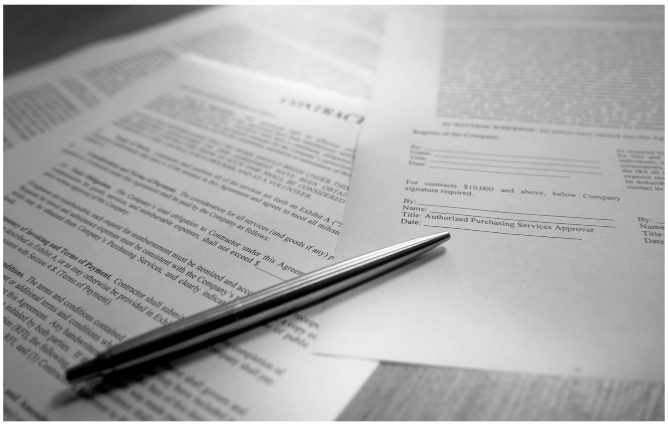

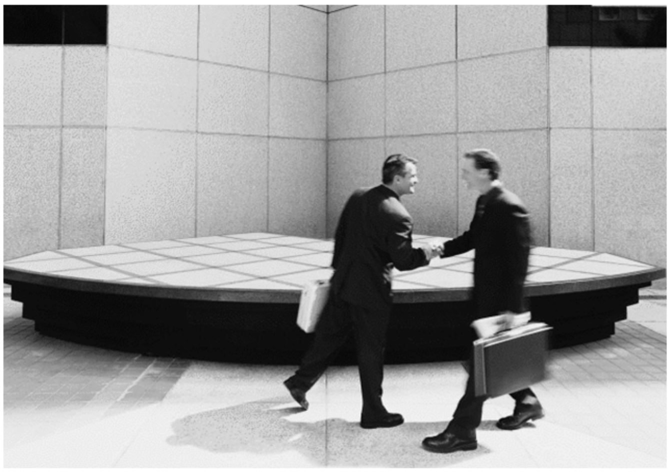

Procserve Commerce Network - Supplier User Manual (Release 4.7)

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1

About this Guide

1 About this Guide

1.1 Introduction

This User guide is intended for Supplier Users of Procserve's Commerce Network.

The User guide describes how you use Procserve Commerce Network online features and Procserve applications / tools.

Please Note: Although care has been taken in the preparation of this document, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it.

In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

2

Procserve Commerce Network: Getting Started

2 Procserve Commerce Network: Getting Started

2.1 Logging in to the Procserve Commerce Network

Overview

This section describes how you access and login to the Procserve Commerce Network.

Pre-Requisites

In order to access the Procserve Commerce Network you will need a username and password. Your username and password will be emailed to you. If you do not have this information please contact our Support Desk.

Locating the Procserve home page

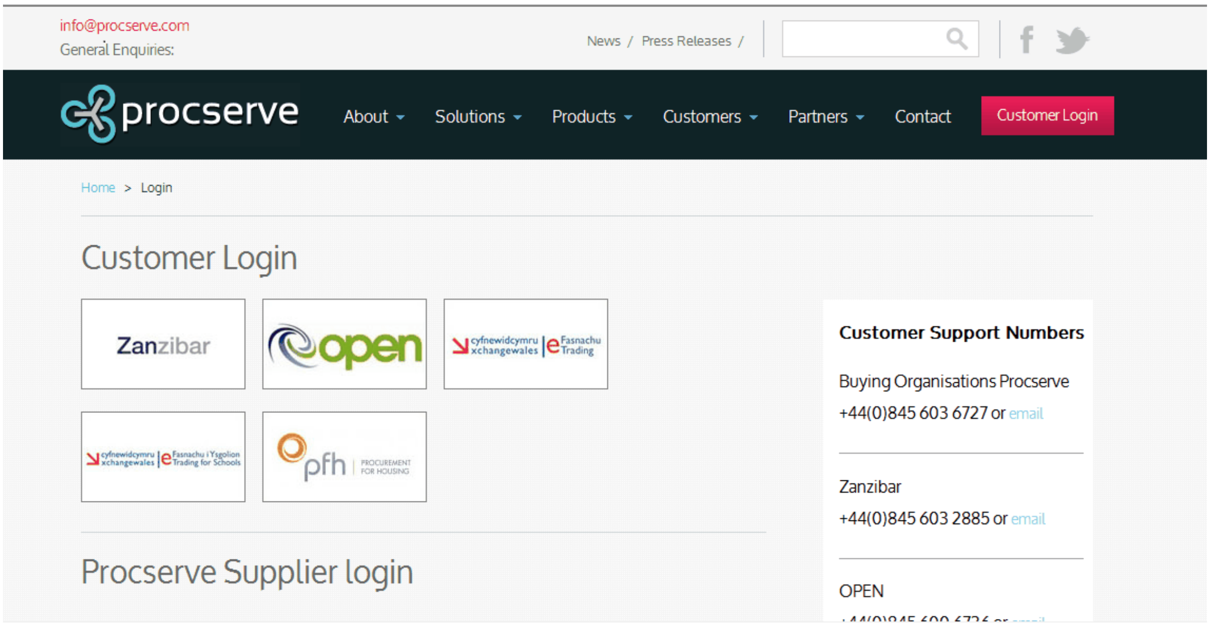
The following list describes how you access and login to the Procserve Commerce Network:

1. **Browse to http://www.procserve.com/.**

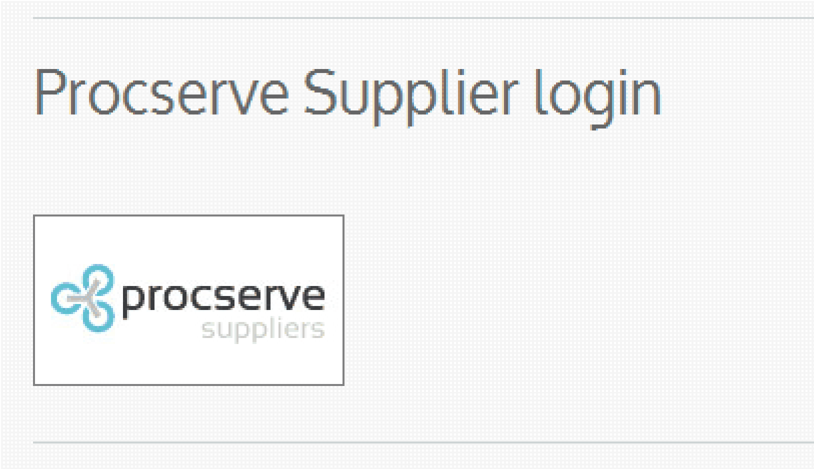
2. **The Procserve home page is displayed:**

3. **Click the customer login button (top right) in the main navigation bar:**

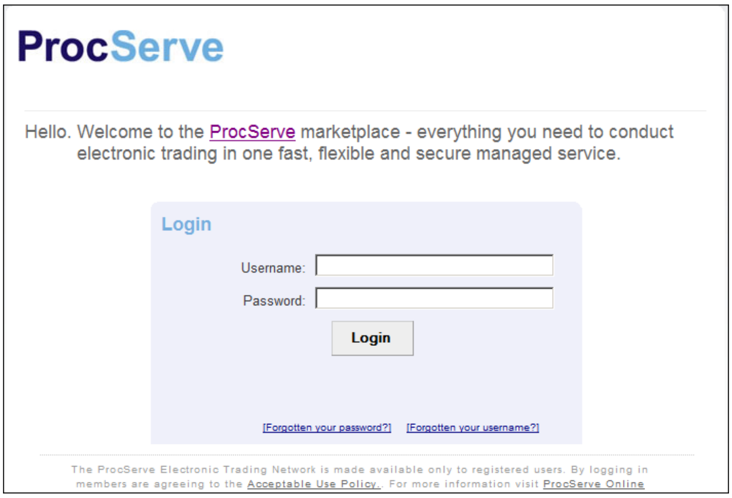
4. **The customer login page is displayed:**



5. **Click the Procserve logo:**


Procserve Supplier login
procserve
suppliers

6. The Procserve login page is displayed.
Enter your username and password to log in:



7. You will need to change your password when you log on for the first time:
Enter the password you received via email
Enter your new password
Re-Enter your new password

If you have forgotten your username or password:

- **Forgotten your password link**. Click this link to request an email containing your password. Enter your username and click the Recover Password button.

- **Forgotten your username Link**. Click this link to request an email containing your username. Enter your email address and click the Recover Username button.

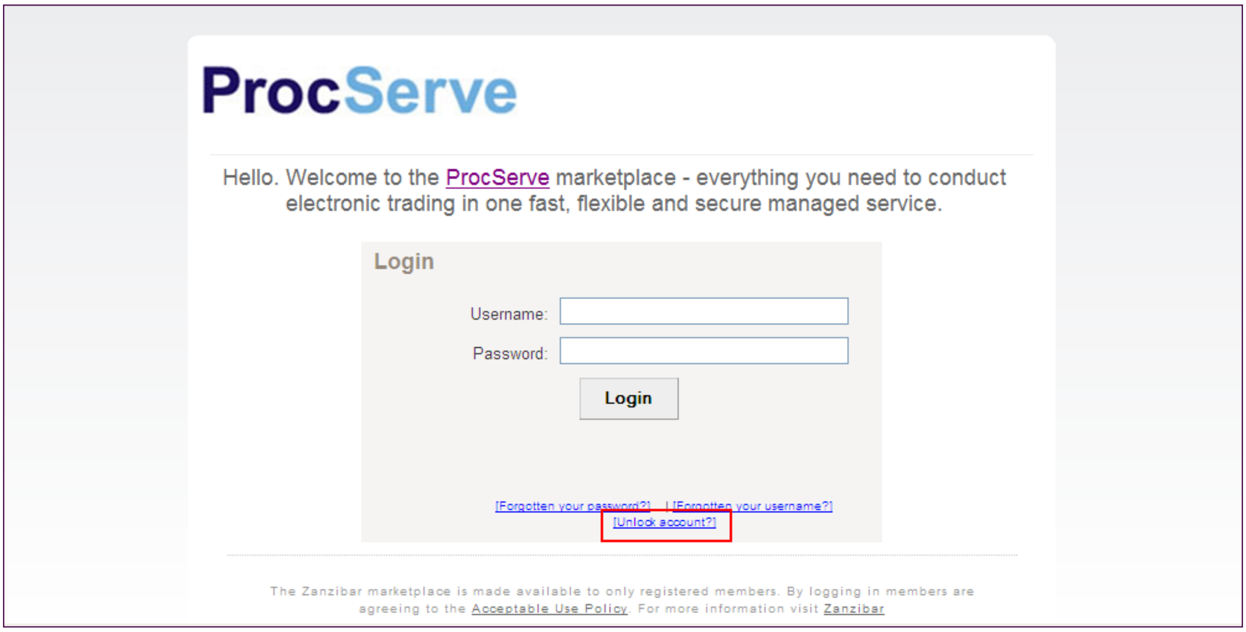
NOTE: Password is case sensitive. Upper and lower case characters must match your supplied password.

If you have locked your account:
Your account will be locked if you enter your log in details incorrectly 3 or more times. You will be informed that your account has been locked via an email. You can unlock your own account using your memorable word and the access code contained in the email.

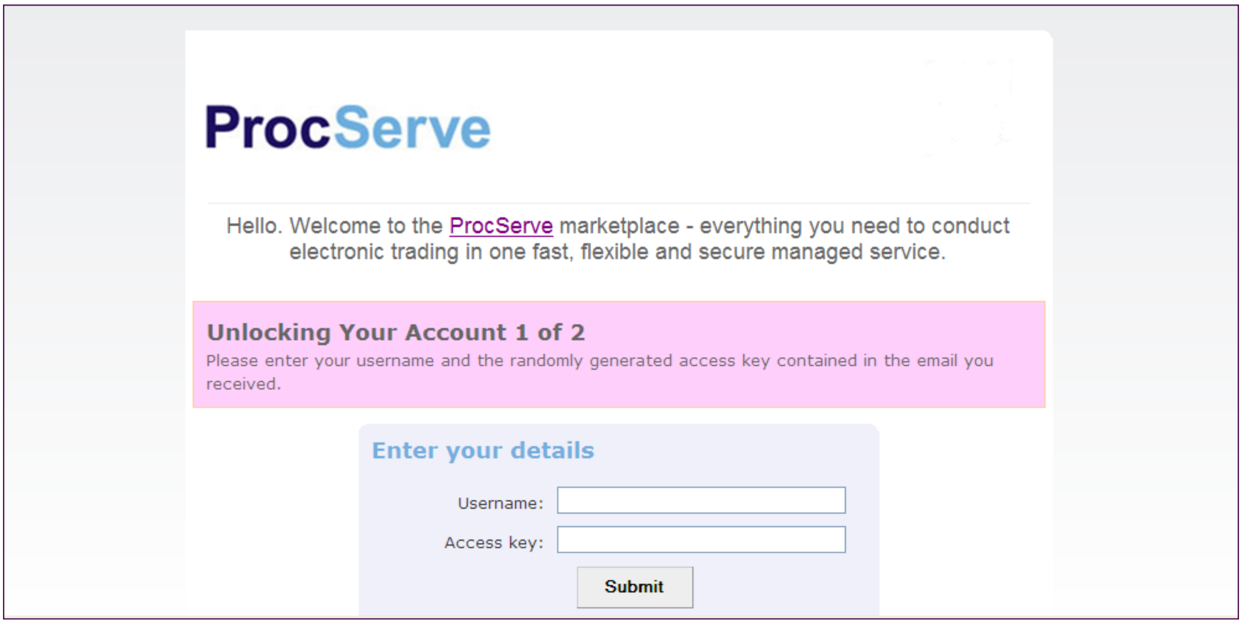
You will receive an email informing you your account has been locked. Within the email are the details you require to unlock your account:

```
Subject: Your account has been locked.

Hello

Your account has been locked due to too many invalid login attempts.  To unlock your
account you will need both a username and access key (included below) and you will
need your memorable word, which you specified in your account profile.

Your access key is: D8C4DJD4

Instead of typing the access key out try copying and pasting it into the unlock screen, using the foll
- Highlight the access key making sure there are no spaces at the beginning or end
- Right click and select 'Copy'
- In the access key field of the login screen right click again and select 'Paste'

You can unlock your account at:

https://preprod-buyers.procserveonline.com/procserveportal/auth.html
```

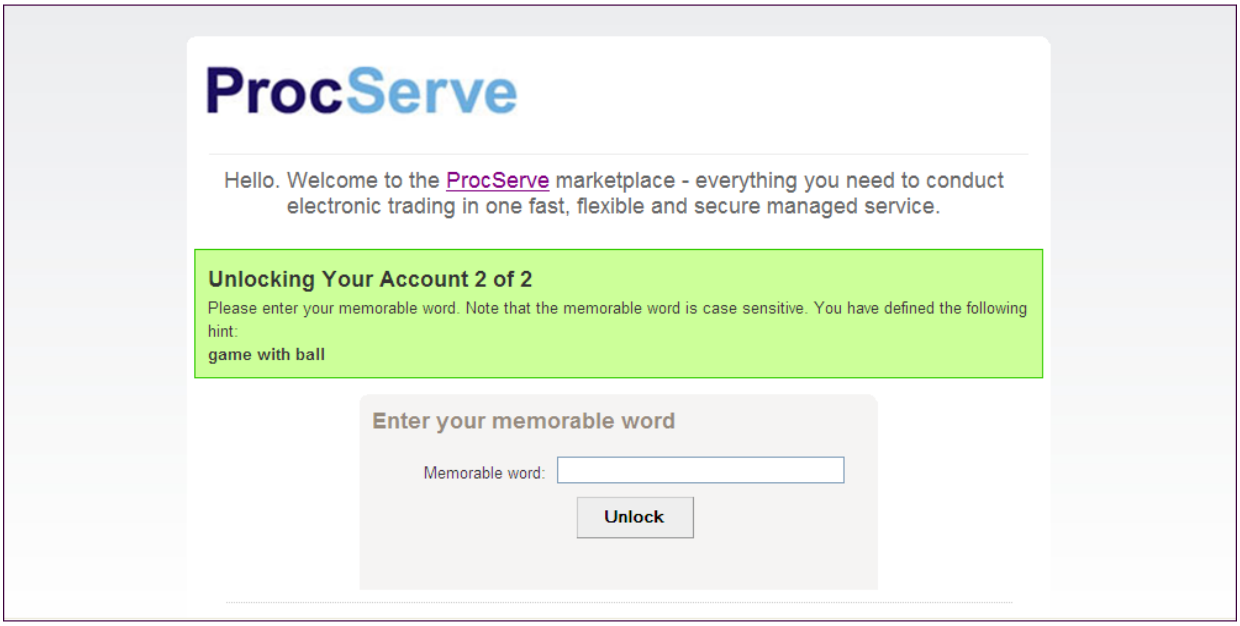
Navigate to the url within the email or use the 'Unlock account?' on the login page:



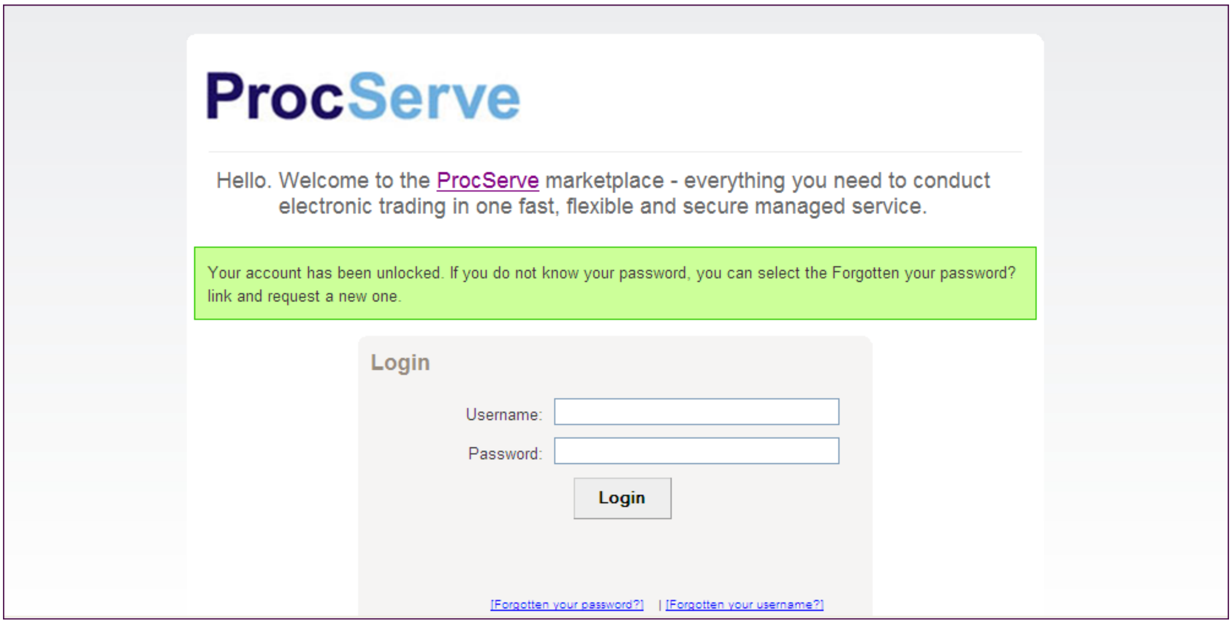
Enter your user name and access key that was issued in the email:



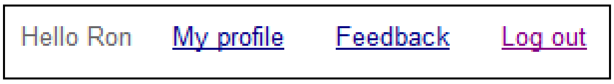
Enter your memorable word using the hint written in the instructions bar:



Your account is unlocked. If you do not remember your password you can request a new one which will be emailed to you:



Logging out. Click the Log Out link in the top menu bar:



2.2 Procserve Portal Home Page

Overview

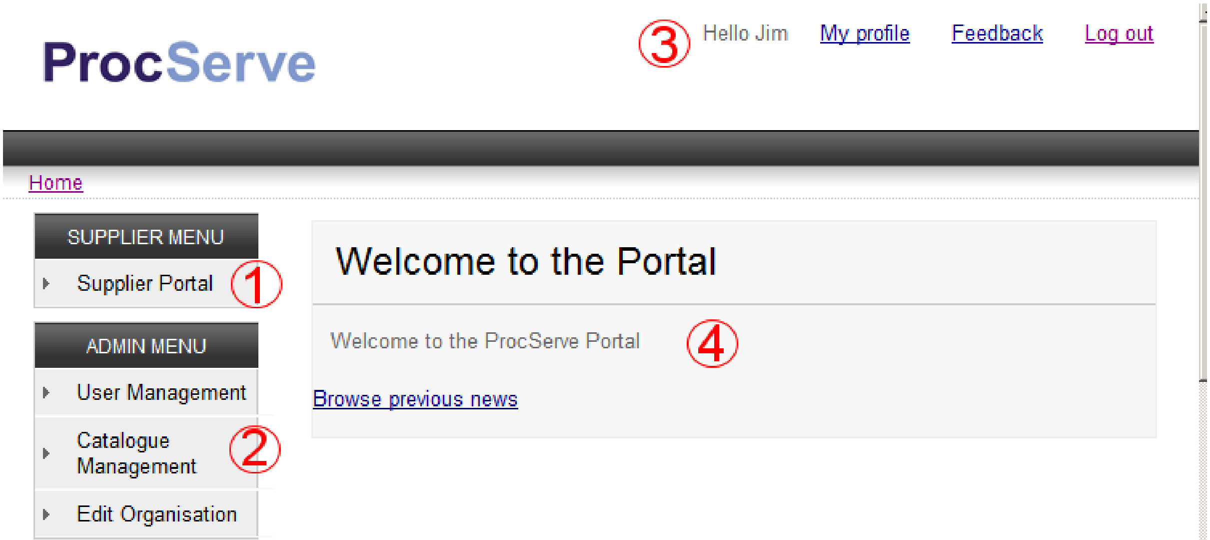
The Procserve Home page is displayed once you are logged into the Procserve Commerce Network.

The Home page allows you to access the Procserve Commerce Network features.
You can also access your User profile, get help, provide feedback and logout.

Note: The Home page you see may be different depending on:
- Which features you are authorised to use.
- Which services your Organisation has switched on.

The Procserve Home Page

The following image is an example Home page plus descriptions of the main features:



The following list describes the Procserve Home page as indicated by the numbering:

1)	Supplier Menu	Supplier Portal	Click the link top access the Supplier Portal. See Supplier Portal Overview.
2)	Admin Menu	User Management	You use the Admin menu items to administrate your Organisation and Users. You can make some changes to User accounts. See User Management Overview.
		Catalogue Management	You use the Admin menu items to administrate your Organisation and Users. You can work with the Catalogue Manager. See Catalogue Management Overview
		Edit Organisation	You use the Admin menu items to administrate your Organisation and Users. You can view and change some of your Organisation details. See Edit Organisation.

1)	Supplier Menu	Supplier Portal	Click the link top access the Supplier Portal. See Supplier Portal Overview.
3)	Title Bar Features	Current User	The name of the current User is displayed, e.g. "*Hello Jim*".
		My Profile	You can click this link to change your details such as email address or contact details. See My Profile.
		Feedback	You click this link if you wish to provide us with some feedback using a form. See Feedback.
		Logout	You click this link when you wish to logout off the system. See Logging out of Procserve.
4)	Feed Area	-	In the home page this area holds news and other information of interest. You can change your preferences using the My Profile page. See My Profile.

2.3 My Profile

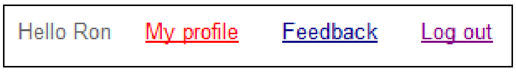
Overview

You can view or edit your user profile details or change your password using the My Profile page.

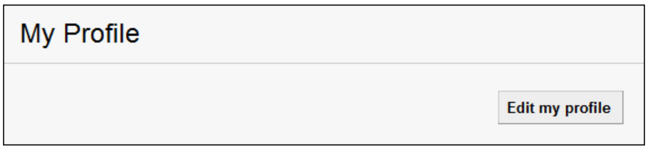
Locating My Profile

The following steps describe how to locate and use the My Profile page:

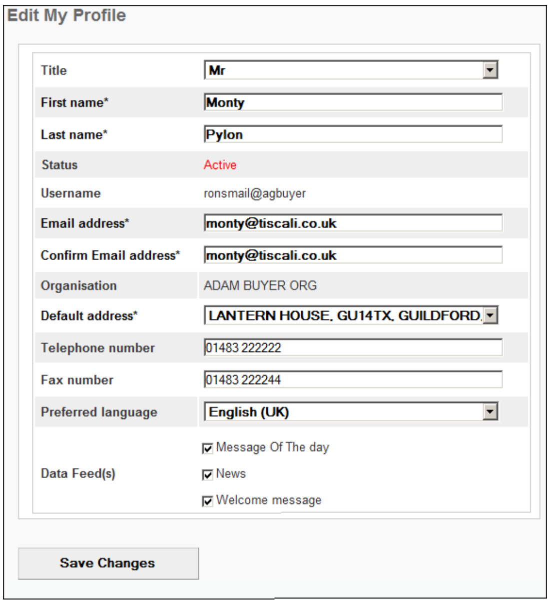
1. In the top menu bar click the My Profile link:



2. The My Profile page is displayed:



3. The My Profile page allows you to view and change your details:
Click the Edit my Profile button to display the User Profile page in edit mode:



4. The following is displayed and can be edited:

FIELD NAME	FIELD CONTENT

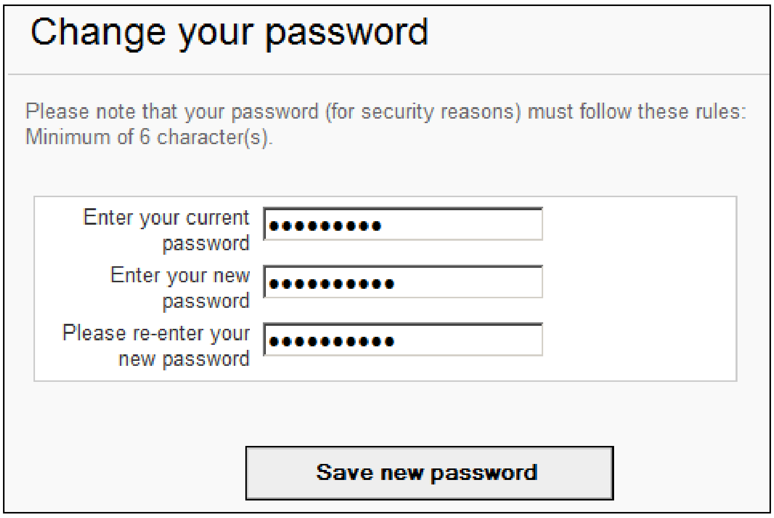
Title, First Name, Last Name	Mandatory
Username	Cannot be changed
Email Address	Mandatory
Confirm Email Address	Mandatory
Organisation	Cannot be changed
Default Address	Mandatory
Telephone Number	Optional
Fax Number(Optional).	Optional
Preferred Language	
Data Feeds	Admin Users Only
Catalogue / Classification Views*	Admin Users Only

Warning! Email addresses are unique within Procserve, they can only be used once.

5. Save Changes Button:
When you have finished making changes to your profile you click this button to validate, and if valid, save your changes.
Note: Changes to your profile may not be completed until after you log back into the system.

Password change. This area allows you to change your password:

6. Enter your existing and new password to change your password:
The entries are validated and, if valid, the system will display a message:



Memorable word change. This area allows you to change your memorable word:

7. Enter your new memorable word and a hint.

Change your memorable word

This is a word that is personal to yourself, easy to remember and can be any word that you choose to use but you must ensure that: It is at least 8 characters long. It is kept safe and secure.

The memorable word hint is a reminder of your memorable word in case you forget it.

New memorable word

New word again

Memorable word hint

Save new memorable word

2.4 Feedback

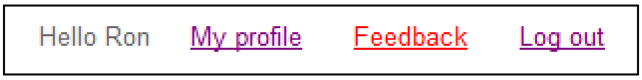
Overview

You provide feedback to us using the Feedback page.

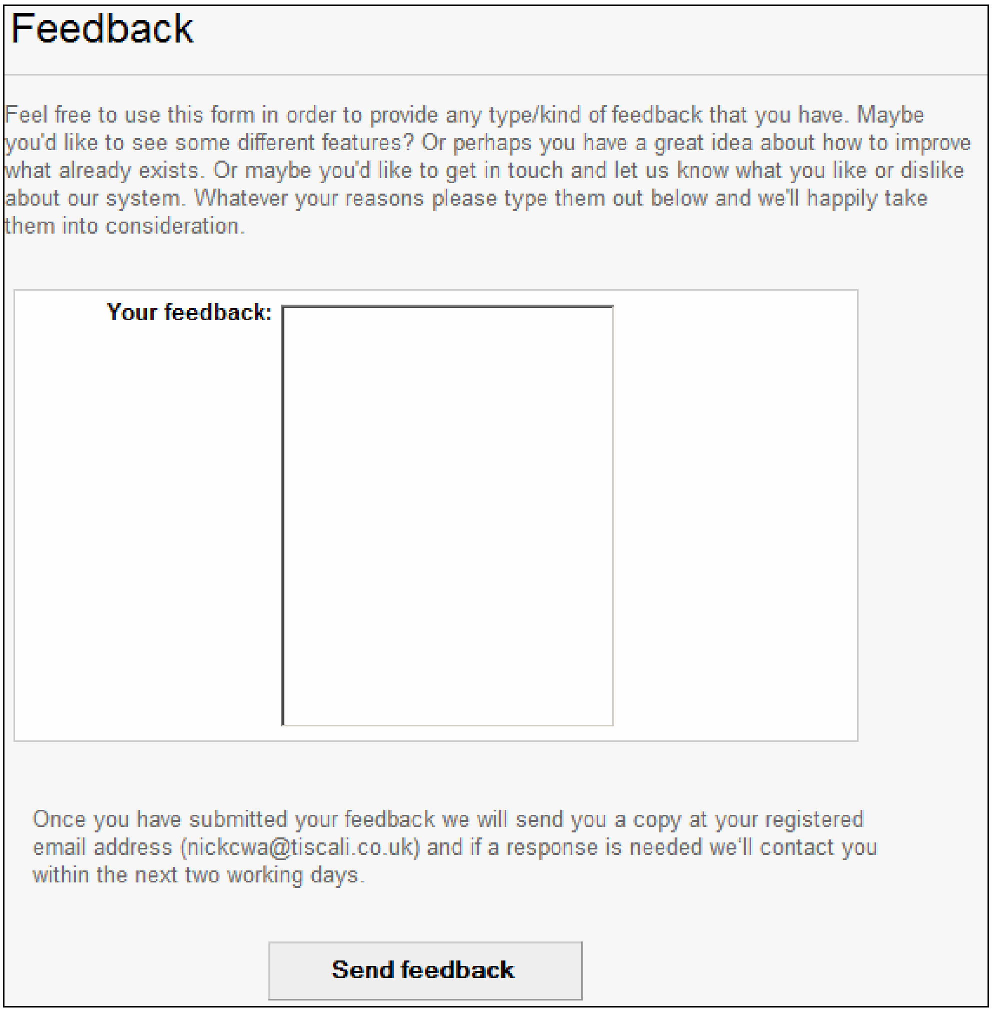
Locating the Feedback Page

The following steps describe how to locate and use the Feedback page:

1. In the top menu bar click the Feedback link:



2. **The Feedback Page**. The Feedback page is displayed:



3. The text above the Your Feedback field tells you the type of feedback we are expecting.
   Note: Please do not report system errors using this form, please email or call the Support desk. See Getting Support.

4. Enter your feedback in the text field.
5. Click the send Feedback field.
6. The text above the Send Feedback button tells you when we will reply, if necessary.

2.5 Getting Support

Procserve provides full support services via a dedicated helpdesk.

How to reach us	Comments
Email: Suppliersupport@procserve.com	For general queries, questions and support issues. Please provide full contact details and a description of the support issue / query.
Telephone : 0845 604 2428	For general queries, questions and support issues.

Prior to contacting support please access the online help to check if your query is listed.

3

Procserve Portal

3 Procserve Portal

3.1 Admin Menu

3.1.1 Administration Overview_2

Overview

This section describes how you can configure and manage your users, catalogues and organisation details.

The following list provides links to the administrative tasks you can perform:

User Management	View and manage user accounts
Catalogue Management	Manage your catalogues
Edit Organisation	View and edit your organistation details

3.1.2 User Management

3.1.2.1 User Management Overview_2

Overview

This section describes user types and what they can do and provides links to related topics.

Basic User Details

The following list describes where to find user task instructions:

Disabling Users	To disable a user you should contact the Procserve service desk.
Adding a User	Additional users can be added by super users.
Unlocking User Account	If your account is locked you will need to contact the Procserve service desk.

The following describes each supplier user type:

Supplier Super User	Supplier who can perform all services that the organisation has been configured for plus administrative tasks for their own organisation. For example they will be able to change some or their own organisation or users details, load and approve catalogues.
Supplier Basic User	Supplier who can perform a sub set of the services that the organisation has been configured for.

Supplier User Types Matrix. The following table shows the User types and Procserve features.

☑ Indicates that the service is available for the User type.

☒ Indicates that the service is not available for the User type.

Menu Feature	Supplier Super User	Supplier Basic
Supplier Portal	☑	☑
Edit Users	☑	☒
Edit Organisation	☑	☒
Catalogue Management	☑	☒

3.1.2.2 Adding a User_2

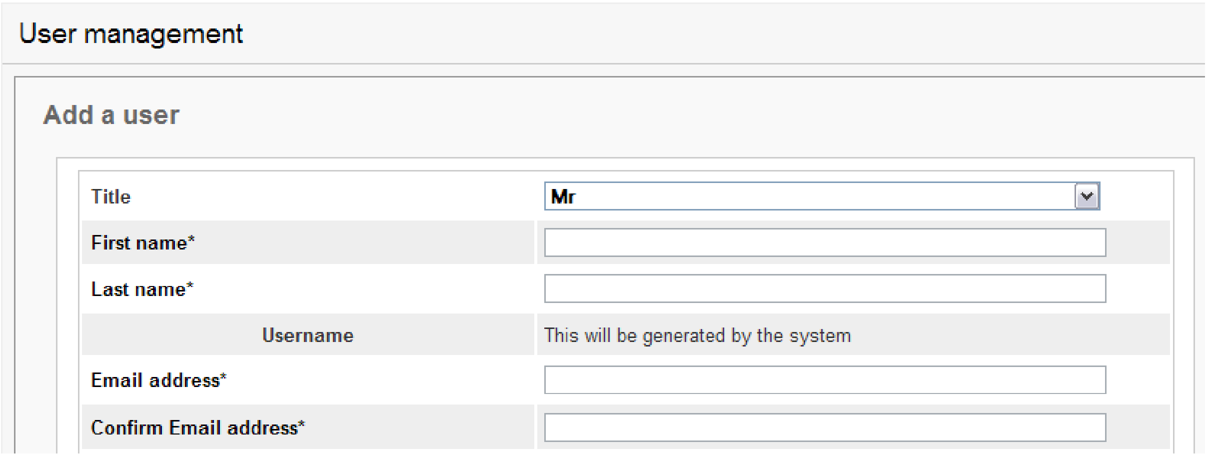
Overview

You can add a new user to your organisation if you have the role of supplier super user.

Adding a New User

The following steps will show you how to navigate to the User Management page and add new users.

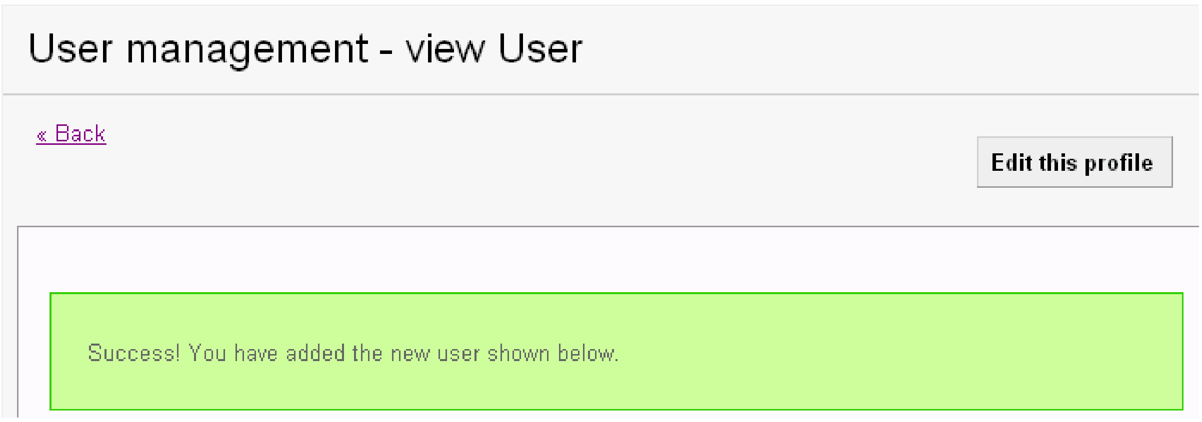
1. Navigate Admin Menu >> User Management >> Add a User:



2. Enter the details of the user:

Note: Email address must be unique for each user.

3. When complete click 'Save' at the bottom of the screen:
You will be shown the success notification as shown below:



4. The new user has been created:
Log in details will be sent to the email account specified for that user.

3.1.2.3 Viewing or Changing Basic User Details_2

Overview

You can use the User Management feature to view or change basic details for the users in your organisation.

You can change address and contact details, change the user type (e.g. supplier basic or supplier super user) or update the user's classification views.

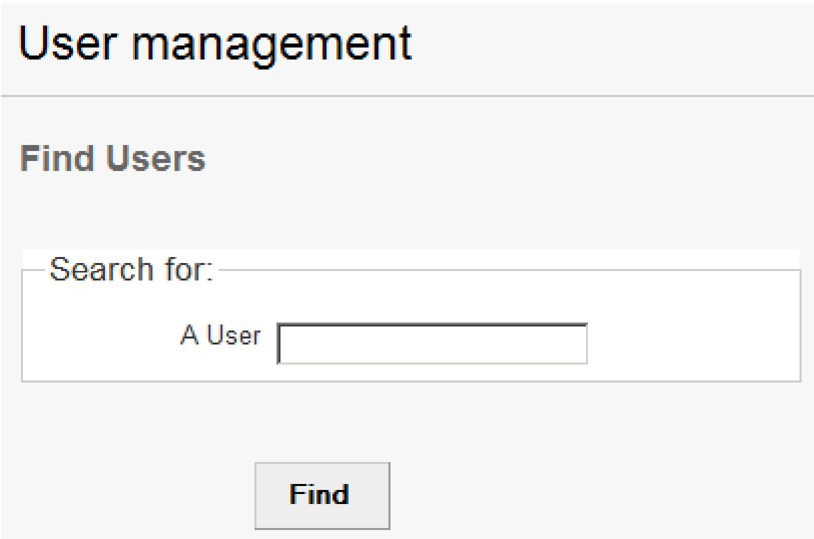
Note: For any other changes you need to contact the Procserve service desk.

Locating a User Account

The following steps describe how you access and use the user management feature:

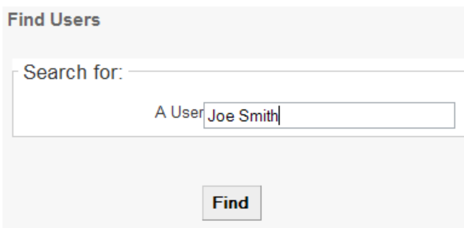
1. **Navigate Admin Menu >> User Management**

2. **The Find Users page is displayed:**



3. **You use the search functionality to search for the user you require by name or user ID.**

4. **Enter a search string. For example:**



Note: The search is not case sensitive.

5. **Click the Find button.**

6. **If the system finds one or more matching users they are listed:**

Search results for "*joesmith*"

User name	Added	Updated
joesmith@pssp001	12 August 2009	12 August 2009

Tip: You can also select a user from the list of recently added/changed users:

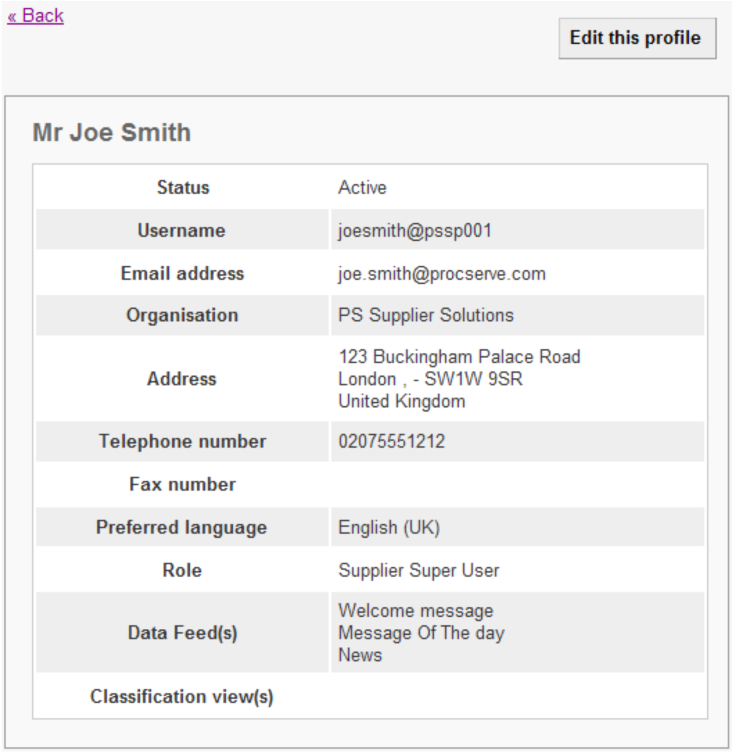
Last 5 added / edited users

User name	Added	Updated
nickanderson@agbuyer	16 December 2008	22 February 2009
ronsmail@agbuyer	05 January 2009	03 February 2009
adamgeorge@agbuyer	24 April 2008	20 January 2009

Click the user name for the relevant user to display the user details. See User Details below.

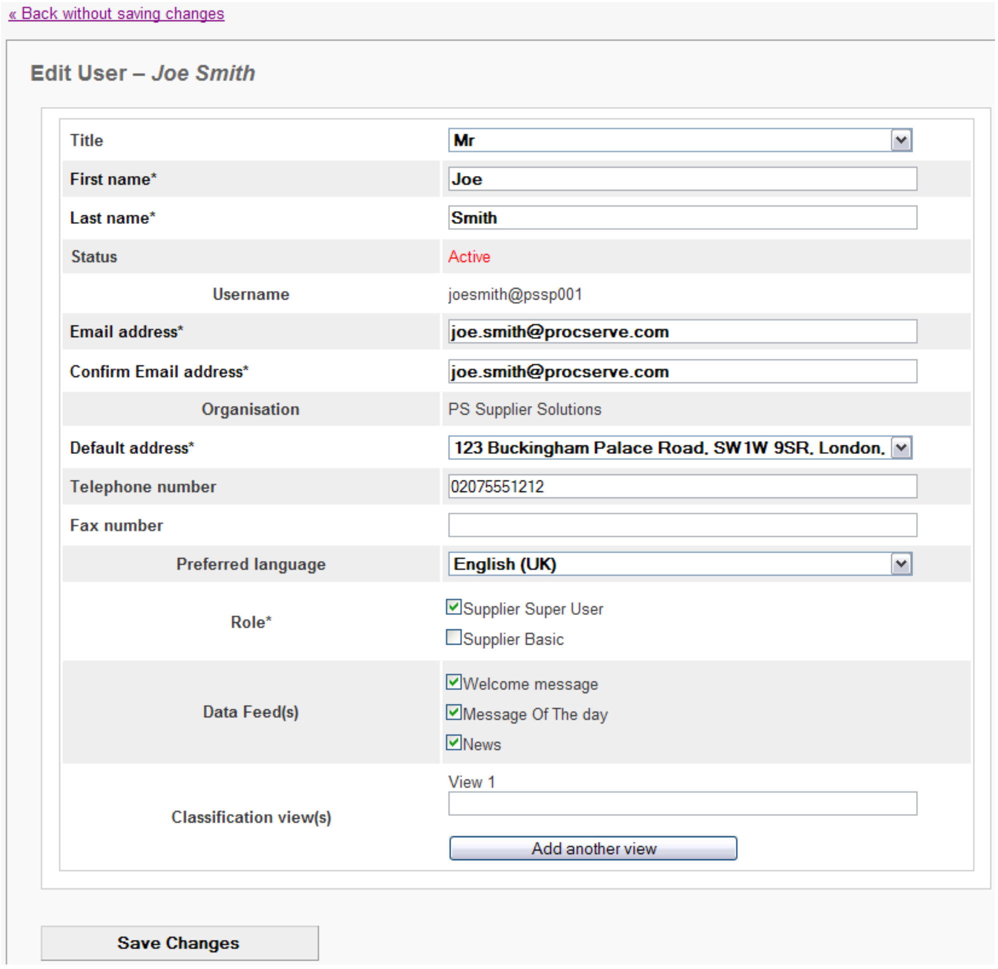
7. **Click the user name link for the user you wish to edit.**

8. **The User Profile page is displayed:**


« Back
Edit this profile
Mr Joe Smith
Status
Active
Username
joesmith@pssp001
Email address
joe.smith@procserve.com
Organisation
PS Supplier Solutions
Address
123 Buckingham Palace Road
London , - SW1W 9SR
United Kingdom
Telephone number
02075551212
Fax number
Preferred language
English (UK)
Role
Supplier Super User
Data Feed(s)
Welcome message
Message Of The day
News
Classification view(s)

Editing a User Account. Click the Edit this profile button.

10. The Edit User page is displayed:



11. The following is displayed and can be edited:

Title, First Name, Last Name	Mandatory
Username	Cannot be changed
Email Address	Mandatory
Confirm Email Address	Mandatory
Organisation	Cannot be changed
Default Address	Mandatory
Telephone Number	Optional
Fax Number(Optional).	Optional
Preferred Language	Mandatory
Data Feeds*	Admin Users Only

Catalogue / Classification Views*	Admin Users Only

* Not used by organisations who access the system from their P2P system.

Warning! Email addresses are unique, they can only be used once.

Note: Changes to a user profile may not be completed until after the user logs back into the system.

3.1.3 Edit Organisation

3.1.3.1 Organisations Overview_2

This section describes how Organisations are managed within Procserve

The following list describes the main information we hold about your Organisation and how you can change it:

1. Organisation Overview.

This is the information that defines your Organisation:

Editable by you	Name, Logo, Contact details, Description
Editable by Procserve	Organisation type

2. System Settings Overview.

These are the settings that define what you see, the look and feel of the web pages and how you want your password behaviour defined:

Editable by you	Default Language, Home Page Feeds, User Roles
Editable by Procserve	How you define User Passwords, DUNS number

3. DWP LVP Settings Overview

These settings are only applicable to DWP LVP Suppliers.

Editable by you	
Editable by Procserve	

3.1.3.2 Edit Organisation_2

Quick Links: Topic Overview - Locating the Organisation Page - Editing Organisation Details - Editing System Settings Details

Overview

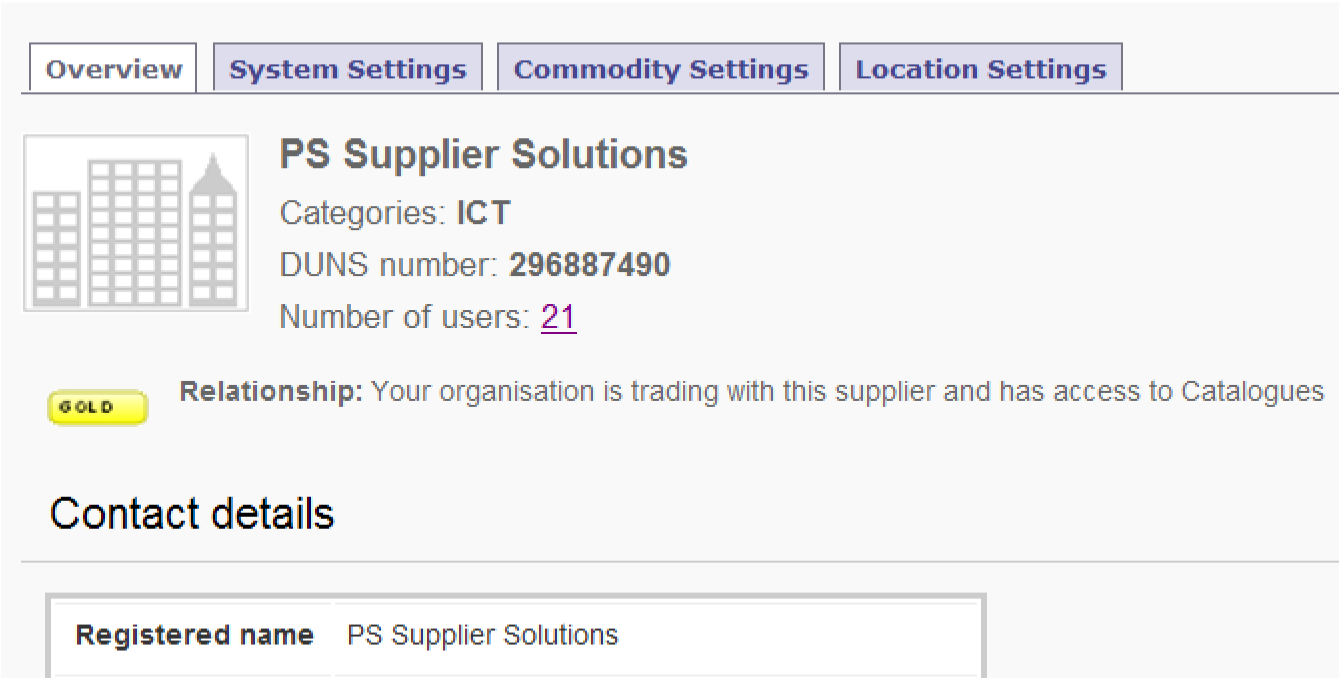
As a Super User you can make some changes to your Organisation's details.

Note: If the details you wish to change are not included in this topic please refer to Organisations Overview.

Locating the Organisation Profile Page

1. **Navigate Admin Menu >> Edit Organisation**

2. **The Organisation Profile page is displayed:**



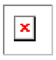
3. **Editing Organisation Details**.
Select the Overview tab and click the Edit Profile button.

Tip: You can return to the View Organisation details page without saving changes by clicking the Back without saving changes link.

The following list describes the Edit Overview page:

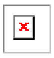
Organisation Name	View / edit name of your organisation (mandatory)
Upload a logo	Upload a company logo (optional). To Upload a new logo you enter the path and file name in the text box or click the Browse button and

	locate and select a image file.

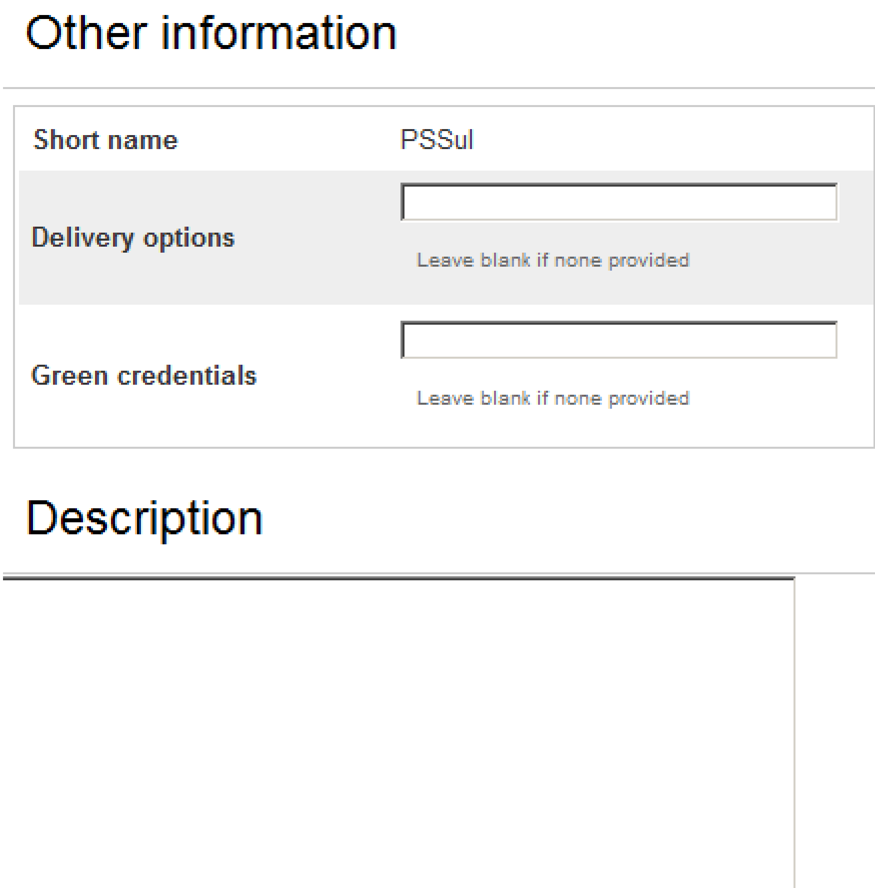


Note: Changes are validated and, if valid, saved when you click the Save Changes button.

Registered Name	This is the name the company is registered in.
Website	Enter the Web Site URL
EMail	You can change the default contact email for your Organisation
Telephone Number	You can change the contact telephone number
Fax Number	You can change the contact fax number
Address	You can change the address for your Organisation
City/Town	You can change the city/town for your Organisation
County	You can change the county for your Organisation
Country	You can select the country for your Organisation
Post Code	You can change the post code for your Organisation



Short Name	As shown in the image below we hold a short name for your organisation
Delivery options	
Description	If you wish to you can supply a description of what your organisation does. This is a good opportunity to type in as much information about your organisation as this is a searchable field.

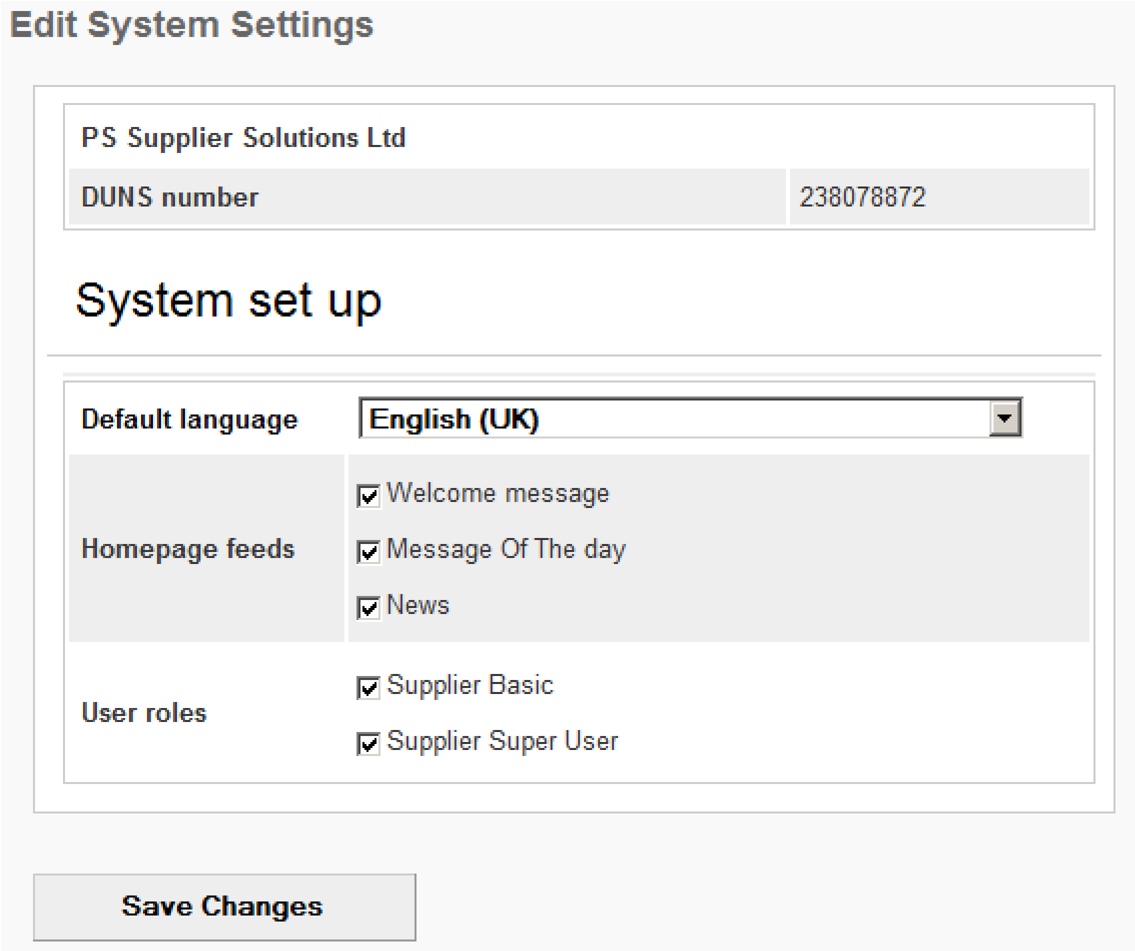


Tip: Other details may be displayed here depending on what we have setup. To change any of these details please contact Support. See Getting Support.

4. Editing System Settings Details.
Select the System Settings tab and click the Edit System Settings button.

The following list describes the Edit System Settings page:

DUNS Number	You can view your DUNS number. You cannot change your DUNS number.
Default Language	You can select a different default language from the drop down.
Homepage Feeds	These are the default options for the Users in your organisations.
User Roles	These are the default roles available for your Users. When an option is checked it is can be checked on the Edit User page.



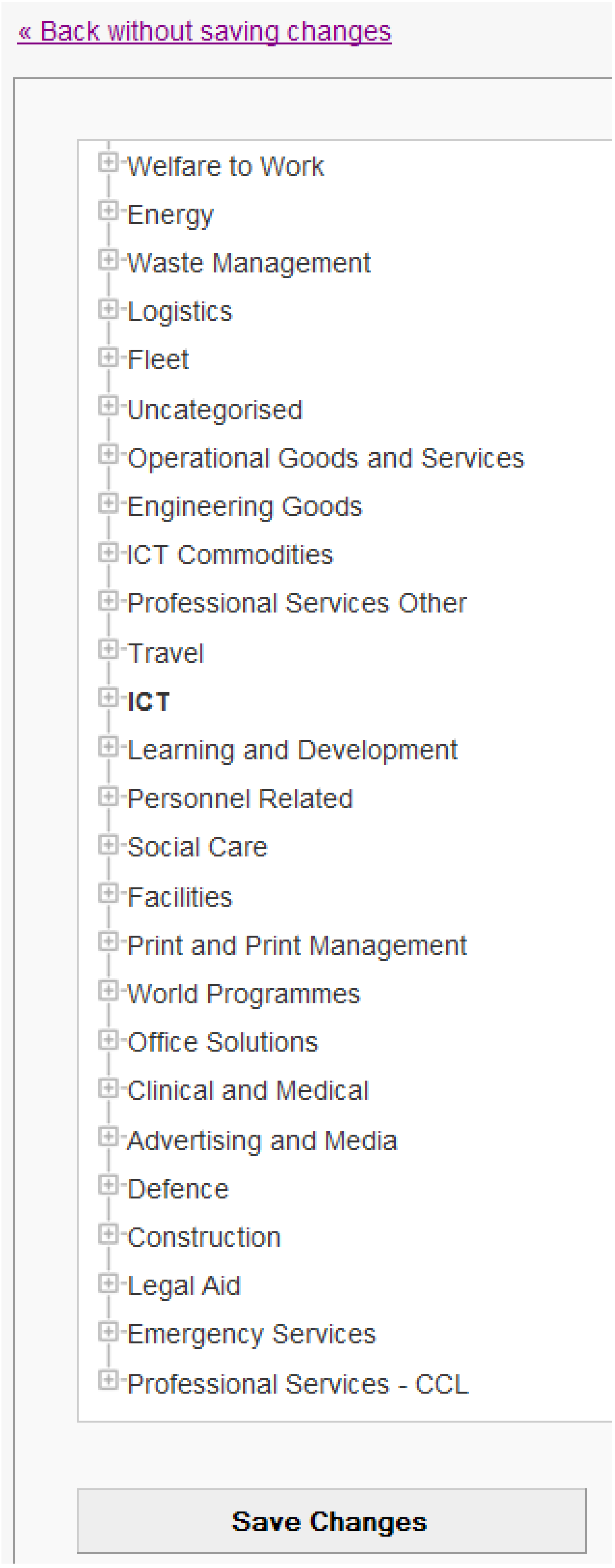
Tip: What you see here is set by the Procserve administrator. If you require other roles in your organisation check with Support. See Getting Support.

You can change a Users role using the Edit User feature.

4. Editing Commodity Settings Details
Select the Commodity Settings tab and click the Edit Commodities button.

You can drill down into each category, as shown in the screen shot below.

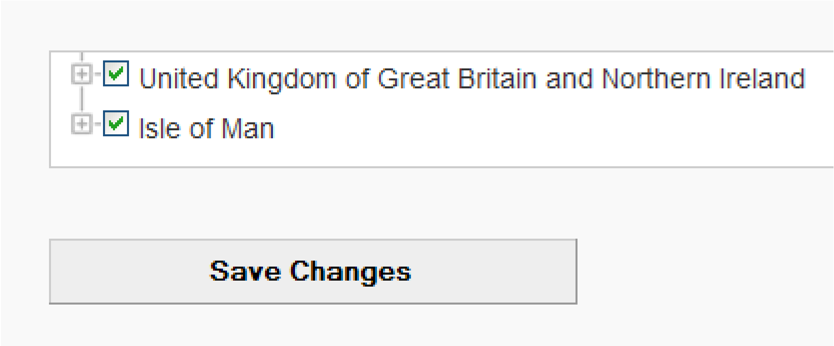
Once you have selected the appropriate category click on Save Changes.



5. Editing Location Settings Details
Select the Location Settings tab and click the Edit Locations button.

You can drill down into each Location, as shown in the screen shot below.

Once you have selected the appropriate Location(s) click on Save Changes.



3.1.4 Catalogue Management

3.1.4.1 Catalogue Management Overview

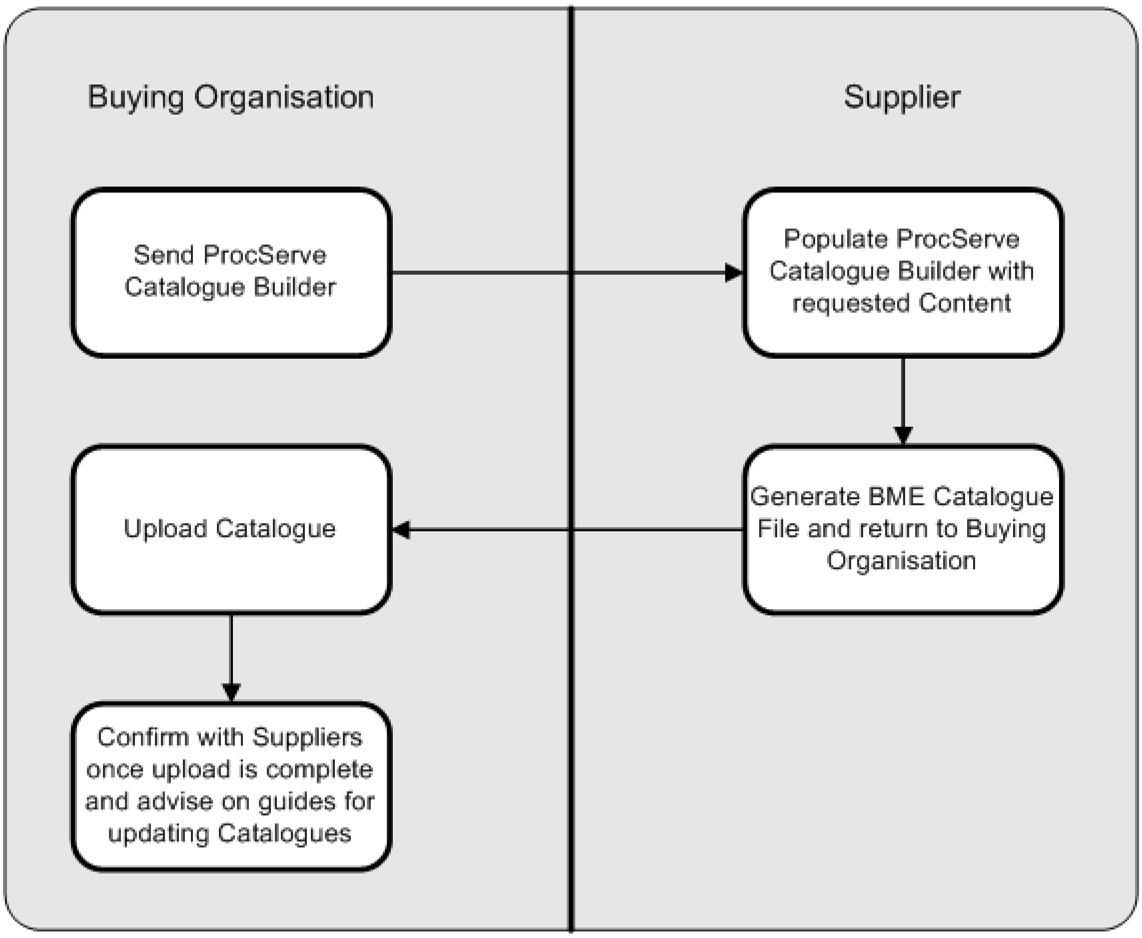
Overview

Buyers will request Catalogues from registered Suppliers were applicable. Catalogues allow Buyers to easily search for and select items to add to requisitions.

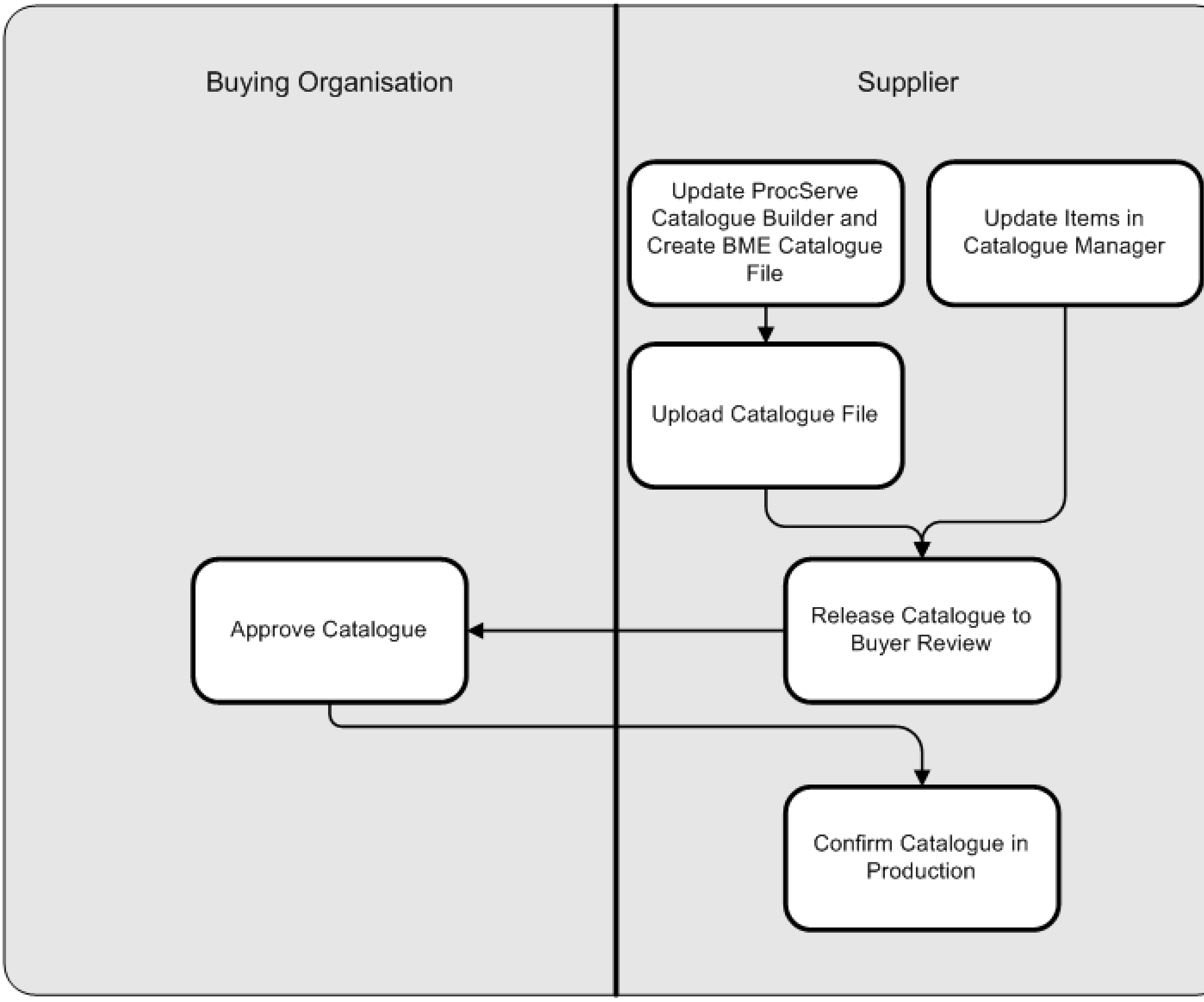
You can work with your Buyer(s) to provide your catalogue(s) on the Procserve Commerce Network. Once your catalogue is online then you can update your catalogues.

The Buyer will provide the Supplier with the Procserve Catalogue Builder and upload the Catalogue on the first instance.

Process for 1st Catalogue Load



Process for Updating Catalogue


Buying Organisation
Supplier
Update ProcServe Catalogue Builder and Create BME Catalogue File
Update Items in Catalogue Manager
Upload Catalogue File
Approve Catalogue
Release Catalogue to Buyer Review
Confirm Catalogue in Production

3.1.4.2 Using the Procserve Catalogue Builder

Overview

This topic section describes how you prepare a new catalogue or updates to an existing catalogue ready for import onto the Procserve Commerce Network.

Importing catalogue information onto the Procserve Commerce Network requires an Excel spreadsheet known as the Procserve Catalogue Builder (PCB). The latest version of the PCB can be obtained from http://www.procserve.com/procserve-hosted-content-documentation/

Populating the PCB Spreadsheet

The following steps describe how you work with the Procserve Catalogue Builder:

1. Open the PCB:
The Instructions sheet is displayed:

Tip: Excel Macros. If you have got macros turned off in Excel and you cannot open this file you will have to turn them on:

Open Excel.
Go to **Tools (Menu bar) >> Options >> Security (Tab) >> Macro Security (Button)**.
Select **Medium** security.
Close Excel.
When you open the Toolset you will need to select enable macros from the prompt.

Note: If you cannot do this you may have to ask your Systems Support for Help.

Tip: When opening the Procserve Catalogue Builder in Excel 2007 you will need to navigate to the 'Add-Ins' tab on your Excel Toolbar to view the Catalogue Builder Toolbar. The Catalogue Builder Toolbar is referred to within the Instructions page of the Procserve Catalogue Builder.

Tip: You can find additional Tips and Tricks to help you build your catalogue review the Examples and Samples pages in the PCB.

2. Entering Header Data:
The Header Data worksheet is initially populated by the buyer. For updates the supplier should check that this is the correct catalogues. For example:

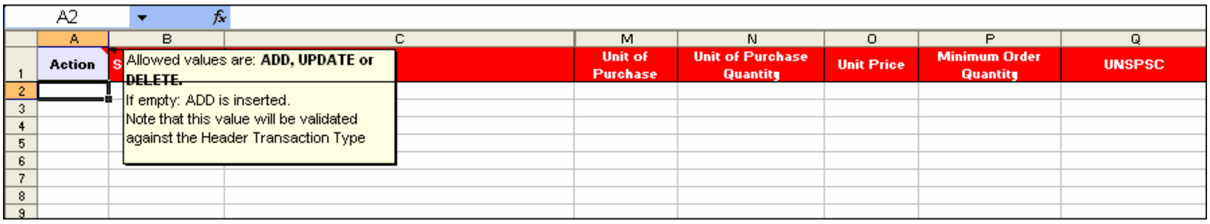
Transaction	T_NEW_CATALOG
Previous Version	0
Language	eng
CatalogueID	ABCXYZ001_1
CatalogueVersion	1
CatalogueName	BuyerName SupplierName Cat1
Currency	GBP
BuyerName	BuyerName
Supplier DUNS	123456789
SupplierName	SupplierName
Do you charge for Delivery	Please select one of

The following list describes the fields in the PCB Header Data worksheet:

Column	Value Types	Description
TRANSACTIONS	T_NEW_CATALOGUE	New catalogue load.
	T_UPDATE_PRICES	Price update to existing catalogue only.
	T_UPDATE_PRODUCTS	Product update to existing catalogue only.
PREVIOUS VERSION	1	Start at 0 for the first Update file and increment in whole numbers for each subsiquent Update file (ie 0,1,2,3,4,etc)
	0	Start at 0 for the first Update file and increment in whole numbers for each subsiquent Update file (ie 0,1,2,3,4,etc)
LANGUAGE	eng	This should be left at **eng** for English.
CATALOGUE ID A unique identifier for the catalogue. This ID must be based on the following convention using the example PROCSchds001_1	The Buyer Short Name	e.g. PROC
	The Supplier Short Name	e.g. Schds
	Catalogue Edition Number	to three significant figures, e.g. 001
	Version Control ID	used to assist in applying versions to catalogues, e.g. _1
CATALOGUE VERSION	e.g. ABCXYX001_1	Enter a catalogue version number to aid version control and tracking of the catalogue.
CATALOGUE NAME	e.g. Buyers Name Suppliers Name	Enter a unique catalogue name, this name will follow through into the Marketplace. For example: 'Schools Direct Supplies Ltd'.
CURRENCY	GBP	This should be set to **GBP** as standard
BUYER NAME	e.g. Buyername	Enter your buying organisation full name which must be the same as in the system and is case sensitive.
SUPPLIER DUNS	e.g. 123456789	Enter the DUNS for your supplier. The DUNS can be found in the Supplier Directory in the Buyer Portal.
SUPPLIER NAME	e.g. Suppliername	This must be the suppliers full name which must be the same as in the system. This can be found in the contact details: Registered name found in the Supplier Directory in the Buyer Portal. This is case sensitive.
Delivery Charge Rule	e.g. display = Free delivery; Charge = 0.00	If this field is left empty no delivery charge or information will be added. Further details on delivery charge options are available in the Instructions of the Procserve Catalogue Builder.

The following steps should be completed by the Supplier:

3. Entering or Updating Item Data (Supplier):
Select the Your Content Icon from the left hand side (Shopping Basket Icon)



Tip: Click the red comments note in the corner of each column header cell for further information (as shown in the above image).

You have the following options depending on the transaction type you selected above:

T_NEW_CATALOGUE Select this if you would like to overwriting the existing Catalogue.	**Update / Add**	To update or add line items change make the amendments / additions to the data and ADD as the action.
	Delete	To delete an item, select the line item and remove it from the spreadsheet.

T_UPDATE_PRODUCTS Product update to existing catalogue only.	**Update**	To update prices for an item change the Unit Price and select UPDATE as the action.
	Add	To add an item enter at least the mandatory data (in red) and select ADD as the action.
	Delete	To delete an item enter an action of DELETE.

Note: Items entered with a 'expiry date' will automatically be removed from the system when they reach their expiry date.

Tip: Suppliers do not need to use T_UPDATE_PRODUCTS to update a catalogue. If the Supplier wants to replace the existing catalogue with an update the transaction tab can be left as T_NEW_CATALOGUE and the header data stays the same. Within the Item data leave the Action column as Add and then just make the changes to the data as required.

4. Uploading Images?
If you have any images for your catalogue items you should also populate the relevant fields (PicName1,2&3) and supply the images in a compressed file. Overall file size to be no greater than 35 MB.

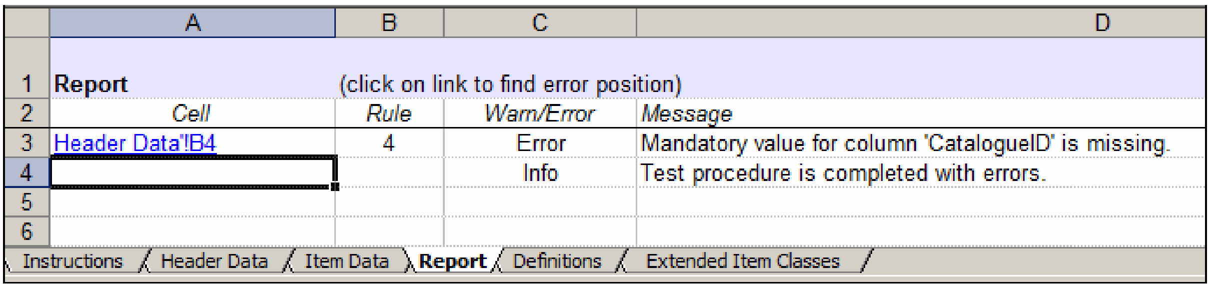
Tip: You can use jpeg, jpg image formats. All images must be in a zipped (.zip) folder no larger than 35MB before they are uploaded.

5. Running Check Data (Supplier):
When all data has been entered you can run a test to check the data. Click the **Check Data** button in the Catalogue Builder Toolbar.

6. Check Results:
To run the checks click the OK button. When the tests are complete the results are displayed:

7. As shown in the above image errors may be displayed

8. Check the Report page:

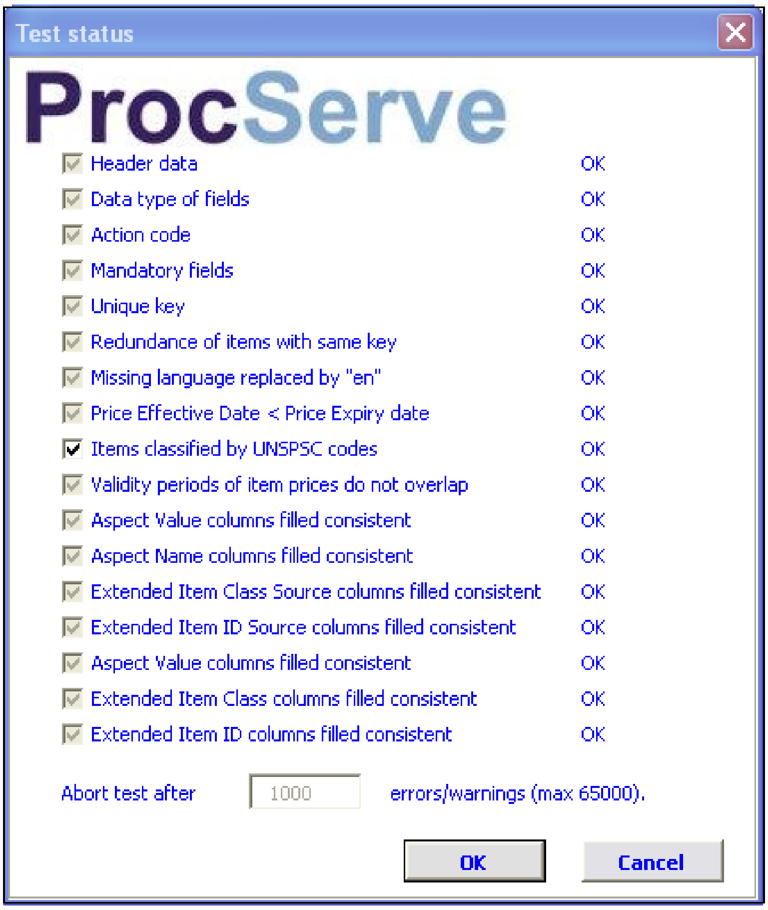


	A	B	C	D
1	**Report**	(click on link to find error position)		
2	*Cell*	*Rule*	*Warn/Error*	*Message*
3	Header Data'!B4	4	Error	Mandatory value for column 'CatalogueID' is missing.
4			Info	Test procedure is completed with errors.
5				
6				

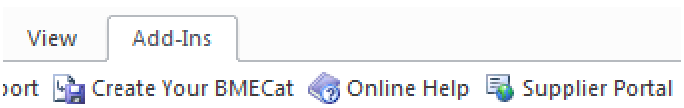
Instructions / Header Data / Item Data / **Report** / Definitions / Extended Item Classes

9. The above image indicates that the catalogueID is missing from the Header Data:
You can check this and any other errors and repeat the test.

10. When all the tests have completed successfully the following is displayed:
Click the OK button to close the test dialogue:



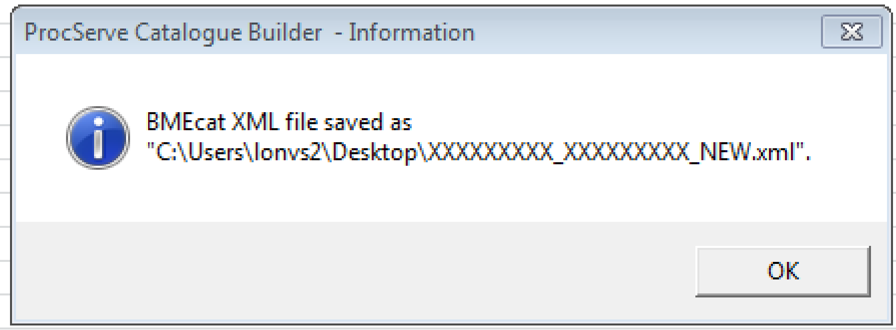
11. Generating and saving the BMECat File:
Now you need to generate the BMECat file. Click the **Create Your BMECat** button in the Catalogue builder toolbar**.**



12. Save the BMECat File to your system:

13. When you have chosen a folder (Browse Button) click the OK button to save the file.

A prompt is displayed. Click OK to close the prompt:



What Happens Next? The BMECat file will need to be uploaded to the systems. See Importing Catalogue

3.1.4.3 Importing Catalogue Updates

Importing Catalogue Updates

This section describes the process a supplier will follow to load catalogue updates using a BMECat file.

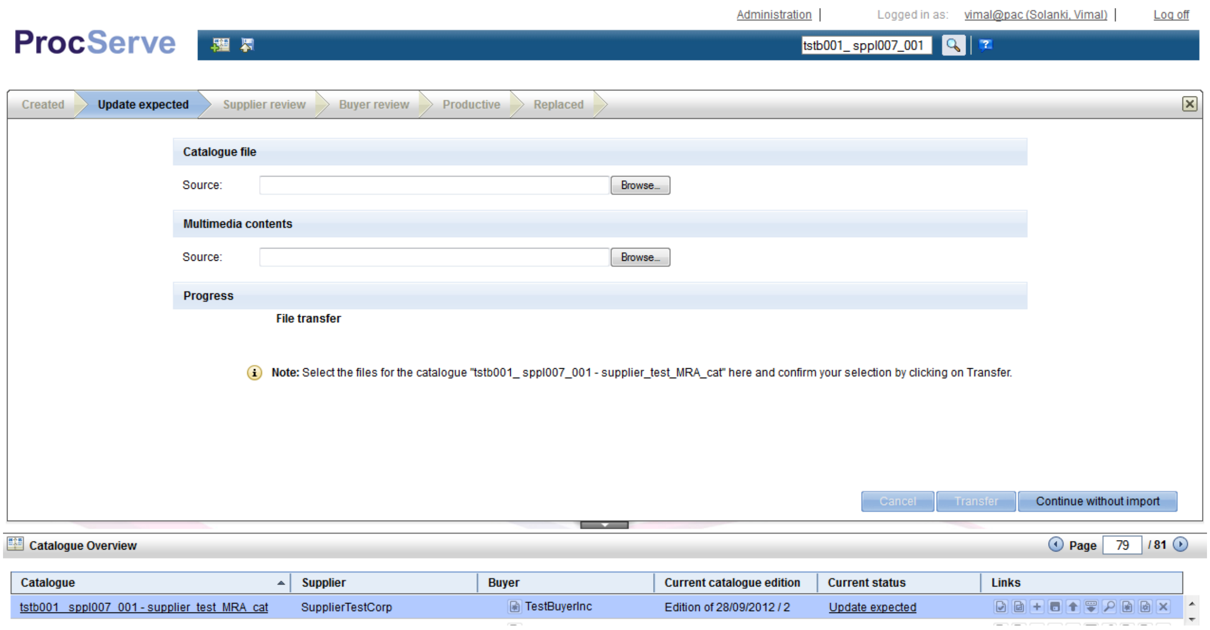
Note: The updated load of a catalogue is normally performed by a supplier. Should you need to update a catalogue, for any reason, the below steps can be followed.

If the supplier is performing the update, please go to the Catalogue Management section.

The following steps should be completed by the supplier:

1. Navigate Admin Menu >> Catalogue Management

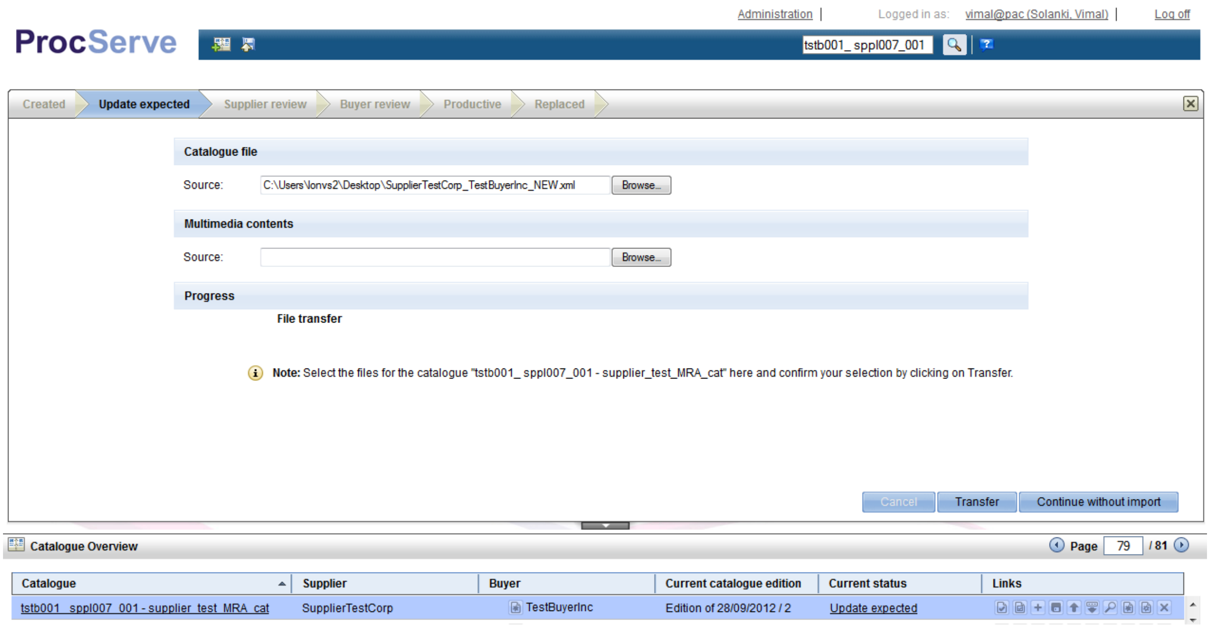
2. The Catalogue Manager is displayed:
Click on the Catalogue you would like to update from the **Catalogue Overview** section to open the **Catalogue Import page**
Then **Import this Catalogue:**



3. Import BMECat File:
In the catalogue Import page click the browse button on the catalogue file path:

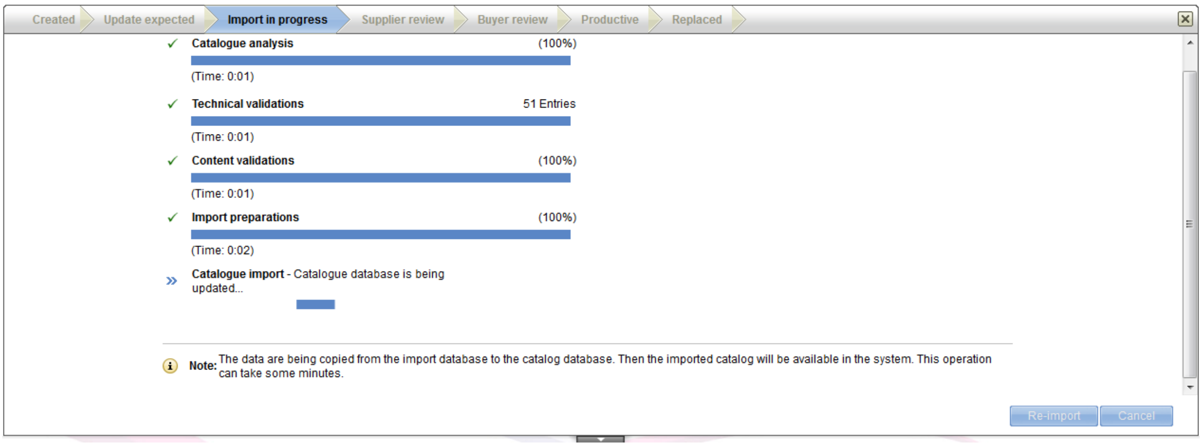
Note: You need to use the BMECat file (.xml) and not the Excel (.xls) file to load the catalogue.

Note: If you are uploading new images in this Catalogue update, attach the zipped image file by clicking on the browse button on the Multimedia contents
path.



4. **Click the Transfer button on the bottom right**

5. The Summary page is displayed:

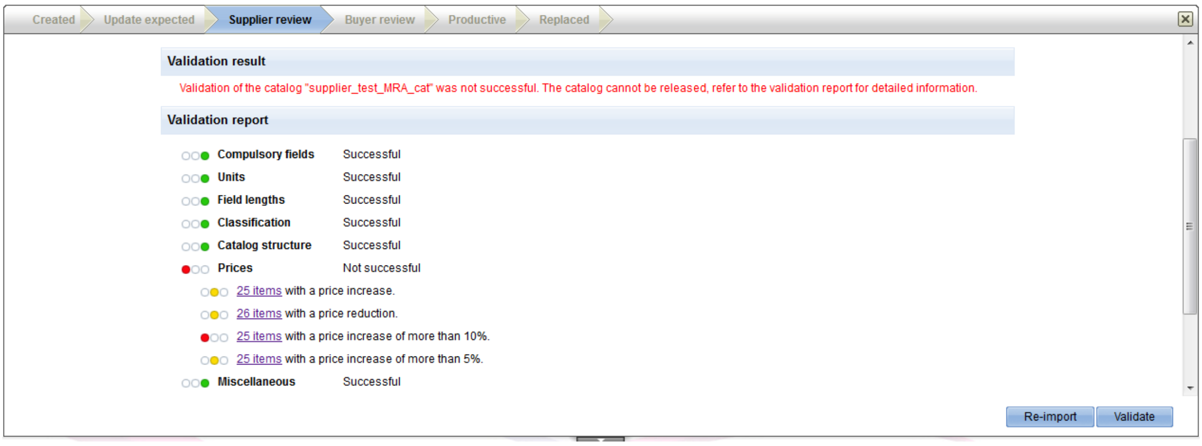


6. Checking Validation Issues:
You will need to check the updated catalogue for any validation issues, click the **Validate** button on the bottom right.

Once the validation has been completed, scroll down to view the **Validation Report.**

6.1. No Validation Warnings? If there are no validation issues, the report will show as GREEN which indicates there have been no changes made, therefore to continue to release the catalogue, see below in Suppler Review: Releasing the Catalogue.

6.2. Validation Warnings? The validation errors are colour coded, **RED** indicates that the validation has not been successful due to the changes not meeting your buyers validation rule. The catalogue will not be able to import. **YELLOW** is a warning that there has been changes made that will be notified to the buyer at the Buyer Review stage.



7. Supplier Review: Releasing the Catalogue.
Once all the validation issues have been reviewed, you can then release the catalogue to Buyer Review by clicking the **Release to buyer** button

8. Released: Buyer Review:
The Procserve Catalogue Management System will automatically email the Buyer to approve the Catalogue.

9. Catalogue status Update Expected:
Once the Buyer performs their tasks the catalogue will move to Update Expected with the task Provide the Catalogue. You will receive an automatic email to advise you and you may update the catalogue when is required.

Subject: Subject: New Task: Provide the catalog

Dear Joe Smith,
Catalog Tracker Task "Provide the catalog"
for Catalog "BuyerName SupplierName Cat1", Edition
"Edition No. 6 2010-03-22"
has been assigned to you and can be processed in PCM-System.

3.1.4.3.1 Importing Future Prices

This section describes the process a supplier will follow to pre-load multiple future prices for existing items.

If a Supplier would like to pre-load multiple future prices for their existing items they will need to do a catalogue import for each price period.

For example:

There is an existing catalogue with a price effective date 01/01/2011 and an expiry date 01/02/2011. The Supplier would like to load future prices for 02/02/2011 – 01/03/2011 and 02/03/2011 – 01/04/2011.

1. Open the Catalogue Builder.

2. Click on ‘Header data’ tab and ensure the ‘Transaction’ tab is set to ‘T_UPDATE_PRODUCTS’.

Transaction	T_UPDATE_PRODUCTS

3. Click on ‘Your Content’ tab, change the ‘Action’ column to ‘UPDATE’ for those line items you are updating prices for.

Action
UPDATE

4. Change the price effective and price expiry columns to your next price period e.g. 02/02/2011 and 01/03/2011.

Price Effective Date	Price Expiry Date
02/02/2011	01/03/2011

Please note: ensure the Price effective and Price expiry dates do not overlap the existing items.

Please note: any items that you wish to remove from the existing Catalogue enter ‘DELETE’ in the action column.
Any new items you want to add in to the existing Catalogue enter ‘ADD’ in the action column.
Any items you are not updating or deleting, remove from ‘Your Content’ tab completely.

5. Check the data and create the BMECat File.

6. Import the Catalogue and Release to Buyer

Please note: this is the end of your task for this price update. The Catalogue status will move to ‘Buyer review’.

Once the Buyer administrator task are complete the catalogue will export and be visible to end users the next day.

7. You will receive an automatic email from Catalogue Management advising the Catalogue is available for updating.

Subject: Subject: New Task: Provide the catalog

Dear Joe Smith,
Catalog Tracker Task "Provide the catalog"
for Catalog "BuyerName SupplierName Cat1", Edition
"Edition No. 6 2010-03-22"
has been assigned to you and can be processed in PCM-System.

8. The next day open your Catalogue Builder and follow the above process for your next price period e.g. 02/03/2011 – 01/04/2011.

Continue this process until all of your future price periods are uploaded.

Please note: once the price expiry date on your products is reached they will no longer be visible to end users. Once your price effective date is reached they will become visible to your end users.

Please note: if you wish to upload all your price periods in one day you will need to contact the Buying Organisation and request they change the export profile on your catalogue to export incrementally. Once this is done you will be able to follow the above process from 1 – 6. The next step would be, once the Buyer Administrator tasks are complete the catalogue will export immediately > you will receive an automatic email from Catalogue Management advising that the Catalogue is available for updating > complete the process again for your next price period on the same day.

3.1.4.4 Removing your Catalogue

If you wish to remove your Catalogue from the Procserve Commerce Network please contact the Procserve Support Desk.

The Procserve Support Desk will remove the Catalogue for you from the Catalogue System. Once they have done this it will not be available to any end user to view. However you will still be able to view this Catalogue by logging into Catalogue Management.

Please note: the status of your Catalogue should now be 'Created'.

4

Supplier Portal

4 Supplier Portal

4.1 Supplier Portal Overview

The Supplier Portal allows you access to the Procserve Commerce Network Supplier interface. We have set up different types of Suppliers. What you can do and what you need to know depends on the type of Supplier you are.

Single Sign In

Access to the Supplier Portal can be by directly signing into the Supplier Portal or via the Procserve Portal.
If you access the Supplier Portal in via the Procserve Portal the system remembers your User ID and performs the sign in for you.

Electronic Document Types

Supplier Portal supports a number of different electronic documents depending on the marketplace. Those currently available are:

- Request For Quotations. See The Quote Summary.
- Quotations. See The Quote Summary.
- Purchase Orders. See The Order Details Summary.
- Order Responses. See The Order Response Summary.
- Fulfillment Notifications. See The Order Fulfillment Summary.
- Invoices. See Invoices Summary.
- Credit Notes. The Credit Note Summary.
- Self Bill Invoices. See The Self Bill Invoice Summary.
- Self Bill Credit Notes. See The Self Bill

Supplier Status	Transactional Ability
Basic	When your Buyer first invites you to join the Procserve Commerce Network you are a 'basic' Supplier. As a basic Supplier you can receive orders and requests for Quote as PDF attachments to Emails.
Enhanced: Bronze	If you are a bronze Supplier you will have registered with us and will be receiving orders, Request for Quotes and other Buyer documents in the Supplier Portal.
Enhanced: Silver	If you are a silver Supplier you can do all a bronze Supplier can plus you can work with your Buyers to enable your catalogue.
Enhanced: Gold	A gold Supplier connects to the Procserve Commerce Network and can receive, process and send electronic documents using their own systems. There is no need to connect to the Supplier Portal.

Note: Here you can refer to or learn about the various electronic documents that are available. You will have to carry out some basic configuration to use these document types. See **Working with Documents**

Note: To assist you in understanding some of the concepts and features of the Procserve Commerce Network we have provided some extra information. See **Additional Information**

4.2 The Supplier Portal Interface

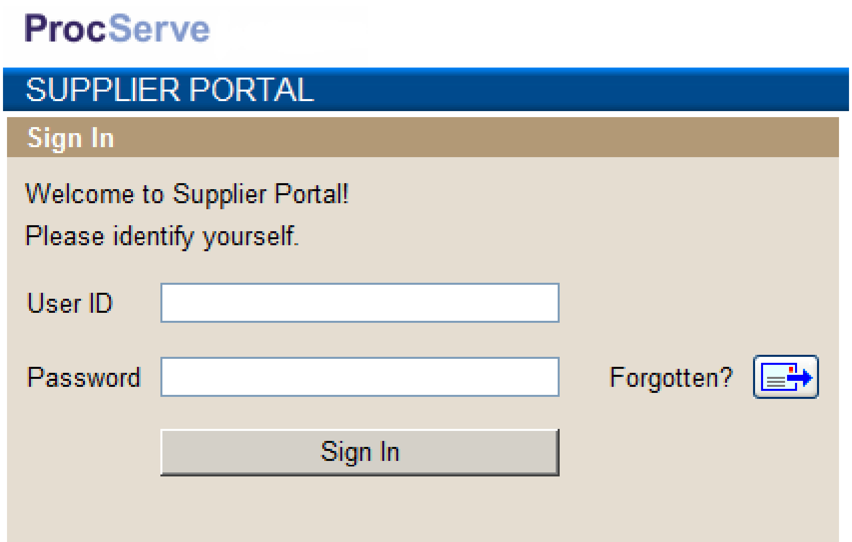
4.2.1 Signing Into the Supplier Portal

This topic is for Suppliers who sign in to the Supplier Portal directly.

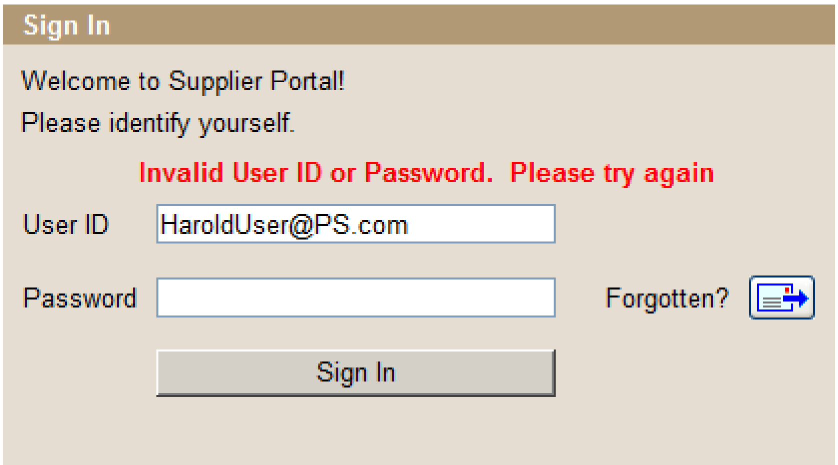
You will see the Login Page for the Supplier Portal if you have been timed out, have signed out or have accessed the Supplier Portal directly.
When you access the Supplier Portal directly from the Procserve Portal you may not see the Supplier Portal page as Procserve has a single login that you use for both Portals.

Note: If you access the Supplier Portal via the Procserve Portal by navigating Supplier **Menu >> Supplier Portal** you should not attempt to login to the Supplier Portal as described below. If you accidentally sign out you should close the browser session for the Supplier Portal and return to the Procserve Portal to access the Supplier Portal.

Signing in to the Supplier Portal
Enter your username and password to log in;



Incorrect User ID or Password:
If you enter an incorrect User ID or Password Procserve will display an error message. For example:



If you have forgotten your password:
Enter your Username and click this icon and the system will mail you your password.

Tip: Locked Out? If you enter an incorrect password too many times (usually three) your account will be locked out and you will need to contact the help desk.
See Getting Support

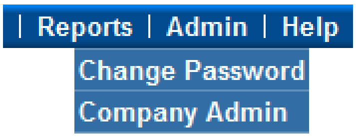
Logging out:
Click the Log Out link in the top menu bar:

4.2.2 Changing Your Password

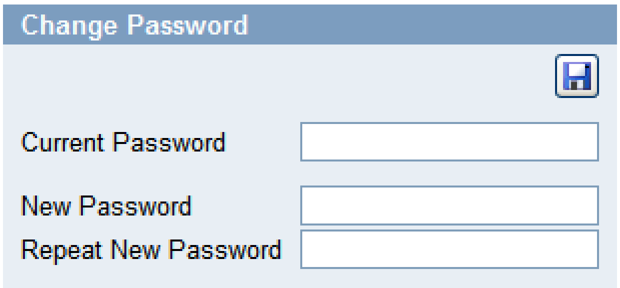
This topic is for Suppliers who sign into the Supplier Portal directly.

The following describes how you locate and use the Change Password page:

1.Click the **Admin >> Change Password** link in the Page Header of any Supplier Portal page:



The Change Password page is displayed:

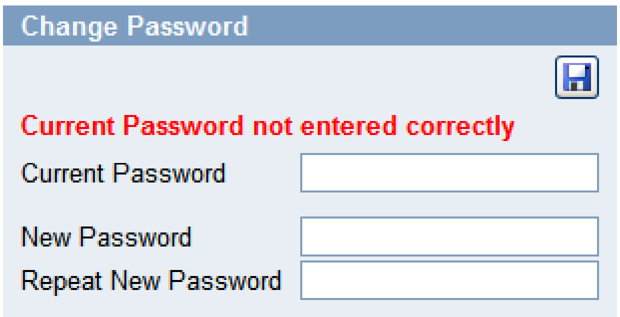


Tip: About Passwords. Acceptable passwords have at least 8 characters and do not consist entirely of letters or entirely of numbers or entirely of punctuation. Password validation is case sensitive i.e. lower and upper case letters are treated as different. So make sure that you know in which case you are typing. Password characters are always masked for security purposes.

2. Enter your existing password, the new password you wish to use and then enter the new password again.

3. Click the Save icon to save the new password.

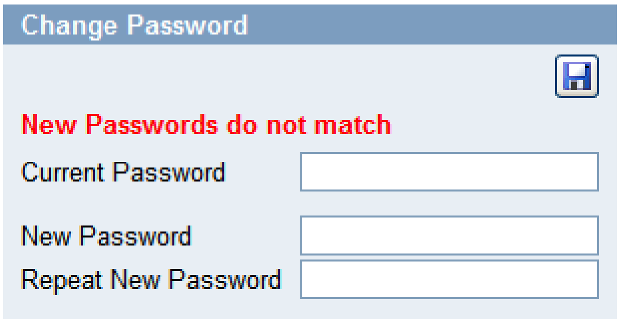
Wrong Current Password.
If you have not entered the current password incorrectly the following message is displayed:



Enter the details again and click the Save icon.

Password not Matching.

If you have not entered matching new passwords the following message is displayed:



Enter the details again and click the Save icon.

4.2.3 Supplier Portal Home Page

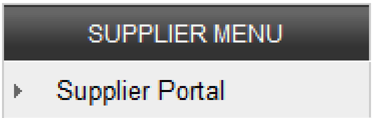
The Supplier Portal Home page is the first page displayed when you enter the Supplier Portal.

This page displays any Documents that you have to deal with and some useful information.
You can also access some useful features such as reports and admin tasks.

Locating the Supplier Portal Home Page

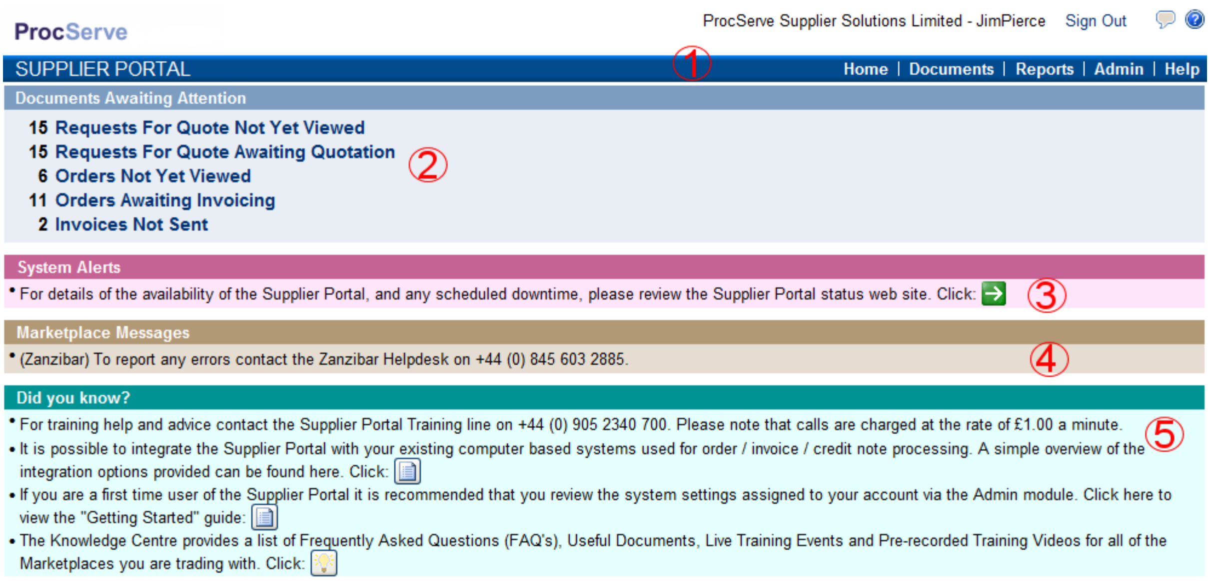
The following list describes how you access and use the Supplier Portal Home page:

1. **Single Sign On**. If you access the Supplier Portal from the Procserve portal you navigate **Supplier Menu >> Supplier Portal**:



Direct Sign on to Supplier Portal. Some Suppliers can login directly to the Supplier Portal. See Signing Into the Supplier Portal.

2. The Supplier Portal Home page is displayed:



3. **Using the Supplier Portal Home Page**. The following list describes how you use the Supplier Portal Home page:

1)	**Page Header Area**	This area allows you to access further features such as Catalogues. You can also sign out. See Page Header Overview.
2)	**Documents Awaiting Attention Area**	This is a list of all documents with outstanding actions. When you click on one of the links the Document list is displayed with the relevant documents displayed. See Document Page Overview.

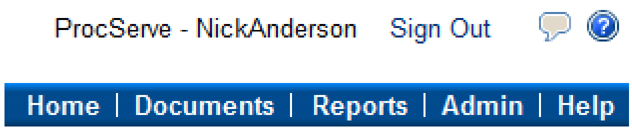
1)	**Page Header Area**	This area allows you to access further features such as Catalogues. You can also sign out. See Page Header Overview.
3)	**System Alerts Area**	Click the Arrow icon to link to the Systems Alerts page. You can find out the current status of the system.
4)	**Marketplace Messages**	This area contains any news about the marketplace.
5)	**Did you Know?**	This area displays help and information. You can click the links to access various features.

4.2.4 The Page Header Area

4.2.4.1 Page Header Overview

This topic describes how you use the Pager Header area in the Supplier Portal.

The Page Header are is located at the top right of each page in the Supplier Portal:



The following list describes the Page Header:

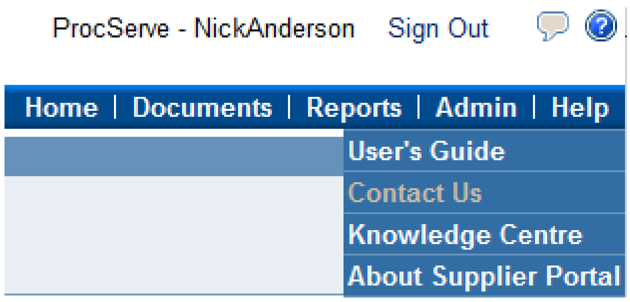
Page Header	Sub header	Detail
Home	**-**	Click this link to return to the Portal Home page. See Supplier Portal Home Page.
Documents	**-**	Click this link to open the Document Page. See Document Page Overview.
Reports	**-**	Click this link to work with Reports. See Reports Overview.
Admin	**Company Admin**	Click the Admin >> Company Admin link to view and change some of your Organisation details. See Company Admin Overview.
	Change Password	If you are not a Single Sign in Supplier you can click the Admin >> Change Password link to view and change your Password. See Changing Your Password
Help	**User Guide**	Click this link to view help about the current topic.
	Contact Us	Click this link to get further assistance options
	Knowledge Centre	Click this link to view Knowledge Centre options. See The Knowledge Centre.
	About Supplier Portal	Click this link to view details and background information about the Procserve Supplier Portal. See About Supplier Portal.
Change Language	**-**	Click this icon to switch between languages.
Help Icon	**-**	Click this icon to view help about the current topic

4.2.4.2 Contact Us

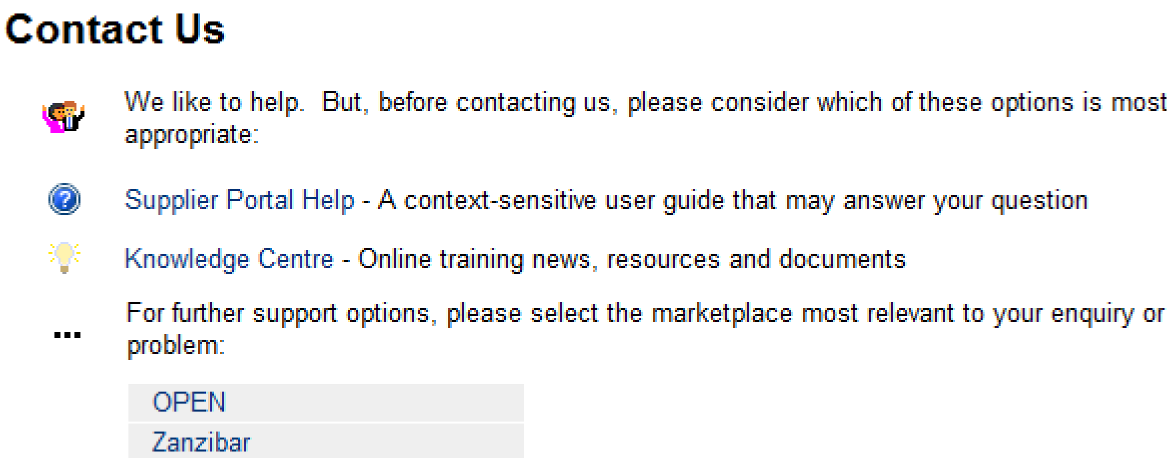
The Contact Us page provides useful contact numbers, links to help and you can raise support queries with the Support Team via email.

The following steps describe how you access and use the Contact Us page:

1. **Locate and use the Contact Us Page**. Click the **Help >> Contact Us** link in the Page Header menu:



2. The Contact Us page is displayed in a new window:

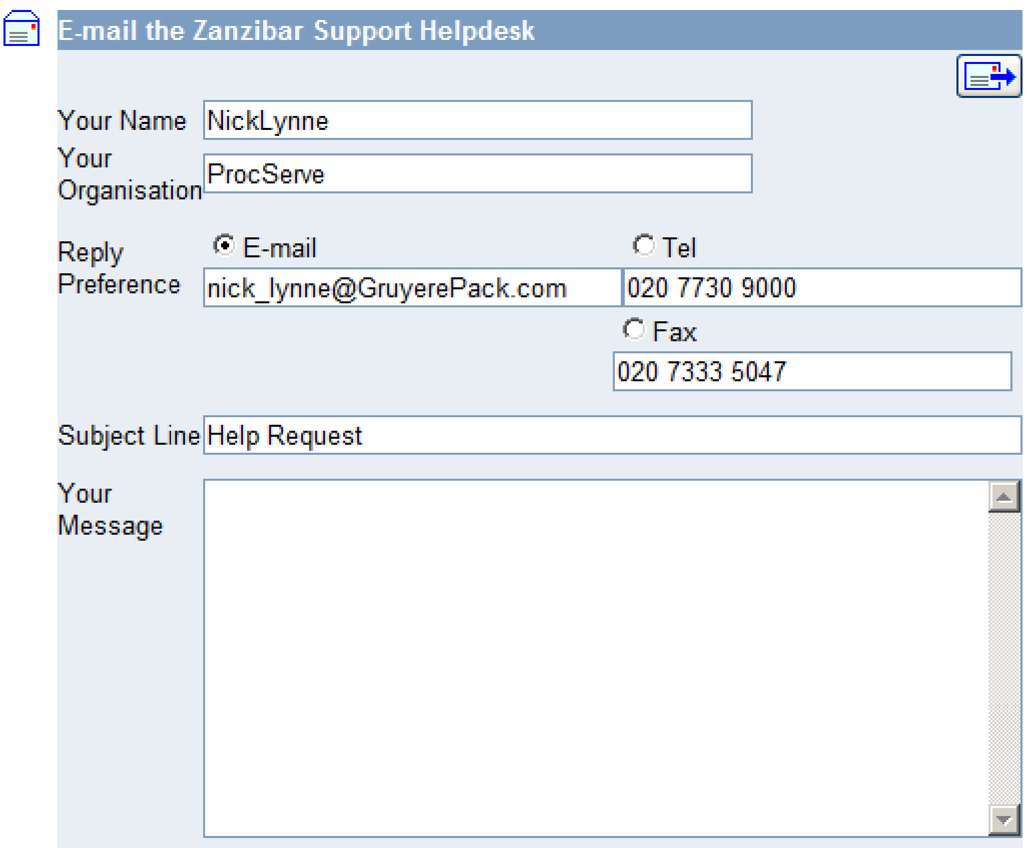


3. The following list describes the above options:

Supplier Portal Help	Before raising a support query you are advised to check the help file using the Browse, Search and Index options. Click the Supplier Portal help link to access the help file.
Knowledge Centre	The Knowledge Centre provides further support and resources. See The Knowledge Centre.
Training Line	The Training line provides further training and help. Please note the times the Training line is open and that calls are charged at a Premium rate.
Further Assistance	Click the Marketplace for which you wish to get help. Note that the list you see may be different.

Note: If you are trading in one marketplace only the system will display the email from below.
Tip: See email Support below.

4. **email Support**. When you click a marketplace link in the Contact page the following form is displayed for the relevant marketplace:



Help! You chose the wrong Marketplace. If you clicked the wrong marketplace please navigate back to the previous page.
Tip: In Windows you right click on a blank part of the page and select Back from the pop-up menu.

5. Enter the details and a message in the relevant fields.

Click the Send icon to submit the email to Support Contact and the text **E-mail sent** will be displayed.

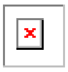
When you have finished you close the Contact page in the usual way for your operating system.

4.2.4.3 The Knowledge Centre

The Knowledge Centre provides links to training and support material and a list of 'Frequently Asked Questions' relevant to the marketplace you trade in.

The following steps describe how you access and use the Knowledge Centre page:

1. **Locate and use the Knowledge Centre**. Click the **Help >> Knowledge Centre** link in the Page Header menu:



You can use this web site to review Live and Recorded Web based training sessions and also review Frequently Asked Questions.

When you have finished you close this page in the usual way for your operating system.

4.2.4.4 About Supplier Portal

The About Supplier Portal page describe the system and provides a link to Procserve Supplier Solutions Ltd web site.

The following steps describe how you access and use the Supplier Portal page:

1. **Locate and use the About Supplier Portal**. Click the **Help >> About Supplier Portal** link in the Page Header menu:

About Supplier Portal

Version Version 3.2.2a
© Copyright ProcServe Supplier Solutions Ltd. 2002-2008

Recommended screen resolution: 1024 x 768 pixels
Recommended browsers: Microsoft Internet Explorer 5+, Mozilla 1.5+, Mozilla Firefox, Netscape 6+

Supplier Portal is owned and hosted by ProcServe Supplier Solutions Limited
ProcServe Supplier Solutions Limited is a limited company registered in England and Wales with registration number 3800294
Its registered office is 123 Buckingham Palace Road, London, SW1W 9SR

Visit our website www.procservesuppliersolutions.com to find out more about ProcServe

View our Privacy Policy and Acceptable Use Policy

Terms & Conditions	Effective From
Supplier Portal	21 Jul 2008
Zanzibar	21 Jul 2008

2. The following list describes the About Supplier Portal page:

System Information	The Procserve software version and recommended page resolution and browsers are displayed.
Supplier Portal Ownership	You can find out about us in this area.
Web Site Address	Click the link to access the Procserve home page.
Privacy and Acceptable Use Policies	Click the links to find out about these.
Terms and Conditions	A link and Effective From date is supplied for each Marketplace

When you have finished you close this page in the usual way for your operating system.

4.2.5 Company Admin

4.2.5.1 Company Admin Overview

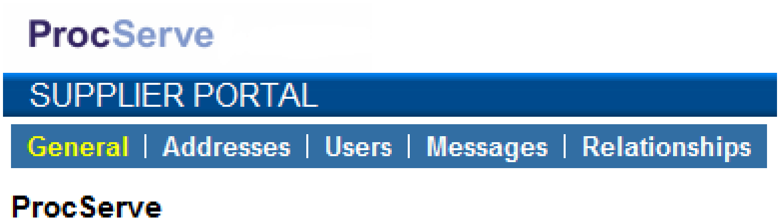
The Admin page is used to view or change your company details.

You can view or change general company information, Users, Messages, Relationships and if you have the relevant setup SpConnect.

1. **Locate the Admin Page**

The following list describes how you locate and use the Admin page:

2. Click the **Admin >> Company Admin** link in the Page Header of any Supplier Portal page:



Note: The above image is reduced for clarity.

3. **Use the Admin Page**. The following list describes the options in the Admin page:

General	When you click this link or when you first open the Admin page the General Configuration area is displayed. See General Admin.
Addresses	Click this link to display the Address area so you can view or change address details. See Addresses Admin.
Users	Click this link to display the Users area so you can view or change User details. See Users Admin.
Messages	You can work with or create new messages to be displayed on the Supplier Portal Home Page. See Messages Admin.
Relationships	You can set up details for the Buying Organisations you deal with. see Buyer Relationships Admin.
spConnect	spConnect is a software solution that provides the ability to download documents (e.g received orders and upload documents (e.g Invoices and Credit Notes) from the Supplier Portal to a computer within your own network. SPConnect Administration menu item will only be displayed if you are authorised to manage spConnect and your Organisation is using spConnect. See spConnect Admin.

4.2.5.2 Users Admin

Quick Links: Topic Overview - Locate the User Admin Page - User List - User Details.

Overview

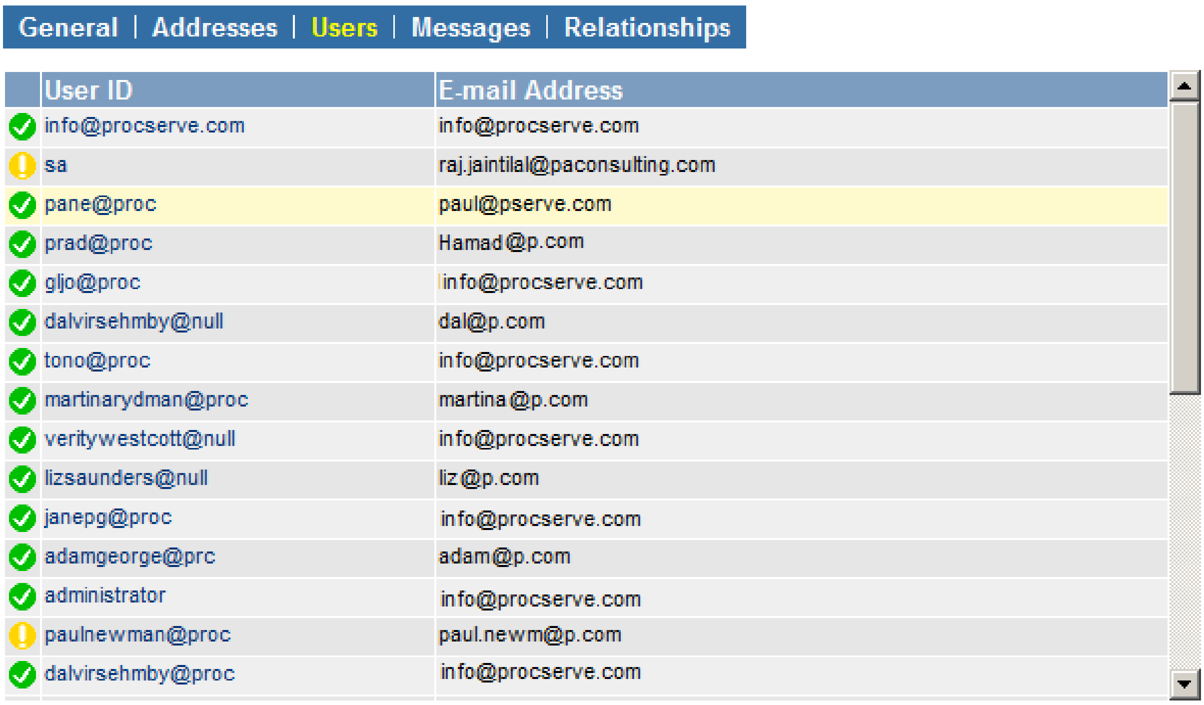
The User Admin area of the Admin page allows you to view and change User accounts. You can also set administrator privileges for a User and lock User accounts.

Note: To add a User account please contact support. See Getting Support.

Locating the User Admin Page. The following list describes how you locate the User Admin page:

1. Click the **Admin >> Company Admin** link in the Page Header of any Supplier Portal page. The General Admin page is displayed.

2. Click the User link in the Admin Menu bar. The User page is displayed:



The above image shows the current User list to the left of the area. The right hand side of the area allows you to view and change User details.

3. **The User List**. This is a list of Users for you Organisation. The following list describes the User list:

- **Status**. The status indicates if the User is locked or not:

  - The Tick icon indicates that the User is not locked.
    See User Details below to find out how to lock an account.

  - The Exclamation mark indicates that the User is locked.

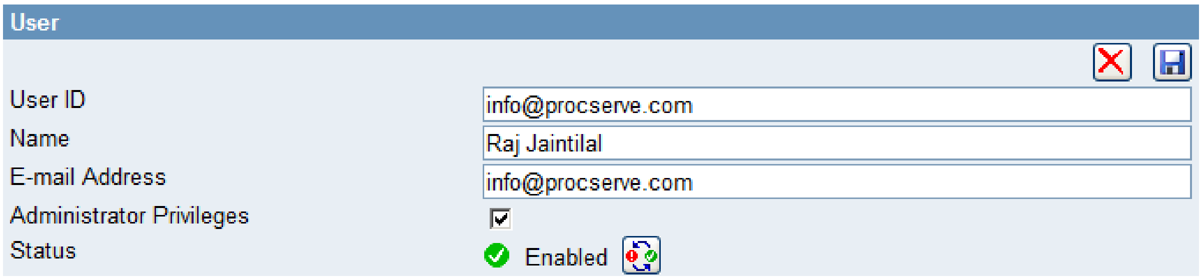
See User Details below to find out how to unlock an account.

- **User ID**. This is the Username that is used to login to both the Procserve and Supplier Portals. When you select a User ID the User details are displayed in the User Details area. See User Details below.

  Note: You cannot add a new User ID yourself, you will need to contact support. See Getting Support.

- **email Address**. The email address for the use. You can change this email address by selecting the User ID and changing the User details in the User Details area. See User Details below.

4. **User Details**. You can change and delete User accounts using the User Details area to the right of the page:



5. The following list describes how you use this area:

- **User Details**. You can change the following details:

  o **User ID**. The User ID.

  o **Name**. The Users name.

  o **email Address**. The Users email address must be unique.

- **Administrator Privileges**. When checked the User has Administrator privileges. When not checked the User is not an administrator.

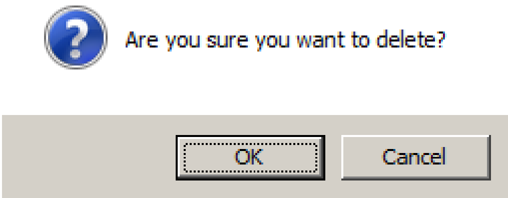
- **Status**. The status indicates if the User is locked or not, you can lock and unlock accounts:

  o The Tick icon indicates that the User is not locked.
  See User Details below to find out how to lock an account.

  o The Exclamation mark indicates that the User is locked.
  See User Details below to find out how to unlock an account.

  o You can click the Change Status icon to toggle the User between locked and unlocked.

- **Delete User**. Click the Delete User icon to delete a User. A prompt is displayed:



Click the OK button to delete the User.
Click the Cancel button to cancel the deletion.

- **Save Changes**. Click the Save icon to validate and, if valid, save your changes.

4.2.5.3 Messages Admin

Quick Links: [Topic Overview](#) - [Locate the Messages Admin Page](#) - [Message List](#) - [Message Details](#).

Overview

The Messages Admin page allows you to work with messages. These messages are displayed on the Supplier Portal Home page.

Locating the Messages Admin Page. The following list describes how you locate the Message Admin area:

1. Click the **Admin >> Company Admin** link in the Page Header of any Supplier Portal page. The General Admin page is displayed.

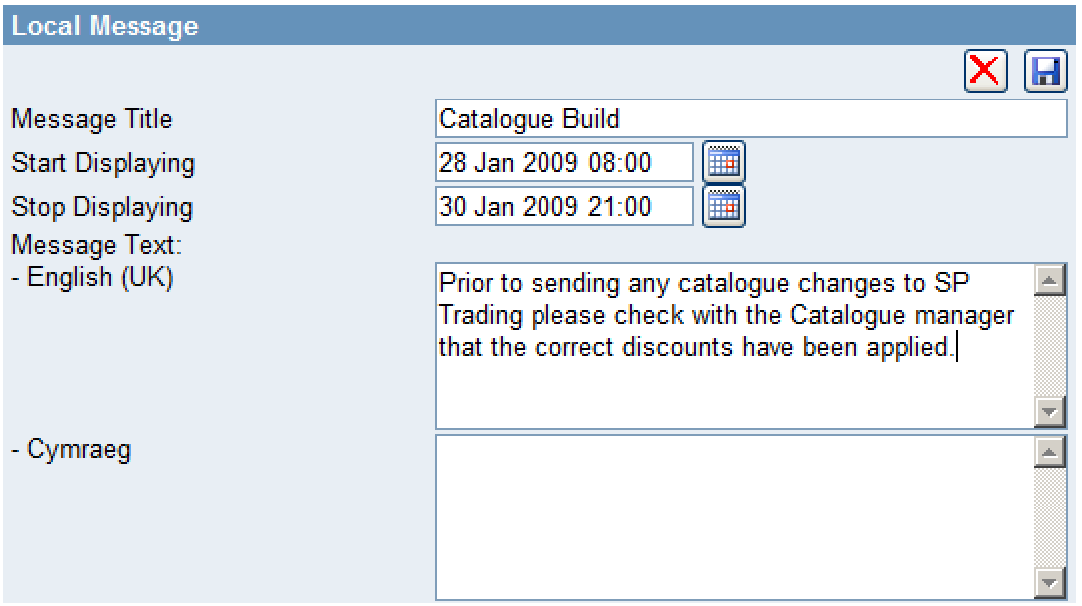
2. Click the Message link in the Admin Menu bar. The Message page is displayed:

The above image shows the current message list to the left of the area. The right hand side of the area allows you to add, change and view messages.

3. **The Message List**. This is a list of existing messages. The following list describes the Message list:

- **Add Message**. Click this icon to add a new message using the Message Details area. See Message Details below.
- **Title**. The name of the message. Click the name to open the message in the Message Details area. See Message Details below.
- **Start**. The date the message will appear on the Supplier Portal Home page. See Message Details below.
- **Stop**. The date the message will stop appearing on the Supplier Portal Home page. See Message Details below.

4. **Message Details**. You can add details to new messages, change or delete messages using the Message Details area to the right of the page:

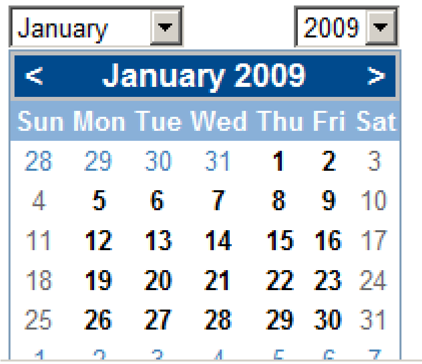


5. The following list describes how you use this area:

- **Message Title**. Enter a name for the message.

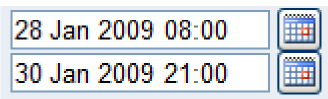
- **Start and Stop Displaying**. These fields define the data and time period the message will be displayed for. To enter a date and time in either field:

  o **Dates**. Click the Calendar icon to use the Calendar pop-up:

  Click a date to use it.
  To change month click the arrows either side of the month title (e.g. January 2009) or select from the month drop down.
  To change year select a year from the drop down.

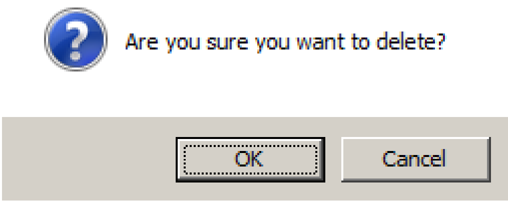
  o **Times**. You can enter a time in either date field. For example:

- **Message Text**. Enter your message in this field.

- **Cymraeg**. You can also enter a Welsh language message in this field.

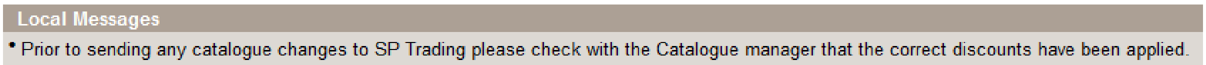
- **Delete Message**. Click the Delete icon to delete the currently displayed message. A prompt is displayed:



Click the OK button to delete the message.
Click the Cancel button to cancel the deletion.

- **Save Changes**. Click the Save icon to validate and, if valid, save your changes.

- The message is displayed on the Supplier Portal Home Page:



4.2.5.4 Buyer Relationships Admin

Quick Links: Topic Overview - Locate the Buyer Relationship Page - Buyer List - Buyer Relationship Details.

Overview

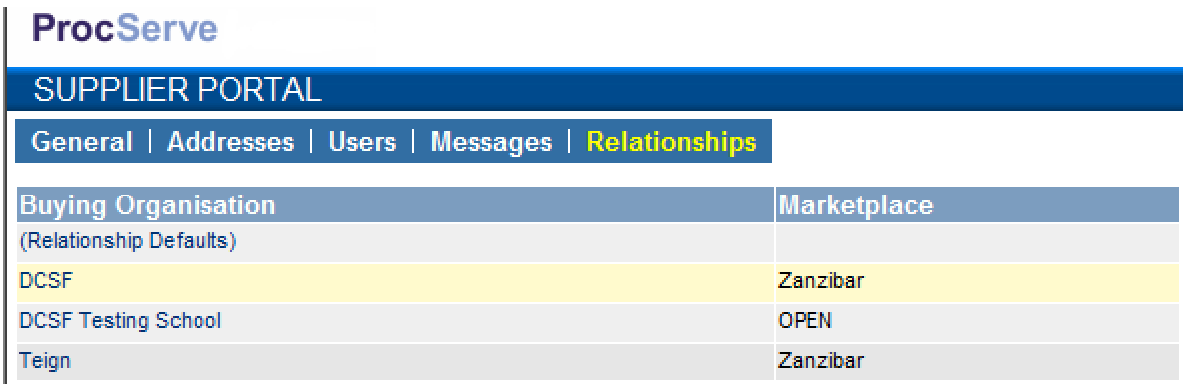
The Buyer Relationships Admin page allows you to create and change the way you receive orders an Request for Quotes.

Note: Notifications are processed by email. If you wish to add Fax and SMS notifications please contact us. See Getting Support.

Locating the Buyer Relationships Admin Page. The following list describes how you locate the Buyer Relationships page:

1. Click the **Admin >> Company Admin** link in the Page Header of any Supplier Portal page. The General Admin page is displayed.

2. Click the Relationships link in the Admin Menu bar. The Buyer Relationships page is displayed:



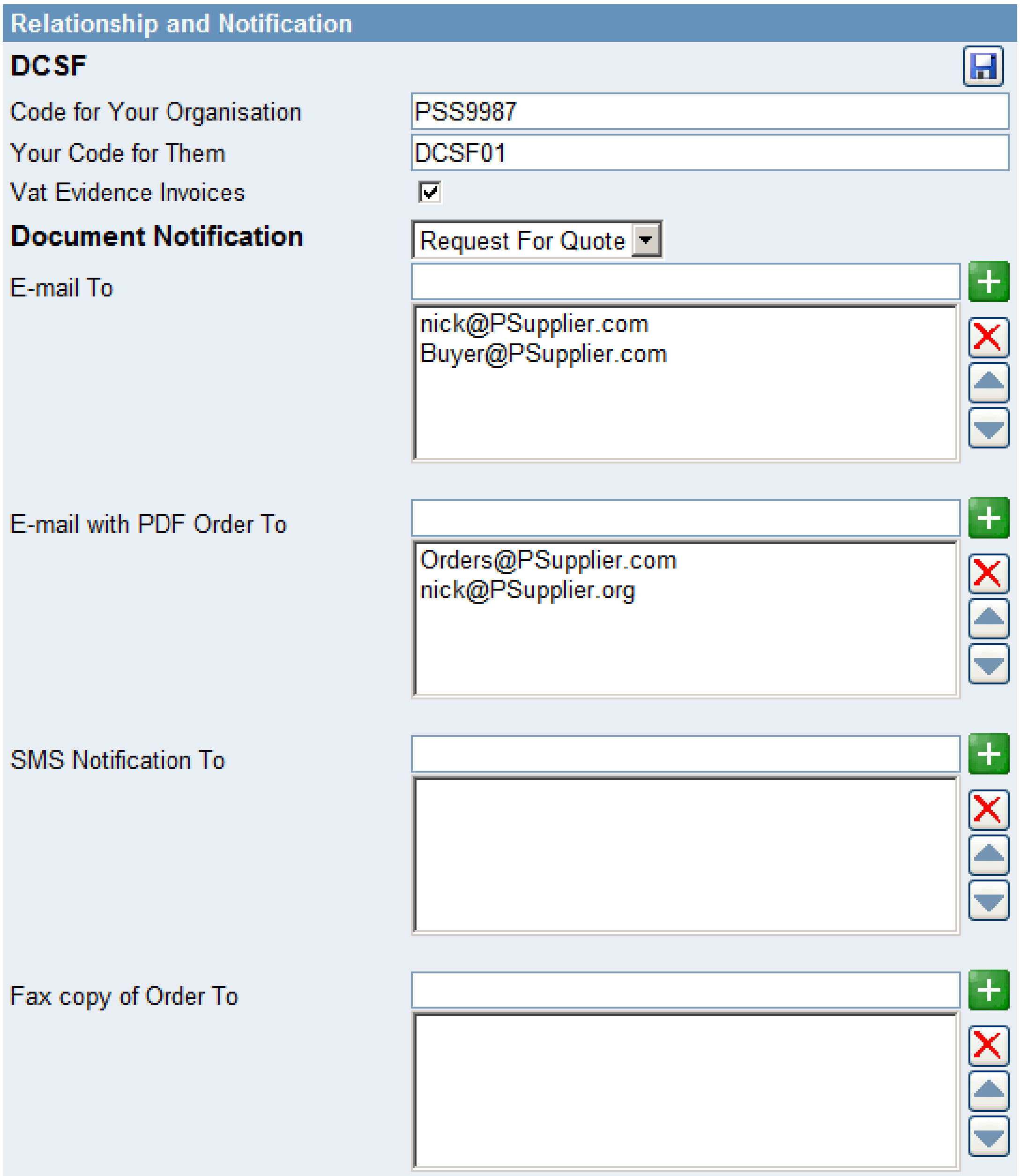
The above image shows your current Buyers list to the left of the area. The right hand side of the area allows you to add, change and view Buyer Relationships.

3. **The Buyer List**. This is a list of existing Buyers. The following list describes the Buyer list:

- **Relationship Defaults**. You can set defaults that are applied to any new Buyer. Click the link to display the defaults in the Buyer Relationship Details area. See Buyer Relationship Details below.

- **Buying Organisation**. This is the name of the Buyer. To view or change the Buyer Relationship details click the Buying Organisation name to open the Buyer Relationship Details area. See Buyer Relationship Details below.

4. **Buyer Relationship Details**. You can change Buyer Relationship details in the area to the right of the page:



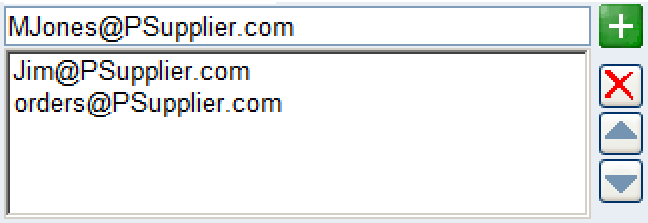
5. The following list describes how you use this area:

- **Code for your Organisation**.This is the account code you wish to use.
- **Your Code for them**. This is the code you wish them to use for you.
- **VAT Evidence Invoices**. Check this field if you need to retain Invoices for VAT evidence.
- **Document Notification**. You can setup both Requests for Quote and Orders by selecting from this list.
- **Entering Details**. For each document type you should enter the following details:
  - **email to**. When a document is received at the Supplier Portal an email will be sent to the email addresses you specify in this list.
  - **email with PDF Order to**. When an email is received with a PDF attached it is sent to the

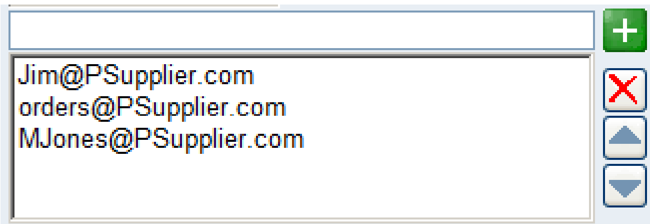
addresses you specify in this list.

- o **SMS Notification**. To send a notification to an SMS recipient enter a Mobile number.
  Note: If you wish to add SMS notifications please contact us. See Getting Support.
- o **Fax Notification**. To send a fax when a document arrives enter one or more Fax numbers.
  Note: If you wish to add SMS notifications please contact us. See Getting Support.

- **Using the Controls**. The following list describes how you add, order or remove notifications for emails. The task is similar when adding SMS or Fax number:
  - o **Enter Notification**. Enter the email address in the To field. For example,



  - o  Click the Add icon to add the item:



  - o **Remove Notification**.  To remove an item select it in the list and click the Delete icon.
  - o **Change Order**.  You can change the order notifications are received in by selecting an item and clicking the relevant icon.

4.2.5.5 spConnect Admin

Overview

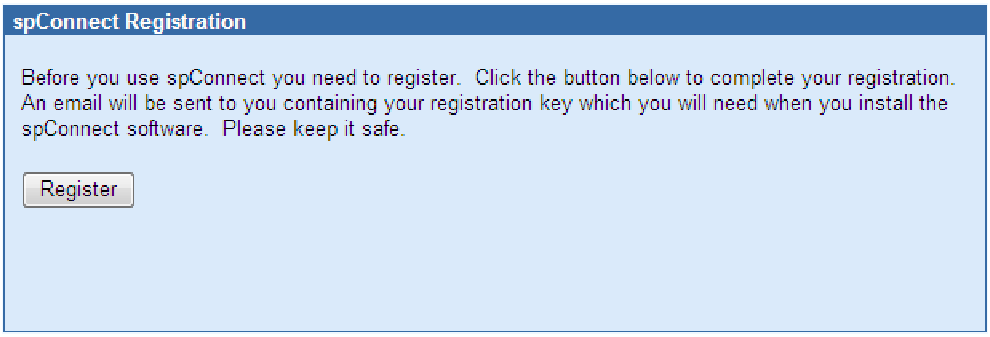
spConnect is a software solution that provides the ability to download documents e.g. received orders and upload documents
e.g. Invoices, Credit Notes from the Supplier Portal to a computer within your own network.
This download / upload facility is a crucial stage in providing integration with your existing sales order processing / invoicing systems and removes the need to manually duplicate transactions received and transmitted by the Supplier Portal.

NOTE - spConnect is a value added service and will only be available once a commercial arrangement has been agreed with Procserve Supplier Solutions Limited. For more information send an email to enquiries@procserve.org

Pre Registration

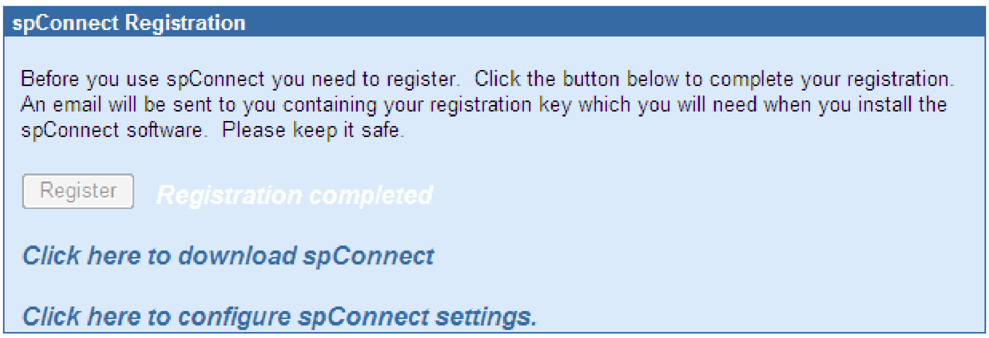
Once a commercial agreement for the use of spConnect has been reached with Procserve Supplier Solutions Limited, the spConnect admin settings will be displayed.

Clicking on the spConnect tab will display the following page.



The Register button should now be clicked. This will send an email to the email address associated with your Supplier Portal login (see Users Admin). This email will contain the a unique spConnect Registration Key and a Service URL. Both of these data items will be required when installing spConnect.

The page will now display two additional options.



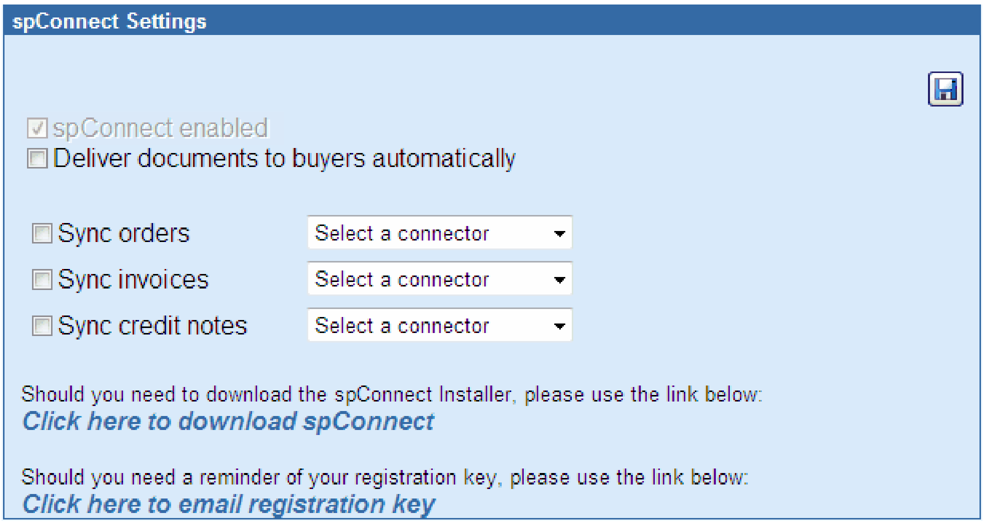
Click on the text *Click here to download spConnect* to download the spConnect software solution. This will ask you to Run or Save a "msi" installation file. This file should be saved to the computer that you intend to run spConnect on. Once saved, the installation routine can be started by double clicking on the "msi" file.

NOTE - full installation and configuration instructions for spConnect will be made available from Procserve Supplier Solutions Limited.

You can now logout of the Supplier Portal to complete the installation of spConnect and then return to the spConnect Admin page, or click on the text ***Click here to configure spConnect settings.*** now to config spConnect.

Configuring spConnect

The spConnect configuration page is displayed below.



The ☑ spConnect enabled checkbox field will be greyed out. A tick will appear in this box automatically once the installation of spConnect has been completed on the client workstation.

The ☑ Deliver documents to buyers automatically field allows you to determine if documents you upload to the Supplier Portal e.g. Invoices should automatically be sent to your buying Organisations. If this is required a tick should be entered, if however you would prefer to manually transmit these documents to your buying Organisations via the Supplier Portal, un-tick this checkbox.

spConnect currently provides the ability to download received orders, and upload Invoices and Credit Notes. Although all of these document types are supported you may only require one or two to be enabled. To enable spConnect to work with your required document types, apply the following settings:-

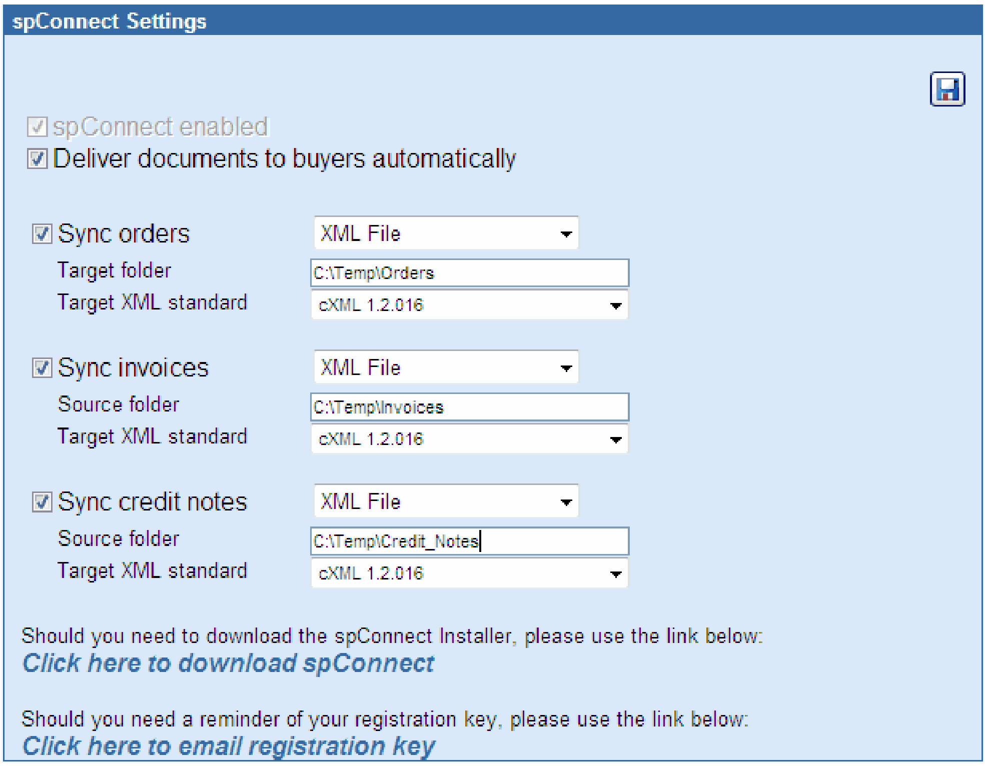
- Click on the check box to the left of the 'Sync...' text to enable orders, Invoices or Credit Notes to be processed by spConnect e.g. ☑ Sync orders. This will enable the spConnect functionality. If at any point the spConnect solution needs to be disabled for this document type, this tick should be removed.

- Within the field currently entitled 'Select a connector', use the drop down list to select the format of the document that you would like to download / upload. Current formats include Sage, Generic File, Zanzibar and XML. If XML is selected, further XML format types are displayed for selection.

- Enter a Target folder on the local machine where your orders will be delivered to, and your Invoices and Credit Notes will be picked up from e.g.

Target folder c:\spConnect\Orders

- Repeat this process for all document types to be exchanged with the Supplier Portal via spConnect.



- click on the button within the spConnect Settings window to save the changes.

If you need to obtain a copy of the installation file of spConnect, click on the *Click here to download spConnect* text.

If you need to obtain a copy of the spConnect Registration email, click on the *Click here to email registration key* text.

4.2.6 Managing Reports

4.2.6.1 Reports Overview

We supply a set of useful Standard reports you can use to help manage your documents.

We can also develop Premium reports based on your requirements for which we charge.
For further information please contact the Service Desk. See Getting Support.

This section provides information on how to work with reports, scheduling reports and provides information about each specific report.

To find out about working with reports see Working with Reports and Scheduling your Reports.

The current Standard Reports are:

- Request For Quote List For A Period
- Request For Quote List For a Date Range
- Quote List For A Period
- Quote List For A Date Range
- Order List For A Period
- Order List For A Date Range
- Invoice List For A Period
- Invoice List For A Date Range
- Self Bill Invoice List For A Period
- Self Bill Invoice List For A Date Range
- Credit Note List For A Period
- Credit Note List For A Date Range
- Self Bill Credit Note List For A Period
- Self Bill Credit Note List For A Date Range
- Terms and Conditions
- Document Summary For A Period
- Document Summary For A Date Range

4.2.6.2 Working with Reports

Quick Links: Topic Overview - Locating the Reports Page - Selecting a Report - Entering Report Parameters - Scheduling Reports

Overview

This topic describes how you produce reports.

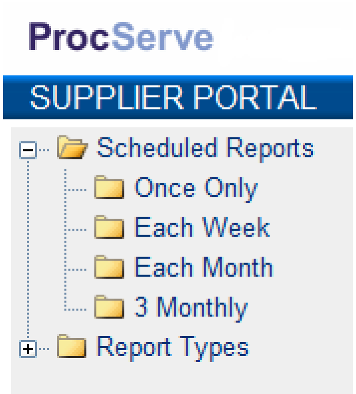
To create a report you:

- **Locate the Reports Page**. See Locating the Reports Page.
- **Select**. Choose a report from the Report list.
- **Enter Parameters**. You enter the information that further defines the report information such as periods.
- **Print or Schedule the Report**. Once you entered your parameters you can print it to PDF or schedule a date and time when it will be printed.

Locating the Reports Page. The following list describes how you locate the Reports page:

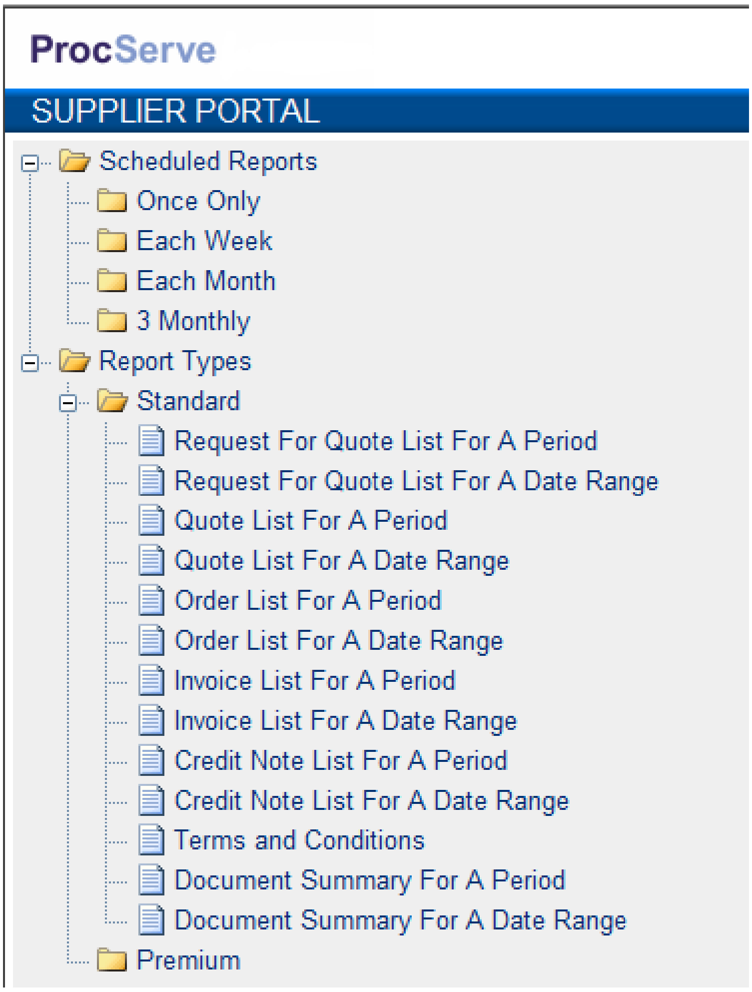
1. Click the **Admin >> Reports** link in the Page Header of any Supplier Portal page.

2. **The Report List Page**. The Report page is displayed:



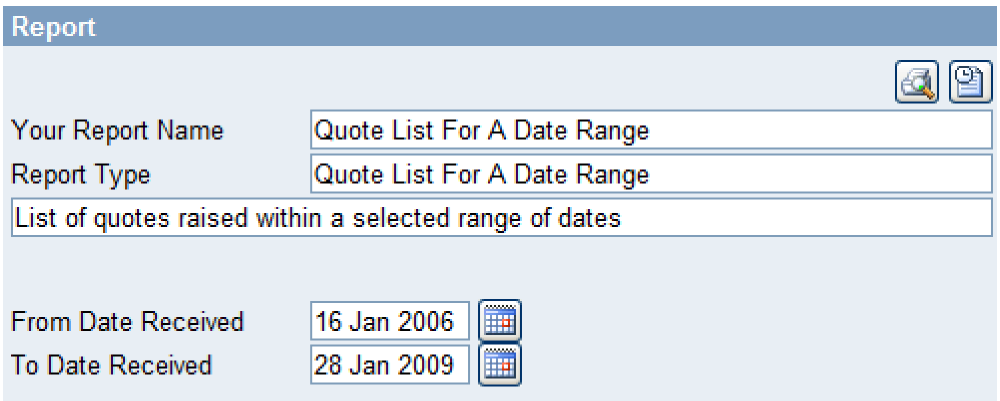
3. **Select a Report**. The Report list is a tree control that you navigate to find the report you wish to work with.

4. Navigate **Report Types >> Standard**. The Standard reports are listed:



5. Click a Report link, for example Quote List for a Date Range.

6. **Entering Report Parameters**. The Report Parameters area is displayed, for example:



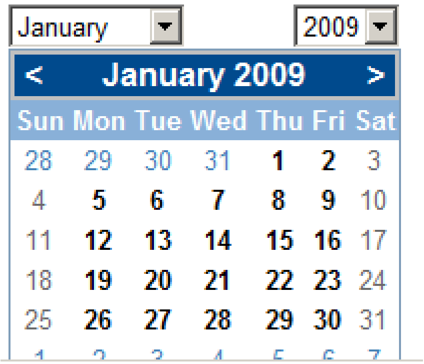
Note: This set of Parameters refers to a Date Range report. For a Period report you would select a period from a drop down.

7. The following list describes how you use the Report Parameter area:

- **Report Details**. The Report Name, Report Type and Description fields are read only.

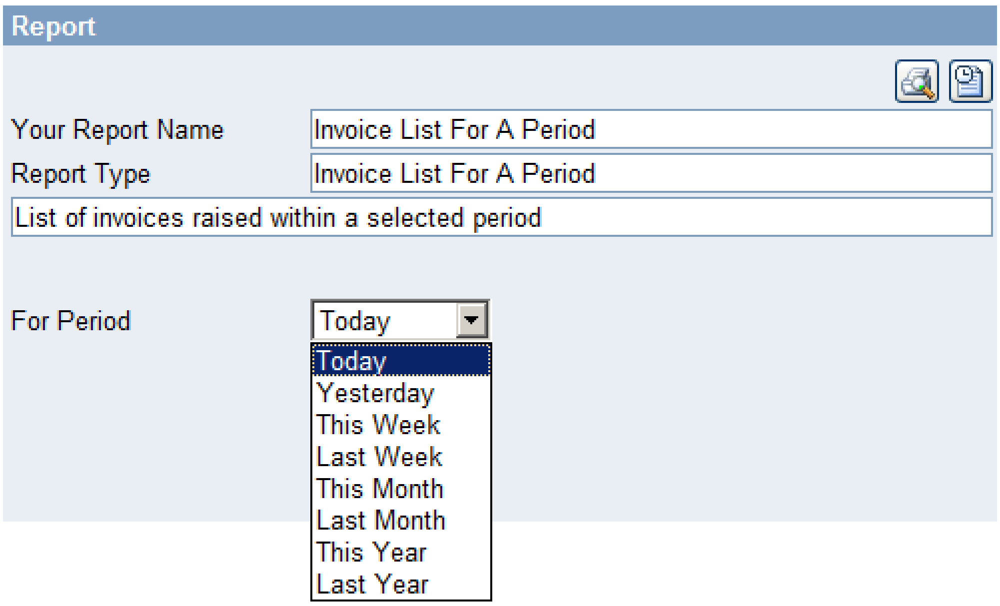
- **From and To Dates**. You can specify the from and to dates you want the report to include documents for:

  o Click the Calendar icon to use the Calendar pop-up:



Click a date to use it.
To change month click the arrows either side of the month title (e.g. January 2009) or select from the month drop down.
To change year select a year from the drop down.

- **Select Period**. In Period reports From and To dates are not relevant. Instead you choose from a drop down, for example:



Note: The Terms and Conditions report allows you to select from Procserve and the markets your are in.

- **Print Report**. When you have entered your parameters you can click the Print Preview icon to produce PDF copy of your report. You can save this copy to disk, print it or carry out other operations that your PDF editor allows.

- **Schedule Report**. Click the Scheduler icon to display the Scheduler below the Parameter area. See Scheduling your Reports.

4.2.6.3 Scheduling your Reports

Quick Links: Topic Overview - Locating the Report Scheduler - Working w ith Report Schedules.

Overview

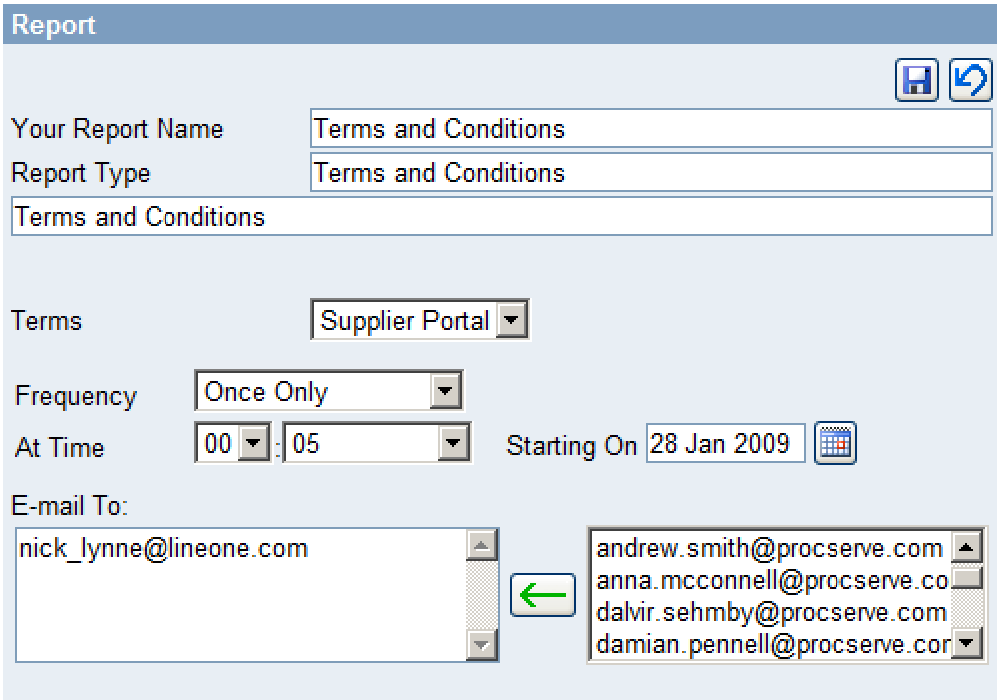
In addition to running ad hoc reports as described in Reports Overview you can also set a schedule fro your reports to run.
You can set how often you want the report to run and when.
You can also email Users to let them know the report is ready.

The following steps describe how you schedule a report:

1. **Locating the Report Scheduler**. Select a Report and enter Parameters as described in Working with Reports.

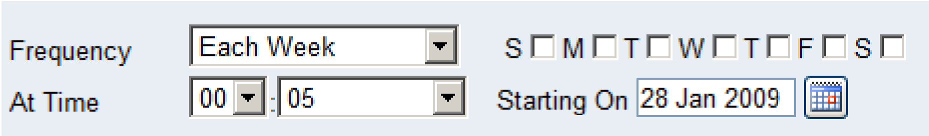
2.  Click the Scheduler icon.

3. **Working with Report Schedules**. The Scheduler details are displayed. For example,



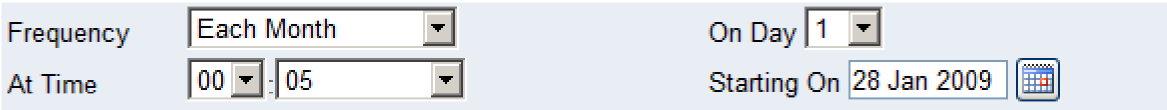
4. The following list describes the Scheduler parameters:

- **Frequency**. Select a Frequency from the drop down.
  Depending on your selection the system will display different fields.
  The following list describes the options:
  - o **Once Only (ASAP)**. The report will run immediately.
  - o **Once Only**. As shown in the above image You can select a time and date when the report will run.
  - o **Each Week**. When you select Each Week the following options are displayed:



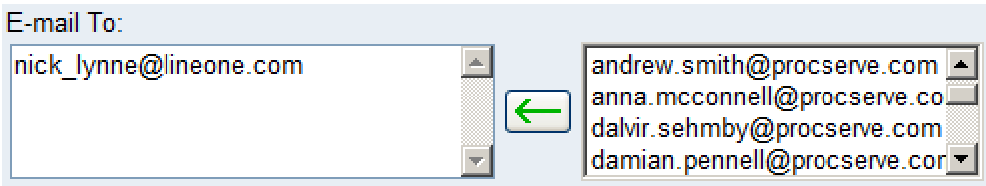
You can check a day (or days) of the week you wish the report to run.
You can select a time and date when the report schedule will begin.

- **Each Month / 3 Monthly**. When you select Each Month or 3 Monthly the following options are displayed:



You select the day of the month you wish the report to run.
You can select a time and date when the report schedule will begin.

- **Email to**. You will be notified by Email when the report has run:



- You can add or delete who will be notified by email.
- The email to list is text so you can type a name in the field (separated by semi colons).
- You can also add a recipient by selecting the item in the right hand list and clicking the green arrow.
- To delete a recipient select the recipient and delete (including any semi-colons) using your keyboard delete key.

- **Save Icon**. When you have created a schedule and completed the recipient list you click the Save icon to validate and, if valid, save your changes. The new Schedule appear in the Schedule list, for example:

Tip: To change the schedule click the report then the Schedule icon and proceed as above.

- **Cancel Changes**. To cancel your changes click the Cancel icon.

- **Delete Schedule**. When available this icon allows you to delete the schedule.

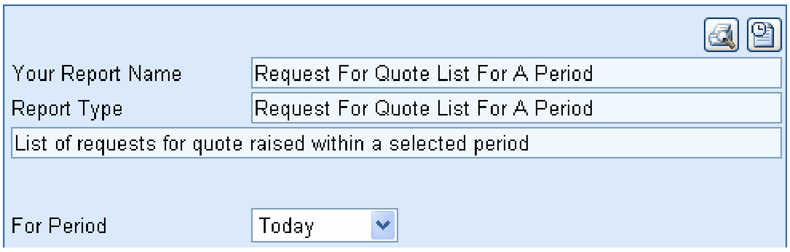
4.2.6.4 Available Reports

4.2.6.4.1 Request For Quote List For A Period

Overview

- Click Standard to view all standard reports.

- Click **Request For Quote List For A Period** to select the Request For Quote List For A Period report.



- Use the pull down list to select the time frame for the report

- **Today** - all Request For Quote's received on this day
- **Yesterday** - all Request For Quote's received yesterday
- **This Week** - all Request For Quote's received this week (start day is Sunday)
- **Last week** - all Request For Quote's received last week (Sunday to Saturday)
- **This Month** - all Request For Quote's received from the 1st of the current month
- **Last Month** - all Request For Quote's received last month
- **This Year** - all Request For Quote's received this year (start date is 1st January)
- **Last Year** - all Request For Quote's received last year (January 1st to December 31st last year)

To print the report immediately:

- Click and the report will be rendered in a new window

Produced: 21 Jun 2006 13:31 For: IMPAQ Business Solutions Limited Page: 1 of 1

Request For Quote List (For Year 01 Jan 2006 - Present)

Received	From	Request No.	Request Date
12 Jun 2006 15:25	SP Trading PLC	SP0209387	01 Feb 2006
19 Jun 2006 11:20	SP Trading PLC	SP08052006/3	08 May 2006
19 Jun 2006 15:13	SP Trading PLC	SP08052007	20 May 2006
19 Jun 2006 15:25	SP Trading PLC	SP08052008	26 May 2006

No. of Requests For Quote: 4

To print the document to your printer:

- Click  and follow the on page prompts

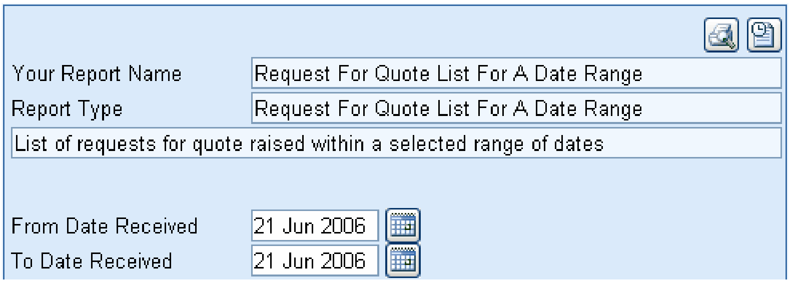
You can close the print preview window by:

- Clicking 

4.2.6.4.2 Request For Quote List For A Date Range

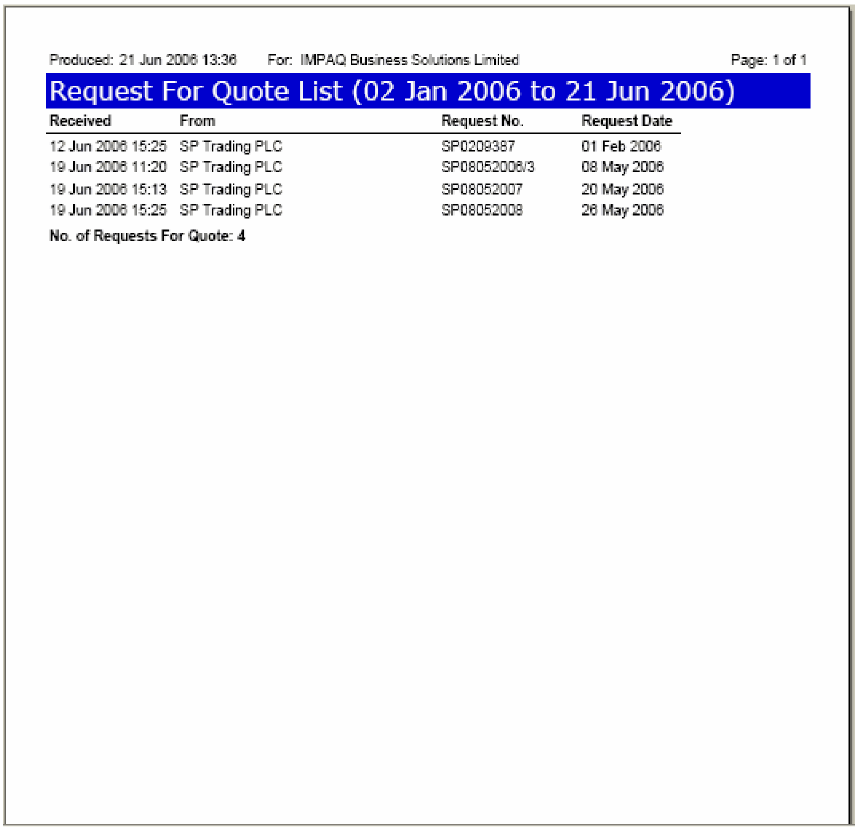
Overview

- Click Standard to view all standard reports.
- Click Request For Quote List For A Date Range to select the Request For Quote List For A Date Range report.
- Use the buttons to define the From and To dates.



To print the report immediately:

- Click and the report will be rendered in a new window


Produced: 21 Jun 2006 13:36 For: IMPAQ Business Solutions Limited Page: 1 of 1

Request For Quote List (02 Jan 2006 to 21 Jun 2006)

Received	From	Request No.	Request Date
12 Jun 2006 15:25	SP Trading PLC	SP0209387	01 Feb 2006
19 Jun 2006 11:20	SP Trading PLC	SP08052006/3	08 May 2006
19 Jun 2006 15:13	SP Trading PLC	SP08052007	20 May 2006
19 Jun 2006 15:25	SP Trading PLC	SP08052008	26 May 2006

No. of Requests For Quote: 4

To print the document to your printer:

- Click and follow the on page prompts

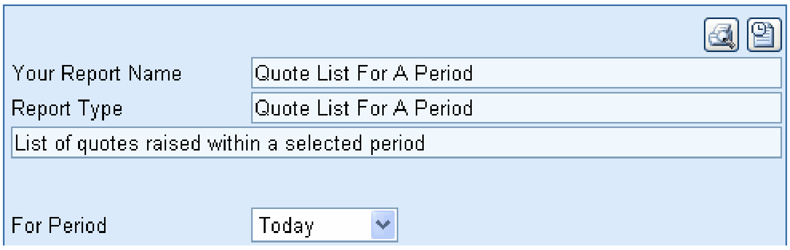
You can close the print preview window by:

- Clicking 

4.2.6.4.3 Quote List For A Period

Overview

- Click Standard to view all standard reports.
- Click Quote List For A Period to select the Quote List For A Period report.



- Use the pull down list to select the time frame for the report

- **Today** - all Quotes sent on this day
- **Yesterday** - all Quotes sent yesterday
- **This Week** - all Quotes sent this week (start day is Sunday)
- **Last week** - all Quotes sent last week (Sunday to Saturday)
- **This Month** - all Quotes sent from the 1st of the current month
- **Last Month** - all Quotes sent last month
- **This Year** - all Quotes sent this year (start date is 1st January)
- **Last Year** - all Quotes sent last year (January 1st to December 31st last year)

To print the report immediately:

- Click and the report will be rendered in a new window

Produced: 17 Apr 2007 16:13 For: IMPAQ Business Solutions Limited Page: 1 of 1

Quote List (For Year 01 Jan 2007 - Present)

Raised	To	Quote No.	Sent	Excl.Tax	Total Value
07 Mar 2007 13:58	SP Trading PLC	37	Yes	7,831.20	9,201.66 EUR
13 Mar 2007 11:43	SP Trading PLC	39	Yes	6,315.00	7,420.13 GBP
16 Mar 2007 14:31	SP Trading PLC	40	Yes	7,500.00	8,812.50 GBP
16 Mar 2007 14:37	SP Trading PLC	41	Yes	6,000.00	7,050.00 EUR
13 Apr 2007 11:33	SP Trading PLC	46	Yes	11,082.80	13,022.29 GBP
13 Apr 2007 15:18	SP Trading PLC	47	No	0.00	0.00 EUR
No. of Quotes: 6			**Report Totals:**	**33,931.18**	**39,869.14** GBP

To print the document to your printer:

- Click  and follow the on page prompts

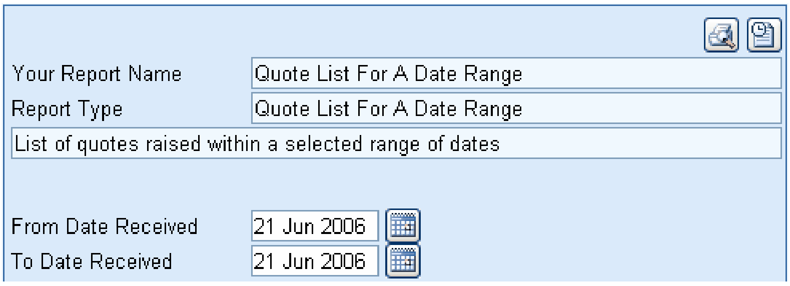
You can close the print preview window by:

- Clicking 

4.2.6.4.4 Quote List For A Date Range

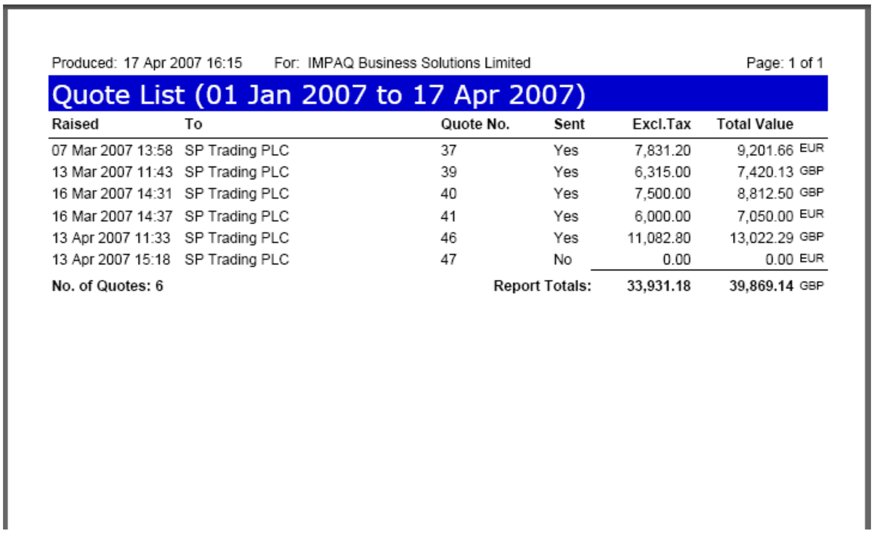
Overview

- Click Standard to view all standard reports.
- Click **Quote List For A Date Range** to select the Quote List For A Date Range report.
- Use the buttons to define the From and To dates.



To print the report immediately:

- Click and the report will be rendered in a new window



Produced: 17 Apr 2007 16:15 For: IMPAQ Business Solutions Limited Page: 1 of 1

Quote List (01 Jan 2007 to 17 Apr 2007)

Raised	To	Quote No.	Sent	Excl.Tax	Total Value
07 Mar 2007 13:58	SP Trading PLC	37	Yes	7,831.20	9,201.66 EUR
13 Mar 2007 11:43	SP Trading PLC	39	Yes	6,315.00	7,420.13 GBP
16 Mar 2007 14:31	SP Trading PLC	40	Yes	7,500.00	8,812.50 GBP
16 Mar 2007 14:37	SP Trading PLC	41	Yes	6,000.00	7,050.00 EUR
13 Apr 2007 11:33	SP Trading PLC	46	Yes	11,082.80	13,022.29 GBP
13 Apr 2007 15:18	SP Trading PLC	47	No	0.00	0.00 EUR
No. of Quotes: 6			**Report Totals:**	**33,931.18**	**39,869.14** GBP

To print the document to your printer:

- Click and follow the on page prompts

You can close the print preview window by:

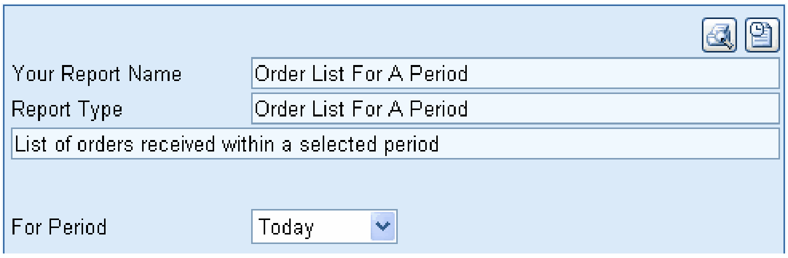
- Clicking

4.2.6.4.5 Order List For A Period

Overview

- Click  to view all standard reports.

- Click  to select the Order List For A Period report.



- Use the pull down list to select the time frame for the report

- **Today** - all orders received on this day
- **Yesterday** - all orders received yesterday
- **This Week** - all orders received this week (start day is Sunday)
- **Last week** - all orders received last week (Sunday to Saturday)
- **This Month** - all orders received from the 1st of the current month
- **Last Month** - all orders received last month
- **This Year** - all orders received this year (start date is 1st January)
- **Last Year** - all orders received last year (January 1st to December 31st last year)

To print the report immediately:

- Click  and the report will be rendered in a new window

Produced: 17 Apr 2007 16:17 For: IMPAQ Business Solutions Limited Page: 1 of 1

Order List (For Year 01 Jan 2007 - Present)

Received	From	Order No.	Order Date	Order Value
22 Jan 2007 17:30	SP Trading PLC	IMP2761/1242	08 Dec 2006	5,283.87 GBP
13 Mar 2007 11:04	SP Trading PLC	SP130307110100	08 Dec 2006	5,283.87 GBP
14 Mar 2007 11:18	SP Trading PLC	SP140307111100	08 Dec 2006	5,283.87 EUR
15 Mar 2007 15:29	SP Trading PLC	SJPPODemo002	14 Mar 2007	5,283.87 GBP
02 Apr 2007 11:40	SP Trading PLC	DO020407003	14 Mar 2007	5,283.87 GBP
10 Apr 2007 10:52	SP Trading PLC	SP100407105000	14 Mar 2007	5,283.87 GBP
11 Apr 2007 14:37	SP Trading PLC	SP100407105GHI	14 Mar 2007	5,283.87 GBP
11 Apr 2007 17:10	SP Trading PLC	DO020407002	14 Mar 2007	5,283.87 GBP
12 Apr 2007 09:59	SP Trading PLC	SP120407100000	14 Mar 2007	5,283.87 GBP
13 Apr 2007 10:19	SP Trading PLC	IMP071304	13 Apr 2007	4,233.20 GBP
17 Apr 2007 13:58	SP Trading PLC	IMP071304RA	13 Apr 2007	4,233.20 GBP
17 Apr 2007 13:59	SP Trading PLC	IMP071304BA	13 Apr 2007	4,233.20 GBP
17 Apr 2007 13:59	SP Trading PLC	IMP071304DET	13 Apr 2007	4,233.20 GBP
No. of Orders: 13			**Report Total:**	**62,740.49** GBP

To print the document to your printer:

- Click and follow the on page prompts

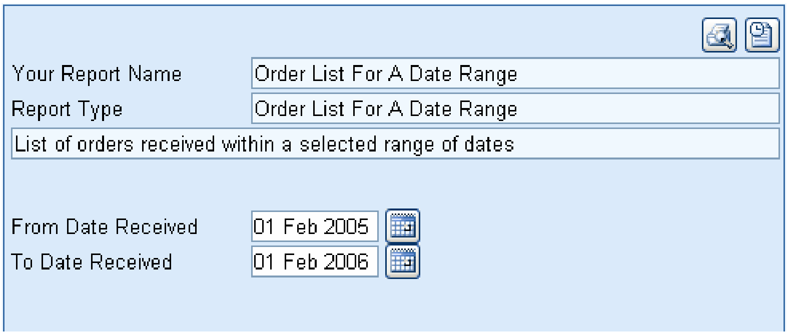
You can close the print preview window by:

- Clicking

4.2.6.4.6 Order List For A Date Range

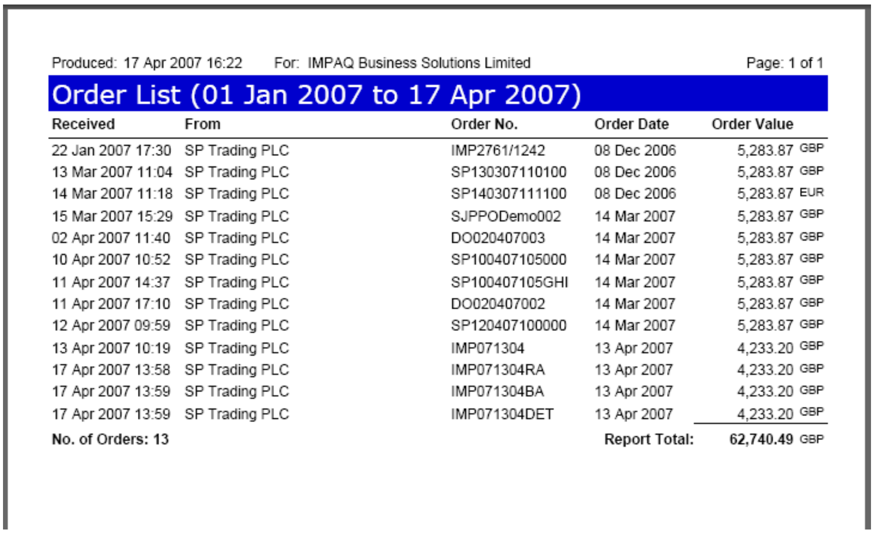
Overview

- Click Standard to view all standard reports.
- Click Order List For A Date Range to select the Order List For A Date Range report.
- Use the buttons to define the From and To dates.



To print the report immediately:

- Click and the report will be rendered in a new window



Produced: 17 Apr 2007 16:22 For: IMPAQ Business Solutions Limited Page: 1 of 1

Order List (01 Jan 2007 to 17 Apr 2007)

Received	From	Order No.	Order Date	Order Value
22 Jan 2007 17:30	SP Trading PLC	IMP2761/1242	08 Dec 2006	5,283.87 GBP
13 Mar 2007 11:04	SP Trading PLC	SP130307110100	08 Dec 2006	5,283.87 GBP
14 Mar 2007 11:18	SP Trading PLC	SP140307111100	08 Dec 2006	5,283.87 EUR
15 Mar 2007 15:29	SP Trading PLC	SJPPODemo002	14 Mar 2007	5,283.87 GBP
02 Apr 2007 11:40	SP Trading PLC	DO020407003	14 Mar 2007	5,283.87 GBP
10 Apr 2007 10:52	SP Trading PLC	SP100407105000	14 Mar 2007	5,283.87 GBP
11 Apr 2007 14:37	SP Trading PLC	SP100407105GHI	14 Mar 2007	5,283.87 GBP
11 Apr 2007 17:10	SP Trading PLC	DO020407002	14 Mar 2007	5,283.87 GBP
12 Apr 2007 09:59	SP Trading PLC	SP120407100000	14 Mar 2007	5,283.87 GBP
13 Apr 2007 10:19	SP Trading PLC	IMP071304	13 Apr 2007	4,233.20 GBP
17 Apr 2007 13:58	SP Trading PLC	IMP071304RA	13 Apr 2007	4,233.20 GBP
17 Apr 2007 13:59	SP Trading PLC	IMP071304BA	13 Apr 2007	4,233.20 GBP
17 Apr 2007 13:59	SP Trading PLC	IMP071304DET	13 Apr 2007	4,233.20 GBP
No. of Orders: 13			Report Total:	62,740.49 GBP

To print the document to your printer:

- Click and follow the on page prompts

You can close the print preview window by:

- Clicking

4.2.6.4.7 Invoice List For A Period

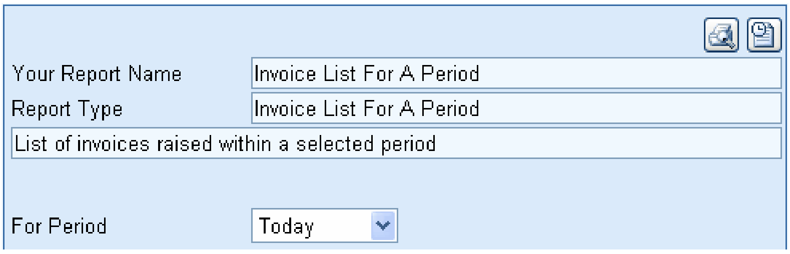
Overview

- Click 

to view all standard reports.

- Click 

to select the Invoice List For A Period report.



- Use the pull down list to select the time frame for the report

- **Today** - all Invoices created on this day
- **Yesterday** - all Invoices created yesterday
- **This Week** - all Invoices created this week (start day is Sunday)
- **Last week** - all Invoices created last week (Sunday to Saturday)
- **This Month** - all Invoices created from the 1st of the current month
- **Last Month** - all Invoices created last month
- **This Year** - all Invoices created this year (start date is 1st January)
- **Last Year** - all Invoices created last year (January 1st to December 31st last year)

To print the report immediately:

- Click  and the report will be rendered in a new window

Produced: 17 Apr 2007 16:23 For: IMPAQ Business Solutions Limited Page: 1 of 1

Invoice List (For Year 01 Jan 2007 - Present)

Raised	To	Invoice No.	Sent	Excl.Tax	Total Value
05 Jan 2007 15:05	SP Trading PLC	58	Yes	1,500.00	1,762.50 GBP
05 Jan 2007 15:07	GO Distribution Limited	59	Yes	332.06	390.17 GBP
05 Feb 2007 10:05	SP Trading PLC	546	Yes	5,283.87	6,208.55 GBP
22 Feb 2007 11:26	SP Trading PLC	64	Yes	312.56	367.26 GBP
13 Mar 2007 11:10	SP Trading PLC	67	Yes	6,811.32	8,003.31 GBP
14 Mar 2007 11:24	SP Trading PLC	69	Yes	1,500.00	1,762.49 EUR
02 Apr 2007 10:32	SP Trading PLC	71	Yes	5,283.87	6,208.55 GBP
03 Apr 2007 14:12	SP Trading PLC	72	No	1,792.56	2,106.26 GBP
03 Apr 2007 15:30	SP Trading PLC	73	No	3,491.31	4,102.29 GBP
03 Apr 2007 15:38	SP Trading PLC	74	No	5,283.87	6,208.55 GBP
04 Apr 2007 16:42	SP Trading PLC	75	No	0.00	0.00 GBP
10 Apr 2007 10:53	SP Trading PLC	76	No	0.00	0.00 GBP
12 Apr 2007 09:59	SP Trading PLC	77	No	0.00	0.00 GBP
17 Apr 2007 15:24	SP Trading PLC	78	No	4,233.20	4,974.01 GBP
No. of Invoices: 14			**Report Totals:**	**35,327.96**	**41,510.37** GBP

To print the document to your printer:

- Click  and follow the on page prompts

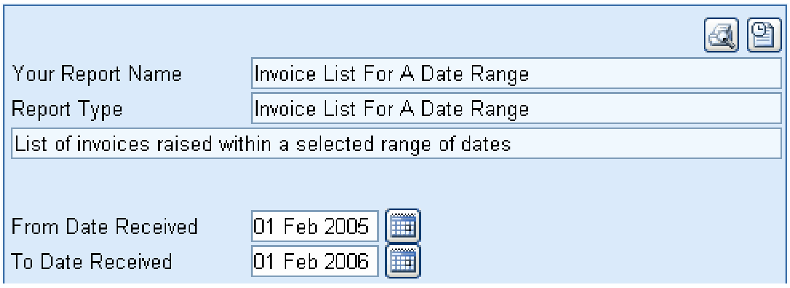
You can close the print preview window by:

- Clicking 

4.2.6.4.8 Invoice List For A Date Range

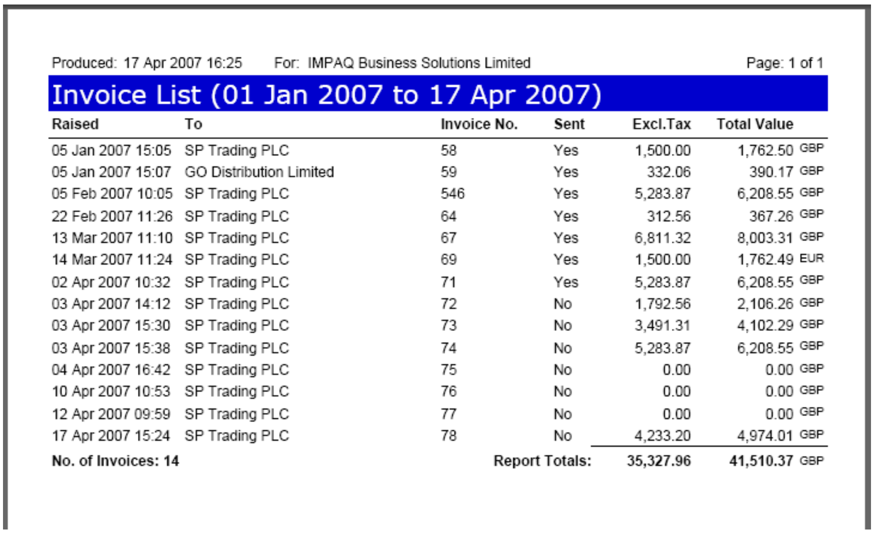
Overview

- Click Standard to view all standard reports.
- Click Invoice List For A Date Range to select the Invoice List For A Date Range report.
- Use the buttons to define the From and To dates.



To print the report immediately:

- Click and the report will be rendered in a new window



Produced: 17 Apr 2007 16:25 For: IMPAQ Business Solutions Limited Page: 1 of 1

Invoice List (01 Jan 2007 to 17 Apr 2007)

Raised	To	Invoice No.	Sent	Excl.Tax	Total Value
05 Jan 2007 15:05	SP Trading PLC	58	Yes	1,500.00	1,762.50 GBP
05 Jan 2007 15:07	GO Distribution Limited	59	Yes	332.06	390.17 GBP
05 Feb 2007 10:05	SP Trading PLC	546	Yes	5,283.87	6,208.55 GBP
22 Feb 2007 11:26	SP Trading PLC	64	Yes	312.56	367.26 GBP
13 Mar 2007 11:10	SP Trading PLC	67	Yes	6,811.32	8,003.31 GBP
14 Mar 2007 11:24	SP Trading PLC	69	Yes	1,500.00	1,762.49 EUR
02 Apr 2007 10:32	SP Trading PLC	71	Yes	5,283.87	6,208.55 GBP
03 Apr 2007 14:12	SP Trading PLC	72	No	1,792.56	2,106.26 GBP
03 Apr 2007 15:30	SP Trading PLC	73	No	3,491.31	4,102.29 GBP
03 Apr 2007 15:38	SP Trading PLC	74	No	5,283.87	6,208.55 GBP
04 Apr 2007 16:42	SP Trading PLC	75	No	0.00	0.00 GBP
10 Apr 2007 10:53	SP Trading PLC	76	No	0.00	0.00 GBP
12 Apr 2007 09:59	SP Trading PLC	77	No	0.00	0.00 GBP
17 Apr 2007 15:24	SP Trading PLC	78	No	4,233.20	4,974.01 GBP
No. of Invoices: 14			**Report Totals:**	**35,327.96**	**41,510.37** GBP

To print the document to your printer:

- Click and follow the on page prompts

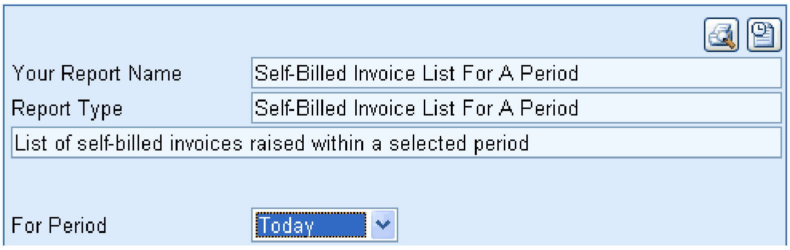
You can close the print preview window by:

- Clicking

4.2.6.4.9 Self Billed Invoice List For A Period

Overview

- Click Standard to view all standard reports.
- Click Self-Billed Invoice List For A Period to select the Self Billed Invoices List For A Period report.



- Use the pull down list to select the time frame for the report

- **Today** - all Self Billed Invoices received on this day
- **Yesterday** - all Self Billed Invoices received yesterday
- **This Week** - all Self Billed Invoices received this week (start day is Sunday)
- **Last week** - all Self Billed Invoices received last week (Sunday to Saturday)
- **This Month** - all Self Billed Invoices received from the 1st of the current month
- **Last Month** - all Self Billed Invoices received last month
- **This Year** - all Self Billed Invoices received this year (start date is 1st January)
- **Last Year** - all Self Billed Invoices received last year (January 1st to December 31st last year)

To print the report immediately:

- Click and the report will be rendered in a new window

Produced: 23 Jun 2006 10:11 For: IMPAQ Business Solutions Limited Page: 1 of 1

Self-Billed Invoice List (For Year 01 Jan 2006 - Present)

Raised	From	Invoice No.	Sent	Excl.Tax	Total Value
16 Jun 2006 16:47	GO Distribution Limited	GODIST/SBI/2159/01	No	1,836.50	2,157.89 GBP
21 Jun 2006 15:25	GO Distribution Limited	GODIST/SBI/9483/2	No	8,070.60	9,482.96 GBP
22 Jun 2006 16:22	GO Distribution Limited	GODIST/SBI/9483/3	No	8,070.60	9,482.96 GBP
23 Jun 2006 09:20	GO Distribution Limited	GODIST/SBI/9483/4	No	8,070.60	9,482.96 GBP
23 Jun 2006 09:24	GO Distribution Limited	GODIST/SBI/9483/5	No	8,070.60	9,482.96 GBP
No. of Self-Billed Invoices: 5			Report Totals:	34,118.90	40,089.73

To print the document to your printer:

- Click and follow the on page prompts

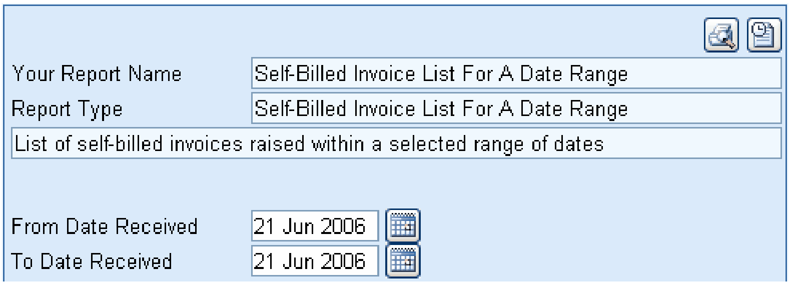
You can close the print preview window by:

- Clicking

4.2.6.4.10 Self Billed Invoice List For A Date Range

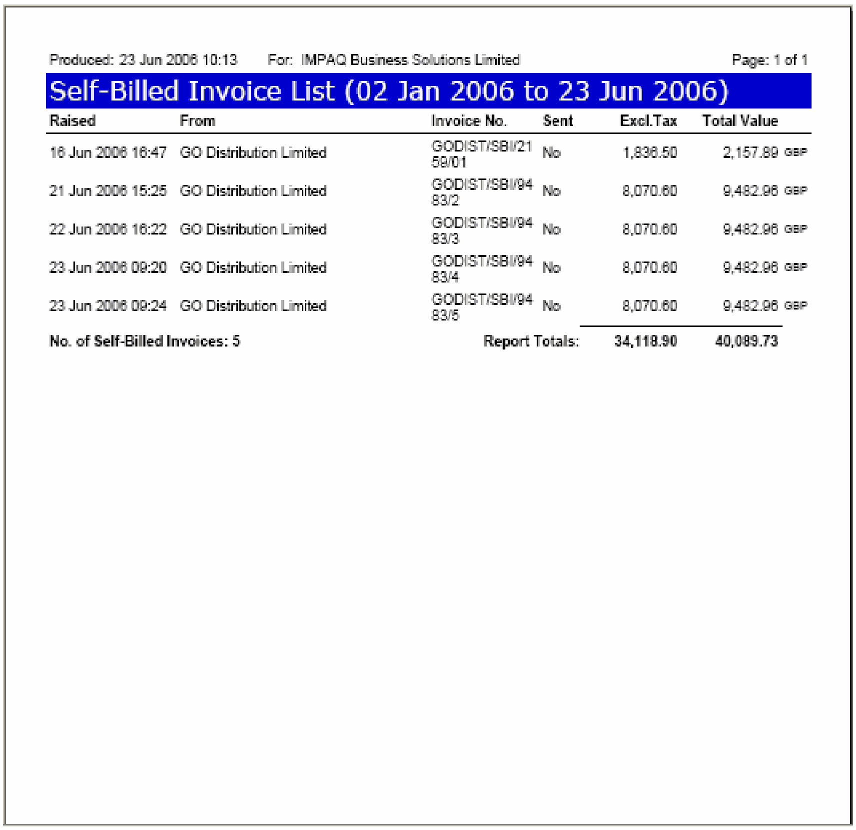
Overview

- Click Standard to view all standard reports.
- Click **Self-Billed Invoice List For A Date Range** to select the Self Billed Invoices List For A Date Range report.
- Use the buttons to define the From and To dates.



To print the report immediately:

- Click and the report will be rendered in a new window



Produced: 23 Jun 2006 10:13 For: IMPAQ Business Solutions Limited Page: 1 of 1

Self-Billed Invoice List (02 Jan 2006 to 23 Jun 2006)

Raised	From	Invoice No.	Sent	Excl.Tax	Total Value
16 Jun 2006 16:47	GO Distribution Limited	GODIST/SBI/2159/01	No	1,836.50	2,157.89 GBP
21 Jun 2006 15:25	GO Distribution Limited	GODIST/SBI/9483/2	No	8,070.60	9,482.96 GBP
22 Jun 2006 16:22	GO Distribution Limited	GODIST/SBI/9483/3	No	8,070.60	9,482.96 GBP
23 Jun 2006 09:20	GO Distribution Limited	GODIST/SBI/9483/4	No	8,070.60	9,482.96 GBP
23 Jun 2006 09:24	GO Distribution Limited	GODIST/SBI/9483/5	No	8,070.60	9,482.96 GBP
No. of Self-Billed Invoices: 5			Report Totals:	34,118.90	40,089.73

To print the document to your printer:

- Click and follow the on page prompts

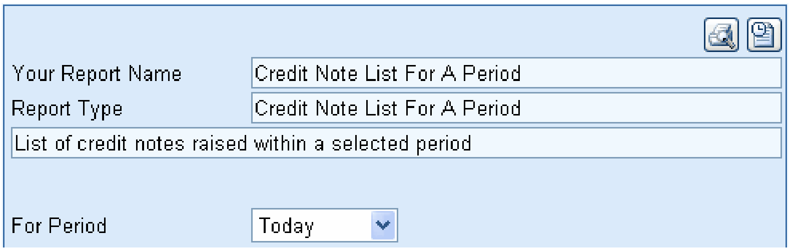
You can close the print preview window by:

- Clicking 

4.2.6.4.11 Credit Note List For A Period

Overview

- Click Standard to view all standard reports.
- Click Credit Note List For A Period to select the Credit Note List For A Period report.

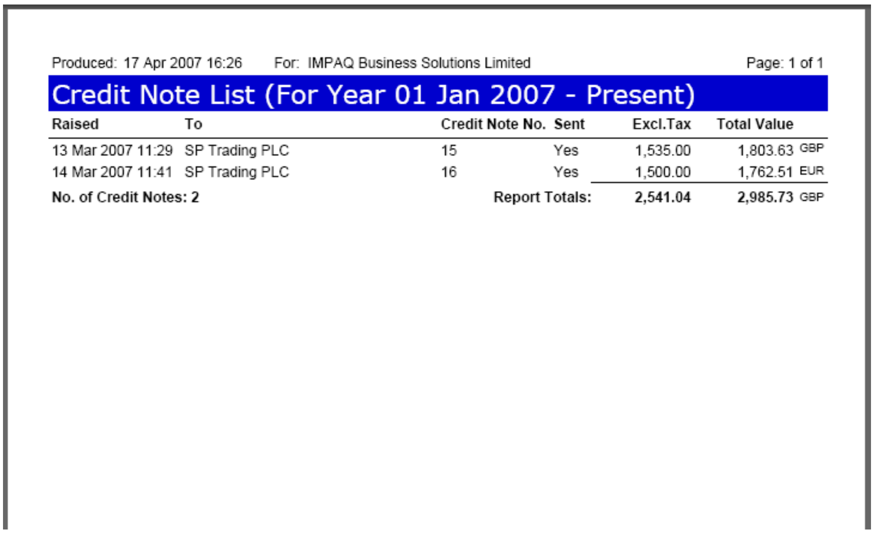


- Use the pull down list to select the time frame for the report

- **Today** - all Credit Notes created on this day
- **Yesterday** - all Credit Notes created yesterday
- **This Week** - all Credit Notes created this week (start day is Sunday)
- **Last week** - all Credit Notes created last week (Sunday to Saturday)
- **This Month** - all Credit Notes created from the 1st of the current month
- **Last Month** - all Credit Notes created last month
- **This Year** - all Credit Notes created this year (start date is 1st January)
- **Last Year** - all Credit Notes created last year (January 1st to December 31st last year)

To print the report immediately:

- Click and the report will be rendered in a new window



Produced: 17 Apr 2007 16:26   For: IMPAQ Business Solutions Limited   Page: 1 of 1

Credit Note List (For Year 01 Jan 2007 - Present)

Raised	To	Credit Note No.	Sent	Excl.Tax	Total Value
13 Mar 2007 11:29	SP Trading PLC	15	Yes	1,535.00	1,803.63 GBP
14 Mar 2007 11:41	SP Trading PLC	16	Yes	1,500.00	1,762.51 EUR
No. of Credit Notes: 2			**Report Totals:**	**2,541.04**	**2,985.73** GBP

To print the document to your printer:

- Click and follow the on page prompts

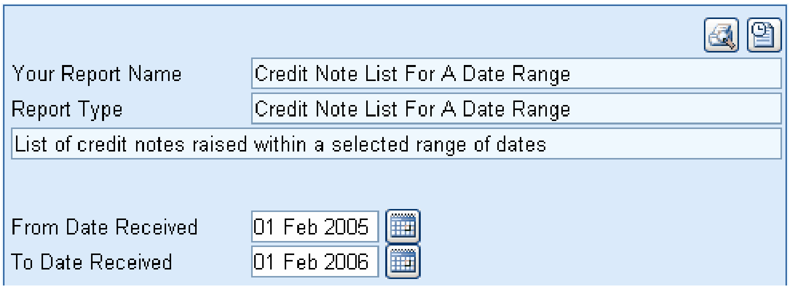
You can close the print preview window by:

- Clicking

4.2.6.4.12 Credit Note List For A Date Range

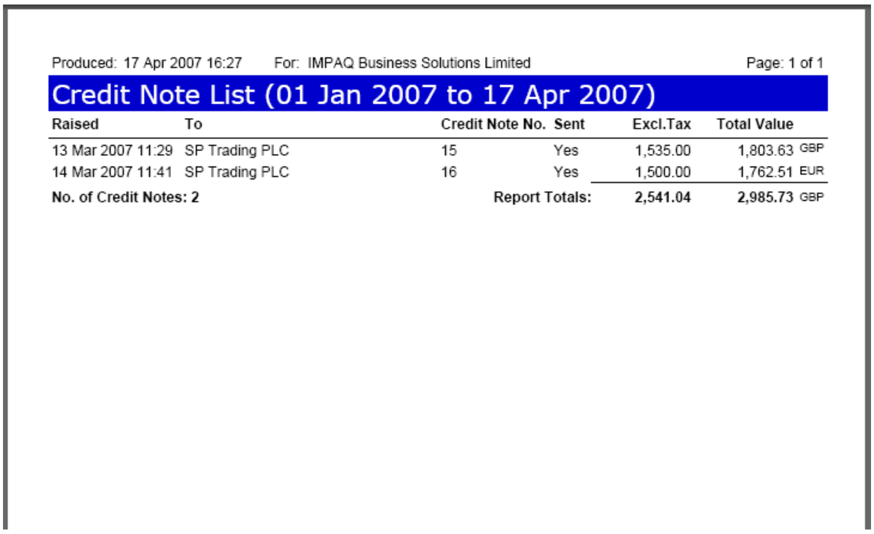
Overview

- Click Standard to view all standard reports.
- Click Credit Note List For A Date Range to select the Credit Note List For A Date Range report.



To print the report immediately:

- Click and the report will be rendered in a new window



Produced: 17 Apr 2007 16:27 For: IMPAQ Business Solutions Limited Page: 1 of 1

Credit Note List (01 Jan 2007 to 17 Apr 2007)

Raised	To	Credit Note No.	Sent	Excl.Tax	Total Value
13 Mar 2007 11:29	SP Trading PLC	15	Yes	1,535.00	1,803.63 GBP
14 Mar 2007 11:41	SP Trading PLC	16	Yes	1,500.00	1,762.51 EUR
No. of Credit Notes: 2			Report Totals:	2,541.04	2,985.73 GBP

To print the document to your printer:

- Click and follow the on page prompts

You can close the print preview window by:

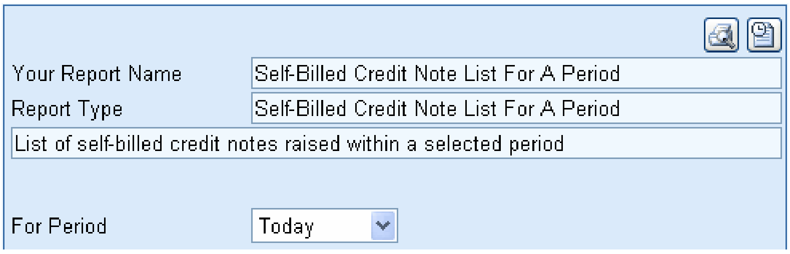
- Clicking

4.2.6.4.13 Self Billed Credit Note List For A Period

Overview

- Click Standard to view all standard reports.

- Click **Self-Billed Credit Note List For A Period** to select the Self Billed Credit Note List For A Period report.

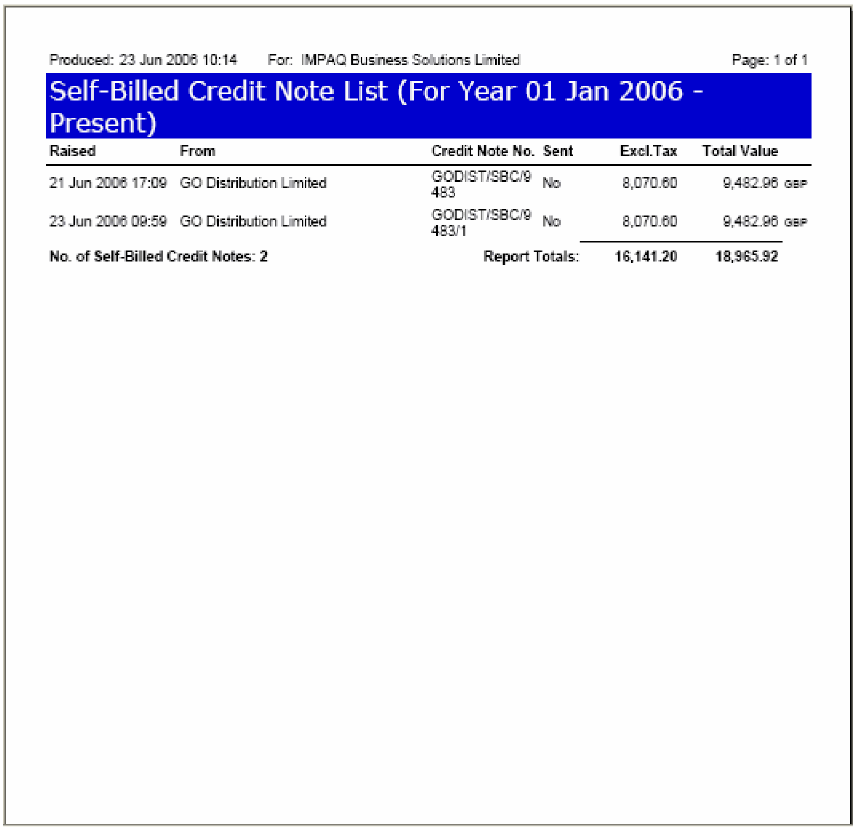


- Use the pull down list to select the time frame for the report

- **Today** - all Self Billed Credit Notes received on this day
- **Yesterday** - all Self Billed Credit Notes received yesterday
- **This Week** - all Self Billed Credit Notes received this week (start day is Sunday)
- **Last week** - all Self Billed Credit Notes received last week (Sunday to Saturday)
- **This Month** - all Self Billed Credit Notes received from the 1st of the current month
- **Last Month** - all Self Billed Credit Notes received last month
- **This Year** - all Self Billed Credit Notes received this year (start date is 1st January)
- **Last Year** - all Self Billed Credit Notes received last year (January 1st to December 31st last year)

To print the report immediately:

- Click and the report will be rendered in a new window



Produced: 23 Jun 2006 10:14 For: IMPAQ Business Solutions Limited Page: 1 of 1

Self-Billed Credit Note List (For Year 01 Jan 2006 - Present)

Raised	From	Credit Note No.	Sent	Excl.Tax	Total Value
21 Jun 2006 17:09	GO Distribution Limited	GODIST/SBC/9 483	No	8,070.60	9,482.96 GBP
23 Jun 2006 09:59	GO Distribution Limited	GODIST/SBC/9 483/1	No	8,070.60	9,482.96 GBP
No. of Self-Billed Credit Notes: 2			Report Totals:	16,141.20	18,965.92

To print the document to your printer:

- Click and follow the on page prompts

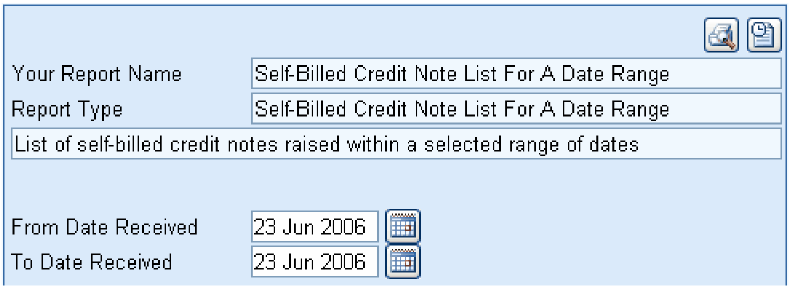
You can close the print preview window by:

- Clicking

4.2.6.4.14 Self Billed Credit Note List For A Date Range

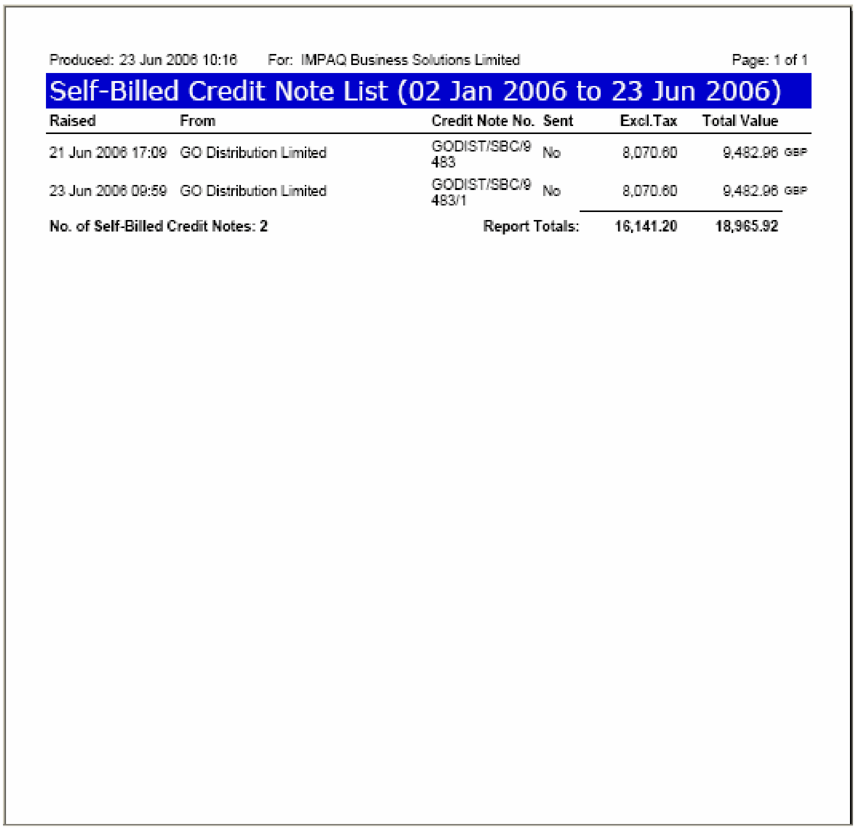
Overview

- Click Standard to view all standard reports.
- Click **Self-Billed Credit Note List For A Date Range** to select the Self Billed Credit Note List For A Date Range report.
- Use the buttons to define the From and To dates.



To print the report immediately:

- Click and the report will be rendered in a new window



Produced: 23 Jun 2006 10:16 For: IMPAQ Business Solutions Limited Page: 1 of 1

Self-Billed Credit Note List (02 Jan 2006 to 23 Jun 2006)

Raised	From	Credit Note No.	Sent	Excl.Tax	Total Value
21 Jun 2006 17:09	GO Distribution Limited	GODIST/SBC/9483	No	8,070.60	9,482.96 GBP
23 Jun 2006 09:59	GO Distribution Limited	GODIST/SBC/9483/1	No	8,070.60	9,482.96 GBP
No. of Self-Billed Credit Notes: 2		Report Totals:		16,141.20	18,965.92

To print the document to your printer:

- Click and follow the on page prompts

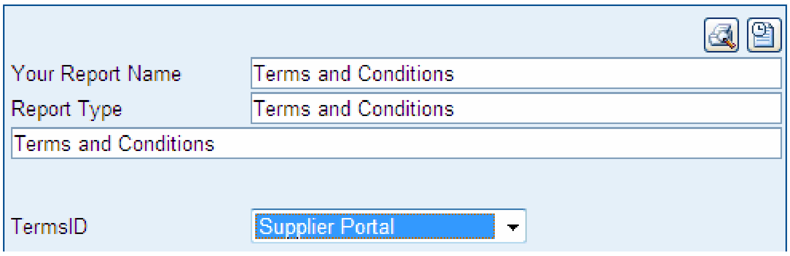
You can close the print preview window by:

- Clicking 

4.2.6.4.15 Terms and Conditions

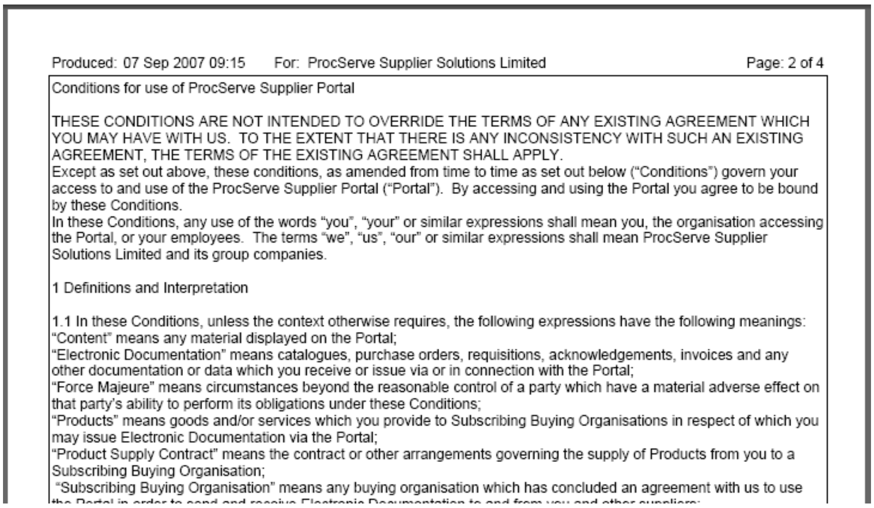
Overview

- Click Standard to view all standard reports.
- Click Terms and Conditions to select the Terms and Conditions report.
- Use the drop down menu to select a specific marketplace (each marketplace will have its own terms and conditions).
The default marketplace of 'Supplier Portal' will display the standard terms and conditions of use for the Supplier Portal.



To print the report immediately:

- Click and the report will be rendered in a new window


Produced: 07 Sep 2007 09:15 For: ProcServe Supplier Solutions Limited Page: 2 of 4

Conditions for use of ProcServe Supplier Portal

THESE CONDITIONS ARE NOT INTENDED TO OVERRIDE THE TERMS OF ANY EXISTING AGREEMENT WHICH YOU MAY HAVE WITH US. TO THE EXTENT THAT THERE IS ANY INCONSISTENCY WITH SUCH AN EXISTING AGREEMENT, THE TERMS OF THE EXISTING AGREEMENT SHALL APPLY.
Except as set out above, these conditions, as amended from time to time as set out below ("Conditions") govern your access to and use of the ProcServe Supplier Portal ("Portal"). By accessing and using the Portal you agree to be bound by these Conditions.
In these Conditions, any use of the words "you", "your" or similar expressions shall mean you, the organisation accessing the Portal, or your employees. The terms "we", "us", "our" or similar expressions shall mean ProcServe Supplier Solutions Limited and its group companies.

1 Definitions and Interpretation

1.1 In these Conditions, unless the context otherwise requires, the following expressions have the following meanings:
"Content" means any material displayed on the Portal;
"Electronic Documentation" means catalogues, purchase orders, requisitions, acknowledgements, invoices and any other documentation or data which you receive or issue via or in connection with the Portal;
"Force Majeure" means circumstances beyond the reasonable control of a party which have a material adverse effect on that party's ability to perform its obligations under these Conditions;
"Products" means goods and/or services which you provide to Subscribing Buying Organisations in respect of which you may issue Electronic Documentation via the Portal;
"Product Supply Contract" means the contract or other arrangements governing the supply of Products from you to a Subscribing Buying Organisation;
"Subscribing Buying Organisation" means any buying organisation which has concluded an agreement with us to use

To print the document to your printer:

- Click and follow the on page prompts

You can close the print preview window by:

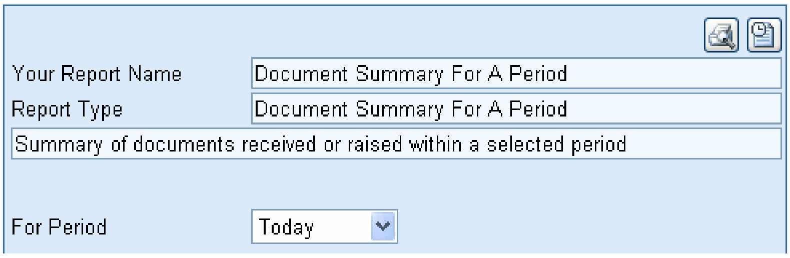
- Clicking

 ProcServe

4.2.6.4.16 Document Summary For A Period

Overview

- Click Standard to view all standard reports.
- Click Document Summary For A Period to select the Document Summary For A Period report.



- Use the pull down list to select the time frame for the report

- **Today** - summary of all documents received and created on this day
- **Yesterday** - summary of all documents received and created yesterday
- **This Week** - summary of all documents received and created this week (start day is Sunday)
- **Last week** - summary of all documents received and created last week (Sunday to Saturday)
- **This Month** - summary of all documents received and created from the 1st of the current month
- **Last Month** - summary of all documents received and created last month
- **This Year** - summary of all documents received and created this year (start date is 1st January)
- **Last Year** - summary of all documents received and created last year (January 1st to December 31st last year)

To print the report immediately:

- Click and the report will be rendered in a new window

Produced: 17 Apr 2007 16:29 For: IMPAQ Business Solutions Limited Page: 1 of 1

Document Summary (01 Jan 2007 to 17 Apr 2007)

Document	Buying Organisation	No. of Docs.	Excl.Tax	Total Value
Requests For Quote				
	SP Trading PLC	8		
	Requests For Quotes:	**8**		
Quotes				
	SP Trading PLC	3	13,831.20	EUR
		3	24,897.80	GBP
	Quotes:	**6**	**33,931.18**	GBP
Orders				
	SP Trading PLC	1	5,283.87	EUR
		12	59,203.76	GBP
	Orders:	**13**	**62,740.49**	GBP
Provisional Purchase Orders				

To print the document to your printer:

- Click and follow the on page prompts

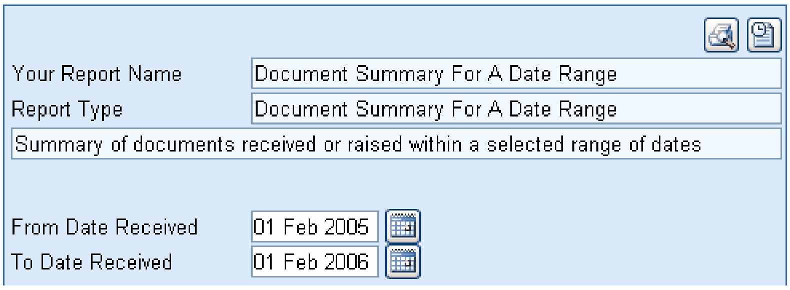
You can close the print preview window by:

- Clicking

4.2.6.4.17 Document Summary For A Date Range

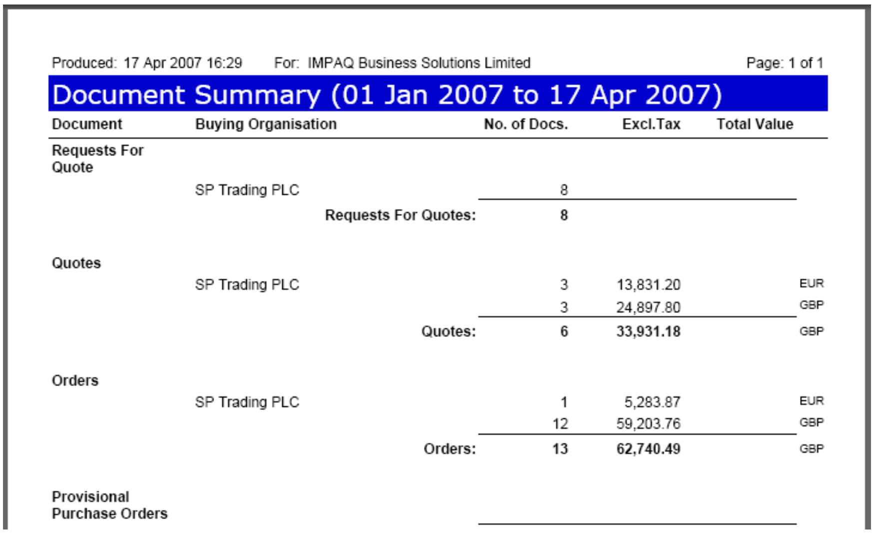
Overview

- Click Standard to view all standard reports.
- Click Document Summary For A Date Range to select the Document Summary For A Date Range report.
- Use the buttons to define the From and To dates.



To print the report immediately:

- Click and the report will be rendered in a new window


Produced: 17 Apr 2007 16:29 For: IMPAQ Business Solutions Limited Page: 1 of 1

Document Summary (01 Jan 2007 to 17 Apr 2007)

Document	Buying Organisation		No. of Docs.	Excl.Tax	Total Value
Requests For Quote					
	SP Trading PLC		8		
		Requests For Quotes:	8		
Quotes					
	SP Trading PLC		3	13,831.20	EUR
			3	24,897.80	GBP
		Quotes:	6	33,931.18	GBP
Orders					
	SP Trading PLC		1	5,283.87	EUR
			12	59,203.76	GBP
		Orders:	13	62,740.49	GBP
Provisional Purchase Orders					

To print the document to your printer:

- Click and follow the on page prompts

You can close the print preview window by:

- Clicking

5

Working with Documents

5 Working with Documents

5.1 Working with Documents Summary

The working with documents section provides a reference and guide to viewing, checking and processing documents within the Procserve Supplier Portal.

The following lists provides to the components of the working with documents section:

- **The Documents Page**. When you login the system displays a summary list of current documents. From here you can work with individual documents. See Document Page Overview.
- **Understanding Document Actions**. This section provides a guide to common actions you can perform on your documents. For example, how to print a document. See Understanding Document Actions Overview.
- **Requests For Quotes (RFQs)**. You can find out how to work with RFQs. For example, you can create a Quote from an RFQ. See Request for Quote Details.
- **Quotes**. This section describes how you work with Quotes. For example, how to create or edit a Quote. See The Quote Summary.
- **Orders**. You can find out what you do when you receive an Order. For example, how to view the Order details or managing an Order Response. The Order Details Summary.
- **Invoices**. This section describes how you work with Invoices. For example, how to create an Invoice and managing Credit Notes. See The Invoice Summary.

5.2 The Documents Page

5.2.1 Document Page Overview

Quick Links: Topic Overview - The Document Page - The Document List - The Document Summary

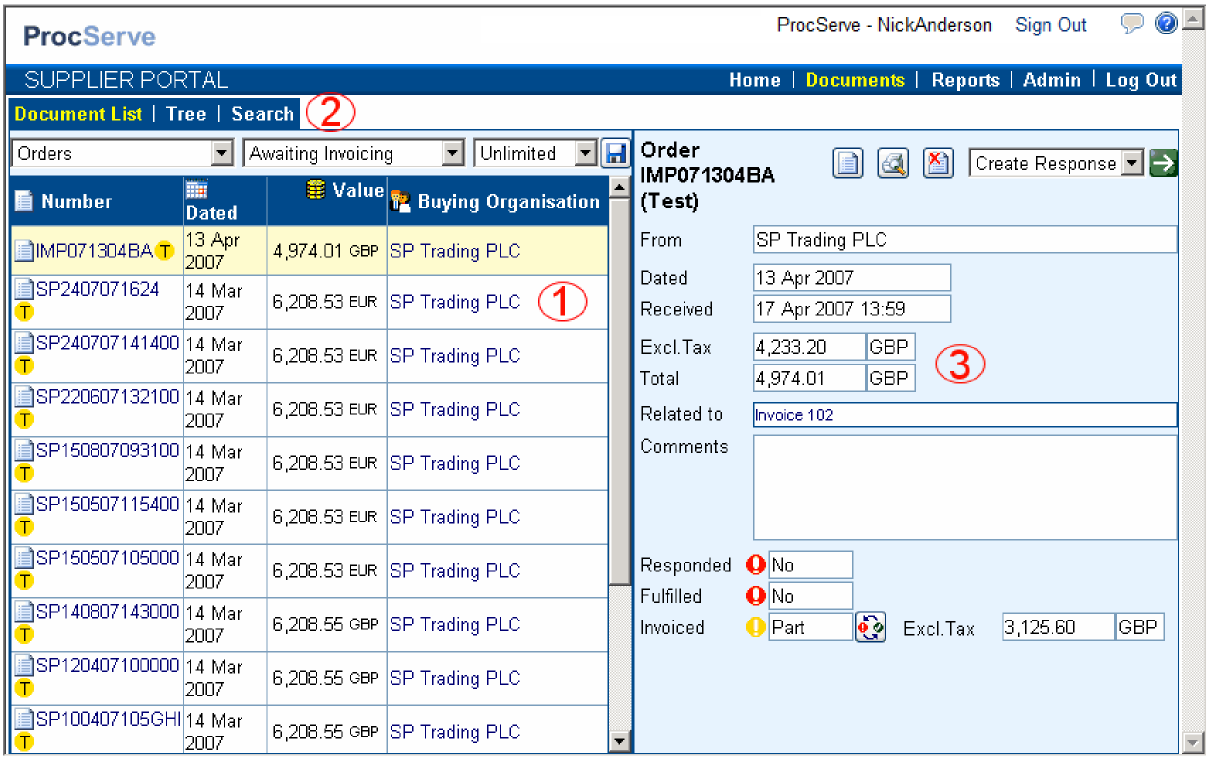
Overview

The Documents page provides a list of documents you can view as tree or list. You can filter this list by document type, status and time criteria.
You can also search for documents.
When a document is selected a summary is displayed. This summary allows you to view document details, find out related documents and to perform a number of actions inclduing progressing the document.

The Documents Page

Documents To load the Documents page at any time you click the Documents item option in the Pager Header.

The Documents page will display, for example:



The following list describes the document page components as numbered above:

- **The Document List (1)**. The document list displays all documents matching the filter and document view type (see 2 below). The following list describes some of the options:
  - **Document Icon**. This is the standard document icon.
  - **Void Documents**. Documents flagged with this icon are void or have been superseded. For example, when a Change Order is received from the buying Organisation the original Order is

automatically voided.

- **Superseding Document Icon**. This icon indicates that it is a superseded version of a Void document.

- **Test Documents**. T Documents flagged with this icon are test documents. You should not act upon these documents.

- **The Filter and Document Locator (2)**. These two sets of controls allow you to change the way the Document list is displayed and to filter the list by certain criteria. The drop downs shown in the above image will change depending on one of these options:

  - **Document List**. Document List Click this option to display a list of documents. See Document List.
    Tip: When you select an option such as Document List or Tree the option is highlighted in yellow as shown in the above image.

  - **Document Tree**. Tree Click this option to display a tree structure of buying Organisations and their documents. See Document Tree.

  - **Document Search**. Search Click his option display the search feature. See Document Search.

- **The Document Summary (3)**. When a document is selected the system displays:

  - **The Document Summary**. The main part of this area displays useful summary information about the currently selected document. The information displayed depends on the document type and status.
    See The Request For Quote Summary - The Quote Summary - The Order Summary - The Order Response Summary

  - **Document Actions**. You can also perform actions where appropriate. For example, the above image shows an Order summary; you can create an Order Response if you wish.
    Note: These actions and what they are documented for each of the appropriate document types throughout this document.

    See Understanding Document Actions Overview.

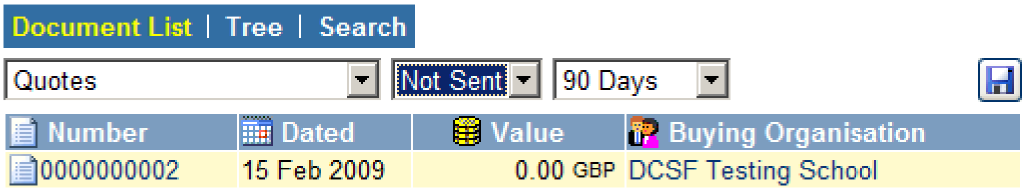
5.2.2 The Document List

Quick Links: Topic Overview - Filter Criteria - Saving Document List Preferences - Sorting Document List Columns

Overview

The Document list displays all documents filtered by the criteria you can select from the drop downs.

Document List Click the Document List item in the Documents Page to display the Document list is displayed. For example:



The above image shows a list of Quotes created in the last 90 days that have not been sent.

You can also change the Order documents are displayed in and change the filter criteria to produce a different list.

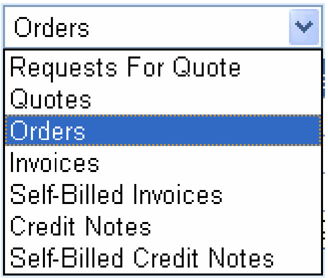
To find out more about filters and sorting continue with this topic. See Filter Criteria and Sorting Columns below.

Filter Criteria

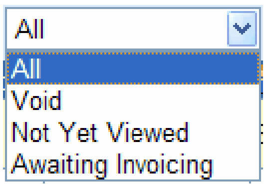
The selection criteria enable you to choose the type, status and age of the documents displayed in the list.

The following describes each of the filters:

- **Document Type Filter**. To filter your document type select from the drop-down list of the supported options, the document list will then be filtered to display only the chosen document type, for example:



- **Document Status**. To filter your document list by status select the second drop-down to display the applicable status descriptions. The descriptions will vary depending on the type of the document you have selected from the Document Type list.



- **Time Period**. The third drop-down list allows you to define the selection of the applicable documents using a list of common time ranges. The document date is compared against the range selection and the documents not displayed if it does not meet the criteria. The time periods are inclusive of today.

- **Navigation**. When there are many documents meeting the selection criteria, the first of a number of 'pages' of the list is displayed and page numbers appear at the foot of the list. Clicking on one of the page numbers will cause that page of the list to be displayed.

- **Saving Document List Preferences**. Click the Save icon and the system will remember the current Document list options.

Sorting Document List Columns. By selecting the column titles in the grid you can change the sort Order of the associated column from descending to ascending, for example the default view:

Orders	All	Unlimited	
Number	**Dated**	**Value**	**Buying Organisation**
IMP5637 T	05 Jun 2006	66,232.41 GBP	SP Trading PLC
IMP2159	02 May 2006	2,157.89 GBP	GO Distribution Limited
IMP2158	02 May 2006	2,157.89 GBP	GO Distribution Limited
IMP5099	01 May 2006	5,099.45 GBP	SP Trading PLC

Dated Click the Dated column header to reverse the sort Order on the Dated column:

Orders	All	Unlimited	
Number	**Dated**	**Value**	**Buying Organisation**
IMP5099	01 May 2006	5,099.45 GBP	SP Trading PLC
IMP2158	02 May 2006	2,157.89 GBP	GO Distribution Limited
IMP2159	02 May 2006	2,157.89 GBP	GO Distribution Limited
IMP5637 T	05 Jun 2006	66,232.41 GBP	SP Trading PLC

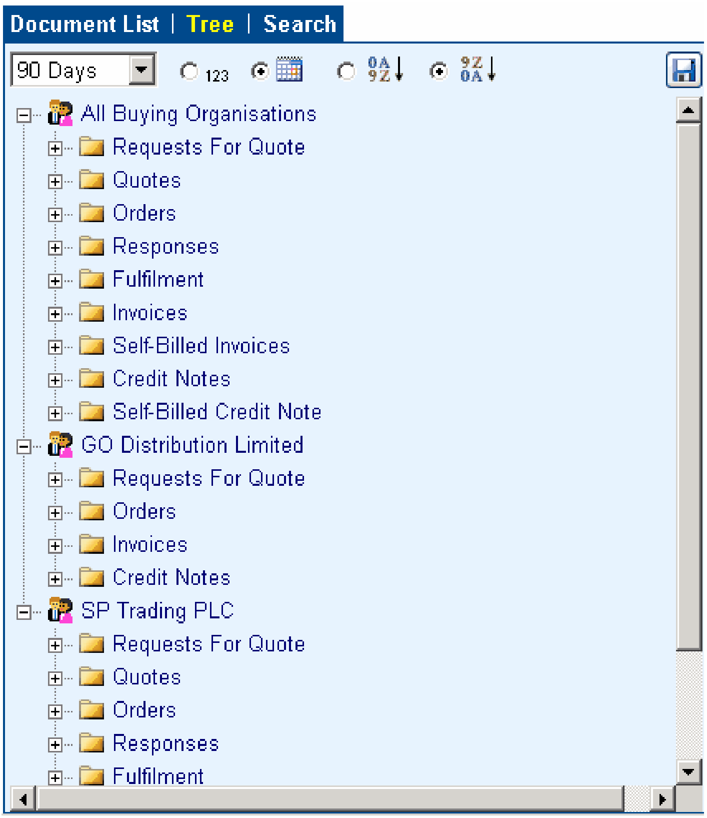
5.2.3 The Document Tree

Quick Links: Topic Overview - Using the Document Tree - Document Tree Filters - Saving Document Tree Preferences

Overview

The Document Tree enables you to locate and identify related documents in an expanding hierarchical structure.

Click the Tree item in the Documents Page to display the Document Tree. For example:



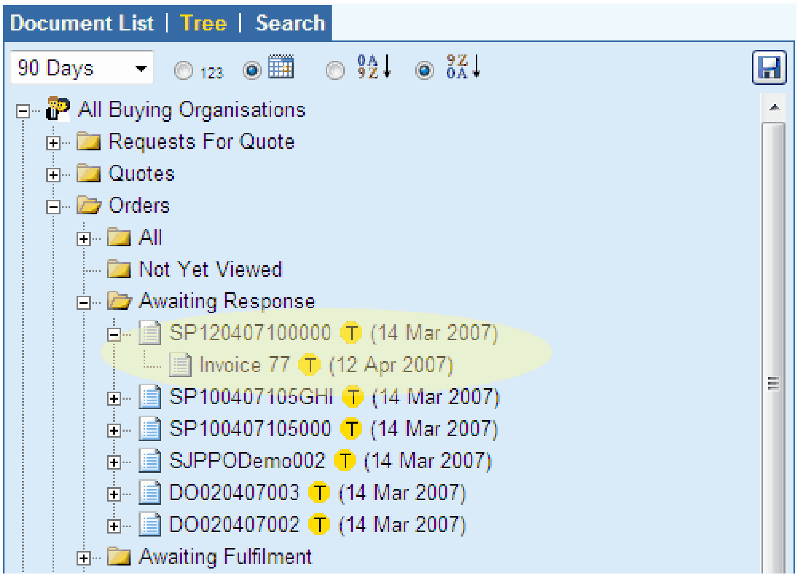
Each Organisation you trade with is represented as a top level group.
Note: There is also a group for all buying Organisations if you have multiple Buyers.
Each document type you have for each buying Organisation is displayed.
Within the document type are further folders holding documents at specific statuses.
Within the status folder are the documents and, where necessary, you can drill down to related documents.

Using the Document Tree

- The following list describes how you use the Document Tree:
  - **Expanding a Folder.** ⊞ To expand a folder you click the Plus icon. For example:

The above image shows the contents of the Orders folder within the All Buying Organisations.

- You can expand further levels until a document is displayed:



When a document is displayed in the Document tree the details are displayed in the Document Summary.
In the above example, both "SP1204... " and Invoice 77...." would activate the Document Summary.

See Document Page Overview >> Document Page Summary - Understanding Document Actions Overview.

Tip: You can also expand your documents with different starting points, for example "Credit Note", which will then show any related "Invoice" and then "Order" documents.

- **Collapsing Folders**. Click on the icons to collapse branches of the tree, hiding the lower levels.

- **Document Tree Filters**. You can can apply filters to the tree to show only the documents matching your criteria:

  - **Time Period**. To enable document date filtering simply select your preferred data period from the drop-down list as shown below:

Tip:The time periods are inclusive of the current day.

- **Document Sequence**. You can choose the sequence of documents displayed in a branch of a tree. Options available are by:

  - **Document Date**. . To sequence by document date select and then choose either:
    - Descending or
    - Ascending
  - **Document Number**. To sequence by document number select 123 and then choose either:
    - Descending or
    - Ascending

- **Saving Document Tree Preferences**. Click the Save icon and the system will remember the current Document tree options.

5.2.4 The Document Search

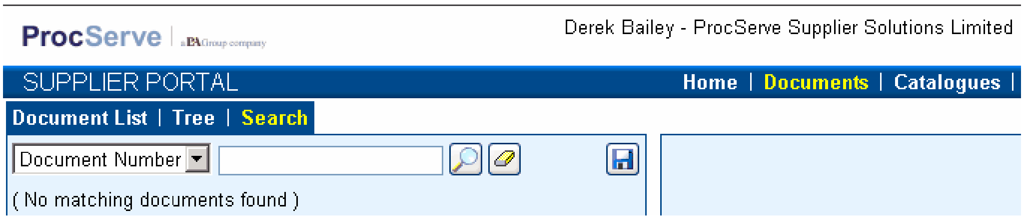
Quick Links: Topic Overview - Searching for Documents - Saving Document Search Preferences

Overview

The Document Tree enables you to locate and identify related documents in an expanding hierarchical structure.

You can find a particular document by entering search criteria. Documents matching the search criteria will be listed for easy selection.

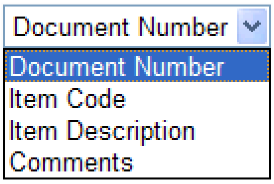
Click the Search item from the The Documents Page options, the Document Search panel will be displayed.



Searching for Documents

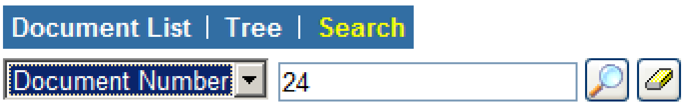
The following list describes how you perform a search:

- **Select the Search Type**. Select a Search type from the drop down. For example:



  The search will be performed on the item you select.

- **Enter Search Text**. Enter the search text that you want the search results to match. For example:



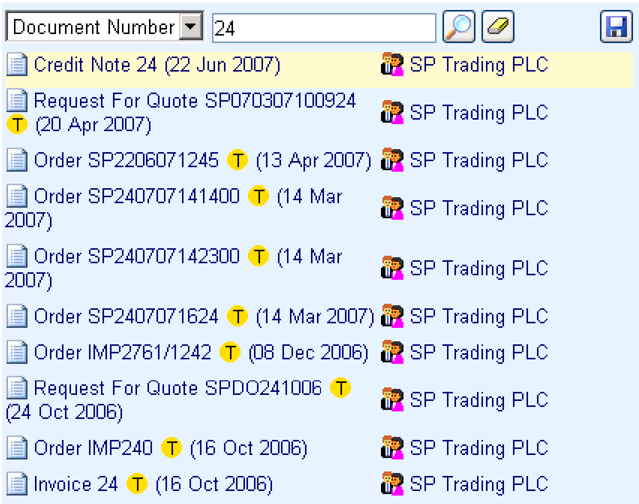
  Note: If you enter more than one string (a word, partial word or number) then the results will include documents that match any of the strings.
  Single or double Quotes can be used to make a phrase equivalent to a single word e.g. "Water Bottle" would return 'Hot Water Bottle' but not 'Watertight Bottle'.

  You can also use the following:

  o **Wildcards**. * or % can be used as wildcards at the start or end of a word e.g. *123 to find document numbers which have 123 as the last three digits.

- o **Logical AND**. The special word AND will cause only results that match both words on either side of the AND to be returned e.g. fresh AND eggs would return 'Fresh Duck Eggs' but not 'Fresh Milk'.

- **Search Icon**. Click the Search icon to perform your search. Matching documents and the relevant Organisations are displayed:



- **Clearing the Search Text**. Click the Eraser icon to clear the search text:

- **Saving Document Search Preferences**. Click the Save icon and the system will remember the current Document search options.

5.3 Understanding Document Actions

5.3.1 Understanding Document Actions

Quick Links: Topic Overview - Printing a Document - Viewing a Documents Raw Text - Marking a Document as Void - Deleting a Document - Send or Re-Send a Document

Overview

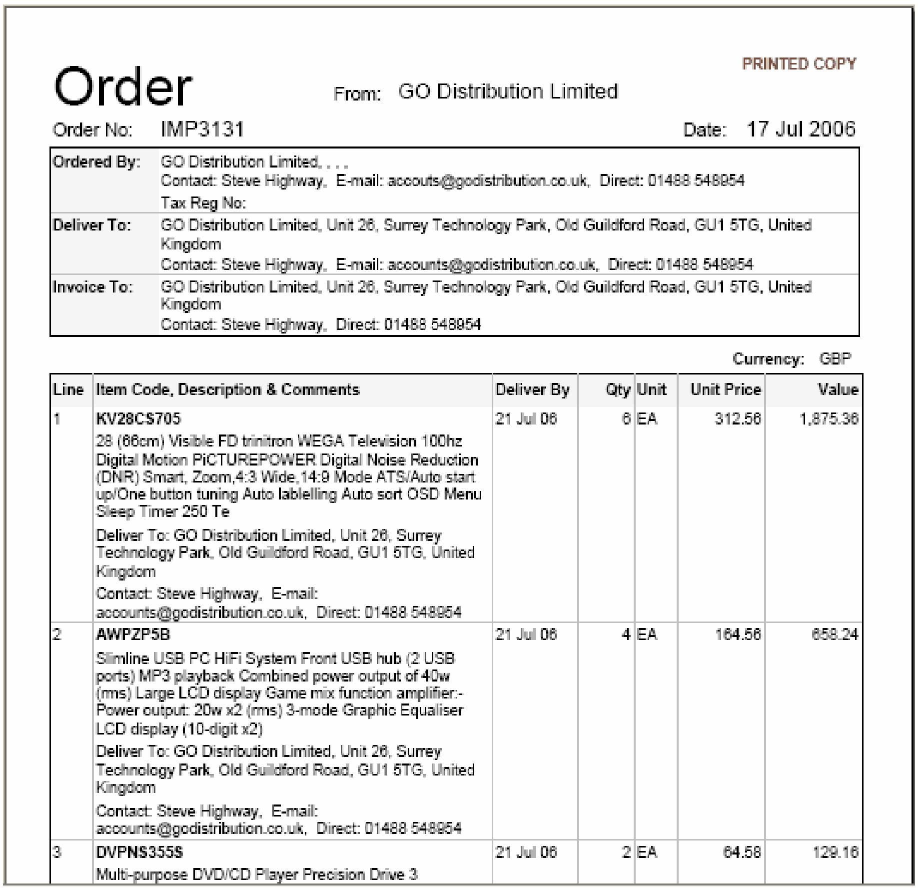
This section provides instructions on the actions you can perform when working with documents. You will see these icons on specific Document detail pages and the Document Summary. See Document Page Overview

These actions will be activated by specific icons.

Note: The icons will be enabled only when appropriate and you have the access rights to perform the relevant actions.

The following list provides a summary and reference to each subsection in his section:

- **Printing a Document**. Where you see this icon you can render the document in a print friendly format ready for printing. A new page will be displayed. For example:



PRINTED COPY

Order From: GO Distribution Limited

Order No: IMP3131 Date: 17 Jul 2006

Ordered By:	GO Distribution Limited, , , , Contact: Steve Highway, E-mail: accouts@godistribution.co.uk, Direct: 01488 548954 Tax Reg No:
Deliver To:	GO Distribution Limited, Unit 26, Surrey Technology Park, Old Guildford Road, GU1 5TG, United Kingdom Contact: Steve Highway, E-mail: accounts@godistribution.co.uk, Direct: 01488 548954
Invoice To:	GO Distribution Limited, Unit 26, Surrey Technology Park, Old Guildford Road, GU1 5TG, United Kingdom Contact: Steve Highway, Direct: 01488 548954

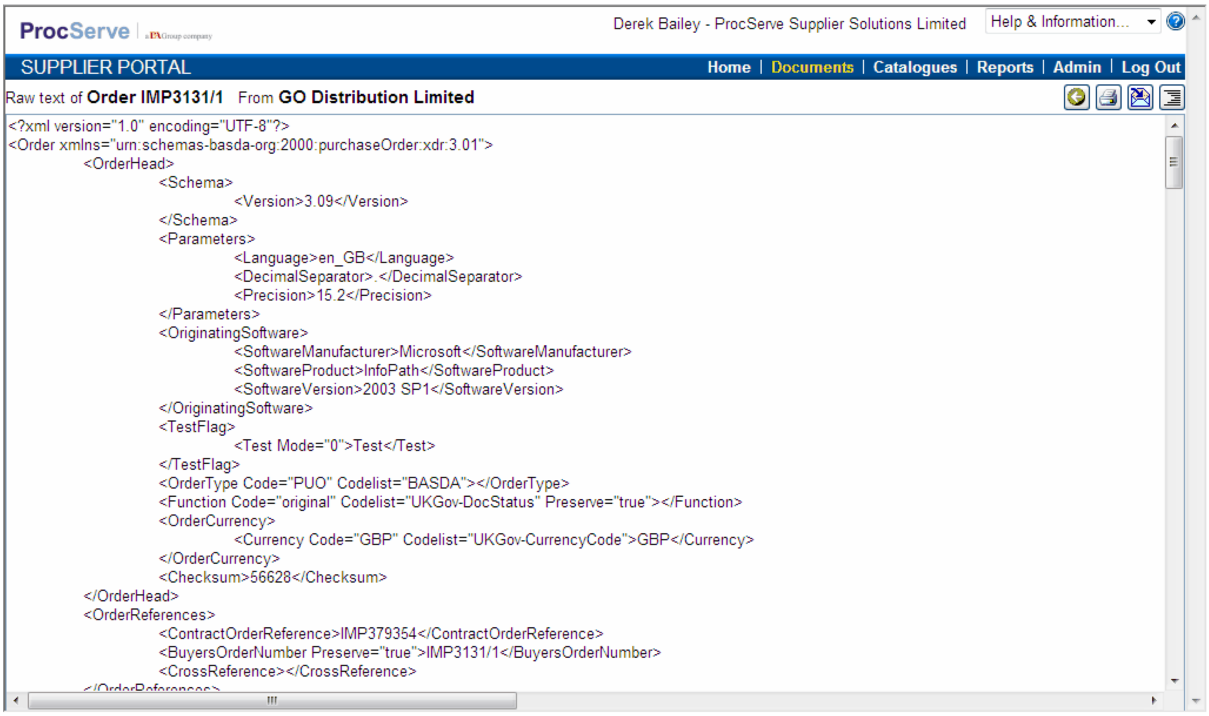
Currency: GBP

Line	Item Code, Description & Comments	Deliver By	Qty	Unit	Unit Price	Value
1	KV28CS705 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te Deliver To: GO Distribution Limited, Unit 26, Surrey Technology Park, Old Guildford Road, GU1 5TG, United Kingdom Contact: Steve Highway, E-mail: accounts@godistribution.co.uk, Direct: 01488 548954	21 Jul 06	6	EA	312.56	1,875.36
2	AWPZP5B Slimline USB PC HiFi System Front USB hub (2 USB ports) MP3 playback Combined power output of 40w (rms) Large LCD display Game mix function amplifier:- Power output: 20w x2 (rms) 3-mode Graphic Equaliser LCD display (10-digit x2) Deliver To: GO Distribution Limited, Unit 26, Surrey Technology Park, Old Guildford Road, GU1 5TG, United Kingdom Contact: Steve Highway, E-mail: accounts@godistribution.co.uk, Direct: 01488 548954	21 Jul 06	4	EA	164.56	658.24
3	DVPNS355S Multi-purpose DVD/CD Player Precision Drive 3	21 Jul 06	2	EA	64.58	129.16

  - **Print the Document**. Click and follow the on-page prompts.

o **Close the Window**. Click the Close icon to close the window.

- **Viewing a Documents Raw Text**. You may have a requirement to view the text of the electronic document that was transmitted between the buying Organisation and this Supplier Portal system. This will not be in the conventional form that you are used to seeing a printed document, but in a format and language that is more easily understood by computer systems. For example:



Many electronic documents use the XML language conventions.

The following list describes some of the actions you can take from the above page:

o **Change Indentation**. Click this icon to change the indentation.

o **Return**. Click this icon to return to the document View/Edit page

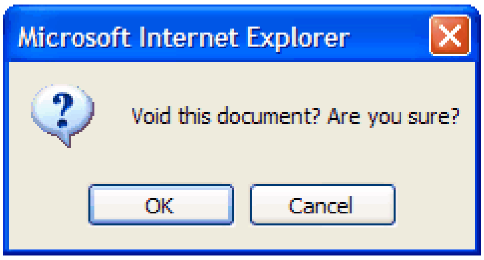
o **Print**. Click this icon to print the raw text.

o **Send Raw Text**. Click this icon to send the raw text to your email address.

- **Marking a Document as Void**. This icon allows you to void a document.

Documents marked as "Void" can still be viewed and printed, but other functions are not available. Reasons for doing this may be that your Organisation is not able to supply the items or that the buying Organisation no longer requires the items.

When you click the Void icon a prompt is displayed:



Click the OK button to mark the document as void.
Click the Cancel button to cancel the void document operation.

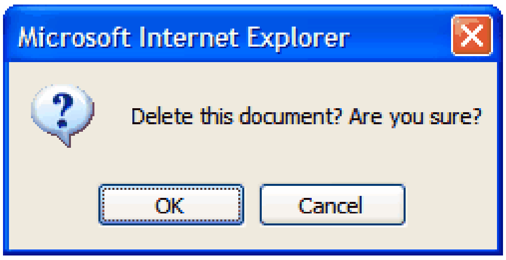
Note: Once the document is marked as "Void" you cannot change the status back.

- **Deleting a Document**.  This icon allows you to delete a document. Documents that have been raised by your Organisation and have not yet been sent to the buying Organisation may be deleted.

  Note: A document cannot be deleted after it has been sent to the buying Organisation.

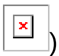
  You will not be able to view, print or perform any other actions on deleted documents.

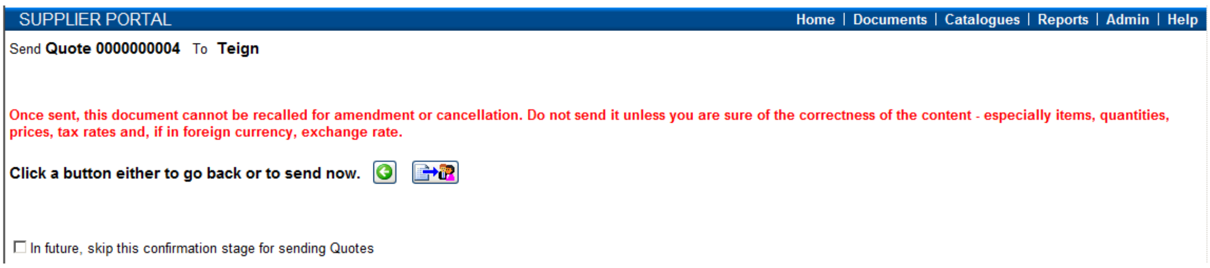
   When you click the Delete icon a prompt is displayed:



Click the OK button to mark the document as void.
Click the Cancel button to cancel the void document operation.

- **Send or Re-Send a Document**.  Click this icon to send or re-send a document.

  o **Send a Document**.  If this is the first time the document has been sent (the status will be ) a confirmation will be displayed. For example:



The following list describes the above page:

Send Icon.  Click the Send icon to send the document.

Back Icon. to abandon the send and go back to the previous page.

In future, skip this confirmation stage for sending ... Check box. If you check this box you will no longer be presented with this page in which you confirm your request to send a document.

- **Re-sending a Document**. It is possible to send a sent document again. You should do this only when the buying Organisation requests it.

If you have previously sent a document the confirmation page will appear as below:

The following list describes the above page:

Re-Send Icon. Click the Re-Send icon to re-send the document.

Back Icon. to abandon the send and go back to the previous page.

5.3.2 Document Attachments

Quick Links: Topic Overview - Editing Attachment Details - Attachments Via a Published URL - Attachments Via the Procserve Document Repository - Replacing or Removing Attachments

Overview

You can attach documents to your Quotes, Order Responses and other eDocuments.
For example, you may wish to add further descriptions of Order lines.

This topic shows you how to add, change or remove document attachments.

- **Note**: There may be minor differences between the pageshots you see in this section and what is displayed on your pages. Attachments are added, changed and removed in the same way whatever the document.

Editing Attachment Details

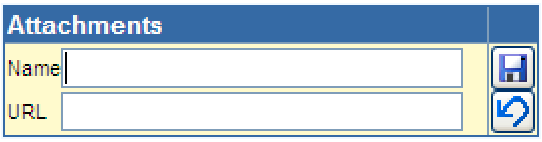
Click the Edit icon next to the comment details.

You can add an attachment to a document via a published URL or the Procserve Document Repository.

Attachments Via a Published URL

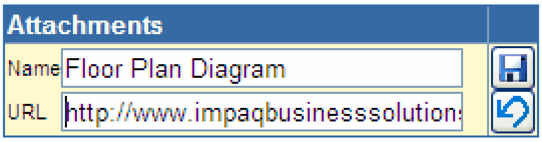
The following steps describe how you add an attachment using a Published URL:

- Click the Add icon in the Attachments section; the following fields will be displayed:



- Enter a Name for the attachment e.g. 'Floor Plan Diagram' into the Name field

- Enter the published URL into the URL field, for example:



Note: This URL must be visible from outside of your Organisation.

- **Save Attachment**. Click the Save icon to save the attachment to the document. The Document is attached to the Quote. See Replacing or Removing Attachments below.

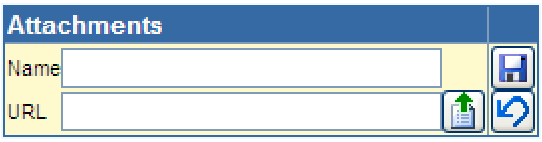
- **Cancel Without Saving**. Click the Cancel button to cancel changing or adding the attachment.

Attachments Via the Procserve Document Repository

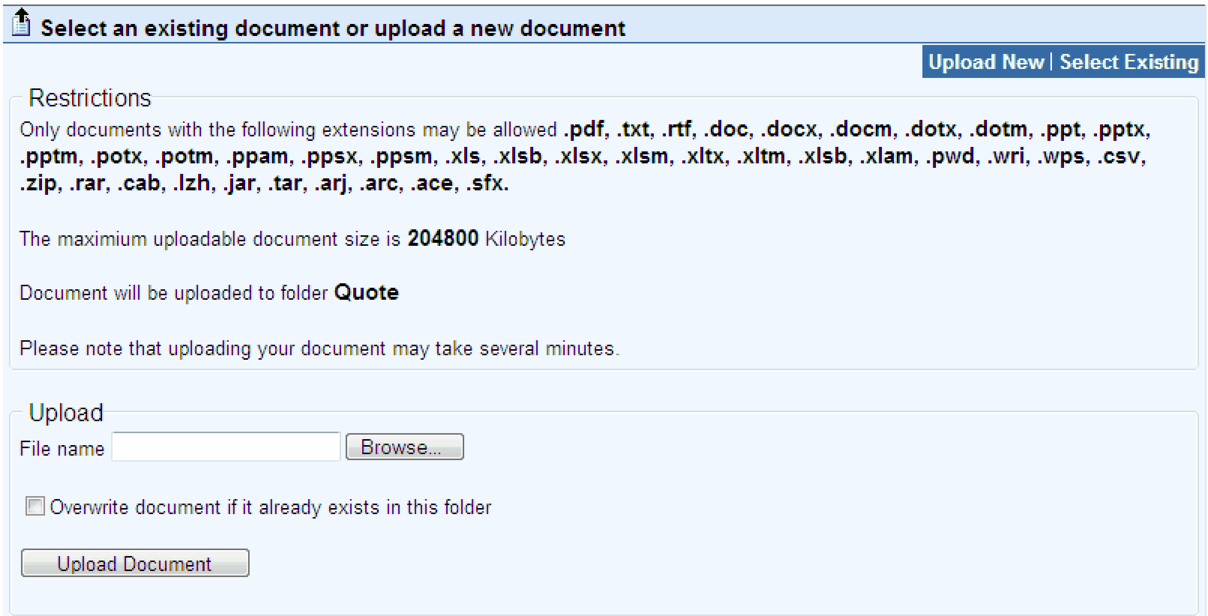
If the buying Organisation you are creating the document for has been enabled to use the Procserve Document Repository solution you can upload your attachment document to the Document Repository rather than a published URL.

The following steps describe how you add an attachment using a Published URL:

- Click the Add icon in the Attachments section; the following fields will be displayed:



- Click the icon to the right of the URL field. The following page is displayed:

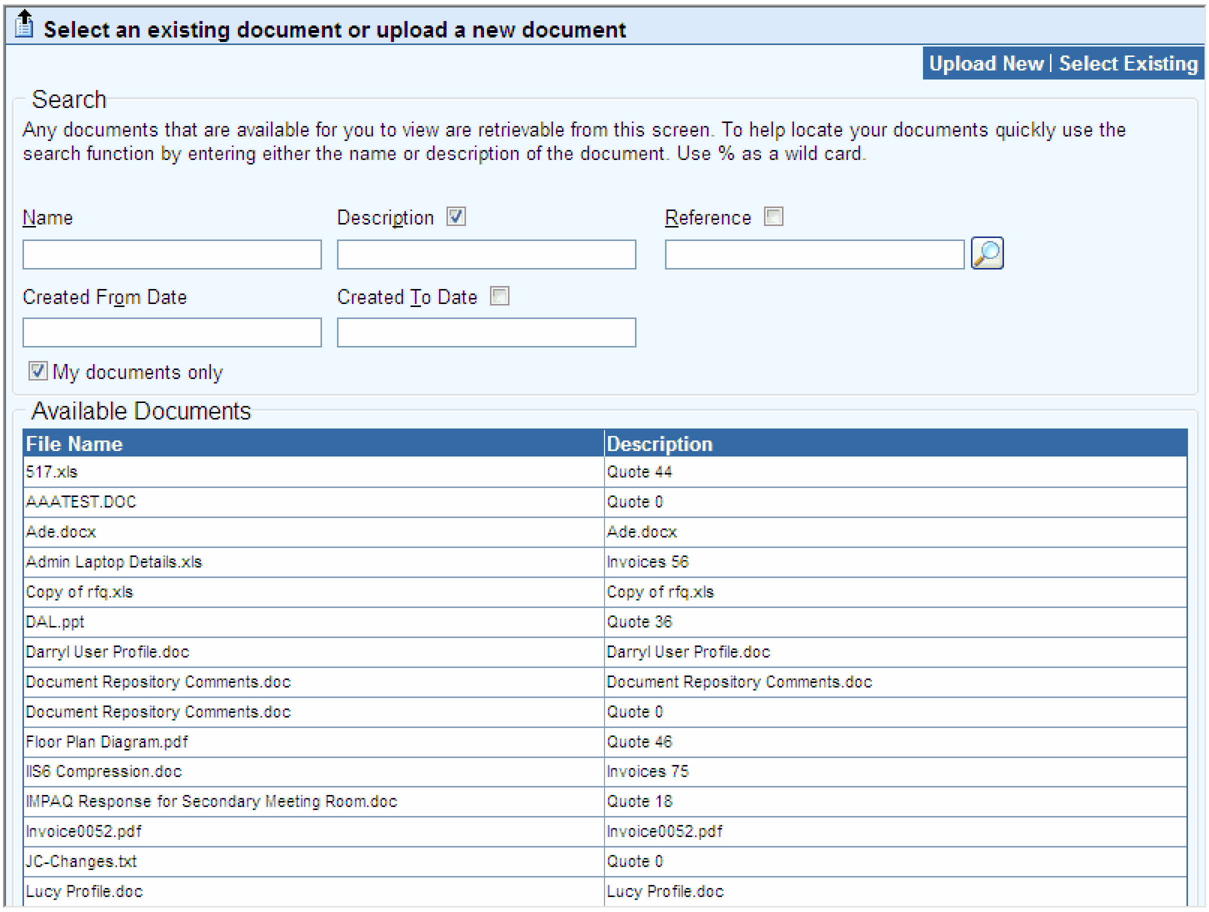


- The following list describes how you use the above page:
  - **Browse to Upload File**. If you are uploading a new attachment, click this button to locate and select the attachment document from your system.

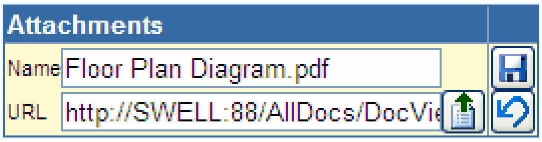
    Note: If the attachment name is already being used in the Document Repository a prompt is displayed.
    You can choose to overwrite the existing document or cancel the operation or you could rename the attachment and perform the upload again.

  - **Upload Document**. Click this button to upload the document to the Document Repository.

- **Select Existing Uploads**. If you are uploading an attachment you have previously uploaded to the Document Repository, click on the option. A list of all attachments previously uploaded by your company will be displayed. For example:



- The following list describes how you select and attach an existing document:
  - o Select one of the attachments from the list by clicking on the File Name.
  - o **Save Attachment**. Click the Save icon to save the attachment to the document, for example:



See Replacing or Removing Attachments below.

  - o **Cancel Without Saving**. Click the Cancel button to cancel changing or adding the attachment. The attchment is added. For example:

Replacing or Removing Attachments

When a Quote has an attachment it it is displayed in the attachments area of the create or edit document page. For example:

The following list describes the Attachments controls:

- **Edit Attachment**. To edit an attachment click the Edit icon.
- **Remove Attachment**. To remove an attachment click the Delete icon.

5.3.3 Document Comments

Quick Links: Topic Overview - Editing Comment Details

Overview

You can associate comments to your Quotes, Order Responses and other eDocuments.
For example, you may wish to add some temporary contact details.

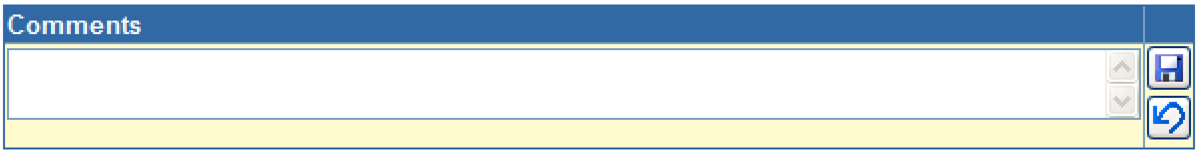
This topic shows you how to add, change or remove document comments.

- **Note**: There may be minor differences between the pageshots you see in this section and what is displayed on your pages. Comments are added, changed and removed in the same way whatever the document.

Editing Comment Details

Click the Edit icon next to the comment details. The):

The Comment details are displayed in Edit mode. For example:



The following list describes the features of Edit Comment mode:

- **Enter Comment Text**. Enter the text you wish to add to the Comment:

- **Actions**. Once you have made your required changes you can save or discard your changes:

  - **Save Changes**. Click the Save icon to validate and if valid save your changes.

  - **Discard Changes**. Click the Discard icon to discard you changes and display the Comment details in view mode.

5.4 Request for Quotes

5.4.1 The Request For Quote Summary

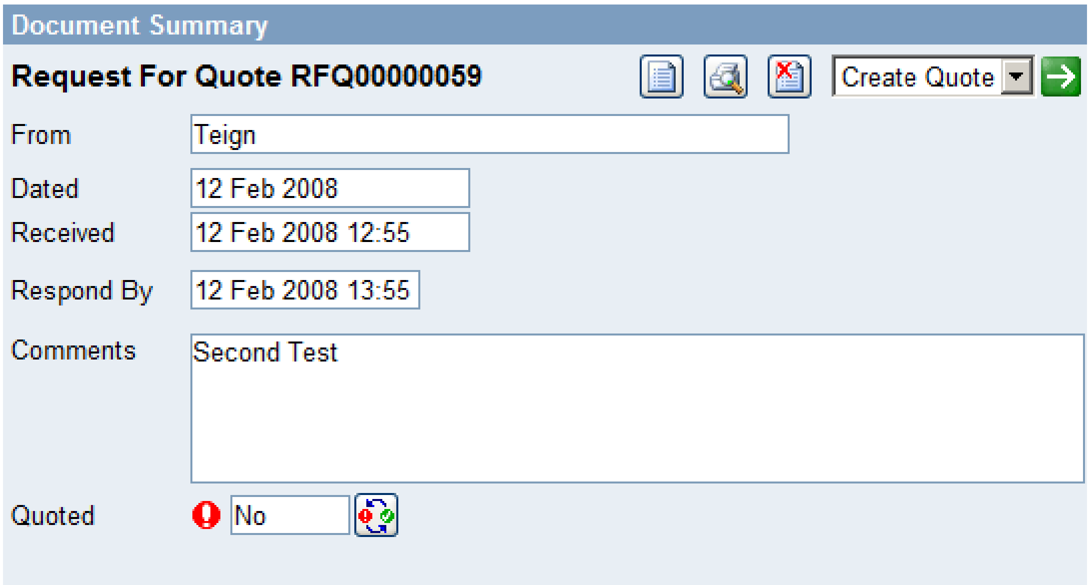
Quick Links: Topic Overview - Using the RFQ Summary

Overview

When you click on a Request for Quote (RFQ) in the The Document List, The Document Search or The Document Tree the Document Summary is displayed to the left of the page.
You use the RFQ Summary to view RFQ details, change an RFQ status or perform actions on an RFQ.

Using the RFQ Summary

The following image is an example of an RFQ Summary:



The following list describes the RFQ Summary:

- **Document Type and Number**. The unique identifier for the RFQ.
- **Void**. Indicates that the document has been cancelled.
- **From**. The buying Organisation that sent the document to you.
- **Dated**. The stated date of the document.
- **Received**.The date & time that the document was received by the system.
- **Respond By**.The date & time that a response is due for the document.
- **Related To**. Any document from which this document was derived or which is derived from this document.
  Tip: Clicking on the document number will cause the display to switch to that document.
- **Comments**. Any comments, notes and remarks associated with this document.

- **RFQ Status (Quoted)**. Whether or not a Quote has been generated for this Request For Quote. The following list describes the possible status icons and how you change the RFQ Status.
  - Status icons:
    - **No Quote**. A Quote has not yet been generated for this Request For Quote.
    - **Partial Quote**. A Quote has been generated for only some of the lines from the original Request For Quote.
    - **Quote Generated**. A Quote has been generated for all of the lines from the original Request For Quote.
  - **Change RFQ Status**. Click the Toggle Status icon to switch the Quoted status between 'Yes' and 'No'.

    Tip: A prompt is not displayed when you toggle the RFQ Status.

    Note: The Quoted status is set by the Supplier Portal whenever a Quote linked to a Request For Quote is raised or edited. It is possible, however, to override the automatic settings. For example knowing that the remainder of a part-Quoted Request For Quote will not be supplied, you may wish to set the Quoted status to 'Yes' so that the Request For Quote is no longer classified as 'Awaiting Quote'.

- **Actions**. The following list describes the possible actions from the summary:

- **Document Details**. Click the Details icon to view more document details. See Request For Quote View Page.

- **Print Document**. Click the Print icon to Print the document. See Printing a Document.

- **Void the Document**. Click the Void icon to mark the document as void. See Marking Documents as Void.

- **Create a Quote from the RFQ**. Create Quote Select this option to create a Quote based on the existing Request For Quote. See Creating a New Quote.

5.4.2 The Request for Quote Details Page

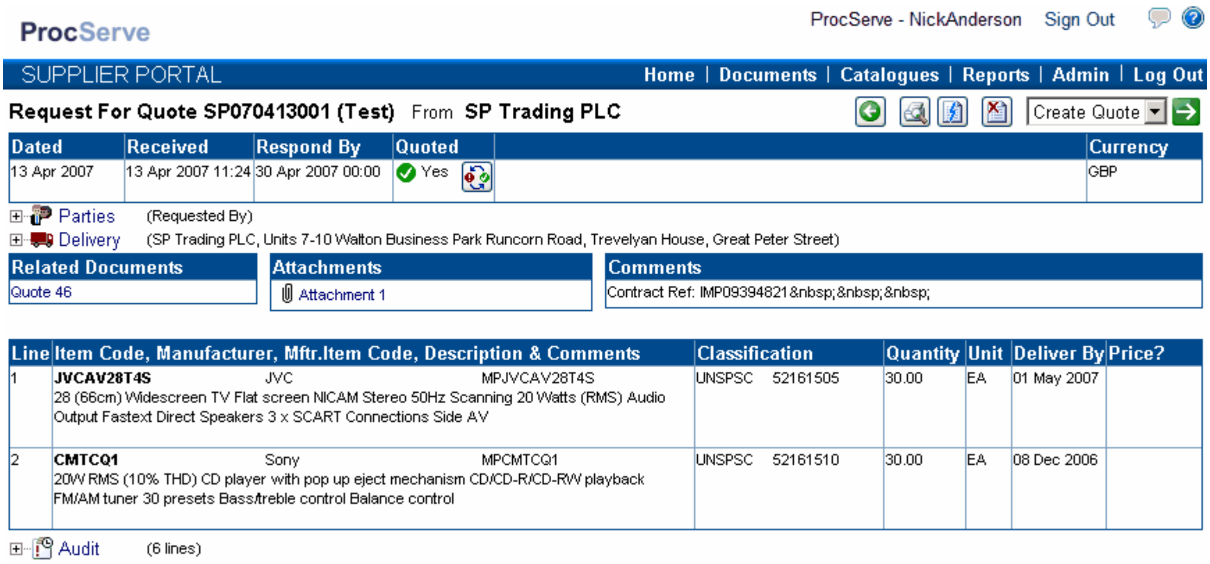
Quick Links: Topic Overview - Using the RFQ Details Page

Overview

When you click the Details icon for a Request for Quote (RFQ) in the The Request For Quote Summary of the The Documents Page the RFQ Details page is displayed for that RFQ.
You use the RFQ Details page to view and work with all attributes the RFQ.
You can also perform actions on the RFQ.

Using the RFQ Details Page

The following image is an example of an RFQ Details page:



The following list describes the RFQ Details page:

- **Document Actions**. The following document actions may be available depending on context:
  - **Back Button**. Click the Back button to return to the previous page.
  - **Print Document**. Click the Print icon to Print the Document. See Printing a Document.
  - **View Document Raw Text**. Click this icon to view the Documents's raw text. See Viewing a Document's Raw Text.
  - **Void the Document**. Click the Void icon to mark the document as void. See Marking Documents as Void.
  - **Create a Quote from the RFQ**. Create Quote Select this option to create a Quote based on the existing Request For Quote. See Creating a New Quote.
- **Document Details**. Details displayed include the following:

- o **Dated**. The date of the document as stated by the buying Organisation.
- o **Received**. The date and time that the RFQ was received by the system.
- o **Respond By**. The date & time that a response is due for the document.
- o **Quoted**. Whether the document has been fully, partly or not Quoted. Flags are:
  - **No Quote**. A Quote has not yet been generated for this Request For Quote.
  - **Partial Quote**. A Quote has been generated for only some of the lines from the original Request For Quote.
  - **Quote Generated**. A Quote has been generated for all of the lines from the original Request For Quote.
- o **Currency**. The currency of the RFQ. The default currency for the Supplier Portal is GBP (Pounds Sterling).
  If an alternate currency has been used by the sender of this document the Currency field will display the following:
  - **Alternate Currency**. The image below shows the Euro (EURO) as the currency.
  - **Rate**. The rate is the currency applied exchange rate between this currency and GBP, in the image '1.494'.
  - **Source**. The Source is the source for the exchange rate e.g. HMRC.

  For example:

Currency	
EUR	Rate 1.494
	Source HMRC

- **Parties Details**. ⊞ Parties You can display further details about the parties to the RFQ by clicking the plus icon next to the Parties button. Further details will be displayed:

	Contact	Address	Communication
Requested By	John Davies	SP Trading PLC, Units 7-10, Walton Business Park, Runcorn Road, London, N18 7YH	E-mail: jdavies@sptrading.co.uk Tel: 787 3000 Direct: +44 (0)207 787 3000 Mobile: +44 (0)7887 533519 Fax: +44 (0)207 787 3001

Tip. ⊟ When the details are open click the Minus button to hide them.

- **Delivery Details**. ⊞ Delivery You can display delivery information for the RFQ by clicking the plus icon next to Delivery button:

	Contact	Address	Communication
Deliver To	John Davies	Zanzibar Demonstration Organisation Good, SP Trading PLC, Units 7-10 Walton Business Park Runcorn Road, Trevelyan House, Great Peter Street, London, N18 7YH, United Kingdom	E-mail: jdavies@sptrading.co.uk Direct: +44 (0)207 787 3000 Fax: +44 (0)207 787 3001

Tip. ⊟ When the details are open click the Minus button to hide them.

- **Related Documents**. Other documents that are associated with this RFQ. For example:

Related Documents	Attachments	Comments
	Attachment 1	Contract Ref: IMP09394821

The following list describes the details shown:

- o **Related Documents Name**. Clicking on a document name displays the related document in the relevant Document Details page.
- o **Attachments**. An "Attachment" image indicates that a document is attached to this RFQ. Click the name to display the attachment in a new window.
- o **Comments**. Further comments from the buying Organisation regarding this RFQ.

- **Line Details**. This is a summary list of the RFQ items.

Line	Item Code, Manufacturer, Mftr.Item Code, Description & Comments	Classification	Quantity	Unit	Deliver By	Price?
1	**books** text books		10	EA	26 Oct 2008	15.00

The following list describes the details shown:

- o **Line**. A number indicating the sequence of the lines.
- o **Item Code, Manufacturer, Mftr Item Code, Description & Comments**. The code used for the goods or services, the manufacturer if appropriate and known, the Manufacturer Code if known, a description and any comments about this line of the RFQ.
- o **Classification**. The classification type and code assigned to the goods or services.
- o **Quantity**. The number of units of the item being Ordered.
- o **Unit**. The unit of measure of the item.
- o **Deliver By**. The required date of delivery for the goods or services.

- **Audit**. Audit The Audit contains details about the transmission and any status changes. Click the Plus icon next to the Audit button, further details are displayed.
For example:

Audit

Date & Time	Audit Event	Details
12 Feb 2008 12:41	Receive RequestForQuoteZanzibar	Document received at 12/02/2008 12:41:03
12 Feb 2008 12:41	Route Document	Completed Routing Document
12 Feb 2008 12:41	Storing document	Document type is: RequestForQuoteZanzibar
12 Feb 2008 12:41	Process Document	Completed Processing Document
12 Feb 2008 12:41	Update Audit Status	Completed Update Of Audit Status
12 Feb 2008 12:41	Ending Processing.	Processing Ended

5.5 Quotes

5.5.1 The Quote Summary

Quick Links: Topic Overview - Using the Quote Summary

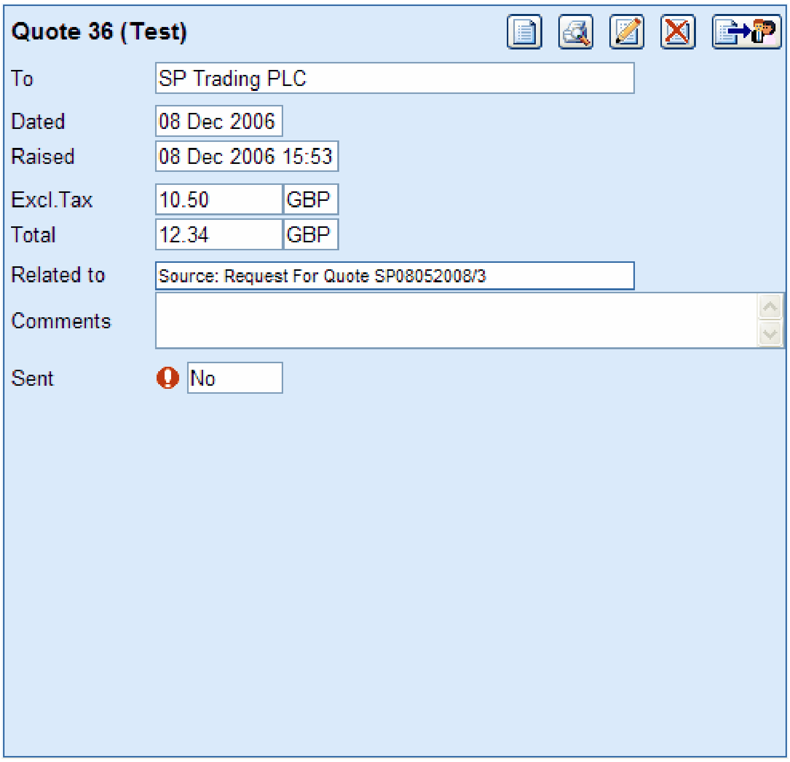
Overview

When you click a Quote in the The Document List, The Document Search or The Document Tree the Document Summary is displayed to the left of the page.

You use the Quote Summary to view Quote details, change an RFQ status or perform actions on the Quote.

Using the Quote Summary

The following image is an example of a Quote Summary:



The following list describes the Quote Summary:

- **Document Type and Number**. The unique identifier for the Quote.
- **To**. the buying Organisation to which you will send (or have sent) the document.
- **Dated**. The stated date of the document
- **Raised.** The date & time that the document was raised.
- **Excl.Tax**. The total value of the document excluding tax and the currency of the document.

- **Total**. The total value of the document including tax and the currency of the document.
- **Related To**. Any document from which this document was derived or which is derived from this document.
  Tip: Clicking on the document number will cause the display to switch to that document.
- **Comments**. Any comments, notes and remarks associated with this document.
- **Status**. The status of this Quote. The following list describes the possible status icons:
  - Usually, you need to take some action.
  - You may need to take some action.
  - Usually, you do not need to take further action.
- **Document Actions (Not Sent)**. If the Quote has not been sent the following list describes the possible actions from the summary:
  - **Document Details**. Click the Details icon to view more details. See Quote View/Edit Page.
  - **Print Document**. Click the Print icon to Print the Request for Quote. See Printing a Document.
  - **Edit Document**. Click the Edit icon to edit the Quote. See Editing Quotes.
  - **Delete Document**. Click the Delete icon to delete the document, A prompt is displayed. See Understanding Document Actions >> Deleting Documents.
  - **Send/Resend Document**. Click the Send/Resend button to send or resend the document. See Understanding Document Actions >> Sending Documents.
- **Document Actions (Already Sent)**. If the Quote has already been sent only the following options will be available:
  - **Document Details**. Click the Details icon to view more details. See Quote View/Edit Page.
  - **Print Document**. Click the Print icon to Print the Request for Quote. See Printing a Document.

5.5.2 The Quote Details Page

Quick Links: Topic Overview - Using the Quote Details Page

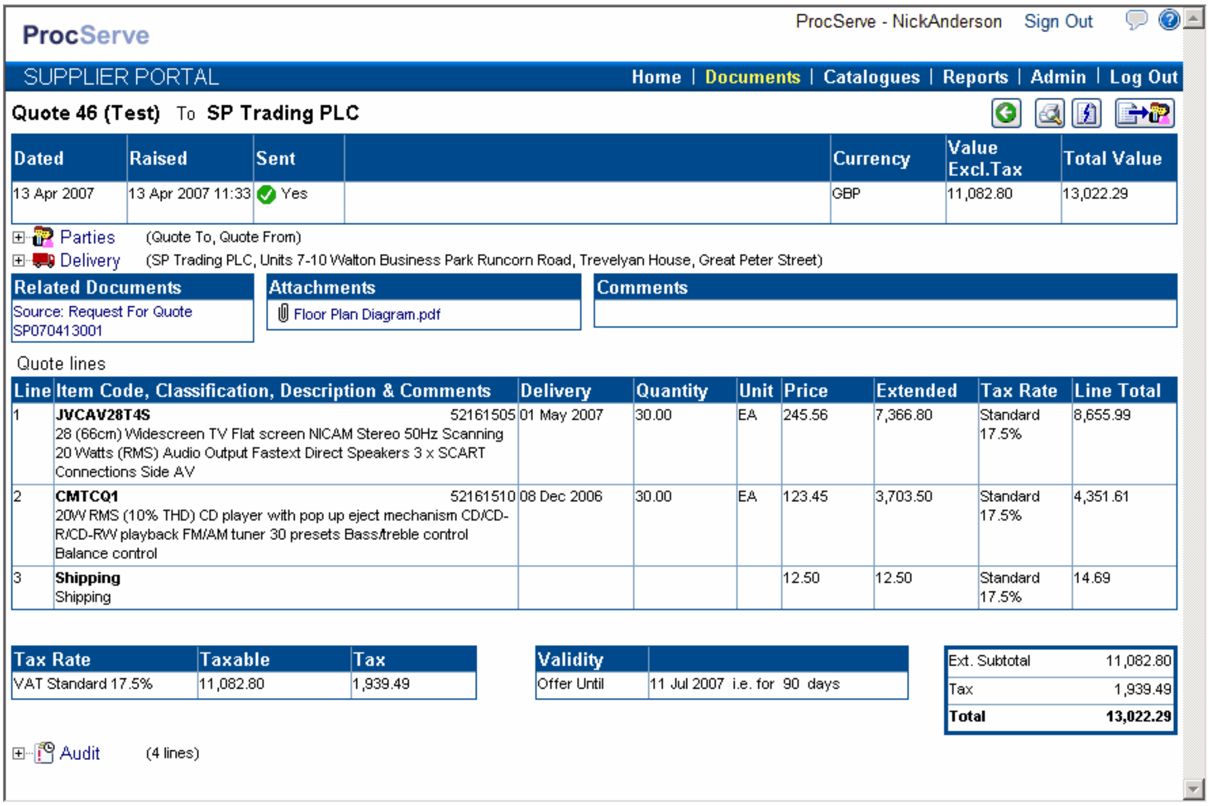
Overview

When you click the Details icon for a Quote in the The Quote Summary of the The Documents Page the Quote Details page is displayed for that Quote.

You use the Quote Details page to view and work with all attributes the Quote.
You can also perform actions on the Quote.

Using the Quote Details Page

The following image is an example of an Quote Details page:



The following list describes the Quote Details page:

- **Document Actions**. The following document actions may be available depending on context:
  - **Back Button**. Click the Back button to return to the previous page.
  - **Print Document**. Click the Print icon to Print the Document. See Printing a Document.
  - **View Document Raw Text**. Click this icon to view the document's raw text. See Viewing a Document's Raw Text.

- o **Edit Document**. Click the Edit icon to edit the Quote. See Editing Quotes.

- o **Delete Document**. Click the Delete icon to delete the document, A prompt is displayed. See Understanding Document Actions >> Deleting Documents.

- o **Send Document**. Click the Send button to send the document. See Understanding Document Actions >> Sending Documents.

- **Quote Header Details**. Details displayed include the following:
  - o **Dated**. The date of the document as stated by the buying Organisation.
  - o **Raised**. The date and time that the document was raised by the system.
  - o **Sent**. The flag indicates the current Quote status:
    - ▪ **Not Sent**. The Quote has not been sent yet.
    - ▪ **Sent**. A Quote has been sent.
  - o **Currency**. The date & time that a response is due for the document.
  - o **Value Excl. Tax**. The total value of the document excluding tax.
  - o **Total Value**. The total value of the document including tax, if appropriate and known.

- **Parties Details**. Parties You can display further details about the parties to the Quote by clicking the plus icon next to the Parties button. Further details will be displayed:

	Contact	Address	Communication	
Quote To	John Davies	SP Trading PLC, Units 7-10, Walton Business Park, Runcorn Road, London, N18 7YH	E-mail: jdavies@sptrading.co.uk Tel: 787 3000 Direct: +44 (0)207 787 3000 Mobile: +44 (0) 7887 533519 Fax: +44 (0)207 787 3001	
Quote From	Derek Bailey	IMPAQ Business Solutions Limited, Lantern House, Walnut Tree Close, Guildford, Surrey, GU1 4TX, UNITED KINGDOM	E-mail: dbailey@impaq.co.uk Tel: 01483 466900 Fax: 01483 466901	

Tip. When the details are open click the Minus button to hide them.

- **Delivery Details**. Delivery You can display delivery information for the Quote by clicking the plus icon next to Delivery button:

	Contact	Address	Communication	
Deliver To	John Davies	SP Trading PLC, Units 7-10, Walton Business Park, Runcorn Road, London, N18 7YH	E-mail: jdavies@sptrading.co.uk Tel: 0207 787 3000 Direct: +44 (0)207 787 3000 Fax: +44 (0)207 787 3001	

Tip. When the details are open click the Minus button to hide them.

- **Related Documents**. Other documents that are associated with this Quote. For example:

Related Documents	Attachments	Comments
	Attachment 1	Contract Ref: IMP09394821

The following list describes the details shown:

- o **Related Documents Name**. Clicking on a document name displays the related document in the relevant Document Details page.

- o **Attachments**. An "Attachment" image indicates that a document is attached to this Quote. Click the name to display the attachment in a new window.

- o **Comments**. Further comments from the Supplier Organisation regarding this Quote.

- **Line Details**. This is a summary list of the Quote items. For example,

Quote lines

Line	Item Code, Classification, Description & Comments	Delivery	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	**Paper** 80gsm	15 Feb 2009	10	BX	1.20	12.00	Standard 15%	13.80

The following list describes the details shown:

- o **Line**. A number indicating the sequence of the lines.

- o **Item Code, Classification, Description & Comments**. The code used for the goods or services, the manufacturer if appropriate and known, the Manufacturer Code if known, a description and any comments about this line of the Order.

- o **Delivery**. The date ion which the goods or services will be delivered.

- o **Quantity**. The number of units of the item being Ordered.

- o **Unit**. The unit of measure of the item.

- o **Price**. The price per unit.

- o **Extended**. The value of this line of the Quote, excluding tax.

- o **Tax Rate**. the Tax rate that applies to this line of the Quote.

- o **Line Total**. The total cost of this line item including tax.

- **Audit**. ⊞ Audit The Audit contains details about the transmission and any status changes. Click the Plus icon next to the Audit button, further details are displayed.
For example:

Date & Time	Audit Event	Details
13 Apr 2007 11:33	Document created	Quote 46 created by dbailey@impaq.co.uk (Derek Bailey)
17 Apr 2007 11:11	Sending Document	Completed Sending Document
17 Apr 2007 11:11	Update Audit Status	Completed Update Of Audit Status
17 Apr 2007 11:11	Ending Processing.	Processing Ended

5.5.3 Creating a Quote

Quick Links: Topic Overview - Locating the Create Quote Page - Entering Quote Header Details - Working with a New Quote

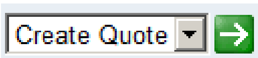
Overview

A new Quote based on an existing Request For Quote (RFQ) can be raised from the Documents Page, Request For Quote Summary or Request For Quote Details Page.

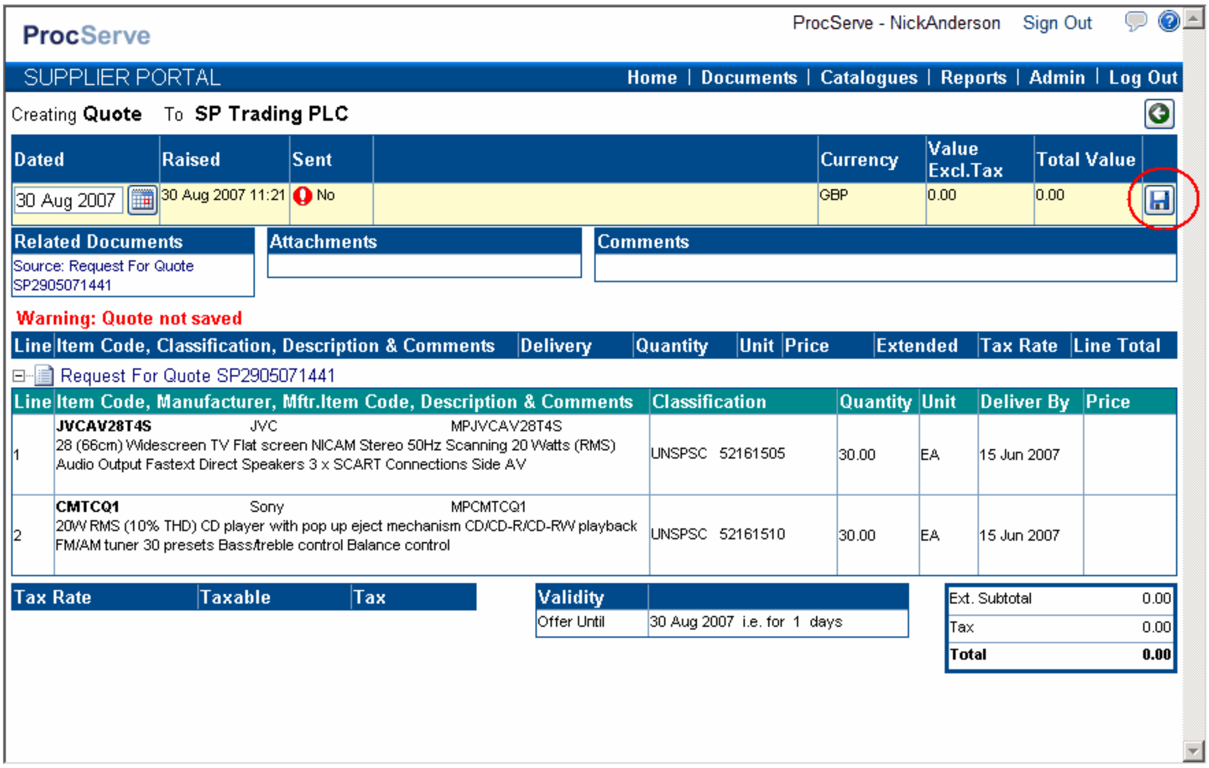
When you first create the Quote you need to add the header details including a manual or automatic Quote number.
You will then need to add line items either from the RFQ or manually.
You can then check and change other details such as delivery details and how long the Quote is valid for.

Locating the Create Quote Page

Where you see the following displayed in an RFQ you can select Create Quote and click the Arrow



The Create Quote page will be displayed:



Entering Quote Header Details

The header details of the Quote is highlighted in yellow and this header must be saved before any lines can be added.
Note: The warning message under the Related Documents area tells you the current status of the

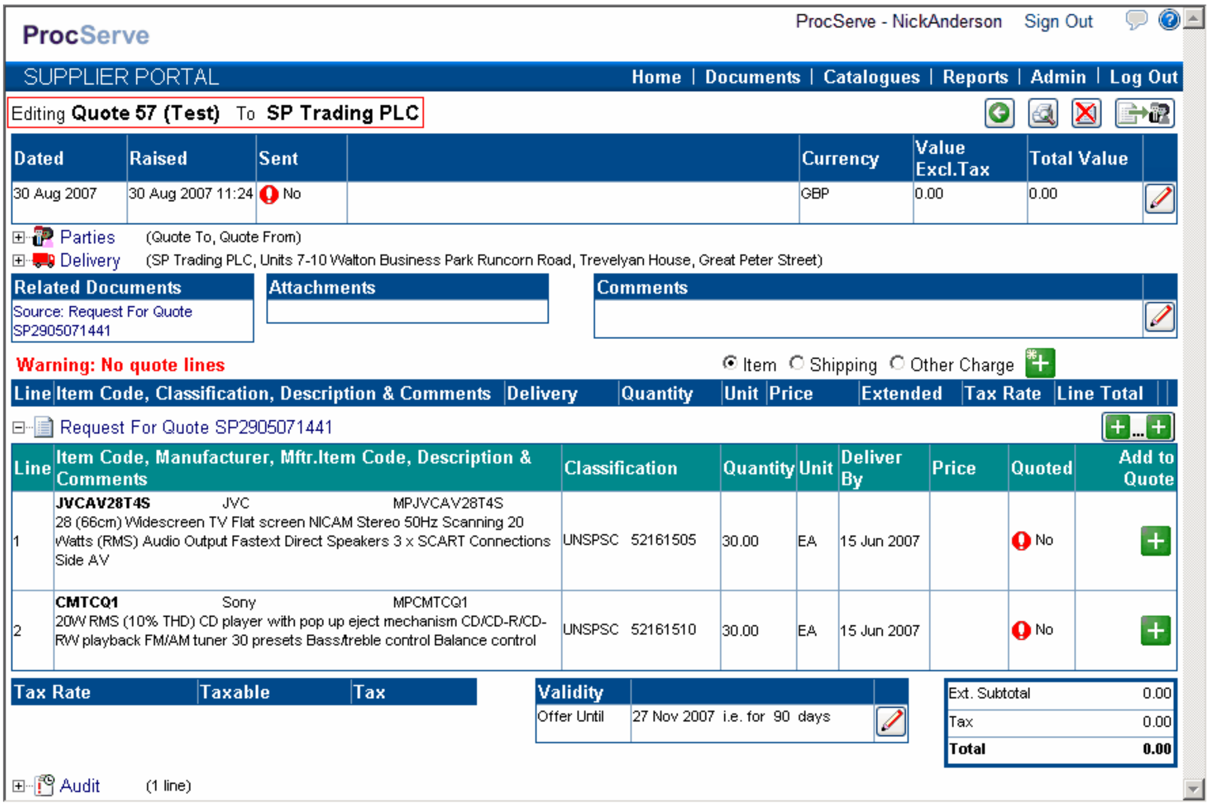
Quote.

Auto Numbering Disabled? If auto-numbering for Quotes has been disabled a Quote number must be entered manually.

Tip: The General Admin Module allows you to enable and disable automatic document numbering. See General Admin.

Save Numbered Quote. Once this number has been entered, or if auto-numbering for Quotes has been enabled click the Save icon (highlighted in the above image) to save the header and create the Quote.

The Quote Number is updated as shown highlighted in the following image:



The Quote has been created but has no lines, it cannot be sent yet.
You can add lines from the RFQ or items that are not on the RFQ.

Working with a New Quote

Note: You work with a new Quote in the same as editing a Quote. See [Editing an Existing Quote](#).

5.5.4 Creating an Unlinked Quote

Quick Links: Topic Overview - Creating an Unlinked Quote

Overview

An Unlinked Quotation is a new Quote that is not being created as a response to a received Request for Quotation.

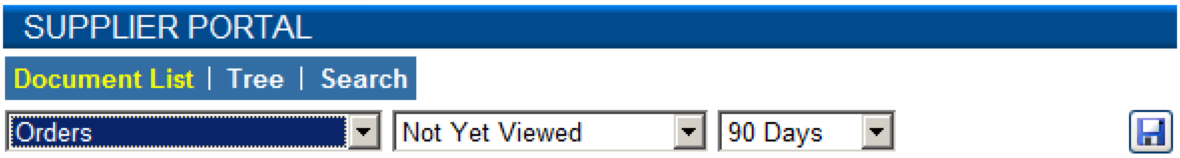
Note: Not all buying Organisations will accept unlinked documents. If the buying Organisation you are creating the Unlinked Quote for does not support unlinked documents then the features described below will not be available.

Creating an Unlinked Quote

Unlinked Quotes, when available, are created in the Document Tree as described in the following list:

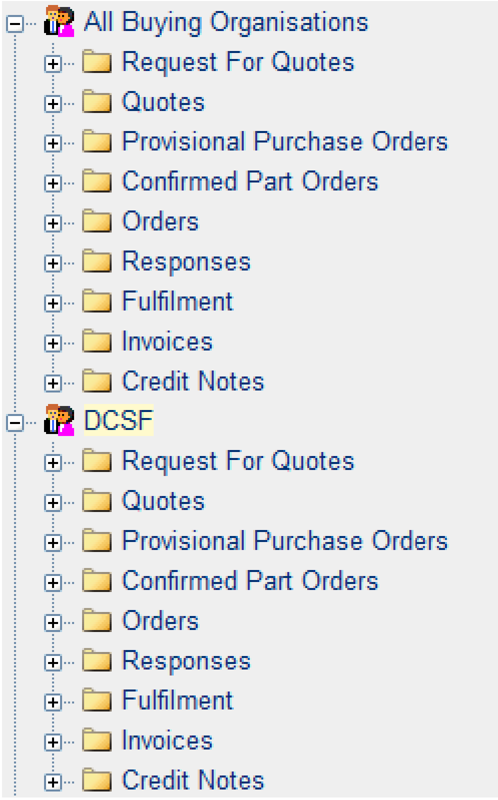
- 

Click the Documents option in the main menu. The Documents page will display. For example:

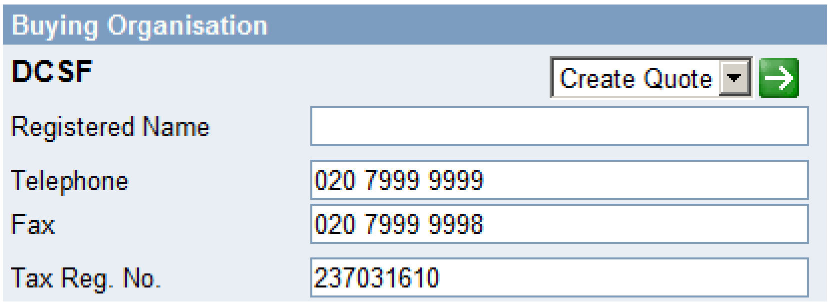


- 

Navigate to and click the click the Tree option from the Documents options and the tree panel will be displayed. Click on the name of the Buying Organisation you wish to create an Unlinked Quote for. For example:



- Details for the Buying Organisation appear in the Document Summary (left hand panel). For example:



- Select Create Quote from the drop down and click the Arrow icon to create the unlinked Quote. The system displays the Creating New Quote page. See [Creating a Quote](#).

5.5.5 Editing Quotes

5.5.5.1 Editing Quotes

Quick Links: Topic Overview - The Edit Quotes Page - Working with Quotes

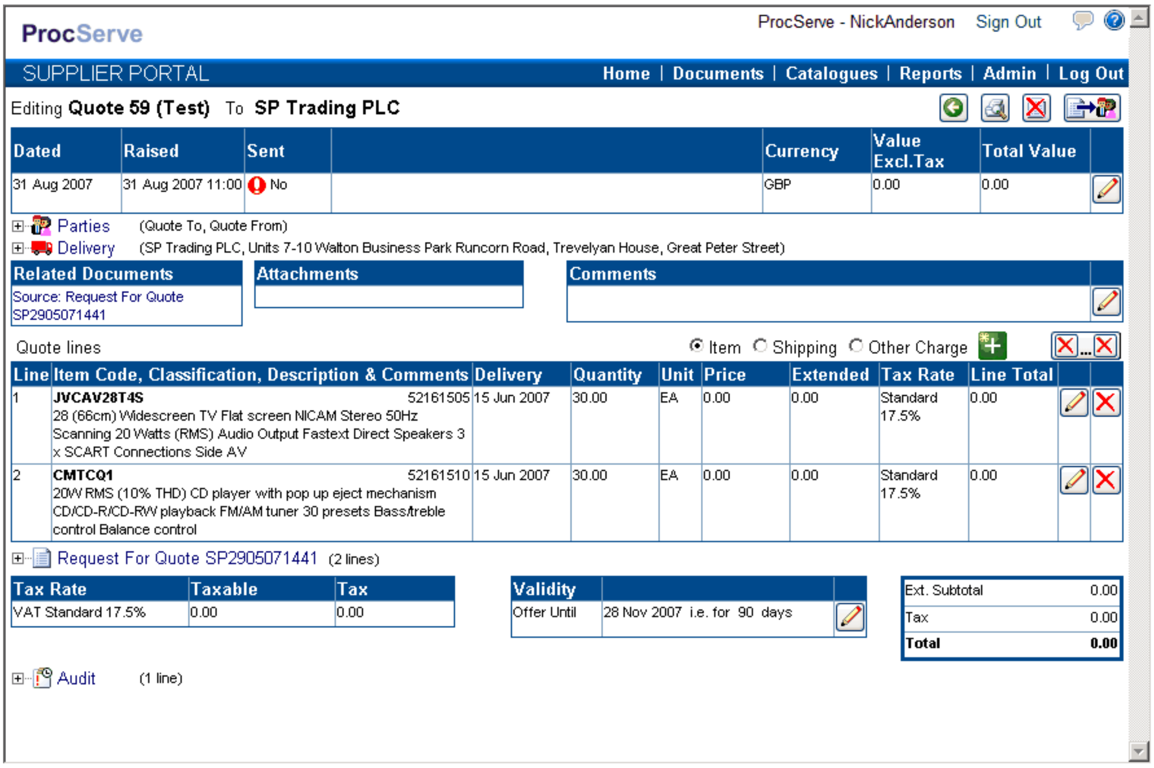
Overview

Most details of an existing Quote can be altered and Quote lines added or deleted.
Note: You cannot edit a Quote if it has already been sent to the buying Organisation.

The Edit Quotes Page

You can edit an unsent Quote when you see the edit icon.
For example, in the Documents, Quote Summary or Quote View pages. See The Documents Page - Quote Summary - Quote View page

Click the Edit icon and the details will be loaded into the Edit Quotes page.
For example:



Working with Quotes

Notes:

- **Creating Quotes?** The Create Quote page is used in the same way as described in the list below.
- **Unlinked Quotes?** Unlinked Quotes will not have RFQs associated with them.

The following list describes how you use the Edit Quote page:

- **Document Actions**. The following actions may be available:
    - **Back Button**. Click the Back button to return to the previous page.
    - **Print Document**. Click the Print icon to Print the Document. See Printing a Document.
    - **Delete Document**. Click the Delete icon to delete the document, A prompt is displayed. See Understanding Document Actions >> Deleting Documents.
    - **Send Document**. Click the Send button to send the document. See Understanding Document Actions >> Sending Documents.

    Tip: If for some reason you are not allowed to send the Quote yet the Send button will be disabled. For example you have to add line items before you can send a Quote.
- **Quote Header Details**. Click the Edit icon to change the Quote header / comment details. See Editing Header Details.
- **Parties Details**. Parties You can display further details about the parties to the Quote by clicking the plus icon next to the Parties button. SeeChanging Quote Delivery Details.
- **Delivery Details**. Delivery You can display delivery information for the Quote by clicking the plus icon next to Delivery button. See Changing Quote Delivery Details.
- **Related Documents**. Where applicable related documents will be listed.
- **Attachments**. Click the icon to the right of the attachments area to add an attachment to the Quote. See Adding / Editing an Attachment.
- **Comments**. Click the Edit icon to add or edit comments. See Document Comments.
- **Quote Lines**. This list shows the items you have added to the Quote. Initially there will be no line items added to the Quote. The following list describes how you work with Quote lines:
    - **Adding Items not on the RFQ**. Item Shipping Other Charge Check the relevant box before you add lines not on the RFQ, shipping or you can define other items not on the RFQ. Once you have checked the relevant option you click the Plus icon. See Adding Quote Lines Not on Request For Quote.
    - **Quote Line Details.** The following list describes the details shown:
        - **Line**. A number indicating the sequence of the lines.
        - **Item Code, Classification, Description & Comments**. The code used for the goods or services, the manufacturer if appropriate and known, the Manufacturer Code if known, a description and any comments about this line of the Order.
        - **Delivery**. The date in which the goods or services will be delivered.

- **Quantity**. The number of units of the item being Ordered.
- **Unit**. The unit of measure of the item.
- **Price**. The price per unit.
- **Extended**. The value of this line of the Quote, excluding tax.
- **Tax Rate**. the Tax rate that applies to this line of the Quote.
- **Line Total**. The total cost of this line item including tax.
- **Edit a Line Item**. Click this icon the edit the line item. See Editing Line Details.
- **Delete Line Item**. Click this icon to delete the line item. See Editing Line Details.
- **Delete All Line Items**. Click this icon to delete all line items. See Editing Line Details.

- **The Originating RFQ**. Request For Quote RFQ00000059 (1 Line) If it is not already open you can click the plus icon to expand the RFQ details (this will not appear in unlinked Quotes as these do not have associated RFQs). You can add items to your Quote from the RFQ. See Adding Quote Lines Based on Request For Quote Lines.

- **Quote Footer Details**. Quote footer details include:
  - **Validity Settings**. Click the Edit icon within the Validity Settings to change the Quote Validity settings. See Editing Validity Settings.
    See Editing Validity Settings.
  - **Ext. Subtotal**. The total of the extended values of all the lines i.e. excluding tax.
  - **Tax**. The total tax value.
  - **Total**. The total value of the Invoice, including tax.

- **Audit**. Audit The Audit contains details about the transmission and any status changes. Click the Plus icon next to the Audit button, further details are displayed.
  For example:

Date & Time	Audit Event	Details
13 Apr 2007 11:33	Document created	Quote 46 created by dbailey@impaq.co.uk (Derek Bailey)
17 Apr 2007 11:11	Sending Document	Completed Sending Document
17 Apr 2007 11:11	Update Audit Status	Completed Update Of Audit Status
17 Apr 2007 11:11	Ending Processing.	Processing Ended

5.5.5.2 Editing Header Details

Quick Links: Topic Overview - Editing Header Details

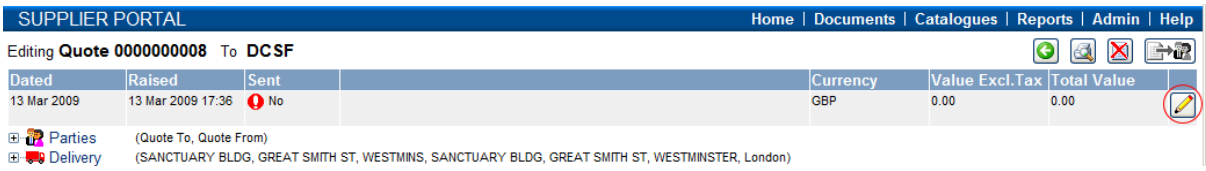
Overview

When you are creating or editing Quotes you may need to change the header details. See Creating a Quote or Editing Quotes.

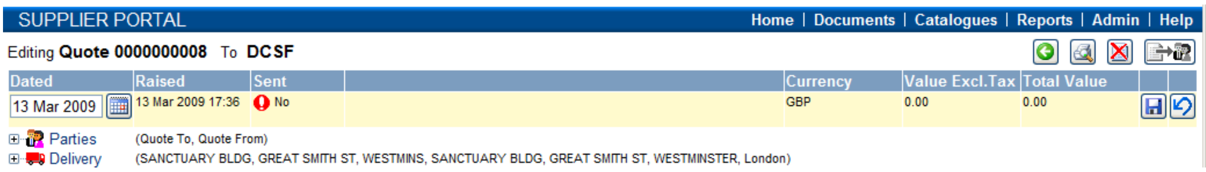
You can change the date, a manually entered document number or the currency rate.

Editing Header Details

 Click the Edit icon next to the Header details (shown highlighted):

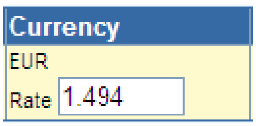


The Header details are displayed in Edit mode. For example:

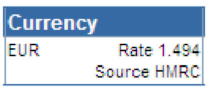


The following list describes the features of Edit Header mode:

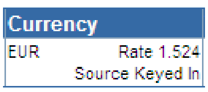
- **Editing the Quote Date**.  You can click the Calendar icon to change the Quote date.
- **Editing the Quote Number**. If you do not have auto numbering switched on you can change the Quote Number or reference in the Number field. See General Admin.
- **Editing the Quote Currency**. You can click field to modify the exchange rate for the Quote:



Note: if you change the currency the system displays currency for the Quote as follows:

o 

If the exchange is not edited it will be displayed with the system defined source and exchange rate.

o 

If the exchange rate is edited the exchange rate source will be updated to 'Source Keyed In'.

- **Actions**. Once you have made your required changes you can save or discard your changes:
  - o **Save Changes**.  Click the Save icon to validate and if valid save your changes.
  - o **Discard Changes**.  Click the Discard icon to discard you changes and display the Header details in view mode.

5.5.5.3 Changing Quote Parties Details

Quick Links: Topic Overview - Entering or Editing Quote Party Details

Overview

Party Details can be added to or changed in an unsent Quote.

You do this when editing or creating a Quote.
See Creating a Quote or Editing Quotes.

Entering or Editing Quote Party Details

Parties Details. Parties You can display further details about the parties to the Quote by clicking the plus icon next to the Parties button. Further details will be displayed:

Tip. When the details are open click the Minus button to hide them.

Click the Edit icon for a particular row to enter Edit mode. For example:

You can change or enter the required details as shown above.

Save Changes. Click the Save icon to validate and if valid save your changes.

Cancel Changes. Click the Cancel icon to cancel changes and close Edit mode.

5.5.5.4 Changing Quote Delivery Details

Quick Links: Topic Overview - Entering or Editing Quote Delivery Details

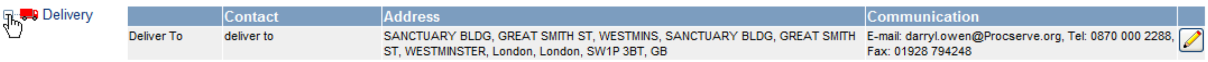
Overview

Delivery Details can be added to or changed in an unsent Quote.

You do this when editing or creating a Quote.
See Creating a Quote or Editing Quotes.

Entering or Editing Quote Delivery Details

Delivery Details. Delivery You can display delivery information for the Quote by clicking the plus icon next to Delivery button:



Tip. When the details are open click the Minus button to hide them.

Click the Edit icon for a particular row to enter Edit mode. For example:

You can change or enter the required details as shown above.

Save Changes. Click the Save icon to validate and if valid save your changes.

Cancel Changes. Click the Cancel icon to cancel changes and close Edit mode

5.5.5.5 Editing Line Details

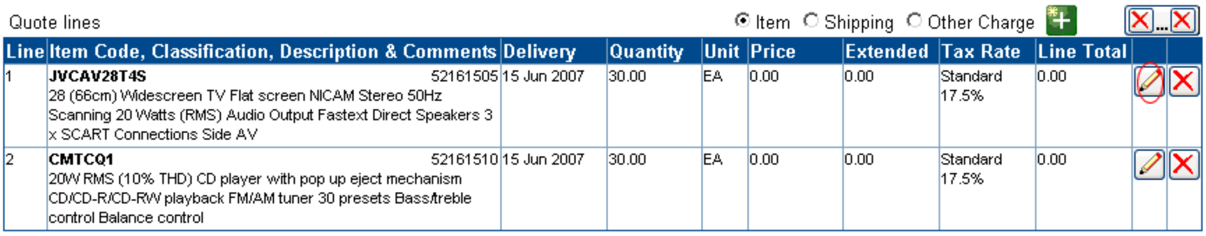
Quick Links: Topic Overview - Editing Quote Line Details - Delete Line Items

Overview

This topic shows you how to edit line items when editing or creating a Quote.
See Creating a Quote or Editing Quotes.

Editing Quote Line Details

Click the Edit icon next to the line you wish to change. For example:


Quote lines ◉ Item ○ Shipping ○ Other Charge

Line	Item Code, Classification, Description & Comments	Delivery	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	**JVCAV28T4S** 52161505 28 (66cm) Widescreen TV Flat screen NICAM Stereo 50Hz Scanning 20 Watts (RMS) Audio Output Fastext Direct Speakers 3 x SCART Connections Side AV	15 Jun 2007	30.00	EA	0.00	0.00	Standard 17.5%	0.00
2	**CMTCQ1** 52161510 20W RMS (10% THD) CD player with pop up eject mechanism CD/CD-R/CD-RW playback FM/AM tuner 30 presets Bass/treble control Balance control	15 Jun 2007	30.00	EA	0.00	0.00	Standard 17.5%	0.00

The line is displayed in edit mode:

Line	Item Code, Classification, Description & Comments	Delivery	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	JVCAV28T4S 52161505 28 (66cm) Widescreen TV Flat screen NICAM Stereo 50Hz Scanning 20 Watts (RMS) Audio Output Fastext Direct Speakers 3 x SCART Connections	01 May 2007	30.00	EA	125.54	3,766.20	Standard 17.5%	4,425.29
2	CMTCQ1 52161510 20W RMS (10% THD) CD player with pop up eject mechanism CD/CD-R/CD-RW playback FM/AM tuner 30 presets Bass/treble control Balance control	08 Dec 2006	30.00	EA	68.54	2,056.20	Standard 17.5%	2,416.04

The following list describes the fields you can edit and the controls in edit line mode:

- **Item Code, Classification, Description & Comments**. The code used for the goods or services, the manufacturer if appropriate and known, the Manufacturer Code if known, a description and any comments about this line of the Order.

- **Delivery**. The date on which the goods or services will be delivered.
  Click the Calendar icon to select a new date.

- **Quantity**. The number of units of the item being Ordered.

- **Unit**. The unit of measure of the item.

- **Price**. The price per unit.

- **Tax Rate**. The Tax rate that applies to this line of the Quote, you can select a new option from the drop down.

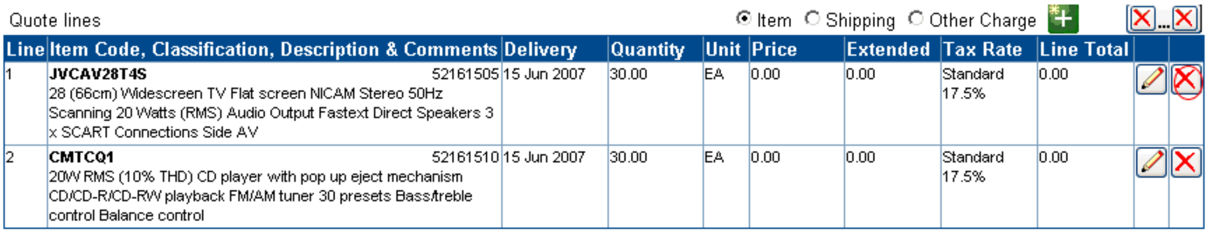
- **Save Changes**. Click the Save icon to validate and if valid save your changes.

- **Cancel Changes**. Click the Cancel icon to cancel changes and close Edit mode.

Delete Line Items

The following list describes how you can remove one or all lines from a Quote:

- **Delete Single Line from Quote?** To remove a single line from the Quote click the Delete icon for that line item (shown highlighted):



Quote lines ◉ Item ○ Shipping ○ Other Charge

Line	Item Code, Classification, Description & Comments		Delivery	Quantity	Unit	Price	Extended	Tax Rate	Line Total		
1	**JVCAV28T4S** 28 (66cm) Widescreen TV Flat screen NICAM Stereo 50Hz Scanning 20 Watts (RMS) Audio Output Fastext Direct Speakers 3 x SCART Connections Side AV	52161505	15 Jun 2007	30.00	EA	0.00	0.00	Standard 17.5%	0.00		
2	**CMTCQ1** 20W RMS (10% THD) CD player with pop up eject mechanism CD/CD-R/CD-RW playback FM/AM tuner 30 presets Bass/treble control Balance control	52161510	15 Jun 2007	30.00	EA	0.00	0.00	Standard 17.5%	0.00		

The selected line will be removed from the Quote.

- **Delete All Lines from Quote?** Click the Remove All icon to remove all lines from the Quote.

5.5.5.6 Adding Quote Lines Based on Request For Quote Lines

Quick Links: Topic Overview - Adding Quote Lines from an RFQ - Adding All Quote Lines from an RFQ - Adding Single Quote Lines from an RFQ - Delete Line Items

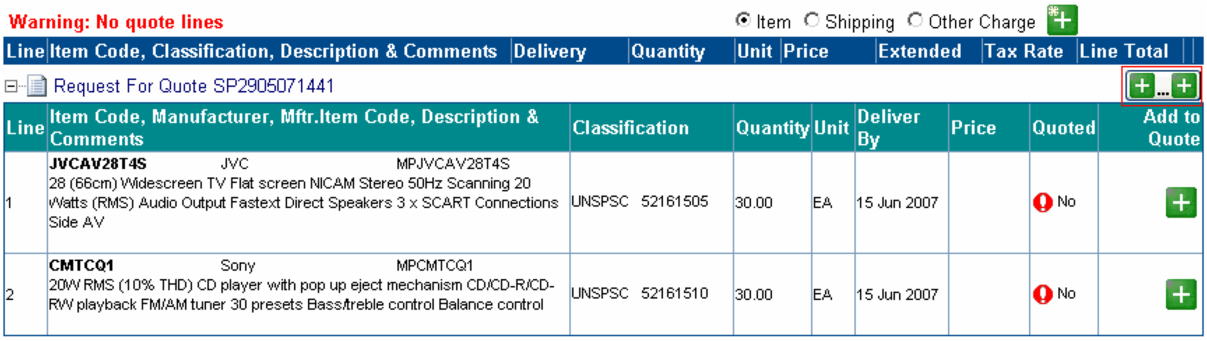
Overview

This topic describes how you can inspect the RFQ and then add all RFQ lines to the Quote when editing or creating a Quote.
See Creating a Quote or Editing Quotes.

Adding Quote Lines From an RFQ

The following steps describe how you add add single or all RFQ items to the Quote:

- There are no Quote line items in the following image, for example:



Warning: No quote lines — Item / Shipping / Other Charge

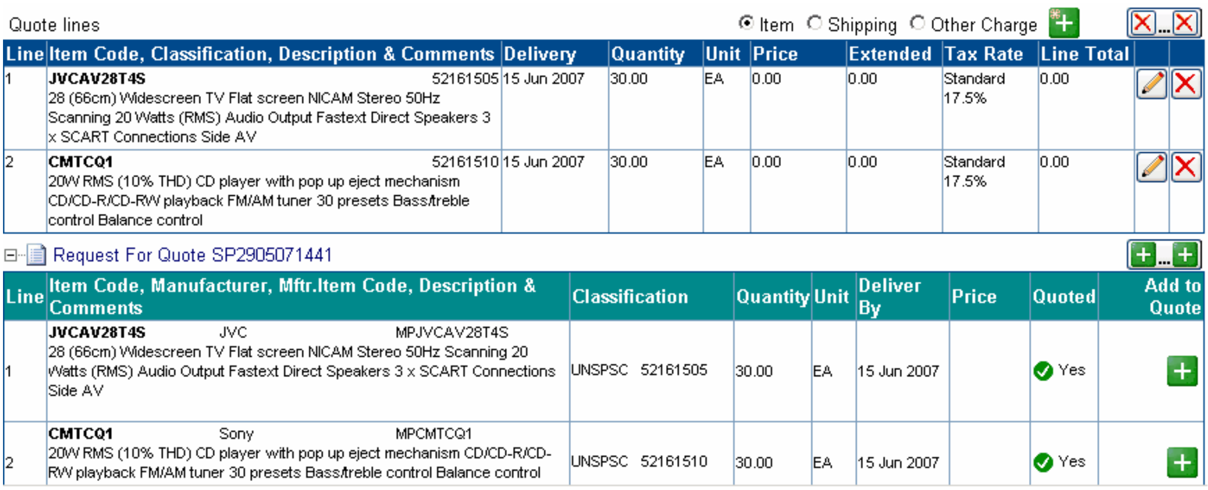
Line	Item Code, Classification, Description & Comments	Delivery	Quantity	Unit	Price	Extended	Tax Rate	Line Total

Request For Quote SP2905071441

Line	Item Code, Manufacturer, Mftr.Item Code, Description & Comments	Classification	Quantity	Unit	Deliver By	Price	Quoted	Add to Quote
1	**JVCAV28T4S** JVC MPJVCAV28T4S 28 (66cm) Widescreen TV Flat screen NICAM Stereo 50Hz Scanning 20 Watts (RMS) Audio Output Fastext Direct Speakers 3 x SCART Connections Side AV	UNSPSC 52161505	30.00	EA	15 Jun 2007		No	
2	**CMTCQ1** Sony MPCMTCQ1 20W RMS (10% THD) CD player with pop up eject mechanism CD/CD-R/CD-RW playback FM/AM tuner 30 presets Bass/treble control Balance control	UNSPSC 52161510	30.00	EA	15 Jun 2007		No	

Tip: If the RFQ lines are not displayed and you wish to check them you will need to click the Plus icon to expand the lines: Request For Quote RFQ00000059 (1 Line)

- **Adding all RFQ Lines to your Quote**. Click the Add all RFQ Items icon in the RFQ .



Quote lines — Item / Shipping / Other Charge

Line	Item Code, Classification, Description & Comments	Delivery	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	**JVCAV28T4S** 52161505 28 (66cm) Widescreen TV Flat screen NICAM Stereo 50Hz Scanning 20 Watts (RMS) Audio Output Fastext Direct Speakers 3 x SCART Connections Side AV	15 Jun 2007	30.00	EA	0.00	0.00	Standard 17.5%	0.00
2	**CMTCQ1** 52161510 20W RMS (10% THD) CD player with pop up eject mechanism CD/CD-R/CD-RW playback FM/AM tuner 30 presets Bass/treble control Balance control	15 Jun 2007	30.00	EA	0.00	0.00	Standard 17.5%	0.00

Request For Quote SP2905071441

Line	Item Code, Manufacturer, Mftr.Item Code, Description & Comments	Classification	Quantity	Unit	Deliver By	Price	Quoted	Add to Quote
1	**JVCAV28T4S** JVC MPJVCAV28T4S 28 (66cm) Widescreen TV Flat screen NICAM Stereo 50Hz Scanning 20 Watts (RMS) Audio Output Fastext Direct Speakers 3 x SCART Connections Side AV	UNSPSC 52161505	30.00	EA	15 Jun 2007		Yes	
2	**CMTCQ1** Sony MPCMTCQ1 20W RMS (10% THD) CD player with pop up eject mechanism CD/CD-R/CD-RW playback FM/AM tuner 30 presets Bass/treble control Balance control	UNSPSC 52161510	30.00	EA	15 Jun 2007		Yes	

- **Edit Prices**. By default, the lines will be added with a value of '0.00'.

To update the value click on the required Quote line as described in Editing Quotes Overview >>

Edit Quotes.

- **Adding Single RFQ Lines to your Quote**. Click the add single RFQ item icon for the relevant item within the RFQ lines (highlighted):

Line	Item Code, Manufacturer, Mftr.Item Code, Description & Comments	Classification	Quantity	Unit	Deliver By	Price?	Quoted	Add to Quote
1	**JVCAV28T4S** JVC MPJVCAV28T4S 28 (66cm) Widescreen TV Flat screen NICAM Stereo 50Hz Scanning 20 Watts (RMS) Audio Output Fastext Direct Speakers 3 x SCART Connections Side AV	UNSPSC 52161505	30.00	EA	05 Aug 2006		Yes	
2	**CMTCQ1** Sony MPCMTCQ1 20W RMS (10% THD) CD player with pop up eject mechanism CD/CD-R/CD-RW playback FM/AM tuner 30 presets Bass/treble control Balance control	UNSPSC 52161510	30.00	EA	05 Aug 2006		No	

- **Edit Prices**. By default, the lines will be added with a value of '0.00'.

  To update the value click on the required Quote line as described in Editing Quotes Overview >> Edit Quotes.

- You can continue to add line items either as above or non RFQ line items. When you have finished adding line items you can send the Quote as described.
  See Understanding Document Actions >> Sending Documents - Creating a Quote - Adding Quote Lines Not on Request For Quote.

Delete Line Items

The following list describes how you can remove one or all lines from a Quote:

- **Delete Single Line from Quote?** To remove a single line from the Quote click the Delete icon for that line item (shown highlighted):

Quote lines   Item Shipping Other Charge

Line	Item Code, Classification, Description & Comments	Delivery	Quantity	Unit	Price	Extended	Tax Rate	Line Total		
1	**JVCAV28T4S** 52161505 28 (66cm) Widescreen TV Flat screen NICAM Stereo 50Hz Scanning 20 Watts (RMS) Audio Output Fastext Direct Speakers 3 x SCART Connections Side AV	15 Jun 2007	30.00	EA	0.00	0.00	Standard 17.5%	0.00		
2	**CMTCQ1** 52161510 20W RMS (10% THD) CD player with pop up eject mechanism CD/CD-R/CD-RW playback FM/AM tuner 30 presets Bass/treble control Balance control	15 Jun 2007	30.00	EA	0.00	0.00	Standard 17.5%	0.00		

  The selected line will be removed from the Quote.

- **Delete All Lines from Quote?** Click the Remove All icon to remove all lines from the Quote.

5.5.5.7 Adding Quote Lines Not on Request For Quote

Quick Links: Topic Overview - Adding Quote Lines Not on RFQ

Overview

In addition to adding lines from the RFQ you may wish to add other lines to the Quote.

The Supplier Portal allows three types of additional lines:

- An Item line for normal goods and services.
- A Shipping line for charges related to the delivery of goods.
- An Other Charge line for charges not directly related to delivery.

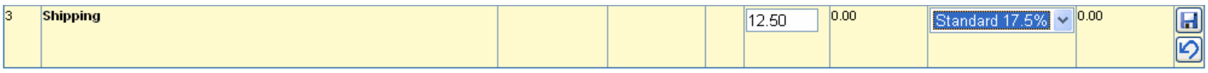
You do this when editing or creating a Quote.
See Creating a Quote or Editing Quotes.

Adding Quote Lines Not on RFQ

The following steps describe how you add none RFQ lines to the Quote:

- Select one of the line types from the item type options:

-  Click the Add Other line icon next to the item type options.
- The system displays a new line item in Edit mode. For example:



- **Save Changes**.  Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**.  Click the Cancel icon to cancel changes and close Edit mode.

5.5.5.8 Editing Validity Settings

Quick Links: Topic Overview - Editing Validity Settings

Overview

Validity settings can be added to or changed in an unsent Quote.

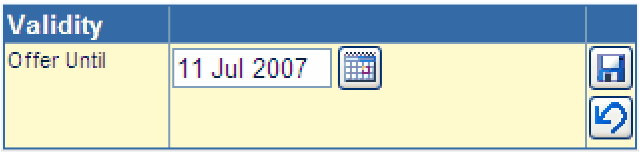
You do this when editing or creating a Quote.
See Creating a Quote or Editing Quotes.

Editing Validity Lines

The following steps describe how you can add change Quote Validity settings:

-  Click the Edit icon in the Validity area:

- The Validity area is displayed in edit mode:



- **Change Validity Date**.  Click the Calendar icon to change the Offer Until value for the Quote.
- **Save Changes**.  Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**.  Click the Cancel icon to cancel changes and close Edit mode.

5.5.6 Quote Error Messages

A list of the error messages and meanings you may get while managing and processing your Quotes are listed below:

- **Void**. This Quote is void. It has been cancelled.
- **Document is locked by <Username>** This document is currently being worked on by another User. It is not permitted that two Users work on the same document at the same time. You will only be able to view and print this Quote while the other User is working on it.
- **Source Document is locked by <Username>** The source document (e.g. Request For Quote) is currently being worked on by another User. You will only be able to view and print this Quote while the other User is working on the source document.
- **Supersedes/Superseded By**. There is an earlier/later version of the document. Clicking on the document number will cause the display to switch to that document.
- **Warning: Source Document is over-Invoiced**. One or more lines of the source document have been Quoted for a quantity greater than the source document line quantity. If source document lines are displayed, the Quoted quantity of the over-Quoted line(s) is highlighted.

5.6 Orders and Order Responses

5.6.1 The Order Summary

Quick Links: Topic Overview - Using the Order Summary

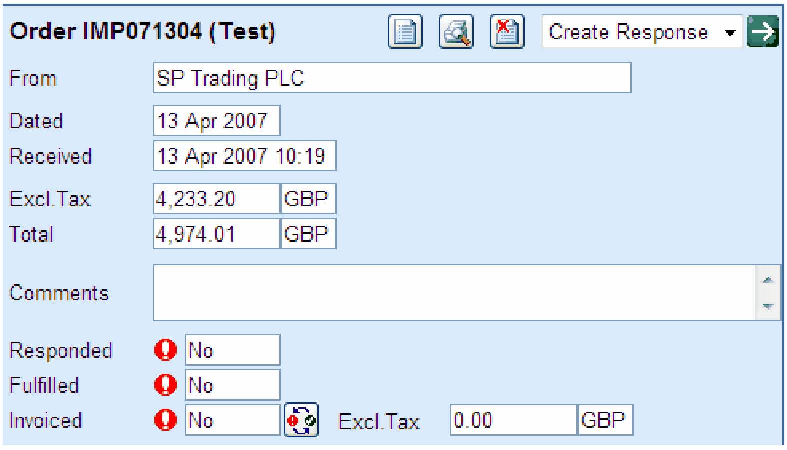
Overview

When you click an Order in the The Document List, The Document Search or The Document Tree the Document Summary is displayed to the left of the page.

You use the Order Summary to view Order details or perform actions on the Order.

Using the Order Summary

The following image is an example of an Order Summary:



The following list describes the Order Details Summary:

- **Document Type and Number**. The unique identifier for the document.
- **Void**. Indicates that the document has been cancelled.
- **From**. The buying Organisation that sent the document to you.
- **Dated**. The stated date of the document.
- **Received**. The date and time that the Order document was received by the system.
- **Excl.Tax**. The total value of the document excluding tax and the currency of the document.
- **Total**. The total value of the document including tax and the currency of the document.
- **Related To**. Any document from which this document was derived or which is derived from this document.
  Tip: Clicking on the document number will cause the display to switch to the related document.
- **Comments**. Any comments, notes and remarks associated with this document.
- The following list describes the tasks for the Order (see below for statuses):

- o **Responded**. Whether an Order Response has been created either fully or partly for the Order.
  Note: This will only be displayed if the sender of the Order has been set up to receive Order Responses.

- o **Fulfilled**. Whether a Fulfillment Notification has been created either fully or partly for the Order.
  Note: This will only be displayed if the sender of the Order has been set up to receive Fulfillment Notifications.

- o **Invoiced**. Whether an Invoice has been created either fully or partly for the Order.
  Note: This will only be displayed if the sender of the Order has been set up to receive Invoices.

- **Status**. The status of this document. The following list describes the possible status icons:

  - o Usually, you need to take some action.

  - o You may need to take some action.

  - o Usually, you do not need to take further action.

- **Document Actions**. The following list describes the possible actions from the summary:

  - o **Document Details**. Click the Details icon to view more details. See Viewing the Order Details.

  - o **Print Document**. Click the Print icon to Print the Request for Quote. See Printing a Document.

  - o **Void Document**. Click the Void icon to mark the Document as Void. See Understanding Document Actions >> Marking Documents as Void.

  - o **Create Response**. Select this option and click the Arrow icon to create an Order Response based on the selected Order. See Creating an Order Response.

  - o **Create Fulfillment Notification**. Select this option and click the Arrow icon to create a Fulfillment Order based on the selected Order. See Creating a New Fulfillment Notification.

  - o **Create Invoice**. Click this item to create a new Invoice based on the selected Order. See Creating a New Invoice.

  - o **Toggle Invoiced Status**. Click to change the Invoiced status.

    Note: The Invoiced status is set by the Supplier Portal whenever an Invoice linked to an Order is raised or edited. It is possible, however, to override the automatic settings.
    For example, if the remainder of a part-Invoiced Order will not be supplied; you can set the status to 'Invoiced' so that the Order is no longer at status 'Awaiting Invoicing'.

5.6.2 Viewing the Order Details

Quick Links: Topic Overview - Using the Order Details Page - Viewing Order Details

Overview

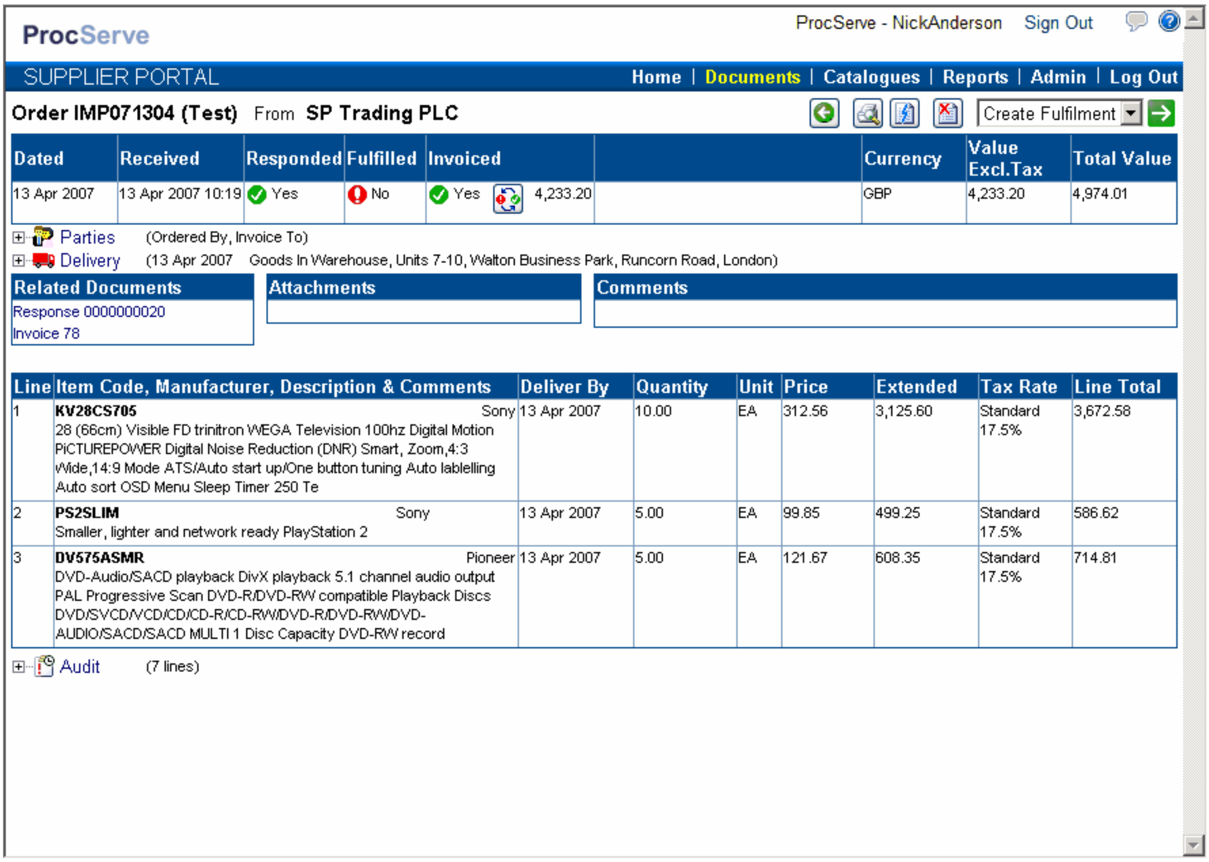
The details of an existing Order can be viewed, for example from the Order Summary of the Documents page.
See The Order Summary.

You can create Invoices, Order Responses and Fulfillment Notifications from the Order Details page.

Using the Order Details Page

The following list describes the how you view Order Details:

-  Click the View Document icon in the Order Summary page.
- The Order Details page is displayed. For example:



Viewing Order Details

The following list describes the Order Response page:

- **Document Actions**. The following actions, where relevant and available allow you to progress and perform operations on the document:

- **Back Button**. Click the Back button to return to the previous page.
- **Print Document**. Click the Print icon to Print the Document. See Printing a Document.
- **Viewing the Document's Raw Text**. Click the Raw Text icon to view Raw text for this Order. See Understanding Document Actions >> View Raw text.
- **Void Document**. Click the Void icon to mark the Document as Void. See Understanding Document Actions >> Marking Documents as Void.
  Note: A prompt will be displayed, select the relevant action.
- **Create Order Response**. Create Response Select this option and click the Arrow icon to create an Order Response based on the selected Order. See Creating an Order Response.
- **Create Fulfillment Notification**. Create Fulfilment Select this option and click the Arrow icon to create a Fulfillment Order based on the selected Order. See Creating a New Fulfillment Notification.
- **Create Invoice**. Create Invoice Click this item to create a new Invoice based on the selected Order. See Creating a New Invoice.

- **Document Details**. The document details are displayed include the following:
  - **Dated**. The date of the document as stated by the buying Organisation.
  - **Received**. The date and time that the document was received by the system.
  - **Responded**. Whether an Order Response has been created either fully or partly for the Order. Flags are:
    - **Not Responded**.
    - **Responded**.
  - **Fulfilled**. Whether a Fulfillment Notification has been created either fully or partly for the Order. Flags are:
    - **Not Responded**.
    - **Responded**.
  - **Invoiced**. Whether an Invoice has been created either fully or partly for the Order. Flags are:
    - **Not Responded**.
    - **Responded**.
    - **Toggle Invoiced Status**. Click to change the Invoiced status.

- **Currency**. The currency of the document. The default currency for the Supplier Portal is GBP (Pounds Sterling).
  If an alternate currency has been used by the sender of this document the Currency field will display the following:
  - **Alternate Currency**. The image below shows the Euro (EURO) as the currency.
  - **Rate**. The rate is the currency applied exchange rate between this currency and GBP, in the image '1.494'.
  - **Source**. The Source is the source for the exchange rate e.g. HMRC.

    For example:

Currency	
EUR	Rate 1.494
	Source HMRC

- **Value Excl.Tax**. The total value of the Order excluding tax.
- **Total Value**. The total value of the document including tax, if appropriate and known.

- **Parties Details**. ⊞ Parties You can display further details about the parties to the document by clicking the plus icon next to the Parties button. Further details will be displayed:

	Contact	Address	Communication
Ordered By	John Davies	Accounts Payable, Units 7-10, Walton Business Park, Runcorn Road, London, N18 7YH, United Kingdom	E-mail: orders@sptrading.co.uk Fax: +44 (0)207 787 3001
Invoice To	John Davies	Accounts Payable, Units 7-10, Walton Business Park, Runcorn Road, London, N18 7YH, United Kingdom	E-mail: orders@sptrading.co.uk Direct: +44 (0)207 787 3000

- **Delivery Details**. ⊞ Delivery You can display delivery information for the RFQ by clicking the plus icon next to Delivery button:

	Contact	Address	Communication
Deliver To	Goods In Warehouse	Goods In Warehouse, Units 7-10, Walton Business Park, Runcorn Road, London, N18 7YH, United Kingdom	E-mail: orders@sptrading.co.uk

Delivery Date	Delivery Method	Delivery Instructions
08 Dec 2006		

- **Related Documents**. Other documents that are associated with this document. For example:

Related Documents	Attachments	Comments
	Attachment 1	Contract Ref: IMP09394821

  The following list describes the details shown:
  - **Related Documents Name**. Clicking on a document name displays the related document in the relevant Document Details page.
  - **Attachments**. An "Attachment" image indicates that a document is attached to this document. Click the name to display the attachment in a new window.
  - **Comments**. Further comments from the buying Organisation regarding this document.

- **Line Details**. This is a summary list of the line items.

Line	Item Code, Manufacturer, Description & Comments	Deliver By	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	**KV28CS705** Sony 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	13 Apr 2007	10.00	EA	312.56	3,125.60	Standard 17.5%	3,672.58
2	**PS2SLIM** Sony Smaller, lighter and network ready PlayStation 2	13 Apr 2007	5.00	EA	99.85	499.25	Standard 17.5%	586.62
3	**DV575ASMR** Pioneer DVD-Audio/SACD playback DivX playback 5.1 channel audio output PAL Progressive Scan DVD-R/DVD-RW compatible Playback Discs DVD/SVCD/VCD/CD/CD-R/CD-RW/DVD-R/DVD-RW/DVD-AUDIO/SACD/SACD MULTI 1 Disc Capacity DVD-RW record	13 Apr 2007	5.00	EA	121.67	608.35	Standard 17.5%	714.81

The following list describes the details shown:

- **Line**. A number indicating the sequence of the lines.
- **Item Code, Manufacturer, Description & Comments**. The code used for the goods or services, the manufacturer if appropriate and known, a description and any comments about this line of the RFQ.
- **Deliver By**. The required date of delivery for the goods or services.
- **Quantity**. The number of units of the item being Ordered.
- **Unit**. The unit of measure of the item.
- **Price**. The price of one unit of the item.
- **Extended**. The value of this line of the Order, excluding tax.
- **Tax Rate**. The rate of tax that the buying Organisation expects to be applied when this line of the Order is Invoiced, if known.
- **Deliver By**. The required date of delivery for the goods or services.
- **Line Total**. The total cost, including taxes,for the line.

• **Audit**. Audit The Audit contains details about the transmission and any status changes. Click the Plus icon next to the Audit button, further details are displayed.
For example:

Date & Time	Audit Event	Details
08 Dec 2006 11:44	Receive document	Document received at 12/8/2006 11:44:15 AM
08 Dec 2006 11:44	Route Document	Completed Routing Document
08 Dec 2006 11:44	Storing document	Document type is: OrderCXML
08 Dec 2006 11:44	Process Document	Completed Processing Document
08 Dec 2006 11:44	Update Audit Status	Completed Update Of Audit Status
08 Dec 2006 11:44	Ending Processing.	Processing Ended

5.6.3 Managing Your Order Response

5.6.3.1 The Order Response Summary

Quick Links: Topic Overview - Using the Order Response Summary

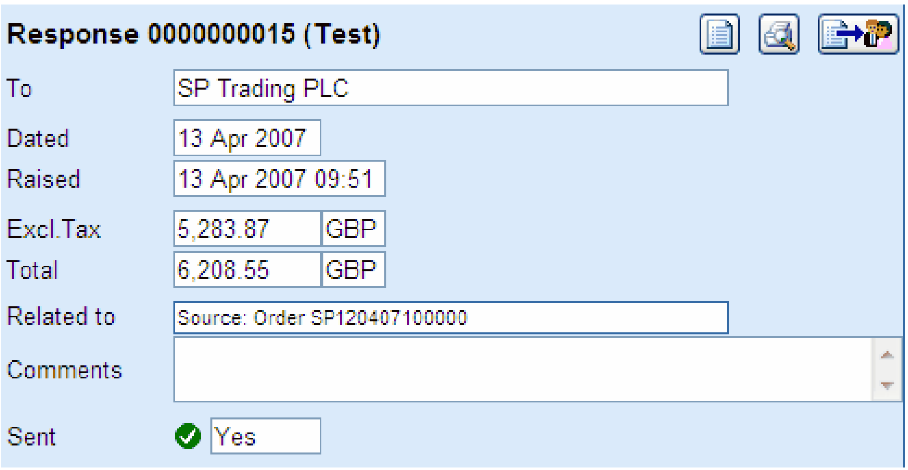
Overview

When you click an Order Response in the Document page the Document Summary is displayed to the left of the page.
See Document Page Overview.

You use the Order Response Summary to view Order Response details or perform actions on the Order.

Using the Order Response Summary

The following image is an example of an Order Response Summary:



The following list describes the Order Response Summary:

- **Document Type and Number**. The unique identifier for the document.
- **To**. The buying Organisation to which you will send (or have sent) the document.
- **Dated**. The stated date of the document.
- **Raised**. The date and time that the document was raised.
- **Excl.Tax**. The total value of the document excluding tax and the currency of the document.
- **Total**. The total value of the document including tax and the currency of the document.
- **Related To**. Any document from which this document was derived or which is derived from this document.
  Tip: Clicking on the document number will cause the display to switch to the related document.
- **Comments**. Any comments, notes and remarks associated with this document.
- **Sent**. Whether or not you have sent the document to the buying Organisation. The following list describes the possible status icons:

- No.
- Yes.

- **Document Actions (Not Sent)**. The following list describes the possible actions from the summary when the document has not been sent:
  - **Document Details**. Click the Details icon to view more details. See Viewing an Existing Order Response.
  - **Print Document**. Click the Print icon to Print the document. See Printing a Document.
  - **Edit Document**. Click the Edit icon to edit the document. See Editing an Order Response.
  - **Delete Document**. Click the Delete icon to delete the document, a prompt is displayed. See Understanding Document Actions >> Deleting Documents.
  - **Send/Resend Document**. Click the Send/Resend button to send or resend the document. See Understanding Document Actions >> Sending Documents.
- **Document Actions (Sent)**. The following list describes the possible actions from the summary for a document that has been sent:
  - **Document Details**. Click the Details icon to view more details. See Viewing an Existing Order Response.
  - **Print Document**. Click the Print icon to Print the document. See Printing a Document.
  - **Edit Document**. Click the Edit icon to edit the document. See Editing an Order Response.
  - **Delete Document**. Click the Delete icon to delete the document, a prompt is displayed. See Understanding Document Actions >> Deleting Documents.
- **Send/Resend Document**. Click the Send/Resend button to send or resend the document. See Understanding Document Actions >> Sending Documents.

5.6.3.2 Creating an Order Response

Quick Links: Topic Overview - Locating the Create Order Response Page- Working w ith a New Order Response - Order Response Types

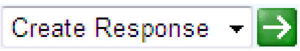
Overview

A new Order Response based on an existing Order can be raised from the Order Response Summary in the Documents page or in the Order Response View page.
See The Documents Page - Order Response Summary - Viewing an Existing Order Response.

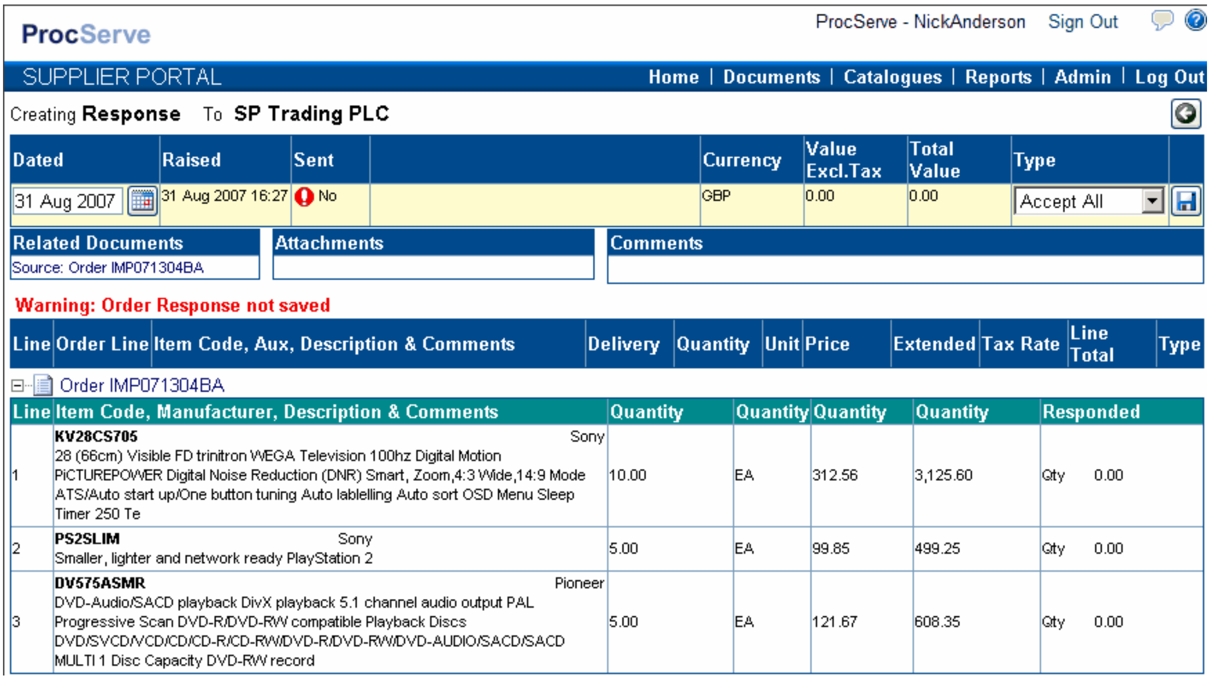
You will need to inspect the header details for the Order Response and save it before you can send or make changes to the Order Response.

Locating the Create Order Response Page

Where you see the following displayed you can select Create Response and click the Arrow icon:



The Create Response page is displayed:



Note: The warning message under the Related Documents area tells you the current status of the Order Response.

Auto Numbering Disabled? If auto-numbering for Order Responses has been disabled a number must be entered manually.

Tip: The General Admin Module allows you to enable and disable automatic document numbering. See General Admin.

Order Response Type. You must select an option from this drop before you continue. The options are:

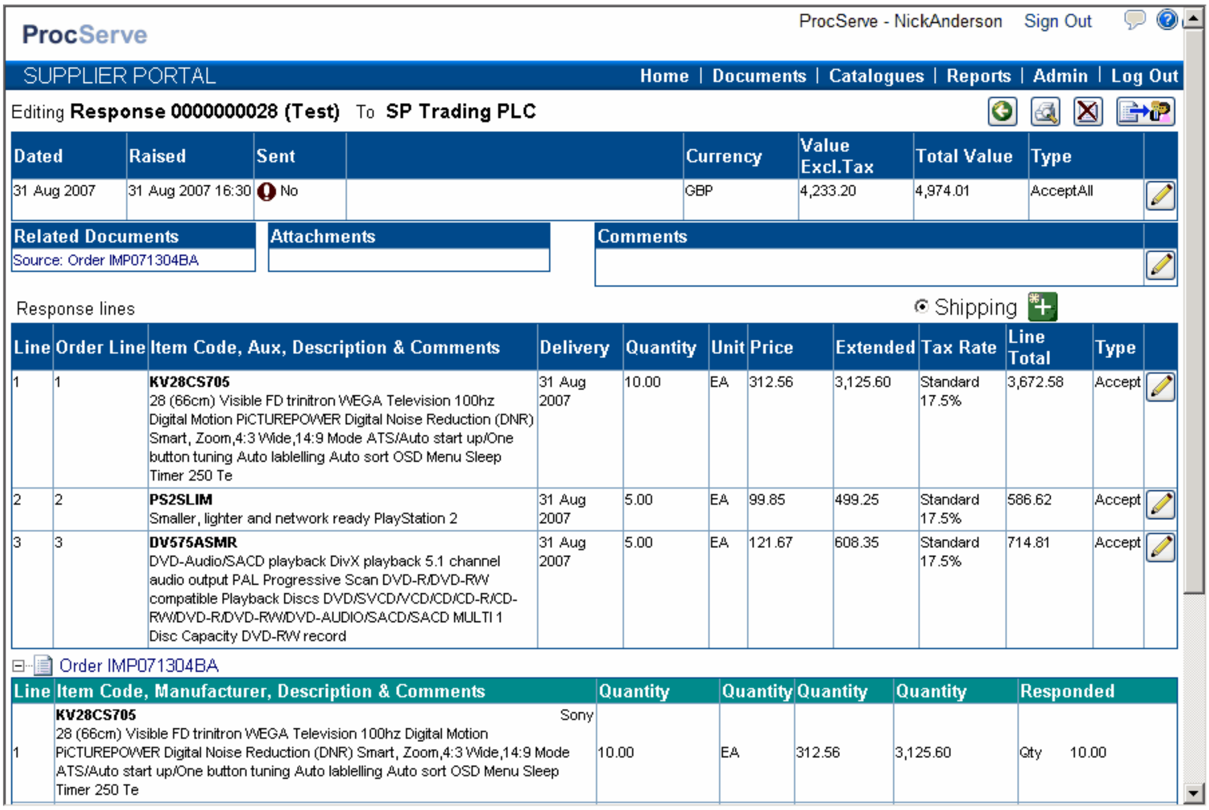
- **Accept All**. All Order lines have been accepted as correct and stock is available. See Accept All Type below.

- **Back Order All**. All Order lines have been accepted but have been placed on back Order. See Back Order All Type below.

- **Reject All**. All Order lines have been rejected. See Reject All below.

- **Detail**. Selected Order lines may be rejected or placed on back Order - each line will be allocated it's own status. See Detail Types below.

Save Order Response. Once you have selected an Order Response type and (if auto numbering is not switched on) entered an Order Response number click the Save icon to save the header and create the document. For example:



Working with a New Order Response

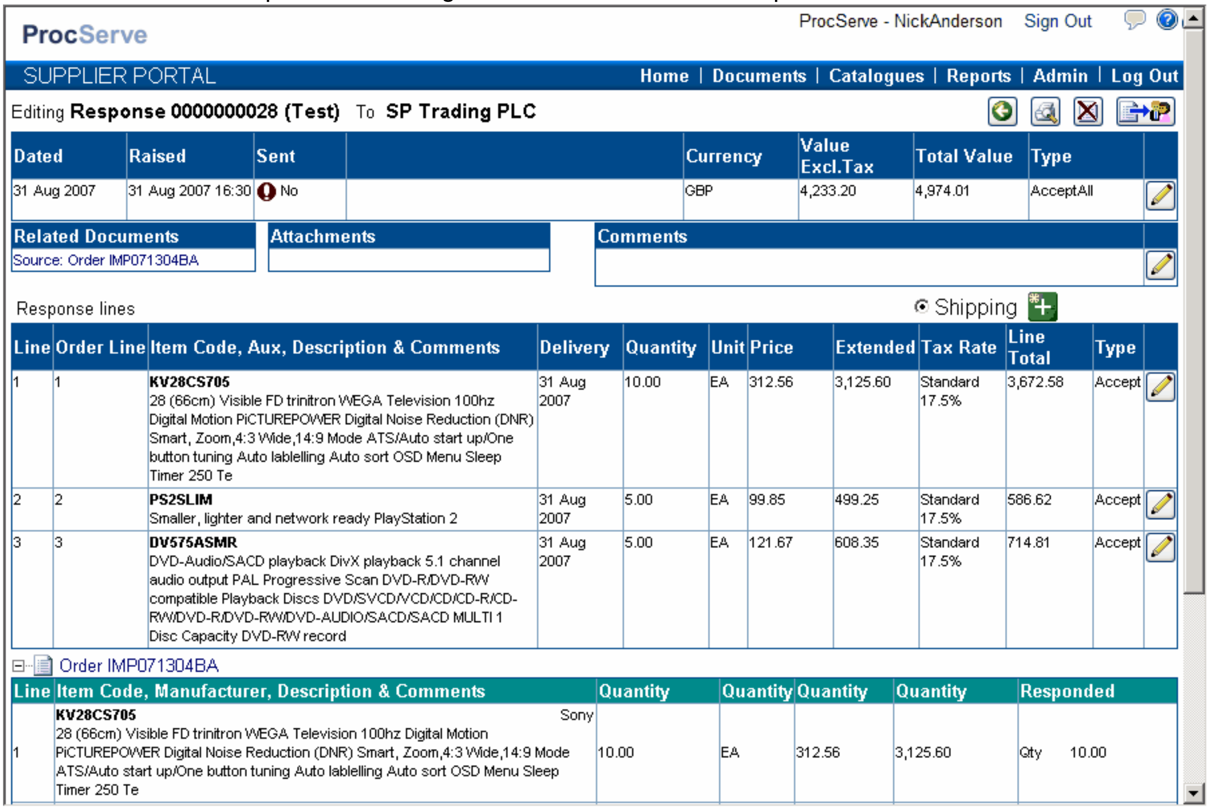
Note: You work with a new Order Response page in the same as Edit Order Response page. See Editing an Order Response.

Order Response Types. The following list provides summaries of the Order Response types:

- **The Accept All Type**

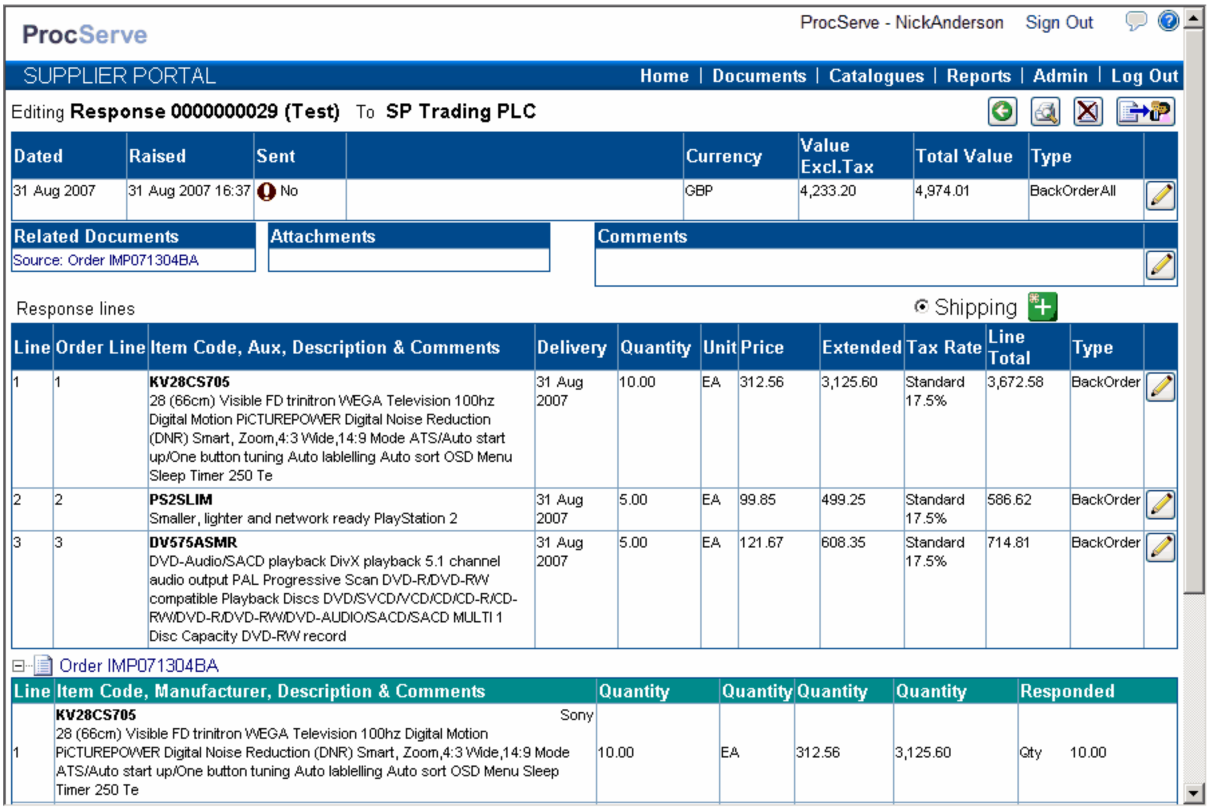
  The Accept All type is used when all lines from the originating Order are accepted e.g. prices are correct, and stock is available. Selecting this type will automatically add each line from the originating

Order to the Order Response and assign the lines a status of Accept.



- **The Back Order All Type**

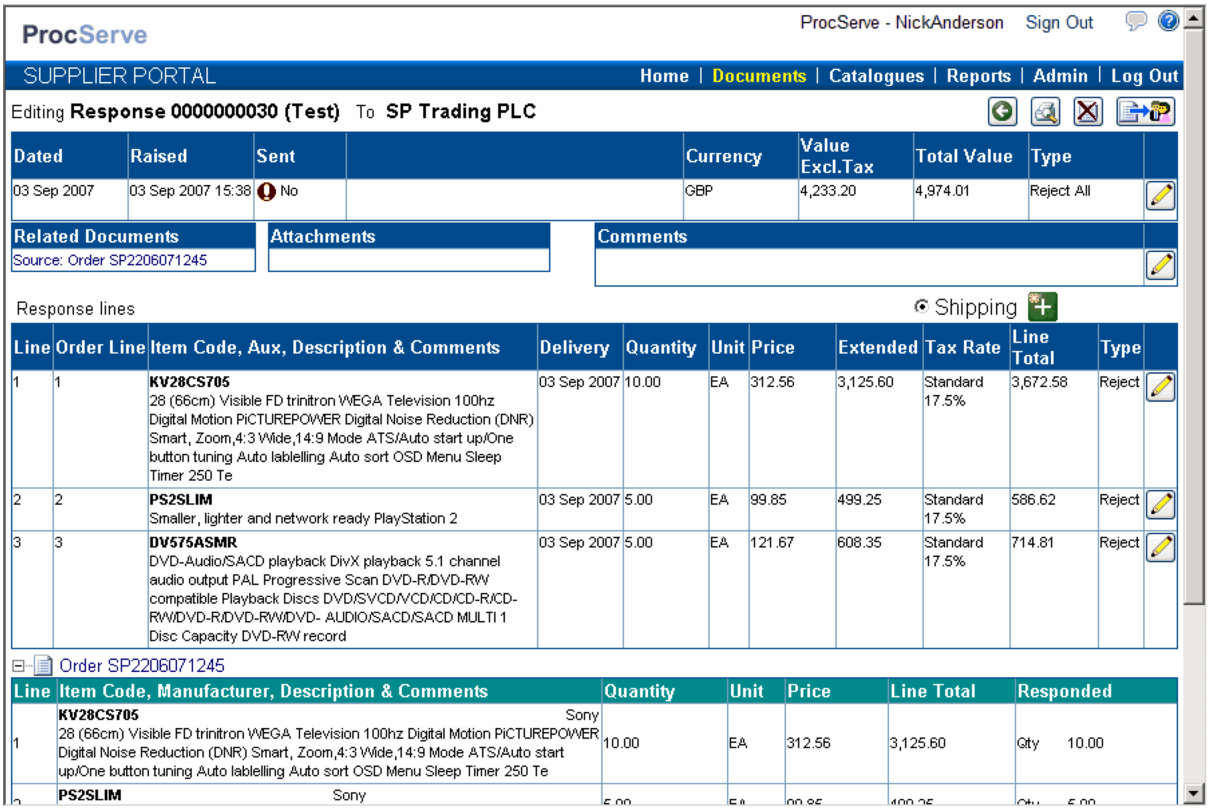
  The Back Order All type is used when all lines from the originating Order are accepted e.g. prices are correct, but the stock is being placed on back Order. Using the type of Back Order All from the Order Response creation page will automatically add each line from the originating Order to the Order Response and assign the lines a status of Back Order.



- **The Reject All Type**

The Reject All type is used when all lines from the originating Order are not accepted e.g. prices are incorrect or stock is not available. Using the type of Reject All from the Order Response creation page will automatically add each line from the originating Order to the Order Response and assign the lines a status of Reject.

For example:



Return to Order Response Types above.

- **The Detail Type**

The Detail type is used when various type statuses need to be assigned to the lines from the originating Order. See section Adding Order Response Lines Based On Order Lines for more information.

5.6.3.3 Viewing an Existing Order Response

Quick Links: Topic Overview - Locating the View Order Response Page - Viewing an Existing Order Response

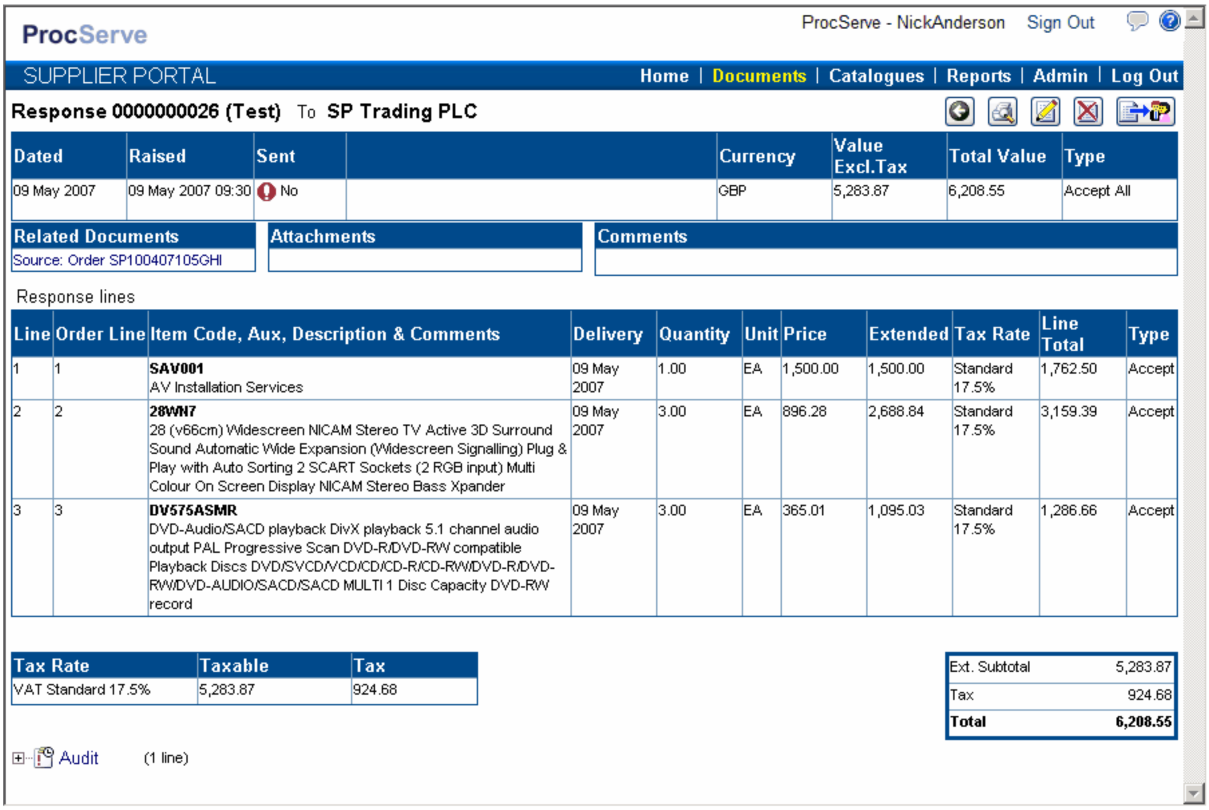
Overview

The details of an existing Order Response can be viewed, for example in the Order Response Summary of the Documents page. See Order Response Summary.

Locating the View Order Response Page

The following list describes the how you view an Order Response Summary :

- Click the View Document icon in the Order Response Summary page.
- The Order Response View/Edit page is displayed. For example:



Viewing an Existing Order Response

The following list describes the Order Response page:

- **Back Button**. Click the Back button to return to the previous page.
- **Print Document**. Click the Print icon to Print the Document. See Printing a Document.

Further Actions may be taken depending on the status of the Order:

- **Edit Order Response**. You click this this icon to edit the Order Response.

Note: All other parts of this page are similar to the Edit Order Response page. See Editing an Order Response.

5.6.3.4 Editing an Order Response

5.6.3.4.1 Editing Order Responses

Quick Links: Topic Overview - Locating the Order Response Page - Working w ith Order Responses

Overview

Some details of an existing Order Response can be amended and lines added or deleted if the document has not been sent.
Note: You cannot edit a Order Response if it has already been sent to the buying Organisation.

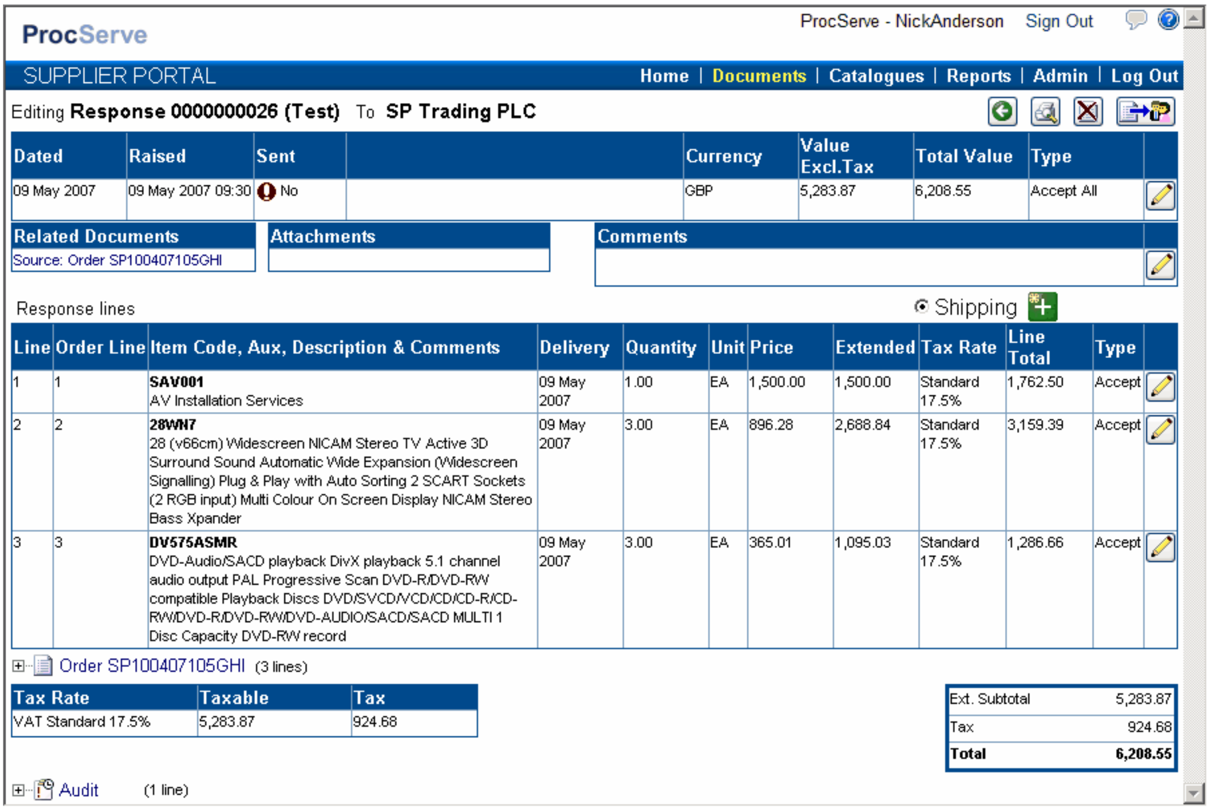
For example in the Create An Order Response, Order Response Summary or Order Response View pages.
See The Documents Page - Order Response Summary - Order Response View Page.

Locating the Order Response Page

You can edit an unsent Order Response when you see the edit icon.

Note: If the Order Response is sent you cannot edit details but you may be able to perform some operations on the document.

Click the icon and the relevant details will be loaded into the Edit Order Response page.
For example:



Working with Order Responses

Creating or Viewing Order Responses? The Creating or Viewing an Order Response pages are used in the same way as described in the list below.

The following list describes how you use the Edit Order Response page:

- **Document Actions**. The following actions may be available depending on context:
  - **Back Button**. Click the Back button to return to the previous page.
  - **Print Document**. Click the Print icon to Print the Document. See Printing a Document.
  - **Delete Document**. Click the Delete icon to delete the document, A prompt is displayed. See Deleting Documents.
  - **Send Document**. Click the Send/Resend icon to send the document to the Buying Organisation. See Understanding Document Actions >> Sending Documents.

    Tip: If for some reason you are not allowed to send the document yet the Send button will be disabled. For example you have to add line items before you can send a document.
  - **Viewing the Document's Raw Text**. When available you click the Raw Text icon to view Raw text for this Order. See Understanding Document Actions >> View Raw text.
- **Order Response Header Details**. Click the Edit icon to change the document header / comment details. See Editing Header Details.
- **Related Documents**. Where applicable related documents will be listed.
- **Attachments**. Click the icon to the right of the attachments area to add an attachment to the document. See Adding / Editing an Attachment.
- **Comments**. Click the Edit icon to add or edit comments. See Document Comments.
- **Response Line Details**. You can view or edit the document lines. The following list describes line details:
  - **Add Shipping Line**. Shipping Click the Plus icon to the right of 'Shipping' to add a Shipping Details line. See Adding Order Response Lines Not on Order Lines.
  - **Line**. A number indicating the sequence of the lines.
  - **Order Line**. The line number from the original Order for this item.
  - **Item Code, Aux, Description & Comments**. The code used for the goods or services, any classification e.g. UNSPSC codes, its description and any comments about the line.
  - **Shipment Date.** The date on which the goods or services will be shipped.
  - **Quantity**. The number of units of the item being included within this Order Response.
  - **Unit**. The unit of measure of the item.

- **Price**. The price of one unit of the item.
- **Extended**. The value of this line of the Order Response, excluding tax.
- **Tax Rate**. The rate of tax that applies to this line of the Order Response.
- **Line Total**. The value of this line of the Order Response, including tax.
- **Type**. The type of this line of the Order Response e.g. Accept, Reject, Back Order. See Creating an Order Response >> Order Response Types.
- **Edit Line**. Click the Edit icon for a line to change line details. See Editing Line Details.

• **Originating Order Lines**. Order SP100407105GHI (3 lines) You click the Plus icon to open the originating Order lines you can add. See Adding Order Response Lines Based on Order Lines.

• **Footer Details**. Order Response footer details include:

- **Tax Rate**. The tax rate applied to the Order Response.
- **Taxable**. The total of the extended values of all the lines i.e. excluding tax
- **Tax**. The total tax value
- **Ext. Subtotal**. The total of the extended values of all the lines i.e. excluding tax
- **Tax**. The total tax value.
- **Total**. The total value of the Order Response, including tax.

• **Audit**. Audit The Audit contains details about the document and any status changes. Click the Plus icon next to the Audit button, further details are displayed.
For example:

Date & Time	Audit Event	Details
17 Apr 2007 11:37	Document created	Response 0000000020 created by dbailey@impaq.co.uk (Derek Bailey)

5.6.3.4.2 Editing Header Details

Quick Links: Topic Overview - Editing Header Details

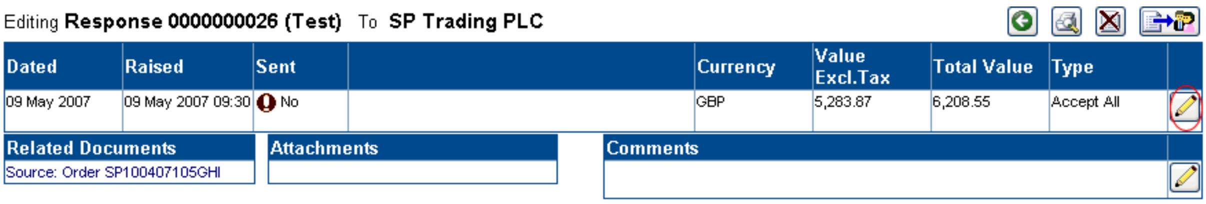
Overview

When you are creating, viewing or editing Order Responses you may need to change the header details. See Creating an Order Response - Viewing an Existing Order Response - Editing An Order Response.

You can change the date, a manually entered document number or the currency rate.

Editing Header Details

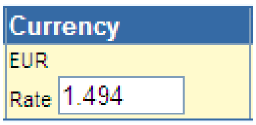
Click the Edit icon next to the Header details (shown highlighted):



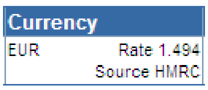
The Header details are displayed in Edit mode. For example:

The following list describes the features of Edit mode:

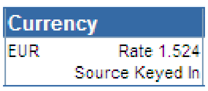
- **Editing the Order Response Date**. You can click the Calendar icon to change the date.
- **Editing the Order Response Number**. If you do not have auto numbering switched on you can change the Order Response Number or reference in the Number field. See General Admin.
- **Editing the Currency**. You can click the field to modify the exchange rate for the document:



Note: if you change the currency the system displays currency for the document as follows:



If the exchange is not edited it will be displayed with the system defined source and exchange rate.



If the exchange rate is edited the exchange rate source will be updated to 'Source Keyed In'.

- **Actions**. Once you have made your required changes you can save or discard your changes:
  - **Save Changes**. Click the Save icon to validate and if valid save your changes.
  - **Discard Changes**. Click the Discard icon to discard you changes and display the Header details in view mode.

5.6.3.4.3 Editing Line Details

Quick Links: Topic Overview - Editing Order Response Line Details - Delete Line Items

Overview

This topic shows you how to edit line items when editing or creating an Order Response.
See Creating an Order Response - Viewing an Existing Order Response - Editing An Order Response.

Editing Order Response Line Details

Click the Edit icon next to the line you wish to change. For example:

Response lines   Shipping

Line	Order Line	Item Code, Aux, Description & Comments	Delivery	Quantity	Unit	Price	Extended	Tax Rate	Line Total	Type	
1	1	**SAV001** AV Installation Services	09 May 2007	1.00	EA	1,500.00	1,500.00	Standard 17.5%	1,762.50	Accept	
2	2	**28WN7** 28 (v66cm) Widescreen NICAM Stereo TV Active 3D Surround Sound Automatic Wide Expansion (Widescreen Signalling) Plug & Play with Auto Sorting 2 SCART Sockets (2 RGB input) Multi Colour On Screen Display NICAM Stereo Bass Xpander	09 May 2007	3.00	EA	896.28	2,688.84	Standard 17.5%	3,159.39	Accept	
3	3	**DV575ASMR** DVD-Audio/SACD playback DivX playback 5.1 channel audio output PAL Progressive Scan DVD-R/DVD-RW compatible Playback Discs DVD/SVCD/VCD/CD/CD-R/CD-RW/DVD-R/DVD-RW/DVD-AUDIO/SACD/SACD MULTI 1 Disc Capacity DVD-RW record	09 May 2007	3.00	EA	365.01	1,095.03	Standard 17.5%	1,286.66	Accept	

The line is displayed in edit mode, for example:

Line	Order Line	Item Code, Item Aux, Description & Comments	Shipment Date	Quantity	Unit	Price	Extended	Tax Rate	Line Total	Type	
1	1	**KV28CS705** 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PICTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	17 Apr 2007	10.00	EA	312.56	3,125.60	Standard 17.5%	3,672.58	Accept	

The following list describes the fields you can edit and the controls in edit line mode:

- **Comments**. You can add or change comment details in the Item Code... field.
- **Shipment Date**. The date on which the goods or services will be delivered.
  Click the Calendar icon to select a new date.
- **Save Changes**. Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**. Click the Cancel icon to cancel changes and close Edit mode.

Delete Line Items

The following list describes how you can remove one or all lines from an Order Response:

- **Delete Single Line?** To remove a single line from the document click the Delete icon for that line item.

- **Delete All Lines?** Click the Remove All icon to remove all lines from the document.

5.6.3.4.4 Adding Order Response Lines Based on Order Lines

Quick Links: Topic Overview - Adding Order Response Lines From an Order - Adding all Order Lines to an Order Response - Adding Single Order Lines to an Order Response - Delete Line Items

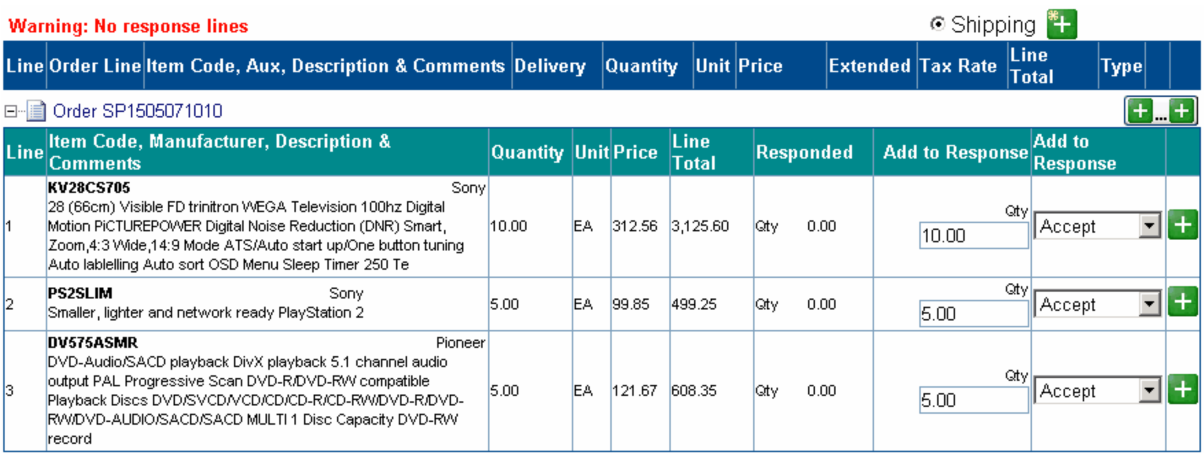
Overview

This topic describes how you can inspect the Order Response and then add all Order lines to the Order Response when editing or creating an Order Response.
See Creating an Order Response - Viewing an Existing Order Response - Editing An Order Response.

Adding Order Response Lines From an Order

The following steps describe how you add add one or all items to the Order Response:

- There are no response lines in the following example:



Warning: No response lines

Shipping

Line	Order Line	Item Code, Aux, Description & Comments	Delivery	Quantity	Unit	Price	Extended	Tax Rate	Line Total	Type

Order SP1505071010

Line	Item Code, Manufacturer, Description & Comments	Quantity	Unit	Price	Line Total	Responded	Add to Response	Add to Response
1	**KV28CS705** Sony 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	10.00	EA	312.56	3,125.60	Qty 0.00	Qty 10.00	Accept
2	**PS2SLIM** Sony Smaller, lighter and network ready PlayStation 2	5.00	EA	99.85	499.25	Qty 0.00	Qty 5.00	Accept
3	**DV575ASMR** Pioneer DVD-Audio/SACD playback DivX playback 5.1 channel audio output PAL Progressive Scan DVD-R/DVD-RW compatible Playback Discs DVD/SVCD/VCD/CD/CD-R/CD-RW/DVD-R/DVD-RW/DVD-AUDIO/SACD/SACD MULTI 1 Disc Capacity DVD-RW record	5.00	EA	121.67	608.35	Qty 0.00	Qty 5.00	Accept

- **Tip**: If the Order lines are not displayed and you wish to check them you will need to click the Plus icon:

- From here you can add all or single items to the document or delete any lines you have added.
  See Adding all Order Lines to an Order Response - Adding Single Order Lines to an Order Response - Delete Line Items.

- **Adding all Order Lines to an Order Response**. Click the Add all Order Response Items icon above the Order lines.

Response lines ◉ Shipping

Line	Order Line	Item Code, Aux, Description & Comments	Delivery	Quantity	Unit	Price	Extended	Tax Rate	Line Total	Type		
1	1	**KV28CS705** 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	15 May 2007	10.00	EA	312.56	3,125.60	Standard 17.5%	3,672.58	Accept		
2	2	**PS2SLIM** Smaller, lighter and network ready PlayStation 2	15 May 2007	5.00	EA	99.85	499.25	Standard 17.5%	586.62	Accept		
3	3	**DV575ASMR** DVD-Audio/SACD playback DivX playback 5.1 channel audio output PAL Progressive Scan DVD-R/DVD-RW compatible Playback Discs DVD/SVCD/VCD/CD/CD-R/CD-RW/DVD-R/DVD-RW/DVD-AUDIO/SACD/SACD MULTI 1 Disc Capacity DVD-RW record	15 May 2007	5.00	EA	121.67	608.35	Standard 17.5%	714.81	Accept		

Note: All lines will be added with the status of 'Accept'.

- **Adding Single Order Lines to an Order Response**. You can add single items to an Order Response. For example when you wish to change the Type or if you wish to add only selected lines:

  o Change the quantity (for commodity based Order lines) or a value (for service based Order lines):

3	DV575ASMR Pioneer DVD-Audio/SACD playback DivX playback 5.1 channel audio output PAL Progressive Scan DVD-R/DVD-RW compatible Playback Discs DVD/SVCD/VCD/CD/CD-R/CD-RW/DVD-R/DVD-RW/DVD-AUDIO/SACD/SACD MULTI 1 Disc Capacity DVD-RW record	5.00	EA	121.67	608.35	Qty 0.00	Qty 5.00	Back Order	

  o **Order Response Type**. Select an Order Response Type from the drop down list (Accept, Back Order, Reject or Substitution).

  o **Add Single Item**. When you have amended the item you can click the add single item icon for the relevant item within the Order lines.

  o The Add to Response value in the Order line details will automatically be re-calculated once the line has been added to the Order Response.

Delete Line Items

The following list describes how you can remove one or all lines from an Order Response:

- **Delete Single Line?** To remove a single line from the document click the Delete icon for that line item.

- **Delete All Lines?** Click the Remove All icon to remove all lines from the document.

5.6.3.4.5 Adding Order Response Lines Not on Order Lines

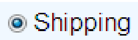
Quick Links: Topic Overview - Adding Order Response Lines Not on Order

Overview

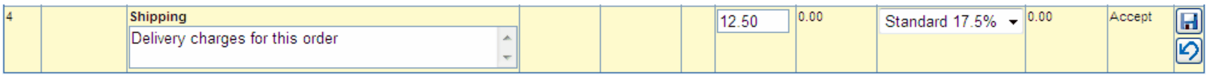
In addition to adding lines from the Order you may wish to delivery/shipping lines to the Order Response.

Adding Order Response Lines Not on Order

The following steps describe how you add none Order lines to the Order Response:

-  

Click the Add Other line icon next to Shipping option.
- The system displays a new line item in Edit mode. For example:



Change the details as appropriate.

- **Save Changes**.  Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**.  Click the Cancel icon to cancel changes and close Edit mode.

5.6.3.5 Order Response Error Messages

A list of the error messages and meanings you may get while managing and processing your Order Responses are listed below:

- **Void**. This Order Response is void. It has been cancelled.
- **Document is locked by <Username>** This document is currently being worked on by another User. It is not permitted that two Users work on the same document at the same time. You will only be able to view and print this Quote while the other User is working on it.
- **Source Document is locked by <Username>** The source document (e.g. Order) is currently being worked on by another User. You will only be able to view and print this Quote while the other User is working on the source document.

5.7 Fulfillment Notifications

5.7.1 The Order Fulfillment Summary

Quick Links: Topic Overview - Using the Fulfillment Notification Summary

Overview

When you click an Fulfillment Notification in the Document page the Document Summary is displayed to the left of the page.
See Document Page Overview.

You use the Fulfillment Notification Summary to view Fulfillment Notification details or perform actions on the Fulfillment Notification.

Using the Fulfillment Notification Summary

The following image is an example of a Fulfillment Notification Summary:

The following list describes the Order Details Summary:

- **Document Type and Number**. The unique identifier for the document.
- **To**. The buying Organisation to which you will send (or have sent) the document.
- **Dated**. The stated date of the document.
- **Raised**. The date and time that the document was raised.
- **Excl. Tax**. The total value of the document excluding tax and the currency of the document.
- **Total**. The total value of the document including tax and the currency of the document.
- **Related To**. Any document from which this document was derived or which is derived from this document. Clicking on the document number will cause the display to display to that document.
- **Comments**. Any comments, notes and remarks associated with this document.
- The following list describes the tasks for the Order Fulfillment (see below for statuses):
  - **Responded**. Whether an Order Response has been created either fully or partly for the Order.

Note: This will only be displayed if the sender of the Order has been set up to receive Order Responses.

- **Fulfilled**. Whether a Fulfillment Notification has been created either fully or partly for the Order.
  Note: This will only be displayed if the sender of the Order has been set up to receive Fulfillment Notifications.

- **Invoiced**. Whether an Invoice has been created either fully or partly for the Order.
  Note: This will only be displayed if the sender of the Order has been set up to receive Invoices.

- **Sent**. Whether or not you have sent the document to the buying Organisation. The following list describes the possible status icons:
  - No.
  - Yes.

- **Document Actions (Not Sent)**. The following list describes the possible actions from the summary for a document that has not been sent:
  - **Document Details**. Click the Details icon to view more details. See Editing a Fulfillment Notification.
  - **Print Document**. Click the Print icon to Print the Request for Quote. See Printing a Document.
  - **Delete Document**. Click the Delete icon to delete the document, a prompt is displayed. See Understanding Document Actions >> Deleting Documents.
  - **Send Document**. Click the Send/Resend icon to send the document to the Buying Organisation. See Understanding Document Actions >> Sending Documents.

    Tip: If for some reason you are not allowed to send the document yet the Send button will be disabled. For example you have to add line items before you can send a document.

- **Document Actions (Sent)**. The following list describes the possible actions from the summary for a document that has been sent:
  - **Document Details**. Click the Details icon to view more details. See Editing a Fulfillment Notification.
  - **Print Document**. Click the Print icon to Print the Request for Quote. See Printing a Document. not be supplied; you can set the status to 'Invoiced' so that the Order is no longer at status 'Awaiting Invoicing'.
  - **Re-Send Document**. Click the Send/Resend icon to send the document to the Buying Organisation. See Understanding Document Actions >> Sending Documents.

5.7.2 Creating a New Fulfillment Notification

Quick Links: [Topic Overview](#) - [Locating the Create Fulfillment Notification Page](#) - [Working with a Fulfillment Notification](#)

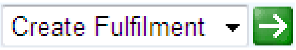
Overview

A new Fulfillment Notification based on an existing Order or Order Response can be raised from several pages.
See [The Order Summary](#) - [Viewing the Order Details](#) - [Order Response Summary](#) - [Viewing an Existing Order Response](#).

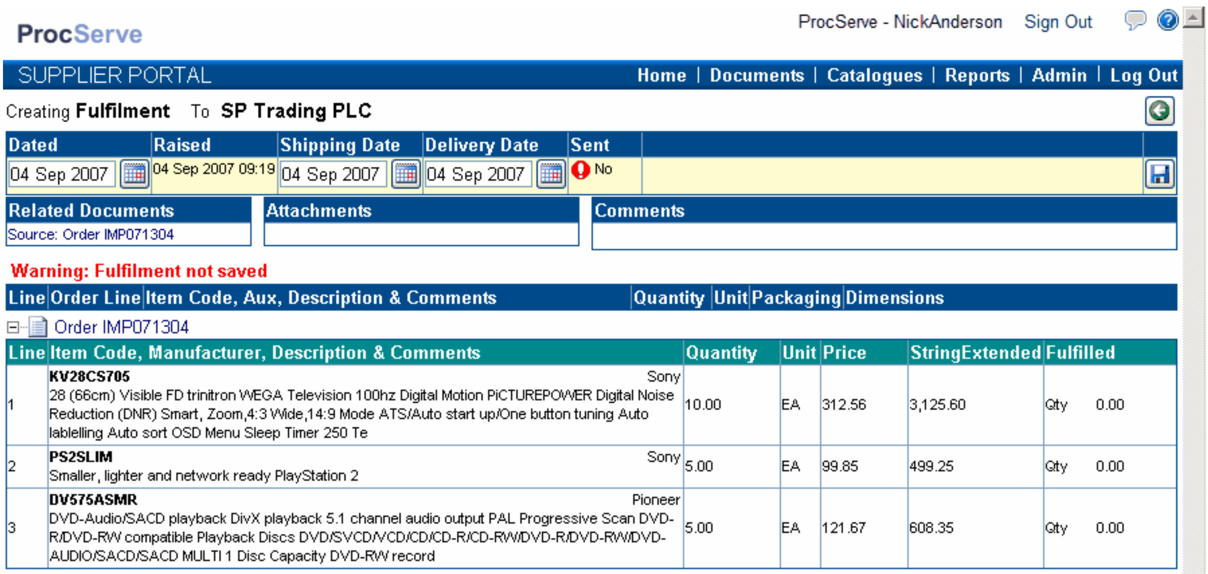
You will need to inspect the header details for the Fulfillment Notification and save it before you can send or make changes to the Fulfillment Notification.

Locating the Create Fulfillment Notification Page

Where you see the following you can select Create Fulfillment from the drop down and click the Arrow icon:



The create Fulfillment Notification page is displayed, for example:



Note: The warning message under the Related Documents area tells you the current status of the Fulfillment Notification.

Auto Numbering Disabled? If auto-numbering for Fulfillment Notifications has been disabled a number must be entered manually.

Tip: The General Admin Module allows you to enable and disable automatic document numbering. See General Admin.

Date Details.  Click the Calendar icon to change the Dated, Shipping Date and Delivery Dates if you wish. See [Editing Header Details](#).
(You cannot change the Raised date.)

 **Save Fulfillment Notification**. Once you have made any changes to the Dates and check the Order details you click the Save icon to save the Fulfillment Notification.

Note: The Fulfillment Notification does no yet have any lines. You will now have to add lines. See Adding Fulfillment Notification Lines Based on Order Lines - Editing a Fulfillment Notification - Editing Line Details.

Working with a Fulfillment Notification

Note: You work with the new Fulfillment Notification page in the same way as the Editing a Fulfillment Notification page. See Editing a Fulfillment Notification.

5.7.3 Editing Fulfillment Notifications

5.7.3.1 Editing Fulfillment Notifications

Quick Links: Topic Overview - Locating the Fulfillment Notification Page - Working With Fulfillment Notifications

Overview

Most details of an existing Fulfillment Notification can be altered and lines added or deleted.

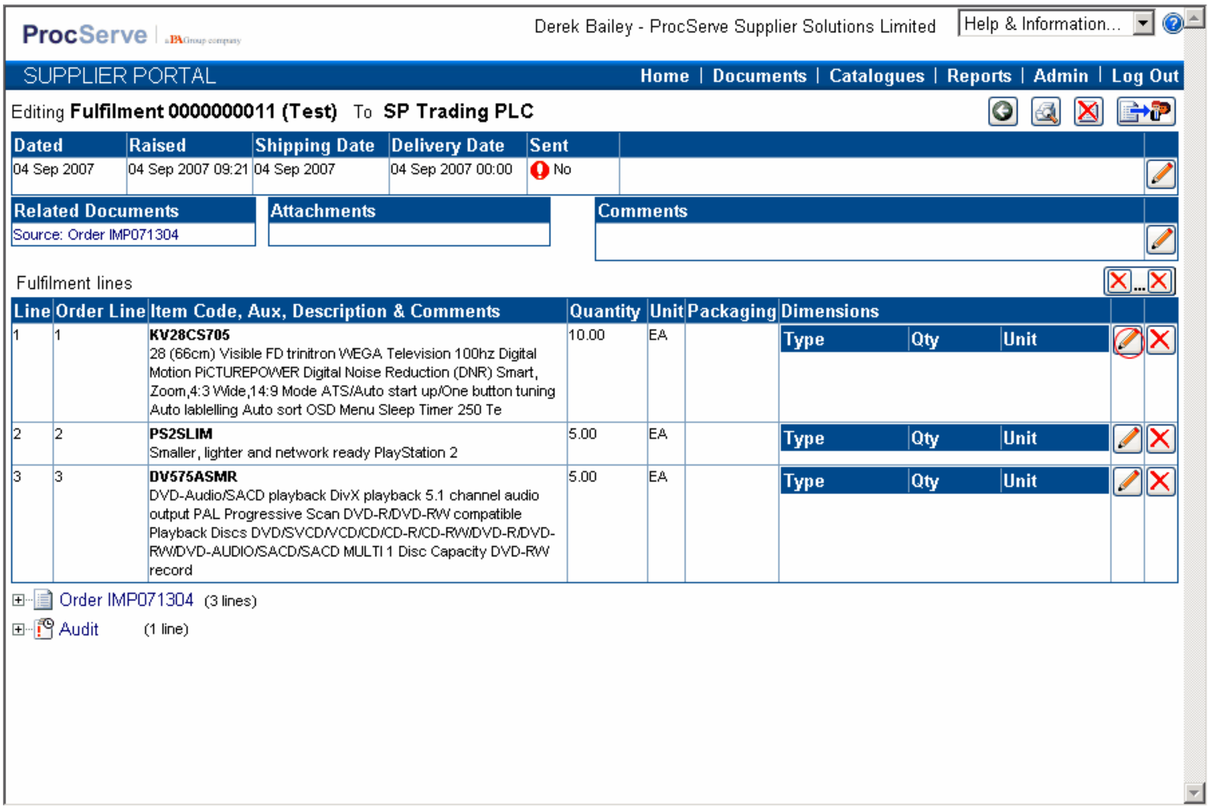
Note: You cannot edit a Fulfillment Notification if it has already been sent to the buying Organisation.

Locating the Fulfillment Notification Page

You can edit an unsent Fulfillment Notification when you see the edit icon.
See The Order Fulfillment Summary - Creating a New Fulfillment Notification.

Note: If the Fulfillment Notification is sent you cannot edit details but you may be able to perform some operations on the document.

Click the icon and the relevant details will be loaded into the Edit Fulfillment Notification page.
For example:



Working with Fulfillment Notifications

Creating a Fulfillment Notification? The Edit Fulfillment Notifications page is used in the same way as described in the list below.

The following list describes how you use the Edit Fulfillment Notifications page:

- **Document Actions**. The following actions may be available depending on context:
  - **Back Button**. Click the Back button to return to the previous page.
  - **Print Document**. Click the Print icon to Print the Document. See Printing a Document.
  - **Delete Document**. Click the Delete icon to delete the document, A prompt is displayed. See Understanding Document Actions >> Deleting Documents.
  - **Send Document**. Click the Send/Resend icon to send the document to the Buying Organisation. See Understanding Document Actions >> Sending Documents.

    Tip: If for some reason you are not allowed to send the document yet the Send button will be disabled. For example you have to add line items before you can send a document.
- **Fulfillment Notification Header Details**. Click the Edit icon to change the document header / comment details. See Editing Header Details.
- **Related Documents**. Where applicable related documents will be listed.
- **Attachments**. Click the icon to the right of the attachments area to add an attachment to the document. See Adding / Editing an Attachment.
- **Comments**. Click the Edit icon to add or edit comments. See Document Comments.
- **Fulfillment Line Details**. You can view or edit the document lines. The following list describes line details:
  - **Line**. A number indicating the sequence of the lines.
  - **Order Line**. The line number from the original Order for this item.
  - **Item Code, Aux, Description & Comments**. The code used for the goods or services, any classification e.g. UNSPSC codes, its description and any comments about the line.
  - **Packaging**. Packaging information about this line.
  - **Dimensions**. The dimension information about the lines of this Fulfillment Notification e.g. volume, weight etc.
  - **Edit Line**. Click the Edit icon for a line to change line details.
    See Editing Line Details.
- **Originating Order Lines**. Order SP100407105GHI (3 lines) You click the Plus icon to open the originating Order lines you can add. See Adding Fulfillment Notification Lines Based on Order Lines.
- **Audit**. Audit The Audit contains details about the document and any status changes. Click the Plus icon next to the Audit button, further details are displayed.
  For example:

Date & Time	Audit Event	Details
17 Apr 2007 14:50	Document created	Fulfilment 0000000006 created by dbailey@impaq.co.uk (Derek Bailey)

5.7.3.2 Editing Header Details

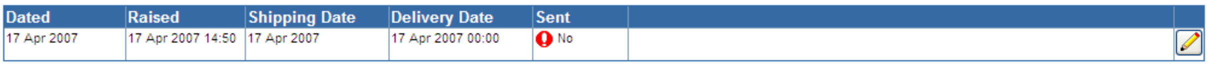
Quick Links: Topic Overview - Editing Header Details

Overview

When you are creating,viewing or editing Fulfillment Notifications you may need to change the header details.
See Creating a New Fulfillment Notification - Editing a Fulfillment Notification.
You can change the dates

Editing Header Details

Click the Edit icon next to the Header details (shown highlighted):



Dated	Raised	Shipping Date	Delivery Date	Sent
17 Apr 2007	17 Apr 2007 14:50	17 Apr 2007	17 Apr 2007 00:00	No

The Header details are displayed in Edit mode. For example:

Dated	Raised	Shipping Date	Delivery Date	Sent
17 Apr 2007	17 Apr 2007 15:26	17 Apr 2007	17 Apr 2007 (	No

The following list describes the features of Edit mode:

- **Fulfillment Notification Date**. You can click the Calendar icon to change this date.
- **Fulfillment Notification Shipping Date**. You can click the Calendar icon to change this date.
- **Fulfillment Notification Delivery Date**. You can click the Calendar icon to change this date.
- **Actions**. Once you have made your required changes you can save or discard your changes:
  - **Save Changes**. Click the Save icon to validate and if valid save your changes.
  - **Discard Changes**. Click the Discard icon to discard you changes and display the Header details in view mode.

5.7.3.3 Editing Line Details

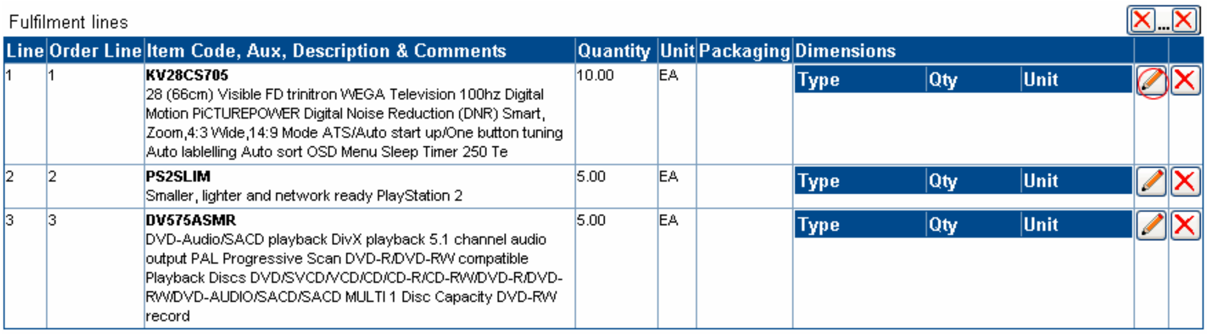
Quick Links: Topic Overview - Editing Fulfillment Notification Line Details - Delete Line Items

Overview

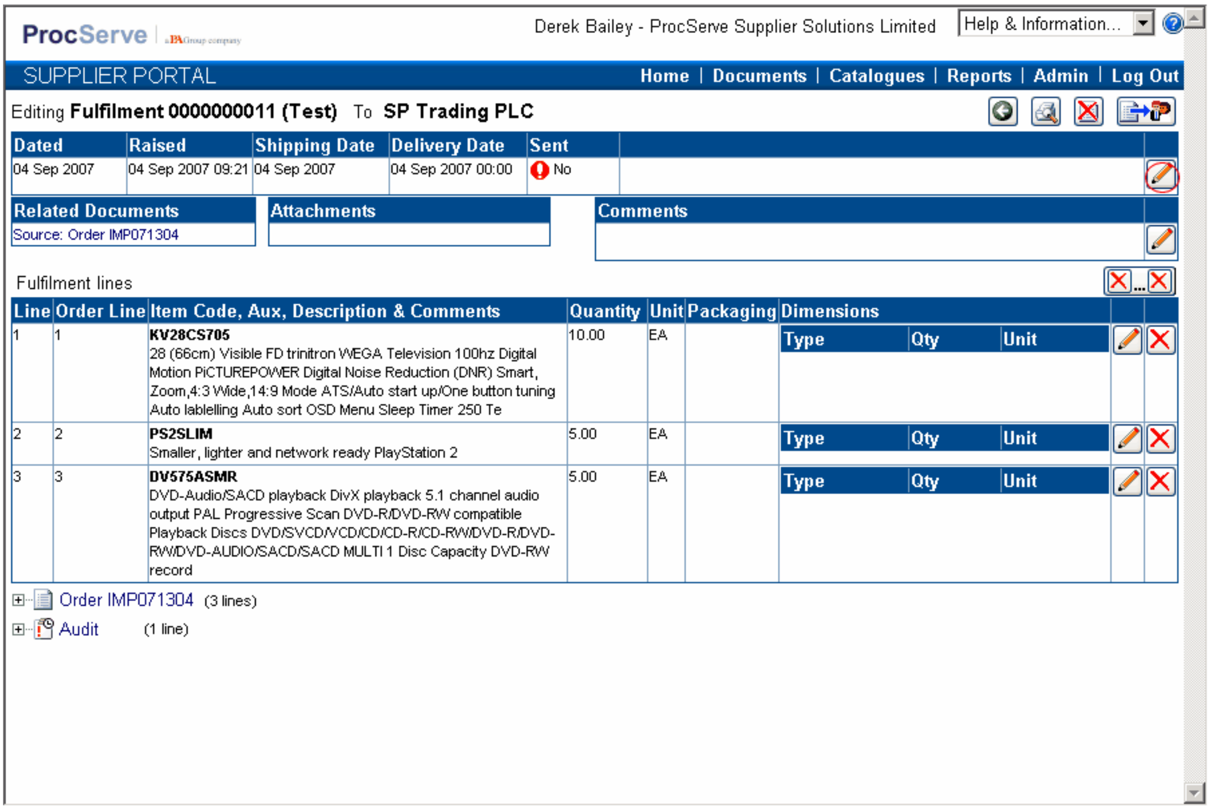
This topic shows you how to edit line items when editing or creating a Fulfillment Notification.
See Editing a Fulfillment Notification - Creating a New Fulfillment Notification.

Editing Fulfillment Notification Line Details

 Click the Edit icon next to the line you wish to change. For example:



The line is displayed in edit mode, for example:



The following list describes the fields you can edit and the controls in edit line mode:

- **Comments**. You can add or change comment details in the Item Code... field.
- **Quantity**. You can change the Quantity.
- **Delivery**. The date on which the goods or services will be delivered.
  Click the Calendar icon to select a new date.
- **Packaging**. Enter the Packaging details.
- **Dimension Data**. Select from the drop downs the dimension details, quantity and unit.
  The following list describes the Dimensions area:
  - **Add Dimension**. Click the Plus icon to the right of the Dimension headers to add a Dimension row.
  - **Type**. Select a Dimension type from the drop down.
  - **Quantity**. Enter a quantity.
  - **Unit**. Enter a unit for the dimension.
  - **Delete Dimension**. You can click the Delete icon next to a dimension to remove the relevant dimension.
- **Save Changes**. Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**. Click the Cancel icon to cancel changes and close Edit mode.

Delete Line Items

The following list describes how you can remove one or all lines from a Fulfillment Notification:

- **Delete Single Line?** To remove a single line from the document click the Delete icon for that line item.
- **Delete All Lines?** Click the Remove All icon to remove all lines from the document.

5.7.3.4 Adding Fulfillment Notification Lines Based on Order Lines

Quick Links: Topic Overview - Adding Fulfillment Notification Lines From an Order - Adding all Order Lines to a Fulfillment Notification - Adding Single Order Lines to a Fulfillment Notification - Delete Line Items

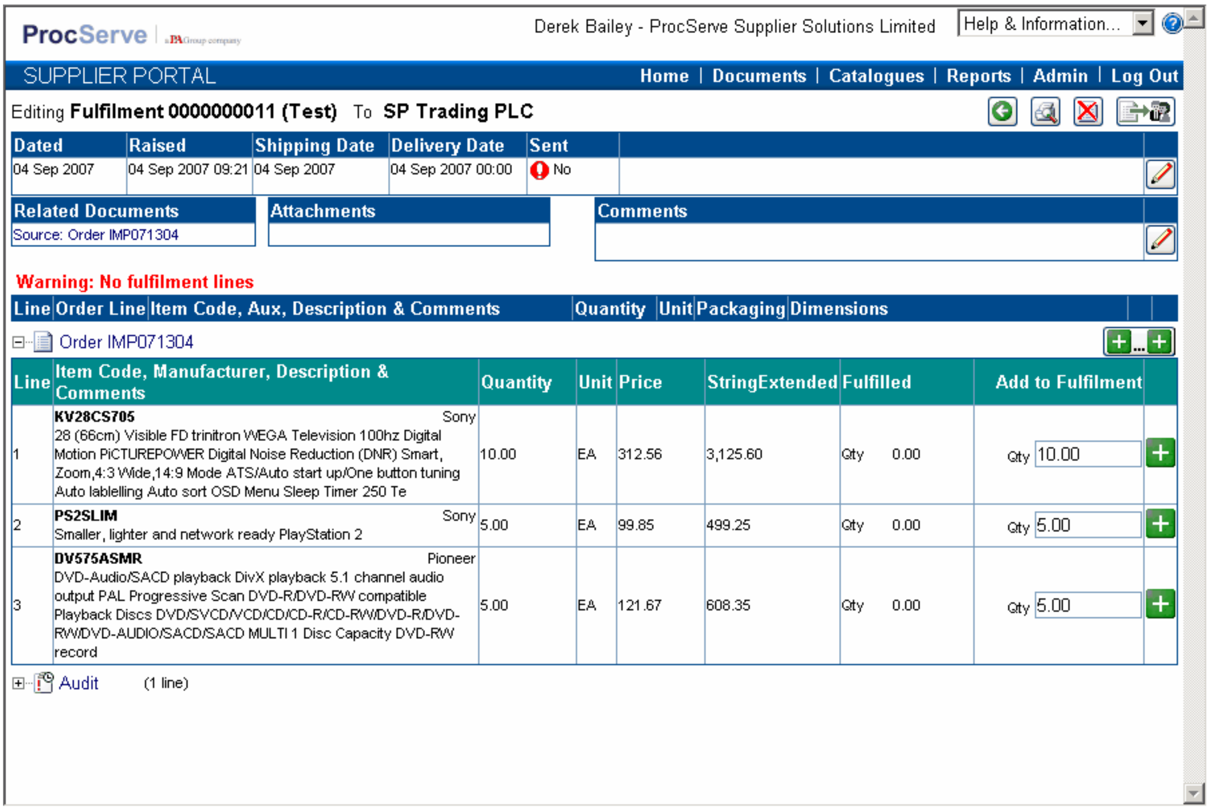
Overview

This topic describes how you can inspect the Fulfillment Notification and then add all Order lines to the Fulfillment Notification when editing or creating an Fulfillment Notification.
See Creating a New Fulfillment Notification - Editing a Fulfillment Notification.

Adding Fulfillment Notification Lines From an Order

The following steps describe how you add add one or all items to the Fulfillment Notification:

- There are no lines in the following example:

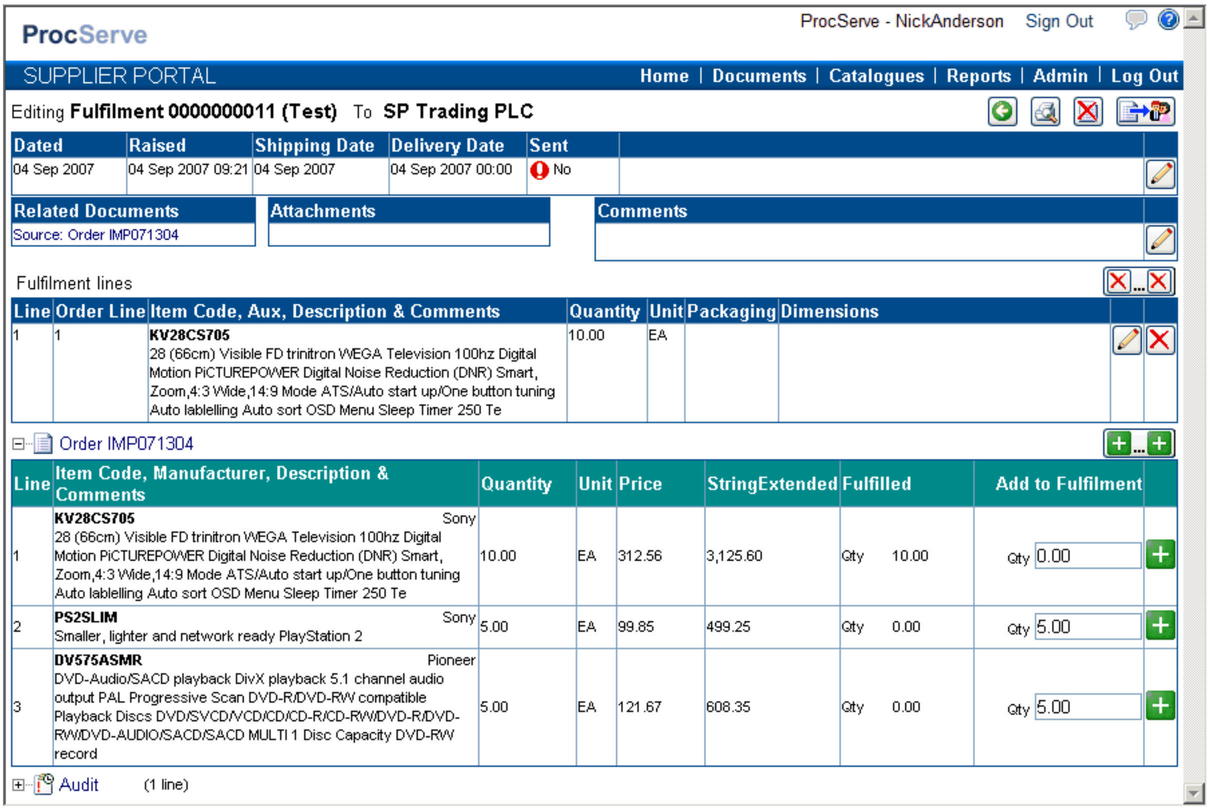


- **Tip**: If the Order lines are not displayed and you wish to check them you will need to click the Plus icon. For example:

- **Quantity/Values**. Update the Quantity (for commodity based Order lines) or a value (for service based Order lines) as shown in the above image.

- From here you can add all or single items to the document or delete any lines you have added.
  See Adding all Order Lines to a Fulfillment Notification - Adding Single Order Lines to an Fulfillment Notification - Delete Line Items.

- **Adding all Order Lines to Fulfillment Notification**. Click the Add all Line Items icon above the Order lines. For example:



- **Adding Single Order Lines to an Order Response**. You can add single items to an Fulfillment Notification:

  - **Quantity/Values**. Update the Quantity (for commodity based Order lines) or a value (for service based Order lines).

  - **Add Single Item**. When you have amended the item you can click the add single item icon for the relevant item within the Order lines.

  - **Edit Lines**. As lines are added (or when all lines have been added) you click the Edit icon to edit lines. See Editing Line Details.

- **Delete Line Items**
  The following list describes how you can remove one or all lines from an Order Response:

- **Delete Single Line?** To remove a single line from the document click the Delete icon for that line item.

Fulfilment lines

Line	Order Line	Item Code, Aux, Description & Comments	Quantity	Unit	Packaging	Dimensions
1	1	**KV28CS705** 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	10.00	EA		Type Qty Unit
2	2	**PS2SLIM** Smaller, lighter and network ready PlayStation 2	5.00	EA		Type Qty Unit
3	3	**DV575ASMR** DVD-Audio/SACD playback DivX playback 5.1 channel audio output PAL Progressive Scan DVD-R/DVD-RW compatible Playback Discs DVD/SVCD/VCD/CD/CD-R/CD-RW/DVD-R/DVD-RW/DVD-AUDIO/SACD/SACD MULTI 1 Disc Capacity DVD-RW record	5.00	EA		Type Qty Unit

- **Delete All Lines?** Click the Remove All icon to remove all lines from the document.

5.7.4 Fulfillment Notification Error Messages

A list of the error messages and meanings you may get while managing and processing your Fulfillment Notifications are listed below:

- **Void**. This Fulfillment Notification is void. It has been cancelled.
- **Document is locked by <Username>** This document is currently being worked on by another User. It is not permitted that two Users work on the same document at the same time. You will only be able to view and print this Quote while the other User is working on it.
- **Source Document is locked by <Username>** The source document (e.g. Order) is currently being worked on by another User. You will only be able to view and print this Quote while the other User is working on the source document.

5.8 Invoices

5.8.1 The Invoice Summary

Quick Links: Topic Overview - Using the Invoice Summary

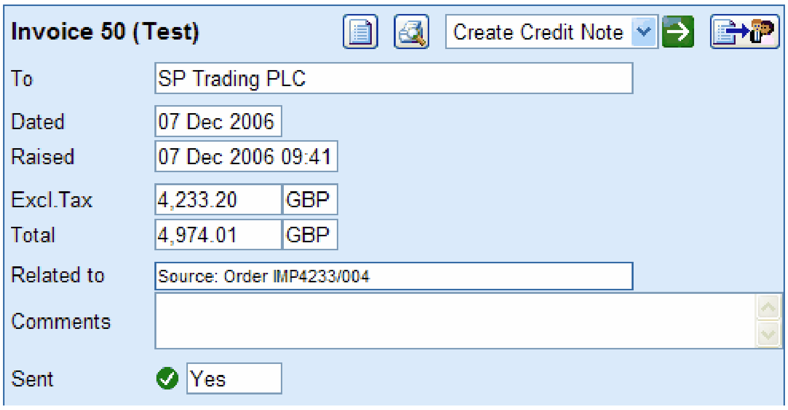
Overview

When you click an Invoice in the Document page the Document Summary is displayed to the left of the page.
See Document Page Overview.

You use the Invoice Summary to view Invoice details or perform actions on the Invoice.

Using the Invoice Summary

The following image is an example of a Invoice Summary:



The following list describes the Invoice Summary:

- **Document Type and Number**. The unique identifier for the document.
- **To**. The buying Organisation to which you will send (or have sent) the document.
- **Dated**. The stated date of the document.
- **Raised**. The date and time that the document was raised.
- **Excl.Tax**. The total value of the document excluding tax and the currency of the document.
- **Total**. The total value of the document including tax and the currency of the document.
- **Related To**. Any document from which this document was derived or which is derived from this document. Clicking on the document number will cause the display to display to that document.
- **Comments**. Any comments, notes and remarks associated with this document.
- **Sent**. Whether or not you have sent the document to the buying Organisation. The following list describes the possible status icons:
  - o No.

- Yes.

- **Document Actions (Not Sent)**. The following list describes the possible actions from the summary for a document that has not been sent:

  - **Document Details**. Click the Details icon to view more details. See Editing or Viewing Invoices.

  - **Edit Document**. Click the Edit icon to edit the document. See Editing or Viewing Invoices.

  - **Print Document**. Click the Print icon to Print the Request for Quote. See Printing a Document.

  - **Delete Document**. Click the Delete icon to delete the document, a prompt is displayed. See Understanding Document Actions >> Deleting Documents.

  - **Send Document**. Click the Send/Resend icon to send the document to the Buying Organisation. See Understanding Document Actions >> Sending Documents.

    Tip: If for some reason you are not allowed to send the document yet the Send button will be disabled. For example you have to add line items before you can send a document.

- **Document Actions (Sent)**. The following list describes the possible actions from the summary for a document that has been sent:

  - **Document Details**. Click the Details icon to view more details. See Editing or Viewing Invoices.

  - **Print Document**. Click the Print icon to Print the Request for Quote. See Printing a Document. not be supplied; you can set the status to 'Invoiced' so that the Order is no longer at status 'Awaiting Invoicing'.

  - **Create Credit Note**. Create Credit Note Click the Create Credit Note icon to create a Credit Note for this Invoice. See Creating a New Credit Note.

5.8.2 Creating a New Invoice

Quick Links: Topic Overview - Locating the Create Invoice Page - Working with Invoices

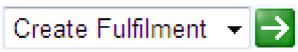
Overview

A new Invoice based can be raised from several pages.
See The Invoice Summary - Editing or Viewing Invoices.

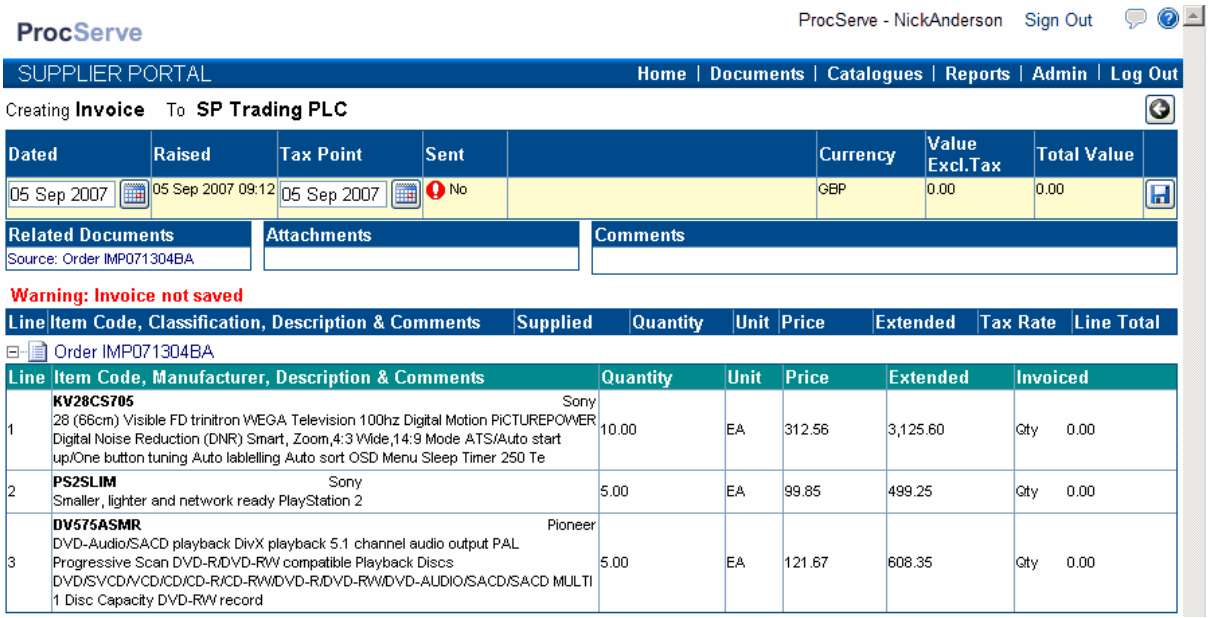
You will need to inspect the header details for the Invoice and save it before you can send or make changes to the Invoice.

Locating the Create Invoice Page

Where you see the following you can select Invoice from the drop down and click the Arrow icon:



The create Invoice page is displayed, for example:



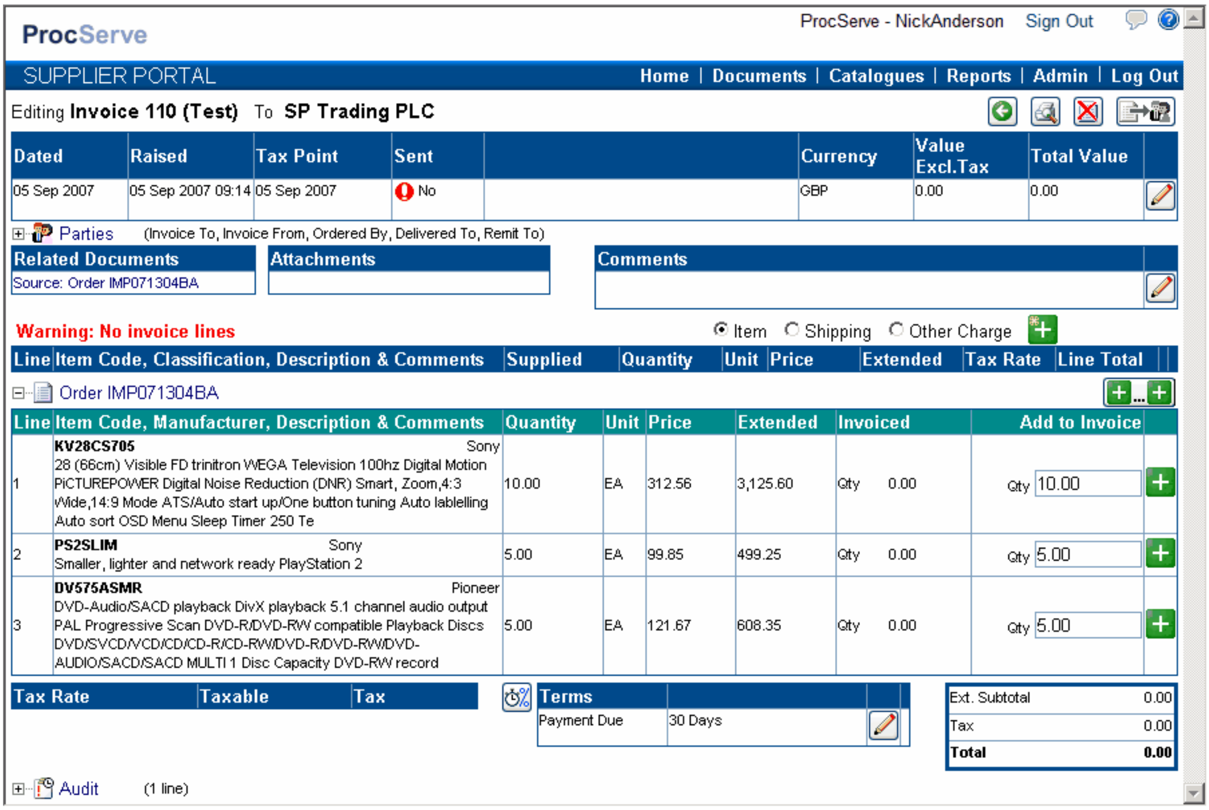
Note: The warning message under the Related Documents area tells you the current status of the Invoice.

Auto Numbering Disabled? If auto-numbering for Invoices has been disabled a number must be entered manually.

Tip: The General Admin Module allows you to enable and disable automatic document numbering. See General Admin.

Date Details. Click the Calendar icon to change the Dated and Tax Point and Delivery Dates. See also Editing Header Details.
(You cannot change the Raised date.)

Save Invoice. Once you have made any changes to the Dates and checked the details you click the Save icon to save the Invoice. For example:



Note: The Invoice does no yet have any lines. You will now have to add lines. See Editing or Viewing Invoices - Editing Line Details - Adding Invoice Lines Based on Order Lines - Adding Invoice Lines Not on Order - Editing Payment Details / Terms.

Working with Invoices

Note: You work with the new Invoice page in the same way as the Invoice page. See Editing or Viewing Invoices.

5.8.3 Creating an Unlinked Invoice

Quick Links: Topic Overview - Creating an Unlinked Invoice

Overview

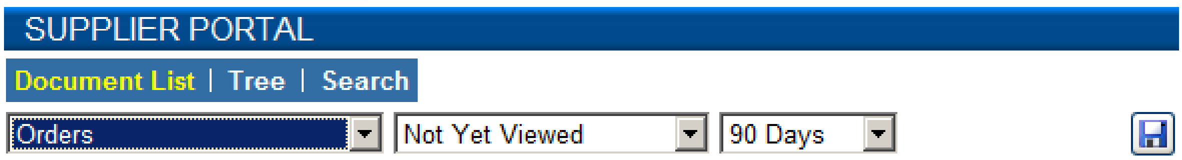
An Unlinked Invoice is a new Invoice that is not being created as a response to a received Order. It should be noted that not all buying Organisations will accept unlinked documents - if the buying Organisation you are creating the Unlinked Invoice for does not support unlinked documents the following features will not be available.

Creating an Unlinked Invoice

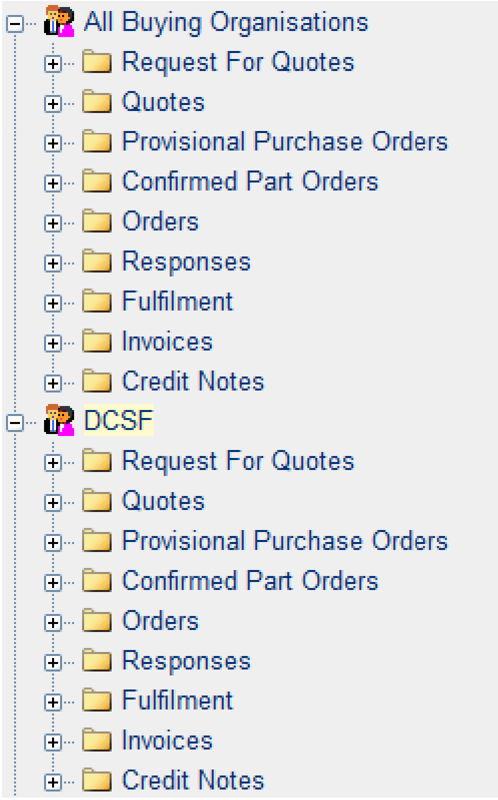
Unlinked Invoices, when available, are created in the Document Tree as described in the following list:

- Documents Click the Documents option in the main menu. The Documents page will display. For example:

▸ Click the Documents option in the main menu. The Documents page will display (e.g. as shown below):

- 

- Tree Navigate to and click the click the Tree option from the Documents options and the tree panel will be displayed. Click on the name of the Buying Organisation you wish to create an Unlinked Invoice for. For example:



- Details for the Buying Organisation appear in the Document Summary (left hand panel). For example:

- Select Create Invoice from the drop down and click the Arrow icon to create the unlinked Invoice. The system displays the Create Invoice page. See Creating a New Invoice.

5.8.4 Editing Invoices

5.8.4.1 Editing or Viewing Invoices

Quick Links: Topic Overview - Locating the Invoice Page - Working With Invoices

Overview

Most details of an existing Invoice can be altered and lines added or deleted.

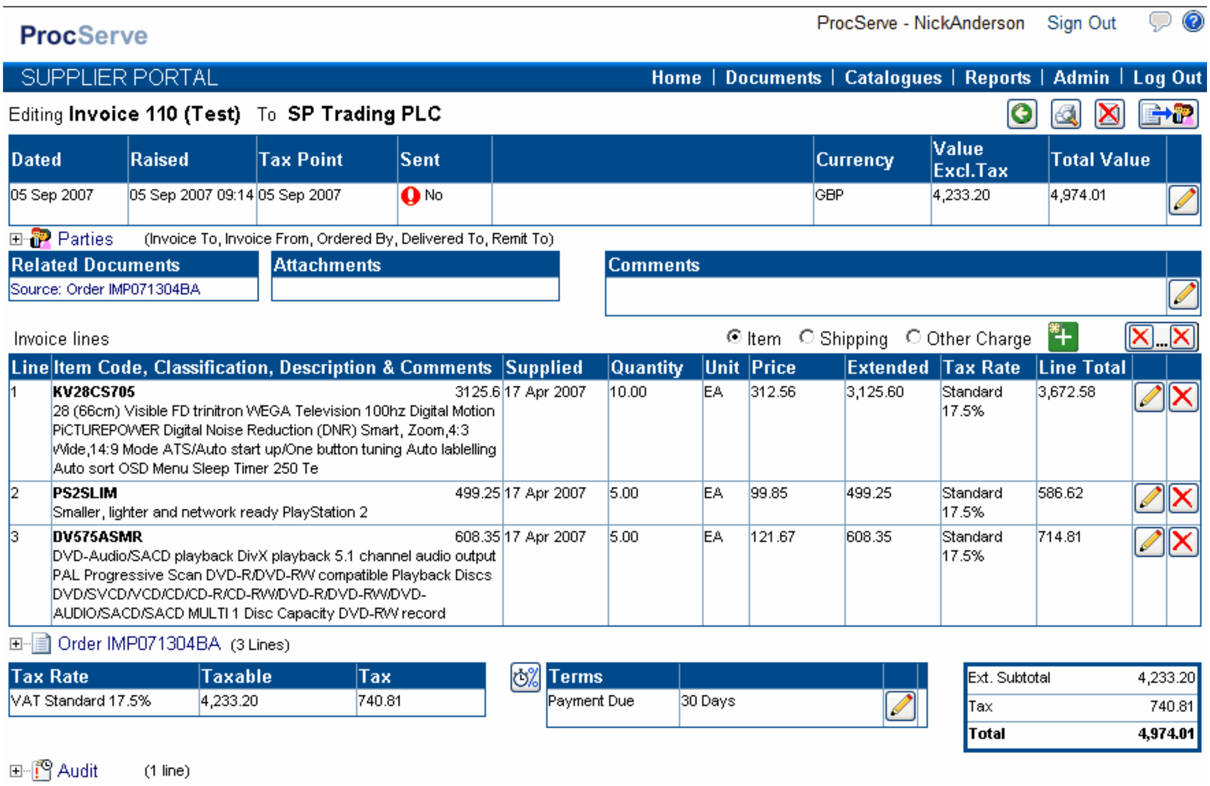
Note: You cannot edit a Invoice if it has already been sent to the buying Organisation.

Locating the Invoice Page

You can edit an unsent Invoice when you see the edit icon.
See The Invoice Summary - Creating a New Invoice.

Note: If the Invoice is sent you cannot edit details but you may be able to perform some operations on the document.

Click the icon and the relevant details will be loaded into the Edit Invoice page.
For example:



Working with Invoices

Creating a Invoice? The Creating Invoices page is used in the same way as described in the list below.

The following list describes how you use the Edit Invoices page:

- **Document Actions**. The following actions may be available depending on context:
  - **Back Button**. Click the Back button to return to the previous page.
  - **Print Document**. Click the Print icon to Print the Document. See Printing a Document.
  - **Delete Document**. Click the Delete icon to delete the document, A prompt is displayed. See Understanding Document Actions >> Deleting Documents.
  - **Create Credit Note**. Select this option to create a Credit Note based on the this Invoice. See Creating a New Credit Note.
    Note: This is only available if the Invoice has been sent.
  - **Send Document**. Click the Send/Resend icon to send the document to the Buying Organisation. See Understanding Document Actions >> Sending Documents.

    Tip: If for some reason you are not allowed to send the document yet the Send button will be disabled. For example you have to add line items before you can send a document.
- **Invoice Header Details**. Click the Edit icon to change the document header / comment details. See Editing Header Details.
- **Related Documents**. Where applicable related documents will be listed.
- **Attachments**. Click the icon to the right of the attachments area to add an attachment to the document. See Adding / Editing an Attachment.
- **Comments**. Click the Edit icon to add or edit comments. See Document Comments.
- **Parties Details**. When available you can display further details about the parties to the Invoice by clicking the plus icon next to the Parties button.
  See Changing Invoice Parties Details.
- **Invoice Line Details**. You can view or edit the document lines. The following list describes line details:
  - **Adding Items not on the Order**. Check the relevant box before you add lines not on the Order, shipping or you can define other items not on the Order. Once you have checked the relevant option you click the Plus icon. See Adding Invoice Lines Not on Order.
  - **Line**. A number indicating the sequence of the lines.
  - **Item Code, Classification, Description & Comments**. The code used for the goods or services, any classification e.g. UNSPSC codes, its description and any comments about the line.
  - **Supplied**. The date the item was supplied.
  - **Quantity**. The number of units of the item.

- **Unit**. The unit of measure of the item.
- **Price**. The price of one unit of the item.
- **Extended**. The value of this line of the Invoice, excluding tax.
- **Tax Rate**. The rate of tax that applies to this line of the Invoice.
- **Line Total**. The value of this line of the Invoice, including tax.
- **Edit a Line Item**. Click this icon the edit the line item. See Editing Line Details.
- **Delete Line Item**. Click this icon to delete the line item. See Editing Line Details.
- **Delete All Line Items**. Click this icon to delete all line items. See Editing Line Details.

• **Originating Order Lines**. Order IMP071304BA (3 Lines) You click the Plus icon to open the originating Order lines you can add Order lines to your Invoice. See Adding Invoice Lines Based on Order Lines.

• **Invoice Footer Details**. Invoice footer details include:

- **Tax Rate**. The total tax values.
  Note: See How Tax Values are Calculated for more details regarding tax calculations
- **Terms**. You can view or edit the terms of the Invoice. The following list provides summary details of Terms:
  - **Edit Terms**. Click the Edit icon to edit terms. See Editing Payment Details / Terms.
  - **Settlement Terms**. Click the Settlement Terms icon to view settlement terms. See Editing Payment Details / Terms.
- **Total**. Summary of the total value of the Invoice, including tax.

• **Audit**. Audit The Audit contains details about the transmission and any status changes. Click the Plus icon next to the Audit button, further details are displayed.
For example:

Date & Time	Audit Event	Details
30 Jun 2006 15:47	Sending Document	Completed Sending Document
30 Jun 2006 15:47	Update Audit Status	Completed Update Of Audit Status
30 Jun 2006 15:47	Ending Processing.	Processing Ended

5.8.4.2 Editing Header Details

Quick Links: Topic Overview - Editing Header Details

Overview

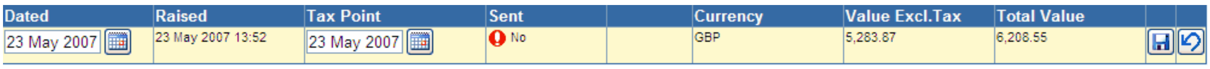
When you are creating, viewing or editing Invoices you may need to change the header details. See Creating an Invoice - Editing or Viewing Invoice.

You can change the date, a manually entered document number or the tax point date.

Editing Header Details

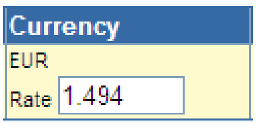
Click the Edit icon next to the Header details (shown highlighted):

The Header details are displayed in Edit mode. For example:

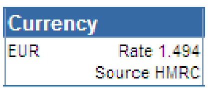


The following list describes the features of Edit mode:

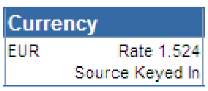
- **Editing the Invoice Date**. You can click the Calendar icon to change the date.
- **Editing the Tax Point Date**. You can click the Calendar icon to change the date.
- **Editing the Invoice Number**. If you do not have auto numbering switched on you can change the Invoice Number or reference in the Number field. See General Admin.
- **Editing the Currency**. You can click this field to modify the exchange rate for the document:



Note: if you change the currency the system displays currency for the document as follows:



If the exchange is not edited it will be displayed with the system defined source and exchange rate.



If the exchange rate is edited the exchange rate source will be updated to 'Source Keyed In'.

- **Actions**. Once you have made your required changes you can save or discard your changes:

- **Save Changes**. Click the Save icon to validate and if valid save your changes.
- **Discard Changes**. Click the Discard icon to discard you changes and display the Header details in view mode.

5.8.4.3 Changing Invoice Parties Details

Quick Links: Topic Overview - Entering or Editing Invoice Party Details

Overview

Party Details can be added to or changed in an unsent Invoice.

You do this when editing or creating a Invoice.
See Creating a Invoice or Editing or Viewing Invoices.

Entering or Editing Invoice Party Details

Parties Details. ⊞ Parties You can display further details about the parties to the Invoice by clicking the plus icon next to the Parties button. Further details will be displayed:

⊟ Parties

	Contact	Address	Communication
Invoice To	John Staples	Finance, Gunford Borough Council, Chase House, Rakes Park Road, Gunford, GY4 8ZG, GB	Tel: +44 (0)1483 466900, Fax: +44 (0)870 4673467
Invoice From	Julian Sheppard	Salient Gradients, Lantern House, Walnut Tree Close, Guildford, Surrey, GU1 4TX, United Kingdom	E-mail: julian.sheppard@procserve.com, Tel: 01483 466900, Fax: 01483 466901
Ordered By	Tammy Williams	Administration, Gunford Borough Council, Tandem Buildings, Norcross Lane, Gunford, GY5 3TA, GB	E-mail: tammy.williams@Gunford.org, Tel: +44 (0)1483 466900, Fax: +44 (0)870 4673467
Delivered To	Tammy Williams	Administration, Gunford Borough Council, Tandem Buildings, Norcross Lane, Gunford, GY5 3TA, GB	E-mail: tammy.williams@Gunford.org, Tel: 01253 856123, Fax: +44 (0)870 4673467
Remit To	Julian Sheppard	Salient Gradients, Lantern House, Walnut Tree Close, Guildford, Surrey, GU1 4TX, United Kingdom	E-mail: julian.sheppard@procserve.com, Tel: 01483 466900, Fax: 01483 466901

Tip. ⊟ When the details are open click the Minus button to hide them.

Click the Edit icon for a particular row to enter Edit mode. For example:

⊟ Parties

	Contact	Address	Communication
Invoice To	John Staples	Department: Finance Organisation: Gunford Borough Council Address: Chase House Rakes Park Road Town/City: Gunford County: Postcode: GY4 8ZG Country: GB	E-mail: Tel: +44 (0)1483 466900 Direct: Mobile: Fax: +44 (0)870 4673467
Invoice From	Julian Sheppard	Salient Gradients, Lantern House, Walnut Tree Close, Guildford, Surrey, GU1 4TX, United Kingdom	E-mail: julian.sheppard@procserve.com, Tel: 01483 466900, Fax: 01483 466901
Ordered By	Tammy Williams	Administration, Gunford Borough Council, Tandem Buildings, Norcross Lane, Gunford, GY5 3TA, GB	E-mail: tammy.williams@Gunford.org, Tel: +44 (0)1483 466900, Fax: +44 (0)870 4673467
Delivered To	Tammy Williams	Administration, Gunford Borough Council, Tandem Buildings, Norcross Lane, Gunford, GY5 3TA, GB	E-mail: tammy.williams@Gunford.org, Tel: 01253 856123, Fax: +44 (0)870 4673467
Remit To	Julian Sheppard	Salient Gradients, Lantern House, Walnut Tree Close, Guildford, Surrey, GU1 4TX, United Kingdom	E-mail: julian.sheppard@procserve.com, Tel: 01483 466900, Fax: 01483 466901

You can change or enter the required details as shown above.

Save Changes. Click the Save icon to validate and if valid save your changes.

Cancel Changes. Click the Cancel icon to cancel changes and close Edit mode.

5.8.4.4 Editing Line Details

Quick Links: Topic Overview - Editing Invoice Line Details - Delete Invoice Line Items

Overview

This topic shows you how to edit line items when editing or creating a Invoice.
See Creating a Invoice or Editing Invoices.

Editing Invoice Line Details

Click the Edit icon next to the line you wish to change. For example:

Invoice lines ◉ Item ○ Shipping ○ Other Charge

Line	Item Code, Classification, Description & Comments	Supplied	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	**KV28CS705** 3125.6 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	17 Apr 2007	10.00	EA	312.56	3,125.60	Standard 17.5%	3,672.58
2	**PS2SLIM** 499.25 Smaller, lighter and network ready PlayStation 2	17 Apr 2007	5.00	EA	99.85	499.25	Standard 17.5%	586.62
3	**DV575ASMR** 608.35 DVD-Audio/SACD playback DivX playback 5.1 channel audio output PAL Progressive Scan DVD-R/DVD-RW compatible Playback Discs DVD/SVCD/VCD/CD/CD-R/CD-RW/DVD-R/DVD-RW/DVD-AUDIO/SACD/SACD MULTI 1 Disc Capacity DVD-RW record	17 Apr 2007	5.00	EA	121.67	608.35	Standard 17.5%	714.81

The line is displayed in edit mode:

Line	Item Code, Classification, Description & Comments	Supplied	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	SAV001 80161507 AV Installation Services	23 May 2007	1.00	EA	1,500.00	1,500.00	Standard 17.5%	1,762.50

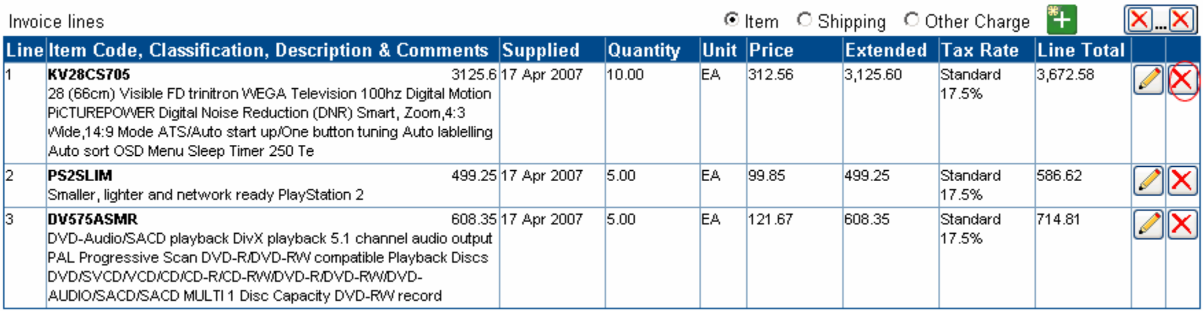
The following list describes the fields you can edit and the controls in edit line mode:

- **Item Code, Classification, Description & Comments**. The code used for the goods or services, the manufacturer if appropriate and known, the Manufacturer Code if known, a description and any comments about this line of the Order.
- **Supplied Date**. Click the Calendar icon to select a new date.
- **Quantity**. The number of units of the item being Ordered.
- **Unit**. The unit of measure of the item.
- **Price**. The price per unit.
- **Tax Rate**. The Tax rate that applies to this line of the Invoice, you can select a new option from the drop down.
- **Save Changes**. Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**. Click the Cancel icon to cancel changes and close Edit mode.

Delete Line Items

The following list describes how you can remove one or all lines from a Invoice:

- **Delete Single Line from Invoice?** To remove a single line from the Invoice click the Delete icon for that line item (shown highlighted):


Invoice lines ◉ Item ○ Shipping ○ Other Charge

Line	Item Code, Classification, Description & Comments	Supplied	Quantity	Unit	Price	Extended	Tax Rate	Line Total		
1	**KV28CS705** 3125.6 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	17 Apr 2007	10.00	EA	312.56	3,125.60	Standard 17.5%	3,672.58		
2	**PS2SLIM** 499.25 Smaller, lighter and network ready PlayStation 2	17 Apr 2007	5.00	EA	99.85	499.25	Standard 17.5%	586.62		
3	**DV575ASMR** 608.35 DVD-Audio/SACD playback DivX playback 5.1 channel audio output PAL Progressive Scan DVD-R/DVD-RW compatible Playback Discs DVD/SVCD/VCD/CD/CD-R/CD-RW/DVD-R/DVD-RW/DVD-AUDIO/SACD/SACD MULTI 1 Disc Capacity DVD-RW record	17 Apr 2007	5.00	EA	121.67	608.35	Standard 17.5%	714.81		

  The selected line will be removed from the Invoice.

- **Delete All Lines from Invoice?** Click the Remove All icon to remove all lines from the Invoice.

5.8.4.5 Adding Invoice Lines Based on Order Lines

Quick Links: Topic Overview - Adding Invoice Lines From an Order - Adding all Order Lines to an Invoice - Adding Single Order Lines to an Invoice - Delete Invoice Line Items

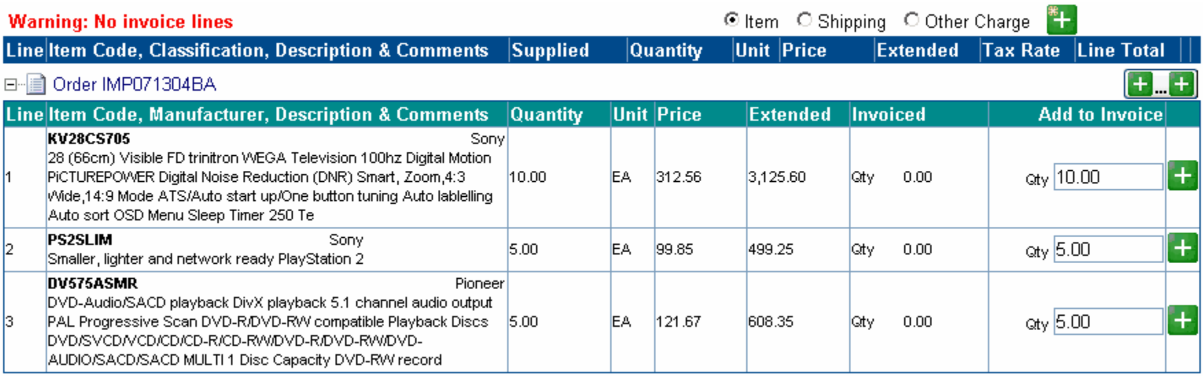
Overview

This topic describes how you can inspect the Invoice and then add all Order lines to the Invoice when editing or creating an Invoice.
See Creating an Invoice - Editing or Viewing Invoices.

Adding Invoice Lines From an Order

The following steps describe how you add one or all items to the Invoice:

- There are no Invoice lines in the following example:



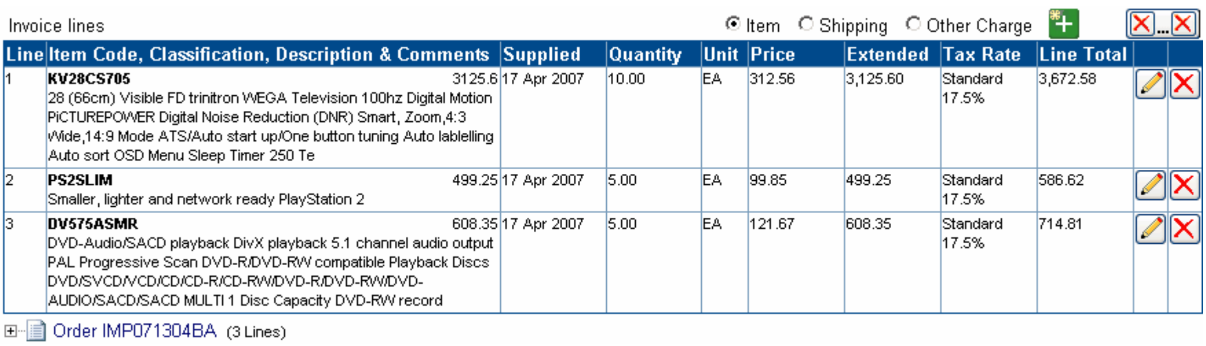
Line	Item Code, Manufacturer, Description & Comments	Quantity	Unit	Price	Extended	Invoiced	Add to Invoice
1	**KV28CS705** Sony 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	10.00	EA	312.56	3,125.60	Qty 0.00	Qty 10.00
2	**PS2SLIM** Sony Smaller, lighter and network ready PlayStation 2	5.00	EA	99.85	499.25	Qty 0.00	Qty 5.00
3	**DV575ASMR** Pioneer DVD-Audio/SACD playback DivX playback 5.1 channel audio output PAL Progressive Scan DVD-R/DVD-RW compatible Playback Discs DVD/SVCD/VCD/CD/CD-R/CD-RW/DVD-R/DVD-RW/DVD-AUDIO/SACD/SACD MULTI 1 Disc Capacity DVD-RW record	5.00	EA	121.67	608.35	Qty 0.00	Qty 5.00

- **Tip**: If the Order lines are not displayed and you wish to check them you will need to click the Plus icon:

  Order IMP071304BA (3 Lines)

- From here you can add all or single items to the document or delete any lines you have added. See Adding all Order Lines to an Invoice - Adding Single Order Lines to an Invoice - Delete Line Items.

- **Adding all Order Lines to an Invoice**. Click the Add all Invoice Items icon above the Order lines. For example:



Line	Item Code, Classification, Description & Comments	Supplied	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	**KV28CS705** 3125.6 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	17 Apr 2007	10.00	EA	312.56	3,125.60	Standard 17.5%	3,672.58
2	**PS2SLIM** 499.25 Smaller, lighter and network ready PlayStation 2	17 Apr 2007	5.00	EA	99.85	499.25	Standard 17.5%	586.62
3	**DV575ASMR** 608.35 DVD-Audio/SACD playback DivX playback 5.1 channel audio output PAL Progressive Scan DVD-R/DVD-RW compatible Playback Discs DVD/SVCD/VCD/CD/CD-R/CD-RW/DVD-R/DVD-RW/DVD-AUDIO/SACD/SACD MULTI 1 Disc Capacity DVD-RW record	17 Apr 2007	5.00	EA	121.67	608.35	Standard 17.5%	714.81

Order IMP071304BA (3 Lines)

You can edit or delete Invoice lines in an unsent Invoice. See Editing or Viewing Invoices.

- **Adding Single Order Lines to an Invoice**. You can add single items to an Invoice. For example when you wish to change the Type or if you wish to add only selected lines:
  - **Quantity**. Change the quantity (for commodity based Order lines) or a value (for service based Order lines).
  - **Add Single Item**. When you have amended the item you can click the add single item icon for the relevant item within the Order lines.
  - The Add to Invoice value in the Order line details will automatically be re-calculated once the line has been added to the Invoice.

Delete Line Items

The following list describes how you can remove one or all lines from an Invoice:

- **Delete Single Line?** To remove a single line from the document click the Delete icon for that line item.
- **Delete All Lines?** ... Click the Remove All icon to remove all lines from the document.

5.8.4.6 Adding Invoice Lines Not on Order

Quick Links: Topic Overview - Adding Invoice Lines Not on Order

Overview

In addition to adding lines from the Order you may wish to add other lines to the Invoice.

The Supplier Portal allows three types of additional lines:

- An Item line for normal goods and services.
- A Shipping line for charges related to the delivery of goods.
- An Other Charge line for charges not directly related to delivery.

You do this when editing or creating an Invoice.

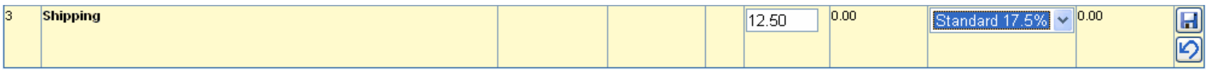
See Creating a New Invoice - Editing or Viewing Invoices.

Adding Invoice Lines Not on Order

The following steps describe how you add none Order lines to the Invoice:

- Select one of the line types from the item type options:

-  Click the Add Other line icon next to the item type options.
- The system displays a new line item in Edit mode. For example:



- **Enter Details**. Enter a new and select the required details.
- **Save Changes**.  Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**.  Click the Cancel icon to cancel changes and close Edit mode.

5.8.4.7 Editing Payment Details / Terms

Quick Links: Topic Overview - Editing Payment Terms

Overview

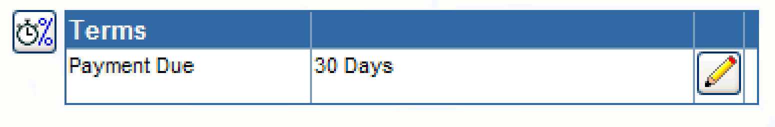
This topic describes how you change payment terms when editing or creating an Invoice.
See Creating an Invoice - Editing or Viewing Invoices.

Editing Payment Terms

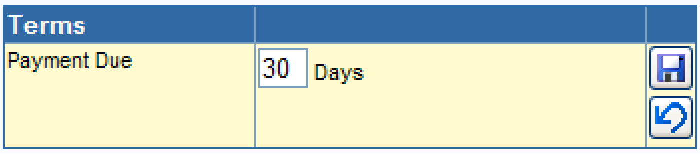
The following steps describe how you change Invoice payment terms:

The following steps describe how you can edit the Invoice Payment Terms:

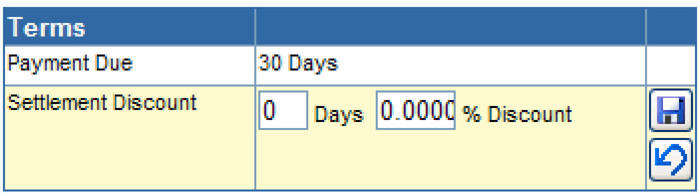
- **Payment Days**. You can change the number of days allowed before payment is due. For example:
  - **Edit Payment Days**. Click the Edit icon in the Terms box. For example:



  - The Days field enters Edit mode. Enter a number of days in the Days field:



  - **Save Changes**. Click the Save icon to validate and if valid save your changes.
  - **Cancel Changes**. Click the Cancel icon to cancel changes and close Edit mode.
- **Settlement Discount**. You can change the Settlement Discount. For example:
  - **Edit Settlement Discount**. Click the Settlement Discount icon. The Terms area enters Edit mode. For example:



  - **Days Discount**. Enter the number of days for the early settlement discount in the input box
  - **Percent Discount**. Enter the percentage discount offered.

- **Save Changes**. Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**. Click the Cancel icon to cancel changes and close Edit mode.

5.8.5 Invoice Error Messages

A list of the error messages and meanings you may get while managing and processing your Invoices are listed below:

- **Void**. This document is void. It has been cancelled.
- **Document is locked by <Username>** This document is currently being worked on by another User. It is not permitted that two Users work on the same document at the same time. You will only be able to view and print this Invoice while the other User is working on it.
- **Source Document is locked by <Username>** The source document (e.g. Order) is currently being worked on by another User. You will only be able to view and print this Invoice while the other User is working on the source document.
- **Supersedes/Superseded By**. There is an earlier/later version of the document. Clicking on the document number will cause the display to switch to that document.
- **Warning: Source Document is over-Invoiced**. One or more lines of the source document have been Invoiced for a quantity greater than the source document line quantity. If source document lines are displayed, the Invoiced quantity of the over Invoiced line(s) is highlighted.

5.8.6 Self Bill Invoices

5.8.6.1 The Self Bill Invoice Summary

Quick Links: Topic Overview - Using the Self Bill Invoice Summary

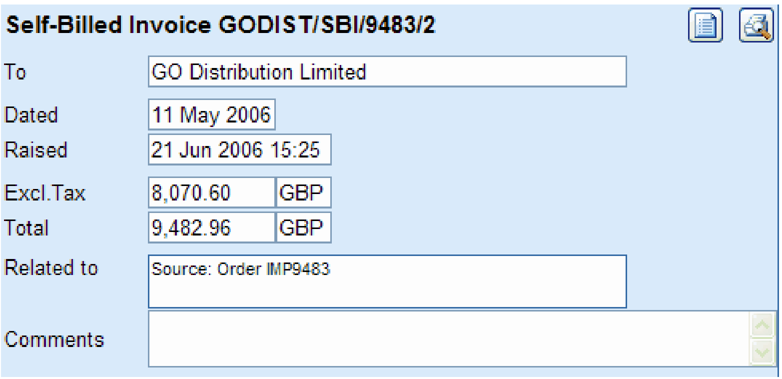
Overview

When you click a Self Bill Invoice in the Document page the Document Summary is displayed to the left of the page.
See Document Page Overview.

You use the Self Bill Summary to view details or perform actions on the Self Bill Invoice.

Using the Self Bill Summary

The following image is an example of a Self Bill Invoice Summary:



The following list describes the Self Bill Invoice Summary:

- **Document Type and Number**. The unique identifier for the document.
- **To**. The buying Organisation to which you will send (or have sent) the document.
- **Void**. Indicates that the document has been cancelled.
- **Dated**. The stated date of the document.
- **Raised**. The date and time that the document was raised.
- **Excl.Tax**. The total value of the document excluding tax and the currency of the document.
- **Total**. The total value of the document including tax and the currency of the document.
- **Related To**. Any document from which this document was derived or which is derived from this document. Clicking on the document number will cause the display to display to that document.
- **Comments**. Any comments, notes and remarks associated with this document.
- **Sent**. Whether or not you have sent the document to the buying Organisation. The following list describes the possible status icons:
  - No.

  - Yes.

- **Document Actions**. The following list describes the possible actions from the summary for a Self Bill that has not been sent:

  - **Document Details**. Click the Details icon to view more details. See Viewing the Self-Bill Invoice Details.

  - **Print Document**. Click the Print icon to print the Self Bill. See Printing a Document.

5.8.6.2 Viewing the Self-Bill Invoice Details

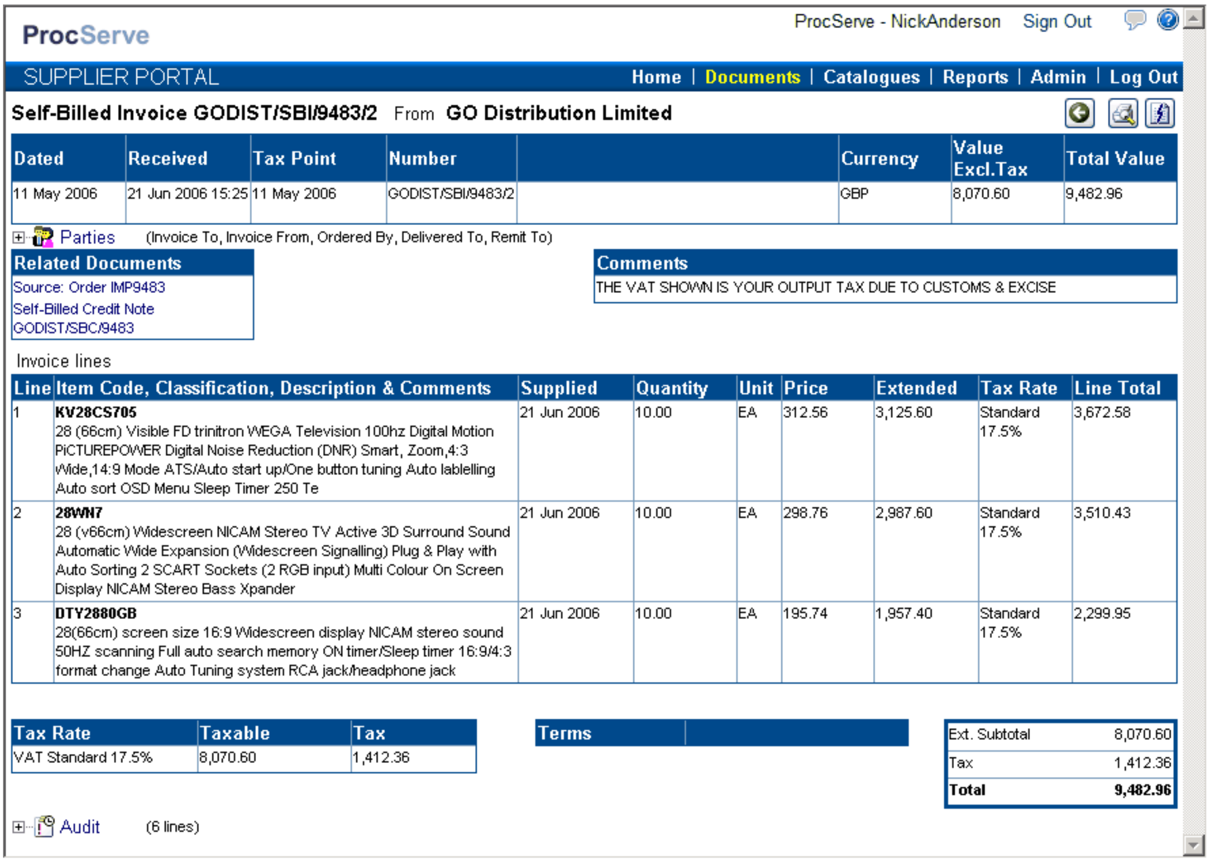
Quick Links: Topic Overview - Using the Self Bill Invoice Details Page

Overview

You use the Self Bill Invoice Details page to view Self Bill Invoice details.
See The Self Bill Invoice Summary.

Using the Self Bill Invoice Details Page

The following image is an example of a Self Bill Invoice Details page:



The following list describes how you use the Self Bill Invoice Details page:

- **Document Actions**. The following actions may be available depending on context:
  - **Back Button**. Click the Back button to return to the previous page.
  - **Print Document**. Click the Print icon to Print the Document. See Printing a Document.
  - **View Document Raw Text**. Click this icon to view the document's raw text. See Viewing a Document's Raw Text.
- **Self Bill Invoice Header Details**. You can view the header details.

- **Parties Details**. Parties You can display further details about the parties to the Self Bill Invoice by clicking the plus icon next to the Parties button. For example:

	Contact	Address	Communication
Invoice To	Steve Highway	GO Distribution Limited, ; Surrey	E-mail: accounts@distribution.co.uk Direct: 01488 548954
Invoice From	Derek Bailey	IMPAQ Business Solutions Limited, ; Surrey	E-mail: dbailey@impaq.co.uk Direct: 01483 466900
Ordered By	Steve Highways	GO Distribution Limited, ; Surrey	E-mail: accounts@godistribution.co.uk Direct: 01488 548954

- **Related Documents**. Where applicable related documents will be listed.

- **Comments**. You can view any comments.

- **Invoice Line Details**. You can view or edit the document lines. The following list describes line details:

  - **Line**. A number indicating the sequence of the lines.

  - **Item Code, Classification, Description & Comments**. The code used for the goods or services, any classification e.g. UNSPSC codes, its description and any comments about the line.

  - **Supplied**. The date the item was supplied.

  - **Quantity**. The number of units of the item.

  - **Unit**. The unit of measure of the item.

  - **Price**. The price of one unit of the item.

  - **Extended**. The value of this line of the Invoice, excluding tax.

  - **Tax Rate**. The rate of tax that applies to this line of the Self Bill Invoice.

  - **Line Total**. The value of this line of the Invoice, including tax.

- **Invoice Footer Details**. Invoice footer details include:

  - **Tax Rate**. The total tax values.

  - **Terms**. Terms of the Self Bill Invoice.

  - **Total**. Summary of the total value of the Invoice, including tax.

- **Audit**. Audit The Audit contains details about the transmission and any status changes. Click the Plus icon next to the Audit button to display further details.
  For example:

Date & Time	Audit Event	Details
21 Jun 2006 15:23	Receive document	Document received at 21/06/2006 15:23:04
21 Jun 2006 15:25	Route Document	Completed Routing Document
21 Jun 2006 15:25	Storing document	Document type is: SelfBilledInvoiceEBIS309
21 Jun 2006 15:25	Process Document	Completed Processing Document
21 Jun 2006 15:25	Update Audit Status	Completed Update Of Audit Status
21 Jun 2006 15:25	Ending Processing.	Processing Ended

5.9 Credit Notes

5.9.1 The Credit Note Summary

Quick Links: Topic Overview - Using the Credit Note Summary

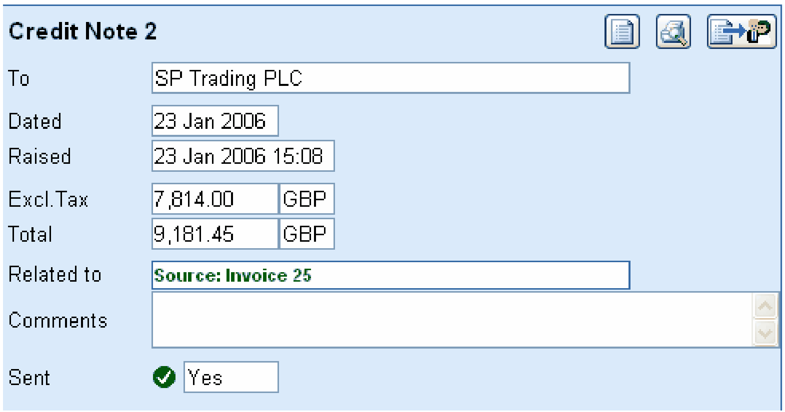
Overview

When you click an Credit Note in the Document page the Document Summary is displayed to the left of the page.
See Document Page Overview.

You use the Credit Note Summary to view Credit Note details or perform actions on the Credit Note.

Using the Credit Note Summary

The following image is an example of a Credit Note Summary:



The following list describes the Credit Note Summary:

- **Document Type and Number**. The unique identifier for the document.
- **To**. The buying Organisation to which you will send (or have sent) the document.
- **Dated**. The stated date of the document.
- **Raised**. The date and time that the document was raised.
- **Excl. Tax**. The total value of the document excluding tax and the currency of the document.
- **Total**. The total value of the document including tax and the currency of the document.
- **Related To**. Any document from which this document was derived or which is derived from this document. Clicking on the document number will cause the display to display to that document.
- **Comments**. Any comments, notes and remarks associated with this document.
- **Sent**. Whether or not you have sent the document to the buying Organisation. The following list describes the possible status icons:
  - o No.

  - Yes.

- **Document Actions (Not Sent)**. The following list describes the possible actions from the summary for a document that has not been sent:

  - **Document Details**. Click the Details icon to view more details. See Editing or Viewing Credit Notes.

  - **Edit Document**. Click the Edit icon to edit the document. See Editing or Viewing Credit Notes.

  - **Print Document**. Click the Print icon to Print the Request for Quote. See Printing a Document.

  - **Delete Document**. Click the Delete icon to delete the document, a prompt is displayed. See Understanding Document Actions >> Deleting Documents.

  - **Send Document**. Click the Send/Resend icon to send the document to the Buying Organisation. See Understanding Document Actions >> Sending Documents.

    Tip: If for some reason you are not allowed to send the document yet the Send button will be disabled. For example you have to add line items before you can send a document.

- **Document Actions (Sent)**. The following list describes the possible actions from the summary for a document that has been sent:

  - **Document Details**. Click the Details icon to view more details. See Editing or Viewing Credit Notes.

  - **Print Document**. Click the Print icon to Print the Request for Quote. See Printing a Document. not be supplied; you can set the status to 'Credit Noted' so that the Order is no longer at status 'Awaiting Invoicing'.

  - **Resend Document**. Click the Send/Resend icon to resend the document to the Buying Organisation. See Understanding Document Actions >> Sending Documents.

5.9.2 Creating a New Credit Note

Quick Links: Topic Overview - Locating the Create Credit Note Page - Working w ith Credit Notes

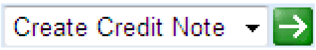
Overview

A new Credit Note based can be raised from several pages.
See The Credit Note Summary - Editing or Viewing Credit Notes.

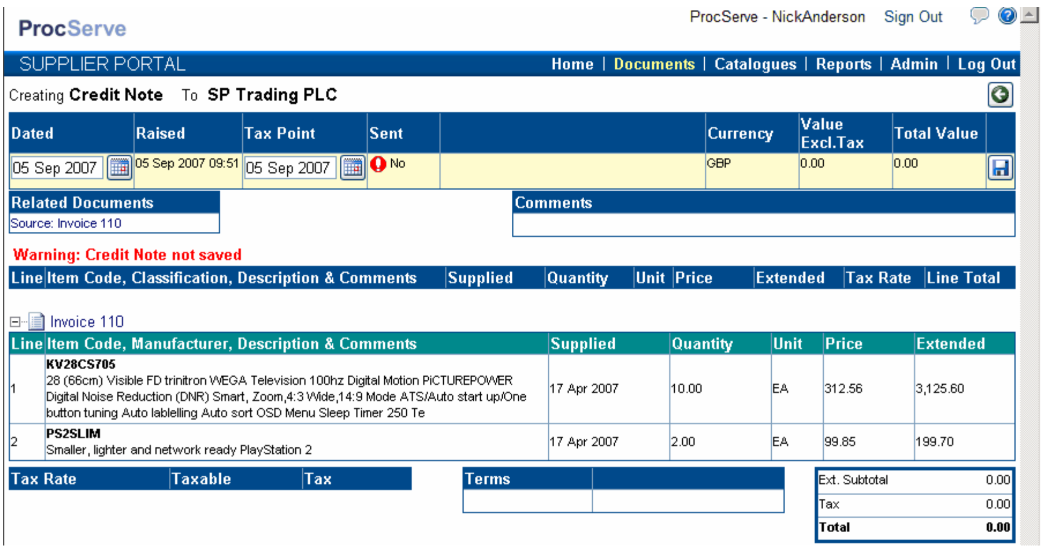
You will need to inspect the header details for the Credit Note and save it before you can, add lines, send or make changes to the Credit Note.

Locating the Create Credit Note Page

Where you see the following you can select Credit Note from the drop down and click the Arrow icon:



The create Credit Note page is displayed, for example:



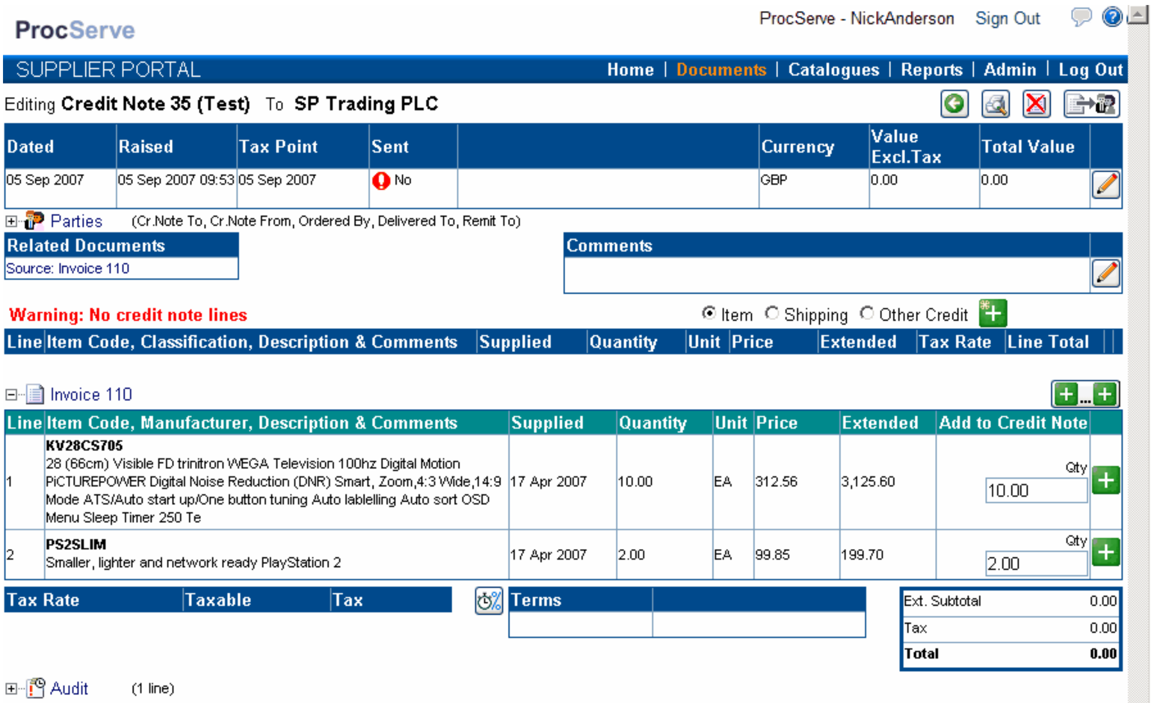
Note: The warning message under the Related Documents area tells you the current status of the Credit Note.

Auto Numbering Disabled? If auto-numbering for Credit Notes has been disabled a number must be entered manually.

Tip: The General Admin Module allows you to enable and disable automatic document numbering. See General Admin.

Dates.  Click the Calendar icon to change the Dated and Tax Point dates. See also Editing Header Details.
(You cannot change the Raised date.)

 **Save Credit Note**. Once you have made any changes to the Dates and check the Credit Note details you click the Save icon to save the Credit Note. For example:



Note: The Credit Note does no yet have any lines. You will now have to add lines. See Editing or Viewing Credit Notes - Editing Line Details - Adding Credit Note Lines Based on Invoice Lines - Adding Credit Note Lines Not on Invoice - Editing Payment Details / Terms.

Working with Credit Notes

Note: You work with the new Credit Note page in the same way as the Credit Note page. See Editing or Viewing Credit Notes.

5.9.3 Creating an Unlinked Credit Note

Quick Links: Topic Overview - Creating an Unlinked Credit Note

Overview

An Unlinked Credit Note is a new Credit Note that is not being created as a response to a received Invoice.

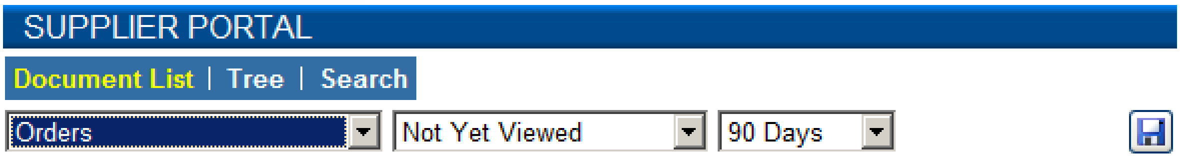
Note: Not all buying Organisations will accept unlinked documents. If the buying Organisation you are creating the Unlinked Credit Note for does not support unlinked documents then the features described below will not be available.

Creating an Unlinked Credit Note

Unlinked Credit Notes, when available, are created in the Document Tree as described in the following list:

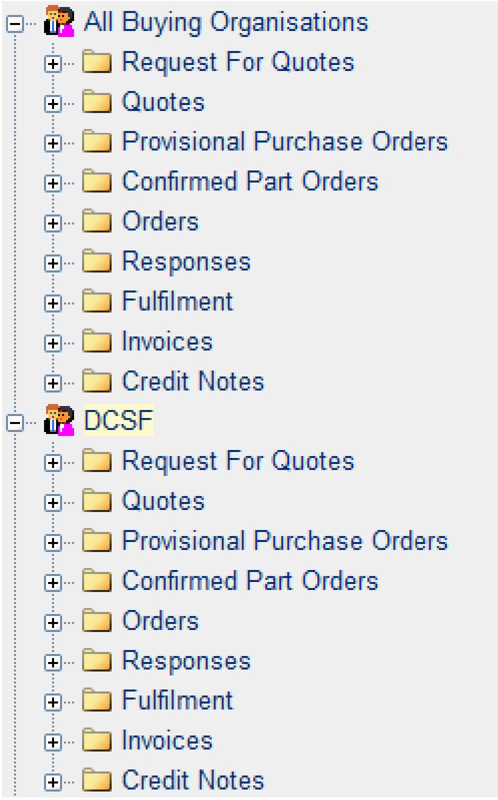
- 

Click the Documents option in the main menu. The Documents page will display. For example:

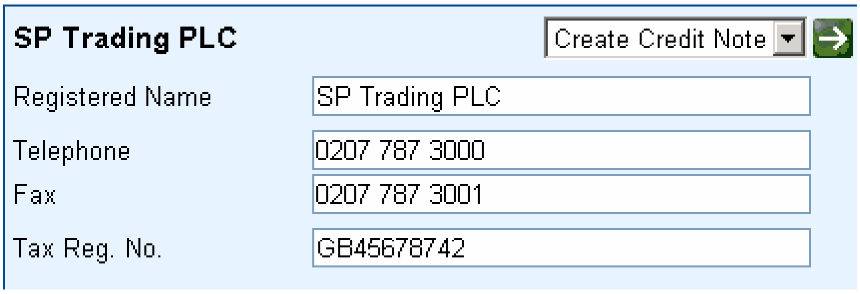


- 

Navigate to and click the click the Tree option from the Documents options and the tree panel will be displayed. Click on the name of the Buying Organisation you wish to create an Unlinked Credit Note for. For example:



- Details for the Buying Organisation appear in the Document Summary (left hand panel). For example:



- Select Create Credit Note from the drop down and click the Arrow icon to create the unlinked Credit Note.
  The system displays the Creating New Credit Note page. See Creating a Credit Note.

5.9.4 Editing Credit Notes

5.9.4.1 Editing or Viewing Credit Notes

Quick Links: Topic Overview - Locating the Credit Note Page - Working With Credit Notes

Overview

Most details of an existing Credit Note can be altered and lines added or deleted.

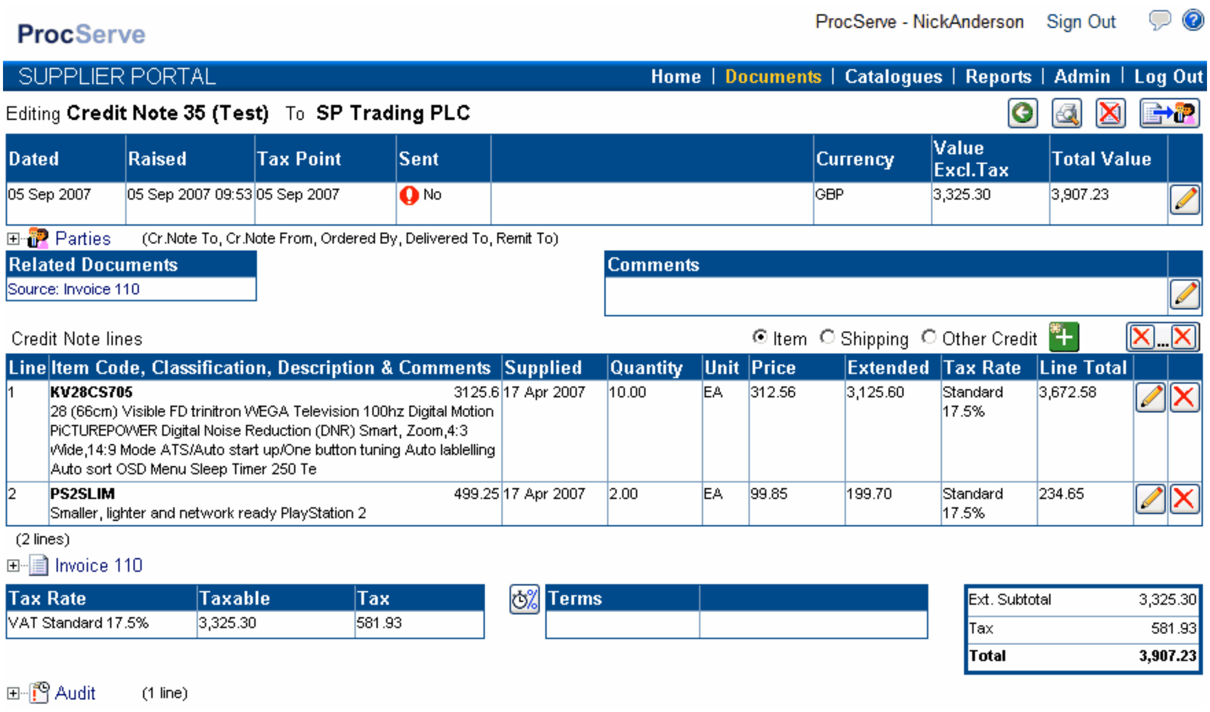
Note: You cannot edit a Credit Note if it has already been sent to the buying Organisation.

Locating the Credit Note Page

You can edit a Credit Note when you see the edit icon.
See The Credit Note Summary - Creating a New Credit Note.

Note: If the Credit Note is sent you cannot edit details but you may be able to perform some operations on the document.

Click the icon and the relevant details will be loaded into the Edit Credit Note page.
For example:



Working with Credit Notes

Creating a Credit Note? The Creating Credit Notes page is used in the same way as described in the list below.

The following list describes how you use the Edit Credit Notes page:

- **Document Actions**. The following actions may be available depending on context:

- **Back Button**. Click the Back button to return to the previous page.

- **Print Document**. Click the Print icon to Print the Document. See Printing a Document.

- **Delete Document**. Click the Delete icon to delete the document, A prompt is displayed. See Understanding Document Actions >> Deleting Documents.

- **Send Document**. Click the Send/Resend icon to send the document to the Buying Organisation. See Understanding Document Actions >> Sending Documents.

  Tip: If for some reason you are not allowed to send the document yet the Send button will be disabled. For example you have to add line items before you can send a document.

- **Credit Note Header Details**. Click the Edit icon to change the document header / comment details. See Editing Header Details.

- **Related Documents**. Where applicable related documents will be listed.

- **Comments**. Click the Edit icon to add or edit comments. See Document Comments.

- **Parties Details**. You can display further details about the parties to the Credit Note by clicking the plus icon next to the Parties button.

  When available you can click the Edit icon to edit Parties details to enter Edit mode and make changes to the Parties details. See .Changing Credit Notes Parties Details

- **Credit Note Line Details**. You can view or edit the document lines. The following list describes line details:

  - **Adding Items not on the Order**. Check the relevant box before you add lines not on the Invoice, shipping or you can define other items not on the Invoice. Once you have checked the relevant option you click the Plus icon. See Adding Credit Note Lines Not on Invoice.

  - **Line**. A number indicating the sequence of the lines.

  - **Item Code, Classification, Description & Comments**. The code used for the goods or services, any classification e.g. UNSPSC codes, its description and any comments about the line.

  - **Supplied**. The date the item was supplied.

  - **Quantity**. The number of units of the item.

  - **Unit**. The unit of measure of the item.

  - **Price**. The price of one unit of the item.

  - **Extended**. The value of this line of the Credit Note, excluding tax.

  - **Tax Rate**. The rate of tax that applies to this line of the Credit Note.

  - **Line Total**. The value of this line of the Credit Note, including tax.

  - **Edit a Line Item**. Click this icon the edit the line item. See Editing Line Details.

  - **Delete Line Item**. Click this icon to delete the line item. See Editing Line Details.

  - **Delete All Line Items**. Click this icon to delete all line items. See Editing Line Details.

- **Originating Invoice Lines**. Invoice 110 You click the Plus icon to open the originating Invoice lines you can add Invoice lines to your Credit Note. See AddingAdding Credit Note Lines Based on Invoice Lines.

- **Credit Note Footer Details**. Credit Note footer details include:

  - **Tax Rate**. The total tax values.
    Note: See How Tax Values are Calculated for more details regarding tax calculations

  - **Terms**. You can view or edit the terms of the Credit Note. The following list provides summary details of Terms:

    - **Edit Terms**. Click the Edit icon to edit terms. See Editing Payment Details / Terms.

    - **Settlement Terms**. Click the Settlement Terms icon to view settlement terms. See Editing Payment Details / Terms.

  - **Total**. Summary of the total value of the Credit Note, including tax.

- **Audit**. Audit The Audit contains details about the transmission and any status changes. Click the Plus icon next to the Audit button, further details are displayed.
  For example:

Date & Time	Audit Event	Details
12 Dec 2006 11:45	Sending Document	Completed Sending Document
12 Dec 2006 11:45	Update Audit Status	Completed Update Of Audit Status
12 Dec 2006 11:45	Ending Processing.	Processing Ended

5.9.4.2 Editing Header Details

Quick Links: Topic Overview - Editing Header Details

Overview

When you are creating, viewing or editing Credit Notes you may need to change the header details. See Creating an Credit Note - Editing or Viewing Credit Note.

You can change the date, a manually entered document number or the tax point date.

Editing Header Details

Click the Edit icon next to the Header details (shown highlighted):


Editing **Credit Note 35 (Test)** To **SP Trading PLC**

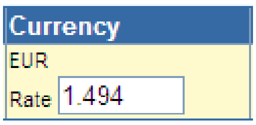
Dated	Raised	Tax Point	Sent		Currency	Value Excl.Tax	Total Value	
05 Sep 2007	05 Sep 2007 09:53	05 Sep 2007	No		GBP	3,325.30	3,907.23	

The Header details are displayed in Edit mode. For example:

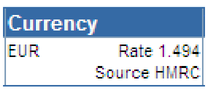
Dated	Raised	Tax Point	Sent		Currency	Value Excl.Tax	Total Value	
23 May 2007	23 May 2007 15:37	23 May 2007	No		GBP	5,283.87	6,208.55	

The following list describes the features of Edit mode:

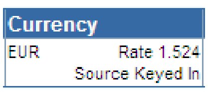
- **Editing the Credit Note Date**. You can click the Calendar icon to change the date.
- **Editing the Tax Point Date**. You can click the Calendar icon to change the date.
- **Editing the Credit Note Number**. If you do not have auto numbering switched on you can change the Credit Note Number or reference in the Number field. See General Admin.
- **Editing the Currency**. You can click this field to modify the exchange rate for the document:



Note: if you change the currency the system displays currency for the document as follows:



If the exchange is not edited it will be displayed with the system defined source and exchange rate.



If the exchange rate is edited the exchange rate source will be updated to 'Source Keyed In'.

- **Actions**. Once you have made your required changes you can save or discard your changes:

- **Save Changes**. Click the Save icon to validate and if valid save your changes.

- **Discard Changes**. Click the Discard icon to discard you changes and display the Header details in view mode.

5.9.4.3 Changing Credit Notes Parties Details

Quick Links: Topic Overview - Entering or Editing Credit Notes Party Details

Overview

Party Details can be added to or changed in an unsent Credit Notes.

You do this when editing or creating a Credit Notes.
See Creating a Credit Notes or Editing Credit Notes.

Entering or Editing Credit Notes Party Details

Parties Details. Parties You can display further details about the parties to the Credit Notes by clicking the plus icon next to the Parties button. Further details will be displayed:

Parties

	Contact	Address	Communication
Cr.Note To	Debbie Brown	Accounts, Gunford Borough Council, 9 Bayliss Close, Leas Road, Gunford, Surrey, GU1 4QL, GB	E-mail: debbiebrown@gunford.org, Tel: 01483 302000, Fax: +44 (0)870 4673267
Cr.Note From	Julian Sheppard	Salient Gradients, Lantern House, Walnut Tree Close, Guildford, Surrey, GU1 4TX, UNITED KINGDOM	E-mail: jsheppard@salient.co.uk, Tel: 01483 466900, Fax: 01483 466901
Ordered By	Debbie Brown	Accounts, Gunford Borough Council, 9 Bayliss Close, Leas Road, Gunford, Surrey, GU1 4QL, GB	E-mail: debbiebrown@gunford.org, Tel: 01483 302000, Fax: +44 (0)870 4673267
Delivered To	John Smith	Goods-In, Gunford Borough Council, 9 Bayliss Close, Leas Road, Gunford, Surrey, GU1 4QL, GB	E-mail: johnsmith@gunford.org, Tel: +44 (0)1483 466900, Fax: +44 (0)870 4673267
Remit To	Julian Sheppard	Salient Gradients, Lantern House, Walnut Tree Close, Guildford, Surrey, GU1 4TX, UNITED KINGDOM	E-mail: jsheppard@salient.co.uk, Tel: 01483 466900, Fax: 01483 466901

Tip. When the details are open click the Minus button to hide them.

Click the Edit icon for a particular row to enter Edit mode. For example:

Parties

	Contact	Address	Communication
Cr.Note To	Debbie Brown	Department: Accounts Organisation: Gunford Borough Council Address: 9 Bayliss Close Leas Road Town/City: Gunford County: Surrey Postcode: GU1 4QL Country: GB	E-mail: debbiebrown@gunford.org Tel: 01483 302000 Direct: Mobile: Fax: +44 (0)870 4673267
Cr.Note From	Julian Sheppard	Salient Gradients, Lantern House, Walnut Tree Close, Guildford, Surrey, GU1 4TX, UNITED KINGDOM	E-mail: jsheppard@salient.co.uk, Tel: 01483 466900, Fax: 01483 466901
Ordered By	Debbie Brown	Accounts, Gunford Borough Council, 9 Bayliss Close, Leas Road, Gunford, Surrey, GU1 4QL, GB	E-mail: debbiebrown@gunford.org, Tel: 01483 302000, Fax: +44 (0)870 4673267
Delivered To	John Smith	Goods-In, Gunford Borough Council, 9 Bayliss Close, Leas Road, Gunford, Surrey, GU1 4QL, GB	E-mail: johnsmith@gunford.org, Tel: +44 (0)1483 466900, Fax: +44 (0)870 4673267
Remit To	Julian Sheppard	Salient Gradients, Lantern House, Walnut Tree Close, Guildford, Surrey, GU1 4TX, UNITED KINGDOM	E-mail: jsheppard@salient.co.uk, Tel: 01483 466900, Fax: 01483 466901

You can change or enter the required details as shown above.

Save Changes. Click the Save icon to validate and if valid save your changes.

Cancel Changes. Click the Cancel icon to cancel changes and close Edit mode.

5.9.4.4 Editing Line Details

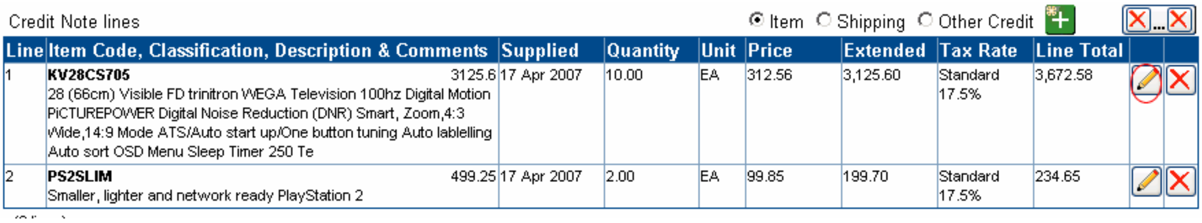
Quick Links: Topic Overview - Editing Credit Note Line Details - Delete Credit Note Line Items

Overview

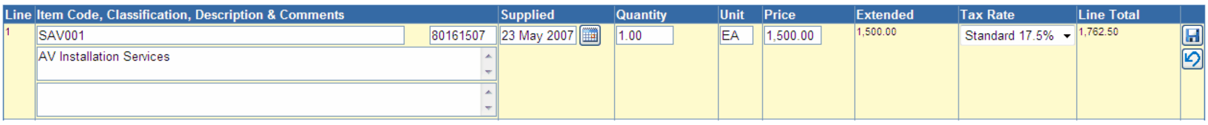
This topic shows you how to edit line items when editing or creating a Credit Note.
See Creating a Credit Note or Editing Credit Notes.

Editing Credit Note Line Details

Click the Edit icon next to the line you wish to change. For example:



The line is displayed in edit mode:



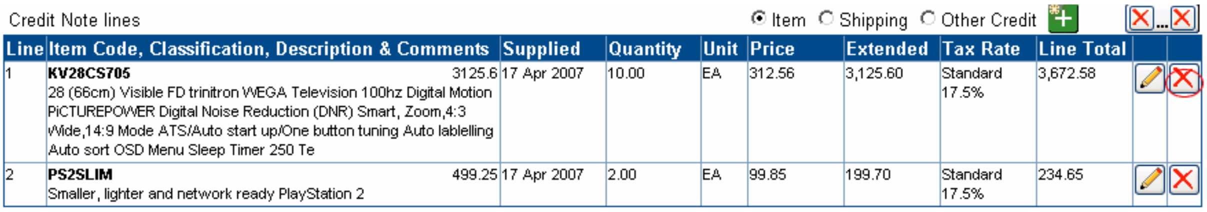
The following list describes the fields you can edit and the controls in edit line mode:

- **Item Code, Classification, Description & Comments**. The code used for the goods or services, the manufacturer if appropriate and known, the Manufacturer Code if known, a description and any comments about this line of the Order.
- **Supplied Date**. Click the Calendar icon to select a new date.
- **Quantity**. The number of units of the item being Ordered.
- **Unit**. The unit of measure of the item.
- **Price**. The price per unit.
- **Tax Rate**. The Tax rate that applies to this line of the Credit Note, you can select a new option from the drop down.
- **Save Changes**. Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**. Click the Cancel icon to cancel changes and close Edit mode.

Delete Line Items

The following list describes how you can remove one or all lines from a Credit Note:

- **Delete Single Line from Credit Note?** To remove a single line from the Credit Note click the Delete icon for that line item (shown highlighted):



Credit Note lines — Item Shipping Other Credit

Line	Item Code, Classification, Description & Comments	Supplied	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	**KV28CS705** 3125.6 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	17 Apr 2007	10.00	EA	312.56	3,125.60	Standard 17.5%	3,672.58
2	**PS2SLIM** 499.25 Smaller, lighter and network ready PlayStation 2	17 Apr 2007	2.00	EA	99.85	199.70	Standard 17.5%	234.65

  The selected line will be removed from the Credit Note.

- **Delete All Lines from Credit Note?** Click the Remove All icon to remove all lines from the Credit Note.

5.9.4.5 Adding Credit Note Lines Based on Invoice Lines

Quick Links: Topic Overview - Adding Credit Note Lines From an Invoice - Adding all Invoice Lines to a Credit Note - Adding Single Invoice Lines to a Credit Note - Deleting Credit Note Line Items

Overview

This topic describes how you can inspect the Credit Note and then add all Order lines to the Credit Note when editing or creating a Credit Note.
See Creating a Credit Note - Editing a Credit Note.

Adding Credit Note Lines From an Invoice

The following steps describe how you add one or all items to the Credit Note:

- There are no Credit Note lines in the following example:

Warning: No credit note lines — Item / Shipping / Other Credit

Line	Item Code, Classification, Description & Comments	Supplied	Quantity	Unit	Price	Extended	Tax Rate	Line Total

Invoice 110

Line	Item Code, Manufacturer, Description & Comments	Supplied	Quantity	Unit	Price	Extended	Add to Credit Note
1	**KV28CS705** 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	17 Apr 2007	10.00	EA	312.56	3,125.60	Qty 10.00
2	**PS2SLIM** Smaller, lighter and network ready PlayStation 2	17 Apr 2007	2.00	EA	99.85	199.70	Qty 2.00

- **Tip**: If the Invoice lines are not displayed and you wish to check them you will need to click the Plus icon:

Invoice 110

- From here you can add all or single items to the document or delete any lines you have added.
See Adding all Order Lines to a Credit Note - Adding Single Order Lines to a Credit Note - Delete Line Items.

- **Adding all Invoice Lines to a Credit Note**. Click the Add all Credit Note Items icon above the Order lines. For example:

Credit Note lines — Item / Shipping / Other Credit

Line	Item Code, Classification, Description & Comments	Supplied	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	**KV28CS705** 3125.6 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	17 Apr 2007	10.00	EA	312.56	3,125.60	Standard 17.5%	3,672.58
2	**PS2SLIM** 499.25 Smaller, lighter and network ready PlayStation 2	17 Apr 2007	2.00	EA	99.85	199.70	Standard 17.5%	234.65

You can edit or delete Credit Note lines in an unsent Credit Note. See Editing or Viewing Credit Notes.

- **Adding Single Invoice Lines to a Credit Note**. You can add single items to a Credit Note. For example when you wish to change the Type or if you wish to add only selected lines:

- o **Quantity**. Change the quantity (for commodity based Order lines) or a value (for service based Invoice lines).
- o **Add Single Item**. When you have amended the item you can click the add single item icon for the relevant item within the Invoice lines.
- o The Add to Credit Note value in the Invoice line details will automatically be re-calculated once the line has been added to the Credit Note.

Delete Line Items

The following list describes how you can remove one or all lines from a Credit Note:

- **Delete Single Line?** To remove a single line from the document click the Delete icon for that line item.
- **Delete All Lines?** Click the Remove All icon to remove all lines from the document.

5.9.4.6 Adding Credit Note Lines Not on Invoice

Quick Links: Topic Overview - Adding Credit Note Lines Not on Invoice

Overview

In addition to adding lines from the Invoice you may wish to add other lines to the Credit Note.

The Supplier Portal allows three types of additional lines:

- An Item line for normal goods and services.
- A Shipping line for charges related to the delivery of goods.
- An Other Charge line for charges not directly related to delivery.

You do this when editing or creating an Credit Note.

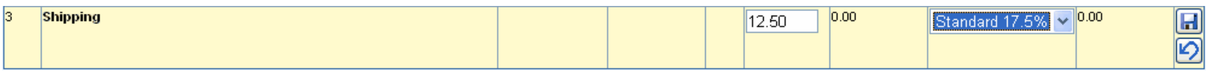
See Creating a New Credit Note - Editing or Viewing Credit Notes.

Adding Credit Note Lines Not on Invoice

The following steps describe how you add none Invoice lines to the Credit Note:

- Select one of the line types from the item type options:

-  Click the Add Other line icon next to the item type options.
- The system displays a new line item in Edit mode. For example:



- **Enter Details**. Enter a new and select the required details.
- **Save Changes**.  Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**.  Click the Cancel icon to cancel changes and close Edit mode.

5.9.4.7 Editing Payment Details / Terms

Quick Links: Topic Overview - Editing Payment Terms

Overview

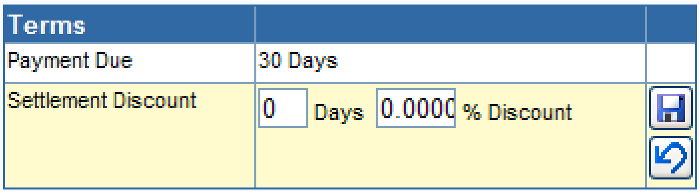
This topic describes how you change payment terms when editing or creating a Credit Note.
See Creating a Credit Note - Editing or Viewing a Credit Note.

Editing Payment Terms

The following steps describe how you change Credit Note payment terms:

The following steps describe how you can edit the Credit Note Payment Terms:

- **Edit Settlement Discount**. Click the Settlement Discount icon. The Terms area enters Edit mode. For example:



- **Days Discount**. Enter the number of days for the early settlement discount in the input box
- **Percent Discount**. Enter the percentage discount offered.
- **Save Changes**. Click the Save icon to validate and if valid save your changes.
- **Cancel Changes**. Click the Cancel icon to cancel changes and close Edit mode.

5.9.5 Credit Note Error Messages

A list of the error messages and meanings you may get while managing and processing your Credit Notes are listed below:

- **Void**. This document is void. It has been cancelled.
- **Document is locked by <Username>** This document is currently being worked on by another User. It is not permitted that two Users work on the same document at the same time. You will only be able to view and print this Invoice while the other User is working on it.
- **Source Document is locked by <Username>** The source document (e.g. Invoice) is currently being worked on by another User. You will only be able to view and print this Credit Note while the other User is working on the source document.
- **Supersedes/Superseded By**. There is an earlier/later version of the document. Clicking on the document number will cause the display to switch to that document.

5.9.6 Self-Bill Credit Notes

5.9.6.1 The Self Bill Credit Note Summary

Quick Links: Topic Overview - Using the Self Bill Credit Note Summary

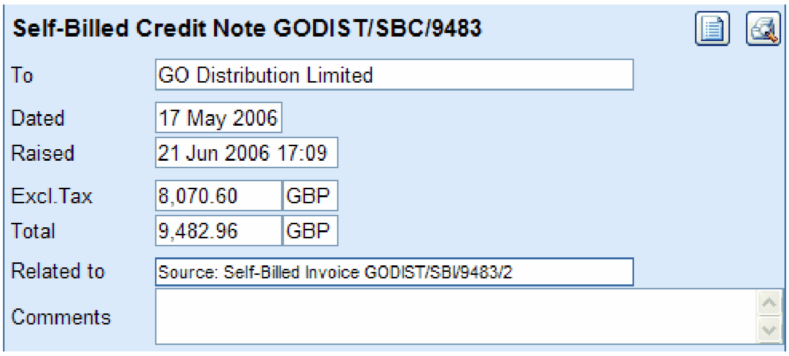
Overview

When you click a Self Bill Credit Note in the Document page the Document Summary is displayed to the left of the page.
See Document Page Overview.

You use the Self Bill Summary to view details or perform actions on the Self Billing Credit Note.

Using the Self Bill Summary

The following image is an example of a Self Bill Summary:



The following list describes the Self Bill Summary:

- **Document Type and Number**. The unique identifier for the document.
- **To**. The buying Organisation to which you will send (or have sent) the document.
- **Void**. Indicates that the document has been cancelled.
- **Dated**. The stated date of the document.
- **Raised**. The date and time that the document was raised.
- **Excl.Tax**. The total value of the document excluding tax and the currency of the document.
- **Total**. The total value of the document including tax and the currency of the document.
- **Related To**. Any document from which this document was derived or which is derived from this document. Clicking on the document number will cause the display to display to that document.
- **Comments**. Any comments, notes and remarks associated with this document.
- **Document Actions**. The following list describes the possible actions from the summary for a Self Bill that has not been sent:
    - o **Document Details**. Click the Details icon to view more details. See Viewing the Self-Bill

Credit Note Details.

- **Print Document**. Click the Print icon to print the Self Bill. See Printing a Document.

5.9.6.2 Viewing the Self-Bill Credit Note Details

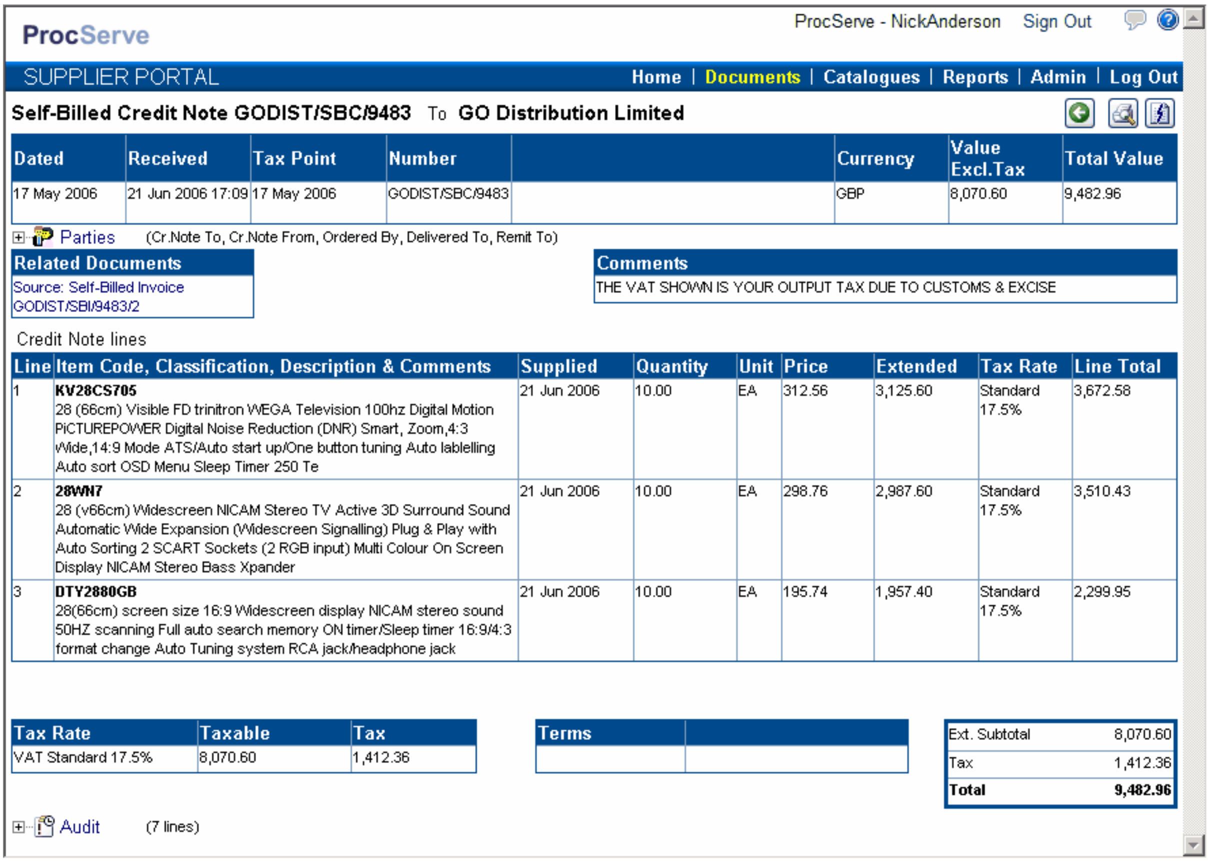
Quick Links: Topic Overview - Using the Self Bill Credit Note Details Page

Overview

You use the Self Bill Credit Note Details page to view Self Bill Credit Note details.
See The Self Bill Credit Note Summary.

Using the Self Bill Credit Note Details Page

The following image is an example of a Self Bill Credit Note Details page:



ProcServe - NickAnderson Sign Out

ProcServe

SUPPLIER PORTAL Home | Documents | Catalogues | Reports | Admin | Log Out

Self-Billed Credit Note GODIST/SBC/9483 To GO Distribution Limited

Dated	Received	Tax Point	Number		Currency	Value Excl.Tax	Total Value
17 May 2006	21 Jun 2006 17:09	17 May 2006	GODIST/SBC/9483		GBP	8,070.60	9,482.96

Parties (Cr.Note To, Cr.Note From, Ordered By, Delivered To, Remit To)

Related Documents
Source: Self-Billed Invoice GODIST/SBI/9483/2

Comments
THE VAT SHOWN IS YOUR OUTPUT TAX DUE TO CUSTOMS & EXCISE

Credit Note lines

Line	Item Code, Classification, Description & Comments	Supplied	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	**KV28CS705** 28 (66cm) Visible FD trinitron WEGA Television 100hz Digital Motion PiCTUREPOWER Digital Noise Reduction (DNR) Smart, Zoom,4:3 Wide,14:9 Mode ATS/Auto start up/One button tuning Auto lablelling Auto sort OSD Menu Sleep Timer 250 Te	21 Jun 2006	10.00	EA	312.56	3,125.60	Standard 17.5%	3,672.58
2	**28WN7** 28 (v66cm) Widescreen NICAM Stereo TV Active 3D Surround Sound Automatic Wide Expansion (Widescreen Signalling) Plug & Play with Auto Sorting 2 SCART Sockets (2 RGB input) Multi Colour On Screen Display NICAM Stereo Bass Xpander	21 Jun 2006	10.00	EA	298.76	2,987.60	Standard 17.5%	3,510.43
3	**DTY2880GB** 28(66cm) screen size 16:9 Widescreen display NICAM stereo sound 50HZ scanning Full auto search memory ON timer/Sleep timer 16:9/4:3 format change Auto Tuning system RCA jack/headphone jack	21 Jun 2006	10.00	EA	195.74	1,957.40	Standard 17.5%	2,299.95

Tax Rate	Taxable	Tax
VAT Standard 17.5%	8,070.60	1,412.36

Terms	

Ext. Subtotal	8,070.60
Tax	1,412.36
Total	**9,482.96**

Audit (7 lines)

The following list describes how you use the Self Bill Credit Note Details page:

- **Document Actions**. The following actions may be available depending on context:
  - **Back Button**. Click the Back button to return to the previous page.
  - **Print Document**. Click the Print icon to Print the Document. See Printing a Document.
  - **View Document Raw Text**. Click this icon to view the document's raw text. See Viewing a Document's Raw Text.
- **Self Bill Credit Note Header Details**. You can view the header details.

- **Parties Details**. Parties You can display further details about the parties to the Self Bill Credit Note by clicking the plus icon next to the Parties button. For example:

	Contact	Address	Communication
Cr.Note To	Steve Highway	GO Distribution Limited, Unit 26; Surrey Technology Park; Old London Road; Guildford; Surrey, GU1 5TG	E-mail: accounts@godistribution.co.uk Direct: 01488 548954
Cr.Note From	Derek Bailey	IMPAQ Business Solutions Limited, Lantern House; Walnut Tree Close; Guildford; Surrey, GU1 4TX	E-mail: dbailey@impaq.co.uk Direct: 01483 466900
Ordered By	Steve Highways	GO Distribution Limited, Unit 26; Surrey Technology Park; Old London Road; Guildford; Surrey, GU1 5TG	E-mail: accounts@godistribution.co.uk Direct: 01488 548954
Remit To	Derek Bailey	IMPAQ Business Solutions Limited, Lantern House; Walnut Tree Close; Guildford; Surrey, GU1 4TX	E-mail: dbailey@impaq.co.uk Direct: 01483 466900

- **Related Documents**. Where applicable related documents will be listed.

- **Comments**. You can view any comments.

- **Credit Note Line Details**. You can view or edit the document lines. The following list describes line details:

  - **Line**. A number indicating the sequence of the lines.
  - **Item Code, Classification, Description & Comments**. The code used for the goods or services, any classification e.g. UNSPSC codes, its description and any comments about the line.
  - **Supplied**. The date the item was supplied.
  - **Quantity**. The number of units of the item.
  - **Unit**. The unit of measure of the item.
  - **Price**. The price of one unit of the item.
  - **Extended**. The value of this line of the Credit Note, excluding tax.
  - **Tax Rate**. The rate of tax that applies to this line of the Self Bill Credit Note.
  - **Line Total**. The value of this line of the Credit Note, including tax.

- **Credit Note Footer Details**. Credit Note footer details include:

  - **Tax Rate**. The total tax values.
  - **Terms**. Terms of the Self Bill Credit Note.
  - **Total**. Summary of the total value of the Credit Note, including tax.

- **Audit**. Audit The Audit contains details about the transmission and any status changes. Click the Plus icon next to the Audit button to display further details.
  For example:

Date & Time	Audit Event	Details
23 Jun 2006 09:56	Receive document	Document received at 23/06/2006 09:56:56
23 Jun 2006 09:59	Route Document	Completed Routing Document
23 Jun 2006 09:59	Storing document	Document type is: SelfBilledCreditNoteEBIS309
23 Jun 2006 09:59	Process Document	Completed Processing Document
23 Jun 2006 09:59	Update Audit Status	Completed Update Of Audit Status
23 Jun 2006 09:59	Ending Processing.	Processing Ended

6 Additional Information

6 Additional Information

6.1 Additional Information Overview

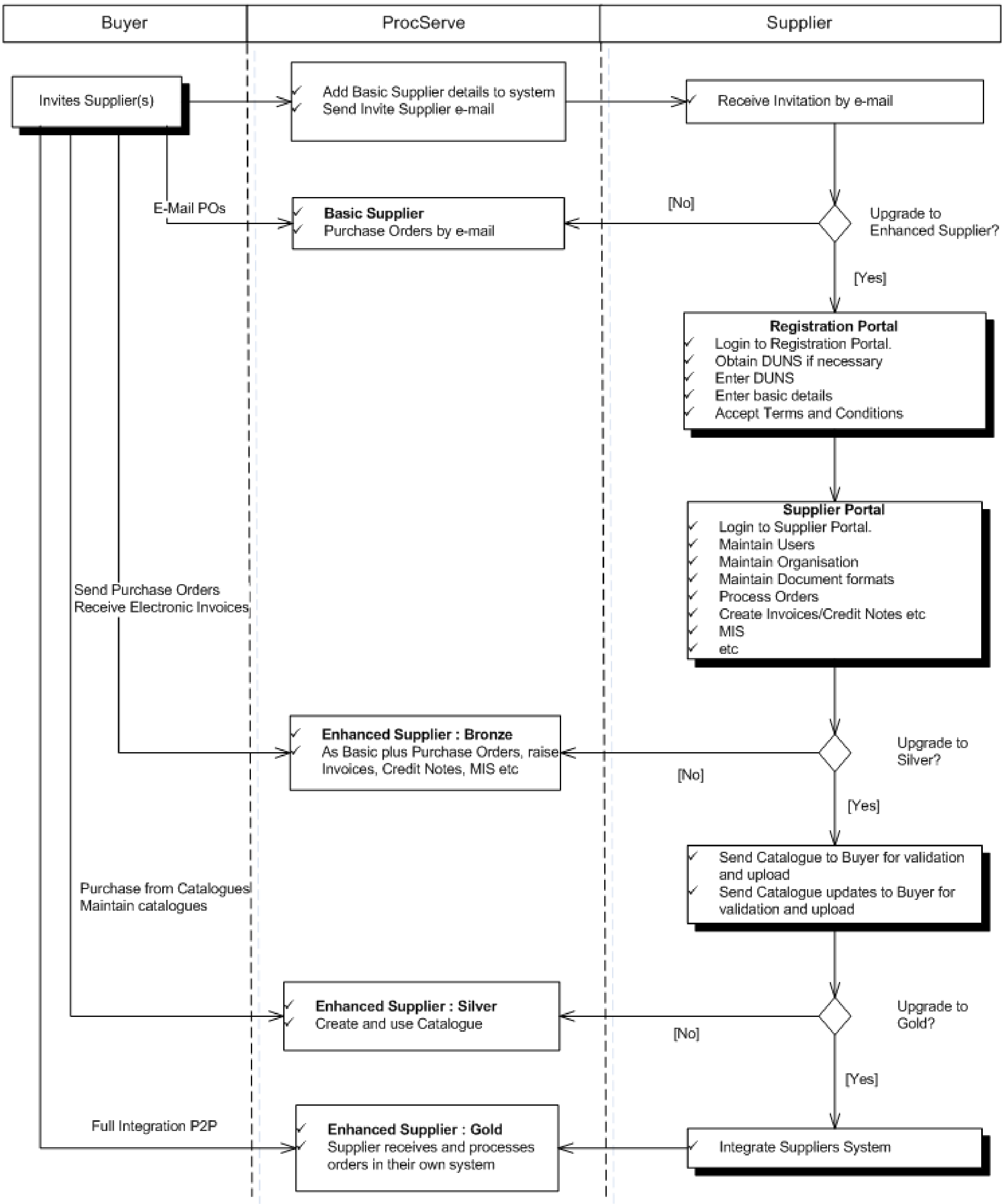
This section provides useful information that you may need to know.

Quick Links: About Procserve Supplier and Buyers - How Tax Values are Calculated - Legal Requirements for Electronic Invoicing - Legal Requirements for Self Bill Invoices / Credit Notes - Process Profiles Overview - About DUNS - About Documents

6.2 About Procserve Supplier and Buyers

This Section provides an overview of the Supplier and Buyer relationship.
You can view a map that describes how the Procserve Commerce Network enables Supplier and Buyer activities.

The following image shows the activities for each type of Supplier:



The following list describes each Activity in the above diagram:

- **Buyer: Invite Supplier(s)**. Buyers invite Suppliers to join the Procserve network. by providing basic details such as a contact name and email address. These basic details will be loaded into our system.

- **Supplier: Receive Invitation emails**. Three emails are sent to the Supplier:

  - A welcome email containing basic instructions and a link to the Registration Portal.
  - An email containing your User id for the Registration Portal.
  - An email containing your password for the Registration Portal.

- **Supplier : Registration Portal**. As a basic Supplier you can only receive Orders as PDF attachments to emails from your clients. You can continue receiving your Orders by email or you can go to the Registration Portal and register as a bronze enhanced Supplier.

- **Bronze Suppliers**. An bronze Supplier can receive Orders from Buyers through the Procserve Supplier Portal. Buyers will create requisitions that, when authorised are sent as Orders to the Supplier. Suppliers can receive Orders and subject to validation and other checks can create Invoices and Credit Notes automatically at the Supplier portal. Suppliers can also access reports (MIS) about the documents and other work flow items.

- **Silver Suppliers**. Suppliers and Buyers can work together to upload and make available catalogues that Buyers can shop from and add items to requisitions. There is an initial phase of uploading, validating, configuring and releasing catalogues (including setting up authorisations). Once a catalogue is in use then updates can be made that are fully validated, checked and confirmed before being released. Multi Buyer catalogues can be shared amongst several buying Organisations and need to configured slightly differently.

- **Gold Suppliers**. Gold Suppliers connect their back office systems directly to the Procserve Trading Portal. This means they can process and respond to Orders electronically in their own applications.

6.3 How Tax Values are Calculated

Overview

NOTE: that HM Revenue & Customs require that VAT is calculated on the basis that the Buyer will take any discount offered for early settlement.

Tax Analysis & Tax Total for a Document

The system will use one of two possible methods to calculate the Tax Analysis & Tax Total for a document.
They are described below :

Tax Calculated at Line Level - No

1. The **Extended Values** of document lines having the same Tax Rate are summed to give the **Tax Analysis Taxable Values** – one for each Tax Rate.
2. The **Tax Analysis Taxable Values** are decreased by any **Settlement Discount** percentage and the results (rounded to the nearest 2 decimal places) are the **Discounted Tax Analysis Taxable Values** (not displayed).
3. The **Tax Rate** percentages are applied to each of the **Discounted Tax Analysis Taxable Values** and the results rounded (up, down or to the nearest 2 decimal places - according to the setting for your Organisation) are the **Tax Analysis Tax Values**.
4. The **Tax Analysis Tax Values** are summed to give the **Total Tax** for the document.

Tax Calculated at Line Level – Yes

1. The **Extended Values** and **Tax Values** (see below) of document lines having the same Tax Rate are summed to give the **Tax Analysis Taxable Values** and **Tax Analysis Tax Values**.
2. All **Tax Values** (see below) calculated for document lines are summed to give the **Total Tax** for the document.

Tax Value for a Document Line

1. The **Price** is multiplied by **Quantity** and the result (rounded to the nearest 2 decimal places) is the line **Extended Value**.
2. The line **Extended Value** is decreased by any **Settlement Discount** percentage and the result (rounded to the nearest 2 decimal places) is the **Discounted Line Value** (not displayed).
3. The **Tax Rate** percentage for the line is applied to the **Discounted Line Value** and the result (rounded to the nearest 2 decimal places) is the **Tax Value** for the line.

6.4 Legal Requirements for Electronic Invoicing

Overview

HM Revenue & Customs do have some legal requirements in regards to the provision of electronic Invoices. Procserve recommends that you:

- Read **Notice 700/63 Electronic Invoicing** available from the web site http://www.hmrc.gov.uk/

If you require advice or copies of **Notice 700/63** then ring the National Advice Service on **0845 0109000**.
Lines are open 08:00 - 22:00, Monday to Friday.

If you have hearing difficulties ring the text phone service on **0845 0000200**.

6.5 Legal Requirements for Self Bill Invoices / Credit Notes

Overview

HM Revenue & Customs do have some legal requirements in regards to the provision of electronic Self Bill Invoices. Procserve recommend that you:

- Read **Notice 700/62 Self Billing** available from the web site http://www.hmrc.gov.uk/

If you require advice or copies of **Notice 700/62** then ring the National Advice Service on **0845 0109000**.
Lines are open 08:00 - 22:00, Monday to Friday.

If you have hearing difficulties ring the text phone service on **0845 0000200**.

6.6 About DUNS

A DUNS Number is a nine-digit code assigned by Dun & Bradstreet to identify unique business's separate and distinct operations.

There is no charge to obtain a D&B DUNS number for your business and it can make it easier for your customers to do business with you.

You can apply for a unique DUNS number on the Dun & Bradstreet website at: http://dbuk.dnb.com/Forms/DUNS_Request.asp

If you do not have one central sales Order processing site, you will need to obtain a separate DUNS number for each Ordering location. In this event, and to avoid misunderstanding, please check with your head office to determine which, (if any), DUNS number may have already been allocated.

The process for application to Dun & Bradstreet should take no longer than two weeks. You may wish to apply now if your Organisation does not already have a DUNS Number.

6.7 About Documents

Quick Links: Topic Overview - About Orders - About Invoices

Overview

This section provides descriptions of documents you work with in th Procserve Trading System

About Orders

Orders received into the Supplier Portal can have potentially two Order line types, commodity based Order lines and service based Order lines.

Both types of Order lines can be Invoiced from the Supplier Portal.

Commodity Based. Commodity based Order lines are identified by containing the following data:-

- **Order Quantity.**
- **Product Information.**
- **Unit Price.**
- **Unit of Measure.**
- **Line Total.**

e.g. 10 x Widgets with value of £100 Each = £1000

Service Based. Service based Order lines are identified by containing the following data:-

- **Product Information.**
- **Line Total.**

e.g. Services to maintain building for 12 months @ value £15000.

About Invoices

Invoices created by the Supplier Portal can have potentially two Invoice line types, commodity based Invoice lines and service based Invoice lines.

Commodity Based. Commodity based Invoice lines are identified by containing the following data:-

- **Invoice Quantity.**
- **Product Information.**
- **Unit Price.**
- **Unit of Measure.**
- **Line Total.**

e.g. 10 x Widgets with value of £100 Each = £1000

Service based Invoice lines are identified by containing the following data:-

- **Product Information..**
- **Line Total.**

e.g. Services to maintain building for 12 months @ value £15000.

Both types of Invoices lines can have Credit Notes raised against them from the Supplier Portal.

7

Glossary

7 Glossary

7.1 Glossary

The glossary provides a list of terms and definitions used in the system.

Term	Description
AID (Re Procserve Catalogue Search)	Article ID. The item number.
Approval Plan (re P2P)	A list of business rules defining what happens to either a requisition or purchase Order after it is submitted by a user. Approval Plans contain approval criteria and notification controls.
Assortment Catalogue (re Procserve Catalogue Manager)	(See also Buyer Catalogue). A Catalogue created from a Multiple Buyer (or source) Catalogue for a single Buyer. The Catalogue may contain all or any assortment of items derived from the Multiple Buyer Catalogue and may be enhanced with Buyer specific data. When the contents of an Assortment Catalogue is defined, the item data is not copied but referenced to the original source Catalogue.
Audit Trail (re P2P)	A list of all actions that occur during the processing of a requisition or purchase Order that Procserve Purchase to Pay records and automatically time and date stamps, which is visible to all the parties who have permission to view the Order.
BASDA	Business Application Software Developers Association.
BME (Re Procserve Catalogue Builder & Procserve Catalogue Manager)	The Bundesverband Materialwirtschaft, Einkauf und Logistik . (The Federal Association for Material Management, Purchasing and Logistics, based in Frankfurt Germany.)
BMEcat	BMEcat data format is a widely used international standard for the exchange of product data catalogues between Supplier and purchasing Organisations. This standard is used by the Procserve Trading network for the creation and exchange of Catalogue data within the Procserve Catalogue Builder, Procserve Catalogue Manager and Procserve Catalogue Search. {Web: http://bmecat.de}
Browser	The user interface to the Procserve Commerce Network is through your standard Web browser (example Microsoft Internet Explorer or Netscape Navigator).

Term	Description
Buyer Catalogue (Re Procserve Catalogue Manager)	(See also Assortment Catalogue). A Catalogue created from a Multiple Buyer (or source) Catalogue for a single Buyer. The Catalogue may contain all or any assortment of items derived from the Multiple Buyer Catalogue and may be enhanced with Buyer specific data. When the contents of a Buyer Catalogue is defined, the item data is not copied but referenced to the original Source Catalogue.
Catalogue Context (Re Procserve Catalogue Manager)	The selection of a Catalogue with which it is intended to work.
Catalogue Edition (Re Procserve Catalogue Manager)	Editions are used so that the history of a Catalogue can be managed coherently. A Catalogue always has one current edition, in which changes, validations and other operations are made and is identified with a name and description. There can be multiple versions of each edition.
Catalogue Status (Re Procserve Catalogue Manager)	Provides information about the process steps that are currently being carried out within the Catalogue.
Catalogue Version (Re Procserve Catalogue Manager)	Several versions can exist of one Catalogue edition. The version number is incremented from within the Catalogue edition and is usually used to record a major revision to the data. Catalogue Versions can be created manually and are also created automatically before each import.
Check Data (re Procserve Catalogue Builder)	The process of running macros to test and validate Catalogue data in the Procserve Catalogue Builder before the creation of the BMEcat file.
Class Code	The product classification code associated to an item. It is mandatory in Procserve Commerce Network catalogues that all items are coded to the UNSPSC.
Cookie	A cookie is a small piece of data which is sent from a website to a web browser and stored locally on a users PC. The use of cookies enables a Web site to become more interactive with its users. The Procserve Commerce Network uses session cookies to ensure that a user is recognised when they move from page to page within the Marketplace and that any information entered is remembered. Unlike normal cookies, session cookies are deleted from the users PC when they log out.
CPV	Common Procurement Vocabulary. A product classification system derived from the UN Common Procurement Classification and adopted as an EU standard. Used for public procurement and public sector reporting and used to drive OJEU Notices. {Web: http://www.simap.eu.int}

Term	Description
CSV	Comma Separated Value. A flat file format sometimes used for data import or export.
cXML	Commerce eXtensible Mark-up Language. (see also XML). A standard, defining acceptable formats and content, for sending documents by electronic means.
Data Key	The individual or combined elements or properties of data that are used to determine the uniqueness of a Catalogue item.
DUNS Numbers	Dun and Bradstreet Number. DUNS numbers (or correctly D-U-N-S Numbers) are issued, owned and solely maintained by Dun & Bradstreet Corporation and are used in the main for credit risk management and corporate authentication. The DUNS Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. When a business is entered into the D&B business information database each distinct business location that it has, is assigned its own DUNS Number.
EAN	European Article Numbering. Widely used bar code symbology used for product marking. Two versions of EAN exist. (See also UPC.) The EAN system is managed worldwide by EAN International {Web: http://www.ean-int.org}
eBis	Electronic Business Interchange Standard (see XML). A standard, defining acceptable formats and content, for sending documents by electronic means.
EBP	SAP Enterprise Buyer Professional. A procurement application which can be integrated for use as the P2P system within the Procserve Commerce Network.
eClass	A product classification system that has been developed to enable products, materials, merchandise and services to be organised in a logical structure. The system has four hierarchical levels. The highest level consists of 22 technical domains, which are divided into main groups, groups, and subgroups as leaf product classes. Each level is identified by a two-digit number, so that each subgroup can be identified by its eight-digit class number.
eForm	A document held electronically.

Term	Description
ERP	Enterprise Resource Planning systems. (Example: Oracle, JD Edwards, SAP, or Peoplesoft) An industry term for the broad set of activities supported by multi-module application software that helps a manufacturer or other business manage the important parts of its business, including product planning, parts purchasing, maintaining inventories, interacting with Suppliers, providing customer service, and tracking Orders. ERP can also include application modules for the finance and human resources aspects of a business. Typically, an ERP system uses or is integrated with a relational database system. The Procserve Commerce Network can integrate information into these systems.
ERS	Evaluated Receipt.
ETIM	Electrotechnical Information Model. A classification scheme for the electrical and electronics industry.
EUR	Euro (currency).
Explicit Item List (Re Procserve Catalogue Manager)	An explicit item list is a list of items that is specifically included in or excluded from an assortment Catalogue.
FMS	Financial Management System.
FTR	Free Text Requisition.
Free Text Items	(see also Non-Catalogue Items). Goods or services added to a requisition which are not included in a Catalogue.
GBP	Great British Pounds (currency).
GPC	Government Procurement Card.
GTIN	Global Trade Identification Number. Generic term representing a family of global data structures including EAN, UCC and UPC.
Key	A database identification field not usually used in the GUI that uniquely identifies a data element.
LAN	Local Area Network. Usually your computer is attached to other computers and severs that reside internally within your Organisation. This is your organisation's LAN.
Lock(ed) Out	The inability of a user to login to the Procserve Commerce Network due to the freezing of their user account. A lockout occurs after 3 failed login attempts.

Term	Description
Mass Edit (Re Procserve Catalogue Manager)	The process of editing multiple items in a single operation.
Merchant Capacity	The Merchant Capacity indicates what level of VAT detail on purchases the merchant is able to provide to the buying Organisation. It should only be selected where Payments Accepted = Credit Card. The Merchant Capacity levels are 0 = does not accept credit cards; 1 = provides basic VAT information; 2 = provides Summary VAT information; 3 = provide Line Item Detail. In Order to receive either Level 2 or Level 3 VAT information the buying Organisation must use a Purchase Card; Purchase Cards are only available to public sector Organisations.
MRO	Maintenance, Repair, and Operations. Products and services that Organisations must obtain to run their day-to-day business operations.
Multiple Buyer Catalogue (re Procserve Catalogue Manager)	(See also Source Catalogue). A Catalogue created for the purpose of having more than one buying Organisation associated with it and contains data for more than one Buyer. Used to create Assortment Catalogues. Multiple Buyer Catalogues are not exported to Procserve Catalogue Search.
Non-Catalogue Items	(see also Free Text Items). Goods or services added to a requisition that are not included in a Catalogue.
NSV	National Supplies Vocabulary. Product classification code originally developed by the NHS and used as a standard in UK government. Managed by Coding International {Web: http://codingit.co.uk}
OCI	Open Catalogue Interface. Used by SAP EBP applications to communicate with external Catalogue systems (eg Procserve Catalogue Search).
OJEU	Official Journal of the European Union.
OPEN	Online Procurement for Education Needs. An eProcurement Marketplace solution designed specifically for schools.
P2P	Purchase to Pay or Procure to Pay. The procurement application used to connect to Procserve Catalogue Search. The P2P used within the Procserve Commerce Network environment is Procserve P2P.

Term	Description
Parametric Search	A method of searching catalogues that enables the user to define values for certain Catalogue fields. Procserve Catalogue Search returns a list of items that match the search criteria.
PDF	Adobe Portable Document Format. A format that allows the conversion of virtually any document in virtually any application to be universally distributed read and stored.
Private Catalogue	Where a Supplier provides a Catalogue to a single buying Organisation under contract or agreement with that buying Organisation.
Process Profile (Re Procserve Catalogue Manager)	The entire management process from import to release of data. Standard processes distribute tasks to responsible users and can automatically start operations like Catalogue exports.
Procurement Cards	In some buying Organisations, credit or charge cards which are used for purchasing supplies. (Also known as Purchasing Cards or GPC's)
Procserve Catalogue Builder	The Procserve Catalogue Builder is a Microsoft Excel spreadsheet used to contain data that defines catalogues and Catalogue item data. A macro (Check Data) can be run to check that the data is correctly formed. Once data has been checked a BMECat file (q.v.) can be generated. The BMECat file can then be imported onto the Catalogue Management system.
Public Catalogue	Where a Supplier provides a Catalogue for use by multiple buying Organisations under contract or agreement with public sector contracting authority.
Recurring Requisition	(see also Shopping Lists). A saved list of regularly purchased items. A recurring requisition can be used to add items to a requisition instead of searching catalogues.
Requisition (re P2P)	Request for purchase, which may consist of items from various Suppliers, grouped and ready to submit for approval or Ordering. A requisition is usually converted into a Purchase Order, during or after approval.
RFQ	Request for Quote.
RMA	Return Material Authorisation. The generic term for a returns number issued by a Supplier under which goods are to be returned.
SAID (Re Procserve Catalogue Search)	Supplier Article ID

Term	Description
Scrolling	If a list or page contents extends to. over a single page display, it is possible to scroll vertically or horizontally to read the hidden page content.
Search Engine	A tool which enables a user to search for items or documents based on information that they enter. A search engine returns a list of results which meet the search criteria.
SGML	Standard Generalised Mark-up Language.
Shopping List	The term used in Procserve Catalogue Search to refer to a list of items that an individual is buying and wishes to return to their P2P application. The Basket is sometimes referred to as a "Cart". In the P2P application a Shopping Cart is usually converted into, or added to a Requisition.
Shopping List	A saved list of items for adding to a Shopping List in Procserve Catalogue Search. Shopping Lists can be used as templates or skeleton Orders to avoid the need for searching catalogues.
Source Catalogue (re Procserve Catalogue Manager)	(See also Multiple Buyer Catalogue). A Catalogue created for the purpose of having more than one buying Organisation associated with it and contains data for more than one Buyer. Used to create Assortment Catalogues. Source Catalogues are not exported to Procserve Catalogue Search.
Source File	The relative path and name or URL of a file.
SQL	Structured Query Language. A language used to obtain data from or modify data in a relational database.
SSO	Single Sign On.
Standard Supplier Catalogue (re Procserve Catalogue Manager)	A Catalogue provided by a single Supplier which is associated with exactly one buying Organisation. A Standard Catalogue is exported to Procserve Catalogue Search.
Target System (Re Procserve Catalogue Manager)	The directory to which an exported Catalogue file is to be copied.
Thumbnail	A small preview of an image.

Term	Description
UCC	Uniform Code Council. (Also known as GS1US) The Organisation appointed by the UNDP as the code manager responsible for managing the UNSPSC Classification scheme. The code manager is responsible for ensuring compliance with the principles of the UNSPSC as well as the integrity of the code schema. The UCC is responsible for overseeing code change requests, industry revision projects, issuing regularly scheduled updates to the Code, communications with members, as well as special projects and initiatives as determined both by the UNDP and member requests {Web: http://www.gs1us.org and http://www.uc-council.org}.
UNDP	United Nations Development Program. The UNDP own all rights to the UNSPSC and appointed the Uniform Code Council (UCC) as code manager (Web: http://www.undp.org).
UNECE	United Nations Economic Commission for Europe.
UNECE Recommendation 20	The unit of purchase used in the Procserve Commerce Network. {Web: http://www.unece.org}
UNSPSC	United Nations Standard Products and Services Code. An international standard product classification code structure developed jointly by the UNDP and D&B. Preferred classification code of the OGC and the mandatory classification system for the Procserve Commerce Network. (Web: http://www.unspsc.org).
UOM	Unit of Measure. Referred to in the Procserve Commerce Network as the Unit of Purchase. (See also UNECE Recommendation 20)
UPC	Universal Product Code. Widely used bar code symbology developed originally by the grocery industry, used for product marking. Five versions of UPC exist. (See also EAN.) An online database for UPC codes exists at: http://www.upcdatabase.com.
URL	Uniform resource Locator. An internet address.
USD	United States Dollar (Currency).
Validation Rule (Re Procserve Catalogue Manager)	A specific validation test for testing the quality of data. Validation Rules are grouped together to form Validation Profiles which can be associated with a Catalogue or Organisation.
VAT	Value Added Tax.

Term	Description
XML	Extensible Mark-up Language (see also cXML). A type of web page that allows large amounts of data to be shipped across the internet in a compact format while retaining the information in distinct fields, that can be used for integration with a database.
Zanzibar Managed Service	The Zanzibar Managed Service is the UK public sector eProcurement managed service delivered by Procserve. It is available under a framework agreement to all English, Wales and Northern Irish public sector Organisations. Zanzibar is a web-based purchase to pay (P2P) and electronic Marketplace solution, It provides a common hosted platform for ePurchasing and eInvoicing.
Procserve Catalogue Manager	The Procserve Commerce Network Catalogue Content Management System. The application into which the BMEcat file is imported for the creation, management and approval of Supplier catalogues. Catalogues are exported from Procserve Catalogue Manager to Procserve Catalogue Search.
Procserve Catalogue Search	Procserve Commerce Network Catalogue System. The application into which catalogues are imported from Procserve Catalogue Manager, where they are hosted for P2P and ERP systems to access.
ZIP File	A file that has been compressed for ease of transmission.
ZMP Forum	Zanzibar Marketplace Forum.