IES Purchasing: Order Import

Purpose

The purpose of this Document is to explain how an Order can be imported rather than captured.
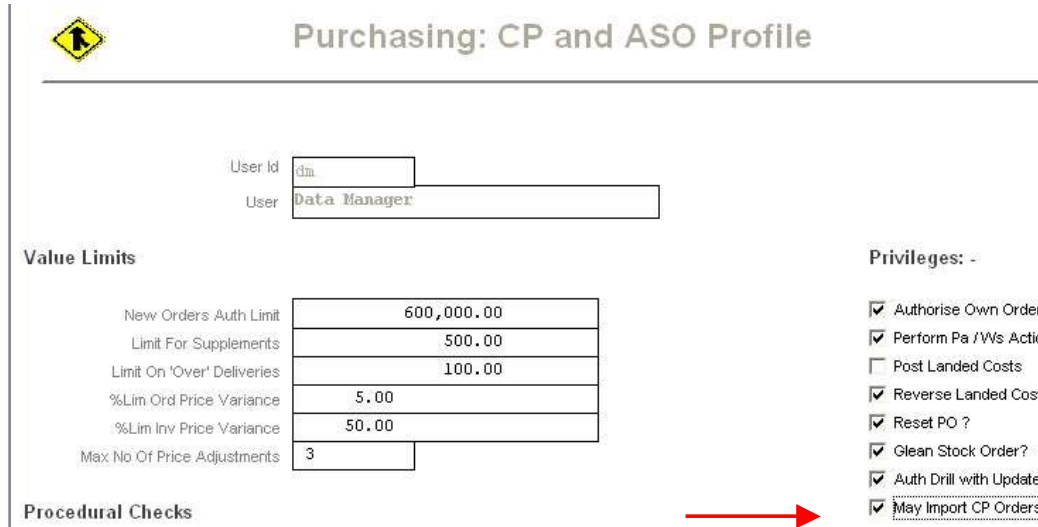
Summary of Order Types

CP = Central Purchasing
ASO = Automated Stock Orders
DDP = Delegated Direct Purchasing
MOD = Manufacture On Demand

Introduction

CP Proformas have an Import Function, and it is a simple matter to import a CP Proforma Order from a Spread Sheet. In this Document, we explain how this works.

Privilege Level

Before you can use the Import function, your privilege profile for CP / ASO Orders must indicate that you are allowed to do so.

Import Function

On the screen for new CP Proforma Orders, look for the 'Import Order' function. When you choose it, the system will offer the Data Layout view, and the option to select a File to import. The File to import must be on the Fast Drive (see Systems Administration, Main Parameters), and it must be a ".CSV" file, i.e. a Spread Sheet saved as ".CSV".

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(CP Proforma Order)

EXIT

upplier Code	
or Attention	
Currency	Local
elivery Code	DEF Main Warehouse
elivery Date	21/05/2006
Stock Total	
Direct Items	
Order Total	
t Authoriser	

Import Order

Glean Stock Order

Refresh Totals

Save

Import Order

The Order Import supports .csv Files from the Fast Drive. To import an Order now, please choose "Select Import".

To view the required Data Layout, please choose "View Data Layout".

Select Import	View Data Layout	Quit

If you choose 'View Data Layout', the system offers a Text Help document that explains what is required from the spread sheet: -

An Order that is prepared on Spread Sheet can easily be formatted for import. Just insert another column or 2 on the left, in order to indicate the following details to the system, and then save the Spread Sheet as a CSV before importing it.

The import data can contain more information than the system needs, i.e. other details that you have on the Spread Sheet need not be tampered with, as long as the necessary indicators that IES need are present, and they can be in any line order. Except for the Stock List, all indicators are on separate lines, and the system will only look at the 1st 2 columns and ignore any other detail that you may have in the Sheet. In each case, the required identifier must be in column 1, and the parameter in column 2. It does not matter whether there are other details on the same line, because the system will ignore it. Also, if these indicators are already present on the capture screen, then they do not have to be present.

a) Tax Type - this is a Code that is present on your Tax Table, of Input Tax type, or else it is '0'. In column 1, put "tax", in column 2, put the Tax indicator.

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b) Supplier - this is an Account Code for the Supplier. In col 1, "supp", in col 2 the Account Code.

c) Authorizer - this is the User Code for the person who will Authorize the Order. In col 1, "auth", in col 2 the User Code.

The Stock List must be indicated by 1 Stock Item per row, in the columns as listed, and may comprise any number of lines, in any order. For each Stock Item, format as follows -

Col 1, "st"
Col 2, Store No ordered for
Col 3, StockCode as in IES
Col 4 is ignored by the system, as you will likely have an Item Description in this column of your Spread Sheet, but the system does not need it for the import
Col 5, Order Unit (code as specified on Units file)
Col 6, Quantity
Col 7, Tax Incl Price

Note(1): A StockCode should only appear once, and all duplicates will be ignored.
Note(2): Stock Order Prices are not evaluated for increase tolerances as they are when a Proforma is captured.

Here is a view of a valid spread sheet content –

In the example above, the system will use rows 1 to 3 (only columns A & B!), will ignore the next couple of rows, and will use rows 8 to 14 (columns A – G) for the Stock to be ordered. On rows 8 to 14, column D is also ignored, as the system will find the necessary descriptions from the master file.

In this example, the Supplier Account Code, the Authorizer and the Tax Parameter are supplied on rows 1 – 3, but the sheet can also be used simply for importing the Stock List, i.e. by capturing up to the point before doing the Stock, and then using the import function.

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In the picture shown above, all required fields are captured up to 'Target Authorizer'. If the import function is used at this stage, the system will load only the Stock List found, and does not require the Supplier, Authorizer and Tax Parameter (indeed will ignore it if present).

In the example shown below there are some defaults on certain fields, but other than that, no capturing has been done yet, not even the Order Number. The system will do all the rest if you choose the 'Import Order' function at this stage, including the Order Number.

In other words, at any stage of capture on the new CP Proforma screen, the import function may be used, but if the Supplier Code, the Authorizer or the Tax Parameter have not yet been captured, then it must be present in the import file. Provided that all the data pass the necessary verification and validations, it is such a simple procedure. Just select the File to use, and see the Order screen populated automatically.

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Above, we see the populated Proforma screen after the import. If no Order Number was present before the import, then the system issues the next "ICP" Purchase Order number.

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