the Contract Lines (inquiry) (purchase order-related) page (CNTRCT_EVT_CAT_SEC) to view purchase order contract lines.

You must have selected a purchase order release line on the Events Inquiry page.

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Navigation:

Click the **View Contract ID Category** link on the Events Inquiry page.

Contract Info

The Contract Info (contract information) tab displays contract category information as it relates to events. These details include the amounts and quantities that have been released against the contract and the quantity remaining to be received against the release line.

Field or Control	Description
Event Date	Displays the date on which the event was created.
Contract ID	Displays the contract used for the event.
Version	Displays the contract version. The version is always *1* unless you are using version control and then the current version number appears in this field.
Category Line Number	Displays the category line number used for the event.
Receipt	Click to access receipt details for the event.
Invoice	Click to access invoice details for the event.
Matching	Click to access matching details for the event.

PO Release Information

Use this tab to view purchase order release details. These details include the amounts and quantities that have been released against the contract and the quantity remaining to be received against the release line.

Voucher Details inquiry Page

Use the Voucher Details (inquiry) page (CNTRCT_EVT_LNI_SEC) to view information about the voucher for the selected purchase order line.

Navigation:

Click the **Invoice** link on the Contract Lines inquiry page (purchase order-related).

Voucher Info

Field or Control	Description
Sched (schedule)	Displays the voucher line schedule number.
Date	Displays the invoice date.

To access the Voucher Inquiry Page, click the **Go To Voucher Inquiry** link on the Voucher Details inquiry page.

Matching Details inquiry Page

Use the Matching Details (inquiry) (purchase order-related) page (CNTRCT_EVT_LNM_SEC) to view information about matching for the selected purchase order line.

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Navigation:

Click the **Matching** link on the Contract Lines inquiry page (purchase order-related).

PO Matching Info

Field or Control	Description
Sched (schedule)	Displays the voucher line schedule number.

Viewing Voucher Contract Events

This section discusses how to view voucher contract lines and voucher contract payment details.

Pages Used to View Voucher Contract Events

Page Name	Definition Name	Usage
Events Inquiry Page	CNTRCT_EVT_INQUIRY	View contract events.
Contract Lines Page	CNTRCT_EVT_LNV_SEC	View details about a voucher release. You must have selected a voucher release line on the Events Inquiry page.
Receipt Details (inquiry) (voucher-related) Page	CNTRCT_EVT_LNX_SEC	View information about the receipt for the selected voucher line. See Contract Lines Page
Matching Details inquiry Page	CNTRCT_EVT_LNW_SEC	View information about matching for the selected voucher line. See Contract Lines Page
Purchase Order - Form (inquiry) Page	PO_LINE_INQ	Review purchase order information such as the item, pricing, account code, supplier name, and comments. See Matching Details inquiry Page
Payment Details (inquiry) Page	CNTRCT_EVT_PAY_SEC	View details about a voucher release. You must have selected a voucher release line on the Events Inquiry page. See Events Inquiry Page

Contract Lines Page

Use the Contract Lines (inquiry) (voucher-related) page (CNTRCT_EVT_LNV_SEC) to view details about a voucher release.

You must have selected a voucher release line on the Events Inquiry page.

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Navigation:

Click the **View Contract ID Line** link on the Events Inquiry page.

Voucher Events - Contract Info

Field or Control	Description
Amt Only (amount only)	Identifies an amount-only contract line.
Description	Displays the description that is defined for the item ID on the contract line. When an item ID is not specified, the description is the ad hoc text that is entered to describe the goods purchased.

Voucher Info

Field or Control	Description
Rem Rcpt Qty (remaining receipt quantity)	Displays the quantity remaining to be received against the contract line.
Payable	Displays the total amount remaining to be paid on the invoice.

Payment Details inquiry Page

Use the Payment Details (inquiry) page (CNTRCT_EVT_PAY_SEC) to view details about a voucher release.

You must have selected a voucher release line on the Events Inquiry page.

Navigation:

Click the **Show Payments** link on the Events Inquiry page.

Bank Info

Field or Control	Description
Bank SetID	Displays the bank SetID for the supplier's bank account.
Bank Code	Displays the bank code for the supplier's bank account.
Bank Account	Displays the supplier's bank that will receive payment.
Payment Reference	Displays the payment reference ID.

Payment Info

Field or Control	Description
Payment Amount	Displays the amount of the payment.
Paid Amount	Displays the amount paid.
Payment Status	Displays the current status for the pay cycle's bank account or payment method.

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Field or Control	Description
Total Payment Amount	Displays the total amount of the payments for all lines.
Total Paid Amount	Displays the total amount paid for all lines.

Viewing Requisition Contract Events

This section discusses how to view requisition contract lines and requisition contract release details.

Pages Used to View Requisition Contract Events

Page Name	Definition Name	Usage
Events Inquiry Page	CNTRCT_EVT_INQUIRY	View contract events.
Contract Lines inquiry Page	CNTRCT_EVT_LNQ_SEC	View details about a requisition-related release. You must have selected a requisition-related release line on the Events Inquiry page.
Release Details inquiry Page	CNTRCT_EVT_LNP_SEC	View details about the requisition release.
Purchase Order Inquiry - Purchase Order Page	PO_LINE_INQ	Review purchase order information such as the item, pricing, account code, supplier name, and comments. See Release Details inquiry Page

Contract Lines inquiry Page

Use the Contract Lines (inquiry) (requisition-related) page (CNTRCT_EVT_LNQ_SEC) to view details about a requisition-related release.

You must have selected a requisition-related release line on the Events Inquiry page.

Navigation:

Click the **View Contract ID Line** link on the Events Inquiry page.

Contract Info

Field or Control	Description
Amt Only (amount only)	Identifies an amount-only contract line.
Description	Displays the description that is defined for the item ID on the line. When an item ID is not specified, the description is the ad hoc text that is entered to describe the goods purchased.

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Requisition Info Tab

Field or Control	Description
Rem Rcpt Qty (remaining receipt quantity)	Displays the quantity remaining to be received for the line.

Release Details inquiry Page

Use the Release Details (inquiry) page (CNTRCT_EVT_LNP_SEC) to view details about the requisition release.

Navigation:

Click the **Release Information** link on the Contract Lines inquiry page (requisition-related).

PO Release Information

Field or Control	Description
Due Date	Displays the due date of the purchase order goods.
Price	Displays the unit price of the goods on the purchase order.
Rem Rcpt Qty (remaining receipt quantity)	Displays the quantity remaining to be received for all the lines.

Viewing Contract Change History

Pages Used to View Contract History

Page Name	Definition Name	Usage
Contract Header Page	CNTRCT_CH_HDR	View contract header, PO defaults, and price adjustments history The returned search results reflect the latest contract change history recorded against the contract. Searching by **Administrator**/**Buyer** and **Master Contract** fields on the Contract History search page returns only the values from the latest contract change history record.
Contract Line Page	CNTRCT_CH_LINE	View contract line history and view unit of measure, price adjustment, and distribution history.
Contract Category Page	CNTRCT_CH_CAT	View contract category history and view exclusion details and price adjustment history.

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Page Name	Definition Name	Usage
Header Agreement Page	CS_CNTRCT_CHAG_HDR	View contract header agreement history and view assignments, result text, verification steps, clauses, and notifications history.
Line Agreement Page	CS_CNTRCT_CHAG_LN	View contract line agreement history and view assignments, result text, verification steps, clauses, and notifications history.
Category Agreement Page	CS_CNTRCT_CHAG_CAT	View contract category agreement history and view assignments, result text, verification steps, clauses, and notifications history.

Understanding Contract Change History

You can track contract changes to contract headers, lines, categories, and agreements. These changes are available in the contract history and are based on change template values that you set up for a SetID and its contract process options. Using contract change history you can, for example, review changes to a contract line or a contract agreement verification step for a specific version of a contract. This tracking capability enables you to view a wide variety of historical information about a contract and contract agreements.

Change tracking begins after a contract is initially approved. Tracking changes on a draft is optional. If draft tracking is enabled, the system continues to track changes regardless of the version status or contract status. So when you create a new Draft contract version, the system begins change tracking immediately, and does not wait until the approval of the Draft version. The change sequence number is sequential, and is not reset with a new version. When a Draft version is deleted, all of the associated history changes are also removed from the change tracking history tables.

> **Note**
>
> Search results on the initial search page might retrieve the same contract ID multiple times when different administrators, buyers, or master contract IDs are assigned to different versions of the contract.

To set up contract change tracking, you:

- Define a procurement contract change template.

  This template defines the records and fields for which the system tracks changes. Only fields that have been selected for change tracking are included in contract history records. You create change templates for procurement contracts using the Contract template type.

  See Creating Change Templates.

- Define contract controls.

  Change templates are assigned to the SetID, and optionally to the contract process option on the Contracts and Supplier Rebate Controls page. These controls establish whether

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contract changes are to be tracked, the change template to use for tracking changes, and the contract process option to which the template applies. Along with selecting change templates, you use this page to define contract change reason codes.

See Contract Change Tracking and Version Control.

SeeDefining Contract and Vendor Rebate Control Parameters .

Contract Header Page

Use the Contract Header page (CNTRCT_CH_HDR) to view contract header, PO defaults, and price adjustments history. The returned search results reflect the latest contract change history recorded against the contract.

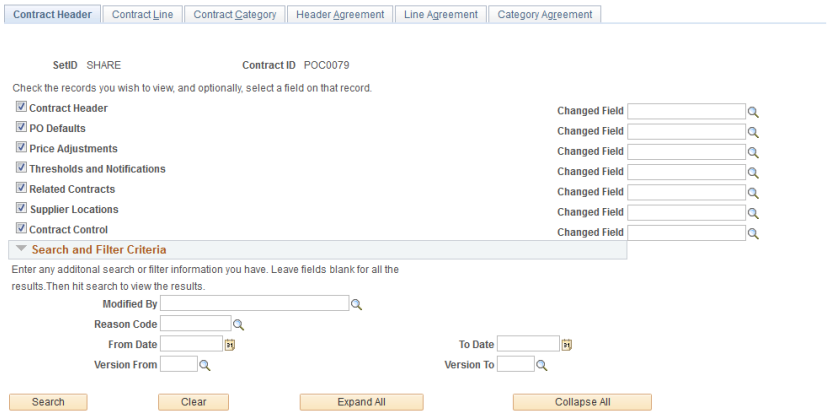
Searching by Administrator/Buyer and Master Contract fields on the Contract History search page returns only the values from the latest contract change history record.

Navigation:

Procurement Contracts, and then **Review Contract Information**, and then **PO Contract Change History**

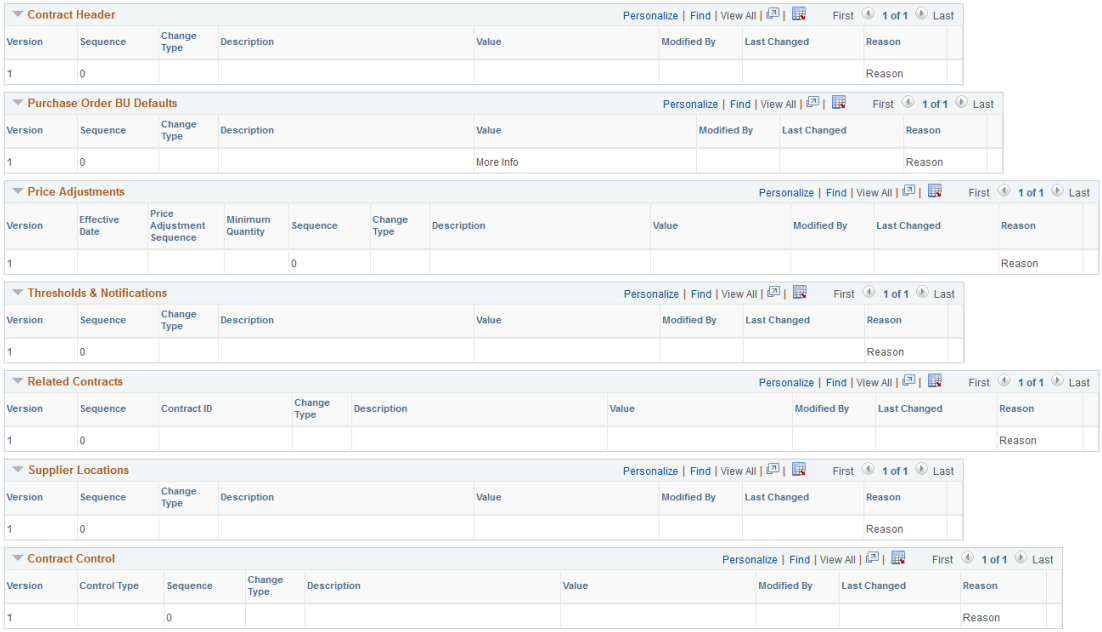
Select the Contract Header tab.

This example illustrates the fields and controls on the Contract Header page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Contract Header page (2 of 2). You can find definitions for the fields and controls later on this page.

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You use this page to define search criteria that limits the number of contract header history records returned for the search. This tracking enables you to select the level of data and records that you want to view. Contract header history provides the details of changes based on the criteria that you define. If you do not select any criteria, the system returns all the change records for the contract.

> **Note**
>
> You can view tracked changes only for those contracts that have had changes made to them. And the system must be set up for change tracking. You use the Contract and Supplier Rebate Controls page to define change tracking information that controls the fields that the system returns for the search. To access the page, select **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Set Controls-Contracts.**

Before you define search and filter criteria, you can select the type of records and fields that you want to include in the change history search. You must select at least one record type to display search results.

After defining search criteria based on records and advanced search criteria, click the **Search** button to retrieve the search results. The system retrieves those records and fields that have been defined for change tracking and are included in the change template setup.

Field or Control	Description
Contract Header	Select to include contract header records in the search results. Header records are the basic fields that define the contract. You can limit the header results to one field by selecting a field in the **Changed Field** field.

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Field or Control	Description
Changed Field	Select a specific field from the corresponding record to limit the search results to only changes for that field. If you do not select a field value, the system returns all changed field values for the records that you select on the page.
PO Defaults (purchase order defaults)	Select to include the header default records in the search results. These are the fields that appear on the PO Defaults page and that have been selected on the change template for change tracking. You can limit the header default results to one field by selecting a value in the **Changed Field** field.
Price Adjustments	Select to include the open-item, price-adjustment records in the search results. You can limit these adjustment results to one field by selecting a value in the **Changed Field** field.
Thresholds and Notifications	Select to search for changes to spend thresholds and notifications for the contract. You can define the change template to track changes made to notification types and user IDs.
Related Contracts	Select to search for changes to the child, or related contracts for group contracts. Related contracts appear for Group Multi and Group Single Supplier contracts.
Supplier Locations	Click to search for changes to Supplier Locations. Supplier Locations only appear for Special Purpose contracts.
Contract Control	Click to include contract control records in the search result.

Search and Filter

After defining records to include in the history inquiry, click the **Search** button to obtain the search results.

Field or Control	Description
Modified By	Select the user ID on which to base the contract change history search.
Reason Code	Select a reason code on which to base the contract change history search.
From Date and**To**	Define a beginning and ending date on which to base a contract change history search. Contracts with changes that are within the dates that you enter are included in the search results.
From Version and**To**	Define a beginning and ending version number on which to base a contract change history search. Contracts with changes that are within the numbers that you enter are included in the search results.

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Contract Header

Field or Control	Description
Version	Displays the version of the contract. If version control is not in use, the version will always be *1*.
Seq (sequence)	Displays the processing sequence for the contract. This is a system-defined value that indicates how many times the contract has been changed. The system increments the sequence number by 1 each time a change or multiple changes are made to a contract and you save the contract. The system uses the same sequence number multiple times depending on the number of changes made to contract fields that are included in track changes.
Change Type	Displays the kind of change that occurred to the contract. Values for the field include: *Change:* Indicates a changed field and its value. *Original:* Indicates the original field and its value. The original value applies only to the original contract with a sequence of zero.
Field Name	Displays the field record name to which this row of data applies.
Value	Displays the value for a field. This can be the original value or the current value depending on changes that have been made to the field.
Modified By	Displays the ID of the user who made the change to the contract.
Last Changed	Displays when the field was changed.
Reason	Displays the reason code used to describe the contract header change. When you save a contract change, the system provides a page for you to select a reason code and make comments about the change. Click the **Reason** link to view the change comments.

Purchase Order BU Defaults

The **Purchase Order BU Defaults** grid displays the same type of information as the **Contract Header** grid. Values appear in the grid when you select to view PO defaults and changes have been made to fields that have been defined for change tracking on the change template.

Price Adjustments

The **PO Open Item Pricing** grid displays the same type of information as the **Contract Header** grid, along with these additional fields.

Field or Control	Description
Effective Date	Displays the effective date for the price adjustment.

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Field or Control	Description
Price Adjustment Sequence	Displays the system-defined sequence number for the contract price adjustment to the field. The sequence increases when you add additional pricing rules on the PO Price Adjustments for Line page.
Minimum Quantity	Displays the minimum quantity to which the price adjustment applies.

Thresholds & Notifications

This grid displays the tracked changes made to contract spend thresholds and to contract expiration, renewal, and approval dates.

Related Contracts

This grid tracks changes to related contracts and displays the same type of information as the **Contract Header** grid, plus the contract ID for the related contract.

Supplier Locations

This grid tracks changes to supplier location information and displays the same type of information as the **Contract Header** grid.

Contract Control

This grid tracks changes made to the contract control information on contracts and displays the same type of information as the **Contract Header** grid, but includes the contract control changes.

Contract Line Page

Use the Contract Line page (CNTRCT_CH_LINE) to view contract line history and view unit of measure, price adjustment, and distribution history.

Navigation:

Procurement Contracts, and then **Review Contract Information**, and then **PO Contract Change History**

Select the Contract Line tab.

You use this page to define search criteria that limits the number of change history records that the system returns for a contract line. Processing for contract line change history is similar to processing for contract header changes, and you can further limit record changes to specific fields. In addition, you can select to view specific contract lines, for example, by item ID, UPN ID (Universal Product Number Identifier), supplier catalog, or manufacturer ID using the **Contract Lines Filter** group box. If you do not enter criteria, the system returns all changed records.

You can select to view changes to these contract line records:

- **Line Item:** Displays the changes made to the contract line. The values appear in the **Contract Line** grid. Select the Changes tab to view information about the changes made to the line. Select the Line Detail tab to view item details that include the changed details.
- **Open Item Price Adjustment:** Displays the changes made to contract line price information such as the adjustment method or amount.

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- **Line Item Unit of Measure:** Displays the changes made to a contract line UOM.
- **Line Item Distributions:** Displays the changes made to contract line distributions.

Contract Category Page

Use the Contract Category page (CNTRCT_CH_CAT) to view contract category history and view exclusion details and price adjustment history.

Navigation:

Procurement Contracts, and then **Review Contract Information**, and then **PO Contract Change History**

Select the Contract Category tab.

You use this page to define search criteria that limits the number of contract category history records that are returned for the search. A contract category is a group of contract items that you can specify on a contract by defining a category code.

System processing for contract category change history is similar to processing for contract header changes. If you do not enter search criteria, the system returns all changed records.

See Understanding Contract Categories.

You can select to view these contract category records:

- **Category:** Displays the changes made to contract category information such as the category ID, category line number, or amount of contact line adjustment. The returned values appear in the **Contract Line** grid.
- **Category Exclusions:** Displays changes to category excluded items. Excluded items are items that might not be applicable to the contract. The system checks to verify whether an item has been excluded from the category. You exclude items from a contract by using the Category Item Exclusions page.
- **Open Item Price Adjustments:** Displays the changes made to price information for a category contract line. Changes might include updates to the adjustment method or amount.

Header Agreement Page

Use the Header Agreement page (CS_CNTRCT_CHAG_HDR) to view contract header agreement history and view assignments, result text, verification steps, clauses, and notifications history.

Navigation:

Procurement Contracts, and then **Review Contract Information**, and then **PO Contract Change History**

Select the Header Agreement tab.

You use this page to define search criteria that limits the number of history records for contract header agreements that are returned for the search. You can further limit the search to a specific field within a record by selecting a value in the **Changed Field** field for each record.

After defining search criteria based on records and advanced search criteria, click the **Search** button to retrieve the search results. The system retrieves those records and fields that have been defined for change tracking and are included in the change template setup.

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> **Note**
>
> For each type of record that you select for the search, the system provides a grid with the results for that record. You must select at least one record type to display search results.

Field or Control	Description
Agreement Assignments	Select to include changes to header agreement assignments in the returned search results. You assign header agreements by clicking the **Contract Header Agreement** link on the Contract page. The system retrieves updates that have been made on the Contract Header Agreement Assignment page.
Agreement Result Text	Select to include changes and comments made for the agreement results on the Update Agreement Statuses page. Values that the system returns are for those records and fields that have been defined on the change template.
Agreement Verification Steps	Select to include changes made to verification steps by verification step owners and contract administrators.
Agreement Clauses	Select to include changes made to agreement clauses when those clauses are used in the contract document.
Agreement Notifications	Select to include changes made for notification values such as unacceptable performance or performance warning changes.

Search and Filter Criteria

Use this group box to further limit search criteria for header agreements. For example, you can limit the search to reason codes, contract from and to dates, and contract versions.

Search Results

Depending on the criteria that you entered, the system populates the corresponding grid with the agreement information. The following list describes the fields that are available for all search results.

Field or Control	Description
Agreement Sequence	Displays the processing sequence for the agreement. The system initially assigns this value, but you can override the value.
Change Type	Displays the type of change that was made to an agreement. For example, if a new agreement was added, the field value is *Inserted.*
Description	Displays the description of the field or action for the change.
Value	Displays the changed field system value.

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Field or Control	Description
Comment Type	Displays the type of comment entered for the change, for example, whether the comment was a comment about the financial implication or negotiated result comments. This field is available in the **Agreement Result Type** grid.
Verification Sequence	Displays the verification step sequence. This is the sequence in which the system processes the steps.
Agreement Clauses Sequence	Displays the clause sequence number and controls the order in which the clause appears in the document. This field appears in the **Agreement Clauses** grid.
Workflow Sequence	Displays the workflow notification sequence. This is a system-generated number that identifies the workflow notification. The field appears in the **Agreement Notifications** grid.

See Contract Header Page.

Line Agreement Page

Use the Line Agreement page (CS_CNTRCT_CHAG_LN) to view contract line agreement history and view assignments, result text, verification steps, clauses, and notifications history.

Navigation:

Procurement Contracts, and then **Review Contract Information**, and then **PO Contract Change History**

Select the Line Agreement tab.

This page is similar to the Header Agreement page. You can search for changed records and specific fields within a record. You can also use advanced search criteria that applies to contract lines. The returned results appear for contract line agreements.

Related Topics

- Contract Category Page
  Use the Contract Category page (CNTRCT_CH_CAT) to view contract category history and view exclusion details and price adjustment history.

Category Agreement Page

Use the Category Agreement page (CS_CNTRCT_CHAG_CAT) to view contract category agreement history and view assignments, result text, verification steps, clauses, and notifications history.

Navigation:

Procurement Contracts, and then **Review Contract Information**, and then **PO Contract Change History**

Select the Category Agreement tab.

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Use this page to view changes that have been made to contract category line agreements. Similar to other agreement searches, the system locates the records and fields that have been defined in the current change template to be tracked for changes.

Related Topics

- Header Agreement Page
  Use the Header Agreement page (CS_CNTRCT_CHAG_HDR) to view contract header agreement history and view assignments, result text, verification steps, clauses, and notifications history.

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11

Using the Supplier Relationship Management (SRM) Dashboard

Understanding the SRM Dashboard

Increasing volumes of operational data place a significant burden on the employee who is responsible for tracking information and reacting to events. As the sophistication of the knowledge worker continues to increase, the demand to provide powerful and easy to use solutions grows. The SRM Dashboard can fulfill this requirement and provide the tools to ease the information overload for employees.

The SRM Dashboard provides you with an aggregated view of the source-to-settle business process, including metrics. It provides you with the ability to view information from several PeopleSoft SRM applications (PeopleSoft Purchasing, PeopleSoft eProcurement, and PeopleSoft Services Procurement). It is a centralized portal page with multiple pagelets that provide buyers and managers with essential information to assist them with their daily jobs in one location. These buyer-facing and manager-facing pagelets are delivered with the SRM dashboard and can be accessed if PeopleSoft SRM applications are installed.

You can add any of these pagelets to your SRM Dashboard page:

- Activity Monitor.
- Dispatched Purchase Orders.
- Live Sourcing Events.
- Manager PO Contract Spend.
- Manager PO Spend by PO Date.
- Manager Spend by Category.
- Manager Spend by Supplier.
- Manager Total Schedule Spend.
- Overdue Purchase Orders.
- PO Acknowledgement Status.
- PO Contract Spend by Period (buyer's view).
- Requisitions to be Sourced.
- Review ASN (advanced shipping notice).
- Spend by Category (buyer's view).
- Spend by Supplier (buyer's view).
- Total PO Spend by PO Date (buyer's view).
- Total Schedule Spend by Period (buyer's view).

The information that is displayed on each page or pagelet is either by *buyer* or *manager.* When a buyer logs into the system, the first page displayed to them will be their home page with their

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selected pagelets. The information displayed on each pagelet will be only those purchase orders or requisitions on which they are specified as the buyer. If a buyer is responsible for multiple purchasing business units, the purchase orders and requisitions for the purchasing business units specified on the reporting entity tied to the buyer will display.

When a manager logs into the system, the first page displayed to them will be their home page with their selected pagelets. The information displayed on each manager pagelet will be only those purchase orders or requisitions for the buyers that they manage. If a manager is responsible for multiple purchasing business units, the purchase orders and requisitions for the purchasing business units specified on the manager's reporting entity will display.

See the product documentation for *PeopleTools: Portal Technology*

Personalizing SRM Dashboard Pagelets

To personalize your SRM dashboard page, you'll need to do some initial set up:

1. Select which pagelets you'd like to have appear on your home page. This is accomplished by clicking the Personalize Content link at the top of the menu.

   Once you have accessed the Personalize Content page, you can select from the list of SRM Dashboard pagelets listed under Cross-Supply Chain.

2. After you've selected the pagelets you want to appear on your home page, click the Personalize Layout link at the top of the page.

   Using the Personalize Layout page, specify the home page basic layout and where on the home page you'd like each pagelet to appear.

   > **Note**
   >
   > The Spend by Category, Manager Spend by Category, Spend by Supplier, and Manager Spend by Supplier pagelets have two formats. If you choose the 2 column layout, additional information (specifically, the Historical Spend and Future Spend columns) will appear on the pagelet. If the 3 column format is selected, a summarized version of the pagelet will appear. The system will size the pagelet automatically, depending on the layout you select.

3. Click **Save** to retain these settings.
4. The first page you'll see when logging in to the system will be the layout you previously defined.

   > **Note**
   >
   > You can change the information you wish to view or rearrange your layout at any time.

Dashboard Considerations

When setting up the dashboard, you have several options regarding how much data is collected for analysis, what is displayed on your home page, and how monthly or periodic totals are calculated.

A reporting entity code is used to control how purchase order spend information is categorized into monthly or periodic buckets, what currency to report the spend amounts in, and for which

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business units to collect procurement information. When the Spend History process that updates the Spend History table is run, you select a reporting entity, that provides the necessary parameters to calculate and bucket spend amounts. Using the calendar code on the reporting entity, the process will compare either the schedule due date or the purchase order date to the start and end dates of the calendar month and period, and assign the schedule or purchase order to a month or period corresponding to the calendar. The currency code and conversion rate type is used to convert all monetary amounts into a single currency, while the purchasing business unit list determines which business unit's purchase orders are collected for reporting.

When running the process, you also specify how many months or periods worth of data you want to collect to reside in your spend history record. However, you can always limit the amount of data that appears on the dashboard pagelets by defining the number of prior and future periods each buyer wants to view. For example, you can choose to collect 8 prior periods and 5 future periods worth of spend information when running the process. When defining a buyer, you can specify their preference to view only 3 prior periods and 4 future periods worth of data. When that buyer logs on to their home page, only the 7 periods worth of data will appear.

In addition to defining the amount of data that will be displayed on a buyer's home page, when defining a buyer, you also associate a reporting entity to that buyer. In essence, this is defining which purchasing business units a buyer is responsible for and in which currency they would like to view monetary amounts. The SRM Dashboard application will look for the reporting entity information in the spend history record that corresponds to the reporting entity defined for the buyer and displays that information on the buyer's dashboard. If the Spend History process has not been run for the buyer's reporting entity, no spend information will appear on the dashboard.

For the manager's view of spend information, you must first define a manager as a buyer. Again, this determines in what currency the manager will view spend information, what purchasing business units are included, and how many periods of prior and future spend information will appear on each pagelet. For managers, an additional set up must be performed to assign buyers to the manager. This determines which buyer's purchase order's are collected and displayed on the pagelets. When assigning a reporting entity to the manager (buyer), you will need to ensure the reporting entity contains a super set of all business units for all the buyers reporting to that manager. For example, if Buyer A buys for POBU 1 and Buyer B buys for POBU 2 and both report to Manager XYZ, the reporting entity for the manager should have both POBU1 and POBU2 listed. As with the buyer, the Spend History must be run specifying the manager's reporting entity in order for spend information for his or her buyers to appear on the manager views of spend.

Prerequisites

If you are including the buyer or manager spend analysis pagelets as part of your dashboard, you will need to define:

1. Calendar periods by using the Calendar Periods page **(Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **Calendar/Schedules**, and then **Detail Calendar**, and then **Calendar Periods).**

   These calendar period are used to bucket the purchase order expenditures to display spend information.

   See Application Fundamentals: Calendar Periods Page.

2. A reporting entity for the spend analysis.

   The reporting entity defines which PeopleSoft Purchasing business units to be included when the system updates the spend history tables as well as the currency in which to

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convert any monetary amounts. In addition, the reporting entity defines in which period to bucket the purchase order schedules when creating the purchase order graphs for the buyer.

3. The buyers preferences for the SRM Dashboard.

   This is used to further refine the information that is displayed on the spend analysis pagelets.

   > **Note**
   >
   > Managers must be defined as a buyer.

4. The buyers that report to a manager.

   This information is used to determine which buyer information appears on the manager spend analysis pagelets.

   > **Note**
   >
   > You will only need to define this information for managers.

5. The run control parameters for the PO_SPND_HIST process and run the process.

   See PeopleSoft Purchasing: Generating Spend History.

If you are including the Activity Monitor pagelets as part of your dashboard, you will also need to define which workflow notifications should appear on the buyer or managers Activity Monitor. You can select from any number of existing workflow notifications.

Setting Up the SRM Dashboard

In addition to selecting which pages will appear on your dashboard, there are a few set up steps that will define the data to be presented, as well as how the data will appear on your pagelets.

This section discusses how to define a reporting entity, add and maintain buyers to use the SRM Dashboard. It also discusses how to maintain buyers for a manager, register worklists for the Activity Monitor, and run the Spend History process.

Pages Used to Set Up the SRM Dashboard

Page Name	Definition Name	Usage
Define Procurement Controls Page	PRCR_ENTITY_TBL	Define a spend analysis reporting entity.
Dashboard Page	PO_SPEND_BUYER	Use this page to further refine information to be displayed on the Spend Analysis pagelets. Define and maintain buyers and purchase order defaults for buyers.

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Page Name	Definition Name	Usage
Define Buyers for a Manager Page	PO_MANAGER_TBL	Define buyers that report to a manager for use by the manager spend analysis pagelets. This provides an aggregated view of spend for all buyers reporting to a manager.
Register Worklists for Activity Monitor Page	PV_WL_REGISTRY	Select the worklist entries that can appear on the buyer or managers Activity Monitor.
Update Spend History PageRunning the Spend History Process	PO_SPEND_HIST_RC	Run the Spend History process which updates the spend history records.

Define Procurement Controls Page

Use the Define Procurement Controls page (PRCR_ENTITY_TBL) to define a spend analysis reporting entity.

Navigation:

Purchasing, and then **Analyze Procurement**, and then **Setup Profiles**, and then **Define Procurement Controls**

Use this page to define a spend analysis reporting entity for use by the SRM Dashboard pagelets.

Field or Control	Description
Reporting Entity ID	Enter a unique identifier for spend history.
Reporting Type	Select *Spend Analysis*.
Description	Enter a short description for the reporting entity.
Calendar SetID	Select the SetID for the calendar you want to use to bucket expenditures.
Calendar ID	Select a predefined calendar in which to bucket purchase order expenditures. This calendar will determine how purchase order commitments will be displayed by period. For example, if you selected a calendar where Period 1 was defined from 01/02/2005 to 01/29/2005 and Period 2 was from 01/30/2005 to 02/26/2005 and you created the following purchase orders: 1. You have 2 purchase order schedules, one for 100.00 due 01/15/2005 and another for 200.00 due 1/30/2005. 2. When the graph for the Buyer Spend Total is generated, you would see 100.00 in Period 1 and 200.00 in Period 2. See Application Fundamentals: Calendar Periods Page.

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Field or Control	Description
Currency Code	Select a currency to which all purchase order spend information will be converted. This will be the currency that all buyers or managers assigned this reporting entity will view their total spend information.
Rate Type	Select the rate type used to convert the currency for purchase orders.
Unit Type	Displays the business unit type. *PO* appears by default. This value cannot be changed.
Business Unit	Select all the PeopleSoft Purchasing business units for which this reporting entity is responsible. When updating the spend history tables, the process selects all purchase orders assigned to the PeopleSoft Purchasing business units specified here. You should set up a reporting entity for all possible combinations of business units for which buyers are responsible. For example, if Buyer A and Buyer B both can purchase only for Purchasing Business Unit 1, you would need only one reporting entity. However, if Buyer A can purchase for Purchasing Business Unit 1 and 2 and Buyer B can purchase for Purchasing Business Unit 2 and 3, you would need two separate reporting entities. When defining a manager as a buyer, you should ensure the reporting entity specified on the manager's dashboard preferences is either the same as the buyers for which he or she is responsible or encompasses all the business units for the buyers. For example, if both Buyer A and Buyer B purchased for Purchasing Business Unit 1 and reported to Manager XYZ, you could use the same reporting entity when setting up Buyer A, Buyer B and Manager XYZ However, if Buyer A purchases for Business Unit 1 and 2 and Buyer B purchases for Business Unit 2 and 3, you would need to set up a third reporting entity that included Business Units 1, 2 and 3 and assign that reporting entity to Manager XYZ. That way, Manager XYZ would be able to view all the business units for all the buyers for which he or she was responsible.

Dashboard Page

Use the Dashboard page (PO_SPEND_BUYER) to use this page to further refine information to be displayed on the Spend Analysis pagelets.

Define and maintain buyers and purchase order defaults for buyers.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Purchasing**, and then **Buyer Setup**

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> **Note**
>
> The Dashboard page is part of the Buyer Setup component. Use the page to further define the information that will appear on the spend analysis graphs for the buyer or manager.

Field or Control	Description
Reporting Entity ID	Select the reporting entity you want to associate with the buyer or manager. This will control which purchasing business unit information is displayed to the buyer or manager on the graphs and the currency in which it is displayed. The system will look at the purchase orders for the purchasing business units defined on the reporting entity definition and summarize the purchase order amounts by buyer. When this buyer logs onto their home page, the purchase order amounts for which they are the designated buyer will be displayed. The amounts are displayed in the currency specified on the reporting entity definition.
Prior Periods	Enter the number of prior periods to be displayed on the graphs. For example, if the buyer wants to view one prior period and five future periods worth of spend information, they would enter *1* in this field.
Future Periods	Enter the number of future periods to be displayed on the graphs.

Define Buyers for a Manager Page

Use the Define Buyers for a Manager page (PO_MANAGER_TBL) to define buyers that report to a manager for use by the manager spend analysis pagelets in the SRM dashboard.

When the manager specified here logs in and views the manager pagelets, the data presented will be comprised of the purchase orders on which these buyers are specified.

Navigation:

Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Manager Setup, Define Buyers for a Manager

> **Note**
>
> The manager must first be defined as a buyer. The reporting entity information and the prior and future period information is defined by buyer. That information is crucial for what and how the information displays for the SRM Dashboard pagelets.

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Field or Control	Description
Buyer	Select the buyers you want to associate with this manager. All the buyer information associated with the different buyers that are defined here will display for the manager on the different manager spend analysis pagelets.

Register Worklists for Activity Monitor Page

Use the Register Worklists for Activity Monitor page (PV_WL_REGISTRY) to select the worklist entries that can appear on the buyer or managers Activity Monitor.

Navigation:

Setup Financials/Supply Chain, and then **Common Definitions**, and then **Activity Monitor**, and then **Activity Monitor Registry**, and then **Register Worklists for Activity Monitor**

Use this page to specify which workflow notifications will appear in the Activity Monitor pagelet. The activity monitor is used system wide and can contain all possible workflow notifications. However, only those notifications sent to the user will appear in his or her Activity Monitor pagelet.

Field or Control	Description
Worklist Name	Select the worklist name that you would like to have appear on the Activity Monitor pagelet.

Running the Spend History Process

Use the Update Spend History page

Navigation:

Purchasing, and then **Analyze Procurement**, and then **Update Spend History**

Related Topics

- PeopleSoft Purchasing: Generating Spend History

Viewing SRM Dashboard Pagelets

Pagelet Name	Usage	View By
Activity Monitor	Displays worklist entries assigned to the buyer or manager.	Buyer or Manager
Dispatched Purchase Orders	Displays a list of recently dispatched purchase orders.	Buyer
Live Sourcing Events	Displays a list of recent sourcing event activity.	Buyer

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Pagelet Name	Usage	View By
Overdue PO Schedule Analysis	The Overdue PO Schedule Analysis pivot grid pagelet summarizes purchase order schedule amounts where the due date is prior to today's date and the schedule has remaining quantity to be received. The pivot grid allows the user to view and analyze data by Business Unit, Supplier, Category, Buyer, Ship To and Item. The pivot grid retrieves data via query against real-time transactions. .	Buyer or Manager
PO Acknowledgement Status	Displays purchase orders that do not yet have a corresponding acknowledgement from the supplier, or those purchase orders that have acknowledgements and are awaiting review.	Buyer
PO Contract Spend by Period	Displays the percentage of purchase order amounts that originated from a contract by period.	Buyer
Requisitions to be Sourced	Displays approved requisitions that have not yet been sourced to a purchase order.	Buyer
Review ASN	Displays ASN information for those purchase orders assigned to the specific buyer.	Buyer
Spend by Category	Displays historical spend and future purchases for the buyer by item category. Summarizes and displays spend for the buyer for all categories.	Buyer
Spend by Supplier	Displays historical spend and future purchases by supplier. Summarizes and displays spend for the buyer for all suppliers.	Buyer
Total PO Spend by PO Date	Displays the total purchase order monetary amount (spend) by purchase order date assigned to the specific buyer. Amounts are bucketed by purchase order date and total purchase order amount.	Buyer

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Pagelet Name	Usage	View By
Total Schedule Spend by Period	Displays the total schedule monetary amount (spend) for purchase orders assigned to the specific buyer. Amounts are bucketed by period, using the scheduled due date on the purchase order.	Buyer
Manager PO Contract Spend	Displays purchase order contract spend for all buyers that report to a manager.	Manager
Manager PO Spend by PO Date	Displays total purchase order spend by purchase order date for all buyers that report to a manager.	Manager
Manager Spend by Category	Displays all historical spend and future purchases for all buyers that report to a manager by item category. Summarizes and displays spend for all buyers that report to a manager by item category.	Manager
Manager Spend by Supplier	Displays historical spend and future purchases by supplier. Summarizes and displays spend for all buyers that report to a manager for all suppliers.	Manager
Manager Total Schedule Spend	Displays total schedule spend for all buyers that report to a manager.	Manager
PO Spend Analysis As Of	The PO Spend Analysis As Of pagelet displays purchase order spends as of a specified date in a Pivot Grid. The pivot grid allows the user to view and analyze data by Business Unit, Supplier, Category, Buyer, Ship To, and Item. The Pivot Grid uses the data created when the Update Spend History is run.	Buyer or Manager
Top 10 Category Spend	Displays Top 10 categories based on PO spend in those categories. This includes both contract and non contract spend.	Buyer or Manager
Top 10 Non Contract Category	Displays the Top 10 categories based on PO spend in those categories. This includes only non contract spend.	Buyer or Manager
Procurement Obligations	Displays both PO spend (both contract and non PO contract) over time.	Buyer or Manager

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Pagelet Name	Usage	View By
Procurement Spend Analysis	Displays the PO spend broken down by PO Contract and non PO Contract.	Buyer or Manager
Top 10 Non Contract Item	Displays the Top 10 items based on PO spend in those items. This includes only non contract spend.	Buyer or Manager
Procurement Contract Spend	Displays contract release amounts from a contract perspective. Every active contract is included, but only released lines and categories within those contracts are included.	Buyer or Manager
Group Contract Summary	Displays the total PO spend amount for each Group Contract	Buyer or Manager
Registration Status	Displays Supplier or Bidders registered in the system.	Buyer or Manager
Product Categories	Displays the product categories selected during the registration process.	Buyer or Manager
Federal Reporting	Displays the classification information selected during the registration process.	Buyer or Manager
Change Request Aging	Displays an aging breakout of the change requests in pending status.	Buyer or Manager
Approved Change Request Trend	Displays change request information across a time period.	Buyer or Manager
Approved Change Request Types	Displays approved requests and is represented by groups.	Buyer or Manager

Common Elements Used in this Section

Field or Control	Description
	Select this icon to display menu options. These options can include: • Prompts: enables you to change grid search values. • View Grid: enables user to view data in pivot grid • Export Data: enables you to export the data to a Microsoft Excel spreadsheet. • Chart Options: displays the user Charting Options window. • Save

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Field or Control	Description
PO ID (purchase order ID)	Displays the purchase order ID. When you click this link you will access the Maintain Purchase Order - Purchase Order page. Use this page to view or maintain the purchase order and all of its details.

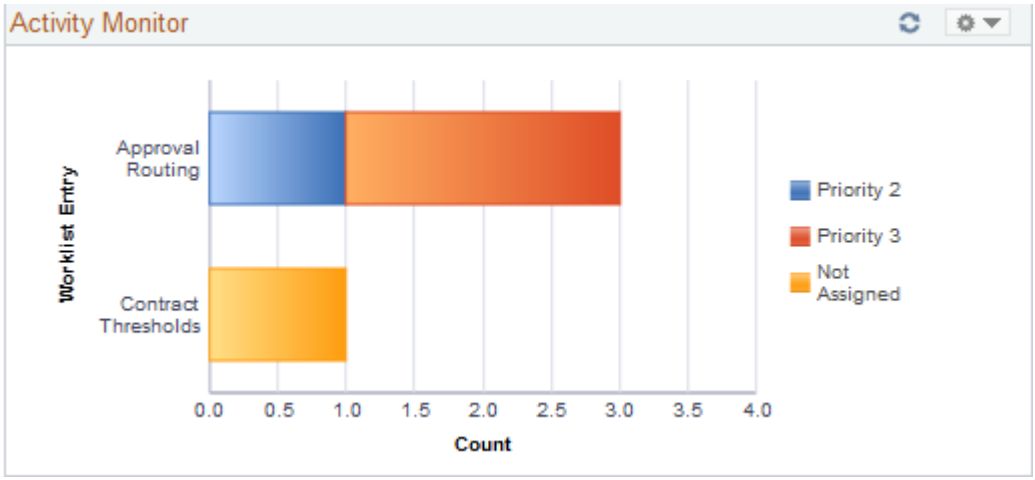
Related Topics

- PeopleSoft Purchasing: Understanding the Purchase Order Business Process

Activity Monitor Pagelet

Access the Activity Monitor pagelet.

This example illustrates the fields and controls on the Activity Monitor pagelet.



This pagelet displays the types of workflow notifications sent, along with the number of notifications. The assigned priority is indicated by the color of the bar graph.

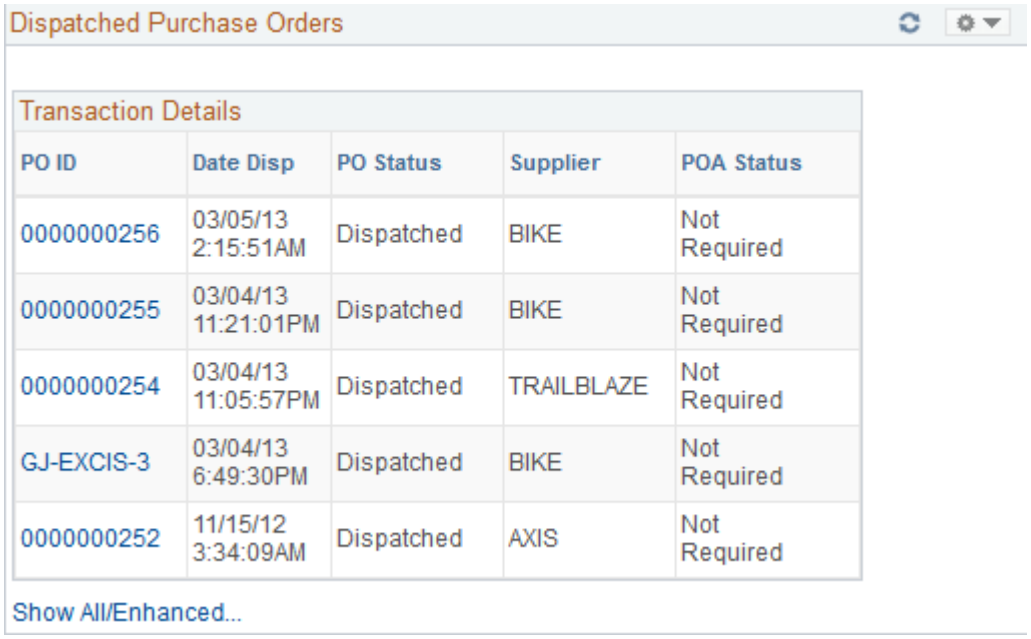
To assign a priority to the worklist entry, click the type of notification you wish to update. From there, you will be transferred to the Worklist page which displays the individual entries where you can update the priority of an entry.

Dispatched Purchase Orders Pagelet

Access the Dispatched Purchase Orders pagelet.

This example illustrates the fields and controls on the Dispatched Purchase Orders pagelet. You can find definitions for the fields and controls later on this page.

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This pagelet displays a list of recently dispatched purchase orders. Buyers can view purchase orders that have been created, approved, and sent to a supplier. The date and time that the purchase order was dispatched and the supplier to whom it was dispatched are also displayed. The most recently dispatched purchase orders will be displayed first.

Field or Control	Description
Show All/Enhanced	Click this link to access the Search (dispatched purchase orders) page. Use this page to enter search criteria for a different set of purchase orders. After you enter the search criteria you are able to view the results of the search using the Filter Results page.

Related Topics

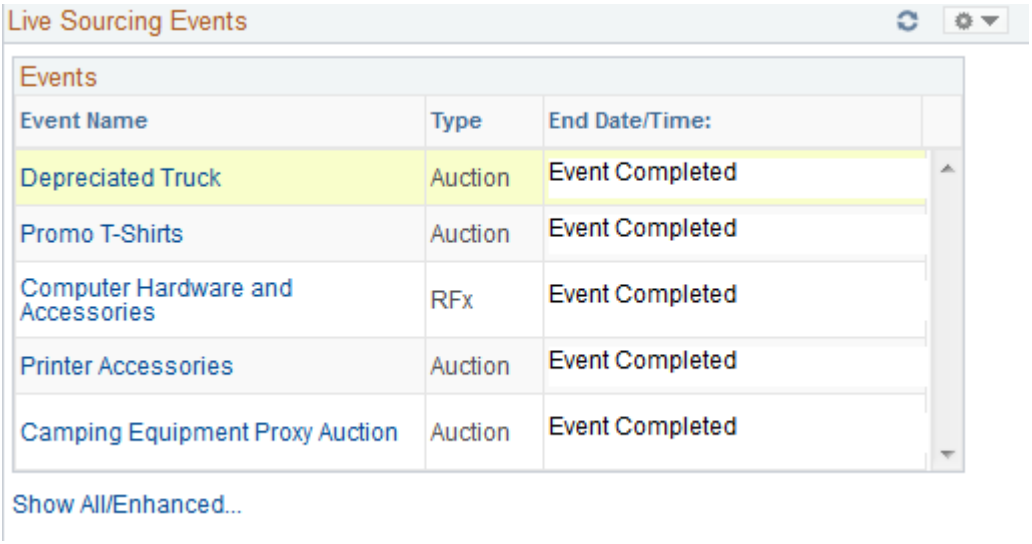
- Search Dispatched Purchase Orders Page
  Use the Search (dispatched purchase orders) page (SRM_DB_SRCH_DSPO) to select dispatched purchase orders search criteria.
- Filter Results Page
  Use the Filter Results page (SRM_DB_FLTR_TMPLT) to view the results of the search criteria that was entered on the Search page.

Live Sourcing Events Pagelet

Access the Live Sourcing Events pagelet.

This example illustrates the fields and controls on the Live Sourcing Events pagelet. You can find definitions for the fields and controls later on this page.

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This pagelet displays a list of recent sourcing event activities. Buyers can view the events that have been created and completed along with the date and time that the event type.

Field or Control	Description
Show All/Enhanced	Click this link to access the Search (live sourcing events) page. Use this page to enter search criteria for a different set of events. After you enter the search criteria you can view the results of the search using the Filter Results page.

Overdue PO Schedule Analysis Pagelet

The Overdue PO Schedule Analysis pagelet displays a Pivot Grid. This pivot grid is based on a query that displays all overdue purchase order schedules showing the purchase order due date and summarized amount. Overdue purchase order line shipments are overdue when the due date is prior to current date and there remains quantity to be received.

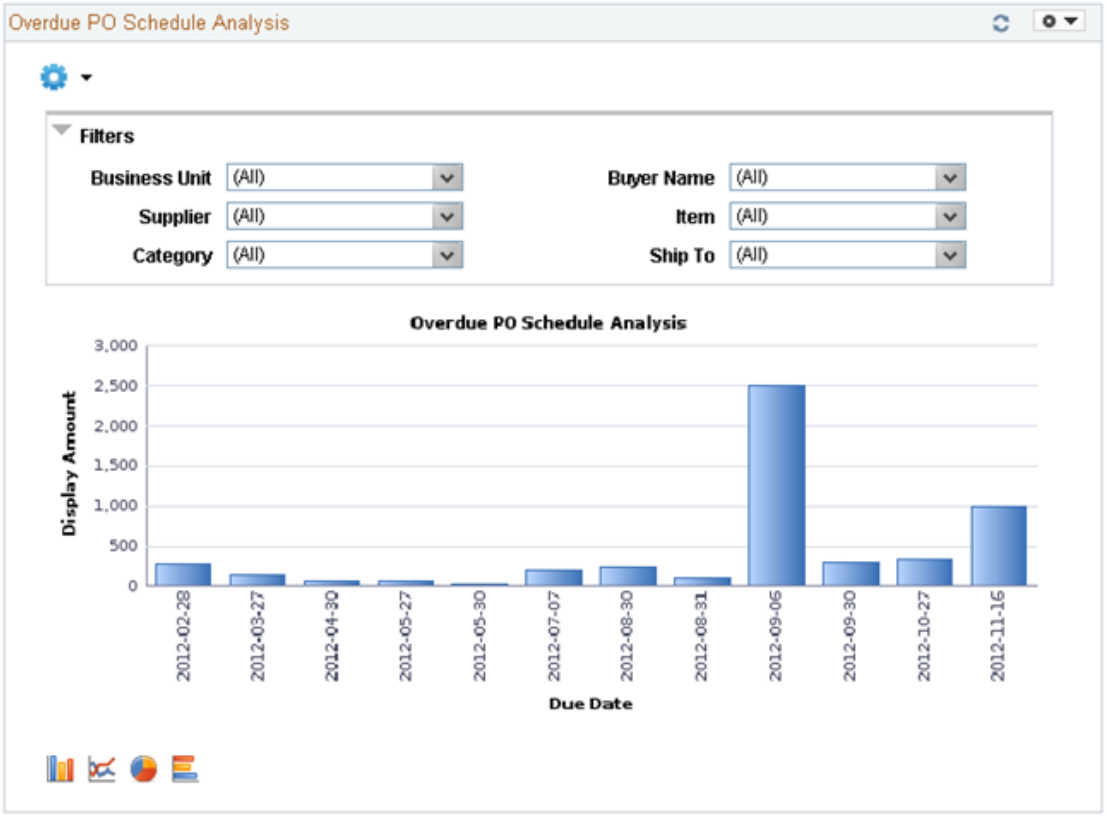
Use the Overdue PO Schedule Analysis pagelet to view overdue purchase order schedules

Navigation:

Main Menu, and then **Purchasing**, and then **Buyer Work Center**

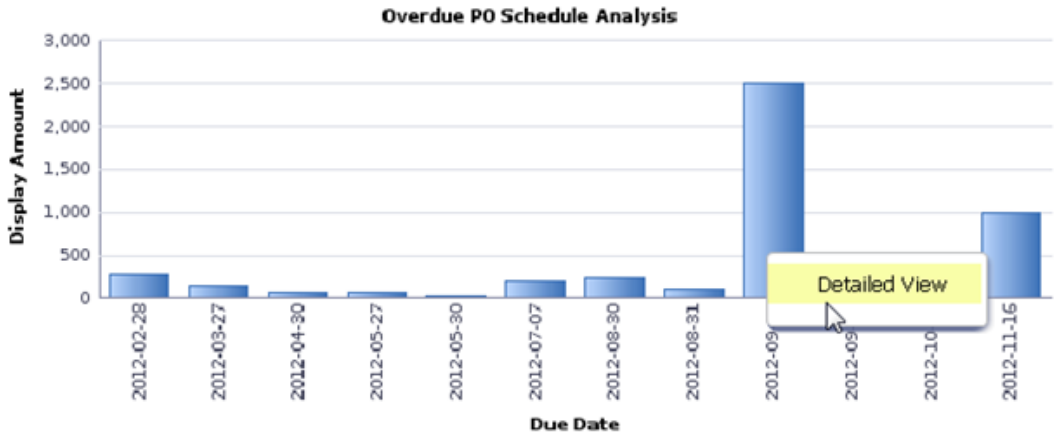
This example illustrates the fields and controls on the Overdue PO Schedule Analysis.

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Users can click on a bar on the graph and click on the Detailed View to access the Pivot Grid Drilldown page. The page will help the user to see a list of purchase order details that represent the graph.

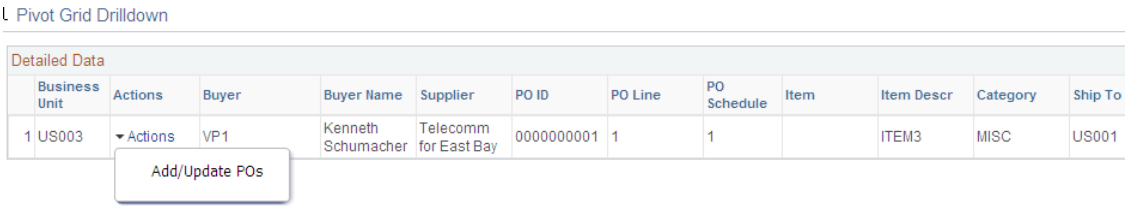
This example illustrates the fields and controls on the Overdue PO Schedule Analysis(2 of 4).



From the Detailed View, a user can use the Actions drop down option to view the related actions for the purchase orders.

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This example illustrates the fields and controls on the Overdue PO Schedule Analysis (3 of 4).



Users can click on the Add/Update POs and a new window will appear. Related action will take the user to the Add/Update PO component to view additional information about the PO.

Users also have the option to view the data by using the View Grid Page. You can click on the **Options menu** to access the View Grid Page. The View Grid option enables you to view PO schedule lines based on the Prompt criteria and Data Source Filters in the Pivot Grid

The user can also modify the filters criteria and rearrange the chart view. The View Grid displays the following information:

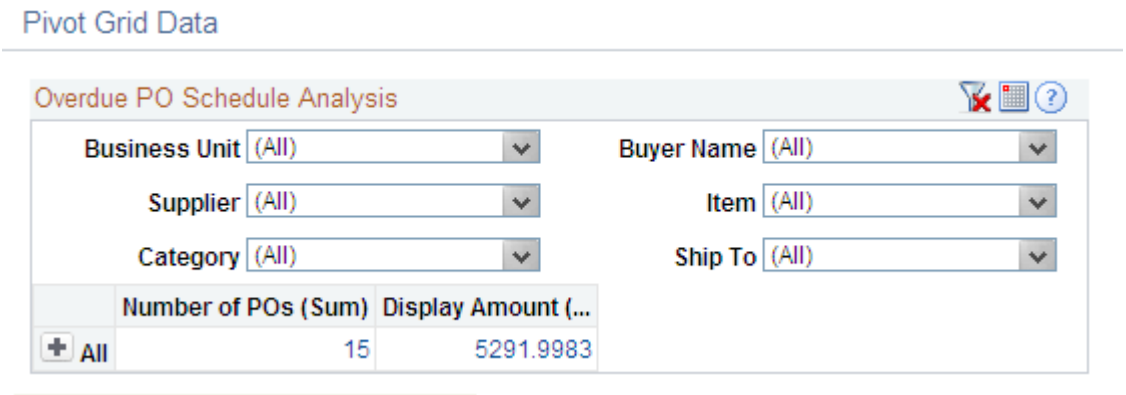
- Number of POs – indicates the count of PO schedule lines
- Display Amount – indicates (price * quantity) of selected PO schedule lines

Users have the option to set the following Prompts to select data into the Pivot Grid:

- Date Options – Select 1 or 2 weeks of overdue data or select specific dates
- Display Currency – Select the Currency to display the amount in
- From Date and To Date range – Select the date range

Users can also narrow the pivot grid data based on these filters: Business Unit, Buyer Name, Supplier, Item, Ship To and category.

This example illustrates the fields and controls on the Overdue PO Schedule Analysis page(4 of 4).



Users can click a link in the Display Amount column to access the Pivot Grid Drilldown page.

Related Topics

- Search Dispatched Purchase Orders Page
  Use the Search (dispatched purchase orders) page (SRM_DB_SRCH_DSPO) to select dispatched purchase orders search criteria.

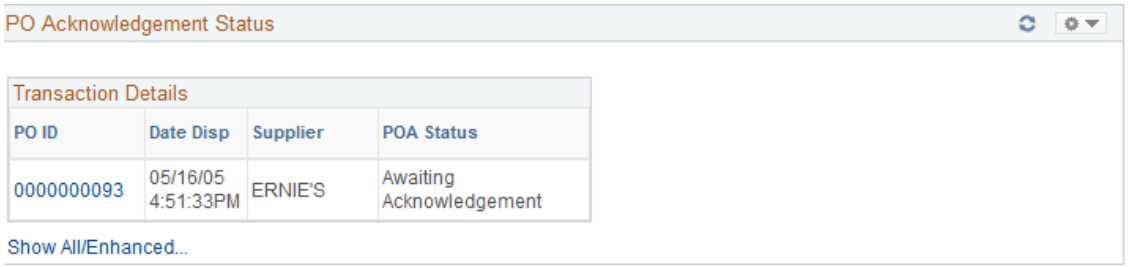
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- Filter Results Page
  Use the Filter Results page (SRM_DB_FLTR_TMPLT) to view the results of the search criteria that was entered on the Search page.

PO Acknowledgement Status Pagelet

Access the PO Acknowledgement Status pagelet.

This example illustrates the fields and controls on the PO Acknowledgement Status pagelet. You can find definitions for the fields and controls later on this page.



This pagelet displays purchase orders that do not have a corresponding acknowledgement from the supplier, or those purchase order's that have acknowledgements and are awaiting review. The purchase order's displayed here have been dispatched to the supplier and are set up for acknowledgements. The dispatch date along with the supplier to which the purchase order was dispatched is displayed along with it's current POA status.

Field or Control	Description
Show All/Enhanced	Click this link to access the Search (purchase order acknowledgements) page. Use this page to enter search criteria for a different set of purchase orders. After you enter the search criteria you are able to see the results of the search using the Filter Results page.

Related Topics

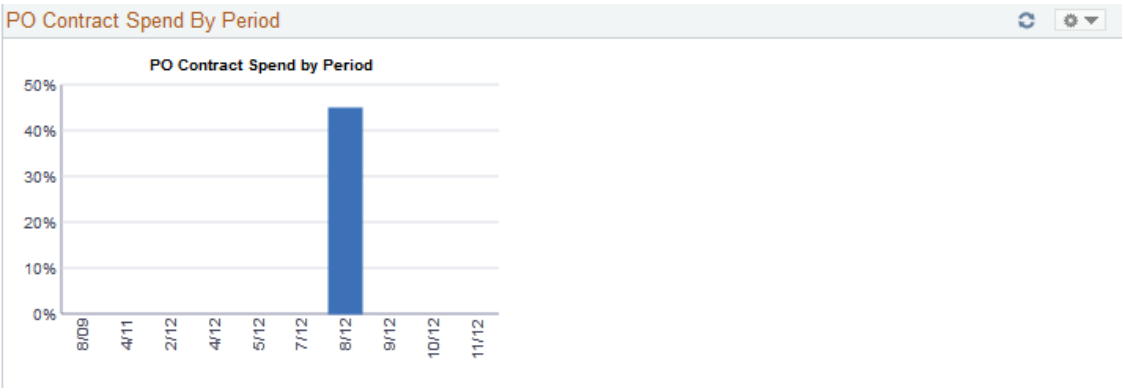
- Search Dispatched Purchase Orders Page
  Use the Search (dispatched purchase orders) page (SRM_DB_SRCH_DSPO) to select dispatched purchase orders search criteria.
- Filter Results Page
  Use the Filter Results page (SRM_DB_FLTR_TMPLT) to view the results of the search criteria that was entered on the Search page.

PO Contract Spend By Period Pagelet

Access the PO Contract Spend By Period pagelet.

This example illustrates the fields and controls on the PO Contract Spend By Period pagelet.

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This pagelet displays the percentage of spend that originated from a contract. The amounts per period displayed are based on the calendar tied to the reporting entity of the run control used to generate the spend history information. Purchase order schedules that were converted from a contract are bucketed into the calendar periods according to their scheduled due date. The value of this periodic contract spend is then calculated as a percentage of the total of all purchase orders for the period. The number of periods displayed is based on the options selected in the Buyer definition for the dashboard. To view the numeric value percentage and the total schedule lines for the period, use the cursor to hover over the selected bar graph.

Click a specific bar graph to access the Contract Spend by Period page. Use this page to view and analyze all the details for the contact spend by period.

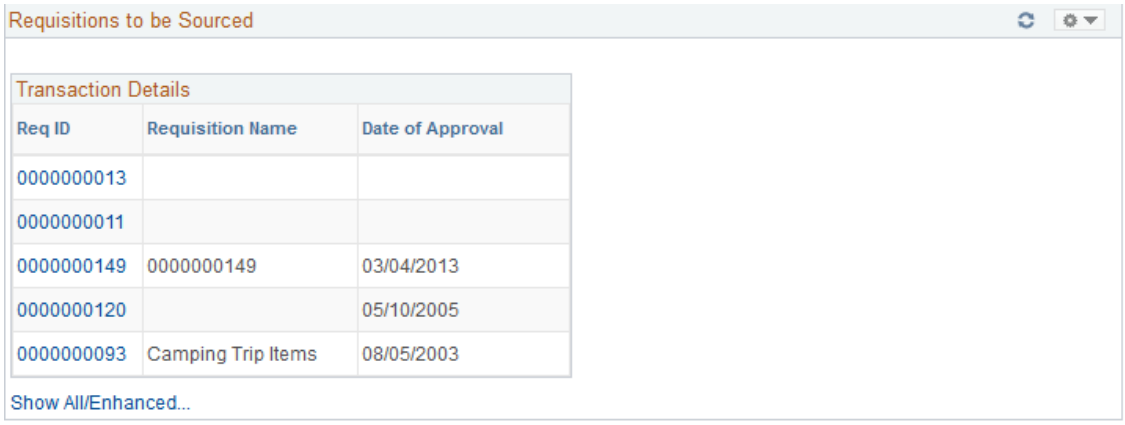
Related Topics

- Contract Spend by Period Page
  Use the Contract Spend by Period page (SRM_DB_SRCH_STPO) to view and analyze the details of the contract spend by period.

Requisitions to be Sourced Pagelet

Access the Requisitions to be Sourced pagelet.

This example illustrates the fields and controls on the Requisitions to be Sourced pagelet. You can find definitions for the fields and controls later on this page.



This pagelet displays recently approved requisitions for the buyer that have not yet been sourced to a supplier.

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Field or Control	Description
Req ID (requisition ID)	Click this link to access the requisition. If the requisition originated in PeopleSoft eProcurement, you will be transferred to the Requisition Details page. From there, you can transfer to the PeopleSoft eProcurement Manage Requisitions component. If the requisition originated in PeopleSoft Services Procurement, you will be transferred to the PeopleSoft eProcurement Manage Requisitions component. If the requisition originated in PeopleSoft Purchasing and PeopleSoft eProcurement is not installed, you will be transferred to the Maintain Requisitions - Requisition page. From there, you can transfer to the Add/Update Requisitions component. If both PeopleSoft Purchasing and PeopleSoft eProcurement are installed you will always be transferred to the PeopleSoft eProcurement Manage Requisitions component.
Show All/Enhanced	Click this link to access the Search (requisitions to be sourced) page. Use this page to enter search criteria for a different set of requisitions. After you enter the search criteria you are able to see the results of the search using the Filter Results page.

Related Topics

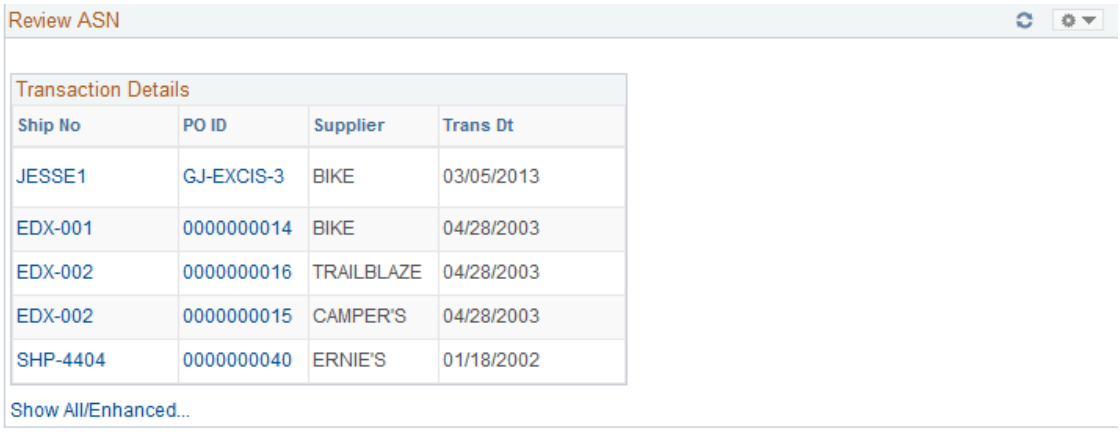
- PeopleSoft Purchasing: Understanding the Requisition Business Process
- PeopleSoft eProcurement: Understanding Requisition Management
- Search Dispatched Purchase Orders Page
  Use the Search (dispatched purchase orders) page (SRM_DB_SRCH_DSPO) to select dispatched purchase orders search criteria.
- Filter Results Page
  Use the Filter Results page (SRM_DB_FLTR_TMPLT) to view the results of the search criteria that was entered on the Search page.

Review ASN Pagelet

Access the Review ASN pagelet.

This example illustrates the fields and controls on the Review ASN pagelet. You can find definitions for the fields and controls later on this page.

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This pagelet displays only those shipment numbers that are associated to purchase orders related to the specific buyer. Only those ASNs that are new or ready to be processed will display. The supplier name and the date of transmission will also display. If multiple purchase orders are associated with the ASN, *Multiple* will appear under the PO ID column instead of the Purchase Order ID.

Field or Control	Description
Ship No	Displays the shipping number. Click this link to access the ASN History - Line Details page. Use this page to review the ASN information.
Show All/Enhanced	Click this link to access the Search (advanced shipping receipts) page. Use this page to enter search criteria for a different set of purchase orders or ASNs. After you enter the search criteria you are able to see the results of the search using the Filter Results page.

Related Topics

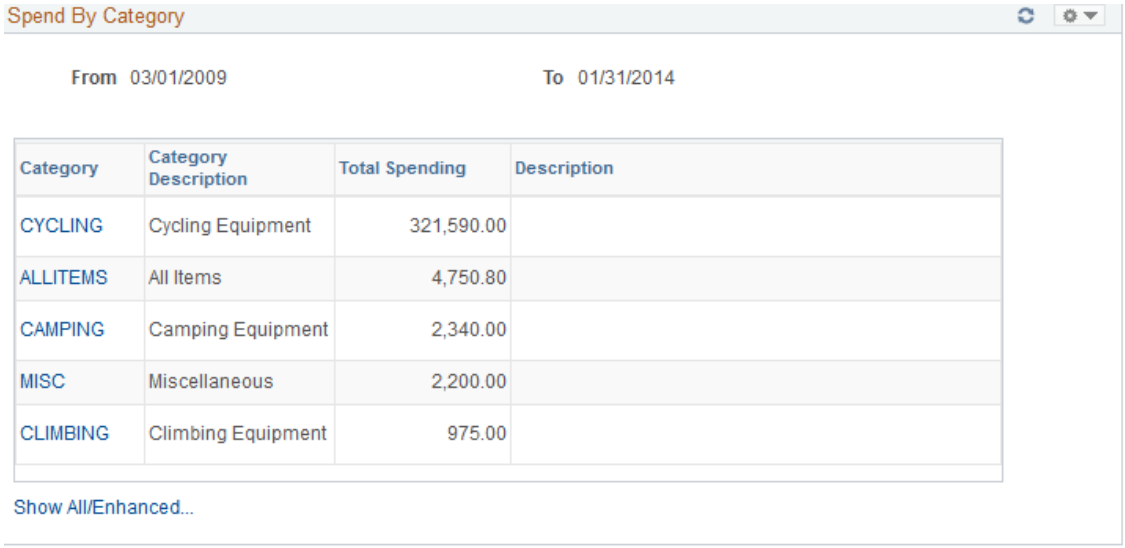
- PeopleSoft eSupplier Connection: Reviewing ASN History By Employees
- Search Dispatched Purchase Orders Page
  Use the Search (dispatched purchase orders) page (SRM_DB_SRCH_DSPO) to select dispatched purchase orders search criteria.
- Filter Results Page
  Use the Filter Results page (SRM_DB_FLTR_TMPLT) to view the results of the search criteria that was entered on the Search page.

Spend By Category Pagelet

Access the Spend By Category pagelet.

This example illustrates the fields and controls on the Spend By Category pagelet. You can find definitions for the fields and controls later on this page.

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Spend By Category

From 03/01/2009 To 01/31/2014

Category	Category Description	Total Spending	Description
CYCLING	Cycling Equipment	321,590.00	
ALLITEMS	All Items	4,750.80	
CAMPING	Camping Equipment	2,340.00	
MISC	Miscellaneous	2,200.00	
CLIMBING	Climbing Equipment	975.00	

Show All/Enhanced...

This pagelet will display all historic and future purchase order spend for the buyer by item category. On the initial pagelet, the total spend will be summarized by category and will display in descending order based on total spend amount.

If you have selected the two column format for the dashboard, this pagelet is expanded and shows the Historical Spend and Future Spend amounts in addition to the total spend by category. The amount of history and future spend are dependent on the number of prior and future periods defined on the Buyer Setup - Dashboard page. The historical spend is the sum of the schedule lines for that category for the number of periods specified. For example, if you set up a buyer with 8 prior periods and 3 future periods using the Buyer Setup - Dashboard page, the amount that displays for historical spend will be the sum of the prior 8 periods of schedule lines, summarized by category.

Historical is considered any schedule prior to today's date up to the beginning date of the first period in the historical range. For example, today is 11/01/06. You set up the buyer with 8 prior and future periods using the Buyer Setup - Dashboard page. March would be the first of the historical periods. March's period is defined as 03/01/06 to 03/31/06. Therefore the historical date range would be 03/01/06 to 10/31/06.

Future spend is the sum of the schedule lines for today's date, plus the remainder of the current period plus, the next three periods, summarized by category. In our example, the future date range would be 11/01/06 to 02/28/07.

If you selected the three column format for the dashboard, only the category, description and total spend amount are displayed.

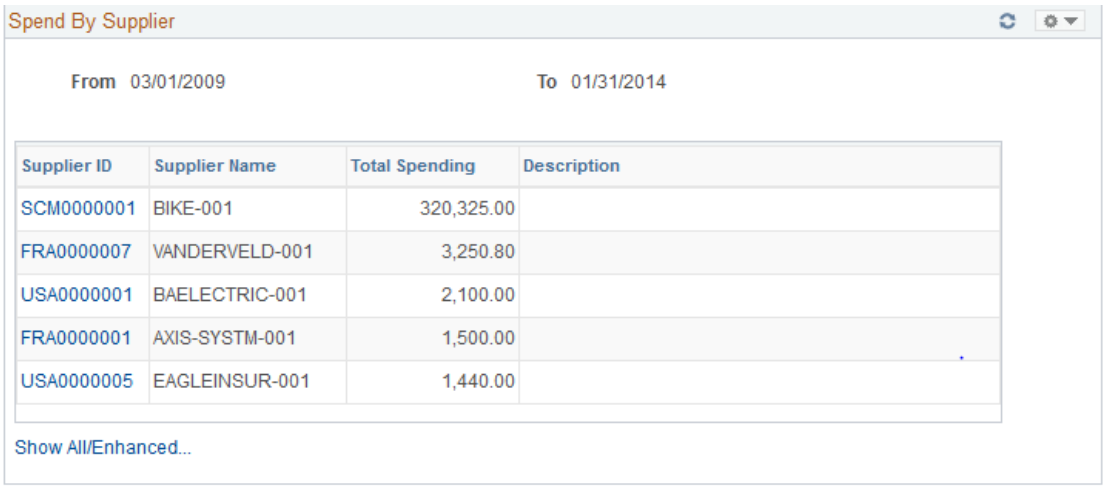
Field or Control	Description
Category	Click this link to access the View Spend by Category page. Use this page to view historical and future spend for the selected category. See View Spend by Category Page.
Show All/Enhanced	Click this link to access the Spend By Category page. Use this page to view all the spend by category information.

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Spend By Supplier Pagelet

Access the Spend By Supplier pagelet.

This example illustrates the fields and controls on the Spend By Supplier pagelet. You can find definitions for the fields and controls later on this page.



This pagelet will display all historic and future purchase order spend for the buyer by supplier. On the initial pagelet, the total spend will be summarized by supplier and will display in descending order based on total spend amount.

If you have selected the two column format for the dashboard, this pagelet is expanded and shows the Historical Spend and Future Spend amounts in addition to the total spend by supplier. The amount of history and future spend are dependent on the number of prior and future periods defined on the Buyer Setup - Dashboard page just like the Spend by Category pagelet.

If you selected the three column format for the dashboard, only the supplier, supplier name, and total spend amount are displayed. Click the Supplier link to view historical and future spend for the selected supplier.

Field or Control	Description
Supplier ID	Click this link to access the Category Spend by Supplier page. Use this page to view historical and future spend for the selected supplier. See Viewing Pagelet Details.
Show All/Enhanced	Click this link to access the Spend By Supplier page. Use this page to view all the spend by supplier information.

Related Topics

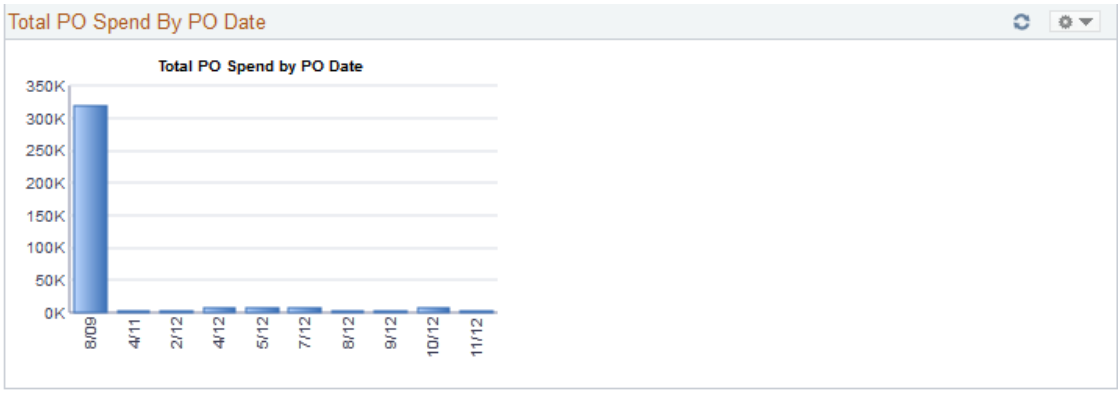
- Spend By Category Pagelet
  Access the Spend By Category pagelet.

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Total PO Spend By PO Date Pagelet

Access the Total PO Spend By PO Date pagelet.

This example illustrates the fields and controls on the Total PO Spend By PO Date pagelet.



This pagelet displays the total purchase order spend in a graphical format for a specific buyer. Purchase order lines are bucketed into the calendar periods according to their purchase order date and total purchase order amount. The number of periods displayed is based on the period options selected in the Buyer definition for the dashboard. To view the numeric value spend and the total purchase orders for the period, use the cursor to hover over the selected bar graph.

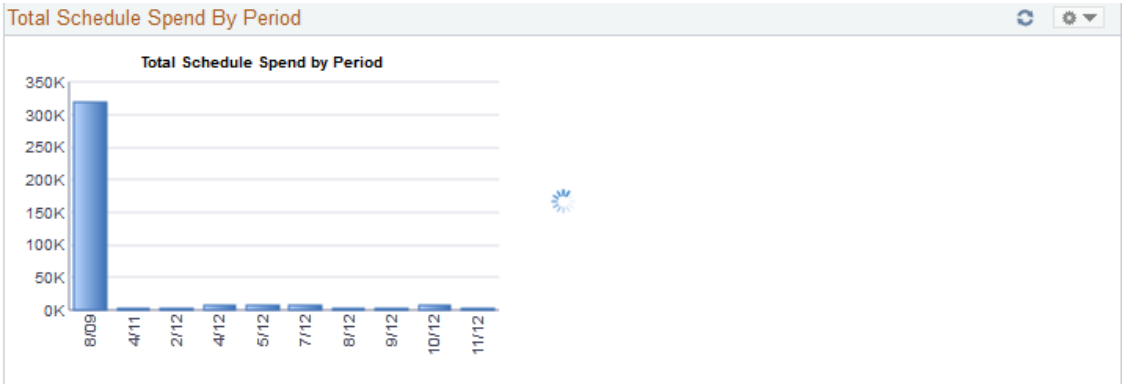
Click a specific bar graph to access the Spend by PO Date page. Use this page to view and analyze all the details for the spend by purchase order date.

See Spend by PO Date Page.

Total Schedule Spend By Period Pagelet

Access the Total Schedule Spend By Period pagelet.

This example illustrates the fields and controls on the Total Schedule Spend By Period pagelet.



This pagelet displays the total schedule spend in a graphical format for a specific buyer. Purchase order schedule lines are bucketed into the calendar periods according to their

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scheduled due date. The number of periods displayed is based on the period options selected in the Buyer definition for the dashboard. To view the numeric value spend and the total schedule lines for the period, use the cursor to hover over the selected bar graph.

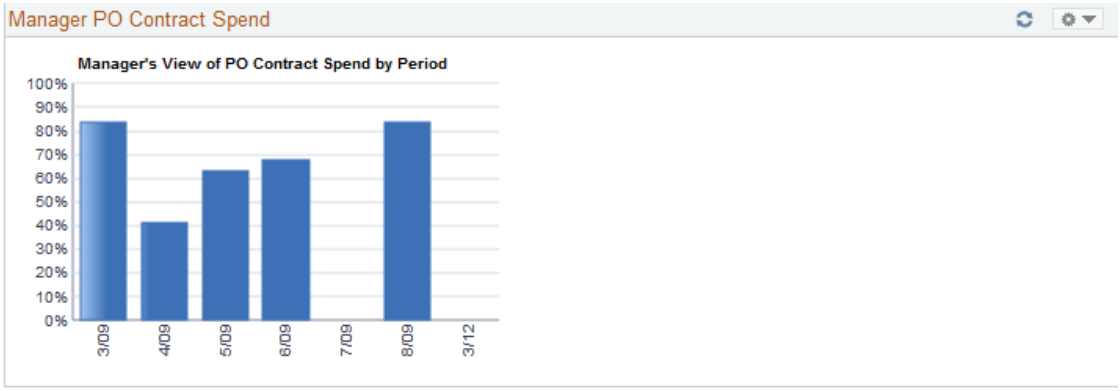
Click a specific bar graph to access the Schedule Spend by Period page. Use this page to view and analyze all the specific details for the schedule spend by period.

See Schedule Spend by Period Page.

Manager PO Contract Spend Pagelet

Access the Manager PO Contract Spend pagelet.

This example illustrates the fields and controls on the Manager PO Contract Spend pagelet.



This pagelet is similar to the PO Contract Spend by Period pagelet, but it will consist of all the buyers spend history that report to this manager. The number of periods that display on this pagelet will be based on the parameters defined for this manager on the Buyer Setup - Dashboard page. To view the numeric value spend and the total schedule lines for the period, use the cursor to hover over the selected bar graph.

Click a specific bar graph to access the Manager PO Contract Spend page. Use this page to view and analyze all the details for the managers purchase order contact spend for those buyers reporting to the manager.

See Manager PO Contract Spend Page.

Related Topics

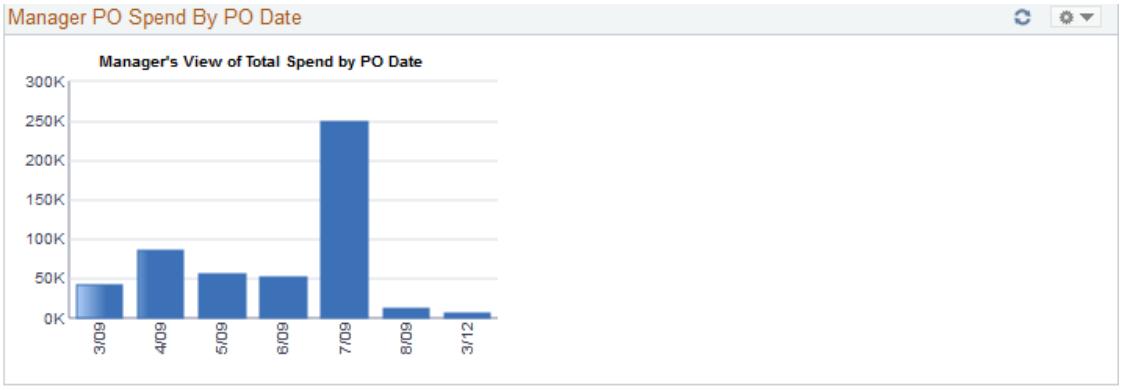
- Manager PO Contract Spend Page
  Use the Manager PO Contract Spend page (SRM_DB_SRCH_STPO) to view and analyze the details of the purchase order contract spend for all buyers associated with a manager.

Manager PO Spend By PO Date Pagelet

Access the Manager PO Spend By PO Date pagelet.

This example illustrates the fields and controls on the Manager PO Spend By PO Date pagelet.

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This pagelet is similar to the Total PO Spend by PO Date pagelet, but it will consist of all the buyers spend history that report to this manager. The number of periods that display on this pagelet will be based on the parameters defined for this manager on the Buyer Setup - Dashboard page. To view the numeric value percentage and the total purchase orders for the period, use the cursor to hover over the selected bar graph.

Click a specific bar graph to access the Manager PO Spend by PO Date page. Use this page to view and analyze all the details for the manager purchase order spend by purchase order date.

See Manager PO Spend by PO Date Page.

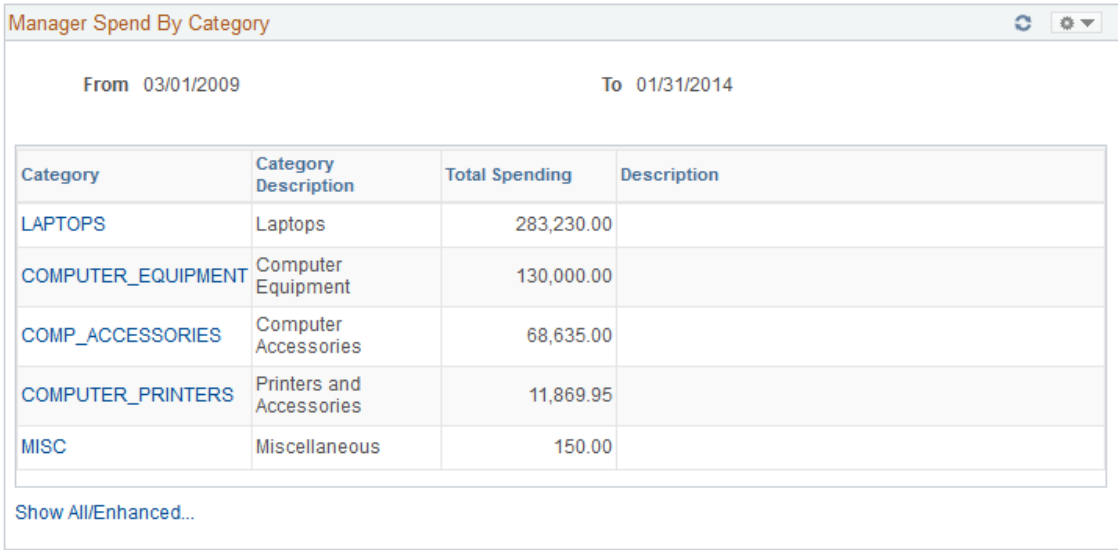
Related Topics

- Total PO Spend By PO Date Pagelet
  Access the Total PO Spend By PO Date pagelet.

Manager Spend By Category Pagelet

Access the Manager Spend by Category pagelet.

This example illustrates the fields and controls on the Manager Spend By Category pagelet. You can find definitions for the fields and controls later on this page.



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This pagelet is similar to the Spend by Category pagelet, but it will consist of all the buyers historic and future spend history that report to this manager. On the initial pagelet, the total spend for all buyers will be summarized by category and will display in descending order based on total spend amount. The period ranges that display on this pagelet will be based on the parameters defined for this manager on the Buyer Setup - Dashboard page.

Field or Control	Description
Category	Click this link to access the Manager Spend by Category page. Use this page to view and analyze all the details for the manager total schedule spend by category for all of their buyers. See Manager Spend by Category Page.
Show All/Enhanced	Click this link to access the Manager Spend By Category page. Use this page to view all the manager spend by category information.

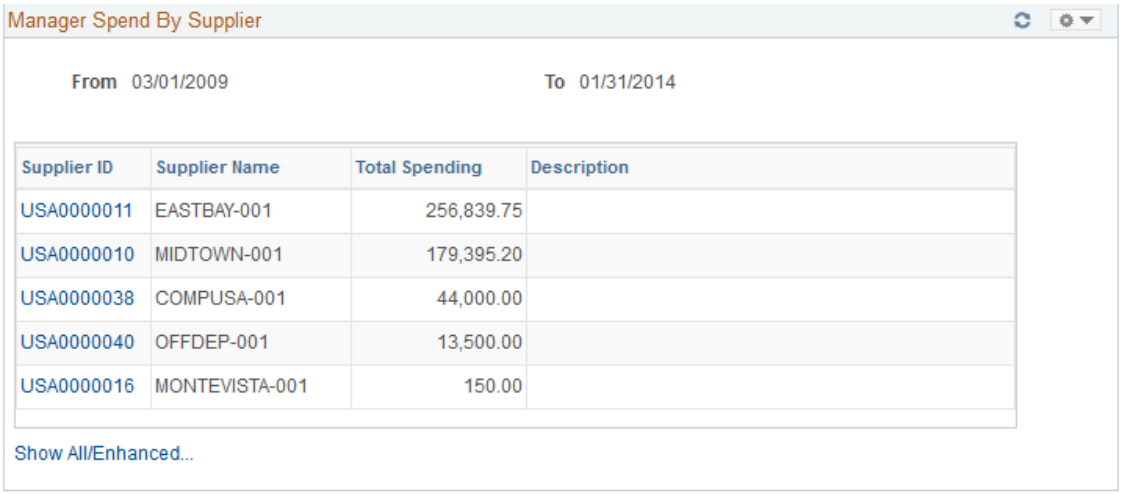
Related Topics

- Spend By Category Pagelet
  Access the Spend By Category pagelet.

Manager Spend By Supplier Pagelet

Access the Manager Spend by Supplier pagelet.

This example illustrates the fields and controls on the Manager Spend By Supplier Pagelet. You can find definitions for the fields and controls later on this page.



This pagelet is similar to the Spend by Supplier pagelet, but it will consist of all the buyers historic and future spend information that report to this manager. On the initial pagelet, the total spend for all buyers will be summarized by supplier and will display in descending order based on total spend amount. The period ranges that display on this pagelet will be based on the parameters defined for this manager on the Buyer Setup - Dashboard page.

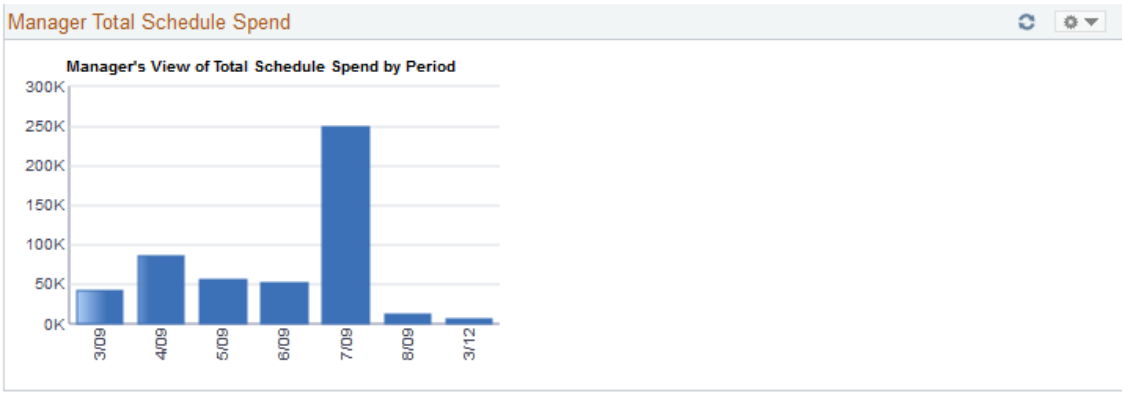
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Field or Control	Description
Supplier ID	Click this link to access the Manager Spend by Supplier page. Use this page to view and analyze all the details for the manager total schedule by supplier for all of their buyers. See Viewing Pagelet Details.
Show All/Enhanced	Click this link to access the Manager Spend By Supplier page. Use this page to view all the manager spend by supplier information.

Manager Total Schedule Spend Pagelet

Access the Manager Total Schedule Spend pagelet.

This example illustrates the fields and controls on the Manager Total Schedule Spend pagelet.



This pagelet is similar to the Total Schedule Spend by Period, but it will consist of all buyers spend history that report to this manager. The number of periods that display on this pagelet will be based on the parameters defined for this manager on the Buyer Setup - Dashboard page. To view the numeric value spend and the total schedule lines for the period, use the cursor to hover over the selected bar graph.

Click a specific bar graph to access the Manager Total Schedule Spend page. Use this page to view and analyze all the details for the manager total schedule spend.

See Manager Total Schedule Spend Page.

Related Topics

- Total Schedule Spend By Period Pagelet
  Access the Total Schedule Spend By Period pagelet.

PO Spend Analysis As Of Pagelet

The PO Spend pagelet displays a Pivot Grid. The Pivot Grid uses the data created when the Update Spend History is run

For Information on Running the Spend History Process SeeUnderstanding the SRM Dashboard

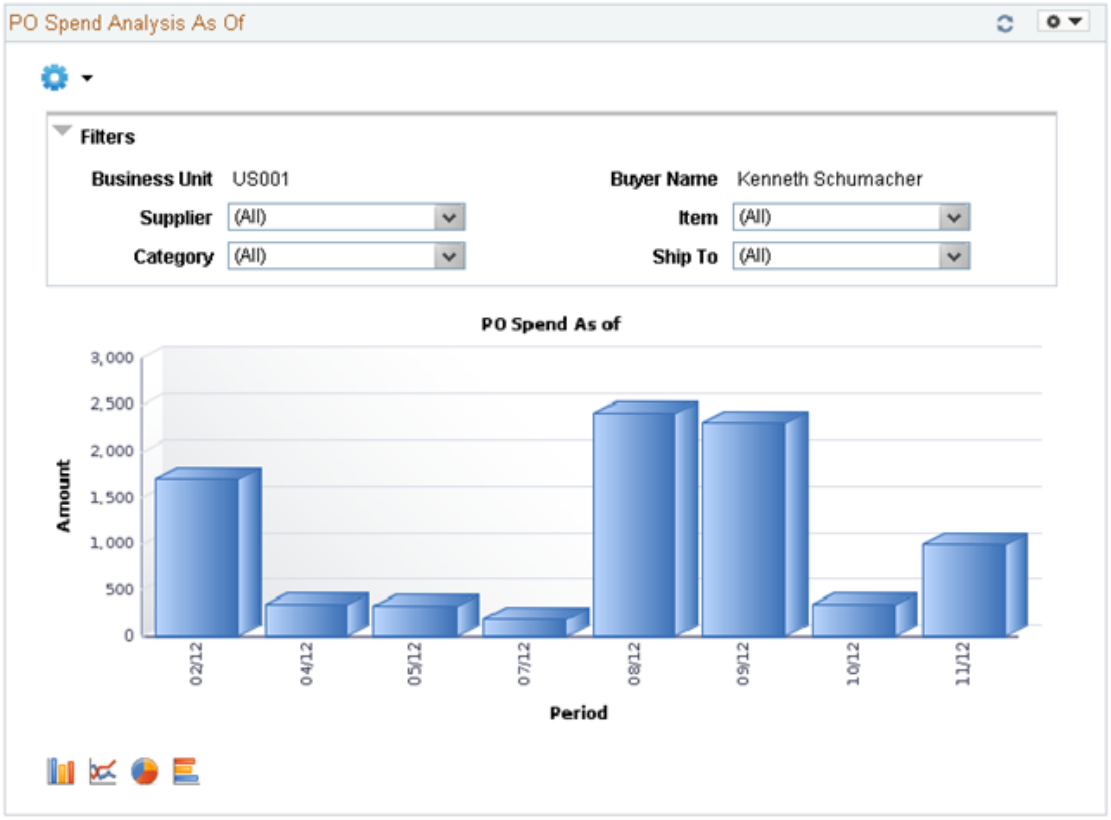
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Use the PO Spend Analysis As Of page to displays purchase order spends as of a specified date in a Pivot Grid.

Navigation:

Main Menu, and then **Purchasing**, and then **Buyer Workcenter**

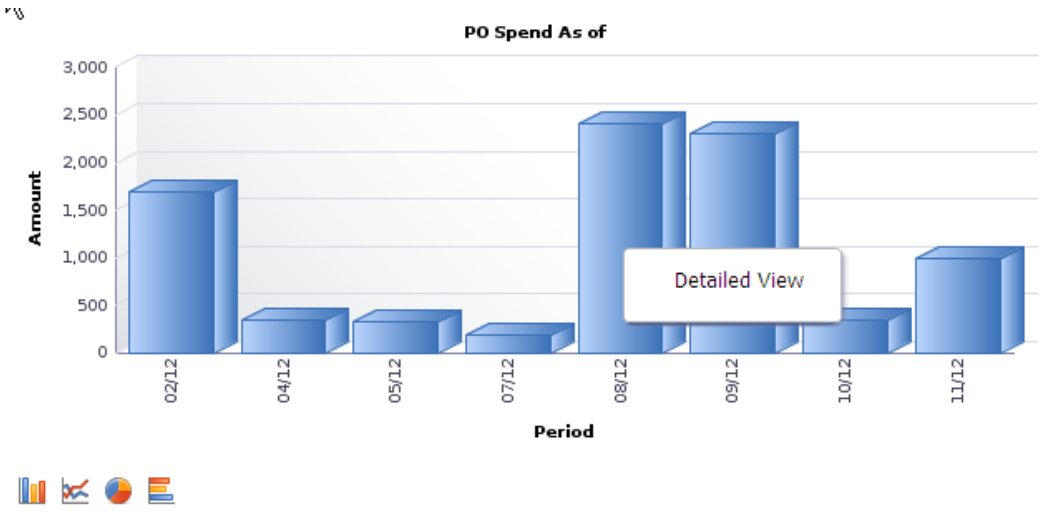
This example illustrates the fields and controls on the PO Spend Analysis As Of page (1 of 4).



Users can click on a bar on the graph and click on the Detailed View to access the Pivot Grid Drilldown page and see a list of purchase order details that represent the graph.

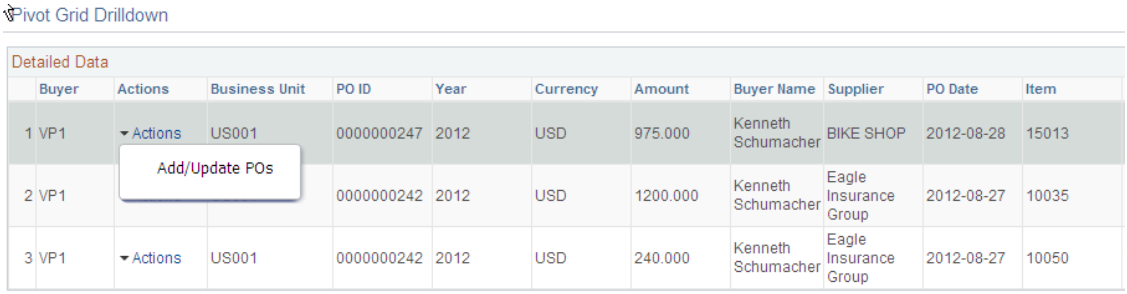
This example illustrates the fields and controls on the PO Spend Analysis As Of page(2 of 4).

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From the Detailed View, a user can use the Actions drop down option to view the related actions for the purchase orders.

This example illustrates the fields and controls on the PO Spend Analysis As Of Page (3 of 4).



Users can click on the Actions to view the related actions for the PO. The related actions will take you to the Add/Update PO component.

Users also have the option to view the data by using the View Grid Page. You can click on the **Options menu** to access the View Grid Page.

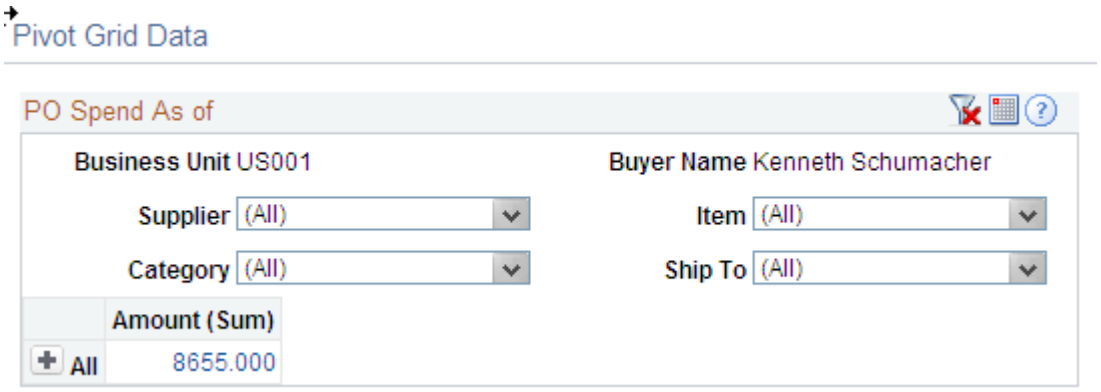
The View Grid option enables you to view PO schedule lines based on the Prompt criteria and Data Source Filters in the Pivot Grid. The View Grid displays the following information:

Amount (Sum) – indicates (price * quantity) of selected PO schedule lines

Users have the option to set the From Date and To Date range using the Prompt Filter for the View Grid Page. Users can also narrow the pivot grid data based on these filters: Business Unit, Buyer Name, Supplier, Item, Ship To and category.

This example illustrates the fields and controls on the PO Spend Analysis As Of page(4 of 4).

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Users can click a link in the Amount (Sum) column to access the Pivot Grid Drilldown page.

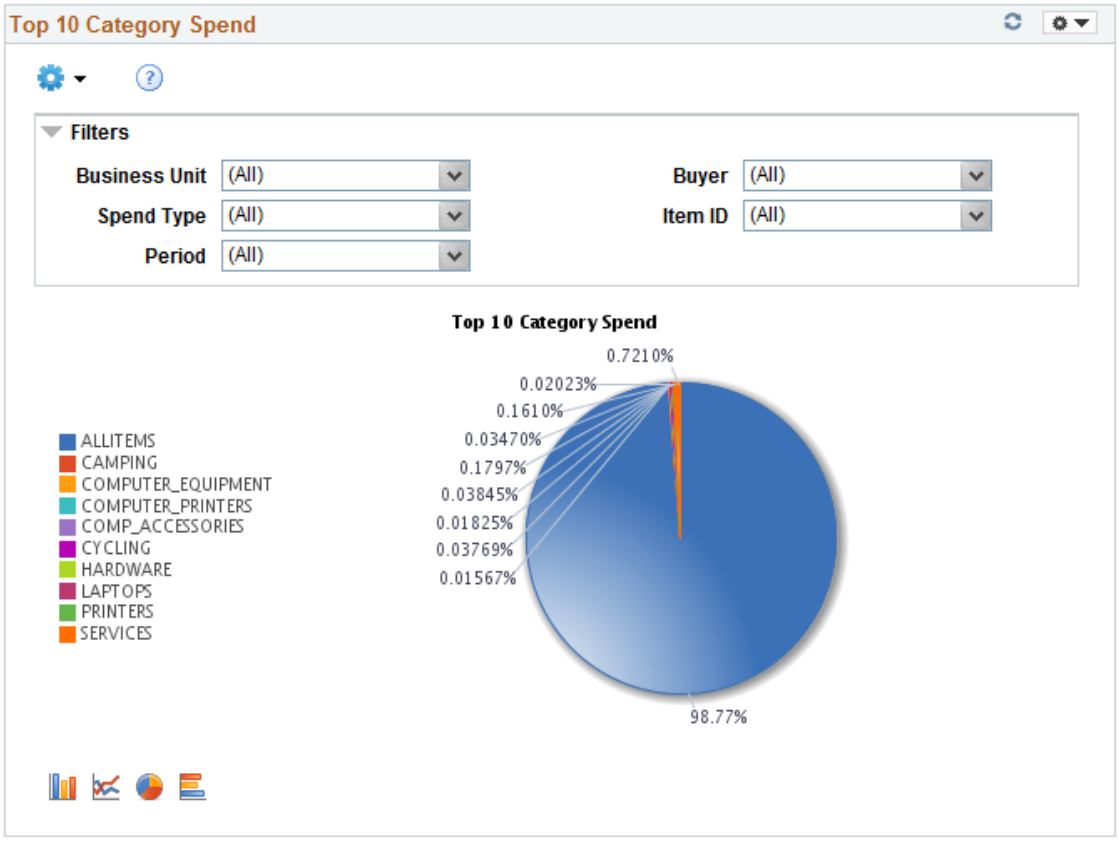
For additional information about pivot grids, see: *PeopleSoft Application Fundamentals*, Using the WorkCenter for Financial and Supply Chain Applications.

See the product documentation for *PeopleTools: Pivot Grid*

Top 10 Category Spend Pagelet

Access the Top 10 Category Spend pagelet.

This example illustrates the fields and controls on the Top 10 Category Spend.

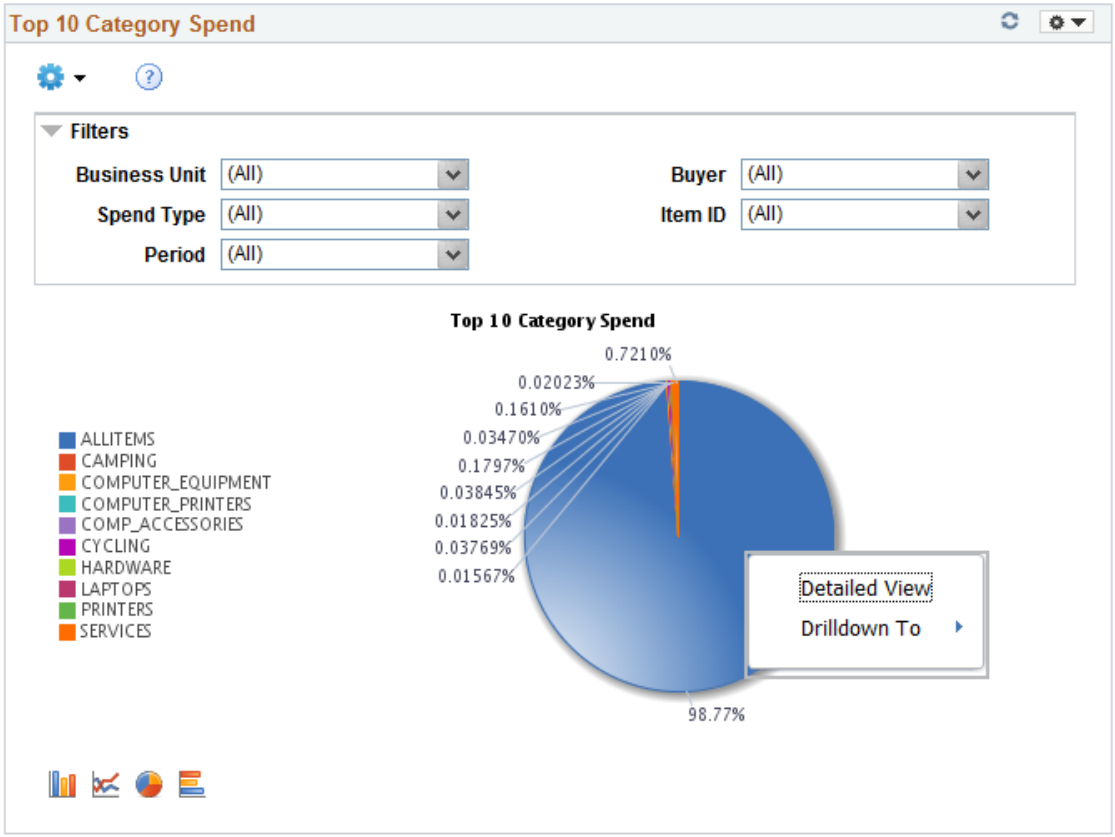


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This pagelet displays the Top 10 categories based on PO spend in those categories. This includes both contract and non contract spend.

Users can click on the graph, and then click on Detailed View to access the Pivot Grid Drilldown page. The page will help the user to see a list of purchase order details that represent the graph.

This example illustrates the fields and controls on the Top 10 Category Spend Detailed View.



This example illustrates the fields and controls on the Top 10 Category Spend Pivot Grid.

Pivot Grid Drilldown

Detailed Data

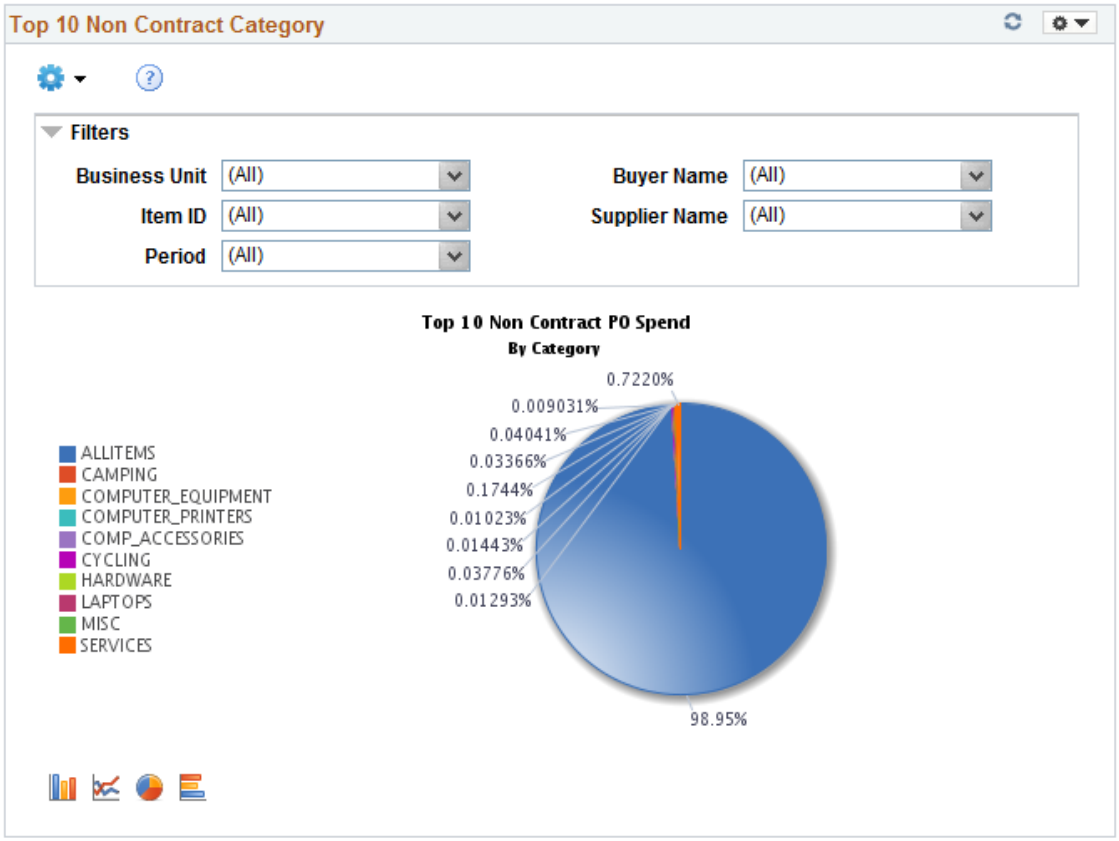
Business Unit	Actions	Buyer	Buyer Name	Supplier ID	Supplier Name	Supplier Location	PO ID	Line Number	Item ID	Item Description	Category	Supplier Item	Manufacturer	Manufacturer Item
US001	Actions	CHRISBAKER	Chris Baker	USA0000044	Manpower	01	0000000068	1	Descr Only Item	Project Manager (24 Hour without Expenses)	ALLITEMS			
US001	Actions	CHRISBAKER	Chris Baker	USA0000037	Anderson Consulting	01	0000000079	1	Descr Only Item	Project Manager (24 Hour with Expenses)	ALLITEMS			
US001	Actions	CHRISBAKER	Chris Baker	USA0000037	Anderson Consulting	01	0000000072	1	Descr Only Item	Project Manager (No OT and No Expenses)	ALLITEMS			
US001	Actions	CHRISBAKER	Chris Baker	USA0000037	Anderson Consulting	01	0000000069	1	Descr Only Item	Project Worker	ALLITEMS			
US001	Actions	CHRISBAKER	Chris Baker	USA0000037	Anderson Consulting	01	0000000067	1	Descr Only Item	Project Manager	ALLITEMS			
US001	Actions	VP1	Kenneth Schumacher	SCM0000008	Farmer's Market	MAIN	0000000066	2	MILK	Milk	ALLITEMS			
US001	Actions	VP1	Kenneth Schumacher	FRA0000007	Vanderveld Computer Supplies	MAIN	0000000233	3	DWPERP	DWPERP	ALLITEMS			
US001	Actions	VP1	Kenneth Schumacher	FRA0000007	Vanderveld Computer Supplies	MAIN	0000000233	2	DWACTY	DWACTY	ALLITEMS			
US001	Actions	VP1	Kenneth Schumacher	FRA0000007	Vanderveld Computer Supplies	MAIN	0000000233	1	DWACTN	DWACTN	ALLITEMS			
US001	Actions	VP1	Kenneth Schumacher	FRA0000001	Axis Systems	MAIN	0000000252	5	RETAVG	Retroactive Perpetual Average Costed Item	ALLITEMS			

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Top 10 Non Contract Category Pagelet

Access the Top 10 Non Contract Category pagelet.

This example illustrates the fields and controls on the Top 10 Non Contract Category Pagelet (1 of 2).



This pagelet displays the Top 10 categories based on PO spend in those categories. This pagelet includes only non contract spend.

Click on the graph for Detailed View of the data.

This example illustrates the fields and controls on the Top 10 Non Contract Category Pagelet (2 of 2).

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Pivot Grid Drilldown

Detailed Data

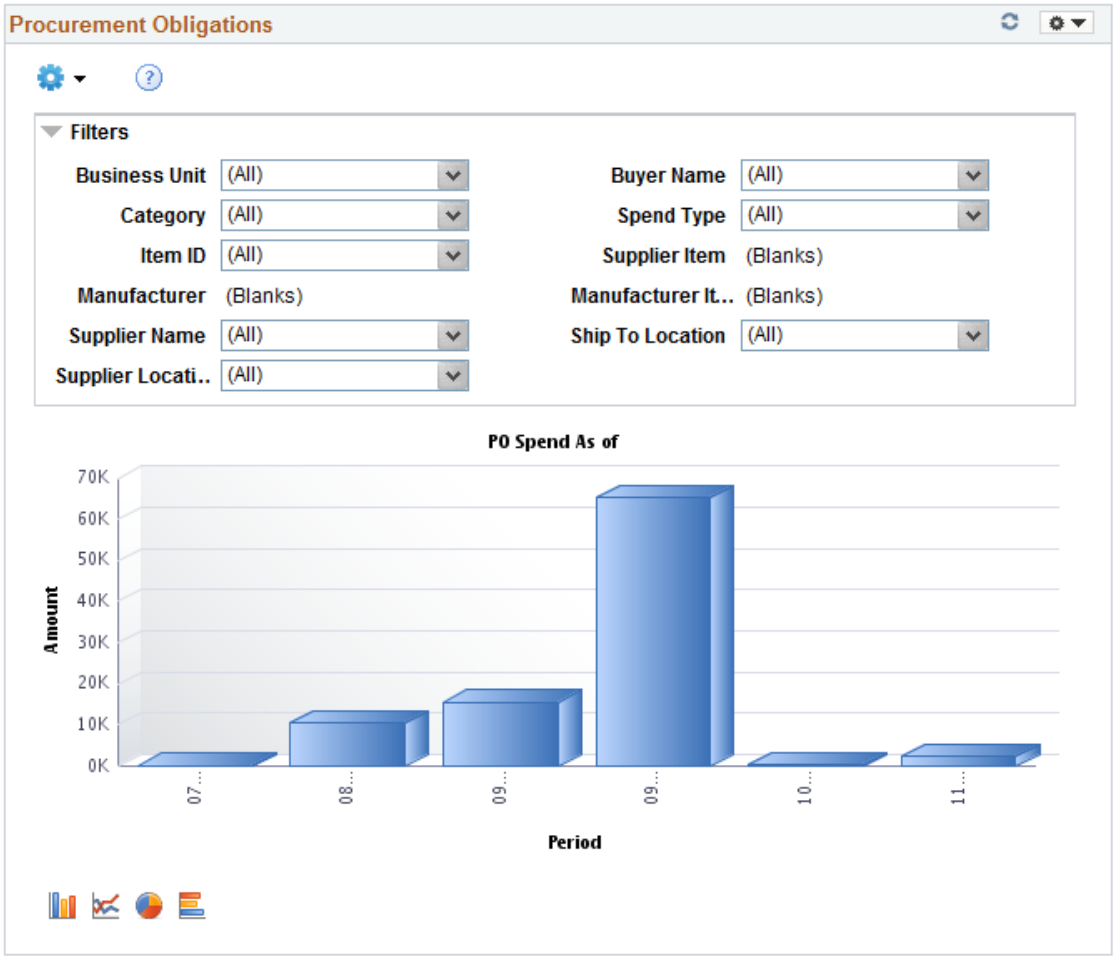
Business Unit	Actions	Buyer	Buyer Name	Supplier ID	Supplier Name	Supplier Location	PO ID	Line Number	Item ID	Item Description	Item Category	Supplier Item	Manufacturer	Manufacturer Item
US001	Actions	CHRISBAKER	Chris Baker	USA0000044	Manpower	01	0000000068	1	Descr Only Item	Project Manager (24 Hour without Expenses)	ALLITEMS			
US001	Actions	CHRISBAKER	Chris Baker	USA0000037	Anderson Consulting	01	0000000079	1	Descr Only Item	Project Manager (24 Hour with Expenses)	ALLITEMS			
US001	Actions	CHRISBAKER	Chris Baker	USA0000037	Anderson Consulting	01	0000000072	1	Descr Only Item	Project Manager (No OT and No Expenses)	ALLITEMS			
US001	Actions	CHRISBAKER	Chris Baker	USA0000037	Anderson Consulting	01	0000000069	1	Descr Only Item	Project Worker	ALLITEMS			
US001	Actions	CHRISBAKER	Chris Baker	USA0000037	Anderson Consulting	01	0000000067	1	Descr Only Item	Project Manager	ALLITEMS			
US001	Actions	VP1	Kenneth Schumacher	SCM0000008	Farmer's Market	MAIN	0000000066	2	MILK	Milk	ALLITEMS			
US001	Actions	VP1	Kenneth Schumacher	FRA0000007	Vanderveld Computer Supplies	MAIN	0000000233	3	DWPERP	DWPERP	ALLITEMS			
US001	Actions	VP1	Kenneth Schumacher	FRA0000007	Vanderveld Computer Supplies	MAIN	0000000233	2	DWACTY	DWACTY	ALLITEMS			
US001	Actions	VP1	Kenneth Schumacher	FRA0000007	Vanderveld Computer Supplies	MAIN	0000000233	1	DWACTN	DWACTN	ALLITEMS			
US001	Actions	VP1	Kenneth Schumacher	FRA0000001	Axis Systems	MAIN	0000000252	5	RETAVG	Retroactive Perpetual Average Costed Item	ALLITEMS			

Procurement Obligations Pagelet

Access the Procurement Obligations pagelet.

This example illustrates the fields and controls on the Procurement Obligations Pagelet (1 of 2).

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This pagelet displays both PO spend (both contract and non PO contract) over time.

Click on the graph for Detailed View of the data.

This example illustrates the fields and controls on the Procurement Obligations pagelet (2 of 2).

Pivot Grid Drilldown

Detailed Data

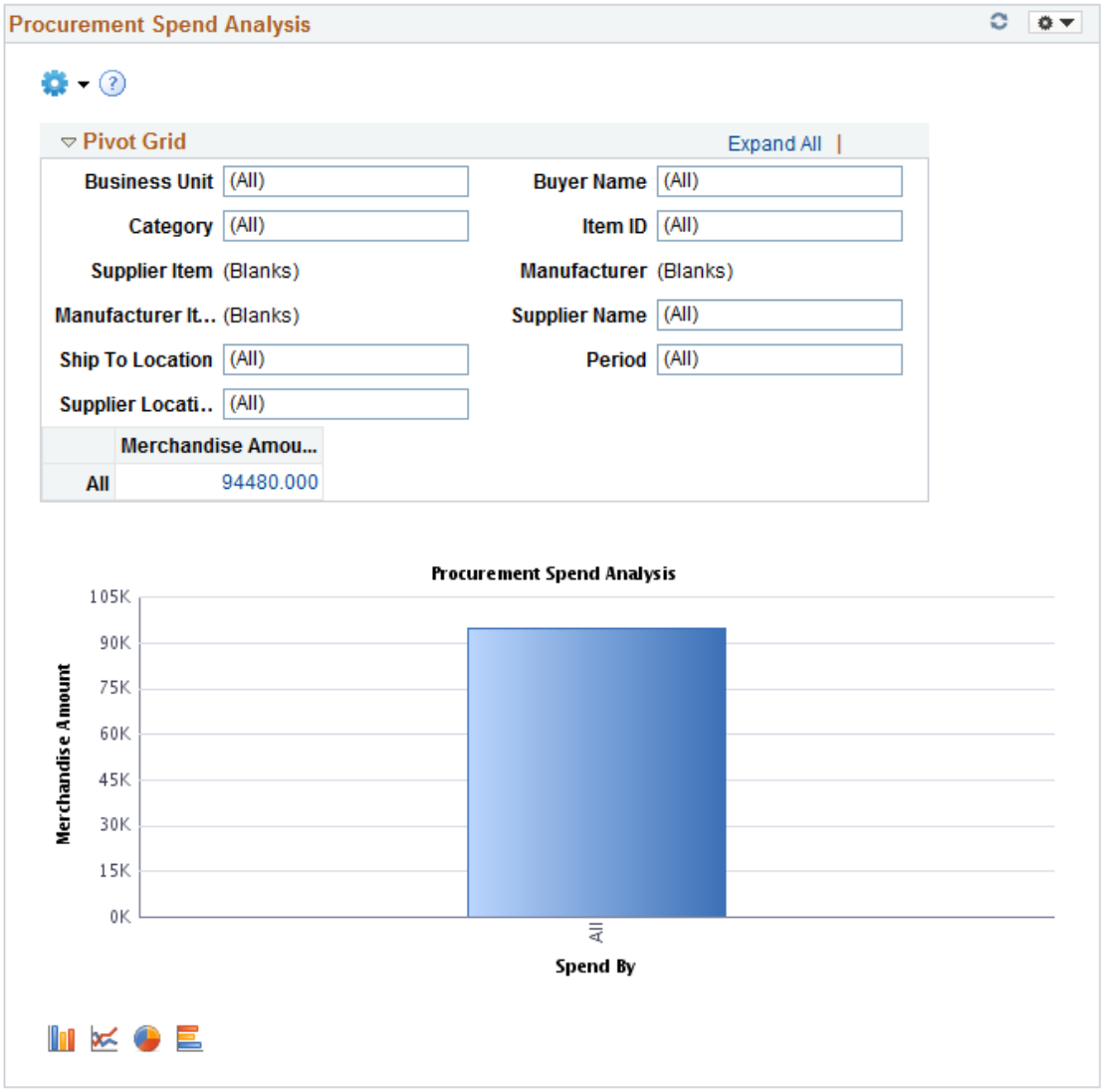
Spend Type	Actions	Business Unit	PO Number	Supplier Name	Supplier Location	Buyer	Buyer Name	Line Number	Category	Item ID	Item Description	Supplier Item	Manufacturer	Manufacturer Item	Purchase Order Date
PO Contract	Actions	US001	0000000259	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike				2014-09-16
PO Contract	Actions	US001	0000000259	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike				2014-09-16
PO Contract	Actions	US001	0000000259	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike				2014-09-16
PO Contract	Actions	US001	0000000258	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike				2014-09-15
PO Contract	Actions	US001	0000000258	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike				2014-09-15
PO Contract	Actions	US001	0000000258	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike				2014-09-15
PO Contract	Actions	US001	0000000257	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike				2014-09-15
PO Contract	Actions	US001	0000000257	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike				2014-09-15
PO Contract	Actions	US001	0000000257	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike				2014-09-15
PO Contract	Actions	US001	0000000256	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike				2014-09-15

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Procurement Spend Analysis Pagelet

Access the Procurement Spend Analysis pagelet.

This example illustrates the fields and controls on the Procurement Spend Analysis pagelet (1 of 2).



This pagelet displays the PO spend broken down by PO Contract and non PO Contract.

Click on the graph for Detailed View of the data.

This example illustrates the fields and controls on the Procurement Spend Analysis pagelet (2 of 2).

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Pivot Grid Drilldown

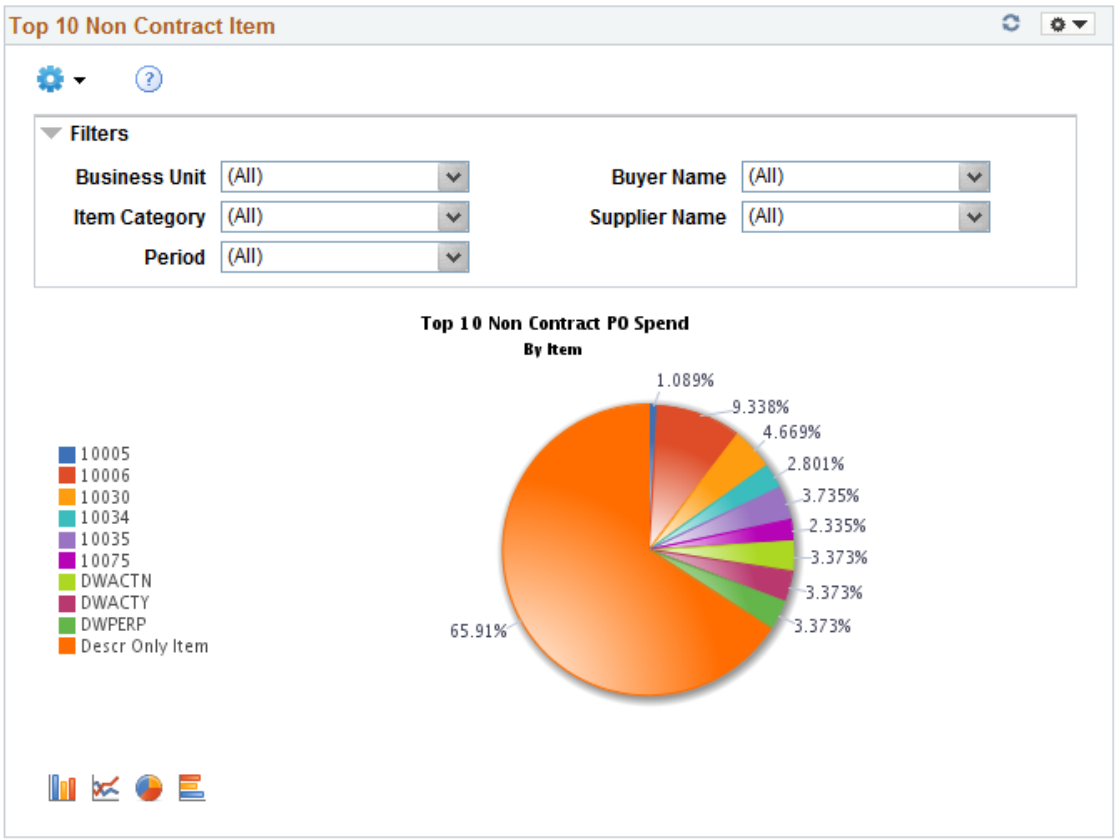
Detailed Data

Spend Type	Actions	Business Unit	PO Number	Supplier Name	Supplier Location	Buyer	Buyer Name	Line Number	Category	Item ID	Item Description
Non PO Contract	Actions	US001	0000000246	ABC Warehouse	1	VP1	Kenneth Schumacher	1	CYCLING	10000	Long Sleeve Biking Jersey, Men's
Non PO Contract	Actions	US001	0000000243	Creative Sport	MAIN	VP1	Kenneth Schumacher	1	HIKING	10075	Nextstar Outback Compass, Digital
Non PO Contract	Actions	US001	0000000242	Eagle Insurance Group	1	VP1	Kenneth Schumacher	2	CAMPING	10035	775-fill Mummy Sleeping Bag
Non PO Contract	Actions	US001	0000000242	Eagle Insurance Group	1	VP1	Kenneth Schumacher	1	CAMPING	10050	Airbed, Queen
Non PO Contract	Actions	US003	0000000001	Telecomm for East Bay	MAIN	VP1	Kenneth Schumacher	1	MISC	Descr Only Item	ITEM3
Non PO Contract	Actions	US005	0000000008	Bay Area Electric-	1	VP1	Kenneth Schumacher	1	MISC	Descr Only Item	ITEM1
Non PO Contract	Actions	US001	0000000248	Bay Area Electric-	1	VP1	Kenneth Schumacher	1	MISC	Descr Only Item	ITEM1
Non PO Contract	Actions	US001	0000000245	SPICE DEPOT	MAIN	VP1	Kenneth Schumacher	1	CYCLING	10030	Folding Child Trailer
PO Contract	Actions	US001	0000000259	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike
PO Contract	Actions	US001	0000000259	BIKE SHOP	MAIN	VP1	Kenneth Schumacher	1	CYCLING	SR1001	Omega 500 Touring Bike

Top 10 Non Contract Item Pagelet

Access the Top 10 Non Contract Item pagelet.

This example illustrates the fields and controls on the Top 10 Non Contract Item pagelet (1 of 2).



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This pagelet displays the Top 10 items based on PO spend in those items. This pagelet includes only non contract spend.

Click on the graph for Detailed View of the data.

This example illustrates the fields and controls on the Top 10 Non Contract Item pagelet (2 of 2).

Pivot Grid Drilldown

Detailed Data

Business Unit	Actions	Buyer	Buyer Name	Supplier ID	Supplier Name	Supplier Location	PO ID	Line Number	Item ID	Item Description	Item Category
US001	Actions	CROTH	Calvin Roth	USA0000016	Monte Vista Hospital	1	0000000238	1	Descr Only Item	Rx-continuous drops	MISC
US001	Actions	POS4	Hosking,Andrew	USA0000007	Postal Service for East Bay	1	0000000236	1	Descr Only Item	Bulk Boxes-Moving Box	MISC
US001	Actions	POS4	Hosking,Andrew	USA0000002	East Bay Travel	1	0000000250	2	Descr Only Item	LINE2	MISC
US001	Actions	POS4	Hosking,Andrew	USA0000002	East Bay Travel	1	0000000250	1	Descr Only Item	LINE1	MISC
US001	Actions	POS4	Hosking,Andrew	USA0000002	East Bay Travel	1	SUMMARYPO	1	Descr Only Item	SUMMARY PO	MISC
US001	Actions	POS4	Hosking,Andrew	USA0000002	East Bay Travel	1	DOCTOL3	1	Descr Only Item	TEST	MISC
US001	Actions	POS4	Hosking,Andrew	USA0000002	East Bay Travel	1	DOCTOL2	1	Descr Only Item	TEST	MISC
US001	Actions	POS4	Hosking,Andrew	USA0000001	Bay Area Electric-	1	0000000249	1	Descr Only Item	ITEM1	MISC
US003	Actions	VP1	Kenneth Schumacher	USA0000003	Telecomm for East Bay	MAIN	0000000001	1	Descr Only Item	ITEM3	MISC
US001	Actions	VP1	Kenneth Schumacher	USA0000003	Telecomm for East Bay	MAIN	SBIPO	1	Descr Only Item	TEST SBI AND GLN	MISC

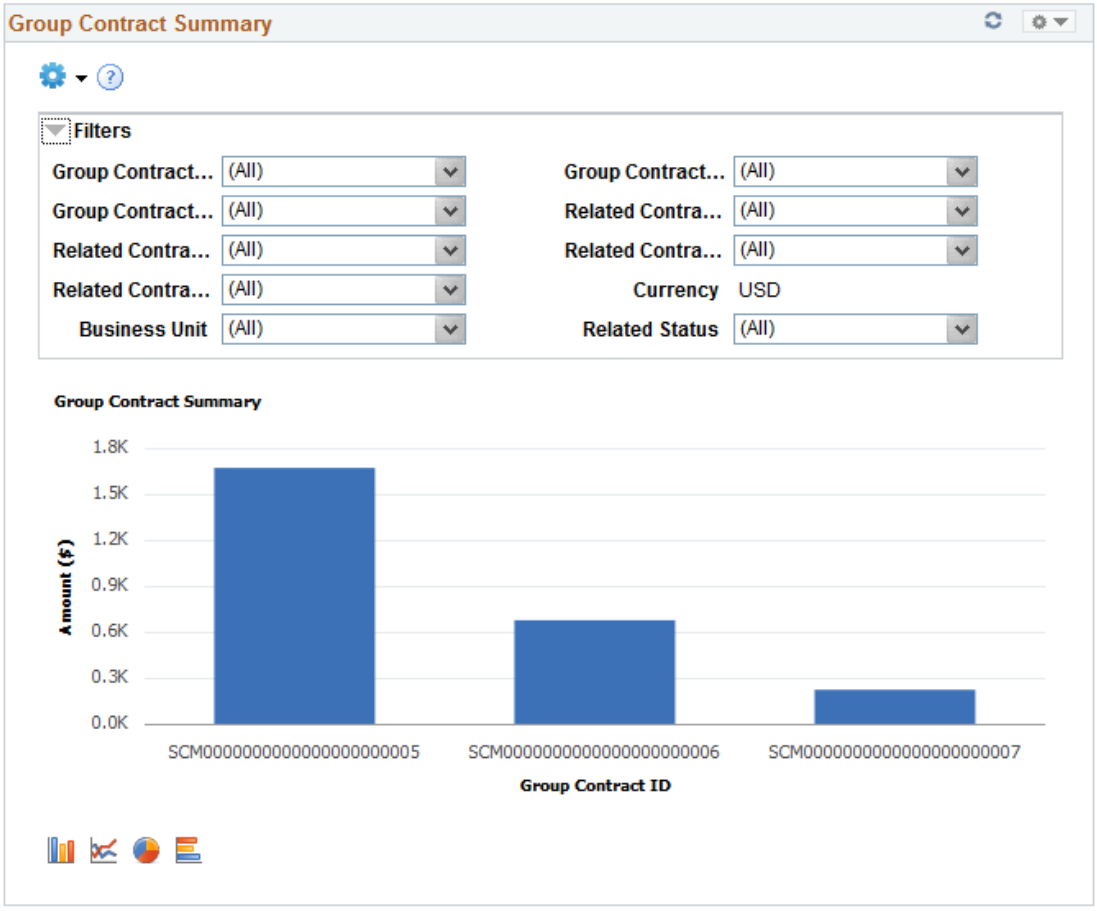
Group Contract Summary Pagelet

The Group Contract Summary pagelet displays a Pivot Grid in chart only mode.

Use the Group Contract Summary page to display the total PO spend amount for each Group Contract.

This example illustrates the fields and controls on the Group Contract Summary page (1 of 4).

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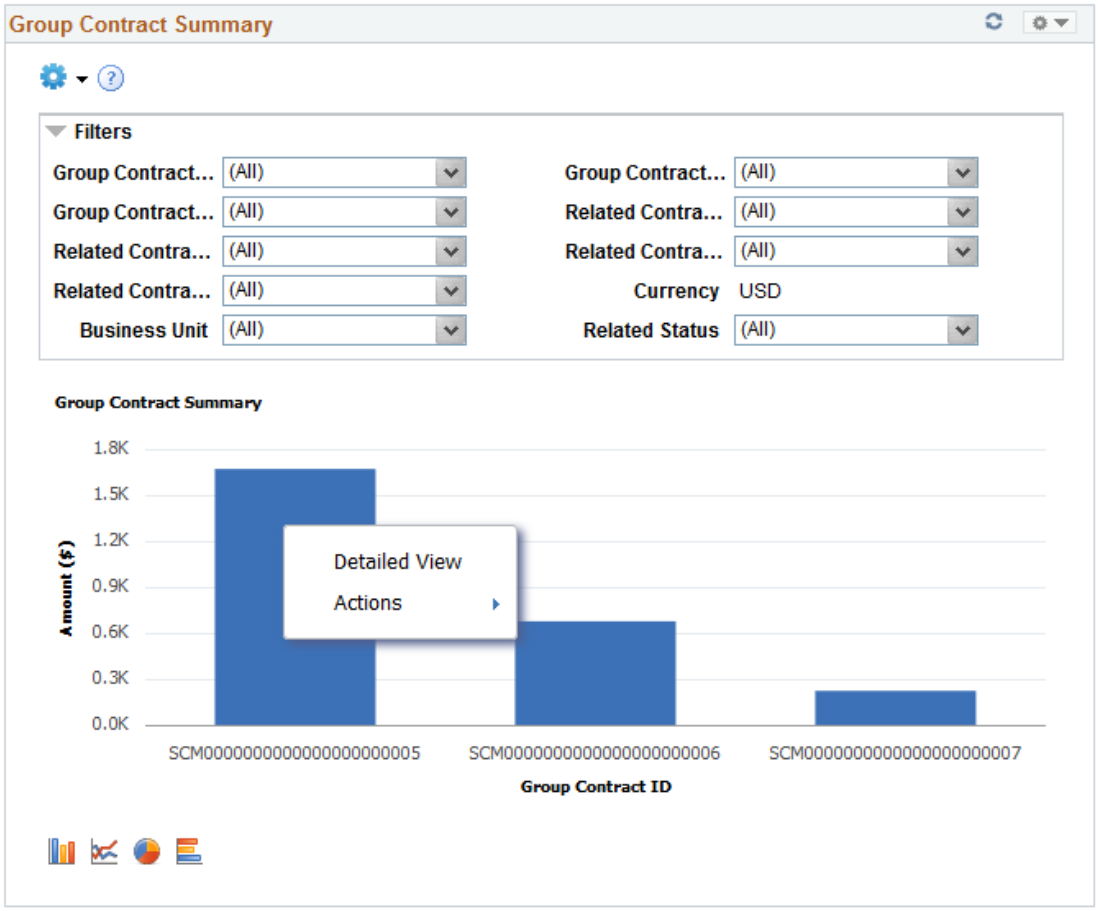


Users can select from a range of data using field prompts, filter data by selecting specific facets values.

Users can click on a bar on the graph and click on the Detailed View to access the Pivot Grid Drilldown page. The page will help the user to see the details that represent the graph.

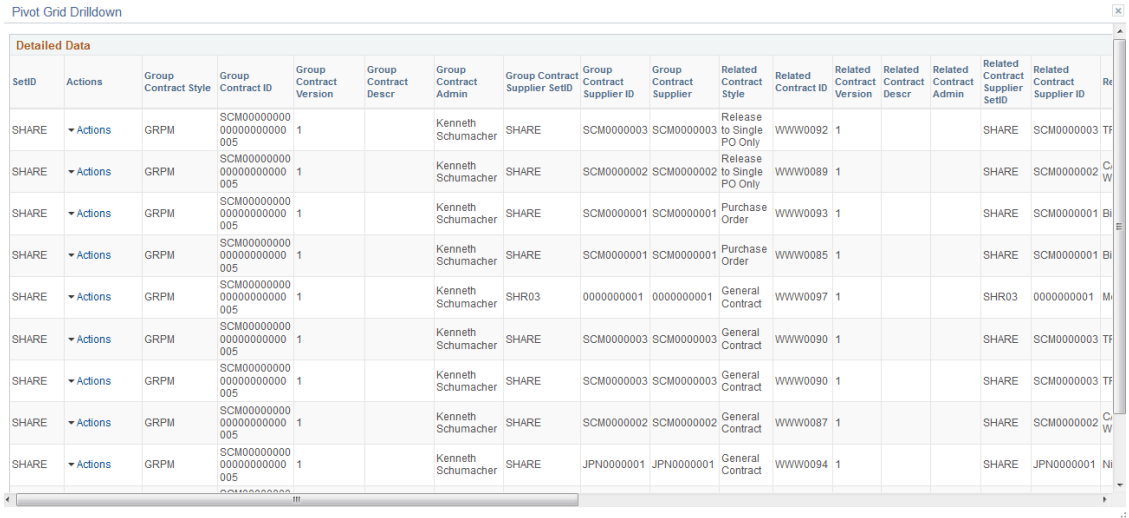
This example illustrates the fields and controls on the Group Contract Summary page (2 of 4).

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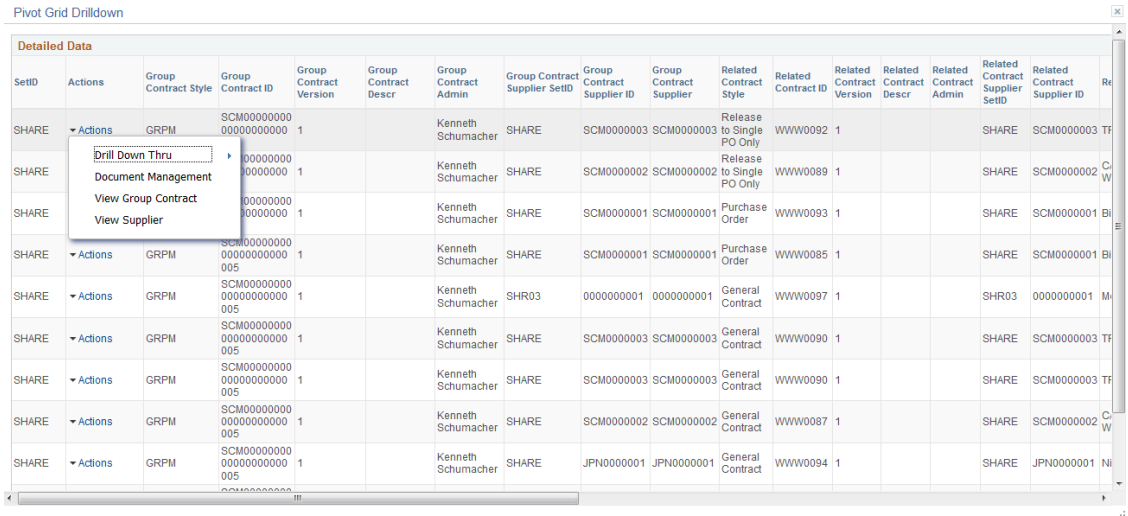
From the Detailed View, a user can use the Actions drop down option to view the related actions for the Group Contracts.

This example illustrates the fields and controls on the Group Contract Summary page (3 of 4). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Group Contract Summary page (4 of 4). You can find definitions for the fields and controls later on this page.



SetID	Actions	Group Contract Style	Group Contract ID	Group Contract Version	Group Contract Descr	Group Contract Admin	Group Contract Supplier SetID	Group Contract Supplier ID	Group Contract Supplier	Related Contract Style	Related Contract ID	Related Contract Version	Related Contract Descr	Related Contract Admin	Related Contract Supplier SetID	Related Contract Supplier ID	Re
SHARE	Actions	GRPM	SCM00000000 00000000000	1		Kenneth Schumacher	SHARE	SCM0000003	SCM0000003	Release to Single PO Only	WWW0092	1			SHARE	SCM0000003	TF
SHARE			00000000 00000000	1		Kenneth Schumacher	SHARE	SCM0000002	SCM0000002	Release to Single PO Only	WWW0089	1			SHARE	SCM0000002	C W
SHARE			00000000 00000000	1		Kenneth Schumacher	SHARE	SCM0000001	SCM0000001	Purchase Order	WWW0093	1			SHARE	SCM0000001	Bi
SHARE	Actions	GRPM	SCM00000000 00000000000 005	1		Kenneth Schumacher	SHARE	SCM0000001	SCM0000001	Purchase Order	WWW0085	1			SHARE	SCM0000001	Bi
SHARE	Actions	GRPM	SCM00000000 00000000000 005	1		Kenneth Schumacher	SHR03	0000000001	0000000001	General Contract	WWW0097	1			SHR03	0000000001	M
SHARE	Actions	GRPM	SCM00000000 00000000000 005	1		Kenneth Schumacher	SHARE	SCM0000003	SCM0000003	General Contract	WWW0090	1			SHARE	SCM0000003	TF
SHARE	Actions	GRPM	SCM00000000 00000000000 005	1		Kenneth Schumacher	SHARE	SCM0000003	SCM0000003	General Contract	WWW0090	1			SHARE	SCM0000003	TF
SHARE	Actions	GRPM	SCM00000000 00000000000 005	1		Kenneth Schumacher	SHARE	SCM0000002	SCM0000002	General Contract	WWW0087	1			SHARE	SCM0000002	C W
SHARE	Actions	GRPM	SCM00000000 00000000000 005	1		Kenneth Schumacher	SHARE	JPN0000001	JPN0000001	General Contract	WWW0094	1			SHARE	JPN0000001	Ni

Users can click on the Drill down thru and Group Contract Detail , and the Group Contract Detail pagelet will appear in a new window. Related action will take the user to the Group Contract component to view additional information about the group contract.

The Action drop down also displays the following options:

- Document Management. — Click to access the Document Management page for the selected contract.
- View Group Contract — Displays the Group Contracts
- View Supplier.- Click to access the Supplier Inquiry page for the selected procurement contract.

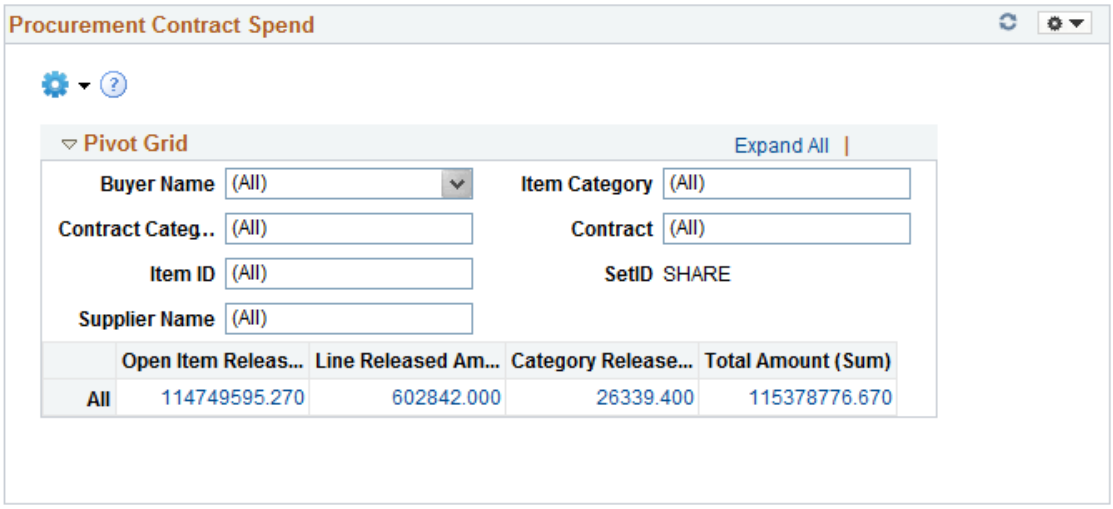
For Group Contract Detail seeGroup Contract Detail Page

Procurement Contract Spend Pagelet

Access the Procurement Contract Spend pagelet.

This example illustrates the fields and controls on the Procurement Contract Spend pagelet (1 of 2).

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This pagelet displays contract release amounts from a contract perspective. Every active contract is included, but only released lines and categories within those contracts are included.

Click on a Contract Amount for Detailed View of the data.

This example illustrates the fields and controls on the Procurement Contract Spend pagelet (2 of 2).

Pivot Grid Drilldown

Detailed Data

SetID	Actions	Contract	Contract Version	Description	Contract Status	Master Contract	Supplier SetID	Supplier	Supplier Name	Supplier Contract Ref	Begin Date	Expire Date
SHARE	Actions	000000000000000000000009	1	Camping equipment	Approved	0000000004	SHARE	SCM0000003	TRAILBLAZERS		2000-07-10	2015-12-31
SHARE	Actions	000000000000000000000010	1	Camping equipment	Approved		SHARE	SCM0000002	CAMPER'S WAREHOUSE		2000-07-10	2015-06-30
SHARE	Actions	000000000000000000000011	1	Limited Time Offer	Approved		SHARE	SCM0000002	CAMPER'S WAREHOUSE		2000-07-10	
SHARE	Actions	000000000000000000000011	1	Limited Time Offer	Approved		SHARE	SCM0000002	CAMPER'S WAREHOUSE		2000-07-10	
SHARE	Actions	000000000000000000000012	1	Bicycle parts	Open		SHARE	SCM0000001	BIKE SHOP		2000-07-10	
SHARE	Actions	000000000000000000000013	1	Bicycle Parts	Approved		SHARE	SCM0000001	BIKE SHOP		2000-07-11	2000-12-31
SHARE	Actions	000000000000000000000016	1		Approved		SHARE	SCM0000001	BIKE SHOP		2001-04-17	
SHARE	Actions	000000000000000000000016	1		Approved		SHARE	SCM0000001	BIKE SHOP		2001-04-17	
SHARE	Actions	000000000000000000000016	1		Approved		SHARE	SCM0000001	BIKE SHOP		2001-04-17	
SHARE	Actions	000000000000000000000017	1		Open		SHARE	USA0000037	Anderson Consulting		2003-02-26	

Registration Status Pagelet

Access the Registration Status pagelet.

The Registration Status pagelet gives you a graphical representation of suppliers or bidders registered in the system.

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This example illustrates the fields and controls on the Registration Status Pagelet.



Click on the graph and then click **Detailed View** to view more details about the supplier. You can also drill down by Registration ID and Supplier Short Name.

From the Detailed View, click **Registration Status** under the Actions column to navigate to the Manage Request Approval page for more information about the supplier.

This example illustrates the fields and controls on the Registration Status.

Pivot Grid Drilldown

Detailed Data — Personalize | Find | View All | | First 1-4 of 4 Last

SetID	Actions	Registration ID	Registration Type	Supplier Short Name	Approval Status
SHARE	Actions	0000000004	Supplier	BLUE SKY	Pending Approval
SHARE	Actions	0000000003	Supplier	LAKEVIEW	Pending Approval
SHARE	Actions	0000000002	Supplier	GREYSTONE	Pending Approval
SHARE	Actions	0000000001	Supplier	HILLTOP	Pending Approval

Return

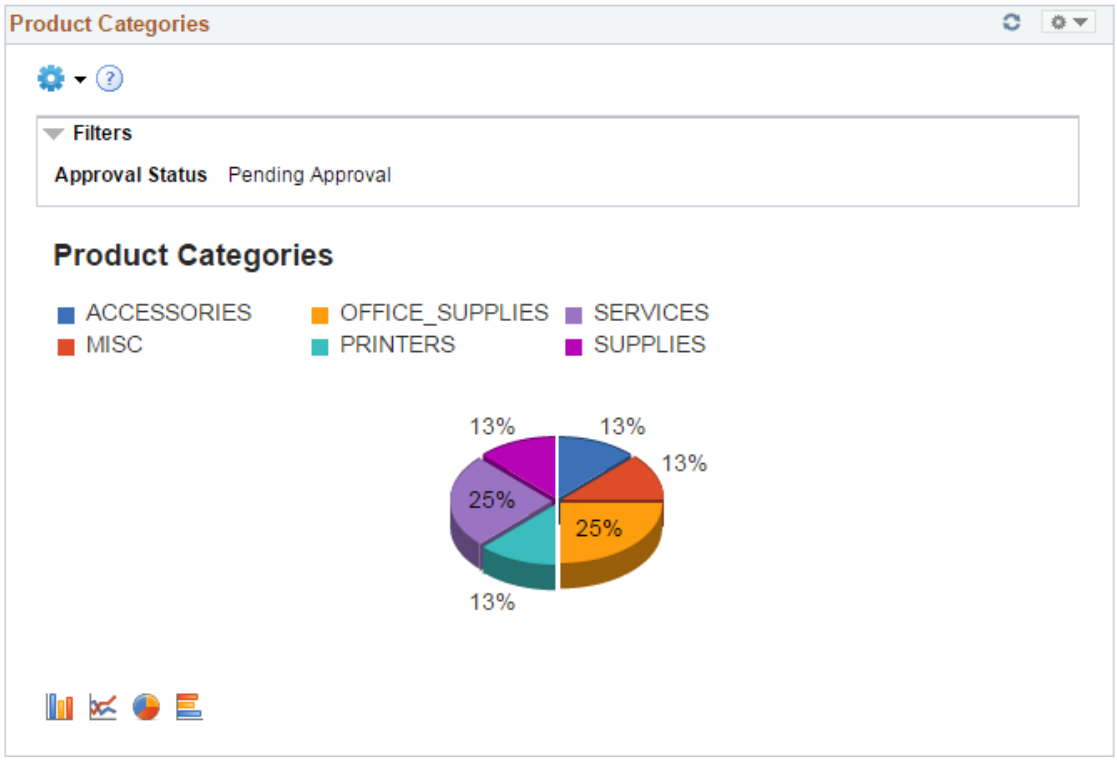
Product Categories Pagelet

Access the Product Categories pagelet.

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The Product Categories pagelet displays the Product categories selected during the registration process.

This example illustrates the fields and controls on the Product Categories Pagelet.



Click on the graph and then click **Detailed View** to view more details about the product category. You can also drill down by Supplier, SetID, Date Registered, Registration ID, and Supplier Short Name.

From the Detailed View, click **Onboarding Status** under the Actions column to navigate to the Manage Request Approval page for more information.

This example illustrates the fields and controls on the Product Categories.

Pivot Grid Drilldown

Detailed Data — Personalize | Find | View All | | First 1-2 of 2 Last

SetID	Actions	Registration ID	Category Code	Supplier Short Name	Date Registered	Category Count	Approval Status
SHARE	Actions	0000000004	SERVICES	BLUE SKY	2012-10-29-17.57.52.000000	1	Pending Approval
SHARE	Actions	0000000001	SERVICES	HILLTOP	2012-09-06-17.14.29.000000	1	Pending Approval

Return

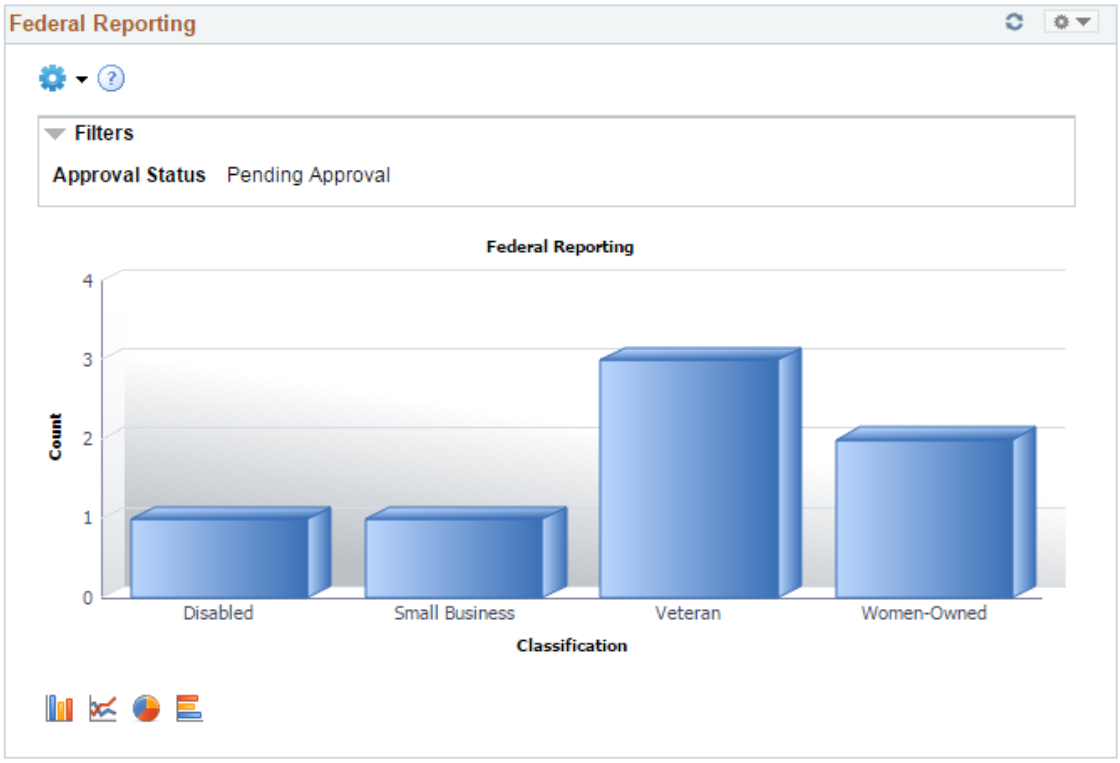
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Federal Reporting Pagelet

Access the Federal Reporting pagelet.

The Federal Reporting pagelet displays the classification information selected during the registration process.

This example illustrates the fields and controls on the Federal Reporting.



Click on the graph and then click **Detailed View** to view more details about the registration. You can also drill down by Bidder, SetID, Registration ID, and Supplier Short Name.

From the Detailed View, click **Onboarding Status** under the Actions column to navigate to the Manage Request Approval page for more information.

This example illustrates the fields and controls on the Federal Reporting Pivot Grid.

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Pivot Grid Drilldown

Detailed Data Personalize | Find | View All | | First 1-3 of 3 Last

SetID	Actions	Registration ID	Supplier Short Name	Classification	Date Created	Count	Approval Status
SHARE	Actions	0000000004	BLUE SKY	Veteran	2012-10-29-17.57.52.000000	1	Pending Approval
SHARE	Actions	0000000003	LAKEVIEW	Veteran	2012-10-29-17.52.42.000000	1	Pending Approval
SHARE	Actions	0000000002	GREYSTONE	Veteran	2012-10-29-17.47.23.000000	1	Pending Approval

Return

Change Request Aging Pagelet

The Change Request Aging pagelet displays a pivot grid which displays the aging breakout of the change requests in pending status.

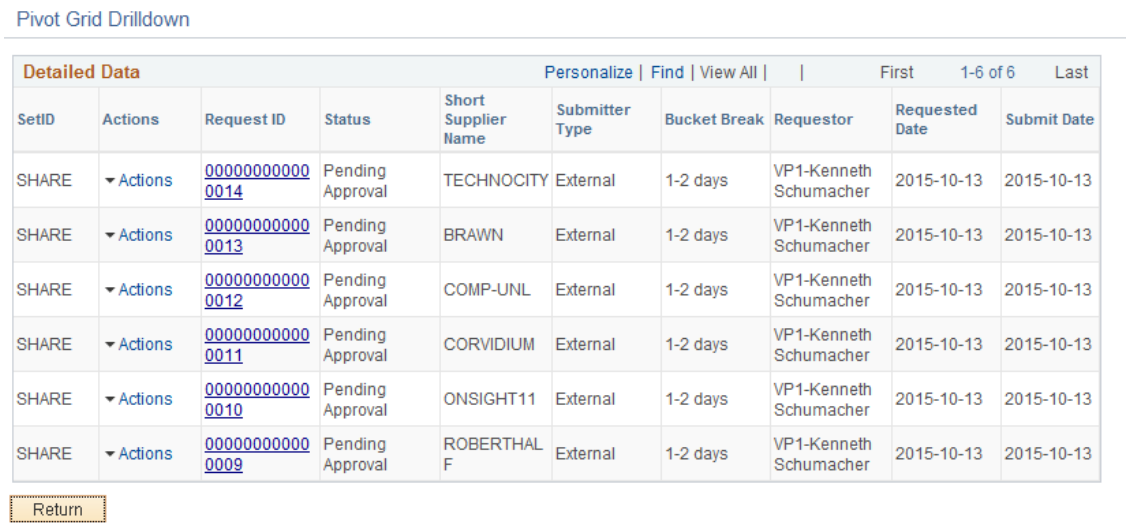
This example illustrates the fields and controls on the Change Request Aging Chart.



Click on the graph and then click **Detailed View** to view all the change request transactions that represent the chart. You can also drill down by Submit Date, Requestor, and Short Supplier Name.

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This example illustrates the fields and controls on the Change Request Aging Grid.


Pivot Grid Drilldown

Detailed Data — Personalize | Find | View All | | First 1-6 of 6 Last

SetID	Actions	Request ID	Status	Short Supplier Name	Submitter Type	Bucket Break	Requestor	Requested Date	Submit Date
SHARE	Actions	000000000000014	Pending Approval	TECHNOCITY	External	1-2 days	VP1-Kenneth Schumacher	2015-10-13	2015-10-13
SHARE	Actions	000000000000013	Pending Approval	BRAWN	External	1-2 days	VP1-Kenneth Schumacher	2015-10-13	2015-10-13
SHARE	Actions	000000000000012	Pending Approval	COMP-UNL	External	1-2 days	VP1-Kenneth Schumacher	2015-10-13	2015-10-13
SHARE	Actions	000000000000011	Pending Approval	CORVIDIUM	External	1-2 days	VP1-Kenneth Schumacher	2015-10-13	2015-10-13
SHARE	Actions	000000000000010	Pending Approval	ONSIGHT11	External	1-2 days	VP1-Kenneth Schumacher	2015-10-13	2015-10-13
SHARE	Actions	000000000000009	Pending Approval	ROBERTHALF	External	1-2 days	VP1-Kenneth Schumacher	2015-10-13	2015-10-13

Return

From the Detailed View, the **View Approval Information** option is available under the Actions column for those transactions that are not approved. Click **View Approval Information** to navigate to the Manage Request Approval page and view more details about the transaction. The **Request ID** column has a link to the View History page for the transaction.

The Prompt page for the pivot grid includes a time range selection based on the last updated date.

The Charting Options for the pivot grid includes chart filter selection options for Bucket Break, Requestor, Short Supplier Name, Submit Date, and Submitter Type.

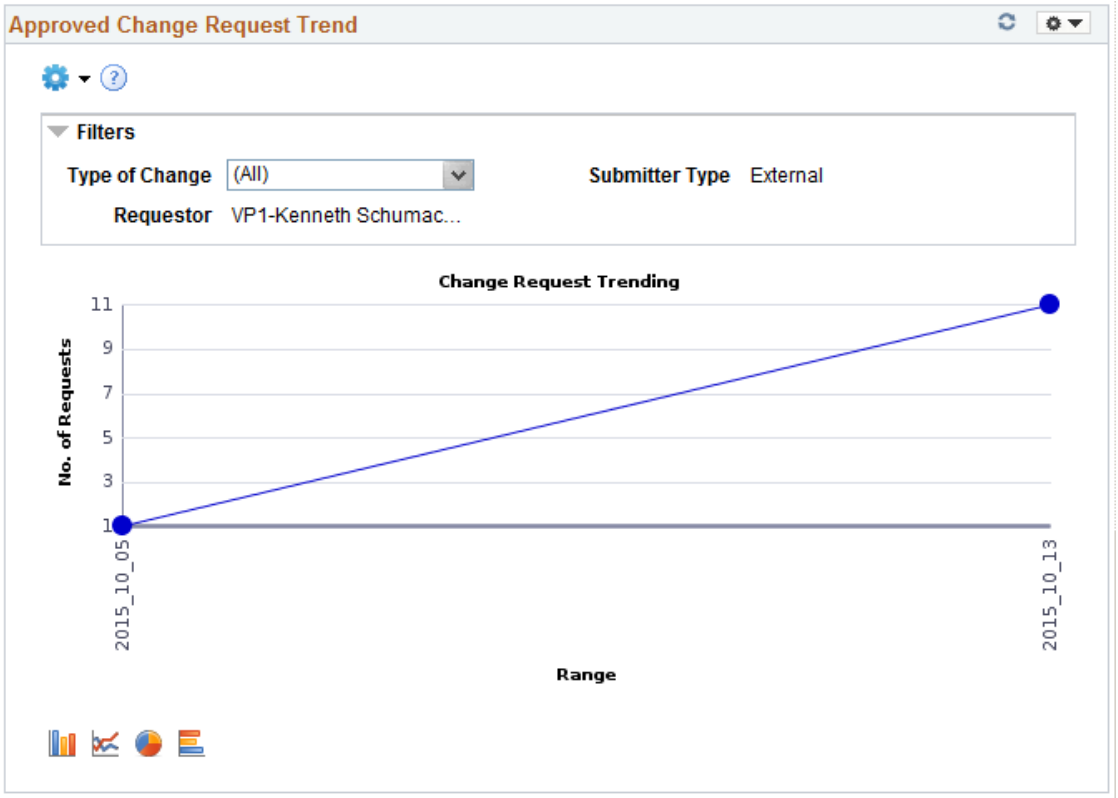
Approved Change Request Trend Pagelet

The Approved Change Request Trend pagelet displays change request information across a time period. Only approved transactions are included in the change request trending data.

Trends are available by day, week, month, or quarter. By default, the chart displays all the changes. Users can filter to view either supplier or employee-submitted requests.

This example illustrates the fields and controls on the Approved Change Request Trend Chart.

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When you click on a point on the line of the graph, the pivot grid displays detailed information. Click the **Request ID** link to navigate to the View History page and view more details about the transaction.

This example illustrates the fields and controls on the Approved Change Request Trend Grid.

Pivot Grid Drilldown

Detailed Data — Personalize | Find | View All | First 1 of 1 Last

SetID	Request ID	Type of Change	Attribute Level	Status	Short Supplier Name	Submitter Type	Trend Interval	Range	Requestor	Requested Date	Submit Date
SHARE	0000000000000008	Company Profile	Company Profile	Approved	NISHIMURA	External	Daily	2015-10-05	VP1-Kenneth Schumacher	2015-10-05	2015-10-05

Return

The Prompt page for the pivot grid includes a time range selection (based on last updated date), and a trend interval. The default option for **Trend interval** is set as *Daily*.

The Charting Options for the pivot grid includes chart filter selection options for Date Range, Requestor, Set ID, Short Supplier Name, Submit Date, Submitter Type, and Type of Change.

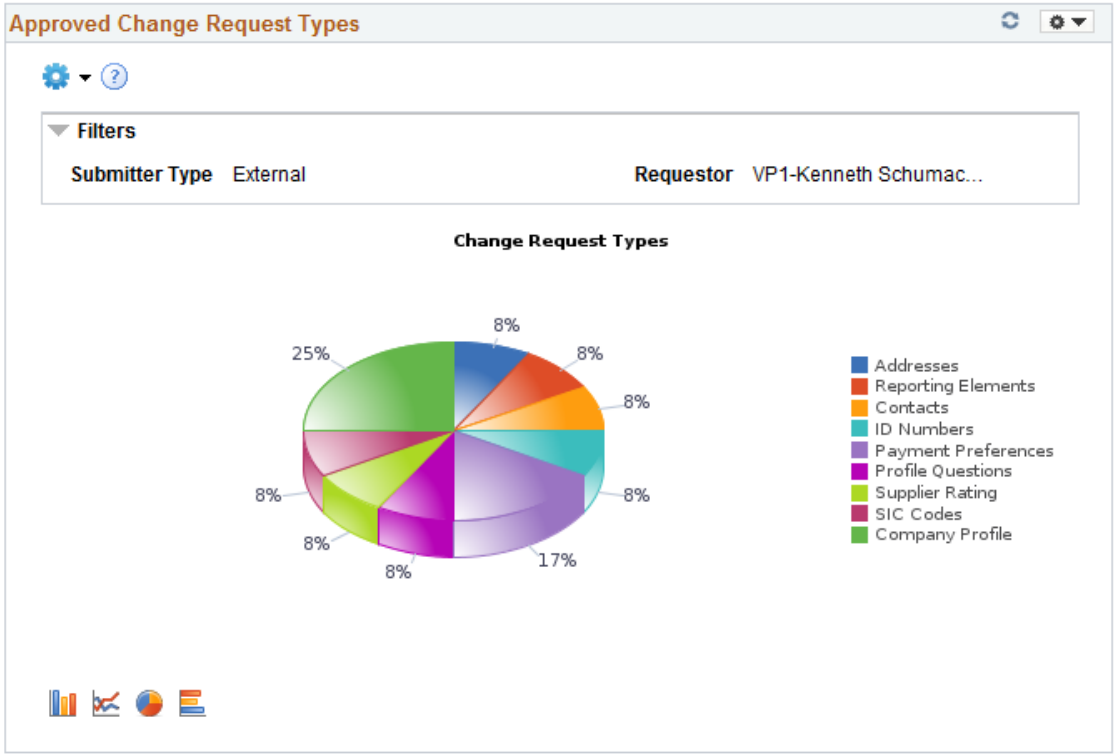
Approved Change Request Types Pagelet

The Approved Change Request Types pagelet displays approved requests and represented by groups.

When a single change requests includes multiple types of changes, each change type will be counted separately. For example, if a change request includes a change to address and a change to contacts, the changes will be reflected in both the change types.

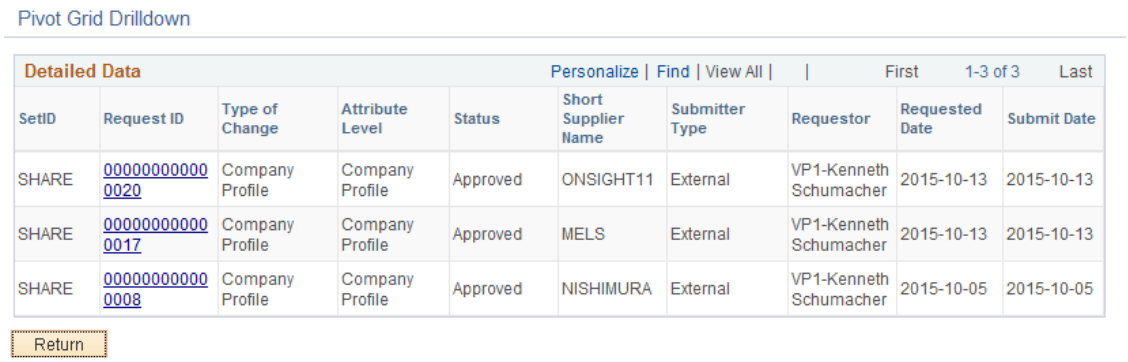
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This example illustrates the fields and controls on the Approved Change Request Types Chart.



Click on the graph, and then click **Detailed View** to view all the change request transactions that represent the chart. You can also drill down by Submit date, Set ID, Short Supplier Name.

This example illustrates the fields and controls on the Approved Change Request Types Pivot Grid.



From the Detailed View, click the **Request ID** link to navigate to the View History page and view more information about the transaction.

The Prompt page for the pivot grid includes a time range selection based on the last updated date.

The Charting Options for the pivot grid includes chart filter selection options of Requestor, Set ID, Short Supplier Name, Submit Date, Submitter Type, and Type of Change.

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For additional information about pivot grids, see: *PeopleSoft Application Fundamentals*, Using the WorkCenter for Financial and Supply Chain Applications.

See the product documentation for *PeopleTools: Pivot Grid*

Viewing Pagelet Details

Pages Used to View Pagelet Details

Page Name	Definition Name	Usage
Search Dispatched Purchase Orders Page	SRM_DB_SRCH_DSPO	Select dispatched purchase orders search criteria.
Overdue PO Schedule Analysis Pagelet	SRM_DB_SRCH_ODPO	Select overdue purchase orders search criteria.
PO Acknowledgement Status Pagelet	SRM_DB_SRCH_POAS	Select purchase order acknowledgements search criteria.
Requisitions to be Sourced Pagelet	SRM_DB_SRCH_RTBS	Select requisitions to be sourced search criteria.
Review ASN Pagelet	SRM_DB_SRCH_RASN	Select advanced shipping receipts search criteria.
Filter Results Page	SRM_DB_FLTR_TMPLT	View the results of the search criteria that was entered on the Search page. The data that appears on this page is different depending on the search criteria you enter.
Live Sourcing Events Pagelet	AUC_LIVE_EVNT_PGLT	View all the sourcing event information for a buyer.
Spend By Category Pagelet	SRM_DB_CAT_VND_ALL	View all the spend by category information for a buyer.
Spend By Supplier Pagelet	SRM_DB_CAT_VND_ALL	View all the spend by supplier information for a buyer.
Manager Spend By Category Pagelet	SRM_DB_CAT_VND_ALL	View all the manager spend by category information for a manager.
Manager Spend by Supplier Page	SRM_DB_CAT_VND_ALL	View all the manager spend by supplier information for a manager.
ASN History - Line Details Page	PO_SSASN_LNHIST	View the ASN information. See Review ASN Pagelet
Requisition Details Page	PV_REQ_PO_DTLS	View the requisition details. This page appears when you have PeopleSoft eProcurement and PeopleSoft Purchasing installed in your environment. See Requisitions to be Sourced Pagelet

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Page Name	Definition Name	Usage
Maintain Requisitions - Requisition Page	REQ_FORM	View the requisition details. This page appears when you have PeopleSoft Purchasing only installed in your environment. See Requisitions to be Sourced Pagelet
Schedule Spend by Period Page	SRM_DB_SRCH_STPO	View and analyze the details of the total schedule spend by period.
Spend by PO Date Page	SRM_DB_SRCH_STPO	View and analyze the details of the total purchase order spend by purchase order date.
Contract Spend by Period Page	SRM_DB_SRCH_STPO	View and analyze the details of the contract spend by period.
Manager Total Schedule Spend Page	SRM_DB_SRCH_STPO	View and analyze the details of the total schedule spend by period for all buyers associated with a manager.
Manager PO Spend by PO Date Page	SRM_DB_SRCH_STPO	View and analyze the details of the total purchase order spend by purchase order date for all buyers associated with a manager.
Manager PO Contract Spend Page	SRM_DB_SRCH_STPO	View and analyze the details of the purchase order contract spend for all buyers associated with a manager.
View Spend by Category Page	SRM_DB_SRCH_CATSP	View and analyze the details of the total spend by category. See Spend By Category Pagelet
Manager Spend by Category Page	SRM_DB_SRCH_CATSP	View and analyze the details of the total spend by category for all buyers associated with a manager.
Category Spend by Supplier Page	SRM_DB_SRCH_VNDRSP	View and analyze the details of the total category spend by supplier. See Spend By Supplier Pagelet
Manager Spend by Supplier Page	SRM_DB_SRCH_VNDRSP	View and analyze the details of the total spend by supplier for all buyers associated with a manager.
Maintain Purchase Order - Purchase Order Page	PO_LINE	View and maintain the purchase order information. If a user has been granted permission to update purchase orders, they will access this page. See Filter Results Page

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Page Name	Definition Name	Usage
Add/Update Contracts - Contract Page	CNTRCT_HDR	View contract information. This page will appear if PeopleSoft Supplier Contracts is not installed in your environment. See Contract Spend by Period Page
Contract Page	CS_CNTRCT_HDR	View contract information. This page will appear if PeopleSoft Supplier Contracts is installed in your environment. See Contract Spend by Period Page

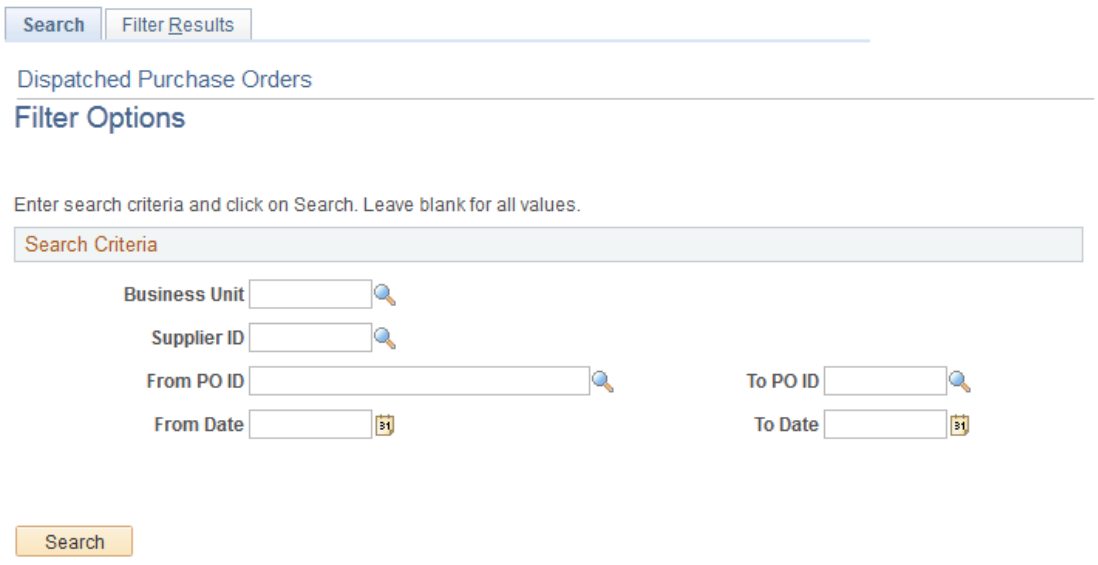
Search Dispatched Purchase Orders Page

Use the Search (dispatched purchase orders) page (SRM_DB_SRCH_DSPO) to select dispatched purchase orders search criteria.

Navigation:

Click the **Show All/Enhanced Link** on the Dispatched Purchase Orders pagelet.

This example illustrates the fields and controls on the Search (dispatched purchase orders) page. You can find definitions for the fields and controls later on this page.



The Search pages that you can access from several SRM Dashboard pagelets all function basically the same. You select search criteria on the page and then click the **Search** button. The system retrieves and displays the results of the search on the Filter Results page. The only difference in the various search pages is in the data that you can choose to search on. For example, you can search by purchase order on the Search (dispatched purchase orders) page. Whereas you can search by requisition on the Search (requisitions to be sourced) page.

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Field or Control	Description
Business Unit	Select a business unit that is associated with the buyers reporting entity.

> **Note**
>
> For all other search criteria fields **(Supplier ID, From PO ID,** and so on) the system will make available for selection the full list of values that are associated with the entered business unit and SetID fields in the Search Criteria group box.

Filter Results Page

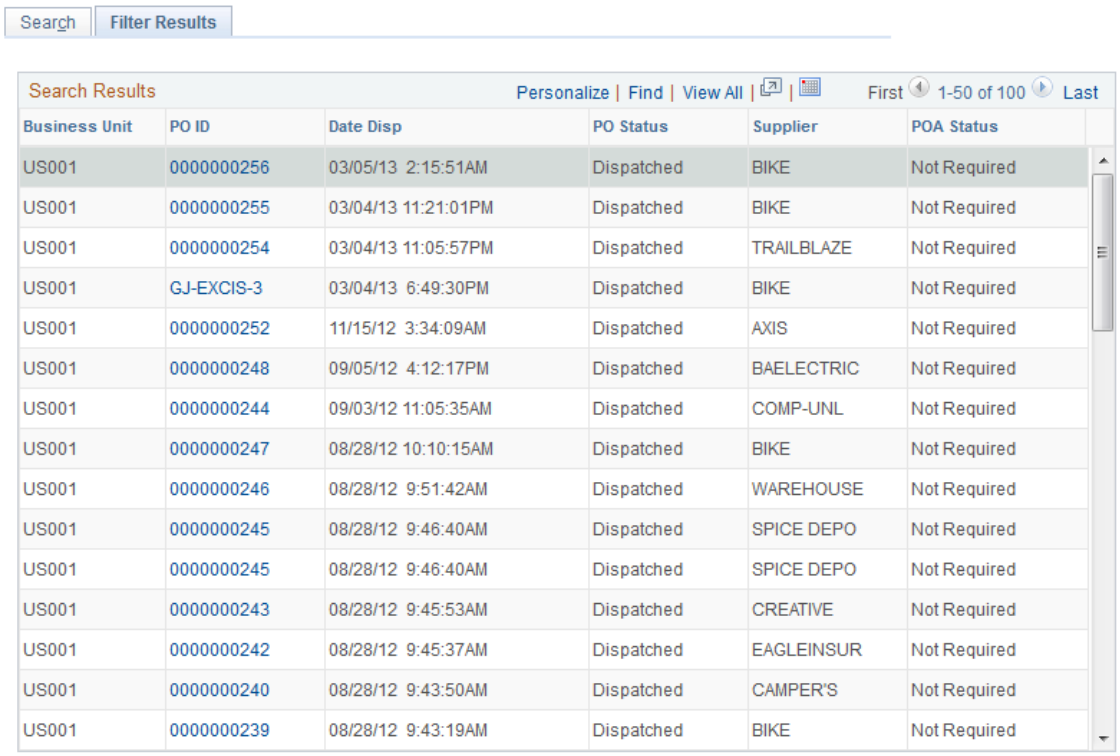
Use the Filter Results page (SRM_DB_FLTR_TMPLT) to view the results of the search criteria that was entered on the Search page.

The data that appears on this page is different depending on the search criteria you enter.

Navigation:

Select search criteria and then click the **Search** button on any of the Search pages accessed from the SRM Dashboard pagelets. The pagelets that access a search page are: Dispatched Purchase Orders, Overdue Purchase Orders, PO Acknowledgement Status, Requisitions to be Sourced, and Review ASN.

This example illustrates the fields and controls on the Filter Results page (dispatched purchase orders).



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To access the Maintain Purchase Order - Purchase Order Page, click the **PO ID** link on the Filter Results, Schedule Spend by Period, Spend by PO Date, Contract Spend by Period, View Spend by Category, Category Spend by Supplier, Manager Total Schedule Spend, Manager PO Spend by PO Date, Manager PO Contract Spend, Manager Spend by Category, and the Manager Spend by Supplier pages.

> **Note**
>
> You access this Filter Results page from all the different Search pages. The information that appears on this page will be different depending on the search criteria you selected on any one of the Search pages.

Dispatched Purchase Orders Filter Results

The information that displays on the Filter Results page is similar to that which is displayed on the Dispatched Purchase Order pagelet. Additionally, the Business Unit field for each purchase order is included. The inclusion of this field is helpful when a buyer is responsible for multiple business units purchases.

See Dispatched Purchase Orders Pagelet.

Overdue Purchase Orders Filter Results

The information that displays on the Filter Results page is similar to that which is displayed on the Overdue Purchase Orders pagelet. Additionally, the Business Unit, Item Name, and Open Qty fields are included.

See Overdue PO Schedule Analysis Pagelet.

PO Acknowledgements Filter Results

The information that displays on the Filter Results page is similar to that which is displayed on the PO Acknowledgement Status pagelet. Additionally, the Business Unit field for each purchase order is included. The inclusion of this field is helpful when a buyer is responsible for multiple business units purchases.

See PO Acknowledgement Status Pagelet.

Requisitions to be Sourced Filter Results

The information that displays on the Filter Results page is similar to that which is displayed on the Requisitions to be Sourced pagelet. Additionally, the Business Unit field for each purchase order is included. The inclusion of this field is helpful when a buyer is responsible for multiple business units purchases.

See Requisitions to be Sourced Pagelet.

Advanced Shipping Receipts Filter Results

The information that displays on the Filter Results page is similar to that which is displayed on the Review ASN pagelet. Additionally, the Business Unit field for each purchase order is included. The inclusion of this field is helpful when a buyer is responsible for multiple business units purchases.

See Review ASN Pagelet.

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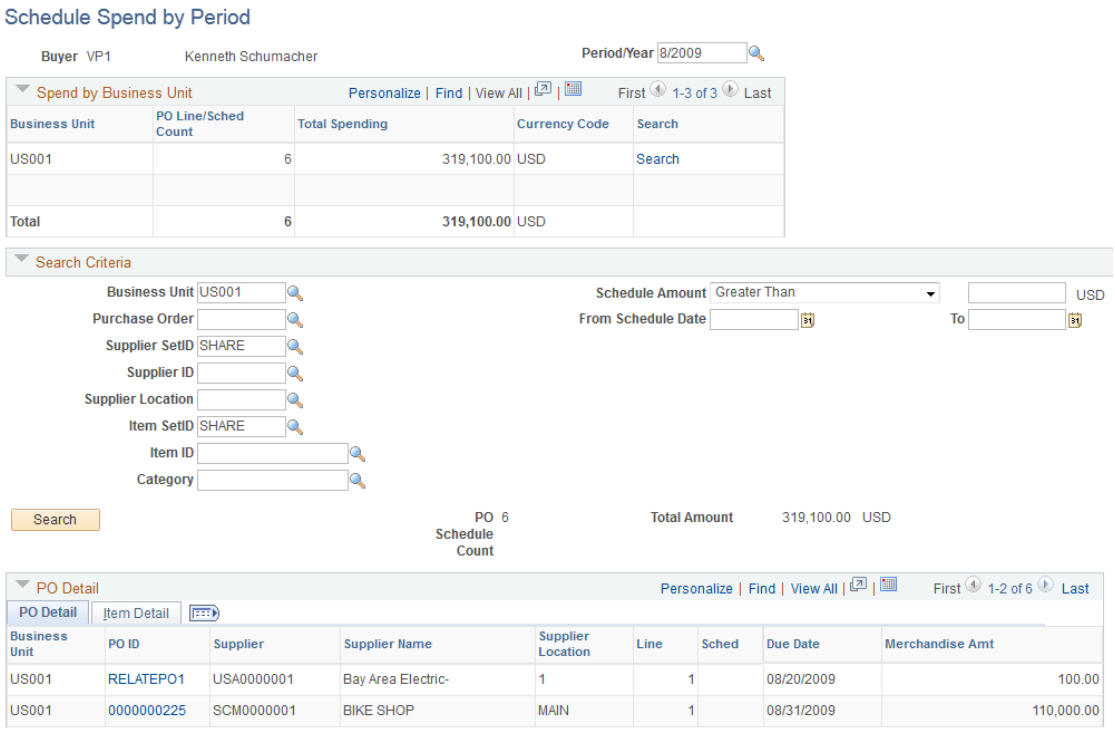
Schedule Spend by Period Page

Use the Schedule Spend by Period page (SRM_DB_SRCH_STPO) to view and analyze the details of the total schedule spend by period.

Navigation:

Click a bar graph on the Total Schedule Spend by Period pagelet.

This example illustrates the fields and controls on the Schedule Spend by Period page. You can find definitions for the fields and controls later on this page.



When you first access this page, data only displays in the Spend by Business Unit section of the page. The Search Criteria, and PO Detail sections are collapsed and no data displays in those sections.

Field or Control	Description
Period/Year	When you access this page, the period/year from the bar graph selected will display. You can select another available period and year. If you select another period and year from the results of the look up, the system will retrieve and display the respective purchase order schedule summary information in the Spend by Business Unit section of the page.

Spend by Business Unit

In this section of the page, the information used to build the bar graph displays.

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Field or Control	Description
Business Unit	Displays the business units that make up the spend amount for this period.
PO Line/Sched Count (purchase order line/ schedule count)	Displays the number of purchase order schedules for the business unit for this period.
Total Spending and **Currency Code**	Displays the total spend amount and currency for this business unit and purchase order schedules for this period. The currency reported is always in the buyers currency as specified on the buyers reporting entity.
Search	Click this link to have the system display the purchase order details in the PO Detail section of the page for this business unit and spend amount. The number of lines that display in the PO Detail section of page is based on the Max Number of Rows in Scrolls field that you define on the Purchasing installation page. The system will select that number of rows to display but will give a warning message to the user if there are more than that number of rows retrieved in the search. **Note:** To ensure the number of rows selected will fit in the scroll area of the PO Detail section, you can refine the selection criteria. You can either click this **Search** link or specify search criteria and then click the **Search** button to populate the PO Detail section of the page.
Total	At the bottom of the grid a total line appears that displays the sum of all the columns in the grid.

Search Criteria

Select one or a multiple of the search criteria fields to refine the purchase order details that appear in the PO Detail section of the page. After you entered your selections in the criteria fields, click the **Search** button to have the data that matches the search criteria display in the PO Detail section of the page.

Field or Control	Description
Business Unit	Select a purchasing business unit that is associated with the reporting entity for the buyer. If no business unit is entered, all business units for the buyer who's purchase orders match the remaining criteria will be displayed.
Purchase Order	Select a purchase order. All purchase orders that are associated with the business unit are available for selection.
Supplier SetID and **Supplier ID**	Select a supplier SetID and supplier ID. All supplier IDs are available for selection. If the supplier you select is not referenced on a purchase order for the time period, no purchase orders will display.

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Field or Control	Description
Supplier Location	Select a supplier location for the supplier ID selected. This enables you to view only those schedule for a particular supplier and location. If no supplier location is selected, all schedules for the supplier within the period will be displayed.
Item ID	Select an item ID. All item IDs are available for selection. If there are no purchase orders for that item within the period selected, no purchase orders will display.
Schedule Amount	You can refine your search by selecting a schedule whose amount is greater or less than a certain monetary amount. When this option is selected, you enter an amount in the currency specified on the reporting entity tied to the buyer (which is displayed next to the amount field). Search options are: • *Equal* • *Greater Than* • *Greater Than OR Equal* • *Less Than* • *Less Than OR Equal*
From Schedule Date and **To Schedule Date**	Enter a schedule date range. If a date range is entered that is not within the period range no purchase orders will be displayed.
Category	Select a category. All categories are available for selection. If there are no purchase orders for that category within the period selected, no purchase orders will display.

PO Detail

This section of the page displays the purchase order detail information and the item detail information for the search criteria you select. This scroll area of the grid is sorted by due date in descending order. This information can be all or a portion of the specific details that make up the total schedule spend by a particular period. The **Max Number of Rows in Scrolls** field setting that you define on the Purchasing installation page determines how many rows will display in the PO Detail grid. The system will select that number of rows to display but will give a warning message to the user if there are more than that number of rows retrieved. For example, the system might retrieve 20 rows of data for the search criteria you entered. But if the Max Number of Rows in Scrolls field is set to 10, then only 10 rows will display in the grid. Even though 20 rows of data are available.

> **Note**
>
> To ensure the number of rows selected will fit in the scroll area of the PO Detail section, you can refine the search criteria.

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Field or Control	Description
PO Schedule Count	Displays the purchase order schedule count for the purchase orders that match the search criteria entered. The number of rows that display in the grid may not correspond with the amount of rows retrieved for the search criteria. In this case, the PO Schedule Count is the total count for the search criteria entered not the count of the rows in the grid.
Total Amount	Displays the total amount for the purchase order schedules that match the search criteria entered. The number of rows that display in the grid may not correspond with the amount of rows retrieved for the search criteria. In this case, the Total Amount is the total amount for the search criteria entered not the amount of the rows in the grid.
PO ID (purchase order ID)	Displays the purchase order ID. Click this link to access Maintain Purchase Order - Purchase Order page. Use this page to view or maintain all of the details of the purchase order. See PeopleSoft Purchasing: Understanding the Purchase Order Business Process.

Spend by PO Date Page

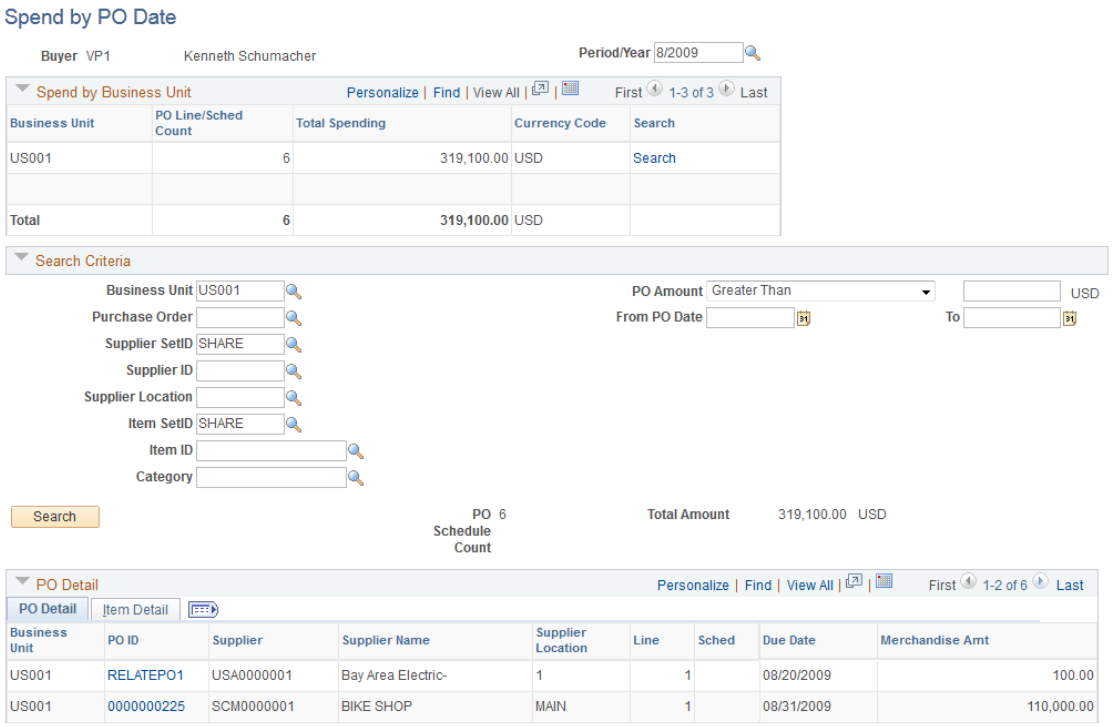
Use the Spend by PO Date page (SRM_DB_SRCH_STPO) to view and analyze the details of the total purchase order spend by purchase order date.

Navigation:

Click a bar graph on the Total PO Spend by PO Date pagelet.

This example illustrates the fields and controls on the Spend by PO Date page.

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This page functions the same as the Schedule Spend by Period page except for a few differences. This page will display a breakdown by business unit summarizing the number of purchase order schedules and total purchase order amount for the period selected.

The primary difference in the function of this page from the Schedule Spend by Period page is that monetary amounts are summarized based on the PO date rather than the line/schedule date. You can enter a search criteria by purchase order amount rather than schedule amount.

See Schedule Spend by Period Page.

Contract Spend by Period Page

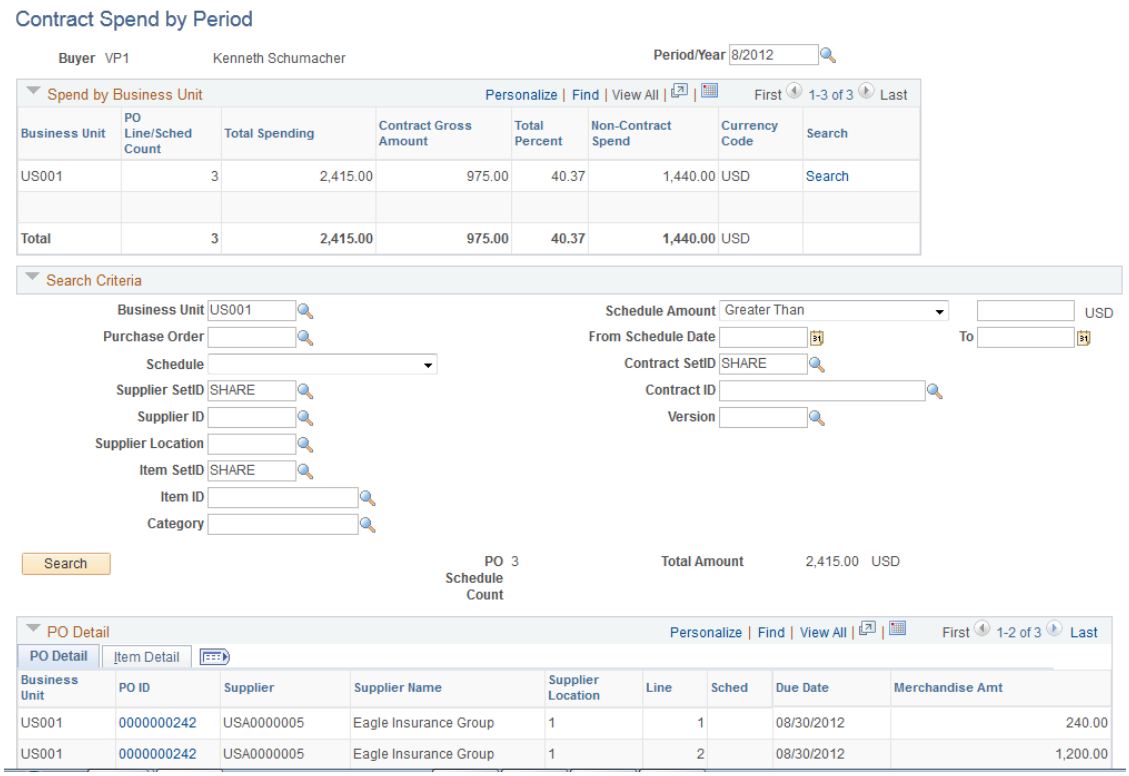
Use the Contract Spend by Period page (SRM_DB_SRCH_STPO) to view and analyze the details of the contract spend by period.

Navigation:

Click a bar graph on the PO Contract Spend by Period pagelet.

This example illustrates the fields and controls on the Contract Spend by Period page.

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To access the Add/Update Contracts - Contract Page,

- Click the **Contract ID** link on the Contract Spend by Period page.
- Click the **Contract ID** link on the Manager PO Contract Spend page.

To access the Contract page,

- Click the **Contract ID** link on the Contract Spend by Period page.
- Click the **Contract ID** link on the Manager PO Contract Spend page.

> **Note**
>
> This page functions the same as the Schedule Spend by Period and the Spend by PO Date pages except for a few differences. Those differences are highlighted in this section.

When you first access this page, data only displays in the Spend by Business Unit section of the page. The Search Criteria, and PO Detail sections are collapsed and no data displays in these sections at this time.

Spend by Business Unit

In this section of the page, the information used to build the bar graph displays.

Field or Control	Description
Contract Gross Amount	Displays the amount of the purchase order spend that pertains to contracts.

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Field or Control	Description
Total Percent	Displays the percentage of the purchase order total spend that pertains to contracts.
Non-Contract Spend	Displays the amount of purchase order spend not associated with a contract.
Total	At the bottom of the grid a total line appears that displays the sum of all the columns in the grid.

Search Criteria

Field or Control	Description
Schedule	Select the type of purchase order schedules you want to display. Option are: • *With Contract* • *Without Contract* Leave this field blank to display lines associated with a contract and those without a contract.
Contract SetID and **Contract ID**	Select a contract SetID and contract ID. All contracts are available for selection. If there are no purchase orders for that contract within the period selected, no purchase orders will display.

PO Detail

This section of the page is similar to the Schedule Spend by Period and Spend by PO Date pages.

Field or Control	Description
Contract ID	Click this link to access the Add/Update Contracts - Contract page. Use this page to view all the details of the contract definition. If Supplier Contracts Management is installed in your environment, this link will access the Contract page in that application.

View Spend by Category Page

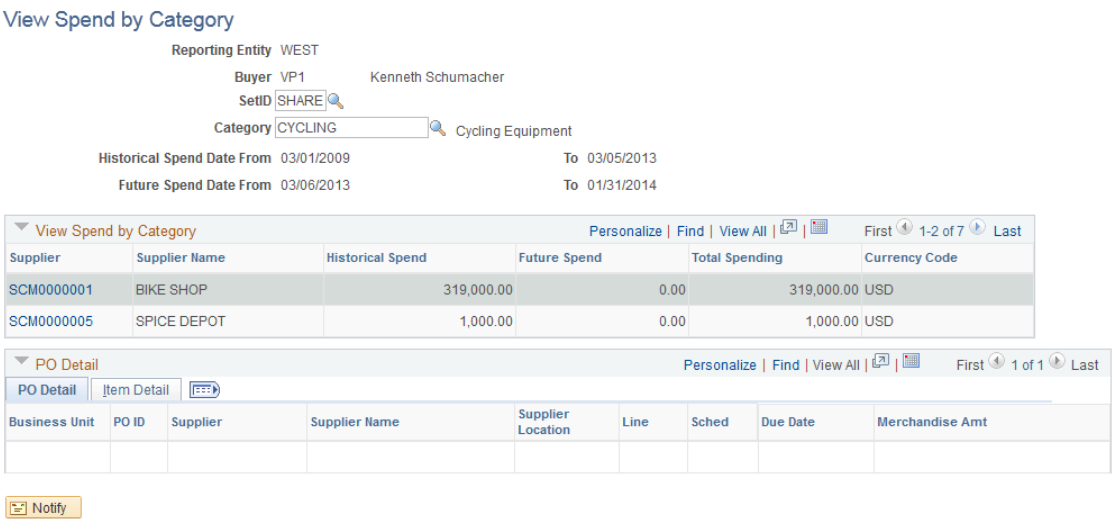
Use the View Spend by Category page (SRM_DB_SRCH_CATSP) to view and analyze the details of the total spend by category.

Navigation:

Click a **Category** link on the Spend by Category pagelet.

This example illustrates the fields and controls on the View Spend by Category page. You can find definitions for the fields and controls later on this page.

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When you access this page, the Search Criteria and View Spend by Category sections of the page display the category information associated with the Category link you selected from the Spend by Category pagelet. The PO Detail section does not display information until you click a **Supplier ID** link in the View Spend by Category grid.

Search Criteria

Field or Control	Description
Category	The category appears by default from the category link you selected from the Spend by Category pagelet. You can select another category.

View Spend by Category

Field or Control	Description
Historical Spend Date From and **To**	Displays the historical spend date range for the buyer. These periods are defined on the Buyer Setup - Dashboard page.
Future Spend Date From and **To**	Displays the future spend date range for the buyer. These periods are defined on the Buyer Setup - Dashboard page.
Supplier	Displays the supplier. Click this link to have the system display the purchase order details in the PO Detail section of the page. The number of lines that display in the PO Detail section of page is based on the Max Number of Rows in Scrolls field that you define on the Purchasing installation page. The system will select that number of rows to display but will give a warning message to the user if there are more than that number of rows selected.
Historical Spend	Displays the historical spend amount for this category and supplier.

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Field or Control	Description
Future Spend	Displays the future spend amount for this category and supplier.
Total Spending	Displays the total historical and future spend amount for this category and supplier. Total Spending = Historical Spend + Future Spend

PO Detail

This section of the page displays the purchase order detail and the item detail information for the supplier and category you select.

Field or Control	Description
PO Schedule Count	Displays the total purchase order schedule count for the supplier and category.
Total Amount and **Currency**	Displays the total historical and future spend amount for the purchase orders associated with the supplier and category.

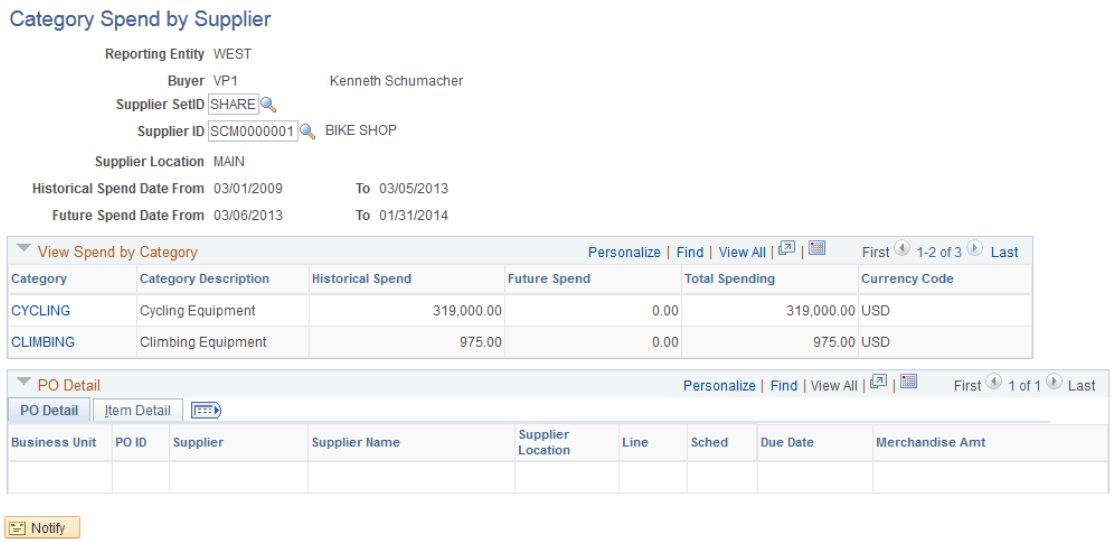
Category Spend by Supplier Page

Use the Category Spend by Supplier page (SRM_DB_SRCH_VNDRSP) to view and analyze the details of the total category spend by supplier.

Navigation:

Click a **Supplier ID** link on the Spend by Supplier pagelet.

This example illustrates the fields and controls on the Category Spend by Supplier page. You can find definitions for the fields and controls later on this page.



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> **Note**
>
> This page functions basically the same as the View Spend by Category page except for a few differences. Those differences are highlighted in this section.

When you access this page, the Search Criteria and View Spend by Category sections of the page display the supplier and category information associated with the **Supplier ID** link you selected from the Spend by Supplier pagelet. The PO Detail section does not display until you click a **Category** link in the View Spend by Category grid.

Search Criteria

Field or Control	Description
Supplier SetID and **Supplier ID**	The supplier appears by default from the supplier link you selected on the Spend by Supplier pagelet. You can select another supplier.

Related Topics

- View Spend by Category Page
  Use the View Spend by Category page (SRM_DB_SRCH_CATSP) to view and analyze the details of the total spend by category.

Manager Total Schedule Spend Page

Use the Manager Total Schedule Spend page (SRM_DB_SRCH_STPO) to view and analyze the details of the total schedule spend by period for all buyers associated with a manager.

Navigation:

Click a bar graph on the Manager Total Schedule Spend pagelet.

> **Note**
>
> This page functions the same as the Schedule Spend by Period page except for a few differences. Those differences are highlighted below.

The schedule spend information that displays on this page pertains to all the buyers that report to this manager. You can enter search criteria for a specific buyer or view the buyer that is associated with a specific purchase order in the PO Detail section of the page.

Related Topics

- Schedule Spend by Period Page
  Use the Schedule Spend by Period page (SRM_DB_SRCH_STPO) to view and analyze the details of the total schedule spend by period.

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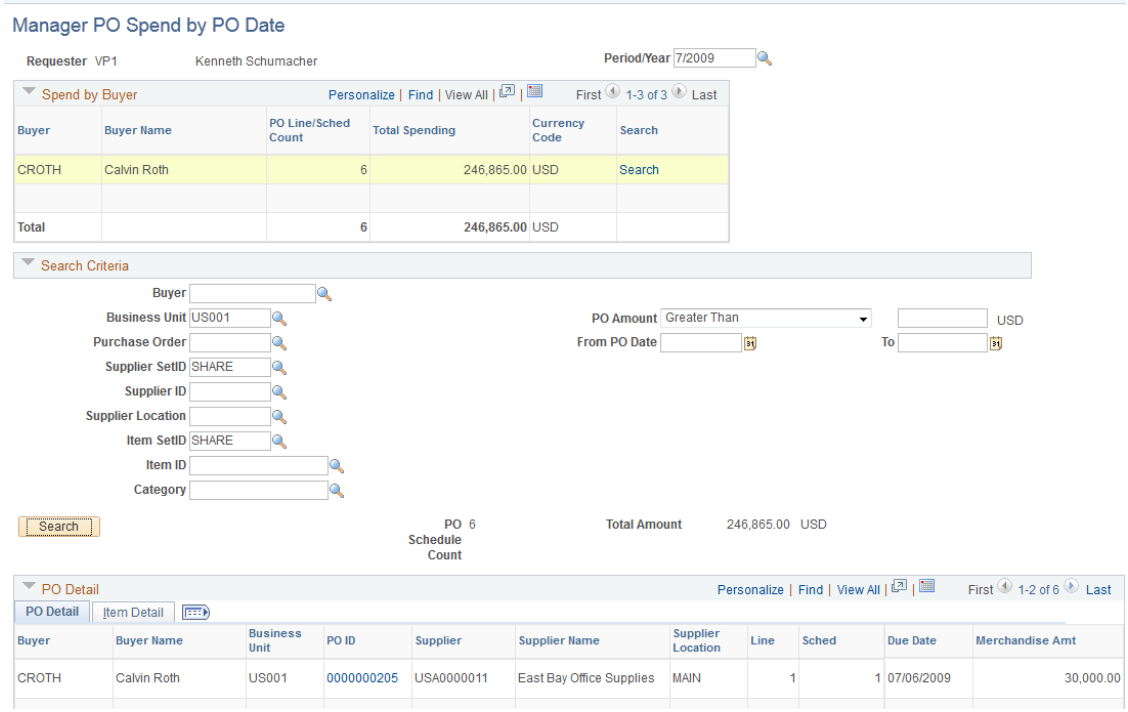
Manager PO Spend by PO Date Page

Use the Manager PO Spend by PO Date page (SRM_DB_SRCH_STPO) to view and analyze the details of the total purchase order spend by purchase order date for all buyers associated with a manager.

Navigation:

Click a bar graph on the Manager PO Spend by PO Date pagelet.

This example illustrates the fields and controls on the Manager PO Spend by PO Date page.



> **Note**
>
> This page functions the same as the Spend by PO Date page except for a few differences. Those differences are highlighted below.

The spend information that displays on this page pertains to all the buyers that report to this manager. You can enter search criteria for a specific buyer or view the buyer that is associated with a specific purchase order in the PO Detail section of the page.

Related Topics

- Spend by PO Date Page
  Use the Spend by PO Date page (SRM_DB_SRCH_STPO) to view and analyze the details of the total purchase order spend by purchase order date.

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Manager PO Contract Spend Page

Use the Manager PO Contract Spend page (SRM_DB_SRCH_STPO) to view and analyze the details of the purchase order contract spend for all buyers associated with a manager.

Navigation:

Click a bar graph on the Manager PO Contract Spend pagelet.

> **Note**
>
> This page functions the same as the Contract Spend by Period page except for a few differences. Those differences are highlighted below.

The spend information that displays on this page pertains to all the buyers that report to this manager. You can enter search criteria for a specific buyer or view the buyer that is associated with a specific purchase order in the PO Detail section of the page.

Related Topics

- Contract Spend by Period Page
  Use the Contract Spend by Period page (SRM_DB_SRCH_STPO) to view and analyze the details of the contract spend by period.

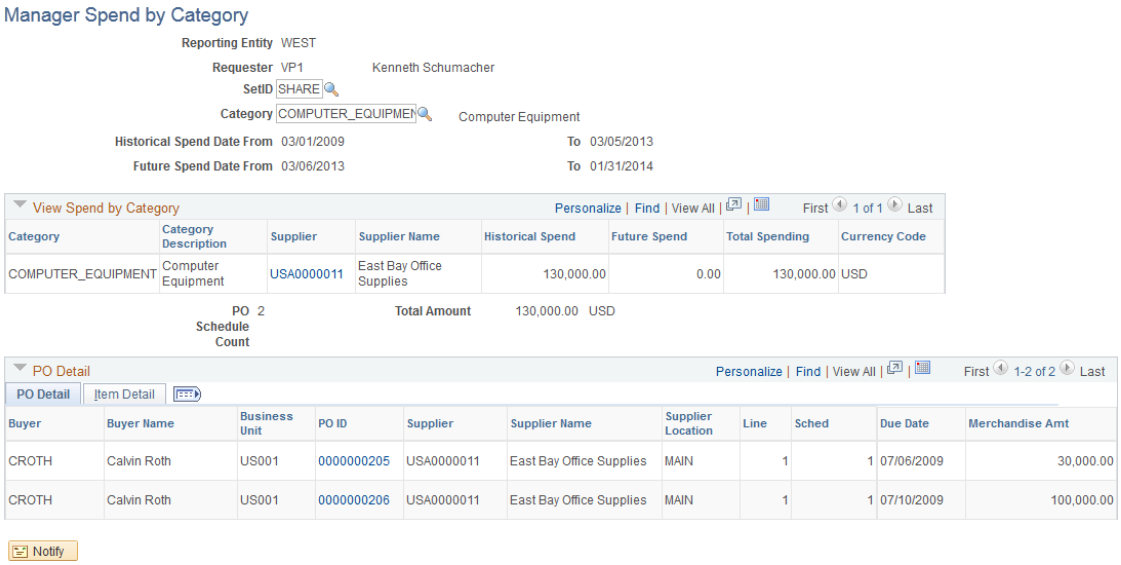
Manager Spend by Category Page

Use the Manager Spend by Category page (SRM_DB_SRCH_CATSP) to view and analyze the details of the total spend by category for all buyers associated with a manager.

Navigation:

Click a **Category** link on the Manager Spend by Category pagelet.

This example illustrates the fields and controls on the Manager Spend by Category page.



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> **Note**
>
> This page functions the same as the Spend by Category page except for a few differences. Those differences are highlighted below.

The spend information that displays on this page pertains to all the buyers that report to this manager.

Related Topics

- View Spend by Category Page
  Use the View Spend by Category page (SRM_DB_SRCH_CATSP) to view and analyze the details of the total spend by category.

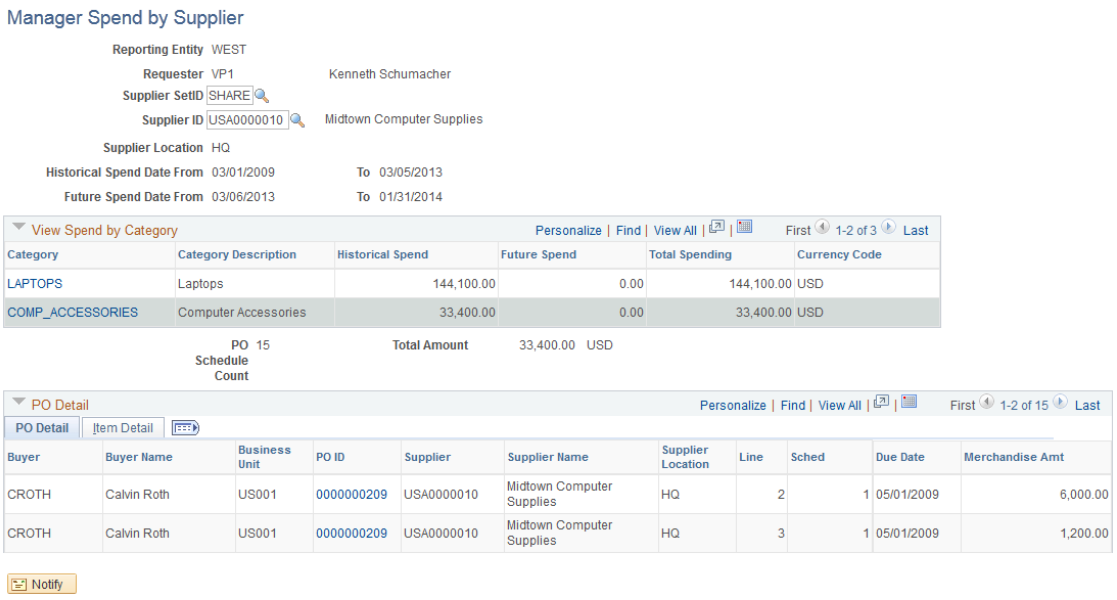
Manager Spend by Supplier Page

Use the Manager Spend by Supplier page (SRM_DB_SRCH_VNDRSP) to view and analyze the details of the total spend by supplier for all buyers associated with a manager.

Navigation:

Click a **Supplier ID** link on the Manager Spend by Supplier pagelet.

This example illustrates the fields and controls on the Manager Spend by Supplier page.



> **Note**
>
> This page functions the same as the Spend by Supplier page except for a few differences. Those differences are highlighted below.

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The spend information that displays on this page pertains to all the buyers that report to this manager.

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12

Using the Supplier Administration Center

Understanding the Supplier Administration Center

The Supplier Administration Center is a central role-based navigational component that is designed for the end user, also known as a WorkCenter. The goal of a WorkCenter is to help an end user become more efficient by accessing a variety pages and information to perform daily tasks without navigating between different menus.

A WorkCenter can be configured to include the most frequently used internal menu items, external URLs, worklists, alert/warning notifications, queries, and reports. All WorkCenters are configurable at the system level and allow end-user personalization. Some system-defined entries include filters that the user can modify.

The Supplier Administration Center is delivered as an empty shell. System administrators can configure links that support their companies business processes. Some links are related to workflow Worklists or alert/warning notifications, whereas others are associated with an Application Class. It is the responsibility of the system administrator from your organization to design and create links so that users can view and access specific information. When users click configured links in WorkCenter pagelets, the system renders information in a new window or in the transaction area. User access is controlled by user roles and permissions.

For information about setting up PeopleTools options for WorkCenters, see *PeopleTools: Global Technology*.

The Supplier Administration Center can include these primary tabs and pagelets:

- Main tab
  - My Work
  - Links
- Reports/Queries tab
  - Queries
  - Reports/Processes

PeopleSoft Classic WorkCenters

WorkCenters are designed for specific roles and provide a central area for users to access key components within Financial and Supply Chain applications. They enable users to access various pages and perform daily tasks without leaving the WorkCenter, thus reducing the time used when navigating through menus.

WorkCenters are delivered as empty components. The system administrator from your organization is responsible for designing and creating links so that users can view and access specific links and pages.

Click to watch a short video about PeopleSoft WorkCenters.

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For more information about setting up WorkCenters as a system administrator, see the documentation for Enterprise Components: Understanding WorkCenters and Dashboards, Enterprise Components: Configuring Filter Definitions and Values, Enterprise Components: Configuring Pagelets.

For information about setting up PeopleTools options for the WorkCenter, see *PeopleTools: Portal Technology*.

Pagelets and Pagelet Setup, Maintenance, and Personalization

This topic provides a general, high-level description of the four types of pagelets that are available in PeopleSoft Classic WorkCenters:

- My Work Pagelet
- Links Pagelet
- Queries Pagelet
- Reports and Processes Pagelet
- Pagelet setup, maintenance, and personalization

My Work Pagelet

The My Work section of the Main tab includes links to pages that an end user would need to access on a daily basis. The My Work section can also include exceptions and alerts, where the user would need to take some type of action.

Some links that are set up for the My Work pagelet can be subject to filter criteria that limit the amount of data that is available to a user.

The My Work section can be personalized by end users by clicking the **Pagelet Settings** icon and then selecting Personalize.

Links Pagelet

The Links section of the Main tab includes additional links to pages or other areas of interest to the user role. A system administrator can determine a list of links that are available to end users, and the end user can personalize which links they want to appear on their WorkCenter.

Links to external pages can be placed in this section as well.

Queries Pagelet

The Query section of the Reports/Queries tab includes links to Query Manager, public queries, private queries, and pivot grids. The system administrator can determine if an end user can add public or private queries. The end user can personalize their private queries.

When a link is selected, the query or pivot grid results appear in the right pane of the WorkCenter or in a new window. Query results can be saved to Microsoft Excel.

Reports and Processes Pagelet

The Reports and Processes section of the Reports/Queries tab includes links to reports and processes. The links take you to the run control page for reports, processes, and the Reporting Console.

The system administrator can determine whether end users can configure their pagelet.

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Pagelet Setup, Maintenance, and Personalization

When setting up and maintaining a Classic WorkCenter, setup options are defined at the system administrator level, and personalization options are defined at the user level.

System administrators must perform their setup options first, using the Enterprise Components, WorkCenter/Dashboards component. End users perform their personalization options second, using the Personalize and Configure options in the Classic WorkCenter.

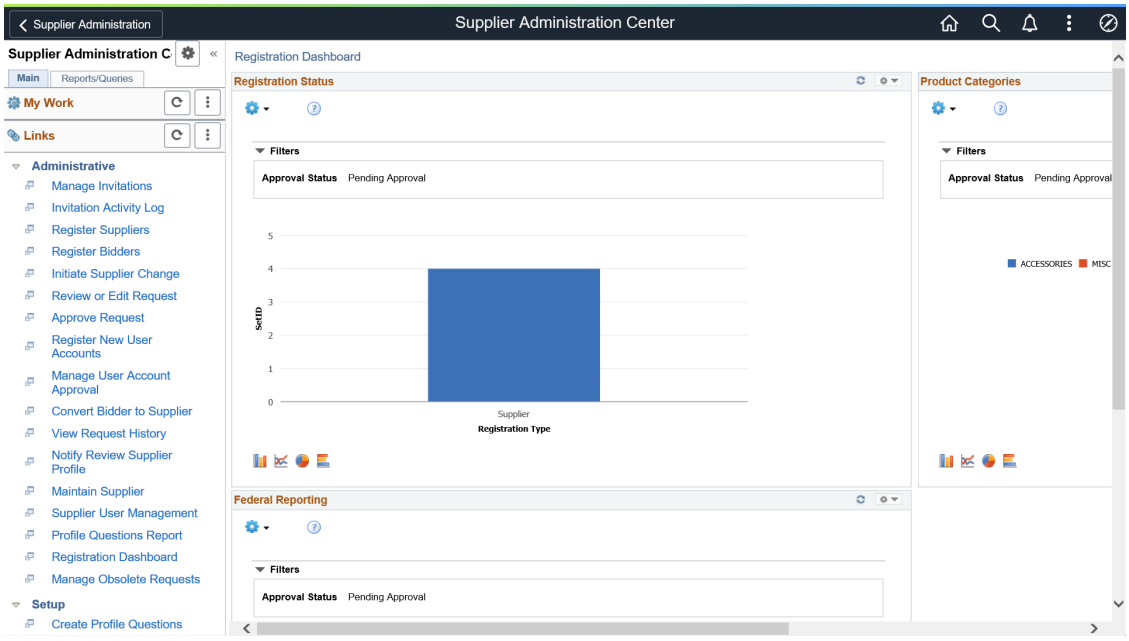
Supplier Administration Center Home Page

Use the Supplier Administration Center Home page (SUP_OB_WORKCENTER) to access specific links and pages.

Navigation:

Suppliers, and then **Supplier Administration Center**

This example illustrates the fields and controls on the Supplier Administration Center Home page with Registration Dashboard.



The WorkCenter pagelet area appears on the left side of the screen.

The Registration Dashboard with summary information and charts appears on the right side of the screen. Transactional pages also display on the right side of the screen when a user clicks a pagelet link.

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Field or Control	Description
	Click the New Window icon next to a link in the WorkCenter pagelet area to open transactional information in a window outside the WorkCenter and Dashboard. Alternately, click a link in the WorkCenter pagelet area to open transactional pages in the Dashboard frame.
Edit Filters	Click the **Edit Filters** link on the My Work pagelet to modify the filters on worklist links registered in the My Work pagelet.

For more information about the links that appear on the My Work pagelet, see Using the Supplier Administration Center - My Work.

For more information about the links that appear on the Links pagelet, see Using the Supplier Administration Center - Links.

For more information about the links that appear on the Queries and Reports/Processes pagelets, see Using the Supplier Administration Center - Queries, Reports, and Processes .

Related Topics

- Enterprise Components: Understanding WorkCenters and Dashboards
- Enterprise Components: Configuring Pagelets
- Enterprise Components: Configure Pagelets - Links Page
- Enterprise Components: Configure Pagelets - Queries Page
- Enterprise Components: Configure Pagelets - Reports/Processes Page

Understanding Dashboards and Pagelets

For more information about the pivot grids that you can add to the Registration Dashboard on the Supplier Administration Center, refer to the documentation for the SRM Dashboard and pagelets.

See Application Fundamentals: Understanding PeopleSoft Classic WorkCenters and Dashboards

Setting Up the Registration Dashboard

Several manager-facing pagelets are delivered with the Registration Dashboard and can be accessed if PeopleSoft SRM applications are installed.

For a complete list of the cross-supply chain pagelets that you can add to the Registration Dashboard, refer to the documentation for the SRM Dashboard and pagelets.

Related Topics

- Understanding the SRM Dashboard
  Increasing volumes of operational data place a significant burden on the employee who is responsible for tracking information and reacting to events. As the sophistication of the knowledge worker continues to increase, the demand to provide powerful and easy to use solutions grows. The SRM Dashboard can fulfill this requirement and provide the tools to ease the information overload for employees.

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- Defining Buyers
  To define buyers, use the Buyer Setup component (BUYER_TBL).

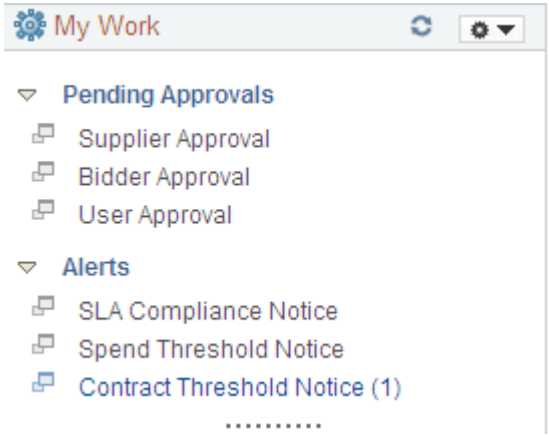
Using the Supplier Administration Center - My Work

The My Work pagelet of the Supplier Administration Center displays work items assigned to the user and, depending on setup, the number of transactions or items. After the user completes transactions, the user manually refreshes the pagelet to update the number of transactions or items shown in parentheses next to the My Work links.

Existing Worklist notifications as well as the Alert/Warning Notification processes can be registered into the My Work pagelet as the type of Worklist and Alert/Warning Notification, respectively.

The sample Supplier Administration Center shows the My Work pagelet as it might appear to a user.

This example illustrates the fields and controls on the My Work pagelet on a sample Supplier Administration Center.



Pending Approvals

The Pending Approvals links in the My Work pagelet provide direct access to online registration approvals that are pending approval for the user ID accessing the Supplier Administration Center. The links are categorized by the registration usage:

- **Supplier Approval**
- **Bidder Approval**
- **User Approval**

See also Managing Online Registration Approvals.

Alerts

The Alerts links in the My Work pagelet provide direct access to these notifications for the user ID:

- **SLA Compliance Notice** (service level agreements compliance notice)

  See also Creating Change Templates.

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- **Spend Threshold Notice** and **Contract Threshold Notice**

  See also Thresholds & Notifications Page .

Using the Supplier Administration Center - Links

Use the Links pagelet for registering and grouping the most frequently used navigational links. The configured Links pagelet can provide access to both internal menus and external URLs.

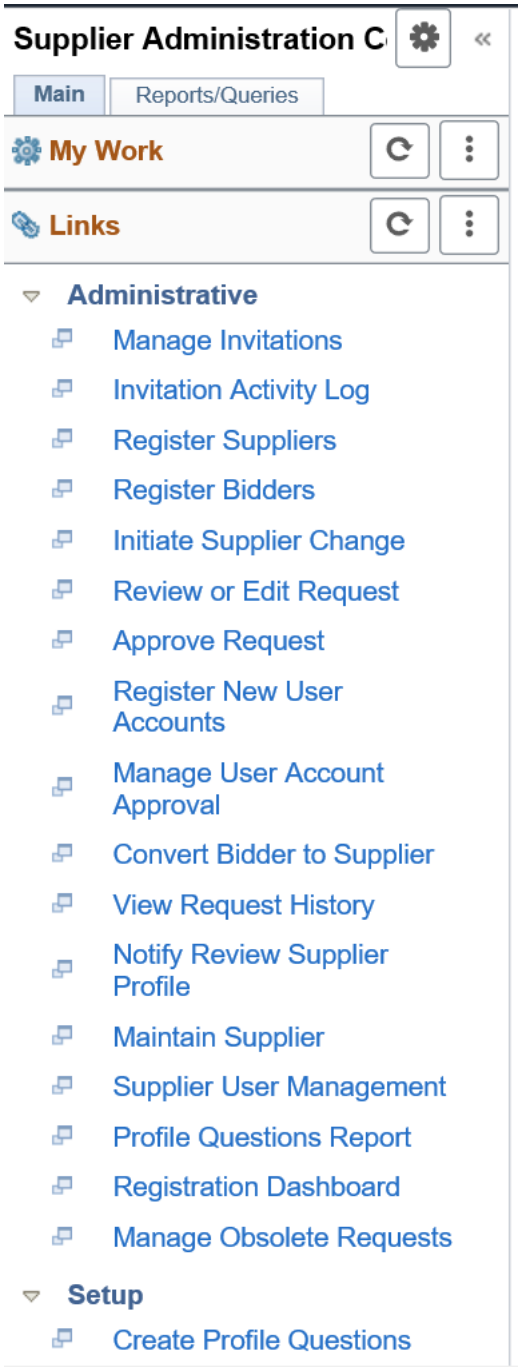
System administrators use the Enterprise Components: Configure Pagelets - Links Page to set up the WorkCenter Links pagelet for end users.

End users use the Application Fundamentals: Define User “Links” Links – Links Pagelet Personalization Page to personalize the Links pagelet for personal use.

The sample Supplier Administration Center shows the Links pagelet as it might appear to a user.

This example illustrates the fields and controls on the Supplier Administration Center - Links pagelet.

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Administrative

The Administrative links in the Links pagelet provide direct access to pages used to manage online supplier registration and supplier change requests.

See also the following documentation for online supplier registration:

- Managing Supplier Registration Invitations
- Registering Online
- Managing Online Registration Approvals
- Reviewing Registration History

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- Manage Obsolete Requests

See also the following documentation for supplier change requests:

- Managing Supplier Change Request Invitations
- Requesting Changes to Supplier Information
- Managing Supplier Change Request Approvals
- Reviewing Supplier Change Request History
- Manage Obsolete Requests

Setup

The Setup links in the Links pagelet provide direct access to pages used to set up supplier requests.

See also the following documentation for online supplier registration:

- Defining Online Registration Options
- Setting Up the Online Registration System
- Creating Templates for Online Registration

See also the following documentation for supplier change requests:

- Setting Up Supplier Change Requests
- Creating Templates for Supplier Change Requests

Using the Supplier Administration Center - Queries, Reports, and Processes

The Supplier Administration Center provides the Queries and Reports/Processes pagelets for registering and grouping the most frequently used queries, reports, and processes. The Queries pagelet can provide access to public queries, private queries, and pivot grids.

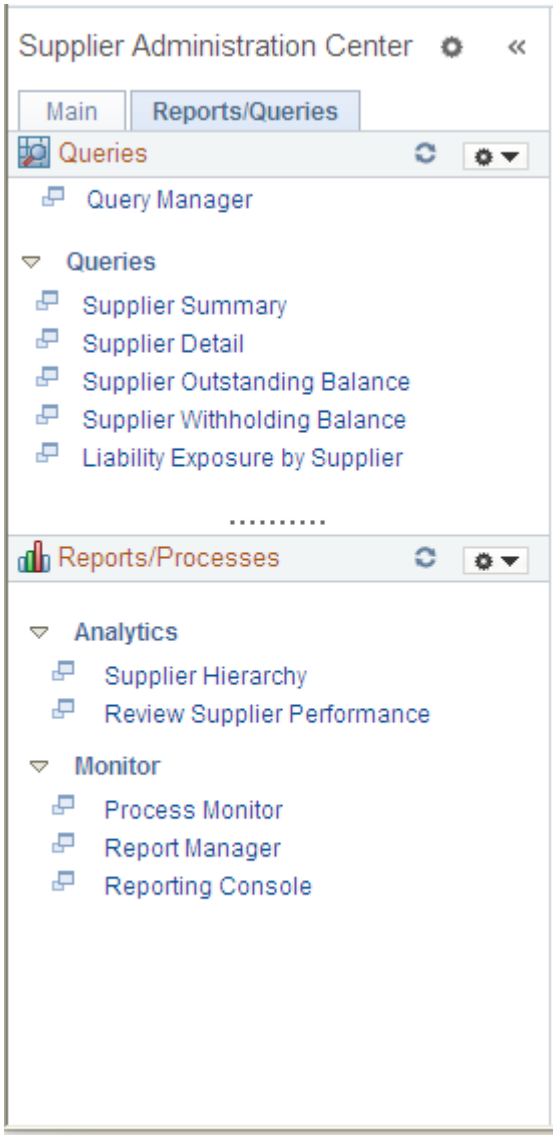
System administrators use the Enterprise Components: Configure Pagelets - Queries Page to set up the WorkCenter Queries pagelet for end users.

End users use the Application Fundamentals: Define User Query Links – Queries Pagelet Personalization Page to personalize the Queries pagelet for personal use.

The sample Supplier Administration Center shows the Queries and Reports/Processes pagelets as they might appear to a user.

This example illustrates the fields and controls on the Supplier Administration Center - Queries pagelet and Reports/Processes pagelet.

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Queries Pagelet

The Queries pagelet includes a link to Query Manager as well as links to run specific queries. The queries include the following:

- **Supplier Summary**
- **Supplier Detail**
- **Supplier Outstanding Balance**
- **Supplier Withholding Balance**
- **Liability Exposure by Supplier**

Reports/Processes Pagelet

The Reports/Processes pagelet includes links to analytics and monitoring pages.

Analytics links can include these:

- **Supplier Hierarchy**

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See also Configuring Supplier Visualization Hierarchy.

- **Review Supplier Performance**

  See also Searching for Reviewing and Reporting on Supplier Information.

Monitor links can include these:

- **Process Monitor**
- **Report Manager**
- **Reporting Console**

Using the Fluid User Interface for Supplier Administration

This topic discusses how administrators use the supplier administration navigation collection. Fluid Supplier Administration provides you a collection of supplier related components.

Pages Used to view Supplier pages using the Fluid User Interface

Page Name	Definition Name	Usage
Supplier Admin tile	NA	Access a collection of supplier related components

This example illustrates the fields and controls on the Supplier Admin tile. You can find definitions for the fields and controls later on this page.

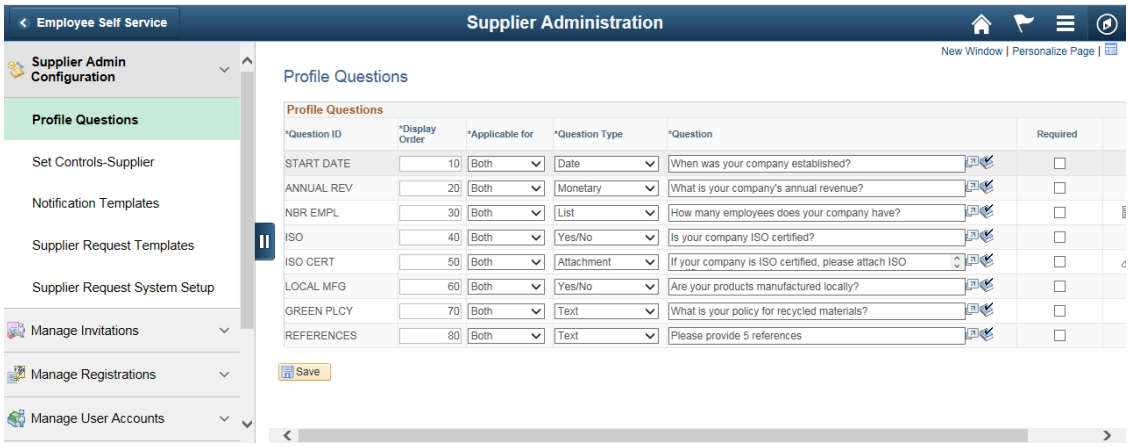


Click the Supplier Admin tile to access the supplier administration navigation collection.

Supplier Administration page

This example illustrates the fields and controls on the Supplier Administration page.

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This navigation collection enables administrators to access frequently-used buyer components from one location. The left panel of this page lists the components collected under eleven categories:

- Supplier Admin Configuration
- Manage Invitations
- Manage Registrations
- Manage User Accounts
- Maintain Suppliers
- Supplier Performance Management
- Supplier Administration Center

The right panel displays the component selected in the left panel.

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Using the Supplier 360

Understanding the Supplier 360

Supplier 360 provides comprehensive information of suppliers. Supplier 360 View consolidates all supplier related details such as transactions and audit information in a single dashboard. Users can review various metrics related to single or multiple suppliers. Based on the permission granted to users the supplier list will be populated. User can select from any of the active suppliers to view the corresponding supplier information. Supplier data can be viewed in Analysis View or Comparative View. In Analysis View all the metrics associated to a single supplier will be displayed whereas in Comparative View user can select two or more suppliers and compare their data. The Supplier 360 View can be saved, edited, and shared amongst other users.

The Supplier 360 View displays several pagelets containing metrics, analytics, graphs, various transaction details, and pivot grids corresponding to suppliers. Supplier 360 Transaction Wheel is part of the View that connects the user to various transaction pages associated to a supplier. Access to the supplier list and supplier information depends on the user role and authorization.

> **Note**
>
> To access Supplier 360, PeopleTools 8.54 and Internet Explorer 9 or higher is required.

Click to watch a short video about Setting Up Supplier 360 based on the system-defined configuration.

Click to watch a short video about Setting Up Supplier 360 as a New User

Using the Supplier 360 View

This section describes the Supplier 360 View and its components.

Click to watch a short video about Single and Multiple Supplier View in Supplier 360

Pages Used to View Supplier 360

Page Name	Definition Name	Usage
Supplier 360 Search Page	VENDOR_LOOKUP	Find required suppliers by specifying the search criteria.
Supplier 360 View Page	CAF_DISPLAY	Review and edit supplier information.

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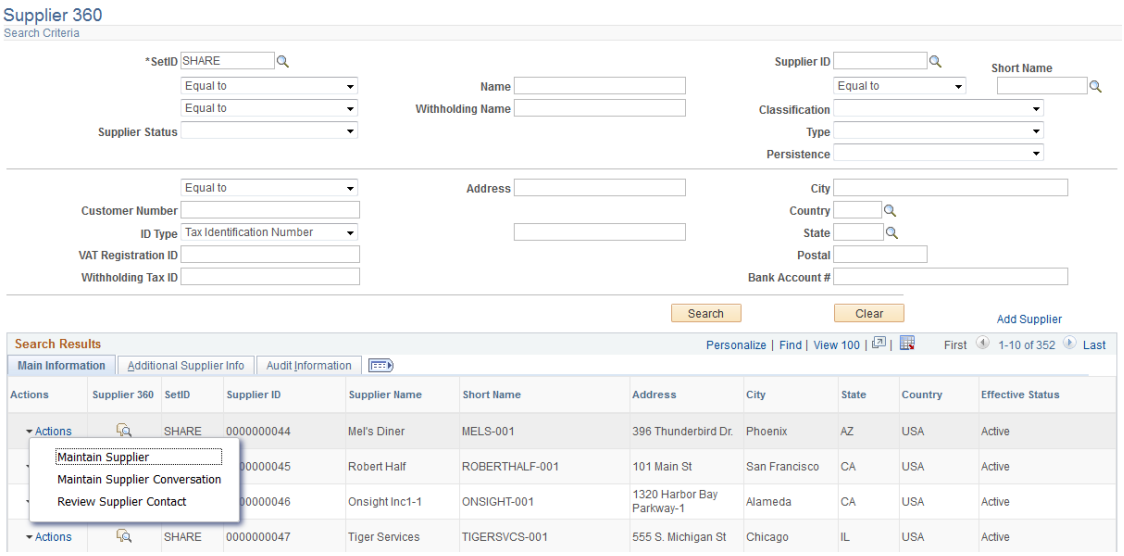
Supplier 360 Search Page

Use the Supplier 360 Search page (VENDOR_LOOKUP) to find required suppliers by specifying the search criteria.

Navigation:

Suppliers, and then **Supplier 360**

This example illustrates the fields and controls on the Supplier 360 page. You can find definitions for the fields and controls later on this page.



Enter suitable search criteria to find relevant suppliers. In the search result a list of related actions will be displayed for each supplier along with other supplier information. Additional supplier information will be displayed in the Additional Supplier Info tab in the search result grid.

Field or Control	Description
Actions	Select required related action that opens the corresponding page in a new window. The related actions defined are: • Maintain Supplier • Maintain Supplier Conversation • Review Supplier Contract
	Click the icon to view the Supplier 360 analysis display.

Supplier 360 View Page

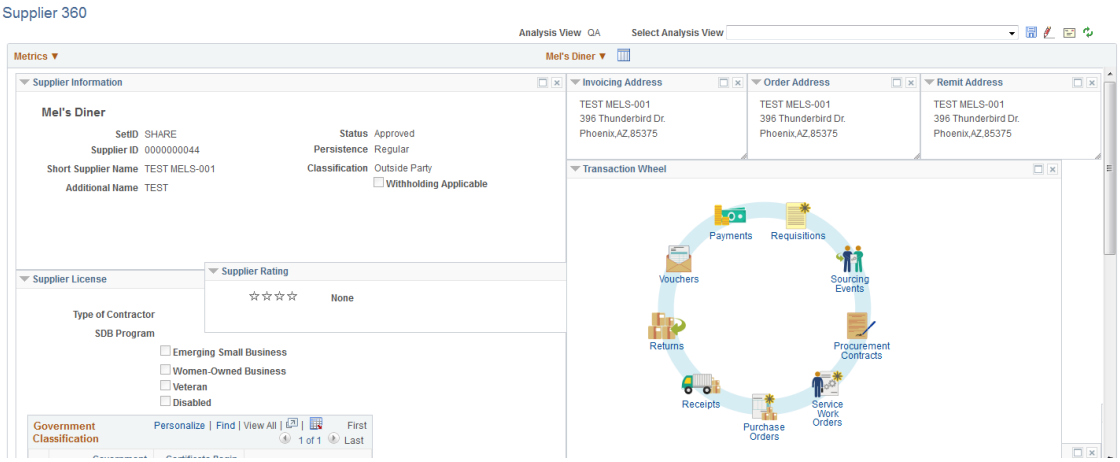
Use the Supplier 360 View page (CAF_DISPLAY) to review and edit supplier information.

Navigation:

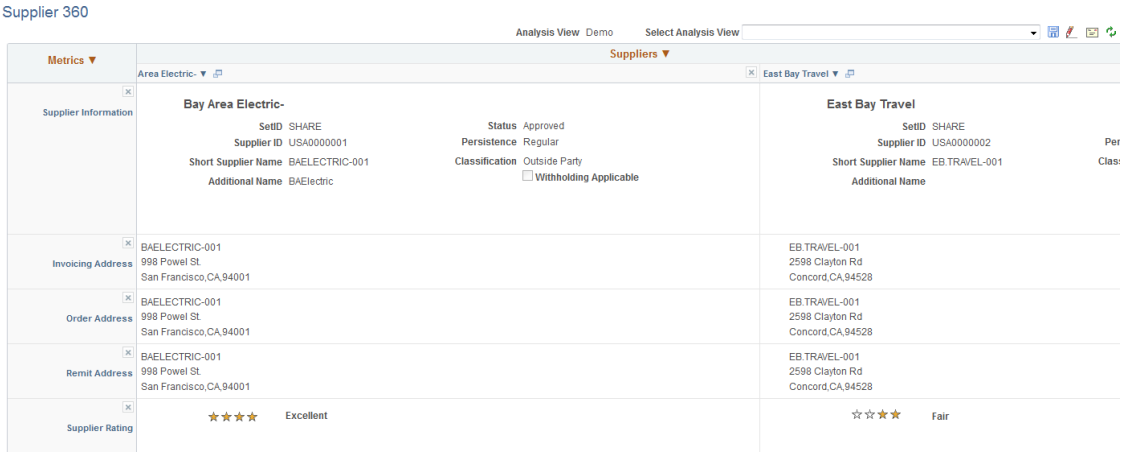
Suppliers, and then **Supplier 360**, in the Search Results grid select the Supplier 360 icon associated with any supplier.

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This example illustrates the fields and controls on the Supplier 360 View page. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Supplier 360 View page. You can find definitions for the fields and controls later on this page.



The Supplier 360 View opens in a new window. System defined data appears in various pagelets that can be expanded or collapsed. The pagelets can be dragged and placed at different locations in the display.

Field or Control	Description
Analysis View	Displays the current View name.
Select Analysis View	Select any existing View that you have saved or authorized to access.
	Select respective icon to save, edit, email or refresh the Supplier 360 View.

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Field or Control	Description
Metrics	Click the link to select one of the given options: • Choose Displayed Metrics: Click to view the list of available metrics. You can drag and place the required metrics from the displayed list in the dashboard. • Switch to Metric List: Click to view and choose system and user defined metric lists and corresponding metrics. • Save to Metric List: Click to save the list with a new list name or save the changes to the existing metric list. • Edit Metric Lists: Click to change the status and access privileges of the metric list. You can make the list public and change the status to active or inactive. The list can also be deleted. • Global Date Filter: Click to define the From/To Date range for all the metrics displayed
Supplier Name	Click the link (selected supplier name) to view and select one of the given related actions that opens in a new window: • Maintain Supplier • Outstanding Buyer Agreement • Review Supplier Details • Supplier Audit History • Supplier Conversation • Supplier Hierarchy • Supplier Name History
	Click the icon to change the View from analysis to comparative mode. If comparative view is not defined or available then no data will be displayed.
Suppliers	Click the link in comparative view to add or delete suppliers for comparative analysis. On clicking this link a modal window opens where you can view the list of available suppliers. You can drag and drop required suppliers for comparing the data. From the Metrics you can choose required pagelets to compare. You can save the view as well.
	Click the icon to go back to the Analysis View for a particular supplier.

For viewing and understanding the Supplier 360 pagelets, see Viewing the Supplier 360 Pagelets

All the fields presented in the Supplier 360 View are system defined. To customize the Supplier 360 data (user defined) access the Analysis Configuration page (Set Up Financials/Supply Chain, Common Definitions, Configurable Analysis, Analysis Configuration). Here you can define a new analysis type and configure the various entities, factors, and related actions for the View. You can view and edit the defined Supplier 360 View data by accessing the Analysis Display page (Set Up Financials/Supply Chain, Common Definitions, Configurable Analysis, Analysis Display). This page is also accessible from Suppliers, Supplier 360 menu navigation.

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To access pivot grids from Supplier 360 user authentication is required and BU security is part of the authentication. However the BU security has to be manually configured by the user. The Advanced Query Security option has to be set on the record property. For this the user has to update appropriate record name via the application designer to enforce the BU security.

Understanding the Transaction Wheel

Transaction Wheel is part of the Supplier 360 View. It is one of the metrics defined for the supplier.

This example illustrates the fields and controls on the Transaction Wheel page.



In the Transaction Wheel the user can access up to nine transactions associated to a particular supplier. These include Payments, Vouchers, Returns, Receipts, Purchase Orders, Service Work Orders, Procurement Contracts, Sourcing Events, and Requisitions. The number of transactions available depends on the products installed by the customer. You can click any icon to access the respective transaction page. All transaction pages open in separate new windows.

Access to the transaction pages depends on the user role. If a user is not authorized to access certain components then a message denying him the access will appear when he clicks that particular icon in the transaction wheel.

Using the Transaction Pagelets

When you click an icon in the transaction wheel the global search parameters defined and maintained for the Supplier 360 View are used to search and determine the resulting data. The default search criteria for SetID, Supplier ID, and Date Range can be modified on the Supplier 360 page. Each transaction page that opens in a new window displays data only if data

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matching the search criteria exists else there will not be any data displayed. You can revise the search criteria or return to the supplier 360 dashboard window.

In the search result a defined list of related actions will be displayed for each transaction ID. You can select the desired action and navigate to the corresponding page that opens in a modal window. The type of related actions displayed depends on the transaction state for the particular transaction ID. You can click on the transaction ID (example REQ ID, PO ID) to access the respective inquiry page. In the search result grid, certain transactions may contain additional fields. Those fields are displayed on the Additional Info tab. Search result displayed for Purchase Orders, Receipts, Returns, Requisitions, Sourcing, Procurement Contracts, and Service Work Orders is restricted by row level security for the Business Unit.

Pages Used to View Transactions

Page Name	Definition Name	Usage
Purchase Orders Page	S360_VNDOC_PO_DTL	View purchase order details for the supplier.
Receipts Page	S360_VNDOC_RCV_DTL	View receipt details for the supplier.
Returns Page	S360_VNDOC_RTV_DTL	View returns transaction details for the supplier.
Vouchers Page	AP_VOUCHER_INQUIRY	View voucher transactions details for the supplier.
Payments Page	PYMNT_INQ_SRCH	View payment details for the supplier.
Requisitions Page	S360_VNDOC_REQ_DTL	View requisition details for the supplier.
Sourcing Page	S360_VNDOC_AUC_DTL	View event details for the supplier.
Procurement Contracts Page	S360_VNDOC_CNT_DTL	View contract details for the supplier.
Service Work Orders Page	S360_VNDOC_WO_DTL	View work order details for the supplier.

Purchase Orders Page

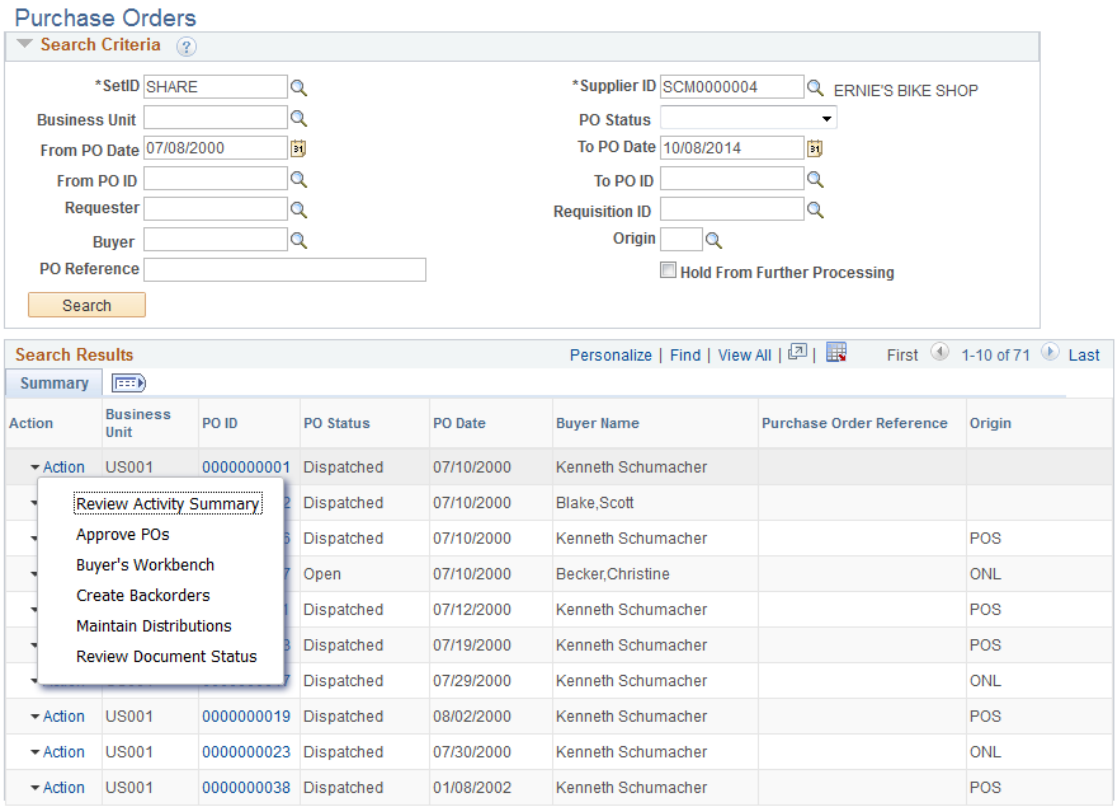
Use the Purchase Orders page (S360_VNDOC_PO_DTL) to view PO information for the selected supplier. The Search Criteria section will be collapsed by default when search results exist. You can expand the Search section to modify the search criteria. If there are no results for the search then the Search Criteria section will be expanded and message stating that there are no rows available meeting the specified search criteria will be displayed. For From/To PO ID prompt lookups results to be displayed you have to enter the Business Unit in the Search Criteria.

Navigation:

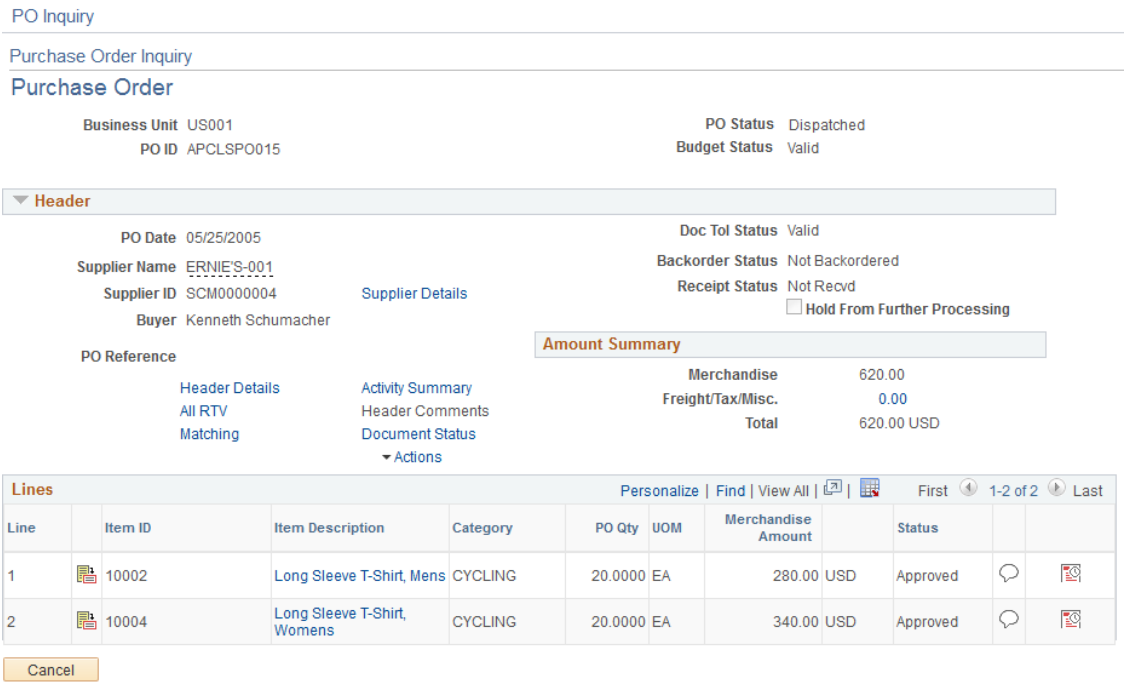
Suppliers, and then **Supplier 360**, and then **Transaction Wheel**, and then **Purchasing Orders**

This example illustrates the fields and controls on the Purchase Orders page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the PO Inquiry page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Action	Select required related action that opens the corresponding page in a modal window. The related actions available for Purchase Order transactions are: • Review Activity Summary - Click to navigate to the Review Activity Summary page (ACTIVITY_SUMMARY). • Review Change History • Approve POs • Buyer's Workbench • Create Backorders • Maintain Distributions • Review Document Status
PO ID	Click any of the PO ID hyperlinks to open the corresponding Purchase Order Inquiry page in a modal window.

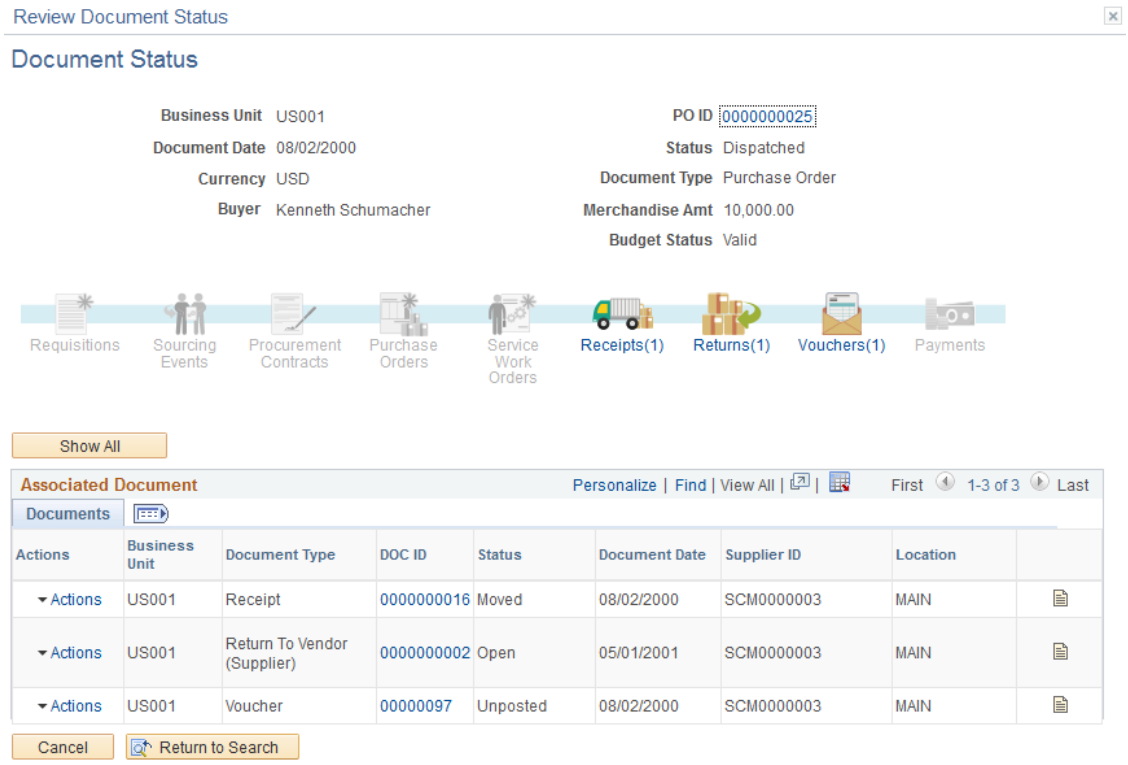
Related Action – Review Document Status

In the Review Document Status page a Document Status Lifeline is added. The Lifeline will display document icons corresponding to various transactions such as Requisitions, Payments, and Sourcing Events. If for the selected transaction ID documents exist then a count of the number of documents existing for each component in the document status lifeline is displayed. If no documents exist then such icons will be grayed out and become inactive in the Document Status Lifeline. When user selects an active icon in the Lifeline the search result displays data corresponding to the selected document icon. You can click the Show All button to display all documents related to the transaction.

> **Note**
>
> For the Document Status Lifeline to appear along with the icons and Show All button, PeopleTools 8.54 and Internet Explorer 9 or higher is required.

This example illustrates the fields and controls on the Review Document Status page.

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Receipts Page

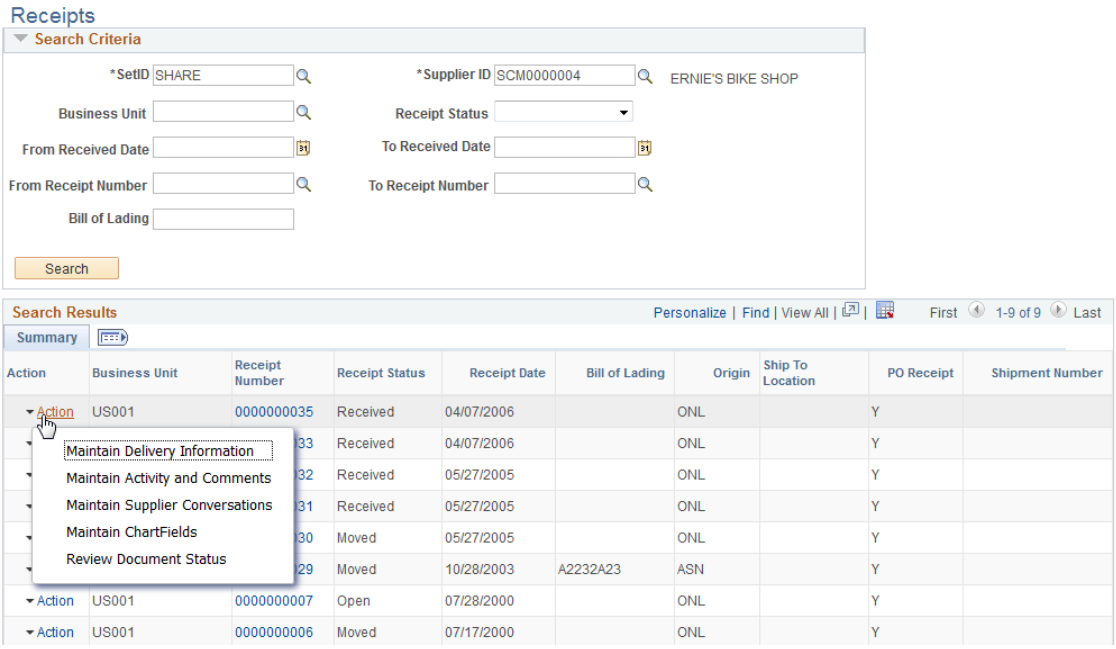
Use the Receipts page (S360_VNDOC_RCV_DTL) to view all the receipt details pertaining to the selected supplier. The Search Criteria section will be collapsed by default when search results exist. You can expand the Search section to modify the search criteria. If there are no results for the search then the Search Criteria section will be expanded and message stating that there are no rows available meeting the specified search criteria will be displayed. For From/To Receipt Number prompt lookups results to be displayed you have to enter the Business Unit in the Search Criteria.

Navigation:

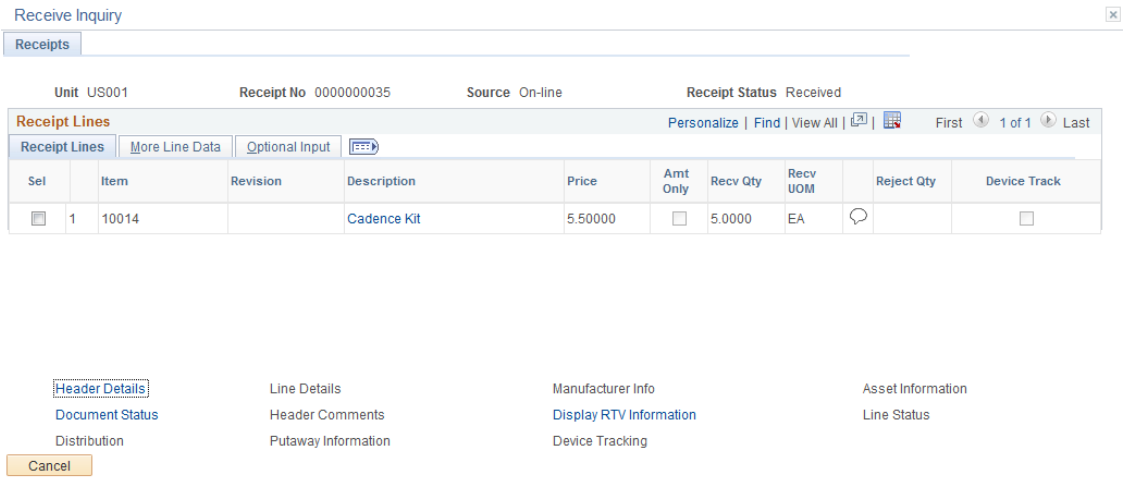
Suppliers, and then **Supplier 360**, and then **Transaction Wheel**, and then **Receipts**

This example illustrates the fields and controls on Receipts page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Receive Inquiry page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Action	Select required related action that opens the corresponding page in a modal window. The related actions available for Receipt transactions are: • Maintain Delivery Information • Maintain Activity and Comments • Maintain Supplier Conversations • Maintain ChartFields • Review Document Status

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Field or Control	Description
Receipt Number	Click any of the Receipt Number hyperlinks to open the corresponding Receive Inquiry page in a modal window.

More Line Data

Field or Control	Description
UPN Type	Displays the UPN Type for the receipt line.
UPN ID (Universal Product Number Identifier)	Displays the UPN ID for the receipt line. The data for this field is populated from the referred PO line.

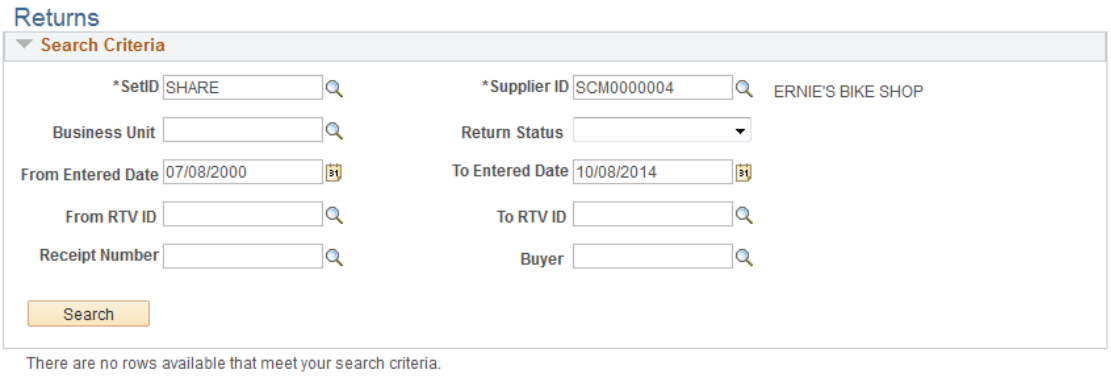
Returns Page

Use the Returns page (S360_VNDOC_RTV_DTL) to view the returns transaction details for the selected supplier. The Search Criteria section will be collapsed by default when search results exist. You can expand the Search section to modify the search criteria. If there are no results for the search then the Search Criteria section will be expanded and message stating that there are no rows available meeting the specified search criteria will be displayed. For From/To RTV ID prompt lookups results to be displayed you have to enter the Business Unit in the Search Criteria.

Navigation:

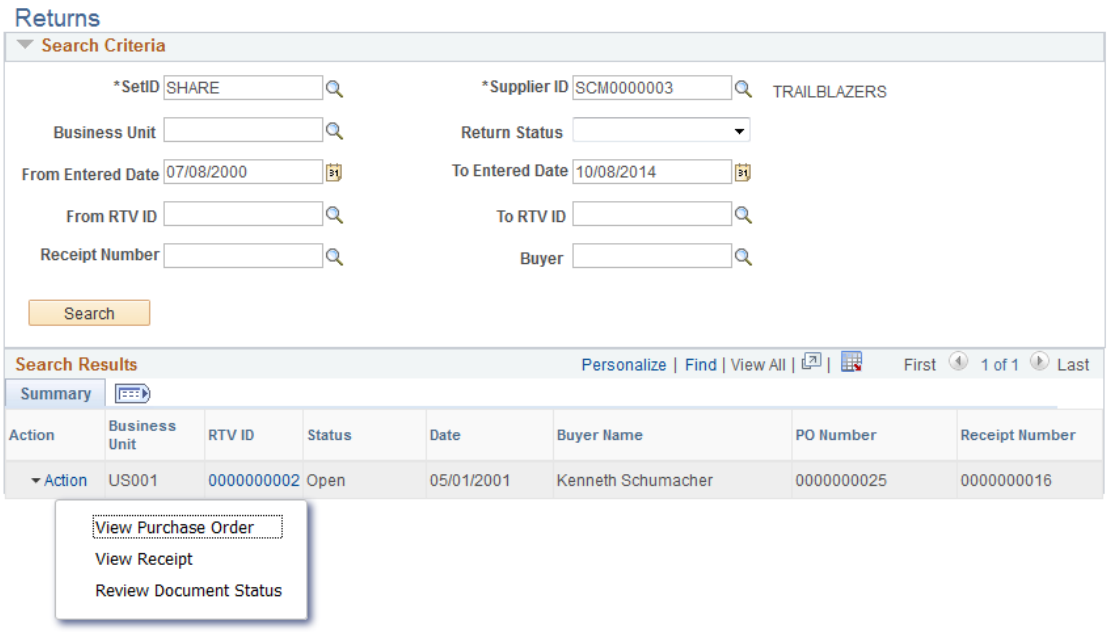
Suppliers, and then **Supplier 360**, and then **Transaction Wheel**, and then **Returns**

This example illustrates the fields and controls on the Returns Search page.

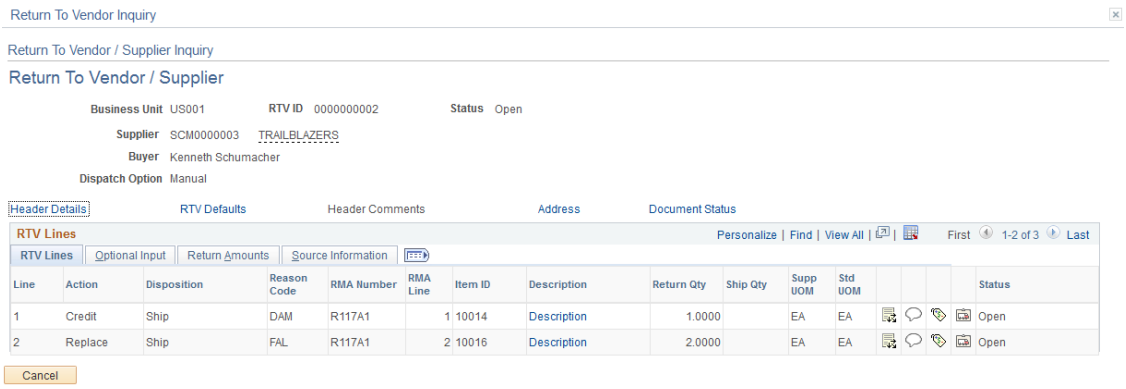


This example illustrates the fields and controls on the Returns page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Return To Vendor Inquiry page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Action	Select required related action that opens the corresponding page in a modal window. The related actions available for Return transactions are: • View Purchase Order • View Receipt • Review Document Status
RTV ID	Click any of the RTV ID hyperlinks to open the corresponding Return To Vendor/Supplier Inquiry page in a modal window.

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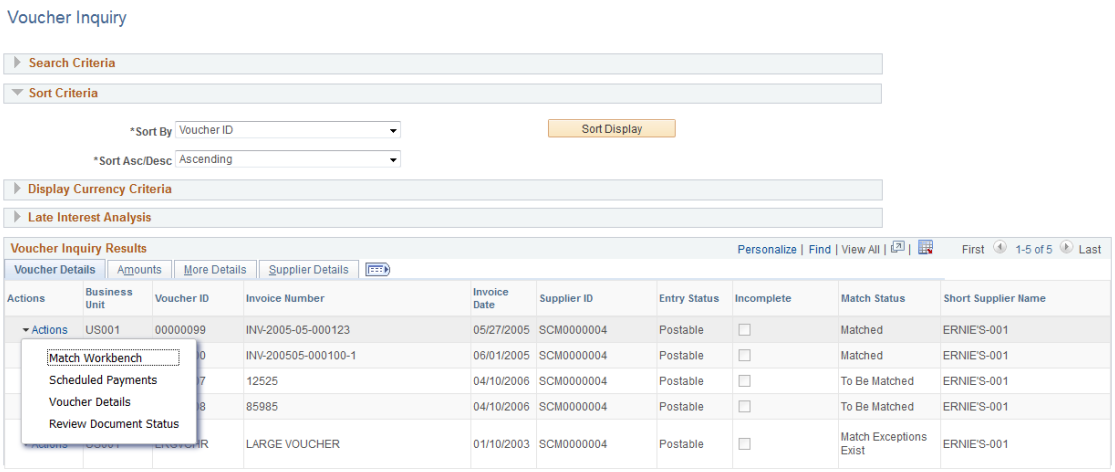
Vouchers Page

Use the Voucher Inquiry page (AP_VOUCHER_INQUIRY) to view the voucher transaction details for the selected supplier. The Search Criteria section will be collapsed by default. You can expand the Search Section to modify the search criteria.

Navigation:

Suppliers, and then **Supplier 360**, and then **Transaction Wheel**, and then **Vouchers**

This example illustrates the fields and controls on the Voucher Inquiry page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Actions	Select required related action that opens the corresponding page in a modal window. The related actions available for Voucher transactions are: • Match Workbench • Scheduled Payments • Voucher Details • Review Document Status

Payments Page

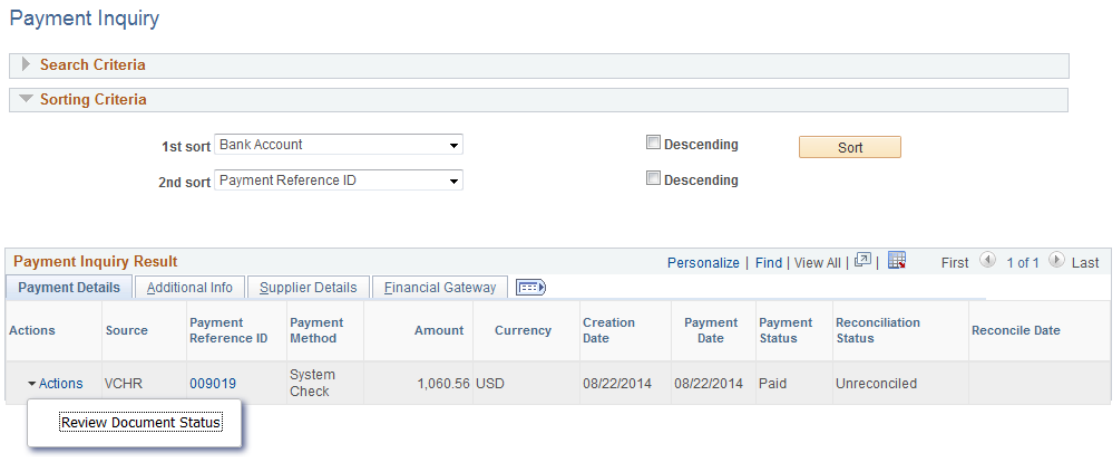
Use the Payment Inquiry page (PYMNT_INQ_SRCH) to view the payment details for the selected supplier. You can modify the search criteria as needed.

Navigation:

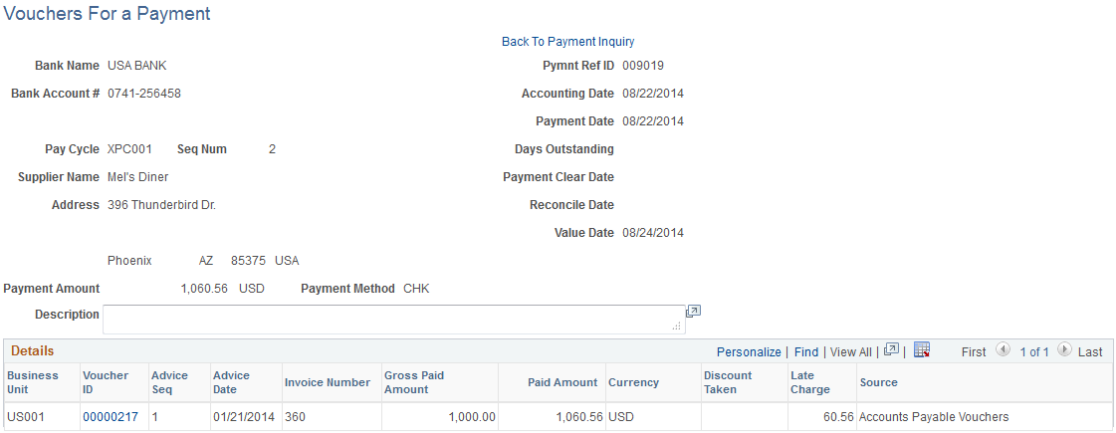
Suppliers, and then **Supplier 360**, and then **Transaction Wheel**, and then **Payments**

This example illustrates the fields and controls on the Payment Inquiry page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Vouchers For a Payment page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Actions	Select required related action that opens the corresponding page in a new window. The related action available for Payment transactions is:
Payment Reference ID	Click any of the payment reference ID hyperlinks to open the corresponding Vouchers For a Payment page that opens in the same window.

Requisitions Page

Use the Requisitions page (S360_VNDOC_REQ_DTL) to view the requisition details for the selected supplier. The Search Criteria section will be collapsed by default when search results exist. You can expand the Search section to modify the search criteria. If there are no results for the search then the Search Criteria section will be expanded and message stating that there are no rows available meeting the specified search criteria will be displayed. For From/To Requisition ID prompt lookups results to be displayed you have to enter the Business Unit in the Search Criteria.

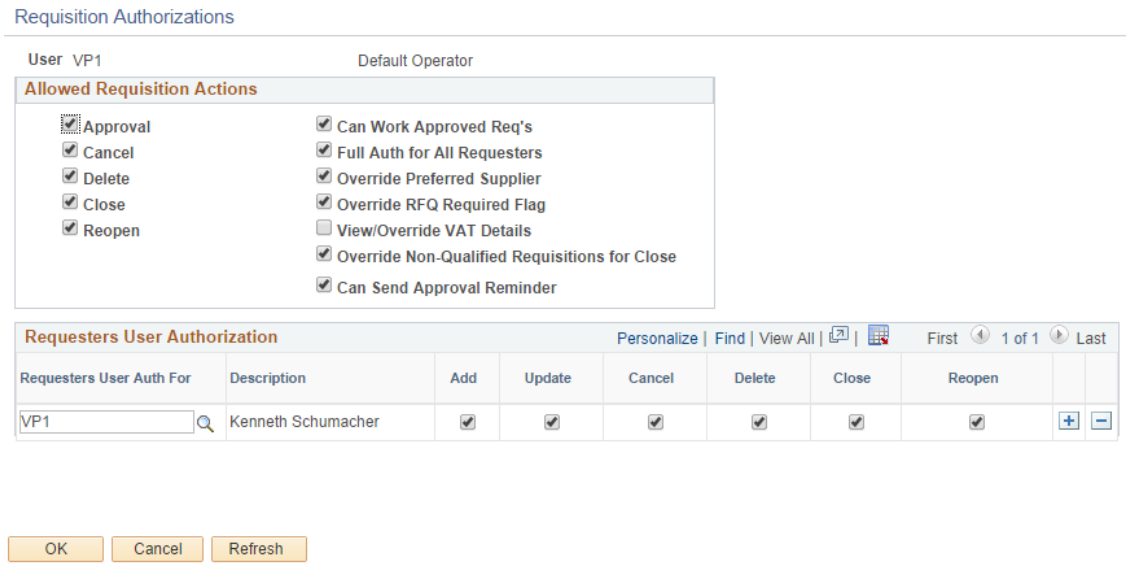
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The search result displayed is controlled by row level security defined on the Security Options page (Setup Financial/Supply Chain, Security, Security Options). Also the display is restricted based on user authorization defined on the Requisition Authorizations page.

Navigation:

Setup Financials/Supply Chain, and then **Common Definitions**, and then **User Preferences**, and then **Define User Preferences**, and then **Procurement**, and then **Requisition Authorizations**.

This example illustrates the fields and controls on the Requisition Authorizations page. You can find definitions for the fields and controls later on this page.



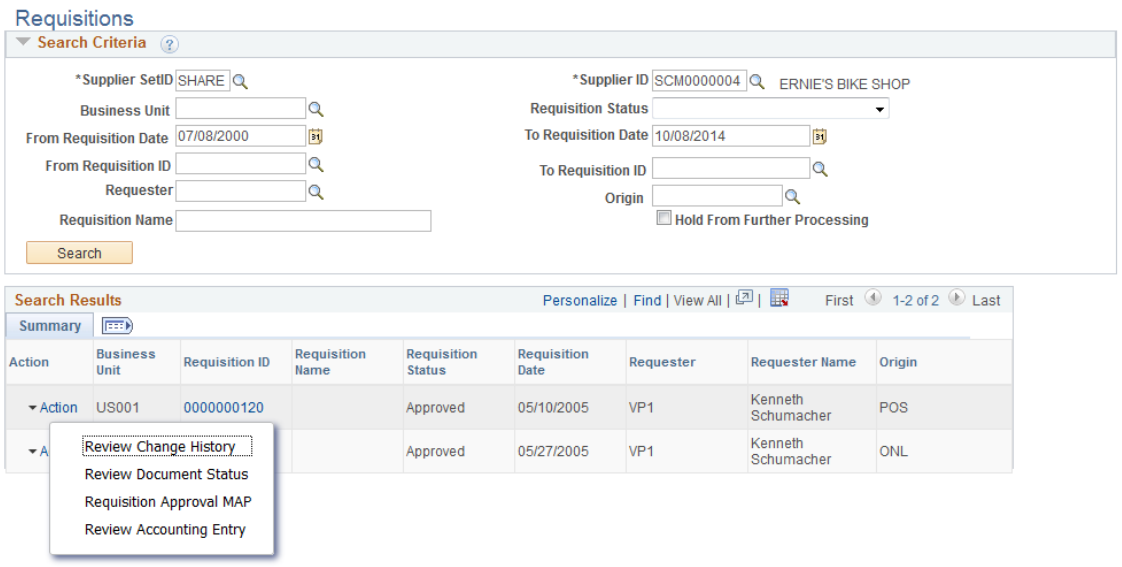
The Requisition Authorization setup allows the user to view all requisitions by any requester created by any product such as Purchasing, eProcurement, and Services Procurement. If the user is granted full authorization and eProcurement or Services Procurement is installed then all the requisitions corresponding to the selected supplier will be displayed. If eProcurement or Services Procurement is not installed then requisition authorization is not validated.

Navigation:

Suppliers, and then **Supplier 360**, and then **Transaction Wheel**, and then **Requisitions**

This example illustrates the fields and controls on the Requisition page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the REQ Inquiry page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Action	Select required related action that opens the corresponding page in a modal window. The related actions available for Requisition transactions are: • Review Change History • Review Document Status • Manage Requisition Approvals • Review Accounting Entry
REQ ID	Click any of the REQ ID hyperlinks to open the corresponding Requisition Inquiry page in a modal window.

Sourcing Page

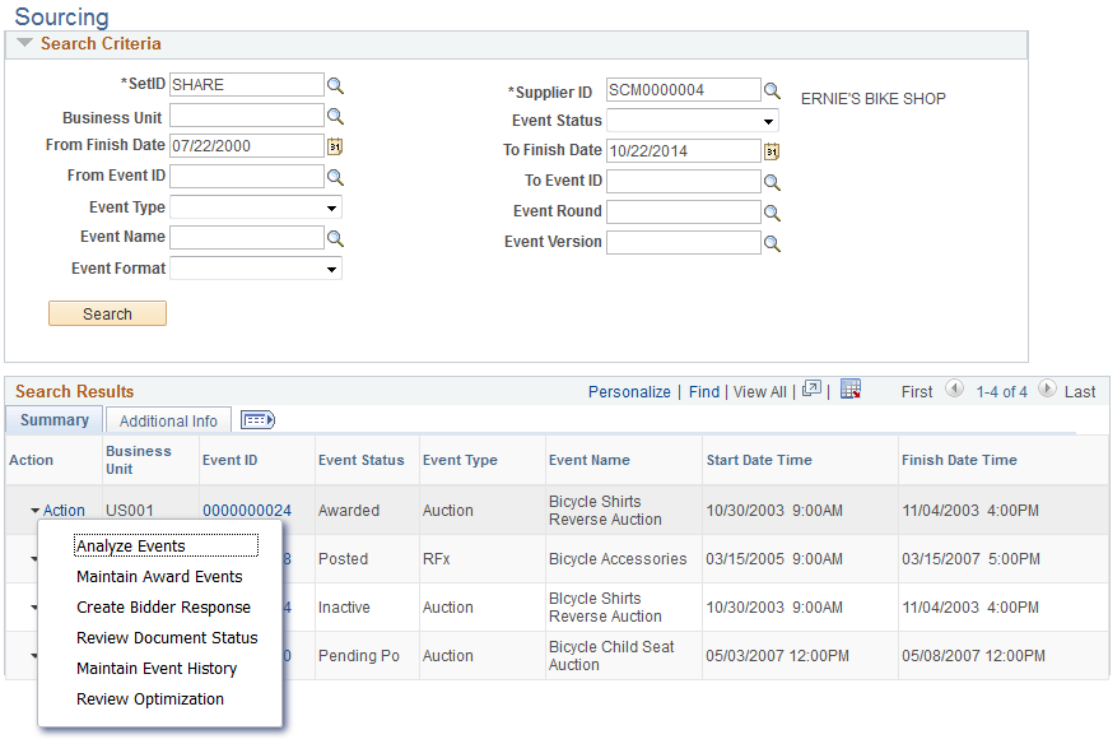
Use the Sourcing page (S360_VNDOC_AUC_DTL) to view all the contract details for the selected supplier. The Search Criteria section will be collapsed by default when search results exist. You can expand the Search section to modify the search criteria. If there are no results for the search then the Search Criteria section will be expanded and message stating that there are no rows available meeting the specified search criteria will be displayed. For From/To

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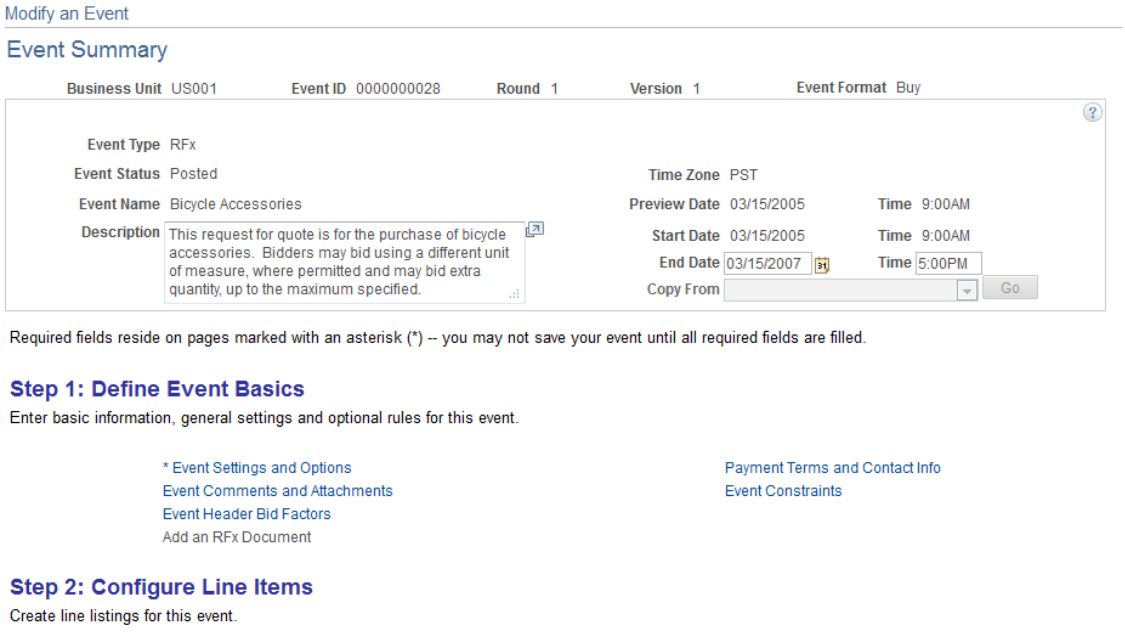
Event ID prompt lookups results to be displayed you have to enter the Business Unit in the Search Criteria.

Suppliers, and then **Supplier 360**, and then **Transaction Wheel**, and then **Sourcing Events**

This example illustrates the fields and controls on the Sourcing page. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Event Summary page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Action	Select required related action that opens the corresponding page in a new window. The related actions available for Sourcing transactions are: • Analyze Events • Maintain Award Events • Create Bidder Response • Review Document Status • Maintain Event History • Review Optimization • Event Workbench
Event ID	Click any of the Event ID hyperlinks to open the corresponding Event Summary page in a new window.

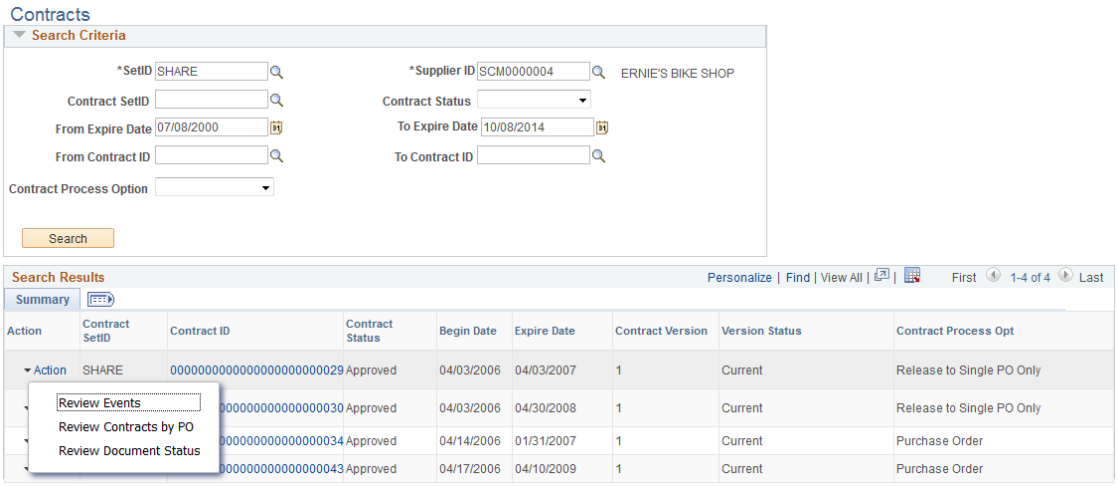
Procurement Contracts Page

Use the Contracts page (S360_VNDOC_CNT_DTL) to view all the event details for the selected supplier. The Search Criteria section will be collapsed by default when search results exist. You can expand the Search section to modify the search criteria. If there are no results for the search then the Search Criteria section will be expanded and message stating that there are no rows available meeting the specified search criteria will be displayed.

Navigation:

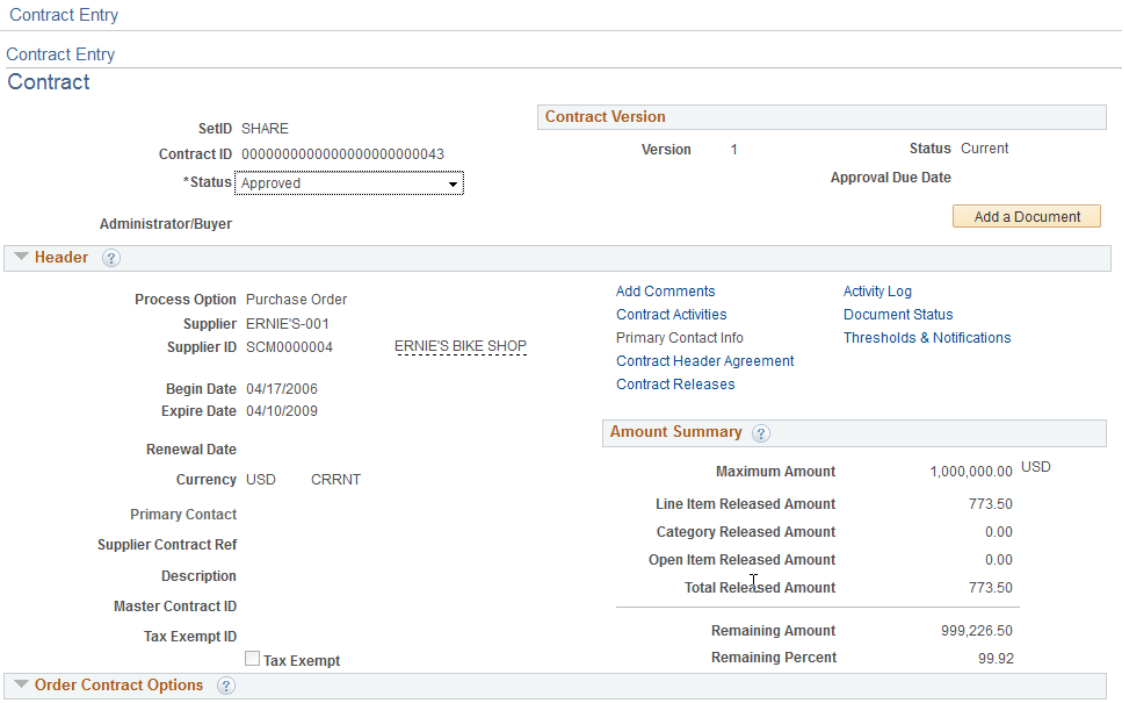
Suppliers, and then **Supplier 360**, and then **Transaction Wheel**, and then **Procurement Contract**

This example illustrates the fields and controls on the Procurement Contract page 1 of 2 . You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Procurement Contract page 2 of 2 . You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Action	Select required related action that opens the corresponding page in a modal window. The related actions available for Contract transactions are: • Review Contract Change History • Review Events • Review Contracts by PO • Review Document Status
Contract ID	Click any of the Contract ID hyperlinks to open the corresponding Contract Entry page in a modal window.

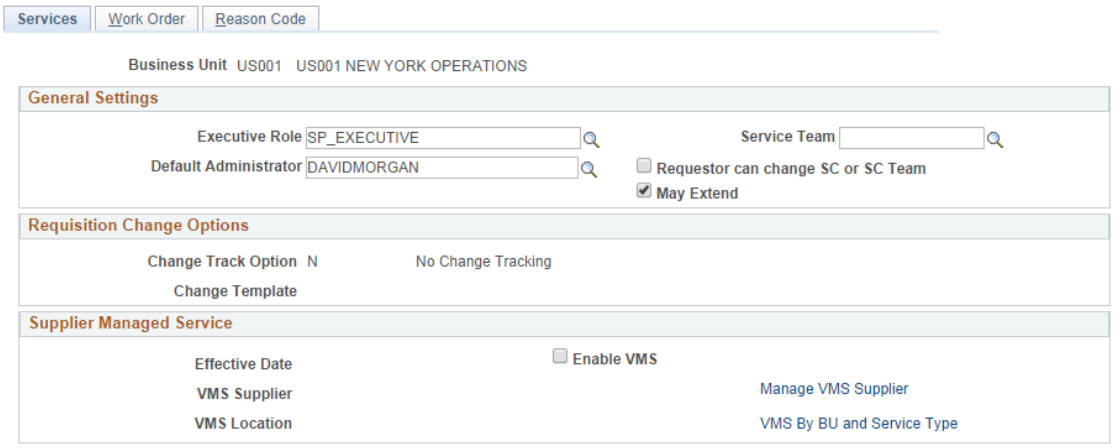
Service Work Orders Page

Use the Service Work Orders page (S360_VNDOC_WO_DTL) to view the work order details for the selected supplier. The Search Criteria section will be collapsed by default when search results exist. You can expand the Search section to modify the search criteria. If there are no results for the search then the Search Criteria section will be expanded and message stating that there are no rows available meeting the specified search criteria will be displayed. For From/To Work Order ID prompt lookups results to be displayed you have to enter the Business Unit in the Search Criteria.

The search result displays transactions based on the user role and authorization. Only Work Orders where the user is identified as either a Requester, Creator, Service Coordinator (or team member), or Engagement Manager will be displayed. If the user wants to view all the service work orders then he has to be assigned the executive role (SP_EXECUTIVE). First, the executive role has to be defined for the Business Unit (Services Procurement, General Setup, Business Unit Definitions, Services Procurement Defn).

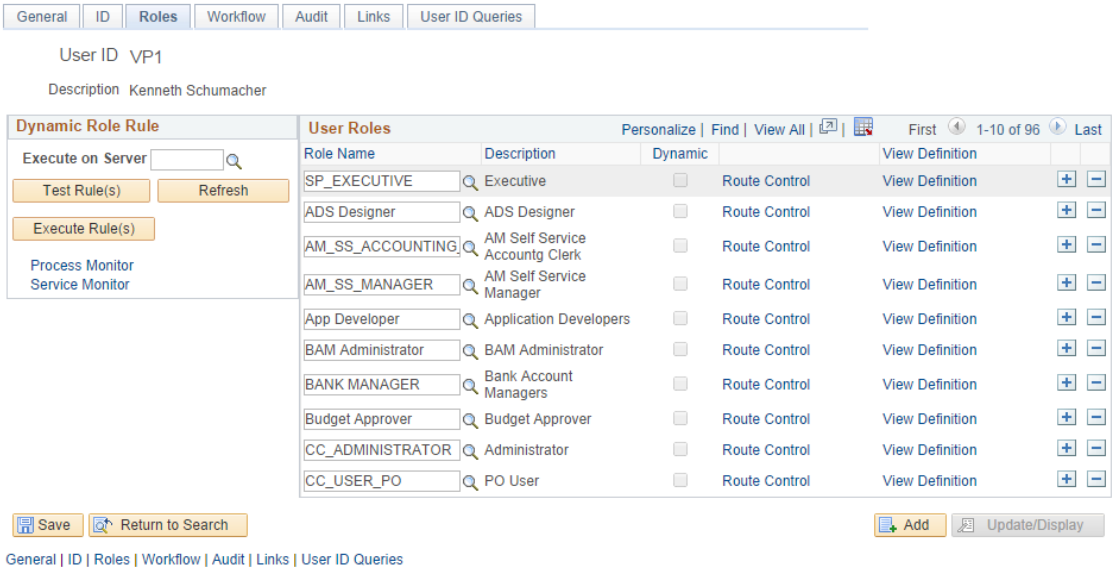
This example illustrates the fields and controls on the Services page.

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Next, the particular user's User Profile (PeopleTools, Security, User Profiles, User Profiles, Roles) must be tagged with the executive role

This example illustrates the fields and controls on the Security Role Settings page.



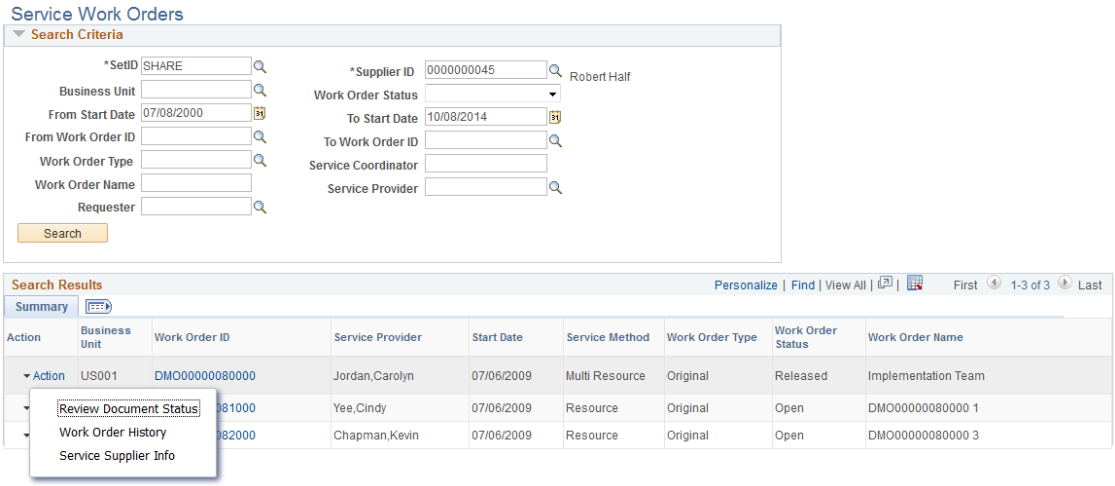
Based on this setting the user will be able to view all work orders in the search result. Only authorized users can access the Work Order Details page by clicking any of the Work Order ID hyperlinks displayed in the search result. You should have work order user security to access the page.

Navigation:

Suppliers, and then **Supplier 360**, and then **Transaction Wheel**, and then **Service Work Orders**

This example illustrates the fields and controls on the Service Work Orders page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Action	Select required related action that opens the corresponding page in a modal window. The related actions available for Work Order transactions are: • Work Order Document Status • Work Order History • Service Supplier Info • View Purchase Order • Review Contracts by PO
Work Order ID	Click any of the Work Order ID hyperlinks to open the corresponding Work Order Details page in a modal window. **Note:** Only authorized users can access the Work Order Details page. You should have work order user security to access the page.

Using Supplier 360 in PeopleSoft Fluid User Interface

This section discusses how to use Supplier 360 in the PeopleSoft Fluid User Interface.

Setting Up Fluid Supplier 360

Pages Used to Use Supplier 360 in the PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Supplier 360 Tile	NA	Access the Supplier Analysis page in PeopleSoft Fluid.
Supplier Analysis Page	CAFNUI_360_FL	Review detailed Supplier information.
Suppliers Comparison Page	CAFNUI_DISPLAY_FL	Compare the details of two or more suppliers by placing them side by side.

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Page Name	Definition Name	Usage
Liability Exposure by Supplier Page	PTPG_NUI_VWR	View liability exposure values for a particular supplier

Supplier 360 Tile

Use the Supplier 360 Tile to access the Supplier Analysis page in PeopleSoft Fluid.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page. For additional information about how to add a tile to a PeopleSoft Fluid Home page, see *PeopleTools: Application User's Guide*, "Working With PeopleSoft Fluid User Interface", Working With Fluid Homepages, Managing Tiles, Adding Tiles to a Fluid Homepage.

This example illustrates the fields and controls on the Supplier 360 tile.



Supplier Analysis Page

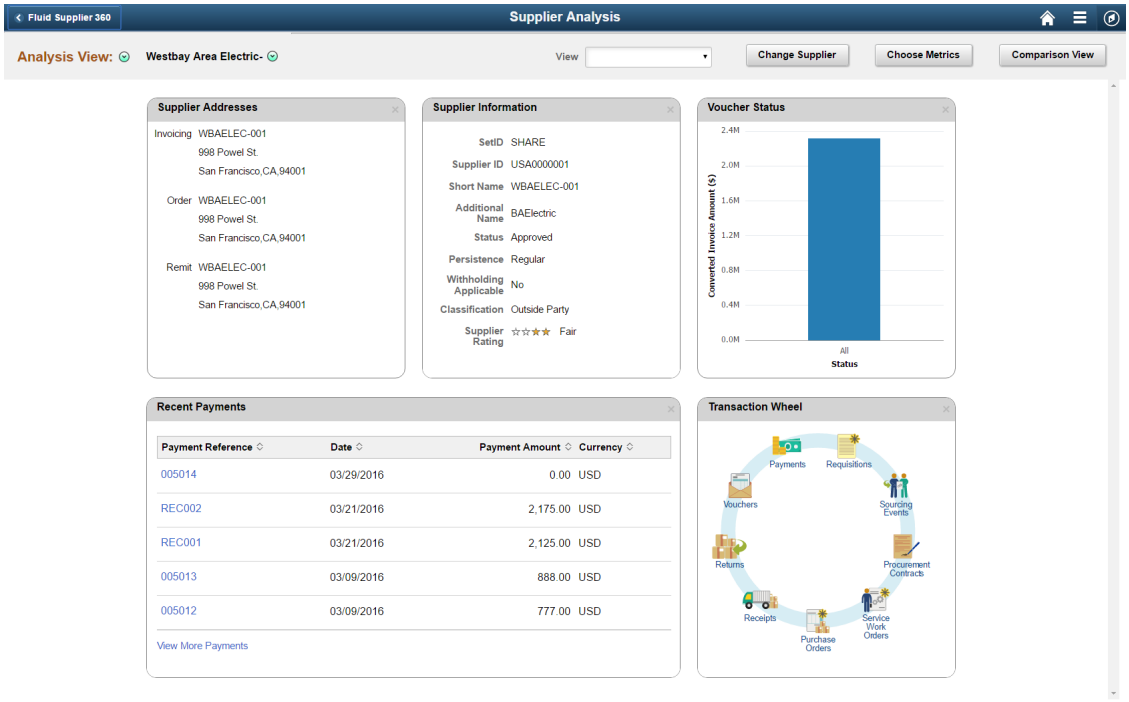
Use the Supplier Analysis page (CAFNUI_360_FL) to review detailed Supplier information.

Navigation:

Select the Supplier 360 tile.

This example illustrates the fields and controls on the Supplier Analysis page. You can find definitions for the fields and controls later on this page.

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Descriptions for the fields specific to Fluid are documented in this section. For a description of all the fields available, refer the Supplier 360 View Page in classic user interface.

Field or Control	Description
	Click the button to access a list of actions to choose from options: • Save to Metric List • Edit Metric Lists • Save View • Edit View List • Send View by Email • Global Date Filter • Refresh All • My Personalization Fields **Send View by Email**, **Refresh All** and **My Personalization** are included in this menu only for the Fluid interface: Clicking **Send View by Email** opens the Send View by email page, which allows you to send an email with details of the metrics currently selected. Clicking **Refresh All** refreshes the view to display the latest values on the various pagelets. Clicking **My Personalization** opens the My Personalization page, which allows you to select the display currency and rate type parameters. When you click Apply, all pivot grid pagelets refresh and display the content as per the newly chosen parameters.

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Field or Control	Description
	Click the button to access a list of Supplier actions applicable to the supplier. Options are: • Supplier Name History • Clear Flag for this Supplier • Maintain Supplier • Outstanding Buyer Agreement • Review Supplier Details • Supplier Audit History • Supplier Conversation • Supplier Hierarchy • Supplier Name History All options other than **Flag This Supplier** and **Clear Flag for this Supplier** open into a new window.
	Click to open the Entity Search 360 page, which allows you to search and select a supplier to view the details in the Analysis view. **Note:** If you are in the Comparison View mode the button changes to **Add Supplier**. You can search and include additional suppliers to compare.
	Click to open the Choose Metrics page and select the metrics to display the pagelets of your choice. • Individual Metric: Select from a list of all available metrics, • Metric Group: Select a value from the metric list, which groups a predefined set of pagelets to display.
	Click to open the Suppliers Comparison page and compare supplier details of two or more suppliers.

Available Metrics

Here is a list of all Supplier 360 pagelets available for analysis and comparison of details for the Suppliers you select :

- Discount Lost /Taken (eSettlements)
- Invoice Disputes (eSettlements)
- Invoicing Address
- Liability Exposure (Accounts Payable)
- Match Exception Analysis (Accounts Payable)
- Order Address
- Procurement Contract Spend (Purchasing)
- Procurement Obligation (Purchasing)
- Procurement Spend Analysis (Purchasing)
- Product Category

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- Proposals Offered (eSettlements)
- Recent Invoices (eSettlements)
- Recent Payments (eSettlements)
- Remit Address
- Supplier Addresses
- Supplier Information
- Supplier License
- Top 10 Contract Category (Purchasing)
- Top 10 Non Contract Category (Purchasing)
- Top 10 Non Contract Item (Purchasing)
- Transaction Wheel
- Voucher Status (Accounts Payable)

> **Note**
>
> Availability of these pagelets and transactions depends on the products installed.

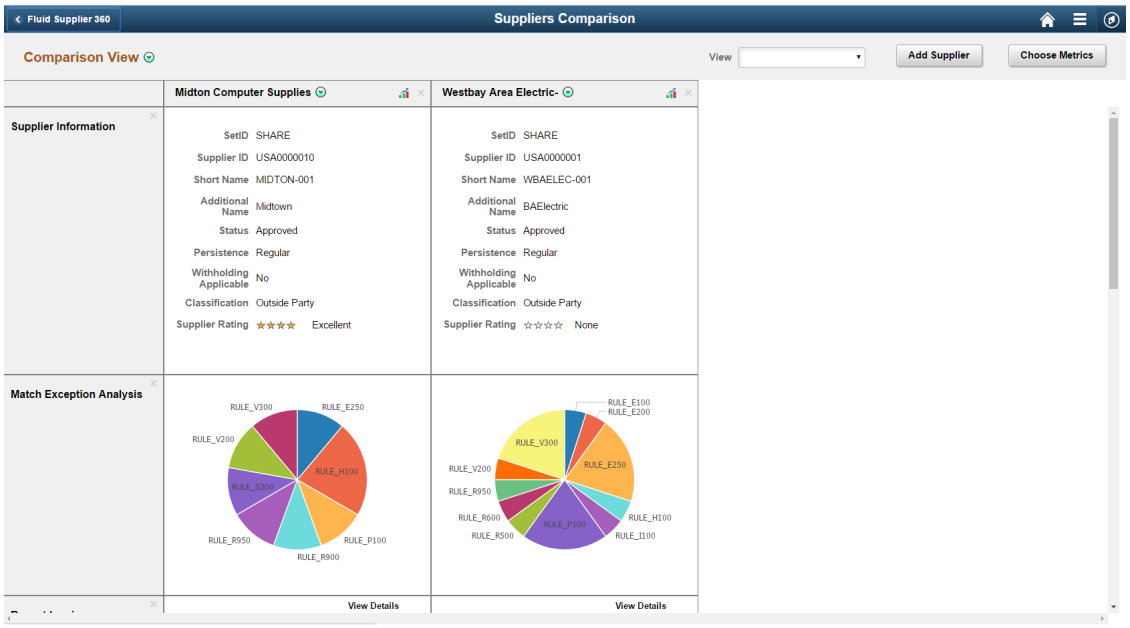
Suppliers Comparison Page

Use the Suppliers Comparison page (CAFNUI_DISPLAY_FL) to compare the details of two or more suppliers by placing them side by side.

Navigation:

Click the Comparison button on the Supplier Analysis page.

This example illustrates the fields and controls on the Supplier Comparison page.



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You can add suppliers to compare by using the Add Supplier option. Click the button to open the Add Supplier page. The search page allows you to search and select suppliers based on various parameters.

You use the Choose Metrics option to select metrics of your choice for comparison.

Supplier 360 Pivot Grid Pagelets

PeopleSoft Pivot Grid supports to provide a pivot table and chart representation of data using PSQuery and component data source. Supplier 360 allows you to view supplier details in a Pivot Grid. The following pagelets display details within a pivot grid:

- Liability Exposure by Supplier
- Match Exception Analysis
- Voucher Status
- Procurement Control Spend
- Procurement Obligation
- Procurement Spend Analysis
- Top 10 Contract Category
- Top 10 Non Contract Category
- Top 10 Non Contract Item

For a detailed understanding of pivot grids, see the product documentation for *PeopleTools: Pivot Grid*

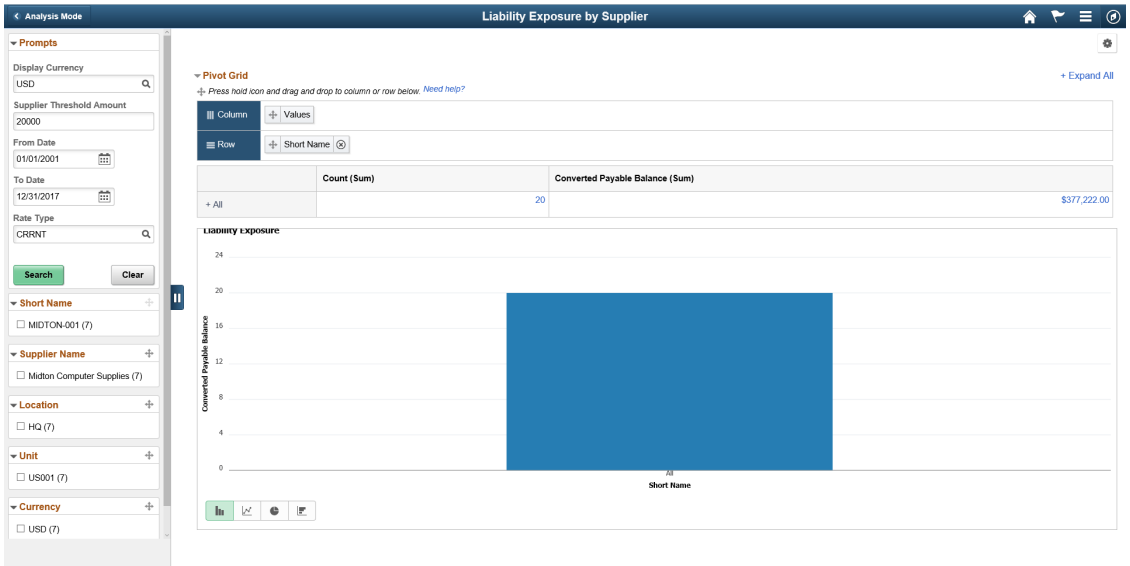
Liability Exposure by Supplier Page

Use the Liability Exposure by Supplier page (PTPG_NUI_VWR) to view liability exposure values for a particular supplier based on business unit.

Navigation:

Click the Liability Exposure pagelet to open in a new window.

This example illustrates the fields and controls on the Liability Exposure by Supplier page.



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The left panel allows access to the prompts and filters within the component. Users can select from a range of data using field prompts, filter data by selecting specific facets values, and analyze pivot data by dragging and dropping facets into the Pivot Grid Columns and Rows. Users can click on a bar on the graph and click on the Detailed View to access the Pivot Grid Drilldown page. The page will help the user to see the details that represent the graph.

Related Topics

- Using the Supplier 360 View
  This section describes the Supplier 360 View and its components.

Viewing the Supplier 360 Pagelets

The Supplier 360 View page may include the following pages or pagelets:

> **Note**
>
> Information shown in pagelets are for specified suppliers selected on the Supplier 360 page.

Page/Pagelet Name	Usage	Product
Supplier Header Information pagelet	Displays the supplier header information.	All
Supplier Rating pagelet	Displays the supplier rating information.	All
Supplier Product Category pagelet	Displays the supplier product category information.	All
Supplier License pagelet	Displays the supplier license information.	All
Match Exception Analysis Pagelet	Displays the match exception details.	Accounts Payable
Supplier Exception Rules Page	Displays details of the exceptions.	Accounts Payable
Liability Exposure Pagelet	Displays the liability exposure for a specific date range.	Accounts Payable
Voucher Status Pagelet	Displays the voucher status for a specific date range.	Accounts Payable
PeopleSoft eSettlements: Recent Invoices Pagelet	Displays the recent invoices.	eSettlements
PeopleSoft eSettlements: Recent Payments Pagelet	Displays the recent invoices for which payments are made.	eSettlements
PeopleSoft eSettlements: Proposals Offered Pagelet	Displays the list of proposals.	eSettlements
PeopleSoft eSettlements: Invoice Disputes Pagelet	Displays the invoices in disputes notified by the buyers.	eSettlements
PeopleSoft eSettlements: Discounts Lost/Taken Pagelet	Displays all the discounts lost and taken for a particular period and Supplier ID.	eSettlements

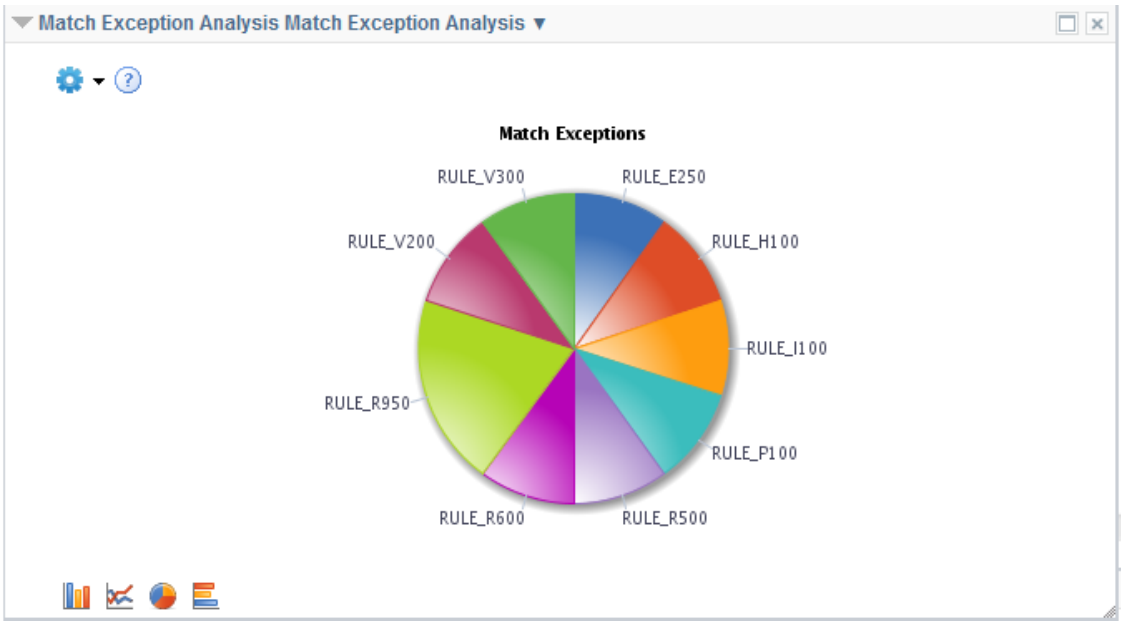
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Page/Pagelet Name	Usage	Product
Top 10 Category Spend Pagelet	Displays Top 10 categories based on PO spend in those categories. This includes both contract and non contract spend.	Purchasing
Top 10 Non Contract Category Pagelet	Displays the Top 10 categories based on PO spend in those categories. This includes only non contract spend.	Purchasing
Procurement Obligations Pagelet	Displays both PO spend (both contract and non PO contract) over time.	Purchasing
Procurement Spend Analysis Pagelet	Displays the PO spend broken down by PO Contract and non PO Contract.	Purchasing
Top 10 Non Contract Item Pagelet	Displays the Top 10 items based on PO spend in those items. This includes only non contract spend.	Purchasing
Procurement Contract Spend Pagelet	Displays contract release amounts from a contract perspective. Every active contract is included, but only released lines and categories within those contracts are included.	Purchasing

Match Exception Analysis Pagelet

Access the Match Exception Analysis pagelet

This example illustrates the fields and controls on the Match Exception Analysis pagelet.



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The Match Exception Analysis pagelet displays a pivot grid. This pivot grid is based on a query that displays all the rule exceptions for a particular supplier ID.

You can click on one of the sections in the pie chart and click the Detailed View to access the Pivot Grid Drilldown page. On the Pivot Grid Drilldown page, use the Related Actions link and click the Match Exceptions button to open the Supplier Exception Rules page to display the supplier exception rules.

Supplier Exception Rules Page

Use the Supplier Exception Rules page to view details of the exceptions.

Navigation:

Click on one of the sections from the pie chart on the Match Exception Analysis pagelet. On the Pivot Grid Drilldown page click the Related Actions link and the Match Exceptions button.

This example illustrates the fields and controls on the Supplier Exception Rules page.

Supplier Exception Rules

Supplier SetID SHARE **Supplier ID** USA0000001

Supplier Exception Rules Personalize | Find | View All | First 1-9 of 9 Last

Match Rule ID	Description	Match Exception Cause Type	Total Exceptions	Show Details
RULE_R950	Voucher quantity does not equal sum of receipt qty		2	
RULE_H100	Pay terms does not equal PO pay terms		1	
RULE_I100	Inspection required but not complete		1	
RULE_P100	Unit price does not equal PO unit price		1	
RULE_V300	Life to date voucher amount is greater than PO amt		1	
RULE_R600	No receipt found, but unmatched ones exist		1	
RULE_V200	Life to date voucher qty is greater than PO qty		1	
RULE_E250	Line amt does not equal PO line amt		1	
RULE_R500	No receipts found		1	

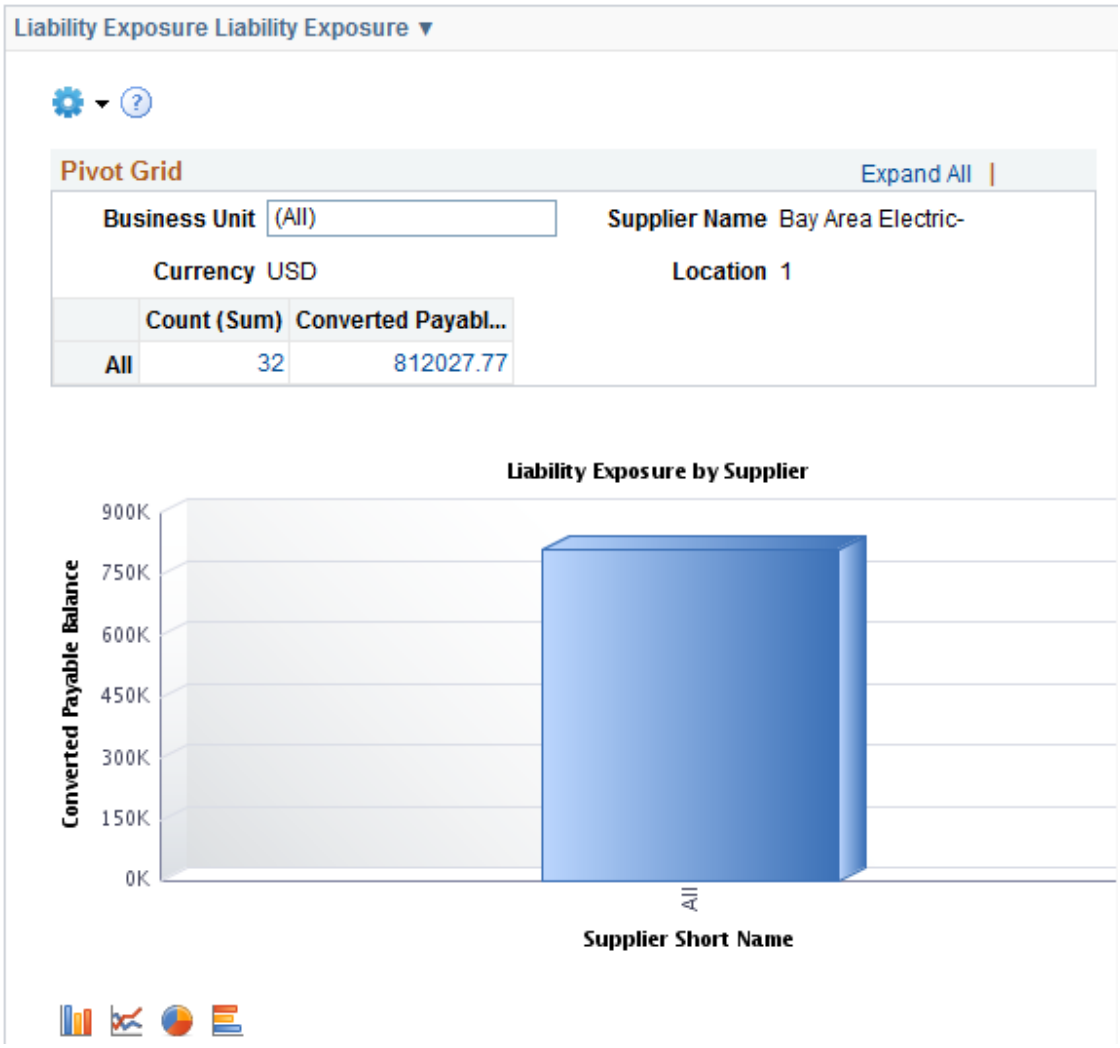
For a detailed understanding of pivot grids, see the product documentation for *PeopleTools: Pivot Grid*

Liability Exposure Pagelet

Access the Liability Exposure pagelet.

This example illustrates the fields and controls on the Liability Exposure pagelet.

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The Liability Exposure pagelet displays a pivot grid. This pivot grid is based on a query that displays all the liability exposure values for a particular supplier based on business unit.

You can click on one of the values in the grid to open the Pivot Grid Drilldown page. You can also click on one of the columns on the graph and then click the Detailed View button to access the Pivot Grid Drilldown page. Use the Pivot Grid Drilldown page to list and view the details of the liability exposure by business unit.

Use the Related Actions link to access the Maintain Supplier page using the Maintain Supplier button, or access the View Voucher List page using the View Voucher List button.

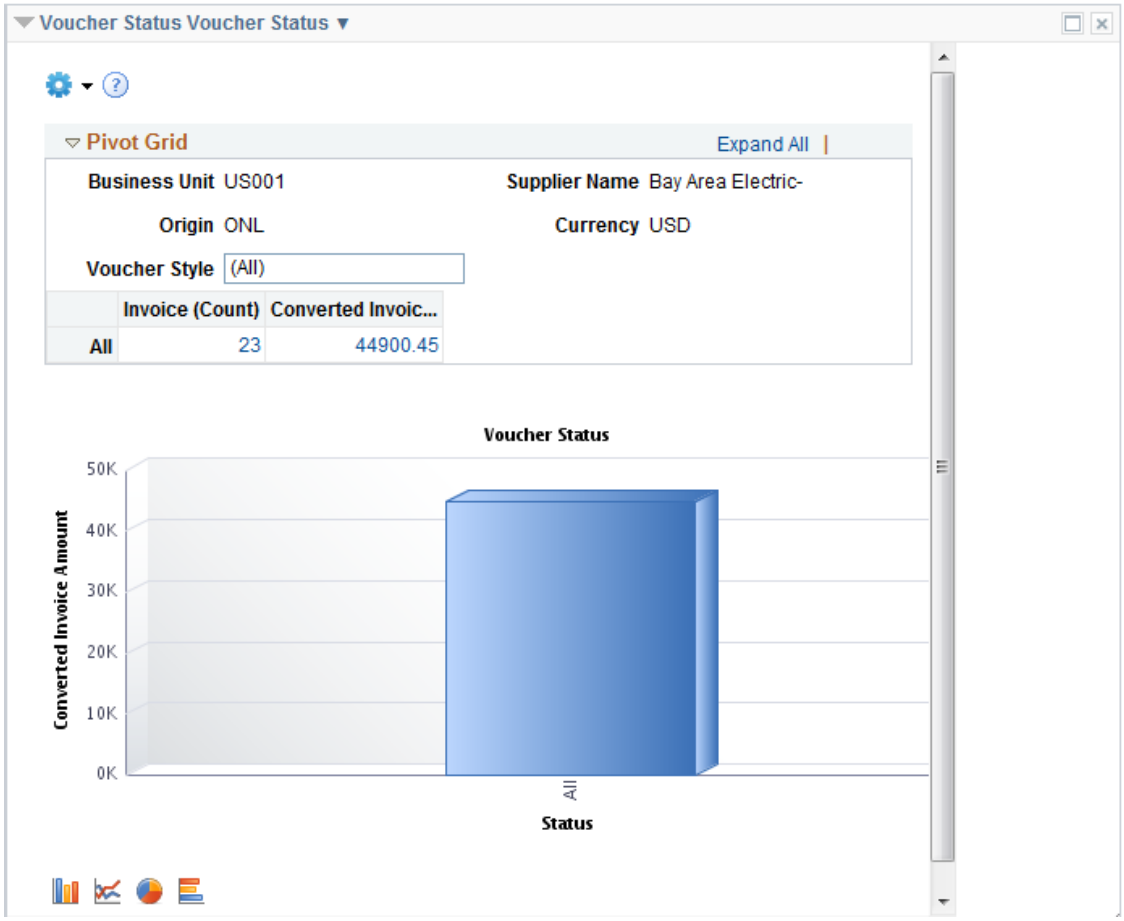
See Identifying Information Page

Voucher Status Pagelet

Access the Voucher Status pagelet

This example illustrates the fields and controls on the Liability Exposure pagelet.

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The Voucher Status pagelet displays a pivot grid. This pivot grid is based on a query that displays the voucher status for a particular supplier based on business unit and voucher style.

You can click on one of the values in the grid to open the Pivot Grid Drilldown page. You can also click on one of the columns on the graph and click on the Detailed View button to access the Pivot Grid Drilldown page. Use the Pivot Grid Drilldown page to list and view the details of the voucher status by business unit. Use the Related Actions link and click the Update Voucher button to access the Voucher - Summary page.

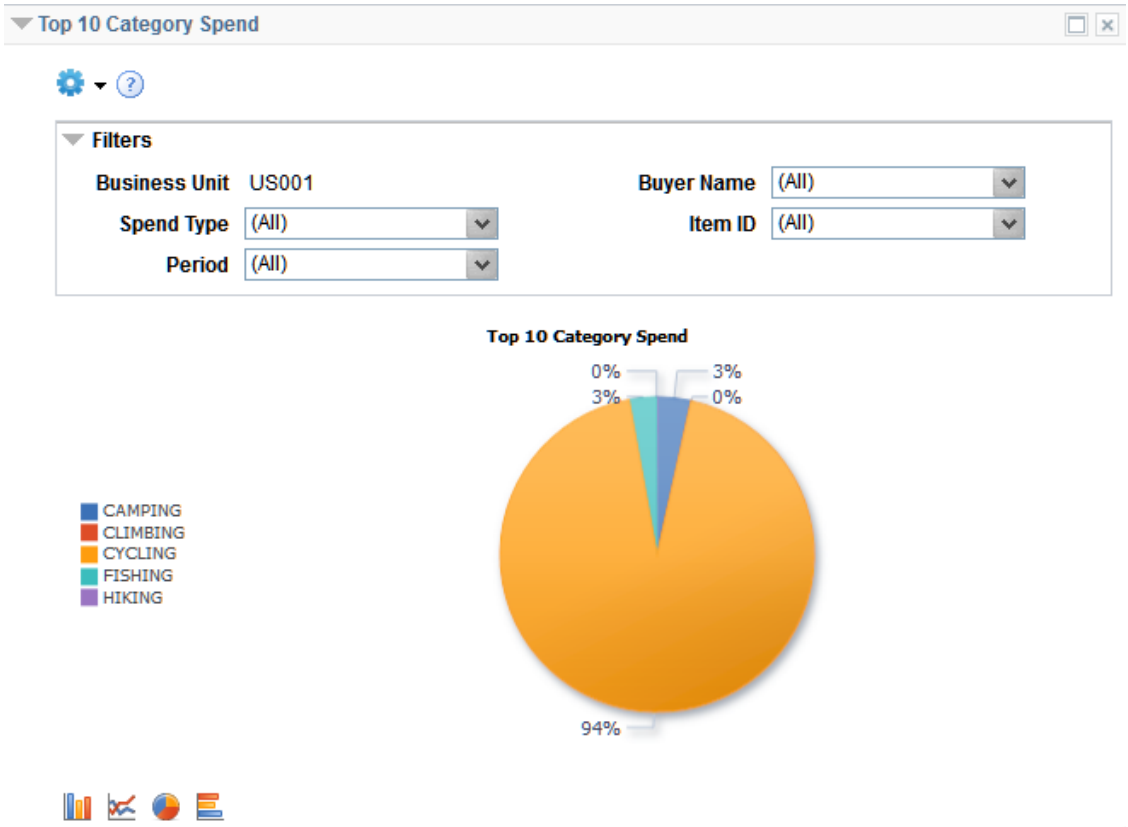
See PeopleSoft Payables: Voucher - Summary Page

Top 10 Category Spend Pagelet

Access the Top 10 Category Spend pagelet.

This example illustrates the fields and controls on the Top 10 Category Spend Pagelet.

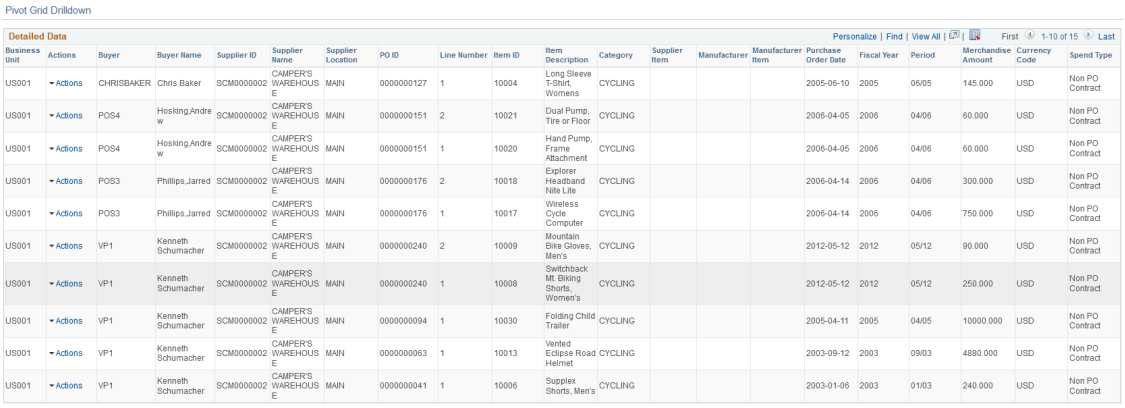
Copyright © 1988, 2026, Oracle and/or its affiliates.



This pagelet displays the Top 10 categories based on PO spend in those categories. This includes both contract and non contract spend.

You can click on the graph and then Detailed View to access the Pivot Grid Drilldown page.

This example illustrates the fields and controls on the Top 10 Category Spend - Pivot Grid Drilldown page.


Pivot Grid Drilldown

Detailed Data — Personalize | Find | View All | First 1-10 of 15 Last

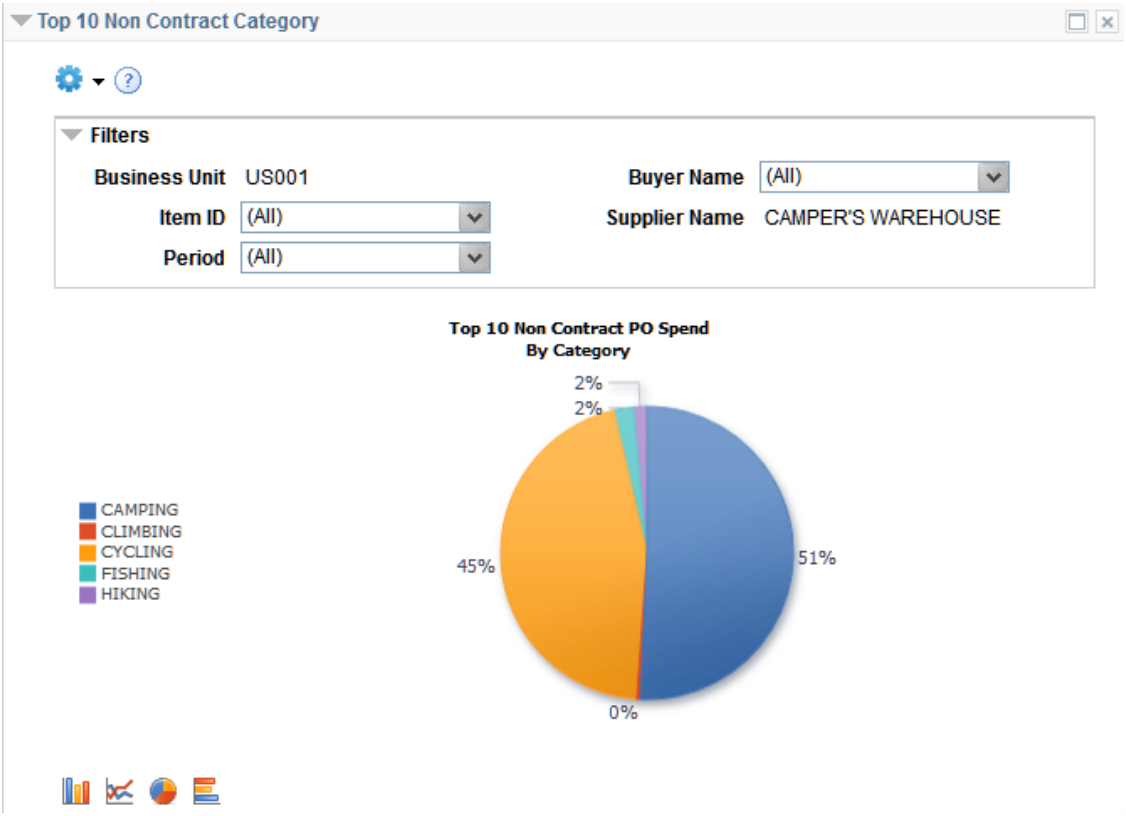
Business Unit	Actions	Buyer	Buyer Name	Supplier ID	Supplier Name	Supplier Location	PO ID	Line Number	Item ID	Item Description	Category	Supplier Item	Manufacturer	Manufacturer Item	Purchase Order Date	Fiscal Year	Period	Merchandise Amount	Currency Code	Spend Type
US001	Actions	CHRISBAKER	Chris Baker	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000127	1	10004	Long Sleeve T-Shirt, Womens	CYCLING				2005-06-10	2005	06/05	145.000	USD	Non PO Contract
US001	Actions	POS4	Hosking,Andrew	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000151	2	10021	Dual Pump, Tire or Floor	CYCLING				2006-04-05	2006	04/06	60.000	USD	Non PO Contract
US001	Actions	POS4	Hosking,Andrew	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000151	1	10020	Hand Pump, Frame Attachment	CYCLING				2006-04-05	2006	04/06	60.000	USD	Non PO Contract
US001	Actions	POS3	Phillips,Jarred	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000176	2	10018	Explorer Headband Nite Lite	CYCLING				2006-04-14	2006	04/06	300.000	USD	Non PO Contract
US001	Actions	POS3	Phillips,Jarred	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000176	1	10017	Wireless Cycle Computer	CYCLING				2006-04-14	2006	04/06	750.000	USD	Non PO Contract
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000240	2	10009	Mountain Bike Gloves, Men's	CYCLING				2012-05-12	2012	05/12	90.000	USD	Non PO Contract
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000240	1	10008	Switchback Mt. Biking Shorts, Women's	CYCLING				2012-05-12	2012	05/12	250.000	USD	Non PO Contract
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000094	1	10030	Folding Child Trailer	CYCLING				2005-04-11	2005	04/05	10000.000	USD	Non PO Contract
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000063	1	10013	Vented Eclipse Road Helmet	CYCLING				2003-09-12	2003	09/03	4880.000	USD	Non PO Contract
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000041	1	10006	Supplex Shorts, Men's	CYCLING				2003-01-06	2003	01/03	240.000	USD	Non PO Contract

Top 10 Non Contract Category Pagelet

Access the Top 10 Non Contract Category pagelet.

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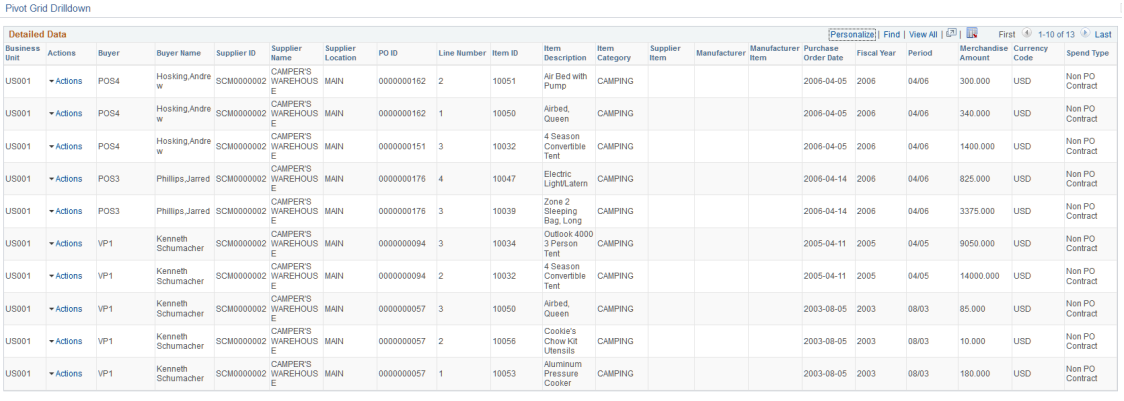
This example illustrates the fields and controls on the Top 10 Non Contract Category pagelet.



This pagelet displays the Top 10 categories based on PO spend in those categories. This pagelet includes only non contract spend.

You can click on the graph and then Detailed View to access the Pivot Grid Drilldown page.

This example illustrates the fields and controls on the Top 10 Non Contract Category Pivot Grid Drilldown page.


Pivot Grid Drilldown

Detailed Data

Personalize | Find | View All | First 1-10 of 13 Last

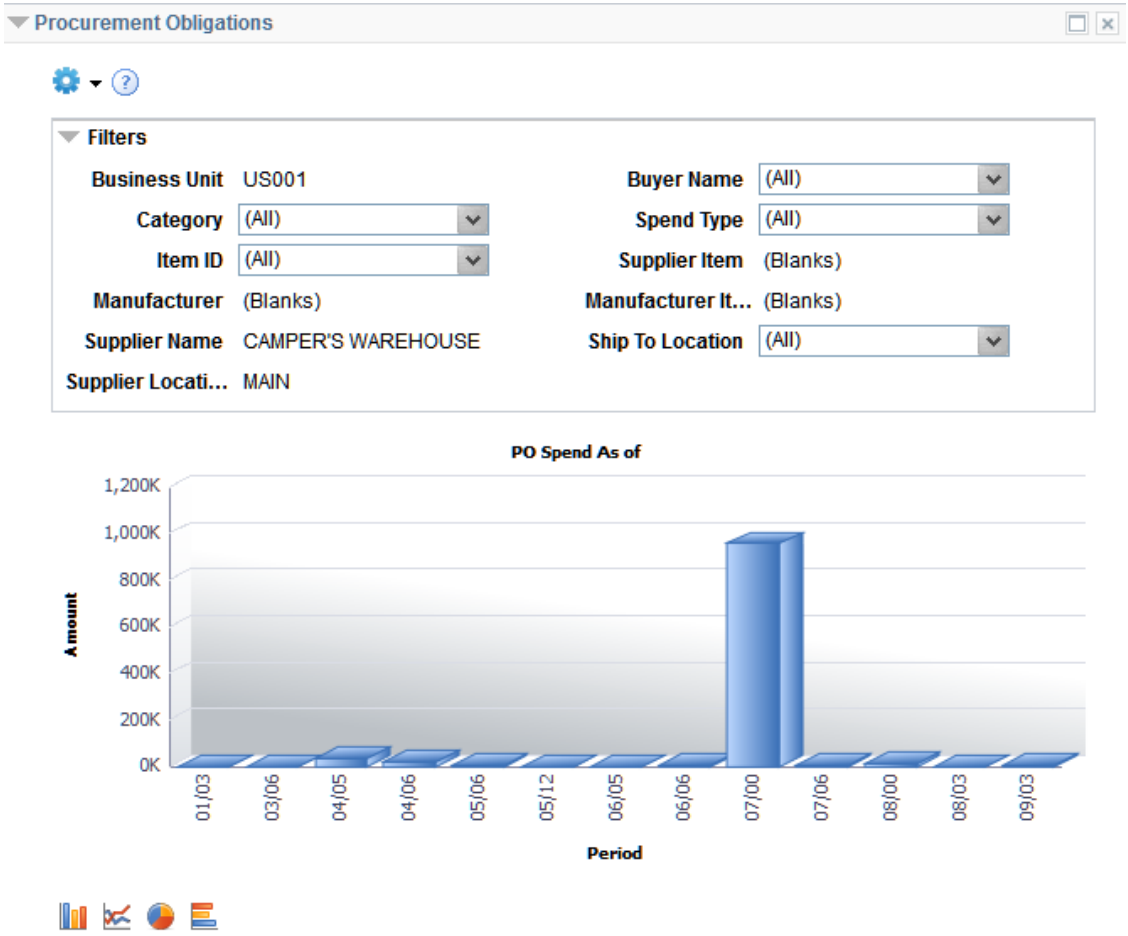
Business Unit	Actions	Buyer	Buyer Name	Supplier ID	Supplier Name	Supplier Location	PO ID	Line Number	Item ID	Item Description	Item Category	Supplier Item	Manufacturer	Manufacturer Item	Purchase Order Date	Fiscal Year	Period	Merchandise Amount	Currency Code	Spend Type
US001	Actions	POS4	Hosking,Andrew	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000162	2	10051	Air Bed with Pump	CAMPING				2006-04-05	2006	04/06	300.000	USD	Non PO Contract
US001	Actions	POS4	Hosking,Andrew	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000162	1	10050	Airbed, Queen	CAMPING				2006-04-05	2006	04/06	340.000	USD	Non PO Contract
US001	Actions	POS4	Hosking,Andrew	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000151	3	10032	4 Season Convertible Tent	CAMPING				2006-04-05	2006	04/06	1400.000	USD	Non PO Contract
US001	Actions	POS3	Phillips,Jarred	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000176	4	10047	Electric Light/Latern	CAMPING				2006-04-14	2006	04/06	825.000	USD	Non PO Contract
US001	Actions	POS3	Phillips,Jarred	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000176	3	10039	Zone 2 Sleeping Bag, Long	CAMPING				2006-04-14	2006	04/06	3375.000	USD	Non PO Contract
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000094	3	10034	Outlook 4000 3 Person Tent	CAMPING				2005-04-11	2005	04/05	9050.000	USD	Non PO Contract
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000094	2	10032	4 Season Convertible Tent	CAMPING				2005-04-11	2005	04/05	14000.000	USD	Non PO Contract
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000057	3	10050	Airbed, Queen	CAMPING				2003-08-05	2003	08/03	85.000	USD	Non PO Contract
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000057	2	10056	Cookie's Chow Kit Utensils	CAMPING				2003-08-05	2003	08/03	10.000	USD	Non PO Contract
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000057	1	10053	Aluminum Pressure Cooker	CAMPING				2003-08-05	2003	08/03	180.000	USD	Non PO Contract

Procurement Obligations Pagelet

Access the Procurement Obligations pagelet.

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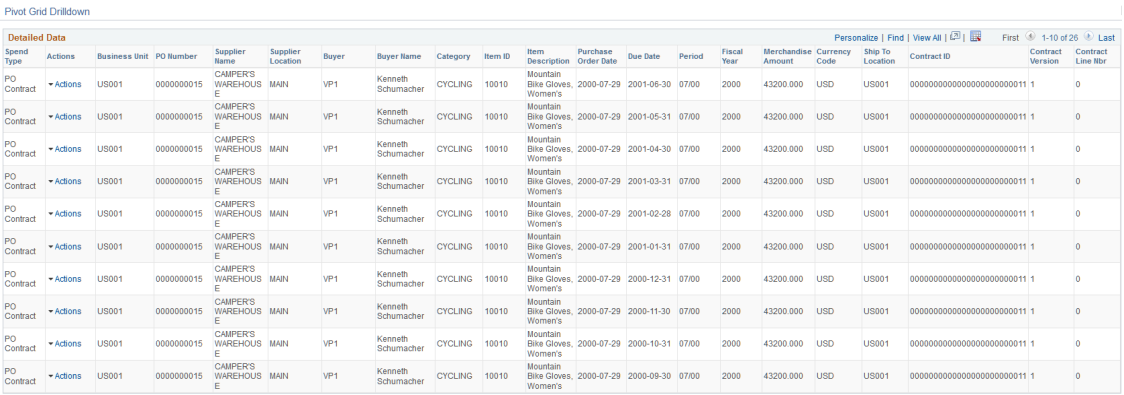
This example illustrates the fields and controls on the Procurement Obligations pagelet.



This pagelet displays both PO spend (both contract and non PO contract) over time.

You can click on the graph and then Detailed View to access the Pivot Grid Drilldown page.

This example illustrates the fields and controls on the Procurement Obligations - Pivot Grid Drilldown page.


Pivot Grid Drilldown

Detailed Data

Personalize | Find | View All | First 1-10 of 26 Last

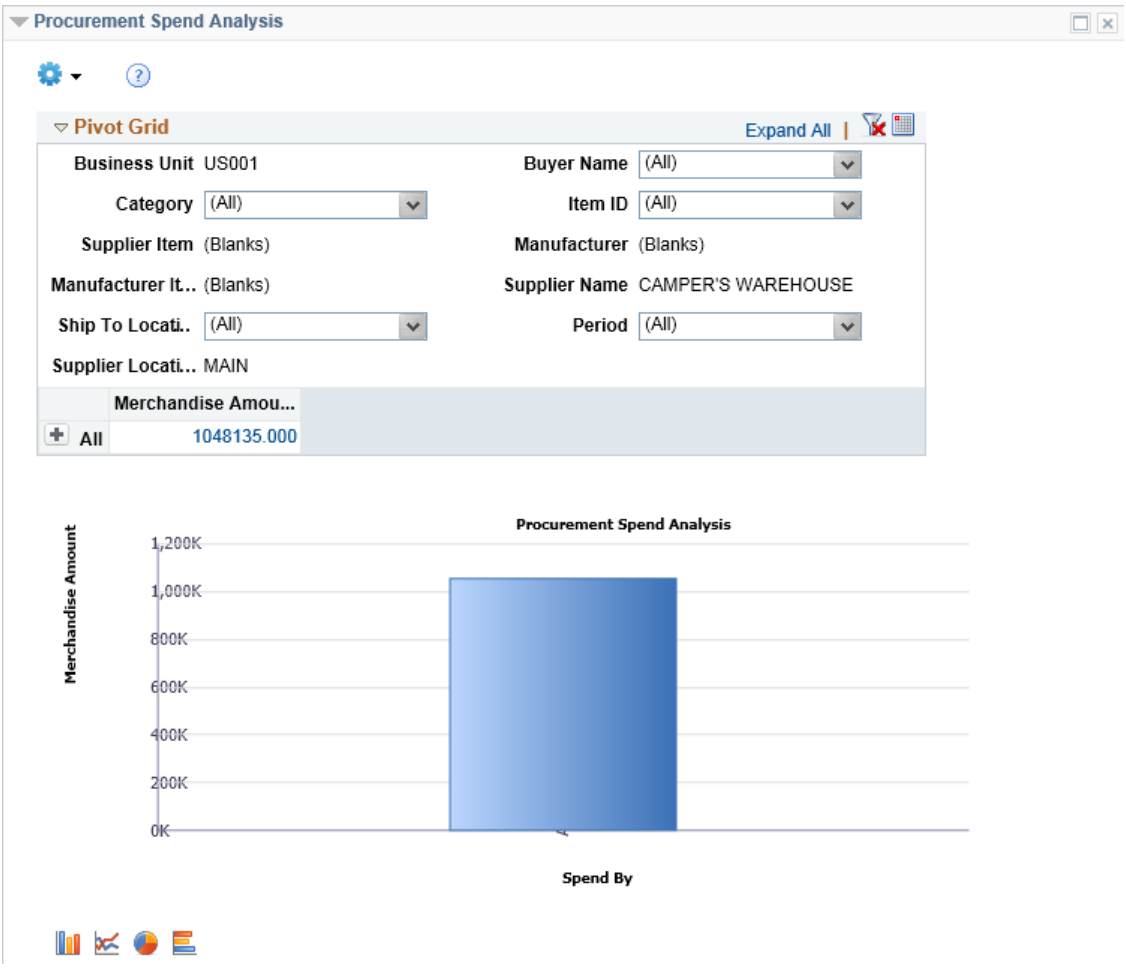
Spend Type	Actions	Business Unit	PO Number	Supplier Name	Supplier Location	Buyer	Buyer Name	Category	Item ID	Item Description	Purchase Order Date	Due Date	Period	Fiscal Year	Merchandise Amount	Currency Code	Ship To Location	Contract ID	Contract Version	Contract Line Nbr
PO Contract	Actions	US001	0000000015	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	CYCLING	10010	Mountain Bike Gloves, Women's	2000-07-29	2001-06-30	07/00	2000	43200.000	USD	US001	00000000000000000000011	1	0
PO Contract	Actions	US001	0000000015	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	CYCLING	10010	Mountain Bike Gloves, Women's	2000-07-29	2001-05-31	07/00	2000	43200.000	USD	US001	00000000000000000000011	1	0
PO Contract	Actions	US001	0000000015	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	CYCLING	10010	Mountain Bike Gloves, Women's	2000-07-29	2001-04-30	07/00	2000	43200.000	USD	US001	00000000000000000000011	1	0
PO Contract	Actions	US001	0000000015	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	CYCLING	10010	Mountain Bike Gloves, Women's	2000-07-29	2001-03-31	07/00	2000	43200.000	USD	US001	00000000000000000000011	1	0
PO Contract	Actions	US001	0000000015	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	CYCLING	10010	Mountain Bike Gloves, Women's	2000-07-29	2001-02-28	07/00	2000	43200.000	USD	US001	00000000000000000000011	1	0
PO Contract	Actions	US001	0000000015	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	CYCLING	10010	Mountain Bike Gloves, Women's	2000-07-29	2001-01-31	07/00	2000	43200.000	USD	US001	00000000000000000000011	1	0
PO Contract	Actions	US001	0000000015	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	CYCLING	10010	Mountain Bike Gloves, Women's	2000-07-29	2000-12-31	07/00	2000	43200.000	USD	US001	00000000000000000000011	1	0
PO Contract	Actions	US001	0000000015	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	CYCLING	10010	Mountain Bike Gloves, Women's	2000-07-29	2000-11-30	07/00	2000	43200.000	USD	US001	00000000000000000000011	1	0
PO Contract	Actions	US001	0000000015	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	CYCLING	10010	Mountain Bike Gloves, Women's	2000-07-29	2000-10-31	07/00	2000	43200.000	USD	US001	00000000000000000000011	1	0
PO Contract	Actions	US001	0000000015	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	CYCLING	10010	Mountain Bike Gloves, Women's	2000-07-29	2000-09-30	07/00	2000	43200.000	USD	US001	00000000000000000000011	1	0

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Procurement Spend Analysis Pagelet

Access the Procurement Spend Analysis pagelet.

This example illustrates the fields and controls on the Procurement Spend Analysis pagelet.



This pagelet displays the PO spend broken down by PO Contract and non PO Contract.

You can click on the graph and then Detailed View to access the Pivot Grid Drilldown page.

This example illustrates the fields and controls on the Procurement Spend Analysis - Pivot Grid Drilldown page.

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Pivot Grid Drilldown

Detailed Data

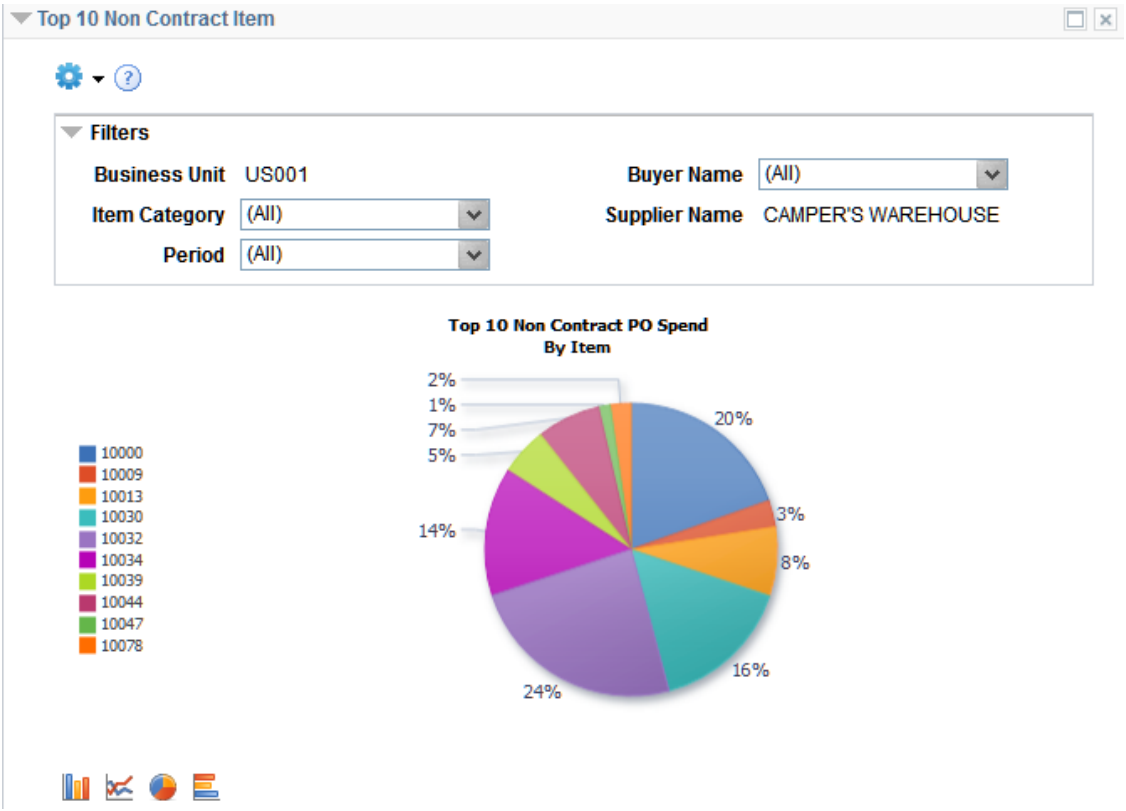
Personalize | Find | View All | First 1-10 of 100 Last

Spend Type	Actions	Business Unit	PO Number	Supplier Name	Supplier Location	Buyer	Buyer Name	Category	Item ID	Item Description	Purchase Order Date	Due Date	Period	Fiscal Year	Merchandise Amount	Currency Code	Ship To Location	Contract ID	Contract Version	Contract Line Nbr
PO Contract	Actions	US001	0000000201	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	FISHING	10100	Weight Forward Fly Line, Sinking	2006-07-10	2006-07-13	07/06	2006	2000.000	USD	US001	00000000000000000000000045	1	0
PO Contract	Actions	US001	0000000201	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	FISHING	10094	Bass Leaders, 9 Feet	2006-07-10	2006-07-13	07/06	2006	100.000	USD	US001	00000000000000000000000045	1	0
PO Contract	Actions	US001	0000000201	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	FISHING	10093	Tippet Material - 25 Meters	2006-07-10	2006-07-13	07/06	2006	100.000	USD	US001	00000000000000000000000045	1	0
PO Contract	Actions	US001	0000000201	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	FISHING	10091	Egg Shot Weight System	2006-07-10	2006-07-13	07/06	2006	200.000	USD	US001	00000000000000000000000045	1	0
PO Contract	Actions	US001	0000000201	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	FISHING	10090	Fly Floatant	2006-07-10	2006-07-13	07/06	2006	100.000	USD	US001	00000000000000000000000045	1	0
PO Contract	Actions	US001	0000000200	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	FISHING	10100	Weight Forward Fly Line, Sinking	2006-06-26	2006-06-29	06/06	2006	2000.000	USD	US001	00000000000000000000000045	1	0
PO Contract	Actions	US001	0000000200	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	FISHING	10094	Bass Leaders, 9 Feet	2006-06-26	2006-06-29	06/06	2006	100.000	USD	US001	00000000000000000000000045	1	0
PO Contract	Actions	US001	0000000200	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	FISHING	10093	Tippet Material - 25 Meters	2006-06-26	2006-06-29	06/06	2006	100.000	USD	US001	00000000000000000000000045	1	0
PO Contract	Actions	US001	0000000200	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	FISHING	10091	Egg Shot Weight System	2006-06-26	2006-06-29	06/06	2006	200.000	USD	US001	00000000000000000000000045	1	0
PO Contract	Actions	US001	0000000200	CAMPER'S WAREHOUSE	MAIN	VP1	Kenneth Schumacher	FISHING	10090	Fly Floatant	2006-06-26	2006-06-29	06/06	2006	100.000	USD	US001	00000000000000000000000045	1	0

Top 10 Non Contract Item Pagelet

Access the Top 10 Non Contract Item pagelet.

This example illustrates the fields and controls on the Top 10 Non Contract Item pagelet.

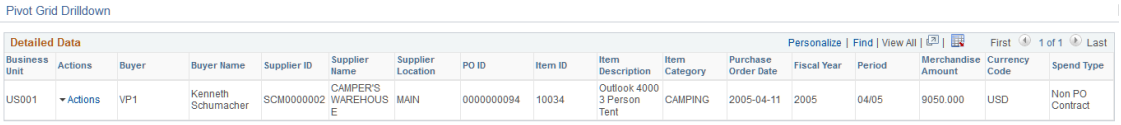


This pagelet displays the Top 10 items based on PO spend in those items. This pagelet includes only non contract spend.

You can click on the graph and then Detailed View to access the Pivot Grid Drilldown page.

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This example illustrates the fields and controls on the Top 10 Non Contract Item - Pivot Grid Drilldown page.


Pivot Grid Drilldown

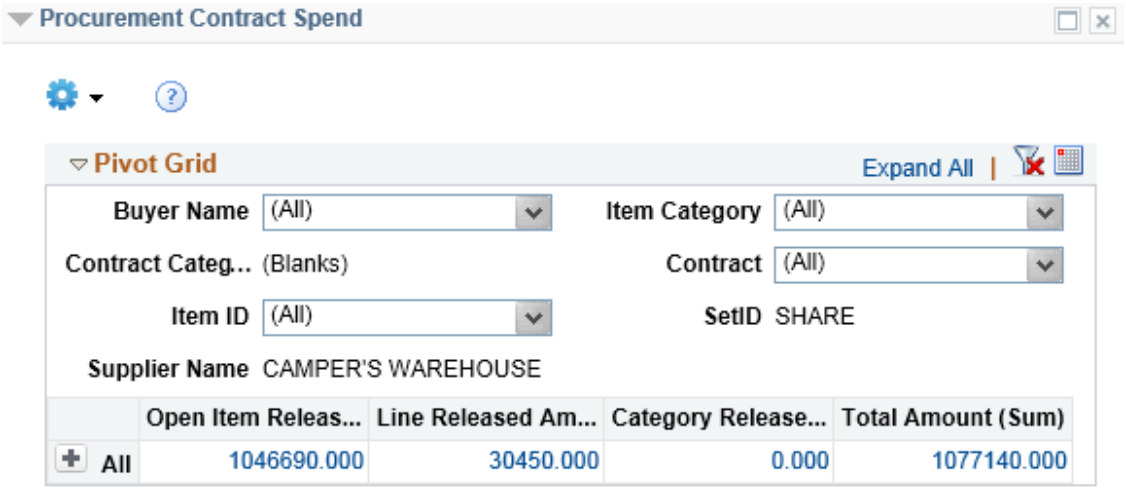
Detailed Data — Personalize | Find | View All | First 1 of 1 Last

Business Unit	Actions	Buyer	Buyer Name	Supplier ID	Supplier Name	Supplier Location	PO ID	Item ID	Item Description	Item Category	Purchase Order Date	Fiscal Year	Period	Merchandise Amount	Currency Code	Spend Type
US001	Actions	VP1	Kenneth Schumacher	SCM0000002	CAMPER'S WAREHOUSE	MAIN	0000000094	10034	Outlook 4000 3 Person Tent	CAMPING	2005-04-11	2005	04/05	9050.000	USD	Non PO Contract

Procurement Contract Spend Pagelet

Access the Procurement Contract Spend pagelet.

This example illustrates the fields and controls on the Procurement Contract Spend pagelet.



This pagelet displays contract release amounts from a contract perspective. Every active contract is included, but only released lines and categories within those contracts are included.

Click on a Contract Amount for Detailed View of the data.

This example illustrates the fields and controls on the Procurement Contract Spend - Pivot Grid Drilldown page.


Pivot Grid Drilldown

Detailed Data — Personalize | Find | View All | First 1-10 of 15 Last

SetID	Actions	Contract	Contract Version	Description	Contract Status	Supplier Name	Supplier Contract Ref	Begin Date	Process Option	Maximum Amount	Buyer	Contract Amount Type	Item SetID	Contract Line Nbr	Item Description	Item Category	Line Released Amount	Category Released Amount	Total Amount
SHARE	Actions	0000000000000000000000010	1	Camping equipment	Approved	CAMPER'S WAREHOUSE		2000-07-10	PO	20000.000		Open Item		0			0.000	0.000	0.000
SHARE	Actions	0000000000000000000000011	1	Limited Time Offer	Approved	CAMPER'S WAREHOUSE		2000-07-10	GN	0.000		Open Item		0			0.000	0.000	1046690.000
SHARE	Actions	0000000000000000000000011	1	Limited Time Offer	Approved	CAMPER'S WAREHOUSE		2000-07-10	GN	0.000		Line Item	SHARE	1	Deluxe Sports Stove, Double Burner	CAMPING	1500.000	0.000	1500.000
SHARE	Actions	0000000000000000000000023	1	Fishing Rods	Approved	CAMPER'S WAREHOUSE		2005-06-05	GN	1000000.000	CHRISBAKER	Open Item		0			0.000	0.000	0.000
SHARE	Actions	0000000000000000000000024	1	Air Mattress Contract	Approved	CAMPER'S WAREHOUSE		2005-03-21	GN	50000.000		Open Item		0			0.000	0.000	0.000
SHARE	Actions	0000000000000000000000045	1	Fishing Corp. Contract	Approved	CAMPER'S WAREHOUSE		2006-04-01	GN	1000000.000	CHRISBAKER	Open Item		0			0.000	0.000	0.000
SHARE	Actions	0000000000000000000000045	1	Fishing Corp. Contract	Approved	CAMPER'S WAREHOUSE		2006-04-01	GN	1000000.000	CHRISBAKER	Line Item	SHARE	1	Fly Floatant	FISHING	1100.000	0.000	1100.000
SHARE	Actions	0000000000000000000000045	1	Fishing Corp. Contract	Approved	CAMPER'S WAREHOUSE		2006-04-01	GN	1000000.000	CHRISBAKER	Line Item	SHARE	3	Tippet Material - 25 Meters	FISHING	1100.000	0.000	1100.000
SHARE	Actions	0000000000000000000000045	1	Fishing Corp. Contract	Approved	CAMPER'S WAREHOUSE		2006-04-01	GN	1000000.000	CHRISBAKER	Line Item	SHARE	4	Bass Leaders, 9 Feet	FISHING	1100.000	0.000	1100.000
SHARE	Actions	0000000000000000000000045	1	Fishing Corp. Contract	Approved	CAMPER'S WAREHOUSE		2006-04-01	GN	1000000.000	CHRISBAKER	Line Item	SHARE	5	Weight Forward Fly Line, Sinking	FISHING	22000.000	0.000	22000.000

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14

Using Supplier Scorecarding

Understanding Supplier Scorecarding

PeopleSoft Supplier Scorecard measures supplier performance against a set of targets to ensure suppliers are meeting the needs of the organization in a way that is acceptable.

The Supplier Scorecarding process consists of evaluation templates containing weighted sections and questions which can be used to evaluate and score suppliers utilized by your organization. Evaluation responses can be solicited from users across an organization. Results are collected, validated, and posted making them available for review and analysis to help determine whether a supplier is performing up to the expectations of the organization.

PeopleSoft Supplier Scorecarding also contains objective Key Performance Indicator (KPI) questions and scores incorporated into templates, evaluations, and the overall scorecard results. This allows reviewers to view and analyze both objective and subjective scored questions within the same scorecard.

The supplier scorecarding process involves:

- Configuring supplier scorecarding. See Setting Up Supplier Scorecarding
- Creating and maintaining Evaluation templates. See Creating and Maintaining Evaluation Templates
- Creating and releasing evaluations to the users. See Creating Evaluations
- Evaluating suppliers by completing and submitting the evaluations. See Evaluating Suppliers
- Managing evaluation responses, applying KPI values, and posting results. See Managing Evaluations
- Reviewing supplier scorecards. See Analyzing Supplier Scorecard

Setting Up Supplier Scorecarding

This topic discusses the setup components required for setting up Evaluations in the Supplier Scorecarding process. A user with Administrator privileges (EPSC1000) will have access to the Scorecarding set up pages, otherwise referred to as the Scorecard Administration page.

The Scorecard Administration page consists of a collection of pages used to configure Supplier Scorecarding. Depending on how the security has been setup, an individual user may or may not have access to all the set up pages.

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Pages Used to Set Up Supplier Scorecarding

Page Name	Definition Name	Usage
ScoreCarding Defaults Page	SCD_DEFAULTS_FL	Configure trace back days and supplier selection defaults, and indicate whether evaluations can be declined.
Template Reason Options Page	SCD_TMPL_DFLTS_FL	Manage changes to Templates.
Evaluation Reason Options Page	SCD_EVAL_DFLTS_FL	Manage changes to Evaluations.
Template Types Setup Page	SCD_TMPL_TYPES_FL	Define Template Types.
Section Types Setup Page	SCD_SECT_GRPS_FL	Define Section Types.
Question Groups Setup Page	SCD_QUEST_GRPS_FL	Define Question Groups.
KPI Categories Setup Page	SCD_KPI_CAT_FL	Define and maintain KPI Categories
KPI Definition Page	SCD_KPI_DEF_FL	Define and maintain KPI Definitions.
Detail Calendar Page	DETAIL_CALENDAR1	Define calendars that can be selected and assigned to an Evaluation.
Create Reason Code Page	REASON_CD	Define reason codes for scorecard related reason types.
Scoring Models Page	SCD_RATE_MODELS_FL	Define scoring models used to rate supplier performance for questions within a section.
Setting Up Supplier Scorecarding	AUTO_NUM_PNL	Automatically assign a sequential number to Question IDs, Section IDs, Template IDs, and Evaluation IDs.
Questions Page	SCD_QUESTIONS_FL	Maintain a library of questions used in Evaluations.

ScoreCarding Defaults Page

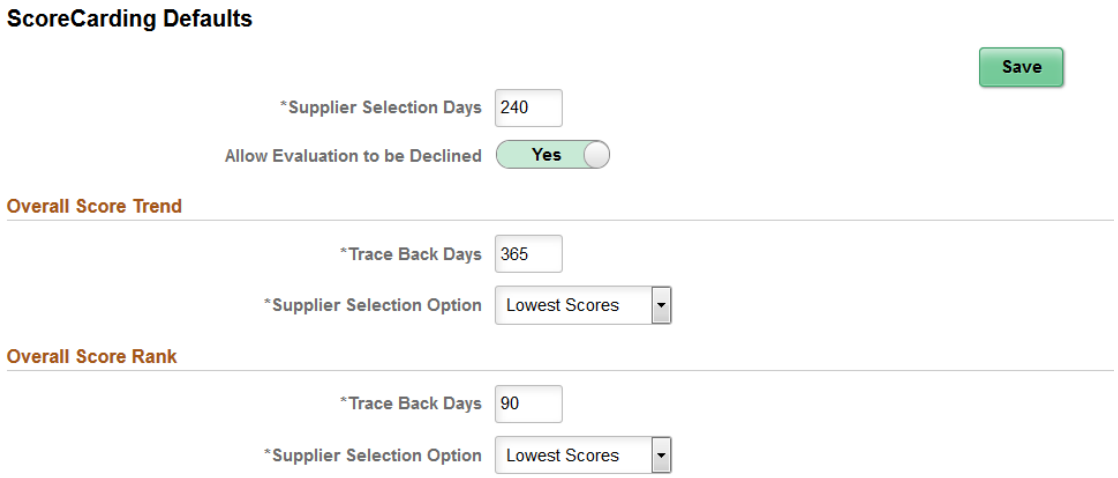
Use the ScoreCarding Defaults page (SCD_DEFAULTS_FL) to configure trace back days and supplier selection defaults, and indicate whether evaluations can be declined.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **ScoreCarding Defaults**

This example illustrates the fields and controls on the ScoreCarding Defaults page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Supplier Selection Days	Enter the default number of days used to help determine the first five suppliers in Supplier Scorecard analytics. The system determines the first five suppliers based on the date range provided here, evaluation score, and **Supplier Selection Option.** The date of the most recently posted evaluation is used to indicate the end date and the start date is determined by the number of days entered in this field (the system subtracts the number of days from the end date). For example, if you enter '90' and the most recently posted evaluation is from 12 May, 2018, the system determines the five suppliers based on the date range 11 February, 2018 through 12 May, 2018. This option works together with the **Supplier Selection Option** to produce results. For example, if you chose *Highest Scores* for the Supplier Selection Option, the system determines the five highest scored suppliers based on the given date range.
Allow Evaluation to be Declined	Indicate whether evaluators assigned to a specific evaluation are allowed to decline the Evaluation request. The default setting is *No.* You can change this setting during the Create Evaluation process.

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Field or Control	Description
Trace Back Days (Overall Score Trend and Overall Score Rank)	Enter a default number of days to capture supplier evaluation results for Supplier Scorecard analytics. The date of the most recent evaluation is used to indicate the end date. The start date is determined by the number of days entered in this field (the system subtracts the number of days from the end date). For example, if you enter '365' and the most recent evaluation is from 12 May, 2018, the system displays evaluation data from 12 May, 2017 to 12 May, 2018.
Supplier Selection Option (Overall Score Trend and Overall Score Rank)	Set a default for the Supplier Selection prompt for Supplier Scorecard analytics. The Supplier Selection prompt helps filter evaluation data based on these values: • *Highest Scores*: The first five suppliers with the highest evaluation scores posted (within the Supplier Selection Days range). • *Lowest Scores*: The first five suppliers with the lowest evaluation scores posted (within the Supplier Selection Days range). • *Recently Evaluated*: The last five posted supplier evaluations (within the Supplier Selection Days range). • *Suppliers I Watch*: The suppliers in your watchlist with posted evaluations (within the Supplier Selection Days range). • *Trending Higher*: The first five suppliers with the largest increase in their last posted score (within the Supplier Selection Days range). • *Trending Lower*: The first five suppliers with the largest decline in their last posted score (within the Supplier Selection Days range). This field works together with the **Supplier Selection Days** field.

Template Reason Options Page

Use the Template Reason Options page (SCD_TMPL_DFLTS_FL) to manage changes to Templates.

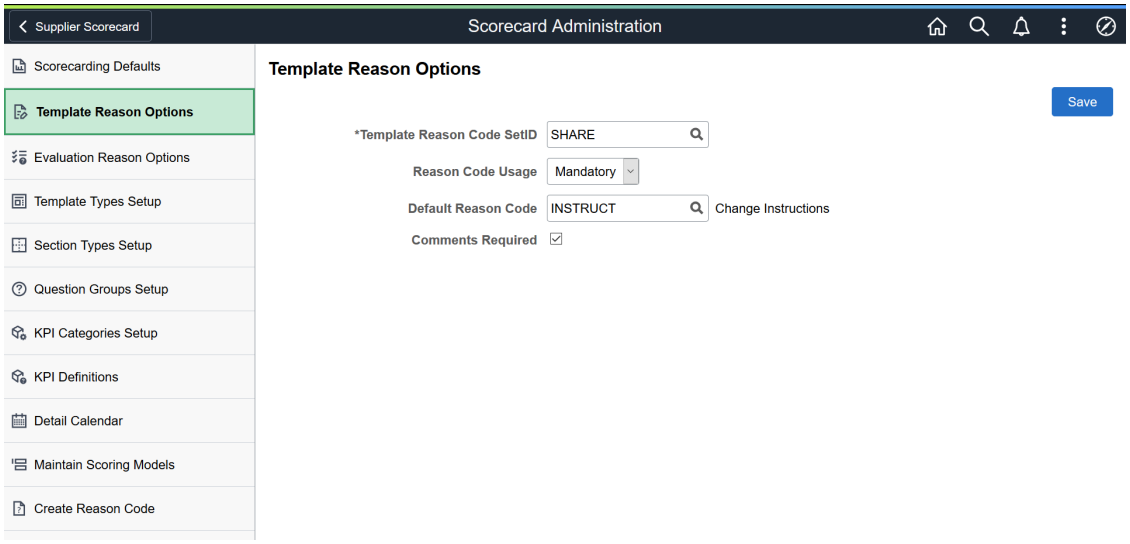
You use this page to define how reason codes should be used when making changes to evaluation templates.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Template Reason Options**

This example illustrates the fields and controls on the Template Reason Options page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Template Reason Code SetID	Select a set ID that has the Template Change reason codes.
Reason Code Usage	Select a Reason Code Usage option: • Mandatory: Select this option if a reason code must be provided when changes are made to a Template. • Not Used: Select this option if you do not want to use a reason code when a Template is changed. This option hides the **Default Reason Code** and the **Comments Required** fields. • Optional: Select this option to make entering a reason code optional when a Template is changed.
Default Reason Code	Select a reason code that will be displayed as a default when entering a Template Reason change. The default reason code may be overridden by the user at the time of change. Assigning a default reason code is optional.
Comments Required	Select this check box if comments must be entered when a Template is changed. This field displays when the **Reason Code Usage** option is set to Mandatory.

> **Note**
>
> Template Change reason codes should be defined prior to the setting of Template Reason Options. Template Reason Options can be changed at any time. For more information, see Create Reason Code Page

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Evaluation Reason Options Page

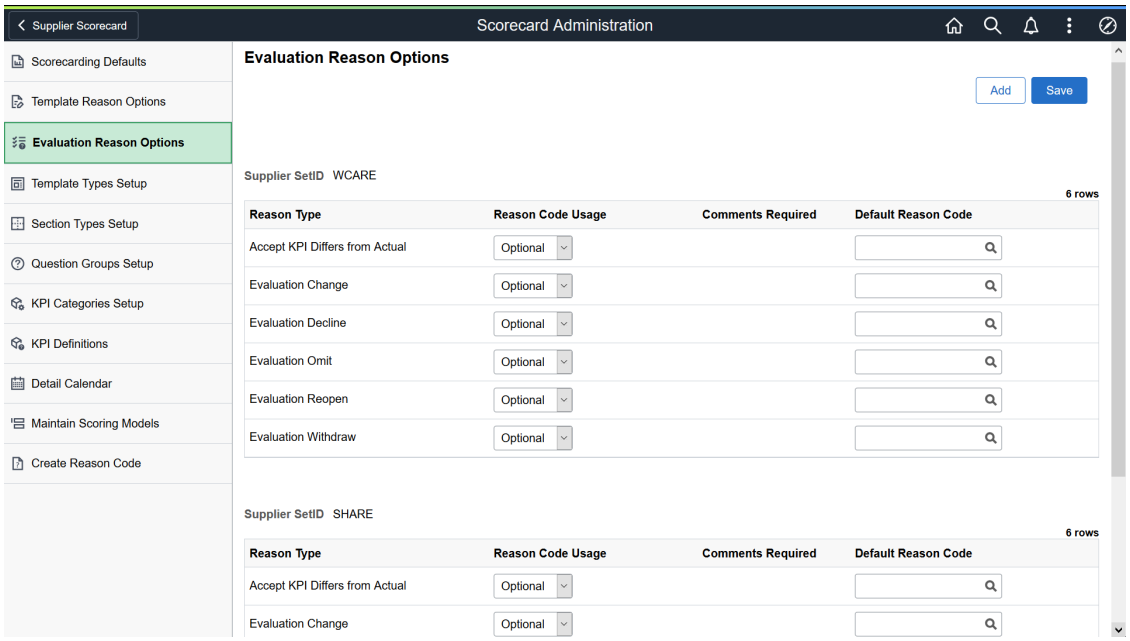
Use the Evaluation Reason Options page (SCD_EVAL_DFLTS_FL) to manage changes to Evaluations.

You use this page to define how reason codes should be used when performing actions on an Evaluation.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Evaluation Reason Options**

This example illustrates the fields and controls on the Evaluation Reason Options page. You can find definitions for the fields and controls later on this page.



There are five Evaluation Reason Types (Accept KPI Differs from Actual, Evaluation Change, Evaluation Omit, Evaluation Decline, and Evaluation Withdraw) associated with various Evaluation actions. For each of these Reason Types, you have the option to define how Reason Code Usage will be applied across different Supplier SetIDs. For each Supplier SetID, define how reason codes should be handled for each Evaluation Reason Type action.

Select the **Add** button to add a new Supplier SetID and define reason code options for each Evaluation Reason Type.

Field or Control	Description
Reason Type	Displays the reason type. You assign a Reason Code Usage, Comments Required (if Mandatory), and Default Reason Code to each Evaluation Reason Type.

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Field or Control	Description
Reason Code Usage	Select a Reason Code Usage option: • Mandatory: Select this option if a reason code must be provided when the specific Evaluation Reason Type action has been performed. • Not Used: Select this option if you do not want to use reason codes for this action. This is the default setting. When using this option, the Default Reason Code and Comments Required fields are hidden. If this option is selected, the **Default Reason Code** field is hidden. • Optional: Select this option if it is optional for a reason code to be provided when the specific Evaluation Reason Type action has been performed.
Comments Required	Select this check box if comments are required. This check box is displayed when the **Reason Code Usage** option is set to Mandatory.
Default Reason Code	Select a reason code to be used as a default for each Evaluation Reason Type. The default may be overridden by the user at the time of the specific Evaluation action. Assigning a default reason code is optional.

> **Note**
>
> Evaluation Reason Type reason codes must be defined prior to the setting of Evaluation Reason Options. Evaluation Reason Options can be changed at any time. For more information, see Create Reason Code Page

Template Types Setup Page

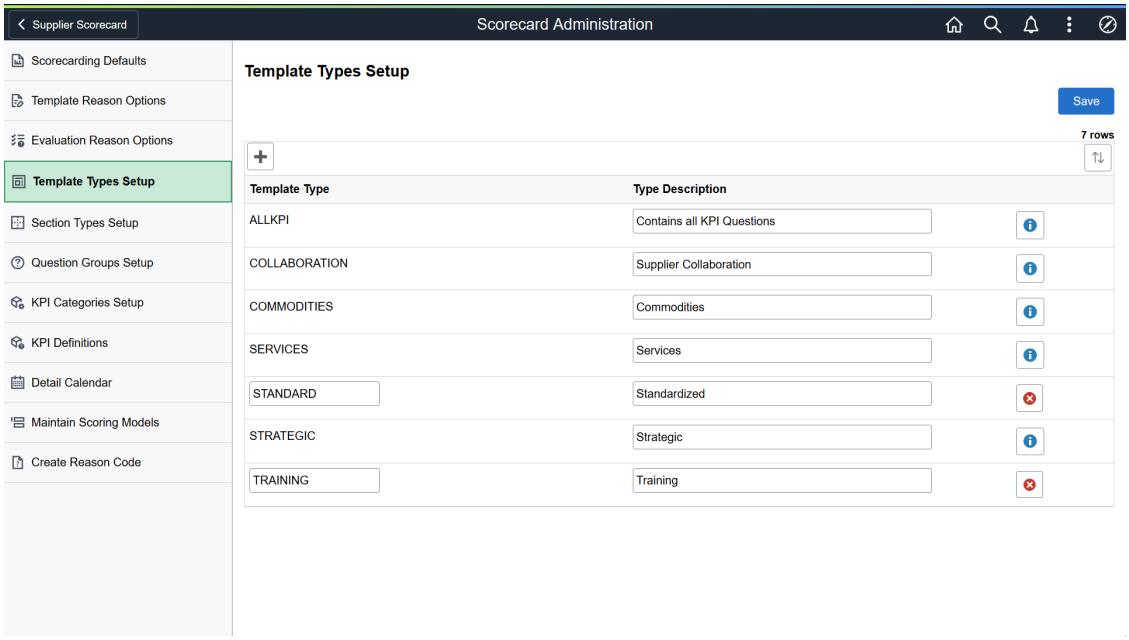
Use the Template Types Setup page (SCD_TMPL_TYPES_FL) to define Template Types.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Template Types Setup**

This example illustrates the fields and controls on the Template Types Setup page.

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Template Types help you in classifying or grouping Templates to aid in searching and filtering during the maintenance of Scorecarding Templates or Evaluations. At least one Template Type must be defined before a Template can be created.

A Template Type can be deleted if it has not yet been assigned to a Template.

> **Note**
>
> If a Template Type has been assigned to a Template, the blue “Information” icon is displayed. Selecting this icon opens a window explaining that the Template Type is in use.

Select the **+** icon to add a new Template Type. Enter Type and Description.

Section Types Setup Page

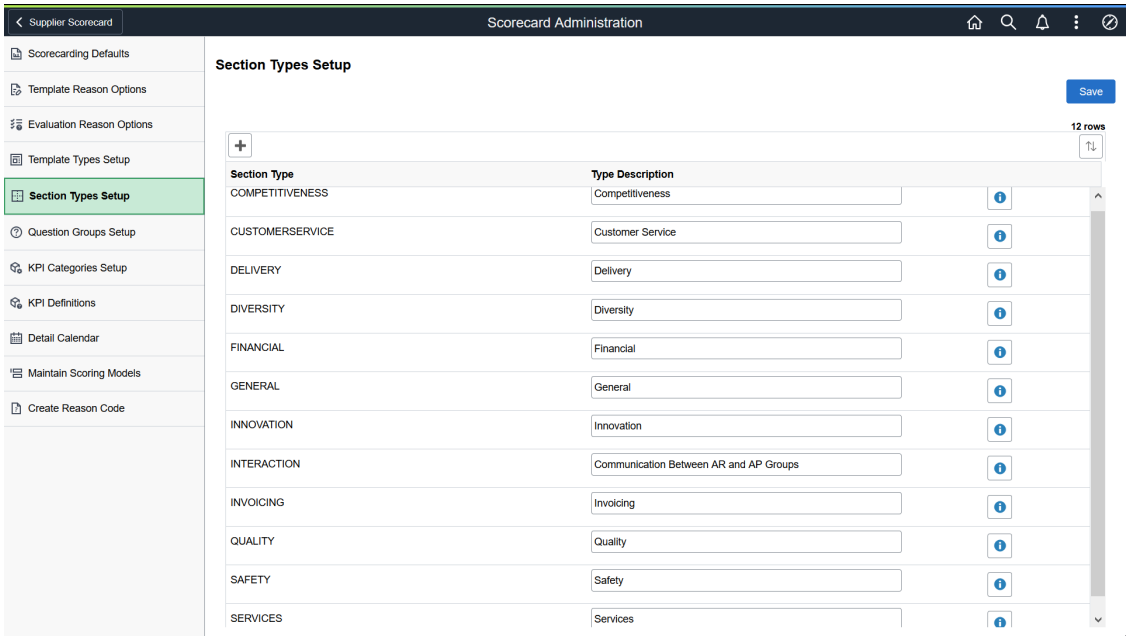
Use the Section Types Setup page (SCD_SECT_GRPS_FL) to define Section Types.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Section Types Setup**

This example illustrates the fields and controls on the Section Types Setup page.

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Section Types help you in classifying or grouping Sections used within the Templates and to aid in searching and filtering during the maintenance of Evaluation Templates. At least one Section Type must be defined before a Section can be added to a Template.

A Section Type can be deleted if it has not yet been assigned to a Template Section.

> **Note**
>
> If a Section Type has been assigned to a Section within a Template, the blue “information” icon is displayed. Selecting this icon opens a window explaining that the Section Type is in use and it cannot be deleted.

Select the **+** icon to add a new Section Type. Enter Type and Description.

Question Groups Setup Page

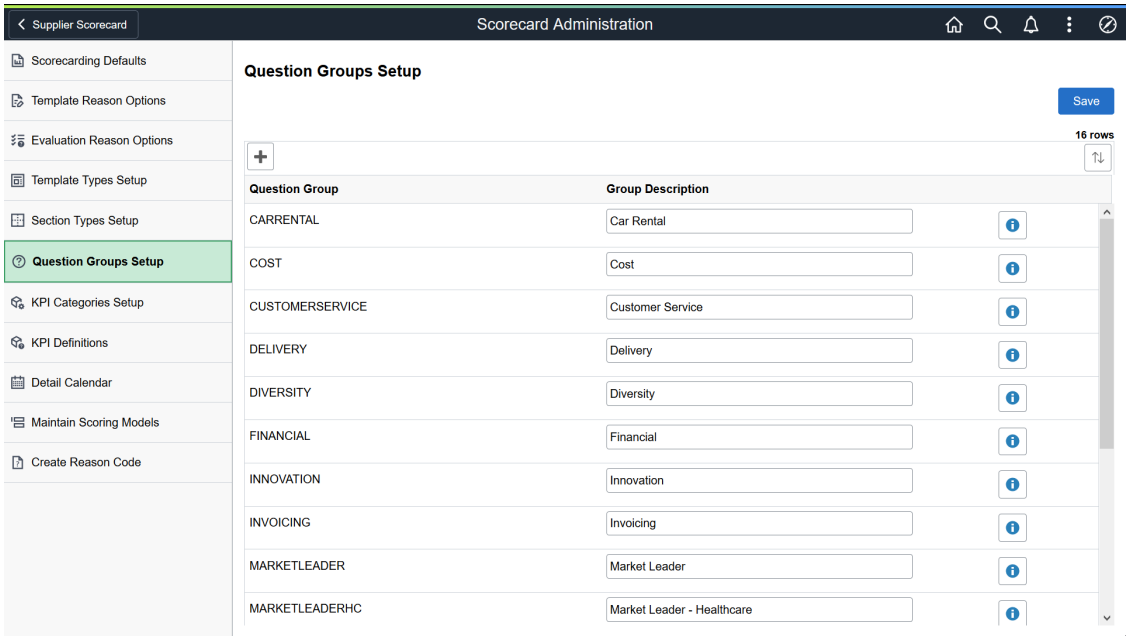
Use the Question Groups Setup page (SCD_QUEST_GRPS_FL) to define Question Groups.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Question Groups Setup**

This example illustrates the fields and controls on the Question Groups Setup page.

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Question Groups help you in classifying or grouping Questions used within a Template Section.

A Question Group can be deleted if it has not yet been assigned to a Question. At least one Question Group must be defined before a Question can be created.

> **Note**
>
> If a Question Group has been assigned to a Question, the blue “information” icon is displayed. Selecting this icon opens a window explaining that the Question Group is in use and cannot be deleted.

Select the **+** icon to add a new Question Group. Enter Type and Description.

KPI Categories Setup Page

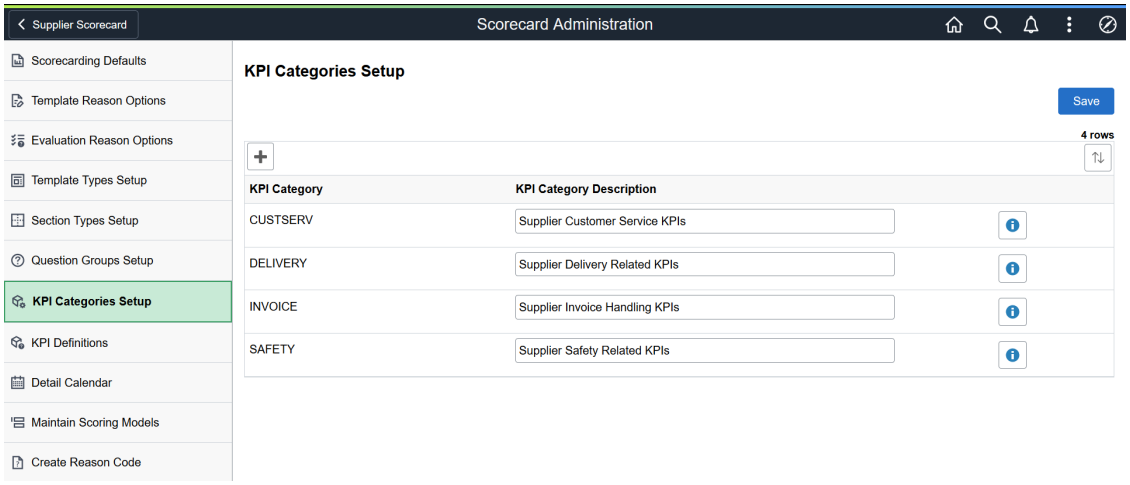
Use the KPI Categories Setup page (SCD_KPI_CAT_FL) to define and maintain KPI Categories.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **KPI Categories Setup**

This example illustrates the fields and controls on the KPI Categories Setup page.

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You can assign a KPI Category to a KPI Definition to help in searching and selecting a KPI Definition to assign to a KPI Question within Evaluation Question maintenance. The KPI Category may also be used as a filter when maintaining KPI Definitions.

Select the + icon to add a KPI Category. Enter a KPI Category name and description. A KPI Category can be deleted if it has not been used on a KPI Definition.

KPI Definition Page

Use the KPI Definition page (SCD_KPI_DEF_FL) to define and maintain KPI definitions.

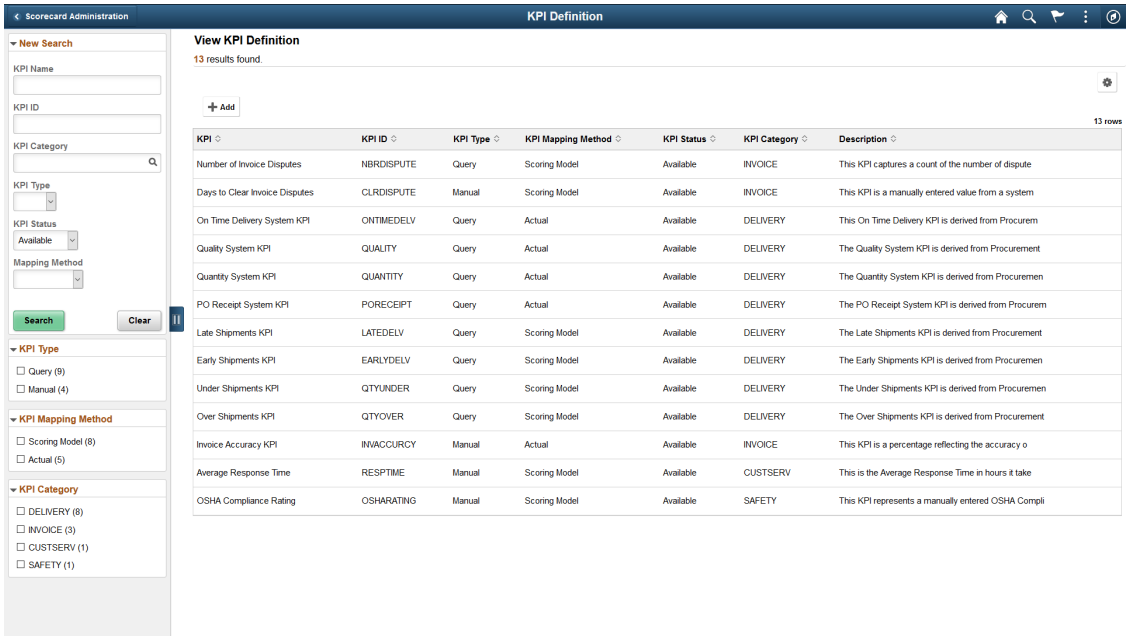
KPI Definitions are identified as either manually entered or captured through a Query. Once defined, KPIs Definitions can be included in Supplier Evaluations by linking them to the evaluation questions.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **KPI Definitions**

This example illustrates the fields and controls on the KPI Definition page. You can find definitions for the fields and controls later on this page.

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Select the + icon to create a new KPI Definition.

Field or Control	Description
KPI Definition ID	Enter a KPI Definition ID.
KPI ID	Displays the KPI ID that was entered.
KPI Name	Enter a KPI Definition name.
KPI Category	Select a KPI Category for the KPI Definition.
KPI Status	Displays the default KPI Status as “Pending”. Set the status to “Available” when the KPI Definition is ready to be linked to an Evaluation Question. Set the status to “Not Available” when the KPI Definition should no longer be used.
KPI Mapping Method	Select a Mapping Method to either use its Actual score in an Evaluation or to Map its score to a specific Scoring Model. If you select the Scoring Model option, the Mapping Definition link displays which you can use you to define the Mapping details. You may change KPI Mapping Method at any time as long as the KPI Status is in Pending or Available.
Mapping Definition	Select to define KPI mapping details for the KPI definition based on a Scoring Model. NOTE: This link is available when the Mapping Method is selected as “Scoring Model” Use the KPI Mapping window to define the mapping of potential KPI values to the Scoring Values associated to the Scoring Model selected for the KPI Mapping.

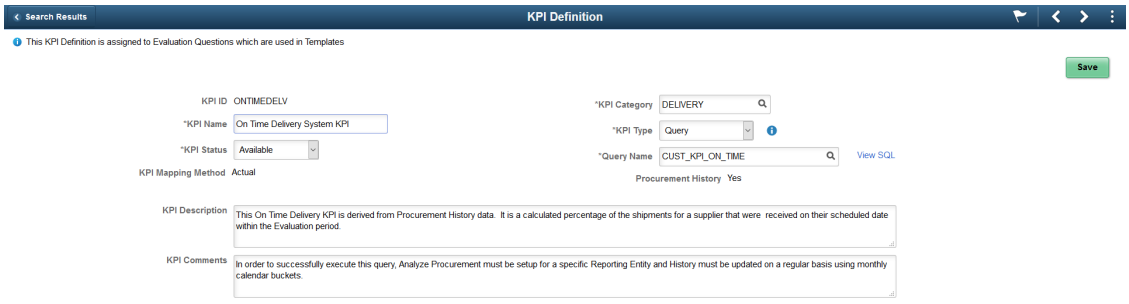
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Field or Control	Description
KPI Type	Select a KPI Type. Manual: Select this option if the KPI Value is to be entered Manually when the KPI Definition is used within an Evaluation. Query: Select this option to select from a list of delivered or customer defined Queries to assign to the KPI Definition. Note: A KPI Type cannot be changed if a KPI Definition has been linked to an Evaluation Question.
Query Name	Select to lookup from Query Manager and select an existing Query that will be used to generate the KPI Value within an Evaluation. The queries may either be system delivered or customer defined. This field displays only if the KPI Type is selected as “Query”.
View SQL	Displays a link to view the SQL associated to the assigned Query.
Procurement History	Displays “Yes” if the selected Query uses a view based on the Procurement History collected within the Analyze Procurement Purchasing function.
KPI Description	Enter any description for the KPI Definition.
KPI Comments	Enter any comments for the KPI Definition.

A KPI Definition can be deleted if it has not yet been linked to an Evaluation Question.

When a KPI Definition is in Available status and it is used within an Available KPI Question, then a message is displayed on the top left of the page indicating that the KPI Definition is in use. An example of the message is given below where an existing KPI Definition that is a KPI Type of Query and a Mapping Method of Actual.

This example illustrates the fields and controls on the KPI Definition page for Messages.



Delivered Supplier Shipping Performance Metric Queries

Within Supplier Scorecarding we provide 4 Supplier Shipping Performance Queries that can be assigned to KPI Definitions and then incorporated into Supplier Evaluations.

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Metric	Query Name	Description	SQL
On Time Performance	SCD_KPI_ON_TIME	The percentage of shipments that are on time, early, and late for all items of a Supplier within the Evaluation period.	SELECT ROUND(SUM(A.QTY_SH_RECVD_SUOM - A.QTY_EARLY - A.QTY_LATE) / ((SUM(A.QTY_SH_RECVD_SUOM) +0.00001)) *100.0,2) FROM PS_SCD_PRCR_HST_VW A, PS_SCD_EVL_INFO_VW B WHERE (A.REPORT_ENTITY = '**EAST**' AND A.VENDOR_SETID = B.VENDOR_SETID AND A.VENDOR_ID = B.VENDOR_ID AND A.BEGIN_DT >= B.SCD_FROM_DATE AND A.END_DT <= B.SCD_TO_DATE AND B.SCD_EVALUATION_ID = :1)
PO/Receipt Qty Performance	SCD_KPI_PO_RECEIPT_QTY	The percentage of purchase order receipts compared to scheduled shipments from a Supplier within the Evaluation period.	SELECT Round(SUM(A.QTY_PO - A.QTY_OPEN)/ (SUM(A.QTY_PO) + .000001) * 100 , 2) FROM PS_SCD_PRCR_HST_VW A, PS_SCD_EVL_INFO_VW B WHERE (A.REPORT_ENTITY = '**EAST**' AND A.VENDOR_SETID = B.VENDOR_SETID AND A.VENDOR_ID = B.VENDOR_ID AND A.BEGIN_DT >= B.SCD_FROM_DATE AND A.END_DT <= B.SCD_TO_DATE AND B.SCD_EVALUATION_ID = :1)

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Metric	Query Name	Description	SQL
Quality Performance	SCD_KPI_QUALITY	The percentage of supplier shipment quantities inspected and accepted compared to those rejected and returned within the Evaluation period.	SELECT Round(SUM(A.QTY_SH_RECVD_SUOM - A.QTY_SH_REJCT_SUOM - A.QTY_RETURN)/ (SUM(A.QTY_SH_RECVD_SUOM) + .00001) * 100.0, 2) FROM PS_SCD_PRCR_HST_VW A, PS_SCD_EVL_INFO_VW B WHERE (A.REPORT_ENTITY = '**EAST**' AND A.VENDOR_SETID = B.VENDOR_SETID AND A.VENDOR_ID = B.VENDOR_ID AND A.BEGIN_DT >= B.SCD_FROM_DATE AND A.END_DT <= B.SCD_TO_DATE AND B.SCD_EVALUATION_ID = :1)
Quantity Performance	SCD_KPI_QUANTITY	The percentage of supplier shipments with correct quantities compared to over-shipment quantities and under-shipment quantities within the Evaluation period.	SELECT Round((SUM(A.NUM_OF_RECEIPTS) - SUM(A.OVER_SHIPMENTS) - SUM(A.UNDER_SHIPMENTS)) / (SUM(A.NUM_OF_RECEIPTS) + .00001) * 100.0, 2) FROM PS_SCD_PRCR_HST_VW A, PS_SCD_EVL_INFO_VW B WHERE (A.REPORT_ENTITY = '**EAST**' AND A.VENDOR_SETID = B.VENDOR_SETID AND A.VENDOR_ID = B.VENDOR_ID AND A.BEGIN_DT >= B.SCD_FROM_DATE AND A.END_DT <= B.SCD_TO_DATE AND B.SCD_EVALUATION_ID = :1)

In order to execute these queries within a Supplier Evaluation, Procurement History must be captured on a regular basis for all Suppliers that will be Evaluated using these query metrics.

Procurement History is accumulated by the combination of Report Entity and Calendar/Period. For Supplier Scorecarding, it is suggested that a Report Entity be created using a monthly calendar and include all Purchasing and Receiving Business Units that interact with the Suppliers being evaluated. The frequency in which the Procurement History should be updated

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is dependent on the volume of Purchasing activity and how often Suppliers will be evaluated. The general recommendation is to update Procurement History at least weekly. For details on setting up and maintaining Procurement History, refer to *PeopleSoft FSCM Purchasing*, Analyze Procurement History topics. See PeopleSoft Purchasing: Understanding Procurement History Analysis,

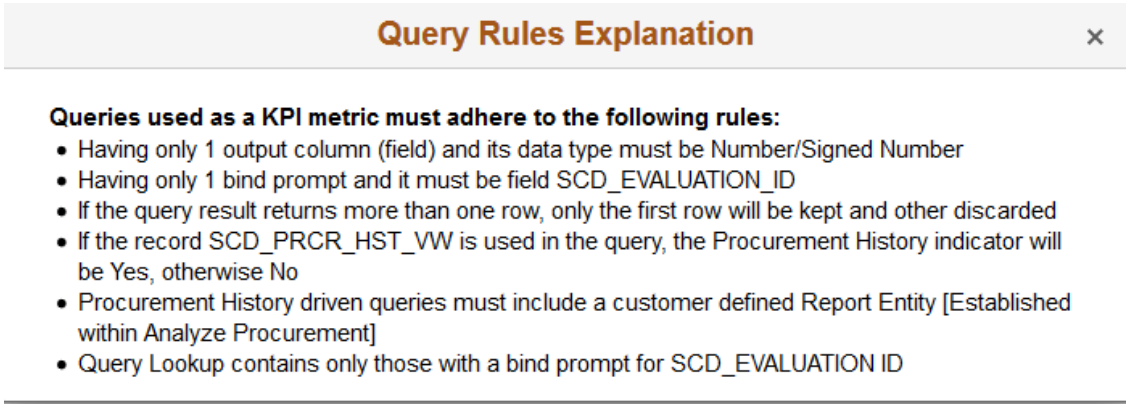
The delivered queries must not be changed. Instead, within Query Manager, each query should be copied (Save As) to a name that is easily recognizable. For example, the delivered On Time Performance Query SCD_KPI_ON_TIME could be copied to SCD_CUST_ON_TIME. Also, in the copied version of each query, the Report Entity constant (EAST) needs to be changed in the criteria to the Report Entity in which Procurement History will be captured.

The copied queries are the ones that should be associated to KPI Definitions when configuring Supplier Scorecarding.

Creating Your Own Metric Queries

You are not limited to using only the delivered KPI Metric Queries. Additional Queries may be created within Query Manager as long as they follow these set of rules.

This example illustrates the fields and controls on the Query Rules Explanation page



Below is an example of a query to identify the number of late shipments within the Evaluation period for a Supplier. This query also utilizes Procurement History.

SELECT SUM(A.LATE_SHIPMENTS) FROM PS_SCD_PRCR_HST_VW A, PS_SCD_EVL_INFO_VW B WHERE (A.REPORT_ENTITY = 'EAST' AND A.VENDOR_SETID = B.VENDOR_SETID AND A.VENDOR_ID = B.VENDOR_ID AND A.BEGIN_DT >= B.SCD_FROM_DATE AND A.END_DT <= B.SCD_TO_DATE AND B.SCD_EVALUATION_ID = :1)

Detail Calendar Page

Use the Detail Calendar page (DETAIL_CALENDAR1) to define calendars that can be selected and assigned to an Evaluation.

You can also choose to use the existing calendars available in the system. See Application Fundamentals: Calendar Periods Page

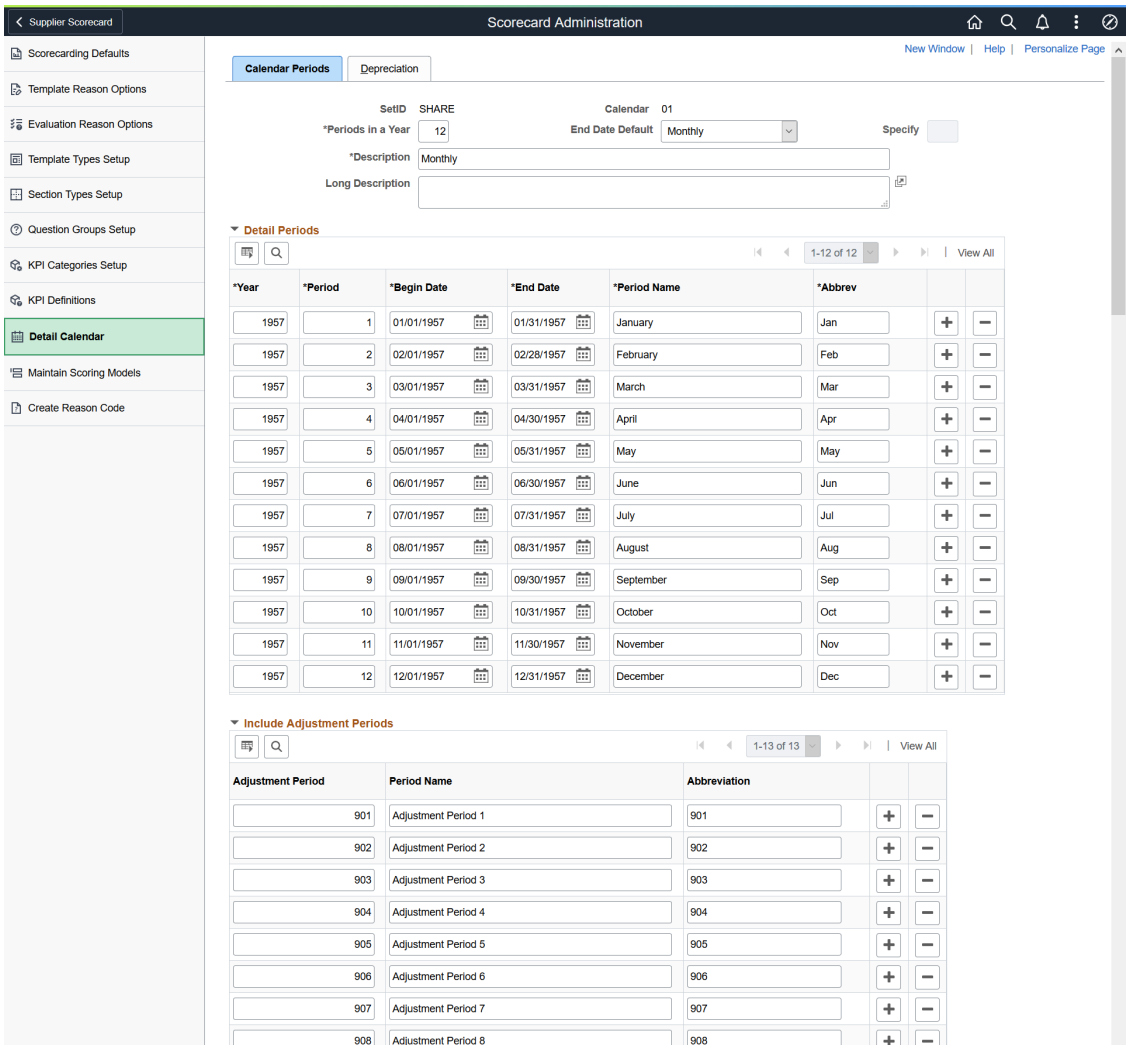
Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Detail Calendar**

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Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Calendar/ Schedules**, and then **Detail Calendar**, and then **Calendar Periods**

This example illustrates the fields and controls on the Detail Calendar page.



Create Reason Code Page

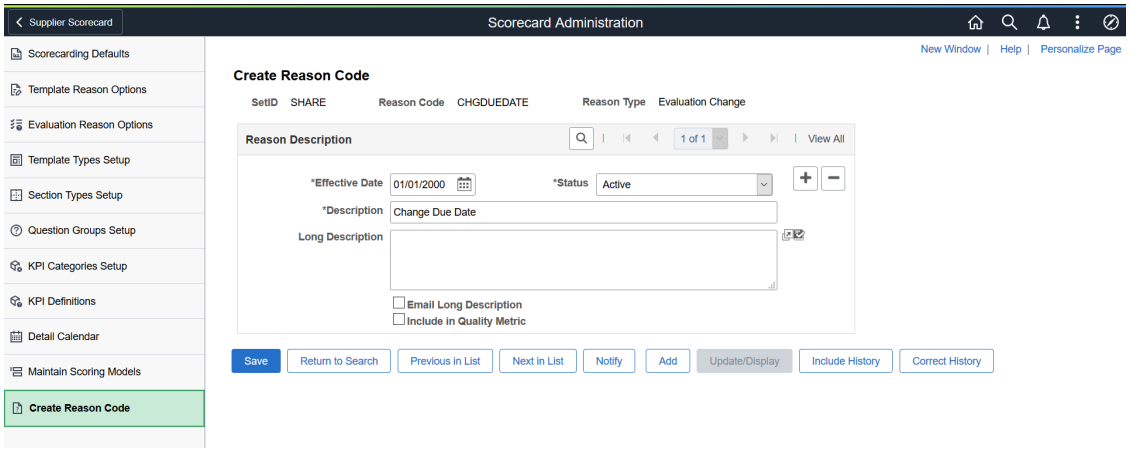
Use the Create Reason Code page (REASON_CD) to define reason codes for scorecard related reason types.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Create Reason Code**

This example illustrates the fields and controls on the Reason Codes page.

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For more details on reason codes, see Application Fundamentals: Reason Codes Page

Some of the Reason Types used in Supplier Scorecarding are:

- Evaluation Change
- Evaluation Decline
- Evaluation Omit
- Evaluation Reopen
- Evaluation Withdraw
- Accept KPI Differs from Actual
- Template Change

You can choose to define any number of Reason Codes for each of these Reason Types.

Scoring Models Page

Use the Scoring Models page (SCD_RATE_MODELS_FL) to define scoring models used to rate supplier performance for questions within a section.

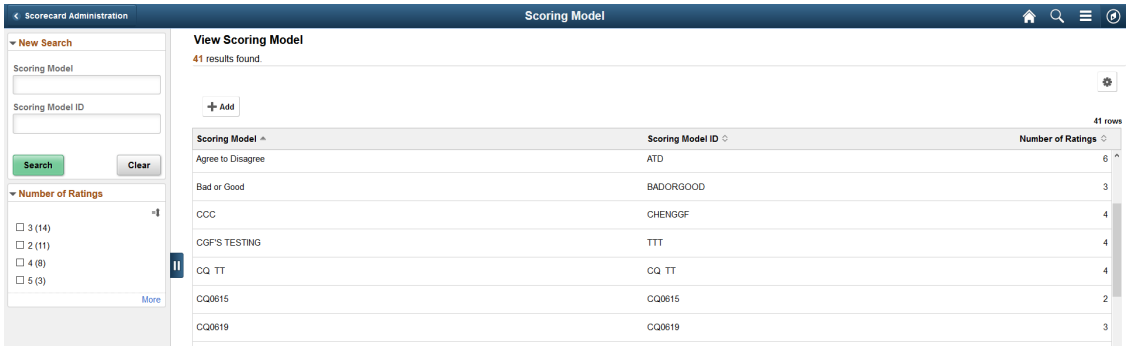
Scoring Models may also be used when setting up a KPI Definition that needs to have its KPI Value mapped to a valid Score. The use of a Scoring model within a KPI Definition is independent of a Scoring Model being assign to a Section within an Evaluation Template. A Scoring Model can be used on both KPI Definitions and within Template Sections.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Maintain Scoring Models**

This example illustrates the fields and controls on the Scoring Model Search page. You can find definitions for the fields and controls later on this page.

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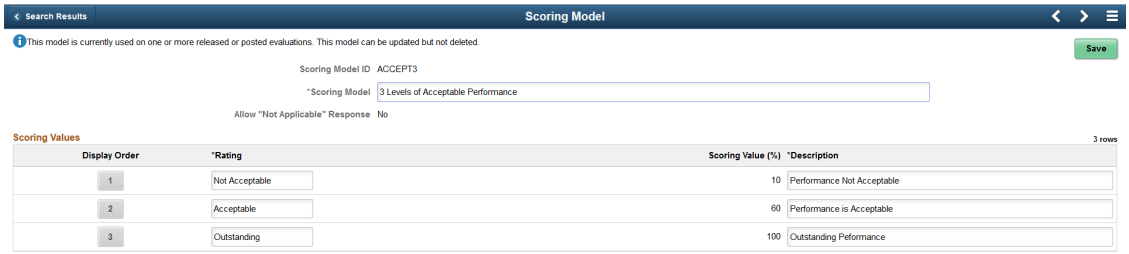


A Scoring Model is assigned when creating a Section within an Evaluation Template and it is used to help render the Evaluation form on your device (Desktop/Laptop/Smartphone). The values within a Scoring Model are used to score submitted Evaluations containing Subjective Questions.

You can add or edit a Scoring Model from the Search list. To add a Scoring Model, select the **+Add** button.

Use the **New Search** Section to search for Scoring Models by name or ID. **Number of Ratings** in the search results indicate the number of available scoring values for the Evaluator to select from for a specific Question on the Evaluation.

This example illustrates the fields and controls on the Scoring Model page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Scoring Model ID	Displays the user-defined identifier of the Scoring Model.
Scoring Model	Displays the name of the Scoring Model.
Allow "Not Applicable" Response	Select to include a Rating as Not Applicable. There will be no Scoring Value for a rating that is Not Applicable.
Display Order	Select to change the display order of a Rating. To change the display sequence of a specific Rating, select the button and then enter the new display order position for that Rating.

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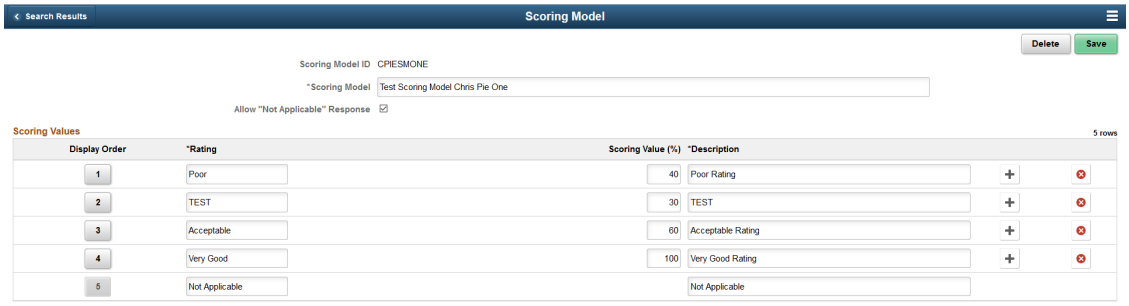
Field or Control	Description
Rating	Enter a name for the Rating. This name is displayed as a column label for a corresponding radio button question response in the evaluation form. A Scoring Model must contain at least 2 Ratings.
Scoring Value (%)	Enter a scoring value in the range of 0 — 100. The highest rating must be assigned a Scoring Value of 100 and each Scoring Value must be unique.
Description	Enter a description for the Rating.

Updating a Scoring Model

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Maintain Scoring Models**

This example illustrates the fields and controls on the Scoring Model page.



You can do the following changes to a scoring model when it is not yet in use:

- Delete a Scoring Model.
- Rename a Scoring Model.
- Modify **Allow Not Applicable Response** setting.
- Add or remove Ratings, Rating labels, Scoring Values, Description, and Display Order.

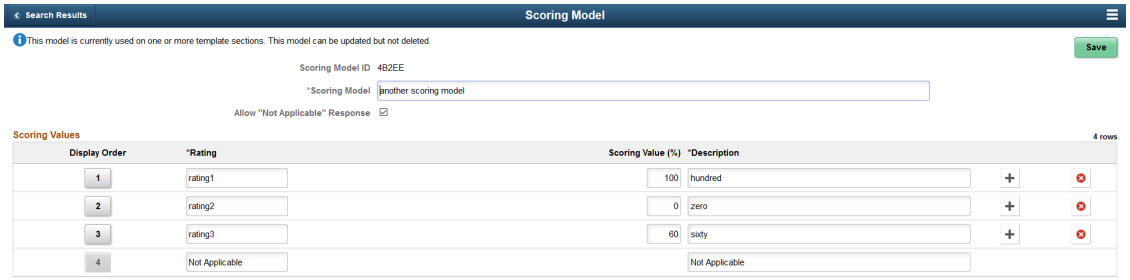
Scoring Model used on Template Sections

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Maintain Scoring Models**

This example illustrates the fields and controls on the Scoring Model page.

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If a scoring model is in use, a message displays on the top of the page that the scoring model is currently in use on one or more template sections. This model can be updated, but not deleted.

You can do the following changes when a scoring model is in use:

- Rename a Scoring Model
- Modify **Allow Not Applicable Response** setting
- Modify Ratings, Rating labels, Scoring Values, Description, and Display Order.

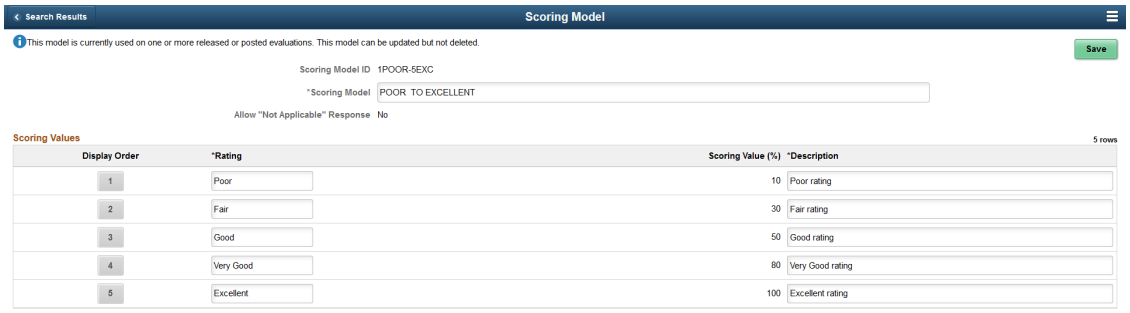
When the Scoring model has not yet been associated to any Templates, all fields except for the Scoring Model ID can be modified. Once it is assigned to a Template, Scoring Model Name, Rating, and Description can no longer be changed, but Scoring Value and Display Order can still be changed until the Scoring Model is associated to a Released Evaluation.

Scoring Model used on Evaluations

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Maintain Scoring Models**

This example illustrates the fields and controls on the Scoring Model page.



If a scoring model is in use on an Evaluation, a message displays on the top of the page that the scoring model is currently in use on one or more released or posted Evaluations. This model can be updated, but not deleted.

You can do the following changes when a scoring model is in use on an Evaluation:

- Rename a Scoring Model

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- Modify Rating labels and Description

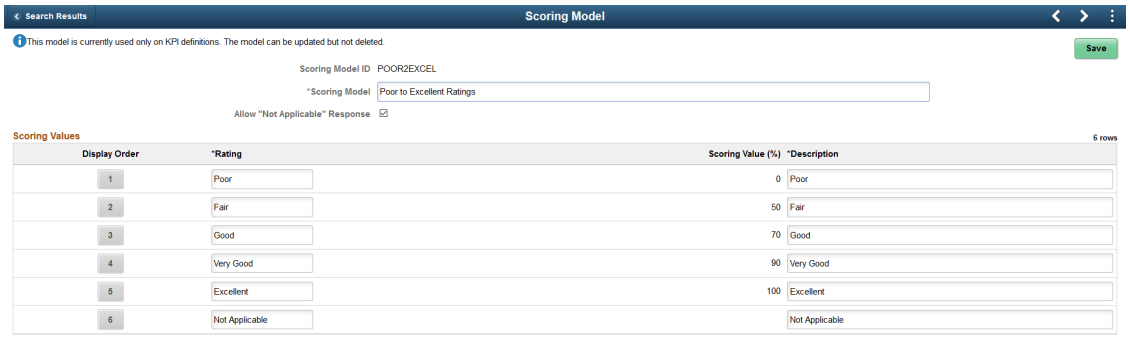
> **Note**
>
> If the changes impact the context of the Scoring Model, it is suggested that a new Scoring Model be created rather than change the one that is already being used on Evaluations.

Scoring Model used on KPI Definitions

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Scorecard Admin**, and then **Maintain Scoring Models**

This example illustrates the fields and controls on the Scoring Model used on KPI Definitions.



If a scoring model is in use on a KPI Definition, a message displays on the top of the page that the scoring model is currently in use on one or more KPI Definitions. This model can be updated, but not deleted.

You can do the following changes when a scoring model is in use on a KPI Definition:

- Rename a Scoring Model
- Modify Rating labels and Description

> **Note**
>
> If the changes impact the context of the Scoring Model, it is suggested that a new Scoring Model be created rather than change the one that is already being used on KPI Definitions.

Auto Numbering Page

Use the Auto Numbering page (AUTO_NUM_PNL) to automatically assign a sequential number to Question IDs, Section IDs, Template IDs, and Evaluation IDs.

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For Supplier Scorecarding, Auto Numbering is managed at the Installation level. For more information on Auto Numbering, see Application Fundamentals: Auto Numbering Page

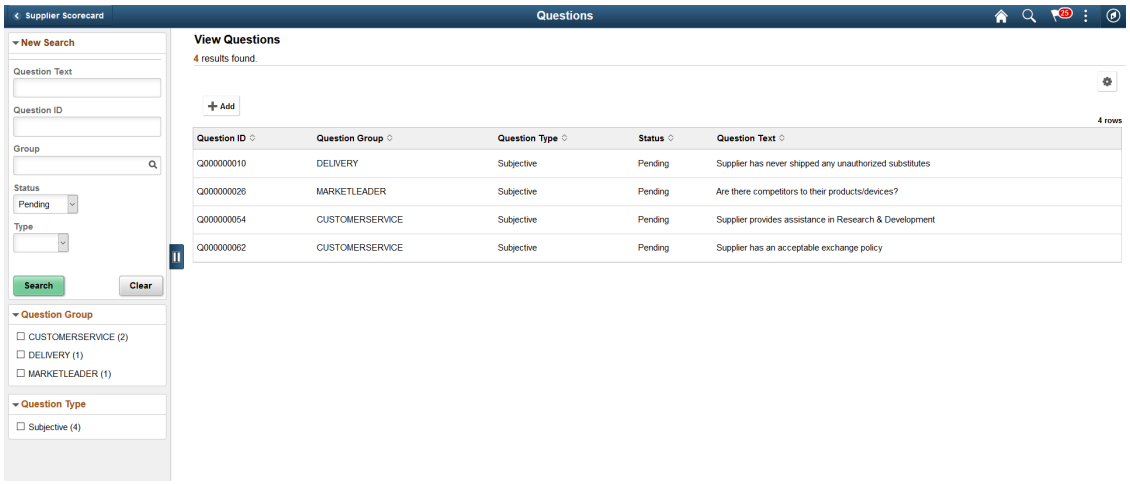
Questions Page

Use the Question page (SCD_QUESTIONS_FL) to maintain a library of questions used in Evaluations.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Evaluation Questions**

This example illustrates the fields and controls on the Questions page. You can find definitions for the fields and controls later on this page.



The Search Criteria may be modified to list all questions of a particular Question Group, all questions by status, wildcard(%) search of Question Text, or some combination of criteria. Use Question Group to list Questions for a specific Question Group.

To add a Question, select the +Add button. To edit a Question, select a Question from the search list.

Adding a Question

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Evaluation Questions**. Select the **Add** button

Selecting the **Add** button opens a page where you can choose to accept the NEXT Question ID (assigned by Auto Numbering) or provide your own Question ID.

This example illustrates the fields and controls on the Maintain Question page (Add). You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Question ID	Displays a Question ID automatically assigned for the Question.
Question Status	Displays the default status of the Question. Set the status to Available.
Question Group	Select a Question Group. Question Groups are defined when you set up the supplier scorecard using the Question Groups Setup option. See Question Groups Setup Page A Question must be assigned to a Question Group. If no Question Groups exist, you must return to Question Groups Setup Page and define Question Groups.
Question Type	Select a Question of type, Subjective or KPI
KPI Name	Select to lookup a KPI.
View KPI Definition	This field is available only if you select the Question Type as KPI. Select to view the full details of the KPI Definition
Question Text	Enter the text for the Question.
Comments	Enter any comments for the Question. They are used to clarify the purpose of the Question.

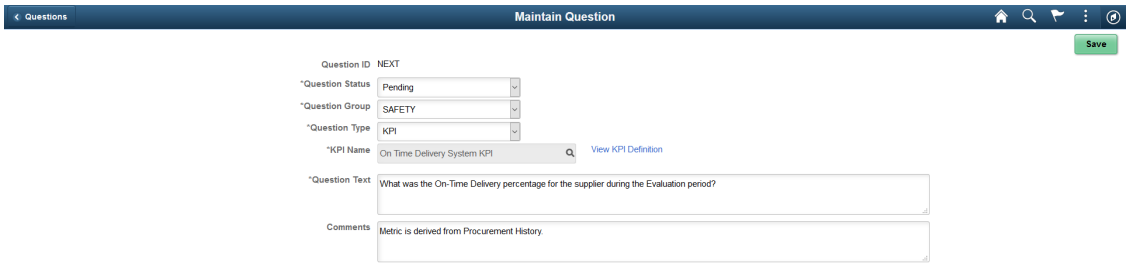
Maintaining a Question

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Evaluation Questions**.

Select an existing Question on the Questions page to edit or delete a question.

This example illustrates the fields and controls on the Maintain Question page.



When a Question is in Pending status, you may continue to modify the Question Text, change the Question Group, change the Question Type, select a different KPI if the Question Type is KPI, Delete the Question, or set its status to Available. When a Question is in Available status, if it is used within a Template/Section then an Informational Message is displayed on the top left of the page indicating that the Question is in use. However, once a Question is set to "Not Available", it may no longer be selected for use in any Template/Sections.

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> **Note**
>
> Question Text can be modified for a Question that is Available and in use on a Template. However, it is suggested that changes be made to correct only typographical or grammar errors. Any changes that may impact the context of the question must be avoided; in this case, a new Question must be created.

Creating and Maintaining Evaluation Templates

This topic discusses creating and maintaining Evaluation Templates.

Evaluation Templates contain Questions which Evaluators are asked regarding the suppliers. These Templates also have weighting factors and instructional information on how the Evaluation should be completed.

Pages Used to Create and Maintain Evaluation Templates

Page Name	Definition Name	Usage
Evaluation Templates Page	SCD_TEMPLATES_FL	View Evaluation Templates that have been created.
Maintain Evaluation Template Page	SCD_TEMPLATES_FL	Add and modify a Template.

Evaluation Templates Page

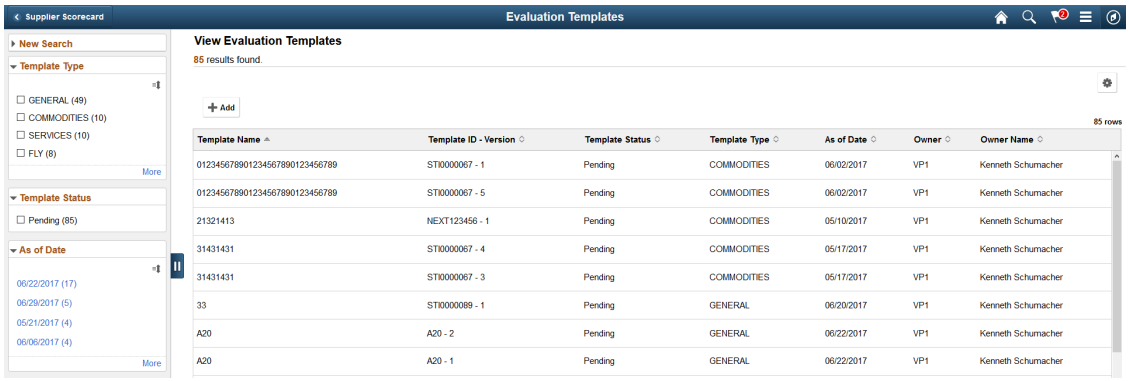
Use the Evaluation Templates page (SCD_TEMPLATES_FL) to view Evaluation Templates that have been created.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Evaluation Templates**

Evaluation Templates drive the content, format, and scoring of Evaluations. Templates must exist before you create an Evaluation. Each Template consists of General Information, Sections, and Questions within each Section. Templates are identified as a combination of Template ID and Version along with a Template name.

This example illustrates the fields and controls on the Evaluation Templates page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
New Search	Search for Evaluation Templates by Template name, Template ID, Type, Template Status or Owner.
Template Type	Filter by Template Type and display the Evaluation Templates in the View Evaluation Templates grid.
Template Status	Filter by Template Status. The following are possible Template Statuses: • **Pending**: The Template/Version is currently under construction. • **Available**:The Template/Version is Available to be used on Evaluations. • **Not Available**: The Template/Version is no longer considered active.
As of Date	This is the date in which a Template/Version is available for use on an Evaluation. The counts associated with the dates represent all Template/Versions that have that specific As of Date.

Maintain Evaluation Template Page

Use the Maintain Evaluation Template page (SCD_TEMPLATES_FL) to add and modify a Template.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Evaluation Templates**.

Select the **Add** button on the Evaluation Templates page to add a new template. Select on a row to view or update an existing Template. For more information, see Updating a Template section in this document.

Adding a Template

Use the Evaluation Templates page (SCD_TEMPLATES_FL) to add a new Template.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Evaluation Templates**.

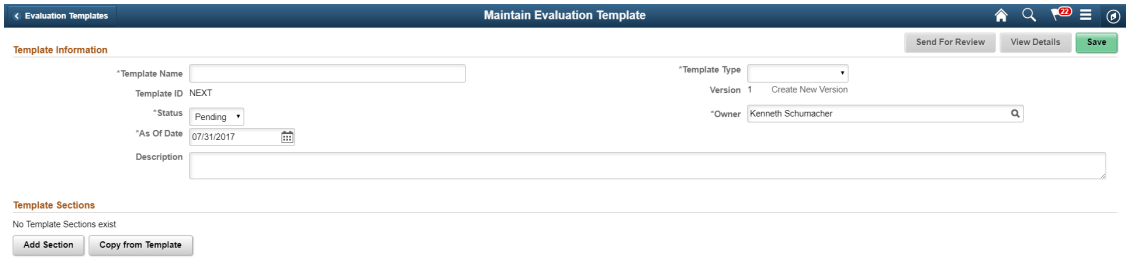
Select the **Add** button on the Evaluation Templates page.

When you select the **Add** button on the Evaluation Templates search results page, the initial Evaluation Template page is opened displaying the Template ID as "NEXT" and the Version Number as 1. A Template ID of “NEXT” uses Auto Numbering to assign the next available Template ID to the Template being created. You have the option to replace NEXT with your own Template ID. A Template ID must consist of only alpha-numeric characters.

Select the **Add** button to access the Maintain Evaluation Template page.

This example illustrates the fields and controls on the Maintain Evaluation Template page. You can find definitions for the fields and controls later on this page.

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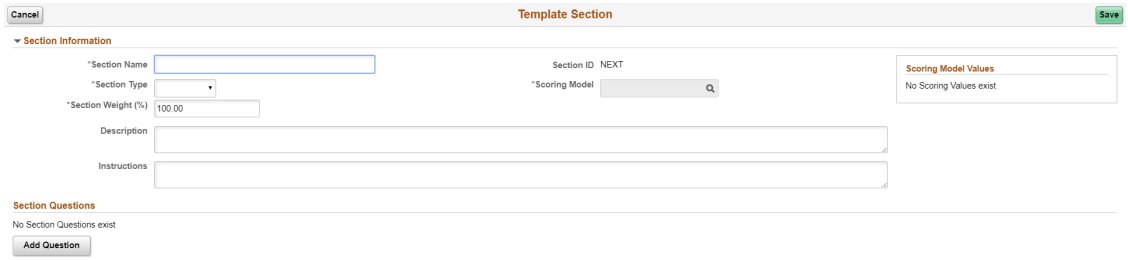
Enter the Template Information. After the Template information has been entered, Sections are added to the Template/Version.

Field or Control	Description
Template Name	Enter a Template name.
Template Type	Select a Template Type. Template Types are defined using the Template Types Setup option. See Template Types Setup Page.
Status	Template Status defaults to **Pending**. When the Template/Version is ready to be used, the status must be changed to **Available**.
Owner	Defaults to the name of the user currently accessing the page. A different owner can be selected by selecting the lookup button.
As of Date	Defaults to the current date. A different date can be assigned by the user to indicate when the Template/Version can be used on an Evaluation. **Note:** The Template/Version must be in **Available** status in order to select for use on an Evaluation.
Description	Enter a description for the Template.

The Template Sections grid is populated by either adding new Sections or copying an existing Section and inserting into the Template. Once Sections have been added to the Template, additional actions can be performed. A Template/Version has a limit of 20 Sections.

Select the **Add Section** button in the Template Sections grid to add a Section to the Template.

This example illustrates the fields and controls on the Template Section page. You can find definitions for the fields and controls later on this page.

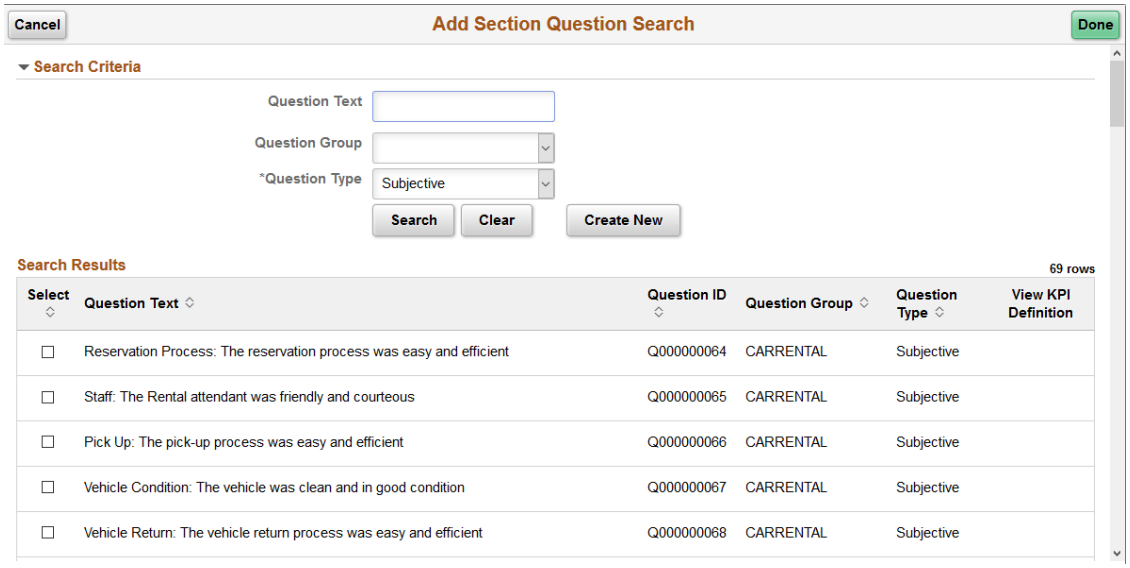


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Field or Control	Description
Section Name	Enter a Section name.
Section ID	The Section ID value defaults to NEXT. Auto Numbering assigns the next Section ID in sequence once the page is saved.
Section Type	Select a Section Type. Section Types are defined using the Section Types Setup option. See Section Types Setup Page.
Scoring Model	Select a Scoring Model. The selected Scoring Model displays on the top right side of the page. A Scoring Model is required if the Section contains at least one Subjective Question. Scoring Models are defined using the Scoring Models option. See Scoring Models Page.
Section Weight (%)	The Section weight is assigned a default value that will bring the sum of the defined Section weights to 100%. The default value may be overridden. For example, if the Section being added is the first Section in the Template, its weight will default to 100%. If 2 Sections already exist with a total weight of 70%, then the third Section added will have a default weight of 30%. **Note:** If the total of the Section weights is 100% (or more), the default Section weight will be set to 0%. 0% is not considered a valid weight for a Section. Therefore, a value greater than 0 must be entered in order to save the Section.
Description	Enter a description for the Section.
Instructions	Enter any instructions for the Section. Section instructions are visible to the Evaluator on their Evaluation form.
Add Question	Select to add a Question to the Section Questions grid. Once the Question grid has been populated with its first row, actions such as **Add**, **Delete** buttons are available. There is no limit to the number of Questions for a Section.

This example illustrates the fields and controls on the Add Section Question Search page.

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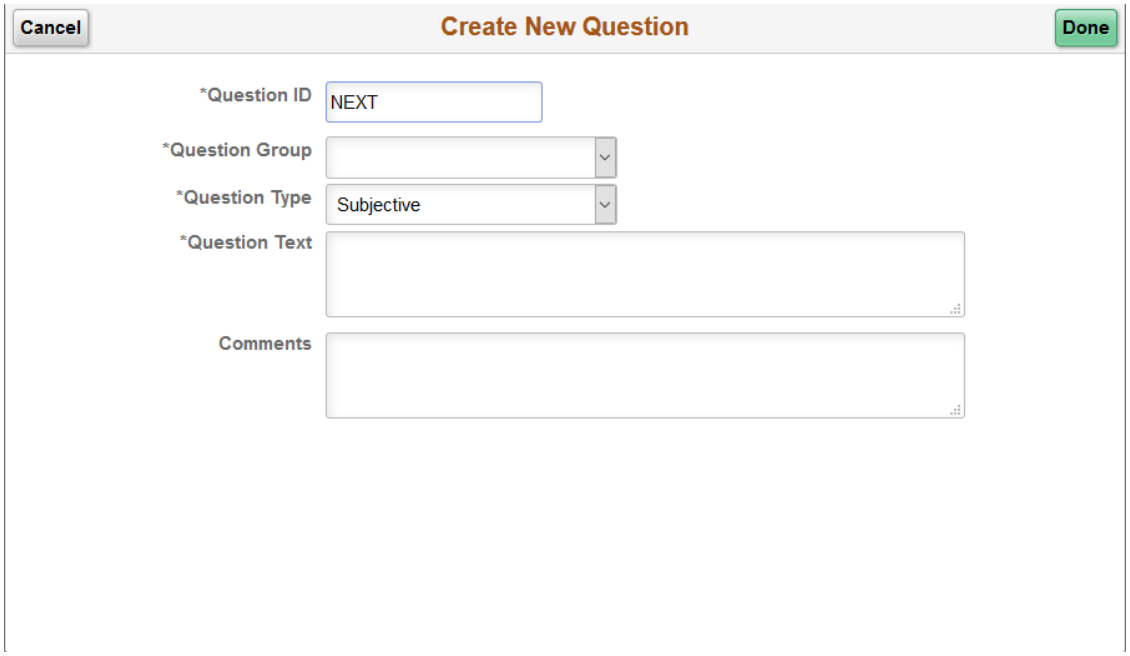
The list of Questions can be narrowed by selecting a Question Type, Question Group or by entering a character string that may be contained within a Question.

Select the check box for each question that you wish to add to the Section. If a Question Type is a KPI, then you can view the corresponding KPI Definition for that KPI Question.

Select **Done** to return to the Template Section page with the Section Questions grid populated with the Question(s) you added.

Select the **Create New** button to add a new Question to the library. The user must have permission to perform Question maintenance in order for the **Create New** button to be available.

This example illustrates the fields and controls on the Create New Question page.



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When you select **Done**, the newly created Question is added to the Question library and is added to the Add Section Question Search page, and it is selected by default. Select **Done** to add the Question to the Section grid.

The process of creating a new question is the same as adding a new question from the Maintain Question page. For more information, see Questions Page.

When the Questions are populated on the Section Questions grid, other actions can be performed for each Question.

Field or Control	Description
Display Order	Select to re-arrange the position of the Questions in the Section Questions grid.
Question ID	Displays the Question's ID.
Question Text	Displays the text entered on the Question.
Question Type	Indicates if the Question is Subjective or a KPI type. A Question of KPI type displays in Blue with a hyperlink to view the KPI Definition.
Instructions	Enter any instructions that may be helpful to the Evaluator responding to the Question. The button label changes from **Add** to **Edit** once instructions have been entered.
Comments Required	Select this check box if your want to require the Evaluator to provide comments while responding to the Question.
Weight Within Section (%)	Enter a value that indicates the Question Weight within this Section. This value will automatically be updated if there are any changes to the value for **Weight Within Evaluation (%)** field, or if the overall Section Weight is changed.
Weight Within Evaluation (%)	Enter a value that indicates the weight of the Question within the entire Template. This value will automatically be updated if there are any changes to the value for **Weight Within Section (%)** field, or if the overall Section Weight is changed.
Equal Weight to 100%	Select to evenly distribute the weights for each Question within the Section. This button is available only if the Weights are not equal.
Prorate to 100%	The Prorate to 100% button is enabled when the Total Section Weight is not equal to 100%. Selecting the button will prorate the current weight within section value for each question based on the current Total Section Weight. For example, if the Weight within Section of Question 1 is 30% and for Question 2 is 50% then selecting **Prorate to 100%** button sets the weight for Question 1 to 30/80 = 37.5% and the weight for Question 2 to 50/80 = 62.5%. The updated Weight within Section values are then multiplied by the overall Section Weight to update the Weight within Evaluation for each Questions.

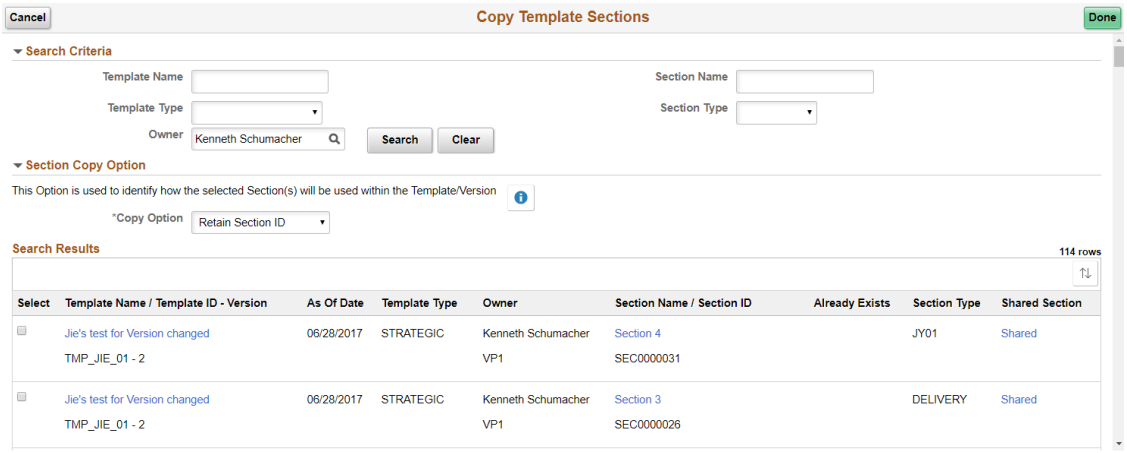
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When All Sections and Questions have been added to the Template/Version, you can change the Status to **Available** which indicates that the Template/Version is available for use in the creation of Evaluations. In order to set the status of the Template/Version to **Available**, following validations are performed in this sequence:

- Total Section Weight must be equal to 100%
- Total Question Weight within each Section must be equal to 100%
- A Scoring Model must be assigned to each Section containing at least one Subjective Question.

To insert an existing Section into the Template, select the **Copy From Template** button in the Maintain Evaluation Template page.

This example illustrates the fields and controls on the Copy Template Sections page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Template Name	Enter a name for the Template.
Template Type	Select a Template Type.
Section Name	Enter a name for the Section.
Section Type	Select a Section Type
Owner	Select the owner for the Template. The Template may be created on behalf of another user.
	Select this icon to view informational text explaining to the user the difference between Copying a Section and Retaining its Section ID, and Copying a Section and creating a new Section ID.
Copy Option	Select a Copy Option. Whichever Copy Option is selected, it will apply to all Sections that are selected from the Search List. If you wish to copy some Sections and Retain the Section ID while creating a new Section ID for other, the Copy action will have to be performed multiple times.

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Field or Control	Description
Template Name/Template ID — Version	Select on the Template Name link to view the details of the Template/Version. The Template Details are displayed for the entire Template/Version (all Sections, not just the Section referenced in the row). The **Template ID — Version** header indicates the Template ID and the Version number.
As Of Date	Indicates the date on which the Template/Version may be used on an Evaluation. Template/Version must also be in **Available** status at that time
Section Name / Section ID	Select on the Section Name to view the Section details referenced from a Template/Version. The **Section ID** header displays the Section ID.
Already Exists	Displays a flag to signal if Section already exists in the target Template/Version.
Shared Section	Select to display a list of all Pending and Available Template/Versions using the Section. The Shared link is displayed only if the Section is used on another Pending or Available Template/Version.

Once one or more sections have been selected for Copy, select the **Done** button. The Template Sections grid will be populated with the copied Sections. If the **Copy Section Option** is set to Create New Section ID, the Section ID is set to NEXT for each copied Section until the page is saved. If the **Copy Section Option** is set to **Retain Section ID**, limited updates are allowed for those Sections that were copied.

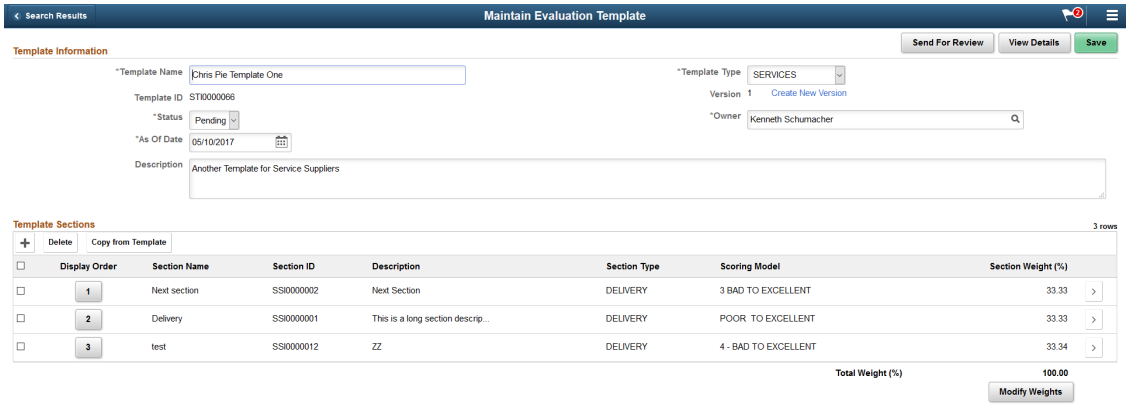
Depending on the Copy From Template search options, it is possible for the same Section to be listed multiple times in the search results. If using the **Retain Section ID** Copy option, once a Section has been selected, any other occurrences of that Section in the search results will have its check box disabled.

If an existing Section is copied and it contains a Question in **Not Available** status, that Question is excluded from the copied Section.

After you have added the Sections to the Evaluation Template, various actions can be performed on the Sections in the Maintain Evaluation Template page.

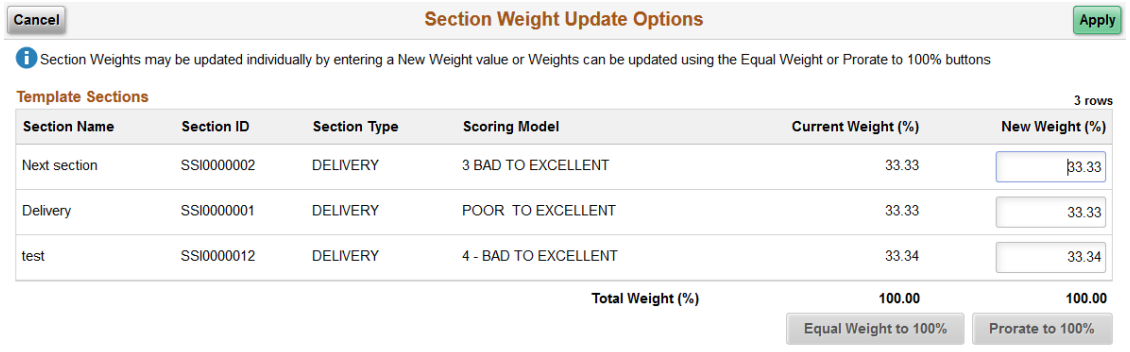
This example illustrates the fields and controls on the Maintain Evaluation Template page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Display Order	Select the **Display Order** button to change the position of a Section within the Template.
Section Name	Displays the Section name.
Section ID	Displays the Section ID.
Section Description	Displays the description for the section. The display of the description is limited to 30 characters. To see the full description, select the Section row to open the Template Section page.
Total Weight (%)	Displays the total weight of the Template. The total weight must be equal to 100% before a Template Version can be set to a status of **Available**.
Modify Weights	Select the **Modify Weights** button to adjust the Section weights for the Template.

This example illustrates the fields and controls on the Section Weight Update Options page.



Selecting the **Modify Weights** button displays the Section Weights Update Options page which you can use to adjust the sections weights for the Template. There are three ways to modify Section weights.

- Manually enter the weights in the **New Weight %** column.
- Select the **Equal Weight to 100%** button to assign all Sections the same weight. The **Equal Weight** button is available only if the Weights are not equal for the Sections.

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- Select the **Prorate to 100%** button to assign weights on a prorated basis (the assigned weight for each Section is divided by the Total Weight then multiple by 100). The **Prorate to 100%** button is available only if the Total Weight is not equal to 100%.

Field or Control	Description
View Details	Select the **View Details** button to display the complete Template including all details for Sections and Questions.
Send for Review	Select the **Send for Review** button to forward an e-mail message to individuals to review the Template.

To delete a Section, select the check box for a row in the Template Section, and then select the **Delete** button.

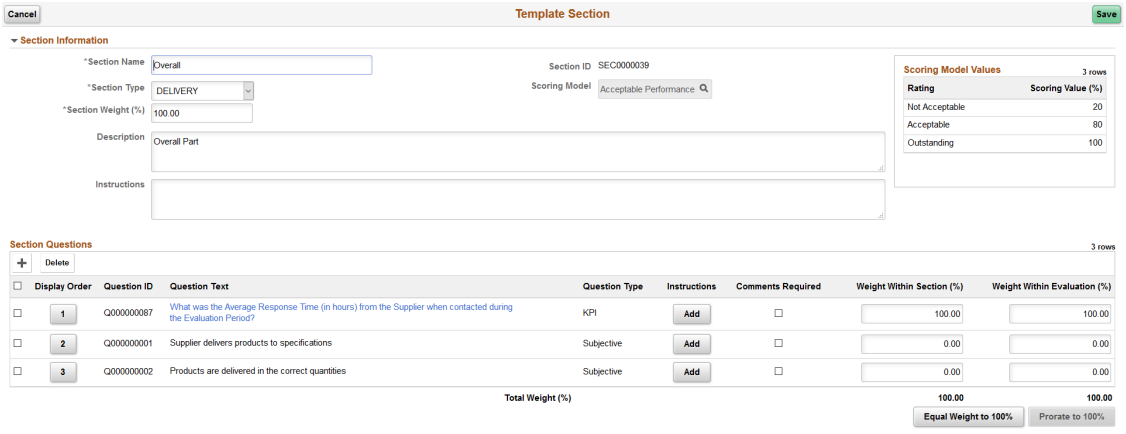
To update a Section, select a Chevron button.

Updating a Template

A Template can be updated with changes to Template information, Sections within the Template/Version, and to Section information and Questions. The fields that can be modified are dependent on the status of the Template/Version and whether a Section is in use on other Template/Versions. If the Question is a KPI Type, then you can select the Question Text hyperlink to view the KPI Definition.

When a Template/Version is in a **Pending** status, any Template information can be updated except for the Template ID. If you are updating an earlier Version of the Template/Version that is being used in an Evaluation, the Template Name and Template Type fields are not available for editing.

This example illustrates the fields and controls on the Template Section page.



- When updating a Section within a Template, the information that can be modified is determined by the use of that Section. If the Section is not used on any other Template/Versions then all information except the Section ID is available for modification. If the Section is used on other Template/Versions than an Information Message is displayed on the top left of the Template Section page. There is also a View Shared Section Details link that may be selected to view the other Template/Versions using the Section. When the Section is in use by another Template/Version only the Section Weight, Description, and Instructions may be modified in the Section Information section of the page.

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- When a Section is in use on other Template/Versions, the Questions associated to that Section cannot be updated. No new Questions can be added, removed, and the Question Weights may not be changed. Question Instructions can be added or modified, Comments Required setting may be changed, and the Display Order of Questions within the Section can be changed
- To delete a Template/Version in Pending status, select **Delete Template** option in the Actions List button.

> **Note**
>
> Only Template/Versions in a **Pending** status can be deleted.

- When the Template/Version is ready to be used in the creation of Evaluations, the Template/Version status can be changed from **Pending** to **Available**. A Template/Version can be successfully changed from **Pending** to **Available** status only if the Total Weight of the Sections equals 100% and each of the Sections have a Total Weight Within Section of 100%. Once a Template is initially set to **Available**, Change History tracking is started. Each change made for any Available Version of the Template captures the user making the change and the Date/Time stamp when the change was made. If Template Change Reason Option is set to **Mandatory** or **Optional**, after a change, the user is prompted to enter a Reason Code and Comments. Comments may be Required or Optional depending on the setup of Template Change Reason Options. If a Reason Code and Comments are entered, they are also captured as part of the Template Change History. To access the Template Change History, select the **View Change History** option in the Actions List button.
- A Template/Version in **Available** status may be updated, but the fields that can be modified is limited, both at the Template/Version level and the Section level.

Creating a New Template Version

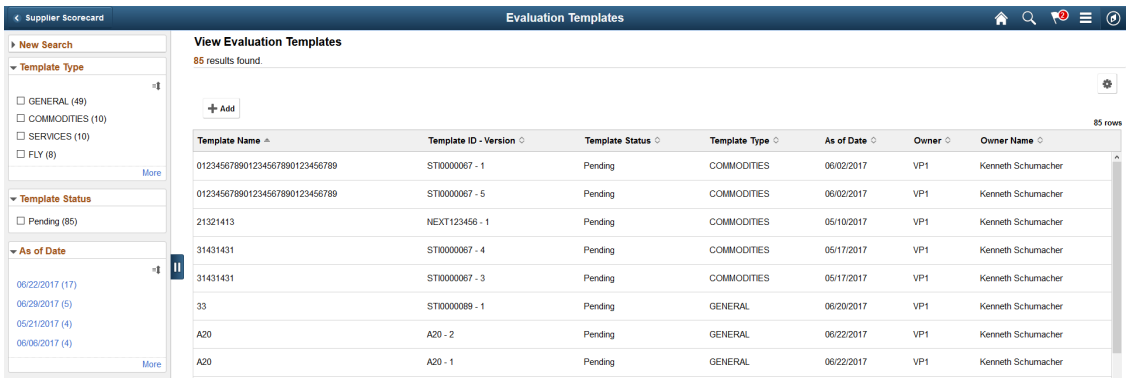
Use the Maintain Evaluation Template page (SCD_TEMPLATES_FL) to create a new Version of a Template.

You can create a new Version of a Template regardless of the Template/Version status (Pending, Available or Not Available).

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Evaluation Templates**.

This example illustrates the fields and controls on the Evaluation Templates page.



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From the Evaluation Templates search results page, select the Template/Version for which you want to create a new version for. This will open the Maintain Evaluation Template page. Select the **Create New Version** link to generate a new Version for the Template.

A message displays to confirm creation of a new Version of the Template. Upon confirmation, a new Version is created in a **Pending** status and is accessible in the Maintain Evaluation Template page.

Creating Evaluations

This topic discusses how to create supplier Evaluations.

After you have completed the set up of Supplier Scorecarding and defined Evaluation Templates, you can proceed to creating Supplier Evaluations. Supplier Evaluations may be created from the beginning or copied from an existing Evaluation and revised to meet the intent of the target Evaluation. This process is managed using the PeopleSoft Activity Guide framework.

Pages Used to Create Evaluations

Page Name	Definition Name	Usage
Create Evaluation Page	SCD_EVALAD_DISP_FL	Create a new Evaluation or copy from existing Evaluations.
General Information Page	SCD_BLDEV_GENRL_FL	Enter general information about the Evaluation.
Template Information Page	SCD_BLDEV_TEMPL_FL	Select an available Template/ Version for the Evaluation you are creating.
Evaluators Page	SCD_BLDEV_EVTR_FL)	Assign Evaluators to an Evaluation.
Review and Release Page	SCD_BLDEV_REVIW_FL	Review and release an Evaluation to the Evaluators.
Create Evaluations page (Single Copy)	SCD_EVALAD_DISP_FL	Copy an Evaluation from existing Evaluations.
Create Evaluations page (One to Many)	SCD_EVALAD_DISP_FL	Copy an existing evaluation to multiple suppliers.
Create Evaluations page (Next Period)	SCD_EVALAD_DISP_FL	Select multiple source evaluations for a specific calendar period for creating a new set of evaluations for the same suppliers for their next evaluation period.

Create Evaluation Page

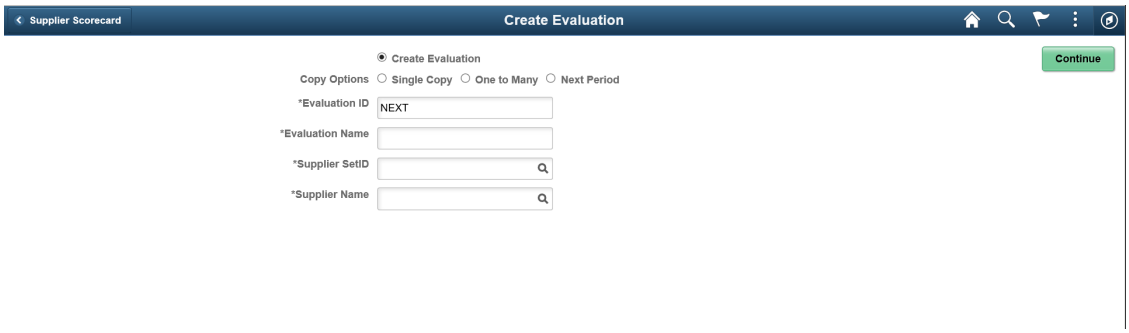
Use the Create Evaluation page (SCD_EVALAD_DISP_FL) to create a new Evaluation or copy from existing Evaluations.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Create Evaluation**

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This example illustrates the fields and controls on the Create Evaluation page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Create Evaluation	Select **Create Evaluation** to create a new Evaluation.
Copy Options	Select an option to copy an existing evaluation to create a new evaluation. The available copy options include: • Single Copy: Select a single source evaluation to create a new evaluation. • One to Many: Copy an existing evaluation to multiple suppliers. • Next Period: Select multiple existing evaluations for a specific calendar period that can be used to create a new set of evaluations for the same suppliers for their next evaluation period. The Copy Evaluation option is discussed later in this document. See Create Evaluations page (Single Copy), Create Evaluations page (One to Many), Create Evaluations page (Next Period)
Evaluation ID	The Evaluation ID defaults to NEXT and Auto Numbering is used to assign the next ID when the Evaluation is saved. You can provide your own Evaluation ID.
Evaluation Name	Enter a name for the Evaluation.
Supplier SetID	Select a supplier SetID for the Evaluation. Only SetIDs available to the user are displayed.
Supplier Name	Select a Supplier for whom you are creating the Evaluation.
Continue	Select the **Continue** button to access the Create Evaluation Activity Guide and enter additional information for the Evaluation.

The Create Evaluation process is managed using the PeopleSoft Activity Guide framework, and has following steps:

1. General Information
2. Template Information
3. Evaluators

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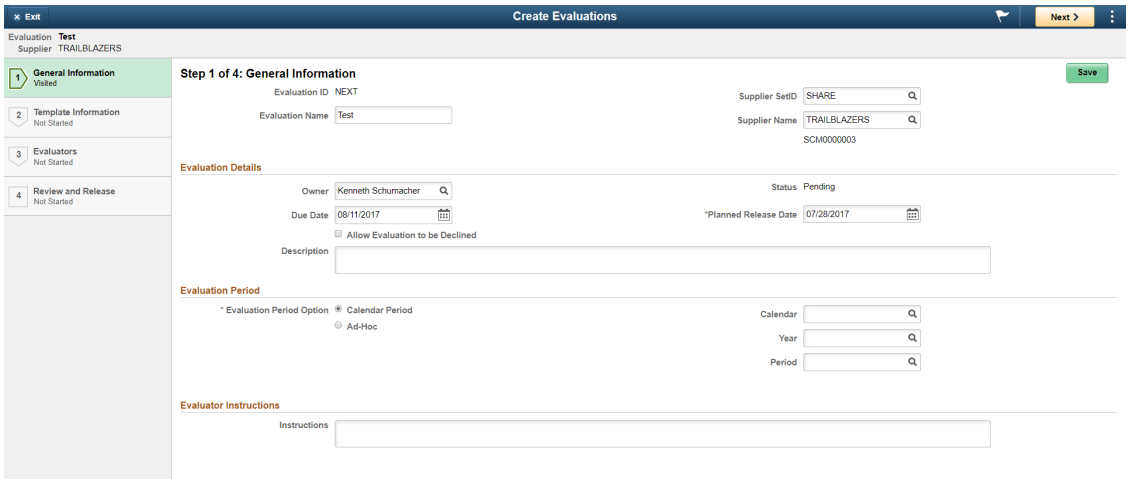
4. Review and Release

Each step must be completed before you proceed to the next step in the Create Evaluation process.

General Information Page

Use the General Information page (SCD_BLDEV_GENRL_FL) to enter general information about the Evaluation.

This example illustrates the fields and controls on the General Information page. You can find definitions for the fields and controls later on this page.



If you do not want to proceed with creating the Evaluation, at any time before saving the Evaluation, you can select the **Exit** button. The General Information step status is set to **Visited** when you enter the page. The step is set to **Complete** once you successfully enter all required information and navigate to the next step.

Field or Control	Description
Evaluation Name	Displays the Evaluation Name. You can change the name of the Evaluation any time prior to releasing the Evaluation.
Supplier Name	Displays the Supplier Name. You can select a different Supplier any time prior to releasing the Evaluation.
Owner	Displays the logged in user name. A different owner can be selected by the user creating the Evaluation.
Status	Displays the status as **Pending**.
Due Date	Enter the date when Evaluation responses should be received by. The default Due Date is Current Date plus 14 days. When entering or modifying the Due Date it must be greater than the Planned Release Date.

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Field or Control	Description
Planned Release Date	Defaults to the current date. This is the date that the Evaluation Owner intends to release the supplier Evaluation to the Evaluators.
Allow Evaluation to be Declined	Specify whether Evaluators will be allowed to decline responding to an Evaluation. The default for this setting is defined on the Scorecarding Defaults page of Scorecard Administration. If this check box is not selected, it implies that Evaluators do not have the option to decline the Evaluation. If this check box is selected, Evaluators may choose to decline the Evaluation request.
Description	Enter a description that describes the purpose of the supplier Evaluation. This is displayed on the Evaluation form provided to the Evaluators.
Evaluation Period Option	Select an option for defining the time frame in which the supplier's performance is to be evaluated: • **Calendar Period**: If you select this option, you must select a calendar and specify the year and period that corresponds to the time frame in which the Supplier is to be evaluated. Calendar information is pre-defined. See Application Fundamentals: Calendar Periods Page • **Adhoc**: If you select this option, you must specify the From date and To date defining the time frame in which the supplier should have their performance evaluated. **Note:** If the Evaluation contains a KPI Type Question, then the Evaluation period must start on the first day of a month and end on the last day of the month. A warning icon displays if the date range is any different.
Evaluator Instructions	Enter Evaluator instructions to be displayed on the Supplier Evaluation form.

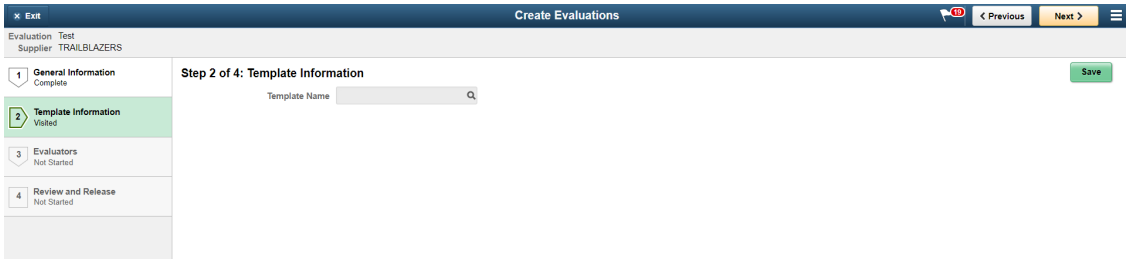
Select the **Save** button, or **Next** button, or select the next Activity Guide step when you have finished entering the general information for this step.

Template Information Page

Use the Template Information page (SCD_BLDEV_TEMPL_FL) to select an available Template/Version for the Evaluation you are creating.

This example illustrates the fields and controls on the Template Information page.

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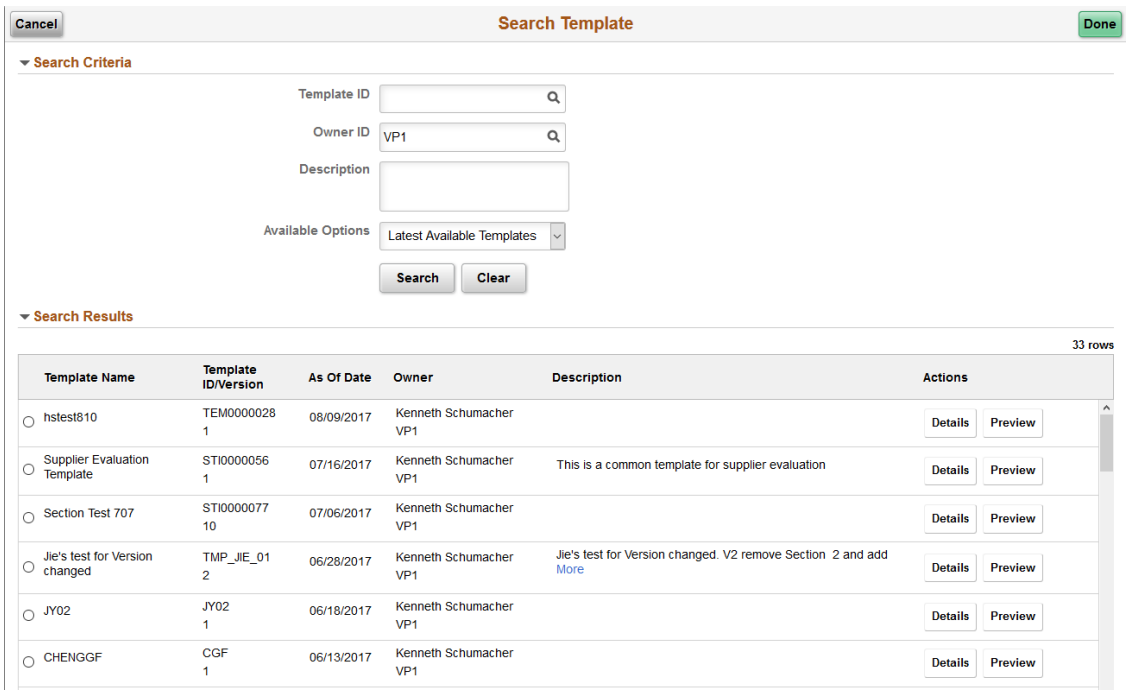


Select the lookup prompt to choose an available Template/Version. The Search Template page, by default, lists the Available Template/Versions for the user.

> **Note**
>
> If the Template you select contains a Procurement History based KPI Question, then the Evaluation period for the template must start on the first day of a month and end on the last day of a month. Otherwise, a warning is displayed.

> **Note**
>
> A different Template can be selected at any time prior to assigning Evaluators without impacting the Evaluation. If you change the Template before releasing the Evaluation or after the Evaluators are assigned, the Evaluators will be removed. However, Evaluators will be retained if you use the same Template, but a different Version.

This example illustrates the fields and controls on the Search Template page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Template ID	Select a Template ID. The Template ID Lookup allows for additional Search Options.
Owner ID	Displays the current user.
Description	Enter any description to search for Template. You can enter partial description and search for a Template.
Available Options	This option controls how the Template/Version will be listed in the Search Results grid: • **Latest Available Templates**: This is the default setting. This option lists all latest Available Template/Versions whose As of Date of the Version is less than or equal to the Planned Release Date of the Evaluation. • **All Available Templates**. Select this option to list all Available Template/Versions whose As of Date is less than or equal to the Planned Release Date of the Evaluation. If the Evaluation Owner wishes to select a Template/Version whose As of Date is greater than the Planned Release Date of the Evaluation, they must either change the Planned Released Date or change the As of Date to be less than the Planned Release Date.
Template Name	Displays the Template Name.
Template ID/Version	Displays the Template ID and Version.
As Of Date	Indicates the date on which the Template/Version may be used on an Evaluation. Template/Version must also be in **Available** status at that time
Description	Displays the Description for the Template.
Actions	The Actions columns has two buttons: • **Details**: Select to access the Template Details page to view the Template details including KPI Definitions if the Template contains KPI Questions. • **Preview**: Select to access the Preview Evaluation page to view what the Template/Version would look like in an Evaluation Form. **Note:** If all the questions are of KPI Type, then the Preview button does not display.

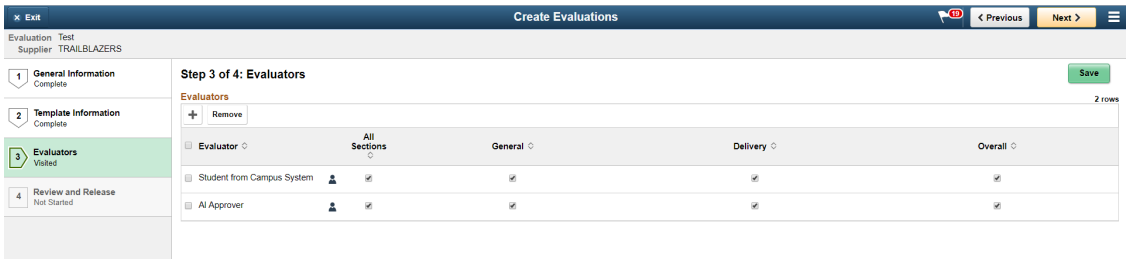
Evaluators Page

Use the Evaluators page (SCD_BLDEV_EVTR_FL) to assign Evaluators to an Evaluation.

> **Note**
>
> If the Template assigned to an Evaluation contains only the KPI Questions, then the Evaluators page displays a message that No Evaluators can be assigned.

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This example illustrates the fields and controls on the Evaluators Page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
	Select to view Evaluator's information.
Assign Sections to Evaluator	By default, an Evaluator is assigned All Sections to evaluate. Select or deselect the All Sections check box or the individual Section check boxes to add or remove sections for an Evaluator. Selecting or deselecting the All Sections check box automatically sets all of the individual check boxes to match. If a Section contains only the KPI Questions, check boxes are not available for that Section. Instead, the text "KPI Only" displays under the Section Name.

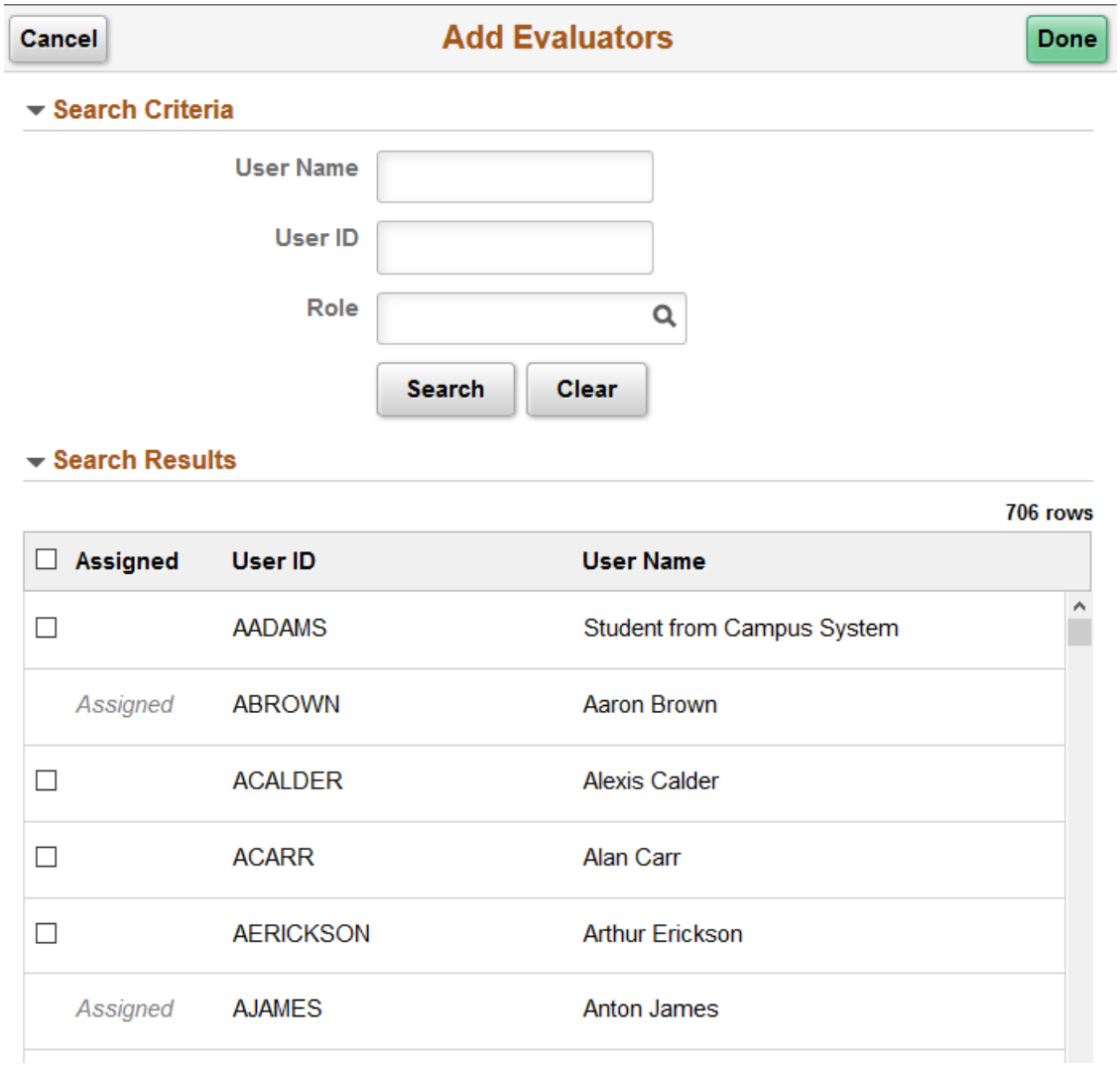
Select the **Add Evaluators** button to add Evaluators. The **Add Evaluators** button displays only if there are no Evaluators added. After the first evaluator has been added, you can add more Evaluators to an Evaluation by selecting the + button.

You can remove Evaluators by selecting the Evaluator and selecting the **Remove** button. Evaluators can be added or removed at any time before an Evaluation is released.

You can add one or more Evaluators either by searching for specific Evaluators by Name or User ID, or searching for a list of users belonging to a specific role. If an Evaluator has already been assigned to this Evaluation, the Search Results displays an Assigned status for the Evaluator.

This example illustrates the fields and controls on the Add Evaluators page.

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When saving this page or attempting to navigate to the next step, the following validations are performed:

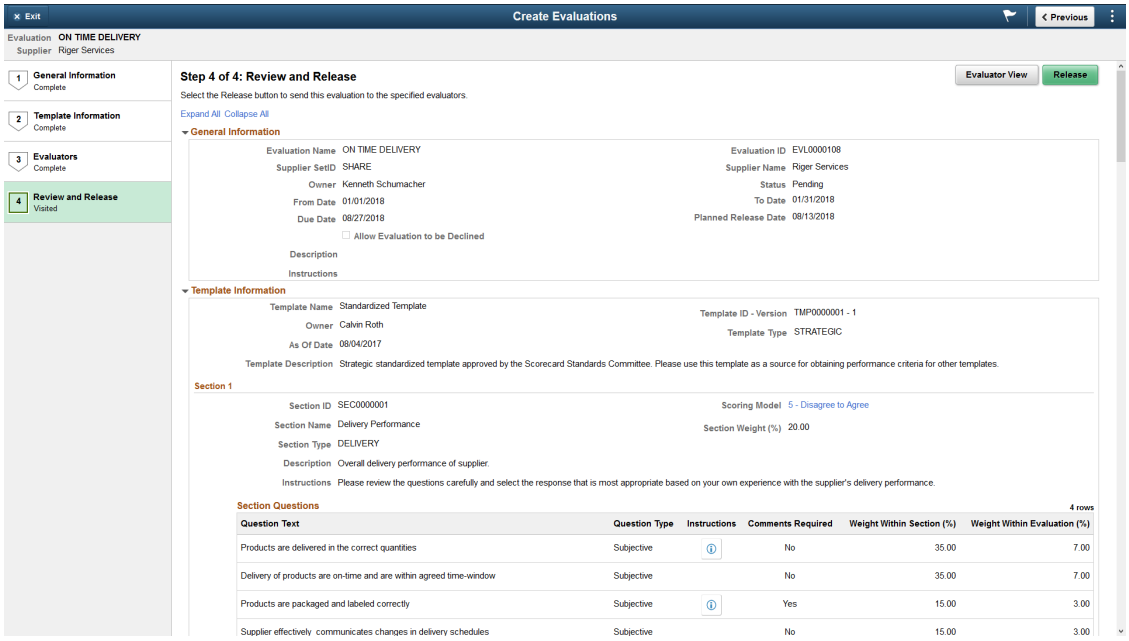
- A validation for Evaluator's e-mail address is performed. If the assigned Evaluators do not have an e-mail address, a warning message is displayed.
- A validation to ensure that each Evaluator is assigned at least one Section to evaluate. If at least one Section is not assigned, a warning is displayed and the Evaluator is flagged.
- A validation to ensure that each Section is assigned to at least one Evaluator. If no Evaluators are assigned to the Section, a warning is displayed and the Section is highlighted.

Review and Release Page

Use the Review and Release page (SCD_BLDEV_REVIW_FL) to review and release an Evaluation to the Evaluators.

This example illustrates the fields and controls on the Review and Release Page.

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From the Review and Release page, you can do any of the following actions in the activity guide:

- Review the Evaluation
- Return to any step and adjust the Evaluation
- Preview the Evaluation
- Delete the Evaluation

The Review and Release page displays a summary of the Evaluation. The summary consist of Evaluation header information and the details associated with each step of the activity guide.

To make adjustments to the Evaluation, select a step in the activity guide.

To preview the Evaluation, select the **Evaluator View** button.

To delete an Evaluation, select the **Delete Evaluation** option from the Actions List button.

To release the Evaluation to the Evaluators, select the **Release** button. Evaluators will receive an e-mail notification and push notification requesting them to complete the Evaluation. If an Evaluator does not have an e-mail address defined, a warning message is displayed allowing the user to proceed with the Evaluation Release or they may Cancel the Release.

Other validations performed as part of the Release action are:

- If the Evaluation contains a KPI Type Question and the Evaluation period does not start on the first day of a month and end on the last day of the month, a warning icon is displayed.
- If Evaluator is not assigned to any Sections, an error message is displayed.
- If a Section is not assigned to any Evaluators, an error message is displayed.
- If the Due Date is less than Current Date, an error message is displayed.
- A check is also made to ensure that the dates from the General Information page are still valid.
  - If the Planned Release Date is lesser than the Current Date, a warning message is displayed.

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- If the Due Date is less than the Current Date, an error message is displayed.
- A check is also made to ensure that the dates from the General Information page are still valid.

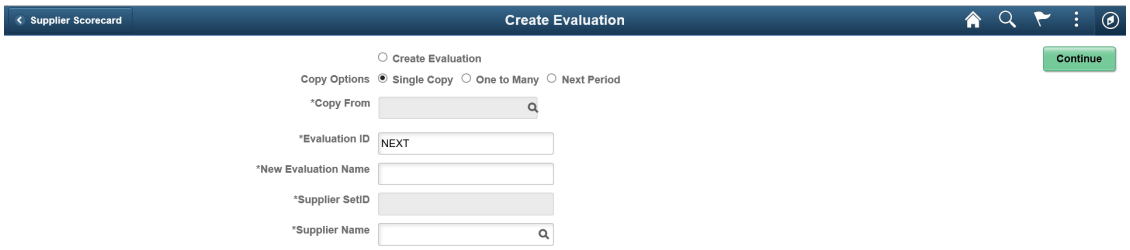
Create Evaluations page (Single Copy)

Use the Create Evaluations page (SCD_EVALAD_DISP_FL) - Single Copy option to copy an evaluation from existing evaluations.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Create Evaluation**. Select the **Single Copy** option.

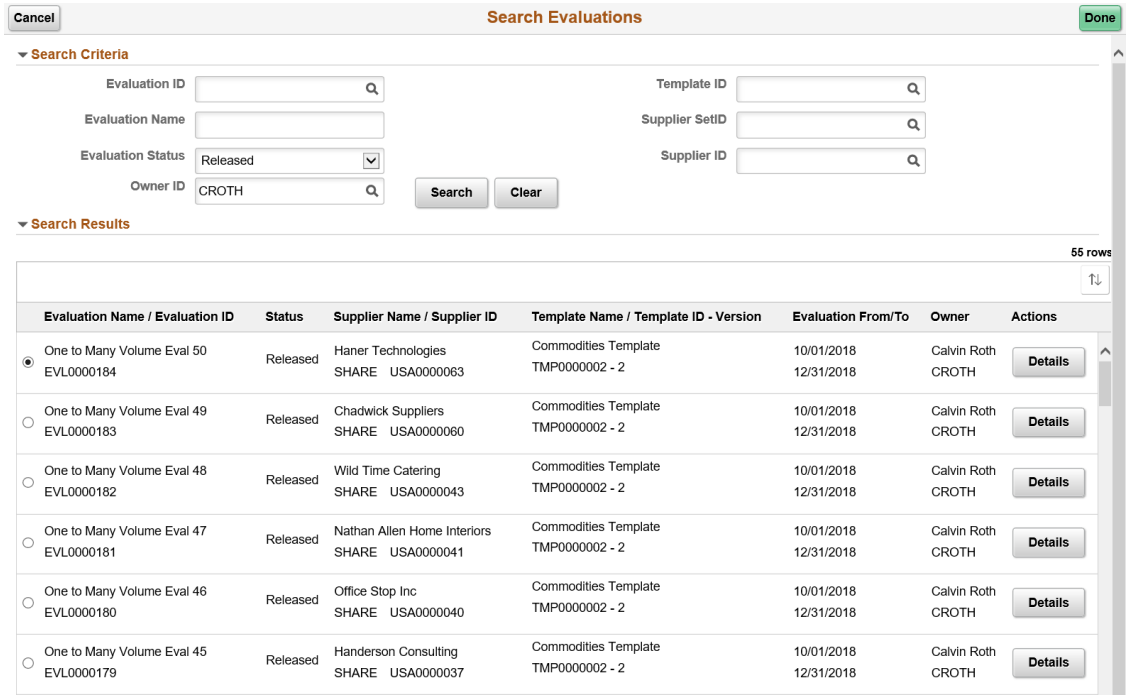
This example illustrates the fields and controls on the Create Evaluation page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Copy From	Select the Lookup button to access the Search Evaluation page and copy an Evaluation. This field is available only when you select the **Copy Evaluation** option.
Evaluation ID	The Evaluation ID defaults to NEXT and Auto Numbering is used to assign the next ID when the new Evaluation is generated. You have the option to provide your own Evaluation ID.
New Evaluation Name	Enter a name for the new Evaluation. The name defaults from the name of the evaluation that was copied.
Supplier SetID	Defaults to the Supplier SetID from the Evaluation being copied. A different SetID cannot be selected. Copying an Evaluation from a Supplier in one SetID to a Supplier in another SetID is not allowed.
Supplier Name	Defaults to the Supplier from the Evaluation being copied. A different Supplier can be selected.
Continue	Select the **Continue** button to generate the new Evaluation and open the first step of the activity guide.

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This example illustrates the fields and controls on the Search Evaluation page. You can find definitions for the fields and controls later on this page.



By default, the Search Evaluations page displays all Released Evaluations owned by the User. The Search criteria can be changed to refine or expand the list of Evaluations that may be copied. There is no restriction as to what Evaluation may or may not be copied.

Field or Control	Description
Evaluation ID	Select the Lookup button to search for Evaluations by Evaluation ID.
Evaluation Name	Enter a name for the search an Evaluation.
Evaluation Status	Select an option to refine your search for Evaluations.
Owner ID	Defaults to the name of the user currently accessing the page. A different owner can be selected by selecting the lookup button.
Template ID	Select the Lookup button to search for Evaluations by Template ID.
Supplier SetID	Select the Lookup button to search for Evaluations by Supplier SetID.
Supplier ID	Select the Lookup button to search for Evaluations by Supplier ID.
Evaluation Name/Evaluation ID	Displays the Evaluation Name and ID.
Status	Displays the status of the Evaluation.
Supplier Name/Supplier ID	Displays the supplier's name and ID for whom the Evaluation is being created.
Template Name/ Template ID-Version	Displays the Template Name/ID/Version.
Evaluation From/To	Displays the From and To Dates for the Evaluation.

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Field or Control	Description
Owner	Displays the owner name and user ID.
Actions	Select the **Detail** button to view more information about the Evaluation.

After selecting the radio button corresponding to the Evaluation to be copied, select the **Done** button to capture the Evaluation being copied

After reviewing the header information for the target Evaluation, select the **Continue** button in the Create Evaluation page. The new Evaluation is created and the first step (General Information page) in the activity guide is opened with all information defaulting in from the source Evaluation. The User can then proceed to review or revise the existing details of the Evaluation.

> **Note**
>
> Even though the Evaluation created from a copied Evaluation may contain all required data to Release, a user must navigate through each step of the Activity Guide whether they intend to make any changes or not to the Evaluation.

In order to continue working on Pending Evaluations at a later time, Pending Evaluations can be accessed through the Manage Evaluations Search List page. For more information, see Manage Evaluations Page

Create Evaluations page (One to Many)

Use the Create Evaluations page (SCD_EVALAD_DISP_FL) - One to Many option to copy an existing evaluation to multiple suppliers. Target suppliers are evaluated over the same evaluation period, using the same evaluation template, and by the same evaluators. By default, the target evaluations inherit all information from the source evaluation.

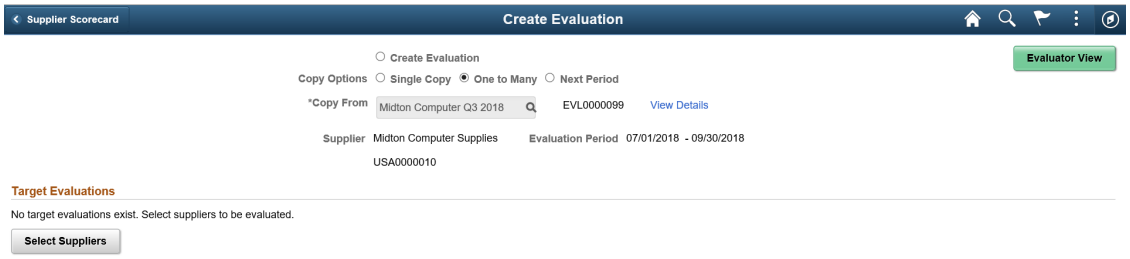
The typical use of One to Many option is to initially create and release an evaluation for a supplier. The evaluation owner can then select that evaluation as a source evaluation and identify similar suppliers to also be targeted for evaluation.

Navigation:

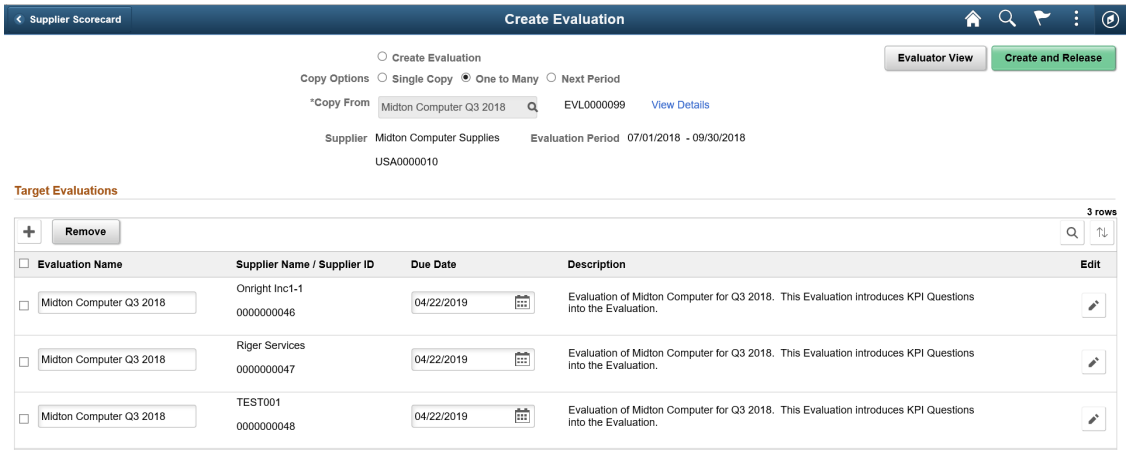
Procurement Operations, and then **Supplier Scorecard**, and then **Create Evaluations**. Select the **One to Many** copy option.

This example illustrates the fields and controls on the Create Evaluation page - One to Many Option (page 1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Create Evaluation page - One to Many Option (page 2 of 2). You can find definitions for the fields and controls later on this page.



> **Note**
>
> A warning message displays if the template used by the source evaluation is no longer available.

The page header displays the source evaluation that you selected for the One to Many copy option. The details include the Evaluation Name, Evaluation ID, Supplier Name, Supplier ID, and Evaluation Period.

Field or Control	Description
View Details	Click to view the details such as General Information, Template, and Evaluator information related to the source evaluation.
Evaluator View	Select to preview the Evaluation Form for the source evaluation.
Select suppliers	Click to select the suppliers. **Note:** You must select at least one supplier to create a target evaluation.

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Field or Control	Description
Target Evaluations grid	Displays the selected suppliers and populates the default information from the source evaluation. **Note:** If an evaluation for the target supplier already exists for the Evaluation Period and Template, a warning icon is displayed. Click the icon to view the message. The Evaluation Owner can either proceed with the evaluation or remove the target evaluation before initiating the Create and Release action. Before proceeding to the Create and Release step, the evaluation owner can perform the following actions: • Modify the Evaluation Name to correspond to the target supplier. • Modify the Due Date. Due date defaults to a date 14 days from today. The Due Date must be greater than Current Date. • Modify the Evaluation Description for the target supplier by clicking the Edit icon. • Add more target suppliers or remove suppliers from the grid. **Note:** If a supplier has already been selected for a target evaluation, the Select Suppliers lookup page displays the Selected label for them.
Create and Release	Select to create the evaluation and release it to the evaluators. Confirm the action when prompted.

When you confirm the Create and Release action, the following processes happen:

- Creates evaluations in a Released status for each of the target suppliers.
- Creates individual evaluations for each evaluator assigned to the target evaluations.
- Sends email messages and push notifications to individual evaluators for each target evaluation they are assigned to. Each evaluator can also access the target evaluations through the My Evaluations tile.

The Evaluation owner can now maintain or monitor the target evaluations through the Manage Evaluations function.

> **Note**
>
> The One to Many copy option does not access the Create Evaluation Activity Guide. Only the Create and Single Copy options will bring the evaluation Owner into the Activity Guide.

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Create Evaluations page (Next Period)

Use the Create Evaluations page (SCD_EVALAD_DISP_FL) - Next Period option to select multiple source evaluations for a specific calendar period for creating a new set of evaluations for the same suppliers for their next evaluation period.

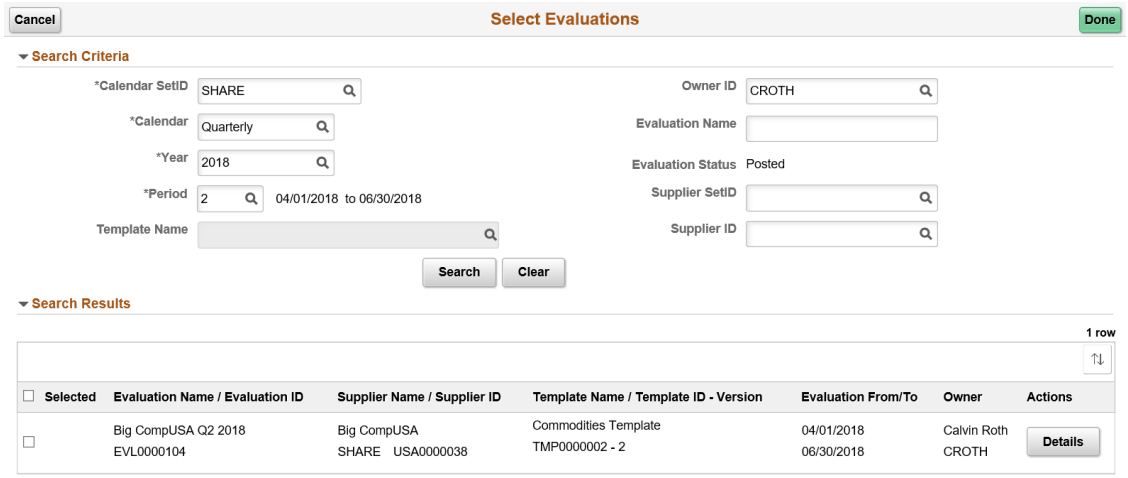
For using the Next Period copy option, ensure that:

- Detail Calendar periods are defined within PeopleSoft for the desired evaluation period.
- A supplier has an existing posted evaluation using the Detail Calendar for its evaluation period.
- The To Date for the Next Evaluation Period is less than the Current Date.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Create Evaluations**. Select the **Next Period** copy option.

This example illustrates the fields and controls on the Select Evaluations - Next Period Copy Option. You can find definitions for the fields and controls later on this page.



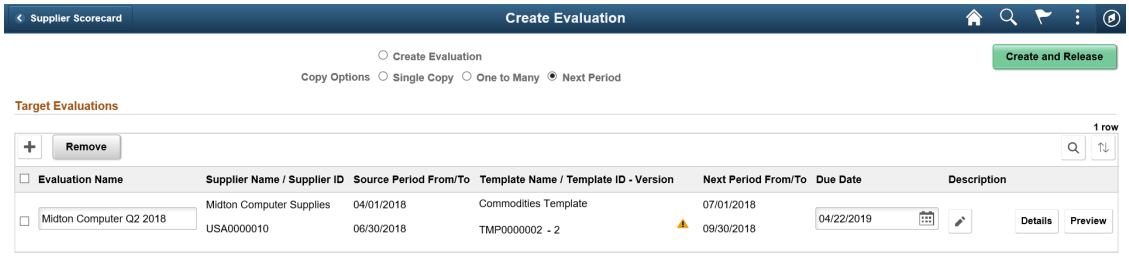
You must enter the Calendar Set ID, Calendar Name, Year, and Period to retrieve a list of posted evaluations for the evaluation period corresponding to that calendar.

Field or Control	Description
Owner ID	Displays the current user ID by default.
Evaluation Status	Always displays the evaluation status as Posted.
Details	Click to view the details of the source evaluation.

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> **Note**
>
> For the specified calendar information, if the Next Period is not defined on the Detail Calendar page, an error message is displayed and no source evaluation results are displayed.

This example illustrates the fields and controls on the Create Evaluation page - Next Period Copy Option. You can find definitions for the fields and controls later on this page.



The page displays the selected source evaluations for creating new evaluations.

Field or Control	Description
Evaluation Name	Displays the default source evaluation name. This can be modified if required.
Warning icon	Displays if an evaluation already exists for a Supplier in the Next Period using the same Template. Click the icon to view the message. The evaluation owner can either remove the particular evaluation or retain the target evaluation for the supplier.
Due Date	Displays the source evaluation due date. It defaults to the current date plus 14 days. This field is editable.
Description	Displays the source evaluation description. Select the Edit icon to modify it.
Details	Select to view the Next Period evaluation details.
Preview	Select to preview the Next Period evaluation form.
Create and Release	After reviewing the source evaluation details, proceed to creating and releasing the evaluation. Confirm the action when prompted.

The Next Period copy option does not access the Create Evaluation Activity Guide. Only the Create and Single Copy options will bring the evaluation Owner into the Activity Guide.

Evaluating Suppliers

This topic discusses evaluating the suppliers by completing and submitting the Evaluations.

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When an Evaluation is released, assigned Evaluators are notified to complete the supplier Evaluation. There are three ways in which an Evaluator can access supplier Evaluations:

- My Evaluations Tile
- Push Notification
- E-mail Notification

An Evaluator can access their Evaluations through either a Desktop, Laptop, Tablet, or through a Smartphone. An Evaluator can choose to proceed with completing the Evaluation, or if permitted, can choose to decline the Evaluation request.

Pages Used to Evaluate Suppliers

Page Name	Definition Name	Usage
My Evaluation Page	SCD_USR_EVAL_FL	Evaluate suppliers by completing and submitting the Evaluations.

My Evaluation Page

Use the My Evaluation page (SCD_USR_EVAL_FL) to evaluate suppliers by completing and submitting the Evaluations.

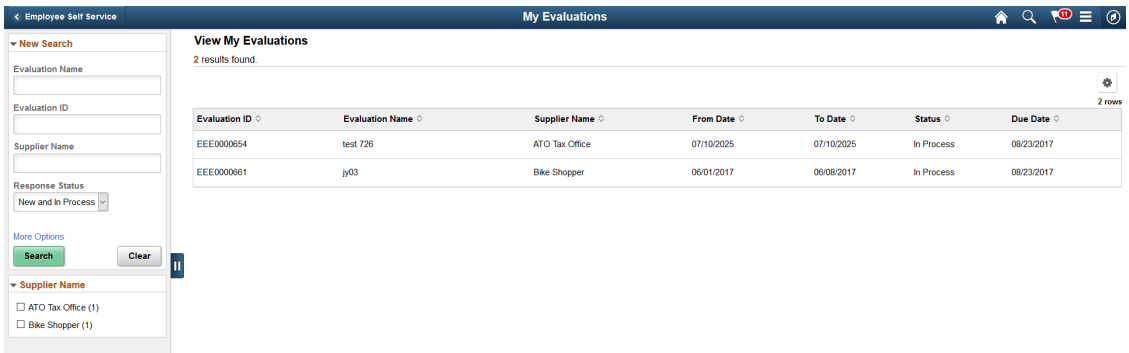
Navigation:

Procurement Operations, and then **My Evaluations**

> **Note**
>
> In this example, the My Evaluations Tile is delivered on the Employee self-service home page. You may choose to place the My Evaluations Tile on any other home page.

The My Evaluations tile displays a count of New and In Process Evaluations for the Evaluator. An Evaluation is considered New if has not yet been started or In Process if it has been Started, but not yet Submitted.

This example illustrates the fields and controls on the My Evaluation page.



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Use the Search criteria to refine or expand the list of Evaluations. The My Evaluations search results list the New and In Process Evaluations for the current user (Evaluator).

The Evaluator can alter the Search criteria to view their previously submitted Evaluations. An individual Evaluation in a status of Submitted and the Overall Evaluation is either Released or Posted is accessible by the Evaluator. An individual Evaluation belonging to an Overall Evaluation that was Withdrawn is only listed in the search results and cannot be viewed.

> **Note**
>
> Only New and In Process Evaluations can be accessed and responded to on a Smartphone. All other individual Evaluation statuses cannot be accessed through a Smartphone. Evaluations that are no longer active can only be accessed and possibly reviewed through a desktop, laptop, or tablet.

Select an Evaluation from the My Evaluations search list page.

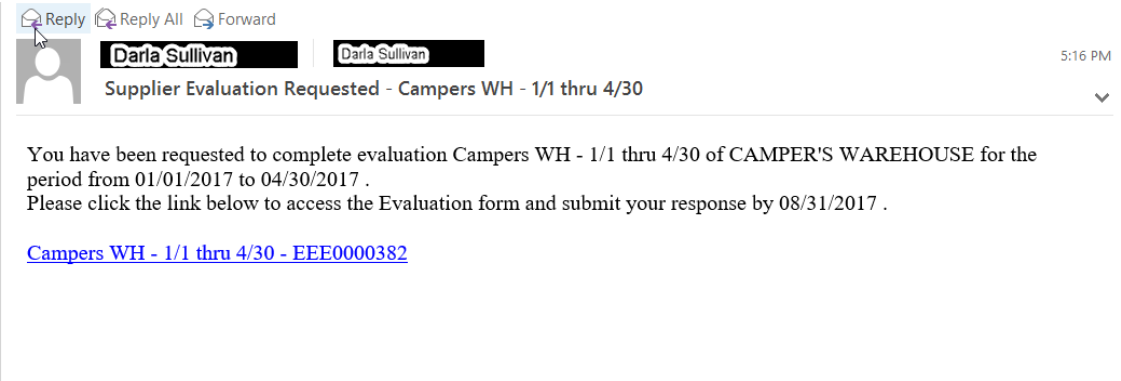
If the selected Evaluation is New, the Evaluator is taken to the Supplier Evaluation (Decline/Continue) page to decide whether to continue with the Evaluation or Decline the Evaluation (if the Evaluation permits a Decline). For more information on declining an Evaluation, see Decline an Evaluation.

If the Evaluation is In Process, then the Supplier Evaluation (Decline/Continue) page does not display and the Evaluation form opens directly, see Completing an Evaluation

E-mail Notification

Evaluators will receive an e-mail notification containing details about the Evaluation and a link to access the Evaluation form. The e-mail notification indicates the supplier being evaluated, the time period that the Evaluation should take into consideration, and the due date by which the Evaluation must be completed.

This example illustrates the fields and controls of the E-mail Notification.



When an Evaluator selects the Evaluation link for the first time, the Evaluator has the option to decide whether to continue with the Evaluation or decline the Evaluation (if Evaluation permits a Decline). If an Evaluation has already been started and its e-mail link has been clicked again, the Evaluation form is opened. The Decline/Continue page is bypassed. See Decline an Evaluation.

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An Evaluator may also receive e-mail notifications to remind them to complete a specific Evaluation, to communicate a change in the due date for an Evaluation, to indicate a withdrawal of an Evaluation, if the Evaluators have been added after the Evaluation has been released, or if an Evaluation Owner has reopened an Individual Evaluation.

Withdrawal and Removal e-mail notifications do not contain a link to the Evaluation as no action can be taken.

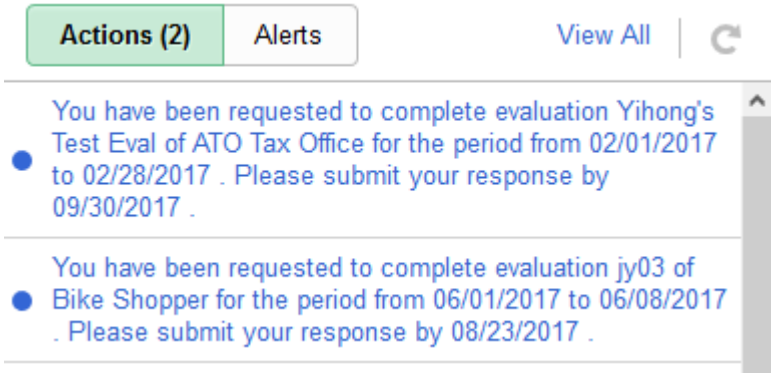
> **Note**
>
> If the Evaluator accesses an In Process Evaluation through an e-mail notification, the Supplier Evaluation (Decline/Continue) page does not display, and the Evaluation form opens directly. For more information on completing and submitting the Evaluation response form, see Completing an Evaluation

Push Notification

In addition to generating an e-mail notification to an Evaluator, an Evaluator can access the Evaluation form through PeopleSoft Push notifications in Fluid mode. The flag icon on the Fluid Home page shows a counter for new push notifications.

The message in the Push notification is similar to the message in the e-mail notification.

This example illustrates the fields and controls on the Push Notifications.



When an Evaluator selects a "You have been requested to complete evaluation" link for the first time, the Evaluator has the option to Continue with the Evaluation or to Decline the Evaluation (if a Decline is permitted for the Evaluation.

An Evaluator may also receive push notifications to remind them to complete a specific Evaluation, to communicate a change in the due date for an Evaluation, to indicate withdrawal of an Evaluation, to notify the Evaluator of Section assignment changes, to indicate that they have been removed from an Evaluation, if the Evaluator has been added after the Evaluation has been released, or if an Evaluation Owner has reopened an Individual Evaluation.

Withdrawal and Removal notifications are displayed in the Alerts tab of the Push Notifications.

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> **Note**
>
> If an Evaluator selects a push notification (initial completion request, reminder, due date change, or change in section assignments) for an Evaluation that is In Process, the Supplier Evaluation (Decline/Continue) page does not display, and the Evaluation form opens directly. For more information on completing and submitting the Evaluation form, see Completing an Evaluation

Decline an Evaluation

At the time the Evaluation is created, the scorecard Evaluation owner can configure whether Evaluators assigned to a specific Evaluation will be allowed to decline the Evaluation request. See ScoreCarding Defaults Page, Create Evaluation Page

If an Evaluator is allowed to decline an Evaluation request, then the Evaluator can choose to decline the Evaluation from the Supplier Evaluation (Decline/Continue) page when initially accessing the Evaluation. Once the Evaluation is In Process, it may still be Declined through the Action List.

This example illustrates the fields and controls on the Decline Evaluation.



Depending on the Evaluation Reason Options setup for the Supplier's SetID, it may be mandatory or optional for the Evaluator to provide a Reason Code and Comments as to why they are declining the Evaluation.

Completing an Evaluation

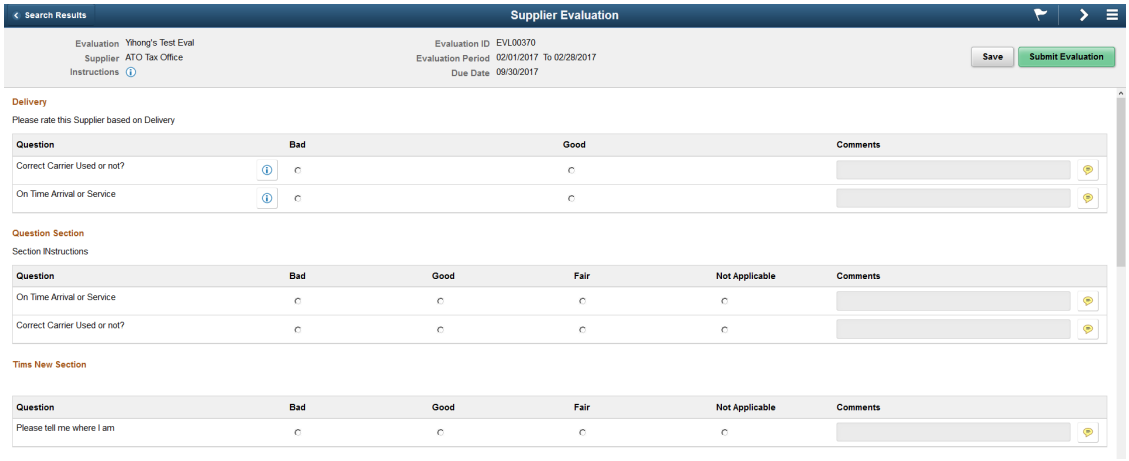
To complete a supplier Evaluation, an Evaluator can access the Evaluation form using any of these options:

- My Evaluations Tile
- Push Notification
- Email Notification

If the Evaluation is New, then the Supplier Evaluation (Decline/Continue) page displays first. If the Evaluation has been started (In Process), then the Supplier Evaluation (Decline/Continue) page does not display, and the Evaluation form opens directly.

This example illustrates the fields and controls on the Supplier Evaluation Form.

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Field or Control	Description
Evaluation Name	Displays the name of the Evaluation.
Evaluation ID	Displays the Evaluation ID.
Supplier	Displays the name of the supplier who is being evaluated.
Evaluation Period	Displays the time period for which the supplier is evaluated.
Instructions	Select the icon to view instructions about the Evaluation. The icon displays only when Evaluator Instructions exist.
Due Date	Displays the due date as to when the Evaluation must be completed.

The Evaluation form lists all the currently assigned Sections for the Evaluator. The Sections are listed in the sequence as defined in the Template selected for the Evaluation.

If instructions were defined for the Section, only two lines of the instructions will be displayed below the Section name. Select the **More** link to view the full set of instructions.

The Questions within the Sections in the Evaluation form are also listed in a sequence as defined in the Template selected for the Evaluation. An Evaluator rates a supplier for each question within a Section, according to the Scoring Model associated to each Section by selecting a radio button. Only one response radio button can be selected for each Question.

If instructions were defined for a Question, an icon is displayed to the right of the Question text. Select the icon to view the instructions in a modal window.

Depending on how the Evaluation was defined, the Evaluator may be required to enter comments for a Question.

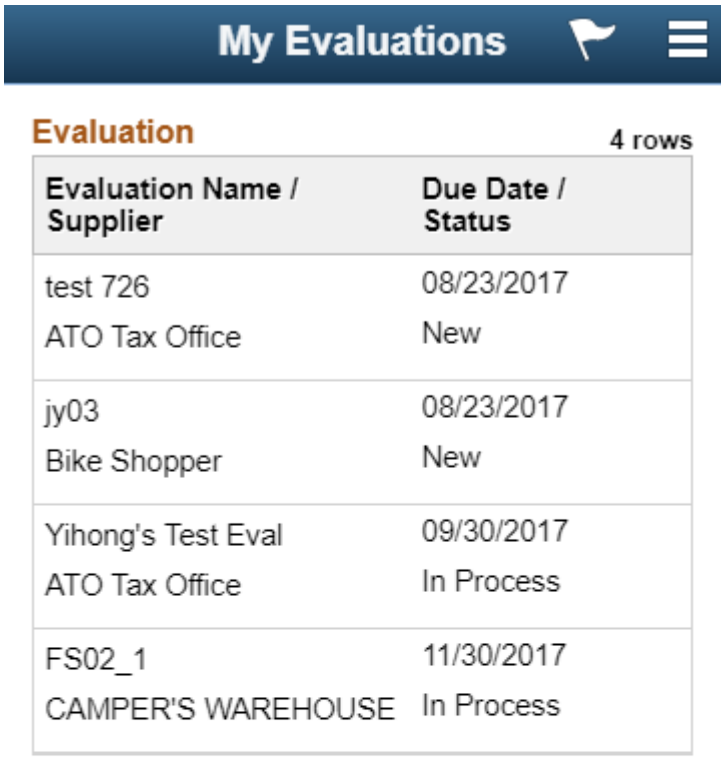
Field or Control	Description
Save	Select to save the Evaluation responses entered. An Evaluation response does not need to be fully completed and submitted in one session. The status of the individual Evaluation is set to **In Process** once it has been saved.

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Field or Control	Description
Submit Evaluation	Select to submit the Evaluation response. An Evaluation response can be submitted only if all Evaluation Sections/Questions assigned to the Evaluator have been answered. A confirmation message displays that the Evaluation response has been successfully submitted.

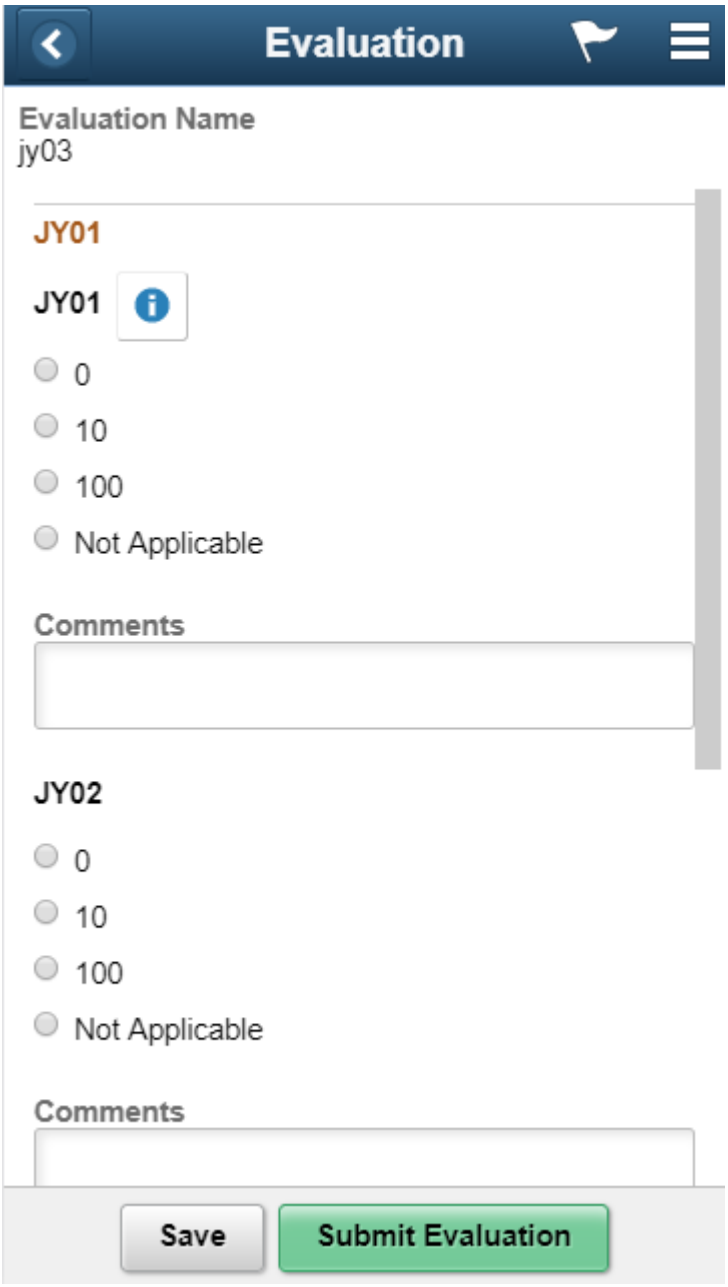
An Evaluator can complete their Evaluation on a Smartphone. All of the capabilities delivered on Desktop/Laptop are also available on a Smartphone.

This example illustrates the fields and controls on the My Evaluations page as displayed on a Smartphone.



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This example illustrates the fields and controls on the Evaluation form as displayed on a Smartphone.



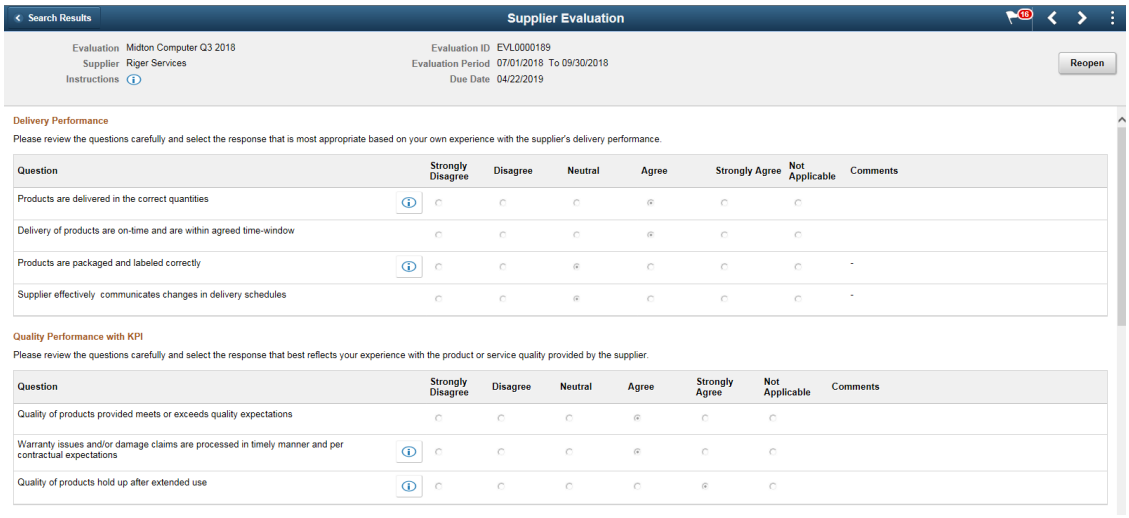
Reopening an Evaluation

An Evaluator can reopen a previously submitted evaluation in order to revise question responses and/or comments and then re-submit the evaluation. To reopen an evaluation, the following conditions must be met:

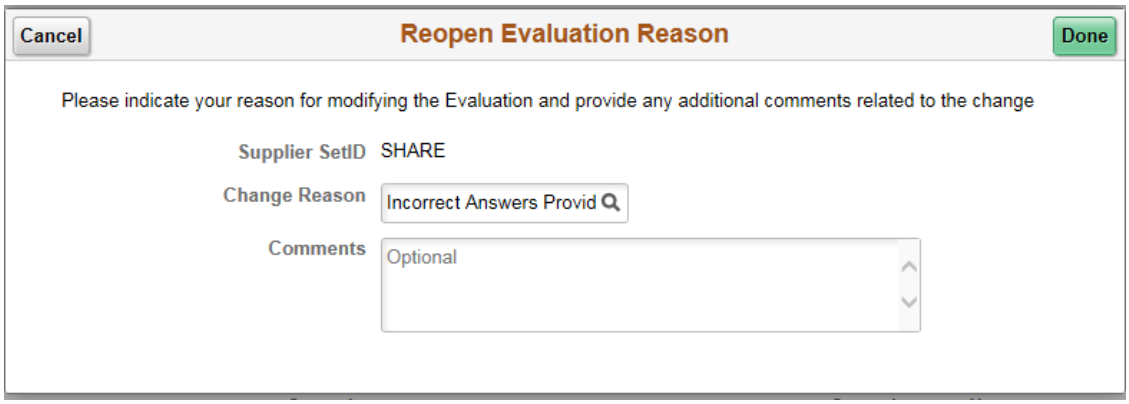
- This action can only be performed in Large (Extra Large) form factor.
- The individual evaluation must be in a status of *Submitted* or *Omitted*.
- The Overall Evaluation must still be in *Released* status.
- The Overall Evaluation must not be past due (due date < current date).

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This example illustrates the fields and controls on the Supplier Evaluation page. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Reopen Evaluation Reason page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Reopen	Click to reopen the Evaluation. If the Reopen Evaluation Reason option is enabled (optional or mandatory) the evaluator is prompted to enter a reason code and comments. If not enabled, then a Yes/No confirmation message is displayed to complete the Reopen action. This button is activated only if the above mentioned conditions are met for reopening a previously submitted evaluation.
Change Reason	Evaluator can enter an appropriate reason to reopen the Evaluation.

Once the Evaluation has been reopened, its status is changed from *Submitted* to *In Process*. The original question responses and comments still exist.

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Managing Evaluations

This topic discusses how to manage supplier Evaluations.

A user managing the Evaluations must be either in the role of a Supplier Scorecard Manager (with permission EPSC5000) or in a different role that also has permission EPSC5000.

Pages Used to Manage Evaluations

Page Name	Definition Name	Usage
Manage Evaluations Page	SCD_MAN_EVAL_FL	Manage Evaluations.
Manage Evaluator Responses Page	SCD_MAN_RESP_FL	Manage Evaluators and their responses to an Evaluation.
Apply KPIs Values Page	SCD_MAN_KPI_EVL_FL	Apply KPI Values to Questions within an Evaluation.
Manage and Post Results Page	SCD_VW_PST_RSLT_FL	Manage and post Evaluation results.

Manage Evaluations Page

Use the Manage Evaluations page (SCD_MAN_EVAL_FL) to manage Evaluations.

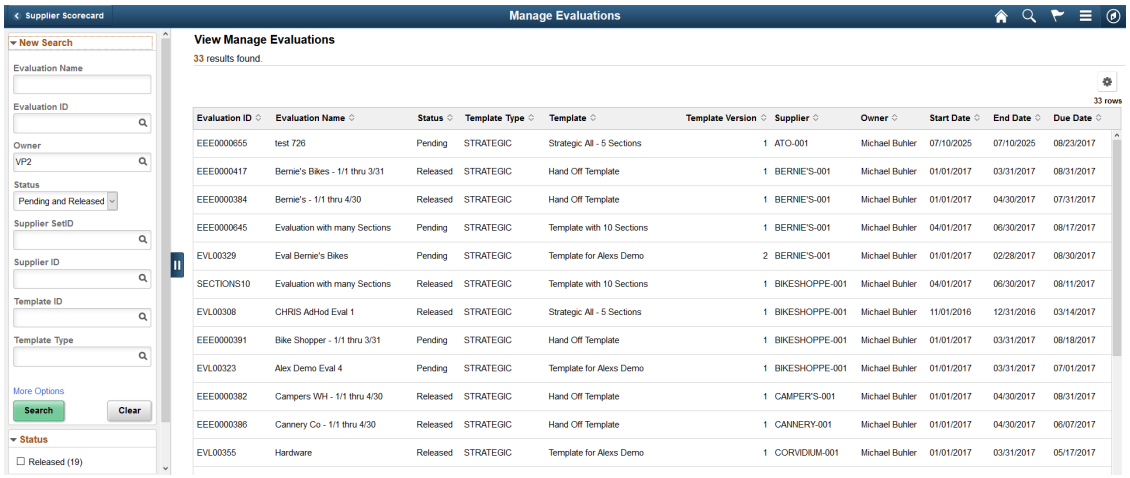
You can use the Manage Evaluations page to:

- Access Pending Evaluations
- Access Released Evaluations to Manage Evaluator Responses and View/Post Evaluation Results
- Access Posted Evaluations to view individual Evaluator and overall Evaluation results.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Manage Evaluations**

This example illustrates the fields and controls on the Manage Evaluations page. You can find definitions for the fields and controls later on this page.



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Use the Search criteria to refine and search for Evaluations. By default, the Manage Evaluations grid displays all Pending and Released Evaluations owned by the current user. Selecting a Pending Evaluation from the Manage Evaluations grid navigates the Evaluation owner to the Create Evaluation activity guide. For more information, see the Accessing Pending Evaluations section in this document.

Field or Control	Description
Evaluation Name	Enter a name for the search an Evaluation.
Evaluation ID	Select the Lookup button to search for Evaluations by Evaluation ID.
Owner ID	Defaults to the name of the user currently accessing the page. A different owner can be selected by selecting the lookup button.
Status	Select an option to refine your search for Evaluations.
Supplier SetID	Select the Lookup button to search for Evaluations by Supplier SetID.
Supplier ID	Select the Lookup button to search for Evaluations by Supplier ID.
Template ID	Select the Lookup button to search for Evaluations by Template ID.
Template Type	Select the Lookup button to search for Evaluations by Template Type.
Due Date	Search for Evaluations by entering the due dates for Evaluations.

Selecting a Released Evaluation opens either the Manage Evaluator Responses, Apply KPI Values, or Manage and Post Results where the user can review responses, results, and scores or may choose to take additional actions on the Evaluation. For more information, see Manage Evaluator Responses Page, Apply KPIs Values Page, Manage and Post Results Page

Accessing Pending Evaluations

Use the Manage Evaluations page (SCD_MAN_EVAL_FL) to edit or update a pending Evaluation.

Here are some important points to remember when updating a Pending Evaluations:

- Selecting an Evaluation in Pending status navigates you to the next step to be Completed in the Create Evaluation activity guide. The step that which is pending in the activity guide for the Evaluation will be displayed.
- When accessing the Template Information activity guide step to update a Pending Evaluation, the user has the option to either retain the current Template/Version or select a different Available Template/Version.

  If you choose to select a different Version of the same Template, the Evaluation retains all the currently assigned Evaluators. If the new Version has an additional Section, the Evaluators assigned to All Sections will automatically be assigned to the new Section. If the new Version has a Section removed, then those Evaluators assigned to that Section will have that Section removed from their assigned list. If that was the only assigned Section for the Evaluator, the Evaluator is retained, but they would not be assigned any Sections. You must navigate to the Evaluators activity guide step to reconcile Evaluators with no Section assignments.

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If you choose to select a different Template ID, all currently assigned Evaluators will be removed. You must recreate the list of Evaluators for the Evaluation.

If there is a new Template/Version available for a Pending Evaluation, a message is displayed. You can select the Details button to review the Template details. If there is no Template/Version available on a Pending Evaluation, an error message displays. This happens when you copy an Evaluation and the Template/Version on the Source Evaluation is no longer available. An Available Template/Version must be selected in order to navigate beyond Step 2 in the activity guide.

If a Template/Version in the Available status when the Evaluation was created is later set to Not Available status, a warning displays. In this case, you can proceed updating and releasing the Evaluation.

- Evaluators can be added, removed or Sections re-assigned when updating a Pending Evaluation.
- A Pending Evaluation can be deleted within any step of the Create Evaluation Activity Guide. Select **Delete Evaluation** from the Actions List button.

Manage Evaluator Responses Page

Use the Manage Evaluator Responses page (SCD_MAN_RESP_FL) to manage Evaluators and their responses to an Evaluation.

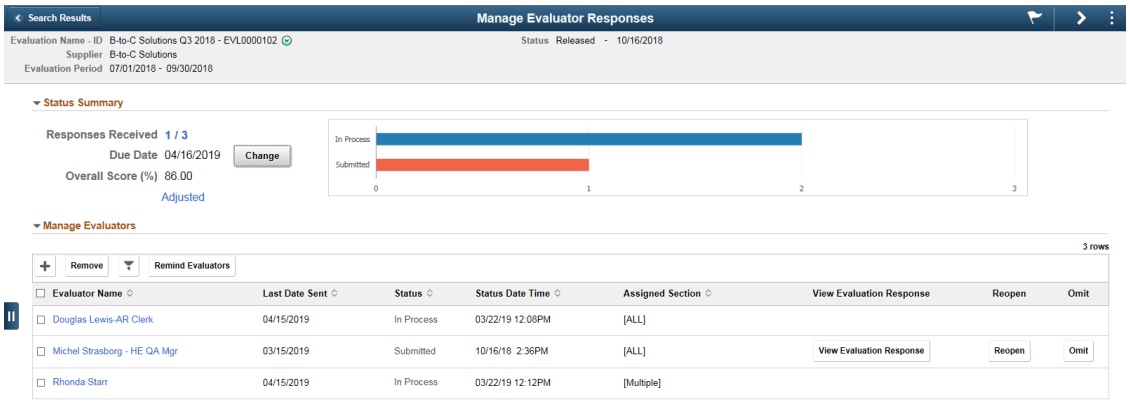
Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Manage Evaluations**. Select an Evaluation in Released status.

Selecting an Evaluation in Released status on the Manage Evaluations page navigates you to a Detail page which can be used to manage the assigned Evaluators and their responses and to review and Post Evaluation results. You can expand or collapse the left panel allowing you to toggle between the Manage Evaluator Responses page, Apply KPI Values page, and Manage and Post Results page.

> **Note**
>
> The Manage Evaluator Responses link is not available in the navigation panel if the Evaluation contains only the KPI Questions

This example illustrates the fields and controls on the Manage Evaluator Responses page. You can find definitions for the fields and controls later on this page.



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The header information on the Manage Responses page contains basic Evaluation details. The Related Action icon enables you view the Evaluation details of the Base Evaluation. The Base Evaluation is the Evaluation as it existed at the time of Release along with any changes made that were identified to update the Base Evaluation.

If an Evaluation contains a Procurement History based KPI Question and the Evaluation Period does not start on the first day of a month and end on the last day of a month, a warning indicator displays.

The Status Summary Section consists of the following details:

Field or Control	Description
Responses Received	Displays the number of individual Evaluations received (Submitted, Omitted, Declined) compared to the number of Evaluations sent both during the initial Evaluation release and the combination of any Evaluators added or removed since the release of the Evaluation. Select this link to further drill down on the current Evaluation. This link allows you to view a summary of all Evaluators assigned to the Evaluation and drill down to a specific Evaluator and specific Section for an Evaluator. See the Drill Downs action discussed in detail in the Manage and Post Results Page This field is not available if the Evaluation contains only KPI Questions.
Due Date	Displays the due date of the Evaluation. Select the **Change** button to change the due date for an Evaluation. The Due Date may be changed at any time as long as the value is greater than the current date. When the Evaluation due date is changed, notifications are sent to those Evaluators who have yet submitted or declined their Evaluation. Select the **Change** button to change the due date for an Evaluation.
Overall Score	Displays the current overall score for the Evaluation based on the individual Evaluations submitted (at the time the Manage Responses page is opened).

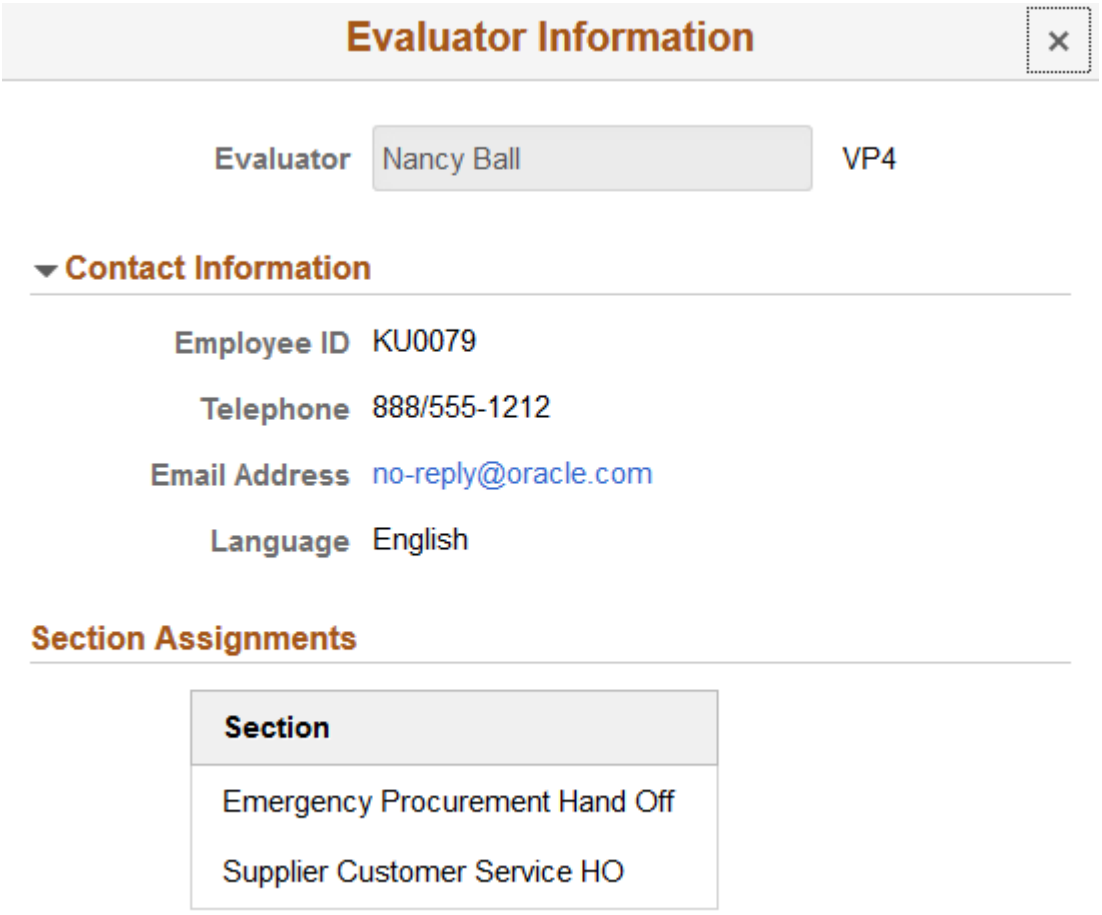
The Status Bar chart represents the total number of individual Evaluations for each status at the time the Manage Responses page is opened. This Chart is not displayed if the Overall Evaluation contains only KPI Questions.

The Manage Evaluators grid lists all the Evaluators that have been assigned to complete the supplier Evaluation. The Manage Evaluators grid has the following details:

Field or Control	Description
Evaluator Name	Select to display contact information of the Evaluator and a listing of the Sections assigned to the Evaluator. If an Evaluation is in New or In Process status and the Overall Evaluation is not Past Due, you can make changes to the Evaluator's section assignments, you can make changes to the assigned Sections.

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This example illustrates the fields and controls on the Evaluator Information page.

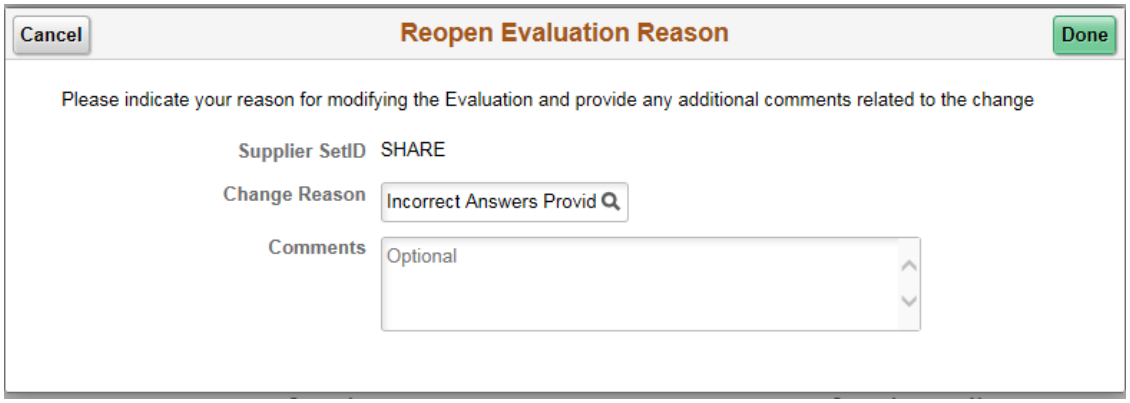


Field or Control	Description
Last Date Sent	Displays the last date the Evaluator was notified about the Evaluation.
Status	Displays the current status of the Evaluation.
Status Date/Time	Displays the time stamp of the status.
Assigned Section	**All**: The Evaluator is assigned to All Sections in the Evaluation form. **Multiple**: The Evaluator is assigned to more than one Section but not All. <Section Name>: Displays the Section name if the Evaluator is assigned to one Section.
View Evaluation Response	Select to open the completed Evaluation form submitted by the Evaluator. This form contains the actual responses and is only accessible for Submitted or Omitted Evaluations.

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Field or Control	Description
Reopen	Click to the Reopen the Evaluation. The user will be prompted to either confirm the Reopen action or will be prompted to enter a reason code and comments as to why the Evaluation is being reopened. Evaluation owner can request to reopen a previously submitted evaluation for resubmitting, after making necessary changes. This button is activated only if the following conditions are met. • The individual evaluation must be in a status of *Submitted* or *Omitted*. • The Overall Evaluation must still be in *Released* status. • The Overall Evaluation must not be past due date. Once the Evaluation has been reopened, its status is changed from *Submitted* to *In Process*. The original question responses and comments still exist. **Note:** The Reopen Evaluation Reason page only opens if the Reopen Evaluation Reason option is enabled (Optional or Mandatory). If not enabled, a Reopen Confirmation message (Yes/No) is displayed.
Omit	Select the Omit button to omit an Evaluator's response. If enabled in Evaluation Reason Options setup, the user may be prompted to enter a reason code and comments. Upon confirmation of the Omit action, the Manage Responses page is refreshed with the Overall Score, Response counts, and Evaluation Status being updated.

This example illustrates the fields and controls on the Reopen Evaluation Reason page.



You can execute the following actions from the Manage Evaluators grid. These actions can be performed on a Released Evaluation.

- **Add an Evaluator**: Select the + button to add an Evaluator.

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Select an **Evaluation Update Option**. The default setting is **Update Current Evaluation Only**. This setting determines if the Evaluator being added is for the current Evaluation or for the Base Evaluation as well. The Base Evaluation is used as the Source Evaluation when performing the Copy Evaluation function.

Select Sections to be assigned to the Evaluator. All Sections are selected by default. At least one Section must be selected to complete adding the Evaluator. If the Evaluation consists of a Section containing all KPI Questions, the following message is displayed on the Add Evaluator modal page: “Warning KPI-Only Sections exist, but are not listed”. If the Evaluation Change reason option is enabled (Mandatory or Optional), then prompt the User to enter a Reason Code and Comments after selecting **Apply** to complete Adding of the Evaluator.

After you have added an Evaluator, notifications are sent to the newly added Evaluator, and the newly added Evaluator are displayed in the Manage Evaluators grid. Counts are also updated on the status bar chart and the **Responses Received** link to reflect the additional Evaluator.

- **Remove an Evaluator**: Select the check box for an Evaluator and then select the **Remove** button.

  An Evaluator can be removed from an Evaluation if their status is New or In Process. However, if an Evaluator has declined or submitted their Evaluation, or their Evaluation has been omitted, they cannot be removed.

  Select an **Evaluation Update Option**. The default setting is **Update Current Evaluation Only**. This setting determines if the Evaluator being removed is for the Current Evaluation or for the Base Evaluation as well. The Base Evaluation is used as the Source Evaluation when performing the Copy Evaluation function. If the Evaluation Change reason option is enabled (Mandatory or Optional), then prompt the User to enter a Reason Code and Comments after selecting **Apply** to complete Removing of an Evaluator. After you have removed an Evaluator, the Evaluator you removed no longer displays in the Manage Evaluators grid.

- **Remind Evaluators**: Select one or more check boxes for an Evaluator and then select the **Remind Evaluators** button to send a reminder notification to Evaluators who have not yet submitted their Evaluation. The **Remind Evaluator** button is not available if an Evaluation is past the due date. You must change the due date to enable the **Remind Evaluators** button.

- **Change Section Assignments**: You can to revise the assigned Sections for an Evaluator. These changes can be done only if the Evaluator has not submitted or declined their Evaluation. To make changes to the Sections, select the name of an Evaluator.

  On the Evaluator Information page, you can either select additional Sections or deselect an already assigned Section. At least one Section must be selected.

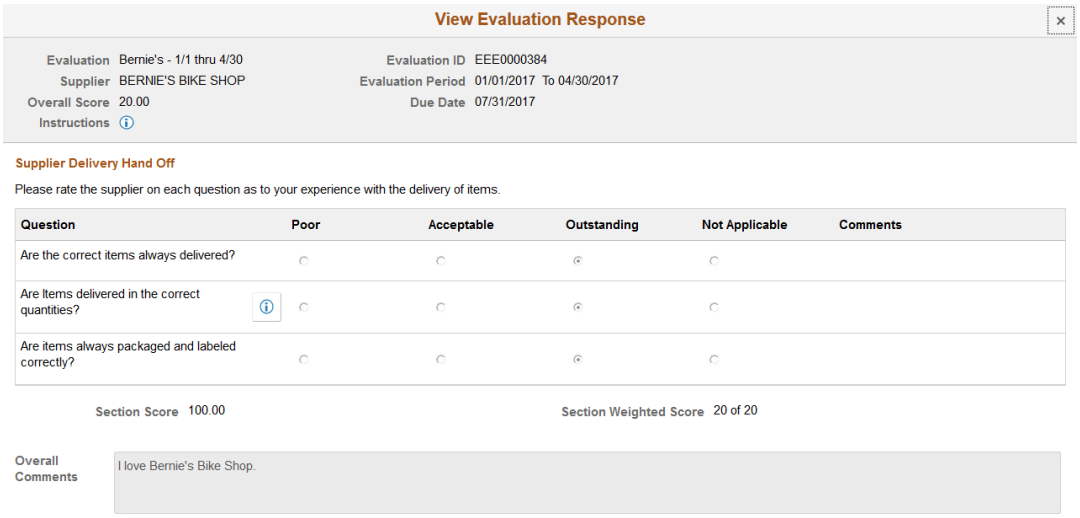
  If the Evaluation Change reason option is enabled (Mandatory or Optional), then prompt the User to enter a Reason Code and Comments after selecting **Apply** to complete the Section Assignment change for an Evaluator. E-mail and push notifications are sent to the Evaluator upon completing the Section Assignment change action.

- **View Evaluation Response**: Select the **View Evaluation Response** button to view an Evaluator’s responses submitted for an Evaluation. This option is available only for Evaluators in a Submitted or Omitted status.

  The View Evaluation Response page looks similar to an Evaluation form, You can view the completed Evaluation form containing the actual question responses, comments, the overall score for the Evaluator and Section scores.

This example illustrates the fields and controls on the View Evaluation Response page.

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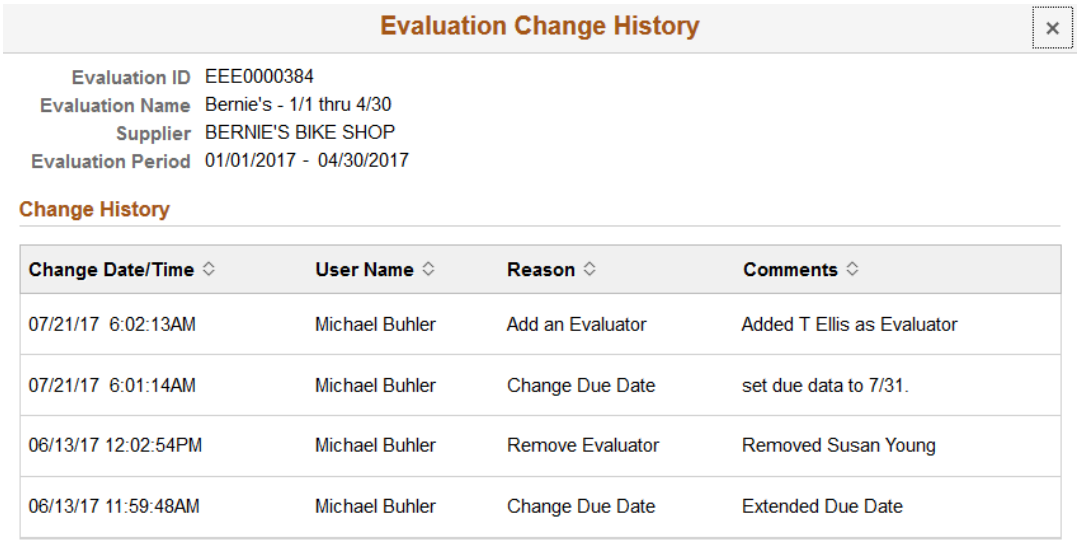
- **Withdraw Evaluation**: You can choose to withdraw an Evaluation. Select the **Withdraw Evaluation** option in the Actions List button. If the Evaluation Withdraw reason option is enabled (Mandatory or Optional), then prompt the User to enter a Reason Code and Comments after selecting **Apply** to complete the Withdraw Evaluation action. E-mail and push notifications are sent to all Evaluators who have not yet submitted or declined their Evaluation.

> **Note**
>
> When the overall Evaluation is past due, these actions are not available: Add Evaluator, Remove Evaluators, Remind Evaluators, Change Section Assignments for an Evaluator.
>
> The following actions are available when the Evaluation is past due: Reopen Evaluation, Change Due Date, View Evaluation Response, Omit Evaluation, and Withdraw Evaluation.

- **View Change History**: After an Evaluation is released, every activity is tracked along with the timestamp, reason code (if enabled) and the user who performed the activity. Select **View Change History** option to view change history in the Actions List button.

This example illustrates the fields and controls on the Evaluation Change History page.

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Evaluation Change History

Evaluation ID EEE0000384
Evaluation Name Bernie's - 1/1 thru 4/30
Supplier BERNIE'S BIKE SHOP
Evaluation Period 01/01/2017 - 04/30/2017

Change History

Change Date/Time	User Name	Reason	Comments
07/21/17 6:02:13AM	Michael Buhler	Add an Evaluator	Added T Ellis as Evaluator
07/21/17 6:01:14AM	Michael Buhler	Change Due Date	set due data to 7/31.
06/13/17 12:02:54PM	Michael Buhler	Remove Evaluator	Removed Susan Young
06/13/17 11:59:48AM	Michael Buhler	Change Due Date	Extended Due Date

The change history tracks the following activities when:

- Evaluator is added.
- Evaluator is removed.
- Due date for an Evaluation is changed.
- Section Assignments for an Evaluator is changed.
- Evaluation is omitted.
- Evaluation is withdrawn.
- Individual Evaluation is reopened.

Apply KPIs Values Page

Use the Apply KPI Values page (SCD_MAN_KPI_EVL_FL) to apply KPI Values to questions within an Evaluation.

> **Note**
>
> The Apply KPIs Values page link is not available in the navigation page if the Evaluation does not contain any KPI Questions.

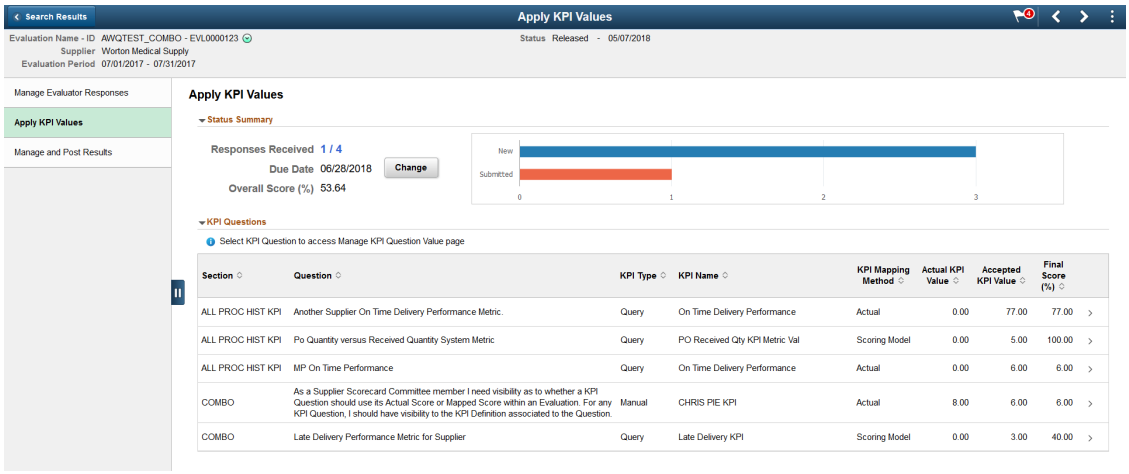
Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Manage Evaluations**. Select an Evaluation in Released status. Select Apply KPI Values.

Selecting an Evaluation in Released status on the Manage Evaluations page navigates you to a Detail page which can be used to manage the assigned Evaluators and their responses and to review and Post Evaluation results. You can expand or collapse the left panel allowing you to toggle between the Manage Evaluator Responses page, Apply KPI Values page, and Manage and Post Results page.

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This example illustrates the fields and controls on the Apply KPI Values page. You can find definitions for the fields and controls later on this page.

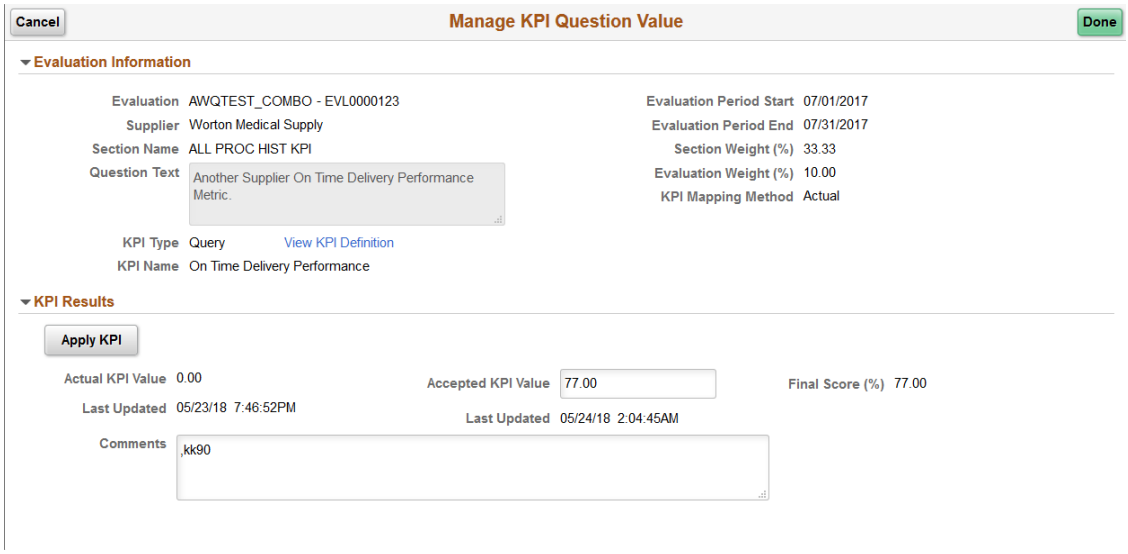


Field or Control	Description
Section	Displays the Evaluation Section containing the KPI.
Question	Displays the Evaluation Question associated to the KPI. Select this row to view the Manage KPI Question Value page.
KPI Type	Display the type of KPI, Manual or Query.
KPI Name	Displays the name of the KPI.
KPI Mapping Method	Display the Mapping Method selected for the KPI, Actual or Scoring Model.
Actual KPI Value	Displays the Actual KPI values.
Accepted KPI Value	Displays the Accepted KPI Value applied for the KPI.
Final Score (%)	Displays the Final Score for the KPI Question. It is either the Accepted KPI Value when the KPI Mapping Method is set to Actual or it is the Mapped Score associated to the Accepted KPI Value derived from the Scoring Model assigned to the KPI Question.

> **Note**
>
> The Responses Received and Response Status Bar Chart will not be displayed if the Evaluation contains only KPI Questions.
>
> Select a row on the grid to access the Manage KPI Question Value page to review KPI values and manually enter the KPI values

This example illustrates the fields and controls on the Manage KPI Question Value page.

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You may manually enter KPI values in the Accepted KPI Value field for any KPI Type (Query or Manual). If the KPI Question is a Manual type, you can manually enter a KPI value. In this case, the Apply KPI button is not available.

If the KPI Question is a Query type, then the Apply KPI button is available in the Manage KPI Question Value page to populate the Actual KPI Value field. Select the Apply KPI button to execute the Query assigned to the KPI Definition for the Question. After the Query is executed, the Actual KPI Values, and Accepted KPI Values are populated, and the Final Score is also populated with the same values because the KPI Mapping Method is “Actual”.

If the Accepted KPI Value is already defined, a message displays whether to retain the Accepted KPI Value or not. If you decide to retain the Accepted KPI Values, then Final Score remains associated to the Accepted Score. If decision is not to retain, then the Accepted Score is also set to the applied Actual KPI Value and the Final Score is updated. The Last Updated Date and Time for the Actual KPI Value and Accepted KPI Value are updated for any changes you make.

If the KPI Question is a Manual type, the Apply KPI button is unavailable, and the Actual KPI Value field becomes editable. You can enter an Actual KPI Value, and the same value is populated in the Accepted KPI Value field. You may change the Accepted KPI Value field as desired. The Final Score is derived from the Accepted KPI Value using either the populated value or its mapped value depending on the KPI Mapping Method.

If the KPI Question is set to a Scoring Model, then applying of the Query or manual entry of the Actual KPI Value follows the defined Mapping for the KPI and applies the Mapped Score to the Final Score.

The Last Updated Date and Time for the Actual KPI Value and Accepted KPI Value are updated for any changes you make.

You can enter comments pertaining to the KPI score for the Question. Whether the comments are optional or required is determined by the Question Comments setting in the Template assigned to the Evaluation.

If the Accept KPI Differs from Actual Reason Code is enabled (Mandatory or Optional), then after entering an Accepted KPI Value and selecting Done, a modal window appears to enter a reason code and comments. If the Reason Code is entered, it is captured as part of the Evaluation Change History along with the UserID and Date/Time stamp when the Accepted KPI Value was entered.

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You may Re-Apply a KPI Query. A message displays indicating that the current Actual KPI Value will be replaced. The Mapped Score will be updated (if applicable) and the Final Score will be updated if there is no Accepted KPI Value populated.

Select Done to save the KPI results and return to the Apply KPI Values page. The KPI Question values and score information are populated and the Evaluation Scores are re-calculated at the Section and Overall levels.

Manage and Post Results Page

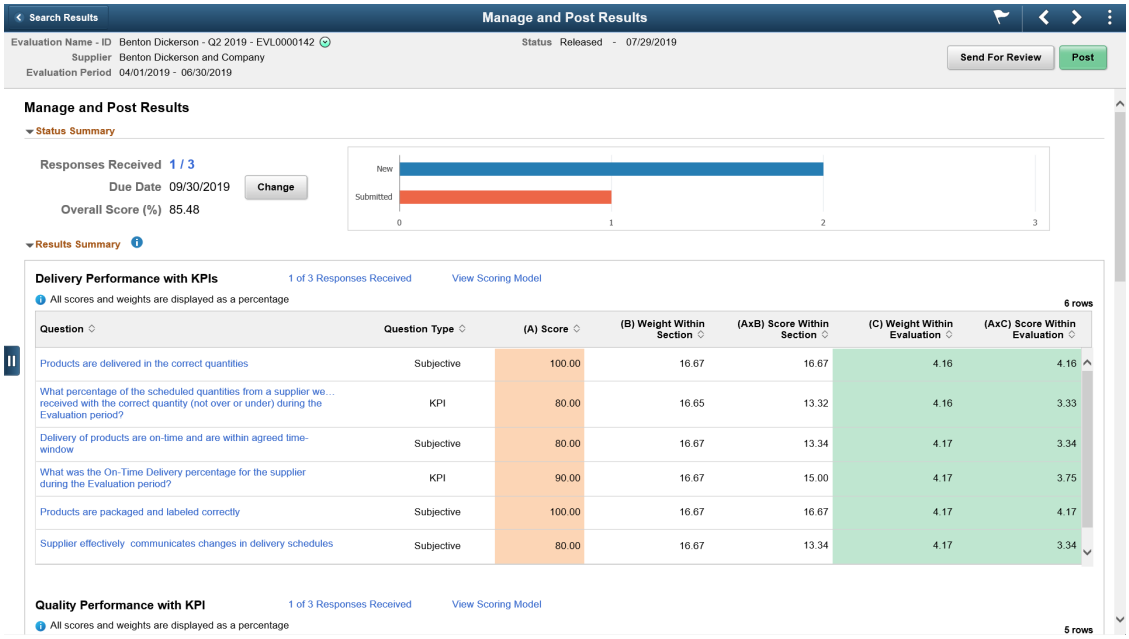
Use the Manage and Post Results page (SCD_VW_PST_RSLT_FL) to manage and post Evaluation results.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Manage Evaluations**. Select an Evaluation in Released status.

Selecting an Evaluation in Released status on the Manage Evaluations page navigates you to a Detail page which you use to review, send evaluation results to reviewers, and post Evaluation results. The Manage and Post Results page can also be accessed using the navigation page on the left panel.

This example illustrates the fields and controls on the Manage and Post Results page.



The Status Summary Section displayed on the Manage and Post Results page is same as what is displayed on the Manage Evaluator Responses page. When the Evaluation consists only of KPI Questions, the Status Summary section displays only the Due Date and Overall Score (the Responses Received link and the Response Status bar chart are not available). You can perform the following actions from the Manage and Post Results page:

- Monitor and review Evaluation results at the overall, Section, and individual Question level.
  - **Results Summary**: The Results Summary section has an embedded Help icon which you can use to view an explanation on how the Evaluation scores are calculated. Each Section grid in Results Summary contains a row for each Question, and the

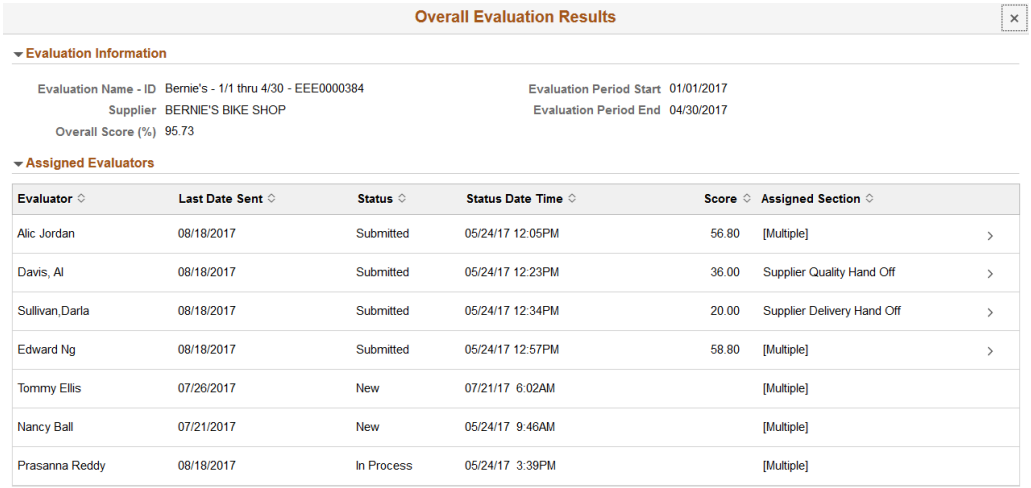
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corresponding scores and weights related to each Question. The score and weight totals are displayed below each Section and the corresponding Question Type, and scores and weights related to each Question.

- **Drills Downs**: Selecting the Question link redirects you to either the Evaluation Question Results page (for Subjective Questions) or to the Manage KPI Question Value page (for KPI Questions). If you make any changes to the KPI Values for a KPI Question, the Final Score is captured and populated in the Manage and Post Results Section grid and the Overall Evaluation and Section Scores are recalculated.

  If a Section contains only KPI Questions, there is no link available for that section to identify the number of Responses sent and received. Also, no link to a Scoring model will exist.

This example illustrates the fields and controls on the Overall Evaluation Results page.



Overall Evaluation Results

Evaluation Information

Evaluation Name - ID: Bernie's - 1/1 thru 4/30 - EEE0000384
Supplier: BERNIE'S BIKE SHOP
Overall Score (%): 95.73
Evaluation Period Start: 01/01/2017
Evaluation Period End: 04/30/2017

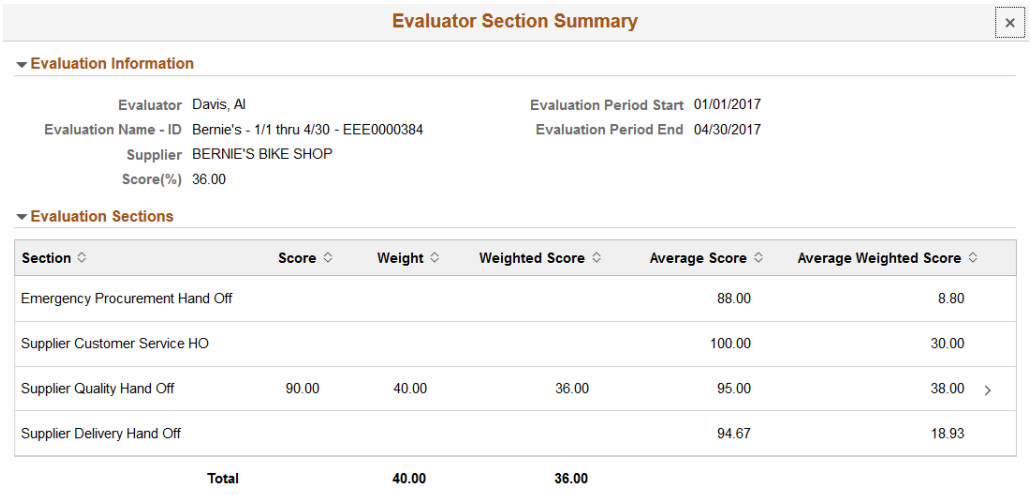
Assigned Evaluators

Evaluator	Last Date Sent	Status	Status Date Time	Score	Assigned Section
Alic Jordan	08/18/2017	Submitted	05/24/17 12:05PM	56.80	[Multiple]
Davis, Al	08/18/2017	Submitted	05/24/17 12:23PM	36.00	Supplier Quality Hand Off
Sullivan,Darla	08/18/2017	Submitted	05/24/17 12:34PM	20.00	Supplier Delivery Hand Off
Edward Ng	08/18/2017	Submitted	05/24/17 12:57PM	58.80	[Multiple]
Tommy Ellis	07/26/2017	New	07/21/17 6:02AM		[Multiple]
Nancy Ball	07/21/2017	New	05/24/17 9:46AM		[Multiple]
Prasanna Reddy	08/18/2017	In Process	05/24/17 3:39PM		[Multiple]

Selecting an Evaluator row from the Overall Evaluation Results page displays the Evaluator Section Summary page. Only Evaluators that have Submitted their Evaluation or had their Evaluation Omitted may be selected. Be aware that while the scores of an Omitted Evaluation as visible, they are not included in the total scores at the Overall, Section, or Question level. The Evaluator Section Summary page is used to compare a specific Evaluator's Section level scores (Actual and Weighted) to the average of all the Evaluators assigned to the same Sections.

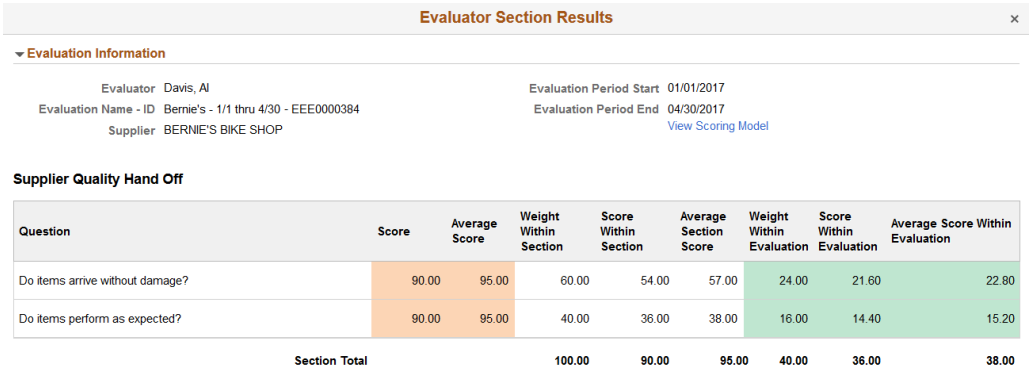
This example illustrates the fields and controls on the Evaluator Section Summary page.

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Select a Section to view and compare scores at the Question level within a Section.

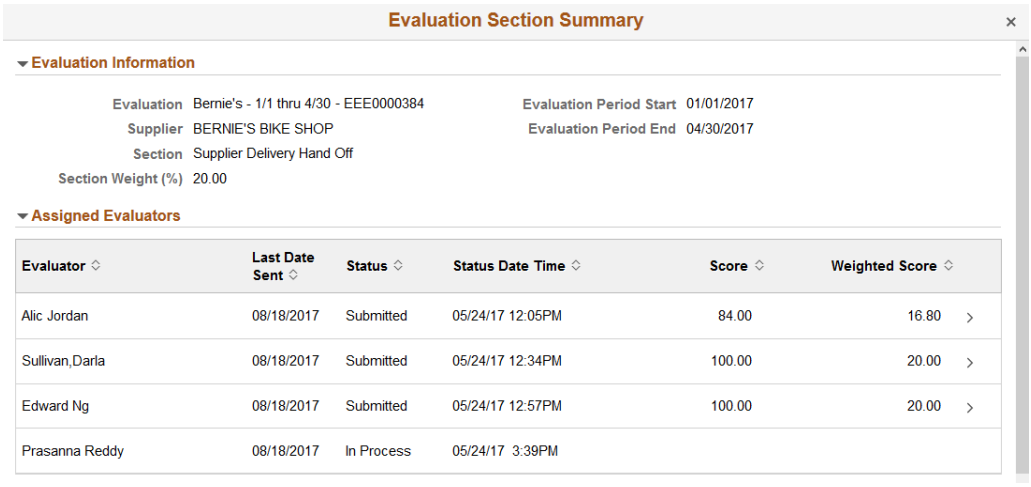
This example illustrates the fields and controls on the Evaluator Section Results page.



Select the Responses Received link displayed for a Section to view the status and scores of all the Evaluators assigned to that Section. The Evaluation Section Summary page shows the Actual and Weighted scores from each Evaluator assigned to the Section and the average of the scores submitted.

This example illustrates the fields and controls on the Evaluation Section Summary page.

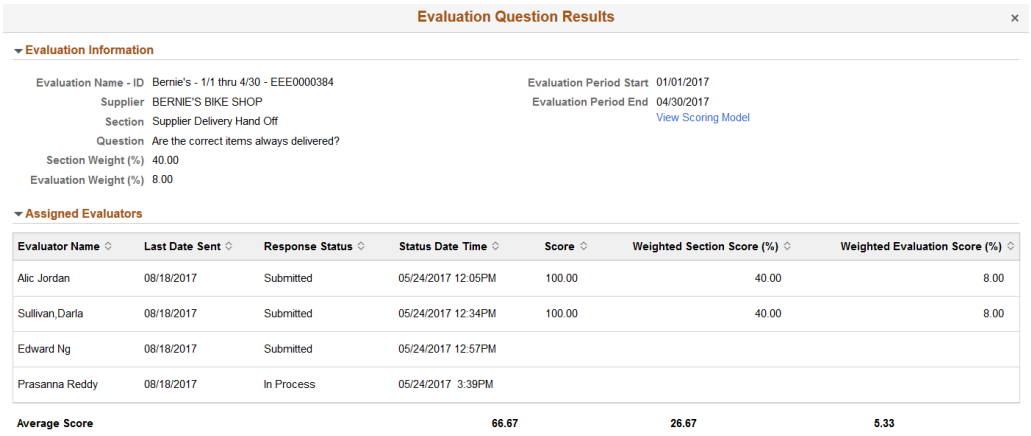
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Selecting an Evaluator Row will open the Evaluator Section Results page. This is the same page described in the drill downs from the Overall Responses Received link.

Select a Question link in a Section grid to view the status and scores of all the Evaluators assigned to that Question.

This example illustrates the fields and controls on the Evaluation Question Results page.



In the header of the Section level and Question Level drill down pages (Evaluator Section Results page and Evaluation Question Summary page) there is a View Scoring Model link that can be used to display the specific rating and scoring value for each question response in the section.

> **Note**
>
> These Drill Downs options are available for Evaluations that are Released, Posted and Withdrawn.

- Send evaluation results for review

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> **Note**
>
> To access the View Evaluation details page, the user must be an Evaluation Reviewer or other roles with permission EPSC7000. To receive the Send for Review notification, a valid email address must be set on the User Profiles - General page.

The Send for Review option allows you to email a link of the evaluation results to reviewers. This option is available for Released evaluations if the evaluation score is not adjusted. This means that all KPI questions should be applied and the Subjective Questions should have at least one scored response from an Evaluator.

The Send For review option is not available, if the evaluation score is adjusted, that is, KPI questions have not been fully applied or the Subjective questions do not have at least one scored response from an Evaluator.

The Send For Review option is available for posted evaluations as well. This allows a user to view the evaluation results of a supplier even if the user does not have access to the Scorecarding Analytics or the Manage Evaluations function.

Click the Send For Review button to select the recipients' email addresses. More than one Recipient can be selected at a time. The Subject of the email notification cannot be changed. The email notification message can be modified by the user to provide additional information that may be helpful to the reviewer. If the recipient has proper access to view the evaluation details and has already logged in, the View Evaluation details page opens when the notification link is clicked. If the user does not have access to view the evaluation details, that is, the recipient either does not have the new role **Evaluation Reviewer** or has not been assigned the new Permission List for Evaluation Reviewer (EPSC7000), an authorization error is displayed when the notification link is clicked.

> **Note**
>
> Evaluations that are Pending or Withdrawn cannot be sent for review.

- Post the results

  Posting the Evaluation indicates that all activity related to the Evaluation has been completed. The scored results of the Evaluation are available for review through Scorecarding Analytics. For more information, see Analyzing Supplier Scorecard

  It is up to you to determine when to post the Evaluation results. You can choose to post the results if a sufficient number of Evaluation responses have been received and the scores are acceptable. The only criteria that must be met in order to post the Evaluation is that every Evaluation Question must have at least one scored response from a submitted Evaluation and all KPI Questions must have a Value applied.

  > **Note**
  >
  > An error message is displayed if an attempt is made to Post an Evaluation that is incomplete (when some Sections have not been evaluated yet). A warning message is displayed if an attempt is made to Post an Evaluation when there are still Evaluation responses in process.

- Review Evaluation History

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After an Evaluation has been posted (or withdrawn), you can access the Evaluations from the Manage Evaluations page. The Manage Evaluator Responses page, Apply KPI Values page and the Manage and Post Results page are available in display-only mode for Posted and Withdrawn Evaluations.

Analyzing Supplier Scorecard

This topic discusses how to analyze Evaluation results and scores in a supplier scorecard.

After an Evaluation has been posted, the Evaluation results and scores may be analyzed by any user who has been granted permission to access the Evaluation Analysis component.

You have two ways with which you can access the scorecard results:

- Access Scorecard results using the Supplier Watch List page.
- Access Scorecard results using the Analysis tiles on the Fluid Home page for Supplier Scorecard.

Pages Used to Analyze Supplier Scorecard

Page Name	Definition Name	Usage
Supplier Watch List Page	PO_SWL_WATCH_FL	View Evaluation results of suppliers.
Overall Score Rank Page	PTPG_NUI_VWR	View Overall score of the last five suppliers with posted Evaluations.
Overall Score Trend Page	PTPG_NUI_VWR	View the trending results for the last five suppliers.

Supplier Watch List Page

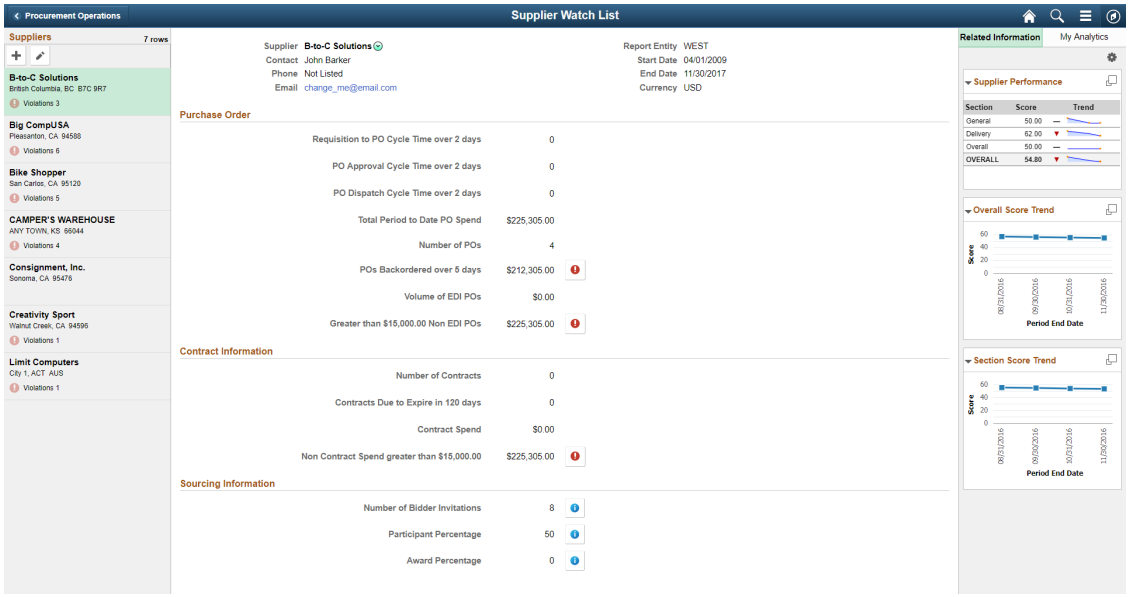
Use the Supplier Watch List page (PO_SWL_WATCH_FL) to view Evaluation results of suppliers.

Navigation:

Procurement Operations, and then **Supplier Watch List**

This example illustrates the fields and controls on the Supplier Watch List page.

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On the Supplier Watch List page, you can maintain list of suppliers you are interested in watching. The most recently posted Evaluation results for the selected supplier are displayed on the Related Information tab. You can further build your analysis using the My Analytics tab.

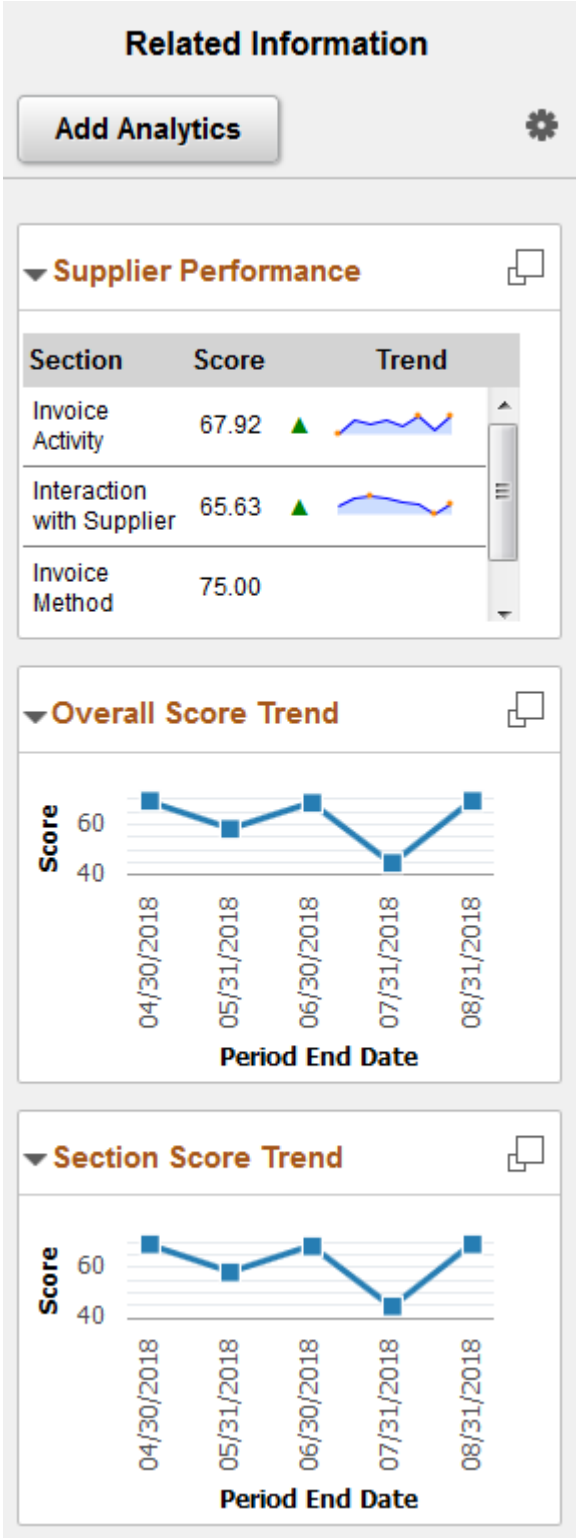
Related Information Tab

The Related Information tab contains these pagelets:

- Supplier Performance pagelet
- Overall Score Trend pagelet
- Section Score Trend pagelet

Pagelets available in the Related Information tab.

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The Supplier Scorecard setup pages help determine the data displayed in these pagelets.

See Setting Up Supplier Scorecarding.

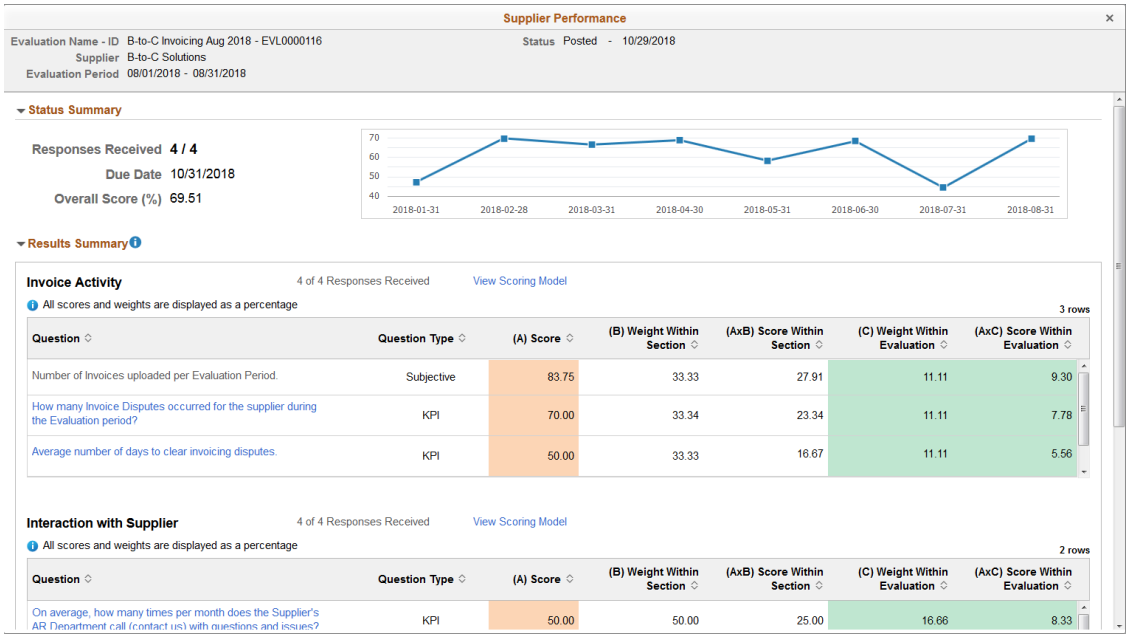
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Field or Control	Description
(Display Supplier Performance in Modal Window)	Click to display the full version of the pagelet in a modal window.

Supplier Performance Page

The Supplier Performance page consists of a status summary score trend graph and results summary charts that display the most recently posted Evaluation for the selected supplier.

This example illustrates the fields and controls on the Supplier Performance page.



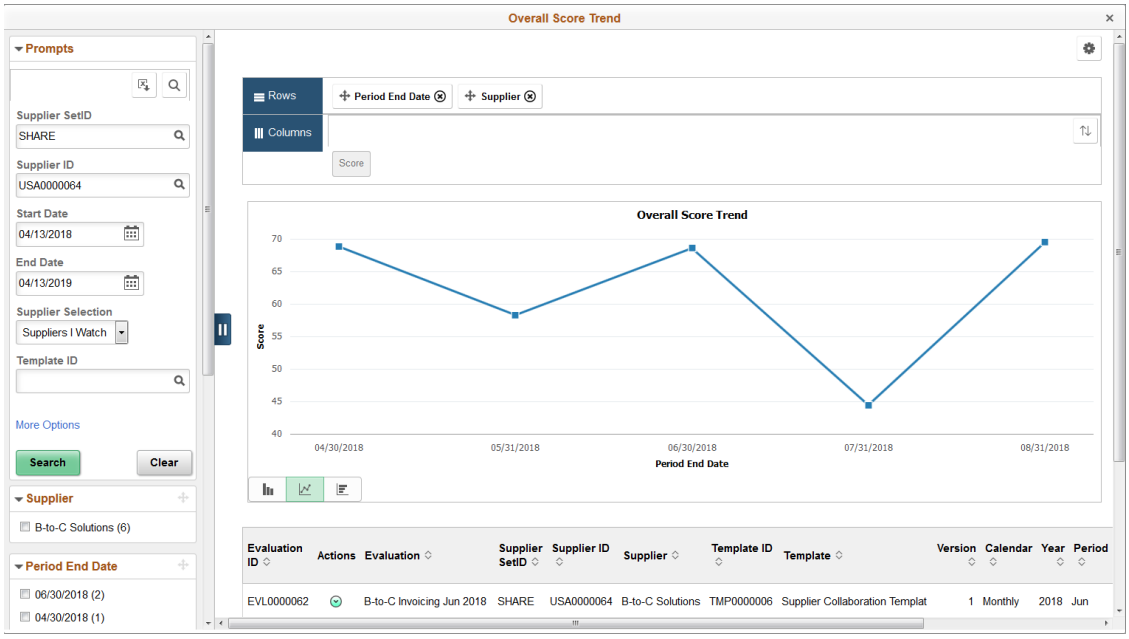
Overall Score Trend Page

The Overall Score Trend page displays the overall score trend graph and detail chart for the selected supplier.

Select the **Extend** icon for further analysis.

This example illustrates the fields and controls on the Overall Score Trend page.

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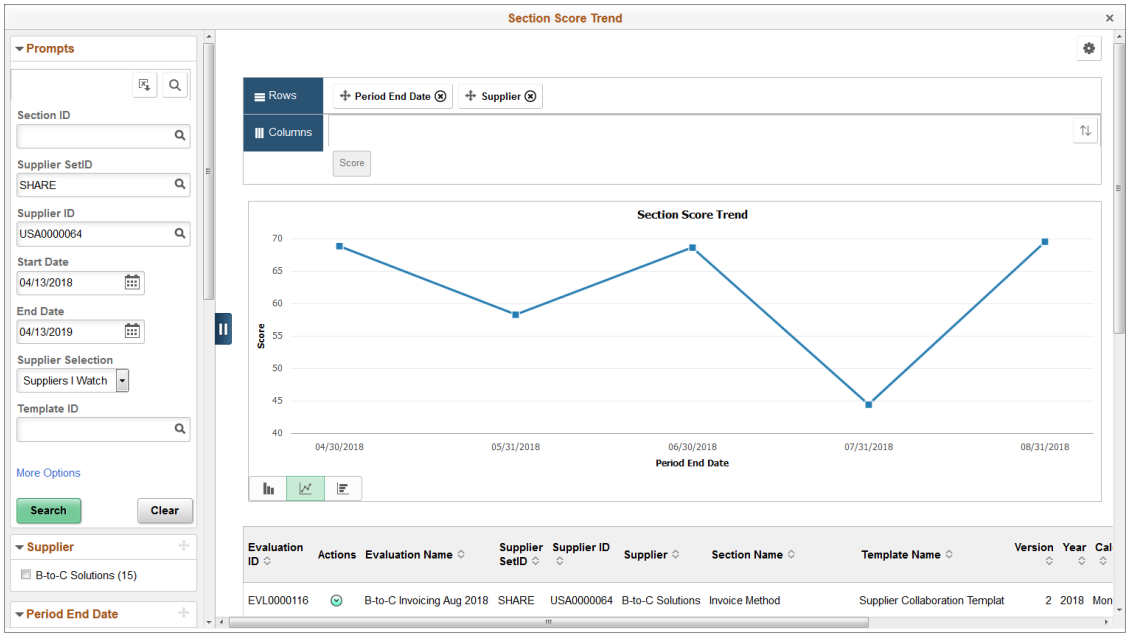


Section Score Trend Page

The Section Score Trend page displays the section score trend graph and detail chart for the selected supplier.

Select the **Extend** icon for further analysis.

This example illustrates the fields and controls on the Section Score Trend page.



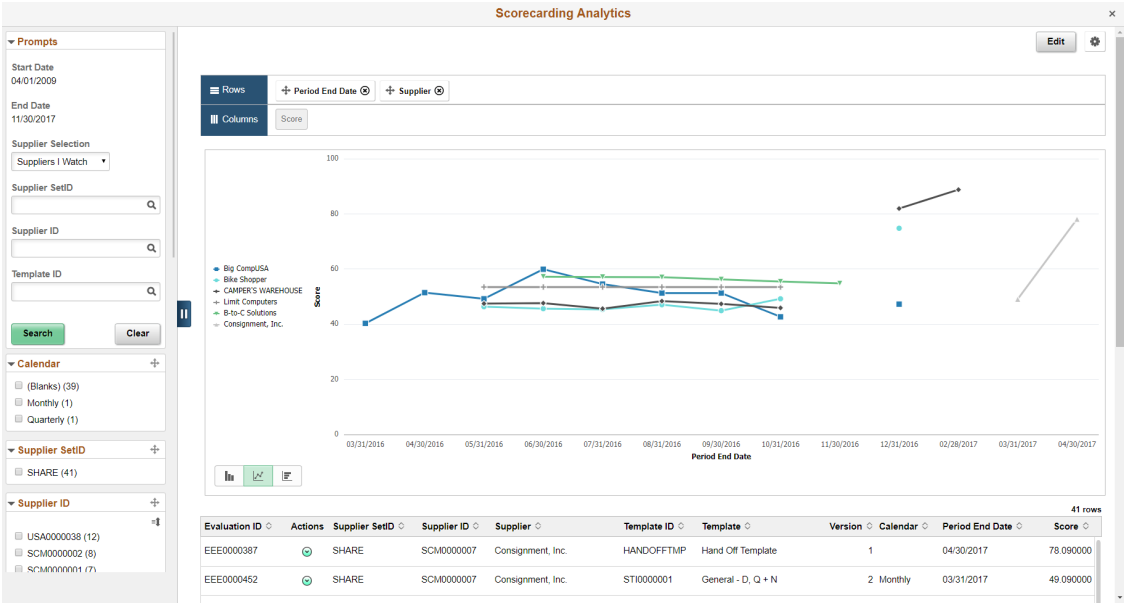
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My Analytics Tab

The My Analytics tab helps you to create and execute your own Analytics reports for a supplier you select or for all suppliers on watch. To do this, you must enable Simplified Analytics in the Supplier Watch List.

You can create Analytics for Overall Score Trend and Section Score Trend. After you have created these scorecard analytics, you can analyze and see how the selected supplier compares to the other suppliers on watch.

This example illustrates the fields and controls on the Scorecard Analytics page.



Overall Score Rank Page

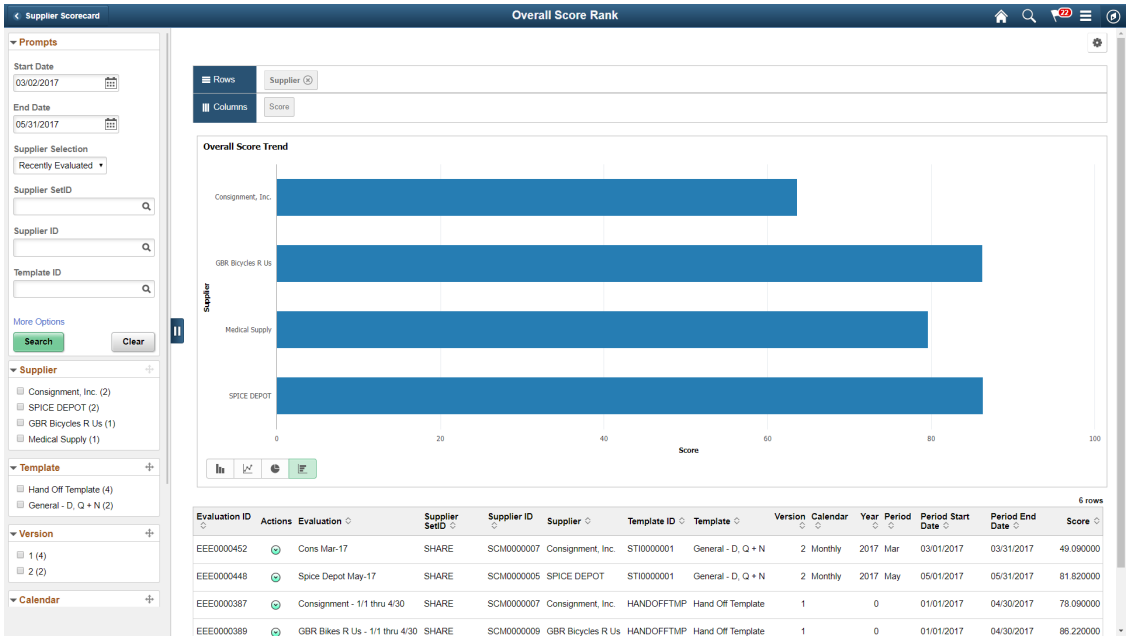
Use the Overall Score Rank page (PTPG_NUI_VWR) to view the first five suppliers by highest score rank, lowest score rank, recently evaluated, and so forth. Default supplier selection criteria is set using the ScoreCarding Defaults page.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Overall Score Rank**

This example illustrates the fields and controls on the Overall Score Rank page.

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Use the options in the Actions button on the grid to drill down to the details of an Evaluation.

> **Note**
>
> Default supplier selection criteria is set using the ScoreCarding Defaults Page.

Overall Score Trend Page

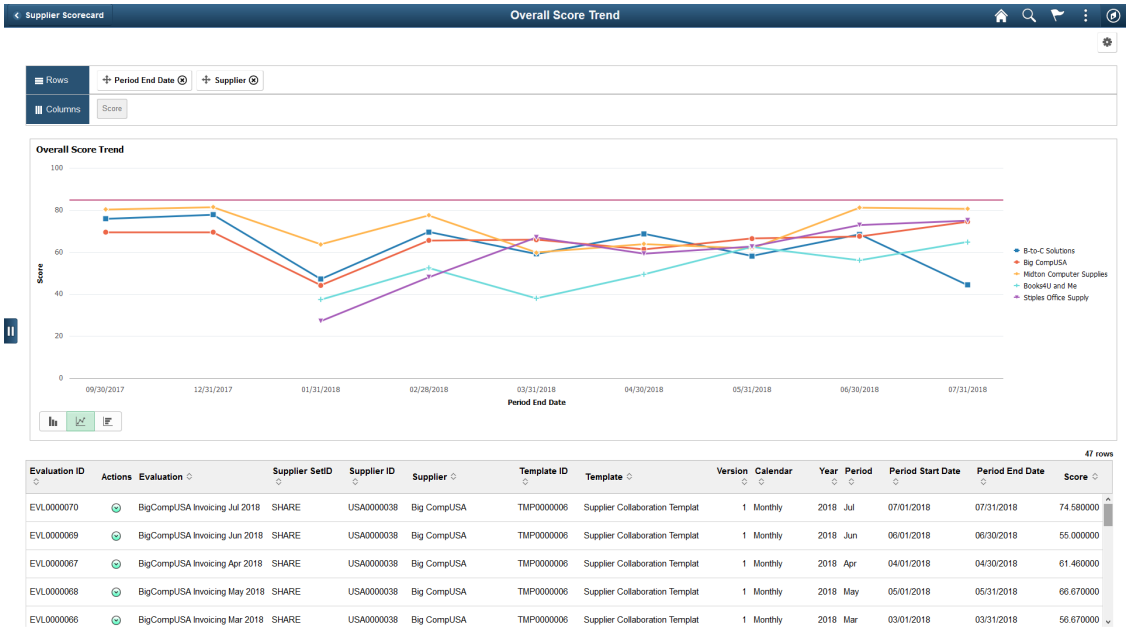
Use the Overall Score Trend page (PTPG_NUI_VWR) to view the first five suppliers by highest score trend, lowest score trend, recently evaluated, and so forth. Default supplier selection criteria is set using the ScoreCarding Defaults page.

Navigation:

Procurement Operations, and then **Supplier Scorecard**, and then **Overall Score Trend**

This example illustrates the fields and controls on the Overall Score Trend page.

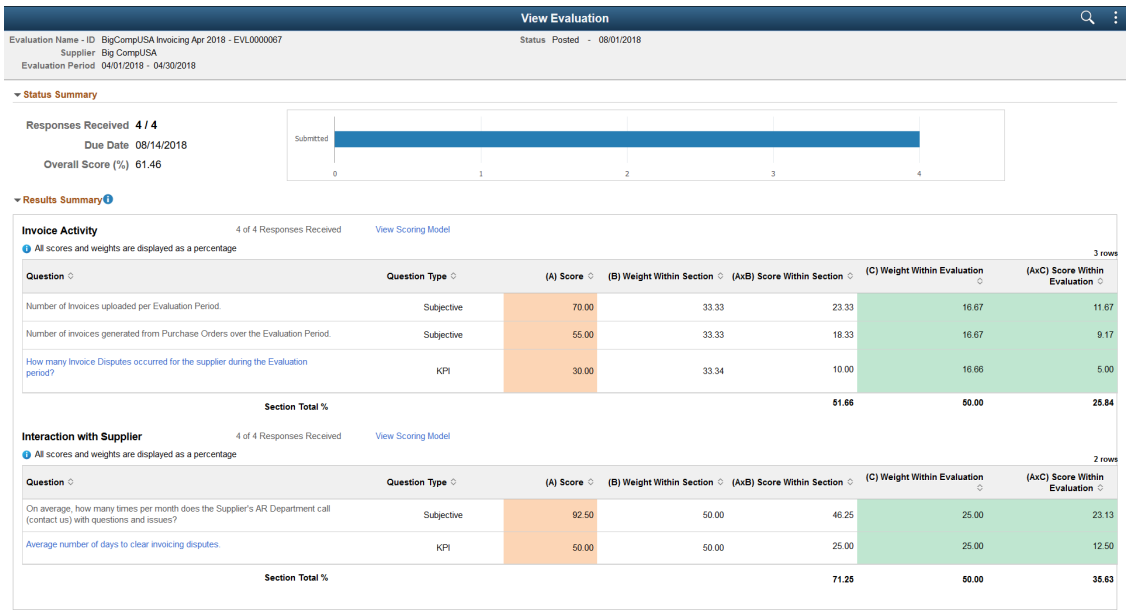
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Use the options in the Actions button on the grid to drill down to the details of an Evaluation.

> **Note**
>
> Default supplier selection criteria is set using the ScoreCarding Defaults Page.

This example illustrates the fields and controls on the View Evaluation page.



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15

Delivered Workflow for PeopleSoft Source to Settle Features

Delivered Workflow for PeopleSoft Source to Settle Features

This section discusses the PeopleSoft Source to Settle workflow.

Supplier Approval

This section discusses the PeopleSoft Source to Settle supplier approval workflow.

Description

Information Type	Description
Event Description	A user without approval authority creates a supplier.
Action Description	The system sets the supplier status to Unapproved, assigns it to PeopleSoft Approval Framework, and sends the appropriate users an email. Approvers can deny or approve the supplier.
Notification Method	Worklist and email.
Email Template	Supplier Approval for routing an approval. Supplier Approved for an approved supplier. Supplier Denied for a supplier that has been denied approval.

Related Topics

- Approving Suppliers

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PeopleSoft Source-to-Settle Common Information Reports

PeopleSoft Source-to-Settle Common Information Reports: General Description

For samples of these reports, see the Report Samples that are published with this online documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
AP_VNDRPRE Loads Vendor Detail Record	The process that populates Vendor Details for generation of APY3000	**Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Supplier Detail**, and then **Supplier Detail Listing**	RUN_APY3000
AP_VNDRPRGE Purge Vendor Detail Report Tbl	Purge the Vendor Detail Reporting Table after Crystal Report APY3000- has executed.	**Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Supplier Detail**, and then **Supplier Detail Listing**	RUN_APY3000
APX0005 SpeedChart	Lists detailed SpeedChart information by SetID. (BI Publisher)	**Set Up Financials/ Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Reports**, and then **SpeedCharts**	RUN_APY0005
APX1230 Balance by Account/ Supplier	Displays the beginning balance, ending balance, and credit and debit totals for selected suppliers by payables account. (BI Publisher)	**Statutory Reports**, and then **Accounts Payable**, and then **Balance by Account/ Supplier**, and then **Balance by Account/ Supplier**	RUN_APY1230
APX1230A Balance By AltAccount/Ven (balance by alternate account/supplier	Displays the beginning balance, ending balance, and credit and debit totals for selected suppliers by payables alternate account. (BI Publisher)	**Statutory Reports**, and then **Accounts Payable**, and then **Balance by Account/ Supplier**, and then **Balance by Account/ Supplier**	RUN_APY1230

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Report ID and Report Name	Description	Navigation	Run Control Page
APX3000 Supplier Detail Listing	Lists suppliers by status along with their associated detail data, including address information and payment options.	**Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Supplier Detail**, and then **Supplier Detail Listing**	RUN_APY3000
APX3001 Supplier Summary Listing	Lists all the suppliers by status along with basic summary information.	**Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Supplier Summary**, and then **Supplier Summary Listing**	RUN_APY3001
APX3020 Outstanding Balance by Supplier	Lists the gross amount of all the outstanding vouchers for the specified supplier.	**Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Supplier Balance**, and then **Outstanding Balance by Supplier**	RUN_APY3020
APX3200 Transaction Detail by Supplier	Displays journal entries by supplier, account, and accounting period.	**Statutory Reports**, and then **Accounts Payable**, and then **Transaction Detail by Supplier**, and then **Transaction Detail by Supplier**	RUN_APY3200
APX3200A Transaction Detail by Supplier – Alternate Account	Displays journal entries by supplier, alternate account, and accounting period.	Statutory Reports, Accounts Payable, Transaction Detail by Supplier, Transaction Detail by Supplier	RUN_APY3200
APX3210 Balance by Supplier/ Account	Displays supplier beginning and ending balances and total debits and credits.	**Statutory Reports**, and then **Accounts Payable**, and then **Balance by Supplier/ Account**, and then **Balance by Supplier/ Account**	RUN_APY3210
APX3210A Balance by Supplier/ Account – AltAc (alternate account)	Displays supplier alternate account beginning and ending balances and total debits and credits.	**Statutory Reports**, and then **Accounts Payable**, and then **Balance by Supplier/ Account**, and then **Balance by Supplier/ Account**	RUN_APY3210

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Report ID and Report Name	Description	Navigation	Run Control Page
APY3215 Duplicate Suppliers	Shows suppliers that erroneously have duplicate TINs, withholding names, withholding addresses, supplier names, supplier short names, or supplier addresses. The supplier status appears in the report and the **City** and **State** fields are part of the address information. (BI Report)	**Suppliers**, and then **Supplier Information**, and then **Maintain**, and then **Duplicate Supplier Report**	DUP_RPT_POST
APY6002 Supplier Archive Selection	Lists the suppliers that have been selected for archiving.	**Accounts Payable**, and then **Administration**, and then **Archive Suppliers**, and then **Supplier Archive Selection**	VNDR_ARCH_REPT
POCNT100 Supplier Contract Dispatch/Print	Lists all the supplier contracts based on selection criteria you enter on the Supplier Contracts Report page. (SQR)	**Procurement Contracts**, and then **Reports**, and then **Order Contracts**, and then **Order Contracts**	RUN_POCNT100
POCNT200 Internal Contract	Lists all internal contracts based on selection criteria you enter on the Internal Contract Report page. You can view item usage by category, by supplier, and by contract. (SQR)	**Procurement Contracts**, and then **Reports**, and then **Internal Order Contracts Rpt**	RUN_POCNT200
POCNT300 Non-Contracted Items	Lists use and monetary value of items not under contract. Additionally, you can identify items being used that should be substituted for items currently under contract. (SQR)	**Procurement Contracts**, and then **Reports**, and then **Non-Contracted Items**	RUN_POCNT300

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Report ID and Report Name	Description	Navigation	Run Control Page
POCNT400 Contract Expiration	Lists, by supplier/ category or category/ supplier, contracts that are scheduled to expire within a selected date range. This enables you to be proactive in contract renewals or to generate entirely new contracts with existing or new suppliers. This report also enables you to synchronize multiple contracts with a supplier; you can enter into negotiations with that supplier for multiple contracts all at once. (SQR)	**Procurement Contracts**, and then **Reports**, and then **PO Contract Expiration Report**	RUN_POCNT400
POX1050 Master Contracts	Lists all the master voucher contracts for a specified SetID. (BI Publisher)	**Procurement Contracts**, and then **Reports**, and then **Master Contracts**	RUN_POY1050
POX1051 Recurring Voucher Contracts	Lists all the voucher contracts for a specified SetID with contract header and distribution information. (BI Publisher)	**Procurement Contracts**, and then **Reports**, and then **Recurring Vouchers**, and then **Recurring Vouchers**	RUN_POY1051
POY1052 Recurring Voucher Contract Detail	Lists recurring voucher contract details by SetID and contract ID.	Procurement Contracts, Reports, Recurring Voucher Details, Recurring Voucher Detail	RUN_POY1052
VNDRDTL	This is a Process Scheduler Job that runs the following process: • AP_VNDRPRE • APX3000 • AP_VNDRPRGE	**Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Supplier Detail**, and then **Supplier Detail Listing**	RUN_APY3000

PeopleSoft Source-to-Settle Common Information Reports: A to Z

This section provides detailed information on individual reports including important fields. The reports are listed alphanumerically by report ID.

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APX0005 - SpeedChart Report

Field or Control	Description
As of Data	Enter a date to generate a report with information about all SpeedCharts in the system as of this date.
SpeedType	Type of security set up for the SpeedChart, along with a short description.
Operator ID	The user ID of the single user who can use the designated SpeedChart when the speed type is O (one user).
Operator Class	The class of users from the primary permission list that has access to the designated SpeedChart when the speed type is C (class).
Percentage	Percentage by which the cost of the total amount is distributed for the SpeedChart line.

APX3000 - Supplier Detail Listing

Field or Control	Description
Set ID	Select the SetID on which you want to report by selecting it from the available options.
As of Date	Select the date as of which you want to report data for the suppliers. Use the calendar button to select a date, or type one directly into the field.
Supplier Status	Select from the following options: Approved, Inactive, To Archive, or Unapproved.
Class	References the supplier's classification as defined on the Supplier Information - Identifying Information page.
Persistence	References the supplier's persistence as defined on the Supplier Information - Identifying Information page.
WTHD	Indicates whether the supplier is defined as a withholding supplier on the Supplier Information - Identifying Information page.
Location	References the location(s) defined for the supplier on the Supplier Information — Location page.
Approve Flag	At the supplier location level, voucher approval processing can default from the control hierarchy, be specified as pre-approved, or be controlled by workflow processes using the Virtual Approver model. You can define the approval processing for the supplier location on the Matching Options page in the Supplier component.

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Field or Control	Description
Bus Proc Name (business process name)	If you are using the Virtual Approver model, this references the business process name that controls the routing of vouchers to roles in the organization. This field is defined on the Matching Options page in the Supplier component.
Apprvl Rule Set (approval rule set)	If you are using the Virtual Approver model, this references the Approval Rule Set that controls the routing of vouchers to roles in the organization. This field is defined on the Matching Options page in the Supplier component.
Terms Code	References the Payment Terms Code defined on the Procurement Options page in the Supplier component.
Handling	References the Payment Handling Code specified for this supplier location on the Payment Options page in the Supplier component. Each payment handling code has a sort sequence related to it that determines the order in which it will print. Checks will be printed according to the sort sequence in ascending order: the lower the sort sequence number, the higher the sort priority. You must always have a payment handling code on a scheduled payment. You define payment handling codes on the Structure Procurement Options menu.
Pay Group	References the pay group defined on the Payment Options page in the Supplier component. This feature enables you to assign suppliers to a group and pay them all at once.
Invoice Address	References the invoicing address for the supplier as defined on the Supplier Information — Location page.
Remit Address	References the remit to address for the supplier as defined on the Supplier Information — Location page.
Other Address	References the ordering address for the supplier as defined on the Supplier Information — Location page.
Return Address	References the return address for the supplier as defined on the Supplier Information — Location page.

APX3001 - Supplier Summary Listing

Field or Control	Description
ID	The supplier ID of all of the suppliers for this SetID as defined on the Supplier Information - Identifying Information page.

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Field or Control	Description
Name	The supplier name defined on the Identifying Information page in the Supplier component.
Corporate	The corporate ID of the suppliers for the selected SetID, as defined on Supplier Information — Identifying Information Page
AR Customer #	The Accounts Receivable Customer Number of suppliers for the selected SetID, as defined on the Additional ID Numbers page. This number indicates that this supplier is also a customer.

APX3020 - Outstanding Balance by Supplier

Field or Control	Description
Total for Voucher ID	Totals the Discount Amount and Gross Amount for the voucher.
Total for Business Unit	Totals the Discount Amount and Gross Amount for the business unit.

APY6002 - Supplier Archive Selection

Field or Control	Description
Archive ID	The archive ID defined on the Supplier Archive Request page.
Archive Date	The archive date defined on the Supplier Archive Request page. The Archive Date indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.
Wthd Sw (Withholding Switch)	The Withholding Switch for the suppliers selected for archiving. If this field is Y then the supplier is a withholding supplier.
VAT Sw (VAT Switch)	The VAT Switch for the suppliers selected for archiving. If this field is Y then the supplier is a VAT supplier.
Last Activ Dt (Last Activity Date)	The system-maintained date that is assigned to the supplier, which records when that supplier's most recent transaction occurred.

POCNT100 - Supplier Contracts

Field or Control	Description
Category	Displays the contract categories that are included in the contract. Categories enable you to specify groups of items on a contract, rather than having to enter the items one at a time.
Item Exceptions	Displays exception conditions for items contained in the contract.

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Field or Control	Description
Maximum Amount	Displays the maximum amount defined for the contract.
Price Adjustments	Displays price adjustments that have been made to the contract.
Allow Multicurrency PO	Indicates whether you allow the purchase order to have multiple currencies. This is set on the Maintain Contracts – Header Page.

Related Topics

- Creating Procurement Contracts
  The PeopleSoft Classic and Classic + user interface can be used to create Procurement contracts. The PeopleSoft Fluid User Interface can be used to create contracts such as Group Single Supplier, Group Multi Supplier, and Special Purpose. This topic discusses how to create Procurement Contracts in general and provides common information about expandable sections, fields, and links.
- Creating Contract Line Information

POCNT200 - Internal Contract

Field or Control	Description
Rate - Type	The currency rate type for the contract.
Rate - Date	The date on which the currency rate is based.
MC PO	Indicates whether this is a multicurrency purchase order.
Open Item Ref (open item reference)	Indicates that open items against the contract are included.
Category	Displays the contract categories that are included in the contract. Categories enable you to specify groups of items on a contract, rather than having to enter the items one at a time.
Item Exceptions	Displays exception conditions for items contained in the contract.
Maximum Amount	Displays the maximum amount defined for the contract.
Price Adjustments	Displays price adjustments that have been made to the contract.

POCNT400 - Contract Expiration

Select an Option for the From/To date:

Field or Control	Description
C (current date)	Report expiring contracts beginning/ending with the current date.

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Field or Control	Description
M (current date minus days)	Report expiring contracts beginning/ending with the date that is a specified number of days before the current date. Specify that number in the Nbr Days field.
N (no selection by date)	Date criteria not used to report expiring contracts.
P (current date plus days)	Report expiring contracts beginning/ending with the date that a specified number of days after the current date. Specify the number in the Nbr Days field.
S (specified date)	Report expiring contracts beginning/ending with the dates you select in the Date field.

POX1050 - Master Contracts

Field or Control	Description
Gross Amount	The gross amount you defined for the contract. This field is used by PeopleSoft Payables voucher contracts, and not by PeopleSoft Purchasing order contracts.

Related Topics

- Setting Up Master Contracts
  To set up master contracts, use the Master Contracts component (CNTRCT_MSTR).

POX1051 - Recurring Voucher Contracts

Field or Control	Description
Product	The product number of the item. The product is generally used to capture additional information useful for profitability and cash flow analysis, for example.

POY1052 - Recurring Voucher Contract Detail

Field or Control	Description
Post Status	The status of the posting of the voucher.

Field or Control	Description
Entry Status	The contract voucher status. Available options are Recycled, Open, Postable, and Complete.

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