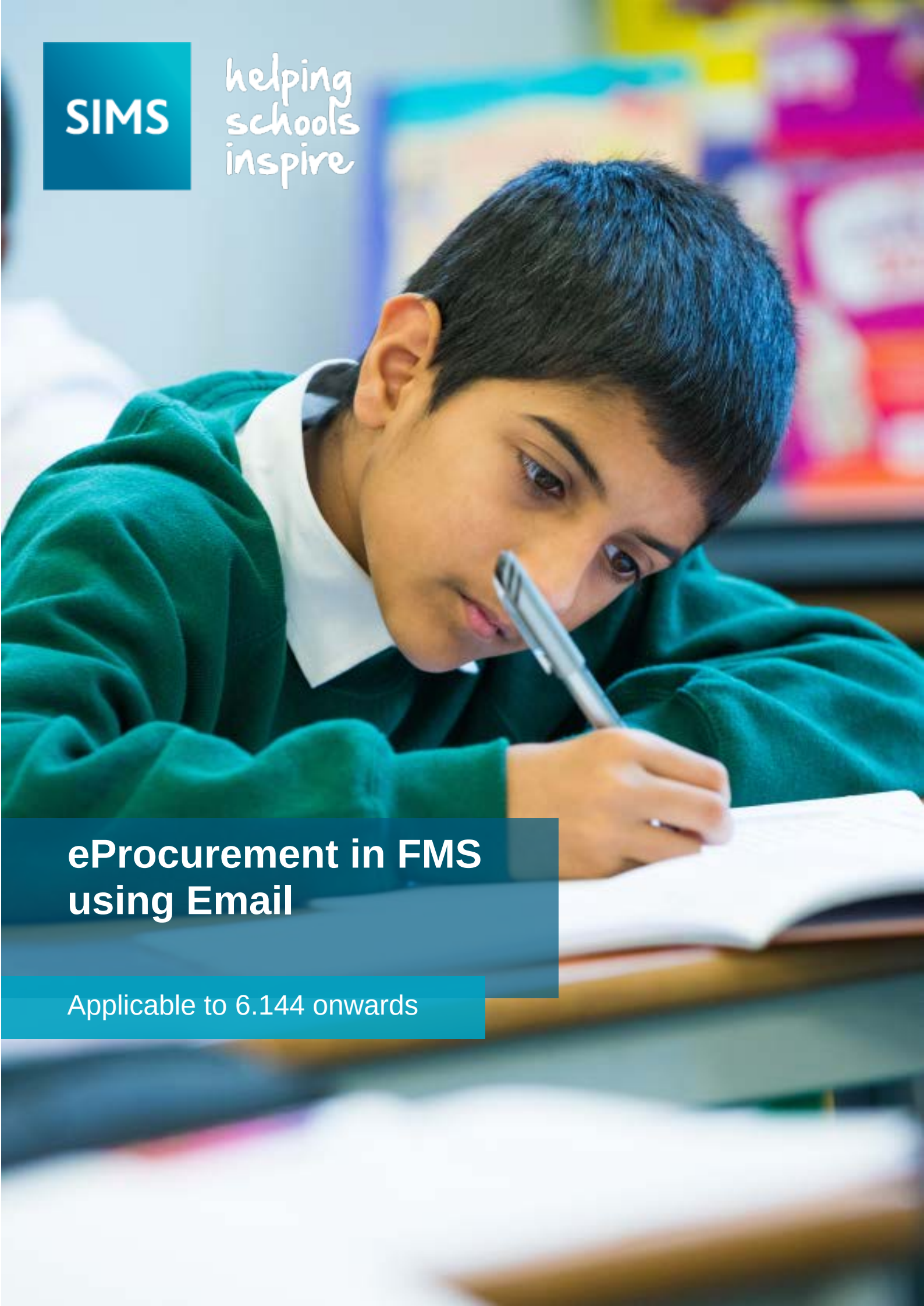




**SIMS**

helping  
schools  
inspire



## **eProcurement in FMS using Email**

Applicable to 6.144 onwards

## Revision History

| Version     | Change Description                                                                | Date       |
|-------------|-----------------------------------------------------------------------------------|------------|
| 6.144 - 1.0 | Initial release.                                                                  | 11/01/2012 |
| 6.144 - 1.1 | Rebranding of front cover.                                                        | 18/07/2014 |
| 6.144 - 1.2 | References to SupportNet have been changed to My Account throughout the document. | 23/10/2015 |

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Capita Doc Ref: FMS6144/HBK/231015/VB

### Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

[publications@capita.co.uk](mailto:publications@capita.co.uk)

Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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# 01 | Getting Started with eProcurement

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## What is eProcurement?

*NOTE: This handbook refers to eProcurement using email. Please refer to the eProcurement using Web Services in FMS handbook for full details on managing electronic orders, invoices and credit notes using Web Services.*

During 2003 Capita Children's Services were approached by the OGC (Office of Government Commerce) and BASDA (Business Applications Software Developers Association) to assist in the defining and agreement of XML schemas for Confirmed Orders and Accounts Payable Invoices. After successful trials in 2003, the OGC announced in early 2004 that the UKGOV 3.09 schemas were to be recommended for adoption throughout local and central government together with the Health Service. The UKGOV 3.09 schemas are subsets of the equivalent BASDA schemas.

This handbook describes how XML Ordering has been introduced into FMS using the UKGOV 3.09 schema. In addition, functionality has been included to enable an XML Content Order to be received from a web site. The Content Order uses the UKGOV 3.09 schema with one small change, which is to recognise a different order type. The change is compliant with the existing BASDA schema.

The eProcurement functionality in FMS is the process of importing/exporting purchase orders in XML (eXtensible Markup Language) format. This is achieved by:

- Exporting:
  - Attaching an XML Order to an email.
  - Being able to save an XML order to a local drive, i.e.  
C:\SIMS\Transfer\XML\Out (where C:\ is an example of where your FMS system might be installed).

- Importing:
  - Being able to import an XML Content Order that is an attachment from an email.
  - Being able to import an XML Content Order from a local drive, e.g. C:\SIMS\Transfer\XML\In (where C:\ is an example of where your FMS system might be installed).

Security of the XML order file is provided by enabling file encryption before the file is transmitted and file decryption after the file has been received.

Encryption is specific to each supplier and will depend on whether the **Use File Encryption** check box is selected under the **Focus | Accounts Payable | Suppliers: eProcurement** menu route.

*NOTE: All orders mentioned in this handbook are XML orders. If you wish to obtain further information about the purchase order process in general, you should refer to the Accounts Payable in FMS handbook.*



**More Information:**

Setting up eProcurement in Establishment Details on page 6

Adding/Editing eProcurement Details for XML Ordering on page 14

## Setting Permissions (Access Rights)

XML orders have the same access rights as orders created normally within FMS. To be able to import XML Content Orders, you must have the access rights required to create orders.

## Where to Find More Information

The FMS documentation is available from within FMS via the **FMS Documentation Centre**, unless otherwise specified. This can be accessed by selecting **Help | FMS Documentation**. Once open, click the appropriate button (e.g. **Handbooks**), then navigate to the applicable option.

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button.

Additional supporting documentation is also available from the My Account website (<https://myaccount.capita-cs.co.uk>). The most popular documents can be located by selecting **Knowledge Base | SIMS Publications** (located in the **Popular Searches** list). Alternatively, use the **Knowledge Base** search facility to display a list of all **Documents** containing the search criteria.

- **Search for:**
  - Surround a phrase with "double quotes" to find an exact phrase.
  - Prefix words with + to make them essential, e.g. "Behaviour Management" +Primary +Training.
- **Product:** Select the required product from the drop-down list.
- **From and To:** Entering a date or date range when the document was uploaded helps to filter the search results further.

## Summary of eProcurement Setup

The following table summarises the activities that need to be carried out in order to set up FMS for Importing Content Orders and/or Exporting Confirmed Orders.

| FMS Area                                   | Export Confirmed Order | Import Content Order |
|--------------------------------------------|------------------------|----------------------|
| <b>Tools   Establishment Details</b>       |                        |                      |
| <b>1: Basic Details</b>                    |                        |                      |
| GLN/DUNS                                   | Y (optional)           | Y (optional)         |
| <b>4: eProcurement</b>                     |                        |                      |
| Transaction currency                       | Y                      | Y                    |
| System language                            | Y                      | Y                    |
| Public/Private Key encryption              | Y (optional)           | Y (optional)         |
| Using Microsoft Outlook                    | Y                      | Y                    |
| Setting up folders                         | Y                      | Y                    |
|                                            |                        |                      |
| <b>Tools   Books</b>                       |                        |                      |
| Setting Default XML Order Book             |                        | Y                    |
|                                            |                        |                      |
| <b>Tools   General Ledger Setup</b>        |                        |                      |
| Setting up eProcurement Templates          |                        | Y                    |
|                                            |                        |                      |
| <b>Tools   Accounts Payable Parameters</b> |                        |                      |
| <b>1: Order Header</b>                     |                        |                      |
| XML Orders – terms & conditions            | Y (optional)           |                      |
| First copy as XML check box                | Y (optional)           |                      |
|                                            |                        |                      |

| FMS Area                                   | Export Confirmed Order | Import Content Order |
|--------------------------------------------|------------------------|----------------------|
| <b>Focus   Accounts Payable   Supplier</b> |                        |                      |
| <b>1: Basic</b>                            |                        |                      |
| Account Number                             | Y                      | Y                    |
| Order Method                               | Y                      | Y                    |
| email address                              | Y (optional)           | Y (optional)         |
| <b>5: eProcurement</b>                     |                        |                      |
| Purchasing Web Address                     |                        | Y (optional)         |
| email Address source 1                     |                        | Y                    |
| email Address Source 2                     |                        | Y                    |
| email Address Destination                  | Y                      |                      |
| XML Supplier Reference                     | Y                      | Y                    |
| Copy XML file to email Address             | Y (optional)           |                      |
| File Encryption                            | Y (optional)           | Y (optional)         |

In addition, if you are setting up your system to import and export orders automatically via Microsoft Outlook, you will need to set up an email account and profile for eProcurement.



## Setting up Basic Details in Establishment Details

The first page in **Establishment Details** enables you to set up basic information about your establishment, including its name, address and the various codes that identify your school to the LEA and the DfS. The last section on this page enables a **Unique Identifier** to be entered, if required. By default the **n/a** radio button is selected and unless you are notified by the LEA to the contrary, it is unlikely that you will need to change this default setting. If you are required to enter a unique identifier, this can be either the supplier's GLN or DUN number.

The screenshot shows the 'Establishment Details' window with the following fields and values:

- Navigation tabs:** 4: eProcurement, 5: BACS eAdvices, 6: Interfaces, 1: Basic Details (selected), 2: Logo, 3: System Parameters.
- Name:** Green Abbey School
- Code:** 4321
- LA Code:** 820
- VAT Registration No.:** (empty)
- Borough:** Eastshire
- Payable to:** Green Abbey School
- Address:**
  - Monkmoor Road
  - East Town
  - Eastshire
  - (empty line)
  - (empty line)
- Postcode:** S12 5AP
- Telephone:** 01234 838080
- Fax:** 01234 838091
- e-mail:** (empty)
- Unique Identifier:**
  - ☒ n/a
  - ☐ GLN
  - ☐ DUNs
  - (empty text box)
- DeMinimis Value:** 1.00
- Buttons:** Save, Cancel, Help.

### What are GLN and DUNs?

GLN stands for Global Location Number and comprises 13 digits. It is used to identify those establishments wishing to trade using electronic commerce. Your LEA might acquire a GLN for establishments in your LEA. In these circumstances they will advise you of your unique GLN.

DUNs stands for Dun and Bradstreet, a third party organisation that assigns reference numbers to a company in their Company Register. Liaise with your LEA to determine whether this reference number is applicable to your establishment.

These numbers are recognised by international organisations involved in electronic commerce.

1. If you have been assigned a unique identifier, select either the **GLN** radio button or the **DUNs** radio button and enter the number in the adjacent section.

*NOTE: FMS permits a maximum of 20 characters to be entered into the reference field. You should note that this field is mandatory once either the GLN or DUNS radio button has been selected.*

2. Once you are satisfied that the entries here are correct, select the **eProcurement** page.

*NOTE: Potentially, some suppliers you use for XML orders might also have a GLN or DUNS unique identifier, which you must enter in the **Basic** page under **Focus | Accounts Payable | Suppliers**.*



#### Additional Resources:

Entering the Establishment Basic Details in the Financial Periods, Establishment Details and Other Tools chapter of the Getting Started with FMS handbook

## Setting up eProcurement in Establishment Details

The **eProcurement** page on the **Establishment Details** dialog is used to set the currency unit, the language recognised by the system, the security encryption keys and import and export options.

Establishment Details

1: Basic Details 2: Logo 3: System Parameters  
4: eProcurement 5: BACS eAdvices 6: Interfaces

**GENERAL**

Transaction Currency:  System Language:   
eInvoice P&P Warning Threshold:

**PUBLIC AND PRIVATE KEY ENCRYPTION**

Generated On:

**IMPORT/EXPORT OPTIONS**

☒ Using Microsoft Outlook  
Outlook Profile Name:   
Import Folder:   
Export Folder:

## General

By default the **Transaction Currency** field, which specifies the currency used within XML Orders, will default to **GBP** (Pound Sterling) or to the last saved value. The currency set here should be the currency normally used when values are entered into FMS and should not be edited unless your establishment is overseas. To select a different currency, click the **Field Browser** button and select the required currency from the **Select Transaction Currency** dialog.



*Field Browser button*

The default for the **System Language** is **en** (English) or the last saved value. This is the language that is used for XML Orders. The language set here should be the language normally used when entering data into FMS, and should only be changed if your establishment is overseas. To select a different System Language, click the **Field Browser** button and select the required language from the **Select System Language** dialog.

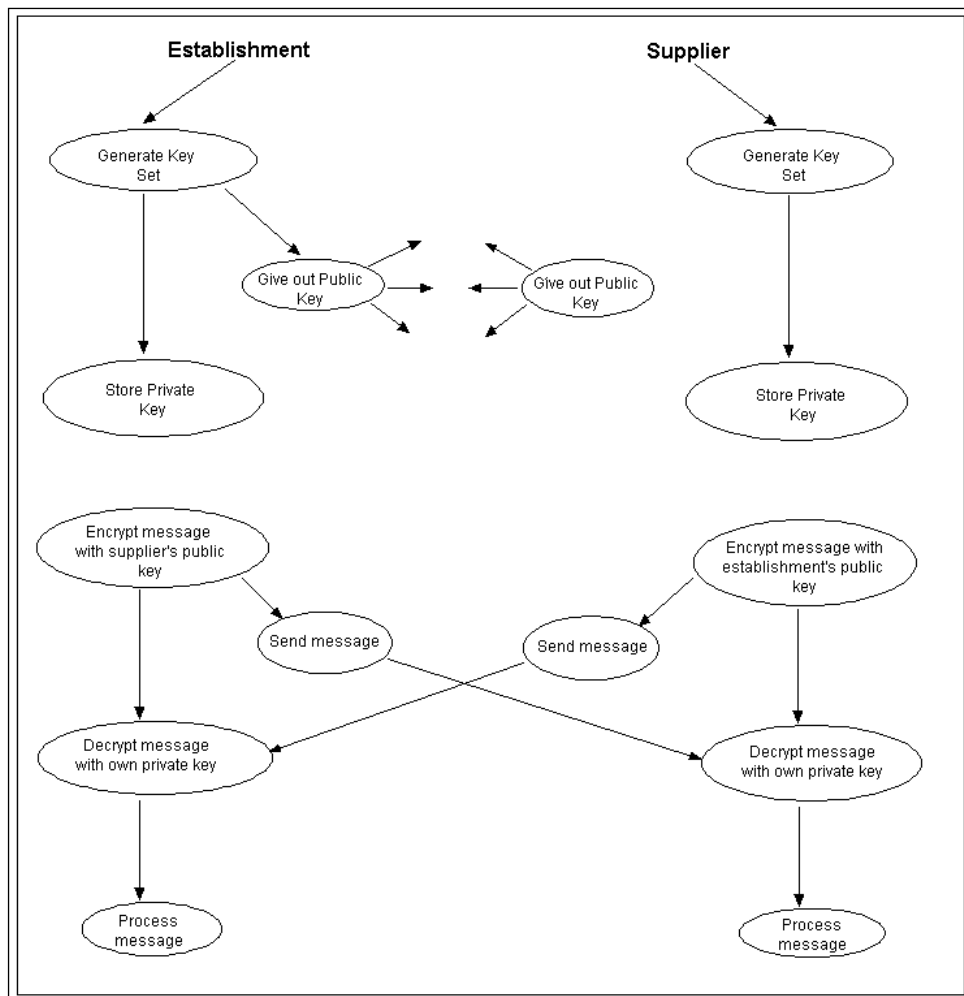
*NOTE: The lower case lookup for the **System Language** field is in accordance with the OGC 3.09 UKGOV Schema.*

## Public and Private Key Encryption

This section enables you to generate a set of public and private encryption keys.

*NOTE: This is only required if the XML Orders that you send to the supplier are going to be encrypted. A supplier must agree to the encryption before the process begins. In these circumstances you will need to send your Public Key and import the supplier's Public Key before exchanging XML orders.*

The following diagram provides an example of how the Public and Private keys are generated:



Immediately after generating the keys, the system saves both keys and overwrites any keys that have been generated previously. It will also save all other fields that have been edited in this area.

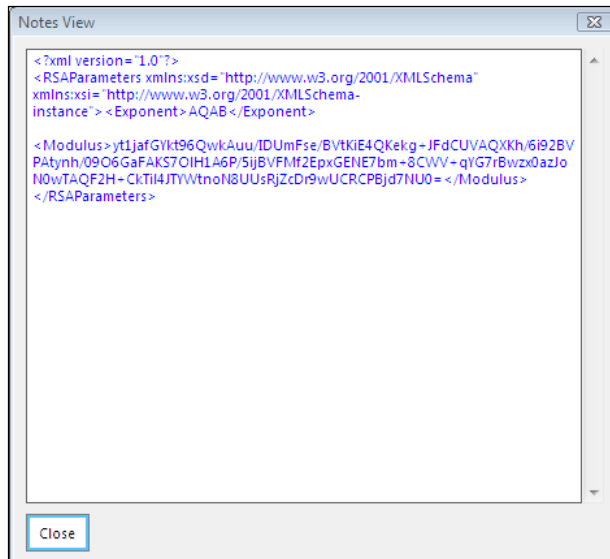
*NOTE: The Private Key cannot be accessed by users and will not be visible in the database log file. Neither key can be edited by a user.*

Public Keys are then exchanged between you and the suppliers defined for eProcurement. Messages you send to suppliers are encrypted using the supplier's Public Key and messages you receive from suppliers are encrypted using your Public Key. Files received from suppliers are decrypted using your Private Key. Similarly, suppliers use their own Private Key to decrypt the messages you send.

1. To generate both the Public and Private keys, click the **Generate Keys** button. If this is the first time that keys have been generated, they are stored in the database. Should the system detect that keys already exist, you will receive a warning message to this effect. If you wish to overwrite the existing keys, click the **Yes** button and the new keys are generated.

The date and time the keys are generated are displayed in the **Generated On** field.

2. If you wish to view the Public Key, click the **View Public Key** button.



*NOTE: It is not possible to edit the Public Key.*

3. To export the Public Key to the supplier, click the **Export Public Key** button. This action opens a standard Windows® dialog, enabling you to save the Public Key as a file in a location of your choice. The filename will default to your establishment code and the date and time the Public Key was generated, but this can be changed by renaming the file in Windows Explorer.

*NOTE: The file containing the Public Key will not be automatically attached to an email and should not be considered as part of the normal import/ export routines for XML orders.*

4. To import the supplier's Public Key, select **Focus | Accounts Payable | Supplier**, highlight the supplier and either double-click the supplier's name or click the **Focus Browser** button. Select the **eProcurement** page.



*Focus Browser button*

5. Click the **Import Public Key** button and navigate to the location of the supplier's Public Key. Click the **Open** button.
6. Once this has been done, you can send an email containing the file as an attachment to your selected eProcurement suppliers.



#### **More Information:**

*Adding/Editing eProcurement Details for XML Ordering on page 14*

## Setting up an Email Account for eProcurement

It is recommend that a central email account, e.g. FMS Orders, is set up to be used by all users who intend to use email automatically through FMS. This email account will need to be set up by your System Administrator and permissions given to the relevant users to access this account.

On each workstation that will access the central email address, a Profile must be set up using **Start | Control Panel | Mail**. This Profile must have exactly the same name, i.e. same spelling and case, on each machine.

*NOTE: If you have to re-install Microsoft Outlook for any reason, the file is then not read when importing XML files via Outlook. The work round is to delete and recreate the Profile.*

Manual maintenance of the mail box is required as this mailbox will receive mail sent globally to 'All' recipients of the email system. These emails will need to be manually removed.

## Import/Export Options

This section enables you to select whether your XML orders are imported or exported directly through your email system, or whether you define separate folders on your hard drive for saving your import and export files.

1. To set up FMS to import and export automatically via Microsoft Outlook, select the **Using Microsoft Outlook** check box.
2. To select the **Outlook Profile Name**, click the **Field Browser** button and select the correct profile from the list.



Field Browser button

**IMPORTANT NOTE:** *If FMS is run from a network, it is essential that the Profile Name is identical on all workstations. If you are unsure about setting up an email profile, it is recommended that you contact your IT support unit to set up the profile for you.*

3. If you are not using your email system to directly import orders, you will need to select the **Import Folder** where imported XML content orders are placed. Click the **Field Browser** button to select the folder from a standard Windows® lookup dialog. Navigate to the folder and click the **Select** button.
4. Likewise, if you do not intend to use your email system to directly export XML orders, you will need to select the **Export Folder** where XML orders are to be saved by FMS before being despatched. Click the **Field Browser** button, navigate to the folder and click the **Select** button.

*NOTE: The option to select Import and Export folders is unavailable if the **Using Microsoft Outlook** check box has been selected.*

## Setting XML Options in Accounts Payable Parameters

The XML ordering option selected in **Tools | Accounts Payable Parameters: Order Header** enables you to instruct FMS to send one of the additional copies of the order as an XML file.

1. If the first copy of the order, after the original order has been produced is to be sent as an XML file, select the **First Copy as XML** check box.

*NOTE: If you intend to send a copy of the original XML file to a different destination, e.g. the LEA, the **Extra Copies** field cannot be zero.*

2. In the **Copy to** field, enter the email address of the person or organisation to which the XML copy file is to be sent. This field is mandatory if the **First Copy as XML** check box has been selected.

*NOTE: If the LEA or other interested party requires a copy of the XML order, it is this email address that is entered here.*

3. If you wish to add XML Order Terms and Conditions, click the **XML Orders** button.
4. Enter the text you wish to appear as Terms and Conditions on XML orders (up to 1,000 characters). Alternatively, you can use this area to refer readers to the location of the Terms and Conditions.
5. Once you are satisfied with the Terms and Conditions text entered, click the **Save** button to return to the **Order Header** page.
6. Once you have completed all the details on this page, click the **Save** button.

## Setting up Suppliers for XML Ordering

To open the supplier details select **Focus | Accounts Payable | Supplier** or click the **Accounts Payable** button on the Application Bar followed by the **Supplier Details** button.



*Accounts Payable button*



*Supplier Details button*

From the initial **Supplier Details** browser you can either add a new supplier specifically for XML ordering, or you can edit existing suppliers details to handle XML orders.

1. To add a new supplier, click the **Add Record** button to open the **Supplier Details** dialog. The **Basic** page is automatically selected.



*Add Record button*

2. To edit an existing supplier, highlight the selected supplier and either click the **Focus Browser** button or double-click on the supplier.



*Focus Browser button*

## Adding / Editing Supplier Basic Details for XML Ordering



### Additional Resources:

For information about adding the basic details for all suppliers, please refer to *Adding a Supplier* in the *Suppliers* chapter of the *Accounts Payable in FMS* handbook



1. Select the **Basic** tab.
2. Enter the **Account Number** for the supplier.

*NOTE: Although this field is not mandatory, it is recommended that you enter an account number, so that the supplier can easily identify your establishment. This field is compulsory if you wish to import Content Orders. XML content orders will fail to import if this field is not populated.*

3. To select the **Order Method**, click the **Field Browser** button, highlight the **XML File** and click the **Select** button.



Field Browser button

4. Enter the **email** address for the supplier.

*NOTE: The email address entered will not be used for sending XML orders. This entry is used only as a means of communication with the supplier.*

5. If your supplier uses a unique identifier for electronic commerce, e.g. a GLN or DUNS identifier, this should be made available to you and you should enter it into the **Unique Identifier** section. Select either the **GLN** or **DUNS** radio button and enter the details. By default, the **n/a** radio button is selected (please see *What are GLN and DUNS?* on page 5).

*NOTE: The supplier cannot be saved until the **XML Supplier Reference** has been entered on the **eProcurement** page.*

## Adding /Editing eProcurement Details for XML Ordering

Once you have completed the basic details for a supplier being set-up for XML ordering, select the **eProcurement** page.

The screenshot shows the 'FMS Supplier Details' window with the 'eProcurement' tab selected. The window has five tabs: 'Basic', 'Additional', 'Catalogue', 'Review', and 'eProcurement'. The 'eProcurement' tab contains three sections: 'BASIC', 'OPTIONS', and 'ENCRYPTION'. The 'BASIC' section has five text input fields: 'Purchasing Web Address', 'e-mail Address Source 1', 'e-mail Address Source 2', 'e-mail Address Destination', and 'XML Supplier Reference'. A 'Web Launcher' button (represented by a globe icon) is located to the right of the 'Purchasing Web Address' field. The 'OPTIONS' section has a checkbox labeled 'Copy XML File to e-mail Address' and a corresponding text input field. The 'ENCRYPTION' section has a checkbox labeled 'Use File Encryption for Sending and Receiving' and two buttons: 'Import Public Key' and 'View/Set Public Key'.

### Basic

1. The supplier's web address can be entered into the **Purchasing Web Address** field. Click the **Web Launcher** button if you wish to view the site.



*Web Launcher button*

2. The next two fields form part of the import functionality.
  - **email Address Source 1** - enter the email address from which XML content orders will normally be received. This email address must be entered in *exactly* the same format that it appears in the Inbox – including all spaces, punctuation and capitalisation, e.g. 'Smith, John'. Another way to identify this is to highlight the **From** address in an email received from the supplier, right-click and select **Properties**. Copy and paste the text in the **Display Name** field into the **email Address Source 1** field.
  - **email Address Source 2** - initially this may be the same as **email Address Source 1**, but it is provided by FMS to take into account, for example, any changes in address that might occur as a result of the supplier changing their internet service provider. Recording such changes will assist where content orders using both the old and new address are anticipated.
3. In the **email Address Destination** field, enter the email address to which exported XML order files will normally be sent. This is provided by the supplier.
4. For all XML orders, you should enter a unique reference in the **XML Supplier Reference** field.

The reference entered here is used as a unique identifier to identify the supplier within FMS. FMS will enable a common identifier for a supplier across all LEA establishments, e.g. where an agreement has been negotiated by the LEA with a supplier.

If you define your own unique identifier, you will need to notify the supplier of this reference number. As an alternative you could ask the supplier for their unique international identifier, e.g. their GLN or DUNS reference (please see *What are GLN and DUNS?* on page 5).

## Options

In some circumstances you might need to send a copy of the XML order to an additional party connected to the supplier, e.g. the original XML order to the nearest supplier depot and a copy to their head office. Alternatively, if your orders go through a central supply organisation, the original XML order might go to the supplier and the copy to the central organisation.

Select the **Copy XML File to email Address** check box if you want to generate a copy of the order for a specific supplier.

If the **Copy XML File to email Address** check box has been selected, you will need to enter the email address of the party to whom the copy of the XML order file is to be sent.



### More Information:

*Exporting the XML Order* on page 20

*Setting XML Options in Accounts Payable Parameters* on page 11

## Encryption

1. The **Use File Encryption for Sending and Receiving** check box will not be selected by default, but can be selected if required.

*NOTE: The supplier should send an email with their Public Key included as a file attachment, which you should save to a folder of your choice (please see Public and Private Key Encryption on page 7).*

2. To import the supplier's Public Key, click the **Import Public Key** button to open a standard Windows® import dialog.
3. Navigate to the folder containing the supplier's Public Key and select it.
4. Click the **Open** button. Thereafter, any orders that you send to the supplier are encrypted using this key.
5. Click the **View / Set Public Key** button to either review the key or to set the supplier's key to be used for XML order encryption.

*NOTE: If you intend to produce a copy of the XML order, the copy file will not be encrypted.*

## Selecting a Default XML Order Book

Before you can import XML content orders, you must select a default XML Order Book. It is advisable to create an order book for XML orders only, which is selected as the default.

1. Select **Tools | Books** and then select the **Order Books** page.
2. Click the **Navigation** button adjacent to the **Default XML Order Book** field to open the **Select Default XML Order Book** form.
3. Highlight the Order Book you wish to use as the default and click the **Select** button.

*NOTE: Only an order book with an **Open** status can be selected.*

4. Click the **Save** button.

## eProcurement Templates

*NOTE: You should define new templates in the earliest open year and select **Tools | Define Financial Years | Update Next Year's Structures**. Select the **Group/Templates** page and click the **Copy Templates and Links** button to copy the templates forward.*

To enable a Content Order to be imported from a supplier, you will need to define at least one eProcurement template. The purpose of a template is to assign a ledger code, cost centre and fund to each line within the Content Order, thus creating an unauthorised order and potentially reducing the amount of editing required. This unauthorised order can then be reviewed and edited in the normal manner.

When creating an eProcurement template, you can assign:

- An **Originator** – the member of staff who created the Content Order on the supplier's website.
- A **Cost Centre Mnemonic** (CC Mnemonic) – a code entered on the supplier's website at line level and returned in the content order. It is strongly recommended that everyone in your establishment uses the same CC Mnemonic codes.

*NOTE: Not all suppliers websites will support both the Originator and CC Mnemonic codes. It is possible to get one, both, or none returned within the Content Order.*

When importing a Content Order, FMS matches the **Originator** (if available) and/or **CC Mnemonic** (if available) imported with each line against the eProcurement templates held in the system. FMS then assigns the ledger code, cost centre and fund from the matching template.

For example, if the XML file contains no information about the Originator or a CC Mnemonic, FMS will use the Default template. If the file contains information about the Originator only, FMS will use the template for that Originator that does not have a CC Mnemonic, otherwise it will use the first template it finds for that Originator, etc.

To print a list of the templates in the layout and sequence shown on screen, click the **Print** button.

## To Create a New Template

*NOTE: You can create templates for an Originator, a Cost Centre Mnemonic, or both.*

1. Select **Tools | General Ledger Setup** to open the **General Ledger Setup** form. Select the **eProcurement Templates** page.

- Click the **Add** button to open the **eProcurement Template Details** dialog.

- Enter the name of the **Originator** (where applicable). Templates can be set up for different users, so that orders can be imported using different default settings. However, this will only be applicable for suppliers that support the Originator and Cost Centre Mnemonics.
- Enter the **CC Mnemonic** (where applicable). This should be the same reference as entered on a supplier's website.
- Add a **Cost Centre** by clicking the **Navigation** button and selecting the required Cost Centre from the **Cost Centres** dialog.
- Add a **Ledger Code** (must be **EX** or **ES**) by clicking the **Navigation** button and selecting the required Ledger Code from the **Ledger Code** dialog.
- Add a **Fund Code** by using the **Navigation** button and selecting the required Fund Code from the **Fund Codes** dialog.
- To set the template as the default, select the **Set Default Mapping** check box.
- Click the **Save** button.

### To Edit an Existing Template

- Select **Tools | General Ledger Setup** to open the **General Ledger Setup** form. Select the **eProcurement Templates** page.
- Highlight the template you want to edit.
- Click the **Edit** button.
- Amend the details as required.

*NOTE: You cannot amend the Originator or CC Mnemonic. If they are incorrect, they must be deleted and recreated.*

- Click the **Save** button to save your changes.

### To Delete an Existing Template

- Select **Tools | General Ledger Setup** to open the **General Ledger Setup** form. Select the **eProcurement Templates** page.
- Highlight the template you want to delete.
- Click the **Delete** button.

*NOTE: Whilst it is possible to delete the template set as the Default, it is not possible to import XML content orders until a template has been set as the Default.*

# 02 | Exporting XML Purchase Orders

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## The eProcurement Export Process

This chapter deals with the eProcurement export order process only, although you should note that certain actions described here will also apply to the import process.

1. Complete the parameter settings required in **Tools | Establishment Details** and in **Tools | Accounts Payable Parameters**.
2. Select **XML** as the **Order Method** in **Focus | Accounts Payable | Suppliers** on the **Basic** page and, if appropriate, enter the unique identifier that your supplier might use (please see *What are GLN and DUNs?* on page 5).
3. Select **Focus | Accounts Payable | Suppliers** and select the **eProcurement** page to enter the supplier's web and email address, plus any further options required.

*NOTE: You will only need to do this for the suppliers you are using for electronic ordering.*

4. Raise an order in the normal way, then save and authorise the order.
5. Tag the orders you wish to export.
6. Print your XML orders. As these orders are to be sent electronically via the email addresses entered for your suppliers, the first order form for each supplier are sent or saved to your designated folder as an XML file.

## Creating XML Purchase Orders

XML orders are created in the same way as you would for raising all other purchase orders. As with all other order methods used, orders can either be **Standard** or **Free Text**.

### Creating an Order

1. Select **Focus | Accounts Payable | Purchase Order** to open the **Purchase Order Processing** browser. Alternatively, click the **Accounts Payable** button on the Application Bar followed by the **Purchase Order Processing** button.



*Accounts Payable button*



*Purchase Order Processing button*

2. Click the **Add Record** button on the Focus Bar or select **Purchase Order | Add**.



*Add Record button*

3. Select the order **Book**.
4. Select the **Supplier**.
5. If relevant, enter any **Special Instructions** you wish to include.
6. Click the **Add Item** button.



*Add Item button*

7. Complete the **Order Line Details** in the usual way and either click the **Next Line** button to add further order lines, or click the **Save** button to add each line entered to the order.

*NOTE: Each order line is sequentially numbered by FMS. If order lines are added or deleted, line numbers are updated and resequenced automatically.*

8. Click the **Save Record Changes** button to save the order. The status of the order at this stage is **Un-authorised**.



*Save Record Changes button*



#### **Additional Resources:**

For more information about Purchase Order Processing, please refer to the *Purchase Orders* chapter in the *Accounts Payable in FMS* handbook

## **Exporting the XML Order**

1. Once the order has been saved and you are satisfied that the correct information regarding the order is included, either click the **Authorise** button or select **Purchase Order | Authorise**.



*Authorise Order button*

2. To export an individual order from the order focus, either click the **Print Order** button on the Focus Bar or select **Purchase Order | Print**. This action will create an XML order and will automatically include any narrative entered when the **XML Orders** button was selected in **Tools | Accounts Payable Parameters**.
3. If you selected to send the order to your supplier electronically, FMS will automatically send it as an email attachment.



**NOTE:** When a supplier is selected whose **Order Method** in **Supplier: Basic** is XML, then selecting the **Print Order** or **Print Tagged** option for an order creates an XML file. This file is attached to an email to the supplier using the **email Address Destination** defined for the supplier in **Focus | Accounts Payable | Suppliers: eProcurement** and will also be saved.

If you opted to define an export folder instead, the order is saved into this folder for you to send manually to the supplier as an email attachment.

Below is an example of a filename for an XML order:

|                                                          |   |   |   |   |   |   |
|----------------------------------------------------------|---|---|---|---|---|---|
| 1                                                        | 2 | 3 | 4 | 5 | 6 | 7 |
| CAPITA_00000045_NWEST000230_201_1111_16092004_145840.XML |   |   |   |   |   |   |

1. Supplier name
2. Supplier number in FMS
3. Order prefix and order number
4. LEA Number
5. School DfES number
6. Date generated
7. Time generated – HH:MM:SS



**More Information:**

*Adding/Editing Supplier Basic Details for XML Ordering on page 12*  
*Adding/Editing eProcurement Details for XML Ordering on page 14*  
*Order Output Methods and Copy Requirements on page 33*  
*Setting XML Options in Accounts Payable Parameters on page 11*

## XML Orders and Batch Printing

Purchase Orders for batch printing are selected from the **Purchase Order Processing** browser and can potentially include orders to be printed or transmitted using EDI and XML.

## Producing Multiple Order Forms

If the **First Copy as XML** check box has been selected in **Accounts Payable Parameters**, the first copy of the order form will not be sent to the printer, as is the current practice with other FMS orders, instead it is created as an XML file. This file is attached to an email and sent to the address entered into the **Copy to** field.

**NOTES:** If the **First Copy as XML** check box is selected and extra copies are required, the first copy is generated as an XML file even when the output method for the order is to print. However, you should not select the **First Copy as XML** check box unless you have completed all the relevant details in **Tools | Establishment Details: eProcurement**.

The original XML order will have the word 'Original' in the XML file. All copies will have the word 'Copy' in the XML file.



**More Information:**

*Setting XML Options in Accounts Payable Parameters on page 11*

## Sending an Extra Copy of the XML File to the Supplier

You might also be required to send a copy of the XML file to a different supplier address, e.g. the original might be sent to the nearest supplier depot, with the copy sent to the supplier's head office. The system will either use the email address entered in the **Copy XML File** field in **Focus | Accounts Payable | Suppliers: eProcurement** page, or save the copy of the XML copy to the designated folder on your hard drive.

*NOTE: Where an extra copy is required by the supplier, this is provided regardless of the number of extra copies entered in Accounts Payable Parameters: Order Header.*



### More Information:

Adding/Editing eProcurement Details for XML Ordering on page 14

## Batch Authorisation / Printing of Orders

1. Click the **Tag** button from the **Purchase Order** browser or select **Purchase Order | Batch Selection | Tag** to open the **Tag Purchase Orders** dialog.

2. You are presented with three options for selecting orders to be tagged: **For Supplier, By Status, By Date**. Each section will have two radio buttons (**All** and **Specific**) from which you may make a choice.
3. If you decided to click the **All** radio button for all three options, then all the orders you have entered would be tagged.

## For Supplier

|                 |                                                                                                                                                                      |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specific</b> | Select this radio button if you want to specify the criteria by which the orders are tagged.                                                                         |
| <b>Not</b>      | Select this check box if you want to exclude orders to a certain supplier from being tagged.<br>Deselect this check box in order to select one supplier for tagging. |

|               |                                                                                                                                                                                                  |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Browse</b> | Click the <b>Field Browser</b> button or press the <b>F3</b> button to display your list of suppliers.<br><br>Highlight the required supplier of your choice and click the <b>Select</b> button. |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## By Status

|                 |                                                                                                                                                                                                                          |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specific</b> | Select this radio button if you want to specify the criteria by which the orders are tagged.                                                                                                                             |
| <b>Not</b>      | Select this check box if you wish to exclude orders that have reached a specific status from being tagged, e.g. they are already authorised.<br><br>Deselect this check box in order to select one category for tagging. |
| <b>Browse</b>   | Click the <b>Field Browser</b> button or press the <b>F3</b> button to display the list of status categories.<br><br>Highlight the category of your choice and click the <b>Select</b> button.                           |

## By Date

|                 |                                                                                                                                                                                                                                                       |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specific</b> | Select this radio button if you want to specify the criteria by which the orders are tagged.                                                                                                                                                          |
| <b>Not</b>      | Select this check box if you wish to exclude orders according to their date.<br><br>Deselect this check box in order to select a date category for tagging orders.                                                                                    |
| <b>Browse</b>   | Click the <b>Field Browser</b> button or press the <b>F3</b> button to display the list of categories for selecting the date.<br><br>Highlight the category of your choice. You are now able to select a date by choosing the <b>Calendar</b> button. |

1. Once you are satisfied with the criteria you have chosen for tagging orders, click the **Tag** button. Alternatively, if you decide not to proceed with the authorisation or printing of orders, click the **Cancel** button.
2. Even if you selected to tag the orders according to the criteria you chose for batch selection, you can undo your selections by clicking the **Un-tag All** button.

## Copies of Printed Orders

Once orders have been sent as an XML file, selecting to reprint a specific order gives you the option to either reprint the full order or to obtain a single copy.

1. Click the **Full re-print set** radio button to print copies of the original order. Selecting this option will apply the selected order output method in **Supplier: Basic Details** and the multiple copies setting in **Accounts Payable Parameters**, plus any email address set for sending duplicate XML orders to a third party.
2. Click the **Single paper copy** radio button for a single copy of the order to be printed by the default printer.

*NOTE: All reprints of XML files are clearly marked as copies.*

# 03 | Importing XML Content Orders

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## The eProcurement Import Process

This chapter deals with the eProcurement Import Process only, although some of the actions described will also apply to the export process.

The following is a brief outline of the steps required to import XML Content Orders:

1. Complete the required parameter settings in **Tools | Establishment Details**.
2. Select a default XML Order Book through **Tools | Books: Order Books**.
3. Define at least one eProcurement template and set as the default through **Tools | General Ledger Setup: eProcurement**.
4. Select **Focus | Accounts Payable | Suppliers: eProcurement** to enter each supplier's web and email address, plus any further options required.

*NOTES: Source email addresses must be entered exactly as they appear in your email inbox, e.g. 'Smith, John' – including all spaces, punctuation and capitalisation.*

*You will need to do this only for the suppliers you are using for importing orders. If there are no source email addresses and you are using email to import orders, then a message is displayed stating that there are no source addresses set up.*

5. Create a content order on the supplier's website. The content order is emailed to your specified email address.
6. If you are not using a Microsoft® email application save the XML file into your **Import** folder.
7. Import the orders into FMS through **Focus | Accounts Payable | Purchase Order**.

The imported order is not regarded as a confirmed order and must go through the normal process of authorisation. Except where indicated, the order can now be handled in the same way as an order created normally within FMS.

*NOTE: It is possible to delete lines from imported XML content orders. It is not possible to add or clone lines (please see Editing a Content XML Order on page 29).*

## Importing XML Content Orders

*NOTE: Before you can import XML Content Orders, you must have selected a Default XML Order Book and have at least one template defined in eProcurement Templates, and one of these templates set as the Default.*

1. Click the **Accounts Payable** button on the Application Bar.



*Accounts Payable button*

2. Click the **Purchase Order Processing** button on the Application Bar or select **Focus | Accounts Payable | Purchase Order** to open the **Purchase Order Processing** browser.



*Purchase Order Processing button*

3. Click the **Import XML Content Orders** button on the Application Bar.



*Import XML Content Orders button*

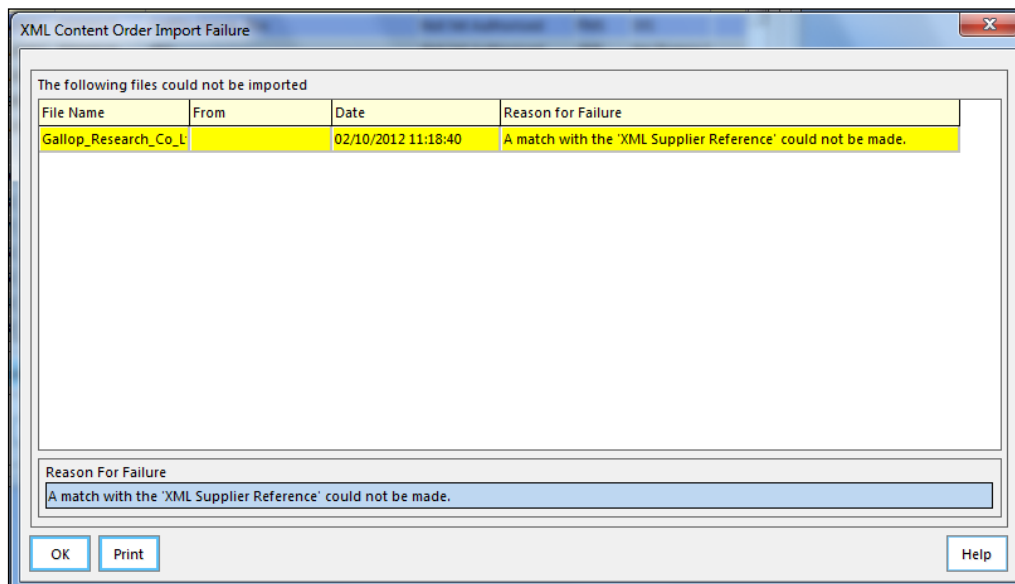
4. Click the **Yes** button when asked to confirm that you wish to import all available XML orders into the current year.

XML Content Order files will then be imported either from your email application or from your **Import** folder (depending on the settings defined under **Establishment Details | eProcurement** tab). If you are importing from the folder, imported files are moved into the **Imported** folder.

If there are no files available to import, a warning message is displayed to this effect.

*NOTE: Only files with an .XML extension are processed by FMS.*

If any files fail to import, the **XML Import Failure** dialog is displayed.



This displays the File Name, Supplier Name, Date/Time and Reason for Failure, enabling you to identify the XML file that failed to import and the reason.

*NOTE: If you are using email to import, the filenames are truncated to eight characters and you might have to use the date/time stamp and the email address to locate the failed file. The email policy for manually opening email attachments should be followed by users (manually opening attachments can trigger viruses).*

Files that fail to import from the **Import** folder, are moved to a **Failed** folder. Emails are marked as read regardless of whether the files have imported successfully or not.

*NOTE: The Audit Trail will record the User as the person who actually imports the XML order into FMS rather than the person who creates the order.*

5. If you wish to make adjustments within FMS and then reimport the same file at a later time, follow the instructions below depending on the origin of your XML files:
  - If you are importing from email, mark the email as unread and then run the XML import again.
  - If you are importing from an **Import** folder, cut and paste the file from the **Failed** folder back into the **Import** folder and run the XML import again.

## Validation Checks

During the import process, FMS validates the XML content order and the supplier by running the following checks:

1. Calculates the checksum and compares it for a match with the value held in the XML tag, **Order / OrderHead / Checksum**.
2. Compares the Suppliers XML Supplier Reference against the value held in the XML tag, **Order / Supplier / SupplierReferences**. This is not case-sensitive.

3. Checks against Supplier's Account number **Order/Buyer/BuyerReferences/ SuppliersCodeForBuyer**. This is case-sensitive.
4. Checks that the value set in **Currency in Tools | Establishment Details | System Parameters** exactly matches the first two characters of the value held in Code on the tag, **Order/OrderHead/OrderCurrency/Currency**.  
If any of these validation checks fail, the system will abandon the import of the file. Error messages are displayed in the **Import Failure Screen** after all the files have been processed.  
Emails are marked as read regardless of whether the files have imported successfully or not.

*NOTE: Emails that fail to import from an email system other than Microsoft Outlook will not be marked as read.*

## Imported XML Content Orders

If the validation succeeds, FMS creates a new unauthorised order within FMS populated with the available data from the file. In addition, FMS:

- Assigns Line Numbers. Lines are given the line number from the XML file.

*NOTE: Line numbers are not resequenced if lines are deleted during an edit. This is so that the lines will correctly link back to the copy held by the supplier.*

- Assigns a temporary order number to the unauthorised order. Ultimately, when the content order is authorised an order number is assigned from the **Default Order Book**.
- Will compare the contents of the tag Order References/ContractOrderReference with the value held in FMS under **Supplier Details | Contract Number**. If this does not match, FMS is updated with the new value.
- Will check the value of the tag Order/Supplier/SupplierReferences/TaxNumber matches the detail held in FMS under **Supplier Details | VAT Registration No**. If it does not, FMS is updated with the new value.

*NOTE: This occurs only if it is a nine digit number after removing non-numeric characters.*

- Attempts to match VAT codes on each line that is imported.
- As each line is imported, the system will assign a ledger code, fund code and cost centre on the following basis:
  - If the XML file carries no information about the Originator or Mnemonic Cost Centre for the line, then the system will use the default template.
  - If the XML file carries information about the Originator only, then the system uses the template from the XML Import Template Table for the Originator that does not have a Mnemonic Cost Centre. Otherwise it will use the first template found for that Originator.



- If the XML file carries information about the Mnemonic Cost Centre only, the system uses the template from the XML Import Template Table for that Mnemonic Cost Centre that does not have an Originator. Otherwise, it uses the first template found for that Mnemonic Cost Centre.
- If the XML file carries information about both the Originator and the Mnemonic Cost Centre, then the system will use the template from the XML Import Template Table for that Originator and Mnemonic Cost Centre.

*NOTE: Some websites enable users to enter a cost centre against an order line. This is referred to as the Mnemonic Cost Centre and FMS will use this information (where available) to assist in allocating a cost centre to order lines.*

## Editing a Content XML Order

*NOTE: The only orders that can be edited are those that have been saved and not yet authorised. However, it is possible to clear a commitment once printing has taken place.*

1. From the list of orders displayed in the browser when Purchase Order Processing is first accessed, highlight the unauthorised order you wish to edit and either double-click on the line, click the **Focus Browser** button or press **Ctrl+F3**. You can also select **Purchase | Browser**.



*Focus Browser button*

The order are presented for you to view and make the necessary changes.

2. To edit the order book or the **Pay From** field, click the appropriate **Field Browser** button and make your new selection from the lists displayed.



*Field Browser button*

3. To change the delivery address, select the **Address** panel and amend the data as required.
4. If you wish to change the **Delivery Instruction**, click the **Field Browser** button or press **F3** and select the new instruction by highlighting the one you want and clicking the **Select** button.

*NOTE: Delivery instruction will default to **ASAP**.*

5. To enter Special Instructions, select the **Special Instructions** panel and enter the required data.

## Editing Order Line Details

1. To edit individual order lines, click the **Edit Item** button or press **F5** to open the **Order Line Details** dialog.



*Edit Item button*

2. To edit the cost centre, ledger code, fund code or VAT code, click the appropriate **Field Browser** button and select the cost centre or ledger codes, by highlighting the ones you want to use and clicking the **Select** button.
3. To edit the quantity, delete the incorrect data and enter the new information.

## Batch Editing Order Line Details

To apply a ledger code, fund code and cost centre to several lines at once:

1. Select the lines you wish to update by either:
  - Clicking the **Tag All** button to tag all the lines; or
  - Right-clicking in the table to the left of the **Line No.** column.

Tagged lines will have a flag beside them.

2. Click the **Edit Tagged** button.
3. Select a Cost Centre, Ledger Code and Fund Code by clicking the **Field Browser** button and selecting the required codes.

*NOTE: You cannot edit Line Type, Part Number, Description, Unit Cost, Contract, Discount % or Order Unit on an imported XML content order.*

4. To record any changes you have made, click the **Save** button. If you do not wish to continue at present, click the **Cancel** button.

*NOTE: If the supplier has a catalogue, the Part Number, Description, Unit Cost and Order Unit will not be validated against a catalogue held in FMS. If the supplier has a catalogue, the catalogue will not be updated from the XML content order details.*

## Completing Order Editing

1. You can delete an order line by clicking the **Delete Item** button or by pressing **F4**.



*Delete Item button*

*NOTE: Line numbers are not resequenced if lines are deleted.*

2. You cannot add or clone lines in imported XML content orders. Where this is required, you will need to delete the order, create a new content order on the supplier's website and import it again.

3. If you are satisfied with the alterations that you have made, click the **Save Record Changes** button on the Focus Bar or press **F9**. You can also save your alterations by selecting **Purchase Order | Save**.



Save Record Changes button

4. If you decide that the alterations should not have been made, click the **Undo Record Changes** button on the Focus Bar or press **Esc**. Remember that this will only work if you have not saved the changes first.



Undo Record Changes button

You are asked if you are sure that you want to undo your changes. Clicking the **Yes** button will undo the changes and return you to the main browser page. You can also access this facility by selecting **Purchase Order | Undo**.

*NOTE: It is possible to print unauthorised orders. This will enable you to circulate the orders to the relevant people for checking. Unauthorised orders will print in the usual way and each order is clearly marked as unauthorised.*

## Moving an XML Order Between Financial Years

Any unauthorised orders can be moved from the current financial year to the previous or following financial year with the following conditions:

- The financial year the order is currently in and the financial year it is being moved to must have a status of **Started**.
- Only unauthorised orders can be moved.

*NOTE: When an order is moved, it is completely deleted from the original year and is displayed in the new year as though it was originally created there.*

If an XML order is moved, ledger codes, funds, cost centres and links are reset, based on the relevant template used when it was imported, or the nearest match.

1. Select **Focus | Accounts Payable | Purchase Order** to open the **Purchase Order Processing** browser.
2. Highlight the XML order you wish to move to another year.
3. Click the **Move Current Order to Next/Previous Year** button.



Move Current Order to Next/Previous Year button

4. You are asked to confirm that you want to move the selected purchase order to the other open year on your system. Click the **Yes** button to move the Purchase Order.
5. A dialog will advise you that the purchase order has moved out of the current year. Click the **OK** button to continue.



# 04 | Additional Information

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### Order Output Methods and Copy Requirements

This chapter outlines and clarifies the relationship between the various order output methods that can be used and how the number of copies you select to produce is affected.

The following three areas interrelate, providing XML ordering has been set up in **Tools | Establishment Details**.

- The Output Method as selected in **Accounts Payable | Suppliers: Basic**.
- The **Copy XML File in Accounts Payable | Suppliers | eProcurement**.
- Additional printed copies selected in **Extra Copies** and **First Copy as XML** field in **Tools | Accounts Payable Parameters**.

#### Output Method = XML

- Order is output as an XML file.
- Supplier **Copy XML File** is off, there is no output.
- Supplier **Copy XML File** is on, there is an additional XML file.

| Extra Copies | First Copy as XML | Printed Output | XML Output            |
|--------------|-------------------|----------------|-----------------------|
| 0            | Off               | None           | None                  |
| 1            | Off               | 1 Print        | None                  |
| n(1+)        | Off               | n Prints       | None                  |
| 0            | On                | None           | None                  |
| 1            | On                | None           | 1 additional XML file |
| n1+)         | On                | n – 1 Prints   | 1 additional XML file |

n = any number greater than 1

## Output Method = Print or EDI

- Order is printed or output as an EDI file.
- Supplier **Copy XML File** is ignored.
- Additional prints are produced on the following basis:

| Extra Copies | First Copy as XML | Printed Output | XML Output            |
|--------------|-------------------|----------------|-----------------------|
| 0            | Off               | None           | None                  |
| 1            | Off               | 1 Print        | None                  |
| n(1+)        | Off               | n Prints       | None                  |
| 0            | On                | None           | None                  |
| 1            | On                | None           | 1 additional XML file |
| n(1+)        | On                | n – 1 Prints   | 1 additional XML file |

n = any number greater than 1

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