Peregrine

AssetCenter

Procurement

Peregrine SYSTEMS

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AssetCenter

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1 Introduction (Procurement)

CHAPTER

Who is the Procurement module intended for?

The AssetCenter Procurement module is intended for several groups of employees or job positions. It can be broken into four general categories:

- Purchase requests:
    - Any employee authorized to make a purchase request.
    - The employee approving purchase requests.
- 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.
- Receipts:
    - The employee in charge of receiving (and returning) the references that were ordered.
    - The portfolio manager.
- Invoices:

- The employee in charge of invoicing (credits).
- The employee in charge of receiving (and returning) references that were ordered.

What does the Procurement module do?

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

It also enables you to perform an extra step: managing invoices with AssetCenter.

How to use this guide

This reference guide contains the following chapters:

- Overview (Procurement) [page 13]

  This chapter explains who is concerned by the Procurement module, defines key terms and presents example scenarios of how to use this module.
- Practical case: request, order, receipt [page 19]

  This chapter details the different steps of the procurement cycle.
- Requests, estimates/orders [page 39]

  This chapter enables you to create requests and estimates/orders in AssetCenter.
- Receipts [page 49]

  This chapter explains how to manage receiving slips with AssetCenter.
- Additional functionality (Procurement) [page 55]

  This chapter explains how to:
  - Reserve portfolio items corresponding to assets.
  - Replace portfolio items.
  - Create portfolio items awaiting receipt.
  - Replenish stocks using the procurement cycle.
  - Perform blanket purchase orders.

- Manage contracts of portfolio items that were acquired in the procurement cycle.

- Glossary (Procurement) [page 69]

  The glossary lists and defines the terms used in the Procurement module.
- References (Procurement) [page 75]

  This chapter groups together the information related to the Procurement module (menus, icons, fields, and so on).

Prerequisites

The Procurement module is closely linked to several other modules in AssetCenter:

- Catalog
- Portfolio
- Financials
- Contracts

Certain sections of this guide deal with these modules. However, the availability of these modules depends on your license agreement.

Prerequisites - Catalog module

It is important for a company to have access to regularly updated information to optimize the procurement cycle.

The catalog module enables you to make detailed product information available. Including such information in your database greatly facilitate the procurement cycle.

We recommend that you refer to the "Catalog" guide to learn about prerequisites before populating your database with catalog references.

Prerequisites - Portfolio module

Purchasing something generally involves creating an item in your portfolio.

For this reason, you must first create the required models used to create new portfolio items.

We recommend reading the "Porfolio" reference guide before creating these models in your database.

Prerequisites - Financials module

You require the appropriate license from Peregrine Systems to enable these two modules.

Prerequisites - Contrats module

You require the appropriate license from Peregrine Systems to enable these two modules.

Procurement module scenarios

There are two way principal ways of using the procurement module that govern the resulting scenarios:

- The first uses the classic style of procurement management: It deals with all the steps involved in the procurement cycle (request, estimate/ order, receipt, invoice).
- The second uses only one part of the procurement cycle: namely, ordering and receiving or just receiving and handling invoices.

2 Overview (Procurement)

CHAPTER

AssetCenter is composed of several modules. The Procurement module is just one of these modules. It is intrinsically linked to the Portfolio module.

Concepts relating to procurement

The procurement cycle

AssetCenter's procurement cycle enables you to:

- Reference products in one or more catalogs.
- Have purchase requests for these referenced products via models.
- Have quotes and estimates.
- Order and receive products.
- Keep records of products as portfolio items.

  For more information about how to create portfolio items in a portfolio - as well as how they are associated with models and natures - refer to the **Portfolio** guide.

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

Models

You use a model to define how a portfolio item will be created in relation with a product in AssetCenter.

You can only use a model in a request if the request has been certified.

❗ Warning:

The way you structure your models hierarchically reflects the hierarchical structure of your company's portfolio. Thus, you need to have thought about and planned this structure before implementing it. This is especially true concerning how you decide to associate natures with models, for instance. This structure will govern the proper receipt and creation of your future portfolio items.

Catalog references

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

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

For more information about catalog references, refer to the **Catalog** guide, section "Catalog references".

Supplier packages

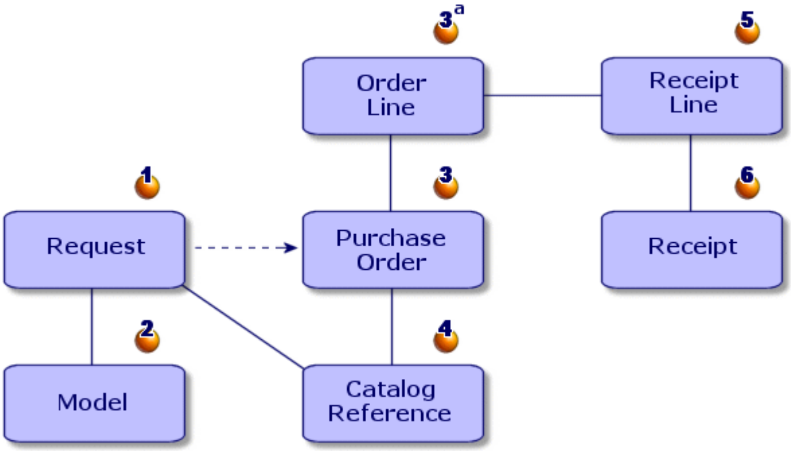
Supplier packages are more commonly called bundles. They are compositions of products that are all associated (optional or not) with a principal product. The catalog reference associated with a supplier package only relates to the principal product and not to the products associated with it.

Example

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

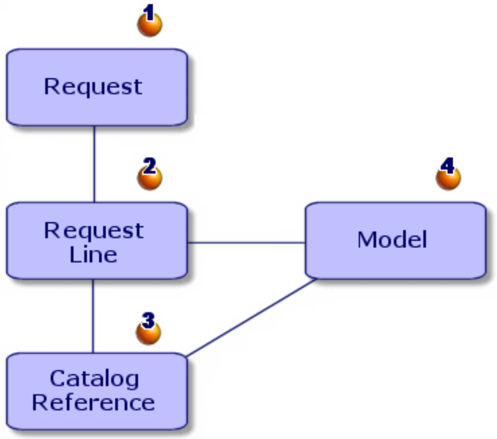
For further information, refer to the section "Supplier package (bundle)" in the **Catalog** guide.

The steps of the procurement cycle


3a
5
Order Line
Receipt Line
1
3
6
Request
Purchase Order
Receipt
2
4
Model
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 follow all or part of these four steps depending on your own needs.

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:

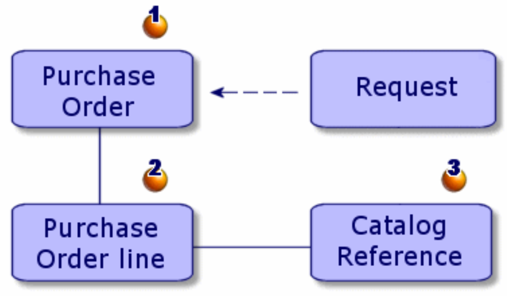
- A certified model (4)
- A catalog reference (3)
- Neither model nor catalog reference

Estimate (quote)

An estimate is an order whose status can be:

- In preparation
- Quote requested
- Quoted
- Awaiting approval
- Approved

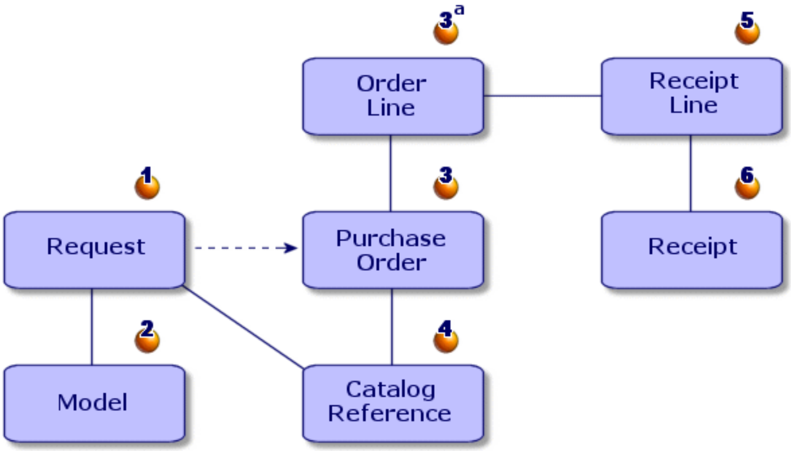
Order


1
Purchase Order
Request
2
3
Purchase Order line
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.

Receipt


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

Receiving your goods is the last step of 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 you select a model in the purchase request, then AssetCenter automatically creates an item in your company's portfolio when the delivery is received. This automatically created item is based on that selected model. If you do not select a model, AssetCenter does not perform this automatic creation.

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

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.

Logical links: Catalog-Portfolio-Procurement cycle

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 based on certified models.
- Purchase orders are based on catalog references.
- We strongly recommend that you associate order lines with request lines, via the **Request** tab of the order-line detail.

3 Practical case: request, order, receipt

CHAPTER

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 practical case: You just hired a new employee. This means you need to buy an extra computer, printer, a batch of ten ink cartridges and new software licenses.

Prerequisites

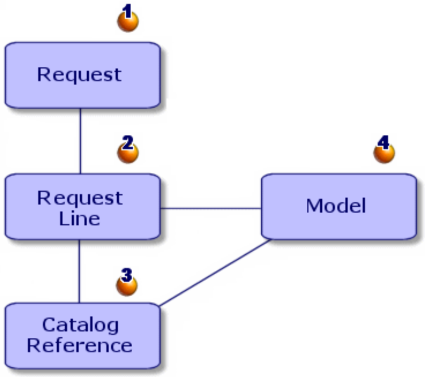
It is important for a company to have access to regularly updated data to optimize the procurement cycle.

We recommend that you refer to the **Catalog** reference guide to learn about prerequisites before populating your database with catalog references.

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

For more information on how to create models and natures, refer to the **Portfolio** guide.

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 certified model of an item in your portfolio (4). But it can also just be an explicit request for a catalog reference (3).

There are several ways to create a purchase request:

- Using a standard requst.
- Adding models to your request.
- Creating a customized request.

The first two ways require you use a request-creation wizard. The last way does not use a wizard.

In order to differentiate between creating the request and adding request lines, in this example we will discuss separately:

1. Customized creation of a request.
2. Composition of the request (adding request lines).

Creating a request

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

- A CPU, with which a monitor is associated.
- A printer.
- A batch of ten ink cartridges

- An extra Microsoft Suite software license.

The first step involves 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 **Req. status** field with the itemized value: **In preparation**. 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.

Another way to create a request

When you click **New**, you can directly add the request lines composing your new request. You do this by selecting the models that compose your request.

To create a request and select the models composing this request:

1. Click **New**.
2. Select **Create a new request by selecting the models**.
3. Populate the mandatory **Purpose** field and click **OK**.
4. Select a brand if you want to choose a model based on its brand.
5. 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.
6. Define the quantity - here 1.

   Warning:

   The quantity applies to all selected models.

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

Adding items to the 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 Deskpro 4000S..
    - 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**.
    - Select a brand if you want to choose a model based on its brand.
    - 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.

      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 requests are identical, only the fields to populate are different.

For more information on catalog references, refer to the **Catalog** guide, section "Using a catalog in the procurement cycle".

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 **Req. status** field (SQL name: seStatus) in the detail of the request:

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

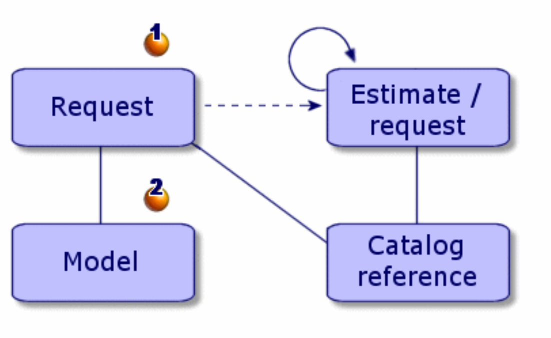
The status of your purchase order will depend on the status of your request. If the request's status is not set to **Approved**, it will be impossible to send out a purchase order.

In order to simplify this example, since we are logged on as "Admin", we can approve our request directly by setting the **Req. status** field to **Validated**.

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 (1) or from an order (3a). 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**
- **Quote 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**.

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. 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 and associate them with the models in the request using the **Associate the request with the selected reference** button. Then click **Next**.

       Example

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

       Repeat the operation for each request line and then click **Next**.
    3. Review the data that will be included in the estimate!. If the estimate is satisfactory, click **Finish**. 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. Select a search by catalog or supplier. The wizard shows a list of catalogs and their associated default suppliers. Chose the catalog or supplier of your choice.

       Example

       Select the catalog Computeinfo 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 line 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 line and then click **Next**.

4 Review the data that will be included in the estimate. If the estimate is satisfactory, click **Finish**. 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 **Quote requested**.

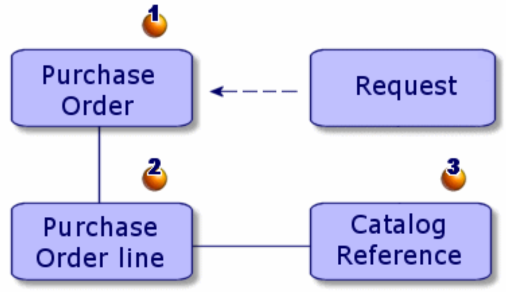
Once the different estimates are generated, you can issue the purchase order.

Obsolete estimates 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 an order (1) 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. The option **Take all lines into account** is selected by default.

  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. 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. Then click **Next**.

       Example

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

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

3. Review the data that will be included in the order. If the order is satisfactory, click **Finish**. If the order lines are not satisfactory, click **Previous** and then select the references of your choice.
4. The wizard generates an order whose value is set to **In preparation**.

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. Select a search by catalog or supplier. The wizard shows a list of catalogs and their associated default suppliers.

     Example

     Select the catalog Computeinfo 2002 (supplier Computeinfo).

     Note:

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

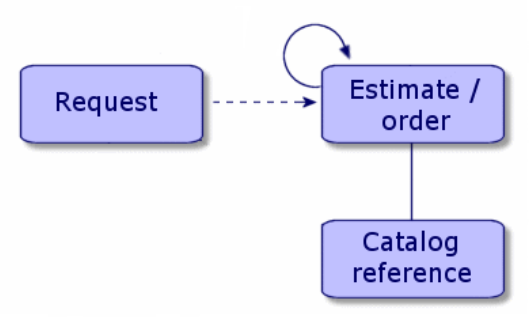
     Click **Next**.
  3. You can associate the references with request lines using the **Associate the request with the selected reference** button, then click **Next**.

     Example

     Select the request line 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 line and then click **Next**.
  4. Review the data that will be included in the order. If the order is satisfactory, click **Finish**. 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 **In preparation**.

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:

To be able to receive the purchase order, the models must be associated with the catalog reference indicated in the order line. If a model is not associated with the catalog reference, there can be no creation of this item.

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 information indicated in the purchase request and the purchase order.

In our example, the wizard will create:

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

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

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 receiving-slip detail screen lets you search for those items that are pending delivery for a given supplier.

This search is performed by a filter.

To search for items that have been ordered but not yet received:

1. Create a receiving slip (**Procurement/ Receiving slips/ New**).
2. Select a supplier than click **Create**.
3. Add a receipt line by clicking ⊞ in the **Contents** tab.
4. Filter (according to your needs):
   - The **Order line** field:
     1. Right-click on this field and select **Select link** from the shortcut menu that appears.
     2. In the window that then appears, right-click and select **Query filter** from the shortcut menu.
     3. Add the following script to view the unreceived orders:

        ```
        fQty <> fQtyReceived
        ```
   - The **Reference** field:
     1. Right-click on this field and select **Select link** from the shortcut menu that appears.
     2. In the window that then appears, right-click and select **Configure list** from the shortcut menu.
     3. Add the following script to the **Filter (WHERE clause)** tab to view the unreceived orders:

        ```
        exists (SELECT lCatRefId FROM amPOrdLine
        WHERE (fQty <> fQtyReceived) AND (lCatRefId = amCatRef:lCatRe
        fId))
        ```
5. Select the unreceived orders using the **Select** button.

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 and its invoice lines. It then 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 and click ⊞ in the **Composition** tab.

4 Practical cases

CHAPTER

The following scenarios cover the different steps involved in solving a problem. We assume that you have already read (at least certain parts of) the "Portfolio" 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 a company decides to outfit all employees with new IT equipment.
- The standard configurations that are requested - then ordered - are different depending on the job positions of the employees.

  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. Create standard requests.
2. Create estimate/ orders.
3. Receive goods.
4. Send out invoices.

Logic of creation

Enabling a number of user to make generic requests (I want a computer) involves ordering specific items (I want an IBM NetVista A30 desktop). This logic requires creating a generic product made up of specific products, each of which is linked to a specific model.

Creating generic products

1. Create the product Desktop computer
2. Create the products composing this

Creating standard requests

The following standard requests are created:

- Employee request
- Executive request
- Sales request

Creating an Employee-type request

1. In the requests screen, click **New**
2. In the requests wizard, select **Create a new customized request**, and then click **OK**
3. Populate:
    - **Purpose** with the title **Employee request**
    - **Req. status** with the value **Standard Request**
4. Click **Create**
5. Populate the **Composition** tab with the models available to employees:
    - Using the wizard (**Create** button)
    - Adding items to the list (⊞ button)

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 existing 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.

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. Request (automatic or not) items.
  2. Order items from catalog(s).
  3. Receive items.

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.

Note:

The integrity rules governing the procurement cycle require that a request be made before an order can be placed. This request is created automatically (if a user so desires) after an order's validation but before that order is placed.

The steps of the procurement cycle are:

1. Create the order.
2. Create the request.
3. Receive the goods.
4. Return the good(s).

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. It only occurs in exceptional cases.

A non-catalog order is not always based on a model. You just need to populate the fields in the order relating to cost and/or chargebacks.

5 Requests, estimates/orders

CHAPTER

Creating requests or estimate/orders (Procurement)

Principles of using catalog references

When you create a request line or an estimate/order line, you specify:

- The model enabling the creation of an asset in the portfolio.
- The catalog reference.
- The item to which the reference is linked in the **Component of** field (SQL name: Parent) in the detail of this composition line.

Methods of creating requests, estimates/ purchase orders

Creating purchase requests

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

To create a purchase request:

Automatically creating a request associated with an order

If you did not follow the established logic of the procurement cycle (request/ order/ receipt), AssetCenter can automatically create a request, which is associated with the order.

To automatically create a purchase request:

1. Open the Orders table (**Procurement/Purchase orders and estimates** menu).
2. Create your order (it's status must be set to **Validated**).
3. Click **Request** to launch the automatic creation of the associated request.

Creating a standard request

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

- Certain fields are already populated.
- The request lines are already created.

A standard request is a request template (the **Req. 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 automatically 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 create a standard request:

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

   ➾ Creating a request [page 20].
3. Select **Standard request** in the **Req. status** field.

You can create standard requests for:

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

To use a standard request:

1. Create a new request and select the **Create a new request from a standard request** option.

2. Select the standard request from among those proposed and choose whether to display the detail of this request.
3. The composition lines of your request are then automatically created.

Free request

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

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 **Req. status** field (SQL name: seStatus) in the detail of the request is set to **Validated**.)

  In this case, AssetCenter displays an estimate-generation wizard.
- Using an estimate-generation wizard: → Creating an estimate [page 24].

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. (**Req. status** field in the detail of the request is set to **Validated**.)

  In this case, AssetCenter displays an estimate-generation wizard.

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

Standard orders

AssetCenter enables you to use standard orders. In a standard order:

- Certain fields are already populated.
- The order lines are already created.

A standard order is an order template (the **Order status** field is populated with the value: **Standard order**).

When you create an order line, you specify:

- The catalog reference.
- The desired quantity.

Using a standard order implies that a request will be generated from this order so as to respect the logic of the procurement cycle.

Non-catalog order

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

Creating request, estimate/order composition lines

The composition of request and estimate/order composition lines appears in the **Composition** tab in the detail of requests and estimates/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, thereby creating a reservation (option **Immediate assignment** (SQL name: bInstantAssign).
3. The referenced model in the **Model** field (SQL name: Model) 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. If, for example, you decided that the monitor model should be a component of the CPU, the created portfolio item will be a monitor item which is a component of the CPU item.

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 line (**Requests** tab).

The hierarchy of a standard purchase order will create assets in the portfolio 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-generation wizard:

1. Select the request lines to be taken into account in the estimate.
2. Associate them with the desired catalog references.
3. Specify whether you want to group together the estimate lines that reference the same products. To do this, select the **Merge with existing purchase order 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

You can merge request lines or requests when you:

- Create a request using a request-creation wizard.
- Place an order from a validated, purchase request.

In this case, the wizard will propose two options:

- Merge the request lines.
- Add to an existing order.

Merging request lines

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

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.

For example, two request lines refer to the same HP vectra model. Merging these request lines will create one single request line referring to two HP vectra models. The information specified in each request line is lost; only common information is conserved.

Adding to 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.

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 **Req. 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).

Supplier packages (Procurement)

Basics of supplier packages

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 "Supplier package (bundle)" section of the **Catalog** guide for more information about how to create and manage supplier packages.

Note:

If, in a supplier package, the organization of request lines does not correspond to the hierarchy of the models in your portfolio, you need to manually associate the request lines (**Request** tab in the detail of an order line).

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:

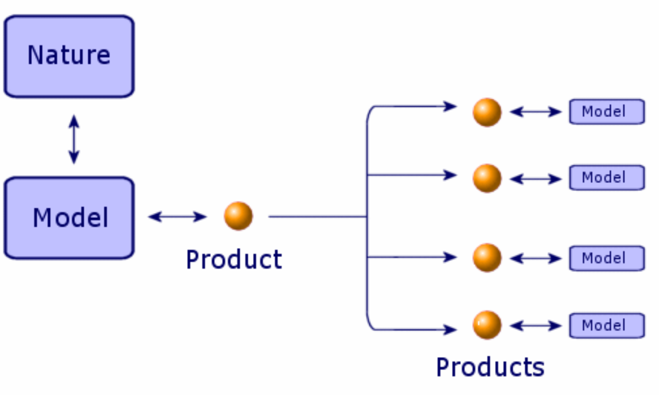
- Only the price indicated in the **Price** field (SQL name: mPrice) in the **Acquis.** tab of the product detail counts toward the price of the purchase, estimate or order.
- At the level of composition lines referencing products contained in the supplier package (the **Component of** field), the **Acquis.**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

Supplier packages 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.



Defining the financing method (Procurement)

The financing method is defined in the **Financing** tab of requests.

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 **Acquis.** 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.

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.

For each purchase request 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.
- Expedition/transmission mode
- Language used.
- Comments

To print the forms themselves, use the **File/Print** 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 track a request through each step of the procurement 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.

Note:

In order to make all procurement-cycle steps visible in the **Tracking** tab, each step needs to be handled within the cycle. In this case, the status should be different than **In preparation**.

Taking another example, if you manage orders, your point of view will be focused at the orders level: You want to see which estimates are ready to be turned into orders, which requests correspond to the orders you have placed and on what dates they will be delivered.

6 Receipts

CHAPTER

This chapter explains how to manage receiving slips with AssetCenter.

Receiving

You can view the receptions in the Receiving slips screen.

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 also create a receipt manually:

1. Click **New** in the receipts screen.
2. Select a supplier.
3. Populate the **General** tab in the detail of the receiving slip.
4. Click **Create**.
5. Search for the order lines awaiting delivery in the **Contents** tab of the detail of the receiving slip.

6 In the detail of the receipt line: Select the order line to receive (**Order line** field).
7 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 by populating the **Quantity recevied** field.

Taking delivery in full

To fully receive a selection of order lines awaiting receipt:

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

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

Note:

When the order is received in full, a workflow enables you to change the status of the request from **Validated** to **Satisfied**.

This workflow is located in the **AssetCenter\Datakit\bestprac** folder.

Taking delivery in part

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

   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 receiving an order line in part

Let's say that you receive a smaller quantity of items than what you ordered. 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 assign the items received to these people according to the order of their employee ID numbers.

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).

Receipt - profile

Depending on your user profile (determined by the AssetCenter administrator), you have the possibility of only performing one procurement-cycle step: receipt.

If a user connects to an AssetCenter database as the person in charge of receipts, only the receipts wizard will be available. This wizard displays the list of orders placed and which ones must be received.

When an order is delivered, the person in charge selects the order from the list proposed by the wizard and receives it. AssetCenter automatically creates the assets corresponding to this order in the portfolio.

If the delivery slip does not correspond to the purchase order, you can either receive in part or you can return the 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. Click **Return**: The wizard displays the items to be returned.

   Choose if you want to:

   - Create a return envelope.

     AssetCenter creates a new return envelope containing the items to return.
   - Use a receiving slip as a return envelope.

     AssetCenter uses the current receiving slip to return the selected items.
   - Associate the returned items to an existing return envelope.

If you want to sort your returns by supplier, by day or by any other criteria, AssetCenter enables you to associate returned items to the same return envelope.

3 For each item to return, select the quantity to return.

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

Among the list of items proposed, select those to return.

Note:

We recommend that you configure the wizard's list to display the information necessary for identifying items to return. For example, you choose 2 CPUs to return from a group of 3 CPUs: You can configure the wizard's list so that it displays the serial numbers of the CPUs.

---

5 Click **Finish**.

The returned items appear in the **Returns** tab of a receipt line.

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 order lines.

This is data concerning the supplier:

- 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

The values that you define in the composition lines of a request are used after the item(s) that you ultimately order are received. These values include:

- Value of **User** field (SQL name: User).
- Value of **Component of** fields (SQL name: Parent).
- Value of **Contract requested** (SQL name: UsedReqLineCntr) and **Port. item requested** (SQL name: UsedReqLineAsset) fields.

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.

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7 Additional functionality (Procurement)

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. Select the requested model.
3. Display the **Reservations** tab in the detail of the request composition line.

4. Select the stock item to reserve (Portfolio item field). Then 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**.
5. Click **Execute** to confirm the reservation and assign the asset to the user.

The **Reservation** sub-tab of the **Portfolio** tab in an asset detail indicates that the asset is reserved: The **Reserved by** and **Start date** fields (SQL names: Reserver and dStart) 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 composing 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. This reservation appears for the record in the Departments and Employees table that corresponds to 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.

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 receipt

When you prepare an order with AssetCenter, you do not have to wait for the order's delivery to create records for the items that you are ordering. You can create records for these items in the database right away.

Among other things, this enables you to schedule work orders for the items or training sessions for users.

To create portfolio items awaiting receipt:

1. Create an order and validate it.
2. Click **Create**.
3. AssetCenter consults the database and creates the corresponding records "on-the-fly": The **Assignment** field (SQL name: seAssignment) in the detail of the portfolio item created is automatically set to **Awaiting receipt**.

Note:

The **Execute** button enables you to create the items that must create 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 receipt.

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 **Portfolio** tab of the stock detail.

For more information, refer to the **Portfolio** guide, "Stocks" section.

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 a model and indicates the quantity in which this stock must be reordered in order to properly replenish the stock.

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

Creating reorder requests

Stock screen

AssetCenter Server generates 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: 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 send out an automatic request for the same model, 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 verifying and 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 for stock replenishment

Receiving items that have been reordered for stock is identical to the standard procedure of receiving items.

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

Automatic mechanisms for stock in 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 stock is less than the reorder level indicated in the stock rule.
- If the request is not satisfied, AssetCenter Server will not retest the rule associated to the created request.

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.

Acquiring off-contract maintenance and on-contract maintenance work orders

To acquire an **Off-contract maintenance** or **On-contract maintenance** 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 displays **Off-contract maintenance** or **On-contract maintenance**.
2. If this work order concerns a requested or existing item, populate the **Port. item requested** or **Asset to use** field with that item.
3. Create an estimate/order line concerning a catalog reference.
4. Receive. AssetCenter populates the Work orders screen with the new work order that was created.

Acquiring internal-maintenance work orders

The internal work order requests are available:

- Via the **Portfolio/Internal requests** menu item.
- via the **Procurement/Purchase requests** menu item.

AssetCenter handles **Internal-maintenance** type work order requests differently: Request lines referencing such products do not go through (purchase) orders.

All **Internal maintenance** type work-orders must be executed (using the **Execute** button) and unordered:

- Create a request line referencing a model whose nature is **Work order**. The **Type** field (SQL name: seWOType) in the model's **Work order** tab shows **Internal maintenance**.
- In the **Port. item requested** field (SQL name: Parent), specify the asset (or work order) to which the requested work order is to be linked:

  - Either you can select an asset that already exists in the database (the ▣ option is selected).
  - Or you can select a request line (the ▣ option is cleared = ☒).
- Click **Execute**.

  The work order is created in the Work orders table (**Portfolio/Work orders** menu).

Note:

If you create an order from a request having an **Internal-maintenance** type request line, this request line 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.

Internal-maintenance work orders - cost

Requesting an **Internal-maintenance** work order and executing this work order will not allocate this request to a cost center.

To bill an internal service to your company, we advise you to use the chargeback system. For more information about the chargeback system, refer to the **Financials** guide, chapter **Chargeback**.

Blanket purchase orders

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

Definitions

Definition of a Blanket PO-type contract

Blanket PO-type contracts 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 order occurs in cases where you are using Blanket PO-type contracts. This situation 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 contracts 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 **Contracts/ 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 is reused in the order and, most notably, populates 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 displayed 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 then 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-generation wizard, check the **Add to existing purchase order** box and select the blanket PO.

3. Do not select the **Merge with existing purchase order 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).

Let's use the following example: 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. Edit 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 requested**).

       Attention: If the ▣ icon appears, click it so the ☒ appears instead. This icon means that the action will apply to a contract that is present in the current request.

       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 **Port. item requested**).

       Attention: If the ▣ icon appears, click it so the ☒ appears instead. This icon means that the action will apply to an item that is present in the current request.

       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 used**).

      Attention: If the icon appears, click it so the appears instead. This icon means that the action will apply to a record in the Contracts table.

      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**).

      Attention: If the icon appears, click it so the appears instead. This icon means that the action will apply to a record in the Assets table.

      Example

      Select the "Inspiron 2500" asset 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).

8 Glossary (Procurement)

CHAPTER

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 one or more request lines.

AssetCenter database table that describes these objects

Request (amRequest)

Free order

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

Standard order

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

AssetCenter database table that describes these objects

Order (amPOrder)

Request line

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

AssetCenter database table that describes these objects

Request lines (amReqLine)

Order line

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

AssetCenter database table that describes these objects

Order lines (amPOrdLine)

Requester

Person at the origin of the request.

AssetCenter database table that describes these objects

Requests (amRequest)

User

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

AssetCenter database table that describes these objects

Requests (amRequest)

Status of the request

Status reflecting the different steps of fulfillment of a request.

AssetCenter database table that describes these objects

Requests (amRequest)

Status of the order

Status reflecting the different steps of fulfillment of an order.

AssetCenter database table that describes these objects

Orders (amPOrder)

Nature

A record in the Natures table determines the type of item a model can create. When you create a model, you must indicate its nature. The model is then based on this particular nature.

Natures are available for the following models:

- Portfolio items
- Work orders
- Contracts
- Trainings
- Cables

When you create a nature, you define certain parameters that will influence the models based on this nature. Example: Setting the nature's **Management constraint** field (seMgtConstraint) to **Free** enables you to create models of portfolio items that do not have records in the Assets table.

Model

A record in the Models table enables you to create records in the following tables:

- Portfolio items table

  The creation of a portfolio item is sometimes accompanied by the simultaneous creation of a record in one of the following overflow tables:

  - Assets table
  - Computers table
  - Telephones table
  - Software installations table
- Work orders table
- Contracts table
- Trainings table
- Cables table

One you create one of these items, you must specify the model on which it is based. The data entered for a model is automatically reproduced in the records of its items. Examples: the CPU type of a computer; the applied tax; the duration of a contract, etc.

The hierarchical structure of the Models table helps you organize your portfolio. We recommend that you create generic models that encompass more specific sub-models. Example: Printer/Laser printer/Lasterjet printer 8000DN.

Portfolio item

A record in the Portfolio items table is based on a model whose characteristics it inherited. You choose a management constraint for this portfolio item depending on its monetary value. This constraint is applied to the nature of the model on which this item is based. It determines whether the item will treated as an "asset", a "batch" or an "untracked batch". There is also an overflow table defined for the nature of this portfolio item's model. This overflow table determines whether the creation of a record in the Portfolio items table is accompanied by the simultaneous creation of another record in one of the following tables:

- Assets table
- Computers table
- Telephones table
- Software installations table

Asset

A record in the Assets table corresponds to a portfolio item whose monetary value is high enough to necessitate individual tracking. In AssetCenter, each asset corresopnds to two linked records: one in the Portfolio items table; the other in the Assets table. In order for the creation of a record in the Portfolio items table to create the simultaneous creation of a record in the Assets table, you must select the correct management constraint: In the nature of this portfolio item's model, you must set the **Management constraint** field (seMgtConstraint) to **Unique asset tag**.

While it is true that all assets are portfolio items, it is not true that all portfolio items are assets.

CHAPTER

9 References (Procurement)

Menus and tabs (Procurement)

The Procurement module uses numerous menus.

The following menus are directly related to the Procurement module:

Table 9.1. Menus and tabs (Procurement) - list

Sub-menu	Table that the menu accesses (label and SQL name)	Tabs dedicated to the Procurement module	Important fields or links (outside of the dedicated tabs)	Utilization	Section of the guide to consult
File menu					

Sub-menu	Table that the menu accesses (label and SQL name)	Tabs dedicated to the Procurement module	Important fields or links (outside of the dedicated tabs)	Utilization	Section of the guide to consult
Activate modules	N/A	N/A		Enables you to activate or deactivate the Procurement module, if your license file allows it. This is the menu to use if you can't see the following menus in your application:	N/A
Procurement menu					
Purchase requests	Requests (amRequest)	All		Consult and edit the records in this table.	Drawing up your request [page 20] Creating requests or estimate/orders (Procurement) [page 39]
Purchase orders and estimates	Orders (amPOrder)	All		Consult and edit the records in this table.	Creating requests or estimate/orders (Procurement) [page 39] Creating an estimate [page 24] Issuing a purchase order [page 27]
Receiving slips	Receiving slips (amReceipt)	All		Consult and edit the records in this table.	Receiving an order [page 30] Receiving [page 49]
Supplier invoices	Supplier invoices (amInvoice)	All		Consult and edit the records in this table.	Creating an invoice [page 32]
Tools menu					
Actions/Edit	Actions (**amAction**)	None	None	Consult and edit the records in this table.	Actions and wizards (Procurement) [page 83]

Sub-menu	Table that the menu accesses (label and SQL name)	Tabs dedicated to the Procurement module	Important fields or links (outside of the dedicated tabs)	Utilization	Section of the guide to consult
Actions/ <Name of action>		N/A		Proposes the actions that are either non-contextual or whose contexts are active. Enables you to trigger the selected action.	Actions and wizards (Procurement) [page 83]
Customize toolbar		N/A		Enables you to add icons to or drop icons from the toolbar.	Toolbar icons (Procurement) [page 78]
Administration menu					
Itemized lists	Itemized lists (**amItemizedList**)	None	None	Consult and edit the records in this table.	Itemized lists (Procurement) [page 80]
Counters	Counters (**amCounter**)	None	None	Consult and edit the records in this table.	Counters (Procurement) [page 82]
Calculated fields	Calculated fields (**amCalcField**)	None	None	Consult and edit the records in this table.	Calculated fields (Procurement) [page 81]
Units	Units (**amUnit**)	None	None	Consult and edit the records in this table.	**Catalog** guide: chapter **Creating a catalog**, section **Creating a product**, **Managing a product's measurement unit**. **Portfolio** guide: chapter **Portfolio items**, section **Units used in batches**.

Sub-menu	Table that the menu accesses (label and SQL name)	Tabs dedicated to the Procurement module	Important fields or links (outside of the dedicated tabs)	Utilization	Section of the guide to consult
List of screens		N/A		Enables you to access tables that are not accessible by the present menus. This task is reserved for the administrator since these tables were not really designed to be modified.	N/A

Toolbar icons (Procurement)

Some of the toolbar icons are specific to the Procurement module.

To obtain this list and add these icons to the toolbar:

1. Selecting the **Tools/ Customize toolbar** menu item.
2. Selecting the **Tools** tab.
3. Select **Procurement** from the **Categories** list.

For more information on customizing the toolbar, consult the **User interface** guide, chapter **Customizing a client workstation**, section **Customizing the toolbar**.

Interface options (Procurement)

Certain interface options are specific to the Procurement module.

To learn more about this list and how to configure it:

1. Select the **Edit/ Options** menu item.
2. Unfold the **Procurement** node.

For more information on configuring the interface options, consult the **User interface** guide, chapter **Customizing a client workstation**, section **AssetCenter interface options**.

Tables (Procurement)

The Procurement module uses numerous tables.

The following tables are those linked directly to the Procurement module:

Table 9.2. Tables (Procurement) - list

Table label	SQL name of the table	Menu item used to access the table	Section of the guide to consult
Tables specifically linked to the Procurement module			
Order	amPOrder	Procurement	Creating requests or estimate/orders (Procurement) [page 39] Issuing a purchase order [page 27]
Order lines	amPOrdLine	Procurement	Creating requests or estimate/orders (Procurement) [page 39]
Supplier invoices	amInvoice	Procurement	Creating an invoice [page 32]
Invoice lines	amInvoiceLine	Procurement	Refer to the **Financials** guide, chapter **Chargebacks**.
Payment cards	amPCard	Procurement	N/A
Tables indirectly linked to the Procurement module			
Products		Procurement	Concepts relating to procurement [page 13]
Catalog references		Procurement	Concepts relating to procurement [page 13]
Catalog		Procurement	Concepts relating to procurement [page 13]
Product classification codes		Procurement	N/A
Assets		Portfolio	Refer to the **Portfolio** guide.
Model		Portfolio	Refer to the **Portfolio** guide.
Natures		Portfolio	Refer to the **Portfolio** guide.
Locations		Portfolio	Refer to the **Core tables** guide.
Employees		Portfolio	Refer to the **Core tables** guide.
Cost centers		Finance	Refer to the **Financials** guide.
Contracts		Contracts	Refer to the **Contracts** guide.
Actions		Tools	Actions and wizards (Procurement) [page 83]
Work orders		Portfolio	Refer to the **Portfolio** guide.
Stocks		Portfolio	Stocks [page 57]
Units		Administration	Refer to the **Portfolio** guide.

Interdependence of tables (Procurement)

The Procurement module uses several tables in the AssetCenter database. There are multitudes of links between these tables. It is thus convenient to optimize the order in which you populate these tables.

The order that we propose below is not mandatory: AssetCenter enables you to create missing records in linked tables whenever it is necessary.

Tip:

We recommend that you create the products, catalogs and catalog references before placing an order.

Here is a table that optimizes the order of how you should create your records. It indicates which dependant tables you need to populate.

The practical case that is developed throughout the course of this guide respects these recommendations.

We will not discuss the secondary tables that are directly linked to the Procurement module. They are automatically populated when you create records in the main tables.

Table 9.3. Interdependence of tables (Procurement) - table

Table (label and SQL name)	Tables to populate beforehand (label and SQL name)
Products (amProduct)	Models (amModel) and Natures (amNature)
Catalog references (amCatRef)	Product classification codes (amProdClassCode)

Itemized lists (Procurement)

Certain fields can be populated by selecting their values from a list. These lists are called itemized lists.

You can access the **Itemized lists** table (**amItemizedList**) using the **Administration/ Itemized lists** menu item.

The Procurement module uses the following itemized lists:

Table 9.4. Itemized lists (Procurement) - list

Itemized list identifier	Field populated using an itemized list (label and SQL name)	Table in which field is found (label and SQL name)
amCertification	Certification (Certification)	Orders (amPOrder)
	Certification (Certification)	Requests (amRequest)
amCity	City (City)	Return envelopes (amReturnEnv)
amDelivLinStatus	Status (Status)	Receipt lines (amReceiptline)
amInvLineStatus	Status (Status)	Invoice lines (amInvoiceLine)
amInvoiceStatus	Status (Status)	Supplier invoices (amInvoice)
amInvoiceType	Type (Invoice Type)	Supplier invoices (amInvoice)
amOrdLineStatus	Status (Status)	Order lines (amPOrdLine)
amOrdPriority	Priority (Priority)	Orders (amPOrder)
amOrdStatus	Status (Status)	Order lines (amPOrdLine)
amLanguage	Language (Language)	Orders (amPOrder)
amOrdType	Type (Type)	Orders (amPOrder)
amReqLineStatus	Status (Status)	Request lines (amReqLine)
amReqPriority	Priority (Priority)	Requests (amRequest)
amReqStatus	Status (Status)	Requests (amRequest)
amReqType	Type (Type)	Requests (amRequest)
amRetEnvStatus	Status (Status)	Return envelopes (amReturnEnv)
amRetReason	Reason for return (RetReason)	Receiving slips (amReceipt)
amShipMode	Shipping method (ShipMode)	Orders (amPOrder)
	Shipping method (ShipMode)	Return envelopes (amReturnEnv)
amState	State (State)	Return envelopes (amReturnEnv)
amTransMethod	Transmission (TransMethod)	Supplier invoices (amInvoice)
	Transmission (TransMethod)	Orders (amPOrder)

For more information on using itemized lists, refer to the **Advanced use** guide, chapter **Itemized lists**.

Calculated fields (Procurement)

The Procurement module uses numerous calculated fields.

These calculated fields are used in the default values of certain fields.

You can access the **Calculated fields** table (**amCalcField**) using the **Administration/ Calculated fields** menu item.

The following calculated fields are directly related to the Procurement module:

Table 9.5. Calculated fields (Procurement) - list

Label of the calculated field	cf_SQL name of calculated field	Label and SQL name of the field that uses the calculated field	Utilization
Unit	cf_sysCorePoLineUnit	Order lines (amPOrdLine)	This calculated field returns the purchase unit of the catalog reference associated with the order line.
Existing estimate	cf_BstProcur_AvailEstim	Request lines (amReqLine)	This calculated field returns the name of the supplier and the price associated with the model, itself associated with the order line.
Quantity pending	cf_BstProcur_fQtyPending	Order lines (amPOrdLine)	This calculated field returns the remaining quantity to be delivered for the order line.
Quantity pending	cf_BstProcur_fQtyPending	Request lines (amReqLine)	This calculated field returns the remaining quantity to be delivered for the request line.

You can customize these calculated fields.

For more information on using calculated fields, refer to the **Avanced use** guide, chapter **Calculated fields**.

For more information about writing scripts, refer to the **Advanced use** guide, chapter **Scripts**.

For more information on using APIs, refer to the **Programmer's reference** guide.

Counters (Procurement)

The Procurement module uses numerous counters.

These counters are used in the default values of certain fields.

You can access the **Counters** table (**amCounter**) using the **Administration/ Counters** menu item.

The following counters are directly related to the Procurement module:

Table 9.6. Counters (Procurement) - list

SQL name of the counter	Label and SQL name of the table that uses the counter	Label and SQL name of the field that uses the counter
amExpenseLine_ItemNo	Expense line (amExpenseLine)	ItemNo
amInvoice_InvoiceNumber	Supplier invoices (amInvoice)	InvoiceNumber
amItemReceived_ItemNo	Items received (amItemReceived)	ItemNo
amPOrder_PONumber	Orders (amPOrder)	Number (PONumber)
amPOrdLine_ItemNo	Order lines (amPOrdLine)	ItemNo
amReqLine_ItemNo	Request lines (amReqLine)	ItemNo
amResa_ItemNo	Reservations (amReservation)	ItemNo
amReturnEnv_Code	Return envelope (amReturnEnv)	Code (Code)

For more information about how to use counters, refer to the **Administration** guide, chapter **Customizing the database**, section **Counters in field default values**.

Actions and wizards (Procurement)

The Procurement module uses actions to automate common tasks.

You can access the **Actions** table (**amAction**) using the **Tools/ Actions/ Edit** menu item.

You can filter the actions linked to the Procurement module by using a simple filter on the following fields:

- Domain (**Domain**)
- Nature (**Nature**)

The following actions are linked directly to the Procurement module:

Table 9.7. Actions and wizards (Procurement) - list

Name of action	SQL name of the action	Action type	Context of the action (SQL name of the table)	Section of the guide to consult
New request	sysProcRequestNew	Wizard	Requests (amRequest)	Drawing up your request [page 20]
Add models to your request	sysProcRequestAddModel	Wizard	Requests (amRequest)	Drawing up your request [page 20]
Add a request	sysProcRequestAddTemplate	Wizard	Requests (amRequest)	Drawing up your request [page 20]
Generate a purchase order	sysProcRequestGenPOrder	Wizard	Requests (amRequest)	Issuing a purchase order [page 27]
Create the items in the request	sysProcRequestExecuteAll	Wizard	Requests (amRequest)	N/A
Create items not giving rise to a purchase order	sysProcRequestExecute	Wizard	Requests (amRequest)	N/A
You are about to order	sysProcPOrderTransmit	Wizard	Orders (amPOrder)	N/A
Create the missing request lines for the purchase order	sysProcPOrderRequest	Script	Orders (amPOrder)	N/A
Complete the order using an order	sysProcPOrderAddTemplate	Wizard	Orders (amPOrder)	N/A
Create items awaiting receipt	sysProcPOrderExec	Wizard	Orders (amPOrder)	N/A

Name of action	SQL name of the action	Action type	Context of the action (SQL name of the table)	Section of the guide to consult
Receive	sysProcPOrderReceipt	Wizard		Receiving an order [page 30]
Add items to a receipt	sysProcReceiptAdd	Wizard	Receiving slips (amReceipt)	N/A
Return	sysProcReceiptReturn	Wizard	Receiving slips (amReceipt)	Returning items on a receiving slip [page 51]
Create an invoice	sysProcReceiptInvoice	Wizard	Receiving slips (amReceipt)	Creating an invoice [page 32]
Generate a credit note	sysProcInvoiceCredit	Wizard	Supplier invoices (amInvoice)	N/A

For more information on using actions, refer to the **Advanced use** guide, chapter **Actions**.

For more information on using scripts, refer to the **Advanced use** guide, chapter **Scripts**.

For more information on using APIs, refer to the **Programmer's reference** guide.

You can create new actions or customize existing ones.

Modules of AssetCenter Server (Procurement)

The following modules of AssetCenter Server are dedicated to the Procurement module:

- Split expense lines in cost center (CostCenter)
- Create assets, consumables, etc. corresponding to items received (Delivery)
- Verify stocks (Stock)

For more information these modules, refer to the **Administration** guide, chapter **AssetCenter Server**, section **Configuring the modules monitored by AssetCenter Server**, sub-section **Trigger helpdesk alarms** module (HDAlarms).

System data and Line-of-business data (Procurement)

AssetCenter is provided with a standard set of data.

These data sets are a part of one of the following groups:

- **System data**: data that is indispensable in order for AssetCenter to function.
- **Line-of-business data**: basic data to insert into your production database if you find it useful.

  This data is divided into functional areas.
- **Sample data**: data that is useful to familiarize yourself with AssetCenter.

System data specific to the Procurement module

System data contains data specific to the Procurement module in the following table:

- Actions

System data data specific to the Procurement module is automatically part of the demonstration database installed with AssetCenter.

System data data specific to the Procurement module will be part of your working database if you select this option when creating your database with AssetCenter Database Administrator.

Line-of-business data specific to the Procurement module

Line-of-business contains data specific to the Procurement module:

- Reports

Line-of-business data specific to the Procurement module is automatically part of the demonstration database installed with AssetCenter.

Line-of-business data specific to the Procurement module will be part of your working database if you select this option with AssetCenter Database Administrator.

Reports and forms (Procurement)

AssetCenter is provided with reports and forms. Certain of them are specific to the Procurement module.

In order for these reports and forms to be available in your database, you must import them from the AssetCenter Database Administrator.

Importing and identifying reports specific to the Procurement module

To find out how to import reports, refer to the **Advanced use** guide, chapter **Crystal Reports**, section **Installing and using the reporting tool**, sub-section **Installing preconfigured Crystal Reports in your database**.

To identify the reports specific to the Procurement module, refer to the **Advanced use** guide, chapter **Crystal Reports**, section **Identifying Crystal reports specific to a given module**.

Importing and identifying forms specific to the Procurement module

To find out how to import forms, refer to the **Advanced use** guide, chapter **Forms**, section **Installing preconfigured forms into your working database**.

To identify the forms specific to the Procurement module, refer to the **Advanced use** guide, chapter **Forms**, section **Identifying forms specific to a given module**.

Background processes (Procurement)

Certain fields in request, estimate, and order details are populated automatically.

This section explains:

- Automatic software mechanisms.
- How to update information in requests.

Note:

For more information on the automatic background processes executed by AssetCenter, consult the **Database structure** guide. For each table discussed in this guide, you will find an **Background processes** section.

Automatic software mechanisms (Procurement)

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** field (SQL name: lQty) in the **General** tab, the **Tax rate** (SQL name: pTaxRate) and Discount (SQL name: pDiscount) fields in the **Purchase** tab of the order line.
    - **Discount** (SQL name: pDiscount) and **Price** (SQL name: mPrice) fields in the **General** tab of a catalog reference.
- The **Unit price** field 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**, **Location**, 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 purchase 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 initial request (**Initial request** field (SQL name: Request).
- Financing
- 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.

APIs (Procurement)

Certain AssetCenter APIs relate specifically to the Procurement module.

These APIs enable you to perform the following functions (among others):

- Return an item.
- Add an order line to an invoice.
- And so on.

To obtain a list and description of the APIs from the Procurement module, refer to the **Programmer's reference** guide.

Views (Procurement)

There are no views specifically dedicated to the Procurement module.

For more information on using views, refer to the **User interface** guide, chapter **Using views**.

Other documentation (Procurement)

This guide does not provide information directly linked to the Procurement guide.

To obtain associated information not covered in this guide, we recommend that you read the following documents:

Table 9.8. Other documentation (Procurement) - list

The document ...	Covers information relating to the ...	Format	Location in the AssetCenter installation folder
Installation	• Installation of AssetCenter	Printed	**\doc\pdf\Installation*.pdf**
		Online	**\doc\chm\install*.chm**
Introduction	• General interface of the application	Printed	**\doc\pdf\UserInterface*.pdf**
		Online	**\doc\chm\userint*.chm**
Portfolio	• Management of natures, models, assets, projects and work orders in general	Printed	**\doc\pdf\Portfolio*.pdf**
		Online	**\doc\chm\portfol*.chm**
Administration	• Itemized-list management • Utilization of wizards • Creation of scripts • Customization of fields • Utilization of calculated fields	Printed	**\doc\pdf\Administration*.pdf**
		Online	**\doc\chm\admin*.chm**

The document ...	Covers information relating to the ...	Format	Location in the AssetCenter installation folder
Context-sensitive help for fields and links	- Utilization of database fields and links	Online	This help is accessible using one of the following methods, after having selected the field or link: - Right-click and select **Help on this field** from the shortcut menu. - Use the **Shift** and **F1** keys on your keyboard simultaneously. - Select the **Help/ Help on this field** menu.
Programmer's reference	- Utilization of APIs	Printed	**\doc\pdf\ProgrammersReference*.pdf**
		Online	**\doc\progref*.chm**
Database structure	- List of the database's tables, fields, links and indexes - Automatic agents triggered by AssetCenter	Text file	- **doc\infos\database.txt** - **\infos\tables.txt**
		Online	**\doc\chm\dbstruct*.chm**

10 Interface (Procurement)

CHAPTER

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 **Req. status** field.

The number of the request is populated in the **Number** field.

Each purchase request is populated in several different tabs:

- General
- Standard
- Composition
- Tracking
- Allocation
- Financing
- Replacement

The General tab

Description frame: Each request is identifiable by a requester, a type (free itemized-list), a status, a degree of priority and a date.

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

The Standard tab

This tab lists the additional information about a standard request. Each standard request has a starting date and an ending date of validity, as well as a certification level (free itemized-list).

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
- Financing
- Purchase
- Reservations
- 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

Model field: model associated with the request line.

Reference field: catalog reference associated with the request line.

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

Port. item requested/ Asset to use field: This field is active if you selected the **Contract utilization** box. It enables you to specify which model from the request which existing asset must be used.

Target frame

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

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

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

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.

The Financing tab

This tab groups together all the information on the ordered references. It enables you to indicate whether the request is financed under contract or is part of a blanket PO.

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

Reservations tab

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

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

Start ate: the starting date of the reservation.

End date: the ending date of the reservation.

Number: reservation number.

Quantity: quantity requested for the reservation.

Reason: reason for the reservation.

Reserved by: the person who reserved the requested item if this person differs from the user.

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.

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 Financing tab

This tab groups together all the information on the ordered references. It enables you to indicate whether the request is financed under contract or is part of a blanket PO.

The Replacements tab

This tab enables you to indicate whether the request items will replace portfolio items.

The Estimate/ Orders screen

An order is defined according to its supplier.

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

An order's status can be:

- In preparation
- Quote requested
- Quoted
- Awaiting approval
- Approved
- Refused
- Ordered
- Accepted
- Satisfied
- Closed
- Cancelled

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

Each order is populated in several different tabs:

- General
- Composition
- Tracking
- Allocation
- 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.

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.

The Allocation tab

This tab enables you to determine how the order line will be allocated. In other words, you can specify its:

- Cost category
- Cost center
- Payment card used.

The Financing tab

This tab regroups the information relating to the:

- Integration of the order line with a blanket PO.
- Financing by contract of the order line.

Procurement tab

This tab regroups the information relating to the:

- Stock affected by the command line.

- Purchase conditions.

Requests 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.

➾ Cycle tracking screen [page 99].

The Financing tab

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

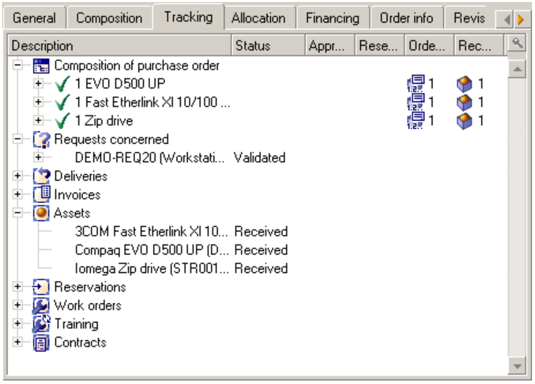
Order info.

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

➾ Editing an estimate or an order [page 47].

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.



Description	Status	Appr...	Rese...	Orde...	Rec...
Composition of purchase order					
✓ 1 EVO D500 UP				1	1
✓ 1 Fast Etherlink XI 10/100 ...				1	1
✓ 1 Zip drive				1	1
Requests concerned					
DEMO-REQ20 (Workstati...	Validated				
Deliveries					
Invoices					
Assets					
3COM Fast Etherlink XI 10...	Received				
Compaq EVO D500 UP (D...	Received				
Iomega Zip drive (STR001...	Received				
Reservations					
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 10.1. Icons used (Procurement) - list

Icon	Meaning
🚦	The request to which the composition line belongs is approved.

Icon	Meaning
?	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 receipt. 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
- Returns

General tab

- Date
- Delivery slip
- Carrier
- 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)

Returns tab

This tab contains the list of receipt lines linked to the current receipt slip.

➾ Returning items on a receiving slip [page 51].

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.

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