

IES Purchasing: Order Import

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Purpose

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

Summary of Order Types

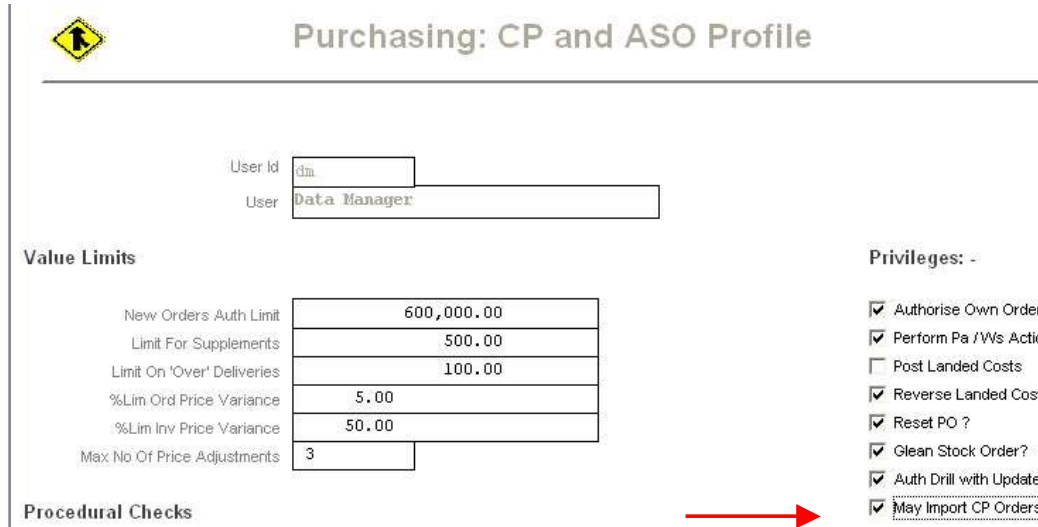
CP = Central Purchasing
 ASO = Automated Stock Orders
 DDP = Delegated Direct Purchasing
 MOD = Manufacture On Demand

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.



Purchasing: CP and ASO Profile

User Id:
 User:

Value Limits

| | |
|-----------------------------|------------|
| New Orders Auth Limit | 600,000.00 |
| Limit For Supplements | 500.00 |
| Limit On 'Over' Deliveries | 100.00 |
| %Lim Ord Price Variance | 5.00 |
| %Lim Inv Price Variance | 50.00 |
| Max No Of Price Adjustments | 3 |


Procedural Checks

Privileges: -

- Authorise Own Orders
- Perform Pa /Ws Action
- Post Landed Costs
- Reverse Landed Costs
- Reset PO ?
- Clean Stock Order?
- Auth Drill with Update
- May Import CP Orders

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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IES Purchasing: Order Import

(CP Proforma Order)



| | |
|-----------------|--------------------|
| Supplier Code | |
| Order Attention | |
| Currency | Local |
| Delivery Code | DEF Main Warehouse |
| Delivery Date | 21/05/2006 |
| Stock Total | |
| Direct Items | |
| Order Total | |
| Authoriser | |

| |
|-------------------|
| Import Order |
| Clean Stock Order |
| Refresh Totals |
| Save |

Import Order X

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".

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 -

| | A | B | C | D | E | F | G |
|----|------|--------|---------|---------------------------------|------|------|-----------|
| 1 | supp | c00001 | | Any text here will be ignored | | | |
| 2 | tax | 15 | | Any text here will be ignored | | | |
| 3 | auth | ll | | Any text here will be ignored | | | |
| 4 | | | | | | | |
| 5 | | | | To Order From: Anad & Withwal | | | |
| 6 | | | | | | | |
| 7 | | Store | Stock | Description | Unit | Qty | Tax Price |
| 8 | st | 01 | 3002329 | CANON NB-3L BATTERY | ea | 1.00 | 10.00 |
| 9 | st | 01 | 4700110 | KODAK HMA 954 P (S-8 40 ASA) | ea | 2.00 | 11.00 |
| 10 | st | 01 | 3002084 | CANON A85 DIGITAL | ea | 3.00 | 10.00 |
| 11 | st | 01 | 1531086 | DUST-OFF PLUS COMP AIR WNOZZLE | ea | 1.00 | 11.00 |
| 12 | st | 01 | 4000140 | KODAK HD 400 135-24 2 PACK | ea | 2.00 | 10.00 |
| 13 | st | 01 | 4010151 | FUJI CA 135-24 (200 ASA) 3-PACK | ea | 3.00 | 11.00 |
| 14 | st | 01 | 1328050 | LOWEPRO NOVA 1 BAG | ea | 1.00 | 10.00 |
| 15 | | | | | | | 73.00 |

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.

Have you used your IES  today?

IES Purchasing: Order Import

New Purchase Requisition [2] (CPG)

1 Main 2 Direct Entry

New Purchase Requisition (CP Proforma Order) EXIT

| | | | |
|---------------|----------------------------------|-----------------------|--------------------|
| Order Number | CP5001 | Supplier Code | 00-0001 |
| Date Ordered | 21/04/2006 | Supplier S. Bill Head | |
| Tax Type | 15 Non-Capital Goods (Input) Vat | File Allocation | |
| Re-Charge Tax | 0 No Tax Record | Currency | Local |
| Operator | Da Data Manager | Delivery Code | DEF Main Warehouse |
| Batch # | | Exp. Delivery Date | 21/05/2006 |
| Auth Code | | Stock Total | 0.00 |
| Fin Period | 69 (Jun 2005) | Direct Sales | 0.00 |
| Originator | Da Data Manager | Order Total | 0.00 |
| Buyer | Da Data Manager | Target Authorize | Da Data Manager |

Import Order ?

| Stock Code | Description | Stock | Unit | Tax Incl Price | Quantity | Actual |
|------------|-------------|-------|------|----------------|----------|--------|
| 1 | | | | | | |

Buttons: Import Order, Clean Stock Order, Refresh Totals, Save

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.

New Purchase Requisition [2] (CPG)

1 Main 2 Direct Entry

New Purchase Requisition (CP Proforma Order) EXIT

| | | | |
|---------------|----------------------------------|-----------------------|--------------------|
| Order Number | | Supplier Code | |
| Date Ordered | 21/04/2006 | Supplier S. Bill Head | |
| Tax Type | 15 Non-Capital Goods (Input) Vat | File Allocation | |
| Re-Charge Tax | 0 No Tax Record | Currency | Local |
| Operator | Da Data Manager | Delivery Code | DEF Main Warehouse |
| Batch # | | Exp. Delivery Date | 21/05/2006 |
| Auth Code | | Stock Total | |
| Fin Period | 69 (Jun 2005) | Direct Sales | |
| Originator | Da Data Manager | Order Total | |
| Buyer | Da Data Manager | Target Authorize | |

Import Order ?

Buttons: Import Order, Clean Stock Order, Refresh Totals, Save

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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IES Purchasing: Order Import

New Purchase Requisition [2] (ENG)

1 Main 2 Direct Items

New Purchase Requisition (CP Proforma Order)

EXIT

| | | | |
|---------------|----------------------------------|--------------------|--------------------|
| Order Number | ICP010 | Supplier Code | 00-0001 |
| Date Ordered | 21/04/2006 | Branch & Warehouse | |
| Tax Type | 15 Non-Capital Goods (Input) Vat | For Attention | |
| Re-Charge Tax | 0 No Tax Record | Currency | LOCAL |
| Operator | DATA MANAGER | Delivery Code | DEF Main Warehouse |
| Batch # | | Exp Delivery Date | 21/05/2006 |
| Auth Code | | Stock Total | 136.00 |
| Fin Period | 08 (Jun 2005) | Direct Items | 6.00 |
| Originator | da Data Manager | Order Total | 136.00 |
| Buyer | da Data Manager | Target Authoriser | TC Data Manager |

Import Order ?

| | Stock Code | Description | Store | Unit | Tax Incl Price | Quantity | Actual |
|---|------------|---------------------------|-------|------|----------------|----------|--------|
| 1 | 3002329 | CAMON 9E-2L BATTERY | 01 | ea | 10.00 | 1.00 | 10.00 |
| 2 | 4700110 | KODAK PMA 404 P (3-0 40 A | 01 | ea | 11.00 | 2.00 | 22.00 |
| 3 | 3002094 | CAMON 835 DIGITAL | 01 | ea | 10.00 | 3.00 | 30.00 |
| 4 | 1531088 | DUST-OFF PLUS COMP AIR W/ | 01 | ea | 11.00 | 1.00 | 11.00 |
| 5 | 4000140 | KODAK HD 400 135-24 2 PAC | 01 | ea | 10.00 | 2.00 | 20.00 |
| 6 | 4010151 | FUJI CA 135-24 (200 ASA) | 01 | ea | 11.00 | 3.00 | 33.00 |
| 7 | 1328050 | LOMEPRO MUVA 1 BAG | 01 | ea | 10.00 | 1.00 | 10.00 |

Buttons: Import Order, Clean Stock Order, Refresh Totals, Save

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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Have you used your IES today?