Peregrine

AssetCenter

Procurement

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AssetCenter

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CHAPTER

1 Contents of the Procurement guide

This reference guide contains the following chapters:

- Overview of procurement

  This chapter explains who is concerned by the Procurement module, defines key terms and presents example scenarios of how to this module.
- Example scenario: Request, Order, Receipt

  This chapter details the different steps in the procurement cycle.
- Interface

  This chapter regroups and explains the different screens involved in the Procurement module.
- Glossary

  The glossary lists and defines the set of terms linked to procurements.

2 Overview of procurement

CHAPTER

AssetCenter is composed of several modules, including the Procurement module, which is intrinsically linked to the Portfolio module.

Aspects of the Procurement module

AssetCenter's Procurement module enables you to easily manage your procurement cycle using a management style that separates purchase requests, purchase orders and receipts.

It also enables you to perform an extra step: entering invoices into AssetCenter.

The employees or job positions concerned with the AssetCenter Procurement module are:

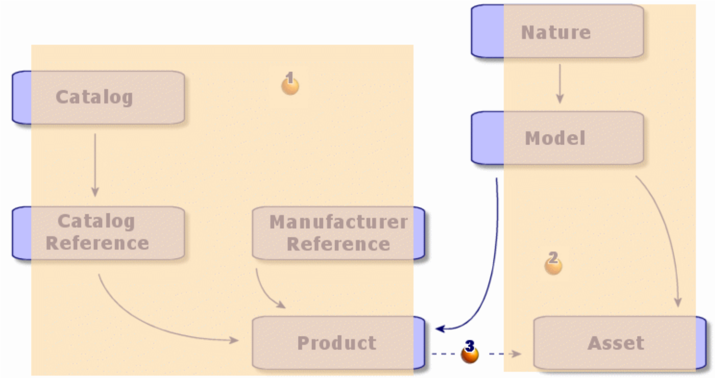
- For purchase requests:
    - Any employee authorized to make a purchase request.
    - The employee approving purchase requests.
- For purchase orders:

  - The employee approving financial decisions: Most notably, this person will be in charge of creating standard requests.
  - The employee in charge of purchases: This person will be in charge of certifying and approving catalogs.
  - The employee approving purchases.
- For receipts:
  - The employee in charge of receiving (and returning) the references that were ordered.
  - The portfolio manager.
- To send out an invoice:
  - The employee in charge of invoicing (credits).
  - The employee in charge of receiving (and returning) references that were ordered.

Concepts relating to procurement

The procurement cycle

In AssetCenter, two separate worlds coexist: the world of portfolios (2) and the world of catalogs (1). It is the procurement cycle (3) that establishes the relation between these two worlds.



The procurement cycle is what manages the acquisition of your future assets and their creation in the portfolio.

For more information on the creation of items in a portfolio, as well as their associations with models and natures, refer to the "Portfolio management" reference guide.

Generally speaking, the procurement cycle breaks down into several key steps: creating a purchase request, sending out estimates, creating a purchase order, receiving goods and sending out an invoice.

You can go through all the steps of the procurement cycle, or you can choose to only perform certain ones.

Warning: The procurement cycle reflects the hierarchical structure of your company's portfolio. You need to have well thought-out and planned this structure before putting it in place, especially for things such as the definition of natures and models in your portfolio. These definitions will govern the proper receipt and creation of your future assets.

Models

A model enables you to define the way in which an asset will be created in relation with a product in AssetCenter.

Catalog references

A purchase order, and in certain exceptions a purchase request, are based on catalog references.

These references contain information about a product: description, price, brand, manufacture reference.

For more information about catalog references, refer to the "Catalog references" section of the Catalog reference manual.

Supplier packages

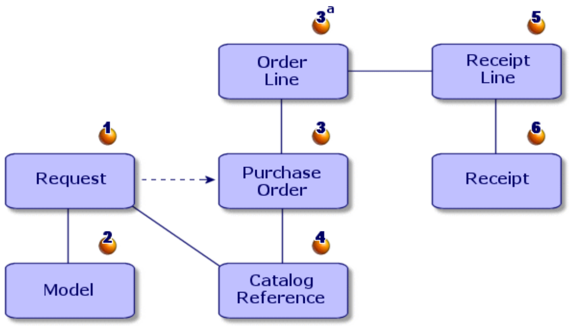
Supplier packages are more commonly called bundles. They are compositions of products that are all associated (optional or not) with a principal product. The catalog reference associated with a supplier package only relates to the principal product and not to the products associated with it.

Example

The Canon bundle has the reference CA102001 in the Peregrine catalog and is composed of two products: Printer S400 and Scanner D646.

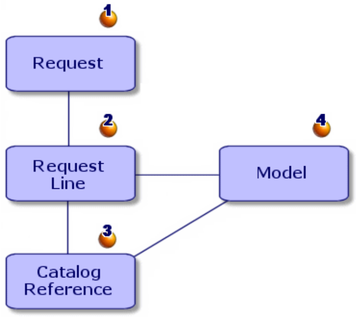
For further information, refer to the section "Supplier configuration (bundle)" in the "Catalog" reference guide.

2. The steps of the procurement cycle


3a
Order Line
5
Receipt Line
1
Request
3
Purchase Order
6
Receipt
2
Model
4
Catalog Reference

Procurement in AssetCenter takes the form of a cycle with several steps: requests (1,2), estimates (quotes)/ orders (3, 3a, 4) and receipts (5,6). You can carry out all or part of these four steps depending on your own needs.

2. Purchase request


1
Request
2
Request Line
4
Model
3
Catalog Reference

A purchase request (1) is generally the first step in the AssetCenter procurement cycle.

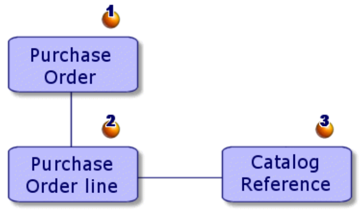
The purchase request has request composition lines (2), each one based on:

- A model (4)
- A catalog reference (3)
- Neither model nor catalog reference

2. Estimate (quote)

An estimate is an order whose status is not yet **Ordered**.

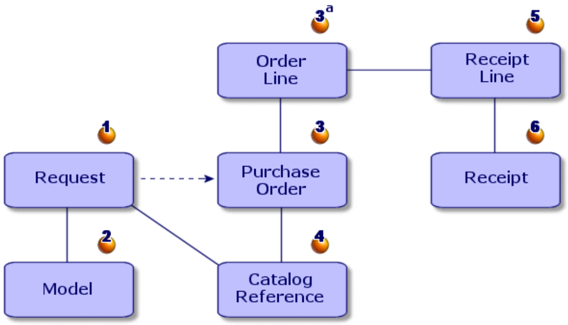
2. Order


1
Purchase Order
2
Purchase Order line
3
Catalog Reference

An order (1) lists the items (2) you want to obtain from a supplier and describes the purchase conditions of the corresponding catalog reference (3).

An order goes through several transitional steps before it is issued.

2. Receipt


3a
Order Line
5
Receipt Line
1
Request
3
Purchase Order
6
Receipt
2
Model
4
Catalog Reference

Receiving your goods is the last step in the procurement cycle.

A receiving slip describes the receipt (6) of one or more items that have been ordered (3a).

These items may satisfy the order in whole or in part. Several deliveries are often needed before an order is completely filled.

Likewise, you can take delivery for part of an order because of errors on the part of the supplier or a staggered delivery, for example.

Example

Let's say that you order 20 computers. Your supplier delivers them in batches of 5.

Each delivery requires a partial receipt of your order.

Note: If a model has been selected in the purchase request, then an item will automatically be created in your company's portfolio, based on this model, when the delivery is received. If no model has been selected, this automatic creation is not performed.

AssetCenter also provides the ability to handle the return of received items.

2. Supplier invoice

AssetCenter enables you to manage supplier invoices associated with orders.

An order line can be invoiced in part (for example in response to errors made by the supplier) or in full.

2. Catalog - Procurement cycle - Portfolio logical links

In order for the procurement cycle to function correctly, the following links must exist:

- Catalog products must be associated with their equivalent models in the portfolio.

- Requests are made on the basis of a models.
- Purchase orders are made on the basis of catalog references.
- We strongly recommend that you associate order lines with request lines, via the **Procurement** tab of the order-line detail.

Typical scenarios

Prerequisites

It is important for a company to be able to have data that is regularly updated in order to optimize the procurement cycle.

We invite you to consult the Catalog reference guide and learn more about the prerequisites before populating your database with catalog references.

Defining the logic of your procurements

There are two types of procurement logic:

- The first is based on the classic style of managing all the steps of the procurement cycle (request, estimate, order, receipt, invoice).
- The second consists of using only one part of the procurement cycle: Namely, ordering and receiving or just receiving and handling invoices.

You will find the different steps necessary to resolve a given problem in the different examples that we provide. We assume that you have already read (at least certain parts of) the Portfolio reference guide as well as the other AssetCenter reference guides.

Scenario 1: Standard requests - Estimates/ Order - receipt (returns) - invoicing (credit notes)

Here is the scenario:

- The head of Noname, Inc. decides to outfit all employees with new IT equipment.

- The type of packages that are requested, then ordered, differ according to the job position for which the equipment is purchased.

  Employee: a work station and a Microsoft software suite.

  Manager: a laptop computer, a docking station, a Microsoft software suite, an ink-jet printer.

  Marketing employee: a laptop computer, a Microsoft software suite, a set of two computer batteries and a mobile phone.

The steps for the procurement cycle are the following:

1. Creating standard requests.
2. Creating estimate/ orders.
3. Receiving.

You need to categorize the different products that you want to acquire. The acquisition of these products and their relation to models will impact the way in which they will be created in the portfolio.

For complete information, refer to the "Structuring the portfolio", "Managing an IT portfolio" and "Managing software" chapters of the Portfolio reference guide.

General approach

In procurement management, we separate the purchase request from the purchase order. The request composition lines are based on a model, or in exceptional cases, a catalog reference. The estimates and orders are generally based on catalog references.

Creating/ using of a standard request

A standard request is a request model (the **Request status** field is populated with the value: **Standard request**).

When you create a request line, you specify:

- The model to which the reference is linked (**Model** field) in the detail of the line. You do this so the item can be created in your company's portfolio upon its receipt.
- The catalog reference (if you are authorized).
- The request line number and the quantity desired.

To use a standard request:

1 Create a new request and start the **Standard request** wizard.
2 Select the standard request from among those proposed.
3 The composition lines of your request are then automatically created.

The person in charge of technically validating requests then validates the request, that's to say the hierarchic organization of the request lines.

Caution:

The hierarchy of your standard request (in other words, the request lines) will create assets according to this hierarchy. If, for example, you decided that the monitor model should be a component of the CPU, the item created in the portfolio will be a monitor that is a component of the CPU.

Estimate/ Orders

The order does not differ from the estimate except for its status.

To choose among different suppliers for the same product, create as many orders as their are catalog suppliers. The best supplier estimate will become the order once you change its status to **Ordered**.

The management of software and their software licenses differ from the management of assets. This management is explained in the "Portfolio management" reference guide.

Receiving

Receiving enables you to create an item in your portfolio. You need to specify with which portfolio model the reference is linked in order to do this.

In our example, each purchase order creates several items in the portfolio that are then assigned to different departments or employees.

Sending out invoices

After you receive delivery of your products, you can then send out invoices.

An invoice can bill all or part of an order.

Scenario 2: Purchase request (reservation) - purchase order

Here is the scenario:

- The head of a team, being able to approve purchase orders, decides to order material for a construction yard.
- The employees under this person make standard requests or requests of models.
- The purchase order is made using catalog references.

Purchase request (reservation)

The employees choose among the models or the standard requests at their disposal, or for which they have rights.

The request is then processed by the head of the team, who makes reservations for the items if necessary, and approves the purchase request.

Purchase order

All requests based on the same model are grouped together in the same purchase order.

These requests are grouped into as many orders as their are different suppliers.

Scenario 3: Request determined by the order - receipt

Here is the scenario:

- Noname, Inc. uses the Procurement module to replenish its stocks.
- The steps of the procurement cycle are:
  1. Purchase request
  2. Ordering from catalogs
  3. Receiving

General approach

A reorder request to replenish a stock differs from a normal request in three ways:

- The **Requester** field is always populated with the same person (the one in charge of stocks).
- The **Delivery** field is empty
- The **User** field is empty

Order for stock

A stock reorder differs from a standard purchase order in two ways

- The **Delivery** field must be populated with the physical address of the stock.
- The **Delivery** field in the **Purchase** tab of the order line detail is populated with the physical address of the stock.

Receiving

When being received, the portfolio item is set to **In stock**.

Scenario 3a - Automatic request - order - receipt

Here is the scenario:

The stocks of Noname, Inc. are automatically updated by:

- Automatic creation of the purchase request by amsrv.
- Creation of the order.
- Receiving the order.

General approach

When the stock level falls under the specified level, an automatic purchase request is generated by AssetCenter Server.

This request is populated in the same way as a manual stock reorder.

The "Stocks" section of this guide details the automatic management of stocks.

Scenario 4: Order - Receipt (returns)

Here is the scenario:

Noname, Inc. orders from the Seller Corp. One of the products received does not correspond to what was ordered. It is returned. A credit is put on the invoice.

General approach

You can return a product during the receipt of delivery if the product does not meet your expectations.

A return in AssetCenter is a receipt line with a negative quantity.

This return modifies the expense lines associated with the purchase order.

Entering invoices (credits)

A credit is not always linked to an invoice line.

A credit is an invoice line with a negative amount.

Scenario 5: Open request - non-catalog order

An open request is a request that is based neither on a model nor on a catalog reference, and it only occurs in exceptional cases.

The non-catalog order does not have to be based on a model. You just need to populate the necessary fields corresponding to the order, such as those defining cost and/or chargebacks.

CHAPTER

3 Example scenario: request, order, receive

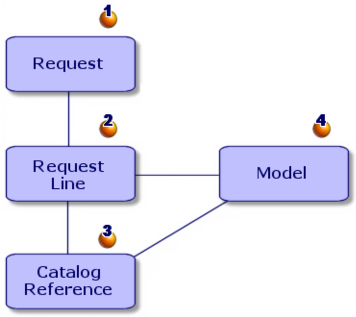
This following example demonstrates the capabilities of Procurement Management in AssetCenter.

We recommend trying this example by connecting to the demonstration database, provided with AssetCenter, using the "Admin" login.

Here is the following example: You just hired a new employee and now need to buy an extra computer, printer, a batch of ten ink cartridges and new software licenses.

Note: In this example, we assume that your database already contains the models and natures that we will be using.

Drawing up your request



Drawing up your request involves two steps: creating the request (1) and adding items to your request (2).

A request is generally based on a model of an item in your portfolio (4), but can also just be an explicit request for a catalog reference (3).

Creating a request

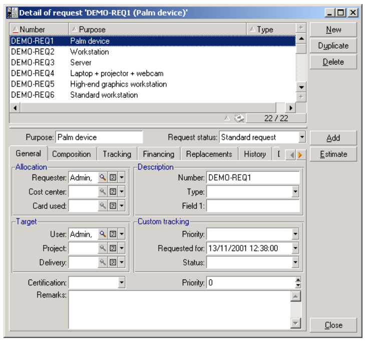
In our example, we will draw up the following request:

- A CPU, to which a monitor is associated.
- A printer.
- A batch of ten ink cartridges
- An extra Microsoft Suite software license.

The first step consists of entering your request in AssetCenter.

1. Select the **Procurement/ Purchase requests** menu item.
2. Click **New.**
3. Select **Create a new custom request.**
4. Name this request "Extra work station" (in the **Purpose** field) and then populate the **Request status** field with the itemized value: "Awaiting approval". The **Requester** and **User** fields are automatically populated. You can modify them if necessary.
5. Populate the other fields if necessary, in particular the **Cost center** field, which is used to allocate the amount associated with the order.
6. Click **Create** to validate.

Figure 3.1. Detail of a request



Detail of request 'DEMO-REQ1 (Palm device)'

Number	Purpose	Type
DEMO-REQ1	Palm device	
DEMO-REQ2	Workstation	
DEMO-REQ3	Server	
DEMO-REQ4	Laptop + projector + webcam	
DEMO-REQ5	High-end graphics workstation	
DEMO-REQ6	Standard workstation	

22 / 22

Purpose: Palm device
Request status: Standard request

Allocation
Requester: Admin,
Cost center:
Card used:

Description
Number: DEMO-REQ1
Type:
Field 1:

Target
User: Admin,
Project:
Delivery:

Custom tracking
Priority:
Requested for: 13/11/2001 12:38:00
Status:

Certification:
Priority: 0
Remarks:

Another way to create a request

When you click **New**, you can directly add request lines making up your new request.

To create a request using the wizard in AssetCenter:

1. Click **New**.
2. Select **Create a new request by selecting the models.**
3. Select all the models to add using the CTRL key.

   In our example, select the model DeskPro 4000S, the monitor NEC MultiSync A 500, the ink jet printer and the batch of ten ink cartridges.
4. Define the quantity -- here 1.

Caution:

The quantity applies to all selected models.

5. Click **Next.**
6. The wizard displays a summary of all requested models.
7. Click **Finish.** The wizard creates as many request lines as there are models requested.

Drawing up your request

The second step consists of defining the different items that you are requesting.

Drawing up a purchase request involves adding models to the request lines.

You can create request lines in two different ways:

1. Via the **Composition** tab.
   - Add a request line by clicking ⊞.
   - Populate the **Description**, **Quantity** and **Number** fields.

     Make sure that the Immediate assignment option is selected. If this option is cleared, the future asset will be reserved instead of being assigned directly to someone.
   - Select the model DeskPro 4000S.
   - Click **Add (multiple)**.
   - Repeat this operation for the printer by selecting the ink-jet printer model.
   - Click **Add (multiple)**.
   - Repeat this operation for the NEC Multisync A500 monitor model by populating the **Component of** field with NEC Multisync A500 monitor.
   - Click **Add**.
   - Select the batch of ten ink cartridges.

     Note: Because the batch is a set of ten items, the requested quantity is one.
   - Click **Add**.
2. Via the **Add** button
   - Click **Add**.
   - Use the Ctrl key to select all the models to be added.

In our example, select the model DeskPro 4000S, the monitor NEC MultiSync A 500, the ink jet printer and the batch of ten ink cartridges.

- Define the quantity -- here 1.

Caution:

The quantity applies to all selected models.

- Click **Next.**
- The wizard displays a summary of all requested models.
- Click **Finish**. The wizard creates as many request lines as there are models requested.

3 Validate by clicking **Add.**

Once you have entered all the items, click **Close** to close the request composition window.

Note: You can create your purchase requests based on catalog references. The steps to create and populate the request are identical, only the fields to populate are different. Nevertheless, you still need to populate the Model field in order for the item to be automatically created in your company's portfolio upon its receipt.

Approving the request

Request status

Purchase requests are generally subject to approval. The approval status of a purchase request in AssetCenter is indicated in the **Request status** field (SQL name: seApprStatus) in the **General** tab of the purchase request:

- **In preparation**
- **Quoted**
- **Awaiting approval**
- **Approved**
- **Refused**
- **Reserved**
- **Satisfied**
- **Close**

The status of your purchase order will depend on the status of your request. As long as the request's status is not set to **Approved**, it will be impossible to send out a purchase order.

In order to simplify this example, since we are logged on as "Admin", we can approve our request directly by setting the **Request status** field to **Approved** or by clicking **Validate**.

Workflows

AssetCenter workflow schemes enable you to implement request-approval procedures corresponding to those you use within your organization.

If you create workflow schemes to manage the purchase-request approval process, you will probably need to make use of the following fields:

- The **Approval status** field in the detail a of purchase request can be used:
    - To detect those purchase requests that need to be approved.
    - To indicate the status of the purchase request once the workflow process has finished.
- The **Total cost** field (SQL name: mTotalCost): This is a read-only field that AssetCenter populates automatically by adding the values of the **Total price** fields (SQL name: mCost) in each request line in

the **Composition** tab, regardless of the status of this line (ordered or not, reserved or not).

Creating an estimate

Now that the request has been qualified, we can assess the cost using an estimate.

Principle of the estimate

An estimate can be created either from a request or from an order. The way in which it is done is different depending on its origin.

Issuing an estimate from a request assumes that this request will be processed throughout the entire procurement cycle and that, after different estimates have been processed, a purchase order will be issued.

Sending out an estimate from an order assumes that this order is the final result of having processed several different requests.

Estimate associated with a request

Users of AssetCenter can create estimates at any time from a purchase request.

You can generate an estimate from a request whose status is:

- **In preparation**
- **Quoted**
- **Awaiting approval**

To prepare an estimate, click **Estimate** in the detail of the request.

AssetCenter presents you the list of products to be included on the estimate.

You can verify the contents of the estimate by clicking the **Associated estimates** icon in the **Tracking** tab of the request line.

Integrity of estimates and purchase orders

You can, from the same request, create as many estimates as there are different suppliers. However, you many only issue a purchase order from one single estimate.

If you want to use two different estimates to issue two different purchase orders for the same request, you must modify the quantity requested in each estimate.

Note: Sales conditions depend on the quantities ordered. If you change the quantities in the estimates, make sure the sales conditions are still applicable.

The following integrity rules are applied:

- Only one estimate is ordered
- The sum of items to be ordered in the estimates is not greater than the sum of items requested.

Estimate associated with an order

An estimate is an order whose status is:

- **In preparation**
- **Estimate requested**
- **Quoted**
- **Awaiting approval**
- **Approved**

Estimates associated with the order can be view in the **Tracking** tab of the order's detail.

Generating an estimate

To generate an estimate associated with the request:

1. Click **Estimate**.
2. The wizard enables you to select all or part of the items in the request. Select the option **Take all lines into account** and then click **Next**.

Note: You can choose to not take all request lines into account. In this case, you must clear the Take all lines into account option and then select the required request lines below this option.

3. You now have two options: Choose from a catalog or choose from the references that are proposed.
   - **Choosing from the references that are proposed:**
     1. Make sure the option **Choose in a catalog or at a supplier** is cleared and then click **Next**.
     2. Select the references of your choice, associate them with the models in the request using the **Associate the request with the selected reference** button and then click **Next**.

        Example

        Select the request Deskpro 4000S then select the catalog reference entitled Deskpro 4000S and then click **Associate the request with the selected reference.**

        Repeat the operation for each request and then click **Next**.
     3. Review the data that will be included in the estimate and then click **Next** if the estimate is satisfactory. If the estimate is not satisfactory, click **Previous** and then select the references of your choice.

4 The wizard generates an estimate -- a purchase order set to **Awaiting approval**.

Note: The wizard will create as many estimates as there are different suppliers.

- **Choose in a catalog or at a supplier**:
  1 Make sure the option **Choose in a catalog or at a supplier** is selected and then click **Next**.
  2 The wizard shows a list of catalogs and their associated default suppliers. Chose the catalog or supplier of your choice.

Example

Select the catalog Computinfo 2002 (supplier Computeinfo).

Note: The wizard only takes into account the default supplier associated with a catalog.

---

3 You can associate the references with request lines using the **Associate the request with the selected reference** button, then click **Next**.

Example

Select the request Deskpro 4000S and then click **Associate the request with the selected reference** to associate it with the catalog reference Deskpro 4000S.

Repeat the operation for each request and then click **Next**.

---

4 Review the data that will be included in the estimate and then

click **Next** if the estimate is satisfactory. If the estimate is not satisfactory, click **Previous** and then select the references of your choice.

5. The wizard generates an estimate -- a purchase order set to **Awaiting approval**.

Once the difference estimates are generated, you can issue the purchase order.

Obsolete estimate can be deleted or kept as required.

Issuing a purchase order

AssetCenter enables you to issue a purchase order from a validated request or from an estimate.

Issuing a purchase order from a request

You can create a purchase order directly from the requested items without going through the step of creating an estimate.

Issuing an order from a request is performed in the same way as generating an estimate:

- Select the validated request
- Click **Order**
- The wizard enables you to select all or part of the items in the request. Select the option **Take all lines into account** and then click **Next**.

Note: You can choose to not take all request lines into account. In this case, you must clear the Take all lines into account option and then select the required request lines below this option.

- You now have two options: Choose from a catalog or choose from the references that are proposed.
  - **Choosing from the references that are proposed:**
    1. Make sure the option **Choose in a catalog or at a supplier** is cleared and then click **Next.**
    2. Select the references of your choice, associate them with the models in the request using the **Associate the request with the selected reference** button and then click **Next.**

       Example

       Select the request Deskpro 4000S then select the catalog reference entitled Deskpro 4000S and then click **Associate the request with the selected reference.**

       Repeat the operation for each request and then click **Next.**

       ---

    3. Review the data that will be included in the estimate and then click **Next** if the estimate is satisfactory. If the estimate is not satisfactory, click **Previous** and then select the references of your choice.
    4. The wizard generates an order whose value is set to **Awaiting approval.**

Note: The wizard will create as many orders as there are different suppliers.

  - **Choose in a catalog or at a supplier:**
    1. Make sure the option **Choose in a catalog or at a supplier** is selected and then click **Next.**
    2. The wizard shows a list of catalogs and their associated default suppliers. Chose the catalog or supplier of your choice.

Example

Select the catalog Computinfo 2002 (supplier Computeinfo).

Note: The wizard only takes into account the default supplier associated with a catalog.

3 You can associate the references with request lines using the **Associate the request with the selected reference** button, then click **Next**.

Example

Select the request Deskpro 4000S and then click **Associate the request with the selected reference** to associate it with the catalog reference Deskpro 4000S.

Repeat the operation for each request and then click **Next**.

4 Review the data that will be included in the order and then click **Next** if the order is satisfactory. If the order is not satisfactory, click **Previous** and then select the references of your choice.

5 The wizard generates an order whose value is set to **Awaiting approval**.

Placing an order from an estimate

After negotiating prices with a supplier, you can issue an order for all or part of the estimate.

To change the status of the estimate so that it becomes an order, change its status to **Ordered**.

Caution:

In order to be able to receive the purchase order, the models populated in each request line is taken into account. If a request line is not linked to a model, the purchase order will not be able to received.

Receiving an order

To receive a purchase order, you need to use the receiving wizard.

AssetCenter verifies each catalog reference and its model, then it creates assets according to the hierarchical organization of models and the information indicated in the purchase request and in the purchase order.

In our example, the wizard will create:

- A Presario 4000S CPU with an NEC Multisync A500 monitor as its associated asset.
- A Microsoft license for the Presario 4000S.
- An ink-jet printer.
- A batch of ten ink cartridges

This set of items is assigned to the user defined in the orginal request.

Note: When the order is completely received, its status changes from Ordered to Satisfied.

Using a receiving wizard

To receive (and receipt) an order:

1 Select the order to receive in the Orders screen.

Example

In our example, you will select the request titled "Extra workstation."

2 Click **Receive**.

3. The wizard automatically creates the receiving slip associated with the order, as well as the portfolio item that was ordered.

You can view the receptions in the Receiving slips screen.

Receiving in full / Receiving in part

For each item from the previous search, you can do the following in the receiving wizard:

- **Take delivery in full**: If there is no problem with the delivery (complies with the purchase order): Use the receiving wizard, verify that the quantity ordered corresponds to the quantity received and leave the field in **Quantity to receive** column unchanged.
- **Take delivery in part**: In this case, indicate the number of items received in the field of the **Quantity to receive** column.

AssetCenter creates the portfolio items corresponding to the selected receipt lines. You can view these assets via the **Portfolio/ Assets and batches** menu item.

Use the **Tracking** tab in the detail of the receiving slip to obtain the list and the reference of the assets you have received.

Searching for orders awaiting delivery

The **Pending delivery** tab in the receiving-slips detail screen lets you search for those items that are pending delivery for a given supplier.

1. Use the filter in the tab to display the lines of the order that are awaiting delivery: Select the "Order" link, followed by the "=" operator, and lastly the PO#.
2. Click the search button.
3. AssetCenter displays the list of items on the order that are awaiting delivery.

Creating an invoice

You cannot create an invoice until the order is received.

You can create an invoice:

- Via the **Procurement/ Supplier invoices** menu item: In this case, you access the full list of invoices.
- By clicking the **Invoice** button in the detail of an order: In this case, you access the list of invoices associated with the order.

Note: Those invoice lines that are created are added to the Composition in the detail of the invoice, whether invoicing in part or in full.

Creating an invoice with an invoicing wizard

You can access the invoicing wizard via the Receiving slips screen.

To use the wizard:

1. Click **Invoice**.
2. In the wizard, select either **Filter by supplier** or **Filter by supplier and invoices already linked to the receipt**.
3. Click **Finish**.

   The wizard creates the invoice, its invoice lines and then it opens the Supplier invoices screen.

Creating an invoice manually

To create an invoice manually:

1. Click **New**.
2. Populate the fields in the **General** tab.
3. Change the invoice number if necessary.
4. Click **Create**.
5. In the **Composition** tab, add an invoice line.

6 Populate the fields in the **General** and **Price** tabs.

7 Click **Add** or **Add (multiple)** if your invoice contains more than one invoice line.

8 Click **Modify**.

Adding invoice lines to an existing invoice

To add invoice lines to an existing invoice, display the detail of the invoice that you want to modify.

CHAPTER

4 Creating a request, estimate, or an order

This chapter explains how to create a request, estimate or order.

Methodology

Principles of using catalog references at the purchase level

When you create a request line, you specify:

- The catalog reference (if you are authorized).
- The model to which the reference is linked (**Model** field) in the detail of the line. You do this so the item can be created in your company's portfolio upon its receipt.
- The model enabling the creation of an asset in the portfolio

Methods of creating requests, estimates/ purchase orders

Creating requests

1. Open the purchase requests screen (**Procurement/ Purchase requests**)
2. Click **New**

To create a purchase request:

Standard request

AssetCenter enables you to use standard requests. In a standard request:

- certain fields are already populated
- the request lines are already created

To create a standard request:

1. Display the list of requests (**Procurement/ Purchase requests**).
2. Follow the standard purchase request procedure.

   Refer to section Creating a request.
3. Select **Standard request** in the **Request status** field.

You can create standard requests for:

- Standard supplier package (CPU, peripheral device, software suite).
- Standard office furniture (desk, chair, lamp, pencils, notebook).
- Security material (safety helmet, protection shoes, reflector vest).

Creating estimates

To create estimates:

- Click **Estimate** in the detail of the purchase request for which you want to obtain one or more estimates. The purchase request must have at least one line.

Note: Unless the AssetCenter administrator has granted you the right to create estimates from unapproved requests, you will not be able to create estimates from a request unless the request has been approved. (The Status field (SQL name: seApprStatus) in the detail of the request is set to Validated.)

In this case, AssetCenter displays an estimate preparation window.

- Populate the fields and request lines in the **General** tab of the request.

Creating orders

There are several ways to create orders:

- By clicking the **Order** button in the detail of the request you want to use to issue the order.

Note: Unless the AssetCenter administrator has granted you the right to create orders from unapproved requests, you will not be able to create orders from a request unless the request has been approved. (Status field in the detail of the request is set to Validated.)

In this case, AssetCenter displays an order preparation window.

- Directly, by clicking **New** in the list of orders (**Procurement/ Purchase** menu item).
- By changing the status of an existing order to **Ordered**.

Creating request, estimate and order composition lines

The composition of request, estimate and order composition lines appears in the **Composition** tab in the detail of requests, estimates and orders.

You can create a request, estimate/order composition line from the detail of the request, estimate/order:

Via the ⊞ button

This gives you access to the composition lines screen.

Purchase request

In a purchase request line, specify:

1. The quantity of items requested in the **Quantity** field (SQL name: lQty).
2. Its behavior: If it uses a contract, if it assigns an item to a user (or creates a reservation)
3. The referenced model in the **Model** field (SQL name: Product) of the **General** tab.
4. If the request line is a component of another request line.

Caution:

The composition of the request lines defines the way in which your portfolio items will be created.

Purchase order

In an order line, specify

1. The quantity of items requested in the **Quantity** field (SQL name: lQty).
2. The ordered catalog reference.
3. If the order line is a component of another order line.
4. The reference of the corresponding request (**Requests** tab).

The hierarchy of your standard purchase order (in other words, the order lines), will create assets according to this hierarchy. If, for example, you decided that the monitor model should be a component of the CPU, the item created in the portfolio will be a monitor item which is a component of the CPU.

Another way to create estimate composition lines

If you create estimates by clicking the **Estimate** button in the detail of the purchase request, AssetCenter displays an estimate preparation window:

1. Select the request lines to be taken into account in the estimate.
2. Associate them to the desired catalog references.
3. Specify whether you want to group together the estimate lines that reference the same products by checking the **Merge products with existing lines** option.
4. Click **Finish** to create the estimate with the selected options.

   AssetCenter automatically creates an estimate line for each selected request line.

Merging requests with existing lines

When you place an order from a validated, purchase request line, the ordering wizard proposes two options:

- Integrate the request with an existing order.
- Merge the request lines.

Integrating the request with an existing order

This option is available if the current request is the completion of a previous request that already resulted in an order.

If you validate this option, it will create order lines in the order linked to the first request instead of creating a new one.

Merging request lines

This option is available if several of the request' lines contain the same element.

If you validate this option, it will modify the requested number of the same item and delete the other request lines that reference it.

Note: Merging request lines can result in the loss of information, however.

Supplier packages in the procurement cycle

Principle

You can define supplier packages in the Products table. Supplier packages are groups of products that are sold as one product by a supplier.

A product is a supplier package from the moment that the **Composition** tab of this product is populated with other products. This product only has a reference per catalog, just as all the other associated products.

Refer to the "Product composition (bundle)" section of the Catalog reference guide for more information about how to create and manage supplier packages.

Note: If the hierarchical organization of requested models does not correspond to the hierarchy of the supplier package, you need to manually associate the request lines (Request tab in the detail of an order).

Consequences of supplier packages at the purchase-conditions level

In the case of purchase requests, the estimates/orders with a composition line referencing a product that is a supplier package:

- Only the price indicated in the **Price** field (SQL name: mPrice) in the **General** tab of the product detail counts toward the price of the purchase, estimate or order.
- At the level of composition lines referencing products contained in the supplier package (the **Component of** field), the **Purchase** tab does not contain information concerning the supplier and the price.

If a product contains other products but is not a supplier package:

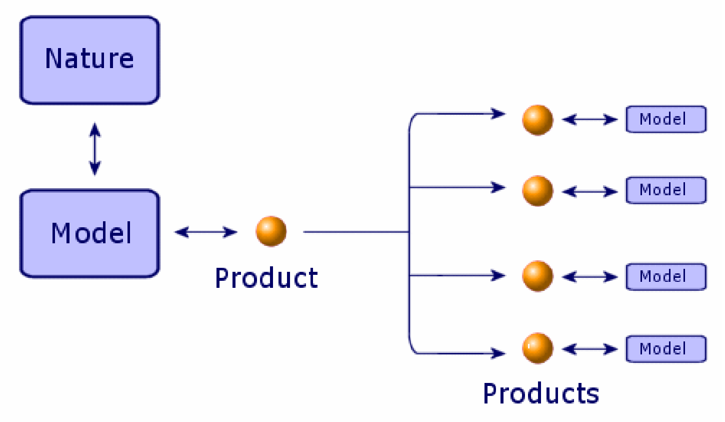
- The price that is indicated in the **Price** field (in the **General** tab of the product detail) is counted separately from the prices of components.
- The prices of components and supplier references appear in the **Purchase** tab of composition lines referencing them.

Bundles and quantities

You might find yourself in a situation where you need to create a supplier package composed of a non-uniform quantity of items.

For example, you decide to order three computers with which are associated four printers.

In this case, you need to create a product called "Bundle", for example, whose composition is three computers and four printers, and whose model's nature creates nothing.



Automatically populated fields

This section describes how certain fields in request, estimate, and order details are populated automatically:

- Automatic software mechanisms.
- Updating information in requests.

Automatic software mechanisms

Many automatic software mechanisms have been implemented in the procurement cycle.

Agents

The values of certain fields in the details of requests, estimates/orders, receiving slips, request lines, estimate/order lines are automatically calculated and updated.

Examples:

- Let's look at the **Total price** field (SQL name: mCost) in the **Purchase** tab of the detail of a request composition line: This field is automatically calculated according to the values of:
  - the **Quantity** (SQL name: lQty) and **Tax rate** (SQL name: pTaxRate) fields in the **Purchase** tab of the order line.
  - the **Discount** (SQL name: pDiscount) and **Unit price** (SQL name: mUnitCost) fields in the **General** tab of a catalog reference.
- The **Unit price** and **Discount** fields in the **Purchase** tab of a request line detail are populated in the same way as for an order line.

Note: The automatic mechanisms relating to the price in a request are not active unless a model has been associated to a product. Once a product is linked to one or more catalog references, AssetCenter displays the price of the catalog reference by default using the following script:

```
RetVal = [Model.DefCatRef.mPrice]
```

- The values displayed in the **Tracking** tab in the details of requests, estimates/orders and invoices are automatically updated when an item goes through a stage in the procurement cycle.

Default values

Default values have also been implemented:

- When you create an estimate from a request, certain request and request-line data copies itself to the corresponding estimate detail and estimate lines. This is the case, for example, with the **Purpose**, **Delivery**, and **Quantity** fields (SQL names: ReqPurpose, Stock and lQty).
- Likewise, orders and order lines inherit information contained in the details of the **requests/ request lines** from which they originate.

The configuration of default values falls within the competences of the AssetCenter administrator.

Note: The Initial request field (SQL name: Request) in the detail of an order: This field references the purchase request or the request line at the origin of the order. You can therefore use it to implement default values for orders that use values from purchase requests.

Updating information in requests

When you create an order or an estimate from a request, AssetCenter uses, by default, the terms of purchase appearing on the request:

- Identification of the user (**Purchaser** field (SQL name: Purchaser) .
- Terms of purchase: **Unit price** and **Discount** fields (SQL names: mUnitCost and pDiscount).

- Taxes.

Prices applied by suppliers evolve constantly: You can update this information later on in the order or in the estimate. The modified information is not automatically changed in the request.

The **Orders/ Update information in requests** specific menu enables you to pass on the modifications concerning the above-mentioned information to the request.

Only certain order lines give rise to the requests being updated:

- Order/estimate lines originating from a request are taken into account.
- Order/estimate lines created directly in the order are not added to any request.
- Deleted order/estimate lines are not deleted in the request from which they originate.

Defining the financing method

The financing method is defined in the **Financing** tab of requests, estimates and orders.

If a blanket purchase order is used

- Check the **Blanket POs** check box (SQL name: BlanketPoCntrsDef).
- Use the **Purchasing contract** field (SQL name: BlanketPoCntr) to specify the purchasing contract.

Note: Blanket PO-type contracts define a minimum order price. If this price is not reached, the customer incurs penalties.

In this case, the order appears in the **Orders** tab of the contract detail.

If there is a financing contract

If the acquisition of the items is financed by a contract in the AssetCenter Contracts table, then you will manage all the financial and contractual information at the contract level.

- Check the **Linked to a schedule** box (SQL name: bUsesAcquCntr).
- Specify the financing contract.

Warning: You can only use Lease schedule-type contracts (Type field (SQL name: seType) in the detail of a contract) to finance an acquisition.

In this case, when the composition lines creating an "Asset" (**Create** field (SQL name: seCreate) in the details of composition lines) are received, automatic mechanisms:

- Link the created assets to the contract: They appear in the **Assets** tab of the contract detail.
- Assign the value of the **Default acquisition method for assets** field (SQL name: seAcquMethod), in the **General** tab of the contract detail, to the **Acq. method** field (SQL name: seAcquMethod) in the **Acquis.** tab of the created assets' details.

If a financing contract is not used

If the acquisition of the items is not financed by a contract, then you will manage the financial information in the **Financing** tab of in the details of requests, estimates, and orders.

For each request, estimate or order, you can define one of four financing methods: Purchase, rental, lease, and loan (**Acq. method** (SQL name: seAcquMethod)).

The information displayed in the frame below the **Financing** tab depends on the selected financing method.

Editing an estimate or an order

The **Order info** tab in the details of and order enables you to define the parameters necessary to print order and estimate forms:

- Priority
- Information relating to invoicing: address, contract, billed department.
- Expediation/transmission mode
- Language used.
- Comments

To print the forms themselves, use the **File/Forms** menu item.

Tracking the procurement cycle

The procurement cycle can be tracked from the **Tracking** tab in the detail screen of purchase requests, estimates, orders, receiving slips and invoices.

Using AssetCenter, you can follow a request throughout the approval cycle. This tracking is organized contextually: You view the cycle from the step which concerns you the most.

For example, if you are a user and you enter a request, your point of view is focused at the level of the purchase request: You want to know if your request has been accepted and to follow it up to see if a corresponding purchase order has been issued.

On the other hand, if you have a particular role in managing orders, your point of view will be focused on this stage. In other words, you see which estimates are ready to be turned into orders, what requests correspond to the orders you have sent and on what dates they will be delivered.

5 Managing deliveries

CHAPTER

This section explains how to manage receiving slips with AssetCenter.

You will find information on the following points:

- Methodology
- Searching order lines awaiting delivery.
- Returning items on a receiving slip.

Methodology

Receipts are managed using the receiving wizard:

1. Select the order to receive in the Orders screen.
2. Click **Receive**.
3. The wizard automatically creates the receiving slip associated with the order, as well as the portfolio item that was ordered.

You can view the receptions in the Receiving slips screen.

1. Click **Receive** in the detail of a purchase order to create a receiving slip
2. Populate the **General** tab in the detail of the receiving slip, which indicates the items to be taken into account in the following steps.
3. Select a supplier. If the delivery slip is created from an order, then the supplier is automatically inherited.
4. Click **Create**.
5. Search for the order lines awaiting delivery via the **Pending delivery** tab in the detail of the receiving slip. If you access the receiving slip from the detail of an order, this tab already lists the order lines pending delivery associated with that order.
6. For each item in the list that you obtain in this way, you need to choose between taking delivery in full or taking delivery in part.

Taking delivery in full

To fully receive a selection of order lines awaiting delivery:

1. Use the receiving wizard and select the order lines awaiting delivery that you want to receive in full.
2. Click **Finish**.

AssetCenter receives all the items corresponding to the selected order lines awaiting delivery.

Taking delivery in part

1. Use the receiving wizard and select the order line awaiting delivery that you want to receive in part.
2. Indicate the number of items received in the column's edit field **Quantity to receive**.

Warning: This button is only available when you select a single order line awaiting delivery.

AssetCenter creates portfolio items corresponding to the selected receipt lines. These items can be viewed via the **Portfolio/ Assets and Batches** menu item.

Note on taking delivery in part of order lines

Let's say that you receive a smaller quantity of items than what you ordered: The quantity of items ordered by an order-composition line is greater than the quantity of items received. Plus, these items have been reserved by distinct people in your company: The **User** fields of the request lines at the origin of the order indicate distinct records in the Department and Employees table. Then AssetCenter will randomly assign the items received to these people. For example, if the items received are assets, the value of the received asset's **Reserver** field is randomly selected from among the values of the **User** fields of the request lines.

AssetCenter behaves similarly in the case of order composition lines for which the quantity of items ordered is greater than the quantity of items received, and for which the items on order are to be linked to distinct items (the **Component of** fields of the request lines show distinct items).

Returning items on a receiving slip

AssetCenter provides the ability to handle the returns of received items.

To do this:

1. Display the receiving slip for which you want to return items. Use the **Procurement/ Receiving slips** menu item.
2. Select the items to be returned.
3. Click **Return**: The wizard displays the items to be returned.

   Choose if you want to:

   - Create a return envelope.
   - Use a receiving slip as a return envelope.

- Associate the returned items to an existing return envelope.

4 Click **Next**: The wizard lists the items to to be returned.

5 Click **Finish**.

The returned items appear in the **Returned** tab of the return-line detail.

What is taken into account on receipt

Throughout the procurement cycle, you can modify the details of request, estimate and order composition lines as needed.

When following the steps of the procurement cycle (request followed by estimate/order then receipt), any modifications you may make to estimate or order composition lines resulting from the original request lines are not all taken into account. This section details the information from request lines and order lines that is used when taking delivery.

Warning: If you do not follow the steps of the procurement cycle (creating orders directly, etc.), these rules are no longer valid.

Information taken from order lines

Certain data items contained in the details of order lines are taken into account when receiving these lines.

This is data concerning the supplier:

- Supplier **Reference** (SQL name: ProdSupp).
- Terms of purchase: **Unit price**, **Discount** and **Total price** (SQL names: mUnitCost, pDiscount and mCost).
- Taxes: **Taxes**, **Tax rates**, **Taxes** and **Tax code** (SQL names: TaxFormula, pTaxRate, mTaxValue and TaxJuris, respectively).

Information taken from request lines

With regards to how received items are used and how composition lines are organized among themselves, the values defined at the request-composition-lines level are the ones that are taken into account:

- Value of **User** field (SQL name: User).
- Value of **Component of** fields (SQL name: Parent).
- Value of **Table of used object** fields (SQL name: Used).
- Value of the **Supplier package** and **Supplier package item** fields (SQL names: bSuppPackage and bPackageItem).

Note: As a consequence, if you modify the value of the fields at estimate or order level, the modifications are not taken into account when receiving the composition lines.

Warning: These rules are not valid if you directly create and receive an order via the Procurement/ Orders menu item. In this case, it is the information contained at the order level that is taken into account upon receipt.

6 Additional procurement functionality

CHAPTER

This chapter describes several functions in the procurement cycle in AssetCenter.

Reserving assets

The procurement cycle makes it possible for you to reserve:

- Assets that are already in stock.
- Assets that are going to be ordered.

Reserving assets in stock

Assets held in stock can be reserved from purchase requests.

To do this:

1. Create a request composition line.
2. Display the **Reservations** tab in the detail of the request composition line.

3 Select the stock item to reserve (Portfolio item field), populate the **Reserved by** field if the reserver differs from the person specified in the **General** tab of the request (**User** field), then click **Add.**

The **Portfolio** tab in the detail of the asset indicates that the asset is reserved: The **Reserved by** and **Date** fields (SQL names: Reserver and dReservation) are updated.

Reserving assets on order

A purchase request can create a reservation of your future assets:

- Populate the **User** field for all the lines making up the request. If the field is not populated, the items will be assigned to the main stock.
- For each request composition line, if the **Immediate assignment** option is not selected, then the ordered items will be reserved for the person who made the request.

Upon taking delivery of such a line:

1. The asset that is created is automatically placed in stock.
2. The asset that is created is reserved for the record in the Departments and Employees table, which is indicated in the **User** field of the request line. The value of this field is used to populate the asset's **Reserver** field.

Warning: The User field only appears for requests and request lines. It does not appear for orders or order lines.

Replacing portfolio items

AssetCenter enables you to specify at the purchase-request level if the requested items are intended to replace assets already in the company.

In order to indicate those assets that are to be replaced upon taking delivery of the request:

1. Display the **Replacements** tab in the detail of the request.
2. Use the ⊞ button to select the assets that will be replaced.

Warning: The assets appearing in the Replacements tab in the detail of a request are there for informational purposes only. There are no automatic mechanisms linked to this tab. You must perform the operations concerning the replacement of assets on receiving requested assets yourself.

Creating portfolio items awaiting delivery

When you prepare a purchase order with AssetCenter, you can create these assets in the AssetCenter database without having to wait for the order's delivery.

This enables you to schedule work orders for the assets or training for users.

To do this:

1. Select the **Orders/ Create assets awaiting delivery** menu item.
2. AssetCenter consults the database and creates the corresponding records "on-the-fly": The **Assignment** field (SQL name: seAssignment) of the details of the assets created is set to **Awaiting delivery**.

Note: The Orders/ Create assets awaiting delivery menu item enables you to create the assets that are to be created by the order composition lines. Nothing is created for the order composition lines that create something else.

Stocks

General approach

A stock contains unassigned portfolio items or items awaiting delivery.

AssetCenter enables you to associate management rules to a stock, which will automatically trigger purchase requests in order to replenish the stock with portfolio items. It is AssetCenter Server that monitors the reorder limits of these stocks.

Example

An item that was recently purchased, but not yet installed or assigned to a user, is visible in the **Assignments** tab of the stock detail.

For more information, refer to the "Managing stocks" section of the Repository management reference guide.

Automatically replenishing a stock

AssetCenter enables you to associate management rules to a stock, which will automatically trigger purchase requests in order to replenish the stock with portfolio items.

These stock management rules are defined in the **Manage** tab of the stock detail. Each rule is associated to an item and indicates the quantity in which this stock must be reordered in order to properly replenish the stock.

Creating reorder requests

Stock screen

AssetCenter Server™ Generate a reorder request line for each stock management rule:

- The purchase-order parameters are described in the **Auto-request** tab of the stock detail.

- The stock management rules are defined in the **Management** tab. They specify the quantity to reorder (**To order** field (SQL name: lQtyToOrder) in the detail of the stock rule) according to the reorder level defined for a given model (in the **Reorder level** field (SQL name: fReordLevel)).

Example

Stock management rule for stock 1 is: The reorder level (**Reorder level** field) is set to 5 printers. If the stock falls under this level, a request for 5 more printers is sent out (**To order** field), and the request model (**Model** field) is the HP 99 cxi.

Request screen

A request to replenish a stock differs from a normal request in two ways:

- The **Requester** field is always populated with the same person (the stock manager).
- The **User** field must be empty and the **Delivery** field populated with the physical address of the stock.
- The **Immediate assignment** option is not selected in the request line detail.
- The **Reservations** tab is deactivated.

If several stocks sent out an automatic request for the same product, there will be as many requests as their are stocks.

Creating reorders (to replenish stocks)

Unlike the purchase requests, the creation of purchase orders to replenish stocks is not automatic. The person in charge of orders and purchases is responsible for the verification and actual ordering of the items requested for stock.

An order to replenish stocks is similar to a traditional order, except that the **Delivery** field is populated differently: It contains the address of the stock for receipt.

Receiving orders

The receiving of reordered items for stock is identical to the standard procedure. In our example, the assets will be assigned to stock 1 and their status' will be set to **In stock** once they have been created in your company's portfolio.

AssetCenter Server

The automatic mechanisms relating to stock in AssetCenter Server are the following:

- A request is generated when a stock has no current request pending and the quantity in stock minus the quantity reserved in this stock is less than the reorder level indicated in the stock rule.
- As long as the request is not satisfied, AssetCenter Server will not retest the rule associated to the created request.

Managing work order requests

The procurement cycle in AssetCenter enables you to manage requests, estimates, orders and receipts for work orders. AssetCenter works differently according to the type of work order.

Off-contract maintenance and On-contract maintenance type work orders

To acquire an **Off-contract maintenance** or **On-contract maintenance** type work order:

1. Create a request line that references a model whose type is **Work order**. The **Type** field (SQL name: seWOType) in the model's **Work order** tab shows **Off-contract maintenance** or **On-contract maintenance**.
2. Create an estimate/order line concerning a catalog reference.
3. If this work order concerns a requested or existing item, populate the **Asset to use** field with that item.
4. Receive. AssetCenter populates the Work orders screen with the new work order that was created.

Internal maintenance type work orders

The internal work order requests are available via the **Portfolio/Requests** menu item.

AssetCenter handles **Internal maintenance** type work-order requests differently: Request lines referencing such products do not go through (purchase) orders. They are directly associated with the work orders that you request:

- Create a request line referencing a **Work order** natured product. The **Type** field (SQL name: seWOType) in the model's **Work order** tab shows **Internal maintenance**.
- In the **Asset to use** field (SQL name: Parent), specify the asset (or work order) to which the requested work order is to be linked, or select a composition line creating an asset (or a work order).
- When you create an order from the request, the request line, which you created in the previous steps, will not appear in the selection window of the request lines to figure in the order. Likewise, you do not need to receive this request line.

Blanket purchase orders

AssetCenter enables you to request **blanket PO** type contracts.

Definition of a blanket purchase order

Definition of a Blanket PO-type contract

Blanket PO type orders commit the buyer to purchase a minimum amount of goods or services over a certain period of time. In general, this type of agreement enables the buyer to get a discount.

If the minimum engaged sum is not reached at the end of the term, the advantages of this type of contract will not be available to the buyer.

Definition of a blanket purchase order

A **Blanket PO**-type contract enables you to:

- Either manage several individual orders, each of which is associated with a **Blanket PO**-type contract.
- Or manage a single order associated with this contract. In this case, you add items to the composition of the order as and when you need. This type of order is called a "Blanket PO", "General PO" or "Continuing PO".

Steps for using blanket POs

AssetCenter enables you to manage both "Blanket PO"-type contract and the blanket POs made for this contract.

This association is done either at the level of the purchase request or the level of the order.

Creating a Blanket PO-type contract

To create a blanket PO-type contract:

1. Display the Contracts table, for example via the **Finance/ Contracts** menu item.
2. Click **New**.
3. Set the **Type** field (SQL name: seType) to **Blanket PO**.
4. Click **Create**.
5. In the **Commitment** field (SQL name: mPOCommitment) in the **Orders** tab, specify the contractual commitment.

Associating requests with a Blanket PO-type contract

To specify that an request comes under a **Blanket PO**-type contract:

1. Check the **On blanket PO** box (SQL name: bUsesBlanketPO) in the **Financing** tab of the request detail.
2. Specify the contract in the **Purchasing contract** field (SQL name: BlanketPOCntr).

Associating orders to a Blanket PO

In the procurement cycle process, the purchase order is the logical outcome of a purchase request. The information included in the request are reused in the order and, most notably, populate the **Financing** tab.

In this way, you can:

- Either manage several individual orders, each of which is associated with a **Blanket PO**-type contract.
- Or manage a single order associated with this contract. In this case it is usually a blanket PO.

The order is then shown in the **Orders** tab of the contract.

Assigning a maximum value to a Blanket PO-type contract

It can be useful to associate a maximum amount to **Blanket PO**-type contracts.

For example, you can use it to renegotiate discounts when this total is reached.

To assign a maximum amount to a **Blanket PO**-type contract, we recommend creating a feature and assigning this value to it.

Tracking the total of orders under a Blanket PO-type contract

When dealing with **Blanket PO**-type contracts, it can be useful to track the total sum or orders issued. This makes it possible:

- To determine the level of risk of not complying with the contractual commitment level. For example, the buyer may realize, one month before the end of term, that the commitment level is far from being attained and to issue more orders in order to avoid penalties or, on the contrary, the commitment level has been reached and therefore to limit spending.
- To renegotiate the discount offered by the supplier if the maximum amount, if this has been defined, has been overrun.

In order to track the commitment level, we recommend using the workflow under AssetCenter.

For example, you can create a workflow scheme that is triggered periodically for **Blanket PO**-type contracts:

1. The workflow instance compares the amount of the blanket PO associated with the contract and the commitment level defined for the contract.
2. If the amount of the order is far from being reached before the end of term, a message is sent to the person responsible for the contract to indicate that action needs to be taken. Otherwise, a message is sent to say that the commitment level has been reached.
3. If the amount of the order overruns the maximum amount that the buyer may have defined for the contract, a message is sent to the person responsible for the contract to indicate that they should renegotiate the discount with the supplier.

Using a blanket PO in the procurement cycle

Once you have created a **Blanket PO**-type contract, you can use the procurement cycle in AssetCenter to manage the requests and the orders associated with this contract.

Here the steps you must follow:

- Create a **Blanket PO** type contract.
- Create a blanket PO.
- Create requests associated with the blanket PO.

Creating the blanket PO

1. Create the first order that you want to send to your supplier in AssetCenter's Orders table.

   This initial order is the blanket PO that you will use for all subsequent orders.
2. Associate the order with the **Blanket PO**-type contract by checking the **On blanket PO** box in the **Financing** tab of the order and selecting the contract in the **Purchasing contract** field.

Creating requests associated with the blanket PO

When you need to purchase additional items from this supplier under the **Blanket PO**-type contract:

1 Create a purchase request.
2 Instead of creating a new order, link the requested items to the existing blanket PO:
    1 Click the **Order** button in the detail of the request.
    2 In the order preparation window, check the **Add to existing purchase order** box and select the blanket PO.
    3 Do not select the **Merge products with existing lines** option if you want to keep the order lines separate. This will enable you to track transactions and deliveries with greater ease.

Managing contracts

Managing contracts is a specific step in the procurement cycle.

The logic is as follows: First you acquire a contract, then you specify which item uses this contract (its scope).

The example used is the following: A purchase request is made. The item requested is the model Compaq Presario 4000S. The person validating this request adds a warranty for this computer to the request.

Note: This example assumes that the models have already been created in your database. For further information on creating models and contracts, refer to the "Portfolio" guide.

Problems

You need to distinguish the items included in the request, as well as their scope. Thus, requesting a computer implies the use of a warranty and/or maintenance contract, as well as a contract of utilization. Furthermore, you need to identify if each new hardware request will be based on the use of an existing contract or on the request of a new contract and its use.

Both cases will be dealt with.

Request, order and the use of a new contract

In our example, the warranty is a contract on the item. We assume that the initial request had been formulated and that its validation performed the following operations:

1. The addition of the contract.
    1. The edition of the initial request.
    2. In the **Composition** tab, add a contract request line.

       Example

       Select the Standard warranty and populate the **Description** field with the title "Warranty".

       ---

    3. Populate the other sections if necessary.
    4. Click **Add (multiple)**.
2. Contract utilization
    1. Select the option **Contract utilization**.
    2. Select the existing contract to use (field **Contract to use**) and make sure the ☒ field is unselected.

       Example

       Select the "Standard warranty" and populate the **Description** field with the title "Contract utilization".

       ---

    3. Select the item concerning the utilization of the contact (field **Asset to use**) and make sure the ☒ field is unselected.

       Example

       Select the request concerning the Presario 4000S from the list.

       ---

    4. Click **Add**
3. Validate the request

You just requested a new contract by specifying its utilization (the contract) and its scope (the request of a new item).

Requesting to use an existing contract

In our example, the warranty is a contract on the item. We assume that the initial request had been formulated and that its validation performed the following operations:

1. The addition of the contract.
    1. The edition of the initial request.
    2. In the **Composition** tab, add a contract request line.

    Example

    Select the Standard warranty and populate the **Description** field with the title "Warranty".

    ---

    3. Populate the other sections if necessary.
    4. Click **Add (multiple)**.
2. Contract utilization
    1. Select the option **Contract utilization.**
    2. Select the existing contract to use (field **Contract to use**) and make sure the ☑ field is selected.

    Example

    Select the "Standard warranty" and populate the **Description** field with the title "Utilization of the warranty".

    ---

    3. Select the item concerning the utilization of the contact (field **Asset to use**) and make sure the ☒ field is unselected.

    Example

    Select the request concerning the Presario 4000S from the list.

    ---

   4. Click **Add**.
3. Validate the request.

You just requested to use an existing contract by specifying its utilization (the contract) and its scope (the request of a new item).

CHAPTER

7 Interface

This section describes the principal screens in the Procurement module.

The Purchase request screen

The name of the request is entered in the **Purpose** field.

The status of the request can be viewed in the **Status** field.

For a request, you can specify:

- Its priority (**Priority** field): floating-point-number-type field.
  For example: priority 1 or priority 2.5.
- Its certification level: free-itemized list
  For example: level 1, level 2 or level 3.

Each purchase request is populated in seven different tabs:

- General
- Composition
- Tracking

- Approval
- Financing
- Replacement

The General tab

Allocation frame: Each requester is the object of an allocation. The requester, cost center and credit card are all specified in this frame.

Target frame: Each request has a destination. The user, project and place of delivery are all specified in this frame.

Description frame: Each request is identifiable by a number and its type (free-itemized list).

Tracking frame: Each request has a priority (free-itemized list), a status (free-itemized list) and a requested date.

The Composition tab

This tab lists the request lines. In other words, it lists the items that compose the request. Each request line is identified by its line number, a quantity and is populated in several tabs:

Detail of a request line

A request line is populated in several tabs.

- General
- Allocation
- Reservation
- Purchase
- Orders

General tab

This tab lists the conditions of use of a request line.

- Select the **Contract utilization** box if the request line uses a contract in relation to an asset.

- Select the **Immediate assignment** box if the request line is used to create an asset. If this box is not selected, the request will be a reservation and will be processed in the reservation tab.

Details frame of the requested item

Model field: model associated with the request line.

Reference field: catalog reference associated with the request line.

Contract to use field: This field is active if you selected the **Utilization of contract** box. It enables you to specify which request contract or which existing contract must be used.

Asset to use field: This field is active if you selected the **Utilization of contract** box. It enables you to specify which model from the request which existing asset must be used.

User field: user of the request line (who can differ from the user of the general request).

Status field: free-itemized list.

Allocations tab

This tab enables you to determine the request line's allocation as well as its destination.

Allocations frame

Cost category: category associated with the request line.

Cost center: cost center associated with the request line.

Target frame

User: This field is automatically populated.

Project: itemized list. It's the project associated with the request line.

Delivery: delivery address associated with the purchase-request line.

Reservations tab

This tab enables you to define the reservation associated with the request line.

Assignment line: This field enables you to choose the portfolio item to reserve.

Date: date of the reservation.

End date: end date of the reservation.

Number: reservation number.

Quantity: quantity requested for the reservation.

Reason: reason for the reservation.

Awaiting asset: Check this option to indicate that you are awaiting delivery of this asset.

Procurement tab

This tab specifies the purchase conditions applied to the request line.

Delivery: Delivery associated with the purchase-request line if it is different from the one specified in the General tab of the purchase request.

Linked to a schedule: Check this option to specify the finance schedule associated with the request line.

Price frame

Unit price: price of the selected model (or catalog reference).

Total price: total price calculated according to the unit price and the applied taxes.

Taxes frame

Tax calculation: Check this option if a tax is applied to the selected model (or the catalog reference).

Jurisdiction: place where the tax is applied.

Tax rate: rate applied to the unit amount.

Tax amount: the amount calculated according to the unit price and the tax rates.

Orders tab

This tab lists the purchase-order line(s) associated with the purchase-request line.

The Tracking tab

This tab enables you to view the different steps of the request in the procurement cycle. Refer to the "Cycle tracking screen" for more information.

The Approval tab

This tab is composed of three fields:

- **Pre-tax total:** pre-tax total of the purchase-request lines.
- **Taxes:** total amount of taxes applied to the purchase-request lines.
- **Total cost:** total cost of the request lines composing the purchase request.

The Financing tab

This tab groups together all the information on the ordered references.

The Replacements tab

This tab lists the items that must replace the portfolio items in the purchase request.

The Estimate/ Orders screen

An order is defined according to its supplier.

The status of the order can be viewed in the **Status** field.

An order's status can be:

- In preparation
- Estimate requested
- Quoted
- Awaiting approval
- Approved
- Refused

- Ordered
- Accepted
- Satisfied

The name of the order is entered in the **Purpose** field.

Each order is populated in five tabs:

- General
- Composition
- Tracking
- Financing
- Order info.

The General tab

This tab regroups the information about the order's purpose, its buyer, as well as information relating to the:

- Planning associated with the order.
- Contacts associated with the order.
- Description of the order.
- Location of the stock.
- Request at the origin of this order.
- Payment card used.

The Composition tab

This tab lists the order lines (in other words, the items composing the order). Each order line is identified by a line number, a quantity and is populated in several tabs:

General tab

This tab enables you to describe the order line by specifying:

- It's description.
- It's associated catalog reference (associated or not).

- If this order line is a component of another order line in the same order.
- Its status.

Procurement tab

This tab regroups the information relating to the:

- Stock affected by the command line.
- Supplier.
- Purchase conditions.

The Transfer tab

This tab regroups the information relating to the:

- Allocation of the order line.
- Financing by contract of the order line.

Request tab

This tab regroups the request lines associated with the order line.

The Tracking tab

This tab enables you to view the different steps of the order in the procurement cycle. Refer to the "Cycle tracking screen" for more information.

The Financing tab

You can specify the cost center associated with the order in this tab.

Order info.

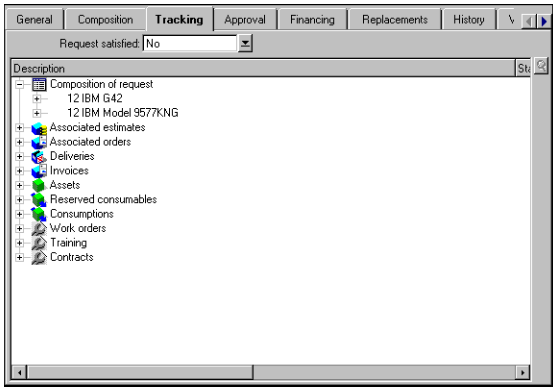
This tab contains the information that appears when you print an order.

For more information, refer to the "Editing an estimate or an order" section of this guide.

Cycle tracking screen

Details of requests, estimates, orders, receiving slips and invoices all have a tab entitled **Tracking**. Whether you are interested in seeing the progress of your own request, or need to search all orders pending delivery, you can use this tab to follow the procurement cycle.

Figure 7.1. Tracking tab in the detail of a purchase request



Request satisfied: No

- Composition of request
  - 12 IBM G42
  - 12 IBM Model 9577KNG
- Associated estimates
- Associated orders
- Deliveries
- Invoices
- Assets
- Reserved consumables
- Consumptions
- Work orders
- Training
- Contracts

This screen displays a tree view.

By navigating through the branches you can see the different parameters of the cycle. For example, with the **Composition of request** branch, you view the different items which need to be purchased to fulfill the request.

Similarly, if you open the **Associated estimates** branch, you display the estimate(s) that have been created from the different items of the corresponding requests, orders and receiving slips.

In the same way, you have access to the items of an order, invoice or receiving slip.

By double-clicking one of these items you can access the details of information concerning it.

Tracking icons

These icons enable you to see the current status of the processing of request, order, estimate and delivery lines.

Table 7.1. Tracking icons

Icon	Meaning
🚦	The request to which the composition line belongs is approved.
?	The request to which the composition line belongs is awaiting approval or in the approval process.
⛔	The request to which the composition line belongs has been refused.
5	Number of items on order for this request line. In our example: 5.
5	Number of items received for this request line. In our example: 5.
⌛ 1	Number of items awaiting delivery. In our example: 1.
✓	The request, estimate or order line has been received in full (delivery taken in full).

Receiving slips screen

This screen lists all receiving lines.

A receiving slip is described in four tabs:

- General
- Tracking
- Contents
- Return

General tab

- Date
- Delivery slip
- Carrier
- Allocated stock

This tab contains information on the delivery associated with the receiving slip:

Tracking tab

For further information on this tab, refer to the section entitled "Cycle tracking screen" in this manual.

Contents tab

This tab contains the receipt lines, i.e. the items received.

Each receipt line is described in the **General** tab:

- Receipt line number (Number (SQL name: lLineNumber)
- Quantity received (SQL name: fQty)
- Catalog reference received (SQL name: CatalogRef)
- Progress expressed as a percentage (nom SQL : pProgress)
- Percentage remaining to be paid (nom SQL : pToPay)
- Purchase order line associated with the receipt (SQL name: POrdLine)

The Supplier invoices screen

This screen regroups all the supplier invoices either generated when you receive an order or generated manually.

A supplier invoice is populated in three tabs:

- General
- Composition
- Tracking

General tab

This tab regroups the information relating to an invoice:

- The purpose.
- Its status: new or paid.
- Its description: date, type, status.
- The information relating to the supplier: number, contact, transmission mode.

Composition tab

This tab has a list of the invoice lines, i.e. the items that are invoiced.

Each invoice line is described in two tabs:

General tab

This tab contains information on the:

- Quantity of the items that are invoiced.
- Description of the items that are invoiced.

Price tab

This tab contains information on the:

- Unit price of the items that are invoiced.
- Taxes associated to these items.

Tracking tab

For more information on this tab, refer to the "Cycle tracking screen" section of this guide.

Glossary

This section presents a glossary of terms used in the procurement module.

Note: The terms are not sorted alphabetically.

Free request

A request that is not based on a model or a catalog reference.

Standard request

A template for a request that references on or more request lines.

Free order

A purchase order that is not based on a catalog reference.

Standard order

A template for a purchase order that references on or more order lines.

Request line

A request is made up of request lines. A request line regroups the information linked to the requested model.

Order line

A purchase order is made up of order lines. An order line regroups the information linked to the ordered catalog reference.

Requester

Person at the origin of the request.

User

Person (not necessarily at the origin of the request) who will use the requested item.

Status of the request

Status reflecting the different steps of fulfillment of a request.

Status of the order

Status reflecting the different steps of fulfillment of an order.

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