
PeopleSoft 9.2: Source to Settle Common Information

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PeopleSoft 9.2: Source to Settle Common Information
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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

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

PeopleSoft Hosted Documentation

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Documentation website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted documentation is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Documentation website is available in English only.

Locally Installed Help

If your organization has firewall restrictions that prevent you from using the Hosted Documentation website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Oracle Secure Enterprise Search for full-text searching.

See *PeopleTools 8.53 Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Secure Enterprise Search, see the documentation for your chosen search engine.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search portlet and link. Click the Help link on any page in the PeopleSoft Online Help for instructions.

Downloadable PeopleBook PDF Files

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

Common Help Documentation

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

- Application Fundamentals

- Using PeopleSoft Applications

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

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

Field and Control Definitions

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

Typographical Conventions

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

<i>Typographical Convention</i>	<i>Description</i>
Bold	Highlights PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Highlights field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. Italics also highlight references to words or letters, as in the following example: Enter the letter <i>O</i> .
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
Monospace font	Highlights a PeopleCode program or other code example.
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.

<i>Typographical Convention</i>	<i>Description</i>
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

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

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

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

Region and Industry Identifiers

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

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America

- North America

Industry Identifiers

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

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

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

PeopleSoft FSCM Related Links

Financial and Supply Chain Management information for Secure Enterprise Search (SES) can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the "Understanding Search Pages within Components (*PeopleSoft FSCM 9.2: Application Fundamentals*)" topic.

[My Oracle Support](#)

[PeopleSoft Information Portal on Oracle.com](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

Contact Us

Send us your suggestions Please include release numbers for the PeopleTools and applications that you are using.

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Getting Started with PeopleSoft Source-to-Settle Common Information

Common Elements Used in Source to Settle Common Information

Description	Free-flow text up to 30 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Language or Language Code	<p>The language in which you want the field labels and report headings of the reports to print. The field values appear as you enter them.</p> <p>Language also refers to the language spoken by an employee, applicant, or non-employee.</p>
Process Frequency (group box)	<p>Designates the appropriate frequency in the Process Frequency group box:</p> <p><i>Once</i> executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to <i>Don't Run</i>.</p> <p><i>Always</i> executes the request every time the batch process runs.</p> <p><i>Don't Run</i> ignores the request when the batch process runs</p>
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
Report ID	The report identifier.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Recipient's	Select to have a report print in the language defined for the recipient of the report.

Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Run Control ID	Each run control you create receives a unique run control ID. When you select a process from a menu, a search dialog box appears, asking for a run control ID. If you're in Add mode, enter a new ID for the run control you're about to define. If you're in Update/Display mode, enter an existing run control ID or press Enter and select from the list of available run control IDs.
Short Description	Free-flow text up to 15 characters.
Specified	Select to have a report print in the language that you specify in the Language field.
Status	Options include <i>Active</i> or <i>Inactive</i> . By linking status and effective date, you can retain historical information and plan future implementation. For auditing purposes, PeopleSoft encourages inactivating data that is no longer in use instead of deleting it.
User ID	The system identifier for the individual who generates a transaction.

PeopleSoft Source-to-Settle Integrations

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

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

PeopleSoft Purchasing

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

See "Understanding Voucher Processing and the Voucher Life Cycle (*PeopleSoft FSCM 9.2: Payables*)".

See "Understanding Voucher Build Processing (*PeopleSoft FSCM 9.2: Payables*)".

See "Understanding the Matching Process (*PeopleSoft FSCM 9.2: Payables*)".

PeopleSoft Payables

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

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

Source-to-Settle Supplier Information

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

Implementing PeopleSoft Source-to-Settle Common Information

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

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

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

Other Sources of Information

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

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

Related Links

[Pages with Deferred Processing](#)

Pages with Deferred Processing

Several pages used to set up PeopleSoft procurement options operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See the product documentation for *PeopleTools: PeopleSoft Application Designer Developer's Guide*

Chapter 2

Defining Procurement Options

Understanding Procurement Options

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

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

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

Component	Page Names	Cross-Reference
Stamp Tax (APD_STAMP_TAX_COM)	<ul style="list-style-type: none">Stamp TaxStamp Tax Rule	See "Understanding Draft Processing (<i>PeopleSoft FSCM 9.2: Payables</i>)".
Define Aging Categories (AP_AGING_CYCLE)	AP Aging Cycle	See "Understanding Open Liability and Reconciliation Reporting (<i>PeopleSoft FSCM 9.2: Payables</i>)".
Bank Replacement Rules (BANK_RPL_RULE_DEFN)	Bank Replacement Rule	See "Understanding Pay Cycle Processing (<i>PeopleSoft FSCM 9.2: Payables</i>)".
Sight Codes (APD_SIGHT_CODE_COM)	Draft Sight Codes	See "Understanding Draft Processing (<i>PeopleSoft FSCM 9.2: Payables</i>)".
Reschedule Payments Conditions (SMT_SPLIT_CDTN_COM)	Reschedule Payments	See "Understanding Additional Payment Processing Options (<i>PeopleSoft FSCM 9.2: Payables</i>)".
Voucher Origin (ORIGIN1)	<ul style="list-style-type: none">Accounting and Pay OptionsVouchering Options 1Vouchering Options 2Tax Options	See "Understanding Voucher Origins and Control Groups (<i>PeopleSoft FSCM 9.2: Payables</i>)".
All within the Withholding menu.	All pages	See "Understanding Voucher Origins and Control Groups (<i>PeopleSoft FSCM 9.2: Payables</i>)".

Component	Page Names	Cross-Reference
All within the Reports menu.	All pages	See "PeopleSoft Payables Reports: A to Z (<i>PeopleSoft FSCM 9.2: Payables</i>)".
(USF) Regional Financial Code (RFC_CODE)	Regional Financial Code	See "Understanding Federal Payment Processing (<i>PeopleSoft FSCM 9.2: Payables</i>)".
(USF) Payment Schedule (SCHD_PYMNT_MTHD)	Payment Schedule Restrictions	See "Understanding Federal Payment Processing (<i>PeopleSoft FSCM 9.2: Payables</i>)".
(USF) Spending Region Installation (SPNDNG_REG_INST) (USF) Spending Region Definition (SPNDNG_REG_DFN)	Spending Region Install Option Spending Region Definition	See "Understanding Federal Payment Processing (<i>PeopleSoft FSCM 9.2: Payables</i>)".

Defining Miscellaneous Charges and Landed Costs

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

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

Page Used to Define Miscellaneous Charges and Landed Costs

Page Name	Definition Name	Navigation	Usage
Misc Charge/Landed Cost Defn (miscellaneous charge and landed cost definition)	CM_LC_COMPONENT	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn, Misc Charge/Landed Cost Defn	Set up miscellaneous charges, along with their purchasing attributes and landed cost component information.

Related Links

"Understanding Miscellaneous Charges (*PeopleSoft FSCM 9.2: Purchasing*)"

Misc Charge/Landed Cost Defn Page

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

Navigation

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

Image: Misc Charge/Landed Cost Defn page

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

Misc Charge/Landed Cost Defn

SetID: SHARE

Miscellaneous Charge: EXPRESS

Description: Express Freight-Overnight

Type: Freight Expense ☒ Prorate

Purchasing Attributes

Calculation Method: Weight ☒ Landed Cost Component ☐ RTV Credit

Allocation Method: Weight ☐ Merchandise Supplier Charge

Landed Cost Component Info

Cost Element: 600 % Ext Amount Tolerance: 5.00

Landed Cost Group: FRT Qty Rcvd Tolerance %: 5.00

☒ Accrue Charge

Type

Select a charge type for the miscellaneous charge. Values are:

Freight Expense: Freight charges calculated by the PeopleSoft Structure Freight/Transport menu.

Miscellaneous Charge Expense: Miscellaneous charges set up for PeopleSoft Purchasing item and category supplier relationships.

Sales Tax Expense: System-calculated sales tax that needs to be accounted for as a landed cost.

Use Tax Expense: System-calculated use tax that needs to be accounted for as a landed cost.

VAT Input Non-Recoverable (value added tax input nonrecoverable): System-calculated VAT that needs to be accounted for as a landed cost.

Prorate

Select to prorate this miscellaneous charge among invoice lines according to the distribution proportions established on the purchase order schedule.

If you choose not to prorate the charge and then subsequently choose to use the landed cost component, the system selects this option and renders the check box unavailable for entry.

Nonprorated charges are written to a general ledger account

as per the accounting entry template and are, therefore, not included as part of the landed cost component.

Purchasing Attributes

Calculation Method

Select a calculation method for the system to use to derive the charge when the charge is defined for an item or category. The calculation method determines the expected charge for the landed cost component. Values are:

% Value (percent of value): Miscellaneous charges are a percentage of the total value of the items.

Flat Amt (flat amount): Supplier charges a flat amount.

Free: No miscellaneous charges.

Freight: Supplier charges for freight costs.

Sales Tax: Default value when the charge type is set to *Sales Tax Expense*.

Unit Amt (unit amount): Miscellaneous charges are calculated by unit of measurement.

Use Tax: Supplier charges a system-calculated use tax. This is the default value when the charge type is set to *Use Tax Expense*.

VAT (value added tax): The nonrecoverable portion of VAT is included in the inventory value. This is the default value when the charge type is set to *VAT Input Non-Recoverable*.

Volume: Miscellaneous charges are calculated by volume.

Weight: Miscellaneous charges are calculated by weight.

Allocation Method

Select an allocation method for this miscellaneous charge. The system uses the allocation method to create line and schedule estimates when the landed cost component is attached to a purchase order header. Values are:

Matl Value (material value): Allocation estimates are based on the material value of the items.

Quantity: Allocation estimates are based on the quantity of items.

Volume: Allocation estimates are based on the volume of items.

Weight: Allocation estimates are based on the weight of items.

Landed Cost Component

Select if the miscellaneous charges have a landed cost component. If you select this option, the system selects the Prorate and the Accrue Charge check boxes by default. The

Prorate check box is then unavailable for selection because you cannot use the landed cost component without prorating the cost. The Accrue Charge check box remains active unless you also select the Merchandise Supplier Charge check box, in which case it is unavailable for selection. Also, when you select this check box, the fields in the Landed Cost Component Info group box become active.

RTV Credit (return to supplier credit)

Select if you will receive credit from the supplier for these miscellaneous charges if you return any of the items. This check box is active only if the Merchandise Supplier Charge option is selected.

Merchandise Supplier Charge

Select if the miscellaneous charges are typically charges by the merchandise supplier. If this check box is selected, the charge appears on the purchase order when it is dispatched to the supplier. Do not select this check box if the charge is typically billed by a third-party supplier. When you select this check box, the RTV Credit check box becomes active.

If you have selected the Landed Cost Component check box and subsequently select the Merchandise Supplier Charge check box, the system selects the Accrue Charge check box by default and makes it unavailable for selection. You cannot use the landed cost component and merchandise supplier charges without accruing the charges to an expense account.

Landed Cost Component Info

Cost Element

Select a cost element for the miscellaneous charge. A cost element is a type of cost such as freight or handling costs.

Landed Cost Group

Select the landed cost group to which this miscellaneous charge belongs. Landed cost groups are defined on the Misc Chg/ Landed Cost Template page.

% Ext Amount Tolerance (percent extended amount tolerance)

Select a total amount tolerance percentage. The tolerance amount is used to automatically close purchase orders and receipts for landed costs if the invoice amount is within tolerance of the purchase order amount.

Qty Rcvd Tolerance % (quantity received tolerance percent)

Select a percent tolerance for received quantities. The tolerance is used to automatically close purchase orders and receipts for landed costs if the invoice quantity is within tolerance of the purchase order.

Accrue Charge

Select if the miscellaneous charge is to be included in inventory value at putaway. If this check box is deselected, the charge is expensed upon invoicing.

Related Links

[Defining Miscellaneous Charges and Landed Costs](#)

Defining Miscellaneous Charge and Landed Cost Templates

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

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

Page Used to Define Miscellaneous Charge and Landed Cost Templates

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

Related Links

"Understanding Miscellaneous Charges (*PeopleSoft FSCM 9.2: Purchasing*)"

Defining SpeedCharts

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

This section provides overviews of SpeedCharts and multiple SpeedCharts and discusses how to:

- Define SpeedCharts.
- Use multiple SpeedCharts with requisitions.
- Enter multiple SpeedCharts on requisitions.
- Use multiple SpeedCharts with purchase orders.
- Enter multiple SpeedCharts on purchase orders.

Pages Used to Use SpeedCharts

Page Name	Definition Name	Navigation	Usage
SpeedChart	SPEEDCHART	Set Up Financials/Supply Chain, Product Related, Procurement Options, Management, SpeedChart, SpeedChart	Define SpeedChart codes for frequently used ChartField combinations to increase data input efficiency by reducing the number of keystrokes.

Page Name	Definition Name	Navigation	Usage
Maintain Requisitions - Schedule	REQ_SCHEDULE	Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisition Click the Schedule button on the Maintain Requisitions - Requisition page.	Specify multiple shipping schedules for each requisition line and define multiple distributions for each schedule.
Maintain Requisitions - Distribution	REQ_DISTRIB_DETAIL	Click the Distribution button on the Maintain Requisitions - Schedule page.	Enter distribution details for each requisition schedule. Define accounting distributions for each schedule. Assign internal delivery location, asset, project, and inventory information to distributions.
Maintain Purchase Order - Schedules	PO_SCHEDULE	Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order Click the Schedule button on the Maintain Purchase Order - Purchase Order page.	Specify ship to locations, quantities, due dates, comments, sales and use tax amount, miscellaneous charges, price adjustments, and multiple distributions to purchase order schedules.
Maintain Purchase Order - Distributions for Schedule 1	PO_SCHED_DISTRIB	Click the Distributions/ChartFields button on the Maintain Purchase Order - Schedules page.	Define multiple distributions for a purchase order schedule.
Maintain Purchase Order - Multiple SpeedCharts	RUN_POSPCHARTS_OL	Click the Multi-SpeedCharts link on the Maintain Purchase Order - Distributions for Schedule 1 page.	Assign multiple SpeedCharts to a single purchase order schedule to create applicable distribution lines.

Understanding SpeedCharts

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

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

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

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

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

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

Understanding Multiple SpeedCharts

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

SpeedChart Page

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

Navigation

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

Total Percent	Indicates the total of the proration percentages that you selected for the SpeedChart lines.
----------------------	--

Security Option

Universal (All Users)	Select to make a SpeedChart available to all users.
------------------------------	---

One User	Select to make a SpeedChart available to one user. When you select this option, enter a value in the adjacent field.
-----------------	--

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

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

Definition

Enter Percentages

Select to distribute cost by a percentage of the total amount.
When you select this option, enter a proration percent value for each SpeedChart line.

Enter Weights

Select to distribute cost by item unit of measurement weight.
When you select this option, enter a proration weight value for each SpeedChart line.

UOM (unit of measure)

Select a unit of measurement for distributing cost by weight.

Maintain Requisitions - Distribution Page

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

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

Navigation

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

Open Qty (open quantity)

If the Distribute by option is set to *Qty*, displays the quantity on the schedule available to be sourced to a purchase order.

Open Amt (open amount)

If the Distribute by option is set to *Amt*, displays the amount on the schedule available to be sourced to a purchase order.

Multi-SpeedCharts

Click to access the Multiple SpeedCharts page, where you can assign multiple SpeedCharts to a single requisition schedule.

Related Links

"Entering Distribution Information (*PeopleSoft FSCM 9.2: Purchasing*)"

Multiple SpeedCharts Page

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

Navigation

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

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

Distribute by

Displays according to the Distribute by option selected on the Distribution Information page.

Values are:

Quantity: If the requisition distribution is distributed by quantity and the distribution is associated with an inventory item with applicable rounding rules, the distributed quantity is rounded to whole numbers. The quantity in the last distribution line generated for the SpeedChart may be a decimal or a whole number. If the distribution is not associated with an inventory item with applicable rounding rules, the quantity may be distributed as decimals or whole numbers.

Amount: If the requisition distribution is distributed by amount, the amount may be distributed as decimals or whole numbers.

Req Qty (requisition quantity)

If the Distribute by option is set to *Quantity*, displays the requisition schedule quantity.

Amount

If the Distribute by option is set to *Amount*, displays the requisition schedule amount.

Remaining Amount

If the Distribute by option is set to *Amount*, displays the requisition schedule amount remaining to be distributed. This value is the Amount value less the sum of distributed amounts on the Distribution Information page and Multiple SpeedCharts page.

SpeedChart

Enter a SpeedChart value. You cannot enter duplicate SpeedChart values on this page.

Quantity to Distribute

If the Distribute by option is set to *Quantity*, enter the quantity you want to distribute using the selected SpeedChart.

Amount to Distribute

If the Distribute by option is set to *Amount*, enter the amount you want to distribute using the selected SpeedChart.

You can have the system automatically calculate SpeedChart distribution quantities and amounts, manually enter values, or use a combination of these options.

If you do not specify an associated quantity or amount in the Quantity to Distribute or Amount to Distribute fields, the system populates distributions with ChartField values based on the selected SpeedChart and sets the distribution quantities, amounts, and percentages on the Distribution Information page to zero. You can enter the data manually.

If you enter an associated quantity or amount, the system populates distributions with ChartFields values based on the selected SpeedChart and automatically calculates and populates the distribution quantities, amounts, and percentages on the Distribution Information page.

When you enter a SpeedChart and an associated quantity or amount for distribution, the system validates the quantity or

amount entered. You cannot select the Append process option and enter a quantity or amount that is greater than the original remaining quantity or amount for the schedule. You cannot select the Overwrite process option and enter a quantity or amount that is greater than the quantity or amount for the schedule.

SpeedChart Process Options

Append

Select to have the SpeedChart selections added to existing distributions. If selected, you can enter a total Quantity to Distribute or Amount to Distribute value up to the original remaining quantity or amount.

Overwrite

Select to have the SpeedChart selections overwrite existing distributions. If selected, you can enter a total Quantity to Distribute or Amount to Distribute value up to the requisition schedule quantity or amount.

Maintain Purchase Order - Distributions for Schedule 1 Page

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

Navigation

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

Multi-SpeedCharts

Click to access the Multiple SpeedCharts page, where you can assign multiple SpeedCharts to a single purchase order schedule.

Related Links

"Creating Purchase Order Distributions (*PeopleSoft FSCM 9.2: Purchasing*)"

Multiple SpeedCharts Page

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

Navigation

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

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

Defining Payment Terms

To define payment terms, use the following components:

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

This section provides an overview of payment terms and discusses how to:

- Define payment terms timing codes.
- View payment terms by timing code.
- Calculate example payment due dates.
- Define single payment terms.
- View multipayment terms that use a single payment term.
- Define multipayment terms.
- Calculate example payment data for a payment term.
- View installment details for a multipayment installment.

Pages Used to Define Payment Terms

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Payment Terms Timing Codes	PYMT_TERMS_TIMING	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Terms Timing Codes, Payment Terms Timing Codes	Define payment terms timing codes for each time frame that you reference in the payments. These codes define the number of days or months that must be added to the basis date to calculate the scheduled pay date.
Search Where Used	TIMING_WHERE_USED	Click the Search Where Used link on the Payment Terms Timing Codes page.	View payment terms that use the timing ID.
Calculate Example Due Dates	TIMING_CLC_DUE_DTS	Click the Calculate Example Due Dates link on the Payment Terms Timing Codes page.	Calculate the payment due date for the timing ID, based on the basis date that you enter.

Page Name	Definition Name	Navigation	Usage
Payment Terms - Single Payment	PYMT_TERMS_SINGLE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Terms - Single Payment, Payment Terms - Single Payment	Define valid payment terms for single payments. You enter payment terms using payment terms timing codes. You must have already defined at least one payment terms timing ID on the Payment Terms Timing Codes page.
Payment Terms - Single Payment - Search Where Used	SNGL_TRMS_WHR_USED	Click the Search Where Used link on the Payment Terms - Single Payment page.	View the multipayment terms IDs that uses the selected single payment terms ID.
Payment Terms - Multi Payment	PYMT_TERMS_MULTI	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Terms - Multi Payment, Payment Terms - Multi Payment	Define multipayment terms by grouping single payment terms for payments split into multiple payments or installments. You enter multiple payment terms using two or more single payment terms. You must have already defined payment terms timing codes and single-payment terms.
Calculate Example Payment Data	MLT_TR_CLC_PAY_DTA SNG_TR_CLC_PAY_DTA,	Click the Calculate Example Payment Data link on the Payment Terms - Single Payment page or the Payment Terms - Multi Payment page.	Calculate example payment data for the Payment Terms ID based on currency, gross amount or basis amount, and basis date. This enables you to perform a <i>what-if</i> examination of the effect of various parameter settings on the calculated result, before you save a particular term's definition.
Examine Installment Detail	EXMN_INST_DETAIL	Click the Detail button on the Calculate Example Payment Data page that you access from the Payment Terms - Multi Payment page.	View single payment data for scheduled multipayment installments based on gross amount, discount, and basis date parameters.

Understanding Payment Terms

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

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

Payment Terms Timing Codes Page

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

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

Navigation

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

Image: Payment Terms Timing Codes page

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

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

PeopleSoft supports these timing methods:

- Add days to the basis date.

Select the timing basis option of None (Basis Date) and set the day increment counter to the number of days that you want to add. A variety of user-determined basis dates, such as the invoice date, are supported. You define these basis dates when you set up the PeopleSoft Payables control hierarchy,

and can override them on the voucher. In the example above, the timing code is defined as 10 days after the basis date.

See "Payables Definition - Payments Page (*PeopleSoft FSCM 9.2: Payables*)".

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

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

- Due on a specific day relative to the month.

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

- Due on a specific day.

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

- Due on a specific date.

Select Specific Due Date and enter the date.

Example of Using Timing IDs to Define Payment Terms

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

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

Search Where Used Page

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

Navigation

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

Net Terms Occurrences

Displays the number of times that the timing ID is used within the net calculation of the payment terms ID. This value is greater than one if the terms are split and a timing ID is used

more than once. This is more likely to occur in the discount calculation than in the net.

Discount Terms Occurrences

Displays the number of times that the timing ID is used within the discount calculation of the payment terms ID.

Calculate Example Due Dates Page

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

Navigation

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

Basis Date

Select the timing calculation basis date. The default value is the current date.



Click the Calculate Due Date button to calculate the due date.

The system calculates the due date and populates the Due Date field.

Due Date

Displays the due date calculated based on the timing ID specified on the Payment Terms Timing Codes page and the basis date value.

Payment Terms - Single Payment Page

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

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

Navigation

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

Image: Payment Terms - Single Payment page

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

Payment Terms - Single Payment

SetID: SHARE Description: Due Immediately

Payment Terms ID: 00 Short Description: Due Now

Search Where Used Calculate Example Payment Data

Payment Terms Control Find | View All First 1 of 1 Last

'Effective Date: 01/01/1900 Terms Applicability: Supplier-Only Terms

'Status: Active ☐ Split Net Terms 'Number of Terms: 1

Net Due Terms Find | View All First 1 of 1 Last

1 'Basis From Day: 01 'Timing ID: 000 0 Days

'Basis To Day: 31

☐ Rebate Term Available

Daily Rebate Percent: Maximum Rebate Percent:

☐ Discount Terms Available

Discount Terms Personalize |

'Timing ID	Description	Adjustment Days	Discount Terms Percent	Discount Terms Amount
		0	0.00000000	0.000

Payment Terms Control

Terms Applicability

Describes the customers or suppliers to which these payment terms apply.

Split Net Terms

Select to define payment terms that contain multiple net terms and any associated discounts. This allows for a variable due date depending on the invoice date.

For example, select this option to use one timing ID if the basis date is between the 1st and 15th, and another timing ID if the basis date is between the 16th and end of the month.

Split terms definitions enable you to set up variable net due date terms. There are terms that, depending on the basis date, result in more than one possible set of net or discount due dates.

Note: The split payment terms functionality cannot calculate staggered discount payments, which are graduated discounts that are based on a certain number of days past the invoice date (for example, a 2% discount when paid within seven days, then a 1% discount when paid within fourteen days, then zero discount when paid within thirty days).

Number of Terms

Indicates the number of terms that apply to this single payment term. This field is available when you select the Split Net Terms check box.

Net Due Terms**Basis From Day**

Indicates the beginning day of the basis day range. The basis date's day value must be equal to or greater than this day, or the terms definition does not apply. This field is available when you select the Split Net Terms option.

Basis To Day

Indicates the ending day of the basis day range. The basis date's day value must be equal to or less than this day, or the terms definition does not apply. This field is available when you select the Split Net Terms option.

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

Timing ID

Displays the timing ID used to calculate the net payment due date for this day range within the single payment term.

Rebate Term Available

Select if the terms you are defining include rebate terms. Rebate terms are calculated as:

Days payment precedes due date * Daily rebate percentage, not to exceed a maximum percentage of the amount due.

There are special edits performed when you enter vouchers with rebate terms.

See "Scheduling and Creating Voucher Payments for Online Vouchers (*PeopleSoft FSCM 9.2: Payables*)".

Daily Rebate Percent

Enter the daily rebate percentage to be applied to the days the payment precedes the due date.

Maximum Rebate Percent

Enter the maximum percentage of the amount due that is available as a rebate.

Discount Terms Available

Select if the terms that you are defining include discount terms.

Discount Terms

Timing ID

Displays the timing ID used for the discount portion of this single payment term.

Adjustment Days

Displays the number of days used to adjust the discount due date for this single payment term. Use this field to define flexible discount terms by specifying either "basis date relative" or "due date relative" discount due dates. This is useful if the discount terms are often calculated as, for example, 2 percent for the first 10 days following the start-of-terms (basis) date, or 2 percent up to 10 days before the payment due date.

Discount Terms Percent

Displays the discount percent that is applied to the invoice gross amount to calculate the discount amount.

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

Discount Terms Amount

Displays the flat amount discount that is applied to the invoice. Entering a value in this field causes a constant amount to be used for the discount regardless of the invoice amount.

The discount terms amount value is applied using the transaction currency units defined for the voucher. The particular currency to use is not defined here, but is determined by context.

Search Where Used Page

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

Navigation

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

Multi-Payment Terms ID

Displays the multipayment terms IDs that include the single payment terms you are searching on.

Number of Terms

Displays the number of installments contained within the multipayment terms ID.

Number of Occurrences

Displays the number of times that this payment terms ID is used within the multipayment terms.

Payment Terms - Multi Payment Page

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

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

Navigation

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

Image: Payment Terms - Multi Payment page

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

Payment Terms - Multi Payment

SetID: SHARE Description: 30/60/90 Days 1/3

Payment Terms ID: 123M Short Description: 30/60/90

[Calculate Example Payment Data](#)

Payment Terms Control Find | View All First 1 of 1 Last

'Effective Date: 01/01/1900 Terms Applicability: Supplier-Only Terms

'Status: Active Number of Installments: 3 100.00000000

Installment Terms Personalize | Find | View All First 1-3 of 3 Last

*Single Terms ID	Description	*Installment Percent	Freeze Pct
NXTM	Next Month	33.33333334	<input type="checkbox"/>
NXTM	Next Month	33.33333333	<input type="checkbox"/>
NXTM	Next Month	33.33333333	<input type="checkbox"/>

Payment Terms Control

Terms Applicability

Describes the entities to which these payment terms apply. For example, the value in this field can tell you if the terms apply to the supplier, the customer, or both.

Number of Installments

Displays the number of installments for the multipayment terms.

Installment Terms

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

Single Terms ID (single payment terms ID)

Specify the single payment terms ID for each installment.

Installment Percent

Change the installment percentage.

The system initially calculates the installment percentage based on the number of installments that you specify. For example, if you set the number of installments to 2, the system inserts two rows in the installment terms grid and sets the installment percent for each row to 50.000. You may change this value.

Freeze Pct (freeze percent)

Select to freeze or set the installment percentage at the entered amount. Freezing the percentage prevents the system from trying to recalculate it.

The freeze percent settings are temporary; they apply only to your session. They are not saved as part of the terms definition, but they are used only during initial setup to help allocate the wanted percentage to each installment. For example, suppose that the display is initialized to two installments of 50 percent each.

To set up terms with three installments with a 40 percent/30 percent/30 percent split, entering 40 percent for the first installment automatically sets the Freeze Pct check box for it and results in 60 percent being allocated to the unfrozen second installment. From this point, you can increment the number of installments from two to three, and the *unfrozen* percentage is now split between the second and third installments.

Calculate Example Payment Data Page

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

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

Navigation

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

Calculation Parameters**Currency**

Select the transaction currency. The currency selected affects the rounding decimal units for the calculated discount amount.

Gross Invoice Amount

Displays the total payment amount to be scheduled for the voucher, for example, the gross amount owed to the supplier.

Terms Basis Amount

Enter the terms basis amount. If the payment terms include a provision for discounts, you can use this field to simulate a mix of discount-applicable and nondiscount voucher lines by entering the total applicable amount here. The default field value is equal to the gross invoice amount value, meaning that the default is 100 percent discount-applicable. Select the Use Basis Amount check box to make this field available for entry, and enter a different value.

Use Basis Amount

Select to make the Terms Basis Amount field available for entry, thus enabling you to override the default value.

Basis Date

Select the basis date. The system populates this field with the current date by default.



Click the Calculate Example Payment Data button to calculate the payment data based on the values entered on the page.

Calculation Results

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

Net Due Date

Displays the net due date based on the basis date value and the terms defined on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page. The calculated due date for each installment becomes the basis date for the next sequential installment.

Net Amount

Displays the net amount due based on the gross amount value calculated against any applicable discount terms entered on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page.

Discount Due Date

Displays the due date for qualifying for a discount on the net amount based on the basis date and terms defined on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page.

Discount Amount

Displays the amount of the discount based on the basis amount calculated against any applicable discount terms entered on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page.



Click the Detail button to access the Examine Installment Detail page.

Examine Installment Detail Page

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

Navigation

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

Calculation Parameters

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

Calculation Results - Single Payment Alternatives

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

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

Establishing Additional Payment Processing Options

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

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

This section discusses how to:

- Define payment handling codes.
- Establish standard payment messages.

Pages Used to Establish Additional Payment Processing Options

Page Name	Definition Name	Navigation	Usage
Payment Handling Codes	PYMNT_HNDL_CD_PNL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Handling Codes, Payment Handling Codes	Enter codes that indicate how to handle individual payments. Payment handling codes help determine the order in which payments are generated—typically, they are used to determine the order in which checks are printed. You must enter at least one code for the system to process payments.
Payment Message	PYMNT_MSG	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Messages, Payment Message	Enter standard payment messages for printing on payment advices.

Defining Payment Handling Codes

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

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

Navigation

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

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

Payment Handling

Enter a payment handling code to indicate how you want to handle individual payments. PeopleSoft delivers the following codes, but you can add your own:

- *HD* (high dollar payment): This code identifies high-amount payments that typically require special approval or signatures; by assigning them a high sequence number—the delivered sequence number is 99—high-amount checks will print last and therefore be on the top of the pile, where they can easily be extracted for approval and special signatures.

Note: This code can apply to any currency, despite its name.

- *IN* (internal distribution): This code identifies payments to be distributed within the organization by interoffice mail.
- *PO* (route to purchasing): This code identifies payments to be routed to purchasing before being transmitted to suppliers.
- *RE* (regular payments):

The payment handling code defaults onto the payment from the voucher origin associated with the user or the supplier, but it can be overridden on the voucher. When you set up bank accounts, you can define a high dollar amount that, when reached, causes the payment handling code on a voucher automatically to switch to *HD* (high dollar payment).

Sequence Number

Determines the sort sequence of the payments generated.

Note: If you are entering multiple payment handling codes, keep a gap between the sequence numbers so that you can subsequently add additional codes between the existing ones.

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

Related Links

"Payment Sorting (*PeopleSoft FSCM 9.2: Payables*)"

Payment Message Page

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

Navigation

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

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

Description

Enter a description for the payment message.

Payment Message

Enter the text of the payment message, up to 70 characters. You can have multiple messages for each message code.

Related Links

"Voucher - Payments Page (*PeopleSoft FSCM 9.2: Payables*)"

Defining Late Interest Charges

To define late interest charges, use the following components:

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

This section provides an overview of late interest charges and discusses how to:

- Define late interest charges.
- Override late charge ChartFields.
- Define payment reason codes.

Pages Used to Define Late Interest Charges

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Late Interest Charges	LATE_CHRG_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Late Interest Charges, Late Interest Charges	Define late charge interest rates.
Late Charge ChartField Override	LATE_CHRG_CF	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Late Interest Chrg Chartfields, Late Charge ChartField Override	For a particular Fund Code, replace particular ChartField values for the late interest charge distributions defined on the Accounting Entry Template and by inheritance.
Payment Reason Codes	PYMNT_REASON_CD	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Reason Codes, Payment Reason Codes	Assign reason codes to late payments to explain why the payments are late.
Late Charge Information	LATE_CHRG_SBP	Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments Click the Late Charge link on the Voucher - Payments page.	Override late interest charge information for a voucher.

Understanding Late Interest Charges

If you enable late interest charges on the Installation Options - Payables page, the system can automatically calculate interest charges for late payments to suppliers. Once you have set up the late

interest charges, you can define late charge options at the PeopleSoft Payables business unit, origin, supplier and voucher levels of the control hierarchy.

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

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

Related Links

"Calculating Late Interest Charges (*PeopleSoft FSCM 9.2: Payables*)"

Late Interest Charges Page

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

Navigation

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

Interest and Minimum Amount

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

Interest Calculation Days

Days in Year	Enter the days in the year based on the business needs. Some organizations choose 365 but, for others, 360 is a better choice.
Simple Interest Days	Enter the days subject to simple interest. The system calculates compound interest on the number of days the payment is past due minus the number of simple interest days.
Max Pay Days (maximum pay days)	Enter the maximum number of days the system computes interest.

Late Charge ChartField Override Page

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

Navigation

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

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

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

Payment Reason Codes Page

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

Navigation

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

Definition Option**User Applied**

Select to manually assign reason codes to individual payments at the voucher level.

System Applied

Select to automatically inserts reason codes at the business unit definition level.

Reason Code Type**Early, Late, or Cancel**

Indicate whether this reason code applies to a payment that is early , late or one that is cancelled.

Defining Credit Card Issuers

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

This section discusses how to enter card issuer information.

Pages Used to Define Credit Card Issuers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Card Issuer	CC_CARD_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Card Issuers, Card Issuer	Enter details about procurement/corporate card suppliers and link the details to a supplier ID. The supplier ID controls the bank account and other important supplier attributes for that card provider. You must have already set up the supplier ID for the card provider in the Supplier Information component.
VAT Defaults Setup	VAT_DEFAULTS_DTL	Click the VAT Default link on the Card Issuer page.	Define VAT defaults for the card provider.
Card Issuer - Setup Prepayment ChartFields	CC_CARD_TBL_CF	Click the Setup Prepayment ChartFields link on the Card Issuer page.	Define prepayment ChartFields.

Card Issuer Page

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

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

Navigation

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

Credit Card Provider Record

AP Business Unit (accounts payable business unit)

Select the PeopleSoft Payables business unit which the system will use to settle charges for this card provider.

Supplier ID

Select the supplier associated with this corporate card provider. This supplier is used for payment and posting purposes.

Supplier Location

Select the supplier location for this card provider.

Corporate Number

Enter a corporate number if the business uses corporate numbers to reference credit card suppliers. The system uses this optional field for reporting and informational purposes.

Load Level 3 Data

Select this check box to enable loading detailed transaction information from the card provider.

Bill Includes Tax (if applied)

Select if the transaction amount on the bank statement includes a tax amount (tax inclusive). Based on this setting, the system can accurately calculate the merchandise amount and the tax amount, if the proper tax code or tax percentage is provided (either by the bank statement or by the employee performing the statement reconciliation).

If a bank captures the transaction amount and tax amount separately, or supports, captures, and provides level two (item information, tax information) and level three information (account information, charge code), then deselect the Bill Includes Tax (if applied) check box.

Corporate card providers can support multiple levels of data capturing. Some credit card providers can single out taxes on the statement, and others simply include the tax in the total amount.

Bill Includes VAT (if applied)

Select this check box if the transaction amount on the bank statement includes VAT.

VAT Default

Click this link to access the VAT Defaults Setup page. Use this page to define VAT defaults for the card provider.

Notify Pending Reconciliation

Enter the number of days after a billing cycle that users have to review and reconcile their statements before the system processes the Voucher Build Application Engine process (AP_VCHRBLD).

Expiration Grace Days

Enter a grace period which you want to prevent card usage before the cards stated expiration date.

Prepayment Voucher Default**Create Prepayment Voucher**

Select this check box if you want to automatically stage a prepayment voucher when loading statements from this procurement card provider.

Prepayment Voucher Options

Select the prepayment voucher option. Values are:

- *Auto Apply*: Select this option if you want to use the ChartFields from the accounting entry template for accounting for the prepayment asset, and you want all charges to this credit card supplier to draw down the prepayment balance.
- *Specify*: Select this option if the prepayment will use the ChartFields entered on the Card Issuer - Setup Prepayment ChartFields page. The prepayment will be assigned a unique identifier that will enable only the transactions from the same statement to draw it down.

Payment Terms ID

Select the payment terms. The system will use this field to determine when based on the statement date the prepayment will be scheduled to pay.

Setup Prepayment ChartFields

Click this link to access the Card Issuer - Setup Prepayment ChartFields page. Use this page to define prepayment ChartFields. This link is only available if you select the prepayment voucher option of *Specify*.

Expenses Level 3 Options

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

Load Level 3 Data (Expenses)

Select to indicate that you want to load level 3 data for expenses. If you select the check box, the system loads level 3 data. If the check box is deselected, the system does not load level 3 data for expenses. The default value is deselected.

Delay Days

Enter the number of days that determine how long to wait to load the hotel information. This will allow time for the summary or detail data to be imported if it is sent in a separate file from the main transaction. All other transactions will flow through, but the hotel transactions will be moved into a staging table and will not be available in My Wallet until the appropriate number of days have passed. Delay days will have a default value of zero (blank).

Credit Card Import Hierarchy

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

All

When you select this option, the system checks for detail data. If detail data exists, the system imports the data as well as the main transaction. If there is no detail data, the system checks for summary data, and if it finds that data imports it as well as the main transaction. If neither types of data are available, the system imports only the main transaction. *All* is the default value for the group box.

Detail

When you select this option, the system attempts to import the detail data. If detail data is not available, it will only imports the main transaction. The system does not check for summary data. If the detail data amount is not available or the total does not match, the system only imports the main transaction data.

Summary

When you select this option, the system attempts to import summary data. If summary data is not available, the system only imports the main transaction.

Statement as Approved VAT Receipt

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

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

Related Links

"Understanding the Procurement Card Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

"Understanding VAT (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Defining Supplier Freight Groups

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

This section discusses how to create supplier freight groups.

Page Used to Define Supplier Freight Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
PO Supplier Freight Group	PO_VND_FRT_GRP	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, PO Supplier Freight Group, PO Supplier Freight Group	Create supplier freight groups by grouping supplier locations under a single freight group code.

PO Supplier Freight Group Page

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

Navigation

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

Supplier Freight Info

Arbitration Plan ID

Displays the arbitration plan ID, which determines how the system calculates transportation lead times and freight charges.

Global

Select to apply the arbitration plan to all the suppliers. If you select this check box, you don't need to fill in the Supplier Freight Group scroll area fields. All of the suppliers are subject to the arbitration plan that you select.

Defining Ship To Locations

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

This section provides an overview of defining ship-to locations and discusses how to:

- Create ship to locations.
- Specify ship to location sales and use tax defaults and exceptions.
- Specify ship to location supplier order locations.

Pages Used to Define Ship To Locations

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Ship To Locations	SHIPTO_HDR	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Ship To Locations, Ship To Locations	Create ship to location IDs that designate existing location IDs as places where you receive goods from suppliers. You must specify an existing location ID as the ship to ID.
Sales/Use Tax	SUT_DFLT_TBL	Click the Sales/Use Tax link on the Ship To Locations page.	Specify default sales and use tax information for each ship to location. The sales and use tax rates are normally based on the final destination of the shipment (the ship to location). Indicate exceptions to the normal tax rate for each ship to location, and indicate whether the tax exception status is <i>Active</i> or <i>Inactive</i> .
ShipTo Supplier Order Location	SHIPTO_VNDR_LOC	Click the Supplier Order Location link on the Ship To Locations page.	Specify a supplier order location for a ship to location, and indicate the applicable sales and use tax for the supplier order location.

Understanding Ship To Locations

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

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

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

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

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

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

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

Related Links

"PO ShipTo Address Page (*PeopleSoft FSCM 9.2: Purchasing*)"

"Req One Time Address Default (requisition one time address default) Page (*PeopleSoft FSCM 9.2: Purchasing*)"

Ship To Locations Page

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

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

Navigation

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

Image: Ship To Locations page

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

GLN (global location number)

Displays, if available, the global location number that is specified for the corresponding ship to location on the Location Detail page.

Ship To Details

Status

Specify a status for this ship to location. The status takes effect on the effective date. Values are *Active* and *Inactive*.

Distribution Network SetID

Displays the distribution network SetID for the ship to location. The distribution network SetID identifies the entire distribution network.

Distribution Network Code

Displays the distribution network code for this ship to location. The distribution network code identifies a subset of the entire distribution network.

Inventory Unit

Displays the inventory business unit for this ship to location. The inventory business unit is where items shipped to the ship to location are actually stocked.

Receiving Business Unit

Displays the default receiving business unit for use by the Receive Load process (PO_RECVLOAD).

Region SetID and Region Code

Displays the region SetID and region for this ship to location.

Send Expected Receipt

Select to send purchase orders that you expect to receive at the ship to location to the location by using XML.

Copy to Transactions

Select to copy delivery instructions text for this ship to location to the purchase order.

Send to Supplier

Select to send delivery instructions text for this ship to location to the supplier.

Sales/Use Tax Page

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

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

Navigation

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

Tax Exception**Exception Type**

Select an exception type. This field designates whether the ship to location is a tax exception. Options are:

Direct Pay: For this location, tax is paid directly to the tax agency rather than to the supplier.

Exempt: This location is not subject to sales or use tax.

None: This location does not have a tax exception.

Excptn End Date (exception end date)

Displays the exception end date. Required if the exception type is *Direct Pay*.

Sales/Use Tax Exception Certif (sales and use tax exception certificate)

Required if the exception type is *Direct Pay*. Applies to PeopleSoft, Taxware, and Vertex calculations.

Calculation Parameters

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

Include VAT

Indicates that the VAT amount must be taxed and added to the net extended amount before calculating SUT. This field is informational only. Tax applicability of VAT amounts is determined as part of VAT setup.

See "Understanding VAT (*PeopleSoft FSCM 9.2: Global Options and Reports*)".

Include Freight	Indicates that the freight amount must be taxed and added to the net extended amount before calculating SUT. This option is used for Taxware only.
Include Discount	Indicates that PeopleSoft calculates any applicable discount and passes the discount amount to Taxware or Vertex.
Include Misc Charges (include miscellaneous charges)	Indicates that any other charges must be taxed and added to the net extended amount before calculating SUT.

Sales/Use Tax Info

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

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

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

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

Related Links

"Establishing PeopleSoft-Only Sales and Use Tax Processing (*PeopleSoft FSCM 9.2: Payables*)"

ShipTo Supplier Order Location Page

Supplier Order Location

Supplier SetID	Displays the supplier SetID. This field value determines the values available for the supplier ID.
Apply to All Suppliers	Select to indicate that the SUT Flag option applies to all suppliers.
Supplier ID	Displays the supplier ID. Only values for the selected supplier SetID are available. This field determines the values available for the order supplier location.

Order Supplier Loc (order supplier location)	Displays the supplier order location that you want to associate with the ship to location. The supplier location that you select here is the primary attribute used for calculating item pricing.
SUT Flag (sales and use tax flag)	Designate the SUT applicability for the ship to supplier order location. Values are: <i>None</i> , <i>Sales</i> , and <i>Use</i> .

Defining Origin Codes

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

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

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

This section lists the page used to define origin codes.

Page Used to Define Origin Codes

Page Name	Definition Name	Navigation	Usage
PO Origin Codes	ORIGIN_PO	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, PO Origin Codes, PO Origin Codes	Create a code that identifies the originator of a transaction in the system.

Preparing to Dispatch by Fax and Email

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

This section provides an overview of the PeopleSoft Purchasing dispatch mechanism and setup procedures and discusses how to:

- Define file locations
- Set up fax locations
- Define dispatch configurations

- Define fax cover letters

Pages Used to Prepare to Dispatch by Fax and Email

Page Name	Definition Name	Navigation	Usage
File Locations	FILE_DIR_FS	Set Up Financials/Supply Chain, Common Definitions, File Locations and Images, File Locations, File Locations	<p>Define file locations by specifying the file extensions that you want the system to recognize.</p> <p>As part of defining file extensions, you can specify the file directory locations that the system searches to find attachments for the purchase orders, contracts, and so on.</p> <p>You can also specify file extensions that designate the email output, fax output, and fax control files. As part of defining these file extensions, you can define the file server directories where various dispatch processes create output files.</p> <p>Depending on the context of use, these file extensions are not necessarily conventional file extensions such as .DOC and .BMP, but can be any 3-character code that you use to recognize a file type.</p>
Fax Location	FAX_LOCATION	Set Up Financials/Supply Chain, Common Definitions, Location, Fax Location, Fax Location	Set up fax locations by defining business-unit-level information that enables dispatch processes to construct appropriate dispatch fax numbers. The information defined on this page also enables dispatch processes to assign proper extensions to the fax control files that they produce.
Dispatch PO Configuration	PO_DISP_DEST	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Dispatch PO Configuration, Dispatch PO Configuration	Define dispatch configurations by entering information that enables the system to identify how to handle output files when you dispatch by either email or fax.

Page Name	Definition Name	Navigation	Usage
Purchase Order Images	BUS_UNIT_PM_IMAGE	Click the Define Dispatch Options link on the Purchasing Definition - Business Unit Definition page.	Define a file directory location for an image that you want to print on the purchase orders. If the system has been set up to use Oracle XML Publisher, you can define the template ID for use with the publisher.
Fax Cover Letters	PO_FAX_COVER_LTRS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Fax Cover Letters, Fax Cover Letters	Define fax cover letters by selecting the fax cover letters in the system to use when dispatching by fax.

Understanding the PeopleSoft Purchasing Dispatch Mechanism and Setup Procedures

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

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

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

Tips for Dispatching and Printing Transactions

The following setup issues may occur:

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

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

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

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

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

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

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

File Locations Page

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

As part of defining file extensions, you can specify the file directory locations that the system searches to find attachments for the purchase orders, contracts, and so on. You can also specify file extensions that designate the email output, fax output, and fax control files. As part of defining these file extensions, you can define the file server directories where various dispatch processes create output files. Depending on the context of use, these file extensions are not necessarily conventional file extensions such as .DOC and .BMP, but can be any 3-character code that you use to recognize a file type.

Navigation

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

Image: File Locations page

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

File Locations					
SetID SHARE					
File Locations		Find View All		First 1-10 of 17	Last
'File Ext	'File Directory	File Directory - Server	Description	Short Desc	
ARC	C:\TEMP\&BU\&LG\		GL Archive Files	GL Archive	+ -
AVI	C:\USER\		AVI Files	AVI	+ -
BMP	C:\TEMP\		Bitmaps	Bitmaps	+ -
DOC	C:\USER\		Documents	Documents	+ -
DWG	C:\USER\DOCS\		CAD Drawings	CAD	+ -
EDX	C:\EDX\	C:\EDXOUT\	General EDX	EDX	+ -
EMA	C:\EMAIL\		E-Mail Files	E-Mail	+ -
GIF	C:\USER\DOCS\		Raster Images	Raster	+ -
LIS	C:\FAX\	C:\FAXOUT\	Fax Server Files	Fax	+ -
MPP	C:\USER\		Projects	Projects	+ -

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

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

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

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

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

File Ext (file extension)

Specify the file extension for each type of attachment.

Depending on the context of use, these file extensions are not necessarily conventional file extensions such as .DOC and .BMP, but can be any 3-character code that you use to recognize a file type. For example, enter *DOC* for Microsoft Word document files and *BMP* to designate bitmap files. You can also enter *FAX* to designate fax output files or *CTL* to designate fax control files. This value serves as the primary key.

The actual file extensions for output files for faxes and emails are ultimately determined by the format that you select for the dispatch on the Process Scheduler Request page.

File Directory

Enter the location path to be used by PeopleSoft Purchasing online page PeopleCode to determine where to retrieve file attachments. This is the directory where the file attachments for purchase orders, contracts, and so on are stored.

Use this syntax to define the file directories: `http://host_name/folder_name/`. Be sure to include the last slash (/). The actual file directory that `http://host_name` is translated into is determined by the web server that you install along with its configuration.

For example, for a Microsoft IIS web server, `http://host_name` is translated into `C:\inetpub\wwwroot\` by default.

For an Apache web server, the translation of `http://host_name` is determined by the content of the `httpd.conf` file. If there is no `Alias` directive specified in this file, then the entry for `DocumentRoot` is used, which is normally `C:\Program Files\Apache Group\Apache\htdocs\`. If there is an `Alias` directive specified, then the translation is based on the entry for the corresponding `Alias` entry. For example, with `Alias /image/ftp/pub/image`, a request for `http://host_name/image/pslogo.gif` causes the server to return the file `/ftp/pub/image/pslogo.gif`.

The folders specified as file locations need to be designated as shared folders in order for them to be accessible to users over a browser.

For network (LAN) file directories, directory formats include:

- file:\\psh-storwks-01\\SRMsupport\\customers\\
- file:\\\\psh-storwks-01\\SRMsupport\\customers\\
- file://c:/user/attachments
- file:///c:/user/attachments

File Directory - Server

Enter a location path to a file server directory where you want dispatch processes to save the output files that they create.

This is the file server directory where the POPO005.SQR (PO Dispatch), POCNT100.SQR (Contract Dispatch), PORFQ01.SQR (RFQ Dispatch), and PORT001.SQR (RTV Dispatch) SQR dispatch programs create output files. The value in this field is used primarily by PeopleSoft Purchasing dispatch processes.

Use this syntax to define these file server directories for the Microsoft Windows environment: \\server_name\folder_name\.
Be sure to include the last slash (\).

If the PeopleSoft Process Scheduler server and output directory are on the same computer, use this syntax to define the file server directories: c:\folder_name\.
Be sure to include the last slash (\).

The folders specified as file locations need to be designated as shared folders in order for them to be accessible to users by browser.

The fax control file is always written to the same file location as the fax output file. Although you can specify a different file location for the fax control file, it will be ignored. You can specify the file extension for the fax control file on the Fax Location page.

Fax Location Page

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

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Location, Fax Location, Fax Location

Image: Fax Location page

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

Fax Location

SetID: SHARE Fax Location: US001

Description: Fax Line Setup at US001

Prefix To Reach Outside Line: 8

International Access Code: 011

Int'l Prefix:

Long Distance Access Code: 1

Dialing Area Code: 415

*Control File Extension:

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

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

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

Control File Extension

Designate the file extension to be used for the fax control files.

The directory for the fax control file is based on the directory defined for the fax output file. The fax control file is always created in the same file directory in which the fax output file is created. The output directory for the fax file is defined on the Dispatch Configuration page.

A fax control file contains the information necessary to send a fax, such as which files to send, dialing instructions, and telephone numbers to dial. The file extension that you enter must have first been defined on the File Locations page.

Dispatch Configuration Page

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

Navigation

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

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

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

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

Email File Extension

Select the 3-character code that identifies the email output files. This code is used to derive the file directory location to be used when creating the email output file. These file directory locations are defined on the File Locations page.

When processing for email, the dispatch programs use the value entered here (combined with the selected SetID) to search the PS_FILE_DIR_FS table for the FILE_DIR_SERVER field to determine the directory in which to create the output file.

The actual file extension of the output file is determined by the output format selected on the Process Scheduler Request page. For example, if the selected output format is *PDF*, then the file extension assigned is *.PDF*. If the selected output format is *HP*, then the file extension assigned is *.LIS*.

FAX Server Setup

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

Fax Sender

Enter the fax server name. This value appears in the From field in the fax control file.

File Extension

Select the 3-character code that identifies the fax output files. This code is used to derive the file directory location to be used when creating the fax output file. These file directory locations are defined on the File Locations page.

When processing for fax, the dispatch programs use the value entered here (combined with the selected SetID) to search the PS_FILE_DIR_FS table for the FILE_DIR_SERVER field, to determine the directory in which to create the output file.

The actual file extension of the output file is determined by the output format selected on the Process Scheduler Request page. For example, if the selected output format is *PDF*, then the file extension assigned is *.PDF*. If the selected output format is *HP*, then the file extension assigned is *.LIS*.

Cover Letter File Extension

Enter the extension that identifies the fax cover letter files.

The dispatch programs join the cover letter file name that you specify on the applicable run control page with the selected cover letter file extension. The dispatch program then writes the combined information to the fax control file. Determining the value to enter in this field, as well as which cover letter file name to use, is mainly determined by the fax software that you use.

For example, with some fax software packages, you cannot use just any document as a cover letter, but rather the software provides you with tools to create a set serialized cover letter managed by that software. In this case, you can use the serial number as the cover letter file name and leave the cover letter file extension blank.

Fax Location

Enter the business unit where the fax server is set up. Fax locations are defined on the Fax Location page.

Fax Cover Letters Page

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

Navigation

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

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

List of Fax Cover Letters

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

Short Desc (short description) and Description

Enter short and long descriptions of the fax cover letter. Users can search by the short description and use the long description to verify that they have located the cover letter that they want to use.

File Name

Enter a distinct file name for the fax cover letter files that the business uses. Do not include the file extension in the file name. You can create as many cover letter files as you want.

The dispatch programs join the cover letter file name that you specify on the applicable run control page with the selected cover letter file extension. The dispatch program then writes the combined information to the fax control file. The value to enter in this field, as well as what cover letter file extension to use, is mainly determined by the fax software that you use.

For example, with some fax software packages, you are unable to use just any document as a cover letter, but rather the software provides you with tools to create a set serialized cover letter managed by that software. In this case, you can use the serial number as the cover letter file name and leave the cover letter file extension blank.

Defining Inspection Procedures

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

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

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

This section discusses how to specify inspection procedures.

Page Used to Define Inspection Procedures

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Inspection Routings	ROUTING	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Inspection Routings, Inspection Routings	Specify procedures for receiving users to inspect items in the item table for acceptability.

Inspection Routings Page

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

Navigation

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

Batch Sequence

Batch Sequence

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

Inspection Status

Run Time

Indicate the estimated time required for the inspection operation.

Operation Time Type

Specify the inspection quantity on which the runtime value is based. Values are:

Per Unit: Indicates that the inspection operation runtime is based on inspection of a single item.

Per Batch: Indicates that the inspection operation runtime is based on inspection of a batch of items, such as a representative sample from an entire shipment.

Related Links

"Understanding Inspections (*PeopleSoft FSCM 9.2: Purchasing*)"

Defining Manufacturer IDs

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

This section discusses how to create manufacturer IDs.

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

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

Page Used to Define Manufacturer IDs

Page Name	Definition Name	Navigation	Usage
Manufacturers	MANUFACTURER	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Manufacturers, Manufacturers	Create manufacturer IDs for the manufacturers of items that you purchase.

Manufacturers Page

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

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Manufacturers, Manufacturers

Default UPN Type Code

Assign a default UPN type code. A manufacturer may use more than one type of UPN. Typically, a manufacturer uses one type of UPN most of the time.

Related Links

"Using Universal Item Identifiers (*PeopleSoft FSCM 9.2: Managing Items*)"

Establishing Model Relationships to Manufacturers

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

Page Used to Establish Model Relationships to Manufacturers

Page Name	Definition Name	Navigation	Usage
Manufacturer Model Relation	MFG_MODEL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Manufacturer Model Relation, Manufacturer Model Relation	Establish the relationship of models to manufacturers.

Related Links

[Defining Manufacturer IDs](#)

Setting Up Standard Comments

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

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

Pages Used to Set Up Standard Comments

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Standard Comment Type	STD_COMM_TYPE_PO	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Standard Comment Type, Standard Comment Type	Define standard comment types to use for organizing and searching for the standard comments that you attach to purchasing transactions.
Standard Comments	STD_COMMENTS_PO	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Standard Comments, Standard Comments	Define frequently used comments. You must have already defined standard comment types on the Standard Comment Type page.

Understanding Standard Comments

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

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

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

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

Defining Account Receivables Integration Options for Supplier Rebates

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

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

Page Used to Define Account Receivables Integration Options for Supplier Rebates

Page Name	Definition Name	Navigation	Usage
Receivables Integration	VRBT_AR_BU_OPTIONS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Receivables Integration, Receivables Integration	Define PeopleSoft Receivables integration options for the PeopleSoft Purchasing supplier rebate functionality. PeopleSoft Purchasing supplier rebate claims management functionality creates pending items for expected payment for a supplier rebate claim and sends those pending items to PeopleSoft Receivables. In addition, PeopleSoft Receivables sends payments received against those supplier rebate claims back to PeopleSoft Purchasing. These options assist in that integration processing.

Receivables Integration Page

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

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

Navigation

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

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

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

Note: VAT will be accounted for in PeopleSoft Payables. The system displays VAT fields if VAT is applicable for the business unit.

Related Links

"Setting Up Group Types and Group Origins (*PeopleSoft FSCM 9.2: Receivables*)"

"Setting Up Entry Types and Reasons (*PeopleSoft FSCM 9.2: Receivables*)"

Creating Change Templates

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

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

Page Used to Create Change Templates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Change Template	CHNG_ORD_TEMPLATE	<ul style="list-style-type: none"> Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Change Template eProcurement, Administer Procurement, Maintain Procurement Options, Change Template 	Define change templates that specify which purchase order, requisition, contract, and fields, when changed after dispatch, cause the system to generate a change order.

Understanding Change Template

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

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

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

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

To define change templates, select Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Change Template.

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

PeopleSoft eProcurement, Services Procurement, and Purchasing Requisition Change Templates

Change templates control the fields that are updated when changes are made to requisitions that have been sourced and that were initiated from the PeopleSoft eProcurement, Services Procurement, or Purchasing applications. When you add a change template for requisitions, you use the Requisition change template

type. Then, depending on the applications that you have installed, you can select records and fields to include in the change template. For example, if all three products are installed, you can create a template that you can use for requisition changes in all three applications.

The next table describes the records available for the system to track requisition changes in each of the PeopleSoft products. Although all records will appear for change tracking when all 3 products are installed, only those records marked with a Y in the an application's column are available for change tracking for the product. The All column indicates those records available when all three applications are installed.

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

Purchase Order Templates

If you change a purchase order after you have dispatched it to a supplier, you need to send the supplier a change order. Because you don't send every field on a purchase order to the supplier, the only fields that

are part of the change order are the ones that are on the dispatched purchase order. For example, if you change a quantity on a purchase order line, the supplier needs to be notified because the quantity is part of the dispatched purchase order. On the other hand, if you change a distribution account code, you do not need to notify the supplier because account codes are never dispatched to the supplier.

<i>Change Template Record</i>	<i>Description</i>
<i>PO_HDR</i>	Purchase order header
<i>PO_LINE</i>	Purchase order line item
<i>PO_LINE_DISTRIB</i>	Purchase order line distribution
<i>PO_LINE_SHIP</i>	Purchase order line shipping schedule

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

Contract Templates

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

<i>Change Template Record</i>	<i>Description</i>
<i>CNTRCT_ADJ_DTL</i>	Contract adjustment details
<i>CNTRCT_ADJ_RULE</i>	Contract adjustment rules
<i>CNTRCT_ADJ_SET</i>	Contract adjustment sets
<i>CNTRCT_CATEGORY</i>	Contract categories
<i>CNTRCT_DEFAULTS</i>	Contract release account defaults
<i>CNTRCT_DFLT_DIS</i>	Contract release account default distributions
<i>CNTRCT_DSTAP_VW</i>	Contract accounts payable distribution line
<i>CNTRCT_DSTPO_VW</i>	Contract purchase order distribution line
<i>CNTRCT_HDR</i>	Contract header
<i>CNTRCT_CAT_EXC</i>	Category item exclusions

Change Template Record	Description
<i>CNTRCT_LINE</i>	Contract line item
<i>CNTRCT_LINE_UOM</i>	Contract items unit of measure
<i>CS_CNT_AGCTXEVW</i>	Item line expected text (SLA (service level agreement))
<i>CS_CNT_AGHTXEVW</i>	Header expected text (SLA)
<i>CS_CNT_AG_CATVW</i>	Item line expected text (SLA)
<i>CS_CNT_AGLTXEVW</i>	Category line (SLA)
<i>CS_CNT_AG_CLCVW</i>	Category line clause (SLA)
<i>CS_CNT_AG_CLNVW</i>	Item line clause (SLA)
<i>CS_CNT_AG_CLSVW</i>	Header clause (SLA)
<i>CS_CNT_AG_LN_VW</i>	Item line (SLA)
<i>CS_CNT_AG_VFCVW</i>	Category line verification (SLA)
<i>CS_CNT_AG_VFLVW</i>	Item line verification (SLA)
<i>CS_CNT_AG_VFYVW</i>	Header verification (SLA)
<i>CS_CNT_AG_VW</i>	Header (SLA)
<i>CS_CNT_AG_WFCVW</i>	Category line notification (SLA)
<i>CS_CNT_AG_WFLVW</i>	Item line notifications (SLA)
<i>CS_CNT_AG_WF_VW</i>	Header notifications (SLA)

Related Links

"Understanding Purchase Order Dispatch (*PeopleSoft FSCM 9.2: Purchasing*)"

"Understanding the Purchase Order Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

Change Template Page

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

Navigation

- Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Change Template
- eProcurement, Administer Procurement, Maintain Procurement Options, Change Template

Image: Change Template page

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

Change Template

Template STANDARD Type Contracts

'Description' Standard Short Description Standard

Copy Template

Record Find | View All First 1 of 13 Last

'Record' CNRCT_ADJ_DTL Description Contract Price Adjust Details

Record Fields Personalize | Find | View All | 1-5 of 5 First Last

Track Change	Field Name	Description	'Label Type
<input checked="" type="checkbox"/>	ADJ_AMT	Adjustment Amount	Rec Long
<input checked="" type="checkbox"/>	ADJ_METH	Adjustment Method	Rec Long
<input checked="" type="checkbox"/>	ADJ_PCT	Adjust Percentage	Rec Long
<input checked="" type="checkbox"/>	QTY_MAX	Maximum Quantity	Rec Long
<input checked="" type="checkbox"/>	QTY_MIN	Minimum Quantity	Rec Long

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

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

Change Template Type

Select the type of change template that you want to create. The system displays this field when you are adding a new change template to the system. After you define the template, the template type appears in the Type field on the Change Template page.

Template types include:

Contract: Select to track changes made to procurement contract fields.

Note: Change tracking only tracks changes made by users to the online contract. Also, the system does not track changes to released amounts and quantities.

Purchase Order: Select to track changes made to purchase order fields.

Note: Purchase order distributions are only available for reapproval.

Requisition: Select to track changes made to requisition fields.

Note: The system does not track comments. It only tracks the Status field for changes in the REQ_COMMENT record.

Change Template

Enter an ID that the system uses to identify unique change templates. The system displays this field when you are adding a new change template to the system. After you define the template, the change template type appears in the Template field on the Change Template page.

Description

Enter a description to accompany the change template's unique ID.

Short Description

Enter a description to accompany the change template's system ID.

Copy Template

Select an existing change template that you want to copy to create a new template. The template type that you are creating must match the template type from which you want to copy information. When you select a value, the system replaces existing record and field values with values from the copied template. You can then make changes to the new template.

Record

Record

Select a record, and then use the Record Fields group box to define the change fields in the record. The record corresponds to the area of a purchase order, contract, requisition, or a PeopleSoft eProcurement or Services Procurement sourced requisition that, if changed, generates a change order.

When you select the record, the system displays all the fields that are available for change tracking.

Record Fields

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

Track Change

Select the check box that corresponds to the field for which you want to track changes. You can go through each record and select fields for change tracking. After making your selections, click the Save button to store the update.

For requisitions, this check box enables the track changing and also determines which fields are available for change in the Edit Requisition component in PeopleSoft eProcurement. However,

after a requisition line has been sourced to a purchase order, the field can only be edited if the Update PO check box is also selected.

Reapprove

Select this check box to indicate that if the corresponding field is updated, then the change will initiate the Approval Framework process for the purchase order or requisition. For a requisition, the following fields are selected by default and it is recommended that you keep the Reapprove check box selected on the fields: REQ_LINE.MERCHANDISE_AMT, REQ_LINE.PRICE_REQ, REQ_LINE.QTY_REQ, REQ_LINE_SHIP.MERCHANDISE_AMT, REQ_LINE_SHIP.PRICE_REQ, and REQ_LINE_SHIP.QTY_REQ.

Note: When you select to reapprove the requisition for changes to the SHIPTO_ID field on the REQ_LINE_SHIP record, the system PO reapproval is triggered for changes to either the Shipto ID or One Time Address fields.

Update PO (update purchase order)

Select the check box to be able to change this field after the requisition line has been sourced to a purchase order. This check box is only available for requisition change templates.

Field Name

Indicates the label on the designated record that, if changed through online entry or a batch process, prompts the system to generate a change order.

Label Type

Select a label type. The system uses the label type to determine how this field appears on the Change Template page. Values include:

Custom: Uses a field label that you specify. When you select *Custom*, the Label Text field appears where you can enter the custom label for the field. This label appears on the Change Order Requests page.

Page: Indicates that a field label is taken from another page. When you select *Page*, the Page Name field becomes available for entry. Enter the page object name from which you want to take the field label. The label for the field name, as it is defined on the page that you entered, appears on the Change Order Requests page.

For example, if you select the BILL_LOCATION field and then select the Page Name value *PO_HDR*, the label that appears on the Change Order Request page is the BILL_LOCATION label from the purchase order header page.

Rec Long (record long): Indicates a field label taken from the long version of record field text defined for the field. This label appears on the Change Order Requests page.

Rec Short (record short): Indicates a field label taken from the short version of the record field text that is defined for the field. This label appears on the Change Order Requests page.

Page Name

Select a page name from which to take a field label. This field appears when you select to use *Page* in the Label Type field. To save the selection, you must select at least one check box in this row of data. These include the Track Change, Reapprove, or Update PO check boxes.

Label Text

Enter the text that you want to use for the field custom name label. This is usually a one-time setup.

Creating Change Map Templates

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

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

Page Used to Define Change Map Templates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Change Request Mapping	CHNG_MAP_TEMPLATE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Change Request Mapping, Change Request Mapping	Create templates that are used to compare staged purchase order acknowledgement record fields and field values with target purchase order system record fields and field values. If a difference exists, change request records are created by the Change Load process.

Understanding Change Map Templates

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

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

- PO_HDR_EC
- PO_LINE_EC

- PO_LINE_SHIP_EC

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

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

Change Request Mapping Page

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

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

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Change Request Mapping, Change Request Mapping

Source Identifies the change request source for the template.

Record

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

Fields

Source Recname (source record table name) Enter the source record name. Values include:

PO_HDR_EC: EDX record for purchase order header data.

PO_LINE_EC: EDX record for purchase order line data.

PO_LINE_SHIP_EC: EDX record for purchase order schedule data.

Source Transaction Fieldname Displays the source field name. This individual field in the source record contains data to be transferred to a target system record.

Target Fieldname Displays the target system field name. The source data is transferred to this individual field in the target system record.

Defining Buyers

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

This section discusses how to:

- Establish buyers and defaults.
- Define buyer Dashboard settings.

Page Used to Define Buyers

Page Name	Definition Name	Navigation	Usage
Buyer Setup	BUYER_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Setup, Buyer Setup	Establish users as buyers and define sets of purchase order defaults for each buyer.
Dashboard	PO_SPEND_BUYER	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Setup, Dashboard	Define buyer Dashboard settings. Define what time frame the buyer wants to view for the spend analysis graphs on the SRM Dashboard.

Buyer Setup Page

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

Navigation

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

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

Buyer

Displays the user description that you entered on the User Profiles - ID page when you created the buyer's user ID. You can set up only established users as buyers.

Status

Select the status of the buyer. Values include *Active* and *Inactive*. If you select *Inactive*, the Substitute Buyer field becomes available for entry.

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

Department	Select the default department for the buyer. The system uses this value as the department on all purchasing transaction distribution lines created by the buyer.
Ship To	Select the default ship to location for the buyer. The system uses this value as the ship to on all purchase order schedule lines created by the buyer.
Location SetID	Identify the Set ID for the location of the buyer. This Set ID must be the same as the Set ID used for the billing location.
Location	Select the default location for the buyer. The system uses this value as the location on all purchase order distribution lines created by the buyer. This is the internal final destination of the item once the supplier has delivered it to the organization.
Origin	Select the default origin for the buyer. The system uses this value as the origin on all purchase order headers created by a specified buyer.
Substitute Buyer	<p>Displays the substitute buyer. This field becomes available for entry when the Status field is set to <i>Inactive</i>. For example, use this field when a buyer leaves the organization and you want to remove the buyer's name from the system, but don't want to manually change the buyer name in each of the control tables.</p> <p>Supplying the substitute buyer name automatically changes references to the inactive buyer name to the new substitute buyer name. Before you save, the system prompts you to be sure that you want to change the buyer in these tables: PS_ITM_CAT_TBL, PS_ITM_CAT_BU, PS_PURCH_ITEM_ATTR, PS_PURCH_ITEM_BU, and PS_VENDOR_LOC.</p>
PO Dispatch Signature Location	<p>This field identifies where the signature to be used on the PO Dispatch is located. This field is used first for the location.</p> <p>If you do not define a location, the system uses the location defined for the Purchasing business unit.</p>
Default PO Status	
Open	<p>Indicates that purchase orders that the buyer creates are initially set to <i>Open</i> status and must be approved by an authorized user.</p> <p>Approval rules set at the business unit level determine whether the status of the purchase order changes to <i>Approved</i> or <i>Pending Approval</i>.</p>
Pending Approval/Approved	Indicates that purchaser orders that the buyer creates are set to <i>Pending Approval</i> or <i>Approved</i> status, depending on the approval rules set at the business unit level.

Override Procurement Card

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

Card Number

The procurement card number appears that you selected as the buyer default on either the Assign Proxies page under the Security menu or the Assign Proxies page under the Cardholder Profile - Card Data page. You can change the procurement card number to another procurement card number. Only the procurement cards that are valid for this buyer are available for selection.

Card Type

Displays the card type associated with the procurement card.

Expiration Date

Displays the expiration date for this procurement card.

Use Procurement Card as default payment method on Purchase Orders

Select this check box if you want to use the procurement card you select on this page as the default payment method when creating a purchase order.

Reporting Entity

Select the reporting entity to which this buyer will be assigned. The reporting entity determines which Purchasing Business Unit's purchase orders will be included in the spend analysis graphs. Additionally, the reporting entity specifies a calendar so that delivery schedules can be bucketed into the appropriate periods.

Prior Periods

Specify the number of periods prior to the current period that should appear on the spend analysis graphs

Future Periods

Specify the number of periods after the current period that should appear on the spend analysis graphs

See the product documentation for *PeopleTools: Security Administration*

Related Links

"Establishing Procurement Card Security (*PeopleSoft FSCM 9.2: Purchasing*)"

"Defining Cardholder Profile (*PeopleSoft FSCM 9.2: Purchasing*)"

Dashboard Page

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

Reporting Entity

Select the reporting entity to which this buyer will be assigned. The reporting entity determines which PeopleSoft Purchasing business unit's purchase orders will be included in the spend analysis graphs. Additionally, the reporting entity specifies a calendar so that delivery schedules can be bucketed into the appropriate periods.

Prior Periods	Specify the number of periods prior to the current period that should appear on the spend analysis graphs
Future Periods	Specify the number of periods after the current period that should appear on the spend analysis graphs

Defining Buyer Manager Setup

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

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

Page Used to Define Buyer Manager Setup

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Buyers for a Manager	PO_MANAGER_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Manager Setup, Define Buyers for a Manager	Define buyers that report to a manager for use by the manager spend analysis pagelets in the SRM dashboard. When the manager specified here logs in and views the manager pagelets, the data presented will be comprised of the purchase orders on which these buyers are specified.

Defining Requesters

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

This section discusses how to establish requesters and defaults.

You can define default information for requesters and assign any number of item catalogs, including a default catalog, to each requester. This streamlines requisition data entry for each requester, because default information appears on requisitions automatically. You can then authorize established purchasing users to enter and process requisitions for all or specific requesters.

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

Page Used to Define Requesters

Page Name	Definition Name	Navigation	Usage
Requester Setup	REQUESTOR_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Requester Setup, Requester Setup	Establish default information for requesters.

Requester Setup Page

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

Navigation

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

Image: Requester Setup Page

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

The screenshot displays the 'Requester Setup' page for user 'CHRISBAKER'. The page is divided into several sections:

- Requisition Defaults:** Includes fields for ShipTo SetID (SHARE), *Location SetID (SHARE), PO Origin SetID (SHARE), Currency (USD), Phone, and Fax. There are also checkboxes for 'Override Auto Item Substitute', 'Use Only Assigned Catalogs', 'Price Can Be Changed on Order', and 'Defaults Inventory BU'.
- Requisition Status:** A dropdown menu showing 'Open' and 'Pending Approval'.
- ChartFields:** A table with columns for GL Unit, Account, Alt Acct, Oper Unit, Fund, Dept, Program, Class, Bud Ref, Product, PC Bus Unit, and Project. The first row shows values: US001, 500000, , , 13000, , , , , , , .
- Catalog Information:** A table with columns for Default, *SetID, *Catalog ID, and Description. It lists two catalogs: 'Hardware Catalog' (SetID: SHARE, Catalog ID: HARDWARE) and 'Outdoor Supplies' (SetID: SHARE, Catalog ID: OUTDOORSUPPLIES).

Requester

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

Requisition Default Values

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

Ship To	Select the default ship-to location for the requester. The system uses this value as the ship-to location on all requisition schedule lines created by the requester.
Location	Select the default location for the requester. The system uses this value as the location on all requisition distribution lines created by the requester. This location is the internal final destination of the item once the supplier has delivered it to the organization.
Origin	Select the default origin for the requester. The system uses this value as the origin on all requisition header lines created by the requester.
Currency	Displays the default currency associated with the requester.
Override Auto Item Substitute	<p>Selecting this checkbox will allow the requester to disable auto item substitution on a Requisition Line, if the requestor wishes to retain the current item ID and does not want it to be automatically substituted during sourcing. Additionally, requestors will be able to reject a Substitute Item found by Auto Item Substitution on the online Requisition.</p> <ul style="list-style-type: none"> • Selecting this checkbox will enable the 'Auto Item Substitution' checkbox on the Requisition Line. The Requester can uncheck this checkbox if they wish to prevent Automatic Item Substitution from occurring on this Requisition Line during the sourcing process. The 'Override Auto Item Substitution' will also be available in the Requisition Selection where the Buyer can reset this flag if required. With this checkbox selected, if Auto Item Substitution occurs on a Requisition Line and a Substitute Item is found, the Requester can define whether to prevent the Substitute Item from overriding requested item. • If the checkbox is not selected, the 'Auto Item Substitution' checkbox on the Requisition Line will be auto-selected and deactivated so that the Requester cannot uncheck it. The Buyer will still have the option to deselect this checkbox in Requisition Selection.
Use Only Assigned Catalogs	<p>Select to enable requesters to access only the catalogs relevant to their needs. Use the Catalog Information scroll area to define which catalogs are available to the requester.</p> <p>Keep these guidelines in mind if the requesters are restricted to using certain catalogs:</p> <ul style="list-style-type: none"> • On the Maintain Requisitions - Form page, only those item IDs and categories associated with the requester's assigned catalogs are valid. • On the Order By Catalog page, Category Search page, and Catalog Hierarchy page, only those catalogs assigned to the requester are available.

- On the Item Search Criteria page, only those item IDs and categories associated with the requester's assigned catalogs are valid.

In addition, the Search button retrieves only those items associated with the requester's assigned catalogs.

**Consolidate with other Reqs
(consolidate with other requisitions)**

Select if you want requisitions created by the requester to be consolidated during the PO Calculations process (PO_POCALC). The process uses this setting to determine whether the schedule can be consolidated with items from other requisitions.

Price Can Be Changed on Order

Select to enable a buyer to change item prices requested by the requester. If you do not select this check box, you cannot alter item prices on requisitions.

**Defaults Inventory BU (defaults
inventory business unit)**

Select to specify the default inventory business unit to be associated with the item in the requisition distribution. If you do not select this check box, the inventory business unit does not appear by default in the requisition distribution.

Requisition Status

Open

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

Pending

Select to indicate that a requisition created by the requester is assigned a pending approval status and is eligible to enter the approval process when saved.

Override Procurement Card

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

Card Number

The procurement card number appears that you selected as the requester default on either the Assign Proxies page under the Security menu or the Assign Proxies page under the Cardholder Profile - Card Data page. You can change the procurement card number to another procurement card number. Only the procurement cards that are valid for this requester are available for selection.

Card Type

Displays the card type associated with the procurement card.

Expiration Date

Displays the expiration date for this procurement card.

Use Procurement Card as default payment method on Requisitions

Select this check box if you want to use the procurement card you select on this page as the default payment method when creating a requisition.

Catalog Information**Default**

Select to designate a default catalog for a requester. Optionally, you can assign any number of catalogs and designate one of them as the requester's default catalog.

When you select this option, the default catalog automatically populates the catalog on the Order by Catalog, Category Search, and View Hierarchy pages.

Related Links

"View Category Hierarchy Page (*PeopleSoft FSCM 9.2: Purchasing*)"

"Maintain Requisitions - Requisition Page (*PeopleSoft FSCM 9.2: Purchasing*)"

"Order By Catalog Page (*PeopleSoft FSCM 9.2: Purchasing*)"

"Category Search Page (*PeopleSoft FSCM 9.2: Purchasing*)"

"Establishing Procurement Card Security (*PeopleSoft FSCM 9.2: Purchasing*)"

"Defining Cardholder Profile (*PeopleSoft FSCM 9.2: Purchasing*)"

Using Requisition Loader Defaults and Overrides

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

This section discusses how to:

- Define Requisition Loader defaults.
- Define Requisition Loader overrides and options.

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

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

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

that affect the statuses of the requisitions and how the PeopleSoft Purchasing Requisition Loader process builds them.

Pages Used to Use Requisition Loader Defaults and Overrides

Page Name	Definition Name	Navigation	Usage
Req Loader Defaults (requisition loader defaults)	REQ_LOADER_DFL2	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Requisition Loader Defaults, Req Loader Defaults	Define default values for the Purchasing Requisition Loader process. When the process runs, the default values populate appropriate requisition fields for which there are no existing values in the system.
Asset Information	REQ_DFL_ASSET	Click the Asset Information link on the Req Loader Defaults page.	Enter asset information to appear by default in appropriate loaded transactions. The Asset Information link is not available for a PeopleSoft Maintenance Management (WM) system source.
Requisition Loader Defaults - Overrides and Options	REQ_LOADER_DFL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Requisition Loader Defaults, Overrides and Options	Define override options for the Purchasing Requisition Loader process. When the process runs, the override values replace the appropriate existing requisition values.

Related Links

"Understanding the Purchasing Requisition Loader Application Engine Process (PO_REQLOAD) (PeopleSoft FSCM 9.2: Purchasing)"

Req Loader Defaults Page

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

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

Navigation

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

System Source and Requesting Loader Bus Unit (requesting loader business unit)

The system source and requesting loader business unit you entered to access the page appear.

Requisition Loader Defaults

Business Unit

Select the default PeopleSoft Purchasing business unit that will appear on the requisitions. If you want to use multiple business units for the same system source, you must set up a separate Requesting Loader Bus Unit (requesting loader business unit) for each business unit you want to use.

The GL Unit field that displays on this page is the one that is associated with the PeopleSoft Purchasing business unit that you select. The GL Unit field is not available for modification.

Requester

Select the name of the requester that will appear on the requisitions.

Origin

Select the origin default value that will appear on the requisitions.

Ship To

Select the default ship to business unit that will appear on the requisitions. The system will populate this field with the default value assigned to the requester if it isn't specified.

Price Can Be Changed on Order

Select this check box to enable the prices for items to be changed on the requisitions.

GL Unit (PeopleSoft General Ledger business unit)

The PeopleSoft General Ledger business unit appears by default from the PeopleSoft Purchasing business unit that you selected in the Business Unit field. This PeopleSoft General Ledger business unit will appear on the distribution information for the requisitions.

ChartFields

Select the different ChartFields that will appear as defaults on the requisitions.

Asset Information

Click this link to access the Asset Information page where you can enter asset information for the item.

Note: This link is not available for a PeopleSoft Maintenance Management (WM) system source.

Requisition Loader Defaults - Overrides and Options Page

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

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

Navigation

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

Requisition Loader Overrides

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

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

Requisition Loader Options

Consolidate with other Reqs	Select to consolidate the loaded requisitions during the PO Calculations process (PO_POCALC). The process uses this setting to determine if the schedule can be consolidated with items from other requisitions.
Auto Load Indicator	<p>Select to indicate that you want requests from the selected loader business unit to be eligible for processing by the Purchasing Requisition Loader process.</p> <p>This check box setting defines which business units and requests are available for processing in conjunction with the <i>All Business Units</i> and <i>Range of Business Units</i> run types on the Requisition Loader page.</p> <p>If you do not select this check box, requests from this requesting loader business unit are not loaded.</p>
Inventory Source Flag	Select to indicate that you want any eligible requisition items sourced from PeopleSoft Inventory. Ineligible items include ad hoc items, non-inventory items, and open description items.

This check box is unavailable for the requisition system sources for PeopleSoft Order Management (direct shipments).

Default Contract on Req (default contract on requisition)

Select to override the Default Contract On Req setting that is defined at the business unit level on the Business Unit Options page.

ChartField Status

ChartField Status

Select the status to be used on requisitions. Values are:

- *By Combo Edits* (by combination edits): When you run the Purchasing Requisition Loader process, these requisitions will be checked for valid ChartField combinations. If a requisition line has invalid ChartField combinations, the system will log an error message in the error log records defined in the POREQBATCH ChartField combination editing template.

The system uses the POREQBATCH ChartField combination editing template when it performs the combination edits. This option appears only if Combo Editing is enabled for the business unit.

- *Recycled*: Select to give all requisition ChartFields a status of *Recycled*. When you save the requisition or run the PO Calculations process (PO_POCALC), these requisitions will be checked for valid ChartField combinations. If a requisition line has invalid ChartField combinations, the system will generate an exception.
- *Valid*: Select to give all requisition ChartFields a status of *Valid*. When you save the requisition or run the PO Calculations process (PO_POCALC), these ChartFields will pass through the system as valid. No combination edit errors will occur.

Requisition Status

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

Open

Select this option to give all requisitions a status of *Open* when they are loaded.

Pending

Select this option to give all requisitions a status of *Pending* when they are loaded.

Approved

Select this option to give all requisitions a status of *Approved* when they are loaded.

Related Links

"Understanding Entry Events in PeopleSoft Purchasing (*PeopleSoft FSCM 9.2: Purchasing*)"

"Establishing Purchasing Processing Options (*PeopleSoft FSCM 9.2: Purchasing*)"

"Understanding ChartField Combination Editing (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Using Purchase Order Loader Defaults and Overrides

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

This section discusses how to:

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

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

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

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

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

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

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

Pages Used to Use Purchase Order Loader Defaults and Overrides

Page Name	Definition Name	Navigation	Usage
PO Loader Defaults (purchase order loader defaults)	PO_LOADER_DFL2	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, PO Loader Defaults, PO Loader Defaults	Set default values for the PO Stage Load process. Default values populate empty purchase order fields when the process runs.
Asset Information	PO_DFL_ASSET	Click the Asset Information link on the PO Loader Defaults page.	Enter asset information to appear by default in appropriate loaded transactions. The Asset Information link is not available for a Maintenance Management (WM) system source.
PO Loader Defaults - Overrides and Options	PO_LOADER_DFL1	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, PO Loader Defaults, Overrides and Options	Define override options for the PO Stage Load process. These values replace existing purchase order field values when the process runs.

Related Links

"Understanding the Purchase Order Sourcing Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

PO Loader Defaults Page

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

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

Navigation

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

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

PO Loader Defaults

Business Unit

Select the default PeopleSoft Purchasing business unit that will appear on the purchase orders. If you want to use multiple business units for the same system source, you must set up a separate Loader Bus Unit (loader business unit) for each business unit you want to use.

	The GL Unit field that appears on this page is associated with the PeopleSoft Purchasing business unit that you select. The GL Unit field is not available for modification.
Requester	Select the name of the requester that will appear on the purchase orders.
Ship To	Select the default ship to business unit that will appear on the purchase orders. The system will populate this field with the default value assigned to the requester if it isn't specified.
Origin	Select the origin default value that will appear on the purchase orders.
GL Unit (PeopleSoft General Ledger business unit)	The PeopleSoft General Ledger business unit appears by default from the PeopleSoft Purchasing business unit that you selected in the Business Unit field. This PeopleSoft General Ledger business unit will appear on the distribution information for the purchase orders.
ChartFields	Select the different ChartFields that will appear as defaults on the purchase orders.
Asset Information	Click this link to access the Asset Information page where you can enter asset information for the item.
	<hr/> Note: This link is not available for a PeopleSoft Maintenance Management (WM) system source. <hr/>

Asset Information Page

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

Navigation

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

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

When you consider the item on a distribution line to be an asset and plan to pass it on to the PeopleSoft Asset Management system through receiving, you must populate both the Business Unit (PeopleSoft Asset Management business unit) and Profile ID fields. When both fields contain values, the receiving business process treats the item as an asset and writes data to the PeopleSoft Asset Management staging tables. All fields entered here are passed to the PeopleSoft Asset Management system.

Business Unit	Select a PeopleSoft Asset Management business unit.
Cost Type	Select the cost type that is incurred with the purchase of the item. Values are: <i>C</i> (cost), <i>G</i> (grant reimbursements), <i>M</i> (margin), <i>R</i> (revaluation), <i>P</i> (scrap on asset), and <i>S</i> (sales of assets).

Capitalize

Select this check box if the cost of this item is capitalized. You must enter an asset management business unit to select this check box.

PO Loader Defaults - Overrides and Options Page

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

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

Navigation

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

PO Loader Overrides

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

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

Enable Tolerances

Select this check box to enable tolerances.

Buyer

Select a buyer who overrides the buyer associated with an item. When the purchase order is created, the override buyer appears in the corresponding field, instead of the buyer associated with the item.

% Price Tolerance Over (percent price tolerance over)

Enter the base price tolerance on a percentage over of the suggested purchase order price.

% Price Tolerance - Under (percent price tolerance under)

Enter the base price tolerance on a percentage under of the suggested purchase order price.

ChartField Status**ChartField Status**

Select the ChartField status. Statuses are: *Valid* or *Recycled*.

Defining Contract and Supplier Rebate Control Parameters

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

This section discusses how to set contract and supplier rebate controls.

Page Used to Define Contract and Supplier Rebate Control Parameters

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Contract and Supplier Rebate Controls	CNTRCT_CONTROL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Set Controls-Contracts, Contract and Supplier Rebate Controls	Set up the system to automatically assign ID numbers to each new contract and to define contract currency defaults.

Contract and Supplier Rebate Controls Page

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

Navigation

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

Image: Contract and Supplier Rebate Controls page

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

The screenshot shows the 'Contract and Supplier Rebate Controls' page. At the top, there are tabs for 'SetID SHARE' and 'CORPORATE SETID'. The 'Contract' section includes checkboxes for 'Use Autonumbering', 'Use Version Control', and 'Display GLN on Contracts', along with a 'Last Contract ID' field. Below this is a 'Track Changes' section with a 'Change Template' dropdown and a 'Track Changes on Draft' checkbox. The 'Templates' section features a table with columns for 'Contract Process Option' and 'Change Template', and a 'Personalize' button. The 'Reason Type' section has a 'Procurement Contract' dropdown, a 'Default Reason Code' field, and checkboxes for 'Reason Code Required' and 'Comments Required'. The 'Default Currency' section includes a '*Currency Code' field (set to 'USD') and a '*Rate Type' field (set to 'CRRNT'). The 'Master Contract' section has a 'Use Autonumbering' checkbox and a 'Last Master Contract ID' field. The 'Vendor Rebates' section contains fields for 'Last Rebate ID', 'Last Claim ID', 'Amount Tolerance Over', 'Amount Tolerance Under', 'Percentage Tolerance Over', and 'Percentage Tolerance Under'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Contract

Use Autonumbering

Select to have the system automatically assign sequential contract ID numbers. If you do not set up autonumbering, you are required to manually specify a unique ID whenever you create a new contract.

Last Contract ID

Displays the last contract number issued by the system. The contract ID is set up in the Auto numbering table.

Display GLN on contracts

Select to have the system assign the GLN Values based on the Supplier.

Use Version Control

Select to indicate that you want to use contract versions where you can create and maintain multiple versions of a contract in the procurement system.

Note: After you select to use version control and if a contract exists for this SetID with a version number that is greater than one, you cannot change the setting to remove version control.

Track Changes

Select to indicate that you want to track contract changes for this SetID in the procurement system. Change tracking provides you an audit trail of key contract transactional information so that you can identify who made what change, and when the change was made.

See [Viewing Contract Change History](#).

Track Changes on Draft

Select to track changes to contracts for draft versions. The default value for this check box is deselected. When this check box is deselected, and you have selected the Track Changes check box, you can avoid capturing numerous individual changes while you are working on a Draft version of a contract.

Change Template

Select a default change template for use when you select to track changes. These templates identify which records and fields that trigger change tracking.

See [Creating Change Templates](#).

Reason Type

Displays the reason type. You assign reason codes that have been assigned to a reason type.

Reason Code Required

Select to indicate that when a contract is changed, a reason code is required.

Default Reason Code

Select a reason code for the system to use as a default value when contracts within this SetID are changed. When you make change on the contract, this reason code appears as the reason on the contract Reason Code page. You have the option to override the default reason code when you update a contract.

Comments Required

Select to indicate that comments are required when a contract is changed. When you define a reason code, you can also enter a standard comment for use with the code.

Templates

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

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

Contract Process Option	Select the contract process option for which you want to override the default template. You can only use a process option once in the grid.
Change Template	Select the contract change template that you want to use with this contract process option. These templates identify which records and fields trigger change tracking.
Default Currency	
Currency Code	Select the default currency code for contracts. The currency that you select is the default base currency for all contracts.
Rate Type	Enter a conversion rate type, which determines how the base currency is converted to other currencies.
Master Contract	
Use Autonumbering	Select to have the system automatically assign sequential master contract ID numbers. If you do not set up autonumbering, you are required to manually specify a unique ID whenever you create a new master contract.
Last Master Contract ID	Displays the last master contract number issued by the system.
Supplier Rebates	
Last Rebate ID	Displays the last rebate agreement number issued by the system.
Last Claim ID	Displays the last supplier rebate claim number issued by the system.
Amount Tolerance Over and Amount Tolerance Under	Enter the rebate agreement settlement tolerance amounts. These values will appear as defaults when defining a rebate agreement using the Rebate Agreement - Rebate Options page.
Percentage Tolerance Over and Percentage Tolerance Under	Enter the rebate agreement settlement tolerance percentages. These values will appear as defaults when defining a rebate agreement using the Rebate Agreement - Rebate Options page.

Defining Contract Intervals for Contract Releases

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

Page Used to Define Contract Intervals

Page Name	Definition Name	Navigation	Usage
Define Contract Intervals	CNTRCT_INTERVALS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Define Contract Intervals, Define Contract Intervals	Define contract intervals and detail counters for contract releases.

Define Contract Intervals Page

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

Navigation

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

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

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

The Schedule Interval Type field options are:

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

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

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

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

Interval Counter

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

Detail Counter

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

Related Links

[Entering Supplier Contact Information](#)

Setting Up the Tax Supplier Product Codes Cross-Reference

To set up the tax supplier product codes cross-reference, use the SUT Tax Supplier Product Xref component (SUT_PRODUCT_XREF).

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

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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Tax Supplier Product Codes Cross Reference	SUT_PRODUCT_XREF	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Tax Supplier Product Code Xref, Tax Supplier Product Codes Cross Reference	Establish the tax supplier product codes cross reference for Taxware and Vertex third-party tax applications.

Defining Supplier Control Parameters

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

This section discusses how to set supplier control parameters.

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

Page Used to Define Supplier Control Parameters

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Supplier Set Control	VNDR_CNTRL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Set Controls-Supplier, Supplier Set Control	Set supplier control parameters, including autonumbering, withholding, duplicate supplier checking, VAT applicability, and financial sanctions options for suppliers belonging to the selected SetID.

Supplier Set Control Page

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

Navigation

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

Image: Supplier Set Control page

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

Supplier Set Control

SetID: SHARE CORPORATE SETID

Autonumbering

☒ Use Autonumbering

Last Supplier ID Assigned 49

Supplier Information Control

*Display Withholding Option

Global and 1099

*Display VAT Flag

ON

Country

USA

EFT/ACH Prenote Confirmation

Wait Days

10

Approvals

☒ Workflow Approval Enabled?

Supplier Name History

☒ Supplier Name History

day(s) ahead of time

0

Sourcing Categorization Tree

Tree SetID

SHARE

Tree ID

0308280839220

Name

Strategic Sourcing Tree

Duplicate Supplier Checking

Field Options

ID Type	Active	Inactive
*Supplier Name	Do Not Check	Do Not Check
*Supplier Short Name	Do Not Check	Do Not Check
*Address	Do Not Check	Do Not Check
*Supplier Withholding TIN	Do Not Check	Do Not Check
*Withholding Name	Do Not Check	Do Not Check
*VAT Registration	Do Not Check	Do Not Check

Processing Options

*Supplier CI Load

Do Not Check

☐ Check for duplicates at save

Transactions Limits

☒ Activate Transaction Limits

Transaction Age

Years

15

Months

11

Days

99

Supplier Audit

☐ Supplier Audit

Autonumbering

Use Autonumbering

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

Last Supplier ID Assigned

Displays the last supplier ID number that the system assigned when a supplier was created.

Supplier Information Control

Display Withholding Option

Select *1099*, *Global*, or *Global and 1099*. This setting determines how the withholding link on the Supplier Information - Location page is labelled.

Display VAT Flag (display value-added tax flag)

Designate whether to enable VAT for suppliers in this SetID.

Country Select a default country for the suppliers in this SetID.

EFT/ACH Prenote Confirmation

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

Approvals

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

Supplier Name History

Supplier Name History Select to enable change tracking for the Supplier Short Name, Supplier Name 1, and Supplier Name 2 fields. The system tracks the history for the fields when you maintain a supplier using the Identifying Information page in the VNDR_ID component. The tracking includes the time and date the changes were made, and the individual who made the changes to the Supplier record.

If you select the Supplier Name History check box, you can also effective date supplier name changes and manually insert a new supplier name in the Supplier Name History record to which you can also add an effective date. The system automatically updates the Supplier record when the supplier name history is changed or when the effective date is future dated.

day(s) ahead of time Enter the number of days prior to when an effective-dated supplier name change is to take place. This will be the number of days ahead of the effective-dated change that you want to run with the VNDRUPD job. This prevents a lag in including effective dated rows for the supplier. For example, if you run the job in the evening of 8/1/09 and there is an effective-dated row for 8/2/09, the supplier would not be updated, until the evening of 8/2/09. By entering a value of 1, the system would include the effective-dated row.

When the VNDRUPD job runs, the system runs the Application Engine VNDR_HST_UPD process that updates the Supplier record to reflect the new current, effective-dated row.

See [Maintaining Supplier Name History](#).

Supplier Audit History

Supplier Audit History

Select to enable audit capability at the Set ID. The audit capability will be disabled as the default option.

Duplicate Supplier Checking - Field Options

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

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

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

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

ID Type

To check for a duplicate identifier, select the identifier type, such as *D&B Num* (Dun & Bradstreet number).

Supplier Name

Select to check for duplicate supplier names. Supplier names must match exactly to come up as duplicates.

Supplier Short Name

Select to check for duplicate supplier short names. Short names must match exactly to be considered duplicates.

Address

Select to check for duplicate suppliers based on an address, city, or state. An address can be composed of up to four address fields, based on the address format for the particular country.

(USA) Supplier Withholding TIN

Select to check for duplicate withholding tax identification numbers.

Withholding Name

Select to check for duplicate withholding names. Withholding names must match exactly to be considered duplicates.

VAT Registration (value added tax registration)

Select to check for duplicate VAT registration IDs.

Duplicate Supplier Checking - Processing Options

Supplier CI Load (supplier component interface load)

Select one of these values:

Check for Adds: Checks for new suppliers loaded through the Supplier EIP.

Check for Adds and Changes: Checks for adds and changes loaded through the Supplier EIP.

Check for Changes: Checks for changes loaded through the Supplier EIP.

Do Not Check: Excludes suppliers loaded through the Supplier EIP.

Check for Duplicates at Save

Select to check for duplicate suppliers automatically when you save a supplier in the Supplier Information component. If you do not select this option, you can still check for duplicates before you save the new supplier by clicking the Check for Duplicates button on the Identifying Information page in the Supplier Information component.

Transaction Limits

Activate Transaction Limits

Select the check box to activate transaction limits.

Transaction Age

Enter the age of the transactions to be selected in Years, Months and days. The dashboard will pick only those transactions which have an age less than what is entered in this field.

Financial Sanctions Options

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

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

See [Understanding Financial Sanctions Validation](#).

Inactive Suppliers

Select *Exclude* or *Include* to exclude or include inactive suppliers during the PeopleSoft Payables Financial Sanction Validation Application Engine process (AP_SDN_VAL).

Supplier CI Load

Select an option to validate or not validate suppliers loaded through the Supplier EIP. This field functions for financial sanctions validation similarly to the field used in duplicate supplier checking.

Check for Adds: Checks for new suppliers loaded through the Supplier EIP.

Check for Adds and Changes: Checks for adds and changes loaded through the Supplier EIP.

Check for Changes: Checks for changes loaded through the Supplier EIP.

Do Not Check: Excludes suppliers loaded through the Supplier EIP.

SDN Validation at save

Select to validate suppliers upon saving the Supplier Information component. If you do not select this option, you can still validate the supplier by using the Financial Sanctions edit button on the Identifying Information page in the Supplier Information component.

Note: This check box is not available if you have enabled financial sanctions at the bank level. You must run the PeopleSoft Payables Financial Sanction Validation process if you want to validate at the supplier level when you have enabled financial sanctions at the bank level.

Related Links

[Payables Options Page - Electronic File Options Section](#)

[Duplicate Supplier Checking](#)

[Inactivating Suppliers](#)

[Importing Suppliers Using the Supplier EIP](#)

Defining Supplier Pay Group Codes

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

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

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

Page Used to Define Supplier Pay Group Codes

Page Name	Definition Name	Navigation	Usage
Supplier Pay Group	VNDR_PAY_GROUP_CD	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Supplier Pay Group Codes, Supplier Pay Group	Set up pay groups for suppliers.

Related Links

"Pay Group / Netting Page (*PeopleSoft FSCM 9.2: Payables*)"

Defining Supplier Conversation Keywords

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

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

Page Used to Define Supplier Conversation Keywords

Page Name	Definition Name	Navigation	Usage
Conversation Keywords	KEYWORD_VNDR	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Conversation Keywords, Conversation Keywords	Define keywords to categorize conversations that you have with suppliers. This page is optional.

Understanding Defining Supplier Conversation Keywords

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

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

Related Links

[Tracking Supplier Conversations](#)

(USA) Entering Supplier Government Certifications

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

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

Pages Used to Enter Supplier Government Certifications

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Government Certifications - Sources	GOV_CERTSRC_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Government Certifications, Sources	Define U.S. government sources from which you receive classifications of supplier certifications.
Government Certifications - Classifications	GOV_CLASS_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Government Certifications, Classifications	Define types of certification classifications from U.S. government sources.

Understanding Entering Supplier Government Certifications

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

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

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

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

Related Links

[Entering Supplier Identifying Information](#)

Establishing Matching and Document Association Options

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

To set up matching, use the following components:

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

- Document Association Rule (AP_ASSOCIATION).

This section discusses how to:

1. View and update match rule types.
 2. View and update match rule definitions.
 3. View and update match rule workbench properties.
 4. View and update match rule workflow parameters.
 5. View and update match rule controls.
 6. View and update the document association group.
 7. View and update document association rules.
1. View and update match rule types.
 2. View and update match rule definitions.
 3. View and update match rule workbench properties.
 4. View and update match rule workflow parameters.
 5. View and update match rule controls.
 6. View and update the document association group.
 7. View and update document association rules.

Pages Used to Establish Matching and Document Association Options

Page Name	Definition Name	Navigation	Usage
Match Rule Type	AP_MTCH_RULE_TYPE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rule Type, Match Rule Type	View and create match rule types. Match rule types are matching categories, such as data entry, informational, merchandise quantity, merchandise unit price, merchandise amount, and system. All match rules are associated with a match rule type.
Match Rules - Rule Definition	AP_MTCH_RULES	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rules, Rule Definition	View, clone, create, and update match rules. Match rules control the way that the Matching Application Engine process (AP_MATCH) compares the voucher, purchase order, receiver, and inspection information.

Page Name	Definition Name	Navigation	Usage
Match Rules - Workbench	AP_MTCH_RULES2	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rules, Workbench	Select the label and fields that will appear in the Match Workbench.
Match Rules - Workflow	AP_MTCH_RULES3	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rules, Workflow	Override the worklist and email notification parameters and user lists defined at the match rule type level.
Match Rule Control	AP_MTCH_CNTRL_HDR	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rule Control, Match Rule Control	View and update the match rule controls. Match rule controls are sets of match rules applied against vouchers, purchase orders, and receivers during matching.
Document Association Group	AP_ASSTN_GRP	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Document Association Group, Document Association Group	View the documents used in document association processing. You can include or exclude the delivered document associations.
Document Association Rules	AP_ASSOCIATION	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Document Association Rules, Document Association Rules	Define how the Matching Application Engine process (AP_MATCH) automatically associates receivers to vouchers and purchase orders.
Document Association Criteria	AP_ASCALG_CRIT_SEC	Click the User Criteria link on the Document Association Rules page.	Select the voucher fields, the condition operands, and the receiver fields for the criteria you are adding.

Related Links

"Managing Matches and Match Exceptions (*PeopleSoft FSCM 9.2: Payables*)"

Match Rule Type Page

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

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

Navigation

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

Image: Match Rule Type page

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

Match Rule Type

Match Rule Type: MERCH - UNIT
 'Description': Merchandise - Unit Price

☒ Workflow Flag
☒ Send Email Notification
 Notification Reminder Days:

User List Source

☐ Role
☒ SQL Definition
☐ Query

Role Name:
 SQL Object Identifier: AP_MTCH_WF_PO_SQL
 Query Name:

Allowed Match Actions

Action	Allow on Rule Control	Allow on Workbench
Debit Memo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exception	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Override	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Header

Workflow Flag

Select to apply workflow to the rules that are associated to this match rule type. If you select the workflow flag, the Matching process generates worklist items for match exceptions. If you do not select the workflow flag, the system does not generate worklist items and the Send Email Notification field is not available.

Send Email Notification

Select to enable email notification. The Matching process notifies the defined users by email that there are match exceptions. This field is available if you select the Workflow Flag field.

Notification Reminder Days

Enter the number of days that the system waits before it sends another email notification for the match exceptions that have not been worked. This field is available if you select the Send Email Notification field.

User List Source

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

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

Role

Select to indicate that the list of users is based on roles. Enter the name in the Role Name field. All users with the specified role receive a worklist item, an email notification, or both for match exceptions.

SQL Definition

Select to indicate that the list of users are based on a SQL definition. Enter the definition in the SQL Object Identifier field. The Matching process executes the SQL object to determine the user list.

Note: This PeopleSoft application delivers four SQL objects for Buyer, Purchase Order, Receiver, and Voucher (AP_MTCH_WF_BUYER_SQL, AP_MTCH_WF_PO_SQL, AP_MTCH_WF_RECEIVER_SQL, and AP_MTCH_WF_VOUCHER_SQL, respectively). If you add new SQL definitions, you should use the two bind parameters, BUSINESS_UNIT and VOUCHER_ID.

Query

Select to indicate that the list of users are based on a query. Enter the name in the Query Name field. The Matching process executes the query to determine the user list.

Note: To use a query, create a public query which selects the first column with a value equivalent to an operator ID (OPRID). If you want prompt values, use the fields available in the AP_VCHR_MTCH_VW.

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

Allowed Match Action

Action

Select a match action or actions to be taken after the rules associated with this type are applied. Valid action options for match rule controls include *Debit Memo*, *Exception*, and *Match*. Valid action options for the Match Workbench include *Debit Memo* and *Override*.

Note: If you select *Debit Memo*, you must select a debit memo category on the Rule Definition page for each match rule associated with this match rule type.

Note: The actions selected control the actions allowed for the match rules associated with this match rule type.

Allow on Rule Control

Select to allow the match action on the Match Rule Control page for this match type. The Matching process automatically takes this action if the action is assigned to the rule.

Allow on Workbench

Select to allow the match action on the Match Exception Workbench Details page for the match rule that is associated with this match type.

Related Links

"Delivered Match Rule Types (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding the Matching Engine (*PeopleSoft FSCM 9.2: Payables*)"

[Match Rule Control Page](#)

"Managing Matches and Match Exceptions (*PeopleSoft FSCM 9.2: Payables*)"

Rule Definition Page

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

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

Navigation

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

Image: Rule Definition page

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

The screenshot displays the 'Rule Definition' page with the following sections and fields:

- Match Rule ID:** 120
- Description:** Pay terms not = PO pay terms
- Long Description:** The payment terms code on the purchase order does not equal the payment terms code on the voucher
- Rule Properties:**
 - Match Rule Type:** Data Entry
 - Match Rule Level:** Line Summary
 - Match Rule SQL Object:** AP_MTCH_120
 - Match Exception Cause Type:** (dropdown menu)
 - Use Tolerance at Rule Control:** ☐
 - Match Level Data Record:** AP_VCHR_LN_SUM
 - Edit SQL:** (link)
- Message:**
 - Message Set Number:** 7500
 - Message Number:** 224
 - View Message:** (link)
- Rule Applies To:**

Association Name	Description		
VP	VOUCHER-PO	+	-
VPR	VOUCHER-PO-RECEIVER	+	-

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

Create Your Own Rule

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

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

Rule Properties

Match Rule Type

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

Match Rule Level

Select the level at which the rule is applicable. Options are:

Header Summary: The match rule is applied at the header level. The header summary record contains the voucher gross merchandise amount, total of purchase order schedule amounts, and total of receipt amounts that are associated to the specific purchase order schedule.

Line Summary: The match rule is applied at the line summary level. The line summary record contains the voucher line merchandise amount, purchase order schedule merchandise amount, and total of receipt amounts that are associated to the specific purchase order schedule.

Match Level Data Record

Displays the data record associated with this match rule level. Every match rule level has a data record. These records contain the values used in the rules SQL definition.

Note: Use the values in the data record to create a custom match rule. You should first understand the values in the fields before creating the SQL *where* condition to ensure a valid match rule.

Match Rule SQL Object

Displays the SQL object associated with the match rule. The SQL object uses the fields contained in the match level data record. All delivered match rules are associated with a SQL object.

Match Exception Cause Type

Select either Internal or External as the cause for exceptions to this rule.

Edit SQL

Applicable to existing match rules only.

Click the link to view the SQL statement that the system executes for this match rule on the Match Rule SQL Criteria page.

Warning! Validate any changes made to the SQL statement to ensure proper syntax. This action does not validate that the rule is going to perform as desired. Therefore, thoroughly test all match rules that you modify.

Create SQL

Applicable to new match rules only.

Click to add the SQL statement that the system executes for this match rule on the Match Rule SQL Criteria page. SQL statements must begin with *and* to be properly executed. The system automatically creates a SQL object associated with this rule when you update the new SQL statement.

Warning! Validate any new SQL statements to ensure proper syntax. This action does not validate that the rule is going to perform as desired. Therefore, thoroughly test all match rules that you create.

Use Tolerance at Rule Control

Select to include tolerance fields from the match rule control.

Once you select this option, select either *Amount* or *Percent* to be used as a basis for the tolerance calculation. If you do not select this option, the Matching process will not use match rule control tolerances.

See "Matching Tolerances (*PeopleSoft FSCM 9.2: Payables*)".

Debit Memo Category

This option is available if the *Debit Memo* action is chosen at the match rule type level.

Select either *Quantity* or *Unit Price*. The system creates debit memo adjustment vouchers for merchandise - quantity and merchandise - unit price match rule types.

Note: The system requires a debit memo category if you allow *Debit Memo* as an action at the match rule control level or on the Match Workbench on the Match Rule Type page.

Message

Message Set Number and Message Number

Select a valid set and message number for the exception message that appears if this rule is not met during matching.

Match exception messages are stored in the message catalog by set and message number.

View Message

Click the link to view the message that appears in the exception log in the event that this match rule is not met during matching.

Rule Applies To

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

Association Name

Select the document association name that is applicable to this match rule. During the Matching process, the system applies this match rule only to those document association names you defined.

Options include *VP* (voucher and purchase order matching), *VPR* (voucher, purchase order, and receiver matching), and *VR* (voucher and receiver matching).

Related Links

"Delivered Match Rules (*PeopleSoft FSCM 9.2: Payables*)"

Match Rules - Workbench Page

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

Navigation

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

Image: Match Rules - Workbench page

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

Workbench Properties			Personalize	Find	View All	First	1-2 of 2	Last
	Match Object	Mapped to	Field Name					
1	PO	PO Payment Terms	PYMNT_TERMS_CD_PO					
2	VOUCHER	Payment Terms ID	PYMNT_TERMS_CD					

Workbench Match Rule Label

Displays the description of the rule that appears on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page. You can modify this field.

Display this match rule on the workbench only if matching generates an exception for this rule

Select to display the rule on the Match Exception Workbench Details page only if it is included in the exception record (AP_MTCH_EXCPTN).

The system automatically selects this field for system match rules.

Match Object

Select the match objects associated with this match rule that appears as columns on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page. Match object options include *PO*, *Receiver*, and *Voucher*.

Mapped To

Select the field from the header summary record (AP_VCHR_HDR_SUM) or the line summary record (AP_VCHR_LN_SUM).

Field Name

Displays the field name based on the Match Object field and the Mapped To field values.

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

Match Rules - Workflow Page

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

Navigation

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

Image: Match Rules - Workflow page

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

Rule Definition | Workbench | **Workflow**

Match Rule ID 120 Pay terms not = PO pay terms

Match Rule Type DATAENTRY

☐ Override Rule Type Parameters

☒ Workflow Flag

☒ Send Email Notification Notification Reminder Days

User List Source

☐ Role Role Name

☒ SQL Definition SQL Object Identifier

☐ Query Query Name

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

See [Match Rule Type Page](#).

Match Rule Control Page

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

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

Navigation

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

Image: Match Rule Control page

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

Match Rule Control

SetID: SHARE Match Rule: STANDARD
 'Description: Standard match rules 'Currency Code: USD
 Long Description: Match rules for Amount Only orders, two way, three way, ERS three-way, four way, receipt only and ERS receipt only matching.

Match Rule Configuration Find First 1 of 1 Last
 Effective Date: 01/01/1900 Delete Rules Clear Rules Populate Rules +

☒ Select All ☐ Deselect All

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

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

☒ Select All ☐ Deselect All Delete Rules

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

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

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

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

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

Header

Description

Enter a short description for the match rule control. Use the long description box below the field to enter an expanded description of the match rule control.

Currency Code

Specify the currency code that is used to calculate the tolerance levels.

Match Rule Configuration

Effective Date

Enter the date that the match rules are valid. The Matching process applies these match rules to vouchers with a match due date of this date or later.

Delete Rules

Click to delete only the rules selected to be deleted on the Match Rules grid.

Clear Rules

Click to delete all match rules from the Match Rules grid.

Populate Rules

Click to populate the Match Rules grid with all the available match rules. This action is required if you are adding a new match rule control so that the system match rules are automatically populated in the match rules table. You cannot delete or edit the system match rules.

Match Rules - Rules Tab

Delete

Select to mark the match rule for deletion. The match rule is deleted when you click the Delete button.



Click to move the current row up or down by one row. This action changes the matching processing logic sequence. It also changes the display order of the match rules on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page.

Note: The buttons are not available for system match rules. System match rules always appear first in the sequence.

Match Rule ID (match rule identification)

Displays the match rule associated with this match rule control. You can delete or add new match rules to the match rule control.

Match Exception Cause Type

Displays the cause for the exceptions to the rule as either Internal or External.

If Rule is True Take Action

Select the action to take during the Matching process when voucher lines are returned from executing the match rule SQL.

The list of actions available for the match rule depends on its association to the match rule type and the match actions allowed. System match rules are display only. Possible actions include:

Match: When this action is selected, voucher lines returned are matched.

Note: The system determines if the other voucher lines have any exceptions. If even a single exception exists for another voucher line, then the system applies exception as the match action for the entire voucher.

Debit Memo: When this action is selected, returned voucher lines are marked as applicable to a debit memo. The system allows this option if quantity or unit price are mismatched.

The system waits until all match rules are executed and no exceptions exist before it creates the debit memo adjustment voucher. If you override the exceptions, the system creates the debit memo during the next Matching process if no other exceptions exist.

Note: For the system to create debit memo adjustment vouchers for a supplier, you must first specify the debit memo options for supplier locations on the Debit Memo Options collapsible region on the Supplier Information - Payables Options page.

Exception: When this action is selected, returned voucher lines are marked as exceptions. Generally, this action is specified for match rules that check for inequality between the voucher and the purchase order and receiver.

Continue to Next Rule

Select the action to determine how the Matching process continues. System match rules are display only. Actions include:

Always Continue: The Matching process applies the next match rule.

Continue if False: The Matching process applies the next match rule for voucher lines not returned by executing the match rule SQL.

Continue if True: The Matching process applies the next match rule for voucher lines if returned by executing the match rule SQL.

Match Rules - Tolerances Tab

Under Amount

Specify the tolerance amount to be used in the under tolerance calculation. This field is available if the Use Tolerance at Rule Control and Amount fields are selected on the Rule Definition page.

Over Amount

Specify the tolerance amount to be used in the over tolerance calculation. This field is available if the Use Tolerance at Rule Control and Amount fields are selected on the Rule Definition page.

% Under Amount

Specify the tolerance percent for the amount to be used in the under tolerance calculation. This field is available if the Use Tolerance at Rule Control and Percent fields are selected on the Rule Definition page.

% Over Amount

Specify the tolerance percent for the amount to be used in the over tolerance calculation. This field is available if the Use Tolerance at Rule Control and Percent fields are selected on the Rule Definition page.

Related Links

"Delivered Match Rule Controls (*PeopleSoft FSCM 9.2: Payables*)"

Document Association Group Page

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

You can include or exclude the delivered document associations.

Navigation

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

Image: Document Association Group page

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

Document Association Group

Document Association Group: DEFAULT
Description: Default Association Group

Match Associations: Personalize | Find | View All | [Icons] First 1-3 of 3 Last

	Association Name	Description		
1	VP	VOUCHER-PO	+	-
2	VR	VOUCHER-RECEIVER	+	-
3	VPR	VOUCHER-PO-RECEIVER	+	-

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

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

Association Name

Displays the document association group and the sequence for processing. Options include:

VP: The system associates vouchers and purchase orders that do not require receipts.

VR: The system associates vouchers and receivers (non purchase order receipts).

VPR: The system associates vouchers, purchase orders, and receivers.

You can include or exclude the delivered document associations that are not part of the business process.

Related Links

"Understanding the Matching Engine (*PeopleSoft FSCM 9.2: Payables*)"

"Installation Options - Payables Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Document Association Rules Page

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

Navigation

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

Image: Document Association Rules page

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

Document Association Rules

SetID SHARE

Document Association STANDARD Description Standard Association Rules

Document Association Personalize Find View All First 1-6 of 6 Last

Sequence	Up	Down	Rule	Voucher	Receiver	Amount Only	User Criteria		
1			Equal	Quantity	Qty Accept	<input type="checkbox"/>	User Criteria		
2			Equal Sum	Quantity	Qty Accept	<input type="checkbox"/>	User Criteria		
3			Equal	Quantity	Qty Accept	<input type="checkbox"/>	User Criteria		
4			Equal Sum	Quantity	Qty Accept	<input type="checkbox"/>	User Criteria		
5			User Criteria	Quantity	Qty Accept	<input type="checkbox"/>	User Criteria		
6			Equal	Merch Amt	Merch Amt	<input checked="" type="checkbox"/>	User Criteria		

As part of the Matching process, the document association process associates the appropriate purchase orders and receivers to the selected vouchers. The system associates the documents using the criteria specified in Line 1. If no successful associations are found, the rules defined in Line 2 apply, and so forth, until all documents are associated.

Note: You can create new match rule controls or modify delivered match rule controls. When modifying controls and to take advantage of Life To Date voucher and schedule matching rules, you should make the Sum Up To Rule the first documentation association rule when you associate rules.



Click to move the current row up or down by one row. This action changes the processing logic sequence for associating the documents.

Rule

Select a rule to apply when associating documents. Options include:

Equal: The system selects the lines if the specified field on the source document (voucher) line matches exactly with the specified field on the association document (receiver). Only one association document line can be associated with the source document line.

Equal Sum: The system selects the lines if the specified field on the source document line equals the sum of the specified field values on the associated document line or lines. One or more association document lines can be associated with the source document line.

Select All: If any association document lines exist, the system selects the lines without comparing any rule fields.

Select If One: If only one association document line exists, the system selects the line without comparing any rule fields.

Sum Up To: If any association document lines exist, the system creates a running total of the specified field values and selects as many association document lines as necessary to equal the source document line field. The system concatenates the receiver BU, receiver ID, receiver line number, and the receiver ship sequence number and determines the minimum value and associates that receiver line to the voucher line. This process continues until the voucher line is completely associated or there are no more receipts. This may also result in a partial match of an associated document line.

User Criteria: The system selects the lines based on the user criteria defined on the Document Association Criteria page.

Voucher

Select the voucher field to be used in document association processing. Options include *Merch Amt* (merchandise amount) and *Quantity*. You should only use *Merch Amt* for amount only purchase orders.

Receiver

Select the receiver field to be used in document association processing. Options include *Merch Amt* (merchandise amount), *Qty Accept* (quantity accepted), and *Qty Recv* (quantity received). You should only use *Merch Amt* for amount only purchase orders.

Amount Only

Select to apply the document association rule to amount only purchase orders, not regular purchase orders. Select *Merch Amt* (merchandise amount) for the Voucher and Receiver fields.

User Criteria

Click to access the Document Association Criteria page where you can enter a user-defined condition statement for the row. The Matching process uses the voucher and receiver values you define to select the receipts.

This link is in bold if user criteria exists.

Related Links

"Understanding the Matching Engine (*PeopleSoft FSCM 9.2: Payables*)"

Specifying Voucher Build Criteria

To specify voucher build criteria, use the Voucher Build Criteria component (VCHR_BLD_DEFN).

This section provides an overview of how the Voucher Build process uses voucher build criteria to build voucher records from purchase orders and receivers, and discusses how to define voucher build criteria.

Pages Used to Specify Voucher Build Criteria

Page Name	Definition Name	Navigation	Usage
Voucher Build Code Definition	VCHR_BLD_DEFN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Build Criteria, Voucher Build Code Definition	Define criteria that determine how the Voucher Build process creates voucher records from purchase orders and receivers.
Voucher PO User	VCHR_PO_USER	Select the <i>User</i> or <i>View Only</i> option in the User field for a purchase order criteria row on the Voucher Build Code Definition page, and then click the User Criteria link in that row.	Enter SQL statements for the user criteria you are adding.
Override Session Default (purchase order)	VCHR_PO_CLAUSE	Click the Build Clause button in the purchase order criteria row on the Voucher Build Code Definition page.	View the complete SQL statement for a purchase order criteria row on the Voucher Build Code Definition page.
Voucher Receiver User	VCHR_RECV_USER	Select the <i>User</i> or <i>View Only</i> option in the User field for a receiver criteria row on the Voucher Build Code Definition page, and then click the User Criteria link in that row.	Enter SQL statements for the user criteria you are adding.
Override Session Default (receiver)	VCHR_RECV_CLAUSE	Click the Build Clause button in the receiver criteria row on the Voucher Build Code Definition page.	View the complete SQL statement for a receiver criteria row on the Voucher Build Code Definition page.

Related Links

"Understanding Voucher Build Processing (*PeopleSoft FSCM 9.2: Payables*)"

Understanding Voucher Build Criteria

When the Voucher Build process builds voucher records from purchase orders and receivers, it uses default processing logic to associate the voucher line information it has received with purchase orders and receivers. The process uses this association to help build the voucher from the receiver or purchase order data.

When you use the Quick Invoice Entry component (VCHR_QUICK_PNL) to enter basic voucher information for the Voucher Build process to build into voucher records, you can accept this default processing logic or specify a voucher build code that identifies special processing logic that you want the Voucher Build process to follow. These voucher build codes specify how the Voucher Build process finds matches between voucher line information and receivers or purchase orders. You define voucher build codes using the Voucher Build Criteria component.

Related Links

"Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines (PeopleSoft FSCM 9.2: Payables)"

Voucher Build Code Definition Page

Use the Voucher Build Code Definition page (VCHR_BLD_DEFN) to define criteria that determine how the Voucher Build process creates voucher records from purchase orders and receivers.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Build Criteria, Voucher Build Code Definition

Image: Voucher Build Code Definition page

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

Voucher Build Code Definition

SetID: SHARE Voucher Build Code: PO Description: Purchase Order

Long Description
Voucher Build criteria to associate the Purchase Order only data

Purchase Order Criteria

Personalize | Find | First 1-4 of 4 Last

PO Line Opt	Item Option	Qty Option	User
PO Schedule	Item Id	PO Qty	None
PO Line	Item Id	PO Qty	None
PO Schedule	None	PO Qty	None
PO Line	None	PO Qty	None

Receiver Criteria

Personalize | Find | First 1 of 1 Last

Receiver Reference	PO Line Opt	Recv Line Opt	Item Option	Qty Option	User
None	None	None	None	None	None

Note: The Voucher Build process first attempts to build the voucher using the receiver criteria you define. If the process does not find an association based upon the receiver information, then the logic proceeds to the purchase order criteria.

Note: The more specific the criteria you define, the better the system performs. If the voucher build criteria return multiple matches per voucher line, then the Voucher Build process may select and build a voucher line record from an incorrect receiver or purchase order.

Purchase Order Criteria

The Voucher Build process uses the criteria that you define in this grid to find purchase orders for building voucher records. You can define multiple rows. The system looks for purchase orders using the criteria specified in the first line. If no purchase orders are found, the system uses the criteria defined on the second line, and so forth. You can use the up and down arrows in each row to change the line order.

A purchase order schedule can be associated with only one voucher line during a single Voucher Build process instance.

PO Line Opt (purchase order line option)

Define the criteria the system uses for finding purchase orders. The available options are:

- *None*: The system skips this field.
- *PO BU*: The system uses the purchase order business unit specified on the voucher line.
- *PO ID*: The system uses the purchase order business unit and the PO ID specified on the voucher line.
- *PO Line*: The system uses the purchase order business unit, PO ID, and the purchase order line number specified on the voucher line.
- *PO Sched*: The system uses the purchase order business unit, PO ID, purchase order line number, and the purchase order schedule number.

Item Option

Define whether the system searches for purchase order schedules based on the item ID. The available options are:

Item ID: The system uses the item SetID and item ID on the voucher line.

None: The system skips this field.

Qty Option (quantity option)

Define the criteria the system uses as a basis for finding purchase orders schedules. The available options are:

None: The quantity is not used as a basis for finding purchase orders.

PO Qty: The system uses the purchase order quantity and unit of measure.

User

To define a SQL statement for finding purchase orders, select *User* or *View Only*. The User Criteria link appears. Click this link to access the Voucher PO User page, where you can enter the SQL clause for the condition you are adding.

Select *None* if you do not want to add a user-defined SQL clause.



Click this button for any row to access the Override Session Default page, where you can view the complete SQL statement for that row, including any that you added.

Receiver Criteria

The Voucher Build process uses the criteria that you define in this grid to find receivers for building voucher records. You can define multiple rows. The system looks for receivers using the criteria specified on the first line. If no receivers are found, the system uses the criteria defined on the second line, and so forth. You can use the up and down arrows in each row to change the line order.

Receiver Reference

Define the criteria the system uses for finding receivers. The available options are:

BOL (voucher bill of lading): The bill of lading on the receiver header equals the bill of lading on voucher header.

Carrier ID: The carrier ID on the voucher header equals the carrier ID on receiver header.

Invoice: The Voucher invoice number equals the receiver line Packing Slip ID.

None: The system defaults to receiver line option.

PackSlip: The voucher packing slip field equals the receiver line Packing Slip ID.

PO Line Opt (purchase order line option)

Define the criteria the system uses for finding purchase orders. The available options are:

None: The system skips this field.

PO BU: The purchasing business unit on the voucher line equals the purchasing business unit on the receiver line.

PO ID: The purchasing business unit and the PO ID on the voucher line equals the purchasing business unit and PO ID on the receiver line.

PO Line: The purchasing business unit, PO ID, and the purchase order line number on the voucher line equals the purchasing business unit, PO ID, and the purchase order line number on the receiver line.

PO Sched: The purchasing business unit, PO ID, purchase order line number, and the purchase order schedule on the voucher line equals the purchasing business unit, PO ID, purchase order line number and the purchase order schedule number on the receiver line.

Recv Line Opt (receiver line option)


Define the criteria the system uses as a basis for finding receivers:

- *None*: The system skips this field.
- *Recv BU*: The system uses the receiver business unit on the voucher line.
- *Recv ID*: The system uses the receiver business unit and the receiver ID on the voucher line.
- *Recv Sched*: The system uses the receiver business unit, receiver ID and the receiver line number.

Item Option

Define whether the system searches for receivers based on the item ID. The available options are:

Item ID: The Item setID and the Item ID on the voucher line are used as a basis for finding receivers.

<p>Qty Option (quantity option)</p> <p><i>None:</i> The system skips the Item ID field.</p> <p>Define how the system finds receivers based upon quantities. The available options are:</p> <p><i>Accepted:</i> The accepted quantity on the receiver in the supplier's unit of measure.</p> <p><i>None:</i> The system skips this field.</p> <p><i>Receipt:</i> The quantity on the receiver in the supplier's unit of measure.</p>	
<p>User</p> <p>To define a SQL statement for finding receivers, select <i>User</i> or <i>View Only</i>. The User Criteria link appears. Click this link to access the Voucher Receiver User page, where you can enter the SQL clause for the condition you are adding.</p> <p>Select <i>None</i> if you do not want to add a user-defined SQL clause.</p> <p></p> <p>Click the Build Criteria button for any row to access the Invoice Details page, where you can view the complete SQL statement for that row, including any that you added.</p>	

Defining Voucher Session Defaults

Session defaults are available for the *Journal Voucher*, *Regular Voucher*, *Single Payment Voucher*, and *Template Voucher* styles in the Voucher or Quick Invoice Entry components. These defaults override the defaults that the system applies using the PeopleSoft Payables control hierarchy. Users can select these predefined session defaults or create ad hoc session is provided by default from the Voucher or Quick Invoice Entry components.

To define voucher session defaults, use the Session Defaults component (AP_SESSION_DEFAULT).

This section discusses how to enter session defaults.

Page Used to Define Voucher Session Defaults

Page Name	Definition Name	Navigation	Usage
Session Defaults	AP_VCHR_DFLT_PG	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Session Defaults	Enter voucher defaults for a predefined session default that the users can select from the Voucher or Quick Invoice Entry components. These defaults override the values that the system applies using the PeopleSoft Payables control hierarchy.

Session Defaults Page

Use the Session Defaults page (AP_VCHR_DFLT_PG) to enter voucher defaults for a predefined session default that the users can select from the Voucher or Quick Invoice Entry components.

These defaults override the values that the system applies using the PeopleSoft Payables control hierarchy.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Session Defaults

Image: Session Defaults page

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

You can create session defaults for all users, user roles, or specific users. On the add search page, when you select *Primary Permission List* as the Session Default Type, you need to specify a primary permission list. When you select *User ID*, you need to specify a user ID.

Estimated No. of Invoice Lines (estimated number of invoice lines) and Estimated No. of Distribution Lines (estimated number of distribution lines)

Enter the number of invoice lines and distribution lines to appear as default on the voucher.

Active Flag

Select to use during voucher entry from the Voucher or Quick Invoice Entry components. This session default is not available if you do not select this check box.

Business Unit

Enter a PeopleSoft Payables business unit and rate type to appear as defaults for the voucher session.

Supplier Detail

Enter a supplier ID, address sequence number, supplier location, and currency code to appear as defaults for the voucher session.

Invoice Defaults

Enter an accounting date, origin, and control group ID to appear as defaults for the voucher session.

For Quick Invoice Only

The options in this group box are applicable to quick invoices only.

Terms

Enter the payment terms default for this session.

QI Template (quick invoice template)

Select the worksheet that is the default for this session. Options are:

- *Complete*: Establish the Quick Invoice complete worksheet page as the default. On this page, you can copy purchase orders and receivers and specify more voucher details.
- *Simple*: Establish the Quick Invoice simple worksheet page as the default. On this page, you can quickly enter basic voucher information.

Template

Enter the accounting entry template default for this session.

Build Code

Enter the voucher build code for the session.

PO Unit (purchase order business unit) and Recv Unit (receiver business unit)

Enter a default PO business unit or receiver business unit (or both). The Voucher Build process uses this information, along with appropriate PO or receiver information that you enter on the voucher lines, to locate the purchase order or receiver lines and build the voucher and distribution lines from them.

Note: For quick invoice entry, this functionality applies to the complete worksheet only.

Select how to display the following options on the Quick Invoice Entry component. Values are *Display*, *Gray*, and *Hide* for these options:

PO Options (purchase order options) Controls display of all purchase order-related fields. This option only applies to quick invoices using the complete template.

Receiver Options (receiver options) Controls display of all receiver-related fields. This option only applies to quick invoices using the complete template.

Non- Merchandise Charges

Select how to display the following options on the Voucher or Quick Invoice Entry components. Values are *Display*, *Gray*, and *Hide* for these options:

Misc Options (miscellaneous charge options)	Controls display of miscellaneous amount and miscellaneous charge code fields.
Frght Options (freight charge options)	Controls display of freight amount and freight charge code fields.
Sales Tax Opt (sales tax charge options)	Controls display of sales tax amount, sales tax charge code fields, tax exempt fields.
VAT Amt Opt (VAT amount options)	Controls display of VAT amount and VAT Apport CF (VAT apportionment ChartField) fields.

Distribution

Enter default general ledger and project ChartField values in this region.

Important! Chartfields that appear here depend on how you configure them to display on the Standard Chartfield Configuration page.

See "Standard ChartField Configuration Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

Defining Document Tolerances

To define document tolerances, use the Document Tolerance Definition component (DOC_TOL_DEFN).

This section provides an overview of document tolerance checking setup and discusses how to define document tolerances.

Page Used to Define Document Tolerances

Page Name	Definition Name	Navigation	Usage
Document Tolerance Definition	DOC_TOL_DEFN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Document Tolerance Definition, Document Tolerance Definition	Define document tolerances.

Understanding Document Tolerance Checking Setup

The Document Tolerance Checking Application Engine process (FS_DOC_TOL) enables you to edit tolerances between predecessor documents and successor documents—that is, between requisitions and purchase orders in PeopleSoft Purchasing and between purchase orders and vouchers in PeopleSoft Payables—before you run the Commitment Control Budget Processor Application Engine process (FS_BP). The Document Tolerance Checking process validates that each distribution line amount on a document differs by no more than a predefined percentage (or fixed amount, depending on the setup) from the associated distribution line amount on its predecessor document.

To set up document tolerance checking:

1. Enable document tolerance checking by selecting the Enable Document Tolerance option on the Installation Options - Overall page and entering the ChartField whose values you use for setting up document tolerances.

The default ChartField is *Fund Code*.

2. (Optional) Require documents be approved before running the Document Tolerance Checking process on them by selecting the Document Approval Required option on the Installation Options - Overall page.
3. (Optional) Set up document tolerance exception override authorization for users on the Define User Preferences - Procurement - Document Tolerance Exceptions Override Authorizations page.
4. Define document tolerances by SetID and ChartField value on the Document Tolerance Definition page.
5. Enable document tolerance checking for the general ledger business unit shared by the purchasing and accounts payables business units by selecting the Enable Document Tolerance option on the Procurement Controls - General Controls page.

Related Links

"Setting Up Cross-Application Installation Options (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"User Preferences - Document Tolerance Exceptions Override Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Understanding Document Tolerances (*PeopleSoft FSCM 9.2: Payables*)"

"Procurement Control - General Controls Page (*PeopleSoft FSCM 9.2: Payables*)"

Document Tolerance Definition Page

Use the Document Tolerance Definition page (DOC_TOL_DEFN) to define document tolerances.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Document Tolerance Definition, Document Tolerance Definition

Image: Document Tolerance Definition page

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

Document Tolerance Definition

*SetID *ChartField *ChartField Value

Tolerance Definition Find | View All First 1 of 1 Last

*Effective Date *Status

Tolerances to Apply		
When Encumbrance exceeds Pre-encumbrance	Percent <input type="text" value="0.00"/>	Amount <input type="text" value="0.00"/>
When Expenditure exceeds Encumbrance	Percent <input type="text" value="0.00"/>	Amount <input type="text" value="0.00"/>

Select a SetID, ChartField, and ChartField value, and click the Get Tolerance Definition button to display the Tolerance Definition group box.

Apply these tolerances:

When Encumbrance Exceeds Pre-encumbrance

Enter the percentage and amount that the Document Tolerance Checking process uses to determine if a purchase order that exceeds a requisition fails document tolerance checking.

When Expenditure Exceeds Encumbrance

Enter the percentage and amount that the Document Tolerance Checking process uses to determine if a voucher that exceeds a purchase order fails document tolerance checking.

Note: The system uses the lower value (either the percentage or amount) to calculate the tolerance. If you enter 0.00 in the Percent or Amount fields, the system calculates a zero tolerance, and the successor document must equal the predecessor document to pass document tolerance checking.

Using Online Supplier Registration

Understanding Online Supplier Registration

PeopleSoft provides a standardized online supplier registration system, also known as supplier onboarding, across Source to Settle applications. Supplier Onboarding offers a framework for implementing the online system and managing supplier and bidder information and requests.

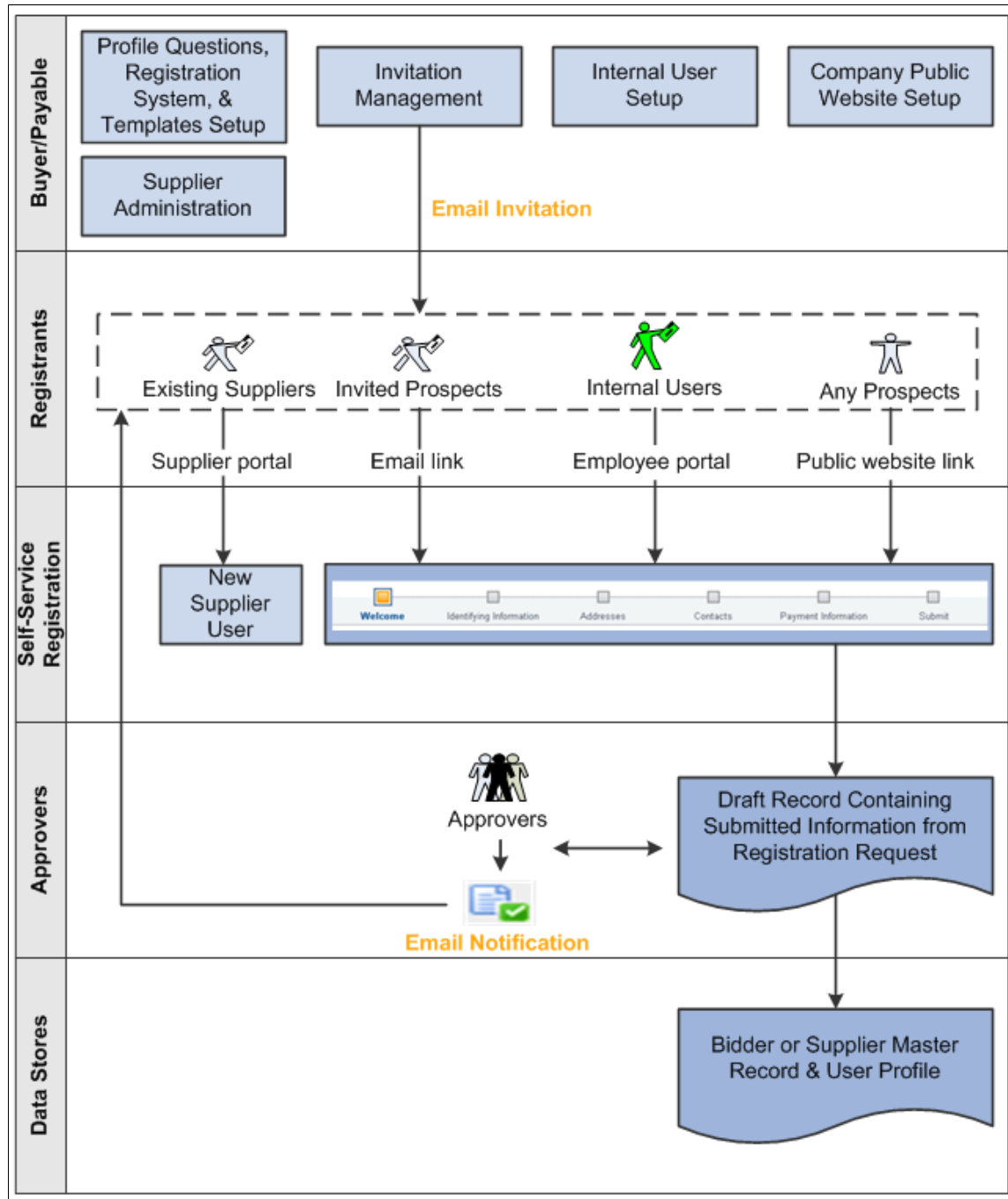
To upgrade existing bidder and user registration setups into 9.2 registration templates, see Upgrade documentation. Existing self-service functionality delivered prior to 9.2 that allows suppliers to maintain addresses, contacts, and other company profile information is still available in PeopleSoft 9.2. Users may continue accessing these components if they have appropriate access rights.

See the product documentation for *PeopleSoft Financials/Supply Chain Management 9.1 to 9.2 Upgrade*.

This diagram illustrates an overview of the online supplier registration process:

Image: Online Supplier Registration Process

The online supplier registration process includes maintenance and invitations that go out to registrants, including existing suppliers, invited prospects, and internal users. Registrants access the self-service registration through the supplier portal, employee portal, a public website, or a URL in an email invitation, depending on the registration usage and setup. The system includes email notifications and approvals.



Implementing Online Supplier Registration

PeopleSoft's Supplier Onboarding is a self-service web application designed to provide suppliers, prospective suppliers, or internal users acting on their behalf with configurable, online access to registration functionality and provides a framework for supplier onboarding in these PeopleSoft Source to Settle applications:

- eSettlements
- eSupplier Connection
- Payables
- Services Procurement
- Strategic Sourcing
- Purchasing
- eProcurement

Existing suppliers can access Supplier Onboarding's online registration pages to add new user accounts. And prospective suppliers can register online as new bidders or new suppliers using pages customized to collect comprehensive bidder or supplier data. External access to online registration pages can be set up to be public or by email invitation only.

Depending on the approval rules settings, new registration requests or new user account requests may be routed for approval using Approval Framework. In addition, registration instructions and duplicate checking options defined at the system level can also be overridden by definitions at the template level for a specific registration use.

System setup also includes establishing a master set of profile questions, which can be selected and associated with individual registration templates, for use with online registration for new suppliers or new bidders. Profile questions are configurable attributes for capturing additional information during the registration process.

Defining Online Registration Options

Prepare to implement online registration by setting up or defining the following registration infrastructure:

- Define master profile questions.
- Establish the terms and conditions.

Pages Used to Set Up Online Supplier Registration

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Profile Questions	SUP_PROFILE_QST	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Profile Questions, Profile Questions	Create a master list of profile questions to gather supplemental supplier data.
Profile Question List Items	SUP_PROFQS_LST_SEC	Click the List Item icon associated with a Question ID on the Profile Questions page.	Set up the values from which the user selects a response from the provided choices.
Profile Questions Attachments	SUP_PROFQS_ATH_SEC	Click the Attachment User Access icon associated with a Question ID on the Profile Questions page.	Provide user access to view or add attachments.
Define Terms & Conditions	AUC_TERMS_PG	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Define Terms and Conditions, Define Terms & Conditions	Add official legal verbiage for registration terms and conditions.

Defining Master Profile Questions

PeopleSoft Supplier Onboarding provides a Profile Questions component for users to define a master set of the profile questions used to collect additional supplier attributes. The system supports one master set of profile questions that can flow easily from the onboarding process to the supplier master record for all suppliers.

When defining a registration template, you can configure a subset of the questions from the master set for use during the online registration process. You can remove profile questions from the registration templates at any time; however, you cannot delete profile questions from the master set if they are currently referenced by any registration templates, registration requests, or supplier master records. There are no restrictions on adding new system profile questions, and the system can accommodate up to 9,999 questions.

The Profile Questions component provides the framework for supporting additional supplier attributes both during and after the Supplier Onboarding process, including supplier maintenance. For example, when adding a new supplier record, internal users can answer the profile questions selected in registration template. When updating a supplier record, internal users can include any new questions in the master set that were not answered during the original supplier registration.

Profile Questions Page

Use the Profile Questions page (EP_SUP_PROFILE_QST) to set up a master list of profile questions from which you can choose when creating templates for online registration of new suppliers or new bidders.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Profile Questions, Profile Questions

Image: Profile Questions page

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

*Question ID	*Display Order	*Applicable for	*Question Type	*Question	Required		
START DATE	10	Both	Date	When was your company established?	<input type="checkbox"/>		+ -
ANNUAL REV	20	Both	Monetary	What is your company's annual revenue?	<input type="checkbox"/>		+ -
NBR EMPL	30	Both	List	How many employees does your company have?	<input type="checkbox"/>		+ -
ISO	40	Both	Yes/No	Is your company ISO certified?	<input type="checkbox"/>		+ -
ISO CERT	50	Both	Attachment	If your company is ISO certified, please attach ISO	<input type="checkbox"/>		+ -
LOCAL MFG	60	Both	Yes/No	Are your products manufactured locally?	<input type="checkbox"/>		+ -
GREEN PLCY	70	Both	Text	What is your policy for recycled materials?	<input type="checkbox"/>		+ -
REFERENCES	80	Both	Text	Please provide 5 references	<input type="checkbox"/>		+ -

Save

Question ID

Enter an intuitive ID for each profile question.

Display Order

Define the display order of the profile questions.

Applicable for

Select *Both*, *Business*, or *Individual*.

Determines whether a profile question is applicable to an individual entity, a Business Entity, or both individual and business entities during the registration process.

Question Type

Select from the following question types for each question ID:

- Attachment – Indicate a request for supporting documentation. You can set up security options using the Attachment User Access icon.
- Date – Use for questions answered using a date format.
- List – Use for questions that require only one selection from a list.
- Monetary – Use for questions answered using a currency format.
- Multi-select list – Use for questions that can have multiple selections from a list.
- Numeric – Use for questions answered with a number.
- Text – Use for requests for information that users answer in free-form text. Spell check functionality is provided until the registration request has been submitted.

- Yes/No – Use for questions answered by selecting yes or no from a drop-down list.

Question

Enter the profile question or request for information, depending on the question type. Click the spell check icon to help identify any misspellings.

Required

Select this check box to designate the profile question as required or deselect to indicate optional entry during the registration process. That is, when you select Required for a profile question that is subsequently included in the registration template, registrants must provide an answer.



(List Item icon)

Click this icon, which appears only when you set up a List question type, to access the Profile Question List Items page, where you set up the values from which the user selects a response.



(Attachment User Access icon)

Click this icon, which appears only when you set up an Attachment question type, to access the Profile Questions Attachments page, where you can set up security options for the attachment.

Profile Question List Items Page

Use the Profile Question List Items page (SUP_PROFQS_LST_SEC) to set up the values from which the user selects a response from the provided choices.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Profile Questions, Profile Questions



Click the List Item icon associated with a Question ID on the Profile Questions page.











Image: Profile Question List Items page

This example illustrates the fields and controls on the Profile Question List Items page.

Profile Question List Items

Question ID NBR EMPL Question Type List

List Items Personalize | Find | View All |   First 1-5 of 5 Last

List Line Number	List Item		
1	Less than 200		
2	200 to 499		
3	500 to 999		
4	1000 to 4999		
5	Greater than 5000		

OK Cancel

Enter values for each list item line.

Profile Questions Attachments Page

Use the Profile Questions Attachments page (SUP_PROFQS_ATH_SEC) to provide user access to view or add attachments.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Profile Questions, Profile Questions

Click the Attachment User Access icon associated with a Question ID on the Profile Questions page.

Image: Profile Questions Attachments page

This example illustrates the fields and controls on the Profile Questions Attachments page. You can find definitions for the fields and controls later on this page.

Profile Questions Attachments

Question ID ISO CERT Question Type Attachment

☒ All Users Can Access

Filter Security Personalize | Find | View All | First 1 of 1 Last

*Permission Type	User/Role/Permission List	Upload	View	Delete
Permission List		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel

All Users Can Access

Select this check box to grant access to all users. If you would like to restrict access to profile question attachments by permission lists, roles, or user IDs, deselect this check box and add permission attributes in the Filter Security grid.

Permission Type and User/Role/Permission List

Indicates the type of security for profile question attachments.

Upload, View, and Delete

Select the type of controlled access available for the permission type.

Note: A user's controlled access rights to the attachment are the sum of all the access rights of the matching user/permissions/roles for which the user is eligible.

Defining Terms and Conditions for Supplier Registration

The terms and conditions that appear during supplier registration default from the terms and conditions defined for the supplier SetID, unless overridden by the registration template. That is, the terms and conditions of the supplier SetID with an Active status and current effective date will be displayed. Registrants must accept the terms fully before they can submit their new account request.

Define Terms & Conditions Page

Use the Define Terms & Conditions page (AUC_TERMS_PG) to add official legal verbiage for registration terms and conditions to appear on online registration pages using this template.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Define Terms and Conditions, Define Terms & Conditions

Image: Define Terms & Conditions page

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

Define Terms & Conditions

SetID: SHARE

Sections Find | View 1 First 1-3 of 3 Last

Section ID: 1 Description: Overview

Terms and Conditions Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

Message Text
The services provided through this Website and the use of the Website are governed by these Terms and Conditions. By accessing or using the services or the website or by registering as either a buyer or a seller, you agree that (1) you have read and familiarized yourself with the Terms and Conditions, (2) you understand the Terms and Conditions, and (3) you are bound by the Terms and Conditions in your use of the services or the Website. The Terms and Conditions, together with any additional terms and conditions specific to a particular event, constitute the entire agreement and supersede and replace any and all prior agreements between the parties regarding such subject matter.

Section ID: 2 Description: Registration

Terms and Conditions Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

Message Text
Registration and Eligibility. The services and the website are only available to persons with the legal capacity to enter into this agreement. This organization may, at its sole and absolute discretion, refuse to accept a person's (or entity's) registration and may at any time after accepting registration, refuse to permit a person's (or entity's) continuing use of the services and the Website for any reason.

Section ID: 3 Description: Terms and Conditions

Terms and Conditions Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

Message Text
Changes to Services, Website and Terms and Conditions. User acknowledges and agrees that this organization may change, modify, amend, suspend or discontinue any aspect of the services or the Website, at any time, without notice and without liability to user or to any third party. Further, user acknowledges and agrees that the organization may amend any or all of the Terms and Conditions at any time without notice. Any amendment of the Terms and Conditions will be reflected on the WebSite. User is encouraged to periodically review the Terms and Conditions posted on the Website. Use of the services and the website constitutes acceptance of the Terms and Conditions, including any amendments thereto.

Section ID and Description

Add sections as needed, and enter a description that will appear online as a subheading in the published Terms and Conditions, on the registration request submission page.

Effective Date	Enter an effective date for each section.
Status	Choose <i>Active</i> or <i>Inactive</i> .
Message Text	Enter the specific terms and conditions that pertain to this supplier SetID.

Setting Up the Online Registration System

This topic covers how to set up system-level options, including enabling approvals and duplicate supplier checking, and setting up reason codes.

Pages Used to Define Supplier Registration Options

Page Name	Definition Name	Navigation	Usage
Supplier Registration System Setup	SUP_INSTALL_OPT_PG	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration System Setup, Supplier Registration System Setup	Select system-level options for supplier registration.
Auto Numbering By Installation	AUTO_NUM_INSTALL	Click the Registration ID Auto Numbering link on the Supplier Registration System Setup page.	Set up automatic numbering for system-created registration IDs.
Supplier Registration – Registration Template Overridden by User Profile	OPR_DEF_TBL_OB	Click the Overridden by User Profile link on the Supplier Registration System Setup page.	Identify permission overrides for user access to registration templates.

Using Duplicate Supplier Checking

In order to perform the preliminary duplicate checking, you must enable duplicate checking at the system level, and at the template level, the type of identification number must be selected and set as a required entry. As soon as registrants add identifying information into the online system, Supplier Onboarding runs PeopleSoft Financial's Duplicate Supplier Checking process and immediately alerts registrants when duplicates are found. The system offers the registrant several options for proceeding. After the registrant has saved and submitted the new registration request, the Financial Sanction Validation functionality checks OFAC so that this information is visible to approvers along with the registration request.

For more information, see [Duplicate Supplier Checking](#).

See also [Understanding Financial Sanctions Validation](#).

Supplier Registration System Setup Page

Use the Supplier Registration System Setup page (SUP_INSTALL_OPT_PG) to select system-level options for supplier registration.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration System Setup, Supplier Registration System Setup

Image: Supplier Registration System Setup page

This example illustrates the fields and controls on the Supplier Registration System Setup page. You can find definitions for the fields and controls later on this page.

Supplier Registration System Setup

Registration Options

*Check Duplicate IDs Warning Registration ID Auto Numbering

☒ Enable Invitation Activity Log

☒ System Generates User Password

Select if approvals are required for

☒ Registering Prospective Suppliers as Bidders

☒ Registering Prospective Suppliers as New Suppliers

☒ Creating New User Accounts for an Existing Supplier

Default Registration Instructions

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please call the application processing service center at:

Reason Codes

Reason Type	*Reason Code Required	Comments Required
1 Deny Registration	Optional	<input type="checkbox"/>
2 Change Registration Data	Optional	<input type="checkbox"/>
3 Request Additional Information	Optional	<input type="checkbox"/>

Registration Templates

Overridden by User Profile

Internal User

Registration Usage	Registration Template ID
1 Register New Bidders	BIDDER
2 Register New Suppliers	SUPPLIER
3 Register New User Accounts	USER

External User

Registration Usage	Registration Template ID
1 Register New Bidders	BIDDER
2 Register New Suppliers	SUPPLIER
3 Register New User Accounts	USER

Registration Options

Duplicate Supplier Checking	Select from Do Not Check, Reject, or Warning.
Registration ID Auto Numbering	Click this link to access the Auto Numbering By Installation page.
Enable Invitation Activity Log	Select this check box to collect invitation activity in a log.
System Generates User Password	Select this check box to create system-generated passwords for contacts set up during registration to use when they are approved as a user.
Select if approvals are required for	<p>Select the registration usages for which you want to require an approval process:</p> <ul style="list-style-type: none"> • Registering Prospective Suppliers as Bidders • Registering Prospective Suppliers as New Suppliers • Creating New User Accounts for an Existing Supplier <p>For more information about configuring approvals and to set up approval rules and approvers, see the product documentation for PeopleSoft Approval Framework.</p>

Default Registration Instructions

Default Registration Instructions	<p>Enter free-form text with instructions for self-registration.</p> <p>The registration instructions appear on the first online registration page, Welcome, under the Application Instructions section. The invitation email template may also be designed to include the registration instructions in the invitation email letter.</p> <p>PeopleSoft's Supplier Onboarding provides sample registration instructions, which contain information about registering as well as a contact person's phone number and email address, in case questions arise during registration.</p>
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Reason Codes

Reason Type	<p>Displays these reason types delivered as system data:</p> <ul style="list-style-type: none"> • Deny Registration – Approver rejects a request. • Change Registration Data – Registrant has provided more information and resubmitted the registration request. • Request Additional Information - Approver requests registrant for more information.
Reason Code Required	Choose from None, Optional, or Required.

Comments Required

Select this check box to require comments for this reason type in addition to selection of a reason code.

Internal User Registration Templates**Registration Usage**

Shows the type of registration usage that corresponds to the specified registration template ID.

Registration Template ID

Specify the registration templates of the applicable registration usages for internal user registrants. This setup may be overridden at the user preferences level by clicking on the Overridden by User Profile link.

Overridden by User Profile

Click this link to access the Procurement User Preferences component for Supplier Onboarding, where you can define the default user operator for registration templates.

Public User Registration Templates**Registration Usage**

Shows the type of registration usage that corresponds to the specified registration template ID.

Registration Template ID

Specify the registration templates of the applicable registration usages for public access through a URL.

See also [Setting Up Public Access to Supplier Registration](#).

Supplier Registration – Registration Template Overridden by User Profile Page

Use the Supplier Registration – Registration Template Overridden by User Profile page (OPR_DEF_TBL_OB) to identify permission overrides for user access to registration templates.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration System Setup, Supplier Registration System Setup

Click the Overridden by User Profile link on the Supplier Registration System Setup page.

Image: Supplier Registration – Registration Template Overridden by User Profile page

This example illustrates the fields and controls on the Supplier Registration – Registration Template Overridden by User Profile page.

Supplier Registration

Registration Template Overridden by User Profile Find | View 1 First 1-2 of 2 Last

*User ID Description: Theresa Monroe

Options

Registration Template		*Registration Template ID
1	Register New Bidders	BIDDER

*User ID Description: Kenneth Schumacher

Options

Registration Template		*Registration Template ID
1		

OK Cancel

User ID

Enter a user ID.

Options

Choose from these options:

- *Default from higher level*
- *Specify at this level*

Registration Usage

Select from system-delivered registration usages:

- *Register New Bidders*
- *Register New Suppliers*
- *Register New User Accounts*

Registration Template ID

Select a registration template from available templates created for the corresponding registration usage.

Creating Templates for Online Registration

This topic includes how to do the following:

- Create registration templates that can be used to selectively capture supplier attributes and supplier profile information, and customize registration instructions and terms and conditions at the template level.
- Configure registration-related email templates.

Pages Used to Create Templates for Online Registration

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Registration Template Setup - General	SUP_REG_TEMPL_GEN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration Template Setup, General	Identify registration template usage and general options.
Registration Template Setup - Attributes	SUP_REG_TEMPL_ATT	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration Template Setup, Attributes	Determine supplier or bidder attributes to appear in online registration pages.
Registration Template Setup - Instructions	SUP_REG_TEMPL_INST	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration Template Setup, Instructions	Provide instructions for suppliers or bidders registering online.
Registration Template Setup – Profile Questions	SUP_REG_TEMPL_PQST	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration Template Setup, Profile Questions	Select profile questions from the system-level master set to use on a designated registration template.

Creating Registration Templates

Online registration pages reflect the fields and information that has been defined in a registration template, based on one of three usages: registering new suppliers, registering new bidders, or creating a new user account for existing suppliers.

You must enable and/or configure supplier attributes in the registration templates and at the system level in order to capture the information during self-registration. For example, an online registration page may contain only one type of information, which if not enabled at the template or system level, will not appear on that particular online registration page.

Resulting online registration might look like the following examples, depending on system and template setup for supplier onboarding. The horizontal navigation, commonly known as train stops, guides the registrant through each page with fields designed to collect information defined on the registration template.

Registration Template Setup Pages for New Suppliers and New Bidders

The system uses the same pages to set up registration templates for new suppliers and new bidders. Select *Register New Suppliers* or *Register New Bidders*, respectively, in the Registration Usage field on the Registration Template Setup search page.

General Page

Use the Registration Template Setup - General page (SUP_REG_TEMPL_GEN) to set up templates for online registration of new suppliers or new bidders.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration Template Setup, General

Image: Registration Template Setup - General page for registering new suppliers

This example illustrates the fields and controls on the Registration Template Setup - General page for registering new suppliers.

General	Attributes	Instructions	Profile Questions
Registration Template ID SUPPLIER		Registration Usage Register New Suppliers	
General Settings ?			
Description <input type="text" value="Supplier Registration"/>			
*Default SetID <input type="text" value="SHARE"/>			
Country <input type="text" value="USA"/> United States			
Currency Code <input type="text" value="USD"/>			
*Check Duplicate IDs <input type="text" value="Warning"/>			
<input checked="" type="checkbox"/> Enable Save for Later			
Access Code ?			
Access Code <input type="text" value="SUPPLIER"/>		Generate Randomized Code	
Expiration Date <input type="text" value="01/01/3010"/>			
<hr/>			
Template User ID <input type="text" value="DKING"/>			
View Associated Roles		View Associated Pages	
Categorization ?			
Tree SetID <input type="text" value="SHARE"/>			
Tree ID <input type="text" value="0308280839220"/>			
Edit Category Trees			
Email Templates ?			
Invitation <input type="text"/>			
Duplicate Check Failed <input type="text"/>			
Save for Later <input type="text"/>			
Contact Us <input type="text"/>			
Contact User ID <input type="text"/>			

Set up general settings for this registration template.

Description	Enter a unique description for this template (including any hints regarding the particular configuration of this template and registration usage, for example).
Default SetID	Enter the default SetID for new suppliers created using this template.
Country	Enter the default country code for new suppliers created using this template. This field uses ANSI Standard codes.
Currency Code	Enter the default currency code for new suppliers created using this template. This field uses ANSI Standard codes.
Check Duplicate IDs	<p>Select from <i>Do Not Check</i>, <i>Reject</i>, or <i>Warning</i>.</p> <p>The system performs duplicate checking against the Standard ID Qualifier types selected on the Registration Template Setup - Attributes page. Select an email template for Duplicate Check Failed in the Email Templates group box.</p> <p>See also Entering Supplier Identifying Information.</p> <p>When a duplicate ID is found and duplicate checking is enabled, the system returns this page: Duplicate Information Page.</p>
Enable Save for Later	Select this check box to allow registrants to stop the registration process and save their answers to access at a later time.
Create access code and user settings using these fields.	
Access Code	<p>Enter a code or click the Generate Randomized Code link to immediately populate the Access Code field with a system-generated code. The default is a blank field, but you must enter a code for the authentication process to work.</p> <p>If an access code is used, it will appear on the email invitations to register online based on this template ID.</p>
Generate Randomized Code	Click this link to immediately populate the Access Code field with a system-generated code.
Expiration Date	Enter a future date on which you want the access code for self-registration to expire. The system prohibits registrants from starting or resuming registration if the expiration date has been reached. If you do not want the access code to expire, accept the default date, 01/01/3010, or delete the date so that the field is empty.
Template User ID	Enter a user ID or click the lookup prompt to choose a user ID from the list. New accounts created based on this template ID will inherit the roles and permissions from this user ID.
View Associated Roles	Click this link to access a table of user roles associated with this user ID, including the role name and description.

View Associated Pages

Click this link to access a table of permission lists associated with this user ID, including the permission list name and description.

Associate a categorization tree with this registration template.

Tree SetID

Add a categorization tree SetID

Tree ID

Enter the tree ID.

Edit Category Trees

Click this link to access the Maintain Categorization Trees page, where you can create a new categorization tree or maintain existing categorization trees.

Enter values in these fields to associate this registration template with the email templates and notifications.

See also "Understanding Notification Setup (*PeopleSoft 9.2: Events and Notifications Framework*)".

Invitation

Select the default email template for email invitations based on this registration template usage.

Duplicate Check Failed

Select the default email template for notifying registrants of duplicate supplier IDs based on this registration template usage.

Save for Later

Select the default email template for sending out a reminder regarding a pending registration request, based on this registration template usage.

Contact Us

Select the default template that registrants see when they click the Contact Us link. This template is used with duplicate ID checking. See the documentation for the Contact Us page accessed through the [Duplicate Information Page](#).

Contact User ID

Select the user ID of the person who will receive the email messages sent from the Contact Us page.

Attributes Page

Use the Registration Template Setup - Attributes page (SUP_REG_TEMPL_ATT) to set up templates for online registration of new suppliers and new bidders.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration Template Setup, Attributes

Image: Registration Template Setup - Attributes page for registering new suppliers

This example illustrates the fields and controls on the Registration Template Setup - Attributes page for registering new suppliers. You can find definitions for the fields and controls later on this page.

General
Attributes
Instructions
Profile Questions

Registration Template ID SUPPLIER
Registration Usage
Register New Suppliers

Supplier Classification and Additional Information

☒ Enable SIC Codes
SIC Code Type US SIC Codes

☐ VAT Processing Enabled

☒ Enable Additional Reporting

ID Numbers
View All
First
1 of 1
Last

Standard ID Qualifier	Required		
1 Tax Identification Number	<input checked="" type="checkbox"/>	+	-

Supplier Header Information

Attribute Description	Data Entry Option	Required
Attachments	Allow User Entry	<input type="checkbox"/>
Classification	Do Not Display	<input type="checkbox"/>
Logos	Do Not Display	<input type="checkbox"/>
Additional Name	Do Not Display	<input type="checkbox"/>

Supplier Location Information

Attribute Description	Data Entry Option	Required
Attachment	Do Not Display	<input type="checkbox"/>
Bank Account Options	Do Not Display	<input type="checkbox"/>
Comments	Do Not Display	<input type="checkbox"/>
Additional ID Numbers	Do Not Display	<input type="checkbox"/>
Payment Notifications	Do Not Display	<input type="checkbox"/>
Payment Terms, Invoice and Remit Addresses	Do Not Display	<input type="checkbox"/>
SIC Codes	Do Not Display	<input type="checkbox"/>
Withholding Information	Do Not Display	<input type="checkbox"/>

Enter values for supplier classification and additional information.

Enable SIC Codes

Select this check box to enable SIC code functionality on the registration template, which indicates you will collect this information during online registration.

SIC Code Type

Select from the following options, after you enable SIC Codes:

- Australia-New Zealand SIC Code
- Canadian NAICS Codes
- French SIC Codes
- German SIC Codes
- NAICS Exception Codes
- Primary NAICS Codes
- UK 92 SIC Codes
- US – NAICS Codes
- US SIC Codes

The codes available to choose from during online registration depend on the code types you set up on this registration template.

VAT Processing Enabled

Select this check box to enable VAT processing.

Enable Additional Reporting

Select this check box to enable Federal Procurement Data Systems reporting. See the Profile Questions at the template level.

Additional Reporting Elements include these:

- HUB Zone Program
- Size of Small Business
- Veteran-Owned Small Business
- Small Disadvantaged Business Program
- Other Preference Programs
- Veteran (Yes/No)
- Disabled (Yes/No)
- Woman-Owned Business (Yes/No)

Emerging Small Business (Yes/No)

Enter ID Numbers.

Standard ID Qualifier

Select the type of standard ID qualifiers you would like to use to identify the registrant:

- BEI Identifier
- Business Types
- Comp Tax Reg Number – Brazil
- Company Identification Number
- Company Number – Australia
- Creditor Identification
- DODAAC Code
- DUNS Number (No Edit), DUNS Number (With Edit), DUNS+4 Suffix
- Employer ID Number
- Fiscal ID – Company – Italy or Fiscal ID – Indiv – Italy
- Fiscal ID Number – Spain
- Global Location Number
- Ind Tax Reg Number – Brazil
- Legal Entity Registration Num
- Municipal Reg Number – Brazil
- NIC Number – France
- Public Service Codes
- SBA Business Types
- SIREN Number – France or SIRET Number – France
- Social Security Number
- State Reg Number – Brazil
- W2 Identification Number
- Tax Identification Number

Required

Select the check box for each type of standard ID qualifier that you want to make required entry. At least one standard ID qualifier must be marked as required.

Enter supplier header information.

Attribute Description

Configure each of the following attributes on this registration template for new bidders or new suppliers:

- Attachments - Enable attachments as a means of capturing additional information about the supplier without

maintaining paper files. A variety of documents can be uploaded and viewed, including Microsoft Word and portable document format (PDF) files, as well as Microsoft Excel, PowerPoint, and Access files.

- **Classification** - Captures the type of supplier. Supplier classifications include these: *Attorney*, *Employee*, *HCM* (PeopleSoft Human Capital Management), or *Supplier*. See also [Entering Supplier Identifying Information](#).
- **Logos** - Allows new suppliers to add company logos during the registration process.
- **Additional Name** - Capture a secondary or alias company name.

Data Entry Option

Select *Allow User Entry* or *Do Not Display* for each attribute.

Required

Select this check box to require entry for an attribute during registration. This field is available only when the Data Entry Option is *Allow User Entry*.

Enter supplier location information.

Note: if no attributes are selected for this section, the system hides the Payment Information page in the online registration pages. See [Registering Online](#).

Attribute Description

Configure each of the following attributes on this registration template for new bidders or new suppliers:

- **Attachment**
- **Bank Account Options** - The supplier banking information includes high-level bank and account information, which is stored with the new registration record. Suppliers can access the data later to maintain current banking information, if needed.
- **Comments**
- **Additional ID Numbers**
- **Payment Notifications**
- **Payment Terms, Invoice, and Remit Addresses**
- **SIC Codes**
- **Withholding Information**

Data Entry Option

Select *Allow User Entry* or *Do Not Display* for each attribute.

Required

Select this check box to require entry for an attribute during registration. This field is available only when the Data Entry Option is *Allow User Entry*.

Instructions Page

Use the Registration Template Setup - Instructions page (SUP_REG_TEMPL_INST) to set up templates for online registration of new suppliers, new bidders, or new user accounts for existing suppliers.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration Template Setup, Instructions

Image: Registration Template Setup - Instructions page for registering new suppliers

This example illustrates the fields and controls on the Registration Template Setup - Instructions page for registering new suppliers. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Instructions' tab of the 'Registration Template Setup' page. At the top, there are tabs for 'General', 'Attributes', 'Instructions' (active), and 'Profile Questions'. Below the tabs, the 'Registration Template ID' is 'SUPPLIER' and the 'Registration Usage' is 'Register New Suppliers'. The 'Registration Instructions' section has a 'Default from System Setup' radio button set to 'Always' (selected) and 'Allow Override' (unselected). Below this is a text area for 'Instructions' with a scrollable list of instructions. The 'Terms and Conditions' section has a 'Required' checkbox (unchecked), a 'Default from SetID' radio button set to 'Always' (selected), and 'Allow Override' (unselected). It also has a 'Display Format' section with 'Long Text Field' (selected) and 'Printable Page' (unselected). Below this is a 'Sections' table with columns for 'Section ID' and 'Description'. The first section is 'Overview'. Below the table is a 'Terms and Conditions' section with a date field (01/01/1900), a status dropdown (Active), and a message text area with a scrollable list of terms and conditions.

Enter the registration instructions.

Default from System Setup

Select one radio button:

- Always

Instructs the system to always use the registration instructions entered on the Supplier Registration System Setup page.

- Allow Override

Allows you to enter text to be used with this registration template. You must enter text in the Instructions field, which will be displayed during online registration.

Enter the terms and conditions.

Required

Click to require registrants to accept the terms and conditions when submitting a new request.

Default from SetID

Select one radio button:

- Always

Instructs the system to always use the terms and conditions entered for the supplier SetID on the Define Terms & Conditions page.

- Allow Override

Allows you to enter custom text to be used with this registration template. You must complete the fields in at least one Sections group box to display the terms and conditions on the submission page during online registration.

Display Format

Select one radio button:

- Long Text Field

Displays a text field with containing the terms and conditions.

- Printable Page

Enables print screen functionality for users to print out the terms and conditions.

Section ID and Description

Add sections as needed, and enter a description that will appear online as a subheading in the published Terms and Conditions, on the registration request submission page. When you add a section, the ID will increment by 1.

Effective Date

Enter an effective date for each section. The terms and conditions in the sections with an Active status and current effective date will be displayed.

Status

Choose Active or Inactive.

Message Text

Enter the specific terms and conditions that pertain to this registration template.

Profile Questions Page

Use the Registration Template Setup - Profile Questions page (SUP_REG_TEMPL_PQST) to set up templates for online registration of new suppliers and new bidders.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration Template Setup, Profile Questions

Image: Registration Template Setup - Profile Questions page for registering new suppliers

This example illustrates the fields and controls on the Registration Template Setup - Profile Questions page for registering new suppliers. You can find definitions for the fields and controls later on this page.

Select	Question ID	Question	*Display Order	Applicable for	Question Type	Required
<input checked="" type="checkbox"/>	START DATE	When was your company established?	10	Both	Date	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ANNUAL REV	What is your company's annual revenue?	20	Both	Monetary	<input type="checkbox"/>
<input checked="" type="checkbox"/>	NBR EMPL	How many employees does your company have?	30	Both	List	<input type="checkbox"/>
<input type="checkbox"/>	ISO	Is your company ISO certified?	40	Both	Yes/No	<input type="checkbox"/>
<input type="checkbox"/>	ISO CERT	If your company is ISO certified, please attach ISO certification documents	50	Both	Attachment	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LOCAL MFG	Are your products manufactured locally?	60	Both	Yes/No	<input type="checkbox"/>
<input type="checkbox"/>	GREEN PLCY	What is your policy for recycled materials?	70	Both	Text	<input type="checkbox"/>
<input type="checkbox"/>	REFERENCES	Please provide 5 references	80	Both	Text	<input type="checkbox"/>

Select and Question ID

Select the check boxes for the Question IDs you would like to include in the online registration that uses this template. Your choices may be different for different registration usages.

Display Order

Enter a display order. The default display order appears from the master set of profile questions.

Applicable for, Question Type, and Comment Text

Displays attributes of each question based on the master set created at the system level.

Required

Defaults from the master profile question definition.

Registration Template Setup Pages for New User Accounts

Use these registration template setup pages for creating new user accounts online.

General Page

Use the Registration Template Setup – General page (SUP_REG_TEMPL_GEN) to set up templates for online registration for existing suppliers creating new user accounts.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration Template Setup, General

Image: Registration Template Setup - General page for creating new user accounts

This example illustrates the fields and controls on the Registration Template Setup - General page for creating new user accounts.

The screenshot shows the 'Registration Template Setup - General' page. At the top, there are two tabs: 'General' and 'Instructions'. Below the tabs, there is a header section with 'Registration Template ID USER' and 'Registration Usage Register New User Accounts'. The main content area is divided into three sections: 'General Settings', 'Access Code', and 'Email Template'. The 'General Settings' section includes fields for 'Description' (User Registration), '*Default SetID' (SHARE), 'Country' (USA), and 'Currency Code' (USD). The 'Access Code' section includes fields for 'Access Code' (YVJGE67075), 'Expiration Date' (01/01/3010), 'ID Number Verification' (Tax Identification Number), and 'Template User ID' (DKING). The 'Email Template' section includes fields for 'Invitation', 'Contact Us', and 'Contact User ID'. There are also links for 'Generate Randomized Code', 'View Associated Roles', and 'View Associated Pages'.

Instructions Page

Use the Registration Template Setup - Instructions page (SUP_REG_TEMPL_INST) to set up templates for online registration of new suppliers, new bidders, or new user accounts for existing suppliers.

This page is the same as the Registration Template Setup - Instructions page for registering new suppliers and new bidders.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Registration Template Setup, Instructions

Image: Registration Template Setup - Instructions page for creating new user accounts

This example illustrates the fields and controls on the Registration Template Setup - Instructions page for creating new user accounts.

The screenshot displays the 'Registration Template Setup - Instructions' page. At the top, there are two tabs: 'General' and 'Instructions', with 'Instructions' being the active tab. Below the tabs, the page is divided into several sections:

- Registration Template ID:** USER
- Registration Usage:** Register New User Accounts
- Registration Instructions:** This section includes a 'Default from System Setup' field with radio buttons for 'Always' (selected) and 'Allow Override'.
- Instructions:** A large text area containing the following text: "To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons 'Next' and 'Previous' to move between steps or 'Save for Later' to save your work to be resumed later. Once you have provided all the required information, proceed to the 'Submit' step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal."
- Terms and Conditions:** This section includes a 'Required' checkbox, a 'Default from SetID' field, and a 'Display Format' field with radio buttons for 'Long Text Field' (selected) and 'Printable Page'.
- Sections:** A list of sections with a 'Find | View All' button and pagination controls. The first section is titled 'Overview'.
- Terms and Conditions (Section 1):** This section includes an 'Effective Date' field (01/01/1900), a 'Status' dropdown menu (Active), and a 'Message Text' area containing the following text: "The services provided through this Website and the use of the Website are governed by these Terms and Conditions. By accessing or using the services or the website or by registering as either a buyer or a seller, you agree that (1) you have read and familiarized yourself with the Terms and Conditions, (2) you understand the Terms and Conditions, and (3) you are bound by the Terms and Conditions in your use of the services or the Website. The Terms and Conditions, together with any additional terms and conditions specific to a particular event."

Using Supplier Registration Email Templates

The email templates provide support for ongoing email communications to registrants at various stages of registration, including invitations, notifications of approved or rejected requests, requests for additional information to complete registration, notice of duplicate supplier identification or OFAC and options for proceeding, and reminders about pending requests in the system.

In order for the system to successfully send out an email, a valid email ID is required.

The following email address defaulting logic applies only to external users. When deriving an email address for a supplier, the system looks first for the email address of the primary address; if not found, the system looks for the email address of the primary contact. In other words, the system looks for the most recent active effective-dated record for the address that has the minimum address sequence ID, and

if not defined, the system looks for a valid email ID from the most recent active effective-dated record of the contact that has the minimum contact sequence ID. The system allows the registrant to override the displayed email address with a different but valid email address. The system saves this address as the online registration contact email ID.

Note that sending email notification may not be applicable to internal users, in which case internal users may leave the email address blank.

Oracle's PeopleSoft delivers the following email templates for online supplier registration. You can alter these templates for specific business needs.

Registration Usages	Invitation	Approved	Rejected	Request for More Information	DUP/OFAC Check Failure	Save for Later (Pending Request)
Register as New Bidder	Yes	Yes	Yes	Yes	Yes	Yes
Register as New Supplier	Yes	Yes	Yes	Yes	Yes	Yes
Create New User Account	Yes	Yes	Yes	Yes	Yes	n/a
Ad-hoc Task	Yes	n/a	n/a	n/a	n/a	n/a

n/a = not applicable

Note: You can create a separate invitation email template for each ad hoc task, as needed. In fact, you can change any delivered email template to suit your specific business needs. For more information, see "Altering Email Templates (*PeopleSoft FSCM 9.2: Strategic Sourcing*)".

"Defining Users for Approval Framework (*PeopleSoft 9.2: Approval Framework*)"

Related Links

"Approval Framework Overview (*PeopleSoft 9.2: Approval Framework*)"

Setting Up Public Access to Supplier Registration

This topic provides guidelines for setting up public access for supplier and bidder registration. All permission lists and roles referenced in this document are for informational purposes only.

In general, to set up public access to registration pages you must do the following:

- Configure permissions for pages that a public user will need to access.
- Create and test public supplier and bidder templates.

See also information about setting up email templates for external users.

Configuring Public Access to Registration Pages

To configure public access to registration pages:

1. Create a permission list that includes pages that need public access on the Permission Lists – Pages page (PeopleTools, Security, Permissions & Roles, Permission Lists, Pages). For detailed information about setting up permission lists, see the product documentation for *PeopleTools: Security Administration*.

The following screen shot illustrates a permission list created on the Permission Lists – Pages page, where AUC_ADMINISTRATION is used for bidders and SUP_OB_MENU is used for suppliers. The permission list varies with each installation.

Note: All PeopleSoft portal components are needed for access.

2. Create a user ID that can be assigned public access on the User Profiles – General page (PeopleTools, Security, User Profiles, User Profiles, General). For detailed information about setting up security for user IDs and roles, see the product documentation for *PeopleTools: Security Administration*.

This example screen shot shows the attributes assigned on the User Profiles – General page:

3. Assign user roles to the User ID, and verify login access to the PeopleSoft system on the User Profiles – Roles page (PeopleTools, Security, User Profiles, User Profiles, Roles).

This example screen shot shows the Onboarding Registration role assigned to the GUEST user ID on the User Profiles – Roles page:

4. Associate the relevant permission list with the user role name on the Roles – Permission Lists page (PeopleTools, Security, User Profiles, User Profiles, Roles, Permission Lists).

This example screen shot shows the Onboarding Guest permission list has been associated with the Onboarding Registration role:

5. Give the user ID authority to enter suppliers into the PeopleSoft Procurement system on the Supplier Processing Authority page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement, and click the Supplier Processing Authority link).

Use the Procurement User Preferences setup pages to provide access to create suppliers, as shown in this example:

6. Create a new or designate an existing user web profile that can be dedicated to external access on the Web Profile Configuration – Security page (PeopleTools > Web Profile > Web Profile Configuration > Security).

For example, select the Allow Public Access check box for the KIOSK profile name and enter the User ID and Password created for external access in Step 2, as shown in this screen shot:

7. Set up an application server in PIA using the Web server created for automatic login, as shown in this screen shot:

Creating and Testing Public Supplier and Bidder Templates

To create and test public supplier and bidder registration templates:

1. Log into setup pages as a supplier administrator and create public supplier and bidder templates. For detailed instructions, refer to [Creating Templates for Online Registration](#).
2. For each template ID, enter an access code on the Registration Template Setup – General page (Set Up Financials/Supply Chain > Product Related > Procurement Options > Suppliers > Registration Template Setup > General).
3. Test the link to see if the URL works with the template. The URLs can also be secured servers (https).
 - a. For suppliers, the URL will use this format:

`http://<apserver><supplierportal>SUP_OB_MENU.AUC_BIDDER_REGISTRATION.GBL?=>Action=U&SUP_OB_TEMPLATE=< public supplier template >`

For example, http://slc00tch.us.oracle.com/ps/ps_3/SUPPLIER/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Action=U&SUP_OB_TEMPLATE_ID=SUPPLIER.

- b. For bidders, the URL will use this format:

`http://<apserver><supplierportal>AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTRATION.GBL?Action=U&SUP_OB_TEMPLATE=< public bidder template >`

For example, http://slc00tch.us.oracle.com/ps/ps_3/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL?Action=U&SUP_OB_TEMPLATE_ID=BIDDER

See also the product documentation for Oracle's Weblogic and *PeopleTools: System and Server Administration* (PeopleTools, Utilities, Administration, URLs).

Based on the public access setup, the user is logged in automatically, and the supplier and bidder registration pages appear, as shown in this example:

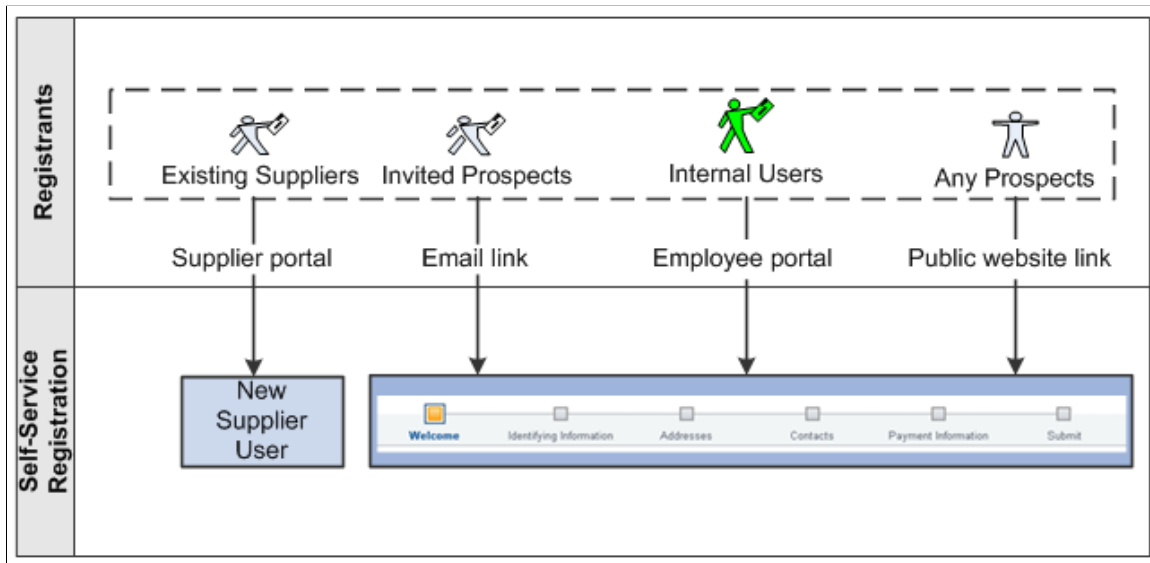
Registering Online

New bidders and new suppliers can self-register online. Existing users that want to create a new user account can register through the supplier portal.

How a user accesses the online registration depends on the type of registration and setup.

Image: Overview of access to self-service registration pages

Existing suppliers access self-registration pages to add a new user account through the supplier portal. New bidders and new suppliers can access online registration through a URL provided in an email invitation. Internal users can access online registration pages through the employee portal. Any prospective registrants can also access pages through a link on a public website.



The navigation in this documentation refers to the menu selections in the Employee portal.

The online registration pages appear in a horizontal navigation that guides users through the registration process. The actual pages and fields that appear on each page are determined by registration templates during system setup for online registration.

See [Creating Templates for Online Registration](#).

Supplier information fields are discussed in more depth in [Understanding Supplier Maintenance](#).

New suppliers and new bidders using self-registration follow these steps:

- Welcome - Step 1 of 7
- Identifying Information - Step 2 of 7
- Addresses - Step 3 of 7
- Contacts - Step 4 of 7
- Payment Information - Step 5 of 7
- Categorization - Step 6 of 7
- Submit - Step 7 of 7

Note: If no attributes are selected for the Supplier Location Information section on the Registration Template Setup - Attributes page, the system hides the Payment Information page in the online registration pages. See [Registration Template Setup Pages for New Suppliers and New Bidders](#).

Pages Used to Register Online

Page Name	Definition Name	Navigation	Usage
Welcome (New Bidder and New Supplier)	SUP_OB_BID_REG_PG1	<ul style="list-style-type: none"> Email invitation Public URL Suppliers, Supplier Registration, Register Bidders Suppliers, Supplier Registration, Register Suppliers Suppliers, Supplier Administration Center 	Begin the registration process.
Identifying Information (New Bidder and New Supplier)	SUP_OB_BID_REG_PG2	Click the Next button on the Welcome page.	Enter information about you as an individual or about your company, including answering any profile questions set up for this registration.
Duplicate Information	SUP_OB_DUP_TIN	Click the Next button on the Identifying Information page.	Choose an action when a duplicate supplier is found in the system. Appears if duplicate checking is enabled for this registration.
Save for Later	SUP_OB_SAV_REG	Click the Save for Later button when available on the registration pages.	Make an interim save. You can resume where you left off at a later time.
Addresses (New Bidder and New Supplier)	SUP_OB_BID_REG_PG3	Click the Next button on the Identifying Information page.	Enter contact addresses. Depending on setup and registration usage, address types vary.
Contacts (New Bidder and New Supplier)	SUP_OB_BID_REG_PG4	Click the Next button on the Addresses page.	Select contacts for this account.
Add Contacts	SUP_OB_CNTCT	Click the Add Contact button on the Contacts page.	Add contact details.
Payment Information (New Supplier)	SUP_OB_BID_REG_PGP	Click the Next button on the Contacts page.	Enter payment information.

Page Name	Definition Name	Navigation	Usage
Categorization (New Bidder and New Supplier)	SUP_OB_BID_REG_PG5	<ul style="list-style-type: none"> Click the Next button on the Contacts page. (New Bidder) Click the Next button on the Payment Information page. (New Supplier) 	Identify buying or selling categories.
Submit (New Bidder and New Supplier)	SUP_OB_BID_REG_PG6	Click the Next button on the Categorization page.	Review the terms and conditions and submit registration information.
Register New User Accounts	SUP_OB_USER_REG	<ul style="list-style-type: none"> Email invitation Supplier portal login pagelet Suppliers, Supplier Registration, Register New User Accounts Suppliers, Supplier Administration Center 	Enter new user account registration.

Welcome Page (New Bidder and New Supplier)

Use the Welcome page (SUP_OB_BID_REG_PG1) to begin the registration process.

Navigation

- Email invitation
- Public URL
- Suppliers, Supplier Registration, Register Bidders
- Suppliers, Supplier Registration, Register Suppliers
- Suppliers, Supplier Administration Center

Image: Online Registration: Welcome page for a new supplier

This example illustrates the fields and controls on the Online Registration: Welcome page for a new supplier. The Welcome page for new bidders also includes a field for registrants to indicate whether they are registering to buy, sell, or both buy and sell.

Welcome Identifying Information Addresses Contacts Categorization Submit

Exit | Previous Next

Welcome - Step 1 of 6

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please call the application processing service center at:
(800) 555-1212
or email:
registration@registration.com

Select an activity below: ?

☒ Start a new registration form
What type of entity do you represent?
☒ Business
☐ Individual

☐ Continue from where you left

* Required field

Exit | Previous Next

Indicate whether the type of entity you represent is a Business or an Individual and click the Next button.

Identifying Information Page (New Bidder and New Supplier)

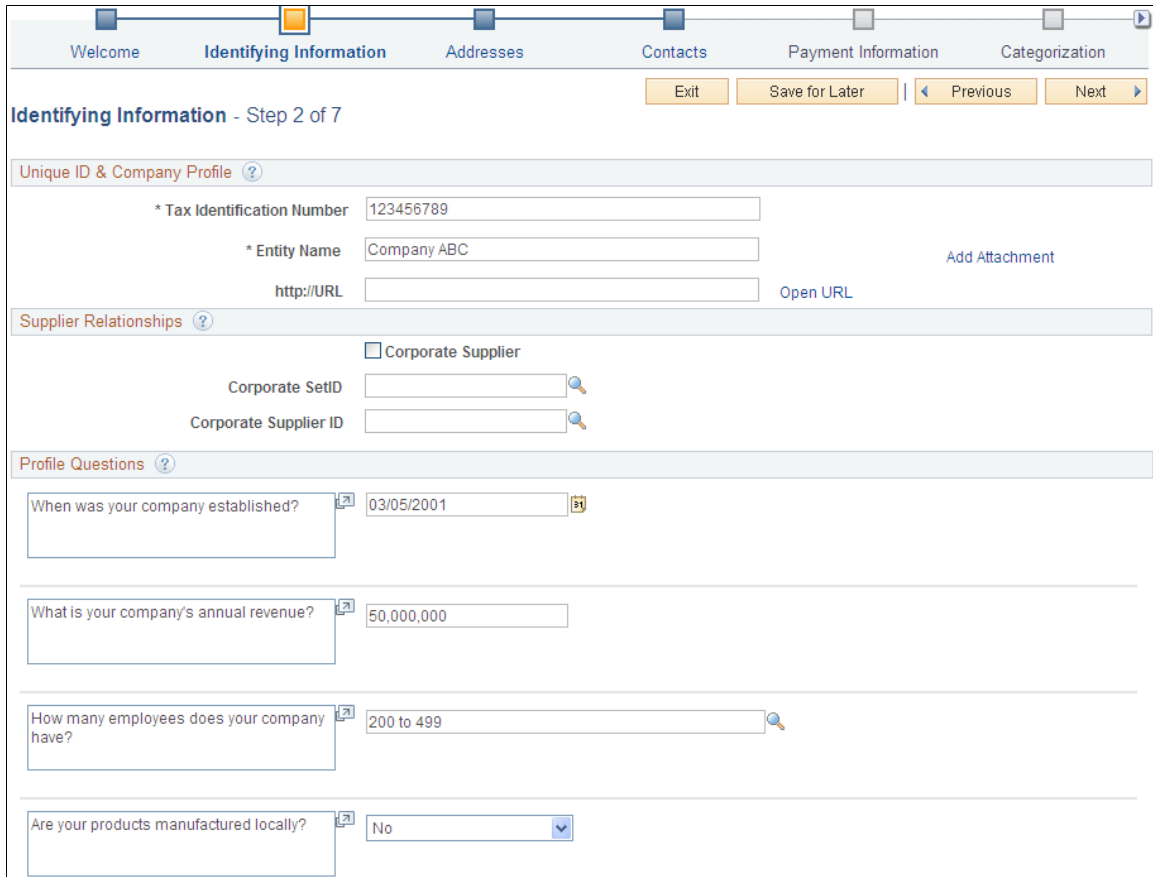
Use the Identifying Information page (SUP_OB_BID_REG_PG2) to enter information about you as an individual or about your company, including answering any profile questions set up for this registration.

Navigation

Click the Next button on the Welcome page.

Image: Online Registration: Identifying Information page for a new bidder or new supplier (1 of 2)

This example illustrates the fields and controls on the Online Registration: Identifying Information page for a new bidder or new supplier (1 of 2).



Identifying Information - Step 2 of 7

Unique ID & Company Profile ?

* Tax Identification Number 123456789

* Entity Name Company ABC Add Attachment

http://URL Open URL

Supplier Relationships ?

☐ Corporate Supplier

Corporate SetID

Corporate Supplier ID

Profile Questions ?

When was your company established? 03/05/2001

What is your company's annual revenue? 50,000,000

How many employees does your company have? 200 to 499

Are your products manufactured locally? No

Image: Online Registration: Identifying Information page for a new bidder or new supplier (2 of 2)

This example illustrates the fields and controls on the Online Registration: Identifying Information page for a new bidder or new supplier (2 of 2).

Standard Industry Codes ?

US SIC Codes	Description
51111	Paper, fine or printing and writing-wholesale

Add SIC Code

Federal Procurement Data Systems Reporting ?

HUBZone Program	: If applicable, select one	Please check all that apply: <input type="checkbox"/> Emerging Small Business <input checked="" type="checkbox"/> Women-Owned Business <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled
Size of Small Business	: If applicable, select one	
Veteran-Owned Small Business	: If applicable, select one	
Sm Disadvantaged Business Prog	: If applicable, select one	
Other Preference Programs	: If applicable, select one	

Comments ?

* Required field

Exit Save for Later Previous Next

Tax Identification Number

Enter the entity's valid TIN for tax withholding.

Entity Name

Enter the individual or company name.

http://URL

Enter a URL or click the Open URL link to populate the URL in the http://URL field.

Supplier Short Name

Enter a short version of the entity name.

Add Attachment

Click this link to add supporting documentation as an attachment.

Related Links

[Defining Online Registration Options](#)

[Entering Supplier Identifying Information](#)

Duplicate Information Page

Use the Duplicate Information page (SUP_OB_DUP_TIN) to choose an action when a duplicate supplier is found in the system.

Appears if duplicate checking is enabled for this registration.

Navigation

Click the Next button on the Identifying Information page.





Image: Duplicate Information page

This example illustrates the fields and controls on the Duplicate Information page.

Duplicate Information

Tax Identification Number **123456789**

The taxpayer identification number (TIN) you have entered already exists.
What would you like to do?

-  **Return**
Go to the previous page to change my TIN.
-  **Exit**
Leave this page and cancel my registration request.
-  **User**
Open a request for new user account for me, with the same TIN
(Hint: You may need a different access code)
-  **Contact Us**
I want to get the contact information or send an email requesting help with my registration

Choose an action and click the appropriate link when this page appears.

Return

Click this link to return to the Identifying Information page, where you can enter a different taxpayer identification number (TIN) and continue the registration process..

Exit

Click this link to completely exit the online registration pages and cancel the registration request.

User

Click this link to request a new user account using the same TIN. This action switches the type of registration request and may require a different access code for new user account registration.

Contact Us

Click this link to access the registration help contact or initiate an email message you can use to request help with registration.

Image: Duplicate Information - Contact Us page

This example illustrates the fields and controls on the Duplicate Information - Contact Us (SUPOB_DUP_TIN_EML) page.

Contact Us

If you have any questions or feedback, please call the application processing service at (800) 793-9770 or fill in your message below to contact us by email.

* Your Name

* Email Address

* Message

Related Links

[Duplicate Supplier Request Page](#)

Save for Later Page

Use the Save for Later page (SUP_OB_SAV_REG) to make an interim save during the registration process.

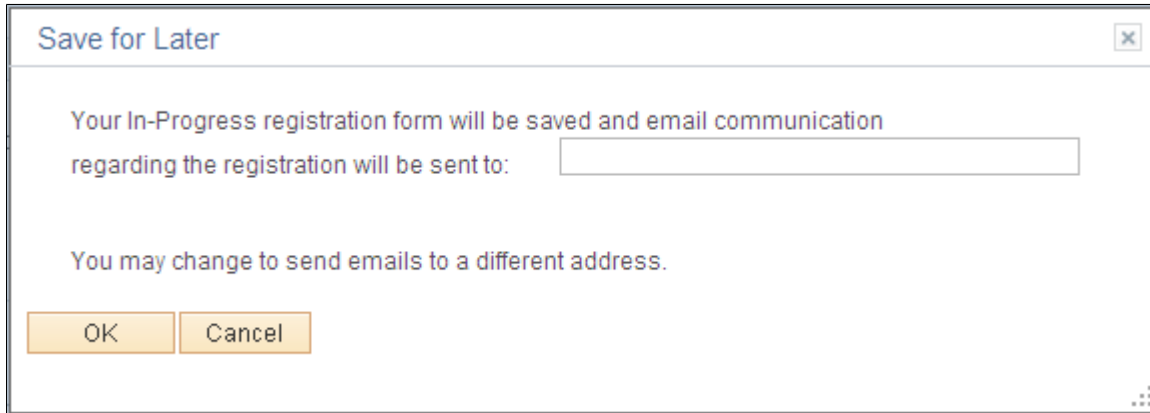
You can resume where you left off at a later time.

Navigation

Click the Save for Later button when available on the registration pages.

Image: Save for Later page

This example illustrates the fields and controls on the Save for Later page.



Enter a valid email address to receive notifications and communication about this registration.

For external registration requests, the email address defaults from the primary address, if present, or from the primary contact, if there is no email address specified for the primary address.

Addresses Page (New Bidder and New Supplier)

Use the Addresses page (SUP_OB_BID_REG_PG3) to enter contact addresses.

Address types available on this page may vary depending on the registration usage.

- New Suppliers: Remit To Address and Invoice Address.
- New Bidders: If registering to buy, Bill To Address and Ship To Address. If registering to sell, Invoice Address. If registering to both buy and sell, the page shows all three address types.

Navigation

Click the Next button on the Identifying Information page.

Image: Online Registration: Addresses page for a new bidder or new supplier

This example illustrates the fields and controls on the Online Registration: Addresses page for a new bidder or new supplier.

Addresses - Step 3 of 6

Primary Address ?

* Country United States

Address 1

Address 2

Address 3

City

County Postal

State

Email ID

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primay Address above:

☐ Remit To Address
Address for remitting payment

☐ Invoice Address
Address from which you send invoice

Enter an address in the Primary Address section.

If desired, you can add these additional addresses:

- Click the Remit To Address check box to add an address for remitting payment.
- Click the Invoice Address check box to add an address for invoices.

Related Links

[Entering Supplier Addresses](#)

[Defining Supplier Locations](#)

Contacts Page (New Bidder and New Supplier)

Use the Contacts page (SUP_OB_BID_REG_PG4) to select contacts for this account.

Navigation

Click the Next button on the Addresses page.

Image: Online Registration: Contacts page for a new bidder or new supplier

This example illustrates the fields and controls on the Online Registration: Contacts page for a new bidder or new supplier.

Contacts - Step 4 of 6

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	John Jones	925/555-5555	Primary Address

Add Contact

* Required field

Add Contact

Click this button to enter contact information on the Add Contact page (SUP_OB_CNTCT). When you enter more than one contact, you must designate one address as the primary address.

Related Links

[Entering Supplier Contact Information](#)

Payment Information Page (New Bidder and New Supplier)

Use the Payment Information page (SUP_OB_BID_REG_PGP) to enter payment information.

Navigation

Click the Next button on the Contacts page.

Note: If no attributes are selected for the Supplier Location Information section on the Registration Template Setup - Attributes page, the system hides the Payment Information page in the online registration pages. See [Registration Template Setup Pages for New Suppliers and New Bidders](#).

Image: Online Registration: Payment Information page for a new supplier or new bidder (1 of 2)

This example illustrates the fields and controls on the Online Registration: Payment Information page for a new supplier or new bidder (1 of 2).

Payment Information - Step 5 of 7

Payment Preferences

Requested Payment Terms: 30 Net 30

Invoice Address: Primary

Remit Address: Primary

☐ Withholding Required

☐ Enable Email Payment Advice

Email Address:

Payment Method: Electronic Funds Transfer

Supplier Banking Information

Country: USA United States

Bank Name: US Bank

Branch Name: Pleasanton, CA

Bank ID Qualifier: 001 United States Bank

Bank ID: 121042882

Bank Account Number: 123456789

DFI Qualifier: 01 Transit Number

IBAN:

Account Type:

DFI ID: 111000025

Bank Address

* Country: USA United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Image: Online Registration: Payment Information page for a new supplier (2 of 2)

This example illustrates the fields and controls on the Online Registration: Payment Information page for a new supplier (2 of 2).

The screenshot shows a web form for supplier registration. It includes the following sections:

- Bank Phone:** Fields for Prefix, Phone, Ext, and Fax.
- Attachments:** A table with columns 'View' and 'Attachment Description'. It includes an 'Add Attachment' button.
- Standard Industry Codes:** A table with columns 'Standard Industry Code' and 'Description'. It includes an 'Add SIC Code' button.
- Additional ID Numbers:** A table with columns 'Type', 'SetID', and 'ID Number'. It includes an 'Add ID Number' button.
- Comments:** A large text area for entering comments.

At the bottom, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. A legend indicates that an asterisk (*) denotes a required field.

Add Attachment

Click this button to add an attachment. You can upload and view a variety of documents, including Microsoft Word and Adobe Reader documents, as well as Microsoft Excel, PowerPoint, and Access files. Attachments are read only files. You can edit these files and load them again to make changes.

Add SIC Code

Click this button to enter standard industry classification (SIC) codes required for reporting by some governments in the Standard Industry Codes section.

You can supply multiple types of industry codes for the same supplier. For example, a standard USA SIC code and a North American Industrial Classification System (NAICS) code can be defined for the same supplier. You can also supply multiple SIC codes for the same SIC type.

Add ID Number

Click this button to add identification numbers, including type and number. Depending on the type of number that you select, different fields are available for entry. If you select a DUNS Number (With Edit) number, for example, you activate the SetID and DUNS Number fields. If you select DUNS Number

(No Edit) number you activate the ID Number field and the Credit File check box. If you select DUNS + 4 Suffix number you activate the ID Number field only. In the ID Number field enter the 4 digit suffix. If you enter another type of number, you activate the ID Number field.

Related Links

[Entering Supplier Identifying Information](#)

[Defining Supplier Locations](#)

Categorization Page (New Bidder and New Supplier)

Use the Categorization page (SUP_OB_BID_REG_PG5) to identify buying or selling categories.

Navigation

- Click the Next button on the Contacts page. (New Bidder)
- Click the Next button on the Payment Information page. (New Supplier)

Image: Online Registration: Categorization page for a new bidder and new supplier

This example illustrates the fields and controls on the Online Registration: Categorization page for a new bidder and new supplier.

Categorization - Step 6 of 7

Select to add or de-select to remove categories applicable to your business

[Select All](#) [Un Select All](#)

Strategic Sourcing Tree

- Sell Categories**
 - ☐ AUTO - Automobile
 - ☐ BLDG - Building
 - ☐ COMP - Computers
 - ☐ SOFT - Software
 - ☐ ME - Machinery & Equipment
- Buy Categories**
 - ☐ CAMPING - Camping Equipment
 - ☐ CYCLING - Cycling Equipment
 - ☐ OFFICE_SUPPLIES - Office Supplies
 - ☐ HIKING - Hiking Equipment
 - ☐ FISHING - Fishing Equipment
 - ☐ CLIMBING - Climbing Equipment
 - ☒ MISC - Miscellaneous
 - ☐ PROMO ITEMS - Promotional Items
 - ☐ SUPPLIES - Supplies
 - ☐ SERVICES - Services
 - ☐ SERVERS - Servers
 - ☐ PRINTERS - Printers
 - ☐ MULTIMEDIA - MultiMedia
 - ☐ HARDWARE - Computer Hardware
 - ☐ ACCESSORIES - Accessories

My Categories

Category	Description
MISC	Miscellaneous

Exit Save for Later Previous Next

Click the check box next to the category node in the Strategic Sourcing Tree. Your selections in the tree structure appear in the My Categories list.

Submit Page (New Bidder and New Supplier)

Use the Submit page (SUP_OB_BID_REG_PG6) to review the terms and conditions and submit registration information.

Image: Online Registration: Submit page for a new bidder or new supplier

This example illustrates the fields and controls on the Online Registration: Submit page for a new bidder or new supplier.

Submit - Step 6 of 6

Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement below.

Email communication regarding this registration will be sent to:

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

☒ Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

|

To complete online registration, review and accept the terms and conditions and click the Submit button. You will receive further instructions or confirmation by email. Before submitting this request, you can review a summary of the information you provided by clicking the Review button. If you want to make any changes, registrants can navigate to the different pages using the Previous or Next buttons, or click the link in the horizontal navigation for the appropriate registration page.

You can also edit registration information on the Review page (SUP_OB_SBMT_REVIW). Click the Edit icon next to the fields that you want to update.

Image: Submit Registration - Review page (1 of 3)

This example illustrates the fields and controls on the Submit Registration - Review page (1 of 3).

Review Page

Supplier Registration Info

Registration ID	Entered on	03/06/2013	
Company Name	Acme Supplies	View Attachment	
URL	www.acmesupplies.com		

Identification Classification

Tax Identification Number	547698034	
US SIC Codes	5112, 5085	Stationery and office supplies, Industrial supplies

Profile Questions

When was your company established?		2005-01-01	
What is your company's annual revenue?		400,000.00	
How many employees does your company have?		200 to 499	
Are your products manufactured locally?		Yes	

Federal Procurement Data Systems Reporting

HUBZone Program	: If applicable, select one	Please check all that apply:
		<input type="checkbox"/> Federal Small Business

Image: Submit Registration - Review page (2 of 3)

This example illustrates the fields and controls on the Submit Registration - Review page (2 of 3).

Review Page

Federal Procurement Data Systems Reporting

HUBZone Program
: If applicable, select one

Size of Small Business
: If applicable, select one

Veteran-Owned Small Business
Service Disabled VOSB

Sm Disadvantaged Business Prog
: If applicable, select one

Other Preference Programs
: If applicable, select one

Please check all that apply:
☐ Emerging Small Business
☐ Women-Owned Business
☒ Veteran
☐ Disabled

Self Categorization

OFFICE_SUPPLIES
Office Supplies

SUPPLIES
Supplies

Address Information

* Primary Address

Description
Main Address

Country
USA
United States

Address 1
123 Main Street

Address 2

Address 3

City
Anytown

County
Postal

State
CA

Email ID
orders@acme.com

Contact Information

* Primary Contact

Description
Primary Contacts

Image: Submit Registration - Review page (3 of 3)

This example illustrates the fields and controls on the Submit Registration - Review page (3 of 3).

Review Page

Country	USA	United States
Address 1	123 Main Street	
Address 2		
Address 3		
City	Anytown	
County		Postal
State	CA	
Email ID	orders@acme.com	

Contact Information

* Primary Contact

Description	Primary Contacts
James Dryer	James Dryer
Contact Type	General
Email ID	jdryer@acme.com

Phone Information

Type	Prefix	Telephone	Ext
Business Phone		925/555-5555	

Comments ?

[Return](#)

Related Links

[Defining Terms and Conditions for Supplier Registration](#)

Register New User Accounts Page

Use the Register New User Accounts page (SUP_OB_USER_REG) to enter new user account registration.

Navigation

- Email invitation
- Supplier portal login pagelet
- Suppliers, Supplier Registration, Register New User Accounts
- Suppliers, Supplier Administration Center

Image: Register New User Accounts page

This example illustrates the fields and controls on the Register New User Accounts page.

Register New User Accounts

In order to self register, you must have received a predefined access code and know your supplier id

If you have any questions or feedback, please call the application processing service at: (800) 793-9770 or fill in your message below to contact us by email.

Supplier List

*Supplier ID	Tax Identification Number
<input type="text"/>	<input type="text"/>

Add

User Account Information ?

* Requested User ID	<input type="text"/>
Description	<input type="text"/>
* Email ID	<input type="text"/>
Language Code	<input type="text"/>
Time Zone	<input type="text"/>
Currency Code	<input type="text"/>

Submit Cancel

* Required field

Enter a supplier ID and tax identification number that exist in the system.

Enter new user account information in the User Account Information fields and click the Submit button to finalize the request for the new user account based on the specified supplier ID.

Managing Supplier Registration Invitations

This topic discusses the pages used to manage online supplier registration invitations.

Pages Used to Manage Supplier Registration Invitations

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Manage Invitations	SUP_OB_MNG_INVITE	Suppliers, Supplier Registration, Manage Invitations, Manage Invitations	Review invitation data, save, and send or resend the invitation to selected recipients.
Search Customer/Supplier/Bidder	SUP_OB_INV_SRCH	Click the Search Customer/Supplier/Bidder link on the Manage Invitations page.	Search for customers, suppliers, or bidders and filter using supplier information criteria. Select invitation recipient from search results.
Invitation Activity Log	SUP_INV_ACT_LOG	Suppliers, Supplier Registration, Invitation Activity Log, Invitation Activity Log	Search for and review invitation activity by invitation parameters such as invitation ID, recipient email ID, date sent.

Manage Invitations Page

Use the Manage Invitations page (SUP_OB_MNG_INVITE) to review invitation data, save, and send or resend the invitation to selected recipients.

Navigation

Suppliers, Supplier Registration, Manage Invitations, Manage Invitations

Image: Manage Invitations page

This example illustrates the fields and controls on the Manage Invitations page.

Manage Invitations

Invitation ID US SUPPLIERS

*Description US Supplier Invitation

Usage Register New Suppliers

Registration Template ID SUPPLIER

Access Code SUPPLIER

Expiration Date 01/01/3010

Email Template SCM_SUPPLIER

Search Customer/Supplier/Bidder

Send	Company Type	Company ID	Company Name	Contact Name	Contact Email
<input type="checkbox"/>	Company		Greystone, Inc	Candice Sims	candices@greystone.com
<input type="checkbox"/>	Company		Greenfield Company	Dave Miller	davem@greystone.com
<input type="checkbox"/>	Company		Hilltop Services	Helen Jenkins	hjenkins@hilltop.com
<input type="checkbox"/>	Company		Lakeview Supplies	Janet Henderson	janeth@lakeview.com
<input type="checkbox"/>	Company		Sunnyside Industries	Neil Davis	ndavis@sunnyside.com
<input type="checkbox"/>	Company		Blue Sky Designs	Ron Blake	rbake@bluesky.com

Select/Deselect All

Save Save and Send Cancel

Invitation by Sourcing Events

Invitation ID and Description

Enter an invitation ID and description.

Usage

Select the registration usage from these values:

- *Ad-Hoc Tasks*
- *Register New Bidders*
- *Register New Suppliers*
- *Register New User Accounts*

Registration Template ID

Enter the registration template ID for the selected usage.

Access Code and Expiration Date

Displays the access code and expiration date of the invitation based on the registration setup.

Email Template

Enter the email template to use for this invitation.

Search Customer/Supplier/Bidder

Click this link to open the Search Customer/Supplier/Bidder page (SUP_OB_INV_SRCH).



(Datetime Sent icon)

Click this icon to open the Invitation Log page, which displays invitation data as well as company name, contact name and email, and the date and time the invitation was sent.

Invitation by Sourcing Events

Click this link to exit the component and send invitations to bid on events through the Event Summary page for a specific event.

Search Customer/Supplier/Bidder Page

Use the Search Customer/Supplier/Bidder page (SUP_OB_INV_SRCH) to search for customers, suppliers, or bidders and filter using supplier information criteria. Select invitation recipient from search results.

Navigation

Click the Search Customer/Supplier/Bidder link on the Manage Invitations page.

Image: Search Customer/Supplier/Bidder page

This example illustrates the fields and controls on the Search Customer/Supplier/Bidder page.

Enter search criteria and click the Search button. The Search Results grid displays the customers/suppliers/bidders that meet the search criteria. Click the Invite check box to invite the contact in one row, or click the Select All link to select all contacts in the search results.

Results Option

Use the values in the Results Option list to filter the results based on your selection criteria. Select from these options:

- *Display All Contacts*
- *Display Company ID*

This is the default value.

- *Display Contacts of Type*

Contact Type

Select a type of contact from the list to filter the search results.

Email Hierarchy

Select *From Addresses* or *From Contacts*.

Invitation Activity Log Page

Use the Invitation Activity Log page (SUP_INV_ACT_LOG) to search for and review invitation activity by invitation parameters such as invitation ID, recipient email ID, date sent.

Navigation

Suppliers, Supplier Registration, Invitation Activity Log, Invitation Activity Log

Image: Invitation Activity Log page

This example illustrates the fields and controls on the Invitation Activity Log page.

The screenshot shows the 'Invitation Activity Log' page. It features a search section with the following fields: Invitation ID (US SUPPLIERS), Description (US Supplier Invitation), Registration Usage (Register New Suppliers), Registration Template ID, Date From, and Date To. There are 'Search' and 'Clear' buttons. Below the search section is a 'Search Results' section with a table titled 'Invitation Activity Log'. The table has columns: Invitation ID, Usage, Company Name, Contact Name, Contact Email, Date, and Sent by. There are 4 rows of data. At the bottom of the table, there are 'Resend' and 'Purge' buttons.

Invitation ID	Usage	Company Name	Contact Name	Contact Email	Date	Sent by	
1	US SUPPLIERS	Register New Suppliers	Greystone, Inc	Candice Sims	candices@greystone.com	09/06/12 5:22PM	Theresa Monroe
2	US SUPPLIERS	Register New Suppliers	Blue Sky Designs	Ron Blake	rblake@bluesky.com	09/06/12 5:22PM	Theresa Monroe
3	US SUPPLIERS	Register New Suppliers	Lakeview Supplies	Janet Henderson	janeth@lakeview.com	09/06/12 5:22PM	Theresa Monroe
4	US SUPPLIERS	Register New Suppliers	Hilltop Services	Helen Jenkins	hjenkins@hilltop.com	09/06/12 5:22PM	Theresa Monroe

Managing Online Registration Approvals

This topic includes information about managing online registration approvals for bidders and suppliers and for new account users.

Related Links

[Approving Suppliers](#)

Pages Used to Manage Online Registration Approvals

Page Name	Definition Name	Navigation	Usage
Manage Registration Approval	SUP_OB_MASS_APR	<ul style="list-style-type: none"> Suppliers, Supplier Registration, Manage Registration Approval, Manage Registration Approval Suppliers, Supplier Administration Center 	Manage approvals for registration of new bidders or new suppliers.

Page Name	Definition Name	Navigation	Usage
Manage User Account Approval	SUP_OB_USER_APR	<ul style="list-style-type: none"> Suppliers, Supplier Registration, Manage User Account Approval, Manage User Account Approval Suppliers, Supplier Administration Center 	Manage approvals of new user accounts.

Manage Registration Approval Page

Use the Manage Registration Approval page (SUP_OB_MASS_APR) to manage approvals for registration of new bidders or new suppliers.

Navigation

- Suppliers, Supplier Registration, Manage Registration Approval, Manage Registration Approval
- Suppliers, Supplier Administration Center

Image: Manage Registration Approval page

This example illustrates the fields and controls on the Manage Registration Approval page.

Manage Registration Approval

Search Criteria ?

To locate the requests that require your approval, edit the criteria below and click Search button.

Initiated by	<input type="text"/>	Approval Status	<input type="text"/>
*SetID	SHARE	Registration Usage	Register New Suppliers <input type="text"/>
Registration ID	<input type="text"/>	Category	<input type="text"/>
Date From	<input type="text"/>	Date To	<input type="text"/>
Company Name	<input type="text"/>		

Search Result ?

Find First 1-5 of 5 Last

To view the complete details and approve the request, click on the Registration ID link.

Status	Registration ID	Company Name	Registration Usage	Date
Pending Approval	0000000005	RegisSup5	Register New Suppliers	02/27/13
Pending Approval	0000000004	Blue Sky Designs	Register New Suppliers	10/29/12
Pending Approval	0000000003	Lakeview Supplies	Register New Suppliers	10/29/12
Pending Approval	0000000002	Greystone, Inc	Register New Suppliers	10/29/12
Pending Approval	0000000001	Hilltop Services	Register New Suppliers	09/06/12

To locate requests that require your approval, enter search criteria and click the Search button.

Registration ID

Click the registration ID value to review registration details and review or edit approvers on the Manage Registration Approval status page (SUP_OB_APR_STATUS).

Manage User Account Approval Page

Use the Manage User Account Approval page (SUP_OB_USER_APR) to manage approvals of new user accounts.

Navigation

- Suppliers, Supplier Registration, Manage User Account Approval, Manage User Account Approval
- Suppliers, Supplier Administration Center

Reviewing Registration History

This topic includes information about reviewing registration history and sending notifications to suppliers to update supplier information.

Pages Used to Review Registration History

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Registration History	SUP_OB_AUDIT_TRAIL	<ul style="list-style-type: none">• Suppliers, Supplier Registration, Registration History, Registration History• Suppliers, Supplier Administration Center	Review registration history and data.
Notify Review Supplier Profile	SUP_NOTIFY_RVW_PRF	<ul style="list-style-type: none">• Suppliers, Supplier Registration, Notify Review Supplier Profile, Notify Review Supplier Profile• Suppliers, Supplier Administration Center	Notify suppliers to update their company profile information.

Registration History Page

Use the Registration History page (SUP_OB_AUDIT_TRAIL) to review registration history and data.

Navigation

- Suppliers, Supplier Registration, Registration History, Registration History
- Suppliers, Supplier Administration Center

Image: Registration History page

This example illustrates the fields and controls on the Registration History page.

Registration History

Search

Registration Usage: Approval Status: Registration ID:

*SetID: Supplier ID: Bidder ID:

Date From: Date To: Reason Code:

Company Name: Contact Name:

Search Results Personalize | Find | View All | First 1 of 1

Registration ID	Company Name	Registration Usage	Bidder SetID	Bidder ID	Supplier SetID	Supplier ID	Contact Name	Approval Status	Created
1,0000000005	RegisSupp5	Register New Suppliers					Tina1 Turner	In Process	02/27/2013 3:48AM

Notify Review Supplier Profile Page

Use the Notify Review Supplier Profile page (SUP_NOTIFY_RVW_PRF) to notify suppliers to update their company profile information.

Navigation

- Suppliers, Supplier Registration, Notify Review Supplier Profile, Notify Review Supplier Profile
- Suppliers, Supplier Administration Center

Image: Notify Review Supplier Profile page

This example illustrates the fields and controls on the Notify Review Supplier Profile page.

Notify Review Supplier Profile

Search

Days Since Last Update:

Email Defaulting Hierarchy:

Email Template:

Search Results Personalize | Find | View 100 | First 1-10 of 194 Last

	SetID	Supplier ID	Supplier Name	Contact Name	Email ID	Last modified date
1 <input type="checkbox"/>	SHR03	0000000004	Premier Health Care Services			04/19/2005 12:32PM
2 <input type="checkbox"/>	SHARE	0000000044	Mel's Diner			09/23/2003 11:22AM
3 <input type="checkbox"/>	SHARE	0000000045	Robert Half			05/22/2009 10:53AM
4 <input type="checkbox"/>	SHARE	0000000047	Tiger Services			05/22/2009 10:56AM
5 <input type="checkbox"/>	SHARE	1FEDRLVNDR	One Federal Vendor			08/06/2009 1:18PM
6 <input type="checkbox"/>	SHARE	AUS0000004	Corporate Business Technology			01/09/2003 2:39PM
7 <input type="checkbox"/>	SHARE	AUS0000005	Techno City Wholesalers			01/09/2003 2:42PM
8 <input type="checkbox"/>	SHARE	AUS0000080	Withholding Applicable vendor			05/14/2003 12:44PM
9 <input type="checkbox"/>	SHARE	AUSCOMP	Computers Unlimited Pty Ltd	Pete Wolf	peoplesoft@peoplesoft.com	04/05/2005 9:35AM
10 <input type="checkbox"/>	SHARE	BLG0000001	Multi Media Corp			11/29/2011 9:24AM

Select/Deselect All

Chapter 4

Maintaining Supplier Information

Understanding Supplier Maintenance

PeopleSoft procurement applications capture and track supplier information to ensure that you can satisfy suppliers by having the answers to their questions at your fingertips. You can enter straightforward or complex supplier definitions that capture an organization's true relationship with a supplier. You can also enter information from conversations with suppliers to manage your contacts more effectively. Even if you have not spoken to a supplier contact for months, your supplier profile enables you to recall details as though you had your last conversation yesterday.

This section discusses:

- Supplier profiles.
- Suppliers in the control hierarchy.
- Supplier locations.
- Supplier definition.
- PeopleSoft eSupplier Connection.
- Supplier relationship management.
- Supplier approval.
- Supplier archiving.
- Single payment suppliers.
- Duplicate supplier checking.
- Supplier audit.

Related Links

"Withholding Entity Page (*PeopleSoft FSCM 9.2: Payables*)"

"Entity Fields - Supplier Page (*PeopleSoft FSCM 9.2: Payables*)"

Supplier Profiles

Within PeopleSoft applications, all payees are considered *suppliers*. This includes suppliers, employees, attorneys, and so on. You create supplier profiles to store all the information that you need to know about suppliers to manage their interests and *yours* proactively. The information that you provide is up to you. It can be as simple as a supplier name and address or, more likely, a wealth of information about payment terms and methods as well as voucher processing defaults.

Supplier information is principally shared by PeopleSoft Payables and Purchasing, so that one or both departments can enter supplier information. You may want to set up your system so that purchasing users can enter supplier information, but only accounts payable users can approve suppliers for payment, or vice versa; it's up to you.

To create or update supplier profiles for all types of suppliers in either product, you use the pages in the Supplier Information component (VNDR_ID). PeopleSoft has organized the system to help you easily enter, update, and inquire in these primary areas:

- Supplier identification.
- Supplier approval.
- Supplier conversations.
- Supplier bank accounts.
- Supplier withholding information.

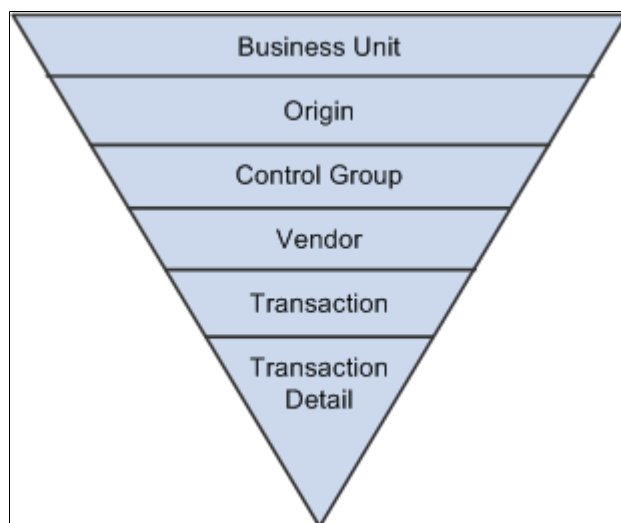
All supplier information for regular suppliers, one-time suppliers, and permanent suppliers is stored in the same set of supplier tables. So if you decide that the one-time supplier that you used last week on a trial basis is the ideal company to use for a long term remodeling project, you merely update the Persistence field on the Identifying Information page, without re-keying information or storing redundant data.

As you enter supplier profiles into the system, you can define a set of suppliers for each business unit, or you can share suppliers across multiple business units. You can even define multiple locations for a supplier.

Suppliers in the Control Hierarchy

Image: PeopleSoft procurement control hierarchy

The following diagram shows how supplier information is positioned in the PeopleSoft procurement control hierarchy. As you define suppliers, you can specify various types of control information, such as duplicate invoice checking and voucher approval processing, that either appears by default from the hierarchy or can be overridden and changed for a specific supplier:



Supplier Locations

A supplier location is not a physical address. It is a default set of rules, or attributes, that define how you conduct business with a particular supplier. A supplier location comprises information such as procurement options (including payment terms, currency information, and shipping method), VAT options, payment options, withholding options, pay to bank accounts, and so on. And although a location is not an address, it does reference addresses.

Your supplier may need only one location. If the supplier uses the same set of rules across its business, you can enter one location for your supplier, and you're ready to go. If, however, your supplier uses different sets of procurement rules for different portions of its business (different branches, sites, or offices, for example), PeopleSoft procurement products enable you to set up the supplier with multiple locations, each with its own unique set of business rules.

If, for example, company ABC has offices in New York, Vancouver, and London, each office may require different currency information, payment terms, pay to bank accounts, VAT or sales and use tax (SUT) requirements, and so on. In this case, you could set up the supplier with three locations (that is, three sets of rules—one for each office).

Suppliers may also have unique requirements for pricing and remitting. For this reason, from each supplier location, you can also point to other supplier locations for remitting and pricing. (The supplier's invoice information and payment terms reside at the supplier location level, so it makes sense to determine the remitting and pricing rules here.)

If your supplier has only one address from which it conducts all its procurement functions (ordering, invoicing, remitting, and returning), enter the one address on the Supplier Information - Address page; the system uses this address as the default for all of the functions on the Supplier Information - Location page. Some suppliers have different addresses for different procurement functions. For this reason, the system enables you to enter several different addresses for each supplier location.

Returning to the previous example, company ABC's offices may each have multiple addresses for ordering, invoicing, remitting, and returning. Because they have different procurement rules, each office has its own location; because each location may have different addresses for different business transactions, each location can have multiple addresses.

In summary, a supplier can have many physical addresses. A location can also have many addresses. Equally, addresses can be shared between locations. Some suppliers may not be this complicated; they may only require one location and one address. Other suppliers may have several locations and addresses. The PeopleSoft system accommodates both types of suppliers.

Related Links

[Defining Supplier Locations](#)

Supplier Definition

When you're preparing to enter a new supplier into the system, you first gather all the information that you need to track for the company with which you're doing business, such as:

- Identifying information, including status, class, and other basic business information that tells you what kind of supplier you're entering.
- Physical addresses for the supplier.

- Location information, including remit to and pricing locations.
- Procurement defaults that define your relationship with your supplier and tell the system how to handle purchasing and accounts payable transaction errors and approvals.
- Payment options that establish defaults for payment processing.
- Information used to process withholding.
- Information used to process VAT.
- SUT information.
- Supplier contacts.
- Supplier bank accounts used for EFT processing.

PeopleSoft eSupplier Connection

You can also use PeopleSoft self-service applications to enhance your supplier relationships. PeopleSoft eSupplier Connection is a baseline supply side self-service web application designed to provide suppliers with convenient, flexible, and easy access to information. Suppliers access PeopleSoft eSupplier Connection to view and modify their own business information—company address, phone, and contact data. They can also review schedule, invoice, payment, order, and receipt activity, as well as view their account balances and the invoices related to those balances. In addition, with PeopleSoft eSupplier Connection you can direct your suppliers to transact on Request for Quotes (RFQs), purchase order acknowledgements (POAs), and Advanced Shipment Notifications (ASNs) for dispatched purchase orders. When dispatching using email, you can automatically include a link for the supplier which takes them into the appropriate PeopleSoft eSupplier Connection page for RFQs and Purchase Orders. To enable a supplier to access PeopleSoft eSupplier Connection, you define a supplier side user using the Define Supplier User component.

Note: Pages used to define Supplier User information are specifically used for external supplier access and are not used for internal access to PeopleSoft Purchasing or PeopleSoft Payables.

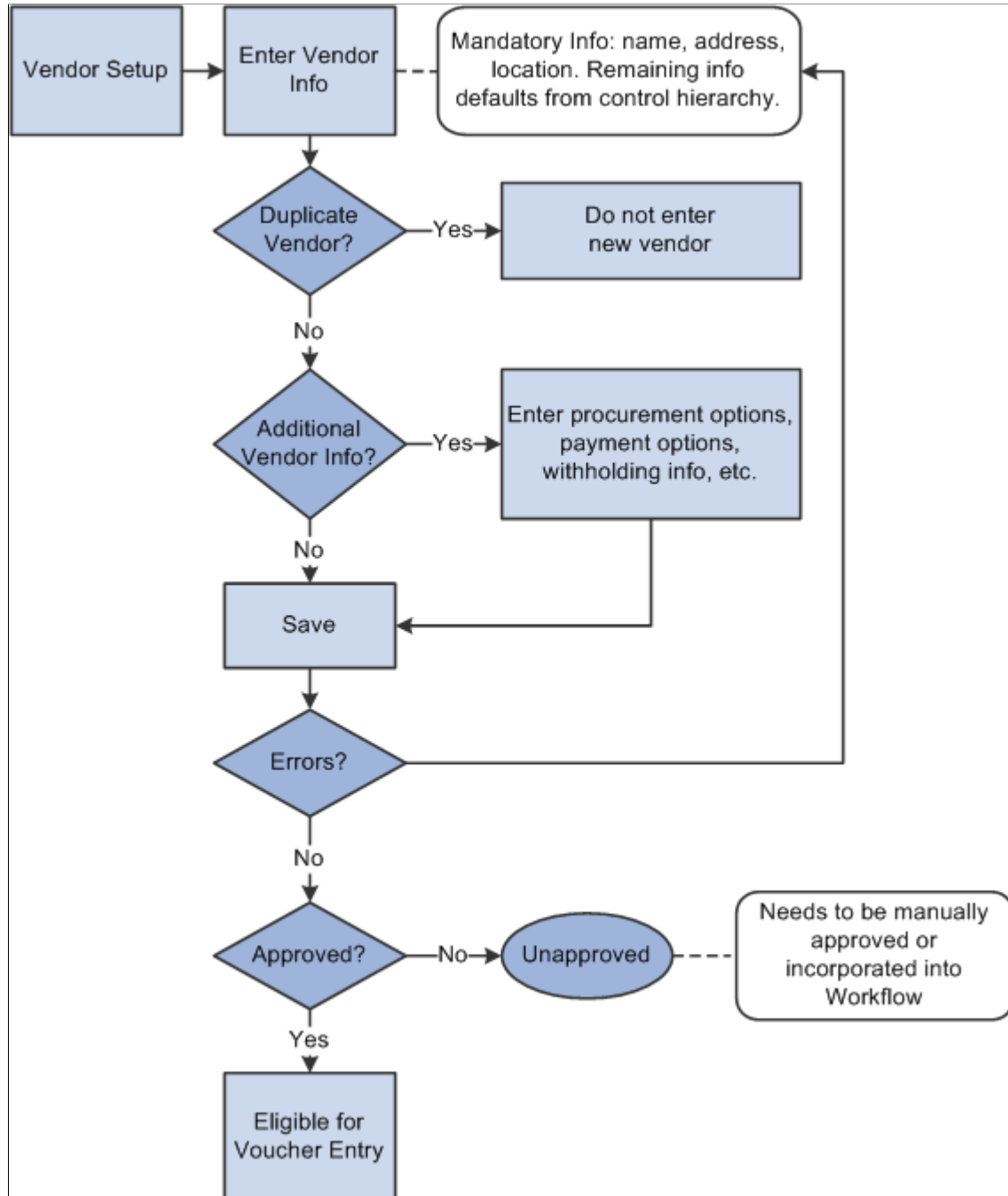
Related Links

"Understanding Supplier Information Maintenance (*PeopleSoft FSCM 9.2: eSupplier Connection*)"

Supplier Relationship Management

Image: Managing supplier relationships process flow from setting up to approving suppliers

This process flow illustrates the steps for managing supplier relationships from setting up the supplier to entering procurement and payment options and approving the supplier:



Supplier Approval

The PeopleSoft Supplier component provides workflow for users to approve a supplier. Workflow approvals enable you to direct supplier approvals to the correct people in the correct order. You can choose one of two different workflow methods:

1. PeopleTools workflow technology documented in the PeopleTools documentation: Workflow Technology.

This workflow method, enables you to approve a supplier using standard PeopleSoft workflow where approvers can view suppliers for approval and approve them using the Supplier Approval component (APPROVE_VENDOR). A supplier is automatically set to approved status if the user who entered it is set up as an approver. To implement workflow approvals, you define the roles, rules, and routings using the PeopleSoft Application Designer, PeopleCode, and Workflow Administrator. Oracle delivers the PeopleSoft system with basic approval rules already established. You cannot enter vouchers for a supplier until the supplier has been approved. Likewise, a supplier must be approved *and* open for ordering before you can enter purchase orders (POs) for the supplier. You set up supplier approvers on the User Preferences - Procurement page.

2. PeopleSoft Approval Framework documented in the documentation *Enterprise Components: Approval Framework*

This workflow method enables you to approve a supplier using the approval framework. With proper authorization, an approver can add other approvers, called ad hoc approvers, to the current or a later stage of the approval process. Reviewers and ad hoc reviewers can be part of the workflow. Reviewers can see the approval but do not approve it. Setting up this method requires less technical skills than setting up standard PeopleTools workflow technology.

Note: You can use either workflow method for approving suppliers.

see the product documentation for *PeopleTools: Workflow Technology*

Related Links

[Approving Suppliers](#)

Supplier Archiving

Before you can archive a supplier, you must first archive the payments and then the related vouchers for that supplier. You can archive inactive suppliers from your system by using the Supplier Archive Request Process page.

Since archiving a supplier is similar to inactivating a supplier—users cannot enter new vouchers for this supplier—you must have the authority to inactivate suppliers to archive suppliers. Use the Supplier Processing Authority page in the User Preferences component (OPR_DEFAULT) to grant authority to users.

Related Links

"Understanding Data Types Available for Archiving (*PeopleSoft FSCM 9.2: Payables*)"

Single Payment Suppliers

PeopleSoft Payables enables you to enter a voucher for a one-time supplier without adding rows to supplier tables. You must set up at least one single payment supplier, which is used as the master supplier for single payment vouchers. The master supplier can include such general information as tax, payment method, payment terms, and bank account defaults. You enter any information that is particular to a supplier—such as the supplier's name and address—directly on the single payment voucher. PeopleSoft

recommends that you define a single payment supplier for each tax environment you work in, in situations where supplier tax information is used to calculate tax on transactions.

Note: If financial sanctions validation is enabled at the installation level, the system validates the supplier upon saving the voucher. If financial sanctions validation is enabled at the bank level, the system validates the supplier upon saving the voucher only if you specify a bank for the remit supplier and the bank requires financial sanctions validation. If the system determines that the supplier has a potential match on a financial sanctions list, you can save the voucher and put the payment on hold, save the voucher and not put the payment on hold, or not save the voucher.

The system does not update the single payment supplier's financial sanctions status on the Supplier Information component, because it is only a template for single payment suppliers.

Related Links

[Entering Single Payment Suppliers](#)

Duplicate Supplier Checking

PeopleSoft enables you to check for duplicate suppliers in real-time when you enter new suppliers in the Supplier Information component. You can also run a report to find duplicate suppliers. The system can check for duplicate suppliers based on the address, city, and state. When the system identifies duplicate suppliers, it provides the supplier ID in the message to assist you in identifying duplicate suppliers.

You can set validation options independently for active and inactive suppliers, enabling you to define whether to provide or not provide warnings or to reject an active or inactive supplier on each field type. This feature provides more control in identifying duplicate suppliers. Suppliers can also fine tune the duplicate supplier search criteria.

You can also enable duplicate supplier checking in online registration. See [Setting Up the Online Registration System](#).

Related Links

[Adding New Suppliers](#)

[Duplicate Supplier Request Page](#)

Supplier Audit

The Audit Framework for the supplier field level allows the users to set up and administer an audit trial for various fields on the Supplier component at the Set ID or Supplier level.

Use the Supplier Processing Authority page to setup supplier audit.

Navigation

Setup Financials/ Supply Chain, Common Definitions, User Preferences, Define User Preferences, Supplier Processing Authority

Image: Supplier Processing Authority page

This example illustrates the fields and controls on the Supplier Processing Authority page.

Supplier Processing Authority

User DVP1 Development User

Supplier Processing Authority

- ☒ Authority to Enter
- ☒ Authority to Approve
- ☒ Authority to Inactivate
- ☒ Supplier Audit

OK Cancel Refresh

Select Authority to Enter check box to authenticate the user to create or update the Supplier details. The Supplier Audit check box is selected by default. You can set up audit at Set ID level or supplier level if the check box is selected. If the check box is not selected, then users cannot set up audit but can inquire the supplier audit and run the audit log report.

Use the supplier audit configuration template to select the desired fields to audit and to set the Reason flag which requires Reason Code and comments to be captured.

Supplier Audit Template has H-Grid (Hierarchical Grid) for Supplier Address, Phone Information, and Supplier Contact Phone fields where it allows the user to enable and disable the audit and reason flag for the main field. When saved, it will enable the audit and reason flag for dependent fields attached to main field. One default Template ID is allowed per Set ID.

Navigation

Set Up Financials/ Supply Chain, Product Related, Procurement Options, Suppliers, Supplier Audit Template

Image: Supplier Audit Template

This example illustrates the fields and controls on the Supplier Audit Template.

Supplier Audit Template [Copy Template](#)

SetID SHARE

Template ID TESTTMPL1

☐ Default

Field Identifiers Find | View All First 1 of 38 Last

Group Name Supplier Information

Field List View All | 1-12 of 12 First Last

	Field Label	Supplier Audit	Reason Flag
1	Additional Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	CCR Status	<input type="checkbox"/>	<input type="checkbox"/>
3	Classification	<input type="checkbox"/>	<input type="checkbox"/>
4	HCM Class	<input type="checkbox"/>	<input type="checkbox"/>
5	Open For Ordering	<input type="checkbox"/>	<input type="checkbox"/>
6	SetID	<input type="checkbox"/>	<input type="checkbox"/>
7	Supplier ID	<input type="checkbox"/>	<input type="checkbox"/>
8	Supplier Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Supplier Short Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Supplier Status	<input type="checkbox"/>	<input type="checkbox"/>
11	VAT Registration	<input type="checkbox"/>	<input type="checkbox"/>
12	Withholding	<input type="checkbox"/>	<input type="checkbox"/>

To enable the supplier audit, select the Supplier Audit check box on the Supplier Set Control page. For more information, see [Supplier Set Control Page](#)

If the Supplier Audit check box is selected, the Template ID field with the Default Template ID from Configuration Template is displayed. Template ID is a mandatory field if supplier audit is enabled. You can override the default Template ID by selecting a different Template ID from the prompt. No audit settings will default to Supplier if the audit flag is disabled.

You can override the Template ID on the Supplier - Identifying Information page. You can choose the option of *Specify* and enable the audit flag. Specify the different Template ID from the prompt. You can choose the option of *Default* to get the default settings from Supplier Control. The *Default* option disables the Supplier Audit flag and Template ID from editing. To bypass the audit for this supplier, deselect the Supplier Audit check box. The Supplier - Identifying Information page displays the default settings from the Set Control page if no previous audit happened for this supplier. If the supplier has been previous

audited, the audit settings as previously saved are displayed. Template ID is a mandatory field if supplier audit is enabled.

For more information, see [Identifying Information Page](#)

You can copy the existing template to create a new template for that Set ID or use a different Set ID by using the Copy Template link. The user has to enter the new Set ID and Template ID in the Copy Template page. New Set ID and Template ID are mandatory. Click the Confirm button to copy the existing Template and create a new default Template ID for the Set ID, provided no default Template ID exists for the Set ID. Click the Cancel button to return to the Main page. Access setting up the audit at Supplier or Set ID level is based on the audit flag set up in the Supplier Processing Authority in the User Preferences. When the user makes a field change to a supplier, the user ID, the date/time, Original value, Changed value, Action, Record, Field label, and the reason for the change are recorded each time a change is made to the auditing fields set by Configuration Template. These changes are displayed on the Preview Audit screen when you save the Supplier page and you can enter Reason Code and Comments in Preview Audit Screen for those fields enabled for Reason flag in the Configuration Template. Click OK button on the Preview Audit Screen to save the changes made on the Supplier. The Reason Code is mandatory for those fields enabled for Reason Code in the Preview Audit Screen. The Audit information is stored in the table PS_VNDR_AUDIT_SUMM which is separate from Supplier Master table. Click Cancel button on the Preview Audit Screen to abort the save. The Supplier page will be refreshed with the changes reverting back to original. There are some sample Reason Codes available. The user can add new reason codes for Reason Type: *Supplier Audit* in the Reason Codes page. (Set Up Financials / Supply Chain, Codes and Auto Numbering, Reason Codes),

Note: The audit will happen and the Preview Audit Screen will be displayed only for existing suppliers. No audit will happen when you create a new supplier. No audit will happen if the user does not have authority to Enter/Update the Supplier set in the Supplier Processing Authority.

Image: Preview Supplier Audit (1 of 2)

This example illustrates the fields and controls on the Preview Supplier Audit (1 of 2).

Preview Audit, Enter Reason Codes/Comments and Finalize

Preview Supplier Audit

SetID: SHARE

Supplier ID: 0000000046 Short Supplier Name: ONSIGHT-001 Supplier: Onsite Inc1-11

Preview Supplier Audit

SetID	Supplier ID	User ID	Date/Time Stamp	Group Name	Record	Action
1 SHARE	0000000046	VP1	03/03/2013 9:56PM	Supplier Information	VENDOR	UPDATE
2 SHARE	0000000046	VP1	03/03/2013 9:56PM	Supplier Information	VENDOR	UPDATE

OK Cancel

Image: Preview Supplier Audit (2 of 2)

This example illustrates the fields and controls on the Preview Supplier Audit (2 of 2).

Preview Audit, Enter Reason Codes/Comments and Finalize

Personalize | Find | View All

Field Label	Original Value	Changed Value	Reason Code	Comments
Additional Name	Onsite-1	Onsite-11	CUSTREQ	Customer Request
Supplier Name	Onsite Inc1-1	Onsite Inc1-11	CUSTREQ	Customer Request

The Supplier Audit Inquiry page displays the summary of field changes made to the Supplier for a period of time. All the fields for the search criteria are mandatory. By default, the To Date is the current date and the From Date is the date three months prior to the current date. Click the Search button to display the result set in a separate Do Modal Window, if data matching the search criteria exists. Click the Clear button to reset all the parameters to blank values.

Navigation

Suppliers, Supplier Information, Maintain, Supplier Audit Inquiry

Image: Supplier Audit Inquiry

This example illustrates the fields and controls on the Supplier Audit Inquiry.

Supplier Audit Inquiry

Search Criteria

SetID

Supplier ID Mel's Diner Restlurant and Supplies LLC

User ID Smith,Jane

From Date

To Date

Image: Supplier Audit Inquiry Detail page

This example illustrates the fields and controls on the Supplier Audit Inquiry Detail page.

Supplier Audit Inquiry Detail							
SetID	SHARE	Supplier ID	0000000044	User ID	DVP1	From Date	11/27/2012 To Date 02/27/2013
Supplier Audit Details							
Date/Time Stamp	Group Name	Action	Field Label	Original Value	Changed Value	Reason Code	
02/25/2013 1:25PM	Supplier Information	UPDATE	Supplier Short Name	MELS DINER	MEL'S DINE		
02/25/2013 1:09PM	Supplier Information	CORRECTION	Supplier Name	Mel's Diner	Mel's Diner Restaurant and Supplies LLC	CORRECTION	
02/25/2013 1:09PM	Supplier Address	CORRECTION	City	Phoenix	Tuson		
02/25/2013 1:09PM	Supplier Information	CORRECTION	Supplier Short Name	MELS	MELS DINER		
<div>Return</div>							

Use the Supplier Audit log page to run the Supplier Audit log report.

Navigation

Suppliers, Supplier Information, General Reports, Supplier Audit Log

Image: Supplier Audit Log page

This example illustrates the fields and controls on the Supplier Audit Log page.

The screenshot shows the 'Supplier Audit Log' page. At the top, there is a tab labeled 'Supplier Audit Log'. Below the tab, there are three links: 'Run Control ID ADHOC', 'Report Manager', and 'Process Monitor'. To the right of these links is a 'Run' button. Below the links, there is a 'Language' dropdown menu set to 'English'. The main section is titled 'Audit Search Criteria' and contains several input fields with search icons: '*SetID' (with the value 'SHARE'), 'Supplier ID', 'Supplier Short Name', 'Supplier Name', 'Reason Code', 'Date From' (with the value '11/25/2012'), 'To' (with the value '02/25/2013'), and 'User ID'. The 'Date From' and 'To' fields have calendar icons next to them.

Enter the input parameters and run the BI Publisher process VNDR_AUDIT to publish the XMLP report. By default, the To Date is the current date and the Date From is the date three months prior to the current date. Set ID, From Date, To Date is mandatory and all other parameters are optional. The report can be run specific to Supplier, Reason Code and User ID by entering these parameters. If these parameters are left blank, the system will update % to run across these parameters.

The audit trail for a supplier can be archived or restored using the Archive Template *APCCVEND* in People Tools Data Archive Manager. Selective Query for Archive is *AP_VENDOR_CC_ARCHIVE* and query for restoring is *AP_VENDOR_CC_RESTORE* in the Archive Template. Access to run the People Tools Data Archive Manager is based on the user role and permissions.

The user can view the data from Archive table by running the Query *AP_VENDOR_CC_RESTORE* in Query Manager. The user needs to enter all the parameters for this Query. You can download the result to XLS or HTML or any other formats supported by Query Manager.

Financial audit for supplier supports the following cross applications:

- Supplier status change from Supplier Approval Workflow
- Supplier status change for onetime supplier from Online Voucher Component
- Supplier status change for onetime supplier from Voucher Build Process

Supplier Status Change from Supplier Approval Workflow

Captures the audit for Supplier Status change when the approver takes action of approve or deny. Deselect the Authority to Approve check box on the Supplier Processing Authority page. Select the Supplier Audit check box to allow the user to set up or override audit at Set ID or Supplier level.

Set up the Supplier Status field for Audit and Reason in the Configuration Template and set the audit at the Set ID level.

Create new supplier or update an existing supplier. Set up the audit at the Supplier level and save the page. The status becomes *Unapproved*. Preview is displayed for existing supplier. It triggers the workflow to the Approver Hierarchy.

Login to Approver ID and open the Work list page. Or Login to Approver ID and open the Approval page (Suppliers, Supplier Information, Approve, Approve Supplier). Perform the action of approve or deny. No preview is displayed from Approver component. Audit is captured in the table PS_VNDR_AUDIT_SUMM with the Reason Code as VNDAPPR.

Review the audit information online through Supplier Audit Inquire panel. Run the Audit log XMLP report to get the detailed report of the audit trial.

Supplier Status Change for Onetime Supplier from Online Voucher Component

Captures the audit for Supplier Status change when voucher is created online for one time supplier.

Select the Supplier Audit check at Supplier Process Authority to allow the user to set up or override audit at Set ID or Supplier level.

Set up the Supplier Status field for Audit and Reason in the Configuration Template and set the audit at the Set ID level. Set up the audit for the one time supplier.

Create online voucher for the one time supplier and the Supplier Status is set to *Inactive* when the voucher becomes Postable. The Audit is captured in the table PS_VNDR_AUDIT_SUMM with the Reason Code as VCHR. Preview is not displayed from Online Voucher Component.

Review the audit information online through Supplier Audit Inquire panel. Run the Audit log XMLP report to get the detailed report of the audit trial.

Supplier Status Change for Onetime Supplier from Voucher Build Process

Captures the audit for Supplier Status change when Quick invoice is created for one time supplier and load this quick invoice through Voucher build process.

Select the Supplier Audit check at Supplier Process Authority to allow the user to set up or override audit at Set ID or Supplier level.

Set up the Supplier Status field for Audit and Reason in the Configuration Template and set the audit at the Set ID level. Set up the audit for the one time supplier.

Create Quick Invoice for one time supplier. Run the Voucher Build Process for Quick Invoice. When the Voucher is build and becomes Postable, the Supplier Status for one time supplier is set to be *Inactive*. The Audit is captured in the table PS_VNDR_AUDIT_SUMM with the Reason Code as VCHR. The process instance of the run is logged. Preview is not displayed from the batch program.

Review the audit information online through Supplier Audit Inquire panel. Run the Audit log XMLP report to get the detailed report of the audit trial.

Understanding Financial Sanctions Validation

For U.S.-based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that suppliers be validated against a Specially Designated Nationals (SDN) list prior to payment. OFAC acts under Presidential wartime and national emergency powers, as well as authority granted by specific legislation, to impose controls on transactions and freeze foreign assets under U.S. jurisdiction. Many of the sanctions are based on United Nations and other international mandates, are multilateral in scope, and involve close cooperation with allied governments.

PeopleSoft provides you the ability to download the list of SDNs from the OFAC, the European Union, as well as enterprise sources. Once installed, you can manually search the list to validate suppliers. In addition to manual searches, you can enable searches to be performed automatically when processing transactions. If, for example a supplier name or address matches one on the SDN list, PeopleSoft provides a process for administrators to verify that the match is correct and prevent any financial transactions from occurring with that individual or entity or approve the transaction if the match proves to be a false positive.

This section discusses:

- Overview of financial sanctions validation.
- Financial sanctions validation and transaction processing.
- Examples of financial sanctions validations.

Related Links

"Financial Sanctions Options Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Voucher Validation (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding Pay Cycle Alerts (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding the Financial Sanctions Service (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)"
[Setting Up the Online Registration System](#)

Overview of Financial Sanctions Validation

PeopleSoft provides validation of your suppliers against any financial sanctions list at the supplier level, voucher level, and payment level. The system validates the supplier's:

- Names.
- Payment alternate names.
- Withholding alternate names.
- Addresses.
- Country.

To perform financial sanctions validation:

1. Specify options on the Financial Sanctions Options page of the Installation component (INSTALLATION).

How the system validates your suppliers depend on if you enable financial sanctions for PeopleSoft Payables and eSettlements at the installation level or the bank level. The system's actions are discussed in detail in the following section.

The Secure Enterprise Search (SES) is used to perform the search on the financial sanctions data. For the system to identify the most accurate match results, the system searches only the name fields against the name search index and the address fields against the address search index. The system passes the name and address fields and weighting factors to the search indexes. It then compares the results of the SES and reports it as a possible match if the score is greater than the SES Score Threshold field defined on the Financial Sanctions Options page.

See "Financial Sanctions Options Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

2. If you enable financial sanctions at the bank level, you must specify the banks on the Bank Information page.

Note: This step is not applicable if you enable financial sanctions at the installation level, because all suppliers are validated.

See "Defining Bank Information (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)".

3. Load the financial sanctions list into the system using the Import Financial Sanction List page.

You must build search indexes for downloaded financial sanctions data. Use the Search Index Admin page to build and rebuild the search indexes.

Note: After you load a file, you must rebuild the search indexes.

See "Importing the SDN List (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)".

4. (Optional) Review the financial sanctions data using the Financial Sanctions Inquiry page to verify transactions and supplier status.

See "Searching the Financial Sanctions Data (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)".

5. Create a supplier using the Supplier Information component.

At the supplier level, the system validates your supplier names and addresses:

- Upon saving the supplier if financial sanctions is enabled at the installation level, and the SDN Validation at save check box is selected on the Supplier Set Control page.
- On an ad hoc basis by clicking the Financial Sanctions edit button if financial sanctions is enabled at the installation level, and the SDN Validation at save check box is not selected on the Supplier Set Control page.
- Running the Financial Sanctions Validation Application Engine process (AP_SDN_VAL).

6. Enter supplier transactions.

Again, how the system validates your suppliers depends on if you enable financial sanctions for PeopleSoft Payables and eSettlements at the installation level or the bank level. The system's actions

are discussed in detail in the following section and other set of topics in the documentation *PeopleSoft Payables* and the *PeopleSoft eSettlements*.

See "Voucher Validation (*PeopleSoft FSCM 9.2: Payables*)".

See "Understanding Pay Cycle Alerts (*PeopleSoft FSCM 9.2: Payables*)".

See "Understanding Supplier Registration (*PeopleSoft FSCM 9.2: eSettlements*)".

Financial Sanctions Validation and Transaction Processing

When you enable financial sanctions validation, the system validates supplier names (names, payment alternate names, and withholding alternate names) and addresses (addresses and country), and if there is a potential match to the financial sanctions list, it updates the Financial Sanctions Status field on the Financial Sanctions Status collapsible region on the Identifying Information page. You determine if the match is accurate and then manually set the supplier's financial sanctions status to *Blocked*. The system does not allow payments to suppliers with a financial sanctions status of *Blocked* or *Review*.

This section discusses how the system updates the supplier's financial sanctions status and the action it takes during supplier entry and transaction processing for financial sanctions enabled at the installation level and at the bank level.

Financial Sanctions Validation Enabled at the Installation Level

How the system validates your suppliers is dependant upon how you set up financial sanctions validation options. For this table, the system validates:

- On the Supplier Information component at save if financial sanctions is enabled at the installation level, and the SDN Validation at save check box is selected on the Supplier Set Control page.
- On the Supplier Information component on an ad hoc basis by clicking the Financial Sanctions edit button if financial sanctions is enabled at the installation level, and the SDN Validation at save check box is not selected on the Supplier Set Control page.
- During the pay cycle selection process if the Financial Sanctions list edit field is selected on the Payment Selection Criteria - Preferences page.
- As otherwise noted in the table.

Note: For this table, the assumption is that if the supplier's initial financial sanctions status is *Cleared*, the days before the next validation have expired and the *Skip future validation* field is not selected on the Financial Sanctions Status collapsible region on the Identifying Information page.

Source	System Validation	Financial Sanctions Status After Validation	Action
Supplier Information	<ul style="list-style-type: none"> • At save. • On an ad hoc basis. 	<i>Valid</i>	The system saves supplier.

Source	System Validation	Financial Sanctions Status After Validation	Action
Supplier Information	<ul style="list-style-type: none"> At save. On an ad hoc basis. 	<i>Review</i>	The system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the supplier.
Supplier Information	<p>When the days before next validation have expired:</p> <ul style="list-style-type: none"> At save. On an ad hoc basis. <p>If skip future validation: none.</p>	<i>Cleared</i>	<p>The system saves the supplier with no warning message, because you manually set this status.</p> <hr/> <p>Note: If the supplier has an initial financial sanctions status of <i>Cleared</i>, and the system performs financial sanctions validation, the system automatically changes the supplier's financial sanctions status to <i>Valid</i> if there is not a match, or to <i>Review</i> if there is a potential match.</p> <hr/>
Supplier Information	None.	<i>Blocked</i>	The system saves the supplier with no warning message, because you manually set this status.
<p>Regular Entry Vouchers - all voucher styles, except single payment voucher.</p> <p>Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i>.</p>	At save.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system saves the voucher. For <i>Review</i> status, the system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.
<p>Regular Entry Vouchers - all voucher styles, except single payment voucher.</p> <p>Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i>.</p>	None.	<i>Review</i> or <i>Blocked</i>	The system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.

Source	System Validation	Financial Sanctions Status After Validation	Action
<p>Regular Entry Vouchers - single payment voucher.</p> <p>There is no initial financial sanctions status since you are using a single payment supplier.</p>	At save.	<p><i>Valid</i> or <i>Review</i></p> <hr/> <p>Note: The system does not update the single payment supplier's financial sanctions status on the Supplier Information component, because it is only a template for single payment suppliers.</p> <hr/>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system saves the single payment voucher. For <i>Review</i> status, the system displays a warning message that the supplier is under review or blocked for financial sanctions. You can save the single payment voucher and put the payment on hold, save the single payment voucher and not put the payment on hold, or not save the single payment voucher.
<p>Quick Invoice and Summary Invoice Entry</p> <p>Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i>.</p>	At save.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system saves the voucher. For <i>Review</i> status, the system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.
<p>Quick Invoice and Summary Invoice Entry</p> <p>Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i>.</p>	None.	<i>Review</i> or <i>Blocked</i>	The system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.
<p>Recording a manual payment using the Voucher component.</p> <p>Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i>.</p>	At save.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system saves the voucher. For <i>Review</i> status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to select <i>Record</i> as the payment action.

Source	System Validation	Financial Sanctions Status After Validation	Action
Recording a manual payment using the Voucher component. Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i> .	None.	<i>Review</i> or <i>Blocked</i>	The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to select <i>Record</i> as the payment action.
Manual Payment and Manual Draft Worksheet Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i> .	Upon building the worksheet.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system builds the manual payment worksheet and allows you to save the worksheet. For <i>Review</i> status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to use the supplier for a manual payment worksheet.
Manual Payment and Manual Draft Worksheet Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i> .	None.	<i>Review</i> or <i>Blocked</i>	The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to use the supplier for a manual payment worksheet.

Source	System Validation	Financial Sanctions Status After Validation	Action
Express Payment Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i> .	Upon creating the express payment.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system creates the express payment. For <i>Review</i> status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not create the express payment. <hr/> <p>Note: The Express Payment link is not available on the Voucher component if the supplier's financial sanctions status is <i>Review</i> or <i>Blocked</i>.</p> <hr/>
Express Payment Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i> .	None.	<i>Review</i> or <i>Blocked</i>	<p>The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not create the express payment.</p> <hr/> <p>Note: The Express Payment link is not available on the Voucher component if the supplier's financial sanctions status is <i>Review</i> or <i>Blocked</i>.</p> <hr/>
Pay Cycle Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i> .	During the selection process.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system selects the supplier's vouchers for payment. For <i>Review</i> status, the system creates a payment validation error that you can view on the Pay Cycle Financial Sanction Warnings page.

Source	System Validation	Financial Sanctions Status After Validation	Action
Pay Cycle Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i> .	None.	<i>Review</i> or <i>Blocked</i>	The system does not select the supplier's vouchers for payment.

Note: You can routinely validate your suppliers using the Financial Sanctions Validation process.

See [Financial Sanctions Validation Page](#).

Financial Sanctions Validation Enabled at the Bank Level

How the system validates your suppliers is dependant upon how you set up financial sanctions validation options. For this table, the system validates:

- During the pay cycle selection process if the Financial Sanctions list edit field is selected on the Payment Selection Criteria - Preferences page.
- As otherwise noted in the table.

Note: For this table, the assumption is that if the supplier's initial financial sanctions status is *Cleared*, the days before the next validation have expired and the *Skip future validation* field is not selected on the Financial Sanctions Status collapsible region on the Identifying Information page.

Source	System Validation	Financial Sanctions Status After Validation	Action
Supplier Information	None	<i>Valid</i> , <i>Cleared</i> , <i>Review</i> , or <i>Blocked</i>	The system saves the supplier. Note: When you create a new supplier, the system initially sets the financial sanctions status to <i>Valid</i> .
Regular Entry Vouchers - all voucher styles, except single payment voucher. Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i> .	At save only if you specify a bank for the remit supplier and the bank requires financial sanctions validation.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> • For <i>Valid</i> status, the system saves the voucher. • For <i>Review</i> status, the system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.

Source	System Validation	Financial Sanctions Status After Validation	Action
Regular Entry Vouchers - all voucher styles, except single payment voucher. Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i> .	None	<i>Review</i> or <i>Blocked</i>	The system displays a warning message that the supplier is under review or blocked for financial sanctions. The system saves the voucher.
Regular Entry Vouchers - single payment voucher. There is no initial financial sanctions status since you are using a single payment supplier.	At save only if you specify a bank for the remit supplier and the bank requires financial sanctions validation.	<i>Valid</i> or <i>Review</i> Note: The system does not update the single payment supplier's financial sanctions status on the Supplier Information component, because it is only a template for single payment suppliers.	<ul style="list-style-type: none"> For <i>Valid</i> status, the system saves the single payment voucher. For <i>Review</i> status, the system displays a warning message that the supplier is under review or blocked for financial sanctions. You can save the single payment voucher and put the payment on hold, save the single payment voucher and not put the payment on hold, or not save the single payment voucher.
Quick Invoice and Summary Invoice Entry Supplier's initial financial sanctions status is <i>Valid</i> , <i>Cleared</i> , <i>Review</i> , or <i>Blocked</i>	None	<i>Valid</i> , <i>Cleared</i> , <i>Review</i> , or <i>Blocked</i>	The system saves the voucher.
Recording a manual payment using the Voucher component. Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i> .	At save only if you specify a bank for the remit supplier and the bank requires financial sanctions validation.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system saves the voucher. For <i>Review</i> status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to select <i>Record</i> as the payment action.

Source	System Validation	Financial Sanctions Status After Validation	Action
Recording a manual payment using the Voucher component. Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i> .	None	<i>Review</i> or <i>Blocked</i>	The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to select <i>Record</i> as the payment action.
Manual Payment and Manual Draft Worksheet Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i> .	Upon building a worksheet only if the remit supplier's bank requires financial sanctions validation.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system builds the manual payment worksheet and allows you to save the worksheet. For <i>Review</i> status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to use the supplier for a manual payment worksheet.
Manual Payment and Manual Draft Worksheet Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i> .	None	<i>Review</i> or <i>Blocked</i>	The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to use the supplier for a manual payment worksheet.

Source	System Validation	Financial Sanctions Status After Validation	Action
Express Payments Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i> .	Upon creating the express payment only if the remit supplier's bank requires financial sanctions validation.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system creates the express payment. For <i>Review</i> status, the system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not create the express payment. <hr/> <p>Note: The Express Payment link is not available on the Voucher component if the supplier's financial sanctions status is <i>Review</i> or <i>Blocked</i>.</p> <hr/>
Express Payments Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i> .	None	<i>Review</i> or <i>Blocked</i>	<p>The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not create the express payment.</p> <hr/> <p>Note: The Express Payment link is not available on the Voucher component if the supplier's financial sanctions status is <i>Review</i> or <i>Blocked</i>.</p> <hr/>
Pay Cycle Supplier's initial financial sanctions status is <i>Valid</i> or <i>Cleared</i> .	During the selection process for remit suppliers whose banks require financial sanctions validation.	<i>Valid</i> or <i>Review</i>	<ul style="list-style-type: none"> For <i>Valid</i> status, the system selects the supplier's vouchers for payment. For <i>Review</i> status, the system creates a payment validation error that you can view on the Pay Cycle Financial Sanction Warnings page.

Source	System Validation	Financial Sanctions Status After Validation	Action
Pay Cycle Supplier's initial financial sanctions status is <i>Review</i> or <i>Blocked</i> .	None	<i>Review</i> or <i>Blocked</i>	The system does not select the supplier's vouchers for payment.

Note: You can routinely validate your suppliers using the Financial Sanctions Validation process.

See [Financial Sanctions Validation Page](#).

Examples of Financial Sanctions Validations

Source	Financial Sanctions Enabled	Scenario	Expected Results
Supplier Information	Installation	The supplier name 1 is a match on the financial sanctions list.	The system updates the supplier's financial sanctions status to <i>Review</i> .
Supplier Information	Installation	The supplier name 2 is a match on the financial sanctions list.	The system updates the supplier's financial sanctions status to <i>Review</i> .
Supplier Information	Installation	The supplier's address 1 is a match on the financial sanctions list.	The system updates the supplier's financial sanctions status to <i>Review</i> .
Supplier Information	Installation	The supplier's country is a match on the financial sanctions list.	<ul style="list-style-type: none"> If the SES score is greater than or equal to the score defined on the Financial Sanctions Options page, the system updates the supplier's financial sanctions status to <i>Review</i>. If the SES score is less than the score defined on the Financial Sanctions Options page, the system updates the supplier's financial sanctions status to <i>Valid</i> if the status is not already <i>Valid</i>.
Supplier Information	Installation	The payment alternate name 2 is a match on the financial sanctions list.	The system updates the supplier's financial sanctions status to <i>Review</i> .
Supplier Information	Installation	The withholding alternate name 1 is a match on the financial sanctions list.	The system updates the supplier's financial sanctions status to <i>Review</i> .

Source	Financial Sanctions Enabled	Scenario	Expected Results
Regular Entry Vouchers - all voucher styles, except single payment voucher.	Installation	Enter a regular voucher. The supplier initially has a financial sanctions status of <i>Valid</i> , but during financial sanctions validation, the system identifies the supplier as a match on the financial sanctions list.	<ul style="list-style-type: none"> Upon saving the voucher, the system displays a warning message that the supplier is under review or blocked for financial sanctions. You can proceed with saving the voucher. The system updates the supplier's financial sanctions status to <i>Review</i>.
Regular Entry Vouchers - all voucher styles, except single payment voucher.	Bank	Enter a regular voucher. Do not specify a bank for the remit supplier.	The system saves the voucher, with no validation of the supplier.
Regular Entry Vouchers - single payment voucher.	Bank	Create a single payment voucher for a single payment supplier whose bank requires financial sanctions validation. The supplier is a match on the financial sanctions list.	<ul style="list-style-type: none"> The system displays a warning message that the supplier is under review or blocked for financial sanctions. You can save the single payment voucher and put the payment on hold, save the single payment voucher and not put the payment on hold, or not save the single payment voucher. The system does not update the supplier's financial status.
Quick Invoice and Summary Invoice Entry	Installation	Enter a quick invoice with a valid supplier. Run the Voucher Build process. Access the voucher and change the remit supplier to a supplier with financial sanctions status of <i>Review</i> . Save the voucher.	<ul style="list-style-type: none"> Upon saving the voucher, the system displays a warning message that the supplier is under review or blocked for financial sanctions. You can proceed with saving the voucher. The system does not validate at save if the supplier's financial sanctions status is <i>Review</i> or <i>Blocked</i>.

Source	Financial Sanctions Enabled	Scenario	Expected Results
Manual Payment and Manual Draft Worksheet.	Installation	The supplier initially has a financial sanctions status of <i>Valid</i> . Enter a voucher and create a manual draft payment. When you attempt to build the worksheet, the system identifies the supplier as a match on the financial sanctions list.	<ul style="list-style-type: none"> The system displays an error message that the supplier is under review or blocked for financial sanctions. The system does not allow you to use the supplier for a manual payment worksheet. The system updates the supplier's financial sanctions status to <i>Review</i>.
Pay Cycle	Installation	The supplier initially has a financial sanctions status of <i>Valid</i> . Create a voucher with two schedule payments. Change the second schedule payment remit supplier to a different supplier. Save the voucher. Manually change the financial sanctions status of the second remit supplier to <i>Review</i> . Run a pay cycle that includes both schedule payments.	<ul style="list-style-type: none"> The system pays the first schedule payment. The system does not select the second schedule payment.
Pay Cycle	Bank	Specify USBNK as requiring financial sanctions validation. Enter two vouchers for Supplier 1. Specify USBNK as the bank for the first voucher. Specify TRBNK as the bank for the second voucher. Manually change the financial sanctions status for Supplier 1 to <i>Review</i> . Run a pay cycle that includes both vouchers.	<ul style="list-style-type: none"> The system does not select the first voucher. The system pays the second voucher.

Prerequisites

Before you enter suppliers in the system, you must:

- (Optional) Set financial sanctions options using the Installation Options component (INSTALLATION).
- Establish the supplier set controls by SetID on the Supplier Set Control page, where you define whether to use autonumbering, whether to display withholding or value-added tax (VAT) information, and whether electronic funds transfer (EFT) or automated clearing house (ACH) prenotes should be generated for suppliers who request that payment method.

You can also specify the number of wait days for EFT or ACH prenote autoconfirmation and a default country for the set of suppliers.

- Define supplier approvers using the User Preferences component (OPR_DEFAULT).
- Define ship-to-locations.
- (Optional) Define pay group codes.
- (Optional) Set up withholding (for withholding-applicable suppliers only)
- (Optional) Set up tax information.
- (Optional) Set up bank accounts (for suppliers who can be paid by electronic funds transfer).
- (Optional) Define government certifications.
- (Optional) Set up matching options.
- (Optional) Set up the accounting entry template.

Related Links

"Financial Sanctions Options Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Understanding User Preferences (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

[Defining Ship To Locations](#)

[Defining Supplier Pay Group Codes](#)

"Understanding the Withholding Process (*PeopleSoft FSCM 9.2: Payables*)"

"Establishing PeopleSoft-Only Sales and Use Tax Processing (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding VAT Processing in PeopleSoft Payables (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding VAT Processing in PeopleSoft Payables (*PeopleSoft FSCM 9.2: Payables*)"

[\(USA\) Entering Supplier Government Certifications](#)

[Establishing Matching and Document Association Options](#)

"Accounting Entry Template Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Common Elements Used in Maintaining Suppliers

Location

Displays the location for a supplier.

A supplier location is not a physical address. It is a default set of rules, or attributes, that define how you conduct business with a particular supplier.

SetID

Displays the SetID that you selected for a supplier.

Supplier

Displays the supplier ID for a supplier.

Related Content

Click this link to select a link to view information related to this supplier and business unit combination. The system displays information from today's date to one year prior, allowing you to see at a glance information in a graphical format. You can

expand the viewing area by clicking on the box above the frame and dragging it up. You can also close the viewing area by clicking the X in the upper right corner of the viewing area.

Information available for viewing includes:

Aging Balance: Click to view payables aging balances. This feature computes in real time the open invoices, credit notes, and prepayments based on the invoice due date. The content provides, for example, approved and unapproved vouchers and negative and prepaid vouchers.

Credit Vouchers: Click to view credit voucher information for this supplier and business unit combination. The information includes the business unit, voucher and invoice IDs, and invoice date and amount.

Pending Payments: Click to view pending payments information for this supplier and business unit combination.

Supplier Short Name

Provides an alternate search key to access supplier data. The system enables you to assign the same supplier short name to multiple suppliers, and it makes the short name unique by adding a numeric value to the end. For example, if you enter the supplier short name *SMITH*, when you save, the system makes the short name *SMITH-001*. If you ever have another supplier for whom you want to use *SMITH* as the short name, the system enters *SMITH-002*, and so on. The supplier short name appears on various supplier maintenance pages.

Note: If the system is tracking supplier name changes, when a new effective-dated change occurs, the new supplier short name, name 1, and name 2 values are automatically updated in this field.

Entering Supplier Identifying Information

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

Use the VNDR_ID_EXCEL component interface to load data into the tables for this component.

Note: There is another Supplier Information component interface (VNDR_ID) used by the Supplier Enterprise Integration Point (EIP) for loading suppliers into the PeopleSoft Payables and PeopleSoft Purchasing supplier tables. You can use the Supplier EIP to import supplier information from PeopleSoft Payroll, PeopleSoft Student Administration, and external systems using XML messaging and to publish supplier information to these PeopleSoft and external systems. You can also use the VNDR_IMPORT application engine process to import suppliers from a flat file into the PeopleSoft Payables and PeopleSoft Purchasing supplier tables. These import processes are described in another set of topics.

This section discusses how to:

- Add new suppliers.
- Enter identifying information.
- Specify VAT registration details.
- Add supplier attachments.

Pages Used to Enter Supplier Identifying Information

Page Name	Definition Name	Navigation	Usage
Identifying Information	VNDR_ID1	Suppliers, Supplier Information, Add/Update, Supplier, Identifying Information	Enter identifying information for a supplier, including the supplier name and short name, classification, status, persistence, withholding and VAT eligibility, relationships with other suppliers, duplicate invoice checking settings, and additional identifying elements required for reporting to government agencies.
VAT Registration Details (value-added tax registration details)	VNDR_VAT_RGSTRN	Click the Registration link on the Identifying Information page.	Specify VAT registration information for all the countries with which the supplier is registered to do business.
VAT Defaults Setup (value-added tax defaults setup)	VAT_DEFAULTS_DTL	Click the VAT Default link on the Identifying Information page.	Specify and review VAT default settings at the supplier level.
Service VAT Treatment Defaults Setup (service value-added tax treatment defaults setup)	VAT_DEFAULTS_DTL	Click the VAT Service Treatment Setup link on the Identifying Information page.	Specify and review VAT default settings for VAT on services at the supplier level.
General Information - General Info	CUST_GENERAL1	Click the Bill To Customer Details link on the Identifying Information page.	<p>Define bill to customer information.</p> <p>The Bill to Customer Details link is only available if you have the option to automatically create bill to customers from the Supplier component.</p>
Supplier User	VENDOR_USER	Suppliers, Supplier Information, Add/Update, Supplier User, Supplier User	Identify users who are authorized to access supplier information.
Supplier Attachment	VNDR_ATT_SEC	Suppliers, Supplier Information, Attachments	Add supplier attachments.

Related Links

[Understanding the Supplier Import Processes](#)

Adding New Suppliers

When you add a new supplier, the system prompts you to enter a supplier ID, which is the primary key to the supplier tables; the supplier ID is a unique identifier that you can use to locate specific supplier information. Depending on how you set up your autonumbering defaults on the Supplier Set Control page, you enter either your own unique supplier ID or let the system assign one for you. Each supplier belonging to a SetID must have a unique number for its supplier ID. If you have enabled autonumbering, the supplier ID appears as *NEXT* on the search page. The system assigns a sequential ID number after you enter the supplier information and save the page.

Note: The system validates imported suppliers when you use the Supplier component interface (VNDR_ID_EXCEL) and the Supplier Enterprise Integration Point (EIP). In addition to delivering the Supplier EIP as application messages, the system can also deliver the supplier as a web service. It does not perform validations when you use the VNDR_IMPORT Application Engine process.

When you are adding a new supplier to PeopleSoft Payables, you must specify information for these fields:

SetID Select a SetID, or click the drill-down button to look up a SetID.

Supplier ID If you have elected to have the system assign supplier IDs, *Next* appears by default in this field; otherwise, enter a supplier ID in this field.

Persistence Select a persistence level for this supplier. Values are: *One Time*, *Permanent*, *Regular*, and *Single Payment Supplier*.

Note: If you specify a persistence level of *Single Payment Supplier* when you add a new supplier, the first page in the Supplier Information component that you enter is the Single Payment Supplier page.

If you are creating a one-time, permanent, or regular supplier, you first access the Identifying Information page.

See [Entering Single Payment Suppliers](#).

Check for Duplicate

When adding a supplier, click to check for duplicate suppliers before you save the supplier that you are adding. You must enter duplicate supplier checking options on the Supplier Set Control page to enable duplicate supplier checking. If you also select the Check for duplicates at save option on the Supplier Set Control page, then the system automatically checks for duplicates when you save the supplier.

When you select the Check for Duplicates button, the system searches for suppliers that are duplicates. If there are not duplicate suppliers, a message indicates that there were no suppliers matching the duplicate check criteria. If there are duplicates, the View All page appears and provides a list of

all duplicate suppliers and a link to the applicable supplier component/page. The page is dynamic and displays the field option values that were selected for duplicate checking.

Financial Sanctions edit

Click to validate the supplier against financial sanctions lists (for example, the SDN list). This button only appears if financial sanctions is enabled at the installation level, and the SDN Validation at save check box is not selected on the Supplier Set Control page. Also, this button only appears for suppliers with a financial sanctions status of *Cleared* or *Valid*.

Related Links

[Defining Supplier Control Parameters](#)

Identifying Information Page

Use the Identifying Information page (VNDR_ID1) to enter identifying information for a supplier, including the supplier name and short name, classification, status, persistence, withholding and VAT eligibility, relationships with other suppliers, duplicate invoice checking settings, and additional identifying elements required for reporting to government agencies.

Navigation

Suppliers, Supplier Information, Add/Update, Supplier, Identifying Information

Image: Suppliers - Identifying Information page (1 of 3)

This example illustrates the fields and controls on the Suppliers - Identifying Information page (1 of 3). You can find definitions for the fields and controls later on this page.

Summary	Identifying Information	Address	Contacts	Location	Custom
<div> <div> SetID SHARE Supplier ID 0000000045 *Supplier Short Name ROBERTHALF ROBERTHALF-001 *Classification Outside Party HCM Class *Persistence Regular *Supplier Status Approved </div> <div> *Supplier Name Robert Half Additional Name <input type="checkbox"/> Withholding <input checked="" type="checkbox"/> Open For Ordering <input type="checkbox"/> VAT Registration *Supplier Audit Default <input type="checkbox"/> Supplier Audit </div> </div>					
<div> Expand All Collapse All Attachments (0) Profile Questions Categorization </div>					
<div> Supplier Relationships <div> <input type="checkbox"/> Corporate Supplier Corporate SetID SHARE Corporate Supplier ID 0000000045 Robert Half </div> <div> <input type="checkbox"/> InterUnit Supplier InterUnit Supplier ID Supplier Hierarchy </div> </div>					
<div> Create Bill-To Customer <input type="checkbox"/> Create Bill To Customer </div>					
<div> Supplier Rating <div> ★★★★★ Excellent ★★★★☆ Good ★★★☆☆ Fair ★★☆☆☆ Poor ★☆☆☆☆ None </div> </div>					
<div> Supplier Logo <div> Add Image Delete Image </div> </div>					

Image: Suppliers - Identifying Information page (2 of 3)

This example illustrates the fields and controls on the Suppliers - Identifying Information page (2 of 3). You can find definitions for the fields and controls later on this page.

Additional ID Numbers

Customer SetID Customer ID Our Customer Number

ID Numbers Personalize | Find | View All | First 1 of 1 Last

Type	SetID	ID Number	DUNS Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Duplicate Invoice Settings Find | View All | First 1 of 1 Last

Options

Effective Date *Duplicate Inv Indicator

Status

Duplicate Invoice Severity

☒ Reject ☐ Recycle ☐ Warning

☐ Business Unit ☐ Supplier ID ☐ Invoice Number ☐ Invoice Date ☐ Gross Amount

Government Classifications

EEO Certification Date ☐ HUB Zone

Government Sources Find | View All | First 1 of 1 Last

*Certification Source

Government Classifications Find | View All | First 1 of 1 Last

Effective Date Certification Number

Certificate Begin Date Certificate Expiration

Government Classification

Image: Suppliers - Identifying Information page (3 of 3)

This example illustrates the fields and controls on the Suppliers - Identifying Information page (3 of 3). You can find definitions for the fields and controls later on this page.

Standard Industry Codes Personalize | Find | View All | First 1 of 1 Last

SIC Type	SIC Code	Parent SIC Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Reporting Elements

Common Parent's TIN Common Parent's Name

Type of Contractor HUBZone Program

SDB Program Size of Small Business

Other Preference Programs VOSB

Ethnicity

☐ Emerging Small Business ☐ Women-Owned Business ☐ Veteran ☐ Disabled

Comments

Comments

Expand All Collapse All

When you are adding or modifying a supplier, you can validate the supplier against a financial sanctions list on a real-time basis. The Financial Sanctions edit button only appears if financial sanctions is enabled

at the installation level, the SDN Validation at save check box is not selected on the Supplier Set Control page, and the supplier has a financial sanctions status of *Cleared* or *Valid*.

Supplier Name 1 and Supplier Name 2 Enter the supplier's name. There are two lines for the supplier name (supplier name 1 and supplier name 2), in case you're dealing with divisions, subsidiaries, or other complex organization entities that require detailed identification.

If the system is tracking supplier name changes, when a new effective-dated change occurs, the new supplier short name, name 1, and name 2 values are automatically updated in these fields.

Note: An error message is displayed on saving the supplier information, if a duplicate supplier name is detected. To enable this option, select the *Check for duplicates at save* check box on the Supplier Set Control page.



If you enabled alternate characters in your user preferences and want to enter alternate characters for the supplier, click the Alternate Name button next to either of the supplier name fields to enter or display alternate characters on the page that appears.

Note: This button appears on the page only if you have enabled the option on the User Preferences - Overall Preferences page.

Classification

Select the supplier's classification. Values are:

Attorney: Indicates that the supplier is an attorney.

Employee: Assign this classification to suppliers only if they are company personnel.

HCM (PeopleSoft Human Capital Management): Indicates that the supplier is a third-party supplier from the PeopleSoft Human Capital Management (HCM) system, such as an insurance carrier or taxing authority.

Selecting this value activates the HCM Class field.

Supplier: Most suppliers are suppliers.

Check for Duplicate

Click the *Check for Duplicate* button to check for any duplicate supplier names. If any duplicate entries are present, an error message is displayed with all the duplicate supplier IDs.

HCM Class

Select a human resources class. This field is available for entry only if you select *HCM* in the Classification field.

If you use HCM in conjunction with PeopleSoft Payables, select one of the following values to define HCM suppliers. Most of these classifications define third-party suppliers who need to be paid the amounts that were deducted from employee paychecks in the HCM software (benefits and payroll). Deduction amounts

from these systems, consisting of both employee and employer contributions for third parties, are paid through accounts payable as standard supplier vouchers.

Garn Pay (garnishment payee): Indicates that the supplier is a garnishment payee—that is, the recipient of garnishments such as child support or alimony payments.

Gen Deduct (general deductions): Indicates that the supplier receives general deductions such as union dues, health club dues, stock purchase contributions, credit union deposits, and so on.

Gen Prov (general provider): Indicates that the supplier is a general provider.

Ins Prov (insurance provider): Indicates that the supplier is an industrial insurance board provider.

Nat'l Prov (national provider): Indicates that the supplier is a national health service provider.

Part Prov (partner provider): Indicates that the supplier is an implementation partner provider.

Tax Col (tax collector): Indicates that the supplier is a tax collector.

Persistence

Select the supplier's persistence. Values are:

One-Time: Select for suppliers you know you will use only once. You can enter only one voucher for this supplier, after which the supplier status changes to *Inactive* automatically.

Note: A one-time supplier is different from a single payment supplier in that a one-time supplier adds rows to the supplier tables. A single payment supplier does not affect supplier tables and is used as the default master supplier for single payment vouchers.

Permanent: Select for suppliers you know your organization will always use, even if not on a frequent basis. You can create an unlimited number of vouchers for this supplier. The supplier is not purged from the system unless you specifically request that they be archived in a supplier archive request.

See "Archiving Data (*PeopleSoft FSCM 9.2: Payables*)".

Regular: Select for a supplier only if you don't mind that it is removed from the system once activity for the supplier stops for a designated period. You can create an unlimited number of vouchers for this supplier. However, if there is no activity for the supplier by the as of date in a supplier archive request, the supplier is purged from the system.

Note: If you select *Single Payment Supplier* as the persistence when adding a supplier, the system opens the Single Payment Supplier page, on which you can set up the supplier options that you want to appear by default on single payment vouchers.

See [Entering Single Payment Suppliers](#).

Supplier Status

Displays the supplier's status. You can change the status if you have supplier processing authority defined on the Procurement - Supplier Processing Authority page. Values are:

Approved: If you have authority to approve suppliers, the system automatically assigns a status of *Approved* to the supplier when you create the supplier. The system does not recognize a supplier as approved unless an authorized payables or purchasing user enters or approves it. Use the Supplier Processing Authority page in the User Preferences component to define supplier approvals.

See [Approving Suppliers](#).

Inactive: If you have the authority to inactivate suppliers you can select this option. Users cannot enter new vouchers for this supplier.

To Archive: If you have the authority to inactivate suppliers you can select this options. Users cannot enter new vouchers for this supplier; the supplier is purged from the system.

Note: Since archiving a supplier is similar to inactivating a supplier—users cannot enter new vouchers for this supplier—you must have the authority to inactivate suppliers to set the status to *To Archive*.

Unapproved: If you do not have the authority to approve suppliers, another user needs to approve the supplier before users can enter vouchers into the system for this supplier.

Attachments (0)

Click this link to access the Supplier Attachment page where you can add attachments related to a supplier. You can use attachments as a means of capturing additional information about the supplier without maintaining paper files. The link displays the number of attachments for the supplier.

You can upload and view a variety of documents, including Microsoft Word and Adobe Reader documents, as well as Microsoft Excel, PowerPoint, and Access files. Attachments are read only files. You can edit these files and load them again to make changes.

VAT Registration

Select when entering VAT-applicable suppliers, to activate the Registration, VAT Default, and VAT Service Treatment Setup links.

	<p>This check box appears only if you selected the Display VAT Flag check box on the Supplier Set Control page.</p>
Registration	<p>For VAT-applicable suppliers, click to open the VAT Registration Details page, on which you can enter VAT registration information for the supplier.</p>
VAT Default	<p>For VAT-applicable suppliers, click to open the VAT Defaults Setup component to review and, as applicable, enter VAT settings for the supplier.</p> <hr/> <p>Note: You must save the supplier before you can access the VAT Defaults Setup component for the supplier.</p> <hr/> <p>See "Understanding VAT Processing in PeopleSoft Payables (<i>PeopleSoft FSCM 9.2: Payables</i>)".</p> <p>See "Establishing VAT Defaults (<i>PeopleSoft FSCM 9.2: Global Options and Reports</i>)".</p>
VAT Service Treatment Setup	<p>If you are using services VAT treatment, click to open the Services VAT Treatment Drivers Setup component, to review and, as applicable, enter services VAT treatment settings for the supplier.</p> <hr/> <p>Note: You must save the supplier before you can access the Services VAT Treatment Drivers Setup component for the supplier.</p> <hr/>
Withholding	<p>When entering withholding or 1099 suppliers, select to enable withholding for the supplier. You specify withholding options on the Withholding Supplier Information page.</p> <hr/> <p>Note: While the Withholding option and the Withholding Supplier Information page are available to you to make updates after you have defined your suppliers, the most efficient way to handle withholding suppliers is to make sure that you mark them as withholding when you first enter them. If you do, all vouchers that you enter for withholding suppliers are automatically flagged for withholding reporting as you enter them into the system.</p> <hr/>
Supplier Audit	<p>Select to enable audit capability for the individual suppliers. The check box will not be available for editing if the Supplier Audit History option is disabled at the Set ID level. User can enable audit at an individual basis or for all suppliers.</p> <hr/> <p>Note: The users can enable or disable the audit feature only if they are granted permission on the Supplier Processing Authority page.</p> <hr/>

Open For Ordering	Select to certify the supplier for purchasing goods and services. If this check box is deselected, you cannot enter purchase orders (POs) for this supplier in PeopleSoft Purchasing.
Review Fedreg Information (review federal regulation information)	Click this link to access the Maintain Federal Entities page.
Approval History	Click to access the Additional Voucher Information page, where you can view approvals for the supplier.

Supplier Relationships

Corporate Supplier and Corporate Supplier ID	Select to associate the supplier that you are creating with a corporate supplier. Select a corporate supplier ID.
InterUnit Supplier and InterUnit Supplier ID	Select to identify this supplier as an interunit supplier. Specify the business unit that represents this supplier and select an interunit supplier ID. See "Using ChartField Inheritance (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)".
Supplier Hierarchy	Click this link to access the Supplier Visualization page. The Supplier Visualization page displays the supplier hierarchy in a graphical presentation.

Create Bill-To Customer

Create Bill To Customer	Select if you want the system to automatically create a bill to customer upon saving the supplier. The bill to customer is created with default information. To view the bill to customer that was created use the Additional ID Numbers section of this page. The default value is defined on the Installation Options - Purchasing page. See "Installation Options - Purchasing Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)".
Support Team Code	Select a support team for this bill to customer.
Collector	Select a collector for this bill to customer.
Credit Analyst	Select a credit analyst for this bill to customer.

Note: After the bill to customer is successfully created the Create Bill-To Customer group box will no longer appear on the page. To modify the bill to customer, use the Bill To Customer Details link under the Additional ID Numbers section of this page.

Additional ID Numbers

Enter information-only additional identifiers for the supplier in the Additional ID Numbers collapsible region. The data for the region is not used for processing, but may be required for reporting purposes.

Customer ID

If this supplier is also a customer, enter the valid receivables ID.

If you automatically create a bill to customer from this page, this field displays the bill to customer that the system automatically created.

Bill To Customer Details

Click this link to access the General Information component for this bill to customer. Use this component to complete the definition of the bill to customer.

Our Customer Number

Enter the number by which your supplier identifies you as the customer.

ISO and SEPA Information

Click this link to view the ISO and SEPA Information page.

You can provide the information that will be used in ISO and SEPA formats. The information includes Issuer, Identification and either an ISO Code List under which the identification was issued or a Proprietary Scheme Name under which the identification was issued. You must designate one issuer as the default that will be populated on the ISO and SEPA format.

See the product documentation for *PeopleSoft Banks Setup and Processing* and *PeopleSoft Financial Gateway*.

Type

Associate the supplier with a reporting entity by selecting the type of number that you are adding.

PeopleSoft delivers some ID numbers with the system, but you can also add your own. Examples of the types of ID numbers that you might want to add for the suppliers include:

ACN: company number - Australia.

CCM: municipal registration number - Brazil.

CGC: company tax registration number - Brazil.

CPF: Ind tax registration number - Brazil.

DB: DUNS Number (With Edit)

DNS: DUNS number (No Edit).

DP4: DUNS + 4 Suffix.

FIC: fiscal ID - company - Italy

FII: fiscal ID - indiv - Italy

GLN: global location number.

IE: state registration number - Brazil.

NIC: NIC number - France.

NIF: fiscal ID number - Spain.

SRN: SIREN number - France.

SRT: SIRET number - France.

TIN: tax identification number.

W2: W2 identification number.

Note: PeopleSoft recommends you inactivate the type fields that you are not using. This will assist in preventing the wrong selections from being made.

ID Number

Enter the ID number provided by the reporting entity for the supplier.

Depending on the type of number that you select, different fields are available for entry. If you select a DUNS Number (With Edit) number, for example, you activate the SetID and DUNS Number fields. If you select DUNS Number (No Edit) number you activate the ID Number field and the Credit File check box. If you select DUNS + 4 Suffix number you activate the ID Number field only. In the ID Number field enter the 4 digit suffix. If you enter another type of number, you activate the ID Number field.

The system can also use the ID number to verify a supplier when using the self-registration feature for suppliers. To access the feature select: Setup Financials/Supply chain, Common Definitions, Suppliers, Supplier Registration Setup. Using this component you can specify which ID number type and ID number to validate against if and when you enable suppliers to create their own users that are tied to the supplier ID during the supplier registration process.

The system stores identification numbers for suppliers at the supplier and supplier-location levels, but only uses IDs at the supplier level for validation. Identification numbers are optional, and you can only use one ID number per supplier.

Credit File

Select this check box if a D & B credit file exists. This check box is only available if you select a type of *DNS* (DUNS number (No Edit)).

Duplicate Invoice Settings

Enter duplicate invoice checking parameters in the Duplicate Invoice Settings collapsible region.

The options in the Duplicate Invoice Settings region are the same as those defined in the Payables Options component (BU_CTLB). In the Payables Options component, you define these options for the business units sharing a SetID; here, you define them for the supplier.

See "Payables Options - Vouchering Options 2 Page (*PeopleSoft FSCM 9.2: Payables*)".

(USA) Specifying Government Classifications

Enter government classifications required for reporting by some U.S. organizations in the Government Classifications collapsible region.

In the U.S., companies report information about the classification of suppliers with whom they do business to the government; they are also sometimes required to report similar information to their customers. Suppliers receive certain classifications of certification—for example, Small Business - Hispanic Woman Owned—from various government sources.

Note: You must define government sources and classifications on the Government Certifications - Sources page and the Government Certifications - Classifications page before you can select them at the supplier level.

EEO Certification Date (equal employment opportunity certification date)

Enter the supplier's EEO certification date.

HUB Zone (historically underutilized business zone)

Select if the supplier qualifies for this classification.

The HUBzone Empowerment Contracting program provides federal contracting opportunities for qualified small businesses located in distressed areas. Fostering the growth of these federal contractors as viable businesses, for the long term, helps to empower communities, create jobs, and attract private investment.

HUB Zone qualifications can give suppliers preferential treatment when procurement contracts are awarded.

Governmental agencies have a goal of awarding contracts to HUB-Zone-qualified suppliers based on certain percentages. Customers might use this field for reporting compliance in awarding business to HUB Zone businesses.

Source

Enter the supplier's certification source.

Each supplier can have multiple sources, and each source can have more than one effective-dated record that captures the certification number, begin date, expiration date, and government classification of the supplier's government certifications.

Cert Nbr (certificate number)

Enter the number of the certificate that your supplier received from this source, verifying that the supplier is qualified for this government classification.

Begin Dt (begin date) and Expire Dt (expiration date)

Enter the start date and expiration date for the certificate.

Gov Class (government classification)

Enter the type of government classification for which your supplier qualifies.

See [\(USA\) Entering Supplier Government Certifications](#).

Standard Industry Codes (Standard Industry Codes)

Enter standard industry classification (SIC) codes required for reporting by some governments in the Standard Industry Codes collapsible region.

Depending on your organization's reporting requirements, you can apply SIC codes here for the supplier or on the Supplier Information - Location page for a supplier location. The information that you enter for the supplier location is informational only. The data is not used elsewhere in the system. The information that you enter for the supplier, however, is used for U.S. government compliance reporting. If you are not doing government reporting, you may choose to define these numbers at the supplier location only.

You can supply multiple types of industry codes for the same supplier. For example, a standard USA SIC code and a North American Industrial Classification System (NAICS) code can be defined for the same supplier. You can also supply multiple SIC codes for the same SIC type.

Note: The fields in the Standard Industry Codes collapsible region support the U.S. Government reporting requirements.

SIC Type (standard industrial classification type)

Select the appropriate type for the supplier. PeopleSoft provides you with the standard hierarchy of these codes from Australia, Canada, Germany, France, the U.K., and the U.S., and you can also add your own. Examples of SIC types that you might select include:

AUS: Australia - New Zealand SIC code.

CAN: Canadian NAICS codes.

GER: German SIC codes.

NAF: French SIC codes.

SIC: U.S. SIC codes.

UK: U.K. 92 SIC codes.

USA: U.S. - NAICS codes.

SIC Code

In accordance with the SIC type that you select, the system provides an appropriate list of SIC codes. Select a code for the supplier.

Based on the SIC information that you select, the system populates the Parent SIC Code field and the Description field.

See "Standard Industry Codes Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

(USA) Additional Reporting Elements

Enter supplier information required for Federal Procurement Data Systems reporting in the Additional Reporting Elements collapsible region. These fields are government classification fields that are available for use in reporting.

Common Parent's Name	Enter a parent supplier name for this supplier ID. In this case, the common parent is the corporate entity that owns or controls an affiliated group of corporations that files its federal income tax returns on a consolidated basis, and of which this supplier is a member.
Emerging Small Business	Select if the supplier qualifies as an emerging small business.
Common Parent's TIN (common parent's tax identification number)	Enter the tax identification number for the common parent. This number is used by the U.S. Internal Revenue Service to identify a business for tax purposes.
Women-Owned Business	Select if this supplier qualifies as a women-owned business.
Type of Contractor	Select the type of contractor that this supplier represents, such as a large business or education institution. The contract types are defined in Federal Acquisition Regulation (FAR) Part 16.
Veteran	Select to indicate that the supplier is a veteran-owned business. The veteran-owned small business program provides veteran-owned small businesses maximum practical opportunity to participate in the performance of contracts and subcontracts awarded by any federal agency.
Sm Disadvantaged Business Prog (small disadvantaged business program)	Select a small disadvantaged business program. A Small Disadvantage Business (SDB) program provides business development and federal contracting opportunities for small disadvantaged businesses that would not otherwise qualify for such programs. An SDB enables small businesses to compete in the federal contracting arena and helps expose them to a wider range of subcontracting opportunities that are typically available for large firms only. Programs of this nature are intended to help federal agencies achieve the government-wide goal of 5 percent SDB participation in prime contracting.
Disabled	Select to indicate that this supplier qualifies as a disabled supplier.
Other Preference Programs	Select a preferred socioeconomic program for use with this supplier. These programs are defined under FAR subchapter D - Socioeconomic Programs.
HUBZone Program (historically underutilized business zone program)	Select a HUB Zone program. The HUBZone Empowerment Contracting program provides federal contracting opportunities for qualified small businesses located in distressed areas.
Size of Small Business	If you selected the Emerging Small Business check box, select the applicable business size for this small business from the available options.

Ethnicity	Select an ethnic group that applies to the supplier. Values include: <i>Asian</i> , <i>Black</i> , <i>Hispanic</i> , <i>Native</i> , and <i>Other</i> . When you select the <i>Other</i> option, you can enter the ethnicity.
Specify Ethnicity	Enter an ethnic group that best applies to the supplier.

Financial Sanctions Status

Update the supplier financial sanctions status in the Financial Sanctions Status collapsible region.

The Financial Sanctions Status collapsible region appears on the Identifying Information page if you have enabled financial sanctions validation for Payables and eSettlements on the Financial Sanctions Options page of the Installation Options component.

Financial Sanctions Status	Displays all suppliers initially as <i>Valid</i> . The system updates the status every time it validates the supplier, whether it is at the supplier level, the voucher level, or the payment level. How the system processes suppliers, vouchers, and payments depend on the financial sanctions status of the supplier.
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Options include:

Blocked: You manually set the status to *Blocked* when you confirm the supplier is an actual match to a financial sanctions list.

Cleared: You manually set the status to *Cleared* when you determine the supplier is no longer requiring review or it is no longer requiring to be blocked.

Note: You must enter a number in the Days before next validation field or select the Skip future validation check box so the system knows when to perform the next validation on this supplier.

Review: The system sets this status when it finds a potential match on a financial sanctions list. You cannot manually set this status.

Valid: The system sets this status initially or when it does not find a potential match on a financial sanctions list. You can also manually set this status from a *Cleared* or *Blocked* status if you determine the supplier to be valid. However, you cannot set this status from a *Review* status.

Sanctions Status Date	Displays the date when a user updates the financial sanctions status manually or initiates the validation process.
------------------------------	--

Days before next validation	Enter a number of days before the system validates the supplier. This field is only available if the financial sanctions status is <i>Cleared</i> . The maximum number of days you can enter is 999.
------------------------------------	--

Note: You must either enter a number greater than 0 in this field or select the Skip future validation check box if the financial sanctions status is *Cleared*.

Skip future validation

Select to skip future validation for this supplier. This field is only available if the financial sanctions status is *Cleared*.

Sanctions Update User Id

Displays the user ID of the person either manually updating the Financial Sanctions Status field or initiating the validation process.

See [Understanding Financial Sanctions Validation](#).

Comments

Use the Comments section to enter additional information about the supplier. You can scroll the comments, view them in a modal window, and perform spell checks for them.

VAT Registration Details Page

Use the VAT Registration Details (value-added tax registration details) page (VNDR_VAT_RGSTRN) to specify VAT registration information for all the countries with which the supplier is registered to do business.

Navigation

Click the Registration link on the Identifying Information page.

Country

Select the country, or countries, with which this supplier is registered to do business. The country or countries must be defined on the VAT Country Definition page as part of VAT setup before you can select them on the VAT Registration Details page.

VAT Registration ID

Enter the supplier's VAT registration ID for the country. It is not necessary to enter a VAT registration ID, but if you do, the system validates it against the algorithm for the country and issues a warning message if the number that you enter is not in the valid format for this country.

Note: To ensure that no duplicate VAT registration IDs are entered into the system, the system checks for duplicate VAT registration IDs. An invalid VAT registration ID warning message appears if you enter a duplicate ID for the same country.

Home

Select to designate a country as the home country. This field is for your information only. Suppliers may also be registered to collect VAT in countries other than their home country. If this is the case, you must insert a row and enter the country code for each of these countries.

Related Links

"Understanding VAT (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Supplier Attachment Page

Use the Supplier Attachment page (VNDR_ATT_SEC) to add supplier attachments.

Navigation

Suppliers, Supplier Information, Attachments

Image: Supplier Attachment page

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



Vendor Attachment

SetID: SHARE
Vendor ID: 0000000045

Details					
File Name	Description	User	Name	Date/Time Stamp	
View					Delete

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

To upload attachments:

1. Click the Add Attachment button.
Another page appears, where you can browse for the file to upload.
2. Click the Browse button to locate the file from an external system.
3. Select the file, and then click the Upload button

The attachment appears in the File Name field. To view the uploaded attachment, click the file.

File Name	Displays the name of the file as it was selected from the external location. You cannot change the file name here.
Description	Enter a description of the file.
Delete	Click to remove an attachment.

Entering Supplier Addresses

This section discusses how to:

- Specify supplier addresses.
- Search for supplier addresses.

Pages Used to Enter Supplier Addresses

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Supplier Information - Address	VNDR_ADDRESS	Suppliers, Supplier Information, Add/Update, Supplier, Address	Specify one or more addresses for the supplier. You can enter multiple addresses for the different sites that a supplier might have.
Supplier Address Search	VNDR_ADDRSRCH_SBP	Click the Supplier Address Search link on the Supplier Information - Address page.	Search for a specific supplier address to update.

Supplier Information - Address Page

Use the Supplier Information - Address page (VNDR_ADDRESS) to specify one or more addresses for the supplier.

You can enter multiple addresses for the different sites that a supplier might have.

Navigation

Suppliers, Supplier Information, Add/Update, Supplier, Address

Image: Supplier Information - Address page (1 of 2)

This example illustrates the fields and controls on the Supplier Information - Address page (1 of 2). You can find definitions for the fields and controls later on this page.

Supplier Address Search

Click this link to access the Supplier Address Search page.

Use this page to search for supplier addresses for this supplier.

When you select an address on the Supplier Address Search page and click the OK button the address selected will appear in the Supplier Address group box on this page. This functionality enables you to quickly retrieve a particular supplier address without having to scroll through all of the supplier addresses.

Supplier Address

Address ID

Displays the system identifier for this address.

Details

When performing duplicate supplier checks, the system considers the country code to determine the number of address lines for a particular supplier. If the address line is entered, then the system compares

the line to determine if the new supplier is a duplicate. Address fields are not required so consequently; the address, city, or state fields might not be populated.

Note: When the address, city or state fields are entered and are a part of the duplicate supplier validation, they require a value. Otherwise, blank values could be interpreted as duplicate values.

Country	Select the supplier's country. Once you select a country, the appropriate address form appears. Depending on the country that you select, the form of the address field varies. Enter all fields that are necessary for the country that you select.
Email ID	Enter the supplier's email address. This is the address that the Email application engine process (PO_PO_EMAIL) uses when you select the dispatch method of email in PeopleSoft Purchasing.
GeoCode	<p>Select a geocode. This value is used by third-party tax applications to link a supplier address to tax calculation algorithms. If no geocode has been selected, this field displays a lookup link. Click the geocode value or lookup link to access the Tax GeoCode Selection page, where you select a geocode value for the supplier address.</p> <p>This field appears only if you have installed and enabled a third-party tax application for use with the PeopleSoft procurement applications.</p> <p>You <i>must</i> select a geocode for each supplier address, to integrate properly with your third-party tax application.</p> <p>If you select the wrong geocode for the supplier address, an error message is issued by the third-party application. Troubleshoot the error using the documentation provided by the third-party tax application provider. .</p>

Note: If you are adding more than one current address for this supplier (for example, the supplier has multiple sites), click the add button (+) in the Supplier Address group box to add a new row. To *update* address information for the supplier, click the add button (+) in the Details group box to add a new row. Because supplier information is effective-dated, you can insert new rows to reflect changes in address before the change goes into effect, so that you don't forget to update this information later. To correct an erroneous address, enter the correct address in place of the incorrect one, and save your changes.

Payment/Withholding Alt Names

Use the Payment/Withholding Alt Names (payment and withholding alternate names) section to specify alternate names for the supplier that can be used for payment and withholding purposes. When the system generates payments for the location that uses this address, it uses the alternate name information on the payment forms. Likewise, if you specify an alternate withholding name, the system uses this name on withholding reports instead of the name that you specified on the Identifying Information page.

This function is useful if a supplier wants to conduct business under another name. For example, Alvarez Consulting may be the supplier, but may want to receive payments or report withholdings under the name of Jose Alvarez.

Payment Alternate name Enter any alternate names for the supplier to be used on payment forms.

Withholding Alternate name Enter any alternate names for the supplier to be used on withholding reports.

Phone Information

Use this group box to enter phone information for the supplier.

Type Select the type of phone number that you are adding (cellular, business, fax, home, pager, and so on).

Prefix, Telephone, and Extension Enter the prefix, number, and any extension for the phone number that you are adding.

Note: You must enter a phone number in the following format: nnn/nnn-nnnn.

For example, your phone number might look like this: 222/563-8475.

If you fail to enter a phone number in the correct format, you may experience difficulties dispatching POs by fax.

Supplier Address Search Page

Use the Supplier Address Search page (VNDR_ADDRSRCH_SBP) to search for a specific supplier address to update.

Navigation

Click the Supplier Address Search link on the Supplier Information - Address page.

Address, City, and Postal Select an operand for these fields and the actual partial or full value. You can search for a partial address value. Operands are:

- *Contains*
- *Equal to*
- *Not equal to*

Country Select a country for the supplier address search.

State Select a state for the supplier address search.

Note: Country must be selected first before you select the state.

Search When you click this button the system displays in the Search Results group box all of the addresses that match the search

criteria. Select the address you want to work with and click the OK button. When you click the OK button the address you select will appear on the Supplier Information - Address page.

Note: To view all available addresses just click the Search button without specifying any search criteria.

Entering Supplier Contact Information

This section discusses how to enter supplier contact information.

Page Used to Enter Supplier Contact Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Supplier Information - Contacts Supplier Contact	VNDR_CNTCT	<ul style="list-style-type: none"> Suppliers, Supplier Information, Add/Update, Supplier, Contacts Accounts Payable, Review Accounts Payables Info, Supplier, Contact, Supplier Contact 	Enter information about the people whom you contact on a regular basis, so that you can easily determine whom to contact if you have questions and can discern why a contact might want to talk to you, before you return the contact's call.

Supplier Information - Contacts Page

Use the Supplier Information - Contacts page (VNDR_CNTCT) to enter information about the people whom you contact on a regular basis, so that you can easily determine whom to contact if you have questions and can discern why a contact might want to talk to you, before you return the contact's call.

Navigation

- Suppliers, Supplier Information, Add/Update, Supplier, Contacts
- Accounts Payable, Review Accounts Payables Info, Supplier, Contact, Supplier Contact

Image: Supplier Information - Contacts page

This example illustrates the fields and controls on the Supplier Information - Contacts page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Supplier Contact' page in a PeopleSoft application. At the top, there are tabs: Summary, Identifying Information, Address, Contacts (selected), Location, and Custom. Below the tabs, the page displays information for a specific supplier contact. The 'Supplier Contact' section includes fields for Contact ID (1), Description, Effective Date (05/22/2009), Effective Status (Active), Type, Name, Title, Address, Internet, and Email ID. A 'Phone Information' section at the bottom includes fields for *Type (Business Phone), Prefix, Telephone, and Extension. The page also features navigation controls like 'Find | View All' and 'First 1 of 1 Last'.

Supplier Contact

Contact ID

Displays the contact ID number. When you add a new supplier contact, the system automatically increments the supplier contact's number in this field.

Details

Type

Select a type (such as *Management* or *Sales*) to define the contact's role. If you select *Contract Collaborator*, the system displays the External User field and the Contract Management Settings group box.

External User

Enter an external user ID if you want to provide external portal access to this user for contract documents, agreements, or both. This field is available if the Type field is set to *Contract Collaborator*.

As you author new PeopleSoft Supplier Contracts Management contracts for this supplier, the system uses this user ID information as the default value for the contract collaborator.

Name	Enter the supplier contact's name.
Title	Enter the supplier contact's title.
Address	<p>Select an address for the contact from one of the addresses that you entered on the Supplier Information - Address page. This enables you to associate different addresses with each contact.</p> <p>After you select an address for the contact, the system displays the associated phone numbers for that address in the Phone Information group box. The system will copy over all of the address phone numbers when there is no existing phone number defined for the contact. If there are existing phone numbers for the contact, the system will prompt you to confirm if you want to override the existing entries and copy the new address phone numbers into this contact phone list.</p>
Required to Sign Document	<p>Select this check box to indicate that this supplier contact is required to sign a contract document generated using the PeopleSoft Supplier Contract Management document feature.</p> <p>This check box provides a way for you set up a list of default external users who need to sign documents based on a supplier ID. The check box only applies to purchase order and purchase order contract source transactions.</p>
Internet	Enter a URL for the contact's website. Click the View Internet Address link to open a new browser window showing the website.
Email ID	Enter the contact's email address. Multiple email addresses can be entered in this field, but they must be separated by semicolons.

Contract Management Settings

This group box is available when you select *Contract Collaborator* in the Type field and is used with the PeopleSoft Supplier Contract Management application.

Allow Document View Access	Select to provide the supplier contact view access to contract documents by default.
Primary Document Owner	Select to indicate that this supplier contact is the primary document owner. External users must be a primary owners on documents to enable them for contract collaboration and signatures.

Defining Supplier Locations

This section discusses how to:

- Enter high-level information for supplier locations.

- Enter high-level payables options.
- Specify additional payables options.
- Define matching and approval options.
- Enter electronic file options.
- Define self-billed invoice (SBI) options.
- Define supplier bank accounts.
- Specify supplier type settings.
- (USA) Define HIPAA information.
- Specify debit memo options.
- Define intermediary bank routings.
- Specify high-level procurement processing options.
- Specify additional procurement options.
- Specify dispatch methods.
- Define purchase order acknowledgement (POA) settings.
- Establish return to supplier options.
- Define procurement card information.
- Define sales and use tax options.
- Define withholding options.

Note: A supplier location is not a physical address. It is a default set of rules, or attributes, that define how you conduct business with a particular supplier.

Pages Used to Define Supplier Locations

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Supplier Information - Location	VNDR_LOC	Suppliers, Supplier Information, Add/Update, Supplier, Location	Enter one or more locations for the supplier. Each supplier must have one default location, but can also have multiple locations, including an invoicing from, remit to, and return to location. Enter identifying information and VAT information for each supplier location. Link to the other pages in this table.

Page Name	Definition Name	Navigation	Usage
Supplier's RTV Fees	VNDR_RTV_FEE	Click the RTV Fees link on the Supplier Information - Location page.	Enter RTV fee options for the supplier location.
Supplier Information - Payables Options	VNDR_PAY_OPT_SEC	Click the Payables link on the Supplier Information - Location page.	Define payables options for the supplier location, including bank accounts, electronic file options, SBI options, matching and approval options, supplier types, HIPAA information, and debit memo options.
Supplier Address Search	VNDR_ADDRSRCH_SBP	<ul style="list-style-type: none"> Click the Search link on the Supplier Information - Payables Options and Supplier Information - Procurement Options pages. Click the Search button on the Supplier Information - Withholding Supplier Information (global) and Supplier Information - Withholding Supplier Information (1099) pages. 	Search for a supplier address to associate to the location.
Bank Address	BANK_ACCT_ADDR_SEC	Click the Go to Address button in the Supplier Bank Account Options region on the Supplier Information - Payables Options page.	Record the bank's address information.
Phone Information	BANK_ACCT_PHON_SEC	Click the Phone button in the Supplier Bank Account Options region on the Supplier Information - Payables Options page.	Record phone information for the bank.
Intermediary Bank Routings	VNDR_BANK_I_ACCT	Click the Routings button in the Supplier Bank Account Options region on the Supplier Information - Payables Options page.	Define intermediary bank routings, or complex routings, for electronic payments if you're defining an EFT or Automated Clearing House (ACH) payment that must pass through one or many banks before reaching the final bank.
Supplier Information - Procurement Options	VNDR_PROC_OPT_SEC	Click the Procurement link on the Supplier Information - Location page.	Specify options for how a particular supplier location processes invoices and purchase orders.

Page Name	Definition Name	Navigation	Usage
Supplier Information - Tax Options	VNDR_TAX_OPT_SEC	Click the Sales/Use Tax link on the Supplier Information - Location page.	Define sales and use tax information for the supplier location.
Supplier Information - Withholding Supplier Information (global)	VNDR_GBL_OPT_SEC	Click the Global/1099 Withholding link or the Global Withholding link on the Supplier Information - Location page. The link label—and the version of the page that opens—depends on your selection in the Display Withholding Option field on the Supplier Set Control page.	Define withholding information and record withholding reporting information for the supplier location.
Supplier Information - Withholding Supplier Information (1099)	VNDR_1099_OPT_SEC	Click the 1099 link on the Supplier Information - Location page. The link label—and the version of the page that opens—depends on your selection in the Display Withholding Option field on the Supplier Set Control page.	(USA) Define 1099 information and record 1099 reporting information for the supplier location.

Related Links

[Supplier Locations](#)

Supplier Information - Location Page

Use the Supplier Information - Location page (VNDR_LOC) to enter one or more locations for the supplier.

Each supplier must have one default location, but can also have multiple locations, including an invoicing from, remit to, and return to location. Enter identifying information and VAT information for each supplier location. Link to the other pages in this table.

Navigation

Suppliers, Supplier Information, Add/Update, Supplier, Location

Image: Supplier Information - Location page (1 of 2)

This example illustrates the fields and controls on the Supplier Information - Location page (1 of 2). You can find definitions for the fields and controls later on this page.

Image: Supplier Information - Location page (2 of 2)

This example illustrates the fields and controls on the Supplier Information - Location page (2 of 2). You can find definitions for the fields and controls later on this page.

If you have more than one location, add additional locations by selecting the add button (+) in the Location scroll area.

Because location information is effective-dated, you can also update information for each location at any time by selecting the add button (+) in the Details scroll area.

Location

Location

Enter an identifier for this location. This field enables you to differentiate supplier locations, if you have more than one.

Default

Select this check box for the default location. Only one location can be the default location. Information for the default location appears by default on all the vouchers for the supplier, but you can change the location on the voucher when necessary.

RTV Fees

Click to access the Supplier's RTV Fees page, where you can enter RTV fee information for this supplier.

See [Procurement Options Page - RTV Options Section](#).

Details

Payables

Click to access the Payables Options page, where you can define invoicing and remitting addresses, payment options, matching and approval options, electronic file options, self-billed invoice options, supplier bank account information, supplier type options, and (USA only) HIPAA information.

Procurement

Click to access the Procurement Options page, where you can define purchasing process information and return to supplier options.

Sales/Use Tax

Click to access the Tax Options page, where you can define SUT options for the supplier location.

Global/1099 Withholding, 1099, or Global Withholding

Click to access the Withholding Supplier Information page, where you can specify withholding options for the supplier location.

Note: The label on this link depends on your selection in the Display Withholding Option field on the Supplier Set Control page.

Additional ID Numbers

Enter additional identifiers for the supplier location in the Additional ID Numbers collapsible region.

These fields are the same as those found on the Identifying Information page. Enter ID numbers here to override those entered for on the Identifying Information page for the supplier header.

Note: As part of the setup process, the ID number verification provides an additional security measure during the registration. The system uses the ID number in addition to the supplier ID to track and verify transactions for a supplier.

See [Entering Supplier Identifying Information](#).

Comments

Enter any comments you have about the supplier in the Comments collapsible region.

Internet Address

Enter URLs and descriptions for the supplier's websites. Click the Open URL link to open a URL in your browser.

VAT

Enter VAT options for VAT-applicable supplier locations in the VAT collapsible region.

VAT options for the supplier location override those for the supplier.

VAT Default

Click to open the VAT Defaults Setup page, to review and, as applicable, enter VAT settings for the supplier location.

VAT Service Treatment Setup

If you are using services VAT treatment, click to open the Services VAT Treatment Defaults Setup page, to review and, as applicable, enter services VAT treatment settings for the supplier location.

Physical Nature

If applicable, you can select the default physical nature for VAT transactions with this supplier location. Options are: *Intangible/Services* or *Physical Goods*.

Where Service Performed

For services, you can specify for this supplier location the default location for where a service is most often performed—that is, the place at which the VAT liability is incurred. Options are: *Buyer's Location*, *Ship From Location*, *Ship To Location*, or *Supplier's Location*.

Use VAT Suspension

Select to indicate whether the supplier has been selected as a supplier who suspends VAT on the purchase. You establish VAT suspension on the VAT Country page, but you can override the default value here at the supplier location level.

VAT suspension is a limited form of VAT exemption that is applicable in only a few countries, such as France and Italy.

The VAT Suspension check box may be selected regardless of whether the country associated with the supplier location is a VAT country, or whether that country is flagged as using VAT suspension.

Related Links

"Understanding VAT Processing in PeopleSoft Payables (*PeopleSoft FSCM 9.2: Payables*)"

Supplier Information - Payables Options Page

Use the Supplier Information - Payables Options page (VNDR_PAY_OPT_SEC) to define payables options for the supplier location, including bank accounts, electronic file options, SBI options, matching and approval options, supplier types, HIPAA information, and debit memo options.

Navigation

Click the Payables link on the Supplier Information - Location page.

Image: Supplier Information - Payables Options page with sections collapsed

This example illustrates the fields and controls on the Supplier Information - Payables Options page with sections collapsed. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Payables Options' window for SetID: SHARE, Location: 1, Supplier ID: USA0000001, and Description: Corporate. The Supplier Name is Bay Area Electric-. The page is divided into several sections, most of which are collapsed. The 'Invoicing' section is expanded, showing fields for Supplier (USA0000001), Address (1), and Location (1). The 'Remitting' section is also expanded, showing fields for *Supplier (USA0000001), *Address (1), and *Location (1). Below these sections are several collapsed sections: Additional Payables Options, Matching/Approval Options, Electronic File Options, Self-Billed Invoice Options, Supplier Bank Account Options, Supplier Type Options, HIPAA Information, Debit Memo Options, and Payment Notification. At the bottom, there are buttons for 'Expand All', 'Collapse All', 'OK', and 'Cancel'.

Note: Only fields visible when the collapsible regions are collapsed are documented in this section. Each collapsible region on this page is documented in a separate section of this set of topics.

Note on Addresses and Effective Dating

The effective date of an address entered on the Supplier Information - Address page can have an impact on its availability for input on the Supplier Information - Payables Options page. Here are the factors that determine the availability or validity of an address:

- The currently active row for a supplier location must have a currently active address.

The effective date of the address row need not be prior to the effective date of the supplier location, but it must be prior or equal to the system date.

- If the supplier location row is future-dated, the address must be effective-dated such that it is active as of the effective date of the supplier location row.
- If the supplier location row is a history (past-dated) row, the address must be effective-dated such that it is active at the effective date of the supplier location row.
- The addressees in the address field prompt list on this page are not necessarily valid for the location, nor are they necessarily the only addresses valid for the location.

The prompt lists only currently active addresses. Therefore, if you are selecting addresses for history (past-dated) or future-dated rows, the valid address may not appear in the prompt and invalid addresses may appear. You can still enter the valid address even if it does not appear in the prompt.

Also, if you enter an address on the Supplier Information - Address page and do not save the Supplier Information component before proceeding to the Payables Options page, that address does not appear in the address prompt. If that address meets the criteria listed above, however, you can still enter it on the Payables Options page and successfully save the supplier.

You see an error message if you do enter an invalid address for a supplier location for current and future-dated rows. History rows with an invalid address generate a warning, but you can save the supplier

Invoicing

Address	Designate the address from which the supplier location sends invoices.
Search	Click this link to access the Supplier Address Search page. Using this page you can search for available supplier invoice addresses.

Remitting

Supplier	Select the supplier to whom you remit payment. You may select the original supplier, but this field gives you the flexibility to remit the payment to another supplier when necessary.
Address and Location	Select a location and address for remitting payments.
Search	Click this link to access the Supplier Address Search page. Using this page you can search for available remit to supplier addresses.

Payables Options Page - Additional Payables Options Section

Use the Payables Options page - Additional Payables Options section to define payment and draft control options for the supplier location.

Image: Payables Options page - Additional Payables Options section

This example illustrates the fields and controls on the Payables Options page - Additional Payables Options section. You can find definitions for the fields and controls later on this page.

Additional Payables Options	
Payment Control <p>Pay Group <input type="text" value="02"/></p> <p>*Delay Days <input type="text" value="Default from BU"/></p> <p>Discount <input type="text" value="0"/></p> <p>Net <input type="text" value="0"/></p> <p> <input type="checkbox"/> Hold Payment <input type="checkbox"/> Always take discount <input type="checkbox"/> Factoring <input type="checkbox"/> Complex Routing <input type="checkbox"/> Separate Payment <input type="checkbox"/> Apply Netting </p>	Bank <p>*Bank Options <input type="text" value="Default from Higher Level"/></p> <p>Bank <input type="text"/></p> <p>Account <input type="text"/></p> <p>Currency <input type="text"/></p> <p>Rate Type <input type="text"/></p>
Draft Processing Control <p>*Draft Site Options <input type="text" value="Default from Higher Level"/></p> <p>Draft Sight Code <input type="text"/></p> <p>*Draft Rounding <input type="text" value="Do Not Use"/></p> <p>Rounding Position <input type="text"/></p> <p>*Remaining Amount Action <input type="text" value="Do not issue Draft"/></p> <p>*Payment Method <input type="text" value="CHK"/> Check</p> <p>*Draft Optimize <input type="text" value="Do Not Use"/></p> <p>Max Number of Drafts <input type="text"/></p>	Additional Payment Information <p>*Pay Method Options <input type="text" value="Default from Higher Level"/></p> <p>Payment Method <input type="text"/></p> <p>*Layout Option <input type="text" value="Use Bank Account Default"/></p> <p>Layout <input type="text"/></p> <p>*Handling Options <input type="text" value="Default from Higher Level"/></p> <p>Handling <input type="text"/></p> <p>Reschedule ID <input type="text"/></p>
Holiday Processing Options <p>*Holiday Processing <input type="text" value="Specify"/></p> <p>Holiday Options <input type="text" value="Not Applicable"/></p> <p>Days <input type="text"/> <input type="checkbox"/> Allow due date in next month</p>	Document Sequencing Type <p>*Sequencing Options <input type="text" value="Default from Higher Level"/></p> <p>Document Type <input type="text"/></p>
	Late Charges <p>*Late Charges <input type="text" value="Specify"/></p> <p>*Late Charge Option <input type="text" value="Compute Charges"/></p> <p>Late Charge Code <input type="text" value="LATE"/></p>

Payment Control

Pay Group

Specify a pay group for the supplier location. This enables you to assign suppliers to a group and pay them all at once. You can set up different pay cycles for different groups of suppliers.

See [Defining Supplier Pay Group Codes](#).

Delay Days

To define delay days at the supplier location level, select *Specify* and then enter the number of delay days in the Discount or Net fields.

If you enter delay days in the Discount field, the system adds delay days to the discount due date for the scheduled payment during pay cycle processing and uses the resulting date to evaluate whether or not to take the discount.

If you enter delay days in the Net field, the system adds those days to the scheduled payment day.

If you select *Default*, the delay days on the voucher will default from the PeopleSoft Payables control hierarchy instead of the supplier location.

Select *Do Not Use* to indicate that no delay days should apply to payments made to this supplier location.

Hold Payment

Select to have the system automatically place payments on hold. The system does not process the payments until they are taken off hold.

Deselect the check box to remove a hold on a supplier's payment.

Complex Routing

This option is for EFT payments only. Select the check box to tell the system to use the complex routing that you already set up on the Intermediary Bank Routings page. Deselect the check box to tell the system *not* to use the complex routing, but the complex routing information that you specified (if any) is not affected by the selection that you make here.

See Intermediary Bank Routings Page.

Always take discount

Select to have the system take discounts even if the voucher is paid after the discount due date.

See "Handling Pay Cycle Exceptions and Alerts (*PeopleSoft FSCM 9.2: Payables*)".

Separate Payment

Select to create separate payments for each of the vouchers for the supplier, even if the system processes the payments in the same pay cycle.

Factoring

Select to make the Remit To field in the Voucher component (VCHR_EXPRESS) not available for entry. The Remit To field in the Voucher component contains the remitting supplier defined previously on the Supplier Information - Location page, and you will not be able to change it if you select this option. For example, you might use this option if payments are to be routed automatically to a bank to which the supplier owes money.

See "Scheduling and Creating Voucher Payments for Online Vouchers (*PeopleSoft FSCM 9.2: Payables*)".

Apply Netting

Select to utilize the PeopleSoft netting capabilities.

When this check box is selected, scheduled payments have a *Hold* status, and the payments are available for the Netting Selection process that is run from PeopleSoft Treasury.

See "Understanding the Bilateral Netting Process (*PeopleSoft FSCM 9.2: Cash Management*)".

Bank

To define bank and account information at the supplier location level, select *Specify* in the Bank Options field and then populate the fields in this group box. If you select *Default*, the bank and account information on the voucher will default from the PeopleSoft Payables control hierarchy instead of the supplier location.

Bank

Select the code for the bank from which you want to make payments for this supplier location.

Note: If financial sanctions is enabled at the bank level and you do not specify a bank, no validation is performed at the voucher level. However, the system still validates the supplier at the payment level if the remit supplier's bank requires validation.

Account

Select the account from which you want to make payments for this supplier location.

Currency

Select the code for the currency in which you want to pay the supplier when this location is used.

You can specify more than one currency for each bank account. There is one primary currency, but you can select which one you want to use on the payment.

Rate Type

Displays the default exchange rate type for the currency that you selected.

Draft Processing Control

Draft Sight

To define a draft sight code for the draft at the supplier location level, select *Specify*, and then populate the draft sight code field.

Draft Rounding

Select from these options:

Do Not Use: Indicates that rounding should not be used for this supplier location.

Specify: Select values for the supplier location for the fields in this group box.

Use Pay Cycle Default: Draft rounding options for a draft are populated from the pay cycle selection criteria.

Rounding Position

Indicate the position at which you want to round the draft amount down. For example, if you only want to create drafts that are even thousand dollar amounts, enter 4 to round at the fourth position (2, 000).

Remaining Amount Action

Specify how you want to handle the remaining amount (that is, the amount that is not paid on the draft when you use rounding). Options are:

Alternate Pay Mthd (alternate pay method): Activates the Payment Method field, where you can indicate the format that you want to use to pay the remainder.

Do Not Issue Draft: The draft is issued, but the remainder is not paid.

Payment Method

The system issues the remaining amount on the voucher by using the method that you enter here. Options are:

- *Automated Clearing House (ACH)*.
- *Draft - Customer EFT* (draft - customer electronic funds transfer).
- *Draft - Customer Initiated*.
- *System Check*.
- *Direct Debit*.
- *Draft - Supplier Initiated*.
- *Electronic Funds Transfer (EFT)*.
- *Giro - EFT* (giro - electronic funds transfer).
- *Giro - Manual*.
- *Wire Transfer*.

Draft Optimize

This field is used for Japanese stamp tax.

Select from these options:

Do Not Use: Indicates that draft optimization should not be used for this supplier location.

Specify: Select values for the supplier location for the fields in this group box.

Use Pay Cycle Default: Draft optimization options for a draft are populated from the pay cycle section criteria.

Max Number of Drafts (maximum number of drafts)

Indicates the maximum number of drafts that you allow the pay cycle to process.

Note: In Japan, you can split the payment into several different drafts to save taxes.

See "Understanding Draft Processing (*PeopleSoft FSCM 9.2: Payables*)".

Additional Payment Information

Payment Method

To define payment methods at the supplier location level, select *Specify*, and then select a payment method.

The system formats the payment output according to the method that you select.

PeopleSoft delivers some payment methods with the system, but you can also add your own. Some delivered methods are:

- *Automated Clearing House.*
- *Direct Debit.*
- *Draft - Customer EFT.*
- *Draft - Customer Initiated.*
- *Draft - Supplier Initiated.*
- *Electronic Funds Transfer.*
- *Giro - EFT.*
- *Giro - Manual.*
- *Letter of Credit.*
- *Manual Check.*
- *System Check.*
- *Treasury Wire Flat File.*
- *Wire Transfer.*

See "Understanding PeopleSoft Payables Payment Formats (PeopleSoft FSCM 9.2: Payables)".

Layout Option

Options include:

- Select *Specify* to specify a layout code when using payment method of *Automated Clearing House*, *Draft - Customer EFT*, *Electronic Funds Transfer*, *Giro - EFT*, or *Wire Transfer*.
- Select *Use Bank Account Default* to use the default layout defined at the bank account level.

Layout

Select an applicable layout code. Layout codes indicate whether the system settles them through either the Pay Cycle Manager or Financial Gateway functionality. The system displays codes depending on the bank code, bank account, and payment method defined on the Payments page. When you click Save, the system validates layout codes against those defined at the bank account level.

When you select non electronic payment methods (for example, *Check*), the system disables this field.

Note: For federal payments and single payment vouchers, you must select layouts that the system settles through Pay Cycle Manager. These payments cannot be settled through the Financial Gateway functionality.

Handling Options

To define payment handling at the supplier location level, select *Specify*, and then populate the handling field.

Select a payment handling code (such as *high dollar payment* or *internal distribution*) by selecting from the options that are stored in the Payment Handling Codes table.

You can associate payment handling codes with a sort sequence for check printing.

See [Defining Payment Handling Codes](#).

Reschedule ID

Enter the reschedule ID that you apply to this supplier location. Entering an ID enables the supplier location to be processed by split multiple payment terms, which processes vouchers of only those supplier locations with an ID in this field.

Note: If you select the Withholding option, split multiple payment terms do not process vouchers of the supplier, even if split condition options are enabled.

See "Processing Reschedule Payments (*PeopleSoft FSCM 9.2: Payables*)".

Document Sequencing Type

Doc Type (document type)

Select *Specify* to override the document sequencing options that default through the control hierarchy and select new ones at the supplier location level.

The document type that you select appears by default on any vouchers for this supplier location.

See "Understanding Document Sequencing (*PeopleSoft FSCM 9.2: Payables*)".

Holiday Processing Options

Holiday Processing

To establish holiday processing options at the supplier location level, select *Specify*, and then populate the fields in this group box.

Holiday Options

In accordance with the arrangements that you have with this supplier location, indicate whether payments made around the time of a holiday are due after or before the holiday, or whether these options are not applicable.

Days

If payment is due either before or after the holiday, indicate the number of days before or after in this field.

Allow due date in next month

If the payment is due after the holiday, select the check box to identify whether it is acceptable to pay in the next month.

If you select *Due After Holiday*, but you do not allow the due date to be in the next month, the system calculates a due date before the holiday, when necessary—for example, if the original due date is December 31 and you don't want the payment to be made in the next calendar year.

Late Charges**Late Charges**

To establish late charges at the supplier location level, select *Specify*, and then populate the fields in this group box.

Late Charge Option

Select *Compute Charges* to have the system calculate late charges, or select *Not Applicable*.

Late Charge Code

To compute late charges at this level, set the late charge code default on this page.

See "Calculating Late Interest Charges (*PeopleSoft FSCM 9.2: Payables*)".

Related Links

"Understanding Bank Setup (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)"

Payables Options Page - Matching/Approval Options Section**Navigation**

Click the Payables link on the Supplier Information - Location page

Image: Payables Options page - Matching/Approval Options section

This example illustrates the fields and controls on the Payables Options page - Matching/Approval Options section. You can find definitions for the fields and controls later on this page.

Matching/Approval Options

Workflow Approval

*Voucher Approval: Default from Higher Level

Business Process Name:

Approval Rule Set:

Matching Options

*Matching Option: Default from Higher Level

Match Delay Options: Default from Higher Level

Match Delay Days:

☐ Matching

☐ Receipt Only Match

ERS Invoice Date

☐ Allow ERS

*ERS Invoice Dt: Default from Higher Level

*ERS SUT CD: Default from Ship To

*ERS Tax Type: Default from Higher Level

ERS Sales Tax Cd:

Workflow Approval

Voucher Approval

Select one of these options:

Approval Framework: Select to use the Approval Workflow Engine when approving vouchers.

Default from Higher Level: The system applies the voucher approval rule from the control hierarchy.

Pre-Appr (pre-approved): Vouchers are automatically approved for this supplier as they are entered into the system.

Virtual Approver: Select to activates the Bus Proc (business process) and Rule Set fields so that you can specify voucher approval rules for this supplier location.

Bus Proc (business process) and Rule Set Specify the business process and the rule set that control the routing of vouchers for approval to roles in your organization. These fields become active when you select the *Virtual Approver* value in the Voucher Approval field.

See "Understanding Voucher Management (*PeopleSoft FSCM 9.2: Payables*)".

Matching Options

Matching specifies whether vouchers for a supplier need to be matched with purchase orders or receivers for approval, and to be paid.

Matching Option

Select *Default* to accept the default matching option already established in the control hierarchy, or select *Specified* to override these options and select new ones at the supplier location level.

Matching

Specify the match control that you want the system to use during the Matching Application Engine process (AP_MATCH). This field is available for entry only if you select *Specified* in the Matching Option field.

You can override the match control on the purchase order or voucher levels.

Receipt Only Match

Select to enable a receipt to be entered for a supplier without a PO. Receipt-only matching approves vouchers for payment by comparing vouchers to receipts.

This option is available only if you have selected the Matching option.

Match Delay Days

Select *Default* to accept the default number of match delays days already established in the control hierarchy, or select *Specified* to override these days and enter new ones at the supplier location level.

Note: Match delay days are only applicable to EDI and XML invoices. The system adds the match delay days to the entry date to determine the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date.

See "Understanding the Matching Process (*PeopleSoft FSCM 9.2: Payables*)".

ERS Invoice Date

Allow ERS (allow Evaluated Receipt Settlement)

Select to activate ERS for this supplier location.

You cannot select this check box if you select a matching option of specified and select a matching rule.

Note: ERS is processed through the Voucher Build Application Engine process (AP_VCHRBLD) and Voucher component, not during the Matching process.

ERS Invoice Dt (Evaluated Receipt Settlement invoice date)

Select an option to determines how the invoice date is generated for an ERS voucher. Options include:

Default: This value appears by default from the control hierarchy.

Frt Trms (freight terms): The system uses freight terms entered on a receipt, or those appearing by default from a PO, to determine the ERS invoice date.

Note: If the freight terms on the receipt are *FOB ORIGIN*, the system uses the ship date as the invoice date. Otherwise the system uses the receipt date.

Rcpt Dt (receipt date): The system uses the receipt date as the ERS invoice date.

ERS Tax Type (Evaluated Receipt Settlement tax type)

Select an option to indicate how tax is calculated for ERS vouchers. Options include:

Default: This value appears by default from the control hierarchy.

No Taxes: No tax is calculated.

Sales Tax: The tax for ERS vouchers is accrued as sales tax.

Use Tax: The tax for ERS vouchers is accrued as use tax.

Value Added Tax: The tax for ERS vouchers is accrued as VAT.

ERS SUT CD (Evaluated Receipt Settlement sales and use tax code)

Select one of these options:

Default: This value appears by default from the control hierarchy.

Specify: Activates the ERS Sales Tax Cd (sales tax code Evaluated Receipt Settlement) field, where you can specify which ERS sales tax code you want to use for this location.

See "ERS Vouchers (*PeopleSoft FSCM 9.2: Payables*)".

Payables Options Page - Electronic File Options Section

Use the Payables Options page - Electronic File Options section to specify the electronic file setup for this supplier location.

Image: Payables Options page - Electronic File Options section

This example illustrates the fields and controls on the Payables Options page - Electronic File Options section. You can find definitions for the fields and controls later on this page.

Electronic File Options	
Pre-Notification	
<input type="checkbox"/> Prenotification Required	Confirm
Status	Unconfirm
Date	
Fund Transfer Details	
Payment Format	<input type="checkbox"/> Crossed Check
Transaction Handling	Payment Instruction 1
Domestic Costs	Payment Instruction 2
Correspondent's Costs	Payment Instruction 3
Bank Check Drawn On	Payment Instruction 4
Check Forwarding	
Payment Instruction Ref 1	
Payment Instruction Ref 2	
Bank Charge Options	
*Transfer Cost Code	Currency
Bank Charge source	
Amount	
Treasury Payment	
<input type="checkbox"/> Treasury Payment	
Ltd Payability	Enclosure Code
Type Code	Product Code
Beneficiary Bank Name	RFB Information
ABA Number	
Depositor's A/c	
Beneficiary Bank Remarks	
TIN Code	<input type="checkbox"/> Supplier Offset TOP

Pre-Notification

Prenotification Required

Select to send a test transaction to the bank for this supplier.

The system includes a prenote for this supplier location in the next pay cycle that includes an EFT or ACH payment for this supplier location's default bank account.

With the prenotification option selected, you cannot generate an actual EFT or ACH payment for this supplier location until it is marked as *Confirmed*.

Note: If the *Prenotification Required* check box is selected and the prenote status is *New*, you cannot save the supplier unless you specify either *Electronic Funds Transfer* or *Automated Clearing House* as the payment method on the Additional Payables Options collapsible region on the Supplier Information - Payables Options page.

Confirm

Click to manually confirm a supplier location for EFT or ACH payment and override any autoconfirmation established in the control hierarchy.

Unconfirm

If you receive a problem report from your bank saying that the prenote failed, click the Unconfirm button, correct the problem, and then generate another prenote.

To confirm the supplier location:

1. Confirm a supplier for EFT or ACH payment by using autoconfirmation.

In the EFT/ACH Prenote Confirmation group box on the Supplier Set Control page, you can specify a number of days to wait (wait days) before the supplier becomes eligible for an EFT or ACH payment. When that number of days passes, the system automatically confirms a supplier for EFT or ACH payment.

2. Confirm a supplier for EFT or ACH payment manually:

- a. Select the Prenotification Required check box. This sets the Status field to *New*, and activates the Confirm and Unconfirm buttons.
- b. Click the Confirm button to override the autoconfirmation waiting period.
- c. Click the Unconfirm button for the supplier location to change the prenote status to *New* and clear the prenote date.

Typically, you create a prenote for a supplier location only once. Subsequent pay cycle runs won't create another prenote for the supplier unless you click the Unconfirm button.

- d. After the prenote is created, during the next pay cycle that includes EFT or ACH payments for the supplier's bank, the system changes the prenote status to *Pending*, and populates the prenote Date field with the date on which the prenote was created.

Note: If you reset a pay cycle, the system changes the prenote status back to *New*.

See [Defining Supplier Control Parameters](#).

Fund Transfer Details**Payment Format**

PeopleSoft delivers some payment formats with the system, but you can also add your own. Examples of payment formats that you might select for suppliers are:

- *Check Std* (standard check).
- *Chk w/rcpt* (check with receipt).

- *Pay & Dep* (pay and deposit).
- *Postal Ord* (postal order).
- *Wire*.

See "Understanding PeopleSoft Payables Payment Formats (PeopleSoft FSCM 9.2: Payables)".

Crossed Check

Select to ensure that the check cannot be endorsed over to another party.

Transaction Handling

Tells the bank what information to include in the EFT file. Select one of these options:

Pay+Advice: Both the actual payment and the advice are transmitted.

Prenote: This is a test run to verify that all EFT information is correct before the system sends out an actual payment and advice.

Pynt Only: Only the payment is sent.

Domestic Costs

Depending on the country in which an EFT takes place, there may be costs involved in carrying out such transactions. Indicate who pays the processing costs of the EFT transfer. Select from these options:

Payee Acct: The supplier's account is assessed for the charges.

Payr/Payee: Costs are shared equally between the payer and the supplier. This selection applies only to domestic costs.

Payr D Acct: Costs are assessed to the payer's domestic account.

Payr F Acct: Costs are assessed to the payer's foreign account.

Correspondent's Costs

If you are using an intermediary bank for the transfer, indicate who is handling these processing costs. Select from these options:

Payee Acct: The supplier's account is assessed for the charges.

Payr D Acct: Costs are assessed to the payer's domestic account.

Payr F Acct: Costs are assessed to the payer's foreign account.

Bank Check Drawn On

If it is necessary to generate a check for the EFT transaction, indicate which bank actually writes the check. Select from these options:

Payee Bank: The supplier's bank writes the check.

Payer Bank: Your bank writes the check.

Check Forwarding

If there is a need to forward checks, indicate to whom the check should go. Select from these options:

Payee: The check should go to the supplier.

Payee Bank: The check should go to the supplier's bank.

Payer: The check should go to you.

Pyr Bank: The check should go to your bank.

Payment Instruction Ref 1

Select standard EFT instructions for the transfer. PeopleSoft delivers these instructions with the system. For example, you can select the *PHONEBEN* instruction if you want the bank to phone the beneficiary.

Note: PeopleSoft provides standard EFT instructions as translate values. If you need to add instructions, your system administrator needs to add the translate values.

Payment Instruction Ref 2

Add additional EFT handling instructions for the bank.

Note: Once you have entered the necessary information, you can have the system process a test transaction to ensure that the information is accurate.

Bank Charge Options

The bank transfer charge process calculates the charge amount based on the setup information entered here. Use these fields to define the person to whom the bank transfer charge amount is charged.

Transfer Cost Code

Select from these options:

Payee: Determine whether the bank transfer charges are calculated by using the Classified Charge Amount table, or a user-specified amount by selecting *Table* or *User* in the Bank Charge Source field.

Payer: The bank transfer charge process is not activated.
The bank transfer charge is not considered during payment processing, and no accounting entry for the bank transfer charge is generated.

Bank Charge source

Select from these options:

Table: The system looks for the amount of charge defined in the table based on the payment condition, and deducts that amount from the payment. The system also creates an accounting entry for this charge at the time of payment posting.

User: The system deducts the amount entered in the Amount field.

Warning! When the bank charge source is *User*, the bank transfer charge setting is not mandatory because the payment process does not look at the Bank Transfer Charge table. It does, however, use the table to output the difference between the assumable charge calculated from the table and the actual deducted amount at the payment. Thus, for reporting purposes, the Bank Transfer Charge table must exist even though the bank charge source is *User*; otherwise, the assumable charge amount appears as 0.

Treasury Payment

See "Creating SPS Payment Summary Files (*PeopleSoft FSCM 9.2: Payables*)".

Treasury Payment	Select to enable the other fields in the group box.
Ltd Payability (limited payability)	Displays an agency-defined payment type value for limited payability.
Enclosure Code	Identifies the enclosure code associated with a voucher payment for SPS check payment file creation.

The following fields are required for SPS same-day file creation:

Type Code	Identifies the payment type code (for instance, <i>Domestic</i> or <i>Foreign</i>).
Product Code	Identifies the product code (for instance <i>Foreign Central</i> or <i>Standard Domestic</i>).
Beneficiary Bank Name	Enter the name of the beneficiary bank.
ABA Number (American Bankers Association number)	Displays the beneficiary bank's ABA number.
Depositor's A/c (depositor's account)	Displays the depositor's account number (when Product Code CTR/ is selected).
RFB Information	Displays additional reference information for a payment deposit.
Beneficiary Bank Remarks	Displays relevant information associated with the beneficiary bank deposits.
TIN Code (taxpayer identification number code)	Identifies the payment indicator value for the supplier used in 1166 Payment File generation.
Supplier Offset Processing	Select to indicate that the supplier is eligible for Treasury offset processing.

Related Links

"Defining External Account Information (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)"

Payables Options Page - Self-Billed Invoice Options Section

Self-Billed Invoices (SBIs) are required in Europe for suppliers who utilize ERS. The requirements dictate that you must inform your suppliers of the VAT amount associated with the items that you buy from them. SBIs can contain VAT and SUT.

Use the Payables Options page - Self-Billed Invoice Options section to specify the SBI setup for the supplier location.

Image: Payables Options page - Self-Billed Invoice Options section

This example illustrates the fields and controls on the Payables Options page - Self-Billed Invoice Options section. You can find definitions for the fields and controls later on this page.

Allow SBI

Click to enable SBI processing for this supplier location.

SBI Approval Option

Determine the approval status for SBIs generated for this supplier. Select from these options:

Approved: The SBI process automatically sets the SBIs generated for this supplier to approved status.

Unapproved: SBIs generated for this supplier are set to unapproved status and require manual approval before they can be printed.

SBI Numbering Option

Determine whether multiple vouchers can be grouped under one SBI for the supplier, or if there should only be one voucher for each SBI. Select from these options:

Default: This value appears by default from the control hierarchy established at either the PeopleSoft Payables business unit or General Ledger business unit levels.

Group Vouchers (Auto-Num): Allows the grouping of vouchers that satisfy a set of criteria onto a single SBI.

Individual Vchr-Invoice Number: Keeps the vouchers separate. There is only one voucher on each SBI, but the invoice number is used as the SBI number.

Individual Voucher (Auto-Num): Keeps the vouchers separate. There is only one voucher on each SBI, and the SBI number is generated by the system.

SBI Print Option

Select one of these options:

Print Report Only: The system prints only the hard copy SBI.

Print Report and Files: The system prints the hard copy of the SBI and also creates an electronic file that you can transmit to the supplier.

Print SBI File Only: The system creates only the electronic file.

Last SBI Number Used

Displays the last SBI number that was used for the supplier at this location. This field is incremented and maintained by the system.

Related Links

"Understanding Federal Payment Processing (*PeopleSoft FSCM 9.2: Payables*)"

Payables Options Page - Supplier Bank Account Options Section

Use the Payables Options page - Supplier Bank Account Options section to enter supplier account information.

Image: Payables Options page - Supplier Bank Account Options section

This example illustrates the fields and controls on the Payables Options page - Supplier Bank Account Options section. You can find definitions for the fields and controls later on this page.

You must enter supplier account information before you can transfer money to the account. You can specify multiple accounts for each location.



Click the Go To Address button to access the Bank Address page, where you can record and update address information for this supplier's bank.



Click the Phone button to access the Phone Information page, where you can record and update telephone information for this supplier's bank.



Click the Routings button to access the Intermediary Bank Routings page, where you can define a sequence of intermediary bank routings.

See [Intermediary Bank Routings Page](#).

Default

Select to make a particular account the default bank account for a location. The default bank account is copied to each payment schedule for this supplier.



Click this icon to open the Bank Other Identification page, where you can provide Other ID information for the Bank that will be used in ISO and SEPA formats. The information consists of Issuer, Identification, and either an ISO Code List under which the identification was issued or a Proprietary Scheme Name under which the identification was issued. You must designate one issuer as the default that will be populated on the ISO and SEPA format.

See the product documentation for *PeopleSoft Banks Setup and Processing*, *PeopleSoft Cash Management* and *PeopleSoft Financial Gateway*.

Bank ID Qualifier

Select a bank ID qualifier.

The bank ID qualifier contains the country-specific numeric value by which the bank or counterparty is identified. This value controls how the bank or counterparty pages edit and display bank information.

Account Type

Select an account type for the bank account.

Examples might include:

- *Bus Acct* (business account).
- *Check Acct* (checking account).
- *Ret Acct* (retirement account).

Bank ID

Enter a bank ID.

Branch ID

If appropriate, enter a branch ID for the bank. This field may not be available, depending on the country and bank ID qualifier that you selected.

For India, enter the Basic Statistical Returns (BSR) code of the withholding entity's supplier's bank branch. This information is displayed on the TDS reports (APY8070 and APY8080).

Check Digit

If appropriate, enter the two numeral check digit code for the country. This field may not be available, depending on the country and bank ID qualifier that you selected.

Bank Account Number

Enter an account number for the bank.



Click this icon to view the Bank Account Other Identification page.

For additional information, see *PeopleSoft Cash Management* and *PeopleSoft Banks Setup and Processing*.

DFI Qualifier

Enter a DFI qualifier if you are making ACH, wire, or EFT payments to this supplier location.

DFI ID

If you select a DFI qualifier, you must also supply the bank's DFI ID.

IBAN Number (international bank account number)

Enter the IBAN. This field appears only if the IBAN Enterable field is selected on the IBAN Formats page.

See "IBAN Formats Page (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)".

IBAN Digit (international bank account number digit)

Enter the two-numeral check digit code for the country and click View IBAN. If the DFI qualifier for the specified country is IBAN enabled, and the system successfully validates the check digit, the IBAN for this account appears. This field and the View IBAN button appears only if the IBAN Enterable field is not selected on the IBAN Formats page.

See "Understanding Bank Setup (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)".

View IBAN

The IBAN is one single number identifying every single account in the world. It consists of several PeopleSoft fields concatenated, such as bank code, bank account number, branch, and so on. Click the View IBAN button to start a function that calculates and validates the IBAN check digit entry by using processes and functions that conform to ISO 13616, 3166, and 7064. If the check digit is validated, the system concatenates the IBAN check digit and the existing basic bank account number, to create the IBAN.

BIC (bank identifier code)

Enter the bank identifier code for this supplier's bank account. This code is based on the ISO standard (9362), which is the universal method used to identify the financial institutions that enable automated processing of payments.

A BIC is used to route cross-border and some domestic payments to a bank branch or payments center. SEPA requires the use of BIC and IBAN codes to uniquely identify the banks and bank accounts of the creditor and debtor in all Euro cross-border payments. It is imperative that the IBAN and BIC codes are correct to avoid repair fees that the bank charges due to processing errors, and to avoid delays in processing payments and collections due to the time-consuming correction of these errors.

After you enter a BIC code, the system validates the length and layout of the characters, and validates the BIC country code against the country code set up for the bank branch.

Understanding DFI Qualifiers

DFI Qualifier	DFI ID
transit number	Contains exactly nine numerics, plus check-digit calculation.
swift ID	Contains 8 or 11 characters. Position 5 and 6 must be a valid 2-character country code.
CHIPS ID	Contains three or four numerics.
Canadian bank branch or institute	No validation.
mutually defined	No validation.

Related Links

"Understanding Bank Setup (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)"

Payables Options Page - Supplier Type Options Section

Use the Payables Options page - Supplier Type Options section to specify options for the supplier location, including the preferred language.

Image: Payables Options page - Supplier Type Options section

This example illustrates the fields and controls on the Payables Options page - Supplier Type Options section. You can find definitions for the fields and controls later on this page.

Preferred Language

Select the language to use for printing payment advices.

Primary

Select to identify the primary supplier type.

Type

Select the supplier type. PeopleSoft delivers some supplier types with the system, but you can also add your own using PeopleSoft Application Designer.

Examples might include:

- *Advertising, Contractor.*
- *Consultant.*
- *Government Agency.*

Service Type

This code is used for EFT payments for this supplier location. It appears in the government reporting section of certain EFT files.

Payables Options Page - HIPAA Information Section

Use the Payables Options page - HIPAA Information section to enter information required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Image: Payables Options page - HIPAA Information section

This example illustrates the fields and controls on the Payables Options page - HIPAA Information section. You can find definitions for the fields and controls later on this page.

The screenshot shows a web form titled 'HIPAA Information'. It contains the following fields:

- Entity Identified Code (dropdown menu)
- Reference Identifier Qualifier (dropdown menu)
- Identification Code Qualifier (dropdown menu)
- Policy Information Type (dropdown menu)
- Contact Method (dropdown menu)
- Contact Information (text field)
- Reference Identifier (text field)
- Identification Code (text field)
- Policy Information (text field)
- Contact Name (text field)

Note: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a set of regulations from the United States Department of Health and Human Services. One of HIPAA's primary concerns is to restrict the use of individually identifiable health information to protect the privacy of healthcare consumers. In addition to the privacy rules, HIPAA includes regulations that establish national standards for the format and structure of electronic communications between covered entities.

The system generates HIPAA payments for only two transaction handling codes: Payment Only and Payment + Advice.

HIPAA entails communication protocol and standards for several business documents. PeopleSoft Payables supports EDI Format 820 (OUTBOUND), specifically designed for HIPAA required fields and values. In order to fully employ HIPAA functionality, you must use a third-party supplier to process the PeopleSoft generated file and transform it to the HIPAA 820 EDI format.

The HIPAA information you define at the supplier location level appears by default on vouchers for the supplier location. You can override this information for a voucher on the HIPAA page in the Voucher component. The system performs validation during online voucher entry and as part of the Voucher Build process which checks for HIPAA payment designation and marks such vouchers as *Payment Separate*.

Entity Identified Code

Enter a code to identify the organizational entity, physical location, property, or individual: *3rd Party* or *Payer*.

Reference Identifier Qualifier and Reference Identifier

Enter a qualifier to indicate against which the payment is to be applied: *Invoice*, *Master*, or *Plan*, and a corresponding identifier number from the agency authorizing the payment.

Identification Code Qualifier and Identification Code

Enter a qualifier to indicate the code structure method of the Identification Code: *D&B* (Dun and Bradstreet), *D&B + Sfx* (Dun and Bradstreet pls 4-character suffix), *Insurance*, *Plan ID*, or *Tax ID*, and enter the corresponding code.

Policy Information Type and Policy Information	Enter <i>Account</i> , <i>Contract</i> , <i>Invoice</i> , or <i>Policy</i> to define the policy type, and additional information, such as the policy number.
Contact Method and Contact Name	Enter the preferred contact method: <i>Email</i> , <i>Fax</i> , or <i>Telephone</i> , and the contact person's name.
Contact Information	Enter specific contact information, such as email address.

Payables Options Page - Debit Memo Options Section

Navigation

Click the Payables link on the Supplier Information - Location page

Image: Payables Options page - Debit Memo Options section

This example illustrates the fields and controls on the Payables Options page - Debit Memo Options section. You can find definitions for the fields and controls later on this page.

Allow DebitMemo

Select check box to allow the creation of a debit memo. The Matching process automatically creates debit memos to resolve matching exceptions between the voucher and the purchase orders and receivers.

A match exception is created instead of a debit memo if the supplier does not have Allow Debit Memo selected

Debit Memo Defaults

Payment Terms

Enter the payment terms option to use in creating debit memos for this supplier location. You must enter a payment terms option if you do not select the Use Voucher Payments Dates check box.

Note: Payment terms options do not include multipayment terms or payment terms with discount terms.

Use Voucher Payments Dates

Select check box to use the terms populated from the PeopleSoft Payables default hierarchy. You must select this check box if you do not enter payment terms.

Invoice ID Suffix

Enter an invoice ID suffix to differentiate the debit memo adjustment voucher and original voucher invoice IDs. This field is mandatory if the Allow Debit Memo box is selected.

Payment Hold

Select one of these options:

- *Blank*: The debit memo or related voucher is not placed on hold.
- *Debit Memo*: Only the debit memo is placed on hold.
- *Debit Memo and Related Voucher*: The debit memo and the related voucher is placed on hold.

Release the hold status using the Voucher component when the debit memo is ready for payment.

Hold Reason

Select a code to explain the payment hold reason. Codes include: *Blank, Accounting, Amount, CCR Expire, Cntrct Ret, EFT, Fin Sanct, Goods, IPAC, Other, Quantity, and Withd hold*. The reason codes are stored in a translate table. You can add more codes to the translate table using PeopleTools.

Payment Message

Specify a message that appears on the remittance advice when the debit memo is included on a payment. The message provides an additional explanation for the payment adjustment.

Debit Memo Dispatch Options

Your suppliers may require you to notify them if credit adjustments are made to their invoice. You can dispatch debit memo information to your suppliers using print, fax, EDI/XML, email or phone.

Dispatch Method

Select a dispatch method. This field is mandatory if the Allow Debit Memo box is selected. Dispatch methods options include:

- *Blank*: No notification is provided to the supplier.
- *EDI/XML*: Debit memo information is electronically published to the supplier using the AP_VCHR_MESSAGE_OUT EIP (enterprise integration point).

Note: In addition to delivering the AP_VCHR_MESSAGE_OUT EIP as an application message, PeopleSoft also delivers it as a web service (VoucherOut). Enabling web services is discussed in the documentation *PeopleTools : Integration Broker*.

See documentation *PeopleTools : Integration Broker*

- *Email*: Debit memo information is delivered to the specified supplier's email address.
- *Fax*: Debit memo information is delivered to the specified supplier's fax number.
- *Phone*: The Dispatch Memo report is created. You can call the supplier providing details of the debit memo.
- *Print*: The Dispatch Memo report is created. You can send the report to the supplier.

Note: The dispatch method can be overridden on the debit memo adjustment voucher using the Voucher component.

Supplier Remit To Address

Select to use the supplier remit to address for this supplier location as the debit memo notification address. This is the default selection. The Address Sequence Number or the Contact Sequence Number field is not available for entry if this option is selected.

Supplier Debit Memo Address

Select to use a specific supplier address as the notification address for debit memos. The Address Sequence Number is available for entry.

Address Sequence Number

Enter the address sequence number to use as the debit memo notification address. Addresses are defined on the Supplier Information - Address page. This field appears only if Supplier Debit Memo Address is selected.

Supplier Contact Address

Select to use a specific contact address as the notification address for debit memos. The Contact Sequence Number is available for entry.

Contact Sequence Number

Enter the contact sequence number to use as the debit memo notification address. Contacts are defined on the Supplier Information - Contacts page. This field appears only if Contact Address is selected.

Supplier Address Line 1, Address City, State, Postal, Telephone Fax Number, and Email ID

Displays the address information selected.

Related Links

"Processing Debit Memo Adjustment Vouchers (*PeopleSoft FSCM 9.2: Payables*)"

[Entering Supplier Addresses](#)

[Entering Supplier Contact Information](#)

Payables Options Page - Payment Notification Section

Navigation

Click the Payables link on the Supplier Information - Location page

Image: Payables Options page - Payment Notification section

This example illustrates the fields and controls on the Payables Options page - Payment Notification section. You can find definitions for the fields and controls later on this page.

Enable Email Payment Advice

Select to make email payment advice available.

Email ID

Enter the email address to be used for the payment advisory.

Note: You can enter multiple email IDs here, but after the Mesage Log runs the Email Payment Advice, the system will display only one email sent. This means that one email was sent for this supplier, but it might go to multiple email addresses.

Enable FG Remittance Advice (enable Financial Gateway remittance advice)

Select to send remittance advice through PeopleSoft Cash Management's Financial Gateway.

Payment Method

Specify a payment method:

- *Automated Clearing House.*
- *Draft - Customer EFT.*
- *Draft - Customer Initiated.*
- *Electronic Funds Transfer.*
- *Giro - EFT.*
- *Letter of Credit.*
- *System Check.*
- *Wire Transfer.*

Intermediary Bank Routings Page

Use the Intermediary Bank Routings page (VNDR_BANK_I_ACCT) to define intermediary bank routings, or complex routings, for electronic payments if you're defining an EFT or Automated Clearing House (ACH) payment that must pass through one or many banks before reaching the final bank.

Navigation

Click the Routings button in the Supplier Bank Account Options section of the Supplier Information - Payables Options page.

Note: Some payables departments use intermediary bank routing, or complex routing, to establish specific coded instructions with their banks to send payments to other banks to be processed. For example, you may want suppliers in a particular country to be paid by a banking center that has special expertise or connections with banks in that country. In this case, the code instructs the bank that receives your EFT file to send payment instructions to the other bank, which then makes the actual funds transfer.

Seq (sequence)	Specify the routing's sequence. The sequence numbers indicate the relative order in which the funds are routed through the intermediary banks.
Routing	Select whether the routing is through the bank or the DFI ID. The option that you select here determines which subsequent fields require data. If you select <i>Bank</i> , you must enter a bank and account. If you select <i>DFI ID</i> , you must supply the DFI ID.
Bank	Select a bank.
Account	Select an account.
DFI ID	Enter the bank's DFI ID. For external corporate bank accounts, the DFI ID field should be used to enter the data center code.
Payment Message	You can enter a payment message that appears in the EFT output file. This message can be up to 30 characters in length.

Procurement Options Page

Use the Supplier Information - Procurement Options page (VNDR_PROC_OPT_SEC) to specify options for how a particular supplier location processes invoices and purchase orders.

Navigation

Click the Procurement link on the Supplier Information - Location page.

Image: Procurement Options page with sections collapsed

This example illustrates the fields and controls on the Procurement Options page with sections collapsed. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Procurement Options' window for supplier 'BAELECTRIC BAELECTRIC-001'. The 'Supplier Name' is 'Bay Area Electric-'. There are 'Expand All' and 'Collapse All' buttons. The page is divided into several sections, each with a collapsed arrow icon:

- Ordering:** Supplier: USA0000001, Bay Area Electric-. *Address: 1, Utility Vendor, 998 Powel St., San Francisco, CA 94001. Location: 1, Corporate.
- Pricing:** Supplier: USA0000001, Bay Area Electric-. *Location: 1, Corporate.
- Returning:** *Supplier: USA0000001, Bay Area Electric-. *Address: 1, Utility Vendor, 998 Powel St., San Francisco, CA 94001. Location: 1, Corporate.
- Ship From:** Supplier: USA0000001, Bay Area Electric-. Address: 1, Utility Vendor, 998 Powel St., San Francisco, CA 94001. Location: 1, Corporate.
- Additional Procurement Options:** (collapsed)
- Dispatch Methods:** (collapsed)
- POA Settings:** (collapsed)
- RTV Options:** (collapsed)
- Procurement Card Information:** (collapsed)

At the bottom, there are 'Expand All' and 'Collapse All' buttons, and 'OK' and 'Cancel' buttons.

Note: The system presents and uses the information on this page differently, depending on whether or not you have PeopleSoft Payables installed with PeopleSoft Purchasing.

Ordering, Pricing, Returning, and Ship From Locations

The data that appears by default in these group boxes is passed from the Supplier Information - Address and Supplier Information - Location pages. You can select a different address in the Ordering, Returning, and Ship From group boxes or a different supplier location in the Pricing group box.

If you implement a third-party tax application such as Taxware or Vertex, the ordering and ship from addresses are linked to the third-party application by the geocode selected on the Supplier Information - Address page. These locations are used by tax applications as follows:

- Ordering address: used by PeopleSoft, Taxware, and Vertex.
- Ship from address: used by Taxware and Vertex only.

- Ship to address: used by PeopleSoft, Taxware, and Vertex.

Taxware uses these addresses plus the point of order origin address (set up on the Payables Definition - Tax Options page) to determine tax applicability. Vertex uses only the three addresses above to determine tax applicability.

Ordering

Select the address that PeopleSoft Purchasing uses when you order from a particular supplier location.

Search

Click this link to access the Supplier Address Search page.

Using this page you can search for available supplier addresses for ordering, returning, and ship from.

Pricing

Select a location for pricing. PeopleSoft Purchasing uses the shipping method associated with this pricing location.

Returning

Select the supplier to whom you return goods, along with the address to which you return goods.

You may select the original supplier, but this field gives you the flexibility to return the goods to another supplier when necessary.

Ship From

Select the address from which the supplier ships.

Related Links

"Establishing PeopleSoft-Only Sales and Use Tax Processing (*PeopleSoft FSCM 9.2: Payables*)"

Procurement Options Page - Additional Procurement Options Section

Use the Procurement Options page - Additional Procurement Options section to specify accounting, freight and payment terms, shipping method, and other procurement options.

Image: Procurement Options page - Additional Procurement Options section

This example illustrates the fields and controls on the Procurement Options page - Additional Procurement Options section. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Additional Procurement Options' section of a procurement options page. It contains the following fields and controls:

- *Accounting Options:** Default from Higher Level (dropdown)
- Accounting Template:** Input field with a search icon
- *Freight Terms Options:** Default from Higher Level (dropdown)
- Freight Terms Code:** Input field with a search icon
- *Shipping Method Options:** Default from Higher Level (dropdown)
- Shipping Method:** Input field with a search icon
- *Payment Terms Options:** Specify (dropdown)
- Payment Terms ID:** 30 (input field with a search icon)
- *Payment Terms Basis Date Type:** Default from Higher Level (dropdown)
- *Currency Options:** Specify at this Level (dropdown)
- Currency:** USD (input field with a search icon)
- Rate Type:** CRRNT (input field with a search icon)
- *Buyer Options:** Default from Higher Level (dropdown)
- Buyer:** Input field with a search icon
- SpeedChart Key:** Input field with a search icon
- *Split PO by Ship To Option:** Default from Higher Level (dropdown)
- Consign Voucher:** ☐ (checkbox)
- Advanced Shipment Receipt:** ☐ (checkbox)
- UPN Ready:** ☐ (checkbox)

If you want the procurement options on purchase orders and vouchers to default from higher in the procurement control hierarchy, leave the settings on *Default*. If you want the transaction to inherit procurement options from the supplier location, select *Specify* and enter the relevant information.

Accounting Template

The system uses the accounting templates to identify the offset accounts it needs to create balanced accounting entries during voucher posting. You define the accounting templates on the Accounting Entry Template page.

You can either select *Default* to let the accounting entry template appear by default from the template established in the control hierarchy, or you can select *Specify* to establish new rules. You may want to select a different accounting template if accounting needs to vary for this supplier location.

If you select *Specify*, you must also select an accounting entry template.

Freight Terms Code

In PeopleSoft Purchasing, the freight terms determine the point at which liability for a shipment shifts from the seller to the buyer. They also define the terms of payment for freight, such as when it is payable and by whom.

To define freight terms at the supplier location, select *Specify*, and then select freight terms. These values are not delivered with the system; you must enter your own freight terms on the appropriate pages.

Shipping Method

To determine the preferred shipping method at the supplier location level, select *Specify*, and then select a shipping method. These values are not delivered with the system; you must enter your own shipping methods on the appropriate pages.

Note: The shipping method that you select appears on the PO, which can affect pricing.

Payment Terms Flag

To define payment terms at the supplier location, select *Specify*, and then select a payment terms code such as *Net 30*.

Basis Dt Type (basis date type)

Define which date the system uses as the terms basis date for scheduling payments and determining early payment discounts. The various date fields in this list are on the voucher header, so that if the selected field has a value, then that value is used to source the basis date used in the due date calculations of subsequent payment terms. Basis date types include:

- *Acct Date* (accounting date).
- *Doc Date* (constructive document date—the date the document is entered).
- *Inv Date* (invoice date).
- *Recpt Date* (receipt date).
- *Ship Date*.

- *User Date.*

Currency Information Flag

To define currency information at the supplier location, select *Specify*, and then select a currency and a conversion rate type.

Buyer

If you want a particular buyer to create POs for this supplier location, select *Specify*, and then select a buyer. The buyer that you select here appears by default on the PO. You can override this default when you create POs for this supplier location.

Split PO by Ship To Option

Select a default option for creating separate purchase orders for each unique Ship To location on a purchase order. The options are:

- **Default from Higher Level:** Select to follow the setting established at the purchasing business unit level on the Purchasing Definition - Business Unit Options page.
- **Do Not Split PO by Ship To:** Select to allow one purchase order to have multiple ship to locations.
- **Split PO by Ship To:** Select to direct the sourcing programs to create separate purchase orders for each unique Ship To location for this supplier. When you select this option, purchase orders created online will accept only a single Ship To location, although the setting can be overridden on the PO.

Note: When you select or deselect this check box, a warning message informs you that existing purchase orders will not be updated. For example, even if you select the Split PO by Ship To Location check box, any previously created purchase orders with multiple Ship To locations will be processed and dispatched without any changes. The new setting affects only purchase orders created after you change the setting.

Consign Voucher

Select to identify the supplier location as a supplier of at least one consigned item. Select the type of voucher consignment from one of these options:

Auto: Select to create vouchers automatically when consigned items are consumed.

Manual: Select to have the user create vouchers manually when consigned items are consumed.

Stage: Select this option to stage vouchers as pending transactions when consigned items are consumed.

Advanced Shipment Receipt

You may have arranged that some suppliers send you advanced shipment receipts through electronic data exchange (EDI) before you receive the goods. This speeds up invoice processing. If this is such a supplier, select the Advanced Shipment Receipt check box. When this check box is selected, the Receive Load process

(PO_RECVLOAD) creates a receipt with a status of *Received*. If the ASR check box is deselected, the receiver is created with a status of *Open*.

UPN Ready

Select to indicate that a supplier uses UPNs. When selected, UPNs replace supplier item IDs or item descriptions on dispatched documents. UPNs appear in addition to, or instead of, supplier item IDs throughout the procurement process.

Related Links

Defining Payment Terms

"Accounting Entry Template Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Freight Terms Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Ship Via Codes Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Understanding Foreign Currency Processing (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

"Understanding the RTV Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

"Understanding the Receiving Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

"Using Universal Item Identifiers (*PeopleSoft FSCM 9.2: Managing Items*)"

Procurement Options Page - Dispatch Methods Section

Use the Procurement Options page - Dispatch Methods section to specify dispatch methods for the supplier location.

If you want the dispatch methods on purchase orders and vouchers to default from higher in the procurement control hierarchy, leave the settings on *Default*. If you want the transaction to inherit dispatch method options from the supplier location, select *Specify* and enter the dispatch method. Values include: *E-Mail*, *EDX*, *Fax*, *Phone*, and *Print*.

PO Indicates the method of communication that you use to send POs to the supplier for this location.

RFQ (request for quotation) Indicates the method of communication that you use to send RFQs to the supplier for this location.

RTV (return to supplier) Indicates the method of communication that you use to send RTV adjustments to the supplier for this location.

Contract Indicates the method of communication that you use to send contracts to the supplier for this location.

Transmit Change Orders Indicate whether to have change orders transmitted to the selected supplier location.

Default: Select to accept the default setting for the Transmit Change Orders option defined at the PeopleSoft Purchasing business unit level on the Dispatch Method page.

Specify: Select to override the default setting and define whether to transmit change orders to this supplier location. In the adjacent field, specify an override value of *Yes* or *No*.

If you select *Yes* in combination with the *EDX*, *Fax*, or *Email* dispatch methods, the PO Dispatch/Print process (POPO005) automatically transmits the EDX, fax, or email output file created by the dispatch process.

If you select *No*, no output file is created by the process.

Whether you select *Yes* or *No* in combination with one of these dispatch methods, after the PO Dispatch/Print process runs successfully, the status of the changed PO is set to *D* (dispatched).

Note: The Transmit Change Orders option applies only to change orders. Initial dispatches of POs are unaffected by the setting of this option.

Replenishment

Indicates the method of communication that you use to send replenishment requests to the supplier (kanban POs). To define this communication at the supplier location level, select *Specify*, and then select a method for dispatching from the list of values.

If you are using PeopleSoft Flow Production, you must define the replenishment dispatch method. When you create Kanban IDs and select a supplier for supplier replenishment, the supplier replenishment dispatch method is associated with the Kanban ID. When you run the Replenishment Dispatch process, the system determines the dispatch method by using the value stored with the Kanban ID record. Dispatching is required for replenishment requests with backflush-controlled or manual replenishment modes. You don't dispatch Kanban cards by using the dispatch process.

Related Links

[Understanding Voucher and Order Contracts](#)

"Understanding RFQs in PeopleSoft Purchasing (*PeopleSoft FSCM 9.2: Purchasing*)"

"Understanding Purchase Order Dispatch (*PeopleSoft FSCM 9.2: Purchasing*)"

"Understanding Business Units in PeopleSoft Purchasing (*PeopleSoft FSCM 9.2: Purchasing*)"

Procurement Options Page - POA Settings Section

Use the Procurement Options page - POA Settings section to define POA settings for the supplier location.

Image: Procurement Options page - POA Settings section

This example illustrates the fields and controls on the Procurement Options page - POA Settings section. You can find definitions for the fields and controls later on this page.

POA Settings

Default to PO BU Settings

Alert worklist if no POA received:

999 days after PO dispatch

999 days before delivery

Enter 999 for either to opt out of that alert

☐ POA required with change order

POA Tolerance Settings

Auto-Approve POA if changes against PO do not exceed:

Use Tolerances at BU Level

999 days before Schedule Due Date

999 days after Schedule Due Date

999 percent under Schedule Quantity

999 percent over Schedule Quantity

999 percent below PO Unit Price

999 percent above PO Unit Price

Enter 999 to opt out of auto-approving.

POA Settings

If you want the POA settings for purchase orders to default from the PeopleSoft Purchasing business unit POA settings, leave the *Default to PO BU Settings* (default to purchasing business unit settings) value for the field. If you want to override the purchasing business unit POA settings for this supplier and location, then select either *POA NOT Required* or *POA Required* values.

If you select *POA Required*, then you can define the alert worklist settings to use for this supplier. Enter the number of days after purchase order dispatch or before purchase order delivery to send a notification to the buyers worklist if a POA is not received from the supplier. In addition, once you select that POA's are required, the POA required with change order check box is available. Select this check box if a POA is required for change orders, in addition to just the initial dispatch.

POA Tolerance Settings

If you want the POA tolerance settings for purchase orders to default from the PeopleSoft Purchasing business unit POA settings, leave the *Use Tolerance at BU Level* (use tolerance at business unit level) value for the field. If you want to override the purchasing business unit settings for this supplier and location, then select *Tolerances Specified here* value.

If you select *Tolerance Specified here*, then enter the tolerance settings for the system to be able to automatically approve a POA for the buyer. Any changes made by the supplier that are within these tolerances will be automatically set to approved and ready for the change order load processes to pick up the changes and update the purchase orders as necessary. Leaving any of the values as 999 will tell the system that any change to that value requires approval by the buyer before it can be picked up by the change order load processes.

Related Links

"POA Settings (purchase order acknowledgements settings) Page (*PeopleSoft FSCM 9.2: Purchasing*)"

"Using Purchase Order Acknowledgements (*PeopleSoft FSCM 9.2: Purchasing*)"

"Creating Purchase Order Headers (*PeopleSoft FSCM 9.2: Purchasing*)"

"Understanding Online POAs (*PeopleSoft FSCM 9.2: eSupplier Connection*)"

Procurement Options Page - RTV Options Section

Use the Procurement Options page - RTV Options section to establish RTV options for the supplier location.

If you want the RTV options on purchase orders and vouchers to default from higher in the procurement control hierarchy, leave the settings on *Default*. If you want the transaction to inherit RTV options from the supplier location, select *Specify* and enter the RTV option.

RTV Debit Option

Used in conjunction with the RTV Adjustment field to control the Voucher Build process. Select *Dflt* (default) or *Yes*.

RTV Adjustment Option

Determines whether RTV debit memos are to be generated automatically by the Voucher Build process. Select one of these values:

Automatic: Voucher Build process automatically generates a debit voucher from the RTV transactions.

Dflt (default): This value appears by default from the control hierarchy.

None: RTV vouchers are not created automatically for this supplier. RTV vouchers must be created manually using the adjustment voucher style.

Stage: Voucher Build process stages the RTV voucher in the Quick Invoice Entry tables. You can use the Quick Invoice Entry page to match the transaction to a credit memo that comes in.

RTV Notification Method

Select *Email* or *Phone* to indicate how the supplier wants to be notified of an RTV.

RTV Fees

Use the RTV Options link at the head of the Supplier Information - Location page to access the Supplier's RTV Fees page, where you can enter the following RTV fee information:

Misc Chg (miscellaneous charge)

Select a miscellaneous charge code for supplier return fees. PeopleSoft delivers some values with the system, but you can also add your own on the Misc Charge/Landed Cost Defn page.

Action

Select one of these values as it pertains to the miscellaneous charge:

Credit: You charge the supplier for the miscellaneous charge—for example, freight that you originally paid.

Debit: The supplier charges you for the miscellaneous charge—for example, a restocking fee.

Percent

Enter the percentage of the merchandise amount that should be debited or credited. The restocking fee in the previous example might be 3 %, for example.

Reason Code

Select the reason to which this miscellaneous charge applies, by selecting a code. You define these codes on the Return Reasons page.

You can enter various miscellaneous charges and various reason codes. You might have multiple reason codes so that items returned because they fail inspection are calculated one way, but returns due to damage are treated a different way. The default information is entered here, and then when the RTV transaction is entered, the system looks up the appropriate fees based on the reason.

Related Links

[Defining Miscellaneous Charges and Landed Costs](#)

"RTV Adjustments (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding the Asset-Loading Process (*PeopleSoft FSCM 9.2: Payables*)"

Procurement Options Page - Procurement Card Information Section

Use the Procurement Options page - Procurement Card Information section to define procurement card options for the supplier location.

Image: Procurement Options page - Procurement Card Information section

This example illustrates the fields and controls on the Procurement Options page - Procurement Card Information section. You can find definitions for the fields and controls later on this page.

Procurement Card Information

☒ Accepts Procurement Card as payment method

*ProCard Dispatch Option Default

Types of Procurement Card Accepted Personalize | Find | 1 of 1 | First | Last

Card Type
1 Visa

Supplier Card Settings

Reverse Purchasing Card *****VNDR (VISA)

Card Type Visa

Card Issuer VISA

Expiration Date 01/01/2101

☒ Use Supplier Card as default payment method on Purchase Orders

☐ Allow Override Supplier Card

Accepts Procurement Card as payment method

Select this check box if this supplier location can use a procurement card as a payment method when creating a purchase order for that supplier location.

After you select this check box all the other fields in this region become available.

ProCard Dispatch Option (procurement card dispatch option)

Select the dispatch option for the procurement card information. *Default* appears by default on this page. Options are:

- *Charge to Card on File*: Select this option to have "Charge to credit card" print in the header portion of the PO Dispatch/Print SQR report (POPO005).
- *Contact Buyer*: Select this option to have the buyer's name and phone number print in the header portion of the PO Dispatch/Print report. For example, "*Please contact John Smith 925-694-3863 for payment information."
- *Contact Cardholder*: Select this option to have the card holder's name and phone number print in the header portion of the PO Dispatch/Print report. For example, "*Please contact John Smith 925-694-3863 for payment information."
- *Default*: Select this option to use the dispatch option on the purchase order.
- *Include Masked Card Info* (include masked card information): Select this option to have the masked card number, card type, and expiration date appear in the header portion of the PO Dispatch/Print report.
- *No Reference*: Select this option to have no procurement card information print on the PO Dispatch/Print report.

Types of Procurement Card Accepted

Card Type Select the type of cards accepted by this supplier location.

Supplier Card Settings

Once you define the supplier card information in this section, the system will automatically update this information in the Cardholder Profile component in PeopleSoft Purchasing. Plus, if the supplier card information was already defined in the Cardholder Profile component that information will appear on this page.

Supplier Card Select the supplier card you would like to use as the payment method for this supplier location.

Note: Only supplier cards are available to be associated with a supplier location. Other procurement cards cannot be associated with supplier locations.

Card Type, Card Issuer, and Expiration Date These fields display the information related to the supplier card that you selected.

Use Supplier Card as default payment method on Purchase Orders Select this check box if you want to use the supplier card selected as the default payment method when creating a purchase order for that supplier location.

Allow Override Supplier Card

Select this check box if you want to be able to override the supplier card that appears on the purchase order for this supplier location.

Supplier Information - Tax Options Page

Use the Supplier Information - Tax Options page (VNDR_TAX_OPT_SEC) to define sales and use tax information for the supplier location.

Navigation

Click the Sales/Use Tax link on the Supplier Information - Location page.

Image: Supplier Information - Tax Options page

This example illustrates the fields and controls on the Supplier Information - Tax Options page. You can find definitions for the fields and controls later on this page.

Tax Options

SetID SHARE Location 1

Supplier ID USA0000001 Description Corporate

Short Supplier Name BAELECTRIC BAELECTRIC-001

Supplier Name Bay Area Electric-

Sales/Use Tax Applicability

*Sales/Use Tax Applicability Non Taxable Ultimate Use Code

*Ship To Location Default from Higher Level Tax Destination

Sales Tax and Use Tax Options

Sales Tax Tolerance

*Sales Tax Tolerance Default from Higher Level

Currency Code Amount 0.000

Rate Type Percent 0.00

OK Cancel

Sales Tax and Use Tax Options**Sales/Use Tax Applicability**

Select from these options:

None: There are no tax defaults for this supplier location.

Sales: Sales tax is the default tax type for this supplier location for all vouchers entered.

Use: Use tax is the default tax type for this supplier location for all vouchers entered.

Note: Sales and use tax applicability defaults from the supplier location are used only for PeopleSoft Purchasing transactions. Sales and use tax applicability for vouchers defaults from the ship to location. You will, however, see a warning message if a voucher's ship to location and supplier default tax applicability are in conflict.

Ship To Location

If you want this field's value to be passed from a higher level in the control hierarchy, select the *Default* option. If you want the transaction to inherit these options from the supplier location, select *Specify*, and enter a ship to location.

Each ship to location has an associated sales tax code and rate. You set up ship to locations on the Ship To Locations page.

Ultimate Use Code

Enter an ultimate use code for the supplier location. The ultimate use code defines a special tax rate that applies when a taxable item is used in a particular way.

You define ultimate use codes on the Ultimate Use Codes page.

Tax Destination

The tax destination is the code that actually affects voucher processing, because it is used for the default tax code lookup. When you select a specific ship to location, the Tax Destination field is automatically populated with the same value. You can override the value by selecting a different ship to location as your tax destination.

Each ship to location has an associated sales tax code and rate. Selecting a different tax destination enables you to process the tax on goods that you receive in one location but ship to another location.

Note: The ultimate use code is not used with the tax destination code.

Sales Tax Tolerance

These fields enable you to designate tolerances for the difference between the sales tax that is entered on a voucher header and that which is calculated by the system. To define the tolerance at the supplier location level, enter values in this group box.

You can describe the tolerance as a fixed amount or as a percentage of gross. You must specify a currency for the tolerance amount and a rate type, so that the tolerance amount can be converted to the voucher transaction currency.

Related Links

"Establishing PeopleSoft-Only Sales and Use Tax Processing (*PeopleSoft FSCM 9.2: Payables*)"

Withholding Supplier Information Page

Use the Withholding Supplier Information page (VNDR_GBL_OPT_SEC) to define withholding information and record withholding reporting information for the supplier location.

Navigation

Click the Global/1099 Withholding link or the Global Withholding link on the Supplier Information - Location page.

The link label—and the version of the page that opens—depends on your selection in the Display Withholding Option field on the Supplier Set Control page.

Image: Withholding Supplier Information page

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

The screenshot shows the 'Withholding Supplier Information' window. At the top, it displays 'SetID SHARE', 'Supplier ID USA0000001', 'Short Supplier Name BAELECTRIC', 'Supplier Name Bay Area Electric-', 'Location 1', and 'Description Corporate'. Below this is the 'Withholding Options' section, which includes a 'Main Information' tab and a grid with columns: *Withholding Entity, *Withholding Type, *Withholding Jurisdiction, Default Jurisdiction, *Default Withholding Class, *Withhold Status, and Description. The 'Withholding Reporting Information' section also has a 'Main Information' tab and a grid with columns: *Withholding Entity, *Address Seq, TIN Type, Taxpayer Identification Number, PAN No., PAN Ward, and Date of Birth. At the bottom are 'OK' and 'Cancel' buttons.

Note: This page has different grid labels when accessed from the 1099 link on the Supplier Information - Payables Options page. Some of the fields listed here do not appear on the 1099-only version of this page.

To enable withholding for this supplier, you must select the Withholding check box on the Supplier Information - Identifying Information page.

Withholding Information

This grid is labeled "1099 Information" if you access the page from the 1099 link on the Supplier Information - Payables Options page.

Withholding Entity

Select the entity to which the withholding amounts are reported. The withholding entity is the tax authority. You can define more than one entity for a supplier location.

Withholding Type	Select the type of withholding. For each withholding type, there may be classes and categories associated with the type.
Withholding Jurisdiction	Select the withholding jurisdiction for this type of withholding. Some countries determine withholding percentages based on where the supplier is located or where the transaction occurred as well as on the classification of a particular transaction. The Jurisdiction field enables you to define where the supplier is located or where the transaction took place.
Default Jurisdiction	Indicate which jurisdiction is the default by selecting the check box in that jurisdiction's row. You can select more than one row as the default jurisdiction. <hr/> Note: You <i>must</i> select this option for one of the rows, or the withholding defaults are not copied to the invoice. <hr/>
Default Withholding Class	Select the withholding class for this type of withholding.
Withhold Status	Select the withhold status for this withholding class combination and supplier location.
Overrides	Select the Overrides tab.
Hold Pay Indicator	Accept the default from the control hierarchy, or select <i>Specify</i> to override the default and activate the Hold Payment field.
Hold Payment	Select from these options: <i>Hold All:</i> Hold both the payment and the withholding amount for this supplier. <i>No Hold:</i> Do not hold payments for this supplier. <i>Withd Only</i> (withhold only): Hold only the withholding amount. See "Understanding Hold Payment Options for Withholding (PeopleSoft FSCM 9.2: Payables)".
Withhold Rule Indicator	Accept the default from the control hierarchy, or select <i>Specify</i> to override the default and activate the Rule field.
Withholding Rule	Select a withholding rule. The withholding rule describes the actions to be taken during withholding.
Withholding Condition	Specify the withholding condition for this withholding class combination and supplier location. Some suppliers enjoy special withholding privileges. This privilege is termed exoneration and enables the supplier to be withheld less than other suppliers. For instance, a supplier may have a condition that stipulates that only half of the regular amount be withheld during the first six months of the year. These three fields provide a way to

specify an exoneration percentage and expiration date for the exoneration at the supplier level:

Exempt: The supplier is completely exempt from withholding. The Percent field displays *100.00*. Enter the date until which this supplier is exempt, in the Valid Until field.

Exonerate: The supplier is withheld less than other suppliers. Enter the exoneration percentage in the Percent field. Enter the date until which this supplier is exonerated, in the Valid Until field.

None: The supplier is neither exempt nor exonerated from withholding. The Percent and Valid Until fields are not available for entry.

Condition % (condition percent)	For a location with a withholding condition of <i>Exonerate</i> , enter the percentage of withholding from which the supplier is exonerated.
Condition Valid Until	For a location with a withholding condition of <i>Exempt</i> or <i>Exonerate</i> , enter the date until which the supplier is exonerated or exempt.
Withhold if missing	Select to activate withholding for this withholding class combination for this supplier location.

Remit

Select the Remit tab.

Remit Withhold to Flag	Select withholding <i>Entity</i> or <i>Supplier</i> to indicate to whom you remit withholding payments for this supplier location.
Remit Supplier	For a remit to of <i>Supplier</i> , select the supplier to whom you want to remit withholding information.
Remit to Location	Select the remit to supplier's location.
Remitting Address	Select the supplier's remitting address.

Withholding Reporting Information

This grid is labeled "1099 Reporting Information" if you access the page from the 1099 link on the Supplier Information - Payables Options page.

Withholding Entity	Select the entity to which the withholding information is reported. The withholding entity is the body to which withholding is reported. You can define more than one entity for a supplier location.
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Address Seq (address sequence)	Select the supplier's address from the addresses defined on the Supplier Information - Address page. The entity needs the supplier's address.
(USA) TIN Type	Select the Taxpayer Identification Number (TIN) type for the supplier from these options: <ul style="list-style-type: none"> • <i>F</i>: Federal Employer ID Number. • <i>S</i>: Social Security Number.
(USA) Taxpayer Identification Number	Enter the supplier's valid TIN for the withholding entity.
(IND) PAN Number (Permanent Account Number)	For India, enter the number assigned by the income tax authority to identify the supplier's tax returns. This number must be a 20-digit alphanumeric value.
(IND) PAN Ward (Permanent Account Number ward)	For India, enter the location of the income tax offices to which the supplier submits taxes. Tax authorities assign these values.
Date of Birth	Enter the supplier's date of birth. Use the calendar button to select a date, or type one directly into the field.
Additional Information	
Select the Additional Information tab.	
Birth Location	Select the state in which the supplier was born.
Number of Children	Enter the number of children that the supplier has.
Company	Select to indicate whether this supplier is a company.
Tax District Reference	Enter a tax district reference for the supplier.
Certificate Type	Enter a certificate type for the supplier, as applicable.
Certificate Number	Enter a certificate number for the supplier.
Certificate Expiration	Enter the date of expiration for the certificate. Use the calendar button to select a date, or type one directly into the field.
(USA) Direct Sales of \$5000 or More	Select if you had more than 5,000.00 USD worth of direct sales with this supplier. This field is specific to 1099 withholding in the U.S.
(USA) IRS Notified Twice of Invalid (Internal Revenue Service notified twice of invalid)	Select if the IRS has informed you twice that the TIN number that your supplier gave you is not valid. This field is specific to 1099 withholding in the U.S.
(USA) State Income Tax Withheld	Enter the amount of state income tax withheld for this supplier.
Withholding Control Name	Enter the control name as defined by the IRS. It is usually the first four characters of the surname of the payee. The control name is included in the file provided to the IRS.

Refer to the IRS Publication 1220 as the definitive resource for 1099 rules and regulations.

Profession

Enter the supplier's profession.

**(USA) Trade or Business Income Ind
(trade or business income indicator)**

Select to indicate whether the withholding involves trade or business income for IRS 1099–G (Government Payments) reporting.

(USA) Foreign Tax Paid

Enter the amount of foreign tax paid for IRS 1099–INT (Interest Income) reporting.

(USA) Country Paid

Enter the country to which the foreign tax was paid for IRS 1099–INT (Interest Income) reporting.

Gender

Select a gender for the supplier from these options:

- *M*: Male
- *F*: Female
- *U*: Unknown

Business Type

Select the type of business to which this supplier belongs. Valid values include:

Corporate: Select if the supplier is classified as a corporation.

Individual: Select if the supplier is classified as an individual.

Registration/Insurance Number

Enter the national registration or insurance number for the supplier.

Verification Info

Select the Verification Info tab

Verified

Select to indicate that the supplier has obtained the correct tax treatment for a subcontractor. The tax treatment determines whether a subcontractor should be paid using a gross, net, or unmatched rate. The verification is obtained from the United Kingdom HM Revenue and Customs that requires subcontractors to register in the Construction Industry Scheme (CIS) core system.

Verification Number

Enter the number for the verification.

Verification Date

Displays the current date when you select the Verified check box. You can override the date by select another date using the Choose a Date button.

TIN Match

Select the TIN Match tab

Match TIN	Select this check box if you have used the IRS online matching process. If the checkbox is selected, then the TIN Match Code is set to 0 and the TIN Match status set to <i>Matched</i> .
TIN Match Status	Displays the TIN match status. The various options displayed are <i>New</i> , <i>Pending</i> , <i>Matched</i> , or <i>Error</i> . TIN match status is set using the results of the batch verification or is set to <i>Matched</i> if the online verification is used.
TIN Match Code	<p>Displays the match code returned by the IRS (U.S. Internal Revenue Service). The valid match codes are the following :</p> <p>0 :TIN and Name match</p> <p>1: TIN missing or entered incorrectly</p> <p>2: TIN entered is not currently issued</p> <p>3: TIN and Name do not match</p> <p>4: Invalid TIN matching request</p> <p>5: Duplicate TIN matching request</p> <p>6: TIN Match found only on SSN (Social Security Number)</p> <p>7: TIN Match found only on EIN (Employer Identification Number)</p> <p>8: TIN Match found on both the SSN and EIN</p>
Match Date	<p>Match date is the date the user enters when the file is uploaded. If the TIN was manually matched, the user can enter the match date from the Interactive TIN matching process. The Match date can be entered only if the Match TIN check box is selected.</p>
IRS Tracking Code	The IRS assigns a tracking code to every file the user downloads. If the user enters the tracking code when the file is loaded into PeopleSoft, the supplier/location can be tracked enabling the user to tie the TIN to a bulk file.
Manually Matched	This box is selected by the system if the match was done through the online matching process.

Related Links

"Understanding the Withholding Process (*PeopleSoft FSCM 9.2: Payables*)"

"Processing U.S. Withholding (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding Tax Deducted at Source Transactions (*PeopleSoft FSCM 9.2: Payables*)"

Defining User Definable Supplier Fields

This section discusses how to define user definable supplier fields.

Page Used to Define User Definable Supplier Fields

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Supplier Information - Custom	VNDR_CUSTOM	Suppliers, Supplier Information, Add/Update, Supplier, Custom	Define user definable supplier fields that you can use in custom reports and queries. There are 10 predefined, 30-character alphanumeric customizable fields.

Supplier Information - Custom Page

Use the Supplier Information - Custom page (VNDR_CUSTOM) to define user definable supplier fields that you can use in custom reports and queries.

There are 10 predefined, 30-character alphanumeric customizable fields.

Navigation

Suppliers, Supplier Information, Add/Update, Supplier, Custom

Supplier Field C30 A - J

You may elect to use any or all of these fields to categorize suppliers for custom reports and inquiries. When you use a field, enter an appropriate value for that supplier category.

(USF) Entering Supplier Information for U.S. Federal Agencies

This section discusses how to specify U.S. federal-only supplier information.

Page Used to Enter Supplier Information for U.S. Federal Agencies

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Supplier Information - Federal	VNDR_FEDERAL	Suppliers, Supplier Information, Add/Update, Supplier, Federal	(USF) Specify the default payment schedule type and date basis calculation type for the supplier. For suppliers that are U.S. federal agencies, specify the supplier's Agency Location Code (ALC) and trading partner code. This page appears only if you have selected Enable Federal Payment on the Installation Options - Payables page.

Supplier Information - Federal Page

Use the Supplier Information - Federal page (VNDR_FEDERAL) to specify the default payment schedule type and date basis calculation type for the supplier. (USF)

For suppliers that are U.S. federal agencies, specify the supplier's Agency Location Code (ALC) and trading partner code. This page appears only if you have selected Enable Federal Payment on the Installation Options - Payables page.

Navigation

Suppliers, Supplier Information, Add/Update, Supplier, Federal

Image: Supplier Information - Federal page

This example illustrates the fields and controls on the Supplier Information - Federal page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Supplier Information - Federal' page. At the top, there are tabs: Summary, Identifying Information, Address, Contacts, Location, Custom, and Federal. The 'Federal' tab is selected. Below the tabs, the page displays the following information:

- SetID:** SHARE
- Supplier ID:** 1FEDRLVNDR
- Short Supplier Name:** 1FEDRLVNDR-001
- Supplier:** One Federal Vendor

Below this, there is a section for 'Location' with a table showing 'Location MAIN' and 'Description Main Location'. The table has a 'Find | View All' link and pagination 'First 1 of 1 Last'.

Below the location table, there is a section for 'Federal Specific Supplier Detail' with a table showing 'Effective Date 01/01/2000' and 'Effective Status Active'. The table has a 'Find | View All' link and pagination 'First 1 of 1 Last'.

Below the federal specific detail table, there is a section for 'Pay Schedule Type' with a table showing '*Pay Schedule Options Default' and 'Pay Schedule Type'. The table has a 'Find | View All' link and pagination 'First 1 of 1 Last'.

Below the pay schedule type table, there is a section for 'Date Calculation Basis' with a table showing '*Basis Date Options Default' and 'Date Calculation Basis'. The table has a 'Find | View All' link and pagination 'First 1 of 1 Last'.

Below the date calculation basis table, there is a section for 'Federal Supplier Information' with a table showing 'Federal Supplier' (checked), 'Trading Partner 012345', 'Agency Location Code 11000002', and 'Disbursing Office X1024'.

Pay Schedule Type

From the available options, select *Default* to accept the default payment schedule type that populates vouchers from the PeopleSoft Payables default hierarchy.

Select *Specify* to specify the payment schedule type that should populate vouchers for this supplier. Select either *Manual*, *Transport*, or *Other* in the Pay Schedule Type field.

Date Calculation Basis

From the available options, select *Default* to accept the default date calculation basis that populates vouchers from the PeopleSoft Payables default hierarchy.

Select *Specify* to specify the date calculation basis that should populate vouchers for this supplier. In the Date Calculation Basis field, select from these values:

- *Agriculture.*
- *Dairy.*
- *Meat.*

- *Poultry.*
- *Prompt Pay 7 day*
- *Prompt Pay 14 day*

Federal Supplier

Select to indicate that the supplier is a U.S. federal agency. If you select this option, you must enter a trading partner code.

This field is not required for any PeopleSoft Payables processing, but may be useful for addressing your particular reporting needs. This check box will be selected and unavailable for edit if the supplier is created from the Fedreg system.

Trading Partner

Enter the trading partner code for this U.S. federal agency supplier. The number must be at least two digits long.

This field is not required for any PeopleSoft Payables processing, but may be useful for addressing your particular reporting needs.

Agency Location Code

Enter the ALC for this U.S. federal agency supplier. You set up agency location codes on the Agency Location Code page. This code is required if you use IPAC processing with this supplier. The system populates this field from the Fedreg data and unavailable for edit if the supplier is created from the Fedreg system.

Disbursing Office

This field is updated by the Fedreg process.

Note: Fields in the Federal Supplier Information group box, except Trading Partner, are unavailable for edit if this supplier was created from the Fedreg system.

Related Links

"Understanding Federal Payment Processing (*PeopleSoft FSCM 9.2: Payables*)"

Viewing Summary Supplier Information

This section describes how to view summary information for a supplier.

Page Used to View Summary Information for a Supplier

Page Name	Definition Name	Navigation	Usage
Supplier Information - Summary	VNDR_ID1_SUM	Suppliers, Supplier Information, Add/Update, Supplier, Summary	View summary information about a supplier, including who created the supplier, when the record was last modified and by whom. This page appears only after you have saved a supplier.

Supplier Information - Summary Page

Use the Supplier Information - Summary page (VNDR_ID1_SUM) to view summary information about a supplier, including who created the supplier, when the record was last modified and by whom.

Navigation

Suppliers, Supplier Information, Add/Update, Supplier, Summary

Image: Supplier Information - Summary page

This example illustrates the fields and controls on the Supplier Information - Summary page. You can find definitions for the fields and controls later on this page.

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID SHARE					
Supplier ID 0000000048					
Supplier Short Name TEST001		TEST001-001			
Supplier Name TEST001					
Order TEST001-001		Remit To TEST001-001			
123 MAIN STREET		123 MAIN STREET			
FREMONT, CA 94001		FREMONT, CA 94001			
Status Unapproved		Approval History		Last Modified By SAMPLE	
Persistence Regular				Last modified date 08/06/2012 11:29AM	
Classification Outside Party				Created By SAMPLE	
HCM Class				Created Date/time 08/06/2012 11:29AM	
Open for Ordering Yes				Last Activity Date 08/06/2012	
Withholding No					
VAT No					

Many of these fields are also found on the Identifying Information page and are documented more fully where that page is documented.

Note: If the system is tracking supplier name changes, when a new effective-dated change occurs, the new supplier short name, name 1, and name 2 values are automatically updated on this page.

See [Entering Supplier Identifying Information](#).

Order Displays the address of the ordering location.

Remit to	Displays the address of the remit to location.
Status	Displays the voucher approval status: <i>Approved</i> , <i>Inactive</i> , <i>To Archive</i> , or <i>Unapproved</i> .
Preview Approval	Click to view the approval stages, steps, and paths required by the approval framework to approve the supplier.
Submit for Approval	Click to send the supplier approval to the next approver.
Approval History	Click to access the Approval History page where you can view the approvals and comments for the supplier approval.
Persistence	Displays the supplier's persistence: <i>One Time</i> , <i>Permanent</i> , <i>Regular</i> , or <i>Single Payment</i> .
Classification	Displays the supplier's classification: <i>Attorney</i> , <i>Employee</i> , <i>HRMS</i> (Human Resources Management System), or <i>Supplier</i> .
HCM Class	Displays the supplier's PeopleSoft Human Capital Management class. This is identical to the HR Class field on the Identifying Information page. A value appears for this field only if the supplier has a classification of <i>HRMS</i> .
Open for Ordering	Indicates whether the supplier is open for ordering. If the value is <i>Yes</i> , you can enter purchase orders for this supplier in PeopleSoft Purchasing. If it is <i>No</i> , you cannot.
Withholding	Indicates whether or not the supplier is withholding-applicable. If it is, the value <i>Yes</i> functions as a link that takes you to the Supplier Information - Location page, where you can link in turn to the Withholding Supplier Information page to view withholding details for each supplier location.
VAT	Indicates whether or not the supplier is VAT-applicable. If it is, the value <i>Yes</i> functions as a link that takes you to the Supplier Information - Location page, where you can view VAT details for each supplier location and link in turn to the VAT defaults pages to view withholding details for each supplier location.
Last Modified By and Last modified date:	Displays the user ID of the last user to modify the supplier and the date of modification.
Created By and Created Datetime:	Displays the user ID of the user who first entered the supplier and the date of entry.
Last Activity Date	Displays the date of last activity for the supplier. Supplier activities that are tracked for updates include supplier creation, changes to supplier information, purchase order dispatches, supplier archiving dispatching.

Approving Suppliers

This section provides an overview of supplier approvals and discusses how to:

- Set up PeopleSoft Approval Framework for approving suppliers.
- Access supplier approvals.
- Approve suppliers.
- Deny supplier approvals.

Pages Used to Approve Suppliers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Supplier Processing Authority	OPR_DEF_TABLE_VND1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, User Preferences Click Procurement on the User Preferences page, then click Supplier Processing Authority on the User Preferences - Procurement page.	Give supplier approval authority to a user.
Supplier Set Control	VNDR_CNTRL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Set Controls-Supplier	Initiate approval framework workflow.
Register Transactions	EOAW_TXN	Enterprise Components, Approvals, Approvals, Transaction Registry	Review the approval transaction registry.
Generic Template Definition	WL_TEMPLATE_GEN	PeopleTools, Workflow, Notifications, Generic Templates	Define supplier approval notification templates.
Configure Transactions	EOAW_TXN_NOTIFY	Enterprise Components, Approvals, Approvals Transaction Configuration	Set the supplier approval transaction configuration.
User List Definition	EOAW_USER_LIST	Enterprise Components, Approvals, Approvals, User List Setup	Define supplier approval user lists.
Setup Process Definitions	EOAW_PRCs_MAIN	Enterprise Components, Approvals, Approvals, Approval Process Setup	Define supplier approval process definitions.

Page Name	Definition Name	Navigation	Usage
Supplier - Identifying Information	VNDR_ID1	Click the Worklist link on the Home page, and select <i>Approval Routing</i> in the Work List Filter field.	Access supplier approvals to view and approve suppliers entered by users without approval authority. Approving a supplier makes the supplier available for transactions.
Additional Voucher Information	VNDR_APPROVAL	Click the Approve or Deny button on the Supplier - Identifying Information page.	Approve suppliers. Deny supplier approvals.

Understanding Supplier Approval

You must determine whether users who are authorized to enter suppliers have approval privileges as well. You specify whether a particular user has the authority to approve suppliers on the User Preferences - Procurement - Supplier Processing Authority page. This enables you to have decentralized supplier entry without compromising security and control.

The system automatically approves suppliers that are entered by users who are authorized both to enter and to approve suppliers. However, a supervising user must approve suppliers that are entered by users who are not authorized to approve suppliers when you are using virtual approval.

Users with voucher approval authority can review and approve unapproved suppliers in correction mode on the Supplier Approval - Identifying Information page. The search record for this page retrieves only those suppliers that have not yet been approved, so the procurement supervisor can review and approve each supplier record. To approve a supplier, enter *Approved* in the Status field and save the page.

The fields on the pages in the Supplier Approval component are the same as the fields in the Supplier Information component.

Note: Vouchers cannot be entered for unapproved suppliers.

When users with authority to enter and approve suppliers create a supplier, the system automatically creates the supplier as Approved and does not place the new supplier into PeopleSoft Approval Framework for workflow processing. The system uses virtual approval to approve suppliers either through manual navigation or through a worklist or email notification. When users without the authority to approve a supplier create a supplier, the system creates the supplier as Unapproved. If workflow is enabled at the set control level, the supplier is eligible to be submitted to the approval framework for processing and approval. The system displays Approve and Deny buttons for approval framework workflow only. Denial of a supplier sets the supplier's status to Denied.

Related Links

[Entering Supplier Identifying Information](#)

"Understanding User Preferences (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Supplier Processing Authority Page

This section provides high-level details for setting up PeopleSoft Approval Framework specific to supplier approvals. You can review details about setting up supplier approvals using the documentation *Enterprise Components: Approval Framework*.

To set up approval framework for supplier approval:

1. Provide specific users the ability to approve suppliers by setting up user preferences.

To access the page, select Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement, and click the Supplier Processing Authority link on the Procurement page. The Supplier Approvers user list checks for users who have the authority to approve suppliers. The page appears in this example:

Image: Supplier Processing Authority page

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

The screenshot shows a window titled "Supplier Processing Authority". At the top, it displays "User DVP1" and "Development User". Below this is a section titled "Supplier Processing Authority" which contains four checked checkboxes: "Authority to Enter", "Authority to Approve", "Authority to Inactivate", and "Supplier Audit". At the bottom of the window are three buttons: "OK", "Cancel", and "Refresh".

2. Select the Authority to Approve check box.

When the user has authority to approve a supplier and then creates a supplier, the supplier is automatically approved. If the user has the authority to enter a supplier but not approve a supplier, the supplier will be created in an Unapproved status. Then an authorized user must approve the supplier.

Note: You also select the Authority to Approve Suppliers check box on the User Preferences page to determine the supplier status when the user creates a supplier. When users have the authority to enter and approve suppliers, the system will automatically create suppliers as Approved and will not initiate workflow processing.

3. Initiate approval framework workflow.

When approval framework workflow is enabled at the SetID level, suppliers are eligible to be submitted into approval workflow. Use the Supplier Set Control page (VNDR_CNTRL) to initiate Approval Framework workflow.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Set Controls-Supplier

Image: Supplier Set Control page

This example illustrates the fields and controls on the Supplier Set Control page.

Supplier Set Control

SetID: SHARE CORPORATE SETID

Aut numbering

☒ Use Autonumbering

Last Supplier ID Assigned: 49

Supplier Information Control

*Display Withholding Option: Global and 1099

*Display VAT Flag: ON

Country: USA

EFT/ACH Prenote Confirmation

Wait Days: 10

Approvals

☒ Workflow Approval Enabled?

Supplier Name History

☒ Supplier Name History

day(s) ahead of time: 0

Sourcing Categorization Tree

Tree SetID: SHARE

Tree ID: 0308280839220

Name: Strategic Sourcing Tree

Duplicate Supplier Checking

Field Options

ID Type	Active	Inactive
	Do Not Check	Do Not Check
*Supplier Name	Do Not Check	Do Not Check
*Supplier Short Name	Do Not Check	Do Not Check
*Address	Do Not Check	Do Not Check
*Supplier Withholding TIN	Do Not Check	Do Not Check
*Withholding Name	Do Not Check	Do Not Check
*VAT Registration	Do Not Check	Do Not Check

Processing Options

*Supplier CI Load: Do Not Check

☐ Check for duplicates at save

Transactions Limits

☒ Activate Transaction Limits

Transaction Age: Years: 15, Months: 11, Days: 99

Supplier Audit

☐ Supplier Audit

Note: When the Workflow Approval Enabled? check box is not selected, you can still use PeopleTools workflow technology to approve suppliers either through manual navigation or from a worklist or email notification.

4. Review the approval transaction registry.

The approval transaction registry is the interface application used to register an application with the approval framework. This definition provides the integration between PeopleSoft Accounts Payable and approval framework and is delivered as system data. No additional configuration is typically

needed. To access the page, select Enterprise Components, Approvals, Approvals, Transaction Registry. The registry includes the SupplierApproval process as appears next:

Image: Register Transaction page

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

Register Transactions

Process ID

VendorApproval

*Description

Supplier Approval

Owner ID

Payables

*Cross Reference Table

VNDR_AF_XREF

Worklist Prefix

Notification Options

*Enable Notifications

Enable Email and Worklist

*Notification Strategy

Online Processing

Use Email Approvals:

☐

Form Generator Package Root

Form Generator Class Path

Internal URL Definition

Internal URL Base

EMP_SERVLET

Internal Portal Name

EMPLOYEE

Internal Node Name

ERP

External URL Definitions

Default Approval Component

*Menu Name

MAINTAIN_VENDORS

*Approval Component

APPROVE_VENDOR

Approval Event Handler Class

Root Package ID

AP_APPROVAL

Class Path

Vendor:ApprovalHandler

Approval Status Monitor

Transaction Approval Levels

Expand/Collapse All

You use the Register Transactions page to link the components, event handler, records, and classes that you created into the approval process for an application transaction, such as adding a new supplier. The main records and components that make up the transaction are registered, along with the approval transaction on which to base the approval process definition.

See Defining the Approval Transaction Registry documentation *Enterprise Components: Approval Framework*.

5. Define supplier approval notification templates.

Use the Generic Template Definition page to establish a common format for all ad hoc notifications. This provides functionality that is not limited to administrators. To access the page, select PeopleTools, Workflow, Notifications, Generic Templates. The system provides these templates for supplier notifications:

- Supplier Approval for routing an approval.
- Supplier Approved for an approved supplier.
- Supplier Denied for a supplier that has been denied approval.

See documentation *PeopleTools: Workflow Technology*

6. Set the supplier approval transaction configuration.

Use the Configure Transactions page (EOAW_TXN_NOTIFY) to set the supplier approval transaction configuration.

Navigation

Enterprise Components, Approvals, Approvals, Transaction Configuration, Configure Transactions

Image: Configure Transactions page

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

Configure Transactions

Process ID VendorApproval

Ad Hoc Approver Options

*Approval User Info View PSOPRDEFN_VW

Ad Hoc User List

User Utilities

User Utilities Package

User Utilities Path

Events Find | View All First 1 of 3 Last

*Event On Final Approval *Level Header

Menu Name MAINTAIN_VENDORS

Approval Component VNDR_ID

Page Name VNDR_ID1_SUM

Menu Action Update

SQL Object Identifier AP_VNDR_AF_VNDR_INFO

Notifications Personalize | Find | View All First 1 of 1 Last

Main | Template Details | Frequency

	*Participant	Channel	User List	Template Name
1	Requester	Both		Vendor Approved

You can change values for the transaction definition to better meet an organization's requirements. You can replace the Approval User Info View, Email Approval User List, and Delivery Method field values. You can also add more participants to receive the notification, change the notification channel and priority, replace the template, and add more events to trigger the notification generation.

See Defining the Approval Transaction Registry, documentation *Enterprise Components: Approval Framework*.

7. Define supplier approval user lists.

Use the User List Definition page to define lists of users who can approve transactions. These lists are used with steps in the approval process. PeopleSoft provides the VENDOR_APPROVERS user list for supplier approval. The list corresponds to roles within an organization. Access the page by selecting Enterprise Components, Approvals, Approvals, User List Setup.

See Defining Notification Templates and Users for Approval Framework, documentation *Enterprise Components: Approval Framework*.

8. Define supplier approval process definitions.

Approval process definitions provide the details on application approval rules. These are equivalent to the approval rule set used by PeopleTools workflow technology. To access the page, select Enterprise Components, Approvals, Approvals, Approval Process Setup. The definitions are made up of the stages, paths, steps, and criteria that build a workflow as appears next:

Image: Setup Process Definitions page

This example illustrates the fields and controls on the Setup Process Definitions page.

Setup Process Definitions

Clone Approval Process | Approval Process Viewer | Preview Approval Process

Process ID VendorApproval
 Definition ID ApproveVendors
 Effective Date 01/01/2007
 Description Supplier Approvers

Definition Options

Definition Criteria | Alert Criteria | Definition Notifications | Timeout Options

*Admin Role SYSTEM ADMINISTRATOR
 *Status Active
 Priority 1

☐ Default Process Definition
☒ User Auto Approval
☐ Route to Requester
☐ Include Requester

Stages Find | View All First 1 of 1 Last

*Stage Number 1 Description Approve Suppliers Level Header

Paths Find | View All First 1 of 1 Last

Description Approve Suppliers Path 1 *Source Static Details Criteria

Steps Personalize | Find | View All First 1 of 1 Last

Description	Approver User List	Details	Criteria
1 Suppliers Approval	VENDOR_APPROVERS		

Expand/Collapse All

PeopleSoft Accounts Payable delivers a sample definition that matches what is delivered with PeopleTools workflow technology, and a sample definition that is more complex to be used as an example. The complex rule definition is delivered as inactive. You can change the delivered sample definitions, or create new process definitions.

Supplier - Identifying Information Page

Use the Supplier - Identifying Information page (VNDR_ID1) to access supplier approvals to view and approve suppliers entered by users without approval authority.

Approving a supplier makes the supplier available for transactions.

Navigation

Click the Worklist link on the Home page, and select *Approval Routing* in the Worklist Filters field.

Image: Supplier - Identifying Information page

This example illustrates the fields and controls on the Supplier - Identifying Information page. You can find definitions for the fields and controls later on this page.

Use the Approval section to enter comments about the approval and to approve or deny the supplier. The system keeps the comments for others to review.

Approve

Click to approve the creation of a supplier. The system forwards the supplier approval and any comments that you inserted to the next approver in the path. The system also displays the Additional Voucher Information page with the updated graphical display.

Deny

Click to deny the approval of a supplier. The system sets the supplier status to Denied and stops the workflow.

Supplier Approval History Page

Use the Supplier Approval History page (VNDR_APPROVAL) to approve suppliers.

This page is available after clicking the Approve button or the Deny button.

Navigation

Click the Approval History link on the Supplier - Identifying Information page.

Image: Supplier Approval History page for an approved supplier

This example illustrates the fields and controls on the Supplier Approval History page for an approved supplier. You can find definitions for the fields and controls later on this page.

The screenshot shows a web application window titled "Supplier Approval History". At the top, it displays the following information:

- SetID: SHARE
- Supplier ID: 0000000049
- Approval Status: Approved

Below this information is a section titled "Approve Suppliers". Inside this section, there is a dropdown menu showing "SETID=SHARE, VENDOR_ID=0000000049:Approved". Below the dropdown is a box labeled "Approve Suppliers Path 1" which contains a green "Approved" status with a checkmark icon. Below the status, it lists "DVP1" as the "Supplier Approver" with a timestamp of "03/01/13 - 8:30 PM". At the bottom left of the window is a "Return" button.

After you click the Approve button, this page provides a graphical review of the approval flow, such as who has approved the supplier or who the approval goes to after your approval. The grid displays all approval steps for the paths that are defined in the approval stage. Each stage is identified by a heading within the grid. The first stage must be approved before the next stage begins the approval process. When a stage begins the approval process, the system updates the approval status in the heading and sets the next stage or stages to the Awaiting Further Approvals status.

Image: Additional Voucher Information page for a denied supplier

This example illustrates the fields and controls on the Additional Voucher Information page for a denied supplier.

The screenshot shows a web application window titled "Supplier Approval History". At the top, it displays the following information:

- SetID: SHARE
- Supplier ID: 0000000048
- Approval Status: Denied

Below this information is a section titled "Approve Suppliers". Inside this section, there is a dropdown menu showing "SETID=SHARE, VENDOR_ID=0000000048:Denied". Below the dropdown is a box labeled "Approve Suppliers Path 1" which contains a red "Denied" status with a red circle and slash icon. Below the status, it lists "DVP1" as the "Supplier Approver" with a timestamp of "03/01/13 - 8:48 PM". At the bottom left of the window is a "Return" button.

After you click the Deny button, this page provides a graphical review of the approval flow and displays with the new Denied status. Any comments that have been made are available in the Comments section.

Maintaining Supplier Name History

This section provides an overview of supplier name history and discusses how to:

- Update supplier name history.
- Review supplier name history.
- Run supplier name history updates.

Pages Used to Maintain Supplier Name History

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Supplier Name History	VENDOR_NAME_HISTORY	Suppliers, Supplier Information, Add/Update, Supplier Name History, Supplier Name History	Update supplier name history.
Supplier Name History Inquiry	VNDR_NAME_HST_INQ	Suppliers, Supplier Information, Add/Update, Supplier Name History Inquiry	Review supplier name history.
Schedule JobSet Definition	SCHDLDEFN	PeopleTools, Process Scheduler, Schedule JobSet Definitions	Run supplier name history updates.

Understanding Supplier Name History

You can track supplier name history using an effective-dated child record on the Supplier record. The child record captures supplier name changes. You can manually insert a new row into the new Supplier Name History record using a future effective date, and automatically update the supplier name on the Supplier record based on the effective date on the Supplier Name History record.

The Supplier Name History record supports effective-dated logic for tracking changes to the Supplier Short Name, Supplier Name 1, and Supplier Name 2 fields. When an applicable field is updated on the Supplier record, the date and time of the change and the user who made the change will also be recorded on the Supplier Name History record.

If the change on the Supplier History Name record is effective as of the date the change was made, the system updates the Supplier Record with the new name. If a change is future-dated, you should run the VNDRUPD job on a scheduled basis to update the Supplier record.

As part of changing the supplier names, the system:

- Provides a query that you can use to view all name changes for a supplier and supplier name during a specific period of time.

- Provides a page for you to manually insert an effective-dated supplier name in the Supplier Name History record.

The Supplier record is automatically updated when the Supplier Name History is changed or upon the effective date if it is future dated.

- Provides a workflow that you can use to send notifications when the new supplier name becomes effective or when a change is made to the supplier name fields.

See [Approving Suppliers](#).

Supplier name information is principally shared by the PeopleSoft Payables and Purchasing applications so that one or both departments can enter supplier information. Supplier names are also used by other applications in the PeopleSoft Supplier Relationship Management and Customer Relationship Management systems along with a variety of other PeopleSoft products. When you change supplier name information, the name is changed on the Supplier table and the new name appears for products that share the Supplier table.

Note: As part of the supplier archive process, the system archives the information contained in the Supplier Name History record, which is a child record on the Supplier record.

Supplier Name History Page

Use the Supplier Name History page (VENDOR_NAME_HISTORY) to update supplier name history information.

Navigation

Suppliers, Supplier Information, Add/Update, Supplier Name History, Supplier Name History

Use this page to update effective-dated supplier name changes for the supplier short name, name 1, or name 2 descriptions. The page is available when the Supplier Name History check box has been selected on the Supplier Set Control page.

Using this page you can manually insert a new row into the Supplier Name History record using the future effective date that you enter. The system will automatically update the supplier name on the Supplier record based on the effective date on the Supplier Name History record. If the change on the Supplier History Name record is effective as of the date the change was made, the Supplier Record will be updated with the new name. If the change is future dated a separate process, you can set up the VNDRUPD job to run the Supplier Name History Update on a scheduled basis to update the Supplier record.

To search for a supplier to maintain, select a value in the SetID field. The default value for the field comes from user preferences and is a required field. Select a value in the Supplier ID field. The system returns all rows in the Supplier Name History record when you click the Search button. You can also base the search on a specific supplier short name, supplier name 1 and supplier name 2 addresses.

After the system returns the search, you can select a specific supplier to view and update. If multiple effective dates exist, click the View All link to see them.

When you save the page, the system records the user who made the change and the date and time of the change and updates the Supplier Name History record.

Effective Date

Select a date from which you want to start tracking supplier name changes that you enter on this page. The date cannot be earlier than the current date. This means that the name changes that you make must be effective-dated into the future.

To effective date supplier name changes into the future, click the + button at the right and enter the effective date and the updates to the supplier short name, name 1, or name 2 that you want to apply on the effective date.

Note: The Effective Date field is not available if the effective date is equal to the current date.

Supplier Name 1, Supplier Name 2, and Supplier Short Name

Enter a new name in any or all of these fields. When you save the page, the system updates the Supplier Name Record with the new values based on the effective date that you entered. It also applies the new names throughout the PeopleSoft system where the supplier ID is used, such as in PeopleSoft Payables and PeopleSoft Purchasing.

Modified by

Displays who made the last change to the supplier name history. This information also appears on the supplier's Summary page.

Date/Time Stamp

Display the date and time the last change was made to the supplier name history. This information also appears on the supplier's Summary page.

Supplier Name History Inquiry Page

Use the Supplier Name History Inquiry page (VNDR_NAME_HST_INQ) to review supplier name history.

Navigation

Suppliers, Supplier Information, Add/Update, Supplier Name History Inquiry, Supplier Name History Inquiry

You search the Supplier Name History record using this page. You can use search criteria to limit the results of the inquiry. The inquiry displays the supplier name for the specific period of time it was used.

The setID defined for the user preference is the default value for the search. If you do not have a default SetID assigned to you, the system displays an error message if the you leave the field blank. The field will be required.

If you want to view all supplier history, select a supplier in the Supplier ID field. Along with searching by SetID and an individual supplier, you can search for a range of effective-dated supplier names and specific supplier names. Select values in the From Effective Date and To Effective Date fields to create the range. After entering search criteria, click the Search button to retrieve search results.

Search Results

The Search Results grid displays the supplier name history for the supplier names that meet the search criteria.

Supplier ID

Displays the supplier ID. If a supplier ID has multiple effective-dated rows, the system repeats the supplier ID and displays the effective-dated rows and the new names that will be assigned for an effective date.



Click the View Related Links button to access additional links to supplier information. The links include Supplier Maintenance, Supplier Conversation, and Supplier Contact.

Short Supplier Name

Displays the short name for each supplier ID returned by the search. The system sequences supplier short names and ensures that each name is unique by adding numbers (001, 002, and so on) to each short name.

Name 1 and Name 2

Displays all rows in the Supplier Name History record. It's possible to have the same name in these fields, but with different supplier IDs.

Datetime Modified

Displays with the supplier name was updated.

Modified By

Displays who updated the supplier name.

Effective Date

Displays the effective date for a supplier name history row. The system displays a row for each effective date and the name changes for the row. If you want to change an effective date or a supplier's name, use the Supplier Name History page. You cannot change values for the current effective-dated row.

Schedule JobSet Definition Page

Use the Schedule JobSet Definition page (SCHDLDEFN) to run supplier name history updates.

Navigation

PeopleTools, Process Scheduler, Schedule JobSet Definitions

Use this page to schedule the VNDRUPD job to update supplier name changes that have effective dates into the future. When the job runs, the system runs the Application Engine VNDR_HST_UPD process that updates the Supplier record to reflect the new current, effective-dated row.

After saving the page, click the Run Now button to runThe system runs the VNDR_HST_UPD process once. After running the process, the system updates the supplier status to Active and saves the job. The JobSet will start depending on the value in the Begin Date field and recur as defined for the Recurrence Name field. Added new to process the update

To define the Process Scheduler run, enter a request ID and description and indicate if you want the system to use a single SetID or all SetIDs.

Entering Single Payment Suppliers

This section provides an overview of single payment suppliers and discusses how to:

- Create single payment suppliers.
- Specify VAT registration details and VAT defaults for single payment suppliers.
- Specify EFT options for single payment suppliers.
- Specify draft options for single payment suppliers.
- Specify tax options for single payment suppliers.

Pages Used to Enter Single Payment Suppliers

Page Name	Definition Name	Navigation	Usage
Single Payment Supplier	VNDR_DEFL_MASTER	Suppliers, Supplier Information, Add/Update, Supplier, Single Payment Supplier Select <i>Single Payment Supplier</i> in the Persistence field on the Supplier Information search page.	Create a single payment supplier master to be used as the default supplier for creating single payment vouchers.
EFT Payment Options	VNDR_DEFL_EFT_OPT	Click the EFT Options link on the Supplier Information - Single Payment Supplier page.	Specify EFT options and instruction defaults for single payment suppliers.
Draft Options	VNDR_DEFL_DFT_OPT	Click the Draft Options link on the Supplier Information - Single Payment Supplier page.	Specify draft option defaults for single payment suppliers.
Single Payment Supplier - Tax Options	VNDR_TAX_OPT_SEC	Click the Sales Tax link on the Supplier Information - Single Payment Supplier page.	Specify tax option defaults for single payment suppliers.
VAT Registration Details	VNDR_VAT_RGSTRN	Click the Details link on the Supplier Information - Single Payment Supplier page.	Enter VAT registration information for all the countries with which a supplier is registered to do business.
VAT Defaults Setup	VAT_DEFAULTS_DTL	Click the VAT Default link on the Supplier Information - Single Payment Supplier page.	Specify VAT default settings at the supplier level.

Page Name	Definition Name	Navigation	Usage
Service VAT Treatment Defaults Setup	VAT_DEFAULTS_DTL	Click the VAT Service Treatment Setup link on the Supplier Information - Single Payment Supplier page.	Specify VAT default settings for VAT on services at the supplier level.

Understanding Single Payment Suppliers

PeopleSoft Payables enables you to enter a voucher for a one-time supplier without adding rows to supplier tables. This is useful for suppliers whom you are unlikely to deal with again, such as customers whom you are paying rebates or refunds. You must set up at least one single payment supplier, which is used as the default master supplier record for single payment vouchers. The single payment supplier can include such general information as tax options, payment method, payment terms, and bank account defaults. You add the remaining supplier-identifying information, such as supplier name and address, directly on the voucher. You can also override the single payment supplier defaults on the voucher.

Important! PeopleSoft recommends that you define a single payment supplier for each tax environment you work in, in situations where supplier tax information is used to calculate tax on transactions.

To access the Single Payment Supplier page, select a persistence of *Single Payment Supplier* when you add a supplier.

Note: You cannot change the persistence of a single payment supplier.

Note: If financial sanctions validation is enabled at the installation level, the system validates the supplier upon saving the voucher. If financial sanctions validation is enabled at the bank level, the system validates the supplier upon saving the voucher only if you specify a bank for the remit supplier and the bank requires financial sanctions validation. If the system determines that the supplier's name or address has a potential match on a financial sanctions list, you can save the single payment voucher and put the payment on hold, save the single payment voucher and not put the payment on hold, or not save the single payment voucher. However, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked*.

The system does not update the single payment supplier's financial sanctions status on the Supplier Information component, because it is only a template for single payment suppliers.

Related Links

"Entering Single Payment Vouchers (*PeopleSoft FSCM 9.2: Payables*)"

Single Payment Supplier Page

Use the Single Payment Supplier page (VNDR_DEFL_MASTER) to create a single payment supplier master to be used as the default supplier for creating single payment vouchers.

Navigation

Suppliers, Supplier Information, Add/Update, Supplier, Single Payment Supplier

Select *Single Payment Supplier* in the Persistence field on the Supplier Information search page.

Image: Single Payment Supplier page

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

Enter a short name, name, and description.

VAT Registration

Select if the supplier master should be enabled for VAT.

Details

Click to open the VAT Registration Details page, where you can enter the VAT registration information for the supplier.

VAT Service Treatment Setup

If you are using services VAT treatment, click to open the Services VAT Treatment Defaults Setup component, to review and, as applicable, enter services VAT treatment settings for the supplier.

Note: You must save the supplier before you can access the Services VAT Treatment Defaults Setup component for the supplier.

VAT Default

Click to open the VAT Defaults Setup component, to review and, as applicable, enter VAT settings for the supplier.

Note: You must save the supplier before you can access the VAT Defaults Setup component for the supplier.

EFT Options

Click to open the EFT Payment Options page, where you can define the EFT information for the single payment supplier.

Draft Options

Click to open the Draft Options page, where you can define the draft processing information for the single payment supplier.

Sales Tax

Click to open the Tax Options page, where you can define the sales and use tax options for the single payment supplier.

Voucher**Terms Options and Terms**

Select *Default* if you want the payment terms on vouchers to default from higher in the PeopleSoft Payables control hierarchy. Select *Specify* if you want the voucher to inherit the payment terms you enter here in the Terms field.

Currency Options, Currency, and Rate Type

Select *Default* if you want the currency code and rate type on vouchers to default from higher in the PeopleSoft Payables control hierarchy. Select *Specify* if you want the voucher to inherit the currency code and rate type you enter here in the Currency and Rate Type fields.

Payment**Payment Method**

Specify a payment method:

- *Automated Clearing House.*
- *Draft - Customer EFT.*
- *Draft - Customer Initiated.*
- *System Check.*
- *Direct Debit.*
- *Draft - Supplier Initiated.*
- *Electronic Funds Transfer.*
- *Giro - EFT.*
- *Giro - Manual.*
- *Letter of Credit.*
- *Manual Check.*
- *Wire Transfer.*

Pay Group

Specify a supplier pay group.

Handling Options

Select *Default* if you want the payment handling code on vouchers to default from higher in the PeopleSoft Payables control hierarchy. Select *Specify* if you want the voucher to inherit the payment handling code that you enter here in the Handling field.

Bank

Bank Options

Select *Default* if you want the bank account information on vouchers to default from higher in the PeopleSoft Payables control hierarchy. Select *Specify* if you want the voucher to inherit the bank account information you enter here. This is the bank account from which you want to make payments when using this single payment supplier master ID.

Currency

Select the code for the currency in which you want to pay the supplier when this single payment supplier is used.

Since you can specify more than one currency for each bank account, you can select which one you want to use on the payment.

Rate Type

Displays the default exchange rate type defined for the currency and bank account that you selected.

Related Links

[Entering Supplier Identifying Information](#)

[Defining Supplier Locations](#)

Specifying VAT Registration Details and VAT Defaults for Single Payment Suppliers

The VAT Registration Details, VAT Defaults Setup, and Services VAT Treatment Drivers Setup pages for single payment suppliers are identical to the VAT pages that you access from the Identifying Information page.

Related Links

[VAT Registration Details Page](#)

"Understanding Accounts Payable VAT Calculations and Accounting Entries (*PeopleSoft FSCM 9.2: Payables*)"

"Establishing VAT Defaults (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

EFT Payment Options Page

Use the EFT Payment Options page (VNDR_DEFL_EFT_OPT) to specify EFT options and instruction defaults for single payment suppliers.

Navigation

Click the EFT Options link on the Supplier Information - Single Payment Supplier page.

The fields on this page are identical to those in the Fund Transfer Details group box in the EFT Options collapsible region on the Supplier Information - Payables Options page.

See [Payables Options Page - Electronic File Options Section](#).

Draft Options Page

Use the Draft Options page (VNDR_DEFL_DFT_OPT) to specify draft option defaults for single payment suppliers.

Navigation

Click the Draft Options link on the Supplier Information - Single Payment Supplier page.

The fields on this page are identical to those in the Draft Processing Control group box in the Additional Payables Options collapsible region on the Supplier Information - Payables Options page

See [Payables Options Page - Additional Payables Options Section](#).

Single Payment Supplier - Tax Options Page

Use the Single Payment Supplier - Tax Options page (VNDR_TAX_OPT_SEC) to specify tax option defaults for single payment suppliers.

Navigation

Click the Sales Tax link on the Supplier Information - Single Payment Supplier page.

This page is identical to the Supplier Information - Tax Options page (click the Sales Tax link on the Supplier Information - Single Payment Supplier page).

See [Supplier Information - Tax Options Page](#).

Tracking Supplier Conversations

This section discusses how to track supplier conversations.

Page Used to Track Supplier Conversations

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Supplier Conversation	VNDR_CNVRSTN	Suppliers, Supplier Information, Maintain, Conversations, Supplier Conversation	Track ongoing discussions and conversations with supplier contacts. You can log details about invoice and payment issues that you're trying to resolve as well as other supplier inquiries.

Supplier Conversation Page

Use the Supplier Conversation page (VNDR_CNVRSTN) to track ongoing discussions and conversations with supplier contacts.

You can log details about invoice and payment issues that you're trying to resolve as well as other supplier inquiries.

Navigation

Suppliers, Supplier Information, Maintain, Conversations, Supplier Conversation

Note: When the system detects an update to the supplier short name or supplier name 1 values, it automatically updates them on the Conversations search page. The system also displays a message that the supplier name has been updated when you access the page.

Conversation

Date	Displays today's date by default.
Contact	Select a contact. The list of valid contacts is generated from the contacts that you entered for the supplier on the Supplier Information - Contacts page.
Conversation Sequence Number	Displays the system-generated number for this conversation.
Topic	Displays the subject of your conversation.
Descr (description)	Enter comments about your discussion. These comments might include issues raised, and any resolutions or planned courses of action.

Keywords

Use the Keywords group box to select key words from your conversation that clearly identify the relevant topic to help you search for or report on categories of conversations.

Review

Use the Review group box to enter the review date and the number of review days until the next review is scheduled. These fields are for your information only. You might create a report or inquiry page to assist you in identifying reviews scheduled for a particular day or week.

Related Links

[Defining Supplier Conversation Keywords](#)

Inactivating Suppliers

This section provides an overview of supplier inactivation and discusses how to run the Inactivate Suppliers application engine process (AP_VNDSTATUS).

Page Used to Inactivate Suppliers

Page Name	Definition Name	Navigation	Usage
Inactivate Suppliers	VNDR_STATUS_UPDATE	Suppliers, Supplier Information, Maintain, Inactivate Suppliers	Request a run of the Inactivate Suppliers process, which inactivates all suppliers that have had no activity since a date you specify.

Understanding Supplier Inactivation

If you cease to use a supplier—whether for poor service, bad goods, better options, or inactivity, for example—you may want to inactivate the supplier to ensure that your users do not enter new vouchers for it. Even after you inactivate a supplier, PeopleSoft Payables still posts any outstanding vouchers for the supplier. However, the system does not pay the supplier. Pay Cycle does not pick up the payment and you cannot create an express check for the payment.

Note: In the PeopleSoft Purchasing system, if a supplier is rendered inactive before POs for that supplier are approved, the system does not process those unapproved POs.

There are three ways to deactivate a supplier:

- On the Identifying Information page in the Supplier Information component, set the supplier status to *Inactive*.

Only user IDs with authorization can deactivate suppliers on the Identifying Information page. Enable authority to deactivate suppliers on the User Preferences - Procurement - Supplier Processing Authority page.

- When you add a supplier, set the supplier's persistence to *One-time*.

After you enter one voucher for the supplier, the status of the supplier automatically changes to inactive.

- Run the Inactivate Suppliers process.

The Inactivate Suppliers process inactivates any suppliers that have had no activity since a date you specify. The process does not inactivate suppliers that have vouchers remaining in the system with a payment status of *Not Scheduled*.

Related Links

[Entering Supplier Identifying Information](#)

"Defining Application-Specific User Preferences (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Inactivate Suppliers Page

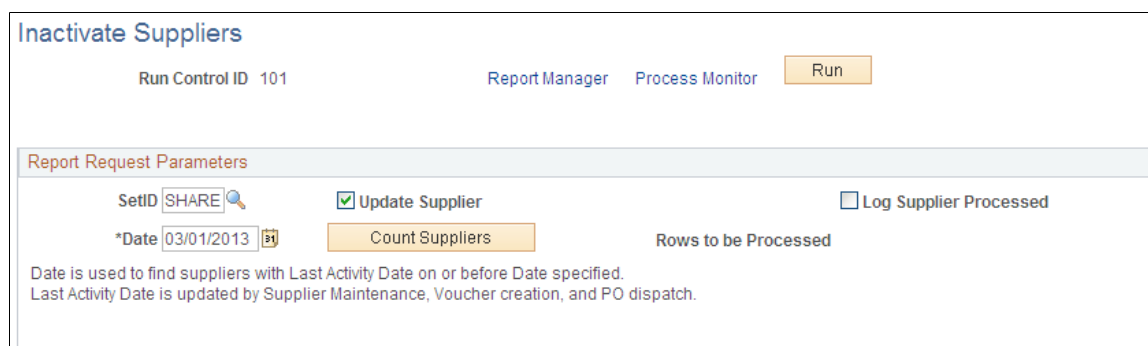
Use the Inactivate Suppliers page (VNDR_STATUS_UPDATE) to request a run of the Inactivate Suppliers process, which inactivates all suppliers that have had no activity since a date you specify.

Navigation

Suppliers, Supplier Information, Maintain, Inactivate Suppliers

Image: Inactivate Suppliers page

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



Date

Enter the date since which the suppliers you want to inactivate have had no activity. The process compares the last activity date for the supplier to this date and selects suppliers whose last activity date is less than or equal to this date. The last activity date for a supplier is updated every time there are changes to supplier information, purchase order dispatches, or supplier archiving.

Update Supplier

Select to have the selected suppliers inactivated. Do not select when you want to generate a log of suppliers that will be inactivated. This enables you to confirm the suppliers before you actually run the inactivation process.

Count Suppliers and Rows to be Processed

Click to generate a count of all suppliers whose last activity occurred before the date you entered. This number appears in the Rows to be Processed field.

Log Supplier Processed

Select to generate a log of all the suppliers to be inactivated. If you select this along with the Update Supplier option, the system generates a log of the suppliers inactivated when the inactivation process is complete.

Searching for Reviewing and Reporting on Supplier Information

This section provides an overview of supplier inquiries and discusses how to:

- Use supplier search pages from PeopleSoft Payables and Purchasing transaction components.
- View detailed supplier search results.
- Search for and review suppliers using the Review Suppliers page.

- Review duplicate suppliers.

Pages Used to Review and Report on Supplier Information

Page Name	Definition Name	Navigation	Usage
Supplier Lookup	VNDR_LOOKUP_WRK	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information Click the Advanced Supplier Search link on the Invoice Information page.	Use supplier search capabilities. Search for a list of suppliers that match specific search criteria and copy them to the originating transaction entry page. Transfer to the Supplier Information component to add a supplier.
Supplier Search	VENDOR_LOOKUP_SEC	Click the Supplier Lookup link or Supplier Search link on a supplier-related purchasing transaction page, such as the Maintain Purchase Order - Purchase Order page.	Search for a list of suppliers that match specific search criteria. The fields on this page are identical to those on the Supplier Lookup page.
Supplier Detail	VENDOR_LOOKUP_DTL	Click the Supplier Detail link on the Supplier Search page.	View details about the suppliers that you retrieved on the Supplier Search page.
Supplier Lookup Details	VNDR_LOOKUP_WRK1	Click the Detail link on the Supplier Lookup page.	View details about the suppliers that you retrieved on the Supplier Lookup page.
Review Suppliers	VENDOR_LOOKUP	Suppliers, Supplier Information, Add/Update, Review Suppliers	Perform a search for suppliers using multiple advanced search criteria.
Supplier Conversation	VNDR_CNVRSTN	<ul style="list-style-type: none"> • Suppliers, Supplier Information, Maintain, Conversations, Supplier Conversation • Accounts Payable, Review Accounts Payable Data, Supplier, Conversation, Supplier Conversation 	Review conversations for a particular supplier. When accessed from the Accounts Payables menu, this page is display-only.
Supplier Contact	VNDR_CNTCT	Accounts Payable, Review Accounts Payable Data, Supplier, Contact, Supplier Contact	Review information on the contacts for the selected supplier. The elements on this page are the same as those on the Contacts page, but they are display-only.

Page Name	Definition Name	Navigation	Usage
Supplier Detail Listing	RUN_APY3000	Accounts Payable, Reports, Supplier, Supplier Detail, Supplier Detail Listing	Define run parameters for the Supplier Detail Listing report (APY3000). Use this report to review suppliers by status along with their associated detail data.
Supplier Summary Listing	RUN_APY3001	Accounts Payable, Reports, Supplier, Supplier Summary, Supplier Summary Listing	Define run parameters for the Supplier Summary Listing report (APY3001). Use this report to review suppliers by status along with basic summary information.
Duplicate Supplier Request	DUP_RPT_POST	Suppliers, Supplier Information, Maintain, Duplicate Supplier Report	Displays suppliers having duplicate TINs, withholding names, withholding addresses, supplier names, supplier short names, or supplier addresses.

Understanding Supplier Inquiries

PeopleSoft provides a number of pages that enable you to search for and view details about suppliers, along with reports that do the same. These inquiries and reports can be divided into three categories:

1. Those that provide information about the suppliers themselves.

Examples include the Review Suppliers page, which provides a wide variety of search fields for locating suppliers and enables you to view everything from a supplier's remitting address to an audit trail of who last modified the supplier information in the database and when.

2. Those that provide withholding-related information about suppliers.
3. Those that provide information about payments or vouchers for suppliers.

Examples include the Supplier Aging inquiry page, where you can review payments due to a supplier by aging bucket, and the Schedule Payment Inquiry page, where you can view scheduled payments for a supplier or group of suppliers.

The first category is documented in this set of topics. The second and third are documented in *PeopleSoft Payables* documentation.

There is also another category of supplier inquiry page: the supplier search pages available from several transaction entry pages in PeopleSoft Payables and Purchasing. Whenever you need to reference a supplier on a voucher, contract, requisition, PO, or receiver, you can access these pages and use their advanced supplier search capabilities to quickly find the supplier that you need. A convenient transfer link takes you from the transaction page to the supplier search page, so that you can find the supplier that you are looking for and then return to the origination page with the information automatically copied.

These supplier search pages provide search capabilities based on partial long and short name recognition, city, state, country, postal, type, and supplier class. After the system returns a list of suppliers that match your specifications, you can either copy the details back to the original page or access a detail page to view specifics on each supplier retrieved by your search.

Supplier Lookup or Supplier Search Page

Use the Supplier Lookup page (VNDR_LOOKUP_WRK) to use supplier search capabilities.

Search for a list of suppliers that match specific search criteria and copy them to the originating transaction entry page. Transfer to the Supplier Information component to add a supplier.

Navigation

Click the Advanced Supplier Search link on the Invoice Information page.

Image: Supplier Lookup page

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

Supplier Lookup

Search Criteria

Name
Short Name
Alternate Sup
City
State
Country
Postal
Type
Class

Manage Search Results

[Back to Header](#) [Add Supplier](#)

Max Rows
 [Search](#)

1 to 7 of 7

Search Results

[Personalize](#) | [Find](#) | [View All](#) |

First 1-7 of 7 Last

	Supplier	Address	Supplier	Detail
<input checked="" type="checkbox"/>	TPUNTWAY		1 United Way of Bay Area	Detail
<input checked="" type="checkbox"/>	USA0000001		1 Bay Area Electric-	Detail
<input checked="" type="checkbox"/>	USA0000002		1 East Bay Travel	Detail
<input checked="" type="checkbox"/>	USA0000003		1 Telecomm for East Bay	Detail
<input checked="" type="checkbox"/>	USA0000007		1 Postal Service for East Bay	Detail
<input checked="" type="checkbox"/>	USA0000011		1 East Bay Office Supplies	Detail
<input checked="" type="checkbox"/>	USAKU00016		1 United Way of Bay Area	Detail

Note: The search illustrated in this example is conducted from the Invoice Information page. You can conduct a supplier search from any of the supplier-related pages that contain a link to the Supplier Lookup or Supplier Search pages.

Enter the search criteria that you want to use. To start a search for a particular supplier, enter what you know about it. The more you fields you enter, the narrower your search results. Enter a partial value, such as a partial name, and the system retrieves all suppliers with that partial value for the field. For example, enter *bay* in the name field and the system retrieves all suppliers whose name contains the word bay, anywhere in the name.

Note: When you use Supplier Search on an Informix database, your searches are case-sensitive. For example, when you search for a supplier with the name *MacIntosh*, you must enter an uppercase *M* and *I* when you enter the name.

Back to Header

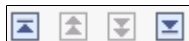
Click to transfer to the page from which you originally requested the search *without* copying any supplier information.

Add Supplier

If this supplier does not yet exist in the database, click this button to add the new supplier.

Max Rows (maximum number of rows)

Specify the number of supplier matches that you want displayed in the scroll. If the search finds more suppliers than the number that you specified here, the other retrieve buttons are activated.



Click these buttons to retrieve the first, previous, next, and last rows, respectively.

Search Results

The system displays the suppliers in the Search Results group box.

Select Supplier

Click the button to select the supplier that you want to use. The system copies the supplier information onto the page from which you originally transferred.

Detail

Click to access the Supplier Lookup Details page, where you can view supplier details, such as supplier address and status information.

Related Links

[Entering Supplier Identifying Information](#)

Supplier Search Page

Use the Supplier Search page (VENDOR_LOOKUP_SEC) to search for a list of suppliers that match specific search criteria.

Navigation

Click the Supplier Lookup link or Supplier Search link on a supplier-related purchasing transaction page, such as the Maintain Purchase Order - Purchase Order page.

The fields on this page are identical to those on the Supplier Lookup page.

Sel (select)

Click this check box next to the supplier you want to select and click the OK button. The supplier information shown on this page is copied to the page from which you elected to perform a supplier search.

Supplier Detail

Click this link to access the Supplier Detail page. Use this page to view all the supplier detail information.

Address

Click this link to view the full address for the supplier selected.

Review Suppliers Page

Use the Review Suppliers page (VENDOR_LOOKUP) to perform a search for suppliers using multiple advanced search criteria.

Navigation

Suppliers, Supplier Information, Add/Update, Review Suppliers

Image: Review Suppliers page

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

Review Suppliers

Search Criteria

*SetID

SHARE

Contains

Equal to

Supplier Status

Name

Bay Area

Withholding Name

Supplier ID

Equal to

Short Name

Classification

Type

Persistence

Customer Number

ID Type

Tax Identification Number

VAT Registration ID

Withholding Tax ID

Address

City

Country

State

Postal

Bank Account #

Search

Clear

Add Supplier

Search Results

Personalize | Find | View All | 1-3 of 3 | Last

Main Information

Additional Supplier Info

Audit Information

Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status
▼ Actions	SHARE	TPUNTWAY	United Way of Bay Area	UN WAY-001	701 North Fairfax St	Alexandria	VA	USA	Active
▼ Actions	SHARE	USA0000001	Bay Area Electric-	BAELECTRIC-001	998 Powel St	San Francisco	CA	USA	Active
▼ Actions	SHARE	USAKU00016	United Way of Bay Area	UN WAY-002	701 North Fairfax Street	Alexandria	VA	USA	Active

Many search fields on this page enable you to select whether to search for a value that is *Equal to* the value you enter, *Contains* the value you enter, or is *Not Equal to* the value you enter.

Important! If you use the *Contains* command when entering a value for searching, you must add a wildcard symbol, %, in front of the value you are using to search to retrieve all suppliers that contain that value somewhere in that field. For example, if you want to retrieve all suppliers whose name includes the word *bay*, select *Contains* and enter %*bay* in the Name field. Without the wildcard prefix, only supplier names beginning with *bay* will be retrieved.

The fields on this page can also be found on in the Supplier Information component and are fully described in the documentation of that component.

Add Supplier

Click to access the Supplier Information component, where you can add a new supplier.

Search Results

The system displays the suppliers matching your search criteria in the Search Results grid and provides identifying details about the supplier, its classification, any associated customer number (AR Number), approval status, persistence, withholding status, ordering status, VAT status, and an audit trail of who created the supplier and when, who last modified the supplier and when, and when the last activity for the supplier occurred.



Click the View Related Links button to view a secondary page where you can select to transfer to the Supplier Information component, the Supplier Conversations page, or the Supplier Information - Contacts page.

Duplicate Supplier Request Page

Use the Duplicate Supplier Request page (DUP_RPT_POST) to displays suppliers having duplicate TINs, withholding names, withholding addresses, supplier names, supplier short names, or supplier addresses.

Navigation

Suppliers, Supplier Information, Maintain, Duplicate Supplier Report

Image: Duplicate Supplier Request page

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

Duplicate Supplier Request

Run Control ID Test Report Manager Process Monitor Run

*Request ID QT4 Description Exhibit

*Process Frequency Always Process

Report Request Parameters

SetID Search in all SetIDs

Withholding

- ☒ TIN
- ☐ Withholding Name
- ☐ Withholding Address

Supplier

- ☐ Name
- ☐ Short Name
- ☐ Supplier Address

Voucher Payment

- ☒ One supplier has a vchr paid
- ☐ All suppliers have vchrs paid

From Date Through Date 03/02/2013

Report Request Parameters

SetID

Select a value to limit the search for duplicate supplier information to a particular SetID.

Search in all SetIDs

Select to search for duplicate supplier information in every SetID in the database.

Note: Because the Duplicate Supplier report is a comprehensive report that cross-references supplier IDs and SetIDs for the entire system, it is time-intensive. To reduce the time spent running this report, clear the Search in all SetIDs option (unless you need to search through all SetIDs), and specify one SetID (even if your environment only has one SetID).

Withholding

You may select an option in this group box only if you have not selected an option in the Supplier group box.

TIN (Taxpayer Identification Number)	Select to search for suppliers with duplicate TINs.
Name	Select to search for suppliers with duplicate withholding names. You enter the supplier's withholding name on the Payment/Withholding Alternate Names page.
Address	Select to search for suppliers with duplicate withholding addresses. The withholding address is determined by the address sequence number that you select on the Withholding Reporting Information page.

Supplier

You may select an option in this group box only if you have not selected an option in the Withholding group box.

Name	Select to search for suppliers with duplicate names. You enter the supplier name on the Identifying Information page.
Short Name	Select to search for suppliers with duplicate short names. You enter the supplier short name on the Identifying Information page.
Address	Select to search for suppliers with duplicate addresses. You enter the supplier address on the Supplier Information - Address page.

Voucher Payment

For the process to run successfully, you must select a date range for the search within which one or all of the duplicate suppliers had a voucher paid.

One Supplier has a voucher paid	Select to build the search so that at least one of the duplicate suppliers had a voucher paid within the specified date range.
<hr/> Note: This option broadens your search, as it produces results for all suppliers with duplicate information, as long as <i>one</i> of the suppliers had a voucher paid within the specified date range.	
All suppliers have vouchers paid	Select to build the search so that all of the duplicate suppliers had a voucher paid within the specified date range.
<hr/> Note: This option limits your search, as it produces results only for suppliers that had vouchers paid within the specified date range.	

From Date	Enter the start date for the range of time within which a voucher has been paid for the suppliers.
Through Date	Enter the end date for the range of time within which a voucher has been paid for the suppliers.

The default value for this field is the current system date.

In the example, the user is searching for suppliers in the *SHARE* SetID that have the same TIN. In addition, the user has built the search so that at least one of the suppliers with the same TIN in the *SHARE* SetID has a voucher that was paid on or after January 1, 2006, but no later than May 31, 2006.

Related Links

[Understanding Supplier Maintenance](#)

Performing and Reviewing Financial Sanctions Validation

This section discusses how to:

- Run the Financial Sanctions Validation Application Engine process (AP_SDN_VAL).
- Review the financial sanctions list.

Pages Used to Perform and Review Financial Sanctions Validation

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Financial Sanctions Validation	OFAC_RPT_RQST	Suppliers, Supplier Information, Maintain, Financial Sanctions Validation	Enter run control parameters and request a run of the Financial Sanctions Validation Application Engine process (AP_SDN_VAL).
Financial Sanctions Validation Log	VEND_SANC_REVW	Suppliers, Supplier Information, Maintain, Financial Sanctions Validation Log, Financial Sanctions Validation Log	Review suppliers that are potential matches to a financial sanctions list. Use this page and pages accessible from this page to research these suppliers further.

Related Links

[Understanding Financial Sanctions Validation](#)

Financial Sanctions Validation Page

Use the Financial Sanctions Validation page (OFAC_RPT_RQST) to enter run control parameters and request a run of the Financial Sanctions Validation Application Engine process (AP_SDN_VAL).

Navigation

Suppliers, Supplier Information, Maintain, Financial Sanctions Validation

Image: Financial Sanctions Validation page

This example illustrates the fields and controls on the Financial Sanctions Validation page. You can find definitions for the fields and controls later on this page.

Financial Sanctions Validation

Run Control ID Test Report Manager Process Monitor Run

*Request ID 0001 Description Demo

*Process Frequency Once

Process Request Parameters

SetID ☒ Search in all SetIDs

From Supplier ID ☒ Pre-Process in chunks

To Supplier ID Chunk Size 1000

Country

PeopleSoft provides validation of your suppliers against financial sanctions lists at the supplier, voucher, and payment levels, depending on how you enable financial sanctions validation. You can also schedule a batch process, the Financial Sanctions Validation process, to validate your suppliers.

Note: If *No Validation* is selected on the Financial Sanctions Options page, and a file has been loaded, the system does not validate suppliers at any transaction level. Therefore, the system could pay a supplier who is a potential match to the financial sanctions list.

See [Understanding Financial Sanctions Validation](#).

SetID and Search in all SetIDs Enter a specific SetID or select all SetIDs for the suppliers to be validated.

From Supplier ID to To Supplier ID Enter a single Supplier ID or a range of suppliers to be validated.

Country Enter a country code of suppliers to be validated.

Financial Sanctions Validation Log Page

Use the Financial Sanctions Validation Log page (VEND_SANC_REVW) to review suppliers that are potential matches to a financial sanctions list.

Use this page and pages accessible from this page to research these suppliers further.

Navigation

Suppliers, Supplier Information, Maintain, Fin Sanctions Validation Log, Financial Sanctions Validation Log

The Financial Sanctions Validation Log lists suppliers that the system identifies as potential matches to a financial sanctions list. PeopleSoft also provides you with the Financial Sanctions Inquiry that enables you to use search criteria to list details about the data in the financial sanctions lists. Use the Import Financial Sanction List page to load the financial sanctions lists.

Note: Only suppliers with a financial sanctions status of *Review* on the Supplier Information component appear in this list.

Entry ID	Displays the entity ID of the supplier (for example, passport number).
Sanctions List Type	Displays the name of the financial sanctions list that the system determined that there was a supplier with a potential match.
Go To Supplier Info (go to supplier information)	Click to access the Supplier component to investigate all of the name and address details, and to clear or block the supplier.
Financial Sanctions Inquiry	Click to access the Financial Sanctions Inquiry page to view details of financial sanctions lists.

Related Links

"Understanding the Financial Sanctions Service (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)"

(USA) Reporting Suppliers to the California EDD

This section provides an overview of California EDD reporting, lists prerequisites, and discusses how to:

- Enter California EDD control information.
- Enter information for California EDD suppliers.
- Run the California EDD report.

Pages Used to Report Suppliers to the California EDD

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
CAEDD Control	CAEDD_CNTRL	Suppliers, California EDD, Control Information, CAEDD Control	Enter the transmitting company and any reporting companies that are associated with that transmitting company. The system uses the information provided on this page to create the file that you send to the EDD and to complete the form that accompanies the transmittal. You must enter a FEIN for the transmitting company to access this page.
CAEDD Supplier	CAEDD_VENDOR	Suppliers, California EDD, Supplier Information, CAEDD Supplier	Enter information for suppliers that are associated with one of the reporting companies. Each supplier you enter must be associated with a reporting business unit, must be set up as a 1099 supplier with a valid TIN.
CAEDD Supplier Inquiry	CAEDD_VNDR_INQUIRY	Accounts Payable, Review Accounts Payables Info, Supplier, CAEDD Supplier Information	Review information about suppliers that are associated with one of the reporting companies. This page is similar to the CAEDD Supplier page, but is display-only.
Run CAEDD IC Reptg (Run California EDD Independent Contractor Reporting)	RUN_CAEDD_PRCs	Suppliers, California EDD, Transmittal/File	To run the California EDD report, define run parameters for the SQR that generates the transmission file and the information that you need to complete the transmittal form that accompanies the file.

Understanding California EDD Reporting

Companies that do business in the state of California in the U.S. must file every 20 days with the California EDD for any contract of more than 600.00 USD that they enter into with an independent contractor. This filing is required only once per contractor per year. For example, if you enter into an 800.00 USD contract with a supplier in January, and you report it within 20 days, then you can enter into as many contracts for as much as you want with that supplier, without filing again during that year.

There are two forms that you must use to report:

- Transmittal for Independent Contractor (IC) Reporting.
- Report of Independent Contractor(s).

Transmittal Form

The transmittal form requires information about the transmitter company and any of its subcompanies (including itself) for which it is reporting. The companies for which a transmitting company is reporting are referred to as both *reporting companies* and *subcompanies*. One company can be made up of any number of subcompanies for which it can report. The transmitting company and all subcompanies must have valid Federal Employer Identification numbers (FEINs).

Note: In some instances (if there are no subcompanies), the transmitting company may be the only subcompany, or reporting company. If there are multiple subcompanies, then the Transmitter check box must be selected for the address that is to be used on the transmittal form. The Transmitter check box must be selected for only one subcompany.

Report of Independent Contractor(s)

The California EDD also requires you to report information about the independent contractors themselves.

Associated with each subcompany are the independent contractors (suppliers) with which the company has contracted to do more than 600.00 USD worth of business. Each supplier must be a 1099 supplier and must have a valid Tax Identification Number (TIN). A supplier can be reported by more than one subcompany. If you set up the supplier under more than one reporting company, the supplier is included in the transmittal for each company.

PeopleSoft Payables tracks when the file reporting this supplier was generated. When the supplier information is sent for that reporting company, the supplier record is marked as processed.

Submitting the Reports

Every 20 days, you must generate a file to send to the California EDD. This file contains a record for each subcompany, a record for each supplier being reported by that subcompany, and a total record for that subcompany. You must transfer this file to some form of magnetic media (for example, diskette) and send it, along with a transmittal form, to the California EDD.

PeopleSoft Payables enables you to track the file names and dates of the files that you create for the California EDD.

To create files for the California EDD for independent contractors:

- Enter the transmitting companies and their associated reporting companies (subcompanies) on the CAEDD Control page.
- Enter the suppliers that are associated with one of the reporting companies on the CAEDD IC Supplier page.
- Generate the transmission file, using the Run CAEDD IC Rptg page.

Note: Before you can create these reports, be sure that the transmitting company and each subcompany has a valid FEIN and that each supplier that you are going to report as an independent contractor is set up as a 1099 supplier with a valid TIN.

Related Links

[Withholding Supplier Information Page](#)

"Processing U.S. Withholding (*PeopleSoft FSCM 9.2: Payables*)"

CAEDD Control Page

Use the CAEDD Control page (CAEDD_CNTRL) to enter the transmitting company and any reporting companies that are associated with that transmitting company.

The system uses the information provided on this page to create the file that you send to the EDD and to complete the form that accompanies the transmittal. You must enter a FEIN for the transmitting company to access this page.

Navigation

Suppliers, California EDD, Control Information, CAEDD Control

Federal EIN (federal employer identification number)	Displays the transmitter company's FEIN.
Date Last Processed	Displays the most recent date that SQR APY2000 found data to report for this transmitter company.
Total IC's reported (total independent contractors reported)	Displays the number of independent contractor (supplier) records processed by SQR APY2000 for the transmitter company.
File Ext (file extension)	Displays the file extension of the file produced by SQR APY2000 for the transmitter company.
Contact Name 1	Enter a contact name for the transmitter company.
The information in the lower half of this page pertains to the reporting companies. Enter the required information.	
Reporting Federal EIN	If the transmitting company and the reporting company are the same, then this field should contain the same value as the Federal EIN field, and the Transmitter check box should be selected.
EDD Acct (employment development department account)	Enter the reporting company's California Employer Account Number.
SSN	Enter the reporting company's SSN, if applicable.
Name 1	Enter the reporting company's name.
Address Line 1	Enter the reporting company's address.
City	Enter the reporting company's city.
State	Enter the reporting company's state.
ZIP Code	Enter the reporting company's zip code.
Phone Number and Ext (extension)	Enter the reporting company's phone number and extension.

Transmitter	Select to indicate which address is to be used on the Transmittal for Independent Contractor Reporting form.
	Note: You must select this check box for only one reporting company.
Date Last Processed	Displays the most recent date for which SQR APY2000 found data to report for this reporting company.
Total IC's reported	Displays the number of independent contractor (supplier) records processed by SQR APY2000 for the reporting company.
File Ext (file extension)	Displays the file extension of the file produced by SQR APY2000 for the reporting company.

To associate more than one reporting company with the transmitting company, insert more records by clicking the Insert Row button. This generates additional records in the CAEDD_CONTROL_BUS table.

CAEDD IC Supplier Page

Use the CAEDD Supplier page (CAEDD_VENDOR) to enter information for suppliers that are associated with one of the reporting companies.

Each supplier you enter must be associated with a reporting business unit, must be set up as a 1099 supplier with a valid TIN.

Navigation

Suppliers, California EDD, Supplier Information, CAEDD Supplier

Federal EIN	The FEIN of the transmitting company with which you want to associate this independent contractor.
Reporting Federal EIN	The reporting FEIN of the reporting company with which you want to associate this independent contractor.
EDD Acct	The EDD account of the reporting company with which you want to associate this independent contractor.
Supplier ID	Enter a supplier ID for the independent contractor about whom you are reporting. You must select both a supplier SetID and a supplier ID. The supplier's name and SSN appear in the Name 1 and Tax ID fields.
SSN	The supplier's SSN. If the TIN_TYPE is not equal to S, then the SSN field is clear and you are required to enter the supplier's SSN.
Name 1	The supplier's name.
First Name	The state requires that you provide the supplier's first name, middle initial, and last name.
Calendar Year	Enter the reporting year.

Contract Beginning Date	Enter the contract beginning date by reporting year.
Contract Amount	Enter the contract amount by reporting year.
Expire Date	You can enter an expiration date for the contract or indicate that it is an ongoing contract. An expiration date is required if the Ongoing Contract check box is deselected.
Long Description	PeopleSoft recommends that you use this field to reference the document that generated the need to file with the EDD. This could be a PO number, a contract, a voucher, or something external to the system.
Date Last Processed	The most recent date for which SQR APY2000 found data to report for this supplier.
File Ext	The file extension of the file produced by SQR APY2000 for this supplier.

Note: Once a record has been processed, the Contract Beginning Date, Contract Amount, Expire Date, Ongoing Contract, and Long Description fields are unavailable for entry. To enter data for another year, place the cursor in the Calendar Year field and click the Insert Row button.

Run CAEDD IC Rptg Page

Use the Run CAEDD IC Rptg (Run California EDD Independent Contractor Reporting) page (RUN_CAEDD_PRCs) to run the California EDD report, define run parameters for the SQR that generates the transmission file and the information that you need to complete the transmittal form that accompanies the file.

Navigation

Suppliers, California EDD, Transmittal/File

Reporting Request Parameters

Calendar Year	Enter the reporting year.
Federal EIN	Enter the FEIN of the transmitter company.
Media Type	Select the method of data production from these options: <i>Cart 3480</i> (cartridge 3480). <i>Cart 3490</i> . <i>CD-R</i> (compact disk - read). <i>Diskette</i> . <i>Mag Tape</i> (magnetic tape).

Internal Label

If you use a tape or cartridge to transmit your data to the state, you must tell the state whether your tape or cartridge has an internal label, so that the state can process the tape or cartridge.

Diskette Size

Select a diskette size. These values change, based on the value selected in the Media Type field.

Configuring Supplier Visualization Hierarchy

This section discusses how to:

- Setup supplier visualization hierarchy.
- View the supplier visualization hierarchy.

Pages Used to View Supplier Visualization

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Supplier Hierarchy component		Setup Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Supplier Hierarchy	Specify options that will determine what is displayed within the supplier node of the hierarchy.
Supplier Hierarchy	AP_SUPP_VISUALIZE	Suppliers, Supplier Hierarchy	Displays the supplier hierarchy in a graphical presentation. The parent supplier is at the top of the hierarchy followed by any children that are setup for that corporate supplier.

Supplier Hierarchy Component



Click to watch a short video about [Supplier Hierarchy](#).

Use the Supplier Hierarchy component to specify options that will determine what is displayed within the supplier node of the hierarchy.

Navigation

Setup Financials/Supply Chain, Product Related, Procurement Options, Suppliers, Supplier Hierarchy

Users can specify the options that will determine the data that is displayed within the supplier node of the hierarchy. The actions that a permission list/role/user can perform from within the supplier hierarchy node are based on the security roles assigned. Use the Supplier Data Item page and the Supplier Data Field page to configure the system defined and user defined data items/fields. The Node Template page is used to define the templates used to view the supplier visualization.

The Supplier Hierarchy component includes the following pages; Supplier Data Item, Supplier Data Field and Node Template.

Image: Supplier Data Item page

This example illustrates the fields and controls on the Supplier Data Item page.

Supplier Data Item

General

System Defined

Personalize | Find | View All | | First 16-26 of 26 Last

Define	ID	Active	Data Item Name	Multiple Values	Data Item Type	Definition	Parameter
Define	SIG00016	<input checked="" type="checkbox"/>	Last Activity Date	No	Record Field	Record=VENDOR_SRCH_VW1, Value=LAST_ACTIVITY_DT, Function=NONE	
Define	SIG00017	<input checked="" type="checkbox"/>	Last Modified Date	No	Record Field	Record=VENDOR_SRCH_VW1, Value=LAST_MODIFIED_DATE, Function=NONE	
Define	SIG00018	<input checked="" type="checkbox"/>	Last Modified By	No	Record Field	Record=VENDOR_SRCH_VW1, Value=ENTERED_BY, Function=NONE	
Define	SIG00019	<input checked="" type="checkbox"/>	Remit To Address	No	Record Field	Record=VDR_REMIT_VW, Value=ADDRESS1, Function=NONE	
Define	SIG00020	<input checked="" type="checkbox"/>	Remit To City-State-Postal	No	Record Field	Record=VDR_REMIT_VW, Value=DESCR60, Function=NONE	
Define	SIG00021	<input checked="" type="checkbox"/>	Remit To	No	Record Field	Record=VDR_REMIT_VW, Value=VENDOR_NAME_SHORT, Function=NONE	
Define	SIG00022	<input checked="" type="checkbox"/>	Order	No	Record Field	Record=VDR_ORDER_VW, Value=VENDOR_NAME_SHORT, Function=NONE	
Define	SIG00023	<input checked="" type="checkbox"/>	Order Address	No	Record Field	Record=VDR_ORDER_VW, Value=ADDRESS1, Function=NONE	
Define	SIG00024	<input checked="" type="checkbox"/>	Order City-State-Postal	No	Record Field	Record=VDR_ORDER_VW, Value=DESCR60, Function=NONE	
Define	SIG00025	<input checked="" type="checkbox"/>	HCM Class	No	Record Field	Record=VENDOR_SRCH_VW1, Value=HRMS_CLASS, Function=NONE	
Define	SIG00026	<input checked="" type="checkbox"/>	Open for Ordering	No	Record Field	Record=VENDOR_SRCH_VW1, Value=VDR_STATUS_PO, Function=NONE	

User Defined

Personalize | Find | View All | | First 1 of 1 Last

Define	ID	Active	Data Item Name	Multiple Values	Data Item Type	Definition	Parameter
Define		<input type="checkbox"/>		No	Record Field		

System Defined

The system defined Supplier Data Items cannot be changed by the user.

User Defined

The user defined Supplier Data Item are created by the users according to the specific business requirements.

Define

Click on the *Define* button to define each supplier item.

Image: Define Supplier Data Item page

This example illustrates the fields and controls on the Define Supplier Data Item page.

Define Supplier Data Item

ID SIG00016 ☐ Definition Locked

Data Item Name Last Activity Date ☒ Active Flag

Data Item Type Record Field

Multiple Values No

System Defined Yes

Record Fields

Record Name VENDOR_SRCH_VW1

Value Fieldname LAST_ACTIVITY_DT

Currency Fieldname

Aggregate Function None

Display Template

Extra Value Fields

Key Field Map

▶ Preview

OK Cancel

Data Item Name

Name for Supplier Data Item.

Data Item Type

The available options for item types are:

- *App Class*: if the source data item is an Application Class.
- *Record Field*: if the source data item is a record field.

Multiple Values

Select *Yes* or *No* option to define if it is possible to have multiple return values for the Data Item.

Active Flag

Select to define if the Supplier Data Item is active or not.

Definition Locked

Select to lock the Supplier Data Item definition. You cannot edit the fields if the definition is locked.

Image: Supplier Data Field page

This example illustrates the fields and controls on the Supplier Data Field page.

Supplier Data Field							
Balance							
System Defined							
Personalize Find View All First 16-18 of 18 Last							
Define	ID	Active	Data Field Name	Rollup Value	Data Field Type	Definition	Parameter
Define	SFB00016	<input checked="" type="checkbox"/>	Recurring Voucher Released Amt	Yes	Data Item	SIB00008 - Recurring Voucher Released Amt	
Define	SFB00017	<input checked="" type="checkbox"/>	Off Contract Spend Amount	No	Data Item	SIB00009 - Off Contract Spend Amount	
Define	SFB00018	<input checked="" type="checkbox"/>	Off Contract Spend Amount	Yes	Data Item	SIB00009 - Off Contract Spend Amount	
User Defined							
Personalize Find View All First 1 of 1 Last							
Define	ID	Active	Data Field Name	Rollup Value	Data Field Type	Definition	Parameter
Define		<input type="checkbox"/>		No	Data Item		

System Defined

The system defined Supplier Data Fields cannot be changed by the user.

User Defined

The user defined Supplier Data Fields are created by the users according to the specific business requirements.

Define

Click on the *Define* button to define each supplier field.

Image: Define Supplier Data Field

This example illustrates the fields and controls on the Define Supplier Data Field.

Define Supplier Data Field

ID

*Data Field Name

*Data Field Type

Data Item

☐ User Clickable

Data Item ID

*Data Item Value Type

Formatted

☐ Rollup Value

System Defined

No

OK

Cancel

☐ Definition Locked

☐ Active

Data Field Type

The available options for field types are:

- Data Item*: if the Data Field value is defined by a Data Item.
- App Class*: if the Data Field value is defined by an Application Class.
- String*: if the Data Field is defined by a string text.

User Clickable

Select to specify if Data Field has a link to a page or a component with related information.

Active

Select to define if the Supplier Data Field is active or not.

Definition Locked

Select to lock the Supplier Data Field definition. You cannot edit the fields if the definition is locked.

Image: Node Template page

This example illustrates the fields and controls on the Node Template page.

Show Detail Tab

Select the check box to display the Supplier Detail tab on the Supplier Hierarchy page.

Data Field ID or Field Value

Define a Data Field or Field value according to the type of field.

Active

Select to define if the Node Template is active or not.

Supplier Hierarchy Page

Use the Supplier Hierarchy page (AP_SUPP_VISUALIZE) to display the supplier hierarchy in a graphical presentation.

Navigation

Suppliers, Supplier Hierarchy

Image: Supplier Hierarchy Page

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

Image: Supplier Details tab

This example illustrates the fields and controls on the Supplier Details tab.

The Supplier Hierarchy page displays the supplier hierarchy in a graphical presentation. The parent supplier is displayed at the top of the hierarchy chart followed by any child suppliers that are setup for that corporate supplier. Children of child suppliers are also displayed if they exist. Depending on the security roles, the user is allowed to click on any of the related content actions and view the corresponding page(s).

Search Name

Enter a search name from the available drop down list or create a new search with your preferred settings.

Supplier ID

Select the Supplier ID of the supplier whose organization structure hierarchy is to be displayed.

Template

Select the template from the given drop down options. The template options must be defined on the Node Template page. Only the Node Templates with valid access permission for the user are listed.

Date From

Enter a date to filter the search results by the user defined number of days search criteria.

View

Select the view of the supplier hierarchy. The available options are the following:

- *Purchasing View*: Displays the information related to Purchasing. Click on the monetary value links to view additional information.
- *Supplier Balance*: Displays the supplier balance information. You can also click on a pre-defined list of related actions for additional details.
- *Supplier Information*: Displays the supplier information like Supplier Status and Supplier Rating.

Full Hierarchy

Select to display the full supplier hierarchy structure related to the supplier selected. Three levels of hierarchy is displayed as default.



Node Zoom Control

If the template has more than one zoom level, a zoom control is displayed. You can use the zoom control to navigate through the zoom levels of the template.

Supplier Details

Click on the various amount links on the Supplier Details tab to view additional information for each value.

Importing Supplier Information

Understanding the Supplier Import Processes

The PeopleSoft system provides three tools for importing supplier information from other applications and systems into the PeopleSoft Payables and Purchasing supplier tables:

1. VNDR_IMPORT Application Engine process.
2. Supplier component interface (VNDR_ID_EXCEL).
3. Supplier EIP.

Each method has particular advantages.

Use the VNDR_IMPORT Application Engine process when you want to load supplier data into PeopleSoft Payables from a flat file. The system performs record-level edits against the supplier records that are being imported, but does not perform component logic against these records. For this reason, the VNDR_IMPORT process offers the best processing performance, and is capable of bringing in all of the records associated with the supplier. We recommend using this process for the mass import of large amounts of supplier data.

Use the Supplier component interface (VNDR_ID_EXCEL) to import suppliers using a Microsoft Excel spreadsheet. This integration point is recommended for importing low volumes of suppliers that do not have complex supplier data, such as those without multiple locations, addresses, and so forth. The advantage of this component interface is that it performs the component-level edits associated with regular supplier entry using the Supplier Information component (VNDR_ID).

Use the Supplier EIP as a direct interface between PeopleSoft Student Administration, PeopleSoft Payroll, or third-party applications and the PeopleSoft Payables supplier tables. This integration point uses application messaging to receive the external supplier message as XML data and uses the record structure contained in the VNDR_ID component interface (a relative of the VNDR_ID_EXCEL component interface) to convert the XML into PeopleSoft supplier records. Like the Supplier component interface, the Supplier EIP provides component-level validation of supplier records. In addition, it can provide two-way messaging, not only subscribing to supplier data from PeopleSoft Student Administration, PeopleSoft Payroll, and third-party applications, but also publishing PeopleSoft Payables supplier data to update the other applications' supplier records. The Supplier EIP process does not support the full set of supplier records supported by the VNDR_IMPORT process.

Note: In addition to delivering the Supplier EIP as application messages, Oracle's PeopleSoft also delivers it as a web service (Supplier). Enabling web services is discussed in the documentation *PeopleTools : Integration Broker*.

See the product documentation for *PeopleTools: PeopleSoft Integration Broker*

Related Links

[Understanding Supplier Maintenance](#)

Importing Supplier Data Using the VNDR_IMPORT Process

This section provides an overview of the VNDR_IMPORT Application Engine process, lists prerequisites, and discusses how to:

- Map supplier data to the PeopleSoft supplier tables.
- Review the supplier data dictionary.

Understanding the VNDR_IMPORT Application Engine Process

The VNDR_IMPORT process loads supplier data from a flat file to the PeopleSoft supplier tables and performs record-level edits on that data. For the process to succeed, you must first map your supplier data to the PeopleSoft supplier table structure. The flat file must be the same structure as that defined in the supplier data dictionary, and each table in the data dictionary should have a flat file.

Field mappings are one of three categories:

- Field values (such as the *Supplier Name* field) that map directly from a legacy system to the PeopleSoft system.
- Field values that must be translated from a legacy value to a valid PeopleSoft value.
- PeopleSoft fields that do not appear in the legacy system.

You must assign a value to these fields during conversion.

Use the data dictionary provided in these topics to translate or assign field values and to prepare data for the VNDR_IMPORT process.

Prerequisites

Before you import supplier data using the VNDR_IMPORT process, prepare the PeopleSoft system by performing these tasks:

1. Set up core control tables.

The PeopleSoft system provides a number of control tables that affect supplier processing. You should set up these core tables before converting suppliers. When you convert data, the values that you use for fields should match the values in these tables. These tables include the Currency Codes table, the Currency Rate Types table, the Sales/Use Tax Codes table, and, if you use value-added tax (VAT), the VAT control tables.

2. Establish supplier set controls.

Supplier set controls establish rules that apply to every supplier in a SetID. You can modify these rules on the Supplier Set Controls page.

3. (Optional) Set up Dun & Bradstreet numbers.

If you plan to import Dun & Bradstreet numbers into the VENDOR_ID_NBR or VENDOR_LOC_ID_NBR tables, you must set up the Dun & Bradstreet numbers beforehand.

4. (Optional) Define VAT information.

If you import VAT registration data into the VENDOR_VAT_RGSTRN table, you must also set up the supplier VAT countries beforehand.

5. Review supplier source information.

Before converting the supplier information:

a. Clean up supplier data.

Some of the data that you attempt to convert may not be clean. This can happen because of code changes in the legacy system or bugs that enable bad data to enter the system. If you convert this data without first cleaning it up, you can introduce bad data into PeopleSoft applications.

b. Remove duplicate suppliers.

Sometimes suppliers are entered into a system more than once. Search for duplicates and remove them.

c. Do not convert suppliers that are no longer active.

In many purchasing and payables systems, you accumulate information for suppliers that are no longer active. Conversion to a new system enables you to clean up supplier information and include only active suppliers.

Related Links

[Defining Supplier Control Parameters](#)

"Understanding VAT (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Mapping Supplier Data to the PeopleSoft Supplier Tables

Note: Depending on the PeopleSoft products that you have licensed, that is, PeopleSoft Payables, Purchasing, or Asset Management, and the functionality that you require, you may not need to populate all of these records.

Table	Description	Required for PeopleSoft Payables	Required for PeopleSoft Purchasing	Required for PeopleSoft Asset Management
VENDOR	Base.	Yes	Yes	Yes
VENDOR_ADDR	Address.	Yes	Yes	Yes
VENDOR_LOC	Locations.	Yes	Yes	Yes
VENDOR_PAY	Payment processing specifications.	Yes	No	No

Table	Description	Required for PeopleSoft Payables	Required for PeopleSoft Purchasing	Required for PeopleSoft Asset Management
VNDR_ADDR_SCROL	Index to address table.	Yes	Yes	Yes
VNDR_CNTCT_SCR	Index to contact table.	Yes	Yes	Yes
VNDR_LOC_SCROL	Index to location table.	Yes	Yes	Yes
VENDOR_ID_NBRS	Additional ID numbers (Dun & Bradstreet numbers).	No	Yes	Yes
VENDOR_ADDR_PHN	Phone numbers.	No	Yes	Yes
VENDOR_CNTCT	Contacts.	No Required if you have contact information specific to accounts payable.	Yes	Yes
VENDOR_CONVER	Conversations.	No	Yes	Yes
VENDOR_INVOICE	Invoice processing specifications.	Yes	Yes	No
VENDOR_TYPE	Type codes.	No	Yes	Yes
VNDR_BANK_ACCT	Electronic payment information.	No	No	No
VNDR_CNTCT_PHN	Contact phone numbers.	No	Yes	Yes
VNDR_IND_CLASS	Standard industrial classification (SIC) codes.	No	Yes	Yes
VNDR_LOC_ID_NBR	Additional ID numbers associated with location.	No	Yes	Yes
VNDR_URL	Internet address.	No	Yes	Yes
VNDR_VAT_RGSTRN	VAT information.	No	Yes	No
VENDOR_WTHD	Withholding data.	Yes for withholding applicable suppliers only	No	No

Table	Description	Required for PeopleSoft Payables	Required for PeopleSoft Purchasing	Required for PeopleSoft Asset Management
VENDOR_WTHD_JUR	Withholding type.	Yes for withholding applicable suppliers only	No	No

Image: PeopleSoft supplier table structure supplierstable structure diagram diagrams of: PeopleSoft supplier table structure

This diagram shows the organization of supplier tables in parent-child relationships:



Reviewing the Supplier Data Dictionary

The data dictionary lists the fields that are relevant to the conversion of supplier data. The fields are listed by control table. You can use the data dictionary, along with the record definitions viewable in PeopleSoft Application Designer, to determine field attributes such as:

- Data type.
- Length.
- Required or not.
- List of translate value.
- Validation tables.

Running the VNDR_IMPORT Process

You run the VNDR_IMPORT process to move supplier information into the PeopleSoft system. The process reads records from the existing system and inserts data into the appropriate PeopleSoft supplier tables. The process searches the C:\Temp folder for a set of text files with file names that correspond to the record name plus the file extension .txt. For example, the text file for the PS_VENDOR record is called VENDOR.txt. It is located in C:\Temp\VENDOR.txt. There are 26 supplier records, and each record has a corresponding text file.

Once the process finds a text file, it reads each line and maps the data into the corresponding file layout (that is, the file layout with the same name). Then the process copies the data into an instance of the table's record definition. If it is not successful, the process aborts. If it is successful, record system edits are run on the data. If it runs the edits successfully, the process copies the row of supplier data into the table and reads the next row. Once it completes a file, it moves to the next file in the C:\Temp folder.

You can run the process from the command line or from a batch file. Use the following syntax for the command line:

```
%toolbin%\psae -CT <database type> -CD <database name> -CO <user id> -CP
<user password> -R <run control id> -AI VNDR_IMPORT -I 0 -TRACE <trace options>
```

Here is an example:

```
C:\PT840\bin\client\winx86\psae -CT MICROSOFT -CD FIN840 -CO VP1 -CP VP1 -R IMPORT1
-AI VNDR_IMPORT -I 0 -TRACE 4
```

Note: You can also use this Application Engine process to export data back to the text files. To do this, you must modify the Main Step01 PeopleCode. If the value for Import is *True*, the process imports data; if the value is *False*, the process exports data.

See the product documentation for *PeopleTools: Integration Broker Testing Utilities and Tools*

see the product documentation for *PeopleTools: Application Engine*

Testing the Results of the Import Process

After you have converted supplier information, test the converted information by:

- Printing the supplier listings.

View the imported supplier information using the supplier listings reports and inspect the information for accuracy. Run either the Supplier Detail Listing report (APY3000) or the Supplier Summary Listing report (APY3001).

- Using the Supplier Information component to check the supplier data.

Note: For testing, you should manipulate the converted supplier data (for example, add a new effective-dated row) because hidden fields are not always populated correctly, and you only discover them when you save the supplier information. You should also run processes in the test or conversion environments using the converted data. This step can also reveal incorrect data conversion. For example, you can create a purchase order and then a voucher, and then pay the supplier. This can prevent situations in which the supplier information appears to be correct on the page, but hidden fields cause problems during processing.

Related Links

[PeopleSoft Source-to-Settle Common Information Reports: General Description](#)
[Understanding Supplier Maintenance](#)

Importing Suppliers Using the Supplier EIP

This section provides an overview of the Supplier EIP (VENDOR) and discusses how to:

- Use the Incremental Subscribe process (VENDOR_SYNC).
- Use the Incremental Publish process (VENDOR_SYNC).
- Use the Full Data Subscribe process (VENDOR_FULLSYNC).
- Use the Full Data Publish process (VENDOR_FULLSYNC).
- Use the Full Data Publish of Currently Effective Data process (VENDOR_FULLSYNC_EFF).
- Map effective-dated records for the Full Data Publish of Currently Effective Data process.
- Use the Incremental Data Publish of Currently Effective Data process (VENDOR_SYNC_EFF).
- Correct supplier records in error.

Related Links

"Voucher EIP (*PeopleSoft FSCM 9.2: Payables*)"

Understanding the Supplier EIP

The Supplier EIP uses application messaging to publish supplier information from the PeopleSoft Payables and Purchasing supplier tables to PeopleSoft Payroll, PeopleSoft Student Administration, and other external systems, as well as to subscribe to supplier information published by Payroll, Student Administration, and external systems. You can also supply XML files directly to the EIP to create or modify suppliers.

The Supplier EIP uses four application messages to subscribe to and publish data in the supplier tables.

Message Name	Function
VENDOR_SYNC	Incremental publish and subscribe.
VENDOR_FULLSYNC	Full-table publish and subscribe.
VENDOR_SYNC_EFF	Incremental publish of current effective-dated data.
VENDOR_FULLSYNC_EFF	Full-table publish of current effective-dated data.

The incremental messages process individual records, whereas the full-table messages process entire tables. To update tables with new supplier records as they are published, select the incremental subscribe process. To load the entire supplier table, select the full-table subscribe process. To publish records as they are created, use the incremental publish process. To publish the entire supplier table, use the full-table publish process.

Note: The VENDOR_SYNC_EFF message and the VENDOR_FULLSYNC_EFF message should only be used when you publish data to systems that do not support effective dating. These messages publish only the most current supplier record. They do not publish any history or future rows that might exist.

Note: If you change the value in the Classification field on the Supplier Information - Identifying Information page to *HRMS*, you must initiate the Full Table publish process for the VENDOR_FULLSYNC application message to update the supplier tables in PeopleSoft Payroll.

Note: In addition to delivering the Supplier EIP as application messages, Oracle's PeopleSoft also delivers it as a web service (Supplier). Enabling web services is discussed in the documentation *PeopleTools : Integration Broker*.

See the product documentation for *PeopleTools: PeopleSoft Integration Broker*

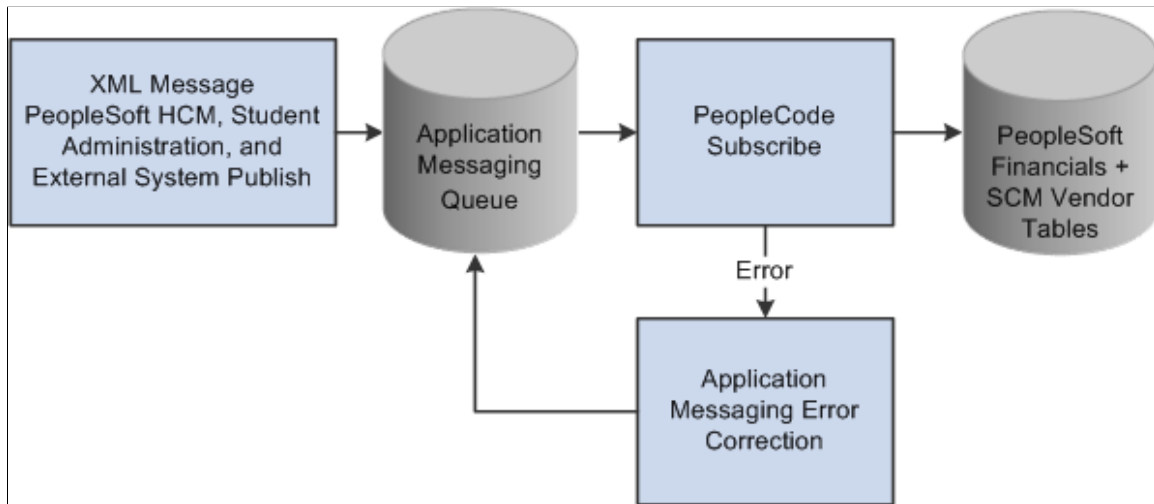
Using the Incremental Subscribe Process (VENDOR_SYNC)

The Incremental Subscribe process enables you to subscribe to supplier data incrementally as it is published by PeopleSoft Payroll or by external applications.

<i>Design Pattern</i>	<i>Message Name</i>	<i>Subscription Name</i>
PeopleCode Subscribe	VENDOR_SYNC	SupplierSync

Image: Process flow for incremental subscribe suppliers
process flow diagrams for incremental subscribe diagrams of:
process flow for incremental subscribe

This diagram illustrates the Incremental Subscribe process:



Incremental Subscription Process for the VENDOR_SYNC Message

The supplier subscription code uses a component interface that encapsulates the supplier online component to handle default values and edits of the supplier data received in the subscribed message:

```

Declare Function supplier_intfc PeopleCode FUNCLIB_APEIP.VENDOR_ID FieldFormula;
Local Message _amp_ MSG;
_amp_ MSG = GetMessage();
supplier_intfc(_amp_ MSG);
  
```

The same default values and validation that occur online occur through the VNDR_ID component interface.

Not all the data elements in the supplier-related records are exposed in the message. The subscription process assigns the unexposed data elements a default value that is consistent with the PeopleSoft record definition.

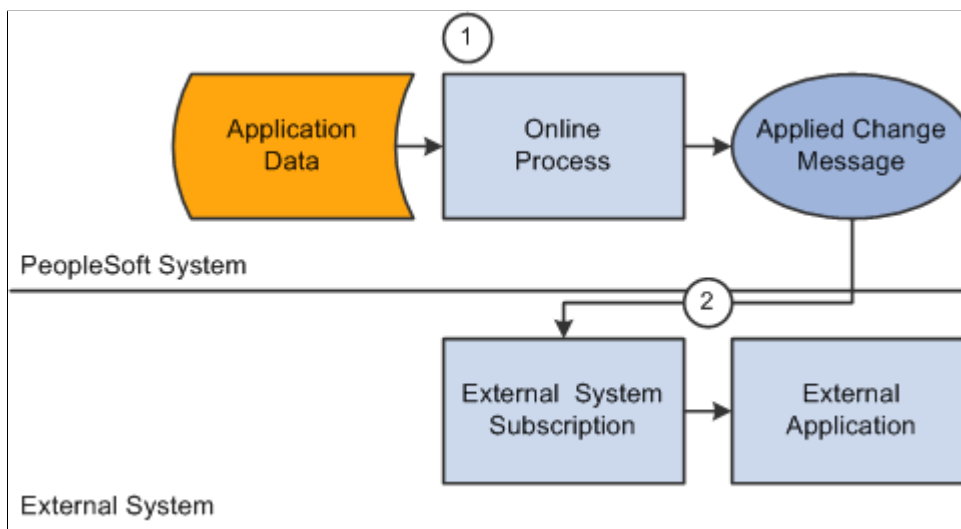
Using the Incremental Publish Process (VENDOR_SYNC)

The Incremental Publish process enables you to publish supplier data incrementally to external systems.

Design Pattern	Message Name
Page Group Publish	Supplier_sync

Image: Process flow for incremental publish suppliers process flow diagrams for incremental publish diagrams of: process flow for incremental message publish

This diagram illustrates the Incremental Publish process:



Incremental Publication Process for the VENDOR_SYNC Message

The following code calls the message publication code:

```

VNDR_ID(page group).SavePostChange
Local Message &msg;
Local Rowset &rs0;
&msg = CreateMessage(Message.VENDOR_SYNC);
If (&msg.IsActive) Then
&rs0 = GetLevel0();
    &msg.CopyRowset(&rs0);
    &msg.Publish();
End-If;

```

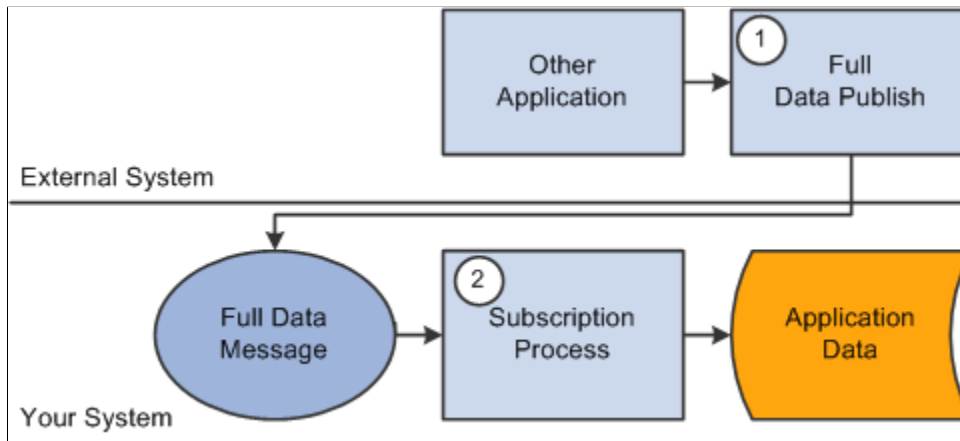
Using the Full Data Subscribe Process (VENDOR_FULLSYNC)

The Full Data Subscribe process enables you to subscribe to supplier data.

<i>Design Pattern</i>	<i>Message Name</i>	<i>Subscription Name</i>
Full Data Replication	VENDOR_FULLSYNC	SupplierFullSync

Image: Process flow for full-data subscription suppliers
process flow diagrams for full-data subscription diagrams of:
process flow for full-data subscription

This diagram illustrates the Full Data Subscribe process:



Code for Full Subscription Process

The following code calls the full subscription process:

```

Declare Function supplier_intf PeopleCode FUNCLIB_APEIP.VENDOR_ID FieldFormula;
Local Message &MSG;
&MSG = GetMessage();
Evaluate &MSG.GetRowset().GetRow(1).PSCAMA.MSG_SEQ_FLG.Value
When "H"
When "T"
    rem do nothing;
    Break;
When-Other
    supplier_intf(&MSG);
End-Evaluate
  
```

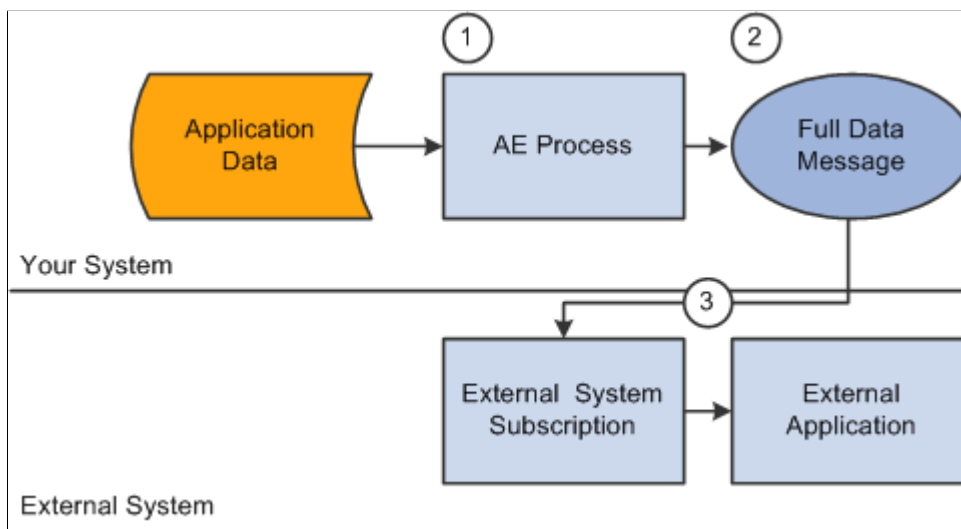
Using the Full Data Publish Process (VENDOR_FULLSYNC)

The Full Table Publish process enables you to publish supplier data to external systems.

<i>Design Pattern</i>	<i>Message Name</i>
Full Data Replication	VENDOR_FULLSYNC

Image: Process flow for full-data publish suppliers
process flow diagrams for full-data publish diagrams of:
process flow for full-data publish

This diagram illustrates the Full Table Publish process:



Running the Full Data Publish Process

Use the Full Table Publish Rules page to define the publish rule for the message.

Once you have defined the rules for a full-data publish, you must use the Full Data Publish page to run a PeopleSoft Application Engine process to generate a full-data message that is published to the external systems.

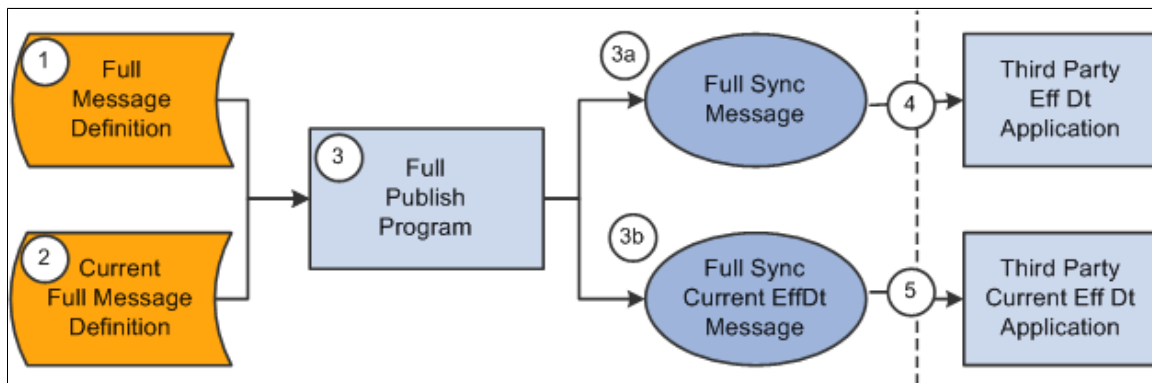
Using the Full Data Publish of Currently Effective Data Process (VENDOR_FULLSYNC_EFF)

The Full Table Publish of Currently Effective Data process (VENDOR_FULLSYNC_EFF) enables you to publish current supplier data to external systems.

<i>Design Pattern</i>	<i>Message Name</i>
Full Data Replication	VENDOR_FULLSYNC_EFF

Image: Process flow for full-data publish of currently effective data suppliers
process flow diagrams for full-data publish of currently effective data
process flow for full-data publish of currently effective data

This diagram illustrates the Full Table Publish of Currently Effective Data process:



Use this message only when you publish data to systems that do not support effective dating. This message publishes only the most current supplier record. It does not publish any history or future rows.

To publish PeopleSoft tables that are effective-dated to an external system whose tables are not effective-date-enabled:

1. Define the publish rule for the message on the Full Table Publish Rules page.
2. Enter record mapping details on the Record Mapping page.
3. Use the Full Data Publish process page to generate a full-data message for publication to an external system.

Mapping Effective-Dated Records for the Full Data Publish of Currently Effective Data Process

Use the Record Mapping page to map effective-dated records.

You need to map the following records because they are effective-dated, and the source view selects only the rows that are current.

<i>Number</i>	<i>Record Name</i>	<i>Source View Record</i>
1	VENDOR_ADDR	VNDR_ADDR_EFFVW
2	VENDOR_ADDR_PHN	VNDR_APHN_EFFVW
3	VENDOR_CNTCT	VNDR_CNTCT_EFVW
4	VENDOR_LOC	VNDR_LOC_EFFVW

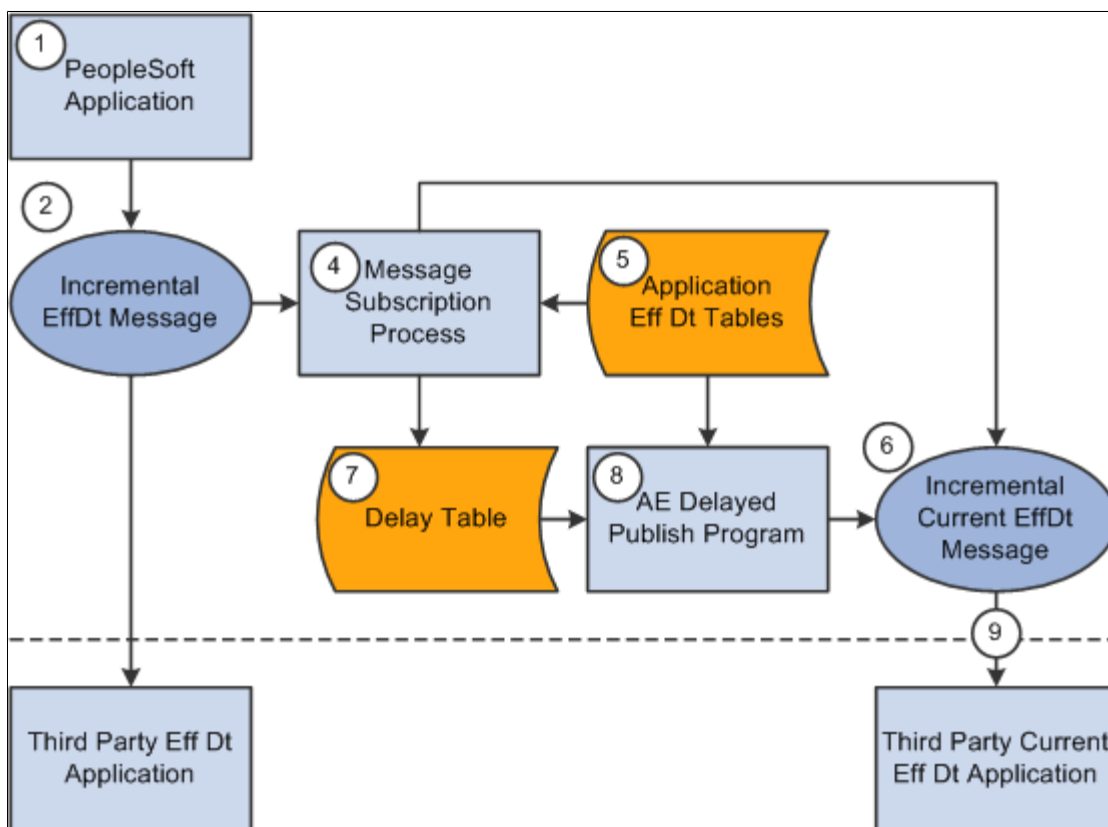
<i>Number</i>	<i>Record Name</i>	<i>Source View Record</i>
5	VENDOR_PAY	VNDR_PAY_EFFVW
6	VNDR_BANK_ACCT	VNDR_BANK_EFFVW
7	VNDR_CNTCT_PHN	VNDR_CPHN_EFFVW

Using the Incremental Data Publish of Currently Effective Data Process (VENDOR_SYNC_EFF)

<i>Design Pattern</i>	<i>Message Name</i>	<i>Subscription Name</i>
PeopleCode subscribe	VENDOR_SYNC	SupplierSyncEff
Full data replication	VENDOR_SYNC_EFF	None

Image: Process flow for incremental message publish of currently effective data suppliers
process flow diagrams for incremental message publish of currently effective data
diagrams of: process flow for incremental message publish of currently effective data

This flowchart illustrates how the Incremental Publish of Currently Effective Data process enables you to publish supplier data incrementally to external systems:



Code for Incremental Publish Process for Currently Effective Data

The following code calls the subscription process:

```
Declare Function process_effdt_msg PeopleCode FUNCLIB_EOEIP.EFFDT_MSG_PC FieldFormu⇒
la;
process_effdt_msg("VENDOR_SYNC_EFF", False);
```

As with the Incremental Publish process, during the save time of this process, the Supplier Information component publishes a VENDOR_SYNC message that contains effective-dated information.

For third parties that can handle effective-dated data, messages are received and processed using the SupplierSync subscription method. For third parties that cannot handle effective-dated data, a subscription process called SupplierSyncEff can be invoked for local publications. It has been set up on the message-generating side, and it makes a call to a shared function.

The common function determines if the data is related to the current effective-dated row and, if so, it copies the data to the VENDOR_SYNC_EFF message and publishes it.

If the data has future effective dates, then the information is written to the Delay table (EO_EFFDELAY). A PeopleSoft Application Engine process publishes the data that resides in delay tables as they become current.

Note: Third parties that cannot handle effective-dated data can subscribe only to the VENDOR_SYNC_EFF message.

Perform the following steps to run the Effective Date Publish Application Engine process:

1. Define the publish rule for the message on the Full Table Publish Rules page.
2. Create the run control for the Effective Date Publish process on the Effective Date Publish Process page.

Correcting Supplier Records in Error

Correcting errors is discussed in the documentation *PeopleTools : Integration Broker*.

See documentation *PeopleTools : Integration Broker*

Using Voucher and Order Contracts

Understanding Voucher and Order Contracts

PeopleSoft voucher and order contracts enable you to manage recurring voucher payments and purchase order releases over any time period. PeopleSoft voucher and order contracts support both product and service contracts and enable you to share contracts across business units. You can define a master contract to group contracts that are similar in nature and that are agreements with one supplier.

This section discusses:

- Contract process options.
- Milestones.
- Line groups.
- Fixed, open-item, and category contract relationships.
- Contract change tracking and version control.
- Advance searches for lines within large contracts.
- Differences between contract default values and PeopleSoft Purchasing.

Note: Contract releases (recurring voucher payments or purchasing releases) enable you to set up standard purchase orders or vouchers that are the by-product of the agreement that is identified in a contract. They also enable you to generate releases. You then process the staged vouchers using the PeopleSoft Payables Voucher Build process (AP_VCHRBLD), and you process the staged orders using the PeopleSoft Purchasing Purchase Order Contracts (PO_POCNTRCT), PO Calculations (PO_POCALC), and Create Purchase Orders (PO_POCREATE) processes.

Contract Process Options

Contract process options enable you to determine a specific contract process that you use throughout the entire contract life cycle. Select a contract process option upon first entering the Contract Entry (CNTRCT_ENTRY) component. Contract process options include Recurring Voucher, Prepaid Voucher, Prepaid Voucher with Advance PO, Recurring PO Voucher, Purchase Order, Release to Single PO Only, and General Contract contracts. Open-item contracts apply to Purchase Order, Release to Single PO, Recurring PO Voucher, and General Contract contracts only. Category contracts are available on General and PO process options type contracts. You use a specific contract process option to drive the functionality for the entire contract. Only fields that are relative to the contract process option that you choose appear on the page.

Recurring Voucher Contracts

Using recurring voucher contracts, you can establish and schedule amounts for recurring payments, such as rent and lease payments, utilities, and regular supply deliveries, and you can generate the resulting vouchers. When each voucher comes due according to the payment terms of the supplier and business unit, the voucher is approved and paid. You can adjust the amount of individual vouchers during the life of the contract.

Retention is also supported for recurring voucher contracts and their recurring payment releases. A retention amount or percentage can be applied to all voucher contract releases, only the first release, or only the last release. A separate schedule is created on the voucher for the retained amount and placed on hold.

You can release a recurring voucher contract across multiple business units. This reduces the overhead of maintaining several contracts covering the same items that differ primarily by business unit.

You can also enter miscellaneous charges at the header level of recurring voucher contracts and carry the charges to the voucher.

Prepaid Voucher Contracts

Use the Prepaid Voucher contract process option to indicate that the contract is a prepaid voucher contract (without advance purchase order). Select to enter a prepaid reference on the Contract page.

Note: Miscellaneous charges are not available for Prepaid Voucher or Prepaid Voucher with Advance PO contracts.

Prepaid Voucher with Advance PO Contracts

Use the Prepaid Voucher with Advance PO contract process option to indicate that the contract is a Prepaid Voucher with Advance PO contract. Select to enter a prepaid reference, a PO business unit, and a PO ID on the contract header. If the voucher is not yet staged, you can change to any other contract process option. After the voucher is staged, you cannot change this contract process option.

Note: The contract maximum amount cannot exceed the total purchase order amount. A purchase order can be referenced on only one prepaid voucher with advance PO contracts.

Recurring PO Voucher Contracts

Recurring PO vouchers enable you to encumber an entire contract amount for a voucher contract by associating the contract with a specific purchase order. As you generate voucher releases over time, the system liquidates the purchase order amount when you run budget checking against the vouchers.

You can use one or multiple vouchers that are associated with the encumbered purchase order. You create the purchase order using the Contract Release page. Then you build the purchase order and run budget checking against it. The system creates a purchase order with an encumbrance for the amount of the contract. You define release dates and generate staged voucher releases. You also build the vouchers and run budget checking against them, and the system liquidates the associated purchase order for the voucher amount.

Note: If you create a purchase order to use with a recurring PO voucher contract and the PO status is *Initialized*, then releases don't exist on the purchase order and the purchase order header and schedule are display-only. You cannot insert rows manually at the line and schedule level either.

Purchase Order Contracts

You can create purchase order contracts that establish pricing terms and conditions that may offset or supplement regular pricing agreements with suppliers. From these purchase order contracts, you generate order contract releases that use the contract for their terms and conditions. These contracts may have been established by the awarding of a request for quote (RFQ) response or Strategic Sourcing Event to a contract. In turn, this RFQ or Strategic Sourcing event may have been created from a requisition. When a contract originates from a requisition, the purchasing releases carry the requisition keys to the purchase order. When budget checking is run against this purchase order, the requisition amounts or quantities are liquidated.

You can also create, retrieve, and receive purchase orders by referencing the contract and appropriate release number. The combination of the contract ID, contract line number, and contract release number provides the chronological audit trail that the business community generally associates with blanket orders.

If a contract originates from a requisition that is distributed by amount, for the first release of the contract (and later if the contract no longer exists on an active purchase order), the generated releases include the entire requisition amount and quantity with the same distribution percentages, amounts, and quantities—regardless of changes in the contract. However, all other generated releases reflect the contract's specifications.

If a contract originates from a requisition that is distributed by quantity, for the first release of the contract, the requisition keys are assigned to the purchase order staging tables when a requisition distribution contains an open quantity. For example, if the contract release is for a quantity of 5 out of the possible quantity of 10 from the requisition, the remaining quantity on the requisition is 5. If the next contract release quantity is for 10 from the same requisition, the Stage Contract PO process releases 5 from the requisition, which leaves no remaining quantity on the requisition.

Release to Single PO Only Contracts

Use the Release to Single PO Only contract process option to indicate that the contract is a Release to Single PO Only contract. Select to use one purchase order for the life of the contract. You define the purchase order on the Contract page. When the contract is saved, a purchase order is reserved for this contract and this contract process option cannot be deselected.

In the PeopleSoft system, the functionality of purchase order contracts provides support for blanket orders by enabling you to associate a contract with a purchase order by assigning one purchase order to be used for the life of the contract. All transactions that reference this contract add lines or schedules to the assigned purchase order. Requisitions and PeopleSoft Supply Planning orders can also use this functionality.

General Contracts

Use the General Contract process option to indicate that the contract can be used for both purchase order and voucher references.

Milestones

Voucher and order contracts support milestones, also known as *progress payments*. Milestones are generally based on a percentage of work done or number of items received. Using milestones enables you to divide a contract line into multiple schedules and to release the schedules when you reach a target date or percentage of job completion.

Line Groups

A line group is a bundle of items that buyers use to obtain better pricing for items. If an item is part of a line group, when that item is ordered from the supplier who offers that group, the system applies the line group price to the requisition or purchase order. For example, a buyer might want to buy a computer, mouse, monitor, and printer as a unit. In this case, the buyer still creates four line items, but makes each item part of a group. The system applies the lowest price regardless of whether the item is ordered as a standalone item or as part of the group. The system enables the use of an item multiple times on a contract, once as a standalone item and other times as part of line groups.

When you are using PeopleSoft Strategic Sourcing events, you can add lines on the same event that are not part of the line group. In addition, you can use multiple groups in a single event. When a contract is not specified on the requisition, using purchase order sourcing, the system checks for the best price available for an item. If a valid current contract with a line group exists, the system can source a requisition line using that line group price regardless of whether the item on the requisition is part of a group.

Note: PeopleSoft Services Procurement checks for contracts during bid communications with suppliers and for contracts from work orders. The application checks that it's using the correct contract version based on the status and date.

The relationship between the item and the contract is maintained through auction award records. The system stores the purchase order or contract to which the award is made on the auction header. You can select a line group item on a requisition or purchase order by including a contract line associated with a line group.

Fixed, Open-Item, and Category Contract Relationships

Three types of contract relationships can be established: fixed item, category, and open-item. Fixed item contracts are valid only for purchases and payments that specifically reference the items that are identified on the contract. You can also establish multiple contracts for the same item and supplier combination, as long as the beginning dates of the contracts do not overlap. The system uses the most current date to determine which contract to use to fulfill an order. The system enables the use of an item multiple times on a contract, once as a standalone item and other times as part of line groups.

Open-item contracts are agreements that apply to any item that is purchased from the supplier while the contract is in effect. Open-item contracts are typically used to set up a percentage-off list price that applies to any item that is purchased from the supplier. Fixed item and open-item agreements can be established on the same contract. Open-item contracts apply only to purchase order contracts.

Category type contracts enable you to create a contract based on a category of items. Category contracts are typically used to set up a percentage-off list price that applies to any item within the category. Using category contracts, you can also define items that can be excluded from the category. Only the default category defined on the item is considered for selection. The system automatically searches for and references contracts at the category-level on requisitions and purchase orders. This is a more granular level of control than the open item contract, and enables you to enter a group of items instead of entering them individually on the contract.

Contract Change Tracking and Version Control

This section discusses:

- Contract change tracking.
- Contract version control.
- Contract change tracking use with version control.

Contract Change Tracking

Contract change tracking provides an optional audit trail of key contract transactional information that identifies who made what change and when the change was made. The PeopleSoft contract change tracking template enables you to configure contract fields that you want to track.

You can define a default value for the contract change template, and you can override the default value with a change template for use with different types of contract process options. For example, you can define a different contract change template for use with general contracts or one for use with purchase order contracts. Change templates are defined by SetID, so each contract SetID can have its own default template and a set of templates for use with different process options.

You can track changes made to a contract for the life of the contract. You can access the change history directly from the contract transaction using the View Changes link or by using the Contract Change History (CNTRCT_CHANGE) component.

See [Viewing Contract Change History](#).

To track contract changes:

1. Use the Change Template page to define which contract records and fields will trigger change tracking.

See [Creating Change Templates](#).

2. Use the Contract and Supplier Rebate Controls page to select to track contract changes for a SetID and to define change templates.

To access the page, select Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Set Controls-Contracts.

Contract Version Control

Contract versions enable contract administrators to create and maintain multiple versions of a contract in the procurement system. You can view older contract versions that provide a picture of what the contract looked like in previous versions. Contract versions support forward-looking versions of the contract, thus enabling you to change forward-looking versions of the contract while keeping the current version active and available for transactions in the system. This functionality is useful if the modifications do not affect existing contract information, such as when new line items are being negotiated to add to the contract.

Note: Procurement contract versions refer to the revision of the procurement contract transaction and are not related to contract document versions maintained and tracked in PeopleSoft Supplier Contract Management.

Note: Released amounts are not version controlled. The released amounts displayed reflect current released amounts to date on all contract versions.

Using contract versions, you can also create forward-looking versions of the contract for PeopleSoft Supplier Contract Management document refreshes, creation of amendments, collaboration with suppliers, and execution of the contract. You can perform these document tasks while the current version is active and available for transactions. When the system processes transactions against contracts with versions, it normally uses the version designated as the current version of the contract when it creates a transaction. The current version ensures that the correct contract pricing and terms are carried into the purchase order.

Note: In some cases, you can use a historic version when an existing purchase order is being modified and has other lines referencing an older version of the contract.

To use contract versions, you must select the Use Version Control check box on the Contract and Supplier Rebate Controls page. After you select to use version control, if any contracts exist for the setID that have a version number greater than 1, you cannot make further changes to the setting.

Using contract versions, you can access previous versions of a contract. The next example illustrates how the Search page results might appear for procurement contracts when contract versions are in use:

Image: Version Control search example

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

Search Results										
View All										First 1-41 of 41 Last
SetID	Contract ID	Contract Version	Version Status	Contract Process Option	Vendor ID	Short Vendor Name	Vendor Name	Expire Date	Contract Status	Master Contract ID
SHARE	000000000000000000000000000047	2	Current	General	SCM00000002	CAMPER'S-001	CAMPER'S WAREHOUSE	06/01/2012	Approved	(blankblank)
SHARE	000000000000000000000000000047	1	History	General	SCM00000002	CAMPER'S-001	CAMPER'S WAREHOUSE	06/01/2012	Approved	(blankblank)
SHARE	000000000000000000000000000046	2	Draft	General	SCM00000002	CAMPER'S-001	CAMPER'S WAREHOUSE	06/01/2012	Open	(blankblank)
SHARE	000000000000000000000000000046	1	Current	General	SCM00000002	CAMPER'S-001	CAMPER'S WAREHOUSE	06/01/2012	Approved	(blankblank)

Contract 0047 has two contract versions. Notice that the Version Status column displays the version statuses: *Current*, *Draft*, and *History*. You can click any column to view the details for a specific version of the contract.

Contract Agreement Use With Version Control

The system synchronizes agreement updates between the contract Draft version and Current version. After you create a Draft version, you cannot make changes to the Current version of an agreement. However, both internal and external users can still make changes using the Update Agreement Statuses component. The system synchronizes the changes made on those components to the draft version while in those components.

Because you can make changes to the Current version of a contract using other components, the system restricts the type of changes that you can make to the Draft version so that it can synchronize the changes. To support the synchronization of agreement updates using contract versions, the system:

- Low lights the agreement Sequence and Verification Step fields on the existing agreement rows, but enables you to change the fields for new rows.
- Checks that there is a corresponding row using the Agreement Code, Verify Step, or workflow Sequence fields in the Current version when there are changes to the Agreement Code, Result Type, Metric ID, Verification Step, Verification Method, Notification Type, or Verify Step fields.

These fields should not be changed if there are corresponding rows. The system issues an error message because when you make changes to the Current version, the system needs the capability to

bring forward the changes to the Draft version. The changes aren't synchronized if these fields are different. If there is not a corresponding row in the Current version, then the row is new for the Draft version and the system allows the changes.

- Issues a warning message if the Verification Description field changes and there is a corresponding row in current version.

Because this field is not as critical to contract version processing, the system issues a warning instead of error message.

- Prevents the deletion of a row if there is a corresponding row in current version.

The system issues an error message. You cannot delete rows that exist on prior versions. After the row is deleted, it will no longer appear on the monitor and you cannot access the row.

Contract Change Tracking Use with Version Control

This topic provides examples of the differences between change tracking when version control is in use and when it is not in use and describes the records that are updated under different conditions when you are copying contracts while using version control.

The system generates sequence numbers for record changes. After the system creates a new zero sequence for a record, additional changes to the same record (with intervening saves) increase the maximum sequence number for that record. This is true regardless of whether version control is in use. If version control is in use, the only difference is that each time a new version is created, the system creates change records at the header level showing the new version. If version control is not in use, then all changes are reflected in version 1 of the contract.

Note: If a draft version exists, the system locks the current version, preventing any changes. Any changes that you make must be changes to the draft version.

Assume that version control is not in use and you perform these changes:

1. On June 1, you open a contract and change the quantity on contract line 1 from 10 to 15.

The system:

- Creates header change records for all changeable fields with a sequence of zero and displays the original values.
- Creates header change records for the contract Status field with a sequence of 1 and displays an Open status in the field.
- Creates line change records for all changeable fields on contract line 1 with a sequence of zero and displays the original values.
- Creates line change records with a sequence of 1 for the new line quantity and for any related fields that change.

2. On June 2, you set the contract status to an Approved status.

The system creates header change records for the contract Status field with a sequence of 2 and displays an Approved status in the field.

3. On June 5, you reopen the contract and change the item description and the quantity for contract line 1.

The system:

- Creates header change records for the contract Status field with a sequence of 3 and displays an *Open* status in the field.
- Creates line change records for changeable fields on line 2 with a sequence of zero.
- Creates a line change record for line 2 with a sequence of one for the new description.
- Creates a line change record for the new line 1 quantity with a sequence of 2. The system also creates a record for any related fields that change.

4. On June 6, you set the contract Status field back to *Approved*.

The system creates header change records for the contract Status field with a sequence of 4 and displays an *Approved* status.

5. On June 15, you reopen line 1 and change the unit of measure EA to BOX.

The system:

- Creates header change records for the contract Status field with a sequence of 5 and displays an *Open* status in the field.
- Creates a line change record for line 1 with a sequence of 3 for the new unit of measure.

Note: Even though the unit of measure has not been changed before, the sequence is 3 because it is the third change for the contract line.

In comparison, when version control is in use, sequence numbering is the same as on the purchase order, starting at zero for original values, and in increments of 1 each time you change a record. With version control, additional change data occurs at the header level.

This list provides an example of contract changes when version control is in use:

1. For all the updates listed in the previous set of steps for when version control is not in use, the system processes the updates the same, creating all change records under version 1 with sequential numbering.
2. When a draft is opened, the system:
 - Creates header change records using the new version number and displays the version number and status changes with the sequence of 6.
 - Creates lower-level changes with the new version number and uses the next sequence for the particular record being changed.

A record might possibly be changed for the first time, so the system would create the sequence zero records as well as the sequence 1 records under the draft version number.

In all cases, saving the contract causes the sequence number to increment in a record that is updated and then saved multiple times.

3. When a draft is approved:

The system creates header change records that display the Status changes under the next sequence number for the header record.

When you create a new contract version, the system inserts the records into the new version by copying them from the originating version and incrementing the version number by 1 for the records. These values on the new contract header are initialized:

- Version date.
- Contract version date.
- Draft due date.
- Version date – set to Draft status.
- Contract status – set to Open status.
- Modified by – set to the current user.
- Last date and time updated – set to current date and time.

When you copy a contract, the system inserts the records by copying them from the originating version, replacing the contract ID with the new contract ID on the new records. These contract header fields are initialized:

- Version status – set to Current status.
- Contract status – set to Open status.

Record Name	New Draft Version Created (Version 1)	Draft Version Deleted	Copying Existing Contract (Version 2)
CNTRCT_HDR	X	X	X
CNTRCT_CATEGORY	X	X	X
CNTRCT_CAT_EXC	X	X	X
CNTRCT_LINE	X	X	X
CNTRCT_LINE_UOM	X	X	X
CNTRCT_LINE_VAT	X	v	X
CNTRCT_LN_MISC	X	X	X
CNTRCT_LN_SHIP	X	X	X

Record Name	New Draft Version Created (Version 1)	Draft Version Deleted	Copying Existing Contract (Version 2)
CNTRCT_MILESTN	X	X	X
CNTRCT_BU_DSTRB	X	X	X
CNTRCT_DSTRB	X	X	X
CNTRCT_DSTRB	X	X	X
CNTRCT_SCHEDULE	X	X	X
CNTRCT_HDR_MISC	X	X	X
CNTRCT_DEFAULTS	X	X	X
CNTRCT_ADJ_SET	X	X	X
CNTRCT_ADJ_RULE	X	X	X
CNTRCT_ADJ_DTL	X	X	X
CNTRCT_ALRT_WL	X	X	X
CNTRCT_NTFYUSER	NA	NA	NA

Record Name	New Draft Version Created (Version 1)	Draft Version Deleted	Copying Existing Contract (Version 2)
CS_CNT_AG	X	X	X
CS_CNT_AG_LTXT	X	X	X
CS_CNT_AG_VFY	X	X	X
CS_CNT_AG_VY_AT	X	X	X
CS_CNT_AG_WF	X	X	X
CS_CNT_AG_CLASE	X	X	X
CS_CNT_THOLD	X	X	X

Record Name	New Draft Version Created (Version 1)	Draft Version Deleted	Copying Existing Contract (Version 2)
CNTRCT_CHRSN	NA	X	NA

Record Name	New Draft Version Created (Version 1)	Draft Version Deleted	Copying Existing Contract (Version 2)
CNTRCT_CHNG	X	X	NA
CNTRCT_CHCAT	NA	X	NA
CNTRCT_CHCATEXC	NA	X	NA
CNTRCT_CHDFL	NA	X	NA
CNTRCT_CHDFL	NA	X	NA
CNTRCT_CHDST	NA	X	NA
CNTRCT_CHHDR	X	X	NA
CNTRCT_CHLIN	NA	X	NA
CNTRCT_CHLINUOM	NA	X	NA
CNTRCT_CHPRC	NA	X	NA
CNTRCT_CHRSN	NA	X	NA
CNTRCT_ALRT_WL	NA	X	NA

Advanced Search for Lines Within Large Contracts

When a contract contains hundreds of lines and you need to change a few lines, you can use an advance search feature within the contract. Instead of waiting for the system to retrieve all the contract lines, you can use a search page to selectively search by a line number, range of line numbers, item, and a variety of other criteria to retrieve those lines that you want to view and maintain. Optionally, this search capability is available on smaller sized contracts.

The search feature automatically appears on the Contract page when you open a contract and if the number of lines on the contract exceeds the maximum number of rows defined for PeopleSoft Purchasing installation options. For example, if you enter 20 in the Contract field on the Installation Options page, then when the number of lines in a contract exceeds 20, the system automatically provides the Search for Contract Lines box. Otherwise, to access the search feature, click the Search for Contract Lines link on the Contract page.

See [Searching for Contract Lines](#).

Differences Between Contract Default Values and PeopleSoft Purchasing

The fields in the Contract Entry component have defaults that in some cases are different from the PeopleSoft Purchasing default hierarchy. The following tables summarize the default hierarchy for those pages.

Defaults for the Contract Entry - Contract Page

Field	Default
Currency	The value appears by default from the Contract and Supplier Rebate Controls page. If the supplier currency is different from the currency on the Contract and Supplier Rebate Controls page, the currency appears by default from the supplier Procurement Options page.
Rate Type	The value appears by default from the Contract and Supplier Rebate Controls page. If the supplier rate type is different from the rate type on the Contract and Supplier Rebate Controls page, the rate type appears by default from the supplier Procurement Options page.
Accounting Template	The value appears by default from the default supplier location that is set on the Supplier Information - Location page. (Voucher contracts only.)
Terms	The value appears by default from the default supplier location that is set on the Supplier Information - Location page. (Voucher contracts only.)
Basis Date Type	The value appears by default from the default supplier location that is set on the Supplier Information - Location page. (Voucher contracts only.)
Dispatch Method	The default value is <i>Print</i> . When you select the supplier, this value appears by default from the default supplier location that is set on the Supplier Information - Location page. If the release originates from an RFQ, the value appears by default from the supplier location of the RFQ. (Order contracts only.)
Withholding Code	The value appears by default from the Withholding Supplier Information page.

Note: If you specify a payment term for the supplier in the Supplier Information component, the Basis Date Type field displays the default value. Payment terms can also be specified at the business unit level, but they do not appear as default values on the contract header because the contract is defined at the SetID level, not the business unit level.

Defaults for the Voucher Line Tax Info Page

Field	Default
Ship To	The value appears by default from the supplier or the PeopleSoft Payables (voucher) business unit.

Defaults for the Contract Entry - Create Releases Page

Field	Default
Supplier Loc (supplier location)	The value appears by default from the PO Defaults page if the release business unit and the Contract Defaults business unit match. If they do not match, this field appears by default from the default supplier location for voucher and order releases.
Currency and Rate Type	The value appears by default from the PO Defaults page when the release business unit and the Contract Defaults business unit match and the Allow Multicurrency PO check box is selected on the Contract page. If the Allow Multicurrency PO check box is not selected at the business unit level, this field appears by default from the business unit.

Defaults for the Review Staged Releases Page for Orders

Field	Default
Tax Exempt	<p>The value appears by default from the PO Contract Defaults page and the Purchasing Definition - Business Unit Definition page.</p> <hr/> <p>Note: Priority setting of defaults depends on the default option that you select on the Create Releases page.</p> <hr/>
Tax Exempt ID	<p>If the Tax Exempt check box is selected, the value appears by default from the Purchasing Definition - Business Unit Definition page or the PO Contract Defaults page.</p> <hr/> <p>Note: Priority setting of defaults depends on the default option that you select on the Create Releases page.</p> <hr/>

Defaults for the Review Staged Releases Page for Vouchers

Field	Default
Pay terms	The value appears by default from the Contract page. If no value appears on the Contract page, the system uses the default value for the supplier location on the Procurement Options page.
Basis Date Type	The value appears by default from the Contract page. If no value appears on the Contract page, the system uses the default value for the supplier location on the Procurement Options page.

Field	Default
Accounting Template	The value appears by default from the Contract page. If no value is found on the Contract page, the value appears by default from the supplier location on the Procurement Options page.

Related Links

[Contract Page](#)

[Defining Contract and Supplier Rebate Control Parameters](#)

[Defining Supplier Locations](#)

[Withholding Supplier Information Page](#)

"Establishing PeopleSoft Purchasing Business Units (*PeopleSoft FSCM 9.2: Purchasing*)"

"Understanding the PeopleSoft Purchasing Default Hierarchy (*PeopleSoft FSCM 9.2: Purchasing*)"

Changing the Currency Default Value

When the currency at the contract header is changed, some records are automatically updated; however the records that allow multiple currencies must be manually adjusted. Price adjustments and contract line base prices will need to be updated manually on the following records:

- cntret_line
- cntret_category
- cntret_ln_misc
- cntret_milestn
- cntret_dstrb
- cntret_schedule
- cntret_hdr_misc
- cntret_defaults
- cs_cnt_ag
- cs_cnt_thold

Understanding Procurement Contract Default Rules

This section discusses:

- Association of goods and services with contracts.
- Contract validation.
- Automatic default of contract values to requisition and purchase order transactions.

- Automatic default rule hierarchy.
- Contract validation process.
- Eligible contract application.

Association of Goods and Services With Contracts

Before you start creating contracts, you should identify and use the contract process options that are most appropriate for the organization's business processes. The contract process option must be the Purchase Order, General Contract, or Release-to-single PO Only to qualify for use at the requisition or purchase order line level.

The PeopleSoft Procurement Contracts feature gathers essential elements of contract transactions. You can define one or multiple contracts for suppliers. You can optionally set up contracts with an overall maximum amount and an expiration date, along with amount threshold and expiration date notifications.

You can associate goods and services with a contract in several different ways:

- The first is using one contract for all items ordered from the contract's specified supplier by using the Open Item Reference feature on the contract. You can define general or ship-to-percentage-based price adjustments that are applicable to all items for the supplier.
- The second way is by defining specific item categories on the contract along with item exceptions for the category. This means that any item you order from the supplier for the contract categories can reference the contract as long as the item is not listed as an item exception. You can also define general or ship-to-percentage-based price adjustments for each category. You can also specify a maximum order amount for the category.
- The final way for associating goods and services with contracts is by defining specific items or services on the contract. You can enter specific item IDs or order-by-description (ad hoc) commonly used for services. Orders with the supplier and item or service that match the contract can reference the contract. You can define general or ship-to-percentage-based adjustments or unit of measure amount-based or percentage-based adjustments for the items or services.

Note: If you are using PeopleSoft Services Procurement, you must enable service contracts on the Installation Options page to add service contracts. Service contracts are only applicable to resource-based roles to secure with suppliers for hiring service providers at specific rates.

Note: PeopleSoft Services Procurement checks for contracts during bid communications with suppliers and also checks for contracts from work orders. The application ensures that it's using the correct contract version based on the status and date. The application also checks for contracts by category in addition to contracts for specific services.

Contract Validation

You use contract validation rules to:

1. Manually search for valid contracts on requisitions or purchase orders.
2. Copy existing requisitions or purchase orders to a new requisition or purchase order.

If a copied transaction has an existing contract, the system copies that contract again using the more current version, and carries out the validation and pricing logic described for the price adjustment calculations. If a copied transaction does not have a contract, the system attempts to provide a contract by default if the Default Contract on Req or Default Contract on PO check box is selected.

3. Ensure that a contract is still valid for the transaction. For example:
 - If information on the line is changed such as the requester or buyer changing the item to one that is not referenced on the contract.
 - If information on the contract is changed when a requisition that references the contract is sourced to a purchase order.
4. Determine the pool of contracts from which the system determines the most valid contract the default on transactions.

The system considers this information to validate whether a contract is valid for a transaction:

1. The contract process option must be Purchase Order, General Contract, or Release to Single PO Only.

You can manually reference only the Release to Single PO Only process option contracts through online requisitions.

2. The contract current version is Approved.
3. The contract supplier matches the transaction supplier for purchase orders only.
4. The requisition or purchase order date must fall within the contract begin and expiration dates.

The expire date doesn't always exist, so you should assume an infinite time frame in this case. Also:

- On manually entered requisitions, failure to meet the date requirement generates a warning.
- On manually entered purchase orders, failure to meet the date requirement generates an error message. In this case, the prompt on the contract will not list these contracts.
- Purchase order sourcing does not select a contract if the transaction date is outside of the contract dates.

5. Item eligibility requires one of the following conditions:
 - a. The transaction item ID matches the one on the contract.
 - b. The transaction item category matches the one on the contract category reference, and the item is not listed as an exception.
 - c. The contract allows for open-item reference.
6. Noncorporate contracts are set up for the transactional business unit.

If the Use Contract if Available check box is selected and the contract specified on the requisition line is no longer valid during purchase order sourcing, the sourcing process searches for a new, and the most

valid, contract to reference. If no valid contract is yet available for reference, the system displays an error message and rejects sourcing the transaction.

Automatic Default of Contract Values to Requisition and Purchase Order Transactions

You can set up contracts to automatically be requisitions and purchase orders by default. This enables you to use items already contained in a contract to populate requisitions and purchase orders with items and prices. The system retrieves contracts for:

- Requisitions when the Default Contract on Req check box is selected as a business unit option, or when the Default Contract on Req check box is deselected, but the Default the found contract ID to Requisition line check box defined on the RFQ Required Rule page is selected.

To access the page, select Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Business Unit Definition, RFQ Required Rule, then select a rule in the RFQ Required Rule field and click the Go to RFQ Required Rule button.

- Purchase orders if the Default Contract on PO check box is selected as a business unit option.

This includes when you copy a purchase order from a contract. See the contract validation rules described next in this section.

- Purchase orders created through purchase order sourcing.

The system uses the contract default rules hierarchy to determine the most valid contract to supply default values to requisitions, purchase orders, and purchase orders created through purchase order sourcing. The system selects the most valid contract from the available contracts.

Note: The automatic defaulting of contracts to requisition or purchase order options does not apply to PeopleSoft Services Procurement. This application searches for an applicable contract on the work order and uses it on a purchase order regardless of how the automatic defaulting is defined.

Related Links

"Understanding How to Apply Procurement Contract Prices to Transactions (*PeopleSoft FSCM 9.2: Purchasing*)"

Automatic Default Rule Hierarchy

The contract defaulting rules hierarchy determines the order of how the system selects to automatically supply a contract by default to requisitions and purchase orders. The rules enable the system to determine the single most appropriate contract. These combinations must be unique:

1. Supplier.
2. Current contract version.
3. Approved contract status.
4. Contract begin date.

More than one contract can exist for the same supplier and item, or supplier and category, as long as the contract begin dates are different.

5. Item ID unless the item is in a different line grouping.
6. Category.

Even if an item ID exists on a contract, the item's category can be specified, and the item doesn't need to be listed as category exception.

7. Open item reference.

An open item can be referenced even if the item ID is listed as a category exception.

8. Purchasing business unit when used for noncorporate contracts.

Related Links

"Understanding How to Apply Procurement Contract Prices to Transactions (*PeopleSoft FSCM 9.2: Purchasing*)"

Contract Validation Process

Based on the rule hierarchy, this list describes the validation process that the system uses to provide contracts onto requisition and purchase order transactions by default:

1. If the contract is a Release to Single PO Only process option contract or the Auto Default check box on the contract is not selected, the contract will not automatically be supplied by default onto transactions regardless of whether the item or the category has an exact match.
2. The system then sorts all valid contracts by date, using the contract begin date. The contract with the begin date closest to, but not later than, the transaction date is the most valid contract.
3. The system determines whether the type of contract reference is item, ad hoc, category, or open item:
 - a. The system first tries to match at the contract-line level. If an item ID is on the transaction, the system checks for the same item ID on the contract.

If a match is found, the contract and contract line number are referenced on the transaction: If the transaction line is order-by-description (ad hoc), then the system does not check for the same order-by-description line item on the contract and considers that a match was not found; If the category for the line item on the transaction matches the contract category reference, and the item is not listed as a category item exception on the contract, then the contract and category are referenced on the transaction.

- b. If a match is not found at the contract-line level, the system checks the category reference level.

If the category for the line item on the transaction matches the contract category reference, and the item is not listed as a category item exception on the contract, then the contract and category are referenced on the transaction.

- c. If a match is not found on the contract line item or contract category reference, the system looks for and uses an open item reference contract.

The preceding defaulting rules are also applicable to the purchase order sourcing batch process with the exception that the batch process automatically matches transactions with Release-to-single PO Only process option contracts if the item or the category has an exact match.

For ad hoc requisition lines, you have to manually reference a contract line for requisition lines. And as with requisition lines that reference a contract when the ad hoc requisition lines are sourced to a purchase order, if the contract referenced at the requisition line is no longer valid during purchase order sourcing, the system displays an error message and rejects sourcing the transaction.

Eligible Contract Application

After the system locates an eligible contract on which to base a requisition or purchase order, it:

1. Updates the requisition or purchase order line with contract information when the information exists on the contract, including:

- Contract ID.
- Contract line number when a contract line number is referenced.
- Category line number when a contract category is referenced.
- Group ID for purchase order lines only.
- Release number.
- Milestone line for purchase order lines only.

2. Determines the base price when the contract line item is referenced.

The system uses the contract base price if it is specified on the contract. Otherwise, it uses the item/supplier price. For requisitions, the system calculates the contract price.

3. Calculates price adjustments:

- For item IDs, you can establish price adjustments at the contract level, item/supplier level, or both. You can also establish whether the system calculates item/supplier price adjustments before or after the contract price adjustments.
- You can establish ad hoc line price-adjustments only at the contract level.
- You can establish price adjustments on the contract at the category level and open-item reference level. When referencing a contract at the category level or open-item reference level, the corresponding price adjustments along with whether the system calculates item/supplier price adjustments before or after the contract price adjustments will apply.

4. Updates the contract released amounts and quantities for contract releases on purchase orders.

The contract reference on a requisition does not update the contract release amounts and quantities. However, after the contract is built into a purchase order, the system updates the released amounts and quantities.

5. Creates contract events.

Events (releases) are the association of contracts referenced on purchase orders. You can inquire about the events using the Review Contract Information menu.

Prerequisites to Creating Procurement Contracts

Before you create a procurement contract, you need to ensure that several basic setup steps have been completed.

To prepare to create procurement contracts:

- Establish suppliers.

To define contracts, you must first establish suppliers for the contracts.

See [Entering Supplier Identifying Information](#).

See [Supplier Search Page](#).

- Define items and item-supplier relationships.

For a fixed-item contract, you must first set up the items for the contract and establish item-supplier relationships.

The item setup is not required when you are defining voucher or order contracts for ad hoc items (description only).

See "Purchasing Attributes -Item Supplier (ITM_VENDOR)Page (*PeopleSoft FSCM 9.2: Purchasing*)".

- Set up contract controls, such as autonumbering, reason codes, and default currency information.

See [Understanding Procurement Options](#).

- Define contract version control, change reasons, and change tracking parameters.

See [Contract and Supplier Rebate Controls Page](#).

- Define contract intervals and detail counters for contract releases.

These settings determine the schedule for releasing contracts.

See [Defining Contract Intervals for Contract Releases](#).

- Define installation options that include the maximum number of rows to retrieve for contracts.

This feature is used in conjunction with advanced contract item searches. When the maximum number of contract rows is exceeded, the system automatically provides an item search link so that you can limit the returned results.

See "Setting Up Application-Specific Installation Options (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

- Define user preferences that enable users to, for example, approve or cancel contracts, place contracts on hold, and establish user display options.

Among the user preferences you can define are default contract statuses and authorized actions for a user and you can define how the system initially displays the collapsible areas on the Contract page.

See Defining Contract Process Preferences [COMPLETE THIS LINK](#) to the FUNDAMENTALS BOOK

Common Elements Used to Create Procurement Contracts

AM Unit (PeopleSoft Asset Management business unit)	Select the appropriate PeopleSoft Asset Management business unit. If this field is populated by the system, the value by default is the PeopleSoft Purchasing business unit.
CAP # (capital acquisition plan number)	Enter the CAP number that is defined for the item in PeopleSoft Asset Management. This is required only if the item is capitalized.
Capitalize	Select to designate that an item be capitalized. A PeopleSoft Asset Management business unit must be specified for this option to be selected. If the item is capitalized, it can be depreciated before being paid.
Cost Type	Enter the default cost type that is associated with the item purchase, if applicable. Cost types represent components of the cost of an asset, such as materials, labor, and overhead. For example, you can differentiate between the cost of building an asset and its market value by allocating production cost to one cost type and the profit margin to another. Cost type, in combination with asset category and transaction code, determines the accounts into which the costs are entered in the general ledger.
Profile ID	If assets are involved, displays the default asset profile ID that is associated with the items.
Qty Rcvd (quantity received)	Displays the total quantity that is received for all the lines.
Quantity	Displays the total quantity for all the lines.
Rem Rcpt Qty (remaining receipt quantity)	Displays the total remaining quantity to be received for all the lines.
Sequence	Enter the sequence number for the capital acquisition plan.
Vndr Accept Qty (supplier accept quantity)	Enter the quantity that is accepted for the receipt line.

Setting Up Master Contracts

To set up master contracts, use the Master Contracts component (CNTRCT_MSTR).

This section provides an overview of master contracts and lists the pages that are used to set up master contracts.

Pages Used to Set Up Master Contracts

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Master Contract	CNTRCT_MSTR	Procurement Contracts, Manage Master Contracts, Master Contract	Define a master contract for several purchase order or voucher contracts.
Supplier Lookup	VNDR_LOOKUP_WRK	Click the Supplier Lookup link on the Master Contract page.	Search for suppliers. If the supplier does not exist in the system, you can also use this page to access a page where you can add a supplier. For you to enter a supplier into the system, the user ID must have the proper authorizations selected on the User Preferences - Procurement - Supplier Processing Authority page.

Understanding Master Contracts

Use master contracts to group several contracts for the same supplier and then track them using one master contract ID. You associate the individual contracts with the master contract ID by designating the master contract ID on the Contract Header - Entry page.

The master contract ID can be used as the number for referencing the agreement with a supplier. Each contract ID that is associated with the master contract can serve as an internal identification number for use in an organization. Using the PeopleSoft PSQuery tool, you can report across all of the individual contracts that you have associated with this master contract.

Master contracts also provide a method for grouping sets of voucher contracts for a supplier for reporting purposes. For example, a supplier may lease several buildings to you. You can establish a master contract that covers all the leases for each building. You establish voucher contracts for each building and mark them with the master contract ID on the contract header to report on all lease payments to the same property management organization. You can then generate queries and reports based on vouchers for product lines using the master contract ID as criteria.

Before setting up master contracts, you must decide whether to have the PeopleSoft system assign numbers to contracts automatically or whether to manually assign the unique contract IDs.

Creating Contract Headers

To create contracts, use the Contract Entry component (CNTRCT_ENTRY).

This section discusses how to:

- Define search criteria for contracts.

- Use an existing contract as a template.
- Enter contract header information.
- Define change reasons for contracts.
- Search for suppliers.
- Enter comments.
- Use standard comments.
- Define contract thresholds and notifications.
- View contract changes.
- Enter defaults for purchase order contracts.
- Enter order contract release comments.
- Define open item contract price adjustments.
- Define price adjustment templates.
- Enter contract miscellaneous charge and landed cost information.
- Define voucher contract retention payments.
- Access item specifications.
- Enter order contract dispatch options.
- View contract supplier contact information.

Pages Used to Create Contract Headers

Page Name	Definition Name	Navigation	Usage
Contract Entry	(search)	Procurement Contracts, Add/Update Contracts	Define search criteria for retrieving contracts.
Contract	CNTRCT_HDR	Procurement Contracts, Add/Update Contracts, Contract	Enter order and voucher contract-header information.
Copy Contract	CNTRCT_COPY_SEC	Click the Copy From Contract link on the Contract page.	Copy from an established or expired contract. This page is available only in Add mode.
Change Reason	CNTRCT_CHNG_REASON	Click the Save button on the Contract page after making a change to a contract.	Define change reasons for contracts.

Page Name	Definition Name	Navigation	Usage
Supplier Search	VENDOR_LOOKUP_SEC	Click the Supplier Search link on the Contract page.	Search for suppliers. If the supplier does not exist in the system, you can use this page to access a page where you can add a supplier. For you to enter supplier information into the system, the user ID must have the proper authorizations selected on the User Preferences - Procurement: Supplier Processing Authority page.
Supplier Detail	VENDOR_LOOKUP_DTL	Click the Supplier Detail link on the Supplier Search page.	View details about a supplier. The information on this page appears by default from the Supplier - Identifying Information page.
Address	VNDR_LOOK_ADDR_SEC	Click the Address link on the Supplier Search page.	View supplier address details. The information on this page appears by default from the Location - Location Definition page or the Supplier - Address page.
Header Comments	CNTRCT_CMNTS_SEC	Click the Add Comments link on the Contract page.	Enter comments for a transaction. You can enter your own comment, or you can select from predefined standard comments.
Standard Comments	STD_COMM_SEC	Click the Copy Standard Comments link on the Header Comments page.	Copy or add comments that are standard comments used by an organization, such as shipping comments.
Contract Activities	CNTRCT_ACTVTY_SEC	Click the Contract Activities link on the Contract page.	Create a notation for a particular activity. The information on this page can be used as a tickler file. You can organize activity comments by logging the due date and selecting the Done check box.
Supplier Contact Information	CNTRCT_CNTCTPHNSEC	Click the Primary Contact Info (primary contact information) link on the Contract page.	View contact information for the supplier on this contract. This page is available only if you have set up contact information in the Supplier Information component and you have selected the contact on the contract.
Contract Header Agreement Assignments	CS_AGREE_CNT	Click the Contract Header Agreement link on the Contract page.	Define contract header agreements.

Page Name	Definition Name	Navigation	Usage
Activity Log	PO_MAINT_POP	Click the Activity Log link on the Contract page.	View basic transaction activity information, including the date the log was entered, modified, and approved.
Contract Doc Status (contract document status)	PRCR_DOCSTAT_INQ	Click the Document Status link on the Contract page.	Access and review information about procurement documents that are associated with a contract.
Thresholds & Notifications	CNTRCT_NOTIFY_SEC	Click the Thresholds & Notifications link on the Contract page.	Set the number of days before expiration to notify the buyer. Send notification that the contract maximum is exceeded and specify which buyer to notify. The information that is entered here is used as a business process that is set up with PeopleTools Workflow to route notifications to buyers when the contract limits have been met. This page can be used with general contracts, purchase order contracts, and recurring vouchers.
Contract History	CNTRCT_CH_HDR	<ul style="list-style-type: none"> Procurement Contracts, Review Contract Information, Contract Change History Click the View Changes link on the Contract page. 	View contract changes.
PO Defaults (purchase order defaults)	CNTRCT_DFLT1_SEC	Click the PO Defaults link on the Contract page.	<p>Set default information for order contracts for each business unit. If no other defaults appear in the default hierarchy, the information that you set up on this page appears by default in each release schedule that you define for the specified combination of order contract and business unit.</p> <p>This page applies to order contract releases only.</p>
Copy Defaults from Business Unit	CNTRCT_COPY_BU_SEC	Click the Copy from BU Defaults link on the PO Defaults page.	Copy the purchasing business-unit default values from one business unit to another.
Contract ShipTo Address	CNTRCT_ADDRESS	Click the Ship To Address link on the PO Defaults page.	View contract ship-to address details.

Page Name	Definition Name	Navigation	Usage
Release Comments	CNTRCT_DFL_COM_SEC	Click the Add Comments link on the PO Defaults page.	View and enter release comments for the order contract.
Open Item Price Adjustments	CNTRCT_PRC_ADJ_SEC	Click the Add Open Item Price Adjustments link on the Contract page.	Enter price adjustments that apply to items that reference the contract as an open item contract. The Add Open Item Price Adjustments link becomes available only if the Allow Open Item Reference check box is selected on the Contract page. Open item references are applicable to Purchase Order and General contracts with purchase order releases only.
Template Price Adjustments	CNTRCT_PRC_ADJ_SEC	Click the Price Adjustment Template link on the Contract page.	Define price adjustment templates.
Voucher Misc. Charges (voucher miscellaneous charges)	CNTRCT_HDRMISC_SEC	Click the Miscellaneous Charges link on the Contract page.	Enter miscellaneous charge and landed cost information for the contract.
Voucher Retention	CNTRCT_HDR_RET_SEC	Click the Retention link on the Contract page.	Define retention payments for all lines on a contract. You can set up rules to have the system place a portion of a payment on hold until a certain condition is met.
Dispatch Options	DISPATCH_OPTIONS	Click the Dispatch button on the Contract page.	Enter dispatch options for the contract and to dispatch a contract to the supplier. For this page to be available, the contract must be saved, it must have the status <i>Approved</i> , and it must be an order contract. Dispatching applies only to order contracts.

Contract Entry search Page

Use the Contract Entry page (search) to define search criteria for retrieving contracts.

Navigation

Procurement Contracts, Add/Update Contracts

You can search for existing contracts using a variety of criteria that include the contract ID, version, process option, and version status. For example, if you are using version control, you can limit a contract search to only those contracts at version two. You can further limit the search by searching for only the Current version of a contract.

After entering search criteria, click the Search button. The system retrieves those contracts that match the search criteria. The search also provides high-level details about the contracts. To view details about a contract, click the contract link. If you are using contract versions, you can view any version of the contract. When you open a contract, all fields are protected unless the selected version is the Draft version or the selected version is the Current version and the contract status is *Open*. If version control is not in use, you can open the Current version to make changes.

This page also provides a way to view prior versions of the contract if you are using version control. To view a prior version, select a contract version that is in a History version status.

Copy Contract Page

Use the Copy Contract page (CNTRCT_COPY_SEC) to copy from an established or expired contract.

This page is available only in Add mode.

Navigation

Click the Copy From Contract link on the Contract page.

The default status of the copied contract is *Open*. All contract information including defaults, line items, comments, and price adjustments is copied to the new contract. Staged releases are not part of the actual contract and are not copied. If you are using version control, the current copy of a contract is the version that the system copies.

When you select to copy a contract and the selected source contract contains more contract lines than the number defined for the maximum number of rows to retrieve on the Purchasing Installation Options page, the system automatically triggers copying of the contract using a batch process. When you select a contract to copy and click the OK button to copy the contract, the system displays the message *Would you like to wait until the Contract copy process is completed?* If you click the No button, the system displays a message that the contract has been scheduled for copying and the process instance for batch job. If you click Yes, the system creates the new contract.

Contract ID

Select the contract to use as a template. If you leave this field blank, the system returns all contracts that have the same process option as the contract that you are creating.

Contract Page

Use the Contract page (CNTRCT_HDR) to enter order and voucher contract-header information.

Image: Contract page (3 of 3)

This example illustrates the fields and controls on the Contract page (3 of 3). You can find definitions for the fields and controls later on this page.

Contract Items

Catalog SearchItem SearchSearch for Contract Lines

Lines

PersonalizeFindView All1-5 of 5Last

DetailsOrder By AmountItem InformationDefault ScheduleRelease AmountsRelease QuantitiesLine GroupingsSpend Threshold

Line	Item	Description	UOM	Category	Merchandise Amt							Include for Release	Status
1	10090	Fly Floatant	EA	FISHING								<input checked="" type="checkbox"/>	Active
2	10091	Egg Shot Weight System	EA	FISHING								<input checked="" type="checkbox"/>	Active
3	10093	Tippet Material - 25 Meters	EA	FISHING								<input checked="" type="checkbox"/>	Active
4	10094	Bass Leaders, 9 Feet	EA	FISHING								<input checked="" type="checkbox"/>	Active
5	10100	Weight Forward Fly Line, Sinking	EA	FISHING								<input checked="" type="checkbox"/>	Active

View Category HierarchyCategory Search

Contract Categories

Lines

PersonalizeFindView All1 of 1Last

DetailsPricing OptionsRelease AmountsSpend Threshold

Line	Category	Description				Status
1						Active

Note: The contract process option that you select on the Contract Entry search page determines the group boxes and fields that appear on this page. Select the Syndication tab to access syndication information. This tab is available when PeopleSoft Supplier Contract Management is installed and set up to use syndication.

The description of this page is divided into sections that describe contract header and contract line fields along with links to other contract features. Sections that are available for use on this page are:

- Basic information about the contract.
- Contract version when version control has been implemented.
- Authored documents when you are using PeopleSoft Supplier Contract Management.
- Header information.
- Amount summaries.
- Order contract options.
- Voucher contract options.
- Contract items.
- Contract categories.

Note: To adjust value-added tax (VAT) on the voucher header after it has been created from the contract, use the VAT Header page on the voucher.

Copy from Contract

Click to access the Copy Contract page, where you can create a new contract by copying an existing contract. When you copy

a contract, you must copy a contract with the same processing option as the contract that you are creating. The copied contract is set to an Open status so that you can make further changes prior to approving the contract.

Status

Select the status of the contract. Values are *Approved*, *Canceled*, *Closed*, *On-Hold*, and *Open*.

When you create a contract, the status appears by default as either *Open* or *Approved* based on the settings for the user on the User Preferences - Contracts page. Only contracts with an *Approved* status are eligible to have releases created against them, or to be referenced by other transactions. Only contracts in Add mode or in *Open* status can be modified.

You cannot set the status to *Closed* or *Canceled* if open lines or staged releases against the contract exist. If a contract's status for the Current version is returned to *Open*, purchase orders that reference that contract version are not available for change until the contract is approved again. This is necessary to maintain data integrity.

When vouchers exist for a contract and the contract is closed, all vouchers that are eligible for closure are also closed. Eligible vouchers include those that have not been posted, paid, matched, or budget checked. If the contract is later reopened, releases can be created for these vouchers again, and a new voucher ID will be assigned.

If the contract originated from an RFQ and the contract is canceled, you can return quantities to the RFQ.

If you are using contract versions, you can update the status to finalize the Draft version to Current. When you select the *Approve* status and click Save, the system updates the Draft version to the Current version and updates the Current version to the History version. When you are using the Full Life Cycle option as a document type setting, the system also notifies you if a PeopleSoft Supplier Contract Management contract document is associated with the contract and that the document is not in an *Executed* status. This is just a reminder that the corresponding document should be finalized as well.

Note: You cannot change the status of an approved contract when a Draft version exists for the contract. Instead, you can either make the change in the Draft version or delete the Draft version.

Administrator/Buyer

Select a user who can serve as the contract administrator or as the buyer for this contract. These terms are used differently for PeopleSoft Purchasing contracts (buyer) and Supplier Contract Management contracts (contract administrator).

Contract Version

Use this section to manage and review versions of a contract. Contract versions enable you to create and maintain multiple versions of the contract in the system. Versions facilitate viewing information in older contract versions. You can modify a forward-looking version (Draft version) of the contract while keeping the Current version active and available for transactions in the system.

Versions are available only if the Use Version Control check box is selected on the Contract and Supplier Rebate Controls page. To access the page, select Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Set Controls-Contracts.

To create a new contract version, you must have the authority to create the version. You establish the authority by selecting the Enter Contracts/New Version check box on the Contract Process page. To access the page, select Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, select a user, click Procurement, Contract Process.

Note: The system manages contract versions for PeopleSoft Purchasing contracts and Supplier Contract Management contract documents. You manage version information for PeopleSoft Purchasing contracts using the Contract Version section. You track the version for PeopleSoft Supplier Contract Management documents by using the Document Version section. If you are using both Supplier Contract Management and Purchasing contracts, the system processing includes warnings and updates for both types of versions.

Version

Displays the version of the contract that you are currently viewing. Version numbers are incremented by one each time you create a new version.

When you create a new contract, the system sets the version number to 1 and sets the version status to *Draft*. You cannot change these settings.

Status

Displays the status of the contract version. Values include:

Current: The system can use this version for release if the contract header status is *Approved*. When you create and approve a new contract or another version of a contract, the system sets the status to *Current*.

Draft: The system uses this version when the contract header status is set to *Open*. When you create a new version, its status is automatically set to *Draft* and you can make updates to the contract. When the Draft version is approved, the system automatically changes the status of the last Current version to a *History* status, and sets the Draft version to a *Current* status.

History: The system uses this version for versions that were formerly the Current version, but are no longer current. So when you approve a Draft version (making it the Current version), the prior version number goes to *History* status. Purchase orders could exist that refer to History versions, but you cannot specify a History version for a requisition or purchase order.

When contract versions are in a *History* status, you cannot make changes to the contract; however, you can view details about the

contract version. To view the details, click a link in the Search Results grid box on the Contract Entry page.

New Version

Click to create a new Draft version of a contract. The New Version button is available only when the Current version is in an Approved status and a Draft version does not exist. If you click the New Version button, the system enables you to either save your changes and continue, or cancel and go back to the Current version. When you create a new Draft version, the system creates change transactions that show the new version as a change transaction to the old version. In other words, the change is recorded using the prior version as a change, not the new version.

Note: After a contract has been approved, and if you prefer not to create a new version of a contract, you can update the Current version and select *Open* in the Status field as long as a Draft version does not exist.

When you create a new Draft version, the system copies all contract information from the Current version to the new version and sets the new version status to *Draft*. It also increments and displays the new Draft version number, and sets the contract status for the Draft version to *Open*.

In addition, the system enables the Delete button and displays the Approval Due Date field.

If contract releases are pending for the Current version, you cannot create a Draft version of the contract. You must first process the release for the contract line or delete the release before adding a Draft version.

There is one approval notification cycle per version. So if you approve the first version of a contract then later open it again, the approval notification is not enabled. However, if you later create a new Draft version, the approval notification is enabled.

Note: If you are using change tracking, and have change tracking set up for the version status, the system creates change tracking records for the new version.

Delete Version

Click to delete the Draft version. The Delete button is available only when you are viewing a Draft version. When you select to delete the version, the system displays a message to verify that you want to delete the version and provides you the option to proceed or cancel. During the deletion process, the system removes the Draft version and returns to the Current version.

Note: The system deletes all corresponding change transactions so that history for the deleted Draft version no longer exists.

Approval Due Date

Enter the date on which this contract version should be approved. This field is available when the contract status is *Open* and the version has never been approved. When you approve a contract, the system updates the field with the approval date and displays the Approved Date field. You can set up workflow notifications for approvals to remind approvers when this date approaches.

Approved Date

Displays when the contract version was approved. For upgraded contracts, the date is set to the contract begin date.

Authored Document

Use this section to view and manage authored documents associated with the contract. This section is available if PeopleSoft Supplier Contract Management has been installed. The section appears on the Contract page after you create a document for a transactional contract. You click the Add a Document button to create the document. Authored documents are those that are created and maintained in Supplier Contract Management as opposed to documents created in the Supplier Relationship Management system.

Header**Process Option**

The process option displays the value selected when the contract was created.

Supplier

Select the supplier for this contract. After you enter lines, create releases, or reference this contract on a requisition or purchase order, the supplier cannot be changed. This is a required field. The supplier IDs are returned when you click the Look Up Supplier button; the system provides a listing based on the short supplier name.

Supplier Search

Click to access the Supplier Search page, where you can define search criteria for suppliers.

Supplier ID

Select the supplier ID for the contract. The supplier IDs are returned when you click the Look Up Supplier ID button; the system provides a listing based on the supplier ID.

Begin Date

Select the start date for use with the contract. The default value is the current system date. If you create staged releases and the user changes either the beginning date or the expiration date of the contract, the system checks the dates to ensure that they are within the range of the purchase order or invoice dates.

If you change the purchase order date on a purchase order that references a contract, the system checks the date against the beginning and expiration dates.

When you select a contract on a purchase order or when the PO Calculations process validates a contract that is specified on a line, the system checks the date against these beginning and expiration dates.

You can have multiple contracts for the same item-supplier relationship, and you can have multiple open-item reference contracts as long as they have different beginning dates.

Expire Date

Select the end date of the terms and conditions of the contract.

The expire date cannot be earlier than the begin date. The system can notify you if you want to be warned when the expiration date approaches. You use the Thresholds & Notifications link to set up this notification.

Renewal Date

Enter a contract renewal date. This is an optional field that indicates when a contract is up for renewal. If you enter a renewal date, it should be later than the current date, and if a contract expiration date exists, then the renewal date should be before or equal to the expiration date.

The system can notify you if you want to be warned when the renewal date approaches. You use the Thresholds & Notifications link to set up this notification.

Currency

Select the currency and exchange rate type that apply to the contract. The currency changes after the supplier is selected if the supplier currency is different.

The currency that is identified here is the currency that the system uses to maintain the amount limits and the released amounts of the contract. This currency does not prohibit prices in other currencies on this contract for order releases.

After you enter lines, create releases, or reference this contract on a requisition or purchase order, the currency cannot be changed.

The currency that you select here is the currency that must be used for voucher releases and for the purchase order that is associated with a recurring purchase order voucher.

Primary Contact

Select the supplier contact for the contract. To use this field, you must have already set up supplier contact information in the Supplier Information component. The system uses the contact to determine the address that appears on the dispatched contract.

If a contact is specified and an address is associated with this contact, that address appears on the dispatched contract. Otherwise, the system uses the address from the default supplier location.

Supplier Contract Ref (supplier contract reference)

Enter a reference to identify a supplier contract number or some other identifier by which the supplier identifies this contract.

The value can be used in searching for contracts.

Description

Enter the contract description. This is an optional field.

Master Contract ID

Select a master contract ID, if applicable.

Tax Exempt	Select if the contract is tax exempt. This field applies to both voucher contracts and order contracts. If you select this option for an order contract, enter the tax exempt ID in the text box for this option. The tax exempt ID is not used for voucher contracts.
Add Comments and Edit Comments	Click to access the Header Comments page, where you can enter comments about the contract, define comment actions, and attach associated documents. You can also select to add standard comments. If comments already exist for the contract, the Edit Comment button appears.
Contract Activities	Click to access the Contract Activities page, where you can create and maintain activities associated with this contract.
Primary Contact Info (primary contact information)	Click to access the Supplier Contact Information page, where you can maintain contact information for the contact. You must select a contact in the Primary Contact field before accessing the page.
Contract Header Agreement	Click to access the Contract Header Agreement Assignments page, where you can define agreement requirements.
Contract Releases	Click to access the Create Releases page, where you can create and maintain releases and review release details. The page provides release details for all versions of the contract if version control is in use. See Generating Contract Releases .
Activity Log	Click to access the Activity Log page, where you can review a log of activities for a contract including the dates on which the log was entered, modified, and approved.
Document Status	Click to access the Document Status page, where you can view information about documents associated with the contract.
Thresholds & Notifications	Click to access the Thresholds & Notifications page, where you can view and update contract expiration and renewal dates, spend threshold, and maximum amount notifications and contract amount summaries.
View Changes	Click to access the Contract History page, where you can view changes that have been made to a contract. The page contains the change history across the contract versions. This link is available when you select to track contract changes using the Set Controls-Contracts option in Purchasing procurement options setup and when change history records exist for the contract. See Viewing Contract Change History .
Current Change Reason	Click to access the Change Reason page, where you can view the most recent reason change code used to update the contract. Reason codes are available when the system is tracking contract changes. You can update the change reason when you click the Save button after making a change to a contract that has been

approved in the past, even if the contract is not currently in an Approved status.

You define reason codes for contracts using the Reason Codes page. Select to use a Procurement Contract reason type to define the code.

See "Reason Codes Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

If you select the Use Same Reason code field, the system uses the reason code again during subsequent saves. For example, while you are working on a contract with numerous changes, you save multiple times. Instead of having this page appear each time that you save, the system uses the current reason code when you save the contract and includes the code with the change history.

The system requires a reason code and comments if the Reason Code Required and Comments Required check boxes are selected on the Contract and Supplier Rebate Controls page.

See [Contract and Supplier Rebate Controls Page](#).

Amount Summary

Released amounts are not version controlled. The released amounts displayed reflect current released amounts to date on all contract versions.

Maximum Amount	Enter a total amount that this contract should not exceed. The total released amount of all lines and the total amount for all category lines plus the amount released for open items must not exceed this amount. This value is expressed in the contract header currency.
Line Item Released Amount	Displays the sum of released amounts for all contract line items on the contract. The amount is expressed in the contract header currency.
Category Released Amount	Displays the sum of released amounts for all contract category lines on the contract which is expressed in the contract header currency.
Open Item Amount Released	Displays the amount that is released for open items in an open item contract which is expressed in the contract header currency. This amount is updated during the PO Calculations process or online purchase order creation when the purchase order is linked to the contract using the open item reference.
Total Released Amount	Displays the amount that has been released for this contract, including the line item, category, and open item amounts. The value is expressed in the contract header currency.

Remaining Amount

Displays the amount remaining on this contract: (maximum amount – total released amount = remaining amount). This amount is expressed in the contract header currency. This amount appears only if the maximum amount is greater than zero.

Remaining Percent

Displays the percentage of the amount that has been released for this contract.

Order Contract Options

The field values in this group box apply to General, Purchase Order, Recurring PO Voucher, and Release to Single PO Only contracts only.

Allow Multicurrency PO (allow multicurrency purchase order)

Select to indicate that the purchase order that you create to satisfy the contract can be in a currency other than the one that is specified on this supplier contract. If so, the currencies from the contract are converted to the currency of the purchase order.

Corporate Contract

Select if you want this contract to apply to all business units within the specified SetID. If you do not select this option, you must enter a list of valid business units for this contract on the PO Defaults page. At the time of release, the release business unit must be defined on the Contract Defaults page. This option is selected by default for order contracts. This option does not apply to voucher contracts.

The system supplies the business unit of the purchase order that is associated with the contract. The field value cannot be changed. You cannot insert additional business-unit default rows.

Lock Chartfields

Select to prevent changes to purchase order ChartFields at the purchase order distribution level that are released from this contract. When this check box is selected, you cannot manually reference this contract on requisitions and purchase order lines. Purchase orders that reference contracts with the Lock Chartfields check box selected must be created as releases from the contract or created by copying the contract

The following rules also apply to this option:

- Transactions undergoing the PO Calculation process do not pick this contract.
- When the Lock Chartfields check box is selected, you cannot add a schedule or a distribution to the purchase order for a line that was directly released from a contract.

Note: This option is enabled only when the Commitment Control feature is used.

Allow Open Item Reference

Select to enable items that are not specified on the contract to be purchased against it. Whether you're defining an open or fixed-item contract, this check box enables you to reference the contract for any requisition and purchase order item that is ordered from this supplier within the terms and limits of this contract. This check box also enables you to add open-item price adjustments to the contract. This check box is available only for PO and General contract process options with purchase order releases.

If you do not select the Allow Open Item Reference check box, you must enter at least one contract line item or category line before you can save the contract.

Requisitions, the PO Calculations process, and online purchase orders can use the Allow Open Item Reference check box.

If a contract is set up for open item reference, you can select a contract ID on a requisition without specifying a contract line or category number, regardless of whether the requisition line contains an item ID or an ad hoc item (description-only). This functionality is also available for online purchase orders.

Adjust Supplier Pricing First

If you're defining price adjustments for open items and supplier adjustments also apply, you can specify which adjustments the system applies first. To apply supplier adjustments before the contract adjustments, select this check box. If you do not select this check box, the system applies supplier adjustments after the contract adjustments. This option applies only if the calculation type is Increment Adjustments.

Note: If both a supplier adjustment and contract adjustment exists with the same sequence number and different calculation methods (Increment Adjustments or Sum All Adjustments), then the system uses the calculation method from the last adjustment.

Price Can Be Changed on Order

Select if you want the capability to change the system-calculated prices on purchase orders for this contract. This field setting applies only to open items that are referenced on a purchase order. If you do not select this check box, the price fields on the purchase order are unavailable for entry.

Must Use Contract Rate Date

Select to have any purchase orders that are created against this contract use the rate date on this contract for currency conversions. This check box becomes available for selection if you select the Allow Multicurrency PO check box.

Auto Default

Select to make this contract available to automatically supply a purchasing requisition and purchase order transaction.

This check box is selected by default. If you deselect the check box, requesters and buyers must manually select the contract on transactions, rather than have the system find them automatically.

In addition, the business unit setup must enable automatically supplying a contract to a requisition, purchase order, or both.

Select the Default Contract on Req and Default Contract on PO check boxes to enable the automatic default. The system searches for and ensures that the current, approved contract is selected for use with the transaction.

The contract process option must be purchase order, general, or release-to-single PO only and the supplier on the contract must match the supplier on the transaction.

Note: Although you select the Auto Default check box, the contract will not be supplied by default on a transactional requisition or purchase order unless the corresponding business unit flag for defaults is also selected.

See "Understanding How to Apply Procurement Contract Prices to Transactions (*PeopleSoft FSCM 9.2: Purchasing*)".

Rate Date

If you select the Must Use Contract Rate Date check box, enter the rate date that you want to use. The rate date is the date that the system uses to determine the correct currency conversion rate to use on the purchase orders that are created to satisfy the contract. The default value for this field is the current system date.

Dispatch Method

Select the dispatch method for this contract. Values are *Email*, *Fax*, *Phone*, and *Print*. This value appears by default from the default supplier location. The system displays this field when you are using a PeopleSoft Supplier Contract Management contract.

PO Defaults (purchase order defaults)

Click to access the PO Defaults page, where you can set default information for order contracts for each business unit.

Note: Account marked as open-item cannot be used for PO releases.

Add Open Item Price Adjustments

Click to access the Open Item Price Adjustment page, where you can enter price adjustments that apply to items that reference the contract as an open-item contract. This link appears when an open-item price adjustment does not exist on the contract.

Edit Open Item Price Adjustments

Click to access the Open Item Price Adjustment page, where you can maintain price adjustments that apply to items that reference the contract as an open item contract. This link appears instead of the Add Open Item Price Adjustments link when open-item price adjustments exist on the contract.

Price Adjustment Template

Click to access the Template Price Adjustments page to define a set of price adjustments that you can copy to the open item, line item, and category levels.

Voucher Contract Options

The field values in this group box apply to General, Prepaid Voucher, Prepaid Vouchers with Advance PO, Recurring, and Recurring PO Voucher contracts only.

Invoice Number	(Optional) Enter an invoice number that is associated with every voucher in the contract. The invoice number must be no longer than 12 characters. For voucher contracts, the system adds an ID extension consisting of a hyphen and one to three digits to uniquely identify the exploded vouchers. For example, for a contract with four release vouchers, an invoice number of 500 can be calculated as 500–001, 500–002, 500–003, and 500–004.
AP Business Unit (Accounts Payable business unit)	Select the business unit that you want to use for voucher contract refund processing.
Accounting Template	Select the accounting template for offsetting entries of transactions for this contract. Accounting templates are set up on the Accounting Entry Template page.
Payment Terms ID	Select the payment terms that are expected for the vouchers corresponding to any purchase orders or vouchers that are generated from this contract. Payment terms are defined on the Payment Terms pages. This value appears by default from the default supplier location.
Basis Dt Type (basis date type)	Select to determine the date used to calculate the voucher due date and discount due date, if applicable. This is a voucher-related field that is used in combination with payment terms.
	<hr/> <p>Note: If you have specified a specific payment term for the supplier in the Supplier Information component, the Basis Dt Type field displays the default value. Payment terms can also be specified at the business unit level, but they do not appear as default values here because the contract is defined at the SetID level, not the business unit level.</p> <hr/>
Gross Amount	<p>Enter the gross amount for the contract. This is required for voucher contracts and is applicable only to voucher and general contracts. The sum of all contract line amounts, plus miscellaneous charges and voucher contract charges (freight, sales tax, and VAT amount) must equal the gross amount.</p> <p>If you enter the gross amount before you enter a value in the Merch Amt (merchant amount) field, the field is updated with the gross amount.</p> <p>If you change the merchandise amount and insert a new line, the merchandise amount on the new line appears automatically so that the total is equal to the gross amount.</p> <p>For example, if you enter a gross amount of 100.00 USD, this value becomes the default merchandise amount. If you then add 10.00 USD of freight, the merchandise amount is updated to 90.</p>

00 USD. If you then change the merchandise amount to 40.00 USD and add a new line, the merchandise amount on the second line appears automatically as 50.00 USD.

The freight, sales tax, and VAT amounts are allocated on the voucher based on the defaults that are set on the Procurement Acctg Control - General Controls page for the PeopleSoft Payables business unit.

Freight Amount	Enter the freight amount to be included on the voucher.
Sales Tax Amount	Enter the sales tax amount to be included on the voucher.
VAT Amount (value-added tax amount)	Enter the VAT amount to be included on the voucher.
Misc Charge Amount (miscellaneous charge amount)	Displays the miscellaneous charges that are applied to a voucher contract. You define miscellaneous charges on the Voucher Misc. Charges page.
Prepayment Reference	(Optional) Enter a prepayment reference for the contract.
<hr/>	
Note: This field is available only if the Prepaid Voucher or the Prepaid Voucher with Advance PO Contract contract process option is selected.	
<hr/>	
Miscellaneous Charges	Click to access the Voucher Misc. Charges page. Use this page to enter miscellaneous charge and landed cost information for the contract.
Retention	Click to access the Voucher Retention page. Use this page to define retention payments for all lines on a contract. You can set up rules to have the system place a portion of a payment on hold until a certain condition is met.

Advanced PO Information

The following fields are available only if the Prepaid Voucher with Advance PO contract process option is selected.

PO Business Unit (PeopleSoft Purchasing business unit)	Enter the Purchasing business unit that is associated with this contract. A Purchasing business unit is required before you can save this page.
PO ID (purchase order identifier)	Enter the purchase order ID that is associated with this contract.
<hr/>	
Note: This option is available only if the Prepaid Voucher with Advance PO process option is selected and a supplier ID is entered. When this option is selected, the system checks to ensure that this purchase order is not referenced on any other prepaid voucher with advance PO contract. A PO ID is required before you can save this page.	
<hr/>	

Purchase Order Information

The fields in this section are available for Release to Single PO and Recurring PO Vouchers contract process options only.

Buyer

Select the buyer for the purchase order. For these contract process options, you can create a contract without completing the Buyer field. You'll eventually need to complete the Buyer field so that the system can continue to process the purchase order.

See [Differences Between Contract Default Values and PeopleSoft Purchasing](#).

See [Entering Contract Release Information](#).

Contract Items

Use this group box to define information for contract line items. Using the group box, you can search for items to add from a catalog, item search, or contract line search to add to the Lines grid.

See [Creating Contract Line Information](#).

Contract Categories

Use this group box to define information for contract categories.

See [Setting Up Contract Categories](#).

Change Reason Page

Use the Change Reason page (CNTRCT_CHNG_REASON) to define change reasons for contracts.

Navigation

Click the Save button on the Contract page after making a change to a contract.

Reason Code

Select a reason code for the changes that you made to the contract. These codes provide a basis for why a change was made. Reason codes are assigned to reason types. Reason codes that are assigned to the Procurement Contract reason type appear in the list of values. To assign new reason codes, select Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Reason Codes.

Comment

Enter additional details about the change. You can access the current change comment by clicking the Current Change Reason link on the Contract page. You can also set up reusable comments when you define the reason code.

Use Same Reason Code

Select to use the same reason code for future changes to the contract. The code that you define remains as the default value until you deselect the check box.

Supplier Search Page

Use the Supplier Search page (VENDOR_LOOKUP_SEC) to search for suppliers.

If the supplier does not exist in the system, you can use this page to access a page where you can add a supplier. For you to enter supplier information into the system, the user ID must have the proper authorizations selected on the User Preferences - Procurement: Supplier Processing Authority page.

Navigation

Click the Supplier Search link on the Contract page.

You cannot update the supplier if lines have already been released for the contract. After you complete the search criteria, click Search and the system updates the page with suppliers that meet the search criteria. The Search Results grid provides information about the supplier and indicates whether withholding is applicable to the supplier.

Search Criteria

Class	Select the class of suppliers. Options are <i>A</i> (attorney), <i>E</i> (employee), <i>H</i> (HCM [Human Capital Management]), and <i>R</i> (outside party).
Type	Select the type of supplier. Options are <i>ADV</i> (advertising), <i>CNS</i> (consultant), <i>CNT</i> (contractor), <i>ENT</i> (entertainment), <i>FRG</i> (foreign supplier), <i>GVT</i> (government agency), <i>MNR</i> (minority supplier), <i>PR</i> (public relations), <i>TRD</i> (tradesman), <i>TRN</i> (transportation), and <i>TRV</i> (travel related services).
Max Rows (maximum rows)	Enter the maximum number of rows that you want the system to retrieve.
Search	Click to retrieve the suppliers that meet the search criteria.

Header Comments Page

Use the Header Comments page (CNTRCT_CMNTS_SEC) to enter comments for a transaction.

You can enter your own comment, or you can select from predefined standard comments.

Navigation

Click the Add Comments link on the Contract page.

After you enter comments on this page, you must save the contract before the comments are entered into storage for later use with the Header Comments page.

Retrieve Active Comments Only	Select to retrieve only active comments.
	After you inactivate a line using the Inactivate button, save and then reenter the transaction. The line cannot be accessed when this check box is selected. Deselect this check box to retrieve the

inactive comment line in addition to active comment lines. This check box appears only after you save the contract.

Retrieve

Click to retrieve comments. You can retrieve active or inactive comments depending on whether you select the Retrieve Active Comments Only check box. Inactive comments are those that have been inactivated by means of the Inactivate button. If comments already exist, retrieving comments again overrides all comments that may have been added or updated since the last time the contract was saved. This button appears only after you save the contract.

Sort Method

Select the method that you want to use to sort the retrieved comments. Options are:

Comment Time Stamp: Select to sort the comments by the time stamp that the system assigns when comments are created.

Supplier Flag: Select to sort by comments that are flagged for sending to the supplier.

Sort Sequence

Select the order in which you want header comments to appear. Valid values are *Ascending* and *Descending*.

Sort

Click to sort comments according to the selections that you make in the Sort Method and Sort Sequence fields.

Copy Standard Comments

Click to load predefined comments into the comments text box. This link appears only if standard comments have been defined. When you click the link, the system displays the Standard Comments page, where you can select from defined comments to add to the Header Comments page.

Comment Status

Displays whether the comment is in an Active or Inactive status.

Inactivate

Click to inactivate the current comment. The comment is not actually deleted, but is set to an inactive status.

You must deselect the Retrieve Active Comments Only check box to be able to access inactive comments.

If you inactivate a comment, you must click the Retrieve button to select the comment again.

Undo

Select to undo the inactivate action and make the comment active again.

Send to Supplier

Select if you want comments to appear on purchase orders that are dispatched to suppliers. If the comments are for internal use only, leave the check box deselected. The Send to Supplier check box applies to comments in the comment text box only, not to the documents that you attach using the Associated Document fields.

Shown at Receipt	Select if you want comments to appear on receipt documents.
Shown at Voucher	Select if you want comments to appear on vouchers.
Copy to Purchase Order	Select if you want comments to copy over to the purchase order. This check box is available only on contract comments pages.

Associated Document

Use the fields in this group box to attach files to a transaction. You can attach any type of file. The documents that you attach are not transmitted to the supplier with the purchase order.

Attachment	Displays the attachment ID. This field is unavailable for entry because the attachment is automatically assigned.
Attach	Click to attach a document to the comments. When you click this button, the system prompts you to select a file for uploading. Select the file and then click the Upload button.
View	Click to display an attachment that has already been linked to the comments.
Delete	Click to delete an attachment for a comment.
Email	Select if you want to send an email of the attachment with the dispatched documents. Attachments are sent only as part of the purchase order email if the Email check box is selected and the dispatch method is <i>email</i> . The attachment email process requires the system to download the attachment to a temporary directory. The temporary directory is c:\temp by default, but you can modify it using the File Locations page.
Go To Source	<p>If the transaction's comments originated with another transaction, you can click this link to view the originating source transaction. This link is available only if a source is available.</p> <p>For example, if the purchase order is sourced from a requisition containing these comments, you can click this link to view the originating requisition.</p>

Standard Comments Page

Use the Standard Comments page (STD_COMMENTS_PO) to define frequently used comments.

You must have already defined standard comment types on the Standard Comment Type page.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Standard Comments, Standard Comments

Action	Select the action that you want to perform on the standard comments. Options are:
---------------	---

Copy Comment: Select to make standard comments available on the Comments page. You can use the standard comments as they are or modify them. Modifications to the standard comments on the Comments page do not affect the original standard comments. If you select this option, you must also select the standard comment type and comment IDs for the standard comments that you want to use. The text of the selected standard comment appears in the text box at the bottom of the page.

Link to Comment: Select to copy a selected standard comment to the Comments page. You cannot modify or add to the text of the comment if you select this option. You can use this option multiple times to include more than one standard comment. If you select this option, you must also select the standard comment type and comment ID for the standard comment that you want to use. The text of the selected standard comment appears in the text box at the bottom of the page.

Create New Comment: Select to enter a standard comment for an existing or new comment ID within an existing standard comment type. The comment that you enter becomes a new standard comment available in the standard comment table, and it is carried over to the transaction.

Comment Type

Select a standard comment type code. Standard comment types are defined on the Std Comm Type (standard comment type) page.

Comment ID

Enter a standard comment ID. Different IDs are available depending on the selected standard comment type. These comment IDs are defined on the Standard Comments page.

Related Links

[Header Comments Page](#)

[Setting Up Standard Comments](#)

Thresholds & Notifications Page

Use the Thresholds & Notifications page (CNTRCT_NOTIFY_SEC) to set the number of days before expiration to notify the buyer.

Send notification that the contract maximum is exceeded and specify which buyer to notify. The information that is entered here is used as a business process that is set up with PeopleTools Workflow to route notifications to buyers when the contract limits have been met. This page can be used with general contracts, purchase order contracts, and recurring vouchers.

Navigation

Click the Thresholds & Notifications link on the Contract page.

Image: Thresholds & Notifications page (1 of 2)

This example illustrates the fields and controls on the Thresholds & Notifications page (1 of 2). You can find definitions for the fields and controls later on this page.

Contract Entry

Thresholds & Notifications

☐ Send Date/Amount Notification
 ☐ Send Threshold Notification

[Expand All](#)
[Collapse All](#)

Date Notification
 Notify User when contract is within specified days of Expire Date.
 Expire Date 06/30/2015 Notify Days Before Expires
 Expiration Notification Date
 Notify User when contract is within specified days of Renewal Date.
 Renewal Date Notify Days Before Renewal
 Renewal Notification Date

Maximum Amount Notification
 Notify User when the total contract released amount is either within the specified amount , or within the specified percentage, of the maximum contract amount.
 Amount Less than Maximum USD
 Percent Less than Maximum
 Notification Amount

Spend Threshold Notification
 Notify User when the released amount exceeds the threshold.
 Threshold Notification Amount 0.00 USD

Image: Thresholds & Notifications page (2 of 2)

This example illustrates the fields and controls on the Thresholds & Notifications page (2 of 2). You can find definitions for the fields and controls later on this page.

Notification Assignments
[Personalize](#) | [Find](#) | [View All](#) | |
First 1 of 1 Last

	Notification Type	User ID	User Description	Email Address
1	<input type="text"/>	<input type="text"/>		

Amount Summary

Maximum Amount	1,000,000.00	USD
Total Line Released Amount	27,500.00	
Total Category Released Amount	0.00	
Open Item Released Amount	0.00	
Total Released Amount	27,500.00	
Remaining Amount	972,500.00	
Remaining Percent	97.25	

The information that you enter in the Thresholds & Notifications page is used to trigger PeopleSoft Workflow notifications when the contract is about to expire or run out of money. The Thresholds &

Notifications page can be used with general contracts, purchase order contracts, and recurring vouchers. Notifications are a standard PeopleSoft workflow event that is triggered through the application engine program. In addition to the worklist, the system can send email notifications. Email notifications are triggered by the same conditions as workflow notifications. The decision to create a worklist, send an email, or do both depends on the user-profile and workflow-routing preferences.

A spend threshold is a specific monetary amount for a contract or contract item. Using the Spend Threshold feature, you can define the threshold and then notify users when spending on a contract crosses the threshold amount. In addition, you establish notifications to interested parties and buyers when spend thresholds have been reached.

Send Date/Amount Notification

Select this check box to notify the identified buyer when a contract expires or reaches the maximum amount on the contract.

Send Threshold Notification

Select this check box to notify users when a contract reaches or exceeds the spend threshold. After you enable notifications, you can define their controls on this page. This check box is available only if PeopleSoft Supplier Contract Management has been installed.

Date Notification

Use this section to define dates for notifications. After you save the entries, the system calculates the actual expiry, renewal, and approval dates.

Expire Date

This field appears by default from the Contract page, or you can enter the expiration date on this page and the system will update the expire date on the Contract page.

Notify Days Before Expires

Enter the number of days before a contract expires that you want the system to notify users.

Expiration Notification Date

Based on the values that you define, the system determines and displays the expiration notification date. When a contract reaches this notification date, the system notifies users through workflow or email that the contract is about to expire.

Renewal Date

This field appears by default from the Contract page, or if the contract is in an Open status, you can enter the renewal date on this page and the system will update the date on the Contract page.

Notify Days Before Renewal

Enter the number of days before a contract needs to be renewed that you want the system to notify users.

Renewal Notification Date

Based on values that you define, the system determines and displays the renewal notification date. When a contract reaches this notification date, the system notifies defined users through workflow or email that the contract needs to be renewed.

Approval Due Date

This field appears by default from the Contract page. If the contract is in an Open status and you open a Draft version of the

contract, you can enter the approval due date on this page and the system updates the date on the Contract page.

Notify Days Before Approval

Enter the number of days before a contract needs to be approved that you want the system to notify users.

Approval Notification Date

Based on values that you define, the system determines and displays the approval notification date. When a contract reaches this notification date, the system notifies users through workflow or email that the contract needs to be approved.

Maximum Amount Notification

Amount Less than Maximum or Percent Less than Maximum

Enter the amount or percent below the contract maximum amount for which you want the system to notify users that the contract is about to reach its maximum amount.

Notification Amount

The system determines and displays the notification amount. When a contract reaches this notification amount, the system notifies users that the contract is about to exceed the maximum limit amount. The system sends a workflow or email notification.

Spend Threshold Notification

Use this section to enter the amount at which the system sends a notification to users that the contract amount has reached or exceeded the spend threshold. The system totals the individual line item, category, and open item amounts to arrive at the total amount for the contract. The buyer is notified only once when this threshold is reached. The grid is available only when Supplier Contract Management is installed.

See "Setting Up Spend Thresholds and Running Contract Alert Workflows for Purchasing Contracts (*PeopleSoft FSCM 9.2: Supplier Contract Management*)".

Amount Summary

This section displays the same information as the Amount Summary section on the Contract page. When the contract is in an Open status, you can update the Maximum Amount field.

Notification Assignments

Use this section to define multiple users to notify when a contract reaches certain thresholds and milestones. If you selected the Date/Amount Notification check box, you must define at least one user to be notified when the contract has reached its maximum amount, the draft is due, the contract is expiring, or it needs renewal. If you selected the Spend Threshold check box, you must define at least one user using the spend threshold notification type. You cannot enter the same notification type and user combination more than once.

You can enter a notification type when the corresponding notification instruction doesn't exist. For example, you can define a user for the Draft notification type even if you don't specify the number of draft days in the Notify Days Before Approval field. The batch process uses this notification if later you enter the number of draft days and that time has been reached.

Notification Type

Select the notification type for which you want to notify a user.

Draft Due: Select to notify a user when the approval of a contract draft is due.

Expiry: Select to notify a user when a contract is nearing its expiration date.

Max Amt (maximum amount): Select to notify a user when the contract is nearing the maximum amount defined for the contract.

Renew: Select to notify a user when a contract is ready for renewal.

Spend: Select to notify a user when the spend threshold for a contract has reached the amount that appears in the Threshold Notification Amount field. This value does not appear if PeopleSoft Supplier Contract Management is not installed.

User ID

Select the user to whom you want to send notifications. The system also populates the User Description and Email Address fields for the user.

Note: Before creating a notification, the system checks worklist and creates a new notification only if one does not already exist.

Related Links

"Issuing Contract Expiration and Exceeding Maximum Workflow Notifications (*PeopleSoft FSCM 9.2: Purchasing*)"

[Contract Page](#)

Contract History Page

Use the Contract History page (CNTRCT_CH_HDR) to view contract changes.

Navigation

- Procurement Contracts, Review Contract Information, Contract Change History
- Click the View Changes link on the Contract page.

Note: This link accesses the Contract History page and is described in the Viewing Change History section.

Related Links

[Viewing Contract Change History](#)

PO Defaults Page

Use the PO Defaults (purchase order defaults) page (CNTRCT_DFLT1_SEC) to set default information for order contracts for each business unit.

If no other defaults appear in the default hierarchy, the information that you set up on this page appears by default in each release schedule that you define for the specified combination of order contract and business unit. This page applies to order contract releases only.

Navigation

Click the PO Defaults link on the Contract page.

Image: PO Defaults page

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

The screenshot displays the 'Contract Defaults by BU' page for 'Contract Entry'. The page is titled 'PO Defaults' and shows contract details: SetID SHARE, Contract ID 00000000000000000000000045, Version 1, and Supplier ID SCM0000002. The 'Header' section includes fields for Business Unit (US001), Supp Loc (MAIN), Buyer (VP1), Origin (POS), Currency (USD), Payment Terms ID (30), Billing Location (US001), and Tax Exempt status. A 'Copy from BU Defaults' button is also present. The 'Shipping Information' section includes Ship To (US001), Location (US001), IN Unit, Freight Terms (DES), Ship Via, Charge By (Quantity), AM Business Unit, Profile ID, Cost Type, Ultimate Use Code, and Where Performed. The 'Distributions' section shows a table with columns: *GL Unit, Account, Alt Acct, Oper Unit, Fund, Dept, Program, Class, Bud Ref, and Produc. The first row contains US001, 132010, and several empty fields. Navigation controls like 'Find', 'View All', and 'Personalize' are visible at the bottom of the distributions table.

If the Corporate Contract option is selected on the Contract page, this page is optional. If the option is not selected, setting up business units on this page is required, and you can create order releases only for these business units.

If a contract originates from an RFQ, this information appears by default when the contract is created from the RFQ.

If the contract originates from a requisition, you cannot delete the business unit row or change the business unit.

Note: Specification of default values on this page for related purchase order contracts affects only contracts with a contract processing option of General Contract, Purchase Order, Recurring PO Voucher, or Release to a Single PO.

Although default values appear from the purchasing default hierarchy, you can override those values on the Contract Entry component.

Header

Business Unit	Select the business unit to which the defaults apply.
Supplier Loc (supplier location)	Select the supplier location for the address that appears on the purchase order for the supplier.
Buyer	Select the buyer to be assigned to the purchase order releases against the contract.
Currency	Select the currency and exchange rate type. These values appear by default from the selected business unit.
Payment Terms ID	Select the payment terms that are expected for the vouchers corresponding to any purchase orders or vouchers that are generated from this contract.

Shipping Information

Ship To	Select the shipping location that you're defining for the item. Ship-to location codes are established on the Ship To Locations page.
IN Unit (PeopleSoft Inventory business unit)	Select a default PeopleSoft Inventory business unit for which you are purchasing the items.
Freight Terms	Select the freight terms code for the SetID. Values are defined on the Freight Terms page.
IN Unit (inventory unit)	Select a default PeopleSoft Inventory business unit for which you are purchasing the items.
Charge By	Select to charge by amount or quantity. You can charge only by amount for amount-only contract lines.
Ultimate Use Code	Enter an ultimate use code to override the default tax rate for a location. In most cases, sales tax is computed as a use tax based on the tax code that is applicable to the ship to or usage destination. However, the way that merchandise is ultimately used can also affect the tax rate within the same ship to or usage destination.
Where Performed	Select the default location where a service is physically performed most often. Options are <i>Buyer's Location</i> , <i>Ship From Location</i> , <i>Ship To Location</i> , and <i>Supplier's Location</i> .

Additional Link

Add Comments

Click to access the Release Comments page. Use this page to view and enter release comments for the order contract.

Related Links

[Differences Between Contract Default Values and PeopleSoft Purchasing](#)

[Creating Contract Headers](#)

"Understanding PeopleSoft ChartFields (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Release Comments Page

Use the Release Comments page (CNTRCT_DFL_COM_SEC) to view and enter release comments for the order contract.

Navigation

Click the Add Comments link on the PO Defaults page.

Enter free-form text information about this release. These comments are used as release reminders and remain with the contract. They do not carry over to the purchase order. You can review and modify these comments on the Review Staged Releases page.

Related Links

[Review Staged Releases Page](#)

Open Item Price Adjustments Page

Use the Open Item Price Adjustments page (CNTRCT_PRC_ADJ_SEC) to enter price adjustments that apply to items that reference the contract as an open item contract.

The Add Open Item Price Adjustments link becomes available only if the Allow Open Item Reference check box is selected on the Contract page. Open item references are applicable to Purchase Order and General contracts with purchase order releases only.

Navigation

Click the Add Open Item Price Adjustments link on the Contract page.

Image: Open Item Price Adjustments page

This example illustrates the fields and controls on the Open Item Price Adjustments page. You can find definitions for the fields and controls later on this page.

Contract Price Adjustments

Contract Entry

Open Item Price Adjustments

SetID: SHARE Contract ID: 00000000000000000000000045 Version: 1

Price Adjustments Find | View All First 1 of 1 Last

Effective Date: 03/02/2013 Status: Active Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

Criteria	Method	Restrictions
Sequence: 1 Supp Loc	<input type="checkbox"/> General Adjustment <input type="checkbox"/> Match Shipto Ship To	<input type="checkbox"/> Hard Price <input type="checkbox"/> Ignore If Other Adjustments <input type="checkbox"/> Stop Price Calculation Here

Adjustment Detail Personalize | Find | View All | [Print] [Export] First 1 of 1 Last

Method	Percentage
Percentage	

You use the Open Item Price Adjustments page to maintain price adjustments for open item contracts. The Allow Open Item Reference check box must be selected for you to view this page. Price adjustments that you enter will apply to requisition or purchase order lines that use the open item contract reference. This means that no contract line or category number reference exists.

Header information on this page displays the setID, contract ID, and version and line numbers if they apply to the contract.

Price Adjustments

Effective Date

Select the date on which price adjustments are effective for this contract. The system uses the calculation method for the effective date to process price rules and adjustment details. You can create a template for only one effective date at a time and can apply item price adjustments into the future by adding a template with a future effective date.

Status

Select an open item adjustment status. Values include:

Active: Select to make the adjustment value active. As long as the adjustment is within the effective date, the system applies the open item price adjustments.

Inactive: Select to make the adjustment values inactive. This means that the system does not apply the adjustments even when they are within the effective date.

Calculation Method

Select the method that the system uses to calculate adjustments. Options are:

Increment Adjustments: Each valid adjustment is made against the current (base or adjusted) price. For example, if you have a base price of 100 USD and two percentage adjustments (price rules) of 10 percent each, then the first adjustment is deducted from the base price of 100 USD, for a current adjusted price of 90 USD. The second adjustment of 10 percent is deducted from 90 USD for a final adjustment price of 81 USD.

Sum All Adjustments: Adjustments are summed and made against the original base price. For example, if you have a base price of 100 USD and two percentage adjustments of 10 percent each, the system takes the total adjustment of 20 percent and deducts it from the base price of 100 USD for a final adjusted price of 80 USD.

Price Rule

Price rules enable you to set pricing criteria and define the adjustment method, restrictions, and details. These values are processed according to how you define the calculation method.

Sequence

Enter the sequence number for the ascending sequence that the system follows when applying price adjustments. The order is in an ascending sequence. The sequence distinction is important if percentage adjustments exist. The amount that the percentage represents can vary depending on the order in which the adjustments are applied. You cannot change the sequence number of system-calculated adjustments for the base price.

Supplier Loc (supplier location)

Displays the supplier price location to use for pricing on this contract line.

Currency

Displays the supplier currency that appears by default from the Contract page. The default value for the field is the business unit currency.

General Adjustment

Select if this is a general or normal adjustment that is not used as a unit of measure or ship to adjustment. When you select General Adjustment, the Match Shipto and Ship to check boxes become unavailable for entry.

Note: You must select either the General Adjustment or Match Shipto method.

Match Shipto

Select if this adjustment is based on the ship to ID. For example, if the supplier gives you an additional 5 percent discount if you

purchase items within your own state, you could define a price adjustment for each ship to location within your state.

Ship To

Select a ship to ID for which the adjustment is to be applied. This field becomes available for entry if you select the Match Ship check box.

For the ship to adjustment to be applied by the system, the ship to ID that you enter here and the ship to ID on the purchase order must match. All ship to IDs are available. This field is required when the Match Shipto check box is selected.

Hard Price

Select to have the system apply the price resulting from an adjustment regardless of any other adjustments it finds.

Ignore If Other Adjustments

Select this adjustment restriction to create a price adjustment scenario in which the system ignores this price adjustment if the contract qualifies for another adjustment. If another adjustment does not apply, this adjustment will apply even if the Ignore If Other Adjustments check box is selected.

Stop Price Calculation Here

Select to have the adjustment that you defined set a final price. If the check box is selected, the system does not calculate any further adjustments.

Adjustment Details

Only one detail row can exist for open-item price adjustments.

Method

Open items can be adjusted by percentage only. Percentages can be either positive or negative. A negative adjustment means that the price or schedule value is reduced by the adjustment, that is, a discount is applied. A positive adjustment means that the price or schedule value is increased by the adjustment, that is, a surcharge is applied.

Adjust Percentage (adjustment percentage)

Enter the percentage of the adjustment.

Related Links

[Contract Page](#)

[Contract Page](#)

Template Price Adjustments Page

Use the Template Price Adjustments page (CNTRCT_PRC_ADJ_SEC) to define price adjustment templates.

Navigation

Click the Price Adjustment Template link on the Contract page.

You use the Template Price Adjustments page to define a set of standard price adjustments that you can copy to the contract line item, open item, and category levels. Price adjustment templates are available only for contracts with Purchase Order, General, and Release-to-Single PO Only processing options. The contract must be in an Open status for you to make updates to the template and you must be in Correct History mode to make changes.

You use the Copy Template Actions group box to copy a template to the line, category, and open-item levels. The system does not copy an adjustment to a lower-level record if an adjustment already exists for the same effective date. After you copy the template, you can review the price adjustments at the lower levels and modify them as necessary. Later, if you add new lines or categories to the contract, the template is not applied to them unless you use this page to copy the template again.

The system records changes that you make to the template in the template's change history. Fields for defining price adjustment templates are similar to those for defining open-item price adjustment templates.

See [Open Item Price Adjustments Page](#).

Adjustment Details

Method

Displays the percent method that the system uses to process the price adjustment. The system makes the adjustment to either the base price or calculated price. The Percentage field appears with this method. Percent adjustments can be either positive (surcharge) or negative (discount).

Percentage

Enter an adjustment percentage. The system applies the value for the adjustment method to arrive at a final adjusted price.

Amount

Enter an adjustment amount. The system applies the value for the adjustment method to arrive at a final adjusted price.

Copy Template Actions

Use this section to copy the values that you enter for the header price adjustment template to the open item, category, and line levels for this contract. When you click the Copy Template button, the system validates that you can apply the rules and adjustments to the selected open item, categories, and contract line items. You can select any or all of the check boxes.

In applying the adjustments, the system checks for effective date conflicts. Template adjustments do not replace existing price adjustments that have the same effective date. You can change the effective date for the template or update the individual price adjustment on those records with the same effective dates.

You can define a sequence of price adjustments that enable you to apply price adjustments across the life of a contract for its lower-level open items, categories, and contract lines. Suppose that you have a contract with three contract lines that have three different effective dates. The current price adjustment template has an effective date of 10/01/2009.

<i>Sequence Line and Effective Date</i>	<i>System Action</i>
Line 1 - 09/01/2009	The system copies the template to the line item price adjustments.

Sequence Line and Effective Date	System Action
Line 2 - 10/01/2009	The system does not copy the template and issues a general warning message about the lines that are in conflict. The effective date is already in use.
Line 3 - 11/01/2009	The system copies the template to the line item price adjustments.

Copy to Open Items

Select to copy the price adjustments defined for this template to the Open Item Price Adjustments page for this contract. The system applies the values when you click the Copy Template button.

Copy to Categories

Select to copy the price adjustments defined for this template to the Price Adjustments for Category Line page for this contract. The system applies the values when you click the Copy Template button.

Copy to Line Items

Select to copy the price adjustments defined for this template to the Line Item Adjustments page for this contract. The system applies the values when you click the Copy Template button.

Copy Template

Click to copy the values defined for this price template to price adjustment pages for the selected copy locations defined by the check boxes. When you copy the template, the system saves the template and then verifies and applies the template to each of the selected template copy locations. The system prevents the replacement of templates with duplicate effective dates.

Voucher Misc. Charges Page

Use the Voucher Misc. Charges (voucher miscellaneous charges) page (CNTRCT_HDRMISC_SEC) to enter miscellaneous charge and landed cost information for the contract.

Navigation

Click the Miscellaneous Charges link on the Contract page.

Details**Prorate**

Indicates whether the miscellaneous charge is prorated. This information appears by default from the Misc Charge/Landed Cost Defn page and cannot be changed here.

Misc Chg (miscellaneous charge)

Select a miscellaneous charge code that is defined on the Misc Charge/Landed Cost Defn page.

Charge Amount

Enter the amount of the miscellaneous charge.

Related Links

[Defining Miscellaneous Charges and Landed Costs](#)

[Defining Miscellaneous Charge and Landed Cost Templates](#)

Voucher Retention Page

Use the Voucher Retention page (CNTRCT_HDR_RET_SEC) to define retention payments for all lines on a contract.

You can set up rules to have the system place a portion of a payment on hold until a certain condition is met.

Navigation

Click the Retention link on the Contract page.

When a voucher is created from a contract with retention rules defined, the payment amount is split on the voucher. The retained amount is placed on hold, while the remainder is scheduled for payment by the PeopleSoft Payables Batch Voucher process. The retained amount must be released through the Voucher Payments page. The scheduled date is the same for both payments based upon the payment terms.

Retention

Select the type of retention for the contract. The system calculates retention based on the total released amount. For example, if line 1 is for 30.00 USD, line 2 is for 50.00 USD, and line 3 is for 10.00 USD, the retention is based on 90.00 USD. If the retention is 10 percent, the retention amount is 9.00 USD.

Options are:

No Retention: No amount or percentage is retained for the contract.

Retain on Each Payment: An amount or percentage is retained for every payment.

Retain on First Payment: An amount or percentage is retained for the first payment only.

Retain on Last Payment: An amount or percentage is retained for the last payment only.

When you are applying retention to milestone releases, the retention applies to each milestone. For example, if you select *Retain on First Payment* and you have specified four milestones for the line, retention is applied only to the first milestone line.

Retention Amount and Retention Percentage

Select to retain by either amount or percentage, and enter an amount or percentage value.

Include Item Specifications Page

Navigation

Click the Line Comments button on the Contract page; then click the Copy Item Specs link on the Comments page

Note: This page is available only from the Line Comments page.

Action	<p>Select the action that you want to perform on the standard item specification. Options are:</p> <p><i>Copy Comment:</i> Select this value and the Sel (select) check box to make selected item specifications available on the Line Comments page. On the Line Comments page, you can use the item specifications as they appear, or you can modify them. Modifications to the item specifications on the Line Comments page do not affect the original item specifications.</p> <p><i>Link to Comment:</i> Select this value and the Sel check box to copy the selected item specifications to the Line Comments page. If you select this option, you cannot modify or add to the specifications text on the Line Comments page.</p>
Select	Select to include the associated item specifications on the Line Comments page.
Send to Supplier	This setting appears by default from the Item Specification page. If this check box is selected, when you move the item specifications to the Line Comments page, the Send to Supplier check box on the Line Comments page is automatically selected and the item specifications can be sent to the supplier.

Related Links

[Header Comments Page](#)

"Item Specifications Page (*PeopleSoft FSCM 9.2: Purchasing*)"

Dispatch Options Page

Use the Dispatch Options page (DISPATCH_OPTIONS) to enter dispatch options for the contract and to dispatch a contract to the supplier.

For this page to be available, the contract must be saved, it must have the status Approved, and it must be an order contract. Dispatching applies only to order contracts.

Navigation

Click the Dispatch button on the Contract page.

Fax Cover Page This field is unavailable for entry for contracts.

Server Name	Select the name of the server on which you want the print request to be processed.
Output Destination Type	Select the destination to which you want the transaction document dispatched. Options include <i>PRINTER</i> , <i>WEB</i> , and <i>FILE</i> .
Output Destination Format	Select the appropriate format for the dispatched file based on how you plan to send the file to the supplier.
Test Dispatch	Select to perform a test dispatch without actually dispatching the document to the supplier. The word <i>Unauthorized</i> is printed at the bottom of the transaction document.
Print Duplicate on PO (print duplicate on purchase order)	Select if you want to print <i>Duplicate</i> on the transaction document.
Print Copy	Select to print a copy of the dispatched document.

Supplier Contact Information Page

Use the Supplier Contact Information page (CNTRCT_CNTCTPHNSEC) to view contact information for the supplier on this contract.

This page is available only if you have set up contact information in the Supplier Information component and you have selected the contact on the contract.

Navigation

Click the Primary Contact Info (primary contact information) link on the Contract page.

If a contact is specified and an address is associated with the contact, this page displays the contact address information.

If no contact is specified or no address is associated with the contact, the address appears automatically from the default supplier location.

Related Links

[Entering Supplier Contact Information](#)

Creating Contract Line Information

This section discusses how to:

- Search for contract lines.
- Enter contract line information.
- Enter contract line details.
- Access item descriptions.

- Enter voucher line tax information.
- Define contract milestones.
- Enter contract voucher distributions.
- Enter contract purchase-order distributions.
- Enter contract purchase-order line price adjustments.
- View catalog category hierarchies.
- Search for item categories.
- Order items by catalog.
- View item details.
- View qualifying item suppliers.
- Define item aliases.
- Search for items.

Pages Used to Create Contract Line Information

Page Name	Definition Name	Navigation	Usage
Contract	CNTRCT_HDR	Procurement Contracts, Add/ Update Contracts, Contract	Enter line and item information for the contract. If you have PeopleSoft Services Procurement installed, the contract line can also be a services procurement role type.
Item Description	CNTRCT_ITEM_DESCR	Click the Description button or item name link on the Contract page. The item name link consists of the first 30 characters of the item's base language description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
Order By Catalog	ORD_BY_ITEM_CAT	Click the Catalog link on the Contract page.	Search for and select items to order from a catalog.
Item Details	ITM_CAT_DETAIL	Click the Item Details link on the Order By Catalog page.	View catalog item details.
Item Supplier Priority	ITM_CAT_VNDR	Click the Item Supplier link on the Order By Catalog page.	View qualifying suppliers that are preapproved to provide selected items.

Page Name	Definition Name	Navigation	Usage
Set Item Alias	ITM_ALIAS	Click the Alias link on the Order By Catalog page.	Set up an alias for the selected item so that you don't need the supplier's ID or description each time you order the part. These aliases are stored according to user ID so that each user can have a different alias for the same item.
Item Search Criteria	ITEM_SEARCH_SP	<ul style="list-style-type: none"> Click the Item Search link that is located in the line area of the Contract page. Click the Items button that is located in the line area of the Contract page. 	Search for items.
Item Supplier Priority	ITM_VNDR_PRTY_HC	Click the Item Supplier Priority link on the Item Search Criteria page.	View qualifying suppliers that are preapproved to provide selected items.
Details for Line	CNTRCT_PRC_UOM_SEC	line details buttonClick the Line Details button on the Contract page.	View details for the contract line.
Comments for Line	CNTRCT_CMNTS_SEC	line comments button commentsbuttons used forClick the Line Comments button on the Contract page.	View and enter line comments for the contract.
Include Item Specifications	PO_ITEM_SPEX	Click the Copy Item Specs (copy item specifications) link on the Comments for Line page.	Include standard item specifications as they appear, or modify them to meet the requirements of the transaction comment. The item for which you are viewing comments must be associated with item specifications on the Item Specifications page.
Price Adjustments for Item Line	CNTRCT_PRC_ADJ_SEC	price adjustments buttonClick the Price Adjustments button on the Contract page.	Enter price adjustments for fixed items that apply only to the specific line item. You can use this page for order releases only.

Page Name	Definition Name	Navigation	Usage
PO Distributions for Line (purchase order distributions for line)	CNTRCT_DSTRBPO_SEC	PO distribution buttonClick the PO Distribution Details button on the Contract page.	Enter contract line-level distribution defaults. This enables you to maintain unique sets of purchase order distribution defaults for each business unit. You can use the distribution entries as default values during the contract release process, based on the affected purchasing business unit.
Voucher Tax Info for Line (voucher tax information for line)	CNTRCT_LN_VAT_SEC	voucher tax info buttonClick the Voucher Tax Info button that is located in the line area of the Contract page.	Set sales and use tax options for a contract line.
Voucher Distribution Information for Line	CNTRCT_DSTRB_SEC	voucher distribution buttonClick the Voucher Distrib button that is located in the line area of the Contract page.	Set up one or more distribution lines for each contract line. When a contract line is released to a voucher, the distribution lines are copied to the voucher line. You can use this page for voucher releases only.
Contract Item Line Agreement Assignments	CS_AGREE_CLN	Click the Contract Line Agreement button on the Contract page.	View and maintain contract line agreements. The button is available when you are using PeopleSoft Supplier Contract Management.
Milestones for Line	CNTRCT_MILESTN_SEC	milestone buttonClick the Milestones button that is located in the line area of the Contract page. This button is located on the Order by Amount tab.	Divide a voucher or order contract line into milestones and set up rules for the milestones. This page is available for lines that are defined as <i>Amount Only</i> . In addition, you must have entered a merchandise amount for the selected line.
Milestone Line Description	CNTRCT_DESCR_MLSTN	description buttonClick the Description button on the Milestones for Line page.	Enter and view descriptions of milestone lines.
View Catalog Hierarchy	CAT_PARENTAGE_SEC	Click the View Category Hierarchy link on the Contract page.	View information about where a category resides in the entire catalog tree hierarchy.
Category Search	CAT_SEARCH_SEC	Click the Category Search link on the Contract page.	Search for and select an appropriate category ID for the item when entering an ad hoc item. You search for the category ID using a category hierarchy tree.

Searching for Contract Lines

Use the Contract page (CNTRCT_HDR) to enter line and item information for the contract.

Navigation

Procurement Contracts, Add/Update Contracts, Contract

Image: Contract page

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

[illegible]

When you are working with a large contract that contains many lines, this search page provides better control and flexibility over which lines the system retrieves from the contract. The Search for Contract Lines box automatically appears on the Contract page when the number of rows on a contract exceeds the maximum number of rows predefined value. This value is determined by the number entered in the Contract field for Purchasing installation options.

You can retrieve lines by item, description, line number ranges, or any of the other parameters on the page. Each time you enter new criteria and click the Search button, the system appends the additional results to the Search Results grid. Select the lines in the search results that you want to work with and click the Search button to load the lines into the contract page.

Note: Instead of searching for selected contract lines, you can click the Load All Contract Lines link to load all contract lines associated with the contract. This link appears next to the Search for Contract Lines link before you perform a search. You can use the link instead of performing the search. If the Warn Before Autosaving check box has been selected in a previous search, the system displays a message indicating that the load action will force a system save.

From Line and To Line

Enter a single line for both fields to retrieve one contract line item. Enter a range of line numbers to retrieve multiple lines with the from line being the lowest number.

Item ID

Select a single item ID on which to base a contract line search.

Category ID

Select a category ID on which to base a contract line search.

When you click the Look Up Category button, the system provides a list of values that contains all of the categories associated with the contract. When you select the category, the search results provide all contract lines for that category.

Description

Enter an item description on which to base the search. This field is case-sensitive.

Manufacturer ID, Supplier Item ID, Mfg Item ID (manufacturer item ID), Supplier Catalog and Group ID

Select one of these options on which to base a search. You can select multiple options to reduce the results. For example, you can select a supplier item ID on which to base a contract line search. All contract lines that contain the supplier item ID and that meet other search criteria you enter are returned in the search results.

Search

Click to search for items that meet the search criteria. If you do not enter criteria, the system returns all contract lines associated with the contract. The system determines the number of lines returned in the search results based on the Maximum Rows to Retrieve For grid in the installation options for the product or functional area within the product.

Note: *Chunking* is a process in which the system places a small subset of transaction lines in a buffer. Sample data delivered with PeopleSoft Purchasing sets chunking at the maximum rows in contracts to 50.

When performing searches, the system amends the previous search with the results of the current search unless you click the Clear Search button.

Cancel Search

Click to exit the Search for Contract Lines group box and cancel the search criteria that you entered. If you select to bypass the search results, the Cancel Search button is not available.

Clear Results

Click to remove the previous search results from the Lines grid box. This enables you to initiate a new search, otherwise, the system amends the previous search results with those of the current search.

Bypass Search Results

Select to bypass viewing returned search results. Instead of populating the Search Results grid, the system navigates directly to the Lines grid with the search results, making it quicker to work with contract lines.

Warn Before Autosaving

Select to enable messaging where the system provides a warning message that an action will force a save. When the message appears, click the OK button to save and continue. If you do not want to save, click the Cancel button to return to the Contract page with the unsaved changes.

The system automatically saves all changes to the database when the Warn Before Autosaving check box is not selected and you:

- Click the Search button and the Bypass Search Results check box is selected.
- Click the Retrieve Selected Lines button after you perform the search.
- Click the Load All Contract Lines link prior to performing the search.

Select All

Select all contract lines returned by the system search. When you click the Retrieve Selected Lines button, the system displays the lines for review and maintenance. Select individual check boxes to select specific lines to retrieve.

Deselect All

Select to deselect all contract lines in the search results.

Retrieve Selected Items

Click to retrieve the contract lines that you selected. After retrieving the lines, you can review and maintain individual lines. The system displays a warning when you do not select contract lines to retrieve. If the Warn Before Autosaving check box is selected, the system displays a message indicating that the retrieve action will force a system save.

Search Results

This grid displays the contract lines returned by the search. The Line and More Details tabs provide a summary of the search criteria used in the search and details about the contract line.

Contract Page**Navigation**

Procurement Contracts, Add/Update Contracts, Contract

To adjust VAT on the voucher line after it has been created from the contract, use the Voucher Line VAT Information page on the voucher.

Details**Item**

Select the ID for the item that is being purchased on the contract line. Only items that have an item-supplier relationship established are available for selection.

Entering an item ID is not required for voucher contracts and ad hoc item (description-only) purchase order contracts.

Description

Base language item description for the line item. You can enter an ad hoc item description, or override the current description. This is required for voucher and order contracts.

UOM (unit of measure)

Select the unit of measure (UOM) for the item on this line. This is required for order contracts. If you enter an item ID, the UOM appears automatically from the default item supplier UOM and cannot be changed. This UOM is used as a base for determining quantities such as minimum and maximum quantities and line quantities released.

Category

Select the category of the item. This is a required field for order contracts and recurring purchase order voucher contracts.

Cancel

Click to cancel a contract line. When you cancel a contract line, you cannot perform any further processing against the contract line.

Merchandise Amt (merchandise amount)

Enter the merchandise amount on the line expressed in the contract header currency. This is required for voucher and amount-only contract lines.

Note: You can use negative contract amounts for the Voucher contract processing option only.

Include for Release

Select to release the line. If you want to release this line as a milestone, select the Release as Milestone check box. You can create a milestone line without selecting the Include for Release check box. However, for you to release the line as a milestone line, the Include for Release and Release as Milestone check boxes must both be selected.

If the Release as Milestone check box is not selected, but the Amt Only check box is selected, the line is released as an amount-only line for the full amount. When you release lines, milestone lines cannot be released with nonmilestone lines.

Each milestone can have only one release. For example, a 20 percent completion milestone on a construction project is paid using one milestone release when 20 percent of the project is complete. The remaining 80 percent of the project will need to be paid by other milestones, each with one release payment.

For recurring purchase order vouchers, this check box is applicable only for the voucher releases and is available only after the contract line exists on the purchase order. The purchase order releases are generated in the background when a contract line has not yet been released to a purchase order. Therefore, the Include for Release check box is not accessible for purchase order releases of recurring purchase order vouchers.

Status

Displays the status of a contract line item. Values include:

Active: Indicates that the line item is available. This is the normal status for a line.

Cancelled: Indicates that the line has been canceled.

Inactive: Indicates that the line is inactive.

The next field descriptions describe system behavior for canceling and reactivating line items.



Reactivate

Click to reactivate a contract line that has been canceled. While the contract is in a Draft version, you can reactivate a line. If you inactivate a line, it still appears, but the system protects all fields for the line, and the Reactivate button is still enabled.

See the Cancel button description next for more information about using the Reactivate button.



Cancel

Click to cancel a contract line. If you have the authority to cancel contracts, in some cases, the system allows cancellation or inactivation of the line and the Cancel button (a red X) appears for you to perform these actions. Cancellation authority is set up by means of the Cancel Contract check box on the Contract Process page. Select Set Up Financials/Supply Chain, Common Definitions, User Preferences, Procurement, Contract Process.

The next lists provide information about canceling line items when the contract is in a Current version or Draft version. The discussions assume that you are authorized to cancel a line item.

When working with the Current contract version that is in an Open status, consider these rules:

- If a line has not had any releases, the Cancel button appears, and you can cancel the line.
- A line cannot be canceled if no other active lines or categories exist on the contract and open items are not allowed on the contract
- If you cancel a line, it still appears, but the system protects the fields and does not allow releases against the line.

When working with the Draft contract version, which is always in an Open status, consider these rules:

- The Cancel button appears, and you can cancel or inactivate the line.
- If the line item has not had releases against it, you can click the Cancel button to cancel the line.

In addition:

- A line cannot be canceled if no other active lines or categories exist on the contract and open items are not allowed on the contract.
- When you click the Cancel button, the Reactivate button appears.

While the contract is in a Draft version, you can reactivate the line.

- If you cancel the line, the line still appears, but the system protects the fields and makes the Reactivate button available.
 - When a change is for the Draft version, the system still allows releases against the line by means of the Current version, while the Draft contract version is in an Open status.
 - If you select the Reactivate button, the system returns the line to its active state as if nothing had happened.
- If the line item has had releases, click the Cancel button to inactivate the line.

In addition:

- A line can be inactivated even when no other active lines or categories exist on the contract and an open item is not allowed on the contract.
 - After you select the Cancel button, the Reactivate button appears.
 - If you inactivate the line, it still appears, but the system protects the fields and keeps the Reactivate button enabled.
 - When a change is for the Draft version, the system allows releases against the line by means of the Current version while the Draft version is in an Open status.
 - If you click the Reactivate button, the line returns to its active state as if nothing had happened.
- If you cancel or inactivate a line item, when the Draft version is approved, the Reactivate button is no longer available.

In addition, if that line originated from a sourcing event or request for quote, the system puts the remaining unreleased quantity back on the sourcing event or the request for quote rewarded again.

- When inactivated or canceled, the category or line continues to appear, and the system protects the fields. The system continues to update released amounts and quantities until all existing purchase orders against the now History version are processed.



Add Rows

Click to add a single line item or multiple line items to this contract. This button is not available if the contract is in an Approved status. When you select to add a row or multiple rows, the system inserts the new rows below the current row.



Delete Row

Click to delete a single line item from this contract. This button is not available if the contract is in an Approved status.

Note: You cannot delete rows when a corresponding row is on the Current version for which an agreement exists. This prevents you from monitoring the agreement's compliance.

Order By Amount

Select the Order by Amount tab.

Amt Only (amount only)

Select this check box if the contract line is to be received by amount. This check box must be selected for you to enable the milestone functionality. Amount-only functionality is not available when you select the Release to Single PO Only contract process option on the Contract page. This check box is selected and unavailable for entry for recurring PO voucher contracts.

If this check box is selected:

- The quantity field is unavailable for entry and is set to 1 on the release.
- The PeopleSoft Inventory business unit field becomes unavailable for entry on the release distribution for order contracts.
- The Merchandise Amt field on the contract line becomes a required field.

Release as Milestone

Select to designate a milestone line. Milestones are not applicable when you select the Release to Single PO Only contract process option on the Contract page. The Amount Only check box must be selected for you to use milestone functionality.

If the Release as Milestone check box is not selected, but the Amt Only check box is selected, the line is released as an amount-only line for the full amount.

When you release lines, milestone lines cannot be released with nonmilestone lines.

Each milestone can have only one release. For example, a 20 percent completion milestone on a construction project is paid using one milestone release when 20 percent of the project is complete. The remaining 80 percent of the project must be paid based on other milestones, each with one release payment.

Release Amounts

Select the Release Amounts tab.

Note: Released amounts are not version controlled. The released amounts displayed reflect current released amounts to date on all contract versions.

Total Line Released Amount

Displays the total amount released to date for the line that is expressed in the contract header currency. This value is updated by the PO Calculations process, online purchase order entry, or PeopleSoft Payables Batch Voucher process.

Release Quantities

Select the Release Quantities tab.

Total Line Released Quantity

Displays the total quantity released to date for the line expressed in the contract line unit of measure. This value is updated by the PO Calculations process or online purchase order entry.

Spend Thresholds

Select the Spend Thresholds tab.

Notify on Spend Threshold

Indicates whether the buyer is to be notified when the spend threshold is met or exceeded. If the check box is selected, the system notifies the buyer. When you select this check box, the buyer becomes required for the contract. You can define the buyer using either the Contract Maintenance page or on the Thresholds & Notifications page.

Threshold Notification Amount

Displays the amount at which the system notifies buyers and interested parties that the spend threshold has been met or exceeded. This is a required field if the Notify on Spend Threshold check box is selected.

Total Line Released Amount

Displays the amount that has been released for the contract line.

Line Groupings

Select the Line Groupings tab.

The tab provides information about line groups that you can copy to a contract or that exist for a contract. A line group is a bundle of items that buyers use in PeopleSoft Strategic Sourcing to obtain better pricing for items.

When a Strategic Sourcing event is awarded to a contract, the system establishes a line grouping reference for the contract line. You can also create the line grouping manually by selecting a single contract line or multiple contract lines to add to a new group. After creating a line group, you can add items to the line group or remove items from the group. When you select items against which to perform a line group action, the **Add Selected Lines to New Group** field appears. Using this field, you can select the type of action that you want to perform for the contract's line items. The contract must be in an Open status to insert or delete line group items.

When you copy a contract, the system also copies line groups that are associated with contract line items to the new contract. You can remove contract line items that originate from a PeopleSoft Strategic Sourcing event. When you remove an item, you must remove all items for the line group. Also, you cannot change or add a line group for these items. You cannot change items or quantities sourced from an event.

When a line grouping is awarded to a purchase order, the purchase order line's Detail tab displays an indicator that the item belongs to a line grouping. If you attempt to change a line associated with an event, the system displays a warning message. If you continue with the change, all items in the line group are removed from the purchase order and placed back in the event to be awarded again. For more information about purchase order line items that belong to a line group, see the documentation *PeopleSoft Purchasing*.

See "Maintain Purchase Order - Purchase Order Page (*PeopleSoft FSCM 9.2: Purchasing*)"

Note: When you are performing line group actions, the system does not perform the action until you click the OK button.

Select for Grouping

Select to add the items that you select to an existing line group, add them to a new group, or remove them from a group.

Add Selected Lines to Group

Select an action to perform against the line items that you selected using the Select for Grouping check box. Values that appear in the list of values include:

- Existing line groups: Select an existing line group that has been defined for this or any other contract. If you select an existing group, the system adds the single item or multiple items to the line group when you click the OK button. It also displays the line group ID in the Group ID field and deselects the Select for Grouping check box.
- A blank selection: Select to remove a contract item from the line group, but leave the item on the contract. You can also perform this action using the *Remove From Groups* value.
- *Add to New Group*: Select to create a new line group. The system displays a Group ID group box below the Lines grid along with a Description field for the new line group. After adding the new value, click the OK button, and the system places the new group in the Group ID field in the Lines grid.

- *Remove From Groups*: Select to remove items from a line group. If you select a line for removal that is already on the contract as a standalone item, the system removes the standalone line from the contract. If the item you select for removal from the group is not already on the contract as a standalone item, the system displays a prompt asking whether you want to keep the item on the contract.

Note: If you select a line item and do not select a line group, or you add or remove the item from a group, the system removes the item when you click the OK button. If you decide to keep the item on the contract, the system clears the Group ID field.

Group ID

Displays the line group to which a contract item belongs. If the item is not a part of a line group, the field is blank.

Related Links

"Understanding PeopleSoft Payables Business Units (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding VAT Processing in PeopleSoft Payables (*PeopleSoft FSCM 9.2: Payables*)"

Details for Line Page

Use the Details for Line page (CNTRCT_PRC_UOM_SEC) to view details for the contract line.

Navigation

Click the line details button Line Details button on the Contract page.

Line Details

Physical Nature

Indicates whether the object is a physical good or service. Values are *Goods* and *Services*.

Release Amounts/Quantities

Minimum Line Amount

Enter a minimum amount that must be met when you are defining a release for this line. This is the minimum line amount per contract line per release. For example, if the supplier requires a minimum dollar value when creating a purchase order, you would specify that here. This value is expressed in the header currency.

Maximum Line Amount

Enter the maximum amount that is allowed for this particular line of the contract for all releases against this contract line. The total amount for all the releases cannot exceed the amount that you define here. This value is expressed in the header currency. This value is used for the purchase order line amount for recurring purchase order voucher contracts.

Minimum Line Quantity

If you specify a minimum line quantity, the system does not enable you to create a release that is below the minimum quantity. For example, the supplier does not process orders unless you order at least five bicycles at one time. This value appears by default from the Supplier's UOM & Pricing Info page, but it can be overridden here. This value is expressed in the default line unit of measure.

This value may appear automatically from RFQ award quantity, and it can be changed.

Maximum Line Quantity

Enter the maximum line quantity that the supplier enables you to order for this particular line for all releases against this contract line. For example, the supplier might agree to sell you 10 bikes at a special price, but when you have purchased the 10 bikes, the supplier does not enable you to order additional bikes at this special price. This information appears by default from the Supplier's UOM & Pricing Info page, but it can be overridden here. This value is expressed in the default line unit of measure.

When creating a blanket order, use this field to enter a maximum line quantity.

This value may appear automatically from RFQ award quantity, and it can be changed.

Pricing Information**Use Contract Base Price**

Select to use the base price on the contract rather than the price on the Supplier's UOM & Pricing Info (supplier's unit of measure and pricing information) page as the base price when calculating the purchase order price for the item. The Base Price field becomes available for entry when you select this check box. For ad hoc items, this check box is selected and unavailable for entry because a base price value is required for ad hoc items.

Price Can Be Changed on Order

Select to be able to change the calculated price on purchase orders. If you select a specific contract line, the system will check the setting at the line level. The value is applicable whether you are creating releases from the contract, whether the contract is manually selected on the purchase order, or whether sourcing finds it. If you do not select this check box, the system-calculated price for the item is a protected field on the purchase order.

Price Date

Select the date that the system uses to calculate purchase order prices for the item. Options are *PO Date* and *Due Date*.

Price Qty (price quantity)

Select either the line quantity or the schedule quantity as the quantity that the system uses to calculate purchase order prices for the item.

Qty Type (quantity type)

Select the quantity type. Options are *Quantity to Date* and *Current Order Quantity*. If you select quantity to date, the cost per item is based on a cumulative quantity ordered. If you select current order quantity, each order stands on its own.

Use Vndr Price UOM Adjustments (use supplier price unit of measure adjustments)

Select to use the UOM-based supplier price adjustments, if any, when pricing the item.

Use Supplier Price Shipto Adjust (use supplier price shipto adjustments)

Select to use the ship-to-information-based supplier price adjustments, if any, when pricing the item.

Adjust

Select whether the system calculates supplier price adjustments before or after the contract price adjustments. This option applies only if the calculation type is Increment Adjustments . Options are:

After Contract Adjustments: Select to have supplier price adjustments calculated after the contract price adjustments.

Before Contract Adjustments: Select to have supplier price adjustments calculated before the contract price adjustments.

Note: If both a supplier adjustment and contract adjustment exists with the same sequence number and different calculation types, the system uses the calculation type from the last adjustment.

Example Illustrating the Difference Between Selecting Quantity to Date and Current Order Quantity

Here is an example to illustrate the difference between selecting quantity to date and current order quantity.

Suppose that you have a contract to purchase 100 desks. One desk is delivered every day for 100 days. The base price per desk is 200.00 USD.

Quantity	Base Price
Qty 1–2	200.00 USD each
Qty 3–4	175.00 USD each
Qty 5–100	130.00 USD each

If you select the *Quantity to Date* quantity type, the quantity on each release of the contract (each purchase order) is cumulative. The first two deliveries are charged at 200.00 USD each. The third through fourth deliveries are charged at 175.00 USD each, and the fifth through hundredth deliveries are charged at 130.00 USD each.

If you select the *Current Order Quantity* quantity type, each order stands on its own. No price break is available under this structure and each delivery of one desk is charged at 200.00 USD.

Schedule Defaults - UOM/Pricing

The valid combinations of price location, UOM, and currency are defined as the item-supplier combinations in the Purchasing Attributes component. These are the only combinations that are available for non-ad hoc (not description-only) orders, but you can change the price as needed.

Release Default

Select to determine the default price, UOM, supplier location, and currency on the releases for this contract line. One default UOM row is required for generating releases. You must specify a default UOM price in the Base Price field.

Note: The row that is selected as the default row is used to create releases from the contract.

Price Loc (price location)

Select the supplier price location to use for pricing on this contract line. This field is required for order contracts.

UOM

Select the unit of measure to be used on the purchase order. The system generates the default unit of measure from the Supplier's UOM & Pricing Info page. When you order by description, all UOMs are available. When you order by item ID, only valid UOMs are available.

Base Price

Displays the base price to be used as the system-calculated purchase order price for the contract item. This base price appears by default from the Supplier's UOM & Pricing Info page, and it can be changed if you select the Use Contract Base Price check box. If you enter an adjustment on the PO Price Adjustments for Line page using the Match Ship or General Adjustment check box, the base price on the line is the price upon which the adjustment is performed. This field is required for order contracts and must be entered manually for order-by-description items.

Curr (currency)

Select the currency to use for this contract line item. This currency can be different from the currency that is specified at the overall contract level. The currency on the release must be the same as the currency on the UOM line that is selected as the default. Only currencies that are defined on the Supplier's UOM & Pricing Info page are available for selection in this field. However, when you order by description, all currencies are available. This field is required for order contracts. If the Allow Multicurrency PO check box is not selected at the contract header, this value appears automatically from the contract header and cannot be changed here.

Related Links

[Generating Contract Releases](#)

[Price Adjustments for Item Line Page](#)

"Supplier's UOM and Pricing Information (Supplier's unit of measure and pricing information) Page (*PeopleSoft FSCM 9.2: Purchasing*)"

"Purchasing Attributes -Item Supplier (ITM_VENDOR)Page (*PeopleSoft FSCM 9.2: Purchasing*)"

Item Description Page

Use the Item Description page (CNTRCT_ITEM_DESCR) to enter and view descriptions for a specific item.

Navigation

Click the Description button or item name link on the Contract page.

The item name link consists of the first 30 characters of the item's base language description in the Transaction Item Description text box on the Item Description page.

The item description appears in the base language in the Transaction Item Description text box. The item description appears in the preferred language in the display-only Preferred Language Item Descr (preferred language item description) text box. The preferred language is the language preference that you specify when you sign in to the system.

The item descriptions in the preferred language are defined in the Purchasing Attributes component. This component is capable of storing certain field values in the base language, as well as in preferred languages.

For example, if the base language for the system is French, but you sign in with a preferred language of Dutch, certain fields, including item descriptions, in the Purchasing Attributes component are available for entry in the preferred language of Dutch. If you enter an item description in the preferred language of Dutch, when you sign in to the system with the preferred language of Dutch and access the Item Description page, the Preferred Language Item Descr text box displays the item description that you entered in the preferred language. The Transaction Item Description text box retains the item description that is entered in the base language.

If an item description in the preferred language does not exist, or if the base and preferred languages are the same, the base-language item description appears in the Preferred Language Item Descr text box.

You can modify the item description in the Transaction Item Description text box on the transaction line for RFQs, contracts, and purchase orders. This item description cannot be modified for requisition and receipt items that are defined on the Purchasing Attributes page. For all other scenarios, the Transaction Item Description group box is not available for entry.

Use the Description text box on the transaction line to enter ad hoc items on RFQs, requisitions, contracts, and purchase orders. The description that you enter becomes available on the Item Description page. The preferred language option is not applicable in this scenario.

Related Links

"Defining Purchasing Item Attributes (*PeopleSoft FSCM 9.2: Purchasing*)"

Voucher Tax Info for Line Page

Use the Voucher Tax Info for Line (voucher tax information for line) page (CNTRCT_LN_VAT_SEC) to set sales and use tax options for a contract line.

Navigation

Click the voucher tax info button Voucher Tax Info button that is located in the line area of the Contract page.

AP Business Unit (PeopleSoft Payables business unit)

Displays the PeopleSoft Payables business unit that is defined as the default on the Voucher Distribution Information for Line page. The values that are defined on this page appear by default on the release only if this business unit matches the release business unit. Otherwise, the Voucher Build process (APVCHRBLD) and the Voucher Edit process provide the default values.

Ship To

Select the ship to destination. The ship to information appears by default from the value in the AP Business Unit field, or else the system determines it during the Batch Voucher process if it is not specified here. The shipto default value is determined according to the PeopleSoft Payables control hierarchy: supplier, origin, group, and business unit.

Withholding

Withholding Applicable

Select to designate a withholding that is applicable to the supplier. This field is used on voucher contracts but not on order contracts.

Withholding Code

If withholding is applicable on this line, enter the withholding code. This field is used on voucher contracts but not on order contracts.

Sales/Use Tax Line Information

Tax Destination

Select the location code on which the sales and use tax (SUT) calculation for the voucher should be based. The system uses this as the tax basis.

SUT Excpn Cert (sales and use tax exception certification)

Select to indicate that the line is an SUT exception. Values are:

- *Direct Pay*: Identifies the value in the Ship To field as a direct pay location so that all direct pay transactions can be tracked as such. Voucher lines that are designated as direct pay require a use tax code on the voucher line. The system treats a direct pay line as a use tax line, except that it uses a different value for tax applicability.
- *Exempt/Exonerated*: Identifies the Ship To field value as exempt. Enter an associated tax exempt ID in the adjacent field.
- *None*.

Tax Code SUT (tax code sales and use tax)

Select the tax code for the line. A tax code consists of a group of tax authorities. For example, if a certain locality has a city tax, trade use tax, county tax, and state tax, you can create four tax authorities and group them into a single tax code.

SUT Apply (sales and use tax apply)

Select the SUT applicability rule for the line. Options are:

- *Item is Exempt*: Select if the item on the line is exempt from sales and use tax.
- *Purchaser Is Exonerated*: Select if you, as the purchaser, do not have to pay sales or use tax. Tax is not calculated for the line and accounts payable does not pay taxes.
- *Sales Tax Appl* (sales tax applied): Select to calculate and apply sales tax to the line.
- *Direct Pay*: Select if you do not want sales tax calculated. The invoice is not created with sales tax, but a line is written to the general ledger for the amount that you will directly pay to the state.
- *Use Tax Appl* (use tax applied): Select to calculate and apply use tax to the line.

Ultimate Use Code

Select an ultimate use code to override the default tax rate for a location. In most cases, the sales tax is computed as a use tax based on the tax code that is applicable to the ship to or use destination. However, how merchandise is ultimately used may also result in a different tax rate within the same ship to or use destination.

Related Links

[Voucher Distribution Information for Line Page](#)

Milestones for Line Page

Use the Milestones for Line page (CNTRCT_MILESTN_SEC) to divide a voucher or order contract line into milestones and set up rules for the milestones.

This page is available for lines that are defined as Amount Only. In addition, you must have entered a merchandise amount for the selected line.

Navigation

Click the Milestones button that is located in the line area of the Contract page. This button is located on the Order by Amount tab.

Control Total

Displays the total amount that is controlled by milestones. This is the merchandise amount from the contract line.

Milestone Criteria

Include for Release

Select to release the milestone line.

If the contract is for a recurring purchase order voucher, you can select this check box only after the contract line exists on the associated purchase order.

Status

Displays the milestone status. Options are:

- *Ready*: Indicates that the milestone is ready. Only milestones that have *Ready* status are available for selection when you are creating releases against the contract. The status of the milestone changes to *Ready* when you select the Release as Milestone check box on the Contract page on the Order by Amount tab, unless the milestone line was previously released.
- *Complete*: Indicates that the milestone has been released and the milestone line is unavailable for entry.
- *Pending*: Indicates that the milestone has not been released and the Release as Milestone check box on the contract line is not selected.

% Complete (percent complete)

Enter the completion percentage that is necessary for the milestone line to take effect. The total of the milestone line percentages must equal 100. This value is used to calculate the released amount.

Amount

Enter the amount to be paid on the milestone line. The total of the milestone line amounts must equal the value in the Control Total field.

Target Date

Enter the target completion date for the milestone line. This is for your reference only.

Voucher Distribution Information for Line Page

Use the Voucher Distribution Information for Line page (CNTRCT_DSTRB_SEC) to set up one or more distribution lines for each contract line.

When a contract line is released to a voucher, the distribution lines are copied to the voucher line. You can use this page for voucher releases only.

For every business unit row, the total distribution amount must equal the line amount, and every distribution line must have an account entered.

SpeedChart

Select a SpeedChart code to assign preset distributions to the line.

Details

Percent

Enter the distribution percentage. This percentage is calculated based on the amount on the voucher distribution. The total percentage must equal 100.

Asset Information

Select the Asset Information tab.

Note: The fields on this page do not appear by default from the item definition for an asset item. If you are associating an asset item with the contract, you need to enter the fields on this page.

Business Unit and Profile ID

If you consider an item to be an asset and plan to pass it on to the PeopleSoft Asset Management application through the PeopleSoft Receiving business process, you must complete both the Business Unit (PeopleSoft Asset Management business unit) field and the Profile ID field.

If both fields contain values, the system writes data to the PeopleSoft Asset Management staging tables. Both fields must be completed for the system to treat the item as an asset. If only one of the fields is completed, the system does not treat the item as an asset. All of the information that you enter on this page is passed to PeopleSoft Asset Management.

Related Links

[Entering Contract Release Information](#)

[Order Release Schedules for Line Page](#)

"Understanding PeopleSoft ChartFields (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Understanding User Preferences (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Understanding the Receiving Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

PO Distributions for Line Page

Use the PO Distributions for Line (purchase order distributions for line) page (CNTRCT_DSTRBPO_SEC) to enter contract line-level distribution defaults.

This enables you to maintain unique sets of purchase order distribution defaults for each business unit. You can use the distribution entries as default values during the contract release process, based on the affected purchasing business unit.

Navigation

Click the PO distribution button PO Distribution Details button on the Contract page.

Image: PO Distributions for Line page

This example illustrates the fields and controls on the PO Distributions for Line page. You can find definitions for the fields and controls later on this page.

Contract PO Dft Distributions

Contract Entry

PO Distributions for Line 1

Contract 00000000000000000000000045 Version 1 Line 1 [Fly Floatant](#)

Distribution By Business Unit

Business Unit SpeedChart

Distribution

Details

Asset Information

ITM

Dist	Percent	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	PC Bus Unit	Project	Activity	Source Type
1		US005													

Business Unit

Select the business unit to which to apply the defined distribution.

If the distribution was created from an RFQ or strategic sourcing event, all distribution fields are populated by the RFQ or Strategic Sourcing Event distribution. If the RFQ or SS event originates from a requisition, you cannot delete distribution rows for the requisition or RFQ or SS event business unit.

Suppose that on one line you set up business units US001 and FRA01. When you insert a second line, these same business units are inserted into the business distribution rows for this second line. If you then delete one of the business unit rows from one of the lines, the business unit row on the other line is not deleted.

SpeedChart

Select a SpeedChart code to assign preset distributions to the line.

Details

Select the Details tab.

Percent

Enter the distribution percent. This percentage is calculated based on the amount on the purchase order distribution. The total percentage must equal 100.

Note: Account marked as open-item cannot be used for PO releases.

Asset Information

Select the Asset Information tab.

Note: The fields on this page do not appear by default from the item definition for an asset item. If you are associating an asset item with the contract, you need to enter the fields on this page.

Business Unit and Profile ID

If you consider an item to be an asset and plan to pass it on to the PeopleSoft Asset Management application through the PeopleSoft Receiving business process, you must complete both the Business Unit (PeopleSoft Asset Management business unit) field and the Profile ID field.

If both fields contain values, the system writes data to the PeopleSoft Asset Management staging tables. Both fields must be completed for the system to treat the item as an asset. If only one of the fields is completed, the system does not treat the item as an asset. All of the information that you enter on this page is passed to PeopleSoft Asset Management.

Related Links

[Defining SpeedCharts](#)

"Understanding PeopleSoft ChartFields (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

"Understanding the Receiving Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

Price Adjustments for Item Line Page

Use the Price Adjustments for Item Line page (CNTRCT_PRC_ADJ_SEC) to enter price adjustments for fixed items that apply only to the specific line item.

You can use this page for order releases only.

Navigation

Click the price adjustments buttonPrice Adjustments button on the Contract page.

The Price Adjustments for Item Line page is similar to the Open Item Price Adjustments page. The Price Adjustment for Item Line page optionally allows more granular percentage and amount adjustments for a specific UOM. This enables price adjustments by unit of measure and optionally multiple quantity breaks for those units of measure and amount adjustments rather than just percentage adjustments.

If you select the Match UOM check box, the system displays the UOM field, where you can select the unit of measure to match. For example, you might want to give a 3 percent discount if you purchased in 1–10 cases, a 4 percent discount if you purchase 11–20 cases, and one dollar (USD) off for each case at 21 cases and above. When you select the Match Shipto check box, the Ship To field becomes a required field. You can enable an additional discount/surcharge percentage when shipping to a specific shipto location.

See [Open Item Price Adjustments Page](#).

If you select the Match UOM check box, the system displays the UOM field where, you can select the unit of measure to match.

You can also enter multiple quantity price breaks when the UOM Match check box is selected. The following fields are available when you select the Match UOM check box.

Min Qty (minimum quantity)	Enter the minimum quantity for the price adjustment.
Max Qty (maximum quantity)	Enter the maximum quantity for the price adjustment. The maximum quantity of one line cannot be greater than the minimum quantity of the next line. For example, if the maximum quantity of a line is 5, the minimum quantity of the next line must be greater than 5.
Method	Select the line item adjustment. You can select a percentage adjustment (like the other types of adjustments) or an amount adjustment. If you select <i>Amount</i> , the Amount field appears. If you select <i>Percentage</i> , the Percentage field appears. In either case, the system calculates the adjusted price for you.
Amount	Enter an adjustment amount for the line item. The system applies the value against the adjusted price for the adjustment method to arrive at an adjusted price
Percentage	Enter an adjustment percentage for the line item. The system applies the value against the adjusted price to arrive at a final adjusted price.
Adjusted Price	Displays the price after the adjustment is applied. This field is for information only and is more of an estimate than a final price. This is because the calculation takes into account only those adjustments on this price sequence, and multiple price sequences could exist.

Related Links

[Creating Contract Headers](#)

[Price Adjustments for Item Line Page](#)

"Defining Purchasing Item Attributes (*PeopleSoft FSCM 9.2: Purchasing*)"

View Catalog Hierarchy Page

Use the View Catalog Hierarchy page (CAT_PARENTAGE_SEC) to view information about where a category resides in the entire catalog tree hierarchy.

Navigation

Click the View Category Hierarchy link on the Contract page.

Catalog ID

Select a catalog ID to display the catalog's hierarchy. Click the folder buttons to display item categories and subcategories that are contained in the selected catalog.

Category Search Page

Use the Category Search page (CAT_SEARCH_SEC) to search for and select an appropriate category ID for the item when entering an ad hoc item.

You search for the category ID using a category hierarchy tree.

Navigation

Click the Category Search link on the Contract page.

Catalog ID

Select the catalog ID that the system uses to locate the catalog in which you want to search for item categories.

All Items

Click to display all categories that are associated with the selected catalog. Select a category to populate the Category field for the transaction.

Order By Catalog Page

Use the Order By Catalog page (ORD_BY_ITEM_CAT) to search for and select items to order from a catalog.

Navigation

Click the Catalog link on the Contract page.

Order

Click to add items to the transaction document. To add an item, select the check box for the item, enter a quantity, and click the Order button.

Line Page

Click to return to the page from which you accessed the Order By Catalog page.

Item Details Page

Use the Item Details page (ITM_CAT_DETAIL) to view catalog item details.

Navigation

Click the Item Details link on the Order By Catalog page.

The fields on this page are automatically populated from the Item Definition: General tab - Common page and the Purchasing Attributes page. The manufacturer's description information appears by default from the Manufacturer page.

UPN ID (universal product number identifier)

Displays the universal product number (field name UPN_ID) that is assigned to a unique combination of item ID, manufacturer ID, UOM, and supplier. The system uses the supplier location on the Create Releases page.

Device Track

Indicates whether the item is tracked by device. By default, this check box is selected and unavailable for device-tracked items unless they are description-only (no item ID). Select to track by device items that are description-only.

Related Links

[Entering Contract Release Information](#)

[Defining Manufacturer IDs](#)

"Define Item - General: Common Page (*PeopleSoft FSCM 9.2: Managing Items*)"

"Defining Purchasing Item Attributes (*PeopleSoft FSCM 9.2: Purchasing*)"

Item Supplier Priority Page

Use the Item Supplier Priority page (ITM_CAT_VNDR) to view qualifying suppliers that are preapproved to provide selected items.

Navigation

Click the Item Supplier link on the Order By Catalog page.

Status

Select the status of the item's availability. Options are:

- *A* (active): Item has a current effective date.
- *D* (discontinued): Item has been discontinued by the manufacturer, or the supplier has decided to no longer supply the item.
- *H* (hold): Item is temporarily unavailable from the supplier.
- *I* (inactive): Item has an expired effective date.
- *X* (to be deleted): Item is unavailable and will be or has been deleted from the system. You can use this status to write SQL scripts to remove obsolete items from the active tables.

Priority

Enter the numeric rating that is assigned to each of the selected item's approved suppliers. It designates the priority that the organization places on ordering the selected item from that supplier. The field value appears by default from the Purchasing Attributes - Item Supplier Priority page.

Price

Enter the supplier's standard price for the selected item. This information appears by default from the Supplier's UOM & Pricing Info page.

Related Links

"Supplier's UOM and Pricing Information (Supplier's unit of measure and pricing information) Page (*PeopleSoft FSCM 9.2: Purchasing*)"

"Purchasing Attributes -Item Supplier (ITM_VENDOR)Page (*PeopleSoft FSCM 9.2: Purchasing*)"

Set Item Alias Page

Use the Set Item Alias page (ITM_ALIAS) to set up an alias for the selected item so that you don't need the supplier's ID or description each time you order the part.

These aliases are stored according to user ID so that each user can have a different alias for the same item.

Navigation

Click the Alias link on the Order By Catalog page.

Item Alias

Enter an item alias. The alias is available after you save the transaction document. If you don't save the originating transaction document, the alias is not saved. The item alias is associated with a user ID and is available only to that user.

Item Search Criteria Page

Use the Item Search Criteria page (ITEM_SEARCH_SP) to search for items.

Navigation

- Click the Item Search link that is located in the line area of the Contract page.
- Click the Items button that is located in the line area of the Contract page.

The fields that are available for entry on this page make up the item search criteria. The system finds all items that match the search criteria that are entered. You can perform narrow or wide searches, but you must enter at least one search parameter. The values on this page are defined in the Item Definition component.

Select an item check box to select the associated item and populate the selected transaction line on the original page from which you access the Item Search Criteria page. Selecting an item check box causes the selected item to overwrite any existing item on the selected line on the original page.

Related Links

"Defining Items at the SetID Level (*PeopleSoft FSCM 9.2: Managing Items*)"

Generating Contract Releases

This section provides an overview of contract releases and discusses how to:

- Enter contract release information.
- Review releases.
- Review staged releases.
- Access voucher release distribution information.
- Enter voucher release line tax information.
- Enter order contract release schedule details.
- Enter order contract release distribution information.

Pages Used to Generate Contract Releases

Page Name	Definition Name	Navigation	Usage
Create Releases	CNTRCT_SCHEDULE	Procurement Contracts, Add/Update Contracts, Create Releases	Specify the interval between purchase orders or vouchers, generate a schedule for the series of purchase orders or vouchers, and create the releases of the purchase orders or vouchers. The releases and available options are based on the specified business unit.
Review Releases	CNTRCT_RLS_HIST	Select the Review Releases tab on the Create Releases page.	Review releases for a contract.
Review Staged Releases	CNTRCT_RLS_LINE	<ul style="list-style-type: none"> Click the Transaction Date link on the Create Releases page. Click the Review Staged Releases link on the Create Releases page. 	View the staged purchase order and voucher releases for this contract. You can also make modifications to the purchase order and voucher releases.
Voucher Release Distributions For	CNTRCT_RLSVDST_SEC	Procurement Contracts, Add/Update Contracts, Create Contract Releases, Review Releases Click the Invoice Date link on the Review Releases page. Click the Distribution button on the Review Staged Releases page.	Access voucher release distribution information.
Item Details	CNTRCT_RLS_ITM_SEC	item detail buttonClick the Item Details button on the Review Staged Releases page.	View the supplier item ID and supplier catalog number for an item.
Item Description	CNTRCT_ITEM_DESCR	Click the Item Description link on the Review Staged Releases page. The item description link consists of the first 30 characters of the item's base language description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.

Page Name	Definition Name	Navigation	Usage
Order Release Schedules for Line	CNTRCT_RLS_SCH_SEC	schedule details buttonClick the Schedule Details button on the Review Staged Releases page.	View and change the schedule information for order contracts. This page is accessible if you are working with an order release on the Review Staged Releases page.
Order Release Distributions for Schedule	CNTRCT_RLS_DST_SEC	Click the Distribution link on the Order Release Schedules for Line page.	Set up one or more distribution lines for each voucher release. This page is accessible if you are working with a voucher release on the Review Staged Releases page. When a contract line is released to a voucher, the distribution lines are copied to the voucher line. For recurring purchase order vouchers, the distribution is copied from the purchase order distribution.
Release Comments	CNTRCT_RLS_COM_SEC	Click the Add Release Comments link on the Review Staged Releases page.	View and enter release comments for the order contract.
Voucher Line Tax Info (voucher line tax information)	CNTRCT_RLS_VLN_SEC	Click the Voucher Line Tax Info button on the Review Staged Releases page.	Enter information that overrides the defaults for the contract. This information applies only to the specific release. This page is accessible if you are working with a voucher release on the Review Staged Releases page.

Understanding Contract Releases

Contract releases in PeopleSoft Procurement Contracts are the association of contracts with purchase orders, or contracts with vouchers. The association between the contract and purchase order occurs at the purchase order line level. You track contract releases using the purchase order line reference. The contract ID, contract line number, and release number are unique identifiers. You can track subsequent releases for Release to Single PO Only contracts after you dispatch the purchase order and then create a change order. Dispatched purchase orders communicate new release information to suppliers.

You use these methods for creating contract releases against a PeopleSoft Purchasing purchase order:

- Manually generate releases from the contract release pages.

Use this option if you want to manually create purchase order releases directly from the contract. After a release is staged, run the Contract PO, PO Calc, and PO Create processes to create the purchase order. You can release only specific items and services (fixed items) in this manner.

- Provide the contract reference on the requisition for both PeopleSoft Purchasing and eProcurement requisitions.

Requesters can manually select a contract on the requisition line. Organizations also can, at the business-unit level, have the system automatically provide by default the most valid contract onto the requisition. When the system creates the purchase order, the contract is carried forward to the purchase order.

See Contract Validation Process.

If a contract is referenced on a requisition, the Override Suggested Supplier and Consolidate with Other Reqs check boxes are deselected and cannot be changed.

Note: The Use Contract if Available check box, not the Calculate Price check box controls whether a contract can be referenced on the requisition. Both values are initially selected and can be changed. When the Use Contract if Available check box is deselected, a contract cannot be referenced at the requisition line.

- Use purchase order sourcing to automatically find a purchase order if one is not specified.

This is the most common method for creating contract releases. Buyers and requesters do not need to select a contract, which ensures contract enforcement and compliance. Purchase order sourcing checks for the most valid contract when a contract is not specified on the transaction and the Use Contract if Available check box is selected. The purchase order is built with references to the contract.

- Provide contract reference on manually created purchase orders.

Buyers can manually select a contract on a purchase order line. At the business-unit level, organizations can have the system automatically provide by default the most valid contract onto the purchase order line.

Entering Contract Release Information

Use the Create Releases page (CNTRCT_SCHEDULE) to specify the interval between purchase orders or vouchers, generate a schedule for the series of purchase orders or vouchers, and create the releases of the purchase orders or vouchers.

The releases and available options are based on the specified business unit.

Navigation

Procurement Contracts, Add/Update Contracts, Create Releases

Image: Create Releases page (1 of 2)

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

Create Releases | **Review Releases**

SetID: SHARE | Supplier ID: SCM0000002
 Contract ID: 000000000000000000000000045 | Current Version: 1 | Status: Approved

Expand All | Collapse All | Contract Entry

Step 1 - Specify Contract Lines for Release | Find | First | 1-5 of 5 | Last

Include	Line	Item	Amt Released	Remaining Amt	Released Qty	Remaining Qty	UOM
<input checked="" type="checkbox"/>	1	10090 Fly Floatant	1100.000	0.00 USD	1100.00	0.0000	EA
<input checked="" type="checkbox"/>	2	10091 Egg ShotWeight System	2200.000	0.00 USD	1100.00	0.0000	EA
<input checked="" type="checkbox"/>	3	10093 Tippet Material - 25 Meters	1100.000	0.00 USD	1100.00	0.0000	EA
<input checked="" type="checkbox"/>	4	10094 Bass Leaders, 9 Feet	1100.000	0.00 USD	1100.00	0.0000	EA
<input checked="" type="checkbox"/>	5	10100 Weight Forward Fly Line, Sink	2200.000	0.00 USD	1100.00	0.0000	EA

Step 2 - Populate Release Template

Either (1) automatically create your release schedule by specifying information in the Release Defaults and Release Dates sections and click the Populate button, or (2) manually enter the release schedule information

Release Defaults

'Release Option: Create Order | Supplier Loc: MAIN | Business Unit: US001 | Currency: USD

Release Dates

Start Date: 04/01/2006 | Repeat on Monday of Every Other Week starting 2006-04-01 until 2006-05-01.

Step 3 - Stage Releases

Select 'Default' if you would like the system to first look through the Purchasing default hierarchy or 'Override' to use the contract header and distribution defaults when creating the staged purchase orders.

Default | Override

Click the Stage Orders button to stage purchase orders using the information defined in Steps 1 and 2.

Image: Create Releases page (2 of 2)

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

Frequency

'Interval: Weekly | 'On The: 2 Monday of | 'Every: 2 Every Other Week

Duration

Until: 05/01/2006 | For: | Times: | Stage | Review Staged Releases

Populate

Release Template | Personalize | Find | View All | First | 1-3 of 3 | Last

Next Date	PO Unit	Currency	Rate Type	Supp Loc
04/03/2006	US001	USD	CRRNT	MAIN
04/17/2006	US001	USD	CRRNT	MAIN
05/01/2006	US001	USD	CRRNT	MAIN

This page displays contract header information that includes the supplier ID, contract ID, version, and status.

Expand All and Collapse All

Click to expand and collapse all grids for the Step 1 - Specify Contract Lines for Release group boxes. The grids provide pricing, unit of measure, and shipping details for the contract line.

To view only high-level details for releases in the group box, click the Expand button next to the group box title. To view additional details for individual lines, click the Expand button next to the line item.

Contract Entry

Click to access the Contract page, where you can view and maintain information for the contract.

The next sections provide the steps and information for staging and releasing contract lines.

Step 1 - Specify Contract Lines for Release

To select a line, milestone, or release-UOM-and-currency item to be copied to the purchase order or voucher when the contract is released, select the Include check box for that item.

Either a milestone or a release-UOM-and-currency line can be selected, but not both at the same time. If the Release as Milestone check box for the line is selected on the Contract page, you cannot select a release-UOM-and-currency line on this page.

UOM-and-currency and default shipment releases do not apply to voucher contracts.

If you are working with a recurring purchase order voucher contract, the Line and Milestones release check boxes become available when the line exists on a purchase order.

Lead Time

Enter the number of shipping days. This field is supplied by default from the lead-time days that are defined for the item on the Purchasing Attributes - Item Supplier page. If the lead time is not defined on the Item Supplier page, the standard lead time is used. If this is an ad hoc item, the lead time is supplied by default from the category. You must define at least one row. This is used to determine a default due date for the purchase order schedule that is used in the creation of a release for this item. If this field is blank, the system interprets this as a lead time of zero days.

Note: If the shipment is going to a PeopleSoft Inventory business unit that requires closure calendar validation and processing for receiving activities, the system validates that the calculated arrival date (release scheduled date that is defined on the Maintain Contracts - Release page plus number of days defined here) is a valid date. If the PeopleSoft Inventory business unit is not open for receiving on that date, the system prompts you to reschedule. The following conditions must exist for this calendar validation to take place: it is a contract release (not a voucher contract release), the line contains a PeopleSoft Inventory business unit, and the Amount Only option is not selected. The validation is performed when you create the release.

Time Due	Enter the time due for receiving. This is optional.
Qty Sched (quantity scheduled)	Enter the quantity for this shipment schedule line. The release line quantity is determined by the schedule quantities. This field is required for order contracts. This quantity is supplied by default from the initial minimum line quantity, or if the contract was created from an RFQ or Strategic Sourcing event, it is supplied by default from the RFQ award or Strategic Sourcing award quantity. This value is expressed in the standard UOM. If Amount Only is selected, the quantity is set to 1, and only one schedule is created on the release regardless of what is entered here.

Step 2a - Populate Release Template: Release Defaults

Release Option	<p>Select to have the system create an order or a voucher. This field is accessible only if you have authority to create vouchers or orders. Set the authority to create contract vouchers and orders on the User Preferences - Procurement: Contract Process page.</p> <p>The release option, purchase order, or voucher that is related to the contract process option appears. If the contract process option is General, you can select either purchase order or voucher. The ability to create purchase order or voucher releases is based upon the authority that is defined on the User Preferences - Procurement: Contract Process page.</p>
Business Unit	<p>If you select <i>Create Voucher</i> as a release option, then select the PeopleSoft Payables voucher contract business unit for the vouchers. Only lines with distributions defined on the Voucher Distribution Information for Line page that match this business unit can be released. The default supplier location, currency, and rate type appear automatically after you select the business unit.</p> <p>If you select <i>Create Order</i> as a release option, then select the PeopleSoft Purchasing order contract business unit for the purchase orders. The default supplier location, currency, and rate type appear automatically after you select the business unit.</p> <hr/> <p>Note: You cannot define PeopleSoft Payables and Purchasing releases at the same time. You can use the General Contract contracts for both release types, but you must release them individually.</p> <hr/>
Supplier Loc (supplier location)	<p>Select the supplier location for the purchase orders or vouchers. For purchase order releases, this value appears by default from or overrides the supplier location that is defined on the PO Defaults page.</p>
Currency	<p>Select the currency for the purchase orders or vouchers. This field is not available for entry for voucher contracts because it appears automatically from the Contract page.</p>

Step 2b - Populate Release Template: Release Dates

Start Date Select the date on which to initially calculate the purchase order or voucher releases (based on the frequency and duration).

Step 2c - Populate Release Template: Frequency and Duration

Interval Select the interval at which to create a purchase order or voucher for this contract. Values are *Annually*, *Daily*, *Monthly*, and *Weekly*.

On The If you select weekly or monthly intervals, select the day of the month or week on which to create the purchase order or voucher.

Every Select to specify whether to create the purchase order or voucher every interval, every two intervals, every three intervals, and so on.

Until Select to enter an end date for the release schedule.

For Select to set a number of days, weeks, months, or years for the release schedule to last. If you select this option for a milestone release, the value is set to *1* and cannot be changed.

Times Select to set a number of releases. If you want a contract to be released 12 times, select this option and enter *12*. If you select this option for a milestone release, the value is set to *1* and cannot be changed.

Stage Select the button to stage qualifying purchase orders or vouchers. A release can be staged for approved contracts only.

When you click this button, the system populates the release tables from which the Purchase Order Contracts process and the Voucher Build process retrieve data for processing.

If the contract originates from a requisition that is distributed by amount, and this is the first release, the Override field is selected by default and the first release date references the requisition schedule tied to the contract for the full amount and quantity. (You can create many releases at the same time.)

Similarly, if you cancel the purchase order that is created from the contract release that references the requisition schedule, the next contract release references the requisition schedule and the Override field is selected by default.

If the source requisition schedule is distributed by amount, only one active purchase order must be associated with the contract for the entire requisition schedule amount and quantity.

You can review and modify staged releases on the Review Staged Releases page.

Step 2d - Populate Release Template: Release Template

When you click the Populate button, the fields in the Release Template group box are populated from the release defaults that you specify. You can also enter the information in these fields manually or override existing information.

Note: This validation occurs when you generate the release.

If the shipment is sent to a PeopleSoft Inventory business unit that requires closure calendar validation and processing for receiving activities, the system verifies that the calculated arrival date is a valid date. The calculated arrival date is the scheduled release date that is defined on this page.

If the shipment is sent to a PeopleSoft Inventory business unit that requires closure calendar validation and processing for receiving activities, the system verifies that the calculated arrival date is a valid date. The calculated arrival date is the scheduled release date that is defined on this page.

If the PeopleSoft Inventory business unit is not open for receiving on that date, the system prompts you to reschedule. The following conditions must exist for this calendar validation to take place: It must be a contract release (not a recurring voucher release), the line must contain a PeopleSoft Inventory business unit, and the Amount Only check box must not be selected.

Next Date	Select the next contract purchase order or voucher date. A contract can have only one release per date per business unit for voucher releases. If milestones are being released, only one date row is allowed.
PO Unit (purchase order unit)	This field becomes available if you select the <i>Create Order</i> release option. Enter the PeopleSoft Purchasing order contract business unit for the release. You can enter different business units for different dates. If this is not a corporate contract, you can select only business units that have been defined on the PO Defaults page.
AP Unit (accounts payable unit)	This field becomes available if you select the <i>Create Vouchers</i> release option. Enter the PeopleSoft Payables order contract business unit for the release. You can enter different business units for different dates.
Currency	Select the currency for the purchase orders. For voucher releases, the currency appears by default from the header and cannot be changed.
Rate Type	Select the currency exchange rate type. For voucher releases, the rate type appears by default from the header and cannot be changed.
Supplier Loc (supplier location)	Select the supplier location for the purchase orders or vouchers. This overrides the supplier location that is defined in the contract defaults. You can enter different supplier locations for different dates.

Step 3 - Stage Releases

Populate

Click to set up the release dates based on the release schedule options that you set on this page. You cannot create two releases for a contract on the same day for voucher contracts. If you are releasing milestones, only one release date is set up. Alternatively, you can enter release dates manually.

Default

Select when creating order releases to use the PeopleSoft Purchasing default hierarchy, instead of using values that are entered on the PO Distributions page and the PO Defaults page.

Override

Select when creating order releases to use the defaults that are set on the PO Distributions page. If values are not selected for the business unit on the PO Distributions page, they appear by default from the PO Defaults page. For example, if you generate a release for business unit US001 and an entry exists in the PO Distribution defaults, the system copies all of the distributions exactly as they are defined on the PO Distribution page.

Review Releases Page

Use the Review Releases page (CNTRCT_RLS_HIST) to review releases for a contract.

Navigation

Select the Review Releases tab on the Create Releases page.

Image: Review Releases page

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

Create Releases

Review Releases

SetID

SHARE

Supplier ID

SCM0000002

Contract ID

000000000000000000000000045



Current Version

1

Status

Approved

Purchase Order Staged Releases

Personalize | Find |  

First 1-9 of 9 Last

PO Date	Release Status	Business Unit	Supp Loc	Buyer	Buyer Name	Merchandise Amount	Curr
2006-04-03	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-04-17	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-05-01	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-05-15	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-05-29	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-06-12	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-06-26	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-07-10	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD
2006-07-24	Complete	US001	MAIN	VP1	Kenneth Schumacher	2,500.00	USD

Delete

Delete All Staged Releases in an Open Status

This page displays contract header information that includes the supplier ID, contract ID, version, and status. The page also displays releases for all contract versions, not just the Current version when version control is in use.

PO Date (purchase order date)

Click to access the Review Staged Release page.

Release Status

Displays the status of the staged release. The initial status of releases is *Open*. When the Purchase Order Contracts process or the Voucher Build process picks up the release, the status changes to *In Process*. When the contract receives the proper approval, the status changes to *Approved*. When a purchase order or voucher is created for the release, the status is *Complete*. If errors occur during the Voucher Build process, the status is *Error*.

If the Voucher Build process sets the status to *Error*, this field becomes available for entry. You can change the status back to *Open* so that the Voucher Build process can process it again, or you can delete the release.

You can delete only staged releases that have the status *Open*.

If you delete a milestone release, the milestone line status is changed from *Complete* to *Pending* so that another release can be created for that milestone.

Purchase Order Staged Releases

Invoice Date

Click to access the Review Staged Releases page.

Business Unit

Displays the release business unit that is specified on the Create Releases page.

PO (purchase order)

Displays the purchase order that is associated with the contract if you are processing a recurring purchase order voucher or a blanket order.

Gross Amt (gross amount)

Displays the gross amount for the voucher contract. A value appears for voucher releases only.

Curr (currency)

Displays the currency of the voucher or purchase order that is defined on the Create Releases page.

Invoice

Enter the invoice number for a voucher release. This is optional. The invoice that you specify on the Contract page appears by default in this field with an extension of 1, 2, 3, and so on. The extension is incremented for every voucher release for this contract. A value appears for voucher releases only.

Inv Date (invoice date)

Enter the invoice date. This field appears for voucher releases only.

Acctg Date (accounting date)

Enter the accounting date that the system uses to determine the accounting period for which a general journal entry needs to be created. This field appears for voucher releases only.

Voucher Release Charges

This group box and its fields are available only for voucher releases.

Misc Amt (miscellaneous charge amount)

Displays miscellaneous charges that are applied to this voucher contract.

Freight Amount

Displays the freight amount to be included on the voucher. When the voucher is created, the freight is allocated based on the defaults that are set on the Procurement Accounting Control page for the PeopleSoft Payables business unit.

Sales Tax Amount

Displays the sales tax amount to be included on the voucher. When the voucher is created, the sales tax is allocated based on the defaults that are set on the Procurement Accounting Control page for the PeopleSoft Payables business unit.

VAT Amount (value-added tax amount)

Displays the VAT amount to be included on the voucher. When the voucher is created, the VAT is allocated based on the defaults that are set on the Procurement Accounting Control page for the PeopleSoft General Ledger business unit that is associated with the PeopleSoft Payables business unit.

Release Line Details**Category**

Displays the category of the line item. This field appears for order releases only.

Quantity

Displays the item quantity for the line. This field appears for order releases only.

UOM (unit of measure)

Displays the UOM for the line. This field appears for order releases only.

Amount

Displays the amount and currency for the line.

The following fields display information for the entire voucher or order release.

Amount

Displays the amount for this staged release. For order releases, this is the contract base price, and for voucher releases, this is the merchandise amount on the line.

Adj Amt (adjustment amount)

Displays the adjustment amount for the staged release. For order releases, this is the total of the line item adjustments, and for voucher releases this is the VAT, sales tax, freight, and miscellaneous charges.

Total Amt (total amount)

Displays the total amount for the staged release. This is calculated from the values in the Amount and Adj Amt fields.

Reten Amt (retention amount)

Displays the amount that is being retained for the line. This field appears for voucher releases only.

Related Links

[Entering Contract Release Information](#)

[Contract Page](#)

[Voucher Misc. Charges Page](#)

[Staging Purchase Order Contracts](#)

[Defining Origin Codes](#)

[Defining Payment Terms](#)

"Running the PO Calculations Process (*PeopleSoft FSCM 9.2: Purchasing*)"

"Creating Purchase Orders Using the Create Purchase Orders Process (*PeopleSoft FSCM 9.2: Purchasing*)"

"Using the Sourcing Workbench (*PeopleSoft FSCM 9.2: Purchasing*)"

Review Staged Releases Page

Use the Review Staged Releases page (CNTRCT_RLS_LINE) to view the staged purchase order and voucher releases for this contract.

You can also make modifications to the purchase order and voucher releases.

Navigation

- Click the Transaction Date link on the Create Releases page.
- Click the Review Staged Releases link on the Create Releases page.

Image: Review Staged Releases page

This example illustrates the fields and controls on the Review Staged Releases page. You can find definitions for the fields and controls later on this page.

Staged Contract Release Lines

Review Staged Releases

Staged Contract Release Find | View All First 1 of 9 Last

SetID: SHARE
 Contract ID: 00000000000000000000000045
 Version:
 Status: Complete

Release Type: PO Release
 Unit: US001
 Supplier: SCM0000002 CAMPER'S WAREHOUSE
 Supplier Loc: MAIN
 Buyer: VP1 Kenneth Schumacher
 PO Date: 04/03/2006
 Terms: 30
 Basis Date Type: Inv Date
 Basis Date: 04/03/2006
 Origin: POS

Amount Summary

Amount	2,500.00
Adjustment	0.00
Total Amount	2,500.00 USD

Add Release Comments

Release Line Details Personalize | Find | View All First 1-5 of 5 Last

Line Info | More Details

Line	Item	Description	Category	Quantity	UOM	Merchandise Amt	Curr
1	10090	Fly Floatant	FISHING	100.0000	EA	100.00	USD
2	10091	Egg Shot Weight System	FISHING	100.0000	EA	200.00	USD
3	10093	Tippet Material - 25 Meters	FISHING	100.0000	EA	100.00	USD
4	10094	Bass Leaders, 9 Feet	FISHING	100.0000	EA	100.00	USD
5	10100	Weight Forward Fly Line, Sinki	FISHING	100.0000	EA	2000.00	USD

Buyer

Select the buyer for the order release. This is a required field and appears for order releases only. The buyer appears by default from the supplier or from the purchase order defaults for the business unit.

Terms

Select the payment terms that are expected for the vouchers corresponding to any purchase orders or vouchers that are generated from this contract.

Basis Date Type

Select a basis date type, which determines the date to use to calculate the voucher payment due date and discount due date. Options are *Acct Date*, *Doc Date*, *Inv Date*, *Recpt Date*, *Ship Date*, and *User Date*.

Basis Date

Select a basis date, which is used in conjunction with payment terms to calculate the voucher net due date and discount due date for this voucher. For orders, this date is carried over to the purchase order and then to the voucher.

Origin

Select an origin code, which is used on the evaluated receipt settlement (ERS) invoice so that you can process ERS matching

by origin in PeopleSoft Payables. This field also enables the purchase order to identify the origin of the transaction.

Amount Summary

Amount	Displays the amount for this staged release. For order releases, this is the contract base price, and for voucher releases, this is the merchandise amount on the line.
Adjustment	Displays the adjustment amount for the staged release. For order releases, this is the total of the line item adjustments, and for voucher releases, this is the VAT, sales tax, freight, and miscellaneous charges.
Total Amount	Displays the total amount for the staged release. This is calculated from the values in the Amount and Adjustment fields.
Retention Amount	Displays the amount being retained for the line. This field appears for voucher releases only.

Release Line Details

Category	Displays the category of the line item. This field appears for order releases only.
Quantity	Displays the item quantity for the line. This field appears for order releases only.
UOM (unit of measure)	Displays the UOM for the line. This field appears for order releases only.
Amount	Displays the amount and currency for the line.

Release Distribution Information Page

Use the Voucher Release Distributions For page (CNTRCT_RLSVDST_SEC) to access voucher release distribution information.

Navigation

Procurement Contracts, Add/Update Contracts, Create Contract Releases, Review Releases

Click the Invoice Date link on the Review Releases page.

Click the Distribution button on the Review Staged Releases page.

If the staged release has the status *Open*, you can insert multiple distributions and change the distribution quantities on this page.

Trans Date (transaction date)	Displays the transaction date, which is the invoice date from the Review Staged Releases page.
--------------------------------------	--

Distribution

The information for the fields on the distribution appears by default from the Voucher Distribution Information page. For recurring purchase order vouchers, this information appears automatically from the purchase order.

Amount

Enter the amount for the line. The total of the amounts for all distribution lines must equal the contract release line amount.

Related Links

[Order Release Schedules for Line Page](#)

[Voucher Distribution Information for Line Page](#)

"Understanding PeopleSoft ChartFields (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Voucher Line Tax Info Page

Use the Voucher Line Tax Info (voucher line tax information) page (CNTRCT_RLS_VLN_SEC) to enter information that overrides the defaults for the contract.

This information applies only to the specific release. This page is accessible if you are working with a voucher release on the Review Staged Releases page.

Navigation

Click the Voucher Line Tax Info button on the Review Staged Releases page.

Enter information that overrides the defaults for the contract. This information applies only to the release.

Order Release Schedules for Line Page

Use the Order Release Schedules for Line page (CNTRCT_RLS_SCH_SEC) to view and change the schedule information for order contracts.

This page is accessible if you are working with an order release on the Review Staged Releases page.

Navigation

Click the Schedule Details button on the Review Staged Releases page.

Image: Order Release Schedules for Line page

This example illustrates the fields and controls on the Order Release Schedules for Line page. You can find definitions for the fields and controls later on this page.

Contract Release Schedule

Contract Entry

Order Release Schedules for Line 1

Contract ID 00000000000000000000000000000045 Version

Business Unit US001 **Release Line Summary**

PO Date 04/03/2006 Quantity 100.0000 EA

Line 1 [Fly Floatant](#) Merchandise Amt 100.00 USD

Schedule [Personalize](#) | [Find](#) | [View All](#) | [1 of 1](#) | [First](#) | [Last](#)

Sel	Sched	Ship To	Due Date	Time Due	Qty Sched	Price	Merchandise Amt	Curr
<input checked="" type="checkbox"/>	1	US001	04/06/2006		100.0000	1.000000	100.00	USD

[Distribution](#)

If the staged release has the status *Open* and the contract release is not associated with a requisition schedule that is distributed by amount, you can insert multiple schedules and change the schedule quantities on this page.

PO Date

Displays the purchase order transaction date, which is the purchase order date on the Review Staged Releases page.

Release Line Summary

Quantity

Displays the total quantity for all schedules on the release line.

Amount

Displays the total amount for all schedules on the release line.

Schedule

Ship To

Select the ship to location, which can be overridden. This is a required field.

Due Date

Select the due date for the items on the order. This date can be overridden, and it is closure-calendar checked. This is a required field.

Qty Sched (quantity scheduled)

Enter the quantity on the schedule. If this is not an amount-only line or a line that is associated with a requisition that is distributed by amount, you can change the quantity. This is a required field.

Price

Enter the price of the item on the schedule line.

Amount

Displays the amount of the schedule line.

Distribution

Click to access the Order Release Distributions for Schedule page.

Related Links

[Review Staged Releases Page](#)

Order Release Distributions for Schedule Page

Use the Order Release Distributions for Schedule page (CNTRCT_RLS_DST_SEC) to set up one or more distribution lines for each voucher release.

This page is accessible if you are working with a voucher release on the Review Staged Releases page. When a contract line is released to a voucher, the distribution lines are copied to the voucher line. For recurring purchase order vouchers, the distribution is copied from the purchase order distribution.

Navigation

Click the Distribution link on the Order Release Schedules for Line page.

If the staged release has the status *Open* and the contract release is not associated with a requisition schedule that is distributed by amount, you can insert multiple distributions and change the distribution quantities on this page.

PO Date (purchase order date)

Displays the purchase order transaction date, which is the purchase order date from the Review Staged Releases page.

Distribute by

Select the method for allocating or charging the expense account distribution. Amount-only lines are always distributed by amount. Options are:

- *Amount*: The sum of all the distribution amounts must equal the schedule amount (merchandise amount). If a contract release is associated with a requisition schedule that is distributed by amount, this value is set to *Amount* and cannot be changed.
- *Quantity*: The sum of all distribution quantities must equal the schedule quantity.

Distribution Tab**Qty Sched (quantity schedule)**

Enter the quantity for the distribution line. The quantity must sum to the schedule line amount.

Percent

You can use the Percent option regardless of whether you select to distribute by amount or quantity. The total percentage of the distributions must equal 100 percent. If you change the amount or the quantity on a line, the percentage is automatically adjusted. If you change the percentage on a line, the amount or the quantity is automatically adjusted. The total must always be equal to 100 percent.

	If the contract release is associated with a requisition schedule that is distributed by amount, you cannot change this value.
Amount	Enter the amount for the distribution line. The amount must sum to the schedule line amount.
	If the contract release is associated with a requisition schedule that is distributed by amount, you cannot change this value.
IN Unit (PeopleSoft Inventory business unit)	<p>Enter the PeopleSoft Inventory business unit for the distribution.</p> <p>If the item is an inventory item and a PeopleSoft Inventory business unit is entered on the first distribution line of the schedule, the due date on the Order Release Schedules for Line page is validated against the PeopleSoft Inventory business unit's calendar. This ensures that the inventory business unit is open to receive merchandise on that day.</p> <p>On the Create Releases page, when you click the Stage button, if the PeopleSoft Inventory business unit is not open for receiving on the specified date, the date automatically changes to the next date that the inventory business unit is open for receiving. If you change the date on the page, you receive a warning before the date automatically changes.</p>

Related Links

[Order Release Schedules for Line Page](#)

[Review Staged Releases Page](#)

"Understanding PeopleSoft ChartFields (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

Setting Up Contract Categories

This section provides an overview of contract categories and discusses how to:

- Define contract category lines.
- Define contract category item exclusions.
- Adjust contract category item prices.
- Define contract category agreements.

Pages Used to Set Up Contract Categories

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Contract	CNTRCT_HDR	Procurement Contracts, Add/Update Contracts	Define contract category lines.

Page Name	Definition Name	Navigation	Usage
Item Exclusions	CNTRCT_CAT_EXC_SEC	Click the View Item Category Exclusions button on the Contract page	Define contract category item exclusions.
Price Adjustments for Category Line	CNTRCT_PRC_ADJ_SEC	Click the Price Adjustments button on the Contract page.	Adjust contract category item prices.
Contract Category Agreement Assignments	CS_AGREE_CAT	Click the Contract Category Agreement button on the Contract page.	Define contract category agreements.

Understanding Contract Categories

Contract categories enable you to specify groups of items on a contract, rather than having to enter the items one at a time. Using contract categories, you can add categories to a contract along with item exclusions, upper and lower limits, and price adjustments. When you create requisitions and purchase orders, the system locates and verifies that it uses the appropriate contracts automatically. You can use categories in conjunction with contract lines and open items, but you cannot create contract releases using category contracts.

When you link a category or a group of categories to a contract, requisitions and purchase orders can reference the contract with any items within those categories. A category can include hundreds or thousands of items. In these cases, you can specify exceptions for category items by adding excluded items to the Item Exclusions page. You use the Category grid on the Contract page to add and update categories for the contract. The Category grid appears only for contracts that use Purchase Order, General Contracts, and Release to Single Purchase Order Only process options.

Using contract category features, you can:

- Make price adjustments for category lines.
- Define contract category deliverable agreements at the header and category-line level.
- Define item exclusions by which you remove category items that you don't want included on the contract.
- Define the maximum amount that can be released for a category.
- Establish spend thresholds for a category.
- Inactivate a line, category, or exclusion even when purchase orders or requisitions exist against the line or category.
- View category information using a variety of system reports and inquiries, such as the Contract Event Inquiry.

When you inactivate a category line, the system:

- Does not permit activity against the inactivated category or line after the Draft contract version is approved and becomes the Current version.
- Enables activity against the Current version until the Draft version is approved and becomes the Current version.

- Continues to display the category or line after it is inactivated.
- Continues to update released amounts and quantities until it processes all existing purchase orders against the contract's History version.
- Inactivates all related exclusions when a category is inactivated.

Contract Page

Use the Contract page (CNTRCT_HDR) to define contract category lines.

Navigation

Procurement Contracts, Add/Update Contracts

You use the Lines grid to define basic information for contract category line items. Category information helps reduce redundant data entry during both item setup and requisition and purchase order processing. Item categories can provide transaction information for requisitions and requests for quotes, contracts, and purchase orders and can serve as the organizational unit for item catalogs. With categories tied to contracts, requisitions and purchase orders can reference the contract with any items within those categories.

Category information includes item adjustments, exclusions, and category agreements. You can define release amounts and spend thresholds for categories and add and delete category lines as long as the category is in an Active status. You cannot delete the line if it is in a Cancelled status.

Line	Displays the system-defined line number. The number is incremental by one depending on the number of contract categories that you define.
Category	Select a category to use with this contract. You can select multiple categories.
View Category Line Exclusions	Click to view and maintain category line items that should be excluded from the contract.
Price Adjustments	Click to view and maintain category line item prices for the contract.
Contract Category Agreement	Click to add and maintain the contract category agreement. The agreement applies to all category items.
Status	Displays the current status for the contract category. Status values include <i>Active</i> and <i>Inactive</i> . You inactivate a category line by clicking the Cancel button. You must also have the authority to cancel a category line. You define the authority to cancel contracts using the Contract Process link in Procurement user preferences.

Note: You can reactivate a category only if the contract is in a Draft version. You cannot reactivate the category line unless you canceled it while it was in a Draft version.

Pricing Options

Select the Pricing Options tab.

Use this page to define pricing settings for a category of items.

Price Can Be Changed on Order	Select if you want the capability to change the system-calculated prices on purchase orders for this category.
Use Supplier Adjustments	Select to indicate that you can use supplier-adjusted pricing for this category.
Apply Supplier Adjustments	<p>Select whether the system calculates supplier price adjustments before or after the contract price adjustments. Values include:</p> <p><i>After Contract Adjustments:</i> Select to have supplier price adjustments calculated after the contract price adjustments.</p> <p><i>Before Contract Adjustments:</i> Select to have supplier price adjustments calculated before the contract price adjustments. The supplier adjustments will be applied first if the calculation type is defined as Increment Adjustments.</p>

Release Amounts

Select the Release Amounts tab.

Use this page to define the maximum amount that can be released against the contract for a contract category line. After you select a category, use the Maximum Line Amt field to set the maximum value. The page also displays the totals for contracts when purchase order transactions are created against them. This total is also used for threshold amount notifications. You cannot release category amounts using the category functionality. The system derives the currency value from the contract currency.

Contract releases enable you to set up standard purchase orders or vouchers that are the by-product of the agreement that is identified in a contract. They also enable you to generate releases.

Note: Released amounts are not version controlled. The released amounts displayed reflect current released amounts to date on all contract versions.

See [Generating Contract Releases](#).

Spend Threshold

Select the Spend Threshold tab.

Use this page to define the maximum amount that can be released against the contract for a contract category line. Using the Spend Threshold feature, you can define the threshold and then notify users when spending on a contract crosses the threshold amount. After you define a category, select the Notify on Spend Threshold check box to notify the buyer when a contract reaches or exceeds the spend threshold. A buyer must be defined or the system displays a warning message.

The page also displays the threshold notification amount and the amount that has been released.

Related Links

[Thresholds & Notifications Page](#)

Item Exclusions Page

Use the Item Exclusions page (CNTRCT_CAT_EXC_SEC) to define contract category item exclusions.

Navigation

Click the View Item Category Exclusions button on the Contract page

Categories might cover hundreds or thousands of items. When some items within the category are not applicable to the contract, you can specify exceptions to the category's items. Use this page to select items for a category that you want to exclude from the contract.

Note: You cannot generate contract releases from category contracts.

Version	Displays the contract version. The version is always 1. If you are using version control, the Current version number appears in this field.
Contract ID	Displays the contract to which this category has been assigned.
Category	Displays the item category that you selected on the Contract page.
Category Line Number	Displays the line number for the category. The system assigns line numbers based on the number of item categories that you assign to the contract. The more categories you assign, the greater the line numbers.
Line Status	Displays the status of the contract category. This status is different from the status for individual items that appears in the Item Exclusions grid.
Line	Displays the line number that the system assigned to an item's row of data.
Item ID	Select the category item that you want to exclude from use with this contract. You can also type the item and click the Look Up Item ID button to locate and select it. You can select multiple items, but cannot select the same item twice. You can also delete items. The system provides a warning message if contract events exist for the item.
Status	Displays the status of the category item for this contract. An <i>Active</i> status indicates that the item is currently excluded from use with this contract. An <i>Inactive</i> status indicates that the item is not excluded from the contract.

Other points to consider about contract category exclusions:

- If a category is canceled or inactivated, the system protects exclusions, does not change the exclusion status, and ignores the exclusion during processing.
- Exclusions can only be canceled, not inactivated.

Because releases against exclusions don't exist, you do not need to inactivate exclusions.

After you cancel an exclusion, the system protects fields on the exclusion.

- Similar to items and categories, you can cancel exclusions and reactivate them while viewing the Draft version of the contract.
- After you approve a Draft contract version and it becomes the Current version, the exclusion continues to appear, but in a protected and Cancelled status.

The system updates category-released amounts when purchase orders are allowed against the now inactivated exclusion.

Cancel

Click to cancel a contract category item. You can cancel a category line exclusion when the contract is in an Open status and when no releases exist that are against it. You can cancel an item exclusion when version control is not in use. When version control is in use, you can cancel items for the Current and Draft versions.

Activate

Click to activate an inactive category item. If you are using version control, you can inactivate a line, category, or exclusion.

Note: The system permits category line and exclusion inactivation instead of deletions so that it can maintain released amounts and quantities. If the system permitted deletions of lines and exclusions, it would lose the released amounts and quantities.

The system enables the inactivation of a contract line depending on whether version control is in use. When the contract is a Draft version and no other version exists, the system enables the Inactivate button in the grid for categories, lines, and exclusions.

The system permits an exclusion to be inactivated only when the category or line is active. When you inactivate an exclusion, the system:

- Permits activity against the inactivated exclusion when the contract Draft version is approved and becomes the Current version.

- Prevents activity against the Current contract version until the Draft version is approved and becomes the Current version.
- Continues to display the exclusion after it has been inactivated.
- Updates category and line-item released amounts when you enter purchase orders against the now inactivated exclusion.

Price Adjustments for Category Line Page

Use the Price Adjustments for Category Line page (CNTRCT_PRC_ADJ_SEC) to adjust contract category item prices.

Navigation

Click the Price Adjustments button on the Contract page.

You use the Price Adjustments for Category Line page to adjust prices for a category line. You can set price adjustments and their effective dates at the contract category line. You can create price adjustments that are effective-dated and for each of those dates define the details that the system uses to make adjustments. Adjusting category prices is similar to adjusting open-item prices.

See [Open Item Price Adjustments Page](#).

When the system processes purchase order pricing, it bases the category price on the order's item supplier price or the manually entered price when the order line is based on description only. Although pricing is associated with specific categories on the contract, no category base price exists. The system retrieves that price from the transaction's item or from the manually entered price, and then applies any category adjustments to calculate the final price.

Method

Displays the percent method that the system uses to process the category price adjustment. The system makes the adjustment to either the base price or calculated price. The Percentage field appears with this method. Percent adjustments can be either positive (surcharge) or negative (discount).

Percentage

Enter a category adjustment percentage. The system applies the value for the adjustment method to arrive at a final adjusted price.

Amount

Enter a category adjustment amount. The system applies the value for the adjustment method to arrive at a final adjusted price.

Contract Category Agreement Assignments Page

Use the Contract Category Agreement Assignments page (CS_AGREE_CAT) to define contract category agreements.

Navigation

Click the Contract Category Agreement button on the Contract page.

Use this page to define a set of negotiated conditions for items in a category. The agreement specifically spells out the conditions and terms that apply to the items in the category. Using category agreements, you can define, monitor, update, and review agreements and their verification steps, statuses, and workflow notifications.

After assigning agreements to a contract category you can, for example, manage agreements to track whether a verification step is in process or has been completed successfully and whether the agreement meets the requirements for compliance.

Related Links

"Understanding Contract Agreements (*PeopleSoft FSCM 9.2: Supplier Contract Management*)"

Using Blanket Orders

This section provides an overview of blanket orders and discusses how to:

- Enter blanket order information.
- Enter first release blanket order information.
- Generate first releases to a blanket order.

Pages Used for Blanket Orders

Page Name	Definition Name	Navigation	Usage
Contract	CNTRCT_HDR	Procurement Contracts, Add/ Update Contracts, Contract	Create a blanket order. You can select <i>Purchase Order</i> , <i>General Contract</i> , or <i>Release to Single PO Only</i> from the contract process options when accessing this page.
Dispatch Supplier Contract	RUN_DISP_POCNT100	Procurement Contracts, Dispatch Contracts, Dispatch Supplier Contracts	Run the Supplier Contract Dispatch/Print SQR Report process (POCNT100) to dispatch contracts, to run the Email Application Engine process (PO_CON_EMAIL), or to run the Contract Dispatch & Email multiprocess job (CONDISP), which runs both processes for order contracts. These processes do not apply to voucher contracts.

Page Name	Definition Name	Navigation	Usage
Create Releases	CNTRCT_SCHEDULE	Procurement Contracts, Add/Update Contracts, Create Releases	Add releases to the blanket order.
Review Staged Releases	CNTRCT_RLS_LINE	Click the Review Staged Releases link on the Create Releases page.	View the staged purchase order releases for this contract and make changes to them. This functionality is available only when staged releases exist.
Release Parameter	RUN_PO_POCNTRCT	Procurement Contracts, Stage Contract POs, Release Parameter	Run the Purchase Order Contracts process for order contracts.
PO Calculations - Run Controls	RUN_PO_POCALC1	<ul style="list-style-type: none"> Purchasing, Purchase Orders, Stage/Source Requests, PO Calculations, Run Controls Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing 	Enter the run control criteria for the PO Calculations Application Engine process (PO_POCALC) to run the process.
Create PO	RUN_PO_POCREATE	<ul style="list-style-type: none"> Purchasing, Purchase Orders, Stage/Source Requests, PO Creation, Create PO Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing 	Enter the selection criteria for the Create Purchase Orders Application Engine process (PO_POCREATE) and run the process.
PO Autosourcing - Objectives	RUN_PO_AUTOSRC1	Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing, Objectives	Select all of the sources from where you want the purchase orders created.
PO Autosourcing - Options	RUN_PO_AUTOSRC2	Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing, Options	Define autosource options.
PO Autosourcing - Results	RUN_PO_AUTOSRC_LOG	Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing, Results	Review results of the sourcing process and drill down to the sourcing workbench.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Dispatch Purchase Orders	RUN_DISP_POPO005	Purchasing, Purchase Orders, Dispatch POs, Dispatch Purchase Orders	Run the PO Dispatch/ Print SQR Report process (POPO005) and dispatch purchase orders to run the Email Application Engine process (PO_PO_EMAIL) or to run the PO Dispatch & Email multiprocess job (PODISP), which runs both processes. You can also dispatch and print purchase orders in an Oracle BI Publisher format.

Understanding Blanket Orders

The two variations of blanket purchase orders are (1) Purchase Order contract process option (new purchase orders are created each time), and (2) Release to Single PO Only contract process option (all releases ultimately are on one purchase order).

In PeopleSoft Purchasing, you can use one purchase order to track the life of a contract. When you create the contract, you assign a purchase order to it and use the single purchase order to track the contract's activity. This is often referred to as a blanket purchase order contract, which buyers, accounts payable departments, and suppliers can use to track activities such as the amount ordered, amount invoiced, and balance remaining on the purchase order.

You can use PeopleSoft Purchasing Release to Single PO Only contracts with transactions that use the PO Calculations process, including:

- Requisitions.
- Contracts.
- Requests that are created by par location replenishment.
- Requested purchase orders from PeopleSoft Supply Planning.

When one of these transactions is assigned to a Release to Single PO Only contract by the PO Calculations process, the Create Purchase Orders process adds the necessary lines and schedules to the existing purchase order.

If the line item does not exist on the purchase order, the Create Purchase Orders process inserts a line with the same line number as the contract.

If the line already exists, the Create Purchase Orders process inserts an additional schedule into the existing purchase order.

If the purchase order was dispatched before the line or schedule was added, the Create Purchase Orders process creates a change order.

Note: Release to Single PO Only contracts cannot be corporate contracts because they are assigned to only one purchase order, and a purchase order can be associated with one business unit only.

Criteria for Assignment of a Blanket Purchase Order to a Transaction

When the Price Calculation process runs, a blanket purchase order contract is assigned to the transaction on the staging table if the following conditions are met:

- The transaction business unit, supplier, supplier location, currency, and UOM must match the blanket purchase order.
- The user does not select the Define PO check box on the Requisition Selection - Staging page (specific to Release to Single PO Only).
- Other existing rules for selecting a contract are met.

Blanket Purchase Order Process Flow Using a Contract to Update a Purchase Order

The following steps outline the blanket order process flow when a purchase order is updated through the contract:

1. A contract is entered.

You populate the contract header, line, and UOM tables. If you select Release to Single PO Only, you specify purchase order information on the Contract page, and the system populates the Contract-Purchase Order Cross-Reference table, CNTRCT_BPO_XREF.

2. (Optional) The contract is dispatched.
3. You use the Automatic Purchasing Sourcing process to create the purchase order. Alternatively, you can run the Purchase Order Contracts, PO Calculations, and Create Purchase Orders processes individually.
4. The PO Calculations process performs the following tasks if the contract is Release to Single PO Only:
 - a. It obtains the appropriate purchase order identifier from the PO_ITM_STG table and assigns it on the staging table PO_ITM_STG_UD.
 - b. It updates the staging tables with the assigned PO ID.
 - c. It sets the PO status to *In Process*, and an error message appears if the purchase order is already in process with a different process instance.
5. (Optional) You can view the transaction and the purchase order to which it is assigned in the Sourcing Workbench at this point in the process.
6. The Create Purchase Orders process performs the following tasks if the contract is Release to Single PO Only:
 - a. It assigns the purchase order line number on the PO_ITM_STG_UD table to match the contract line number.
 - b. It increments the purchase order schedule number on the PO_ITM_STG_UD table based on the last schedule number on the purchase order.
 - c. It inserts line items onto the purchase order if they do not already exist.

- d. It inserts schedules into the purchase order.
 - e. If the purchase order is eligible for change order tracking (the PO status is *Dispatched* or the change order number is greater than 0), the process performs the following steps:

If a new line is inserted into the purchase order, the process inserts the row into the PO_CHNG_LINE table. It inserts a row into the PO_CHNG_SHIP table. The process changes the PO status if it is *Dispatched*.
7. For Release to Single PO Only contracts, you can modify the purchase order with the following limitations:
 - a. You must add lines to the contract, not the purchase order, to keep the two synchronized.
 - b. You can add additional schedules to the purchase order and manually update the contract with the added schedules.
 - c. You can change VAT information and the ship to address or make other modifications.
 8. You use the Automatic Purchasing Sourcing process to create additional contract releases.

Blanket Purchase Order Process Flow Using a Request to Update a Purchase Order

The Blanket Purchase Order feature enables you to assign contracts to requisitions. In addition, transactions in the purchase order staging tables including requisitions, requests from PeopleSoft Supply Planning, and requests from par location replenishment can be assigned to blanket purchase orders if they meet the proper criteria. Here are the steps:

1. A contract is entered.

You populate the contract header, line, and UOM tables. If you select the Release to Single PO Only option, the system populates the Contract-Purchase Order Cross-Reference table, CNTRCT_BPO_XREF.
2. (Optional) The contract is dispatched.
3. You can assign transactions to blanket purchase orders in two ways:
 - a. You can assign blanket purchase orders by assigning the appropriate contract ID to requisitions at the time of creation.
 - b. The purchasing staging tables can be populated with transaction data from requisitions, PeopleSoft Supply Planning requests, or par location replenishment requests and you can assign the data to a blanket purchase order if the proper criteria are met.
4. The PO Calculations process performs the following tasks if you are releasing to a single PO only:
 - a. It assigns the appropriate purchase order identifier on the staging table PO_ITM_STG_UD.
 - b. If a blanket purchase order is assigned to a line, the process updates the staging tables with the assign PO ID.

The PO status is set to *In Process* and an error message appears if the purchase order is already in process with a different process instance.

5. (Optional) You can view the transaction and the purchase order to which it is assigned in the Sourcing Workbench at this point in the process.
6. The Create Purchase Orders process performs the following tasks for Release to Single PO Only:
 - a. It assigns the PO line number on the PO_ITM_STG_UD table to match the contract line number.
 - b. It increments the PO schedule number on the PO_ITM_STG_UD table based on the last schedule number on the purchase order.
 - c. It inserts line items onto the purchase order if they do not already exist.
 - d. It inserts schedules into the purchase order.
 - e. If the purchase order is eligible for change order tracking (the PO status is *Dispatched* or the change order number is greater than 0), the process performs the following steps:

 If a new row is being inserted into the purchase order, the process inserts the row into the PO_CHNG_LINE table and a row into the PO_CHNG_SHIP table. The process changes the PO status if it is *Dispatched*.
7. You can alter the purchase order with the following limitations (Release to Single PO Only):
 - a. You must add lines to the contract, not the purchase order, to keep the two synchronized.
 - b. You can add additional schedules to the purchase order and update the contract manually with the added schedules.
 - c. You can change VAT information and ship to address or make other modifications.

Modifying a Blanket Order by Modifying the Contract

Use the Contract page to make changes to the purchase order quantity or to add more lines to be released, and then process the purchase order. For Release to Single PO Only, if a line is added or changed to a dispatched purchase order, a change request is generated and the purchase order header status is *Approved* or *Pending Approval*, depending on whether approval is required. The stage status changes to *In Process*.

Modifying a Blanket Order by Modifying the Purchase Order

Use the Maintain Purchase Order - Purchase Order page and Maintain Purchase Order - Schedules page to access and change VAT information and ship to address or to make more modifications. You can also insert additional schedules. When you add a schedule to the purchase order, it updates the contract. If you want to add lines or change item information, you can do that through the contract. For the purchase order contract process option, you can manually add additional lines onto the purchase order. This updates the contract released amounts and quantities.

Modifying a Blanket Order by Using a Requisition

When you create a requisition, you can assign a blanket purchase order to an item on the Details for Line page (or on the line itself). The Create Purchase Orders process adds the necessary lines and schedules to the existing purchase order for Release to Single PO Only, or to the new purchase order for the purchase order contract process option. The following condition relates to Release to Single PO Only: If the line item does not exist on the purchase order, the Create Purchase Orders process inserts a line with the same line number as the contract. If the line already exists, the Create Purchase Orders process inserts an additional schedule into the existing purchase order. If the purchase order was ever dispatched before the line or schedule was added, the Create Purchase Orders process creates a change order.

Modifying a Blanket Order by Using the PO Calculations Process

If no contract is specified on the transaction and the transaction source is a requisition, a PeopleSoft Supply Planning request, or a par location replenishment request, the PO Calculations process searches for the most recent effective contract for the determined supplier. The process can assign a blanket purchase order if the proper criteria are met.

When the PO Calculations process assigns one of these transactions to a blanket purchase order, the Create Purchase Orders process adds the necessary lines and schedules to the existing purchase order for Release to Single PO Only, or to the new purchase order for the purchase order contract process option. Regarding Release to Single PO Only, if the line item does not exist on the purchase order, the Create Purchase Orders process inserts a line with the same line number as the contract. If the line already exists, the Create Purchase Orders process inserts an additional schedule into the existing purchase order. If the purchase order was ever dispatched before the line or schedule was added, the Create Purchase Orders process creates a change order.

Receiving, Matching, and Paying Blanket Orders

You receive, match, and pay blanket orders using the same processes that are used for other purchase orders that are generated in PeopleSoft Purchasing.

Related Links

[Contract Page](#)

"Creating Purchase Order Headers (*PeopleSoft FSCM 9.2: Purchasing*)"

"Creating Purchase Order Schedules (*PeopleSoft FSCM 9.2: Purchasing*)"

"Understanding the Purchase Order Change Order Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

Contract Page

Use the Contract page (CNTRCT_HDR) to create a blanket order.

You can select Purchase Order, General Contract, or Release to Single PO Only from the contract process options when accessing this page.

Navigation

Procurement Contracts, Add/Update Contracts, Contract

To enter blanket order information:

1. Access the PO Line Pricing Info page.

Default values appear on this page.

2. (Optional) Enter maximum line quantity and amount values.

Note: For Release to Single PO Only, enter the purchase order information that is in the Purchase Order Information group box.

3. Save the contract.

PO ID link becomes available in the Purchase Order Information group box

4. (Optional) Run the Supplier Contract Dispatch/Print process to dispatch the contract.

Related Links

[Contract Page](#)

Contract Page

Navigation

Procurement Contracts, Add/Update Contracts, Contract

To enter first release blanket order information:

1. Select the item for which you want to create a release.
2. Use the Create Releases page (CNTRCT_SCHEDULE) to add releases to the blanket order.

Navigation

Procurement Contracts, Add/Update Contracts, Create Releases

- Lead time for the item.
 - (Optional) Due time for the item.
 - Quantity to release.
3. Enter the following information in the Blanket Purchase Order group box.

This information is required for initial releases, unless otherwise stated. Fields in this group box appear only after you save.

PO Business Unit (purchase order business unit) Select the PeopleSoft Purchasing order contract business unit for the release.

PO ID (purchase order ID) Displays the unique identifier for the purchase order.

Currency Select the currency for the blanket order. The default for this field is based on the value that is defined for the purchasing business unit.

Rate Type Select the currency rate type.

Supplier Location	Select the supplier location for the purchase order. This overrides the supplier location that is defined in the contract defaults.
PO Reference (purchase order reference)	(Optional) Enter reference information.
Origin	Select the origin for the purchase order. This field is optional.

4. Complete the fields in the Release Schedule group box.
5. Repeat steps 1–4 for each additional line on the contract.

Related Links

[Contract Page](#)

[Price Adjustments for Item Line Page](#)

Generating First Releases to a Blanket Order

To generate first releases to a blanket order:

1. Perform the procedure for entering first-release blanket-order information.
2. On the Create Releases page, click the Calculate Dates button to supply the schedule release date information based on the information that you enter in the Release Schedule group box.
3. Click the Stage button to stage the releases to the contract.
4. Use the Review Staged Releases page (CNTRCT_RLS_LINE) to view the staged purchase order releases for this contract and make changes to them. This functionality is available only when staged releases exist.

Navigation

Click the Review Staged Releases link on the Create Releases page.

5. Save the release information to the contract.
6. Run the following processes in the order listed:
 - a. Purchase Order Contracts.
 - b. PO Calculations.

After this process runs, you can view the assigned PO ID in the Sourcing Workbench if you want.

- c. Create Purchase Orders.

Note: When you release to a single purchase order and you delete a line from the purchase order, you can rerelease the contract line. However, if you cancel the line on the purchase order or if the purchase order line is closed, the line cannot be released again from the contract.

Warning! If you cancel the purchase order that is associated with the Release to Single PO Only contract, the system cancels the contract. This applies only if you have selected the Release to Single PO Only process option on the Contract page.

d. (Optional) Automatic Purchasing Sourcing.

This process enables you to run the Purchase Order Contracts, PO Calculations, and Create Purchase Orders processes from the same run control page in the appropriate order.

e. PO Dispatch/Print.

The report includes the header, release number, total amount, open amount, and remaining (open) quantities on the contract.

Related Links

Contract Page

"Understanding the Purchase Order Sourcing Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

Using Recurring Purchase Order Vouchers

This section discusses how to create recurring purchase order vouchers.

Pages Used for Recurring Purchase Order Vouchers

Page Name	Definition Name	Navigation	Usage
Contract	CNTRCT_HDR	Procurement Contracts, Add/Update Contracts, Contract	Enter order and voucher contract header information.
Create Releases	CNTRCT_SCHEDULE	Procurement Contracts, Add/Update Contracts, Create Releases	Specify the interval between vouchers and the duration of the contract to generate a schedule for the series of vouchers and to create the releases of the vouchers. The releases that you create and available options are based on the specified business unit.
Review Staged Releases	CNTRCT_RLS_LINE	Click the Review Staged Releases link on the Create Releases page.	View the staged purchase order and voucher releases for this contract and make changes to them. This functionality is available only when staged releases exist.
Release Parameter	RUN_PO_POCNTRCT	Procurement Contracts, Stage Contract POs, Release Parameter	Run the Purchase Order Contracts process for order contracts.

Page Name	Definition Name	Navigation	Usage
PO Calculations - Run Controls	RUN_PO_POCALC1	Purchasing, Purchase Orders, Stage/Source Requests, PO Calculations, Run Controls	Enter the run control criteria for the PO Calculations process and run the process.
Create PO	RUN_PO_POCREATE	Purchasing, Purchase Orders, Stage/Source Requests, PO Creation, Create PO	Enter the selection criteria for the Create Purchase Orders process and run the process.
Voucher Build	VCHR_BATCH_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Build	Create a run control for the Voucher Build Application Engine process (AP_VCHR_BLD) and run the process.

Creating Recurring Purchase Order Vouchers

To create a recurring purchase order voucher:

1. Create a contract using the Recurring PO Voucher contract process option
2. Use the Contract page (CNTRCT_HDR) to enter order and voucher contract header information

Navigation

Procurement Contracts, Add/Update Contracts, Contract

The system selects the Amt Only check box on the Order by Amount tab and disables it for all lines. You enter the line item information for all lines for which you want to create recurring purchase order vouchers, and enter the maximum line amount for the total amount to release for each contract line. This amount carries over to the purchase order and becomes the total amount that can be released to recurring vouchers. The gross and merchandise amounts carry over to the voucher. The Include for Release check box is deselected and unavailable for entry.

3. Upon saving the contract, the system prompts you whether to create a purchase order.

If you select Yes, the system:

- a. Creates the new purchase order and updates the contract staging table with the PO ID.
- b. Uses the Maximum Line Amount field on the contract line for the purchase order amount.
- c. Disables the maximum line quantity for the contract line.

4. Run the Purchase Order Contracts, PO Calculations, and Create Purchase Orders processes.

Note: For recurring purchase order vouchers, the Create Purchase Orders process does not update the amount and quantity line released fields. These fields are used only for the amounts that are released to recurring vouchers.

5. When the processes are finished, you can update the purchase order and run budget checking for the purchase order.

When the purchase order passes budget checking and the following statuses are in place, you can generate recurring vouchers:

- Header budget check status is *Valid*.
- Header nonprorated budget check status is *Valid*.
- In Process flag is set to *No*.
- Distribution line status is *Open*.
- Invoice Line flag is set to *No*.
- Commitment Control Close flag is set to *No*.

The purchase order is picked up by the PO Dispatch process and communicated to the supplier by means of the designated dispatch method.

However, the PO status is never set to *Dispatched*. For this reason, when you create the recurring purchase order voucher contract and the purchase order, ensure that matching, receiving, and inspection are *not* required for the purchase order. If any of these actions are required for the purchase order, you cannot close the purchase order because a prerequisite for these actions is the PO status *Dispatched*.

6. On the Create Releases page, define the release dates, and click the Stage button to generate staged voucher releases.

The system performs the following actions:

- a. Confirms that the following statuses are in place for the purchase order that is associated with this recurring purchase order voucher: header budget check status of *Valid*; header nonprorated budget check status of *Valid*; PO status of *Active*; In Process flag set to *No*; distribution line status of *Open*; Invoice Line flag set to *No*; and Commitment Control Close flag set to *No*.
- b. Verifies that the voucher line that is selected for release exists on the purchase order.

The current line amount to release to a voucher plus the line-released amount must not exceed the maximum line amount for the contract line.

You can click the Purchase Order link on the Contract page to view the purchase order after it is created.

- c. Copies the distribution from the purchase order.
 - d. Updates the contract staging table with the associated PO ID.
7. Run the Voucher Edit/Voucher Build processes.

When you run budget checking against the voucher, the system liquidates the associated purchase order.

Also, you should be able to finalize a purchase order line from the voucher.

8. If you add new lines to the contract after recurring vouchers have already been released, a new release with the new contract line information is generated when you save.
9. Run the Purchase Order Contracts, PO Calculations, and Create Purchase Orders processes.

The purchase order now contains all lines that are on the contract. When you have checked the budget for the purchase order, the budget status is valid, and you dispatch it. All of the other statuses on the purchase order are correct, and you can create recurring purchase order vouchers using this new line.

If you cancel the purchase order, the contract will be placed on hold.

Related Links

"Running the PO Calculations Process (*PeopleSoft FSCM 9.2: Purchasing*)"

"Creating Purchase Orders Using the Create Purchase Orders Process (*PeopleSoft FSCM 9.2: Purchasing*)"

Dispatching Supplier Contracts

This section provides an overview of dispatching supplier order contracts and discusses how to run the Supplier Contract Dispatch/Print process.

Page Used to Dispatch Supplier Contracts

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Dispatch Supplier Contracts	RUN_DISP_POCNT100	Procurement Contracts, Dispatch Contracts, Dispatch Supplier Contracts	Run the Supplier Contract Dispatch/Print process and dispatch contracts, run the Email process, or run the Contract Dispatch & Email job, which runs both processes for order contracts. These processes do not apply to voucher contracts.

Understanding Dispatching Supplier Order Contracts

The Supplier Contract Dispatch/Print process dispatches order contracts to the supplier based on the selection criteria that you enter on the Dispatch Supplier Contract page and using the dispatch method that you set on the Dispatch Options page.

The Supplier Contract Dispatch/Print process is optional and is available only for order contracts. This process also dispatches blanket contracts.

When you run this process from the Dispatch Supplier Contracts page, you have three choices on the Process Scheduler Request page:

Contract Dispatch & Email multiprocess job (CONDISP)

Select to run the Supplier Contract Dispatch/Print SQR Report process and then the Email Application Engine process.

Supplier Contract Dispatch/Print process SQR Report (POCNT100) Select to run only the Supplier Contract Dispatch/Print process.

Email Application Engine process (PO_CON_EMAIL) Select to run only the Email process.

When you use the email dispatch method, the Supplier Contract Dispatch/Print process creates an output file in the location that you specify on the File Locations page. The Email process picks up the output file from the specified location and sends an email message with the contract as an attachment. When the dispatch method is fax, the dispatch process creates a contract file and a fax control file in the locations that you specify on the File Locations page.

Dispatching contracts by email requires that you run two processes: the Supplier Contract Dispatch/Print process and the Email process.

To dispatch by email, you first need to run the Supplier Contract Dispatch/Print process to update the Contract Email queue table (CNTRCT_EMAIL_QU). You then run the Email process.

The Email process is an Application Engine process that picks up the email output file that is created by the Supplier Contract Dispatch/Print process in the location that is specified on the File Locations page. It then generates an email message through the SMTP gateway. If you specify a supplier contact on the Contract page, the Email process sends the email to the address that you specify in the Email ID field on the Supplier Information - Contacts page. If you do not specify a supplier contact on the contract, the Email process sends the email to the address that you specify in the Email ID field on the Supplier Information - Address page.

To simplify dispatching by email, you can use the Contract Dispatch & Email multiprocess job on the Process Scheduler Request page that you access from the Dispatch Supplier Contract page. The Contract Dispatch & Email multiprocess job automatically runs the Supplier Contract Dispatch/Print process and then the Email process.

Related Links

[Dispatch Options Page](#)

[Contract Page](#)

[Entering Supplier Contact Information](#)

[Entering Supplier Addresses](#)

Dispatch Supplier Contracts Page

Use the Dispatch Supplier Contracts page (RUN_DISP_POCNT100) to run the Supplier Contract Dispatch/Print process and dispatch contracts, run the Email process, or run the Contract Dispatch & Email job, which runs both processes for order contracts.

These processes do not apply to voucher contracts.

Navigation

Procurement Contracts, Dispatch Contracts, Dispatch Supplier Contracts

Process Request Parameters

SetID	Select the SetID for the contract to dispatch. This field is required for dispatching specific contracts.
Business Unit	Select the business unit that you want to appear as a reference on the dispatch report. If selected, the business unit and address appear in the report header. The business unit is not used as part of the selection criteria.
Contract ID	Select a contract ID to dispatch a specific contract. All approved order contracts are eligible.
Supplier ID	Select a supplier to dispatch contracts for a specific supplier.
Fax Cover Page	If applicable, select a fax cover page. Identify the fax cover letters on the Fax Cover Letters page.

Dispatch Methods to Include

Select the dispatch methods that you want to include in the run of the process. Options are *Print*, *FAX*, *Email*, and *Phone*.

If a specific contract is not selected on the page, the Supplier Contract Dispatch/Print process dispatches all contracts that have the specified dispatch methods set on the Contract page.

If you specify a contract on this page, then only that contract is dispatched and the selections in the contract Dispatch Methods To Include group box are ignored.

Miscellaneous Options

Test Dispatch	Select to run the process without setting the status of the processed contracts to <i>Dispatched</i> . The printed contracts have the word <i>Unauthorized</i> printed at the bottom. This enables you to test the fax server setup without actually updating the system.
Print Duplicate	Select to print the word <i>Duplicate</i> on each copy of the contract.
Print Copy	Select to produce a printed copy of each contract that is processed. If any of the contracts processed are by phone, email, or fax, a hard copy is printed for review.

Related Links

[Fax Location Page](#)

Building Voucher Contracts

This section provides an overview of the PeopleSoft Payables Batch Voucher process and lists the page that is used to build voucher contracts.

Page Used to Build Voucher Contracts

Page Name	Definition Name	Navigation	Usage
Voucher Build	VCHR_BATCH_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Build	Create a run control for the Voucher Build process and run the process.

Understanding the PeopleSoft Payables Batch Voucher Process

The PeopleSoft Payables Batch Voucher process stages and builds voucher contracts. The Voucher Build process picks up the voucher release information from the CNTRCT_RLS_HDR, CNTRCT_RLS_LN, and CNTRCT_RLS_DTL tables. The Batch Voucher process controls the release of the vouchers into the PeopleSoft Payables system based on the contract release date for each PeopleSoft Payables business unit.

Related Links

"Understanding Voucher Build Processing (*PeopleSoft FSCM 9.2: Payables*)"

Staging Purchase Order Contracts

This section provides an overview of the Purchase Order Contracts process and discusses how to run the Purchase Order Contracts process.

Page Used to Stage Purchase Order Contracts

Page Name	Definition Name	Navigation	Usage
Release Parameter	RUN_PO_POCNTRCT	Procurement Contracts, Stage Contract POs, Release Parameter	Run the Purchase Order Contracts process for order contracts.

Understanding the Purchase Order Contracts Process

The Purchase Order Contracts process stages contract purchase order releases from contracts and adds defaults so that they can become purchase orders when you run the PO Calculations process and the Create Purchase Orders process. The Purchase Order Contracts process is not used for voucher contracts.

The Purchase Order Contracts process takes the information from the CNTRCT_RLS_HDR, CNTRCT_RLS_LN, and CNTRCT_RLS_DTL tables and places it on the purchasing stage tables. The PO Calculations process then takes the purchase order information from the stage tables for further processing, and then the Create Purchase Orders process builds the purchase order releases.

Related Links

"Understanding the Purchase Order Sourcing Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

Release Parameter page

Use the Release Parameter page (RUN_PO_POCNTRCT) to run the Purchase Order Contracts process for order contracts.

Navigation

Procurement Contracts, Stage Contract POs, Release Parameter

Contract Selection Criteria

Select the parameters for the Purchase Order Contracts process to use to select which purchase order releases to stage.

First drop-down list box

Options are:

All Business Units: Select to stage purchase order contract releases from all PeopleSoft Purchasing business units.

Specific Business Unit: Select to stage purchase order contract releases from a specific business unit. If you select this value, select a business unit in the Unit field.

Second drop-down list box

Options are:

All Contracts: Select to stage purchase order contract releases from all contracts.

Specific Contract: Select to stage purchase order contract releases from a specific contract. If you select this value, select values in the SetID and Contract ID fields.

Third drop-down list box

Options are:

All PO Dates: Select to stage purchase order releases for all dates.

PO Date By: Select to stage only purchase order releases for which the date is equal to the system date when you run the Purchase Order Contracts process. To stage only the releases for the current system date, set the Days From the Scheduled Run field to 0. To include releases within a number of days of the current system date, enter that number in the Days From the Scheduled Run field.

PO Date Range: Select to enter a range of dates for the purchase order release in the PO Date and Through Date fields.

Viewing Contract-Related Purchase Order Line Information

This section discusses how to:

- View contract-related purchase order line information.

- Search for line group items.
- View contract line group spend details.

Pages Used to View Contract-Related Purchase Order Line Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
PO Contract Line	PO_CNTRCT_LINE	Procurement Contracts, Review Contract Information, Review Contracts by PO Select the PO with Contract check box.	View contract-related purchase order line information.
Purchase Order Inquiry - Purchase Order	PO_LINE_INQ	Click the Inquire link on the PO Contract Line page.	View the purchase order.
Maintain Purchase Order - Purchase Order	PO_LINE	Click the Update link on the PO Contract Line page.	Modify purchase order information online.
Activity Summary	ACTIVITY_SUMMARY	Click the Activity Summary link on the PO Contract Line page.	Review the receiving, invoicing, and matching activities that have been performed on the selected purchase orders to date.
Line Group Spend Inquiry - Find Line Group Items	PO_LN_GRP_SPND	Purchasing, Purchase Orders, Review PO Information, PO Line Group Spend Inquiry	Search for line group items.
Line Group Spend Details	PO_LN_GRP_SPND_DTL	Click the View Contract Line Spend link for the line group on the Line Group Spend Inquiry page.	View contract line group spend details

PO Contract Line inquiry Page

Use the PO Contract Line page (PO_CNTRCT_LINE) to view contract-related purchase order line information.

Navigation

Procurement Contracts, Review Contract Information, Review Contracts by PO

Select the PO with Contract check box.

You use this page to define the search criteria for viewing purchase order contract information. After defining search criteria, you can select to search for purchase order information related to contracts or not related to contracts. When you complete the selection, click the Search button to retrieve purchase order information. Depending on your search selection, the system displays the purchase order either with contract information or without it.

Contract ID

Select a contract for which you want to view a list of purchase orders.

Version	Select a contract version on which to base the search. This field is available when version control is set up for the business unit.
Item ID	Select an item on the selected contract.
Category	Select a category on which to base the purchase order contract search. Contract categories enable you to specify groups of items on a contract, rather than having to enter the items one at a time.
Contract Line	Select a line number that the system has assigned to a contract item's row of data.
Category Line Number	Select a line number that represents an item category. The system assigns line numbers based on the number of item categories that you assign to the contract. The more categories that you assign, the greater the line numbers.
PO with Contract	Select to view purchase orders that reference the selected contract. If you have also selected an item ID, the search retrieves purchase orders that reference the selected contract and item.
PO without Contract	Select to view purchase orders that do not have contracts associated with them but that contain this item. This check box enables you to view information about purchase orders for items that are on a contract but that you purchased using purchase orders that are not contract-related.
Search	Click to retrieve purchase orders that meet the selection criteria. This button becomes available after you select the PO with Contract check box or the PO without Contract check box.

List of Purchase Orders

Version	Displays the contract version. When version control is not in use, this field value is always <i>1</i> .
Up To Dt Qty (up to date quantity)	Displays the quantity to date on the purchase order.
Up To Dt Amt (up to date amount)	Displays the amount to date on the purchase order.

Line Group Spend Inquiry - Find Line Group Items Page

Use the Line Group Spend Inquiry - Find Line Group Items page (PO_LN_GRP_SPND) to search for line group items.

Navigation

Purchasing, Purchase Orders, Review PO Information, PO Line Group Spend Inquiry

You perform line group item searches against Strategic Sourcing business units that the system uses to identify awarded event transactions. You can limit the search, for example, to the event ID, to the supplier

ID that is associated with the awarded transactions, or to the item ID for one of the items in the line group. Other search options can include award to and from dates, contract SetID, and document types.

You can search based on purchase order and contract document types. When you select either option, the system provides either the Contract SetID field or the PO ID field for you to further refine the line group item search.

After you define search criteria, click the Search button. The system displays the Search Results grid with line items matching the criteria. To view the Line Group Spending Detail page, click the Display Details button. To access the Event Document Status inquiry page, click the Event ID link.

You can also access either the Contract Document Status Inquiry page or the Purchase Order Document Status Inquiry page by clicking the Document ID link in the Search Results grid. Finally, to access the Supplier Inquiry page, click the Supplier ID link.

Line Group Spend Inquiry Page

Use the Line Group Spend Details page (PO_LN_GRP_SPND_DTL) to .

Navigation

Click the View Contract Line Spend link for the line group on the Line Group Spend Inquiry page.



Image: Line Group Spending page

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


Line Group Spend Detail

Strategic Sourcing BU						
Event ID		Round		Version		
Document Type						
DOC ID						
Group ID						
Supplier		Document Date				

Line Grouping Items

Personalize | Find | View All |  

First 1 of 1 Last

Quantity	Amounts					
Item ID	Description	Awarded Qty	UOM	Released Qty	Max Line Qty	PO Qty
1		0.0000		0.00	0.00	0.0000

This page displays quantities and amounts for items that belong to the line group defined in the Line Group ID field. The use of line groups is controlled through PeopleSoft Strategic Sourcing business unit setup.

Event Business Unit

Displays the business unit in which the event was created and awarded.

Event ID

Identifies a specific event that contains line groups.

Round

Displays the awarded event round. You can create multi-round events to negotiate with bidders when you need to make changes to a posted event.

Version	Displays the version of the awarded event. If a new round is created for the event, the system resets the version number to 1. After a new version is created, you cannot delete lines or bid factors because bids to the previous version would include those lines and bid factors.
Document Type	Displays the type of document. Values include <i>Requisition</i> , <i>Purchase Order</i> , <i>RTV</i> , <i>RFQ</i> , <i>Receipt</i> , <i>Work Order</i> , <i>MSR</i> , and <i>Contract</i> .
Document ID	Displays the system identifier and short description for the document.
Line Group ID	Displays the line group to which the line group items belong. A line group is a bundle of items that buyers use in PeopleSoft Sourcing to obtain better pricing for items. The relationship between the item and the contract is maintained through auction award records. Items that belong to this group are listed in the Line Group Items section.
Supplier ID	Displays the supplier who has responded with an offer for items contained in the line group. The system applies the line group price to the requisition or purchase order.
Contract Expire Date	Displays the date on which the contract expires for this line group.
Item ID	Displays the item that is a part of the line group.
Quantity Awarded	Displays the quantity of the item that has been awarded to a supplier.
UOM (unit of measure)	Displays the item's unit of measure.
Quantity Released	Displays the quantity of the item that has been released to the supplier.
Quantity Remaining	Displays the quantity of the item that is remaining for release.

Amounts Tab

Select the Amounts tab.

You use this page to view amounts for line group items. Amount values include the amount, amount released, and maximum line amount.

Viewing Purchase Order Contract Events

This section discusses how to:

- View contract events.

- View purchase order contract lines.
- View purchase order contract categories.
- View purchase order contract voucher details.
- View purchase order contract matching details.

Pages Used to View Purchase Order Contract Events

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Events Inquiry	CNTRCT_EVT_INQUIRY	Procurement Contracts, Review Contract Information, Events, Events Inquiry	View contract events.
Contract Lines (inquiry)	CNTRCT_EVT_LNS_SEC	Click the View Contract ID Line link on the Events Inquiry page.	View details about a purchase order release. You must have selected a purchase order release line on the Events Inquiry page.
Contract Lines (inquiry) (purchase order-related)	CNTRCT_EVT_CAT_SEC	Click the View Contract ID Category link on the Events Inquiry page.	View purchase order contract lines. You must have selected a purchase order release line on the Events Inquiry page.
Item Description	CNTRCT_ITEM_DESCR	Click the Item Description link on the Contract Lines inquiry page. The item description link consists of the first 30 characters of the item's base-language description in the Transaction Item Description text box on the Item Description page.	View descriptions for a specific item.
Receipt Details (inquiry) (purchase order-related)	CNTRCT_EVT_LNR_SEC	Click the Receipt link on the Contract Lines inquiry page (purchase order-related).	View information about the receipt for the selected purchase order line.
Receiving (inquiry)	RECV_INQ	Click the Receipt link on the Contract Lines inquiry page (purchase order-related).	View detailed receipt information.
Voucher Details (inquiry)	CNTRCT_EVT_LNI_SEC	Click the Invoice link on the Contract Lines inquiry page (purchase order-related).	View information about the voucher for the selected purchase order line.

Page Name	Definition Name	Navigation	Usage
Voucher Inquiry	AP_VOUCHER_INQUIRY	Click the Go To Voucher Inquiry link on the Voucher Details inquiry page. Click the Go To Voucher Inquiry Matching Details inquiry page (purchase order-related).	Search for and review information about vouchers.
Matching Details (inquiry) (purchase order-related)	CNTRCT_EVT_LNM_SEC	Click the Matching link on the Contract Lines inquiry page (purchase order-related).	View information about matching for the selected purchase order line.

Events Inquiry Page

Use the Events Inquiry page (CNTRCT_EVT_INQUIRY) to view contract events.

Navigation

Procurement Contracts, Review Contract Information, Events, Events Inquiry

When the system creates requisition, purchase order, and voucher transactions that link to category contracts, it captures category-related information and inserts it into contract event tables. Because a contract can have both line item and category contracts, this page provides links that link to a contract line and category details.

Sel (select)

Click to select the contract event for which you want to view contract line and category information. When you select a row of data, the system makes the View Contract ID Line and View Contract ID Category links available for selection.

Version

Displays the contract version. This number is 1 unless you are using version control and multiple versions exist for the contract. This field displays the Current version.

Type

Displays whether the contract event is for a voucher, purchase order release, or requisition.

Status

Displays the status of the purchase order, voucher, or requisition transaction.

Reference

Displays the text from the PO Ref (purchase order reference) field on the PO Header Details page. This field appears for purchase order event types only.

Release

Displays the release number for the release. A *release* is the transaction for the contract. For example, a one-year lease contract with monthly payments would have 12 releases. This field appears for purchase-order event types only.

Amount	Displays the amount on the purchase order, voucher contract release, or requisition. The currency code appears with the amount.
Supplier GLN	Displays the GLN values based on the supplier
Maximum Amount	Displays the maximum amount for the contract. Additional releases are not generated after the maximum amount is reached.
Released	Displays the amount on the contract that has been released to date.
Remaining	Displays the amount remaining on this contract. This field appears only if the maximum amount for the contract is greater than 0 (zero).
View Contract ID Line	Click to access the Contract Lines page, where you can view the line details for a contract.
Show Payments	Click to access the Purchase Order - Form inquiry page, where you can view details about a voucher release. You must have selected a voucher release line on the Events Inquiry page.
View Contract ID Category	Click to access the Contract Categories page, where you can view the category details for a contract.

Related Links

"PO Header Details Page (*PeopleSoft FSCM 9.2: Purchasing*)"

Contract Lines inquiry Page

Use the Contract Lines (inquiry) page (CNTRCT_EVT_LNS_SEC) to view details about a purchase order release.

You must have selected a purchase order release line on the Events Inquiry page.

Navigation

Click the View Contract ID Line link on the Events Inquiry page.

Contract Info

Along with contract line information, this tab displays quantities of the purchase order that have been released and matched and the quantity remaining.

Sel (select)	Click to select a contract line for which you want to view line information. When you select a row of data, the system makes the View Contract ID Line and View Contract ID Category links available for selection.
Event Date	Displays the date on which the event was created.

Contract ID	Displays the contract that includes the event.
Version	Displays the contract version. The version is always <i>1</i> unless you are using version control and then the Current version number appears in this field.
Line	References the contract line.
Amt Only (amount only)	Identifies an amount-only contract line.
Milestone Number	If applicable, identifies the milestone number that is associated with the release line.
Release Line	Identifies the release line that is associated with the referenced contract line.
Description	Displays the description that is defined for the item ID on the release line. When an item ID is not specified, the description is the ad hoc text that is entered to describe the goods purchased.
Receipt	Click to view purchase order receipt details.
Invoice	Click to view purchase order invoice details.
Matching	Click to view purchase order matching details.
PO Release Information	
Rem Rcpt Qty (remaining receipt quantity)	Displays the quantity remaining to be received against the release line.

Contract Categories inquiry Page

Use the Contract Lines (inquiry) (purchase order-related) page (CNTRCT_EVT_CAT_SEC) to view purchase order contract lines.

You must have selected a purchase order release line on the Events Inquiry page.

Navigation

Click the View Contract ID Category link on the Events Inquiry page.

Contract Info

The Contract Info (contract information) tab displays contract category information as it relates to events. These details include the amounts and quantities that have been released against the contract and the quantity remaining to be received against the release line.

Event Date	Displays the date on which the event was created.
Contract ID	Displays the contract used for the event.

Version	Displays the contract version. The version is always <i>1</i> unless you are using version control and then the current version number appears in this field.
Category Line Number	Displays the category line number used for the event.
Receipt	Click to access receipt details for the event.
Invoice	Click to access invoice details for the event.
Matching	Click to access matching details for the event.

PO Release Information

Use this tab to view purchase order release details. These details include the amounts and quantities that have been released against the contract and the quantity remaining to be received against the release line.

Voucher Details inquiry Page

Use the Voucher Details (inquiry) page (CNTRCT_EVT_LNI_SEC) to view information about the voucher for the selected purchase order line.

Navigation

Click the Invoice link on the Contract Lines inquiry page (purchase order-related).

Voucher Info

Sched (schedule)	Displays the voucher line schedule number.
Date	Displays the invoice date.

Matching Details inquiry Page

Use the Matching Details (inquiry) (purchase order-related) page (CNTRCT_EVT_LNM_SEC) to view information about matching for the selected purchase order line.

Navigation

Click the Matching link on the Contract Lines inquiry page (purchase order-related).

PO Matching Info

Sched (schedule)	Displays the voucher line schedule number.
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Viewing Voucher Contract Events

This section discusses how to:

- View voucher contract lines.

- View voucher contract payment details.

Pages Used to View Voucher Contract Events

Page Name	Definition Name	Navigation	Usage
Events Inquiry	CNTRCT_EVT_INQUIRY	Procurement Contracts, Review Contract Information, Events, Events Inquiry	View contract events.
Contract Lines (inquiry) (voucher-related)	CNTRCT_EVT_LNV_SEC	Click the View Contract ID Line link on the Events Inquiry page.	View details about a voucher release. You must have selected a voucher release line on the Events Inquiry page.
Receipt Details (inquiry) (voucher-related)	CNTRCT_EVT_LNX_SEC	Click the Receipt link on the Contract Lines page (voucher-related).	View information about the receipt for the selected voucher line.
Receiving (inquiry)	RECV_INQ	Click the Receipt Inquiry link on the Receipt Details inquiry page.	View detailed receipt information.
Matching Details (inquiry) (voucher-related)	CNTRCT_EVT_LNW_SEC	Click the Matching link on the Contract Lines page (voucher-related).	View information about matching for the selected voucher line.
Purchase Order - Form (inquiry)	PO_LINE_INQ	Click the Purchase Order Inquiry link on the Matching Details inquiry page (voucher-related).	Review purchase order information such as the item, pricing, account code, supplier name, and comments.
Payment Details (inquiry)	CNTRCT_EVT_PAY_SEC	Click the Show Payments link on the Events Inquiry page.	View details about a voucher release. You must have selected a voucher release line on the Events Inquiry page.

Contract Lines Page

Use the Contract Lines (inquiry) (voucher-related) page (CNTRCT_EVT_LNV_SEC) to view details about a voucher release.

You must have selected a voucher release line on the Events Inquiry page.

Navigation

Click the View Contract ID Line link on the Events Inquiry page.

Voucher Events - Contract Info

Amt Only (amount only) Identifies an amount-only contract line.

Description	Displays the description that is defined for the item ID on the contract line. When an item ID is not specified, the description is the ad hoc text that is entered to describe the goods purchased.
Voucher Info	
Rem Rcpt Qty (remaining receipt quantity)	Displays the quantity remaining to be received against the contract line.
Payable	Displays the total amount remaining to be paid on the invoice.

Payment Details inquiry Page

Use the Payment Details (inquiry) page (CNTRCT_EVT_PAY_SEC) to view details about a voucher release.

You must have selected a voucher release line on the Events Inquiry page.

Navigation

Click the Show Payments link on the Events Inquiry page.

Bank Info

Bank SetID	Displays the bank SetID for the supplier's bank account.
Bank Code	Displays the bank code for the supplier's bank account.
Bank Account	Displays the supplier's bank that will receive payment.
Payment Reference	Displays the payment reference ID.

Payment Info

Payment Amount	Displays the amount of the payment.
Paid Amount	Displays the amount paid.
Payment Status	Displays the current status for the pay cycle's bank account or payment method.
Total Payment Amount	Displays the total amount of the payments for all lines.
Total Paid Amount	Displays the total amount paid for all lines.

Viewing Requisition Contract Events

This section discusses how to:

- View requisition contract lines.

- View requisition contract release details.

Pages Used to View Requisition Contract Events

Page Name	Definition Name	Navigation	Usage
Events Inquiry	CNTRCT_EVT_INQUIRY	Procurement Contracts, Review Contract Information, Events, Events Inquiry	View contract events.
Contract Lines (inquiry) (requisition-related)	CNTRCT_EVT_LNQ_SEC	Click the View Contract ID Line link on the Events Inquiry page.	View details about a requisition-related release. You must have selected a requisition-related release line on the Events Inquiry page.
Release Details (inquiry)	CNTRCT_EVT_LNP_SEC	Click the Release Information link on the Contract Lines inquiry page (requisition-related).	View details about the requisition release.
Purchase Order Inquiry - Purchase Order	PO_LINE_INQ	Click the Purchase Order Inquiry link on the Release Details inquiry page.	Review purchase order information such as the item, pricing, account code, supplier name, and comments.

Contract Lines inquiry Page

Use the Contract Lines (inquiry) (requisition-related) page (CNTRCT_EVT_LNQ_SEC) to view details about a requisition-related release.

You must have selected a requisition-related release line on the Events Inquiry page.

Navigation

Click the View Contract ID Line link on the Events Inquiry page.

Contract Info

Amt Only (amount only)

Identifies an amount-only contract line.

Description

Displays the description that is defined for the item ID on the line. When an item ID is not specified, the description is the ad hoc text that is entered to describe the goods purchased.

Requisition Info Tab

Rem Rcpt Qty (remaining receipt quantity)

Displays the quantity remaining to be received for the line.

Release Details inquiry Page

Use the Release Details (inquiry) page (CNTRCT_EVT_LNP_SEC) to view details about the requisition release.

Navigation

Click the Release Information link on the Contract Lines inquiry page (requisition-related).

PO Release Information

Due Date	Displays the due date of the purchase order goods.
Price	Displays the unit price of the goods on the purchase order.
Rem Rept Qty (remaining receipt quantity)	Displays the quantity remaining to be received for all the lines.

Viewing Contract Change History

This section provides an overview of contract change history and discusses how to:

- View contract header history.
- View contract line history.
- View contract category history.
- View contract header agreement history.
- View contract line agreement history.
- View contract category agreement history.

Pages Used to View Contract History

Page Name	Definition Name	Navigation	Usage
Contract Header	CNTRCT_CH_HDR	Procurement Contracts, Review Contract Information, Contract Change History Select the Contract Header tab.	View contract header, PO defaults, and price adjustments history The returned search results reflect the latest contract change history recorded against the contract. Searching by Administrator/Buyer and Master Contract fields on the Contract History search page returns only the values from the latest contract change history record.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Contract Line	CNTRCT_CH_LINE	Procurement Contracts, Review Contract Information, Contract Change History Select the Contract Line tab.	View contract line history and view unit of measure, price adjustment, and distribution history.
Contract Category	CNTRCT_CH_CAT	Procurement Contracts, Review Contract Information, Contract Change History Select the Contract Category tab.	View contract category history and view exclusion details and price adjustment history.
Header Agreement	CS_CNTRCT_CHAG_HDR	Procurement Contracts, Review Contract Information, Contract Change History Select the Header Agreement tab.	View contract header agreement history and view assignments, result text, verification steps, clauses, and notifications history.
Line Agreement	CS_CNTRCT_CHAG_LN	Procurement Contracts, Review Contract Information, Contract Change History Select the Line Agreement tab.	View contract line agreement history and view assignments, result text, verification steps, clauses, and notifications history.
Category Agreement	CS_CNTRCT_CHAG_CAT	Procurement Contracts, Review Contract Information, Contract Change History Select the Category Agreement tab.	View contract category agreement history and view assignments, result text, verification steps, clauses, and notifications history.

Understanding Contract Change History

You can track contract changes to contract headers, lines, categories, and agreements. These changes are available in the contract history and are based on change template values that you set up for a SetID and its contract process options. Using contract change history you can, for example, review changes to a contract line or a contract agreement verification step for a specific version of a contract. This tracking capability enables you to view a wide variety of historical information about a contract and contract agreements.

Change tracking begins after a contract is initially approved. Tracking changes on a draft is optional. If draft tracking is enabled, the system continues to track changes regardless of the version status or contract status. So when you create a new Draft contract version, the system begins change tracking immediately, and does not wait until the approval of the Draft version. The change sequence number is sequential, and is not reset with a new version. When a Draft version is deleted, all of the associated history changes are also removed from the change tracking history tables.

Note: Search results on the initial search page might retrieve the same contract ID multiple times when different administrators, buyers, or master contract IDs are assigned to different versions of the contract.

To set up contract change tracking, you:

- Define a procurement contract change template.

This template defines the records and fields for which the system tracks changes. Only fields that have been selected for change tracking are included in contract history records. You create change templates for procurement contracts using the Contract template type.

See [Creating Change Templates](#).

- Define contract controls.

Change templates are assigned to the setID, and optionally to the contract process option on the Contracts and Supplier Rebate Controls page. These controls establish whether contract changes are to be tracked, the change template to use for tracking changes, and the contract process option to which the template applies. Along with selecting change templates, you use this page to define contract change reason codes.

See [Contract Change Tracking and Version Control](#).

See [Defining Contract and Supplier Rebate Control Parameters](#) .

Contract Header Page

Use the Contract Header page (CNTRCT_CH_HDR) to view contract header, PO defaults, and price adjustments history. The returned search results reflect the latest contract change history recorded against the contract.

Searching by Administrator/Buyer and Master Contract fields on the Contract History search page returns only the values from the latest contract change history record.

Navigation

Procurement Contracts, Review Contract Information, Contract Change History

Select the Contract Header tab.

Image: Contract Header page (1 of 2)

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

Contract Header
Contract Line
Contract Category
Header Agreement
Line Agreement
Category Agreement

SetID: SHARE
Contract ID: 000000000000000000000000000045

Check the records you wish to view, and optionally, select a field on that record.

☒ Contract Header
☒ PO Defaults
☒ Price Adjustments
☒ Thresholds and Notifications

Changed Field:
Changed Field:
Changed Field:
Changed Field:

Search and Filter Criteria

Enter any additional search or filter information you have. Leave fields blank for all the results. Then hit search to view the results.

Modified By:
Reason Code:
From Date:
To Date:
Version From:
Version To:

Search
Clear
Expand All
Collapse All

Contract Header								Personalize	Find	View All	First	1-10 of 12	Last
Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason						
1	2	Change	Change Order Source	ONL	SAMPLE	06/20/11 9:59:28AM	Reason						
1	2	Change	Expire Date	06/30/2015	SAMPLE	06/20/11 9:59:28AM	Reason						
1	1	Change	Change Order Source	ONL	SAMPLE	06/10/09 4:20:14PM	Reason						
1	1	Change	Expire Date	06/30/10 12:00:00AM	SAMPLE	06/10/09 4:20:14PM	Reason						
1	0	Original	Maximum Amount	1000000	SAMPLE	06/10/09 4:20:14PM	Reason						
1	0	Original	Change Order Source	ONL	SAMPLE	06/10/09 4:20:14PM	Reason						

Image: Contract Header page (2 of 2)

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

PO Defaults

Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason
1	0						Reason

Price Adjustments

Version	Effective Date	Price Adjustment Sequence	Minimum Quantity	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason
			0							Reason

Thresholds & Notifications

Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason
1	0						Reason

You use this page to define search criteria that limits the number of contract header history records returned for the search. This tracking enables you to select the level of data and records that you want to view. Contract header history provides the details of changes based on the criteria that you define. If you do not select any criteria, the system returns all the change records for the contract.

Note: You can view tracked changes only for those contracts that have had changes made to them. And the system must be set up for change tracking. You use the Contract and Supplier Rebate Controls page to define change tracking information that controls the fields that the system returns for the search. To access the page, select Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Set Controls-Contracts.

Before you define search and filter criteria, you can select the type of records and fields that you want to include in the change history search. You must select at least one record type to display search results.

After defining search criteria based on records and advanced search criteria, click the Search button to retrieve the search results. The system retrieves those records and fields that have been defined for change tracking and are included in the change template setup.

Contract Header	Select to include contract header records in the search results. Header records are the basic fields that define the contract. You can limit the header results to one field by selecting a field in the Changed Field field.
Changed Field	Select a specific field from the corresponding record to limit the search results to only changes for that field. If you do not select a field value, the system returns all changed field values for the records that you select on the page.
PO Defaults (purchase order defaults)	Select to include the header default records in the search results. These are the fields that appear on the PO Defaults page and that have been selected on the change template for change tracking. You can limit the header default results to one field by selecting a value in the Changed Field field.
Price Adjustments	Select to include the open-item, price-adjustment records in the search results. You can limit these adjustment results to one field by selecting a value in the Changed Field field.
Thresholds and Notifications	Select to search for changes to spend thresholds and notifications for the contract. You can define the change template to track changes made to notification types and user IDs.

Search and Filter

After defining records to include in the history inquiry, click the Search button to obtain the search results.

Modified By	Select the user ID on which to base the contract change history search.
Reason Code	Select a reason code on which to base the contract change history search.
From Date and To	Define a beginning and ending date on which to base a contract change history search. Contracts with changes that are within the dates that you enter are included in the search results.

From Version andTo

Define a beginning and ending version number on which to base a contract change history search. Contracts with changes that are within the numbers that you enter are included in the search results.

Contract Header**Version**

Displays the version of the contract. If version control is not in use, the version will always be 1.

Seq (sequence)

Displays the processing sequence for the contract. This is a system-defined value that indicates how many times the contract has been changed. The system increments the sequence number by 1 each time a change or multiple changes are made to a contract and you save the contract. The system uses the same sequence number multiple times depending on the number of changes made to contract fields that are included in track changes.

Change Type

Displays the kind of change that occurred to the contract. Values for the field include:

Change: Indicates a changed field and its value.

Original: Indicates the original field and its value. The original value applies only to the original contract with a sequence of zero.

Field Name

Displays the field record name to which this row of data applies.

Value

Displays the value for a field. This can be the original value or the current value depending on changes that have been made to the field.

Modified By

Displays the ID of the user who made the change to the contract.

Last Changed

Displays when the field was changed.

Reason

Displays the reason code used to describe the contract header change. When you save a contract change, the system provides a page for you to select a reason code and make comments about the change. Click the Reason link to view the change comments.

PO Defaults

The PO Defaults grid displays the same type of information as the Contract Header grid. Values appear in the grid when you select to view PO defaults and changes have been made to fields that have been defined for change tracking on the change template.

Price Adjustments

The PO Open Item Pricing grid displays the same type of information as the Contract Header grid, along with these additional fields.

Effective Date	Displays the effective date for the price adjustment.
Price Adjustment Sequence	Displays the system-defined sequence number for the contract price adjustment to the field. The sequence increases when you add additional pricing rules on the PO Price Adjustments for Line page.
Minimum Quantity	Displays the minimum quantity to which the price adjustment applies.

Thresholds & Notifications

This grid displays the tracked changes made to contract spend thresholds and to contract expiration, renewal, and approval dates.

Contract Line Page

Use the Contract Line page (CNTRCT_CH_LINE) to view contract line history and view unit of measure, price adjustment, and distribution history.

Navigation

Procurement Contracts, Review Contract Information, Contract Change History

Select the Contract Line tab.

You use this page to define search criteria that limits the number of change history records that the system returns for a contract line. Processing for contract line change history is similar to processing for contract header changes, and you can further limit record changes to specific fields. In addition, you can select to view specific contract lines, for example, by item ID, supplier catalog, or manufacturer ID using the Contract Lines Filter group box. If you do not enter criteria, the system returns all changed records.

You can select to view changes to these contract line records:

- **Line Item:** Displays the changes made to the contract line. The values appear in the Contract Line grid. Select the Changes tab to view information about the changes made to the line. Select the Line Detail tab to view item details that include the changed details.
- **Open Item Price Adjustment:** Displays the changes made to contract line price information such as the adjustment method or amount.
- **Line Item Unit of Measure:** Displays the changes made to a contract line UOM.
- **Line Item Distributions:** Displays the changes made to contract line distributions.

Contract Category Page

Use the Contract Category page (CNTRCT_CH_CAT) to view contract category history and view exclusion details and price adjustment history.

Navigation

Procurement Contracts, Review Contract Information, Contract Change History

Select the Contract Category tab.

You use this page to define search criteria that limits the number of contract category history records that are returned for the search. A contract category is a group of contract items that you can specify on a contract by defining a category code.

System processing for contract category change history is similar to processing for contract header changes. If you do not enter search criteria, the system returns all changed records.

See [Understanding Contract Categories](#).

You can select to view these contract category records:

- **Category:** Displays the changes made to contract category information such as the category ID, category line number, or amount of contract line adjustment. The returned values appear in the Contract Line grid.
- **Category Exclusions:** Displays changes to category excluded items. Excluded items are items that might not be applicable to the contract. The system checks to verify whether an item has been excluded from the category. You exclude items from a contract by using the Category Item Exclusions page.
- **Open Item Price Adjustments:** Displays the changes made to price information for a category contract line. Changes might include updates to the adjustment method or amount.

Header Agreement Page

Use the Header Agreement page (CS_CNTRCT_CHAG_HDR) to view contract header agreement history and view assignments, result text, verification steps, clauses, and notifications history.

Navigation

Procurement Contracts, Review Contract Information, Contract Change History

Select the Header Agreement tab.

You use this page to define search criteria that limits the number of history records for contract header agreements that are returned for the search. You can further limit the search to a specific field within a record by selecting a value in the Changed Field field for each record.

After defining search criteria based on records and advanced search criteria, click the Search button to retrieve the search results. The system retrieves those records and fields that have been defined for change tracking and are included in the change template setup.

Note: For each type of record that you select for the search, the system provides a grid with the results for that record. You must select at least one record type to display search results.

Agreement Assignments

Select to include changes to header agreement assignments in the returned search results. You assign header agreements by clicking the Contract Header Agreement link on the Contract

page. The system retrieves updates that have been made on the Contract Header Agreement Assignment page.

Agreement Result Text	Select to include changes and comments made for the agreement results on the Update Agreement Statuses page. Values that the system returns are for those records and fields that have been defined on the change template.
Agreement Verification Steps	Select to include changes made to verification steps by verification step owners and contract administrators.
Agreement Clauses	Select to include changes made to agreement clauses when those clauses are used in the contract document.
Agreement Notifications	Select to include changes made for notification values such as unacceptable performance or performance warning changes.

Search and Filter Criteria

Use this group box to further limit search criteria for header agreements. For example, you can limit the search to reason codes, contract from and to dates, and contract versions.

Search Results

Depending on the criteria that you entered, the system populates the corresponding grid with the agreement information. The following list describes the fields that are available for all search results.

Agreement Sequence	Displays the processing sequence for the agreement. The system initially assigns this value, but you can override the value.
Change Type	Displays the type of change that was made to an agreement. For example, if a new agreement was added, the field value is <i>Inserted</i> .
Description	Displays the description of the field or action for the change.
Value	Displays the changed field system value.
Comment Type	Displays the type of comment entered for the change, for example, whether the comment was a comment about the financial implication or negotiated result comments. This field is available in the Agreement Result Type grid.
Verification Sequence	Displays the verification step sequence. This is the sequence in which the system processes the steps.
Agreement Clauses Sequence	Displays the clause sequence number and controls the order in which the clause appears in the document. This field appears in the Agreement Clauses grid.
Workflow Sequence	Displays the workflow notification sequence. This is a system-generated number that identifies the workflow notification. The field appears in the Agreement Notifications grid.

See [Contract Header Page](#).

Line Agreement Page

Use the Line Agreement page (CS_CNTRCT_CHAG_LN) to view contract line agreement history and view assignments, result text, verification steps, clauses, and notifications history.

Navigation

Procurement Contracts, Review Contract Information, Contract Change History

Select the Line Agreement tab.

This page is similar to the Header Agreement page. You can search for changed records and specific fields within a record. You can also use advanced search criteria that applies to contract lines. The returned results appear for contract line agreements.

Related Links

[Contract Category Page](#)

Category Agreement Page

Use the Category Agreement page (CS_CNTRCT_CHAG_CAT) to view contract category agreement history and view assignments, result text, verification steps, clauses, and notifications history.

Navigation

Procurement Contracts, Review Contract Information, Contract Change History

Select the Category Agreement tab.

Use this page to view changes that have been made to contract category line agreements. Similar to other agreement searches, the system locates the records and fields that have been defined in the current change template to be tracked for changes.

Related Links

[Header Agreement Page](#)

Using the Supplier Relationship Management (SRM) Dashboard

Understanding the SRM Dashboard

Increasing volumes of operational data place a significant burden on the employee who is responsible for tracking information and reacting to events. As the sophistication of the knowledge worker continues to increase, the demand to provide powerful and easy to use solutions grows. The SRM Dashboard can fulfill this requirement and provide the tools to ease the information overload for employees.

The SRM Dashboard provides you with an aggregated view of the source-to-settle business process, including metrics. It provides you with the ability to view information from several PeopleSoft SRM applications (PeopleSoft Purchasing, PeopleSoft eProcurement, and PeopleSoft Services Procurement). It is a centralized portal page with multiple pagelets that provide buyers and managers with essential information to assist them with their daily jobs in one location. These buyer-facing and manager-facing pagelets are delivered with the SRM dashboard and can be accessed if PeopleSoft SRM applications are installed.

You can add any of these pagelets to your SRM Dashboard page:

- Activity Monitor.
- Dispatched Purchase Orders.
- Live Sourcing Events.
- Manager PO Contract Spend.
- Manager PO Spend by PO Date.
- Manager Spend by Category.
- Manager Spend by Supplier.
- Manager Total Schedule Spend.
- Overdue Purchase Orders.
- PO Acknowledgement Status.
- PO Contract Spend by Period (buyer's view).
- Requisitions to be Sourced.
- Review ASN (advanced shipping notice).
- Spend by Category (buyer's view).

- Spend by Supplier (buyer's view).
- Total PO Spend by PO Date (buyer's view).
- Total Schedule Spend by Period (buyer's view).

The information that is displayed on each page or pagelet is either by *buyer* or *manager*. When a buyer logs into the system, the first page displayed to them will be their home page with their selected pagelets. The information displayed on each pagelet will be only those purchase orders or requisitions on which they are specified as the buyer. If a buyer is responsible for multiple purchasing business units, the purchase orders and requisitions for the purchasing business units specified on the reporting entity tied to the buyer will display.

When a manager logs into the system, the first page displayed to them will be their home page with their selected pagelets. The information displayed on each manager pagelet will be only those purchase orders or requisitions for the buyers that they manage. If a manager is responsible for multiple purchasing business units, the purchase orders and requisitions for the purchasing business units specified on the manager's reporting entity will display.

See the product documentation for *PeopleTools: Portal Technology*

Personalizing SRM Dashboard Pagelets

To personalize your SRM dashboard page, you'll need to do some initial set up:

1. Select which pagelets you'd like to have appear on your home page. This is accomplished by clicking the Personalize Content link at the top of the menu.

Once you have accessed the Personalize Content page, you can select from the list of SRM Dashboard pagelets listed under Cross-Supply Chain.

2. After you've selected the pagelets you want to appear on your home page, click the Personalize Layout link at the top of the page.

Using the Personalize Layout page, specify the home page basic layout and where on the home page you'd like each pagelet to appear.

Note: The Spend by Category, Manager Spend by Category, Spend by Supplier, and Manager Spend by Supplier pagelets have two formats. If you choose the 2 column layout, additional information (specifically, the Historical Spend and Future Spend columns) will appear on the pagelet. If the 3 column format is selected, a summarized version of the pagelet will appear. The system will size the pagelet automatically, depending on the layout you select.

3. Click Save to retain these settings.
4. The first page you'll see when logging in to the system will be the layout you previously defined.

Note: You can change the information you wish to view or rearrange your layout at any time.

Dashboard Considerations

When setting up the dashboard, you have several options regarding how much data is collected for analysis, what is displayed on your home page, and how monthly or periodic totals are calculated.

A reporting entity code is used to control how purchase order spend information is categorized into monthly or periodic buckets, what currency to report the spend amounts in, and for which business units to collect procurement information. When the Spend History process that updates the Spend History table is run, you select a reporting entity, that provides the necessary parameters to calculate and bucket spend amounts. Using the calendar code on the reporting entity, the process will compare either the schedule due date or the purchase order date to the start and end dates of the calendar month and period, and assign the schedule or purchase order to a month or period corresponding to the calendar. The currency code and conversion rate type is used to convert all monetary amounts into a single currency, while the purchasing business unit list determines which business unit's purchase orders are collected for reporting.

When running the process, you also specify how many months or periods worth of data you want to collect to reside in your spend history record. However, you can always limit the amount of data that appears on the dashboard pagelets by defining the number of prior and future periods each buyer wants to view. For example, you can choose to collect 8 prior periods and 5 future periods worth of spend information when running the process. When defining a buyer, you can specify their preference to view only 3 prior periods and 4 future periods worth of data. When that buyer logs on to their home page, only the 7 periods worth of data will appear.

In addition to defining the amount of data that will be displayed on a buyer's home page, when defining a buyer, you also associate a reporting entity to that buyer. In essence, this is defining which purchasing business units a buyer is responsible for and in which currency they would like to view monetary amounts. The SRM Dashboard application will look for the reporting entity information in the spend history record that corresponds to the reporting entity defined for the buyer and displays that information on the buyer's dashboard. If the Spend History process has not been run for the buyer's reporting entity, no spend information will appear on the dashboard.

For the manager's view of spend information, you must first define a manager as a buyer. Again, this determines in what currency the manager will view spend information, what purchasing business units are included, and how many periods of prior and future spend information will appear on each pagelet. For managers, an additional set up must be performed to assign buyers to the manager. This determines which buyer's purchase order's are collected and displayed on the pagelets. When assigning a reporting entity to the manager (buyer), you will need to ensure the reporting entity contains a super set of all business units for all the buyers reporting to that manager. For example, if Buyer A buys for POBU 1 and Buyer B buys for POBU 2 and both report to Manager XYZ, the reporting entity for the manager should have both POBU1 and POBU2 listed. As with the buyer, the Spend History must be run specifying the manager's reporting entity in order for spend information for his or her buyers to appear on the manager views of spend.

Prerequisites

If you are including the buyer or manager spend analysis pagelets as part of your dashboard, you will need to define:

1. Calendar periods by using the Calendar Periods page (Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Detail Calendar, Calendar Periods).

These calendar period are used to bucket the purchase order expenditures to display spend information.

See "Calendar Periods Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

2. A reporting entity for the spend analysis.

The reporting entity defines which PeopleSoft Purchasing business units to be included when the system updates the spend history tables as well as the currency in which to convert any monetary amounts. In addition, the reporting entity defines in which period to bucket the purchase order schedules when creating the purchase order graphs for the buyer.

3. The buyers preferences for the SRM Dashboard.

This is used to further refine the information that is displayed on the spend analysis pagelets.

Note: Managers must be defined as a buyer.

4. The buyers that report to a manager.

This information is used to determine which buyer information appears on the manager spend analysis pagelets.

Note: You will only need to define this information for managers.

5. The run control parameters for the PO_SPND_HIST process and run the process.

See "Generating Spend History (*PeopleSoft FSCM 9.2: Purchasing*)".

If you are including the Activity Monitor pagelets as part of your dashboard, you will also need to define which workflow notifications should appear on the buyer or managers Activity Monitor. You can select from any number of existing workflow notifications.

Setting Up the SRM Dashboard

In addition to selecting which pages will appear on your dashboard, there are a few set up steps that will define the data to be presented, as well as how the data will appear on your pagelets.

This section discusses how to:

- Define a reporting entity.
- Add and maintain buyers to use the SRM Dashboard.
- Maintain buyers for a manager.
- Register worklists for the Activity Monitor.
- Run the Spend History process.

Pages Used to Set Up the SRM Dashboard

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Procurement Controls	PRCR_ENTITY_TBL	Purchasing, Analyze Procurement, Setup Profiles, Define Procurement Controls	Define a spend analysis reporting entity.

Page Name	Definition Name	Navigation	Usage
Dashboard	PO_SPEND_BUYER	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Setup	Use this page to further refine information to be displayed on the Spend Analysis pagelets. Define and maintain buyers and purchase order defaults for buyers.
Define Buyers for a Manager	PO_MANAGER_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Manager Setup, Define Buyers for a Manager	Define buyers that report to a manager for use by the manager spend analysis pagelets. This provides an aggregated view of spend for all buyers reporting to a manager.
Register Worklists for Activity Monitor	PV_WL_REGISTRY	Setup Financials/Supply Chain, Common Definitions, Activity Monitor, Activity Monitor Registry, Register Worklists for Activity Monitor	Select the worklist entries that can appear on the buyer or managers Activity Monitor.
Update Spend History	PO_SPEND_HIST_RC	Purchasing, Analyze Procurement, Update Spend History	Run the Spend History process which updates the spend history records.

Define Procurement Controls Page

Use the Define Procurement Controls page (PRCR_ENTITY_TBL) to define a spend analysis reporting entity.

Navigation

Purchasing, Analyze Procurement, Setup Profiles, Define Procurement Controls

Use this page to define a spend analysis reporting entity for use by the SRM Dashboard pagelets.

Reporting Entity ID

Enter a unique identifier for spend history.

Reporting Type

Select *Spend Analysis*.

Description

Enter a short description for the reporting entity.

Calendar SetID

Select the SetID for the calendar you want to use to bucket expenditures.

Calendar ID

Select a predefined calendar in which to bucket purchase order expenditures. This calendar will determine how purchase order commitments will be displayed by period.

For example, if you selected a calendar where Period 1 was defined from 01/02/2005 to 01/29/2005 and Period 2 was from 01/30/2005 to 02/26/2005 and you created the following purchase orders:

1. You have 2 purchase order schedules, one for 100.00 due 01/15/2005 and another for 200.00 due 1/30/2005.
2. When the graph for the Buyer Spend Total is generated, you would see 100.00 in Period 1 and 200.00 in Period 2.

See "Calendar Periods Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

Currency Code

Select a currency to which all purchase order spend information will be converted. This will be the currency that all buyers or managers assigned this reporting entity will view their total spend information.

Rate Type

Select the rate type used to convert the currency for purchase orders.

Unit Type

Displays the business unit type. *PO* appears by default. This value cannot be changed.

Business Unit

Select all the PeopleSoft Purchasing business units for which this reporting entity is responsible. When updating the spend history tables, the process selects all purchase orders assigned to the PeopleSoft Purchasing business units specified here.

You should set up a reporting entity for all possible combinations of business units for which buyers are responsible.

For example, if Buyer A and Buyer B both can purchase only for Purchasing Business Unit 1, you would need only one reporting entity. However, if Buyer A can purchase for Purchasing Business Unit 1 and 2 and Buyer B can purchase for Purchasing Business Unit 2 and 3, you would need two separate reporting entities. When defining a manager as a buyer, you should ensure the reporting entity specified on the manager's dashboard preferences is either the same as the buyers for which he or she is responsible or encompasses all the business units for the buyers. For example, if both Buyer A and Buyer B purchased for Purchasing Business Unit 1 and reported to Manager XYZ, you could use the same reporting entity when setting up Buyer A, Buyer B and Manager XYZ. However, if Buyer A purchases for Business Unit 1 and 2 and Buyer B purchases for Business Unit 2 and 3, you would need to set up a third reporting entity that included Business Units 1, 2 and 3 and assign that reporting entity to Manager XYZ. That way, Manager XYZ would be able to view all the business units for all the buyers for which he or she was responsible.

Dashboard Page

Use the Dashboard page (PO_SPEND_BUYER) to use this page to further refine information to be displayed on the Spend Analysis pagelets.

Define and maintain buyers and purchase order defaults for buyers.

Navigation

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

Note: The Dashboard page is part of the Buyer Setup component. Use the page to further define the information that will appear on the spend analysis graphs for the buyer or manager.

Reporting Entity ID

Select the reporting entity you want to associate with the buyer or manager. This will control which purchasing business unit information is displayed to the buyer or manager on the graphs and the currency in which it is displayed. The system will look at the purchase orders for the purchasing business units defined on the reporting entity definition and summarize the purchase order amounts by buyer. When this buyer logs onto their home page, the purchase order amounts for which they are the designated buyer will be displayed. The amounts are displayed in the currency specified on the reporting entity definition.

Prior Periods

Enter the number of prior periods to be displayed on the graphs. For example, if the buyer wants to view one prior period and five future periods worth of spend information, they would enter *1* in this field.

Future Periods

Enter the number of future periods to be displayed on the graphs.

Define Buyers for a Manager Page

Use the Define Buyers for a Manager page (PO_MANAGER_TBL) to define buyers that report to a manager for use by the manager spend analysis pagelets in the SRM dashboard.

When the manager specified here logs in and views the manager pagelets, the data presented will be comprised of the purchase orders on which these buyers are specified.

Navigation

Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Manager Setup, Define Buyers for a Manager

Note: The manager must first be defined as a buyer. The reporting entity information and the prior and future period information is defined by buyer. That information is crucial for what and how the information displays for the SRM Dashboard pagelets.

Buyer

Select the buyers you want to associate with this manager. All the buyer information associated with the different buyers that are defined here will display for the manager on the different manager spend analysis pagelets.

Register Worklists for Activity Monitor Page

Use the Register Worklists for Activity Monitor page (PV_WL_REGISTRY) to select the worklist entries that can appear on the buyer or managers Activity Monitor.

Navigation

Setup Financials/Supply Chain, Common Definitions, Activity Monitor, Activity Monitor Registry, Register Worklists for Activity Monitor

Use this page to specify which workflow notifications will appear in the Activity Monitor pagelet. The activity monitor is used system wide and can contain all possible workflow notifications. However, only those notifications sent to the user will appear in his or her Activity Monitor pagelet.

Worklist Name Select the worklist name that you would like to have appear on the Activity Monitor pagelet.

Running the Spend History Process

Use the the Update Spend History page

Navigation

Purchasing, Analyze Procurement, Update Spend History

Related Links

"Generating Spend History (*PeopleSoft FSCM 9.2: Purchasing*)"

Viewing SRM Dashboard Pagelets

Pagelet Name	Usage	View By
Activity Monitor	Displays worklist entries assigned to the buyer or manager.	Buyer or Manager
Dispatched Purchase Orders	Displays a list of recently dispatched purchase orders.	Buyer
Live Sourcing Events	Displays a list of recent sourcing event activity.	Buyer
Overdue PO Schedule Analysis	The Overdue PO Schedule Analysis pivot grid pagelet summarizes purchase order schedule amounts where the due date is prior to today's date and the schedule has remaining quantity to be received. The pivot grid allows the user to view and analyze data by Business Unit, Supplier, Category, Buyer, Ship To and Item. The pivot grid retrieves data via query against real-time transactions. .	Buyer or Manager

Pagelet Name	Usage	View By
PO Acknowledgement Status	Displays purchase orders that do not yet have a corresponding acknowledgement from the supplier, or those purchase orders that have acknowledgements and are awaiting review.	Buyer
PO Contract Spend by Period	Displays the percentage of purchase order amounts that originated from a contract by period.	Buyer
Requisitions to be Sourced	Displays approved requisitions that have not yet been sourced to a purchase order.	Buyer
Review ASN	Displays ASN information for those purchase orders assigned to the specific buyer.	Buyer
Spend by Category	Displays historical spend and future purchases for the buyer by item category. Summarizes and displays spend for the buyer for all categories.	Buyer
Spend by Supplier	Displays historical spend and future purchases by supplier. Summarizes and displays spend for the buyer for all suppliers.	Buyer
Total PO Spend by PO Date	Displays the total purchase order monetary amount (spend) by purchase order date assigned to the specific buyer. Amounts are bucketed by purchase order date and total purchase order amount.	Buyer
Total Schedule Spend by Period	Displays the total schedule monetary amount (spend) for purchase orders assigned to the specific buyer. Amounts are bucketed by period, using the scheduled due date on the purchase order.	Buyer
Manager PO Contract Spend	Displays purchase order contract spend for all buyers that report to a manager.	Manager
Manager PO Spend by PO Date	Displays total purchase order spend by purchase order date for all buyers that report to a manager.	Manager
Manager Spend by Category	Displays all historical spend and future purchases for all buyers that report to a manager by item category. Summarizes and displays spend for all buyers that report to a manager by item category.	Manager
Manager Spend by Supplier	Displays historical spend and future purchases by supplier. Summarizes and displays spend for all buyers that report to a manager for all suppliers.	Manager

Pagelet Name	Usage	View By
Manager Total Schedule Spend	Displays total schedule spend for all buyers that report to a manager.	Manager
PO Spend Analysis As Of	The PO Spend Analysis As Of pagelet displays purchase order spends as of a specified date in a Pivot Grid. The pivot grid allows the user to view and analyze data by Business Unit, Supplier, Category, Buyer, Ship To, and Item. The Pivot Grid uses the data created when the Update Spend History is run.	Buyer or Manager

Common Elements Used in this Section



Select this icon to display menu options. These options can include:

- Prompts: enables you to change grid search values.
- View Grid: enables user to view data in pivot grid
- Export Data: enables you to export the data to a Microsoft Excel spreadsheet.
- Chart Options: displays the user Charting Options window.
- Save

PO ID (purchase order ID)

Displays the purchase order ID. When you click this link you will access the Maintain Purchase Order - Purchase Order page. Use this page to view or maintain the purchase order and all of its details.

Related Links

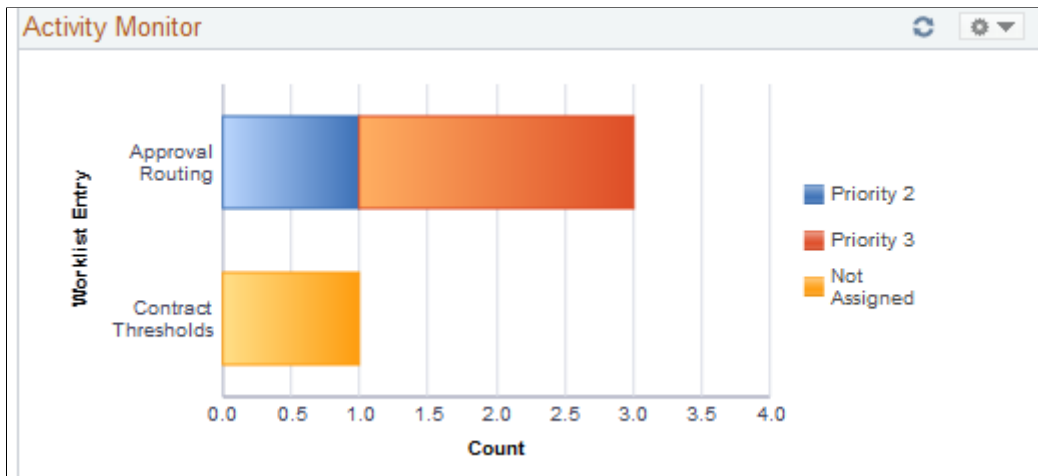
"Understanding the Purchase Order Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

Activity Monitor Pagelet

Access the Activity Monitor pagelet.

Image: Activity Monitor pagelet

This example illustrates the fields and controls on the Activity Monitor pagelet. You can find definitions for the fields and controls later on this page.



This pagelet displays the types of workflow notifications sent, along with the number of notifications. The assigned priority is indicated by the color of the bar graph.

To assign a priority to the worklist entry, click the type of notification you wish to update. From there, you will be transferred to the Worklist page which displays the individual entries where you can update the priority of an entry.

Dispatched Purchase Orders Pagelet

Access the Dispatched Purchase Orders pagelet.

Image: Dispatched Purchase Orders pagelet

This example illustrates the fields and controls on the Dispatched Purchase Orders pagelet. You can find definitions for the fields and controls later on this page.

Dispatched Purchase Orders				
Transaction Details				
PO ID	Date Disp	PO Status	Supplier	POA Status
0000000256	03/05/13 2:15:51AM	Dispatched	BIKE	Not Required
0000000255	03/04/13 11:21:01PM	Dispatched	BIKE	Not Required
0000000254	03/04/13 11:05:57PM	Dispatched	TRAILBLAZE	Not Required
GJ-EXCIS-3	03/04/13 6:49:30PM	Dispatched	BIKE	Not Required
0000000252	11/15/12 3:34:09AM	Dispatched	AXIS	Not Required
Show All/Enhanced...				

This pagelet displays a list of recently dispatched purchase orders. Buyers can view purchase orders that have been created, approved, and sent to a supplier. The date and time that the purchase order was dispatched and the supplier to whom it was dispatched are also displayed. The most recently dispatched purchase orders will be displayed first.

Show All/Enhanced

Click this link to access the Search (dispatched purchase orders) page. Use this page to enter search criteria for a different set of purchase orders. After you enter the search criteria you are able to view the results of the search using the Filter Results page.

Related Links

[Search Dispatched Purchase Orders Page](#)

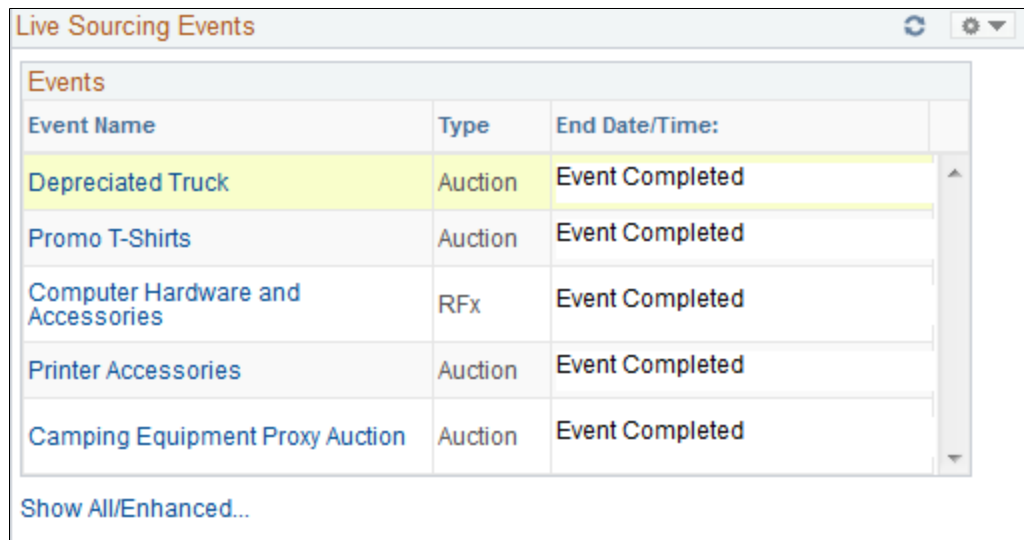
[Filter Results Page](#)

Live Sourcing Events Pagelet

Access the Live Sourcing Events pagelet.

Image: Live Sourcing Events pagelet

This example illustrates the fields and controls on the Live Sourcing Events pagelet. You can find definitions for the fields and controls later on this page.



The screenshot shows a pagelet titled "Live Sourcing Events" with a table of recent sourcing event activities. The table has three columns: "Event Name", "Type", and "End Date/Time:". The first row is highlighted in yellow and shows "Depreciated Truck" as the event name, "Auction" as the type, and "Event Completed" as the end date/time. The other rows show "Promo T-Shirts", "Computer Hardware and Accessories", "Printer Accessories", and "Camping Equipment Proxy Auction", all with "Auction" as the type and "Event Completed" as the end date/time. Below the table is a link that says "Show All/Enhanced...".

Event Name	Type	End Date/Time:
Depreciated Truck	Auction	Event Completed
Promo T-Shirts	Auction	Event Completed
Computer Hardware and Accessories	RFx	Event Completed
Printer Accessories	Auction	Event Completed
Camping Equipment Proxy Auction	Auction	Event Completed

[Show All/Enhanced...](#)

This pagelet displays a list of recent sourcing event activities. Buyers can view the events that have been created and completed along with the date and time that the event type.

Show All/Enhanced

Click this link to access the Search (live sourcing events) page. Use this page to enter search criteria for a different set of events. After you enter the search criteria you can view the results of the search using the Filter Results page.

Overdue PO Schedule Analysis Pagelet

The Overdue PO Schedule Analysis pagelet displays a Pivot Grid. This pivot grid is based on a query that displays all overdue purchase order schedules showing the purchase order due date and summarized amount. Overdue purchase order line shipments are overdue when the due date is prior to current date and there remains quantity to be received.

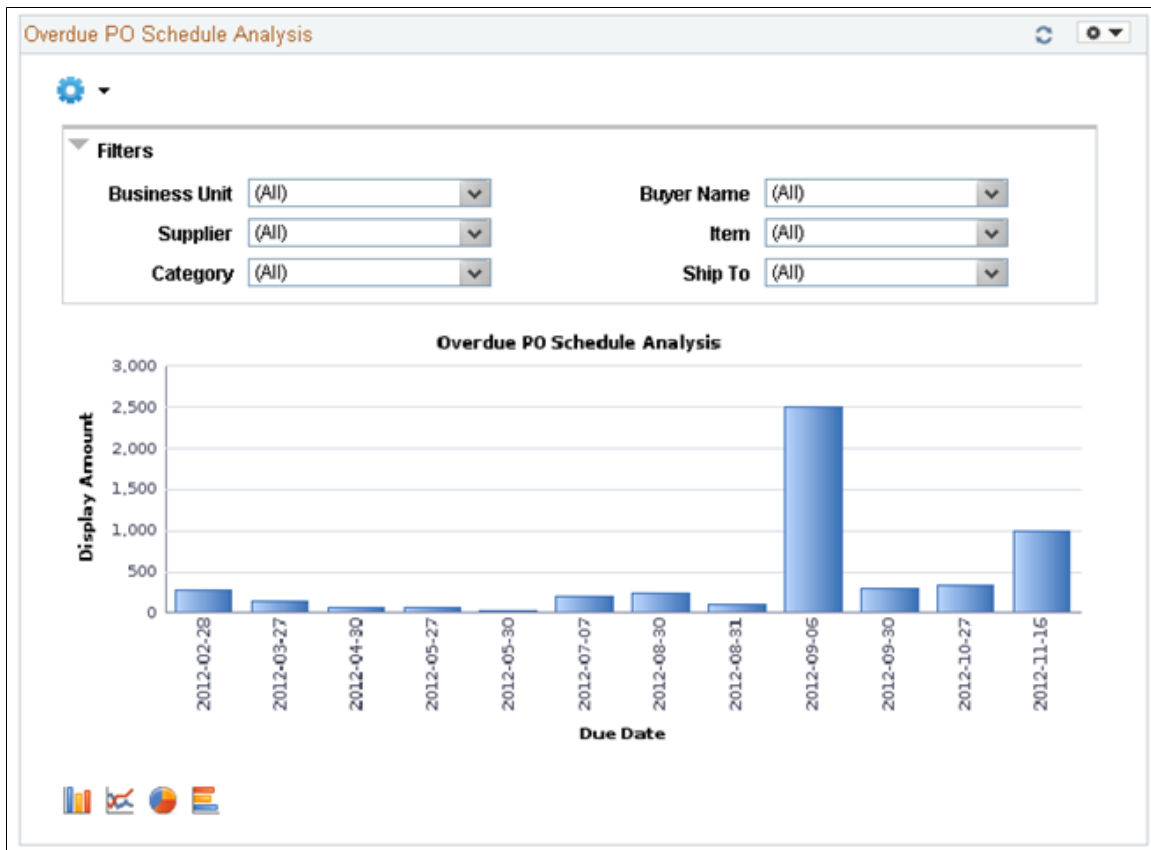
Use the Overdue PO Schedule Analysis pagelet to view overdue purchase order schedules

Navigation

Main Menu, Purchasing, Buyer Work Center

Image: Overdue PO Schedule Analysis(1of4)

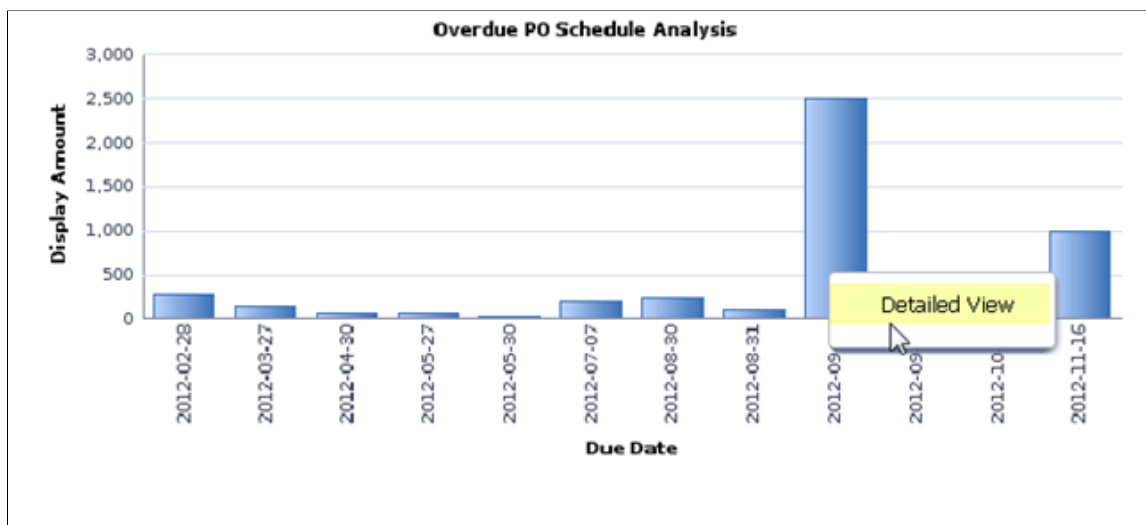
This example illustrates the fields and controls on the Overdue PO Schedule Analysis . You can find definitions for the fields and controls later on this page.



Users can click on a bar on the graph and click on the Detailed View to access the Pivot Grid Drilldown page. The page will help the user to see a list of purchase order details that represent the graph.

Image: Overdue PO Schedule Analysis(2of4)

This example illustrates the fields and controls on the Overdue PO Schedule Analysis(2of4). You can find definitions for the fields and controls later on this page.



From the Detailed View, a user can use the Actions drop down option to view the related actions for the purchase orders.

Image: Overdue PO Schedule Analysis (3of4)

This example illustrates the fields and controls on the Overdue PO Schedule Analysis (3of4). You can find definitions for the fields and controls later on this page.

Pivot Grid Drilldown											
Detailed Data											
Business Unit	Actions	Buyer	Buyer Name	Supplier	PO ID	PO Line	PO Schedule	Item	Item Descr	Category	Ship To
1 US003	▼ Actions	VP1	Kenneth Schumacher	Telecomm for East Bay	0000000001	1	1		ITEM3	MISC	US001
Add/Update POs											

Users can click on the Add/Update POs and a new window will appear. Related action will take the user to the Add/Update PO component to view additional information about the PO.

Users also have the option to view the data by using the View Grid Page. You can click on the Options menu to access the View Grid Page. The View Grid option enables you to view PO schedule lines based on the Prompt criteria and Data Source Filters in the Pivot Grid

The user can also modify the filters criteria and rearrange the chart view. The View Grid displays the following information:

- Number of POs – indicates the count of PO schedule lines
- Display Amount – indicates (price * quantity) of selected PO schedule lines

Users have the option to set the following Prompts to select data into the Pivot Grid:

- Date Options – Select 1 or 2 weeks of overdue data or select specific dates

- Display Currency – Select the Currency to display the amount in
- From Date and To Date range – Select the date range

Users can also narrow the pivot grid data based on these filters: Business Unit, Buyer Name, Supplier, Item, Ship To and category.

Image: Overdue PO Schedule Analysis page(4of4)

This example illustrates the fields and controls on the Overdue PO Schedule Analysis page(4of4). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Overdue PO Schedule Analysis' page. It features several filter controls: Business Unit (All), Buyer Name (All), Supplier (All), Item (All), Category (All), and Ship To (All). Below these filters is a pivot grid with two columns: 'Number of POs (Sum)' and 'Display Amount (...)'. The grid shows a total of 15 POs with a display amount of 5291.9983.

	Number of POs (Sum)	Display Amount (...)
All	15	5291.9983

Users can click a link in the Display Amount column to access the Pivot Grid Drilldown page.

See the product documentation for *PeopleTools: PeopleSoft Pivot Grid*

Related Links

[Search Dispatched Purchase Orders Page](#)

[Filter Results Page](#)

PO Acknowledgement Status Pagelet

Access the PO Acknowledgement Status pagelet.

Image: PO Acknowledgement Status pagelet

This example illustrates the fields and controls on the PO Acknowledgement Status pagelet. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'PO Acknowledgement Status' pagelet. It contains a table titled 'Transaction Details' with columns: PO ID, Date Disp, Supplier, and POA Status. The table displays one transaction with PO ID 0000000093, Date Disp 05/16/05 4:51:33PM, Supplier ERNIE'S, and POA Status Awaiting Acknowledgement. Below the table is a link 'Show All/Enhanced...'.

PO ID	Date Disp	Supplier	POA Status
0000000093	05/16/05 4:51:33PM	ERNIE'S	Awaiting Acknowledgement

This pagelet displays purchase orders that do not have a corresponding acknowledgement from the supplier, or those purchase order's that have acknowledgements and are awaiting review. The purchase order's displayed here have been dispatched to the supplier and are set up for acknowledgements. The

dispatch date along with the supplier to which the purchase order was dispatched is displayed along with its current POA status.

Show All/Enhanced

Click this link to access the Search (purchase order acknowledgements) page. Use this page to enter search criteria for a different set of purchase orders. After you enter the search criteria you are able to see the results of the search using the Filter Results page.

Related Links

[Search Dispatched Purchase Orders Page](#)

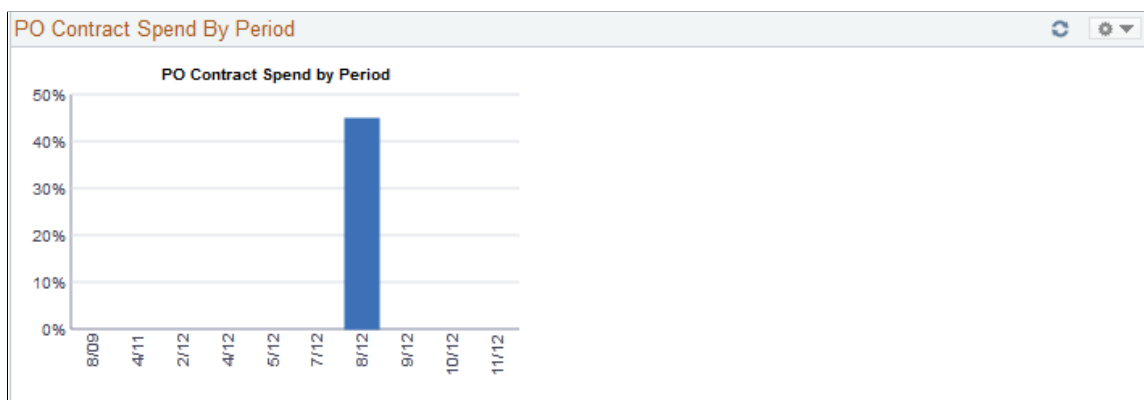
[Filter Results Page](#)

PO Contract Spend By Period Pagelet

Access the PO Contract Spend By Period pagelet.

Image: PO Contract Spend By Period pagelet

This example illustrates the fields and controls on the PO Contract Spend By Period pagelet. You can find definitions for the fields and controls later on this page.



This pagelet displays the percentage of spend that originated from a contract. The amounts per period displayed are based on the calendar tied to the reporting entity of the run control used to generate the spend history information. Purchase order schedules that were converted from a contract are bucketed into the calendar periods according to their scheduled due date. The value of this periodic contract spend is then calculated as a percentage of the total of all purchase orders for the period. The number of periods displayed is based on the options selected in the Buyer definition for the dashboard. To view the numeric value percentage and the total schedule lines for the period, use the cursor to hover over the selected bar graph.

Click a specific bar graph to access the Contract Spend by Period page. Use this page to view and analyze all the details for the contract spend by period.

Related Links

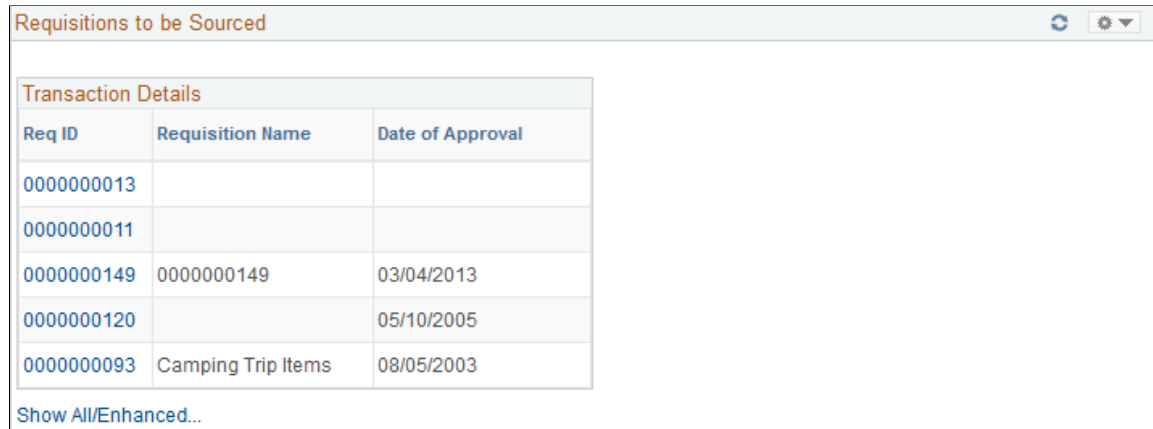
[Contract Spend by Period Page](#)

Requisitions to be Sourced Pagelet

Access the Requisitions to be Sourced pagelet.

Image: Requisitions to be Sourced pagelet

This example illustrates the fields and controls on the Requisitions to be Sourced pagelet. You can find definitions for the fields and controls later on this page.



Transaction Details		
Req ID	Requisition Name	Date of Approval
0000000013		
0000000011		
0000000149	0000000149	03/04/2013
0000000120		05/10/2005
0000000093	Camping Trip Items	08/05/2003

[Show All/Enhanced...](#)

This pagelet displays recently approved requisitions for the buyer that have not yet been sourced to a supplier.

Req ID (requisition ID)

Click this link to access the requisition. If the requisition originated in PeopleSoft eProcurement, you will be transferred to the Requisition Details page. From there, you can transfer to the PeopleSoft eProcurement Manage Requisitions component. If the requisition originated in PeopleSoft Services Procurement, you will be transferred to the PeopleSoft eProcurement Manage Requisitions component. If the requisition originated in PeopleSoft Purchasing and PeopleSoft eProcurement is not installed, you will be transferred to the Maintain Requisitions - Requisition page. From there, you can transfer to the Add/Update Requisitions component. If both PeopleSoft Purchasing and PeopleSoft eProcurement are installed you will always be transferred to the PeopleSoft eProcurement Manage Requisitions component.

Show All/Enhanced

Click this link to access the Search (requisitions to be sourced) page. Use this page to enter search criteria for a different set of requisitions. After you enter the search criteria you are able to see the results of the search using the Filter Results page.

Related Links

"Understanding the Requisition Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

"Understanding Requisition Management (*PeopleSoft FSCM 9.2: eProcurement*)"

[Search Dispatched Purchase Orders Page](#)

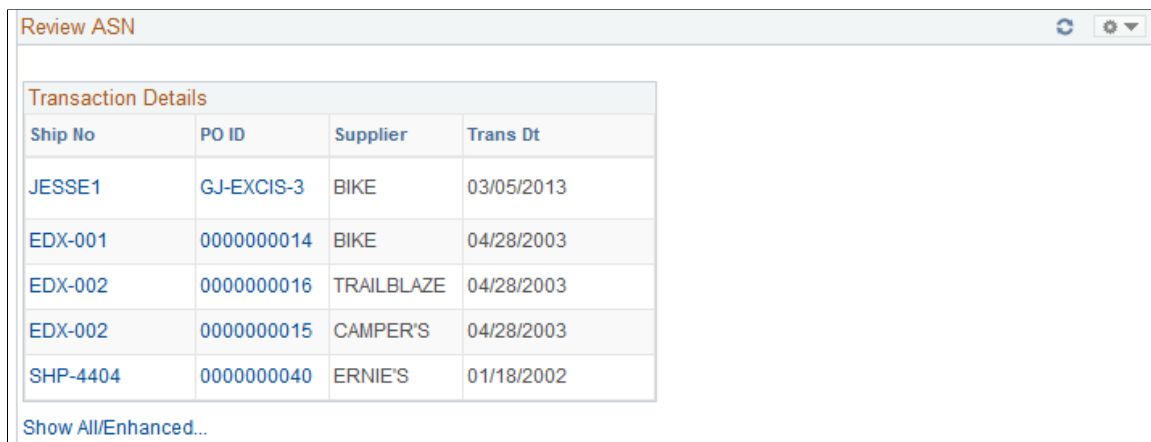
[Filter Results Page](#)

Review ASN Pagelet

Access the Review ASN pagelet.

Image: Review ASN pagelet

This example illustrates the fields and controls on the Review ASN pagelet. You can find definitions for the fields and controls later on this page.



The screenshot shows a web pagelet titled "Review ASN". Inside, there is a table with the heading "Transaction Details". The table has four columns: "Ship No", "PO ID", "Supplier", and "Trans Dt". Below the table is a link that says "Show All/Enhanced...".

Ship No	PO ID	Supplier	Trans Dt
JESSE1	GJ-EXCIS-3	BIKE	03/05/2013
EDX-001	0000000014	BIKE	04/28/2003
EDX-002	0000000016	TRAILBLAZE	04/28/2003
EDX-002	0000000015	CAMPER'S	04/28/2003
SHP-4404	0000000040	ERNIE'S	01/18/2002

This pagelet displays only those shipment numbers that are associated to purchase orders related to the specific buyer. Only those ASNs that are new or ready to be processed will display. The supplier name and the date of transmission will also display. If multiple purchase orders are associated with the ASN, *Multiple* will appear under the PO ID column instead of the Purchase Order ID.

Ship No

Displays the shipping number. Click this link to access the ASN History - Line Details page. Use this page to review the ASN information.

Show All/Enhanced

Click this link to access the Search (advanced shipping receipts) page. Use this page to enter search criteria for a different set of purchase orders or ASNs. After you enter the search criteria you are able to see the results of the search using the Filter Results page.

Related Links

"Reviewing ASN History By Employees (*PeopleSoft FSCM 9.2: eSupplier Connection*)"

[Search Dispatched Purchase Orders Page](#)

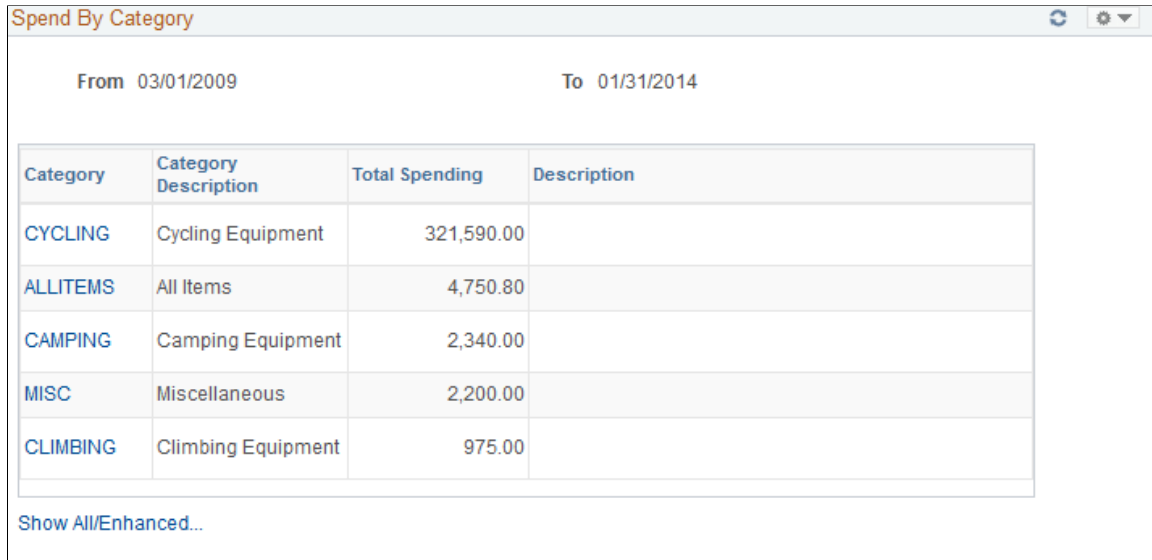
[Filter Results Page](#)

Spend By Category Pagelet

Access the Spend By Category pagelet.

Image: Spend By Category pagelet

This example illustrates the fields and controls on the Spend By Category pagelet. You can find definitions for the fields and controls later on this page.



The screenshot shows a web pagelet titled "Spend By Category". At the top, it displays the date range "From 03/01/2009 To 01/31/2014". Below this is a table with four columns: "Category", "Category Description", "Total Spending", and "Description". The table contains five rows of data. Below the table is a link that says "Show All/Enhanced...".

Category	Category Description	Total Spending	Description
CYCLING	Cycling Equipment	321,590.00	
ALLITEMS	All Items	4,750.80	
CAMPING	Camping Equipment	2,340.00	
MISC	Miscellaneous	2,200.00	
CLIMBING	Climbing Equipment	975.00	

[Show All/Enhanced...](#)

This pagelet will display all historic and future purchase order spend for the buyer by item category. On the initial pagelet, the total spend will be summarized by category and will display in descending order based on total spend amount.

If you have selected the two column format for the dashboard, this pagelet is expanded and shows the Historical Spend and Future Spend amounts in addition to the total spend by category. The amount of history and future spend are dependent on the number of prior and future periods defined on the Buyer Setup - Dashboard page. The historical spend is the sum of the schedule lines for that category for the number of periods specified. For example, if you set up a buyer with 8 prior periods and 3 future periods using the Buyer Setup - Dashboard page, the amount that displays for historical spend will be the sum of the prior 8 periods of schedule lines, summarized by category.

Historical is considered any schedule prior to today's date up to the beginning date of the first period in the historical range. For example, today is 11/01/06. You set up the buyer with 8 prior and future periods using the Buyer Setup - Dashboard page. March would be the first of the historical periods. March's period is defined as 03/01/06 to 03/31/06. Therefore the historical date range would be 03/01/06 to 10/31/06.

Future spend is the sum of the schedule lines for today's date, plus the remainder of the current period plus, the next three periods, summarized by category. In our example, the future date range would be 11/01/06 to 02/28/07.

If you selected the three column format for the dashboard, only the category, description and total spend amount are displayed.

Category

Click this link to access the View Spend by Category page. Use this page to view historical and future spend for the selected category.

See [View Spend by Category Page](#).

Show All/Enhanced

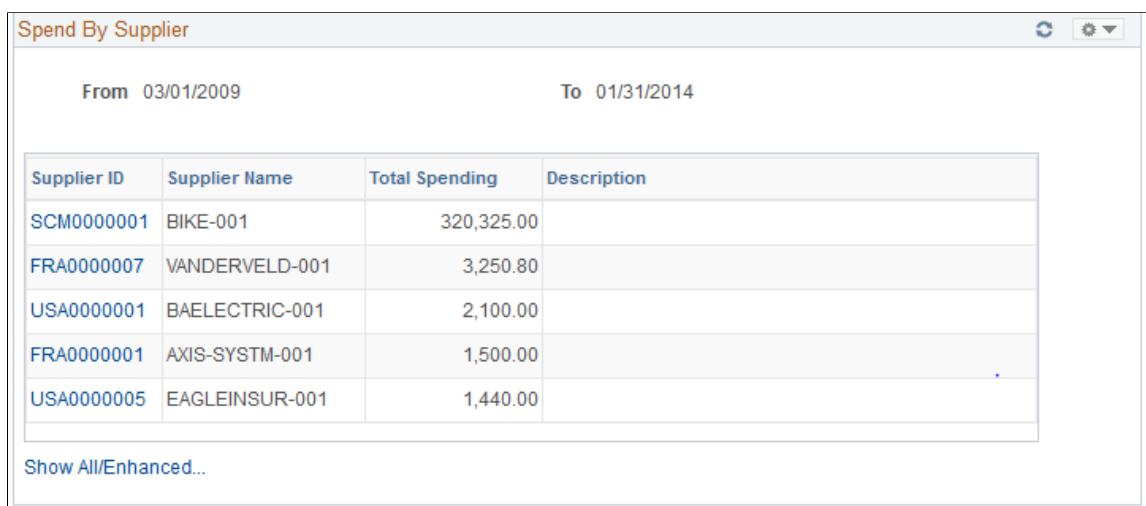
Click this link to access the Spend By Category page. Use this page to view all the spend by category information.

Spend By Supplier Pagelet

Access the Spend By Supplier pagelet.

Image: Spend By Supplier pagelet

This example illustrates the fields and controls on the Spend By Supplier pagelet. You can find definitions for the fields and controls later on this page.



The screenshot shows a pagelet titled "Spend By Supplier" with a date range filter set from "03/01/2009" to "01/31/2014". Below the filter is a table with the following data:

Supplier ID	Supplier Name	Total Spending	Description
SCM0000001	BIKE-001	320,325.00	
FRA0000007	VANDERVELD-001	3,250.80	
USA0000001	BAELECTRIC-001	2,100.00	
FRA0000001	AXIS-SYSTEM-001	1,500.00	
USA0000005	EAGLEINSUR-001	1,440.00	

Below the table is a link labeled "Show All/Enhanced..."

This pagelet will display all historic and future purchase order spend for the buyer by supplier. On the initial pagelet, the total spend will be summarized by supplier and will display in descending order based on total spend amount.

If you have selected the two column format for the dashboard, this pagelet is expanded and shows the Historical Spend and Future Spend amounts in addition to the total spend by supplier. The amount of history and future spend are dependent on the number of prior and future periods defined on the Buyer Setup - Dashboard page just like the Spend by Category pagelet.

If you selected the three column format for the dashboard, only the supplier, supplier name, and total spend amount are displayed. Click the Supplier link to view historical and future spend for the selected supplier.

Supplier ID

Click this link to access the Category Spend by Supplier page. Use this page to view historical and future spend for the selected supplier.

See [Viewing Pagelet Details](#).

Show All/Enhanced

Click this link to access the Spend By Supplier page. Use this page to view all the spend by supplier information.

Related Links

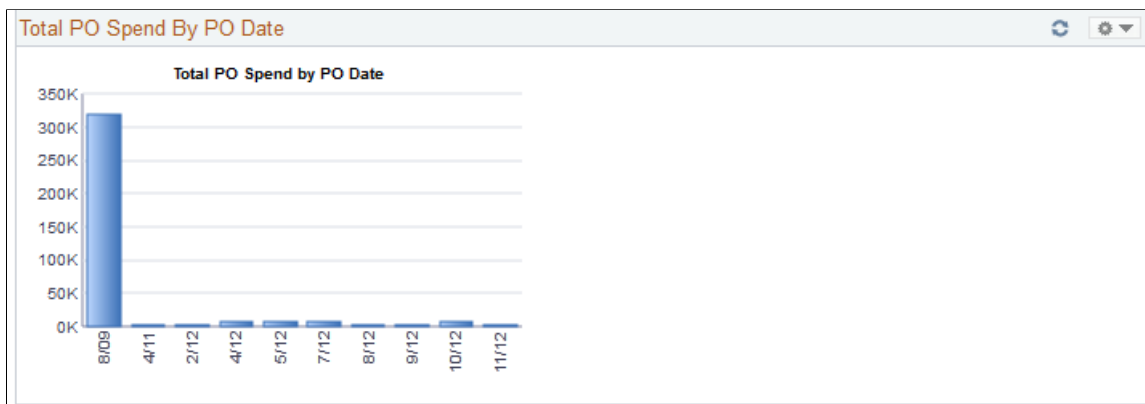
[Spend By Category Pagelet](#)

Total PO Spend By PO Date Pagelet

Access the Total PO Spend By PO Date pagelet.

Image: Total PO Spend By PO Date pagelet

This example illustrates the fields and controls on the Total PO Spend By PO Date pagelet. You can find definitions for the fields and controls later on this page.



This pagelet displays the total purchase order spend in a graphical format for a specific buyer. Purchase order lines are bucketed into the calendar periods according to their purchase order date and total purchase order amount. The number of periods displayed is based on the period options selected in the Buyer definition for the dashboard. To view the numeric value spend and the total purchase orders for the period, use the cursor to hover over the selected bar graph.

Click a specific bar graph to access the Spend by PO Date page. Use this page to view and analyze all the details for the spend by purchase order date.

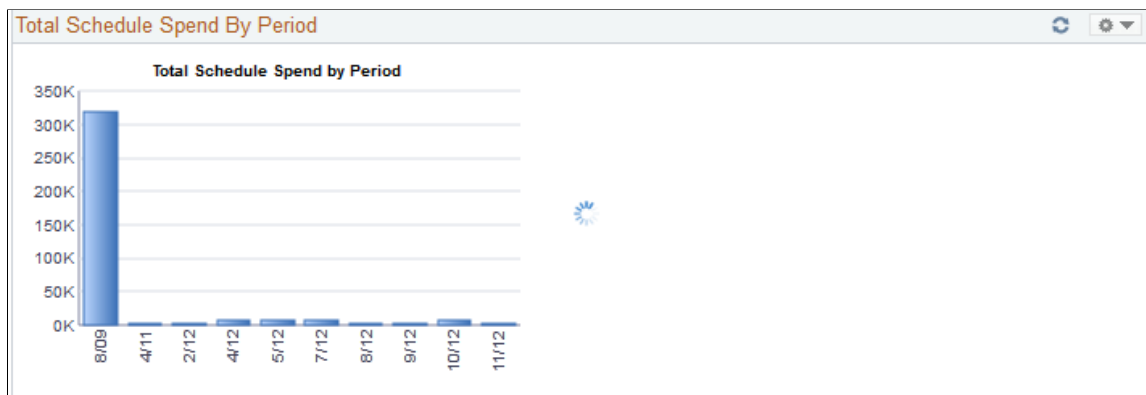
See [Spend by PO Date Page](#).

Total Schedule Spend By Period Pagelet

Access the Total Schedule Spend By Period pagelet.

Image: Total Schedule Spend By Period pagelet

This example illustrates the fields and controls on the Total Schedule Spend By Period pagelet. You can find definitions for the fields and controls later on this page.



This pagelet displays the total schedule spend in a graphical format for a specific buyer. Purchase order schedule lines are bucketed into the calendar periods according to their scheduled due date. The number of periods displayed is based on the period options selected in the Buyer definition for the dashboard. To view the numeric value spend and the total schedule lines for the period, use the cursor to hover over the selected bar graph.

Click a specific bar graph to access the Schedule Spend by Period page. Use this page to view and analyze all the specific details for the schedule spend by period.

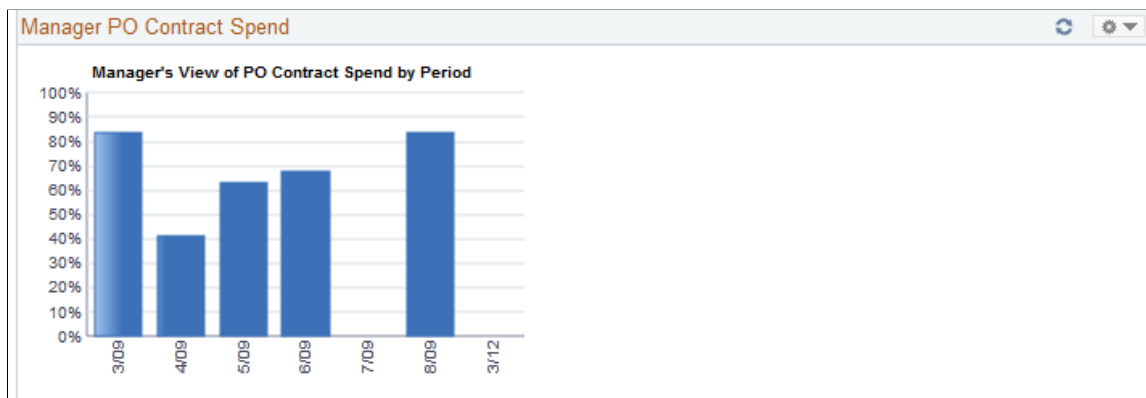
See [Schedule Spend by Period Page](#).

Manager PO Contract Spend Pagelet

Access the Manager PO Contract Spend pagelet.

Image: Manager PO Contract Spend pagelet

This example illustrates the fields and controls on the Manager PO Contract Spend pagelet. You can find definitions for the fields and controls later on this page.



This pagelet is similar to the PO Contract Spend by Period pagelet, but it will consist of all the buyers spend history that report to this manager. The number of periods that display on this pagelet will be based on the parameters defined for this manager on the Buyer Setup - Dashboard page. To view the numeric value spend and the total schedule lines for the period, use the cursor to hover over the selected bar graph.

Click a specific bar graph to access the Manager PO Contract Spend page. Use this page to view and analyze all the details for the managers purchase order contact spend for those buyers reporting to the manager.

See [Manager PO Contract Spend Page](#).

Related Links

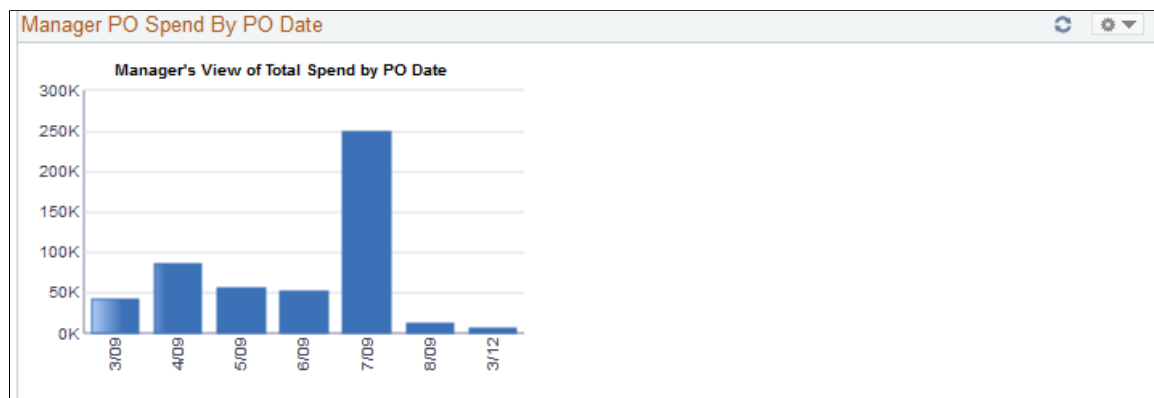
[Manager PO Contract Spend Page](#)

Manager PO Spend By PO Date Pagelet

Access the Manager PO Spend By PO Date pagelet.

Image: Manager PO Spend By PO Date pagelet

This example illustrates the fields and controls on the Manager PO Spend By PO Date pagelet. You can find definitions for the fields and controls later on this page.



This pagelet is similar to the Total PO Spend by PO Date pagelet, but it will consist of all the buyers spend history that report to this manager. The number of periods that display on this pagelet will be based on the parameters defined for this manager on the Buyer Setup - Dashboard page. To view the numeric value percentage and the total purchase orders for the period, use the cursor to hover over the selected bar graph.

Click a specific bar graph to access the Manager PO Spend by PO Date page. Use this page to view and analyze all the details for the manager purchase order spend by purchase order date.

See [Manager PO Spend by PO Date Page](#).

Related Links

[Total PO Spend By PO Date Pagelet](#)

Manager Spend By Category Pagelet

Access the Manager Spend by Category pagelet.

Image: Manager Spend By Category pagelet

This example illustrates the fields and controls on the Manager Spend By Category pagelet. You can find definitions for the fields and controls later on this page.

Manager Spend By Category			
From 03/01/2009		To 01/31/2014	
Category	Category Description	Total Spending	Description
LAPTOPS	Laptops	283,230.00	
COMPUTER_EQUIPMENT	Computer Equipment	130,000.00	
COMP_ACCESSORIES	Computer Accessories	68,635.00	
COMPUTER_PRINTERS	Printers and Accessories	11,869.95	
MISC	Miscellaneous	150.00	
Show All/Enhanced...			

This pagelet is similar to the Spend by Category pagelet, but it will consist of all the buyers historic and future spend history that report to this manager. On the initial pagelet, the total spend for all buyers will be summarized by category and will display in descending order based on total spend amount. The period ranges that display on this pagelet will be based on the parameters defined for this manager on the Buyer Setup - Dashboard page.

Category

Click this link to access the Manager Spend by Category page. Use this page to view and analyze all the details for the manager total schedule spend by category for all of their buyers.

See [Manager Spend by Category Page](#).

Show All/Enhanced

Click this link to access the Manager Spend By Category page. Use this page to view all the manager spend by category information.

Related Links

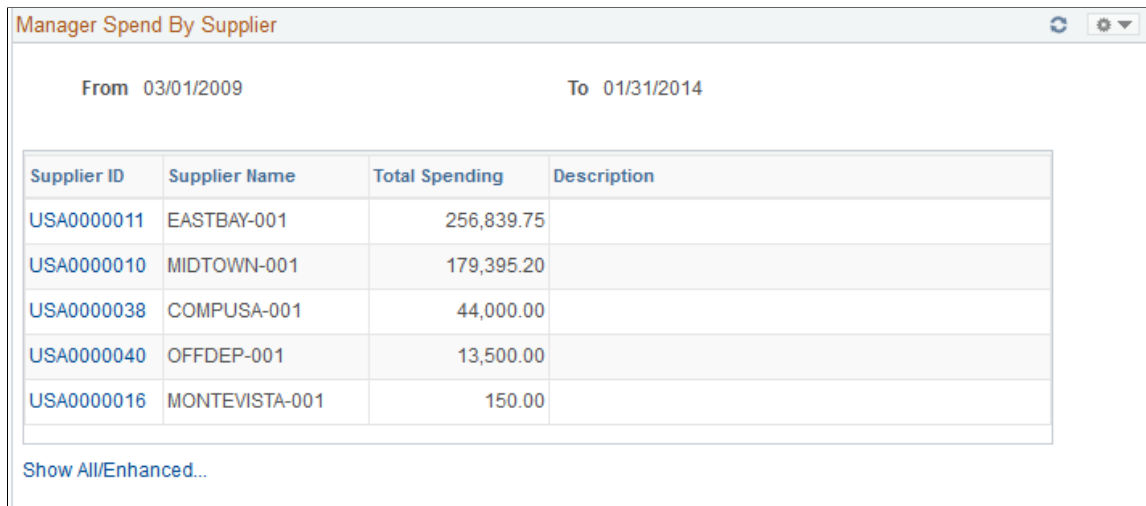
[Spend By Category Pagelet](#)

Manager Spend By Supplier Pagelet

Access the Manager Spend by Supplier pagelet.

Image: Manager Spend By Supplier Pagelet

This example illustrates the fields and controls on the Manager Spend By Supplier Pagelet. You can find definitions for the fields and controls later on this page.



The screenshot shows a web-based interface titled "Manager Spend By Supplier". It includes a date range selector at the top with "From 03/01/2009" and "To 01/31/2014". Below this is a table with four columns: "Supplier ID", "Supplier Name", "Total Spending", and "Description". The table contains five rows of data. At the bottom of the table, there is a link that says "Show All/Enhanced...".

Supplier ID	Supplier Name	Total Spending	Description
USA0000011	EASTBAY-001	256,839.75	
USA0000010	MIDTOWN-001	179,395.20	
USA0000038	COMPUSA-001	44,000.00	
USA0000040	OFFDEP-001	13,500.00	
USA0000016	MONTEVISTA-001	150.00	

[Show All/Enhanced...](#)

This pagelet is similar to the Spend by Supplier pagelet, but it will consist of all the buyers historic and future spend information that report to this manager. On the initial pagelet, the total spend for all buyers will be summarized by supplier and will display in descending order based on total spend amount. The period ranges that display on this pagelet will be based on the parameters defined for this manager on the Buyer Setup - Dashboard page.

Supplier ID

Click this link to access the Manager Spend by Supplier page. Use this page to view and analyze all the details for the manager total schedule by supplier for all of their buyers.

See [Viewing Pagelet Details](#).

Show All/Enhanced

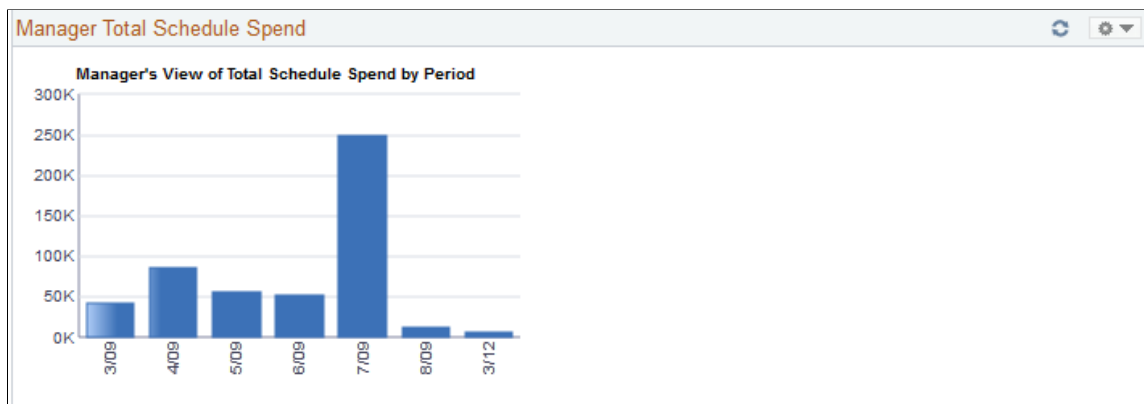
Click this link to access the Manager Spend By Supplier page. Use this page to view all the manager spend by supplier information.

Manager Total Schedule Spend Pagelet

Access the Manager Total Schedule Spend pagelet.

Image: Manager Total Schedule Spend pagelet

This example illustrates the fields and controls on the Manager Total Schedule Spend pagelet. You can find definitions for the fields and controls later on this page.



This pagelet is similar to the Total Schedule Spend by Period, but it will consist of all buyers spend history that report to this manager. The number of periods that display on this pagelet will be based on the parameters defined for this manager on the Buyer Setup - Dashboard page. To view the numeric value spend and the total schedule lines for the period, use the cursor to hover over the selected bar graph.

Click a specific bar graph to access the Manager Total Schedule Spend page. Use this page to view and analyze all the details for the manager total schedule spend.

See [Manager Total Schedule Spend Page](#).

Related Links

[Total Schedule Spend By Period Pagelet](#)

PO Spend Analysis As Of Pagelet

The PO Spend pagelet displays a Pivot Grid. The Pivot Grid uses the data created when the Update Spend History is run

For Information on Running the Spend History Process See [Understanding the SRM Dashboard](#)

Use the PO Spend Analysis As Of page to displays purchase order spends as of a specified date in a Pivot Grid.

Navigation

Main Menu, Purchasing, Buyer Workcenter

Image: PO Spend Analysis As Of page (1of4)

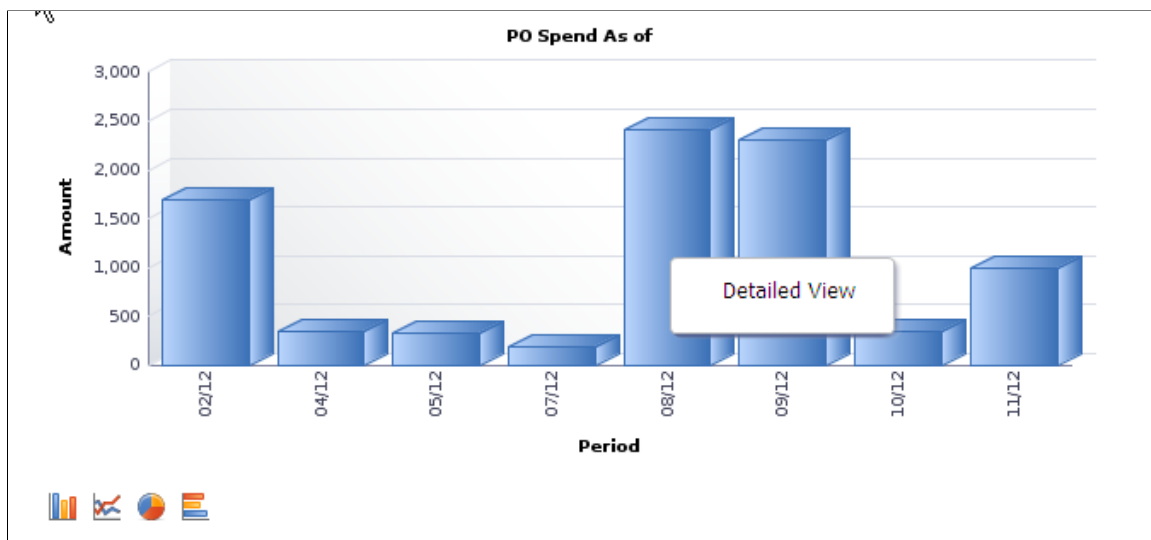
This example illustrates the fields and controls on the PO Spend Analysis As Of page (1of4). You can find definitions for the fields and controls later on this page.



Users can click on a bar on the graph and click on the Detailed View to access the Pivot Grid Drilldown page and see a list of purchase order details that represent the graph.

Image: PO Spend Analysis As Of page(2of4)

This example illustrates the fields and controls on the PO Spend Analysis As Of page(2of4). You can find definitions for the fields and controls later on this page.



From the Detailed View, a user can use the Actions drop down option to view the related actions for the purchase orders.

Image: PO Spend Analysis As Of Page (3of4)

This example illustrates the fields and controls on the PO Spend Analysis As Of Page (3of4). You can find definitions for the fields and controls later on this page.

Pivot Grid Drilldown										
Detailed Data										
Buyer	Actions	Business Unit	PO ID	Year	Currency	Amount	Buyer Name	Supplier	PO Date	Item
1 VP1	▼ Actions	US001	0000000247	2012	USD	975.000	Kenneth Schumacher	BIKE SHOP	2012-08-28	15013
2 VP1	▼ Actions	US001	0000000242	2012	USD	1200.000	Kenneth Schumacher	Eagle Insurance Group	2012-08-27	10035
3 VP1	▼ Actions	US001	0000000242	2012	USD	240.000	Kenneth Schumacher	Eagle Insurance Group	2012-08-27	10050

Users can click on the Actions to view the related actions for the PO. The related actions will take you to the Add/Update PO component.

Users also have the option to view the data by using the View Grid Page. You can click on the Options menu to access the View Grid Page.

The View Grid option enables you to view PO schedule lines based on the Prompt criteria and Data Source Filters in the Pivot Grid. The View Grid displays the following information:

Amount (Sum) – indicates (price * quantity) of selected PO schedule lines

Users have the option to set the From Date and To Date range using the Prompt Filter for the View Grid Page. Users can also narrow the pivot grid data based on these filters: Business Unit, Buyer Name, Supplier, Item, Ship To and category.

Image: PO Spend Analysis As Of page(4of4)

This example illustrates the fields and controls on the PO Spend Analysis As Of page(4of4). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'PO Spend As of' page. At the top, there's a header 'PO Spend As of' with icons for filters, a grid, and help. Below this, there are two rows of filters: 'Business Unit US001' and 'Buyer Name Kenneth Schumacher'. Under these, there are four dropdown menus: 'Supplier (All)', 'Item (All)', 'Category (All)', and 'Ship To (All)'. At the bottom, there's a table with two columns: 'Amount (Sum)' and a value. The table has a single row with a '+' icon and the text 'All' in the first column, and the value '8655.000' in the second column.

PO Spend As of	
Business Unit US001	Buyer Name Kenneth Schumacher
Supplier (All)	Item (All)
Category (All)	Ship To (All)
Amount (Sum)	
+ All	8655.000

Users can click a link in the Amount (Sum) column to access the Pivot Grid Drilldown page.

For additional information about pivot grids, see: *PeopleSoft Application Fundamentals*, Using the WorkCenter for Financial and Supply Chain Applications.

See the product documentation for *PeopleTools: PeopleSoft Pivot Grid*

Viewing Pagelet Details

This section discusses how to:

- Select search criteria for pagelet details.
- View additional pagelet details.
- View details for schedule spend by period.
- View details for spend by purchase order date.
- View details for contract spend by period.
- View details for spend by category.
- View details for category spend by supplier.
- View details for manager total schedule spend.
- View details for manager purchase order spend by purchase order date.
- View details for manager purchase order contract spend.
- View details for manager spend by category.

- View details for manager spend by supplier.

Pages Used to View Pagelet Details

Page Name	Definition Name	Navigation	Usage
Search (dispatched purchase orders)	SRM_DB_SRCH_DSPO	Click the Show All/Enhanced Link on the Dispatched Purchase Orders pagelet.	Select dispatched purchase orders search criteria.
Search (overdue purchase orders)	SRM_DB_SRCH_ODPO	Click the Show All/Enhanced Link on the Overdue Purchase Orders pagelet.	Select overdue purchase orders search criteria.
Search (purchase order acknowledgements)	SRM_DB_SRCH_POAS	Click the Show All/Enhanced Link on the PO Acknowledgement Status pagelet.	Select purchase order acknowledgements search criteria.
Search (requisitions to be sourced)	SRM_DB_SRCH_RTBS	Click the Show All/Enhanced Link on the Requisitions to be Sourced pagelet.	Select requisitions to be sourced search criteria.
Search (advanced shipping receipts)	SRM_DB_SRCH_RASN	Click the Show All/Enhanced Link on the Review ASN pagelet.	Select advanced shipping receipts search criteria.
Filter Results	SRM_DB_FLTR_TMPLT	Select search criteria and then click the Search button on any of the Search pages accessed from the SRM Dashboard pagelets. The pagelets that access a search page are: Dispatched Purchase Orders, Overdue Purchase Orders, PO Acknowledgement Status, Requisitions to be Sourced, and Review ASN.	View the results of the search criteria that was entered on the Search page. The data that appears on this page is different depending on the search criteria you enter.
Live Sourcing Events	AUC_LIVE_EVNT_PGLT	Click the Show All/Enhanced Link on the Live Sourcing Events pagelet.	View all the sourcing event information for a buyer.
Spend By Category	SRM_DB_CAT_VND_ALL	Click the Show All/Enhanced Link on the Spend By Category pagelet.	View all the spend by category information for a buyer.
Spend By Supplier	SRM_DB_CAT_VND_ALL	Click the Show All/Enhanced Link on the Spend By Supplier pagelet.	View all the spend by supplier information for a buyer.
Manager Spend By Category	SRM_DB_CAT_VND_ALL	Click the Show All/Enhanced Link on the Manager Spend By Category pagelet.	View all the manager spend by category information for a manager.
Manager Spend By Supplier	SRM_DB_CAT_VND_ALL	Click the Show All/Enhanced Link on the Manager Spend By Supplier pagelet.	View all the manager spend by supplier information for a manager.

Page Name	Definition Name	Navigation	Usage
ASN History - Line Details	PO_SSASN_LNHIST	Click the Ship No link on the Filters Results (advanced shipping receipts) page.	View the ASN information.
Requisition Details	PV_REQ_PO_DTLS	Click the Req ID link on the Filter Results (requisitions to be sourced) page.	View the requisition details. This page appears when you have PeopleSoft eProcurement and PeopleSoft Purchasing installed in your environment.
Maintain Requisitions - Requisition	REQ_FORM	Click the Req ID link on the Filter Results (requisitions to be sourced) page.	View the requisition details. This page appears when you have PeopleSoft Purchasing only installed in your environment.
Schedule Spend by Period	SRM_DB_SRCH_STPO	Click a bar graph on the Total Schedule Spend by Period pagelet.	View and analyze the details of the total schedule spend by period.
Spend by PO Date	SRM_DB_SRCH_STPO	Click a bar graph on the Total PO Spend by PO Date pagelet.	View and analyze the details of the total purchase order spend by purchase order date.
Contract Spend by Period	SRM_DB_SRCH_STPO	Click a bar graph on the PO Contract Spend by Period pagelet.	View and analyze the details of the contract spend by period.
Manager Total Schedule Spend	SRM_DB_SRCH_STPO	Click a bar graph on the Manager Total Schedule Spend pagelet.	View and analyze the details of the total schedule spend by period for all buyers associated with a manager.
Manager PO Spend by PO Date	SRM_DB_SRCH_STPO	Click a bar graph on the Manager PO Spend by PO Date pagelet.	View and analyze the details of the total purchase order spend by purchase order date for all buyers associated with a manager.
Manager PO Contract Spend	SRM_DB_SRCH_STPO	Click a bar graph on the Manager PO Contract Spend pagelet.	View and analyze the details of the purchase order contract spend for all buyers associated with a manager.
View Spend by Category	SRM_DB_SRCH_CATSP	Click a Category link on the Spend by Category pagelet.	View and analyze the details of the total spend by category.
Manager Spend by Category	SRM_DB_SRCH_CATSP	Click a Category link on the Manager Spend by Category pagelet.	View and analyze the details of the total spend by category for all buyers associated with a manager.

Page Name	Definition Name	Navigation	Usage
Category Spend by Supplier	SRM_DB_SRCH_VNDRSP	Click a Supplier ID link on the Spend by Supplier pagelet.	View and analyze the details of the total category spend by supplier.
Manager Spend by Supplier	SRM_DB_SRCH_VNDRSP	Click a Supplier ID link on the Manager Spend by Supplier pagelet.	View and analyze the details of the total spend by supplier for all buyers associated with a manager.
Maintain Purchase Order - Purchase Order	PO_LINE	Click the PO ID link on the Filter Results, Schedule Spend by Period, Spend by PO Date, Contract Spend by Period, View Spend by Category, Category Spend by Supplier, Manager Total Schedule Spend, Manager PO Spend by PO Date, Manager PO Contract Spend, Manager Spend by Category, and the Manager Spend by Supplier pages.	View and maintain the purchase order information. If a user has been granted permission to update purchase orders, they will access this page.
Add/Update Contracts - Contract	CNTRCT_HDR	<ul style="list-style-type: none"> Click the Contract ID link on the Contract Spend by Period page. Click the Contract ID link on the Manager PO Contract Spend page. 	View contract information. This page will appear if PeopleSoft Supplier Contracts is not installed in your environment.
Contract	CS_CNTRCT_HDR	<ul style="list-style-type: none"> Click the Contract ID link on the Contract Spend by Period page. Click the Contract ID link on the Manager PO Contract Spend page. 	View contract information. This page will appear if PeopleSoft Supplier Contracts is installed in your environment.

Search Dispatched Purchase Orders Page

Use the Search (dispatched purchase orders) page (SRM_DB_SRCH_DSPO) to select dispatched purchase orders search criteria.

Navigation

Click the Show All/Enhanced Link on the Dispatched Purchase Orders pagelet.

Image: Search (dispatched purchase orders) page

This example illustrates the fields and controls on the Search (dispatched purchase orders) page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Search' page for 'Dispatched Purchase Orders'. It features a 'Filter Options' section with a search criteria group box. The group box contains the following fields: 'Business Unit', 'Supplier ID', 'From PO ID', 'To PO ID', 'From Date', and 'To Date'. Each field has a magnifying glass icon. A 'Search' button is located at the bottom left of the group box. The page also has a 'Search' tab and a 'Filter Results' tab at the top.

The Search pages that you can access from several SRM Dashboard pagelets all function basically the same. You select search criteria on the page and then click the Search button. The system retrieves and displays the results of the search on the Filter Results page. The only difference in the various search pages is in the data that you can choose to search on. For example, you can search by purchase order on the Search (dispatched purchase orders) page. Whereas you can search by requisition on the Search (requisitions to be sourced) page.

Business Unit

Select a business unit that is associated with the buyers reporting entity.

Note: For all other search criteria fields (Supplier ID, From PO ID, and so on) the system will make available for selection the full list of values that are associated with the entered business unit and SetID fields in the Search Criteria group box.

Filter Results Page

Use the Filter Results page (SRM_DB_FLTR_TMPLT) to view the results of the search criteria that was entered on the Search page.

The data that appears on this page is different depending on the search criteria you enter.

Navigation

Select search criteria and then click the Search button on any of the Search pages accessed from the SRM Dashboard pagelets. The pagelets that access a search page are: Dispatched Purchase Orders, Overdue Purchase Orders, PO Acknowledgement Status, Requisitions to be Sourced, and Review ASN.

Image: Filter Results page (dispatched purchase orders)

This example illustrates the fields and controls on the Filter Results page (dispatched purchase orders). You can find definitions for the fields and controls later on this page.

Search

Filter Results

Search Results

Personalize

Find

View All

First

1-50 of 100

Last

Business Unit	PO ID	Date Disp	PO Status	Supplier	POA Status
US001	0000000256	03/05/13 2:15:51AM	Dispatched	BIKE	Not Required
US001	0000000255	03/04/13 11:21:01PM	Dispatched	BIKE	Not Required
US001	0000000254	03/04/13 11:05:57PM	Dispatched	TRAILBLAZE	Not Required
US001	GJ-EXCIS-3	03/04/13 6:49:30PM	Dispatched	BIKE	Not Required
US001	0000000252	11/15/12 3:34:09AM	Dispatched	AXIS	Not Required
US001	0000000248	09/05/12 4:12:17PM	Dispatched	BAELECTRIC	Not Required
US001	0000000244	09/03/12 11:05:35AM	Dispatched	COMP-UNL	Not Required
US001	0000000247	08/28/12 10:10:15AM	Dispatched	BIKE	Not Required
US001	0000000246	08/28/12 9:51:42AM	Dispatched	WAREHOUSE	Not Required
US001	0000000245	08/28/12 9:46:40AM	Dispatched	SPICE DEPO	Not Required
US001	0000000245	08/28/12 9:46:40AM	Dispatched	SPICE DEPO	Not Required
US001	0000000243	08/28/12 9:45:53AM	Dispatched	CREATIVE	Not Required
US001	0000000242	08/28/12 9:45:37AM	Dispatched	EAGLEINSUR	Not Required
US001	0000000240	08/28/12 9:43:50AM	Dispatched	CAMPER'S	Not Required
US001	0000000239	08/28/12 9:43:19AM	Dispatched	BIKE	Not Required

Note: You access this Filter Results page from all the different Search pages. The information that appears on this page will be different depending on the search criteria you selected on any one of the Search pages.

Dispatched Purchase Orders Filter Results

The information that displays on the Filter Results page is similar to that which is displayed on the Dispatched Purchase Order pagelet. Additionally, the Business Unit field for each purchase order is included. The inclusion of this field is helpful when a buyer is responsible for multiple business units purchases.

See [Dispatched Purchase Orders Pagelet](#).

Overdue Purchase Orders Filter Results

The information that displays on the Filter Results page is similar to that which is displayed on the Overdue Purchase Orders pagelet. Additionally, the Business Unit, Item Name, and Open Qty fields are included.

See [Overdue PO Schedule Analysis Pagelet](#).

PO Acknowledgements Filter Results

The information that displays on the Filter Results page is similar to that which is displayed on the PO Acknowledgement Status pagelet. Additionally, the Business Unit field for each purchase order is included. The inclusion of this field is helpful when a buyer is responsible for multiple business units purchases.

See [PO Acknowledgement Status Pagelet](#).

Requisitions to be Sourced Filter Results

The information that displays on the Filter Results page is similar to that which is displayed on the Requisitions to be Sourced pagelet. Additionally, the Business Unit field for each purchase order is included. The inclusion of this field is helpful when a buyer is responsible for multiple business units purchases.

See [Requisitions to be Sourced Pagelet](#).

Advanced Shipping Receipts Filter Results

The information that displays on the Filter Results page is similar to that which is displayed on the Review ASN pagelet. Additionally, the Business Unit field for each purchase order is included. The inclusion of this field is helpful when a buyer is responsible for multiple business units purchases.

See [Review ASN Pagelet](#).

Schedule Spend by Period Page

Use the Schedule Spend by Period page (SRM_DB_SRCH_STPO) to view and analyze the details of the total schedule spend by period.

Navigation

Click a bar graph on the Total Schedule Spend by Period pagelet.

Image: Schedule Spend by Period page

This example illustrates the fields and controls on the Schedule Spend by Period page. You can find definitions for the fields and controls later on this page.

Schedule Spend by Period

Buyer VP1 Kenneth Schumacher Period/Year 8/2009

▼ Spend by Business Unit Personalize | Find | View All | 1-3 of 3 | First | Last

Business Unit	PO Line/Sched Count	Total Spending	Currency Code	Search
US001	6	319,100.00	USD	Search
Total	6	319,100.00	USD	

▼ Search Criteria

Business Unit US001 Schedule Amount Greater Than USD

Purchase Order From Schedule Date To

Supplier SetID SHARE

Supplier ID

Supplier Location

Item SetID SHARE

Item ID

Category

Search

PO 6
Schedule Count

Total Amount 319,100.00 USD

▼ PO Detail Personalize | Find | View All | 1-2 of 6 | First | Last

PO Detail Item Detail

Business Unit	PO ID	Supplier	Supplier Name	Supplier Location	Line	Sched	Due Date	Merchandise Amt
US001	RELATEPO1	USA0000001	Bay Area Electric-	1	1	08/20/2009	100.00	
US001	000000225	SCM0000001	BIKE SHOP	MAIN	1	08/31/2009	110,000.00	

When you first access this page, data only displays in the Spend by Business Unit section of the page. The Search Criteria, and PO Detail sections are collapsed and no data displays in those sections.

Period/Year

When you access this page, the period/year from the bar graph selected will display. You can select another available period and year. If you select another period and year from the results of the look up, the system will retrieve and display the respective purchase order schedule summary information in the Spend by Business Unit section of the page.

Spend by Business Unit

In this section of the page, the information used to build the bar graph displays.

Business Unit

Displays the business units that make up the spend amount for this period.

PO Line/Sched Count (purchase order line/schedule count)

Displays the number of purchase order schedules for the business unit for this period.

Total Spending and Currency Code Displays the total spend amount and currency for this business unit and purchase order schedules for this period. The currency reported is always in the buyers currency as specified on the buyers reporting entity.

Search Click this link to have the system display the purchase order details in the PO Detail section of the page for this business unit and spend amount. The number of lines that display in the PO Detail section of page is based on the Max Number of Rows in Scrolls field that you define on the Purchasing installation page. The system will select that number of rows to display but will give a warning message to the user if there are more than that number of rows retrieved in the search.

Note: To ensure the number of rows selected will fit in the scroll area of the PO Detail section, you can refine the selection criteria.

You can either click this Search link or specify search criteria and then click the Search button to populate the PO Detail section of the page.

Total At the bottom of the grid a total line appears that displays the sum of all the columns in the grid.

Search Criteria

Select one or a multiple of the search criteria fields to refine the purchase order details that appear in the PO Detail section of the page. After you entered your selections in the criteria fields, click the Search button to have the data that matches the search criteria display in the PO Detail section of the page.

Business Unit Select a purchasing business unit that is associated with the reporting entity for the buyer. If no business unit is entered, all business units for the buyer who's purchase orders match the remaining criteria will be displayed.

Purchase Order Select a purchase order. All purchase orders that are associated with the business unit are available for selection.

Supplier SetID and Supplier ID Select a supplier SetID and supplier ID. All supplier IDs are available for selection. If the supplier you select is not referenced on a purchase order for the time period, no purchase orders will display.

Supplier Location Select a supplier location for the supplier ID selected. This enables you to view only those schedule for a particular supplier and location. If no supplier location is selected, all schedules for the supplier within the period will be displayed.

Item ID Select an item ID. All item IDs are available for selection. If there are no purchase orders for that item within the period selected, no purchase orders will display.

Schedule Amount

You can refine your search by selecting a schedule whose amount is greater or less than a certain monetary amount. When this option is selected, you enter an amount in the currency specified on the reporting entity tied to the buyer (which is displayed next to the amount field). Search options are:

- *Equal*
- *Greater Than*
- *Greater Than OR Equal*
- *Less Than*
- *Less Than OR Equal*

From Schedule Date and To Schedule Date

Enter a schedule date range. If a date range is entered that is not within the period range no purchase orders will be displayed.

Category

Select a category. All categories are available for selection. If there are no purchase orders for that category within the period selected, no purchase orders will display.

PO Detail

This section of the page displays the purchase order detail information and the item detail information for the search criteria you select. This scroll area of the grid is sorted by due date in descending order. This information can be all or a portion of the specific details that make up the total schedule spend by a particular period. The Max Number of Rows in Scrolls field setting that you define on the Purchasing installation page determines how many rows will display in the PO Detail grid. The system will select that number of rows to display but will give a warning message to the user if there are more than that number of rows retrieved. For example, the system might retrieve 20 rows of data for the search criteria you entered. But if the Max Number of Rows in Scrolls field is set to 10, then only 10 rows will display in the grid. Even though 20 rows of data are available.

Note: To ensure the number of rows selected will fit in the scroll area of the PO Detail section, you can refine the search criteria.

PO Schedule Count

Displays the purchase order schedule count for the purchase orders that match the search criteria entered. The number of rows that display in the grid may not correspond with the amount of rows retrieved for the search criteria. In this case, the PO Schedule Count is the total count for the search criteria entered not the count of the rows in the grid.

Total Amount

Displays the total amount for the purchase order schedules that match the search criteria entered. The number of rows that display in the grid may not correspond with the amount of rows retrieved for the search criteria. In this case, the Total Amount is the total amount for the search criteria entered not the amount of the rows in the grid.

PO ID (purchase order ID)

Displays the purchase order ID. Click this link to access Maintain Purchase Order - Purchase Order page. Use this page to view or maintain all of the details of the purchase order.

See "Understanding the Purchase Order Business Process (*PeopleSoft FSCM 9.2: Purchasing*)".

Spend by PO Date Page

Use the Spend by PO Date page (SRM_DB_SRCH_STPO) to view and analyze the details of the total purchase order spend by purchase order date.

Navigation

Click a bar graph on the Total PO Spend by PO Date pagelet.

Image: Spend by PO Date page

This example illustrates the fields and controls on the Spend by PO Date page. You can find definitions for the fields and controls later on this page.

Spend by PO Date

Buyer: VP1 Kenneth Schumacher Period/Year: 8/2009

▼ Spend by Business Unit Personalize | Find | View All | 1-3 of 3 | First | Last

Business Unit	PO Line/Sched Count	Total Spending	Currency Code	Search
US001	6	319,100.00	USD	Search
Total	6	319,100.00	USD	

▼ Search Criteria

Business Unit: US001 PO Amount: Greater Than USD

Purchase Order: From PO Date: To: B1

Supplier SetID: SHARE Item SetID: SHARE

Supplier ID: Item ID: Category: B1

Search

PO 6 Total Amount 319,100.00 USD

Schedule Count

▼ PO Detail Personalize | Find | View All | 1-2 of 6 | First | Last

PO Detail | Item Detail | [...]

Business Unit	PO ID	Supplier	Supplier Name	Supplier Location	Line	Sched	Due Date	Merchandise Amt
US001	RELATEPO1	USA0000001	Bay Area Electric-	1	1	08/20/2009	100.00	
US001	0000000225	SCM0000001	BIKE SHOP	MAIN	1	08/31/2009	110,000.00	

This page functions the same as the Schedule Spend by Period page except for a few differences. This page will display a breakdown by business unit summarizing the number of purchase order schedules and total purchase order amount for the period selected.

The primary difference in the function of this page from the Schedule Spend by Period page is that monetary amounts are summarized based on the PO date rather than the line/schedule date. You can enter a search criteria by purchase order amount rather than schedule amount.

See [Schedule Spend by Period Page](#).

Contract Spend by Period Page

Use the Contract Spend by Period page (SRM_DB_SRCH_STPO) to view and analyze the details of the contract spend by period.

Navigation

Click a bar graph on the PO Contract Spend by Period pagelet.

Image: Contract Spend by Period page

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

Contract Spend by Period

Buyer VP1 Kenneth Schumacher Period/Year 8/2012

▼ Spend by Business Unit Personalize | Find | View All | 1-3 of 3 | First | Last

Business Unit	PO Line/Sched Count	Total Spending	Contract Gross Amount	Total Percent	Non-Contract Spend	Currency Code	Search
US001	3	2,415.00	975.00	40.37	1,440.00	USD	Search
Total	3	2,415.00	975.00	40.37	1,440.00	USD	

▼ Search Criteria

Business Unit US001 Schedule Amount Greater Than USD

Purchase Order From Schedule Date To

Schedule Contract SetID SHARE Contract ID Version

Supplier SetID SHARE Supplier ID Supplier Location Item SetID SHARE Item ID Category

Search

PO 3 Schedule Count Total Amount 2,415.00 USD

▼ PO Detail Personalize | Find | View All | 1-2 of 3 | First | Last

Business Unit	PO ID	Supplier	Supplier Name	Supplier Location	Line	Sched	Due Date	Merchandise Amt
US001	0000000242	USA0000005	Eagle Insurance Group	1	1		08/30/2012	240.00
US001	0000000242	USA0000005	Eagle Insurance Group	1	2		08/30/2012	1,200.00

Note: This page functions the same as the Schedule Spend by Period and the Spend by PO Date pages except for a few differences. Those differences are highlighted in this section.

When you first access this page, data only displays in the Spend by Business Unit section of the page. The Search Criteria, and PO Detail sections are collapsed and no data displays in these sections at this time.

Spend by Business Unit

In this section of the page, the information used to build the bar graph displays.

Contract Gross Amount

Displays the amount of the purchase order spend that pertains to contracts.

Total Percent

Displays the percentage of the purchase order total spend that pertains to contracts.

Non-Contract Spend

Displays the amount of purchase order spend not associated with a contract.

Total

At the bottom of the grid a total line appears that displays the sum of all the columns in the grid.

Search Criteria**Schedule**

Select the type of purchase order schedules you want to display. Option are:

- *With Contract*
- *Without Contract*

Leave this field blank to display lines associated with a contract and those without a contract.

Contract SetID and Contract ID

Select a contract SetID and contract ID. All contracts are available for selection. If there are no purchase orders for that contract within the period selected, no purchase orders will display.

PO Detail

This section of the page is similar to the Schedule Spend by Period and Spend by PO Date pages.

Contract ID

Click this link to access the Add/Update Contracts - Contract page. Use this page to view all the details of the contract definition.

If Supplier Contracts Management is installed in your environment, this link will access the Contract page in that application.

View Spend by Category Page

Use the View Spend by Category page (SRM_DB_SRCH_CATSP) to view and analyze the details of the total spend by category.

Navigation

Click a Category link on the Spend by Category pagelet.

Image: View Spend by Category page

This example illustrates the fields and controls on the View Spend by Category page. You can find definitions for the fields and controls later on this page.

View Spend by Category

Reporting Entity: WEST
 Buyer: VP1 (Kenneth Schumacher)
 SetID: SHARE
 Category: CYCLING (Cycling Equipment)
 Historical Spend Date From: 03/01/2009 To: 03/05/2013
 Future Spend Date From: 03/06/2013 To: 01/31/2014

Supplier	Supplier Name	Historical Spend	Future Spend	Total Spending	Currency Code
SCM0000001	BIKE SHOP	319,000.00	0.00	319,000.00	USD
SCM0000005	SPICE DEPOT	1,000.00	0.00	1,000.00	USD

PO Detail

Business Unit	PO ID	Supplier	Supplier Name	Supplier Location	Line	Sched	Due Date	Merchandise Amt

When you access this page, the Search Criteria and View Spend by Category sections of the page display the category information associated with the Category link you selected from the Spend by Category pagelet. The PO Detail section does not display information until you click a Supplier ID link in the View Spend by Category grid.

Search Criteria

Category

The category appears by default from the category link you selected from the Spend by Category pagelet. You can select another category.

View Spend by Category

Historical Spend Date From and To Displays the historical spend date range for the buyer. These periods are defined on the Buyer Setup - Dashboard page.

Future Spend Date From and To Displays the future spend date range for the buyer. These periods are defined on the Buyer Setup - Dashboard page.

Supplier

Displays the supplier. Click this link to have the system display the purchase order details in the PO Detail section of the page. The number of lines that display in the PO Detail section of page is based on the Max Number of Rows in Scrolls field that you define on the Purchasing installation page. The system will select that number of rows to display but will give a warning

message to the user if there are more than that number of rows selected.

Historical Spend

Displays the historical spend amount for this category and supplier.

Future Spend

Displays the future spend amount for this category and supplier.

Total Spending

Displays the total historical and future spend amount for this category and supplier. Total Spending = Historical Spend + Future Spend

PO Detail

This section of the page displays the purchase order detail and the item detail information for the supplier and category you select.

PO Schedule Count

Displays the total purchase order schedule count for the supplier and category.

Total Amount and Currency

Displays the total historical and future spend amount for the purchase orders associated with the supplier and category.

Category Spend by Supplier Page

Use the Category Spend by Supplier page (SRM_DB_SRCH_VNDRSP) to view and analyze the details of the total category spend by supplier.

Navigation

Click a Supplier ID link on the Spend by Supplier pagelet.

Image: Category Spend by Supplier page

This example illustrates the fields and controls on the Category Spend by Supplier page. You can find definitions for the fields and controls later on this page.

Category Spend by Supplier

Reporting Entity: WEST
 Buyer: VP1 Kenneth Schumacher
 Supplier SetID: SHARE
 Supplier ID: SCM0000001 BIKE SHOP
 Supplier Location: MAIN
 Historical Spend Date From: 03/01/2009 To: 03/05/2013
 Future Spend Date From: 03/06/2013 To: 01/31/2014

View Spend by Category Personalize | Find | View All | First 1-2 of 3 Last

Category	Category Description	Historical Spend	Future Spend	Total Spending	Currency Code
CYCLING	Cycling Equipment	319,000.00	0.00	319,000.00	USD
CLIMBING	Climbing Equipment	975.00	0.00	975.00	USD

PO Detail Personalize | Find | View All | First 1 of 1 Last

PO Detail | Item Detail

Business Unit	PO ID	Supplier	Supplier Name	Supplier Location	Line	Sched	Due Date	Merchandise Amt

Notify

Note: This page functions basically the same as the View Spend by Category page except for a few differences. Those differences are highlighted in this section.

When you access this page, the Search Criteria and View Spend by Category sections of the page display the supplier and category information associated with the Supplier ID link you selected from the Spend by Supplier pagelet. The PO Detail section does not display until you click a Category link in the View Spend by Category grid.

Search Criteria

Supplier SetID and Supplier ID

The supplier appears by default from the supplier link you selected on the Spend by Supplier pagelet. You can select another supplier.

Related Links

[View Spend by Category Page](#)

Manager Total Schedule Spend Page

Use the Manager Total Schedule Spend page (SRM_DB_SRCH_STPO) to view and analyze the details of the total schedule spend by period for all buyers associated with a manager.

Navigation

Click a bar graph on the Manager Total Schedule Spend pagelet.

Note: This page functions the same as the Schedule Spend by Period page except for a few differences. Those differences are highlighted below.

The schedule spend information that displays on this page pertains to all the buyers that report to this manager. You can enter search criteria for a specific buyer or view the buyer that is associated with a specific purchase order in the PO Detail section of the page.

Related Links

[Schedule Spend by Period Page](#)

Manager PO Spend by PO Date Page

Use the Manager PO Spend by PO Date page (SRM_DB_SRCH_STPO) to view and analyze the details of the total purchase order spend by purchase order date for all buyers associated with a manager.

Navigation

Click a bar graph on the Manager PO Spend by PO Date pagelet.

Image: Manager PO Spend by PO Date page

This example illustrates the fields and controls on the Manager PO Spend by PO Date page. You can find definitions for the fields and controls later on this page.

Manager PO Spend by PO Date

Requester VP1 Kenneth Schumacher Period/Year 7/2009

▼ Spend by Buyer Personalize Find View All First 1-3 of 3 Last

Buyer	Buyer Name	PO Line/Sched Count	Total Spending	Currency Code	Search
CROTH	Calvin Roth	6	246,865.00	USD	Search
Total		6	246,865.00	USD	

▼ Search Criteria

Buyer

Business Unit PO Amount Greater Than USD

Purchase Order From PO Date To

Supplier SetID

Supplier ID

Supplier Location

Item SetID

Item ID

Category

PO 6 Schedule Count Total Amount 246,865.00 USD

▼ PO Detail Personalize Find View All First 1-2 of 6 Last

Buyer	Buyer Name	Business Unit	PO ID	Supplier	Supplier Name	Supplier Location	Line	Sched	Due Date	Merchandise Amt
CROTH	Calvin Roth	US001	0000000205	USA0000011	East Bay Office Supplies	MAIN	1	1	07/06/2009	30,000.00

Note: This page functions the same as the Spend by PO Date page except for a few differences. Those differences are highlighted below.

The spend information that displays on this page pertains to all the buyers that report to this manager. You can enter search criteria for a specific buyer or view the buyer that is associated with a specific purchase order in the PO Detail section of the page.

Related Links

[Spend by PO Date Page](#)

Manager PO Contract Spend Page

Use the Manager PO Contract Spend page (SRM_DB_SRCH_STPO) to view and analyze the details of the purchase order contract spend for all buyers associated with a manager.

Navigation

Click a bar graph on the Manager PO Contract Spend pagelet.

Note: This page functions the same as the Contract Spend by Period page except for a few differences. Those differences are highlighted below.

The spend information that displays on this page pertains to all the buyers that report to this manager. You can enter search criteria for a specific buyer or view the buyer that is associated with a specific purchase order in the PO Detail section of the page.

Related Links

[Contract Spend by Period Page](#)

Manager Spend by Category Page

Use the Manager Spend by Category page (SRM_DB_SRCH_CATSP) to view and analyze the details of the total spend by category for all buyers associated with a manager.

Navigation

Click a [Category](#) link on the Manager Spend by Category pagelet.

Image: Manager Spend by Category page

This example illustrates the fields and controls on the Manager Spend by Category page. You can find definitions for the fields and controls later on this page.

Manager Spend by Category

Reporting Entity: WEST
 Requester: VP1 Kenneth Schumacher
 SetID: SHARE
 Category: COMPUTER_EQUIPMEN Computer Equipment
 Historical Spend Date From: 03/01/2009 To: 03/05/2013
 Future Spend Date From: 03/06/2013 To: 01/31/2014

View Spend by Category Personalize Find View All First 1 of 1 Last

Category	Category Description	Supplier	Supplier Name	Historical Spend	Future Spend	Total Spending	Currency Code
COMPUTER_EQUIPMENT	Computer Equipment	USA0000011	East Bay Office Supplies	130,000.00	0.00	130,000.00	USD

PO 2
Schedule Count

Total Amount 130,000.00 USD

PO Detail Personalize Find View All First 1-2 of 2 Last

PO Detail Item Detail

Buyer	Buyer Name	Business Unit	PO ID	Supplier	Supplier Name	Supplier Location	Line	Sched	Due Date	Merchandise Amt
CROTH	Calvin Roth	US001	0000000205	USA0000011	East Bay Office Supplies	MAIN	1	1	07/06/2009	30,000.00
CROTH	Calvin Roth	US001	0000000206	USA0000011	East Bay Office Supplies	MAIN	1	1	07/10/2009	100,000.00

Notify

Note: This page functions the same as the Spend by Category page except for a few differences. Those differences are highlighted below.

The spend information that displays on this page pertains to all the buyers that report to this manager.

Related Links

[View Spend by Category Page](#)

Manager Spend by Supplier Page

Use the Manager Spend by Supplier page (SRM_DB_SRCH_VNDRSP) to view and analyze the details of the total spend by supplier for all buyers associated with a manager.

Navigation

Click a Supplier ID link on the Manager Spend by Supplier pagelet.

Image: Manager Spend by Supplier page

This example illustrates the fields and controls on the Manager Spend by Supplier page. You can find definitions for the fields and controls later on this page.

Manager Spend by Supplier

Reporting Entity WEST
 Requester VP1 Kenneth Schumacher
 Supplier SetID [SHARE](#)
 Supplier ID [USA0000010](#) Midtown Computer Supplies
 Supplier Location HQ
 Historical Spend Date From 03/01/2009 To 03/05/2013
 Future Spend Date From 03/06/2013 To 01/31/2014

View Spend by Category

Personalize Find View All First 1-2 of 3 Last

Category	Category Description	Historical Spend	Future Spend	Total Spending	Currency Code
LAPTOPS	Laptops	144,100.00	0.00	144,100.00	USD
COMP_ACCESSORIES	Computer Accessories	33,400.00	0.00	33,400.00	USD
PO 15 Schedule Count		Total Amount	33,400.00	USD	

PO Detail

Personalize Find View All First 1-2 of 15 Last

PO Detail Item Detail

Buyer	Buyer Name	Business Unit	PO ID	Supplier	Supplier Name	Supplier Location	Line	Sched	Due Date	Merchandise Amt
CROTH	Calvin Roth	US001	0000000209	USA0000010	Midtown Computer Supplies	HQ	2	1	05/01/2009	6,000.00
CROTH	Calvin Roth	US001	0000000209	USA0000010	Midtown Computer Supplies	HQ	3	1	05/01/2009	1,200.00

Notify

Note: This page functions the same as the Spend by Supplier page except for a few differences. Those differences are highlighted below.

The spend information that displays on this page pertains to all the buyers that report to this manager.

Using the Supplier Administration Center

Understanding the Supplier Administration Center

The Supplier Administration Center is a central role-based navigational component that is designed for the end user, also known as a WorkCenter. The goal of a WorkCenter is to help an end user become more efficient by accessing a variety of pages and information to perform daily tasks without navigating between different menus.

A WorkCenter can be configured to include the most frequently used internal menu items, external URLs, worklists, alert/warning notifications, queries, and reports. All WorkCenters are configurable at the system level and allow end-user personalization. Some system-defined entries include filters that the user can modify.

The Supplier Administration Center is delivered as an empty shell. System administrators can configure links that support their company's business processes. Some links are related to workflow Worklists or alert/warning notifications, whereas others are associated with an Application Class. It is the responsibility of the system administrator from your organization to design and create links so that users can view and access specific information. When users click configured links in WorkCenter pagelets, the system renders information in a new window or in the transaction area. User access is controlled by user roles and permissions.

For information about setting up PeopleTools options for WorkCenters, see *PeopleTools: Global Technology*.

The Supplier Administration Center can include these primary tabs and pagelets:

- Main tab
 - My Work
 - Links
- Reports/Queries tab
 - Queries
 - Reports/Processes

WorkCenters

WorkCenters are designed for specific roles and provide a central area for users to access key components within Financial and Supply Chain applications. They enable users to access various pages and perform daily tasks without leaving the WorkCenter, which reduces the time used when navigating through menus.

WorkCenters are delivered as empty components. It is the responsibility of the system administrator from your organization, to design and create links so that users can view and access specific links and pages.



Click to watch a short video about [PeopleSoft WorkCenters](#).

For more information about setting up WorkCenters as a system administrator, see the documentation for "Setting Up Pagelets for WorkCenters and Dashboards as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)".

For information about setting up PeopleTools options for the WorkCenter, see *PeopleTools: Portal Technology*.

Pagelets and Pagelet Setup, Maintenance, and Personalization

This topic provides a general, high-level description of the four types of pagelets:

- My Work Pagelet
- Links Pagelet
- Queries Pagelet
- Reports and Processes Pagelet
- Pagelet setup, maintenance, and personalization

My Work Pagelet

The My Work section of the Main tab includes links to pages that an end user would need to access on a daily basis. The My Work section can also include exceptions and alerts, where the user would need to take some type of action.

Some links that are set up for the My Work pagelet can be subject to filter criteria that limit the amount of data that is available to a user.

The My Work section can be personalized by end users by clicking on the Pagelet Settings icon and then selecting Personalize.

Links Pagelet

The Links section of the Main tab includes additional links to pages or other areas of interest to the user role. A system administrator can determine a list of links that are available to end users, and the end user can personalize which links they want to appear on their WorkCenter.

Links to external pages can be placed in this section as well.

Queries Pagelet

The Query section of the Reports/Queries tab includes links to Query Manager, public queries, private queries, and pivot grids. The system administrator can determine if an end user can add public or private queries. The end user can personalize their private queries.

When a link is selected, the query or pivot grid results are displayed in the right pane of the WorkCenter or in a new window. Query results can be saved to Microsoft Excel.

Reports and Processes Pagelet

The Reports and Processes section of the Reports/Queries tab includes links to reports and processes. The links take you to the run control page for reports, processes, and the Reporting Console.

The system administrator can determine whether an end user can configure their pagelet.

Pagelet Setup, Maintenance, and Personalization

When setting up and maintaining a WorkCenter, there are setup options that are defined at the system administrator level and personalization options that are defined at the user level.

The system administrator must perform their setup options first, using the Enterprise Components, WorkCenter/Dashboards component. The end user performs their personalization options second, using the Personalize and Configure options in the WorkCenter.

Supplier Administration Center Home Page

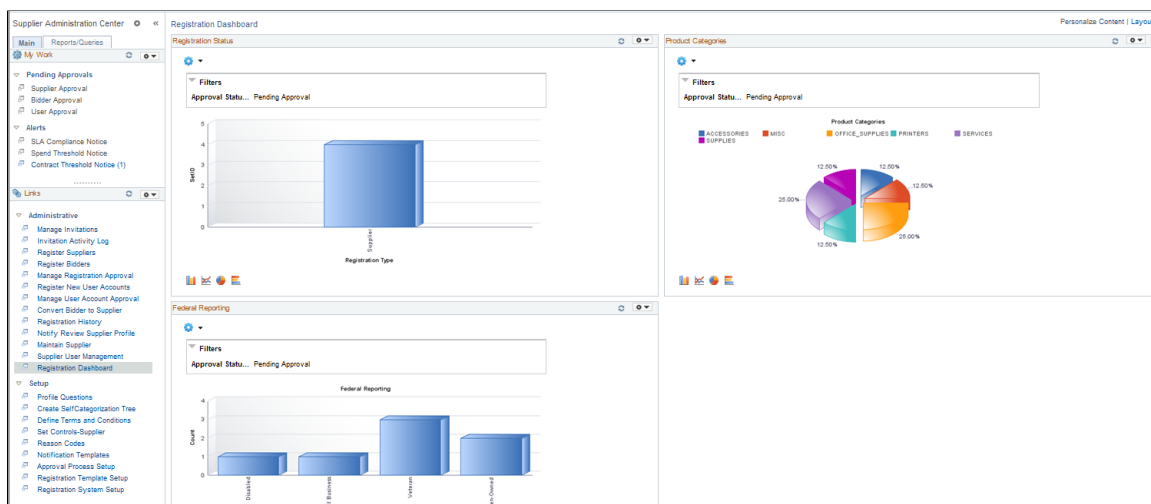
Use the Supplier Administration Center Home page (SUP_OB_WORKCENTER) to

Navigation

Suppliers, Supplier Administration Center

Image: Supplier Administration Center Home page with Registration Dashboard

This example illustrates the fields and controls on the Supplier Administration Center Home page with Registration Dashboard.



The WorkCenter pagelet area appears on the left side of the screen.

The Registration Dashboard with summary information and charts appears on the right side of the screen. Transactional pages also display on the right side of the screen when a user clicks a pagelet link.



Click the New Window icon next to a link in the WorkCenter pagelet area to open transactional information in a window

outside the WorkCenter and Dashboard. Alternately, click a link in the WorkCenter pagelet area to open transactional pages in the Dashboard frame.

Edit Filters

Click the Edit Filters link on the My Work pagelet to modify the filters on worklist links registered in the My Work pagelet.

For more information about the links that appear on the My Work pagelet, see [Using the Supplier Administration Center - My Work](#).

For more information about the links that appear on the Links pagelet, see [Using the Supplier Administration Center - Links](#).

For more information about the links that appear on the Queries and Reports/Processes pagelets, see [Using the Supplier Administration Center - Queries, Reports, and Processes](#).

Related Links

"Setting Up Pagelets for WorkCenters and Dashboards as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"

"Setting Up Pagelets for My Work as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"

"Setting Up the Links Pagelet as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"

"Setting Up Pagelets for Queries as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"

"Setting Up Pagelets for Reports and Processes as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"

Understanding Dashboards and Pagelets

For more information about the pivot grids that you can add to the Registration Dashboard on the Supplier Administration Center, refer to the documentation for the SRM Dashboard and pagelets.

Related Links

[Viewing SRM Dashboard Pagelets](#)

Dashboards and Pivot Grids

Setting up PeopleSoft Dashboards is similar to setting up WorkCenters because you use the same pages in Enterprise Components. However, Dashboards can display pivot grids that can also be displayed on a users' Home page.

Pivots grids are based on PSQueries and can display the results in a grid format, a chart format, or both. You use the Pivot Grid Wizard (Reporting Tools, Pivot Grid, Pivot Grid Wizard) to design how the page is displayed to the user.

Pivot Grids can be added as pagelets (on a user's Home page) and to the Queries tab in a WorkCenter.



Click to watch a short video about [Pivot Grids](#).

For more information about setting up WorkCenters as a system administrator, see the documentation for "Setting Up Pagelets for WorkCenters and Dashboards as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"..

For more information about setting up pivot grids, see *PeopleTools: PeopleSoft Pivot Grid*

Setting Up the Registration Dashboard

Several manager-facing pagelets are delivered with the Registration Dashboard and can be accessed if PeopleSoft SRM applications are installed.

For a complete list of the cross-supply chain pagelets that you can add to the Registration Dashboard, refer to the documentation for the SRM Dashboard and pagelets.

Related Links

[Understanding the SRM Dashboard](#)

[Viewing SRM Dashboard Pagelets](#)

[Defining Buyers](#)

Using the Supplier Administration Center - My Work

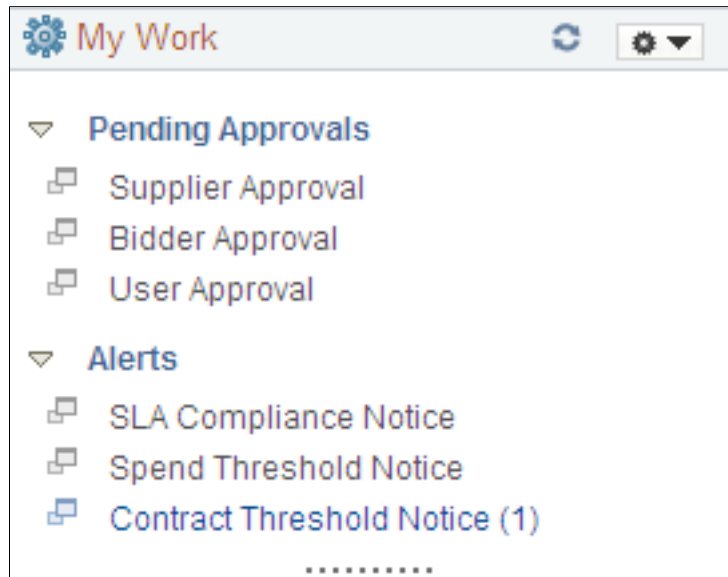
The My Work pagelet of the Supplier Administration Center displays work items assigned to the user and, depending on setup, the number of transactions or items. After the user completes transactions, the user manually refreshes the pagelet to update the number of transactions or items shown in parentheses next to the My Work links.

Existing Worklist notifications as well as the Alert/Warning Notification processes can be registered into the My Work pagelet as the type of Worklist and Alert/Warning Notification, respectively.

The sample Supplier Administration Center shows the My Work pagelet as it might appear to a user.

Image: My Work pagelet on a sample Supplier Administration Center

This example illustrates the fields and controls on the My Work pagelet on a sample Supplier Administration Center.



Pending Approvals

The Pending Approvals links in the My Work pagelet provide direct access to online registration approvals that are pending approval for the user ID accessing the Supplier Administration Center. The links are categorized by the registration usage:

- Supplier Approval
- Bidder Approval
- User Approval

See also [Managing Online Registration Approvals](#).

Alerts

The Alerts links in the My Work pagelet provide direct access to these notifications for the user ID:

- SLA Compliance Notice (service level agreements compliance notice)

See also [Creating Change Templates](#).

- Spend Threshold Notice

See also [Creating Contract Headers](#).

- Contract Threshold Notice

See also [Creating Contract Headers](#).

Using the Supplier Administration Center - Links

Use the Links pagelet for registering and grouping the most frequently used navigational links. The configured Links pagelet can provide access to both internal menus and external URLs.

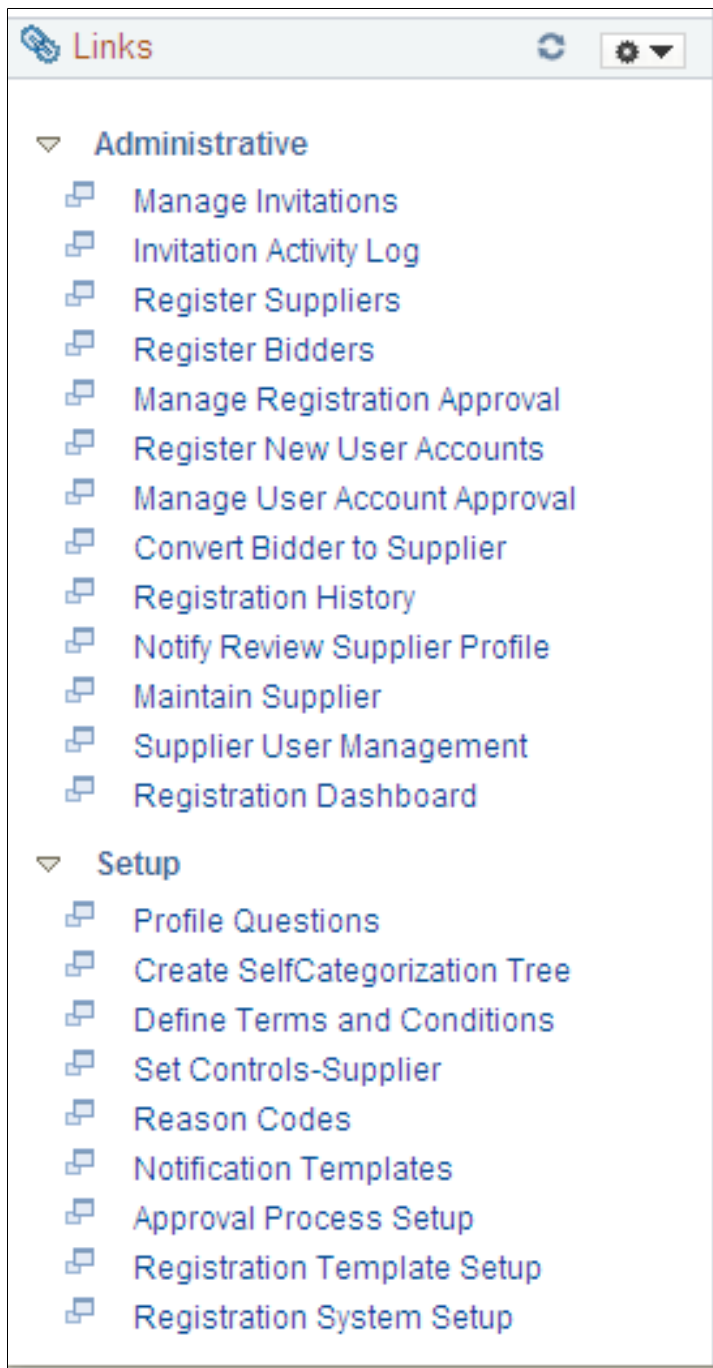
System administrators use the "Configure Pagelets – Links Page (*PeopleSoft 9.2: Enterprise Components*)" to set up the WorkCenter Links pagelet for end users.

End users use the "Define User “Links” Links – Links Pagelet Personalization Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)" to personalize the Links pagelet for personal use.

The sample Supplier Administration Center shows the Links pagelet as it might appear to a user.

Image: Supplier Administration Center - Links pagelet

This example illustrates the fields and controls on the Supplier Administration Center - Links pagelet.



Administrative

The Administrative links in the Links pagelet provide direct access to pages used to manage online supplier registration.

See also the following documentation:

- [Managing Supplier Registration Invitations](#)
- [Registering Online](#)
- [Managing Online Registration Approvals](#)
- [Reviewing Registration History](#)

Setup

The Setup links in the Links pagelet provide direct access to pages used to set up online supplier registration.

See also the following documentation:

- [Defining Online Registration Options](#)
- [Setting Up the Online Registration System](#)
- [Creating Templates for Online Registration](#)

Using the Supplier Administration Center - Queries, Reports, and Processes

The Supplier Administration Center provides the Queries and Reports/Processes pagelets for registering and grouping the most frequently used queries, reports, and processes. The Queries pagelet can provide access to public queries, private queries, and pivot grids.

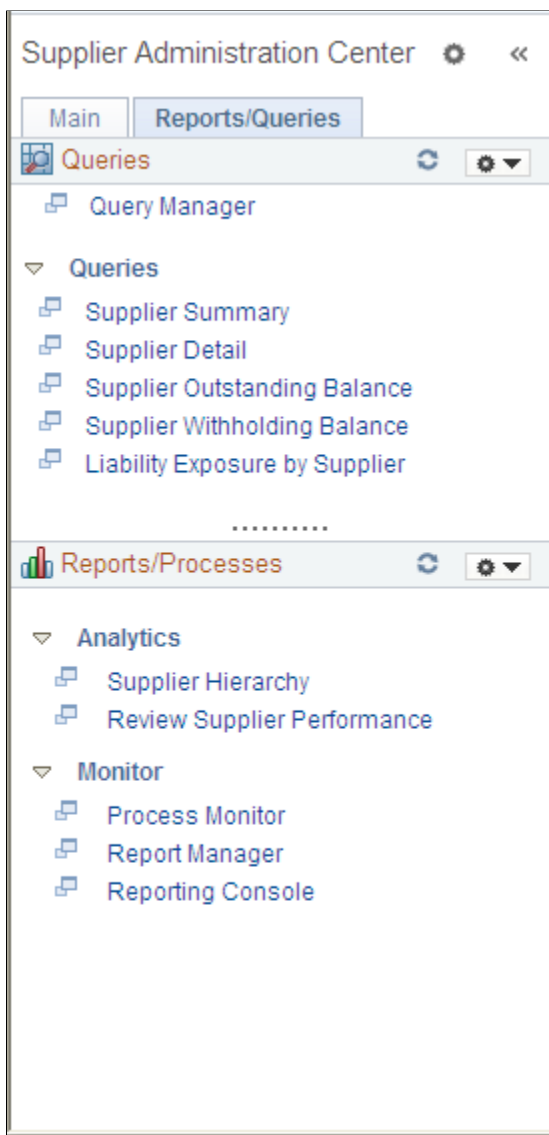
System administrators use the "Configure Pagelets – Queries Page (*PeopleSoft 9.2: Enterprise Components*)" to set up the WorkCenter Queries pagelet for end users.

End users use the "Define User Query Links – Queries Pagelet Personalization Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)" to personalize the Queries pagelet for personal use.

The sample Supplier Administration Center shows the Queries and Reports/Processes pagelets as they might appear to a user.

Image: Supplier Administration Center - Queries pagelet and Reports/Processes pagelet

This example illustrates the fields and controls on the Supplier Administration Center - Queries pagelet and Reports/Processes pagelet.



Queries Pagelet

The Queries pagelet includes a link to Query Manager as well as links to run specific queries. The queries include the following:

- Supplier Summary
- Supplier Detail
- Supplier Outstanding Balance
- Supplier Withholding Balance

- Liability Exposure by Supplier

Reports/Processes Pagelet

The Reports/Processes pagelet includes links to analytics and monitoring pages.

Analytics links can include these:

- Supplier Hierarchy

See also [Configuring Supplier Visualization Hierarchy](#).

- Review Supplier Performance

See also [Searching for Reviewing and Reporting on Supplier Information](#).

Monitor links can include these:

- Process Monitor
- Report Manager
- Reporting Console

Appendix A

Delivered Workflow for PeopleSoft Source to Settle Features

Delivered Workflow for PeopleSoft Source to Settle Features

This section discusses the PeopleSoft Source to Settle workflow.

Supplier Approval

This section discusses the PeopleSoft Source to Settle supplier approval workflow.

Description

<i>Information Type</i>	<i>Description</i>
Event Description	A user without approval authority creates a supplier.
Action Description	The system sets the supplier status to Unapproved, assigns it to PeopleSoft Approval Framework, and sends the appropriate users an email. Approvers can deny or approve the supplier.
Notification Method	Worklist and email.
Email Template	Supplier Approval for routing an approval. Supplier Approved for an approved supplier. Supplier Denied for a supplier that has been denied approval.

Related Links

[Approving Suppliers](#)

Appendix B

PeopleSoft Source-to-Settle Common Information Reports

PeopleSoft Source-to-Settle Common Information Reports: General Description

Report ID and Report Name	Description	Navigation	Run Control Page
APX0005 SpeedChart	Lists detailed SpeedChart information by SetID. (BI Publisher)	Set Up Financials/Supply Chain, Product Related, Procurement Options, Reports, SpeedCharts	RUN_APY0005
APX1230 Balance by Account/Supplier	Displays the beginning balance, ending balance, and credit and debit totals for selected suppliers by payables account. (BI Publisher)	Statutory Reports, Accounts Payable, Balance by Account/Supplier, Balance by Account/Supplier	RUN_APY1230
APX1230A Balance By AltAccount/Ven (balance by alternate account/ supplier	Displays the beginning balance, ending balance, and credit and debit totals for selected suppliers by payables alternate account. (BI Publisher)	Statutory Reports, Accounts Payable, Balance by Account/Supplier, Balance by Account/Supplier	RUN_APY1230
APX3000 Supplier Detail Listing	Lists suppliers by status along with their associated detail data, including address information and payment options.	Accounts Payable, Reports, Supplier, Supplier Detail, Supplier Detail Listing	RUN_APY3000
APX3001 Supplier Summary Listing	Lists all the suppliers by status along with basic summary information.	Accounts Payable, Reports, Supplier, Supplier Summary, Supplier Summary Listing	RUN_APY3001
APX3020 Outstanding Balance by Supplier	Lists the gross amount of all the outstanding vouchers for the specified supplier.	Accounts Payable, Reports, Supplier, Supplier Balance, Outstanding Balance by Supplier	RUN_APY3020
APX3200 Transaction Detail by Supplier	Displays journal entries by supplier, account, and accounting period.	Statutory Reports, Accounts Payable, Transaction Detail by Supplier, Transaction Detail by Supplier	RUN_APY3200

Report ID and Report Name	Description	Navigation	Run Control Page
APX3200A Transaction Detail by Supplier – Alternate Account	Displays journal entries by supplier, alternate account, and accounting period.	Statutory Reports, Accounts Payable, Transaction Detail by Supplier, Transaction Detail by Supplier	RUN_APY3200
APX3210 Balance by Supplier/Account	Displays supplier beginning and ending balances and total debits and credits.	Statutory Reports, Accounts Payable, Balance by Supplier/Account, Balance by Supplier/Account	RUN_APY3210
APX3210A Balance by Supplier/Account – AltAc (alternate account)	Displays supplier alternate account beginning and ending balances and total debits and credits.	Statutory Reports, Accounts Payable, Balance by Supplier/Account, Balance by Supplier/Account	RUN_APY3210
APY3215 Duplicate Suppliers	Shows suppliers that erroneously have duplicate TINs, withholding names, withholding addresses, supplier names, supplier short names, or supplier addresses. The supplier status appears in the report and the City and State fields are part of the address information. (BI Report)	Suppliers, Supplier Information, Maintain, Duplicate Supplier Report	DUP_RPT_POST
APY6002 Supplier Archive Selection	Lists the suppliers that have been selected for archiving.	Accounts Payable, Administration, Archive Suppliers, Supplier Archive Selection	VNDR_ARCH_REPT
POCNT100 Supplier Contract Dispatch/ Print	Lists all the supplier contracts based on selection criteria you enter on the Supplier Contracts Report page. (SQR)	Procurement Contracts, Reports, Order Contracts, Order Contracts	RUN_POCNT100
POCNT200 Internal Contract	Lists all internal contracts based on selection criteria you enter on the Internal Contract Report page. You can view item usage by category, by supplier, and by contract. (SQR)	Procurement Contracts, Reports, Internal Order Contracts, Internal Contract	RUN_POCNT200
POCNT300 Non-Contracted Items	Lists use and monetary value of items not under contract. Additionally, you can identify items being used that should be substituted for items currently under contract. (SQR)	Procurement Contracts, Reports, Non-Contracted Items	RUN_POCNT300

Report ID and Report Name	Description	Navigation	Run Control Page
POCNT400 Contract Expiration	Lists, by supplier/category or category/supplier, contracts that are scheduled to expire within a selected date range. This enables you to be proactive in contract renewals or to generate entirely new contracts with existing or new suppliers. This report also enables you to synchronize multiple contracts with a supplier; you can enter into negotiations with that supplier for multiple contracts all at once. (SQR)	Procurement Contracts, Reports, Contract Expiration	RUN_POCNT400
POX1050 Master Contracts	Lists all the master voucher contracts for a specified SetID. (BI Publisher)	Procurement Contracts, Reports, Master Contracts	RUN_POY1050
POX1051 Recurring Voucher Contracts	Lists all the voucher contracts for a specified SetID with contract header and distribution information. (BI Publisher)	Procurement Contracts, Reports, Recurring Vouchers, Recurring Vouchers	RUN_POY1051
POY1052 Recurring Voucher Contract Detail	Lists recurring voucher contract details by SetID and contract ID.	Procurement Contracts, Reports, Recurring Voucher Details, Recurring Voucher Detail	RUN_POY1052

PeopleSoft Source-to-Settle Common Information Reports: A to Z

This section provides detailed information on individual reports including important fields. The reports are listed alphanumerically by report ID.

APX0005 - SpeedChart Report

As of Data

Enter a date to generate a report with information about all SpeedCharts in the system as of this date.

SpeedType

Type of security set up for the SpeedChart, along with a short description.

Operator ID

The user ID of the single user who can use the designated SpeedChart when the speed type is O (one user).

Operator Class

The class of users from the primary permission list that has access to the designated SpeedChart when the speed type is C (class).

Percentage

Percentage by which the cost of the total amount is distributed for the SpeedChart line.

APX3000 - Supplier Detail Listing

Set ID	Select the SetID on which you want to report by selecting it from the available options.
As of Date	Select the date as of which you want to report data for the suppliers. Use the calendar button to select a date, or type one directly into the field.
Supplier Status	Select from the following options: Approved, Inactive, To Archive, or Unapproved.
Class	References the supplier's classification as defined on the Supplier Information - Identifying Information page.
Persistence	References the supplier's persistence as defined on the Supplier Information - Identifying Information page.
WTHD	Indicates whether the supplier is defined as a withholding supplier on the Supplier Information - Identifying Information page.
Location	References the location(s) defined for the supplier on the Supplier Information — Location page.
Approve Flag	At the supplier location level, voucher approval processing can default from the control hierarchy, be specified as pre-approved, or be controlled by workflow processes using the Virtual Approver model. You can define the approval processing for the supplier location on the Matching Options page in the Supplier component.
Bus Proc Name (business process name)	If you are using the Virtual Approver model, this references the business process name that controls the routing of vouchers to roles in the organization. This field is defined on the Matching Options page in the Supplier component.
Apprvl Rule Set (approval rule set)	If you are using the Virtual Approver model, this references the Approval Rule Set that controls the routing of vouchers to roles in the organization. This field is defined on the Matching Options page in the Supplier component.
Terms Code	References the Payment Terms Code defined on the Procurement Options page in the Supplier component.
Handling	References the Payment Handling Code specified for this supplier location on the Payment Options page in the Supplier component.

Each payment handling code has a sort sequence related to it that determines the order in which it will print. Checks will be printed according to the sort sequence in ascending order: the lower the sort sequence number, the higher the sort priority.

You must always have a payment handling code on a scheduled payment. You define payment handling codes on the Structure Procurement Options menu.

Pay Group

References the pay group defined on the Payment Options page in the Supplier component. This feature enables you to assign suppliers to a group and pay them all at once.

Invoice Address

References the invoicing address for the supplier as defined on the Supplier Information — Location page.

Remit Address

References the remit to address for the supplier as defined on the Supplier Information — Location page.

Other Address

References the ordering address for the supplier as defined on the Supplier Information — Location page.

Return Address

References the return address for the supplier as defined on the Supplier Information — Location page.

APX3001 - Supplier Summary Listing

ID

The supplier ID of all of the suppliers for this SetID as defined on the Supplier Information - Identifying Information page.

Name

The supplier name defined on the Identifying Information page in the Supplier component.

Corporate

The corporate ID of the suppliers for the selected SetID, as defined on Supplier Information — Identifying Information Page

AR Customer #

The Accounts Receivable Customer Number of suppliers for the selected SetID, as defined on the Additional ID Numbers page. This number indicates that this supplier is also a customer.

APX3020 - Outstanding Balance by Supplier

Total for Voucher ID

Totals the Discount Amount and Gross Amount for the voucher.

Total for Business Unit

Totals the Discount Amount and Gross Amount for the business unit.

APY6002 - Supplier Archive Selection

Archive ID

The archive ID defined on the Supplier Archive Request page.

Archive Date	The archive date defined on the Supplier Archive Request page. The Archive Date indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.
Wthd Sw (Withholding Switch)	The Withholding Switch for the suppliers selected for archiving. If this field is Y then the supplier is a withholding supplier.
VAT Sw (VAT Switch)	The VAT Switch for the suppliers selected for archiving. If this field is Y then the supplier is a VAT supplier.
Last Activ Dt (Last Activity Date)	The system-maintained date that is assigned to the supplier, which records when that supplier's most recent transaction occurred.

POCNT100 - Supplier Contracts

Category	Displays the contract categories that are included in the contract. Categories enable you to specify groups of items on a contract, rather than having to enter the items one at a time.
Item Exceptions	Displays exception conditions for items contained in the contract.
Maximum Amount	Displays the maximum amount defined for the contract.
Price Adjustments	Displays price adjustments that have been made to the contract.
Allow Multicurrency PO	Indicates whether you allow the purchase order to have multiple currencies. This is set on the Maintain Contracts – Header Page.

Related Links

[Creating Contract Headers](#)

[Creating Contract Line Information](#)

POCNT200 - Internal Contract

Rate - Type	The currency rate type for the contract.
Rate - Date	The date on which the currency rate is based.
MC PO	Indicates whether this is a multicurrency purchase order.
Open Item Ref (open item reference)	Indicates that open items against the contract are included.
Category	Displays the contract categories that are included in the contract. Categories enable you to specify groups of items on a contract, rather than having to enter the items one at a time.
Item Exceptions	Displays exception conditions for items contained in the contract.

Maximum Amount	Displays the maximum amount defined for the contract.
Price Adjustments	Displays price adjustments that have been made to the contract.

POCNT400 - Contract Expiration

Select an Option for the From/To date:

C (current date)	Report expiring contracts beginning/ending with the current date.
M (current date minus days)	Report expiring contracts beginning/ending with the date that is a specified number of days before the current date. Specify that number in the Nbr Days field.
N (no selection by date)	Date criteria not used to report expiring contracts.
P (current date plus days)	Report expiring contracts beginning/ending with the date that a specified number of days after the current date. Specify the number in the Nbr Days field.
S (specified date)	Report expiring contracts beginning/ending with the dates you select in the Date field.

POX1050 - Master Contracts

Gross Amount	The gross amount you defined for the contract. This field is used by PeopleSoft Payables voucher contracts, and not by PeopleSoft Purchasing order contracts.
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Related Links

[Setting Up Master Contracts](#)

POX1051 - Recurring Voucher Contracts

Product	The product number of the item. The product is generally used to capture additional information useful for profitability and cash flow analysis, for example.
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POY1052 - Recurring Voucher Contract Detail

Post Status	The status of the posting of the voucher.
Entry Status	The contract voucher status. Available options are Recycled, Open, Postable, and Complete.

